

FISCAL YEAR

20
24

Adopted
Operating Budget
and Capital
Improvements
Program

JULY 1, 2023 – JUNE 30, 2024



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FY 2024 Adopted Operating Budget and Capital Improvements Program

July 2023

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Monique Ashton, Councilmember
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For the Fiscal Year Beginning

July 01, 2022

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. The document 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 2024, Budget-In-Brief, a description of the budget process, including community engagement efforts, changes between 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.

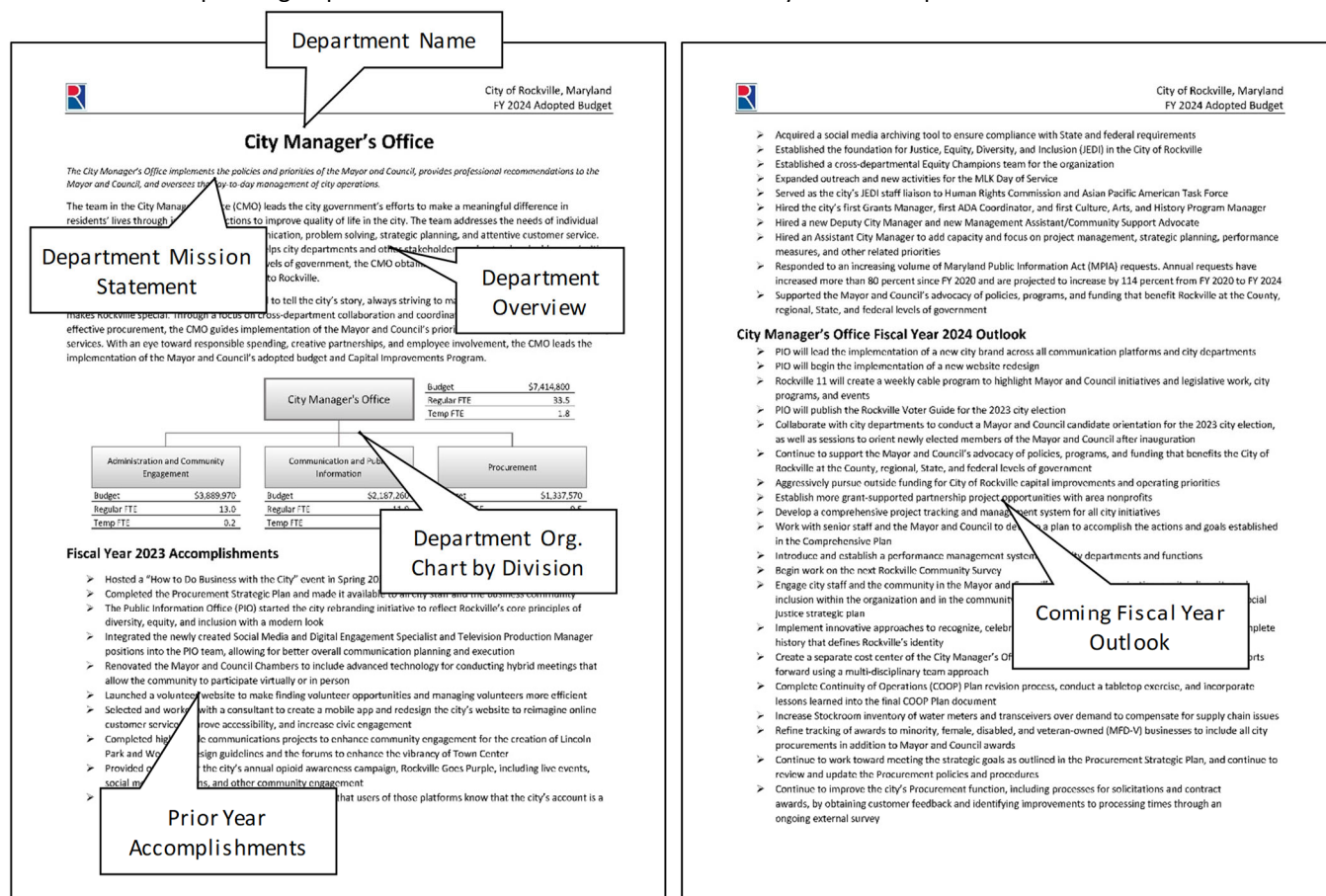
Financial Summaries

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

This 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.



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.



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/community organization grants; grant revenue summary; cost recovery summary; long range CIP planning; water and sewer rate schedules; and a copy of the budget ordinance.

Appendix

This section contains the glossary and a list of acronyms.

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, 2023

Honorable Mayor and Members of the Rockville City Council,

I am pleased to present to you the Fiscal Year (FY) 2024 Adopted Operating Budget and Capital Improvements Program (CIP). The annual budget is Rockville's financial plan for the upcoming year. The budget demonstrates a commitment to maintaining our current property tax rate while ensuring the ongoing provision of essential public services. The budget was created with the participation of the Rockville community and the approval of the elected officials.

The FY 2024 operating budget totals \$157.2 million, which represents an increase of 5.6 percent over the FY 2023 adopted budget. The FY 2024 budget uses resources wisely and focuses on a number of Mayor and Council priorities, including fiscal sustainability, a commitment to capital investments, and the ongoing implementation of adopted plans. I am pleased to share that the FY 2024 budget maintains a flat property tax rate, and the adopted financial forecast also indicates that the current property tax rate can be maintained.

Fiscal Sustainability

The FY 2024 adopted budget reflects a commitment to fiscal sustainability. In response to a forecast which indicated the potential for a property tax rate increase in fiscal year 2025, the Mayor and Council directed that a budget capacity plan be implemented to help promote a flat property tax rate across the forecast period. The FY 2024 adopted budget freezes two positions, removes the budgeted employee leave buyback benefit, reduces General Fund departmental operating budgets, reduces planned capital appropriations for five CIP projects, and incorporates fee increases for licenses, permits, and some recreation programming. A major component of the enacted budget capacity plan was the \$5 million transfer of excess unassigned fund balance to the CIP. This transfer was made in FY 2023 and will promote more stable levels of General Fund transfers to the CIP over the forecast period. While some of these decisions were difficult, the implementation of the budget capacity plan resulted in approximately \$12 million in added capacity over the forecast period (FY 2024 – FY 2028) and an improved fiscal outlook for the city.

As the City of Rockville has focused on pandemic recovery, Finance and I have worked closely with departments to maintain robust operations while navigating market volatility, high inflation, supply chain delays, and recruitment/retention challenges in the workforce. Despite these challenges, Rockville is committed to providing high-quality services and seeking transformation through the leadership of the Mayor and Council. The FY 2024 adopted budget includes funding for the reinstatement of the community survey, an employee compensation and classification study, new and increased police pay differentials, an updated utility rate study, and funding for the addition of two councilmembers beginning after the 2023 election. The FY 2024 budget also provides funding for Rockville Economic Development Inc. (REDI) including expanding the MOVE program to support attraction of net new businesses to Rockville.

City staff will utilize the tools that you provided in *grants management* to pursue more and varied revenues for Rockville and in *performance management* to seek efficiencies and become a more data-driven organization. My team and I will also continue to work to find savings wherever possible.

Commitment to Capital Investments

The next budget priority is the commitment to capital investments. The Mayor and Council have approved the advancement of several large capital projects that are funded in the FY 2024 adopted budget. These projects are supported by a combination of paygo from the General Fund, taxpayer-supported bond proceeds, and American Rescue Plan Act (ARPA) allocations. The FY 2024 adopted budget provides General Fund paygo support for the CIP by providing a \$9.2 million transfer. The \$9.2 million contribution is the highest-ever adopted paygo transfer. Future paygo transfers are planned to be \$8.8 million in FY 2025 through FY 2027 and \$8.9 million in FY 2028. The FY 2024 transfer provides funding for projects which support the preservation of existing infrastructure and other projects which address environmental sustainability, community safety, data security, emergency management, and facilities to support efficient and responsible municipal operations.

The FY 2024 budget includes taxpayer-supported bonds to fund the F. Scott Fitzgerald Theatre ADA Improvements (RA20), Outdoor Recreation Pool Renovations (RC18), and the Lincoln Park Community Center Improvements (RA22). While appropriations for these projects will be provided in FY 2024, the \$12.9 million bond issue is planned for FY 2025. These projects align with Mayor and Council priorities and reflect investments that will directly serve and impact the Rockville community.

The FY 2024 budget includes the FY 2023 carryover allocation of the remaining \$2 million in ARPA funds to advance comprehensive design for the RedGate Park Master Plan Implementation (RE23) project, which will be implemented in phases over time. The initial phase will include hard design for a permanent dog park, a community garden, improvements to the walking trail network, the designation of the overall RedGate park as an arboretum, and some planting which would occur in FY 2024. The Mayor and Council adopted the RedGate Park Master Plan on October 17, 2022.

Other priority CIP initiatives will continue into FY 2024 with carryover funding. These include the Hurley Avenue Bridge Replacement (TE16), Stonestreet Corridor Improvements (TA20), completing the Town Center Road Diet (TB22), right-of-way acquisition for Maryland Dawson Extended (5C11), design of the Twinbrook Pedestrian/Bicycle Bridge (TC22), and feasibility and design work for a new Senior Center Entrance (TA24).

In addition to the items highlighted above, the FY 2024 operating budget includes \$90,000 for consultant services to work with the Mayor and Council on the development of a plan for the King Farm Farmstead campus. The outcome of this planning activity will inform future capital projects for the King Farm Farmstead. The Mayor and Council will continue to have the opportunity to allocate reserves exceeding the 20 percent target to fund one-time capital needs.

Ongoing Implementation of Adopted Plans and Mayor and Council Priorities

Last, but not least in the FY 2024 adopted budget, is the ongoing implementation of adopted plans and Mayor and Council priorities. Beyond providing resources to support specific adopted plans, the adopted FY 2024 budget includes funding for performance management and project tracking software to assist with comprehensive monitoring of milestones for the implementation of these plans and major projects. Among the priorities addressed, the budget includes additional funding for implementation of our Justice, Equity, Diversity and Inclusion (JEDI) work; more support for recruitment of Police officers; expanded recreation camps and programming including for teens; increased funding to address inflationary impacts to our caregiver partner organizations; addressing pay compression for Recreation temporary employees; providing free access to Nature Center programs for Title 1 schools; increased staffing for after-school programs at Twinbrook Elementary; meeting election budget needs; the Labyrinth Hope Flame project at Mattie Stepanek Park; a new perimeter fall protection solution for the Senior Center; and continued support for our community organization partners.

Plan/Priority-specific funding is detailed below:

- On August 2, 2021, the Mayor and Council adopted Rockville's new *Comprehensive Plan* as the final step in the multi-year Rockville 2040 process. The budget includes funding to address several action items from the Plan. The FY 2024 budget includes the addition of a 1.0 FTE Community Enhancement Codes Inspector and funding for short-term rental compliance monitoring services. These items address anticipated Mayor and Council regulations of short-term rentals. The FY 2024 adopted budget also includes a commitment of reserves for \$250,000 to support the creation of a pilot Homeownership Program for Rockville employees within the Housing Opportunities Fund. This program will provide down payment assistance for qualifying employees and is designed to encourage more employees to reside within the city limits. The \$250,000 funding level will support up to ten city employees.
- The Mayor and Council adopted Rockville's first *Climate Action Plan* (CAP) on January 10, 2022. The plan charts an ambitious course for reducing greenhouse gas emissions from the community and municipal government operations by at least 50 percent below 2005 levels by 2030 and carbon neutrality by mid-century. The FY 2024 adopted budget includes \$300,000 to support a new Stormwater Incentive Program. This program builds upon the success of Rockville's existing private property incentive programs by expanding rebate eligibility, increasing rebate thresholds, and encouraging larger, more innovative flood resiliency projects. In addition to the funding for this program, the FY 2024 adopted operating budget funds a new program which will provide annual facility energy efficiency assessments and the continuation of the food scrap composting drop-off program. The budget also includes \$3.1 million in new appropriations for CIP projects that support climate sustainability and resiliency. FY 2024 will include more LED streetlight conversions, additional EV charging infrastructure, completion of the Rockville Electric Vehicle Readiness Plan, acquiring additional electric vehicles, and the placement of Rockville's first solar installation.
- 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. The Vision Zero Action Plan outlines 30 actions that will help to increase traffic safety for all people and eliminate traffic-related fatalities and serious injuries. The FY 2024 adopted budget provides \$8.1 million in new appropriations across seven CIP projects that support Vision Zero, and includes the completion of the Town Center Road Diet (TB22) project. Other Vision Zero related projects in FY 2024 include the installation of additional sidewalks, more pedestrian and bicycle safety improvements, intersection audits and improvements, continued work under the Bikeway Master Plan, and additional LED street lighting. The adoption of the Pedestrian Master Plan is also expected in FY 2024, consistent with Action 8 of the Vision Zero Plan.

Crafting the FY 2024 budget was challenging, as we are faced with many unprecedented increases in contracts and commodities during this period of record inflation. I would like to extend my sincere appreciation to our staff, including Kim Francisco, our Deputy Chief Financial Officer, and her talented budget team, and the Mayor and Council for your leadership and guidance. On behalf of our dedicated staff, we look forward to a healthy and productive FY 2024.

Very Respectfully,



Robert DiSpirito
City Manager





Vision and Priorities for FY 2024

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 day-to-day 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: 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of and percent change in calls for service*	14,621 -12%	15,820 +8%	-	+8%
Percent of calls for service in which a city police unit is the primary unit responding	68%	67%	72%	67%
Number of Traffic and Pedestrian Safety Details conducted*	6,718	5,476	-	6,000
Percent change in the total number of enforcement activities (citations, warnings, repair orders)*	-9%	+7%	-	+7%
*This is a new performance measure for FY 2024.				

Twinbrook Comm. Center and Annex - Restrooms Renovation (RC24)



Description: This project creates one single-user restroom within the Twinbrook Community Recreation Center and converts existing bathroom space in the Twinbrook Annex to single-user restrooms.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	350,000
Total FY 2024 Appropriations:	350,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Mayor and Council Resolution 09A-22

Anticipated Project Outcome: Create single-user restrooms in the community center and annex.



FY 2024 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 2024 budget process, the Mayor and Council completed a 10-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, community organization and caregiver agency grants, use of reserves, capital projects, and use of debt. Staff compiled the survey result, and the Mayor and Council discussed the results during a public meeting in December 2022. In addition to that December meeting which informed the City Manager's proposed budget, there were several more discussions on priorities and adjustments to the budget during the Mayor and Council's budget worksessions that were held during March, April, and May 2023.

The overall budget priorities that resulted from the Mayor and Council's FY 2024 budget discussions include: fiscal sustainability, a commitment to capital investments, and ongoing implementation of adopted plans. While there are other items funded in the FY 2024 budget, staff consider these to be major priority areas. Below is a summary by priority to illustrate how these priorities intersect with the FY 2024 adopted operating and capital budgets.

- **Fiscal Sustainability** – The FY 2024 budget holds the property tax rate flat at \$0.292 for every \$100 of assessed value. In response to a forecast which indicated the potential for a property tax rate increase in fiscal year 2025, the Mayor and Council directed that a budget capacity plan be implemented to help promote a flat property tax rate across the forecast period. The FY 2024 adopted budget freezes two positions, removes the budgeted employee leave buyback program, reduces General Fund departmental operating budgets, reduces planned capital appropriations for five CIP projects, and incorporates fee increases for licenses, permits, and some recreation programming. A major component of the enacted budget capacity plan was the \$5 million transfer of excess unassigned fund balance to the CIP. This transfer was made in FY 2023 and will promote more stable levels of General Fund transfers to the CIP over the forecast period.

Overall, the implementation of the budget capacity plan resulted in approximately \$12 million in added capacity over the forecast period (FY 2024 – FY 2028) and an improved fiscal outlook for the city, despite challenging economic conditions. The city updates its financial forecasts annually to reflect the most current information available and uses a range of forecasting methods, including trend analysis and economic data to develop assumptions that are used in the forecasts. The forecasts for each fund can be found in the Financial Summaries section of the budget document.

The FY 2024 adopted budget restores most of the revenues that were impacted by the pandemic environment and recognizes significant income tax revenue growth. Several revenue sources, including hotel tax and admissions and amusement tax, are expected to recover more slowly over time, and may see more permanent revenue reductions in response to shifting consumer preferences and workplace practices. It will be important for the city to maximize grant opportunities; an effort which will benefit from the recently hired Grants Manager, which was a new position added to the FY 2023 budget. As the city has focused on pandemic recovery, the Finance Department has worked closely with the City Manager and city departments to maintain robust operations while navigating market volatility, high inflation, supply chain delays, and pressures on the city's workforce. Despite these challenges, the city has been committed to providing high-quality services and seeking transformation through the leadership of the Mayor and Council. The FY 2024 adopted budget includes \$60,000 for the reinstatement of the community survey, \$150,000 for an employee compensation and classification study (which will include an evaluation of city benefits), \$86,000 for new and increased police pay differentials, and funding for the addition of two councilmembers beginning after the 2023 election. The FY 2024 budget also provides \$50,000 in funding for Rockville Economic Development Inc. (REDI) to expand the MOVE program and \$50,000 for inflationary increases in REDI operations. Inflationary increases are also provided for caregiver agency grants which are detailed in the Supplemental Information section of this document.



The city received a \$9.6 million allocation from the American Rescue Plan Act (ARPA) of 2021. The intent of ARPA is to aid state and local governments in the recovery from the budgetary, economic, and financial impacts of the COVID-19 pandemic. During FY 2022, the Mayor and Council held several meetings to discuss the city's use of the ARPA funds, and appropriated \$7.6 million to provide delinquent water and sewer bill forgiveness, support multiple capital projects, create a two-year Bank On Rockville program, and address energy efficiency and safety projects. The FY 2024 budget includes the carryover allocation of the remaining \$2 million in ARPA for the design portion of the RedGate Park Master Plan Implementation (RE23) project.

Staff believe that FY 2024 can be navigated successfully and is hopeful that market conditions will begin to stabilize as inflation eases. Finance will continue to update the Mayor and Council on revenue and/or expenditure adjustments throughout the year. Staff will also continue to look for strategically sound financial solutions that fund the Mayor and Council's priorities.

- **A Commitment to Capital Investments** – The Mayor and Council have approved the advancement of several large capital projects that are funded in the FY 2024 adopted budget. This will be accomplished with a combination of paygo transfers from the General Fund, taxpayer-supported bond proceeds, and American Rescue Plan Act (ARPA) allocations.

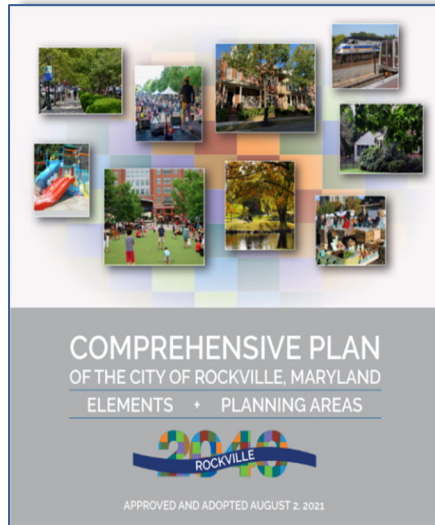
The FY 2024 budget provides a General Fund paygo transfer of \$9.2 million for the Capital Improvements Program (CIP). The paygo transfer to the CIP funds taxpayer-supported projects that are not bond funded. The \$9.2 million contribution is the city's largest ever adopted paygo transfer. As a result of the budget capacity plan implemented to promote a flat property tax rate, \$5 million of excess reserves were transferred to the CIP in FY 2023. Future paygo transfers are planned to be \$8.8 million in FY 2025 through FY 2027 and \$8.9 million in FY 2028. The FY 2024 transfer provides funding for projects such as Asphalt Repair & Replacement: FY21-FY25 (TA21), Pedestrian and Bicycle Safety: FY21-FY25 (TD21), and Playground Structure Replacement: FY21-FY25 (RC21), to support the preservation of existing city infrastructure. Other projects such as LED Streetlight Conversion (TA22), Data Center and Disaster Recovery Infrastructure Replacement (GB21), and Maintenance and Emergency Operations Facility Improvements (GD19) will address environmental sustainability, data security, emergency management, and infrastructure to promote efficient and responsible city operations. While the budget capacity plan did result in \$2.3 million in capital project reductions from FY 2024 through FY 2028, only \$500,000 was unfunded from FY 2024. The five capital projects that were partially unfunded include notations in the FY 2024 adopted budget that the unfunded portion of the projects will be given priority for available reserves.

The FY 2024 budget includes taxpayer-supported bonds to fund the F. Scott Fitzgerald Theatre ADA Improvements (RA20), Outdoor Recreation Pool Renovations (RC18), and the Lincoln Park Community Center Improvements (RA22). While appropriations for these projects will be provided in FY 2024, the \$12.9 million bond issue is planned for FY 2025. These projects align with Mayor and Council priorities and reflect investments that will directly serve and impact the Rockville community.

The FY 2024 budget includes the FY 2023 carryover allocation of the remaining \$2 million in ARPA funds to advance the design phase of the RedGate Park Master Plan Implementation (RE23) project. The Mayor and Council adopted the RedGate Park Master Plan on October 17, 2022. Formerly a golf course, the plan anticipates new and improved park amenities such as an arboretum, trail network, community gardens, dog park, playground, picnic pavilions, amphitheater, deck overlook, visitor center, and other park-wide enhancements.

In addition to the items in the CIP highlighted above, the FY 2024 operating budget includes \$90,000 for consultant services to work with the Mayor and Council on the development of a plan for the King Farm Farmstead campus. The outcome of this planning activity will inform future capital projects for the King Farm Farmstead. The Rockville Mayor and Council will continue to have the opportunity to allocate reserves exceeding the 20 percent target to fund one-time capital needs.

- **Ongoing Implementation of Adopted Plans** – The city is actively implementing action items identified in several major plans and policy documents that were adopted over the last few years. In addition to providing resources to support specific adopted plans, the FY 2024 budget includes funding for project and performance management software which will assist with comprehensive progress and milestone tracking for the implementation of the plans. This software will also support the city’s performance measurement initiative, which was launched during FY 2023. The FY 2024 budget includes many new performance measures which were recommended as part of a consultant study, and ongoing development of the city’s performance management system is underway.



[*click to access plan document](#)

On August 2, 2021, the Mayor and Council adopted Rockville’s new **Comprehensive Plan** (“Plan”) as the final step in the multi-year Rockville 2040 process. This Plan contains the core philosophy that guides development, conservation, and capital improvement projects to improve the quality of life in the Rockville community. During the Plan’s 20-year timeframe, decisions are made on land use issues and budget priorities, and these decisions are guided by their alignment with the Plan.

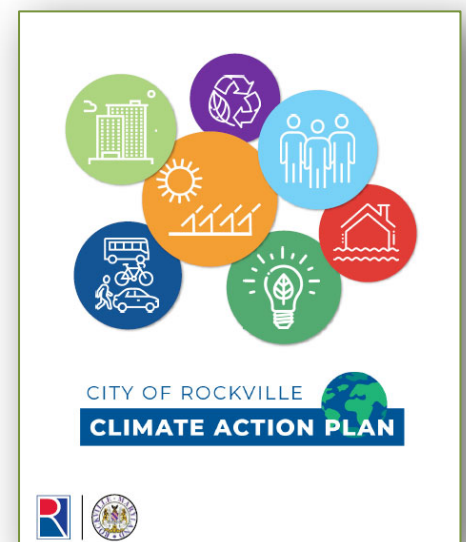
In addition to the zoning ordinance updates underway, the FY 2024 adopted budget includes the addition of \$98,590 for a 1.0 FTE Community Enhancement Codes Inspector and \$40,000 for short-term rental compliance monitoring services. These items address forthcoming Mayor and Council regulations of short-term rentals, consistent with Land Use and Urban Design Action 7.1 of the Comprehensive Plan. These resources will address the need for monitoring, registration activities, inspections, and oversight of the short-term rental activity in the city. Planned increases in fees will provide the resources and cost recovery for these items.

The FY 2024 adopted budget includes the commitment of reserves for several high-priority items. Of these, one commitment of \$250,000 supports the creation of a pilot Homeownership Program for Rockville employees within the Housing Opportunities Fund, consistent with Housing Action 9.8 of the Comprehensive Plan. This program will provide down payment assistance for qualifying employees and will encourage more employees to reside within the city limits. The \$250,000 funding level will support up to 10 employees.

The Mayor and Council adopted Rockville’s first **Climate Action Plan** (CAP) on January 10, 2022. The plan charts an ambitious course for reducing greenhouse gas emissions from the community and municipal government operations by at least 50 percent below 2005 levels by 2030 and carbon neutrality by mid-century. The plan includes a list of 42 actions that are focused on equitably reducing greenhouse gas emissions, strengthening resiliency, and developing a framework to oversee and monitor progress. Recognizing the disproportionate impacts that low-income communities and communities of color experience, the plan prioritizes equity by protecting vulnerable communities and improving access to environmental benefits.

Climate actions involve energy efficiency, renewable energy, electric vehicles and sustainable transportation, land use management, materials and waste management, resiliency, and public engagement and oversight.

There are several elements in the FY 2024 adopted budget that support the CAP. Included in the Department of Public Works, Environmental Management Division is the funding of \$300,000 to support a new Stormwater Incentive Program. The program meets the growing demand for financial and technical assistance for



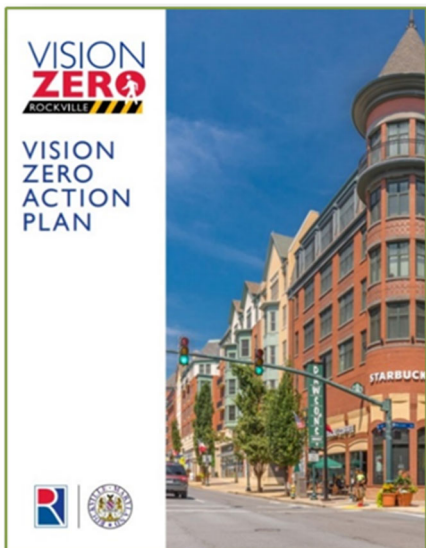
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private property water quality, flooding, restoration, and tree canopy projects. This program builds upon the success of Rockville's existing private property incentive programs (e.g., RainScapes and Flood Mitigation Assistance Program) by expanding the list of eligible practices for rebates, increasing the maximum rebate thresholds to align with other jurisdictions, providing a framework to support more inclusive education and incentives to address equity goals, and creating new competitive grants to encourage larger, innovative water quality, and tree stewardship projects. In addition to the funding for this program, the FY 2024 operating and CIP budgets include:

- \$17,500 for the continuation of the city's composting program,
- \$30,000 for new annual facility energy efficiency assessments,
- \$945,000 for SWM Facilities Improvement: FY21-FY25 (SC21),
- \$650,250 for LED Streetlight Conversion (TA22),
- \$235,400 for the Stream Restoration: Croydon Creek/Calvin Park Tributary (SB16),
- \$46,000 for the Storm Drain Rehab & Improvement: FY21-FY25 (SA21),
- \$1.1 million for the Storm Drain Analysis and Spot Repair: Potomac Woods (SB23), and
- \$100,000 for Stream Restoration Spot Repairs: FY21-FY25 (SB21).

In addition to the funded elements in the FY 2024 budget, the city is utilizing existing resources to make current operations more consistent with the CAP. For example, in addition to one electric vehicle purchased in FY 2017, four leased in FY 2022, and 14 leased in FY 2023, the city will convert another 25 existing vehicles to electric sedan/light-duty pickup trucks/SUVs in FY 2024. The city anticipates the installation of electric vehicle charging stations during FY 2024 to serve the electric vehicle fleet. Staff will continue to carefully evaluate and coordinate the arrival of new electric vehicles with the new charging infrastructure as planned for in the Electric Vehicle Infrastructure (GA23) CIP project and monitor the market conditions for electric vehicles. The community [Electric Vehicle Readiness Plan](#) that was funded in FY 2022 is expected to be adopted in FY 2024 and will be used to develop a strategic citywide transition to zero-emission vehicles. Staff is also anticipating the placement of its first solar project on city property during FY 2024, which will utilize a solar power purchase agreement. Staff will continue to look for opportunities to make city facilities more energy-efficient and will utilize rebates or grants whenever possible.



*[*click](#) to access plan document*

On July 6, 2020, the Mayor and Council adopted the **Vision Zero Action Plan** to move the City of Rockville toward zero traffic deaths and serious injuries by 2030. The Vision Zero Action Plan outlines 30 actions that will help to increase traffic safety for all people and eliminate traffic-related fatalities and serious injuries. The strategy recognizes that people will 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 that non-motorists are more vulnerable in collisions, and that roadway designs and related policies must address the needs of these individuals.

The Vision Zero Coordinator resides in the Department of Public Works, but collaborates with other city departments, including Police, Recreation and Parks, Community Planning and Development Services, and the City Manager's Office. For the FY 2024 adopted capital budget, there are several projects with new appropriations that support the Vision Zero Action Plan.



These CIP projects include:

- \$545,000 in Asphalt/Concrete Improvements: FY21-FY25 (RA21),
- \$4 million in Asphalt Repair and Replacement: FY21-FY25 (TA21),
- \$2.4 million in Concrete Repair and Replacement: FY21-FY25 (TC21),
- \$650,250 in LED Streetlight Conversion (TA22),
- \$100,000 in Bridge Rehabilitation: FY21-FY25 (TB21),
- \$200,000 in Pedestrian and Bicycle Safety (TD21), and
- \$200,000 in Sidewalks (TE21).

The total FY 2024 budget appropriation for these projects equals \$8.1 million. Please note there are additional Vision Zero projects in the CIP with prior appropriations or future funding identified.

In addition to the funded elements in the FY 2024 budget, the city anticipates the adoption of the Pedestrian Master Plan in FY 2024, consistent with Action 8 of the Vision Zero Action Plan. 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 [Transportation and Mobility Commission](#), Montgomery County, Maryland State Highway Administration, and other valued partners to identify and address safety needs.



FY 2024 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 on budget enhancements, tax and utility rates, and new Capital Improvements Program projects for the city's major funds. Graphs and historical information are included throughout the section to provide context for the FY 2024 budget.

Before the details of the budget items are presented, highlights of changes to the FY 2024 budget process and this budget document are provided. In preparation for the FY 2024 budget process, the Budget Office collaborated with the Justice, Equity, Diversity, and Inclusion Office to incorporate new equity elements into several parts of the budget process. One part of this was the development of an improved community budget survey which captures demographic information to allow stakeholders the opportunity to better understand survey participation and the representativeness of the survey results. New budgeting for equity tools and resources were provided to city staff as part of the FY 2024 budget process, and many budget submission forms now include new equity fields to provide space to highlight any equity impacts or considerations. Similarly, new climate sustainability and resiliency resources were provided to staff in collaboration with the Environmental Management Division, and internal budget forms now include new fields to capture this important information. The updated FY 2024 CIP scoring metrics now include equity and climate sustainability elements and were accompanied by a refreshed prioritization process that is detailed in the CIP Overview section of this document. The FY 2024 budget document has been enhanced with a new page on Community Engagement in the Budget Process in the Introduction section, and new Grant Revenue Summary and Long Range CIP Planning pages in the Supplemental Information section.

Operating Budget

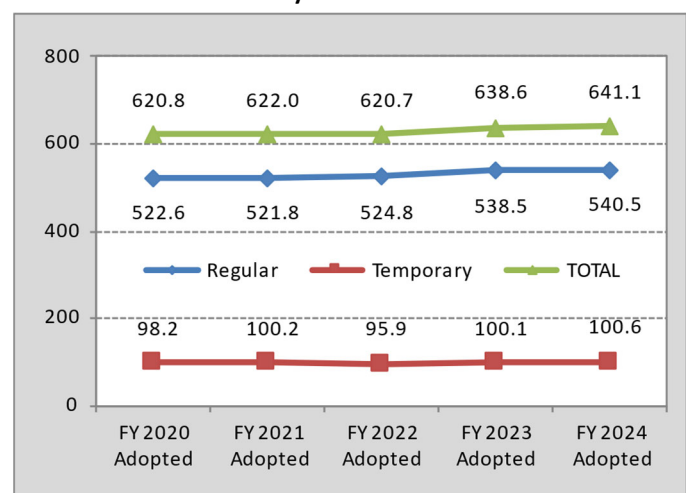
The FY 2024 operating budget totals \$157.2 million for the city's 10 operating funds. This represents an overall increase of 5.6 percent from the FY 2023 adopted budget. The FY 2024 adopted budget focuses on fiscal sustainability, continued capital investments, and the ongoing implementation of adopted plans. The inflationary pressures on the FY 2024 budget require the strategic allocation of resources and the prioritization of initiatives that will be most impactful to the Rockville community.

City Staffing

The total number of full time equivalent (FTE) positions in the FY 2024 operating budget equals 641.1, a net increase of 2.5 FTEs from the FY 2023 adopted level. The FY 2024 adopted budget includes an additional 2.0 regular FTEs over the FY 2023 adopted budget. The 2.0 FTE addition is the net effect of 6.0 FTE additions and 4.0 FTE reductions (1.0 FTE Maintenance Worker, 1.0 FTE Secretary, 1.0 FTE Information Systems Security Engineer, 1.0 FTE Human Resources Associate). Of the 6.0 FTEs added, 1.0 FTE is an Executive Assistant position that was previously frozen in response to constraints imposed by the pandemic. Of the 4.0 FTE reductions, the funding for the 1.0 FTE Maintenance Worker position is converted to contract services funding. The new regular positions for FY 2024 are as follows (position summary tables are included in the Supplemental Information section of this document):

- 1.0 FTE Community Enhancement Codes Inspector (Community Planning and Development Services)
- 1.0 FTE Fire Codes Inspector (Community Planning and Development Services)
- 1.0 FTE Executive Assistant (Community Planning and Development Services)
- 1.0 FTE Water Treatment Plant Operator (Public Works)
- 1.0 FTE GIS & Asset Management Specialist (Public Works)
- 0.5 FTE Secretary (Public Works)
- 0.5 FTE After School Assistant Director (Recreation and Parks)

History of FTEs for All Funds





Total temporary FTEs increased by 0.5, mainly due to increases in grant-funded temporary positions and increases associated with expanded programming needs, offset by reductions in temporary staffing needs associated with added regular positions.

The 'History of FTEs for All Funds' graph shows the total number of regular and temporary FTEs for all funds since FY 2020. The total number of FTEs has increased by 3.3 percent over this period. The new positions for FY 2024 are necessary to keep pace with the desired service level of the Rockville community and reflect the capacity needed to conform with safety, compliance, and regulatory requirements. Due to the inflationary pressures placed on the FY 2024 adopted budget, and the increases in staffing levels realized from the FY 2023 adopted budget, most of the added positions for FY 2024 include offsetting revenues or reductions in expenditures. Staff will continue to explore opportunities to repurpose, reprogram, or eliminate vacant positions if the functions can be accomplished through increased efficiencies, reorganizations, or outsourcing.

General Fund Revenues

Approximately 65 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 8.9 percent to \$101.6 million for FY 2024. The Financial Summaries section of the budget document includes detailed information on the major FY 2024 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

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.

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 2023 to FY 2024 increased by approximately 2.3 percent to \$15.2 billion. This will result in an increase in revenues of \$890,000, up to \$43.2 million. This assessment did not include any major area reassessments, though individual property owners can request reassessments. The total taxable assessed value is estimated to increase by 2.3 percent each year (including the value of new property).

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



The FY 2024 through FY 2028 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 2024 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 2024 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 2024 budget assumes that taxable assessed values will total approximately \$453 million, which equates to an increase of \$110,000 in tax revenue, up to \$3.7 million. This estimate aligns with recent collections and assessments.

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 the police protection grant.

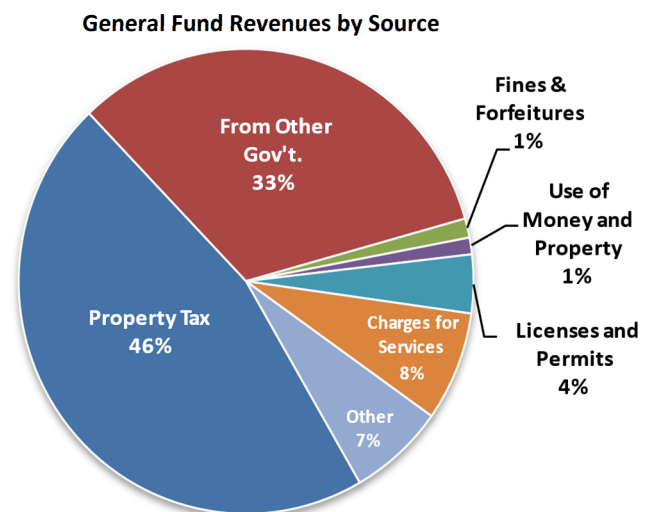
- Income tax revenue is the second largest source of revenue in the General Fund. Income tax revenue consists of the city's share of income taxes received by the State of Maryland for returns filed from Rockville residents. Maryland counties can impose an income tax that is separate from the State income tax. In accordance with Maryland law, municipalities receive 17 percent of collected county income taxes. Montgomery County's income tax rate is 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 quarterly installments starting in FY 2021. This repayment has minimal impact on Rockville's revenues.

The income tax estimate for FY 2024 is estimated at \$20.2 million, 20.2 percent higher than the FY 2023 adopted budget of \$16.8 million. In FY 2022 the city received its highest-ever income tax revenues of \$18.9 million. 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, retirement rates, and wage growth all contribute to the amount of annual revenue.

- Tax duplication payments are received from Montgomery County as a partial reimbursement for services the County does not provide, but for which the County receives taxes from Rockville properties. In March 2022, Montgomery County passed legislation that more accurately acknowledges taxpayer-supported spending by Rockville and other municipalities in Montgomery County.

Rockville's elected officials and staff are pleased with the collaborative process that was undertaken by the Office of the County Executive and the Montgomery County Chapter of the Maryland Municipal League (MML). The County legislation codifies the municipal tax duplication formulas; alters the County Code to allow for reimbursement for Policing services; and sets forth an annual timeline for certifications, notifications, and payments. Through a phased-in approach, full funding of over \$8 million will be achieved by FY 2025. This solution will help Rockville and other municipalities address shortfalls created in previously underfunded years.





Additionally, the new tax duplication formulas foster a well-maintained transportation infrastructure network and superior police services, which support city residents and businesses.

The FY 2024 revenues are consistent with the legislation and equal \$7.4 million, up from \$6.6 million in FY 2023.

- 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 of 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 admissions and amusement tax rate for the city is 10 percent.

Rockville receives the largest amount of this revenue from movie theaters, indoor athletic facilities, and ice skating rinks. Revenues from this source have been as high as \$1.4 million before the pandemic hit in FY 2019. Since that time, revenues have dropped and have not rebounded to pre-pandemic levels. The FY 2024 budget assumes revenues of \$750,000 which reflects shifting entertainment preferences and a reduction of the revenues anticipated for FY 2023.

- Highway User Revenue (HUR) is distributed by the State of Maryland based on a methodology that uses lane miles and registrations. This revenue source supports the construction, reconstruction, and maintenance of the city's roads and streets. For FY 2024, the city is projected to receive a total of \$3.4 million in highway user, which is more than the FY 2023 adopted budget, and FY 2022 actuals. 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 2024. This estimate is consistent with past trends and with current information from the State.

General Fund Expenditures

The FY 2024 adopted expenditure budget totals \$101.6 million, an increase of 9 percent from the FY 2023 adopted appropriation. Major cost drivers in the city's budget include personnel (59.1 percent), operating and capital outlay (23 percent), CIP Transfer (9.1 percent), and Transfers Out to the Debt Service Fund and other funds (5.2 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 4.2 percent or \$2.4 million from FY 2023 to FY 2024.

The FY 2024 budget equals \$39.9 million for regular employee wages. The budget includes a 1.5 percent cost of living adjustment, steps or performance-based increments for all employees, and the net addition of 0.5 full time equivalent positions. The FY 2024 budget also provides increases to several police pay differentials and funding for on-call pay for Rockville police officers.

The FY 2024 budget equals \$4 million for temporary employee wages, a 4.5 percent increase from FY 2023. The majority of the temporary employees are in the

General Fund Expenditures by Category

	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	% Change from FY23
Personnel	51,171,989	57,653,600	60,066,130	4.2%
Operating	14,559,312	17,440,990	19,708,980	13.0%
Capital Outlay	2,325,753	2,503,590	3,698,590	47.7%
Other	2,911,528	2,902,190	3,642,720	25.5%
Total Oper. Exp.	70,968,582	80,500,370	87,116,420	8.2%
CIP Transfer	10,220,000	7,000,000	9,200,000	31.4%
Transfers Out	6,252,110	5,720,030	5,309,130	-7.2%
Total (\$)	87,440,692	93,220,400	101,625,550	9.0%
Add. to Reserves	4,814,816	100,000	-	-
Total (\$)	92,255,508	93,320,400	101,625,550	8.9%



Department of Recreation and Parks. For FY 2024, the City of Rockville will continue to follow Montgomery County's hourly minimum wage rate, which will equal \$16.70 on July 1, 2023. This is a 6.7 percent increase from the \$15.65 hourly minimum wage in FY 2023.

The overtime budget for FY 2024 equals \$928,780, a 2.6 percent increase from FY 2023. Approximately 63 percent of overtime is allocated to the Police Department.

Benefits increased by \$575,750 or 3.9 percent from FY 2023. City covered benefits for FY 2024 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:

- Disability pay was reduced to \$55,270 for FY 2024. This category will experience reductions over time due to the phasing out of Income Protection Plan (IPP) participants when they reach normal retirement age. In FY 2019, current IPP members were grandfathered into IPP (currently one member remains grandfathered), while a new long-term disability program became available for eligible employees.
- 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 2024, the city's General Fund contribution to the DB plan equals \$4 million (\$4.9 million all funds), which is an increase of 2.9 percent from FY 2023. The FY 2024 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. After the city contributes the required amount in FY 2024, the funded ratio for the pension plan is projected to equal 85.2 percent.

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 2024 budget for the city's match increased by 3 percent to \$729,200 in the General Fund (\$930,210 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 increased by 9.4 percent to \$270,870 for FY 2024 due to the reclassification of a Senior Projects Manager position to an at-will Assistant City Manager position during FY 2023.

- Health insurance increased by 18.9 percent in the General Fund from FY 2023 to FY 2024. 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. For calendar year 2023, the city increased its cost-share contribution from 80 percent to 84 percent for plans under one health insurance provider to help offset the impacts of 25 percent premium increases. The FY 2024 budget assumes that the city cost-share will return to 80 percent for calendar year 2024.

The forecast assumes an annual increase of 5 percent for health insurance, which is consistent with the city's desire to limit the amount of annual increases by changing providers and/or plan designs. There are 412.8 FTEs budgeted across all funds to receive health benefits in FY 2024.

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 \$131,800 for FY 2024. 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 412.6 FTEs budgeted across all funds to receive dental benefits in FY 2024.



- 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 2024, the city's contribution is \$0 due to the funded ratio of the Trust exceeding 100 percent.
- 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 increased by \$4,870 to \$119,260 from FY 2023 to FY 2024.
- Allowances include cell phone, car, meal and shoe allowances, and language stipends that vary by department. This category of expenses remained relatively flat at \$195,650 (\$236,830 all funds) for FY 2024. There are 197.3 FTEs budgeted to receive allowances in FY 2024 (287.9 FTEs all funds).
- One change between the adopted FY 2023 budget and the adopted FY 2024 budget is the removal of the budgeted employee leave buyback program. This benefit, which has been available to all regular employees that have a minimum amount of accrued annual leave, allows employees to 'buy back' several days of their annual leave. For FY 2024, this benefit is not budgeted and will be provided only if there are sufficient available resources and upon the approval of the Mayor and Council.

Operating Costs

This category is made up of contractual services and commodities. The overall operating budget increased by 13 percent from \$17.4 million to \$19.7 million from FY 2023 to FY 2024. Contractual services increased by 1.1 percent or \$129,240 to \$11.6 million in FY 2024. This category is mostly comprised of contracts or consultants that support planning, technology, parks, and facilities. The largest increases from FY 2023 to FY 2024 were \$240,040 for software maintenance and subscriptions and \$337,690 for contract services, primarily for grounds maintenance. These increases were more than offset by a reduction in vehicle leases, which involves moving this expenditure to the "other" category beginning in FY 2024 to improve reporting required under GASB 87 for leases. The software maintenance and subscription increases reflect inflationary increases to contracts for IT equipment maintenance and subscription services. The increase to contract services includes inflationary increases and added funding from the elimination of a 1.0 FTE Maintenance Worker.

The overall commodities category increased by 35.7 percent to equal \$8.1 million in FY 2024. This category supports utility costs at city facilities, program and maintenance supplies, new or replacement furniture and equipment, and the General Fund contingency account. The largest increase in this category is for electricity, which is expected to increase by \$1.9 million, more than doubling the annual cost and bringing it up to \$3.7 million for FY 2024. Also included in this category is the \$350,000 General Fund contingency account. This balance will provide support for anticipated inflationary increases during the year and complies with the Financial Management Policies, which limits the contingency account to a maximum of 1 percent of the General Fund budgeted appropriations or just over \$1 million for FY 2024.

Capital Outlay

This category increased by \$1.2 million from FY 2023 and equals \$3.7 million for FY 2024. The majority of the increase is due to vehicle replacements (see the Supplemental Information for a list of budgeted vehicle replacements) and the addition of a lease inception expenditure which is offset by an equal lease inception revenue, in accordance with GASB 87. In addition to the purchased vehicles, the city leases most of the light duty and Police vehicles under the "other" category.

Other

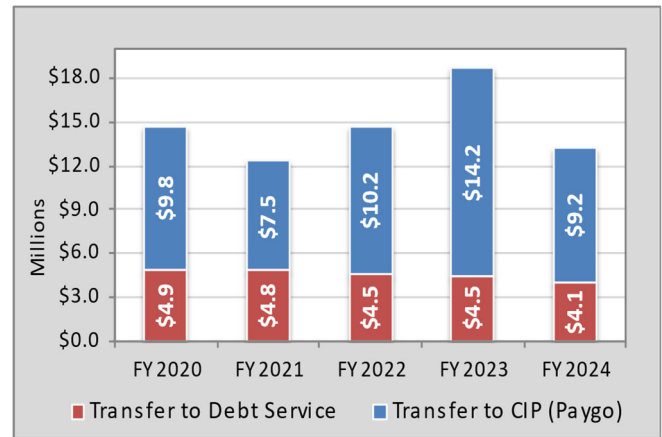
This category, which increased by \$740,530 to \$3.6 million for FY 2024, primarily consists of community organization and caregiver agency grants, and vehicle and equipment leases. The FY 2024 budget incorporates a 5.6 percent inflationary adjustment to the base for caregiver grants, a relatively flat level of funding for community organization grants, and a total net decrease of \$265,000 in grants to [Rockville Economic Development Inc. \(REDI\)](#) attributable to changes in planned programming coupled with inflationary increases. All community organization and caregiver agency grants are listed in the Supplemental Information section. REDI is shown as a separate cost center in the City Manager's Office.



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 2024 budget includes a transfer of \$9.2 million, which is \$2.2 million higher than the FY 2023 adopted transfer. 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 are planned to be \$8.8 million in FY 2025 through FY 2027 and \$8.9 million in FY 2028. This level of capital contribution supports 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.)

History of CIP and Debt Service Transfers
(note: FY 2020 – FY 2023 Paygo transfers include budget amendments)



Debt Service Transfer (included in Transfers Out)

The Debt Service Fund transfer equals \$4.1 million in FY 2024 and will remain between \$3 million and \$4 million over the forecast period based on estimated debt service schedules. There are no taxpayer-supported bond issues scheduled for FY 2024, but the forecast assumes new bond issues starting in FY 2025. This annual transfer is needed to pay down the taxpayer-supported debt that is used to finance general taxpayer-supported capital projects.

Expenditures by Department

The General Fund Expenditures by Department table shows total department budgets with percent changes from adopted FY 2023 to adopted FY 2024. The departments with the largest changes (above 5 percent) include the Mayor and Council, City Attorney, City Manager, Human Resources, Public Works, Recreation and Parks, and Non-Departmental. The cause for the change in the FY 2024 General Fund expenditure budget varies by department. Items outside of routine personnel adjustments and benefits ($\geq$ \$20,000) are described below:

- Mayor & Council – 2023 election costs (\$193,560), the addition of two councilmembers (\$52,400)
- City Manager – 2023 election costs (\$79,930), community survey (\$60,000), project and performance management software (\$32,500), JEDI operating budget enhancement (\$20,000), the net reduction in funding to REDI (-\$265,000)
- Human Resources – Compensation and classification study (\$150,000), NeoGov e-Forms software (\$33,300), perimeter fall protection installation for Senior Center roof (\$120,000)
- Public Works – Electricity increases (\$1 million General Fund, \$1.5 million all funds), vehicle lease increases (\$151,900 General Fund, \$160,440 all funds), vehicle purchases (\$168,630 General Fund, -\$1.1 million all funds)
- Recreation and Parks – Electricity increases (\$868,900), contractual increases (\$308,330), grant supported energy projects and facility energy assessments (\$285,000), asset replacement and athletic court repairs (\$68,780), consulting for the King Farm Farmstead (\$90,000), scale compression with temporary wages (\$59,690), General Fund subsidy for the Eat Fresh program (\$30,000), pool chemical cost increases (\$30,000)

General Fund Expenditures by Department

	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	% Change from FY23
Mayor & Council	863,295	990,630	1,255,730	26.8%
City Attorney	1,235,361	1,464,900	1,605,910	9.6%
City Manager	5,417,792	6,463,170	7,042,710	9.0%
CPDS	5,596,294	6,834,920	7,145,770	4.5%
Finance	2,300,723	2,393,510	2,487,060	3.9%
HCD	2,587,025	2,871,940	2,988,160	4.0%
HR	1,839,284	2,034,940	2,368,360	16.4%
IT	5,044,847	5,455,270	5,574,920	2.2%
Police	10,869,819	12,483,540	12,986,780	4.0%
Public Works	8,633,724	10,827,000	12,420,930	14.7%
Rec. & Parks	22,603,594	25,711,350	28,211,610	9.7%
Non-Depart.	20,448,934	15,689,230	17,537,610	11.8%
Total (\$)	87,440,692	93,220,400	101,625,550	9.0%



- Non-Departmental – The most significant expenditures are the transfers, which change annually based on the requirements of each city Fund. CIP transfer increase (\$2.2 million), Debt service transfer decrease (-\$350,000), Parking Fund transfer decrease (-\$100,000)

For more details on the “Significant Changes from FY 2023 to FY 2024” budgets, please refer to the individual department pages under the Operating Departments section of this document.

Enterprise Funds

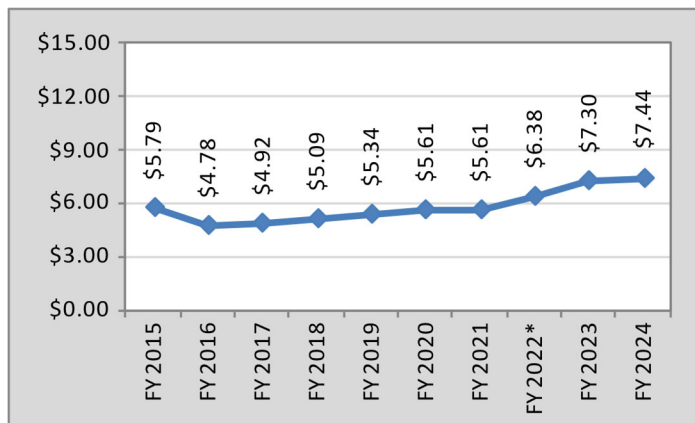
The Water, Sewer, Refuse, Stormwater Management, and Parking funds make up 30.6 percent or \$48.1 million of the FY 2024 adopted budget. These funds support major city operations and capital improvements and infrastructure, and operate like private businesses, where fees and charges are set to fully 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. 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

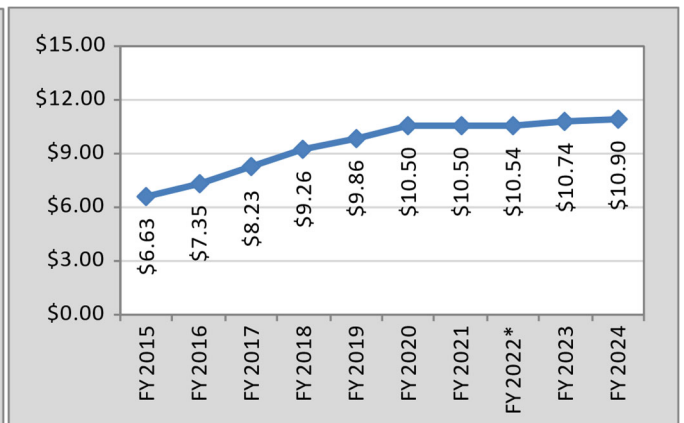
The city provides water service to 70 percent of the city, or approximately 13,000 accounts. All Rockville customers pay a usage charge and a fixed ready-to-serve charge. The fixed ready-to-serve charge is necessary in order to support a system with significant fixed costs. The water rate structure starting in calendar year 2022 is based on property classification, namely single-family, multi-family, and non-residential. This structure more equitably generates revenues based on the cost of providing service to the users of that service. The Mayor and Council approved the new rates and rate structures in November 2021.

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 \$22.72 per single-family property per quarter.

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



* The FY 2022 rate structure changed mid-year. The FY 2022 rates in the charts represent an equal combination of the rates and rate structures from the first half and the second half of the fiscal year.

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 starting in calendar year 2022 is based on property classification, namely single-family, multi-family, and non-residential. This structure more equitably generates revenues based on the cost of providing service to the users of that service.

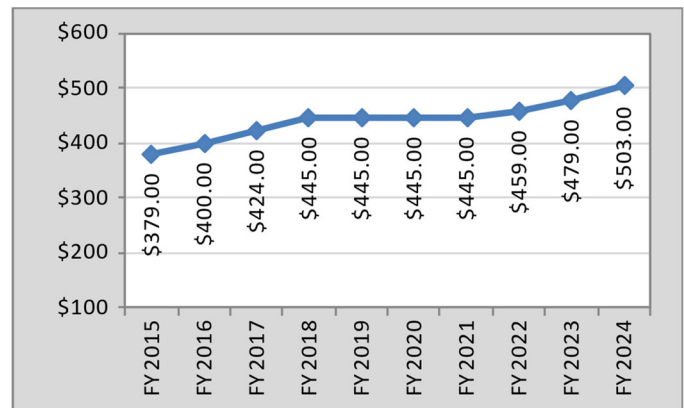
The rates shown in the chart on the previous page represent the usage charge per 1,000 gallons. Rockville also imposes a ready-to-serve charge that equals \$18.03 per single-family property per quarter. A complete listing of the water and sewer rates for FY 2024 can be found in the Supplemental Information section of this budget document and on the city's website.

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 once per week refuse pickup and a single stream recycling program. All residential properties in the city are set to pay the annual rate of \$503 for FY 2024. The adopted rate represents an increase of 5 percent or \$24 over the FY 2023 adopted rate.

There is \$817,345 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, and expands recycling program efficiency. This project is supported by the Refuse Fund and the American Rescue Plan Act (ARPA) funds.

History of Annual Refuse Rates

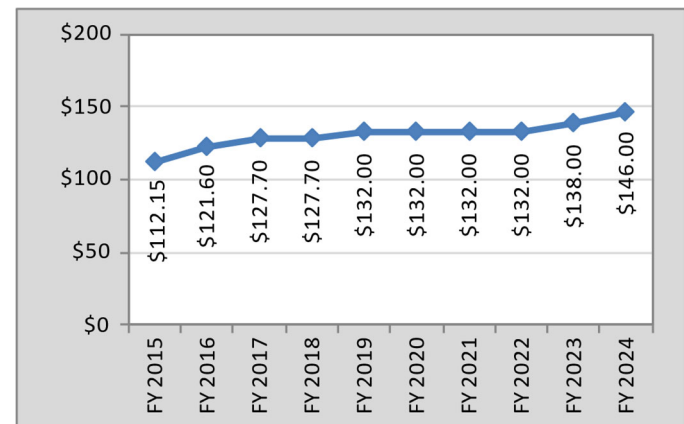


Stormwater Management Fund

The Stormwater Management (SWM) Fund accounts for the financial activity associated with maintaining existing SWM facilities and the construction of new facilities. For FY 2024, all residential and commercial properties in the city are set to pay \$146 per equivalent residential unit (ERU) per year, which is \$8 more than the FY 2023 adopted rate.

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. Future operating and capital budgets are consistent with the requirements of this permit.

History of Annual Stormwater Management Fee



In order for the Stormwater Management Fund to remain in compliance with the current Financial Management Policies, the forecast assumes increases averaging 5.7 percent each year starting in FY 2025. Further analysis will be done in future years to see if a lower rate is fiscally sustainable given changing market conditions and changing program requirements.

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.

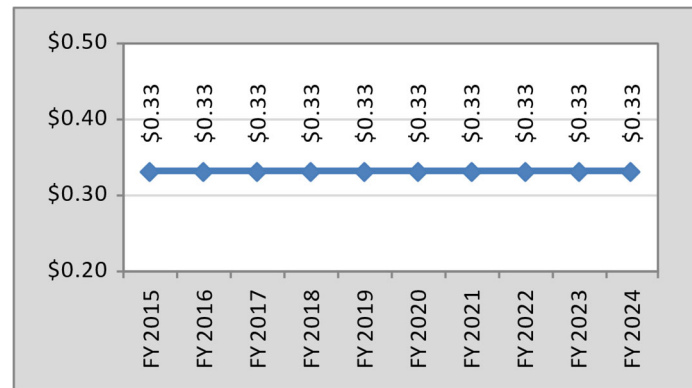


The FY 2024 budget for the Parking Fund continues the leasing of the Town Square parking garage operations to the commercial owner of Town Square. The city entered an agreement in FY 2012 that enables the Town Square owner to manage, operate, and re-equip the garages under a long-term lease, which is estimated to save taxpayers millions of dollars. Under the agreement, the current owner 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 2024. The District, which is comprised of the commercial properties within the Town Square boundaries, pays this tax in addition to their regular property tax. The District will generate approximately \$110,600 in special property tax revenue for FY 2024. The tax revenue has decreased over time due to the reduction in the property assessed values of the commercial space in the Town Square.

In calendar year 2021, the Mayor and Council adopted increases in various parking citations and permits in order to bring Rockville's rates in alignment with surrounding jurisdictions. The new citation and fee schedules will likely generate additional revenues in FY 2024 and in future years. Staff remains concerned about the financial pressures in the Parking Fund due to the changes in parking behaviors as a result of the pandemic.

History of Parking District Tax Rate



The adopted FY 2022 budget included funding for smart meters that allow for more efficient parking operations and an increase in revenue due to automated rate setting and parking space turnover. The installation of these meters was completed in FY 2023. A realized increase in parking meter revenues could potentially reduce future year General Fund transfer amounts. The FY 2024 budget includes a transfer from the General Fund to the Parking Fund of \$1 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 \$1.16 million each year throughout the forecast period. The FY 2021 and FY 2022 actual transfers were higher to help offset the loss of parking revenues due to the change in behaviors during the COVID-19 pandemic.

Capital Improvements Program (CIP)

The FY 2024 adopted CIP budget includes new appropriations of \$38.7 million to address the priorities of the Mayor and Council and residents of Rockville. This new funding combined with prior year carryover funding of \$72.8 million, supports a total of 47 capital projects in FY 2024. There are six new projects presented in the FY 2024 through FY 2028 capital budget, which are listed here along with a basic description (note: not all new projects are funded or are scheduled for FY 2024). More information, including the total budget and timeline, can be found on the individual project sheets in the CIP Projects section of this document.

Recreation and Parks Program Area

- **Elwood Smith Comm. Center - Restrooms Renovation (RA24)** – This project funds the design and construction of converting gender specific restrooms to multiple single-user restrooms at Elwood Smith Community Center.
- **Parks Material Storage Area Cover (RB24)** – This project funds the design and construction of a covering for the material storage bins on the grounds of Civic Center Park. This need was identified in a 2013 Environmental Protection Agency (EPA) inspection as part of their recommendations for the overall Rockville Stormwater Management Program. Design options include solar panel installations on the roof to help offset energy use and the carbon footprint of the city.



- **Twinbrook Comm. Center and Annex - Restrooms Renovation (RC24)** – This project funds the design and construction of one single-user restroom within the Twinbrook Community Recreation Center and converts existing bathroom space in the Twinbrook Annex to single-user restrooms.

Transportation Program Area

- **Senior Center Entrance (TA24)** – This project will create a new vehicular entrance to the Senior Center parking lot from West Gude Dr., while restricting access through the residential neighborhood. Consideration of pedestrian/bike access will also be explored. A site layout and a mitigation plan will be established early in the design process.

Utilities Program Area

- **WTP Facility Master Plan and Water Regulatory Compliance (UA24)** – The master plan will comprehensively assess the systems and equipment at the Water Treatment Plant facility and determine the need for and prioritization of future projects. Concurrently, this plan will determine upgrades required to treat water system emerging contaminants.
- **Water Treatment Plant Security (UB24)** – This project funds the design and construction of various perimeter security improvements. The America's Water Infrastructure Act of 2018 (AWIA) required that water utilities conduct a system wide Risk and Resilience Assessment (RRA) and prepare an Emergency Response Plan (ERP) for critical water infrastructure. The RRA completed for the Water Treatment Plant (certified and submitted to the EPA in December 2020) identified security improvements.

The CIP budget is funded by various sources, including paygo, grants, and proceeds from the issuance of general obligation bonds. For FY 2024, staff does not anticipate the issuance of new general obligation bonds. Additional Water, Sewer, and taxpayer-supported bonds are planned for FY 2025 based on anticipated capital spending. Each year staff re-evaluates the need for issuing bonds with the goal of reducing the reliance on borrowing and increasing the reliance on ongoing resources or paygo support from the General Fund and the enterprise funds. More information on 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 2024, a total of \$138,000 is added to the operating budget as a result of four 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 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 2024 Budget Process – In September 2022, Budget staff conducted an internal review of each department’s base operating budget using a current services model. 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 2024.

In October 2022, the Mayor and Council received a presentation on the FY 2024 budget process, discussed the budget calendar, and budget priorities surveys for both the Mayor and Council and the Rockville community. Following Mayor and Council approval, staff published an online survey for members of the public to submit their ideas and share their top priorities. This year, the survey was made available in five different languages. In November 2022, the Mayor and Council participated in a discussion on budget practices and policies. In December 2022, staff shared the results of the Mayor and Council budget survey and gathered more feedback from the elected body on city priorities. Video recordings of Mayor and Council meetings can be accessed at www.rockvillemd.gov/agendacenter.

Internally, during the months of October and November, departments prepared their budget requests for the City Manager’s consideration. In January 2023, the City Manager held budget meetings with the Budget Office and each department’s leadership 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 2024 Operating Budget and CIP.

The proposed budget document was presented to the Mayor and Council on February 27, 2023, along with the proposed budget ordinances and resolutions. The Mayor and Council held two additional public hearings in March and April to solicit stakeholder responses to the budget. The Mayor and Council also conducted five budget worksessions between March and May to discuss and finalize their priorities along with the implementation of the budget capacity plan prior to budget adoption. On May 15, 2023, the Mayor and Council adopted the budget ordinances and resolutions that set funding levels, tax rates, and utility rates for FY 2024.

In addition to the process as outlined above, in May 2022, the City Manager’s Office solicited requests from neighborhood and homeowner associations for CIP projects. These requests were included as public testimony and included with the first budget public hearing. Also for FY 2024, 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 2024 – FY 2028 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. 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 2024 Budget Process: September 2022 - July 2023					
	Department of Finance	Other City Departments	City Manager	Mayor and Council	Rockville Residents and Stakeholders
SEPT	Preparation for internal Budget Kickoff	Click on boxes with blue dates to view recordings of public meetings			Neighborhood, homeowner, and community association capital budget requests due (9/16)
OCT	Internal Budget Kickoff for Staff (10/6)			Budget Process Presentation (10/3)	
	Departments develop operating and capital budget requests			Budget Priorities Discussion (10/17)	Budget Public Hearing #1 (10/17)
NOV				Budget Practices and Policies Discussion (11/21)	Online Community Budget and Priorities Survey available for Public Comment (10/25)
DEC	Review and analyze all budget requests; Manage internal CIP prioritization process	Participate in internal CIP prioritization process		Budget Priorities and Survey (12/12)	
JAN	City Manager and Finance staff review all budget information and budget requests with City departments				
	Preparation of Proposed Budget Book		City Manager makes funding recommendations		
FEB			Presentation of proposed tax rates, appropriation levels, and utility rate resolutions and ordinances (2/27)	Introduction of FY 2024 tax rates, appropriation levels, and utility rate resolutions and ordinances (2/27)	
	Distribution of Proposed Budget Book (2/17)				
MAR	Preparation of budget information, including Mayor and Council follow-up information for worksessions, budget capacity plans, appropriation levels and tax rates, and utility rate resolutions and ordinances	Development of budget capacity plans		Budget Worksession #1 (3/6)	Budget Public Hearing #2 (3/6)
				Budget Worksession #2 (3/20)	FAB Comments on the Budget
APR				Budget Worksession #3 (4/17)	Budget Public Hearing #3 (4/17)
				Budget Worksession #4 (4/24)	Close of Survey & Budget Public Record (4/24)
MAY	Preparation of Adopted Budget Book			Budget Worksession #5 (5/1)	
			Presentation of final tax rates, appropriation levels, and utility rate resolutions and ordinances (5/15)	Adoption of tax rates, appropriation levels, and utility rate resolutions and ordinances (5/15)	
JUNE					
JULY	Implementation of utility and tax rates				



Community Engagement in the Budget Process

Community engagement is a core component of the City of Rockville's budget process. The city goes beyond its legal requirements for community engagement in the budget process by holding multiple budget public hearings each year, conducting an annual community budget priority survey, and proactively reaching out to the community to encourage them to submit capital project ideas for consideration in the budget process. This narrative provides information about community engagement activities during the budget process and is intended to reflect the city's commitment to public engagement and open communication.

The goal of this heightened focus on community engagement in the budget process is to better understand public priorities to ensure that budget decisions align with the needs and priorities of the community.

Budget Public Hearings

On February 27, 2023 the Mayor and Council approved Ordinance 03-23 which requires that in October or November of each year, a public hearing on the budget be held prior to the City Manager's transmittal of a proposed budget. The Rockville City Charter mandates that at least one public hearing be held following the transmittal of the City Manager's proposed budget and before the Mayor and Council adopt a final budget for the year. The city regularly exceeds these requirements. For the FY 2024 budget process, a total of three budget public hearings were held, including one in October, prior to the transmittal of the proposed budget. Public hearings provide an excellent opportunity to obtain community and stakeholder input. Written testimony is also tracked throughout the public comment period and shared publicly.

Community Budget Priorities Survey

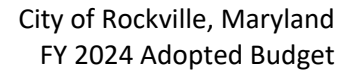
The City of Rockville has conducted a community budget priorities survey since the FY 2019 budget process. This survey gives the Mayor & Council and city staff invaluable insight into the priorities of the community members. While some questions may change from year to year, residents have consistently been asked two very important questions: (1) to identify their top budget priorities, and (2) to identify which options they prefer for maintaining a balanced budget.

The FY 2024 survey included a series of new questions requesting demographic information to help better track survey data and community feedback over time. These questions allow staff to measure the success in connecting with all communities within our city, by comparing the demographics of survey respondents against the general demographic trends within Rockville to see which, if any, groups are being over- or under-represented. Additionally, the location information allows staff to graphically display where survey responses are coming from, to provide a visual representation of survey responses. This demographic data will serve as an indicator of whether we need more targeted outreach efforts in certain communities to obtain more balanced and representative feedback. The FY 2024 survey was available in five languages, including English, Spanish, simplified Chinese, French, and Korean.

For the FY 2024 budget process, the Community Budget Priorities Survey was released on October 25, 2022 and remained available for responses until the close of the public record, on April 24, 2023. Responses were shared with the Mayor and Council during each of the budget public hearings and a final summary of survey responses was shared following the close of the public record. To reach as many people as possible, the city employed a variety of outreach methods, such as including the survey in Rockville Reports, posting the survey to various Rockville social media accounts, making the survey available on the city website, and soliciting responses through direct email outreach to community groups. Additionally, posters with QR codes for the survey were displayed in city community centers, city hall, and libraries. Flyers with survey QR codes were disseminated at city-sponsored events.

Community Project Requests

Each year, the Senior Neighborhood Resources Coordinator from the City Manager's Office solicits capital budget requests from different communities within the city. For the FY 2024 process, staff mailed and emailed letters to all Rockville neighborhood and homeowners' associations in May 2022 encouraging them to submit ideas for consideration in the FY 2024 – FY 2028 Capital Improvements Program development process. Each submission received was included in the public record as public testimony related to the budget.



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, April and May of each year prior to adoption in May. All changes between the FY 2024 proposed and adopted budgets are detailed below by fund and department.

Total Proposed Expenditures		\$100,741,960
Mayor and Council		
Personnel updates	(850)	
Election budget update	1,120	
Women Who Care Ministries	3,000	
City Attorney		
Personnel updates	72,690	
City Manager's Office		
Personnel updates	8,440	
Capacity plan: Montgomery College	(10,000)	
CPDS		
Personnel updates	35,590	
Cost update: Compliance software	10,000	
Finance		
Personnel updates	(3,240)	
Property tax payment update	(13,950)	
Capacity plan: consultant funding	(5,000)	
Housing and Community Development		
Personnel updates	170	
Caregiver Grant update	(40)	
Removing Newcomer Grant	(95,330)	
Human Resources		
Personnel updates	1,680	
Unfund 1.0 FTE HR Associate	(81,440)	
Temp. staffing in lieu of regular position	42,000	
Fall protection at Senior Center	120,000	
Facility rental adjustment	5,500	
Capacity plan: program supplies	(7,000)	
Capacity plan: wellness programming	(3,000)	
Information Technology		
Personnel updates	(56,130)	
Unfund 1.0 FTE Info. Systems Security Eng.	(109,140)	
Badge system fees	2,450	
Data plans for new devices	960	
Capacity plan: mifi funding	(10,000)	
Capacity plan: contract services	(10,000)	
Police		
Personnel updates	(98,900)	
On-call pay differential	16,000	
Night differential increase	52,000	
Field Training Officer increase	18,000	
Outfit six additional police cars	165,540	
Capacity plan: contract services	(4,300)	
Capacity plan: travel	(2,000)	
Capacity plan: program supplies	(7,700)	
Capacity plan: vehicle equipment	(11,000)	
Public Works		
Personnel updates	(19,570)	
Capacity plan: snow & ice removal	(40,000)	
Capacity plan: contract services	(4,000)	
Copier lease savings	(1,820)	
Recreation and Parks		
Personnel updates	14,660	
King Farm consultant	90,000	
Contractual increases	150,000	
Teens on the Go expansion	137,400	
Facility energy assessments	30,000	
LED lighting upgrades	255,000	
RedGate cross country mowing	5,000	
Budget adjustment	3,000	
Capacity plan: VisArts	(6,550)	
Capacity plan: supplies	(2,500)	
Capacity plan: contract services	(12,300)	
Non-Departmental		
CIP transfer increase	500,000	
Workers comp. delayed transition	166,900	
AIIPA transfer adjustment	38,450	
Remove leave buyback	(196,200)	
Reduce contingency	(250,000)	
Total Adopted Expenditures	\$101,625,550	



General Fund (continued)

Total Proposed Revenues	\$100,741,960
CPDS	
Building permit fee increases	347,310
Fire review fee increases	3,210
Housing and Community Development	
Grant reductions	(95,330)
Recreation and Parks	
Maryland Energy Administration grant	150,000
Pepco rebate	50,000
Teens on the Go expansion	106,400
Swim Center revenue increase	16,000
Capacity plan: recreation program fees	17,500
Capacity plan: facility rental fees	1,000
Capacity plan: admissions charge	5,000
Non-Departmental	
Tax abatement for Scarborough Square	(90,000)
Personal property tax update	40,000
Workers compensation collateral return	332,500
Total Adopted Revenues	\$101,625,550

Speed Camera Fund

Total Proposed Expenditures	\$1,014,510
Police	
Personnel updates	(370)
Non-Departmental	
Workers comp. delayed transition	600
Total Adopted Expenditures	\$1,014,740
Total Proposed Revenues	\$1,503,000
Non-Departmental	
Workers compensation collateral return	600
Total Adopted Revenues	\$1,503,600

Special Activities Fund

Total Proposed Revenues	\$1,649,340
Recreation and Parks	
AIPA transfer from the General Fund	38,450
Total Adopted Revenues	\$1,687,790



Water Fund

Total Proposed Expenses	\$13,978,640
Finance	
Personnel updates	(190)
Public Works	
Personnel updates	(3,860)
Non-Departmental	
Workers comp. delayed transition	14,800
Total Adopted Expenses	\$13,989,390
Total Proposed Revenues	\$14,286,200
Non-Departmental	
Workers compensation collateral return	14,800
Total Adopted Revenues	\$14,301,000

Refuse Fund

Total Proposed Expenses	\$8,455,310
Public Works	
Personnel updates	(91,710)
Non-Departmental	
Workers comp. delayed transition	14,900
Total Adopted Expenses	\$8,378,500
Total Proposed Revenues	\$7,128,620
Non-Departmental	
Workers compensation collateral return	14,900
Total Adopted Revenues	\$7,143,520

Parking Fund

Total Proposed Expenses	\$2,087,860
Police	
Personnel updates	(500)
Non-Departmental	
Workers comp. delayed transition	1,600
Total Adopted Expenses	\$2,088,960
Total Proposed Revenues	\$2,378,120
Non-Departmental	
Workers compensation collateral return	1,600
Total Adopted Revenues	\$2,379,720

Sewer Fund

Total Proposed Expenses	\$14,098,440
Public Works	
Personnel updates	2,420
Blue Plains operating expenses	560,150
Non-Departmental	
Workers comp. delayed transition	7,200
Total Adopted Expenses	\$14,668,210
Total Proposed Revenues	\$16,125,630
Non-Departmental	
Workers compensation collateral return	7,200
Total Adopted Revenues	\$16,132,830

Stormwater Management Fund

Total Proposed Expenses	\$6,910,160
Public Works	
Personnel updates	(21,180)
Non-Departmental	
Workers comp. delayed transition	9,100
Total Adopted Expenses	\$6,898,080
Total Proposed Revenues	\$6,272,700
Non-Departmental	
Workers compensation collateral return	9,100
Total Adopted Revenues	\$6,281,800



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 2023 are detailed below by project.

Recreation and Parks Program Area

- Asphalt/Concrete Improvements (RA21) – A total of \$200,000 across FY 2025 through FY 2028 was unfunded in this project to support a flat property tax rate throughout the five year General Fund forecast.
- David Scull Park Improvements (RA19) – This project was advanced by one year, from funding in FY 2025/FY 2026 to FY 2024/FY 2025.
- King Farm Farmstead Electric Infrastructure (RB23) – The previously unfunded portion of this project was funded through a budget amendment after the introduction of the proposed budget, bringing the funded project total to \$887,000.
- King Farm Farmstead Fire Suppression (RB21) – The previously unfunded portion of this project was funded through a budget amendment after the introduction of the proposed budget, bringing the funded project total to \$1.5 million.
- King Farm Farmstead Horse Barn (RA18) – This project, which was renamed *King Farm Farmstead Dance and Fitness Studio* for the FY 2024 proposed budget, reverted to its original title and scope. Funding was reduced from \$5.8 million in FY 2024/FY 2025 to \$4 million in FY 2026/FY 2027 based on the scope change. The timeline shifted out one year to allow time for a consultant-led planning engagement, funded in the FY 2024 operating budget as a change between proposed and adopted, to propose a plan for the King Farm Farmstead campus. The completion of this plan may shift priority to other buildings, such as the Dairy Barns.
- Lincoln Park Community Center Improvements (RA22) – The previously unfunded portion of this project was funded through a budget amendment after the introduction of the proposed budget, bringing the funded project total to \$2.5 million.
- Outdoor Recreation Pool Renovations (RC18) – This project's total increased to \$11.7 million based on final design and cost estimates updated after the introduction of the proposed budget.
- RedGate Park Master Plan Implementation (RE23) – The previously unfunded FY 2024 allocation for this project was funded using the city's remaining ARPA funds through a budget amendment after the introduction of the proposed budget, bringing the funded project total to \$3 million.
- Twinbrook Comm. Center and Annex - Restrooms Renovation (RC24) – This project was awarded State bond bill funding between the proposed and adopted budgets and was moved forward from future years to FY 2024. The project total decreased from \$711,000 to \$350,000 based on final determination of restroom space to be converted.

Transportation Program Area

- Asphalt Repair & Replacement (TA21) – A total of \$800,000 across FY 2025 through FY 2028 was unfunded in this project to support a flat property tax rate throughout the five year General Fund forecast.
- Bridge Rehabilitation (TB21) – This project received a \$100,000 transfer from another CIP project that was closing to fund an emergency bridge repair.
- Concrete Repair & Replacement (TC21) – A total of \$800,000 across FY 2025 through FY 2028 was unfunded in this project to support a flat property tax rate throughout the five year General Fund forecast.
- Pedestrian and Bicycle Safety (TD21) – This project received an additional \$405,940 supported by grant revenues added through a budget amendment after the introduction of the proposed budget
- Senior Center Entrance (TA24) – The previously unfunded design portion of this project was funded through a budget amendment after the introduction of the proposed budget, bringing the funded project total to \$100,000.



Additionally, an unfunded placeholder amount of \$1 million was added to FY 2025 for construction, although the actual construction amount needed will not be known until design is complete.

- Stonestreet Corridor Improvements (TA20) – This project’s FY 2024 unfunded amount of \$950,000 was moved into FY 2025 and combined with the \$1.9 million unfunded amount already listed for that year, moving the total unfunded of \$2.9 million to FY 2025.

Utilities Program Area

- SCADA Cybersecurity (UA23) – This project received \$550,000 through a budget amendment after the introduction of the proposed budget due to broader needs and increased costs, bringing the funded project total to \$850,000.
- Water Main Rehab & Improvement (UD21) – This project was reduced by \$200,000 through a budget amendment after the introduction of the proposed budget to fund a lead and copper study in the operating budget, bringing the funded project total to \$24.7 million.

General Government Program Area

- Data Center and Disaster Recovery Infrastructure Replacement (GB21) – This project was partially unfunded for FY 2024, removing \$500,000 from the funded total to support a flat property tax rate throughout the five year General Fund forecast.
- Gude Yard Recycle Transfer Enclosure (GC19) – Additional funding was added to this project through a budget amendment after the introduction of the proposed budget due to inflationary pressures, bringing the funded project total to \$817,345.



History of Rockville

The land mass that now makes up Rockville is one of Maryland's oldest settled areas. There is little documented research on the exact tribes that occupied the land now known as Rockville. Unlike many other areas in the national capital region that had established tribal lands, this area appeared to be a temporary home to many different tribes at various points in time. Many archeologists collectively refer to these first peoples as the "Montgomery Indians" or "Montgomery Complex." During the late 1600s, due to growing European settlement, the Montgomery Indians were displaced from the area.

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 be called Rockville, after Rock Creek, with a population of 200 residents.

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

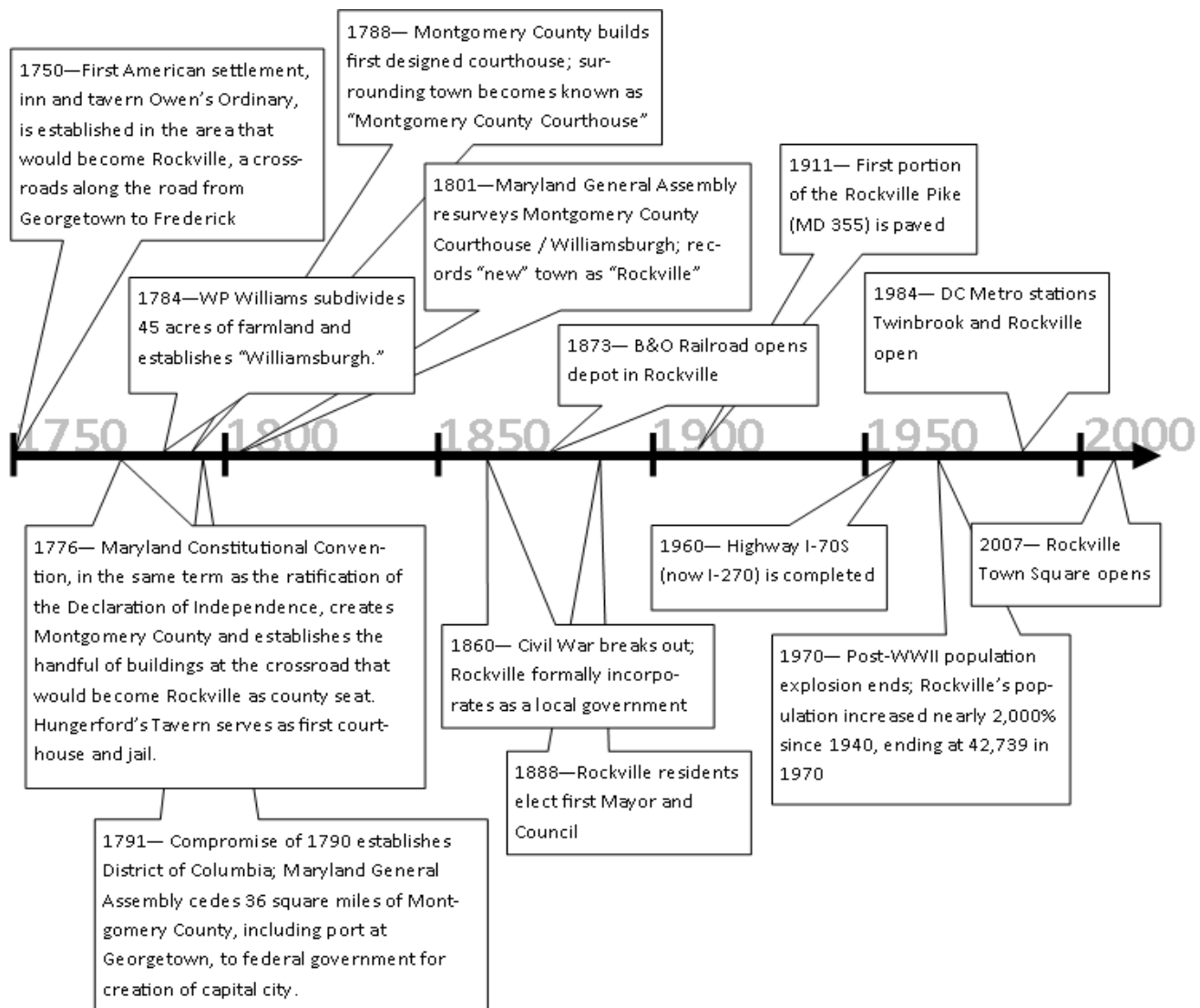


electricity, telephones, indoor bathrooms, a sewage system, trolley cars, a town park, and street trees were all installed for the first time. The population of Rockville grew to approximately 1,500 residents in the early 1930s.

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 67,133, as of the 2021 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





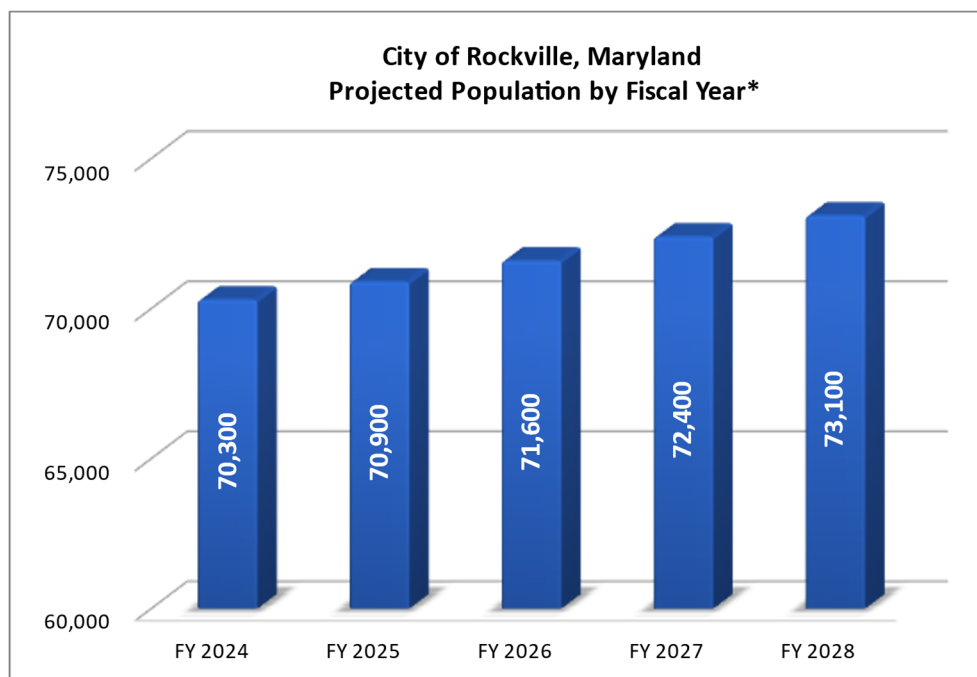
The City of Rockville Today

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 next election will take place in November 2023 and will include two new councilmember positions for a total of six at-large councilmembers.

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 percent each year over the next five years.



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



Rockville Demographics and Economics

Data from 2021 American Community Survey 1-Year Estimates or 2021 5-Year Estimates, unless noted.

Population 67,133

Age Composition (%)

Under five years	5.2%
Five to nine years	7.4%
10 to 14 years	6.7%
15 to 19 years	4.5%
20 to 24 years	3.6%
25 to 34 years	14.4%
35 to 44 years	16.2%
45 to 54 years	13.8%
55 to 59 years	5.1%
60 to 64 years	4.9%
65 to 74 years	7.3%
75 to 84 years	8.8%
85 years and older	2.0%

Highest Educational Attainment, 25 years old + (%)

Less than 9 th grade	2.4%
9 th to 12 th grade, no diploma	5.3%
High school (includes GED)	13.0%
Some college, no degree	7.6%
Associate's	5.6%
Bachelor's	29.1%
Graduate or professional degree	37.0%

Racial Composition (%)

<i>One race</i>	90.7%
White	44.4%
Black or African American	9.2%
Chinese American	10.0%
Indian American	4.0%
Philippine American	0.4%
Korean American	3.5%
Other Asian American	4.8%
Native American	0.9%
Other race	13.5%
<i>Two or more races</i>	9.3%
Hispanic or Latino (of any race)	20.2%

Gender (%)

Male	50.5%
Female	49.5%

Household Income (%)

Less than \$10,000	4.7%
\$10,000 to \$14,999	2.8%
\$15,000 to \$24,999	3.6%
\$25,000 to \$34,999	4.3%
\$35,000 to \$49,999	6.1%
\$50,000 to \$74,999	10.0%
\$75,999 to \$99,999	10.2%
\$100,000 to \$149,999	18.9%
\$150,000 to \$199,999	16.3%
\$200,000 and above	22.9%
Median household income	\$118,903
Mean household income	\$143,520

Unemployment Rate (%) 3.6%

Poverty Rate (%) 6.1%

Health Insurance Rate (%)

With health insurance	94.2%
Without health insurance	5.8%

Principal Employers

Montgomery County Government	5,165
Montgomery County Board of Education	2,500
Montgomery College	1,950
Westat, Inc.	1,750
Northwestern Mutual Life Insurance Co.	623
Lockheed Martin Information Systems	565
Choice Hotels International	500
Quest Diagnostics Incorporated	500
City of Rockville	493

(City of Rockville, Fiscal Year 2022 Annual Comprehensive Financial Report, page 98)



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 advertised and conducted all required public hearings.
2. The City Charter requires that at least one public hearing be held on the proposed budget. Ordinance 3-23 requires that a budget public hearing be held in October or November of each year, prior to the transmittal of the City Manager's proposed budget.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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).
8. 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.
9. 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.
10. All appropriations shall lapse at the end of the budget year if not expended or encumbered.
11. 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.
12. 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, and the Stormwater Management 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.



Recreation and Parks Programs

Cost recovery targets for Recreation and Parks programs/services are established using a four-tier pyramid methodology. Cost recovery is measured based on the 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 four-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 Center Operations, Senior Citizen Support Services, Special Events, Urban Forestry Maintenance, and West Parks.

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, teen and skate park programs, and senior recreation.

The following Recreation and Parks cost centers are included in this tier: Afterschool, Arts, Croydon Creek Nature Center, Lincoln Park Community Center, Senior Citizen Recreation, Teens and Adventure Sports, Thomas Farm Community Center, and Twinbrook Community Recreation Center.

3. Tier 3, Balanced Community and Individual Benefit – This is the next 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, and afterschool programs.

The following Recreation and Parks cost centers are included in this tier: Civic Center Complex, Senior Citizen Sports and Fitness, Sports, and Summer Camps.

4. Tier 4, Considerable Individual Benefit – This is the 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, and Swim and Fitness Center.



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.

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 regard 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 \$1,519. 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 Director of Accounting.
5. The city places continued emphasis on the 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 Comprehensive 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 Comprehensive 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 Comprehensive Financial Report within four months of the close of the previous fiscal year. It will be posted to the city's website within six months of the fiscal year end. The Annual Comprehensive 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. The Annual Comprehensive Financial Report and all other reports prepared by the auditors, including management's response to those reports will either be presented to the Mayor and Council at a regularly scheduled Council meeting or distributed to the members of the Mayor and Council 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, of which six are appointed by the Mayor and Council to serve three-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. The city prefunds 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 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 facility types, recommended crosstown routes, and proposed bike lane locations were added based on the 2004 Plan, bicycle planning best practices, and input from the Rockville Bicycle Advisory Committee. Moreover, 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 establishes a bikeway network that supports bicycling for recreational, commuting, business, and social trips. The Pedestrian and Bicycle Safety (TD21) 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.

Climate Action Plan

Cities across the nation are taking leadership roles to reduce greenhouse gas emissions and prepare the community resiliency to adapt to a changing climate. The Mayor and Council adopted Rockville's first Climate Action Plan (CAP) on January 10, 2022. The plan charts an ambitious course for reducing greenhouse gas emissions from the community and municipal government operations by at least 50 percent below 2005 levels by 2030 and carbon neutrality by mid-century. The plan includes a list of 42 actions that are focused on equitably reducing greenhouse gas emissions, strengthening resiliency, and developing a framework to oversee and monitor progress. Recognizing the disproportionate impacts that low-income and communities of color experience, the plan prioritizes equity by protecting vulnerable communities and improving access to environmental benefits. Climate actions involve energy efficiency, renewable energy, electric vehicles and sustainable transportation, land use management, materials and waste management, resiliency, and public engagement and oversight. CAP implementation requires city investment in new technologies and projects, updated policies and ordinances, increased staff capacity, and the development or expansion of programs and services. The plan is designed to be flexible to allow the city to take advantage of new technology or funding opportunities as they arise. Although the city is taking the lead, community participation is critical, and implementation will involve partnerships and advocacy beyond Rockville's borders. 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.



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 Plan was adopted on August 2, 2021. It incorporates, with updates, the previously adopted East Rockville (2004), Lincoln Park (2007), Twinbrook (2009), and Rockville Pike (2016) Neighborhood Plans; the Bikeway Master Plan (2017); and an amendment relating to Historic Preservation (2013), which endorsed Rockville becoming part of Heritage Montgomery. The new plan reaffirmed 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 Community 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 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, Comprehensive 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 Comprehensive 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

Pedestrian Master Plan

As recommended by the Vision Zero Action Plan and the Rockville Comprehensive Plan, the Department of Public Works is developing a Pedestrian Master Plan. This plan will provide an overview of the pedestrian network and identify policy updates and facility improvements to encourage safer walking/rolling and create a better overall pedestrian experience that addresses the unique issues faced by pedestrians and people with disabilities. The plan development process is ongoing and the draft plan is expected to be submitted to the Planning Commission in late 2023. The Pedestrian and Bicycle Safety (TD21) and the Sidewalks FY21-25 (TE21) CIP projects fund the implementation of some pedestrian facilities in the city. For additional information, please contact the Bicycle and Pedestrian Coordinator in the Department of Public Works at (240) 214-8527.

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.

RedGate Park Master Plan

The RedGate Park Master Plan is a long-range plan document that sets overall direction for the approximately 130-acre site that was approved by the Mayor and Council on October 17, 2022. Formerly a golf course, the site is currently enjoyed by the community for events, tours, hikes, sporting activities, and passive uses. The master plan process has been informed by public input, analysis of existing park conditions, and guidance by Mayor and Council. RedGate Park is envisioned to be an arboretum and predominantly passive park that emphasizes natural habitat and pathway enhancements throughout. In addition to the existing parking lot and entry drive, the central park area will include features and amenities interwoven with the natural habitat areas—including a visitor center, community gardens, picnic area, playground, dog park, and amphitheater with an associated deck overlook. Over time, the entire park will be developed as an arboretum to feature arboretum plant and tree specimens and collections. Interpretive signage will be integrated into natural environments and park features with access along the pathway network. 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

The Mayor and Council committed to making Rockville a sustainability leader and adopted a Sustainability Strategy on October 1, 2007. The Strategy targets the city's own activities and actions and also promotes and encourages similar actions by individual businesses and residents. No single department or division can achieve this vision alone. Rather, the vision requires a coordinated and strategic examination of practices and procedures across all departments. The strategy establishes goals to get residents involved, conserve natural resources, reduce pollution, avoid adverse environmental consequences, evaluate the true cost of goods and services, maximize reuse and recycling, limit impervious surfaces, promote alternatives to fossil fuel-based transport, seek support through external partnerships and networks. Building on this strategy, the Mayor and Council adopted a resolution in 2011 committing to participate in the Sustainable Maryland Certification program of the University of Maryland Finance Center. Rockville achieved initial certification in 2012 and recertifies in a three-year cycle (2015, 2018, and 2021).

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

In the summer of 2020, the Mayor and Council adopted the Vision Zero Action Plan, which outlines thirty different actions that need to be carried out to increase traffic safety for all people and eliminate traffic-related fatalities and serious injuries. This strategy recognizes that people will 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 and that roadway designs and related policies must address the needs of individuals and not apply the same rules to all travel modes to lessen the overall severity of crashes.

Vision Zero is a multidisciplinary approach, bringing together diverse stakeholders through throughout the community as well as cross-agency collaboration including traffic planners, roadway engineers, police, public engagement specialists, 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. Each quarter the City's Vision Zero



coordinator submits a status report to the Mayor and Council providing updates and progress for each of the actions. For additional information, please contact the Vision Zero Coordinator at (240) 314-8527.

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.

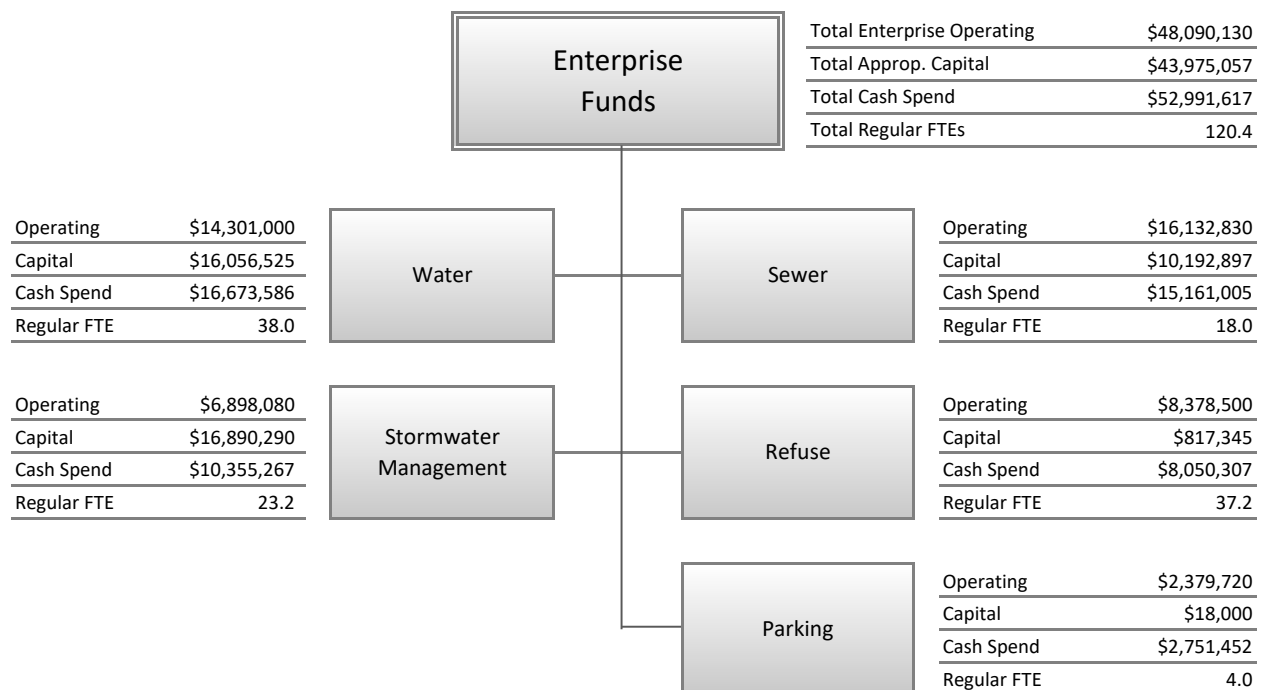
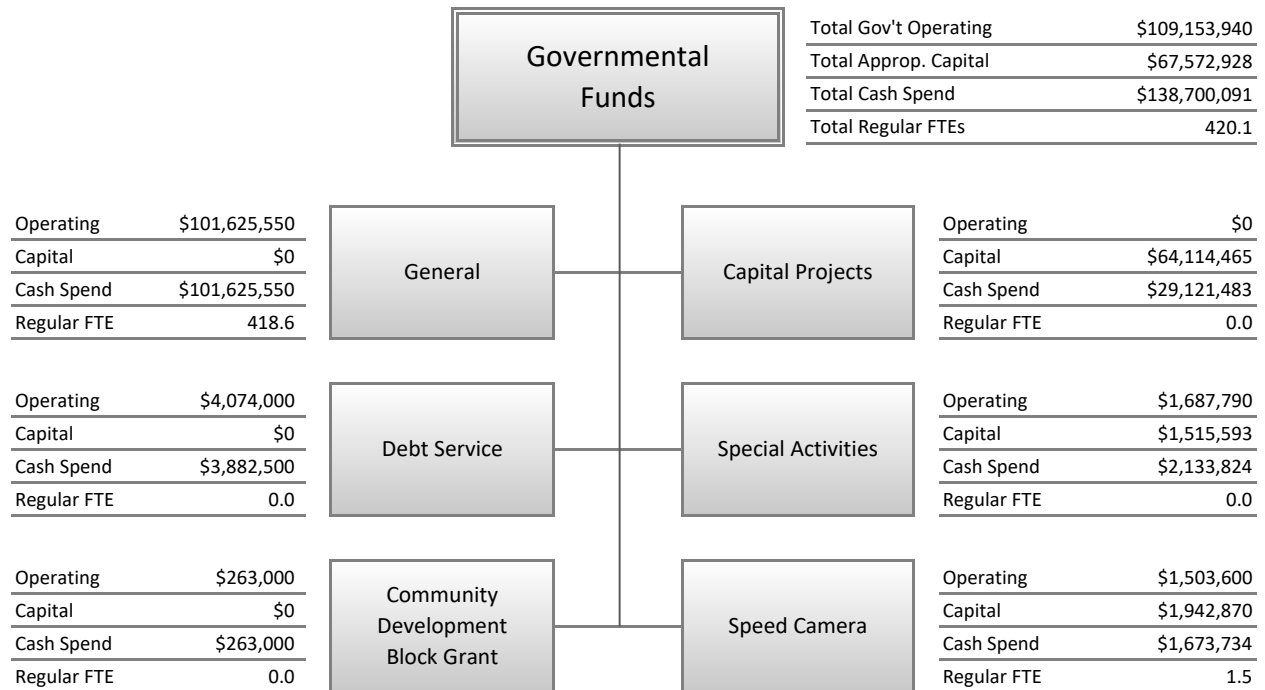
Watershed Management Plans

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 operating funds for FY 2022 through FY 2024. For FY 2024 the city will have 10 operating funds due to the closure of the RedGate Golf Course Fund at the end of FY 2023. FY 2022 and FY 2023 figures include the RedGate Golf Course Fund for a total of 11 operating funds. 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 operating and capital, are financed or recovered from the users of the services rather than general taxpayers. For FY 2024 the city's enterprise funds include the Water, Sewer, Refuse, Parking, and Stormwater Management funds. The RedGate Golf Course fund is included in FY 2022 and FY 2023, and was closed at the end of FY 2023 when all outstanding debt was retired.

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 2022 Actual			FY 2023 Adopted			FY 2024 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	44,931,581	125,395	45,056,976	45,950,000	124,000	46,074,000	46,950,000	110,600	47,060,600
Other Gov't.	30,288,123	317,164	30,605,287	28,814,620	319,000	29,133,620	33,574,330	321,000	33,895,330
Fines/Forfeitures	1,771,920	545,620	2,317,540	2,853,000	434,980	3,287,980	2,853,000	434,980	3,287,980
Use Money/Prop.	1,459,355	126,202	1,585,557	2,452,820	129,610	2,582,430	2,304,020	257,920	2,561,940
Charges for Serv.	6,357,978	38,404,113	44,762,091	7,476,000	42,076,250	49,552,250	7,771,510	42,458,330	50,229,840
Licenses/Permits	3,480,339	552,142	4,032,481	3,336,630	525,730	3,862,360	4,139,530	287,000	4,426,530
Other Revenue	7,032,104	1,010,793	8,042,897	5,474,710	892,790	6,367,500	7,305,240	956,370	8,261,610
Total Revenue	95,321,400	41,081,429	136,402,829	96,357,780	44,502,360	140,860,140	104,897,630	44,826,200	149,723,830
Transfers In	4,703,910	1,881,390	6,585,300	4,569,730	1,502,460	6,072,190	4,256,310	1,412,670	5,668,980
Total Resources	100,025,310	42,962,819	142,988,129	100,927,510	46,004,820	146,932,330	109,153,940	46,238,870	155,392,810
Use of Reserves	126,217	375,715	501,932	49,500	1,855,090	1,904,590	-	1,851,260	1,851,260
Total (\$)	100,151,527	43,338,534	143,490,061	100,977,010	47,859,910	148,836,920	109,153,940	48,090,130	157,244,070
<i>Expenses</i>									
Personnel	51,297,274	11,498,854	62,796,128	57,785,350	12,923,070	70,708,420	60,218,550	13,500,840	73,719,390
Operating	15,930,337	9,079,947	25,010,284	18,950,570	10,041,440	28,992,010	21,365,230	11,844,650	33,209,880
Capital Outlay	2,565,108	971,600	3,536,708	2,791,090	2,495,890	5,286,980	3,988,590	1,038,270	5,026,860
Administrative	174,000	4,009,000	4,183,000	179,200	4,163,900	4,343,100	180,500	4,426,700	4,607,200
Other	3,068,317	11,200,947	14,269,264	3,135,290	11,234,940	14,370,230	3,881,140	11,957,780	15,838,920
Total Oper. Exp.	73,035,036	36,760,348	109,795,384	82,841,500	40,859,240	123,700,740	89,634,010	42,768,240	132,402,250
Principal	3,722,421	-	3,722,421	3,705,400	-	3,705,400	3,247,000	-	3,247,000
Interest	906,895	2,926,102	3,832,997	766,100	2,909,080	3,675,180	635,500	2,895,050	3,530,550
CIP Transfer	10,220,000	-	10,220,000	7,000,000	-	7,000,000	9,200,000	-	9,200,000
Transfers Out	6,252,110	333,190	6,585,300	5,720,030	352,160	6,072,190	5,309,130	359,850	5,668,980
Total Use	94,136,462	40,019,640	134,156,102	100,033,030	44,120,480	144,153,510	108,025,640	46,023,140	154,048,780
Add. to Reserves	6,015,065	3,318,894	9,333,959	943,980	3,739,430	4,683,410	1,128,300	2,066,990	3,195,290
Total (\$)	100,151,527	43,338,534	143,490,061	100,977,010	47,859,910	148,836,920	109,153,940	48,090,130	157,244,070



FY 2024 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 10 operating funds for FY 2024. The summaries offer different presentations of data including the relationships between category and fund, department and fund, and category and department. The total FY 2024 operating budget equals \$157.2 million, an increase of 5.6 percent from FY 2023.

The taxpayer-supported General Fund is the largest component, constituting 64.6 percent or \$101.6 million of the total budget. The city's four utility funds, which include Water, Sewer, Refuse, and Stormwater Management, make up 29.1 percent or \$45.7 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 2024 Operating Budget and Capital Improvements Program is available at www.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 2024, the Excel version contains historical revenue and expenditure information back to FY 2015.

Forecast Assumptions

The forecast is intended to inform the public, 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 2025 through FY 2028 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 based on condition assessment and replacement schedules, 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 2025 through FY 2028 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. 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. In addition, the FY 2024 budget may be amended over the course of the year.



FY 2024 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	
<i>Revenue</i>											
Property Taxes	46,950,000	-	-	-	-	-	-	-	110,600	-	47,060,600
Other Gov't.	33,311,330	-	263,000	-	-	-	-	-	321,000	-	33,895,330
Fines/Forfeiture	1,353,000	-	-	1,500,000	-	-	-	-	434,980	-	3,287,980
Use Money/Prop.	1,187,020	1,090,000	-	3,000	24,000	113,220	20,000	14,700	39,500	70,500	2,561,940
Charges for Serv.	7,741,510	30,000	-	-	-	13,501,700	15,802,250	7,043,500	224,820	5,886,060	50,229,840
Licenses/Permits	4,139,530	-	-	-	-	-	-	-	-	287,000	4,426,530
Other Revenue	6,943,160	361,480	-	600	-	326,230	310,580	32,500	248,820	38,240	8,261,610
Total Revenue	101,625,550	1,481,480	263,000	1,503,600	24,000	13,941,150	16,132,830	7,090,700	1,379,720	6,281,800	149,723,830
Transfers In	-	206,310	-	-	4,050,000	359,850	-	52,820	1,000,000	-	5,668,980
Total Resources	101,625,550	1,687,790	263,000	1,503,600	4,074,000	14,301,000	16,132,830	7,143,520	2,379,720	6,281,800	155,392,810
Use of Reserves	-	-	-	-	-	-	-	1,234,980	-	616,280	1,851,260
Total (\$)	101,625,550	1,687,790	263,000	1,503,600	4,074,000	14,301,000	16,132,830	8,378,500	2,379,720	6,898,080	157,244,070
<i>Expenses</i>											
Personnel	60,066,130	540	-	151,880	-	4,384,650	2,202,820	3,667,480	304,240	2,941,650	73,719,390
Operating	19,708,980	711,210	263,000	682,040	-	3,292,990	4,792,830	2,345,900	149,380	1,263,550	33,209,880
Capital Outlay	3,698,590	290,000	-	-	-	136,890	276,060	515,760	-	109,560	5,026,860
Administrative	-	-	-	180,500	-	1,434,400	649,500	1,288,900	88,900	965,000	4,607,200
Other	3,642,720	238,100	-	320	-	3,660,060	5,368,150	552,460	875,240	1,501,870	15,838,920
Total Oper. Exp.	87,116,420	1,239,850	263,000	1,014,740	-	12,908,990	13,289,360	8,370,500	1,417,760	6,781,630	132,402,250
Principal	-	-	-	-	3,247,000	-	-	-	-	-	3,247,000
Interest	-	-	-	-	635,500	1,080,400	1,019,000	8,000	671,200	116,450	3,530,550
CIP Transfer	9,200,000	-	-	-	-	-	-	-	-	-	9,200,000
Transfers Out	5,309,130	-	-	-	-	-	359,850	-	-	-	5,668,980
Total Use	101,625,550	1,239,850	263,000	1,014,740	3,882,500	13,989,390	14,668,210	8,378,500	2,088,960	6,898,080	154,048,780
Add. to Reserves	-	447,940	-	488,860	191,500	311,610	1,464,620	-	290,760	-	3,195,290
Total (\$)	101,625,550	1,687,790	263,000	1,503,600	4,074,000	14,301,000	16,132,830	8,378,500	2,379,720	6,898,080	157,244,070



FY 2024 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	
Revenue											
Mayor & Council	-	-	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-	-	-
City Manager	902,000	740,000	-	-	-	-	-	-	-	-	1,642,000
CPDS	4,569,260	-	-	-	-	-	-	-	-	-	4,569,260
Finance	-	-	-	-	-	-	-	-	-	-	-
HCD	463,710	35,250	263,000	-	-	-	-	-	-	-	761,960
HR	8,000	-	-	-	-	-	-	-	-	-	8,000
IT	-	-	-	-	-	-	-	-	-	-	-
Police	2,246,400	-	-	1,500,000	-	-	-	-	659,800	-	4,406,200
Public Works	547,600	350,000	-	-	-	453,900	485,450	14,500	-	504,000	2,355,450
Rec. & Parks	6,969,020	562,540	-	-	-	-	-	-	-	-	7,531,560
Non-Depart.	85,919,560	-	-	3,600	4,074,000	13,847,100	15,647,380	7,129,020	1,719,920	5,777,800	134,118,380
Total Revenue	101,625,550	1,687,790	263,000	1,503,600	4,074,000	14,301,000	16,132,830	7,143,520	2,379,720	6,281,800	155,392,810
Use of Reserves	-	-	-	-	-	-	-	1,234,980	-	616,280	1,851,260
Total (\$)	101,625,550	1,687,790	263,000	1,503,600	4,074,000	14,301,000	16,132,830	8,378,500	2,379,720	6,898,080	157,244,070
Expenses											
Mayor & Council	1,255,730	-	-	-	-	-	-	-	-	-	1,255,730
City Attorney	1,605,910	-	-	-	-	-	-	-	-	-	1,605,910
City Manager	7,042,710	372,090	-	-	-	-	-	-	-	-	7,414,800
CPDS	7,145,770	-	-	-	-	-	-	-	-	-	7,145,770
Finance	2,487,060	-	-	-	-	738,760	-	-	-	-	3,225,820
HCD	2,988,160	130,000	263,000	-	-	-	-	-	-	-	3,381,160
HR	2,368,360	-	-	-	-	-	-	-	-	-	2,368,360
IT	5,574,920	-	-	-	-	-	-	-	-	-	5,574,920
Police	12,986,780	-	-	804,170	-	-	-	-	390,220	-	14,181,170
Public Works	12,420,930	221,260	-	-	-	6,667,950	6,959,920	6,251,330	12,220	4,406,380	36,939,990
Rec. & Parks	28,211,610	516,500	-	-	-	-	-	-	-	-	28,728,110
Non-Depart.	17,537,610	-	-	210,570	3,882,500	6,582,680	7,708,290	2,127,170	1,686,520	2,491,700	42,227,040
Total Use	101,625,550	1,239,850	263,000	1,014,740	3,882,500	13,989,390	14,668,210	8,378,500	2,088,960	6,898,080	154,048,780
Add. to Reserves	-	447,940	-	488,860	191,500	311,610	1,464,620	-	290,760	-	3,195,290
Total (\$)	101,625,550	1,687,790	263,000	1,503,600	4,074,000	14,301,000	16,132,830	8,378,500	2,379,720	6,898,080	157,244,070



FY 2024 Financial Summary: All Operating Funds by Category and Department

	Mayor and Council	City Attorney	City Manager	Comm. Planning and Devel. Serv.	Finance	Housing and Community Devel.	Human Resources	Info. Technology	Police	Public Works	Recreation and Parks	Non-Depart.	Total Operating
Revenue													
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	47,060,600	47,060,600
Other Gov't.	-	-	-	-	-	726,710	-	-	779,900	6,600	267,520	32,114,600	33,895,330
Fines/Forfeiture	-	-	-	2,500	-	-	-	-	3,285,480	-	-	-	3,287,980
Use Money/Prop.	-	-	1,633,000	-	-	-	-	-	-	441,200	43,020	444,720	2,561,940
Charges for Serv.	-	-	-	622,230	-	-	-	-	275,820	1,578,150	6,582,280	41,171,360	50,229,840
License/Permits	-	-	-	3,944,530	-	-	-	-	65,000	287,000	-	130,000	4,426,530
Other Revenue	-	-	9,000	-	-	35,250	8,000	-	-	42,500	432,430	7,734,430	8,261,610
Total Revenue	-	-	1,642,000	4,569,260	-	761,960	8,000	-	4,406,200	2,355,450	7,325,250	128,655,710	149,723,830
Transfers In	-	-	-	-	-	-	-	-	-	-	206,310	5,462,670	5,668,980
Total Resources	-	-	1,642,000	4,569,260	-	761,960	8,000	-	4,406,200	2,355,450	7,531,560	134,118,380	155,392,810
Use of Reserves	-	-	-	-	-	-	-	-	-	-	-	1,851,260	1,851,260
Total (\$)	-	-	1,642,000	4,569,260	-	761,960	8,000	-	4,406,200	2,355,450	7,531,560	135,969,640	157,244,070
Expenses													
Personnel	734,350	1,488,150	4,868,570	6,598,580	2,710,450	1,960,730	1,719,140	3,214,390	11,549,240	18,733,390	18,315,560	1,827,840	73,719,390
Operating	449,080	113,160	883,220	411,680	476,770	418,690	526,110	2,171,460	2,553,450	14,338,320	8,797,890	2,070,050	33,209,880
Capital Outlay	-	-	252,200	1,810	-	-	120,000	189,070	69,600	2,501,180	1,293,000	600,000	5,026,860
Administrative	-	-	-	-	-	-	-	-	-	-	-	4,607,200	4,607,200
Other	72,300	4,600	1,410,810	133,700	38,600	948,920	4,110	-	8,880	1,367,100	321,660	11,528,240	15,838,920
Total Oper. Exp.	1,255,730	1,605,910	7,414,800	7,145,770	3,225,820	3,328,340	2,368,360	5,574,920	14,181,170	36,939,990	28,728,110	20,633,330	132,402,250
Principal	-	-	-	-	-	-	-	-	-	-	-	3,247,000	3,247,000
Interest	-	-	-	-	-	-	-	-	-	-	-	3,530,550	3,530,550
CIP Transfer	-	-	-	-	-	-	-	-	-	-	-	9,200,000	9,200,000
Transfers Out	-	-	-	-	-	52,820	-	-	-	-	-	5,616,160	5,668,980
Total Use	1,255,730	1,605,910	7,414,800	7,145,770	3,225,820	3,381,160	2,368,360	5,574,920	14,181,170	36,939,990	28,728,110	42,227,040	154,048,780
Add. to Reserves	-	-	-	-	-	-	-	-	-	-	-	3,195,290	3,195,290
Total (\$)	1,255,730	1,605,910	7,414,800	7,145,770	3,225,820	3,381,160	2,368,360	5,574,920	14,181,170	36,939,990	28,728,110	45,422,330	157,244,070



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 5 percent or more.

Projected Changes in Fund Balance: Governmental Funds

Fund	6/30/23 Est. Balance	FY 2024 Revenues	FY 2024 Expenditures	6/30/24 Est. Balance	% Change
General*	21,090,411	101,625,550	101,625,550	21,090,411	0.0%
Spec. Act. **	7,100,325	1,687,790	2,133,824	6,654,291	-6.3%
CDBG	-	263,000	263,000	-	N/A
Speed***	1,581,466	1,503,600	1,673,734	1,411,332	-10.8%
Debt Serv.	182,494	4,074,000	3,882,500	373,994	104.9%
Capital	25,665,221	12,849,874	29,121,483	9,393,612	-63.4%
Total (\$)	55,619,917	122,003,814	138,700,091	38,923,640	-30.0%

* The 6/30/23 estimated balance reflects a \$481,000 reduction for fund balance commitments included in the FY 2024 budget ordinance.

** FY 2024 Expenditures include approx. \$894,000 in capital spending.

*** FY 2024 Expenditures include approx. \$659,000 in capital spending.

Special Activities Fund: The fund balance in the Special Activities Fund will decrease by 6.3 percent or \$446,034 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. The most significant source of expected fund balance use is for CIP projects included in the Transportation Improvements Program.

Speed Camera Fund: The fund balance in the Speed Camera Fund will decrease by 10.8 percent or \$170,134 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 and the city's Vision Zero initiative. 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 increase by 104.9 percent or \$191,500 due to the Fund's projected revenues exceeding the scheduled debt service expenditures. 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 6/30/24 balance is in compliance with the reserve target.

Capital Projects Fund: The fund balance in the Capital Projects Fund is estimated to decrease by 63.4 percent or \$16.3 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. The estimated 6/30/24 balance is in compliance with the reserve target.



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 2024.

Projected Changes in Cash Balance: Enterprise Funds

Fund	6/30/23 Est. Balance	FY 2024 Cash In	FY 2024 Cash Out	6/30/24 Est. Balance	% Change
Water	3,345,375	14,301,000	16,673,586	972,789	-70.9%
Sewer	2,050,641	16,132,830	15,161,005	3,022,466	47.4%
Refuse	1,728,424	7,118,483	8,050,307	796,600	-53.9%
Parking	583,987	2,471,897	2,751,452	304,432	-47.9%
SWM	9,980,655	6,272,660	10,355,267	5,898,048	-40.9%
Total (\$)	17,689,082	46,296,870	52,991,617	10,994,335	-37.8%

Water Fund: The Water Fund, although positive, continues to be out of compliance with the city's Financial Management Policies, which require a six month operating reserve balance. In FY 2021, the city performed a comprehensive utility rate study that evaluated the cost of water and sewer service by property classification. This study focused on bringing the Water and Sewer funds into compliance with the city's financial policies, while improving equity in the city's billing structure. In November 2021, the Mayor and Council adopted rates and a new rate structure for the second half of FY 2022, FY 2023, and FY 2024. A new study is planned for FY 2024 which will inform rates for FY 2025 - FY 2027 and address the observed changes in water consumption trends.

Sewer Fund: The Sewer Fund, although positive, continues to be out of compliance with the city's Financial Management Policies, which require a six month operating reserve balance. In FY 2021, the city performed a comprehensive utility rate study that evaluated the cost of water and sewer service by property classification. This study focused on bringing the Water and Sewer funds into compliance with the city's financial policies, while improving equity in the city's billing structure. In November 2021, the Mayor and Council adopted rates and a new rate structure for the second half of FY 2022, FY 2023, and FY 2024. A new study is planned for FY 2024 which will inform rates for FY 2025 - FY 2027 and address the observed changes in water consumption trends.

Refuse Fund: The Refuse Fund is out of compliance with the established debt service coverage ratio. The current debt will be retired in FY 2026. No additional bond issues are planned at this time. The Refuse Fund is expected to maintain cash balances of at least one month of operating expenses.



Financial Summary: General Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
Revenue									
Property Taxes	42,551,677	44,327,269	44,931,581	45,950,000	46,950,000	48,046,100	49,158,000	50,292,100	51,448,800
Other Gov't.	23,200,905	24,560,191	29,939,445	28,551,620	33,311,330	34,911,938	35,994,346	36,666,158	36,501,679
Fines/Forfeitures	1,509,837	948,252	511,807	1,353,000	1,353,000	1,353,000	1,353,000	1,353,000	1,353,000
Use Money/Prop.	2,363,701	1,552,993	587,211	1,294,190	1,187,020	1,158,240	1,131,510	1,106,739	1,083,842
Charges for Serv.	5,471,802	2,995,775	6,310,221	7,446,000	7,741,510	7,893,168	8,047,860	8,205,645	8,366,586
Licenses/Permits	3,594,801	2,832,775	3,480,339	3,336,630	4,139,530	4,222,321	4,306,767	4,392,902	4,480,760
Other Revenue*	5,203,586	4,379,788	6,494,904	5,388,960	6,943,160	6,784,804	6,932,491	7,084,252	7,240,235
Total Revenue	83,896,309	81,597,043	92,255,508	93,320,400	101,625,550	104,369,571	106,923,973	109,100,797	110,474,902
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	83,896,309	81,597,043	92,255,508	93,320,400	101,625,550	104,369,571	106,923,973	109,100,797	110,474,902
Use of Reserves**	747,906	-	-	-	-	-	-	-	940,646
Total (\$)	84,644,215	81,597,043	92,255,508	93,320,400	101,625,550	104,369,571	106,923,973	109,100,797	111,415,548

* 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 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.

Expenditures									
Personnel	51,146,070	49,247,562	51,171,989	57,653,600	60,066,130	62,819,789	65,455,246	68,075,326	71,169,352
Operating	13,092,371	12,515,227	14,559,312	17,440,990	19,708,980	20,287,086	20,403,527	20,699,455	21,029,194
Capital Outlay	2,096,886	1,797,328	2,325,753	2,503,590	3,698,590	2,177,415	2,124,152	2,463,960	2,228,907
Administrative	-	-	-	-	-	-	-	-	-
Other***	2,306,908	2,371,741	2,911,528	2,902,190	3,642,720	3,574,789	3,607,265	3,635,784	3,663,894
Total Oper. Exp.	68,642,235	65,931,858	70,968,582	80,500,370	87,116,420	88,859,078	91,590,190	94,874,524	98,091,347
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	9,800,000	7,507,000	10,220,000	7,000,000	9,200,000	8,800,000	8,800,000	8,800,000	8,900,000
Transfers Out	6,201,980	6,962,170	6,252,110	5,720,030	5,309,130	5,407,276	4,513,170	4,618,874	4,424,201
Total Use	84,644,215	80,401,028	87,440,692	93,220,400	101,625,550	103,066,353	104,903,360	108,293,398	111,415,548
Add. to Reserves	-	1,196,015	4,814,816	100,000	-	1,303,218	2,020,614	807,399	-
Total (\$)	84,644,215	81,597,043	92,255,508	93,320,400	101,625,550	104,369,571	106,923,973	109,100,797	111,415,548

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

FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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 65 percent of the total operating budget, and supports 418.6 regular FTEs, all general operating and administrative costs of the city, and 33 capital projects. The General Fund supports all or part of the budgets for all eleven of the city's departments, as well as the Non-Departmental budget.

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 2024 equals \$350,000, which is well below the policy limit of \$1,016,200.

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.

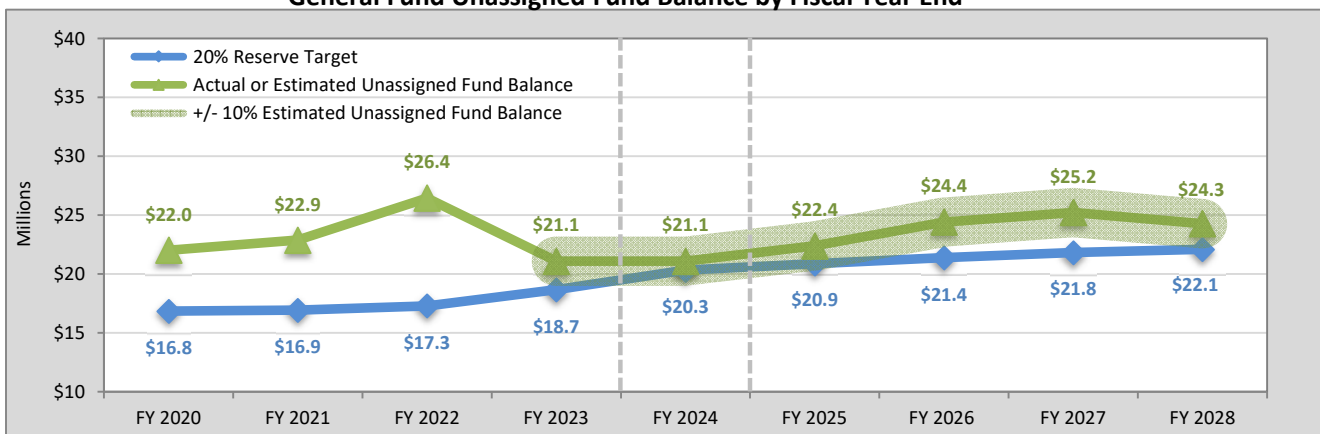
The unassigned fund balance is defined as the accumulation of General Fund revenues that exceed General Fund expenditures, less the portion of the fund balance that is considered nonspendable, restricted, committed, or assigned. The purpose of this balance is to mitigate risks of economic uncertainty 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 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.

The FY 2023 decrease in reserves reflected in the chart below includes a planned \$5 million contribution to the CIP which will support future capital projects and reduce the required paygo transfers from the General Fund over the forecast period. This capital funding strategy will help promote a stable property tax rate for city residents. The FY 2023 estimated unassigned fund balance includes a projected \$1 million addition to reserves and commitments of reserves made with the adoption of the FY 2024 budget.

The Mayor and Council have committed excess General Fund reserves totaling \$481,000 to the following one time needs: Mattie Stepanek Park Labyrinth Flame of Hope (\$81,000), RCPD server replacement (\$150,000), transfer to the Housing Opportunities Fund for a pilot employee homeownership program (\$250,000).

General Fund Unassigned Fund Balance by Fiscal Year End





General Fund Revenue Detail

	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Percent Change
Property Taxes	44,931,581	45,950,000	46,950,000	2.2%
Real Property Tax *	41,157,148	42,320,000	43,210,000	2.1%
Personal Property Tax *	3,640,338	3,540,000	3,650,000	3.1%
Interest on Taxes	134,095	90,000	90,000	0.0%
From Other Gov't.	29,939,445	28,551,620	33,311,330	16.7%
Income Tax *	18,874,910	16,800,000	20,200,000	20.2%
Tax Duplication *	5,327,471	6,593,160	7,417,300	12.5%
Highway User *	2,925,644	2,887,000	3,413,000	18.2%
Police Protection Grant *	694,970	740,000	740,000	0.0%
Admissions & Amusement Tax *	555,400	1,000,000	750,000	-25.0%
Linkages to Learning Grant	203,210	274,430	249,660	-9.0%
Youth & Family Services Grant	153,714	161,160	214,050	32.8%
Recreation Grants	43,827	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	1,128,632	38,510	269,960	601.0%
Fines & Forfeitures	511,807	1,353,000	1,353,000	0.0%
Municipal Infractions	1,700	2,500	2,500	0.0%
Redlight Camera Citations *	508,808	1,342,500	1,342,500	0.0%
Confiscated Funds	1,299	8,000	8,000	0.0%
Use of Money & Prop.	587,211	1,294,190	1,187,020	-8.3%
Cable Franchise Fees *	838,935	850,000	750,000	-11.8%
Interest Earnings *	(624,932)	250,000	250,000	0.0%
Land Rental	22,869	151,330	143,000	-5.5%
Building Rental	350,234	41,860	43,020	2.8%
Other	105	1,000	1,000	0.0%
Licenses and Permits *	3,480,339	3,336,630	4,139,530	24.1%
Traders Licenses	76,986	130,000	130,000	0.0%
Building Permits	1,935,414	1,925,630	2,488,530	29.2%
Rental Licenses	1,381,321	1,200,000	1,440,000	20.0%
Animal Licenses	61,819	65,000	65,000	0.0%
Other Licenses	24,799	16,000	16,000	0.0%

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



General Fund Revenue Detail (continued)

	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Percent Change
Charges for Services *	6,310,221	7,446,000	7,741,510	4.0%
Forestry Develop. Review Fees	55,503	50,000	50,000	0.0%
Recreation Program Fees	2,712,827	3,443,490	3,762,380	9.3%
Zoning Fees	115,401	100,000	100,000	0.0%
Charges for Police Services	23,250	30,000	30,000	0.0%
Sale of Materials	7,392	7,000	7,000	0.0%
Fire Safety Fees	138,208	306,050	349,050	14.0%
Fire Review Fees	91,181	101,880	118,180	16.0%
Public Works Permits	814,889	663,540	514,000	-22.5%
Swim Team Dues	712,778	675,000	749,700	11.1%
Membership Fees	558,921	699,000	711,900	1.8%
Rec. and Parks Concessions	8,385	14,250	13,250	-7.0%
Facility Rental Fees	601,999	773,150	773,850	0.1%
Special Events Fees	48,676	79,200	79,200	0.0%
Theme Park Tickets	-	41,040	-	-100.0%
Fitzgerald Theatre Tickets	27,885	40,000	40,000	0.0%
Internal Facility Use	28,340	33,000	33,000	0.0%
Merchandise Sales	13,747	7,000	13,500	92.9%
Swim and Fitness Center Fees	334,288	350,350	367,350	4.9%
Fitness Classes	-	2,900	-	-100.0%
Other Fees	16,551	29,150	29,150	0.0%
Other Revenue	6,494,904	5,388,960	6,943,160	28.8%
Community Contributions	33,144	59,100	63,200	6.9%
Hotel Tax *	642,162	600,000	900,000	50.0%
Sale of Vehicles	64,728	22,000	27,000	22.7%
Lease Inception**	487,150	-	600,000	N/A
Miscellaneous Revenues	1,081,435	342,260	724,760	111.8%
Miscellaneous Grants	-	22,000	20,000	-9.1%
Recreation Fees	3,285	500	1,000	100.0%
Water Admin. Charge *	1,375,000	1,410,500	1,434,400	1.7%
Sewer Admin. Charge *	639,000	608,400	649,500	6.8%
Refuse Admin. Charge *	1,137,000	1,218,400	1,288,900	5.8%
Parking Admin. Charge *	88,000	129,300	88,900	-31.2%
Stormwater Admin. Charge *	770,000	797,300	965,000	21.0%
Speed Camera Admin. Charge *	174,000	179,200	180,500	0.7%
Total (\$)	92,255,508	93,320,400	101,625,550	8.9%

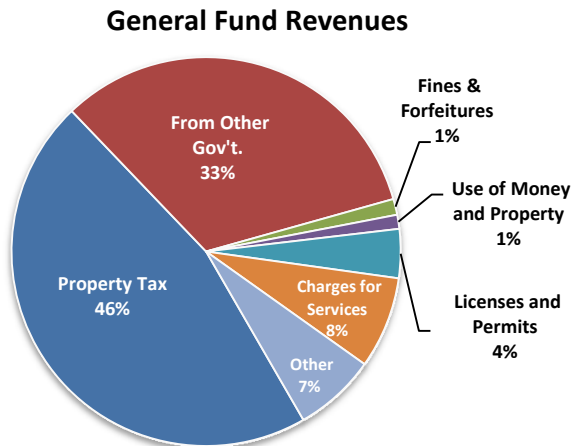
* Revenue source is described on the pages following the General Fund Revenue Detail tables.

** Lease Inception revenue is a GASB 87 reporting requirement and has an equal offsetting expenditure.



General Fund Revenues

There are seven categories of revenues that make up the General Fund. These sources total \$101.6 million for FY 2024, an increase of 8.9 percent from FY 2023. Property taxes make up the largest portion, constituting 46 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.

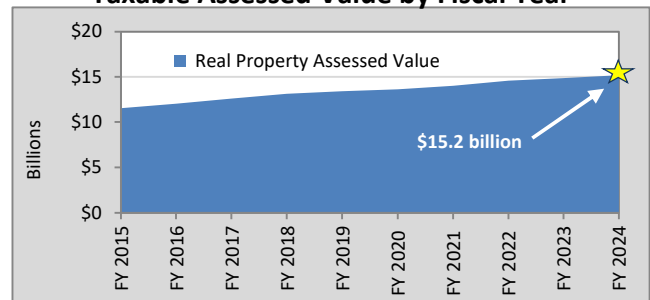
Real Property Tax: The City of Rockville's real property tax rate remains flat at \$0.292 for every \$100 of assessed value. SDAT reassesses real property every three years and tax bills are based on those assessments. For homeowners, any increase to assessed value is phased in equally over a three-year 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 2023 to FY 2024 increased by approximately 2.3 percent to \$15.2 billion. This will result in an increase in revenues of \$890,000, up to \$43.2 million. This assessment did not include any major area reassessments, though individual property owners can request reassessments. The total taxable assessed value is estimated to increase by 2.3 percent each year (including the value of new property), and the forecast assumes the tax rate will remain flat at \$0.292 for the entirety of the forecast.

The FY 2024 through FY 2028 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 2024 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 2024 is unknown at this time.)

In addition to the HTC, the city provides other tax waivers or tax credits to non-profit swimming pools, Fireside Park Apartments, and other RHE properties.

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 2024 budget assumes that taxable assessed values will total approximately \$453 million, which equates to an increase of \$110,000 in tax revenue, up to \$3.7 million. This estimate aligns with recent collections and assessments from FY 2022 and FY 2023. 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 the revenue in this category comes from income tax, tax duplication, admission and amusement tax, highway user revenue, and police protection grant.

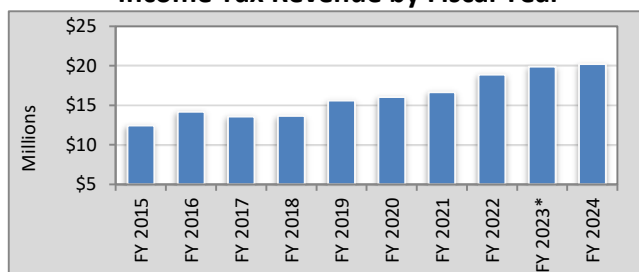
Income Tax: Income tax revenue is the second largest source of revenue in the General Fund. Income tax revenue consists of the city's share of income taxes received by the State of Maryland for returns filed from Rockville. Maryland counties can impose an income tax that is separate from the State income tax. In accordance with Maryland law, municipalities receive 17 percent of collected county income taxes. The County's income tax rate is 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 spread over 80 quarterly installments starting in FY 2021. This repayment has minimal impact on Rockville's revenues.

The income tax estimate for FY 2024 is estimated at \$20.2 million, 20.2 percent higher than the FY 2023 adopted budget of \$16.8 million. In FY 2022 the city received its highest ever income tax revenues of \$18.9 million. 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, retirement rates, and wage growth all contribute to the amount of annual revenue. The latest estimates for FY 2023 income tax revenue are shown in the chart below.

Due to the variability of this revenue source, the General Fund forecast will assume a modest 2 percent increase each year throughout the forecast. 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 for which the County receives taxes from Rockville properties. Montgomery County passed legislation in March 2022 that more accurately acknowledges taxpayer-supported spending by Rockville and other municipalities in Montgomery County.

Rockville's elected officials and staff are pleased with the collaborative process that was undertaken by the Office of the County Executive and the Montgomery County Chapter of the Maryland Municipal League (MML). The County legislation codifies the municipal tax duplication formulas; alters the County Code to allow for reimbursement for policing services; and sets forth an annual timeline for certifications, notifications, and payments.

Through a phased-in approach, full funding of over \$8 million will be achieved by FY 2025. This solution is long overdue and will help Rockville and other municipalities to address shortfalls created in previously underfunded years. Additionally, this priority legislation fosters a well-maintained transportation infrastructure network and superior police services, which support city residents and businesses.

The FY 2024 revenue is consistent with the legislation and equals \$7.4 million, up from \$6.6 million in FY 2023. For future years of the forecast, Rockville will assume what is estimated in the County legislation for FY 2025 plus an inflationary factor of 2 percent for years after.

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.

Rockville receives the largest amount of this revenue from movie theaters, indoor athletic facilities, and ice skating rinks. Revenues from this source have been as high as \$1.4 million before the pandemic hit in FY 2019. Since that time revenues have dropped and have not rebounded to pre-pandemic levels.



General Fund Revenues (continued)

The FY 2024 budget assumes revenues of \$750,000 which reflects shifting entertainment preferences and a reduction of the revenues anticipated for FY 2023.

Until more information is known about post-pandemic behaviors, the forecast will remain at \$750,000 for FY 2024 and then increase by \$50,000 each year after. This revenue is paid to the city on a quarterly basis.

Highway User: Highway User Revenue (HUR) is distributed by the State of Maryland based on a methodology that uses lane miles and vehicle registrations. This revenue source supports the construction, reconstruction, and maintenance of the city's roads and streets.

For FY 2024, the city is projected to receive a total of \$3.4 million in highway user, which is more than the FY 2023 adopted budget and FY 2022 actuals. This is the latest estimate from the Maryland State Highway Administration. In March 2022 the State announced that the share of transportation funding for local jurisdictions will increase from FY 2024 to FY 2027. The forecast reflects increases for this revenue based on a schedule of estimated allocations, and a reduction of these increased revenues in FY 2028.

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 2024 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.

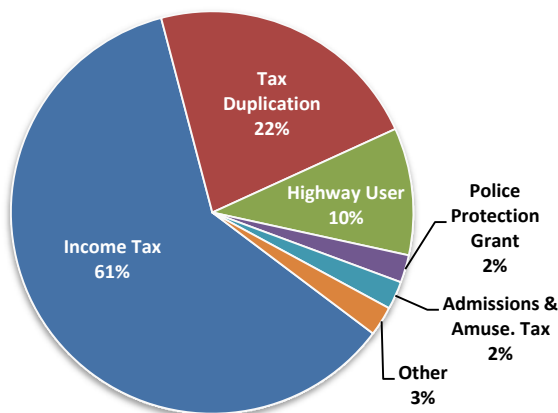
Fines and Forfeitures: Redlight camera citation revenues make up over 99 percent of this category. Revenue from redlight cameras dropped from historic trends due to a reduction in functioning cameras. The FY 2024 budget is equal to the FY 2023 adopted budget and assumes 17,900 paid citations. The FY 2024 budget also assumes that the city's cameras are fully functioning. The city receives \$75 in revenue per paid citation; this is partially offset by expenditures of \$26.50 per citation. The forecast assumes flat revenues in this category.

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 2024.

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 2024 estimate for this category equals \$750,000, a \$100,000 reduction from FY 2023. The forecast assumes a 5 percent decrease each year consistent with changes in 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. The FY 2024 estimate equals \$250,000, which is consistent with FY 2023. The changes to the federal interest rate may result in the city showing unrecognized losses on some investments, though it is not anticipated that many of these losses will be realized. The forecast will remain conservative and will increase by a modest 2 percent per year, and will be adjusted upwards if the city's investment holdings and markets indicate a larger change.

Revenues from Other Gov't.





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 increased from the FY 2023 adopted budget by 4 percent, or \$295,510.

The revenue level is in line with pre-pandemic levels and is consistent with the level of current activity. FY 2024 fee increases reflect the increased costs of providing services and align with the city's cost recovery framework. Recreation services revenues are estimated to increase by 2 percent each year 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.

Licenses and Permits: Approximately 95 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, plumbing, sewer, water, and gas. Rental license revenue consists of licensing fees for the inspection of single and multi-family dwelling units and hotels. Revenue increased in this category due to planned fee increases following comprehensive benchmarking of fees with neighboring jurisdictions and an evaluation of the costs of providing licensing and permitting services. This category of revenues is \$802,900 higher than the FY 2023 adopted budget.

Staff estimates that both permits and licenses will increase by a modest 2 percent per year throughout the forecast.

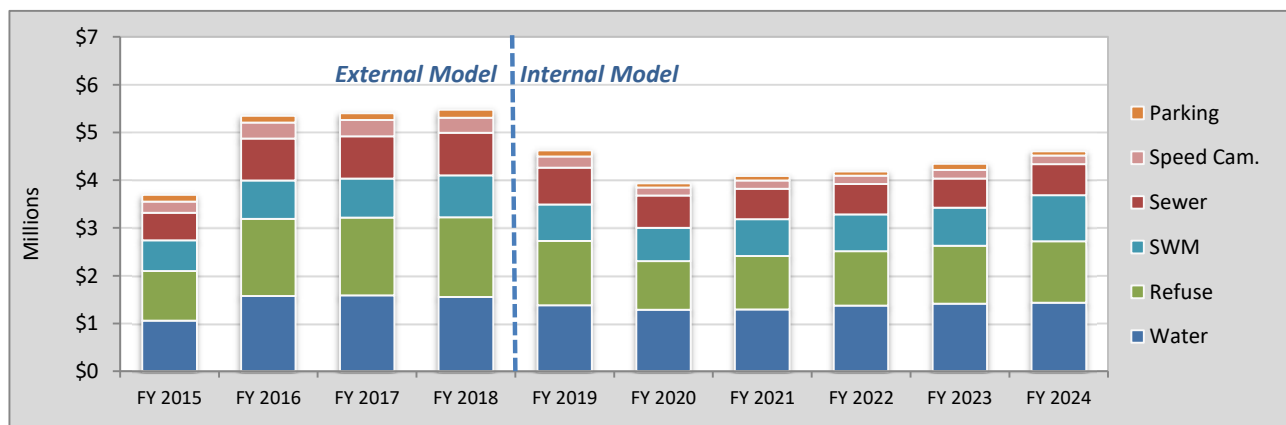
Other Revenue: This category is made up of revenue sources that are not consistent with the other categories. This revenue source is primarily made up of hotel tax, community contributions, miscellaneous revenues, and administrative charges.

Administrative Charges: This revenue source represents centrally budgeted administrative or "overhead" costs. Six of the city's operating funds pay for their share of overhead costs through an annual transfer to the General Fund.

The FY 2024 administrative charge revenue equals \$4.6 million based on the city's internal cost allocation model; this is \$264,100 more than what was adopted in FY 2023. (Note: As displayed in the graph, the city transitioned to an internal calculation in FY 2019.) This revenue source is estimated to increase by 2 percent for each year of the forecast.

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. For FY 2021 and FY 2022, the city experienced dramatic reductions in hotel tax revenue because of the reduction in personal and professional travel. For FY 2024, the budget includes \$900,000, which approximates 88 percent of pre-pandemic levels. Starting in FY 2025, the forecast will assume \$1 million in revenue, reflective of a return to pre-pandemic activity, with an inflationary factor of 2 percent for each year after.

General Fund Administrative Charges to Other Funds by Fiscal Year





General Fund Expenditure Detail

	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Percent Change
Personnel	51,171,989	57,653,600	60,066,130	4.2%
Regular Employee Wages *	34,317,987	38,280,560	39,923,790	4.3%
Temporary Employee Wages *	3,096,454	3,822,850	3,993,130	4.5%
Overtime *	1,090,904	905,510	928,780	2.6%
Benefits *	12,666,644	14,644,680	15,220,430	3.9%
Operating, Contractual Services *	8,848,158	11,454,600	11,583,840	1.1%
Consultants	447,978	604,650	631,200	4.4%
Professional Services	165,228	174,240	175,810	0.9%
Outside/Temporary Employees	327,344	371,010	443,820	19.6%
Artisans	53,145	133,500	130,710	-2.1%
Digital Scanning	26,722	27,700	24,200	-12.6%
Phone and Internet Services	477,638	513,260	512,410	-0.2%
Postage	101,748	143,750	241,490	68.0%
Advertising (Non Recruitment)	56,542	69,950	87,600	25.2%
Software Maint. and Subscriptions	1,365,384	1,797,570	2,037,610	13.4%
Property Tax Billing	170,184	174,750	160,800	-8.0%
Janitorial Services	306,631	353,910	364,840	3.1%
Medical Exams	13,372	31,940	32,940	3.1%
Recruitment	44,777	21,900	24,900	13.7%
Travel, Training, Professional Devel.	445,147	688,920	748,520	8.7%
Contract Services	2,697,125	3,308,240	3,645,930	10.2%
Alarm System	49,504	23,320	23,320	0.0%
Contract Equipment Maintenance/Repair	291,253	326,560	317,660	-2.7%
Transportation Services	85,784	177,660	224,030	26.1%
Credit Card Charges	140,702	169,720	169,720	0.0%
Refuse Dump Fees	9,752	9,240	9,240	0.0%
Uniform Rental and Cleaning	78,585	98,540	98,870	0.3%
Refuse Service	26,196	52,260	52,900	1.2%
Facility Rental (Non City Facility)	103,360	237,470	211,710	-10.8%
Printing Contracts	140,455	160,700	278,690	73.4%
Equipment Rental	183,385	229,950	230,730	0.3%
Internal City Facility Rental	30,419	51,220	51,520	0.6%
Property and Liability Insurance	583,322	648,560	648,560	0.0%
Equipment Lease**	62,046	92,660	4,110	-95.6%
Vehicle Lease**	364,430	761,450	-	-100.0%

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

** Qualifying leases under GASB 87 have been reclassified to the other category in FY 2024.



General Fund Expenditure Detail (continued)

	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Percent Change
Operating, Commodities *	5,711,154	5,986,390	8,125,140	35.7%
Electricity	1,603,634	1,822,610	3,730,060	104.7%
Heating Fuel	250,953	249,010	245,050	-1.6%
Gasoline/Oil	344,954	482,040	454,250	-5.8%
Water Charges	460,441	150,400	153,410	2.0%
Sewer Charges	697,850	112,040	114,070	1.8%
SWM Fees	193,610	203,960	221,090	8.4%
Equipment Parts	340,579	320,480	320,480	0.0%
Program/Maintenance Supplies	1,116,106	1,337,490	1,445,120	8.0%
Chemicals	241,649	255,980	287,260	12.2%
Trophies And Award	4,451	9,320	8,410	-9.8%
Uniforms/Staff Shirts	103,361	130,960	137,570	5.0%
Boards And Commissions Support	1,615	5,600	5,600	0.0%
General Fund Contingency *	-	350,000	350,000	0.0%
Vehicle Preparation Costs	23,445	36,180	36,380	0.6%
Theme Park Tickets	-	41,040	-	-100.0%
Furniture and Equipment < \$5000	328,506	479,280	616,390	28.6%
Capital Outlay *	2,325,753	2,503,590	3,698,590	47.7%
Major Repairs	628,644	905,000	961,000	6.2%
Special Projects	233,787	185,000	510,000	175.7%
Vehicle Replacement *	383,603	1,077,280	1,245,910	15.7%
Equipment & Tools	158,467	126,630	117,000	-7.6%
Computer/Communication Equipment	429,387	204,880	259,880	26.8%
Computer Software	4,715	4,800	4,800	0.0%
Lease Inception***	487,150	-	600,000	N/A
Other *	2,911,528	2,902,190	3,642,720	25.5%
Other Misc Expenses	9,836	33,680	35,480	5.3%
Hotel Tax Payments	22,476	21,000	35,000	66.7%
Outside/Caregiver Grants *	2,459,566	2,847,510	2,543,530	-10.7%
Vehicle & Equip. Leases**	419,650	-	1,028,710	N/A
CIP Transfer *	10,220,000	7,000,000	9,200,000	31.4%
Transfers Out	6,252,110	5,720,030	5,309,130	-7.2%
Transfer To Parking Fund *	1,500,000	1,100,000	1,000,000	-9.1%
Transfer To Debt Service Fund *	4,500,000	4,400,000	4,050,000	-8.0%
Transfer To Refuse Fund *	48,200	50,300	52,820	5.0%
Transfer To Special Activities Fund *	203,910	169,730	206,310	21.6%
Total (\$)	87,440,692	93,220,400	101,625,550	9.0%

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

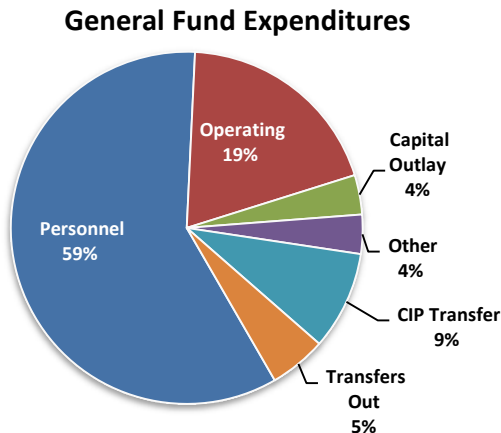
** Qualifying leases under GASB 87 have been reclassified to the other category in FY 2024.

*** Lease Inception expenditure is a GASB 87 reporting requirement and has an equal offsetting revenue.



General Fund Expenditures

There are six categories of expenditures that make up the General Fund. These expenditures total \$101.6 million for FY 2024, an increase of 9 percent from FY 2023. Personnel expenditures make up the largest portion, constituting 59 percent.



Personnel: This category of expenditures consists of regular employee wages, temporary employee wages, overtime, and benefits. This category increased by 4.2 percent or \$2.4 million from FY 2023 to FY 2024.

Regular Employee Wages: The FY 2024 budget equals \$39.9 million for regular employee wages. The budget includes a 1.5 percent cost of living adjustment, steps or performance based increments for all employees, and the net addition of 0.5 full time equivalent positions. The FY 2024 budget also provides increases to several police pay differentials and funding for on-call pay for Rockville police officers. 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 2024 budget equals \$4 million, a 4.5 percent increase from FY 2023. The majority of the temporary employees are in the Department of Recreation and Parks.

For FY 2024, the City of Rockville will continue to follow Montgomery County's hourly minimum wage rate, which will equal \$16.70 on July 1, 2023. This is a 6.7 percent increase from the \$15.65 hourly minimum wage in FY 2023.

The temporary employee wages category is estimated to increase by 3 percent each year throughout the forecast. For future years, Montgomery County's minimum wage is set to increase by an inflationary factor each year.

Overtime: The overtime budget for FY 2024 equals \$928,780, a 2.6 percent increase from FY 2023. 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 \$575,750 or 3.9 percent from FY 2023. City covered benefits for FY 2024 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, meal and shoe allowances, and language stipends that vary by department. This category of expenses remained relatively flat at \$195,650 (\$236,830 all funds) for FY 2024. There are 197.3 FTEs budgeted to receive allowances in FY 2024 (287.9 FTEs all funds).

Disability pay was reduced to \$55,270 for FY 2024. This category will experience reductions over time due to the phasing out of IPP participants when they reach normal retirement age. In FY 2019, current IPP members were grandfathered into IPP (currently one member remains grandfathered), while a new long-term disability program became available for eligible employees.

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.

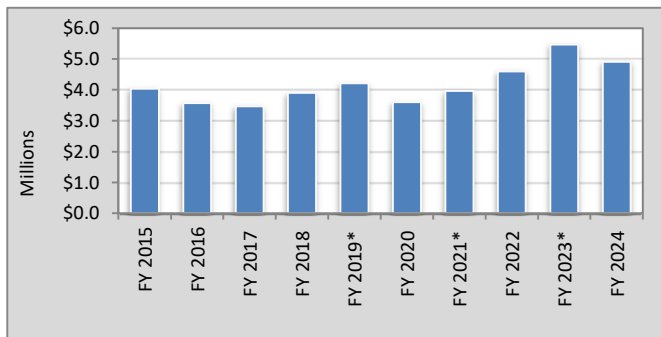


General Fund Expenditures (continued)

For FY 2024, the city's General Fund contribution to the DB plan equals \$4 million (\$4.9 million all funds), which is an increase of 2.9 percent from FY 2023. The FY 2024 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 2025 through FY 2028, the city's contribution is estimated between \$4.1 and \$4.6 million for the General Fund (\$5.1 and \$5.7 million all funds) based on the July 1, 2022, valuation report.

After the city contributes the required amount in FY 2024, the funded ratio for the pension plan is projected to equal 85.2 percent and will continue to increase over the forecasted period. The funded ratio decreased and the annual contributions increased compared to prior valuation reports due to the recent losses from investment activity.

Defined Benefit Contributions (All Funds)



* Contributions include a 1 percent cost of living adjustment for 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 2024 budget for the city's match increased by 3 percent to \$729,200 in the General Fund (\$930,210 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 increased by 9.4 percent to \$270,870 for FY 2024. This total category of expenses will increase by 4.5 percent each year over the forecast, consistent with the assumed increase for regular wages.

Health insurance increased by 18.9 percent in the General Fund from FY 2023 to FY 2024. 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. For calendar year 2023, the city increased its cost-share contribution from 80 percent to 84 percent for plans under one health insurance provider to help offset the impacts of 25 percent premium increases. The FY 2024 budget assumes that the city cost-share will return to 80 percent for calendar year 2024.

The forecast assumes an annual increase of 5 percent for health insurance, which is consistent with the city's desire to limit the amount of annual increases by changing providers and/or plan designs. There are 412.8 FTEs budgeted across all funds to receive health benefits in FY 2024.

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 \$131,800 for FY 2024. 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 412.6 FTEs budgeted across all funds to receive dental benefits in FY 2024.

The city provides eligible retirees with healthcare coverage upon retirement. The city funds retiree healthcare costs through a Retiree Benefit Trust (Trust) with an annual contribution to the Trust. For FY 2024, the city's contribution is \$0 due to the funded ratio of the Trust exceeding 100 percent. The forecast assumes a FY 2025 contribution of \$100,000 and increases of 5 percent thereafter given the market volatility and increases in FTEs.

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 increased by \$4,870 to \$119,260 from FY 2023 to FY 2024. 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)

One change between the adopted FY 2023 budget and the adopted FY 2024 budget is the removal of the budgeted employee leave buyback program. This benefit, which has been available to all regular employees that have a minimum amount of accrued annual leave, allows employees to 'buy back' several days of their annual leave. For FY 2024 and over the forecast, this benefit is not budgeted and will be provided only if there are sufficient available resources and upon the approval of the Mayor and Council.

Operating: This category is made up of contractual services and commodities. The overall operating budget increased by 13 percent from \$17.4 million to \$19.7 million from FY 2023 to FY 2024.

Contractual Services: Contractual services increased by 1.1 percent or \$129,240 to \$11.6 million in FY 2024. This category is mostly comprised of contracts or consultants that support planning, technology, parks, and facilities. The largest increases from FY 2023 to FY 2024 were \$240,040 for software maintenance and subscriptions and \$337,690 for contract services, primarily for grounds maintenance. These increases were more than offset by a reduction in vehicle leases, which involves moving this expenditure to the other category beginning in FY 2024 to improve reporting required under GASB 87 for leases. The software maintenance and subscription increases reflect inflationary increases to contracts for IT equipment maintenance and subscription services. The increase to contract services includes inflationary increases and added funding from the elimination of a 1.0 FTE Maintenance Worker.

For future years, most items are estimated to increase by 1 percent or an average of the last five fiscal years of actual expenditures. Staff estimates that the contracted services lines will increase by 2 percent. The forecast also includes projected operating cost impacts resulting from capital projects and \$400,000 per year for planned improvement projects throughout the forecast.

Commodities: The overall commodities category increased by 35.7 percent to equal \$8.1 million in FY 2024. This category supports utility costs at city facilities, program and maintenance supplies, new or replacement furniture and equipment, and the General Fund contingency account.

The largest increase in this category is for electricity which is expected to increase by \$1.9 million, more than doubling the annual cost and bringing it up to \$3.7 million for FY 2024. Also included in this category is the \$350,000 General Fund contingency account.

Contingency funding provides support for anticipated inflationary increases during the year and complies with the Financial Management Policies, which limits the contingency account to a maximum of 1 percent of the General Fund budgeted appropriations.

Actual contingency spending from FY 2022 appears to be \$0 due to the administrative process to transfer contingency funds to the account lines that were approved for use. In FY 2022, \$306,585 in contingency funds were transferred and expended. City staff regularly report on the use of General Fund contingency in the quarterly financial reports. The forecast assumes the contingency account will be maintained at \$350,000 per year throughout the forecast.

Capital Outlay: This category increased by \$1.2 million from FY 2023 and equals \$3.7 million for FY 2024. The majority of the increase is due to vehicle replacements (see the Supplemental Information for a list of budgeted vehicle replacements) and the addition of a lease inception expenditure which is offset by an equal lease inception revenue, in accordance with GASB 87. In addition to the purchased vehicles, the city leases most of the light duty and Police vehicles under the other category.

For the forecast, the base expenditures for computer hardware, software, and general office equipment remain flat or are consistent with historic spending, while other major capital purchases, such as vehicles, are adjusted per existing replacement schedules. The lease inception expenditure is estimated to increase 5 percent each year.

Other: This category, which increased by \$740,530 to \$3.6 million for FY 2024, primarily consists of community organization and caregiver agency grants, and vehicle and equipment leases. The FY 2024 budget incorporates a 5.6 percent inflationary adjustment to the base for caregiver grants, a relatively flat level of funding for community organization grants, and a total net decrease of \$265,000 in grants to Rockville Economic Development Inc. (REDI) attributable to changes in planned programming coupled with inflationary increases.

Community organization and caregiver agency grants are listed in the Supplemental Information section. Several departments administer the community organization grant program, while the Department of Housing and Community Development administers the caregiver agency grant program. The forecast assumes this category will increase by 2 percent each year throughout the forecast. Vehicle lease expenditures match the current lease schedules.



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 2024 budget includes a transfer of \$9.2 million, which is \$2.2 million higher than the FY 2023 adopted transfer. 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 are planned to be \$8.8 million in FY 2025 through FY 2027 and \$8.9 million in FY 2028. This level of capital contribution supports 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.

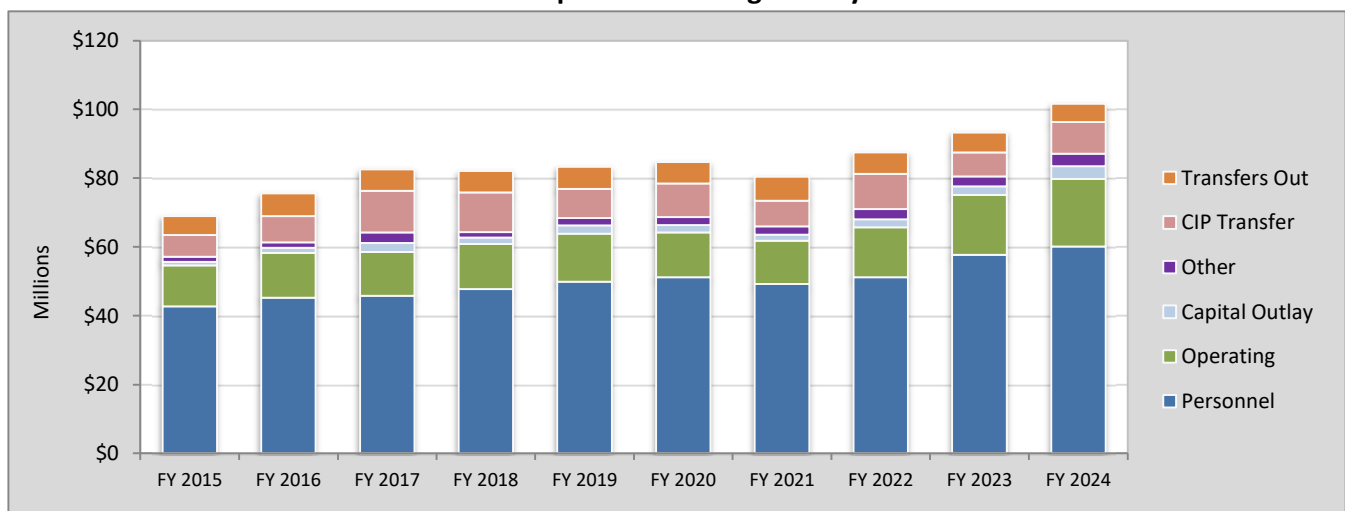
The Parking Fund transfer equals \$1 million in FY 2024, which is \$100,000 less than the adopted FY 2023 (actual FY 2022 equaled \$1.5 million). It is anticipated that a General Fund transfer will be needed until the debt is repaid in FY 2036. The FY 2021 and FY 2022 transfers were higher due to limited parking revenues as a result of modified driving behaviors during the pandemic. Future transfers are projected to be just under \$1.2 million per year.

The transfer to the Refuse Fund represents the city's grant contribution to Rockville Housing Enterprises (RHE). RHE, via the city's annual community organization 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 \$4.1 million in FY 2024 and will remain between \$3 million and \$4 million over the forecast period based on estimated debt service schedules. There are no taxpayer-supported bond issues scheduled for FY 2024, but the forecast assumes a new bond issue in FY 2025. 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 \$206,310 subsidizes four accounts, including Art in Public Architecture for \$136,310, Recreation Fund for \$20,000, Senior Assistance Fund for \$20,000, and Farmer's Market East Fresh Rockville for \$30,000. Only the Art in Public Architecture transfer is prescribed in the Financial Management Policies. The subsidies for the three other programs will help to provide financial relief for individuals and families who meet the requirements for assistance. The FY 2024 adopted budget excludes the Art in Public Places transfer due to the limited capacity in the budget and the large fund balance available for the program.

General Fund Expenditure Categories by Fiscal Year





Financial Summary: Special Activities Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	22,127	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.*	2,883,822	801,913	866,103	1,135,630	1,090,000	1,075,200	1,060,696	1,046,482	1,032,552
Charges for Serv.	27,878	12,015	47,757	30,000	30,000	30,000	30,000	30,000	30,000
Licenses/Permits	25	-	-	-	-	-	-	-	-
Other Revenue**	153,475	120,047	524,509	85,750	361,480	361,480	361,480	361,480	361,480
Total Revenue	3,065,200	933,975	1,460,496	1,251,380	1,481,480	1,466,680	1,452,176	1,437,962	1,424,032
Transfers In	155,250	165,440	203,910	169,730	206,310	191,626	194,370	196,924	199,101
Total Resources	3,220,450	1,099,415	1,664,406	1,421,110	1,687,790	1,658,306	1,646,546	1,634,886	1,623,133
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	3,220,450	1,099,415	1,664,406	1,421,110	1,687,790	1,658,306	1,646,546	1,634,886	1,623,133

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

** Includes community contributions/donations.

<i>Expenditures</i>									
Personnel	-	-	-	-	540	556	573	590	608
Operating	325,633	354,501	412,868	564,220	711,210	711,210	711,210	711,210	711,210
Capital Outlay	118,269	399,584	239,355	287,500	290,000	290,000	290,000	290,000	290,000
Administrative	-	-	-	-	-	-	-	-	-
Other***	608,464	78,517	156,789	233,100	238,100	238,100	238,100	238,100	238,100
Total Oper. Exp.	1,052,366	832,602	809,012	1,084,820	1,239,850	1,239,866	1,239,883	1,239,900	1,239,918
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	1,052,366	832,602	809,012	1,084,820	1,239,850	1,239,866	1,239,883	1,239,900	1,239,918
Add. to Reserves	2,168,084	266,813	855,394	336,290	447,940	418,439	406,663	394,986	383,215
Total (\$)	3,220,450	1,099,415	1,664,406	1,421,110	1,687,790	1,658,306	1,646,546	1,634,886	1,623,133

*** Includes community assistance, holiday drive, and funding for community organizations.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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 donations, fundraising, 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 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 three 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 14 appropriated accounts for FY 2024. Of the 14 accounts, five are partially or fully subsidized by the General Fund in FY 2024 – Art in Public Architecture, Farmer's Market Eat Fresh Rockville, Glenview Mansion (via direct fee revenue), Recreation Fund, and Senior Assistance. The Opioid Settlement Fund is a new account that received legally restricted revenue during FY 2023.

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 2024, Recreation Fund estimates it will receive \$27,500 in revenues, but will spend \$40,000. The \$12,500 difference will be supported by the existing fund balance.

Special Activities Fund Expenditures by Program

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024
Art in Public Architecture	115,720	14,500	89,000
Art in Public Places	451,500	101,500	157,500
Cable TV Equipment	353,340	353,340	355,810
Farmer's Market Eat Fresh Rockville	25,200	40,000	40,000
Forest and Tree Preservation	100,000	10,000	10,000
Friends of the Arts	10,000	10,000	10,000
Glenview Mansion	20,000	20,000	20,000
Holiday Drive	46,000	55,000	60,000
Housing Opportunities	-	-	-
Opioid Settlement Fund	-	-	16,280
Park Maintenance	125,000	125,000	125,000
Recreation Fund	40,000	40,000	40,000
Rockville Emergency Assistance Program	70,000	70,000	70,000
Senior Assistance	25,000	25,000	25,000
Transportation Improvements	176,310	220,480	221,260
Total (\$)	1,558,070	1,084,820	1,239,850

Special Activities Fund Change in Fund Balance

	6/30/23* Balance	FY 2024 Rev.	FY 2024 Exp.	6/30/24 Balance
Art in Public Architecture	170,413	136,310	89,000	217,723
Art in Public Places	827,500	-	157,500	670,000
Cable TV Equipment	4,249,021	740,000	355,810	4,633,211
Farmer's Market Eat Fresh Rockville	9,526	40,000	40,000	9,526
Forest and Tree Preservation	(6,466)	93,430	10,000	76,964
Friends of the Arts	62,088	10,000	10,000	62,088
Glenview Mansion	50,509	20,000	20,000	50,509
Holiday Drive	79,413	35,000	60,000	54,413
Housing Opportunities	165,370	-	-	165,370
Opioid Settlement Fund	50,100	-	16,280	33,820
Park Maintenance	300,141	212,300	125,000	387,441
Recreation Fund	169,088	27,500	40,000	156,588
Rockville Emergency Assistance Program	118,126	250	70,000	48,376
Senior Assistance	90,262	23,000	25,000	88,262
Transportation Improvements**	765,234	350,000	1,115,234	-
Total (\$)	7,100,325	1,687,790	2,133,824	6,654,291

* Based on 6/30/22 actuals adjusted by FY 2023 estimated rev. and exp.

** The FY 2024 Exp. includes \$894,000 of projected CIP spending.



Financial Summary: Community Development Block Grant Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	218,111	198,499	326,551	263,000	263,000	263,000	263,000	263,000	263,000
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	-	-	-	-	-	-	-	-	-
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	10,140	15,131	12,691	-	-	-	-	-	-
Total Revenue	228,251	213,630	339,242	263,000	263,000	263,000	263,000	263,000	263,000
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	228,251	213,630	339,242	263,000	263,000	263,000	263,000	263,000	263,000
Use of Reserves	-	22,466	-	-	-	-	-	-	-
Total (\$)	228,251	236,096	339,242	263,000	263,000	263,000	263,000	263,000	263,000
<i>Expenditures</i>									
Personnel	-	-	-	-	-	-	-	-	-
Operating	204,456	236,096	316,741	263,000	263,000	263,000	263,000	263,000	263,000
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total Oper. Exp.	204,456	236,096	316,741	263,000	263,000	263,000	263,000	263,000	263,000
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	204,456	236,096	316,741	263,000	263,000	263,000	263,000	263,000	263,000
Add. to Reserves	23,795	-	22,501	-	-	-	-	-	-
Total (\$)	228,251	236,096	339,242	263,000	263,000	263,000	263,000	263,000	263,000
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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 2024 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 47 FY 2022/23	Year 48 FY 2023/24	Year 49* FY 2024/25
Christian Church Facilities for the Aging Inc.	-	97,925	26,000
Community Reach of Montgomery County	11,800	-	65,000
National Cener for Children and Families	-	-	25,000
Housing Unlimited	31,411	17,800	-
Rockville Housing Enterprises Public Housing Renovations	140,000	47,275	72,000
Single Family Rehabilitation - City of Rockville	79,789	100,000	75,000
Total (\$)	263,000	263,000	263,000

* Year 49 was approved by the Mayor and Council on December 5, 2022.



Financial Summary: Speed Camera Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	1,125,647	1,229,122	1,260,113	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Use Money/Prop.	13,288	999	2,942	1,000	3,000	3,000	3,000	3,000	3,000
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	600	-	-	-	-
Total Revenue	1,138,935	1,230,121	1,263,055	1,501,000	1,503,600	1,503,000	1,503,000	1,503,000	1,503,000
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	1,138,935	1,230,121	1,263,055	1,501,000	1,503,600	1,503,000	1,503,000	1,503,000	1,503,000
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	1,138,935	1,230,121	1,263,055	1,501,000	1,503,600	1,503,000	1,503,000	1,503,000	1,503,000
<i>Expenditures</i>									
Personnel	131,793	122,508	125,285	131,750	151,880	158,931	166,313	174,040	182,130
Operating	651,499	641,870	641,416	682,360	682,040	682,324	682,610	682,899	683,192
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	172,000	177,000	174,000	179,200	180,500	184,110	187,792	191,548	195,379
Other	-	-	-	-	320	-	-	-	-
Total Oper. Exp.	955,292	941,378	940,701	993,310	1,014,740	1,025,365	1,036,715	1,048,488	1,060,701
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	955,292	941,378	940,701	993,310	1,014,740	1,025,365	1,036,715	1,048,488	1,060,701
Add. to Reserves	183,643	288,743	322,354	507,690	488,860	477,635	466,285	454,512	442,299
Total (\$)	1,138,935	1,230,121	1,263,055	1,501,000	1,503,600	1,503,000	1,503,000	1,503,000	1,503,000
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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 1 percent of the total operating budget and supports 1.5 regular employees, five capital projects, and the operating costs of the program. The Fund supports the departments of Police and Non-Departmental.

Special Notes: Speed camera citations dropped during FY 2020 and FY 2021 due to the impacts of the pandemic on driving behaviors. Starting in FY 2022, the number of citations and revenues began trending upwards, however some equipment malfunctions during FY 2023 have resulted in a reduction in the estimated citations.

The city's speed camera vendor is paid based on a fixed fee contract, not on the number of citations. If the number of citations and citation revenues increase, the net gain is used as a resource for the city's CIP projects that focus on bicycle and pedestrian safety initiatives.

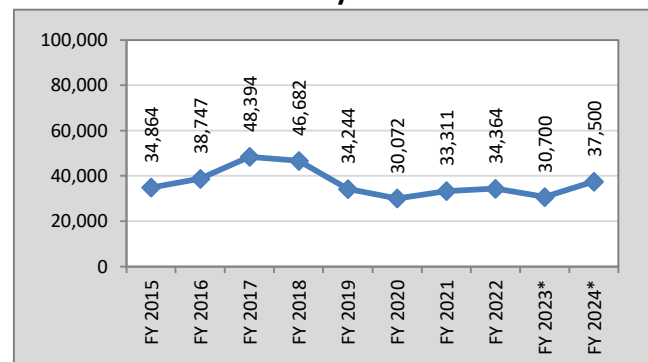
Speed Camera Fund Forecast: For FY 2024, the city anticipates approximately 37,500 paid citations. Revenue projections are calculated based on the number of paid citations multiplied by \$40 per citation. The number of paid citations is projected to remain flat over the forecast period. This figure will 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 2024, staff estimates approximately 37,500 citations will be issued and paid. The city receives \$40 per citation.

Number of Speed Camera Citations by Fiscal Year



* Estimated.



Financial Summary: Debt Service Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	80,768	2,333	3,099	22,000	24,000	33,000	34,000	29,000	27,000
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue*	8,015,000	3,272	-	-	-	-	-	-	-
Total Revenue	8,095,768	5,605	3,099	22,000	24,000	33,000	34,000	29,000	27,000
Transfers In**	4,900,000	5,820,000	4,500,000	4,400,000	4,050,000	4,000,000	3,100,000	3,200,000	3,000,000
Total Resources	12,995,768	5,825,605	4,503,099	4,422,000	4,074,000	4,033,000	3,134,000	3,229,000	3,027,000
Use of Reserves	621,167	556,391	126,217	49,500	-	582,753	163,409	49,259	-
Total (\$)	13,616,935	6,381,996	4,629,316	4,471,500	4,074,000	4,615,753	3,297,409	3,278,259	3,027,000

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

** Represents transfers from the General Fund.

<i>Expenditures</i>									
Personnel	-	-	-	-	-	-	-	-	-
Operating	40,222	8,190	-	-	-	257,320	-	79,040	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	-	-	-	-	-	-
Other	26,000	93,745	-	-	-	-	-	-	-
Total Oper. Exp.	66,222	101,935	-	-	-	257,320	-	79,040	-
Principal	12,112,488	5,226,048	3,722,421	3,705,400	3,247,000	3,375,837	2,435,270	2,423,420	1,953,300
Interest	1,438,225	1,054,013	906,895	766,100	635,500	982,596	862,139	775,799	689,585
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	13,616,935	6,381,996	4,629,316	4,471,500	3,882,500	4,615,753	3,297,409	3,278,259	2,642,885
Add. to Reserves	-	-	-	-	191,500	-	-	-	384,116
Total (\$)	13,616,935	6,381,996	4,629,316	4,471,500	4,074,000	4,615,753	3,297,409	3,278,259	3,027,000

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
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 2024. The forecast assumes a new bond issue of \$12.9 million in FY 2025 for the Outdoor Recreation Pool Renovations (RC18), F. Scott Fitzgerald Theatre ADA Improvements (RA20), and Lincoln Park Community Center Improvements (RA22) projects. An additional taxpayer supported bond issue is planned for FY 2027 for the King Farm Farmstead Horse Barn (RA18). Staff will re-evaluate each fiscal year with the goal of reducing the reliance on borrowing and increasing the reliance on ongoing resources or paygo support from the General Fund.

Debt Service Fund Forecast: The FY 2024 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 Service

	Principal	Interest	Total
2024	3,246,802	635,455	3,882,257
2025	2,732,537	532,285	3,264,823
2026	1,791,970	434,344	2,226,313
2027	1,780,121	370,520	2,150,641
2028	1,310,000	306,822	1,616,822
2029	1,295,000	266,321	1,561,321
2030	1,285,000	226,103	1,511,103
2031	1,265,000	186,075	1,451,075
2032	645,000	146,531	791,531
2033	645,000	126,094	771,094
2034	645,000	105,256	750,256
2035	645,000	83,950	728,950
2036	650,000	62,575	712,575
2037	595,000	40,600	635,600
2038	320,000	20,000	340,000
2039	320,000	10,000	330,000
Total (\$)	19,171,430	3,552,930	22,724,360

Taxpayer Supported Debt Summary

	Year	Outstanding Principal	Interest Rate Range	Final Maturity
General Improvements - Refunding (2014A)	2014	501,270	2.00-5.00%	2024
General Improvements - Refunding (2015A)	2015	1,231,736	4.00-5.00%	2025
General Improvements - (2016A)	2016	715,000	2.00-3.00%	2036
General Improvements - Advance Refunding (2016B)	2016	1,818,424	2.00-5.00%	2028
General Improvements - (2017A)	2017	3,785,000	4.00%	2037
General Improvements - (2019A)	2019	5,125,000	2.00-5.00%	2039
General Improvements - Refunding (2020A)	2020	5,355,000	1.90%	2031
General Improvements - Advance Refunding (2020C)	2020	640,000	1.00-1.70%	2025
Total (\$)		19,171,430		



Financial Summary: Water Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	45,447	102,913	49,761	87,510	113,220	120,176	137,711	142,081	145,069
Charges for Serv.	13,310,845	12,241,051	11,867,524	13,491,700	13,501,700	13,894,341	14,131,532	14,533,356	14,946,061
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	268,450	633,842	337,592	328,430	326,230	311,430	311,430	311,430	311,430
Total Revenue	13,624,742	12,977,806	12,254,877	13,907,640	13,941,150	14,325,947	14,580,673	14,986,867	15,402,559
Transfers In*	306,590	306,590	333,190	352,160	359,850	367,047	374,388	381,876	389,513
Total Resources	13,931,332	13,284,396	12,588,067	14,259,800	14,301,000	14,692,994	14,955,061	15,368,743	15,792,072
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	13,931,332	13,284,396	12,588,067	14,259,800	14,301,000	14,692,994	14,955,061	15,368,743	15,792,072

* Represents transfers from the Sewer Fund.

<i>Expenses</i>									
Personnel	3,918,334	3,798,680	3,840,920	4,158,100	4,384,650	4,493,038	4,676,851	4,868,886	5,087,986
Operating	1,907,322	2,105,527	2,043,506	2,312,700	3,292,990	3,280,025	3,339,725	3,401,680	3,469,714
Capital Outlay	116,717	196,324	218,260	666,600	136,890	275,000	246,067	100,000	232,082
Administrative	1,284,000	1,292,000	1,375,000	1,410,500	1,434,400	1,463,088	1,492,350	1,522,197	1,552,641
Other**	3,571,273	3,485,648	3,561,357	3,609,700	3,660,060	3,660,060	3,660,060	3,660,060	3,660,060
Total Oper. Exp.	10,797,646	10,878,179	11,039,043	12,157,600	12,908,990	13,171,211	13,415,053	13,552,823	14,002,482
Principal	-	-	-	-	-	-	-	-	-
Interest	915,586	919,868	955,270	1,050,000	1,080,400	1,101,180	1,124,118	1,120,701	1,115,782
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	11,713,232	11,798,047	11,994,313	13,207,600	13,989,390	14,272,391	14,539,171	14,673,524	15,118,264
Add. to Reserves	2,218,100	1,486,349	593,754	1,052,200	311,610	420,603	415,890	695,219	673,808
Total (\$)	13,931,332	13,284,396	12,588,067	14,259,800	14,301,000	14,692,994	14,955,061	15,368,743	15,792,072

** Includes depreciation.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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. Starting in calendar 2022, the city transitioned to a rate structure that is based on property classification, namely single-family, multi-family, and non-residential. The new structure more equitably generates revenues based on the cost of providing water and sewer service to the actual users of the service.

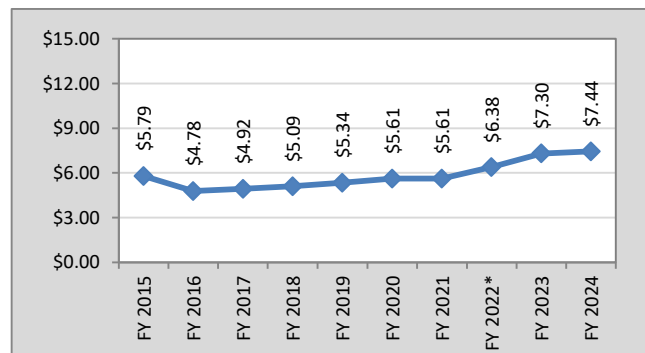
Budget Statistics: The Water Fund makes up 9 percent of the total operating budget, and supports 38.0 regular FTEs, all operating costs of the program, and ten capital projects. The Fund supports the budgets for Public Works, Finance, and Non-Departmental.

Special Notes: No new debt is planned for FY 2024. The forecast assumes a new bond issue of \$11.4 million in FY 2025 and an additional bond issue in FY 2027 to support the CIP. Due to changes in customer conservation efforts and usage reductions during the pandemic the Water Fund is no longer projected to be in compliance with the city's Financial Management Policy reserve target by the end of the forecast period. The utility financial model will be reviewed during FY 2024 to evaluate the impact of changes in customer usage.

Water Fund Forecast: The Water Fund forecast is based on projections from the city's utility rate consultant, actual performance and known inflationary impacts. FY 2024 revenue projections for the Water Fund are based on the number of current water accounts multiplied by the adopted rates. Water Fund charges for services revenues, which consists of utility charges, connections, and penalties, are projected to total \$13.5 million for FY 2024.

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 \$22.72 per single-family property per quarter. In October 2021, the Mayor and Council adopted a new rate structure that that is based on property classification. The new structure more equitably generates revenues based on the cost of providing service to the actual users of the service.

Water Usage Rates by Fiscal Year



* The FY 2022 rate structure changed mid-year. The FY 2022 rate in the chart represents an equal combination of the rates and rate structures from the first half and the second half of the fiscal year.

Water Fund Current Debt Service

Year	Principal	Interest	Total
2024	2,805,640	1,080,396	3,886,036
2025	2,794,329	978,868	3,773,197
2026	2,616,233	879,494	3,495,727
2027	2,603,476	788,098	3,391,574
2028	2,574,188	695,000	3,269,187
2029	2,146,459	602,657	2,749,116
2030	2,133,673	531,059	2,664,732
2031	2,104,553	458,885	2,563,437
2032	1,883,515	386,493	2,270,008
2033	1,737,848	330,485	2,068,333
2034	1,728,291	281,274	2,009,565
2035	1,500,000	231,699	1,731,699
2036	1,380,000	185,338	1,565,338
2037	1,060,000	141,038	1,201,038
2038	980,000	110,288	1,090,288
2039	980,000	82,644	1,062,644
2040	905,000	55,000	960,000
2041	360,000	29,700	389,700
2042	360,000	14,850	374,850
Total (\$)	32,653,205	7,863,264	40,516,469



Financial Summary: Sewer Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	2,501	3,501	16,393	1,000	20,000	27,531	27,477	40,887	40,809
Charges for Serv.	15,519,518	15,647,456	14,355,863	15,973,450	15,802,250	16,007,630	15,925,352	16,138,977	16,349,451
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	289,712	853,892	316,566	317,550	310,580	303,380	303,380	303,380	303,380
Total Revenue	15,811,731	16,504,849	14,688,822	16,292,000	16,132,830	16,338,541	16,256,209	16,483,244	16,693,640
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	15,811,731	16,504,849	14,688,822	16,292,000	16,132,830	16,338,541	16,256,209	16,483,244	16,693,640
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	15,811,731	16,504,849	14,688,822	16,292,000	16,132,830	16,338,541	16,256,209	16,483,244	16,693,640
<i>Expenses</i>									
Personnel	1,914,774	1,960,257	1,886,617	2,072,570	2,202,820	2,279,429	2,372,029	2,468,756	2,579,850
Operating	3,462,311	3,469,655	3,746,078	4,152,240	4,792,830	4,748,677	4,787,741	4,827,134	4,971,948
Capital Outlay	514,516	5,435	317,439	948,040	276,060	1,083,732	870,818	768,305	768,305
Administrative	674,000	637,000	639,000	608,400	649,500	662,490	675,740	689,255	703,040
Other*	4,969,555	5,098,346	5,282,832	5,334,950	5,368,150	5,368,150	5,368,150	5,368,150	5,368,150
Total Oper. Exp.	11,535,156	11,170,693	11,871,966	13,116,200	13,289,360	14,142,478	14,074,478	14,121,600	14,391,293
Principal	-	-	-	-	-	-	-	-	-
Interest	1,541,297	1,170,463	1,176,015	1,120,000	1,019,000	1,041,258	1,073,513	1,037,853	1,001,115
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	306,590	306,590	333,190	352,160	359,850	367,047	374,388	381,876	389,513
Total Use	13,383,043	12,647,746	13,381,171	14,588,360	14,668,210	15,550,783	15,522,379	15,541,329	15,781,921
Add. to Reserves	2,428,688	3,857,103	1,307,651	1,703,640	1,464,620	787,758	733,830	941,915	911,719
Total (\$)	15,811,731	16,504,849	14,688,822	16,292,000	16,132,830	16,338,541	16,256,209	16,483,244	16,693,640

* Includes depreciation.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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. Starting in calendar 2022, the city transitioned to a rate structure that is based on property classification, namely single-family, multi-family, and non-residential. The new structure more equitably generates revenues based on the cost of providing water and sewer service to the actual users of the service.

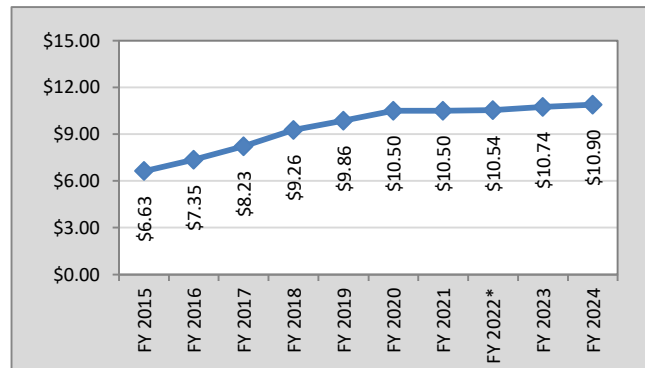
Budget Statistics: The Sewer Fund makes up 10 percent of the total operating budget, and supports 18.0 regular FTEs, all operating costs of the program, and two capital projects. The Fund supports the budgets for Public Works and Non-Departmental.

Special Notes: No new debt is planned for FY 2024. The forecast assumes a new bond issue of \$11.9 million in FY 2025 and an additional bond issue in FY 2027 to support the CIP. Due to changes in customer conservation efforts and usage reductions during the pandemic the Sewer Fund is no longer projected to be in compliance with the city's Financial Management Policy reserve target by the end of the forecast period. The utility financial model will be reviewed during FY 2024 to evaluate the impact of changes in customer usage. The city will continue to issue bonds to support the CIP and cash flow needs of the fund.

Sewer Fund Forecast: The Sewer Fund forecast is based on projections from the city's utility rate consultant, actual performance and known inflationary impacts. FY 2024 revenue projections for the Sewer Fund are based on the number of current water accounts multiplied by the adopted rates. Sewer Fund charges for services revenues, which consists of utility charges, connections, and penalties, are projected to total \$15.8 million for FY 2024.

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 \$18.03 per single-family property per quarter. In October 2021, the Mayor and Council adopted a new rate structure that that is based on property classification. The new structure more equitably generates revenues based on the cost of providing service to the actual users of the service.

Sewer Usage Rates by Fiscal Year



* The FY 2022 rate structure changed mid-year. The FY 2022 rate in the chart represents an equal combination of the rates and rate structures from the first half and the second half of the fiscal year.

Sewer Fund Current Debt Service

Year	Principal	Interest	Total
2024	3,712,558	1,018,967	4,731,525
2025	3,568,134	918,996	4,487,130
2026	3,211,798	815,827	4,027,624
2027	3,176,403	728,416	3,904,819
2028	2,880,813	640,130	3,520,942
2029	2,848,541	565,471	3,414,012
2030	2,826,327	490,830	3,317,156
2031	2,785,447	415,049	3,200,497
2032	2,531,485	338,218	2,869,703
2033	2,202,152	280,083	2,482,235
2034	2,186,709	228,901	2,415,610
2035	1,665,000	176,528	1,841,528
2036	1,370,000	131,713	1,501,713
2037	975,000	91,488	1,066,488
2038	820,000	63,588	883,588
2039	820,000	41,463	861,463
2040	480,000	19,338	499,338
2041	95,000	7,838	102,838
2042	95,000	3,919	98,919
Total (\$)	38,250,365	6,976,760	45,227,125



Financial Summary: Refuse Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
Revenue									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	37,023	2,394	5,818	7,500	14,700	11,913	8,737	13,812	24,683
Charges for Serv.	6,195,480	6,247,045	6,487,980	6,656,500	7,043,500	7,452,970	7,880,040	8,307,710	8,735,980
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	18,633	23,866	75,367	18,100	32,500	17,100	17,100	17,100	8,000
Total Revenue	6,251,136	6,273,305	6,569,165	6,682,100	7,090,700	7,481,983	7,905,877	8,338,622	8,768,663
Transfers In *	46,730	46,730	48,200	50,300	52,820	55,650	58,800	61,950	65,100
Total Resources	6,297,866	6,320,035	6,617,365	6,732,400	7,143,520	7,537,633	7,964,677	8,400,572	8,833,763
Use of Reserves	280,707	827,468	343,865	1,718,110	1,234,980	1,391,368	605,716	791,328	382,306
Total (\$)	6,578,573	7,147,503	6,961,230	8,450,510	8,378,500	8,929,001	8,570,393	9,191,900	9,216,069
* This represents the General Fund contribution for RHE refuse pickup.									
Expenses									
Personnel	3,071,585	2,805,284	2,916,331	3,531,720	3,667,480	3,818,917	3,976,929	4,141,805	4,313,847
Operating	1,858,997	2,145,131	2,187,806	2,282,690	2,345,900	2,369,359	2,393,053	2,416,983	2,441,153
Capital Outlay	143,111	589,848	307,681	873,000	515,760	869,193	304,726	712,861	513,462
Administrative	1,021,000	1,119,000	1,137,000	1,218,400	1,288,900	1,314,678	1,340,972	1,367,791	1,395,147
Other**	457,749	466,609	395,301	531,900	552,460	552,460	552,460	552,460	552,460
Total Oper. Exp.	6,552,442	7,125,872	6,944,119	8,437,710	8,370,500	8,924,607	8,568,139	9,191,900	9,216,069
Principal	-	-	-	-	-	-	-	-	-
Interest	26,131	21,631	17,111	12,800	8,000	4,394	2,254	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	6,578,573	7,147,503	6,961,230	8,450,510	8,378,500	8,929,001	8,570,393	9,191,900	9,216,069
Add. to Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	6,578,573	7,147,503	6,961,230	8,450,510	8,378,500	8,929,001	8,570,393	9,191,900	9,216,069

** Includes depreciation.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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.								N/A	N/A



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 are set to pay the annual rate of \$503 for FY 2024. The rate represents an increase of 5 percent or \$24 over the FY 2023 adopted rate. 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 5 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.

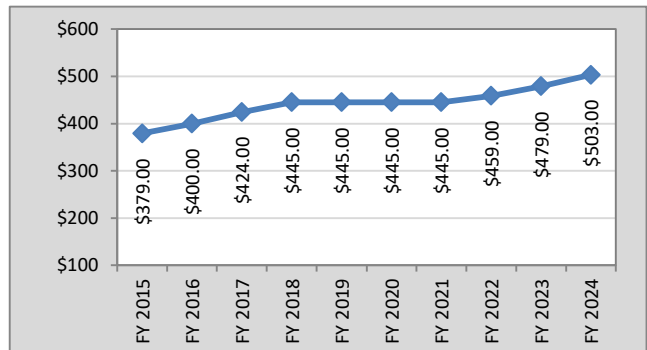
Special Notes: The Refuse Fund's current debt will be retired in FY 2026. No additional bond issues are planned at this time.

There is \$817,345 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, and expands recycling program efficiency. This project is supported by the Refuse Fund and American Rescue Plan Act (ARPA) funds.

Refuse Fund Forecast: FY 2024 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 \$7 million for FY 2024. The refuse rate per household is estimated to increase by an average of 5.4 percent per year throughout the forecast period.

History of Refuse Rates: The city currently operates a semi-automated once per week single-stream recycling and refuse program. For FY 2024 the rate increased by 5 percent, or \$24 per year, to \$503 per residential household.

Annual Refuse Rates by Fiscal Year



Refuse Fund Current Debt Service

Year	Principal	Interest	Total
2024	90,000	7,994	97,994
2025	95,000	4,394	99,394
2026	95,000	2,254	97,254
Total (\$)	280,000	14,642	294,642



Financial Summary: Stormwater Management Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	95,384	6,421	15,058	31,100	70,500	96,799	69,311	55,119	49,117
Charges for Serv.	5,305,374	5,207,863	5,476,434	5,729,780	5,886,060	6,274,296	6,666,532	7,062,810	7,463,172
Licenses/Permits	160,988	146,396	552,142	525,730	287,000	298,480	310,419	322,836	335,749
Other Revenue	88,598	109,983	32,743	29,140	38,240	29,140	29,140	29,140	29,140
Total Revenue	5,650,344	5,470,663	6,076,377	6,315,750	6,281,800	6,698,715	7,075,402	7,469,905	7,877,178
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	5,650,344	5,470,663	6,076,377	6,315,750	6,281,800	6,698,715	7,075,402	7,469,905	7,877,178
Use of Reserves	-	-	-	36,900	616,280	301,383	270,194	-	-
Total (\$)	5,650,344	5,470,663	6,076,377	6,352,650	6,898,080	7,000,098	7,345,596	7,469,905	7,877,178
<i>Expenses</i>									
Personnel	2,643,045	2,544,747	2,577,726	2,873,010	2,941,650	3,077,411	3,219,478	3,368,146	3,523,721
Operating	672,956	803,942	877,320	1,180,330	1,263,550	1,276,186	1,288,947	1,301,837	1,314,855
Capital Outlay	1,394	79,525	128,220	8,250	109,560	52,500	232,050	-	-
Administrative	700,000	773,000	770,000	797,300	965,000	984,300	1,003,986	1,024,066	1,044,547
Other*	972,198	952,308	1,044,239	1,484,260	1,501,870	1,501,870	1,501,870	1,501,870	1,501,870
Total Oper. Exp.	4,989,593	5,153,522	5,397,505	6,343,150	6,781,630	6,892,267	7,246,331	7,195,919	7,384,993
Principal	-	-	-	-	-	-	-	-	-
Interest	50,630	27,047	20,665	9,500	116,450	107,831	99,265	92,494	85,718
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	5,040,223	5,180,569	5,418,170	6,352,650	6,898,080	7,000,098	7,345,596	7,288,413	7,470,711
Add. to Reserves	610,121	290,094	658,207	-	-	-	-	181,492	406,467
Total (\$)	5,650,344	5,470,663	6,076,377	6,352,650	6,898,080	7,000,098	7,345,596	7,469,905	7,877,178

* Includes depreciation.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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 are set to pay \$146 per equivalent residential unit (ERU) per year, which is a \$8 increase over the FY 2023 rate. Customers pay the stormwater management fee on their annual real property tax bill that comes from Montgomery County.

Budget Statistics: The SWM Fund makes up 4 percent of the total operating budget, and supports 23.2 regular FTEs, all operating costs of the program, and eight 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 2042. No bond issues are planned for FY 2024 or for the five year CIP planning period.

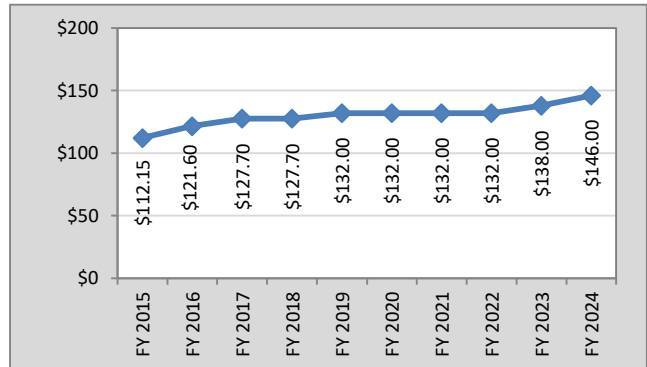
Stormwater Management Fund Forecast: FY 2024 revenue projections for the SWM Fund are based on the current number of ERUs in the city multiplied by the annual fee of \$146 per equivalent residential unit.

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

In order for the Stormwater Management Fund to remain in compliance with the current Financial Management Policies, the forecast assumes increases averaging 5.7 percent each year starting in FY 2025. Further analysis will be done in future years to see if a lower rate is fiscally sustainable given changing market conditions and changing program requirements.

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 2024 is set at \$146, which is an increase of 5.8 percent, or \$8, from the FY 2023 rate.

**Stormwater Management Fee
by Fiscal Year**



**Stormwater Management Fund
Current Debt Service**

Year	Principal	Interest	Total
2024	433,741	116,441	550,182
2025	429,252	107,831	537,083
2026	177,105	99,265	276,369
2027	177,626	92,494	270,119
2028	178,152	85,718	263,869
2029	178,683	78,936	257,619
2030	154,916	72,149	227,065
2031	125,000	65,600	190,600
2032	125,000	59,350	184,350
2033	120,000	53,100	173,100
2034	120,000	47,100	167,100
2035	120,000	41,100	161,100
2036	120,000	35,100	155,100
2037	120,000	29,100	149,100
2038	120,000	24,300	144,300
2039	120,000	19,500	139,500
2040	120,000	14,700	134,700
2041	120,000	9,900	129,900
2042	120,000	4,950	124,950
Total (\$)	3,179,474	1,056,633	4,236,107



Financial Summary: Parking Fund

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
<i>Revenue</i>									
Property Taxes	160,762	147,019	125,395	124,000	110,600	110,600	113,918	113,918	117,336
Other Gov't.	313,349	315,001	317,164	319,000	321,000	321,489	325,734	325,734	330,106
Fines/Forfeitures	383,535	329,356	545,620	434,980	434,980	443,680	452,553	461,604	470,836
Use Money/Prop.	16,716	511	39,172	2,500	39,500	87,717	87,094	86,493	85,927
Charges for Serv.	235,784	123,714	216,312	224,820	224,820	229,316	233,903	238,581	243,352
Licenses/Permits	-	-	-	-	-				
Other Revenue	101,292	60,771	247,192	198,170	248,820	247,220	247,220	247,220	247,220
Total Revenue	1,211,438	976,372	1,490,855	1,303,470	1,379,720	1,440,023	1,460,422	1,473,550	1,494,777
Transfers In*	1,100,000	1,950,000	1,500,000	1,100,000	1,000,000	1,160,000	1,160,000	1,160,000	1,160,000
Total Resources	2,311,438	2,926,372	2,990,855	2,403,470	2,379,720	2,600,023	2,620,422	2,633,550	2,654,777
Use of Reserves	1,298,685	-	-	-	-	-	-	-	-
Total (\$)	3,610,123	2,926,372	2,990,855	2,403,470	2,379,720	2,600,023	2,620,422	2,633,550	2,654,777
<i>* Represents transfers from the General Fund.</i>									
<i>Expenses</i>									
Personnel	280,589	278,647	277,260	287,670	304,240	318,202	332,813	348,105	364,110
Operating	141,033	49,283	225,237	113,480	149,380	151,920	154,518	157,173	159,888
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	87,000	90,000	88,000	129,300	88,900	90,678	92,492	94,341	96,228
Other**	2,389,577	203,178	885,533	173,530	875,240	875,240	875,240	875,240	875,240
Total Oper. Exp.	2,898,199	621,108	1,476,030	703,980	1,417,760	1,436,040	1,455,063	1,474,859	1,495,466
Principal	-	-	-	-	-	-	-	-	-
Interest	711,924	808,902	755,543	715,900	671,200	625,223	577,972	529,372	479,123
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	3,610,123	1,430,010	2,231,573	1,419,880	2,088,960	2,061,263	2,033,035	2,004,231	1,974,589
Add. to Reserves	-	1,496,362	759,282	983,590	290,760	538,760	587,387	629,319	680,188
Total (\$)	3,610,123	2,926,372	2,990,855	2,403,470	2,379,720	2,600,023	2,620,422	2,633,550	2,654,777

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

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 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 4.0 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 2024. The District, which is comprised of commercial properties within the Town Square boundaries, pays this tax in addition to their regular property tax. The District will generate approximately \$110,600 in special property tax revenue for FY 2024. The tax revenue has decreased over time due to the reduction in the property assessed values of the commercial space in the Town Square.

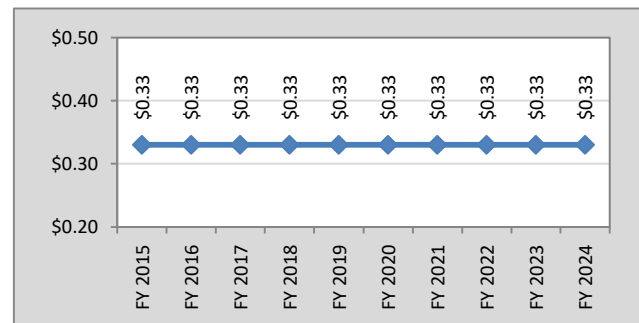
In calendar year 2021, the Mayor and Council adopted increases in various parking citations and permits in order to bring Rockville's rates in alignment with surrounding jurisdictions. The new citation and fee schedules will likely generate additional revenues in FY 2024 and in future years. Staff remains concerned about the financial pressures in the Parking Fund due to the changes in parking behaviors as a result of the pandemic.

The adopted FY 2022 budget included funding for smart meters that allow for more efficient parking operations and an increase in revenue due to automated rate setting and parking space turnover. The installation of these meters was completed in FY 2023. A realized increase in parking meter revenues could potentially reduce future year General Fund transfer amounts.

Parking Fund Forecast: The FY 2024 budget includes a transfer from the General Fund to the Parking Fund of \$1 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 \$1.16 million each year throughout the forecast period. The FY 2021 and FY 2022 actual transfers were higher to help offset the loss of parking revenues due to the change in behaviors during the COVID-19 pandemic.

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



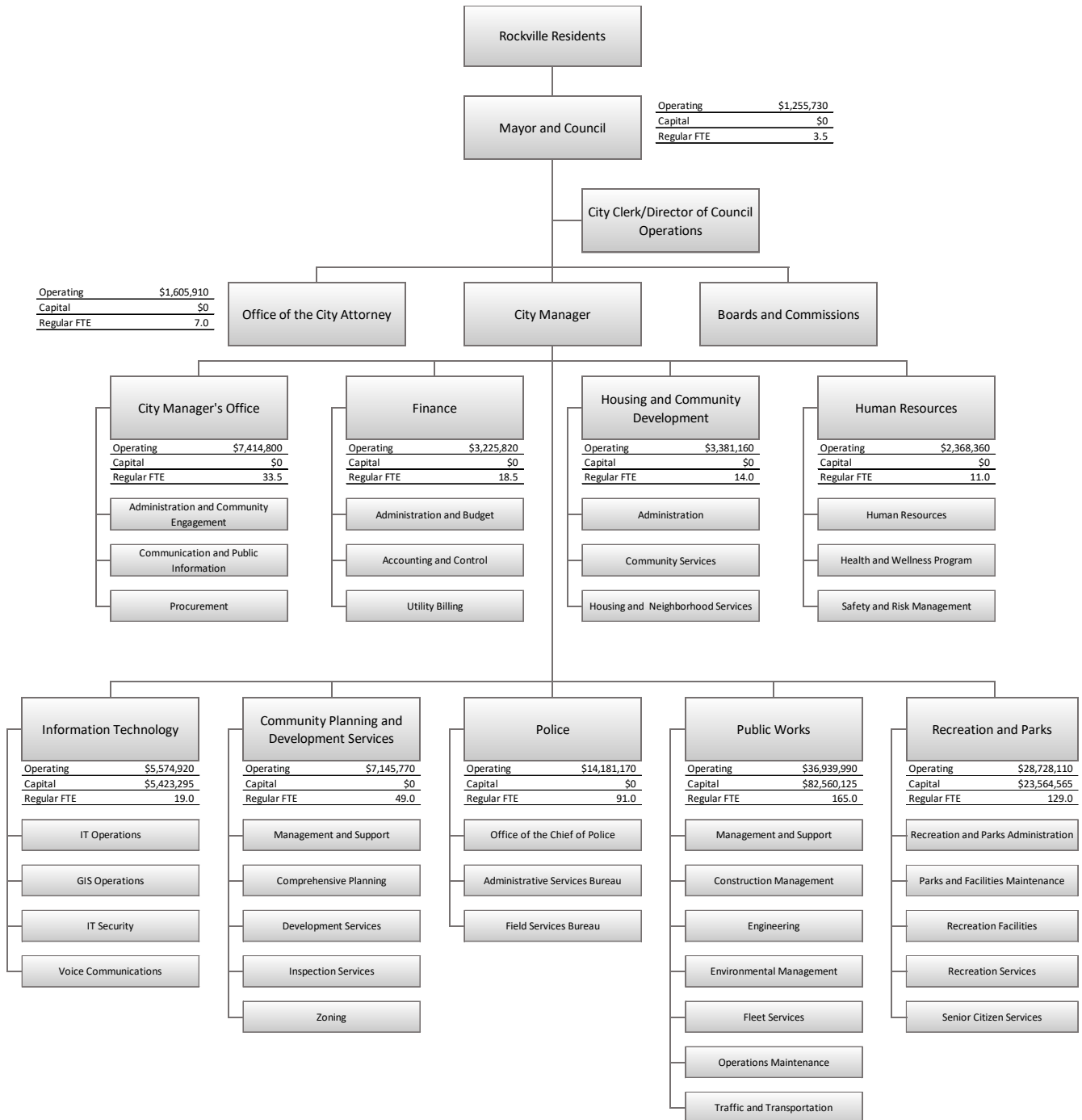
Parking Fund Current Debt Service

Year	Principal	Interest	Total
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 (\$)	23,730,000	4,874,423	28,604,423





Citywide Organizational Chart



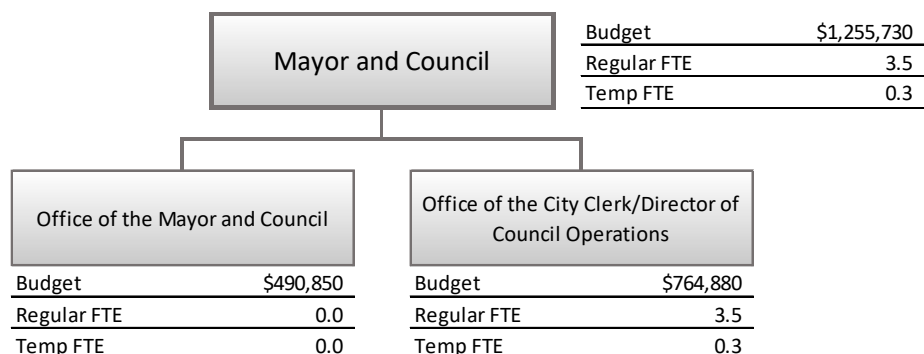




Mayor and Council Department

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 of the residents of Rockville and for the preservation of the city's property, rights, and privileges.



Fiscal Year 2023 Accomplishments

- Adopted and implemented changes from the Boards and Commissions Task Force recommendations
- Approved and implemented Policies and Procedure Guidelines for Boards, Committees, Commissions, and Task Forces (BCTFs)
- Increased the city's proactive outreach to diverse populations and recruitment for BCTF appointments and reappointments
- Continued the Rockville Goes Purple initiative to raise awareness and educate the public on the dangers of prescription drug and opioid abuse
- Implemented and transitioned to new agenda management system
- The Office of the City Clerk/Director of Council Operations began preparations for the November 2023 election
- Provided administrative election resources for Montgomery County, including voter outreach, registration, and responses to phone inquiries
- Transmitted the final report from the 2020 Charter Review Commission in September 2022
- Transmitted the final report from the Compensation Commission in June 2023
- Board of Supervisors of Elections (BSE) formed a joint committee with the Human Rights Commission and Asian American Pacific Task Force regarding outreach to the Asian communities
- Implemented the BSE Lessons Learned recommendations from the 2019 election
- Incorporated a third language for voter outreach and materials based on BSE recommendations
- The Office of the City Clerk/Director of Council Operations continued facilitation of hybrid meetings
- The Office of the City Clerk/Director of Council Operations provided support for the BSE and Charter Review Commission
- Mayor and Council held a retreat to discuss priorities and initiatives
- Mayor and Council worked with staff to allocate the remaining portion of the city's \$9.6 million in funding from the American Rescue Plan Act (ARPA)



Mayor and Council Department Fiscal Year 2024 Outlook

With the establishment of a new elected body, the Mayor and Council Department will continue to establish new priorities as well as to follow through with new initiatives undertaken by the Mayor and Council. Additionally, the Department will:

- Continue the ongoing efforts to update the city's Personnel Policies and Procedures Manual
- Continue the process to develop an Employee Homeownership Program
- Discuss and implement new initiatives for Town Center and citywide branding
- Discuss and consider public comments on the development of the city's Pedestrian Master Plan
- Discuss, develop plans for, and consider public comments regarding the King Farm Farmstead and Redgate Park in coordination with other city departments
- Review and update the records retention policy for the Office of the City Clerk/Director of Council Operations
- Facilitate diversity, equity, inclusion, and social justice training for boards, commissions, task force members, and volunteers
- Provide orientation for boards, commissions, committees, and task force staff liaisons, chairs, and members
- Transition from a body of five to a body of seven with the November 2023 election

Additionally, the Office of the City Clerk/Director of Council Operations will:

- Conduct Rockville's second vote by mail city election. The 2019 election garnered over 12,200 votes, nearly doubling the vote count from the 2015 municipal election, and representing over 30 percent of all active registered voters in Rockville
- Conduct outreach for citizens and community HOAs, civic groups, and nursing homes to inform the electorate of the vote by mail process and to encourage voter registration
- Administer and support the Rockville Board of Supervisors of Elections with the implementation of the online campaign finance reporting process
- Hold two candidate/treasurer campaign finance training sessions
- Coordinate the oath of office and inauguration ceremony for the 2023 elected Mayor and Councilmembers
- Hold two post-election forums for candidates, treasurers, and the general public on the 2023 vote by mail election for feedback to the Board of Supervisors of Elections
- Hold two post-election forums for all jurisdictions in Maryland with the Board of Supervisors of Elections on the 2023 election vote by mail process
- Present a comprehensive 2023 Vote by Mail Report to Mayor and Council by May 2024
- Hire a new Boards and Commissions Coordinator
- Transition to a new city archive site



Mayor and Council Department FY 2024 Adopted Expenditures by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Mayor and Council	380,281	438,190	490,850	12.0%
Office of the City Clerk/Director of Council Operations	483,014	552,440	764,880	38.5%
Department Total (\$)	863,295	990,630	1,255,730	26.8%

Mayor and Council Department FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	592,387	655,010	734,350	12.1%
Operating	212,704	259,020	449,080	73.4%
Capital Outlay	-	-	-	-
Other	58,204	76,600	72,300	-5.6%
Department Total (\$)	863,295	990,630	1,255,730	26.8%

Mayor and Council Department FY 2024 Adopted Revenues by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Mayor and Council	-	-	-	-
Office of the City Clerk/Director of Council Operations	-	-	-	-
Department Total (\$)	-	-	-	-

Mayor and Council Department FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Office of the City Clerk/Director of Council Operations	3.0	3.5	3.5	0.0%
Regular Subtotal	3.0	3.5	3.5	0.0%
<i>Temporary</i>				
Office of the City Clerk/Director of Council Operations	-	-	0.3	N/A
Temporary Subtotal	-	-	0.3	N/A
Department Total	3.0	3.5	3.8	8.6%

Significant Changes from FY 2023 to FY 2024

The Office of the Mayor and Council's budget increased due to stipend increases consistent with the March 29, 2019, Compensation Commission report, and the addition of two councilmembers beginning after the 2023 election.

The Mayor and Council Department's budget includes one-time funding of \$193,560 for the 2023 city election, including 0.3 temporary FTEs. While the bulk of the election funds are housed in this Department there are additional funds in the City Manager's Office, with a total election budget of \$273,490.

Costs in the other category decreased mainly due to the removal of community organization grant funding for previous grantees who did not apply for FY 2024 funds.



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 of the residents of Rockville and for the preservation of the city's property, rights, and privileges.

Mayor and Council Division	Budget	\$490,850
	Regular FTE	0.0
	Temp FTE	0.0
Office of the Mayor and Council	Budget	\$490,850
	Regular FTE	0.0
	Temp FTE	0.0

Office of the Mayor and Council FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Mayor and Council	380,281	438,190	490,850	12.0%
Division Total (\$)	380,281	438,190	490,850	12.0%

Office of the Mayor and Council FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	162,782	171,720	221,760	29.1%
Operating	159,295	189,870	200,590	5.6%
Capital Outlay	-	-	-	-
Other	58,204	76,600	68,500	-10.6%
Division Total (\$)	380,281	438,190	490,850	12.0%

Office of the Mayor and Council FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Mayor and Council	-	-	-	-
Division Total (\$)	-	-	-	-

Significant Changes from FY 2023 to FY 2024

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, which was 5.6% for November 2022. Stipends for two additional councilmembers starting after the 2023 election are included.

Operating costs increased mainly due to the annual increase to the Mayor and Council's general travel budget per the Compensation Commission's March 29, 2019 report, and increased by an additional \$12,000 to support two additional councilmembers. These increases were partially offset by the removal of one-time funding for a trip to one of Rockville's Sister Cities.

Costs in the other category decreased due to the removal of community organization grant funding for two previous grantees who did not apply for FY 2024 funds.



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 community organizations; and providing comprehensive administrative support to the Mayor and Council.

City Clerk/Director of Council Operations Division	Budget	\$764,880
	Regular FTE	3.5
	Temp FTE	0.3
Office of the City Clerk/Director of Council Operations	Budget	\$764,880
	Regular FTE	3.5
	Temp FTE	0.3

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of Mayor and Council draft meeting minutes distributed within 30 days of meeting (Target: 100%)	80%	90%	100%	100%
Percent of Mayor and Council ordinances and resolutions put into official record within two weeks of adoption (Target: 100%)	90%	89%	95%	100%
Percent of annual reports by Boards and Commissions completed as scheduled* (Target: 100%)	-	-	-	100%
Percent of required attendees completing open meetings compliance training (Target: 100%)	75%	75%	80%	100%
Average time to fill Boards and Commissions vacancies, posting to appointment*	-	-	-	2 months
Voter participation in last municipal election (as a percentage of registered voters)* **	31%	31%	-	50%

*This is a new performance measure for FY 2024.

**Actuals for FY 2021 and FY 2022 pertain to the 2019 election.

Short Term Objectives	Planned Completion
Administer the 2023 city election	Q2 FY 2024
Implement the new boards and commissions policies and procedures	Q4 FY 2024
Work with departments to establish compliance with State of Maryland document retention policies	Q4 FY 2024



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

Critical Success Factor(s): Good Governance

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of Mayor and Council meeting videos posted to the city's website within one business day (Target: 100%)	-	-	100%	100%
Percent of Mayor and Council meeting agenda packets posted at least two business days prior to the meeting (Target: 100%)	-	-	100%	100%
Number of Mayor and Council meetings conducted*	50	40	-	50
Average length of time for Mayor and Council meetings completed*	5.0 hours	4.5 hours	-	4.5 hours

**This is a new performance measure for FY 2024.*



Office of the City Clerk/Director of Council Operations FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the City Clerk/Director of Council Operations	483,014	552,440	764,880	38.5%
Division Total (\$)	483,014	552,440	764,880	38.5%

Office of the City Clerk/Director of Council Operations FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	429,605	483,290	512,590	6.1%
Operating	53,409	69,150	248,490	259.3%
Capital Outlay	-	-	-	-
Other	-	-	3,800	N/A
Division Total (\$)	483,014	552,440	764,880	38.5%

Office of the City Clerk/Director of Council Operations FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the City Clerk/Director of Council Operations	-	-	-	-
Division Total (\$)	-	-	-	-

Office of the City Clerk/Director of Council Operations FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Office of the City Clerk/Director of Council Operations	3.0	3.5	3.5	0.0%
Regular Subtotal	3.0	3.5	3.5	0.0%
<i>Temporary</i>				
Office of the City Clerk/Director of Council Operations	-	-	0.3	N/A
Temporary Subtotal	-	-	0.3	N/A
Division Total	3.0	3.5	3.8	8.6%

Significant Changes from FY 2023 to FY 2024

The budget for the Office of the City Clerk/Director of Council Operations includes one-time funding of \$192,330 for the 2023 city election, which includes funding for 0.3 temporary FTEs. While the bulk of the election funds are housed in this Division, there are additional funds in the City Manager's Office as well as a small amount in the Office of the Mayor and Council's Division, with a total election budget of \$273,490.

The other category budget includes funds for the department's copier leases which have been reclassified from the operating category.





Office of the City Attorney

The Office of the City Attorney provides effective and efficient legal services; promotes accountability, trust and openness in government; and focuses on outcomes that are fair, equitable and balanced while protecting the best interest of the city. The Office of the City Attorney functions as both advisor and advocate as it pursues the goals of the Mayor and Council while remaining dedicated to principles of ethical behavior, efficiency, and accountability. The Office of the City Attorney strives to find creative approaches to the opportunities and challenges that face the City of Rockville.

The Office of the City Attorney (OCA) endeavors to render timely legal services of the highest quality to the Mayor and Council, the Office of the City Clerk/Director of Council Operations, the Office of the City Manager, and to all departments and boards and commissions of the City of Rockville, consistent with its commitment to professionalism. The mission of the OCA is to ensure that the Mayor and Council of Rockville conducts its affairs in a manner that compiles with the law, and to minimize its liability. The OCA is responsible for drafting complex agreements, legal opinions, and other legal documents; advising city officials on how to manage risk and comply with the law; enforcing the municipal code; representing the city before administrative agencies and federal and State courts in legal proceedings in which the city has an interest; and supervising and directing outside legal counsel. The OCA's client is the municipal corporation, speaking through the Mayor and Council. The OCA does not provide legal advice to private citizens, nor does it handle criminal matters.

Office of the City Attorney	Budget	\$1,605,910
	Regular FTE	7.0
	Temp FTE	0.0
City Attorney	Budget	\$1,605,910
	Regular FTE	7.0
	Temp FTE	0.0

Fiscal Year 2023 Accomplishments

- Provided legal advice and support for the implementation of the city's Comprehensive Plan and related Zoning Ordinance rewrite
- Provided legal advice and support for the proposed I-270/I-495 expansion project
- Provided legal advice and support for the proposed settlement of certain opioid litigation cases
- Provided legal advice and support for the implementation of new state laws governing the Law Enforcement Officers Disciplinary Process
- Provided legal advice and support for revisions to the city's Personnel Policy and Procedures Manual
- Provided legal advice and support to the city's custodian of records for the Maryland Public Information Act
- Provided legal advice and support in the drafting of city ordinances and resolutions
- Provided updated standard contract templates and implemented a more transparent process for the award and execution of contracts and agreements
- Provided revised grant agreements
- Provided legal support for development throughout the city



Office of the City Attorney's Fiscal Year 2024 Outlook

During FY 2024 the Office of the City Attorney anticipates the following responsibilities:

- Regularly attending meetings of the Mayor and Council and the following quasi-judicial boards and commissions: Planning Commission, Board of Appeals, Historic District Commission, and Landlord/Tenant Commission; and continuing to provide ongoing legal support for all other boards and commissions
- Providing legal advice and preparing legal opinions, as requested by the Mayor and Council, the Office of the City Clerk/Director of Council Operations, and the Office of the City Manager, on a variety of legal issues, 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., quasi-judicial boards and commissions), as well as supervising and directing outside legal counsel
- Reviewing and/or drafting amendments to the City Charter and Code, as well as providing legal support for the city's State legislative priorities and State legislation pending before the Maryland General Assembly
- Providing continued legal advice and support for revisions to the city's Moderately Priced Dwelling Unit program, including code amendments and modifications to the related regulations
- Providing continued legal advice and support for the proposed I-270/I-495 expansion project
- Providing continued legal advice and support for the pending opioid litigation cases
- Providing continued legal support for development throughout the city
- Providing continued legal advice and support for the implementation of the city's Comprehensive Plan and related Zoning Ordinance rewrite
- Providing continued legal advice and support related to the award and execution of contracts and agreements



**Office of the City Attorney
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
City Attorney	1,235,361	1,464,900	1,605,910	9.6%
Department Total (\$)	1,235,361	1,464,900	1,605,910	9.6%

**Office of the City Attorney
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,154,715	1,349,540	1,488,150	10.3%
Operating	79,855	115,360	113,160	-1.9%
Capital Outlay	791	-	-	-
Other	-	-	4,600	N/A
Department Total (\$)	1,235,361	1,464,900	1,605,910	9.6%

**Office of the City Attorney
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
City Attorney	-	-	-	-
Department Total (\$)	-	-	-	-

**Office of the City Attorney
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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%

**Significant Changes from
FY 2023 to FY 2024**

The other category budget includes funds for the department's copier leases which have been reclassified from the operating category.



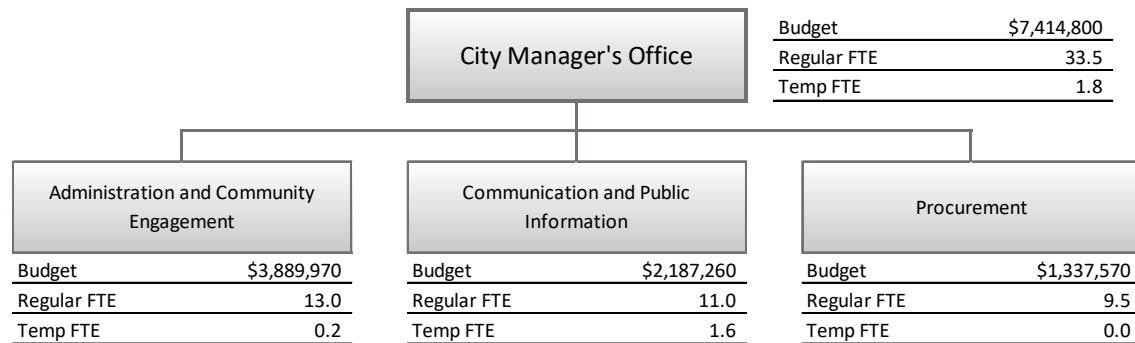


City Manager's Office

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 efforts to make a meaningful difference in residents' lives through intentional actions to improve quality of life in the city. The team addresses the needs of individual residents and neighborhoods through communication, problem solving, strategic planning, and attentive customer service. Through community engagement, the CMO helps city departments and other stakeholders understand and address priorities and achieve results. By engaging with other levels of government, the CMO obtains resources and support for the projects and areas of concern 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 and coordination, internal communication, and effective procurement, the CMO guides 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 2023 Accomplishments

- Hosted a "How to Do Business with the City" event in Spring 2023
- Worked with a consultant to produce the Procurement Strategic Plan, which will be complete in late Summer 2023 and will be made available to all city staff and the business community
- The Public Information Office (PIO) started the city rebranding initiative to reflect Rockville's core principles of diversity, equity, and inclusion with a modern look
- Integrated the newly created Social Media and Digital Engagement Specialist and Television Production Manager positions into the PIO team, allowing for better overall communication planning and execution
- Renovated the Mayor and Council Chambers to include advanced technology for conducting hybrid meetings that allow the community to participate virtually or in person
- Launched a volunteer website to make finding volunteer opportunities and managing volunteers more efficient
- Selected and worked with a consultant to create a mobile app and redesign the city's website to reimagine online customer service, improve accessibility, and increase civic engagement
- Completed high-profile communications projects to enhance community engagement for the creation of Lincoln Park and West End design guidelines and the forums to enhance the vibrancy of Town Center
- Provided outreach for the city's annual opioid awareness campaign, Rockville Goes Purple, including live events, social media campaigns, and other community engagement
- Attained Facebook and Twitter verification to ensure that users of those platforms know that the city's account is a trusted source for information



- Acquired a social media archiving tool to ensure compliance with State and federal requirements
- Established the foundation for justice, equity, diversity, and inclusion (JEDI) work in the City of Rockville
- Established a cross-departmental Equity Champions team for the organization
- Expanded outreach and new activities for the MLK Day of Service
- Provided a JEDI staff liaison to Human Rights Commission and Asian Pacific American Task Force
- Hired the city's first Grants Manager, first ADA Coordinator, and first Culture, Arts, and History Program Manager
- Hired a new Deputy City Manager and new Management Assistant/Community Support Advocate
- Hired an Assistant City Manager to add capacity and focus on project management, strategic planning, performance measures, and other related priorities
- Responded to an increasing volume of Maryland Public Information Act (MPIA) requests. Annual requests have increased more than 80 percent since FY 2020 and are projected to increase by 114 percent from FY 2020 to FY 2024
- Supported the Mayor and Council's 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 2024 Outlook

- PIO will begin the implementation of a new website redesign, and, once adopted by the Mayor and Council, will lead the implementation of a new city brand across all communication platforms and city departments
- Rockville 11 will create a weekly cable program to highlight Mayor and Council initiatives and legislative work, city programs, and events
- PIO will publish the Rockville Voter Guide for the 2023 city election
- Collaborate with city departments to conduct a Mayor and Council candidate orientation for the 2023 city election, as well as sessions to orient newly elected members of the Mayor and Council after inauguration
- Continue to support the Mayor and Council's advocacy of policies, programs, and funding that benefits the City of Rockville at the County, regional, State, and federal levels of government
- Aggressively pursue outside funding for City of Rockville capital improvements and operating priorities
- Establish more grant-supported partnership project opportunities with area nonprofits
- Develop a comprehensive project tracking and management system for all city initiatives
- Work with senior staff and the Mayor and Council to develop a plan to accomplish the actions and goals established in the Comprehensive Plan
- Introduce and establish a performance management system for all city departments and functions
- Begin work on the next Rockville Community Survey
- Engage city staff and the community in the Mayor and Council's work to address justice, equity, diversity, and inclusion within the organization and in the community through the development and implementation of a social justice strategic plan
- Implement innovative approaches to recognize, celebrate, and make the most of Rockville's diversity and complete history that defines Rockville's identity
- Create a separate cost center of the City Manager's Office to move justice, equity, diversity, and inclusion efforts forward using a multi-disciplinary team approach
- Complete Continuity of Operations (COOP) Plan revision process, conduct a tabletop exercise, and incorporate lessons learned into the final COOP Plan document
- Increase Stockroom inventory of water meters and transceivers over demand to compensate for supply chain issues
- Refine tracking of awards to minority, female, disabled, and veteran-owned (MFD-V) businesses to include all city procurements in addition to Mayor and Council awards
- Continue to work toward meeting the strategic goals as outlined in the Procurement Strategic Plan, and continue to review and update the Procurement policies and procedures
- Continue to improve the city's Procurement function, including processes for solicitations and contract awards, by obtaining customer feedback and identifying improvements to processing times through an ongoing external survey



**City Manager's Office
FY 2024 Adopted Expenditures by Division**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Community Engagement	2,920,677	3,519,390	3,889,970	10.5%
Communication and Public Information	1,725,498	2,042,770	2,187,260	7.1%
Procurement	1,059,039	1,254,350	1,337,570	6.6%
Department Total (\$)	5,705,214	6,816,510	7,414,800	8.8%

**City Manager's Office
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	3,443,266	4,262,600	4,868,570	14.2%
Operating	508,290	643,890	883,220	37.2%
Capital Outlay	257,256	252,200	252,200	0.0%
Other	1,496,402	1,657,820	1,410,810	-14.9%
Department Total (\$)	5,705,214	6,816,510	7,414,800	8.8%

**City Manager's Office
FY 2024 Adopted Revenues by Division**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Community Engagement	-	-	9,000	N/A
Communication and Public Information	1,737,024	1,786,960	1,633,000	-8.6%
Procurement	-	-	-	-
Department Total (\$)	1,737,024	1,786,960	1,642,000	-8.1%

**Significant Changes from
FY 2023 to FY 2024**

The Department's operating budget includes \$79,930 in one-time funding for the 2023 election (additional election costs are included in the Mayor and Council Department's budget), as well as ongoing operating funds for a community survey, performance management tracking, software subscriptions, website maintenance, the new JEDI function, and Rockville Goes Purple.

The other category budget includes a net decrease in the city's grant to REDI, the elimination of a community organization grant, and the reclassification of the Department's copier lease funds to this category from the operating category.

Administration and Community Engagement revenue includes expected grants and contributions for the new JEDI Cost Center. Communication and Public Information Division revenues are expected to decrease based on trends in cable subscriptions.



**City Manager's Office
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration and Community Engagement	7.5	12.0	13.0	8.3%
Communication and Public Information	12.0	11.0	11.0	0.0%
Procurement	8.5	9.5	9.5	0.0%
Regular Subtotal	28.0	32.5	33.5	3.1%
<i>Temporary</i>				
Administration and Community Engagement	0.2	0.2	0.2	0.0%
Communication and Public Information	1.3	1.3	1.6	23.1%
Procurement	-	-	-	-
Temporary Subtotal	1.5	1.5	1.8	20.0%
Department Total	29.5	34.0	35.3	3.8%

**Significant Changes from
FY 2023 to FY 2024**

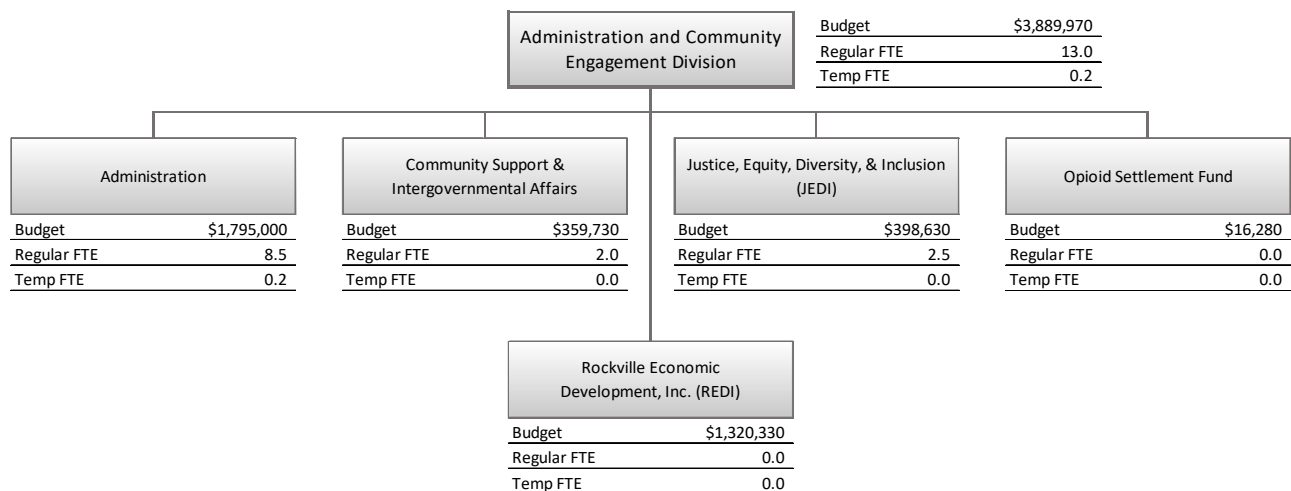
Regular FTEs increased by 1.0 due to the transfer of the Emergency Manager position from the Police Department into the Administration and Community Engagement Division.



Administration and Community Engagement Division

The Administration and Community Engagement 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. The Division also manages the agreement between the city and Rockville Economic Development, Inc. (REDI), and includes the city's Emergency Management and Grants Management functions.

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 includes the newly created Justice, Equity, Diversity, and Inclusion (JEDI) team, and responds to our diverse population's needs by providing a staff liaison to the Human Rights Commission and the Asian Pacific American Task Force.



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

Short Term Objectives	Planned Completion
Establish a contract for and begin design of a new community survey	Q4 FY 2024
Increase grant funding opportunities for city projects through the efforts of the city's Grants Manager	Q4 FY 2024



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 for Rockville public school funding at the County and State levels	Q4 FY 2024
Advocate to the General Assembly and Governor Moore for Vision Zero legislation supporting pedestrian and bicycle safety on State roads	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of requests for service from the community to the Mayor and Council and City Manager's Office*	369	304	300	300
Number of Maryland Public Information Act (MPIA) requests*	206	300	250	404
Percent of MPIA requests responded to within 30 days of receipt (Target: ≥ 98%)	≥ 98%	≥ 98%	≥ 98%	≥ 98%

*Staff respond to all requests and coordinate information from other departments as needed.

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of city emergency management plans updated in the last three years*	-	-	-	40%
Number of emergency management education events offered to the community*	-	-	-	8

*This is a new performance measure for FY 2024.

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of training sessions facilitated by the Justice, Equity, Inclusion, & Diversity (JEDI) team*	-	-	-	6
Municipal Equality Index score received*	100	100	-	100

*This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Expand city election outreach to the city's diverse population	Q1 FY 2024
Partner with local organizations to increase voter registration and education	Q1 FY 2024
Finalize JEDI vision, mission, and values statement	Q2 FY 2024
Conduct listening sessions with employees to identify improvements needed in the workforce related to justice, equity, diversity, and inclusion	Q2 FY 2024
Pursue initiatives developed by newly formed Equity Champions staff team	Q4 FY 2024



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

Critical Success Factor(s): Economic Development

(This goal is administered by contract with Rockville Economic Development, Inc. Additional performance measures and information on REDI can be found in their Annual Report, available on their website: <https://rockvilleredi.org/about>.)

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Business Incentive Grant recipients (Move/Expansion) and Small Business Impact fund recipients	3	4	7	9
Number of full-time jobs added to Rockville through grantees	40	84	100	100
Number of underserved community businesses assisted*				
Montgomery County	357	330	200	200
City of Rockville	38	65	50	75

**These numbers are self-reported by the businesses assisted.*



Administration and Community Engagement Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration	1,185,597	1,589,200	1,795,000	12.9%
Community Support & Intergovernmental Affairs	332,620	344,860	359,730	4.3%
Justice, Equity, Diversity, & Inclusion (JEDI)	-	-	398,630	N/A
Opioid Settlement Fund	-	-	16,280	N/A
Rockville Economic Development, Inc. (REDI)	1,402,460	1,585,330	1,320,330	-16.7%
Division Total (\$)	2,920,677	3,519,390	3,889,970	10.5%

Administration and Community Engagement Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,303,461	1,786,980	2,242,270	25.5%
Operating	99,280	89,220	245,520	175.2%
Capital Outlay	35,161	-	-	-
Other	1,482,775	1,643,190	1,402,180	-14.7%
Division Total (\$)	2,920,677	3,519,390	3,889,970	10.5%

Administration and Community Engagement Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration	-	-	-	-
Community Support & Intergovernmental Affairs	-	-	-	-
Justice, Equity, Diversity, & Inclusion (JEDI)	-	-	9,000	N/A
Opioid Settlement Fund	-	-	-	-
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Division Total (\$)	-	-	9,000	N/A

Significant Changes from FY 2023 to FY 2024

The Administration budget includes funds for a 1.0 FTE Emergency Manager transferred in from the Police Department, as well as \$60,000 in operating funds for a community survey and \$32,000 for performance management tracking.

The new Justice, Equity, Diversity, and Inclusion (JEDI) Cost Center includes the transfer of 2.5 FTEs from the Administration Cost Center; \$25,400 in existing funds; \$24,000 in new funding partially offset by \$4,000 in new grant revenue; and \$5,000 in one-time election outreach funding. \$5,000 in existing revenue was also transferred from the Department of Housing and Community Development.

The new Opioid Settlement Fund Cost Center includes \$16,280 for the city's Rockville Goes Purple Initiative.

The city's grant to REDI (other category) decreased by a net \$265,000 due to the removal of \$300,000 in funds set aside for five years to support Dawson's Market and \$90,000 for a one-time project; and the addition of \$100,000 for increased operating costs and MOVE Program expansion, and the \$25,000 transfer of Rockville Rewards from the Chamber of Commerce as a community organization grant to REDI.

The other category also includes funding for copier leases, which have been reclassified from the operating category, and the elimination of a \$10,000 community organization grant to Montgomery College.



**Administration and Community Engagement Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration	5.5	10.0	8.5	-15.0%
Community Support & Intergovernmental Affairs	2.0	2.0	2.0	0.0%
Justice, Equity, Diversity, & Inclusion (JEDI)	-	-	2.5	N/A
Opioid Settlement Fund	-	-	-	-
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Regular Subtotal	7.5	12.0	13.0	8.3%
<i>Temporary</i>				
Administration	0.2	0.2	0.2	0.0%
Community Support & Intergovernmental Affairs	-	-	-	-
Justice, Equity, Diversity, & Inclusion (JEDI)	-	-	-	-
Opioid Settlement Fund	-	-	-	-
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Temporary Subtotal	0.2	0.2	0.2	0.0%
Division Total	7.7	12.2	13.2	8.2%

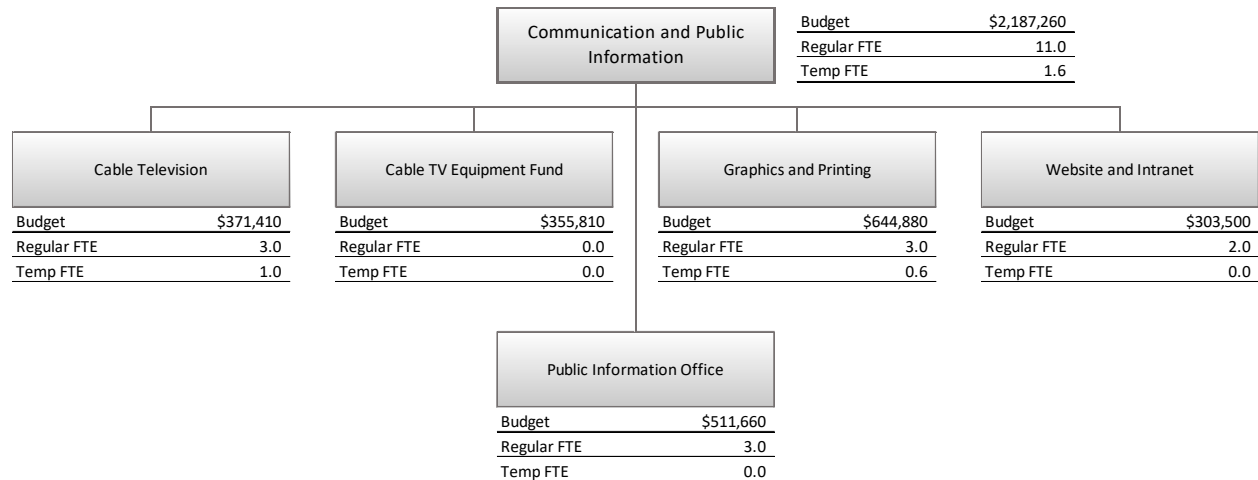
**Significant Changes from
FY 2023 to FY 2024**

A 1.0 FTE Emergency Manager was transferred to the Administration Cost Center from the Police Department for FY 2024. Additionally, 2.5 FTEs from the Administration Cost Center moved into the new JEDI Cost Center for FY 2024.



Communication and Public Information Division

The Communication and Public Information 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.



Performance Measures and Short Term Objectives

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

Critical Success Factor(s): Informed and Engaged Residents

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of visits to Rockvillemd.gov and RockvilleReports.com*	815,386	912,744	-	1,006,300
Number of followers on all city social media platforms (Facebook, Twitter, Instagram, NextDoor, and YouTube)*	-	-	-	47,974

*This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Upgrade Mayor and Council Chambers audio/visual system to enhance the experience for in-person and virtual participants	Q1 FY 2024
Implement a new website design that is easier to navigate and mobile-friendly	Q4 FY 2024

Goal: Create high quality and timely printed media

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

Short Term Objectives	Planned Completion
Implement the city's new branding across all outreach platforms and materials	Q4 FY 2024



Communication and Public Information Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Cable Television	293,396	404,240	371,410	-8.1%
Cable TV Equipment Fund	287,422	353,340	355,810	0.7%
Graphics and Printing	406,833	547,150	644,880	17.9%
Public Information Office	584,863	482,540	511,660	6.0%
Website and Intranet	152,984	255,500	303,500	18.8%
Division Total (\$)	1,725,498	2,042,770	2,187,260	7.1%

Communication and Public Information Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,117,448	1,296,100	1,363,130	5.2%
Operating	380,955	488,470	571,930	17.1%
Capital Outlay	222,095	252,200	252,200	0.0%
Other	5,000	6,000	-	-100.0%
Division Total (\$)	1,725,498	2,042,770	2,187,260	7.1%

Communication and Public Information Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Cable Television	981,160	1,001,330	893,000	-10.8%
Cable TV Equipment Fund	755,864	785,630	740,000	-5.8%
Graphics and Printing	-	-	-	-
Public Information Office	-	-	-	-
Website and Intranet	-	-	-	-
Division Total (\$)	1,737,024	1,786,960	1,633,000	-8.6%

Significant Changes from FY 2023 to FY 2024

A total of \$19,500 in funding for temporary employees was shifted from Cable Television to Graphics and Printing to better align with current organizational needs.

The operating category includes a total of \$74,930 in one-time funds related to the 2023 election affecting the Graphics and Printing and Public Information Office Cost Centers. This category also includes \$5,990 in the Public Information Office for social media archiving in compliance with the MPIOA; and \$10,680 for increased software maintenance and subscription costs and \$26,900 for contract services related to the redesigned city website in the Website and Intranet Cost Center. Copier lease funds totaling \$30,020 were moved to the Administration and Community Engagement Division for FY 2024.

A total of \$8,700 from the operating and other categories moved from several cost centers within this Division to the new JEDI Cost Center in the Administration and Community Engagement Division for FY 2024.

Cable revenues are projected to decrease based on trends in cable subscriptions.



**Communication and Public Information Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Cable Television	3.0	3.0	3.0	0.0%
Cable TV Equipment Fund	-	-	-	-
Graphics and Printing	2.5	3.0	3.0	0.0%
Public Information Office	5.0	3.0	3.0	0.0%
Website and Intranet	1.5	2.0	2.0	0.0%
Regular Subtotal	12.0	11.0	11.0	0.0%
<i>Temporary</i>				
Cable Television	1.3	1.3	1.0	-23.1%
Cable TV Equipment Fund	-	-	-	-
Graphics and Printing	-	-	0.6	N/A
Public Information Office	-	-	-	-
Website and Intranet	-	-	-	-
Temporary Subtotal	1.3	1.3	1.6	23.1%
Division Total	13.3	12.3	12.6	2.4%

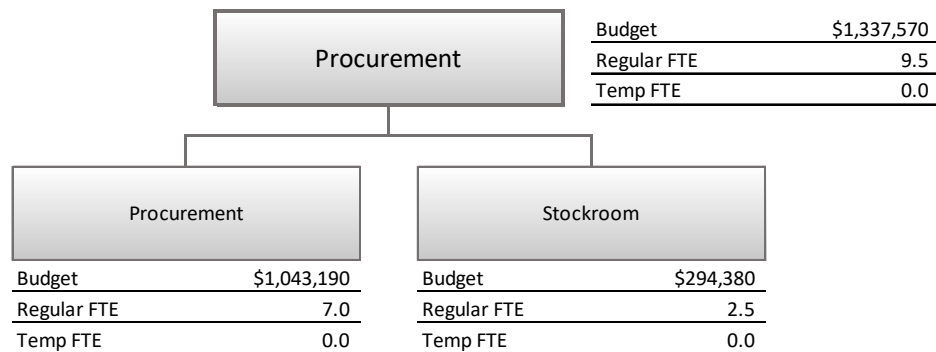
**Significant Changes from
FY 2023 to FY 2024**

Temporary FTEs decreased by 0.3 in Cable Television and increased by 0.6 in Graphics and Printing in alignment with current organizational needs.



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, and veteran (MFD-V) 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of total contract value saved/avoided due to the utilization of competitive procurement (formal and informal) processes under City Code Chapter 17* (Target: >20%)	-	-	-	≥ 50%
Percent of internal customers rating the procurement processes and service levels as "good" or "excellent" based on internal customer survey* (Target: >75%)	-	-	-	≥ 78%
Percent of total solicitations to which MFD-V vendors have responded* **	-	-	-	25%
Of the percent of solicitations referenced above, percent that were awarded to MFD-V vendors* **	-	-	-	10%
Percent of all procurement methods meeting the agreed-upon timeline based on the procurement processing times as outlined in the Procurement Guide*	-	-	-	75%

*This is a new performance measure for FY 2024.

**Internal processes and software have been updated to track MFD-V statistics, with FY 2024 being the first full year of data.



Short Term Objectives	Planned Completion
Continue updates to the Procurement processes and procedures, to include electronic and automated processes (i.e. best practices, administrative procedures, etc.)	Q2 FY 2024
Continue to solicit feedback as it relates to customer satisfaction from the business community, MFD-V vendors, and city staff through surveys	Q4 FY 2024
Continue to meet outlined goals, objectives, and targets as provided in the Procurement Strategic Plan	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Average availability rate of stock items requested by city departments (Target: ≥ 95%)	99%	99%	≥ 95%	≥ 95%
Error rate between actual and system annual inventory counts: (Target: ≤ 5%)				
Per stock number	1%	1%	≤ 5%	≤ 5%
Per number of items	1%	1%	≤ 5%	≤ 5%



**Procurement Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Procurement	750,889	959,090	1,043,190	8.8%
Stockroom	308,150	295,260	294,380	-0.3%
Division Total (\$)	1,059,039	1,254,350	1,337,570	6.6%

**Procurement Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,022,357	1,179,520	1,263,170	7.1%
Operating	28,055	66,200	65,770	-0.6%
Capital Outlay	-	-	-	-
Other	8,627	8,630	8,630	0.0%
Division Total (\$)	1,059,039	1,254,350	1,337,570	6.6%

**Procurement Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Procurement	-	-	-	-
Stockroom	-	-	-	-
Division Total (\$)	-	-	-	-

**Procurement Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Procurement	5.5	7.0	7.0	0.0%
Stockroom	3.0	2.5	2.5	0.0%
Regular Subtotal	8.5	9.5	9.5	0.0%
<i>Temporary</i>				
Procurement	-	-	-	-
Stockroom	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	8.5	9.5	9.5	0.0%

**Significant Changes from
FY 2023 to FY 2024**

There were no significant changes.



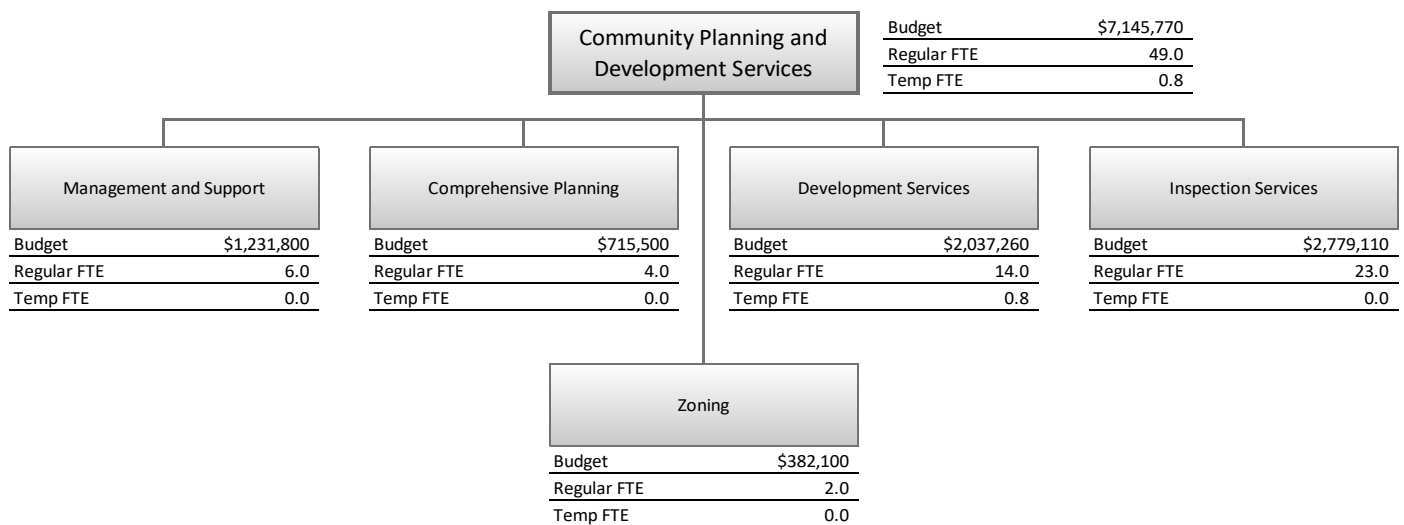


Department of Community Planning and Development Services

The Department of Community Planning and Development Services facilitates the development of plans and administers policies and standards that foster a vibrant, sustainable, safe, and inclusive city.

The Department of Community Planning and Development Services (CPDS) manages comprehensive and neighborhood planning, and it 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 Mayor and Council's adopted Comprehensive Plan, goals for Historic Preservation, the Zoning Ordinance, building and property maintenance regulations, and other development regulations. CPDS serves many different types of customers, including residents, neighborhood groups, business owners, nonprofit organizations, contractors, commission/board members, property owners, those who visit the city for work or for tourism, 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 preservation with assistance from Peerless Rockville, and interpretations of the building and fire codes. The role of the Department is broad and specific. It ranges from the big-picture perspective of comprehensive planning to the property-specific scope of zoning regulations, code enforcement, and both permitting and inspections for building safety. 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.

CPDS



Fiscal Year 2023 Accomplishments

- Managed approvals for key development projects, including new residences at the King Buick site and Twinbrook Commons, as well as mixed use developments at Potomac Woods and the new Lidl/Henson project at 15931 Frederick Road. These projects create new residential and commercial development to attract new residents and support economic development
- Completed implementation of Phase 1 of the city's new permitting and licensing system, including building permitting, plan review, and contractor licensing
- Served our customers' needs successfully, both virtually and in-person, throughout the year, as CPDS ensured safety during the COVID-19 pandemic while helping residents, businesses, and other customers achieve their goals
- Completed a Town Center Work Plan endorsed by the Mayor and Council
- Improved website for permitting, development, and forestry to be more informative and user-friendly



- Launched periodic weekend inspection patrols to combat illegal construction
- Issued all field inspectors and supervisors new devices to enhance overall customer service with quicker delivery of inspection results to permit holders
- The Mayor and Council adopted Resolution 10-21, endorsing and committing to the establishment of government policies and practices that promote racial and ethnic equality and social justice. CPDS has pioneered that commitment at the department level through the creation of an Inclusion, Diversity, Equity, and Accessibility (IDEA) team. The IDEA team has evaluated issues such as policy, staffing, and engagement through this equity lens to provide early feedback and insights on opportunities for improvement within the Department
- Facilitated draft regulations for short-term residential rentals and the rental of rooms in Rockville
- Initiated the Zoning Ordinance rewrite process with Mayor and Council adoption of a Charter that will guide how the process occurs and worked with Procurement to issue an RFP for consultant services enabling an experienced consultant team to assist with the process
- Successfully presented another annual FAST (Faster, Accountable, Smarter, and more Transparent development and permitting processes) Permitting Stakeholders Forum
- Hosted Emergency Preparedness Roundtable event with County, City of Gaithersburg, Pepco, Washington Gas, and WSSC
- Received the Planning Excellence Award from the National Capital Chapter of the American Planning Association for the Rockville Comprehensive Plan
- Published 2020 Census report detailing city population, social, and economic data
- In coordination with Montgomery County and the Metropolitan Washington Council of Governments (MWCOC) provided inputs to the Round 10 regional projections for population, housing, and employment

Department of Community Planning and Development Services Fiscal Year 2024 Outlook

- Adopt 2021 Building Code which includes the Property Maintenance Code, last updated in 1996
- Initiate and complete update to the 2001 Town Center Master Plan
- Complete implementation of Phase 1 of the FAST project, including:
 - a. Conduct after-action surveys with customers to gather feedback
 - b. Publish review timeframes
 - c. Improve notification requirements and processes
 - d. Incorporate action items requiring ordinance amendments into the comprehensive zoning and Forest and Tree Preservation Ordinance (FTPO) updates to continue to streamline and improve processes
 - e. Establish an in-house action team focused on serving customers who are establishing new businesses or proposing new redevelopment/reuse projects (i.e., investing in Rockville)
- Expand implementation of the city's new permitting and licensing system as a "one-stop shop" to include development and forestry plans, including online applications, payments, reviewing digital plans, and inspections
- Complete Mayor and Council endorsement of concept plan for Rockville Metro Station
- Complete annexation of Shady Grove Metro Station and surrounding properties
- Adopt regulations for accessory dwelling units, short term rentals, room rentals, park land dedication, and interim Zoning Ordinance amendment
- Kick-off and make significant progress on Zoning Ordinance rewrite



Department of Community Planning and Development Services FY 2024 Adopted Expenditures by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management and Support	916,079	1,082,700	1,231,800	13.8%
Comprehensive Planning	463,352	643,420	715,500	11.2%
Development Services	1,909,494	1,917,140	2,037,260	6.3%
Inspection Services	2,307,369	2,551,790	2,779,110	8.9%
Zoning	-	639,870	382,100	-40.3%
Department Total (\$)	5,596,294	6,834,920	7,145,770	4.5%

Department of Community Planning and Development Services FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	5,226,392	6,033,840	6,598,580	9.4%
Operating	305,402	681,080	411,680	-39.6%
Capital Outlay	-	-	1,810	N/A
Other	64,500	120,000	133,700	11.4%
Department Total (\$)	5,596,294	6,834,920	7,145,770	4.5%

Department of Community Planning and Development Services FY 2024 Adopted Revenues by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management and Support	-	-	-	-
Comprehensive Planning	-	-	-	-
Development Services	174,191	155,000	155,000	0.0%
Inspection Services	3,572,623	3,552,060	4,414,260	24.3%
Zoning	-	-	-	-
Department Total (\$)	3,746,814	3,707,060	4,569,260	23.3%

Significant Changes from FY 2023 to FY 2024

Management and Support personnel costs increased due to the addition of a 1.0 FTE Executive Assistant, which had been frozen during FY 2021. Other costs increased by \$13,700 due to the reclassification of the department's copier leases from the operating category.

Inspection Services personnel costs increased due to the conversion of temporary employee funding to a 1.0 FTE Fire Codes Inspector, and the addition of a 1.0 FTE Community Enhancement Codes Inspector.

Zoning operating costs decreased due to the removal of \$300,000 in one-time funding for a consultant to assist with a comprehensive rewrite to the city's Zoning Ordinance. This was partially offset by the addition of \$40,000 to monitor and support the compliance of short-term rentals with new regulations.

Revenue increased in Inspection Services by \$59,300 for Fire Safety and Fire Review due to a projected increase in fire safety inspections and fee increases, by \$562,900 for building permit fee increases, and by \$240,000 for rental license fee increases.



Department of Community Planning and Development Services FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Management and Support	4.0	5.0	6.0	20.0%
Comprehensive Planning	4.0	4.0	4.0	0.0%
Development Services	15.0	14.0	14.0	0.0%
Inspection Services	21.0	21.0	23.0	9.5%
Zoning	-	2.0	2.0	0.0%
Regular Subtotal	44.0	46.0	49.0	6.5%
<i>Temporary</i>				
Management and Support	-	-	-	-
Comprehensive Planning	-	-	-	-
Development Services	0.8	0.8	0.8	0.0%
Inspection Services	0.8	0.8	-	-100.0%
Zoning	-	-	-	-
Temporary Subtotal	1.6	1.6	0.8	-50.0%
Department Total	45.6	47.6	49.8	4.6%

Significant Changes from FY 2023 to FY 2024

Regular FTEs in Management and Support increased due to the addition of a 1.0 FTE Executive Assistant, which had been frozen during FY 2021.

Regular FTEs increased and temporary FTEs decreased in Inspection Services due to the conversion of a 0.8 FTE temporary fire inspector position to a 1.0 FTE full-time Fire Codes Inspector, and the addition of a 1.0 FTE Community Enhancement Codes Inspector.



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.

Management and Support Division	Budget	\$1,231,800
	Regular FTE	6.0
	Temp FTE	0.0
Administration and Support	Budget	\$1,231,800
	Regular FTE	6.0
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of department customers satisfied with their experience based on department surveys (Target: $\geq 95\%$) *	-	-	-	$\geq 95\%$

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Establish an in-house action team focused on serving customers who are establishing new businesses or proposing new redevelopment/reuse projects	Q3 FY 2024
Conduct follow-up customer surveys	Q3 FY 2024

Goal: Support citywide goal of a thriving and successful Town Center

Critical Success Factor(s): Safe and Livable Neighborhoods

Short Term Objectives	Planned Completion
Implement an FY 2024 Town Center Work Plan	Q1 FY 2024
Initiate public review process for Town Center Master Plan update	Q2 FY 2024

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
Publish dashboards that allow for easy access to city population, employment, social, and economic data	Q2 FY 2024



Goal: Annex key properties into Rockville
Critical Success Factor(s): Planning and Preservation

Short Term Objectives	Planned Completion
Initiate annexation of Shady Grove Metro station property	Q2 FY 2024



Management and Support Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Support	916,079	1,082,700	1,231,800	13.8%
Division Total (\$)	916,079	1,082,700	1,231,800	13.8%

Management and Support Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	786,745	913,350	1,060,930	16.2%
Operating	129,334	169,350	155,360	-8.3%
Capital Outlay	-	-	1,810	N/A
Other	-	-	13,700	N/A
Division Total (\$)	916,079	1,082,700	1,231,800	13.8%

Management and Support Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Support	-	-	-	-
Division Total (\$)	-	-	-	-

Management and Support Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration and Support	4.0	5.0	6.0	20.0%
Regular Subtotal	4.0	5.0	6.0	20.0%
<i>Temporary</i>				
Administration and Support	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	4.0	5.0	6.0	20.0%

Significant Changes from FY 2023 to FY 2024

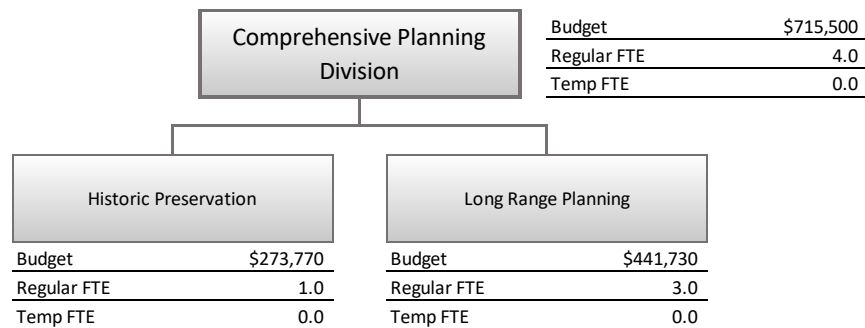
Regular FTEs in Administration and Support increased, with associated personnel cost increases, due to the addition of a 1.0 FTE Executive Assistant, which had been frozen during FY 2021.

Operating costs decreased and other costs increased by \$13,700 in Administration and Support due to the reclassification of the department's copier leases.



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

Short Term Objectives	Planned Completion
Complete Lincoln Park Design Guidelines	Q1 FY 2024
Complete update to 2001 Rockville Town Center Master Plan	Q4 FY 2024

Goal: Facilitate the city's active implementation of priority policies from approved plans

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percentage of Comprehensive Plan recommended actions within annual work plan completed* (Target: 100%)	-	-	-	100%
* This is a new performance measure for FY 2024.				
Short Term Objectives	Planned Completion			
Produce annual report of Comprehensive Plan implementation	Q1 FY 2024			
Coordinate with zoning staff on zoning text amendments consistent with recommendations in the Comprehensive Plan	Q4 FY 2024			



Goal: Ensure the preservation of historically significant properties in the City of Rockville

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of historic preservation applications processed in accordance with regulations, by type:				
Certificates of Approval	22	15	25	20
Tax Credits	12	14	12	12
Historic Significance	11	7	10	10

Short Term Objectives	Planned Completion
Reinstate historic property plaque program	Q1 FY 2024
Conduct annual educational session regarding tax credits and other resources for historic property owners	Q2 FY 2024
Update HDC application forms	Q3 FY 2024
Update websites for Historic District Commission and Historic Preservation Program	Q4 FY 2024



Comprehensive Planning Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Historic Preservation	201,756	269,860	273,770	1.4%
Long Range Planning	261,596	373,560	441,730	18.2%
Division Total (\$)	463,352	643,420	715,500	11.2%

Significant Changes from FY 2023 to FY 2024

There were no significant changes.

Comprehensive Planning Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	349,685	501,690	575,380	14.7%
Operating	49,167	21,730	20,120	-7.4%
Capital Outlay	-	-	-	-
Other	64,500	120,000	120,000	0.0%
Division Total (\$)	463,352	643,420	715,500	11.2%

Comprehensive Planning Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Historic Preservation	-	-	-	-
Long Range Planning	-	-	-	-
Division Total (\$)	-	-	-	-

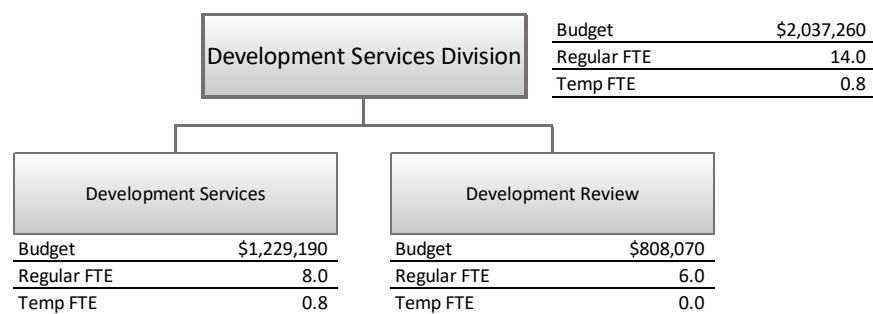
Comprehensive Planning Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Historic Preservation	1.0	1.0	1.0	0.0%
Long Range Planning	3.0	3.0	3.0	0.0%
Regular Subtotal	4.0	4.0	4.0	0.0%
<i>Temporary</i>				
Historic Preservation	-	-	-	-
Long Range Planning	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	4.0	4.0	4.0	0.0%



Development Services Division

The Development Services Division receives, analyzes, and coordinates all applications for residential and commercial development in Rockville, 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 CPDS 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. 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.



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of development projects processed*	25	22	-	20
Percent of new development plans processed within their published timeframes*	-	-	-	100%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Conduct after-action surveys with customers to gather feedback	Q1 FY 2024
Publish review timeframes	Q1 FY 2024
Improve notification requirements and processes	Q2 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of development review applications processed, by type				
Project plan	1	1	1	1
Site Plan, Level 2/Major Amendment	1	5	3	3
Site Plan, Level 1/Minor Amendment	16	16	15	16
Special Exception	2	1	2	2
Variance	9	10	9	9
Record Plat	2	20	4	4

Short Term Objectives	Planned Completion
Implement improved process for inspection of development sites	Q1 FY 2024
Launch the city's new permitting and licensing system for development projects, including online application, payment, and plan review	Q2 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Total amount of forest placed under long term protection via an approved Forest Conservation Plan*	1.0 Acres	3.29 Acres	-	2.52 Acres
Number of forestry inspections completed per FTE*	-	341	-	326

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Create guidance documents to improve forestry process consistent with FAST Action Plan	Q3 FY 2024



Development Services Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Development Services	1,045,957	1,175,320	1,229,190	4.6%
Development Review	863,537	741,820	808,070	8.9%
Division Total (\$)	1,909,494	1,917,140	2,037,260	6.3%

Development Services Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,831,403	1,771,730	1,894,130	6.9%
Operating	78,091	145,410	143,130	-1.6%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,909,494	1,917,140	2,037,260	6.3%

Development Services Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Development Services	-	-	-	-
Development Review	174,191	155,000	155,000	0.0%
Division Total (\$)	174,191	155,000	155,000	0.0%

Development Services Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Development Services	8.0	8.0	8.0	0.0%
Development Review	7.0	6.0	6.0	0.0%
Regular Subtotal	15.0	14.0	14.0	0.0%
<i>Temporary</i>				
Development Services	0.8	0.8	0.8	0.0%
Development Review	-	-	-	-
Temporary Subtotal	0.8	0.8	0.8	0.0%
Division Total	15.8	14.8	14.8	0.0%

Significant Changes from FY 2023 to FY 2024

There were no significant changes.



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	\$2,779,110
		Regular FTE	23.0
		Temp FTE	0.0
Administration, Plan Review, and Fire Marshal		Budget	\$1,251,880
		Regular FTE	10.0
		Temp FTE	0.0
Building Inspections		Budget	\$654,580
		Regular FTE	5.0
		Temp FTE	0.0
Code Enforcement and Community Enhancement		Budget	\$872,650
		Regular FTE	8.0
		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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percentage of building initial plan reviews completed within target timeframes* (Target: ≥ 90%)	83%	93%	-	≥ 90%
Percent of life safety initial plan reviews completed within their established timeframes* (Target: ≥ 90%)	83%	90%	-	≥ 90%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Develop and publish masterfile program for single family dwelling development submissions	Q2 FY 2024
Complete standard operating procedures for plan review	Q2 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of code compliance resolved voluntarily (Target: ≥ 95%)	94%	97%	95%	≥ 95%
Percent of property complaints responded to within 24 hours (Target: ≥ 95%)	92%	92%	92%	≥ 93%

Short Term Objectives	Planned Completion
Complete and implement the updated Property Maintenance Code	Q1 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of building inspections performed within 2 days (Target: ≥ 95%)	95%	96%	≥ 95%	≥ 95%
Percent of fire inspections performed within 3 days* (Target: ≥ 95%)	-	-	-	≥ 90%
Percent of inspections requiring reinspection (Target: ≤ 5%)	4.0%	6.3%	8.5%	≤ 8.5%
Number of building inspections completed per FTE	4,012	2,002	2,850	2,500
Number of fire inspections completed per FTE	920	584	850	785

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Complete special inspections program manual	Q3 FY 2024
Complete standard operating procedures for fire protection systems review and fire inspections	Q3 FY 2024



Inspection Services Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration, Plan Review, and Fire Marshal	1,286,268	1,186,770	1,251,880	5.5%
Building Inspections	502,581	619,010	654,580	5.7%
Code Enforcement and Community Enhancement	518,520	746,010	872,650	17.0%
Division Total (\$)	2,307,369	2,551,790	2,779,110	8.9%

Inspection Services Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	2,258,559	2,510,500	2,729,340	8.7%
Operating	48,810	41,290	49,770	20.5%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	2,307,369	2,551,790	2,779,110	8.9%

Inspection Services Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration, Plan Review, and Fire Marshal	229,389	407,930	467,230	14.5%
Building Inspections	1,954,308	1,935,630	2,498,530	29.1%
Code Enforcement and Community Enhancement	1,388,926	1,208,500	1,448,500	19.9%
Division Total (\$)	3,572,623	3,552,060	4,414,260	24.3%

Significant Changes from FY 2023 to FY 2024

Personnel and operating costs increased in Administration, Plan Review, and Fire Marshal due to the conversion of temporary employee funding to a 1.0 FTE Fire Codes Inspector. This was offset by increases to revenue, detailed below.

Personnel and operating costs increased in Code Enforcement and Community Enhancement due to the addition of a 1.0 FTE Community Enhancement Codes Inspector. This was offset by increases to revenue, detailed below.

Revenue increased as follows: in Administration, Plan Review, and Fire Marshal by \$59,300 due to a projected increase in fire safety inspections and fee increases; in Building Inspections by \$562,900 for building permit fee increases; and in Code Enforcement and Community Enhancement by \$240,000 for rental license fee increases.



**Inspection Services Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration, Plan Review, and Fire Marshal	9.0	9.0	10.0	11.1%
Building Inspections	5.0	5.0	5.0	0.0%
Code Enforcement and Community Enhancement	7.0	7.0	8.0	14.3%
Regular Subtotal	21.0	21.0	23.0	9.5%
<i>Temporary</i>				
Administration, Plan Review, and Fire Marshal	0.8	0.8	-	-100.0%
Building Inspections	-	-	-	-
Code Enforcement and Community Enhancement	-	-	-	-
Temporary Subtotal	0.8	0.8	-	-100.0%
Division Total	21.8	21.8	23.0	5.5%

**Significant Changes from
FY 2023 to FY 2024**

Regular FTEs increased in Administration, Plan Review, and Fire Marshal due to the conversion of a 0.8 FTE temporary fire inspector position to a 1.0 FTE full-time Fire Codes Inspector.

Regular FTEs increased in Code Enforcement and Community Enhancement due to the addition of a 1.0 FTE Community Enhancement Codes Inspector.



Zoning Division

The Zoning Division provides expertise and management related to the city's Zoning Ordinance. The Division advises the Mayor and Council, the Planning Commission, the Board of Appeals, and the Historic District Commission on zoning matters, as well as the staff who supports them. The Division also advises the public, property owners, developers, government agencies, and others. The Division manages the process to amend the Zoning Ordinance, as directed by the Mayor and Council.

Zoning Division	Budget	\$382,100
	Regular FTE	2.0
	Temp FTE	0.0
Zoning	Budget	\$382,100
	Regular FTE	2.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Maintain, interpret, and enforce the city's Zoning Ordinance

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of verification letters responded to/processed within established timeframes* (Target: ≥ 90%)	70%	80%	-	≥ 90%
Percent of zoning action items from the annual work plan completed* (Target: ≥ 95%)	80%	80%	-	100%
Percent of sign permits processed within their established timeframes* (Target: ≥ 90%)	65%	75%	-	≥ 90%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Manage the Zoning Ordinance rewrite process, meeting projected milestones and deadlines	Q4 FY 2024



Zoning Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Zoning*	-	639,870	382,100	-40.3%
Division Total (\$)	-	639,870	382,100	-40.3%

*Zoning became a stand-alone Cost Center in FY 2023. For FY 2022 it was part of the Development Review Cost Center, formerly the Zoning and Development Review Cost Center.

Zoning Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	-	336,570	338,800	0.7%
Operating	-	303,300	43,300	-85.7%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	-	639,870	382,100	-40.3%

Zoning Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Zoning*	-	-	-	-
Division Total (\$)	-	-	-	-

*Zoning became a stand-alone Cost Center in FY 2023. For FY 2022 it was part of the Development Review Cost Center, formerly the Zoning and Development Review Cost Center.

Zoning Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Zoning*	-	2.0	2.0	0.0%
Regular Subtotal	-	2.0	2.0	0.0%
<i>Temporary</i>				
Zoning*	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	-	2.0	2.0	0.0%

*Zoning became a stand-alone Cost Center in FY 2023. For FY 2022 it was part of the Development Review Cost Center, formerly the Zoning and Development Review Cost Center.

Significant Changes from FY 2023 to FY 2024

Operating costs decreased due to the removal of \$300,000 in one-time funding for a consultant to assist with a comprehensive rewrite to the city's Zoning Ordinance. This was partially offset by the addition of \$40,000 to monitor and support the compliance of short-term rentals with new regulations.

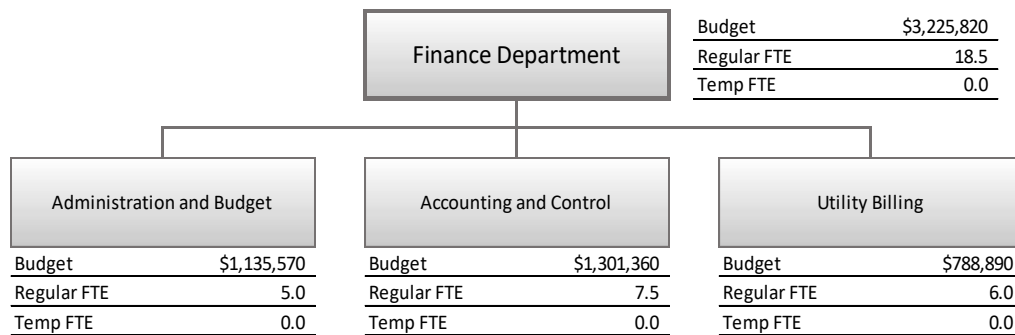




Finance Department

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 Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR), and oversees the city's annual independent audit.



Fiscal Year 2023 Accomplishments

- Implemented major changes and improvements to the annual budget process, which included a focus on long term planning of city infrastructure, the addition of equity and environmental sustainability elements, a revamped CIP prioritization process, updated budget surveys, and a review of the city's Financial Management Policies
- Championed an overhaul of the city's performance measurement system and included the results in this document
- Successfully coordinated the issuance of \$11.6 million in general obligation bonds to support the city's Water, Sewer, and Stormwater Management capital infrastructure
- Reaffirmed the city's triple-A bond rating by Moody's and Standard & Poor's
- Implemented GASB Statement No. 87 on leases for the FY 2022 Annual Comprehensive Financial Report (ACFR)
- Commenced new vendor callback procedures in Accounts Payable to verify changes to banking information
- Directed the research and coordinated the discussion with the Retirement Board on the potential implementation of a Police employee deferred retirement option plan (DROP) benefit
- Collaborated with the departments of Information Technology, Human Resources, and the City Manager's Office on the early stages of implementation of a comprehensive cloud-based financial, procurement, and HR system
- Presented five budget amendments; four of which utilized General Fund unassigned reserves above the 20 percent reserve target for capital projects and other one-time needs
- Established new rates for refuse and recycling and stormwater management for FY 2024
- Managed the receipt, distribution, and reporting of ARPA funds from the federal government
- Processed hiring and retention bonuses for Refuse/Recycling and Police employees
- Closed the RedGate Golf Course Fund after the final debt payment was complete
- Received the Government Finance Officers Association (GFOA) awards for: Certificate of Achievement for Excellence in Financial Reporting for the FY 2022 ACFR, Popular Annual Financial Reporting Award for the FY 2022 PAFR, and the Distinguished Budget Presentation Award for the FY 2023 Operating Budget and Capital Improvements Program with Special Capital Recognition



Finance Department Fiscal Year 2024 Outlook

Moving into FY 2024, the Department of Finance will continue to navigate the financial challenges related to current market conditions and changing inflationary pressures. Finance staff will maintain the city's successful budgetary discipline by providing sound financial recommendations to support the high priority items of the city's executive team and the Mayor and Council.

In addition to continuing with the city priorities that are mentioned under Fiscal Year 2023 Accomplishments, the upcoming fiscal year will include the following:

- Engage an outside consultant to update and forecast the next three years of the city's water and sewer rates based on the current property classification rate structure. This engagement will include trend analysis, staff interviews, evaluation of best practices, forecast modeling, and recommendations to the Mayor and Council. Staff expects to set rates for FY 2025, FY 2026, and FY 2027. Rate recommendations will be developed to comply with the Financial Management Policy cash reserve targets.
- Internally evaluate new rates for refuse and recycling and stormwater management for FY 2025. The rates will take into consideration the projected number of accounts, operating spending, and the programmed CIP over the next five years. Rate recommendations will be developed to comply with the Financial Management Policies, while not placing a heavy financial burden on the Rockville community. Staff will focus on funding capital projects that were unfunded in past budget documents.
- Implement GASB Statement No. 96 on subscription-based information technology arrangements or SBITAs for the FY 2023 ACFR.
- In conjunction with Human Resources and the City Manager's Office, evaluate the long-term impact of the cost of healthcare, the cost share percentages between the city and employees, and potential plan and provider changes to mitigate future increases.
- Present recommendations to the Mayor and Council related to the use of unassigned General Fund reserves above the 20 percent reserve requirement. In the past, the city has utilized reserves above the target to fund capital projects or other one-time needs. Use of reserves helps to mitigate the need for long-term borrowing, while helping the Mayor and Council accomplish some of their priority initiatives.
- Present a recommendation to the Mayor and Council on behalf of the Retirement Board related to the creation and implementation of a Deferred Retirement Option Plan (DROP) benefit for Police Officers.
- Explore different cost-saving efficiencies and ways of maximizing revenue to ensure the city remains in a strong financial position. Additional budget capacity will be needed over time as the cost of operations has changed as a result of the pandemic and price volatility related to inflationary pressures.
- The Department of Finance expects to continue to receive GFOA recognition for its financial documents; more specifically, the Excellence in Popular Annual Financial Reporting Award for its FY 2023 PAFR, the Certificate of Achievement for Excellence in Financial Reporting for its FY 2023 ACFR, and the Distinguished Budget Presentation Award for its FY 2024 budget document. GFOA refers to receiving all three of these awards as the "Triple Crown." The GFOA is a great resource for staff, as they exist to advance excellence in government finance by providing best practices, professional development, resources, and practical research for GFOA members and the communities they serve.



Finance Department FY 2024 Adopted Expenditures by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Budget	1,015,740	1,075,440	1,135,570	5.6%
Accounting and Control	1,239,657	1,269,500	1,301,360	2.5%
Utility Billing	692,305	771,860	788,890	2.2%
Department Total (\$)	2,947,702	3,116,800	3,225,820	3.5%

Finance Department FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	2,520,101	2,602,750	2,710,450	4.1%
Operating	405,125	489,450	476,770	-2.6%
Capital Outlay	-	3,600	-	-100.0%
Other	22,476	21,000	38,600	83.8%
Department Total (\$)	2,947,702	3,116,800	3,225,820	3.5%

Finance Department FY 2024 Adopted Revenues by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Budget	-	-	-	-
Accounting and Control	-	-	-	-
Utility Billing	-	-	-	-
Department Total (\$)	-	-	-	-

Finance Department FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration and Budget	5.0	5.0	5.0	0.0%
Accounting and Control	7.5	7.5	7.5	0.0%
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 2023 to FY 2024

Capital outlay costs decreased in Utility Billing by \$3,600 due to the removal of one-time computer equipment funding for the online utility billing system.

Other costs increased in Administration and Budget by \$3,600 due to the reclassification of department's copier leases from the operating category.

Other costs increased in Accounting and Control by \$14,000, which represents a restoration of the payment to the Montgomery County Visitors Bureau for their share of the city's collected hotel tax revenue which had previously been reduced due 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. 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 (PAFR). 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 for the city's actuarial reports.

Administration and Budget Division	Budget	\$1,135,570
	Regular FTE	5.0
	Temp FTE	0.0
Financial Administration and Budget	Budget	\$1,135,570
	Regular FTE	5.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Develop financial management policies and strategies that promote the city's financial integrity

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Bond rating received (Target: AAA/Aaa)	AAA/Aaa	AAA/Aaa	AAA/Aaa	AAA/Aaa
Percent of General Fund unassigned fund balance compared to adopted revenue (Target: ≥ 20%)	27.0%	30.6%	≥ 20%	≥ 20%
Percent of enterprise funds in compliance with financial management policies* (Target: 100%)	40%	40%	-	40%
Percent of Pension Fund net position compared to total liability* (Target: ≥ 100%)	93.8%	81.6%	-	≥ 85%
Percent of Other Post-Employment Benefits (OPEB) fund net position compared to total liability* (Target: ≥ 100%)	131.8%	101.4%	-	≥ 100%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Present recommendations on the use of unassigned General Fund reserves above the 20 percent reserve requirement	Q1 FY 2024
Present a recommendation on the creation and implementation of a DROP benefit for Police Officers	Q1 FY 2024
Present recommendations on updated water and sewer rates following a comprehensive modeling, forecasting and utility rate study	Q3 FY 2024



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

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent variance in operating revenues (adopted budget to actual) (Target: +/- 5%)	-2.8%	2.5%	+/- 5%	+/- 5%
Percent variance in operating expenditures (adopted budget to actual) (Target: +/- 5%)	-4.4%	-1.9%	+/- 5%	+/- 5%

Short Term Objectives	Planned Completion
Obtain GFOA award for Distinguished Budget Presentation for FY 2024 Operating and CIP Budget Book	Q2 FY 2024
Obtain GFOA award for Outstanding Achievement in Popular Annual Financial Reporting for FY 2023 Popular Annual Financial Report	Q3 FY 2024



Administration and Budget Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Financial Administration and Budget	1,015,740	1,075,440	1,135,570	5.6%
Division Total (\$)	1,015,740	1,075,440	1,135,570	5.6%

Administration and Budget Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	995,554	1,030,210	1,092,540	6.1%
Operating	20,186	45,230	39,430	-12.8%
Capital Outlay	-	-	-	-
Other	-	-	3,600	N/A
Division Total (\$)	1,015,740	1,075,440	1,135,570	5.6%

Administration and Budget Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Financial Administration and Budget	-	-	-	-
Division Total (\$)	-	-	-	-

Administration and Budget Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Financial Administration and Budget	5.0	5.0	5.0	0.0%
Regular Subtotal	5.0	5.0	5.0	0.0%
<i>Temporary</i>				
Financial Administration and Budget	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	5.0	5.0	5.0	0.0%

Significant Changes from FY 2023 to FY 2024

Operating costs decreased in Financial Administration and Budget by \$5,000 in consultant support for the financial system as part of the citywide reduction plan to support a flat tax rate in the forecast.

Other costs increased in Financial Administration and Budget by \$3,600 due to the reclassification of department's copier leases from the operating category.



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 Comprehensive Financial Report (ACFR), 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. This division serves as the liaison to the Financial Advisory Board.

Accounting and Control Division	Budget	\$1,301,360
	Regular FTE	7.5
	Temp FTE	0.0
Accounting and Audit	Budget	\$1,301,360
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Obtain an unmodified "clean" audit opinion* (Target: Yes)	Yes	Yes	-	Yes
* This is a new performance measure for FY 2024.				
Short Term Objectives	Planned Completion			
Fully implement GASB Statement No. 96 on subscription-based IT arrangements (SBITAs)	Q1 FY 2024			
Obtain the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY 2023 Annual Comprehensive Financial Report	Q4 FY 2024			

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of payroll payments voided due to Payroll error* (Target: 0%)	0%	0%	-	0%
* This is a new performance measure for FY 2024.				

Goal: Provide city vendors with timely and accurate remuneration

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of vendor payments voided due to Accounts Payable error* (Target: 0%)	0%	0%	-	0%
Average number of days to process and issue payments to vendors** (Target: ≤ 30)	4	30	4	≤ 30

* This is a new performance measure for FY 2024.

** Actual FY 2022 and Adopted FY 2024 represent entity-wide measures; Actual FY 2021 and Adopted FY 2023 represent Finance Department only.



Accounting and Control Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Accounting and Audit	1,239,657	1,269,500	1,301,360	2.5%
Division Total (\$)	1,239,657	1,269,500	1,301,360	2.5%

Accounting and Control Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	951,071	975,780	1,000,520	2.5%
Operating	266,110	272,720	265,840	-2.5%
Capital Outlay	-	-	-	-
Other	22,476	21,000	35,000	66.7%
Division Total (\$)	1,239,657	1,269,500	1,301,360	2.5%

Accounting and Control Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Accounting and Audit	-	-	-	-
Division Total (\$)	-	-	-	-

Accounting and Control Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Accounting and Audit	7.5	7.5	7.5	0.0%
Regular Subtotal	7.5	7.5	7.5	0.0%
<i>Temporary</i>				
Accounting and Audit	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	7.5	7.5	7.5	0.0%

Significant Changes from FY 2023 to FY 2024

Other costs increased by \$14,000, which represents a restoration of the payment to the Montgomery County Visitors Bureau for their share of the city's collected hotel tax revenue which had previously been reduced due 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	\$788,890
	Regular FTE	6.0
	Temp FTE	0.0
Utility Billing	Budget	\$788,890
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of customers registered with the online payment portal*	-	48%	-	60%
Percent of utility bills mailed on time (by 15th of the month)	100%	92%	100%	100%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Initiate a marketing campaign to increase adoption rate for use of online customer portal	Q2 FY 2024

Goal: Read Rockville water meters accurately and efficiently

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

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of meter readings estimated* (Target: ≤ 2%)	-	6%	-	≤ 2%
Percent of utility bill adjustments made for leaks (toilets, broken pipes, meter settings, etc.) *	-	91%	-	95%

* This is a new performance measure for FY 2024.



**Utility Billing Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Utility Billing	692,305	771,860	788,890	2.2%
Division Total (\$)	692,305	771,860	788,890	2.2%

**Utility Billing Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	573,476	596,760	617,390	3.5%
Operating	118,829	171,500	171,500	0.0%
Capital Outlay	-	3,600	-	-100.0%
Other	-	-	-	-
Division Total (\$)	692,305	771,860	788,890	2.2%

**Utility Billing Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Utility Billing	-	-	-	-
Division Total (\$)	-	-	-	-

**Utility Billing Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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 2023 to FY 2024**

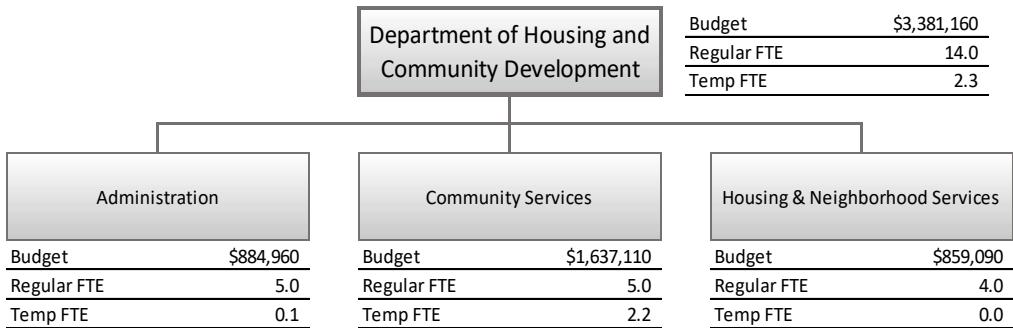
Capital outlay costs decreased by \$3,600 due to the removal of one-time computer equipment funding for the online utility billing system.



Department of Housing and Community Development

The Department of Housing and Community Development (HCD) 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.

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.



Fiscal Year 2023 Accomplishments

The COVID-19 pandemic has led to increases in city residents' needs for affordable housing, food, utility assistance, and 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. HCD works to recommend and implement policies and programs to address affordable housing needs, food insecurities, mental health, and opportunities for self-sufficiency. Throughout the pandemic, HCD led several COVID-19 relief measures, including a rent stabilization measure (for MPDUs) and rental assistance programming to ensure residents remained housed during the state of emergency. The long-term housing implications of the pandemic are yet to be determined. HCD will continue to monitor and advise the Mayor and Council appropriately. Below is a select list of activities and accomplishments for FY 2023.

- Launched a comprehensive rewrite of Chapters 18 (Landlord-Tenant Ordinance) and 13.5 (MPDU Ordinance) and the implementing regulations
- Began the procurement process for a human services needs assessment
- Collaborated with Rockville Housing Enterprises (RHE) and Montgomery County to facilitate the acquisition of a 121-unit residential community for preservation of the site as an affordable and mixed-income community. Advanced the allocation of \$1.8 million of the Housing Opportunities Funds towards the acquisition of the 121-unit community
- Secured additional funding from Montgomery County Department of Health and Human Services to meet the growing demand for mental health counseling services for youth
- Collaborated with the Department of Public Works to connect RHE with Maryland Energy Assistant Program EmPOWER Low-to-Moderate Income grant funds to retrofit affordable single-family home rental properties with energy efficiency upgrades
- Enhanced departmental website to include links to sites that offer additional educational material and support, such as The Substance Abuse and Mental Health Services Administration, Montgomery Public School System (MCPS)

HCD



Parent Academy, EveryMind, Montgomery County Department of Health and Human Services, and Maryland State services

- Launched Bank On Rockville to support financial literacy, capability, and access to safe and affordable transactional financial services for low-income residents
- Implemented electronic record keeping system for emergency assistance, human services, and counseling clients
- Hosted landlord-tenant symposiums for the residents and property manager/owners within the City of Rockville and an information session on the city's housing and supportive services programming—i.e., CDBG, senior services and programs, and mental health and other programs
- In collaboration with city departments and external partners, hosted the 2022 Rockville Goes Purple campaign
- Generated nearly \$167,000 in revenue to the Housing Opportunities Fund, the city's only designated affordable housing funding source
- Brought back traditional Holiday Drive event of food and toy distribution, and assisted 620 Rockville households
- Generated \$43,785 in monetary donations and \$42,500 in in-kind donations for Holiday Drive
- Collaborated with VisArts to utilize its grant funding for Rockville youth to participate in its arts program

Department of Housing and Community Development Fiscal Year 2024 Outlook

The impacts of the COVID-19 pandemic are anticipated to continue into FY 2024, necessitating the continued demand for affordable housing, food, utility assistance, and other basic human necessities. Consistent with the past several years, HCD will continue to recommend and implement policies and programs to address affordable housing needs, food insecurities, mental health, and opportunities for self-sufficiency. HCD will continue to monitor and advise the Mayor and Council appropriately. Below is a select list of forecasted activities for FY 2024.

- Continue the rewrite of Chapters 18 (Landlord-Tenant Ordinance) and 13.5 (MPDU Ordinance) and the implementing regulations
- Enroll and serve up to 10 households through Bank On Rockville to support financial literacy, capability, and access to safe and affordable transactional financial services for low-income residents
- Explore modifications to the Community Development Block Grant (CDBG) program to better align with programming and services that may be in more demand—i.e., funding first time homeowner activities
- Secure Mayor and Council approval for the restructuring of the REACH program, a city-funded first-time homebuyer program, and launch the city employee homeownership pilot program
- Conduct biannual training seminars to landlords and property managers with MPDUs
- Present to community associations and other community groups on HCD's programming and services
- Expand youth development programs by adding mentoring and youth development groups at middle school sites
- Provide quarterly educational seminars on mental health and wellbeing for all ages
- Provide screening and brief mental health and/or human service intervention and referral for services treatment
- Continue to collaborate with Rockville Housing Enterprises, Montgomery County, and other development partners to facilitate preservation and creation of affordable and mixed-income housing
- Continue to make impactful deployment of CDBG funds to housing providers to maintain their housing stock in safe and habitable conditions
- Provide education seminars on substance use and mental health for youth and parents as part of programming related to the Opioid Litigation Settlement funding for the city



Department of Housing and Community Development FY 2024 Adopted Expenditures by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration	730,374	828,080	884,960	6.9%
Community Services	1,421,337	1,550,510	1,637,110	5.6%
Housing & Neighborhood Services	808,191	881,350	859,090	-2.5%
Department Total (\$)	2,959,902	3,259,940	3,381,160	3.7%

Department of Housing and Community Development FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,718,358	1,832,730	1,960,730	7.0%
Operating	418,342	417,670	418,690	0.2%
Capital Outlay	-	-	-	-
Other	823,202	1,009,540	1,001,740	-0.8%
Department Total (\$)	2,959,902	3,259,940	3,381,160	3.7%

Department of Housing and Community Development FY 2024 Adopted Revenues by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration	-	-	-	-
Community Services	433,101	422,590	498,710	18.0%
Housing & Neighborhood Services	541,573	268,250	263,250	-1.9%
Department Total (\$)	974,674	690,840	761,960	10.3%

Significant Changes from FY 2023 to FY 2024

Personnel and operating costs and revenue increased in Community Services due to grant increases from Montgomery County DHHS to address the growing need for youth and family counseling services.



**Department of Housing and Community Development
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration	5.0	5.0	5.0	0.0%
Community Services	5.0	5.0	5.0	0.0%
Housing & Neighborhood Services	4.0	4.0	4.0	0.0%
Regular Subtotal	14.0	14.0	14.0	0.0%
<i>Temporary</i>				
Administration	0.1	0.1	0.1	0.0%
Community Services	1.8	1.8	2.2	22.2%
Housing & Neighborhood Services	-	-	-	-
Temporary Subtotal	1.9	1.9	2.3	21.1%
Department Total	15.9	15.9	16.3	2.5%

**Significant Changes from
FY 2023 to FY 2024**

Temporary FTEs increased in Youth Development and Family Services due to a grant increase from Montgomery County DHHS to address the growing need for youth and family counseling services.



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	\$884,960
	Regular FTE	5.0
	Temp FTE	0.1
Administration	Budget	\$884,960
	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

Short Term Objectives	Planned Completion
Conduct community meetings to provide information on available grant programs	Q4 FY 2024

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 of residents

Critical Success Factor(s): Safe and Livable Neighborhoods

Short Term Objectives	Planned Completion
Review Rockville Emergency Assistance Program (REAP) process to ensure efficiency in delivery of service	Q3 FY 2024
Review and analyze the first group of Bank On Rockville program participants	Q4 FY 2024

Goal: Ensure timely reporting and grant compliance

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

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Submit all required CDBG reports to County per schedule*	100%	100%	-	100%
Number of audit findings on CDBG program* (Target: 0)	-	-	-	0

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Review (pre-audit) project files for current year CDBG program for audit	Q2 FY 2024
Provide an overview of reporting requirements as part of grant kickoff meeting	Q3 FY 2024



Administration Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration	730,374	828,080	884,960	6.9%
Division Total (\$)	730,374	828,080	884,960	6.9%

Administration Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	655,035	692,140	738,700	6.7%
Operating	27,139	30,640	34,860	13.8%
Capital Outlay	-	-	-	-
Other	48,200	105,300	111,400	5.8%
Division Total (\$)	730,374	828,080	884,960	6.9%

Administration Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration	-	-	-	-
Division Total (\$)	-	-	-	-

Administration Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration	5.0	5.0	5.0	0.0%
Regular Subtotal	5.0	5.0	5.0	0.0%
<i>Temporary</i>				
Administration	0.1	0.1	0.1	0.0%
Temporary Subtotal	0.1	0.1	0.1	0.0%
Division Total	5.1	5.1	5.1	0.0%

Significant Changes from FY 2023 to FY 2024

Other costs increased in Administration by \$6,100 due to increasing city contributions to the Rockville Housing Enterprises and the reclassification of the department's copier leases from the operating category.



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 also 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 goodwill to families and individuals with lesser means and access.

Community Services		Budget	\$1,637,110
		Regular FTE	5.0
		Temp FTE	2.2
Caregiver Grants		Budget	\$753,490
		Regular FTE	0.0
		Temp FTE	0.0
Holiday Drive		Budget	\$60,000
		Regular FTE	0.0
		Temp FTE	0.0
Linkages to Learning		Budget	\$301,850
		Regular FTE	2.0
		Temp FTE	0.0
Youth Development and Family Services		Budget	\$521,770
		Regular FTE	3.0
		Temp FTE	2.2

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of participants enrolled in School and Community Youth Service (SCYS) programs* (Target: ≥ 150)	102	166	-	≥ 150
Percent of youth in SCYS mentoring and youth development programs who show improved functioning at school as shown by school reports* (Target: ≥ 75%)	50%	80%	-	≥ 75%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Outreach to 20 school counselors about program to solicit referrals of at-risk youth	Q4 FY 2024
Administer 10 enrichment, youth development, and counseling programs by age group	Q4 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of Linkages to Learning (LTL) case management clients who meet at least 50 percent of their goals (Target: $\geq 75\%$)	70%	70%	70%	70%
Percent of youth in counseling with the LTL program who show improved psychosocial functioning* (Target: $\geq 75\%$)	77%	84%	-	70%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Develop service plan and provide support to 100 percent of families in caseload needing access to DHHS social services	Q4 FY 2024
Develop treatment plan and provide appropriate therapy to 100 percent of students referred	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of Caregiver grants awarded	17	19	20	17

Short Term Objectives	Planned Completion
Provide 3 technical assistance sessions to support agencies who have questions about grant application	Q4 FY 2024



Community Services Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Caregiver Grants	717,377	773,530	753,490	-2.6%
Holiday Drive	48,713	55,000	60,000	9.1%
Linkages to Learning	233,974	276,640	301,850	9.1%
Youth Development and Family Services	421,273	445,340	521,770	17.2%
Division Total (\$)	1,421,337	1,550,510	1,637,110	5.6%

Community Services Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	587,802	613,450	697,370	13.7%
Operating	66,236	103,480	119,400	15.4%
Capital Outlay	-	-	-	-
Other	767,299	833,580	820,340	-1.6%
Division Total (\$)	1,421,337	1,550,510	1,637,110	5.6%

Community Services Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Caregiver Grants	-	-	-	-
Holiday Drive	76,177	35,000	35,000	0.0%
Linkages to Learning	203,210	226,430	249,660	10.3%
Youth Development and Family Services	153,714	161,160	214,050	32.8%
Division Total (\$)	433,101	422,590	498,710	18.0%

Significant Changes from FY 2023 to FY 2024

Personnel and operating costs and revenue increased in Youth Development and Family Services and Linkages to Learning due to grant increases from the Montgomery County DHHS to address the growing need for youth and family counseling services.

The Holiday Drive Cost Center includes an additional \$5,000 from the account's restricted reserves.



**Community Services Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Caregiver Grants	-	-	-	-
Holiday Drive	-	-	-	-
Linkages to Learning	2.0	2.0	2.0	0.0%
Youth Development and Family Services	3.0	3.0	3.0	0.0%
Regular Subtotal	5.0	5.0	5.0	0.0%
<i>Temporary</i>				
Caregiver Grants	-	-	-	-
Holiday Drive	-	-	-	-
Linkages to Learning	-	-	-	-
Youth Development and Family Services	1.8	1.8	2.2	22.2%
Temporary Subtotal	1.8	1.8	2.2	22.2%
Division Total	6.8	6.8	7.2	5.9%

**Significant Changes from
FY 2023 to FY 2024**

Temporary FTEs increased in Youth Development and Family Services due to a grant increase from the Montgomery County DHHS to address the growing need for youth and family counseling services.



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 such as condominium associations and homeowner's associations to help resolve issues between landlords, tenants, common ownership communities and their members, and business owners.

Housing and Neighborhood Services		Budget	\$859,090
		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	\$526,090
		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

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of households assisted under the CDBG Program	70	44	25	300
Percent of REAP referrals approved for emergency assistance*	100%	100%	-	90%
Percent of Home Energy Assistance Program (HEAP) referrals approved for assistance with energy-efficiency upgrades*	-	-	-	100%
Percent of Bridge Rental Assistance Program referrals approved for rent assistance*	83%	88%	-	85%

*This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Present Employee Homeownership Assistance Program proposal to the Mayor and Council	Q1 FY 2024

Goal: Facilitate and support community engagement and investment through volunteer opportunities, special events, festivals, 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of financial education workshops provided to low-income city residents*	-	-	-	13
Number of housing information sessions provided for city landlords, tenants, and homeowners*	3	3	-	4

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Present Bank On Rockville pilot outcomes and recommendations to the Mayor and Council	Q3 FY 2024



Housing and Neighborhood Services Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
CDBG	316,741	263,000	263,000	0.0%
Housing Opportunities	-	-	-	-
Housing Programs	484,027	548,350	526,090	-4.1%
REAP Endowment Fund	7,423	70,000	70,000	0.0%
Division Total (\$)	808,191	881,350	859,090	-2.5%

Housing and Neighborhood Services Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	475,521	527,140	524,660	-0.5%
Operating	324,967	283,550	264,430	-6.7%
Capital Outlay	-	-	-	-
Other	7,703	70,660	70,000	-0.9%
Division Total (\$)	808,191	881,350	859,090	-2.5%

Housing and Neighborhood Services Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
CDBG	339,242	263,000	263,000	0.0%
Housing Opportunities	159,511	-	-	-
Housing Programs	-	5,000	-	-100.0%
REAP Endowment Fund	42,820	250	250	0.0%
Division Total (\$)	541,573	268,250	263,250	-1.9%

Significant Changes from FY 2023 to FY 2024

Operating costs and revenue for MLK Day and Pride Month events were transferred out of Housing Programs to the City Manager's Office and the Department of Recreation and Parks.



**Housing and Neighborhood Services Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
CDBG	-	-	-	-
Housing Opportunities	-	-	-	-
Housing Programs	4.0	4.0	4.0	0.0%
REAP Endowment Fund	-	-	-	-
Regular Subtotal	4.0	4.0	4.0	0.0%
<i>Temporary</i>				
CDBG	-	-	-	-
Housing Opportunities	-	-	-	-
Housing Programs	-	-	-	-
REAP Endowment Fund	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	4.0	4.0	4.0	0.0%

**Significant Changes from
FY 2023 to FY 2024**

There were no significant changes.

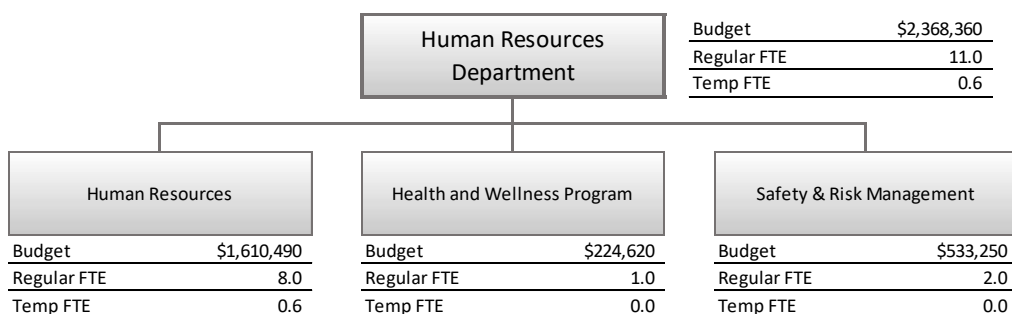




Human Resources Department

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 2023 Accomplishments

- Successfully implemented the results of a comprehensive classification and compensation study, which resulted in salary adjustments for 119 employees at a total cost of approximately \$570,000
- Ensured appropriate physical distancing to provide on-site influenza shots for 60+ employees
- Continued to work with the Mayor and Council on changes to the updated Personnel Policies and Procedures Manual
- Due to favorable claims development in our workers' compensation program, the city received more than \$750,000 in cash collateral returned from our prior carrier
- Hired a Talent Acquisition and Professional Development Manager to work closely with our internal departments and external stakeholders to find ways to recruit and retain well qualified individuals, focusing on positions critical to public safety
- Entered an agreement with a mental health professional to provide our sworn police personnel with screenings in compliance with the Maryland Police Accountability Act
- More than 69 percent of employees and their families participated in at least one wellness program or challenge through the city's online and mobile application wellness portal
- Successfully managed a project to install a fall arrest system at the city's Swim and Fitness Center facility – this involved the procurement and installation of a perimeter fall protection system which has been installed around the exterior perimeter of the roof to allow our employees and contractors to be protected from falling when working on the roof of the structure
- Implemented a recruitment and retention bonus for the AFSCME-represented refuse and recycling employees and sworn police officers below the rank of lieutenant to support the ability to compete with local organizations and attract top talent

Human Resources Department Fiscal Year 2024 Outlook

- The Human Resources Department will continue to focus resources on our recruitment and retention efforts for critical public safety and other hard to fill positions
- Conduct an internal customer service survey to better understand how we, as an internal service department, can best support our employees and departments
- Conduct a comprehensive benefits survey focused on better understanding the needs of our employees and their dependents, the long-term impact of the cost of healthcare, the cost share percentage between the city and employees, and potential plan and provider changes to mitigate future increases
- Increase employee participation in health and wellness related classes by eliminating fees charged to employees
- Develop and implement employee training for employees and supervisors on the applicable city policies regarding telework and how to effectively track and manage performance of teleworking employees
- Roll out additional in-person and hybrid training opportunities for employees and supervisors, including but not limited to courses focusing on harassment in the workplace, reasonable suspicion for drugs and alcohol, updates to personnel policies and procedures, telework policies and management, CPR, First-Aid and AED, and others
- Continue to identify methods to increase the diversity of the city's employee population
- After the Mayor and Council approve the Personnel Policy Manual (PPM) revisions, roll out training on the PPM revisions
- Complete the Compensation and Classification Study, and present results to the Mayor and Council for recommendations and consideration
- Rollout new HR software to eliminate paper and manual entry and improve upon the processing of employment-related records management
- Install a perimeter fall protection system on the roof of the Rockville Senior Center



Rockville employees on National Wear Red Day (February 2nd) to raise awareness of cardiovascular disease.



Human Resources Department FY 2024 Adopted Expenditures by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Human Resources	1,271,105	1,428,790	1,610,490	12.7%
Health and Wellness Program	180,746	226,590	224,620	-0.9%
Safety & Risk Management	387,433	379,560	533,250	40.5%
Department Total (\$)	1,839,284	2,034,940	2,368,360	16.4%

Human Resources Department FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,524,297	1,686,470	1,718,140	1.9%
Operating	314,987	348,470	526,110	51.0%
Capital Outlay	-	-	120,000	N/A
Other	-	-	4,110	N/A
Department Total (\$)	1,839,284	2,034,940	2,368,360	16.4%

Human Resources Department FY 2024 Adopted Revenues by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Human Resources	-	-	-	-
Health and Wellness Program	15,445	10,900	8,000	-26.6%
Safety & Risk Management	-	-	-	-
Department Total (\$)	15,445	10,900	8,000	-26.6%

Human Resources Department FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Human Resources	9.0	9.0	8.0	-11.1%
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	11.0	-8.3%
<i>Temporary</i>				
Human Resources	-	-	0.6	N/A
Health and Wellness Program	-	-	-	-
Safety & Risk Management	-	-	-	-
Temporary Subtotal	-	-	0.6	N/A
Department Total	12.0	12.0	11.6	-3.3%

Significant Changes from FY 2023 to FY 2024

Human Resources Division regular FTEs decreased, with associated personnel costs, due to a 1.0 FTE Human Resources Associate being unfunded. This was partially offset by temporary FTEs increasing by 0.6, with associated personnel costs. Operating costs increased by \$150,000 for a Compensation and Classification study, and by \$33,300 for improved human resources software, and other costs increased by \$4,110 due to funding for the Department's copier leases having been consolidated in this Division and reclassified from the operating category.

Health and Wellness Program Division revenues decreased in by \$2,900 in wellness program fees due to offering free lunchtime exercise classes as a pilot program.

Safety & Risk Management capital outlay costs increased by \$120,000 for perimeter fall protection for rooftop areas of the Senior Center where employees and contractors are at-risk of falling.



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	\$1,610,490
	Regular FTE	8.0
	Temp FTE	0.6
Human Resources	Budget	\$1,610,490
	Regular FTE	8.0
	Temp FTE	0.6

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of benefitted city FTE's per Human Resources Division FTE, excluding the General Services Aide FTE*	65	66	-	77
Number of temporary employees per Human Resources Division FTE, excluding the General Services Aide FTE*	55	82	-	99
Percent of employees satisfied with new-hire orientation process* (Target: ≥ 90%)	-	-	-	≥ 75%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Develop online survey tool to capture employee satisfaction with new-hire orientation process	Q1 FY 2024
Complete the Compensation and Classification Study and present results to the Mayor and Council	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Average number of days to fill a position (date of vacancy until position filled) (Target: < 90)	120	146	≤ 100	≤ 130
Average number of applications received per external vacancy (Target: > 100)	130	32	165	≥ 50
Employee turnover rate	27%	7%	7%	15%

Short Term Objectives	Planned Completion
Increase the number of applications received through use of online recruiting resources	Q2 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of grievances resolved without arbitration (Target: 100%)	100%	100%	100%	100%
Short Term Objectives				Planned Completion
Provide ongoing supervisor training on common labor law items, including harassment				Q2 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of employees satisfied with benefits offered* (Target: ≥ 90%)	-	-	-	70%
<i>* This is a new performance measure for FY 2024.</i>				
Short Term Objectives				Planned Completion
Conduct a comprehensive benefits survey to understand employee satisfaction with current benefits offered				Q1 FY 2024

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

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of employee appraisals completed on time* (Target: ≥ 80%)	40%	32%	-	≥ 50%
Number of city employees participating in internal training events* (Target: ≥ 500)	502	385	-	≥ 400
Percent of participants satisfied with training courses offered* (Target: ≥ 90%)	-	-	-	≥ 80%
<i>* This is a new performance measure for FY 2024.</i>				
Short Term Objectives				Planned Completion
Increase the percentage of employee appraisals completed on time through training and coaching				Q1 FY 2024
Development of online satisfaction survey to be completed after each training course offering				Q2 FY 2024



Human Resources Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Human Resources	1,271,105	1,428,790	1,610,490	12.7%
Division Total (\$)	1,271,105	1,428,790	1,610,490	12.7%

Human Resources Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,092,869	1,236,770	1,226,720	-0.8%
Operating	178,236	192,020	379,660	97.7%
Capital Outlay	-	-	-	-
Other	-	-	4,110	N/A
Division Total (\$)	1,271,105	1,428,790	1,610,490	12.7%

Human Resources Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Human Resources	-	-	-	-
Division Total (\$)	-	-	-	-

Human Resources Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Human Resources	9.0	9.0	8.0	-11.1%
Regular Subtotal	9.0	9.0	8.0	-11.1%
<i>Temporary</i>				
Human Resources	-	-	0.6	N/A
Temporary Subtotal	-	-	0.6	N/A
Division Total	9.0	9.0	8.6	-4.4%

Significant Changes from FY 2023 to FY 2024

Regular FTEs decreased in Human Resources, with associated personnel costs, due to a 1.0 FTE Human Resources Associate being unfunded. This was partially offset by temporary FTEs increasing by 0.6, with associated personnel costs.

Operating costs increased by \$150,000 for a Compensation and Classification study, and by \$33,300 for improved human resources software.

Other costs increased by \$4,110 due to funding for the Department's copier leases having been consolidated in this Division and reclassified to this category from the operating category.



Health and Wellness Division

The purpose of the city's employee wellness program, LiveWell, is to improve the health and wellbeing of employees in an effort to create a positive work environment and contain or reduce health-related costs for the city and employees. Through various organizational practices, policies and creative programming, LiveWell empowers employees with health education and lifestyle skills, enabling them to achieve their best possible health both at work and at home. The program addresses all aspects of wellbeing, including physical, emotional, and mental health, specifically offering resources and tools to help achieve a healthy weight, increase physical activity, adopt tobacco-free lifestyles, manage stress, anxiety, chronic illness, and more. Through these efforts, LiveWell contributes towards building a healthy, productive workforce at the city, provides a valuable, tangible employee benefit and aims to optimize performance and productivity so employees can better serve the residents of Rockville.

Health and Wellness Program Division	Budget	\$224,620
	Regular FTE	1.0
	Temp FTE	0.0
Health and Wellness Program	Budget	\$224,620
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of city employees participating in city-sponsored health assessment (Target: ≥ 50%)	48%	47%	48%	48%
Percent of city employees participating in wellness programs (results based on calendar year) (Target: ≥ 70%)	71%	70%	≥ 70%	≥ 70%

Short Term Objectives	Planned Completion
Promote wellness program offerings monthly via multiple communication mediums to increase exposure and engage family members (emails, home mailings, Tool Box talks, printed materials, in-person, social media, etc.)	Q4 FY 2024
Engage employees with group/team challenges bi-annually to increase engagement and participation	Q4 FY 2024



**Health and Wellness Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Health and Wellness Program	180,746	226,590	224,620	-0.9%
Division Total (\$)	180,746	226,590	224,620	-0.9%

**Health and Wellness Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	118,809	122,080	128,110	4.9%
Operating	61,937	104,510	96,510	-7.7%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	180,746	226,590	224,620	-0.9%

**Health and Wellness Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Health and Wellness Program	15,445	10,900	8,000	-26.6%
Division Total (\$)	15,445	10,900	8,000	-26.6%

**Health and Wellness Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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%

**Significant Changes from
FY 2023 to FY 2024**

Operating costs decreased by \$8,000 in wellness programming as part of the citywide reduction plan to support a flat tax rate in the forecast.

Revenues decreased by \$2,900 in wellness program fees due to offering free lunchtime exercise classes as a pilot program.



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	\$533,250
	Regular FTE	2.0
	Temp FTE	0.0
Safety & Risk Management Division	Budget	\$533,250
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Average cost of worker's compensation claims received (Target: ≤ \$6,000)	\$13,304**	\$4,355	< \$7,000	≤ \$10,000
Percent of worker's compensation claims below \$100,000* (Target: ≥ 98%)	96.7%	100%	-	≥ 95%

* This is a new performance measure for FY 2024.

** Was reported as \$7,709 in the FY 2023 Adopted budget document. As claims develop the costs increase over time until closure.

Short Term Objectives	Planned Completion
Continue ongoing efforts to reduce overall claim costs through the awarding of a new agreement for occupational medical and urgent care services contract	Q1 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
OSHA incident rate (Target: ≤ 5.0)	5.3	3.5	≤ 5.0	≤ 5.0
Percent compliance with safety inspections* (Target: ≥ 90%)	86%	88%	-	≥ 90%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Engage insurance consultant services to prepare for the transition to fully self-insured workers' compensation insurance program	Q1 FY 2024



Safety and Risk Management Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Safety & Risk Management	387,433	379,560	533,250	40.5%
Division Total (\$)	387,433	379,560	533,250	40.5%

Safety and Risk Management Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	312,619	327,620	363,310	10.9%
Operating	74,814	51,940	49,940	-3.9%
Capital Outlay	-	-	120,000	N/A
Other	-	-	-	-
Division Total (\$)	387,433	379,560	533,250	40.5%

Safety and Risk Management Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Safety & Risk Management	-	-	-	-
Division Total (\$)	-	-	-	-

Safety and Risk Management Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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%

Significant Changes from FY 2023 to FY 2024

Capital outlay costs increased by \$120,000 for perimeter fall protection for rooftop areas of the Senior Center where employees are at-risk of falling.



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	\$5,574,920
		Regular FTE	19.0
		Temp FTE	0.0
IT Operations		Budget	\$3,681,170
		Regular FTE	15.0
		Temp FTE	0.0
GIS Operations		Budget	\$272,910
		Regular FTE	1.0
		Temp FTE	0.0
IT Security		Budget	\$767,110
		Regular FTE	2.0
		Temp FTE	0.0
Voice Communications		Budget	\$853,730
		Regular FTE	1.0
		Temp FTE	0.0

Fiscal Year 2023 Accomplishments

- Migrated the IT Service Desk software for improved service delivery and more efficient change management
- Provided primary support to city staff with facilitating over 7,396 virtual meetings across 408,370 minutes from 7/1/22 to 5/31/23
- Extended implementation of hybrid meeting functionality to over 12 meeting rooms located in 5 high traffic recreation and community centers
- Completed the telecom system software upgrade
- Implemented a safety and alerting system to notify staff at City Hall of emergency situations via desk phones, mobile phones, computers, or panic buttons
- Completed the America's Water Infrastructure Act – AWIA Risk and Resilience Assessment, including a cybersecurity evaluation tool assessment which identified vulnerabilities that informed the security improvements at our Water Treatment Plant and SCADA system
- Implemented network segmentation and segregation to filter network traffic, control access to networks, and protect against unauthorized communications between applications and services in different site networks
- Implemented multi-factor authentications including integration with 7 applications and deployment to over 700 staff
- Implemented a tool for data classification, compliance management, data security posture management, data loss protection, and ransomware protection, with IT Security providing on-going monitoring and investigation of alerts for this tool
- Designed and implemented new network design, firewall, and circuit for Rockville 11
- Designed and implemented the network components of the new traffic light management system
- Completed multiple network reconfigurations in support of Water Treatment Plant construction
- Developed requirements and evaluated Water Treatment Plant security tools for the SCADA Cybersecurity (UA23) project
- Delivered cybersecurity training to all city staff. In addition to the tri-annual requirements, security staff provided non-native speaker guidance, special contents seminars geared to staff FAQs, phishing and vishing testing, and special training sessions for seasonal and temporary employees



- Responded to approximately 2,100 phishing attacks (containment, research, and eradication)
- Maintained the IT plans for business continuity and disaster recovery, including coordination of quarterly testing and citywide drill
- Migrated 3,500 business addresses from the legacy permit plan system to GIS, developed a business workflow to manage new business addresses, and created an easy-to-use app to allow inspectors to verify and modify business addresses in the field
- Improved automatic vehicle localization (AVL) for snow operations: since the city upgraded the radio network from analog to digital in early 2022, the city's fleet is tracked in real time
- Partnered with CPDS to create a development watch application map to centralize official plan documents that are associated with a development watch project, to help ease the workload of CPDS staff and more easily provide information for MPIA requests
- Utilized robotic process automation to bulk create 4,329 folders in SharePoint for the new stormwater management facility asset management system's database
- Implemented a new agenda management system for the legislative body

Information Technology Department Fiscal Year 2024 Outlook

In FY 2024, the Department of Information Technology will be focused on six important missions:

1. Leverage artificial intelligence and intelligent automation for cybersecurity and digital workflows
2. Build integration capabilities that foster and support enterprise service management
3. Audit printing devices, accessories, and consumables to standardize and consolidate print services, streamline print operations, improve performance, reduce costs, and improve environmental sustainability
4. Initiate the upgrade of our core Financial, HR, and Procurement systems to CGI Advantage 4.0, and the migration from on-premises to managed cloud services (GA21)
5. Initiate the replacement of our data center and disaster recovery infrastructure (GB21)
6. Successfully complete the replacement of core systems and security enhancement at the Water Treatment Plant (UA23)

Our technology vision for FY 2024 is focused on the following:

- Leveraging technology as a core business capability and pursuing new possibilities
- Aligning business, operations, and technology strategies
- Delivering business and customer outcomes through collaboration
- Provisioning cloud capacity, applications, and services on demand
- Serving the day-to-day technology needs of our staff, residents, and stakeholders



**Information Technology Department
FY 2024 Adopted Expenditures by Division**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
IT Operations	3,660,531	3,445,300	3,681,170	6.8%
GIS Operations	124,575	244,140	272,910	11.8%
IT Security	444,272	915,070	767,110	-16.2%
Voice Communications	815,469	850,760	853,730	0.3%
Department Total (\$)	5,044,847	5,455,270	5,574,920	2.2%

**Information Technology Department
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	3,016,661	3,250,280	3,214,390	-1.1%
Operating	1,637,313	2,052,310	2,171,460	5.8%
Capital Outlay	390,873	152,680	189,070	23.8%
Other	-	-	-	-
Department Total (\$)	5,044,847	5,455,270	5,574,920	2.2%

**Information Technology Department
FY 2024 Adopted Revenues by Division**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
IT Operations	-	-	-	-
GIS Operations	-	-	-	-
IT Security	-	-	-	-
Voice Communications	-	-	-	-
Department Total (\$)	-	-	-	-

**Significant Changes from
FY 2023 to FY 2024**

IT Operations operating costs increased by \$100,000 for operating cost impacts for asset management software associated with the Core Financial, HR, & Procurement ERP (GA21) CIP project and \$35,880 for contractual increases, and capital outlay costs increased by \$36,390 for one-time computer equipment replacement funding based on replacement cycles, largely due to laptop replacements and inflationary increases.

IT Security personnel costs decreased due to a 1.0 regular FTE Information Systems Security Engineer being unfunded.



**Information Technology Department
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
IT Operations	16.0	15.0	15.0	0.0%
GIS Operations	1.0	1.0	1.0	0.0%
IT Security	2.0	3.0	2.0	-33.3%
Voice Communications	1.0	1.0	1.0	0.0%
Regular Subtotal	20.0	20.0	19.0	-5.0%
<i>Temporary</i>				
IT Operations	-	-	-	-
GIS Operations	-	-	-	-
IT Security	-	-	-	-
Voice Communications	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	20.0	20.0	19.0	-5.0%

**Significant Changes from
FY 2023 to FY 2024**

IT Security regular FTEs decreased by 1.0, with associated personnel cost decreases, due to a 1.0 regular FTE Information Systems Security Engineer being unfunded.



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	\$3,681,170
	Regular FTE	15.0
	Temp FTE	0.0
IT Operations	Budget	\$3,681,170
	Regular FTE	15.0
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
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%
Employee timekeeping system	99.9%	99.9%	99.9%	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%
Short Term Objectives				Planned Completion
Upgrade employee timekeeping system				Q2 FY 2024
Migrate asset management services to cloud-based system				Q3 FY 2024
Initiate upgrade of Financial, HR, and Procurement ERP system (GA21)				Q4 FY 2024

Goal: Provide the city with stable, expandable, energy-efficient IT infrastructure

Critical Success Factor(s): Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
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%)	15%	17%	25%	12%
Number of IT infrastructure devices (i.e., physical and virtual servers, routers, switches, etc.) supported per Infrastructure team FTE*	173	191	-	230
Short Term Objectives				Planned Completion
Partner with HR staff to create customized onboarding forms				Q1 FY 2024
Complete scheduled network equipment upgrades				Q4 FY 2024

* This is a new performance measure for FY 2024.



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of user endpoints/hardware devices (i.e., desktops, laptops, tablets, etc.) supported per End User Support team FTE*	216	232	-	265
Number of help desk tickets addressed*	-	-	-	4,416

* This is a new performance measure for FY 2024.



**IT Operations Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
IT Operations	3,660,531	3,445,300	3,681,170	6.8%
Division Total (\$)	3,660,531	3,445,300	3,681,170	6.8%

**IT Operations Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	2,499,245	2,503,480	2,571,080	2.7%
Operating	770,413	789,140	921,020	16.7%
Capital Outlay	390,873	152,680	189,070	23.8%
Other	-	-	-	-
Division Total (\$)	3,660,531	3,445,300	3,681,170	6.8%

**IT Operations Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
IT Operations	-	-	-	-
Division Total (\$)	-	-	-	-

**IT Operations Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
IT Operations	16.0	15.0	15.0	0.0%
Regular Subtotal	16.0	15.0	15.0	0.0%
<i>Temporary</i>				
IT Operations	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	16.0	15.0	15.0	0.0%

**Significant Changes from
FY 2023 to FY 2024**

Operating costs increased by \$100,000 for operating cost impacts for asset management software associated with the Core Financial, HR, & Procurement ERP (GA21) CIP project and by \$35,880 for contractual increases.

Capital outlay costs increased by \$36,390 for one-time computer equipment replacement funding based on replacement cycles. This is largely due to laptop replacements and inflationary increases.



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	\$272,910
	Regular FTE	1.0
	Temp FTE	0.0
GIS Operations Division	Budget	\$272,910
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of GIS help and production requests per GIS Operations FTE	79	44	30	51
GIS Website uptime* (Target: 99.7%)	99.7%	99.8%	-	≥ 99.7%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Upgrade GIS software and server	Q4 FY 2024



**GIS Operations Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
GIS Operations	124,575	244,140	272,910	11.8%
Division Total (\$)	124,575	244,140	272,910	11.8%

**GIS Operations Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	52,558	168,290	196,760	16.9%
Operating	72,017	75,850	76,150	0.4%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	124,575	244,140	272,910	11.8%

**GIS Operations Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
GIS Operations	-	-	-	-
Division Total (\$)	-	-	-	-

**GIS Operations Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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%

**Significant Changes from
FY 2023 to FY 2024**

There were no significant changes.



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 CIP that are not otherwise assigned to the IT Operations Division.

IT Security Division	Budget	\$767,110
	Regular FTE	2.0
	Temp FTE	0.0
IT Security	Budget	\$767,110
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Firewall uptime recorded (Target: 99.7%)	99.9%	100%	≥ 99.7%	99.7%
Threat intelligence uptime recorded (Target: 99.7%)	99.9%	100%	≥ 99.7%	99.7%
Short Term Objectives				Planned Completion
Update IT security policies				Q4 FY 2024
Offer additional security-related training materials to increase employee security awareness				Q4 FY 2024



**IT Security Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
IT Security	444,272	915,070	767,110	-16.2%
Division Total (\$)	444,272	915,070	767,110	-16.2%

**IT Security Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	340,119	448,900	313,110	-30.2%
Operating	104,153	466,170	454,000	-2.6%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	444,272	915,070	767,110	-16.2%

**IT Security Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
IT Security	-	-	-	-
Division Total (\$)	-	-	-	-

**IT Security Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
IT Security	2.0	3.0	2.0	-33.3%
Regular Subtotal	2.0	3.0	2.0	-33.3%
<i>Temporary</i>				
IT Security	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	2.0	3.0	2.0	-33.3%

**Significant Changes from
FY 2023 to FY 2024**

Regular FTEs decreased by 1.0, with associated personnel cost decreases, due to a 1.0 regular FTE Information Systems Security Engineer being unfunded.



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	\$853,730
	Regular FTE	1.0
	Temp FTE	0.0
Voice Communications	Budget	\$853,730
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of voice communications devices supported per FTE (i.e. VOIP telephones, cell phones, analog devices, etc.) *	635	630	-	621
Number of voice and information mailboxes supported	656	655	664	664
Number of telephone data circuits supported	6	6	6	6
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%)	1.3%	1.3%	3.1%	2.8%

* This is a new performance measure for FY 2024.



**Voice Communications Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Voice Communications	815,469	850,760	853,730	0.3%
Division Total (\$)	815,469	850,760	853,730	0.3%

**Voice Communications Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	124,739	129,610	133,440	3.0%
Operating	690,730	721,150	720,290	-0.1%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	815,469	850,760	853,730	0.3%

**Voice Communications Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Voice Communications	-	-	-	-
Division Total (\$)	-	-	-	-

**Voice Communications Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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 2023 to FY 2024**

There were no significant changes.





Police Department

In collaboration with our community stakeholders, the Police Department protects and promotes community safety and resiliency, ensures the safe and orderly movement of traffic, and seeks solutions to problems that create fear or harm 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 is 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		Budget	\$14,181,170
		Regular FTE	91.0
		Temp FTE	0.0
Office of the Chief of Police		Budget	\$993,260
		Regular FTE	4.0
		Temp FTE	0.0
Administrative Services Bureau		Budget	\$3,936,250
		Regular FTE	24.0
		Temp FTE	0.0
Field Services Bureau		Budget	\$9,251,660
		Regular FTE	63.0
		Temp FTE	0.0

Fiscal Year 2023 Accomplishments

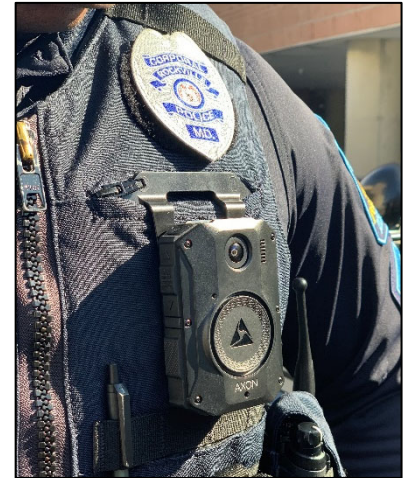
- Officers continued to receive and complete all required Maryland Police Training as mandated by the State annually, to include annual firearms training, Emergency Vehicle Operator training, and Crisis Intervention Training
- Developed a shift deployment plan for patrol division personnel to maximize operational efficiency, providing the highest level of service to our community, while simultaneously promoting officer safety and work-life balance
- Successfully implemented hiring bonuses for both entry level and sworn police officer applicants and awarded retention bonuses to current sworn personnel
- Restructured the Field Services Bureau with a delineated chain of command to promote accountability and increase overall operational efficiency
- One officer was promoted to the rank of Sergeant, two Sergeants were promoted to the rank of Lieutenant, and one Major was promoted to the rank of Deputy Chief
- Continued to maintain CALEA Accreditation by successfully completing the second of a four-year assessment cycle
- Six police officers were honored during the 33rd annual Rockville Public Safety Awards
- Hosted a variety of community policing oriented events throughout the city to include the successful Community Open House, Halloween Boo Bash, Coffees with a Cop, and National Night Out with over 20 city communities and neighborhoods participating
- Upgraded approximately 300 parking meters with smart meter technology
- Hosted RCPD's first ever Gun Buy Back event at the RCPD station in partnership with the Montgomery County State's Attorney's Office and Montgomery County Public Schools, offering gift cards to the public in exchange for turning in unwanted firearms. This event collected approximately 300 firearms, which were later destroyed
- Hosted two on-site hiring events at the Thomas Farm Community Center, resulting in the hiring of 12 officers



Police Department Fiscal Year 2024 Outlook

Body Worn Camera System

RCPD will be transitioning to a new body worn camera system. This project was funded in FY 2023 and is expected to be implemented mid-FY 2024. This new technology will decrease technical issues and concerns for officers and provide a more seamless, reliable body worn camera system. Body worn camera systems attach to the officer's clothing as seen in the picture to the right.



Compliance with Maryland Police Accountability Laws

With the establishment of the Maryland Police Accountability Act and the creation of the new Police Accountability Board (PAB) in Montgomery County, RCPD will work to stay in compliance with these new laws as well as maintain a transparent, cooperative, and cohesive relationship with County and State entities as we navigate any accountability/discipline related issues regarding our sworn personnel.

Recruitment & Retention



As law enforcement agencies all over the Country have seen a decline in police officer applicants and more officers leaving the profession, RCPD has not been immune to the current dynamic. RCPD looks forward to focusing much of our efforts on continuing to recruit a high caliber of diverse applicants to our agency and expects to be back to full sworn staffing levels by FY 2025. In addition, RCPD benchmarked regionally and nationally to develop incentives that attract and retain the best and brightest in the talent-rich DC Metropolitan area. The FY 2024 budget includes funds for new on-call pay and increases to night differential and field training officer pay.

In the picture on the left, a recently hired police officer is sworn in and welcomed to the City of Rockville by Chief Brito.

Community Oriented Policing Programs & Events

RCPD will continue to grow and engage our community with positive interactions and opportunities for our residents to get to know us. With our newly implemented Community Engagement Unit we will expand our outreach and efforts through the annual community events – Drug Take Back Day, Coffees with a Cop, and Community Open House. RCPD will be bringing back the Community Police Academy, which has not been held since 2019, and plans to bring additional events and activities for our officers to engage with residents of all ages in Rockville. In the photo to the right, children pose with Sgt. Baquero of the RCPD Community Services and Engagement team during the annual RCPD Community Open House.





Police Department FY 2024 Adopted Expenditures by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Chief of Police	933,341	1,048,770	993,260	-5.3%
Administrative Services Bureau	3,314,930	3,709,410	3,936,250	6.1%
Field Services Bureau	7,865,220	8,856,150	9,251,660	4.5%
Department Total (\$)	12,113,491	13,614,330	14,181,170	4.2%

Police Department FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	10,356,268	11,184,960	11,549,240	3.3%
Operating	1,756,878	2,376,570	2,553,450	7.4%
Capital Outlay	345	52,800	69,600	31.8%
Other	-	-	8,880	N/A
Department Total (\$)	12,113,491	13,614,330	14,181,170	4.2%

Police Department FY 2024 Adopted Revenues by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Chief of Police	18,155	8,450	8,450	0.0%
Administrative Services Bureau	2,606,047	3,588,300	3,588,300	0.0%
Field Services Bureau	723,354	778,000	809,450	4.0%
Department Total (\$)	3,347,556	4,374,750	4,406,200	0.7%

Significant Changes from FY 2023 to FY 2024

Personnel costs in the Office of the Chief of Police decreased due to the transfer of a 1.0 FTE Emergency Manager position to the City Manager's Office. Personnel costs in the Field Services Bureau include the addition of on-call pay as well as increases to night differential and field training officer pay for sworn personnel.

Operating costs in the Administrative Services Bureau increased due to additional funds required for animal review hearings and the city's parking meter services contract.

The Field Services Bureau budget includes one-time funding totaling \$165,540 in the operating and capital outlay categories to outfit six new police vehicles.

The other category budget includes funds for the Department's copier leases which have been reclassified from the operating category.



**Police Department
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Office of the Chief of Police	5.0	5.0	4.0	-20.0%
Administrative Services Bureau	22.5	24.0	24.0	0.0%
Field Services Bureau	63.0	63.0	63.0	0.0%
Regular Subtotal	90.5	92.0	91.0	-1.1%
<i>Temporary</i>				
Office of the Chief of Police	-	-	-	-
Administrative Services Bureau	-	-	-	-
Field Services Bureau	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	90.5	92.0	91.0	-1.1%

**Significant Changes from
FY 2023 to FY 2024**

A 1.0 FTE Emergency Manager was transferred to the City Manager's Office for FY 2024.



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	\$993,260
	Regular FTE	4.0
	Temp FTE	0.0
Office of the Chief of Police	Budget	\$993,260
	Regular FTE	4.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Recruit and retain highly qualified applicants 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent vacancy rate experienced for sworn officer positions*	-	-	-	5%
Percent of officers employed with RCPD with three or more years of service*	-	-	-	67%

*This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Continue to use creative and innovative recruiting methods and strategies to attract high quality police officer candidates and ensure the agency is at full staffing levels	Q4 FY 2024

Goal: Ensure transparent and accountable policing policies and practices

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

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of Fair and Impartial Policing training events hosted to enhance collaborative partnership with community members	2	0	3	1

Short Term Objectives	Planned Completion
Schedule a Fair and Impartial Police Training Event with Rockville Community (none conducted in FY 2022 or FY 2023 due to training staff availability)	Q2 FY 2024



**Office of the Chief of Police
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Chief of Police	933,341	1,048,770	993,260	-5.3%
Division Total (\$)	933,341	1,048,770	993,260	-5.3%

**Office of the Chief of Police
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	864,424	877,440	810,260	-7.7%
Operating	68,917	171,330	174,440	1.8%
Capital Outlay	-	-	-	-
Other	-	-	8,560	N/A
Division Total (\$)	933,341	1,048,770	993,260	-5.3%

**Office of the Chief of Police
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Office of the Chief of Police	18,155	8,450	8,450	0.0%
Division Total (\$)	18,155	8,450	8,450	0.0%

**Office of the Chief of Police
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Office of the Chief of Police	5.0	5.0	4.0	-20.0%
Regular Subtotal	5.0	5.0	4.0	-20.0%
<i>Temporary</i>				
Office of the Chief of Police	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	5.0	5.0	4.0	-20.0%

**Significant Changes from
FY 2023 to FY 2024**

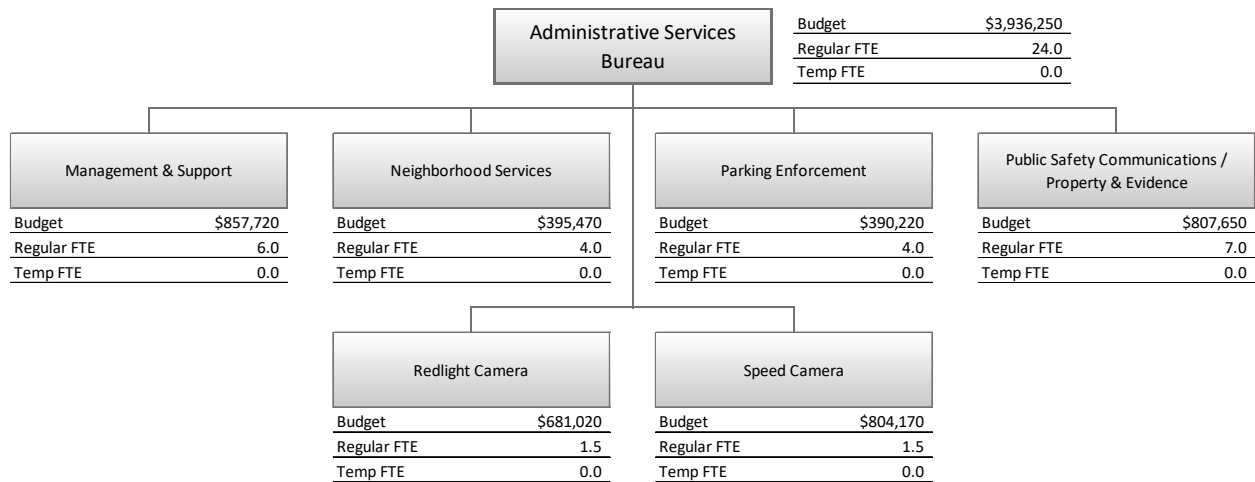
A 1.0 FTE Emergency Manager and related personnel costs were transferred to the City Manager's Office for FY 2024.

The other category budget includes funds for the Department's copier leases which have been consolidated in this Division and reclassified from the operating category.



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Average response time for non-priority calls for service from time dispatched to arrival on the scene (Target: ≤ 12 minutes)	12 minutes	10 minutes	≤ 12 minutes	≤ 12 minutes
Average response time for priority calls for service from time dispatched to arrival on the scene (Target: ≤ 6 minutes)	6 minutes	5 minutes	≤ 6 minutes	≤ 6 minutes

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent compliance with property evidence records on all property and evidence inspections (Target: 100%)	100%	100%	100%	100%
Percent of property/evidence items processed within three business days of receipt (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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent compliance with all national accreditation standards mandated by the Commission on Accreditation for Law Enforcement Agencies (CALEA) (Target: 100%)	100%	100%	100%	100%
Short Term Objectives				Planned Completion
Prepare departmental CALEA standards for the first year review of the new four-year cycle				4Q FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of and actual percent change in animal control calls for service	1,841 -2%	2,466 +34%	2,000	2,500
Number of and actual percent change in animal licenses issued	2,125 +22%	2,093 -2%	2,200	2,200
Number of public education presentations completed regarding pets and ownership (Target: > 10)	0*	0*	6	6
<i>*No public presentations were given due to the ongoing COVID-19 pandemic.</i>				
Short Term Objectives				Planned Completion
Work with the Office of the City Attorney to update department standard operating procedures and review/update the city's Animal Control Ordinance				1Q FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of and actual percent change in parking citations issued	8,700 +7%	9,019 +4%	10,450	10,500

Goal: Foster an environment of safety for motorists, bicyclists, and pedestrians

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of and actual percent change in redlight camera citations	12,725 -41%*	7,061 -45%*	17,900	17,900
Number of and actual percent change in speed camera citations	33,311 +11%	34,364 +3%	37,500	37,500
<i>*FY 2021 and FY 2022 actuals were lower than expected due to equipment problems. A new contract allowing for the replacement of the older equipment went into place mid-FY 2023, with equipment replacement expected by early FY 2024.</i>				
Short Term Objectives				Planned Completion
Work with photo enforcement vendor to ensure all equipment upgrades are in place according to contract timelines and specifications				1Q FY 2024



Administrative Services Bureau FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management & Support	571,653	746,790	857,720	14.9%
Neighborhood Services	325,909	362,980	395,470	9.0%
Parking Enforcement	486,418	347,610	390,220	12.3%
Public Safety Communications / Property & Evidence	789,112	806,620	807,650	0.1%
Redlight Camera	384,584	662,230	681,020	2.8%
Speed Camera	757,254	783,180	804,170	2.7%
Division Total (\$)	3,314,930	3,709,410	3,936,250	6.1%

Administrative Services Bureau FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	2,053,135	2,272,850	2,478,440	9.0%
Operating	1,261,450	1,435,060	1,455,990	1.5%
Capital Outlay	345	1,500	1,500	0.0%
Other	-	-	320	N/A
Division Total (\$)	3,314,930	3,709,410	3,936,250	6.1%

Administrative Services Bureau FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management & Support	13,375	21,000	21,000	0.0%
Neighborhood Services	61,819	65,000	65,000	0.0%
Parking Enforcement	761,932	659,800	659,800	0.0%
Public Safety Communications / Property & Evidence	-	-	-	-
Redlight Camera	508,808	1,342,500	1,342,500	0.0%
Speed Camera	1,260,113	1,500,000	1,500,000	0.0%
Division Total (\$)	2,606,047	3,588,300	3,588,300	0.0%

Significant Changes from FY 2023 to FY 2024

This Division's operating category budget increased due to additional funds required for animal review hearings in Neighborhood Services, and a rise in the cost of the city's parking meter services contract in Parking Enforcement.



**Administrative Services Bureau
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Management & Support	4.5	6.0	6.0	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	24.0	24.0	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	24.0	24.0	0.0%

**Significant Changes from
FY 2023 to FY 2024**

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, investigations, and enforcement of State and city laws. The Bureau consists of two operational divisions: Patrol and Special Operations. The Patrol Division is responsible for providing primary response and preliminary investigation for police events within the city. The Special Operations Division, which includes the Criminal Investigations Unit, Community Services Unit (Community Policing Officers, Community Engagement Officers), K-9 Unit, and the Crime Analyst, works to supplement patrol by providing additional resources to investigate and nullify crime.

Field Services Bureau		Budget	\$9,251,660
		Regular FTE	63.0
		Temp FTE	0.0
Management & Support		Budget	\$1,107,410
		Regular FTE	1.0
		Temp FTE	0.0
Community Services Office		Budget	\$116,090
		Regular FTE	1.0
		Temp FTE	0.0
Patrol Teams		Budget	\$6,702,690
		Regular FTE	51.0
		Temp FTE	0.0
Special Operations Unit		Budget	\$1,325,470
		Regular FTE	10.0
		Temp FTE	0.0

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of and actual percent change in calls for service*	14,621 -12%	15,820 +8%	-	17,100
Percent of calls for service in which a city police unit is the primary unit responding	68%	67%	72%	67%
Number of Traffic and Pedestrian Safety Details conducted*	6,718	5,476	-	6,000
Percent change in the total number of enforcement activities (citations, warnings, repair orders)*	-9%	+7%	-	+7%

*This is a new performance measure for FY 2024.

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Closure rate for crimes against persons investigated	69%	52%	80%	60%
Closure rate for property crimes investigated	28%	25%	39%	28%

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of community engagement events, activities, and details conducted*	278	361	-	380
Total number of participants completing crime prevention and personal safety classes offered by RCPD*	224	300	-	330

*This is a new performance measure for FY 2024.



**Field Services Bureau
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management & Support	700,818	1,090,500	1,107,410	1.6%
Community Services Office	115,906	112,060	116,090	3.6%
Patrol Teams	5,847,279	6,450,950	6,702,690	3.9%
Special Operations Unit	1,201,217	1,202,640	1,325,470	10.2%
Division Total (\$)	7,865,220	8,856,150	9,251,660	4.5%

**Field Services Bureau
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	7,438,709	8,034,670	8,260,540	2.8%
Operating	426,511	770,180	923,020	19.8%
Capital Outlay	-	51,300	68,100	32.7%
Other	-	-	-	-
Division Total (\$)	7,865,220	8,856,150	9,251,660	4.5%

**Field Services Bureau
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management & Support	719,519	778,000	809,450	4.0%
Community Services Office	-	-	-	-
Patrol Teams	3,835	-	-	-
Special Operations Unit	-	-	-	-
Division Total (\$)	723,354	778,000	809,450	4.0%

**Significant Changes from
FY 2023 to FY 2024**

The Special Operations Unit budget increased due to the transfer in of a 1.0 FTE Crime Analyst from Management & Support. The decrease in personnel costs in Management & Support was more than offset by the addition of one-time funding totaling \$165,540 in the operating and capital outlay categories to outfit six new police vehicles.

Personnel funding includes \$86,000 for new on-call pay and increases to night differential and field training officer pay for sworn personnel.



**Field Services Bureau
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Management & Support	2.0	2.0	1.0	-50.0%
Community Services Office	1.0	1.0	1.0	0.0%
Patrol Teams	51.0	51.0	51.0	0.0%
Special Operations Unit	9.0	9.0	10.0	11.1%
Regular Subtotal	63.0	63.0	63.0	0.0%
<i>Temporary</i>				
Management & Support	-	-	-	-
Community Services Office	-	-	-	-
Patrol Teams	-	-	-	-
Special Operations Unit	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	63.0	63.0	63.0	0.0%

**Significant Changes from
FY 2023 to FY 2024**

A 1.0 FTE Crime Analyst was transferred from the Management and Support Cost Center to the Special Operations Unit.





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 (DPW) 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.

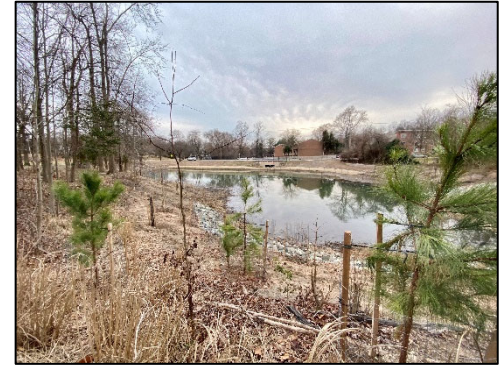
Public Works Department		Budget	\$36,939,990
		Regular FTE	165.00
		Temp FTE	2.20
Management and Support		Budget	\$8,781,300
		Regular FTE	19.00
		Temp FTE	0.10
Construction Management		Budget	\$1,211,980
		Regular FTE	10.00
		Temp FTE	0.00
Engineering		Budget	\$2,080,570
		Regular FTE	14.00
		Temp FTE	0.00
Environmental Management		Budget	\$7,769,900
		Regular FTE	44.00
		Temp FTE	2.00
Fleet Services		Budget	\$5,899,090
		Regular FTE	13.00
		Temp FTE	0.00
Operations Maintenance		Budget	\$7,513,460
		Regular FTE	57.00
		Temp FTE	0.00
Traffic and Transportation		Budget	\$3,683,690
		Regular FTE	8.00
		Temp FTE	0.10

Fiscal Year 2023 Accomplishments

- Initiated ten new actions to support the city's Climate Action Plan (CAP). See the Introduction section of this document for additional details on CAP funding within the current budget, and visit the city's website for updates on the progress of each CAP Action Item: <https://www.rockvillemd.gov/climate>
- Completed all scheduled Vision Zero Action Items. See the Introduction section of this document for additional details on Vision Zero funding within the current budget, and visit the city's website for updates on the progress of each Vision Zero Action Item: <https://www.rockvillemd.gov/VisionZero>
- Began conversion of 1,200 city-owned high-pressure sodium streetlights to more energy efficient LED fixtures (TA22)
- Awarded contract for a technical consultant to assist with Advance Metering Infrastructure (AMI) selection and water meter replacement, and began replacing older, larger meters on commercial accounts and meters for multifamily customers (UB21)
- Completed design of the following CIP projects/subprojects: Stream Restoration: Croydon Creek/Calvin Park Tributary (SB16); Denham Road Outfall Stabilization (SA21); Denham Road South Storm Drain Improvements (SA21); Leland Street Sewer Relocation (UC21); Grandin Avenue Sewer Replacement (UC21); WTP Safety Improvements (UB19); W. Gude Dr. Sidewalk project between MD 355 and Watkins Pond Blvd. (TE21); Town Center Road Diet (TB22); Villages of Tower Oaks (SC21)
- Completed construction of the following CIP projects/subprojects: Rockville Intermodal Access – Baltimore Road CIP (8A11); Mt. Vernon SWM Facility (SC21)
- Approved a Coiled Wire Standard Detail to eliminate improperly installed and unsightly dangling cables from city rights-of-way
- Continued to lead city efforts to oppose the I-495/I-270 Managed Lanes P3 project (more information can be found at <https://rockvillemd.gov/ManagedLanesProject>)



- Repaired 18 water main breaks; resolved 18 sanitary sewer backups; completed 10.4 lane miles of asphalt rehabilitation; conducted 215 preventative maintenance work orders to maintain the city's fleet; performed 507 inspections of public and private stormwater management facilities; and issued 133 permits
- Provided rebates for 18 RainScapes projects including rain barrels (11), conservation landscaping (1), trees (10), and permeable paver retrofits (4) through the RainScapes Rebate Program
- Removed 129 bags of litter during 17 stream cleanups attended by 196 volunteers, and hosted 23 public Weed Warrior Workdays with a total of 268 volunteers engaged in non-native invasive removal efforts
- Received nine grants worth a total of over \$1.4 million from several agencies including the Maryland Energy Administration, Maryland Department of Natural Resources, U. S. Army Corps of Engineers, Maryland Department of Transportation, and Metropolitan Washington Council of Governments, which offset a portion of costs in various projects and programs



*Mt. Vernon Stormwater Management
Facility Retrofit*

Department of Public Works Fiscal Year 2024 Outlook

- Continue to address scheduled Vision Zero and CAP priorities. See the Introduction section of this document for additional details on Vision Zero and CAP funding within the current budget, and visit the city's website for progress updates for both Vision Zero (<https://www.rockvillemd.gov/VisionZero>) and the CAP (<https://www.rockvillemd.gov/climate>)
- Relocate city operations maintenance staff out of aging facilities at the Gude Maintenance Facility to 6 Taft Court upon completion of Phase 1A of Maintenance and Emergency Operations Facility Improvements (GD19)
- Complete the design of 6 Taft Court Phase 1B to relocate the Recreation and Parks Department and the Public Works Environmental Management Division from City Hall (GD19)
- Adopt the Pedestrian Master Plan (<https://engagerockville.com/pedestrian-master-plan>)
- Revise Chapter 21 of the Rockville City Code to modify provisions for streets, modify the street standards, and the authority to permit private improvements in the rights-of-way
- Begin design for the N. Stonestreet Corridor Improvements project (TA20)
- Design and begin installation of the first solar project on city property (Action M-04 of the Climate Action Plan)
- Acquire 25 electric vehicles for the city's fleet and continue to implement Electric Vehicle Charging Infrastructure (GA23). Read more about the city's Electric Vehicle Readiness Plan at <https://engagerockville.com/evplan>
- Launch a comprehensive Rockville Stormwater Management Incentive Program to provide financial and technical assistance for water quality, flooding, restoration, and tree canopy projects on private property
- Design and construct the Gude Yard Recycle Transfer Enclosure (GC19)
- Install first round of sidewalks from the accelerated Sidewalks initiative and design second round (TE21)
- Implement new sodium hypochlorite chemical feed system for disinfection at the city's Water Treatment Plant, and discontinue the use of hazardous chlorine gas (UB19)
- Advertise RFP for Water Meter Replacement and AMI Implementation (UB21)
- Award design of Water Treatment Plant Facility Master Plan (UA24)
- Launch lead service line inventory website in compliance with EPA rule revision (UA24)
- Complete inspection of the 24-inch water transmission main (UD21)
- Complete the flood modeling and stakeholder engagement phases of the Flood Resiliency Master Plan (SA23)



**Public Works Department
FY 2024 Adopted Expenditures by Division**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management and Support	6,677,160	7,060,500	8,781,300	24.4%
Construction Management	1,117,869	1,166,370	1,211,980	3.9%
Engineering	1,997,335	1,980,690	2,080,570	5.0%
Environmental Management	6,190,624	7,678,050	7,769,900	1.2%
Fleet Services	3,901,388	6,800,670	5,899,090	-13.3%
Operations Maintenance	6,569,296	7,426,590	7,513,460	1.2%
Traffic and Transportation	2,260,780	2,532,550	3,683,690	45.5%
Department Total (\$)	28,714,452	34,645,420	36,939,990	6.6%

**Public Works Department
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	15,903,300	17,865,320	18,733,390	4.9%
Operating	11,231,833	12,666,230	14,338,320	13.2%
Capital Outlay	1,560,735	3,790,570	2,501,180	-34.0%
Other	18,584	323,300	1,367,100	322.9%
Department Total (\$)	28,714,452	34,645,420	36,939,990	6.6%

**Public Works Department
FY 2024 Adopted Revenues by Division**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management and Support	-	-	-	-
Construction Management	-	-	-	-
Engineering	2,838,904	2,493,710	1,894,350	-24.0%
Environmental Management	15,984	7,000	7,000	0.0%
Fleet Services	143,898	70,000	42,500	-39.3%
Operations Maintenance	46,390	55,000	55,000	0.0%
Traffic and Transportation	116,839	356,600	356,600	0.0%
Department Total (\$)	3,162,015	2,982,310	2,355,450	-21.0%

**Significant Changes from
FY 2023 to FY 2024**

The Management and Support Division's budget increased due to the addition of new regular FTEs and operating category increases in the costs for electricity and chemicals at the Water Treatment Plant, as well as increases in the city's share of operating costs at the Blue Plains treatment facility.

The Fleet Services Division's capital outlay budget decreased based on the number and type of vehicles planned for replacement in FY 2024, which varies from year to year.

The Traffic and Transportation Division's operating budget increased due to the rise in the cost of electricity.

The other category budget includes the reclassification of copier and vehicle lease expenses formerly budgeted in the operating category. This category also includes a new Stormwater Management Incentive Program in the Environmental Management Division, which takes the place of the pilot flood mitigation grant program from FY 2023 and the long-standing RainScapes program.

Engineering Division revenue decreased based on projected permit and fee activity.

Fleet Services Division revenue from the sale of auctioned vehicles decreased due to the number and type of vehicles planned for auction, which varies from year to year.



**Public Works Department
FY 2024 Adopted Regular and Temporary FTEs**

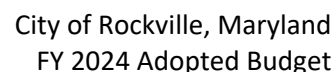
	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Management and Support	15.50	16.50	19.00	15.2%
Construction Management	10.00	10.00	10.00	0.0%
Engineering	15.00	14.00	14.00	0.0%
Environmental Management	43.40	44.40	44.00	-0.9%
Fleet Services	13.00	13.00	13.00	0.0%
Operations Maintenance	56.60	57.60	57.00	-1.0%
Traffic and Transportation	8.00	8.00	8.00	0.0%
Regular Subtotal	161.50	163.50	165.00	0.9%
<i>Temporary</i>				
Management and Support	0.10	1.30	0.10	-92.3%
Construction Management	-	-	-	-
Engineering	1.20	-	-	-
Environmental Management	2.00	2.00	2.00	0.0%
Fleet Services	-	-	-	-
Operations Maintenance	-	-	-	-
Traffic and Transportation	0.10	0.10	0.10	0.0%
Temporary Subtotal	3.40	3.40	2.20	-35.3%
Department Total	164.90	166.90	167.20	0.2%

**Significant Changes from
FY 2023 to FY 2024**

Management and Support Division regular FTEs increased by 2.5 due to the addition of a 1.0 FTE GIS and Asset Management Specialist, 1.0 FTE Water Treatment Plant Operator, and the conversion of a 0.5 FTE Secretary to a 1.0 FTE.

Regular FTEs decreased in the Environmental Management Division by 0.4 and in the Operations Maintenance Division by 0.6 due to the elimination of a vacant 1.0 FTE Secretary.

Temporary FTEs in the Management and Support Division decreased due to the elimination of 1.2 GIS Intern FTEs.



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; providing Geographic Information System (GIS) services and support for the Department; coordinating between Public Works and other departments; water treatment; and agreements with WSSC for sewage disposal at Blue Plains and purchase of backup water.



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

**This is a new performance measure for FY 2024.*

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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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent daily compliance with Maryland Department of Environment (MDE) drinking water quality standards (Target: 100%)	100%	100%	100%	100%
Percent of water purchased from Washington Suburban Sanitary Commission (WSSC) due to system downtime (Target: ≤ 2.0%)	0.2%	0.2%	≤ 2.0%	≤ 2.0%

Short Term Objective	Planned Completion
Implement new sodium hypochlorite chemical feed system for disinfection, which eliminates the current chlorine gas system thus providing a safe environment for the staff and local area	Q4 FY 2024



Management and Support Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management and Support	804,309	1,003,930	1,119,250	11.5%
Sewage Disposal	3,259,575	3,295,000	3,855,150	17.0%
Water Treatment Plant	2,613,276	2,761,570	3,806,900	37.9%
Division Total (\$)	6,677,160	7,060,500	8,781,300	24.4%

Management and Support Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,958,988	2,161,080	2,498,800	15.6%
Operating	4,676,873	4,824,420	6,260,460	29.8%
Capital Outlay	39,024	75,000	17,460	-76.7%
Other	2,275	-	4,580	N/A
Division Total (\$)	6,677,160	7,060,500	8,781,300	24.4%

Management and Support Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Management and Support	-	-	-	-
Sewage Disposal	-	-	-	-
Water Treatment Plant	-	-	-	-
Division Total (\$)	-	-	-	-

Management and Support Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Management and Support	4.50	5.50	7.00	27.3%
Sewage Disposal	-	-	-	-
Water Treatment Plant	11.00	11.00	12.00	9.1%
Regular Subtotal	15.50	16.50	19.00	15.2%
<i>Temporary</i>				
Management and Support	0.10	1.30	0.10	-92.3%
Sewage Disposal	-	-	-	-
Water Treatment Plant	-	-	-	-
Temporary Subtotal	0.10	1.30	0.10	-92.3%
Division Total	15.60	17.80	19.10	7.3%

Significant Changes from FY 2023 to FY 2024

Management and Support Division regular FTEs increased by 2.5 due to the addition of a 1.0 FTE GIS and Asset Management Specialist and the conversion of a 0.5 FTE Secretary to a 1.0 FTE in the Management and Support Cost Center, as well as the addition of a 1.0 FTE Water Treatment Plant Operator in the Water Treatment Plant Cost Center. Temporary FTEs in the Management and Support Cost Center decreased due to the elimination of 1.2 GIS Intern FTEs.

Personnel costs in the Management and Support and Water Treatment Plant Cost Centers increased due to the addition of new FTEs.

Operating costs increased at the Water Treatment Plant due to a rise in the cost of electricity and chemicals, as well as \$100,000 in one-time funding to replace chemical feed pumps. Operating costs also increased by \$560,150 in the Sewage Disposal Cost Center due to the increase in the cost of the city's share of operating costs at the Blue Plains treatment facility.

Capital outlay costs decreased due to the removal of one-time funding for the Water Treatment Plant.

The other category budget includes funds for the Department's copier leases, which have been consolidated in the Management and Support Cost Center and reclassified from the operating category.



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, Utilities, and General Government 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	\$1,211,980
	Regular FTE	10.00
	Temp FTE	0.00
Construction Management	Budget	\$1,211,980
	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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of CIP projects managed by the Construction Management Division that are completed within 5% of contract award amount (Target: 95%)	100%	95%	95%	95%
Percent of CIP projects managed by the Construction Management Division that are completed on schedule (Target: 85%)	85%	85%	85%	85%
Percent of asphalt paving target completed through the Asphalt Repair & Replacement (TA21) CIP project (Target: 100% of the 13.5 centerline mile goal)	100%	100%	100%	100%

Short Term Objectives	Planned Completion
Complete construction of the Town Center Road Diet (TB22)	Q2 FY 2024
Complete construction of Denham Road Outfall (SA21)	Q2 FY 2024
Complete construction of Northeast Park SWM Facility and stream restoration and retrofit (SC21)	Q2 FY 2024
Complete construction of Glenora Park Stream Restoration Spot Repair (SB21)	Q2 FY 2023
Complete the construction of the Road Diet project on E. Middle Lane and N. Washington Street (TB22)	Q2 FY 2024
Replace WTP legacy SCADA controls (UE16)	Q3 FY 2024
Complete renovations of 6 Taft Court Phase 1A (GD19)	Q3 FY 2024
Complete construction of Maryvale SWM Facility (SC21)	Q3 FY 2024
Complete construction of Fallsgrove Pond #5 (SC21)	Q3 FY 2024
Complete construction of Crawford Drive Sewer Relocation (UC21)	Q3 FY 2024
Complete construction of Grandin Ave Sewer Relocation (UC21)	Q3 FY 2024
Complete construction of Argyle Road Sewer Replacement (UC21)	Q4 FY 2024



Short Term Objectives (continued)	Planned Completion
Complete construction of the Gude Yard Recycle Transfer Enclosure (GC19)	Q4 FY 2024
Complete construction of the W. Gude Dr. Sidewalk project between MD 355 and Watkins Pond Blvd. (TE21)	Q4 FY 2024
Complete construction of Leland Street Sewer Relocation (UC21)	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of Public Works-issued permits with all critical inspections fully completed within 48 hours of notification (Target: 100%)	100%	100%	100%	100%

Short Term Objectives	Planned Completion
Transition to the city's new permitting and licensing system for full online and paperless documentation of permit related inspections	Q4 FY 2024



**Construction Management Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Construction Management	1,117,869	1,166,370	1,211,980	3.9%
Division Total (\$)	1,117,869	1,166,370	1,211,980	3.9%

**Construction Management Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,071,138	1,107,010	1,152,620	4.1%
Operating	46,731	59,360	59,360	0.0%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,117,869	1,166,370	1,211,980	3.9%

**Construction Management Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Construction Management	-	-	-	-
Division Total (\$)	-	-	-	-

**Construction Management Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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%

**Significant Changes from
FY 2023 to FY 2024**

There were no significant changes.



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; and manages projects in the Stormwater Management and Utilities program areas of the CIP, as well as bridge projects in the Transportation program area. The Division manages Maintenance and Emergency Operations Facility Improvements (GD19) in the General Government program area.

Engineering Division	Budget	\$2,080,570
	Regular FTE	14.00
	Temp FTE	0.00
Engineering	Budget	\$2,080,570
	Regular FTE	14.00
	Temp FTE	0.00

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Average time to review engineering permit submissions (first three reviews only)* (Target: 4 weeks)	-	-	-	4 weeks
Percent of engineering permit submissions requiring three or less reviews* (Target: ≥ 30%)	60%	30%	-	≥ 30%

*This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Update and add City Construction Standards for roadway sections, alleys, cul-de-sacs, and tree plantings to the city's website	Q1 FY 2024
Revise Chapter 21 of the City Code to modify provisions for streets, and modify the street standards and the authority to permit private improvements in the rights-of-way	Q2 FY 2024
Update the standards for small cell permits in city rights-of-way	Q4 FY 2024
Transition to the city's new permitting and licensing system for full online and paperless processing	Q4 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of sanitary sewer and water mains replaced/rehabilitated as scheduled through the Sewer Rehab & Improvement (UC21) and Water Main Rehab (UD21) CIP projects* (Target: 100%)	-	-	-	100%
Percent of vehicular bridges maintained by the city that do not have deficiencies resulting in weight restrictions, closures, or increased inspection requirements* (Target: 95%)	90%	95%	-	95%

**This is a new performance measure for FY 2024.*

Short Term Objectives	Planned Completion
Complete design of 6 Taft Court Phase 1B renovations (GD19)	Q2 FY 2024
Complete design of Anderson Park / Plymouth Woods Stream Restoration (SA18)	Q3 FY 2024
Eliminate use of hazardous chlorine gas at WTP facility (UB19)	Q4 FY 2024
Complete design of Lockness Court Stream Restoration Spot Repair (SB21)	Q4 FY 2024
Complete design of Fallsgrove Pond #4 Pond (SC21)	Q4 FY 2024
Complete design of College Gardens Park Pond (SC21)	Q4 FY 2024



**Engineering Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Engineering	1,997,335	1,980,690	2,080,570	5.0%
Division Total (\$)	1,997,335	1,980,690	2,080,570	5.0%

**Engineering Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,878,572	1,918,160	2,015,770	5.1%
Operating	118,763	62,530	64,800	3.6%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,997,335	1,980,690	2,080,570	5.0%

**Engineering Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Engineering	2,838,904	2,493,710	1,894,350	-24.0%
Division Total (\$)	2,838,904	2,493,710	1,894,350	-24.0%

**Engineering Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Engineering	15.00	14.00	14.00	0.0%
Regular Subtotal	15.00	14.00	14.00	0.0%
<i>Temporary</i>				
Engineering	1.20	-	-	-
Temporary Subtotal	1.20	-	-	-
Division Total	16.20	14.00	14.00	0.0%

**Significant Changes from
FY 2023 to FY 2024**

Engineering revenue is expected to decrease for FY 2024 in the General, Sewer, and Stormwater Management funds based on projected permit and fee activity.



Environmental Management Division

The Environmental Management Division provides leadership and coordination of city environmental programs related to sustainability, climate change, solid waste management, and stormwater management. The Division is responsible for providing weekly 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, renewable energy, alternative fueled vehicles and infrastructure, 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.

Environmental Management Division		Budget	\$7,769,900
		Regular FTE	44.00
		Temp FTE	2.00
Environmental Management		Budget	\$423,240
		Regular FTE	2.40
		Temp FTE	0.00
Recycling and Refuse Collection		Budget	\$5,035,710
		Regular FTE	34.30
		Temp FTE	2.00
Stormwater Management and Implementation		Budget	\$2,310,950
		Regular FTE	7.30
		Temp FTE	0.00

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of all material diverted from the landfill* (Target: ≥ 50%)	45%	41%	-	≥ 50%

**This is a new performance measure for FY 2024.*

Short Term Objective	Planned Completion
Design the Gude Yard Recycle Transfer Enclosure (GC19)	Q2 FY 2024
Increase Recycling and Refuse Collection staffing levels	Q4 FY 2024
Continue to improve efficiency, resource management, customer service, and reporting through mobile technology and software upgrades	Q4 FY 2024



Goal: Improve the sustainability and environmental sensitivity of the city's facilities, fleet, and built environment by promoting energy efficiency, renewable energy, alternative fueled vehicles and infrastructure, green building development, natural resource stewardship, climate resiliency, and water quality protection

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measure	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of Climate Action Plan Action items completed or institutionalized*	-	5%	-	30%
Annual city facility greenhouse gas emissions (metric tons of CO ₂ e) from facility electricity and natural gas consumption* (Target: ≤ 6,400)	6,381 (CY 2020)	6,587 (CY 2021)	-	6,400 (CY 2023)

*This is a new performance measure for FY 2024.

Short Term Objective	Planned Completion
Adopt a Rockville Community Electric Vehicle Readiness Plan (Action C-11 of the Climate Action Plan)	Q2 FY 2024
Design and install electric vehicle charging stations to serve FY 2024 fleet replacements (Action M-07 of the Climate Action Plan; GA23)	Q3 FY 2024
Complete energy assessments of city facilities and develop a strategic plan to reduce facility energy consumption (Action M-01 of the Climate Action Plan)	Q4 FY 2024
Design and begin installation of the first solar project on city property (Action M-04 of the Climate Action Plan)	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of total sites inspected annually to comply with the National Pollutant Discharge Elimination System (NPDES) permit* (Target: ≥ 30%)	-	-	-	≥ 30%

*This is a new performance measure for FY 2024.

Short Term Objective	Planned Completion
Transition to new stormwater management facility inspection and maintenance tracking software	Q1 FY 2024
Launch comprehensive Rockville Stormwater Incentive Program for city property owners	Q2 FY 2024
Complete flood modeling phase of the Flood Resiliency Master Plan (SA23)	Q3 FY 2024
Conduct stakeholder engagement phase of the Flood Resiliency Master Plan (SA23)	Q4 FY 2024



Environmental Management Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Environmental Management	249,087	401,570	423,240	5.4%
Recycling and Refuse Collection	4,264,928	5,048,650	5,035,710	-0.3%
Stormwater Management and Implementation	1,676,609	2,227,830	2,310,950	3.7%
Division Total (\$)	6,190,624	7,678,050	7,769,900	1.2%

Environmental Management Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	3,704,142	4,454,600	4,623,180	3.8%
Operating	2,449,924	2,788,450	2,846,720	2.1%
Capital Outlay	20,249	115,000	-	-100.0%
Other	16,309	320,000	300,000	-6.3%
Division Total (\$)	6,190,624	7,678,050	7,769,900	1.2%

Environmental Management Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Environmental Management	-	-	-	-
Recycling and Refuse Collection	15,984	7,000	7,000	0.0%
Stormwater Management and Implementation	-	-	-	-
Division Total (\$)	15,984	7,000	7,000	0.0%

Significant Changes from FY 2023 to FY 2024

The Recycling and Refuse Collection Cost Center includes an increase in the hourly rate for temporary employees in line with market conditions, as well as the removal of one-time capital outlay funding for route management software and related hardware.

The Stormwater Management and Implementation budget includes \$300,000 for a new Stormwater Management Incentive Program in the other category, which takes the place of the pilot flood mitigation grant program from FY 2023 and the long-standing RainScapes program.



**Environmental Management Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Environmental Management	1.40	2.40	2.40	0.0%
Recycling and Refuse Collection	34.70	34.70	34.30	-1.2%
Stormwater Management and Implementation	7.30	7.30	7.30	0.0%
Regular Subtotal	43.40	44.40	44.00	-0.9%
<i>Temporary</i>				
Environmental Management	-	-	-	-
Recycling and Refuse Collection	2.00	2.00	2.00	0.0%
Stormwater Management and Implementation	-	-	-	-
Temporary Subtotal	2.00	2.00	2.00	0.0%
Division Total	45.40	46.40	46.00	-0.9%

**Significant Changes from
FY 2023 to FY 2024**

The elimination of a vacant Secretary position decreased regular FTEs by 0.4 in the Recycling and Refuse Collection Cost Center. The remaining 0.6 FTE portion of this position was eliminated from the Operations Maintenance Division.



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	\$5,899,090
	Regular FTE	13.00
	Temp FTE	0.00
Fleet Services	Budget	\$5,899,090
	Regular FTE	13.00
	Temp FTE	0.00

Performance Measures and Short Term Objectives

Goal: Ensure a sustainable, clean 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number and percent of city's light-duty fleet made up of hybrid and electric vehicles* (Target: ≥ 7%)	-	-	-	39/190 21%
<i>*This is a new performance measure for FY 2024.</i>				
Short Term Objective	Planned Completion			
Acquire 25 electric vehicles for city's fleet (Action M-06 of the city's Climate Action Plan)	Q4 FY 2024			

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Average time to complete repairs* (Target ≤ 7 days)	-	-	-	≤ 7 days
Percent of preventative maintenance performed as scheduled (Target: 100%)	15%**	44%**	100%	100%
Percent of city's fleet assets available for use (Target: ≥ 95%)	97%	92%	≥ 95%	≥ 95%
<i>*This is a new performance measure for FY 2024.</i>				
<i>**FY 2021 and FY 2022 actuals were significantly impacted by pandemic-related conditions.</i>				
Short Term Objective	Planned Completion			
Transition to the newly upgraded web-based fleet management software	Q1 FY 2024			



Fleet Services Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Fleet Services	3,901,388	6,800,670	5,899,090	-13.3%
Division Total (\$)	3,901,388	6,800,670	5,899,090	-13.3%

Fleet Services Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,272,238	1,344,900	1,414,010	5.1%
Operating	1,758,370	2,301,450	1,356,540	-41.1%
Capital Outlay	870,780	3,154,320	2,069,320	-34.4%
Other	-	-	1,059,220	N/A
Division Total (\$)	3,901,388	6,800,670	5,899,090	-13.3%

Fleet Services Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Fleet Services	143,898	70,000	42,500	-39.3%
Division Total (\$)	143,898	70,000	42,500	-39.3%

Fleet Services Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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 2023 to FY 2024

The Fleet Services Division's operating budget decreased and the other category budget increased due to the reclassification of vehicle leases from the operating category. The operating budget includes an increase due to a rise in the cost of equipment parts.

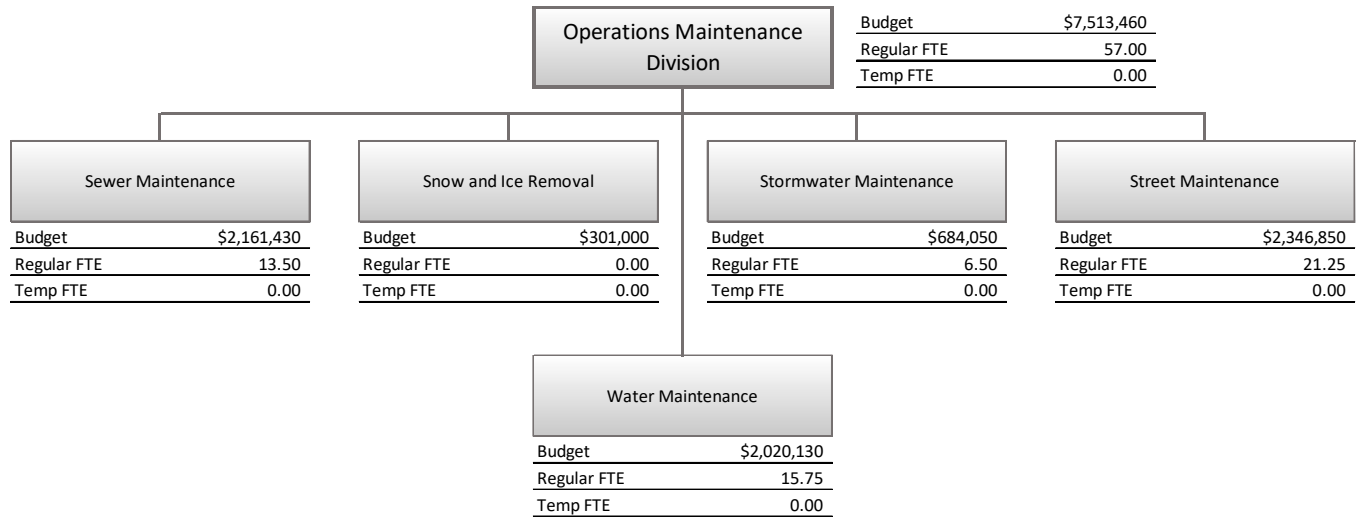
The capital outlay budget decreased based on the number and type of vehicles planned for replacement in FY 2024, which varies from year to year. A list of planned replacement vehicles can be found in the Supplemental Information section.

Revenue from the sale of auctioned vehicles decreased due to the number and type of vehicles planned for auction, which varies 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 semi-annual leaf collection service and 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of regulatory sign requests responded to 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%)	99%	93%	100%	100%
Percent of sidewalk temporary repair work orders completed within 24 hours of notification (Target: 100%)	100%	100%	100%	100%

Short Term Objective	Planned Completion
Train Sign Shop personnel on the operation of the new sign plotters	Q2 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of snow/ice events < 4" in total accumulation resolved within 24 hours from the end of storm* (Target: ≥ 90%)	-	-	-	≥ 90%
Percent of snow/ice events > 4" but < 12" in total accumulation resolved within 48 hours from the end of storm* (Target: ≥ 90%)	-	-	-	≥ 90%
Percent of snow/ice > 12" in total accumulation resolved within 72 hours from the end of storm* (Target: ≥ 90%)	-	-	-	≥ 90%

**This is a new performance measure for FY 2024.*

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of unidirectional flushing performed as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of unscheduled water service interruptions lasting less than six hours (Target: ≥ 90%)	84%	100%	≥ 90%	≥ 90%

Short Term Objective	Planned Completion
Complete the replacement of two 24-inch valves on the water transmission main	Q1 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of annual sanitary sewer laterals replaced/rehabilitated to maintain a sustainable program in which 1% of the city's sewer lateral inventory is addressed each year* (Target: 59%)	-	-	-	59%
Percent of sewer main line acoustic inspections performed as scheduled using sewer line rapid assessment tool (SL-RAT) (Target: 100%)	52%**	28%**	100%	100%
Number of annual sewer backups or blockages per 100 miles of sewer main* (Target: ≤ 6)	-	-	-	≤ 6
<i>*This is a new performance measure for FY 2024.</i>				
<i>**FY 2021 and FY 2022 actuals were significantly impacted by pandemic-related conditions as well as an extended SL-RAT repair.</i>				
Short Term Objective				Planned Completion
Train new staff in proper operation and maintenance of sewer vehicles and equipment to ensure performance measures are met				Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of storm drain inlets evaluated for obstruction as scheduled (Target: 100%)	82%	94%	100%	100%
Short Term Objective				Planned Completion
Train new staff in proper operation and maintenance of stormwater vehicles and equipment to ensure performance measures are met				Q4 FY 2024



**Operations Maintenance Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Sewer Maintenance	1,939,372	2,009,220	2,161,430	7.6%
Snow and Ice Removal	301,106	300,000	301,000	0.3%
Stormwater Maintenance	605,062	704,720	684,050	-2.9%
Street Maintenance	1,963,531	2,340,240	2,346,850	0.3%
Water Maintenance	1,760,225	2,072,410	2,020,130	-2.5%
Division Total (\$)	6,569,296	7,426,590	7,513,460	1.2%

**Operations Maintenance Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	4,849,847	5,652,470	5,686,600	0.6%
Operating	1,208,349	1,537,870	1,618,460	5.2%
Capital Outlay	511,100	236,250	208,400	-11.8%
Other	-	-	-	-
Division Total (\$)	6,569,296	7,426,590	7,513,460	1.2%

**Operations Maintenance Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Sewer Maintenance	-	-	-	-
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Water Maintenance	46,390	55,000	55,000	0.0%
Division Total (\$)	46,390	55,000	55,000	0.0%

**Significant Changes from
FY 2023 to FY 2024**

Operating costs increased across all cost centers primarily due to contract increases and inflationary adjustments.

The capital outlay budget includes a total of \$67,000 to replace a sewer camera, SL-RAT, and storm drain camera. This funding is offset by the removal of one-time equipment funding from FY 2023, resulting in a net decrease in this category for FY 2024.



**Operations Maintenance Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Sewer Maintenance	13.70	13.70	13.50	-1.5%
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	6.50	6.50	6.50	0.0%
Street Maintenance	21.45	21.45	21.25	-0.9%
Water Maintenance	14.95	15.95	15.75	-1.3%
Regular Subtotal	56.60	57.60	57.00	-1.0%
<i>Temporary</i>				
Sewer Maintenance	-	-	-	-
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Water Maintenance	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	56.60	57.60	57.00	-1.0%

**Significant Changes from
FY 2023 to FY 2024**

A vacant Secretary position was eliminated for FY 2024. This position was split across multiple cost centers, removing 0.2 FTEs each from Sewer Maintenance, Street Maintenance, and Water Maintenance for a total reduction of 0.6 FTEs from the Operations Maintenance Division. The remaining 0.4 FTEs from this position were eliminated from the Environmental Management Division.



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 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	\$3,683,690
		Regular FTE	8.00
		Temp FTE	0.10
Traffic Operations and Streetlights		Budget	\$3,462,430
		Regular FTE	8.00
		Temp FTE	0.10
Transportation Improvement Plan		Budget	\$221,260
		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 coordinating regional projects with the State and County

Critical Success Factor(s): Well Planned Community

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of Vision Zero Action Plan Action Items completed*	-	15%	-	45%
Percent of bicycle facilities (bicycle lanes, bicycle paths, sharrows) installed as planned (Target: 100% of 2,000 linear feet goal)	263%**	130%	100%	100%

*This is a new performance measure for FY 2024.

**Significant progress was made in FY 2021 after implementing the bike-shared facilities (e.g., signs and sharrows), which do not need extensive design.

Short Term Objectives	Planned Completion
Adopt the Pedestrian Master Plan	Q2 FY 2024
Complete the feasibility study for bicycle lanes on Martins Lane (TD21)	Q2 FY 2024



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of traffic-related deaths and serious injuries recorded in Rockville (Target: zero by 2030)	-	8	0	0
Short Term Objectives				Planned Completion
Start the design of the Stonestreet Avenue Corridor Improvements (TA20)				Q2 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of sidewalks installed through the Sidewalks (TE21) CIP project as scheduled (Target: 100% of 4,000 linear feet goal)	136%	0%*	100%	100%
<i>*FY 2022 actual is a result of the delay in the design of the W. Gude Drive sidewalk project, which was due to a lengthy right-of-way acquisition process. The construction contract for this project was awarded in FY 2023.</i>				
Short Term Objectives				Planned Completion
Install first sidewalks from the accelerated sidewalks initiative and design second round (TE21)				Q4 FY 2024



**Traffic and Transportation Division
FY 2024 Adopted Expenditures by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Traffic Operations and Streetlights	2,101,179	2,312,070	3,462,430	49.8%
Transportation Improvement Plan	159,601	220,480	221,260	0.4%
Division Total (\$)	2,260,780	2,532,550	3,683,690	45.5%

**Traffic and Transportation Division
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,168,375	1,227,100	1,342,410	9.4%
Operating	972,823	1,092,150	2,131,980	95.2%
Capital Outlay	119,582	210,000	206,000	-1.9%
Other	-	3,300	3,300	0.0%
Division Total (\$)	2,260,780	2,532,550	3,683,690	45.5%

**Traffic and Transportation Division
FY 2024 Adopted Revenues by Cost Center**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Traffic Operations and Streetlights	6,600	6,600	6,600	0.0%
Transportation Improvement Plan	110,239	350,000	350,000	0.0%
Division Total (\$)	116,839	356,600	356,600	0.0%

**Traffic and Transportation Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Traffic Operations and Streetlights	8.00	8.00	8.00	0.0%
Transportation Improvement Plan	-	-	-	-
Regular Subtotal	8.00	8.00	8.00	0.0%
<i>Temporary</i>				
Traffic Operations and Streetlights	0.10	0.10	0.10	0.0%
Transportation Improvement Plan	-	-	-	-
Temporary Subtotal	0.10	0.10	0.10	0.0%
Division Total	8.10	8.10	8.10	0.0%

**Significant Changes from
FY 2023 to FY 2024**

The Traffic Operations and Streetlights operating budget increased by over \$1 million due to the rise in electricity costs.

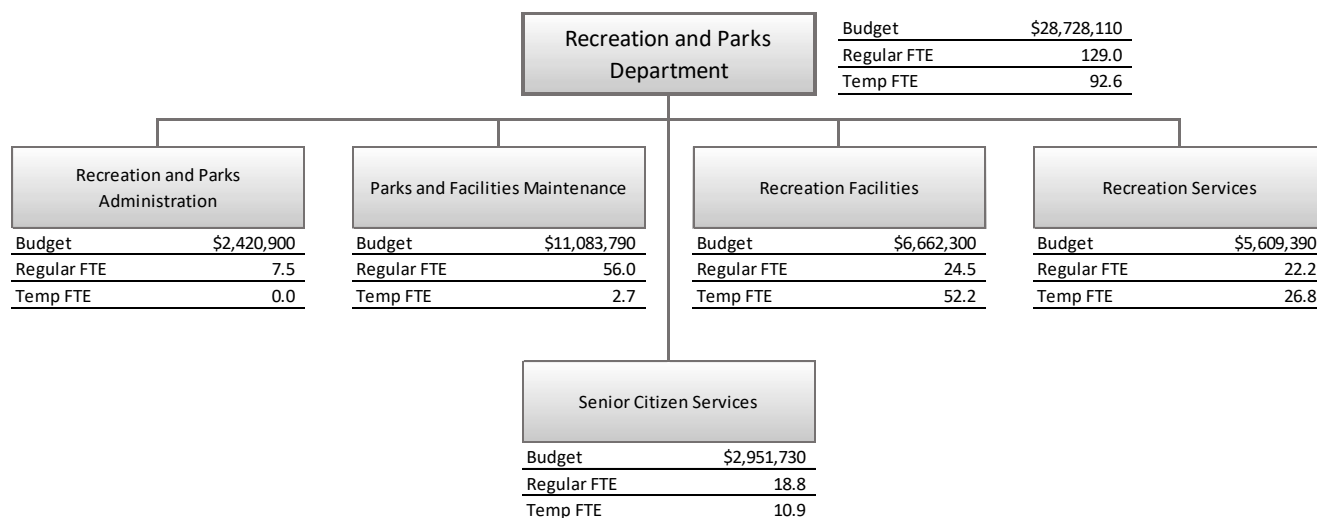




Recreation and Parks Department

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 nurtures community connections and makes lifelong memories 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, teen programs, afterschool programs, specialty classes, and summer camps, among many other offerings. The Department also delivers programs, services, and provides recreation fund scholarship resources, for eligible 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, F. Scott Fitzgerald Theatre, 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 2023 Accomplishments

- Mayor and Council adopted the RedGate Park Master Plan <https://engagerockville.com/redgate-park>
- A Senior Center staff member received the Life Saver Award from the *Local Government Insurance Trust (LGIT)* for efforts in saving the life of a senior in Rockville
- Record attendance at the Independence Day Celebration and Antique and Classic Car Show events
- Converted four tennis courts to two tennis courts, four pickleball courts, and one soccer court at Broome Athletic Park, and renovated Welsh and Potomac Woods Parks tennis (including pickleball lines) and basketball courts
- Completed projects include Isreal Park Shelter, Splash Pad, Civic Center Park Sidewalk, Playground at Potomac Woods Park, Pervious Parking Lot at Falls Grove Park, Senior Center ADA compliant greenhouse, single user restrooms at Dogwood Park and Maryvale Park, sections of trails including the Millennium Trail, Great Falls Road path, Falls Grove paths, Falls Road path, and pedestrian bridge in Dawson Farm Park
- Completed the design of Outdoor Recreation Pool Renovations (RC18), King Farm Farmstead Fire Suppression (RB21) and Electric Infrastructure (RB23), roof improvements at City Hall (RE21), and Promenade Park Elevator (RD21)
- Completed design of a 47-space parking lot at King Farm Farmstead Park with adjacent property developer
- Implemented online park pavilion rentals and garden plot rentals at Woottons Mill Park
- Implemented the Murder at the Mansion, The Winter Jubilee, and Annual Wedding Expo programs



- Completed phase two of the nature play area and renovated the kitchen at Croydon Creek Nature Center
- Received \$502,604 in grant funding from multiple sources, and through the generosity of more than 1,000 individuals, received \$13,500 in small-dollar donations to provide financial assistance to qualified families
- Received the Tree City USA (34th year) award from the National Arbor Day Foundation and PLANT Award from the MD Urban and Community Forest Council: planted 381 trees, removed 451 hazardous trees, pruned 3,618 trees, and planted 24,591 annuals and 50,000 spring flowering bulbs in 188 locations
- Pruned all street trees within Potomac Woods, Orchard Ridge, Falls Ridge, North Farm, Rollins Park, Hungerford Stoneridge, and New Mark Commons neighborhoods
- Offered more than 400 skate lessons at the Skate Park
- Increased the Villages online newsletter distribution by 39 percent, and started to develop Woottons Mill Village
- Summer camps had 3,500 registrations and there were 1,300 participants in the youth basketball league
- Supernatural-sized buoy artwork by Matthew Geller was installed in the lobby of Rockville Swim and Fitness Center, and Ryan McKibben and Christian Benefiel installed *Need to Shred* at the Rockville Skate Park
- Rockville Civic Ballet presented *Ballet of the Thistle*, an original ballet with narration
- Rockville Art League and the Arts cost center sponsored the *Sunflower Show* at Glenview Mansion Art Gallery, with proceeds of sales being donated to organizations supporting Ukrainian citizens
- Rockville Senior Center celebrated its 40th anniversary and the Rockville Concert Band celebrated its 65th anniversary
- Approximately 1,826 volunteers contributed a total of 50,384 hours to department activities
- Updated the Commemorative Tree and Bench Program including posting the process online
- Supported 24 Weed Warrior and 24 Adopt a Stream events throughout the city's park system
- Completed boiler and HVAC rooftop replacements at the F. Scott Fitzgerald Theatre
- Rockville Senior Center installed internet-based smart camera security system

Recreation and Parks Department Fiscal Year 2024 Outlook

- Continue to implement the 2020 Recreation and Parks Strategic Plan, 2016 ADA Transition Plan, 2016 Senior Center Needs Assessment Implementation Plan, 2019 Arts and Culture Plan, 2015 Swim and Fitness Enhancement and Improvements Plan, 2022 RedGate Park Master Plan, and the Comprehensive Plan
- Prune all street trees within the Twinbrook neighborhood
- Complete the final phase of rehab work in Mrs. Lyon's Dressing Room in the Glenview Mansion
- Renovate four athletic fields (two at Dogwood Park and two at Broome Park)
- Recreation Facilities and Recreation Services Divisions will expand youth and teen programming
- Senior Citizen Services will expand intergenerational programming
- Complete HVAC replacements at City Hall, Dogwood Park snack bar, Senior Center, and Rec Services building
- Complete construction of Playground Replacement (RC21) at Rockcrest and Isreal Parks; King Farm Farmstead Fire Suppression (RB21) and Electric Infrastructure (RB23); Lincoln Park Comm. Center Improvements (RA22); Promenade Park Elevator (RD21); Roofing Improvements (RE21) at multiple facilities; Asphalt/Concrete (RA21) projects at Montrose, Horizon Hill, Dogwood, Woottons Mill, Monument, and Twinbrook Parks; pedestrian bridges in Falls Grove and College Gardens Parks; and athletic courts in Isreal, Lone Oak, Mattie Stepanek, Woottons Mill, Calvin, Twinbrook, King Farm, North Farm, Falls Grove, and Elwood Smith Parks. Procure construction for Outdoor Recreation Pool Renovations (RC18)
- Complete design of F. Scott Fitzgerald ADA Improvements (RA20) and Lincoln Park Community Center Improvements (RA22)
- Provide free nature-based programming to Rockville Title 1 school students at Croydon Creek Nature Center



**Recreation and Parks Department
FY 2024 Adopted Expenditures by Division**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Recreation and Parks Administration	1,777,170	2,078,140	2,420,900	16.5%
Parks and Facilities Maintenance	9,130,490	9,986,930	11,083,790	11.0%
Recreation Facilities	5,529,853	6,101,650	6,662,300	9.2%
Recreation Services	4,017,315	5,095,560	5,609,390	10.1%
Senior Citizen Services	2,454,619	2,835,070	2,951,730	4.1%
Department Total (\$)	22,909,447	26,097,350	28,728,110	10.1%

**Recreation and Parks Department
FY 2024 Adopted Expenditures by Type**

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	15,556,065	17,572,980	18,315,560	4.2%
Operating	6,281,741	7,211,910	8,797,890	22.0%
Capital Outlay	839,558	1,035,130	1,293,000	24.9%
Other	232,083	277,330	321,660	16.0%
Department Total (\$)	22,909,447	26,097,350	28,728,110	10.1%

**Significant Changes from
FY 2023 to FY 2024**

Recreation and Parks Administration operating costs increased by \$90,000 for consultant services to work with the Mayor and Council to develop a plan for the King Farm Farmstead campus, capital outlay costs increased by \$68,780 due to equipment replacement and pedestrian bridge and athletic court repairs, and other costs increased by \$40,630 due to funding for the department's copier and facility leases having been consolidated in this Division and reclassified to this category from the operating category.

Parks and Facilities Maintenance operating costs increased by \$514,100 for electricity cost increases, \$293,830 for contract cost increases, and \$285,000 for grant-funded sustainability upgrades and assessments, and capital outlay costs decreased by \$91,000 due to the removal of one-time funding for a dog exercise area and equipment replacement.

Recreation Facilities operating costs increased by \$313,350 for electricity cost increases and \$30,000 for chemical cost increases.

Recreation Services operating costs increased by \$284,910 for planned expansions to programming and increased city expenditures based on scheduled art projects.



Recreation and Parks Department FY 2024 Adopted Revenues by Division

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Recreation and Parks Administration	-	-	-	-
Parks and Facilities Maintenance	651,300	97,600	564,490	478.4%
Recreation Facilities	3,211,419	3,489,060	3,704,280	6.2%
Recreation Services	1,942,192	2,383,700	2,594,210	8.8%
Senior Citizen Services	389,102	658,480	668,480	1.5%
Department Total (\$)	6,194,013	6,628,840	7,531,460	13.6%

Recreation and Parks Department FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Recreation and Parks Administration	6.5	7.5	7.5	0.0%
Parks and Facilities Maintenance	57.0	57.0	56.0	-1.8%
Recreation Facilities	24.5	24.5	24.5	0.0%
Recreation Services	20.5	21.7	22.2	2.3%
Senior Citizen Services	17.8	18.8	18.8	0.0%
Regular Subtotal	126.3	129.5	129.0	-0.4%
<i>Temporary</i>				
Recreation and Parks Administration	-	-	-	-
Parks and Facilities Maintenance	3.0	3.5	2.7	-22.9%
Recreation Facilities	50.3	51.1	52.2	2.2%
Recreation Services	24.4	26.5	26.8	1.1%
Senior Citizen Services	9.8	10.6	10.9	2.8%
Temporary Subtotal	87.5	91.7	92.6	1.0%
Department Total	213.8	221.2	221.6	0.2%

Significant Changes from FY 2023 to FY 2024

Revenue increased in Parks and Facilities Maintenance by \$465,730 from energy grants and rebates and expected developer contributions; in Recreation Facilities by \$214,220 for increases to swim team dues, membership fees, and recreation program fees due to fee increases and expanded programming; and in Recreation Services by \$210,510 for increases to recreation program fees primarily due to planned expansions to programming and increased participation.

Regular FTEs decreased in Parks and Facilities Maintenance due to 1.0 FTE Maintenance Worker being converted to contract funding.

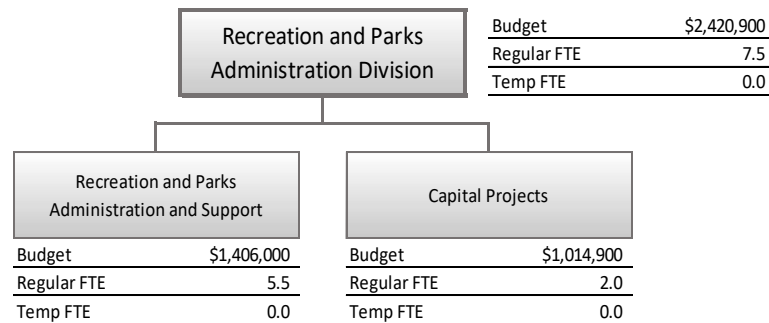
Regular FTEs increased in Recreation Services by 0.5 due to the addition of an Afterschool Assistant Director, which was partially offset by a reduction of temporary FTEs by 0.2.

Temporary FTEs decreased in Parks and Facilities Maintenance by 0.8, due to the conversion of temporary FTEs to contract funding.



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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of registered participants who are Rockville residents (Target: > 68%)	52%	61%	> 60%	> 60%
Percent of Rockville population participating in registration-based programming* (Target: > 40%)	54%	43%	-	40%
Percent of residents with access to a park within a 10-minute walk* (Target: > 90%)	94%	94%	-	90%
Percent of department cost centers meeting cost recovery targets* (Target: > 100%)	48%	67%	-	≥ 96%

* This is a new performance measure for FY 2024.

** This is a new performance measure for FY 2024. See page 372 for list of department cost centers and cost recovery targets.

Short Term Objectives	Planned Completion
Apply for three new grants to support recreation programs and parks services	Q4 FY 2024
Work with ADA Coordinator to support 2016 ADA Transition Plan implementation	Q4 FY 2024

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
Complete repairs of pedestrian bridges in Falls Grove and College Gardens Parks	Q4 FY 2024
Complete athletic court repairs/renovations in Lone Oak, Mattie J.T. Stepanek, Woottons Mill, Calvin, Twinbrook, King Farm, North Farm, and Falls Grove Parks, and replacement of backstops at Isreal Elwood Smith Parks	Q4 FY 2024



Recreation and Parks Administration Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Recreation and Parks Administration and Support	1,227,015	1,181,310	1,406,000	19.0%
Capital Projects	550,155	896,830	1,014,900	13.2%
Division Total (\$)	1,777,170	2,078,140	2,420,900	16.5%

Recreation and Parks Administration Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	1,007,507	1,176,360	1,315,140	11.8%
Operating	309,459	234,780	329,350	40.3%
Capital Outlay	400,204	607,000	675,780	11.3%
Other	60,000	60,000	100,630	67.7%
Division Total (\$)	1,777,170	2,078,140	2,420,900	16.5%

Recreation and Parks Administration Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Recreation and Parks Administration and Support	-	-	-	-
Capital Projects	-	-	-	-
Division Total (\$)	-	-	-	-

Recreation and Parks Administration Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Recreation and Parks Administration and Support	5.5	5.5	5.5	0.0%
Capital Projects	1.0	2.0	2.0	0.0%
Regular Subtotal	6.5	7.5	7.5	0.0%
<i>Temporary</i>				
Recreation and Parks Administration and Support	-	-	-	-
Capital Projects	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	6.5	7.5	7.5	0.0%

Significant Changes from FY 2023 to FY 2024

Operating costs increased by \$90,000 for consultant services to develop a plan for the King Farm Farmstead campus.

Capital outlay costs increased by \$68,780 due to equipment replacement and pedestrian bridge and athletic court repairs. This category varies each year depending on maintenance cycles.

Other costs increased by \$40,630 due to funding for the department's copier and facility leases having been consolidated in Recreation and Parks Administration and Support and reclassified to this category from the operating category.



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 CIP program areas that directly impact city parks, open spaces, and city facilities.

Parks and Facilities Maintenance Division		Budget	\$11,083,790
		Regular FTE	56.0
		Temp FTE	2.7
Administration and Support			
Budget	\$839,720		
Regular FTE	6.0		
Temp FTE	0.0		
Athletic Field Services			
Budget	\$715,780		
Regular FTE	5.5		
Temp FTE	0.0		
East Parks Services			
Budget	\$854,310		
Regular FTE	5.5		
Temp FTE	0.5		
Facilities Maintenance Services			
Budget	\$4,626,550		
Regular FTE	16.0		
Temp FTE	0.0		
Forest and Tree Preservation			
Budget	\$10,000		
Regular FTE	0.0		
Temp FTE	0.0		
Horticultural Services			
Budget	\$1,211,640		
Regular FTE	7.0		
Temp FTE	0.7		
Park Maintenance Fund			
Budget	\$125,000		
Regular FTE	0.0		
Temp FTE	0.0		
Right-of-Way Services			
Budget	\$633,700		
Regular FTE	3.5		
Temp FTE	1.5		
Urban Forestry Maintenance			
Budget	\$1,326,900		
Regular FTE	6.0		
Temp FTE	0.0		
West Parks Services			
Budget	\$740,190		
Regular FTE	6.5		
Temp FTE	0.0		

Performance Measures and Short Term Objectives

Goal: Provide support services and leadership for the stewardship of all parks, facilities, and the urban forest

Critical Success Factor: Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number and acreage of city parks*	66 / 1,058	66 / 1,058	-	66 / 1,058
Parks maintenance expenditures per acre*	\$3,804	\$4,013	-	\$4,871
Percent of "urgent" work orders completed within 24 hours*	-	-	-	95%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Implement an enterprise asset and work order management software solution	Q4 FY 2024



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

Short Term Objectives	Planned Completion
Complete all monthly park/playground inspections	Q4 FY 2024
Complete design and construction of playgrounds at Rockcrest and Isreal Parks	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Facilities Maintenance expenditures per square foot*	\$7.18	\$7.57	-	\$9.19
Number and square footage of city facilities maintained*	77 / 518,592	77 / 518,592	-	77 / 518,592
Percent of preventive maintenance tasks performed as scheduled*	-	-	-	90%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Complete installation of HVAC units at City Hall, Dogwood snack bar, Senior Center, and Rec Services building	Q4 FY 2024

Goal: Preserve, protect, maintain, and manage Rockville's urban forest

Critical Success Factor: Safe and Livable Neighborhoods

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of street trees scheduled for pruning completed*	-	-	-	90%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Institute updated training/safety protocols for the tree crew	Q4 FY 2024
Inventory and locate street trees using GIS and the enterprise asset and work order management software solution	Q4 FY 2024



Parks and Facilities Maintenance Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Support	840,144	846,140	839,720	-0.8%
Athletic Field Services	584,021	691,800	715,780	3.5%
East Parks Services	699,823	902,860	854,310	-5.4%
Facilities Maintenance Services	3,637,580	3,718,860	4,626,550	24.4%
Forest and Tree Preservation	65,000	10,000	10,000	0.0%
Horticultural Services	986,166	1,073,950	1,211,640	12.8%
Park Maintenance Fund	21,760	125,000	125,000	0.0%
Right-of-Way Services	534,393	598,300	633,700	5.9%
Urban Forestry Maintenance	1,142,797	1,316,570	1,326,900	0.8%
West Parks Services	618,806	703,450	740,190	5.2%
Division Total (\$)	9,130,490	9,986,930	11,083,790	11.0%

Parks and Facilities Maintenance Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	5,196,044	5,750,700	5,848,780	1.7%
Operating	3,561,369	3,892,230	4,697,010	20.7%
Capital Outlay	373,077	344,000	538,000	56.4%
Other	-	-	-	-
Division Total (\$)	9,130,490	9,986,930	11,083,790	11.0%

Parks and Facilities Maintenance Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Support	-	-	-	-
Athletic Field Services	-	-	-	-
East Parks Services	-	-	-	-
Facilities Maintenance Services	447,933	41,860	243,020	480.6%
Forest and Tree Preservation	48,391	10,000	93,430	834.3%
Horticultural Services	-	-	-	-
Park Maintenance Fund	143,174	30,000	212,300	607.7%
Right-of-Way Services	11,802	15,740	15,740	0.0%
Urban Forestry Maintenance	-	-	-	-
West Parks Services	-	-	-	-
Division Total (\$)	651,300	97,600	564,490	478.4%

Significant Changes from FY 2023 to FY 2024

Operating costs increased in Facilities Maintenance Services by \$514,100 for electricity cost increases, \$25,870 for other utility cost increases, and \$29,730 for contractual cost increases; Athletic Fields Services by \$61,050 due to the conversion of 1.0 FTE Maintenance Worker to contract funding; Horticultural Services by \$114,700 for contractual cost increases and \$10,000 in one-time equipment replacement funding; East Park Services by \$23,680 and Right-of-Way Services by \$17,410 for contractual cost increases.

Capital outlay costs increased in Facilities Maintenance Services by \$255,000 for grant-supported LED lighting upgrades at the Senior Center and Twinbrook Community Center, and \$30,000 for facility energy assessments, and in Athletic Field Services by \$23,000 in one-time equipment replacement funding. This was partially offset by a decrease in East Park Services due to removing \$80,000 in one-time funding for a dog exercise area, and in Horticultural Services by \$25,000 and Right-of-Way Services by \$14,000 due to the removal of one-time equipment replacement funding.

Revenue increased in Facilities Maintenance Services by \$200,000 for Maryland Energy Administration grants and Pepco rebates, and Forest and Tree Preservation by \$83,430 and Park Maintenance Fund by \$182,300 based on expected developer contributions.



**Parks and Facilities Maintenance Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration and Support	6.0	6.0	6.0	0.0%
Athletic Field Services	6.5	6.5	5.5	-15.4%
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	6.0	6.0	6.0	0.0%
West Parks Services	6.5	6.5	6.5	0.0%
Regular Subtotal	57.0	57.0	56.0	-1.8%
<i>Temporary</i>				
Administration and Support	0.2	0.2	-	-100.0%
Athletic Field Services	-	-	-	-
East Parks Services	0.7	1.2	0.5	-58.3%
Facilities Maintenance Services	-	-	-	-
Forest and Tree Preservation	-	-	-	-
Horticultural Services	0.7	0.7	0.7	0.0%
Park Maintenance Fund	-	-	-	-
Right-of-Way Services	1.4	1.4	1.5	7.1%
Urban Forestry Maintenance	-	-	-	-
West Parks Services	-	-	-	-
Temporary Subtotal	3.0	3.5	2.7	-22.9%
Division Total	60.0	60.5	58.7	-3.0%

**Significant Changes from
FY 2023 to FY 2024**

Regular FTEs decreased in Athletic Field Services due to a 1.0 FTE Maintenance Worker being converted to contract services funding.

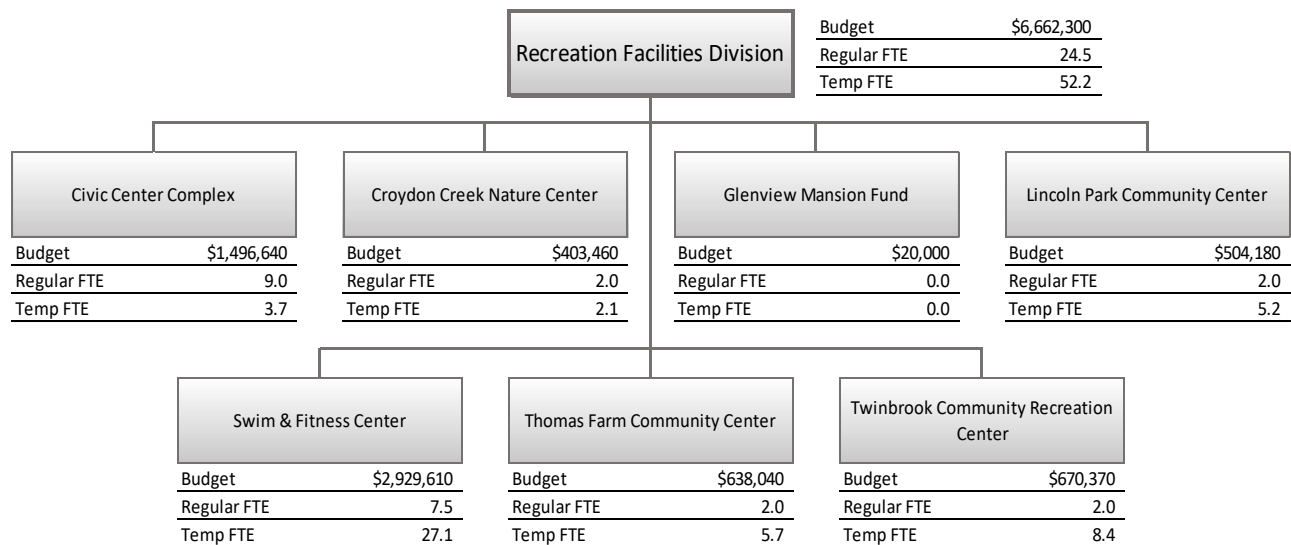
Temporary FTEs decreased by 0.2 in Administration and Support and 0.7 in East Park Services due to temporary FTEs being converted to contract services funding.

Temporary FTEs increased by 0.1 in Right-of-Way Service due to shifting temporary FTE needs.



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, Cottage, F. Scott Fitzgerald Theatre, Social Hall, Elwood Smith Community Center, Pump House Community Center, park pavilion rentals, and the community gardens at Woottons Mill Park), 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of visits per year (all recreation facilities) *	203,406	469,210	-	538,000
Rentals per year (all recreation facilities) *	55	1,095	-	1,334

* This is a new performance measure for FY 2024.

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

Short Term Objectives	Planned Completion
Complete final phase of rehab work in Mrs. Lyon's Dressing Room (Glenview Mansion)	Q4 FY 2024
Complete design of Outdoor Recreation Pool Renovations CIP (RC18)	Q2 FY 2024



Recreation Facilities Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Civic Center Complex	1,273,502	1,379,550	1,496,640	8.5%
Croydon Creek Nature Center	389,144	372,850	403,460	8.2%
Glenview Mansion Fund	-	20,000	20,000	0.0%
Lincoln Park Community Center	407,471	458,520	504,180	10.0%
Swim & Fitness Center	2,534,963	2,667,690	2,929,610	9.8%
Thomas Farm Community Center	451,178	599,300	638,040	6.5%
Twinbrook Community Recreation Center	473,595	603,740	670,370	11.0%
Division Total (\$)	5,529,853	6,101,650	6,662,300	9.2%

Recreation Facilities Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	4,279,056	4,657,010	4,858,390	4.3%
Operating	1,168,166	1,316,310	1,687,210	28.2%
Capital Outlay	39,801	78,130	63,500	-18.7%
Other	42,830	50,200	53,200	6.0%
Division Total (\$)	5,529,853	6,101,650	6,662,300	9.2%

Recreation Facilities Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Civic Center Complex	525,379	592,500	593,500	0.2%
Croydon Creek Nature Center	55,119	89,840	106,340	18.4%
Glenview Mansion Fund	20,000	20,000	20,000	0.0%
Lincoln Park Community Center	51,117	115,050	122,270	6.3%
Swim & Fitness Center	2,339,300	2,305,850	2,496,350	8.3%
Thomas Farm Community Center	93,866	182,420	182,420	0.0%
Twinbrook Community Recreation Center	126,638	183,400	183,400	0.0%
Division Total (\$)	3,211,419	3,489,060	3,704,280	6.2%

Significant Changes from FY 2023 to FY 2024

Operating costs increased across the Division by \$313,350 for electricity cost increases, and in the Swim and Fitness Center by \$30,000 for chemical cost increases.

Capital outlay costs decreased by \$14,630 due to the removal of one-time equipment replacement funding. This category varies each year depending on equipment replacement cycles.

Other costs increased in the Civic Center Complex by \$3,000 due to the allocation of additional grant funding to the city's three Theatre Resident Companies (RESCOs).

Revenue increased as follows: in the Croydon Creek Nature Center by \$16,500 in recreation program fees and merchandise sales due to expanded summer camp offerings and native plant sale; in the Lincoln Park Community Center by \$7,220 in recreation program fees due to increased participation in expanded STEM summer camp; and in the Swim & Fitness Center by \$190,500 in swim team dues, memberships revenue, and recreation program fees due to fee increases and expanded programming.



**Recreation Facilities Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<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	2.0	-20.0%
Swim & Fitness Center	7.0	7.0	7.5	7.1%
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	3.4	3.7	3.7	0.0%
Croydon Creek Nature Center	2.0	1.9	2.1	10.5%
Glenview Mansion Fund	-	-	-	-
Lincoln Park Community Center	4.2	4.3	5.2	20.9%
Swim & Fitness Center	26.8	27.3	27.1	-0.7%
Thomas Farm Community Center	5.7	5.7	5.7	0.0%
Twinbrook Community Recreation Center	8.2	8.2	8.4	2.4%
Temporary Subtotal	50.3	51.1	52.2	2.2%
Division Total	74.8	75.6	76.7	1.5%

**Significant Changes from
FY 2023 to FY 2024**

0.5 Regular FTE moved from Lincoln Park Community Center to Swim & Fitness Center, due to shifting staffing needs. Temporary staffing levels were adjusted in these cost centers to account for this shift in staffing.

Temporary FTEs increased at Croydon Creek Nature Center by 0.2 due to the funding of free Nature Center programs for Title 1 schools (Twinbrook Elementary) and an expansion of Nature Center programs.

Other temporary FTE changes in the Division reflect shifting programming priorities and related temporary FTE needs.



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 social equity, planning and delivering high quality special events, and providing opportunities for cultural growth. The Afterschool, Arts, Childcare, Classes, Special Events, Sports, Summer Camps, and Teens and Adventure Sports 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 participation in 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	\$5,609,390
		Regular FTE	22.2
		Temp FTE	26.8
Administration and Support	Afterschool	Art in Public Architecture	Art in Public Places
Budget	\$400,310	Budget	\$280,910
Regular FTE	2.0	Budget	\$89,000
Temp FTE	1.1	Regular FTE	0.0
		Temp FTE	0.0
Arts	Childcare	Classes	Farmers Market Eat Fresh Program
Budget	\$251,020	Budget	\$313,650
Regular FTE	1.0	Regular FTE	1.4
Temp FTE	1.0	Temp FTE	1.1
Friends of the Arts	Recreation Fund	Special Events	Sports
Budget	\$10,000	Budget	\$1,470,810
Regular FTE	0.0	Regular FTE	6.0
Temp FTE	0.0	Temp FTE	1.6
	Summer Camps	Teens and Adventure Sports	
	Budget	Budget	
	\$1,023,540	\$573,750	
	Regular FTE	Regular FTE	
	2.5	1.5	
	Temp FTE	Temp FTE	
	11.1	4.3	



Performance Measures and Short Term Objectives

Goal: Provide high quality recreation programs and services to Rockville area residents

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

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of registrations received in recreation programs*	4,310	8,940	-	8,500

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Partner with local businesses and other agencies for improved recreation program offerings for all ages	Q4 FY 2024
Evaluate and improve programs to ensure offerings are diverse, equitable, and accessible	Q4 FY 2024

Goal: Provide activities and services for children and teens that represent a good value; provide childcare, as well as safe, fun, and enriching activities during out-of-school time, and promote healthy and active lifestyles

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

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of child and teen program enrollment compared to the total capacity*	33%	63%	-	65%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Increase the number of specialty camps offered by five	Q1 FY 2024
Increase the number of school locations served by one	Q1 FY 2024
Incorporate health and wellness activities in the after-school program	Q3 FY 2024
Increase the number of residents utilizing scholarships from the Recreation Fund by 10%	Q4 FY 2024

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

Short Term Objectives	Planned Completion
Host events, including Hometown Holidays, Memorial Day Ceremony and Parade, Suds and Soles 5K, Rockville Independence Day, Rocktoberfest, Antique and Classic Car Show, Rockville Farmers Market, MLK Jr. Day, Lunar New Year Celebration, and other ceremonies and events	Q4 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Percent of adult program enrollment compared to the total capacity*	48%	55%	-	60%

* This is a new performance measure for FY 2024.



Short Term Objectives

**Planned
Completion**

Use seasonal evaluations to inform future youth and adult sports programs

Q3 FY 2024

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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of temporary or permanent art projects installed	0	1	1	4
Number of arts programs the city offers for performing, visual, and literary arts	7	11	18	30

Short Term Objectives

**Planned
Completion**

Complete two temporary Art in Public Places projects

Q3 FY 2024

Complete two public art maintenance projects as recommended in the Public Art Assessment Study

Q4 FY 2024



Recreation Services Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Support	295,154	397,660	400,310	0.7%
Afterschool	178,692	224,500	280,910	25.1%
Art in Public Architecture	38,750	14,500	89,000	513.8%
Art in Public Places	61,204	101,500	157,500	55.2%
Arts	225,456	240,010	251,020	4.6%
Childcare	350,725	316,320	315,720	-0.2%
Classes	268,754	313,550	313,650	0.0%
Farmers Market Eat Fresh Program	60,510	40,000	40,000	0.0%
Friends of the Arts	18,486	10,000	10,000	0.0%
Recreation Fund	27,739	40,000	40,000	0.0%
Skate Park	67,395	-	-	-
Special Events	1,045,646	1,426,650	1,470,810	3.1%
Sports	524,391	581,000	643,180	10.7%
Summer Camps	405,928	990,030	1,023,540	3.4%
Summer Playgrounds	209,754	-	-	-
Teens and Adventure Sports	238,731	399,840	573,750	43.5%
Division Total (\$)	4,017,315	5,095,560	5,609,390	10.1%

*Skate Park was consolidated into Teens and Adventure Sports in FY 2023.

**Summer Playgrounds was consolidated into Summer Camps in FY 2023.

Recreation Services Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	2,916,384	3,557,180	3,779,900	6.3%
Operating	964,083	1,396,250	1,681,160	20.4%
Capital Outlay	19,999	-	5,500	N/A
Other	116,849	142,130	142,830	0.5%
Division Total (\$)	4,017,315	5,095,560	5,609,390	10.1%

Significant Changes from FY 2023 to FY 2024

Personnel costs increased in Afterschool by \$41,100 due to the addition of a 0.5 FTE Afterschool Assistant Director; in Sports by \$38,260 for temporary employee wages due to minimum wage and wage compression adjustments, rising costs of adult sports leagues, and expanded youth sports camp offerings; and in Teens and Adventure Sports by \$39,000 in temporary employee wages due to the expansion of the Teens on the Go program.

Operating costs increased in Afterschool by \$18,420 for outside trainer funding to meet demand for specialized afterschool programming; in Art in Public Architecture by \$74,500 based on current construction completion schedules; in Art in Public Places by \$56,000 based on scheduled art project installation and utilizing existing fund balance; and in Teens and Adventure Sports by \$112,980 for transportation and program supplies for planned expansions to programming.

Capital outlay costs increased in Special Events by \$5,500 for one-time equipment replacement funding. This category varies each year depending on equipment replacement cycles.



Recreation Services Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Administration and Support	-	41,040	-	-100.0%
Afterschool	62,266	53,770	83,890	56.0%
Art in Public Architecture	17,850	23,250	136,310	486.3%
Art in Public Places	84,610	86,480	-	-100.0%
Arts	68,185	67,720	67,720	0.0%
Childcare	283,522	285,250	307,050	7.6%
Classes	286,128	341,500	357,500	4.7%
Farmers Market Eat Fresh Program	68,057	40,000	40,000	0.0%
Friends of the Arts	43,576	-	10,000	N/A
Recreation Fund	44,005	27,500	27,500	0.0%
Skate Park	-	-	-	-
Special Events	69,676	122,300	122,300	0.0%
Sports	421,669	444,900	462,030	3.9%
Summer Camps	297,989	689,700	689,700	0.0%
Summer Playgrounds	61,740	-	-	-
Teens and Adventure Sports	132,919	160,290	290,210	81.1%
Division Total (\$)	1,942,192	2,383,700	2,594,210	8.8%

*Skate Park was consolidated into Teens and Adventure Sports in FY 2023.

**Summer Playgrounds was consolidated into Summer Camps in FY 2023.

Significant Changes from FY 2023 to FY 2024

Revenue decreased as follows: in Administration and Support by \$41,040 due to shifting program priorities resulting in the discontinuation the of MRPA Theme Park Ticket program; and in Art in Public Places by \$86,480 due to significant existing balance in the fund.

Revenue increased as follows: in Afterschool and Childcare by \$30,120 and \$21,800, respectively, for recreation program fees primarily due to increased participation in contractual programming; in Teens and Adventure Sports by \$129,920 for recreation program fees primarily due to planned expansions to programming; in Art in Public Architecture by \$113,060 in city contributions per city ordinance; and in Friends of the Arts by \$10,000 for expected community contributions.



Recreation Services Division FY 2024 Adopted Regular and Temporary FTEs

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Administration and Support	2.0	2.0	2.0	0.0%
Afterschool	1.5	1.5	2.0	33.3%
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	6.0	6.0	0.0%
Sports	2.8	2.8	2.8	0.0%
Summer Camps	1.5	2.5	2.5	0.0%
Summer Playgrounds	1.0	-	-	-
Teens and Adventure Sports	1.3	1.5	1.5	0.0%
Regular Subtotal	20.5	21.7	22.2	2.3%
<i>Temporary</i>				
Administration and Support	0.9	1.1	1.1	0.0%
Afterschool	1.0	0.9	0.7	-22.2%
Art in Public Architecture	-	-	-	-
Art in Public Places	-	-	-	-
Arts	1.1	1.0	1.0	0.0%
Childcare	1.8	1.9	1.9	0.0%
Classes	1.0	1.1	1.1	0.0%
Farmers Market Eat Fresh Program	-	-	-	-
Friends of the Arts	-	-	-	-
Recreation Fund	-	-	-	-
Skate Park	1.4	-	-	-
Special Events	1.4	1.6	1.6	0.0%
Sports	3.5	3.4	4.0	17.6%
Summer Camps	5.3	12.3	11.1	-9.8%
Summer Playgrounds	5.8	-	-	-
Teens and Adventure Sports	1.2	3.2	4.3	34.4%
Temporary Subtotal	24.4	26.5	26.8	1.1%
Division Total	44.9	48.2	49.0	1.7%

*Skate Park was consolidated into Teens and Adventure Sports in FY 2023.

**Summer Playgrounds was consolidated into Summer Camps in FY 2023.

Significant Changes from FY 2023 to FY 2024

Regular FTEs increased in Afterschool by 0.5 due to the addition of an Afterschool Assistant Director, which was partially offset by a reduction of temporary FTEs in Afterschool by 0.2.

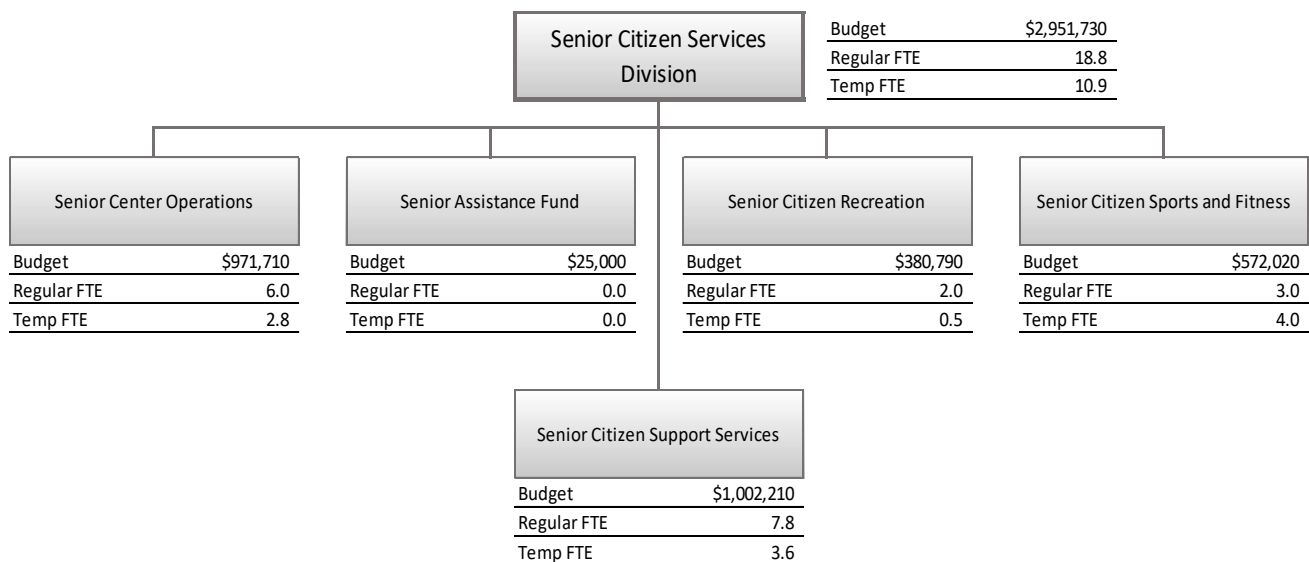
Temporary FTEs increased in Sports by 0.6 due to expanded youth sports camp offerings, shifting programming priorities, and related temporary FTE needs, and in Teens and Adventure Sports by 1.1 due to expanded programming particularly Teens on the Go.

Temporary FTEs decreased in Summer Camps by 1.2 due to the conversion of temporary FTEs to contract funding for various programs.



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. The Senior Center serves as a place to access information, services, and support related to aging. The Division also manages senior services and programming in community centers, neighborhood buildings, and satellite locations throughout the city. 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 aged 60 and above through a well-supported Senior Center and broad range of available services

Critical Success Factor: Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of Senior Center members	1,341	1,322	1,275	1,375
Percent of Senior Center members retained*	73%	98%	-	98%
Number of Senior Center visits*	-	20,884	-	21,000
Percent of Senior Center programs offered that target diversity, equity, and inclusion*	-	12%	-	13%

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Provide a variety of trips that are affordable, ensuring equity and inclusion in trip participation among seniors	Q4 FY 2024
Offer more than 2,400 hours of virtual and hybrid programming and satellite programs as well as increasing episodes of 60+ Spotlight for more exposure of resources and connectivity	Q4 FY 2024



Goal: Encourage all Rockville adults aged 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 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024
Number of senior program registrations received*	7,518	7,160	-	7,600
Senior program cancellation rate* (Target: ≤ 5%)	8%	7%	-	≤ 5%
Percent of Senior Center members that are Rockville residents*	84%	83%	-	83%
Number of residents served through the Villages program*	-	-	-	540

* This is a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Increase multi-cultural fitness program offerings by five programs to encourage celebrating the diverse communities of Rockville	Q4 FY 2024
Increase Villages participation by 30 percent, by facilitating an increase in the numbers of gatherings and meetings (in person and hybrid)	Q4 FY 2024



Senior Citizen Services Division FY 2024 Adopted Expenditures by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Senior Center Operations	842,044	891,730	971,710	9.0%
Senior Assistance Fund	12,404	25,000	25,000	0.0%
Senior Citizen Recreation	308,232	367,200	380,790	3.7%
Senior Citizen Sports and Fitness	448,860	571,710	572,020	0.1%
Senior Citizen Support Services	843,079	979,430	1,002,210	2.3%
Division Total (\$)	2,454,619	2,835,070	2,951,730	4.1%

Senior Citizen Services Division FY 2024 Adopted Expenditures by Type

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Personnel	2,157,074	2,431,730	2,513,350	3.4%
Operating	278,664	372,340	403,160	8.3%
Capital Outlay	6,477	6,000	10,220	70.3%
Other	12,404	25,000	25,000	0.0%
Division Total (\$)	2,454,619	2,835,070	2,951,730	4.1%

Senior Citizen Services Division FY 2024 Adopted Revenues by Cost Center

	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
Senior Center Operations	83,349	122,700	122,700	0.0%
Senior Assistance Fund	28,005	13,000	23,000	76.9%
Senior Citizen Recreation	53,214	129,800	129,800	0.0%
Senior Citizen Sports and Fitness	156,433	290,770	290,770	0.0%
Senior Citizen Support Services	68,101	102,210	102,210	0.0%
Division Total (\$)	389,102	658,480	668,480	1.5%

Significant Changes from FY 2023 to FY 2024

Operating costs increased in Senior Center Operations by \$41,450 for electricity cost increases.

Capital outlay costs increased in Senior Center Operations by \$4,220 for one-time equipment replacement funding. This category varies each year depending on equipment replacement cycles.

Revenue increased in the Senior Assistance Fund due to a return of \$10,000 in the General Fund transfer which was reduced in FY 2023.



**Senior Citizen Services Division
FY 2024 Adopted Regular and Temporary FTEs**

	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024	% Change from FY23
<i>Regular</i>				
Senior Center Operations	6.0	6.0	6.0	0.0%
Senior Assistance Fund	-	-	-	-
Senior Citizen Recreation	2.0	2.0	2.0	0.0%
Senior Citizen Sports and Fitness	2.0	3.0	3.0	0.0%
Senior Citizen Support Services	7.8	7.8	7.8	0.0%
Regular Subtotal	17.8	18.8	18.8	0.0%
<i>Temporary</i>				
Senior Center Operations	2.3	2.8	2.8	0.0%
Senior Assistance Fund	-	-	-	-
Senior Citizen Recreation	0.5	0.5	0.5	0.0%
Senior Citizen Sports and Fitness	4.0	3.8	4.0	5.3%
Senior Citizen Support Services	3.0	3.5	3.6	2.9%
Temporary Subtotal	9.8	10.6	10.9	2.8%
Division Total	27.6	29.4	29.7	1.0%

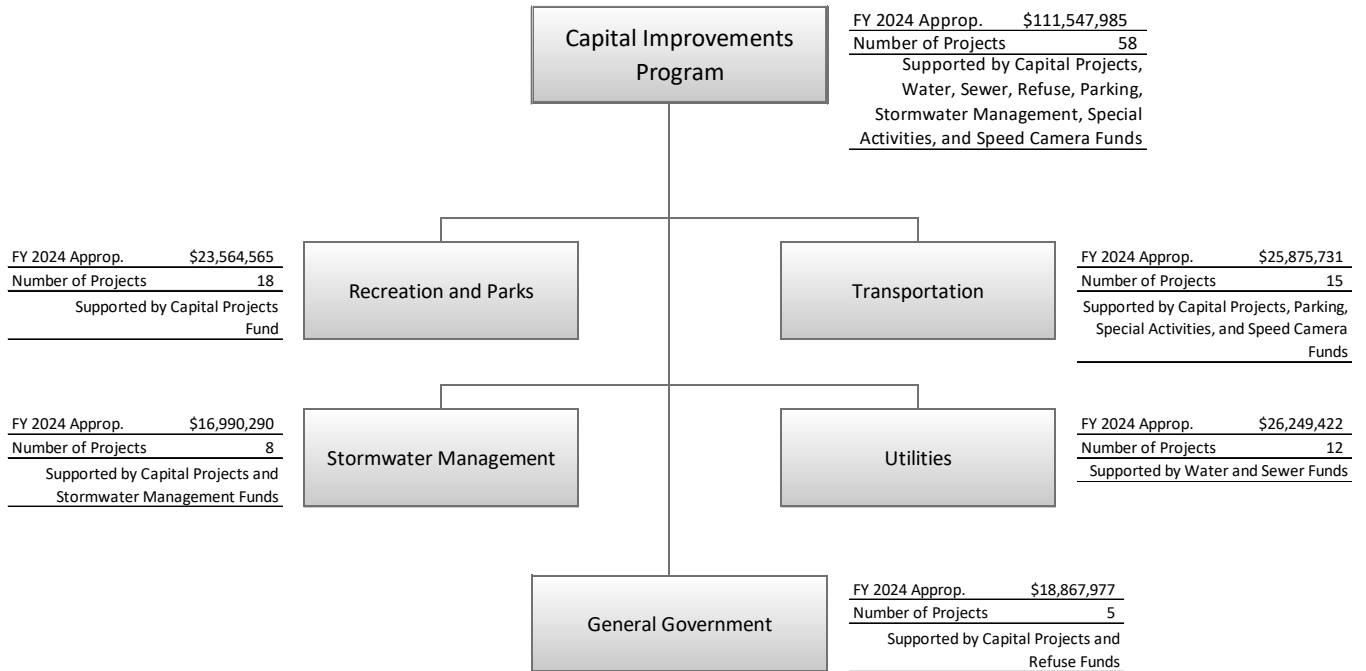
**Significant Changes from
FY 2023 to FY 2024**

Temporary FTE changes in the Division are due to shifting programming priorities and related temporary FTE needs.





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 Comprehensive 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 sought input from the Mayor and Council and from the public throughout the budget process. This input was 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 2024 budget surveys were presented at the December 12, 2022 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. These proposals were included as part of the budget public record.
- The community was invited to submit online community priorities 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 2024 budget public record closed on April 24, 2023.

CIP Project Prioritization

For the FY 2024 budget process, Budget Office staff reviewed current best practices, researched examples from other jurisdictions, and considered feedback from prior years' processes to refresh the city's CIP prioritization process. The refreshed process moves the project scoring element from the review committee to the project manager, provides a more objective scoring tool, and adds focus areas on climate sustainability and equity. The FY 2024 CIP prioritization process included the following elements:

- Project managers scored all projects using the scoring matrix shown to the right, providing justification for each score selection.
- A cross-departmental CIP Prioritization Committee (Committee) reviewed all nonrecurring projects supported by the taxpayer-funded Capital Projects Fund. As part of their review process, the committee heard presentations from department directors, gathered additional information needed to better understand the projects, and discussed the project scores supplied by the project managers. Committee members then assigned high, medium, or low priority levels to each project and provided additional comments as a formal recommendation to the City Manager.
- The Budget Office used the results of the Mayor and Council surveys and the Committee's recommendation to provide a funding recommendation to the City Manager on how to allocate available resources across the five year CIP.
- The City Manager used the recommendations from the Committee and the Budget Office as tools to aid in determining what projects and funding levels to include in the proposed CIP.

Capital Project Scoring Tool

0 points	1 point	2 points
Infrastructure Improvement or Preservation Weight factor: 12		
Project ensures existing infrastructure (including IT infrastructure) is maintained or improved as needed to meet the demands of those who use it. Replacement and rehabilitation both qualify within this category, but the choice to replace versus rehabilitate should be justified and explained.		
Is not necessary to maintain or improve current infrastructure	Will improve current infrastructure	Is essential to maintain current infrastructure
Health and Safety Weight factor: 12		
Project addresses existing or potential health and/or safety concerns for residents, users of city services or facilities, and/or city employees.		
Does not address health or safety	Addresses a concern with either a high likelihood of occurrence or a high impact	Addresses a concern with both a high likelihood of occurrence and a high impact
Adopted Plans or Legal Mandates Weight factor: 7		
Project directly supports one or more plans adopted by the Mayor and Council or addresses a legal mandate.		
Does not support any adopted plans or legal mandates	Supports one or more adopted plans or legal mandates	Is legally mandated
Urgency and Readiness Weight factor: 7		
Project is urgently needed to maintain existing operations and is clearly defined, with personnel resources available for project execution.		
Is not urgent and not well defined or justified	Is either urgent but not well defined or justified, or is well defined or justified but not urgent	Is both urgent and well defined or justified
Equity (see Budget Equity Toolkit) Weight factor: 4		
Project improves the ability of communities of color and historically excluded populations to access services and/or improve their quality of life. Projects do not need to be primarily focused on a particular population but should incorporate components that ensure these populations are both considered and engaged in the development and projected outcomes of the project.		
Does not improve the ability of communities of color and historically excluded populations to access services and/or improve their quality of life	Has a minor to moderate improvement on the ability of communities of color and historically excluded populations to access services and/or improve their quality of life	Will significantly improve the ability of communities of color and historically excluded populations to access services and/or improve their quality of life
Sustainability and Climate Resiliency (see Supplemental Information) Weight factor: 4		
Project addresses a specific Climate Action Plan (CAP) action item, mitigates greenhouse gas (GHG) emissions, or is designed to support climate resiliency to heat, heavy precipitation, severe storms, and drought.		
Does not consider climate impacts or does not reduce emissions	Is designed to reduce some impacts of climate change or mitigate emissions slightly	Significantly improves city and community climate resiliency and significantly mitigates overall emissions
Outside Funding or Return on Investment (ROI) Weight factor: 4		
Project has been awarded outside funding or has a high potential to be awarded outside funding (grants, State bond bills, community contributions, etc.). Alternatively, project will generate revenue or savings that is expected to cover the cost of the project in 20 years or less, which is the typical length of time it takes to pay back bond funding.		
Does not have outside funding, and has a ROI of more than 20 years	Has outside funding of up to 25% and/or a ROI of 11-20 year	Has outside funding of more than 25% and/or a ROI of 10 years or less



Funding Sources Used to Finance the CIP

The funding sources used to finance the current CIP are described in this section. 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. The current CIP includes support from one Special Activities Fund: the Transportation Improvement Plan (TIP). TIP is funded by payments from developers and can only be used on strategies that decrease traffic congestion and vehicle emissions.
- **Speed Camera (Spd) Fund** – Capital expenses funded by the Speed Camera Fund. The source of funding is speed camera violations, which by State law can only be used to support speed camera operations or public safety initiatives.

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. The current CIP includes just under \$8.1 million in American Rescue Plan Act (ARPA) funding assigned to this category.

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.



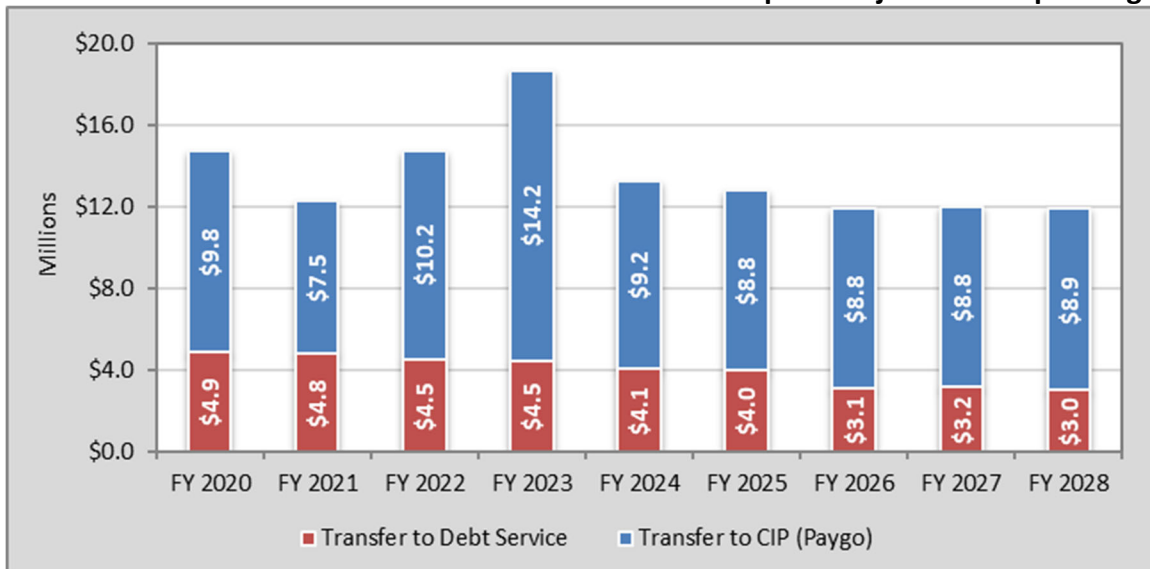
Other Funding Sources

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, 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.

Historical and Planned General Fund Commitment to Capital Projects Fund Spending



Operating Cost Impacts

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 2024 - FY 2028

Program Area / Project Title (Unit): OCI Description	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5 Year Total
Recreation and Parks Program Area						
F. Scott Fitzgerald Theatre ADA Improvements (RA20): Annual maintenance and inspections of new equipment						
General Fund	-	-	3,500	-	-	3,500
King Farm Farmstead - Electric Infrastructure (RB23): Cost of electric and annual inspections						
General Fund	-	2,500	-	-	-	2,500
Transportation Program Area						
LED Streetlight Conversion (TA22): Electricity savings resulting from installation of more energy efficient lighting						
General Fund	-	(130,000)	-	-	-	(130,000)
Maryland/Dawson Extended (5C11): 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
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
Stormwater Management Program Area						
Stream Restoration: Anderson Park/Plymouth Woods HOA (SA18): Funding for five years of post-restoration stream stability monitoring*						
SWM Fund	-	-	-	47,000	-	47,000
Stream Restoration: Croydon Creek/Calvin Park Tributary (SB16): Funding for five years of post-restoration stream stability monitoring*						
SWM Fund	-	-	-	51,000	-	51,000
Utilities Program Area						
SCADA Improvements (UE16): Electricity and communication funding						
Water Fund	-	-	-	2,000	-	2,000
Water Treatment Plant Safety Improvements (UB19): Additional funding for required chemicals						
Water Fund	34,000	-	-	-	-	34,000
General Government Program Area						
Core Financial, HR, And Procurement ERP (GA21): Annual license and maintenance costs						
General Fund	100,000	369,950	-	-	-	469,950
Maintenance and Emergency Operations Facility Improvements (GD19): Funding for increases in general facility maintenance and utilities						
General Fund	-	254,690	296,600	-	-	551,290
All Program Areas						
General Fund	102,000	502,140	302,100	2,000	2,000	910,240
Water Fund	34,000	-	-	2,000	-	36,000
SWM Fund	2,000	3,500	2,000	100,000	2,000	109,500
Total, All Funds (\$)	138,000	505,640	304,100	104,000	4,000	1,055,740

*This OCI is required by the U.S. Army Corps of Engineers and will be removed from the budget at the end of the five year requirement period.



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 \$1,519 (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 2024	FY 2025	FY 2026	FY 2027	FY 2028
Debt per assessed valuation	≤1.0%	0.2%	0.3%	0.3%	0.2%	0.2%
Debt per capita	≤\$1,519 ²	\$537	\$641	\$580	\$571	\$512
Debt per capita as a % of per capita income	≤2.5%	0.9%	1.0%	0.9%	0.8%	0.7%
Debt service as a % of operating budget	<15.0%	6.0%	5.5%	5.1%	5.0%	4.6%
Amortization rate - 5 years	≥25%	36.8%	38.4%	40.2%	43.6%	45.9%
Amortization rate - 10 years	≥50%	68.1%	71.7%	76.0%	81.8%	83.4%

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 October 2022. Credit strengths noted by the rating agencies include prudent financial management; strong, well-embedded, formal financial management policies and practices; and the city's strong local economy.



Total Outstanding City Debt

The city has a total of \$117.3 million in outstanding taxpayer-supported and enterprise debt. During FY 2024 the city will retire \$3.2 million in taxpayer-supported debt and \$8.6 million in enterprise debt. There are no new debt issues planned for FY 2024. 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 2014A	2014	501,270	2.00 - 5.00%	2024
General Improvements - Refunding 2015A	2015	1,231,736	4.00 - 5.00%	2025
General Improvements - 2016A	2016	715,000	2.00 - 3.00%	2036
General Improvements - Advance Refunding 2016B	2016	1,818,424	2.00 - 5.00%	2028
General Improvements - 2017A	2017	3,785,000	4.00%	2037
General Improvements - 2019A	2019	5,125,000	2.00 - 5.00%	2039
General Improvements - Refunding 2020A	2020	5,355,000	1.90%	2031
General Improvements - Advance Refunding 2020C	2020	640,000	1.00 - 1.70%	2025
Total Taxpayer-Supported Debt (\$):		19,171,430		

Enterprise Debt Summary	Year	Outstanding Principal	Interest Rate	Maturity
Loan Payable - State of Maryland	2005	145,326	0.00%	2025
Loan Payable - State of Maryland	2010	344,147	1.00%	2031
General Improvements - Refunding 2014A	2014	118,730	2.00 - 5.00%	2024
General Improvements - Refunding 2015A	2015	928,264	4.00 - 5.00%	2025
General Improvements - 2015B	2015	6,300,000	2.00 - 5.00%	2036
General Improvements - 2016A	2016	3,315,000	2.00 - 3.00%	2036
General Improvements - Advance Refunding 2016B	2016	3,166,576	2.00 - 5.00%	2028
General Improvements - 2017A	2017	3,330,000	4.00%	2037
General Improvements - 2019A	2019	6,725,000	2.00 - 5.00%	2039
General Improvements - Advance Refunding 2019B	2019	23,730,000	2.55 - 3.00%	2036
General Improvements - Refunding 2020A	2020	3,840,000	1.90%	2031
General Improvements - 2020B	2020	15,855,000	1.00 - 5.00%	2040
General Improvements - Advance Refunding 2020C	2020	19,315,000	1.00 - 1.70%	2035
General Improvements - 2022A	2022	10,980,000	4.00 - 5.00%	2043
Total Enterprise Debt (\$):		98,093,043		

Total Outstanding Debt: \$ 117,264,473



Planned New Debt

The table below shows the projects currently planned for bond funding support from FY 2024 through FY 2028. Annual reviews will be performed to determine if using cash or issuing debt is more favorable. The city often combines two fiscal years' worth of debt issues into one issue to reduce costs and increase efficiency. For example, the amounts planned for FY 2024 and FY 2025 shown below will be issued together in FY 2025.

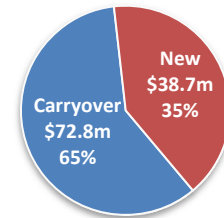
Project	Fund	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5 Year Total
<i>Recreation and Parks Program Area</i>							
F. Scott Fitzgerald Theatre ADA Improvements (RA20)	Cap	143,000	777,000	-	-	-	920,000
King Farm Farmstead Horse Barn (RA18)	Cap	-	-	355,000	3,597,000	-	3,952,000
Lincoln Park Community Center Improvements (RA22)	Cap	1,500,000	-	-	-	-	1,500,000
Outdoor Recreation Pool Renovations (RC18)	Cap	10,446,000	-	-	-	-	10,446,000
<i>Utilities Program Area</i>							
Blue Plains Wastewater Treatment (UA21)	Swr	3,688,000	5,125,000	6,809,000	4,011,000	-	19,633,000
Water Main Rehab & Improvement (UD21)	Wtr	3,947,000	3,374,000	3,392,000	3,894,000	3,599,000	18,206,000
Water Meter Repl. and AMI Implementation (UB21)	Wtr	389,000	2,152,500	1,575,000	1,470,000	1,575,000	7,161,500
Water Treatment Plant Security (UB24)	Wtr	-	-	880,000	-	-	880,000
<i>All Program Areas</i>							
Capital Projects Fund	Cap	12,089,000	777,000	355,000	3,597,000	-	16,818,000
Water Fund	Wtr	4,336,000	5,526,500	5,847,000	5,364,000	5,174,000	26,247,500
Sewer Fund	Swr	3,688,000	5,125,000	6,809,000	4,011,000	-	19,633,000
Total, All Funds (\$)		20,113,000	11,428,500	13,011,000	12,972,000	5,174,000	62,698,500



FY 2024 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 \$111.5 million will support 47 of the CIP's 58 projects in FY 2024.

FY 2024 CIP Appropriation



FY 2024 CIP Appropriations Summary by Fund

Fund	Prior Year Approps.	Less Exp. as of 4/14/2023	Carryover Funding	Add New Approps.	Total FY 2024 Approps.
Capital Projects	62,551,333	(24,510,521)	38,040,812	26,073,653	64,114,465
Water	22,124,623	(11,504,098)	10,620,525	5,436,000	16,056,525
Sewer	13,692,000	(8,111,103)	5,580,897	4,612,000	10,192,897
Refuse	817,345	-	817,345	-	817,345
Parking	45,000	(27,000)	18,000	-	18,000
SWM	17,710,996	(3,247,106)	14,463,890	2,426,400	16,890,290
Special Activities	1,539,096	(23,503)	1,515,593	-	1,515,593
Speed Camera	2,085,118	(342,248)	1,742,870	200,000	1,942,870
Total (\$)	120,565,511	(47,765,579)	72,799,932	38,748,053	111,547,985

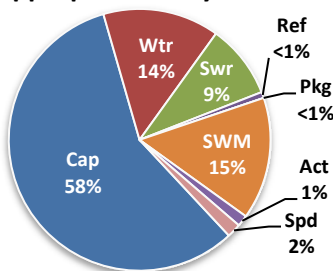
FY 2024 CIP Appropriations Summary by Program Area

Program Area	Prior Year Approps.	Less Exp. as of 4/14/2023	Carryover Funding	Add New Approps.	Total FY 2024 Approps.
Recreation and Parks	11,897,765	(2,401,603)	9,496,162	14,068,403	23,564,565
Transportation	34,246,057	(15,875,576)	18,370,481	7,505,250	25,875,731
SWM	17,810,996	(3,247,106)	14,563,890	2,426,400	16,990,290
Utilities	35,816,623	(19,615,201)	16,201,422	10,048,000	26,249,422
General Government	20,794,070	(6,626,093)	14,167,977	4,700,000	18,867,977
Total (\$)	120,565,511	(47,765,579)	72,799,932	38,748,053	111,547,985

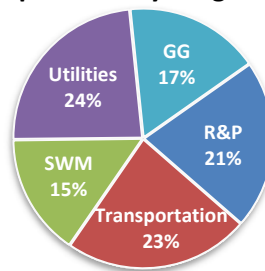
FY 2024 CIP Appropriations Summary by Department

Department	Prior Year Approps.	Less Exp. as of 4/14/2023	Carryover Funding	Add New Approps.	Total FY 2024 Approps.
Information Technology	2,623,295	-	2,623,295	2,800,000	5,423,295
Public Works	106,044,451	(45,363,976)	60,680,475	21,879,650	82,560,125
Recreation and Parks	11,897,765	(2,401,603)	9,496,162	14,068,403	23,564,565
Total (\$)	120,565,511	(47,765,579)	72,799,932	38,748,053	111,547,985

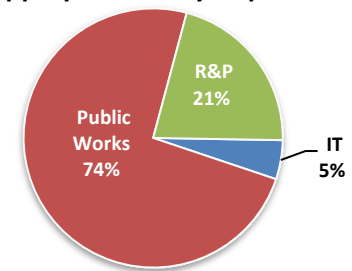
Appropriations by Fund



Appropriations by Program Area



Appropriations by Department

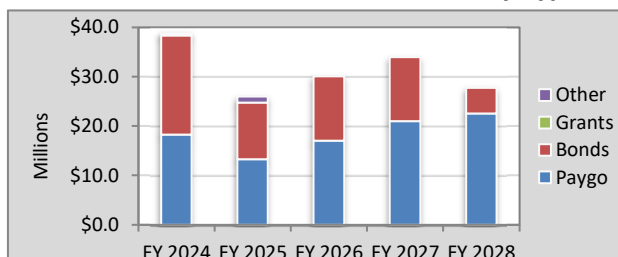




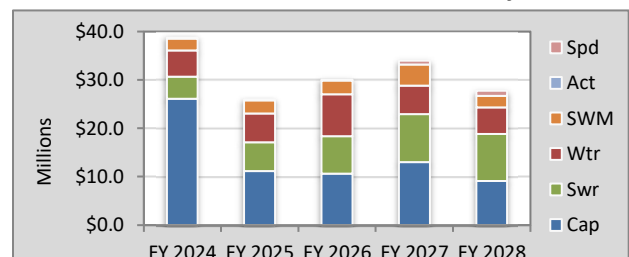
Sources of Funds by Type and Fund

Type / Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
<i>Paygo Funding</i>								
Capital Projects Fund	43,470,330	13,584,778	9,093,147	10,251,202	9,394,600	9,096,390	266,000	95,156,447
Water Fund	3,453,000	1,100,000	400,000	2,821,000	551,000	350,000	2,490,000	11,165,000
Sewer Fund	2,491,000	924,000	875,000	960,000	5,907,000	9,716,000	-	20,873,000
Refuse Fund	284,000	-	-	-	-	-	-	284,000
Parking Fund	45,000	-	-	-	-	-	-	45,000
Stormwater Mgmt.	11,051,466	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	-	25,684,491
Special Activities	1,539,096	-	-	-	-	-	-	1,539,096
Speed Camera	2,085,118	200,000	200,000	200,000	790,000	1,040,000	-	4,515,118
Total Paygo	64,419,010	18,235,178	13,284,647	17,028,327	20,994,600	22,544,390	2,756,000	159,262,152
<i>Bond Proceeds</i>								
Capital Projects Fund	7,000,000	12,089,000	777,000	355,000	3,597,000	-	-	23,818,000
Water Fund	15,711,623	4,336,000	5,526,500	5,847,000	5,364,000	5,174,000	3,150,000	45,109,123
Sewer Fund	11,201,000	3,688,000	5,125,000	6,809,000	4,011,000	-	-	30,834,000
Stormwater Mgmt.	2,570,000	-	-	-	-	-	5,754,000	8,324,000
Total Bond Proceeds	36,482,623	20,113,000	11,428,500	13,011,000	12,972,000	5,174,000	8,904,000	108,085,123
<i>Grant Funding</i>								
Capital Projects Fund	6,788,669	49,875	-	-	-	-	-	6,838,544
Water Fund	2,960,000	-	-	-	-	-	-	2,960,000
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Stormwater Mgmt.	2,425,000	-	-	-	-	-	-	2,425,000
Total Grants	12,707,014	49,875	-	-	-	-	-	12,756,889
<i>Developer Funding</i>								
Capital Projects Fund	264,900	-	-	-	-	-	-	264,900
Total Developer	264,900	-	-	-	-	-	-	264,900
<i>Other Funding Sources</i>								
Capital Projects Fund	5,027,434	350,000	1,250,000	-	-	-	-	6,627,434
Stormwater Mgmt.	1,664,530	-	-	-	-	-	-	1,664,530
Total Other	6,691,964	350,000	1,250,000	-	-	-	-	8,291,964
<i>All Funding Types</i>								
Capital Projects Fund	62,551,333	26,073,653	11,120,147	10,606,202	12,991,600	9,096,390	266,000	132,705,325
Water Fund	22,124,623	5,436,000	5,926,500	8,668,000	5,915,000	5,524,000	5,640,000	59,234,123
Sewer Fund	13,692,000	4,612,000	6,000,000	7,769,000	9,918,000	9,716,000	-	51,707,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Parking Fund	45,000	-	-	-	-	-	-	45,000
Stormwater Mgmt.	17,710,996	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	5,754,000	38,098,021
Special Activities	1,539,096	-	-	-	-	-	-	1,539,096
Speed Camera	2,085,118	200,000	200,000	200,000	790,000	1,040,000	-	4,515,118
Total All Types (\$)	120,565,511	38,748,053	25,963,147	30,039,327	33,966,600	27,718,390	11,660,000	288,661,028

FY 2024 - FY 2028 Sources of Funds by Type



FY 2024 - FY 2028 Sources of Funds by Fund

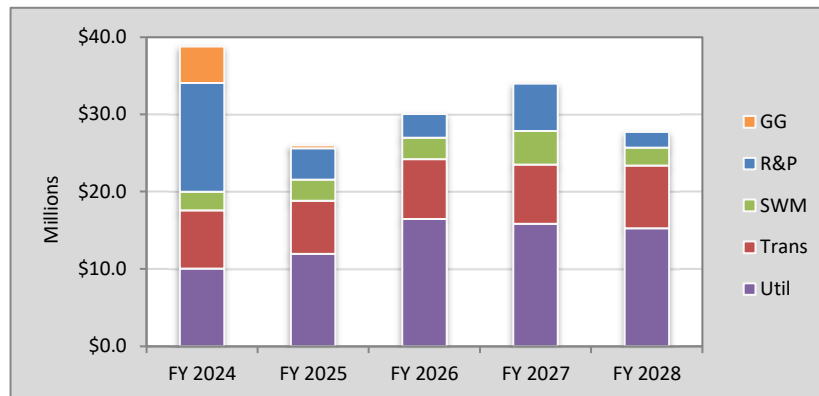




Use of Funds by Program Area and Fund

Program Area / Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
<i>Recreation and Parks Program Area</i>								
Capital Projects Fund	11,897,765	14,068,403	4,067,647	3,061,202	6,146,600	2,031,390	266,000	41,539,007
Total Rec & Parks	11,897,765	14,068,403	4,067,647	3,061,202	6,146,600	2,031,390	266,000	41,539,007
<i>Transportation Program Area</i>								
Capital Projects Fund	30,576,843	7,305,250	6,690,000	7,545,000	6,845,000	7,065,000	-	66,027,093
Parking Fund	45,000	-	-	-	-	-	-	45,000
Special Activities	1,539,096	-	-	-	-	-	-	1,539,096
Speed Camera	2,085,118	200,000	200,000	200,000	790,000	1,040,000	-	4,515,118
Total Transportation	34,246,057	7,505,250	6,890,000	7,745,000	7,635,000	8,105,000	-	72,126,307
<i>Stormwater Management Program Area</i>								
Capital Projects Fund	100,000	-	-	-	-	-	-	100,000
Stormwater Mgmt.	17,710,996	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	5,754,000	38,098,021
Total SWM	17,810,996	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	5,754,000	38,198,021
<i>Utilities Program Area</i>								
Water Fund	22,124,623	5,436,000	5,926,500	8,668,000	5,915,000	5,524,000	5,640,000	59,234,123
Sewer Fund	13,692,000	4,612,000	6,000,000	7,769,000	9,918,000	9,716,000	-	51,707,000
Total Utilities	35,816,623	10,048,000	11,926,500	16,437,000	15,833,000	15,240,000	5,640,000	110,941,123
<i>General Government Program Area</i>								
Capital Projects Fund	19,976,725	4,700,000	362,500	-	-	-	-	25,039,225
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Total General Gov't	20,794,070	4,700,000	362,500	-	-	-	-	25,856,570
<i>All Program Areas</i>								
Capital Projects Fund	62,551,333	26,073,653	11,120,147	10,606,202	12,991,600	9,096,390	266,000	132,705,325
Water Fund	22,124,623	5,436,000	5,926,500	8,668,000	5,915,000	5,524,000	5,640,000	59,234,123
Sewer Fund	13,692,000	4,612,000	6,000,000	7,769,000	9,918,000	9,716,000	-	51,707,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Parking Fund	45,000	-	-	-	-	-	-	45,000
Stormwater Mgmt.	17,710,996	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	5,754,000	38,098,021
Special Activities	1,539,096	-	-	-	-	-	-	1,539,096
Speed Camera	2,085,118	200,000	200,000	200,000	790,000	1,040,000	-	4,515,118
Total All Areas (\$)	120,565,511	38,748,053	25,963,147	30,039,327	33,966,600	27,718,390	11,660,000	288,661,028

FY 2024 - FY 2028 Use of Funds by Program Area

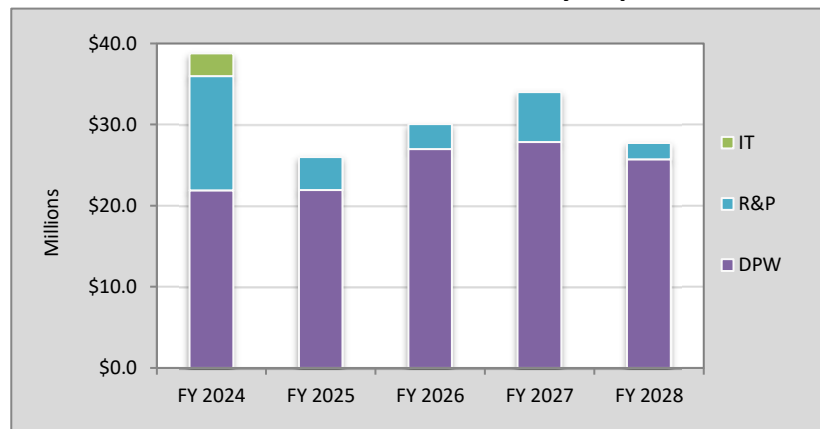




Use of Funds by Department and Fund

Department / Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
<i>Information Technology</i>								
Capital Projects Fund	1,773,295	2,800,000	-	-	-	-	-	4,573,295
Water Fund	850,000	-	-	-	-	-	-	850,000
Total IT	2,623,295	2,800,000	-	-	-	-	-	5,423,295
<i>Public Works</i>								
Capital Projects Fund	48,780,273	9,205,250	7,052,500	7,545,000	6,845,000	7,065,000	-	86,493,023
Water Fund	21,274,623	5,436,000	5,926,500	8,668,000	5,915,000	5,524,000	5,640,000	58,384,123
Sewer Fund	13,692,000	4,612,000	6,000,000	7,769,000	9,918,000	9,716,000	-	51,707,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Parking Fund	45,000	-	-	-	-	-	-	45,000
Stormwater Mgmt.	17,710,996	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	5,754,000	38,098,021
Special Activities	1,539,096	-	-	-	-	-	-	1,539,096
Speed Camera	2,085,118	200,000	200,000	200,000	790,000	1,040,000	-	4,515,118
Total Public Works	105,944,451	21,879,650	21,895,500	26,978,125	27,820,000	25,687,000	11,394,000	241,598,726
<i>Recreation and Parks</i>								
Capital Projects Fund	11,997,765	14,068,403	4,067,647	3,061,202	6,146,600	2,031,390	266,000	41,639,007
Total Rec. and Parks	11,997,765	14,068,403	4,067,647	3,061,202	6,146,600	2,031,390	266,000	41,639,007
<i>All Departments</i>								
Capital Projects Fund	62,551,333	26,073,653	11,120,147	10,606,202	12,991,600	9,096,390	266,000	132,705,325
Water Fund	22,124,623	5,436,000	5,926,500	8,668,000	5,915,000	5,524,000	5,640,000	59,234,123
Sewer Fund	13,692,000	4,612,000	6,000,000	7,769,000	9,918,000	9,716,000	-	51,707,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Parking Fund	45,000	-	-	-	-	-	-	45,000
Stormwater Mgmt.	17,710,996	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	5,754,000	38,098,021
Special Activities	1,539,096	-	-	-	-	-	-	1,539,096
Speed Camera	2,085,118	200,000	200,000	200,000	790,000	1,040,000	-	4,515,118
Total All Areas (\$)	120,565,511	38,748,053	25,963,147	30,039,327	33,966,600	27,718,390	11,660,000	288,661,028

FY 2024 - FY 2028 Use of Funds by Department





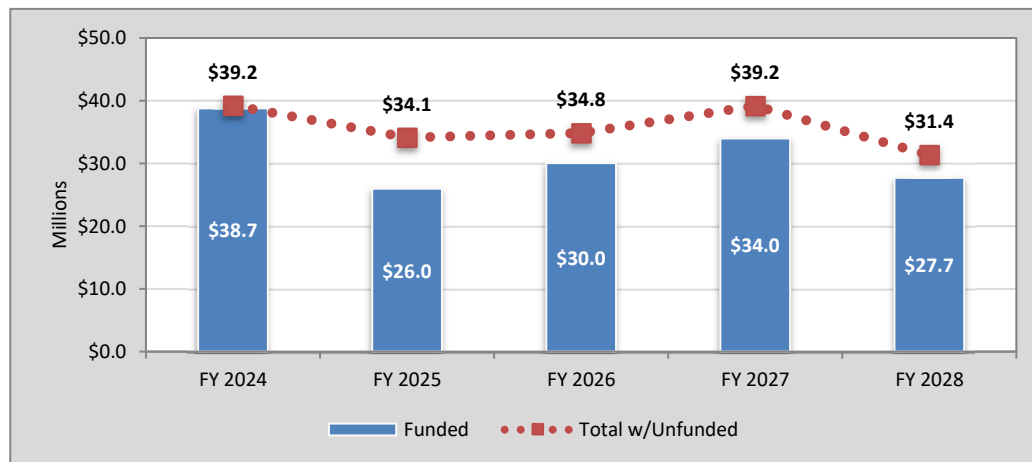
Unfunded Totals by Program Area and Fund

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
<i>Recreation and Parks Program Area</i>							
Capital Projects Fund	-	2,050,000	2,575,000	3,797,000	2,250,000	3,373,000	14,045,000
Total Rec & Parks	-	2,050,000	2,575,000	3,797,000	2,250,000	3,373,000	14,045,000
<i>Transportation Program Area</i>							
Capital Projects Fund	-	6,100,000	400,000	1,400,000	400,000	9,450,000	17,750,000
Total Transportation	-	6,100,000	400,000	1,400,000	400,000	9,450,000	17,750,000
<i>Stormwater Management Program Area</i>							
Stormwater Mgmt.	-	-	1,000,000	-	1,000,000	-	2,000,000
Total SWM	-	-	1,000,000	-	1,000,000	-	2,000,000
<i>General Government Program Area</i>							
Capital Projects Fund	500,000	-	833,000	-	-	-	1,333,000
Total General Gov't	500,000	-	833,000	-	-	-	1,333,000
<i>All Program Areas</i>							
Capital Projects Fund	500,000	8,150,000	3,808,000	5,197,000	2,650,000	12,823,000	33,128,000
Stormwater Mgmt.	-	-	1,000,000	-	1,000,000	-	2,000,000
Total All Areas (\$)	500,000	8,150,000	4,808,000	5,197,000	3,650,000	12,823,000	35,128,000

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 2024 - FY 2028 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 2024 Adopted Budget

Transportation Program Area Overview

Description: The projects in the Transportation Program Area focus on providing safe and sustainable city streets, bridges, sidewalks, streetlights, traffic signals, and pedestrian and bicycle facilities in accordance with County, State, and federal standards; city transportation plans and policies; and the Vision Zero and Climate Action Plans.

Goal: To provide a safe, complete, efficient, and ADA-compliant multimodal transportation system.

New project(s) for FY 2024:
Senior Center Entrance (TA24)

Project(s) closed for FY 2024:
Rockville Intermodal Access - Baltimore Road (BA11)

Transportation Program Area Summary of Total Funding

	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Funded	\$4,264,057	7,561,250	5,809,000	7,741,000	7,845,000	8,101,000	-	72,141,407
Unfunded	-	-	6,500,000	400,000	2,400,000	400,000	9,650,000	17,750,000
Total w/Unfunded (\$)	\$4,264,057	7,561,250	12,309,000	8,141,000	10,245,000	8,501,000	9,650,000	89,891,407

City of Rockville, Maryland
FY 2024 Adopted Budget

LED Streetlight Conversion (TA22)

Description: This project provides for the replacement of all city-owned and maintained high pressure sodium (HPS) streetlights (approximately 1,700) with more energy efficient, light-emitting diode (LED) luminaires. Conversion of city streetlights to LED is action M-02 of the Climate Action Plan.

Changes from Previous Year: Grant funding of \$449,750 was awarded in FY 2023 from the Maryland Energy Administration (MEA) reducing the necessary appropriations from the Capital Projects Fund. Project total increased due to funding Phase 2, which was previously unfunded. The city is pursuing additional grant opportunities for this project.

Current Project Appropriations

	Prior Appropriations	Loss Expended as of 4/14/23	Total Carryover	New Funding	Total FY 2024 Appropriations
	1,449,750	-	1,449,750	\$50,250	2,100,000

Project Timeline and Total Cost by Type: The city was awarded a grant, which reduced the necessary appropriations from the Capital Projects Fund. Project total increased due to funding a previously unfunded portion of project.

Type	Estimated Start		Estimated Completion		Estimated Cost		% Change
	Original	Current	Original	Current	Original	Current	
Planning / Design	-	-	-	-	-	-	-
Construction	FY 2023	FY 2023	FY 2023	FY 2025	1,000,000	2,100,000	110%
Other	-	-	-	-	-	-	-
Project Total (\$)					1,000,000	2,100,000	110%

Project Funding: This project is partially funded. The MEA grant funding received in FY 2023 has been used to reduce additional Capital Projects Fund support, and additional funding is anticipated through the Pepco EmpowerMD rebate program. The unfunded portion of this project is for Phase 3, which covers the second half of the city's decorative fixtures.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Range (Cap)	750,000	625,375	-	-	-	-	-	1,375,375
Grants (Cap)	699,750	43,875	-	-	-	-	-	743,625
Total Funded (\$)	1,449,750	670,250	-	-	-	-	-	2,120,000
Unfunded (Cap)	-	-	1,130,000	-	-	-	-	1,130,000
Total w/Unfunded (\$)	1,449,750	670,250	1,130,000	-	-	-	-	3,200,000

Operating Cost Impact: Operating cost reduction in streetlight electricity is anticipated starting in FY 2025. Additional savings are estimated with the implementation of subsequent phases of the project.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	(5,120,000)	-	-	-	-	(11,120,000)

Project Manager: Andrew Luckemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This project first appeared in the FY 2022 CIP. FY 2024 work completes Phase 1, which includes approximately 2,000 fixture conversions, and begins Phase 2, which includes the replacement of approximately 600 HPS fixtures with LED (the remaining 600 HPS fixtures are currently unfunded). The city anticipates receiving rebates through the Pepco EmpowerMD incentive program, as funding from the program allows.



Summary of CIP Projects

All projects in the current CIP are listed in the following table by program area. There are a total of 58 projects in the CIP, 47 of which have carryover and/or new FY 2024 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. A map showing the location of all discrete projects included in the CIP is available online at www.rockvillemd.gov/CIPprojects. Projects that involve multiple sites are not included on this map.

Program Area / Project Title	Unit	FY 2024 Appropriations				FY 2025 - Future	Funded Total	Unfunded Total
		Prior Spent	Prior Carryover	FY 2024 New	Total			
Recreation and Parks								
Asphalt/Concrete Improvements: FY21-FY25	RA21	1,304,611	70,389	545,000	615,389	2,110,000	4,030,000	200,000
David Scull Park Improvements	RA19	-	-	100,000	100,000	500,000	600,000	-
Elwood Smith Comm. Center - Restrooms Renovation	RA24 *	-	-	-	-	266,000	266,000	-
F. Scott Fitzgerald Theatre ADA Improvements	RA20	-	-	143,000	143,000	1,027,000	1,170,000	-
King Farm Farmstead Electric Infrastructure	RB23	56,173	830,827	-	830,827	-	887,000	-
King Farm Farmstead Fire Suppression	RB21	69,794	1,475,206	-	1,475,206	-	1,545,000	-
King Farm Farmstead Garage #2 and Tenant Buildings #6 and #7	RC23	-	-	-	-	-	-	1,472,000
King Farm Farmstead Horse Barn	RA18	55,356	-	-	-	3,952,000	4,007,356	-
Lincoln Park Community Center Improvements	RA22	37,092	962,908	1,500,000	2,462,908	-	2,500,000	-
Outdoor Recreation Pool Renovations	RC18	122,289	1,145,712	10,446,000	11,591,712	-	11,714,000	-
Parks Material Storage Area Cover	RB24 *	-	-	-	-	-	-	300,000
Pedestrian Bridge Replacement: Horizon Hill Park	RB22	-	-	-	-	506,600	506,600	-
Pedestrian Bridge Replacement: Woottons Mill Park	RD23	-	-	-	-	506,600	506,600	-
Playground Structure Replacement: FY21-FY25	RC21	174,070	376,750	250,000	626,750	1,250,000	2,050,820	-
Promenade Park Elevator Replacement	RD21	44,863	557,759	-	557,759	-	602,622	-
RedGate Park Master Plan Implementation	RE23	-	2,021,173	-	2,021,173	1,000,000	3,021,173	12,073,000
Roofing Improvements: FY21-FY25	RE21	537,356	2,055,438	734,403	2,789,841	4,454,639	7,781,836	-
Twinbrook Comm. Center and Annex - Restrooms Renovation	RC24 *	-	-	350,000	350,000	-	350,000	-
Transportation								
Asphalt Repair & Replacement: FY21-FY25	TA21	8,762,637	1,781,363	3,975,000	5,756,363	16,830,000	31,349,000	800,000
Bridge Rehabilitation: FY21-FY25	TB21	52,729	312,271	100,000	412,271	2,585,000	3,050,000	-
Concrete Repair & Replacement: FY21-FY25	TC21	5,792,397	287,603	2,380,000	2,667,603	9,760,000	18,220,000	800,000
Hurley Avenue Bridge Replacement	TE16	224,731	1,568,279	-	1,568,279	-	1,793,010	-
LED Streetlight Conversion	TA22	-	1,449,750	650,250	2,100,000	-	2,100,000	1,100,000
Maryland Dawson Extended	5C11	499,945	4,377,389	-	4,377,389	-	4,877,334	9,450,000
Pedestrian and Bicycle Safety: FY21-FY25	TD21	67,416	1,423,381	200,000	1,623,381	400,000	2,090,797	-
Scott-Veirs Drive Shared-Use Path	TA23	-	-	-	-	-	-	1,250,000
Senior Center Entrance	TA24 *	-	100,000	-	100,000	-	100,000	1,000,000
Sidewalks: FY21-FY25	TE21	130,223	2,412,036	200,000	2,612,036	800,000	3,542,259	-
Stonestreet Corridor Improvements	TA20	-	1,180,000	-	1,180,000	-	1,180,000	2,850,000
Town Center Road Diet	TB22	319,248	856,752	-	856,752	-	1,176,000	-
Traffic Signal at E. Middle Lane/Helen Heneghan Way	TF21	-	-	-	-	-	-	500,000
Twinbrook Pedestrian/Bicycle Bridge	TC22	12,750	387,250	-	387,250	-	400,000	-
West End Park Noise Barrier	3A81	13,500	2,234,407	-	2,234,407	-	2,247,907	-

* Projects are new to the FY 2024 book.



Summary of CIP Projects (continued)

Program Area / Project Title	Unit	Prior Spent	FY 2024 Appropriations			FY 2025 - Future	Funded Total	Unfunded Total
			Prior Carryover	FY 2024 New	Total			
Stormwater Management								
Flood Resiliency Master Plan	SA23	-	1,500,000	-	1,500,000	-	1,500,000	2,000,000
Storm Drain Analysis and Spot Repair: Potomac Woods	SB23	49,232	150,768	1,100,000	1,250,768	735,000	2,035,000	-
Storm Drain Rehab & Improvement: FY21-FY25	SA21	473,493	1,142,921	46,000	1,188,921	4,627,000	6,289,414	-
Stream Restoration: Anderson Park/Plymouth Woods HOA	SA18	327,955	3,914,045	-	3,914,045	-	4,242,000	-
Stream Restoration: Croydon Creek/Calvin Park Tributary	SB16	496,922	5,180,943	235,400	5,416,343	-	5,913,265	-
Stream Restoration Spot Repairs: FY21-FY25	SB21	324,463	522,537	100,000	622,537	2,032,625	2,979,625	-
Stream Restoration: Watts Branch – Lower Stream	SA19	-	-	-	-	6,288,000	6,288,000	-
SWM Facilities Improvement: FY21-FY25	SC21	1,575,041	2,152,676	945,000	3,097,676	4,278,000	8,950,717	-
Utilities								
Blue Plains Wastewater Treatment: FY21-FY25	UA21	7,510,096	3,690,904	3,688,000	7,378,904	26,782,000	41,671,000	-
SCADA Cybersecurity	UA23	-	850,000	-	850,000	-	850,000	-
SCADA Improvements	UE16	-	-	500,000	500,000	632,000	1,132,000	-
Sewer Rehab & Improvement: FY21-FY25	UC21	601,007	1,889,993	924,000	2,813,993	6,621,000	10,036,000	-
Water Main Rehab & Improvement: FY21-FY25	UD21	3,434,911	3,090,712	3,947,000	7,037,712	14,259,000	24,731,623	-
Water Meter Replacement and AMI Implementation	UB21	55,292	1,355,708	389,000	1,744,708	9,922,500	11,722,500	-
Water Treatment Plant Clarifier Improvements	UD16	-	-	-	-	2,840,000	2,840,000	-
Water Treatment Plant Electrical, Roof, and HVAC Upgrades	UA17	7,694,199	2,988,801	-	2,988,801	-	10,683,000	-
WTP Facility Master Plan and Water Regulatory Compliance	UA24 *	-	-	600,000	600,000	-	600,000	-
Water Treatment Plant Safety Improvements	UB19	308,011	2,246,989	-	2,246,989	-	2,555,000	-
Water Treatment Plant Security	UB24 *	-	-	-	-	880,000	880,000	-
Water Treatment Plant Sludge Dewatering Replacement	UB23	11,685	88,315	-	88,315	3,140,000	3,240,000	-
General Government								
Core Financial, HR, & Procurement ERP	GA21	-	1,773,295	-	1,773,295	-	1,773,295	-
Data Center and Disaster Recovery Infrastructure Replacement	GB21	-	-	2,800,000	2,800,000	-	2,800,000	1,008,000
Electric Vehicle Infrastructure	GA23	6,806	785,694	-	785,694	362,500	1,155,000	325,000
Gude Yard Recycle Transfer Enclosure	GC19	-	817,345	-	817,345	-	817,345	-
Maintenance and Emergency Operations Facility Improvements	GD19	6,619,287	10,791,643	1,900,000	12,691,643	-	19,310,930	-
Total All Program Areas (\$)		47,765,579	72,799,932	38,748,053	111,547,985	129,347,464	288,661,028	35,128,000

* Projects are new to the FY 2024 book.



Projects Closed for FY 2024

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 were closed as of June 30, 2023, and are not included in the FY 2024 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*
Recreation and Parks						
Civic Center Park Sidewalk Improvements (RA23)**	2022	Cap	385,000	100,000	44,930	55,070
Dogwood Park Renovation (RD16)	2016	Cap	526,800	1,187,600	1,187,600	-
Isreal Park Shelter Replacement (RA17)	2017	Cap	300,000	449,418	449,418	-
Pervious Parking Lot Replacement: Fallsgrove Park (RB19)	2019	Cap	697,000	825,000	825,000	-
Senior Center ADA Improvements (RE18)	2018	Cap	575,000	1,386,000	1,386,000	-
Splash Pad (RF21)	2021	Cap	500,000	440,200	440,200	-
Transportation						
Rockville Intermodal Access - Baltimore Road (8A11)***	2007	Cap	5,600,000	6,965,265	6,565,265	400,000
		Act	-	1,143,120	843,120	300,000
General Government						
I-Net Security Enhancements (GA18)***	2018	Cap	-	1,766,000	1,706,000	60,000
		Act	800,000	773,925	773,925	-

*Estimated unspent as of 5/1/2023.

**This project's estimated savings has been factored into the five year Capital Projects Fund cash flow.

***Once these projects are closed staff will recommend appropriating any remaining funds from the Capital Projects Fund to the Data Center and Disaster Recovery Infrastructure Replacement (GB21) project to restore the portion of the project that was unfunded during the FY 2024 budget process, and any remaining funds from the Special Activities Fund to the Sidewalks (TE21) project.



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 2024:

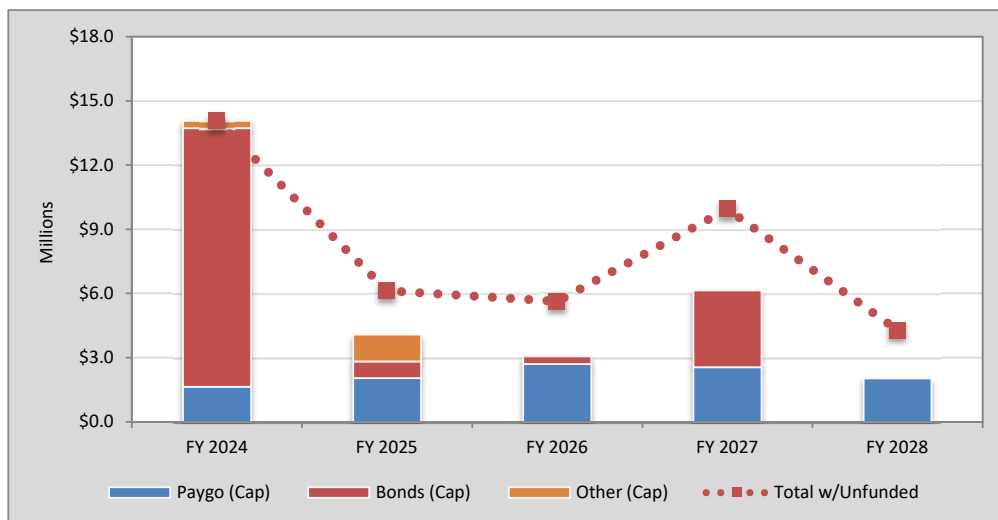
- Elwood Smith Comm. Center - Restrooms Renovation (RA24)
- Parks Material Storage Area Cover (RB24)
- Twinbrook Comm. Center and Annex - Restrooms Renovation (RC24)

Project(s) closed for FY 2024:

- Civic Center Park Sidewalk Improvements (RA23)
- Dogwood Park Renovation (RD16)
- Isreal Park Shelter Replacement (RA17)
- Pervious Parking Lot Replacement: Falls Grove Park (RB19)
- Senior Center ADA Improvements (RE18)
- Splash Pad (RF21)



FY 2024 - FY 2028 New Funding Schedule



Recreation and Parks Program Area Summary of Total Funding

	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Funded	11,897,765	14,068,403	4,067,647	3,061,202	6,146,600	2,031,390	266,000	41,539,007
Unfunded	-	-	2,050,000	2,575,000	3,797,000	2,250,000	3,373,000	14,045,000
Total with Unfunded (\$)	11,897,765	14,068,403	6,117,647	5,636,202	9,943,600	4,281,390	3,639,000	55,584,007



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, bleachers, and related ADA compliance repairs and renovations. Projects are identified in a five year plan that is updated annually.

Changes from Previous Year: Costs have been adjusted due to inflation and reprioritization of projects, and the project has been partially unfunded in FY 2025 and forward due to budget constraints.

Current Project Appropriations

Prior Appropriations:	1,375,000
Less Expended as of 4/14/23:	1,304,611
Total Carryover:	70,389
New Funding:	545,000
Total FY 2024 Appropriations:	615,389

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2016 ADA Transition Plan; 2020 Recreation & Parks Strategic Plan; Vision Zero

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: Total project cost increased due to inflation and reprioritization of projects. A portion of this project was unfunded due to budget constraints.

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	45,000	(7,500)	-14%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	2,177,500	2,360,000	182,500	8%
Other (inspections)	FY 2021	FY 2021	FY 2025	FY 2025	25,000	35,000	10,000	40%
Project Total (\$):					2,255,000	2,440,000	185,000	8%

Project Funding: This project is partially funded. This project is considered a routine capital maintenance project and is funded in five year increments. The unfunded portion of this project will be given priority for any available reserves.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	1,375,000	545,000	520,000	535,000	535,000	520,000	-	4,030,000
Total Funded (\$)	1,375,000	545,000	520,000	535,000	535,000	520,000	-	4,030,000
Unfunded (Cap)	-	-	50,000	50,000	50,000	50,000	-	200,000
Total w/Unfunded (\$)	1,375,000	545,000	570,000	585,000	585,000	570,000	-	4,230,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks and Facilities Development Coordinator, 240-314-8608.

Notes: FY 2024 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 in the 2015 Southlawn Industrial Area Study and responds to implementation items in the 2007 Lincoln Park Neighborhood Plan, 2004 East Rockville Neighborhood Plan, 2020 Recreation and Parks Strategic Plan, and the Comprehensive 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: Costs have increased due to inflation. Project moved forward by one year.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	100,000
Total FY 2024 Appropriations:	100,000

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; 2020 Recreation & Parks Strategic Plan; Comprehensive Plan

Anticipated Project Outcome: Providing the David Scull and Maryvale neighborhoods with an improved park that serves as a gateway to each community.

Project Timeline and Total Cost by Type: Total construction cost increased due to inflation. Project moved forward one year.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2025	FY 2024	FY 2025	FY 2024	100,000	100,000	-	-
Construction	FY 2026	FY 2025	FY 2026	FY 2025	444,700	500,000	55,300	12%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					544,700	600,000	55,300	10%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	100,000	500,000	-	-	-	-	600,000
Total Funded (\$)	-	100,000	500,000	-	-	-	-	600,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	100,000	500,000	-	-	-	-	600,000

Operating Cost Impact: Specific ongoing operating cost impacts will be determined during the design phase.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Charles Reed, Parks Maintenance Manager, 240-314-8711.

Notes: This project first appeared in the FY 2019 CIP. FY 2024 work includes design.



Elwood Smith Comm. Center - Restrooms Renovation (RA24)



Description: This project funds the design and construction of converting gender specific restrooms to multiple single-user restrooms at Elwood Smith Community Center.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Mayor and Council Resolution 09A-22

Anticipated Project Outcome: Convert gender specific restrooms to multiple single-user restrooms.

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	Future	Future	Future	Future	62,000	62,000	-	-
Construction	Future	Future	Future	Future	204,000	204,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					266,000	266,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	-	-	-	-	-	266,000	266,000
Total Funded (\$)	-	-	-	-	-	-	266,000	266,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	-	-	266,000	266,000

Operating Cost Impact: Specific ongoing operating cost impacts will be determined during the design phase.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: This is a new project for FY 2024.



F. Scott Fitzgerald Theatre ADA Improvements (RA20)



Description: This project funds ADA improvements and renovations within the F. Scott Fitzgerald Theatre and Social Hall. Areas of work include the lobby, auditorium, backstage areas, single user restrooms, concession stand and kitchenette, box office, hallways and corridors, as well as audio system improvements.

Changes from Previous Year: Project funding was reduced and adjusted to reflect the latest cost estimates and the presence of a State bond bill.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	143,000
Total FY 2024 Appropriations:	143,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2016 ADA Transition Plan; 2020 Recreation & Parks Strategic Plan

Anticipated Project Outcome: An ADA compliant facility with expanded access for the community.

Project Timeline and Total Cost by Type: Contingency funding was increased for ADA improvements and additional funding was added as a result of being awarded a State bond bill.

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	1,027,000	232,000	29%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					880,000	1,170,000	290,000	33%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Bonds (Cap)	-	143,000	777,000	-	-	-	-	920,000
State Bond Bill (Other-Cap)	-	-	250,000	-	-	-	-	250,000
Total Funded (\$)	-	143,000	1,027,000	-	-	-	-	1,170,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	143,000	1,027,000	-	-	-	-	1,170,000

Operating Cost Impact: This project will result in a one-time revenue reduction during construction in FY 2025, which will be quantified during the design phase in FY 2024. Ongoing funding of \$3,500 is required for inspections and maintenance of the audio/speaker system, including the assistive listening devices, and the rigging infrastructure.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	3,500	-	-	-	3,500

Project Manager: Paige Janzen, Superintendent of Community Facilities, 240-314-8661.

Notes: This project first appeared in the FY 2020 CIP. FY 2024 work includes design.



King Farm Farmstead Electric Infrastructure (RB23)



Description: This project funds the design and construction of electric infrastructure services from Pepco into the Dairy Barns and Farmstead House. The remaining buildings will have electric infrastructure brought within five to ten feet of each building. The electric infrastructure for these buildings will be in preparation for a future use of the buildings.

Changes from Previous Year: Additional funding was added during FY 2023 due to inflation and increases to the Pepco permit fees.

Current Project Appropriations

Prior Appropriations:	887,000
Less Expended as of 4/14/23:	56,173
Total Carryover:	830,827
New Funding:	-
Total FY 2024 Appropriations:	830,827

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2014 King Farm Farmstead Property Condition Assessment Report; 2020 Recreation and Parks Strategic Plan; Comprehensive Plan

Anticipated Project Outcome: Provide electric infrastructure to or within the existing buildings.

Project Timeline and Total Cost by Type: Total project cost increased due to inflation and increases to Pepco permit fees.

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	50,000	50,000	-	-
Construction	FY 2023	FY 2023	FY 2024	FY 2024	400,000	837,000	437,000	109%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					450,000	887,000	437,000	97%

Project Funding: This project is fully funded and includes \$450,000 in ARPA funding.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	437,000	-	-	-	-	-	-	437,000
Grants (Cap)	450,000	-	-	-	-	-	-	450,000
Total Funded (\$)	887,000	-	-	-	-	-	-	887,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	887,000	-	-	-	-	-	-	887,000

Operating Cost Impact: Cost of electric and annual inspections.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	2,500	-	-	-	-	2,500

Project Manager: Christine Henry, Deputy Director of Recreation and Parks, 240-314-8603.

Notes: This project was added via budget amendment during FY 2022. FY 2024 work includes construction completion and project close out.



King Farm Farmstead Fire Suppression (RB21)



Description: This project funds the design and construction of water and sewer infrastructure service from the Washington Suburban Sanitary Commission (WSSC) just outside of the buildings and within the Dairy Barns and Farmstead House, as well as design and installation of a fire sprinkler system in the Dairy Barns and Farmstead House.

Changes from Previous Year: Additional funding was added during FY 2023 due to inflation, based on updated project cost estimates.

Current Project Appropriations

Prior Appropriations:	1,545,000
Less Expended as of 4/14/23:	69,794
Total Carryover:	1,475,206
New Funding:	-
Total FY 2024 Appropriations:	1,475,206

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2014 King Farm Farmstead Property Condition Assessment Report; 2020 Recreation and Parks Strategic Plan; Comprehensive Plan

Anticipated Project Outcome: Installation of water and sewer infrastructure to the buildings on the property and protection of the King Farm Farmstead Dairy Barns and Farmstead House from fire damage.

Project Timeline and Total Cost by Type: Project total increased to fund construction of sewer utility lines and due to inflation.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2021	FY 2023	94,250	94,250	-	-
Construction	FY 2021	FY 2023	FY 2022	FY 2024	555,750	1,450,750	895,000	161%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					650,000	1,545,000	895,000	138%

Project Funding: This project is fully funded and includes \$650,000 in ARPA funds.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	895,000	-	-	-	-	-	-	895,000
Grants (Cap)	650,000	-	-	-	-	-	-	650,000
Total Funded (\$)	1,545,000	-	-	-	-	-	-	1,545,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,545,000	-	-	-	-	-	-	1,545,000

Operating Cost Impact: Cost of utilities and annual fire suppression inspections.

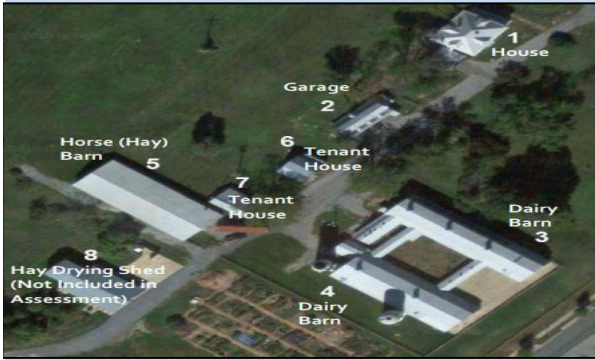
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	3,500	-	-	-	-	-	-	3,500

Project Manager: Mauricio Daza, Parks and Facilities Development Coordinator, 240-314-8608.

Notes: This project first appeared in the FY 2021 CIP. The construction of the sewer infrastructure was added via budget amendment during FY 2022. FY 2024 work includes construction completion and project close out.



King Farm Farmstead Garage #2 and Tenant Buildings #6 and #7 (RC23)



Description: This project funds the design and construction to stabilize and rehabilitate the garage (#2) and tenant buildings (#6 and #7) at the King Farm Farmstead Park. This project will create a weathertight building shell, but the buildings will not be ready for occupancy nor will they be fit out for any specific use.

Changes from Previous Year: Project timeline moved out a year, design to FY 2026, construction to FY 2027, and cost estimates were adjusted to account for inflation.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2014 King Farm Farmstead Property Condition Assessment Report; 2020 Recreation & Parks Strategic Plan; Comprehensive Plan

Anticipated Project Outcome: Rebuilt weathertight structures (buildings #2, #6, and #7).

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	-	295,000	1,177,000	-	-	1,472,000
Total w/Unfunded (\$)	-	-	-	295,000	1,177,000	-	-	1,472,000

Operating Cost Impact: The operating cost impacts will be determined during the design phase, but will likely include inspection fees and utility costs.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Christine Henry, Deputy Director of Recreation and Parks, 240-314-8603.

Notes: This project first appeared in the FY 2023 CIP.



King Farm Farmstead Horse Barn (RA18)



Description: This project funds the salvaging of historic material for reuse, demolition of existing structure and foundation, and reconstruction to maintain the overall character. Temporary shoring was completed in 2019. This project will not be ready for occupancy nor will it be fit out for any specific use, but it will create a weathertight building shell.

Changes from Previous Year: Funding was increased to include fire suppression. Timeline shifted out one year to allow time for a consultant, funded in the FY 2024 operating budget, to propose a plan for the King Farm Farmstead campus. The completion of this plan may shift priority to other buildings, such as the Dairy Barns.

Current Project Appropriations

Prior Appropriations:	55,356
Less Expended as of 4/14/23:	55,356
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2014 King Farm Farmstead Property Condition Assessment Report; 2020 Recreation & Parks Strategic Plan; Comprehensive Plan

Anticipated Project Outcome: A rebuilt historic building to provide safe, high quality recreation programs (building #5).

Project Timeline and Total Cost by Type: Project total increased due to escalation of design and construction costs since the project was originally proposed within the 2014 King Farm Farmstead Property Condition Assessment Report, and the addition of funds for fire suppression. Original timeline was for temporary shoring, while current timeline includes demolition and replacement of existing structure.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2025	FY 2026	FY 2025	FY 2026	227,000	410,356	183,356	81%
Construction	FY 2019	FY 2027	FY 2020	FY 2028	2,538,000	3,597,000	1,059,000	42%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,765,000	4,007,356	1,242,356	45%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	55,356	-	-	-	-	-	-	55,356
Bonds (Cap)	-	-	-	355,000	3,597,000	-	-	3,952,000
Total Funded (\$)	55,356	-	-	355,000	3,597,000	-	-	4,007,356
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	55,356	-	-	355,000	3,597,000	-	-	4,007,356

Operating Cost Impact: The operating cost impacts will be determined during the design phase, but will likely include inspection fees and utility costs.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	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 a portion of the Lincoln Park Community Center. This work will reconfigure space from offices to program space for activities such as out-of-school time programs, drop-in activities, community gatherings, and classes. Design will include community input to ensure community priorities are met.

Changes from Previous Year: Funding was added to accomplish further renovations to programming space as requested by the community.

Current Project Appropriations

Prior Appropriations:	1,000,000
Less Expended as of 4/14/23:	37,092
Total Carryover:	962,908
New Funding:	1,500,000
Total FY 2024 Appropriations:	2,462,908

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; 2016 ADA Transition Report

Anticipated Project Outcome: Improved programmable space and ADA improvements within the community center.

Project Timeline and Total Cost by Type: Funding increased for design and construction of additional square footage and further renovations within the center.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2022	FY 2023	FY 2022	FY 2024	15,000	195,000	180,000	1200%
Construction	FY 2022	FY 2024	FY 2023	FY 2025	235,000	2,185,000	1,950,000	830%
Other	FY 2023	FY 2024	FY 2023	FY 2025	-	120,000	120,000	-
Project Total (\$):					250,000	2,500,000	2,250,000	900%

Project Funding: This project is fully funded. The city was awarded State bond bill funding for a portion of this project.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	750,000	-	-	-	-	-	-	750,000
Bonds (Cap)	-	1,500,000	-	-	-	-	-	1,500,000
State Bond Bill (Other-Cap)	250,000	-	-	-	-	-	-	250,000
Total Funded (\$)	1,000,000	1,500,000	-	-	-	-	-	2,500,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,000,000	1,500,000	-	-	-	-	-	2,500,000

Operating Cost Impact: This project will add ongoing revenues and expenditures related to programming of the renovated space. Amounts will be determined during the design process and will depend on programming type.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Yvette Yeboah Schools, Community Center Supervisor, 240-314-8783.

Notes: This project first appeared in the FY 2022 CIP. FY 2024 work includes completion of design, permitting, procurement of construction, and start of construction. In accordance with the "Incorporation of Works of Art in Public Architecture" ordinance, the General Fund will contribute \$12,850 to the Art in Public Architecture program in FY 2024.



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: Timeline shifted to allow for community outreach, architectural/engineering design in FY 2023-2024, construction procurement to commence in FY 2024, and construction to begin in FY 2025. Additional funding was added based on final design and cost estimates.

Current Project Appropriations

Prior Appropriations:	1,268,000
Less Expended as of 4/14/23:	122,289
Total Carryover:	1,145,712
New Funding:	10,446,000
Total FY 2024 Appropriations:	11,591,712

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; 2016 ADA Transition Plan; 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 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 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	10,456,000	4,896,000	88%
Other (contract mgmt.)	FY 2020	FY 2024	FY 2021	FY 2025	140,000	197,000	57,000	41%
Project Total (\$):					6,559,000	11,714,000	5,155,000	79%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	1,268,000	-	-	-	-	-	-	1,268,000
Bonds (Cap)	-	10,446,000	-	-	-	-	-	10,446,000
Total Funded (\$)	1,268,000	10,446,000	-	-	-	-	-	11,714,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,268,000	10,446,000	-	-	-	-	-	11,714,000

Operating Cost Impact: Specific ongoing operating cost impacts will be determined during the design phase.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Adam Goldstein, Swim and Fitness Center Superintendent, 240-314-8752.

Notes: This project first appeared in the FY 2018 CIP. FY 2024 work includes completion of architectural and engineering design, procurement process for construction, and purchase of long-lead items. In accordance with the "Incorporation of Works of Art in Public Architecture" ordinance, the General Fund will contribute \$104,460 to the Art in Public Architecture program in FY 2024.



Parks Material Storage Area Cover (RB24)



Description: This project funds the design and construction of a covering for the material storage bins on the grounds of Civic Center Park. The need to have the storage bins covered was identified in a 2013 Environmental Protection Agency (EPA) inspection as part of their recommendations of the overall Rockville Stormwater Management Program as a means to control water soaking through the material stored in the bins. As an option the roof could be designed to handle solar panels to help offset energy use of the Civic Center Complex and the carbon footprint of the city.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Environment

Mandate/Plan: 2013 Environmental Protection Agency inspection; 2022 Climate Action Plan; Comprehensive Plan; 2020 Recreation and Parks Strategic Plan

Anticipated Project Outcome: Prevent water from soaking through stored materials, with an option to provide a source of solar energy.

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	-	30,000	270,000	-	-	300,000
Total w/Unfunded (\$)	-	-	-	30,000	270,000	-	-	300,000

Operating Cost Impact: The operating cost impacts will be determined during the design phase.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Rob Orndorff, Horticulturist, 240-314-8707.

Notes: This is a new project for FY 2024.



Pedestrian Bridge Replacement: Horizon Hill Park (RB22)



Description: This project funds design and construction of the replacement of a steel truss pedestrian bridge within 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 structural engineering firm.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2018 City of Rockville Bridge Inspection Report; 2020 Recreation & Parks Strategic Plan

Anticipated Project Outcome: Construction of a safe and modern pedestrian bridge.

Project Timeline and Total Cost by Type: Construction costs increased due to inflation.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2025	FY 2025	FY 2025	FY 2025	47,000	47,000	-	-
Construction	FY 2026	FY 2026	FY 2026	FY 2026	383,000	459,600	76,600	20%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					430,000	506,600	76,600	18%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	-	47,000	459,600	-	-	-	506,600
Total Funded (\$)	-	-	47,000	459,600	-	-	-	506,600
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	47,000	459,600	-	-	-	506,600

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks & Facilities Development Coordinator, 240-314-8608.

Notes: This project first appeared in the FY 2022 CIP.



Pedestrian Bridge Replacement: Woottons Mill Park (RD23)



Description: This project funds the design and construction of the replacement of a steel truss pedestrian bridge within Woottons Mill Park, crossing a Watts Branch tributary. The bridge was identified for replacement through the city's Bridge Inspection Program completed by a third party structural engineering firm.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2018 City of Rockville Bridge Inspection Report; 2020 Recreation & Parks Strategic Plan

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	FY 2026	FY 2026	FY 2026	FY 2026	47,000	47,000	-	-
Construction	FY 2027	FY 2027	FY 2027	FY 2027	459,600	459,600	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					506,600	506,600	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	-	-	47,000	459,600	-	-	506,600
Total Funded (\$)	-	-	-	47,000	459,600	-	-	506,600
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	47,000	459,600	-	-	506,600

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks and Facilities Development Coordinator, 240-314-8608.

Notes: This project first appeared in the FY 2023 CIP.



Playground Structure Replacement: FY21-FY25 (RC21)



Description: This project funds the replacement of playground structures in city parks that are 17 - 20 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: Project total was adjusted based on annual replacement reprioritization and inflationary cost increases.

Current Project Appropriations

Prior Appropriations:	550,820
Less Expended as of 4/14/23:	174,070
Total Carryover:	376,750
New Funding:	250,000
Total FY 2024 Appropriations:	626,750

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; 2016 ADA Transition Plan; Consumer Product Safety Commission (CPSC) standards

Anticipated Project Outcome: Fun and engaging playground equipment that meets current ADA and CPSC standards.

Project Timeline and Total Cost by Type: Project total was adjusted based on annual replacement reprioritization and inflationary and material cost increases.

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	1,075,820	203,750	23%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					872,070	1,075,820	203,750	23%

Project Funding: This project is fully funded for one playground replacement per year. This project is considered a routine capital maintenance project and is funded in five year increments. The city pursues grant funding for additional playground replacements when possible.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	550,820	250,000	275,000	300,000	325,000	350,000	-	2,050,820
Total Funded (\$)	550,820	250,000	275,000	300,000	325,000	350,000	-	2,050,820
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	550,820	250,000	275,000	300,000	325,000	350,000	-	2,050,820

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Charles Reed, Parks Services Manager, 240-314-8711.

Notes: FY 2024 work includes the replacement of the playground at Rockcrest. Tentative replacement schedule: Bullards Park (FY 2025), Maryvale Park (FY 2026), Falls Grove (FY 2027), and Mattie Stepanek (FY 2028). 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 Replacement (RD21)



Description: Promenade Park serves as a major thoroughfare connecting the Rockville Metro Station and Town Center. This project designs and reconstructs the Promenade Park Elevator. The elevator provides ADA access to Monroe Street from the Promenade and the Rockville Metro Station.

Changes from Previous Year: Funding for Phase I (Elevator Replacement) increased due to inflation. Savings from several closing projects (RD16, RF21, and TB21) were transferred to this project to increase funding. Phase II (Park Redesign and Renovation), which was previously unfunded, was relocated to the new Long Range CIP Planning section.

Current Project Appropriations

Prior Appropriations:	602,622
Less Expended as of 4/14/23:	44,863
Total Carryover:	557,759
New Funding:	-
Total FY 2024 Appropriations:	557,759

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2016 ADA Transition Plan; Rockville Town Center: Strengthening Its Vitality Report

Anticipated Project Outcome: A safe and compliant elevator providing ADA access to the Town Center and Metro Station.

Project Timeline and Total Cost by Type: Design and construction costs increased due to ADA compliance during construction and updated cost estimates during the design process.

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 2024	\$180,000	540,000	360,000	200%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					213,000	602,622	389,622	183%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	602,622	-	-	-	-	-	-	602,622
Total Funded (\$)	602,622	-	-	-	-	-	-	602,622
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	602,622	-	-	-	-	-	-	602,622

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: This project first appeared in the FY 2021 CIP. FY 2024 work includes project close out. This project requires coordination with WMATA, Montgomery County, and the office buildings adjacent to Promenade Park.



RedGate Park Master Plan Implementation (RE23)



Description: This project funds design and construction of the infrastructure and amenities within the park based on the Mayor and Council approved RedGate Park Master Plan. This project has one phase for design and five phases for construction, and may be adjusted if and when outside funding, such as grant or donations, is secured.

Changes from Previous Year: The Mayor and Council approved the RedGate Park Master Plan on October 17, 2022. Project status changed from unfunded to partially funded.

Current Project Appropriations

Prior Appropriations:	2,021,173
Less Expended as of 4/14/23:	-
Total Carryover:	2,021,173
New Funding:	-
Total FY 2024 Appropriations:	2,021,173

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2022 RedGate Park Master Plan; 2020 Recreation & Parks Strategic Plan; 2016 ADA Transition Plan; Comprehensive Plan

Anticipated Project Outcome: Provide a safe, exciting, well planned, and designed destination park.

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 2024	FY 2024	FY 2025	FY 2025	2,021,173	2,021,173	-	-
Construction	FY 2025	FY 2025	FY 2027	Future	1,000,000	1,000,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					3,021,173	3,021,173	-	-

Project Funding: This project is partially funded, and received \$2,021,173 in ARPA funds during FY 2023. Once the project is designed, the city has \$1,000,000 in Project Open Space funding to allocate towards the construction of this project.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Grants (Cap)	2,021,173	-	-	-	-	-	-	2,021,173
POS (Other-Cap)	-	-	1,000,000	-	-	-	-	1,000,000
Total Funded (\$)	2,021,173	-	1,000,000	-	-	-	-	3,021,173
Unfunded (Cap)	-	-	2,000,000	2,200,000	2,300,000	2,200,000	3,373,000	12,073,000
Total w/Unfunded (\$)	2,021,173	-	3,000,000	2,200,000	2,300,000	2,200,000	3,373,000	15,094,173

Operating Cost Impact: The operating cost impacts for this project will not be known until the design phase is complete.

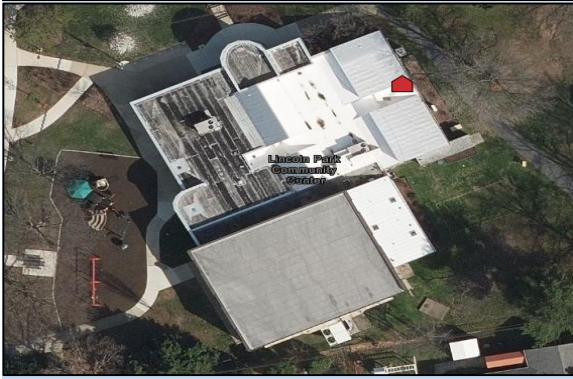
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Christine Henry, Deputy Director of Recreation and Parks, 240-314-8603.

Notes: This project first appeared in the CIP in FY 2023. FY 2024 work includes design of the park and all its amenities including the arboretum, trail network, community gardens, dog park, playground, picnic pavilions, renovation of existing parking lot, amphitheater, deck overlook, entrance road, and park-wide enhancements. This phase of design does not include design of the Visitor Center, which has been included in the Long Range CIP Planning section, but will provide an approximate location in the event a new building is constructed in the future.



Roofing Improvements: FY21-FY25 (RE21)



Description: This project funds maintenance and replacement for city facility roofing systems. Keeping roofing systems watertight and structurally sound provides protection of facilities, personnel, and equipment. Work scheduled in this project is based on the 2020 Citywide Roofing Study recommendations.

Changes from Previous Year: Funding was added starting in FY 2024 due to inflation.

Current Project Appropriations

Prior Appropriations:	2,592,794
Less Expended as of 4/14/23:	537,356
Total Carryover:	2,055,438
New Funding:	734,403
Total FY 2024 Appropriations:	2,789,841

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Citywide Roofing Study; 2020 Recreation and Parks Strategic Plan

Anticipated Project Outcome: Watertight and structurally sound roofing systems.

Project Timeline and Total Cost by Type: Project total increased due to inflation.

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	307,534	(109,466)	-26%
Construction	FY 2022	FY 2022	FY 2025	FY 2025	2,085,000	3,718,310	1,633,310	78%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,502,000	4,025,844	1,523,844	61%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	2,592,794	734,403	698,647	1,364,602	1,230,000	1,161,390	-	7,781,836
Bonds (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	2,592,794	734,403	698,647	1,364,602	1,230,000	1,161,390	-	7,781,836
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,592,794	734,403	698,647	1,364,602	1,230,000	1,161,390	-	7,781,836

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: FY 2024 work includes roof replacement at Lincoln Park Community Center, Monument Park, Dogwood Park (concessions building), and Bouic House on the City Hall property.



Twinbrook Comm. Center and Annex - Restrooms Renovation (RC24)



Description: This project creates one single-user restroom within the Twinbrook Community Recreation Center and converts existing bathroom space in the Twinbrook Annex to single-user restrooms.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	350,000
Total FY 2024 Appropriations:	350,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Mayor and Council Resolution 09A-22

Anticipated Project Outcome: Create single-user restrooms in the community center and annex.

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 2024	FY 2024	FY 2025	FY 2025	40,000	40,000	-	-
Construction	FY 2025	FY 2025	FY 2026	FY 2026	310,000	310,000	-	-
Other		-	-	-	-	-	-	-
Project Total (\$):					350,000	350,000	-	-

Project Funding: This project is fully funded. The city was awarded State bond bill funding for this project.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
State Bond Bill (Other-Cap)	-	350,000	-	-	-	-	-	350,000
Total Funded (\$)	-	350,000	-	-	-	-	-	350,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	-	-	-	350,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: This is a new project for FY 2024. FY 2024 work includes design.





Transportation Program Area Overview

Description: The projects in the Transportation Program Area focus on providing safe and sustainable city streets, bridges, sidewalks, streetlights, traffic signals, and pedestrian and bicycle facilities in accordance with County, State, and federal standards; city transportation plans and policies; and the Vision Zero and Climate Action Plans.

Goal: To provide a safe, complete, efficient, and ADA-compliant multimodal transportation system.

New project(s) for FY 2024:

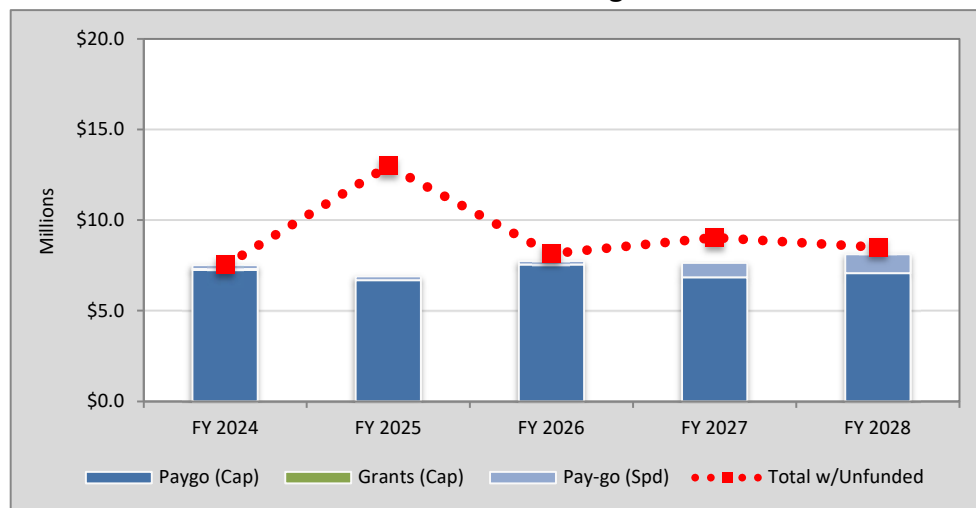
Senior Center Entrance (TA24)

Project(s) closed for FY 2024:

Rockville Intermodal Access - Baltimore Road (8A11)



FY 2024 - FY 2028 New Funding Schedule



Transportation Program Area Summary of Total Funding

	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Funded	34,246,057	7,505,250	6,890,000	7,745,000	7,635,000	8,105,000	-	72,126,307
Unfunded	-	-	6,100,000	400,000	1,400,000	400,000	9,450,000	17,750,000
Total with Unfunded (\$)	34,246,057	7,505,250	12,990,000	8,145,000	9,035,000	8,505,000	9,450,000	89,876,307



Asphalt Repair & Replacement: FY21-FY25 (TA21)



Description: This sustainable program resurfaces streets, including milling, base asphalt repairs, and restriping. The city currently maintains approximately 370 lane-miles (or 162 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: Costs have been adjusted for supply chain issues and inflation, and the project has been partially unfunded in FY 2025 and forward due to budget constraints.

Current Project Appropriations

Prior Appropriations:	10,544,000
Less Expended as of 4/14/23:	8,762,637
Total Carryover:	1,781,363
New Funding:	3,975,000
Total FY 2024 Appropriations:	5,756,363

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Vision Zero Action Plan; 2017 Bikeway Master Plan

Anticipated Project Outcome: Safe and smooth city streets.

Project Timeline and Total Cost by Type: Project cost increased due to additional work outside of the scheduled program for bike lanes and paving related to a road diet, and were adjusted to account for supply chain issues and inflation. A portion of this project was unfunded due to budget constraints.

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	18,534,000	1,096,000	6%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					17,438,000	18,534,000	1,096,000	6%

Project Funding: This project is partially funded. This project is considered a routine capital maintenance project and is funded in five year increments. The unfunded portion of this project will be given priority for any available reserves.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	10,544,000	3,975,000	4,015,000	4,140,000	4,270,000	4,405,000	-	31,349,000
Total Funded (\$)	10,544,000	3,975,000	4,015,000	4,140,000	4,270,000	4,405,000	-	31,349,000
Unfunded (Cap)	-	-	200,000	200,000	200,000	200,000	-	800,000
Total w/Unfunded (\$)	10,544,000	3,975,000	4,215,000	4,340,000	4,470,000	4,605,000	-	32,149,000

Operating Cost Impact: Signage and towing services for work zones.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	4,500	-	-	-	-	-	-	4,500

Project Manager: Mike Hershelman, Acting Chief of Construction Management, 240-314-8543.

Notes: FY 2024 work includes rehabilitation of approximately 30 lane miles of city streets. Budget is based on a 12-year cycle of approximately 1/12 of the city's total inventory of streets each year, and includes a projected cost escalation factor due to significant increase in material costs of approximately 9 percent in FY 2024, 6 percent in FY 2025, and 3 percent beyond. The schedule of streets is posted on the city website.



Bridge Rehabilitation: FY21-FY25 (TB21)



Description: This sustainable program assesses all city bridges and designs, rehabilitates, and replaces bridges and structures within the city rights-of-way. 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 rehabilitation is funded as separate CIP projects.

Changes from Previous Year: Funding decreased in FY 2024 and FY 2025 based on most recent assessment reports, and increased in later years to account for higher costs. Funding was added during FY 2023 for an emergency repair.

Current Project Appropriations

Prior Appropriations:	365,000
Less Expended as of 4/14/23:	52,729
Total Carryover:	312,271
New Funding:	100,000
Total FY 2024 Appropriations:	412,271

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: National Bridge Inspection Program; Vision Zero Action Plan

Anticipated Project Outcome: Safe carrying capacity and maximum useful service life for all city bridges and structures.

Project Timeline and Total Cost by Type: Project cost decreased based on most recent long span and small structure assessment reports. West Gude Drive bridge rehab remains deferred until the MDOT SHA I-495/I-270 Managed Lanes Project is completed. Funding was added during FY 2023 for an emergency repair.

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	615,000	15,000	3%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	1,800,000	100,000	(1,700,000)	-94%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,400,000	715,000	(1,685,000)	-70%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	265,000	100,000	250,000	905,000	-	-	-	1,520,000
Paygo (Act)	100,000	-	-	-	-	-	-	100,000
Paygo (Spd)	-	-	-	-	590,000	840,000	-	1,430,000
Total Funded (\$)	365,000	100,000	250,000	905,000	590,000	840,000	-	3,050,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	365,000	100,000	250,000	905,000	590,000	840,000	-	3,050,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: FY 2024 work includes assessing pedestrian bridges. Montgomery County manages assessment of all long span bridges and Recreation and Parks manages the design and rehabilitation of pedestrian bridges not located within the city rights-of-way.



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: Costs have been adjusted for supply chain issues and inflation, and the project has been partially unfunded in FY 2025 and forward due to budget constraints.

Current Project Appropriations

Prior Appropriations:	6,080,000
Less Expended as of 4/14/23:	5,792,397
Total Carryover:	287,603
New Funding:	2,380,000
Total FY 2024 Appropriations:	2,667,603

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Americans with Disabilities Act (ADA); Complete Streets Policy; Vision Zero Action Plan

Anticipated Project Outcome: Safe and operational city concrete infrastructure that meets ADA standards and eliminates trip hazards.

Project Timeline and Total Cost by Type: Project cost increased due to supply chain issues and inflation. A portion of this project was unfunded due to budget constraints.

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	10,785,000	271,000	3%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					10,514,000	10,785,000	271,000	3%

Project Funding: This project is partially funded. This project is considered a routine capital maintenance project and is funded in five year increments. The unfunded portion of this project will be given priority for any available reserves.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	6,080,000	2,380,000	2,325,000	2,400,000	2,475,000	2,560,000	-	18,220,000
Total Funded (\$)	6,080,000	2,380,000	2,325,000	2,400,000	2,475,000	2,560,000	-	18,220,000
Unfunded (Cap)	-	-	200,000	200,000	200,000	200,000	-	800,000
Total w/Unfunded (\$)	6,080,000	2,380,000	2,525,000	2,600,000	2,675,000	2,760,000	-	19,020,000

Operating Cost Impact: Signage and towing services for work zones.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	4,500	-	-	-	-	-	-	4,500

Project Manager: Mike Hershelman, Acting Chief of Construction Management, 240-314-8543.

Notes: FY 2024 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. A projected cost escalation factor of approximately 9 percent in FY 2024, 6 percent in FY 2025, and 3 percent beyond. The schedule of streets is posted on the city website and updated each fiscal year.



Hurley Avenue Bridge Replacement (TE16)



Description: This project plans, designs, and constructs the replacement of the Hurley Avenue bridge near the Watts Branch Parkway intersection. This bridge was constructed in 1969 and requires replacement. The planned improvements will increase the structure's longevity and live load carrying capacity.

Changes from Previous Year: Start of construction shifted from FY 2023 to FY 2024 due to the federal aid process and the need to switch engineering consultants due to expiring MDOT SHA contracts utilized by the city.

Current Project Appropriations

Prior Appropriations:	1,793,010
Less Expended as of 4/14/23:	224,731
Total Carryover:	1,568,279
New Funding:	-
Total FY 2024 Appropriations:	1,568,279

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: National Bridge Inspection 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: Federal aid was approved for preliminary engineering (design) and is anticipated for final engineering and construction. Additional funds supported by a budget transfer and supplemental tax duplication revenue were added during FY 2022 for emergency repairs and the change from rehabilitation to replacement. Construction shifted to FY 2024 due to the federal aid process and a change in consultants.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2016	FY 2021	FY 2019	FY 2024	370,000	203,010	(166,990)	-45%
Construction	FY 2019	FY 2024	FY 2020	FY 2025	1,590,000	1,590,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,960,000	1,793,010	(166,990)	-9%

Project Funding: The city's portion of this project is fully funded. Federal aid is expected to cover the remainder of the cost.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	1,173,010	-	-	-	-	-	-	1,173,010
Paygo (Spd)	620,000	-	-	-	-	-	-	620,000
Total Funded (\$)	1,793,010	-	-	-	-	-	-	1,793,010
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,793,010	-	-	-	-	-	-	1,793,010

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Andrew Luetkemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This project first appeared in the FY 2016 CIP. FY 2024 work includes completion of design and start of construction. Project design contracts are managed by MDOT SHA. The project funding shown reflects the anticipated 20 percent city share of the total cost, with federal aid at an 80 percent share expected to cover the remaining cost.



LED Streetlight Conversion (TA22)



Description: This project provides for the replacement of all city-owned and maintained high pressure sodium (HPS) streetlights (approximately 3,200) with more energy efficient, light-emitting diode (LED) luminaires. Conversion of city streetlights to LED is action M-02 of the Climate Action Plan.

Changes from Previous Year: Grant funding of \$449,750 was awarded in FY 2023 from the Maryland Energy Administration (MEA) reducing the necessary appropriations from the Capital Projects Fund. Project total increased due to funding Phase 2, which was previously unfunded. The city is pursuing additional grant opportunities for this project.

Current Project Appropriations

Prior Appropriations:	1,449,750
Less Expended as of 4/14/23:	-
Total Carryover:	1,449,750
New Funding:	650,250
Total FY 2024 Appropriations:	2,100,000

Critical Success Factor: Safe and Livable Neighborhoods and Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; Vision Zero Action Plan

Anticipated Project Outcome: Safer streets and smarter, more energy efficient lighting.

Project Timeline and Total Cost by Type: The city was awarded a grant, which reduced the necessary appropriations from the Capital Projects Fund. Project total increased due to funding a previously unfunded portion of project.

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	2,100,000	1,100,000	110%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,000,000	2,100,000	1,100,000	110%

Project Funding: This project is partially funded. The MEA grant funding received in FY 2023 has been used to reduce additional Capital Projects Fund support, and additional funding is anticipated through the Pepco EmpowerMD rebate program. The unfunded portion of this project is for Phase 3, which covers the second half of the city's decorative fixtures.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	750,000	600,375	-	-	-	-	-	1,350,375
Grants (Cap)	699,750	49,875	-	-	-	-	-	749,625
Total Funded (\$)	1,449,750	650,250	-	-	-	-	-	2,100,000
Unfunded (Cap)	-	-	1,100,000	-	-	-	-	1,100,000
Total w/Unfunded (\$)	1,449,750	650,250	1,100,000	-	-	-	-	3,200,000

Operating Cost Impact: Operating cost reduction in streetlight electricity is anticipated starting in FY 2025. Additional savings are estimated with the implementation of subsequent phases of the project.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	(130,000)	-	-	-	-	(130,000)

Project Manager: Andrew Luetkemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This project first appeared in the FY 2022 CIP. FY 2024 work completes Phase 1, which includes approximately 2,000 fixture conversions, and begins Phase 2, which includes the replacement of approximately 600 HPS fixtures with LED (the remaining 600 HPS fixtures are currently unfunded). The city anticipates receiving rebates through the Pepco EmPowerMD incentive program, as funding from the program allows.



Maryland Dawson Extended (5C11)



Description: This project extends Maryland Ave. between Beall and Dawson Ave. and Dawson Ave. between N. Washington St. and MD 355. Phase I - Dawson Ave. 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. between Beall and Dawson Ave. extended. Phases include necessary utility relocation, street lighting, and integrated pocket parks along Maryland Ave.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	4,877,334
Less Expended as of 4/14/23:	499,945
Total Carryover:	4,377,389
New Funding:	-
Total FY 2024 Appropriations:	4,377,389

Critical Success Factor: Well-Planned Community

Mandate/Plan: Comprehensive Plan; Complete Streets Policy; 2008 North Maryland Extension Feasibility Study

Anticipated Project Outcome: Road network that supports existing and future Town Center development.

Project Timeline and Total Cost by Type: Phase II design, which started in spring 2015, increased in cost due to right-of-way acquisition. Phase II construction cost increased based on refined scope, material cost increases, and right-of-way needs. Timeline has been extended due to the delay of right-of-way acquisition from 460 Hungerford Dr.

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 2023	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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Developer (Cap)	99,900	-	-	-	-	-	-	99,900
Co. Impact Tax (Other-Cap)	4,777,434	-	-	-	-	-	-	4,777,434
Total Funded (\$)	4,877,334	-	-	-	-	-	-	4,877,334
Unfunded (Cap)	-	-	-	-	-	-	9,450,000	9,450,000
Total w/Unfunded (\$)	4,877,334	-	-	-	-	-	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 2024	FY 2025	FY 2026	FY 2027	FY 2028	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 2024 work includes Phase II design completion, followed by Phase II construction.



Pedestrian and Bicycle Safety: FY21-FY25 (TD21)



Description: This project develops and constructs pedestrian and bicycle safety facilities associated with the Vision Zero Action Plan. It includes feasibility analyses, design work, and construction of new pedestrian and bicycle traffic control devices and facilities. When available, federal and State grant resources will be used for this project.

Changes from Previous Year: Funding was increased each year to accelerate the implementation of Vision Zero action items, and grant funding was added during FY 2023.

Current Project Appropriations

Prior Appropriations:	1,490,797
Less Expended as of 4/14/23:	67,416
Total Carryover:	1,423,381
New Funding:	200,000
Total FY 2024 Appropriations:	1,623,381

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: Funding was added to accelerate the implementation of Vision Zero action items and to recognize awarded grants. Funding for work not completed in the prior five year project (4B71) was transferred in to allow the prior project to close.

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	558,093	508,093	1016%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	300,000	1,232,704	932,704	311%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					350,000	1,790,797	1,440,797	412%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

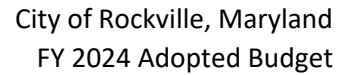
Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	437,181	200,000	100,000	100,000	100,000	100,000	-	1,037,181
Grants (Cap)	596,900	-	-	-	-	-	-	596,900
Paygo (Act)	322,598	-	-	-	-	-	-	322,598
Paygo (Spd)	134,118	-	-	-	-	-	-	134,118
Total Funded (\$)	1,490,797	200,000	100,000	100,000	100,000	100,000	-	2,090,797
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,490,797	200,000	100,000	100,000	100,000	100,000	-	2,090,797

Operating Cost Impact: Signal maintenance, signs, line striping, repairs, stormwater management, and landscaping.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	2,000	1,000	1,000	1,000	1,000	1,000	-	7,000

Project Manager: Bryan Barnett-Woods, Principal Transportation Planner, 240-314-8527.

Notes: This project first appeared in the FY 2021 CIP. FY 2024 work includes design and construction of high priority bikeway facilities recommended in the 2017 Bikeway Master Plan, including the Martins Lane bicycle lanes; intersection improvements associated with the Vision Zero Action Plan, including hiring a consultant to evaluate and design improvements at six intersections; completion of accessibility/amenity improvements to 58 bus stops; and the Scott-Veirs Drive shared-use path feasibility study.



Scott - Veirs Drive Shared Use Path

Legend:

- Proposed Veirs Drive Shared Use Path
- Millennium Trail
- Proposed Separated Bikeway (To be built by Montgomery County)
- City limits
- City of Rockville
- Montgomery County
- Parks
- Rockville school grounds
- Senior living locations in Rockville

Map Labels:

- Leeswood #2
- The Village at Rockville
- Robert Frost MS
- Thomas S. Houston HS
- Rockville
- Rockville Nursing Home
- Julius West MS
- Shelby Park HS
- Shelby House
- W. Mount Vernon
- 0 0.5 Miles

Changes from Previous Year: Design and construction, both currently unfunded, shifted out one year.

Anticipated Project Outcome: Path provides safer and better connection for pedestrians and bicyclists.

	Estimated Start		Estimated Completion		Estimated Cost			
Type	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					-	-	-	-

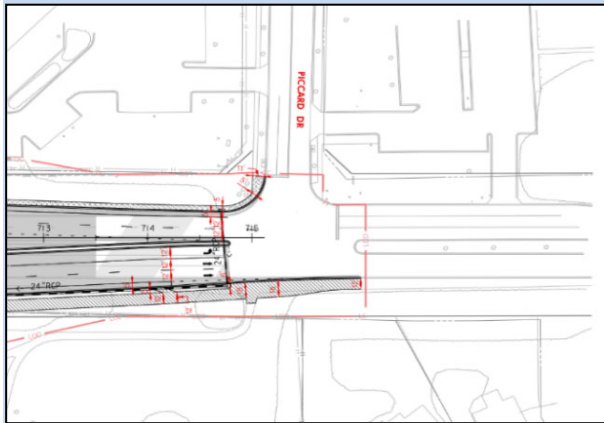
Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	250,000	-	1,000,000	-	-	1,250,000
Total w/Unfunded (\$)	-	-	250,000	-	1,000,000	-	-	1,250,000

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-
SWM	-	-	-	-	-	-	-	-

Notes: This project first appeared in the FY 2023 CIP. This project is based on a feasibility study performed as part of the Pedestrian and Bicycle Safety (TD21) CIP project.



Senior Center Entrance (TA24)



Description: Create a new vehicular entrance to the Senior Center parking lot from West Gude Dr., while restricting access through the residential neighborhood. Consideration of pedestrian/bike access will also be explored. A site layout and a mitigation plan will be established early in the design process.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	100,000
Less Expended as of 4/14/23:	-
Total Carryover:	100,000
New Funding:	-
Total FY 2024 Appropriations:	100,000

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Comprehensive Plan

Anticipated Project Outcome: Easy access to the Senior Center from W. Gude Drive to neighborhoods north and west of the center, and reduced traffic in the Woodley Gardens neighborhood.

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 2024	FY 2024	FY 2025	FY 2025	100,000	100,000	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					100,000	100,000	-	-

Project Funding: This project is partially funded. The unfunded FY 2025 portion represents a placeholder for construction. Actual construction funding needed will be determined during design.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	100,000	-	-	-	-	-	-	100,000
Total Funded (\$)	100,000	-	-	-	-	-	-	100,000
Unfunded (Cap)	-	-	1,000,000	-	-	-	-	1,000,000
Total w/Unfunded (\$)	100,000	-	1,000,000	-	-	-	-	1,100,000

Operating Cost Impact: If funded, this project would add \$3,000 (\$2,000 General Fund, \$1,000 SWM Fund) for landscaping, snow removal, and stormwater management upon completion of construction.

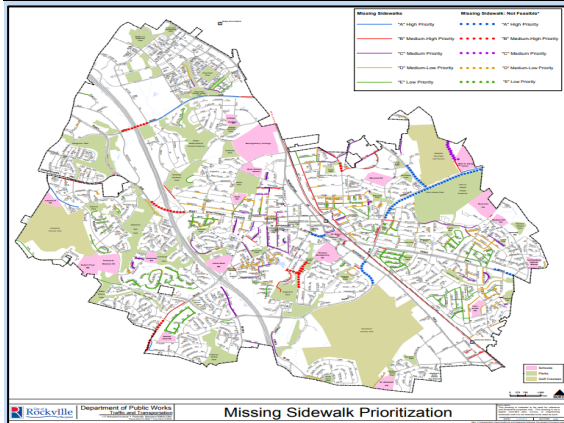
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-
SWM	-	-	-	-	-	-	-	-

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project was created through a budget amendment during FY 2023. FY 2024 work includes design.



Sidewalks: FY21-FY25 (TE21)



Description: This project provides safe and accessible pedestrian facilities by reducing the 51 miles of missing city sidewalks links. 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: No change.

Current Project Appropriations

Prior Appropriations:	2,542,259
Less Expended as of 4/14/23:	130,223
Total Carryover:	2,412,036
New Funding:	200,000
Total FY 2024 Appropriations:	2,612,036

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 funds and additional funds supported by supplemental tax duplication revenue were added to this project. Funding for work not completed in the prior five year project (TF16) was transferred in to allow the prior project to close.

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	215,000	374,398	159,398	74%
Construction	FY 2021	FY 2022	FY 2025	FY 2025	1,877,040	2,567,861	690,821	37%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,092,040	2,942,259	850,219	41%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	795,721	-	-	-	-	-	-	795,721
Grants (Cap)	265,040	-	-	-	-	-	-	265,040
Developer (Cap)	165,000	-	-	-	-	-	-	165,000
Paygo (Act)	1,116,498	-	-	-	-	-	-	1,116,498
Paygo (Spd)	200,000	200,000	200,000	200,000	200,000	200,000	-	1,200,000
Total Funded (\$)	2,542,259	200,000	200,000	200,000	200,000	200,000	-	3,542,259
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,542,259	200,000	200,000	200,000	200,000	200,000	-	3,542,259

Operating Cost Impact: Maintenance, snow removal, landscaping, and stormwater management.

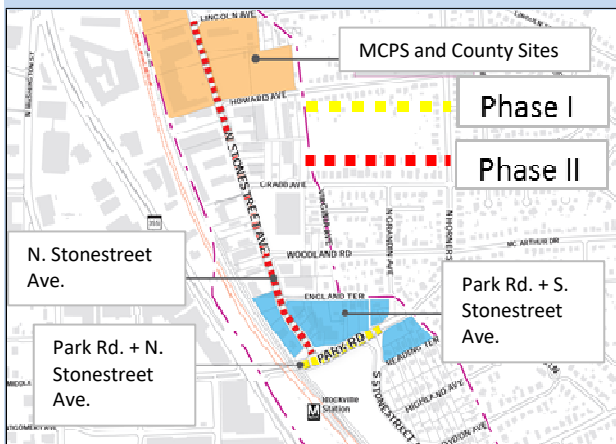
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	2,000	1,000	1,000	1,000	1,000	1,000	-	7,000
SWM	4,000	2,000	2,000	2,000	2,000	2,000	-	14,000

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: FY 2024 work includes completion of construction on W Gude Drive, Potomac Valley Road, and other sidewalks identified by residents and the Rockville Pedestrian Advocacy Committee (RPAC). High priority locations include gap segments along Highland and Frederick Avenues, Monroe and Nelson Streets, Wood Lane, and Reading Terrace.



Stonestreet Corridor Improvements (TA20)



Description: This complete street project designs street and sidewalk improvements along Park Road and N. Stonestreet Avenue near the Rockville Metro Station to provide safer multimodal transportation. Project Phase I - Park Road improvement and traffic signal reconstruction at the intersection of S. Stonestreet Avenue and Park Road; Phase II - N. Stonestreet Avenue road improvement between Park Road and Lincoln Avenue.

Changes from Previous Year: The timeline has been extended due to coordination with MDOT SHA.

Current Project Appropriations

Prior Appropriations:	1,180,000
Less Expended as of 4/14/23:	-
Total Carryover:	1,180,000
New Funding:	-
Total FY 2024 Appropriations:	1,180,000

Critical Success Factor: Well-Planned Community

Mandate/Plan: Comprehensive Plan; 2018 Stonestreet Corridor Study; Vision Zero Action Plan; Complete Streets Policy; 2004 East Rockville Neighborhood Plan; 2007 Lincoln Park Neighborhood 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 MDOT SHA. ARPA funding was added to this project to fund a portion of Phase I construction.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2021	FY 2021	FY 2024	250,000	450,000	200,000	80%
Construction	FY 2025	FY 2025	FY 2026	FY 2026	-	550,000	550,000	-
Other (land acquisition)	FY 2020	FY 2023	FY 2021	FY 2024	100,000	180,000	80,000	80%
Project Total (\$):					350,000	1,180,000	830,000	237%

Project Funding: This project is partially funded and includes \$550,000 in ARPA funding for a portion of Phase I construction. FY 2025 unfunded amount represents construction for Phase I and Phase II. The city has applied for construction funding through the federal Safe Streets and Roads for All grant program.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	350,000	-	-	-	-	-	-	350,000
Grants (Cap)	830,000	-	-	-	-	-	-	830,000
Total Funded (\$)	1,180,000	-	-	-	-	-	-	1,180,000
Unfunded (Cap)	-	-	2,850,000	-	-	-	-	2,850,000
Total w/Unfunded (\$)	1,180,000	-	2,850,000	-	-	-	-	4,030,000

Operating Cost Impact: If funded, the construction portion of this project would add \$12,500 (\$4,000 General Fund and \$2,250 SWM Fund in both FY 2026 and FY 2027) for landscaping, snow removal, stormwater management, and maintenance and repair.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	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 2024 work includes Phase I and II 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: Funding was added during FY 2023 to award the construction contract.

Current Project Appropriations

Prior Appropriations:	1,176,000
Less Expended as of 4/14/23:	319,248
Total Carryover:	856,752
New Funding:	-
Total FY 2024 Appropriations:	856,752

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Vision Zero Action Plan; 2017 Bikeway Master Plan

Anticipated Project Outcome: Improved safety for pedestrians, bicycle users, transit riders, and motorists.

Project Timeline and Total Cost by Type: The project timeline has changed due to additional work to widen the sidewalk and relocate utilities on E. Middle Lane. Funding was added during FY 2023 to award the construction contract.

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 2024	285,000	1,119,000	834,000	293%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					342,000	1,176,000	834,000	244%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Pkg)	45,000	-	-	-	-	-	-	45,000
Paygo (Spd)	1,131,000	-	-	-	-	-	-	1,131,000
Total Funded (\$)	1,176,000	-	-	-	-	-	-	1,176,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,176,000	-	-	-	-	-	-	1,176,000

Operating Cost Impact: Maintenance, signage, and pavement markings.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	3,000	-	-	-	-	-	-	3,000

Project Manager: Daniel Seo, Principal Transportation Engineer, 240-314-8510.

Notes: This project first appeared in the FY 2022 CIP. FY 2024 work includes construction completion.



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, wires, poles, signal heads, conduits, and vehicle detection devices. The project removes existing flashing beacons at this intersection, and closes the existing median opening and removes the crosswalk at E. Middle Lane/Monroe Street.

Changes from Previous Year: Unfunded amount was increased based on recent project costs and moved to FY 2025 to allow for an assessment of the signal's need after the Town Center Road Diet (TB22) project is completed.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Vision Zero Action Plan

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 unfunded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	500,000	-	-	-	-	500,000
Total w/Unfunded (\$)	-	-	500,000	-	-	-	-	500,000

Operating Cost Impact: If funded this project would require \$2,000 for signal maintenance in FY 2026.

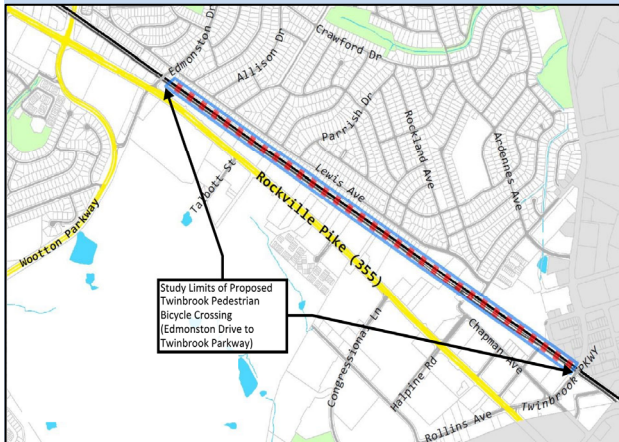
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Daniel Seo, Principal Transportation Engineer, 240-314-8510.

Notes: This project first appeared in the FY 2021 CIP.



Twinbrook Pedestrian/Bicycle Bridge (TC22)



Description: This project provides a new pedestrian/bicycle bridge 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 feasibility and design only.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	400,000
Less Expended as of 4/14/23:	12,750
Total Carryover:	387,250
New Funding:	-
Total FY 2024 Appropriations:	387,250

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Comprehensive Plan; Vision Zero Action Plan; 2016 Rockville Pike Neighborhood Plan; 2009 Twinbrook Neighborhood Plan

Anticipated Project Outcome: Improved east-west mobility and enhanced pedestrian/bicycle safety.

Project Timeline and Total Cost by Type: Funding was added to support 100 percent design. Original costs only included a feasibility study.

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	400,000	350,000	700%
Construction	Future	Future	Future	Future	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					50,000	400,000	350,000	700%

Project Funding: This project is funded for design only. Staff is pursuing construction funding for this project through the IJIA Reconnecting Communities grant program.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	400,000	-	-	-	-	-	-	400,000
Total Funded (\$)	400,000	-	-	-	-	-	-	400,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	400,000	-	-	-	-	-	-	400,000

Operating Cost Impact: Specific ongoing operating cost impacts will be determined during the design phase.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Faramarz Mokhtari, Senior Transportation Planner, 240-314-8509.

Notes: This project first appeared in FY 2022. The completion of the feasibility study will determine the location, final scope of work, and estimated project completion timeline. FY 2024 work includes completion of the feasibility study.



West End Park Noise Barrier (3A81)



Description: This project is the city required contribution toward MDOT 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: None.

Current Project Appropriations

Prior Appropriations:	2,247,907
Less Expended as of 4/14/23:	13,500
Total Carryover:	2,234,407
New Funding:	-
Total FY 2024 Appropriations:	2,234,407

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: MDOT 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: MDOT SHA design and construction timelines have been delayed due to right-of-way acquisition issues. The project is currently on hold by MDOT SHA due to budget constraints. The I-495 and I-270 Managed Lanes Project has incorporated a noise barrier in this location; however, the project is not yet approved. 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 funded; however, the project is currently on hold by MDOT SHA.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	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 MDOT SHA).

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project first appeared in the FY 2013 CIP. This project is on hold by MDOT SHA.



Stormwater Management Program Area Overview

Description: The projects in the Stormwater Management Program Area focus on improving, creating, restoring, and maintaining the city stormwater management infrastructure including streams, stormwater treatment facilities, storm drain system, and flood conveyance system.

Goal: Improve and preserve resiliency of public stormwater infrastructure to enhance local and regional water quality; alleviate flooding; and comply with federal and State clean water regulations.

New project(s) for FY 2024:

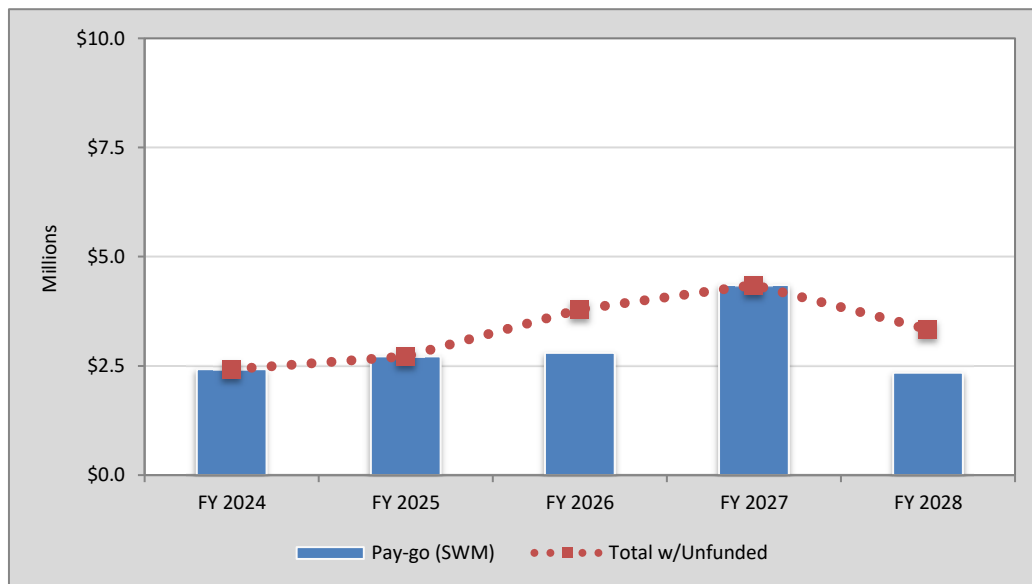
None

Project(s) closed for FY 2024:

None



FY 2024 - FY 2028 New Funding Schedule



Stormwater Management Program Area Summary of Total Funding

	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Funded	17,810,996	2,426,400	2,716,500	2,796,125	4,352,000	2,342,000	5,754,000	38,198,021
Unfunded	-	-	-	1,000,000	-	1,000,000	-	2,000,000
Total with Unfunded (\$)	17,810,996	2,426,400	2,716,500	3,796,125	4,352,000	3,342,000	5,754,000	40,198,021



Flood Resiliency Master Plan (SA23)



Description: This project funds the development of a Flood Resiliency Master Plan. The plan will evaluate current system capacity and flood impacts; identify flood hazard areas; forecast potential impacts; develop a stakeholder-informed project prioritization tool based on risk tolerance; develop feasibility level designs; and recommend high-priority projects. In conjunction with this project the operating budget includes a Flood Mitigation Assistance Program to provide direct payments to property owners as well as outreach and education on floodproofing and flood insurance.

Changes from Previous Year: A \$75,000 grant from MD DNR was added during FY 2023. Additionally, this project was awarded \$179,000 in in-kind assistance from USACE during FY 2023. Additional unfunded amount was added to FY 2028.

Current Project Appropriations

Prior Appropriations:	1,500,000
Less Expended as of 4/14/23:	-
Total Carryover:	1,500,000
New Funding:	-
Total FY 2024 Appropriations:	1,500,000

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; Comprehensive Plan

Anticipated Project Outcome: Identify flood vulnerable areas; scope flood resiliency projects; apply for grant funding; implement highest priority projects; distribute grant funds for floodproofing on private property.

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 2023	FY 2023	FY 2027	FY 2027	1,500,000	1,500,000	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,500,000	1,500,000	-	-

Project Funding: This project is partially funded. The unfunded portion in FY 2026 and FY 2028 represents a placeholder amount for high-priority projects recommended by the plan. Actual funding needs for those projects will not be known until the plan is complete. A \$75,000 grant from MD DNR and technical agreement valued at \$179,000 from the U.S. Army Corps of Engineers (USACE) were awarded during FY 2023.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (SWM)	1,425,000	-	-	-	-	-	-	1,425,000
Grants (SWM)	75,000	-	-	-	-	-	-	75,000
Total Funded (\$)	1,500,000	-	-	-	-	-	-	1,500,000
Unfunded (SWM)	-	-	-	1,000,000	-	1,000,000	-	2,000,000
Total w/Unfunded (\$)	1,500,000	-	-	1,000,000	-	1,000,000	-	3,500,000

Operating Cost Impact: No measurable impact.

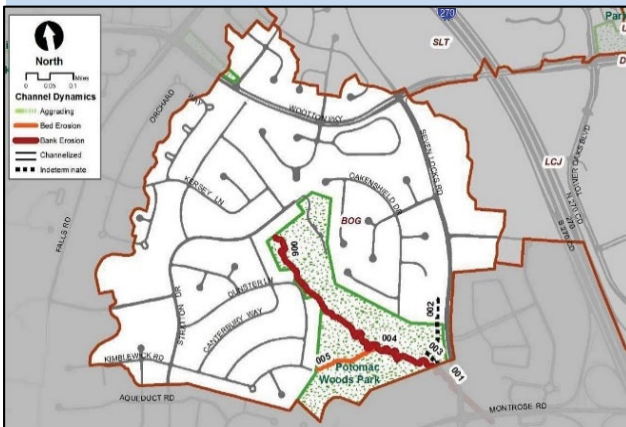
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Meredith Neely, Principal Environmental Engineer, 240-314-8874.

Notes: This project first appeared in the FY 2023 CIP. FY 2024 work includes further development of the Flood Resiliency Master Plan.



Storm Drain Analysis and Spot Repair: Potomac Woods (SB23)



Description: This project inspects and analyzes storm drain infrastructure; designs and constructs storm drain improvements to alleviate possible capacity restrictions; repairs the Stratton Drive stormwater outfall; dredges the SWM Facility; and addresses a failed gabion endwall within Potomac Woods Park. Recent short-duration, high-intensity storms, such as the remnants of Hurricane Ida, resulted in private property damage within the Potomac Woods neighborhood and increased stream bank erosion within the park, demonstrating the need for this project.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	200,000
Less Expended as of 4/14/23:	49,232
Total Carryover:	150,768
New Funding:	1,100,000
Total FY 2024 Appropriations:	1,250,768

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan, NPDES Permit; 2011 Cabin John Creek Watershed Assessment; Comprehensive Plan; 2010 Chesapeake Bay TMDL; 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: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2023	FY 2023	FY 2027	FY 2027	500,000	500,000	-	-
Construction	FY 2024	FY 2024	FY 2027	FY 2027	1,535,000	1,535,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,035,000	2,035,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (SWM)	200,000	1,100,000	160,000	575,000	-	-	-	2,035,000
Total Funded (\$)	200,000	1,100,000	160,000	575,000	-	-	-	2,035,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	200,000	1,100,000	160,000	575,000	-	-	-	2,035,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Gina Arnett, Senior Civil Engineer, 240-314-8517.

Notes: This project first appeared in the FY 2023 CIP. FY 2024 work includes design start of the following tasks: storm drain improvements, Stratton Drive stormwater outfall repair, dredging of the SWM Facility, and replacement of a gabion wall within Potomac Woods Park.



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: Large diameter storm drain design funding decreased due to the shift to trenchless technology solutions. Construction funding increased due to supply chain issues and inflation.

Current Project Appropriations

Prior Appropriations:	1,616,414
Less Expended as of 4/14/23:	473,493
Total Carryover:	1,142,921
New Funding:	46,000
Total FY 2024 Appropriations:	1,188,921

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; Comprehensive Plan; 1972 Clean Water Act

Anticipated Project Outcome: Sustainable replacement and renewal of storm drain infrastructure and mitigation of existing capacity constraints resulting in improved system reliability.

Project Timeline and Total Cost by Type: Construction of the Crawford Drive and future renewal has been deferred pending the outcome of the Flood Resiliency Master Plan. Project funding increased due to supply chain issues and inflation. A transfer of \$200,000 from SWM Facilities Improvement: FY21-FY25 (SC21) occurred mid-FY 2023.

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	201,503	(320,497)	-61%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	4,977,000	2,551,911	(2,425,089)	-49%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					5,499,000	2,753,414	(2,745,586)	-50%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (SWM)	1,616,414	46,000	1,091,000	684,000	2,204,000	648,000	-	6,289,414
Total Funded (\$)	1,616,414	46,000	1,091,000	684,000	2,204,000	648,000	-	6,289,414
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,616,414	46,000	1,091,000	684,000	2,204,000	648,000	-	6,289,414

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: FY 2024 work includes routine storm drain inspection and analysis, and the construction of the Denham Road Storm Drain Improvement and Outfall Stabilization projects. Projects are based on results of infrastructure assessments.



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: The project timeline shifted out one year. A project task agreement with MDOT SHA has been executed for the portion of the project on the Plymouth Woods HOA property. The scope of the design was modified to ensure the proposed restoration methodology receives full MS4 credit based on recently modified MDE requirements.

Current Project Appropriations

Prior Appropriations:	4,242,000
Less Expended as of 4/14/23:	327,955
Total Carryover:	3,914,045
New Funding:	-
Total FY 2024 Appropriations:	3,914,045

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; NPDES Permit; 2015 Watts Branch Watershed Assessment; Comprehensive Plan; 2010 Chesapeake Bay TMDL; 1972 Clean Water Act; MDOT SHA MOU

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: MDOT SHA has reestablished their commitment as a partner responsible for the work on Plymouth Woods HOA property. Project scope and costs increased due to Nelson St. spot repair and coordination with MDOT SHA to fund restoration work on Plymouth Woods HOA private property. Construction was delayed because of the need for additional floodplain analysis. MDOT SHA temporarily withdrew from this project due to budgetary constraints related to COVID-19, but reestablished their commitment in Spring 2022.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2018	FY 2018	FY 2020	FY 2023	454,000	454,000	-	-
Construction	FY 2020	FY 2024	FY 2021	FY 2025	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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (SWM)	2,577,470	-	-	-	-	-	-	2,577,470
SHA (Other-SWM)	1,664,530	-	-	-	-	-	-	1,664,530
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 2027, of post-restoration stream stability monitoring as required by U.S. Army Corps of Engineers.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
SWM	-	-	-	-	47,000	-	-	47,000

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. FY 2024 work includes start of construction.



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 designs and constructs a park access path enhancement.

Changes from Previous Year: Construction was accelerated to FY 2024 to align with a construction grant received in FY 2023. Construction administration funding was added in FY 2024.

Current Project Appropriations

Prior Appropriations:	5,677,865
Less Expended as of 4/14/23:	496,922
Total Carryover:	5,180,943
New Funding:	235,400
Total FY 2024 Appropriations:	5,416,343

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; NPDES Permit; 2013 Rock Creek Watershed Assessment and Management Plan; 2010 Chesapeake Bay TMDL; Comprehensive Plan; 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 required stream restoration, park trail improvements, and construction administration funding. Project timeline shifted due to the involvement of a historically significant dam, and to accommodate the recognition of a \$2 million grant.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2017	FY 2017	FY 2019	FY 2023	636,000	566,865	(69,135)	-11%
Construction	FY 2019	FY 2023	FY 2020	FY 2025	3,192,000	5,346,400	2,154,400	67%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					3,828,000	5,913,265	2,085,265	54%

Project Funding: This project is fully funded. A construction grant from the Chesapeake & Atlantic Coastal Bays Trust Fund in the amount of \$2 million was recognized and added to this project during FY 2023.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	100,000	-	-	-	-	-	-	100,000
Paygo (SWM)	1,007,865	235,400	-	-	-	-	-	1,243,265
Bonds (SWM)	2,570,000	-	-	-	-	-	-	2,570,000
Grants (SWM)	2,000,000	-	-	-	-	-	-	2,000,000
Total Funded (\$)	5,677,865	235,400	-	-	-	-	-	5,913,265
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	5,677,865	235,400	-	-	-	-	-	5,913,265

Operating Cost Impact: Five years, starting in FY 2027, of post-restoration stream stability monitoring as required by U.S. Army Corps of Engineers.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
SWM	-	-	-	-	51,000	-	-	51,000

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: This project first appeared in the FY 2016 CIP. FY 2024 work includes ongoing construction.



Stream Restoration Spot Repairs: FY21-FY25 (SB21)



Description: This sustainable program 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 funding increased due to supply chain issues and inflation.

Current Project Appropriations

Prior Appropriations:	847,000
Less Expended as of 4/14/23:	324,463
Total Carryover:	522,537
New Funding:	100,000
Total FY 2024 Appropriations:	622,537

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; NPDES Permit; 2011 Cabin John Creek, 2013 Rock Creek, and 2015 Watts Branch Watershed Assessments; 2010 Chesapeake Bay TMDL; Comprehensive Plan; 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 was adjusted to address emergency spot repairs at Cabin John Parkway, and recently identified and prioritized spot repairs have been added to the project. Project funding increased due to supply chain issues and inflation.

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	360,000	27,000	8%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	485,000	1,059,500	574,500	118%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					818,000	1,419,500	601,500	74%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (SWM)	847,000	100,000	472,500	495,125	520,000	545,000	-	2,979,625
Total Funded (\$)	847,000	100,000	472,500	495,125	520,000	545,000	-	2,979,625
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	847,000	100,000	472,500	495,125	520,000	545,000	-	2,979,625

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: FY 2024 work includes the completion of Glenora Park spot repairs construction and the design of the Lockness Court spot repairs. The budget is estimated based on the size of the specific spot repair 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: Timeline shifted in order to allow for the prioritization of the Flood Resiliency Master Plan (SA23) CIP project, and project cost estimates were adjusted to account for this timeline shift.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; NPDES Permit; 2015 Watts Branch Watershed Assessment; 2010 Chesapeake Bay TMDL; Comprehensive Plan; 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: The project was deferred since there is low risk of immediate failure, because of the significant progress that the city has gained towards compliance with the new NPDES permit, and to allow for the prioritization of the Flood Resiliency Master Plan (SA23) CIP project.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2027	FY 2022	FY 2030	460,000	534,000	74,000	16%
Construction	FY 2022	FY 2030	FY 2023	FY 3031	4,982,000	5,754,000	772,000	15%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					5,442,000	6,288,000	846,000	16%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (SWM)	-	-	-	-	534,000	-	-	534,000
Bonds (SWM)	-	-	-	-	-	-	5,754,000	5,754,000
Total Funded (\$)	-	-	-	-	534,000	-	5,754,000	6,288,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	534,000	-	5,754,000	6,288,000

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	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 sustainable program assesses, designs, rehabilitates, constructs, decommissions, and maintains 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 planning and the city watershed study.

Changes from Previous Year: Prior year funding decreased due to refined scope for current projects, which allowed for \$700,000 to be transferred into two CIP projects (Stream Restoration Croydon Creek/Calvin Park Tributary [SB16] and Storm Drain Rehab & Improvement [SA21]). Overall cost increased due to supply chain issues and inflation.

Current Project Appropriations

Prior Appropriations:	3,727,717
Less Expended as of 4/14/23:	1,575,041
Total Carryover:	2,152,676
New Funding:	945,000
Total FY 2024 Appropriations:	3,097,676

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; NPDES Permit; Comprehensive Plan; 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: Overall project funding increased due to programmatic shift to increase resiliency and sustainability of SWM facilities through expanded sediment removal to ensure continued compliance with regulatory standards and functionality. Prior funding decreased due to refined scopes for current projects, which allowed for a transfer of funds to other projects. Funding for a park amenity at Northeast Park was removed.

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	972,637	477,637	96%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	3,933,767	4,693,080	759,313	19%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					4,428,767	5,665,717	1,236,950	28%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (SWM)	3,377,717	945,000	993,000	1,042,000	1,094,000	1,149,000	-	8,600,717
DNR Grant (SWM)	350,000	-	-	-	-	-	-	350,000
Total Funded (\$)	3,727,717	945,000	993,000	1,042,000	1,094,000	1,149,000	-	8,950,717
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,727,717	945,000	993,000	1,042,000	1,094,000	1,149,000	-	8,950,717

Operating Cost Impact: Starting in FY 2024 no additional funds are needed for SWM facilities maintenance.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
SWM	13,000	-	-	-	-	-	-	13,000

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: FY 2024 work includes the completion of Northeast Park construction, design completion of Fallsgrove Pond #4 and College Gardens Park Pond, and the construction completion of Maryvale Park Pond and National Capital Research Park (Fallsgrove Pond #5). Projects are prioritized by determining the amount of sediment accumulation within a facility, known as a bathymetric study, in order to restore the pond to the full functionality.





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 meters, water tanks, Water Treatment Plant (WTP), wastewater collection system, and the Blue Plains Advanced Wastewater Treatment Plant (owned and operated by DC Water).

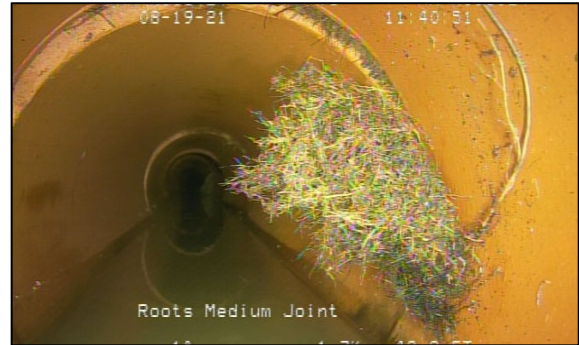
Goal: To protect public health, comply with federal and State safe drinking water and clean water regulations, preserve and improve the reliability of water and wastewater infrastructure, and support existing and planned development consistent with the Comprehensive Plan.

New project(s) for FY 2024:

WTP Facility Master Plan and Water Regulatory Compliance (UA24)
Water Treatment Plant Security (UB24)

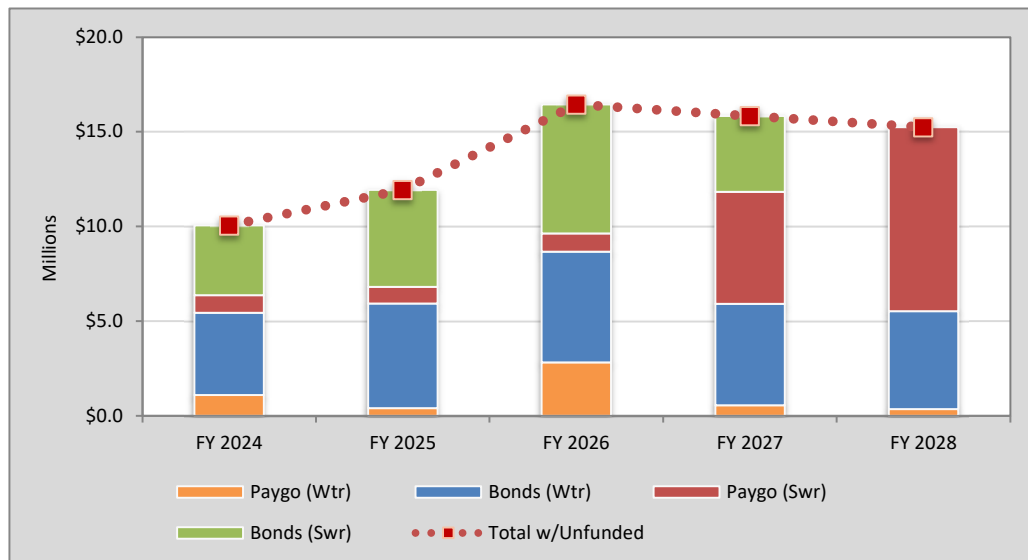
Project(s) closed for FY 2024:

None



Sanitary sewer main with root in joint defect that requires rehabilitation (top); fire hydrant (bottom)

FY 2024 - FY 2028 New Funding Schedule



Utilities Program Area Summary of Total Funding

	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Funded	35,816,623	10,048,000	11,926,500	16,437,000	15,833,000	15,240,000	5,640,000	110,941,123
Unfunded	-	-	-	-	-	-	-	-
Total with Unfunded (\$)	35,816,623	10,048,000	11,926,500	16,437,000	15,833,000	15,240,000	5,640,000	110,941,123



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: FY 2024 funding decreased to reflect prior years' savings. FY 2025 and FY 2026 funding decreased, and FY 2027 and FY 2028 increased based on WSSC's proposed capital budget.

Current Project Appropriations

Prior Appropriations:	11,201,000
Less Expended as of 4/14/23:	7,510,096
Total Carryover:	3,690,904
New Funding:	3,688,000
Total FY 2024 Appropriations:	7,378,904

Critical Success Factor: Efficient and Effective City Service Delivery

Mandate/Plan: Blue Plains Capacity Agreement between the city and WSSC dated September 12, 1975; Blue Plains Intermunicipal Agreement of 2012 Operating Agreements

Anticipated Project Outcome: Continued availability of 9.31 MGD of wastewater treatment capacity at Blue Plains.

Project Timeline and Total Cost by Type: Project total is based on actual expenditures and WSSC's proposed capital budget with the addition of projected capital equipment expenses.

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	20,014,000	(1,778,000)	-8%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					21,792,000	20,014,000	(1,778,000)	-8%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Swr)	-	-	-	-	4,011,000	6,826,000	-	10,837,000
Bonds (Swr)	11,201,000	3,688,000	5,125,000	6,809,000	4,011,000	-	-	30,834,000
Total Funded (\$)	11,201,000	3,688,000	5,125,000	6,809,000	8,022,000	6,826,000	-	41,671,000
Unfunded (Swr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	11,201,000	3,688,000	5,125,000	6,809,000	8,022,000	6,826,000	-	41,671,000

Operating Cost Impact: No measurable impact.

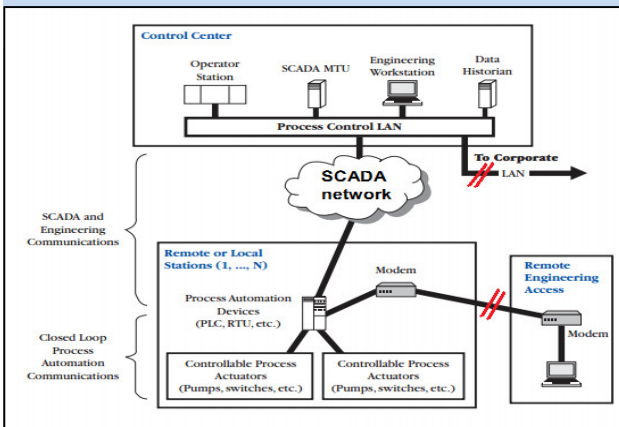
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Sewer	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: Budget is based on the Proposed WSSC FY 2024-FY 2029 Capital Improvement Program, plus capital equipment expenses, and reflects the allocated costs of Blue Plains spending attributed to the city through WSSC.



SCADA Cybersecurity (UA23)



Description: This project implements defense-in-depth cybersecurity network protection tools for the System Control and Data Acquisition (SCADA) system from internal and external threats. 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: Additional funding was added during FY 2023 due to broader needs and increased costs discovered during the research process, and timeline was extended to accommodate longer delivery times based on recent projects.

Current Project Appropriations

Prior Appropriations:	850,000
Less Expended as of 4/14/23:	-
Total Carryover:	850,000
New Funding:	-
Total FY 2024 Appropriations:	850,000

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: DHS Security Assessment; America's Water Infrastructure Act (AWIA) recommendations

Anticipated Project Outcome: A SCADA system with improved internal and external threat protection.

Project Timeline and Total Cost by Type: Additional funding was added due to broader needs and increased costs discovered during the research process, timeline was extended to accommodate longer delivery times based on recent projects.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	FY 2022	FY 2022	FY 2024	FY 2025	300,000	850,000	550,000	183%
Project Total (\$):					300,000	850,000	550,000	183%

Project Funding: This project is fully funded and includes \$300,000 in ARPA funding.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Wtr)	550,000	-	-	-	-	-	-	550,000
Grants (Wtr)	300,000	-	-	-	-	-	-	300,000
Total Funded (\$)	850,000	-	-	-	-	-	-	850,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	850,000	-	-	-	-	-	-	850,000

Operating Cost Impact: There will likely be recurring operating costs for software licenses and maintenance for this project; these needs will be defined once a solution is selected.

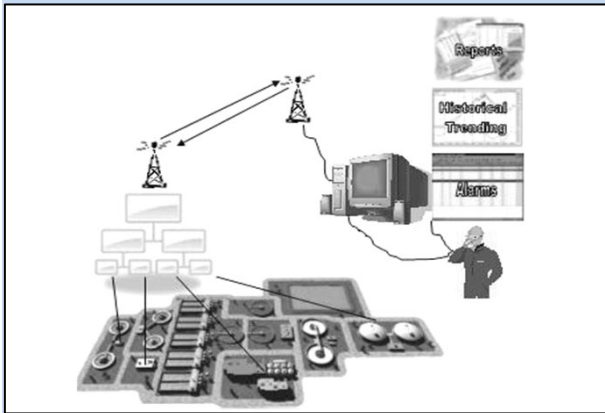
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Benita Koch, IT Cybersecurity Manager, 240-314-8189.

Notes: This project was created mid-FY 2022. The solution(s) implemented will coordinate with those improvements addressed by the SCADA Improvements (UE16) CIP project. FY 2024 work includes selection, procurement, and start of implementation of cybersecurity tools.



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 (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: Project funding increased due to supply chain issues and inflation.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	500,000
Total FY 2024 Appropriations:	500,000

Critical Success Factor: Stewardship of Infrastructure/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, and new SCADA infrastructure to support a sustainable facility.

Project Timeline and Total Cost by Type: Project funding increased due to supply chain issues and inflation. Replacement of the legacy control system was prioritized and connecting the PRVs to SCADA has been deferred.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2026	FY 2021	FY 2026	64,000	81,000	17,000	27%
Construction	FY 2021	FY 2024	FY 2022	FY 2027	341,000	1,051,000	710,000	208%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					405,000	1,132,000	727,000	180%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Wtr)	-	500,000	-	81,000	551,000	-	-	1,132,000
Total Funded (\$)	-	500,000	-	81,000	551,000	-	-	1,132,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	500,000	-	81,000	551,000	-	-	1,132,000

Operating Cost Impact: Electricity and communication costs for the three PRV locations.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	2,000	-	-	2,000

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project first appeared in the FY 2016 CIP. FY 2024 work includes the replacement of the legacy controls system. This project will coordinate with the SCADA Cybersecurity (UB23) CIP project.



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 liners. This project also funds replacing sewers to provide adequate capacity for future expansion.

Changes from Previous Year: Project funding increased due to expanded flow monitoring services, additional design services associated with replacement projects, supply chain issues, and inflation.

Current Project Appropriations

Prior Appropriations:	2,491,000
Less Expended as of 4/14/23:	601,007
Total Carryover:	1,889,993
New Funding:	924,000
Total FY 2024 Appropriations:	2,813,993

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Clean Water Act; Comprehensive Plan

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, project prioritization, and design requirements. Design costs, supply chain issues, and inflation increased project funding.

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	1,201,800	766,800	176%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	7,003,000	3,088,200	(3,914,800)	-56%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					7,438,000	4,290,000	(3,148,000)	-42%

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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Swr)	2,491,000	924,000	875,000	960,000	1,896,000	2,890,000	-	10,036,000
Total Funded (\$)	2,491,000	924,000	875,000	960,000	1,896,000	2,890,000	-	10,036,000
Unfunded (Swr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,491,000	924,000	875,000	960,000	1,896,000	2,890,000	-	10,036,000

Operating Cost Impact: No measurable impact.

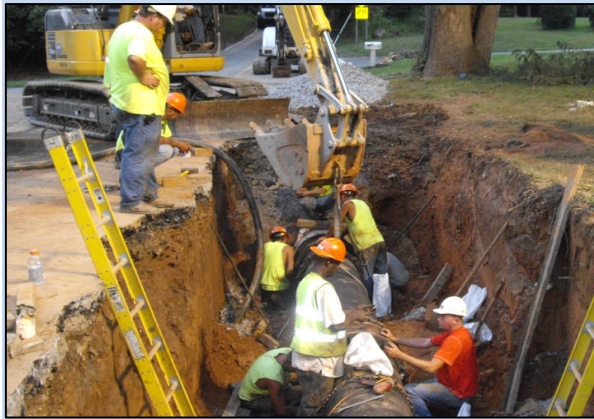
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Sewer	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: FY 2024 work includes approximately 1.4 miles of sewer lining, Crawford Dr. and Grandin Ave. sewer relocations, Argyle Rd sewer replacement, and sewer flow model upgrades. 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: Project funding and the FY 2023 scheduled work have been impacted due to supply chain issues and inflation. \$200,000 was moved to the operating budget during FY 2023 to fund a lead and copper study.

Current Project Appropriations

Prior Appropriations:	6,525,623
Less Expended as of 4/14/23:	3,434,911
Total Carryover:	3,090,712
New Funding:	3,947,000
Total FY 2024 Appropriations:	7,037,712

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Safe Drinking Water Act; 2008 Water Dist. System Master Plan; Comprehensive Plan

Anticipated Project Outcome: Sustainable water distribution system 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: Funding was increased to reimburse WSSC for costs associated with removal of the Montrose Road interconnect. Project funding and the FY 2023 scheduled work have been impacted due to supply chain issues and inflation. \$200,000 was moved to the operating budget to fund a lead and copper 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 2021	FY 2021	FY 2025	FY 2025	1,407,000	1,657,000	250,000	18%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	12,490,000	12,189,623	(300,377)	-2%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					13,897,000	13,846,623	(50,377)	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 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Bonds (Wtr)	6,525,623	3,947,000	3,374,000	3,392,000	3,894,000	3,599,000	-	24,731,623
Total Funded (\$)	6,525,623	3,947,000	3,374,000	3,392,000	3,894,000	3,599,000	-	24,731,623
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	6,525,623	3,947,000	3,374,000	3,392,000	3,894,000	3,599,000	-	24,731,623

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: FY 2024 work includes pipe replacement for the uncompleted locations from FY 2023; and on Currier Court, Currier Drive, Okinawa Avenue, Allison Drive, Farr Road, Upton Street, Harrison Street, Coral Sea Drive, Denham Road, Gilbert Road, and Maple Avenue. The proposed work each fiscal year is based on a prioritized list of specific water main rehabilitation and improvement projects, with cost estimates derived from recent projects.



Water Meter Replacement and AMI Implementation (UB21)



Description: This project plans, designs, and constructs water meter replacements within the aging system, including inspection and rehabilitation of vaults, piping, valves, and appurtenances, and the implementation of advanced metering infrastructure (AMI). The city has approximately 12,000 single-family customers, 100 multi-family customers, and 750 non-residential customers in the water system.

Changes from Previous Year: Project funding increased due to supply chain issues and inflation.

Current Project Appropriations

Prior Appropriations:	1,411,000
Less Expended as of 4/14/23:	55,292
Total Carryover:	1,355,708
New Funding:	389,000
Total FY 2024 Appropriations:	1,744,708

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: 2019 Water Meter and Backflow Prevention Report

Anticipated Project Outcome: Continuous customer access to meter and usage data; sustainable water metering system with improved leak-detection and cost of service rate data; and increased revenue.

Project Timeline and Total Cost by Type: Single-family meters and consultant support were added to the program and costs and timeline were updated to accommodate project reprioritization. This project received ARPA funds during FY 2022. Project funding increased due to supply chain issues and inflation.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2028	FY 2030	450,000	619,000	169,000	38%
Construction	FY 2021	FY 2021	FY 2028	FY 2030	6,030,000	11,103,500	5,073,500	84%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					6,480,000	11,722,500	5,242,500	81%

Project Funding: This project is fully funded and includes \$1,380,000 in ARPA funding.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Bonds (Wtr)	31,000	389,000	2,152,500	1,575,000	1,470,000	1,575,000	3,150,000	10,342,500
Grants (Wtr)	1,380,000	-	-	-	-	-	-	1,380,000
Total Funded (\$)	1,411,000	389,000	2,152,500	1,575,000	1,470,000	1,575,000	3,150,000	11,722,500
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,411,000	389,000	2,152,500	1,575,000	1,470,000	1,575,000	3,150,000	11,722,500

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project was added during FY 2020 under the title Commercial Water Meter Replacements. FY 2024 work includes selection of water meter type and AMI system, as well as the start of single-family, high priority multi-family, and non-residential water meter replacements. Current estimated completion schedule is as follows: AMI implementation by FY 2025, multi-family by FY 2025, single-family by FY 2027, and non-residential by FY 2030.



Water Treatment Plant Clarifier Improvements (UD16)



Description: This project designs and constructs improvements to the clarifiers, which includes replacing outdated mechanisms with new coated steel mechanisms. The Water Treatment Plant 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 clarifiers.

Changes from Previous Year: Concept design funding moved to WTP Facility Master Plan & Water Regulatory Compliance CIP (UA24). Project funding increased due to inflation.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure/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: The original estimated start date anticipated accelerated corrosion due to the switch to ferric chloride coagulant. Lack of corrosion and the need to advance more critical projects allowed for this project's deferral. The clarifiers are near the end of their life expectancy and cannot be deferred indefinitely. Project funding has increased due to the change in scope to add Clarifier #2, cost escalation due to deferral, and inflation.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2028	FY 2022	FY 2029	265,750	350,000	84,250	32%
Construction	FY 2020	FY 2030	FY 2022	FY 2031	1,897,000	2,490,000	593,000	31%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,162,750	2,840,000	677,250	31%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Wtr)	-	-	-	-	-	350,000	2,490,000	2,840,000
Total Funded (\$)	-	-	-	-	-	350,000	2,490,000	2,840,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	-	350,000	2,490,000	2,840,000

Operating Cost Impact: There are no ongoing operating cost impacts; however, there will be a one-time impact for the purchase of water from WSSC during construction.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project first appeared in the FY 2016 CIP. Use of ferric chloride was implemented in FY 2017. Although the clarifiers are in serviceable condition, they are near the end of their design life and will be monitored due to ferric chloride's corrosive properties. Concept design funding moved to WTP Facility Master Plan and Water Regulatory Compliance CIP (UA24), which allows for a comprehensive evaluation of the plant treatment systems, including both clarifiers.



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. Major electrical system components are original (1958) and 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: Timeline was extended into FY 2024 due to supply chain issues.

Current Project Appropriations

Prior Appropriations:	10,683,000
Less Expended as of 4/14/23:	7,694,199
Total Carryover:	2,988,801
New Funding:	-
Total FY 2024 Appropriations:	2,988,801

Critical Success Factor: Stewardship of Infrastructure/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. Additional funding was added for roof replacement, HVAC upgrades, and renovations to the 2nd floor (operations floor). This project received ARPA funds during FY 2022 and additional funding for security improvements and contingency.

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 2024	4,000,000	9,333,000	5,333,000	133%
Other (furniture/IT)	FY 2022	FY 2022	FY 2024	FY 2024	-	100,000	100,000	-
Project Total (\$):					5,250,000	10,683,000	5,433,000	103%

Project Funding: This project is fully funded and includes \$750,000 in ARPA funding.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Wtr)	778,000	-	-	-	-	-	-	778,000
Bonds (Wtr)	9,155,000	-	-	-	-	-	-	9,155,000
Grants (Wtr)	750,000	-	-	-	-	-	-	750,000
Total Funded (\$)	10,683,000	-	-	-	-	-	-	10,683,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	10,683,000	-	-	-	-	-	-	10,683,000

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 when the WTP is shut down during construction.

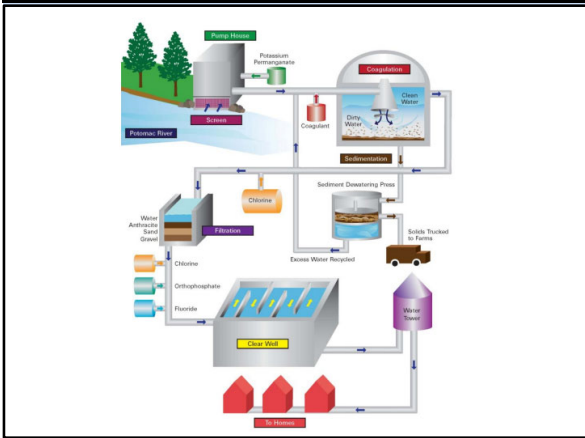
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	5,000	-	-	-	-	-	-	5,000

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2017 CIP. FY 2024 work includes completion of electrical improvements, roof replacement, and HVAC upgrades.



WTP Facility Master Plan and Water Regulatory Compliance (UA24)



Description: The master plan will comprehensively assess the systems and equipment at the Water Treatment Plant facility and determine the need for and prioritization of future projects. Concurrently, this plan will determine upgrades required to treat water system emerging contaminants.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	600,000
Total FY 2024 Appropriations:	600,000

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: 2009 Facility Plan; EPA 2022 Interim Updated PFOA and PFOS Health Advisories

Anticipated Project Outcome: Regulatory Compliance, prioritization of future WTP projects.

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 2024	FY 2024	FY 2026	FY 2026	600,000	600,000	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					600,000	600,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Wtr)	-	600,000	-	-	-	-	-	600,000
Total Funded (\$)	-	600,000	-	-	-	-	-	600,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	600,000	-	-	-	-	-	600,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This is a new project for FY 2024. Projects recommended by the WTP Facility Master Plan, or necessary to comply with water regulatory compliance, will be programmed in the future. EPA guidance is evolving to address many emerging contaminants including members of a chemical group called per- and polyfluoroalkyl substances (PFAS).



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 Occupational Safety and Health Administration (OSHA) Process Safety Management Regulations involving highly hazardous chemicals. The treatment process will be modified from the use of chlorine gas to bulk sodium hypochlorite, a safer alternative, consistent with the Process Safety Management Plan and Recommendation Report.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	2,555,000
Less Expended as of 4/14/23:	308,011
Total Carryover:	2,246,989
New Funding:	-
Total FY 2024 Appropriations:	2,246,989

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Safe Drinking Water Act; OSHA Process Safety Management Regulations; Process Safety Management Plan and Recommendation Report

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: Refined project requirements during the design phase caused project funding to be increased and construction delayed. This project received ARPA funds mid-FY 2022.

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 2024	FY 2022	FY 2024	480,000	2,210,000	1,730,000	360%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					650,000	2,555,000	1,905,000	293%

Project Funding: This project is fully funded and includes \$530,000 in ARPA funding.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Wtr)	2,025,000	-	-	-	-	-	-	2,025,000
Grants (Wtr)	530,000	-	-	-	-	-	-	530,000
Total Funded (\$)	2,555,000	-	-	-	-	-	-	2,555,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,555,000	-	-	-	-	-	-	2,555,000

Operating Cost Impact: Chemicals (cost of bulk sodium hypochlorite and more frequent deliveries).

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	34,000	-	-	-	-	-	34,000

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project first appeared in the FY 2019 CIP. FY 2024 work includes construction completion of the bulk sodium hypochlorite system.



Water Treatment Plant Security (UB24)



Description: This project funds the design and construction of various perimeter security improvements. The America's Water Infrastructure Act of 2018 (AWIA) required that water utilities conduct a system wide Risk and Resilience Assessment (RRA) and prepare an Emergency Response Plan (ERP) for critical water infrastructure. The RRA completed for the City Water Treatment Plant (certified and submitted to the EPA in December 2020) identified security improvements.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	-
Total FY 2024 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: 2018 America's Water Infrastructure Act; 2021 City of Rockville WTP Physical Security Improvements (AWIA Risk and Resilience Assessment and Emergency Response Plan)

Anticipated Project Outcome: Improve security of the city's critical drinking water infrastructure.

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 2026	FY 2026	FY 2026	FY 2026	80,000	80,000	-	-
Construction	FY 2027	FY 2027	FY 2028	FY 2028	800,000	800,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					880,000	880,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Bonds (Wtr)	-	-	-	880,000	-	-	-	880,000
Total Funded (\$)	-	-	-	880,000	-	-	-	880,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	880,000	-	-	-	880,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Gina Arnett, Senior Civil Engineer, 240-314-8517.

Notes: This is a new project for FY 2024.



Water Treatment Plant Sludge Dewatering Replacement (UB23)



Description: This project plans, designs, and constructs replacement of the sludge dewatering equipment at the Water Treatment Plant. The current filter press dewateres sludge from the treatment process, separating the liquids that are re-treated and the solids that are disposed of off-site. Dewatering the sludge is more cost effective and environmentally sustainable than hauling liquids. The existing 25 years old filter press has periodically failed, resulting in down time and has reached the end of its useful life.

Changes from Previous Year: Project funding increased to account for bench-scale testing, inflation, and adding a rental filter press.

Current Project Appropriations

Prior Appropriations:	100,000
Less Expended as of 4/14/23:	11,685
Total Carryover:	88,315
New Funding:	-
Total FY 2024 Appropriations:	88,315

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: 2009 Facility Plan; 2012 Water Quality Study

Anticipated Project Outcome: A sustainable facility with new sludge dewatering equipment.

Project Timeline and Total Cost by Type: Project funding increased to account for bench-scale testing, inflation, and adding a rental filter press.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2023	FY 2023	FY 2026	FY 2026	400,000	500,000	100,000	25%
Construction	FY 2026	FY 2026	FY 2026	FY 2027	2,500,000	2,740,000	240,000	10%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,900,000	3,240,000	340,000	12%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Wtr)	100,000	-	400,000	2,740,000	-	-	-	3,240,000
Total Funded (\$)	100,000	-	400,000	2,740,000	-	-	-	3,240,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	100,000	-	400,000	2,740,000	-	-	-	3,240,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project first appeared in the FY 2023 CIP. FY 2024 work includes the selection of a sustainable sludge dewatering system technology.





General Government Program Area Overview

Description: The projects in the General Government Program Area focus on planning, designing, constructing, and rehabilitating city facilities (with the exception of the recreation facilities), and improving the city information and communication systems. Included are projects that do not clearly fit into one of the other program areas of the CIP.

Goal: To provide adequate facilities for city staff to maintain and improve service delivery; maintain and improve the city information and communication systems; and implement Climate Action Plan recommended solar and electric vehicle infrastructure into city facilities.

New project(s) for FY 2024:

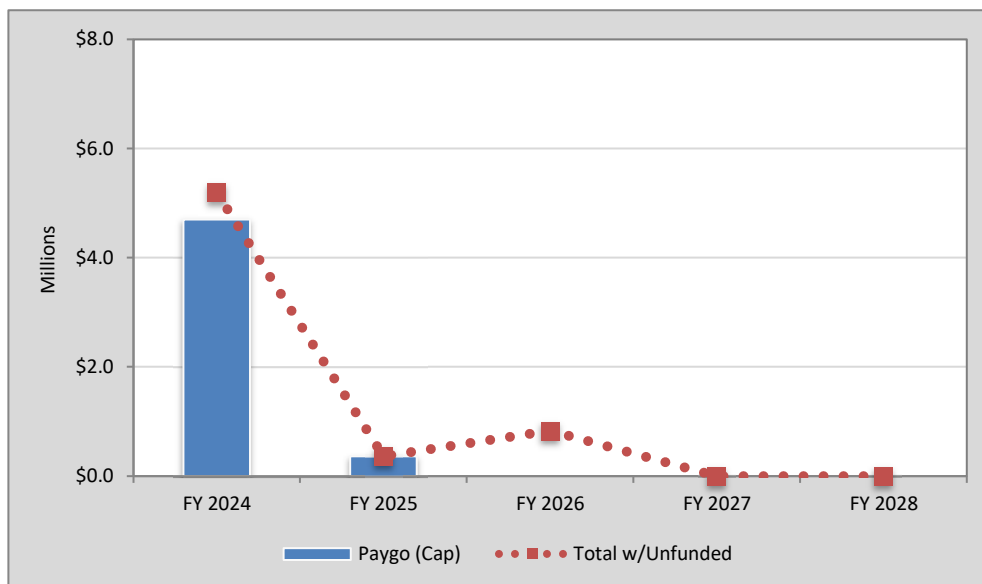
None

Project(s) closed for FY 2024:

I-Net Security Enhancements (GA18)



FY 2024 - FY 2028 New Funding Schedule



General Government Program Area Summary of Total Funding

	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Funded	20,794,070	4,700,000	362,500	-	-	-	-	25,856,570
Unfunded	-	500,000	-	833,000	-	-	-	1,333,000
Total with Unfunded (\$)	20,794,070	5,200,000	362,500	833,000	-	-	-	27,189,570



Core Financial, HR, & Procurement ERP (GA21)



Description: This project includes the upgrade, subscription, implementation, and transition of the city's core Financial, HR, and Procurement Enterprise Resource Planning (ERP) system to CGI 4.0, and from on-premise hosting to managed cloud hosting and services. Funding for asset management software is also included in this project.

Changes from Previous Year: Unobligated funding from the closed projects Financial System Upgrade (GC21) and Enterprise Resource Planning System (2B01) was consolidated into this project during FY 2022. Estimated project costs were reduced by \$300,000.

Current Project Appropriations

Prior Appropriations:	1,773,295
Less Expended as of 4/14/23:	-
Total Carryover:	1,773,295
New Funding:	-
Total FY 2024 Appropriations:	1,773,295

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: IT Strategic Plan

Anticipated Project Outcome: Increase in productivity and efficiency.

Project Timeline and Total Cost by Type: Unobligated funding from the closed projects Financial System Upgrade (GC21) and Enterprise Resource Planning System (2B01) was consolidated into this project during FY 2022. The timeline was accelerated from an estimated start and completion of FY 2026 and FY 2028 to FY 2024 and FY 2025.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	FY 2026	FY 2024	FY 2028	FY 2025	4,400,000	1,773,295	(2,626,705)	-60%
Project Total (\$):					4,400,000	1,773,295	(2,626,705)	-60%

Project Funding: This project is fully funded.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	1,773,295	-	-	-	-	-	-	1,773,295
Total Funded (\$)	1,773,295	-	-	-	-	-	-	1,773,295
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,773,295	-	-	-	-	-	-	1,773,295

Operating Cost Impact: The city has engaged the services of an outside consultant to assist with refining the scope of this project and identifying the resources needed to maintain it. OCI includes license and maintenance agreements, which are partially offset by the funding currently budgeted for the existing finance and HR systems.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	100,000	369,950	-	-	-	-	469,950

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2021 CIP. FY 2024 work involves transitioning the core systems to CGI 4.0 in the cloud, including system configuration, development, testing of reports and interfaces, and user testing.



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: Disaster recovery site equipment replacement and the data center improvements portion of the project was unfunded due to budget constraints.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/14/23:	-
Total Carryover:	-
New Funding:	2,800,000
Total FY 2024 Appropriations:	2,800,000

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: IT Strategic Plan

Anticipated Project Outcome: A more efficient and reliable data center.

Project Timeline and Total Cost by Type: Total cost decreased based on updated quotes and unfunding a portion of the project.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	FY 2024	FY 2024	FY 2026	FY 2026	5,872,000	2,800,000	(3,072,000)	-52%
Project Total (\$):					5,872,000	2,800,000	(3,072,000)	-52%

Project Funding: This project is partially funded. The FY 2024 unfunded amount represents project contingency and professional services, and will be given priority for any available reserves. The FY 2026 unfunded amount represents replacement of disaster recovery site equipment.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	-	2,800,000	-	-	-	-	-	2,800,000
Total Funded (\$)	-	2,800,000	-	-	-	-	-	2,800,000
Unfunded (Cap)	-	500,000	-	508,000	-	-	-	1,008,000
Total w/Unfunded (\$)	-	3,300,000	-	508,000	-	-	-	3,808,000

Operating Cost Impact: Additional maintenance costs related to equipment funded in this project.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	155,200	155,200

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2021 CIP. FY 2024 work involves the redesign and replacement of the city's HyperFlex systems, storage, core switches, and the server operating systems at the primary datacenter and Disaster Recovery (DR) sites, as well as the relocation of one DR site to the cloud.



Electric Vehicle Infrastructure (GA23)



Description: This project plans, procures, designs, permits, and installs a phased approach to electric vehicle (EV) charging infrastructure on city property and possibly rights-of-way adjacent to city facilities, to serve the city fleet, and potentially employees and the community. The project includes tools and equipment to maintain the electric vehicle fleet. Phase I continues electrification of light duty fleet in FY 2024 per the fleet replacement cycle. Phase II is electrification of heavy duty fleet in FY 2025. In conjunction with this project, a community EV Readiness Plan was funded during FY 2022 in the operating budget.

Changes from Previous Year: Funds to purchase and install charging stations for heavy duty fleet were unfunded pending further review of potential costs and grant opportunities.

Current Project Appropriations

Prior Appropriations:	792,500
Less Expended as of 4/14/23:	6,806
Total Carryover:	785,694
New Funding:	-
Total FY 2024 Appropriations:	785,694

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Climate Action Plan; Comprehensive Plan; Mayor and Council Priority Initiative to adopt a sustainable fleet policy

Anticipated Project Outcome: Reduced greenhouse gases and air pollution; increased electrification capabilities to serve city and community needs.

Project Timeline and Total Cost by Type: A portion of Phase II was unfunded.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2023	FY 2023	FY 2025	FY 2025	300,000	300,000	-	-
Construction	FY 2023	FY 2023	FY 2027	FY 2027	1,180,000	855,000	(325,000)	-28%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,480,000	1,155,000	(325,000)	-22%

Project Funding: This project is partially funded. FY 2026 unfunded amount covers purchase and installation of charging stations for heavy duty fleet. Staff will pursue grant opportunities for this portion of the project.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	792,500	-	362,500	-	-	-	-	1,155,000
Total Funded (\$)	792,500	-	362,500	-	-	-	-	1,155,000
Unfunded (Cap)	-	-	-	325,000	-	-	-	325,000
Total w/Unfunded (\$)	792,500	-	362,500	325,000	-	-	-	1,480,000

Operating Cost Impact: Electricity, station operations, and maintenance, which may be offset by savings in fuel and vehicle maintenance across multiple departments; however, the amount and timing are unknown.

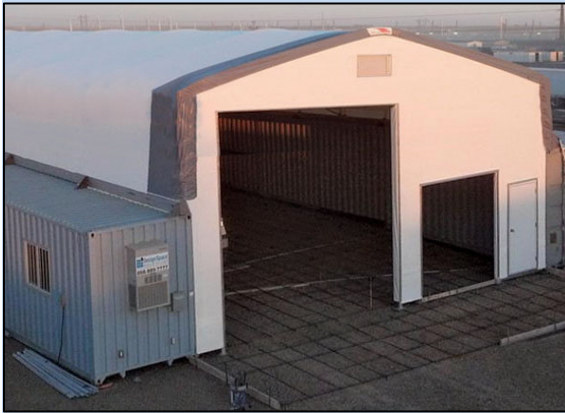
Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Meredith Neely, Principal Environmental Engineer, 240-314-8874.

Notes: The project first appeared in the FY 2023 CIP. FY 2024 project work includes continued Phase I work to purchase and install charging infrastructure.



Gude Yard Recycle Transfer Enclosure (GC19)



Description: This project designs and constructs a new enclosure at the Gude Maintenance Facility for city trucks to transfer recycle loads to trailers for haul-off. The new structure allows transfer activities to occur under cover, provides fire suppression, stops windblown material in the yard and surrounding properties, improves traffic flow and safety, improves recycling program efficiency, and increases contract hauling/processing options.

Changes from Previous Year: Project completion shifted one year to FY 2024 due to the exploration of recycling processing alternatives with Montgomery County and private transfer contractors, and difficulties finding procurement methods. Additional funding was added during FY 2023 due to inflationary pressures.

Current Project Appropriations

Prior Appropriations:	817,345
Less Expended as of 4/14/23:	-
Total Carryover:	817,345
New Funding:	-
Total FY 2024 Appropriations:	817,345

Critical Success Factor: Stewardship of Infrastructure/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 exploration of alternative recycling processing facilities and procurement methods. This project received additional funds due to inflationary pressures.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2023	FY 2019	FY 2024	55,706	55,706	-	-
Construction	FY 2019	FY 2024	FY 2020	FY 2024	477,639	761,639	284,000	59%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					533,345	817,345	284,000	53%

Project Funding: This project is fully funded and includes \$533,345 in ARPA funding.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Ref)	284,000	-	-	-	-	-	-	284,000
Grants (Ref)	533,345	-	-	-	-	-	-	533,345
Total Funded (\$)	817,345	-	-	-	-	-	-	817,345
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	817,345	-	-	-	-	-	-	817,345

Operating Cost Impact: Electricity (General Fund) and maintenance and repair (Refuse Fund). Additional maintenance funding will be needed in future years as the facility ages.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	500	-	-	-	-	-	-	500
Refuse	4,000	-	-	-	-	-	4,000	8,000

Project Manager: Meredith Neely, Principal Environmental Engineer, 240-314-8874.

Notes: This project first appeared in the FY 2019 CIP. After exploring various project alternatives and procurements methods, staff identified a more cost-effective and streamlined approach using a design-build type of procurement for this project. FY 2024 work includes completion of design and construction.



Maintenance and Emergency Operations Facility Improvements (GD19)



Description: This project includes Phase 1A and 1B renovations to the 50,000+ square foot building at 6 Taft Court purchased by the city in FY 2019. Phase 1A creates an Emergency Operations Center and renovates two floors of the north wing and atrium for city employees currently working at Gude, which is past its life span and does not meet accessibility standards or provide adequate space for current operations. Phase 1B renovates the north wing third floor resulting in the relocation of Recreation and Parks and Environmental Management Division staff from City Hall.

Changes from Previous Year: Funding was added in FY 2023 for FEMA grant and design of Phase 1B, and in FY 2024 for Phase 1B construction. Timeline was extended to accommodate Phase 1B, and OCI funding was adjusted to accommodate these changes.

Current Project Appropriations

Prior Appropriations:	17,410,930
Less Expended as of 4/14/23:	6,619,287
Total Carryover:	10,791,643
New Funding:	1,900,000
Total FY 2024 Appropriations:	12,691,643

Critical Success Factor: Stewardship of Infrastructure/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: Original scope and timeline changed to include building purchase and Phase 1A and 1B renovations. Timeline delayed to complete a planning phase for the ultimate use of both 6 Taft Court and City Hall. This project received ARPA funds during FY 2022. Funding added for Phase 1B design and construction.

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	400,000	(555,124)	-58%
Construction	FY 2021	FY 2023	FY 2022	FY 2025	6,367,500	12,830,930	6,463,430	102%
Other (land acquisition/FFE)	-	FY 2019	-	FY 2019	-	6,080,000	6,080,000	-
Project Total (\$):					7,322,624	19,310,930	11,988,306	164%

Project Funding: This project includes \$900,000 in ARPA funding and a federal grant for \$375,806 for an emergency generator; additional funding may be needed at design completion to accomplish current scope. Additional funding will be required to renovate the South Wing of 6 Taft Court and portions of City Hall via separate CIP projects. A discussion of Long Range CIP Planning can be found in the Supplemental Information section.

Source	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
Paygo (Cap)	9,135,124	1,900,000	-	-	-	-	-	11,035,124
Bonds (Cap)	7,000,000	-	-	-	-	-	-	7,000,000
Grants (Cap)	1,275,806	-	-	-	-	-	-	1,275,806
Total Funded (\$)	17,410,930	1,900,000	-	-	-	-	-	19,310,930
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	17,410,930	1,900,000	-	-	-	-	-	19,310,930

Operating Cost Impact: General facility maintenance and utilities. Additional costs for the remainder of the building will be identified in a future phase. OCI has been phased based on construction timing for Phase 1A and 1B.

Fund	Prior	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future	Total
General	158,550	-	254,690	296,600	-	-	-	709,840

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2019 CIP. FY 2024 work includes Phase 1A construction completion and start of Phase 1B construction. Staff is working to coordinate the inclusion of solar panels and electric vehicle charging stations.



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 2024 Non-Departmental Budget

	General	Speed Camera	Debt Service	Water	Sewer	Refuse	SWM	Parking	Total All Funds
Revenue (\$)	85,919,560	3,600	4,074,000	13,847,100	15,647,380	7,129,020	5,777,800	1,719,920	134,118,380
Expense (\$)	17,537,610	210,570	3,882,500	6,582,680	7,708,290	2,127,170	2,491,700	1,686,520	42,227,040

	General			Speed Camera			Debt Service		
	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted
<i>Revenue</i>									
Property Taxes	44,931,581	45,950,000	46,950,000	-	-	-	-	-	-
Other Gov't.	28,663,410	27,293,460	31,793,600	-	-	-	-	-	-
Fine/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	(716,410)	251,000	251,000	2,942	1,000	3,000	3,099	22,000	24,000
Charges for Serv.	851	2,000	2,000	-	-	-	-	-	-
Licenses/Permits	76,986	130,000	130,000	-	-	-	-	-	-
Other Revenue	6,286,462	5,296,360	6,792,960	-	-	600	-	-	-
Total Revenue	79,242,880	78,922,820	85,919,560	2,942	1,000	3,600	3,099	22,000	24,000
Transfers In	-	-	-	-	-	-	4,500,000	4,400,000	4,050,000
Total (\$)	79,242,880	78,922,820	85,919,560	2,942	1,000	3,600	4,503,099	4,422,000	4,074,000
<i>Expenses</i>									
Personnel	1,494,044	1,925,940	1,387,740	4,733	4,860	4,000	-	-	-
Operating	1,624,180	1,073,560	1,073,560	4,714	26,070	26,070	-	-	-
Capital Outlay	487,150	-	600,000	-	-	-	-	-	-
Administrative	-	-	-	174,000	179,200	180,500	-	-	-
Other	419,650	20,000	20,000	-	-	-	-	-	-
Total Oper. Exp.	4,025,024	3,019,500	3,081,300	183,447	210,130	210,570	-	-	-
Principal	-	-	-	-	-	-	3,722,421	3,705,400	3,247,000
Interest	-	-	-	-	-	-	906,895	766,100	635,500
CIP Transfer	10,220,000	7,000,000	9,200,000	-	-	-	-	-	-
Transfers Out	6,203,910	5,669,730	5,256,310	-	-	-	-	-	-
Total (\$)	20,448,934	15,689,230	17,537,610	183,447	210,130	210,570	4,629,316	4,471,500	3,882,500



Non-Departmental Revenues and Expenses by Fund (continued)

	Water			Sewer			Refuse		
	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fine/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	(19,324)	-	22,020	16,393	1,000	20,000	5,818	7,500	14,700
Charges for Serv.	11,442,399	13,130,000	13,140,000	13,693,148	15,395,000	15,323,800	6,471,996	6,649,500	7,036,500
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	337,434	310,430	325,230	294,554	295,550	303,580	19,996	10,100	25,000
Total Revenue	11,760,509	13,440,430	13,487,250	14,004,095	15,691,550	15,647,380	6,497,810	6,667,100	7,076,200
Transfers In	333,190	352,160	359,850	-	-	-	48,200	50,300	52,820
Total (\$)	12,093,699	13,792,590	13,847,100	14,004,095	15,691,550	15,647,380	6,546,010	6,717,400	7,129,020
<i>Expenses</i>									
Personnel	105,643	146,850	127,900	39,243	89,290	77,500	80,259	134,140	128,500
Operating	84,375	230,280	330,280	63,907	167,490	267,490	43,409	109,870	169,870
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	1,375,000	1,410,500	1,434,400	639,000	608,400	649,500	1,137,000	1,218,400	1,288,900
Other	3,560,273	3,609,700	3,609,700	5,282,452	5,334,950	5,334,950	395,061	531,900	531,900
Total Oper. Exp.	5,125,291	5,397,330	5,502,280	6,024,602	6,200,130	6,329,440	1,655,729	1,994,310	2,119,170
Principal	-	-	-	-	-	-	-	-	-
Interest	955,270	1,050,000	1,080,400	1,176,015	1,120,000	1,019,000	17,111	12,800	8,000
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	333,190	352,160	359,850	-	-	-
Total (\$)	6,080,561	6,447,330	6,582,680	7,533,807	7,672,290	7,708,290	1,672,840	2,007,110	2,127,170



Non-Departmental Revenues and Expenses by Fund (continued)

	Stormwater Management			Parking		
	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted
<i>Revenue</i>						
Property Taxes	-	-	-	125,395	124,000	110,600
Other Gov't.	-	-	-	317,164	319,000	321,000
Fine/Forfeitures	-	-	-	-	-	-
Use Money/Prop.	15,058	31,100	70,500	39,172	2,500	39,500
Charges for Serv.	5,115,096	5,398,000	5,669,060	-	-	-
Licenses/Permits	-	-	-	-	-	-
Other Revenue	31,114	29,140	38,240	247,192	198,170	248,820
Total Revenue	5,161,268	5,458,240	5,777,800	728,923	643,670	719,920
Transfers In	-	-	-	1,500,000	1,100,000	1,000,000
Total (\$)	5,161,268	5,458,240	5,777,800	2,228,923	1,743,670	1,719,920
<i>Expenses</i>						
Personnel	53,506	97,030	90,600	6,890	13,830	11,600
Operating	30,780	95,390	155,390	6,449	27,390	47,390
Capital Outlay	-	-	-	-	-	-
Administrative	770,000	797,300	965,000	88,000	129,300	88,900
Other	1,027,359	1,164,260	1,164,260	885,533	173,530	867,430
Total Oper. Exp.	1,881,645	2,153,980	2,375,250	986,872	344,050	1,015,320
Principal	-	-	-	-	-	-
Interest	20,665	9,500	116,450	755,543	715,900	671,200
CIP Transfer	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total (\$)	1,902,310	2,163,480	2,491,700	1,742,415	1,059,950	1,686,520



Full Time Equivalent Position Summary

The city's total regular staffing level increased by a net 2.0 regular full time equivalent (FTE) positions from the FY 2023 budget to the FY 2024 budget. The table below includes the changes to regular FTEs by fund and by department, along with the associated personnel budget impact. The following two pages contain a five year presentation of the city's regular and temporary FTEs by fund and department.

General Fund	0.5	Water Fund	1.1
Mayor and Council	-	Public Works	1.1
Councilmember (elected)*	\$40,420 -	Water Treatment Plant Operator (214)	\$92,840 1.0
City Manager	1.0	GIS & Asset Management Specialist (217)	\$31,350 0.3
Emergency Manager (224)	\$164,510 1.0	Secretary (209)	(\$14,920) (0.2)
Community Planning & Devel. Services (CPDS)	3.0		
Community Enhancement Codes Inspector (215)	\$95,450 1.0	Sewer Fund	0.1
Fire Codes Inspector (215)	\$95,450 1.0	Public Works	0.1
Executive Assistant (215)**	\$95,450 1.0	GIS & Asset Management Specialist (217)	\$31,350 0.3
Human Resources	(1.0)	Secretary (209)	(\$14,920) (0.2)
Human Resources Associate (214)***	(\$84,920) (1.0)		
Information Technology	(1.0)	Refuse Fund	-
Information Systems Security Engineer (220)***	(\$109,550) (1.0)	Public Works	-
Police	(1.0)	GIS & Asset Management Specialist (217)	\$10,440 0.1
Emergency Manager (224)	(\$164,510) (1.0)	Secretary (209)	(\$29,820) (0.4)
Public Works	-	Secretary (209)	\$19,530 0.3
Secretary (209)	(\$14,920) (0.2)		
Secretary (209)	\$12,900 0.2	Stormwater Management Fund	0.3
Recreation and Parks	(0.5)	Public Works	0.3
After School Asst. Director (210)	\$38,740 0.5	GIS & Asset Management Specialist (217)	\$31,350 0.3
Maintenance Worker I (103)****	(\$68,230) (1.0)		

*Two additional councilmember positions have been added for FY 2024. These positions do not have an FTE count. The amount budgeted covers the two additional councilmember stipends for the last seven months of the fiscal year, beginning after the election.

**This position was frozen and unfunded towards the end of the FY 2021 budget process, but has been restored for FY 2024.

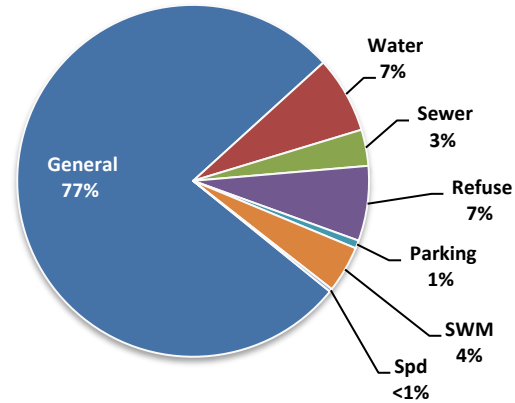
***These positions were frozen and unfunded for FY 2024. The Human Resources Associate position remains frozen and unfunded throughout the five year forecast.

****This position was replaced with ongoing contractual services funding.



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 ten operating funds, seven funds support employee salaries and benefits for FY 2024. Below is the breakdown of FTEs added and deleted by fund for FY 2024. The city's largest fund, the General Fund, supports 77 percent of all regular FTEs.



Total Regular Positions by Fund

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	Additions	Deletions	FY 2024 Adopted	FTE Change
General	406.15	402.35	405.35	418.05	3.70	(3.20)	418.55	0.50
Water	35.95	35.95	35.95	36.95	1.30	(0.20)	38.05	1.10
Sewer	17.90	17.90	17.90	17.90	0.30	(0.20)	18.00	0.10
Refuse	34.20	37.20	37.20	37.20	0.40	(0.40)	37.20	-
Parking	4.00	4.00	4.00	4.00	-	-	4.00	-
Stormwater Management	22.90	22.90	22.90	22.90	0.30	-	23.20	0.30
Speed Camera	1.50	1.50	1.50	1.50	-	-	1.50	-
Regular FTE Total	522.60	521.80	524.80	538.50	6.00	(4.00)	540.50	2.00

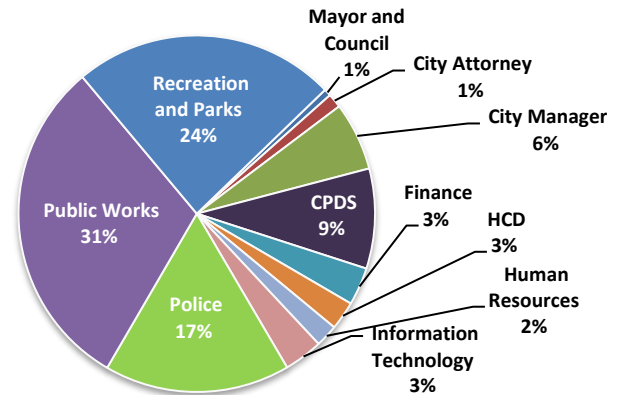
Total Temporary Positions by Fund

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	Additions	Deletions	FY 2024 Adopted	FTE Change
General	94.8	95.7	93.0	97.2	6.0	(4.6)	98.6	1.4
Water	0.3	0.8	0.3	0.3	-	(0.3)	-	(0.3)
Sewer	0.3	-	0.3	0.3	-	(0.3)	-	(0.3)
Refuse	2.5	3.5	2.0	2.0	-	-	2.0	-
Stormwater Management	0.3	0.2	0.3	0.3	-	(0.3)	-	(0.3)
Temporary FTE Total	98.2	100.2	95.9	100.1	6.0	(5.5)	100.6	0.5
All FTE Total	620.8	622.0	620.7	638.6	12.0	(9.5)	641.1	2.5



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 2024. 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 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	Additions	Deletions	FY 2024 Adopted	FTE Change
Mayor and Council	3.0	3.0	3.0	3.5	-	-	3.5	-
City Attorney	7.0	7.0	7.0	7.0	-	-	7.0	-
City Manager	27.0	27.0	28.0	32.5	1.0	-	33.5	1.0
CPDS	50.0	47.0	44.0	46.0	3.0	-	49.0	3.0
Finance	18.5	18.5	18.5	18.5	-	-	18.5	-
HCD	-	-	14.0	14.0	-	-	14.0	-
Human Resources	12.0	12.0	12.0	12.0	-	(1.0)	11.0	(1.0)
Information Technology	20.0	20.0	20.0	20.0	-	(1.0)	19.0	(1.0)
Police	89.5	90.5	90.5	92.0	(1.0)	-	91.0	(1.0)
Public Works	158.5	161.5	161.5	163.5	2.5	(1.0)	165.0	1.5
Recreation and Parks	137.1	135.3	126.3	129.5	0.5	(1.0)	129.0	(0.5)
Regular FTE Total	522.6	521.8	524.8	538.5	6.0	(4.0)	540.5	2.0

Total Temporary Positions by Department

	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	Additions	Deletions	FY 2024 Adopted	FTE Change
Mayor and Council	0.2	-	-	-	0.3	-	0.3	0.30
City Attorney	-	-	-	-	-	-	-	-
City Manager	1.5	1.5	1.5	1.5	0.6	(0.3)	1.8	0.3
CPDS	-	-	1.6	1.6	-	(0.8)	0.8	(0.8)
Finance	-	-	-	-	-	-	-	-
HCD	-	-	1.9	1.9	0.4	-	2.3	0.4
Human Resources	-	-	-	-	0.6	-	0.6	0.6
Information Technology	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	4.0	5.0	3.4	3.4	-	(1.2)	2.2	(1.2)
Recreation and Parks	92.5	93.7	87.5	91.7	4.1	(3.2)	92.6	0.9
Temporary FTE Total	98.2	100.2	95.9	100.1	6.0	(5.5)	100.6	0.5

All FTE Total	620.8	622.0	620.7	638.6	12.0	(9.5)	641.1	2.5
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FY 2024 Position Control Summary by Department

Department: Mayor and Council	3.5
Division: Office of the City Clerk/Dir. Council Ops.	3.5
Boards & Commissions Coord (217)	0.5
City Clerk/Director of Council Ops. (Contract)	1.0
Deputy City Clerk (217)	1.0
Executive Assistant to the CC/DCO (215)	1.0

Department: Office of the City Attorney	7.0
Division: Office of the City Attorney	7.0
Assistant To The City Attorney (220)	1.0
City Attorney (Contract)	1.0
Deputy City Attorney (302)	1.0
Legal Executive Assistant (215)	1.0
Senior Assistant City Attorney (226)	3.0

Department: Finance	18.5
Division: Administration and Budget	5.0
Chief Financial Officer/Director (303)	1.0
Deputy Chief Financial Officer (302)	1.0
Financial Systems Manager (224)	1.0
Management and Budget Analyst (220)	1.0
Senior Management and Budget Analyst (221)	1.0
Division: Accounting and Control	7.5
Accountant (217)	1.0
Director of Accounting (301)	1.0
Fiscal Assistant (211)	1.5
Payroll Supervisor (216)	1.0
Senior Accountant (220)	1.0
Senior Fiscal Assistant (212)	2.0
Division: Utility Billing	6.0
Utility Billing and Revenue Manager (223)	1.0
Utility Revenue Specialist (211)	5.0

Department: City Manager	33.5
Division: Administration & Community Engagement	13.0
Cost Center: Administration	8.5
Administrative Assistant (211)	1.0
Assistant City Manager (301)	1.0
City Hall Facilities Specialist (209)	0.5
City Manager (Contract)	1.0
Culture, Arts, & History Program Manager (222)	1.0

Department: City Manager (continued)	
Division: Administration & Comm. Engagement (continued)	
Cost Center: Administration (continued)	
Deputy City Manager (305)	1.0
Emergency Manager (224)	1.0
Executive Assistant (215)	1.0
Grants Manager (224)	1.0
Cost Center: Community Support and Intergov'tal Affairs	2.0
Assistant to the City Manager (220)	1.0
Management Assistant (218)	1.0
Cost Center: Justice, Edquity, Diversity, & Inclusion (JEDI)	2.5
ADA Coordinator (215)	0.5
Advisor to the City Manager for DEI (220)	1.0
Sr. Neighborhood Resources Coordinator (219)	1.0
Cost Center: Opioid Settlement Fund	-
Cost Center: REDI	-
Division: Communication and Public Information	11.0
Cost Center: Cable Television	3.0
Multi-Media Production Specialist (215)	1.0
Television Production Manager (218)	1.0
Television Production Specialist (214)	1.0
Cost Center: Cable TV Equipment Fund	-
Cost Center: Graphics and Printing	3.0
Copy Center/Mail Specialist (209)	1.0
Graphics Specialist (214)	2.0
Cost Center: Public Information Office	3.0
Asst. Director of Communications (225)	1.0
Director of Communications (301)	1.0
Public Information Coordinator (217)	1.0
Cost Center: Website and Internet	2.0
Communications Manager (221)	1.0
Social Media & Digital Engagement Specialist (213)	1.0
Division: Procurement	9.5
Cost Center: Procurement	7.0
Administrative Assistant (211)	1.0
Assistant Director of Procurement (225)	1.0
Buyer (214)	1.0
Director of Procurement (301)	1.0
Principal Buyer (220)	2.0
Senior Buyer (215)	1.0
Cost Center: Stockroom	2.5
Inventory Services Clerk (211)	1.5
Inventory Services Supervisor (214)	1.0



FY 2024 Position Control Summary by Department (continued)

Department: Human Resources	11.0	Department: Housing & Community Development	14.0
<i>Division: Human Resources</i>	8.0	<i>Division: Administration</i>	5.0
Benefits Manager (221)	1.0	Community Services Manager (222)	1.0
Deputy Director (227)	1.0	Director (303)	1.0
Director (303)	1.0	Grants and Program Analyst (217)	1.0
General Service Aide (203)	1.0	Housing Specialist (218)	1.0
Human Resources Associate (214)	2.0	Office Manager (214)	1.0
Human Resources Specialist (218)	1.0		
Talent Acquisition & Prof. Devel. Manager (220)	1.0	<i>Division: Community Services</i>	5.0
		<i>Cost Center: Caregiver Grants</i>	-
<i>Division: Health and Wellness Program</i>	1.0	<i>Cost Center: Holiday Drive Fund</i>	-
Health and Wellness Program Manager (219)	1.0	<i>Cost Center: Linkages to Learning</i>	2.0
<i>Division: Safety and Risk Management</i>	2.0	Linkages to Learning Coordinator I (215)	1.0
Safety and Risk Manager (224)	1.0	Linkages to Learning Coordinator II (217)	1.0
Safety Specialist (218)	1.0	<i>Cost Center: Youth Development and Family Services</i>	3.0
		Community Services Program Coord. (217)	2.0
		Youth and Family Counselor (218)	1.0
Department: Information Technology	19.0	<i>Division: Housing and Neighborhood Services</i>	4.0
<i>Division: IT Operations</i>	15.0	<i>Cost Center: CDBG</i>	-
Chief Information Officer (303)	1.0	<i>Cost Center: Housing Opportunities</i>	-
Cybersecurity Ops, Compliance, Project Mgr (224)	1.0	<i>Cost Center: Housing Programs</i>	4.0
Information Systems Engineer (219)	4.0	CDBG Rehabilitation Program Administrator (216)	1.0
IT End User Services Manager (224)	1.0	Housing Programs Manager (222)	1.0
IT Infrastructure Manager (224)	1.0	Housing/Landlord-Tenant Specialist (218)	1.0
Office Manager (214)	1.0	Senior Housing Policy Analyst (220)	1.0
Manager, App Devel. and Enterprise Systems (224)	1.0	<i>Cost Center: REAP Endowment Fund</i>	-
Senior Information Systems Engineer (222)	2.0		
Senior Systems Analyst (223)	1.0		
Systems Analyst (220)	2.0		
<i>Division: GIS Operations</i>	1.0	Department: CPDS	49.0
Senior Application Developer & GIS Mgr. (224)	1.0	<i>Division: Management and Support</i>	6.0
<i>Division: IT Security</i>	2.0	Deputy Director (227)	1.0
Info. Systems Security and Compliance Mgr. (223)	1.0	Director (303)	1.0
Principal Network & Cyber Sec. Auto. Eng. (223)	1.0	Executive Assistant (215)	1.0
<i>Division: Voice Communications</i>	1.0	Research Manager (220)	1.0
Telecommunications Systems Admin. (216)	1.0	Senior Planner (218)	1.0
		Special Projects & Records Mgmt. Admin. (218)	1.0
		<i>Division: Comprehensive Planning</i>	4.0
		<i>Cost Center: Historic Preservation</i>	1.0
		Principal Planner (220)	1.0



FY 2024 Position Control Summary by Department (continued)

Department: CPDS (continued)

Division: Comprehensive Planning (continued)

Cost Center: Long Range Planning	3.0
Chief of Long Range Planning (223)	1.0
Principal Planner (220)	2.0

Division: Development Services 14.0

Cost Center: Development Review	6.0
Forestry Inspector (215)	1.0
Planning Supervisor (221)	1.0
Principal Planner (220)	3.0
Senior Planner (218)	1.0
Cost Center: Development Services	8.0
Development Services Manager (223)	1.0
Development Services Supervisor (220)	1.0
Permit Technician (214)	3.0
Planner I (216)	1.0
Planning Technician (214)	1.0
Software Support Specialist (217)	1.0

Division: Inspection Services 23.0

Cost Center: Administration, Plan Review, and Fire Marshal	10.0
Building Plans Supervisor (220)	1.0
Chief Building Official (225)	1.0
Fire Codes Inspector (215)	2.0
Fire Codes Plans Examiner (217)	1.0
Fire Marshal (223)	1.0
Fire Protection Engineer (220)	1.0
Plans Examiner (217)	1.0
Senior Fire Codes Inspector (216)	1.0
Senior Plans Examiner (218)	1.0
Cost Center: Building Inspections	5.0
Codes Inspector (215)	2.0
Inspection Supervisor (219)	1.0
Senior Codes Inspector (216)	2.0
Cost Center: Code Enforcement and Comm. Enhancement	8.0
Comm. Enhance/Codes Inspector (215)	6.0
Comm. Enhance/Codes Inspector Mgr. (222)	1.0
Senior Codes Inspector (216)	1.0

Division: Zoning 2.0

Chief of Zoning (225)	1.0
Deputy Zoning Manager (223)	1.0

Department: Police

91.0

Division: Office of the Chief of Police

4.0

Chief of Police (303)	1.0
Deputy Chief of Police (229)	1.0
Executive Assistant (215)	1.0
Police Lieutenant (PL116)	1.0

Division: Administrative Services Bureau 24.0

Cost Center: Management and Support	6.0
Administrative Assistant (211)	1.0
Office Manager (214)	1.0
Police Lieutenant (PL116)	1.0
Police Major (PL119)	1.0
Police Service Aide (209)	1.0
Records Management Clerk (209)	1.0
Cost Center: Neighborhood Services	4.0
Neighborhood Services Officer (212)	3.0
Secretary (209)	1.0
Cost Center: Parking Enforcement	4.0
Parking Enforcement Officer (209)	4.0

Cost Center: Public Safety Comm. / Prop. & Evidence 7.0

Police Communications Operator (214)	6.0
Support Services Coordinator (218)	1.0

Cost Center: Redlight Camera 1.5

Parking and Photo Enforcement Supv. (216)	0.5
Photo Enforcement Analyst (209)	1.0

Cost Center: Speed Camera 1.5

Parking and Photo Enforcement Supv. (216)	0.5
Photo Enforcement Analyst (209)	1.0

Division: Field Services Bureau 63.0

Cost Center: Management and Support 1.0

Police Major (PL119)	1.0
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Cost Center: Community Services Office 1.0

Police Officer I / Ofc. II / Corporal (PL110-PL112)	1.0
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Cost Center: Patrol Teams 51.0

Police Lieutenant (PL116)	2.0
Police Officer I / Ofc. II / Corporal (PL110-PL112)	43.0
Police Sergeant (PL114)	6.0



FY 2024 Position Control Summary by Department (continued)

Department: Police (continued)

Division: Field Services Bureau (continued)

<i>Cost Center: Special Operations Unit</i>	<i>10.0</i>
Crime Analyst (214)	1.0
Police Lieutenant (PL116)	1.0
Police Officer I / Ofc. II / Corporal (PL110-PL112)	7.0
Police Sergeant (PL114)	1.0

Department: Public Works **165.00**

Division: Management and Support 19.00

<i>Cost Center: Management and Support</i>	<i>7.00</i>
Administrative Assistant (211)	1.00
Deputy Director (229)	1.00
Director (303)	1.00
GIS & Asset Management Specialist (217)	1.00
GIS Asset Data Manager (221)	1.00
Public Works Administrator (220)	1.00
Secretary (209)	1.00
<i>Cost Center: Sewage Disposal</i>	<i>-</i>
<i>Cost Center: Water Treatment Plant</i>	<i>12.00</i>
Asst. WTP Superintendent (219)	1.00
Water Treatment Plant Operator (214)	8.00
Water Treatment Plant Shift Leader (215)	2.00
Water Treatment Plant Superintendent (223)	1.00

Division: Construction Management 10.00

Chief of Construction Management (223)	1.00
Construction Inspector (215)	1.00
Principal Construction Inspector (218)	1.00
Senior Construction Inspector (216)	7.00

Division: Engineering 14.00

Chief of Engineering (225)	1.00
Engineering Supervisor (223)	2.00
Engineering Technician (215)	2.00
Principal Civil Engineer (221)	4.00
Senior Civil Engineer (220)	4.00
Senior Engineering Technician (216)	1.00

Department: Public Works (continued)

Division: Environmental Management 44.00

<i>Cost Center: Environmental Management</i>	<i>2.40</i>
Chief of Environmental Management (225)	0.40
Environmental Specialist (215)	0.20
Sustainability Coordinator (221)	0.80
Sustainability Program Manager (222)	1.00
<i>Cost Center: Recycling and Refuse Collection</i>	<i>34.30</i>
Administrative Assistant (211)	0.25
Chief of Environmental Management (225)	0.30
Crew Supervisor-Public Works I (214)	2.00
Crew Supervisor-Public Works II (215)	0.50
Maintenance Communications Operator (209)	0.75
Maintenance Worker-Public Works I (103)	2.00
Maintenance Worker-Public Works II (104)	1.25
Operations Maint. Asst. Superintendent (221)	0.25
Recycling and Refuse Superintendent (219)	1.00
Sanitation Operator (106)	11.00
Sanitation Worker (105)	15.00
<i>Cost Center: SWM and Implementation</i>	<i>7.30</i>
Chief of Environmental Management (225)	0.30
Environmental Outreach Specialist (215)	1.00
Environmental Specialist (215)	0.80
Principal Environmental Engineer (221)	1.00
Senior Environmental Compliance Inspector (216)	2.00
Senior Sediment and Erosion Inspector (216)	1.00
Stormwater Manager (223)	1.00
Sustainability Coordinator (221)	0.20

Division: Fleet Services 13.00

Administrative Assistant (211)	1.00
Fleet Maintenance Supervisor (216)	1.00
Fleet Manager (220)	1.00
Fleet Mechanic II (211)	5.00
Fleet Mechanic III (212)	5.00



FY 2024 Position Control Summary by Department (continued)

Department: Public Works (continued)

Division: Operations Maintenance	57.00
<i>Cost Center: Sewer Maintenance</i>	<i>13.50</i>
Administrative Assistant (211)	0.25
Administrative Specialist (214)	0.25
Crew Supervisor-Public Works II (215)	2.00
Maintenance Worker-Public Works I (103)	3.00
Maintenance Worker-Public Works II (104)	6.00
Maintenance Worker-PW IV (106)	1.00
Operations Maint. Asst. Superintendent (221)	0.75
Operations Maintenance Superintendent (225)	0.25
<i>Cost Center: Snow and Ice Removal</i>	<i>-</i>
<i>Cost Center: Stormwater Maintenance</i>	<i>6.50</i>
Administrative Specialist (214)	0.25
Crew Supervisor-Public Works II (215)	0.75
Maintenance Worker-Public Works I (103)	2.00
Maintenance Worker-Public Works II (104)	3.00
Operations Maint. Asst. Superintendent (221)	0.25
Operations Maintenance Superintendent (225)	0.25
<i>Cost Center: Street Maintenance</i>	<i>21.25</i>
Administrative Assistant (211)	0.25
Administrative Specialist (214)	0.25
Crew Supervisor-Public Works II (215)	2.75
Maintenance Communications Operator (209)	0.25
Maintenance Worker-Public Works I (103)	7.00
Maintenance Worker-Public Works II (104)	7.75
Operations Maint. Asst. Superintendent (221)	0.75
Operations Maintenance Superintendent (225)	0.25
Traffic Maintenance Worker (105)	2.00
<i>Cost Center: Water Maintenance</i>	<i>15.75</i>
Administrative Assistant (211)	0.25
Administrative Specialist (214)	0.25
Crew Supervisor-Public Works II (215)	2.00
Maintenance Worker-Public Works I (103)	5.00
Maintenance Worker-Public Works II (104)	4.00
Maintenance Worker-PW III (105)	2.00
Maintenance Worker-PW IV (106)	1.00
Operations Maint. Asst. Superintendent (221)	1.00
Operations Maintenance Superintendent (225)	0.25

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 (225)	1.00
Principal Transportation Engineer (221)	2.00
Principal Transportation Planner (220)	1.00
Senior Transportation Engineer (220)	1.00
Senior Transportation Planner (218)	1.00
Traffic Signal and Lighting Technician (216)	2.00
<i>Cost Center: Transportation Improvement Plan</i>	<i>-</i>

Department: Recreation and Parks 129.0

Division: Rec. and Parks Admin. and Support	7.5
<i>Cost Center: Recreation and Parks Administration</i>	<i>5.5</i>
Deputy Director (229)	1.0
Director (303)	1.0
Program Support Supervisor (218)	1.0
R&P Marketing and Development Manager (220)	1.0
Secretary (209)	0.5
Secretary/Bookkeeper (211)	1.0
<i>Cost Center: Capital Projects</i>	<i>2.0</i>
Parks and Facilities Devel. Coordinator (217)	1.0
Senior Construction Projects Manager (223)	1.0
Division: Parks and Facilities Maintenance	56.0
<i>Cost Center: Parks Administration and Support</i>	<i>6.0</i>
Administrative Assistant (211)	1.0
Parks and Facilities Administrative Manager (216)	1.0
Parks and Facilities Project Manager (218)	1.0
Parks Equipment Mechanic (212)	1.0
Sanitation Operator (106)	1.0
Supt of Parks & Facilities (225)	1.0
<i>Cost Center: Athletic Field Services</i>	<i>5.5</i>
Crew Supervisor-R&P I (214)	1.0
Maintenance Supervisor-Athletic Fields (212)	1.0
Maintenance Worker-R&P I (103)	2.0
Maintenance Worker-R&P II (104)	1.0
Parks Maintenance Manager (221)	0.5



FY 2024 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 (214)	1.0
Maintenance Worker-R&P I (103)	3.0
Maintenance Worker-R&P II (104)	1.0
Parks Maintenance Manager (221)	0.5
<i>Cost Center: Facilities Maintenance</i>	<i>16.0</i>
Crew Supervisor-R&P II (215)	2.0
Facilities Engineer (214)	2.0
Facilities Engineer Supervisor (216)	1.0
Facilities Maintenance Specialist (216)	1.0
Facilities Maintenance Trades Worker (107)	5.0
Facilities Property Manager (224)	1.0
Maintenance Worker-R&P I (103)	3.0
Maintenance Worker-R&P II (104)	1.0
<i>Cost Center: Forest and Tree Preservation</i>	<i>-</i>
<i>Cost Center: Horticultural Services</i>	<i>7.0</i>
Crew Supervisor-R&P I (214)	1.0
Horticulturist (221)	1.0
Maintenance Worker-R&P I (103)	3.0
Maintenance Worker-R&P II (104)	1.0
Parks Maintenance Specialist (215)	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 (214)	1.0
Maintenance Worker-R&P I (103)	1.0
Maintenance Worker-R&P II (104)	1.0
Parks Maintenance Manager (221)	0.5
<i>Cost Center: Urban Forestry Maintenance</i>	<i>6.0</i>
Certified Tree Climber (107)	1.0
City Forester (221)	1.0
Crew Supervisor-R&P II (215)	1.0
Maintenance Worker-R&P I (103)	1.0
Tree Climber (106)	2.0
<i>Cost Center: West Parks Services</i>	<i>6.5</i>
Crew Supervisor-R&P I (214)	1.0
Maintenance Worker-R&P I (103)	4.0
Maintenance Worker-R&P II (104)	1.0
Parks Maintenance Manager (221)	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 (211)	1.0
Box Office and Marketing Manager (215)	1.0
Community Facilities Superintendent (224)	1.0
Crew Supervisor-R&P II (215)	1.0
Maintenance Worker-R&P II (104)	2.0
Office Manager (214)	1.0
Theater and Civic Center Supervisor (218)	1.0
Theatre Production Specialist (215)	1.0
<i>Cost Center: Croydon Creek Nature Center</i>	<i>2.0</i>
Assistant Community Center Supervisor (215)	1.0
Nature Center Supervisor (219)	1.0
<i>Cost Center: Glenview Mansion Fund</i>	<i>-</i>
<i>Cost Center: Lincoln Park Community Center</i>	<i>2.0</i>
Assistant Community Center Supervisor (215)	1.0
Community Center Supervisor (219)	1.0
<i>Cost Center: Swim and Fitness Center</i>	<i>7.5</i>
Aquatic Facility Operator I (213)	1.0
Aquatic Facility Operator II (214)	1.0
Head Swim Coach (212)	1.0
Office Manager (214)	1.0
Program Specialist I (211)	0.5
Recreation Programs Supervisor (219)	1.0
Swim & Fitness Center Superintendent (222)	1.0
Swim and Fitness Facility Supervisor (216)	1.0
<i>Cost Center: Thomas Farm Community Center</i>	<i>2.0</i>
Assistant Community Center Supervisor (215)	1.0
Community Center Supervisor (219)	1.0
<i>Cost Center: Twinbrook Community Recreation Center</i>	<i>2.0</i>
Assistant Community Center Supervisor (215)	1.0
Community Center Supervisor (219)	1.0
Division: Recreation Services	22.2
<i>Cost Center: Recreation Administration and Support</i>	<i>2.0</i>
Administrative Specialist (214)	1.0
Superintendent of Recreation (225)	1.0



FY 2024 Position Control Summary by Department (continued)

Department: Recreation and Parks (continued)

Division: Recreation Services (continued)

Cost Center: Afterschool	2.0
After School Assistant Director (210)	0.5
Program Specialist I (207)	0.8
Recreation Program Coordinator (216)	0.3
Recreation Programs Manager (220)	0.4
Cost Center: Art in Public Architecture	-
Cost Center: Art in Public Places	-
Cost Center: Arts	1.0
Arts Program Supervisor (219)	1.0
Cost Center: Childcare	3.0
Childcare/Preschool Director (212)	1.6
Preschool Teacher (208)	1.0
Recreation Programs Supervisor (219)	0.4
Cost Center: Classes	1.4
Recreation Program Coordinator (216)	1.0
Recreation Programs Supervisor (219)	0.4
Cost Center: Farmers Market Eat Fresh Program	-
Cost Center: Friends of the Arts	-
Cost Center: Recreation Fund	-
Cost Center: Special Events	6.0
Events Specialist (215)	1.0
Special Events Coordinator (217)	1.0
Special Events Manager (220)	1.0
Special Operations Supervisor (218)	1.0
Special Operations Technician (212)	2.0
Cost Center: Sports	2.8
Assistant Sports Programs Supervisor (216)	0.8
Recreation Programs Coordinator II (217)	0.5
Secretary (209)	0.5
Sports Programs Supervisor (219)	1.0
Cost Center: Summer Camps	2.5
Program Specialist I (207)	0.2
Recreation Program Coordinator (216)	0.7
Recreation Programs Manager (220)	0.6
Recreation Programs Supervisor (219)	1.0
Cost Center: Teens and Adventure Sports	1.5
Recreation and Parks Program Specialist (214)	1.0
Recreation Programs Coordinator II (217)	0.5

Department: Recreation and Parks (continued)

Division: Senior Citizen Services

18.8

Cost Center: Senior Center Operations	6.0
Facility Coordinator (215)	1.0
Maintenance Worker-R&P I (103)	2.0
Secretary (209)	1.0
Seniors Program Manager (222)	1.0
Villages Facilitator (220)	1.0
Cost Center: Senior Assistance Fund	-
Cost Center: Senior Citizen Recreation	2.0
Program Specialist (211)	1.0
Recreation Programs Supervisor (219)	1.0
Cost Center: Senior Citizen Sports and Fitness	3.0
Program Specialist I (207)	1.0
Recreation and Parks Program Specialist (214)	1.0
Seniors Sports and Fitness Supervisor (219)	1.0
Cost Center: Senior Citizen Support Services	7.8
Administrative Assistant (211)	1.0
Bus Driver (207)	1.8
Fleet Supervisor R&P (213)	1.0
Recreation and Parks Program Specialist (214)	0.5
Senior Services Program Coordinator (217)	2.5
Seniors Program Supervisor (219)	1.0



Regular Employee Pay Scales

Administrative Scale (AD)

Grade	Min.	Max.
203	\$34,843	\$57,491
204	\$36,585	\$60,366
205	\$38,414	\$63,384
206	\$40,335	\$66,553
207	\$42,352	\$69,881
208	\$44,470	\$73,375
209	\$46,693	\$77,043
210	\$49,028	\$80,896
211	\$51,479	\$84,940
212	\$54,053	\$89,187
213	\$56,756	\$93,647
214	\$59,593	\$98,329
215	\$62,573	\$103,246
216	\$65,702	\$108,408
217	\$68,987	\$113,828
218	\$72,436	\$119,520
219	\$76,058	\$125,496
220	\$79,861	\$131,771
221	\$83,854	\$138,359
222	\$88,047	\$145,277
223	\$92,449	\$152,541
224	\$97,071	\$160,168
225	\$101,925	\$168,176
226	\$107,021	\$176,585
227	\$112,372	\$185,414
228	\$117,991	\$194,685
229	\$123,890	\$204,419

Senior Mgmt. Scale (SR)

Grade	Min.	Max.
301	\$119,993	\$198,133
302	\$125,993	\$208,040
303	\$132,293	\$218,441
304	\$138,907	\$229,364
305	\$145,853	\$240,832

Police Scale (PL)

Step/Grade	PL110	PL111	PL112	PL114	PL116	PL119
Step 1	\$63,245	\$67,040	\$71,062	\$79,092	\$87,197	\$100,943
Step 2	\$65,121	\$69,028	\$73,170	\$81,609	\$89,973	\$104,155
Step 3	\$67,051	\$71,074	\$75,340	\$84,208	\$92,837	\$107,471
Step 4	\$69,039	\$73,182	\$77,574	\$86,888	\$95,792	\$110,890
Step 5	\$71,086	\$75,352	\$79,874	\$89,653	\$98,840	\$114,421
Step 6	\$73,194	\$77,586	\$82,242	\$92,507	\$101,986	\$118,062
Step 7	\$75,365	\$79,886	\$84,680	\$95,450	\$105,232	\$121,820
Step 8	\$77,599	\$82,254	\$87,191	\$98,488	\$108,582	\$125,698
Step 9	\$79,901	\$84,693	\$89,777	\$101,622	\$112,038	\$129,698
Step 10	\$82,270	\$87,204	\$92,438	\$104,857	\$115,604	\$133,827
Step 11	\$84,710	\$89,789	\$95,180	\$108,195	\$119,284	\$138,087
Step 12	\$87,222	\$92,452	\$98,001	\$111,638	\$123,081	\$142,482
Step 13	\$89,807	\$95,193	\$100,907	\$115,190	\$126,998	\$147,017
Step 14	\$92,470	\$98,014	\$103,899	\$118,857	\$131,041	\$151,696
Step 15	\$95,211	\$100,920	\$106,980	\$122,640	\$135,211	\$156,523
Step 16	\$98,031	\$103,912	\$110,147	\$126,546	\$139,517	\$161,509
Step 17	\$100,937	\$106,993	\$113,411	\$130,575	\$143,958	\$166,650
Step 18	\$103,929	\$110,165	\$116,772	\$134,731	\$148,540	\$171,954
Step 19	\$107,010	\$113,431	\$120,233	\$139,020	\$153,268	\$177,428

AFSCME Union Scale (UN)

Step/Grade	103	104	105	106	107
Step 1	\$45,841	\$48,133	\$50,540	\$53,067	\$55,721
Step 2	\$47,079	\$49,433	\$51,904	\$54,500	\$57,225
Step 3	\$48,350	\$50,767	\$53,306	\$55,971	\$58,770
Step 4	\$49,655	\$52,138	\$54,745	\$57,482	\$60,357
Step 5	\$50,996	\$53,546	\$56,223	\$59,034	\$61,987
Step 6	\$52,373	\$54,992	\$57,741	\$60,628	\$63,660
Step 7	\$53,787	\$56,476	\$59,300	\$62,265	\$65,379
Step 8	\$55,239	\$58,001	\$60,901	\$63,946	\$67,144
Step 9	\$56,730	\$59,567	\$62,546	\$65,673	\$68,957
Step 10	\$58,262	\$61,176	\$64,234	\$67,446	\$70,819
Step 11	\$59,835	\$62,827	\$65,969	\$69,267	\$72,731
Step 12	\$61,451	\$64,524	\$67,750	\$71,137	\$74,695
Step 13	\$63,110	\$66,266	\$69,579	\$73,058	\$76,712
Step 14	\$64,814	\$68,055	\$71,458	\$75,031	\$78,783
Step 15	\$66,564	\$69,892	\$73,387	\$77,057	\$80,910
Step 16	\$68,361	\$71,780	\$75,368	\$79,137	\$83,095
Step 17	\$70,207	\$73,718	\$77,403	\$81,274	\$85,338
Step 18	\$72,103	\$75,708	\$79,493	\$83,468	\$87,642
Step 19	\$74,049	\$77,752	\$81,640	\$85,722	\$90,009



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 Fleet Services Division is responsible for ensuring that vehicles acquired are equipped with available features intended to enhance safety for motorists, pedestrians, and bicyclists in accordance with the Vision Zero Action Plan.

The vehicles shown below are scheduled for replacement in FY 2024. The FY 2024 budget also includes funding to lease (in lieu of replacing) an additional 41 vehicles as part of the lease program that began in FY 2020, bringing the total number of leased vehicles to 170. In support of the city's Climate Action Plan, staff anticipates that 25 of the vehicles acquired in FY 2024 will be electric.

Fund	Dept	Unit	Est. Cost
General	PW	Light Duty Dump Truck	\$120,000
General	R&P	Medium Duty Dump Truck	\$120,000
General	PW	Heavy Duty Dump Truck	\$220,000
General	R&P	Heavy Duty Dump Truck	\$220,000
General	PW	Tandem Axle Dump Truck	\$255,000
General	PW	Roller	\$32,000
General	R&P	Mini Track Loader	\$40,500
General	CMO	Forklift	\$42,410
General	PW	Concrete Saw	\$13,000
General	R&P	Tow Behind Chipper	\$125,000
General	PW	Sweeper Attachment	\$10,000
General	PW	Light Duty Saltbox	\$9,000
General	PW	Heavy Duty Saltbox	\$16,000
General	PW	Medium Duty Plow	\$7,000
General	PW	Heavy Duty Plow	\$16,000
Sewer	PW	Utility Truck	\$203,650
Sewer	PW	Truck-Mounted Compressor	\$15,920
Refuse	PW	25-yard Automated Leaf Truck	\$222,860
Refuse	PW	Rear Load Packer	\$292,900
SWM	PW	Mini Excavator	\$88,080
TOTAL for Planned Vehicle Purchases:			\$2,069,320



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 combined with other items and 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
Police Department	WatchGuard Server The back up server for WatchGuard videos will reach end of life in FY 2026 and must be replaced. Due to the retention time, RCPD is required to maintain these videos for 7 years.	\$100,000	2026
Information Technology	Firewall Replacement Funding for the replacement of firewalls at various city facilities. These firewalls are located at the Senior Center, Police Station, and City Hall.	\$1.1 million	2025-2026
Information Technology	Security Software Subscription License This is the software subscription license for security components including: firewalls, endpoint management software, identity service engine, and other related products.	\$180,000 per year	2025
Information Technology	Automated Data Security Software Provides automated data protection and analytics including sensitive data discovery, data access governance, unusual behavior detection, cybersecurity forensic reporting amongst other things.	\$35,000 per year	2025
Information Technology	IT Maintenance and Support Agreement This is the city's IT maintenance package which includes hardware replacement, technical support, access to knowledge base, and other support.	\$150,000 per year	2026
Information Technology	Firewall Replacement Funding for the replacement of firewalls at the Police Station for internet traffic.	\$780,000	2026
Information Technology	Firewall Replacement Funding for the replacement of firewalls at various city facilities. These firewalls are located at the Civic Center, Senior Center, Water Treatment Plant, Police Station, and City Hall.	\$95,000	2027
Public Works	Water Treatment Plant Phase 2 Security Improvements. Implement Phase 2 of the operational security improvements at the Water Treatment Plant.	\$350,000	2025
Public Works	Green Space Management Plan A multi-department initiative to develop a Green Space Management Plan that assesses current ecosystem conditions and develops management strategies to determine carbon sequestration capacity, enhance tree canopy, ecosystem health and resiliency. The plan supports the Comprehensive Plan (Action 11.2), the Climate Action Plan (Actions M-09 and C-17), and serves as a general mitigation plan under Maryland's Forest Conservation Act.	\$280,000	2025



Planned Improvement Projects (continued)

Managing Dept.	Project/Description	Funding	Year
Public Works	Replace GIS Data Model for Water System Replacement of the software data model that organizes and manages the water system within the city's GIS. The software vendor is replacing its 25 year old geometric network model with the utility network model. The geometric network model will be unsupported as of March 1, 2026. The sewer and stormwater systems will be converted in-house using the knowledge, training, and experience gained from this water system conversion project.	\$110,000	2025
Public Works	Updates to AWIA Risk and Resilience Assessment and Emergency Response Plan Consultant services to update the city's Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) in accordance with American Water Infrastructure Act (AWIA). EPA mandated reports were originally completed in December 2020 and June 2021, respectively, and are required to be updated every five years.	\$75,000	2025
Public Works	Montrose/North Farm Water Distribution System Redundancy 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 water system does not have redundancy which is typical in many other service areas. A single water main break would result in a large number of service outages.	\$125,000	2025
Public Works	Sanitary Sewer CCTV System Component Replacement Replacement of several components of the sanitary sewer CCTV equipment. The sanitary sewer CCTV vehicle and its equipment were 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 CCTV camera and the vehicle. The CCTV camera will be replaced in FY 2027 and the vehicle will be replaced in FY 2034.	\$55,000	2025
Public Works	Sanitary Sewer Flusher Truck Equipment Replacement Replacement of several components of the sanitary sewer flusher truck. The sanitary sewer flusher truck and its equipment were purchased in FY 2016. Certain components including the water pump must be replaced on a sustainable cycle sooner than the vehicle. The flusher truck will be replaced in FY 2031.	\$20,000	2025
Public Works	Sign Shop Line Striping Supplies An increase in the quantity of thermoplastic materials is needed to address Vision Zero Action Items such as line striping and pavement markings for crosswalks, and pre-formed bikeway pavement markings, including bike lane symbols, sharrows, yield symbols, letters, words, crosswalks, stop bars, and metered and unmetered parking spaces.	\$50,000	2025
Public Works	Stormwater Vac-Con Equipment Replacement Replacement of several components of the stormwater Vac-Con debris vacuuming equipment. The Vac-Con was purchased in FY 2014. Components including the hose reel, blower fan, and hydraulic and water lines must be replaced on a sustainable cycle sooner than the vehicle. The Vac-Con truck will be replaced in FY 2029.	\$52,500	2025



Planned Improvement Projects (continued)

Managing Dept.	Project/Description	Funding	Year
Rec. & Parks	Outdoor Fitness Pool Re-plastering Replacement of the "white coat" (pool plaster) on the bottom and sides of the outdoor fitness pool. The current plaster coating installed in 2011 is showing signs of age, and has a lifespan estimated at 8-10 years (as identified in 2015 RSFC Facility Audit). This project is timed to correspond with the major renovations of the adjacent outdoor recreation pool.	\$250,000	2025
Rec. & Parks	Dawson Farm Pavilion Structural Renovations The structural supporting columns and beams are showing signs of deterioration. Repairs have been made to the beams, however, the deterioration appears to be continuing. Approximately 20 support beams and columns need to be repaired, including the stone columns.	\$95,000	2025
Rec. & Parks	ADA Audit and Transition Plan Update Consultant to complete and update ADA Audit and Transition Plan including measuring and examining all amenities within 66 parks and 73 facilities. Review the 2016 Plan and report the city's progress to date and provide a plan that integrates the city's projects within the CIP, operating projects, and provides a user friendly, web interactive report.	\$500,000	2025
Rec. & Parks	Recreation and Parks Rebranding New branding guidelines and materials in coordination with the Public Information Office. Timing and budget dependent upon citywide branding consultant's recommendations.	TBD	2025
Rec. & Parks	Civic Center Entrance Sign Replacement Replace park entrance sign to include facility names, address, and lighting.	\$95,000	2025
Rec. & Parks	Food Forest Plant a food forest with fruit and nut trees, herbs, and fruit vines (raspberry, black berries, etc.) to provide an opportunity for Rockville residents to have access to fresh food. Size and scope will affect the cost to construct and maintain. Hyattsville and College Park would be resources as both cities have had a similar amenity for a few years.	\$100,000	2026
Rec. & Parks	Sand Volleyball Courts The Recreation and Parks Strategic Plan identified the need for additional outdoor volleyball courts. This project covers four additional sand courts. Location will be determined based on a range of criteria.	\$15,000 per court	2025- 2026
Rec. & Parks	ADA Improvements Funding to continue the implementation of the 2016 ADA Transition Plan and remove barriers to accessibility.	\$500,000 per year	2025- 2030
Rec. & Parks	Park Sign Replacement Redesign and replace park signs and wayfinding signs with modern, low-maintenance, and 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 (FY 2025 \$134,500; FY 2027 \$127,000; and FY 2029 \$140,750). Final timing and budget dependent upon citywide branding consultant's recommendations.	\$402,250	2025- 2029



Planned Improvement Projects (continued)

Managing Dept.	Project/Description	Funding	Year
Rec. & Parks	Citywide Roofing Study This study will identify any roofing problems/deficiencies and create a new roofing replacement schedule. The last roofing study was completed in 2020.	\$75,000	2026
Rec. & Parks	Gude Complex Back Up Generator Replacement Replacement of the back up generator at the Gude Maintenance Complex due to its age.	\$500,000	2029



FY 2024 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 2022 through FY 2024. All caregiver agency grants are budgeted in the Department of Housing and Community Development, Community Services Division.

Organization		Adopted FY 2022	Adopted FY 2023	Adopted FY 2024
Shelters				
Home Builders Care Assess. Center	Mont. County Coalition for the Homeless	62,000	68,480	70,000
Hope Housing	Mont. County Coalition for the Homeless	37,660	40,296	43,000
Jefferson House	Community Ministries of Rockville	18,500	18,500	19,700
Rainbow Place	Rainbow Place Shelter for Homeless Women, Inc.	25,500	16,050	-
Rockland House	Community Ministries of Rockville	16,920	16,920	18,500
Stepping Stones Shelter	Stepping Stones Shelter	15,000	15,000	15,000
Women's Assessment Center	Interfaith Works	40,000	44,940	48,600
Food/Clothing Services				
Emergency Hunger Relief Program	So What Else, Inc.	27,300	29,211	-
Interfaith Clothing Center	Interfaith Works	47,000	50,000	50,000
Manna Food Center	Manna Food Center	50,000	52,000	54,000
Multi-Cultural Mobile Food Assistance	Nourish Now	31,000	33,170	33,170
Health Care				
Mansfield Kaseman Health Clinic	Community Ministries of Rockville	106,000	112,350	116,000
Pan Asian Volunteer Health Clinic	Chinese Culture and Comm. Service Center, Inc.	32,010	34,251	54,820
Rockville Primary Care	Mobile Medical Care, Inc.	37,740	40,000	44,000
Information and Referral				
Comprehensive Community Empowerment	Korean Community Center of Greater Washington	10,000	10,000	10,000
Language and Citizenship Education				
Language Outreach Program	Community Ministries of Rockville	30,000	36,862	42,000
Supportive Services/Youth Development				
Senior Reach	Community Ministries of Rockville	92,700	92,700	92,700
Healthy Families Montgomery	Family Services, Inc.	25,000	26,750	-
Rockville Youth Development Out-of-School Time Programs	So What Else, Inc.	-	20,000	-
Mental Health Support and Education	National Alliance on Mental Illness	15,000	16,050	22,000
Supporting Social and Emotional Learning through Art	Metropolitan Center for the Visual Arts (VisArts)	-	-	20,000
TOTAL for Caregiver Agencies (\$)¹		719,330	773,530	753,490

¹ In FY 2022 and FY 2023, the Mayor and Council allocated one-time funding to assist existing grantees with unplanned expenses related to the COVID-19 pandemic. Of the \$719,330 in funding shown for FY 2022, \$45,000 is one-time funding, and the remaining \$674,330 is considered the base. Of the \$773,530 in funding shown for FY 2023, \$60,000 is one-time funding, and the remaining \$713,530 is considered the base.



FY 2024 Community Organization Grants

In addition to the caregiver agency grants summarized on the previous page, the city also provides funding to other community organizations. A summary of the grants included in the FY 2024 budget appears below. Community organization 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), Community Planning and Development Services (CPDS), and Housing and Community Development (HCD).

	Responsible Department	Adopted FY 2022	Adopted FY 2023	Adopted FY 2024
Bender JCC of Greater Washington	City Manager	-	5,000	6,000
Christ Episcopal School	M&C	-	1,100	-
F. Scott Fitzgerald Literary Festival	Rec. & Parks	6,000	6,000	6,700
Greater Washington Community Foundation	M&C	10,000	10,000	-
KID Museum	City Manager	25,000	-	-
Main Street Connect	City Manager	-	5,880	6,000
Montgomery College	City Manager	10,000	10,000	-
Peerless Rockville Historic Pres., Ltd.	CPDS	64,500	120,000	120,000
Rockville Chamber of Commerce*	City Manager	25,000	25,000	-
Rockville Housing Enterprises	HCD	48,200	50,300	52,820
Rockville Little Theatre	Rec. & Parks	16,600	17,000	18,000
Rockville Musical Theatre	Rec. & Parks	16,600	17,000	18,000
Rockville Science Center	Rec. & Parks	60,000	60,000	60,000
Rockville Sister Cities Corporation	M&C	6,000	13,500	13,500
Rockville Volunteer Fire Department	City Manager	10,000	10,000	10,000
Sunflower Bakery	City Manager	-	-	20,000
The Victorian Lyric Opera Company	Rec. & Parks	16,200	16,200	17,200
VisArts in the Community	Rec. & Parks	18,100	48,830	48,830
Women Who Care Ministries	M&C	2,000	2,000	5,000
TOTAL for Community Organizations (\$)		334,200	417,810	402,050

*Starting in FY 2024, REDI is taking over the Rockville Rewards program that was funded through the Chamber of Commerce through FY 2023. The \$25,000 for this continuing program has been moved into REDI's FY 2024 budget, which is located within the City Manager's Office.



Grant Revenue Summary

The FY 2024 budget includes a number of grants, both one-time and recurring, across multiple funds and in both the operating and Capital Improvements Program (CIP) budgets. The grants included in the FY 2024 budget are listed below as budgeted. Actual award amounts for recurring grants may be different due to the timing of budget preparation being earlier than the annual award receipt. Significant variations are handled through budget amendments, if needed. Note that the multi-year CIP includes prior year grant funding that may already be closed out, meaning the grant-funded work is complete and all grant funds have been received. Such closed grants are not included in the summary below. If a grant includes a matching requirement for city funding, that requirement is shown in the "Match" column below.

Budgeted Grant Revenue: Operating

Grant Name	Amount	Grant Purpose	Type	Match	Fund	Dept.	Frequency
Bulletproof Vest Partnership	\$ 6,450	Purchase and replacement of bulletproof vests	Federal	50%	Gen	Police	Recurring
Community Development Block Grant (CDBG)	\$ 263,000	Low/moderate-income home repair program	Federal	No	CDBG	HCD	Recurring
Homeland Security Grant Program	\$ 8,450	Terrorism preparedness	Federal	No	Gen	Police	Recurring
Linkages to Learning	\$ 249,660	School-based social and mental health services to address barriers to learning	County	No	Gen	HCD	Recurring
Maryland Smart Energy Communities	\$ 150,000	Energy efficiency measures at Senior Center and Twinbrook CRC	State	21%	Gen	R&P	One-time
Maryland State Arts Council Arts Program Grant	\$ 21,720	Arts & humanities programs	State	No	Gen	R&P	Recurring
MD Highway Safety	\$ 10,000	Overtime for driver safety enforcements	Federal	No	Gen	Police	Recurring
Montgomery Coalition for Adult English Literacy Program	\$ 50,000	English language program for seniors	County	No	Gen	R&P	Recurring
Montgomery County Volunteer Center Partnership	\$ 4,000	MLK, Jr. Week of Service	County	No	Gen	CMO	Recurring
Motor Carrier Safety Assistance Program	\$ 15,000	Overtime for commercial vehicle inspections	Federal	No	Gen	Police	Recurring
School and Community Based Youth Services	\$ 214,050	Mental health counseling to youth and their families	County	No	Gen	HCD	Recurring
Senior Nutrition Grant	\$ 30,060	Providing food for seniors	Federal	No	Gen	R&P	Recurring
State Aid for Police Protection	\$ 740,000	Police services	State	No	Gen	Police	Recurring
	\$ 332,960	Operating subtotal	Federal				
	\$ 911,720	Operating subtotal	State				
	\$ 517,710	Operating subtotal	County				
	\$ 1,762,390	Operating Grand Total					



Grant Revenue Summary (continued)

Budgeted Grant Revenue: CIP

Grant Name	Amount	Grant Purpose	Type	Match	Fund	Project	Frequency
American Rescue Plan Act (ARPA)	\$ 450,000	Pandemic recovery	Federal	No	Cap	RB23	One-time
American Rescue Plan Act (ARPA)	\$ 650,000	Pandemic recovery	Federal	No	Cap	RB21	One-time
American Rescue Plan Act (ARPA)	\$ 900,000	Pandemic recovery	Federal	No	Cap	GD19	One-time
American Rescue Plan Act (ARPA)	\$ 550,000	Pandemic recovery	Federal	No	Cap	TA20	One-time
American Rescue Plan Act (ARPA)	\$ 533,345	Pandemic recovery	Federal	No	Ref	GC19	One-time
American Rescue Plan Act (ARPA)	\$ 1,380,000	Pandemic recovery	Federal	No	Wtr	UB21	One-time
American Rescue Plan Act (ARPA)	\$ 300,000	Pandemic recovery	Federal	No	Wtr	UA23	One-time
American Rescue Plan Act (ARPA)	\$ 750,000	Pandemic recovery	Federal	No	Wtr	UA17	One-time
American Rescue Plan Act (ARPA)	\$ 530,000	Pandemic recovery	Federal	No	Wtr	UB19	One-time
American Rescue Plan Act (ARPA)	\$ 2,021,173	Pandemic recovery	Federal	No	Cap	RE23	One-time
Chesapeake & Atlantic Coastal Bays Trust Fund	\$ 2,000,000	Croydon Creek Stream Restoration	State	No	SWM	SB16	One-time
Chesapeake & Atlantic Coastal Bays Trust Fund	\$ 350,000	Mt. Vernon Pond Retrofit	State	No	SWM	SC21	One-time
Enhanced Mobility Grant	\$ 396,000	Bus stop improvements and Potomac Valley Rd. sidewalk construction	Federal	20%	Cap	TD21/TE21	One-time
MD DNR Chesapeake Coastal Grant	\$ 75,000	Flood resiliency master planning	State	No	SWM	SA23	One-time
MD Bikeways	\$ 52,000	Design (30%) bicycle lanes along a portion of Martins Ln.	State	25%	Cap	TD21	One-time
MD Bikeways	\$ 41,940	Permanent automatic pedestrian and bicycle counters	State	25%	Cap	TD21	One-time
Pre-Disaster Mitigation Grant	\$ 375,806	Generator for 6 Taft Ct.	Federal	41%	Cap	GD19	One-time
Program Open Space	\$ 1,000,000	RedGate Park Improvements	State	25%	Cap	RE23	One-time
State Bond Bill - F. Scott Fitzgerald Theatre	\$ 250,000	F. Scott Fitzgerald Theatre ADA Improvements	State	No	Cap	RA20	One-time
State Bond Bill - Lincoln Park Community Center	\$ 250,000	Lincoln Park Community Center Renovation	State	No	Cap	RA22	One-time
State Bond Bill - Twinbrook Community Recreation Center	\$ 350,000	Twinbrook Community Recreation Center Gender-Neutral Restrooms	State	No	Cap	RC24	One-time
Streetlight & Outdoor Lighting Efficiency Pilot Grant	\$ 449,750	Energy efficient streetlighting upgrades	State	15%	Cap	TA22	One-time
Transportation Program Alternatives Grant	\$ 60,000	Scott Dr. pedestrian/bike trail feasibility study	State	20%	Cap	TD21	One-time
Transportation Program Alternatives Grant	\$ 280,000	Stonestreet improvements	State	20%	Cap	TA20	One-time
Transportation Program Alternatives Grant	\$ 312,000	Feasibility and design of pedestrian improvements in the Twinbrook neighborhood	State	25%	Cap	TD21	One-time
	\$ 8,836,324	Capital subtotal	Federal				
	\$ 5,470,690	Capital subtotal	State				
	\$14,307,014	Capital Grand Total					



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 22.77 percent overhead cost compared to actual and budgeted program revenues.

Recreation and Parks	Actual FY 2020	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Adopted FY 2024	Notes
TIER 1, Community Benefit, Target 0% or greater						Overall, there will be some inconsistencies with the cost recovery percentages in FY 2020 through FY 2023 because of the pandemic's impact on the community, recreation programs, the economy, and general behaviors. The Senior Center Operations Cost Center was relocated to Tier 1.
Athletic Fields	0%	0%	0%	0%	0%	
East Parks	0%	0%	0%	0%	0%	
Facilities Maintenance	6%	13%	10%	1%	4%	
Horticulture	0%	0%	0%	0%	0%	
Right-of-Way	2%	4%	2%	2%	2%	
Senior Center Operations	10%	4%	8%	11%	10%	
Senior Citizen Support Services	7%	6%	7%	9%	8%	
Skate Park ¹	0%	0%	0%	N/A	N/A	
Special Events	5%	3%	5%	7%	7%	
Urban Forestry Maintenance	0%	0%	0%	0%	0%	
West Parks	0%	0%	0%	0%	0%	
TIER 2, Considerable Community Benefit, Target 20% to 50%						The Afterschool and Croydon Creek Nature Center Cost Centers were relocated to Tier 2 to reflect the role that they play in the city’s equity and inclusion efforts.
Afterschool	19%	2%	28%	20%	24%	
Arts	26%	31%	25%	23%	22%	
Croydon Creek Nature Center	16%	3%	12%	20%	21%	
Lincoln Park Community Center	20%	3%	10%	20%	20%	
Senior Citizen Recreation	18%	9%	14%	29%	28%	
Teens and Adventure Sports ¹	51%	21%	45%	33%	41%	
Thomas Farm Community Center	28%	7%	17%	25%	23%	
Twinbrook Community Recreation Center	24%	3%	22%	25%	22%	
TIER 3, Balanced Community & Individual Benefit, Target 30% to 70%						
Civic Center Complex	23%	3%	34%	35%	32%	
Senior Citizen Sports & Fitness	37%	30%	28%	41%	41%	
Sports	48%	23%	66%	62%	59%	
Summer Camps ²	70%	14%	60%	57%	55%	
Summer Playgrounds ²	45%	9%	24%	N/A	N/A	
TIER 4, Considerable Individual Benefit, Target 70% to 100%						
Childcare	69%	41%	66%	73%	79%	
Classes	74%	50%	87%	89%	93%	
Swim and Fitness Center	62%	48%	75%	70%	69%	

¹ Skate Park was consolidated into Teens and Adventure Sports (formerly Teens), which was relocated from Tier 3 to Tier 2.

² Summer Playgrounds was consolidated into Summer Camps, which was relocated from Tier 4 to Tier 3.



Long Range CIP Planning

The city's CIP covers a five year planning period, currently FY 2024 - FY 2028. Beyond this planning period there are additional projects the city is considering to address long range needs and plans. Below is a list of these long range projects. This is not intended to be a comprehensive list, as other spending priorities will arise prior to the start of this long-range planning period. The basic project descriptions, estimates, and timing will be fine-tuned and better scoped before the project moves into the five-year CIP. In many cases, moving forward with a project will require direction from the Mayor and Council in terms of project scope and timing. This list is reviewed and updated annually as part of the city's internal budget planning process.

Ongoing maintenance projects are not shown on this list but are expected to continue indefinitely and should be assumed when considering funding requirements during this long range planning period. *Inclusion as a long range CIP project does not guarantee future funding, as all projects are evaluated against other city priorities each fiscal year. Cost estimates reflect current conditions and are subject to change.*

Managing Dept.	Project/Related Plans and Description	Est. Cost	Est. Start
Rec. & Parks	City Hall Renovation (Cap) Design, reconfiguration, and renovation of approximately 15,000 square feet of office space on the first and third floors of City Hall vacated by employees relocated to the Maintenance and Emergency Operations Facility (6 Taft Court - North Wing).	\$3.9 million	2029
Rec. & Parks	Free WiFi in Parks (Cap) <i>2020 R&P Strategic Plan</i> Design and install access to WiFi in specific parks. Suggested sections of parks include RedGate, Dogwood, Civic Center, Mattie J.T. Stepanek, Broome Athletic, King Farm Farmstead, King Farm, Isreal, Maryvale, etc. This project could be phased per park.	\$500,000	2029
Rec. & Parks	Promenade Park Redesign and Renovation (Cap) <i>Rockville Town Center: Strengthening Its Vitality report</i> Promenade Park serves as a major thoroughfare connecting the Rockville Metro Station and Town Center. This project will design and renovate Promenade Park and include collaboration with WMATA, Montgomery County, and office building owners. The park was originally built in 1998 as part of the Town Center redevelopment.	\$1.4 million	2029
Rec. & Parks	Recreation Services Building Renovation (Cap) Renovate the interior of the Recreation Services building located in Civic Center Park. Improvements will concentrate on the climate-controlled spaces in the building and include life safety requirements.	\$1.1 million	2029
Rec. & Parks	Twinbrook Parkland Purchase (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan; Twinbrook Neighborhood Plan</i> Purchase parkland and open space in the Twinbrook neighborhood consistent with the city's priorities for parkland acquisition. Once land is acquired, the determination of use may require a separate project in the future.	\$5 million	2029
Rec. & Parks	Talbott Street Park (Cap) <i>Planned Talbott Street Water Tower Demolition</i> There are plans to remove the water tower located at 200 Talbott Street within the Rockville Pike corridor. This project would design and construct a park on the city-owned property, which is approximately 0.5 acres. The Rockville Pike corridor is park-deficient as defined in the 2020 R&P Strategic Plan and this project would provide a park to several multifamily complexes. Design and amenities would be determined with input from the community.	\$750,000	2029



Long Range CIP Planning (continued)

Managing Dept.	Project/Related Plan and Description	Est. Cost	Est. Start
	King Farm Farmstead Building Fit Out for Adaptive Reuse (Cap) <i>2014 KFF Property Condition Assessment; 2020 R&P Strategic Plan; Comprehensive Plan</i>		
Rec. & Parks	Mayor and Council will determine an adaptive reuse of each building at the King Farm Farmstead. This project will fund the fit out and occupancy approval of each building with a foundation, plumbing, HVAC, fire suppression, insulation, and connection to utilities, etc.	TBD	2029
	Elwood Smith Park - Pedestrian Bridge to Basketball Court (Cap) <i>Neighborhood Request</i>		
Rec. & Parks	Design and construct a pedestrian bridge that crosses the creek. The bridge would connect the community center and playground of the park with the basketball court.	\$300,000	2029
	Additional Playground Structure Replacement (Cap) <i>2020 R&P Strategic Plan; 2016 ADA Transition Plan; CPSC Standards</i>		
Rec. & Parks	Playground replacements to bring the city current with the existing playground replacement schedule. Replacements would include the following parks: Lone Oak, Horizon Hill, Hillcrest, Silver Rock, North Farm, Rockmead, and Woodley Gardens.	\$2.3 million	2029
	South Rockville Pike Corridor Parkland Purchase (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan; Rockville Pike Plan</i>		
Rec. & Parks	Purchase parkland and open space in the South Rockville Pike corridor consistent with the city's priorities for parkland acquisition. Once land is acquired, the determination of use may require a separate project in the future.	\$6 million	2030
	Twinbrook Metro Plaza Park (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan; Twinbrook Neighborhood Plan</i>		
Rec. & Parks	Design and construct an approximately one-acre park on WMATA property at the Twinbrook Metro Station on the Chapman Avenue side of the station. The city envisions a long term lease from WMATA in which the City would be responsible for developing and maintaining the park.	\$2 million	2030
	East Rockville Parkland Purchase (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan; East Rockville Neighborhood Plan</i>		
Rec. & Parks	Purchase parkland and open space in the East Rockville area consistent with the city's priorities for parkland acquisition. Once land is acquired, the determination of use may require a separate project in the future.	\$4 million	2030
	Elwood Smith Community Center Renovation (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i>		
Rec. & Parks	Design, reconfigure and renovate the center to improve the space available for community use. This project should be completed in conjunction with the gender-neutral bathroom renovation project.	\$2.2 million	2030
	New City Park - King Farm Neighborhood (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i>		
Rec. & Parks	Design and construct a new 10-acre park within the King Farm community utilizing an existing stormwater management facility area. This area will provide residents of Ingleside, Upper Rock, and neighboring townhomes with a recreation area.	\$650,000	2030
	6 Taft Court - South Wing Renovation (Cap)		
Rec. & Parks	Design and renovation of the 24,000+ square foot south wing of 6 Taft Court. Work would include roof, windows, HVAC, and fit out of interior spaces consistent with the city's intended use.	\$8 million - \$14 million	TBD



Long Range CIP Planning (continued)

Managing Dept.	Project/Related Plan and Description	Est. Cost	Est. Start
Rec. & Parks	RedGate Park Visitor Center (Cap) <i>RedGate Park Master Plan</i> The final phase of the Master Plan implementation. Design and construct a visitor center at RedGate Park.	\$4.9 million	TBD
Public Works	Talbott Tank Demolition (Wtr) <i>2011 Tank Inspection Report; 10-Year Water Rate Study Plan</i> The Talbott Tank was taken off line in FY 2014. This project would demolish and remove the Talbott Tank. This tank is no longer needed as part of the city's water distribution system.	\$200,000	2029
Public Works	Stream Rehabilitation at Water Treatment Plant (Wtr) The stream, located between the WTP and the C&O Canal, will be stabilized to prevent culvert overtopping, stream erosion/instability, and protect the city's 24-inch raw water transmission main and communication/electrical conduits.	\$1 million	2029
Public Works	Water Distribution Master Plan (Wtr) <i>2008 Water Distribution System Master Plan; 10-Year Water Rate Study Plan</i> The Water Distribution Master Plan was last done in 2008. The Distribution Master Plan evaluates the distribution system to identify and prioritize future projects. It is industry standard to complete a master plan of a water system every 15 to 20 years.	\$550,000	2029
Public Works	Water Treatment Plant Filter Bed and Clearwell Rehabilitation (Wtr) <i>WTP Facility Plan; 10-Year Water Rate Study Plan</i> The clearwell was last cleaned, inspected, and rehabilitated in 2003. A subsequent inspection will be conducted and it is anticipated that based on the inspection results, rehabilitation of the filter bed and clearwell concrete will be necessary.	\$1 million	2030
Public Works	Water Treatment Plant Storm Drain – Corrugate Metal Pipe Lining (Wtr) <i>WTP Facility Plan; 10-Year Water Rate Study Plan</i> The 42" corrugate metal pipe has been inspected, is showing corrosion, and is at or near the end of its useful life. The lining will rehabilitate this critical infrastructure that diverts a stream around the active uses at the plant.	\$500,000	2030
Public Works	North Horners Wastewater Pump Station Equipment Replacement (Swr) <i>10-Year Sewer Rate Study Plan</i> This is a project to replace the North Horners wastewater pump station equipment. The pump station equipment will be over 30 years old and at the end of its functional lifespan.	\$1 million	2031
Public Works	Water Distribution System Improvement Projects (Wtr) <i>Water Distribution Master Plan; 10-Year Water Rate Study Plan</i> This CIP anticipates implementing recommended projects from the Water Distribution Master Plan scheduled for FY 2029. The specific projects and costs will not be known until the Master Plan is completed.	\$2.5 million	2031
Information Technology	ERP System - Phase 2 (Cap) This project is the Phase 2 complement to the city's Core Financial, HR & Procurement ERP (GA21) project. The timing and scope of the phase 2 component could change following the successful implementation of the core ERP project. The phase 2 project will include added modules to enhance user efficiencies and capabilities.	\$300,000	2029



Water and Sewer Rates for FY 2024

The FY 2024 water and sewer rates were presented and adopted by the Mayor and Council in November 2021. In general, water and sewer rates are charged by property classification on a quarterly basis. Property classifications include single family, multi-family, and non-residential (non-residential is further broken down by meter size). As detailed below, charges are split between usage charges and ready to serve charges. Approximately 1 percent of city customers are charged on a monthly basis and should adjust these rate schedules accordingly. In FY 2023, the city began phasing-in new rates to more equitably align the rates with the period of utility usage.

Quarterly Water Usage Charges per 1,000 Gallons

Classification	Tier 1 - \$6.24	Tier 2 - \$9.60	Tier 3 - \$14.90	Tier 4 - \$20.10
Single Family	0-9,000	9,001-18,000	18,001-23,000	>23,000
Multi-Family (per unit)	0-7,000	7,001-13,000	13,001-16,000	>16,000
Non-Residential (by meter size)	5/8", 3/4", 1"	0-23,000	23,001-46,000	46,001-59,000
	1 1/2"	0-71,000	71,001-142,000	142,001-182,000
	2"	0-158,000	158,001-316,000	316,001-405,000
	3"	0-318,000	318,001-636,000	636,001-813,000
	4"	0-729,000	729,001-1,458,000	1,458,001-1,863,000
	6"	0-1,060,000	1,060,001-2,120,000	2,120,001-2,709,000
	8"	0-1,576,000	1,576,001-3,152,000	3,152,001-4,029,000
	10"	0-3,889,000	3,889,001-7,778,000	7,778,001-9,938,000

Sewer Usage Charge per 1,000 Gallons

All Meter Sizes	\$10.90
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Quarterly Water and Sewer Ready to Serve Charges

Classification	Water	Sewer
Single Family	\$22.72	\$18.03
Multi-Family	\$16.79 + \$4.16*	\$5.88 + \$8.34*
Non-Residential (by meter size)	5/8", 3/4", 1"	\$32.05
	1 1/2"	\$63.67
	2"	\$121.31
	3"	\$226.60
	4"	\$497.76
	6"	\$716.14
	8"	\$1,057.01
	10"	\$2,582.89

*Charge per dwelling unit.



FY 2024 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 2024 proposed budget appropriations ordinance was introduced by the Mayor and Council on February 27, 2023, and adopted on May 15, 2023.

ORDINANCE NO. <u>07-23</u> ORDINANCE: To appropriate Funds and Levy Taxes for Fiscal Year 2024. 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, 2023, and ending June 30, 2024, out of the revenues accruing to the City for the purpose of operations, the several amounts hereinafter listed under the column designated "Amounts Appropriated": <table border="1"><thead><tr><th>FUNDS</th><th>AMOUNTS APPROPRIATED</th></tr></thead><tbody><tr><td>General Fund</td><td>[\$100,741,960] \$101,625,550</td></tr><tr><td>Water Fund</td><td>[\$14,286,200] \$14,301,000</td></tr><tr><td>Sewer Fund</td><td>[\$16,125,630] \$16,132,830</td></tr><tr><td>Refuse Fund</td><td>[\$8,455,310] \$8,378,500</td></tr><tr><td>Parking Fund</td><td>[\$2,378,120] \$2,379,720</td></tr><tr><td>Stormwater Management Fund</td><td>[\$6,910,160] \$6,898,080</td></tr><tr><td>Special Activities Fund</td><td>[\$1,649,340] \$1,687,790</td></tr><tr><td>Community Development Block Grant</td><td>\$263,000</td></tr><tr><td>Speed Camera Fund</td><td>[\$1,503,000] \$1,503,600</td></tr><tr><td>Debt Service Fund</td><td>\$4,074,000</td></tr><tr><td>Town Center Management District Fund</td><td>\$0</td></tr></tbody></table> The "Amounts Appropriated" by this section totaling [\$156,386,720] \$157,244,070 shall be for the annual operating expenses of the departments and agencies of the City and shall be disbursed pursuant to the City Charter and the City Code, under the supervision of the City Manager.	FUNDS	AMOUNTS APPROPRIATED	General Fund	[\$100,741,960] \$101,625,550	Water Fund	[\$14,286,200] \$14,301,000	Sewer Fund	[\$16,125,630] \$16,132,830	Refuse Fund	[\$8,455,310] \$8,378,500	Parking Fund	[\$2,378,120] \$2,379,720	Stormwater Management Fund	[\$6,910,160] \$6,898,080	Special Activities Fund	[\$1,649,340] \$1,687,790	Community Development Block Grant	\$263,000	Speed Camera Fund	[\$1,503,000] \$1,503,600	Debt Service Fund	\$4,074,000	Town Center Management District Fund	\$0	ORDINANCE NO. <u>07-23</u> Page 2 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": <table border="1"><thead><tr><th>FUNDS</th><th>AMOUNTS APPROPRIATED</th></tr></thead><tbody><tr><td>Capital Projects Fund</td><td>[\$58,460,063] \$64,114,465</td></tr><tr><td>Water Fund</td><td>[\$17,137,992] \$16,056,525</td></tr><tr><td>Sewer Fund</td><td>[\$10,795,185] \$10,192,897</td></tr><tr><td>Refuse Fund</td><td>[\$533,345] \$817,345</td></tr><tr><td>Parking Fund</td><td>[\$45,000] \$18,000</td></tr><tr><td>Stormwater Management Fund</td><td>[\$17,326,048] \$16,890,290</td></tr><tr><td>Special Activities Fund</td><td>[\$1,432,169] \$1,515,593</td></tr><tr><td>Speed Camera Fund</td><td>[\$2,079,877] \$1,942,870</td></tr><tr><td>Town Center Management District Fund</td><td>\$0</td></tr></tbody></table> The "Amounts Appropriated" by this section totaling [\$107,809,679] \$111,547,985 shall be for improvement projects and shall be disbursed pursuant to the City Charter and the City Code, 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	FUNDS	AMOUNTS APPROPRIATED	Capital Projects Fund	[\$58,460,063] \$64,114,465	Water Fund	[\$17,137,992] \$16,056,525	Sewer Fund	[\$10,795,185] \$10,192,897	Refuse Fund	[\$533,345] \$817,345	Parking Fund	[\$45,000] \$18,000	Stormwater Management Fund	[\$17,326,048] \$16,890,290	Special Activities Fund	[\$1,432,169] \$1,515,593	Speed Camera Fund	[\$2,079,877] \$1,942,870	Town Center Management District Fund	\$0
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ORDINANCE NO. <u>07-23</u> Page 3 with other available revenues and funds of the City government, to provide funds for the "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 SQUARE PARKING DISTRICT LEVY There is hereby levied against all non-exempt real property within the Town Square 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 non-exempt 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 commercial real property within the Town	ORDINANCE NO. <u>07-23</u> Page 4 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 \$481,000 in General Fund unassigned fund balance to support the following operating budget items: \$81,000 for the Mattie Stepanek Park Labyrinth Hope Flame, \$150,000 for a Police Department server replacement, and \$250,000 for a transfer to the Housing Opportunities Fund for a pilot homeownership program for Rockville Police Officers and City staff. 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 15, 2023.  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.

America's Water Infrastructure Act (AWIA) – A federal act passed in 2018 that improves drinking water and water quality, deepens infrastructure investments, enhances public health and quality of life, increases jobs, and bolsters the economy.

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 Comprehensive Financial Report (ACFR) – 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.

Audit - an inspection of an entity's accounts, activities, or compliance, typically by an independent body.

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.

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.

Community Planning and Development Services (CPDS) – A department within the city's organizational structure.

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, and Stormwater Management (SWM). Enterprise funds are also called proprietary funds.

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) – Community 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 2023 begins on July 1, 2022, and ends on June 30, 2023.

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.

Housing and Community Development (HCD) – A department within the city's organizational structure.

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.



Justice, Equity, Diversity, and Inclusion (JEDI) – A cost center within the City Manager’s Office, Administration and Community Engagement Division, tasked with leading the city’s efforts, both internally and externally, to foster connection, respect, and a sense of value, and to engage with issues important to Rockville’s diverse community.

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, Disabled, or Veteran-Owned (MFD-V) – A city procurement initiative designed to encourage and increase participation by minority, female, disabled, and veteran-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.

Nationally Recognized Statistical Ratings Organization (NRSRO) – A credit rating agency that is registered and approved by the Securities and Exchange Commission to provide an assessment of the creditworthiness of a firm or financial instrument(s).

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.

Office of the City Attorney (OCA) – A department within the city’s organizational structure.

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.

Per- and Polyfluoroalkyl Substances (PFAS) – Widely used, long lasting chemicals, components of which break down very slowly over time. There are thousands of PFAS chemicals, and they are found in many different consumer, commercial, and industrial products.

Perfluorooctane Sulfonic Acid (PFOS) – One of a group of related chemicals known as perfluorinated alkylated substances (PFAS). PFOS has been used in stain-resistant fabrics, fire-fighting foams, food packaging, and as a surfactant in industrial processes.

Perfluorooctanoic Acid (PFOA) – A manufactured perfluorochemical and a byproduct in producing fluoropolymers. Perfluorochemicals (PFCs) are a group of chemicals used to make fluoropolymer coatings and products that resist heat, oil, stains, grease, and water.

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.

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 (the course is closed). This fund will close at the end of FY 2023.

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, 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 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
ACFR – Annual Comprehensive Financial Report
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
AWIA – America’s Water Infrastructure Act
AWWA – American Water Works Association
BMP – Best Management Practices
BRT – Bus Rapid Transit
CALEA – Commission on Accreditation for Law Enforcement Agencies
CAP – Cost Allocation Plan
CCTV – Closed Circuit Televised Video
CDBG – Community Development Block Grant
CIP – Capital Improvements Program
CMP – Comprehensive Master Plan
COOP – Continuity of Operations Plan
COVID-19 – Coronavirus Disease of 2019
CPDS – Community Planning and Development Services
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
JEDI – Justice, Equity, Diversity, and Inclusion
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
LT2 Rule – Long-Term 2 Enhanced Surface Water Treatment Rule
MACP – Manhole Assessment Certification Program
Mbps – Megabits per second
MCPS – Montgomery County Public Schools
MDE – Maryland Department of the Environment
MFD-V – Minority, Female, Disabled, or Veteran-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
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OCA – Office of the City Attorney
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PFAS – Per- and Polyfluoroalkyl Substances
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PIP – Planned Improvement Project
POS – Point of Sale
RCPD – Rockville City Police Department
REAP – Rockville Emergency Assistance Program
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