

FISCAL YEAR

**20
25**

**ADOPTED
OPERATING
BUDGET**

AND

**CAPITAL
IMPROVEMENTS
PROGRAM**

JULY 1, 2024 – JUNE 30, 2025



**111 MARYLAND AVE., ROCKVILLE, MD 20850
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FY 2025 Adopted Operating Budget and Capital Improvements Program

July 2024

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Kate Fulton, Councilmember
Barry Jackson, Councilmember
David Myles, Councilmember
Izola Shaw, Councilmember
Marissa Valeri, Councilmember
Adam Van Grack, Councilmember

Barack Matite, Acting City Manager
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Susan Seling, Director of Human Resources
Craig Simoneau, Director of Public Works



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Maryland**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Monill

Executive Director



Table of Contents

Introduction

City Manager's Transmittal Letter	11
Guiding Principles and Priorities	13
Budget-In-Brief	18
The Budget Process	29
Community Engagement in the Budget Process	31
Changes Between Proposed and Adopted Budgets	32
Rockville Community Profile	35

Guiding Documents

Financial Management Policies	41
Major Policy Documents	53

Financial Summaries

City of Rockville Fund Structure	59
Consolidated Financial Summary	60
Projected Changes in Fund/Cash Balance	66
Financial Summaries by Fund:	
General Fund	68
Special Activities Fund	82
Community Development Block Grant Fund	84
Speed Camera Fund	86
Debt Service Fund	88
Water Fund	90
Sewer Fund	92
Refuse Fund	94
Stormwater Management Fund	96
Parking Fund	98

Operating Departments

Citywide Organizational Chart by Division	101
Mayor and Council	103
Office of the City Attorney	111
City Manager's Office	115
Community Planning and Development Services	131
Finance	151
Housing and Community Development	161
Human Resources	175
Information Technology	185
Police	199
Public Works	213
Recreation and Parks	241

CIP Overview

Capital Improvements Program Structure	263
Capital Improvements Program Overview	264
CIP Project Identification and Prioritization	264
Funding Sources Used to Finance the CIP	266
Impact of the CIP on the Operating Budget	267
Debt Management Policies and Ratios	269
Total Outstanding City Debt	270
Planned New Debt	271
CIP Appropriations Summary	272
Sources of Funds by Type and Fund	273
Use of Funds by Program Area and Fund	274
Use of Funds by Department and Fund	275
Unfunded Totals by Program Area and Fund	276

CIP Projects

How to Read this Section	277
Summary of CIP Projects	278
Projects Closed	280
Recreation and Parks Program Area	281
Transportation Program Area	301
Stormwater Management Program Area	315
Utilities Program Area	325
General Government Program Area	339

Supplemental Information

Non-Departmental Revenues and Expenses by Fund	345
Full Time Equivalent Position Summary	348
Position Control Summary by Department	351
Regular Employee Pay Scales	358
Fleet Replacement Schedule	359
Planned Improvement Projects	360
Caregiver and Community Organization Grants	364
Grant Revenue Summary	366
Cost Recovery Summary	369
Long Range CIP Planning	370
Water and Sewer Rates	374
Budget Ordinance	375

Appendix

Glossary	377
Acronyms	393





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, Mayor and Council Guiding Principles and Priorities, Budget-In-Brief, a description of the budget process, including community engagement efforts, a summary of changes between the proposed and adopted budgets, and a profile of the Rockville community and local government.

Guiding Documents

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

Financial Summaries

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



Operating Departments

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.

Department Name

City of Rockville, Maryland
FY 2025 Adopted Budget

City Manager's Office

Department Mission Statement

Department Overview

Department Org. Chart by Division

Prior Year Accomplishments

Coming Fiscal Year Outlook

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 actions to improve quality of life in the city. The team addresses the needs of individual communication, problem solving, strategic planning, and attentive customer service. CMO helps city departments and other stakeholders at all levels of government, the CMO oversees all city operations and provides support to the Mayor and Council.

CMO leads the city's story, always striving to make Rockville special. Through a focus on cross-department collaboration and coordinated effective procurement, the CMO guides implementation of the Mayor and Council's priorities. 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.

Division	Budget	Regular FTE	Temp FTE
City Manager's Office	\$8,171,930	15.5	2.5
Administration and Community Engagement	\$4,881,990	13.0	0.5
Communication and Public Information	\$1,511,990	5.5	0.5
Procurement	\$1,479,010	9.5	0.5

Fiscal Year 2024 Accomplishments

- Implemented a tracking system to measure processing times for the Procurement Guide in Fall 2023
- Implemented an MFD-V one-on-one technical assistance schedule that allows them to electronically select a date and time for meetings
- 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
- Began working 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
- Acquired a social media archiving tool to ensure compliance with State and federal requirements
- Provided outreach for the 2023 election across all official city communication platforms
- Expanded outreach and new activities for the MUK Day of Service
- Initiated Exploring the Culture of Us, which focuses on bringing lived experience from our community to share with staff to start normalizing conversations around justice, equity, diversity, and inclusion topics
- Completed training for the city's first GARE (Government Alliance on Racial Equity) cohort with 11 staff members, and held GARE training for elected officials and senior staff members
- Hosted "Demij" with 15 residents, which provides participants with a fresh perspective on city government
- Developed a new public request tracking portal to streamline and expedite the processing of requests
- Conducted a community survey, including orientation and strategy-setting sessions

City Manager's Office Fiscal Year 2025 Outlook

- PIO will launch a newly redesigned city website, and once adopted by the Mayor and Council will lead the implementation of a new city brand across all communication platforms and city departments
- PIO will relaunch Rockville Reports as a bi-monthly printed and mailed newsletter
- Build new capacity into citywide grants-related functions and improve overall grants management by consolidating programs into current city platforms while exploring new options
- Pursue outside funding for City of Rockville capital improvements and operating priorities, and establish more grant-supported partnership project opportunities with area nonprofits
- Continue refining performance measures and reporting systems for all city departments and functions
- Continue building the city's tracking system for major projects and initiatives to include a public-facing dashboard
- Administer the city's first post-pandemic community survey (last conducted in 2018), and analyze, evaluate, and develop recommendations from the responses, comparing "pre-pandemic" and "post-pandemic" conditions
- Engage city staff in the Mayor and Council's work to address community concerns and build trust in city government and in the community through the development of Exploring the Culture of Us, which focuses on bringing lived experience from our community to share with staff to start normalizing conversations around justice, equity, diversity, and inclusion topics
- Continue Exploring the Culture of Us, which focuses on bringing lived experience from our community to share with staff to start normalizing conversations around justice, equity, diversity, and inclusion topics
- Continue to build community partnerships, especially from the business community
- Increase Stockroom inventory of water meters and transducers
- 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
- Finalize Procurement Strategic Plan and begin to work toward meeting the strategic goals as outlined in the Plan, and continue to review and update the Procurement policies and procedures
- Host the "Rockville Means Business" event in Fall 2025
- 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
- Complete implementation of the Procurement module of the city's FRP upgrade, including vendor self-service and solicitation components
- Initiate the process to develop and exercise a new Emergency Operations Plan, involving all departments and charter officials to capture roles and responsibilities in an emergency response
- Continue work on a new permanent public art installation for the Rockville Swim and Fitness Center
- Create new public art on Beall Avenue in collaboration with the Department of Public Works (DPW) as part of the city's grant from the Bloomberg Asphalt Art Initiative
- Finalize the city's Art in Public Places 2023-2028 Implementation Plan and advise on possible changes to City Code
- Commission two murals through the Art in Public Places Program: College Gardens Park and Twinbrook Annex

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.



Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Community Engagement	3,786,357	3,889,970	4,483,390	15.3%
Communication and Public Information	1,719,011	2,187,260	2,211,130	1.1%
Procurement	1,330,895	1,337,570	1,479,810	10.6%
Department Total (\$)	6,766,263	7,414,800	8,174,330	10.3%

Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	4,110,053	4,688,570	5,167,890	9.7%
Operating	908,018	882,220	1,145,260	29.7%
Capital Outlay	65,605	252,200	219,870	-4.9%
Other	3,763,558	1,010,810	1,622,770	15.0%
Department Total (\$)	8,766,263	7,414,800	8,174,330	10.3%

Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Community Engagement	56,914	9,000	150,900	1576.7%
Communication and Public Information	1,551,781	1,633,000	1,593,000	-8.0%
Procurement	-	-	-	-
Department Total (\$)	1,608,695	1,642,000	1,643,900	0.7%

Significant Changes from FY 2024 to FY 2025

The Administration and Community Engagement

Also increased due to increases in funding for REDI as well as to community organization grants.

One-time operating funding related to the 2023 election was removed from the Communication and Public Information Division's budget, partially offsetting other operating category increases mentioned above.

Communication and Public Information Division revenues are projected to decrease based on trends in cable subscriptions.

City Manager's Office

FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Regular				
Administration and Community Engagement	12.0	13.0	13.0	0.0%
Communication and Public Information	11.0	11.0	11.0	0.0%
Procurement	9.5	9.5	9.5	0.0%
Regular Subtotal	32.5	33.5	33.5	0.0%
Temporary				
Administration and Community Engagement	0.2	0.2	0.2	0.0%
Communication and Public Information	1.3	1.6	1.6	0.0%
Procurement	-	-	0.5	-
Temporary Subtotal	1.5	1.8	2.3	22.2%
Department Total	34.0	35.3	35.8	1.4%

Significant Changes from FY 2024 to FY 2025

Total City Manager's Office FTEs increased due to the addition of a new 0.5 FTE temporary employee in the Procurement Division.

Staffing by Division

Explanation of Significant Changes

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

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

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

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

Division Name

City of Rockville, Maryland
FY 2025 Adopted Budget

Communication and Public Information Division

The Communication and Public Information Division leads the effort to communicate with residents and stakeholders. This effort includes developing and implementing strategic, effective communication programs that increase community awareness of city programs, policies, and services. The Division also manages the City of Rockville Reports and News website, social media, electronic newsletters, video on demand, contact with local and

Division Description

Division Org. Chart by Cost Center

Communication and Public Information

Budget: \$5,211,130
Regular FTE: 33.0
Temp FTE: 2.3

Cable Television

Budget: \$884,000
Regular FTE: 3.0
Temp FTE: 0.0

Cable TV Equipment Fund

Budget: \$55,810
Regular FTE: 0.0
Temp FTE: 0.0

Graphics and Printing

Budget: \$657,000
Regular FTE: 3.0
Temp FTE: 0.0

Website and Internet

Budget: \$115,000
Regular FTE: 2.0
Temp FTE: 0.0

Public Information Office

Budget: \$104,320
Regular FTE: 1.0
Temp FTE: 0.0

Work Program Goal Statement

Guiding Principle(s)

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

Guiding Principle(s): Effective and Efficient Service Delivery

	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Performance Measures				
Number of visits to Rockville.gov and RockvilleReports.com	932,744	1,035,989	1,005,300	1,161,045
Number of followers on all city social media platforms (Facebook, Twitter, Instagram, Nextdoor, and YouTube)	-	-	47,974	51,967
Twitter engagement (Retweets and Replies)	-	-	-	-
Short Term Objectives				
Launch a newly redesigned and new mobile app	-	-	-	Planned Completion: Q3 FY 2025
Develop and launch city website	-	-	-	Planned Completion: Q3 FY 2025

Performance Measures

Short Term Objectives



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.

Accessibility Acknowledgement

The City of Rockville strives to provide documents that meet accessibility guidelines and can be used by all residents, visitors, and stakeholders. The font used in this document considers readers who may use screen readers for accessibility. For additional accessibility resources, please contact the City of Rockville ADA Coordinator.



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

July 1, 2024

Honorable Mayor, Rockville City Council Members, and the Rockville Community:

It is my privilege to present the Adopted Fiscal Year (FY) 2025 Operating Budget and Capital Improvements Program (CIP) for the City of Rockville. The budget emphasizes the Mayor and Council's priorities and focus areas for the year ahead. The budget serves as a policy document, financial plan, operations guide, and communications device for the city. The adopted FY 2025 budget reflects the city's commitment to the ongoing implementation of adopted plans, community safety and policing, and economic development. The city also continues to look for opportunities to improve equity and inclusion in the Rockville community and strategically allocates resources to promote improved outcomes for city residents. The adopted budget document incorporates the Mayor and Council's new Guiding Principles and was developed collaboratively with the participation of the Rockville community, staff members, and the elected officials.

The FY 2025 operating budget totals \$168.3 million, which represents an increase of 7.1 percent over the FY 2024 adopted budget. While there is revenue growth expected in FY 2025, it remains imperative that the city continue to allocate resources strategically, in alignment with Mayor and Council priorities, and in a manner that will be the most impactful to the Rockville community. The FY 2025 CIP includes new appropriations of \$34.5 million and supports 48 capital projects. The commitment to maintaining and enhancing city infrastructure is reflected in the budget, and there are some notable projects underway including the Outdoor Recreation Pool Renovation (RC18), Lincoln Park Community Center Improvements (RA22), the F. Scott Fitzgerald Theatre ADA Improvements (RA20), David Scull Park Improvements (RA19), along with the ongoing maintenance and improvement of the city's paths, roadways, sidewalks, stormwater facilities, and water and sewer infrastructure.

The City of Rockville continues to demonstrate growth throughout all parts of the community and has established a plan for sustainable growth and responsible stewardship to ensure the continuation of the excellent services and programs, for which the city is known. A strong property tax base with significant growth has provided increased General Fund capacity and a positive financial outlook for the city's General Fund. While external forces continue to place pressure on budgets across the nation, Rockville has been largely successful in navigating these periods of record inflation, labor cost increases, and supply chain challenges. The city's General Fund continues to maintain healthy reserve balances and conservative budgeting practices have helped mitigate the impact of these pressures.

The FY 2025 budget maintains a flat property tax rate and incorporates a number of important service-level enhancements which align with Mayor and Council focus areas. Some of the most notable additions to the budget include:

- 6.0 FTE additions for Police Officers - This will address a critical need for the Rockville City Police Department (RCPD) following service reductions from the Montgomery County Police Department. The budget also includes the necessary funding for uniforms, equipment, and vehicles for these officers and reflects the adjustments made to police hiring ranges, to help keep the RCPD competitive in the region.
- A Pilot Enforcement Assistance Program - This program will be accessible to residents facing hardships who struggle to bring their property into compliance after receiving code violations.
- 1.0 FTE Program Access Supervisor - This position will establish a new Program Access Office within Recreation and Parks and will centralize recreation program modification requests to provide continuity and consistency for participants with disabilities across all programs.
- Enhanced funding for the Sidewalks (TE21) project - In addition to \$965,000 of County Impact Tax funding in FY 2025, the city is increasing paygo funding across the five-year planning period to establish a higher level of annual funding for sidewalks projects to promote the walkability and pedestrian safety of the city.
- 1.0 FTE Senior Transportation Engineer - This position will provide the capacity to implement and accelerate transportation-related initiatives, including seeking and executing grant opportunities.
- Rockville Economic Development, Inc. (REDI) - Incorporated in the \$1.4 million allocation is funding for the Small Business Impact Fund, MOVE and Business Expansion Fund, and new funding of a life sciences branding project which will help enhance the business attraction of Rockville as a destination in the life sciences business sector.
- 1.0 FTE Senior Building Plans Examiner - This position will provide the needed capacity to complete development reviews within the published timeframes and provide a higher level of customer service, to include developing and implementing specialized expedited programs for qualified projects.

The development of the budget is a complex and time-consuming endeavor. I would like to thank the Mayor and Council and city staff for the hard work that was put into this budget. I would also like to thank the Rockville residents and business owners for providing valuable input on this year's budget. We received some of the highest levels of feedback and engagement with the community budget priorities survey and through the three budget public hearings.

I am thankful for the guidance provided by the Mayor and Council, particularly during this time of leadership change. We look forward to the year ahead with optimism, as we continue to advance our collective vision for Rockville's continued success.

Very Respectfully,



Barack Matite
Acting City Manager



Guiding Principles and Priorities for FY 2025

Guiding Principles

Between March and May 2024, the Mayor and Council met to discuss their priorities. The outcome of these discussions resulted in alignment on five **Guiding Principles**, which will be used to shape citywide policy and budget decisions over the course of their term in office. The Guiding Principles include three **Focus Areas of Opportunity** ("Focus Areas") and two **Core Quality of Life Commitments** ("Core Commitments").

The three **Focus Areas** represent opportunities to make positive change in specific arenas that the Mayor and Council care deeply about and where the city has considerable leverage to make an impact and produce improved outcomes for our residents, businesses, and visitors. These Focus Areas are:

1. Public Safety
2. Economic Development
3. Housing

The two **Core Commitments** broadly represent the most vital work of the city that directly contributes to Rockville being an outstanding place to live, work, play, and thrive. They reflect the ongoing provision of excellent municipal services and programs, responsibility for the resources entrusted to the city, and the resulting shared quality of life that is valued and expected by the community. As part of carrying out these core commitments, the city seeks to engage the public, pursue opportunities to improve equity and inclusion, and implement adopted plans. These Core Commitments are:

1. Effective and Efficient Service Delivery
2. Stewardship of the Environment and Infrastructure

Each year, staff review these Guiding Principles and link the operational goals and capital projects that support them. The Guiding Principles are then incorporated throughout the budget document. In the *Operating Departments* section, each operational goal is linked to one or more specific Guiding Principles through multi-year performance measures and/or short term objectives. In the *CIP Projects* section, each project sheet includes the Guiding Principle 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. Below are examples from this budget document that show how the Mayor and Council's Guiding Principles are linked to the operating and capital budgets:

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

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of traffic-related deaths and serious injuries recorded in Rockville (Target: zero by 2030)	8	13	0	0

Lincoln Park Community Center Improvements (RA22)



Description: This project funds the renovation of most of the main level of 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 included community input to ensure priorities were met.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	2,500,000
Less Expended as of 4/15/24:	157,666
Total Carryover:	2,342,334
New Funding:	-
Total FY 2025 Appropriations:	2,342,334

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; 2016 ADA Transition Report

Anticipated Project Outcome: Improved programmable space and ADA improvements within the community center.



FY 2025 Budget Priorities

In addition to the high-level Guiding Principles 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 Guiding Principles categories and have action items and resources associated with them for the upcoming operating and capital budgets.

For the FY 2025 budget process, the Mayor and Council engaged in a public discussion in December 2023 on their top budget priorities. This discussion was informed by a set of questions developed by staff and covered areas such as priorities for additional resources, staffing levels, funding for outside agencies, property tax rates, and funding options for capital projects, including the use of debt. In addition to that December 2023 meeting which informed the City Manager's proposed budget, there were three worksessions on the budget prior to budget adoption in May 2024.

The overall budget priorities that resulted from the Mayor and Council's FY 2025 budget discussions include: ongoing implementation of adopted plans, community safety and policing, and economic development. The city also continues to look for opportunities to improve equity and inclusion in the Rockville community and has provided funding in the FY 2025 budget for a new Pilot Code Assistance Program, which is designed to assist eligible community members with addressing code violations. The FY 2025 budget also includes funding for a new 1.0 FTE Program Access Supervisor. This position will establish a new Program Access Office and centralize recreation program modification requests to provide continuity and consistency for participants with disabilities across all programs. While there are other items funded in the FY 2025 budget, staff consider the summary below a highlight of priority areas and their intersection with the FY 2025 adopted operating and capital budgets.

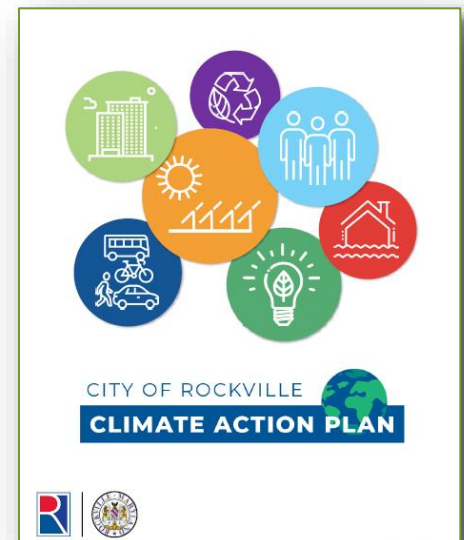
- **Ongoing Implementation of Adopted Plans** – The city is actively implementing action items identified in several major plans and policy documents that were adopted over the last few years.

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.

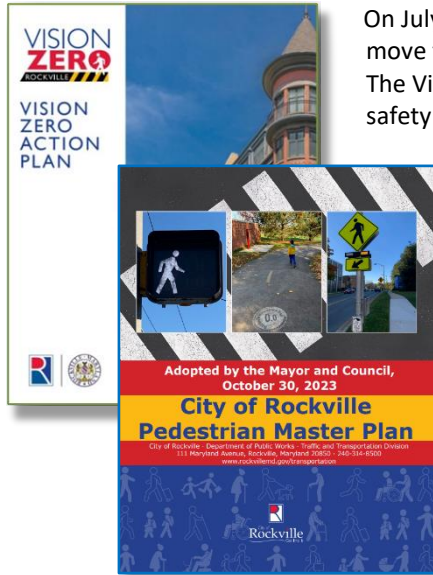
The FY 2025 adopted budget supports the following initiatives outlined in the CAP:

- \$300,000 for the city's stormwater incentive program,
- \$17,550 for the city's composting program,
- \$30,000 for annual facility energy efficiency assessments,
- \$1.4 million for LED Streetlight Conversion (TA22),
- \$362,500 for Electric Vehicle Infrastructure (GA23),
- \$993,000 for SWM Facilities Improvement: FY21-FY25 (SC21),
- \$200,000 for the Storm Drain Rehab & Improvement: FY21-FY25 (SA21),
- \$950,000 for the Storm Drain Analysis and Spot Repair: Potomac Woods (SB23), and
- \$671,400 for Stream Restoration Spot Repairs: FY21-FY25 (SB21).



**[click](#) to access Climate Action Plan document*

In addition to the funded elements in the FY 2025 budget, the city is utilizing existing resources to make current operations more consistent with the CAP. For example, in addition to adding 14 leased electric vehicles to the city fleet in FY 2023, the city converted another 25 vehicles to electric in FY 2024 and projects converting an additional 16 sedan/light-duty pickup trucks/SUVs in FY 2025. 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 2025 and will be used to develop a strategic citywide transition to zero-emission vehicles. Staff is also anticipating the placement of solar canopies on city property, 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.



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.

As an action item from the Vision Zero Action Plan, the Mayor and Council adopted the **Pedestrian Master Plan** on October 30, 2023. This plan is intended to be used as a guide for understanding and improving pedestrian infrastructure and programs over the next ten years, and complements the goals set by Vision Zero. Among other things, the Pedestrian Master Plan seeks to ensure Rockville develops pedestrian facilities that are safe, convenient, valuable, equitable, and provide improved public health and environmental outcomes. The plan addresses pedestrians who use mobility devices and makes recommendations for shared-use paths that can also be used by bicyclists.

[*click](#) to access Vision Zero Action Plan document

[*click](#) to access Pedestrian Master Plan document

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 2025 adopted budget, there are several initiatives with new appropriations that support Vision Zero and the new Pedestrian Master Plan.

The FY 2025 adopted budget supports the following initiatives:

- \$50,000 in added funding for pavement marking and sign shop supplies,
- \$580,000 in Asphalt/Concrete Improvements: FY21-FY25 (RA21),
- \$4.2 million in Asphalt Repair and Replacement: FY21-FY25 (TA21),
- \$2.5 million in Concrete Repair and Replacement: FY21-FY25 (TC21),
- \$1.4 million in LED Streetlight Conversion (TA22),
- \$77,000 in Pedestrian Bridge Replacement: Horizon Hill Park (RB22),
- \$250,000 in Bridge Rehabilitation: FY21-FY25 (TB21),
- \$250,000 in Scott-Viers Drive Shared-Use Path (TA23),
- \$500,000 in Pedestrian and Bicycle Safety (TD21), and
- \$965,000 in Sidewalks (TE21).



In addition to these items, the FY 2025 budget includes funding for a new 1.0 FTE Senior Transportation Engineer. This position will provide the capacity to implement and accelerate transportation-related initiatives, including seeking and executing grant opportunities. The total FY 2025 budget appropriation for these initiatives exceeds \$10.8 million. Please note there are additional Vision Zero projects in the CIP with prior appropriations or future funding identified.

- **Community Safety and Policing** – The FY 2025 budget includes a focus on community safety which addresses the staffing, resources, and compensation needs of the Rockville City Police Department (RCPD). In response to staffing shortages, the Montgomery County Police Department (MCPD) announced a redeployment plan in FY 2024 that transferred six officers to other districts and shifted primary responsibility for service calls within the city to RCPD, a responsibility that was previously shared between the agencies. The FY 2025 adopted budget includes an additional 6.0 FTEs for Police Officer positions, which will help RCPD adequately assume full and primary response duties within the city. These added positions are offset by increased tax duplication revenues from Montgomery County for salary, vehicle, and equipment costs for six officers.



**[click](#) to learn more about the RCPD*

In addition to the new positions, the city understands the importance of the recruitment and retention of RCPD officers. The city provided all RCPD officers with mid-year salary adjustments in FY 2024 and adjusted the hiring ranges for experienced lateral hires. The city is currently undergoing a compensation and classification study which will include an evaluation of police officer salaries and benefits. The results of that study are expected in FY 2025 and will be used to inform the FY 2026 budget. In the interim, the FY 2025 budget will maintain the increased hiring ranges, provide cost of living adjustments and step increments, continue to provide resources for referral and hiring bonuses, and includes funding for a new police specialty pay differential for officers with specialized training and certifications. The FY 2025 budget also includes additional police training funds, which will help ensure that the department is equipped with the necessary knowledge and skills to meet the needs of the Rockville community. A new deferred retirement option program (DROP), which was approved in FY 2024, will be implemented in FY 2025 and will promote officer retention and assist with succession planning. In addition, the Mayor and Council approved a modification to the final average earnings pension calculation for police officers from 60 months to 36 months in FY 2024, and this enhanced benefit will also be implemented in FY 2025. The implementation of the DROP and the final average earnings modification will be funded through the city's annual contribution to the pension plan.

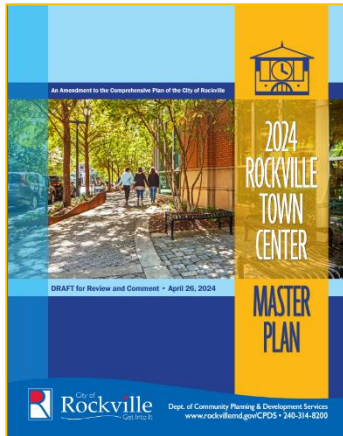
The FY 2025 budget provides ongoing resources for the police mental health specialist contract and additional resources for internal investigations software and a new cloud-based interview room camera. The March 2024 budget amendment also provided resources for a \$1.5 million replacement of all emergency communication police radios, which includes mobile radios in police vehicles and portable radios that are carried with each officer. This was funded in part by a federal earmark. The city expects that the transition to the new radios will occur in FY 2025 and ensure the continued dependability and responsiveness of the police department.

- **Economic Development** – The city prioritizes economic development and recognizes the community benefits that result from job creation, neighborhood revitalization, and enhanced quality of life. [Rockville Economic Development, Inc. \(REDI\)](#) is a public-private partnership formed by the City of Rockville to strengthen and broaden the city's economic base through business entrepreneurship, expansion, retention, and recruitment programs. The FY 2025 adopted budget provides a total of \$1.4 million to REDI which includes \$175,000 for the MOVE and Business Expansion Fund and \$150,000 for the Small Business Impact Fund, which has historically seen the majority of its applicants come from underrepresented communities. The \$1.4 million allocation to REDI also includes an additional \$48,630 for operating expenses and an additional \$50,000 for the life sciences branding



project, which will help enhance the business attraction of Rockville as a destination in the life sciences business sector.

In addition to the allocation to REDI, the FY 2025 budget includes the addition of a 1.0 FTE Senior Building Plans Examiner and a 1.0 Administrative Assistant in the Inspection Services Division. These new positions will improve economic development by promoting an efficient and reliable building permitting and code enforcement program.



**[click](#) to access the draft Rockville Town Center Master Plan document*

There are several economic development initiatives underway with milestones in FY 2025. The updated Town Center Master Plan has been underway and is anticipated for introduction and adoption in FY 2025, furthering the city's commitment to strengthening neighborhood connections, providing a variety of land uses, encouraging business growth, and fostering welcoming public spaces. In addition, the Rockville Metro Station Visioning and Concept Design is also underway in partnership with the Washington Metropolitan Area Transit Authority (Metro) and Montgomery County. This initiative seeks to identify opportunities to increase transit ridership by improving site access and incorporating mixed-use development on Metro-owned property at the station and will continue into FY 2025 with public workshops and a final recommendation for Mayor and Council consideration.

Staff believe that the FY 2025 budget provides resources that ensure the continued provision of essential municipal services and that key enhancements to the budget will advance the priorities of the Mayor and Council, particularly for the ongoing implementation of adopted plans, community safety and policing, and economic development. The city

maintains its commitment to advancing equity for the Rockville community and will continue to seek opportunities to expand outreach and engagement efforts across all platforms to ensure that decision-making is representative of the entire Rockville community. The next citywide resident survey is planned to occur in FY 2025 and will provide an excellent source of feedback for the continued enhancement of city services and programs.

In addition to the items funded in the adopted FY 2025 budget, the budget ordinance includes a commitment of reserves totaling \$1,150,410 for the following one-time needs:

- \$650,410 for a 1 percent retiree cost of living increase (General Fund portion),
- \$250,000 for outdoor fitness pool replastering,
- \$150,000 for a comprehensive permit and fee study, and
- \$100,000 for the development of a maintenance complex master plan.

The city has been successful in navigating a period of record inflation and financial unpredictability, particularly in the aftermath of the COVID-19 pandemic. Looking forward, the city will maintain its conservative budgeting practices, and 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, including recommending uses of excess reserves, when available.



FY 2025 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. While the budget document displays information for all funds, the General Fund, Debt Service Fund, Capital Projects Fund, Water Fund, Sewer Fund, Parking Fund, and Stormwater Management Fund are considered major funds for accounting purposes. Graphs and historical information are included throughout the section to provide context for the FY 2025 budget.

Operating Budget

The FY 2025 operating budget totals \$168.3 million for the city's 10 operating funds. This represents an overall increase of 7.1 percent from the FY 2024 adopted budget. The FY 2025 adopted budget focuses on the ongoing implementation of adopted plans, community safety and policing, and economic development. While there is revenue growth in the FY 2025 budget, it remains imperative that the city continue to allocate resources strategically, in alignment with Mayor and Council priorities, and in a manner that will be most impactful to the Rockville community.

City Staffing

The total number of full time equivalent (FTE) positions in the FY 2025 operating budget equals 653.5, a net increase of 12.4 FTEs from the FY 2024 adopted level. The FY 2025 adopted budget includes an additional 16.1 regular FTEs over the FY 2024 adopted budget. The 16.1 FTE addition includes 3.0 FTEs that were previously unfunded, 6.0 FTEs for Police Officers, and 7.1 FTEs that promote efficient and effective service delivery. The 6.0 FTEs for Police Officers are required in response to reductions in Montgomery County Police Department's support of Rockville. These additional officers are supported by increased tax duplication revenue from the County. The new regular positions for FY 2025 are as follows (position summary tables are included in the Supplemental Information section of this document):

Restored Positions – 3.0 FTEs

- 1.0 FTE Tree Climber (Recreation and Parks)
- 1.0 FTE Human Resources Associate (Human Resources)
- 1.0 FTE Information Systems Security Engineer (Information Technology)

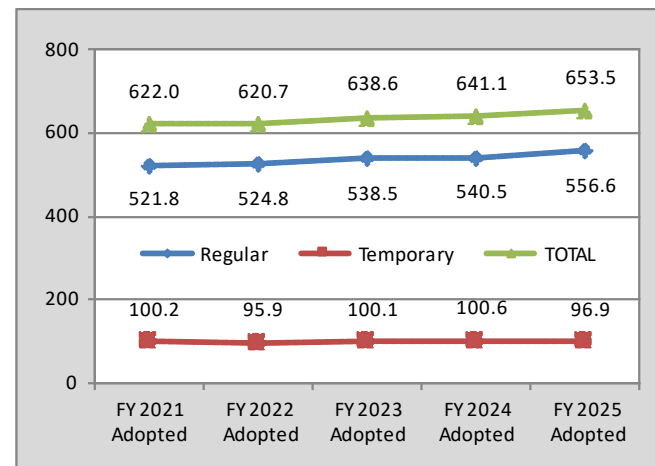
Police Officer Positions (County funded) – 6.0 FTEs

New Positions for FY 2025 – 7.1 FTEs

- 0.5 FTE Boards and Commissions Coordinator (Mayor and Council)*
- 1.0 FTE Senior Building Plans Examiner (Community Planning and Development Services)
- 1.0 FTE Administrative Assistant (Community Planning and Development Services)
- 0.5 FTE Fiscal Assistant (Finance)*
- 1.0 FTE Information Systems Engineer (Information Technology)
- 1.0 FTE Senior Transportation Engineer (Public Works)
- 0.5 FTE Senior Environmental Compliance Inspector (Public Works)
- 1.0 FTE Program Access Supervisor (Recreation and Parks)
- 0.6 FTE Preschool Teacher (Recreation and Parks)*

**increases to existing positions*

History of FTEs for All Funds



Total temporary FTEs decreased by 3.7, mainly due to the capacity provided by the 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 2021. The total number of FTEs has increased by 5.1 percent over this period. The new positions for FY 2025 are necessary to keep pace



with the desired service level of the Rockville community, reflect the capacity needed to meet community safety needs, and promote the advancement of Mayor and Council priorities for the city.

The new positions specifically provide capacity to better support city Boards, Commissions, and Task Forces, enhance plan review and code enforcement services in support of more streamlined economic development, and provide added resources to manage growth in the city for payment disbursement volume and IT help desk support needs. The new positions also provide capacity that will advance Vision Zero and Pedestrian Master Plan initiatives, ensure compliance with the Safe Drinking Water Act, promote equitable access to city programs, and expand services at Rockville's Montrose Discovery Preschool. 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 7.3 percent to \$109.1 million for FY 2025. The Financial Summaries section of the budget document includes detailed information on the major FY 2025 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 77.4 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 2024 to FY 2025 increased by approximately 4.8 percent to \$15.9 billion. This will result in an increase in revenues of \$2.1 million, up to \$45.3 million. This assessment included one major area reassessment, and demonstrated significant growth which will continue to be phased in through FY 2027. The total taxable assessed value is estimated to increase 4.3 percent for the next two years and 3.3 percent thereafter (including additions for new property).

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



The FY 2025 through FY 2029 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 2025 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 2025 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 2025 budget assumes that taxable assessed values will total approximately \$459 million, which equates to an increase of \$40,000 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.

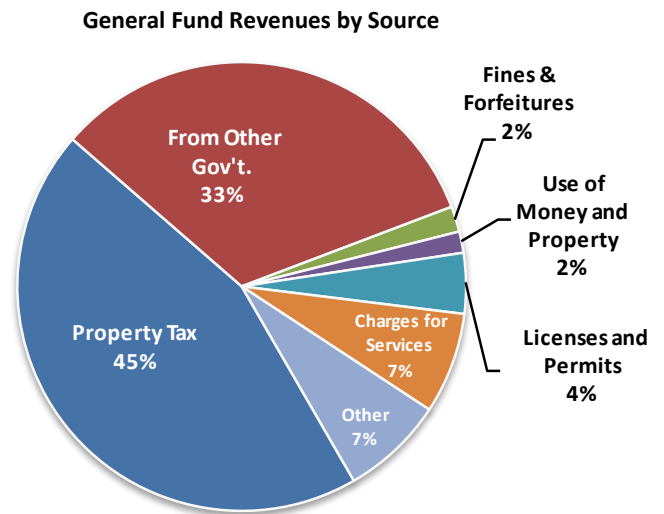
- Income tax revenue is the second largest source of revenue in the General Fund. Income tax revenue consists of the city's share of income taxes received by the State of Maryland for returns filed from Rockville residents. Maryland counties can impose an income tax that is separate from the State income 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 2025 is estimated at \$20.3 million, 0.5 percent higher than the FY 2024 adopted budget of \$20.2 million. In FY 2022 the city realized significant growth in income tax revenues, but this growth slowed in FY 2023. 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 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.

The FY 2025 funding level is intended to reflect a full phase-in of the tax duplication revenue, but the city has found that some areas of the calculation are not reflective of the inflationary environment. The city will continue to advocate for reasonable compensation that reflects the cost of providing transportation infrastructure and policing services. The codification of tax duplication revenue was expected to help Rockville and other municipalities address shortfalls created in previously underfunded years.





The FY 2025 tax duplication revenue equals \$8.5 million, up from \$7.4 million in FY 2024. The \$8.5 million includes new funding of \$820,900 to support six additional Rockville police officers following reductions in County police coverage within Rockville city limits.

- 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 peaked before the COVID-19 pandemic, reaching \$1.4 million in FY 2019. Since that time, revenues have dropped and have not rebounded to pre-pandemic levels. The FY 2025 budget assumes revenues of \$1,050,000 which is consistent with recent trends.

- 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 2025, the city is projected to receive over \$4 million in highway user revenue, which is more than the FY 2024 adopted budget, and FY 2023 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 \$883,550 in FY 2025. This estimate is consistent with past trends and with current information from the State.

General Fund Expenditures

The FY 2025 adopted expenditure budget totals \$109 million, an increase of 7.3 percent from the FY 2024 adopted appropriation. Major cost drivers in the city's budget include personnel (59.7 percent), operating and capital outlay (21.9 percent), CIP Transfer (8.5 percent), and Transfers Out to the Debt Service Fund and other funds (5.1 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 8.2 percent or \$4.9 million from FY 2024 to FY 2025.

The FY 2025 budget equals \$43.4 million for regular employee wages. The budget includes a 2 percent cost of living adjustment, steps or performance-based increments for all employees, and the net addition of 15.6 full time equivalent positions. Additional tax duplication revenue from Montgomery County will provide resources for 6 full time equivalent police officer positions, which are included in the added positions. The FY 2025 budget also provides a new police specialty pay differential for Rockville police officers.

General Fund Expenditures by Category

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	% Change from FY24
Personnel	55,764,622	60,066,130	65,008,130	8.2%
Operating	14,817,979	19,708,980	20,386,740	3.4%
Capital Outlay	4,299,806	3,698,590	3,536,360	-4.4%
Other	4,814,426	3,642,720	5,227,540	43.5%
Total Oper. Exp.	79,696,833	87,116,420	94,158,770	8.1%
CIP Transfer	14,207,000	9,200,000	9,300,000	1.1%
Transfers Out	5,887,165	5,309,130	5,553,080	4.6%
Total (\$)	99,790,998	101,625,550	109,011,850	7.3%
Add. to Reserves	1,363,454	-	70,000	-
Total (\$)	101,154,452	101,625,550	109,081,850	7.3%



The FY 2025 budget equals \$4 million for temporary employee wages, a 0.2 percent increase from FY 2024. The majority of the temporary employees are in the Department of Recreation and Parks. For FY 2025, the City of Rockville will continue to follow Montgomery County's hourly minimum wage rate, which will equal \$17.15 on July 1, 2024. This is a 2.7 percent increase from the \$16.70 hourly minimum wage in FY 2024.

The overtime budget for FY 2025 equals \$936,680, a 0.9 percent increase from FY 2024. Approximately 63 percent of overtime is allocated to the Police Department.

Benefits increased by \$1.5 million or 9.8 percent from FY 2024. City-covered benefits for FY 2025 include: allowances, disability pay, retirement, health and dental insurance (including post employment benefits), and life insurance. Each benefit is described in more detail:

- Disability pay was kept relatively steady at \$56,370 for FY 2025. This category will experience reductions over time due to the phasing out of income protection plan (IPP) participants when they reach normal retirement age. For FY 2025 only one IPP participant remains and a new long-term disability program is 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 2025, the city's General Fund contribution to the DB plan equals \$4.6 million (\$5.6 million for all funds), which is an increase of 15.9 percent from FY 2024. After the city contributes the required amount in FY 2025, the funded ratio for the pension plan is projected to equal 83.8 percent and will continue to increase over the forecasted period.

For the Thrift plan, the city matches employees' contributions with 50 cents for every dollar contributed by the employee; employees must elect to contribute between 1 and 5 percent of their salary. The FY 2025 budget for the city's match increased by 6.7 percent to \$778,300 in the General Fund (\$987,750 for 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 4.2 percent to \$282,260 for FY 2025.

- Health insurance increased by 12.5 percent in the General Fund from FY 2024 to FY 2025. 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 2024, the city decreased its cost-share contribution from 84 percent to 82.5 percent for plans under one health insurance provider to move towards realigning the traditional 80 percent cost-share structure. The FY 2025 budget assumes that the city cost-share will return to 80 percent for calendar year 2025.

The forecast assumes an annual increase of 7 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 430.1 FTEs budgeted across all funds to receive health benefits in FY 2025.

In addition to health insurance, the city further subsidizes employees' health costs by contributing \$300 to \$900 per year if they successfully complete a voluntary health assessment. This is an increase from the previous years and is intended to improve program participation while better aligning the subsidy with comparable programs in the region.

- Dental insurance remained relatively consistent, at \$136,050 for FY 2025. 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 435.9 FTEs budgeted across all funds to receive dental benefits in FY 2025.



- 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 annual actuarially determined contributions to the Trust. For FY 2025, 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 \$29,670 to \$148,930 from FY 2024 to FY 2025.
- Allowances include cell phone, car, meal and shoe allowances, and language stipends that vary by department. This category of expenses remained relatively flat at \$167,780 (\$210,820 for all funds) for FY 2025. There are 207.8 FTEs budgeted to receive allowances in FY 2025 (298.4 FTEs for all funds).
- Consistent with the adopted FY 2024 budget, the adopted FY 2025 budget does not include the 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 2025 this program will be considered if there are available reserves or personnel savings.

Operating Costs

This category is made up of contractual services and commodities. The overall operating budget increased by 3.4 percent from \$19.7 million to \$20.4 million from FY 2024 to FY 2025. Contractual services increased by 14.8 percent or \$1.7 million to \$13.3 million in FY 2025. This category is mostly comprised of contracts or consultants that support planning, technology, parks, and facilities. The largest increases from FY 2024 to FY 2025 were \$1.2 million for software maintenance and subscriptions and \$463,220 for contract services. The software maintenance and subscription increases reflect inflationary increases to contracts and a shifting of items from capital projects into the operating budget. The increase to contract services includes funding for one-time repairs and increased funding for the contractual costs associated with increased redlight camera citations.

The overall commodities category decreased by 12.8 percent to equal \$7.1 million in FY 2025. 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 decrease in this category is for electricity which is expected to decrease by \$1.5 million. This reduction corrects the consultant overestimations made for FY 2024. The decrease in electricity is partially offset by increases to furniture and equipment, uniforms and personal protective equipment, and program supplies. Also included in this category is the \$350,000 General Fund contingency account. This balance will provide support for unanticipated needs during the year and complies with the city's Financial Management Policies.

Capital Outlay

This category decreased by \$162,230 from FY 2024 and equals \$3.5 million for FY 2025. The significant changes include reduced vehicle replacements (see the Supplemental Information for a list of budgeted vehicle replacements) and the addition of a subscription based IT arrangement (SBITA) inception expenditure which is offset by an equal SBITA inception revenue, in accordance with GASB 96. 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 \$1.6 million to \$5.2 million for FY 2025, primarily consists of community organization and caregiver agency grants, vehicle and equipment leases, and SBITA expenses. The FY 2025 budget incorporates a 2.8 percent inflationary adjustment to the base for caregiver grants and reflects adjustments to community organization grants, as requested by the Mayor and Council. The FY 2025 budget includes a \$1.4 million contribution to Rockville Economic Development, Inc. (REDI) which includes increased funding for planned programming, a branding project, and operations. 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.

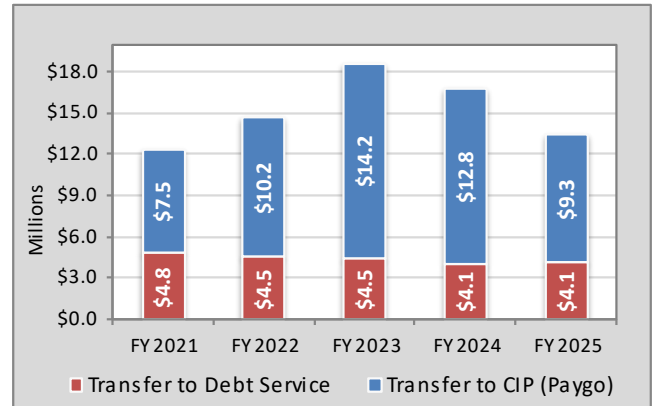


CIP Transfer

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 2025 budget includes a transfer of \$9.3 million, which is \$100,000 higher than the FY 2024 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 \$9.3 million in FY 2026 and \$9.4 million in FY 2027 through FY 2029. 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 2021 – FY 2024 Paygo transfers include budget amendments)



Debt Service Transfer (included in Transfers Out)

The Debt Service Fund transfer equals \$4.1 million in FY 2025 and will remain between \$2.7 million and \$3.3 million over the forecast period based on estimated debt service schedules. A taxpayer-supported bond issue is planned for FY 2025 to support several capital projects, and one additional taxpayer-supported bond issue is anticipated for FY 2029. 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 2024 to adopted FY 2025. The departments with the largest changes (above 5 percent) include the Mayor and Council, City Manager, CPDS, Finance, Information Technology, Police, Public Works, and Non-Departmental. The cause for the change in the FY 2025 General Fund expenditure budget varies by department. Items outside of routine personnel adjustments and benefits ($\geq$ \$30,000) are described below:

- Mayor & Council – reductions for 2023 election costs (-\$193,560) and library parking validation (-\$50,000); increases for new 0.5 FTE position
- City Manager – reductions for 2023 election costs (-\$79,930), community survey (-\$60,000), offset by increases in funding to REDI (\$98,630) and the Rockville Volunteer Fire Department (\$67,000), and operating cost impacts of the emergency operations center (\$61,260)
- CPDS – increases for 2.0 FTE positions; reductions in funding to Peerless Rockville (-\$35,000)
- Finance – increases for new 0.5 FTE position
- Information Technology – increases for 2.0 FTE positions (one previously unfunded), operating cost impacts from capital projects (\$729,630), software and subscription increases (\$188,150), annual security enterprise license (\$339,000)
- Police – increases for 6.0 FTEs, including associated vehicle leases and equipment; contractual increases for redlight camera citation activity (\$176,340)
- Public Works – reductions for planned vehicle replacements (-\$689,600) and electricity (-\$939,670); increases for new 1.0 FTE position

General Fund Expenditures by Department

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	% Change from FY24
Mayor & Council	827,267	1,255,730	1,117,620	-11.0%
City Attorney	1,417,243	1,605,910	1,682,590	4.8%
City Manager	6,646,866	7,042,710	7,483,350	6.3%
CPDS	6,263,846	7,145,770	7,763,290	8.6%
Finance	2,399,456	2,487,060	2,691,520	8.2%
HCD	2,803,263	2,988,160	3,113,090	4.2%
HR	2,133,708	2,368,360	2,397,910	1.2%
IT	4,562,635	5,574,920	7,388,130	32.5%
Police	12,056,572	12,986,780	14,803,460	14.0%
Public Works	9,023,726	12,420,930	11,677,110	-6.0%
Rec. & Parks	25,277,007	28,211,610	28,994,180	2.8%
Non-Depart.	26,379,409	17,537,610	19,899,600	13.5%
Total (\$)	99,790,998	101,625,550	109,011,850	7.3%



- Non-Departmental – transfers change annually based on the requirements of each city Fund. There were increases in transfers to the CIP (\$100,000), Debt Service Fund (\$80,000), and Parking Fund (\$180,000). In addition to transfers, the city introduced new SBITA expenditures in accordance with GASB 96 (\$2.2 million)

For more details on the “Significant Changes from FY 2024 to FY 2025” budgets, please refer to the individual department pages under the Operating Departments section of this document.

Enterprise Funds

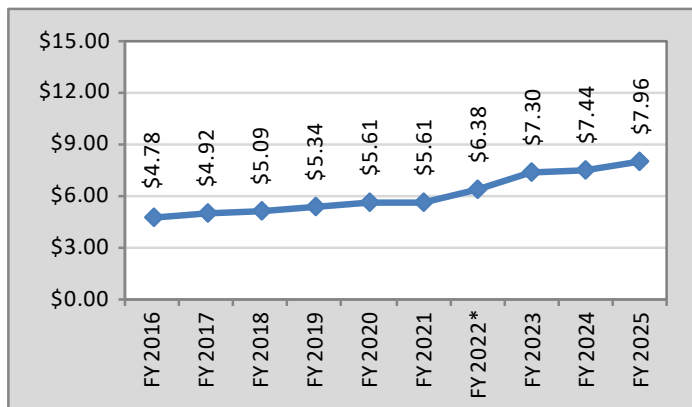
The Water, Sewer, Refuse, Stormwater Management, and Parking funds make up 29.9 percent or \$50.4 million of the FY 2025 adopted budget. These funds support major city operations and capital improvements and infrastructure, and operate like private businesses, where fees and charges are set to fully 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

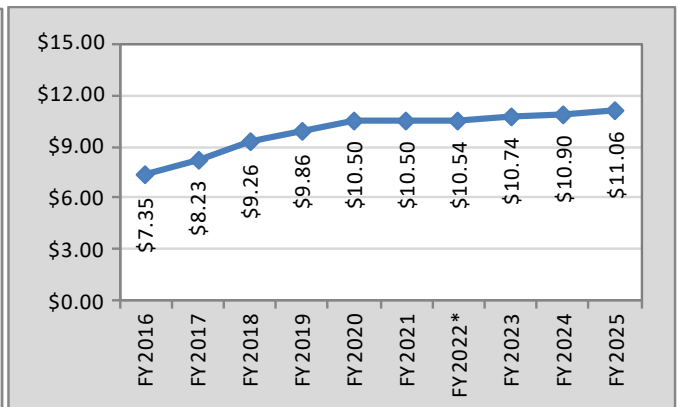
The city provides water service to 70 percent of the city, or approximately 13,000 accounts. All Rockville customers pay a usage charge and a fixed ready-to-serve charge. The fixed ready-to-serve charge is necessary in order to support a system with significant fixed costs. The water rate structure is 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 this rate structure 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 is set to equal \$24.76 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 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.

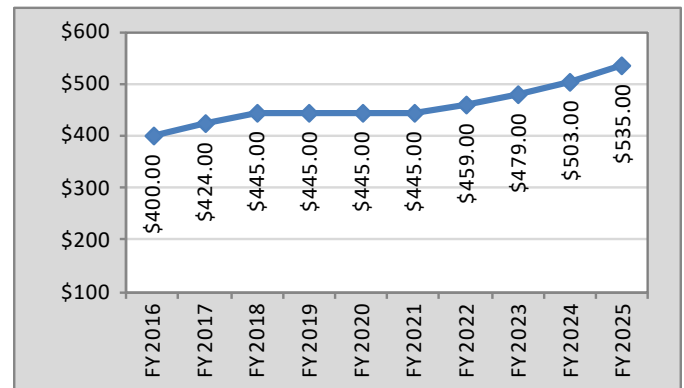
The rates shown in the chart on the previous page represent the usage charge per 1,000 gallons. Rockville also imposes a ready-to-serve charge that is set to equal \$18.75 per single-family property per quarter. A complete listing of the adopted water and sewer rates for FY 2025 can be found in the Supplemental Information section of this budget document and on the city's website. These rates were developed as part of a formal utility rate study conducted in FY 2024 which included updates to the financial model and an evaluation of the cost of water and sewer service. This study focused on a long-term plan that would promote the compliance of these funds with the city's financial policies.

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 \$535 for FY 2025. The adopted rate represents an increase of 6.4 percent or \$32 over the FY 2024 adopted rate.

There is \$741,022 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 more safely 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.

History of Annual Refuse Rates

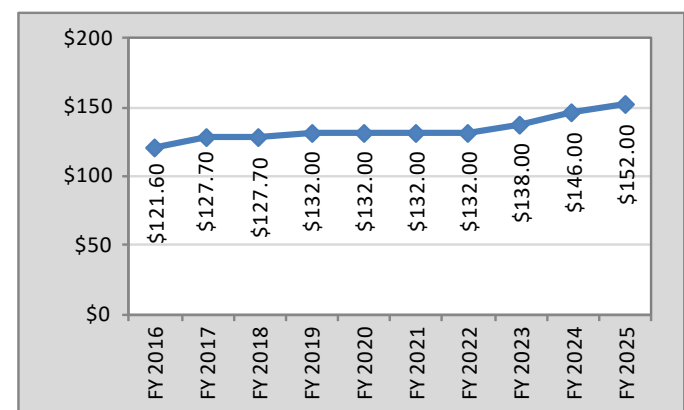


Stormwater Management Fund

The Stormwater Management (SWM) Fund accounts for the financial activity associated with maintaining existing SWM facilities and the construction of new facilities. For FY 2025, all residential and commercial properties in the city are set to pay \$152 per equivalent residential unit (ERU) per year, which is \$6 more than the FY 2024 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



For the Stormwater Management Fund to remain in compliance with the current Financial Management Policies, the forecast assumes increases averaging 4.3 percent each year starting in FY 2026. 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.



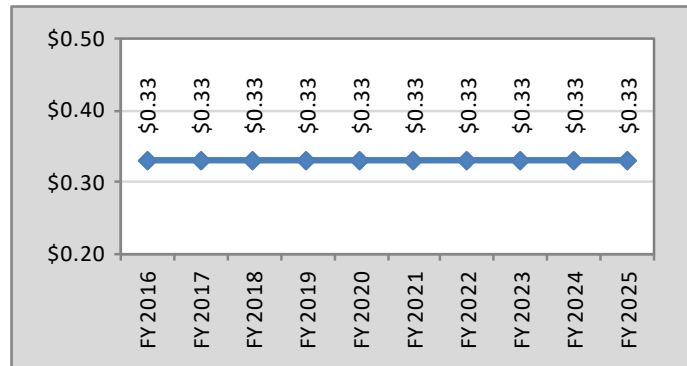
The FY 2025 budget for the Parking Fund continues the leasing of the Town Square parking garage operations to the commercial owner of Town Square. The city entered an agreement in FY 2012 that enables the Town Square owner to manage, operate, and re-equip the garages under a long-term lease, which is 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 2025. 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 2025. The tax revenue has decreased over time due to the reduction in the property assessed values of the commercial space in the Town Square.

The adopted FY 2022 budget included funding for solar powered 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 2025 budget includes a transfer from the General Fund to the Parking Fund of \$1.2 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 \$1.2 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



Capital Improvements Program (CIP)

The FY 2025 adopted CIP budget includes new appropriations of \$34.5 million to address the priorities of the Mayor and Council and residents of Rockville. This new funding combined with prior year carryover funding of \$85 million, supports a total of 48 capital projects in FY 2025. There are three new projects presented in the FY 2025 through FY 2029 capital budget, which are listed here along with a basic description (note: not all new projects are funded or are scheduled for FY 2025). More information, including the total budget and timeline, can be found on the individual project sheets in the CIP Projects section of this document.

- **West Gude Drive Bridge Repair (TA25)** – This project repairs the West Gude Drive bridge over I-270. These improvements will increase the structure's longevity and load carrying capacity.
- **Maintenance Complex Emergency Generator Replacement (RA25)** – This project funds the design and installation of an emergency generator replacement for the Rothgeb Maintenance Complex.
- **Talbott Street Park (RB25)** – This project funds the demolition and removal of an existing water tower and includes funding for the design and construction of a park on the city-owned 0.5 acre property. 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 nearby multifamily complexes.

The CIP budget is funded by various sources, including paygo, grants, and proceeds from the issuance of loans and general obligation bonds. For FY 2025, staff anticipates the issuance of \$12.9 million in new general obligation bonds for the F. Scott Fitzgerald Theatre ADA Improvements (RA20), Lincoln Park Community Center Improvements (RA22), and Outdoor Recreation Pool Renovations (RC18) projects. In addition, staff anticipates the issuance of \$14 million in enterprise debt to support multiple capital projects in the Water and Sewer funds. An additional \$5.1 million loan from the Maryland Department of the Environment (MDE) Drinking Water State Revolving Fund (DWSRF) will support Water Main Rehab &



Improvement (UD21) in FY 2025. In addition to loans, the DWSRF program has also provided a \$1 million grant for a project within a disadvantaged community census tract. Other grants and federal earmarks are reflected in the FY 2025 adopted budget and are detailed on each project sheet. 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 borrowing 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 2025, a total of \$995,250 is added to the operating budget as a result of seven 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 2025 Budget Process – In September 2023, 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 workbooks to each department. Also in September, the community budget priorities survey was released for community feedback. Like last year, the survey was made available in five different languages. In November 2023, the Mayor and Council held the first budget public hearing to get additional feedback from the community on their budget priorities for FY 2025. Internally, during the months of October and November, departments prepared their budget requests for the City Manager’s consideration.

In November 2023, the newly elected Mayor and Council received a presentation on the FY 2025 budget process, discussed the budget calendar, and received the first interim report for the community budget priorities survey. In December 2023, the Mayor and Council participated in a discussion on FY 2025 budget priorities. Video recordings of Mayor and Council meetings can be accessed at www.rockvillemd.gov/agendacenter. Following the public discussion of Mayor and Council priorities, city departments made their final budget requests. The timing of the final submissions helped to ensure the alignment of the proposed budget with the budget priorities identified by the Mayor and Council.

In January 2024, 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 February, Budget staff assembled the City Manager’s funding recommendations into his proposed FY 2025 Operating Budget and CIP.

The proposed budget document was presented to the Mayor and Council on March 4, 2024, 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 participated in three budget worksessions between March and April to discuss and finalize the budget prior to budget adoption. The Mayor and Council adopted the budget ordinances and resolutions that set funding levels, tax rates, and utility rates for FY 2025 on May 6, 2024.

In addition to the process as outlined above, in May 2023, the City Manager’s Office solicited requests from the entire Rockville community, including neighborhood and homeowner associations, for CIP projects. These “Propose-A-Project” requests were included as public testimony and included with the first budget public hearing. Also for FY 2025, the city continued the process of prioritizing CIP projects supported by the Capital Projects Fund. The City Manager used the internal prioritization findings to inform his recommended funding levels for the projects in the FY 2025 – FY 2029 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 2025 Budget Process: September 2023 - July 2024					
	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		Online Community Budget and Priorities Survey available (9/1) Propose-A-Project budget submissions due (9/15)
OCT	Internal Budget Kickoff for Staff (10/5)				
NOV	Departments develop operating and capital budget requests			Budget Process and Timeline Presentation (11/20)	Budget Public Hearing #1 (11/20)
	Review and analyze all budget requests; Manage internal CIP prioritization process	Participate in internal CIP prioritization process			
DEC				Budget Priorities Discussion (12/4)	
JAN	City Manager and Finance staff review all budget information and budget requests with City departments.				
			City Manager makes funding recommendations		
	Staff and Consultants conduct Utility Rate Briefings for M&C				
FEB	Preparation of Proposed Budget Book				
	Conduct Budget Preview Briefings for M&C		Conduct Budget Preview Briefings for M&C		
MAR	Distribution of Proposed Budget Book (3/1)		Presentation of FY 2025 tax rates, appropriation levels, and utility rate resolutions and ordinances (3/4)	Introduction of FY 2025 tax rates, appropriation levels, and utility rate resolutions and ordinances (3/4)	Comments from the Financial Advisory Board
	Preparation of budget information, including Mayor and Council follow-up information for worksessions, appropriation levels and tax rates, and utility rate resolutions and ordinances			Budget Worksession #1 (3/18)	Budget Public Hearing #2 (3/18)
APR				Budget Worksession #2 (4/8) Budget Worksession #3 (4/15)	Budget Public Hearing #3 (4/8) Close of Survey & Budget Public Record (4/15)
MAY	Preparation of Adopted Budget Book		Presentation of final tax rates, appropriation levels, and utility rate resolutions and ordinances (5/6)	Adoption of tax rates, appropriation levels, and utility rate resolutions and ordinances (5/6)	
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 priorities 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

In February 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. For the FY 2025 budget process, a total of three budget public hearings were held, including one which was held on November 20, 2023. Two additional public hearings were held on March 18, 2024 and April 8, 2024. 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 and Council and city staff 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 2025 survey is the second year of that the survey includes 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 the 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 more targeted outreach efforts are needed in certain communities to obtain more balanced and representative feedback. The FY 2025 survey was available in five languages, including English, Spanish, simplified Chinese, French, and Korean.

For the FY 2025 budget process, the Community Budget Priorities Survey was released on September 1, 2023 and remained available for responses until the close of the public record, on April 15, 2024. Interim reports of survey responses were shared with the Mayor and Council as part of each of the budget public hearings and a final summary of survey responses was shared alongside the budget adoption. To reach as many people as possible, the city employed a variety of outreach methods, such as including the survey information in Rockville Reports, various Rockville social media accounts, and 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, and provided to community partners to help maximize awareness and engagement.

Community Propose-A-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 and publicizes the Propose-A-Project process. For the FY 2025 process, staff engaged the general community and Rockville neighborhood and homeowners' associations in May 2023 encouraging them to submit ideas for consideration in the FY 2025 – FY 2029 CIP development process. Each submission received was included in the public record as public testimony related to the budget and was reviewed by staff.



Changes Between Proposed and Adopted Budgets

Operating – The City Manager's proposed budget serves as a starting point for the Mayor and Council and residents to discuss the city's priorities and funding allocations for the upcoming fiscal year. Many changes are discussed at the public budget worksessions and occur between the proposed and adopted budgets in March and April of each year prior to adoption in May. All changes between the FY 2025 proposed and adopted budgets are detailed below by fund and department.

General Fund

Total Proposed Expenditures	\$109,668,850
Mayor and Council	
Personnel updates	80
City Attorney	
Personnel updates	(39,070)
City Manager's Office	
Personnel updates	9,130
Add one-time vehicle funds for RVFD	65,000
Increase funding for Main Street Connect	4,000
Increase funding for Montgomery College	5,000
Eliminate funding for CASA	(4,250)
CPDS	
Personnel updates	(65,770)
Add 1.0 FTE Administrative Assistant	83,800
Remove temp funding due to new FTE	(30,000)
Equipment for new Admin. Assistant	480
Reduce Peerless Rockville funding	(35,000)
Finance	
Personnel updates	(1,230)
Audit contract savings	(15,830)
Adjust property tax billing estimate	(15,750)
Housing and Community Development	
Personnel updates	(4,200)
Human Resources	
Personnel updates	260

Information Technology	
Personnel updates	35,550
OCI adjustment	116,680
Security software increase	42,970
IT equipment for new CPDS position	3,340
Police	
Personnel updates	(15,070)
Public Works	
Personnel updates	22,380
Adjust vehicle replacement funding	(229,500)
Recreation and Parks	
Personnel updates	(92,870)
Non-Departmental	
Personnel updates	2,870
Remove leave buyback	(350,000)
Adjust SBITA estimate	(150,000)
Total Adopted Expenditures	\$109,011,850
Total Proposed Revenues	
\$109,668,850	
Police	
Move County funding for Police Officers	(805,000)
Non-Departmental	
Move County funding for Police Officers	805,000
Reduce County tax duplication	(587,000)
Total Adopted Revenues	\$109,081,850

Special Activities Fund

Total Proposed Expenditures	\$1,354,290
City Manager's Office	
Art in Public Architecture programming	36,000
Art in Public Places programming	22,580
Total Adopted Expenditures	\$1,412,870

Speed Camera Fund

Total Proposed Expenditures	\$1,305,910
Police	
Personnel updates	20
Total Adopted Expenditures	\$1,305,930



Water Fund

Total Proposed Expenses	\$15,819,860
Finance	
Personnel updates	(14,030)
Public Works	
Personnel updates	(32,980)
Non-Departmental	
Debt service adjustment	55,000
Total Adopted Expenses	\$15,827,850

Refuse Fund

Total Proposed Expenses	\$8,911,060
Public Works	
Personnel updates	(8,300)
Total Adopted Expenses	\$8,902,760

Parking Fund

Total Proposed Expenses	\$2,089,560
Police	
Personnel updates	7,120
Total Adopted Expenses	\$2,096,680

Sewer Fund

Total Proposed Expenses	\$15,186,870
Public Works	
Personnel updates	(11,870)
Total Adopted Expenses	\$15,175,000

Stormwater Management Fund

Total Proposed Revenues	\$7,289,220
Non-Departmental	
New MDE grant revenue	30,130
Total Adopted Revenues	\$7,319,350
Total Proposed Expenses	\$7,047,100
Public Works	
Personnel updates	10,710
Total Adopted Expenses	\$7,057,810



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 March 2024 are detailed below by project.

Transportation Program Area

- Bridge Rehabilitation (TB21) – After the proposed budget was prepared condition assessments showed that the West Gude Drive Bridge would require a much larger repair than initially thought. As a result, the initial \$500,000 approved for this repair on an FY 2024 budget amendment was transferred to a new discrete project, West Gude Drive Bridge Repair (TA25), to provide greater transparency and facilitate opportunities for federal grant funding.
- Pedestrian and Bicycle Safety (TD21) – After the proposed budget was prepared this project received an additional \$312,000 supported by grant revenues added through a budget amendment, as well as a transfer of \$75,000 from a completed project, Town Center Road Diet (TB22), to fund additional safety improvements.
- Twinbrook Pedestrian/Bicycle Bridge (TC22) – The city received a \$568,000 federal grant award for this project, which was added as a new FY 2025 appropriation.

Stormwater Management Program Area

- Storm Drain Analysis and Spot Repair: Potomac Woods (SB23) – This project received a \$900,000 federal earmark, which was added as a new FY 2025 appropriation. The FY 2026 planned appropriation was reduced by this same amount, keeping the project total the same.

Utilities Program Area

- Sewer Rehab & Improvement (UC21)– This project received a \$500,000 federal earmark, which replaced a portion of the proposed new FY 2025 appropriation, keeping the project total the same.
- Water Main Rehab & Improvement (UD21) – This project received a \$959,752 federal earmark, which was added to the new FY 2025 appropriation. The FY 2026 planned appropriation was eliminated, and the FY 2027 planned appropriation was reduced, keeping the project total the same.

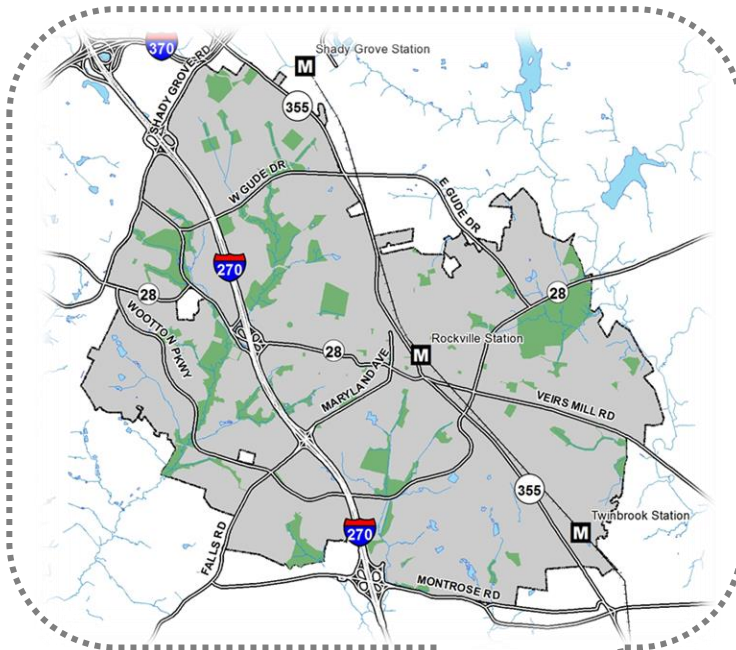
General Government Program Area

- Data Center and Disaster Recovery Infrastructure Replacement (GB21) – This project's total budget decreased due to moving some components to the operating budget. The operating cost impact (OCI) was also adjusted based on updated estimates.
- Maintenance and Emergency Operations Facility Improvements (GD19) – Additional funding was added to this project through a budget amendment after the introduction of the proposed budget, and a federal earmark of \$592,500 was added as a new FY 2025 appropriation. The OCI was also adjusted based on updated estimates.

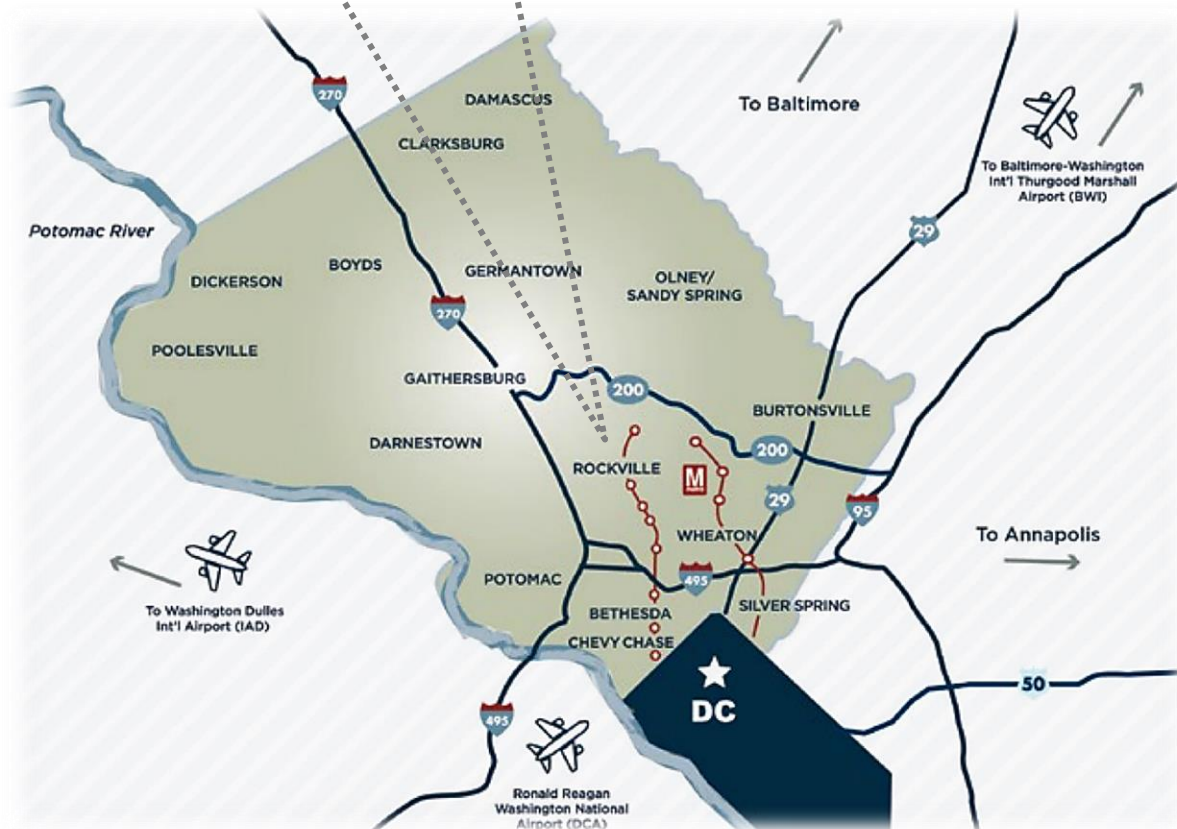


Rockville Community Profile

Location of the City of Rockville



Rockville is a 13.5 square mile city of approximately 70,900 residents located in south central Montgomery County, Maryland, approximately twelve miles northwest of Washington, DC, and 35 miles southwest of Baltimore. Rockville is bisected from the north by Interstate 270 and from the east by Maryland Route 28. Rockville enjoys rail service from MARC, in addition to two stations on the DC Metro Red Line—Twinbrook and Rockville—plus the Shady Grove station just north of the city. A large portion of the I-270 Technology Corridor's BioTech Industry Cluster is located in the city.



Map courtesy of visitmontgomery.com



History of Rockville

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

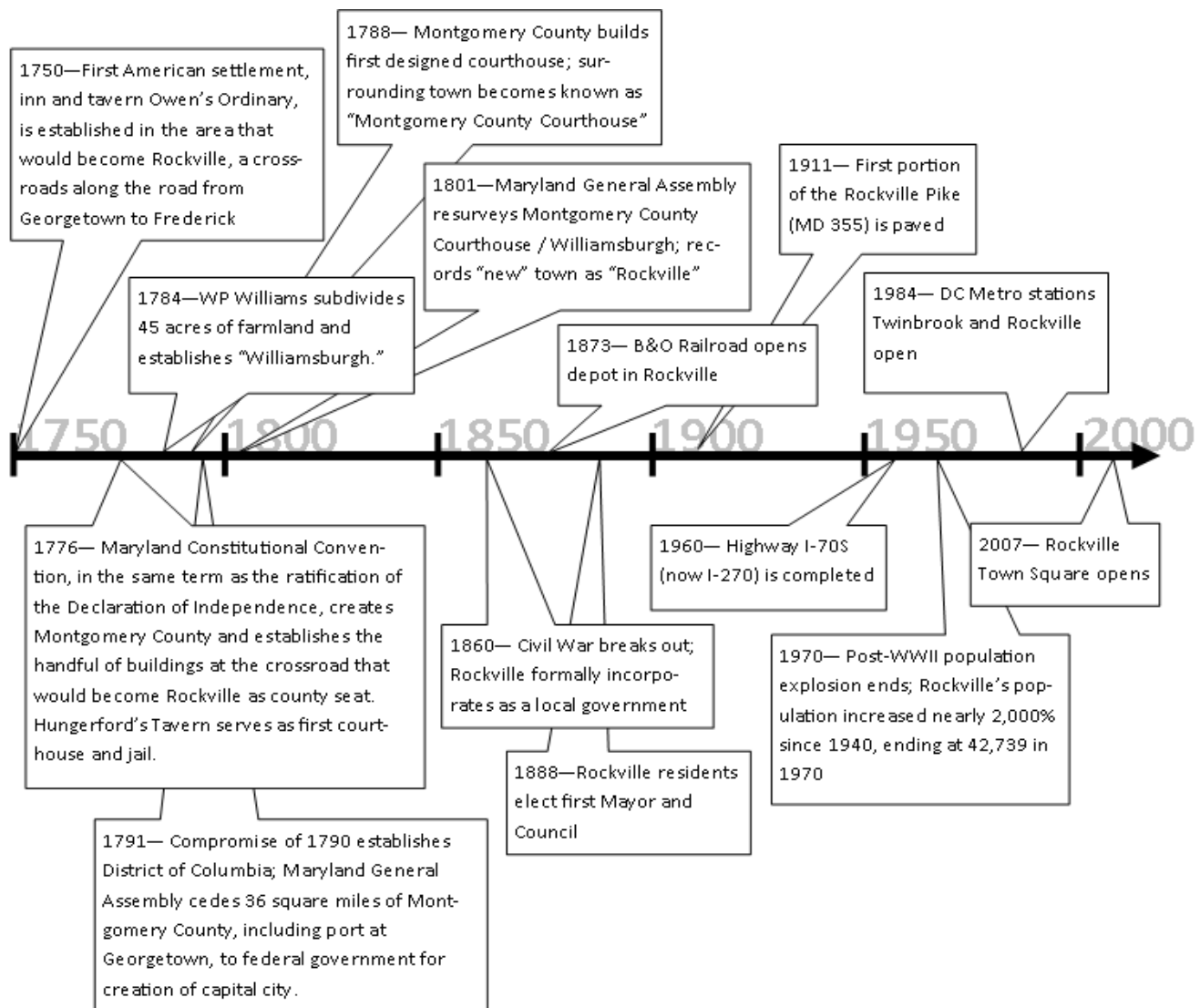


electricity, telephones, indoor bathrooms, a sewage system, trolley cars, a town park, and street trees were all installed for the first time. The population of Rockville grew to approximately 1,500 residents in the early 1930s.

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 67,142, as of the 2022 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





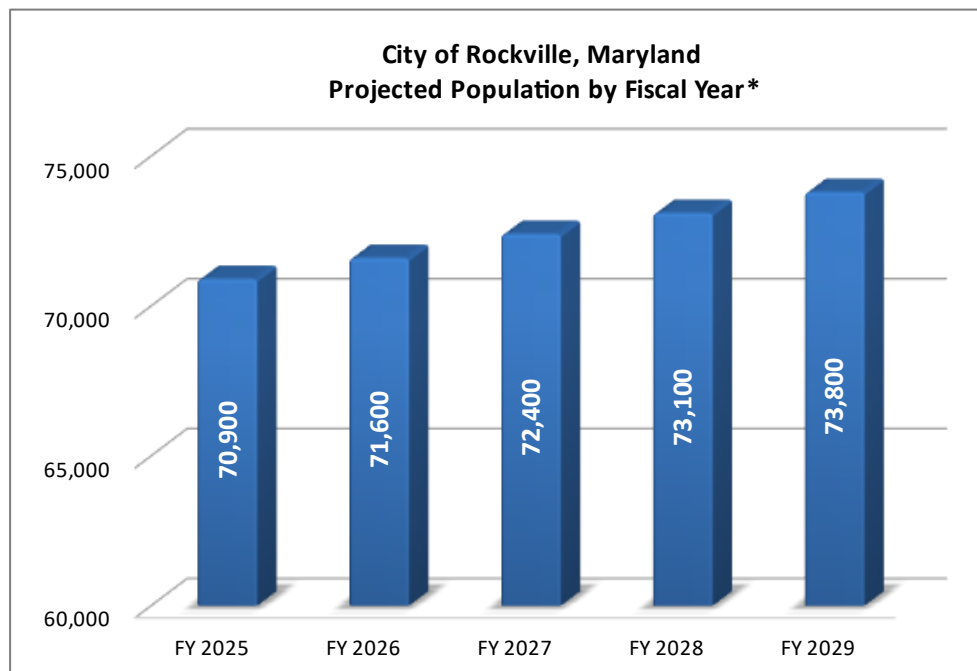
The City of Rockville Today

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 six councilmembers all elected at large for four year terms. The most recent election was held in November 2023.

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 2022 American Community Survey 5-Year Estimates, unless noted.

Population 67,142

Age Composition (%)

Under five years	5.3%
Five to nine years	5.5%
10 to 14 years	6.2%
15 to 19 years	5.3%
20 to 24 years	6.3%
25 to 34 years	15.0%
35 to 44 years	14.2%
45 to 54 years	12.9%
55 to 64 years	11.5%
65 to 74 years	8.6%
75 to 84 years	6.5%
85 years and older	2.7%

Highest Educational Attainment, 25 years old + (%)

Less than 9 th grade	3.4%
9 th to 12 th grade, no diploma	3.7%
High school (includes GED)	10.9%
Some college, no degree	12.4%
Associate's	4.6%
Bachelor's	27.6%
Graduate or professional degree	37.5%

Racial Composition (%)

<i>One race</i>	91.7%
White	49.5%
Black or African American	10.0%
Chinese American	9.5%
Indian American	4.8%
Philippine American	1.7%
Korean American	2.6%
Other Asian American	4.0%
Native American	0.3%
Other race	9.4%
<i>Two or more races</i>	8.3%
Hispanic or Latino (of any race)	17.5%

Gender (%)

Male	51.7%
Female	48.3%

Household Income (%)

Less than \$10,000	3.7%
\$10,000 to \$14,999	2.4%
\$15,000 to \$24,999	3.6%
\$25,000 to \$34,999	3.3%
\$35,000 to \$49,999	5.9%
\$50,000 to \$74,999	10.5%
\$75,999 to \$99,999	10.6%
\$100,000 to \$149,999	20.8%
\$150,000 to \$199,999	14.5%
\$200,000 and above	24.7%
Median household income	\$122,470
Mean household income	\$151,301

Unemployment Rate (%) 3.6%

Poverty Rate (%) 8.3%

Health Insurance Rate (%)

With health insurance	94.5%
Without health insurance	5.5%

Principal Employers

Montgomery County Government	5,165
Montgomery County Board of Education	2,500
Montgomery College	2,000
Westat, Inc.	1,750
Northwestern Mutual Life Insurance Co.	623
Lockheed Martin Information Systems	565
City of Rockville	501
Choice Hotels International	500
Quest Diagnostics Incorporated	500

(City of Rockville, Fiscal Year 2023 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. This budget document complies with all relevant financial management policies. Compliance with fund-specific policies is shown in the Financial Summaries section of this document.

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. This is the only area where the basis of budgeting differs from the basis of accounting in the city's audited financial statements.

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 calculation. This 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 Field Services, Facilities Maintenance Services, Horticultural Services, Park Maintenance Services, Trails and Open Spaces Services, Senior Center Operations, Senior Citizen Support Services, Special Events, and Urban Forestry Maintenance.

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: community recreation facilities, out-of-school time enrichment programs, teen and skate park programs, and senior recreation.

The following Recreation and Parks cost centers are included in this tier: Croydon Creek Nature Center, Lincoln Park Community Center, Out-of-School Time Enrichment, 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: arts, camps, Civic Center, and sports programs.

The following Recreation and Parks cost centers are included in this tier: Arts, 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 and childcare.

The following Recreation and Parks cost centers are included in this tier: Childcare 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 significant 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.

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 \$1,562. 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. The independent audit contract term will be five years with no more than two one-year optional renewals. 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/policies.

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 May 2024. 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 (Updated Draft Plan was released April 2024)

Pedestrian Master Plan

As recommended by the Vision Zero Action Plan and the Rockville Comprehensive Plan, the Department of Public Works developed a Pedestrian Master Plan, which was adopted by the Mayor and Council on October 30, 2023. This plan provides an overview of the pedestrian network and identifies 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 Pedestrian and Bicycle Safety (TD21) and Sidewalks (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. 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.

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.



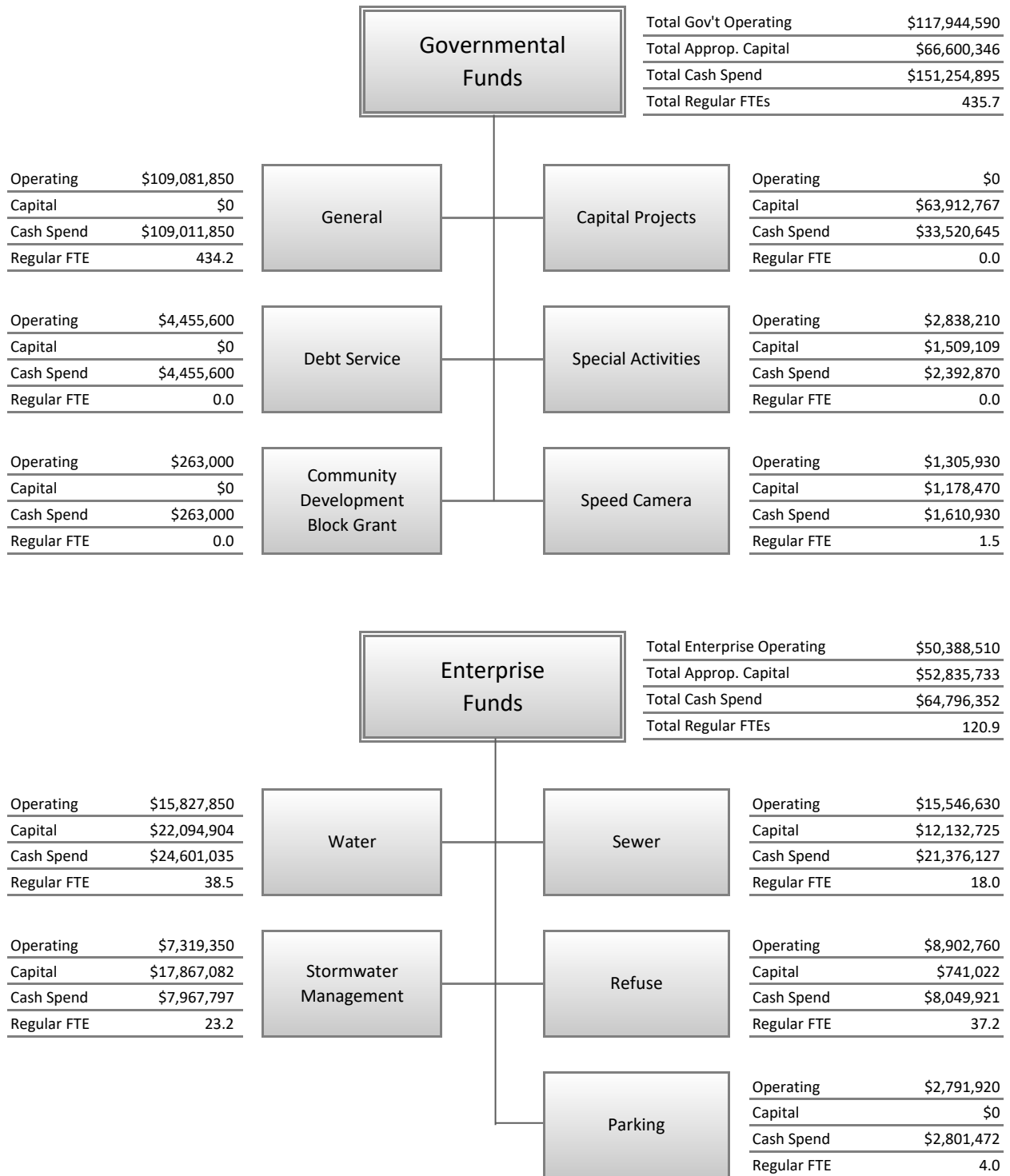
Watershed Management Plans

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 2023 through FY 2025. For FY 2024 and FY 2025 the city will have 10 operating funds due to the closure of the RedGate Golf Course Fund at the end of FY 2023. 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. While the budget document displays information for all funds, the General Fund, Debt Service Fund, Capital Projects Fund, Water Fund, Sewer Fund, Parking Fund, and Stormwater Management Fund are considered major funds for accounting purposes.

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.

Enterprise funds 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 through FY 2025 the city's enterprise funds include the Water, Sewer, Refuse, Parking, and Stormwater Management funds. The RedGate Golf Course fund is included in FY 2023, and was closed at the end of FY 2023 when all outstanding debt was retired.

Consolidated Financial Summary: All Operating Funds by Type

	FY 2023 Actual			FY 2024 Adopted			FY 2025 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	46,053,556	110,606	46,164,162	46,950,000	110,600	47,060,600	49,060,000	110,600	49,170,600
Other Gov't.	32,462,175	319,327	32,781,502	33,574,330	321,000	33,895,330	35,677,580	355,530	36,033,110
Fines/Forfeitures	1,514,493	495,772	2,010,265	2,853,000	434,980	3,287,980	3,009,700	450,000	3,459,700
Use Money/Prop.	2,820,799	1,485,228	4,306,027	2,304,020	257,920	2,561,940	2,754,460	962,800	3,717,260
Charges for Serv.	8,312,957	39,398,294	47,711,251	7,771,510	42,458,330	50,229,840	8,028,340	42,831,250	50,859,590
Licenses/Permits	3,362,522	934,166	4,296,688	4,139,530	287,000	4,426,530	4,789,710	523,000	5,312,710
Other Revenue	9,991,563	1,218,107	11,209,670	7,305,240	956,370	8,261,610	9,731,370	897,170	10,628,540
Total Revenue	104,518,065	43,961,500	148,479,565	104,897,630	44,826,200	149,723,830	113,051,160	46,130,350	159,181,510
Transfers In	4,619,730	1,502,460	6,122,190	4,256,310	1,412,670	5,668,980	4,316,900	1,606,010	5,922,910
Total Resources	109,137,795	45,463,960	154,601,755	109,153,940	46,238,870	155,392,810	117,368,060	47,736,360	165,104,420
Use of Reserves	34,416	933,012	967,428	-	1,851,260	1,851,260	576,530	2,652,150	3,228,680
Total (\$)	109,172,211	46,396,972	155,569,183	109,153,940	48,090,130	157,244,070	117,944,590	50,388,510	168,333,100
<i>Expenses</i>									
Personnel	55,903,213	12,389,926	68,293,139	60,218,550	13,500,840	73,719,390	65,173,970	14,193,720	79,367,690
Operating	16,048,497	11,073,149	27,121,646	21,365,230	11,844,650	33,209,880	22,516,480	12,276,750	34,793,230
Capital Outlay	5,199,927	1,865,043	7,064,970	3,988,590	1,038,270	5,026,860	3,813,030	2,139,950	5,952,980
Administrative	179,200	4,163,900	4,343,100	180,500	4,426,700	4,607,200	186,800	4,845,300	5,032,100
Other	5,214,490	11,504,312	16,718,802	3,881,140	11,957,780	15,838,920	5,720,290	12,271,050	17,991,340
Total Oper. Exp.	82,545,327	40,996,330	123,541,657	89,634,010	42,768,240	132,402,250	97,410,570	45,726,770	143,137,340
Principal	3,705,374	-	3,705,374	3,247,000	-	3,247,000	3,377,600	-	3,377,600
Interest	766,052	3,027,638	3,793,690	635,500	2,895,050	3,530,550	808,000	2,963,500	3,771,500
CIP Transfer	14,207,000	-	14,207,000	9,200,000	-	9,200,000	9,300,000	-	9,300,000
Transfers Out	5,887,165	352,160	6,239,325	5,309,130	359,850	5,668,980	5,553,080	369,830	5,922,910
Total Use	107,110,918	44,376,128	151,487,046	108,025,640	46,023,140	154,048,780	116,449,250	49,060,100	165,509,350
Add. to Reserves	2,061,293	2,020,844	4,082,137	1,128,300	2,066,990	3,195,290	1,495,340	1,328,410	2,823,750
Total (\$)	109,172,211	46,396,972	155,569,183	109,153,940	48,090,130	157,244,070	117,944,590	50,388,510	168,333,100



FY 2025 Financial Summary: All Operating Funds

The financial summaries on the next four pages present total resources and total appropriated uses for the City of Rockville's 10 operating funds for FY 2025. The summaries offer different presentations of data including the relationships between category and fund, department and fund, and category and department. The total FY 2025 operating budget equals \$168.3 million, an increase of 7.1 percent from FY 2024.

The taxpayer-supported General Fund is the largest component, constituting 64.8 percent or \$109.1 million of the total budget. The city's four utility funds, which include Water, Sewer, Refuse, and Stormwater Management, make up 28.3 percent or \$47.6 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 2025 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 2025, 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 2026 through FY 2029 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 7 percent (includes increases of approximately 4.5 percent to salary and 7 percent increases to health benefits), increases in operating costs between 1 and 3 percent, vehicle replacements based on condition assessment and replacement schedules, changes in administrative charges per the internal model, and debt service payments and depreciation expenses consistent with current schedules and planned debt issues.

The revenue budget estimates for FY 2026 through FY 2029 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 2025 budget may be amended over the course of the year.



FY 2025 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	
Revenue											
Property Taxes	49,060,000	-	-	-	-	-	-	-	110,600	-	49,170,600
Other Gov't.	35,414,580	-	263,000	-	-	-	-	-	325,400	30,130	36,033,110
Fines/Forfeiture	2,009,700	-	-	1,000,000	-	-	-	-	450,000	-	3,459,700
Use Money/Prop.	1,679,460	1,020,000	-	20,000	35,000	147,000	170,000	20,400	215,000	410,400	3,717,260
Charges for Serv.	7,988,340	40,000	-	-	-	13,542,050	15,179,500	7,523,000	259,000	6,327,700	50,859,590
Licenses/Permits	4,789,710	-	-	-	-	-	-	-	-	523,000	5,312,710
Other Revenue	8,140,060	1,591,310	-	-	-	393,900	197,130	26,100	251,920	28,120	10,628,540
Total Revenue	109,081,850	2,651,310	263,000	1,020,000	35,000	14,082,950	15,546,630	7,569,500	1,611,920	7,319,350	159,181,510
Transfers In	-	186,900	-	-	4,130,000	369,830	-	56,180	1,180,000	-	5,922,910
Total Resources	109,081,850	2,838,210	263,000	1,020,000	4,165,000	14,452,780	15,546,630	7,625,680	2,791,920	7,319,350	165,104,420
Use of Reserves	-	-	-	285,930	290,600	1,375,070	-	1,277,080	-	-	3,228,680
Total (\$)	109,081,850	2,838,210	263,000	1,305,930	4,455,600	15,827,850	15,546,630	8,902,760	2,791,920	7,319,350	168,333,100
Expenses											
Personnel	65,008,130	540	-	165,300	-	4,622,370	2,326,550	3,789,650	328,590	3,126,560	79,367,690
Operating	20,386,740	823,230	263,000	773,510	270,000	3,728,680	4,736,340	2,424,450	144,380	1,242,900	34,793,230
Capital Outlay	3,536,360	276,670	-	-	-	752,330	414,260	845,860	-	127,500	5,952,980
Administrative	-	-	-	186,800	-	1,730,400	710,600	1,351,000	103,300	950,000	5,032,100
Other	5,227,540	312,430	-	180,320	-	3,789,070	5,597,420	487,300	894,410	1,502,850	17,991,340
Total Oper. Exp.	94,158,770	1,412,870	263,000	1,305,930	270,000	14,622,850	13,785,170	8,898,260	1,470,680	6,949,810	143,137,340
Principal	-	-	-	-	3,377,600	-	-	-	-	-	3,377,600
Interest	-	-	-	-	808,000	1,205,000	1,020,000	4,500	626,000	108,000	3,771,500
CIP Transfer	9,300,000	-	-	-	-	-	-	-	-	-	9,300,000
Transfers Out	5,553,080	-	-	-	-	-	369,830	-	-	-	5,922,910
Total Use	109,011,850	1,412,870	263,000	1,305,930	4,455,600	15,827,850	15,175,000	8,902,760	2,096,680	7,057,810	165,509,350
Add. to Reserves	70,000	1,425,340	-	-	-	-	371,630	-	695,240	261,540	2,823,750
Total (\$)	109,081,850	2,838,210	263,000	1,305,930	4,455,600	15,827,850	15,546,630	8,902,760	2,791,920	7,319,350	168,333,100



FY 2025 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	842,000	811,900	-	-	-	-	-	-	-	-	1,653,900
CPDS	5,263,330	-	-	-	-	-	-	-	-	-	5,263,330
Finance	-	-	-	-	-	-	-	-	-	-	-
HCD	463,710	1,235,250	263,000	-	-	-	-	-	-	-	1,961,960
HR	8,000	-	-	-	-	-	-	-	-	-	8,000
IT	-	-	-	-	-	-	-	-	-	-	-
Police	3,043,680	-	-	1,000,000	-	-	-	-	709,000	-	4,752,680
Public Works	768,100	350,000	-	-	-	246,050	236,800	26,000	-	929,000	2,555,950
Rec. & Parks	6,782,370	441,060	-	-	-	-	-	-	-	-	7,223,430
Non-Depart.	91,910,660	-	-	20,000	4,165,000	14,206,730	15,309,830	7,599,680	2,082,920	6,390,350	141,685,170
Total Revenue	109,081,850	2,838,210	263,000	1,020,000	4,165,000	14,452,780	15,546,630	7,625,680	2,791,920	7,319,350	165,104,420
Use of Reserves	-	-	-	285,930	290,600	1,375,070	-	1,277,080	-	-	3,228,680
Total (\$)	109,081,850	2,838,210	263,000	1,305,930	4,455,600	15,827,850	15,546,630	8,902,760	2,791,920	7,319,350	168,333,100
Expenses											
Mayor & Council	1,117,620	-	-	-	-	-	-	-	-	-	1,117,620
City Attorney	1,682,590	-	-	-	-	-	-	-	-	-	1,682,590
City Manager	7,483,350	691,580	-	-	-	-	-	-	-	-	8,174,930
CPDS	7,763,290	-	-	-	-	-	-	-	-	-	7,763,290
Finance	2,691,520	-	-	-	-	771,050	-	-	-	-	3,462,570
HCD	3,113,090	142,000	263,000	-	-	-	-	-	-	-	3,518,090
HR	2,397,910	-	-	-	-	-	-	-	-	-	2,397,910
IT	7,388,130	-	-	-	-	-	-	-	-	-	7,388,130
Police	14,803,460	-	-	909,760	-	-	-	-	421,140	-	16,134,360
Public Works	11,677,110	259,290	-	-	-	8,072,560	7,268,870	6,861,390	29,720	4,665,060	38,834,000
Rec. & Parks	28,994,180	320,000	-	-	-	-	-	-	-	-	29,314,180
Non-Depart.	19,899,600	-	-	396,170	4,455,600	6,984,240	7,906,130	2,041,370	1,645,820	2,392,750	45,721,680
Total Use	109,011,850	1,412,870	263,000	1,305,930	4,455,600	15,827,850	15,175,000	8,902,760	2,096,680	7,057,810	165,509,350
Add. to Reserves	70,000	1,425,340	-	-	-	-	371,630	-	695,240	261,540	2,823,750
Total (\$)	109,081,850	2,838,210	263,000	1,305,930	4,455,600	15,827,850	15,546,630	8,902,760	2,791,920	7,319,350	168,333,100



FY 2025 Financial Summary: All Operating Funds by Category and Department

	Mayor and Council	City Attorney	City Manager	Comm. Planning and Devel. Srv.	Finance	Housing and Community Devel.
<i>Revenue</i>						
Property Taxes	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	726,710
Fines/Forfeiture	-	-	-	1,700	-	-
Use Money/Prop.	-	-	1,503,000	-	-	-
Charges for Serv.	-	-	-	633,150	-	-
License/Permits	-	-	-	4,628,480	-	-
Other Revenue	-	-	34,000	-	-	1,235,250
Total Revenue	-	-	1,537,000	5,263,330	-	1,961,960
Transfers In	-	-	116,900	-	-	-
Total Resources	-	-	1,653,900	5,263,330	-	1,961,960
Use of Reserves	-	-	-	-	-	-
Total (\$)	-	-	1,653,900	5,263,330	-	1,961,960
<i>Expenses</i>						
Personnel	826,660	1,554,830	5,167,030	7,244,800	2,968,080	2,060,500
Operating	272,160	123,160	1,145,260	419,790	455,890	419,390
Capital Outlay	-	-	239,870	-	-	-
Administrative	-	-	-	-	-	-
Other	18,800	4,600	1,622,770	98,700	38,600	982,020
Total Oper. Exp.	1,117,620	1,682,590	8,174,930	7,763,290	3,462,570	3,461,910
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	56,180
Total Use	1,117,620	1,682,590	8,174,930	7,763,290	3,462,570	3,518,090
Add. to Reserves	-	-	-	-	-	-
Total (\$)	1,117,620	1,682,590	8,174,930	7,763,290	3,462,570	3,518,090

Note: See totals by category and additional departments on the next page.



FY 2025 Financial Summary: All Operating Funds by Category and Department

	Human Resources	Info. Technology	Police	Public Works	Recreation and Parks	Non- Depart.	Total Operating
<i>Revenue</i>							
Property Taxes	-	-	-	-	-	49,170,600	49,170,600
Other Gov't.	-	-	923,450	6,600	117,520	34,258,830	36,033,110
Fines/Forfeiture	-	-	3,458,000	-	-	-	3,459,700
Use Money/Prop.	-	-	-	350,000	45,460	1,818,800	3,717,260
Charges for Serv.	-	-	310,000	1,614,850	6,604,190	41,697,400	50,859,590
License/Permits	-	-	61,230	523,000	-	100,000	5,312,710
Other Revenue	8,000	-	-	61,500	386,260	8,903,530	10,628,540
Total Revenue	8,000	-	4,752,680	2,555,950	7,153,430	135,949,160	159,181,510
Transfers In	-	-	-	-	70,000	5,736,010	5,922,910
Total Resources	8,000	-	4,752,680	2,555,950	7,223,430	141,685,170	165,104,420
Use of Reserves	-	-	-	-	-	3,228,680	3,228,680
Total (\$)	8,000	-	4,752,680	2,555,950	7,223,430	144,913,850	168,333,100
<i>Expenses</i>							
Personnel	1,977,420	3,697,120	13,013,820	19,843,990	19,391,700	1,621,740	79,367,690
Operating	416,380	3,482,160	3,033,360	14,493,660	8,535,970	1,996,050	34,793,230
Capital Outlay	-	208,850	76,300	2,913,260	1,014,700	1,500,000	5,952,980
Administrative	-	-	-	-	-	5,032,100	5,032,100
Other	4,110	-	10,880	1,583,090	371,810	13,255,960	17,991,340
Total Oper. Exp.	2,397,910	7,388,130	16,134,360	38,834,000	29,314,180	23,405,850	143,137,340
Principal	-	-	-	-	-	3,377,600	3,377,600
Interest	-	-	-	-	-	3,771,500	3,771,500
CIP Transfer	-	-	-	-	-	9,300,000	9,300,000
Transfers Out	-	-	-	-	-	5,866,730	5,922,910
Total Use	2,397,910	7,388,130	16,134,360	38,834,000	29,314,180	45,721,680	165,509,350
Add. to Reserves	-	-	-	-	-	2,823,750	2,823,750
Total (\$)	2,397,910	7,388,130	16,134,360	38,834,000	29,314,180	48,545,430	168,333,100

Note: Totals by category include departments from the previous page.



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	6/30/24 Est. Balance	FY 2025 Revenues	FY 2025 Expenditures	6/30/25 Est. Balance	% Change
General*	23,743,951	109,081,850	109,011,850	23,813,951	0.3%
Spec. Act.**	8,223,839	2,838,210	2,392,870	8,669,179	5.4%
CDBG	-	263,000	263,000	-	N/A
Speed***	740,594	1,020,000	1,610,930	149,664	-79.8%
Debt Serv.	394,050	4,165,000	4,455,600	103,450	-73.7%
Capital	18,363,690	26,308,973	33,520,645	11,152,018	-39.3%
Total (\$)	51,466,124	143,677,033	151,254,895	43,888,262	-14.7%

* The 6/30/24 estimated balance reflects a \$1,150,410 reduction for fund balance commitments included in the adopted FY 2025 budget ordinance.

** FY 2025 Expenditures include approx. \$980,000 in capital spending.

*** FY 2025 Expenditures include approx. \$305,000 in capital spending.

Special Activities Fund: The fund balance in the Special Activities Fund will increase by 5.4 percent or \$445,340 due to an anticipated loan repayment in the Housing Opportunities Fund, offset by uses of reserves in various other programs. All accounts in this Fund are supported by specific revenue sources that are set aside for predetermined purposes. This Fund will fluctuate from year to year because in any one year the Fund may receive more revenue than it appropriates or it will spend the Fund's appropriated reserves.

Speed Camera Fund: The fund balance in the Speed Camera Fund will decrease by 79.8 percent or \$590,930 due to declining citation revenues and the projected use of reserves for the safe speed program and transportation projects. 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. Future reductions in capital project spending may be necessary if citation revenues do not improve.

Debt Service Fund: The fund balance in the Debt Service Fund is projected to decrease by 73.7 percent or \$290,600 due to the Fund's projected debt service expenditures exceeding the revenues. 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 6/30/25 balance is in compliance with the reserve target.

Capital Projects Fund: The fund balance in the Capital Projects Fund is estimated to decrease by 39.3 percent or \$7.2 million due to the city's planned use of reserves that are currently appropriated for capital projects. This is a multi-year program that continually carries a large balance from year to year. Similar to the Debt Service Fund, this Fund is balanced over a five year period, with the ultimate goal of maintaining a positive cash balance each planned year. The estimated 6/30/25 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 2025.

Water Fund: The Water Fund, although cash positive, continues to be out of compliance with the city's Financial Management Policies, which require a six month operating reserve balance. In FY 2024, the city performed a comprehensive utility rate study that evaluated the cost of water and sewer service. This study focused on a long term plan that would promote Water and Sewer funds' compliance with the city's financial policies. The adopted water rates for FY 2025 - FY 2027 are incorporated into the current forecast with a FY 2030 compliance target.

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 over the long term, but is forecasted to fall below those targets during FY 2025 and FY 2026.

Projected Changes in Cash Balance: Enterprise Funds

Fund	6/30/24 Est. Balance	FY 2025 Cash In	FY 2025 Cash Out	6/30/25 Est. Balance	% Change
Water	4,679,553	24,042,303	24,601,035	4,120,821	-11.9%
Sewer	5,954,542	21,362,046	21,376,127	5,940,461	-0.2%
Refuse	686,069	7,615,580	8,049,921	251,728	-63.3%
Parking	257,670	2,728,214	2,801,472	184,412	-28.4%
SWM	9,706,626	7,311,271	7,967,797	9,050,100	-6.8%
Total (\$)	21,284,460	63,059,414	64,796,352	19,547,522	-8.2%



Financial Summary: General Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
<i>Revenue</i>									
Property Taxes	44,327,269	44,931,581	46,053,556	46,950,000	49,060,000	51,155,800	53,284,700	54,999,400	56,764,600
Other Gov't.	24,560,191	29,939,445	32,120,843	33,311,330	35,414,580	36,203,922	36,815,358	36,589,151	37,225,771
Fines/Forfeitures	948,252	511,807	576,334	1,353,000	2,009,700	2,009,700	2,009,700	2,009,700	2,009,700
Use Money/Prop.	1,552,993	587,211	1,978,540	1,187,020	1,679,460	1,649,729	1,621,819	1,595,644	1,571,126
Charges for Serv.	2,995,775	6,310,221	8,255,595	7,741,510	7,988,340	8,201,127	8,362,099	8,526,290	8,693,765
Licenses/Permits	2,832,775	3,480,339	3,362,522	4,139,530	4,789,710	4,885,504	4,983,214	5,082,879	5,184,536
Other Revenue*	4,379,788	6,494,904	8,807,062	6,943,160	8,140,060	7,958,102	8,165,065	8,378,705	8,599,293
Total Revenue	81,597,043	92,255,508	101,154,452	101,625,550	109,081,850	112,063,885	115,241,955	117,181,770	120,048,791
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	81,597,043	92,255,508	101,154,452	101,625,550	109,081,850	112,063,885	115,241,955	117,181,770	120,048,791
Use of Reserves**	-	-	-	-	-	-	-	797,789	1,832,281
Total (\$)	81,597,043	92,255,508	101,154,452	101,625,550	109,081,850	112,063,885	115,241,955	117,979,559	121,881,072

* 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.

<i>Expenditures</i>									
Personnel	49,247,562	51,171,989	55,764,622	60,066,130	65,008,130	67,699,010	70,803,609	74,151,243	77,373,243
Operating	12,515,227	14,559,312	14,817,979	19,708,980	20,386,740	21,178,075	21,399,760	21,652,894	21,987,631
Capital Outlay	1,797,328	2,325,753	4,299,806	3,698,590	3,536,360	3,298,157	3,798,207	3,465,395	3,804,417
Administrative	-	-	-	-	-	-	-	-	-
Other***	2,371,741	2,911,528	4,814,426	3,642,720	5,227,540	5,217,358	5,211,453	5,209,685	5,211,926
Total Oper. Exp.	65,931,858	70,968,582	79,696,833	87,116,420	94,158,770	97,392,601	101,213,029	104,479,217	108,377,216
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	7,507,000	10,220,000	14,207,000	9,200,000	9,300,000	9,300,000	9,400,000	9,400,000	9,400,000
Transfers Out	6,962,170	6,252,110	5,887,165	5,309,130	5,553,080	4,738,932	4,595,589	4,100,342	4,103,857
Total Use	80,401,028	87,440,692	99,790,998	101,625,550	109,011,850	111,431,533	115,208,618	117,979,559	121,881,072
Add. to Reserves	1,196,015	4,814,816	1,363,454	-	70,000	632,352	33,337	-	-
Total (\$)	81,597,043	92,255,508	101,154,452	101,625,550	109,081,850	112,063,885	115,241,955	117,979,559	121,881,072

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

FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 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 434.2 regular FTEs, all general operating and administrative costs of the city, and 35 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 2025 equals \$350,000, which is well below the policy limit of \$1,090,800.

Fund Balance: It is the city's policy to maintain an unassigned fund balance ("reserve") of at least 20 percent of annual adopted General Fund revenue.

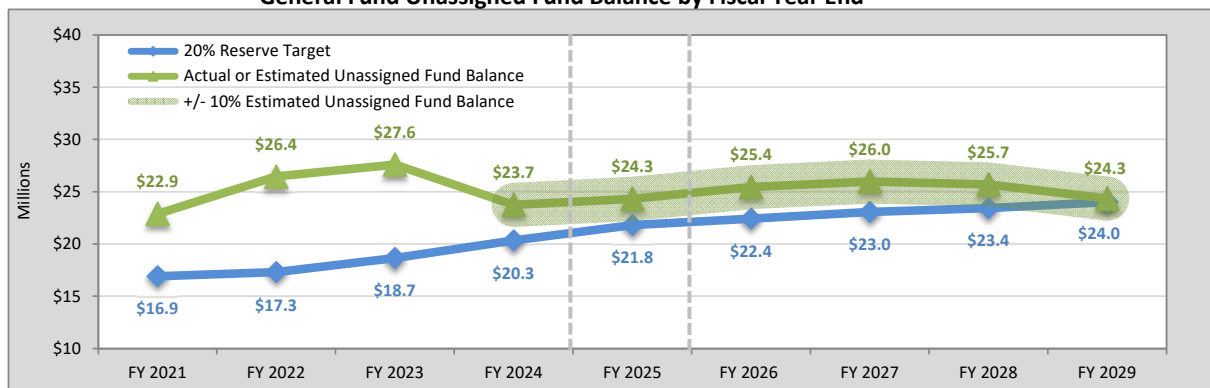
The unassigned fund balance is defined as the accumulation of General Fund revenues that exceed General Fund expenditures, less the portion of the fund balance that is considered nonspendable, restricted, committed, or assigned. The purpose of this balance is to mitigate risks of economic uncertainty and to ensure the orderly provision of services to residents. Use of funds below the 20 percent required level must be approved by specific action of the Mayor and Council.

To the extent that the General Fund unassigned fund balance exceeds the target, the city may draw upon the fund balance to provide paygo financing for capital projects, for other one-time 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 2024 decrease in reserves reflected in the chart below includes uses of reserves on budget amendments. The FY 2024 estimated unassigned fund balance includes a projected \$1 million addition to reserves and all commitments of reserves in the FY 2025 budget ordinance.

The FY 2025 adopted budget includes commitments of excess General Fund reserves totaling \$1,150,410 to the following one time needs: 1 percent retiree cost of living adjustment (\$650,410), Maintenance Complex Master Plan (\$100,000), development and permit fee study (\$150,000), fitness pool replastering (\$250,000).

General Fund Unassigned Fund Balance by Fiscal Year End





General Fund Revenue Detail

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	Percent Change
Property Taxes	46,053,556	46,950,000	49,060,000	4.5%
Real Property Tax *	42,407,924	43,210,000	45,280,000	4.8%
Personal Property Tax *	3,476,155	3,650,000	3,690,000	1.1%
Interest on Taxes	169,477	90,000	90,000	0.0%
From Other Gov't.	32,120,843	33,311,330	35,414,580	6.3%
Income Tax *	19,507,358	20,200,000	20,300,000	0.5%
Tax Duplication *	6,593,160	7,417,300	8,458,000	14.0%
Highway User *	2,799,573	3,413,000	4,050,000	18.7%
Police Protection Grant *	933,124	740,000	883,550	19.4%
Admissions & Amusement Tax *	1,072,782	750,000	1,050,000	40.0%
Linkages to Learning Grant	182,444	249,660	249,660	0.0%
Youth & Family Services Grant	178,538	214,050	214,050	0.0%
Recreation Grants	36,976	21,720	21,720	0.0%
Cannabis Sales Tax	-	-	32,000	N/A
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	15,736	15,740	15,740	0.0%
Miscellaneous Grants	781,287	269,960	119,960	-55.6%
Fines & Forfeitures	576,334	1,353,000	2,009,700	48.5%
Municipal Infractions	1,700	2,500	1,700	-32.0%
Redlight Camera Citations *	574,602	1,342,500	2,000,000	49.0%
Confiscated Funds	32	8,000	8,000	0.0%
Use of Money & Prop.	1,978,540	1,187,020	1,679,460	41.5%
Cable Franchise Fees *	755,126	750,000	690,000	-8.0%
Interest Earnings *	1,137,596	250,000	750,000	200.0%
Land Rental	44,758	143,000	193,000	35.0%
Building Rental	40,815	43,020	45,460	5.7%
Other	245	1,000	1,000	0.0%
Licenses and Permits *	3,362,522	4,139,530	4,789,710	15.7%
Traders Licenses	34,054	130,000	100,000	-23.1%
Building Permits	1,915,880	2,488,530	2,642,060	6.2%
Rental Licenses	1,297,135	1,440,000	1,972,000	36.9%
Animal Licenses	59,884	65,000	61,230	-5.8%
Other Licenses	55,569	16,000	14,420	-9.9%

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



General Fund Revenue Detail (continued)

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	Percent Change
Charges for Services *	8,255,595	7,741,510	7,988,340	3.2%
Forestry Develop. Review Fees	60,876	50,000	53,150	6.3%
Recreation Program Fees	3,701,633	3,762,380	3,821,020	1.6%
Zoning Fees	70,740	100,000	91,000	-9.0%
Charges for Police Services	30,974	30,000	30,000	0.0%
Sale of Materials	6,404	7,000	4,500	-35.7%
Fire Safety Fees	171,161	349,050	363,590	4.2%
Fire Review Fees	118,810	118,180	122,910	4.0%
Public Works Permits	1,118,115	514,000	738,000	43.6%
Swim Team Dues	729,689	749,700	771,150	2.9%
Membership Fees	783,468	711,900	762,400	7.1%
Rec. and Parks Concessions	20,760	13,250	14,650	10.6%
Facility Rental Fees	841,309	773,850	650,650	-15.9%
Special Events Fees	59,124	79,200	79,200	0.0%
Fitzgerald Theatre Tickets	35,676	40,000	31,000	-22.5%
Internal Facility Use	32,406	33,000	23,000	-30.3%
Merchandise Sales	17,817	13,500	13,500	0.0%
Swim and Fitness Center Fees	450,888	367,350	394,420	7.4%
Other Fees	5,745	29,150	24,200	-17.0%
Other Revenue	8,807,062	6,943,160	8,140,060	17.2%
Community Contributions	63,823	63,200	61,200	-3.2%
Hotel Tax *	853,315	900,000	1,000,000	11.1%
Sale of Vehicles	36,007	27,000	23,500	-13.0%
Lease Inception**	706,094	600,000	600,000	0.0%
SBITA Inception**	866,996	-	900,000	N/A
Lease Revenue	145,532	-	145,000	N/A
Miscellaneous Revenues	1,787,240	724,760	356,260	-50.8%
Miscellaneous Grants	2,000	20,000	20,000	0.0%
Recreation Fees	2,955	1,000	2,000	100.0%
Water Admin. Charge *	1,410,500	1,434,400	1,730,400	20.6%
Sewer Admin. Charge *	608,400	649,500	710,600	9.4%
Refuse Admin. Charge *	1,218,400	1,288,900	1,351,000	4.8%
Parking Admin. Charge *	129,300	88,900	103,300	16.2%
Stormwater Admin. Charge *	797,300	965,000	950,000	-1.6%
Speed Camera Admin. Charge *	179,200	180,500	186,800	3.5%
Total (\$)	101,154,452	101,625,550	109,081,850	7.3%

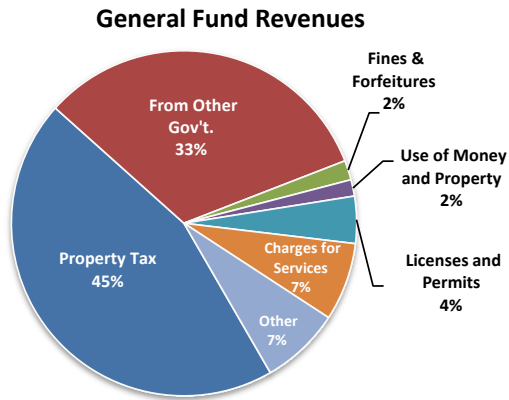
* Revenue source is described on the pages following the General Fund Revenue Detail tables.

** Lease and SBITA Inception revenue is a GASB 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 \$109.1 million for FY 2025, an increase of 7.3 percent from FY 2024. Property taxes make up the largest portion, constituting 45 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.

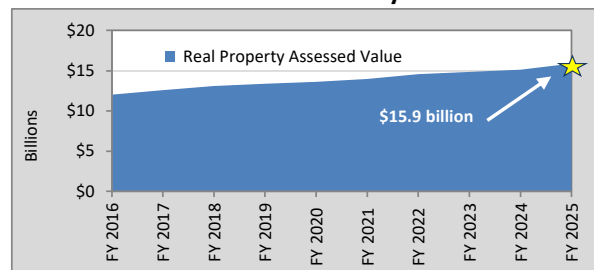
Real Property Tax: The City of Rockville's real property tax rate remains flat at \$0.292 for every \$100 of assessed value. SDAT reassesses real property every three years and tax bills are based on those assessments. For homeowners, any increase to assessed value is phased in equally over a three-year 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 2024 to FY 2025 increased by approximately 4.8 percent to \$15.9 billion. This will result in an increase in revenues of \$2.1 million, up to \$45.3 million. This assessment included one major area reassessment, and demonstrated significant growth which will continue to be phased in through FY 2027. The total taxable assessed value is estimated to increase 4.3 percent for the next two years and 3.3 percent thereafter (including additions for new property), and the forecast assumes the tax rate will remain flat at \$0.292 for the entirety of the forecast.

The FY 2025 through FY 2029 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 2025 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 2025 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, Scarborough Square 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 2025 budget assumes that taxable assessed values will total approximately \$459 million, which equates to an increase of \$40,000 in tax revenue, up to \$3.7 million. This estimate aligns with recent collections and assessments from FY 2023 and FY 2024. The forecast assumes the assessed value will increase by 2 percent per year.



General Fund Revenues (continued)

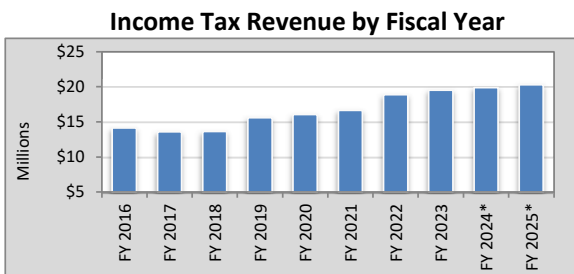
From Other Governments: This category of revenue consists of revenues from the federal government, State of Maryland, and Montgomery County. Nearly all of the revenue in this category comes from income tax, tax duplication, admission and amusement tax, highway user revenue, and police protection grant.

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 2025 is estimated at \$20.3 million, 0.5 percent higher than the FY 2024 adopted budget of \$20.2 million. In FY 2022 the city realized significant growth in income tax revenues, but this growth slowed in FY 2023. 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 2024 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 exceed the adopted budget.



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.

The FY 2025 funding level is intended to reflect a full phase-in of the tax duplication revenue, but the city has found that some areas of the calculation are not reflective of the inflationary environment. The city will continue to advocate for reasonable compensation that reflects the cost of providing transportation infrastructure and policing services. The codification of tax duplication revenue was expected to help Rockville and other municipalities address shortfalls created in previously underfunded years.

The FY 2025 revenue equals \$8.5 million, up from \$7.4 million in FY 2024. The \$8.5 million includes new funding of \$820,900 to support six additional Rockville police officers following reductions in County police coverage within Rockville city limits. For the forecast, Rockville will assume an inflationary factor of 2 percent per year.

Admissions and Amusement Tax: 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.

The FY 2025 budget assumes revenues of \$1,050,000 which is consistent with recent trends.

Until more information is known about post-pandemic behaviors, the forecast will remain at \$1,050,000 per year. This revenue is paid to the city on a quarterly basis.



General Fund Revenues (continued)

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 2025, the city is projected to receive over \$4 million in highway user, which is more than the FY 2024 adopted budget and FY 2023 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 beginning 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 2025 budget assumes \$883,550 and future years will increase by 2 percent per year, which is consistent with past trends and with communications from the State.

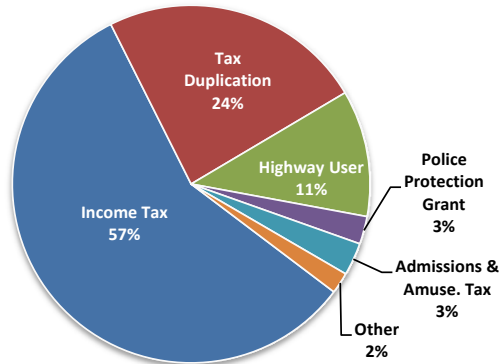
Fines and Forfeitures: Redlight camera citation revenues make up over 99 percent of this category. Revenue from redlight cameras dropped from historic trends due to a reduction in functioning cameras, however following equipment upgrades the citation activity has improved. The FY 2025 budget totals \$2 million and assumes 26,670 paid citations. 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 2025.

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 2025 estimate for this category equals \$690,000, a \$60,000 reduction from FY 2024. The forecast assumes a 5 percent decrease each year consistent with changes in consumer behavior.

Interest Earnings: The 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. In November 2023 additional funds were added to the investment portfolio to capitalize on the strong market. The FY 2025 estimate equals \$750,000, which more accurately reflects the interest rate environment. 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 assumes interest earnings will remain flat, but will be adjusted if the city's investment holdings and markets indicate a significant 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 2024 adopted budget by 3.2 percent, or \$246,830.

The revenue level is in line with pre-pandemic levels and is consistent with the level of current activity. FY 2025 fee increases reflect the increased costs of providing services and align with the city's cost recovery framework. Recreation services revenues include several one-time revenue reductions associated with planned facility closures for construction and renovation projects. 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 96 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. This category of revenues is \$650,180 higher than the FY 2024 adopted budget.

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

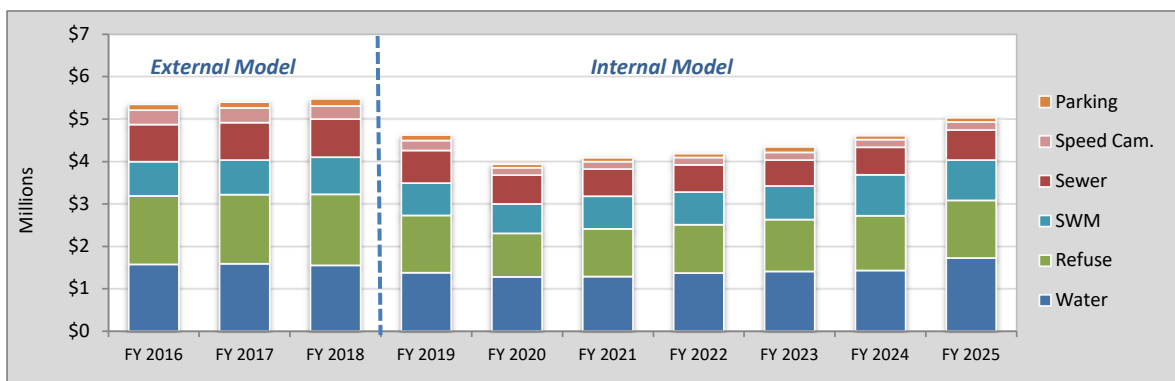
Other Revenue: This category is made up of revenue sources that are not consistent with the other categories. This revenue source is primarily made up of hotel tax, community contributions, miscellaneous revenues, and administrative charges.

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 2025 administrative charge revenue equals \$5 million based on the city's internal cost allocation model; this is \$424,900 more than what was adopted in FY 2024. (Note: As displayed in the graph, the city transitioned to an internal calculation in FY 2019.) A calculation is performed each year to determine the administrative charges. 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 2025, the budget includes \$1,000,000, which anticipates a return to pre-pandemic levels. The forecast will assume an inflationary factor of 2 percent for each year.

General Fund Administrative Charges to Other Funds by Fiscal Year





General Fund Expenditure Detail

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	Percent Change
Personnel	55,764,622	60,066,130	65,008,130	8.2%
Regular Employee Wages *	36,485,872	39,932,940	43,370,080	8.6%
Temporary Employee Wages *	3,707,428	3,982,900	3,991,580	0.2%
Overtime *	1,372,712	928,780	936,680	0.9%
Benefits *	14,198,610	15,221,510	16,709,790	9.8%
Operating, Contractual Services *	8,896,964	11,583,840	13,298,620	14.8%
Consultants	615,916	631,200	387,400	-38.6%
Professional Services	184,320	175,810	174,400	-0.8%
Outside/Temporary Employees	412,296	443,820	541,480	22.0%
Artisans	141,459	130,710	131,940	0.9%
Digital Scanning	-	24,200	24,200	0.0%
Phone and Internet Services	518,884	512,410	659,350	28.7%
Postage	161,364	241,490	151,930	-37.1%
Advertising (Non Recruitment)	64,066	87,600	72,400	-17.4%
Software Maint. and Subscriptions	450,348	2,037,610	3,255,100	59.8%
Property Tax Billing	174,742	160,800	153,100	-4.8%
Janitorial Services	336,000	364,840	459,810	26.0%
Medical Exams	28,326	32,940	33,440	1.5%
Recruitment	96,963	24,900	24,900	0.0%
Travel, Training, Professional Devel.	570,068	748,520	849,360	13.5%
Contract Services	3,096,913	3,645,930	4,109,150	12.7%
Alarm System	50,604	23,320	31,320	34.3%
Contract Equipment Maintenance/Repair	282,606	317,660	340,170	7.1%
Transportation Services	154,184	224,030	235,640	5.2%
Credit Card Charges	177,547	169,720	174,880	3.0%
Refuse Dump Fees	7,332	9,240	9,240	0.0%
Uniform Rental and Cleaning	85,030	98,870	105,740	6.9%
Refuse Service	47,558	52,900	57,900	9.5%
Facility Rental (Non City Facility)	113,830	211,710	200,560	-5.3%
Printing Contracts	125,070	278,690	178,100	-36.1%
Equipment Rental	272,819	230,730	246,380	6.8%
Internal City Facility Rental	41,122	51,520	47,170	-8.4%
Property and Liability Insurance	615,299	648,560	643,560	-0.8%
Equipment Lease**	60,924	4,110	-	-100.0%
Vehicle Lease**	11,374	-	-	N/A

* 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 and FY 2025.



General Fund Expenditure Detail (continued)

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	Percent Change
Operating, Commodities *	5,921,015	8,125,140	7,088,120	-12.8%
Electricity	1,936,614	3,730,060	2,201,030	-41.0%
Heating Fuel	215,784	245,050	242,460	-1.1%
Gasoline/Oil	478,544	454,250	487,320	7.3%
Water Charges	145,430	153,410	168,300	9.7%
Sewer Charges	95,446	114,070	120,960	6.0%
SWM Fees	211,409	221,090	230,210	4.1%
Equipment Parts	385,670	320,480	352,850	10.1%
Program/Maintenance Supplies	1,435,799	1,445,120	1,604,840	11.1%
Chemicals	79,599	287,260	348,790	21.4%
Trophies And Award	6,108	8,410	10,180	21.0%
Uniforms/Staff Shirts	138,249	137,570	184,990	34.5%
Boards And Commissions Support	751	5,600	5,600	0.0%
General Fund Contingency *	-	350,000	350,000	0.0%
Vehicle Preparation Costs	32,215	36,380	36,980	1.6%
Furniture and Equipment < \$5000	759,397	616,390	743,610	20.6%
Capital Outlay *	4,299,806	3,698,590	3,536,360	-4.4%
Major Repairs	804,487	961,000	986,000	2.6%
Special Projects	410,223	510,000	105,000	-79.4%
Vehicle Replacement *	523,993	1,245,910	556,310	-55.3%
Equipment & Tools	242,823	117,000	99,700	-14.8%
Computer/Communication Equipment	731,045	259,880	284,550	9.5%
Computer Software	14,145	4,800	4,800	0.0%
SBITA Inception***	866,996	-	900,000	N/A
Lease Inception***	706,094	600,000	600,000	0.0%
Other *	4,814,426	3,642,720	5,227,540	43.5%
Other Misc Expenses	15,111	35,480	35,480	0.0%
Hotel Tax Payments	29,953	35,000	35,000	0.0%
Outside/Caregiver Grants *	2,832,524	2,543,530	2,655,910	4.4%
SBITA Expenses	1,354,274	-	1,280,000	N/A
Vehicle & Equip. Leases	582,564	1,028,710	1,221,150	18.7%
CIP Transfer *	14,207,000	9,200,000	9,300,000	1.1%
Transfers Out	5,887,165	5,309,130	5,553,080	4.6%
Transfer To Parking Fund *	1,100,000	1,000,000	1,180,000	18.0%
Transfer To Debt Service Fund *	4,450,000	4,050,000	4,130,000	2.0%
Transfer To Refuse Fund *	50,300	52,820	56,180	6.4%
Transfer To Special Activities Fund *	169,730	206,310	186,900	-9.4%
Total (\$)	99,790,998	101,625,550	109,011,850	7.3%

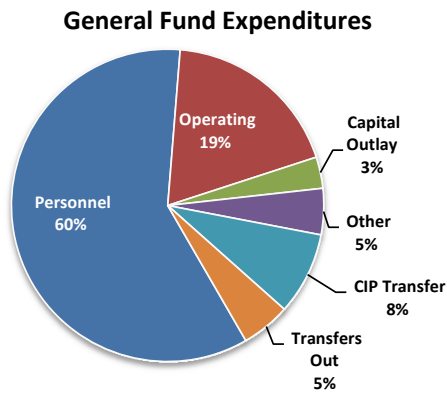
* Expenditure item/category is described on the pages following the General Fund Expenditure Detail tables.

*** Lease and SBITA Inception expenditure is a GASB 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 \$109 million for FY 2025, an increase of 7.3 percent from FY 2024. Personnel expenditures make up the largest portion, constituting 60 percent.



Personnel: This category of expenditures consists of regular employee wages, temporary employee wages, overtime, and benefits. This category increased by 8.2 percent or \$4.9 million from FY 2024 to FY 2025.

Regular Employee Wages: The FY 2025 budget equals \$43.4 million for regular employee wages. The budget includes a 2 percent cost of living adjustment, steps or performance based increments for all employees, and the net addition of 15.6 full time equivalent positions. Additional tax duplication revenue from Montgomery County will provide resources for 6 full time equivalent police officer positions, which are included in the added positions. The FY 2025 budget also provides a new police specialty pay differential 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 2025 budget equals \$4 million, a 0.2 percent increase from FY 2024. The majority of the temporary employees are in the Department of Recreation and Parks.

For FY 2025, the City of Rockville will continue to follow Montgomery County's hourly minimum wage rate, which will equal \$17.15 on July 1, 2024. This is a 2.7 percent increase from the \$16.70 hourly minimum wage in FY 2024.

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 2025 equals \$936,680, a 0.9 percent increase from FY 2024. Overtime is estimated to increase by 4 percent each year throughout the forecast, which is consistent with regular employee annual wage increases for Police and AFSCME. Approximately 63 percent of overtime is allocated to the Police Department.

Benefits: Benefits increased by \$1.5 million or 9.8 percent from FY 2024. The increase is driven by the addition of full time equivalent positions, increases in health insurance costs, and increases to the annual retirement contributions. City covered benefits for FY 2025 include: allowances, disability pay, retirement, health and dental insurance (including post employment benefits), and life insurance. 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 \$167,780 (\$210,820 all funds) for FY 2025. There are 207.8 FTEs budgeted to receive allowances in FY 2025 (298.4 FTEs all funds).

Disability pay was kept relatively steady at \$56,370 for FY 2025. This category will experience reductions over time due to the phasing out of IPP participants when they reach normal retirement age. For FY 2025 only one IPP participant remains and a new long-term disability program is available for eligible employees. The long-term disability program is budgeted at \$162,000 in FY 2025.

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.

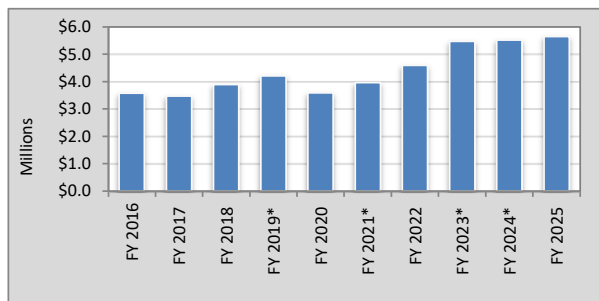


General Fund Expenditures (continued)

For FY 2025, the city's General Fund contribution to the DB plan equals \$4.6 million (\$5.6 million all funds), which is an increase of 15.9 percent from FY 2024. The FY 2025 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. Additional contributions were included in the forecast to reflect the additional positions included in the FY 2025 budget and planned changes to the final average earnings calculation for police officers. For FY 2026 through FY 2029, the city's contribution is estimated between \$4.3 and \$5 million for the General Fund (\$5.3 and \$6.2 million all funds) based on the July 1, 2023, valuation report.

After the city contributes the required amount in FY 2025, the funded ratio for the pension plan is projected to equal 83.8 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 investment activity and changes in actuarial assumptions.

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 must elect to contribute between 1 and 5 percent of their salary. The FY 2025 budget for the city's match increased by 6.7 percent to \$778,300 in the General Fund (\$987,750 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 4.2 percent to \$282,260 for FY 2025. 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 12.5 percent in the General Fund from FY 2024 to FY 2025. 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 2024, the city decreased its cost-share contribution from 84 percent to 82.5 percent for plans under one health insurance provider to move towards realigning the traditional 80 percent cost-share structure. The FY 2025 budget assumes that the city cost-share will return to 80 percent for calendar year 2025.

The forecast assumes an annual increase of 7 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 430.1 FTEs budgeted across all funds to receive health benefits in FY 2025.

In addition to health insurance, the city further subsidizes employees' health costs by contributing \$300 to \$900 per year if they successfully complete a voluntary health assessment. This is an increase from the previous years and is intended to improve program participation while better aligning the subsidy with comparable programs in the region.

Dental insurance remained relatively consistent, at \$136,050 for FY 2025. 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 435.9 FTEs budgeted across all funds to receive dental benefits in FY 2025.

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 2025, the city's contribution is \$0 due to the funded ratio of the Trust exceeding 100 percent. The forecast assumes a FY 2026 contribution of \$100,000 and increases of 5 percent thereafter given market volatility and the rising costs of healthcare.

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 \$29,670 to \$148,930 from FY 2024 to FY 2025. 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)

Consistent with the adopted FY 2024 budget, the adopted FY 2025 budget does not include the 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 2025 this program will be considered if there are available reserves or personnel savings. The forecast does not include this as a budgeted benefit, but assumes it will be considered if sufficient savings are identified.

Operating: This category is made up of contractual services and commodities. The overall operating budget increased by 3.4 percent from \$19.7 million to \$20.4 million from FY 2024 to FY 2025.

Contractual Services: Contractual services increased by 14.8 percent or \$1.7 million to \$13.3 million in FY 2025. This category is mostly comprised of contracts or consultants that support planning, technology, parks, and facilities. The largest increases from FY 2024 to FY 2025 were \$1.2 million for software maintenance and subscriptions and \$463,220 for contract services. The software maintenance and subscription increases reflect inflationary increases to contracts and a shifting of items from capital projects into the operating budget. The increase to contract services includes funding for one-time repairs and increased funding for the contractual costs associated with increased redlight camera citations.

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 decreased by 12.8 percent to equal \$7.1 million in FY 2025. 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 decrease in this category is for electricity which is expected to decrease by \$1.5 million. This reduction corrects the consultant overestimations made for FY 2024. The decrease in electricity is partially offset by increases to furniture and equipment, uniforms and personal protective equipment, and program supplies. Also included in this category is the \$350,000 General Fund contingency account.

Contingency funding provides support for unanticipated needs 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 2023 appears to be \$0 due to the administrative process to transfer contingency funds to the account lines that were approved for use. In FY 2023, \$292,348 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 decreased by \$162,230 from FY 2024 and equals \$3.5 million for FY 2025. The significant changes include reduced vehicle replacements (see the Supplemental Information for a list of budgeted vehicle replacements) and the addition of a subscription based IT arrangement (SBITA) inception expenditure which is offset by an equal SBITA inception revenue, in accordance with GASB 96. 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 and SBITA inception expenditure is estimated to increase 5 percent each year.

Other: This category, which increased by \$1.6 million to \$5.2 million for FY 2025, primarily consists of community organization and caregiver agency grants, vehicle and equipment leases, and SBITA expenses. The FY 2025 budget incorporates a 2.8 percent inflationary adjustment to the base for caregiver grants and reflects adjustments to community organization grants, as requested by the Mayor and Council. The FY 2025 budget includes a \$1.4 million contribution to Rockville Economic Development Inc. (REDI) which includes increased funding for planned programming, a branding project, and operations.

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 2025 budget includes a transfer of \$9.3 million, which is \$100,000 higher than the FY 2024 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 \$9.3 million in FY 2026 and \$9.4 million in FY 2027 through FY 2029. 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.

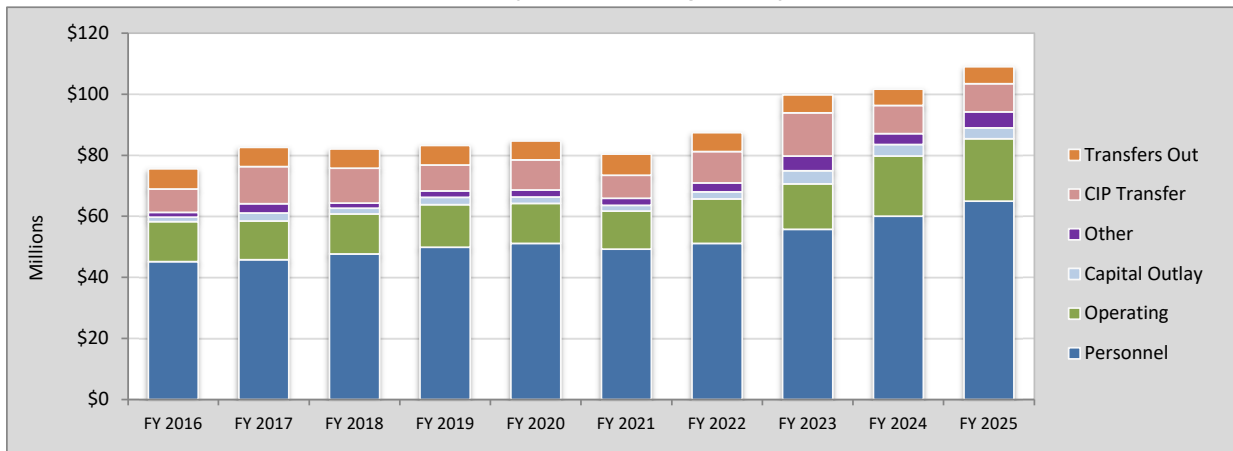
The Parking Fund transfer is just under \$1.2 million in FY 2025, which is \$180,000 more than the adopted FY 2024. It is anticipated that a General Fund transfer will be needed until the debt is repaid in FY 2036. The FY 2021 and FY 2022 transfers were higher due to limited parking revenues as a result of modified driving behaviors during the pandemic. Future transfers are projected to be just under \$1.2 million per year, consistent with FY 2025.

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 2025 and will remain between \$2.7 million and \$3.3 million over the forecast period based on estimated debt service schedules. A taxpayer-supported bond issue is planned for FY 2025 to support several capital projects, and one additional taxpayer-supported bond issue is anticipated for FY 2029. 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 \$186,900 subsidizes five accounts, including Art in Public Architecture for \$15,270, Art in Public Places for \$101,630, 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 and Art in Public Places transfers are 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.

General Fund Expenditure Categories by Fiscal Year





Financial Summary: Special Activities Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
Revenue									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	22,127	52,376	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	801,913	866,103	740,377	1,090,000	1,020,000	1,006,600	993,468	980,599	967,987
Charges for Serv.	12,015	47,757	57,362	30,000	40,000	40,000	40,000	40,000	40,000
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue*	120,047	524,509	342,282	361,480	1,591,310	391,310	391,310	391,310	391,310
Total Revenue	933,975	1,460,496	1,192,397	1,481,480	2,651,310	1,437,910	1,424,778	1,411,909	1,399,297
Transfers In	165,440	203,910	169,730	206,310	186,900	199,082	202,064	205,242	207,182
Total Resources	1,099,415	1,664,406	1,362,127	1,687,790	2,838,210	1,636,992	1,626,842	1,617,151	1,606,478
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	1,099,415	1,664,406	1,362,127	1,687,790	2,838,210	1,636,992	1,626,842	1,617,151	1,606,478
* Includes community contributions/donations. In FY 2025 this includes a \$1.2 million loan repayment to the Housing Opportunities Fund.									
Expenditures									
Personnel	-	-	-	540	540	556	573	590	608
Operating	354,501	412,868	405,682	711,210	823,230	823,230	823,230	823,230	823,230
Capital Outlay	399,584	239,355	60,091	290,000	276,670	276,670	276,670	276,670	276,670
Administrative	-	-	-	-	-	-	-	-	-
Other**	78,517	156,789	221,462	238,100	312,430	312,430	312,430	312,430	312,430
Total Oper. Exp.	832,602	809,012	687,235	1,239,850	1,412,870	1,412,886	1,412,903	1,412,920	1,412,938
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	832,602	809,012	687,235	1,239,850	1,412,870	1,412,886	1,412,903	1,412,920	1,412,938
Add. to Reserves	266,813	855,394	674,892	447,940	1,425,340	224,106	213,939	204,231	193,541
Total (\$)	1,099,415	1,664,406	1,362,127	1,687,790	2,838,210	1,636,992	1,626,842	1,617,151	1,606,478
** Includes community assistance, holiday drive, and funding for community organizations.									
	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
Goal: Maintain individual accounts in order to track revenues set aside for specific purposes.									
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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 2 percent of the total operating budget, and supports the programs listed in the table to the right and four 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 2025. Of the 14 accounts, six are partially or fully subsidized by the General Fund in FY 2025 – Art in Public Architecture, Art in Public Places, Farmer's Market Eat Fresh Rockville, Glenview Mansion (via direct fee revenue), Recreation Fund, and Senior Assistance. The Opioid Settlement Fund is the newest account that received legally restricted revenue beginning in 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 2025, Recreation Fund estimates it will receive \$30,000 in revenues, but will spend \$60,000. The \$30,000 difference will be supported by the existing fund balance.

Special Activities Fund Expenditures by Program

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Art in Public Architecture	67,250	89,000	140,000
Art in Public Places	52,882	157,500	180,080
Cable TV Equipment	119,397	355,810	355,810
Farmer's Market Eat Fresh Rockville	85,161	40,000	70,000
Forest and Tree Preservation	-	10,000	10,000
Friends of the Arts	989	10,000	10,000
Glenview Mansion	-	20,000	20,000
Holiday Drive	43,997	60,000	72,000
Housing Opportunities	-	-	-
Opioid Settlement Fund	-	16,280	15,690
Park Maintenance	36,080	125,000	125,000
Recreation Fund	56,564	40,000	60,000
Rockville Emergency Assistance Program	6,540	70,000	70,000
Senior Assistance	29,200	25,000	25,000
Transportation Improvements	189,175	221,260	259,290
Total (\$)	687,235	1,239,850	1,412,870

Special Activities Fund Change in Fund Balance

	6/30/24* Balance	FY 2025 Rev.	FY 2025 Exp.	6/30/25 Balance
Art in Public Architecture	232,223	15,270	140,000	107,493
Art in Public Places	802,023	126,630	180,080	748,573
Cable TV Equipment	4,727,461	670,000	355,810	5,041,651
Farmer's Market Eat Fresh Rockville	21,219	70,000	70,000	21,219
Forest and Tree Preservation	76,964	90,390	10,000	157,354
Friends of the Arts	71,099	10,000	10,000	71,099
Glenview Mansion	70,525	20,000	20,000	70,525
Holiday Drive	62,452	35,000	72,000	25,452
Housing Opportunities	82,322	1,200,000	-	1,282,322
Opioid Settlement Fund	21,904	-	15,690	6,214
Park Maintenance	446,361	197,670	125,000	519,031
Recreation Fund	172,014	30,000	60,000	142,014
Rockville Emergency Assistance Program	142,105	250	70,000	72,355
Senior Assistance	87,827	23,000	25,000	85,827
Transportation Improvements**	1,207,340	350,000	1,239,290	318,050
Total (\$)	8,223,839	2,838,210	2,392,870	8,669,179

* Based on 6/30/23 actuals adjusted by FY 2024 estimated rev. and exp.

** The FY 2025 Exp. includes \$980,000 of projected CIP spending.



Financial Summary: Community Development Block Grant Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	198,499	326,551	288,956	263,000	263,000	263,000	263,000	263,000	263,000
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	-	-	-	-	-	-	-	-	-
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	15,131	12,691	-	-	-	-	-	-	-
Total Revenue	213,630	339,242	288,956	263,000	263,000	263,000	263,000	263,000	263,000
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	213,630	339,242	288,956	263,000	263,000	263,000	263,000	263,000	263,000
Use of Reserves	22,466	-	774	-	-	-	-	-	-
Total (\$)	236,096	339,242	289,730	263,000	263,000	263,000	263,000	263,000	263,000
<i>Expenditures</i>									
Personnel	-	-	-	-	-	-	-	-	-
Operating	236,096	316,741	289,730	263,000	263,000	263,000	263,000	263,000	263,000
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total Oper. Exp.	236,096	316,741	289,730	263,000	263,000	263,000	263,000	263,000	263,000
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	236,096	316,741	289,730	263,000	263,000	263,000	263,000	263,000	263,000
Add. to Reserves	-	22,501	-	-	-	-	-	-	-
Total (\$)	236,096	339,242	289,730	263,000	263,000	263,000	263,000	263,000	263,000
	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
Goal: Manage and operate program consistent with all federal CDBG requirements and criteria.									
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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 2025 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 48 FY 2023/24	Year 49 FY 2024/25	Year 50* FY 2025/26
Christian Church Facilities for the Aging Inc.	97,925	26,000	-
Community Reach of Montgomery County	-	65,000	22,185
National Cener for Children and Families	-	25,000	-
Housing Unlimited	17,800	-	70,870
Rockville Housing Enterprises Public Housing Renovations	47,275	72,000	75,000
Interfaith Works	-	-	19,945
Single Family Rehabilitation - City of Rockville	100,000	75,000	75,000
Total (\$)	263,000	263,000	263,000

* Year 50 was approved by the Mayor and Council on December 4, 2023.



Financial Summary: Speed Camera Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	1,229,122	1,260,113	938,159	1,500,000	1,000,000	1,200,000	1,200,000	1,200,000	1,200,000
Use Money/Prop.	999	2,942	54,609	3,000	20,000	3,000	3,000	3,000	3,000
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	842,219	600	-	-	-	-	-
Total Revenue	1,230,121	1,263,055	1,834,987	1,503,600	1,020,000	1,203,000	1,203,000	1,203,000	1,203,000
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	1,230,121	1,263,055	1,834,987	1,503,600	1,020,000	1,203,000	1,203,000	1,203,000	1,203,000
Use of Reserves	-	-	33,642	-	285,930	-	-	-	-
Total (\$)	1,230,121	1,263,055	1,868,629	1,503,600	1,305,930	1,203,000	1,203,000	1,203,000	1,203,000
<i>Expenditures</i>									
Personnel	122,508	125,285	138,591	151,880	165,300	174,115	183,449	193,312	203,734
Operating	641,870	641,416	532,206	682,040	773,510	773,805	774,103	774,404	774,708
Capital Outlay	-	-	840,030	-	-	-	-	-	-
Administrative	177,000	174,000	179,200	180,500	186,800	190,536	194,347	198,234	202,198
Other	-	-	178,602	320	180,320	-	-	-	-
Total Oper. Exp.	941,378	940,701	1,868,629	1,014,740	1,305,930	1,138,456	1,151,899	1,165,950	1,180,640
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	941,378	940,701	1,868,629	1,014,740	1,305,930	1,138,456	1,151,899	1,165,950	1,180,640
Add. to Reserves	288,743	322,354	-	488,860	-	64,544	51,101	37,050	22,360
Total (\$)	1,230,121	1,263,055	1,868,629	1,503,600	1,305,930	1,203,000	1,203,000	1,203,000	1,203,000
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, four 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 beginning in 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.

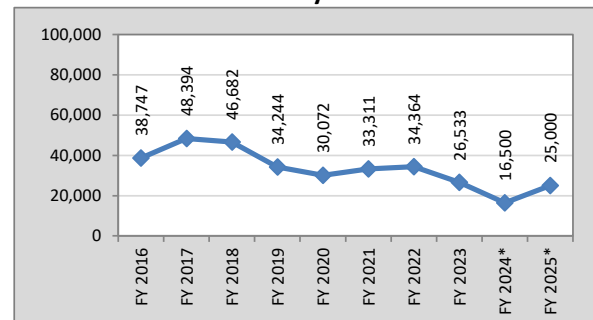
Speed Camera Fund Forecast: For FY 2025, the city anticipates approximately 25,000 paid citations. Revenue projections are calculated based on the number of paid citations multiplied by \$40 per citation. The citation fee is set by the State of Maryland. The number of paid citations is projected to increase as equipment malfunctions are resolved. The forecast period anticipates a restoration of speed camera citation revenues in FY 2026. 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 and Pedestrian Master 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 2025, staff estimates approximately 25,000 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 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
Revenue									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	2,333	3,099	47,273	24,000	35,000	26,700	24,600	24,000	24,500
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue*	3,272	-	-	-	-	-	-	-	-
Total Revenue	5,605	3,099	47,273	24,000	35,000	26,700	24,600	24,000	24,500
Transfers In**	5,820,000	4,500,000	4,450,000	4,050,000	4,130,000	3,300,000	3,150,000	2,650,000	2,650,000
Total Resources	5,825,605	4,503,099	4,497,273	4,074,000	4,165,000	3,326,700	3,174,600	2,674,000	2,674,500
Use of Reserves	556,391	126,217	-	-	290,600	-	24,619	-	-
Total (\$)	6,381,996	4,629,316	4,497,273	4,074,000	4,455,600	3,326,700	3,199,219	2,674,000	2,674,500
* Other revenue represents bond proceeds that are related to bond refinancings.									
** Represents transfers from the General Fund.									
Expenditures									
Personnel	-	-	-	-	-	-	-	-	-
Operating	8,190	-	2,900	-	270,000	-	-	-	16,900
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	-	-	-	-	-	-
Other	93,745	-	-	-	-	-	-	-	-
Total Oper. Exp.	101,935	-	2,900	-	270,000	-	-	-	16,900
Principal	5,226,048	3,722,421	3,705,374	3,247,000	3,377,600	2,435,270	2,423,420	1,953,300	1,980,550
Interest	1,054,013	906,895	766,052	635,500	808,000	862,139	775,799	689,586	628,048
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	6,381,996	4,629,316	4,474,326	3,882,500	4,455,600	3,297,409	3,199,219	2,642,886	2,625,498
Add. to Reserves	-	-	22,947	191,500	-	29,292	-	31,115	49,002
Total (\$)	6,381,996	4,629,316	4,497,273	4,074,000	4,455,600	3,326,700	3,199,219	2,674,000	2,674,500
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: A new bond issue of \$12.9 million is planned 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 2029 for the Elwood Smith Community Center Renovation (RA24). 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 2025 budget includes expenditures for the payment of principal and interest on non-enterprise debt and bond issuance costs. 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
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 (\$)	15,924,628	2,917,475	18,842,103

Taxpayer Supported Debt Summary

	Year	Outstanding Principal	Interest Rate Range	Final Maturity
General Improvements - Refunding (2015A)	2015	618,719	4.00-5.00%	2025
General Improvements - (2016A)	2016	660,000	2.00-3.00%	2036
General Improvements - Advance Refunding (2016B)	2016	1,370,909	2.00-5.00%	2028
General Improvements - (2017A)	2017	3,515,000	4.00%	2037
General Improvements - (2019A)	2019	4,800,000	2.00-5.00%	2039
General Improvements - Refunding (2020A)	2020	4,645,000	1.90%	2031
General Improvements - Advance Refunding (2020C)	2020	315,000	1.00-1.70%	2025
Total (\$)		15,924,628		



Financial Summary: Water Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
Revenue									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	102,913	49,761	468,187	113,220	147,000	125,730	132,530	153,514	176,500
Charges for Serv.	12,241,051	11,867,524	11,927,440	13,501,700	13,542,050	14,540,563	15,527,963	16,015,324	16,518,928
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	633,842	337,592	481,808	326,230	393,900	428,300	428,300	428,300	428,300
Total Revenue	12,977,806	12,254,877	12,877,435	13,941,150	14,082,950	15,094,593	16,088,793	16,597,138	17,123,728
Transfers In*	306,590	333,190	352,160	359,850	369,830	377,227	384,771	392,467	400,316
Total Resources	13,284,396	12,588,067	13,229,595	14,301,000	14,452,780	15,471,819	16,473,564	16,989,605	17,524,044
Use of Reserves	-	-	326,578	-	1,375,070	1,327,485	-	-	-
Total (\$)	13,284,396	12,588,067	13,556,173	14,301,000	15,827,850	16,799,304	16,473,564	16,989,605	17,524,044
* Represents transfers from the Sewer Fund.									
Expenses									
Personnel	3,798,680	3,840,920	4,151,054	4,384,650	4,622,370	4,755,205	4,915,523	5,082,073	5,255,098
Operating	2,105,527	2,043,506	2,750,875	3,292,990	3,728,680	3,516,702	3,711,974	3,697,608	3,902,465
Capital Outlay	196,324	218,260	465,655	136,890	752,330	1,641,819	279,358	131,948	134,590
Administrative	1,292,000	1,375,000	1,410,500	1,434,400	1,730,400	1,765,008	1,800,308	1,836,314	1,873,041
Other**	3,485,648	3,561,357	3,712,891	3,660,060	3,789,070	3,789,070	3,789,070	3,789,070	3,789,070
Total Oper. Exp.	10,878,179	11,039,043	12,490,975	12,908,990	14,622,850	15,467,804	14,496,233	14,537,013	14,954,264
Principal	-	-	-	-	-	-	-	-	-
Interest	919,868	955,270	1,065,198	1,080,400	1,205,000	1,331,500	1,453,656	1,574,154	1,620,702
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	11,798,047	11,994,313	13,556,173	13,989,390	15,827,850	16,799,304	15,949,889	16,111,167	16,574,966
Add. to Reserves	1,486,349	593,754	-	311,610	-	-	523,675	878,437	949,078
Total (\$)	13,284,396	12,588,067	13,556,173	14,301,000	15,827,850	16,799,304	16,473,564	16,989,605	17,524,044
** Includes depreciation.									
	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 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 was a tiered system 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.

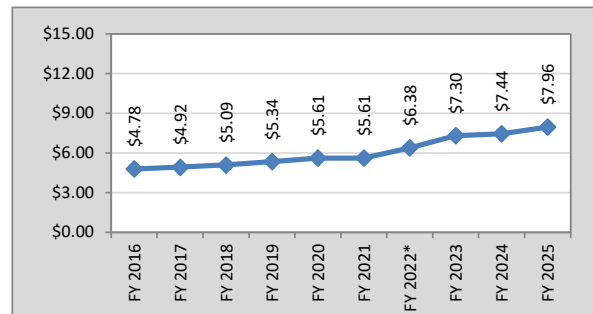
Budget Statistics: The Water Fund makes up 9 percent of the total operating budget, and supports 38.5 regular FTEs, all operating costs of the program, and ten capital projects. The Fund supports the budgets for Public Works, Finance, and Non-Departmental.

Special Notes: A new state revolving loan of \$5.1 million and a bond issue totaling \$8.2 million are planned for FY 2025 in addition to future bond issues in FY 2027 and FY 2029 to support the CIP. The FY 2024 utility rate study included updates to the financial model and a set of rate recommendations to reflect the cost of water service. The Water Fund is not projected to attain compliance with the city's Financial Management Policy reserve target during the forecast period; however, progress towards the target is projected using the established rates. The city will continue to issue bonds to support the CIP and cash flow needs of the fund.

Water Fund Forecast: The Water Fund forecast is based on the latest projections from the city's utility rate consultant, which incorporates historical performance and known inflationary impacts. FY 2025 revenue projections for the Water Fund are based on the number of current water accounts multiplied by the established rates. Water Fund charges for services revenues, which consists of utility charges, connections, and penalties, are projected to total \$13.5 million for FY 2025.

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 is set to equal \$24.76 per single-family property per quarter. In November 2021, the Mayor and Council adopted a new rate structure 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
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 (\$)	29,847,565	6,782,868	36,630,433



Financial Summary: Sewer Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	3,501	16,393	314,040	20,000	170,000	147,655	151,494	158,179	165,804
Charges for Serv.	15,647,456	14,355,863	14,472,488	15,802,250	15,179,500	15,566,560	15,732,200	16,192,010	16,666,450
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	853,892	316,566	284,148	310,580	197,130	277,130	277,130	277,130	277,130
Total Revenue	16,504,849	14,688,822	15,070,676	16,132,830	15,546,630	15,991,345	16,160,824	16,627,319	17,109,384
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	16,504,849	14,688,822	15,070,676	16,132,830	15,546,630	15,991,345	16,160,824	16,627,319	17,109,384
Use of Reserves	-	-	10,447	-	-	-	-	-	-
Total (\$)	16,504,849	14,688,822	15,081,123	16,132,830	15,546,630	15,991,345	16,160,824	16,627,319	17,109,384
<i>Expenses</i>									
Personnel	1,960,257	1,886,617	2,038,617	2,202,820	2,326,550	2,396,993	2,489,958	2,586,655	2,687,236
Operating	3,469,655	3,746,078	5,010,640	4,792,830	4,736,340	4,977,339	5,212,693	5,256,827	5,457,958
Capital Outlay	5,435	317,439	593,853	276,060	414,260	188,865	373,869	202,616	576,406
Administrative	637,000	639,000	608,400	649,500	710,600	724,812	739,308	754,094	769,176
Other*	5,098,346	5,282,832	5,382,715	5,368,150	5,597,420	5,597,420	5,597,420	5,597,420	5,597,420
Total Oper. Exp.	11,170,693	11,871,966	13,634,225	13,289,360	13,785,170	13,885,429	14,413,248	14,397,612	15,088,196
Principal	-	-	-	-	-	-	-	-	-
Interest	1,170,463	1,176,015	1,094,738	1,019,000	1,020,000	1,013,940	1,186,140	1,357,470	1,595,040
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	306,590	333,190	352,160	359,850	369,830	377,227	384,771	392,467	400,316
Total Use	12,647,746	13,381,171	15,081,123	14,668,210	15,175,000	15,276,596	15,984,159	16,147,549	17,083,552
Add. to Reserves	3,857,103	1,307,651	-	1,464,620	371,630	714,749	176,665	479,770	25,832
Total (\$)	16,504,849	14,688,822	15,081,123	16,132,830	15,546,630	15,991,345	16,160,824	16,627,319	17,109,384

* Includes depreciation.

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 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 was a tiered system 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.

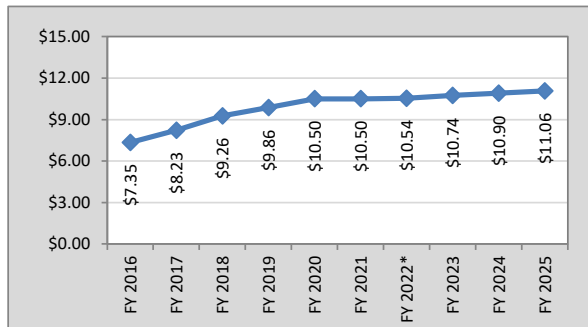
Budget Statistics: The Sewer Fund makes up 9 percent of the total operating budget, and supports 18.0 regular FTEs, all operating costs of the program, and two capital projects. The Fund supports the budgets for Public Works and Non-Departmental.

Special Notes: A new bond issue of \$5.8 million is planned for FY 2025 in addition to future bond issues in FY 2027 and FY 2029 to support the CIP. The FY 2024 utility rate study included updates to the financial model and a set of rate recommendations to reflect the cost of sewer service. The Sewer Fund is projected to maintain compliance with the city's Financial Management Policy reserve target throughout the forecast period using the established rates. 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 the latest projections from the city's utility rate consultant, which incorporates historical performance and known inflationary impacts. FY 2025 revenue projections for the Sewer Fund are based on the number of current water accounts multiplied by the established rates. The Sewer Fund charges for services revenues, which consists of utility charges, connections, and penalties, are projected to total \$15.2 million for FY 2025.

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 is set to equal \$18.75 per single-family property per quarter. In November 2021, the Mayor and Council adopted a new rate structure 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
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 (\$)	34,537,807	5,957,793	40,495,600



Financial Summary: Refuse Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	2,394	5,818	111,328	14,700	20,400	12,670	20,290	40,950	64,020
Charges for Serv.	6,247,045	6,487,980	6,808,891	7,043,500	7,523,000	8,020,210	8,587,690	8,877,860	9,098,755
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	23,866	75,367	101,976	32,500	26,100	19,100	10,000	10,000	10,000
Total Revenue	6,273,305	6,569,165	7,022,195	7,090,700	7,569,500	8,051,980	8,617,980	8,928,810	9,172,775
Transfers In *	46,730	48,200	50,300	52,820	56,180	59,850	63,525	65,100	66,675
Total Resources	6,320,035	6,617,365	7,072,495	7,143,520	7,625,680	8,111,830	8,681,505	8,993,910	9,239,450
Use of Reserves	827,468	343,865	595,987	1,234,980	1,277,080	737,203	507,624	499,471	15,740
Total (\$)	7,147,503	6,961,230	7,668,482	8,378,500	8,902,760	8,849,033	9,189,129	9,493,381	9,255,190

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

<i>Expenses</i>									
Personnel	2,805,284	2,916,331	3,202,206	3,667,480	3,789,650	3,946,518	4,110,206	4,281,014	4,459,254
Operating	2,145,131	2,187,806	2,051,233	2,345,900	2,424,450	2,448,695	2,473,181	2,497,913	2,522,892
Capital Outlay	589,848	307,681	790,385	515,760	845,860	586,246	712,861	793,462	323,378
Administrative	1,119,000	1,137,000	1,218,400	1,288,900	1,351,000	1,378,020	1,405,580	1,433,692	1,462,366
Other**	466,609	395,301	393,897	552,460	487,300	487,300	487,300	487,300	487,300
Total Oper. Exp.	7,125,872	6,944,119	7,656,121	8,370,500	8,898,260	8,846,779	9,189,129	9,493,381	9,255,190
Principal	-	-	-	-	-	-	-	-	-
Interest	21,631	17,111	12,361	8,000	4,500	2,254	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	7,147,503	6,961,230	7,668,482	8,378,500	8,902,760	8,849,033	9,189,129	9,493,381	9,255,190
Add. to Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	7,147,503	6,961,230	7,668,482	8,378,500	8,902,760	8,849,033	9,189,129	9,493,381	9,255,190

** Includes depreciation.

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 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	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 \$535 for FY 2025. The rate represents an increase of 6.4 percent or \$32 over the FY 2024 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.

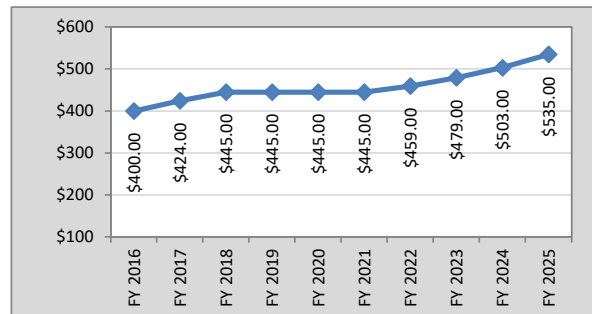
Special Notes: The Refuse Fund's current debt will be retired in FY 2026. No additional bond issues are planned at this time.

There is \$741,022 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.

Refuse Fund Forecast: FY 2025 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 \$7.5 million for FY 2025. The refuse rate per household is estimated to increase by an average of 4.4 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 2025 the rate increased by 6.4 percent, or \$32 per year, to \$535 per residential household.

Annual Refuse Rates by Fiscal Year



Refuse Fund Current Debt Service

Year	Principal	Interest	Total
2025	95,000	4,394	99,394
2026	95,000	2,254	97,254
Total (\$)	190,000	6,648	196,648



Financial Summary: Stormwater Management Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	30,130	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	6,421	15,058	335,860	70,500	410,400	330,400	174,400	120,100	87,000
Charges for Serv.	5,207,863	5,476,434	5,911,916	5,886,060	6,327,700	6,643,605	6,962,724	7,285,128	7,610,852
Licenses/Permits	146,396	552,142	934,166	287,000	523,000	538,690	554,851	571,496	588,641
Other Revenue	109,983	32,743	92,269	38,240	28,120	28,120	28,120	28,120	28,120
Total Revenue	5,470,663	6,076,377	7,274,211	6,281,800	7,319,350	7,540,815	7,720,094	8,004,845	8,314,613
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	5,470,663	6,076,377	7,274,211	6,281,800	7,319,350	7,540,815	7,720,094	8,004,845	8,314,613
Use of Reserves	-	-	-	616,280	-	-	-	-	-
Total (\$)	5,470,663	6,076,377	7,274,211	6,898,080	7,319,350	7,540,815	7,720,094	8,004,845	8,314,613
<i>Expenses</i>									
Personnel	2,544,747	2,577,726	2,696,621	2,941,650	3,126,560	3,270,981	3,422,116	3,580,276	3,745,790
Operating	803,942	877,320	1,145,901	1,263,550	1,242,900	1,255,329	1,267,882	1,280,561	1,293,367
Capital Outlay	79,525	128,220	15,150	109,560	127,500	206,300	206,300	206,300	206,300
Administrative	773,000	770,000	797,300	965,000	950,000	969,000	988,380	1,008,148	1,028,311
Other*	952,308	1,044,239	1,227,350	1,501,870	1,502,850	1,502,850	1,502,850	1,502,850	1,502,850
Total Oper. Exp.	5,153,522	5,397,505	5,882,322	6,781,630	6,949,810	7,204,460	7,387,528	7,578,135	7,776,618
Principal	-	-	-	-	-	-	-	-	-
Interest	27,047	20,665	87,543	116,450	108,000	107,831	99,265	92,494	85,718
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	5,180,569	5,418,170	5,969,865	6,898,080	7,057,810	7,312,291	7,486,793	7,670,629	7,862,336
Add. to Reserves	290,094	658,207	1,304,346	-	261,540	228,524	233,301	334,216	452,278
Total (\$)	5,470,663	6,076,377	7,274,211	6,898,080	7,319,350	7,540,815	7,720,094	8,004,845	8,314,613

* Includes depreciation.

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 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 \$152 per equivalent residential unit (ERU) per year, which is a \$6 increase over the FY 2024 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 2025 or for the five year CIP planning period.

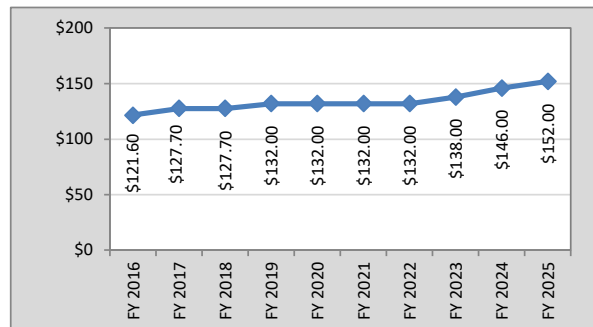
Stormwater Management Fund Forecast: FY 2025 revenue projections for the SWM Fund are based on the current number of ERUs in the city multiplied by the annual fee of \$152 per equivalent residential unit.

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 4.3 percent each year starting in FY 2026. 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 2025 is set at \$152, which is an increase of 4.1 percent, or \$6, from the FY 2024 rate.

**Stormwater Management Fee
by Fiscal Year**



**Stormwater Management Fund
Current Debt Service**

Year	Principal	Interest	Total
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 (\$)	2,745,733	940,192	3,685,925



Financial Summary: Parking Fund

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
<i>Revenue</i>									
Property Taxes	147,019	125,395	110,606	110,600	110,600	110,600	113,918	113,918	117,335
Other Gov't.	315,001	317,164	319,327	321,000	325,400	329,417	333,385	337,987	342,726
Fines/Forfeitures	329,356	545,620	495,772	434,980	450,000	459,000	468,180	477,544	487,094
Use Money/Prop.	511	39,172	255,813	39,500	215,000	232,340	229,220	238,070	252,620
Charges for Serv.	123,714	216,312	277,559	224,820	259,000	264,180	269,464	274,853	280,350
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	60,771	247,192	257,906	248,820	251,920	251,920	251,920	251,920	251,920
Total Revenue	976,372	1,490,855	1,716,983	1,379,720	1,611,920	1,647,457	1,666,087	1,694,292	1,732,045
Transfers In*	1,950,000	1,500,000	1,100,000	1,000,000	1,180,000	1,180,000	1,180,000	1,180,000	1,180,000
Total Resources	2,926,372	2,990,855	2,816,983	2,379,720	2,791,920	2,827,457	2,846,087	2,874,292	2,912,045
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	2,926,372	2,990,855	2,816,983	2,379,720	2,791,920	2,827,457	2,846,087	2,874,292	2,912,045

* Represents transfers from the General Fund.

<i>Expenses</i>									
Personnel	278,647	277,260	301,428	304,240	328,590	343,784	359,685	376,326	393,741
Operating	49,283	225,237	114,500	149,380	144,380	146,747	149,165	151,636	154,162
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	90,000	88,000	129,300	88,900	103,300	105,366	107,473	109,623	111,815
Other**	203,178	885,533	787,459	875,240	894,410	894,410	894,410	894,410	894,410
Total Oper. Exp.	621,108	1,476,030	1,332,687	1,417,760	1,470,680	1,490,307	1,510,733	1,531,995	1,554,128
Principal	-	-	-	-	-	-	-	-	-
Interest	808,902	755,543	767,798	671,200	626,000	577,972	529,372	479,123	427,522
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	1,430,010	2,231,573	2,100,485	2,088,960	2,096,680	2,068,279	2,040,105	2,011,118	1,981,650
Add. to Reserves	1,496,362	759,282	716,498	290,760	695,240	759,178	805,982	863,174	930,395
Total (\$)	2,926,372	2,990,855	2,816,983	2,379,720	2,791,920	2,827,457	2,846,087	2,874,292	2,912,045

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 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, 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 2025. 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 2025. The tax revenue has decreased over time due to the reduction in the assessed values of the commercial properties in the Town Square.

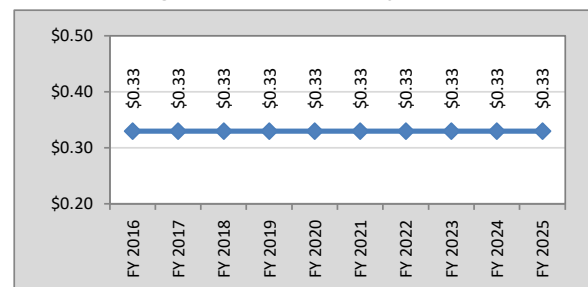
The adopted FY 2022 budget included funding for solar powered smart meters that allow for more efficient parking operations and an increase in revenue due to automated rate setting and parking space turnover. The installation of these meters was completed in FY 2023.

While it is anticipated that General Fund transfers will be necessary until the debt service payments are completed, an increase in parking meter revenues could potentially reduce future year General Fund transfer amounts.

Parking Fund Forecast: The FY 2025 budget includes a transfer from the General Fund to the Parking Fund of \$1.2 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 \$1.2 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



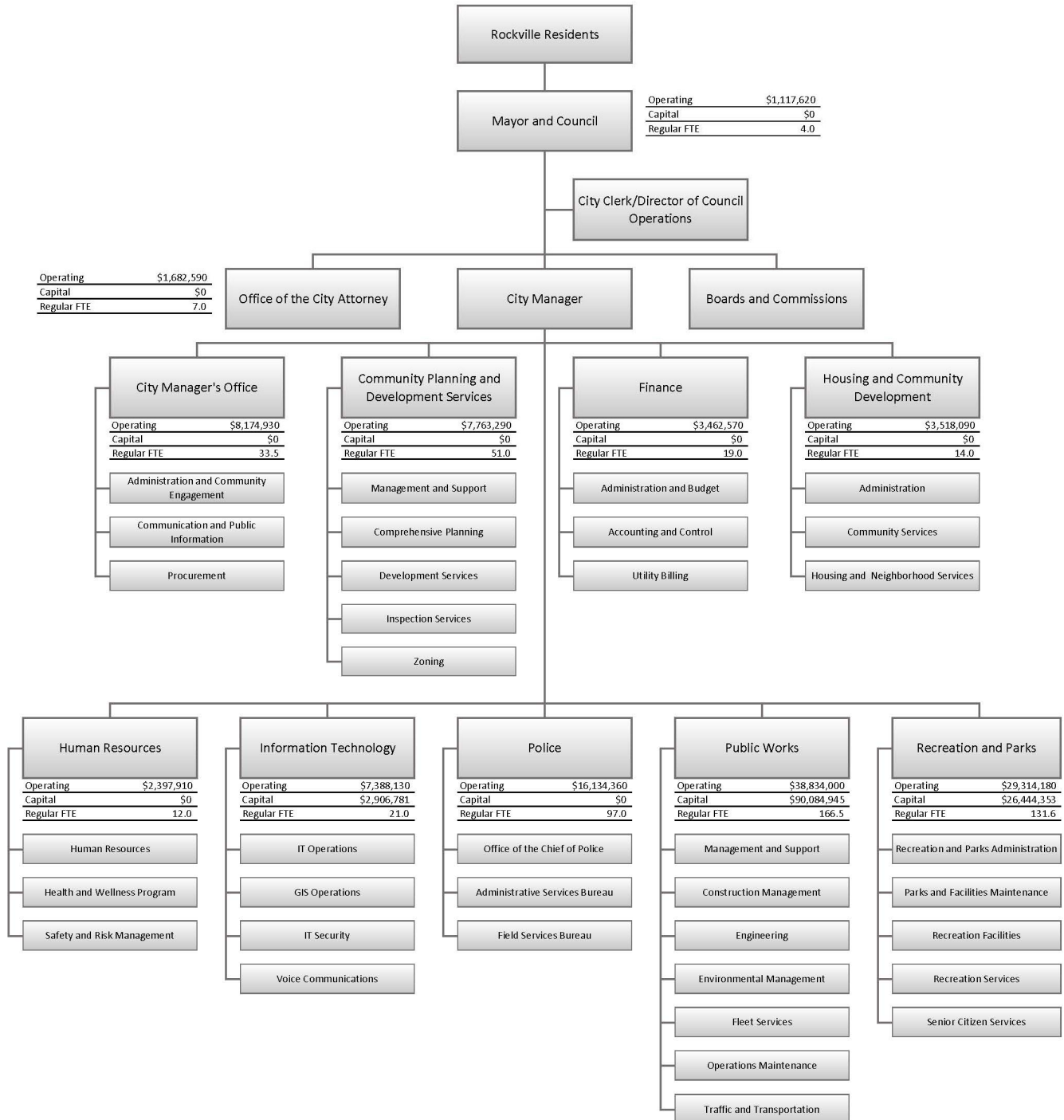
Parking Fund Current Debt Service

Year	Principal	Interest	Total
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 (\$)	22,200,000	4,203,301	26,403,301





Citywide Organizational Chart



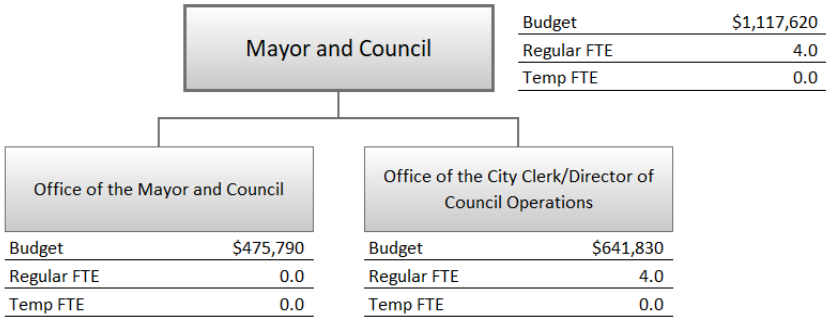




Mayor and Council Department

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 2024 Accomplishments

- Adopted the city's updated Personnel Policies and Procedures Manual
- Adopted the name change of Redgate Park to Redgate Park and Arboretum
- Adopted the City of Rockville Pedestrian Master Plan as an amendment to the 2040 Comprehensive Plan
- Adopted and created a new Transportation and Mobility Commission to replace the Traffic and Transportation Commission
- Adopted a charter amendment to increase the number of councilmembers needed to request a public hearing, introduce, and waive the layover period
- Hired new part-time Boards and Commissions Coordinator
- Transitioned to a new city archive site
- Conducted outreach for residents, community HOAs, civic groups, and nursing homes to inform the electorate of the vote-by-mail and voter registration processes
- Increased voter registration from 39,395 registered voters in 2019 to 46,408 in 2023
- Administered and supported the Rockville Board of Supervisors of Elections with the implementation of the online campaign finance reporting process
- Held two candidate/treasurer campaign finance training sessions
- Administered, in conjunction with the Board of Supervisors of Elections, a fair and impartial vote-by-mail city election. This was Rockville's second vote-by-mail city election. The 2023 election generated 12,770 votes, an increase of 3.9 percent over the city's first vote-by-mail election in 2019
- Facilitated and coordinated the oath of office and inauguration ceremony for the 2023 elected Mayor and Councilmembers
- Transitioned from an elected body of five to a body of seven with the November 2023 election
- Held three orientations/retreats for the newly elected Mayor and Council, including two focused on strategic planning, priorities, and initiatives
- Held 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



- Presented a comprehensive 2023 Vote-by-Mail Election Report to the Mayor and Council
- Continued to support the boards and commissions recruitment processes for appointments and reappointments
- The Mayor and Council hired a new City Manager, the search for whom was coordinated and facilitated by the Office of the City Clerk/Director of Council Operations

Mayor and Council Department Fiscal Year 2025 Outlook

Throughout FY 2025 the Mayor and Council will continue to establish new priorities and follow through with new initiatives and existing plans. Additionally, the Department will:

- Hold an annual retreat on strategic planning, priorities, and initiatives
- Continue the process to develop an Employee Homeownership Program
- Discuss and implement new initiatives for Town Center and citywide branding
- Discuss, develop plans for, and consider public comments regarding the King Farm Farmstead and Redgate Park and Arboretum in coordination with other city departments

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

- Facilitate any approved election-related changes to the City Code
- Review and update the records retention policy for the Office of the City Clerk/Director of Council Operations
- Facilitate justice, equity, diversity, and inclusion training, including ADA compliance training, for boards, commissions, task forces, and volunteers
- Provide orientation for boards, commissions, committees, and task force staff liaisons, chairs, and members
- Continue training and support for staff in the city's agenda management system
- Implement annual training on the Open Meetings Act for boards and commissions



Mayor and Council Department FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Mayor and Council	344,196	490,850	475,790	-3.1%
Office of the City Clerk/Director of Council Operations	483,071	764,880	641,830	-16.1%
Department Total (\$)	827,267	1,255,730	1,117,620	-11.0%

Mayor and Council Department FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	618,940	734,350	826,660	12.6%
Operating	197,384	449,080	272,160	-39.4%
Capital Outlay	-	-	-	-
Other	10,943	72,300	18,800	-74.0%
Department Total (\$)	827,267	1,255,730	1,117,620	-11.0%

Mayor and Council Department FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Mayor and Council	-	-	-	-
Office of the City Clerk/Director of Council Operations	-	-	-	-
Department Total (\$)	-	-	-	-

Mayor and Council Department FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Office of the City Clerk/Director of Council Operations	3.5	3.5	4.0	14.3%
Regular Subtotal	3.5	3.5	4.0	14.3%
<i>Temporary</i>				
Office of the City Clerk/Director of Council Operations	-	0.3	-	-100.0%
Temporary Subtotal	-	0.3	-	-100.0%
Department Total	3.5	3.8	4.0	5.3%

Significant Changes from FY 2024 to FY 2025

The Office of the Mayor and Council's budget decreased due to the removal of other category funds for library parking validation and grant funds for a community organization that did not reapply in FY 2025. This reduction was partially offset by stipend increases for the Mayor and Council consistent with the 2023 Compensation Commission report.

The budget for the Office of the City Clerk/Director of Council Operations decreased due to the removal of one-time funding for the 2023 city election, mostly from the operating category, as well as election-related temporary FTE funds. This decrease was partially offset by the addition of personnel funding to convert an existing 0.5 FTE Boards and Commissions Coordinator to 1.0 FTE.



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 Office of the Mayor and Council	Budget	\$475,790
	Regular FTE	0.0
	Temp FTE	0.0

Office of the Mayor and Council FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Mayor and Council	344,196	490,850	475,790	-3.1%
Division Total (\$)	344,196	490,850	475,790	-3.1%

Office of the Mayor and Council FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	172,148	221,760	255,660	15.3%
Operating	161,105	200,590	205,130	2.3%
Capital Outlay	-	-	-	-
Other	10,943	68,500	15,000	-78.1%
Division Total (\$)	344,196	490,850	475,790	-3.1%

Office of the Mayor and Council FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Mayor and Council	-	-	-	-
Division Total (\$)	-	-	-	-

Significant Changes from FY 2024 to FY 2025

The Office of the Mayor and Council's budget decreased due to the removal of other category funds for library parking validation and grant funds for a community organization that did not reapply in FY 2025. This reduction was partially offset by stipend increases for the Mayor and Council consistent with the 2023 Compensation Commission report.



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	\$641,830
	Regular FTE	4.0
	Temp FTE	0.0
Office of the City Clerk/Director of Council Operations	Budget	\$641,830
	Regular FTE	4.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of Mayor and Council draft meeting minutes distributed within 30 days of meeting (Target: 100%)	90%	98%	100%	100%
Percent of Mayor and Council ordinances and resolutions put into official record within two weeks of adoption (Target: 100%)	89%	100%	100%	100%
Percent of annual reports by boards and commissions completed as scheduled* (Target: 100%)	-	50%	100%	100%
Percent of required attendees completing open meetings compliance training (Target: 100%)	75%	70%	100%	90%
Average time to fill boards and commissions vacancies, posting to appointment* **	-	-	2 months	30 days
Voter participation in last municipal election (as a percentage of registered voters)***	31%	31%	50%	28%

*This was a new performance measure for FY 2024.

**Appointments are subject to the recommendation of the Mayor.

***Actuals for FY 2022 and FY 2023 pertain to the 2019 election.

Short Term Objectives	Planned Completion
Complete boards and commissions new policies and procedures training	Q2 FY 2025



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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of Mayor and Council meeting videos posted to the city's website within one business day (Target: 100%)	-	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%	100%
Number of Mayor and Council meetings conducted	40	34	50	30
Average length of time for Mayor and Council meetings	4.5 hours	4.3 hours	4.5 hours	3.5 hours



Office of the City Clerk/Director of Council Operations FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the City Clerk/Director of Council Operations	483,071	764,880	641,830	-16.1%
Division Total (\$)	483,071	764,880	641,830	-16.1%

Office of the City Clerk/Director of Council Operations FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	446,792	512,590	571,000	11.4%
Operating	36,279	248,490	67,030	-73.0%
Capital Outlay	-	-	-	-
Other	-	3,800	3,800	0.0%
Division Total (\$)	483,071	764,880	641,830	-16.1%

Office of the City Clerk/Director of Council Operations FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the City Clerk/Director of Council Operations	-	-	-	-
Division Total (\$)	-	-	-	-

Office of the City Clerk/Director of Council Operations FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Office of the City Clerk/Director of Council Operations	3.5	3.5	4.0	14.3%
Regular Subtotal	3.5	3.5	4.0	14.3%
<i>Temporary</i>				
Office of the City Clerk/Director of Council Operations	-	0.3	-	-100.0%
Temporary Subtotal	-	0.3	-	-100.0%
Division Total	3.5	3.8	4.0	5.3%

Significant Changes from FY 2024 to FY 2025

The budget for the Office of the City Clerk/Director of Council Operations decreased due to the removal of one-time funding for the 2023 city election, mostly from the operating category, as well as election-related temporary FTE funds. This decrease was partially offset by the addition of personnel funding to convert an existing 0.5 FTE Boards and Commissions Coordinator to 1.0 FTE.





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 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 complies 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	\$1,682,590
	Regular FTE	7.0
	Temp FTE	0.0
City Attorney	Budget	\$1,682,590
	Regular FTE	7.0
	Temp FTE	0.0

Fiscal Year 2024 Accomplishments

- Provided legal support and advice for amendments to the City Charter and City Code
- Provided legal support and advice for the referendum questions that appeared on the November 7, 2023 ballot
- Drafted new Rules of Procedure for the Planning Commission and provided legal support for their adoption
- Conducted training sessions for city's development review staff on variances and lawful development exactions
- Provided legal advice and support for the city's Art in Public Places program
- 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 revisions to the city's Personnel Policy and Procedures Manual
- Provided legal advice and support for revisions to the city's Social Media Policy
- Provided legal advice and support for revisions to the city's Sponsorship Policy
- Provided legal advice and support to the city's custodian of records for the Maryland Public Information Act
- Provided updated standard contract forms and implemented a more transparent process for the award and execution of contracts
- Provided legal advice and support for the automation of the city's financial disclosure process
- Drafted complex Moderately Priced Dwelling Unit (MPDU) loan documents related to RHE's Scarborough Square financing transaction
- Drafted new MPDU program agreements for rental MPDU projects
- Drafted new MPDU program agreements for for-sale MPDU projects
- Drafted and revised standard employment agreements for non-merit (contract) staff members



Office of the City Attorney's Fiscal Year 2025 Outlook

During FY 2025 the Office of the City Attorney anticipates the following responsibilities:

- 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
- 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 the implementation of the city's Comprehensive Plan and related Zoning Ordinance rewrite
- Providing legal advice and support for the updates and rewrites of the city's Building Code, Forest and Tree Preservation Ordinance, and various other chapters in the City Code
- Providing legal advice and support for substantial revisions to the city's Human Resources orientation manual
- Providing continued legal advice and support for revisions to the city's MPDU program, including code amendments and modifications to the related regulations
- Providing continued legal advice and support related to the award and execution of contracts and agreements
- Providing continued legal support for development throughout the city
- 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
- 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 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



**Office of the City Attorney
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
City Attorney	1,417,243	1,605,910	1,682,590	4.8%
Department Total (\$)	1,417,243	1,605,910	1,682,590	4.8%

**Office of the City Attorney
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,328,178	1,488,150	1,554,830	4.5%
Operating	89,065	113,160	123,160	8.8%
Capital Outlay	-	-	-	-
Other	-	4,600	4,600	0.0%
Department Total (\$)	1,417,243	1,605,910	1,682,590	4.8%

**Office of the City Attorney
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
City Attorney	-	-	-	-
Department Total (\$)	-	-	-	-

**Office of the City Attorney
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025**

Operating category funding increased to provide \$10,000 in additional funds for outside legal services.



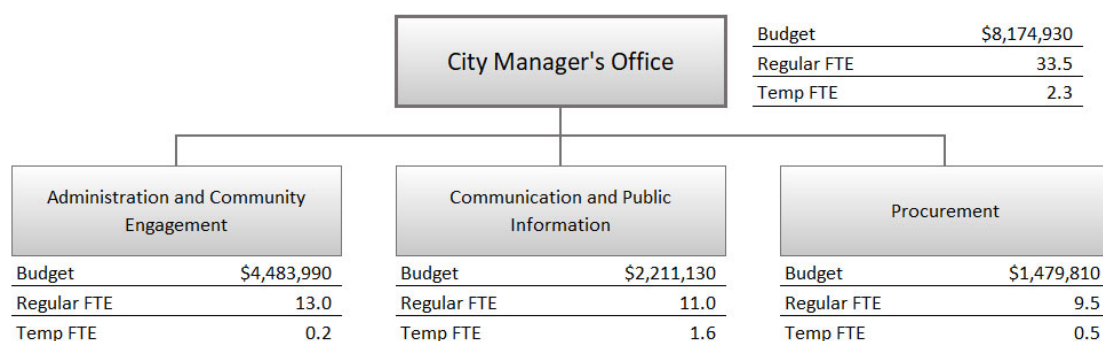


City Manager's Office

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 2024 Accomplishments

- Implemented a tracking system to measure processing times of the procurement processes as outlined in the Procurement Guide in Fall 2023
- Implemented a one-on-one technical assistance scheduling portal for minority, female, disabled, and veteran-owned (MFD-V) vendors that allows them to electronically select a date and time for meeting with the MFD-V coordinator
- 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
- Began working 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
- Acquired a social media archiving tool to ensure compliance with State and federal requirements
- Provided outreach for the 2023 election across all official city communication platforms
- Expanded outreach and new activities for the MLK Day of Service
- Initiated Exploring the Culture of Us, which focuses on bringing lived experience from our community to share with staff to start normalizing conversations around justice, equity, diversity, and inclusion topics
- Completed the city's first GARE (Government Alliance on Racial Equity) cohort with 11 staff members, and held GARE training for all elected officials and senior staff members
- Hosted "City Academy" with 15 residents, which provides participants with a fresh perspective on city government
- Dedicated staff to start ADA Coordinator Training Certification Program
- Managed the transition to the city's new elected body, including orientation and strategy-setting sessions



- Procured and implemented a new public records request tracking portal to streamline and expedite the processing of Maryland Public Information Act requests
- Procured and began implementing a citywide tracking system for major projects and initiatives
- Completed an external review of city grants management, resulting in recommendations that will guide citywide standard operating procedures to promote transparency and other best practices
- Improved the city's Community Organization Grant Application with a new online form; migrated applicant submittal and post-award process into the platform used by the Housing and Community Development Department
- Assisted city staff with grant submittals to obtain new grants and repeating grants
- Completed the Continuity of Operations Plan (COOP) development process, including a tabletop exercise to validate the plan; each city Department and Charter Office has an annex to the main plan that will be revised annually
- Participated in regional emergency planning and preparedness activities with the Metropolitan Washington Council of Governments (MWCOG) including a tabletop exercise with regional partner organizations
- Transitioned Art in Public Places, Art in Public Architecture, and Publicly Accessible Art in Private Development programs from the Recreation and Parks Department to the City Manager's Office to centralize efforts

City Manager's Office Fiscal Year 2025 Outlook

- PIO will launch a newly redesigned city website, and once adopted by the Mayor and Council will lead the implementation of a new city brand across all communication platforms and city departments
- PIO will relaunch Rockville Reports as a bi-monthly printed and mailed newsletter
- Build new capacity into citywide grants-related functions and improve overall grants management by consolidating programs into current city platforms while exploring new options
- Pursue outside funding for City of Rockville capital improvements and operating priorities, and establish more grant-supported partnership project opportunities with area nonprofits
- Continue refining performance measures and reporting systems for all city departments and functions
- Continue building the city's tracking system for major projects and initiatives to include a public-facing dashboard
- Administer the city's first post-pandemic community survey (last conducted in 2018), and analyze, evaluate, and develop recommendations from the responses, comparing 'pre-pandemic' and 'post-pandemic' conditions
- Engage city staff 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 new citywide Equity Tool
- Continue Exploring the Culture of Us, which focuses on bringing lived experience from our community to share with staff to continue normalizing conversations around justice, equity, diversity, and inclusion topics
- Continue to build community partnerships, especially from groups that are historically excluded
- Increase Stockroom inventory of water meters and transceivers over demand to compensate for supply chain issues
- Refine MFD-V businesses tracking to include all city procurements in addition to Mayor and Council awards
- Finalize Procurement Strategic Plan and begin to work toward meeting the strategic goals as outlined in the Plan, and continue to review and update the Procurement policies and procedures
- Host the "Rockville Means Business" event in Fall 2025
- 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
- Complete implementation of the Procurement module of the city's ERP upgrade, including vendor self-service and solicitation components
- Initiate the process to develop and exercise a new Emergency Operations Plan, involving all departments and charter officials to capture roles and responsibilities in an emergency response
- Continue work on a new permanent public art installation for the Rockville Swim and Fitness Center
- Create new public art and surface murals on Beall Avenue in collaboration with the Department of Public Works (DPW) as part of the city's grant from the Bloomberg Asphalt Art Initiative
- Finalize the city's Art in Public Places 2023-2028 Implementation Plan and advise on possible changes to City Code
- Commission two murals through the Art in Public Places Program: College Gardens Park and Twinbrook Annex



**City Manager's Office
FY 2025 Adopted Expenditures by Division**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Community Engagement	3,786,357	3,889,970	4,483,990	15.3%
Communication and Public Information	1,749,011	2,187,260	2,211,130	1.1%
Procurement	1,230,895	1,337,570	1,479,810	10.6%
Department Total (\$)	6,766,263	7,414,800	8,174,930	10.3%

**City Manager's Office
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	4,110,052	4,868,570	5,167,030	6.1%
Operating	908,048	883,220	1,145,260	29.7%
Capital Outlay	44,605	252,200	239,870	-4.9%
Other	1,703,558	1,410,810	1,622,770	15.0%
Department Total (\$)	6,766,263	7,414,800	8,174,930	10.3%

**City Manager's Office
FY 2025 Adopted Revenues by Division**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Community Engagement	56,914	9,000	150,900	1576.7%
Communication and Public Information	1,551,781	1,633,000	1,503,000	-8.0%
Procurement	-	-	-	-
Department Total (\$)	1,608,695	1,642,000	1,653,900	0.7%

**Significant Changes from
FY 2024 to FY 2025**

The Administration and Community Engagement Division's budget increased due to the transfer in of two Cost Centers from the Department of Recreation and Parks for FY 2025, which increased both operating expenditures and revenue. This Division's other category also increased due to increases in funding for REDI as well as to community organization grants.

One-time operating funding related to the 2023 election was removed from the Communication and Public Information Division's budget, partially offsetting other operating category increases mentioned above.

Communication and Public Information Division revenues are projected to decrease based on trends in cable subscriptions.



**City Manager's Office
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Administration and Community Engagement	12.0	13.0	13.0	0.0%
Communication and Public Information	11.0	11.0	11.0	0.0%
Procurement	9.5	9.5	9.5	0.0%
Regular Subtotal	32.5	33.5	33.5	0.0%
<i>Temporary</i>				
Administration and Community Engagement	0.2	0.2	0.2	0.0%
Communication and Public Information	1.3	1.6	1.6	0.0%
Procurement	-	-	0.5	N/A
Temporary Subtotal	1.5	1.8	2.3	27.8%
Department Total	34.0	35.3	35.8	1.4%

**Significant Changes from
FY 2024 to FY 2025**

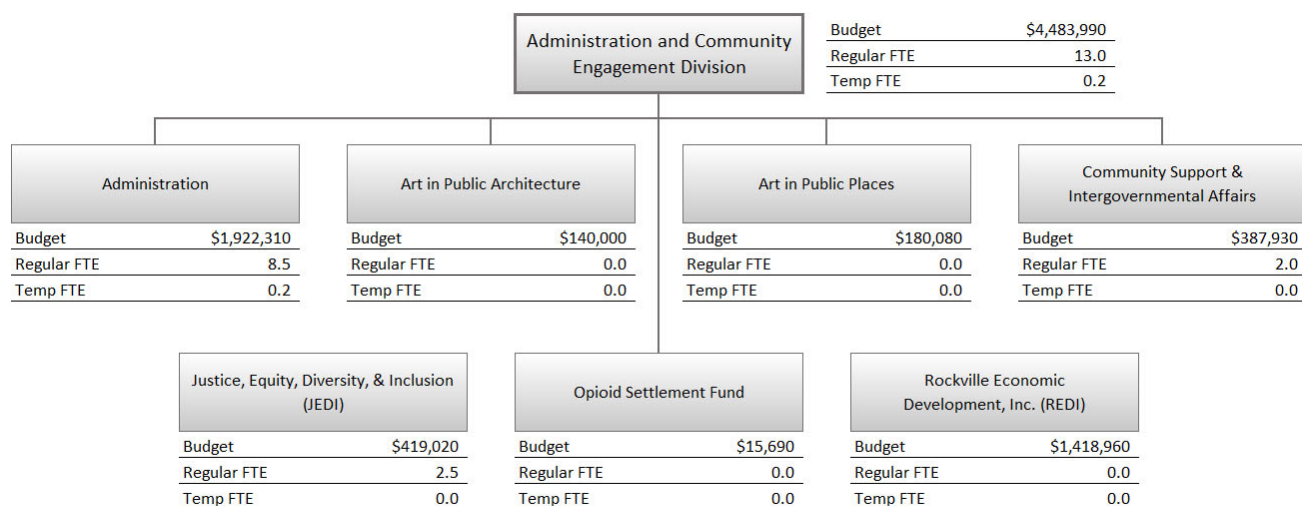
Total City Manager's Office FTEs increased due to the addition of a new 0.5 FTE temporary employee in the Procurement Division.



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 outside 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, cultivating civic leadership and emerging non-profits. The Division includes the 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. This Division now also manages the city's Arts, Culture, and History initiative by leading the City's Art in Public Places, Art in Public Architecture, and Art in Private Development programs and developing strategy, planning, and programming efforts to support Rockville's arts, culture, and history.



Performance Measures and Short Term Objectives

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of requests for service from the community to the Mayor and Council and City Manager's Office*	304	358	300	421
Number of grants provided to community organizations through the city's annual community organization grant process**	15	17	14	14

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

**This is a new performance measure for FY 2025.



Short Term Objectives	Planned Completion
Administer the community survey and present results and analysis to the Mayor and Council	Q3 FY 2025
Continue building out the citywide tracking system for major projects and initiatives to encompass all major city initiatives	Q4 FY 2025
Integrate the grant management consultant's recommendations into citywide standard operating procedures	Q4 FY 2025
Seek out and develop grant funding opportunities to support the city's needs and priorities	Q4 FY 2025

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

Guiding Principle(s): Effective and Efficient Service Delivery

Short Term Objectives	Planned Completion
Advocate for MCPS capital funding for public schools serving Rockville students at the County and State levels	Q4 FY 2025
Advocate to the General Assembly and the Governor for Vision Zero legislation supporting pedestrian and bike safety on State roads	Q4 FY 2025

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of Maryland Public Information Act (MPIA) requests*	300	404	404	404
Percent of MPIA requests responded to within 30 days of receipt (Target: ≥ 98%)	97%	45%	≥ 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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of city department/division continuity of operations plans updated in the last year (14 plans)*	-	-	40%	85%
Percent of city department/division continuity of operations plans exercised in the last year**	-	-	-	85%

*This was a new performance measure for FY 2024.

**This is a new performance measure for FY 2025.

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of training sessions facilitated by the Justice, Equity, Inclusion, & Diversity (JEDI) team	-	6	6	6
Number of Exploring the Culture of Us and other events hosted by the JEDI team with outside presenters/trips*	-	6	-	6
Municipal Equality Index score received	100	100	100	100

*This is a new performance measure for FY 2025.



Short Term Objectives	Planned Completion
Conduct training for all staff on new citywide Equity Toolkit	Q2 FY 2025
Coordinate multi-departmental outreach efforts to increase city presence in and consideration of historically excluded communities	Q4 FY 2025
Develop the city's first Justice, Equity, Diversity, and Inclusion Strategic Plan	Q4 FY 2025
Develop a Community Engagement and Outreach Plan	Q4 FY 2025

Goal: Maintain equitable opportunities for program participation, cultural stimulation, and display of public art for all residents and visitors to Rockville

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of temporary or permanent art projects installed*	1	2	3	3

**This performance measure moved along with the Art in Public Architecture and Art in Public Places Cost Centers from the Department of Recreation and Parks for FY 2025.*

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

Guiding Principle(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 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Business Incentive Grant recipients (Move/Expansion) and Small Business Impact fund recipients	4	11	9	9
Number of full-time jobs added to Rockville through grantees	84	73	100	70
Number of underserved community businesses assisted*				
Montgomery County	330	246	200	250
City of Rockville	65	53	75	83

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



Administration and Community Engagement Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration	1,809,427	1,795,000	1,922,310	7.1%
Art in Public Architecture*	-	-	140,000	N/A
Art in Public Places*	-	-	180,080	N/A
Community Support & Intergovernmental Affairs	356,600	359,730	387,930	7.8%
Justice, Equity, Diversity, & Inclusion (JEDI)	-	398,630	419,020	5.1%
Opioid Settlement Fund	-	16,280	15,690	-3.6%
Rockville Economic Development, Inc. (REDI)	1,620,330	1,320,330	1,418,960	7.5%
Division Total (\$)	3,786,357	3,889,970	4,483,990	15.3%

*The Art in Public Architecture and Art in Public Places Cost Centers were transferred from the Department of Recreation and Parks for FY 2025.

Administration and Community Engagement Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,704,791	2,242,270	2,311,120	3.1%
Operating	386,638	245,520	571,060	132.6%
Capital Outlay	-	-	-	-
Other	1,694,928	1,402,180	1,601,810	14.2%
Division Total (\$)	3,786,357	3,889,970	4,483,990	15.3%

Administration and Community Engagement Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration	-	-	-	-
Art in Public Architecture*	-	-	15,270	N/A
Art in Public Places*	-	-	126,630	N/A
Community Support & Intergovernmental Affairs	-	-	-	-
Justice, Equity, Diversity, & Inclusion (JEDI)	-	9,000	9,000	0.0%
Opioid Settlement Fund	56,914	-	-	-
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Division Total (\$)	56,914	9,000	150,900	1576.7%

*The Art in Public Architecture and Art in Public Places Cost Centers were transferred from the Department of Recreation and Parks for FY 2025.

Significant Changes from FY 2024 to FY 2025

The Administration Cost Center includes the addition of \$61,260 in operating cost impacts related to the Emergency Operations Center within the Maintenance and Emergency Operations Facility Improvements (GD19) CIP project, which was offset by the elimination of one-time operating funding from FY 2024. This Cost Center also includes a one-time \$65,000 vehicle contribution to the Rockville Volunteer Fire Department in the other category.

The Art in Public Architecture and Art in Public Places Cost Centers were transferred in from the Department of Recreation and Parks for FY 2025, accounting for this Division's increase in operating funding and in total revenue.

The other category also includes an adjustment for known contract increases for copier leases, additional funding for community organization grants, and an increase in the city's funding for REDI to cover increased expenses as well as \$50,000 in one-time funding for a life sciences branding project.



Administration and Community Engagement Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Administration	10.0	8.5	8.5	0.0%
Art in Public Architecture*	-	-	-	-
Art in Public Places*	-	-	-	-
Community Support & Intergovernmental Affairs	2.0	2.0	2.0	0.0%
Justice, Equity, Diversity, & Inclusion (JEDI)	-	2.5	2.5	0.0%
Opioid Settlement Fund	-	-	-	-
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Regular Subtotal	12.0	13.0	13.0	0.0%
<i>Temporary</i>				
Administration	0.2	0.2	0.2	0.0%
Art in Public Architecture*	-	-	-	-
Art in Public Places*	-	-	-	-
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	12.2	13.2	13.2	0.0%

*The Art in Public Architecture and Art in Public Places Cost Centers were transferred from the Department of Recreation and Parks for FY 2025.

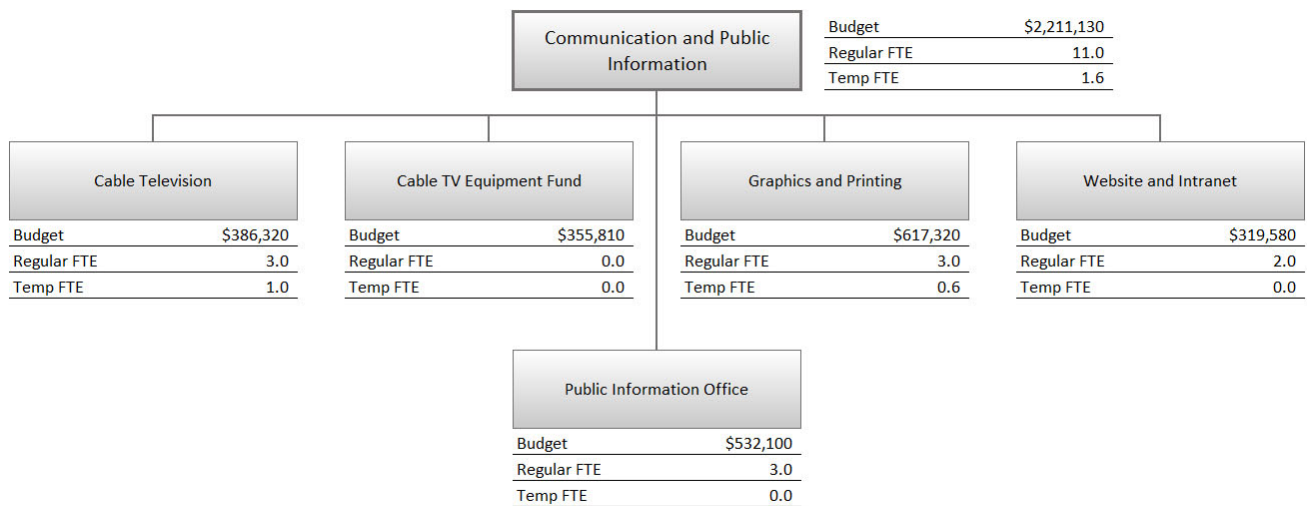
Significant Changes from FY 2024 to FY 2025

There were no significant changes.



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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of visits to Rockvillemd.gov and RockvilleReports.com	912,744	1,055,859	1,006,300	1,164,085
Number of followers on all city social media platforms (Facebook, Twitter, Instagram, Nextdoor, and YouTube)*	-	-	47,974	51,967
*This was a new performance measure for FY 2024.				
Short Term Objectives	Planned Completion			
Launch a newly redesigned city website and new mobile app	Q3 FY 2025			
Develop and begin citywide rebranding implementation	Q3 FY 2025			

Goal: Create high quality and timely printed media

Guiding Principle(s): Effective and Efficient Service Delivery

Short Term Objectives	Planned Completion
Relaunch "Rockville Reports" as a bimonthly, mailed, print newsletter, redesigned according to the city's new branding and with a digital-first focus that utilizes the RockvilleReports.com website	Q3 FY 2025



Communication and Public Information Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Cable Television	305,057	371,410	386,320	4.0%
Cable TV Equipment Fund	119,397	355,810	355,810	0.0%
Graphics and Printing	604,632	644,880	617,320	-4.3%
Public Information Office	470,690	511,660	532,100	4.0%
Website and Intranet	249,235	303,500	319,580	5.3%
Division Total (\$)	1,749,011	2,187,260	2,211,130	1.1%

Communication and Public Information Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,259,653	1,363,130	1,451,500	6.5%
Operating	444,753	571,930	507,430	-11.3%
Capital Outlay	44,605	252,200	239,870	-4.9%
Other	-	-	12,330	N/A
Division Total (\$)	1,749,011	2,187,260	2,211,130	1.1%

Communication and Public Information Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Cable Television	868,585	893,000	833,000	-6.7%
Cable TV Equipment Fund	683,196	740,000	670,000	-9.5%
Graphics and Printing	-	-	-	-
Public Information Office	-	-	-	-
Website and Intranet	-	-	-	-
Division Total (\$)	1,551,781	1,633,000	1,503,000	-8.0%

Significant Changes from FY 2024 to FY 2025

The operating category decreased due to the removal of funding related to the 2023 election and a shift in funding for a vehicle lease to the other category.

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



**Communication and Public Information Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Cable Television	3.0	3.0	3.0	0.0%
Cable TV Equipment Fund	-	-	-	-
Graphics and Printing	3.0	3.0	3.0	0.0%
Public Information Office	3.0	3.0	3.0	0.0%
Website and Intranet	2.0	2.0	2.0	0.0%
Regular Subtotal	11.0	11.0	11.0	0.0%
<i>Temporary</i>				
Cable Television	1.3	1.0	1.0	0.0%
Cable TV Equipment Fund	-	-	-	-
Graphics and Printing	-	0.6	0.6	0.0%
Public Information Office	-	-	-	-
Website and Intranet	-	-	-	-
Temporary Subtotal	1.3	1.6	1.6	0.0%
Division Total	12.3	12.6	12.6	0.0%

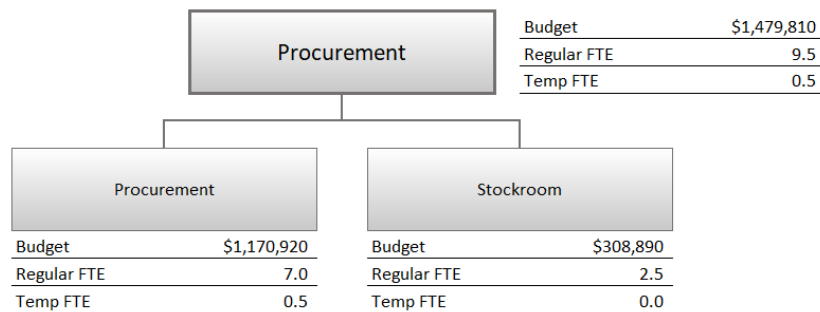
**Significant Changes from
FY 2024 to FY 2025**

There were no significant changes.



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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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%	≥ 50%
Percent of internal customers rating the procurement processes and service levels as “good” or “excellent” based on internal customer survey* (Target: >75%)	-	-	≥ 78%	≥ 78%
Percent of total solicitations to which MFD-V vendors have responded* **	-	-	25%	25%
Of the percent of solicitations referenced above, percent that were awarded to MFD-V vendors* **	-	-	10%	10%
Percent of all procurement methods meeting the agreed-upon timeline based on the procurement processing times as outlined in the Procurement Guide*	-	-	75%	75%

*This was 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. code changes, best practices, administrative procedures, etc.)	Q2 FY 2025
Continue to solicit feedback as it relates to customer satisfaction from the business community, MFD-V vendors, and city staff through surveys	Q4 FY 2025
Finalize Procurement Strategic Plan and begin to work toward meeting the strategic goals as outlined in the Plan	Q4 FY 2025

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Average availability rate of stock items requested by city departments (Target: $\geq 95\%$)	99%	99%	$\geq 95\%$	$\geq 95\%$
Error rate between actual and system annual inventory counts: (Target: $\leq 5\%$)				
Per stock number	1%	1%	$\leq 5\%$	$\leq 5\%$
Per number of items	1%	1%	$\leq 5\%$	$\leq 5\%$



**Procurement Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Procurement	954,751	1,043,190	1,170,920	12.2%
Stockroom	276,144	294,380	308,890	4.9%
Division Total (\$)	1,230,895	1,337,570	1,479,810	10.6%

**Procurement Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,145,608	1,263,170	1,404,410	11.2%
Operating	76,657	65,770	66,770	1.5%
Capital Outlay	-	-	-	-
Other	8,630	8,630	8,630	0.0%
Division Total (\$)	1,230,895	1,337,570	1,479,810	10.6%

**Procurement Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Procurement	-	-	-	-
Stockroom	-	-	-	-
Division Total (\$)	-	-	-	-

**Procurement Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Procurement	7.0	7.0	7.0	0.0%
Stockroom	2.5	2.5	2.5	0.0%
Regular Subtotal	9.5	9.5	9.5	0.0%
<i>Temporary</i>				
Procurement	-	-	0.5	N/A
Stockroom	-	-	-	-
Temporary Subtotal	-	-	0.5	N/A
Division Total	9.5	9.5	10.0	5.3%

**Significant Changes from
FY 2024 to FY 2025**

The Procurement Cost Center's FY 2025 budget includes funding for a new 0.5 FTE temporary employee to assist with various Procurement programs as needed.



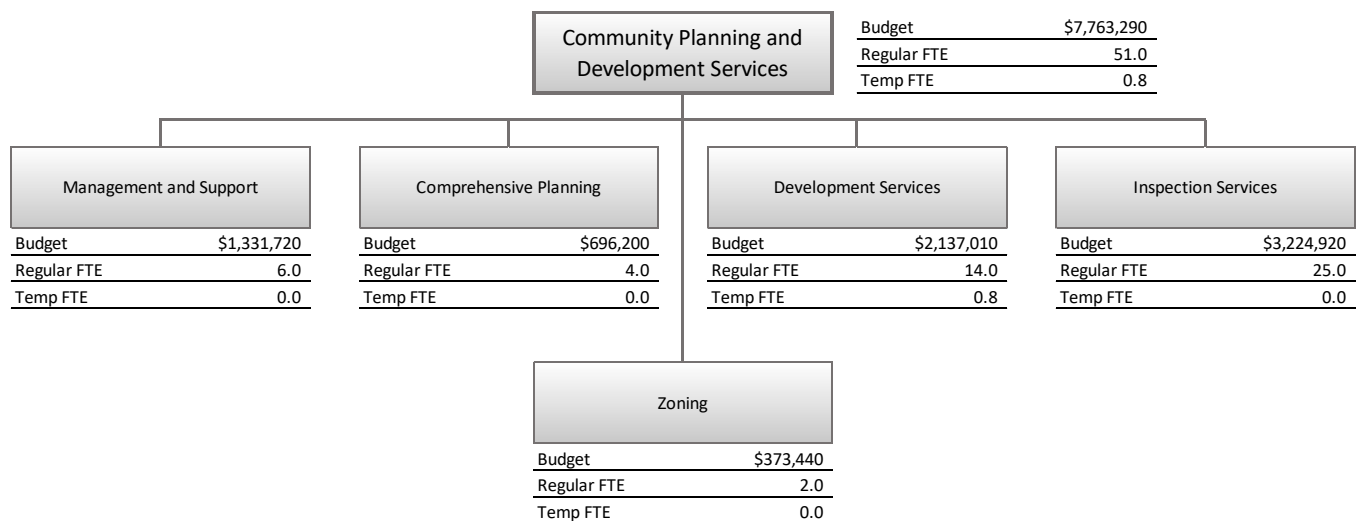


Department of Community Planning and Development Services

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 information, 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 2024 Accomplishments

- Made additional improvements to the city's website for permitting, development, and forestry to be more informative and user-friendly, including creating a new page for predevelopment meetings
- Completed implementation of Phase 1 of the FAST (Faster, Accountable, Smarter, Transparent) project which will improve the development review and permitting processes
- Published internal/external Development Review Committee roles and responsibilities
- Completed the draft of the Lincoln Park design guidelines
- Facilitated adoption of zoning regulations to implement a floating zone scheme that allows developments on properties recommended for a change in land use to proceed in advance of the Zoning Ordinance rewrite
- Adopted regulations for attached Accessory Dwelling Units
- Completed the first two phases of the Zoning Ordinance rewrite



- Continued to prepare and share economic, housing, demographic, and real estate data and analysis on key market conditions and trends including 2020 Census Report and Dwelling Unit Report and Population Count
- Conducted equity analysis using census data that is being used to inform various city initiatives
- Assisted with application for Asphalt Art grant from Bloomberg Philanthropies
- 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
- Collaborated with DPW and provided key input and feedback to the consultant on developing a Fiscal Impact Model
- Published the first annual report for the Rockville 2040 Comprehensive Plan
- Successfully completed a comprehensive engagement effort for the update to the 2001 Rockville Town Center Master Plan and developed a draft plan that addresses the feedback received
- Building Plans Examiners completed over 1,000 reviews of construction documents, maintaining an overall 86 percent completion rate within adopted timeframes, while experiencing significant staffing issues
- Fire Codes Plans Examiners and Fire Protection Engineers completed 1,254 reviews of construction documents within the adopted timeframes
- Completed the final draft of the Fire Protection Engineering Design Evaluation Reporting Protocol
- Conducted over 750 initial site visits for existing commercial and multi-family structures to ensure the correct life safety and fire protection systems were properly registered within inspection reporting system
- Implemented the Radon and Inspection Ordinance effective September 2023
- Implemented improvements to online permitting system, including setting up planning and forestry applications, hotel and apartment license and renewal processes, and improvements to customer communications and address verification
- Performed 2,500 building inspections, including mechanical, electrical, and plumbing inspections
- Managed approvals for key development projects

Department of Community Planning and Development Services Fiscal Year 2025 Outlook

- Adopt 2021 Building Code which includes the Property Maintenance Code, last updated in 1996
- Adopt 2024 Fire Code which includes Chapter 9 and NFPA 2024 edition
- Adopt Chapter 10.5 Forest and Tree Preservation Ordinance and complete revisions to the Forest Conservation Manual
- Explore and implement automation measures for select residential permits
- Complete update to the 2001 Town Center Master Plan
- Initiate CPDS Connect (small business assistance program)
- Continue improving and updating the FAST program
- Complete Mayor and Council endorsement of concept plan for Rockville Metro Station
- Present annexation of Shady Grove Metro Station and surrounding properties to Mayor and Council for discussion
- Publish draft of rewritten Zoning Ordinance for public review in anticipation of adoption
- Make key updates to online permitting system including migrating fully to the system and streamlining applications
- Publish a collaborative internal/external plat review checklist for accountability and consistency
- Facilitate the adoption of pending Zoning Text Amendments:
 - a. Detached Accessory Dwelling Units/ADU's, Short Term Rentals, and room rentals to address housing affordability. Add subsequent software to track short term rentals
 - b. Smoke shops and cannabis
 - c. Lincoln Park design guidelines
- Implement new community engagement strategy to broaden participation in planning and development services
- Develop a pilot code assistance program for residents who struggle to bring their property into compliance after receiving code violations



Department of Community Planning and Development Services FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management and Support	995,876	1,231,800	1,331,720	8.1%
Comprehensive Planning	706,415	715,500	696,200	-2.7%
Development Services	1,848,182	2,037,260	2,137,010	4.9%
Inspection Services	2,413,485	2,779,110	3,224,920	16.0%
Zoning	299,888	382,100	373,440	-2.3%
Department Total (\$)	6,263,846	7,145,770	7,763,290	8.6%

Department of Community Planning and Development Services FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	5,640,453	6,598,580	7,244,800	9.8%
Operating	460,535	411,680	419,790	2.0%
Capital Outlay	42,858	1,810	-	-100.0%
Other	120,000	133,700	98,700	-26.2%
Department Total (\$)	6,263,846	7,145,770	7,763,290	8.6%

Department of Community Planning and Development Services FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management and Support	-	-	-	-
Comprehensive Planning	-	-	-	-
Development Services	133,503	155,000	146,650	-5.4%
Inspection Services	3,560,255	4,414,260	5,116,680	15.9%
Zoning	-	-	-	-
Department Total (\$)	3,693,758	4,569,260	5,263,330	15.2%

Significant Changes from FY 2024 to FY 2025

Personnel funding increased in Inspection Services due to the addition of a 1.0 FTE Senior Building Plans Examiner and a 1.0 FTE Administrative Assistant.

Other category funding decreased in Comprehensive Planning by \$35,000 due to a reduction in the grant to Peerless Rockville.

Revenue increased in Inspection Services due to fee increases, and decreased in Development Services based on historical trends.



Department of Community Planning and Development Services FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Management and Support	5.0	6.0	6.0	0.0%
Comprehensive Planning	4.0	4.0	4.0	0.0%
Development Services	14.0	14.0	14.0	0.0%
Inspection Services	21.0	23.0	25.0	8.7%
Zoning	2.0	2.0	2.0	0.0%
Regular Subtotal	46.0	49.0	51.0	4.1%
<i>Temporary</i>				
Management and Support	-	-	-	-
Comprehensive Planning	-	-	-	-
Development Services	0.8	0.8	0.8	0.0%
Inspection Services	0.8	-	-	-
Zoning	-	-	-	-
Temporary Subtotal	1.6	0.8	0.8	0.0%
Department Total	47.6	49.8	51.8	4.0%

Significant Changes from FY 2024 to FY 2025

Regular FTEs increased in the Inspection Services Division by 2.0 due to the addition of a 1.0 FTE Senior Building Plans Examiner and a 1.0 FTE Administrative Assistant.



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	\$1,331,720
	Regular FTE	6.0
	Temp FTE	0.0
Administration and Support	Budget	\$1,331,720
	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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of department customers satisfied with their experience based on department surveys* (Target: ≥ 95%)	-	95%	≥ 95%	≥ 95%

* This was a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Organize and hold a customer forum to gather feedback on processes and services	Q3 FY 2025
Conduct a randomized phone survey of ISD customers	Q4 FY 2025

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

Guiding Principle(s): Economic Development

Short Term Objectives	Planned Completion
Participate in an interdepartmental team to implement the installation of Asphalt Art in Town Center, as funded by grant from Bloomberg Philanthropes	Q2 FY 2025
Work with the WMATA consultant team to prepare a report on the Rockville Metro Station Design Concepts, hold public meetings and workshops for community input, and present the final report on the concept designs to the Mayor and Council	Q3 FY 2025



Goal: Provide useful and accurate data for the city and to the public and partner entities

Guiding Principle(s): Effective and Efficient Service Delivery

Short Term Objectives	Planned Completion
Create a dashboard to report on existing and changing economic and demographic conditions	Q3 FY 2025
Participate in the County's Growth and Infrastructure Policy update team in order to recommend school test changes to the County Council and provide input to the city's Adequate Public Facilities Ordinance requirements	Q3 FY 2025

Goal: Annex key properties into Rockville

Guiding Principle(s): Economic Development

Short Term Objectives	Planned Completion
Initiate the annexation process for Shady Grove Metro Station upon Mayor and Council approval	Q2 FY 2025



Management and Support Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Support	995,876	1,231,800	1,331,720	8.1%
Division Total (\$)	995,876	1,231,800	1,331,720	8.1%

Management and Support Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	795,460	1,060,930	1,138,820	7.3%
Operating	200,416	155,360	179,200	15.3%
Capital Outlay	-	1,810	-	-100.0%
Other	-	13,700	13,700	0.0%
Division Total (\$)	995,876	1,231,800	1,331,720	8.1%

Management and Support Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Support	-	-	-	-
Division Total (\$)	-	-	-	-

Management and Support Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Administration and Support	5.0	6.0	6.0	0.0%
Regular Subtotal	5.0	6.0	6.0	0.0%
<i>Temporary</i>				
Administration and Support	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	5.0	6.0	6.0	0.0%

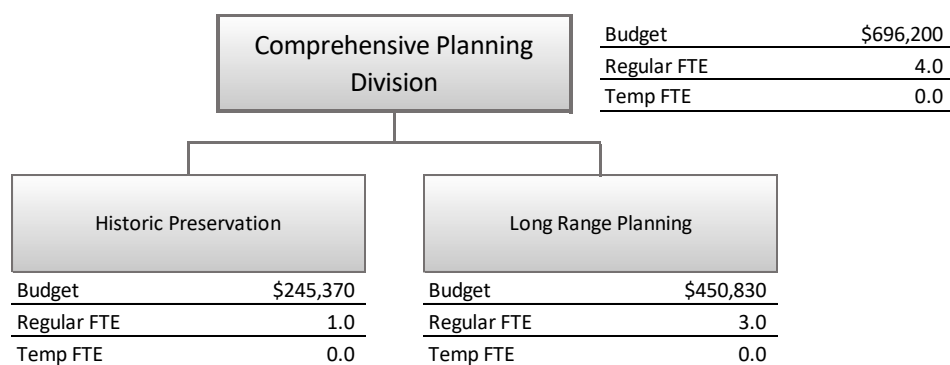
Significant Changes from FY 2024 to FY 2025

Operating costs increased by \$15,000 for a pilot code assistance program for residents who struggle to bring their property into compliance after receiving code violations, and by \$4,180 for workspace equipment related to the addition of a 1.0 FTE Senior Building Plans Examiner in the Inspection Services Division.



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

Guiding Principle(s): Economic Development, Housing

Short Term Objectives	Planned Completion
Complete update to the 2001 Rockville Town Center Master Plan	Q1 FY 2025

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

Guiding Principle(s): Economic Development, Housing, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percentage of development applications reviewed for Comprehensive Plan and relevant neighborhood plan compatibility by internal deadlines*	-	-	-	100%

* This is a new performance measure for FY 2025.

Short Term Objectives	Planned Completion
Produce annual report for Rockville 2040 Comprehensive Plan implementation	Q1 FY 2025
Coordinate with zoning staff to implement zoning related recommendations within the Rockville 2040 Comprehensive Plan through the Zoning Ordinance rewrite process	Q3 FY 2025



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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of historic preservation applications processed in accordance with regulations, by type:				
Certificates of Approval	15	17	20	18
Tax Credits	14	15	12	15
Historic Significance	7	4	10	7

Short Term Objectives	Planned Completion
Conduct tax credit webinar in coordination with Montgomery County and the Maryland Historical Trust	Q2 FY 2025
Update the historic preservation section of the Zoning Ordinance	Q2 FY 2025
Develop guidelines for a historic preservation incentive program and provide to Mayor and Council for input	Q3 FY 2025



Comprehensive Planning Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Historic Preservation	263,647	273,770	245,370	-10.4%
Long Range Planning	442,768	441,730	450,830	2.1%
Division Total (\$)	706,415	715,500	696,200	-2.7%

Comprehensive Planning Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	488,884	575,380	591,380	2.8%
Operating	97,531	20,120	19,820	-1.5%
Capital Outlay	-	-	-	-
Other	120,000	120,000	85,000	-29.2%
Division Total (\$)	706,415	715,500	696,200	-2.7%

Comprehensive Planning Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Historic Preservation	-	-	-	-
Long Range Planning	-	-	-	-
Division Total (\$)	-	-	-	-

Comprehensive Planning Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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%

Significant Changes from FY 2024 to FY 2025

Other category costs in Historic Preservation decreased by \$35,000 due to a reduction in the grant to Peerless Rockville.



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.

Development Services Division		Budget	\$2,137,010
		Regular FTE	14.0
		Temp FTE	0.8
Development Services		Budget	\$1,313,600
		Regular FTE	8.0
		Temp FTE	0.8
Development Review		Budget	\$823,410
		Regular FTE	6.0
		Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Improve efficiency and effectiveness of the development review and permitting process and deliver a high level of service to our customers

Guiding Principle(s): Economic Development, Housing, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of development projects processed	22	37	20	25
Percent of new development plans processed within their published timeframes*	-	100%	100%	100%
Number of completeness checks performed on permit applications**	-	1,878	-	1,800
Percent of applications processed within their published timeframes**	-	90%	-	90%

* This was a new performance measure for FY 2024.

** This is a new performance measure for FY 2025.

Short Term Objectives	Planned Completion
Review current development applications and streamline where possible to allow for a better customer experience	Q3 FY 2025
Review current development review processes and adopt best practices	Q3 FY 2025



Goal: Coordinate the city's development review process in compliance with relevant codes and policies

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of development review applications processed, by type				
Preapplication Meeting*	8	10	-	9
Project plan	1	2	1	2
Site Plan, Level 2/Major Amendment	5	3	3	4
Site Plan, Level 1/Minor Amendment	16	10	16	13
Special Exception	1	5	2	3
Variance	10	8	9	9
Record Plat	20	6	4	10
Alternative Compliance*	2	10	-	6

* This is a new performance measure for FY 2025.

Short Term Objectives	Planned Completion
Complete Development Review Committee roles and responsibilities guidance document	Q1 FY 2025
Continue to implement development-related cases in online permitting system	Q4 FY 2025

Goal: Promote environmentally sustainable development by ensuring appropriate preservation and planting of trees and forest on development sites within Rockville

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Total amount of forest placed under long term protection via an approved Forest Conservation Plan	3.6 Acres	3.54 Acres	2.52 Acres	3.22 Acres
Number of forestry inspections completed per FTE	341	534	326	400

Short Term Objectives	Planned Completion
Complete comprehensive update to Forest Conservation Easement GIS layer	Q1 FY 2025
Update Forest Conservation Manual	Q2 FY 2025



Development Services Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Development Services	1,243,392	1,229,190	1,313,600	6.9%
Development Review	604,790	808,070	823,410	1.9%
Division Total (\$)	1,848,182	2,037,260	2,137,010	4.9%

Development Services Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,710,029	1,894,130	1,991,280	5.1%
Operating	138,153	143,130	145,730	1.8%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,848,182	2,037,260	2,137,010	4.9%

Development Services Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Development Services	-	-	-	-
Development Review	133,503	155,000	146,650	-5.4%
Division Total (\$)	133,503	155,000	146,650	-5.4%

Development Services Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Development Services	8.0	8.0	8.0	0.0%
Development Review	6.0	6.0	6.0	0.0%
Regular Subtotal	14.0	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	14.8	14.8	14.8	0.0%

Significant Changes from FY 2024 to FY 2025

Revenue decreased in
Development Review based on
historical trends.



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	\$3,224,920
		Regular FTE	25.0
		Temp FTE	0.0
Administration, Plan Review, and Fire Marshal			
Budget		\$1,533,440	
Regular FTE		11.0	
Temp FTE		0.0	
Building Inspections			
Budget		\$699,200	
Regular FTE		5.0	
Temp FTE		0.0	
Code Enforcement and Community Enhancement			
Budget		\$992,280	
Regular FTE		9.0	
Temp FTE		0.0	

Performance Measures and Short Term Objectives

Goal: Ensure building, fire, and life safety code compliance for new and existing construction in the pre-construction phase of development in the City of Rockville

Guiding Principle(s): Public Safety, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percentage of building initial plan reviews completed within target timeframes (Target: ≥ 90%)	93%	86%	≥ 90%	≥ 90%
Percentage of life safety initial plan reviews completed within their established timeframes (Target: ≥ 90%)	90%	90%	≥ 90%	≥ 92%
Percentage of fire protection systems initial plan reviews completed within their established timeframes* (Target ≥ 90%)	-	-	-	≥ 90%
Percentage of fire protection systems registered within the inspection reporting system that were compliant during the initial site visit*	-	-	-	≥ 90%

* This is a new performance measure for FY 2025.

Short Term Objectives	Planned Completion
Automate selected residential permits	Q4 FY 2025
Complete guidance documents to publish on website and share with internal and external customers	Q4 FY 2025



Goal: Enforce property maintenance codes to provide a safe and healthy community environment

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of code compliance resolved voluntarily (Target: ≥ 95%)	97%	95%	≥ 95%	93%
Percent of property complaints responded to within 24 hours (Target: ≥ 95%)	92%	93%	≥ 93%	93%
Number of Rental Property Inspections*	-	-	-	≥ 2,500
Percent of Rental License Properties inspected before expiration date* (Target: ≥ 70%)	-	-	-	≥ 70%
Percent of Multi-Family Units Inspected* (Target: ≥ 20%)	-	-	-	≥ 20%

* This is a new performance measure for FY 2025.

Short Term Objectives	Planned Completion
Transition accessory dwelling unit rental applications to online permitting system	Q2 FY 2025
Obtain software for tracking and enforcement of short-term rentals	Q4 FY 2025

Goal: Ensure building, fire, and life safety code compliance during the construction phase of development in the City of Rockville

Guiding Principle(s): Public Safety, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of building inspections performed within 2 days (Target: ≥ 95%)	96%	96%	≥ 95%	96%
Percent of fire inspections performed within 3 days* (Target: ≥ 95%)	-	95%	≥ 90%	95%
Percent of building/fire inspections requiring reinspection** (Target: ≤ 5%)	6%	32%	≤ 9%	20%
Number of building inspections completed	2,002	1,824	2,500	2,100
Number of fire inspections completed	584	1,019	785	800

* This was a new performance measure for FY 2024.

** Reinspections increased in FY 2023 due to staff transitioning from virtual inspections during the COVID-19 pandemic back to in-person inspections, as well as due to an increase in new construction projects.

Short Term Objectives	Planned Completion
Create user guide for the inspection reporting system	Q3 FY 2025
Transition complaints and violations to online permitting system	Q4 FY 2025



Inspection Services Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration, Plan Review, and Fire Marshal	1,156,485	1,251,880	1,533,440	22.5%
Building Inspections	616,384	654,580	699,200	6.8%
Code Enforcement and Community Enhancement	640,616	872,650	992,280	13.7%
Division Total (\$)	2,413,485	2,779,110	3,224,920	16.0%

Inspection Services Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	2,347,634	2,729,340	3,173,850	16.3%
Operating	22,993	49,770	51,070	2.6%
Capital Outlay	42,858	-	-	-
Other	-	-	-	-
Division Total (\$)	2,413,485	2,779,110	3,224,920	16.0%

Inspection Services Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration, Plan Review, and Fire Marshal	289,971	467,230	486,500	4.1%
Building Inspections	1,969,324	2,498,530	2,652,460	6.2%
Code Enforcement and Community Enhancement	1,300,960	1,448,500	1,977,720	36.5%
Division Total (\$)	3,560,255	4,414,260	5,116,680	15.9%

Significant Changes from FY 2024 to FY 2025

Personnel funding increased in Administration, Plan Review, and Fire Marshal due to the addition of a 1.0 FTE Senior Building Plans Examiner, and in Code Enforcement and Community Enhancement due to the addition of a 1.0 FTE Administrative Assistant.

Revenue increased in Building Inspections and in Code Enforcement and Community Enhancement due to fee increases.



**Inspection Services Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Administration, Plan Review, and Fire Marshal	9.0	10.0	11.0	10.0%
Building Inspections	5.0	5.0	5.0	0.0%
Code Enforcement and Community Enhancement	7.0	8.0	9.0	12.5%
Regular Subtotal	21.0	23.0	25.0	8.7%
<i>Temporary</i>				
Administration, Plan Review, and Fire Marshal	0.8	-	-	-
Building Inspections	-	-	-	-
Code Enforcement and Community Enhancement	-	-	-	-
Temporary Subtotal	0.8	-	-	-
Division Total	21.8	23.0	25.0	8.7%

**Significant Changes from
FY 2024 to FY 2025**

Regular FTEs increased in Administration, Plan Review, and Fire Marshal by 1.0 due to the addition of a 1.0 FTE Senior Building Plans Examiner, and in Code Enforcement and Community Enhancement due to the addition of a 1.0 FTE Administrative Assistant.



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	\$373,440
	Regular FTE	2.0
	Temp FTE	0.0
Zoning	Budget	\$373,440
	Regular FTE	2.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of verification letters responded to/processed within established timeframes (Target: ≥ 90%)	80%	80%	≥ 90%	≥ 90%
Percent of zoning action items from the annual work plan completed (Target: ≥ 95%)	80%	75%	100%	100%
Percent of sign permits processed within their established timeframes (Target: ≥ 90%)	75%	80%	≥ 90%	≥ 90%
Short Term Objectives				Planned Completion
Publish draft of Zoning Ordinance for public review, incorporating all desired aspects of the code, including the zoning-related implementation steps from the Rockville 2040 Comprehensive Plan				Q3 FY 2025



**Zoning Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Zoning	299,888	382,100	373,440	-2.3%
Division Total (\$)	299,888	382,100	373,440	-2.3%

**Zoning Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	298,446	338,800	349,470	3.1%
Operating	1,442	43,300	23,970	-44.6%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	299,888	382,100	373,440	-2.3%

**Zoning Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Zoning	-	-	-	-
Division Total (\$)	-	-	-	-

**Zoning Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Zoning	2.0	2.0	2.0	0.0%
Regular Subtotal	2.0	2.0	2.0	0.0%
<i>Temporary</i>				
Zoning	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	2.0	2.0	2.0	0.0%

**Significant Changes from
FY 2024 to FY 2025**

Operating costs decreased by \$19,330 based on actual software costs being lower than estimated.

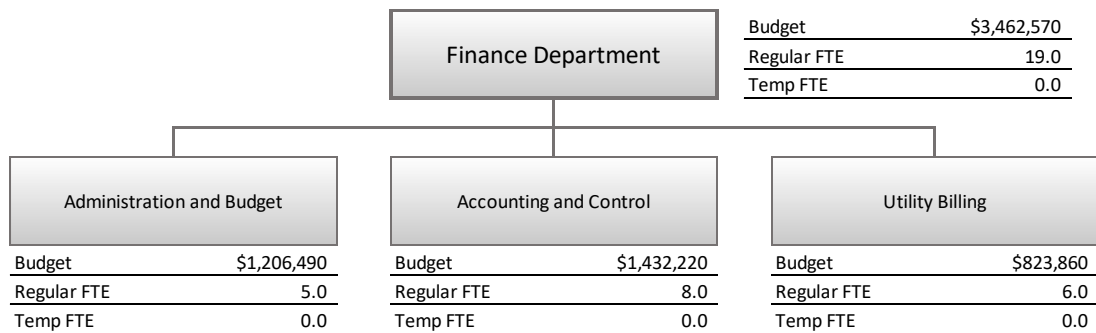




Finance Department

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 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 2024 Accomplishments

- Collaborated with the Retirement Board and managed the implementation of a Police employee deferred retirement option program (DROP) benefit
- Directed the research and coordinated the discussion with the Retirement Board on the implementation of a change to the Police pension calculation, reducing the final average earnings from 60 to 36 months
- Managed a competitive procurement process for a vendor to provide investment advisory and consultant services for the city's retirement accounts
- Managed a competitive procurement process for a vendor to provide services related to the city's annual financial audit and federal funds single audit
- Collaborated with the departments of Information Technology, Human Resources, and the City Manager's Office on the implementation of a comprehensive cloud-based financial, procurement, and HR system
- Fully implemented GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITA), for the FY 2023 Annual Comprehensive Financial Report (ACFR)
- Presented four budget amendments; one of which utilized General Fund unassigned reserves above the 20 percent reserve target to restore funding to previously unfunded capital projects and operating priorities
- Reviewed the city's Financial Management Policies with a focus on cost recovery for Recreation and Parks programs; this included discussions with the Mayor and Council
- Managed a competitive procurement for a vendor to provide consulting services related to rate setting for the city's water and sewer utility systems; this engagement included trend analysis, staff interviews, evaluation of best practices, forecast modeling, and recommendations to the Mayor and Council
- Established new water and sewer rates for FY 2025, FY 2026, and FY 2027
- Established new refuse and recycling and stormwater management rates for FY 2025; the new rates were developed to comply with the Financial Management Policies operating and reserve targets
- Updated the city's investment policy to align with the latest State of Maryland statutes and GFOA best practices



- Upgraded the analytical reports associated with the city's utility billing system; the upgrade will assist with more efficient data analysis
- Closed the RedGate Golf Course Fund after the final debt payment was complete
- Received GFOA recognition for financial documents; more specifically, the Excellence in Popular Annual Financial Reporting Award for the [FY 2023 PAFR](#), the Certificate of Achievement for Excellence in Financial Reporting for the [FY 2023 ACFR](#), and the Distinguished Budget Presentation Award for the [FY 2024 budget document](#)

Finance Department Fiscal Year 2025 Outlook

Moving into FY 2025, the Department of Finance will work with the City Manager and executive team to support the high priority items of the city's Mayor and Council. In addition to continuing with many of the city priorities that are mentioned under Fiscal Year 2024 Accomplishments, the upcoming fiscal year will include the following:

- Complete the implementation of a comprehensive cloud-based financial, procurement, and HR system; the go-live date is scheduled for early FY 2025
- Assist the Department of Human Resources with the funding plan and recommendations related to the results of the citywide Compensation and Classification Study
- Manage the issuance of state revolving loans from Maryland Department of the Environment (MDE) and \$26.9 million in general obligation tax-exempt bonds to support the city's water and sewer infrastructure, and general city infrastructure. This bond issue will include an affirmation of the city's triple-A bond rating from two nationally recognized statistical ratings organizations (NRSROs)
- Internally evaluate new rates for refuse and recycling and stormwater management for FY 2026. 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
- In conjunction with Human Resources and the City Manager's Office, evaluate the long-term impact of the cost of healthcare, cost sharing between the city and employees, and plan and provider changes to mitigate 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
- Implement an upgrade to the city's water and sewer work order management program from an application-based system to a web-based system. This will improve productivity for staff by allowing them to access and reassign work orders in real time from the field
- 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 price volatility related to inflationary pressures
- Prepare a retiree COLA comparison for the Mayor and Council
- 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 2024 PAFR, the Certificate of Achievement for Excellence in Financial Reporting for its FY 2024 ACFR, and the Distinguished Budget Presentation Award for its FY 2025 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 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Budget	1,060,001	1,135,570	1,206,490	6.2%
Accounting and Control	1,290,903	1,301,360	1,432,220	10.1%
Utility Billing	738,451	788,890	823,860	4.4%
Department Total (\$)	3,089,355	3,225,820	3,462,570	7.3%

Finance Department FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	2,637,013	2,710,450	2,968,080	9.5%
Operating	420,986	476,770	455,890	-4.4%
Capital Outlay	1,403	-	-	-
Other	29,953	38,600	38,600	0.0%
Department Total (\$)	3,089,355	3,225,820	3,462,570	7.3%

Finance Department FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Budget	-	-	-	-
Accounting and Control	-	-	-	-
Utility Billing	-	-	-	-
Department Total (\$)	-	-	-	-

Finance Department FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Administration and Budget	5.0	5.0	5.0	0.0%
Accounting and Control	7.5	7.5	8.0	6.7%
Utility Billing	6.0	6.0	6.0	0.0%
Regular Subtotal	18.5	18.5	19.0	2.7%
<i>Temporary</i>				
Administration and Budget	-	-	-	-
Accounting and Control	-	-	-	-
Utility Billing	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	18.5	18.5	19.0	2.7%

Significant Changes from FY 2024 to FY 2025

Accounting and Control personnel costs increased due to the conversion of a 0.5 FTE Fiscal Assistant to 1.0 FTE, and operating costs decreased due to a decrease in auditor services and tax bill processing costs.



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	\$1,206,490
	Regular FTE	5.0
	Temp FTE	0.0
Financial Administration and Budget	Budget	\$1,206,490
	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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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%)	30.6%	29.6%	≥ 20%	≥ 20%
Percent of enterprise funds in compliance with financial management policies (Target: 100%)	40%	40%	40%	60%
Percent of Pension Fund net position compared to total liability (Target: ≥ 100%)	81.6%	83.0%	≥ 85%	≥ 85%
Percent of Other Post-Employment Benefits (OPEB) fund net position compared to total liability (Target: ≥ 100%)	101.4%	101.7%	≥ 100%	≥ 100%



Short Term Objectives	Planned Completion
Implementation of the DROP benefit for police employees	Q1 FY 2025
Manage the issuance of general obligation tax-exempt bonds and MDE loans	Q1 FY 2025
Reaffirm the city's triple-A bond rating	Q1 FY 2025
Present recommendations on the use of unassigned General Fund reserves above the 20 percent reserve requirement via budget amendment	Q2 FY 2025
Citywide implementation of the updated cloud-based financial system	Q2 FY 2025
Funding plan and recommendations related to the results of the citywide Compensation and Classification Study	Q3 FY 2025

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent variance in operating revenues (adopted budget to actual) (Target: +/- 5%)	2.5%	5.6%	+/- 5%	+/- 5%
Percent variance in operating expenditures (adopted budget to actual) (Target: +/- 5%)	-1.9%	5.9%	+/- 5%	+/- 5%

Short Term Objectives	Planned Completion
Obtain GFOA award for Distinguished Budget Presentation for FY 2025 Operating and CIP Budget Book	Q2 FY 2025
Obtain GFOA award for Outstanding Achievement in Popular Annual Financial Reporting for FY 2024 Popular Annual Financial Report (PAFR)	Q3 FY 2025



**Administration and Budget Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Financial Administration and Budget	1,060,001	1,135,570	1,206,490	6.2%
Division Total (\$)	1,060,001	1,135,570	1,206,490	6.2%

**Significant Changes from
FY 2024 to FY 2025**

There were no significant changes.

**Administration and Budget Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,045,342	1,092,540	1,163,360	6.5%
Operating	14,659	39,430	39,530	0.3%
Capital Outlay	-	-	-	-
Other	-	3,600	3,600	0.0%
Division Total (\$)	1,060,001	1,135,570	1,206,490	6.2%

**Administration and Budget Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Financial Administration and Budget	-	-	-	-
Division Total (\$)	-	-	-	-

**Administration and Budget Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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%



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 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	\$1,432,220
	Regular FTE	8.0
	Temp FTE	0.0
Accounting and Audit	Budget	\$1,432,220
	Regular FTE	8.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide the City of Rockville with high quality, accurate, and timely accounting services
Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Obtain an unmodified “clean” audit opinion (Target: Yes)	Yes	Yes	Yes	Yes
Short Term Objectives				Planned Completion
Obtain the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY 2024 Annual Comprehensive Financial Report				Q4 FY 2025

Goal: Provide the employees of the City of Rockville with accurate and timely payroll services
Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of payroll payments voided due to Payroll error (Target: 0%)	0%	0%	0%	0%

Goal: Provide city vendors with timely and accurate remuneration
Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of vendor payments voided due to Accounts Payable error (Target: 0%)	0%	0%	0%	0%
Average number of days to process and issue payments to vendors (Target: ≤ 30)	30	26	≤ 30	≤ 30



Accounting and Control Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Accounting and Audit	1,290,903	1,301,360	1,432,220	10.1%
Division Total (\$)	1,290,903	1,301,360	1,432,220	10.1%

Significant Changes from FY 2024 to FY 2025

Personnel costs increased due to the conversion of a 0.5 FTE Fiscal Assistant to 1.0 FTE.

Operating costs decreased due to a decrease in auditor services and tax bill processing costs.

Accounting and Control Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	982,487	1,000,520	1,151,160	15.1%
Operating	278,463	265,840	246,060	-7.4%
Capital Outlay	-	-	-	-
Other	29,953	35,000	35,000	0.0%
Division Total (\$)	1,290,903	1,301,360	1,432,220	10.1%

Accounting and Control Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Accounting and Audit	-	-	-	-
Division Total (\$)	-	-	-	-

Accounting and Control Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Accounting and Audit	7.5	7.5	8.0	6.7%
Regular Subtotal	7.5	7.5	8.0	6.7%
<i>Temporary</i>				
Accounting and Audit	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	7.5	7.5	8.0	6.7%



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 continues to promote city utility customers to use online bill payments in lieu of paper billing.

Utility Billing	Budget	\$823,860
	Regular FTE	6.0
	Temp FTE	0.0
Utility Billing	Budget	\$823,860
	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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of customers registered with the online payment portal	48%	56%	60%	65%
Percent of utility bills mailed on time (by 15th of the month)	92%	100%	100%	100%
Short Term Objectives				Planned Completion
Implement the web-based water and sewer work order system				Q1 FY 2025

Goal: Read Rockville water meters accurately and efficiently

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of meter readings estimated (Target: ≤ 2%)	6%	7%	≤ 2%	≤ 2%
Percent of utility bill adjustments made for leaks (toilets, broken pipes, meter settings, etc.)	91%	93%	95%	95%



**Utility Billing Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Utility Billing	738,451	788,890	823,860	4.4%
Division Total (\$)	738,451	788,890	823,860	4.4%

**Utility Billing Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	609,184	617,390	653,560	5.9%
Operating	127,864	171,500	170,300	-0.7%
Capital Outlay	1,403	-	-	-
Other	-	-	-	-
Division Total (\$)	738,451	788,890	823,860	4.4%

**Utility Billing Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Utility Billing	-	-	-	-
Division Total (\$)	-	-	-	-

**Utility Billing Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025**

There were no significant changes.



- Advanced an MPDU policy amendment that amended the way in which MPDU rents are established by implementing a streamlined and predictable methodology
- Provided educational seminars on mental health and wellbeing for all ages
- Continued to collaborate with Rockville Housing Enterprises (RHE), Montgomery County, and other development partners to facilitate preservation and creation of affordable and mixed-income housing
- Provided support in annual Thanksgiving and December Holiday Drives to 694 families (1,279 children)
- Continued to make impactful deployment of CDBG funds to housing providers to maintain their housing stock in safe and habitable conditions, keeping 336 Rockville residents in safe and habitable housing
- Provided 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
- In collaboration with the Department of Recreation and Parks, established a sought-after relationship with the Capital Area Food Bank for a monthly food distribution at the Rockville Senior Center
- Launched the Education Commission and hosted the first meetings
- Collaborated with MCPS schools in Rockville and Child Protective Services on how best to help vulnerable families
- Assisted Recreation and Parks Summer Camp Program with counseling and crisis intervention support when needed

Department of Housing and Community Development Fiscal Year 2025 Outlook

The demand for affordable housing, food, utility assistance, and other basic human necessities continues to increase. In FY 2025, 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 2025.

- **Continue to seek opportunities to increase affordable housing supply** through creation and preservation. Increasing and preserving the city's housing supply is essential in addressing the city housing needs. HCD will explore changes to the MPDU program to strengthen the program and create additional units. For example, changing the unit count threshold that triggers MPDUs from the current 50 to 20 (rental and homeownership), which would be consistent with the county's policy. Relatedly, HCD will continue to collaborate with its housing partners, RHE, Housing Opportunities Commission, and County government, to exercise the county's Right of First Refusal law to preserve units through acquisition.
- **Maintain existing affordable housing stock** by continuing to deploy CDBG funds to address repair needs and code deficiencies in the housing stock. HCD will continue its outreach efforts to area housing providers and low and moderate-income households to ensure aging housing stock is well maintained and deferred maintenance is minimal.
- **Revise Chapter 13.5 of City Code**, on Moderately Priced Housing. Staff will review the current code for Moderately Priced Housing and revise it to reflect current best practices.
- **Expand financial empowerment** for low and moderate-income residents. Financial empowerment and financial self-sufficiency are key to improved living conditions. HCD will relaunch the Bank On Rockville program with appropriate staffing and continue to connect unbanked households with safe and accessible banking and courses on financial literacy, as well as connect them with partner agencies that provide career counseling that will help lead to better pay, employment, and/or education.
- **Provide comprehensive human services** for youth and families geared towards the prevention of eviction and utility shut-off, addressing food insecurities, and assist with prescription and other emergency services. Below are priorities for the human services program area: *Youth and Family Programs, Holiday Drive, Caregiver Grants, Rockville Emergency Assistance, and Risks of Substance Misuse Psychoeducation.*
- **Employee Homeownership Assistance Program** - In collaboration with Human Resources and the City Attorney's Office, develop guidelines for and begin administration of this program.



Department of Housing and Community Development FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration	797,106	884,960	920,700	4.0%
Community Services	1,542,133	1,637,110	1,731,550	5.8%
Housing & Neighborhood Services	804,291	859,090	865,840	0.8%
Department Total (\$)	3,143,530	3,381,160	3,518,090	4.0%

Department of Housing and Community Development FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,810,054	1,960,730	2,060,500	5.1%
Operating	389,035	418,690	419,390	0.2%
Capital Outlay	-	-	-	-
Other	944,441	1,001,740	1,038,200	3.6%
Department Total (\$)	3,143,530	3,381,160	3,518,090	4.0%

Department of Housing and Community Development FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration	-	-	-	-
Community Services	407,017	498,710	498,710	0.0%
Housing & Neighborhood Services	464,681	263,250	1,463,250	455.8%
Department Total (\$)	871,698	761,960	1,961,960	157.5%

Significant Changes from FY 2024 to FY 2025

Revenue increased in Housing & Neighborhood Services due to the city anticipating RHE refinancing their loan from the city for Scarborough Square, resulting in a return of \$1.2 million to the city.



**Department of Housing and Community Development
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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	2.2	2.3	4.5%
Housing & Neighborhood Services	-	-	-	-
Temporary Subtotal	1.9	2.3	2.4	4.3%
Department Total	15.9	16.3	16.4	0.6%

**Significant Changes from
FY 2024 to FY 2025**

Temporary FTEs increased in Youth Development and Family Services by 0.1 to fund an expansion to serve additional students.



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	\$920,700
	Regular FTE	5.0
	Temp FTE	0.1
Administration	Budget	\$920,700
	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

Guiding Principle(s): Housing

Short Term Objectives	Planned Completion
Review and revise policies and procedures for the CDBG program	Q1 FY 2025

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

Guiding Principle(s): Housing

Short Term Objectives	Planned Completion
Review and revise policies and procedures for the REAP program	Q2 FY 2025

Goal: Ensure timely reporting and grant compliance

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Submit all required CDBG reports to County per schedule	100%	100%	100%	100%
Number of audit findings on CDBG program* (Target: 0)	-	-	0	0

*This was a new performance measure for FY 2024. The County canceled the planned audit in 2023.

Short Term Objectives	Planned Completion
Conduct pre-audit review of all CDBG files for grant years 48 and 49	Q3 FY 2025



**Administration Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration	797,106	884,960	920,700	4.0%
Division Total (\$)	797,106	884,960	920,700	4.0%

**Administration Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	707,902	738,700	771,080	4.4%
Operating	11,404	34,860	34,860	0.0%
Capital Outlay	-	-	-	-
Other	77,800	111,400	114,760	3.0%
Division Total (\$)	797,106	884,960	920,700	4.0%

**Administration Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration	-	-	-	-
Division Total (\$)	-	-	-	-

**Administration Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025**

There were no significant changes.



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 Education 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	\$1,731,550
		Regular FTE	5.0
		Temp FTE	2.3
Caregiver Grants		Budget	\$774,590
		Regular FTE	0.0
		Temp FTE	0.0
Holiday Drive		Budget	\$72,000
		Regular FTE	0.0
		Temp FTE	0.0
Linkages to Learning		Budget	\$318,900
		Regular FTE	2.0
		Temp FTE	0.0
Youth Development and Family Services		Budget	\$566,060
		Regular FTE	3.0
		Temp FTE	2.3

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of participants enrolled in School and Community Youth Service (SCYS) programs (Target: ≥ 150)	166	150	≥ 150	175
Percent of youth in SCYS mentoring and youth development programs who show improved functioning at school as shown by school reports (Target: ≥ 75%)	80%	80%	≥ 75%	85%

Short Term Objectives	Planned Completion
Increase the number of youths served in the mentoring, youth development and counseling programs	Q4 FY 2025

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of Caregiver grants awarded	19	18	17	20



Goal: Advance social equity, health, and wellness through support services that include wraparound social services such as case management assistance, family workshops, and classes to help disadvantaged Rockville families and at-risk children and adolescents

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of Linkages to Learning (LTL) case management clients who meet at least 50 percent of their goals (Target: $\geq 75\%$)	70%	75%	70%	75%

Short Term Objectives	Planned Completion
With new Linkages to Learning contract with the County DHHS, continue to provide family case management and enrichment services at Maryvale ES	Q4 FY 2025
Increase number of new community partnerships by five	Q4 FY 2025



Community Services Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Caregiver Grants	775,483	753,490	774,590	2.8%
Holiday Drive	43,997	60,000	72,000	20.0%
Linkages to Learning	257,749	301,850	318,900	5.6%
Youth Development and Family Services	464,904	521,770	566,060	8.5%
Division Total (\$)	1,542,133	1,637,110	1,731,550	5.8%

Significant Changes from FY 2024 to FY 2025

The Holiday Drive Cost Center includes an additional \$12,000 from the account's restricted reserves.

Community Services Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	631,725	697,370	758,010	8.7%
Operating	87,661	119,400	120,100	0.6%
Capital Outlay	-	-	-	-
Other	822,747	820,340	853,440	4.0%
Division Total (\$)	1,542,133	1,637,110	1,731,550	5.8%

Community Services Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Caregiver Grants	-	-	-	-
Holiday Drive	44,035	35,000	35,000	0.0%
Linkages to Learning	184,444	249,660	249,660	0.0%
Youth Development and Family Services	178,538	214,050	214,050	0.0%
Division Total (\$)	407,017	498,710	498,710	0.0%



**Community Services Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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	2.2	2.3	4.5%
Temporary Subtotal	1.8	2.2	2.3	4.5%
Division Total	6.8	7.2	7.3	1.4%

**Significant Changes from
FY 2024 to FY 2025**

Temporary FTEs increased in Youth Development and Family Services by 0.1 to fund an expansion to serve additional students.



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	\$865,840
		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	\$532,840
		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

Guiding Principle(s): Housing

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of households assisted under the CDBG Program	44	336	300	330
Percent of REAP referrals approved for emergency assistance	100%	68%	90%	90%
Percent of Home Energy Assistance Program (HEAP) referrals approved for assistance with energy-efficiency upgrades*	-	0%	100%	100%
Percent of Bridge Rental Assistance Program referrals approved for rent assistance	88%	75%	85%	85%

* This was a new performance measure for FY 2024. No applicants in FY 2023.

Short Term Objectives	Planned Completion
Explore amendments to the program parameters of the HEAP program	Q4 FY 2025

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.

Guiding Principle(s): Housing, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of financial education workshops provided to low-income city residents*	-	-	13	5
Number of housing information sessions provided for city landlords, tenants, and homeowners	3	3	4	4

* This was a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Develop and disseminate informational material on Employees Homeownership Program	Q4 FY 2025



Housing and Neighborhood Services Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
CDBG	289,730	263,000	263,000	0.0%
Housing Opportunities	-	-	-	-
Housing Programs	508,021	526,090	532,840	1.3%
REAP Endowment Fund	6,540	70,000	70,000	0.0%
Division Total (\$)	804,291	859,090	865,840	0.8%

Housing and Neighborhood Services Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	470,427	524,660	531,410	1.3%
Operating	289,970	264,430	264,430	0.0%
Capital Outlay	-	-	-	-
Other	43,894	70,000	70,000	0.0%
Division Total (\$)	804,291	859,090	865,840	0.8%

Housing and Neighborhood Services Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
CDBG	288,956	263,000	263,000	0.0%
Housing Opportunities	166,952	-	1,200,000	N/A
Housing Programs	5,750	-	-	-
REAP Endowment Fund	3,023	250	250	0.0%
Division Total (\$)	464,681	263,250	1,463,250	455.8%

Significant Changes from FY 2024 to FY 2025

Revenue increased in Housing Opportunities due to the city anticipating RHE refinancing their loan from the city for Scarborough Square, resulting in a return of \$1.2 million to the city.



**Housing and Neighborhood Services Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025**

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.

Human Resources Department		Budget	\$2,397,910
		Regular FTE	12.0
		Temp FTE	0.0
Human Resources		Budget	\$1,700,700
		Regular FTE	9.0
		Temp FTE	0.0
Health and Wellness Program		Budget	\$231,970
		Regular FTE	1.0
		Temp FTE	0.0
Safety & Risk Management		Budget	\$465,240
		Regular FTE	2.0
		Temp FTE	0.0

Fiscal Year 2024 Accomplishments

- Initiated a new awards program to recognize employees who evidenced a commitment to improving safety, which included implementing new safety measures, reporting of safety hazards, consistent adherence to safety protocols, participation in safety training, and the development of safety innovations
- Entered new agreements for occupational medical and urgent care services to provide timely and quality care for employees who may be required to undergo employment-related testing and physicals or who are injured during the course of their employment
- Hosted a Civility in the Workplace training opportunity for employees focusing on defining civility and incivility, examples of uncivil behavior, the impacts of incivility on individuals in the workplace, and ways to build civility. This training was attended by almost 100 employees across the city
- Awarded a new agreement for a third-party claim service provider to manage workers' compensation claims, an integral part of transitioning the city's workers' compensation insurance program to fully self-insured
- Conducted an internal customer service survey to better understand how to best support city staff and departments
- Hosted a "Successfully Energize Hybrid or Remote Teams" training for supervisors on the applicable city policies regarding telework and how to track and manage the performance of teleworking employees effectively
- Implemented new HR software to eliminate paper and manual entry and improve upon the processing of employment-related records management
- Successfully completed a project to install fall protection solutions at the city's Senior Center to allow our employees and contractors to be better protected from falling when accessing and working on the roof of the structure
- Converted the security requirements of our workers' compensation insurance policy from cash to the issuance of a letter of credit
- More than doubled employee participation in fitness classes by eliminating fees charged to employees
- Provided on-site influenza shots for 60+ employees
- Collaborated with the departments of Information Technology, Finance, and the City Manager's Office on the implementation of a comprehensive cloud-base HR, financial, and procurement system

- Completed an executive recruitment process to hire a new Housing and Community Development Director
- Provided training on the Personnel Policy Manual (PPM) revision
- Entered into an agreement with a mental health professional to provide sworn police personnel with screenings in compliance with the Maryland Police Accountability Act
- Hosted LiveWell employee wellness programs and challenges with more than 65 percent of city employees participating in at least one program or challenge
- Provided quarterly Human Resources Department sponsored events for employees to foster inter-departmental relationships and promote team building
- Developed online survey tool to capture employee satisfaction with new-hire orientation process
- Assisted the Department of Public Works on the selection, purchase, training, and implementation of new trench safety solutions to protect employees who have to work in trenches to repair underground infrastructure

Human Resources Department Fiscal Year 2025 Outlook

- Continue to focus resources on recruitment and retention efforts for critical and other hard to fill positions
- Continue to offer in-person and hybrid training opportunities for employees and supervisors on a variety of human resources-related topics
- Continue to identify methods to increase the diversity of the city's employee population
- Complete the Compensation and Classification Study, which includes a benefits benchmark study, and present results to the Mayor and Council with recommendations for consideration
- Conduct a benefits survey focused on better understanding the needs of city employees and their dependents
- Evaluate health benefit renewal and cost containment strategies
- Procure a new third-party wellness vendor and launch the new customized health and wellness portal for employees and their families
- Expand employee Safe and Sound Week event to recognize more employees who have evidenced their commitment to working safely and improving the safety of their colleagues
- Manage the return of the Employee Awards Ceremony following a hiatus due to the COVID-19 pandemic
- Conduct an executive recruitment process to hire a new Recreation and Parks Director



(Left) Employees learning stretching techniques at employee picnic and health experience.
(Right) Employees coloring on wall mural to engage in stress relieving activities and connect with coworkers.



Human Resources Department FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Human Resources	1,404,523	1,610,490	1,700,700	5.6%
Health and Wellness Program	200,622	224,620	231,970	3.3%
Safety & Risk Management	528,563	533,250	465,240	-12.8%
Department Total (\$)	2,133,708	2,368,360	2,397,910	1.2%

Human Resources Department FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,636,433	1,718,140	1,977,420	15.1%
Operating	401,919	526,110	416,380	-20.9%
Capital Outlay	95,356	120,000	-	-100.0%
Other	-	4,110	4,110	0.0%
Department Total (\$)	2,133,708	2,368,360	2,397,910	1.2%

Human Resources Department FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Human Resources	-	-	-	-
Health and Wellness Program	10,650	8,000	8,000	0.0%
Safety & Risk Management	-	-	-	-
Department Total (\$)	10,650	8,000	8,000	0.0%

Human Resources Department FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Human Resources	9.0	8.0	9.0	12.5%
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	11.0	12.0	9.1%
<i>Temporary</i>				
Human Resources	-	0.6	-	-100.0%
Health and Wellness Program	-	-	-	-
Safety & Risk Management	-	-	-	-
Temporary Subtotal	-	0.6	-	-100.0%
Department Total	12.0	11.6	12.0	3.4%

Significant Changes from FY 2024 to FY 2025

Human Resources Division
Regular FTEs increased by 1.0, with associated personnel costs, due to the addition of a previously unfunded 1.0 FTE Human Resources Associate position. This was partially offset by temporary FTEs decreasing by 0.6, with associated personnel costs. Operating costs decreased by \$150,000 due to the removal of one-time funding for a Compensation and Classification study. This was partially offset by an increase of \$25,000 for an employee award ceremony and pop-up events.

Safety & Risk Management capital outlay costs decreased by \$120,000 due to the removal of one-time funding to install perimeter fall protection for rooftop areas of the Senior Center where employees are at-risk of falling. Operating costs increased by \$12,000 for snow removal training and for a metal fume extraction system for the city's Fleet Services facility.



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	\$1,700,700
	Regular FTE	9.0
	Temp FTE	0.0
Human Resources	Budget	\$1,700,700
	Regular FTE	9.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide leadership and strategic direction to the city on all personnel-related matters

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of benefitted city FTEs per Human Resources Division FTE, excluding the General Services Aide FTE	66	77	77	69
Number of temporary employees per Human Resources Division FTE, excluding the General Services Aide FTE	82	102	99	87
Percent of employees satisfied with new-hire orientation process* (Target: ≥ 90%)	-	95%	≥ 75%	≥ 80%

* This was a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Utilize data collected from the new-hire orientation survey to enhance the city's new employee orientation	Q1 FY 2025
Complete the Compensation and Classification Study and present results to the Mayor and Council	Q2 FY 2025

Goal: Conduct efficient recruitment processes for open vacancies through responsible recruiting practices

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Average number of days to fill a position (date of vacancy until position filled) (Target: < 90)	146	122	≤ 130	≤ 90
Average number of applications received per external vacancy (Target: > 100)	32	44	≥ 50	≥ 50
Employee turnover rate	7%	9%	15%	7%

Short Term Objectives	Planned Completion
Increase the number of applications received through use of online recruiting resources	Q2 FY 2025



Goal: Ensure a work environment conducive to professionalism and high performance, in compliance with all applicable labor laws

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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 2025

Goal: Manage and design the city's benefit program to enable the city to attract, retain, and motivate a talented workforce

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of employees satisfied with benefits offered (Target: ≥ 90%)	-	59%	70%	65%
Short Term Objectives				Planned Completion
Conduct a comprehensive benefits survey of employee satisfaction with current benefits offered, as a tool to help evaluate how well city health plans meet the diverse needs of employees and inform decision making				Q1 FY 2025

Goal: Enhance the professional growth and performance of city employees, work teams, departments, as well as the organization as a whole

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of employee appraisals completed on time (Target: ≥ 80%)	32%	40%	≥ 50%	≥ 50%
Number of city employees participating in internal training events (Target: ≥ 500)	385	359	≥ 400	≥ 450
Percent of participants satisfied with training courses offered (Target: ≥ 90%)	-	61%	≥ 80%	≥ 80%
Short Term Objectives				Planned Completion
Increase the percentage of employee appraisals completed on time through training and coaching				Q1 FY 2025
Develop online satisfaction survey to be completed after each training course offering				Q2 FY 2025



Human Resources Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Human Resources	1,404,523	1,610,490	1,700,700	5.6%
Division Total (\$)	1,404,523	1,610,490	1,700,700	5.6%

Human Resources Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,158,965	1,226,720	1,438,060	17.2%
Operating	245,558	379,660	258,530	-31.9%
Capital Outlay	-	-	-	-
Other	-	4,110	4,110	0.0%
Division Total (\$)	1,404,523	1,610,490	1,700,700	5.6%

Human Resources Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Human Resources	-	-	-	-
Division Total (\$)	-	-	-	-

Human Resources Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Human Resources	9.0	8.0	9.0	12.5%
Regular Subtotal	9.0	8.0	9.0	12.5%
<i>Temporary</i>				
Human Resources	-	0.6	-	-100.0%
Temporary Subtotal	-	0.6	-	-100.0%
Division Total	9.0	8.6	9.0	4.7%

Significant Changes from FY 2024 to FY 2025

Regular FTEs increased in Human Resources by 1.0, with associated personnel costs, due to the addition of a 1.0 FTE Human Resources Associate position. This was partially offset by temporary FTEs decreasing by 0.6, with associated personnel costs.

Operating costs decreased by \$150,000 for a Compensation and Classification study. This was partially offset by an increase of \$25,000 for an employee award ceremony and pop-up events.



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 creates opportunities and support systems for staff to maintain or adopt new health behaviors 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, manage stress, anxiety and chronic illness, be physically active, build connections, 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	\$231,970
	Regular FTE	1.0
	Temp FTE	0.0
Health and Wellness Program	Budget	\$231,970
	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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of city employees participating in city-sponsored health assessment (results based on calendar year) (Target: ≥ 50%)	47%	47%	48%	48%
Percent of city employees participating in wellness programs (results based on calendar year) (Target: ≥ 70%)	70%	65%	≥ 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, Toolbox talks, printed materials, in-person, social media, etc.)	Q4 FY 2025
Engage employees with group/team challenges bi-annually to increase engagement and participation	Q4 FY 2025



Health and Wellness Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Health and Wellness Program	200,622	224,620	231,970	3.3%
Division Total (\$)	200,622	224,620	231,970	3.3%

Significant Changes from FY 2024 to FY 2025

There were no significant changes.

Health and Wellness Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	123,907	128,110	136,060	6.2%
Operating	76,715	96,510	95,910	-0.6%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	200,622	224,620	231,970	3.3%

Health and Wellness Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Health and Wellness Program	10,650	8,000	8,000	0.0%
Division Total (\$)	10,650	8,000	8,000	0.0%

Health and Wellness Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Health and Wellness Program	1.0	1.0	1.0	0.0%
Regular Subtotal	1.0	1.0	1.0	0.0%
<i>Temporary</i>				
Health and Wellness Program	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	1.0	1.0	1.0	0.0%



Safety and Risk Management Division

The purpose of the Safety and Risk Management Division is to reduce the financial impact and frequency of claims, lawsuits, and work-related employee injuries to the city through the application of professional risk management techniques. The Division works to provide a safe environment for employees and the public.

Safety & Risk Management Division	Budget	\$465,240
	Regular FTE	2.0
	Temp FTE	0.0
Safety & Risk Management Division	Budget	\$465,240
	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

Guiding Principle(s): Public Safety, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Average cost of worker's compensation claims received and paid (Target: ≤ \$6,000)	\$4,355	\$7,418	≤ \$10,000	≤ \$10,000
Percent of worker's compensation claims below \$100,000 (Target: ≥ 98%)	100%	100%	≥ 95%	≥ 95%
Short Term Objectives				Planned Completion
Through the implementation of a new agreement for third-party claim services, implement additional cost containment and risk mitigation strategies with the goal of reducing overall claim costs				Q4 FY 2025

Goal: Take a proactive approach toward regulatory compliance, claims management, the protection of city assets, and mitigation of legal risks

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
OSHA incident rate (Target: ≤ 5.0)	3.5	4.5	≤ 5.0	≤ 5.0
Percent compliance with safety inspections (Target: ≥ 90%)	88%	87%	≥ 90%	≥ 90%
Short Term Objectives				Planned Completion
Complete transition of workers' compensation insurance program to becoming fully self-insured				Q1 FY 2025



Safety and Risk Management Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Safety & Risk Management	528,563	533,250	465,240	-12.8%
Division Total (\$)	528,563	533,250	465,240	-12.8%

Safety and Risk Management Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	353,561	363,310	403,300	11.0%
Operating	79,646	49,940	61,940	24.0%
Capital Outlay	95,356	120,000	-	-100.0%
Other	-	-	-	-
Division Total (\$)	528,563	533,250	465,240	-12.8%

Safety and Risk Management Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Safety & Risk Management	-	-	-	-
Division Total (\$)	-	-	-	-

Safety and Risk Management Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025

Operating costs increased by \$12,000 for snow removal training for employees and for a metal fume extraction system for the city's Fleet Services facility.

Capital outlay costs decreased by \$120,000 due to the removal of one-time funding to install 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 effective and efficient service delivery through system and process consolidation, improvement, and optimization. IT staff provides help desk services to all city departments.

Information Technology Department		Budget	
		Regular FTE	21.0
		Temp FTE	0.0
IT Operations		Budget	
		Regular FTE	16.0
		Temp FTE	0.0
GIS Operations		Budget	
		Regular FTE	1.0
		Temp FTE	0.0
IT Security		Budget	
		Regular FTE	3.0
		Temp FTE	0.0
Voice Communications		Budget	
		Regular FTE	1.0
		Temp FTE	0.0

Fiscal Year 2024 Accomplishments

- Provided primary support to city staff with facilitating over 6,700 virtual meetings across more than 330,000 minutes
- Installed four 85" touch displays and meeting devices to extend hybrid meeting functionality for conference rooms at Croydon Creek Nature Center, Thomas Farm Community Center, and Senior Center
- Provided IT Support for the Police Fair and Impartial Training held for members of the public on October 9, 2023
- Successfully completed the Copper Conversion Project, a joint project with our telecom vendors, to transition all the old copper telephone lines and circuits used to fiber service for all city facilities
- Configured and installed a new Wireless Access Point to improve the signal at Elwood Smith Community Center
- Finalized the Police body camera and in-car camera system deployment
- Provided technical support to the City Clerk's Office for the city's election and same-day voter registration
- Coordinated event planning and technical support for special hybrid, in-person, and virtual events:
 - Rockville Election 2023 Candidate Forum #1 and Virtual Info Session (September 2023)
 - Rockville Election 2023 Candidate Forums #2 and #3 (October 2023)
 - Virtual Public Meeting on Proposed Partial Abandonment of Joseph Street Right-of-Way (October 2023)
 - Farewell Reception for Mayor Newton and Councilmember Feinberg (October 2023)
 - Virtual Public Meeting on Scott/Veirs Drive Shared Use Path Feasibility Study (November 2023)
 - Virtual Outreach Meeting on New FEMA Flood Maps (February 2024)
- Updated legal files server for the Office of the City Attorney
- Updated interactive voice response system that handles incoming permit inspection scheduling calls
- Implemented a safety and alerting system to notify staff at City Hall of emergency situations via desk phones, mobile phones, computers, or panic buttons
- Designed new security tools and infrastructure as part of the SCADA Cybersecurity (UA23) project
- Made significant contributions to develop the city's Continuity of Operations Plan (COOP) for all departments

- Conducted hands-on excel training on how to complete the campaign finance report (CFR) for candidates for the office of Mayor and Council
- Designed security infrastructure for 6 Taft Court location
- Completed WTP construction related network wiring, switch upgrades, relocation and setup of new WTP data center
- Upgraded users' network switches at City Hall 2nd and 3rd floors, Graphics, Swim Center, and Rothgeb Drive.
- Implemented new citywide information security process to ensure security requirements are addressed from the start of projects
- Maintained and updated extensive suite of security tools such as multifactor authentication, cybersecurity training, firewalls, email and endpoint security systems, and vulnerability management, threat detection, and event aggregation and analysis systems
- Implemented secure network communications for the cloud financial system
- Delivered quarterly cybersecurity training to all city staff
- Conducted monthly phishing and vishing testing
- Responded to over 5,000 phishing attacks (containment, research, and eradication)
- Maintained the IT plans for business continuity and disaster recovery, including coordination of quarterly testing and a citywide drill
- Maintained the IT plans for incident response, including responding to 500 events
- Upgraded the city's badging access system
- Upgraded the closed captioning system used by Rockville 11
- Upgraded the city's multifactor authentication to cloud hosted solution
- Acquired new imagery service for GIS
- Completed Maryvale Park internet and security camera project
- Completed 50 Monroe Street elevator security camera project
- Revamped the African American Tour and Historic Rockville Tour in the city's GIS map gallery:
<https://rockvillemd.maps.arcgis.com/home/gallery.html>



Members of the IT End User Services Team at the completion of the CFR training session on September 9, 2023.

Information Technology Department Fiscal Year 2025 Outlook

In FY 2025, the Department of Information Technology will:

- Partner with Montgomery County to setup a disaster recovery site in Ashburn, Virginia
- Increase internet bandwidth to 10 gigabytes
- Transition from desktops to laptops for the majority of the city's work force to achieve the department's mobile first strategy
- Implement enhanced remote access solution that will support our mobile first strategy
- Implement Internet of Things security for embedded devices
- Move towards Zero Trust architecture
- Continue to leverage and expand the city's artificial intelligence capabilities
- Go live with the upgraded, cloud-based solutions for the Financial, Procurement and HR enterprise systems
- Host the IT State of Technology two-day event



Information Technology Department FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
IT Operations	3,226,085	3,681,170	4,944,950	34.3%
GIS Operations	264,197	272,910	289,620	6.1%
IT Security	420,026	767,110	1,358,200	77.1%
Voice Communications	652,327	853,730	795,360	-6.8%
Department Total (\$)	4,562,635	5,574,920	7,388,130	32.5%

Information Technology Department FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	3,138,688	3,214,390	3,697,120	15.0%
Operating	799,779	2,171,460	3,482,160	60.4%
Capital Outlay	624,168	189,070	208,850	10.5%
Other	-	-	-	-
Department Total (\$)	4,562,635	5,574,920	7,388,130	32.5%

Information Technology Department FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
IT Operations	-	-	-	-
GIS Operations	-	-	-	-
IT Security	-	-	-	-
Voice Communications	-	-	-	-
Department Total (\$)	-	-	-	-

Significant Changes from FY 2024 to FY 2025

IT Operations personnel costs increased due to the addition of a 1.0 FTE Information Systems Engineer position; operating costs increased by \$310,160 for software costs associated with the Core Financial, HR, & Procurement ERP CIP project (GA21), \$318,380 for ongoing operating costs associated with the Data Center and Disaster Recovery Infrastructure Replacement CIP project (GB21), \$101,090 for ongoing operating costs associated with the Maintenance and Emergency Operations Facility Improvements CIP projects (GD19), \$42,320 for existing software cost increases, and \$64,880 for software needs associated with newly added positions across the city. Additionally, \$103,620 of operating costs were transferred from the Voice Communications Division for costs best managed by the IT Operations Division.

IT Security personnel costs increased due to the addition of a 1.0 FTE Information Systems Security Engineer position; and operating costs increased by \$339,000 for the annualized cost of a new 5-year security enterprise license agreement, and by \$80,950 for existing contract cost increases.



**Information Technology Department
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
IT Operations	15.0	15.0	16.0	6.7%
GIS Operations	1.0	1.0	1.0	0.0%
IT Security	3.0	2.0	3.0	50.0%
Voice Communications	1.0	1.0	1.0	0.0%
Regular Subtotal	20.0	19.0	21.0	10.5%
<i>Temporary</i>				
IT Operations	-	-	-	-
GIS Operations	-	-	-	-
IT Security	-	-	-	-
Voice Communications	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	20.0	19.0	21.0	10.5%

**Significant Changes from
FY 2024 to FY 2025**

IT Operations regular FTEs increased by 1.0 due to the addition of a 1.0 FTE Information Systems Engineer position.

IT Security regular FTEs increased by 1.0 due to the addition of a previously unfunded 1.0 FTE Information Systems Security Engineer position.



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	\$4,944,950
	Regular FTE	16.0
	Temp FTE	0.0
IT Operations	Budget	\$4,944,950
	Regular FTE	16.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide the city with effective, in-house system administration and custom business solutions

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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
Citywide implementation of the updated cloud-base financial system				Q2 FY 2025
Develop AI Governance Policy				Q2 FY 2025

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

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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%)	17%	12%	12.5%	25%
Number of IT infrastructure devices (i.e., physical and virtual servers, routers, switches, etc.) supported per Infrastructure team FTE	191	210	230	250
Short Term Objectives				Planned Completion
Complete the Data Center upgrade portion of the Data Center and Disaster Recovery Infrastructure Replacement (GB21) CIP project				Q1 FY 2025



Goal: Provide city staff with competent, courteous, and timely IT hardware and software support

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of user endpoints/hardware devices (i.e., desktops, laptops, tablets, etc.) supported per End User Support team FTE	232	247	265	225
Number of help desk tickets addressed*	-	4,330	4,416	4,600

* This was a new performance measure for FY 2024.



**IT Operations Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
IT Operations	3,226,085	3,681,170	4,944,950	34.3%
Division Total (\$)	3,226,085	3,681,170	4,944,950	34.3%

**IT Operations Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	2,467,731	2,571,080	2,865,530	11.5%
Operating	140,101	921,020	1,870,570	103.1%
Capital Outlay	618,253	189,070	208,850	10.5%
Other	-	-	-	-
Division Total (\$)	3,226,085	3,681,170	4,944,950	34.3%

**IT Operations Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
IT Operations	-	-	-	-
Division Total (\$)	-	-	-	-

**IT Operations Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
IT Operations	15.0	15.0	16.0	6.7%
Regular Subtotal	15.0	15.0	16.0	6.7%
<i>Temporary</i>				
IT Operations	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	15.0	15.0	16.0	6.7%

**Significant Changes from
FY 2024 to FY 2025**

Regular FTEs increased by 1.0, with associated personnel cost increases, due to the addition of a 1.0 FTE Information Systems Engineer position.

Operating costs increased by \$310,160 for software costs associated with the Core Financial, HR, & Procurement ERP CIP project (GA21), by \$318,380 for ongoing operating costs associated with the Data Center and Disaster Recovery Infrastructure Replacement CIP project (GB21), \$101,090 for ongoing operating costs associated with the Maintenance and Emergency Operations Facility Improvements CIP projects (GD19), by \$42,320 for existing software cost increases, and by \$64,880 for software needs associated with newly added positions across the city. Additionally, \$103,620 of operating costs were transferred from the Voice Communications Division for costs best managed by the IT Operations Division.

Capital outlay costs increased by \$19,780 for one-time computer equipment needs associated with newly added positions across the city.



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	\$289,620
	Regular FTE	1.0
	Temp FTE	0.0
GIS Operations Division	Budget	\$289,620
	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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of GIS help and production requests	44	50	51	50
GIS Website uptime (Target: 99.7%)	99.8%	99.9%	≥ 99.7%	≥ 99.7%

Short Term Objectives	Planned Completion
Upgrade ArcGIS map services	Q2 FY 2025



**GIS Operations Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
GIS Operations	264,197	272,910	289,620	6.1%
Division Total (\$)	264,197	272,910	289,620	6.1%

**GIS Operations Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	190,680	196,760	209,430	6.4%
Operating	73,517	76,150	80,190	5.3%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	264,197	272,910	289,620	6.1%

**GIS Operations Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
GIS Operations	-	-	-	-
Division Total (\$)	-	-	-	-

**GIS Operations Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025**

Operating costs increased by \$4,040 due to software cost increases and training cost increases.



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	\$1,358,200
	Regular FTE	3.0
	Temp FTE	0.0
IT Security	Budget	\$1,358,200
	Regular FTE	3.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide city staff with an expandable and secure network and system infrastructure

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Firewall uptime record (Target: 99.7%)	100%	100%	99.7%	99.7%
Threat intelligence uptime (Target: 99.7%)	100%	100%	99.7%	99.7%
Short Term Objectives	Planned Completion			
Increase internal cybersecurity audit frequency to quarterly	Q4 FY 2025			
Continue work on micro segmentation blueprint	Q4 FY 2025			



**IT Security Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
IT Security	420,026	767,110	1,358,200	77.1%
Division Total (\$)	420,026	767,110	1,358,200	77.1%

**IT Security Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	354,746	313,110	480,080	53.3%
Operating	65,280	454,000	878,120	93.4%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	420,026	767,110	1,358,200	77.1%

**IT Security Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
IT Security	-	-	-	-
Division Total (\$)	-	-	-	-

**IT Security Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
IT Security	3.0	2.0	3.0	50.0%
Regular Subtotal	3.0	2.0	3.0	50.0%
<i>Temporary</i>				
IT Security	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	3.0	2.0	3.0	50.0%

**Significant Changes from
FY 2024 to FY 2025**

Regular FTEs increased by 1.0, with associated personnel cost increases, due to the addition of a previously unfunded 1.0 FTE Information Systems Security Engineer position.

Operating costs increased by \$339,000 for the annualized cost of a new 5-year security enterprise license agreement, and by \$80,950 for existing contract cost increases.



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	\$795,360
	Regular FTE	1.0
	Temp FTE	0.0
Voice Communications	Budget	\$795,360
	Regular FTE	1.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide a reliable, collaboration-facilitating communications infrastructure

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of voice communications devices supported (i.e. VOIP telephones, cell phones, analog devices, etc.)	630	645	621	654
Number of voice and information mailboxes supported	655	664	664	676
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%
Desk Phone device failure rate (failures / total phones) (Target: ≤ 1.0%)	1.3%	3.1%	2.8%	1.0%



Voice Communications Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Voice Communications	652,327	853,730	795,360	-6.8%
Division Total (\$)	652,327	853,730	795,360	-6.8%

Voice Communications Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	125,531	133,440	142,080	6.5%
Operating	520,881	720,290	653,280	-9.3%
Capital Outlay	5,915	-	-	-
Other	-	-	-	-
Division Total (\$)	652,327	853,730	795,360	-6.8%

Voice Communications Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Voice Communications	-	-	-	-
Division Total (\$)	-	-	-	-

Voice Communications Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025

Operating costs of \$103,620 were transferred to the IT Operations Division for software that is managed by that division. This was partially offset by operating costs increasing by \$23,000 for existing contract cost increases and by \$9,160 for ongoing telephone services associated with Maintenance and Emergency Operations Facility Improvements CIP projects (GD19).





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	\$16,134,360
		Regular FTE	97.0
		Temp FTE	0.0
Office of the Chief of Police		Budget	\$1,100,260
		Regular FTE	4.0
		Temp FTE	0.0
Administrative Services Bureau		Budget	\$4,447,490
		Regular FTE	24.0
		Temp FTE	0.0
Field Services Bureau		Budget	\$10,586,610
		Regular FTE	69.0
		Temp FTE	0.0

Fiscal Year 2024 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
- Maintained 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
- Transitioned to a new body worn and fleet camera system to provide a more seamless, reliable camera system for police accountability and to ensure public trust
- Successfully implemented new tasers – a more robust and efficient less-lethal force option that operates in tandem with the Department's body worn camera system for greater accountability and transparency
- Increased staffing in the Criminal Investigations Unit and Traffic Unit (part of the Special Operations Cost Center, Field Services Bureau), enhancing the Department's ability to provide specialized services to the community
- One member of the Department was promoted to the rank of Corporal, one member was promoted to the rank of Sergeant, and one member was promoted to the rank of Major
- Continued to maintain Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation by successfully completing the third of a four-year assessment cycle with two members of the Department completing CALEA Management Training
- 13 Police Officers were honored during the 34th Annual Rockville Public Safety Awards
- Hosted a variety of community policing events throughout the city to include Coffees with a Cop, Boo-Vie Night, National Drug Take Back Day, National Night Out, and Cuts for Kids – haircuts for kids starting school
- Upgraded the Department's automated photo enforcement technology in support of Vision Zero
- Hosted RCPD's second Gun Buy Back event at RedGate Park 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 unwanted firearms. This event collected over 300 firearms, which were later destroyed



- RCPD held its second Fair and Impartial Policing community training event and will continue to seek opportunities to foster dialogue with the community and identify ways police and civilians can work together to address community challenges
- To view a more comprehensive look at the Department's accomplishments for the most recent year, see the RCPD Annual Report on the city's website: www.rockvillemd.gov/Police

Police Department Fiscal Year 2025 Outlook

Compliance with Maryland Police Accountability Laws

With the establishment of the Maryland Police Accountability Act and the creation of the Police Accountability Board 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 to navigate any accountability or discipline-related issues regarding sworn personnel. The FY 2025 budget includes funding for new internal investigations software to facilitate better tracking and transparent reporting of incidents.

Recruitment, Retention, and Reduced County Assistance

Law enforcement agencies all over the country have seen a decline in police officer applicants and an increase in officers



leaving the profession. RCPD has not been immune to this dynamic, and neither has Montgomery County's Police Department. While the County has always provided backup services for RCPD, due to their own staffing shortages they have drastically reduced support for RCPD. As a result, the FY 2025 budget includes funding for six additional officers supported by a funding agreement with the County. RCPD will continue to recruit a high caliber of diverse applicants and has benchmarked regionally and nationally to develop incentives that attract and retain the best and brightest in the talent-rich DC metropolitan area. The FY 2025 budget also includes additional training funds and new specialty pay for eligible officers.

In the picture on the left, recently hired Officer Glasco is sworn in and welcomed to the City of Rockville by Chief Brito and Mayor Ashton.

Community Oriented Policing Programs & Events

RCPD will continue to grow and engage the community with positive interactions and opportunities for residents to get to know RCPD staff. The Community Services Unit (part of the Special Operations Cost Center, Field Services Bureau) will expand outreach efforts through annual community events such as Drug Take Back Day, Coffee with a Cop, and Community Open House. RCPD will be continuing the Fair and Impartial Policing Community Training event and plans to bring additional events and activities for officers to engage with residents of all ages in Rockville.

In the photo to the right, a haircut is in progress with Sgt. Baquero and Cpl. Tibbs of RCPD's Community Services Unit during the Cuts for Kids event.





Police Department FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Chief of Police	870,941	993,260	1,100,260	10.8%
Administrative Services Bureau	3,346,900	3,936,250	4,447,490	13.0%
Field Services Bureau	8,886,164	9,251,660	10,586,610	14.4%
Department Total (\$)	13,104,005	14,181,170	16,134,360	13.8%

Police Department FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	11,100,168	11,549,240	13,013,820	12.7%
Operating	1,929,002	2,553,450	3,033,360	18.8%
Capital Outlay	74,835	69,600	76,300	9.6%
Other	-	8,880	10,880	22.5%
Department Total (\$)	13,104,005	14,181,170	16,134,360	13.8%

Police Department FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Chief of Police	73,193	8,450	8,450	0.0%
Administrative Services Bureau	2,348,836	3,588,300	3,791,230	5.7%
Field Services Bureau	968,238	809,450	953,000	17.7%
Department Total (\$)	3,390,267	4,406,200	4,752,680	7.9%

Significant Changes from FY 2024 to FY 2025

Personnel costs increased due to the addition of six new Police Officers and funds for specialty pay for eligible officers. The new Police Officer positions are funded through an increase in County tax duplication revenue, which is recognized in the Non-Departmental budget.

Operating costs increased due to the rise in contract pricing for various services across the Department; new funding for internal investigations software and an interview room camera system; increased training funding; and costs related to the addition of the six new Police Officers.

Capital outlay funds increased due to the addition of funds for mobile computer equipment related to the six new Police Officers.

Department revenues show a net increase due to adjustments to align with recent trends.



**Police Department
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Office of the Chief of Police	5.0	4.0	4.0	0.0%
Administrative Services Bureau	24.0	24.0	24.0	0.0%
Field Services Bureau	63.0	63.0	69.0	9.5%
Regular Subtotal	92.0	91.0	97.0	6.6%
<i>Temporary</i>				
Office of the Chief of Police	-	-	-	-
Administrative Services Bureau	-	-	-	-
Field Services Bureau	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	92.0	91.0	97.0	6.6%

**Significant Changes from
FY 2024 to FY 2025**

6.0 Police Officer FTEs were added to the Field Services Bureau for FY 2025 due to the County's decrease in police support services within the city.



Office of the Chief of Police

The Office of the Chief of Police oversees and directs the Police Department in the overall pursuit of promoting public health and safety, protection of property, and the protection of personal liberties. The Office ensures effective management of all levels of police services provided to the community by ensuring fiscal soundness, operational effectiveness, and strong community outreach and information sharing. The Department's Homeland Security efforts are also coordinated within this Office. The Department participates in regional and local Homeland Security and emergency preparedness meetings, exercises, and drills to ensure the Police Department is equipped to protect Rockville residents in the event of a major emergency.

Office of the Chief of Police	Budget	\$1,100,260
	Regular FTE	4.0
	Temp FTE	0.0
Office of the Chief of Police	Budget	\$1,100,260
	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

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent vacancy rate experienced for sworn officer positions*	-	-	5%	5%
Percent of officers employed with RCPD with three or more years of service*	-	-	67%	65%

*This was a new performance measure for FY 2024.

Goal: Ensure transparent and accountable policing policies and practices

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of Fair and Impartial Policing training events hosted to enhance collaborative partnership with community members	0	1	1	1
Short Term Objectives				Planned Completion
Hold a Fair and Impartial Policing training event with Rockville community				Q2 FY 2025



**Office of the Chief of Police
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Chief of Police	870,941	993,260	1,100,260	10.8%
Division Total (\$)	870,941	993,260	1,100,260	10.8%

**Office of the Chief of Police
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	809,032	810,260	881,420	8.8%
Operating	61,909	174,440	208,280	19.4%
Capital Outlay	-	-	-	-
Other	-	8,560	10,560	23.4%
Division Total (\$)	870,941	993,260	1,100,260	10.8%

**Office of the Chief of Police
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Office of the Chief of Police	73,193	8,450	8,450	0.0%
Division Total (\$)	73,193	8,450	8,450	0.0%

**Office of the Chief of Police
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Office of the Chief of Police	5.0	4.0	4.0	0.0%
Regular Subtotal	5.0	4.0	4.0	0.0%
<i>Temporary</i>				
Office of the Chief of Police	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	5.0	4.0	4.0	0.0%

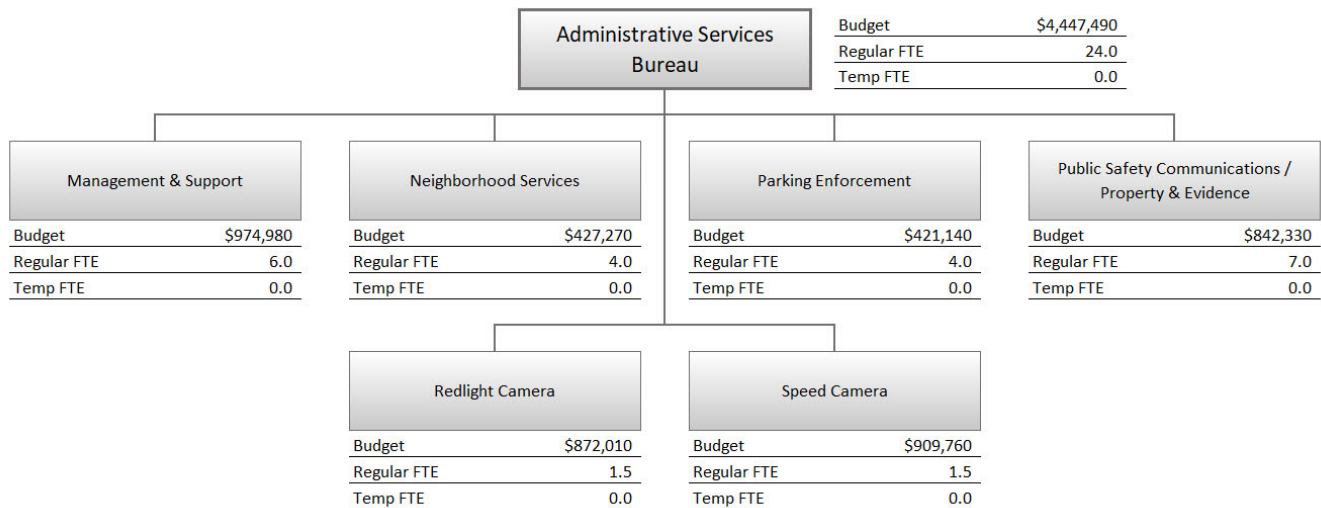
**Significant Changes from
FY 2024 to FY 2025**

Operating costs in this Division increased mainly due to updated mental health contract costs and the addition of \$21,000 for new internal investigations software.



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

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Average response time for non-priority calls for service from time dispatched to arrival on the scene (Target: ≤ 12 minutes, actuals reported in mm:ss)	10:43	11:56	≤ 12 minutes	≤ 12 minutes
Average response time for priority calls for service from time dispatched to arrival on the scene (Target: ≤ 6 minutes, actuals reported in mm:ss)	5:55	6:45	≤ 6 minutes	≤ 6 minutes

Goal: Maintain found, recovered, or evidentiary property in accordance with federal, State, and local statutes

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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

Guiding Principle(s): Effective and Efficient Service Delivery, Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent compliance with all applicable 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 required documentation to achieve 100% compliance with applicable standards for the 2024 CALEA on-site review				Q1 FY 2025

Goal: Promote public health and safety through enforcement of city animal regulations

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of and actual percent change in animal control calls for service	2,466 +34%	1,980 -12%	2,500	2,100
Number of and actual percent change in animal licenses issued	2,093 -2%	1,915 -9%	2,200	1,500
Number of public education presentations completed regarding pets and ownership (Target: > 10)	0*	1	6	1
<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 clear up the backlog of cases related to animal control matters				Q3 FY 2025

Goal: Enforce parking regulations consistently to promote turnover and allow more people to park

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of and actual percent change in parking citations issued	9,019 +4%	9,142 +1%	10,500	10,500

Goal: Foster an environment of safety for motorists, bicyclists, and pedestrians

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of and actual percent change in redlight camera citations*	7,061 -45%	10,224 +31%	17,900	26,670
Number of and actual percent change in speed camera citations*	34,364 +3%	26,533 -23%	37,500	25,000

**The number of redlight and speed camera citations has fluctuated in recent years. Please see the Financial Summaries section of this document for additional information.*



Administrative Services Bureau FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management & Support	839,499	857,720	974,980	13.7%
Neighborhood Services	385,296	395,470	427,270	8.0%
Parking Enforcement	386,335	390,220	421,140	7.9%
Public Safety Communications / Property & Evidence	704,356	807,650	842,330	4.3%
Redlight Camera	370,316	681,020	872,010	28.0%
Speed Camera	661,098	804,170	909,760	13.1%
Division Total (\$)	3,346,900	3,936,250	4,447,490	13.0%

Administrative Services Bureau FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	2,305,305	2,478,440	2,638,220	6.4%
Operating	1,033,165	1,455,990	1,807,450	24.1%
Capital Outlay	8,430	1,500	1,500	0.0%
Other	-	320	320	0.0%
Division Total (\$)	3,346,900	3,936,250	4,447,490	13.0%

Administrative Services Bureau FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management & Support	2,860	21,000	21,000	0.0%
Neighborhood Services	59,884	65,000	61,230	-5.8%
Parking Enforcement	773,331	659,800	709,000	7.5%
Public Safety Communications / Property & Evidence	-	-	-	-
Redlight Camera	574,602	1,342,500	2,000,000	49.0%
Speed Camera	938,159	1,500,000	1,000,000	-33.3%
Division Total (\$)	2,348,836	3,588,300	3,791,230	5.7%

Significant Changes from FY 2024 to FY 2025

The Management & Support budget includes an additional \$20,000 in operating funds for increased training opportunities across the Department, as well as operating funds related to the six new Police Officers added in the Field Services Bureau.

Redlight camera citations have increased since the city's camera equipment was replaced in early FY 2024, resulting in higher operating costs as well as increased revenue.

Speed camera citations have declined despite equipment upgrades, resulting in less revenue. Unlike the redlight camera program which the city pays based on the number of citations, the speed camera program is paid based on a fixed fee per camera, as required by law. Despite the decrease in citations, speed camera operating costs have increased based on updated contract pricing.

Revenue was adjusted in the Neighborhood Services and Parking Enforcement Cost Centers to align with recent trends.



**Administrative Services Bureau
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Management & Support	6.0	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	24.0	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	24.0	24.0	24.0	0.0%

**Significant Changes from
FY 2024 to FY 2025**

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 and Community Engagement Officers), K-9 Unit, and the Crime Analyst, works to supplement patrol by providing additional resources to investigate and reduce crime.

Field Services Bureau		Budget	\$10,586,610
		Regular FTE	69.0
		Temp FTE	0.0
Management & Support		Budget	\$1,275,820
		Regular FTE	1.0
		Temp FTE	0.0
Patrol Operations		Budget	\$6,909,750
		Regular FTE	50.0
		Temp FTE	0.0
Special Operations		Budget	\$2,401,040
		Regular FTE	18.0
		Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Protect life and property through the enforcement of State and local laws

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of and actual percent change in calls for service*	15,820 +8%	16,727 +5%	17,100	25,000
Percent of calls for service in which a city police unit is the primary unit responding*	67%	69%	67%	95%
Number of Traffic and Pedestrian Safety Details conducted	5,476	5,600	6,000	6,000
Percent change in the total number of enforcement activities (citations, warnings, repair orders)*	+7%	-46%	+7%	+50%

*Montgomery County reduced its police service support within the city in early FY 2024, resulting in large estimated increases in the FY 2025 estimates.

Goal: Identify and target criminal offenders to successfully conclude investigations of property crimes and crimes against persons

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Closure rate for crimes against persons investigated	52%	60%	60%	60%
Closure rate for property crimes investigated	25%	52%	28%	35%



Goal: Ensure the public is fully involved as a partner with law enforcement
Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of community engagement events, activities, and details conducted	361	375	380	400
Total number of participants completing crime prevention and personal safety classes offered by RCPD	300	365	330	370



Field Services Bureau FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management & Support	1,121,615	1,107,410	1,275,820	15.2%
Community Services Office*	131,793	116,090	-	-100.0%
Patrol Operations	6,441,601	6,702,690	6,909,750	3.1%
Special Operations	1,191,155	1,325,470	2,401,040	81.1%
Division Total (\$)	8,886,164	9,251,660	10,586,610	14.4%

*The Community Services Office was moved into Special Operations for FY 2025.

Field Services Bureau FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	7,985,831	8,260,540	9,494,180	14.9%
Operating	833,928	923,020	1,017,630	10.3%
Capital Outlay	66,405	68,100	74,800	9.8%
Other	-	-	-	-
Division Total (\$)	8,886,164	9,251,660	10,586,610	14.4%

Field Services Bureau FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management & Support	964,130	809,450	953,000	17.7%
Community Services Office*	-	-	-	-
Patrol Operations	4,108	-	-	-
Special Operations	-	-	-	-
Division Total (\$)	968,238	809,450	953,000	17.7%

*The Community Services Office was moved into Special Operations for FY 2025.

Significant Changes from FY 2024 to FY 2025

Personnel costs increased due to the addition of six new Police Officer positions, as well as \$18,000 in funding for new specialty pay for eligible officers. The new Police Officer positions are funded by an increase in County tax duplication revenue, which is recognized in the Non-Departmental budget.

The Management & Support Cost Center's budget includes \$6,370 in new operating funding for an interview room camera system, as well as operating and capital outlay funds related to the six new Police Officers. These costs were partially offset by the removal of one-time funds from FY 2024.

The Special Operations Cost Center's budget increased due to the transfer of the Community Services Office and its 1.0 FTE into this Cost Center, as well as the transfer of 7.0 FTEs from the Patrol Operations Cost Center to better reflect the Department's needs.

Revenue increased in the Management & Support Cost Center to reflect State Aid for Police Protection grant funding consistent with recent levels.



Field Services Bureau FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Management & Support	2.0	1.0	1.0	0.0%
Community Services Office*	1.0	1.0	-	-100.0%
Patrol Operations	51.0	51.0	50.0	-2.0%
Special Operations	9.0	10.0	18.0	80.0%
Regular Subtotal	63.0	63.0	69.0	9.5%
<i>Temporary</i>				
Management & Support	-	-	-	-
Community Services Office*	-	-	-	-
Patrol Operations	-	-	-	-
Special Operations	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	63.0	63.0	69.0	9.5%

*The Community Services Office was moved into Special Operations for FY 2025.

Significant Changes from FY 2024 to FY 2025

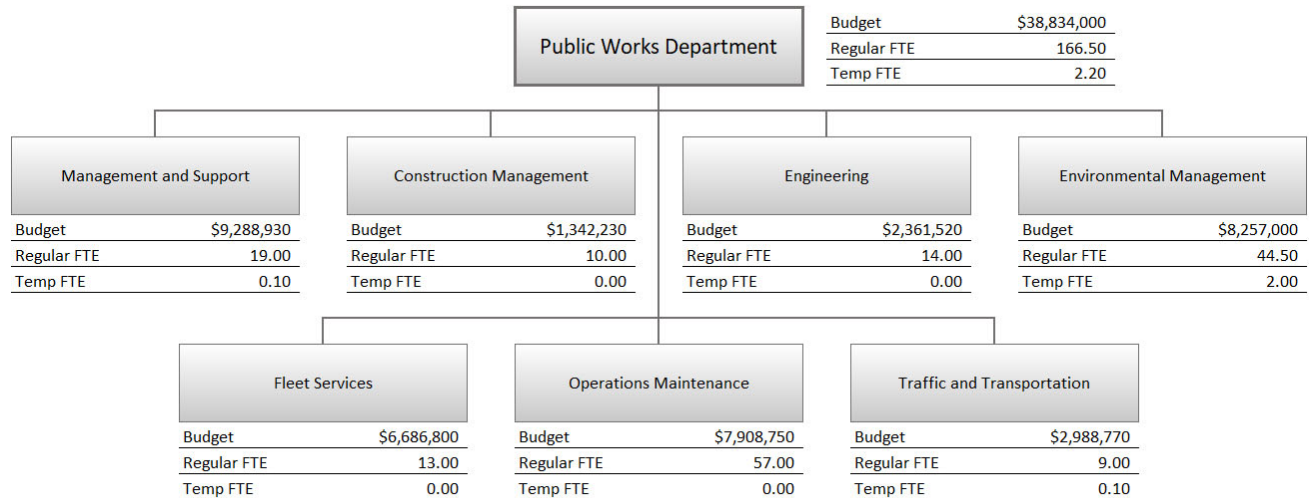
For FY 2025, the Community Services Office and its 1.0 FTE was folded into the Special Operations Cost Center, and 7.0 existing FTEs were transferred from Patrol Operations into Special Operations, to better reflect the Department's needs. An additional 6.0 Police Officer FTEs were added to the Patrol Operations Cost Center due to the County's decrease in police service levels within the city.



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.



Fiscal Year 2024 Accomplishments

- The Climate Action Plan (CAP) 2024 Annual Report highlighted significant progress on at least 14 of the 42 identified major actions to reduce climate-related emissions and bolster climate resilience. 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>
- Adopted the Pedestrian Master Plan (<https://rockvillemd.gov/2541/Pedestrian-Master-Plan>)
- Completed the feasibility studies for the Martins Lane bicycle lanes, Fleet/Monroe Shared Use Path, and the Beall Avenue Road Diet (TD21)
- 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 and Denham Road Storm Drain Improvements (SA21); Leland Street Sewer Relocation and Grandin Avenue Sewer Replacement (UC21); Water Treatment Plant (WTP) Safety Improvements (UB19); W. Gude Dr. Sidewalk project between MD 355 and Watkins Pond Blvd. (TE21); Villages of Tower Oaks SWM Facility, Maryvale Park SWM Facility, and Falls Grove Pond #5 SWM Facility (SC21); Glenora Park Spot Repair (SB21)



- Completed construction of the following CIP projects/subprojects: Ritchie Parkway Outfall Stabilization (SB21); Northeast Park SWM Facility retrofit and Stream Restoration Project (SC21); Town Center Road Diet (TB22); approximately 1.6 miles of water main rehabilitation (UD21); Leland Street Sewer Relocation, Grandin Avenue Sewer Replacement, and approximately 2.5 miles of sanitary sewer lining (UC21)
- Completed Phase 1 of the LED Streetlight Conversion (TA22)
- Continued to lead city efforts to oppose the American Legion Bridge + I-270 Program (more information can be found at <https://rockvillemd.gov/ManagedLanesProject>)
- Repaired 48 water main breaks; resolved 56 sanitary sewer backups; completed 10.4 lane miles of asphalt rehabilitation; conducted 385 preventative fleet maintenance work orders; performed 655 inspections of public and private stormwater management facilities, 514 sediment and erosion control inspections, and 211 commercial inspections; and issued 483 permits
- Removed 162 bags of litter during 22 stream cleanups attended by 247 volunteers and hosted 36 public Weed Warrior Workdays with a total of 390 volunteers engaged in removal of non-native invasive plants
- Received twelve grants worth a total of over \$5.4 million from several agencies including the Maryland Energy Administration, U. S. Army Corps of Engineers, Maryland Department of the Environment, Maryland Department of Transportation, and Metropolitan Washington Council of Governments, offsetting a portion of project costs

Department of Public Works Fiscal Year 2025 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 website for progress updates for both Vision Zero (<https://www.rockvillemd.gov/VisionZero>) and the CAP (<https://www.rockvillemd.gov/climate>), including the first two solar projects on city property
- Adopt the city's first Electric Vehicle Readiness Plan (<https://engagerockville.com/evplan>)
- 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 the following CIP projects/subprojects: Maryland Dawson Extended (5C11); Carr Avenue, Charles Street, Croydon Avenue, Gail Avenue, and Woodland Road sidewalks (TE21); Senior Center Entrance (TA24); Scott-Veirs Drive Shared Use Path (TA23); Stream Restoration: Anderson Park/Plymouth Woods Community (SA18); W. Argyle Ave. sewer relocation (UC21); Lockness Court spot repair (SB21); Stonestreet Corridor Improvements (TA20); repairs to long-span vehicular bridges (TB21)
- Complete design and construction of the following CIP projects/subprojects: Phase 1B - Maintenance and Emergency Operations Facility Improvements (GD19), and Beall Avenue Road Diet project including asphalt art (TD21)
- Complete the construction the following CIP projects/subprojects: West Gude Drive, Potomac Valley Road, Highland Avenue, Frederick Avenue, Monroe Street, and Nelson Street sidewalks (TE21); Glenora Park Spot Repair Project (SB21); SWM Facility Improvements: City Facility at the Villages of Tower Oaks, Maryvale Park, Fallsgrove Pond #5, Fallsgrove Pond 1B, Fallsgrove Pond 2, and Gude Maintenance Yard SWM Facilities (SC21); Denham Road Outfall Stabilization as part of Storm Drain Rehab & Improvement (SA21); WTP Electrical, Roof, and HVAC Upgrades (UA17); Gude Yard Recycle Transfer Enclosure (GC19); Water Treatment Plant Safety Improvements (UB19); Electric Vehicle Infrastructure (GA23)
- Complete the following CIP projects/subprojects: Phase 2 and start Phase 3 of LED Streetlight Conversion (TA22); WTP Facility Master Plan and Water Regulatory Compliance (UA24); citywide mainline sanitary sewer capacity model (UC21); first phase of flood modeling Flood Resiliency Master Plan (SA23); inspection of the 24-inch water transmission main (UD21); assessment of large diameter corrugated metal pipe (SA21)
- Revise City Code Chapter 10 to ensure compliance with updated FEMA requirements and Chapter 21 provisions for streets, street standards, and the authority to permit certain private improvements in the rights-of-way



Public Works Department FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management and Support	8,724,284	8,781,300	9,288,930	5.8%
Construction Management	1,088,025	1,211,980	1,342,230	10.7%
Engineering	1,904,140	2,080,570	2,361,520	13.5%
Environmental Management	6,758,924	7,769,900	8,257,000	6.3%
Fleet Services	4,710,432	5,899,090	6,686,800	13.4%
Operations Maintenance	7,029,543	7,513,460	7,908,750	5.3%
Traffic and Transportation	2,548,448	3,683,690	2,988,770	-18.9%
Department Total (\$)	32,763,796	36,939,990	38,834,000	5.1%

Public Works Department FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	16,884,079	18,733,390	19,843,990	5.9%
Operating	13,061,037	14,338,320	14,493,660	1.1%
Capital Outlay	2,694,456	2,501,180	2,913,260	16.5%
Other	124,224	1,367,100	1,583,090	15.8%
Department Total (\$)	32,763,796	36,939,990	38,834,000	5.1%

Public Works Department FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management and Support	-	-	-	-
Construction Management	-	-	-	-
Engineering	2,941,365	1,894,350	2,053,600	8.4%
Environmental Management	42,211	7,000	29,250	317.9%
Fleet Services	54,820	42,500	61,500	44.7%
Operations Maintenance	44,740	55,000	55,000	0.0%
Traffic and Transportation	63,781	356,600	356,600	0.0%
Department Total (\$)	3,146,917	2,355,450	2,555,950	8.5%

Significant Changes from FY 2024 to FY 2025

Personnel costs include funding for 1.5 new FTEs (Environmental Management, Traffic and Transportation).

The operating budget includes the removal of one-time funding and adjustments for known contract and commodity price increases Department-wide, electricity decreases (Management and Support, Traffic and Transportation), new software (Construction Management), consultant services (Management and Support, Engineering, Environmental Management), and the transfer of the sewer lateral replacement program to the CIP (Operations Maintenance).

The capital outlay budget increased based on the number and type of vehicles scheduled for replacement (Fleet Services), as well as one-time equipment funding (Operations Maintenance).

The other category includes funds for vehicle leases (Fleet Services), which has increased over time as the city transitioned to leasing rather than purchasing much of its fleet.

Department revenue is expected to increase based on projected Engineering permit and fee activity, the newly formed Cross Connection Control Program in the Environmental Management Division, and increased Fleet Services auction revenue.



**Public Works Department
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Management and Support	16.50	19.00	19.00	0.0%
Construction Management	10.00	10.00	10.00	0.0%
Engineering	14.00	14.00	14.00	0.0%
Environmental Management	44.40	44.00	44.50	1.1%
Fleet Services	13.00	13.00	13.00	0.0%
Operations Maintenance	57.60	57.00	57.00	0.0%
Traffic and Transportation	8.00	8.00	9.00	12.5%
Regular Subtotal	163.50	165.00	166.50	0.9%
<i>Temporary</i>				
Management and Support	1.30	0.10	0.10	0.0%
Construction Management	-	-	-	-
Engineering	-	-	-	-
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	2.20	2.20	0.0%
Department Total	166.90	167.20	168.70	0.9%

**Significant Changes from
FY 2024 to FY 2025**

Regular FTEs increased due to the addition of a 0.5 FTE Senior Environmental Compliance Inspector added to the Environmental Management Division and a 1.0 FTE Senior Transportation Engineer added to the Traffic and Transportation Division.



Management and Support Division

The Management and Support Division provides oversight functions associated with managing the Department. These functions include: strategic planning facilitation for the Department; enhancing the effectiveness and competencies in the public works field; evaluating and upgrading Department performance; 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.

Management and Support Division		Budget	\$9,288,930
		Regular FTE	19.00
		Temp FTE	0.10
Management and Support		Budget	\$1,246,810
		Regular FTE	7.00
		Temp FTE	0.10
Sewage Disposal		Budget	\$4,047,910
		Regular FTE	0.00
		Temp FTE	0.00
Water Treatment Plant		Budget	\$3,994,210
		Regular FTE	12.00
		Temp FTE	0.00

Performance Measures and Short Term Objectives

Goal: Provide leadership and strategic planning facilitation to the Department of Public Works to ensure sustainable city service delivery, premium customer service, optimum public outreach, and effective management of the city's public works infrastructure

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of email inquiries responded to within the city's customer service standard of 24 hours (Target: ≥ 95%)	97%	96%	≥ 95%	≥ 95%
Percent of capital funding coming from grants or other outside agencies* (Target: ≥ 2%)	-	-	≥ 2%	≥ 2%
Percent of current fiscal year CIP construction projects awarded as scheduled* (Target: 100%)	-	-	100%	100%

*This was a new performance measure for FY 2024.

Short Term Objective	Planned Completion
Implement an enterprise asset and work order management software solution	Q2 FY 2025
Modernize GIS database for water system	Q4 FY 2025



Goal: Provide safe drinking water for the city that meets or exceeds all federal and State water quality standards

Guiding Principle(s): Public Safety, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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%	0.9%	≤ 2.0%	≤ 2.0%

Short Term Objective	Planned Completion
Complete replacement of the SCADA legacy controls through the SCADA Improvements (UE16) CIP project	Q3 FY 2025
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 through the WTP Safety Improvements (UB19) CIP project	Q3 FY 2025



Management and Support Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management and Support	1,032,024	1,119,250	1,246,810	11.4%
Sewage Disposal	4,277,908	3,855,150	4,047,910	5.0%
Water Treatment Plant	3,414,352	3,806,900	3,994,210	4.9%
Division Total (\$)	8,724,284	8,781,300	9,288,930	5.8%

Management and Support Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	2,277,559	2,498,800	2,568,250	2.8%
Operating	6,320,599	6,260,460	6,701,100	7.0%
Capital Outlay	126,126	17,460	15,000	-14.1%
Other	-	4,580	4,580	0.0%
Division Total (\$)	8,724,284	8,781,300	9,288,930	5.8%

Management and Support Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Management and Support	-	-	-	-
Sewage Disposal	-	-	-	-
Water Treatment Plant	-	-	-	-
Division Total (\$)	-	-	-	-

Management and Support Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Management and Support	5.50	7.00	7.00	0.0%
Sewage Disposal	-	-	-	-
Water Treatment Plant	11.00	12.00	12.00	0.0%
Regular Subtotal	16.50	19.00	19.00	0.0%
<i>Temporary</i>				
Management and Support	1.30	0.10	0.10	0.0%
Sewage Disposal	-	-	-	-
Water Treatment Plant	-	-	-	-
Temporary Subtotal	1.30	0.10	0.10	0.0%
Division Total	17.80	19.10	19.10	0.0%

Significant Changes from FY 2024 to FY 2025

The Management and Support Division operating budget includes \$110,000 in one-time funding for a GIS data model for the city's water system.

Sewage Disposal Cost Center operating funding increased by \$192,760 based on the expected increase in the cost of the city's share of operating costs at the Blue Plains treatment facility.

The Water Treatment Plant operating budget includes an increase of \$459,140 for chemicals and \$31,900 for contracted refuse service. These increases are partially offset by the removal of \$100,000 in one-time FY 2024 costs and a \$256,870 reduction in electricity based on the most recent utility consultant's electricity cost estimates.



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 Construction Management	Budget	\$1,342,230
	Regular FTE	10.00
	Temp FTE	0.00
	Budget	\$1,342,230
	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

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of CIP projects managed by the Construction Management Division that are completed within 5% of contract award amount (Target: 95%)	95%	80%	95%	95%
Percent of CIP projects managed by the Construction Management Division that are completed on schedule (Target: 85%)	85%	80%	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%	96%	100%	100%

Short Term Objectives	Planned Completion
Complete construction of the East Argyle Street sewer replacement (UC21)	Q2 FY 2025
Complete construction of West Gude Drive and Potomac Valley Road sidewalks (TE21)	Q2 FY 2025
Complete construction of Denham Road outfall stabilization (SA21)	Q2 FY 2025
Complete the construction of Glenora Park spot repair (SB21)	Q3 FY 2025
Complete construction of planned sanitary sewer lining (UC21)	Q4 FY 2025
Complete construction of planned water main rehabilitation (UD21)	Q4 FY 2025
Complete the construction of the following SWM Facility Improvements: City Facility at the Villages of Tower Oaks, Maryvale Park SWM Facility, Falls Grove Pond #1B, Falls Grove Pond #2, Falls Grove Pond #5, and Gude Maintenance Yard SWM Facility (SC21)	Q4 FY 2025



Short Term Objectives (continued)	Planned Completion
Complete the construction of Phase 1B of the Maintenance and Emergency Operations Facility Improvements (GD19) CIP project	Q4 FY 2025
Review, select, and implement new pavement management software	Q4 FY 2025

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

Guiding Principle(s): Stewardship of the Environment and Infrastructure, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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
Establish emergency notification procedures with utility companies	Q4 FY 2025



**Construction Management Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Construction Management	1,088,025	1,211,980	1,342,230	10.7%
Division Total (\$)	1,088,025	1,211,980	1,342,230	10.7%

**Construction Management Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,049,324	1,152,620	1,252,650	8.7%
Operating	38,701	59,360	89,580	50.9%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,088,025	1,211,980	1,342,230	10.7%

**Construction Management Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Construction Management	-	-	-	-
Division Total (\$)	-	-	-	-

**Construction Management Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025**

The Construction Management Division's operating budget includes \$30,000 for new pavement management software.



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 several bridge projects in the Transportation program area, and the Maintenance and Emergency Operations Facility Improvements (GD19) in the General Government program area.

Engineering Division	Budget	\$2,361,520
	Regular FTE	14.00
	Temp FTE	0.00
Engineering	Budget	\$2,361,520
	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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Average time to review engineering permit submissions (first three reviews only)* (Target: 4 weeks)	-	-	4 weeks	4 weeks
Percent of engineering permit submissions requiring three or less reviews* (Target: ≥ 30%)	-	-	≥ 30%	≥ 30%

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

Short Term Objectives	Planned Completion
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	Q4 FY 2025
Update the right-of-way standards for small wireless facilities	Q4 FY 2025
Complete implementation of Public Works permitting software (FAST initiative), which features full online and paperless processing	Q4 FY 2025



Goal: Provide sustainable city water, sewer, stormwater, and vehicular bridge infrastructure in accordance with federal, State, and city standards, policies, and codes

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of sanitary sewer and water mains replaced/rehabilitated as scheduled through the Sewer Rehab & Improvement (UC21) and Water Main Rehab & Improvement (UD21) CIP projects* (Target: 100%)	-	-	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%)	-	-	95%	95%

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

Short Term Objectives	Planned Completion
Launch lead service line inventory website in compliance with EPA rule revision	Q2 FY 2025
Complete inspection of the 24-inch water transmission main (UD21)	Q2 FY 2025
Complete citywide mainline sanitary sewer capacity model (UC21)	Q3 FY 2025
Complete the analysis of large diameter corrugated metal pipe as part of the Storm Drain Rehab & Improvement (SA21) CIP project	Q3 FY 2025
Complete design of the following sub-projects for the Storm Drain Analysis and Spot Repair: Potomac Woods (SB23) CIP project: storm drain improvements, Stratton Drive outfall repair, dredging of the SWM facility, and stream spot repair to address a failed gabion wall	Q4 FY 2025
Complete WTP Facility Master Plan and Water Regulatory Compliance (UA24) CIP project	Q4 FY 2025
Award multiyear architectural and engineering services contract	Q4 FY 2025
Complete the design modifications to the Stream Restoration: Anderson Park/Plymouth Woods Community (SA18) CIP project	Q4 FY 2025
Complete the design of Lockness Court spot repair (SB21)	Q4 FY 2025



**Engineering Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Engineering	1,904,140	2,080,570	2,361,520	13.5%
Division Total (\$)	1,904,140	2,080,570	2,361,520	13.5%

**Engineering Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,773,827	2,015,770	2,141,510	6.2%
Operating	130,313	64,800	220,010	239.5%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,904,140	2,080,570	2,361,520	13.5%

**Engineering Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Engineering	2,941,365	1,894,350	2,053,600	8.4%
Division Total (\$)	2,941,365	1,894,350	2,053,600	8.4%

**Engineering Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Engineering	14.00	14.00	14.00	0.0%
Regular Subtotal	14.00	14.00	14.00	0.0%
<i>Temporary</i>				
Engineering	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	14.00	14.00	14.00	0.0%

**Significant Changes from
FY 2024 to FY 2025**

The Engineering operating budget includes \$125,000 in one-time funding for regulatory compliance projects within the Water Fund, and \$19,930 in additional professional development funding across multiple funds.

Engineering revenue is expected to increase in the General and Stormwater Management funds, and decrease in the Water and Sewer 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 manages the cross-connection control program to protect the potable water supply and ensure compliance with the Safe Drinking Water Act. 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 charging 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	\$8,257,000
		Regular FTE	44.50
		Temp FTE	2.00
Environmental Management		Budget	\$498,100
		Regular FTE	2.40
		Temp FTE	0.00
Cross Connection Control Program		Budget	\$205,700
		Regular FTE	0.50
		Temp FTE	0.00
Recycling and Refuse Collection		Budget	\$5,197,150
		Regular FTE	34.30
		Temp FTE	2.00
Stormwater Management and Implementation		Budget	\$2,356,050
		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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of all material diverted from the landfill (Target: ≥ 50%)	41%	43%	≥ 50%	≥ 50%

Short Term Objective	Planned Completion
Complete construction of the Gude Yard Recycle Transfer Enclosure (GC19) CIP project	Q3 FY 2025
Continue to improve efficiency, customer service, and reporting through mobile technology, training, and software upgrades	Q4 FY 2025



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

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measure	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of Climate Action Plan Action items completed or institutionalized	5%	14%	30%	40%
Annual city facility greenhouse gas emissions (metric tons of CO ₂ e) from facility electricity and natural gas consumption (Target: ≤ 6,400)	6,587 (CY 2021)	6,691 (CY 2022)	6,400 (CY 2023)	6,300 (CY 2024)

Short Term Objective	Planned Completion
Coordinate with Pepco to complete the installation of 14 public charging stations at city facilities, parks, and rights-of-way (Action M-07 of the Climate Action Plan)	Q1 FY 2025
Adopt the city's first Electrical Vehicle (EV) Readiness Plan (Action C-11 of the Climate Action Plan)	Q2 FY 2025
Begin installation of the first two solar projects on city property (Action M-04 of the Climate Action Plan)	Q4 FY 2025

Goal: Protect city waterways, maintain city stormwater infrastructure, and ensure compliance with all applicable federal and State Clean Water Act requirements

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of total sites inspected annually to comply with the National Pollutant Discharge Elimination System (NPDES) permit* (Target: ≥ 30%)	-	-	≥ 30%	≥ 30%

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

Short Term Objective	Planned Completion
Conduct outreach for Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) update	Q1 FY 2025
Revise Chapter 10 (Floodplain Management) to incorporate updated FEMA Flood Insurance Rate Maps (FIRM) and other related items to ensure compliance with the National Flood Insurance Program (NFIP)	Q2 FY 2025
Initiate stakeholder engagement for the Flood Resiliency Master Plan (SA23) CIP project	Q2 FY 2025
Complete flood modeling for the Flood Resiliency Master Plan (SA23) CIP project	Q4 FY 2025

Goal: Protect the potable water supply and ensure compliance with the Safe Drinking Water Act

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of total commercial buildings inspected annually for proper backflow prevention* (Target: ≥ 30%)	-	-	-	≥ 30%

**This is a new performance measure for FY 2025.*

Short Term Objective	Planned Completion
Hire the new 0.5 FTE Senior Environmental Compliance Inspector to perform backflow surveying and enforcement	Q2 FY 2025
Establish contract for administrative management of the backflow program and institute fee collection system	Q2 FY 2025
Select consultant to inventory all backflow assemblies installed in the city service area	Q3 FY 2025
Initiate backflow assembly inventory	Q4 FY 2025



Environmental Management Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Environmental Management	351,534	423,240	498,100	17.7%
Cross Connection Control Program	-	-	205,700	N/A
Recycling and Refuse Collection	4,380,007	5,035,710	5,197,150	3.2%
Stormwater Management and Implementation	2,027,383	2,310,950	2,356,050	2.0%
Division Total (\$)	6,758,924	7,769,900	8,257,000	6.3%

Environmental Management Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	4,024,517	4,623,180	4,885,550	5.7%
Operating	2,569,077	2,846,720	3,070,150	7.8%
Capital Outlay	48,340	-	1,300	N/A
Other	116,990	300,000	300,000	0.0%
Division Total (\$)	6,758,924	7,769,900	8,257,000	6.3%

Environmental Management Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Environmental Management	-	-	-	-
Cross Connection Control Program	-	-	19,250	N/A
Recycling and Refuse Collection	42,211	7,000	10,000	42.9%
Stormwater Management and Implementation	-	-	-	-
Division Total (\$)	42,211	7,000	29,250	317.9%

Significant Changes from FY 2024 to FY 2025

The Environmental Management Cost Center includes \$30,000 in operating funding for facility audits, which transferred from Recreation and Parks for FY 2025.

Funding for a new Cross Connection Control Program was added for FY 2025, including personnel costs for a new 0.5 FTE and \$150,000 in operating funding for a consultant during this program's implementation. The consultant funding is expected to be needed for three years. This new program will address deficiencies reported in the May 2023 EPA Safe Drinking Water Audit and bring the city into compliance with federal and State standards that protect drinking water.

Revenue was added for the newly formed Cross Connection Control Program for backflow testing report fees expected in FY 2025 totaling \$19,250. This revenue will increase as this program is fully implemented over the next few years.



**Environmental Management Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Environmental Management	2.40	2.40	2.40	0.0%
Cross Connection Control Program	-	-	0.50	N/A
Recycling and Refuse Collection	34.70	34.30	34.30	0.0%
Stormwater Management and Implementation	7.30	7.30	7.30	0.0%
Regular Subtotal	44.40	44.00	44.50	1.1%
<i>Temporary</i>				
Environmental Management	-	-	-	-
Cross Connection Control Program	-	-	-	-
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	46.40	46.00	46.50	1.1%

**Significant Changes from
FY 2024 to FY 2025**

A 0.5 FTE Senior Environmental Compliance Inspector was added to the newly formed Cross Connection Control Program Cost Center.



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	\$6,686,800
	Regular FTE	13.00
	Temp FTE	0.00
Fleet Services	Budget	\$6,686,800
	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

Guiding Principle(s): Effective and Efficient Service Delivery, Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number and percent of city's light-duty fleet made up of hybrid and electric vehicles* (Target: ≥ 27%)	-	-	39/190 21%	55/198 28%

*This was a new performance measure for FY 2024.

Short Term Objective	Planned Completion
Acquire 16 electric vehicles for city's fleet (Action M-06 of the city's Climate Action Plan)	Q4 FY 2025

Goal: Ensure a safe and reliable city fleet through effective preventative maintenance and timely repairs of city vehicles and equipment

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Average time to complete repairs* (Target ≤ 7 days)	-	-	≤ 7 days	≤ 7 days
Percent of preventative maintenance performed as scheduled (Target: 100%) **	44%	64%	100%	100%
Percent of city's fleet assets available for use (Target: ≥ 95%)	92%	96%	≥ 95%	≥ 95%

*This was a new performance measure for FY 2024.

**FY 2022 actuals were significantly impacted by pandemic-related conditions.

Short Term Objective	Planned Completion
Conduct safety training for staff to maintain electric vehicles	Q4 FY 2025



Fleet Services Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Fleet Services	4,710,432	5,899,090	6,686,800	13.4%
Division Total (\$)	4,710,432	5,899,090	6,686,800	13.4%

Fleet Services Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,301,993	1,414,010	1,479,980	4.7%
Operating	1,550,219	1,356,540	1,567,250	15.5%
Capital Outlay	1,850,986	2,069,320	2,364,360	14.3%
Other	7,234	1,059,220	1,275,210	20.4%
Division Total (\$)	4,710,432	5,899,090	6,686,800	13.4%

Fleet Services Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Fleet Services	54,820	42,500	61,500	44.7%
Division Total (\$)	54,820	42,500	61,500	44.7%

Fleet Services Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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 2024 to FY 2025

The Fleet Services Division's operating budget increased by \$43,000 due to a rise in estimated fuel costs, \$148,000 for equipment parts, and \$12,650 for shop supplies and equipment.

The capital outlay budget increased based on the number and type of vehicles planned for replacement, which varies from year to year. A list of planned replacement vehicles can be found in the Supplemental Information section.

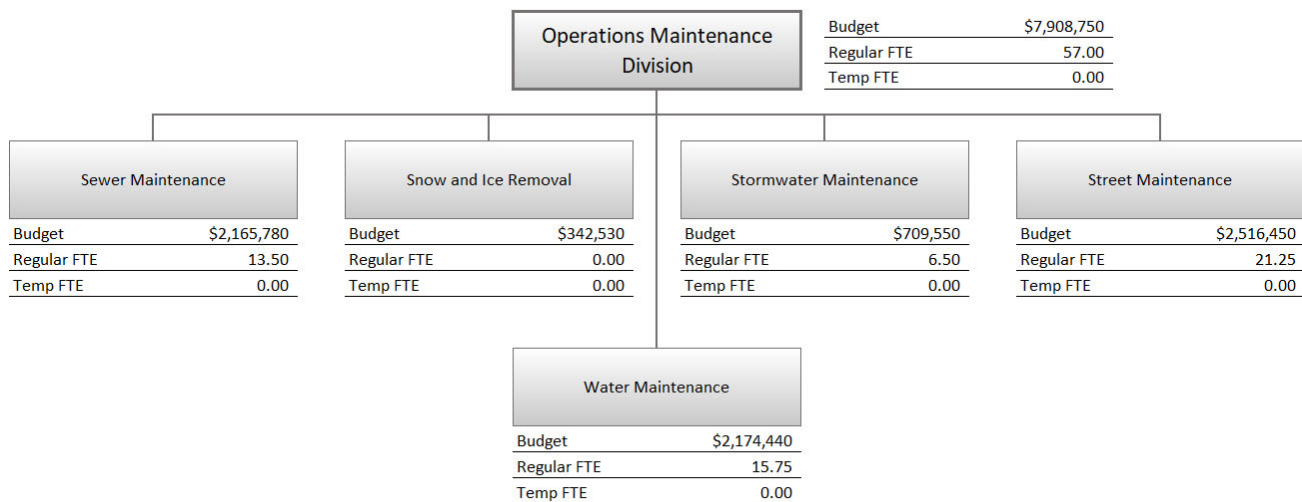
The other category includes funds for vehicle leases, which has increased over time as the city transitioned to leasing rather than purchasing much of its fleet.

Revenue from the sale of auctioned vehicles increased 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, 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

Guiding Principle(s): Stewardship of the Environment and Infrastructure, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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%)	93%	100%	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
Develop automation and technology solutions to manage locations where permanent asphalt and concrete restorations are required	Q4 FY 2025



Goal: Ensure public safety through the timely, efficient, and responsible removal of snow and ice from city streets

Guiding Principle(s): Public Safety, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of snow/ice events < 4" in total accumulation resolved within 24 hours from the end of storm* (Target: ≥ 90%)	-	-	≥ 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%	≥ 90%
Percent of snow/ice > 12" in total accumulation resolved within 72 hours from the end of storm* (Target: ≥ 90%)	-	-	≥ 90%	≥ 90%

**This was 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

Guiding Principle(s): Public Safety, Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of unidirectional flushing performed as scheduled (Target: 100%)	100%	95%	100%	100%
Percent of unscheduled water service interruptions lasting less than six hours (Target: ≥ 90%)	100%	85%	≥ 90%	≥ 90%



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

Guiding Principle(s): Effective and Efficient Service Delivery, Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
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: 71%)	-	-	59%	71%
Percent of sewer main line acoustic inspections performed as scheduled using sewer line rapid assessment tool (SL-RAT) (Target: 100%) **	28%	57%	100%	100%
Number of annual sewer backups or blockages per 100 miles of sewer main* (Target: ≤ 6)	-	-	≤ 6	≤ 6

*This was a new performance measure for FY 2024.

**FY 2022 actual was significantly impacted by pandemic-related conditions; FY 2023 actual was impacted by an extended SL-RAT equipment repair.

Short Term Objective	Planned Completion
Conduct training for staff to safely and efficiently operate and maintain sanitary sewer preventative maintenance equipment	Q4 FY 2025

Goal: Ensure safe and reliable conveyance of stormwater through the efficient and effective operation and maintenance of the city's storm drain infrastructure

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of storm drain inlets evaluated for obstruction as scheduled (Target: 100%)	94%	38%	100%	100%

Short Term Objective	Planned Completion
Conduct training for staff to safely and efficiently operate and maintain storm drain preventative maintenance equipment	Q4 FY 2025



**Operations Maintenance Division
FY 2025 Adopted Expenditures by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Sewer Maintenance	2,029,968	2,161,430	2,165,780	0.2%
Snow and Ice Removal	74,320	301,000	342,530	13.8%
Stormwater Maintenance	638,877	684,050	709,550	3.7%
Street Maintenance	2,159,446	2,346,850	2,516,450	7.2%
Water Maintenance	2,126,932	2,020,130	2,174,440	7.6%
Division Total (\$)	7,029,543	7,513,460	7,908,750	5.3%

**Operations Maintenance Division
FY 2025 Adopted Expenditures by Type**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	5,195,468	5,686,600	5,972,840	5.0%
Operating	1,358,825	1,618,460	1,609,310	-0.6%
Capital Outlay	475,250	208,400	326,600	56.7%
Other	-	-	-	-
Division Total (\$)	7,029,543	7,513,460	7,908,750	5.3%

**Operations Maintenance Division
FY 2025 Adopted Revenues by Cost Center**

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Sewer Maintenance	-	-	-	-
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Water Maintenance	44,740	55,000	55,000	0.0%
Division Total (\$)	44,740	55,000	55,000	0.0%

**Significant Changes from
FY 2024 to FY 2025**

Funding for planned sewer lateral replacements was moved from the operating budget to the CIP, resulting in a decrease in the Sewer Maintenance operating budget of \$250,000. This decrease was mostly offset by increases in operating costs of over \$87,000, and \$113,000 in one-time capital outlay funding for replacement equipment.

The Snow and Ice Removal Cost Center includes \$40,000 in operating funds to account for an increase in the cost of chemicals.

The Street Maintenance operating budget includes over \$34,000 to account for cost increases, and \$50,000 in increased funding for additional sign shop and pavement marking materials to support Vision Zero initiatives.

The Water Maintenance capital outlay budget includes \$72,200 in additional funding for water meters.



**Operations Maintenance Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Sewer Maintenance	13.70	13.50	13.50	0.0%
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	6.50	6.50	6.50	0.0%
Street Maintenance	21.45	21.25	21.25	0.0%
Water Maintenance	15.95	15.75	15.75	0.0%
Regular Subtotal	57.60	57.00	57.00	0.0%
<i>Temporary</i>				
Sewer Maintenance	-	-	-	-
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Water Maintenance	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	57.60	57.00	57.00	0.0%

**Significant Changes from
FY 2024 to FY 2025**

There were no significant changes.



Traffic and Transportation Division

The Traffic and Transportation Division ensures a safe, efficient, and complete roadway system designed in conformance with city standards to efficiently accommodate automobiles, bicycles, pedestrians, and buses with 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 transportation planning and funding, and provides staff support to the Transportation and Mobility Commission, the Rockville Bike Advisory Committee, and the Rockville Pedestrian Advocacy Committee. This Division is responsible for managing most of the projects in the Transportation program area of the CIP.

Traffic and Transportation Division		Budget	\$2,988,770
		Regular FTE	9.00
		Temp FTE	0.10
Traffic Operations and Streetlights			
		Budget	\$2,729,480
		Regular FTE	9.00
		Temp FTE	0.10
Transportation Improvement Plan			
		Budget	\$259,290
		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

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of Vision Zero Action Plan Action Items completed	15%	30%	45%	60%
Percent of bicycle facilities (bicycle lanes, bicycle paths, sharrows) installed as planned (Target: 100% of 2,000 linear feet)	130%	0%*	100%	100%

*The Town Center Road Diet project started in FY 2023; however, was completed in Q1 FY 2024.

Short Term Objectives	Planned Completion
Complete Phase 2 of the LED Streetlight Conversion (TA22) CIP project	Q4 FY 2025
Complete design of the Stonestreet Corridor Improvements (TA20) CIP project	Q4 FY 2025
Complete design of the Scott-Veirs Drive Shared Use Path (TA23) CIP project	Q4 FY 2025
Complete design of the Maryland Dawson Extended (5C11) CIP project	Q4 FY 2025



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

Guiding Principle(s): Public Safety

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of traffic-related deaths and serious injuries recorded in Rockville (Target: zero by 2030)	8	13	0	0

Short Term Objectives	Planned Completion
Complete the design and construction of the Beall Avenue Road Diet project within the Pedestrian and Bicycle Safety (TD21) CIP project	Q2 FY 2025

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

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of sidewalks installed through the Sidewalks (TE21) CIP project as scheduled (Target: 100% of 2,500 linear feet)*	0%	4%	100%	100%

**FY 2022 actual is a result of the delay in the design of the W. Gude Drive sidewalk project. FY 2023 actual is a result of delay in design of the Potomac Valley Road sidewalk project. FY 2023 actual was further impacted by the need to conduct feasibility studies for sidewalks proposed in FY 2024 and FY 2025.*

Short Term Objectives	Planned Completion
Complete feasibility studies for Group 2 sidewalks within the Sidewalks (TE21) CIP project	Q2 FY 2025



Traffic and Transportation Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Traffic Operations and Streetlights	2,359,273	3,462,430	2,729,480	-21.2%
Transportation Improvement Plan	189,175	221,260	259,290	17.2%
Division Total (\$)	2,548,448	3,683,690	2,988,770	-18.9%

Traffic and Transportation Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,261,391	1,342,410	1,543,210	15.0%
Operating	1,093,303	2,131,980	1,236,260	-42.0%
Capital Outlay	193,754	206,000	206,000	0.0%
Other	-	3,300	3,300	0.0%
Division Total (\$)	2,548,448	3,683,690	2,988,770	-18.9%

Traffic and Transportation Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Traffic Operations and Streetlights	6,600	6,600	6,600	0.0%
Transportation Improvement Plan	57,181	350,000	350,000	0.0%
Division Total (\$)	63,781	356,600	356,600	0.0%

Traffic and Transportation Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Traffic Operations and Streetlights	8.00	8.00	9.00	12.5%
Transportation Improvement Plan	-	-	-	-
Regular Subtotal	8.00	8.00	9.00	12.5%
<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	9.10	12.3%

Significant Changes from FY 2024 to FY 2025

The Traffic Operations and Streetlights Cost Center includes funds for a new 1.0 FTE Senior Transportation Engineer. Operating costs in this Cost Center decreased based on the most recent utility consultant's electricity cost estimates, which decreased by just under \$940,000 for this Cost Center.

The Transportation Improvement Plan's operating budget increased due to adding \$40,000 for additional bus shelters and increased costs for regular bus shelter maintenance, including trash pickup.

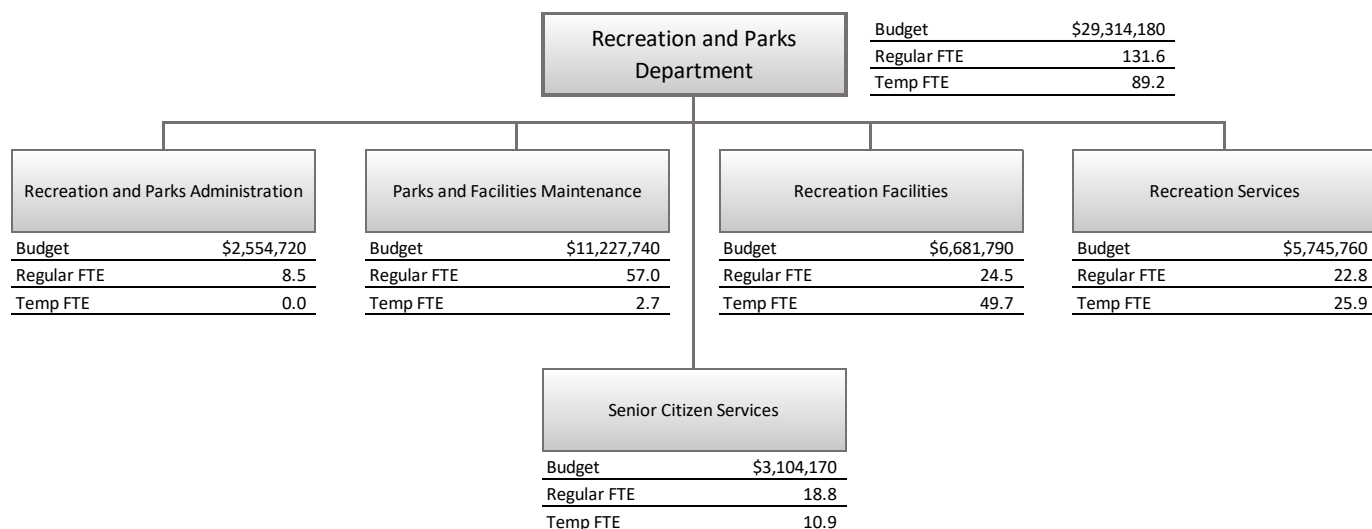




Recreation and Parks Department

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 2024 Accomplishments

- Approximately 1,795 volunteers contributed a total of 60,921 hours to department activities (valued at \$1.9 million)
- Completed projects include: Playground Replacements (RC21) - Isreal and Rockcrest Parks; constructed two new offices for City Attorney's Office; partial roof replacement - Rockville Swim and Fitness Center and City Hall; replacement of exterior set of stairs at the Senior Center; Welsh Park baseball field renovation; path/trail renovation in Fallsgrove neighborhood; labyrinth and Flame of Hope in Mattie J. T. Stepanek Park; pedestrian bridge renovation in King Farm neighborhood; and athletic court renovations in Calvin, King Farm, Lone Oak, North Farm, Potomac Woods, and Woottons Mill Parks
- Began construction of King Farm Farmstead Electric Infrastructure (RB23), and a 47-space parking lot at King Farm Farmstead Park with adjacent property developer
- Completed design of Outdoor Recreation Pool Renovations (RC18), Lincoln Park Community Center Improvements (RA22), and David Scull Park Renovation (RA19)
- Prepared bid documentation for design for RedGate Park Master Plan Implementation (RE23)
- Set record attendance at the Independence Day Celebration and Rocktoberfest events
- Sold out the Rockville 10K/5K Race and Kids 1 Mile Fun Run sold out with 1,300 runners
- Provided free nature-based programming to Rockville's Title 1 school students at Croydon Creek Nature Center



- Received a total of \$693,503 in grant funding from multiple sources, such as the Chesapeake Bay Trust, the National Council on Aging, and the Maryland State Arts Council, and through the generosity of more than 1,000 individuals, received \$17,000 in small-dollar donations to provide financial assistance to qualified families
- Distributed \$50,000 worth of produce/food to local families as part of the Eat Fresh Rockville program
- Planted 2,000 native trees and shrubs in RedGate Park and Arboretum
- Senior Center and Capital Area Food Bank established a Mobile Market providing free produce and shelf-stable food
- Received a *Top Training Provider* award from the American Red Cross for the number of students taught
- Rockville-Montgomery Swim Club, a Rockville Swim and Fitness Center program, was awarded Gold Medal Status by U.S.A. Swimming, recognizing the performance of swimmers ranked within the top 20 of teams nationwide
- Rockville Chorus received the Maryland Recreation and Parks Association's Community Organization Award
- Received National Arbor Day Foundation's Tree City USA (35th year) award and MD Urban and Community Forest Council's PLANT Award: planted 518 trees, removed 560 hazardous trees, pruned 4,220 trees (including all street trees in Twinbrook), and planted 28,470 annuals and 47,000 spring flowering bulbs in 188 locations around the city
- Performed over 600 playground safety inspections, 2,600 daily facilities inspections, and 200 forestry job briefings
- Supported 24 Weed Warrior and 24 Adopt a Stream events, and removed and treated invasive bamboo in Dawson Farm, Potomac Woods, and Dogwood Parks
- Supported seven Boy Scouts who earned the rank of Eagle by providing service projects: a trail connection between Civic Center and RedGate Parks, work at the Croydon Creek Nature Center and Karn Park, raised garden boxes at the Senior Center, benches in King Farm Park, and improvements to the Heritage and Overlook Trails
- Successfully completed the first year operating the Maryvale Splash Pad
- Village's newsletter distribution increased by 23 percent and new villages were formed in Orchard Ridge and New Mark Commons
- More than 500 participants took lessons at the Skate Park; 60 Rockville youth runners participated in the MARPSA Regional Track Meet; and Camps had record participation with an increase of 29 percent over the previous year
- The Senior Center's federally funded daily lunch program increased by 50 percent, almost back to pre-pandemic levels
- Created the ADA Access and Inclusion Team to improve opportunities and access to city facilities, parks, and recreation programs and services

Recreation and Parks Department Fiscal Year 2025 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 Center Facility Audit and Recommendations Plan, 2022 RedGate Park Master Plan, and the Comprehensive Plan
- Prune all street trees within the King Farm, College Gardens, Woodley Gardens, and West End neighborhoods
- Complete Promenade Park Elevator Replacement (RD21) project
- Complete design and begin construction of F. Scott Fitzgerald Theatre ADA Improvements (RA20)
- Construction of following projects: F. Scott Fitzgerald ADA Improvements (RA20), Outdoor Recreation Pool Renovations (RC18), and Lincoln Park Community Center Improvements (RA22), Twinbrook Community Center and Annex Restrooms Renovation (RC24), and King Farm Farmstead Fire Suppression (RB21)
- Senior Center will expand fitness programming with additional on-demand sessions and mini-sessions
- Implement new Asset Management Software to replace the legacy system
- Establish the Program Access Office to best provide program modifications for participants with disabilities
- Increase youth programming opportunities



Recreation and Parks Department FY 2025 Adopted Expenditures by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Recreation and Parks Administration	2,008,917	2,420,900	2,554,720	5.5%
Parks and Facilities Maintenance	9,883,509	11,083,790	11,227,740	1.3%
Recreation Facilities	6,074,652	6,662,300	6,681,790	0.3%
Recreation Services	4,828,522	5,609,390	5,745,760	2.4%
Senior Citizen Services	2,809,533	2,951,730	3,104,170	5.2%
Department Total (\$)	25,605,133	28,728,110	29,314,180	2.0%

Recreation and Parks Department FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	16,715,613	18,315,560	19,391,700	5.9%
Operating	7,474,896	8,797,890	8,535,970	-3.0%
Capital Outlay	1,074,169	1,293,000	1,014,700	-21.5%
Other	340,455	321,660	371,810	15.6%
Department Total (\$)	25,605,133	28,728,110	29,314,180	2.0%

Significant Changes from FY 2024 to FY 2025

Personnel costs increased in Recreation and Parks Administration due to the addition of a 1.0 FTE Program Access Supervisor; Parks and Facilities Maintenance due to the addition of a previously unfunded 1.0 FTE Tree Climber; and Recreation Services due to the conversion of two 0.5 FTE Preschool Teachers to 0.8 FTEs.

Operating costs decreased department-wide by \$670,860 based on the most recent utility consultant's electricity cost estimates and from \$246,500 being relocated from Recreation Services to the City Manager's Office for the Art in Public Architecture and Art in Public Places programs. These decreases were partially offset by increases of \$485,120 in Parks and Facilities Maintenance for repairs to the Dawson Farm Pavilion, operating cost impacts from the Maintenance and Emergency Operations Facility Improvements (GD19) project, janitorial contract and tree planting cost increases, repairs to playground rubber surfaces, and the replacement of gas-powered leaf-blowers with electric-powered in accordance with new legislation; and by \$76,650 in Recreation Services due to inflationary supply costs and additional programming.

Capital outlay costs decreased in Parks and Facilities Maintenance by \$255,000 due to the removal of one-time funding for grant-supported LED lighting upgrades at the Senior Center and Twinbrook Community Recreation Center.



Recreation and Parks Department FY 2025 Adopted Revenues by Division

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Recreation and Parks Administration	-	-	-	-
Parks and Facilities Maintenance	113,051	564,490	352,260	-37.6%
Recreation Facilities	4,213,682	3,704,380	3,556,830	-4.0%
Recreation Services	2,551,150	2,594,210	2,654,810	2.3%
Senior Citizen Services	523,771	668,480	659,530	-1.3%
Department Total (\$)	7,401,654	7,531,560	7,223,430	-4.1%

Recreation and Parks Department FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Recreation and Parks Administration	7.5	7.5	8.5	13.3%
Parks and Facilities Maintenance	57.0	56.0	57.0	1.8%
Recreation Facilities	24.5	24.5	24.5	0.0%
Recreation Services	21.7	22.2	22.8	2.7%
Senior Citizen Services	18.8	18.8	18.8	0.0%
Regular Subtotal	129.5	129.0	131.6	2.0%
<i>Temporary</i>				
Recreation and Parks Administration	-	-	-	-
Parks and Facilities Maintenance	3.5	2.7	2.7	0.0%
Recreation Facilities	51.1	52.2	49.7	-4.8%
Recreation Services	26.5	26.8	25.9	-3.4%
Senior Citizen Services	10.6	10.9	10.9	0.0%
Temporary Subtotal	91.7	92.6	89.2	-3.7%
Department Total	221.2	221.6	220.8	-0.4%

Significant Changes from FY 2024 to FY 2025

Revenues decreased in Parks and Facilities Maintenance by \$200,000 due to the removal of one-time funding from Maryland Energy Administration grants and Pepco rebates, and by \$14,620 based on expected developer contributions.

Regular FTEs increased in Recreation and Parks Administration by 1.0 due to the addition of a 1.0 FTE Program Access Supervisor position; in Parks and Facilities Maintenance by 1.0 due to the addition of a previously unfunded 1.0 FTE Tree Climber position; and in Recreation Services by 0.6 due to the conversion of two 0.5 FTE Preschool Teacher positions to 0.8 FTEs.

Temporary FTEs decreased in Recreation Facilities by 2.5 due to partial facility closures during planned construction of the F. Scott Fitzgerald Theatre ADA Improvements (RA20) and Lincoln Park Community Center Improvements (RA22) CIP projects; this was partially offset by additional lifeguard needs following the reopening of the renovated outdoor recreation pool at the Swim and Fitness Center after completion of the Outdoor Recreation Pool Renovations (RC18) CIP project and in Recreation Services by 0.9 due to the conversion of temporary FTEs to contract funding for various Summer Camps programs.



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.

Recreation and Parks Administration Division		Budget	\$2,554,720
		Regular FTE	8.5
		Temp FTE	0.0
Recreation and Parks Administration and Support		Budget	\$1,515,210
		Regular FTE	6.5
		Temp FTE	0.0
Capital Projects		Budget	\$1,039,510
		Regular FTE	2.0
		Temp FTE	0.0

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of registered participants who are Rockville residents (Target: > 68%)	61%	60%	> 60%	> 60%
Percent of Rockville population participating in registration-based programming (Target: > 40%)	43%	51%	40%	40%
Percent of residents with access to a park within a 10-minute walk (Target: > 90%)	94%	94%	90%	94%
Acres of parkland per 1,000 residents* (Target: 16.5)	15.8	15.8	-	15.7
Percent of department cost centers meeting cost recovery targets** (Target: = 100%)	67%	92%	≥ 96%	≥ 96%

* This is a new performance measure for FY 2025.

** See the Supplemental Information section for a list of department cost centers and cost recovery targets. The two cost centers not meeting their cost recovery targets in FY 2025 are due to one-time revenue decreases associated with partial facility closures during planned renovations.

Short Term Objectives	Planned Completion
Lead RedGate Park Master Plan Implementation design process	Q4 FY 2025
Remove 15 barriers identified in the ADA Audit and Transition Plan	Q4 FY 2025

Goal: Provide high quality, efficient project management to improve city facilities and parkland amenities

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Short Term Objectives	Planned Completion
Complete athletic court improvements in Mattie J. T. Stepanek, College Gardens, Dogwood, Maryvale, Isreal, Montrose, Monument, and Civic Center Parks	Q4 FY 2025
Complete asphalt/concrete improvements within Mattie J. T. Stepanek, Fallsgrove, Elwood Smith, Lone Oak, and Broome Parks	Q4 FY 2025



Recreation and Parks Administration Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Recreation and Parks Administration and Support	1,236,584	1,406,000	1,515,210	7.8%
Capital Projects	772,333	1,014,900	1,039,510	2.4%
Division Total (\$)	2,008,917	2,420,900	2,554,720	5.5%

Recreation and Parks Administration Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	1,140,224	1,315,140	1,531,810	16.5%
Operating	255,234	329,350	260,280	-21.0%
Capital Outlay	553,459	675,780	662,000	-2.0%
Other	60,000	100,630	100,630	0.0%
Division Total (\$)	2,008,917	2,420,900	2,554,720	5.5%

Recreation and Parks Administration Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Recreation and Parks Administration and Support	-	-	-	-
Capital Projects	-	-	-	-
Division Total (\$)	-	-	-	-

Recreation and Parks Administration Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Recreation and Parks Administration and Support	5.5	5.5	6.5	18.2%
Capital Projects	2.0	2.0	2.0	0.0%
Regular Subtotal	7.5	7.5	8.5	13.3%
<i>Temporary</i>				
Recreation and Parks Administration and Support	-	-	-	-
Capital Projects	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	7.5	7.5	8.5	13.3%

Significant Changes from FY 2024 to FY 2025

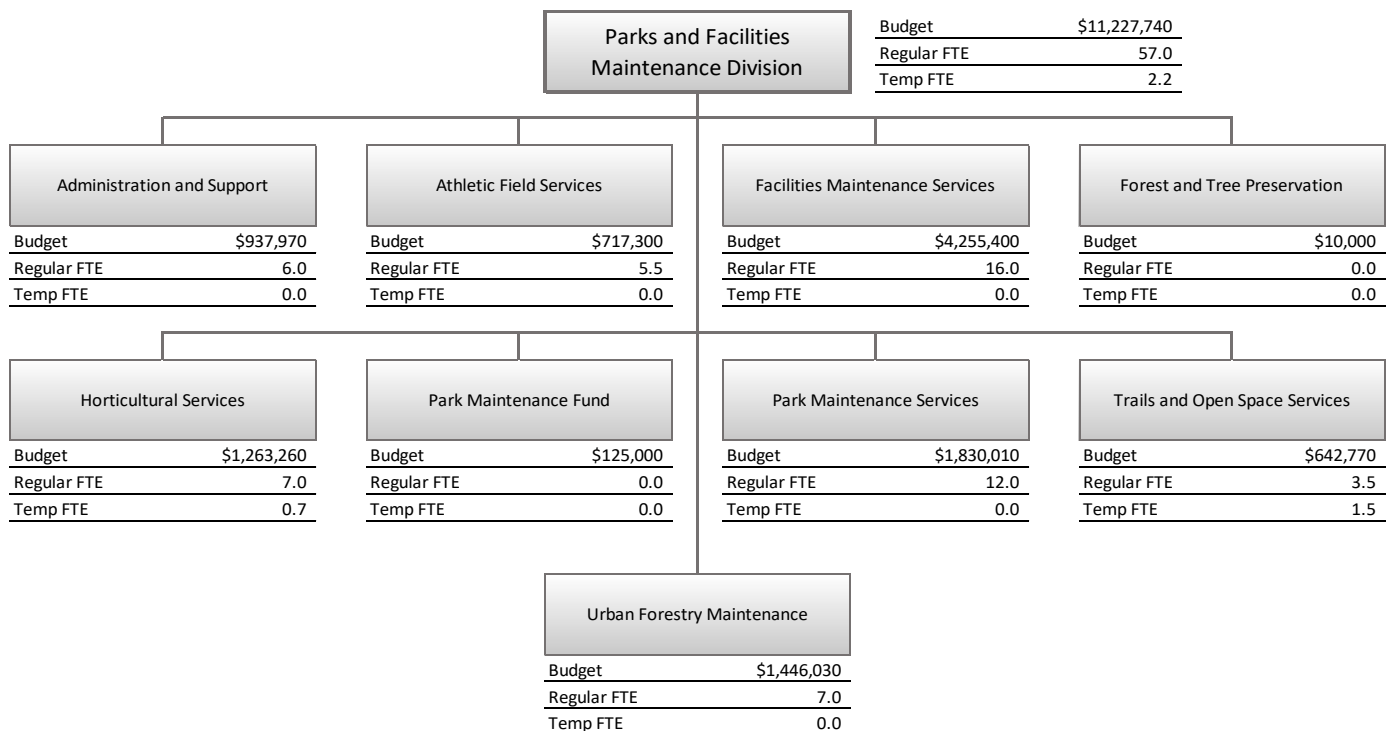
Personnel costs increased in Recreation and Parks Administration and Support due to the addition of a 1.0 FTE Program Access Supervisor position.

Operating costs decreased in Recreation and Parks Administration and Support by \$90,000 due to the removal of one-time funding for consultant services to develop a plan for the King Farm Farmstead campus.



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.



Performance Measures and Short Term Objectives

Goal: Provide support services and leadership for the stewardship of all parks, facilities, and the urban forest

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number and acreage of city parks	66 / 1,058	66 / 1,058	66 / 1,058	66 / 1,058
Parks maintenance expenditures per acre	\$4,013	\$4,389	\$4,871	\$4,938
Percent of "urgent" work orders completed within 24 hours	84%	82%	95%	85%

Short Term Objectives	Planned Completion
Complete the inventory/mapping of park assets for inclusion in the new Asset Management System	Q2 FY 2025



Goal: Maintain and manage all parks and open space to provide high-quality, safe places that contribute to distinctive neighborhoods and sound environmental stewardship

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Short Term Objectives	Planned Completion
Complete 600+ playground inspections	Q4 FY 2025

Goal: Provide maintenance and management of all city facilities to keep them in their as-built condition

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Facilities Maintenance expenditures per square foot	\$7.57	\$8.52	\$9.19	\$9.32
Number and square footage of city facilities maintained	77 / 518,592	77 / 518,592	77 / 518,592	77 / 518,592
Percent of preventive maintenance tasks performed as scheduled	100%	100%	90%	100%

Short Term Objectives	Planned Completion
Update the citywide key inventory	Q1 FY 2025
Complete boiler replacements at City Hall and Glenview Mansion	Q2 FY 2025

Goal: Preserve, protect, maintain, and manage Rockville's urban forest

Guiding Principle(s): Stewardship of the Environment and Infrastructure

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of street trees scheduled for pruning completed*	-	100%	90%	100%

* This was a new performance measure for FY 2024.

Short Term Objectives	Planned Completion
Complete street tree pruning in King Farm, College Gardens, Woodley Gardens, and West End neighborhoods	Q4 FY 2025
Complete GIS mapping of 4,000 street trees	Q4 FY 2025



Parks and Facilities Maintenance Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Support	770,054	839,720	937,970	11.7%
Athletic Field Services	642,963	715,780	717,300	0.2%
Facilities Maintenance Services	3,940,343	4,626,550	4,255,400	-8.0%
Forest and Tree Preservation	-	10,000	10,000	0.0%
Horticultural Services	1,164,238	1,211,640	1,263,260	4.3%
Park Maintenance Fund	36,080	125,000	125,000	0.0%
Park Maintenance Services*	1,458,309	1,594,500	1,830,010	14.8%
Trails and Open Space Services**	574,155	633,700	642,770	1.4%
Urban Forestry Maintenance	1,297,367	1,326,900	1,446,030	9.0%
Division Total (\$)	9,883,509	11,083,790	11,227,740	1.3%

*East Parks Services and West Parks Services were consolidated and renamed Park Maintenance Services for FY 2025.

** Right-of-Way Services was renamed Trails and Open Space Services for FY 2025.

Parks and Facilities Maintenance Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	5,402,780	5,848,780	6,209,350	6.2%
Operating	4,141,655	4,697,010	4,722,390	0.5%
Capital Outlay	339,074	538,000	296,000	-45.0%
Other	-	-	-	-
Division Total (\$)	9,883,509	11,083,790	11,227,740	1.3%

Parks and Facilities Maintenance Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Support	6,500	-	3,000	N/A
Athletic Field Services	-	-	-	-
Facilities Maintenance Services	90,815	243,020	45,460	-81.3%
Forest and Tree Preservation	-	93,430	90,390	-3.3%
Horticultural Services	-	-	-	-
Park Maintenance Fund	-	212,300	197,670	-6.9%
Park Maintenance Services*	-	-	-	-
Trails and Open Space Services**	15,736	15,740	15,740	0.0%
Urban Forestry Maintenance	-	-	-	-
Division Total (\$)	113,051	564,490	352,260	-37.6%

*East Parks Services and West Parks Services were consolidated and renamed Park Maintenance Services for FY 2025.

** Right-of-Way Services was renamed Trails and Open Space Services for FY 2025.

Significant Changes from FY 2024 to FY 2025

Personnel costs increased in Urban Forestry Maintenance due to the addition of a previously unfunded 1.0 FTE Tree Climber position.

Operating costs increased in Administration and Support by \$65,000 to repair playground rubber surfaces, and to replace gas-powered leaf-blowers with electric-powered in accordance with new legislation; in Facilities Maintenance Services by \$200,120 for operating cost impacts of the Maintenance and Emergency Operations Facility Improvements (GD19) CIP project and janitorial contract cost increases; in Horticultural Services by \$55,000 for tree planting cost increases; and in Park Maintenance Services by \$165,000 for structural repairs to the Dawson Farm Pavilion. These increases were offset by decreases in Facilities Maintenance Services by \$465,400 based on the most recent utility consultant's electricity cost estimates.

Capital outlay costs decreased in Facilities Maintenance Services by \$255,000 due to the removal of one-time funding for grant-supported LED lighting upgrades at Senior Center and Twinbrook Community Recreation Center.

Revenues decreased in Facilities Maintenance Services by \$200,000 due to the removal of one-time funding from Maryland Energy Administration grants and Pepco rebates, and in the Park Maintenance Fund by \$14,620 based on expected developer contributions.



**Parks and Facilities Maintenance Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Administration and Support	6.0	6.0	6.0	0.0%
Athletic Field Services	6.5	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	-	-	-	-
Park Maintenance Services*	12.0	12.0	12.0	0.0%
Trails and Open Space Services**	3.5	3.5	3.5	0.0%
Urban Forestry Maintenance	6.0	6.0	7.0	16.7%
Regular Subtotal	57.0	56.0	57.0	1.8%
<i>Temporary</i>				
Administration and Support	0.2	-	-	-
Athletic Field Services	-	-	-	-
Facilities Maintenance Services	-	-	-	-
Forest and Tree Preservation	-	-	-	-
Horticultural Services	0.7	0.7	0.7	0.0%
Park Maintenance Fund	-	-	-	-
Park Maintenance Services*	-	-	-	-
Trails and Open Space Services**	1.4	1.5	1.5	0.0%
Urban Forestry Maintenance	-	-	-	-
Temporary Subtotal	2.3	2.2	2.2	0.0%
Division Total	59.3	58.2	59.2	1.7%

*East Parks Services and West Parks Services were consolidated and renamed Park Maintenance Services for FY 2025.

** Right-of-Way Services was renamed Trails and Open Space Services for FY 2025.

**Significant Changes from
FY 2024 to FY 2025**

Regular FTEs increased in Urban Forestry Maintenance by 1.0 due to the addition of a previously unfunded 1.0 FTE Tree Climber position.



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.

Recreation Facilities Division		Budget	\$6,681,790
		Regular FTE	24.5
		Temp FTE	49.7
Civic Center Complex		Budget	\$1,502,180
		Regular FTE	9.0
		Temp FTE	2.6
Croydon Creek Nature Center		Budget	\$406,670
		Regular FTE	2.0
		Temp FTE	2.1
Glenview Mansion Fund		Budget	\$20,000
		Regular FTE	0.0
		Temp FTE	0.0
Lincoln Park Community Center		Budget	\$430,990
		Regular FTE	2.0
		Temp FTE	3.0
Swim & Fitness Center		Budget	\$3,032,420
		Regular FTE	7.5
		Temp FTE	27.9
Thomas Farm Community Center		Budget	\$631,360
		Regular FTE	2.0
		Temp FTE	5.7
Twinbrook Community Recreation Center		Budget	\$658,170
		Regular FTE	2.0
		Temp FTE	8.4

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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of visits per year (all recreation facilities)*	469,210	666,756	538,000	509,500
Rentals per year (all recreation facilities)*	1,095	2,330	1,334	1,374

**The F. Scott Fitzgerald Theatre, Lincoln Park Community Center, and Outdoor Recreation Pool at Rockville Swim and Fitness Center will be impacted by partial closures during FY 2025 due to the F. Scott Fitzgerald Theatre ADA Improvements (RA20), Lincoln Park Community Center Improvements (RA22), and Outdoor Recreation Pool Renovations (RC18) CIP projects.*

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 arts, cultural, and recreational opportunities; and to cultivate environmental literacy and stewardship

Guiding Principle(s): Effective and Efficient Service Delivery

Short Term Objectives	Planned Completion
Begin construction of the Rockville Swim and Fitness Center Outdoor Recreation Pool Renovations (RC18)	Q1 FY 2025
Begin construction of the Lincoln Park Community Center Improvements (RA22) project	Q1 FY 2025
Begin construction of the F. Scott Fitzgerald Theatre ADA Improvements (RA20)	Q2 FY 2025



Recreation Facilities Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Civic Center Complex	1,318,865	1,496,640	1,502,180	0.4%
Croydon Creek Nature Center	477,591	403,460	406,670	0.8%
Glenview Mansion Fund	-	20,000	20,000	0.0%
Lincoln Park Community Center	462,544	504,180	430,990	-14.5%
Swim & Fitness Center	2,747,634	2,929,610	3,032,420	3.5%
Thomas Farm Community Center	519,938	638,040	631,360	-1.0%
Twinbrook Community Recreation Center	548,080	670,370	658,170	-1.8%
Division Total (\$)	6,074,652	6,662,300	6,681,790	0.3%

Recreation Facilities Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	4,472,105	4,858,390	5,012,900	3.2%
Operating	1,380,974	1,687,210	1,578,840	-6.4%
Capital Outlay	171,373	63,500	36,700	-42.2%
Other	50,200	53,200	53,350	0.3%
Division Total (\$)	6,074,652	6,662,300	6,681,790	0.3%

Recreation Facilities Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Civic Center Complex	687,971	593,500	413,000	-30.4%
Croydon Creek Nature Center	214,366	106,440	108,940	2.3%
Glenview Mansion Fund	20,016	20,000	20,000	0.0%
Lincoln Park Community Center	119,037	122,270	34,500	-71.8%
Swim & Fitness Center	2,798,088	2,496,350	2,605,970	4.4%
Thomas Farm Community Center	197,435	182,420	184,820	1.3%
Twinbrook Community Recreation Center	176,769	183,400	189,600	3.4%
Division Total (\$)	4,213,682	3,704,380	3,556,830	-4.0%

Significant Changes from FY 2024 to FY 2025

Personnel costs increased by \$64,770 due to minimum wage increases and funding to alleviate wage compression. This was offset by decreases in the Civic Center Complex by \$51,530 and Lincoln Park Community Center by \$70,000 due to partial facility closures during planned construction of the F. Scott Fitzgerald Theatre ADA Improvements (RA20) and Lincoln Park Community Center Improvements (RA22).

Operating costs decreased by \$176,470 based on the most recent utility consultant's electricity cost estimates, partially offset by an increase of \$60,000 in Swim & Fitness Center for janitorial contract cost increases and one-time program supplies associated with the Outdoor Recreation Pool Renovations (RC18).

Capital outlay costs decreased by \$25,800 due to the removal of one-time equipment replacement funding. This category varies each year depending on equipment replacement cycles.

Revenue decreased in Civic Center Complex by \$180,500 and Lincoln Park Community Center by \$90,000 due to partial facility closures during planned construction of the F. Scott Fitzgerald Theatre ADA Improvements (RA20) and Lincoln Park Community Center Improvements (RA22). Revenue increased in the Swim & Fitness Center by \$109,620 due to fee and participation increases.



**Recreation Facilities Division
FY 2025 Adopted Regular and Temporary FTEs**

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<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	2.0	2.0	0.0%
Swim & Fitness Center	7.0	7.5	7.5	0.0%
Thomas Farm Community Center	2.0	2.0	2.0	0.0%
Twinbrook Community Recreation Center	2.0	2.0	2.0	0.0%
Regular Subtotal	24.5	24.5	24.5	0.0%
<i>Temporary</i>				
Civic Center Complex	3.7	3.7	2.6	-29.7%
Croydon Creek Nature Center	1.9	2.1	2.1	0.0%
Glenview Mansion Fund	-	-	-	-
Lincoln Park Community Center	4.3	5.2	3.0	-42.3%
Swim & Fitness Center	27.3	27.1	27.9	3.0%
Thomas Farm Community Center	5.7	5.7	5.7	0.0%
Twinbrook Community Recreation Center	8.2	8.4	8.4	0.0%
Temporary Subtotal	51.1	52.2	49.7	-4.8%
Division Total	75.6	76.7	74.2	-3.3%

**Significant Changes from
FY 2024 to FY 2025**

Temporary FTEs decreased in the Civic Center Complex by 1.1 and Lincoln Park Community Center by 2.2 due to partial facility closures during planned construction of the F. Scott Fitzgerald Theatre ADA Improvements (RA20) and Lincoln Park Community Center Improvements (RA22) and increased by 0.8 in Swim & Fitness Center due to additional lifeguard needs following the completion of the Outdoor Recreation Pool Renovations (RC18).



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, 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. The Recreation Fund collects donations and provides financial assistance to eligible residents toward participation in recreation programs. This Division also manages projects in the Recreation and Parks program area of the CIP that directly impact recreation programming.

Recreation Services Division		Budget	\$5,745,760
		Regular FTE	22.8
		Temp FTE	25.9
Administration and Support		Budget	\$419,230
		Regular FTE	2.0
		Temp FTE	1.1
Arts		Budget	\$401,040
		Regular FTE	1.7
		Temp FTE	1.7
Childcare		Budget	\$404,580
		Regular FTE	3.6
		Temp FTE	1.9
Farmers Market Eat Fresh Program		Budget	\$70,000
		Regular FTE	0.0
		Temp FTE	0.0
Friends of the Arts		Budget	\$10,000
		Regular FTE	0.0
		Temp FTE	0.0
Out-of-School Time Enrichment		Budget	\$405,460
		Regular FTE	2.4
		Temp FTE	0.0
Recreation Fund		Budget	\$60,000
		Regular FTE	0.0
		Temp FTE	0.0
Special Events		Budget	\$1,536,840
		Regular FTE	6.0
		Temp FTE	1.6
Sports		Budget	\$697,490
		Regular FTE	2.9
		Temp FTE	4.0
Summer Camps		Budget	\$1,068,650
		Regular FTE	2.6
		Temp FTE	10.2
Teens and Adventure Sports		Budget	\$672,470
		Regular FTE	1.6
		Temp FTE	4.7

Performance Measures and Short Term Objectives

Goal: Provide high-quality recreation programs and services to Rockville area residents

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of registrations received in recreation programs	8,940	11,455	8,500	10,500
Recreation program cancellation rate (Target: ≤ 20%)*	28%	18%	-	20%

* This is a new performance measure for FY 2025.

Short Term Objectives	Planned Completion
Conduct surveys and focus groups with 100 families with elementary and middle school aged children to identify unmet needs and preferences for recreational programs	Q2 FY 2025



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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of child & teen program enrollment compared to capacity	63%	69%	65%	65%
Short Term Objectives				Planned Completion
Develop and implement a series of enriching out-of-school programs that promote healthy and active lifestyles within sports, arts, and educational activities				Q4 FY 2025
Launch a comprehensive community outreach program that encourages active participation in activities for children and teens				Q4 FY 2025

Goal: Produce high quality, innovative, safe, and diverse community special event celebrations and ceremonies for residents and visitors

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of events planned, supported, and licensed	45*	108	110	110
<i>*Limited number of events due to COVID-19.</i>				
Short Term Objectives				Planned Completion
Revise as needed the comprehensive safety protocol for community events and ceremonies, including safety guidelines for event organizers, participants, and attendees, as well as emergency response plans and an approval process for all events				Q3 FY 2025

Goal: Provide individuals opportunities for growth through participation in sports, fitness, recreation, and leisure activities while promoting healthy and active living

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Percent of adult program enrollment compared to the total capacity	55%	69%	60%	60%
Short Term Objectives				Planned Completion
Introduce two new programs that are specifically designed to address identified needs and attract more families to participate				Q4 FY 2025



Recreation Services Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Support	365,554	400,310	419,230	4.7%
Art in Public Architecture	67,250	89,000	-	-100.0%
Art in Public Places	52,882	157,500	-	-100.0%
Arts	237,090	251,020	401,040	59.8%
Childcare	335,364	315,720	404,580	28.1%
Classes	272,250	313,650	-	-100.0%
Farmers Market Eat Fresh Program	85,161	40,000	70,000	75.0%
Friends of the Arts	989	10,000	10,000	0.0%
Out-of-School Time Enrichment*	229,521	280,910	405,460	44.3%
Recreation Fund	56,564	40,000	60,000	50.0%
Special Events	1,371,527	1,470,810	1,536,840	4.5%
Sports	616,750	643,180	697,490	8.4%
Summer Camps	739,491	1,023,540	1,068,650	4.4%
Teens and Adventure Sports	398,129	573,750	672,470	17.2%
Division Total (\$)	4,828,522	5,609,390	5,745,760	2.4%

* Afterschool was renamed Out-of-School Time Enrichment for FY 2025.

Recreation Services Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	3,268,352	3,779,900	3,953,740	4.6%
Operating	1,359,115	1,681,160	1,585,190	-5.7%
Capital Outlay	-	5,500	14,000	154.5%
Other	201,055	142,830	192,830	35.0%
Division Total (\$)	4,828,522	5,609,390	5,745,760	2.4%

Significant Changes from FY 2024 to FY 2025

Art in Public Architecture and Art in Public Places were relocated to the City Manager's Office.

The Classes cost center was removed, and all funding was redistributed to Arts, Out-of-School Time Enrichment, and Teens and Adventure Sports.

Personnel costs increased in Childcare due to the conversion of two 0.5 FTE Preschool Teacher positions to 0.8 FTEs.

Operating costs increased by \$76,650 across multiple cost centers due to inflationary supply costs and additional programming. These costs were supported by increased revenue.

Capital outlay costs increased in Sports by \$14,000 and decreased in Special Events by \$5,500. This category varies each year depending on equipment replacement cycles.

Other costs increased in Farmers Market Eat Fresh Program and the Recreation Fund based on historical spending on community assistance.



Recreation Services Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Administration and Support	-	-	-	-
Art in Public Architecture	23,250	136,310	-	-100.0%
Art in Public Places	138,856	-	-	-
Arts	92,586	67,720	254,020	275.1%
Childcare	323,566	307,050	356,110	16.0%
Classes	395,592	357,500	-	-100.0%
Farmers Market Eat Fresh Program	112,449	40,000	70,000	75.0%
Friends of the Arts	-	10,000	10,000	0.0%
Out-of-School Time Enrichment*	102,303	83,890	214,190	155.3%
Recreation Fund	39,490	27,500	30,000	9.1%
Special Events	91,174	122,300	122,300	0.0%
Sports	469,388	462,030	465,730	0.8%
Summer Camps	544,148	689,700	736,330	6.8%
Teens and Adventure Sports	218,348	290,210	396,130	36.5%
Division Total (\$)	2,551,150	2,594,210	2,654,810	2.3%

* Afterschool was renamed Out-of-School Time Enrichment for FY 2025.

Significant Changes from FY 2024 to FY 2025

Art in Public Architecture and Art in Public Places were relocated to the City Manager's Office.

The Classes cost center was removed, and all revenue was redistributed to Arts, Out-of-School Time Enrichment, and Teens and Adventure Sports.

Revenue increased in Childcare due to extended programming hours supported by the conversion of two 0.5 FTE Preschool Teacher positions to 0.8 FTEs; in Farmers Market Eat Fresh Program based on historical community contributions and program fees; in the Recreation Fund based on historical community contributions; and in Summer Camps due to increased program fees and programming.



Recreation Services Division FY 2025 Adopted Regular and Temporary FTEs

	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Administration and Support	2.0	2.0	2.0	0.0%
Art in Public Architecture	-	-	-	-
Art in Public Places	-	-	-	-
Arts	1.0	1.0	1.7	70.0%
Childcare	3.0	3.0	3.6	20.0%
Classes	1.4	1.4	-	-100.0%
Farmers Market Eat Fresh Program	-	-	-	-
Friends of the Arts	-	-	-	-
Out-of-School Time Enrichment*	1.5	2.0	2.4	20.0%
Recreation Fund	-	-	-	-
Special Events	6.0	6.0	6.0	0.0%
Sports	2.8	2.8	2.9	3.6%
Summer Camps	2.5	2.5	2.6	4.0%
Teens and Adventure Sports	1.5	1.5	1.6	6.7%
Regular Subtotal	21.7	22.2	22.8	2.7%
<i>Temporary</i>				
Administration and Support	1.1	1.1	1.1	0.0%
Art in Public Architecture	-	-	-	-
Art in Public Places	-	-	-	-
Arts	1.0	1.0	1.7	70.0%
Childcare	1.9	1.9	1.9	0.0%
Classes	1.1	1.1	-	-100.0%
Farmers Market Eat Fresh Program	-	-	-	-
Friends of the Arts	-	-	-	-
Out-of-School Time Enrichment*	0.9	0.7	0.7	0.0%
Recreation Fund	-	-	-	-
Special Events	1.6	1.6	1.6	0.0%
Sports	3.4	4.0	4.0	0.0%
Summer Camps	12.3	11.1	10.2	-8.1%
Teens and Adventure Sports	3.2	4.3	4.7	9.3%
Temporary Subtotal	26.5	26.8	25.9	-3.4%
Division Total	48.2	49.0	48.7	-0.6%

* Afterschool was renamed Out-of-School Time Enrichment for FY 2025.

Significant Changes from FY 2024 to FY 2025

Regular FTEs increased in Childcare by 0.6, due to the conversion of two 0.5 FTE Preschool Teacher positions to 0.8 FTEs.

Regular FTEs also increased in Arts by 0.7, Out-of-School Time Enrichment by 0.4, Sports by 0.1, Summer Camps by 0.1, and Teens and Adventure Sports by 0.1. These were offset by a decrease in Classes by 1.4 FTEs.

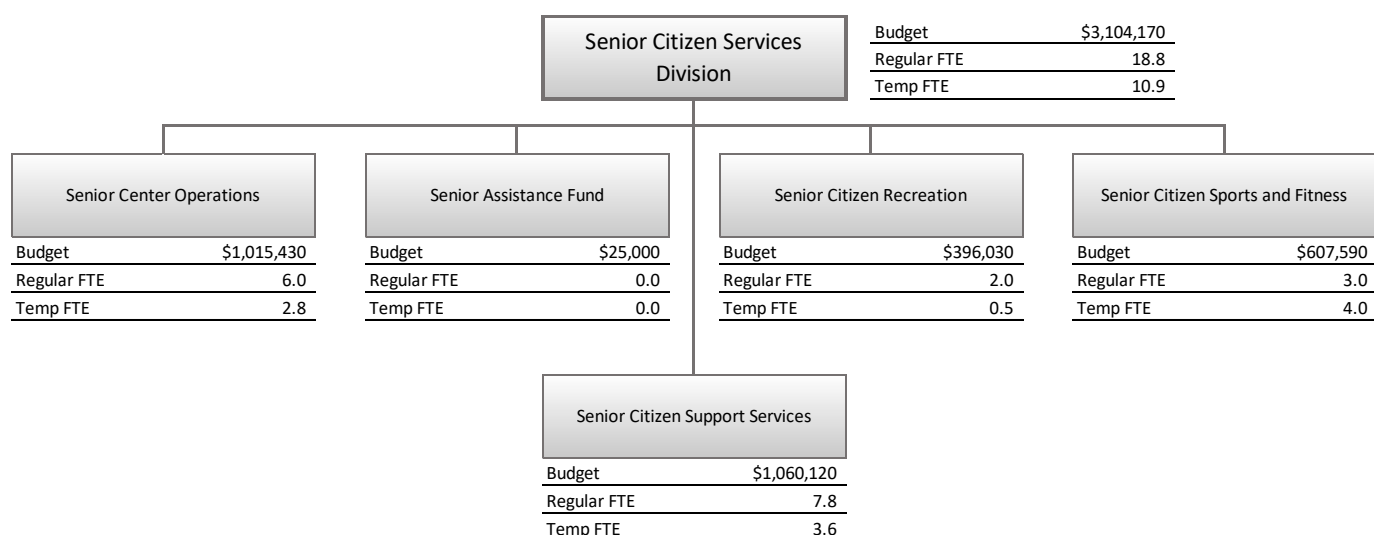
Temporary FTEs increased in Arts by 0.7 and Teens and Adventure Sports by 0.4, and decreased in Classes by 1.1, due to the FTEs from Classes being redistributed to the others.

Temporary FTEs also decreased in Summer Camps by 0.9 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 a broad range of available services

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of Senior Center members	1,322	1,633	1,375	1,650
Percent of Senior Center members retained	98%	100%	98%	100%
Number of Senior Center visits*	20,884	67,638	21,000	68,000
Percent of Senior Center programs offered that target diversity, equity, and inclusion	12%	16%	13%	16%

*FY 2022 represents a partial year of data collection; FY 2023 shows a full year of data collection.

Short Term Objectives	Planned Completion
Offer a variety of classes priced at an affordable rate to ensure equity and inclusion in class and event participation	Q4 FY 2025
Expand transportation opportunities for seniors to include 10 additional local trips on senior center buses to stores, restaurants, local entertainment venues, and events	Q4 FY 2025



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

Guiding Principle(s): Effective and Efficient Service Delivery

Performance Measures	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025
Number of senior program registrations received	7,160	8,075	7,600	8,100
Senior program cancellation rate (Target: ≤ 5%)	7%	16%*	≤ 5%	5%
Percent of Senior Center members that are Rockville residents	83%	81%	83%	83%
Number of residents engaged through the Villages program through its social, service, and planning activities**	409	555	875	1100

*COVID-19 adversely affected seniors return to in-person programs.

**This is a new performance measure for FY 2025.

Short Term Objectives	Planned Completion
Offer eight additional specialized fitness workshops and classes for seniors in areas such as Arthritis, Parkinson's, health and wellness, fall prevention, self-defense, and pre- and post-rehabilitation	Q4 FY 2025
Expand the Villages program by three neighborhoods (Fallsgrave, Hungerford, and Tower Oaks)	Q4 FY 2025



Senior Citizen Services Division FY 2025 Adopted Expenditures by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Senior Center Operations	916,911	971,710	1,015,430	4.5%
Senior Assistance Fund	29,200	25,000	25,000	0.0%
Senior Citizen Recreation	366,488	380,790	396,030	4.0%
Senior Citizen Sports and Fitness	548,494	572,020	607,590	6.2%
Senior Citizen Support Services	948,440	1,002,210	1,060,120	5.8%
Division Total (\$)	2,809,533	2,951,730	3,104,170	5.2%

Senior Citizen Services Division FY 2025 Adopted Expenditures by Type

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Personnel	2,432,152	2,513,350	2,683,900	6.8%
Operating	337,918	403,160	389,270	-3.4%
Capital Outlay	10,263	10,220	6,000	-41.3%
Other	29,200	25,000	25,000	0.0%
Division Total (\$)	2,809,533	2,951,730	3,104,170	5.2%

Senior Citizen Services Division FY 2025 Adopted Revenues by Cost Center

	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
Senior Center Operations	107,282	122,700	122,700	0.0%
Senior Assistance Fund	16,765	23,000	23,000	0.0%
Senior Citizen Recreation	95,834	129,800	129,800	0.0%
Senior Citizen Sports and Fitness	225,222	290,770	290,770	0.0%
Senior Citizen Support Services	78,668	102,210	93,260	-8.8%
Division Total (\$)	523,771	668,480	659,530	-1.3%

Significant Changes from FY 2024 to FY 2025

Operating costs decreased in Senior Center Operations by \$28,990 based on the most recent utility consultant's electricity cost estimates.

Capital outlay costs decreased in Senior Center Operations by \$4,220 due to the removal of one-time equipment replacement funding. This category varies each year depending on equipment replacement cycles.

Revenue decreased in Senior Citizen Support Services by \$8,950 based on recent revenue trends.



**Senior Citizen Services Division
FY 2025 Adopted Regular and Temporary FTEs**

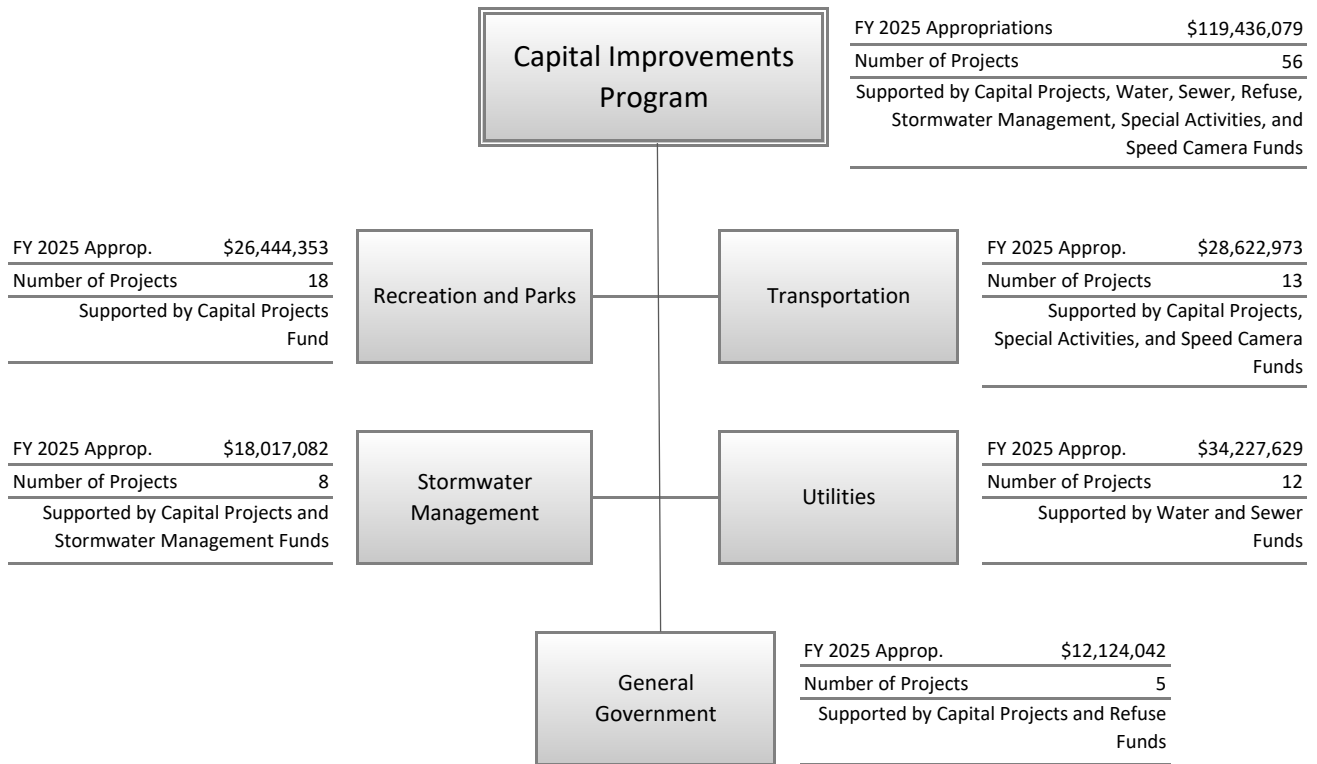
	Adopted FY 2023	Adopted FY 2024	Adopted FY 2025	% Change from FY24
<i>Regular</i>				
Senior Center Operations	6.0	6.0	6.0	0.0%
Senior Assistance Fund	-	-	-	-
Senior Citizen Recreation	2.0	2.0	2.0	0.0%
Senior Citizen Sports and Fitness	3.0	3.0	3.0	0.0%
Senior Citizen Support Services	7.8	7.8	7.8	0.0%
Regular Subtotal	18.8	18.8	18.8	0.0%
<i>Temporary</i>				
Senior Center Operations	2.8	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	3.8	4.0	4.0	0.0%
Senior Citizen Support Services	3.5	3.6	3.6	0.0%
Temporary Subtotal	10.6	10.9	10.9	0.0%
Division Total	29.4	29.7	29.7	0.0%

**Significant Changes from
FY 2024 to FY 2025**

There were no significant changes.



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.

Planned Improvement Projects and Long Range CIP

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. Projects under consideration for the five year period following the current five year CIP planning period are planned for as Long Range CIP projects. For a listing of current PIPs and Long Range CIP projects 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:

- Project proposals were solicited from neighborhood groups and the general public prior to the start of the budget season. Department staff reviewed these “Propose-A-Project” requests for possible inclusion in their budget submissions. These proposals were included as part of the budget public record.
- The Mayor and Council discussed their initial budget priorities at their meeting on December 4, 2023. Staff were able to finalize their budget submissions based on direction given at that meeting.
- 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 2025 budget public record closed on April 15, 2024.

CIP Project Prioritization

The FY 2025 CIP prioritization process continued the project scoring changes made for the FY 2024 process, which moved the project scoring element from the review committee to the project manager, provided a more objective scoring tool, and added focus areas on climate sustainability and equity. The 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 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, toured select project sites, and discussed the project scores supplied by the project managers. Committee members then assigned high, medium, or low priority levels to each project and created a project prioritization score based on the number of high, medium, or low votes each project received. The committee provided additional comments along with the priority level and score information as a formal recommendation to the City Manager.
- The Budget Office used the direction given by the Mayor and Council at their December 4, 2023, meeting 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, such as the Americans with Disabilities Act (ADA).		
Does not support any adopted plans or legal mandates	Supports one or more adopted plans	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 years	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.
- **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 program: Transportation Improvement Plan (TIP). TIP is funded by payments from developers and can only be used on strategies that decrease traffic congestion and 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. For the FY 2025 budget, the city was awarded loans through the Drinking Water State Revolving Loan Fund, which are also included in this category.

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. Active grants included in the adopted budget are listed in the Supplemental Information section of this document.

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

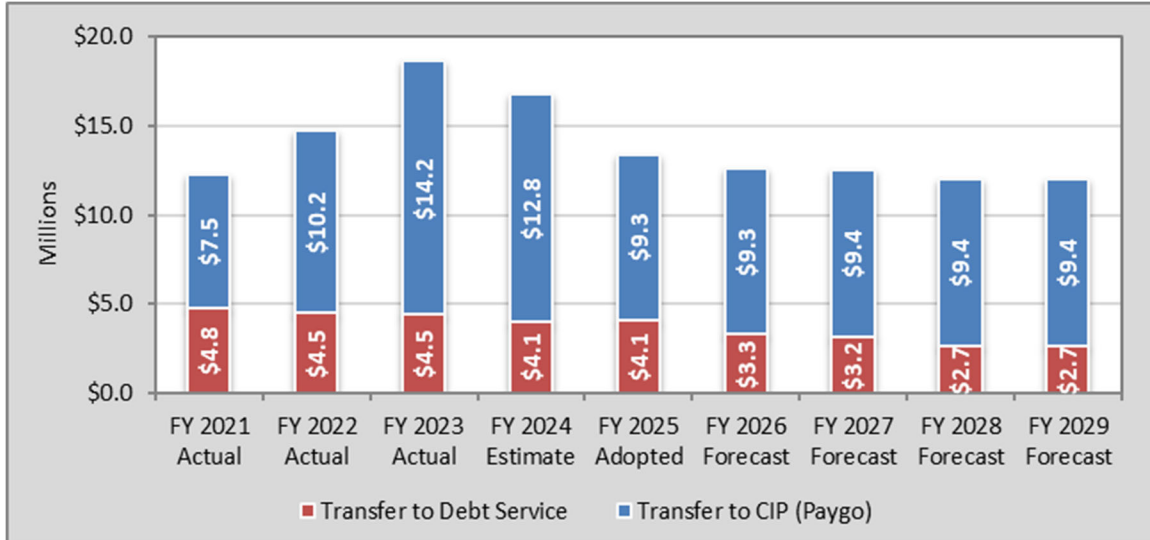
Other funding sources refers to payments and contributions that are not specifically listed elsewhere. Other funding sources included in the current CIP include County Impact Tax, State bond bill funding, and funding from the Maryland Department of Transportation State Highway Administration (MDOT SHA).



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 2025 - FY 2029

Program Area / Project Title (Unit): OCI Description	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Year Total
<i>Recreation and Parks Program Area</i>						
F. Scott Fitzgerald Theatre ADA Improvements (RA20): Annual maintenance and inspections of new equipment						
General Fund	-	4,500	-	-	-	4,500
King Farm Farmstead - Electric Infrastructure (RB23): Cost of electric and annual inspections						
General Fund	2,500	-	-	-	-	2,500
Outdoor Recreation Pool Renovations (RC18): Additional lifeguard funding and landscape services						
General Fund	58,500	-	-	-	-	58,500
<i>Transportation Program Area</i>						
LED Streetlight Conversion (TA22): Electricity savings resulting from installation of more energy efficient lighting						
General Fund	-	(130,000)	(30,000)	-	-	(160,000)
Maryland/Dawson Extended (5C11): Landscaping, snow removal, stormwater management, and maintenance / repair related to construction of Phase 2						
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
<i>Stormwater Management Program Area</i>						
Stream Restoration: Anderson Park/Plymouth Woods Community (SA18): Funding for five years of post-restoration stream stability monitoring*						
SWM Fund	-	-	34,000	-	-	34,000
Stream Restoration: Croydon Creek/Calvin Park Tributary (SB16): Funding for five years of post-restoration stream stability monitoring*						
SWM Fund	-	-	-	51,000	-	51,000
<i>Utilities Program Area</i>						
SCADA Improvements (UE16): Electricity and communication funding						
Water Fund	-	-	2,000	-	-	2,000
<i>General Government Program Area</i>						
Core Financial, HR, And Procurement ERP (GA21): Annual license and maintenance costs						
General Fund	310,160	59,790	-	-	-	369,950
Data Center and Disaster Recovery Infrastructure Replacement (GB21): Equipment maintenance costs						
General Fund	318,380	(58,020)	-	-	-	260,360
Maintenance and Emergency Operations Facility Improvements (GD19): Funding for increases in general facility maintenance and utilities						
General Fund	301,710	72,950	-	-	-	374,660
<i>All Program Areas</i>						
General Fund	993,250	(48,780)	(25,000)	2,000	2,000	923,470
Water Fund	-	-	2,000	-	-	2,000
SWM Fund	2,000	2,000	37,500	53,000	2,000	96,500
Total, All Funds (\$)	995,250	(46,780)	14,500	55,000	4,000	1,021,970

*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 \$1,562 (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 2025	FY 2026	FY 2027	FY 2028	FY 2029
Debt per assessed valuation	≤1.0%	0.3%	0.2%	0.2%	0.2%	0.2%
Debt per capita	≤\$1,562 ²	\$647	\$584	\$522	\$466	\$422
Debt per capita as a % of per capita income	≤2.5%	1.0%	0.9%	0.7%	0.6%	0.5%
Debt service as a % of operating budget	<15.0%	5.8%	4.9%	4.7%	4.1%	3.9%
Amortization rate - 5 years	≥25%	39.6%	41.3%	44.7%	47.3%	51.2%
Amortization rate - 10 years	≥50%	73.4%	77.9%	83.9%	85.5%	86.9%

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. The city expects to receive credit opinions in FY 2025, prior to the next planned bond sale.



Total Outstanding City Debt

The city has a total of \$105.4 million in outstanding taxpayer-supported and enterprise debt. During FY 2025 the city will retire \$2.7 million in taxpayer-supported debt and \$9.3 million in enterprise debt. The city also plans to issue \$12.9 million in new taxpayer-supported debt and \$19.1 million in new enterprise debt. Current debt to maturity schedules for each fund can be found in the Financial Summaries section of this document.

Taxpayer-Supported Debt Summary	Year	Outstanding Principal	Interest Rate	Maturity
General Improvements - Refunding 2015A	2015	618,719	4.00 - 5.00%	2025
General Improvements - 2016A	2016	660,000	2.00 - 3.00%	2036
General Improvements - Advance Refunding 2016B	2016	1,370,909	2.00 - 5.00%	2028
General Improvements - 2017A	2017	3,515,000	4.00%	2037
General Improvements - 2019A	2019	4,800,000	2.00 - 5.00%	2039
General Improvements - Refunding 2020A	2020	4,645,000	1.90%	2031
General Improvements - Advance Refunding 2020C	2020	315,000	1.00 - 1.70%	2025
Total Taxpayer-Supported Debt (\$):		15,924,628		

Enterprise Debt Summary	Year	Outstanding Principal	Interest Rate	Maturity
Loan Payable - State of Maryland	2005	72,663	0.00%	2025
Loan Payable - State of Maryland	2010	293,070	1.00%	2031
General Improvements - Refunding 2015A	2015	466,281	4.00 - 5.00%	2025
General Improvements - 2015B	2015	5,745,000	2.00 - 5.00%	2036
General Improvements - 2016A	2016	3,055,000	2.00 - 3.00%	2036
General Improvements - Advance Refunding 2016B	2016	2,489,091	2.00 - 5.00%	2028
General Improvements - 2017A	2017	3,090,000	4.00%	2037
General Improvements - 2019A	2019	6,300,000	2.00 - 5.00%	2039
General Improvements - Advance Refunding 2019B	2019	22,200,000	2.55 - 3.00%	2036
General Improvements - Refunding 2020A	2020	3,330,000	1.90%	2031
General Improvements - 2020B	2020	14,920,000	1.00 - 5.00%	2040
General Improvements - Advance Refunding 2020C	2020	17,165,000	1.00 - 1.70%	2035
General Improvements - 2022A	2022	10,395,000	4.00 - 5.00%	2043
Total Enterprise Debt (\$):		89,521,105		

Total Outstanding Debt: \$ 105,445,733



Planned New Debt

The table below shows the projects currently planned for new bond funding support in the current CIP. 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 (reflected in the Prior column below) and FY 2025 will be issued together in FY 2025.

Project	Fund	Prior*	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total Planned
<i>Recreation and Parks Program Area</i>								
Elwood Smith Community Center Renovation (RA24)	Cap	-	-	-	-	-	845,000	845,000
F. Scott Fitzgerald Theatre ADA Improvements (RA20)	Cap	143,000	777,000	-	-	-	-	920,000
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	2,813,540	2,995,715	5,886,022	9,238,000	9,955,000	7,550,000	38,438,277
SCADA Improvements (UE16)	Wtr	500,000	-	81,000	551,000	-	-	1,132,000
Sewer Rehab & Improvement: FY21-FY25 (UC21)	Swr	-	-	-	713,127	1,248,494	1,830,887	3,792,508
Water Main Rehab & Improvement (UD21)**	Wtr	3,947,000	5,065,440	-	3,340,808	3,599,000	3,707,000	19,659,248
Water Meter Repl. and AMI Implementation (UB21)	Wtr	389,000	2,152,500	1,575,000	1,470,000	1,575,000	1,575,000	8,736,500
Water Treatment Plant Clarifier Improvements (UD16)	Wtr	-	-	-	-	350,000	-	350,000
WTP Facility Master Plan and Water Regulatory Compliance (UA24)	Wtr	600,000	-	-	-	350,000	-	950,000
Water Treatment Plant Safety Improvements (UB19)	Wtr	199,000	-	-	-	350,000	-	549,000
Water Treatment Plant Security (UB24)	Wtr	-	-	800,000	-	-	-	800,000
Water Treatment Plant Sludge Dewatering Replacement (UB23)	Wtr	-	400,000	6,000,000	-	-	-	6,400,000
<i>All Program Areas</i>								
Capital Projects Fund	Cap	12,089,000	777,000	-	-	-	845,000	13,711,000
Water Fund	Wtr	5,635,000	7,617,940	8,456,000	5,361,808	6,224,000	5,282,000	38,576,748
Sewer Fund	Swr	2,813,540	2,995,715	5,886,022	9,951,127	11,203,494	9,380,887	42,230,785
Total, All Funds (\$)		20,537,540	11,390,655	14,342,022	15,312,935	17,427,494	15,507,887	94,518,533

*Prior amount reflects prior appropriations for which bonds are planned, but have not yet been issued.

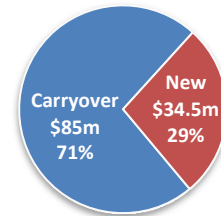
**FY 2025 amount reflects a loan through the Drinking Water State Revolving Fund.



FY 2025 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 \$119.4 million will support 48 of the CIP's 56 projects in FY 2025.

FY 2025 CIP Appropriation



FY 2025 CIP Appropriations Summary by Fund

Fund	Prior Year Approps.	Less Exp. as of 4/15/24	Carryover Funding	Add New Approps.	Total FY 2025 Approps.
Capital Projects	87,958,709	(41,383,265)	46,575,444	17,337,323	63,912,767
Water	27,759,623	(15,242,411)	12,517,212	9,577,692	22,094,904
Sewer	18,304,000	(10,953,275)	7,350,725	4,782,000	12,132,725
Refuse	817,345	(76,323)	741,022	-	741,022
SWM	20,137,396	(5,034,714)	15,102,682	2,764,400	17,867,082
Special Activities	2,039,096	(529,987)	1,509,109	-	1,509,109
Speed Camera	1,229,118	(50,648)	1,178,470	-	1,178,470
Total (\$)	158,245,287	(73,270,623)	84,974,664	34,461,415	119,436,079

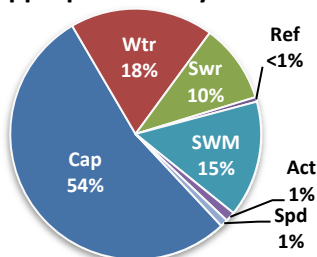
FY 2025 CIP Appropriations Summary by Program Area

Program Area	Prior Year Approps.	Less Exp. as of 4/15/24	Carryover Funding	Add New Approps.	Total FY 2025 Approps.
Recreation and Parks	26,166,098	(5,016,068)	21,150,030	5,294,323	26,444,353
Transportation	39,414,400	(21,829,427)	17,584,973	11,038,000	28,622,973
SWM	20,237,396	(5,034,714)	15,202,682	2,814,400	18,017,082
Utilities	46,063,623	(26,195,686)	19,867,937	14,359,692	34,227,629
General Government	26,363,770	(15,194,728)	11,169,042	955,000	12,124,042
Total (\$)	158,245,287	(73,270,623)	84,974,664	34,461,415	119,436,079

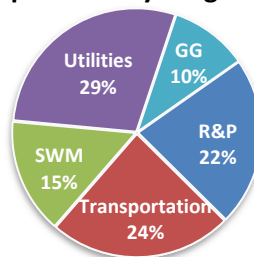
FY 2025 CIP Appropriations Summary by Department

Department	Prior Year Approps.	Less Exp. as of 4/15/24	Carryover Funding	Add New Approps.	Total FY 2025 Approps.
Information Technology	4,492,995	(1,586,214)	2,906,781	-	2,906,781
Public Works	127,586,194	(66,668,341)	60,917,853	29,167,092	90,084,945
Recreation and Parks	26,166,098	(5,016,068)	21,150,030	5,294,323	26,444,353
Total (\$)	158,245,287	(73,270,623)	84,974,664	34,461,415	119,436,079

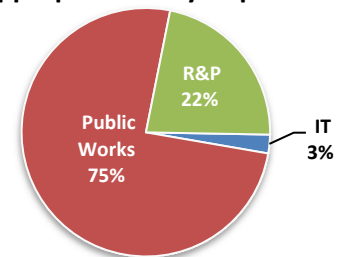
Appropriations by Fund



Appropriations by Program Area



Appropriations by Department

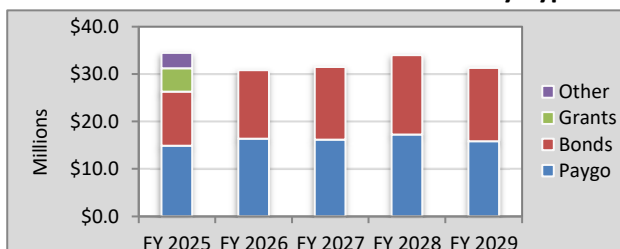




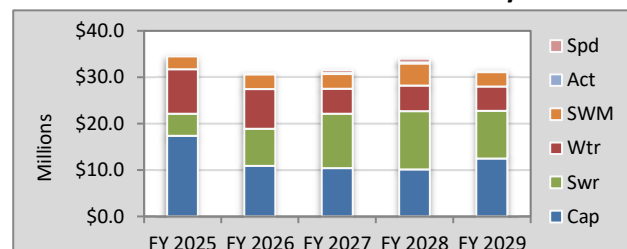
Sources of Funds by Type and Fund

Type / Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo Funding								
Capital Projects Fund	55,876,901	11,713,147	10,901,202	10,399,600	10,096,390	11,631,000	-	110,618,240
Water Fund	3,453,000	-	-	-	-	-	-	3,453,000
Sewer Fund	3,415,000	1,286,285	2,081,978	1,759,873	1,341,506	867,113	-	10,751,755
Refuse Fund	284,000	-	-	-	-	-	-	284,000
Stormwater Mgmt.	13,372,431	1,864,400	3,185,000	3,212,000	4,749,000	3,089,875	-	29,472,706
Special Activities	2,039,096	-	200,000	200,000	200,000	200,000	-	2,839,096
Speed Camera	1,229,118	-	-	590,000	840,000	-	-	2,659,118
Total Paygo	79,669,546	14,863,832	16,368,180	16,161,473	17,226,896	15,787,988	-	160,077,915
Bond Proceeds								
Capital Projects Fund	19,089,000	777,000	-	-	-	845,000	-	20,711,000
Water Fund	21,346,623	7,617,940	8,536,000	5,361,808	5,524,000	5,282,000	4,065,000	57,733,371
Sewer Fund	14,889,000	2,995,715	5,886,022	9,951,127	11,203,494	9,380,887	-	54,306,245
Stormwater Mgmt.	2,570,000	-	-	-	-	-	5,754,000	8,324,000
Total Bond Proceeds	57,894,623	11,390,655	14,422,022	15,312,935	16,727,494	15,507,887	9,819,000	141,074,616
Grant Funding								
Capital Projects Fund	7,350,474	1,555,500	-	-	-	-	-	8,905,974
Water Fund	2,960,000	1,959,752	-	-	-	-	-	4,919,752
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Stormwater Mgmt.	2,425,000	900,000	-	-	-	-	-	3,325,000
Total Grants	13,268,819	4,915,252	-	-	-	-	-	18,184,071
Developer Funding								
Capital Projects Fund	264,900	-	-	-	-	-	-	264,900
Total Developer	264,900	-	-	-	-	-	-	264,900
Other Funding Sources								
Capital Projects Fund	5,377,434	3,291,676	-	-	-	-	-	8,669,110
Stormwater Mgmt.	1,769,965	-	-	-	-	-	-	1,769,965
Total Other	7,147,399	3,291,676	-	-	-	-	-	10,439,075
All Funding Types								
Capital Projects Fund	87,958,709	17,337,323	10,901,202	10,399,600	10,096,390	12,476,000	-	149,169,224
Water Fund	27,759,623	9,577,692	8,536,000	5,361,808	5,524,000	5,282,000	4,065,000	66,106,123
Sewer Fund	18,304,000	4,782,000	7,968,000	11,711,000	12,545,000	10,248,000	-	65,558,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Stormwater Mgmt.	20,137,396	2,764,400	3,185,000	3,212,000	4,749,000	3,089,875	5,754,000	42,891,671
Special Activities	2,039,096	-	200,000	200,000	200,000	200,000	-	2,839,096
Speed Camera	1,229,118	-	-	590,000	840,000	-	-	2,659,118
Total All Types (\$)	158,245,287	34,461,415	30,790,202	31,474,408	33,954,390	31,295,875	9,819,000	330,040,577

FY 2025 - FY 2029 Sources of Funds by Type



FY 2025 - FY 2029 Sources of Funds by Fund

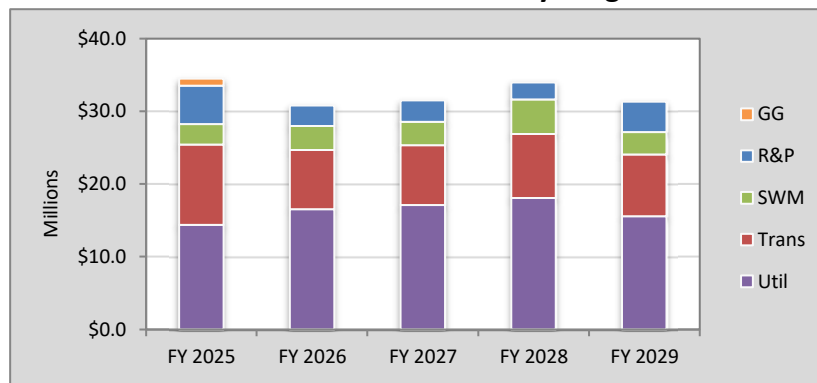




Use of Funds by Program Area and Fund

Program Area / Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
<i>Recreation and Parks Program Area</i>								
Capital Projects Fund	26,166,098	5,294,323	2,806,202	2,954,600	2,331,390	4,160,000	-	43,712,613
Total Rec & Parks	26,166,098	5,294,323	2,806,202	2,954,600	2,331,390	4,160,000	-	43,712,613
<i>Transportation Program Area</i>								
Capital Projects Fund	36,146,186	11,038,000	7,945,000	7,445,000	7,765,000	8,316,000	-	78,655,186
Special Activities	2,039,096	-	200,000	200,000	200,000	200,000	-	2,839,096
Speed Camera	1,229,118	-	-	590,000	840,000	-	-	2,659,118
Total Transportation	39,414,400	11,038,000	8,145,000	8,235,000	8,805,000	8,516,000	-	84,153,400
<i>Stormwater Management Program Area</i>								
Capital Projects Fund	100,000	50,000	150,000	-	-	-	-	300,000
Stormwater Mgmt.	20,137,396	2,764,400	3,185,000	3,212,000	4,749,000	3,089,875	5,754,000	42,891,671
Total SWM	20,237,396	2,814,400	3,335,000	3,212,000	4,749,000	3,089,875	5,754,000	43,191,671
<i>Utilities Program Area</i>								
Water Fund	27,759,623	9,577,692	8,536,000	5,361,808	5,524,000	5,282,000	4,065,000	66,106,123
Sewer Fund	18,304,000	4,782,000	7,968,000	11,711,000	12,545,000	10,248,000	-	65,558,000
Total Utilities	46,063,623	14,359,692	16,504,000	17,072,808	18,069,000	15,530,000	4,065,000	131,664,123
<i>General Government Program Area</i>								
Capital Projects Fund	25,546,425	955,000	-	-	-	-	-	26,501,425
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Total General Gov't	26,363,770	955,000	-	-	-	-	-	27,318,770
<i>All Program Areas</i>								
Capital Projects Fund	87,958,709	17,337,323	10,901,202	10,399,600	10,096,390	12,476,000	-	149,169,224
Water Fund	27,759,623	9,577,692	8,536,000	5,361,808	5,524,000	5,282,000	4,065,000	66,106,123
Sewer Fund	18,304,000	4,782,000	7,968,000	11,711,000	12,545,000	10,248,000	-	65,558,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Stormwater Mgmt.	20,137,396	2,764,400	3,185,000	3,212,000	4,749,000	3,089,875	5,754,000	42,891,671
Special Activities	2,039,096	-	200,000	200,000	200,000	200,000	-	2,839,096
Speed Camera	1,229,118	-	-	590,000	840,000	-	-	2,659,118
Total All Areas (\$)	158,245,287	34,461,415	30,790,202	31,474,408	33,954,390	31,295,875	9,819,000	330,040,577

FY 2025 - FY 2029 Use of Funds by Program Area

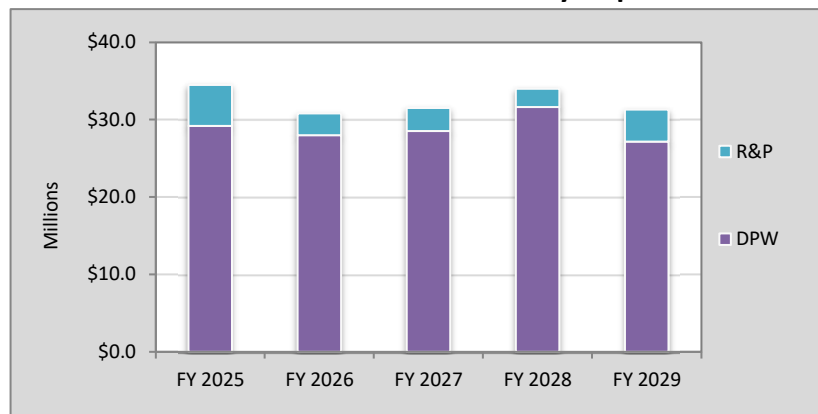




Use of Funds by Department and Fund

Department / Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
<i>Information Technology</i>								
Capital Projects Fund	3,642,995	-	-	-	-	-	-	3,642,995
Water Fund	850,000	-	-	-	-	-	-	850,000
Total IT	4,492,995	-	-	-	-	-	-	4,492,995
<i>Public Works</i>								
Capital Projects Fund	58,149,616	12,043,000	8,095,000	7,445,000	7,765,000	8,316,000	-	101,813,616
Water Fund	26,909,623	9,577,692	8,536,000	5,361,808	5,524,000	5,282,000	4,065,000	65,256,123
Sewer Fund	18,304,000	4,782,000	7,968,000	11,711,000	12,545,000	10,248,000	-	65,558,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Stormwater Mgmt.	20,137,396	2,764,400	3,185,000	3,212,000	4,749,000	3,089,875	5,754,000	42,891,671
Special Activities	2,039,096	-	200,000	200,000	200,000	200,000	-	2,839,096
Speed Camera	1,229,118	-	-	590,000	840,000	-	-	2,659,118
Total Public Works	127,586,194	29,167,092	27,984,000	28,519,808	31,623,000	27,135,875	9,819,000	281,834,969
<i>Recreation and Parks</i>								
Capital Projects Fund	26,166,098	5,294,323	2,806,202	2,954,600	2,331,390	4,160,000	-	43,712,613
Total Rec. and Parks	26,166,098	5,294,323	2,806,202	2,954,600	2,331,390	4,160,000	-	43,712,613
<i>All Departments</i>								
Capital Projects Fund	87,958,709	17,337,323	10,901,202	10,399,600	10,096,390	12,476,000	-	149,169,224
Water Fund	27,759,623	9,577,692	8,536,000	5,361,808	5,524,000	5,282,000	4,065,000	66,106,123
Sewer Fund	18,304,000	4,782,000	7,968,000	11,711,000	12,545,000	10,248,000	-	65,558,000
Refuse Fund	817,345	-	-	-	-	-	-	817,345
Stormwater Mgmt.	20,137,396	2,764,400	3,185,000	3,212,000	4,749,000	3,089,875	5,754,000	42,891,671
Special Activities	2,039,096	-	200,000	200,000	200,000	200,000	-	2,839,096
Speed Camera	1,229,118	-	-	590,000	840,000	-	-	2,659,118
Total All Areas (\$)	158,245,287	34,461,415	30,790,202	31,474,408	33,954,390	31,295,875	9,819,000	330,040,577

FY 2025 - FY 2029 Use of Funds by Department





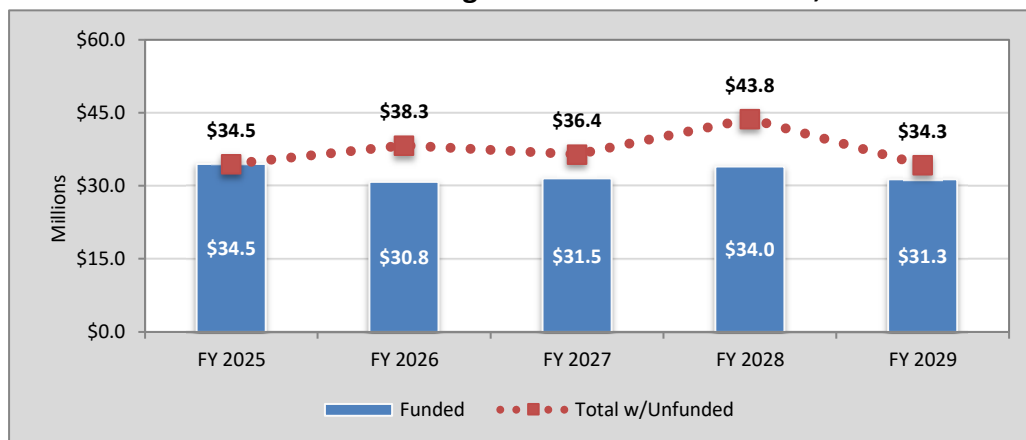
Unfunded Totals by Program Area and Fund

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
<i>Recreation and Parks Program Area</i>							
Capital Projects Fund	-	2,200,000	2,635,000	5,797,000	2,000,000	3,373,000	16,005,000
Total Rec & Parks	-	2,200,000	2,635,000	5,797,000	2,000,000	3,373,000	16,005,000
<i>Transportation Program Area</i>							
Capital Projects Fund	-	4,780,000	1,000,000	4,000,000	-	-	9,780,000
Total Transportation	-	4,780,000	1,000,000	4,000,000	-	-	9,780,000
<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	-	508,000	325,000	-	-	-	833,000
Total General Gov't	-	508,000	325,000	-	-	-	833,000
<i>All Program Areas</i>							
Capital Projects Fund	-	7,488,000	3,960,000	9,797,000	2,000,000	3,373,000	26,618,000
Stormwater Mgmt.	-	-	1,000,000	-	1,000,000	-	2,000,000
Total All Areas (\$)	-	7,488,000	4,960,000	9,797,000	3,000,000	3,373,000	28,618,000

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 2025 - FY 2029 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 Guiding Principles, 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 2025 Adopted Budget

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 2025:
None

Project(s) closed for FY 2025:
None

Decayed stream bank with erosion (top); Northeast Park under construction, August 2023 (bottom)

FY 2025 - FY 2029 New Funding Schedule

Stormwater Management Program Area Summary of Total Funding

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Funded	20,237,358	2,816,400	3,335,000	3,212,000	4,740,000	3,089,875	5,754,000	43,193,671
Unfunded	-	-	-	3,000,000	-	2,000,000	-	2,000,000
Total w/Unfunded (\$)	20,237,358	2,816,400	3,335,000	4,212,000	4,740,000	4,089,875	5,754,000	45,193,671

City of Rockville, Maryland
FY 2025 Adopted Budget

Flood Resiliency Master Plan (SA23)

Description: This project develops a Flood Resiliency Master Plan and initiates Master Plan projects. 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: Staff applied for and shifted timeline by one year in anticipation of a potential Federal Emergency Management Agency (FEMA) grant award.

Current Project Appropriations

Prior Appropriations:	1,500,000
Less Expended as of 4/15/24:	175,000
Total Carryover:	1,321,000
New Funding:	-
Total FY 2025 Appropriations:	1,321,000

Guiding Principle: Public Safety

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: Timeline was extended due to grant application.

Type	Estimated Start		Estimated Completion		Estimated Cost		% Change	
	Original	Current	Original	Current	Original	Current		
Planning / Design	FY 2025	FY 2024	FY 2027	FY 2026	1,500,000	1,500,000	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
					Project Total (\$)	1,500,000	1,500,000	-

Project Funding: This project is partially funded. A \$75,000 grant from MD DHR and technical agreement valued at \$179,000 from the U.S. Army Corps of Engineers (USACE) were awarded during FY 2023. The unfunded portion in FY 2027 and FY 2029 represents a placeholder amount for high-priority projects recommended by the USACE study and/or the Master Plan. Actual funding needs for those projects will not be known until the plan is complete.

Source:

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Payor (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	-	2,000,000	-	2,000,000
Total w/Unfunded (\$)	1,500,000	-	-	1,000,000	-	2,000,000	-	3,500,000

Operating Cost Impact: No measurable impact.

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Meredith Neely, Principal Environmental Engineer, 240-314-8874.

Notes: This project first appeared in the FY 2023 CIP. FY 2025 work includes continuation of USACE-led flooding study on two subwatersheds impacted by Tropical Storm Ida and the start of citywide data collection activities and development of flood model protocols.



Summary of CIP Projects

All projects in the current CIP are listed in the following table by program area. There are a total of 56 projects in the CIP, 48 of which have carryover and/or new FY 2025 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/FY25CIPprojects. Projects that involve multiple sites are not included on this map.

Program Area / Project Title	Unit	Prior Spent	FY 2025 Appropriations			FY 2026 - Future	Funded Total	Unfunded Total
			Prior Carryover	FY 2025 New	Total			
Recreation and Parks								
Asphalt/Concrete Improvements: FY21-FY25	RA21	1,877,113	42,887	580,000	622,887	2,315,000	4,815,000	-
David Scull Park Improvements	RA19	-	100,000	500,000	600,000	-	600,000	-
Elwood Smith Comm. Center Renovation	RA24	-	-	-	-	845,000	845,000	-
F. Scott Fitzgerald Theatre ADA Improvements	RA20	44,717	98,283	1,027,000	1,125,283	-	1,170,000	-
King Farm Farmstead Electric Infrastructure	RB23	61,451	825,549	-	825,549	-	887,000	-
King Farm Farmstead Fire Suppression	RB21	418,123	1,126,877	-	1,126,877	-	1,545,000	-
King Farm Farmstead Horse Barn	RA18	55,356	-	-	-	-	55,356	3,932,000
Lincoln Park Community Center Improvements	RA22	157,666	2,342,334	-	2,342,334	-	2,500,000	-
Maintenance Complex Emergency Generator Replacement	RA25 *	-	-	-	-	700,000	700,000	-
Outdoor Recreation Pool Renovations	RC18	506,574	11,207,426	-	11,207,426	-	11,714,000	-
Pedestrian Bridge Replacement: Horizon Hill Park	RB22	-	-	77,000	77,000	429,600	506,600	-
Pedestrian Bridge Replacement: Woottons Mill Park	RD23	-	-	-	-	506,600	506,600	-
Playground Structure Replacement: FY21-FY25	RC21	379,569	421,251	700,000	1,121,251	1,750,000	3,250,820	-
Promenade Park Elevator Replacement	RD21	293,541	309,081	-	309,081	-	602,622	-
RedGate Park Master Plan Implementation	RE23	-	2,221,103	1,711,676	3,932,779	-	3,932,779	12,073,000
Roofing Improvements: FY21-FY25	RE21	1,205,583	2,121,614	698,647	2,820,261	4,755,992	8,781,836	-
Talbott Street Park	RB25 *	-	-	-	-	950,000	950,000	-
Twinbrook Comm. Center and Annex - Restrooms Renovation	RC24	16,375	333,625	-	333,625	-	350,000	-
Transportation								
Asphalt Repair & Replacement: FY21-FY25	TA21	11,065,246	3,453,754	4,215,000	7,668,754	18,158,000	36,892,000	-
Bridge Rehabilitation: FY21-FY25	TB21	99,964	365,036	250,000	615,036	2,565,000	3,280,000	-
Concrete Repair & Replacement: FY21-FY25	TC21	8,132,681	327,319	2,525,000	2,852,319	10,878,000	21,863,000	-
Hurley Avenue Bridge Replacement	TE16	236,206	1,556,804	-	1,556,804	-	1,793,010	-
LED Streetlight Conversion	TA22	502,395	1,647,605	1,400,000	3,047,605	-	3,550,000	-
Maryland Dawson Extended	SC11	520,519	4,356,815	365,000	4,721,815	-	5,242,334	4,000,000
Pedestrian and Bicycle Safety: FY21-FY25	TD21	443,340	1,634,457	500,000	2,134,457	400,000	2,977,797	-
Scott-Veirs Drive Shared-Use Path	TA23	-	-	250,000	250,000	-	250,000	1,000,000
Senior Center Entrance	TA24	8,337	241,663	-	241,663	-	250,000	1,000,000
Sidewalks: FY21-FY25	TE21	777,134	1,965,125	965,000	2,930,125	1,700,000	5,407,259	-
Stonestreet Corridor Improvements	TA20	-	1,180,000	-	1,180,000	-	1,180,000	2,850,000
Twinbrook Pedestrian/Bicycle Bridge	TC22	43,605	356,395	568,000	924,395	-	968,000	-
West Gude Drive Bridge Repair	TA25 *	-	500,000	-	500,000	-	500,000	930,000

* Projects are new to the FY 2025 book.



Summary of CIP Projects (continued)

Program Area / Project Title	Unit	FY 2025 Appropriations				FY 2026 - Future	Funded Total	Unfunded Total
		Prior Spent	Prior Carryover	FY 2025 New	Total			
Stormwater Management								
Flood Resiliency Master Plan	SA23	179,000	1,321,000	-	1,321,000	-	1,500,000	2,000,000
Storm Drain Analysis and Spot Repair: Potomac Woods	SB23	89,759	1,210,241	950,000	2,160,241	452,000	2,702,000	-
Storm Drain Rehab & Improvement: FY21-FY25	SA21	487,334	1,175,080	200,000	1,375,080	4,627,000	6,489,414	-
Stream Restoration: Anderson Park/Plymouth Woods Community	SA18	364,834	3,877,166	-	3,877,166	-	4,242,000	-
Stream Restoration: Croydon Creek/Calvin Park Tributary	SB16	530,279	5,382,986	-	5,382,986	-	5,913,265	-
Stream Restoration Spot Repairs: FY21-FY25	SB21	353,183	593,817	671,400	1,265,217	3,586,875	5,205,275	-
Stream Restoration: Watts Branch – Lower Stream	SA19	-	-	-	-	6,288,000	6,288,000	-
SWM Facilities Improvement: FY21-FY25	SC21	3,030,325	1,642,392	993,000	2,635,392	5,186,000	10,851,717	-
Utilities								
Blue Plains Wastewater Treatment: FY21-FY25	UA21	9,923,283	4,965,717	3,498,000	8,463,717	33,178,000	51,565,000	-
SCADA Cybersecurity	UA23	530,511	319,489	-	319,489	-	850,000	-
SCADA Improvements	UE16	-	500,000	-	500,000	632,000	1,132,000	-
Sewer Rehab & Improvement: FY21-FY25	UC21	1,029,992	2,385,008	1,284,000	3,669,008	9,294,000	13,993,000	-
Water Main Rehab & Improvement: FY21-FY25	UD21	4,386,010	6,086,613	7,025,192	13,111,805	10,646,808	28,144,623	-
Water Meter Replacement and AMI Implementation	UB21	88,476	1,711,524	2,152,500	3,864,024	7,770,000	11,722,500	-
Water Treatment Plant Clarifier Improvements	UD16	-	-	-	-	2,840,000	2,840,000	-
Water Treatment Plant Electrical, Roof, and HVAC Upgrades	UA17	9,864,523	818,477	-	818,477	-	10,683,000	-
WTP Facility Master Plan and Water Regulatory Compliance	UA24	-	600,000	-	600,000	-	600,000	-
Water Treatment Plant Safety Improvements	UB19	317,573	2,436,427	-	2,436,427	-	2,754,000	-
Water Treatment Plant Security	UB24	-	-	-	-	880,000	880,000	-
Water Treatment Plant Sludge Dewatering Replacement	UB23	55,318	44,682	400,000	444,682	6,000,000	6,500,000	-
General Government								
Core Financial, HR, & Procurement ERP	GA21	654,297	1,118,998	-	1,118,998	-	1,773,295	-
Data Center and Disaster Recovery Infrastructure Replacement	GB21	401,406	1,468,294	-	1,468,294	-	1,869,700	508,000
Electric Vehicle Infrastructure	GA23	18,739	773,761	362,500	1,136,261	-	1,155,000	325,000
Gude Yard Recycle Transfer Enclosure	GC19	76,323	741,022	-	741,022	-	817,345	-
Maintenance and Emergency Operations Facility Improvements	GD19	14,043,963	7,066,967	592,500	7,659,467	-	21,703,430	-
Total All Program Areas (\$)		73,270,623	84,974,664	34,461,415	119,436,079	137,333,875	330,040,577	28,618,000

* Projects are new to the FY 2025 book.



Projects Closed for FY 2025

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, 2024, and are not included in the FY 2025 CIP. Any unspent appropriations from the closed projects will be returned to the fund from which the appropriations were made, unless the project was funded from an outside source.

Program Area / Project Title	Fiscal Year Opened	Fund	Original Budget	Final Budget	Estimated Actual	Estimated Unspent*
<i>Recreation and Parks</i>						
King Farm Farmstead Garage #2 and Tenant Buildings #6 and #7 (RC23)	2023	Cap	-	-	-	-
Parks Material Storage Area Cover (RB24)	2024	Cap	-	-	-	-
<i>Transportation</i>						
Town Center Road Diet (TB22)	2022	Pkg	45,000	45,000	44,962	38
		Spd	297,000	1,056,000	1,055,214	786
Traffic Signal at E. Middle Lane/Helen Heneghan Way (TF21)	2021	Cap	-	-	-	-
West End Park Noise Barrier (3A81)**	2013	Cap	884,350	2,247,907	13,500	2,234,407

*Estimated unspent as of 4/15/2024.

**The amount shown as unspent was factored in the cash flow in future years, so there is no immediate spending capacity created by the closure of this 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.

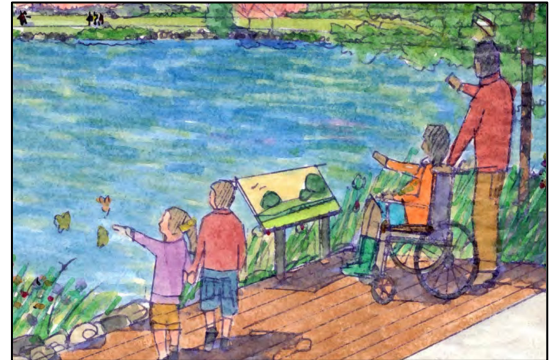
Goal: To provide safe, accesible, modern, and well maintained parks and facilities in which all Rockville residents and visitors can enjoy the city's diverse, interesting, and high quality recreation and leisure opportunities.

New project(s) for FY 2025:

Maintenance Complex Emergency Generator Replacement (RA25)
Talbott Street Park (RB25)

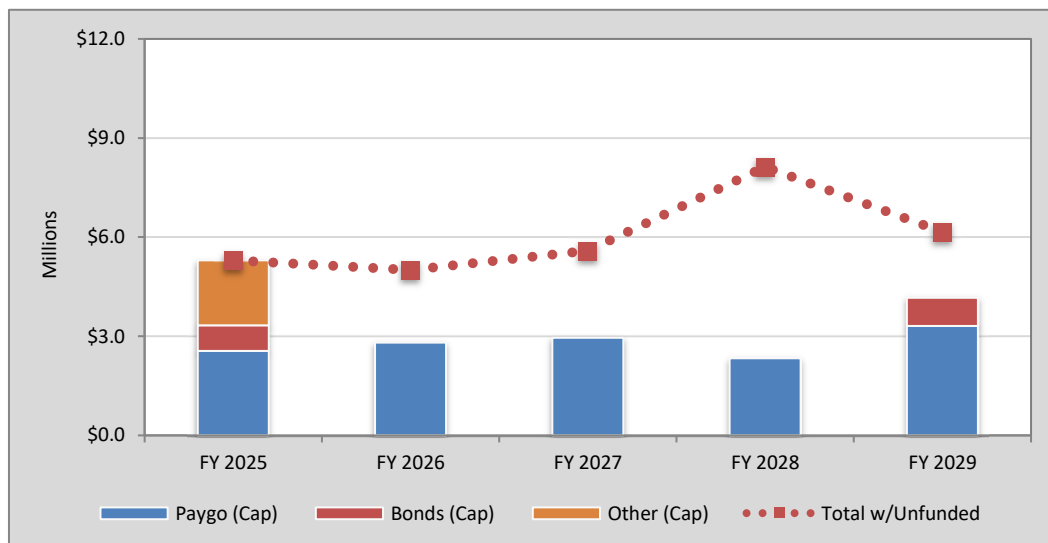
Project(s) closed for FY 2025:

King Farm Farmstead Garage #2 and Tenant Buildings #6 and #7 (RC23)
Parks Material Storage Area Cover (RB24)



Conceptual design drawings from RedGate Park Master Plan (top) and Recreation Pool renovations

FY 2025 - FY 2029 New Funding Schedule



Recreation and Parks Program Area Summary of Total Funding

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Funded	26,166,098	5,294,323	2,806,202	2,954,600	2,331,390	4,160,000	-	43,712,613
Unfunded	-	-	2,200,000	2,635,000	5,797,000	2,000,000	3,373,000	16,005,000
Total with Unfunded (\$)	26,166,098	5,294,323	5,006,202	5,589,600	8,128,390	6,160,000	3,373,000	59,717,613



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: The unfunded portion of this project was restored with available reserves through a budget amendment during FY 2024. Costs increased due to inflation.

Current Project Appropriations

Prior Appropriations:	1,920,000
Less Expended as of 4/15/24:	1,877,113
Total Carryover:	42,887
New Funding:	580,000
Total FY 2025 Appropriations:	622,887

Guiding Principle: Stewardship of the Env. and Infrastructure

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.

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	2,430,000	252,500	12%
Other (inspections)	FY 2021	FY 2021	FY 2025	FY 2025	25,000	25,000	-	-
Project Total (\$):					2,255,000	2,500,000	245,000	11%

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	1,920,000	580,000	585,000	595,000	570,000	565,000	-	4,815,000
Total Funded (\$)	1,920,000	580,000	585,000	595,000	570,000	565,000	-	4,815,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,920,000	580,000	585,000	595,000	570,000	565,000	-	4,815,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks and Facilities Development Coordinator, 240-314-8608.

Notes: FY 2025 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 transition between the Southlawn industrial area and adjacent residential neighborhoods with the park as the featured access point.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	100,000
Less Expended as of 4/15/24:	-
Total Carryover:	100,000
New Funding:	500,000
Total FY 2025 Appropriations:	600,000

Guiding Principle: Stewardship of the Env. and Infrastructure

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: 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 2026	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Charles Reed, Parks Maintenance Manager, 240-314-8711.

Notes: This project first appeared in the FY 2019 CIP. FY 2025 work includes demolition of existing storage shed, ADA access, shade structure, gateway features, enhanced landscaping, and addressing stormwater inlet issues.



Elwood Smith Comm. Center Renovation (RA24)



Description: This project funds the design and construction of the Elwood Smith Community Center renovation. This work will correct identified ADA barriers, reconfigure space from offices to space for activities such as out-of-school time programs, community gatherings, classes, and summer camps, install flooring, and convert the gender specific restrooms to multiple single-user ADA compliant restrooms. Design will include community input to ensure community priorities are met.

Changes from Previous Year: Moved from future to FY 2029 and includes a renovation of the entire building instead of just the restroom renovation.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: 2020 R&P Strategic Plan; Mayor and Council Resolution 09A-22; 2016 ADA Audit and Transition Plan; Comprehensive Plan

Anticipated Project Outcome: A renovated community center that provides a welcoming, accesible, and functional space for the users, including single-user restrooms.

Project Timeline and Total Cost by Type: Project moved from Future to FY 2029 and added funding for a renovation to the entire building instead of just a restroom renovation.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	Future	FY 2029	Future	FY 2029	62,000	195,000	133,000	215%
Construction	Future	FY 2029	Future	FY 2029	204,000	600,000	396,000	194%
Other	-	-	-	-	-	50,000	50,000	-
Project Total (\$):					266,000	845,000	579,000	218%

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Bonds (Cap)	-	-	-	-	-	845,000	-	845,000
Total Funded (\$)	-	-	-	-	-	845,000	-	845,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	-	845,000	-	845,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Eric Grieshaber, Senior Construction Project Manager, 240-314-8609.

Notes: This project first appeared in the FY 2024 CIP.



F. Scott Fitzgerald Theatre ADA Improvements (RA20)



Description: This project funds ADA improvements and renovations within the F. Scott Fitzgerald Theatre. Areas of work include the lobby, auditorium, backstage areas, single user restrooms, concession stand and kitchenette, box office, hallways/corridors, as well as audio system improvements.

Changes from Previous Year: Project completion moved out a year to FY 2026 to allow for completion of construction and project close-out.

Current Project Appropriations

Prior Appropriations:	143,000
Less Expended as of 4/15/24:	44,717
Total Carryover:	98,283
New Funding:	1,027,000
Total FY 2025 Appropriations:	1,125,283

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: 2016 ADA Transition Plan; 2020 Recreation and Parks Strategic Plan

Anticipated Project Outcome: An ADA compliant theatre 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 2025	85,000	143,000	58,000	68%
Construction	FY 2025	FY 2025	FY 2025	FY 2026	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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: Project will result in a one-time revenue reduction during construction in FY 2025 and FY 2026. Estimated one-time \$180,500 revenue reduction in FY 2025 is offset by \$62,750 expenditure reduction. Estimated one-time \$60,500 revenue reduction in FY 2026 will be offset by \$17,000 expenditure reduction. Ongoing funding of \$4,500 is required for inspections and maintenance of the audio/speaker system, including the assistive listening devices, and the rigging infrastructure.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	4,500	-	-	-	-	4,500

Project Manager: Paige Janzen, Superintendent of Community Facilities, 240-314-8661.

Notes: This project first appeared in the FY 2020 CIP. FY 2025 includes final design phase and construction.



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 Main House. The remaining buildings will have electric infrastructure brought within five to ten feet of each building. The electric infrastructure for these buildings support future uses of the buildings.

Changes from Previous Year: Project completion moved out a year to FY 2025 due to long lead time on materials and delays in contract processes.

Current Project Appropriations

Prior Appropriations:	887,000
Less Expended as of 4/15/24:	61,451
Total Carryover:	825,549
New Funding:	-
Total FY 2025 Appropriations:	825,549

Guiding Principle: Stewardship of the Env. and Infrastructure

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	77,479	27,479	55%
Construction	FY 2023	FY 2023	FY 2024	FY 2025	400,000	809,521	409,521	102%
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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	2,500	-	-	-	-	-	2,500

Project Manager: Eric Grieshaber, Senior Construction Project Manager, 240-314-8609.

Notes: This project was added via budget amendment during FY 2022. FY 2025 work includes 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) to just outside of the buildings and within the Dairy Barns and main house, as well as design and installation of a fire sprinkler system in the Dairy Barns and main house.

Changes from Previous Year: Project completion moved out a year to FY 2025 due to long lead time on materials and delays in permitting and contract processes.

Current Project Appropriations

Prior Appropriations:	1,545,000
Less Expended as of 4/15/24:	418,123
Total Carryover:	1,126,877
New Funding:	-
Total FY 2025 Appropriations:	1,126,877

Guiding Principle: Stewardship of the Env. and Infrastructure

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 main house from fire damage.

Project Timeline and Total Cost by Type: Total cost increased to fund construction of sewer utility lines and 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 2024	94,250	101,620	7,370	8%
Construction	FY 2021	FY 2023	FY 2022	FY 2025	555,750	1,443,380	887,630	160%
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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025 work includes construction completion and project close out.



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 of the Horse Barn. Temporary shoring was completed in 2019. This project will not make the Horse Barn 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: This project was unfunded, and shifted out a year, design from FY 2026 to FY 2027 and construction from FY 2027 to FY 2028.

Current Project Appropriations

Prior Appropriations:	55,356
Less Expended as of 4/15/24:	55,356
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: 2014 King Farm Farmstead Property Condition Assessment Report; 2020 Recreation & Parks Strategic Plan; Comprehensive Plan

Anticipated Project Outcome: A rebuilt building that is weather tight, structurally sound, and historically accurate (building #5).

Project Timeline and Total Cost by Type: This project initially received funding only to shore the existing structure. In FY 2023 funding was programmed for the design and construction of the project, but this total was unfunded in FY 2025 pending further direction.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	FY 2019	FY 2019	FY 2020	FY 2020	62,000	55,356	(6,644)	-11%
Project Total (\$):					62,000	55,356	(6,644)	-11%

Project Funding: Design and construction are unfunded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	55,356	-	-	-	-	-	-	55,356
Total Funded (\$)	55,356	-	-	-	-	-	-	55,356
Unfunded (Cap)	-	-	-	335,000	3,597,000	-	-	3,932,000
Total w/Unfunded (\$)	55,356	-	-	335,000	3,597,000	-	-	3,987,356

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Christine Henry, Acting Director of Recreation & 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 of most of the main level of 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 included community input to ensure priorities were met.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	2,500,000
Less Expended as of 4/15/24:	157,666
Total Carryover:	2,342,334
New Funding:	-
Total FY 2025 Appropriations:	2,342,334

Guiding Principle: Stewardship of the Env. and Infrastructure

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	337,900	322,900	2153%
Construction	FY 2022	FY 2024	FY 2023	FY 2025	235,000	2,102,100	1,867,100	795%
Other	FY 2023	FY 2024	FY 2023	FY 2025	-	60,000	60,000	-
Project Total (\$):					250,000	2,500,000	2,250,000	900%

Project Funding: This project is fully funded. The city was awarded a State bond bill funding for a portion of this project.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 (\$)	2,500,000	-	-	-	-	-	-	2,500,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,500,000	-	-	-	-	-	-	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. In FY 2025 there will be a one-time revenue decrease of \$90,000 partially offset with a decrease of \$76,000 in expenditures due to the temporary closure of the center.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025 work includes construction, fit-out, and project closeout.



Maintenance Complex Emergency Generator Replacement (RA25)



Description: Emergency generator replacement at the Rothgeb Maintenance Complex.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: Emergency Operation Plan and COOP Plan

Anticipated Project Outcome: Replacement of emergency generator serving the Rothgeb Maintenance Complex to ensure uninterrupted operations during power outages.

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 2029	FY 2029	FY 2029	FY 2029	140,000	140,000	-	-
Construction	FY 2029	FY 2029	FY 2029	FY 2029	560,000	560,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					700,000	700,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	-	-	-	-	-	700,000	-	700,000
Total Funded (\$)	-	-	-	-	-	700,000	-	700,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	-	700,000	-	700,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: This is a new project for FY 2025.



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: Funds within this project previously allocated for design and contract management services are now transferred to the construction line for contingency. Design completion was adjusted to FY 2024 for regulatory approval.

Current Project Appropriations

Prior Appropriations:	11,714,000
Less Expended as of 4/15/24:	506,574
Total Carryover:	11,207,426
New Funding:	-
Total FY 2025 Appropriations:	11,207,426

Guiding Principle: Stewardship of the Env. and Infrastructure

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 2024	859,000	700,000	(159,000)	-19%
Construction	FY 2019	FY 2024	FY 2020	FY 2025	5,560,000	10,967,000	5,407,000	97%
Other	FY 2020	FY 2024	FY 2021	FY 2025	140,000	47,000	(93,000)	-66%
Project Total (\$):					6,559,000	11,714,000	5,155,000	79%

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	1,268,000	-	-	-	-	-	-	1,268,000
Bonds (Cap)	10,446,000	-	-	-	-	-	-	10,446,000
Total Funded (\$)	11,714,000	-	-	-	-	-	-	11,714,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	11,714,000	-	-	-	-	-	-	11,714,000

Operating Cost Impact: The outdoor recreation pool is expected to open in May 2025 which will increase expenditures for additional lifeguards, landscape services, and one-time reopening expenses. The renovated outdoor recreation pool will be open for approximately two months during FY 2025. The remaining ongoing operating cost impacts including increases in expenditures and revenues will be determined for the FY2026 budget.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	58,500	-	-	-	-	-	58,500

Project Manager: Adam Goldstein, Swim and Fitness Center Superintendent, 240-314-8752.

Notes: This project first appeared in the FY 2018 CIP. FY 2025 work includes construction and project close out.



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: Project close out moved out a year to FY 2027. Funding shifted from construction to design.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	77,000
Total FY 2025 Appropriations:	77,000

Guiding Principle: Stewardship of the Env. and Infrastructure

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: 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	77,000	30,000	64%
Construction	FY 2026	FY 2026	FY 2026	FY 2027	383,000	429,600	46,600	12%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					430,000	506,600	76,600	18%

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	-	77,000	429,600	-	-	-	-	506,600
Total Funded (\$)	-	77,000	429,600	-	-	-	-	506,600
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	77,000	429,600	-	-	-	-	506,600

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks & Facilities Development Coordinator, 240-314-8608.

Notes: This project first appeared in the FY 2022 CIP. FY 2025 work includes solicitation for design services, permit approval, and procurement of construction services.



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: Project close out moved out a year to FY 2028. Funding shifted from construction to design.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Stewardship of the Env. and Infrastructure

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: Funding shifted from construction to design to align with cost estimates.

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	77,000	30,000	64%
Construction	FY 2027	FY 2027	FY 2027	FY 2028	459,600	429,600	(30,000)	-7%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					506,600	506,600	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	-	-	77,000	429,600	-	-	-	506,600
Total Funded (\$)	-	-	77,000	429,600	-	-	-	506,600
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	77,000	429,600	-	-	-	506,600

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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: Increased number of playgrounds from one to two in FY 2025 and FY 2027.

Current Project Appropriations

Prior Appropriations:	800,820
Less Expended as of 4/15/24:	379,569
Total Carryover:	421,251
New Funding:	700,000
Total FY 2025 Appropriations:	1,121,251

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; 2016 ADA Transition Plan; Consumer Product Safety Commission (CPSC) standards

Anticipated Project Outcome: Fun, safe, and engaging playground equipment that meets current ADA and CPSC standards.

Project Timeline and Total Cost by Type: Project total was increased to fund the replacement of two playground locations per fiscal year in FY 2025 and FY 2027, as well as 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	-	-	-	-	-	-	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	872,070	1,500,820	628,750	72%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					872,070	1,500,820	628,750	72%

Project Funding: The funding for this project is based on a 17-20 year replacement cycle. 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.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	800,820	700,000	350,000	700,000	350,000	350,000	-	3,250,820
Total Funded (\$)	800,820	700,000	350,000	700,000	350,000	350,000	-	3,250,820
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	800,820	700,000	350,000	700,000	350,000	350,000	-	3,250,820

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Charles Reed, Parks Services Manager, 240-314-8711.

Notes: FY 2025 work includes the replacement of the playground at Maryvale Park and Woodley Gardens Park. Tentative replacement schedule: Bullards (FY 2026); Broome and Falls Grove (FY 2027); three units at Horizon Hill (FY 2028); Hillcrest (FY 2029). Playground replacement schedule is subject to change based on a number of factors including condition, use, budget appropriations, 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: Project completion was extended to FY 2025 for project close out.

Current Project Appropriations

Prior Appropriations:	602,622
Less Expended as of 4/15/24:	293,541
Total Carryover:	309,081
New Funding:	-
Total FY 2025 Appropriations:	309,081

Guiding Principle: Stewardship of the Env. and Infrastructure

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 2025	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: This project first appeared in the FY 2021 CIP. FY 2025 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 includes design for the park's utility infrastructure and permit-ready design for park amenities within the funding-level available. The remaining design and construction will be determined annually based on funding availability. Staff will pursue outside funding, such as grants or donations, for build out of the remaining park amenities.

Changes from Previous Year: Additional Program Open Space funding was added to the project.

Current Project Appropriations

Prior Appropriations:	2,221,103
Less Expended as of 4/15/24:	-
Total Carryover:	2,221,103
New Funding:	1,711,676
Total FY 2025 Appropriations:	3,932,779

Guiding Principle: Stewardship of the Env. and Infrastructure

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	1,911,606	911,606	91%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					3,021,173	3,932,779	911,606	30%

Project Funding: This project is partially funded, and received \$2 million in ARPA funds during FY 2023 and \$199,930 from the Chesapeake Bay Trust grant for tree planting via a budget amendment in FY 2024. Once the project is designed, the city has \$1.7 million in Project Open Space funding to allocate towards the construction of this project.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Grants (Cap)	2,221,103	-	-	-	-	-	-	2,221,103
POS (Other-Cap)	-	1,711,676	-	-	-	-	-	1,711,676
Total Funded (\$)	2,221,103	1,711,676	-	-	-	-	-	3,932,779
Unfunded (Cap)	-	-	2,200,000	2,300,000	2,200,000	2,000,000	3,373,000	12,073,000
Total w/Unfunded (\$)	2,221,103	1,711,676	2,200,000	2,300,000	2,200,000	2,000,000	3,373,000	16,005,779

Operating Cost Impact: Operating cost impacts will be determined during the design phase.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Eric Grieshaber, Senior Construction Project Manager, 240-314-8609.

Notes: This project first appeared in the CIP in FY 2023. FY 2025 work includes the continuation of the design of park utility infrastructure, arboretum, trail network, community gardens, dog park, nature playground, picnic pavilions, realigning the vehicular entrance, as well as identifying locations of the amphitheater and Visitor Center.



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: None.

Current Project Appropriations

Prior Appropriations:	3,327,197
Less Expended as of 4/15/24:	1,205,583
Total Carryover:	2,121,614
New Funding:	698,647
Total FY 2025 Appropriations:	2,820,261

Guiding Principle: Stewardship of the Env. and Infrastructure

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	245,600	(171,400)	-41%
Construction	FY 2022	FY 2022	FY 2025	FY 2025	2,085,000	3,547,948	1,462,948	70%
Other	-	-	-	-	-	232,296	232,296	-
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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	3,327,197	698,647	1,364,602	1,230,000	1,161,390	1,000,000	-	8,781,836
Total Funded (\$)	3,327,197	698,647	1,364,602	1,230,000	1,161,390	1,000,000	-	8,781,836
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,327,197	698,647	1,364,602	1,230,000	1,161,390	1,000,000	-	8,781,836

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: FY 2025 work includes roof replacements at the Parks Maintenance storage facility, Twinbrook Annex, Beall Dawson House, Dogwood Park, and Water Treatment Plant, as well as completing roof replacements that were initially scheduled for prior years at City Hall, Bouic House, Lincoln Park Community Center, and the Recreation Services building.



Talbott Street Park (RB25)



Description: The water tower located at 200 Talbott Street within the Rockville Pike corridor has been decommissioned and is ready for demolition and removal. This project includes the demolition and removal of the water tower as well as the design and construction of a park on the city-owned ~.5 acre property. The Rockville Pike corridor is park deficient as defined in the 2020 R&P Strategic Plan and this project will provide a park to several multifamily complexes. Design and amenities to be included in the park will be determined with the community.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: 2020 Recreation and Parks Strategic Plan; Comprehensive Plan

Anticipated Project Outcome: Create a park within the northern section of the Rockville Pike Corridor which currently is park deficient as defined in the 2020 Recreation and Parks Strategic Plan.

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 2028	FY 2028	FY 2028	FY 2028	250,000	250,000	-	-
Construction	FY 2029	FY 2029	FY 2029	FY 2029	700,000	700,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					950,000	950,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	-	-	-	-	250,000	700,000	-	950,000
Total Funded (\$)	-	-	-	-	250,000	700,000	-	950,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	250,000	700,000	-	950,000

Operating Cost Impact: Will be determined during the design phase.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Charles Reed, Parks Maintenance Manager, 240-314-8711.

Notes: This is a new project for FY 2025.



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:	350,000
Less Expended as of 4/15/24:	16,375
Total Carryover:	333,625
New Funding:	-
Total FY 2025 Appropriations:	333,625

Guiding Principle: Stewardship of the Env. and Infrastructure

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	29,250	(10,750)	-27%
Construction	FY 2025	FY 2025	FY 2026	FY 2026	310,000	320,750	10,750	3%
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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
State Bond Bill (Other-Cap)	350,000	-	-	-	-	-	-	350,000
Total Funded (\$)	350,000	-	-	-	-	-	-	350,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	350,000	-	-	-	-	-	-	350,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: FY 2025 work includes construction of three gender neutral ADA restrooms.





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 2025:

West Gude Drive Bridge Repair (TA25)

Project(s) closed for FY 2025:

Town Center Road Diet (TB22)

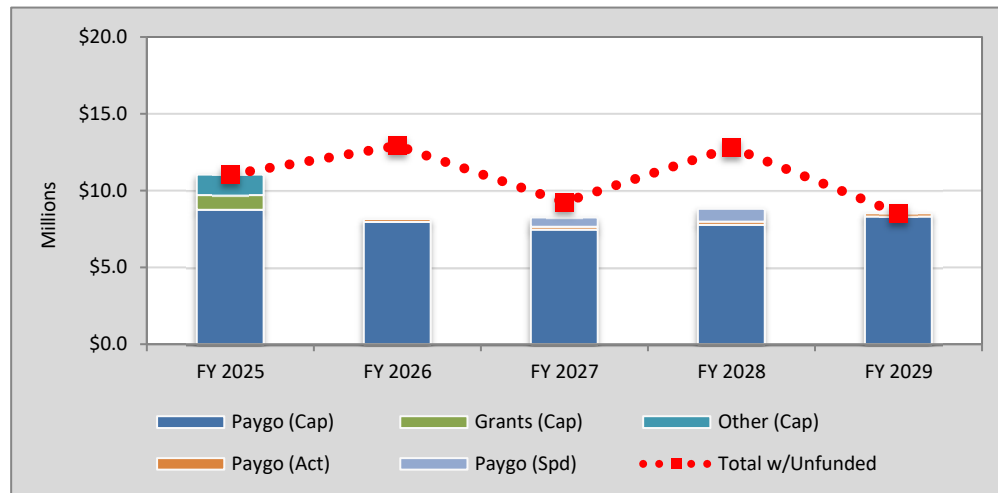
Traffic Signal at E. Middle Lane/Helen Heneghan Way (TF21)

West End Park Noise Barrier (3A81)



Completed Town Center Road Diet Project on North Washington Street (top) and East Middle Lane (bottom).

FY 2025 - FY 2029 New Funding Schedule



Transportation Program Area Summary of Total Funding

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Funded	39,414,400	11,038,000	8,145,000	8,235,000	8,805,000	8,516,000	-	84,153,400
Unfunded	-	-	4,780,000	1,000,000	4,000,000	-	-	9,780,000
Total with Unfunded (\$)	39,414,400	11,038,000	12,925,000	9,235,000	12,805,000	8,516,000	-	93,933,400



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: The unfunded portion of this project was restored with available reserves through a budget amendment during FY 2024.

Current Project Appropriations

Prior Appropriations:	14,519,000
Less Expended as of 4/15/24:	11,065,246
Total Carryover:	3,453,754
New Funding:	4,215,000
Total FY 2025 Appropriations:	7,668,754

Guiding Principle: Stewardship of the Env. and Infrastructure

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 budget was adjusted to account for 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	-	-	-	-	-	-	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	17,438,000	18,734,000	1,296,000	7%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					17,438,000	18,734,000	1,296,000	7%

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	14,519,000	4,215,000	4,340,000	4,470,000	4,605,000	4,743,000	-	36,892,000
Total Funded (\$)	14,519,000	4,215,000	4,340,000	4,470,000	4,605,000	4,743,000	-	36,892,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	14,519,000	4,215,000	4,340,000	4,470,000	4,605,000	4,743,000	-	36,892,000

Operating Cost Impact: Signage and towing services for work zones.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	4,500	-	-	-	-	-	-	4,500

Project Manager: Dan Stevens, Chief of Construction Management, 240-314-8552.

Notes: FY 2025 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 of 6 percent in FY 2025, and 3 percent beyond. The schedule of streets is posted on the city's website:

www.rockvillemd.gov/street-repairs.



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: None.

Current Project Appropriations

Prior Appropriations:	465,000
Less Expended as of 4/15/24:	99,964
Total Carryover:	365,036
New Funding:	250,000
Total FY 2025 Appropriations:	615,036

Guiding Principle: Stewardship of the Env. and Infrastructure

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. Funding was added in FY 2023 for a short-term emergency repair design for the West Gude Drive Bridge. Based on the scope and scale of the repairs needed, the construction of these repairs has been moved to a new project, West Gude Drive Bridge Repair (TA25).

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	365,000	250,000	905,000	-	-	230,000	-	1,750,000
Paygo (Act)	100,000	-	-	-	-	-	-	100,000
Paygo (Spd)	-	-	-	590,000	840,000	-	-	1,430,000
Total Funded (\$)	465,000	250,000	905,000	590,000	840,000	230,000	-	3,280,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	465,000	250,000	905,000	590,000	840,000	230,000	-	3,280,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: FY 2025 work includes assessing additional 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: The unfunded portion of this project was restored with available reserves through a budget amendment during FY 2024.

Current Project Appropriations

Prior Appropriations:	8,460,000
Less Expended as of 4/15/24:	8,132,681
Total Carryover:	327,319
New Funding:	2,525,000
Total FY 2025 Appropriations:	2,852,319

Guiding Principle: Stewardship of the Env. and Infrastructure

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.

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	10,985,000	471,000	4%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					10,514,000	10,985,000	471,000	4%

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	8,460,000	2,525,000	2,600,000	2,675,000	2,760,000	2,843,000	-	21,863,000
Total Funded (\$)	8,460,000	2,525,000	2,600,000	2,675,000	2,760,000	2,843,000	-	21,863,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	8,460,000	2,525,000	2,600,000	2,675,000	2,760,000	2,843,000	-	21,863,000

Operating Cost Impact: Signage and towing services for work zones.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	4,500	-	-	-	-	-	-	4,500

Project Manager: Dan Stevens, Chief of Construction Management, 240-314-8552.

Notes: FY 2025 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. The budget includes a cost escalation factor of approximately 3 percent in FY 2025 and beyond. The schedule of streets is posted and updated each fiscal year on the city's website: www.rockvillemd.gov/street-repairs.



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: Construction start and completion have been delayed an additional year due to the federal National Environmental Policy Act (NEPA) and aid process.

Current Project Appropriations

Prior Appropriations:	1,793,010
Less Expended as of 4/15/24:	236,206
Total Carryover:	1,556,804
New Funding:	-
Total FY 2025 Appropriations:	1,556,804

Guiding Principle: Stewardship of the Env. and Infrastructure

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 start and completion have been delayed an additional year due to the federal NEPA and aid process.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2016	FY 2021	FY 2019	FY 2025	370,000	203,010	(166,990)	-45%
Construction	FY 2019	FY 2025	FY 2020	FY 2026	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 remaining cost.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Andrew Luetkemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This project first appeared in the FY 2016 CIP. FY 2025 work includes completion of design, bidding, and start of construction. Project design contracts are managed by MDOT SHA; however, it is anticipated that the construction contract will be managed by the city. 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 in three phases. Phase 1 includes approximately 2,000 standard light types, and Phases 2 and 3 each include approximately 600 decorative light types. Conversion of city streetlights to LED is action M-02 of the Climate Action Plan.

Changes from Previous Year: \$50,000 was added during FY 2024 to fund the award of Phase 2. Additionally, the unfunded portion of this project was funded, and the total project cost increased based on most recent bid pricing.

Current Project Appropriations

Prior Appropriations:	2,150,000
Less Expended as of 4/15/24:	502,395
Total Carryover:	1,647,605
New Funding:	1,400,000
Total FY 2025 Appropriations:	3,047,605

Guiding Principle: Stewardship of the Env. and Infrastructure

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 Capital Projects Fund appropriations. Funding increased due to construction market conditions reflecting Phase 1 bid pricing, as well as funding the previously unfunded Phase 3.

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	3,550,000	2,550,000	255%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,000,000	3,550,000	2,550,000	255%

Project Funding: This project is fully funded, and includes MEA grant funding as well as funding anticipated through the Pepco EmpowerMD rebate program.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	1,400,375	1,325,000	-	-	-	-	-	2,725,375
Grants (Cap)	749,625	75,000	-	-	-	-	-	824,625
Total Funded (\$)	2,150,000	1,400,000	-	-	-	-	-	3,550,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,150,000	1,400,000	-	-	-	-	-	3,550,000

Operating Cost Impact: Operating cost reduction in streetlight electricity.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	(130,000)	(30,000)	-	-	-	(160,000)

Project Manager: Andrew Luetkemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This project first appeared in the FY 2022 CIP. FY 2025 work includes the completion of Phase 2 and Phase 3 (decorative fixtures). The city anticipates receiving rebates through the Pepco EmPowerMD incentive program, as funding from the program allows, and will continue to seek other grants from MEA or other sources.



Maryland Dawson Extended (5C11)



Description: This project extends Maryland Ave. between Beall and Dawson Avenues and Dawson Ave. between N. Washington St. and MD 355. Phase 1 - Dawson Ave. from N. Washington St. to Maryland Ave. extended (complete; designed and constructed by developers); Phase 2 - Dawson Ave. extended to MD 355; Phase 3 - Maryland Ave. between Beall Ave. and Dawson Ave. extended. Phases include necessary utility relocation, street lighting, and integrated pocket parks along Maryland Ave.

Changes from Previous Year: Phase 2 construction and resulting OCI shifted due to a delay in right-of-way acquisition, and additional County Impact Tax funds were added. Unfunded amount decreased as funds will not be required for Phase 3 right-of-way acquisition.

Current Project Appropriations

Prior Appropriations:	4,877,334
Less Expended as of 4/15/24:	520,519
Total Carryover:	4,356,815
New Funding:	365,000
Total FY 2025 Appropriations:	4,721,815

Guiding Principle: Economic Development

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 2 design, which started in spring 2015, increased in cost due to right-of-way acquisition. Phase 2 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 for 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 2025	500,000	800,000	300,000	60%
Construction	FY 2017	FY 2025	FY 2020	FY 2026	1,960,000	4,442,334	2,482,334	127%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,460,000	5,242,334	2,782,334	113%

Project Funding: This project is partially funded. FY 2028 unfunded amount covers Phase 3 construction. Sources of funding may include County Impact Tax, developer contributions, and federal grants.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Developer (Cap)	99,900	-	-	-	-	-	-	99,900
Co. Impact Tax (Other-Cap)	4,777,434	365,000	-	-	-	-	-	5,142,434
Total Funded (\$)	4,877,334	365,000	-	-	-	-	-	5,242,334
Unfunded (Cap)	-	-	-	-	4,000,000	-	-	4,000,000
Total w/Unfunded (\$)	4,877,334	365,000	-	-	4,000,000	-	-	9,242,334

Operating Cost Impact: Landscaping, snow removal, stormwater management, and maintenance and repair. If funded, Phase 3 would add an additional \$7,500 for these services upon completion.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025 work includes right-of-way acquisition, design completion, and start of Phase 2 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 and the Bikeway and Pedestrian master plans. 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.

Changes from Previous Year: Grant funding totaling \$320,000, plus an \$80,000 city match, was added to FY 2025 for safety audits at 30 intersections. Additional grant funding totaling \$312,000 was added through a budget amendment during FY 2024, and \$75,000 was transferred from a completed project's savings to fund an additional improvement.

Current Project Appropriations

Prior Appropriations:	2,077,797
Less Expended as of 4/15/24:	443,340
Total Carryover:	1,634,457
New Funding:	500,000
Total FY 2025 Appropriations:	2,134,457

Guiding Principle: Public Safety

Mandate/Plan: Vision Zero Action Plan; 2017 Bikeway Master Plan; 2023 Pedestrian Master Plan; 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, recognize awarded grants, and carry over work not completed in the prior five year project (4B71).

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	1,482,924	1,432,924	2866%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	300,000	1,094,873	794,873	265%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					350,000	2,577,797	2,227,797	637%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments. This city will continue to apply for grants for this project.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	637,181	180,000	100,000	100,000	100,000	100,000	-	1,217,181
Grants (Cap)	908,900	320,000	-	-	-	-	-	1,228,900
Paygo (Act)	322,598	-	-	-	-	-	-	322,598
Paygo (Spd)	209,118	-	-	-	-	-	-	209,118
Total Funded (\$)	2,077,797	500,000	100,000	100,000	100,000	100,000	-	2,977,797
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,077,797	500,000	100,000	100,000	100,000	100,000	-	2,977,797

Operating Cost Impact: Signal maintenance, signs, line striping, repairs, stormwater management, and landscaping.

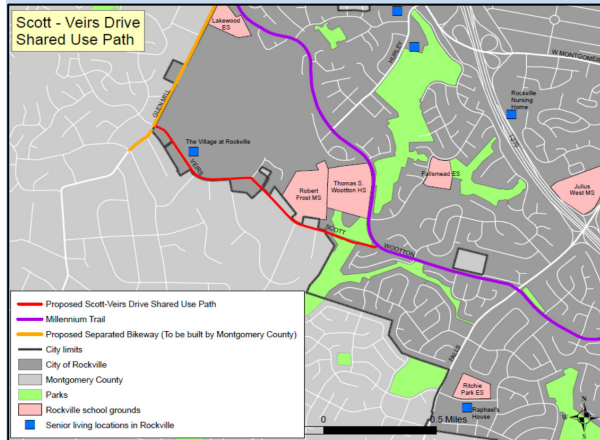
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	3,000	1,000	1,000	1,000	1,000	1,000	-	8,000

Project Manager: Bryan Barnett-Woods, Principal Transportation Planner, 240-314-8527.

Notes: This project first appeared in the FY 2021 CIP. FY 2025 work includes construction of Phase 1 intersection improvements; construction of bikeway facilities from the 2017 Bikeway Master Plan including the Martins Ln. bicycle lanes, and design of the Halpine Rd. and E. Jefferson St. bicycle lanes; implementation of the 2023 Pedestrian Master Plan including Fleet and Monroe Street shared use path; implementation of the Redland Blvd. road diet demonstration project; design of the Beall Ave. Complete streets and Asphalt Art project; the Twinbrook Safe Routes to School and Transit Accessibility study; and the 30 Safe Streets and Roads for All intersection safety audits.



Scott-Veirs Drive Shared-Use Path (TA23)



Description: This project designs and constructs a 1.2-mile shared-use path along Scott Drive and Veirs Drive, between Glen Mill Road and Wootton Parkway, connecting the City of Rockville with the North Potomac area of Montgomery County.

Changes from Previous Year: Funding status for the design portion of this project changed from unfunded to funded.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	250,000
Total FY 2025 Appropriations:	250,000

Guiding Principle: Public Safety

Mandate/Plan: Vision Zero Action Plan; 2017 Bikeway Master Plan; Pedestrian Master Plan

Anticipated Project Outcome: Path provides safer and better connection for pedestrians and bicyclists.

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 2025	FY 2025	FY 2026	FY 2026	250,000	250,000	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					250,000	250,000	-	-

Project Funding: This project is partially funded. Staff will pursue grant opportunities for this project.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	-	250,000	-	-	-	-	-	250,000
Total Funded (\$)	-	250,000	-	-	-	-	-	250,000
Unfunded (Cap)	-	-	-	1,000,000	-	-	-	1,000,000
Total w/Unfunded (\$)	-	250,000	-	1,000,000	-	-	-	1,250,000

Operating Cost Impact: Maintenance, snow removal, landscaping, and stormwater management would add \$4,500 to the operating budget starting in FY 2028, if construction is funded.

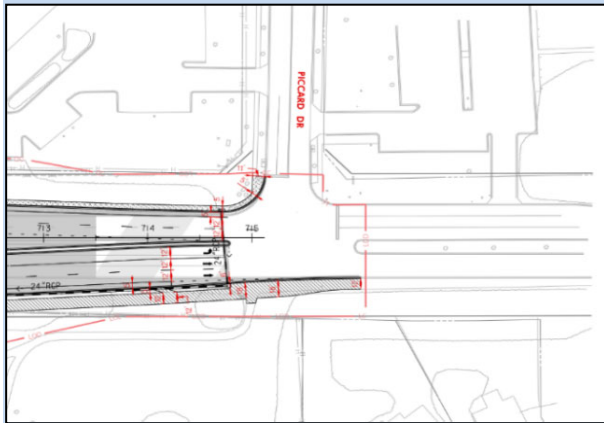
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-
SWM	-	-	-	-	-	-	-	-

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project first appeared in the FY 2023 CIP. This project is based on a completed feasibility study performed as part of the Pedestrian and Bicycle Safety (TD21) CIP project. FY 2025 work includes start of design.



Senior Center Entrance (TA24)



Description: This project will construct a new vehicular entrance to the Senior Center parking lot from West Gude Drive, while restricting access through the residential neighborhood. Consideration of pedestrian/bike access also will be explored. A site layout and mitigation plan will be established early in the design process.

Changes from Previous Year: \$150,000 was added during FY 2024 to increase funding needed for design and additional public meetings.

Current Project Appropriations

Prior Appropriations:	250,000
Less Expended as of 4/15/24:	8,337
Total Carryover:	241,663
New Funding:	-
Total FY 2025 Appropriations:	241,663

Guiding Principle: Public Safety

Mandate/Plan: Comprehensive Plan

Anticipated Project Outcome: 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: \$150,000 was added through a budget amendment to fund design and additional public meetings.

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	250,000	150,000	150%
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					100,000	250,000	150,000	150%

Project Funding: This project is partially funded. The unfunded FY 2026 portion represents a placeholder for construction as directed by the Mayor and Council. Actual construction funding needed will be determined during design.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	250,000	-	-	-	-	-	-	250,000
Total Funded (\$)	250,000	-	-	-	-	-	-	250,000
Unfunded (Cap)	-	-	1,000,000	-	-	-	-	1,000,000
Total w/Unfunded (\$)	250,000	-	1,000,000	-	-	-	-	1,250,000

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.

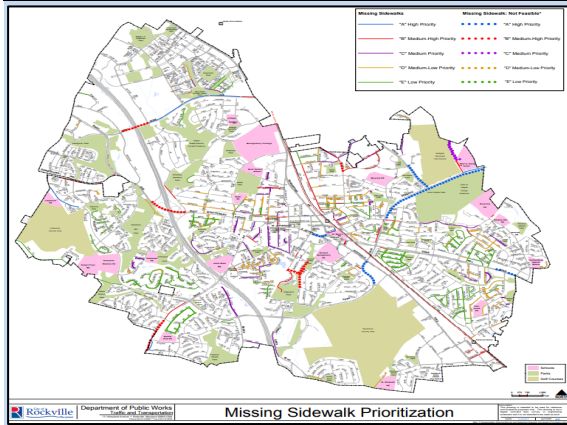
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-
SWM	-	-	-	-	-	-	-	-

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project was created through a FY 2023 budget amendment. FY 2025 work includes design completion. An advisory group representing surrounding neighborhoods was created to provide input throughout the design of this project.



Sidewalks: FY21-FY25 (TE21)



Description: This project provides safe and accessible pedestrian facilities by constructing missing city sidewalk 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's website: www.rockvillemd.gov/Sidewalks.

Changes from Previous Year: County Impact Tax funding was added for FY 2025, and outyear funding increased to better support the implementation of adopted city plans and policies.

Current Project Appropriations

Prior Appropriations:	2,742,259
Less Expended as of 4/15/24:	777,134
Total Carryover:	1,965,125
New Funding:	965,000
Total FY 2025 Appropriations:	2,930,125

Guiding Principle: Public Safety

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

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

Project Timeline and Total Cost by Type: Grant funds, funding for work not completed in the prior five year project (TF16), and additional funds supported by supplemental tax duplication revenue were added to this project.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2022	FY 2025	FY 2025	215,000	558,143	343,143	160%
Construction	FY 2021	FY 2022	FY 2025	FY 2025	1,877,040	3,149,116	1,272,076	68%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,092,040	3,707,259	1,615,219	77%

Project Funding: This project is fully funded; however, Group 2 feasibility studies may result in changes to funding levels beyond FY 2025. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	795,721	-	-	200,000	300,000	400,000	-	1,695,721
Grants (Cap)	265,040	-	-	-	-	-	-	265,040
Developer (Cap)	165,000	-	-	-	-	-	-	165,000
Co. Impact Tax (Other-Cap)	-	965,000	-	-	-	-	-	965,000
Paygo (Act)	1,116,498	-	200,000	200,000	200,000	200,000	-	1,916,498
Paygo (Spd)	400,000	-	-	-	-	-	-	400,000
Total Funded (\$)	2,742,259	965,000	200,000	400,000	500,000	600,000	-	5,407,259
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,742,259	965,000	200,000	400,000	500,000	600,000	-	5,407,259

Operating Cost Impact: Maintenance, snow removal, landscaping, and stormwater management.

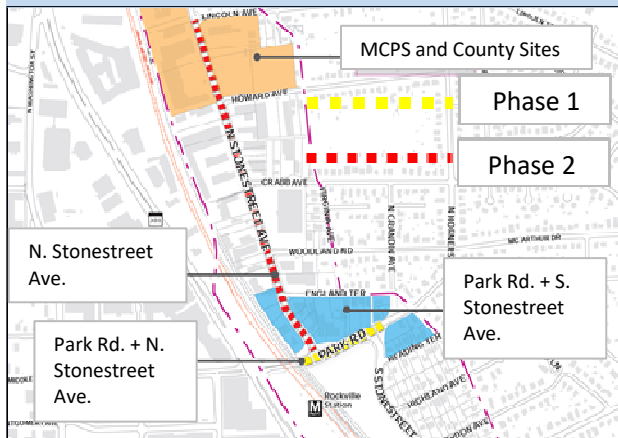
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	3,000	1,000	1,000	1,000	1,000	1,000	-	8,000
SWM	6,000	2,000	2,000	2,000	2,000	2,000	-	16,000

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: FY 2025 work includes construction completion of the W. Gude Drive, Potomac Valley Road, and Group 1 sidewalks (Highland Ave., Frederick Ave., Monroe St., and Nelson St.). Group 2 sidewalks (Carr Ave., Charles St., Croydon Ave., Gail Ave., and Woodland Rd.) determined feasible in FY 2024, will be designed in FY 2025 and begin construction in FY 2026.



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. The project consists of two phases: Phase 1 - Park Road improvement and traffic signal reconstruction at the intersection of S. Stonestreet Avenue and Park Road; and Phase 2 - N. Stonestreet Avenue road improvement between Park Road and Lincoln Avenue.

Changes from Previous Year: Project completion was delayed one year due to continued coordination with MDOT SHA.

Current Project Appropriations

Prior Appropriations:	1,180,000
Less Expended as of 4/15/24:	-
Total Carryover:	1,180,000
New Funding:	-
Total FY 2025 Appropriations:	1,180,000

Guiding Principle: Public Safety

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 was delayed due to grant coordination with MDOT SHA. ARPA funding was added to this project to fund a portion of Phase 1 construction.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2024	FY 2021	FY 2025	250,000	450,000	200,000	80%
Construction	FY 2025	FY 2026	FY 2026	FY 2027	-	550,000	550,000	-
Other	FY 2020	FY 2024	FY 2021	FY 2025	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 1 construction. The city is pursuing grant funding for the currently unfunded construction portion of this project.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 \$12,000 (\$4,000 General Fund and \$2,250 SWM Fund in both FY 2027 and FY 2028) for landscaping, snow removal, stormwater management, and maintenance and repair.

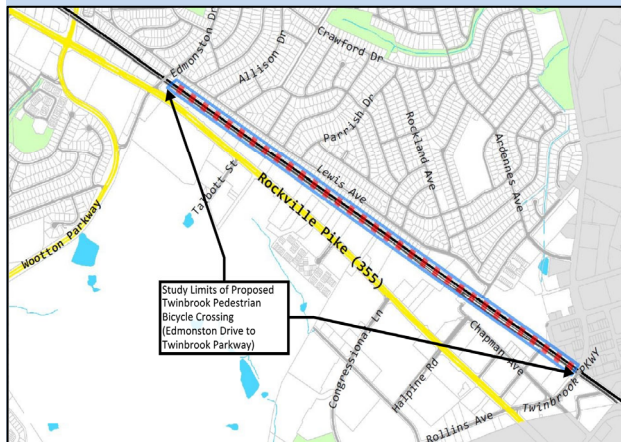
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-
SWM	-	-	-	-	-	-	-	-

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project first appeared in the FY 2020 CIP. FY 2025 work includes design completion of both phases.



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 enhance pedestrian and bicycle mobility and safety. Current funding covers feasibility and 30 percent design only.

Changes from Previous Year: Grant funding was added for FY 2025, and the estimated design completion date was updated based on the current schedule.

Current Project Appropriations

Prior Appropriations:	400,000
Less Expended as of 4/15/24:	43,605
Total Carryover:	356,395
New Funding:	568,000
Total FY 2025 Appropriations:	924,395

Guiding Principle: Public Safety

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 30 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	FY 2028	50,000	968,000	918,000	1836%
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					50,000	968,000	918,000	1836%

Project Funding: This project is partially funded for feasibility and 30 percent design only, and includes a federal Reconnecting Communities grant. Staff will seek additional federal funding to complete design. Construction estimates will depend on the location and design.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	400,000	-	-	-	-	-	-	400,000
Grants (Cap)	-	568,000	-	-	-	-	-	568,000
Total Funded (\$)	400,000	568,000	-	-	-	-	-	968,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	400,000	568,000	-	-	-	-	-	968,000

Operating Cost Impact: Specific ongoing operating cost impacts will be determined during the design phase.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Faramarz Mokhtari, Senior Transportation Planner, 240-314-8509.

Notes: This project first appeared in FY 2022. FY 2025 work includes feasibility analysis of four potential crossing locations, a benefit cost analysis, the selection of a preferred alternative, and start of design.



West Gude Drive Bridge Repair (TA25)



Description: This project repairs the West Gude Drive bridge over I-270. These improvements will increase the structure's longevity and live load carrying capacity.

Changes from Previous Year: This project was created during FY 2024 and received partial funding via a budget amendment.

Current Project Appropriations

Prior Appropriations:	500,000
Less Expended as of 4/15/24:	-
Total Carryover:	500,000
New Funding:	-
Total FY 2025 Appropriations:	500,000

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: National Bridge Inspection Program, M-R-11001 Letter of Concern

Anticipated Project Outcome: Increased safe carrying capacity and longer useful service life.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	FY 2026	FY 2026	FY 2027	FY 2027	500,000	500,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					500,000	500,000	-	-

Project Funding: This project is partially funded. The city is seeking federal funding for 80 percent of the construction cost.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Act)	500,000	-	-	-	-	-	-	500,000
Total Funded (\$)	500,000	-	-	-	-	-	-	500,000
Unfunded (Cap)	-	-	930,000	-	-	-	-	930,000
Total w/Unfunded (\$)	500,000	-	930,000	-	-	-	-	1,430,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project was created via budget amendment in FY 2024. The city is seeking federal funding equal to 80 percent of the construction cost. The design of this bridge repair is funded in Bridge Rehabilitation (TB21).



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 2025:

None

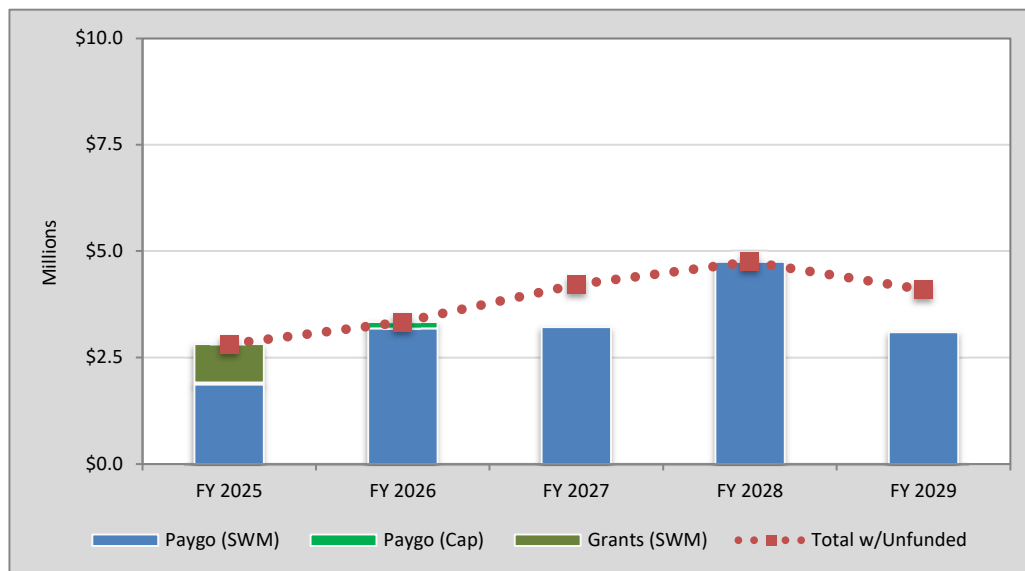
Project(s) closed for FY 2025:

None



Degraded stream bank with erosion (top); Northeast Park under construction, August 2023 (bottom)

FY 2025 - FY 2029 New Funding Schedule



Stormwater Management Program Area Summary of Total Funding

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Funded	20,237,396	2,814,400	3,335,000	3,212,000	4,749,000	3,089,875	5,754,000	43,191,671
Unfunded	-	-	-	1,000,000	-	1,000,000	-	2,000,000
Total with Unfunded (\$)	20,237,396	2,814,400	3,335,000	4,212,000	4,749,000	4,089,875	5,754,000	45,191,671



Flood Resiliency Master Plan (SA23)



Description: This project develops a Flood Resiliency Master Plan and initiates Master Plan projects. 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: Staff applied for and shifted timeline by one year in anticipation of a potential Federal Emergency Management Agency (FEMA) grant award.

Current Project Appropriations

Prior Appropriations:	1,500,000
Less Expended as of 4/15/24:	179,000
Total Carryover:	1,321,000
New Funding:	-
Total FY 2025 Appropriations:	1,321,000

Guiding Principle: Public Safety

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: Timeline was extended due to grant application.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2023	FY 2023	FY 2027	FY 2028	1,500,000	1,500,000	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,500,000	1,500,000	-	-

Project Funding: This project is partially funded. 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. The unfunded portion in FY 2027 and FY 2029 represents a placeholder amount for high-priority projects recommended by the USACE study and/or the Master Plan. Actual funding needs for those projects will not be known until the plan is complete.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Meredith Neely, Principal Environmental Engineer, 240-314-8874.

Notes: This project first appeared in the FY 2023 CIP. FY 2025 work includes continuation of USACE-led flooding study on two subwatersheds impacted by Tropical Storm Ida and the start of citywide data collection activities and development of flood model protocols.



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; and repairs an outfall, dredges the stormwater management facility, and addresses a failed gabion endwall within Potomac Woods Park. Recent 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: Cost estimates were increased due to construction market conditions and the results of a recent sedimentation survey. The city received a \$900,000 federal earmark for this project for FY 2025.

Current Project Appropriations

Prior Appropriations:	1,300,000
Less Expended as of 4/15/24:	89,759
Total Carryover:	1,210,241
New Funding:	950,000
Total FY 2025 Appropriations:	2,160,241

Guiding Principle: Stewardship of the Env. and Infrastructure

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: Cost estimates were increased due to construction market conditions and the results of a recent sedimentation survey.

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	675,000	175,000	35%
Construction	FY 2024	FY 2026	FY 2027	FY 2027	1,535,000	2,027,000	492,000	32%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,035,000	2,702,000	667,000	33%

Project Funding: This project is fully funded and includes a \$900,000 federal earmark.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	-	50,000	150,000	-	-	-	-	200,000
Paygo (SWM)	1,300,000	-	302,000	-	-	-	-	1,602,000
Grants (SWM)	-	900,000	-	-	-	-	-	900,000
Total Funded (\$)	1,300,000	950,000	452,000	-	-	-	-	2,702,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,300,000	950,000	452,000	-	-	-	-	2,702,000

Operating Cost Impact: No impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Gina Arnett, Senior Civil Engineer, 240-314-8517.

Notes: This project first appeared in the FY 2023 CIP. FY 2025 work includes ongoing design of the following tasks: storm drain capacity improvements, Stratton Drive stormwater outfall repair, dredging of the stormwater management facility, and replacement of a failed 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: An assessment of large diameter storm drain pipes was added in FY 2025, and construction of future projects was deferred one year pending the outcome of this assessment.

Current Project Appropriations

Prior Appropriations:	1,662,414
Less Expended as of 4/15/24:	487,334
Total Carryover:	1,175,080
New Funding:	200,000
Total FY 2025 Appropriations:	1,375,080

Guiding Principle: Stewardship of the Env. and Infrastructure

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 future projects was deferred pending the outcome of a large diameter storm drain assessment in FY 2025 and the Flood Resiliency Master Plan, resulting in a net decrease to the project total.

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	679,388	157,388	30%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	4,977,000	1,183,026	(3,793,974)	-76%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					5,499,000	1,862,414	(3,636,586)	-66%

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (SWM)	1,662,414	200,000	1,091,000	684,000	2,204,000	648,000	-	6,489,414
Total Funded (\$)	1,662,414	200,000	1,091,000	684,000	2,204,000	648,000	-	6,489,414
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,662,414	200,000	1,091,000	684,000	2,204,000	648,000	-	6,489,414

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: FY 2025 work includes storm drain assessment of large diameter corrugated metal pipes. Priority and schedule for work planned within this project will be based on results of these assessments.



Stream Restoration: Anderson Park/Plymouth Woods Community (SA18)



Description: This project designs and constructs stream restoration within Anderson Park and Plymouth Woods private property. This stream has highly eroded stream banks that endanger sanitary sewer infrastructure and private property, and are a significant source of sediment. Large sediment sources and potential sanitary sewer overflows reduce water quality within the watershed and ultimately the Chesapeake Bay.

Changes from Previous Year: Project completion was delayed two years due to continued coordination between MDOT SHA and the Plymouth Woods community.

Current Project Appropriations

Prior Appropriations:	4,242,000
Less Expended as of 4/15/24:	364,834
Total Carryover:	3,877,166
New Funding:	-
Total FY 2025 Appropriations:	3,877,166

Guiding Principle: Stewardship of the Env. and Infrastructure

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: Project scope and costs increased due to Nelson St. spot repair and coordination with MDOT SHA to fund restoration work on Plymouth Woods 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 as a partner responsible for the work on Plymouth Woods property in 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 2025	454,000	454,000	-	-
Construction	FY 2020	FY 2026	FY 2021	FY 2027	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (SWM)	2,472,035	-	-	-	-	-	-	2,472,035
SHA (Other-SWM)	1,769,965	-	-	-	-	-	-	1,769,965
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 totaling \$47,000 as required by U.S. Army Corps of Engineers. This amount is partially offset by a reimbursement of approximately \$13,000 annually for this stream monitoring as well as maintenance during this five year period from the partnership with SHA.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	34,000	-	-	-	34,000

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 2025 work includes design modification that meets current MDE requirements.



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 schedule was delayed due to regulatory approvals impacting design completion.

Current Project Appropriations

Prior Appropriations:	5,913,265
Less Expended as of 4/15/24:	530,279
Total Carryover:	5,382,986
New Funding:	-
Total FY 2025 Appropriations:	5,382,986

Guiding Principle: Stewardship of the Env. and Infrastructure

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 2024	636,000	566,865	(69,135)	-11%
Construction	FY 2019	FY 2025	FY 2020	FY 2027	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	100,000	-	-	-	-	-	-	100,000
Paygo (SWM)	1,243,265	-	-	-	-	-	-	1,243,265
Bonds (SWM)	2,570,000	-	-	-	-	-	-	2,570,000
Grants (SWM)	2,000,000	-	-	-	-	-	-	2,000,000
Total Funded (\$)	5,913,265	-	-	-	-	-	-	5,913,265
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	5,913,265	-	-	-	-	-	-	5,913,265

Operating Cost Impact: Five years, starting in FY 2028, of post-restoration stream stability monitoring as required by U.S. Army Corps of Engineers.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	-	51,000	-	-	51,000

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: This project first appeared in the FY 2016 CIP. FY 2025 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 or 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 for current and future projects increased due to construction market conditions.

Current Project Appropriations

Prior Appropriations:	947,000
Less Expended as of 4/15/24:	353,183
Total Carryover:	593,817
New Funding:	671,400
Total FY 2025 Appropriations:	1,265,217

Guiding Principle: Stewardship of the Env. and Infrastructure

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 funding increased due to construction market conditions. Project schedule and funding was adjusted to address emergency spot repairs at Cabin John Parkway, and to fund recently identified and prioritized spot repairs.

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	1,258,400	773,400	159%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					818,000	1,618,400	800,400	98%

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (SWM)	947,000	671,400	750,000	900,000	945,000	991,875	-	5,205,275
Total Funded (\$)	947,000	671,400	750,000	900,000	945,000	991,875	-	5,205,275
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	947,000	671,400	750,000	900,000	945,000	991,875	-	5,205,275

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: FY 2025 work includes the design of Lochness Court Spot Repair and the construction of Glenora Park Spot Repair. 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: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Stewardship of the Env. and Infrastructure

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 based on low risk of immediate failure, 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) 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 2031	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	-	-	-	-	-	-	89,000	89,000

Project Manager: Gabe Kosarek, Engineering Supervisor, 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. These projects improve water quality, aesthetics, and flood control; promote wildlife; and restore facility function. Projects are identified and prioritized through planning and the city pond sedimentation study.

Changes from Previous Year: Projects have been reprioritized based upon the results of the sedimentation study.

Current Project Appropriations

Prior Appropriations:	4,672,717
Less Expended as of 4/15/24:	3,030,325
Total Carryover:	1,642,392
New Funding:	993,000
Total FY 2025 Appropriations:	2,635,392

Guiding Principle: Stewardship of the Env. and Infrastructure

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: Projects have been reprioritized based on sedimentation study results. Overall program funding increased due to a shift to increase resiliency and sustainability of SWM facilities through expanded sediment removal to ensure compliance with regulatory standards and functionality. 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	903,637	408,637	83%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	3,933,767	4,762,080	828,313	21%
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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (SWM)	4,322,717	993,000	1,042,000	1,094,000	1,600,000	1,450,000	-	10,501,717
DNR Grant (SWM)	350,000	-	-	-	-	-	-	350,000
Total Funded (\$)	4,672,717	993,000	1,042,000	1,094,000	1,600,000	1,450,000	-	10,851,717
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	4,672,717	993,000	1,042,000	1,094,000	1,600,000	1,450,000	-	10,851,717

Operating Cost Impact: Starting in FY 2024 no additional funds are needed for SWM facilities maintenance.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
SWM	13,000	-	-	-	-	-	-	13,000

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: FY 2025 work includes design of King Farm Irvington SWM Facility, and the construction of Maryvale Park SWM Facility, Falls Grove Pond #1B, Falls Grove Pond #2, Falls Grove Pond #5, City SWM Facility at the Villages of Tower Oaks, and the City Maintenance Yard SWM Facility. 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).

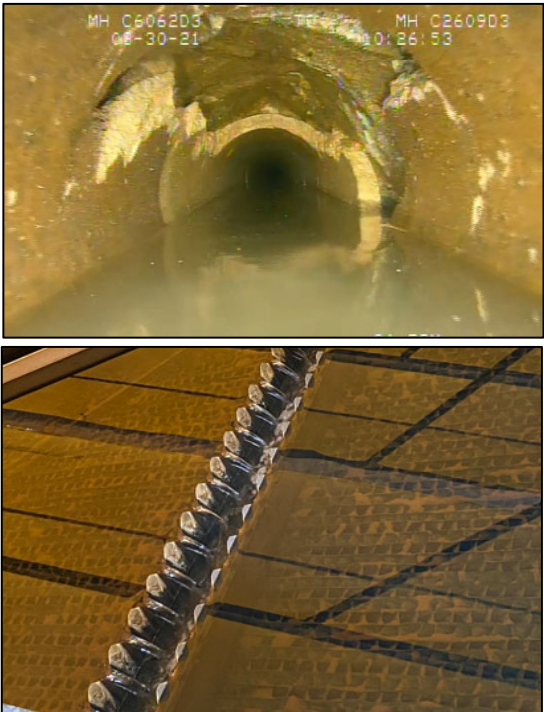
Goal: To protect public health, comply with federal and State safe drinking water and clean water regulations, preserve and improve the reliability of water and wastewater infrastructure, and support existing and planned development consistent with the Comprehensive Plan.

New project(s) for FY 2025:

None

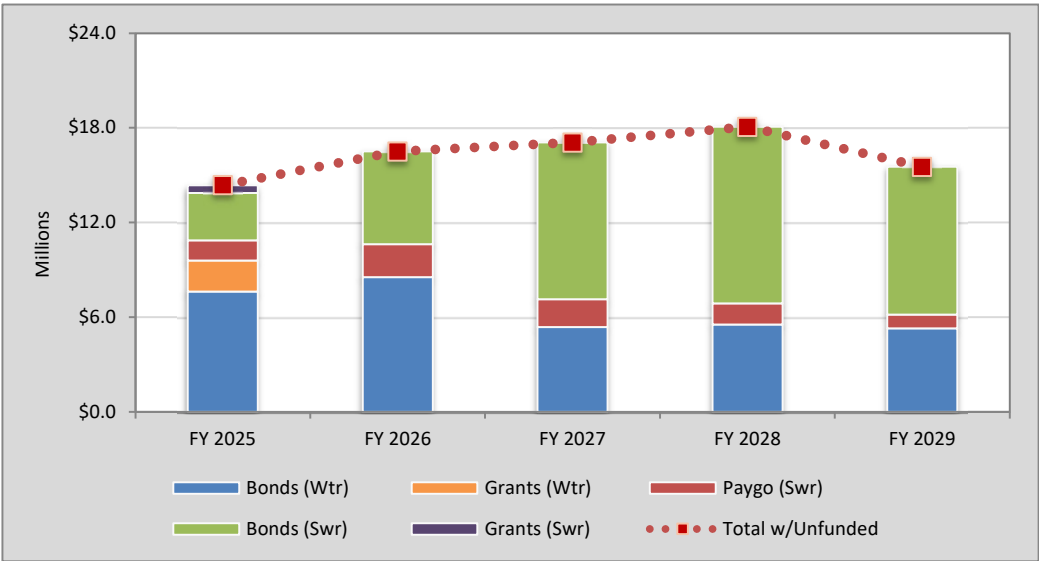
Project(s) closed for FY 2025:

None



Broken sanitary sewer main that requires replacement (top); WTP clarifier (bottom)

FY 2025 - FY 2029 New Funding Schedule



Utilities Program Area Summary of Total Funding

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Funded	46,063,623	14,359,692	16,504,000	17,072,808	18,069,000	15,530,000	4,065,000	131,664,123
Unfunded	-	-	-	-	-	-	-	-
Total with Unfunded (\$)	46,063,623	14,359,692	16,504,000	17,072,808	18,069,000	15,530,000	4,065,000	131,664,123



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 2025 funding decreased to reflect prior years' savings. FY 2026 funding decreased, and FY 2027 and FY 2028 increased based on WSSC's proposed capital budget. The net result is an increase of \$3,796,000 from FY 2025 to FY 2028.

Current Project Appropriations

Prior Appropriations:	14,889,000
Less Expended as of 4/15/24:	9,923,283
Total Carryover:	4,965,717
New Funding:	3,498,000
Total FY 2025 Appropriations:	8,463,717

Guiding Principle: Effective and Efficient 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	18,387,000	(3,405,000)	-16%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					21,792,000	18,387,000	(3,405,000)	-16%

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Swr)	-	502,285	548,978	-	-	-	-	1,051,263
Bonds (Swr)	14,889,000	2,995,715	5,886,022	9,238,000	9,955,000	7,550,000	-	50,513,737
Total Funded (\$)	14,889,000	3,498,000	6,435,000	9,238,000	9,955,000	7,550,000	-	51,565,000
Unfunded (Swr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	14,889,000	3,498,000	6,435,000	9,238,000	9,955,000	7,550,000	-	51,565,000

Operating Cost Impact: No measurable impact.

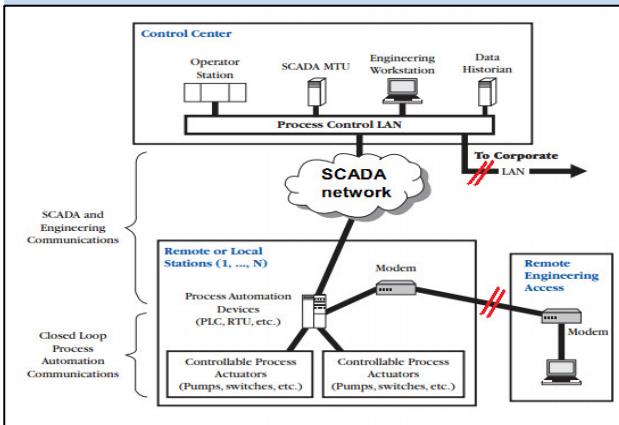
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Sewer	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: Budget is based on the Proposed WSSC FY 2025 - FY 2030 Capital Improvements 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 tools to protect 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: None.

Current Project Appropriations

Prior Appropriations:	850,000
Less Expended as of 4/15/24:	530,511
Total Carryover:	319,489
New Funding:	-
Total FY 2025 Appropriations:	319,489

Guiding Principle: Public Safety

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 all equipment has been selected.

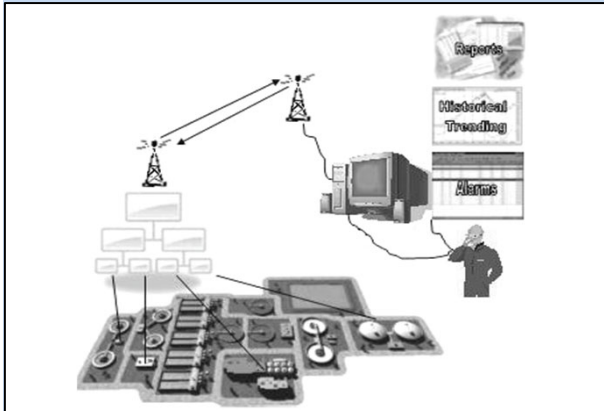
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project was created during FY 2022. The solution(s) implemented will coordinate with those improvements addressed by the SCADA Improvements (UE16) CIP project. Implementation is scheduled for FY 2025.



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: None.

Current Project Appropriations

Prior Appropriations:	500,000
Less Expended as of 4/15/24:	-
Total Carryover:	500,000
New Funding:	-
Total FY 2025 Appropriations:	500,000

Guiding Principle: Stewardship of the Env. and Infrastructure

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Bonds (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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025 work includes replacement of legacy controls at the Water Treatment Plant. 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 cured-in-place liners. This program also funds rehabilitation of sewer components by digging and replacement when lining is not possible.

Changes from Previous Year: Program funding increased due to the implementation of a public sewer lateral replacement program starting in FY 2025, which was previously funded in the operating budget. Federal earmark funding was awarded for FY 2025.

Current Project Appropriations

Prior Appropriations:	3,415,000
Less Expended as of 4/15/24:	1,029,992
Total Carryover:	2,385,008
New Funding:	1,284,000
Total FY 2025 Appropriations:	3,669,008

Guiding Principle: Stewardship of the Env. and Infrastructure

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. Implementation of a sewer lateral program 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	1,261,549	826,549	190%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	7,003,000	3,437,451	(3,565,549)	-51%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					7,438,000	4,699,000	(2,739,000)	-37%

Project Funding: This program is fully funded and includes a \$500,000 federal earmark. This program is considered routine capital maintenance projects and is funded in five year increments.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Swr)	3,415,000	784,000	1,533,000	1,759,873	1,341,506	867,113	-	9,700,492
Bonds (Swr)	-	-	-	713,127	1,248,494	1,830,887	-	3,792,508
Grants (Swr)	-	500,000	-	-	-	-	-	500,000
Total Funded (\$)	3,415,000	1,284,000	1,533,000	2,473,000	2,590,000	2,698,000	-	13,993,000
Unfunded (Swr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,415,000	1,284,000	1,533,000	2,473,000	2,590,000	2,698,000	-	13,993,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Sewer	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: FY 2025 work includes approximately 1.4 miles of sewer main lining, Argyle Rd. sewer main replacement, and 40 public sewer lateral replacements. 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: The city was awarded a total of \$6 million from the Drinking Water State Revolving Fund (DWSRF) for this project, as well as a \$959,752 federal earmark, which was added to FY 2025 and advanced funding for some planned work.

Current Project Appropriations

Prior Appropriations:	10,472,623
Less Expended as of 4/15/24:	4,386,010
Total Carryover:	6,086,613
New Funding:	7,025,192
Total FY 2025 Appropriations:	13,111,805

Guiding Principle: Stewardship of the Env. and Infrastructure

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: Timeline was impacted by the award of a \$1 million DWSRF grant and \$2 million DWSRF loan for a project within a Disadvantaged Community (DAC) census tract, and a \$3.1 million DWSRF loan which advanced funding for other planned projects.

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	2,173,000	766,000	54%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	12,490,000	15,324,815	2,834,815	23%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					13,897,000	17,497,815	3,600,815	26%

Project Funding: This program is fully funded and includes a \$959,752 federal earmark. These projects are considered routine capital maintenance projects and are funded in five year increments. DWSRF grant (\$1 million) and loan (\$5.1 million, shown in bonds line below as it is a form of debt) funds were awarded for FY 2025.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Bonds (Wtr)	10,472,623	5,065,440	-	3,340,808	3,599,000	3,707,000	-	26,184,871
Grants (Wtr)	-	1,959,752	-	-	-	-	-	1,959,752
Total Funded (\$)	10,472,623	7,025,192	-	3,340,808	3,599,000	3,707,000	-	28,144,623
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	10,472,623	7,025,192	-	3,340,808	3,599,000	3,707,000	-	28,144,623

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Gina Arnett, Senior Civil Engineer, 240-314-8517.

Notes: Program has a one-year backlog due to construction bidding and award. FY 2025 work includes pipe replacement in uncompleted locations from FY 2024, and DWSRF-funded projects. The proposed work each 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: A delay in procuring a program manager resulted in a delay in the selection of an AMI platform and meter type; however, the overall completion date remains unchanged.

Current Project Appropriations

Prior Appropriations:	1,800,000
Less Expended as of 4/15/24:	88,476
Total Carryover:	1,711,524
New Funding:	2,152,500
Total FY 2025 Appropriations:	3,864,024

Guiding Principle: Stewardship of the Env. and Infrastructure

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: Total funding increased due to the addition of funds for single-family meters and a consultant program manager, as well as supply chain issues and inflation. Timeline was updated to accommodate project reprioritization. This project received ARPA funds during FY 2022.

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 \$1.4 million in ARPA funding.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Bonds (Wtr)	420,000	2,152,500	1,575,000	1,470,000	1,575,000	1,575,000	1,575,000	10,342,500
Grants (Wtr)	1,380,000	-	-	-	-	-	-	1,380,000
Total Funded (\$)	1,800,000	2,152,500	1,575,000	1,470,000	1,575,000	1,575,000	1,575,000	11,722,500
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,800,000	2,152,500	1,575,000	1,470,000	1,575,000	1,575,000	1,575,000	11,722,500

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025 work includes AMI/meter procurement evaluation, selection, and award. 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: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Stewardship of the Env. and Infrastructure

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, as well as cost escalation due to deferral.

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Bonds (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.

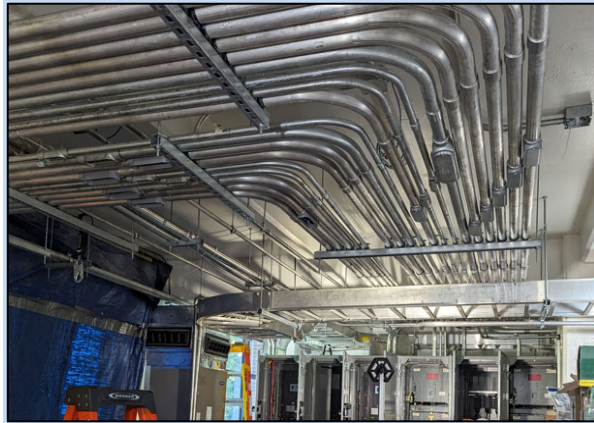
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Water	-	-	-	-	-	-	-	-

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 (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: Construction timeline was extended to FY 2025.

Current Project Appropriations

Prior Appropriations:	10,683,000
Less Expended as of 4/15/24:	9,864,523
Total Carryover:	818,477
New Funding:	-
Total FY 2025 Appropriations:	818,477

Guiding Principle: Stewardship of the Env. and Infrastructure

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. Timeline was extended to FY 2025.

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 2025	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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.

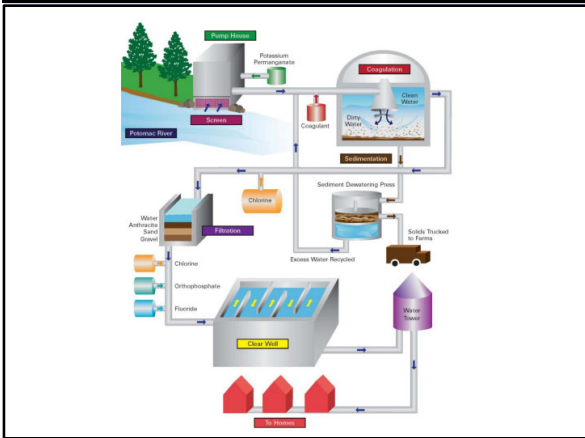
Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Water	5,000	-	-	-	-	-	-	5,000

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project first appeared in the FY 2017 CIP. FY 2025 work includes construction completion and project close out.



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:	600,000
Less Expended as of 4/15/24:	-
Total Carryover:	600,000
New Funding:	-
Total FY 2025 Appropriations:	600,000

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: 2009 Facility Plan; PFAS National Primary Drinking Water Regulation.

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Bonds (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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Yaolin Fennell, Principal Civil Engineer, 240-314-8525.

Notes: This project first appeared in the FY 2024 CIP. FY 2025 work includes developing a comprehensive Master Plan for the city's Water Treatment Plant. Projects recommended by the WTP Facility Master Plan, or necessary work 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 (WTP). 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: Funds were added on an FY 2024 budget amendment to award construction with adequate contingency. Construction schedule was delayed to avoid impacting the completion of the Water Treatment Plant Electrical, Roof, and HVAC Upgrades (UA17) project.

Current Project Appropriations

Prior Appropriations:	2,754,000
Less Expended as of 4/15/24:	317,573
Total Carryover:	2,436,427
New Funding:	-
Total FY 2025 Appropriations:	2,436,427

Guiding Principle: Stewardship of the Env. and Infrastructure

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 required additional funding and delayed construction. This project received ARPA funds during FY 2022 and construction funds via budget amendment in FY 2024. Construction schedule was further delayed to avoid impacting the completion of another WTP CIP project.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2019	FY 2020	FY 2024	170,000	345,000	175,000	103%
Construction	FY 2021	FY 2024	FY 2022	FY 2025	480,000	2,409,000	1,929,000	402%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					650,000	2,754,000	2,104,000	324%

Project Funding: This project is fully funded and includes \$530,000 in ARPA funding.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Wtr)	2,025,000	-	-	-	-	-	-	2,025,000
Bonds (Wtr)	199,000	-	-	-	-	-	-	199,000
Grants (Wtr)	530,000	-	-	-	-	-	-	530,000
Total Funded (\$)	2,754,000	-	-	-	-	-	-	2,754,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,754,000	-	-	-	-	-	-	2,754,000

Operating Cost Impact: Chemicals (cost of bulk sodium hypochlorite and more frequent deliveries).

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025 work includes construction of the new 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 and prepare an Emergency Response Plan for critical water infrastructure. The Risk and Resilience Assessment completed for the city's Water Treatment Plant (certified and submitted to the EPA in December 2020) identified security improvements.

Changes from Previous Year: Estimated completion changed from FY 2028 to FY 2027 due to the decision to use a design-build contract, which has a more efficient timeline.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/24:	-
Total Carryover:	-
New Funding:	-
Total FY 2025 Appropriations:	-

Guiding Principle: Public Safety

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: Project timeline shortened due to the decision to use a design-build contract, which has a more efficient timeline.

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 2027	800,000	800,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					880,000	880,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Gina Arnett, Senior Civil Engineer, 240-314-8517.

Notes: This project first appeared in the FY 2024 CIP.



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-year-old filter press has reached the end of its useful life and has periodically failed, resulting in down time.

Changes from Previous Year: Construction cost increased due to construction market conditions and the specific technology selected through a feasibility study.

Current Project Appropriations

Prior Appropriations:	100,000
Less Expended as of 4/15/24:	55,318
Total Carryover:	44,682
New Funding:	400,000
Total FY 2025 Appropriations:	444,682

Guiding Principle: Stewardship of the Env. and Infrastructure

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, the addition of a rental filter press, construction market conditions, and the specific technology selected through a feasibility study.

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	6,000,000	3,500,000	140%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,900,000	6,500,000	3,600,000	124%

Project Funding: This project is fully funded.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Wtr)	100,000	-	-	-	-	-	-	100,000
Bonds (Wtr)	-	400,000	6,000,000	-	-	-	-	6,400,000
Total Funded (\$)	100,000	400,000	6,000,000	-	-	-	-	6,500,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	100,000	400,000	6,000,000	-	-	-	-	6,500,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Matthew Brew, Principal Civil Engineer, 240-314-8516.

Notes: This project first appeared in the FY 2023 CIP. FY 2025 work includes design of the new sludge dewatering system.





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 2025:

None

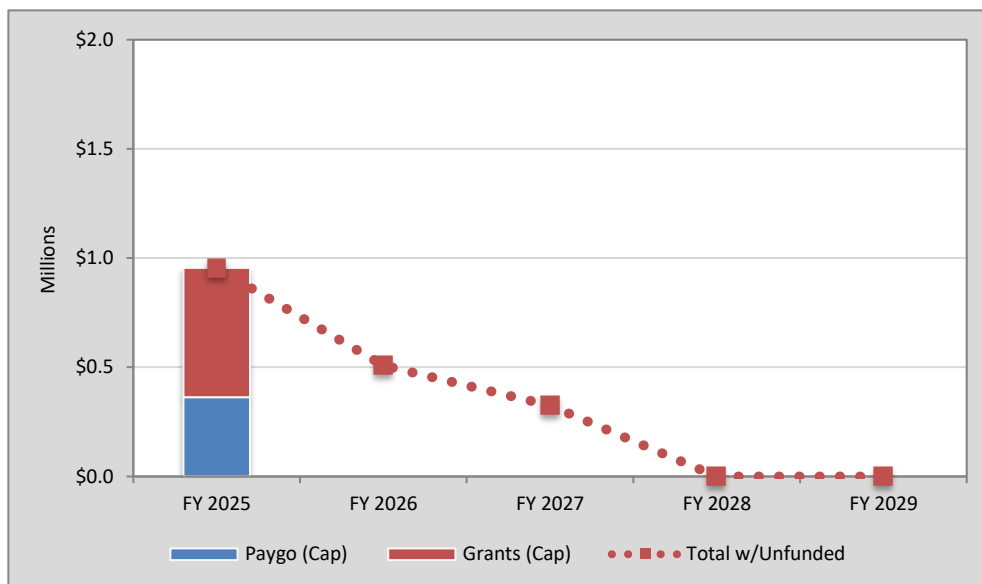
Project(s) closed for FY 2025:

None



Pepco-installed and operated electric vehicle (EV) fast charging station at Thomas Farm Community Center.

FY 2025 - FY 2029 New Funding Schedule



General Government Program Area Summary of Total Funding

	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Funded	26,363,770	955,000	-	-	-	-	-	27,318,770
Unfunded	-	-	508,000	325,000	-	-	-	833,000
Total with Unfunded (\$)	26,363,770	955,000	508,000	325,000	-	-	-	28,151,770



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 a Customer Relations Management and Asset Management solution is also included in this project.

Changes from Previous Year: None

Current Project Appropriations

Prior Appropriations:	1,773,295
Less Expended as of 4/15/24:	654,297
Total Carryover:	1,118,998
New Funding:	-
Total FY 2025 Appropriations:	1,118,998

Guiding Principle: Stewardship of the Env. and Infrastructure

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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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: License and maintenance agreements, which are partially offset by the funding currently budgeted for the existing finance and HR systems.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	100,000	310,160	59,790	-	-	-	-	469,950

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2021 CIP. FY 2025 work includes upgrade to CGI Advantage 4.0 as well as award of contract for and implementation of Customer Relations Management and Asset Management solutions.



Data Center and Disaster Recovery Infrastructure Replacement (GB21)



Description: This project funds the purchase of various hardware, and professional services resulting in 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: Established partnership with Montgomery County for relocation of the city's primary Disaster Recovery Data Center to Equinix in Ashburn, VA. Prior year funding was decreased due to transferring items more appropriate for the operating budget.

Current Project Appropriations

Prior Appropriations:	1,869,700
Less Expended as of 4/15/24:	401,406
Total Carryover:	1,468,294
New Funding:	-
Total FY 2025 Appropriations:	1,468,294

Guiding Principle: Stewardship of the Env. and Infrastructure

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 due to separating items more appropriate for the operating budget.

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	1,869,700	(4,002,300)	-68%
Project Total (\$):					5,872,000	1,869,700	(4,002,300)	-68%

Project Funding: This project is partially funded. The FY 2026 unfunded amount represents replacement of disaster recovery site equipment.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	1,869,700	-	-	-	-	-	-	1,869,700
Total Funded (\$)	1,869,700	-	-	-	-	-	-	1,869,700
Unfunded (Cap)	-	-	508,000	-	-	-	-	508,000
Total w/Unfunded (\$)	1,869,700	-	508,000	-	-	-	-	2,377,700

Operating Cost Impact: Additional maintenance costs related to equipment funded in this project.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	318,380	(58,020)	-	-	-	-	260,360

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2021 CIP. FY 2025 work includes redesigning and replacement of critical components, including data center networking, storage, backup systems, servers, and virtual operating systems across the city's three data centers including the disaster recovery site.



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 to serve the city fleet, and potentially employees and the community. The project includes tools and equipment to maintain the electric vehicle fleet. Phase 1 covers the electrification of light duty fleet per the fleet replacement cycle, and Phase 2 covers electrification of heavy duty fleet.

Changes from Previous Year: Funding for EV charging infrastructure for heavy duty fleet was moved to FY 2027, but remains unfunded due to limited electric heavy duty fleet options.

Current Project Appropriations

Prior Appropriations:	792,500
Less Expended as of 4/15/24:	18,739
Total Carryover:	773,761
New Funding:	362,500
Total FY 2025 Appropriations:	1,136,261

Guiding Principle: Stewardship of the Env. and Infrastructure

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: Funding for EV charging infrastructure for heavy duty fleet was moved to FY 2027, extending the project timeline by one year.

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 2028	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. Staff will pursue grant opportunities for this project. Unfunded portion represents funds needed for heavy duty fleet electrification.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Audra Lew, Sustainability Program Manager, 240-314-8881.

Notes: The project first appeared in the FY 2023 CIP. FY 2025 continues Phase 1 work to purchase and install charging infrastructure for light duty vehicles and planning for Phase 2 heavy duty fleet. The project is strategically seeking outside funding from the Charging and Fueling Infrastructure grant, State grants, and utility rebates when projects align with funding requirements and schedules.



Gude Yard Recycle Transfer Enclosure (GC19)



Description: This project designs and constructs a new enclosure at the city's Maintenance Facility to transfer recycling to trailers for haul-off. The new structure allows transfer activities to occur under cover, provides fire suppression, stops windblown material, improves traffic flow and safety, improves recycling program efficiency, and increases contract hauling and processing options.

Changes from Previous Year: Construction completion shifted to FY 2025, pending demolition of the existing collapsed open storage bay.

Current Project Appropriations

Prior Appropriations:	817,345
Less Expended as of 4/15/24:	76,323
Total Carryover:	741,022
New Funding:	-
Total FY 2025 Appropriations:	741,022

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: MDE Solid Waste Transfer Operations Directives

Anticipated Project Outcome: Safer storage and transfer of recycling materials; reduced windblown recycling materials; savings of fuel, city truck wear, and emissions.

Project Timeline and Total Cost by Type: Construction completion is delayed to FY 2025, pending demolition of the existing collapsed open storage bay. This project was previously delayed due to exploration of alternative recycling facilities and procurement methods. This project received additional funds in FY 2023 to account for market conditions.

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	102,443	46,737	84%
Construction	FY 2019	FY 2024	FY 2020	FY 2025	477,639	714,902	237,263	50%
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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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 2025	FY 2026	FY 2027	FY 2028	FY 2029	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. FY 2025 work includes construction completion.



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 the city's Maintenance Facility on Rothgeb Drive, 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: Additional funding was added via budget amendment during FY 2024, and a federal earmark was awarded for FY 2025. OCI was adjusted based on updated estimates.

Current Project Appropriations

Prior Appropriations:	21,110,930
Less Expended as of 4/15/24:	14,043,963
Total Carryover:	7,066,967
New Funding:	592,500
Total FY 2025 Appropriations:	7,659,467

Guiding Principle: Stewardship of the Env. and Infrastructure

Mandate/Plan: Continuation of the city's 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 increased 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	15,223,430	8,855,930	139%
Other (land acquisition/FFE)	-	FY 2019	-	FY 2019	-	6,080,000	6,080,000	-
Project Total (\$):					7,322,624	21,703,430	14,380,806	196%

Project Funding: This project includes \$900,000 in ARPA funding, a \$592,500 federal earmark, and a federal grant for \$375,806 for an emergency generator. Additional funding will be required to renovate the South Wing of 6 Taft Court and portions of City Hall via separate CIP projects; see Long Range CIP Planning in the Supplemental Information section.

Source	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Paygo (Cap)	12,835,124	-	-	-	-	-	-	12,835,124
Bonds (Cap)	7,000,000	-	-	-	-	-	-	7,000,000
Grants (Cap)	1,275,806	592,500	-	-	-	-	-	1,868,306
Total Funded (\$)	21,110,930	592,500	-	-	-	-	-	21,703,430
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	21,110,930	592,500	-	-	-	-	-	21,703,430

Operating Cost Impact: General facility maintenance and utilities. OCI costs for future South Wing renovations will be identified in a later phase. OCI has been phased based on construction timing for Phases 1A and 1B.

Fund	Prior	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
General	158,550	301,710	72,950	-	-	-	-	533,210

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: This project first appeared in the FY 2019 CIP. FY 2025 work includes Phase 1B construction. Inclusion of solar panels and electric vehicle charging stations are being coordinated, but are not funded through this project.



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 2025 Non-Departmental Budget

	General	Speed Camera	Debt Service	Water	Sewer	Refuse	SWM	Parking	Total All Funds
Revenue (\$)	91,910,660	20,000	4,165,000	14,206,730	15,309,830	7,599,680	6,390,350	2,082,920	141,685,170
Expense (\$)	19,899,600	396,170	4,455,600	6,984,240	7,906,130	2,041,370	2,392,750	1,645,820	45,721,680

	General			Speed Camera			Debt Service		
	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted
<i>Revenue</i>									
Property Taxes	46,053,556	46,950,000	49,060,000	-	-	-	-	-	-
Other Gov't.	30,474,088	31,793,600	33,903,300	-	-	-	-	-	-
Fine/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	1,069,140	251,000	801,000	54,609	3,000	20,000	47,273	24,000	35,000
Charges for Serv.	1,314	2,000	2,000	-	-	-	-	-	-
Licenses/Permits	34,054	130,000	100,000	-	-	-	-	-	-
Other Revenue	8,690,248	6,792,960	8,044,360	842,219	600	-	-	-	-
Total Revenue	86,322,400	85,919,560	91,910,660	896,828	3,600	20,000	47,273	24,000	35,000
Transfers In	-	-	-	-	-	-	4,450,000	4,050,000	4,130,000
Total (\$)	86,322,400	85,919,560	91,910,660	896,828	3,600	20,000	4,497,273	4,074,000	4,165,000
<i>Expenses</i>									
Personnel	2,156,808	1,387,740	1,234,140	4,809	4,000	3,300	-	-	-
Operating	668,808	1,073,560	1,068,560	4,890	26,070	26,070	2,900	-	270,000
Capital Outlay	1,573,090	600,000	1,500,000	840,030	-	-	-	-	-
Administrative	-	-	-	179,200	180,500	186,800	-	-	-
Other	1,936,838	20,000	1,300,000	178,602	-	180,000	-	-	-
Total Oper. Exp.	6,335,544	3,081,300	5,102,700	1,207,531	210,570	396,170	2,900	-	270,000
Principal	-	-	-	-	-	-	3,705,374	3,247,000	3,377,600
Interest	-	-	-	-	-	-	766,052	635,500	808,000
CIP Transfer	14,207,000	9,200,000	9,300,000	-	-	-	-	-	-
Transfers Out	5,836,865	5,256,310	5,496,900	-	-	-	-	-	-
Total (\$)	26,379,409	17,537,610	19,899,600	1,207,531	210,570	396,170	4,474,326	3,882,500	4,455,600



Non-Departmental Revenues and Expenses by Fund (continued)

	Water			Sewer			Refuse		
	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fine/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	468,187	22,020	147,000	314,040	20,000	170,000	111,328	14,700	20,400
Charges for Serv.	11,779,700	13,140,000	13,311,000	14,280,698	15,323,800	14,949,700	6,791,680	7,036,500	7,513,000
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	481,808	325,230	378,900	273,917	303,580	190,130	68,394	25,000	10,100
Total Revenue	12,729,695	13,487,250	13,836,900	14,868,655	15,647,380	15,309,830	6,971,402	7,076,200	7,543,500
Transfers In	352,160	359,850	369,830	-	-	-	50,300	52,820	56,180
Total (\$)	13,081,855	13,847,100	14,206,730	14,868,655	15,647,380	15,309,830	7,021,702	7,129,020	7,599,680
<i>Expenses</i>									
Personnel	174,903	127,900	113,900	79,024	77,500	69,200	139,205	128,500	111,000
Operating	147,325	330,280	221,280	52,084	267,490	167,490	45,017	169,870	109,870
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	1,410,500	1,434,400	1,730,400	608,400	649,500	710,600	1,218,400	1,288,900	1,351,000
Other	3,711,217	3,609,700	3,713,660	5,380,656	5,334,950	5,569,010	393,702	531,900	465,000
Total Oper. Exp.	5,443,945	5,502,280	5,779,240	6,120,164	6,329,440	6,516,300	1,796,324	2,119,170	2,036,870
Principal	-	-	-	-	-	-	-	-	-
Interest	1,065,198	1,080,400	1,205,000	1,094,738	1,019,000	1,020,000	12,361	8,000	4,500
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	352,160	359,850	369,830	-	-	-
Total (\$)	6,509,143	6,582,680	6,984,240	7,567,062	7,708,290	7,906,130	1,808,685	2,127,170	2,041,370



Non-Departmental Revenues and Expenses by Fund (continued)

	Stormwater Management			Parking		
	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted
<i>Revenue</i>						
Property Taxes	-	-	-	110,606	110,600	110,600
Other Gov't.	-	-	30,130	319,327	321,000	325,400
Fine/Forfeitures	-	-	-	-	-	-
Use Money/Prop.	335,860	70,500	410,400	255,813	39,500	215,000
Charges for Serv.	5,317,622	5,669,060	5,921,700	-	-	-
Licenses/Permits	-	-	-	-	-	-
Other Revenue	92,269	38,240	28,120	257,906	248,820	251,920
Total Revenue	5,745,751	5,777,800	6,390,350	943,652	719,920	902,920
Transfers In	-	-	-	1,100,000	1,000,000	1,180,000
Total (\$)	5,745,751	5,777,800	6,390,350	2,043,652	1,719,920	2,082,920
<i>Expenses</i>						
Personnel	102,081	90,600	80,500	16,638	11,600	9,700
Operating	62,756	155,390	95,390	6,180	47,390	37,390
Capital Outlay	-	-	-	-	-	-
Administrative	797,300	965,000	950,000	129,300	88,900	103,300
Other	1,108,728	1,164,260	1,158,860	785,785	867,430	869,430
Total Oper. Exp.	2,070,865	2,375,250	2,284,750	937,903	1,015,320	1,019,820
Principal	-	-	-	-	-	-
Interest	87,543	116,450	108,000	767,798	671,200	626,000
CIP Transfer	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total (\$)	2,158,408	2,491,700	2,392,750	1,705,701	1,686,520	1,645,820



Full Time Equivalent Position Summary

The city's total regular staffing level increased by a net 16.1 regular full time equivalent (FTE) positions from the FY 2024 budget to the FY 2025 budget. The table below includes the changes to regular FTEs by fund and by department, along with the associated personnel budget impact. Additional information on these position changes can be found in the Guiding Principles and Priorities and Budget-in-Brief sections of this document. The following two pages contain a five year presentation of the city's regular and temporary FTEs by fund and department.

General Fund			15.6	Water Fund			0.5
Mayor and Council			0.5	Public Works			0.5
Boards and Commissions Coord. (217)*	\$46,920	0.5		Sr. Environmental Compliance Insp. (216)	\$52,110	0.5	
Community Planning & Devel. Services (CPDS)			2.0				
Administrative Assistant (211)	\$83,800	1.0					
Senior Building Plans Examiner (218)	\$112,300	1.0					
Finance			0.5				
Fiscal Assistant (211)*	\$49,690	0.5					
Human Resources			1.0				
Human Resources Associate (214)**	\$94,830	1.0					
Information Technology			2.0				
Information Systems Engineer (219)	\$117,760	1.0					
Information Systems Security Engineer (220)**	\$122,400	1.0					
Police			6.0				
Police Officer I (PL110)	\$559,320	6.0					
Public Works			1.0				
Senior Transportation Engineer (220)	\$122,400	1.0					
Recreation and Parks			2.6				
Program Access Supervisor (220)	\$122,940	1.0					
Preschool Teacher (208)*	\$43,560	0.6					
Certified Tree Climber (107)**	\$83,010	1.0					

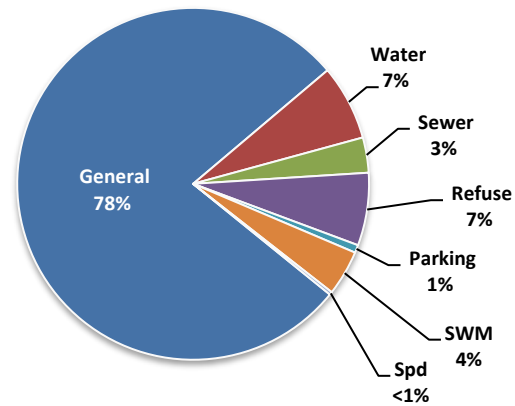
*These positions are existing FTEs that are being expanded by the FTE count shown.

**These positions were unfunded in a prior year, but have been restored for FY 2025.



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 2025. Below is the breakdown of FTEs added and deleted by fund for FY 2025. The city's largest fund, the General Fund, supports 78 percent of all regular FTEs.



Total Regular Positions by Fund

	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	FY 2024 Adopted	Additions	Deletions	FY 2025 Adopted	FTE Change
General	402.35	405.35	418.05	418.55	15.60	-	434.15	15.60
Water	35.95	35.95	36.95	38.05	0.50	-	38.55	0.50
Sewer	17.90	17.90	17.90	18.00	-	-	18.00	-
Refuse	37.20	37.20	37.20	37.20	-	-	37.20	-
Parking	4.00	4.00	4.00	4.00	-	-	4.00	-
Stormwater Management	22.90	22.90	22.90	23.20	-	-	23.20	-
Speed Camera	1.50	1.50	1.50	1.50	-	-	1.50	-
Regular FTE Total	521.80	524.80	538.50	540.50	16.10	-	556.60	16.10

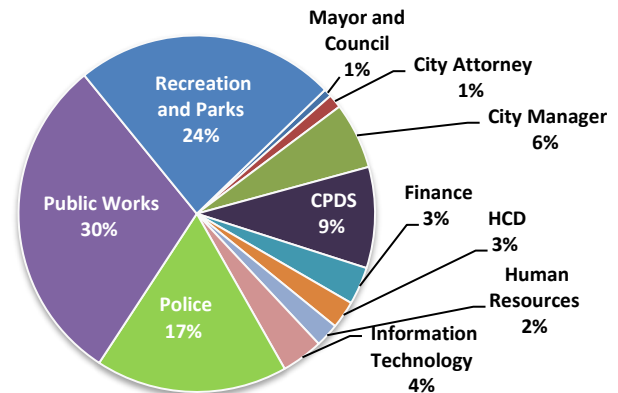
Total Temporary Positions by Fund

	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	FY 2024 Adopted	Additions	Deletions	FY 2025 Adopted	FTE Change
General	95.7	93.0	97.2	98.6	2.5	(6.2)	94.9	(3.7)
Water	0.8	0.3	0.3	-	-	-	-	-
Sewer	-	0.3	0.3	-	-	-	-	-
Refuse	3.5	2.0	2.0	2.0	-	-	2.0	-
Stormwater Management	0.2	0.3	0.3	-	-	-	-	-
Temporary FTE Total	100.2	95.9	100.1	100.6	2.5	(6.2)	96.9	(3.7)
All FTE Total	622.0	620.7	638.6	641.1	18.6	(6.2)	653.5	12.4



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 2025. The city's two largest departments, Public Works and Recreation and Parks, support approximately 54 percent of all regular FTEs.



Total Regular Positions by Department

	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	FY 2024 Adopted	Additions	Deletions	FY 2025 Adopted	FTE Change
Mayor and Council	3.0	3.0	3.5	3.5	0.5	-	4.0	0.5
City Attorney	7.0	7.0	7.0	7.0	-	-	7.0	-
City Manager	27.0	28.0	32.5	33.5	-	-	33.5	-
CPDS	47.0	44.0	46.0	49.0	2.0	-	51.0	2.0
Finance	18.5	18.5	18.5	18.5	0.5	-	19.0	0.5
HCD	-	14.0	14.0	14.0	-	-	14.0	-
Human Resources	12.0	12.0	12.0	11.0	1.0	-	12.0	1.0
Information Technology	20.0	20.0	20.0	19.0	2.0	-	21.0	2.0
Police	90.5	90.5	92.0	91.0	6.0	-	97.0	6.0
Public Works	161.5	161.5	163.5	165.0	1.5	-	166.5	1.5
Recreation and Parks	135.3	126.3	129.5	129.0	2.6	-	131.6	2.6
Regular FTE Total	521.8	524.8	538.5	540.5	16.1	-	556.6	16.1

Total Temporary Positions by Department

	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	FY 2024 Adopted	Additions	Deletions	FY 2025 Adopted	FTE Change
Mayor and Council	-	-	-	0.3	-	(0.3)	-	(0.30)
City Attorney	-	-	-	-	-	-	-	-
City Manager	1.5	1.5	1.5	1.8	0.5	-	2.3	0.5
CPDS	-	1.6	1.6	0.8	-	-	0.8	-
Finance	-	-	-	-	-	-	-	-
HCD	-	1.9	1.9	2.3	0.1	-	2.4	0.1
Human Resources	-	-	-	0.6	-	(0.6)	-	(0.6)
Information Technology	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	5.0	3.4	3.4	2.2	-	-	2.2	-
Recreation and Parks	93.7	87.5	91.7	92.6	1.9	(5.3)	89.2	(3.4)
Temporary FTE Total	100.2	95.9	100.1	100.6	2.5	(6.2)	96.9	(3.7)

All FTE Total	622.0	620.7	638.6	641.1	18.6	(6.2)	653.5	12.4
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FY 2025 Position Control Summary by Department

Department: Mayor and Council 4.0

Division: Office of the City Clerk/Dir. Council Ops. 4.0

Boards & Commissions Coord (217)	1.0
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)	2.0
Senior Associate City Attorney (229)	1.0

Department: Finance 19.0

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 8.0

Accountant (217)	1.0
Accounts Payable Specialist (213)	1.0
Director of Accounting (301)	1.0
Fiscal Assistant (211)	2.0
Payroll Supervisor (216)	1.0
Senior Accountant (220)	1.0
Senior Fiscal Assistant (212)	1.0

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: Art in Public Architecture -

Cost Center: Art in Public Places -

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 Engage. 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 2025 Position Control Summary by Department (continued)

Department: Human Resources 12.0

Division: Human Resources 9.0

Benefits Manager (221)	1.0
Deputy Director (227)	1.0
Director (303)	1.0
General Service Aide (203)	1.0
Human Resources Associate (214)	3.0
Human Resources Specialist (218)	1.0
Talent Acquisition & Prof. Devel. Manager (220)	1.0

Division: Health and Wellness Program 1.0

Health and Wellness Program Manager (219)	1.0
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Division: Safety and Risk Management 2.0

Safety and Risk Manager (224)	1.0
Safety Specialist (218)	1.0

Department: Information Technology 21.0

Division: IT Operations 16.0

Chief Information Officer (303)	1.0
Cybersecurity Ops, Compliance, Project Mgr (224)	1.0
Information Systems Engineer (219)	5.0
IT End User Services Manager (224)	1.0
IT Infrastructure Manager (224)	1.0
Office Manager (214)	1.0
Manager, App Devel. and Enterprise Syst. (224)	1.0
Senior Information Systems Engineer (222)	2.0
Senior Systems Analyst (223)	1.0
Systems Analyst (220)	2.0

Division: GIS Operations 1.0

Senior Application Developer & GIS Mgr. (224)	1.0
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Division: IT Security 3.0

Info. Systems Security and Compliance Mgr. (223)	1.0
Info. Systems Security Engineer (220)	1.0
Principal Network & Cyber Security Eng. (223)	1.0

Division: Voice Communications 1.0

Telecommunications Systems Admin. (216)	1.0
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Department: Housing & Community Devel. 14.0

Division: Administration 5.0

Community Services Manager (222)	1.0
Director (303)	1.0
Grants and Program Analyst (217)	1.0
Housing Specialist (218)	1.0
Office Manager (214)	1.0

Division: Community Services 5.0

Cost Center: Caregiver Grants -

Cost Center: Holiday Drive Fund -

Cost Center: Linkages to Learning 2.0

Linkages to Learning Coordinator I (215)	1.0
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Linkages to Learning Coordinator II (217)	1.0
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Cost Center: Youth Development and Family Services 3.0

Community Services Program Coord. (217)	2.0
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Youth and Family Counselor (218)	1.0
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Division: Housing and Neighborhood Services 4.0

Cost Center: CDBG -

Cost Center: Housing Opportunities -

Cost Center: Housing Programs 4.0

CDBG Rehabilitation Program Administrator (216)	1.0
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Housing Programs Manager (222)	1.0
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Housing/Landlord-Tenant Specialist (218)	1.0
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Senior Housing Policy Analyst (220)	1.0
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Cost Center: REAP Endowment Fund -

Department: CPDS 51.0

Division: Management and Support 6.0

Deputy Director (227)	1.0
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Director (303)	1.0
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Executive Assistant (215)	1.0
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Research and Planning Manager (220)	1.0
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Senior Planner (218)	1.0
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Special Projects & Records Mgmt. Admin. (218)	1.0
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Division: Comprehensive Planning 4.0

Cost Center: Historic Preservation 1.0

Principal Planner (220)	1.0
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FY 2025 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 25.0

Cost Center: Administration, Plan Review, and Fire Marshal 11.0

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) 2.0

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 9.0

Administrative Assistant (211) 1.0

Comm. Enhance/Codes Inspector (215) 7.0

Comm. Enhance/Codes Inspector Mgr. (222) 1.0

Division: Zoning 2.0

Chief of Zoning (225) 1.0

Deputy Zoning Manager (222) 1.0

Department: Police 97.0

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 69.0

Cost Center: Management and Support 1.0

Police Major (PL119) 1.0

Cost Center: Patrol Teams 50.0

Police Lieutenant (PL116) 2.0

Police Officer I / Ofc. II / Corporal (PL110-PL112) 44.0

Police Sergeant (PL114) 4.0

Cost Center: Special Operations Unit 18.0

Crime Analyst (214) 1.0

Police Lieutenant (PL116) 1.0

Police Officer I / Ofc. II / Corporal (PL110-PL112) 13.0

Police Sergeant (PL114) 3.0



FY 2025 Position Control Summary by Department (continued)

Department: Public Works	166.50
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
Division: Environmental Management	44.50
<i>Cost Center: Environmental Management</i>	<i>2.40</i>
Chief of Environmental Management (225)	0.40
Environmental Program Manager (218)	0.20
Sustainability Coordinator (221)	0.80
Sustainability Program Manager (222)	1.00
<i>Cost Center: Cross Connection Control Program</i>	<i>0.50</i>
Senior Environmental Compliance Insp. (216)	0.50

Department: Public Works (continued)	
Division: Environmental Management (cont.)	
<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)	2.25
Maintenance Worker-Public Works II (104)	1.00
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 Program Manager (218)	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
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>



FY 2025 Position Control Summary by Department (continued)

Department: Public Works (continued)

Division: Operations Maintenance (continued)

Cost Center: Stormwater Maintenance 6.50

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

Cost Center: Street Maintenance 21.25

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)	7.75
Maintenance Worker-Public Works II (104)	7.00
Operations Maint. Asst. Superintendent (221)	0.75
Operations Maintenance Superintendent (225)	0.25
Traffic Maintenance Worker (105)	2.00

Cost Center: Water Maintenance 15.75

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

Division: Traffic and Transportation 9.00

Cost Center: Traffic Operations and Streetlights 9.00

Chief of Traffic and Transportation (225)	1.00
Principal Transportation Engineer (221)	2.00
Principal Transportation Planner (220)	1.00
Senior Transportation Engineer (220)	2.00
Senior Transportation Planner (218)	1.00
Traffic Signal and Lighting Technician (216)	2.00

Cost Center: Transportation Improvement Plan -

Department: Recreation and Parks

131.6

Division: Rec. and Parks Admin. and Support 8.5

Cost Center: Recreation and Parks Administration 6.5

Deputy Director (229)	1.0
Director (303)	1.0
Program Access Supervisor (220)	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

Cost Center: Capital Projects 2.0

Parks and Facilities Devel. Coordinator (217)	1.0
Senior Construction Projects Manager (223)	1.0

Division: Parks and Facilities Maintenance 57.0

Cost Center: Parks Administration and Support 6.0

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

Cost Center: Athletic Field Services 5.5

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

Cost Center: Facilities Maintenance 16.0

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



FY 2025 Position Control Summary by Department (continued)

Department: Recreation and Parks (continued)

Division: Parks and Facilities Maintenance (continued)

Cost Center: Forest and Tree Preservation	-
Cost Center: Horticultural Services	7.0
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
Cost Center: Park Maintenance Fund	-
Cost Center: Park Maintenance Services	12.0
Crew Supervisor-R&P I (214)	2.0
Maintenance Worker-R&P I (103)	7.0
Maintenance Worker-R&P II (104)	2.0
Parks Maintenance Manager (221)	1.0
Cost Center: Trails and Open Spaces Services	3.5
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
Cost Center: Urban Forestry Maintenance	7.0
Certified Tree Climber (107)	2.0
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
Division: Recreation Facilities	24.5
Cost Center: Civic Center Complex	9.0
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
Cost Center: Croydon Creek Nature Center	2.0
Assistant Community Center Supervisor (215)	1.0
Nature Center Supervisor (219)	1.0

Department: Recreation and Parks (continued)

Division: Recreation Facilities (continued)

Cost Center: Glenview Mansion Fund	-
Cost Center: Lincoln Park Community Center	2.0
Assistant Community Center Supervisor (215)	1.0
Community Center Supervisor (219)	1.0
Cost Center: Swim and Fitness Center	7.5
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
Cost Center: Thomas Farm Community Center	2.0
Assistant Community Center Supervisor (215)	1.0
Community Center Supervisor (219)	1.0
Cost Center: Twinbrook Community Recreation Center	2.0
Assistant Community Center Supervisor (215)	1.0
Community Center Supervisor (219)	1.0
Division: Recreation Services	22.8
Cost Center: Recreation Administration and Support	2.0
Administrative Specialist (214)	1.0
Superintendent of Recreation (225)	1.0
Cost Center: Arts	1.7
Arts Program Supervisor (219)	1.0
Recreation Program Coordinator (216)	0.7
Cost Center: Childcare	3.6
Childcare/Preschool Director (212)	1.6
Preschool Teacher (208)	1.6
Recreation Programs Supervisor (219)	0.4
Cost Center: Farmers Market Eat Fresh Program	-
Cost Center: Friends of the Arts	-
Cost Center: Out-of-School Time Enrichment	2.4
After School Assistant Director (210)	0.5
Program Specialist I (207)	0.8
Recreation Program Coordinator (216)	0.7
Recreation Programs Manager (220)	0.4



FY 2025 Position Control Summary by Department (continued)

Department: Recreation and Parks (continued)

Division: Recreation Services (continued)

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	2.9
Assistant Sports Programs Supervisor (216)	0.8
Recreation Programs Coordinator II (217)	0.6
Secretary (209)	0.5
Sports Programs Supervisor (219)	1.0
Cost Center: Summer Camps	2.6
Program Specialist I (207)	0.2
Recreation Program Coordinator (216)	0.6
Recreation Program Coordinator II (217)	0.4
Recreation Programs Manager (220)	0.6
Recreation Programs Supervisor (219)	0.8
Cost Center: Teens and Adventure Sports	1.6
Recreation Programs Coordinator (216)	1.0
Recreation Programs Supervisor (219)	0.6
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

Department: Recreation and Parks (continued)

Division: Senior Citizen Services (continued)

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	\$35,540	\$58,641
204	\$37,317	\$61,573
205	\$39,183	\$64,652
206	\$41,142	\$67,884
207	\$43,199	\$71,278
208	\$45,359	\$74,842
209	\$47,627	\$78,584
210	\$50,008	\$82,514
211	\$52,509	\$86,639
212	\$55,134	\$90,971
213	\$57,891	\$95,520
214	\$60,785	\$100,296
215	\$63,825	\$105,311
216	\$67,016	\$110,576
217	\$70,367	\$116,105
218	\$73,885	\$121,910
219	\$77,579	\$128,006
220	\$81,458	\$134,406
221	\$85,531	\$141,126
222	\$89,808	\$148,183
223	\$94,298	\$155,592
224	\$99,013	\$163,371
225	\$103,964	\$171,540
226	\$109,162	\$180,117
227	\$114,620	\$189,123
228	\$120,351	\$198,579
229	\$126,368	\$208,508

Senior Mgmt. Scale (SR)

Grade	Min.	Max.
301	\$122,393	\$202,096
302	\$128,513	\$212,200
303	\$134,938	\$222,810
304	\$141,685	\$233,951
305	\$148,770	\$245,648

Police Scale (PL)

Step/Grade	PL110	PL111	PL112	PL114	PL116	PL119
Step 1	\$64,510	\$68,381	\$72,484	\$80,674	\$88,941	\$102,962
Step 2	\$66,423	\$70,409	\$74,633	\$83,241	\$91,772	\$106,238
Step 3	\$68,392	\$72,496	\$76,846	\$85,892	\$94,694	\$109,620
Step 4	\$70,420	\$74,645	\$79,125	\$88,626	\$97,708	\$113,108
Step 5	\$72,508	\$76,859	\$81,471	\$91,446	\$100,817	\$116,709
Step 6	\$74,658	\$79,137	\$83,887	\$94,357	\$104,026	\$120,424
Step 7	\$76,872	\$81,483	\$86,374	\$97,359	\$107,337	\$124,256
Step 8	\$79,151	\$83,899	\$88,935	\$100,458	\$110,753	\$128,212
Step 9	\$81,499	\$86,387	\$91,573	\$103,655	\$114,278	\$132,292
Step 10	\$83,915	\$88,948	\$94,287	\$106,954	\$117,916	\$136,503
Step 11	\$86,404	\$91,585	\$97,083	\$110,359	\$121,670	\$140,849
Step 12	\$88,966	\$94,301	\$99,961	\$113,871	\$125,542	\$145,332
Step 13	\$91,603	\$97,097	\$102,925	\$117,494	\$129,538	\$149,957
Step 14	\$94,319	\$99,975	\$105,977	\$121,234	\$133,662	\$154,730
Step 15	\$97,116	\$102,938	\$109,119	\$125,093	\$137,915	\$159,654
Step 16	\$99,991	\$105,990	\$112,350	\$129,077	\$142,307	\$164,739
Step 17	\$102,956	\$109,133	\$115,679	\$133,186	\$146,837	\$169,983
Step 18	\$106,008	\$112,368	\$119,108	\$137,426	\$151,511	\$175,394
Step 19	\$109,151	\$115,700	\$122,638	\$141,800	\$156,333	\$180,976

AFSCME Union Scale (UN)

Step/Grade	103	104	105	106	107
Step 1	\$46,758	\$49,096	\$51,551	\$54,128	\$56,835
Step 2	\$48,020	\$50,421	\$52,942	\$55,590	\$58,370
Step 3	\$49,317	\$51,783	\$54,372	\$57,091	\$59,946
Step 4	\$50,648	\$53,181	\$55,840	\$58,632	\$61,564
Step 5	\$52,016	\$54,617	\$57,348	\$60,215	\$63,226
Step 6	\$53,420	\$56,091	\$58,896	\$61,841	\$64,933
Step 7	\$54,863	\$57,606	\$60,486	\$63,511	\$66,687
Step 8	\$56,344	\$59,161	\$62,119	\$65,225	\$68,487
Step 9	\$57,865	\$60,759	\$63,797	\$66,987	\$70,336
Step 10	\$59,428	\$62,399	\$65,519	\$68,795	\$72,236
Step 11	\$61,032	\$64,084	\$67,288	\$70,652	\$74,186
Step 12	\$62,680	\$65,814	\$69,105	\$72,560	\$76,189
Step 13	\$64,372	\$67,591	\$70,971	\$74,520	\$78,246
Step 14	\$66,110	\$69,416	\$72,887	\$76,531	\$80,359
Step 15	\$67,895	\$71,290	\$74,855	\$78,598	\$82,529
Step 16	\$69,729	\$73,215	\$76,876	\$80,720	\$84,757
Step 17	\$71,611	\$75,192	\$78,951	\$82,899	\$87,045
Step 18	\$73,545	\$77,222	\$81,083	\$85,137	\$89,395
Step 19	\$75,530	\$79,307	\$83,272	\$87,436	\$91,809



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 2025. The FY 2025 budget also includes funding to lease (in lieu of replacing) an additional 32 vehicles as part of the lease program that began in FY 2020, bringing the total number of leased vehicles to 202. In support of the city's Climate Action Plan, staff anticipates that 16 of the vehicles acquired in FY 2025 will be electric.

Fund	Dept	Unit	Est. Cost
General	PW	Aerial Bucket Truck	\$209,100
General	PW	Crack Sealer	\$81,600
General	PW	Heavy Duty Plow	\$15,300
General	PW	Heavy Duty Saltbox	\$15,300
General	PW	Light Duty Saltbox	\$6,630
General	PW	Medium Duty Plow	\$6,630
General	R&P	Enclosed Trailer	\$8,870
General	R&P	Landscape Trailer	\$8,880
General	R&P	Medium Duty Dump Truck	\$127,500
General	R&P	Mini Track Loader	\$76,500
Water	PW	Heavy Duty Dump Truck	\$235,000
Water	PW	Truck Mounted Compressor	\$18,640
Water	PW	Utility Truck	\$290,090
Sewer	PW	Backhoe	\$135,300
Sewer	PW	Utility Body w/Crane	\$156,960
Refuse	PW	Rear Load Packer	\$281,520
Refuse	PW	Rear Load Packer	\$281,520
Refuse	PW	Rear Load Packer	\$281,520
SWM	PW	Medium Duty Dump Truck	\$127,500
TOTAL for Planned Vehicle Purchases:			\$2,364,360



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
Community Planning and Development Services	Updated Historic Surveys and Contexts Funding for a survey of post-World War II, Mid-Century, recent past, and underrepresented communities properties, as well as updated historical contexts throughout the city.	\$120,000	2026
Information Technology	IT Strategic Plan Funding to develop a new comprehensive IT strategic plan. The current IT strategic plan is more than 10 years old and not reflective of current technologies and IT service delivery models.	\$250,000	2026
Information Technology	Upgrade collaboration/productivity software licenses Funding to upgrade current licenses to allow for improved functionality such as, but not limited to: (1) hybrid mobile device and patch management via the cloud [Intune]; (2) No-touch device imaging/provisioning; (3) cloud printing via Microsoft Universal Print; (4) self-service password resets and application installations; and, (5) device encryption. \$70,200 of the funding is ongoing licensing costs.	\$194,400	2026
Information Technology	AI-powered productivity software licenses Funding for a fully-integrated AI-powered productivity tool to streamline tasks, automate workflow, and enhance collaboration. This cost would be ongoing.	\$108,000	2026
Information Technology	Firewall Replacement Replace firewalls at multiple city facilities that are at end of support in 2025.	\$1,804,000	2026
Information Technology	Enterprise-Wide CCTV System Modernization The IT department has taken charge of the city's outdated CCTV surveillance system, formerly managed by a contractor. With some active CCTV systems exceeding 20 years and being irreparable, the goal is to replace the outdated infrastructure with new CCTV surveillance cameras. Leveraging AI and machine learning for smart tracking and analytics, this upgrade ensures the city benefits from a real-time, reliable, secure, and high-definition surveillance system.	\$647,200	2026
Information Technology	Cybersecurity Exposure Management Software Subscription licenses, implementation, and training to provide security to Active Directory and IoT devices.	\$150,000	2026
Information Technology	I-Net Refresh Upgrade core (main) switches at multiple city facilities. These switches support the city network. These switches will be at end of life in October 2025. Funds requested are as below: - One-time hardware and installation costs = \$2.6 million - Annual license and warranty costs = \$240K	\$2.8 million	2026
Information Technology	Firewall Replacement Replace firewalls at multiple city facilities that are at end of support in 2026.	\$92,000	2027



Planned Improvement Projects (continued)

Managing Dept.	Project/Description	Funding	Year
Information Technology	I-Net Refresh Upgrade miscellaneous switches at multiple city facilities that will be at end of life in 2027. - One-time costs = \$110K - Annual license and warranty costs = \$7K	\$117,000	2027
Information Technology	Virtual Desktop Infrastructure Solution This solution would provide a robust platform for the secure delivery of virtual desktops and applications in a cloud environment. The solution provides simplified and centralized management of data and applications enabling the city to support additional use cases such as remote work, business continuity, disaster recovery, and security and compliance.	\$52,550	2027
Information Technology	Database Server Upgrades Replacing database servers due to end of extended support in Fall 2027.	\$24,000	2028
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	2026
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	2026
Public Works	Fleet Services Lift Replacement Replace one 15,000 lb. lift with one 30,000 lb. lift to increase lifting capability to include medium duty vehicles and transit buses.	\$105,000	2026
Public Works	Water Treatment Plant Phase 2 Security Improvements Implement Phase 2 of the operational security improvements at the Water Treatment Plant.	\$350,000	2026
Public Works	Water Treatment Plant Major Equipment Replace several critical components including chemical feed systems, pumps, transfer pumps, instrumentation, control systems and related components at the Water Treatment Plant. These components installed in 2013 as part of capital improvements are nearing the end of their life cycle and need to be replaced on a sustainable cycle.	\$290,000	2026
Public Works	Lead and Copper Rule Compliance efforts for EPA's Lead and Copper Revised Rule consisting of Lead Service Line Replacement Plan that includes required reporting and communications, lead and copper sampling/monitoring program, and corrosion control treatment optimization.	\$125,000	2026



Planned Improvement Projects (continued)

Managing Dept.	Project/Description	Funding	Year
Public Works	Water Treatment Plant Carbon Feeder Powdered Activated Carbon (PAC) can be introduced into the treatment process to help remove contaminants in and on the Potomac River due to accidental spills upstream of the water treatment plant. This would allow the water plant to remain in production and provide water to our customers during a spill event. PAC also has the ability to combat taste and odor events due to algal blooms on the Potomac River.	\$100,000	2027
Recreation and Parks	City Wide Roofing/ Structural Study This project funds a citywide roofing and structural stability study. The roofing portion will evaluate the condition of roofs, identify warranty issues, and establish a replacement schedule for FY 2027 and beyond. The structural stability portion will evaluate buildings structures as needed.	\$125,000	2026
Recreation and Parks	Re-Grout North Pool Deck and Storefront Door Replacement This project will replace the grout in the North Pool deck as well as replace the doors, doorframes, glass, and thresholds around the north pool that have degraded over the years. Steps are taken each year to mitigate damage and remedy critical areas such as around floor drains and near ladders. The state of the deck has reached the point where much of the deck area is missing grout entirely, which will soon lead to exposed sharp tile edges, deck tiles becoming loose, water penetrating the deck slab and increased chance for mold growth. Additionally, there has been an increase in slip/fall incidents and customer complaints on the deck. Replacement of the grout would improve conditions and make the area more slip resistant. Due to the deteriorating conditions, work needs to be completed when the pool is closed during the annual maintenance period in August.	\$75,000	2026
Recreation and 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.	\$25,000	2026
Recreation and Parks	ADA Audit and Transition Plan Update Consultant to update existing ADA Audit and Transition Plan including measuring and examining amenities within parks and facilities that have been built since the original 2016 Transition Plan. 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 based interactive report.	\$350,000	2026
Recreation and Parks	ADA Improvements Funding to continue the implementation of the 2016 ADA Transition Plan and remove barriers to accessibility.	\$400,000 per year	2026-2031
Recreation and Parks	Sand Volleyball Courts The Recreation and Parks Strategic Plan identified the need for additional outdoor volleyball courts. This project funds four additional sand courts. Locations will be determined based on a range of criteria and suitability for ADA accessibility.	\$100,000	2027-2028



Planned Improvement Projects (continued)

Managing Dept.	Project/Description	Funding	Year
Recreation and Parks	Park Sign Replacement Design and replace park and wayfinding signs with modern, low-maintenance and more attractive signs. The signs will be unique to Rockville and distinguish city parks from the MNCPPC, MCPS, and other jurisdictions. Cost estimates are based on the 2021 wayfinding report. Staff recommends implementation in three phases (FY 2027 \$150,000; FY 2028 \$150,000; FY 2030 \$150,000). Final timing and budget dependent upon citywide branding consultant's recommendations.	\$450,000	2027-2030
Recreation and Parks	Food Forest Plant a food forest with fruit and nut trees, herbs, and fruit vines 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 years.	\$100,000	2028
Recreation and Parks	Picnic Pavilions The Recreation and Parks Strategic Plan recommends additional picnic pavilions. This project funds one additional picnic pavilion. Location will be determined based on a range of criteria (parking, community support, topography, etc.) and suitability for ADA accessibility.	\$300,000	2029
Recreation and Parks	Civic Center Entrance Sign Replacement Replace park entrance sign to include facility names, address, and lighting.	\$95,000	2030



FY 2025 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 2023 through FY 2025. All caregiver agency grants are budgeted in the Department of Housing and Community Development, Community Services Division.

Organization		Adopted FY 2023	Adopted FY 2024	Adopted FY 2025
Shelters				
Nebel Street Emergency Shelter	Mont. County Coalition for the Homeless	68,480	70,000	70,000
Hope Housing	Mont. County Coalition for the Homeless	40,296	43,000	43,000
Jefferson House	Community Reach of Montgomery County	18,500	19,700	19,700
Rainbow Place	Rainbow Place Shelter for Homeless Women, Inc.	16,050	-	-
Rockland House	Community Reach of Montgomery County	16,920	18,500	18,500
Stepping Stones Shelter	Stepping Stones Shelter	15,000	15,000	15,000
Women's Assessment Center	Interfaith Works	44,940	48,600	48,600
Food/Clothing Services				
Emergency Hunger Relief Program	So What Else, Inc.	29,211	-	10,000
Interfaith Clothing Center	Interfaith Works	50,000	50,000	50,000
Manna Food Center	Manna Food Center	52,000	54,000	51,000
Multi-Cultural Mobile Food Assistance	Nourish Now	33,170	33,170	33,170
Health Care				
Mansfield Kaseman Health Clinic	Community Reach of Montgomery County	112,350	116,000	109,000
Chinese Culture and Community Service Center Health Clinic	Chinese Culture and Community Service Center, Inc.	34,251	54,820	54,820
Rockville Primary Care	Mobile Medical Care, Inc.	40,000	44,000	44,000
Tree House CAC Medical & Psychology Services	The Tree House Child Advocacy Center of Montgomery County MD, Inc.	-	-	10,000
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 Reach of Montgomery County	36,862	42,000	40,000
Supportive Services				
Supporting Social and Emotional Learning through Art	Metropolitan Center for the Visual Arts (VisArts)	-	20,000	20,000
Senior Reach	Community Reach of Montgomery County	92,700	92,700	92,700
Youth Development				
Rockville Youth Development Out-of-School Time Programs	So What Else, Inc.	20,000	-	8,000
Mental Health Support and Education	National Alliance on Mental Illness	16,050	22,000	20,000
Healthy Families Montgomery	Family Services, Inc.	26,750	-	-
Teens Learn to Care about Adults with Dementia	Link Generations Inc.	-	-	7,100
TOTAL for Caregiver Agencies (\$)¹		773,530	753,490	774,590

¹ In 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 \$773,530 in funding shown for FY 2023, \$60,000 is one-time funding, and the remaining \$713,530 is considered the base.



FY 2025 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 2025 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 2023	Adopted FY 2024	Adopted FY 2025
Bender JCC of Greater Washington	City Manager	5,000	6,000	6,000
Christ Episcopal School	M&C	1,100	-	-
F. Scott Fitzgerald Literary Festival	Rec. & Parks	6,000	6,700	6,700
Greater Washington Community Foundation	M&C	10,000	-	-
Main Street Connect	City Manager	5,880	6,000	10,000
Montgomery College	City Manager	10,000	-	10,000
Peerless Rockville Historic Pres., Ltd.	CPDS	120,000	120,000	85,000
Rockville Chamber of Commerce*	City Manager	25,000	-	-
Rockville Housing Enterprises	HCD	50,300	52,820	56,180
Rockville Little Theatre	Rec. & Parks	17,000	18,000	20,850
Rockville Musical Theatre	Rec. & Parks	17,000	18,000	18,500
Rockville Science Center	Rec. & Parks	60,000	60,000	60,000
Rockville Sister Cities Corporation	M&C	13,500	13,500	15,000
Rockville Volunteer Fire Department**	City Manager	10,000	10,000	77,000
Sunflower Bakery	City Manager	-	20,000	20,000
The Victorian Lyric Opera Company	Rec. & Parks	16,200	17,200	14,000
VisArts in the Community	Rec. & Parks	48,830	48,830	48,830
Women Who Care Ministries	M&C	2,000	5,000	-
TOTAL for Community Organizations (\$)		417,810	402,050	448,060

*Starting in FY 2024, REDI took over the Rockville Rewards program that was funded through the Chamber of Commerce through FY 2023. The \$25,000 for this continuing program was moved into REDI's budget, which is located within the City Manager's Office.

**The FY 2025 total for the Rockville Volunteer Fire Department includes a one-time \$65,000 contribution for a vehicle.



Grant Revenue Summary

The FY 2025 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 2025 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
Montgomery County Volunteer Center Partnership	\$ 4,000	MLK, Jr. Week of Service	County	No	Gen	CMO	Recurring
Bloomberg Philanthropies Asphalt Art Initiative	\$ 25,000	Asphalt art on Beall Avenue	Other	No	Act	CMO	One-time
Community Development Block Grant (CDBG)	\$ 263,000	Low/moderate-income home repair program	Federal	No	CDBG	HCD	Recurring
Linkages to Learning	\$ 249,660	School-based social and mental health services to address barriers to learning	County	No	Gen	HCD	Recurring
School and Community Based Youth Services	\$ 214,050	Mental health counseling to youth and their families	County	No	Gen	HCD	Recurring
Clean Water Commerce Act Grant	\$ 30,130	Payments for pollution reduction credits received for various SWM projects	State	No	SWM	Non-Dept	Recurring
Bulletproof Vest Partnership	\$ 6,450	Purchase and replacement of bulletproof vests	Federal	50%	Gen	Police	Recurring
Homeland Security Grant Program	\$ 8,450	Terrorism preparedness	Federal	No	Gen	Police	Recurring
MD Highway Safety	\$ 10,000	Overtime for driver safety enforcements	Federal	No	Gen	Police	Recurring
Motor Carrier Safety Assistance Program	\$ 15,000	Overtime for commercial vehicle inspections	Federal	No	Gen	Police	Recurring
State Aid for Police Protection	\$ 883,550	Police services	State	No	Gen	Police	Recurring
Maryland State Arts Council Arts Program Grant	\$ 21,720	Arts & humanities programs	State	No	Gen	R&P	Recurring
Montgomery Coalition for Adult English Literacy Program	\$ 50,000	English language program for seniors	County	No	Gen	R&P	Recurring
Senior Nutrition Grant	\$ 30,060	Providing food for seniors	Federal	No	Gen	R&P	Recurring
	\$ 332,960	Operating subtotal	Federal				
	\$ 935,400	Operating subtotal	State				
	\$ 517,710	Operating subtotal	County				
	\$ 25,000	Operating subtotal	Other				
	\$ 1,811,070	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)	\$ 533,345	Pandemic recovery	Federal	No	Ref	GC19	One-time
American Rescue Plan Act (ARPA)	\$ 900,000	Pandemic recovery	Federal	No	Cap	GD19	One-time
American Rescue Plan Act (ARPA)	\$ 650,000	Pandemic recovery	Federal	No	Cap	RB21	One-time
American Rescue Plan Act (ARPA)	\$ 450,000	Pandemic recovery	Federal	No	Cap	RB23	One-time
American Rescue Plan Act (ARPA)	\$ 2,021,173	Pandemic recovery	Federal	No	Cap	RE23	One-time
American Rescue Plan Act (ARPA)	\$ 550,000	Pandemic recovery	Federal	No	Cap	TA20	One-time
American Rescue Plan Act (ARPA)	\$ 750,000	Pandemic recovery	Federal	No	Wtr	UA17	One-time
American Rescue Plan Act (ARPA)	\$ 300,000	Pandemic recovery	Federal	No	Wtr	UA23	One-time
American Rescue Plan Act (ARPA)	\$ 530,000	Pandemic recovery	Federal	No	Wtr	UB19	One-time
American Rescue Plan Act (ARPA)	\$ 1,380,000	Pandemic recovery	Federal	No	Wtr	UB21	One-time
Chesapeake & Atlantic Coastal Bays Trust Fund	\$ 2,000,000	Croydon Creek Stream Restoration	State	No	SWM	SB16	One-time
Chesapeake Bay Trust Fund	\$ 199,930	RedGate Park and Arboretum Tree Planting	State	No	Cap	RE23	One-time
Drinking Water State Revolving Loan Fund Grant (loan forgiveness)	\$ 1,000,000	Water main rehab project within a Disadvantaged Community census tract	State	No	Wtr	UD21	One-time
Enhanced Mobility Grant	\$ 396,000	Bus stop improvements and Potomac Valley Rd. sidewalk construction	Federal	20%	Cap	TD21/TE21	One-time
Federal Earmark	\$ 592,500	Emergency Operations Center	Federal	25%	Cap	GD19	One-time
Federal Earmark	\$ 900,000	Potomac Woods storm drain improvements	Federal	25%	SWM	SB23	One-time
Federal Earmark	\$ 500,000	Sewer main rehabilitation	Federal	20%	Swr	UC21	One-time
Federal Earmark	\$ 959,752	Water main rehabilitation	Federal	20%	Wtr	UD21	One-time
Kim Lamphier Maryland Bikeways Network Grant	\$ 88,000	Design bicycle lanes on Halpine Rd. and East Jefferson St.	State	20%	Cap	TD21	One-time
Kim Lamphier Maryland Bikeways Network Grant	\$ 52,000	Design (30%) bicycle lanes along a portion of Martins Ln.	State	20%	Cap	TD21	One-time
Kim Lamphier Maryland Bikeways Network Grant	\$ 41,940	Permanent pedestrian and bicycle counters	State	20%	Cap	TD21	One-time
MD DNR Chesapeake Coastal Grant	\$ 75,000	Flood resiliency master planning	State	No	SWM	SA23	One-time
Pre-Disaster Mitigation Grant	\$ 375,806	Generator for 6 Taft Ct.	Federal	41%	Cap	GD19	One-time
Program Open Space	\$ 1,711,676	RedGate Park Improvements	State	25%	Cap	RE23	One-time
Reconnecting Communities Grant	\$ 568,000	Design (30%) of Twinbrook pedestrian and bicycle crossing	Federal	20%	Cap	TC22	One-time
Safe Streets and Roads for All Grant	\$ 320,000	Intersection safety audits	Federal	20%	Cap	TD21	One-time
State Bond Bill - F. Scott Fitzgerald Theatre	\$ 250,000	F. Scott Fitzgerald Theatre ADA Improvements	State	No	Cap	RA20	One-time



Grant Revenue Summary (continued)

Budgeted Grant Revenue: CIP (continued)

Grant Name	Amount		Grant Purpose	Type	Match	Fund	Project	Frequency
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	\$	280,000	Stonestreet improvements	State	20%	Cap	TA20	One-time
Transportation Program Alternatives Grant	\$	224,000	Design separated bike facility along a portion of Fleet St.	Federal	25%	Cap	TD21	One-time
Transportation Program Alternatives Grant	\$	312,000	Feasibility and design of pedestrian improvements in the Twinbrook neighborhood	State	25%	Cap	TD21	One-time
		\$12,900,576	Capital subtotal	Federal				
		\$ 7,060,296	Capital subtotal	State				
		\$19,960,872	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 22.93 percent overhead cost compared to actual and budgeted program revenues.

Recreation and Parks	Actual FY 2021	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Adopted FY 2025	Notes
TIER 1, Community Benefit, Target 0% or greater						Overall, there will be some inconsistencies with the cost recovery percentages in FY 2021 through FY 2023 because of the pandemic's impact on the community, recreation programs, the economy, and general behaviors.
Athletic Field Services	0%	0%	0%	0%	0%	
Facilities Maintenance Services	13%	10%	2%	4%	1%	
Horticultural Services	0%	0%	0%	0%	0%	
Park Maintenance Services ¹	0%	0%	0%	0%	0%	
Trails and Open Spaces Services ²	4%	2%	2%	2%	2%	
Senior Center Operations	4%	8%	10%	10%	10%	
Senior Citizen Support Services	6%	7%	7%	8%	7%	
Skate Park ³	0%	0%	N/A	N/A	N/A	
Special Events	3%	5%	5%	7%	6%	
Urban Forestry Maintenance	0%	0%	0%	0%	0%	The Lincoln Park Community Center and Civic Center Complex Cost Centers have reduced recovery percentages in FY 2025 due to partial facility closures during planned construction of CIP projects.
TIER 2, Considerable Community Benefit, Target 20% to 50%						
Croydon Creek Nature Center	3%	12%	37%	21%	22%	
Lincoln Park Community Center	3%	10%	21%	20%	7%	
Out-of-School Time Enrichment ⁴	2%	28%	36%	24%	43%	
Senior Citizen Recreation	9%	14%	21%	28%	27%	
Teens and Adventure Sports ³	21%	45%	45%	41%	48%	
Thomas Farm Community Center	7%	17%	31%	23%	24%	The Classes Cost Center was removed, and all funding was redistributed to the Arts, Out-of-School Time Enrichment, and Teens and Adventure Sports Cost Centers.
Twinbrook Community Recreation Center	3%	22%	26%	22%	23%	
TIER 3, Balanced Community & Individual Benefit, Target 30% to 70%						
Arts	31%	25%	32%	22%	52%	
Civic Center Complex	3%	34%	43%	32%	22%	
Senior Citizen Sports & Fitness	30%	28%	34%	41%	39%	
Sports	23%	66%	62%	59%	54%	The Arts Cost Center was relocated to Tier 3 from Tier 2 to reflect the arts classes now included in this cost center.
Summer Camps ⁵	14%	60%	60%	55%	56%	
Summer Playgrounds ⁵	9%	24%	N/A	N/A	N/A	
TIER 4, Considerable Individual Benefit, Target 70% to 100%						
Childcare	41%	66%	79%	79%	72%	
Classes	50%	87%	119%	93%	N/A	
Swim and Fitness Center	48%	75%	83%	69%	70%	

¹ East Parks Services and West Parks Services were consolidated and renamed Park Maintenance Services.

² Right-of-Way Services was renamed Trails and Open Spaces Services.

³ Skate Park was consolidated into Teens and Adventure Sports (formerly Teens), which was relocated from Tier 3 to Tier 2.

⁴ Afterschool was renamed Out-of-School Time Enrichment.

⁵ 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 2025 - FY 2029. 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
Recreation and Parks	Additional Playground Structure Replacement (Cap) <i>2020 R&P Strategic Plan; 2016 ADA Transition Plan; CPSC Standards.</i> Increase the number of replacement playgrounds, currently the CIP funds one playground per year in FY 2026, FY 2028, and FY 2029 and two playgrounds in FY 2025 and FY 2027. This increase will bring playground replacements in line with the city's current playground replacement schedule, which is based on a 17-20 year cycle per playground.	\$1.3 million	2030
	Town Center Dog Exercise Area (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i> This project will fund the design and construction of a new dog exercise area within the Town Center planning area.	\$450,000	2030
Recreation and Parks	City Hall Renovation (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i> 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).	\$4.2 million	2030
Recreation and Parks	6 Taft Court - South Wing Building Envelope Renovation (Cap) This project funds the renovation (design and construction) of the south wing's building envelope including a new roof, replace HVAC units, replace windows, and repair brick façade.	\$2 million	2031
Recreation and Parks	Fitness Pool Filter Tank Replacement (Cap) The filter tanks for the Rockville Swim and Fitness Center's outdoor Fitness Pool will be in need of lifecycle replacement within the next 5-7 years. The tanks were installed in 1990, and have a 25-30 year lifespan as noted in the 2015 RSFC Facility Audit. Although there are no immediate deficiencies, this project is on the horizon due to the anticipated degradation and faults of the equipment due to age.	\$400,000	2031



Long Range CIP Planning (continued)

Managing Dept.	Project/Related Plan and Description	Est. Cost	Est. Start
Recreation and Parks	King Farm Farmstead Garage #2 and Tenant Buildings #6 and #7 (Cap) <i>2014 KFF Property Condition Assessment; 2020 R&P Strategic Plan; Comprehensive Plan</i> Project includes 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.	\$1.5 million	2031
	East Rockville Parkland Purchase (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan; East Rockville Neighborhood Plan</i> 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.	\$2 million	2032
Recreation and 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 the Town Center. This project will design and renovate Promenade Park and include collaboration with WMATA, Montgomery County, and office building owners. Promenade Park was originally built in 1998 as part of the Town Center redevelopment.	\$1.4 million	2032
Recreation and Parks	RedGate Park and Arboretum Amphitheater and Deck Overlook (Cap) <i>RedGate Park Master Plan</i> Project includes permit-ready design and construction of the amphitheater and a deck overlook at RedGate Park.	\$2.9 million	2032
Recreation and Parks	Mattie J.T. Stepanek Park Gender Neutral Restroom (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i> Project includes the design and construction for converting a storage space within the concession building into a single user, ADA compliant, accessible restroom.	\$150,000	2033
Recreation and Parks	King Farm Neighborhood Park (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i> 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	2033
Recreation and Parks	Recreation Services Building Renovation (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i> Renovate the interior of the Recreation Services building located in Civic Center Park. Improvement will concentrate on the climate-controlled spaces in the building.	\$1.1 million	2033
Recreation and Parks	South Rockville Pike Corridor Parkland Purchase (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan; Rockville Pike Plan</i> 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	2034



Long Range CIP Planning (continued)

Managing Dept.	Project/Related Plan and Description	Est. Cost	Est. Start
Recreation and Parks	RedGate Park and Arboretum Visitor Center (Cap) <i>RedGate Park Master Plan</i> This is the final phase of the Master Plan implementation. Design and construct a visitor center at RedGate Park.	\$4.9 million	2034
	King Farm Farmstead Building Fit Out for Adaptive Reuse (Cap) <i>2014 KFF Property Condition Assessment; 2020 R&P Strategic Plan; Comprehensive Plan</i> 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. Cost estimates will be determined when the use of each building is determined.	TBD	2035
Recreation and Parks	Parks Material Storage Area Cover (Cap) <i>2020 R&P Strategic Plan; Comprehensive Plan</i> Project includes 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 best practice.	\$300,000	2035
Public Works	Maple Avenue Alley – Rebuild (Cap) The improved alley located between Maple Avenue and Grandin Avenue that connects to the east side of Md. Rte. 28 requires rebuilding. The alley will be rebuilt with pervious concrete to mitigate any drainage issues.	\$650,000	2030
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 to protect the city's 24-inch raw water transmission main and communication/electrical conduits.	\$1.75 million	2030
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 standards to complete a master plan of a water system every 15 to 20 years.	\$550,000	2030
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	2031



Long Range CIP Planning (continued)

Managing Dept.	Project/Related Plan and Description	Est. Cost	Est. Start
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-inch corrugated metal pipe has been inspected, is showing corrosion, and is 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	2031
Public Works	North Horners Wastewater Pump Station Equipment Replacement (Swr) <i>10-Year Sewer Rate Study Plan</i>		
	This project will 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 program will implement recommended projects from the Water Distribution Master Plan scheduled for FY 2030. The specific projects and costs will not be known until the Master Plan is completed.	\$2.5 million	2032
Public Works	West End Park Noise Barrier (Cap) <i>MDOT SHA Type II Noise Barrier Program</i>		
	Extend the existing noise barrier along the northern portion of the West End Park neighborhood approximately 2,000 feet, with an average height of 17.2 feet. This project is currently a part of the Op Lanes Maryland Project.	\$2.2 million	2031
Information Technology	Storage Area Network (SAN) Renewal (Cap) Renewal of the city's SAN before support ends in 2032. SAN is essential for hosting mission-critical data.	\$2 million	2032



Water and Sewer Rates for FY 2025

The FY 2025 water and sewer rates were adopted by the Mayor and Council on May 6, 2024. 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.

Quarterly Water Usage Charges per 1,000 Gallons

Classification	Tier 1 - \$6.68	Tier 2 - \$10.27	Tier 3 - \$15.94	Tier 4 - \$21.51
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	\$11.06
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Quarterly Water and Sewer Ready to Serve Charges

Classification	Water	Sewer
Single Family	\$24.76	\$18.75
Multi-Family	\$18.30 + \$4.53*	\$6.12 + \$8.67*
Non-Residential (by meter size)	5/8", 3/4", 1"	\$34.93
	1 1/2"	\$69.40
	2"	\$132.23
	3"	\$246.99
	4"	\$542.56
	6"	\$780.59
	8"	\$1,152.14
	10"	\$2,815.35

*Charge per dwelling unit.



FY 2025 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 2025 adopted budget appropriations ordinance, which was introduced by the Mayor and Council on March 4, 2024, and adopted on May 6, 2024.

ORDINANCE NO. <u>05-24</u> ORDINANCE: To appropriate Funds and Levy Taxes for Fiscal Year 2025. 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, 2024, and ending June 30, 2025, 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><tr><th>FUNDS</th><th>AMOUNTS APPROPRIATED</th></tr><tr><td>General Fund</td><td>[\$109,668,850] <u>\$109,081,850</u></td></tr><tr><td>Water Fund</td><td>[\$15,819,860] <u>\$15,827,850</u></td></tr><tr><td>Sewer Fund</td><td>\$15,546,630</td></tr><tr><td>Refuse Fund</td><td>[\$8,911,060] <u>\$8,907,760</u></td></tr><tr><td>Parking Fund</td><td>\$2,791,920</td></tr><tr><td>Stormwater Management Fund</td><td>[\$7,289,220] <u>\$7,319,350</u></td></tr><tr><td>Special Activities Fund</td><td>\$2,838,210</td></tr><tr><td>Community Development Block Grant</td><td>\$263,000</td></tr><tr><td>Speed Camera Fund</td><td>[\$1,305,910] <u>\$1,305,930</u></td></tr><tr><td>Debt Service Fund</td><td>\$4,455,600</td></tr><tr><td>Town Center Management District Fund</td><td>\$0</td></tr></table> The "Amounts Appropriated" by this section totaling [\$168,890,260] <u>\$168,333,100</u> 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	[\$109,668,850] <u>\$109,081,850</u>	Water Fund	[\$15,819,860] <u>\$15,827,850</u>	Sewer Fund	\$15,546,630	Refuse Fund	[\$8,911,060] <u>\$8,907,760</u>	Parking Fund	\$2,791,920	Stormwater Management Fund	[\$7,289,220] <u>\$7,319,350</u>	Special Activities Fund	\$2,838,210	Community Development Block Grant	\$263,000	Speed Camera Fund	[\$1,305,910] <u>\$1,305,930</u>	Debt Service Fund	\$4,455,600	Town Center Management District Fund	\$0	ORDINANCE NO. <u>05-24</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><tr><th>FUNDS</th><th>AMOUNTS APPROPRIATED</th></tr><tr><td>Capital Projects Fund</td><td>[\$63,862,803] <u>\$63,912,767</u></td></tr><tr><td>Water Fund</td><td>[\$21,660,264] <u>\$22,094,904</u></td></tr><tr><td>Sewer Fund</td><td>[\$12,849,546] <u>\$12,132,726</u></td></tr><tr><td>Refuse Fund</td><td>[\$778,098] <u>\$741,022</u></td></tr><tr><td>Stormwater Management Fund</td><td>[\$17,018,696] <u>\$17,867,082</u></td></tr><tr><td>Special Activities Fund</td><td>[\$1,837,933] <u>\$1,509,100</u></td></tr><tr><td>Speed Camera Fund</td><td>[\$1,104,118] <u>\$1,178,470</u></td></tr></table> The "Amounts Appropriated" by this section totaling [\$119,111,458] <u>\$119,436,079</u> 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	[\$63,862,803] <u>\$63,912,767</u>	Water Fund	[\$21,660,264] <u>\$22,094,904</u>	Sewer Fund	[\$12,849,546] <u>\$12,132,726</u>	Refuse Fund	[\$778,098] <u>\$741,022</u>	Stormwater Management Fund	[\$17,018,696] <u>\$17,867,082</u>	Special Activities Fund	[\$1,837,933] <u>\$1,509,100</u>	Speed Camera Fund	[\$1,104,118] <u>\$1,178,470</u>
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Special Activities Fund	[\$1,837,933] <u>\$1,509,100</u>																																								
Speed Camera Fund	[\$1,104,118] <u>\$1,178,470</u>																																								
ORDINANCE NO. <u>05-24</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>05-24</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 [\$500,000] <u>\$1,150,410</u> in General Fund unassigned fund balance to support the following operating budget items: <u>\$650,410 for the provision of a 1 percent reduce cost of living increase</u>, \$100,000 for the Maintenance Complex Master Plan, \$150,000 for a development and permit fee study, and \$250,000 for fitness pool replastering. NOTE: [Brackets] indicate material deleted after introduction. <u>Underlining</u> 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 6, 2024  Sara Taylor-Perrell, 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.

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.

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

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.

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.

Artificial Intelligence (AI) – the theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, and decision-making.

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.

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.

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.

City Manager's Officer (CMO) – A department within the city's organizational structure.

Closed Circuit Televised Video (CCTV) – The use of video cameras to transmit a signal to a specific place on a limited set of monitors.



Commission on Accreditation for Law Enforcement Agencies (CALEA) – A credentialing authority whose primary mission is to accredit public safety agencies, namely law enforcement agencies, training academies, communications centers, and campus public safety agencies.

Committed Fund Balance – Portion of net resources limited in use by the highest level of decision-making authority in the city, which is the Mayor and Council.

Community Development Block Grant (CDBG) – Department of Housing and Urban Development grants provided to local communities to benefit low- and moderate-income individuals.

Community Planning and Development Services (CPDS) – A department within the city's organizational structure.

Comprehensive Plan – 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.

Climate Action Plan (CAP) – Adopted by the Mayor and Council on Jan. 10, 2022, the CAP provides a road map to equitably reduce greenhouse gas emissions and prepare the community to adapt to a changing climate. The CAP contains 42 actions to guide city policies, programs, plans, and investments to achieve three goals: carbon reduction, equity, and resiliency.

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.

Deferred Retirement Option Program (DROP) – A form of retirement benefit that allows an employee to continue working while accumulating a savings account consisting of the benefits that would have been received had the employee retired.

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 Natural Resources (DNR) – A department within the State of Maryland's organizational structure.

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.

Drinking Water State Revolving Fund (DWSRF) – A partnership between the EPA and the states, the DWSRF is a financial assistance program to help water systems and states to achieve the health protection objectives of the Safe Drinking Water Act.

Electric Vehicle (EV) – A vehicle that uses one or more electric motors for propulsion.



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 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.

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.

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 2025 begins on July 1, 2024, and ends on June 30, 2025.

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.

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 Alliance on Race and Equity (GARE) – A national network of government working to achieve racial equity and advance opportunities for all.

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.

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.

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.

Homeowners Association (HOA) – A self-governing organization in common-interest communities where homeowners collectively pay fees to maintain the units or neighborhood.

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.

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.

Internet of Things (IoT) – The network of physical objects that are embedded with sensors, software, and other technologies for the purpose of connecting and exchanging data with other devices and systems over the Internet.

Journal Voucher (JV) – A recording of financial data processed by the Accounting and Control 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.

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 Range CIP Project – Projects that meet the criteria to be included in the CIP but are beyond the five-year planning period of the city’s CIP. In many cases, moving forward with a project will require direction from the Mayor and Council in terms of project scope and timing. The long range CIP projects are updated on an annual basis. Inclusion as a long range CIP project does not guarantee future funding, as all projects are evaluated against other city priorities each fiscal year.

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

Martin Luther King, Jr. Day (MLK Day) – A federal holiday, observed on the third Monday of January, in honor of Dr. Martin Luther King, Jr.’s leadership in the civil rights movement and his commitment to achieving racial equity through nonviolent means.

Maryland Department of the Environment (MDE) – A department within the State of Maryland’s organizational structure.

Maryland Department of Transportation State Highway Administration (MDOT SHA) – The Maryland governmental administration that maintains Maryland’s numbered highways.

Maryland Energy Administration (MEA) – An agency within the State of Maryland’s organizational structure.

Maryland Open Meetings Act – A statute that requires many State and local public bodies to hold their meetings in public, to give the public adequate notice of those meetings, and to allow the public to inspect meetings minutes. The Act permits public bodies to discuss some topics confidentially.

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 Environmental Policy Act (NEPA) – For federally funded projects, the NEPA requires agencies to study a project's impacts on the environment and any nearby protected resources.

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.

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.

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 (PAFR) – 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.

Pressure Reducing Valve (PRV) – Pressure-reducing valves decrease the incoming high pressure of water into a lower and safer pressure.

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.

Public Information Office (PIO) – A cost center within the Communication and Public Information Division of the City Manager's Office.

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 closed 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).

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.

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.

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.

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 Improvement Plan (TIP) – City program designed to address the demand of transportation resources and make more efficient use of those resources. TIP 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.

Unified States Army Corps of Engineers (USACE) – A direct reporting unit and engineer formation of the United States Army.



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.

Zero Trust Architecture – an approach to the strategy, design, and implementation of IT systems that treats any network as compromised and assumes that threats are always present.

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



Acronyms

ACH – Automated Clearing House
ACFR – Annual Comprehensive Financial Report
ADA – Americans with Disabilities Act
AFSCME – American Federation of State, County, and Municipal Employees
AI – Artificial Intelligence
AIPA – Art in Public Architecture
AMI – Advanced Metering Infrastructure
ARPA – American Rescue Plan Act
AWIA – America’s Water Infrastructure Act
CALEA – Commission on Accreditation for Law Enforcement Agencies
CAP – Climate Action Plan
CCTV – Closed Circuit Televised Video
CDBG – Community Development Block Grant
CIP – Capital Improvements Program
CMO – City Manager’s Office
COOP – Continuity of Operations Plan
COVID-19 – Coronavirus Disease of 2019
CPDS – Community Planning and Development Services
CSX – Chessie Seaboard Multiplier
DCWater – District of Columbia Water and Sewer Authority
DNR – Department of Natural Resources
DROP – Deferred Retirement Option Program
DPW – Department of Public Works
DWSRF – Drinking Water State Revolving Fund
ELA – Enterprise License Agreement
EPA – Environmental Protection Agency
ERP – Enterprise Resource Planning
ERU – Equivalent Residential Unit
EV – Electric Vehicle
FAST – Faster, Accountable, Smarter, Transparent
FBI – Federal Bureau of Investigation
FCC – Federal Communications Commission
FEMA – Federal Emergency Management Agency
FTE – Full-Time Equivalent
FTPO – Forest and Tree Preservation Ordinance
FY – Fiscal Year
GAAP – Generally Accepted Accounting Principles
GARE – Government Alliance on Race and Equity
GASB – Governmental Accounting Standards Board
GFOA – Government Finance Officers Association
GIS – Geographic Information Systems
HCD – Housing and Community Development
HDC – Historic District Commission
HEAP – Home Energy Assistance Program



HOA – Homeowners Association
HR – Department of Human Resources
HUR – Highway User Revenue
HVAC – Heating, Ventilation, and Air Conditioning
I-Net – Institutional Network
IPP – Income Protection Plan
IRS – Internal Revenue Service
IT – Information Technology
IoT – Internet of Things
JEDI – Justice, Equity, Diversity, and Inclusion
JV – Journal Voucher
LED – Light-Emitting Diode
LEED – Leadership in Energy and Environmental Design
LGIT – Local Government Insurance Trust
LTL – Linkages to Learning
Mbps – Megabits per second
MCPS – Montgomery County Public Schools
MDE – Maryland Department of the Environment
MDOT SHA – Maryland Department of Transportation State Highway Administration
MEA – Maryland Energy Administration
MFD-V – Minority, Female, Disabled, or Veteran-Owned
MGD – Million Gallons per Day
MLK Day – Martin Luther King, Jr. Day
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
NEPA – National Environmental Policy Act
NPDES – National Pollutant Discharge Elimination System
NRSRO – Nationally Recognized Statistical Ratings Organization
OCA – Office of the City Attorney
OCI – Operating Cost Impact
OPEB – Other Postemployment Benefits
OSHA – Occupational Safety and Health Administration
PAFR – Popular Annual Financial Report
PFAS – Per- and Polyfluoroalkyl Substances
PFOA – Perfluorooctanoic Acid
PFOS – Perfluorooctane Sulfonic Acid
PIO – Public Information Office
PIP – Planned Improvement Project
POS – Point of Sale
PRV – Pressure Reducing Valve
RCPD – Rockville City Police Department
REAP – Rockville Emergency Assistance Program
REDI – Rockville Economic Development, Inc.



RFP – Request for Proposal
RHE – Rockville Housing Enterprises
RSFC – Rockville Swim and Fitness Center
RSI – Rockville Seniors, Incorporated
RTC – Rockville Town Center
RVFD – Rockville Volunteer Fire Department
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WMATA – Washington Metropolitan Area Transit Authority
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WTP – Water Treatment Plant

