



City of Rockville, Maryland

FY 2007

**Adopted
Operating Budget**



FY 2007 Adopted Operating Budget

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PHYLLIS MARCUCCIO, COUNCILMEMBER

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Scott Ullery, City Manager

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CITY OF ROCKVILLE, MARYLAND

JULY 2006

Acknowledgements

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Introduction to the Budget Document

The City of Rockville Operating Budget and Capital Improvements Program (CIP) provide citizens and staff with detailed information about the City's operations and spending. 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.
3. **Operations Guide** – to describe activities, objectives for the fiscal year, performance measures to track progress on the objectives and the workforce.
4. **Communications Device** – to provide information on budgetary trends, planning processes, and integration of the operating and capital budgets.

The major sections of the operating budget include:

Overview and Summary Information (Sections 1 – 3)

Executive Summary

This section includes the City Manager's Budget Message, budget highlights, position change and FTE summaries, budget development overview, and organizational chart.

Policies and Goals

This section lists the City's financial management policies, the Mayor and Council Vision and Goals, a summary of major policy documents, and directories of officials and boards and commissions.

Fund 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 summary information is detailed by fund and department and narrative descriptions are given, outlining the sources and trends for major revenues.

Operating Budgets (Sections 4 – 12)

Departmental

The departmental sections provide strategic, operational, performance, and budgetary information for each of the City's departments. The first page of each departmental section includes: an organization chart, staffing trend graph, mission statement, expenditure history graph, and use of funds graph.

A Department Summary follows the first page. The Department Summary begins with: 1) department expenditures by division, 2) department expenditures by type, 3) the source of department funds, and 4) a staffing summary by division. The remainder of the Department Summary presents significant changes, department-wide performance measures, and an overview of the department. In some cases, this part of the budget includes supplemental information in the form of charts, graphs and text.

Each department presents financial and operating information by division and cost center, providing a greater level of detail for the reader. A cost center is a sub-section of a division that is responsible for a significant activity or group of activities under the purview of the division.

The first page of each division description shows: 1) division expenditures by cost center, 2) division expenditures by type, 3) the source of division funds, and 4) a staffing summary by cost center. A division purpose statement and significant changes are also included.

For each cost center, the FY07 adopted budget presents objectives, performance measures, regular position titles and numbers of FTEs, and supplemental information in the form of charts, graphs, maps, and text.

General Government (Section 13)

This section summarizes the non-departmental operating expenditures (those not charged directly to specific departments but are a cost to the City as a whole) such as debt service payments. It also includes a funding comparison schedule of contributions to non-profit organizations working on behalf of the Rockville community, followed by a description of these organizations.

Appendix (Section 14)

This section contains supporting information, such as employees/positions grades, classifications and payscales, organizational listing, glossary, and index.

FY07 Budget Ordinance

ORDINANCE NO. 4-06

ORDINANCE: To Appropriate Funds
and Levy Taxes for
Fiscal Year 2007.

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, 2006, and ending June 30, 2007, out of the revenues accruing to the City for the purpose of operations, the several amounts hereinafter listed under the column designated "Amounts Appropriated"

FUNDS	AMOUNTS APPROPRIATED	
General Fund	\$[57,432,655]	\$56,243,155
Water Facility Fund	[5,643,098]	5,808,098
Sanitary Sewer Fund	[5,918,174]	5,938,174
Refuse Fund	[5,238,124]	5,283,124
Parking Fund	[2,513,724]	2,313,724
Stormwater Management Fund	1,248,982	
RedGate Golf Course Fund	[1,490,646]	1,458,646
Special Activities Fund	[345,966]	451,696
Community Development Block Grant Fund	760,000	
Town Center Management District Fund	[652,736]	52,736
Debt Service Fund	6,110,800	

The "Amounts Appropriated" by this section totaling [\$87,354,905] ~~\$85,669,135~~ shall be for the annual operating expenses of the departments and agencies of the City and shall be disbursed by the Clerk and Treasurer under the supervision of the City Manager

Ordinance No. 4-06

-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":

FUNDS	AMOUNTS APPROPRIATED	
Water Facility Fund	\$7,809,706	
Sanitary Sewer Fund	20,632,195	
Refuse Fund	959,454	
Parking Fund	56,238,759	
Stormwater Management Fund	6,705,075	
RedGate Golf Course Fund	114,500	
Capital Projects Fund	[149,939,511]	151,421,385

The "Amounts Appropriated" by this section totaling [\$242,284,700] ~~\$243,881,074~~ shall be for improvement projects and shall be disbursed by the Clerk and Treasurer 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 [thirty-two and two-tenths (\$0.322)] ~~thirty-one and two-tenths (\$0.312)~~ cents 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 (\$0.805) cents 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 "Amounts Appropriated" as set forth in the foregoing

FY07 Budget Ordinance

Ordinance No. 4-06 -3-

Section I. The tax levies herein provided in this section shall not apply to property in the City of Rockville to the extent that such property is not subject to taxes as provided in any valid and binding annexation agreement.

SECTION IV – TOWN CENTER PARKING DISTRICT LEVY

There is hereby levied against all assessable non-exempt real property within the Town Center Parking District a tax at the rate of thirty cents (\$0.30) 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 Sections I and II

[SECTION V – TOWN CENTER MANAGEMENT DISTRICT LEVY

There is hereby levied against all assessable real property within the Town Center Management District a tax at the rate of four cents (\$0.04) 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" as listed in the "Amounts Appropriated" in Section I.]

NOTE: [Brackets] indicate material deleted after introduction.
Underlining indicates material added after introduction.

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Mayor and Council at its meeting of June 5, 2006.


Claire F. Funkhouser, City Clerk

Changes from the Proposed to the Adopted FY07 Budget

GENERAL FUND

Expenditure Proposed Total	\$57,432,655
Additions	
Transfer to Golf Fund	114,500
Electricity and Oil/Gasoline	320,000
Police Department (0.5 Secretary II)	25,798
Community Services Division in Rec. and Parks	829,466
Environmental Management Division in Public Works	284,675
Additional Funding for Outside Agencies	25,763
Analysis of Development Impact Fees	100,000
Contingency for Community Services Division	100,000
Redlight Camera Program	6,851
Senior Citizen Needs Assessment Survey	20,000
Other Personnel Costs for Community Services	13,000
Spanish Language Courses for City Employees	20,000
Photo Enforcement Analyst	51,764
Reductions	
Transfer to Capital Projects Fund	(1,087,176)
Transfer to Parking Fund	(200,000)
Regular Contingency Fund	(100,000)
Transfer to Town Center Management Fund	(550,000)
Department of Community Services	(1,079,466)
CPDS (Environmental Protection Cost Center)	(84,675)
Expenditure Adopted Total	\$56,243,155
Revenue Proposed Total	\$57,432,655
Reductions	
Transfer from Golf Fund	(89,500)
Real Property Tax Rate Reduction (\$0.01)	(900,000)
Real Property Tax (Homeowners' Tax Credit)	(200,000)
Revenue Adopted Total	\$56,243,155

WATER FUND

Expenditure Proposed Total	\$5,643,098
Additions	
Electricity and Oil/Gasoline	165,000
Expenditure Adopted Total	\$5,808,098
Revenue Proposed Total	\$5,643,098
Additions	
Appropriated Fund Balance	165,000
Revenue Adopted Total	\$5,808,098

SEWER FUND

Expenditure Proposed Total	\$5,918,174
Additions	
Electricity and Oil/Gasoline	20,000
Expenditure Adopted Total	\$5,938,174
Revenue Proposed Total	\$5,918,174
Additions	
Appropriated Fund Balance	20,000
Revenue Adopted Total	\$5,938,174

REFUSE FUND

Expenditure Proposed Total	\$5,238,124
Additions	
Oil/Gasoline	45,000
Expenditure Adopted Total	\$5,283,124
Revenue Proposed Total	\$5,238,124
Additions	
Appropriated Fund Balance	45,000
Revenue Adopted Total	\$5,283,124

Changes from the Proposed to the Adopted FY07 Budget

PARKING FUND

Expenditure Proposed Total	\$2,513,724
Reductions	
Addition to Net Assets	(200,000)
Expenditure Adopted Total	\$2,313,724

Revenue Proposed Total	\$2,513,724
Reductions	
Transfer from General Fund	(200,000)
Revenue Adopted Total	\$2,313,724

GOLF FUND

Expenditure Proposed Total	\$1,490,646
Additions	
Marketing and Advertising	27,500
Maintenance Supplies	20,000
Oil/Gasoline	10,000
Reductions	
Administrative Charge	(89,500)
Expenditure Adopted Total	\$1,458,646

Revenue Proposed Total	\$1,490,646
Additions	
Transfer from General Fund	114,500
Reductions	
Appropriated Fund Balance	(146,500)
Revenue Adopted Total	\$1,458,646

SPECIAL ACTIVITIES FUND

Expenditure Proposed Total	\$345,966
Additions	
Community Services Division of Rec. and Parks	50,788
Current Programs	123,730
Reductions	
Department of Community Services	(50,788)
Current Programs	(18,000)
Expenditure Adopted Total	\$451,696

Revenue Proposed Total	\$345,966
Additions	
Current Programs	123,730
Reductions	
Current Programs	(18,000)
Revenue Adopted Total	\$451,696

TOWN CENTER MANAGEMENT FUND

Expenditure Proposed Total	\$652,736
Reductions	
Addition to Fund Balance	(160,830)
Department of CPDS	(439,170)
Expenditure Adopted Total	\$52,736

Revenue Proposed Total	\$652,736
Reductions	
Real Property Tax	(40,000)
Personal Property Tax	(10,000)
Transfer from General Fund	(550,000)
Revenue Adopted Total	\$52,736

Community Profile

Rockville is the third largest city (59,658 total population according to 2005 Census estimate) in Maryland and is the county seat of Montgomery County. It occupies 13.03 square miles within the metropolitan Washington, D.C. area and is located 12 miles northwest of the nation's capital. A major portion of the prestigious I-270 corridor is within the City's corporate limits. A map is on the following page.

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. The governing body is the Mayor and Council, which formulates policies for the administration of the City. The Mayor and Council are comprised of a mayor and four councilmembers all directly elected at large for two-year terms. The mayor is chosen on a separate ballot. The City Manager is appointed by the Mayor and Council to serve as the City's chief executive officer. As mandated by state law, Montgomery County provides school, library, social services, and fire protection in Rockville. In addition to the Montgomery County Police, Rockville residents are served by the City's own Police Department. Rockville's community oriented policing services are specially designed to meet the needs of the community. The Rockville Volunteer Fire Department, consisting of more than 200 members and four stations, provides fire protection to Rockville.

The City provides a full range of services including: zoning and planning; water, sewer, and refuse and recycling services; one-stop location for licenses, permits, and inspections; 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.

Rockville is a residential community and an employment center. Rockville offers a wide variety of housing styles, prices, sizes, and neighborhoods from mid-rise condominiums to Victorian homes, from contemporary models to the more traditional.

Community Facilities

Private Neighborhood Swim Clubs	19
Libraries	2
Community Recreation Centers	10
Public Parks	61
Civic Center Complex (153-acres, 500-seat theatre)	1
Public Golf Course	1
Swim Center.....	1
Nature Center.....	1
Senior Center	1
Skate Park.....	1
Farmer's Market	1

(Data from Department of Recreation and Parks)

Occupation of Residents

Managerial and Professional	55.7%
Sales and Office Occupations	22.0%
Service Occupations.....	12.3%
Construction, Extraction, Maintenance	5.2%
Production, Transportation, Material Moving	4.8%

(Data from 2000 Census)

Ten Largest Corporate Real Property Taxpayers

Realty Associates Fund III LLP	1.55%
Congressional Plaza Associates LLC	1.38%
Prentiss Property Research.....	0.96%
Tower Dawson LLC	0.90%
Washington Real Estate Investments.....	0.85%
One Irvington Center	0.83%
Boston Properties LTD Partnership	0.82%
William M. Rickman	0.78%
T A Western LLC.....	0.71%
Alder Branch Fallsgrove LLC.....	0.68%

(Data from State of Maryland Department of Assessments and Taxation)

Major Shopping Centers

Rockville Pike Corridor:

Congressional Plaza	327,874 sq. ft.
Congressional North	185,229 sq. ft.
Wintergreen Plaza	154,072 sq. ft.
Twinbrook Square.....	91,411 sq. ft.
Total.....	758,586 sq. ft.

Town Center:

Courthouse Center.....	44,000 sq. ft.
------------------------	----------------

Neighborhood Centers:

Fallsgrove Village Center	150,000 sq. ft.
King Farm Village Center	122,486 sq. ft.
College Plaza.....	106,687 sq. ft.
Twinbrook Shopping Center.....	75,000 sq. ft.
Total.....	454,173 sq. ft.

(Data from Department of CPDS)

Ten Largest Private Employers

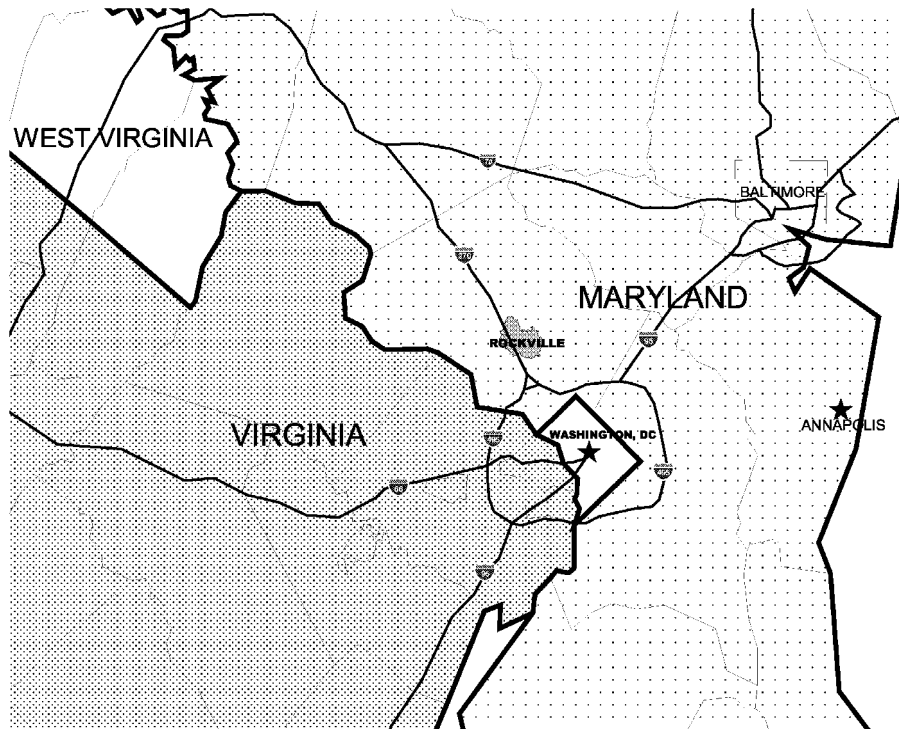
Westat Inc.	1,800
Aspen Systems Corporation.....	800
Wolpoff & Abramson, LLP	700
MAMSI.....	613
Community Services for Autistic Adults and Children	545
Booz Allen Hamilton	500

Community Profile

BAE Applied Technologies	400
Thomson Financial	375
EU Services	373
Otsuka	360

(2005 Data from Rockville Economic Development, Inc.)

The map below shows the City of Rockville's location within the State of Maryland.



Demographic Statistics

Rockville's population was 57,100 (estimate) in 2004 and 59,658 (estimate) in 2005. A detailed breakdown of these estimates is not available.

The following statistics provide comparative information about the City of Rockville based on 1990 and 2000 Census data. Information from the latest Census update in 2003 is also provided.

	1990	2000 *	2003 Census Update**
Total Population	44,835	47,388	52,375
Population < 18	10,379	11,081	12,151
Population 65 +	4,687	6,215	6,809
Population 19-64	29,769	30,092	33,415
Median Age	34.6	37.8	38.1
Total households	15,660	17,247	19,895
Per Capita Income	\$21,484	\$30,518	N/A
Median Household Income	\$52,073	\$68,074	\$73,275
High School / College Graduate	26,250	29,601	34,637
Unemployment Rate	3.0%	2.1%	4.3%
White	35,491	33,262	37,291
Black / African American	3,699	4,675	5,290
American Indian / Alaska Native	119	403	N/A
Asian / Pacific Islander	4,394	7,688	8,223
Hispanic ***	3,863	5,529	5,866
Other	1,132	2,946	1,571

* Population figures beginning 2000 may add to more than the total population because individuals were able to report more than one race.

** Source: 2003 Census Update Survey, Montgomery County Planning Department, February 2004.

*** Hispanic is of any race.

The statistics below are from the City of Rockville Comprehensive Annual Financial Report (CAFR) and were provided by the departments of Community Planning and Development Services, Public Works, and Recreation and Parks.

	1990	2000	2005
Miles of City-Maintained Streets	131.1	150.37	156.42
Miles of Sidewalks	194.9	217.2	297.6
Miles of Storm Sewer	48.2	55.5	97.6
Miles of City-Maintained Water / Sanitary Sewer	148.8	132.0	148.0
Number of Hydrants	1,132	1,229	1,369
Number of Street Lights	4,020	4,723	5,797
Number of Building Permits Issued	687	1,413	1,469
Estimated Cost of Building Permits (in millions)	\$51.0	\$177.0	\$202.3
Acres of Parks	880.5	955.0	1,020
Number of Playgrounds	44	34	39
Number of Water Accounts	11,344	11,770	12,487
Average Daily Water Consumption (in millions of gallons)	4.83	4.92	4.15



July 1, 2006

Honorable Mayor and Members of the City Council
City of Rockville, Maryland

It is our privilege to present to you the budget for the City of Rockville (the City) for fiscal year 2007 as adopted by the Mayor and Council on June 5, 2006. The budget supports the Mayor and Council's visions, existing programs and services, and the City's infrastructure. The budget takes into account various external and internal factors that impact the City. These factors and their impact are discussed below.

We are pleased to present a balanced budget that includes a one-cent reduction in the real property tax rate. This is the first reduction since the FY00 budget and brings the rate to \$0.312 per hundred dollars of assessed value for real property, and \$0.805 per hundred dollars of assessed value. In addition, this budget expands the homeowners' tax credit, also known as the circuit breaker, to provide tax relief to the city's low- and moderate-income taxpayers. Most households with annual gross income of up to \$70,000 qualify for this credit on their FY07 real property tax bills.

Staff has continued with format changes that are noticeable throughout the operating budget document and the Capital Improvement Program (CIP) book. A new fund summary capturing all activity is presented in the all funds summary section. In addition, departments have improved both their performance measures that are being presented and the charts and graphics within each department section. In the CIP book, a new page format is included, and additional summaries, such as a listing of projects funded through borrowing, have been added. All content changes in the adopted budget book and CIP book are intended to make the documents more informative and reader friendly.

The Decision-Making Environment

The most prominent factors impacting the FY07 budget are as discussed.

Economic Climate

The national and regional economic climates impact our finances and budget. Local economic experts agree that the local regional economy will continue its steady growth. Continued strong job and housing market growth are expected, although not at the high rates of recent years.

Overseas demand for construction materials has caused shortages nationally, resulting in sharp increases in the prices of critical construction materials such as concrete, steel, and asphalt. The prices of fuel and electricity have also increased. These higher prices are likely to continue to impact City operations and capital projects into FY07.

Energy costs have also been on the rise. The City's FY07 General Fund budget includes an additional \$670,000 to cover higher energy costs, on top of large increases in the FY06 budget. These costs continue to impact both the operating and capital budgets.

Property Assessments

Property value assessments and new development are principal drivers of City revenues. For several years, both new development and property values have increased significantly, providing needed revenue to meet the demand for basic municipal services and maintenance of public facilities. The rate of new private development is showing signs of slowing. As the City builds out, less land is available for new development, and that development will tend toward denser urban redevelopment.

The revenue impact of this slowing rate of new development is not readily apparent because property values have been skyrocketing. As noted in this budget, the billable assessed value is expected to increase by 13.8 percent from FY06 to FY07. The City estimates that 82 percent of the increase is attributable to the growth in assessed value of existing property and the remainder is the result of the addition of new residential and commercial properties. While economists do not see prices falling in FY07, the rate of increase is expected to slow. The City anticipates that it will take three to four budget cycles before the assessed value above the ten percent cap on annual increases is fully taxed.

Tax Relief

Given the rapid rise in home values, the FY07 budget includes a reduction in the real property tax rate as well as a greatly expanded homeowners' tax credit. As mentioned, the rate will drop one cent to \$0.312 per \$100 of assessed value. This 3.1 percent reduction will save homeowners ten dollars for every \$100,000 of effective assessed value, or \$30 for a home assessed at \$300,000, compared to what homeowners would have paid had the rate remained unchanged. The City will receive \$900,000 less in tax revenue than it would have received at the old rate. Nonetheless, tax bills and revenues will increase when compared to FY06 because the increase in assessed value over the past year has more than offset the reduction in the tax rate for the vast majority of properties in the City. In general, the FY07 rate reduction lessens the year-over-year increase in tax bills. It does not reverse that increase.

This budget also addresses the need for greater tax relief for low- and moderate-income homeowners who are least able to afford the higher taxes that accompany increased assessments. Specifically, the City will quadruple the size of its homeowners' tax credit, or "circuit breaker" program, which substantially cuts tax bills based on household income. For FY07, the credit will apply to most households with gross income up to \$70,000; roughly double the income limit for FY06, and the highest for any jurisdiction in the state. For very low household incomes, the credit eliminates the City tax bill on the first \$300,000 of assessed value. The amount of the credit decreases as gross household income rises, until reaching zero at \$70,000.

The City was able to offer the credit as the result of successfully seeking a change to state law that severely restricted municipal authority in this area. Rockville's first homeowners' tax credit, passed in FY06 under the old state law, only covered households that were able to show less than \$35,000 of gross income. That year, 366 households participated and received an average tax credit of \$200. The City expects to see a marked increase in participation due to the broader income range that will be covered in FY07.

Mayor and Council Vision

The FY07 adopted budget allocates resources to focus on the priorities of the Mayor and Council. In February 2006, the Mayor and Council identified their vision for the City of Rockville in 2020, along with associated priorities to be accomplished in the next two years. Their vision and the associated two-year priorities were adopted in May 2006 to serve as guidelines to staff when planning programs, services and projects for the community. The six themes are as follows (complete descriptions can be found on page 2-1 of this book):

- A Distinctive Place
- A City of Neighborhoods
- Communication and Engagement
- An Exceptional Built Environment
- Balanced Growth
- Fiscal Strength

Town Center Redevelopment

The creation of a vibrant Town Center has been the City's primary goal for the past several years. This project's completion during FY07 will be the highlight of the year. The redeveloped Town Square will serve as the economic, cultural, and social center of the City. The project is currently under construction and will include a new County library, the Rockville Arts and Innovation Center and a County business incubator, a public square, 640 residential units, approximately 175,000 square feet of retail and restaurant space. There will be three public parking garages with approximately 973 parking spaces.

The success of this project has required a sustained commitment of resources and strong project management. The continued success of the project will require a commitment of both staff and financial resources, and the FY07 budget includes for the first time a Town Center Management District, as discussed

below. The City's funding commitment to the successful completion of Town Square remains steadfast.

The Town Square project in total has \$137 million in budget authority, of which the City has bonded for just over \$45.5 million. The bonds are payable over the next thirty years. During construction, some of the City's debt ratios will marginally exceed our policy targets. While we are confident the City has the resources to support the increased debt at the current approved level, we are left with less flexibility to fund new projects or respond to major challenges or opportunities.

During FY06, the City approved and began constructing a five-story public building adjacent to the County Library. The City will own a rooftop facility and two floors of the building. The City will lease the two floors to a Rockville non-profit arts organization, VisArts (formerly RAP) that is relocating back into Town Square. The top two floors will be owned by the County and will house its business incubator program. The developer (FRIT) will own the bottom floor retail space.

Town Center Management District

FY07 will be the beginning of the Town Center Management District. The District, the boundaries of which are the boundaries of the Town Square project, will be formed to provide maintenance services for the appropriate level of upkeep of the area. The District's budget will eventually be included within the City's budget, and a separate special revenue fund will be established to properly account for the revenues and costs of its operation. During FY07, the developer will provide the District's services. It is anticipated that a special tax rate for all properties within the district will be levied beginning in FY08.

Town Center Parking District

The Town Center Parking District will become fully operational in FY07. This District was formed to pay the operational costs, including debt service, of the three garages within Town Square. The exact budget and rates to be set are still being discussed and analyzed by staff, along with the operational components of the garages. Sufficient resources are being programmed to provide for four additional Parking Enforcement Officers to enforce the additional 1,000+ spaces that will be in Town Square. The District plays an important role in the entire City parking operation, and as discussed under "Parking Fund" it does not appear that in its early years of operation, the District will be self-supporting. The District will require significant sustained contributions from the General Fund to close the parking revenue gap.

New Operating and Personnel Expenses

The Thomas Farm Community Center, the City's first major facility west of I-270, is planned to include a gymnasium, fitness center, game/teen room, multi-purpose rooms, bathroom/locker rooms, a kitchenette, as well as offices and storage. Net annual operating costs for the Center are projected to be approximately \$280,000. A small part of these costs are included in the FY07 budget, but the full impact will be felt in FY08.

In order to fulfill the City's goals of ensuring a sustainable, energy-efficient and environmentally sensitive community, and due to the increasing complexity of environmental regulatory compliance requirements, the City has created a new Environmental Management Division in the Department of Public Works. For FY07, this Division will consist of one new Chief of Environmental Management, and one existing Environmental Specialist that was transferred from the Department of Community Planning and Development Services. This new division added \$200,000 to the FY07 operating budget.

Other major operating costs that impact the budget are utility costs. Throughout the organization, staff does what they can to reduce consumption of electricity, gas and fuel. Despite these conservation efforts, the costs continue to rise and this will continue to impact future budgets.

As the City's population grows and new developments such as Town Center and Twinbrook Commons come on line, our public safety needs will increase. The Mayor and Council's intent is to add one additional police officer over the next three years, having added one each in FY06 and FY07.

Staff does not anticipate that the competitiveness of the labor market will change in the near future. The City will continue to face the challenges of low unemployment within the region, a national labor market pool and the retiring baby boomer generation. Talented individuals have expectations for professional development, and the City must continue to provide development opportunities, as well as to pay competitive salaries and benefits in order to both retain and attract exceptional employees.

Maintaining our Infrastructure/Capital Projects

Investing in the City's infrastructure is critical. Deteriorating roads, bridges, public buildings, parks and utility systems in too many cities and counties across the country stand as unfortunate examples of what happens when communities fail to invest sufficiently. Maintaining and enhancing these investments is critical to the City's future, as increasingly expensive as it is. The City, accordingly, has a fairly robust Capital Improvement Program (CIP) that addresses many but not all of these infrastructure needs. Some of the projects the community needs are unfunded, and we need to work on our overall prioritizing and planning to meet these needs. Chief among our unfunded needs are the City-wide sidewalk program, annual street maintenance, and improvements at Gude Drive maintenance facility.

Other major projects place additional significant demands on our fund balance, including the completion of phase one of the Mattie J.T. Stepanek Park, the Thomas Farm Community Center, and the fitness center/meeting room at the Swim Center. Regardless of how well managed and monitored, the unexpected can occur when undertaking projects of such size and complexity.

Rockville's Changing Population

Rockville is fortunate to have citizens representing a wide and diverse range of cultures in our community, and we welcome the opportunity to accommodate and adapt our services to meet their needs. The City needs to continue evaluating our

overall communication strategy for how we reach all Rockville residents, and have them engage in the public process. We need to continue to adapt our recreation, public safety and social service programs to ensure we are meeting the needs of our population. We also need to focus on recruiting a more diverse City workforce, with an emphasis on acquiring multi-lingual staff.

Consistent with nationwide trends, Rockville's population is aging. While our services to seniors are widely regarded as the best in the region, the large proportion of the City's population approaching retirement age presents challenges and requires that we adapt our services accordingly. As we look forward we need to consider what services to provide to seniors, how best to provide them and how to pay for them. A task force of residents is working on recommendations for the 20-year future of Rockville's senior citizen services.

The City also supports those with significant human service needs through grants to caregiver agencies. The FY07 adopted budget includes approximately \$427,000 for grants to these agencies. Approximately one third of the total (\$158,000) supports agencies that provide housing assistance or food and clothing services. Approximately 43 percent of the total (\$184,000) supports medical programs, home health care for seniors, and emergency financial assistance. Another 14 percent (\$60,000) supports the Latino Outreach Program.

High Quality Municipal Services

The FY07 budget was developed with the assumption that the City will maintain the same high levels of service provided in FY06. The strong growth in revenues has allowed the City to accommodate higher utility, debt service, and personnel costs, as well as subsidizing the Parking District without sacrificing service levels or programs.

The City's longstanding commitment to providing a high level of basic municipal services is reflected in our citizen survey results. The semi-annual survey will be conducted again during FY07. The last survey conducted in 2005 indicated that Rockville residents are pleased with the City's performance. For example, 92 percent of respondents describe the quality of life in the City as "excellent" or "good" (29 percent rate it as "excellent" and 63 percent as "good"). Although 7 percent describe the quality of life as only "fair", we are extremely pleased that no respondents rate the quality of life as poor. These responses are consistent with the responses received in 2003.

In 2005, 81 percent of respondents rated the overall customer service provided by the City employees as either "excellent" (38 percent) or "good" (43 percent). That is slightly better than the 78 percent rating customer service as "excellent" or "good" in 2003.

In terms of specific services, respondents rated the following services as "excellent" or "good" in 2005: street repairs and maintenance – 64 percent (59 percent in 2003), residential property maintenance/code enforcement – 67 percent (64 percent in 2003), recreational programs – 86 percent (87 percent in

2003). 75 percent of respondents agreed or strongly agreed that the Rockville Police are helpful and cooperative, compared to 74 percent in 2003.

While we are pleased with the results, there is room for improvement. What we have learned will help us address problem areas, and we look forward to the FY07 results.

Pay for Performance

The Mayor and Council approved a Pay for Performance program to be implemented at the start of FY07. The program will replace the current merit system whereby employees have been rewarded for longevity without sufficient emphasis on performance. The program is built upon the recently implemented new employee evaluation form, and is in line with the City's High Performance Organization (HPO) philosophy.

In addition, the Pay for Performance program will assist the City with its recruitment and retention of professional employees. The City finds itself in an extremely competitive national market for highly skilled talent in all areas from engineering to planning, recreation to public safety, and finance. With very low regional unemployment, it is imperative that the City continues to invest in its employees, by rewarding exceptional performance, and providing competitive salaries and benefits, opportunities for professional development, and providing adequate tools and facilities.

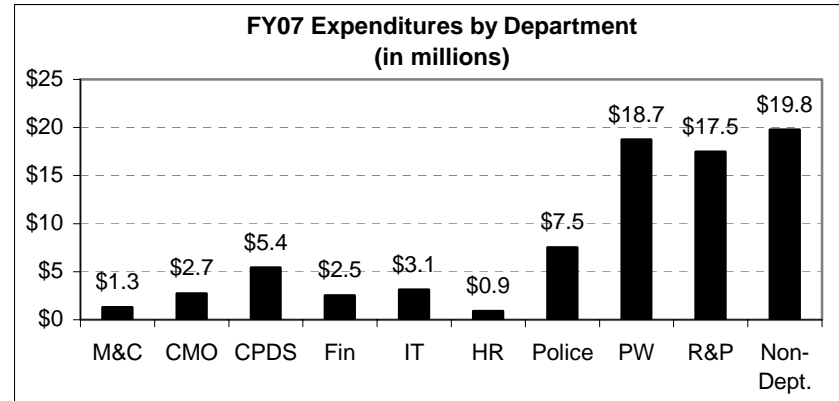
Reorganization

Recruitment issues and vacancies can provide opportunities to refocus limited resources where they are most needed, and provide services more efficiently. This budget implements a reorganization of the Community Services Department that had begun in FY06. Specifically, the department will become a division within the Department of Recreation and Parks, and the programs will be altered to serve a greater number of those in need.

The City is currently looking at its overall strategic organizational development program, and the adopted budget includes resources to make the Organizational Development Coordinator a full-time position. The Employee Wellness Program with 0.5 FTE was transferred from the City Manager's Office to the Department of Recreation and Parks. The City's Environmental Protection program with 1.0 FTE was transferred from the Department of Community Planning and Development Services to the Department of Public Works and was expanded to include a new 1.0 FTE Chief of Environmental Management.

Budget Overview

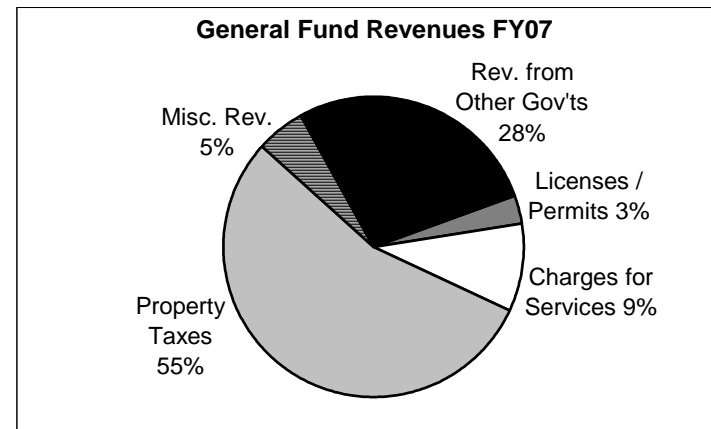
The adopted FY07 operating budget totals \$85.7 million for the City's eleven operating funds. This represents an overall decrease of 3.8 percent from the FY06 adopted budget. Adjusting for the \$12.3 million repayment of the City's bond anticipation notes in FY06, the FY07 budget is 11.7 percent over what was adopted in FY06. The following graph reflects total resource allocation by department for FY07.



The majority of the City's spending comes from the tax-supported General Fund. Other significant funds include the Water, Sewer, Refuse, Parking, Stormwater Management, and Golf funds. User fees charged to City households, businesses, and golf course users support these funds. Six-year cash flow projections prepared as part of the budget process determine the fees charged. Each fund is described in more detail below.

General Fund

The General Fund constitutes the City's single largest discretionary operating budget. The City's goal is to balance the General Fund operating budget without the need to rely on reserves, and this budget achieves this for FY07. The adopted FY07 General Fund budget of \$56.2 million is 10.4 percent higher than what was adopted for FY06. The General Fund growth is characterized by strong revenue growth predominantly in real property tax (13 percent) and income tax (14.1 percent). In addition, the City anticipates higher revenues from the red light camera program and interest earnings. In total, the City should receive approximately \$5.3 million more than was adopted for FY06. The Fund Summary section of the adopted budget includes detailed information on the major FY07 General Fund revenue sources. The following graph summarizes the sources.

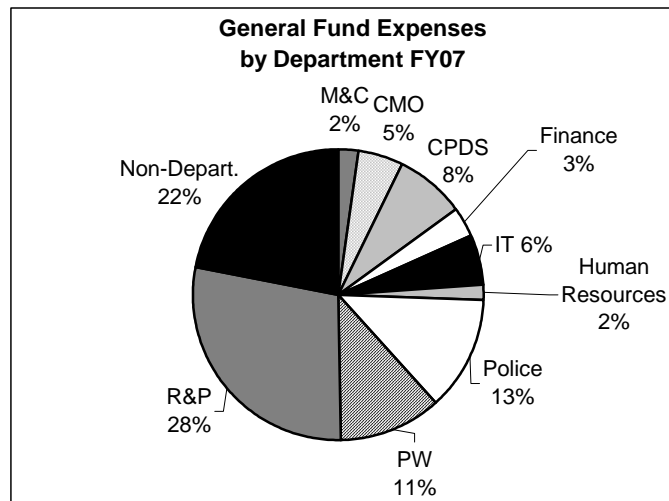


At \$56.2 million, the FY07 General Fund budget includes \$5.3 million of expenditure authority above the FY06 General Fund budget. The following table highlights where the \$5.3 million has been allocated.

Expenditures by Type:	Adopted FY06	Adopted FY07	Amount Change	Percent Change	Percent of FY07
Salaries	25,181,478	25,919,159	737,681	2.9%	46.1%
Benefits	7,117,891	7,508,761	390,870	5.5%	13.4%
Overtime	650,619	646,429	-4,190	-0.6%	1.1%
Personnel Subtotal	32,949,988	34,074,349	1,124,361	3.4%	60.6%
Contract Services	6,920,726	7,079,902	159,176	2.3%	12.6%
Commodities	3,863,439	4,602,285	738,846	19.1%	8.2%
Operating Subtotal	10,784,165	11,682,187	898,022	8.3%	20.8%
Capital	566,310	584,636	18,326	3.2%	1.0%
Other/Transfer	1,033,813	2,438,359	1,404,546	135.9%	4.3%
Contrib. to the CIP	1,607,286	1,812,824	205,538	12.8%	3.2%
Debt Service	4,019,712	5,650,800	1,631,088	40.6%	10.0%
Total	\$50,961,273	\$56,243,155	\$5,281,882	10.4%	100.0%

Personnel costs will be increasing in total by a modest 3.4 percent or \$1.1 million, which includes a cost of living adjustment (COLA) of 2.5 percent, all merit changes, and funding for pay for performance for administrative scale and Recreation and Parks scale employees. FY07 benefited FTE's in the General Fund will increase from 403.6 to 406.4.

The biggest General Fund cost drivers for FY07 will be the increase in debt service costs, the costs of utilities including natural gas, electricity, and gasoline, and the cost of funding the parking revenue gap.



The table below reflects the General Fund allocation of resources arranged by department. One notices a shift of resources from departments to Non-Departmental which represents funding of City debt service and the funding of the parking garages and the City's CIP.

Expenditures by Department:	Adopted FY06	Percent FY06	Adopted FY07	Percent FY07
Mayor and Council	1,261,284	2.5%	1,278,368	2.3%
City Manager	2,681,457	5.3%	2,741,321	4.9%
CPDS	4,471,462	8.8%	4,465,167	7.9%
Finance	1,722,106	3.4%	1,832,428	3.2%
IT	3,022,634	5.9%	3,135,659	5.6%
Community Services	1,198,228	2.4%	0	0.0%
Human Resources	894,763	1.8%	909,516	1.6%
Police	6,784,719	13.3%	7,191,131	12.8%
Public Works	5,488,515	10.8%	6,407,236	11.4%
Rec. and Parks	14,125,146	27.7%	15,879,314	28.2%
Non-Departmental	9,310,960	18.3%	12,403,014	22.1%
Total	\$50,961,273	100.0%	\$56,243,155	100.0%

City Enterprise Funds

The City operates six enterprise funds for the provision of water, sewer, refuse, parking, stormwater and golf services. These funds operate and account for their transactions in a way similar to private industry. One of the objectives of the funds is to be self supporting, i.e. their fees and charges are supposed to be sufficient to recover all operating costs, both direct and indirect, and all capital outlay, infrastructure and debt service costs. Each of these funds has had an independent study of its financial condition performed during the past year, and the FY07 budget has rates recommended and resources provided that promote the viability and long term financial health of the funds.

The following chart summarizes the costs of water, sewer and refuse charges for the "typical" homeowner:

	FY05	FY06	FY07	FY06-FY07 Change
Water (72,000 gal/yr) *	\$149	\$163	\$152	-6.7%
Sewer (72,000 gal/yr) *	\$260	\$270	\$279	3.3%
Refuse Charge	\$373	\$406	\$422	3.9%
Total	\$782	\$839	\$853	1.7%

* Change in rate structure adopted in FY07. Amounts may not be directly comparable to prior years.

Water Facility Fund

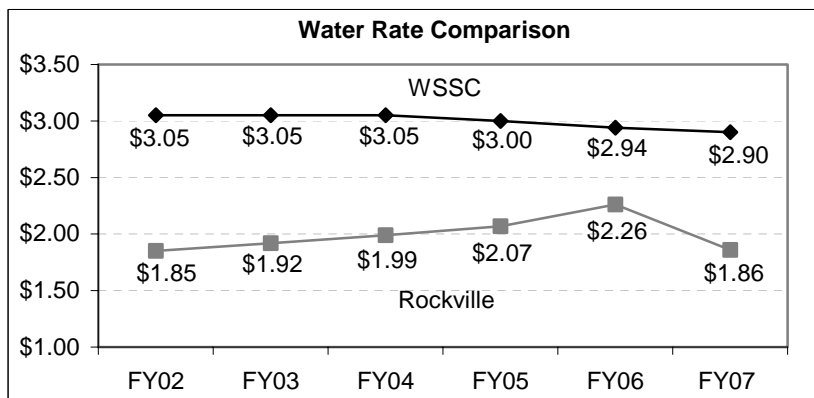
A recently completed study of the Water Fund completed by Municipal & Financial Services Group (MFSG) was presented to the Mayor and Council in March 2006. Several changes to the design of the water rate structure were adopted for implementation in FY07. These changes will include fixed charges based on meter sizes and tiered rates for the usage component of the water bill. This will result in redistributing some of the system costs to the highest users. The study reflects that successive annual usage rate increases are needed for the next several years to bring the Fund's financial status back to health.

The adopted budget for the Water Fund recommends a tiered water rate schedule tied to usage. The rate for the first 12,000 gallons per quarter would be \$1.62 per thousand gallons; the rate for the next 12,000 gallons would be \$2.33 per thousand gallons; and the rate for usage beyond 24,000 gallons per quarter would be \$2.50 per thousand gallons. In addition, each business or household would pay a flat fee each quarter for water and sewer service based on the size of the meter.

FY07 will continue the ongoing investment in the system's infrastructure with a comprehensive meter change-out program. This will allow for improved efficiencies in reading meters and billing, and allow for more accurate collections of revenues. Aging meters do not provide accurate readings, which results in lost revenues.

One new position, an operator trainee, was adopted for the water treatment plant. This position is needed due to the shortage of certified technicians in the market place and the length of time it takes for a trainee to become certified to be able to operate the plant.

The following graph compares Rockville's water rate to the rate charged by the Washington Suburban Sanitary Commission (WSSC) between FY02 and FY07. Rockville continues to provide City customers with a relatively good value by producing quality water at a rate below WSSC's.

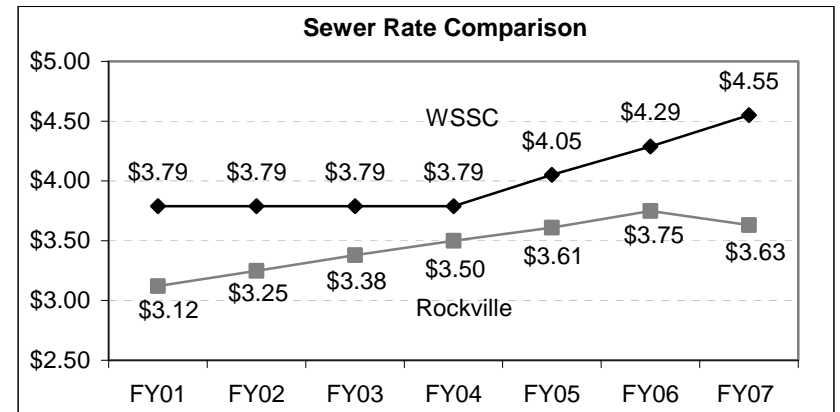


Note: The rates shown above represent the usage charge per 1,000 gallons, assuming an average usage of 250 gallons per day. In addition to usage charges, WSSC charges an \$11.00 per quarter flat fee. Rockville is proposing a quarterly fee that will be \$9.00 for most households, but varies by the size of the meter.

Sewer Fund

Similar to the Water Fund, a detailed study by MFSG was presented to the Mayor and Council in March of 2006. The study recommended a sewer rate of \$3.63 per 1,000 gallons, which is a reduction of twelve cents from the FY06 rate of \$3.75. In addition, though, the study advised a flat fee be charged to all customers based on meter size. This is the same fee mentioned in the discussion of the Water Fund, and it would be divided equally between the two funds. In sum, the average Rockville household would pay \$279 per year for sewer service. This estimate is the sum of the rate charge and the flat fee.

Nearly all of 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 (DCWASA) Blue Plains Wastewater Treatment Plant. The 1998 Master Plan for the DCWASA included a significant increase in planned capital costs, as reflected in the Blue Plains Wastewater Treatment CIP project. Even with the rate increase for FY07, the utility has to borrow the money to fund the work at Blue Plains. Despite the FY07 increase, the City's rate remains below WSSC's. The following graph compares the Rockville and WSSC rates.



Note: WSSC charges an \$11.00 per quarter flat fee; Rockville is proposing a quarterly fee that will be \$9.00 for most households, but varies by the size of the meter.

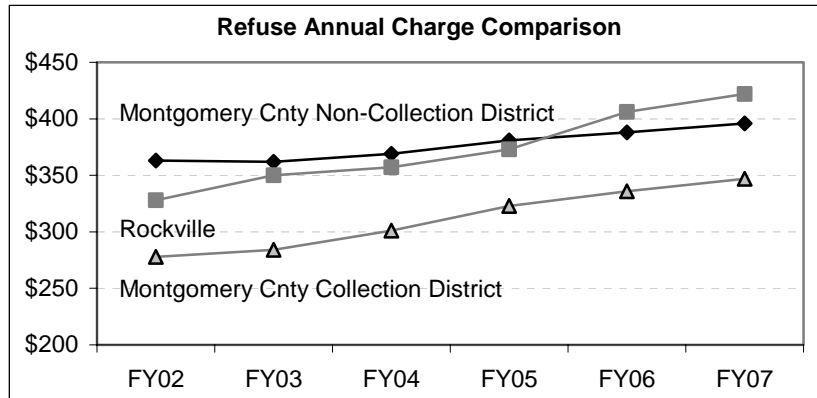
Refuse Fund

A cash flow analysis of the Refuse Fund has identified the need for a \$1.50 increase in the monthly rate for refuse collection, disposal, and recycling services. The FY07 rate of \$31.00 per month is a 5.1 percent increase from FY06. A presentation made to the Mayor and Council in November 2005 reflected that the Fund was in a serious financial decline and that changes were needed in order to run a viable refuse program. Some of the challenges identified were the labor intensive method of service delivery and the inherent subsidies based on a "one price fits all" levels of service. Without major changes to the system, residents will be faced with successive annual increases to bring the Fund back to a healthy financial status, and customers with the lowest service needs will continue to subsidize high service level customers.

Consequently, the Mayor and Council unanimously approved a pilot program to test a change from the current system of twice a week manual collection with back door option, to a once per week schedule using semi-automated curbside collection. The pilot began in March of FY06 and will run through fall of FY07. The program was implemented with 778 Rockville households, and the information garnered will be analyzed so that staff can make a recommendation to the Mayor and Council as to what changes, if any, to implement for the refuse program as a whole.

City residents will pay \$422 total for refuse services in FY07. Residents will pay the City \$372 divided into quarterly payments and will pay Montgomery County a \$50 systems benefit charge with their tax bill.

The following graph compares Rockville's refuse rates to Montgomery County's. It combines both refuse payments, system charges, and other costs included on annual tax bills. The City's refuse rate is higher than the FY07 rates for Montgomery County. However, City services include twice-weekly collection, additional fall and spring leaf collections and unlimited special pick-ups, which the County does not provide.



Parking Fund

FY07 will be a challenging year for the Parking Fund. In FY06, financing was obtained for the construction of three public garages within the Town Center development. The Fund's annual debt service totals \$2.1 million; a substantial portion of this amount will have to be funded with a transfer from the City's General Fund. The latest data analyzed reflects that there will not be sufficient revenue generated from parking revenue to service this debt, and an annual transfer from the City's General Fund will be required. Estimates of this "revenue gap," once the operations of the garages are stabilized, will be between \$500,000 and \$800,000 annually for the thirty-year life of the bonds, depending on the Mayor and Council's final policy decisions regarding parking rates.

It is the Mayor and Council's policy that all parking revenue generated by all meters throughout the City be dedicated to servicing the debt incurred to construct the garages. The City is reliant on both the meter revenue and parking violation revenue to pay for the costs of constructing the garages.

Stormwater Management Fund

Changes in the rate of development in the City are also impacting the Stormwater Management Fund. As the rate of development slows, fewer dollars come into the Fund to support growing stormwater management needs throughout the City. The results of a three-phase study of the Fund will be brought forward to the Mayor and Council late this summer. The study will discuss various options available to enable the stormwater management program to become self-sustaining.

Golf Fund

The Golf Fund showed a growing cash deficit of over \$400,000 at the end of FY05, and has a FY07 budget deficit of \$150,000. The Department of Recreation and Parks has been working diligently to improve marketing and promotion, and adjust operations and reduce expenses to eliminate the deficit over time. A detailed report that analyzed the financial situation of the golf course was presented to the Mayor and Council in March 2006. The Mayor and Council adopted a business plan based on this analysis in May 2006. To address the deficit in the Fund, the administrative charge was reduced by half, marketing efforts will be intensified, and the course will benefit from additional capital improvements.

Looking Forward

The City's current financial situation requires that we continue our responsible fiscal practices in managing expenditures and revenues. First, we need to respond appropriately to changing growth patterns. For many years, new development and growth have helped fund a steady stream of new projects, facilities and services. As Rockville reaches its growth potential, we will be less able to look to growth and new development as sources of increasing revenue. Future property tax revenues will increasingly be a function of redevelopment and reassessments of existing property.

Second, we must continue to carefully consider how reserves, including any surplus, are used. Retaining reserves for unexpected expenses is important, particularly given the large capital projects currently under construction and planned for the near future. It is also important to keep in mind that unless overall service levels are reduced, or selected programs are eliminated, expenditures will continue to rise over time. We need to be prepared to fund those rising expenditures and, where possible, to contain them by improving our operational efficiency.

Thirdly, we must be vigilant in regard to the City's debt management and our capital planning. The City should be looking for every opportunity to reduce its debt burden and live within our means for our capital projects. We will need to look at overall prioritizing of the City's CIP and decide for which projects the City is willing and able to borrow money.

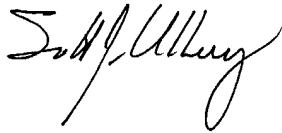
Conclusion

I would like to thank all of the City staff that contributed to preparing the adopted budget. A vast amount of work goes into producing the budget document. The budget process is truly one project that involves all City departments. The many people working together on its production exemplifies the values of teamwork, craftsmanship, and public service that guide City staff in all of our work throughout the year. The Budget Officer Dominic Del Pozzo, and analysts, Gil Francisco and Stacey Tate deserve particular recognition for their efforts. I would also like to thank the Department Directors, and their staff, for their significant contributions in preparing this budget and for their excellent management within their departments.

While uncertainties and challenges lie ahead, the City's financial policies and conservative approach will allow the City to remain in a strong financial position for FY07. We have reached a critical juncture. We need to fulfill and complete the City's investment in Town Square and allow the investment to perform and over time stimulate Town Center's redevelopment. We need to be prepared for the time when the housing market cools off, our revenue growth slows down, and for other revenue imponderables involving other governments. Finally, we need to remain able to adapt for the service needs of the ever changing demographic and social changes that Rockville is currently experiencing, and will continue to experience.

The adopted budget as presented utilizes available resources in an effective and responsible manner. The budget is in line with all previous policy direction as set by the Mayor and Council, and includes sufficient resources to fulfill the newly adopted Mayor and Council visions and priorities. On behalf of our dedicated City staff, without which none of our programs and services would be possible, we look forward to FY07 and the many exciting challenges and opportunities that await us.

Respectfully,



Scott Ullery
City Manager



Summary of Position Changes FY06 – FY07

New and deleted positions for FY07 result in have a net increase of 7.3 regular, or benefited, FTEs and are listed below by department.

Department of City Manager (net increase of 0.5 FTE)

- Part-time Secretary II increased from 0.5 to 1.0 FTE
- Organizational Development Administrator increased from 0.8 to 1.0 FTE
- Transfer out Wellness Coordinator to the Recreation and Parks Department

Department of Planning and Community Services (no change in total FTEs)

- Transfer out 1.0 FTE Environmental Specialist to Public Works Department
- 1.0 FTE Zoning Inspector added to the Inspection Services Division

Department of Community Services (decrease of 13.5 FTEs due to reorganization)

- Transfer out 1.0 FTE Secretary II to Code Enforcement and Community Enhancement Division of the Police Department
- Transfer out 7.5 FTEs to the Community Services Division of the Recreation and Parks Department
- Deletion of 5.0 FTEs

Department of Finance (net increase of 0.5 FTE)

- Controller position changed to Senior Accountant with the same 1.0 FTE
- 0.5 FTE part-time Buyer added to Purchasing Division

Department of Police (net increase of 7.5 FTEs)

- 1.0 FTE Police Officer added to Field Services Bureau
- 1.0 FTE Photo Enhancement Analyst added to Special Services Bureau
- 4.0 FTEs (1.0 Parking Enforcement Supervisor, 3.0 Parking Enforcement Officers) added for the Town Center Parking Garages/District
- Transfer in 1.0 FTE Secretary II to Code Enforcement and Community Enhancement from the former Community Services Department
- 0.5 FTE Secretary I added to the Administrative Services Bureau

Department of Public Works (net increase of 4.5 FTEs)

- 1.0 FTE Operator Trainee added to Water Treatment Plant Division
- 1.0 FTE Engineering Technician I added to Contract Management Division
- Transfer in 1.0 FTE Environmental Specialist from CPDS
- 1.0 FTE Chief of Environmental Management added
- 0.5 FTE Permit Tech. added to Development Review, Engineering Division

Department of Recreation and Parks (net increase of 7.8 FTEs)

- Deletion of three part-time (0.4 FTE each) Childcare Group Leaders
- Deletion of 1.0 FTE Golf Technician
- Reduction from 0.8 to 0.4 FTEs for Childcare Director and Group Leader
- 1.0 FTE Community Center Supervisor added for the Thomas Farm Community Center (expected to start in mid-FY07)

- 0.5 FTE part-time Program Assistant added for the Cultural Arts Building Rooftop operations (expected to start in late-FY07)
- Part-time Clerk (Senior Center Registration) increased from 0.5 to 1.0 FTE
- Two 0.5 FTE Program Assistant positions reduced to a single position of 0.8 FTE in Senior Center Recreation
- Transfer in 0.5 FTE Wellness Coordinator from Department of City Manager
- Transfer in 7.5 FTEs from the former Department of Community Services (four new positions; 1.0 FTE Secretary III; 2.5 FTEs Linkages to Learning)
- 1.0 FTE Forestry Inspector added to the Forestry Development, Parks and Open Space Division (expected to start in mid-FY07)

Regular Positions by Department:	FY06 Adopted	Additions	Deletions	FY07 Adopted
Mayor and Council	4.5	0.0	0.0	4.5
City Manager	21.1	1.0	0.5	21.6
Com. Planning & Dev. Services	45.0	1.0	1.0	45.0
Finance	28.5	1.5	1.0	29.0
Information and Technology	21.0	0.0	0.0	21.0
Community Services *	13.5	0.0	13.5	0.0
Human Resources	8.0	0.0	0.0	8.0
Police	78.0	7.5	0.0	85.5
Public Works	154.0	4.5	0.0	158.5
Recreation and Parks	150.4	11.8	4.0	158.2
Regular Position FTE Total:	524.0	27.3	20.0	531.3

Temporary Positions by Department:	FY06 Adopted	Additions	Deletions	FY07 Adopted
Mayor and Council	0.7	0.0	0.1	0.6
City Manager	0.8	0.0	0.8	0.0
Com. Planning & Dev. Services	0.6	2.0	0.1	2.5
Finance	0.1	0.0	0.0	0.1
Information and Technology	2.1	0.0	0.2	1.9
Community Services*	0.1	0.0	0.1	0.0
Human Resources	0.1	0.0	0.0	0.1
Police	1.5	0.0	0.5	1.0
Public Works	11.4	0.0	9.0	2.4
Recreation and Parks	77.5	5.3	0.0	82.8
Temp. Position FTE Total:	94.9	7.3	10.8	91.4

Grand Total FTEs all positions:	618.9	34.6	30.8	622.7
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* Dept. of Community Services was reorganized in FY07 and become a division in Recreation and Parks.

Full Time Equivalent Positions

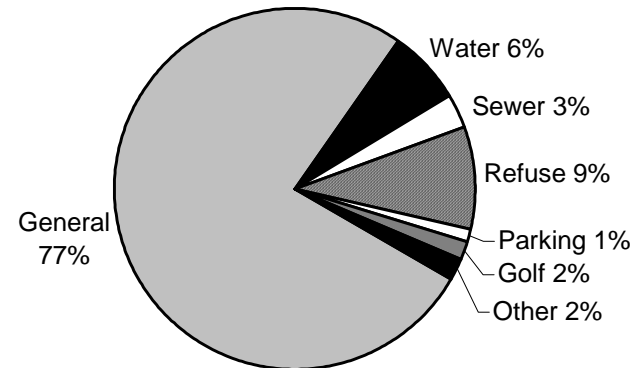
Each City of Rockville position, whether regular or temporary in status, is allotted a full-time equivalent (FTE). The FTE associated with each position is then charged against a fund (or funds) determined to be most appropriate to that job, based on the scope of work being performed. Benefits provided with each position are offered on a pro-rata basis based on the FTE count. The charts below list the regular FTEs (top chart) and the temporary FTEs (bottom chart) by fund. The charts listing the allocation of regular and temporary FTEs by department are on the following page.

Regular Positions:	FY05 Actual	FY06 Adopted	FY06 Actual	FY07 Adopted
General	404.7	403.6	403.0	406.4
Water Facility	31.5	33.3	33.3	34.3
Sewer	15.4	16.5	16.5	16.5
Refuse	49.5	48.4	48.4	48.4
Parking	2.0	2.5	2.5	6.25
Town Center Management	0.0	0.0	0.0	0.25
Stormwater Management	5.0	6.0	6.0	6.0
RedGate Golf Course	10.8	10.8	9.8	9.8
Special Activities	0.0	0.0	0.0	0.5
Community Development Block Grant	1.0	0.9	0.9	0.9
Capital Projects Fund	2.0	2.0	2.0	2.0
Regular FTE Total	521.9	524.0	522.4	531.3

Temporary Positions:	FY05 Actual	FY06 Adopted	FY06 Actual	FY07 Adopted
General	79.4	79.4	82.8	84.0
Water Facility	0.1	0.4	0.1	0.3
Sewer	0.0	0.4	0.1	0.3
Refuse	4.2	8.7	8.5	0.0
Parking	0.0	0.0	0.0	0.0
Stormwater Management	0.0	0.8	0.8	0.8
RedGate Golf Course	5.7	5.2	7.5	5.9
Special Activities	0.0	0.0	0.0	0.1
Community Development Block Grant	0.0	0.0	0.0	0.0
Capital Projects Fund	0.0	0.0	0.0	0.0
Temporary FTE Total:	89.4	94.9	99.8	91.4

Grand Total FTEs for all Positions:	611.3	618.9	622.2	622.7
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Regular FTEs by Fund FY07

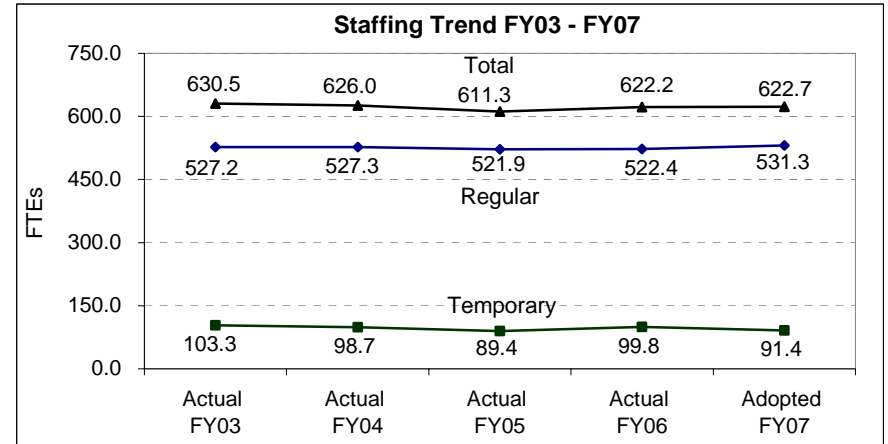


Full Time Equivalent Positions

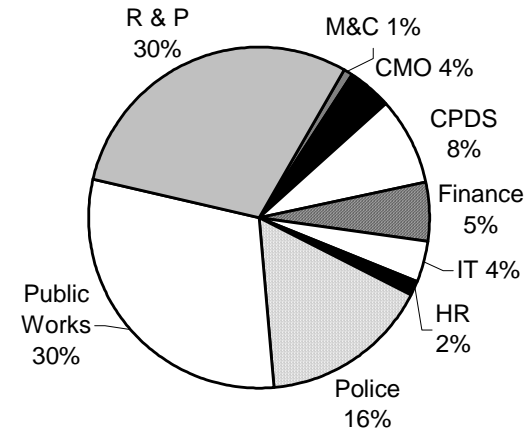
The charts below list the allocation of regular FTEs (top chart) and temporary FTEs (bottom chart) by department.

Regular Positions:	FY05 Actual	FY06 Adopted	FY06 Actual	FY07 Adopted
Mayor and Council	5.5	4.5	4.5	4.5
City Manager	16.1	21.1	21.4	21.6
Com. Planning and Dev. Services	44.0	45.0	45.0	45.0
Finance	27.5	28.5	28.5	29.0
Information and Technology	21.0	21.0	21.0	21.0
Community Services	27.0	13.5	13.0	0.0
Human Resources	8.0	8.0	8.0	8.0
Police	68.5	78.0	79.0	85.5
Public Works	154.0	154.0	154.0	158.5
Recreation and Parks	150.3	150.4	148.0	158.2
Regular Position FTE Total:	521.9	524.0	522.4	531.3

Temporary Positions:	FY05 Actual	FY06 Adopted	FY06 Actual	FY07 Adopted
Mayor and Council	0.6	0.7	0.7	0.6
City Manager	0.1	0.8	0.8	0.0
Com. Planning and Dev. Services	1.3	0.6	2.3	2.5
Finance	0.1	0.1	0.1	0.1
Information and Technology	1.3	2.1	2.3	1.9
Community Services	0.2	0.1	0.1	0.0
Human Resources	0.1	0.1	0.1	0.1
Police	1.5	1.5	1.0	1.0
Public Works	6.6	11.4	10.6	2.4
Recreation and Parks	77.6	77.5	81.8	82.8
Temp. Position FTE Total	89.4	94.9	99.8	91.4
Grand Total FTEs for all Positions:	611.3	618.9	622.2	622.7



Regular FTEs by Department FY07



Budget Development Process

General — The City Charter requires the City Manager to submit a budget to the Mayor and Council at least one month before the beginning of each fiscal year. In addition to the operating budget, a five-year capital improvement plan is presented for the Council's review. The Mayor and Council schedule and publish advance notices of public hearings. The budget is approved in the form of an appropriations ordinance. During the year, the City Manager has authority to transfer budgeted amounts between departments within any fund, but changes in the total appropriation level for a given fund can only be enacted by the Mayor and Council through a budget amendment ordinance. The City amends the budget throughout the fiscal year as needed.

FY07 Operating Budget — In October 2005, City Management and Budget staff presented to Mayor and Council the FY07 financial picture and alternative scenarios, and sought and obtained general directions and guidance in preparing the FY07 Budget.

Management and staff conducted a review of each department's operating budget and all CIP projects. In November 2005, established targets and worksheets were distributed to departments. In January 2006, the City Manager held meetings with the senior management team and division heads to discuss priorities for the coming year. A number of additional requests for increased funding were discussed and incorporated into the departmental budgets.

A preliminary worksession took place on February 21, 2006 with the Mayor and Council to discuss general budget issues and obtain definitive directions in preparing the proposed FY07 Budget. The collective recommendations of the senior management team formed the basis for the City Manager's recommended budget.

During March 2006, the budget staff prepared the FY07 Proposed Operating Budget and FY07 - FY11 Capital Improvements Program for presentation to the Mayor and Council on April 3, 2006. After the Mayor and Council and the senior management team reviewed and discussed the budget, public hearings were held on April 24, 2006 and May 1, 2006, to solicit citizen responses to the proposed budget.

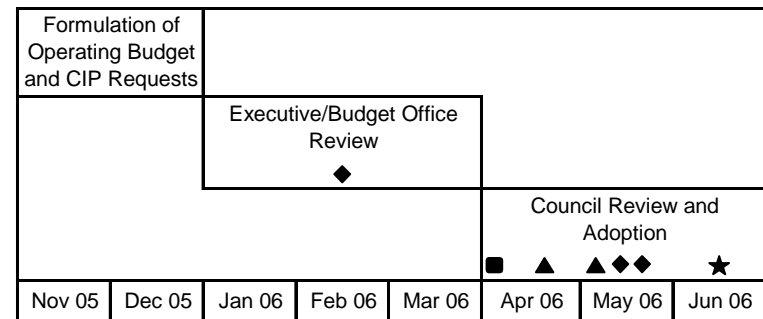
Following the public hearings, the Mayor and Council conducted worksessions on May 15, 2006 and May 22, 2006 to discuss the budget prior to adoption. On June 5, 2006, the Mayor and Council approved the budget and adopted ordinances that set the property tax rate, the water and sewer rates, and the refuse charge.

During June and July 2006, the budget staff prepared and implemented the FY07 Adopted Operating Budget and FY07 - FY11 Capital Improvements Program. The adopted budget for FY07 took effect on July 1, 2006.

FY07 Capital Improvements Program — In October 2005, the City Manager solicited requests from departments, neighborhoods, and homeowners associations for Capital Improvements Program (CIP) projects. The due date for submitting requests was October 11, 2005. One request was submitted and can be found on page 12 of the CIP Book (separate book).

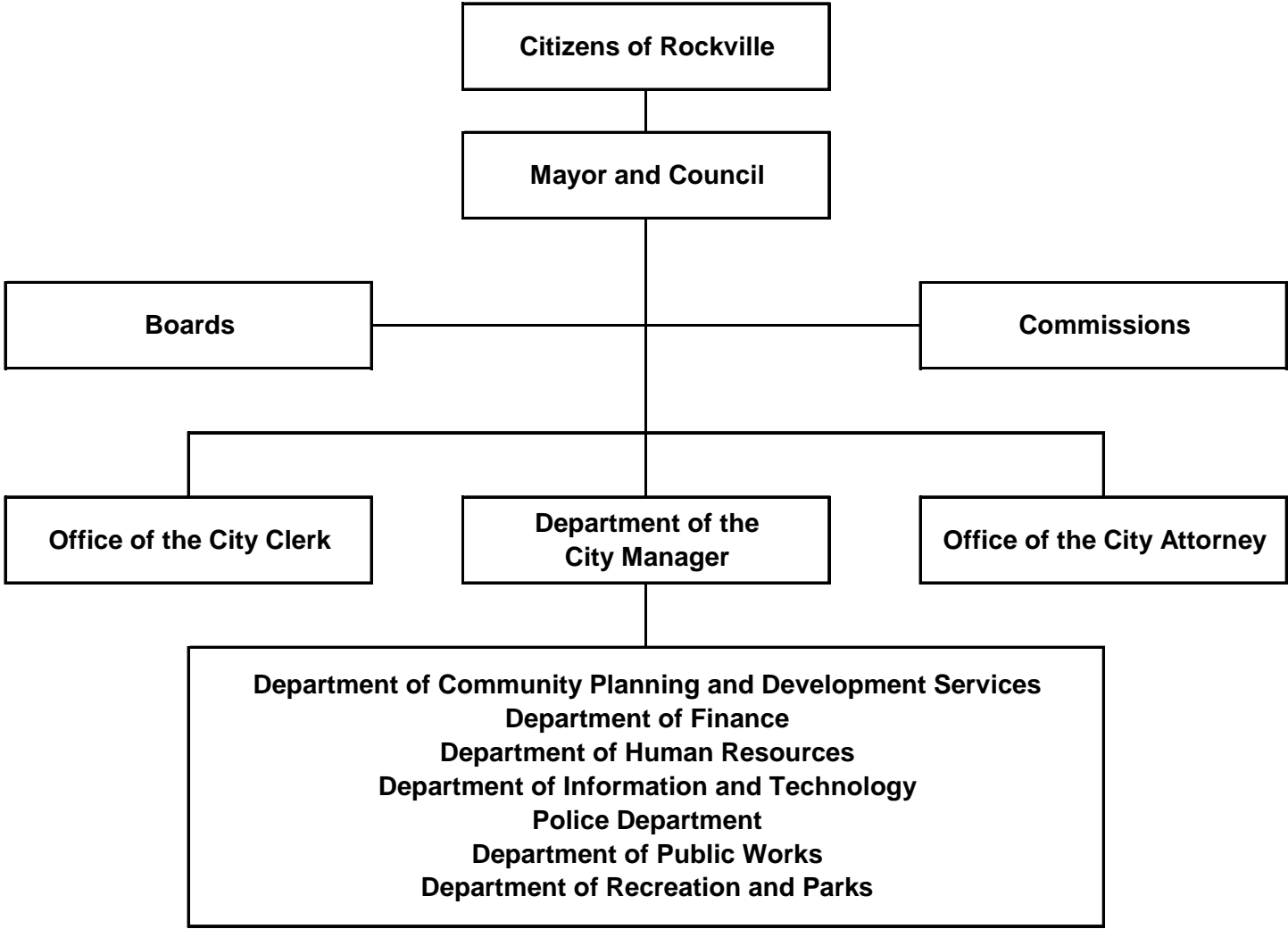
The adopted operating budget and CIP are available on the City's Website (www.rockvillemd.gov) and highlights are available on *The Rockville Channel* (Ch.11) and in *Rockville Reports*.

The chart below is a monthly time-line of the major components of the FY07 budget development process.



- ◆ Worksessions: Feb. 21, 2006; May 15, 2006; May 22, 2006
- Presentation: April 3, 2006
- ▲ Public Hearings: April 24, 2006; May 1, 2006
- ★ Adoption: June 5, 2006

City of Rockville Organizational Chart



Rockville City Hall

Rockville City Hall
111 Maryland Avenue



Mayor and Council Vision

On May 8, 2006, the Mayor and Council identified their vision of the City of Rockville in 2020, along with associated two-year priorities for guiding the City's policies and decisions. This section presents the six vision categories and major priorities that staff are directed to achieve in partnership with the Mayor and Council and Rockville residents in 2006 through 2008. Next to each vision category title is an icon that is used throughout this document to indicate the department or division objectives that support the vision.

In 2020, Rockville, Maryland is widely recognized as one of the nation's very best places to live and work. It has rapidly emerged as an international city with a strong presence in the global economy. Rockville has renewed itself, and it continues to adapt successfully to changing circumstances, while at the same time preserving its rich history and maintaining its strong stable neighborhoods. As the County seat, Rockville is not just a center of government; it is also Montgomery County's commercial and cultural capital.

A Distinctive Place

Successful cities possess a strong sense of place. Rockville's sense of place is the product of a unique eclectic community tapestry integrating tradition, continuity, and renewal. Located within the vast and dynamic metropolitan area adjacent to the nation's capital, Rockville has successfully distinguished itself as a vibrant city that combines a rich historical heritage, small town charm, urbane progressiveness, and an international flavor.

Rockville is distinguished by its historical, cultural, and architectural heritage. Since shortly after emerging as a distinct place in the mid-1700's, when it was an important crossroads village on the historic Great Road linking George Town and Frederick Town, Rockville has been recognized as a thriving center of local government and commerce. Rockville was established as the County seat in 1776, and in 1860 became the first town in Montgomery County to incorporate. Rockville's role in the Civil War and the Underground Railroad are also noteworthy, and remain as relevant as ever in defining our distinctiveness.

Our rich history is still evident in the many well-restored and maintained historic homes, churches, and public buildings. Rockville still utilizes its original courthouses and has successfully rehabilitated many of its valuable structures and put them to creative use. The Glenview Mansion is still our crown jewel.

Rockville takes equal pride in being home to many companies and research institutions working at the forefronts of science and technology. It is our distinct international scientific prominence that has attracted significant numbers of scientists, professionals, and businesspeople from every continent.

Rockville is distinguished by its successful renewal of its city center, as well as by the creation of an equally significant and thriving center in the vicinity of the Twinbrook Metro Station. Both centers are important civic gathering places that provide Rockville residents and visitors with opportunities to learn, relax, dine, shop, and connect with one another. The appearance, feel, and vibrancy of these centers have established Rockville's pre-eminence as a mixed-use community in the D.C. area.

Rockville's rich cultural and ethnic diversity is the combined result of the community identity felt by long-term residents, the openness with which we welcome newcomers, and our participation in the global economy. Numerous community centers and cultural venues, businesses and commercial establishments of every type, an extensive network of beautiful parks, and superior municipal services are all unsurpassed in quality, and together serve the wide variety of needs of all individuals in the community.

Rockville celebrates its history, cultural diversity, and optimism for the future with numerous civic events. Our Memorial Day parade is the oldest and largest in the metropolitan Washington area, wrapping up the annual Hometown Holidays celebration. This weekend-long extravaganza featuring arts and crafts, food, and musical entertainment is a Rockville showcase that each year attracts more than 100,000 people from within and around the city. Our traditional observances of Veteran's Day and July 4th are among the most distinctive and popular celebrations in the entire Washington region. The twice-weekly seasonal Farmer's Market has served the community for more than 30 years, not only as a place to select from the bounty of locally grown produce, but also as a lively locale for neighbors to meet, socialize, and be entertained.

2006 - 2008 Vision Priorities:

- Bring a Science Center to the City.
- Develop and pursue a strategy to take possession of Lincoln High School, the Red Brick Courthouse, and the Old Post Office.
- Identify properties eligible for historic designation and pursue a reasonable strategy to preserve properties worthy of designation.

A City of Neighborhoods

Neighborhoods are the heart and the soul of our city. Rockville's has more than 70 distinct neighborhoods. From its historic 19th century neighborhoods, through its various 20th century suburban subdivisions and multi-unit residences, and continuing through its early 21st century redeveloped mixed use neighborhoods, run the common threads of community identity, adaptability, and diversity. Rockville has retained and strengthened its hometown feel while its boundaries have expanded, and its population has increased in size and diversity.

Mayor and Council Vision

Rockville's neighborhoods are safe, inviting, attractive, and well maintained. The more recently built homes and additions are in harmony with surrounding older houses. Revitalization and redevelopment, where needed, are readily undertaken and achieved.

The size and variety of the housing stock is adequate for the needs of a growing and changing population. There is a wide variety of housing types and styles, and an appropriate balance of owner-occupied and rental units. The housing stock includes a good supply of units affordable to seniors, first-time buyers, and the entire broad spectrum of the workforce.

Our neighborhoods are pedestrian-friendly and physically connected to each other, as well as to parks, schools, stores, recreational facilities, and public transportation. They are safe places for individuals of all ages and from all walks of life; and a full range of high quality municipal services serves them equitably.

While residents identify strongly with their own neighborhoods, they also feel connected to and care about the community as a whole.

2006 - 2008 Vision Priorities:

- Address property maintenance issues, with particular emphasis on rental houses.
- Review affordable housing programs and explore options for improved programs for Rockville.
- Establish regulations to ensure the compatibility of new construction with existing structures.
- Establish a local loop shuttle service to connect neighborhoods with Rockville Town Center and the Rockville Metro Station.

Communication and Engagement

The most successful communities are those with a substantial portion of its citizens committed to working actively for the betterment of the community, and with multiple opportunities for citizens to exercise that commitment. In Rockville, there is a wide range of avenues through which citizens engage in civic and community life, including neighborhood and homeowners' associations, non-profit organizations and voluntary associations of all stripes, philanthropic campaigns, and the City governments. Rockville encourages and practices two-way communication with its citizens, and provides meaningful and effective opportunities for all citizens to participate in the decisions that shape the community.

Rockville is a place where citizens are provided with many opportunities to become fully informed about and to become actively engaged in their government

and community. The City government fosters and maintains a wide variety of means for communicating with citizens, and provides opportunities for citizens to participate in government decisions, including volunteer service on boards, committees, commissions, and task forces.

Citizen interest in local issues is widespread, and there is a high level of participation in community organizations and local government across all segments of the population. Citizens generally feel positive about, and are supportive of, the City government.

The City uses all effective means to keep citizens informed of City activities, projects, policies, and issues. Citizens are encouraged to communicate their concerns and ideas and have confidence that they are being heard. Citizens from all walks of life, both new and long-time residents, enjoy access to a wide variety of effective ways to participate in and communicate with City government. Periodic surveys and other feedback mechanisms indicate that citizens feel they are well informed about and involved with their City government, including its Mayor and Councilmembers and staff.

The leaders in the City's neighborhood, homeowner and civic associations represent their communities effectively. They aim to further both the interests of their members and the common good of the community as a whole. The business community is also strongly civic-minded and actively involved in local government for the betterment of the community.

2006 - 2008 Vision Priorities:

- Develop and implement a comprehensive City government communications strategy, with particular emphasis on strengthening citizen awareness and involvement, and responsiveness to citizen input.
- Review and analyze the City's system for selecting members of boards and commissions, how boards and commissions are utilized, and the quality of their involvement.

An Exceptional Built Environment

The quality of a city's built environment is fundamental to the community's overall quality of life. Rockville has become a model for other communities in terms of the quality of its development. This has been achieved by holding development and redevelopment projects to high standards that are codified in the city's innovative zoning ordinance and other land use regulations.

New development exhibits more strongly than ever Rockville's high standards. The areas within walking distance of the Rockville and Twinbrook Metro stations

Mayor and Council Vision

now offer residents and visitors the ultimate urban village experience, characterized by the following:

- Appropriately scaled, attractive buildings and other structures.
- Excellent pedestrian and bicycle accessibility within these areas and to surrounding neighborhoods.
- Convenient accessibility to public transportation.
- Ample green space, wide sidewalks, and enhanced streetscapes.
- Mix of uses that includes retail, restaurant, residential, office, entertainment and community uses.
- Opportunities for locally-owned stores and restaurants.
- Ownership and control of retail and restaurant space is not highly concentrated and there is a healthy competitive market for such space.
- Sufficient parking provided in garages that are largely hidden from view.
- Durable high quality construction that ages well and endures.

The momentum generated by the successful redevelopment of Town Center and Twinbrook Commons has stimulated the transformation of the entire length of Rockville Pike/355. Once a stark street lined with strip centers, big box stores, and immense surface parking lots, the Pike is becoming a handsome boulevard flanked by well designed and attractive commercial, office, and mixed-use redevelopment. It is enhanced with appealing streetscapes, parks and other green space, and safe and inviting pedestrian connections.

Rockville is a leader in environmentally sustainable development that protects and enhances our community's quality of life, and will continue to be for future generations. Rockville residents, its local government, and the business community foster and apply sound environmental practices. High technology, energy conservation, and recycling are employed appropriately at every opportunity.

2006 - 2008 Vision Priorities:

- Develop a framework and inventory of practices that will move Rockville toward being a sustainable, energy saving, and environmentally sensitive community.
- Complete the rewriting of the Zoning Code.
- Complete master planning for the Twinbrook Station area, Rockville Pike, and Stonestreet Avenue.

Balanced Growth

Growth is sustainable only when there is sufficient infrastructure to support it. The requisite physical infrastructure of major utilities, transportation systems, schools, and many other facilities have been provided and maintained by a multitude of

public and private entities. Even with high growth, public and private interests work in cooperative partnership. Plans and activities have been well coordinated both regionally and locally to ensure adequate infrastructure capacity exists presently, future infrastructure will be in place at the time it is needed, and all facilities are fully operational and maintained in excellent condition.

Rockville values and actively welcomes revitalization of the existing community, but growth has only been permitted where and when there has been adequate school and traffic capacity. Much of Rockville's through traffic is now on alternate routes such as the InterCounty Connector, Montrose Parkway, and Gude Drive. As growth has occurred in Rockville, the school capacity needed to support the new development and redevelopment has taken place.

For its part, the City's sidewalks and streets and intersections, water and sewer lines, street lighting, public buildings, and parks have caught up with and now keep pace with the community's needs, and are maintained in excellent condition. The City is also strongly attentive to ensuring adequate infrastructure capacity will exist in the future to serve a growing community, and will be in place at the time it is needed.

The City's growth policies and strategies grasp fully the close interrelationships among land use, quality planning, private investment, economic development, fiscal policy, municipal infrastructure and services, environmental quality, and the City's financial solvency. Policies and strategies also reflect a strong regional perspective and commitment.

Rockville continues to play a leadership role in cooperating with and resolving issues with its partners. The City takes an active part in various alliances with other municipalities, Montgomery County, educational institutions, and the State of Maryland. These alliances focus most strongly on reducing peak hour traffic volumes, increasing transit accessibility and use, and ensuring schools are not overcrowded.

2006 - 2008 Vision Priorities:

- Develop a strategy of incentives and requirements for the private sector to provide all infrastructure, including school capacity, needed to support new development and redevelopment.
- Complete a comprehensive analysis of infrastructure investments needed over the next decade, and develop options for funding them.

Fiscal Strength \$

Only a fiscally strong City government can maintain the public infrastructure and provide the variety of high quality municipal services required to sustain a

Mayor and Council Vision

superior quality of life for the community, and can do so despite local and regional financial disruptions, and other changes that place on it new demands. Rockville generates sufficient revenues to meet expenditures necessary to provide services required for the health, safety, and welfare of the community, and that our citizens desire. The City does not incur deficits, maintains General Fund cash reserves of at least 15 percent, and exhibits long-run solvency.

Rockville's responsible past investments have garnered exceptional returns, which are reinforced by consistent sound fiscal policies and practices that ensure its ability to pay for all the costs of doing business well into the future. Economic development is focused on maintaining a diversified, balanced, and growing tax base that does not overburden homeowners. The public's investment in Town Square has successfully stimulated the redevelopment and rejuvenation of the entire 60-acre Town Center, as well as other areas of the City, without incurring new public debt. Developers contribute the full cost of infrastructure needed to support their projects, and Montgomery County is a full investment partner in the redevelopment and revitalization of the City.

The City provides a full range of municipal services and facilities that are cost-effective, efficient, and well received by its citizens. The City government spends taxpayers' dollars thoughtfully and is recognized widely as a good and responsible steward of the public's resources. All City enterprise funds are strong and self-supporting, and a strong, diverse, and growing tax base sustains the General Fund.

2006 - 2008 Vision Priorities:

- Develop a tax relief strategy for the future that reduces the residential property tax burden, and restructures the ratio of residential and commercial tax revenue.
- Review enterprise funds and take actions necessary to make them self-sufficient.
- Provide a limited amount of free parking in Town Center to each Rockville household.

Financial Management Policies

Budgetary Practices

- 1. Operating Budget Practices:** Each department and division prepares its own budget for review by the City Manager. The budget is approved in the form of an appropriations ordinance after the Mayor and Council has conducted advertised public hearings. *The Operating Budget is adopted at the fund level.* During the year, it is the responsibility of the City Manager to administer the budget. The legal control, which the budget ordinance establishes over spending, is set up under Generally Accepted Accounting Principles. 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 current appropriations ordinance. The City will strive to adopt an annual General Fund budget in which expenditures, net of pay-as-you-go capital project contributions, do not exceed projected revenues. 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. A six-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.
- 2. Fund Structure:** 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). 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. The City's governmental funds are the General Fund, the Special Revenue Funds, the Capital Projects Fund, and the Debt Service Fund. 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. 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 financial specific activities. The City's Special Revenue Funds are the Special Activities Fund, the Community Development Block Grant Fund, and the Town Center Management Fund. 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). 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. The enterprise funds are the Water Facility Fund, the Sewer Fund, the Refuse Fund, the Parking Fund, the Stormwater Management Fund, and the RedGate Golf Course Fund. The relationship between all of the funds of the City of Rockville is listed below. Specific details of each fund are located in the Fund Summaries section.

Governmental Funds:

General Fund

Special Revenue Funds:

Special Activities Fund

Community Development Block Grant Fund

Town Center Management Fund

Capital Projects Fund

Debt Service Fund

Enterprise Funds:

Water Facility Fund

Sewer Fund

Refuse Fund

Parking Fund

Stormwater Management Fund

RedGate Golf Course Fund

- 3. Basis of Budgeting:** Budgets for governmental and proprietary (or enterprise) funds are adopted on a basis consistent with Generally Accepted Accounting Principles. Accordingly, all governmental fund budgets are presented on the modified accrual basis of accounting and therefore, all unencumbered annual appropriations lapse at fiscal year end. 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. 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

Financial Management Policies

received because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are both measurable and available. 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. 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. 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.

4. **Capital Improvements Program (CIP) Practices:** Along with the operating budget, the City Manager submits a CIP to the Mayor and Council. This document provides for improvements to the City's public facilities for the ensuing fiscal year and five years thereafter. 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 "pay-as-you-go" financing for its capital improvements in order to maintain debt within prudent limits. The City's most recent bond ratings received with general obligations issued in 2005 are "Aa1" issued by Moody's Investors Service and a Standard and Poor's rating of "AA+"; both are considered enviable ratings.

Cash Management/Investment Practices

1. All cash is combined into one pooled operating account to facilitate effective management of the City's resources.
2. The City is authorized to invest in any and all types of investments except where specifically prohibited by Maryland statutes. Permissible investments are federal obligations, including repurchase agreements supported by federal obligations.

Accounting, Auditing, and Reporting Practices

1. 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.
2. The City places continued emphasis on maintenance of an accounting system which provides strong internal budgetary and accounting controls designed to provide reasonable, but not absolute, assurances regarding both the safe-guarding 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 *Comprehensive Annual Financial Report*, as well as the maintenance of accountability of assets.
3. An independent audit of the City of Rockville is performed annually.
4. The City of Rockville issues a *Comprehensive Annual Financial Report* in accordance with Generally Accepted Accounting Principles outlined by the Governmental Accounting Standards Board.

Financial Management Policies

Revenue and Expenditure, Capital Financing, and Debt Management Policies

In June 1989, the Mayor and Council adopted a set of fiscal policies regarding the projection of revenues and expenditures, capital financing, and debt management. As part of the FY99 budget process, the Mayor and Council reviewed these policies. The Mayor and Council adopted the revised policies, listed below, in May 2001.

Revenue and Expenditure Policies

1. The City will strive to adopt an annual General Fund budget in which expenditures, net of pay-as-you-go capital project contributions, do not exceed projected revenues.
2. A five-year projection of revenues and expenditures for the General, Enterprise, and Debt Service Funds is prepared each fiscal year to provide long-range, strategic perspective to each annual budget process.
3. 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.

Capital Financing and Debt Management Policies

1. Long-term borrowing will not be used to finance current operations or normal maintenance.
2. All debt issued, including by lease-purchase methods, will be repaid within a period not to exceed the expected useful lives of the improvements financed by the debt.
3. The City will not issue tax or revenue anticipation notes.
4. The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements.
5. The City will maintain its net tax-supported debt at a level not to exceed 0.8 percent of the assessed valuation of taxable property within the City.
6. The City will strive to ensure that its net tax-supported debt per capita does not exceed \$700. The City will strive to ensure that the combined total of its direct net bonded debt and its attributed share of overlapping debt issued by Montgomery County does not exceed \$2,000 per capita.
7. 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 two and one-half percent.

8. The City will maintain its annual net tax-supported debt service costs at a level less than 15 percent of the combined expenditure budgets (net of interfund transfers) for the General, Special Revenue, and Debt Service Funds.
9. The City will maintain an unreserved undesignated General Fund fund balance at a level not less than 15 percent of annual General Fund revenue. The reduction of the fund balance from its current required level of 25 percent (as of 1998, for the FY99 budget) will take place in annual increments of five percent, as provided for in the City's *Long-Range Fiscal Analysis*. The reduction of fund balance dollars will be used for pay-as-you-go financing for capital improvements or for other one-time capital items. The purpose of this unreserved balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provisions of services to residents. Use of these funds below the required level must be approved by specific action of the Mayor and Council.
10. To the extent that unreserved General Fund fund balance exceeds the target, the City will draw upon the fund balance to provide pay-as-you-go financing for capital projects or for other one-time capital items.
11. Annually, a five-year Capital Improvements Program (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.
12. 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.
13. 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.
14. 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.
15. 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.

Summary of Major Policy Documents

The following policy documents guide the City's strategic planning and ongoing operations:

City Charter

The City of Rockville became 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 government of the City. For additional information, please contact the Office of the City Clerk at (240) 314-8280.

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 at (240) 314-8280 or visit the City's Website, www.rockvillemd.gov.

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 was revised in May 2006 to include a list of authorized financial institutions and a list of investment diversity specifications. The policy assures compliance with federal, state and local laws governing the investment of public monies, 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.

Long-Range Fiscal Analysis

In July 2000, the City contracted with Tischler & Associates, Inc to develop a fiscal analysis model that can analyze whether revenues generated by different growth scenarios are sufficient to cover the resulting costs for service and facility demands placed on the City. The model, which can be updated periodically, provides specific information for defined growth areas, such as King Farm or Town Center, as well as consolidated data for growth areas combined. The assumptions underlying the model can be changed readily to answer a variety of "what-if" queries. The length of time covered by the model provides needed information for decision-making in the annual budget and capital improvements program process.

The first report generated by the model was produced in November 2001 and covered the period FY02 – FY14. The results of this report were used to set initial spending targets for the Operating Budget and the Capital Improvements Program during the FY03 budget development process. The model is expected to be updated approximately every other year and presented to the Mayor and Council prior to the annual budget process; no update was prepared for FY07. The Long-Range Fiscal Analysis replaces the ten-year Strategic Plan, prepared in FY98 and updated the following year. For additional information, please contact the Department of Finance at (240) 314-8400.

Master Plan

The current Master Plan was adopted in November 2002. This document is a tool for guiding and accomplishing the coordinated and harmonious future development of the City. The broad vision of the Master Plan is that Rockville will continue to emphasize the characteristics of a small town, offer an excellent quality of life, provide a responsive government, and have a distinct identity tied to its history. In general, the plan reaffirms the City's commitment to the integrity of neighborhoods, a variety of housing options, Town Center, the environment, open space, parks and recreation, and a multi-modal transportation system. The Master Plan provides:

- A factual basis for making major planning and zoning decisions.
- A guide for planning capital improvements and public services.
- A framework for the creation of detailed neighborhood plans.
- Assistance in 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, www.rockvillemd.gov.

Neighborhood Plans

Neighborhood plans integrate local concerns with long-range planning policies and programs at the citywide level. Rockville is divided into 18 planning areas. Neighborhood plans are amendments to the Master Plan that address and expand on the development strategy for each of these planning areas. These plans must comply with the goals and objectives of the Master Plan.

Neighborhood plans typically address major aspects of development:

1. Land use and zoning
2. Housing
3. Circulation (i.e., traffic, mass transit, bicycling/pedestrian issues)
4. Community services and facilities
5. Environment

Major Neighborhood Plans include:

- Twinbrook, adopted February 1982
- East Rockville, adopted March 2004
- Lincoln Park, adopted April 1984
- Hungerford/New Mark Commons/Monroe - Lynfield, adopted March 1985
- Westmont (Tower Oaks), adopted March 1985
- Rockville Pike Corridor, adopted April 1989
- West End-Woodley Gardens East/West, adopted September 1989
- Town Center Master Plan, adopted October 2001

Summary of Major Policy Documents

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, management plans have been developed for the City's three watersheds to evaluate stream conditions, identify locations of needed improvements, and recommend CIP projects for stormwater management and stream restoration. Rockville's watershed management plans contribute to the region-wide effort to improve the Chesapeake Bay. Our watershed plans support the goals of the voluntary C2K (Chesapeake Bay Agreement) initiatives, as well as the mandatory TMDL (Total Maximum Daily Loads) requirements imposed through the Clean Water Act. Additionally, our watershed plans are a component of the mandatory NPDES (National Pollutant Discharge Elimination System) requirements, which also is imposed through the Clean Water Act.

The plans evaluate five areas:

1. Natural resource protection and environmental quality
2. Recreation and park preservation needs
3. Neighborhood concerns
4. City infrastructure protection
5. Stormwater management and stream restoration goals

The Watershed Management Plans are:

- Cabin John Creek Watershed Management Plan, adopted February 1996
- Rock Creek Watershed Management Plan, adopted April 2000
- Watts Branch Watershed Management Plan, adopted August 2001

These watershed plans are reviewed and updated approximately every ten years. For additional information, please contact the Department of Public Works at (240) 314-8500 or look on the City's Website under City Projects, www.rockvillemd.gov.

Water and Wastewater System Studies

Rockville's water and wastewater infrastructure is periodically analyzed to look at the ability to provide sufficient capacity for the Master Plan level of development. In 1994, the water system was comprehensively studied to determine deficiencies and develop capital improvement projects to correct the deficiencies. In some cases, the system inadequacies are caused by age and normal deterioration. In most cases, problems are ameliorated by the "cleaning and lining" projects. In other cases, deficiencies develop due to increased levels of development causing the existing infrastructure to be undersized. Typically, these problems are corrected by adding new water lines or increasing the size of the existing water mains. The *1994 Pitometer Water System Study* was augmented in 2000 by a study of the area around the Thomas Farm resulting in additional system improvements and again in 2004 by a study of Town Center. The next comprehensive water system analysis is scheduled for 2006.

Rockville periodically examines its three sewer sheds, Cabin John, Rock Creek, and Watts Branch, to determine what upgrades, if any, are needed to convey sewage associated with projected levels of development. In 2003, a comprehensive, three-year Sanitary Sewer Evaluation Study (SSES) was initiated in Cabin John. This study will determine the location of high levels of infiltration and inflow in the sewer system that can be cost-effectively removed. A portion of the Rock Creek basin is being evaluated. Recommendations are expected in 2005. The Watts Branch sewer shed was studied in 1996, resulting in system improvements that already have been implemented. For additional information, please contact the Department of Public Works at (240) 314-8500 or look on the City's Website under City Projects, www.rockvillemd.gov.

Environmental Guidelines

Adopted in 1999, the *Environmental Guidelines* establish a comprehensive and cohesive method to protect the City's natural resources during and after the development process. They identify existing natural resources and present various environmental management strategies and criteria to govern development within the City of Rockville. For additional information, please contact the Department of Community Planning and Development Services at (240) 314-8200. This document is posted on the City's Website, www.rockvillemd.gov.

Directory of Officials and Boards and Commissions

Mayor and Council

Larry Giammo	Mayor	(240) 314-8291
Robert E. Dorsey	Councilmember	(240) 314-8292
Susan R. Hoffmann	Councilmember	(240) 314-8294
Phyllis R. Marcuccio	Councilmember	(240) 314-8293
Anne M. Robbins	Councilmember	(240) 314-8295

Boards and Commissions

Board or Commission	Chairperson	Staff Liaison	Phone Number
Animal Matters Board	Lucille Roberts	Mike England	(240) 314-8913
Board of Appeals	Steven Schwartzman	Castor Chasten	(240) 314-8223
Board of Supervisors of Elections	David Celeste	Claire Funkhouser	(240) 314-8280
Compensation Commission	Bridget Newton	Claire Funkhouser	(240) 314-8280
Cultural Arts Commission	John Moser	Betty Wisda	(240) 314-8681
Environment Commission	Faith Klareich	Nate Wall	(240) 314-8212
Historic District Commission	Max van Balgooy	Robin Ziek	(240) 314-8236
Human Rights Commission	Andreas Vasillas	Janet Kelly	(240) 314-8316
Human Services Advisory Commission	Timothy Stranges	Mary Lou Jacobs	(240) 314-8303
Landlord-Tenant Affairs Commission	Mary Vaarwerk	Raymond Logan	(240) 314-8320
Personnel Appeals Board	Irving Shapiro	Richard Hajewski	(240) 314-8470
Planning Commission	Catherine Ostell	Jim Wasilak	(240) 314-8211
Recreation and Park Advisory Board	Vincent Boylan	Burt Hall	(240) 314-8600
Retirement Board	Allen Gorrelick	Gavin Cohen	(240) 314-8400
Rockville Economic Development, Inc.	Albert Lampert	Sally Sternbach	(301) 315-8096

Board or Commission	Chairperson	Staff Liaison	Phone Number
Rockville Housing Enterprises	Wilma Bell	Edward Duffy	(301) 424-8206
Rockville Seniors, Inc.	Ron Barber	Jill Hall	(240) 314-8802
Rockville Sister City Corporation	David L'Heureux	Christine Henry	(240) 314-8603
Senior Citizens Commission	Ciriaco Gonzales	Lorraine Schack	(240) 314-8812
Sign Review Board	Robert Turner	Tamara Dietrich	(240) 314-8254
Traffic and Transportation Commission	Jon Oberg	Katherine Kelly	(240) 314-8527

In FY03, the Mayor and Council decided that each member of the governing body would serve as a liaison to certain boards and commissions. In FY06, the Mayor and Council decided that there would be co-liaisons for some groups. The following represents the participation of each member of the Mayor and Council:

Mayor Larry Giammo: Planning Commission; Sign Review Board; Animal Matters Board; Rockville Economic Development, Inc.

Councilmember Robert E. Dorsey: Human Rights Commission; Landlord/Tenant Affairs Commission; Rockville Housing Enterprises, Inc.; Human Services Advisory Commission*; Retirement Board; Rockville Sister City Corporation.

Councilmember Phyllis R. Marcuccio: Environment Commission*; Personnel Appeals Board; Traffic and Transportation Commission; Recreation and Parks Advisory Board*; Senior Citizens Commission.

Councilmember Susan R. Hoffmann: Board of Appeals; Cultural Arts Commission; Historic District Commission; Recreation and Park Advisory Board*; Environment Commission*.

Councilmember Anne M. Robbins: Human Services Advisory Commission*; Rockville Seniors, Inc.; Board of Supervisors of Elections; Compensation Commission.

*Co-liaisons

Boards and Commissions Descriptions

Animal Matters Board - A four-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Board mediates petitions; provides written recommendations to the Chief of Police; provides education and counseling on responsible ownership, maintenance, and treatment of animals; and provides advice and recommendations to the Mayor and Council on matters related to the care, training, maintenance, and regulation of animals within the City. (Chapter 3, Rockville City Code)

Board of Appeals - A three-member body appointed by the Mayor and Council to serve three-year terms. The Board is charged with the responsibility of hearing and deciding all appeals and applications for variances and special exceptions, as provided for in the Zoning Ordinance of the City of Rockville. (Chapter 25, Rockville City Code)

Board of Supervisors of Elections - A five-member body whose members are appointed by the Mayor and Council to serve four-year terms. The Board is charged with the conduct of all City elections, registration of voters, and the keeping of records in connection with these functions. (Chapter 8, Rockville City Code and Article III, Charter of the City of Rockville)

Compensation Commission - A five-member body whose members are appointed by the Mayor and Council to serve six-year terms. Established in 1994, the Commission is charged with reviewing the compensation of the Mayor and Council every two years and recommending annual compensation for the five elected officials of the City. (Chapter 2, Rockville City Code)

Cultural Arts Commission - An 11-member body whose members are appointed by the Mayor and Council to serve two-year terms. The Commission is responsible for the encouragement of arts and culture in the City for the benefit of Rockville citizens. In addition, the Commission recommends to the Mayor and Council appropriate programs, activities, and utilization policies of the City facilities to add to the further development of Rockville as a cultural center. (Chapter 4, Rockville City Code)

Environment Commission - A nine-member body with backgrounds in science, the environment, and education, as well as a student member, whose members are appointed by the Mayor and Council to serve three-year terms. The Commission is responsible for a work program that includes recommending policies and procedures relating to the environment, watershed stewardship and protection, and promoting a sustainable community through initiatives related to natural resource management and development, energy efficiency, pollution and public education. (Resolution No. 20-02)

Historic District Commission - A five-member body whose members are appointed by the Mayor and Council to serve three-year terms. The members represent a demonstrated special interest, experience, or knowledge in the fields

of architecture, history, preservation, or urban design. The Commission is charged with recommending the boundaries of the districts that are deemed to be of historic or architectural value in the City of Rockville and in reviewing applications for construction or changes in the historic districts. (Chapter 25, Rockville City Code)

Human Rights Commission - An 11-member body whose members are appointed by the Mayor and Council to serve four-year terms. The Commission provides community mediation to resolve disputes, as well as adjudicates cases of discrimination occurring in the City. Commissioners sponsor training in mediation and organize City events such as the annual Dr. Martin Luther King, Jr. celebration. (Chapter 11, Rockville City Code)

Human Services Advisory Commission - An 11-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Commission assists the Mayor and Council in deciding appropriate City roles in human services; conducting an annual assessment of critical human service needs and developing recommendations on whether resources should be reallocated to meet these needs; exploring ways to develop new or enhanced services in areas identified as serious problems; and participating in oversight and evaluation activities to ensure accountability and cost-effectiveness of City and outside providers of human services. (Resolution No. 3-97)

Landlord-Tenant Affairs Commission - A seven-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Commission provides a forum for adjudicating differences or disputes between landlords and tenants. (Chapter 18, Rockville City Code)

Personnel Appeals Board - A three-member body whose members are appointed by the Mayor and Council to serve four-year terms. The Board is charged with hearing appeals filed by employees of the City of Rockville in cases of suspension, demotion, or dismissal action taken by the City Manager for disciplinary reasons. (Chapter 15, Rockville City Code)

Planning Commission - A seven-member body whose members are appointed by the Mayor and Council to serve five-year terms. The Commission is charged with formulating and revising a Master Plan for the City of Rockville. The Commission also reviews and makes recommendations to the Mayor and Council on applications for Map and Text Amendments; reviews and makes recommendations to the Board of Appeals on all Special Exception Applications; reviews and decides on applications for use permits; reviews and approves all subdivision plans; and initiates and conducts such other planning studies and functions as are necessary in the overall planning operation of the City. (Chapter 25, Rockville City Code)

Boards and Commissions Descriptions

Recreation and Park Advisory Board - A nine-member body whose members are appointed by the Mayor and Council to serve two-year terms. The Board is charged with encouraging the development of desirable recreation and park facilities in the City and recommending those programs for young people and adults that suitably reflect the needs of the citizens. One board member position is filled by a youth. (Chapter 14, Rockville City Code)

Retirement Board - A seven-member body whose members are appointed by the Mayor and Council to serve two-year terms. The Board exists for the purpose of generally directing the affairs of the City's retirement system and reviewing its investment policy. (Chapter 15, Rockville City Code)

Rockville Economic Development, Inc (REDI) - please see page 13 - 6.

Rockville Housing Enterprises (RHE) - RHE is the City's public housing agency that provides housing opportunities for lower income households who are unable to rent or buy homes through normal channels and initiates redevelopment activities.

Rockville Seniors, Inc. (RSI) - This 11-member non-profit corporation was created by the Mayor and Council for the purpose of ensuring that the quality of life for all Rockville senior citizens is improved through the properly supported Rockville Senior Center. The corporation does this by generating positive interest from the community to raise funds to maintain and improve the Rockville Senior Center.

Rockville Sister City Corporation - This 13-member non-profit corporation was organized to support educational and charitable programs and to provide a continuing relationship between the citizens of Rockville and of Pinneberg, Germany.

Senior Citizens Commission - A nine-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Commission is charged with proposing programs, activities, and legislation to meet the needs of senior citizens in Rockville and with conducting studies necessary to determine those needs. (Resolution Nos. 62-69, 21-70, and 30-73)

Sign Review Board - A four-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Board reviews applications for sign permits and may grant modifications from sign regulations where applicable. (Chapter 25, Rockville City Code)

Traffic and Transportation Commission - A nine-member body appointed by the Mayor and Council to serve two-year terms. The purpose of the Commission is to advise the Mayor and Council and the Planning Commission on all traffic matters in the City and to make appropriate recommendations. (Resolution Nos. 28-72 and 3-76).

All Funds Summary

This table offers an overview of all operating fund revenues and expenditures that comprise the FY07 operating budget. The operations of each fund are accounted for on an individual basis. The City uses governmental funds and enterprise funds in order to track specific revenue and expenditure activity.

	General (110)	Water Facility (210)	Sewer (220)	Refuse (230)	Parking (320)	Storm- water (330)	RedGate Golf (340)	Special Activities (350)	CDBG (360)	TCMF (370)	Debt Service (550)	Total for All Funds
FY07 RESOURCES												
Revenue												
Taxes	30,770,000	-	-	-	90,000	-	-	-	-	-	-	30,860,000
Licenses & Permits	1,709,000	-	-	-	-	400,000	-	-	-	-	-	2,109,000
From Other Gov'ts	15,512,100	5,000	-	-	591,500	-	-	-	760,000	-	-	16,868,600
Charges for Services	5,253,855	3,675,000	5,745,000	5,065,307	-	500,000	1,189,200	15,000	-	-	-	21,443,362
Fines and Forfeitures	784,000	-	-	-	410,000	-	-	-	-	-	-	1,194,000
Use of Money & Prop.	709,700	35,000	45,000	4,500	50,000	200,000	-	111,840	-	-	460,000	1,616,040
Other Revenue	1,504,500	-	-	-	-	-	-	2,300	-	-	-	1,506,800
Total Revenue	56,243,155	3,715,000	5,790,000	5,069,807	1,141,500	1,100,000	1,189,200	129,140	760,000		460,000	75,597,802
Transfers In	-	434,000	-	60,000	1,172,224	-	114,500	-	-	52,736	5,650,800	7,484,260
Total 06/07 Resources	56,243,155	4,149,000	5,790,000	5,129,807	2,313,724	1,100,000	1,303,700	129,140	760,000	52,736	6,110,800	83,082,062
Approp. Fund Bal/Net Assets	-	1,659,098	148,174	153,317	-	148,982	154,946	322,556	-	-	-	2,587,073
Total Resources	56,243,155	5,808,098	5,938,174	5,283,124	2,313,724	1,248,982	1,458,646	451,696	760,000	52,736	6,110,800	85,669,135
FY07 APPROPRIATIONS												
Operating Expenses												
Personnel	34,074,349	2,384,131	1,169,591	2,825,463	319,639	506,762	735,105	21,308	146,000	30,794	-	42,213,142
Operating	11,682,187	1,547,967	2,724,583	1,571,061	148,485	482,220	383,017	260,582	614,000	21,942	55,000	19,491,044
Capital Outlay	584,636	135,500	-	-	-	-	138,424	16,948	-	-	-	875,508
Administrative	-	406,000	227,000	429,000	80,000	145,000	89,500	-	-	-	-	1,376,500
Other	1,038,899	1,009,500	918,000	324,100	12,100	115,000	100,100	152,858	-	-	10,000	3,680,557
Total Operating Exp.	47,380,071	5,483,098	5,039,174	5,149,624	560,224	1,248,982	1,446,146	451,696	760,000	52,736	65,000	67,636,751
Other Uses of Funds												
Principal	-	-	-	-	-	-	-	-	-	-	4,106,000	4,106,000
Interest	-	325,000	579,000	19,500	1,503,500	-	12,500	-	-	-	1,546,000	3,985,500
Capital Improvements	1,812,824	-	-	-	-	-	-	-	-	-	-	1,812,824
Transfers Out	7,050,260	-	320,000	114,000	-	-	-	-	-	-	-	7,484,260
Total Other Uses	8,863,084	325,000	899,000	133,500	1,503,500	-	12,500	-	-	-	5,652,000	17,388,584
Total Use of Funds	56,243,155	5,808,098	5,938,174	5,283,124	2,063,724	1,248,982	1,458,646	451,696	760,000	52,736	5,717,000	85,025,335
Add. To Fund Bal/Net Assets	-	-	-	-	250,000	-	-	-	-	-	393,800	643,800
Total Appropriations	56,243,155	5,808,098	5,938,174	5,283,124	2,313,724	1,248,982	1,458,646	451,696	760,000	52,736	6,110,800	85,669,135

All Funds Summary

The tables below offers a history of revenues and expenditures for all the City's operating funds.

All Funds Revenues	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Taxes	26,229,753	27,350,000	30,860,000	12.8%
Licenses & Permits	1,848,450	2,142,540	2,109,000	-1.6%
Other Governments	15,009,998	15,195,482	16,868,600	11.0%
Charges for Services	20,178,350	21,484,456	21,443,362	-0.2%
Fines and Forfeitures	1,206,224	1,044,412	1,194,000	14.3%
Use of Money & Prop.	1,378,284	942,807	1,616,040	71.4%
Other/Transfers In	18,229,318	6,312,554	8,991,060	42.4%
Appropriated Fund Balance/Net Assets	0	14,579,308	2,587,073	-82.3%
Total Revenues	\$84,080,377	\$89,051,559	\$85,669,135	-3.8%

All Funds Expenditures	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Personnel	36,662,128	40,795,767	42,213,142	3.5%
Operating	13,632,059	17,746,235	19,491,044	9.8%
Capital Outlay	564,185	889,155	875,508	-1.5%
Administrative	1,382,127	1,423,592	1,376,500	-3.3%
Other/Transfers Out ⁽¹⁾	3,968,351	4,143,731	5,054,017	22.0%
Transfer to CIP	2,448,496	1,607,286	1,812,824	12.8%
Addition to Fund Balance/Net Assets	0	563,581	643,800	14.2%
Debt Service	4,681,212	4,848,712	8,091,500	66.9%
Subtotal	\$63,338,559	\$72,018,059	\$79,558,335	10.5%
Debt Service Fund	4,559,441	17,033,500	6,110,800	-64.1%
Total Expenditures	\$67,898,000	\$89,051,559	\$85,669,135	-3.8%

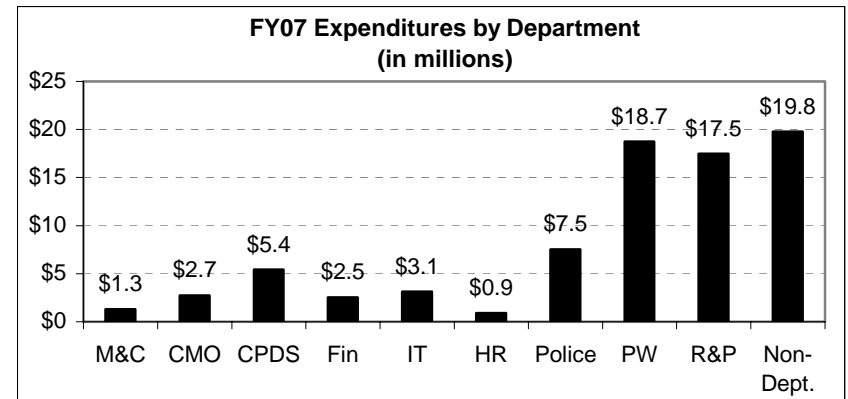
⁽¹⁾ Actual FY05 does not include \$114,613 of CDBG prior year expenditures.

The table below summarizes expenditures by department, for all funds combined.

Expenditures by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Mayor and Council	1,214,914	1,291,284	1,308,368	1.3%
City Manager	1,970,109	2,681,457	2,741,321	2.2%
CPDS	3,593,263	5,366,462	5,414,822	0.9%
Finance	2,246,597	2,536,544	2,542,950	0.3%
Information and Tech.	2,611,619	3,022,634	3,135,659	3.7%
Community Services	1,868,818	1,273,446	0	-100.0%
Human Resources	846,471	894,763	909,516	1.6%
Police	5,757,563	6,895,963	7,517,318	9.0%
Public Works	14,546,477	17,000,387	18,731,631	10.2%
Recreation & Parks	14,417,101	15,507,337	17,468,036	12.6%
Non-Departmental	14,265,627	15,547,782	19,788,714	27.3%
Subtotal	63,338,559	72,018,059	79,558,335	10.5%
Debt Service Fund ⁽¹⁾	4,559,441	17,033,500	6,110,800	-64.1%
Total ⁽²⁾	\$67,898,000	\$89,051,559	\$85,669,135	-3.8%

⁽¹⁾ The Debt Service Fund receives transfers from other funds to pay off general obligation bonds. Since these transfers are already listed as Debt Service expenditures within originating funds, there is a double-counting effect when the Debt Service Fund records the same expenditures. For this reason, the Debt Service Fund is isolated.

⁽²⁾ In FY06 the City paid off \$12.4 million in short-term debt that was used to support the financing of the Town Center project. The payment was made from the Debt Service Fund.



Statement of Projected Unreserved Equity in City Funds

The schedule below depicts the anticipated beginning and ending unreserved fund balance (or, in the case of an enterprise fund, net assets) for each of the City's funds. Unreserved fund balance is the accumulated total of all prior years' actual revenues in excess of expenditures, commonly referred to a "surplus." These amounts are not invested in capital assets nor have they been committed or "reserved" for encumbrances, self-insurance, or other purposes.

It is important to maintain a fund balance to ensure that City operations are not unduly affected by large, unexpected increases in expenditures or reductions in revenues. For example, a sustained economic slowdown could result in stagnant property and income tax receipts that would necessitate the use of fund balances. Furthermore, healthy fund balances allow the City to maintain high bond ratings, which reduces the cost of borrowing.

1. During FY06, each of these funds was analyzed and multi-year strategies were developed to ensure increasing net assets in future years. The Water and Sewer Rate Study included recommendations that were adopted by the Mayor and Council, including the initiation of a flat fee to be charged to each account each billing cycle; an increase in various one-time charges for special services; and the establishment of a multi-year schedule of rate increases. With regard to the Refuse Fund, FY06 marked the beginning of a pilot program that is assessing the viability of a once-a-week, curbside, semi-automated collection program that would yield substantial savings over the current program. Finally, the Mayor and Council adopted recommendations for the RedGate Golf Course Fund that would reduce the administrative charge it transfers to the General Fund by half, and bring more players to the course by enhancing marketing efforts.
2. The purpose of the Special Activities Fund is to segregate funds that are subject to legal restrictions on their use. It is not the City's policy to maintain a balance in this fund.

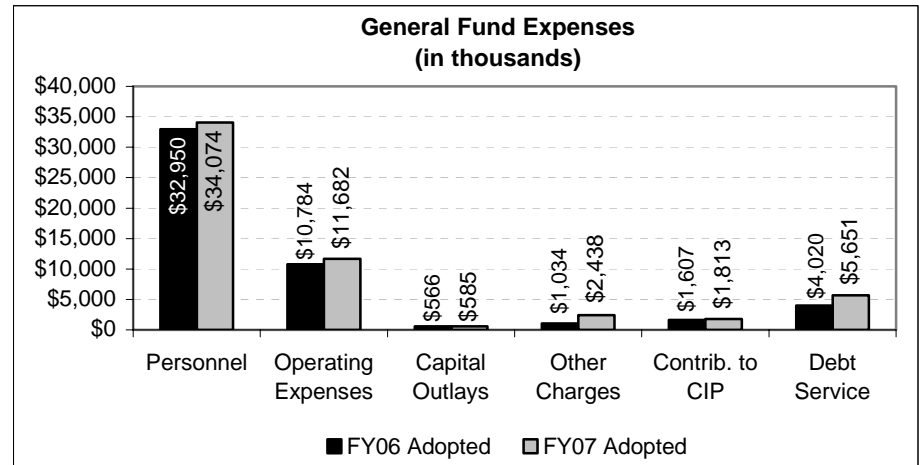
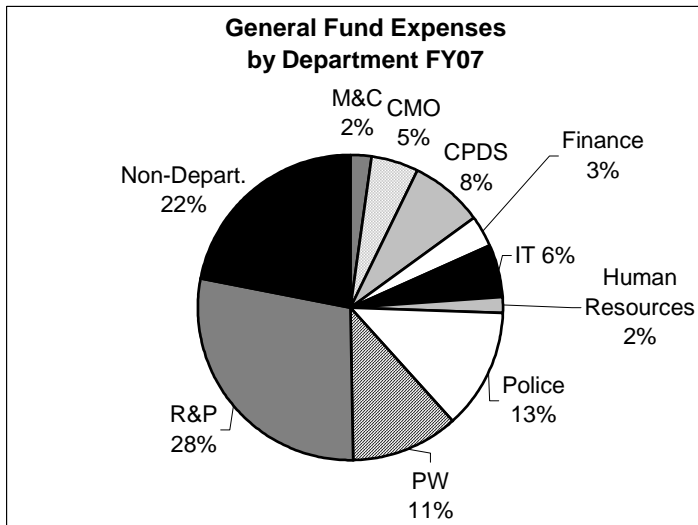
Fund	Projected Fund Balance June 30, 2006	Plus Projected Revenue FY07	Less Projected Expenditure FY07	Projected Fund Balance June 30, 2007
General	\$14,500,000	\$56,243,155	\$56,243,155	\$14,500,000
Water ¹	150,000	4,149,000	5,808,098	(1,509,098)
Sewer ¹	1,700,000	5,790,000	5,938,174	1,551,826
Refuse ¹	500,000	5,129,807	5,283,124	346,683
Parking	(1,900,000)	2,313,724	2,063,724	(1,650,000)
Stormwater Management	9,200,000	1,100,000	1,248,982	9,051,018
RedGate Golf Course ¹	(900,000)	1,303,700	1,458,646	(1,054,946)
Special Activities ²	350,000	129,140	451,696	27,444
Comm. Dev. Block Grant	0	760,000	760,000	0
Town Center Management	0	52,736	52,736	0
Debt Service	2,400,000	6,110,800	5,717,000	2,793,800
Total	\$26,200,000	\$83,082,062	\$85,025,335	\$24,056,727

General Fund Summary

The General Fund is the primary operating fund of the City and is used to account for the normal recurring activities. Many of the City administrative functions are supported through this fund. The major revenue sources for the General Fund are property taxes, income taxes, gasoline and motor vehicle taxes, tax duplication payments from Montgomery County, and charges or user fees for services.

Expenditures by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Mayor and Council	1,196,677	1,261,284	1,278,368	1.4%
City Manager	1,970,109	2,681,457	2,741,321	2.2%
CPDS	3,235,831	4,471,462	4,465,167	-0.1%
Finance	1,555,661	1,722,106	1,832,428	6.4%
Information and Tech.	2,611,619	3,022,634	3,135,659	3.7%
Community Services	1,831,503	1,198,228	0	-100.0%
Human Resources	846,471	894,763	909,516	1.6%
Police	5,663,133	6,784,719	7,191,131	6.0%
Public Works	5,314,822	5,488,515	6,407,236	16.7%
Recreation and Parks	13,348,331	14,125,146	15,879,314	12.4%
Non-Departmental	8,983,788	9,310,960	12,403,014	33.2%
Total	\$46,557,945	\$50,961,273	\$56,243,155	10.4%

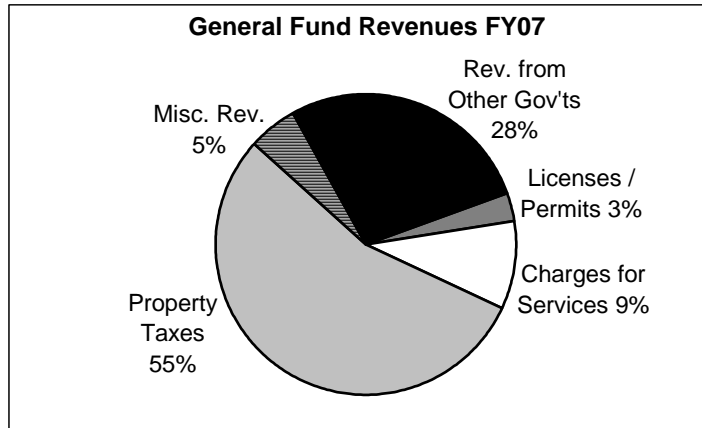
Expenditures by Type:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	23,160,179	25,181,478	25,919,159	2.9%
Benefits	6,233,348	7,117,891	7,508,761	5.5%
Overtime	645,433	650,619	646,429	-0.6%
Personnel Subtotal	30,038,960	32,949,988	34,074,349	3.4%
Contractual Services	5,484,294	6,920,726	7,079,902	2.3%
Commodities	3,397,394	3,863,439	4,602,285	19.1%
Operating Subtotal	8,881,688	10,784,165	11,682,187	8.3%
Capital	376,897	566,310	584,636	3.2%
Other/Transfer	911,771	1,033,813	2,438,359	135.9%
Contribution to the CIP	2,448,496	1,607,286	1,812,824	12.8%
Debt Service	3,900,133	4,019,712	5,650,800	40.6%
Total	\$46,557,945	\$50,961,273	\$56,243,155	10.4%



General Fund Summary

Total FY07 General Fund revenues are budgeted at \$56,243,155 a 10.4% percent increase over the FY06 budget, net of the appropriated fund balance. The chart below compares revenues by source from FY05 – FY07. The pages that follow provide detailed information on the City's major General Fund revenue sources and comparative data by source for all General Fund revenue.

General Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Property Taxes	26,229,753	27,350,000	30,770,000	12.5%
Licenses and Permits	1,638,639	1,742,540	1,709,000	-1.9%
Revenue from Other Governments	14,324,018	14,218,014	15,512,100	9.1%
Charges for Services	4,803,810	4,981,427	5,253,855	5.5%
Fines and Forfeitures	811,771	636,000	784,000	23.3%
Use of Money and Property	503,071	400,700	709,700	77.1%
Other Revenue	1,524,359	1,632,592	1,504,500	-7.8%
Total	\$49,835,422	\$50,961,273	\$56,243,155	10.4%



General Fund Revenues, Detail of Major Revenue Sources

Property Taxes – General

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. The Mayor and Council establish the tax rate each year in order to finance General Fund activities. In FY07, property taxes are budgeted to constitute 55 percent of the City's General Fund budget.

The assessable base of all taxable property fluctuates because of changes to the fair cash value of the existing base or because of the addition of new residential or commercial properties. The current projected increase in the tax base is fueled by a combination of development activities and reassessments of existing property.

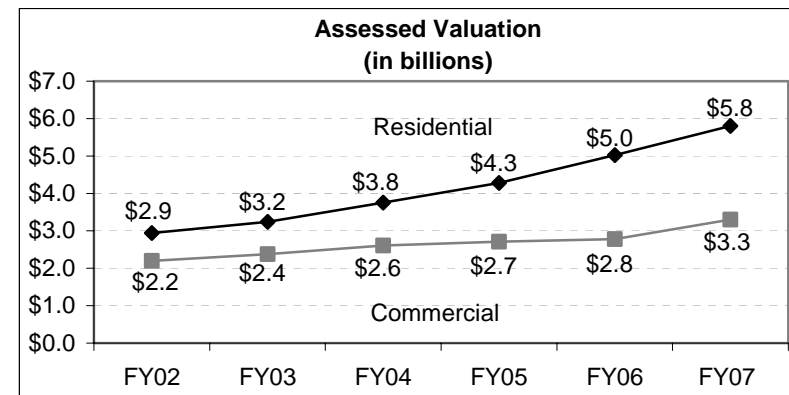
Real Property Tax

The City of Rockville's adopted real property tax rate for FY07 has been reduced by one cent per \$100 of assessed value. This is the first reduction in seven years and brings the rate down to 31.2 cents. The State Department of Assessments and Taxation (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 ten percent.

	Assessed Value of Real Property ¹	Percent Change
FY01 Actual	\$4,881,473,288	6.1%
FY02 Actual	\$5,365,409,658	9.9%
FY03 Actual	\$5,921,959,542	10.4%
FY04 Actual	\$6,312,353,479	6.6%
FY05 Actual	\$7,193,741,551	14.0%
FY06 Estimate	\$8,128,000,000	13.0%
FY07 Budget	\$9,246,000,000	13.8%

(1) Assessed value as billed, which is limited by exemptions, the three-year phase-in, and the homestead tax credit, or ten percent cap on increases.

In Maryland law, the constant yield tax rate is defined as the property tax rate that would yield the same tax revenue as the previous year, not including new construction. When assessments increase and the tax rate remains unchanged, property tax revenue increases. The constant yield rate is the rate that would offset the increase in tax revenue that results from the increase in assessed value. For FY07, the constant yield rate is calculated to be 28.4 cents per \$100 of assessed value, or 2.8 cents below the adopted property tax rate. The difference equates to \$2.6 million in property tax revenue resulting from increased home values. In accordance with Maryland law, the constant yield rate was advertised and hearings were held prior to adoption of the budget.



Note: This chart is based on assessed values at the beginning of the tax year.

Assumptions:

The FY07 budget for taxes on real property is based on the following information sources and assumptions:

- The calculation of the assessed value begins with an estimate prepared by SDAT of the assessed value of all real property that will be on the tax rolls as of the beginning of FY07, based on assessments conducted as of January 1, 2006.
- The City adds its estimate of the value of residential and commercial development that would be completed and assessed during the remainder of FY06 and throughout FY07.
- The revenue estimate is based on multiplying the assessed value by the tax rate, taking into consideration when during the year the tax on new property is levied, the impact of appeals and late payments, and the possibility of less than anticipated growth.

General Fund Revenues, Detail of Major Revenue Sources

Personal Property Tax

The City of Rockville's Adopted FY07 Personal Property tax rate remains unchanged at 80.5 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% of the value of commercial inventory; (2) 82% of the value of manufacturing or research and development inventory; and (3) 100% of the value of manufacturing or research and development machinery.

	Assessed Value of Personal Property	Percent Change
FY01 Actual	\$431,263,580	4.7%
FY02 Actual	\$475,731,730	10.3%
FY03 Actual	\$471,400,091	-0.9%
FY04 Actual	\$405,552,350	-14.0%
FY05 Actual	\$401,877,050	-0.9%
FY06 Estimate	\$420,000,000	4.5%
FY07 Budget	\$440,000,000	4.8%

Assumptions:

The projection is based on an estimate of FY07 assessments from SDAT. In recent years, a general weakening in business investment has resulted in a declining personal property tax base, which is affected by depreciation. However, personal property assessments have modestly increased in FY06, and it is anticipated that there will be an increase in FY07. The impact of appeals, late payments, and the collection rate is taken into consideration in the estimate.

Property Taxes

The combined property tax receipts for FY07 are expected to amount to \$30,770,000, which is 12.5 percent more than the budget for FY06. Detailed information on property tax revenue is provided on the preceding pages.

Property Taxes:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Real Property – Revenues from taxes on assessed value of real estate including land, structures, and improvements	22,915,647	24,330,000	27,500,000	13.0%
Personal Property: Corporations – Revenue from taxes on assessed valuation of inventory, furnishings, and fixtures of incorporated businesses	3,216,233	2,900,000	3,150,000	8.6%
Personal Property: Unincorporated Businesses – Revenue from taxes on assessed valuation of inventory, furnishings, and fixtures of unincorporated businesses	31,766	35,000	35,000	0.0%
Interest on Taxes – Interest paid on delinquent taxes	66,107	85,000	85,000	0.00%
Total Property Taxes	\$26,229,753	\$27,350,000	\$30,770,000	12.5%

General Fund Revenues, Detail of Major Revenue Sources

Income Tax

This category of revenue consists of the City's share of income taxes received by the State of Maryland for returns filed from Rockville. Revenue from income tax payments has increased substantially. In FY07, income taxes are budgeted to constitute 14 percent of the City's General Fund budget. The income tax is the second largest source of revenue to the General Fund, and is expected to equal about 25 percent of the property tax in FY07.

Maryland counties are able to impose an income tax that is separate from the State income tax. According to Maryland law, municipalities receive 17 percent of county income tax collected within the municipality. Montgomery County's income tax rate is currently 3.2 percent.

	Income Tax Revenue	Percent Change
FY01 Adjusted ⁽¹⁾	\$6,358,239	16.3%
FY02 Actual	\$6,468,570	1.7%
FY03 Actual	\$6,281,463	-2.9%
FY04 Actual	\$7,019,049	11.7%
FY05 Actual	\$7,874,409	12.2%
FY06 Estimate	\$8,000,000	1.6%
FY07 Budget	\$7,700,000	-3.8%

⁽¹⁾ Actual revenue in FY01 was \$6,957,578 before adjustment for the prior year's late filers.

Assumptions:

The FY07 budget anticipates a small decrease from the FY06 estimate because of the unusually high rate of growth in FY04 and FY05. While substantial growth in income tax receipts is to be expected in view of the City's rapid population growth, capital gains and losses reported on income tax returns can cause major variations from one year to the next. It would not be prudent to project revenue equal to the prior year given the massive growth that has taken place so quickly, as there is a possibility this is the result of one-time capital gains on a few tax returns.

Licenses and Permits

Building permit receipts are not growing due to the stabilization of development activity. The FY07 budget is based on estimated development activity during the fiscal year.

Licenses and Permits:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Traders Licenses – Fees collected from local businesses by the State and returned to the City	111,655	100,000	100,000	0.0%
Building Permits – Revenue from permits issued for building construction/electrical work, plumbing, sewer, water, and gas connections	1,156,278	1,100,000	1,100,000	0.0%
Rental Licenses – Licensing fee for the annual unit inspection of single-family dwellings	266,925	442,540	410,000	-7.4%
Animal Licenses – Revenue from the sale of dog and cat licenses to dog and cat owners within the City	17,784	17,000	17,000	0.0%
Other Non-Business Licenses – Revenue from the issuance of local licenses and permits not elsewhere classified	85,996	83,000	82,000	-1.2%
Total Licenses and Permits	\$1,638,639	\$1,742,540	\$1,709,000	-1.9%

General Fund Revenues, Detail of Major Revenue Sources

Revenue From Other Governments

A discussion of projected income tax receipts is provided on the preceding pages. The City received less than its full proportion of statewide gasoline and motor vehicle taxes in FY04, FY05, and FY06. The City anticipates that the State will provide the full allocation in FY07.

Revenue From Other Governments:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Police Protection Grants – City's share of State and federal funds for police protection	581,744	562,075	562,000	0.0%
State Grants – State funds for a Victims Advocate and for Homeland Security efforts under the Maryland Emergency Management Agency	9,467	28,742	9,400	-67.3%
County Grants – Linkages to Learning	0	181,575	181,500	0.0%
Youth and Family Services Grants – County and State payments to support Youth Services programs	294,198	101,815	101,800	0.0%
Recreation Grants – Grants from the State and corporations for various recreation programs including Senior Center grants	43,605	30,995	31,000	0.0%
Income Taxes – City's share of income tax received by the State for returns filed from Rockville	7,874,409	6,750,000	7,700,000	14.1%
Gasoline and Motor Vehicle Taxes – City's share of gasoline tax and vehicle registrations collected by the state	2,497,973	3,000,000	3,400,000	13.3%

Revenue From Other Governments:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Admissions and Amusements Receipts – Taxes on admissions are returned to municipalities by the State on the basis of the amount collected	882,405	985,000	800,000	-18.8%
Tax Duplication Rebate – Revenue sharing from the County as a partial reimbursement to municipalities for tax duplication	1,698,450	2,131,797	2,228,400	4.5%
Traffic Signal Maintenance Fees – Reimbursement from the State for maintenance of traffic signals in the city limits of Rockville	3,731	5,000	5,000	0.0%
Cable Franchise Fees – City's share of Montgomery County's cable franchise fee, plus County cable operating grant	424,768	427,750	480,000	12.2%
Payment in Lieu of Taxes – Revenue received from Montgomery County in lieu of financial corporation taxes	13,265	13,265	13,000	-2.0%
Total Revenue-Other Governments	\$14,324,015	\$14,218,014	\$15,512,100	9.1%

General Fund Revenues, Detail of Major Revenue Sources

Charges for Services

Revenues in this category come from charges to users who individually benefit from a particular service offered by the City. The largest revenue in this group, recreation program fees, is expected to continue its steady growth.

Charges for Services:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Zoning Fees – Charges for services relating to zoning such as map enhancements, text amendments, and use permits	228,720	135,000	135,000	0.0%
Community Support: Police – Charges for community requests for police services at community/neighborhood events	81,218	52,016	52,000	0.0%
Sale of Materials – Revenue from City publications or souvenirs	12,285	15,400	15,000	-2.6%
Fire Safety Fees – Revenue from fire inspection and permits	121,962	120,000	120,000	0.0%
Fire Review Fees – Revenue from fire codes plans review	51,231	36,000	36,000	0.0%
Public Works Permits – Fees paid by private contractors for design review and inspection services for work within rights-of-way	134,327	200,000	200,000	0.00%
Swim Team Dues – Fees paid for the RMSC swim team	206,574	206,000	245,000	18.9%
Rec. Membership Fees – Fees paid for memberships to recreation and swim centers	441,786	549,660	523,500	-4.8%
Recreation and Parks Concessions – Revenue received from concessions at City facilities	11,096	6,000	13,000	116.7%

Charges for Services:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Facility Rental Fees – Revenue received from the rental of City facilities	541,309	575,907	637,200	10.6%
Recreation Program Fees – Revenues from fees for various recreation programs and classes	2,266,524	2,352,743	2,475,255	5.2%
Social Services Fees – Social services fees at the Senior Center	26,679	27,813	25,300	-9.0%
Special Events Fees – Corporate sponsorship of City events	48,970	20,000	20,000	0.0%
Rec. Theme Park Tickets – Revenue from sale of tickets to area theme parks through the Maryland Recreation and Parks Association	128,542	140,000	140,000	0.0%
F. Scott Fitzgerald Theatre Tickets – Revenue received from theatre ticket sales	248,539	309,050	308,200	-0.3%
Internal City Use of Facilities – Revenue received from the use of City facilities by City programs and events	12,575	19,838	25,700	29.5%
Pool Merchandise Sales – Revenue received from merchandise sold at the Swim Center	2,340	3,000	2,700	-10.0%
Pool Admission Charges– Revenue received from admissions to the Swim Center	239,133	213,000	280,000	31.5%
Total Charges for Services	\$4,803,810	\$4,981,427	\$5,253,855	5.5%

General Fund Revenues, Detail of Major Revenue Sources

Fines and Forfeitures

Revenue received from fines for red light infractions offsets the cost of the program and the cameras. Any net revenue is contributed to the CIP to fund transportation and pedestrian improvements.

Fines and Forfeitures:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Municipal Infractions – Revenues received from fines for municipal infractions	37,635	27,000	25,000	-7.4%
Red Light Camera Revenue – Revenue received from fines for red light infractions	763,779	600,000	750,000	25.0%
Confiscated Funds – Items seized by City Police during commission of a crime	10,357	9,000	9,000	0.0%
Total Fines and Forfeitures	\$811,771	\$636,000	\$784,000	23.3%

Use of Money and Property

For the category of interest income, the City of Rockville generally estimates using a rate of five percent. The FY06 budget reflected reduced expectations because of the persistence of extremely low rates.

Use of Money and Property:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Interest Income – Interest received from the investment of City funds	307,063	160,000	450,000	181.3%
Returned Check Fee	550	200	200	0.0%
Land Rental – Revenue from telecommunications companies for monopoles on City-owned property	104,016	110,000	110,000	0.0%
Building Rental – Revenue from the rental of City-owned buildings located on the King Farm	0	30,000	48,000	60.0%
Community Contribution – Contributions from individuals and groups in the community to sponsor specific programs	91,442	80,500	81,500	1.2%
Other Grant Revenue – Mid-year anticipated grant revenue (undesignated)	0	20,000	20,000	0.0%
Total Use of Money and Property	\$503,071	\$400,700	\$709,700	77.1%

General Fund Revenues, Detail of Major Revenue Sources

Other Revenue / Administrative Charges

Proceeds from the auction of used vehicles vary from year to year depending primarily on the number of vehicles being replaced. This same fluctuation pattern is evident for other miscellaneous revenues. This revenue category also includes charges to enterprise funds for centrally budgeted administrative or "overhead" costs. Each fund pays for its share of the costs through a transfer into the General Fund.

Other Revenue:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Sale of Vehicles – Proceeds from the vehicle auction	35,654	60,000	60,000	0.0%
Miscellaneous Revenues – Other revenues not categorized elsewhere	105,650	147,000	67,000	-54.4%
Recreation Fees (Swim)	928	2,000	1,000	-50.0%
Total Other Revenue	\$142,232	\$209,000	\$128,000	-38.8%

Administrative Charges:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Water Facility Fund – Charges for various direct services received from the General Fund	382,620	394,099	406,000	3.0%
Sewer Fund – Charges for various direct services received from the General Fund	213,787	220,201	227,000	3.1%
Refuse Fund – Charges for various direct services received from the General Fund	404,591	416,729	429,000	2.9%
RedGate Golf Course Fund – Charges for various direct services received from the General Fund	168,330	173,380	89,500	-48.4%
Stormwater Management Fund – Charges for various direct services received from the General Fund	137,049	141,160	145,000	2.7%
Parking Fund– Charges for various direct services received from the General Fund	75,750	78,023	80,000	2.5%
Total Administrative Charges	\$1,382,127	\$1,423,592	\$1,376,500	-3.3%

Enterprise Funds

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises where the cost of expenses, including both operations and capital, are financed or recovered primarily through user charges. The City of Rockville has designated the following operations as enterprise funds: Water Facility, Sewer, Refuse, Parking, Stormwater Management (SWM), and RedGate Golf Course. These funds pay an administration charge to the General Fund to cover indirect costs. All enterprise funds are summarized below and on the pages that follow.

Water Facility Fund

The Water Facility Fund is used to account for all financial activity associated with the treatment and distribution of potable water. The City provides water service to approximately 12,500 customers within the City limits. In March 2006, the City received the results of the Water and Sewer Rate Study that was prepared by Municipal and Financial Services Group to address concerns about the long-term fiscal health of the Water and Sewer Funds. This budget is based on the study's recommendation of a three-tiered water rate structure: \$1.62 per 1,000 gallons for the first 12,000 gallons used in the quarter, \$2.33 per 1,000 gallons for the next 12,000 gallons used in the quarter, and \$2.50 per 1,000 gallons for usage beyond 24,000 gallons. By contrast, the adopted FY06 rate is \$2.26 per 1,000 gallons for all usage levels.

In addition, the study recommended and this budget includes a flat fee per bill, called a "ready-to-serve" charge that will be split equally between the Water and Sewer Funds. The amount of the charge is based on the size of the water meter and ranges from \$6.00 to \$720.00 per quarter. The study anticipates that the charges will assist the City in formally establishing reserve funds for operating and maintenance as well as repair, renewal, and rehabilitation of the water system.

The Water Fund's FY07 budget will use \$1.7 million of net assets. This is a deficit and indicates the need for additional revenue. The rate study's 10-year financial projection, which anticipates rate increases in coming years, shows that operations will require the use of net assets through roughly FY10, but operating revenues will contribute to net assets afterwards.

Revenue projections for utility charges are based upon the City's growth forecast regarding development, potential development and significant infill projects planned for future years. The number of planned and current water accounts is multiplied by the estimated rates for the fund. The Water Facility Fund is projecting operating water revenues for FY07 of \$4,014,000. Note that operating revenue is net of connection charges, interest income, premium on bonds sold, and appropriated net assets. The Water Fund will receive an additional amount of \$1.0 million from the issuance of bonds in FY07 to fund capital improvements.

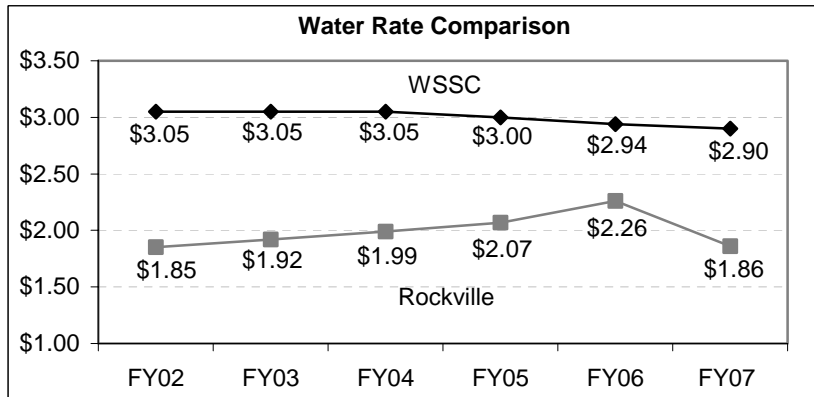
Water Facility Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Sales of Materials	39,172	\$70,000	50,000	-28.6%
Utility Charges	3,139,886	3,541,441	3,500,000	-1.2%
Penalties	24,657	25,000	25,000	0.0%
Connection Charges	201,800	374,000	100,000	-73.3%
Interest Income	49,937	45,902	35,000	-23.8%
Transfer From Sewer	304,773	312,057	320,000	2.5%
Transfer From Refuse	107,087	110,300	114,000	3.4%
Premium on Bonds Sold	2,987	0	0	0.0%
Miscellaneous Rev.	6,174	0	0	0.0%
Bay Admin. Fee*	404	0	5,000	N/A
Approp. Net Assets	0	968,887	1,659,098	71.2%
Total Revenues	\$3,876,877	\$5,447,587	\$5,808,098	6.6%

* Pass through to State.

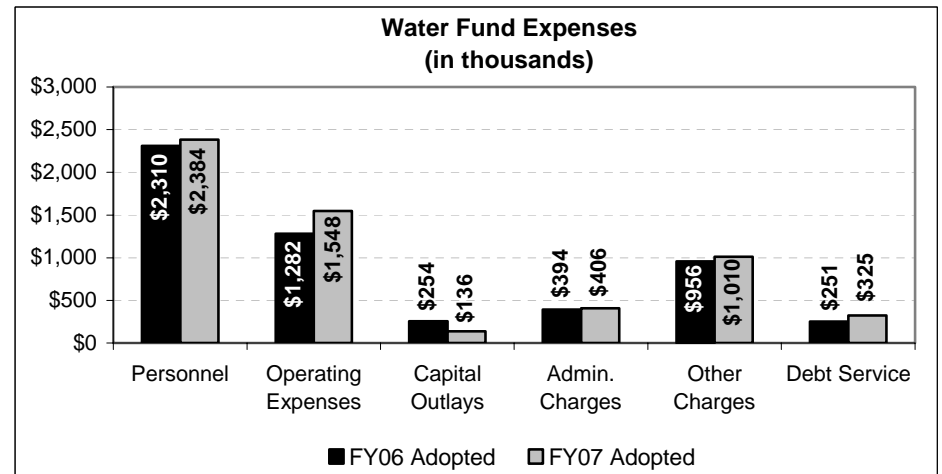
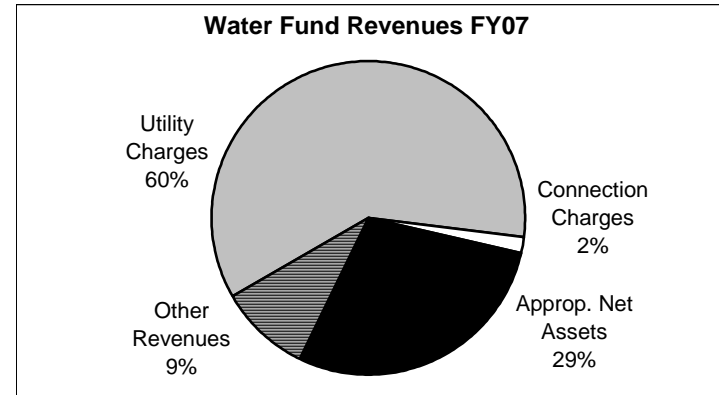
Water Facility Fund Expenses:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	1,319,579	1,659,849	1,730,844	4.3%
Benefits	409,886	519,773	523,001	0.6%
Overtime	111,746	130,286	130,286	0.0%
Personnel Subtotal	1,841,211	2,309,908	2,384,131	3.2%
Contractual Services	320,327	412,224	369,628	-10.3%
Commodities	656,433	869,842	1,178,339	35.5%
Operating Subtotal	976,760	1,282,066	1,547,967	20.7%
Capital Outlays	150,323	254,126	135,500	-46.7%
Administrative Charges	382,620	394,099	406,000	3.0%
Other Charges	1,147,762	956,390	1,009,500	5.6%
Debt Service	218,581	250,998	325,000	29.5%
Total Expenses	\$4,717,257	\$5,447,587	\$5,808,098	6.6%

Enterprise Funds

Water Facility Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Finance	690,936	814,438	710,521	-12.8%
Public Works	2,321,004	2,844,872	3,233,177	13.6%
Non-Departmental	1,705,317	1,788,277	1,864,400	4.3%
Totals by Department	\$4,717,257	\$5,447,587	\$5,808,098	6.6%



Note: The rates shown above represent the usage charge per 1,000 gallons, assuming an average usage of 250 gallons per day. In addition to usage charges, WSSC charges an \$11.00 per quarter flat fee. Rockville is proposing a quarterly fee that will be \$9.00 for most households.



Enterprise Funds

Sewer Fund

The Sewer Fund accounts for the financial activity associated with the collection and treatment of sewage. Charges are based on water consumption unless the customer uses a sub-meter. Nearly all of 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 Blue Plains Wastewater Treatment Plant. The 1998 Master Plan for the District of Columbia Water and Sewer Authority (DCWASA) included a significant increase in planned capital costs. The City's share of Blue Plains' capital improvements is proportionate to the City's allocation of treatment capacity. The Blue Plains Waste Water Treatment CIP project contains additional information regarding the City's capital costs for sewer treatment.

In March 2006, the City received the results of the Water and Sewer Rate Study that was prepared by Municipal and Financial Services Group to address concerns about long-term fiscal health of the Water and Sewer Funds. This budget is based on the study's recommendation of a sewer consumption charge of \$3.63 per 1,000 gallons, which is a 12-cent reduction in the FY06 sewer rate of \$3.75. In addition, the study recommended and this budget includes a flat fee per bill, called a "ready-to-serve" charge that will be split equally between the Water and Sewer Funds. The amount of the charge is based on the size of the water meter and ranges from \$6.00 to \$720.00 per quarter. The study anticipates that the charges will assist the City in formally establishing reserve funds for operating and maintenance as well as repair, renewal, and rehabilitation of the water system.

The budget assumes the use of \$148,000 of net assets in the Sewer Fund to support operations. The rate study includes ten-year cash flows that project only modest increases in the sewer rate in coming years.

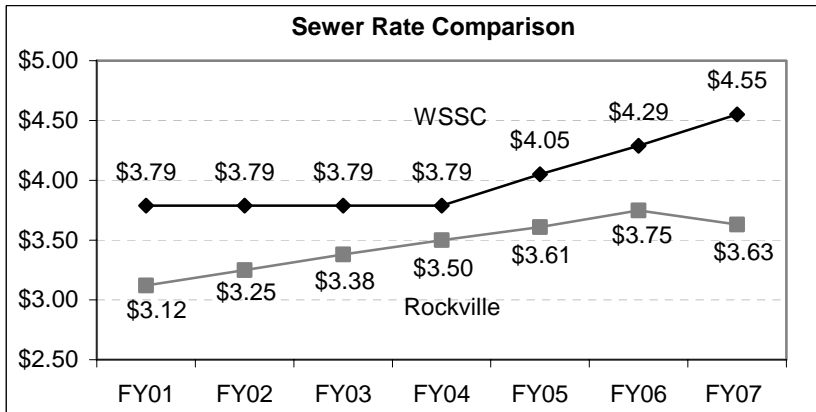
During FY07, the Sewer Fund will issue bonds in the amount of \$3.4 million to finance the additional improvements at the Blue Plains facility. Revenue projections for the fund are based upon the City's growth forecast regarding development planned for future years. The number of planned and current sewer accounts is then multiplied by the estimated rates for the fund. The Sewer Fund is projecting operating sewer revenues for FY07 of \$5,645,000. Note that operating revenue is net of connection charges, interest income, premium on bonds sold, and appropriated net assets.

Sewer Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Utility Charges	5,174,364	5,653,104	5,600,000	-0.9%
Penalties	38,762	45,000	45,000	0.0%
Connection Charges	211,900	328,900	100,000	-69.6%
Interest Income	61,748	31,928	45,000	40.9%
Premium on Bonds Sold	3,327	0	0	0.0%
Appropriated Net Assets	0	0	148,174	N/A
Total Revenues	\$5,490,100	\$6,058,932	\$5,938,174	-2.0%

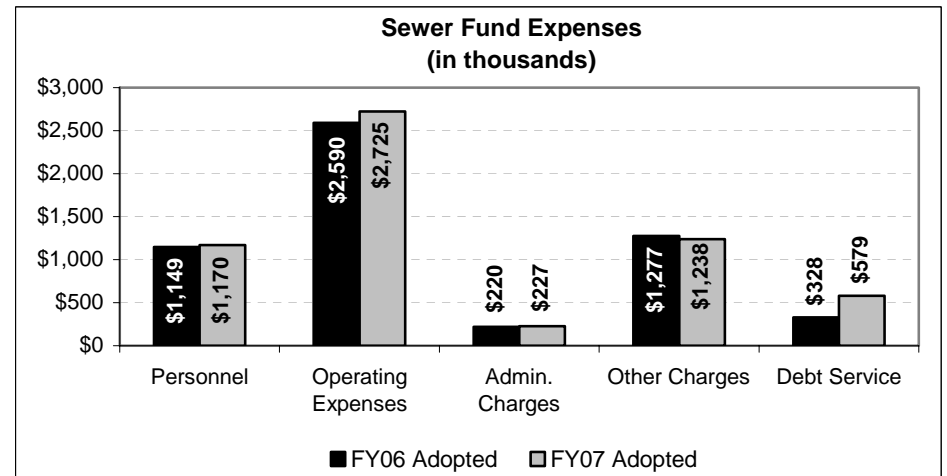
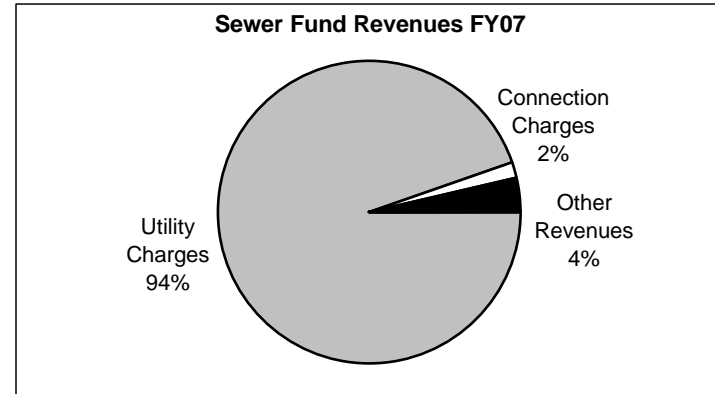
Sewer Fund Expenses:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	757,739	810,571	838,175	3.4%
Benefits	201,905	256,791	250,188	-2.6%
Overtime	62,530	81,228	81,228	0.0%
Personnel Subtotal	1,022,174	1,148,590	1,169,591	1.8%
Contractual Services	1,623,496	2,416,830	2,513,716	4.0%
Commodities	71,499	172,749	210,867	22.1%
Operating Subtotal	1,694,995	2,589,579	2,724,583	5.2%
Capital Outlays	0	0	0	0.0%
Administrative Charges	213,787	220,201	227,000	3.1%
Other Charges	1,169,233	1,276,633	1,238,000	-3.0%
Addition to Net Assets	0	495,921	0	-100.0%
Debt Service	328,581	328,008	579,000	76.5%
Total Expenses	\$4,428,770	\$6,058,932	\$5,938,174	-2.0%

Enterprise Funds

Sewer Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Mayor and Council	0	5,000	5,000	0.0%
Public Works	2,632,301	3,611,274	3,800,274	5.2%
Non-Departmental	1,796,469	2,442,658	2,132,900	-12.7%
Totals by Department	\$4,428,770	\$6,058,932	\$5,938,174	-2.0%



Note: The rates shown above represent charge per 1,000 gallons, assuming an average usage of 250 gallons per day. In addition to usage charges, WSSC charges an \$11.00 per quarter administrative fee. Rockville's quarterly fee is \$9.00.



Enterprise Funds

Refuse Fund

The Refuse Fund is used to account for all the financial activity associated with the collection and disposal of refuse, recycling, and yard waste. The refuse rate in the FY07 budget is \$31.00 per month, which is a \$1.50 increase over the FY06 rate to cover increased operating costs. Further refuse rate increases will be needed in future years to accommodate cost increases and to achieve the appropriate break-even rate. A pilot program is currently underway to evaluate the savings that would result from a change to once-a-week curbside collection. Presently the City collects refuse twice weekly and will pick up from the side or back of the house.

The budget assumes the use of \$153,000 in net assets in the Refuse Fund as the result of operations. Six-year cash flows are prepared to set refuse rates and to ensure that projected revenues can support operating and capital improvement expenses for the fund and that the fund can be maintained as an on-going concern.

Revenue projections for the fund are based upon the City's growth forecast regarding development planned for future years. The number of planned and current refuse accounts is multiplied by the estimated rates for the fund. The Refuse Fund is projecting operating refuse revenues for FY07 of \$5.1 million. Note that operating revenue is net of interest income, transfer from General Fund and appropriated net assets. A debt issuance of \$325,000 is planned in FY07 to fund the purchase of vehicles.

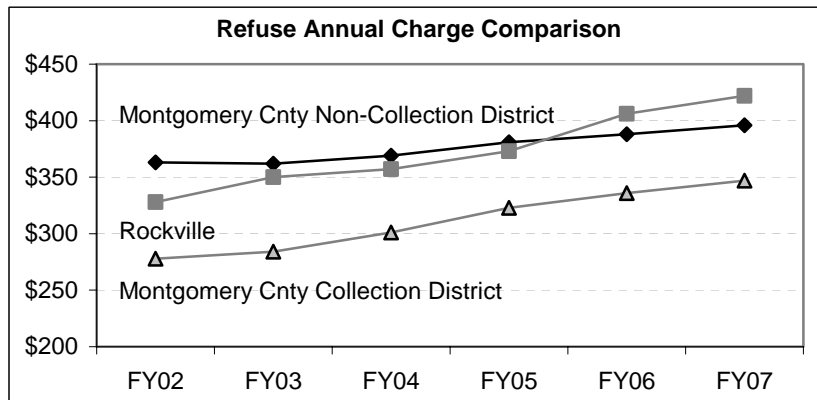
Refuse Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Customer Charges	4,469,272	4,900,894	5,024,307	2.5%
Penalties	46,519	35,000	41,000	17.1%
Interest Income	3,616	2,500	4,500	80.0%
Transfer-General Fund*	36,792	36,792	60,000	63.1%
Premium on Bonds Sold	5	0	0	0.0%
Appropriated Net Assets	0	197,070	153,317	-22.2%
Total Revenues	\$4,556,204	\$5,172,256	\$5,283,124	2.1%

* The transfer from the General Fund to the Refuse Funds supports refuse pickup for Rockville Housing Enterprises (RHE) housing units.

Refuse Fund Expenses:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	1,858,226	2,125,842	2,033,107	-4.4%
Benefits	591,224	681,508	680,076	-0.2%
Overtime	97,618	105,357	112,280	6.6%
Personnel Subtotal	2,547,067	2,912,707	2,825,463	-3.0%
Contractual Services	1,045,188	1,081,018	1,217,494	20.0%
Commodities	196,654	250,881	353,567	40.9%
Operating Subtotal	1,241,843	1,331,899	1,571,061	18.0%
Capital Outlays	1,019	0	0	0.0%
Administrative Charges	404,591	416,729	429,000	2.9%
Other Charges	413,619	494,214	438,100	-11.4%
Debt Service	18,027	16,707	19,500	16.7%
Total Expenses	\$4,626,165	\$5,172,256	\$5,283,124	2.1%

Enterprise Funds

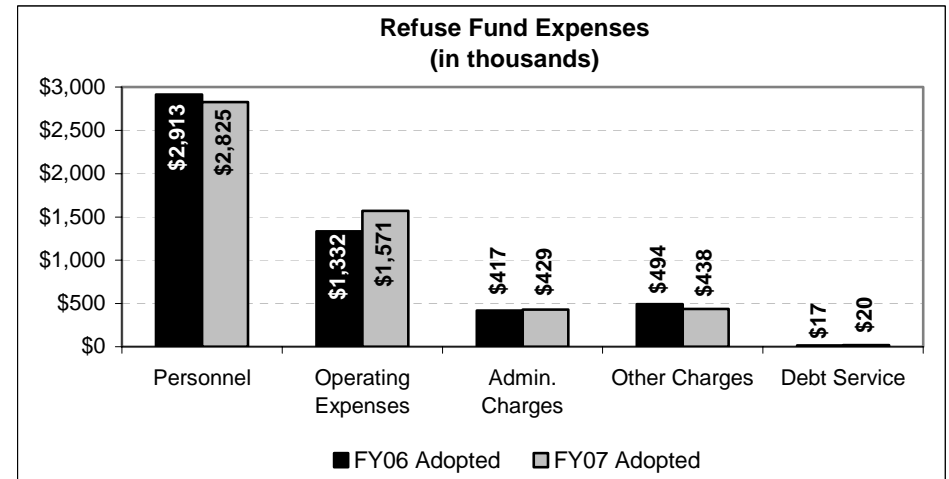
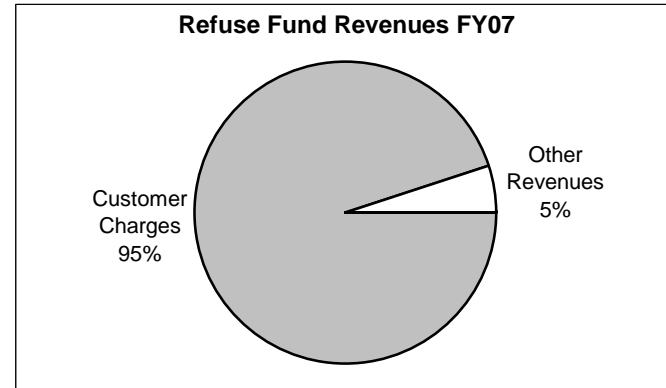
Refuse Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Mayor & Council	17,097	10,000	10,000	0.0%
Public Works	3,701,063	4,083,572	4,254,624	4.2%
Non-Departmental	908,005	1,078,684	1,018,500	-5.6%
Totals by Dept.	\$4,626,165	\$5,172,256	\$5,283,124	2.1%



Notes:
 Montgomery County Non-Collection District includes twice per week collection, no leaf vacuuming, and no special pick-ups.

Montgomery County Collection District includes once per week collection, leaf vacuuming, and unlimited special pickups.

Rockville includes twice per week collection, leaf vacuuming, and unlimited special pickups. City residents will pay \$422 total for refuse services in FY07. Residents pay the City \$372 divided into quarterly payments and pay Montgomery County a \$50 Systems Benefit Charge with their tax bill (decrease from \$52 last year).



Enterprise Funds

Utility Charges for Water, Sewer, Refuse

FY	Water (per 1,000 gallons)	Sewer (per 1,000 gallons)	Refuse (monthly)
1993	\$1.35	\$2.40	\$22.00
1994	\$1.35	\$2.40	\$22.00
1995	\$1.42	\$2.56	\$22.00
1996	\$1.42	\$2.79	\$21.00
1997	\$1.48	\$2.79	\$21.00
1998	\$1.48	\$2.94	\$20.00
1999	\$1.58	\$2.94	\$20.00
2000	\$1.68	\$2.99	\$20.00
2001	\$1.76	\$3.12	\$21.00
2002	\$1.85	\$3.25	\$22.25
2003	\$1.92	\$3.38	\$23.75
2004	\$1.99	\$3.50	\$25.50
2005	\$2.07	\$3.61	\$27.75
2006	\$2.26	\$3.75	\$29.50
2007	\$1.62 0 to <12,000	\$3.63	\$31.00
	\$2.33 12,000 to <24,000		
	\$2.50 24,000 and over		

The table below reflects the fixed monthly ready to serve charge that is based on meter size. The charge is split evenly between water and sewer.

Meter Size	FY 2007 - 2011	
	Monthly	Quarterly
5/8"	\$2.00	\$6.00
3/4"	\$3.00	\$9.00
1"	\$5.00	\$15.00
1 1/2"	\$10.00	\$30.00
2"	\$16.00	\$48.00
3"	\$32.00	\$96.00
4"	\$50.00	\$150.00
6"	\$100.00	\$300.00
8"	\$160.00	\$480.00
10"	\$240.00	\$720.00

Parking Fund

The Parking Fund was created to account for the revenue and expenses from parking related activities, including the issuance of parking tickets, the parking meter program, and costs associated with the planning, design, construction, or operation of parking garages in the City's Town Center. The operating budget assumes the use of \$250,000 in the net assets. This is mainly the result of a \$1.1 million transfer from the General Fund that will enable the Parking Fund to cover the debt service on \$36 million of bonds issued to support the construction of the Town Center parking garages. The garages will be open for only a portion of FY07, but for FY08 and beyond, assuming the garages reach their anticipated revenue potential, the amount of transfer needed from the General Fund should be reduced to roughly \$500,000 to \$800,000. Revenue projections for street meters and violations are based upon an estimated number of parking violations and parking meter usage rates. A consultant projected revenue for the parking garages.

The Parking Fund will include a few new revenue sources in FY07. First, commercial properties within the Town Center area will be taxed at a rate of 30 cents per \$100 of assessed value in addition to the 31.2 cents rate on all real property in the City. Second, Montgomery County will provide a PILOT payment in the amount \$110,000 and a CIP contribution of \$180,000. Finally, the City's General Fund will provide a PILOT payment to support its property in the Parking District.

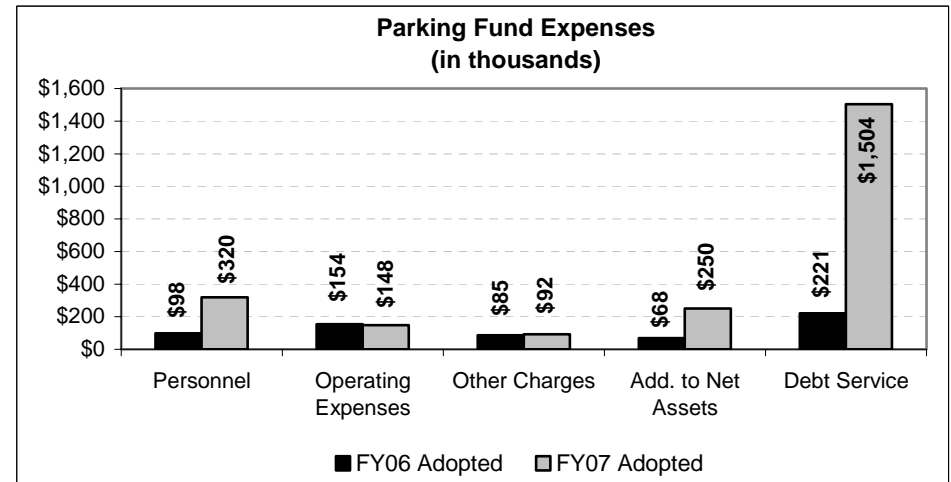
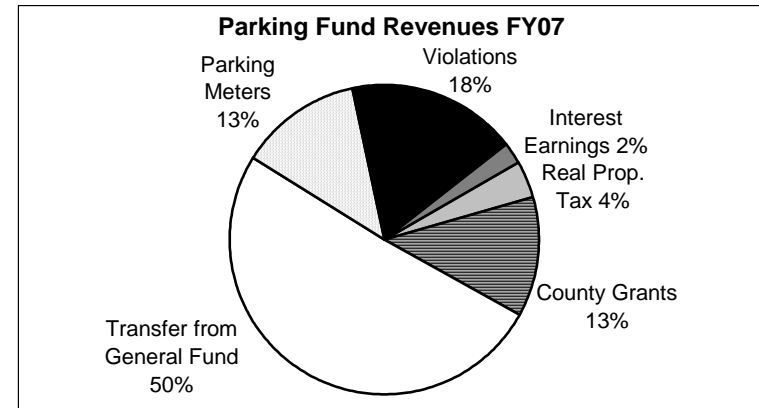
Parking Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Real Prop. Tax	0	0	90,000	N/A
County Contribution	0	0	290,000	N/A
Parking Meters	187,416	167,468	301,500	80.0%
Parking Violations	394,453	408,412	410,000	0.4%
Transfer from General Fund (City PILOT)	0	0	53,000	N/A
Transfer from General Fund	0	0	1,119,224	N/A
Premium on Bonds Sold	96	0	0	0.0%
Interest Earnings	26,571	50,000	50,000	0.0%
Total Revenue	\$608,536	\$625,880	\$2,313,724	269.7%

Enterprise Funds

Parking Fund, continued:

Parking Fund Expenses:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	62,574	72,769	232,273	219.2%
Benefits	21,991	25,568	87,366	241.7%
Overtime	686	0	0	0.0%
Personnel Subtotal	85,250	98,337	319,639	225.0%
Contract. Services	3,602	136,424	110,406	-19.1%
Commodities	14,156	17,371	38,079	119.2%
Operating Subtotal	17,758	153,795	148,485	-3.5%
Capital Outlays	0	0	0	0.0%
Other Charges	8,224	7,262	12,100	66.6%
Admin. Charges	75,750	78,023	80,000	2.5%
Add. to Net Assets	0	67,660	250,000	269.5%
Debt Service	200,979	220,803	\$1,503,500	580.9%
Total Expenses	\$387,961	\$625,880	\$2,313,724	269.7%

Parking Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
CPDS	0	135,000	136,919	1.4%
Police	94,430	111,244	322,097	189.5%
Public Works	3,000	3,400	3,508	3.2%
Non-Departmental	290,531	376,236	1,851,200	392.0%
Totals by Dept.	\$387,961	\$625,880	\$2,313,724	269.7%



Enterprise Funds

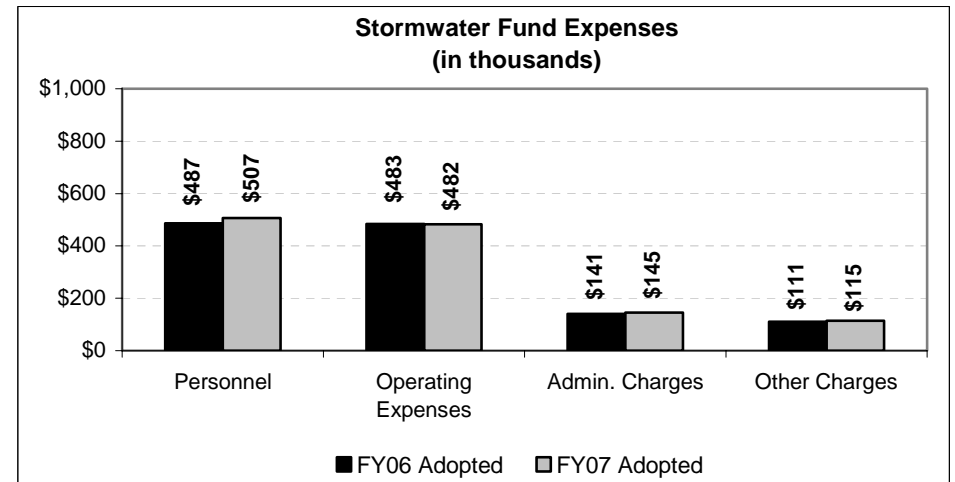
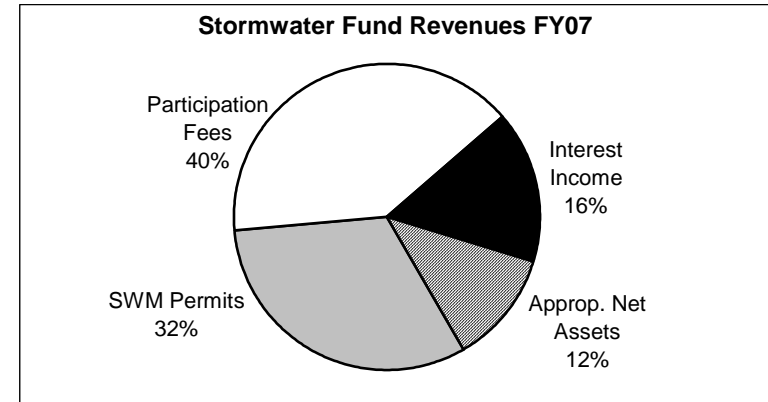
Stormwater Management Fund

The Stormwater Management (SWM) Fund accounts for the costs of maintaining existing SWM facilities and constructing new facilities. In FY07, the operating budget assumes a reduction to net assets of \$149,000. Revenue estimates are based on projected development. A staff analysis indicates that an annual fee will need to be established by FY08 in order to provide ongoing support for SWM activities, particularly in light of changes to environmental requirements. A study was initiated in FY05 to lay the groundwork for establishing this fee.

SWM Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
SWM Permits	209,811	400,000	400,000	0.0%
Regional SWM Participation Fees	911,091	250,000	500,000	100.0%
Interest Income	156,845	95,000	200,000	110.5%
Approp. Net Assets	0	477,244	148,982	-68.8%
Total Revenues	\$1,277,747	\$1,222,244	\$1,248,982	2.2%

SWM Fund Expenses:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	306,555	390,732	410,436	5.0%
Benefits	83,394	95,863	96,325	0.5%
Overtime	0	0	0	0.0%
Personnel Subtotal	389,949	486,595	506,762	4.1%
Contractual Services	181,907	477,897	477,900	0.0%
Commodities	4,406	5,400	4,320	-20.0%
Operating Subtotal	186,313	483,297	482,220	-0.2%
Capital Outlays	0	0	0	0.0%
Administrative Charges	137,049	141,160	145,000	2.7%
Other Charges	111,193	111,192	115,000	3.4%
Total Expenses	\$824,503	\$1,222,244	\$1,248,982	2.2%

SWM Fund Expenses by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Mayor and Council	1,139	15,000	15,000	0.0%
Public Works	566,015	940,035	962,682	2.4%
Non-Departmental	257,349	267,209	271,300	1.5%
Totals by Department	\$824,503	\$1,222,244	\$1,248,982	2.2%



Enterprise Funds

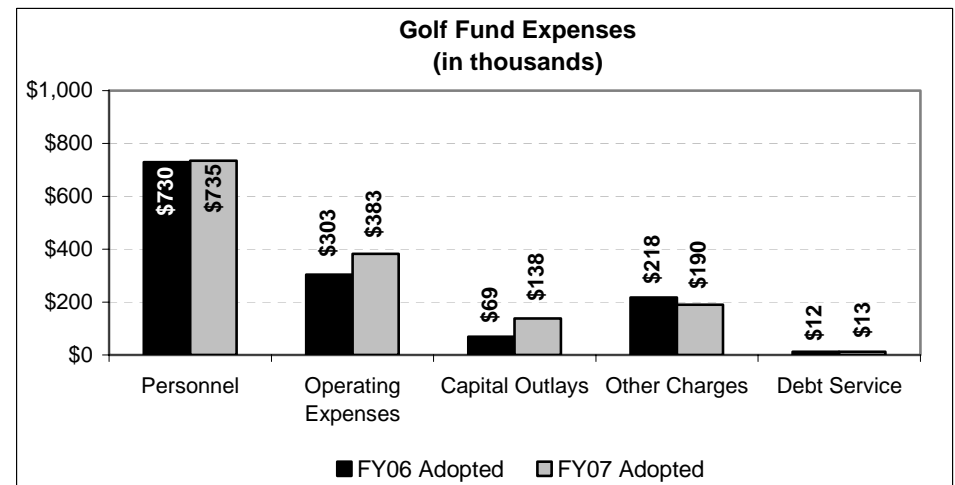
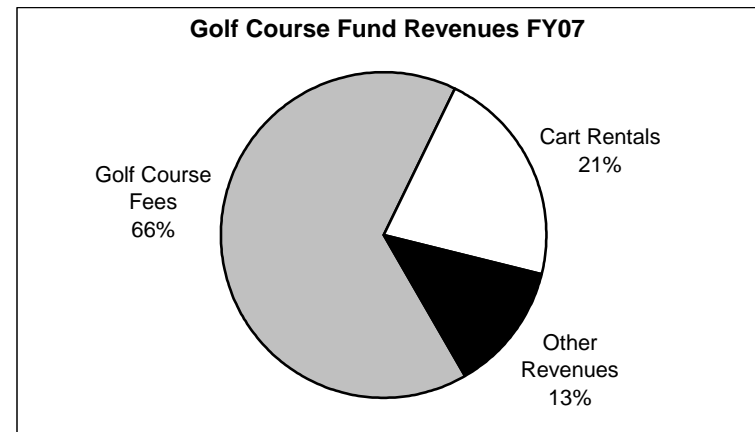
RedGate Golf Course Fund

The RedGate Golf Course Fund is used to account for the financial activity associated with the City's public golf course. Revenue projections are based upon the average fee per round of play multiplied by the total estimated rounds per fiscal year, and added to the estimated revenue from golf cart rentals. The RedGate Golf Course Fund is projecting Golf Course fee revenues for FY07 of \$1,189,000. The fund will require the use of net assets in the amount of \$155,000 to meet operating needs. A study that analyzed the financial situation of the golf course was presented to the Mayor and Council in March 2006. To address the deficit in the Fund, the administrative charge was reduced by 50 percent, marketing efforts will be intensified, and there will be capital improvements made to the course.

Golf Course Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Golf Course Fees	820,439	978,882	883,000	-9.8%
Concessions	12,732	12,480	12,500	0.2%
Cart Rentals	267,820	267,518	288,000	7.7%
Pro Shop Rental	0	4,250	4,200	-1.2%
Driving Range Fee	1,126	1,560	1,500	-3.8%
Interest Income	6	0	0	0.0%
Transfer from General Fund	0	0	114,500	N/A
Approp. Net Assets	0	67,056	154,946	131.1%
Total Revenues	\$1,102,123	\$1,331,747	\$1,458,646	9.5%

Golf Course Fund Expenses:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	535,715	553,741	555,404	0.3%
Benefits	17,832	149,085	152,884	2.5%
Overtime	126,068	26,816	26,816	0.0%
Personnel Subtotal	679,616	729,642	735,105	0.7%
Contract. Services	90,325	105,050	149,425	42.2%
Commodities	181,224	198,121	233,592	17.9%
Operating Subtotal	271,549	303,171	383,017	26.3%
Capital Outlays	15,240	68,719	138,424	101.4%
Admin. Charges	168,330	173,380	89,500	-48.4%
Other Charges	93,004	44,350	100,100	125.7%
Debt Service	14,911	12,484	12,500	0.1%
Total Expenses	\$1,242,651	\$1,331,747	\$1,458,646	9.5%

Golf Course Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Public Works	8,272	28,719	70,129	144.2%
Recreation and Parks	910,211	1,019,269	1,141,117	12.0%
Non-Departmental	324,167	283,758	247,400	-12.8%
Totals by Department	\$1,242,651	\$1,331,747	\$1,458,646	9.5%



Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are restricted by legal and regulatory provisions to finance specific activities. Included in the special revenue funds are the Special Activities, Community Development Block Grant, and Town Center Management Funds.

Special Activities Fund

The Special Activities Fund receives revenues from separate fundraising activities by such groups as the Rockville Seniors Inc, the Mansion Gift Shop Docents, and a variety of corporations and community service organizations. Other examples are funds raised for the annual Bike Ride for Rockville, donations from events sponsors, donations and community contributions to Arts programs, Rockville Emergency Assistance Program (REAP), Holiday Drive, sales/donations for the educational and informational materials and items of the Nature Center.

Special Activities Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Mansion Rentals	15,000	15,000	15,000	0.0%
Donations	162,937	101,000	107,450	6.4%
State Grant	26,115	50,000	0	-100.0%
Interest Income	4,581	2,930	4,390	49.8%
Miscellaneous Revenue	N/A	N/A	2,300	N/A
Approp. Fund Balance	0	269,210	322,556	19.8%
Total Revenues	\$208,633	\$438,140	\$451,696	3.1%

Special Activities Fund Expenses:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	1,769	20,000	17,965	-10.2%
Benefits	176	0	0	0.0%
Overtime	0	0	3,343	N/A
Personnel Subtotal	1,945	20,000	21,308	6.5%
Contractual Services	2,457	16,417	7,000	-57.4%
Commodities	57,220	181,846	253,582	39.4%
Operating Subtotal	59,677	198,263	260,582	31.4%
Capital Outlays	20,706	28,245	16,948	-40.0%
Other Charges	113,545	191,632	152,858	-20.2%
Total Expenses	\$195,873	\$438,140	\$451,696	3.1%

Special Activities Fund by Program:*	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
"Every 15 Minutes" Program	N/A	N/A	4,090	N/A
Holiday Drive	24,320	35,476	32,552	-8.2%
Rockville Emergency Assistance Program (REAP)	10,417	35,017	14,720	-58.0%
Reaching Individual Self Empowerment (RISE)	2,578	4,725	3,516	-25.6%
Recreation	73,024	102,795	76,766	-25.3%
Glenview Mansion Improvement	20,706	28,245	16,948	-40.0%
Senior Assistance	5,504	10,344	8,820	-14.7%
Friends of the Arts	1,985	31,547	114,748	263.7%
Bikeway Program	6,142	104,417	63,808	-38.9%
Forest and Tree Preservation	39,993	47,711	78,393	64.3%
Facilities and Equipment	4,849	24,610	23,026	-6.4%
Croydon Creek Nature Center	6,355	13,253	14,309	8.0%
Total Expenditures	\$195,873	\$438,140	\$451,696	3.1%

* Please refer to the Police Department (Section 10) for additional information on the "Every 15 Minutes" Program and to the Recreation and Parks Department (Section 12) for additional information on the remaining special activities programs.

Special Activities Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Police	N/A	N/A	4,090	N/A
Community Services	37,315	75,218	0	-100.0%
Recreation and Parks	158,558	362,922	447,606	23.3%
Totals by Department	\$195,873	\$438,140	\$451,696	3.1%

Special Revenue Funds

Community Development Block Grant Fund

The Community Development Block Grant (CDBG) Fund is a special revenue fund supported by a sub-grant of federal funds via Montgomery County. The annual budget for this fund consists of unexpended prior years' grants as well as the next year's anticipated grant and is based on the latest information available from Montgomery County.

CDBG Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
CDBG Block Grant	357,432	380,000	380,000	0.0%
Prior Years' Appropriation	114,613	392,882	380,000	-3.3%
Total Revenues	\$472,045	\$772,882	\$760,000	-1.7%

CDBG Fund Expenditures:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	48,530	70,000	70,000	0.0%
Benefits	7,426	0	0	0.0%
Overtime	0	0	0	0.0%
Personnel Subtotal	55,956	70,000	70,000	0.0%
Contractual Services	301,476	310,000	310,000	0.0%
Commodities	0	0	0	0.0%
Operating Subtotal	301,476	310,000	310,000	0.0%
Prior Years Expenditures	114,613	392,882	380,000	-3.3%
Total Expenditures	\$472,045	\$772,882	\$760,000	-1.7%

CDBG Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Com. Planning and Development Services	472,045	772,882	760,000	-1.7%
Totals by Department	\$472,045	\$772,882	\$760,000	-1.7%

Town Center Management Fund

This is a new fund that was created to track financial transactions associated with maintaining certain areas within Town Center. In FY08 Mayor and Council may establish a property tax to be levied on property within the Town Center Management District. In FY07, a transfer from the General Fund, as indicated, will be necessary to provide resources for the first year of district operations. The Town Center Management Fund will repay this transfer in the coming years as revenues flow into the fund.

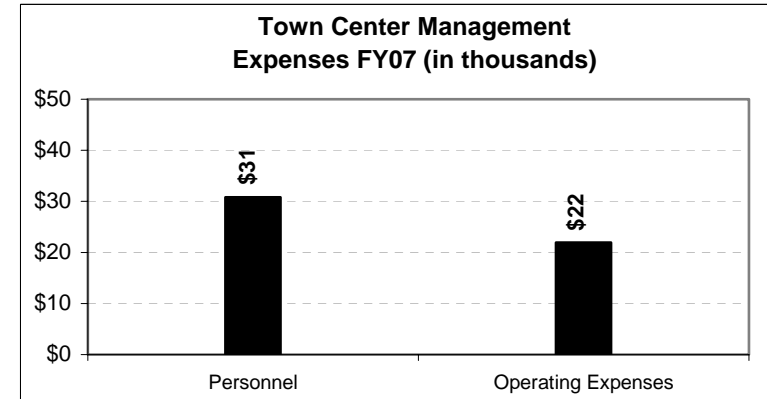
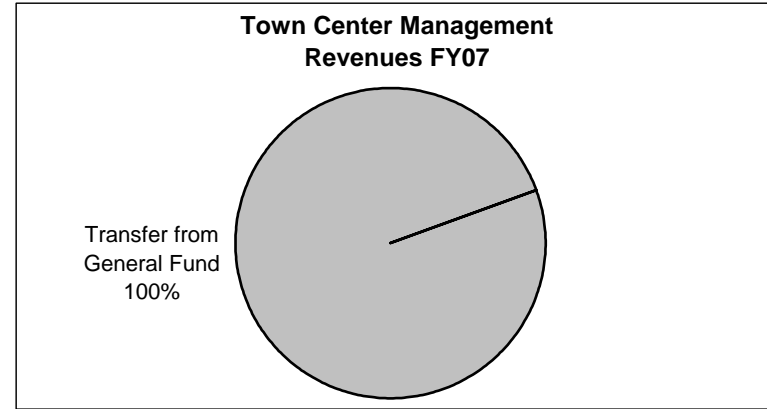
Construction and occupancy of the properties within the district may not take place until the final months of FY07 or the beginning of FY08. The Town Center development agreement limits total taxes that may be levied on residential units, and it is expected the commercial properties will make up the difference between the total needs of the fund and the tax revenue from residential units.

TC Management Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Real Property Tax	N/A	N/A	0	N/A
Personal Property Tax	N/A	N/A	0	N/A
Transfer from General Fund	N/A	N/A	52,736	N/A
Total Revenue	N/A	N/A	\$52,736	N/A

Special Revenue Funds

TC Management Expenses by Type:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Salaries	N/A	N/A	24,587	N/A
Benefits	N/A	N/A	6,207	N/A
Overtime	N/A	N/A	0	N/A
Personnel Subtotal	N/A	N/A	30,794	N/A
Contract. Services	N/A	N/A	21,942	N/A
Commodities	N/A	N/A	0	N/A
Operating Subtotal	N/A	N/A	21,942	N/A
Capital Outlays	N/A	N/A	0	N/A
Other Charges	N/A	N/A	0	N/A
Admin. Charges	N/A	N/A	0	N/A
Addition to Net Assets	N/A	N/A	0	N/A
Debt Service	N/A	N/A	0	N/A
Total Expenses	N/A	N/A	\$52,736	N/A

TC Management Expenses by Dept:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
CPDS	N/A	N/A	52,736	N/A
Non-Departmental	N/A	N/A	0	N/A
Totals by Department	N/A	N/A	\$52,736	N/A



Debt Service 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. The fund includes expenditures for the payment of principal and interest due and service charges on debt, other than that supported by enterprise fund revenue. Applicable charts within the budget document present the Debt Service Fund separately after a subtotal has been reached. This is due to the fact that the Debt Service Fund represents the budgeting of transfers from other funds so that there is essentially a double-budgeting effect when the Debt Service Fund records the same expenditure.

In FY06, the City paid off \$12.4 million in short term debt that was used to help fund the Town Center project. In FY05, the City received a developer contribution associated with Town Center to support the repayment.

Debt Service Fund Expenditures:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Principal	3,126,987	15,538,665	4,106,000	-73.6%
Interest	1,400,267	1,430,794	1,546,000	8.1%
Other Charges	32,187	64,041	65,000	1.5%
Addition to Fund Balance	0	0	393,800	N/A
Total Expenditures	\$4,559,441	\$17,033,500	\$6,110,800	-64.1%

Debt Service Fund by Department:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Non-Departmental	4,559,441	17,033,500	\$6,110,800	-64.1%
Totals by Dept.	\$4,559,441	\$17,033,500	\$6,110,800	-64.1%

Debt Service Fund Revenues:	Actual FY05	Adopted FY06	Adopted FY07	Percent Change
Interest Income	188,375	194,718	250,000	28.4%
Assessments	214,182	219,229	210,000	-4.2%
Transfer from General Fund	3,900,133	4,019,712	5,650,800	40.6%
Premium on Bonds Sold	0	0	0	0.0%
General Obligation Bonds-CIP	0	0	0	0.0%
Developer's Contribution	12,350,000	0	0	0.0%
Approp. Fund Balance	0	12,599,841	0	-100.0%
Total Revenues	\$16,652,690	\$17,033,500	\$6,110,800	-64.1%

Debt Service Fund

Long-term Debt Summary

The following is a list of the bonds / notes included in the City's long-term debt:

General Long – Term Debt	Year of Issuance	Outstanding Principal	Interest Rate Range	Final Maturity
General Improvements	1998	1,005,000	3.50-4.30%	2013
General Improvements Equipment	2000	68,547	4.17-4.53%	2007
General Improvements	2002	1,970,990	4.00-4.65%	2021
General Improvements	2003	8,632,997	2.00-3.85%	2023
General Improvements Refunding	2003	5,416,537	2.00-3.00%	2013
General Improvements	2004	10,265,000	4.00-5.00%	2029
Loan Payable	2005	512,393	2.00%	2012
General Improvements	2005	14,040,000	3.50-6.00%	2025
Total General Long – Term Debt		\$41,911,464		

Enterprise Funds Long – Term Debt	Year of Issuance	Outstanding Principal	Interest Rate Range	Final Maturity
General Improvements	1999	2,008,903	3.21%	2019
General Improvements	2000	1,533,236	3.64%	2020
General Improvements	2002	2,921,494	1.90%	2023
General Improvements	2002	2,604,010	4.00-4.65%	2021
General Improvements	2003	2,752,003	2.00-3.88%	2023
General Improvements Refunding	2003	2,213,463	2.00-3.00%	2013
General Improvements	2004	7,295,000	4.00-5.00%	2029
General Improvements	2005	1,381,600	0.00%	2025
General Improvements	2005	41,195,000	3.50-6.00%	2036
Total Enterprise Funds Long – Term Debt		\$63,904,709		

The City anticipates that all amounts required for payment of interest and principal on business-type activities debt will be provided from the respective fund's revenues; however, the bonds are further secured by the full faith and credit and taxing power of the City.

Long-term Debt Detail

The following is a list of the principal and interest payments due by fiscal year:

General Long – Term Debt	Principal	Interest	Total Payment
2007	4,105,428	1,546,411	5,651,839
2008	4,033,922	1,411,970	5,445,892
2009	2,942,981	1,297,448	4,240,429
2010	2,939,031	1,190,477	4,129,508
2011	2,487,298	1,093,786	3,581,084
2012	2,462,120	1,009,220	3,471,340
2013	2,222,536	923,926	3,146,462
2014	1,905,061	840,955	2,746,016
2015	1,905,061	769,406	2,674,467
2016	1,905,061	699,854	2,604,915
2017	1,905,061	623,611	2,528,672
2018	1,905,061	546,322	2,451,383
2019	1,905,061	469,629	2,374,690
2020	1,905,061	392,362	2,297,423
2021	1,905,140	313,955	2,219,095
2022	1,765,678	234,580	2,000,258
2023	1,761,903	160,975	1,922,878
2024	1,260,000	85,425	1,345,425
2025	690,000	28,463	718,463
Total	\$41,911,464	\$13,638,775	\$55,550,239

Debt Service Fund

Enterprise Funds Long-Term Debt

Water Fund Long – Term Debt	Principal	Interest	Total Payment
2007	989,710	370,695	1,360,405
2008	958,477	341,895	1,300,372
2009	794,615	316,526	1,111,141
2010	798,287	293,476	1,091,763
2011	715,813	272,487	988,300
2012	720,975	252,566	973,541
2013	701,508	232,457	933,965
2014	683,781	212,110	895,891
2015	696,235	192,456	888,691
2016	709,065	173,327	882,392
2017	681,102	146,664	827,766
2018	598,349	115,356	713,705
2019	609,848	96,853	706,701
2020	376,896	68,307	445,203
2021	236,546	48,487	285,033
2022	237,497	40,535	278,032
2023	238,210	32,566	270,776
2024	175,000	14,438	189,438
2025	175,000	7,219	182,219
Total	\$11,096,914	\$3,228,420	\$14,325,334

Sewer Fund Long – Term Debt	Principal	Interest	Total Payment
2007	1,030,471	578,642	1,609,113
2008	1,028,595	538,672	1,567,267
2009	928,825	506,747	1,435,572
2010	926,554	470,874	1,397,428
2011	873,565	439,294	1,312,859
2012	866,752	408,673	1,275,425
2013	832,687	377,808	1,210,495
2014	800,135	345,921	1,146,056
2015	800,136	314,800	1,114,936
2016	800,136	284,906	1,085,042
2017	800,136	251,868	1,052,004
2018	795,135	218,553	1,013,688
2019	795,136	185,967	981,103
2020	795,135	153,156	948,291
2021	795,370	119,985	915,355
2022	619,518	86,575	706,093
2023	618,478	61,129	679,607
2024	480,000	35,213	515,213
2025	345,000	14,231	359,231
Total	\$14,931,764	\$5,393,014	\$20,324,778

Debt Service Fund

Enterprise Funds Long-Term Debt, continued

Refuse Fund Long – Term Debt	Principal	Interest	Total Payment
2007	184,338	19,425	203,763
2008	186,337	13,768	200,105
2009	30,000	8,320	38,320
2010	30,000	6,400	36,400
2011	30,000	5,300	35,300
2012	30,000	4,200	34,200
2013	30,000	3,100	33,100
2014	30,000	1,900	31,900
2015	20,000	700	20,700
Total	\$570,675	\$63,113	\$633,788

Parking Fund Long – Term Debt	Principal	Interest	Total Payment
2007	620,000	1,503,487	2,123,487
2008	650,000	1,468,887	2,118,887
2009	675,000	1,445,461	2,120,461
2010	710,000	1,413,061	2,123,061
2011	735,000	1,387,511	2,122,511
2012	760,000	1,361,061	2,121,061
2013	785,000	1,333,711	2,118,711
2014	820,000	1,302,312	2,122,312
2015	850,000	1,269,512	2,119,512
2016	885,000	1,238,699	2,123,699
2017	920,000	1,201,086	2,121,086
2018	960,000	1,161,894	2,121,894
2019	1,000,000	1,122,714	2,122,714
2020	1,040,000	1,081,894	2,121,894
2021	1,080,000	1,039,244	2,119,244
2022	1,125,000	994,669	2,119,669
2023	1,175,000	948,059	2,123,059
2024	1,220,000	898,609	2,118,609
2025	1,275,000	846,053	2,121,053
2026	1,330,000	791,140	2,121,140
2027	1,390,000	733,040	2,123,040
2028	1,450,000	672,300	2,122,300
2029	1,515,000	608,350	2,123,350
2030	1,580,000	541,525	2,121,525
2031	1,645,000	474,375	2,119,375
2032	1,715,000	404,463	2,119,463
2033	1,790,000	331,575	2,121,575
2034	1,865,000	255,500	2,120,500
2035	1,945,000	173,906	2,118,906
2036	2,030,000	88,813	2,118,813
Total	\$35,540,000	\$28,092,911	\$63,632,911

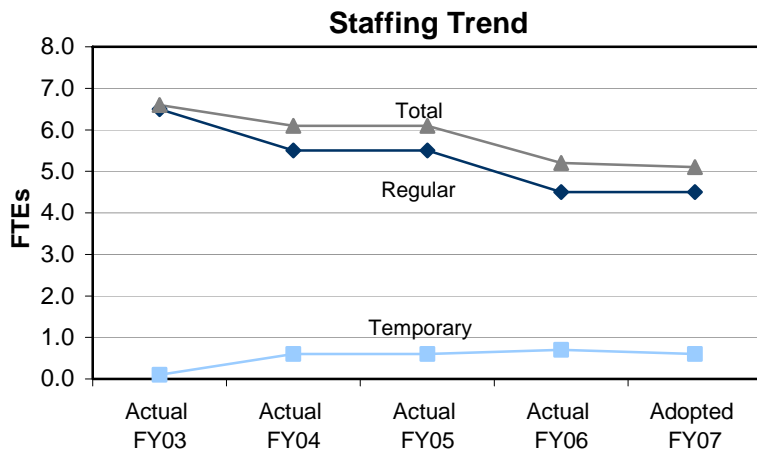
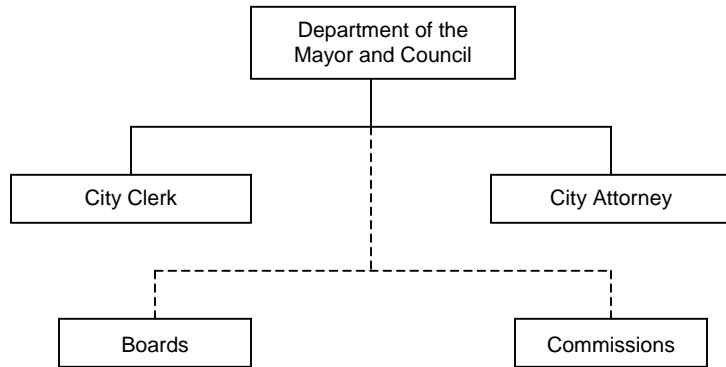
Debt Service Fund

Enterprise Funds Long-Term Debt, continued

RedGate Golf Long – Term Debt	Principal	Interest	Total Payment
2007	5,945	12,365	18,310
2008	5,945	12,246	18,191
2009	24,804	12,116	36,920
2010	24,803	11,526	36,329
2011	24,803	10,869	35,672
2012	24,803	10,162	34,965
2013	24,804	9,418	34,222
2014	24,803	8,674	33,477
2015	24,803	7,930	32,733
2016	24,803	7,156	31,959
2017	24,804	6,349	31,153
2018	24,803	5,505	30,308
2019	24,803	4,637	29,440
2020	24,803	3,744	28,547
2021	24,804	2,827	27,631
2022	24,803	1,896	26,699
2023	24,618	954	25,572
Total	\$383,754	\$128,374	\$512,128

SWM Long – Term Debt	Principal	Interest	Total Payment
2007	73,663	0	73,663
2008	72,663	0	72,663
2009	72,663	0	72,663
2010	72,663	0	72,663
2011	72,663	0	72,663
2012	72,663	0	72,663
2013	72,663	0	72,663
2014	72,663	0	72,663
2015	72,663	0	72,663
2016	72,663	0	72,663
2017	72,663	0	72,663
2018	72,663	0	72,663
2019	72,663	0	72,663
2020	72,663	0	72,663
2021	72,663	0	72,663
2022	72,663	0	72,663
2023	72,664	0	72,664
2024	72,664	0	72,664
2025	72,664	0	72,664
Total	\$1,381,600	\$0	\$1,381,600

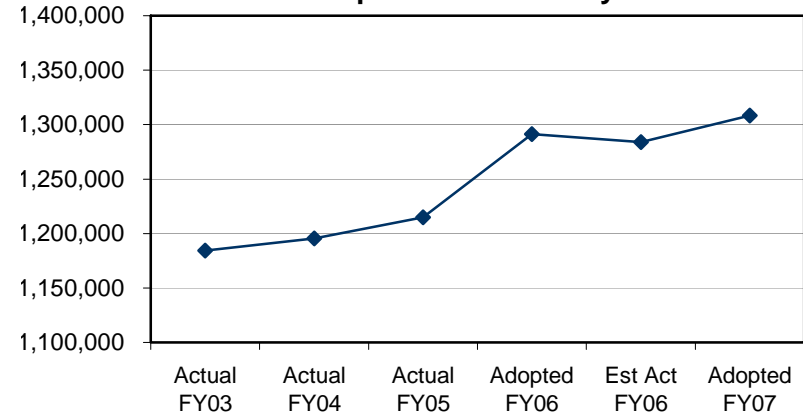
Department of the Mayor and Council



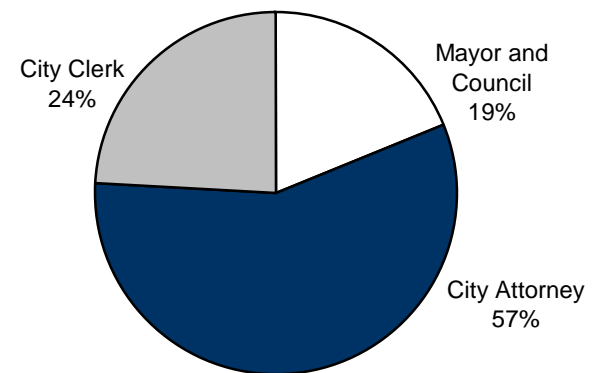
Department Mission Statement

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 direction, leadership and specific initiatives to ensure the effective and efficient development and administration of City services, policies, and laws.

Expenditures History



Use of Funds



Department of the Mayor and Council

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Office of Mayor and Council	267,946	234,967	229,420	245,878
Office of the City Clerk	286,339	336,270	334,570	316,554
Office of the City Attorney	660,629	720,047	720,047	745,936
Department Total	\$1,214,914	\$1,291,284	\$1,284,037	\$1,308,368

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	500,609	475,332	475,332	512,456
Benefits	99,636	93,359	93,359	98,269
Overtime	0	0	0	0
Personnel Subtotal	\$600,245	\$568,691	\$568,691	\$610,725
Contractual Services	592,898	662,845	658,145	667,595
Commodities	21,771	59,748	57,201	30,048
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$614,669	\$722,593	\$715,346	\$697,643
Department Total	\$1,214,914	\$1,291,284	\$1,284,037	\$1,308,368

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Dept. Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	1,196,677	1,261,284	1,254,037	1,278,368
Sewer Fund (220)	0	5,000	5,000	5,000
Refuse Fund (230)	17,097	10,000	10,000	10,000
Stormwater Fund (330)	1,140	15,000	15,000	15,000
Subtotal	\$1,214,914	\$1,291,284	\$1,284,037	\$1,308,368
Department Total	\$1,214,914	\$1,291,284	\$1,284,037	\$1,308,368

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Mayor and Council	1.0	0.0	0.0	0.0
City Clerk	3.0	3.0	3.0	3.0
City Attorney	1.5	1.5	1.5	1.5
Regular Subtotal	5.5	4.5	4.5	4.5
<i>Temporary</i>				
Mayor and Council	0.0	0.0	0.0	0.0
City Clerk	0.1	0.2	0.2	0.1
City Attorney	0.5	0.5	0.5	0.5
Temporary Subtotal	0.6	0.7	0.7	0.6
Department Total	6.1	5.2	5.2	5.1

Department of the Mayor and Council

Department Summary

Significant Changes:

Adopted FY06 to Estimated Actual FY06

In FY06, the Mayor and Council compensation increased effective November 20, 2005, the date of the inauguration of the current Mayor and Council. The annual compensation for the Mayor increased from \$16,421 to \$25,000 and for each Councilmember from \$13,200 to \$20,000. The FY06 Budget increased by \$23,810 to accommodate the increase for the remainder of the fiscal year from November 20, 2005 to June 30, 2006.

Estimated Actual FY06 to Adopted FY07

None.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to*	4	4	2	2
Percent of employee performance evaluations completed before their anniversary date*	100%	100%	100%	100%
Turnover rate*	N/A	N/A	0.0%	0.0%
Lost Time*	N/A	N/A	2.4%	2.0%

* Applies to the Office of the City Clerk and the Office of the City Attorney. The Office of the Mayor and Council is excluded.

Department Overview:

The Mayor and Council legislate for the protection and promotion of the health, safety, comfort, and welfare of the residents of Rockville and for the preservation of the City's property, rights, and privileges. They conduct regularly scheduled meetings, which may include Public Hearings required by City law. The Mayor and Council use these meetings and hearings to receive citizen input, provide instruction to staff, introduce and adopt legislation, discuss issues of concern, and review and approve the annual operating budget and Capital Improvements Program.

The Mayor and Council also meet with members of the City's boards, commissions, committees, and neighborhood groups when circumstances dictate. Throughout the year, the Mayor and Council represent the City at many official functions and community activities, which range from meetings of neighborhood associations to events sponsored by businesses and organizations located in Rockville.

The Mayor and Council participate in a number of organizations and activities related to effective governance from a local, state, and national perspective. The Mayor and Council regularly attend the Maryland Municipal League (MML)'s chapter meetings and annual convention and the annual conference of the National League of Cities (NLC). The Mayor is a member of the U.S. Conference of Mayors and the Maryland Mayors Association. Individual members of the Mayor and Council or their designee also serve on the following Metropolitan Washington Council of Governments (COG) committees: Human Services, Public Safety, Transportation Planning Board and the Board of Directors. The Mayor and Council serve on the following NLC Policy Committees: Community and Economic Development, Public Safety and Crime Prevention, Human Development Policy, and Transportation Infrastructure and Services.

The Office of the City Clerk supports the Mayor and Council in carrying out their mission by providing administrative and clerical assistance, attending all official meetings of the elected body, preparing and managing the records of actions of the meetings, serving as liaison between the Mayor and Council and the citizens of Rockville, coordinating City Boards and Commissions, and administering a fair and impartial process for City elections.

The Office of the City Attorney acts as legal advisor to the Mayor and Council, boards and commissions and City staff. The office prepares legal documents for the City and is responsible for preparing for enactment of all additions and amendments to the Rockville City Code. The Office of the City Attorney represents the City before administrative agencies and federal and state courts where the City is a party to or has an interest in legal proceedings.

Department of the Mayor and Council

Division: Office of the Mayor and Council

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Mayor and Council	267,946	234,967	229,420	245,878
Division Total	\$267,946	\$234,967	\$229,420	\$245,878

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	122,085	91,239	91,239	108,150
Benefits	34,766	20,581	20,581	21,681
Overtime	0	0	0	0
Personnel Subtotal	\$156,851	\$111,820	\$111,820	\$129,831
Contractual Services	99,112	105,600	102,600	105,050
Commodities	11,983	17,547	15,000	10,997
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$111,095	\$123,147	\$117,600	\$116,047
Division Total	\$267,946	\$234,967	\$229,420	\$245,878

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	267,946	234,967	229,420	245,878
Subtotal	\$267,946	\$234,967	\$229,420	\$245,878
Division Total	\$267,946	\$234,967	\$229,420	\$245,878

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Mayor and Council	1.0	0.0	0.0	0.0
Regular Subtotal	1.0	0.0	0.0	0.0
<i>Temporary</i>				
Mayor and Council	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	1.0	0.0	0.0	0.0

Department of the Mayor and Council

Division: Office of the Mayor and Council

Division Purpose:

The Mayor and Council legislate for the protection and promotion of the health, safety, comfort, and welfare of the residents of Rockville and for the preservation of the City's property, rights, and privileges.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

In FY06, the Mayor and Council compensation increased effective November 20, 2005. The annual compensation for the Mayor increased from \$16,421 to \$25,000 and for each Councilmember from \$13,200 to \$20,000. The FY06 Budget increased by \$23,810 to accommodate the increase for the remainder of the fiscal year from November 20, 2005 to June 30, 2006.

Estimated Actual FY06 to Adopted FY07

None.

Goals and Objectives:

In order to guide the City's work plan in FY07, the Mayor and Council has identified the following six visions and objectives for the City of Rockville (please refer to page 2-1 of this book for full descriptions):

A Distinctive Place

- Bring a Science Center to the City.
- Develop and pursue a strategy to take possession of Lincoln High School, the Redbrick Courthouse, and the Old Post Office.
- Identify properties eligible for historic designation and pursue a reasonable strategy to preserve properties worthy of designation.

A City of Neighborhoods

- Address property maintenance issues, with particular emphasis on rental houses.
- Review affordable housing programs and explore options for improved programs for Rockville.
- Establish regulations to ensure the compatibility of new construction with existing structures.
- Establish a local loop shuttle service to connect neighborhoods with Rockville Town Center and the Rockville Metro Station.

Communication and Engagement

- Develop and implement a comprehensive City government communications strategy, with particular emphasis on strengthening citizen awareness and involvement, and responsiveness to citizen input.
- Review and analyze the City's system for selecting members of boards and commissions, how boards and commissions are utilized, and the quality of their involvement.

An Exceptional Built Environment

- Develop a framework and inventory of practices that will move Rockville toward being a sustainable, energy saving, and environmentally sensitive community.
- Complete the rewriting of the Zoning Code.
- Complete master planning for the Twinbrook Station area, Rockville Pike, and Stonestreet.

Balanced Growth

- Develop a strategy of incentives and requirements for the private sector to provide all infrastructure, including school capacity, needed to support new development and redevelopment.
- Complete a comprehensive analysis of infrastructure investments needed over the next decade, and develop options for funding them.

Fiscal Strength

- Develop a tax relief strategy for the future that reduces the residential property tax burden, and restructures the ratio of residential and commercial tax revenue.
- Review enterprise funds and take actions necessary to make them self-sufficient.
- Provide a limited amount of free parking in Town Center to each Rockville household.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Councilmember (elected) (4)	N/A	N/A
Mayor (elected) (1)	N/A	N/A
Total	N/A	N/A

Department of the Mayor and Council

Division: Office of the City Clerk

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Office of the City Clerk	286,339	336,270	334,570	316,554
Division Total	\$286,339	\$336,270	\$334,570	\$316,554

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	215,886	216,941	216,941	228,002
Benefits	43,752	48,074	48,074	50,147
Overtime	0	0	0	0
Personnel Subtotal	\$259,638	\$265,015	\$265,015	\$278,149
Contractual Services	17,017	29,655	27,955	19,955
Commodities	9,684	41,600	41,600	18,450
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$26,701	\$71,255	\$69,555	\$38,405
Division Total	\$286,339	\$336,270	\$334,570	\$316,554

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	286,339	336,270	334,570	316,554
Subtotal	\$286,339	\$336,270	\$334,570	\$316,554
Division Total	\$286,339	\$336,270	\$334,570	\$316,554

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Office of the City Clerk	3.0	3.0	3.0	3.0
Regular Subtotal	3.0	3.0	3.0	3.0
<i>Temporary</i>				
Office of the City Clerk	0.1	0.2	0.2	0.1
Temporary Subtotal	0.1	0.2	0.2	0.1
Division Total	3.1	3.2	3.2	3.1

Department of the Mayor and Council

Division: Office of the City Clerk

Division Purpose:

The Office of the City Clerk supports the Mayor and Council in carrying out their mission by providing administrative and clerical assistance, attending all official meetings of the elected body, preparing and managing the records of actions of the meetings, serving as a liaison between the Mayor and Council and the citizens of Rockville, coordinating City boards and commissions, and administering a fair and impartial process for City elections.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The adopted FY06 Budget contained the biennial expenses related to the 2005 municipal election.

Estimated Actual FY06 to Adopted FY07

None.

Objectives:

- Maintain a comprehensive calendar and log of neighborhood and civic group meetings and events requesting the Mayor and Council's participation, focusing on activities related to the Mayor and Council's goals for 2006 – 2007 🏛️
- Provide administrative support, training, and pertinent materials to more than 150 citizens serving on 20 City boards and commissions, including facilitation of the Mayor and Council's appointment process 🏛️
- Review and analyze the City's system for selecting members of boards and commissions, how boards and commissions are utilized, and the quality of their involvement 🏛️
- Provide electronic information on agendas, minutes, and legal notices to encourage participation in City government and use the Expression of Interest form and the City's Web site to encourage citizens to serve on City boards and commissions 🏛️
- Explore new technologies to improve the updating, storing, and retrieving of City records, such as the use of scanning 🏛️
- Update and prepare Election 2007 candidate packets for Board of Supervisors of Elections (BSE) members, media, and potential candidates 🏛️

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Council candidates processed during election years	N/A	10	7	N/A
Percent of absentee ballots processed within two business days of receiving a legitimate application	N/A	100%	100%	N/A
Number of documents prepared/processed:				
• Agenda meeting packets	44	36	44	40
• Boards and Commissions applications	22	50	53	50
• Zoning applications	29	20	18	20
• Public Hearing Notices	60	60	51	55
Number of meetings supported:				
• Council regular and special sessions*	N/A	N/A	N/A	N/A
• Mayor & Council meetings**	47	45	44	45
• Board of Supervisors of Elections, Compensation Commission, trainings	9	10	12	10
• Ad Hoc Committees	N/A	N/A	N/A	N/A
Number of pages of minutes prepared	429	400	507	450
Number of records prepared for:				
• Microfiche	90	80	64	75
• Storage	0	80	64	75
Number of Board and Commission appointments processed	83	75	87	75

Department of the Mayor and Council

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of employee users rating the quality of services provided by the Clerk's Office as "excellent" or "good"	N/A	90%	90%	N/A
Percent of employee users satisfied with overall customer service provided by the Clerk's Office	N/A	85%	85%	N/A

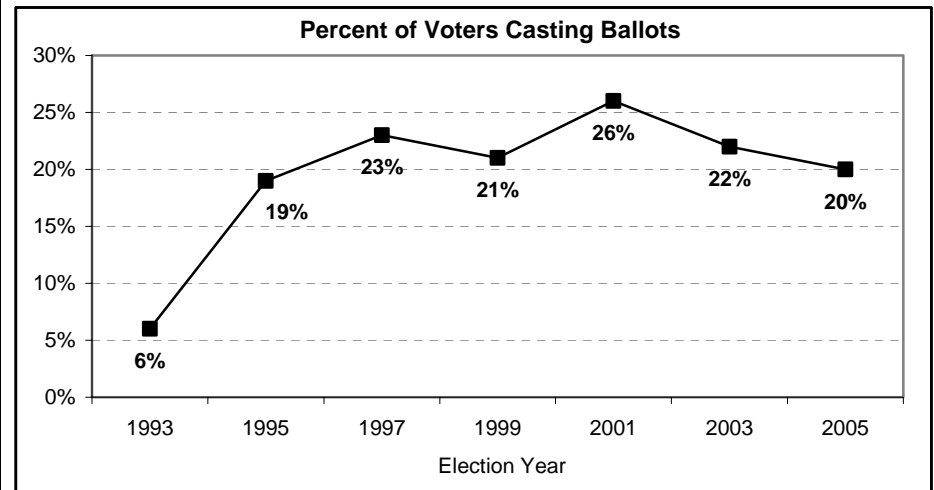
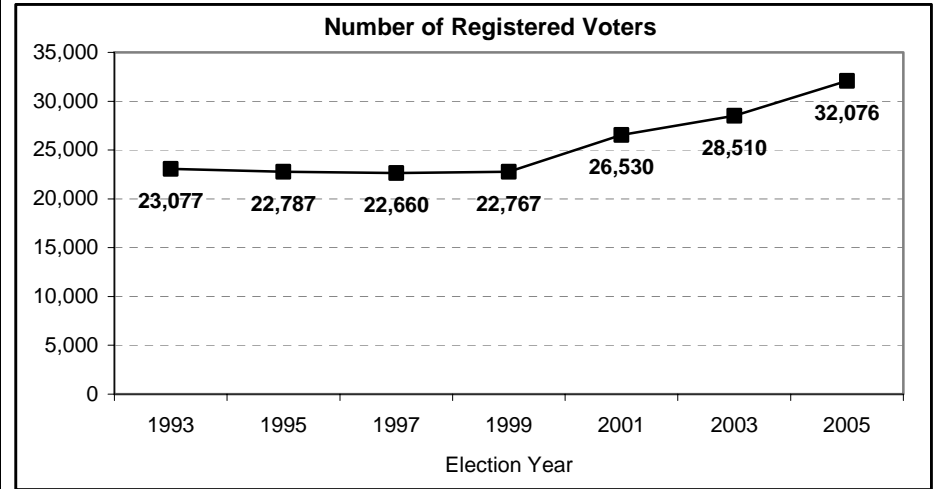
* In FY04 and 05, the number of meetings supported counts multiple meetings within one meeting night (e.g., Public Hearings, Worksessions, General Sessions).

** Beginning in FY06, staff will count each meeting night as one meeting.

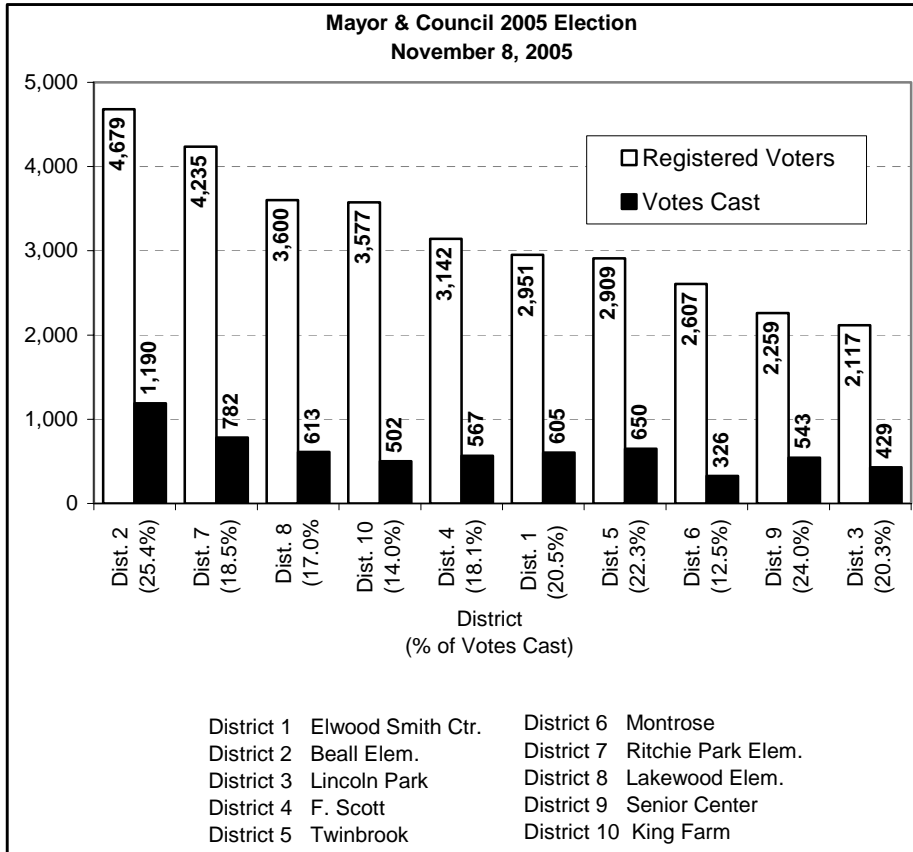
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
City Clerk/Treasurer	1.0	1.0
Deputy City Clerk	1.0	1.0
Assistant to the City Clerk	1.0	1.0
Total	3.0	3.0

Supplemental Information:



Department of the Mayor and Council



2005 Election



Department of the Mayor and Council

Division: Office of the City Attorney

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Office of the City Attorney	660,629	720,047	720,047	745,936
Division Total	\$660,629	\$720,047	\$720,047	\$745,936

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	162,638	167,152	167,152	176,304
Benefits	21,118	24,704	24,704	26,441
Overtime	0	0	0	0
Personnel Subtotal	\$183,756	\$191,856	\$191,856	\$202,745
Contractual Services	476,769	527,590	527,590	542,590
Commodities	104	601	601	601
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$476,873	\$528,191	\$528,191	\$543,191
Division Total	\$660,629	\$720,047	\$720,047	\$745,936

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	642,392	690,047	690,047	715,936
Sewer Fund (220)	0	5,000	5,000	5,000
Refuse Fund (230)	17,097	10,000	10,000	10,000
Stormwater (330)	1,140	15,000	15,000	15,000
Subtotal	\$660,629	\$720,047	\$720,047	\$745,936
Division Total	\$660,629	\$720,047	\$720,047	\$745,936

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Office of the City Attorney	1.5	1.5	1.5	1.5
Regular Subtotal	1.5	1.5	1.5	1.5
<i>Temporary</i>				
Office of the City Attorney	0.5	0.5	0.5	0.5
Temporary Subtotal	0.5	0.5	0.5	0.5
Division Total	2.0	2.0	2.0	2.0

Department of the Mayor and Council

Division: Office of the City Attorney

Division Purpose:

The Office of the City Attorney acts as legal advisor to the Mayor and Council, boards and commissions and City staff. The office prepares legal documents for the City and is responsible for preparing for enactment all additions and amendments to the Rockville City Code. The Office of the City Attorney represents the City before administrative agencies and federal and state courts where the City is a party to or has an interest in legal proceedings.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

None.

Objectives:

- Implement the Town Center development agreement and provide support in securing funding, site development, financial participation commitments among the County, State and federal governments, and implementing a parking district strategy. Prepare easements, Town Center Commercial Management District documents, and condominium documents ☺
- Support staff with the implementation of the Master Plan recommendations including preparation of appropriate legislation ☺★
- Assist staff with the development and implementation of neighborhood master plans ☺ 🏠
- Provide legal support to staff in conjunction with the development in King Farm, Falls Grove, Tower Oaks, Town Center, Moore Drive (redevelopment), Twinbrook Commons, Upper Rock, and Chestnut Lodge ☺ 🏠
- Assist staff to review and prepare development related agreements and easements, such as stormwater management easements, storm drain and storm sewer easements, transportation demand management agreements, forest conservation and maintenance agreements, public access easements, etc. ☺★

- Work with staff to implement the Adequate Public Facilities Ordinance ☺
- Provide advice and document preparation for general obligation bonds and pension issues/amendments
- Prosecute municipal infraction citations
- Represent the City's interests in legal proceedings before federal and state courts and administrative agencies
- Defend challenges to decisions/actions of the Mayor and Council, Boards and Commissions, and staff
- Regularly attend meetings of Mayor and Council and Planning Commission ★
- Prepare legislation and development approval documents as directed by the Mayor and Council
- Work with staff to amend Chapter 19 (Sediment Control) to add new provisions regarding water quality ★
- Provide legal support to Boards and Commissions
- Assist staff in responding to Freedom of Information Act requests 🏠
- Represent the City in employment grievances and Equal Employment Opportunity complaints
- Assist staff in complying with the Health Insurance Portability and Accountability Act (HIPPA) and other Federal laws and regulations.
- Advise staff on advertising, notification and procedural requirements 🏠

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Assistant City Attorney – Part Time (Appointed)	0.5	0.5
Assistant to the City Attorney	1.0	1.0
Total	1.5	1.5

Department of the Mayor and Council

Supplemental Information:

In order to meet the ever increasing diverse and complex legal needs of the City, the City engages Venable, LLP to serve as counsel to the City. Venable's extensive resources permit the City to call upon their expertise to provide advice and representation in such varied areas as labor relations, employment law, bond financing, commercial real estate transactions, business transactions, environmental law, bankruptcy and creditors rights, employee benefits related to the City's pension plan and health insurance, commercial leasing, construction, copyright and land use.

Legal Fees Expended by Fund – FY99 (Actual) through FY07 (Adopted)

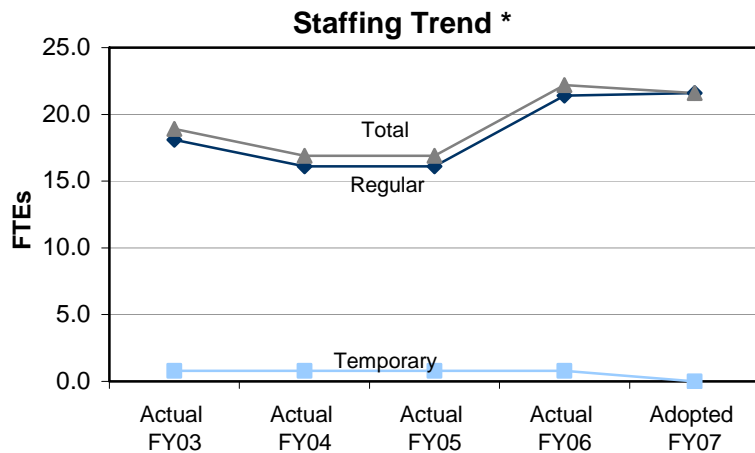
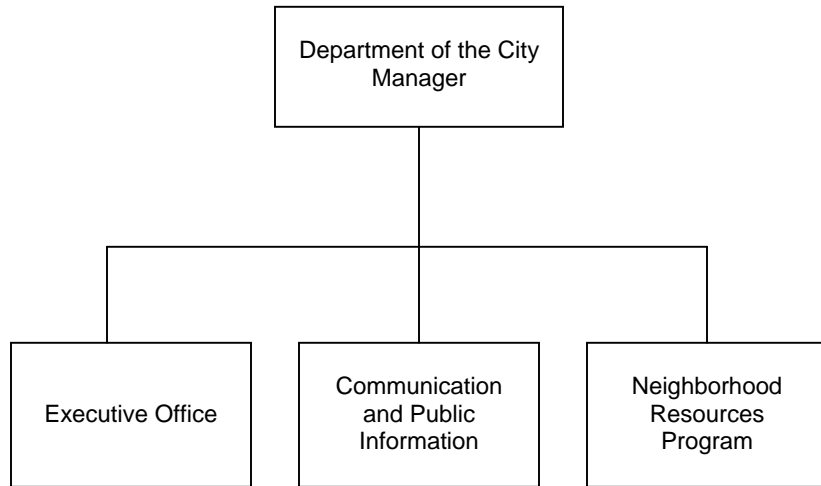
	General Fund	Water, Sewer, Refuse, SWM, Parking Funds	Debt Service Fund	CIP	Total
FY99 Act.	372,469	38,199	0	0	\$410,668
FY00 Act.	453,149	8,035	0	0	\$461,184
FY01 Act.	500,594	21,771	0	0	\$522,365
FY02 Act.	587,844	33,108	0	53,680	\$674,632
FY03 Act.	502,306	18,849	0	315,764	\$836,919
FY04 Act.	459,636	72,823	49,182	745,687	\$1,327,328
FY05 Act.	446,170	78,142	81,329	549,342	\$1,154,983
FY06 Est.	485,000	30,000	0	150,000	\$665,000
FY07 Adop.	650,000 ¹	30,000 ²	0	150,000 ³	\$830,003

1. \$150,000 of the \$650,000 is a one-time fee needed to cover the zoning ordinance located in the Department of Community Planning and Development Services, Studies and Plans Division. The remaining \$500,000 for General Fund legal fees is located in the Office of the City Attorney's contractual services.

2. The \$30,000 for Water, Sewer, Refuse, SWM, and Parking Funds legal fees is located in the Office of the City Attorney's contractual services.

3. The \$150,000 for CIP legal fees is located in various CIP projects.

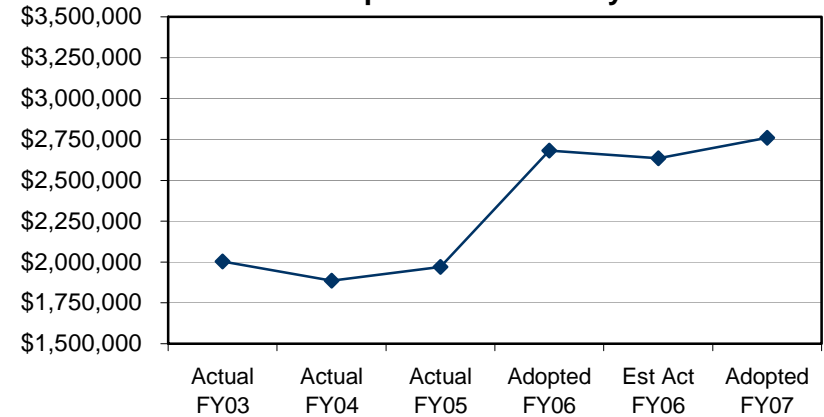
Department of the City Manager



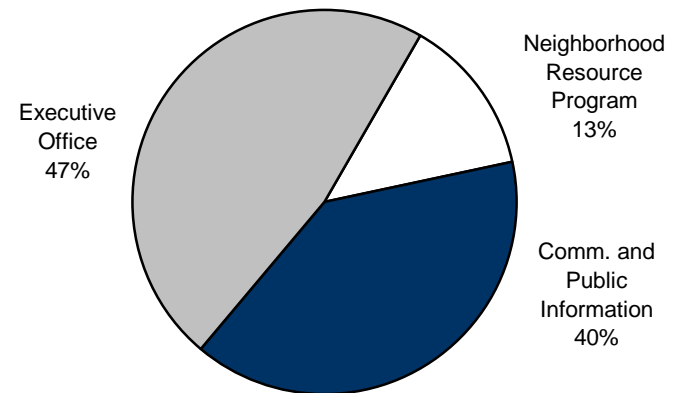
Department Mission Statement

The Department of the City Manager exists to implement the policies and strategic plans of the Mayor and Council, provide professional recommendations to the Mayor and Council, and oversee the day-to-day management of the City's operations.

Expenditures History *



Use of Funds



*The sharp increase represents a reorganization that brought the Neighborhood Resources Program into the Department of the City Manager during FY06.

Department of the City Manager

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Executive Office	1,021,955	1,236,385	1,227,197	1,281,506
Communication & Public Information	948,154	1,053,376	1,019,432	1,094,942
Neighborhood Resources Program	N/A	391,696	386,994	364,873
Department Total	\$1,970,109	\$2,681,457	\$2,633,623	\$2,741,321

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	1,042,984	1,457,025	1,457,025	1,538,190
Benefits	217,806	342,720	342,720	338,890
Overtime	1,829	1,787	3,152	1,787
Personnel Subtotal	\$1,262,619	\$1,801,532	\$1,802,897	\$1,878,867
Contractual Services	605,871	718,150	677,956	711,721
Commodities	93,540	161,775	152,770	146,033
Capital Outlays	8,079	0	0	4,700
Other	0	0	0	0
Operating Subtotal	\$707,490	\$879,925	\$830,726	\$862,454
Department Total	\$1,970,109	\$2,681,457	\$2,633,623	\$2,741,321

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Dept. Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	1,970,109	2,681,457	2,633,623	2,741,321
Subtotal	\$1,970,109	\$2,681,457	\$2,633,623	\$2,741,321
Department Total	\$1,970,109	\$2,681,457	\$2,633,623	\$2,741,321

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Executive Office	8.1	9.1	9.4	9.6
Communication & Public Information	8.0	8.0	8.0	8.0
Neighborhood Resources Program	N/A	4.0	4.0	4.0
Regular Subtotal	16.1	21.1	21.4	21.6
<i>Temporary</i>				
Executive Office	0.1	0.8	0.8	0.0
Communication & Public Information	0.0	0.0	0.0	0.0
Neighborhood Resources Program	N/A	0.0	0.0	0.0
Temporary Subtotal	0.1	0.8	0.8	0.0
Department Total	16.2	21.9	22.2	21.6

Department of the City Manager

Department Summary

Significant Changes:

Adopted FY06 to Estimated Actual FY06

To prepare for implementation of the new performance-based compensation system, FY06 dollars funded “Conducting an Effective Performance Appraisal” training for supervisors. Montgomery College provided the training for \$6,750.

The FY06 adopted budget included dollars to fund a U.S. Postal Service rate increase. Since the increase applied to first class but not third class mail, the estimated actual FY06 spending is \$23,500 less than the budgeted amount.

The FY06 adopted budget included 0.2 FTE for the Wellness Coordinator, and was increased to 0.5 FTE during the fiscal year. The increased cost was absorbed in the Department’s budget.

Estimated Actual FY06 to Adopted FY07

The FY07 adopted budget includes an additional \$26,000 to increase a Secretary I position from 0.5 to 1.0 FTE and \$18,000 to increase the Organizational Development Administrator from 0.8 FTE to 1.0 FTE. The Organizational Development Cost Center includes funds for supervisor training, senior staff facilitation/coaching, and training for the Organizational Development Administrator. The budget also includes \$38,100 to fund a contract for the Citizen Survey that is completed every other year.

The FY07 budget includes additional funds for the contract to print Rockville Reports. It also includes funds to support a full fiscal year of the Postal Service rate increase.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	30	30	45	55
Percent of employee performance evaluations completed before their anniversary date	40%	100%	79%	100%

	Actual FY05	Target FY06	Actual FY06	Target FY07
Turnover rate	N/A	N/A	9.5%	5.0%
Lost Time	N/A	N/A	2.4%	2.0%

Department Overview:

Three divisions and five cost centers within the Department of the City Manager fulfill the department’s purpose. The Executive Office Division is made up of three cost centers: 1) Administration, 2) Management Systems and Citizen Support, and 3) Organizational Development. The Communication and Public Information Division is made up of two cost centers: 1) Public Information Office and 2) Graphics & Printing. The third Division, Neighborhood Resources, includes 1) the Neighborhood Resources Program and 2) the Human Rights/Community Mediation Program.

The Department’s Executive Office Division leads the day-to-day management of the entire City government organization and implements the policies, priorities, initiatives and strategic goals of the Mayor and Council. This involves problem solving, conducting outreach and providing assistance to all City departments, and managing relationships with citizens, businesses and community groups. The Executive Office Division also serves as the primary liaison to other levels of government and manages the performance measurement program, project tracking system, and Citizen Service Request (CSR) system. The Division promotes continuous improvement through the High Performance Organization initiatives, the Wellness Program, and other activities designed to provide employees with the skills needed to improve City services.

The Communications and Public Information Division provides City-wide communication and public information services, including managing media relations, producing publications, meeting the City’s graphics and printing needs, managing mail services, and providing general marketing services to City departments.

Through the Neighborhood Resources Division, the Department acts as a liaison with individual neighborhood associations to ensure that the City responds to specific needs in the community. The Division coordinates with all City departments and shares pertinent information across all the neighborhoods. The Division also addresses the City’s mediation and human rights needs, and staffs the City’s Human Rights Commission.

Department of the City Manager

Special Projects - During the course of managing City operations, the Department of the City Manager identifies areas for potential improvement. During FY06, the Department coordinated with staff throughout the City to respond to needs through a variety of special projects. The following table highlights efforts from across the City.

Project	Purpose	Status
Community Services Study	Identify human service needs and the best way to address the needs in the future	Consultant report completed and reorganization in process
Pedestrian Safety at Schools	Improve safety through enhanced signage at all schools and a pilot program of 15 mph speed limits at three schools	Signage and speed limit pilot completed. Evaluation of effectiveness in process
Supervisor Training Study	Identify training needs and recommend a supervisor training program for City employees	Report complete
Recruitment and Retention Study	Develop a set of recruitment and hiring practices that will be used across the entire organization	In progress. Revised New Employee Orientation implemented
Performance Based Pay System	Change the City's current pay system to base annual pay increases on performance evaluation results	New pay system developed. Employee outreach and supervisor training completed. Implementation July 1st
Project Tracking System	Enhance the system for tracking progress on City projects and communication between departments, the City Manager and the Mayor & Council	The system was implemented and improvements are underway. Link to website for Mayor & Council and public view in process

Project	Purpose	Status
Quarterly Operations Meetings	Provide regular updates to the City Manager from each department on important budget and operational issues	Implemented
Leadership Practices Inventory	Provides the City's department heads with 360 degree feedback on performance and a program designed to improve performance	Begin implementation in late FY07

Cross Departmental Work Groups – Staff in the Department of the City Manager encourages use of cross-departmental teams to address interdepartmental issues and organization-wide needs. The following table lists cross-departmental work groups, their purpose and membership.

Work Group	Purpose	Members
Senior Management Team	Coordinate decision-making, planning, and communication among departments and between the City Manager and departments. Manage follow up on Mayor and Council actions	City Manager, Dept. Directors, Deputy City Manager, Assistants to the City Manager, City Clerk, Public Information Manager
Town Center Steering Committee	Provide direction and oversight to Town Center redevelopment	City Manager, Deputy City Manager, City Attorney, CPDS Director, Finance Director, Public Works Director, Recreation & Parks Director
Communications Team	Coordinate activities across departments to maintain effective public information and communications	Public Info. Manager, Public Info. Specialist, Graphics/Printing Supervisor, Graphics Specialists, TV and Telecomm. Manager and the Web Administrator

Department of the City Manager

Work Group	Purpose	Members
High Performance Organization Steering Committee	Coordinate implementation of High Performance Organization initiatives	Two representatives from each City department
Customer Service Action Team	Manage and promote activities to enhance customer service throughout the City	Representatives from multiple City departments
Development Review Committee (DRC) Process Review Teams	Review City's internal development review process to identify problems and improvements	Representatives from CPDS, Public Works, Recreation & Parks, City Manager's Office and the City Attorney's Office
Training@Rockville Team	Plan and manage the internal training program	Representatives from multiple City departments
Employee Performance Evaluation Review Committee	Evaluate the effectiveness of the employee evaluation form	Representatives from multiple City departments
Performance-Based Compensation and Rewards Project Team	Research, analyze and review options for adjustments to the City's compensation system. Communicate with employees, and make recommendations to the City Manager	Representatives from multiple City departments
Recruitment and Hiring Practices Project Team	Develop a set of recruitment and hiring practices that will be used across the entire organization. Devise a work plan to implement high priority items right away and other items over the longer term	Representatives from multiple City departments

Work Group	Purpose	Members
Supervisory Training Project Team	Identify expectations of supervisors, assess training needs, develop and implement at least one course, and complete a long-term strategy for ongoing training	Representatives from multiple City departments
Graffiti Task Force	Assess and track the graffiti problem in the City. Coordinate an effort to prevent and remove graffiti and develop a plan to charge offenders for the cost to remove the graffiti.	Representatives from the Police Department, City Manager's Office, Public Works, and Recreation and Parks

Coordination with Community and Professional Development Organizations – The Department of the City Manager plays an important role in communicating and coordinating with organizations outside of the City government. That involves participation on community boards and commissions and involvement with professional organizations. Staff in the Department of the City Manager currently has formal roles in the professional organizations listed below.

Staff Member	Organization
City Manager	
	Rockville Chamber of Commerce
	Rockville Economic Development, Inc. (REDI)
	Metropolitan Washington Council of Governments (MWCOG)
Deputy City Manager	
	Maryland City/County Management Association – President
	International City/County Management Association – Retirement Corp – Client Advisory Committee
Assistant to the City Manager	
	Maryland Municipal League – Montgomery County Chapter
Public Information Manager	
	Metropolitan Washington Council of Governments – Public Information Officers Group

Department of the City Manager

Division: Executive Office

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Administration	1,021,955	888,352	885,164	911,367
Management Systems & Citizen Support	0	181,680	175,680	218,756
Organizational Development	0	166,353	166,353	151,383
Division Total	\$1,021,955	\$1,236,385	\$1,227,197	\$1,281,506

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	597,010	727,803	727,803	797,298
Benefits	113,190	152,244	152,244	159,503
Overtime	30	0	2,152	0
Personnel Subtotal	\$710,230	\$880,047	\$882,199	\$956,801
Contractual Services	282,572	325,637	314,297	300,158
Commodities	29,153	30,701	30,701	24,547
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$311,725	\$356,338	\$344,998	\$324,705
Division Total	\$1,021,955	\$1,236,385	\$1,227,197	\$1,281,506

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	1,021,955	1,236,385	1,227,197	1,281,506
Subtotal	\$1,021,955	\$1,236,385	\$1,227,197	\$1,281,506
Division Total	\$1,021,955	\$1,236,385	\$1,227,197	\$1,281,506

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Administration	6.1	6.1	6.1	6.6
Management Systems & Citizen Support	1.0	2.0	2.0	2.0
Organizational Development	1.0	1.0	1.3	1.0
Regular Subtotal	8.1	9.1	9.4	9.6
<i>Temporary</i>				
Administration	0.1	0.8	0.8	0.0
Management Systems & Citizen Support	0.0	0.0	0.0	0.0
Organizational Development	0.0	0.0	0.0	0.0
Temporary Subtotal	0.1	0.8	0.8	0.0
Division Total	8.2	9.9	10.2	9.6

Department of the City Manager

Division: Executive Office

Division Purpose:

The purpose of the Executive Office Division is to provide leadership and executive management for the City government. The Division coordinates with departments to manage City operations, ensure the Mayor and Council's goals are met, and maintain relationships with citizens, businesses, community groups, and other governments. The Division implements and maintains systems that provide information for decision-making and ensure timely response to citizen needs. The Division also designs and manages programs to promote high performance.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The FY06 adopted budget included 0.2 FTE for the City's Employee Wellness Coordinator. That was increased to 0.5 FTE during FY06.

The Department did not hold 'Rockville Day in Annapolis' during FY05 due to construction at the event location. The event was held again in FY06.

As part of the implementation of a new performance-based compensation system, training for all supervisors was implemented in the spring of calendar year 2006. The purpose is to prepare supervisors to complete performance evaluations and manage employee performance under the new pay system. Available FY06 dollars funded this training.

Estimated Actual FY06 to Adopted FY07

The FY07 adopted budget includes funds to increase a Secretary I position from 0.5 FTE to 1.0 FTE. Increasing the position will help manage workload related to City Manager scheduling, the addition of the Neighborhood Resources Program, and enhancements to the Organizational Development function.

The FY07 adopted budget includes \$38,100 for the citizen survey that the City completes every other year. That survey is more costly than the \$8,140 budgeted for the internal employee survey in FY06.

Several adjustments to the City's Organizational Development program impact the FY07 adopted budget. The funds for High Performance Organization (HPO) training are reduced in FY07 because the City is adjusting the training program to include more in-house training activities in a new format. Funds set aside for miscellaneous training needs in FY06 are designated specifically for senior staff facilitation/coaching in FY07. An additional \$12,700 is budgeted for supervisor training. The adopted budget also includes additional funds for training/travel for the Organizational Development Administrator.

Cost Center: Administration

Objectives:

- Communicate Mayor and Council goals and priorities to City employees and the public 🏠
- Carry out the policies established by the Mayor and Council
- Maintain effective and timely communication with the Mayor and Council. Ensure that documents prepared for the Mayor and Council are clear and include realistic, fact-based and thoughtful options and recommendations
- Manage the City government within the parameters and limits of the annual budget \$
- Hire and retain department heads and City Manager department staff
- Coordinate interdepartmental policies, projects and solutions to problems
- Monitor the pulse of the community, anticipate future needs, and maintain an understanding of the major trends and conditions affecting the community (regional, national and international)
- Protect and promote City interests among other levels of government
- Keep the City prepared for unanticipated emergencies
- Assist the Mayor and Council to establish goals and priorities
- Get state legislation during the FY07 session to allow municipalities to adopt impact taxes 🔄

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Secure \$2.3 million County dollars for Town Center redevelopment in FY07	\$2.3 million	\$2.3 million	\$2.3 million	\$2.3 million
Secure \$1.5 million State dollars for Town Center redevelopment in FY07	\$1.5 million	\$1.5 million	\$1.5 million	\$1.5 million

Department of the City Manager

	Actual FY05	Target FY06	Actual FY06	Target FY07
Have the City Manager, Deputy City Manager and Assistants to the City Manager attend at least 60 community meetings	N/A	25	39	60
Hold an operations review quarterly with each department for a total of 40 reviews	N/A	40	30	40
Adopt Mayor and Council goals 0 days after the February 1 target	N/A	0	96	N/A
Participate in a total of 200 hours of professional development by the City Manager, Deputy City Manager, and Assistants to the City Manager	N/A	160	200	200
Increase the percent of City employees satisfied with the overall customer service provided by the City Manager's Office to 90%	N/A	90%	74%	N/A
Increase the percent of Citizen Survey respondents rating the quality of life in Rockville as "excellent" or "good" to 95%	92%	N/A*	N/A*	95%
Increase the percent of Citizen Survey respondents who "strongly agree" or "agree" that they receive good value for the City taxes they pay to 75%	62%	N/A*	N/A*	75%

	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase the percent of Citizen Survey respondents who "strongly agree" or "agree" that they are pleased with the overall direction that the city government is taking to 70%	65%	N/A*	N/A*	70%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
City Manager	1.0	1.0
Deputy City Manager	1.0	1.0
Assistant to the City Manager	1.0	1.0
Administrative Support Coordinator	1.0	1.0
Public Info. Assistant/PBX Operator	0.6	0.6
City Hall Facilities Manager	0.5	0.5
Secretary I (2)	1.0	1.5
Cost Center Total	6.1	6.6

State Legislation – The Department of the City Manager works with the Mayor and Council, City lobbyists, and the Maryland Municipal League to introduce and/or support state legislation that benefits Rockville citizens and supports municipal interests. The following table lists legislation topics supported by the City and the results.

Legislative Priorities	Result
FY02	
Location of Liquor Licenses	Passed and signed into law
Bond Bill for Maryland Avenue Extended	Did not pass

Department of the City Manager

FY03	
Photo Radar	Passed by General Assembly and vetoed by the Governor
Raise Fines for Demolishing Historic Structures	Mayor named to the Governor's task force
Bond Bill for Maryland Avenue Extended	No bond bills funded in '03

FY04	
Capital Funding for Town Center	\$1.5 million secured in the State budget
Bond Bill for Thomas Farm Community Center	Did not pass
Liquor License for Theo's Restaurant	Passed and signed into law
Extension of Historic District Tax Credit Program	Passed and signed into law

FY05	
Capital Funding for Town Center	\$1.5 million was included in the approved State budget and \$2.3 million in the approved County budget
Photo Radar	Passed by the General Assembly and vetoed by the Governor
Restoring Fiscal Resources	Program Open Space funds increased and Highway User Revenue reduction was significantly less than in previous years
State Bond Bill for Thomas Farm Recreation Center	No funds obtained in FY 2005

FY06	
Photo Radar	Governor's veto overridden by legislature and bill signed into law
Increase municipal discretion to implement homeowners tax credit programs	Passed and signed into law
Allow municipalities to enact a homestead tax exemption to owner-occupied residential taxpayers	Did not pass

FY06	
Allow municipalities to enact development excise taxes on new development	Did not pass
Capital Funding for Town Center	\$1.5 million was included in the approved State budget and \$2.3 million in the approved County budget
State Bond Bill for Thomas Farm Recreation Center	\$250,000 was included in the state budget

Cost Center: Management Systems & Citizen Support

Objectives:

- Coordinate with departments to develop and monitor specific work plans or action plans associated with the Mayor and Council's goals
- Develop and monitor the Department's annual budget and work with the Finance Department to coordinate preparation of the entire City budget
- Ensure efficient and cost effective operations and promote continuous improvement in operations. Maintain a strategic focus on the services provided to the City's customers
- Respond to requests for services and complaints/concerns, and coordinate with departments to prepare responses
- Coordinate the citizen survey and internal survey
- Coordinate with departments to respond to Mayor & Council requests for information

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of Citizen Service Requests completed within five working days	81%	82%	83%	85%
Increase the number of project tracking meetings held with the City Manager to nine	3	8	7	9

Department of the City Manager

	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase the average number of projects reviewed during project tracking meetings	24	25	23	25
Maintain production of 4 project status reports for the Mayor and Council annually	4	4	4	4
Number and percent of cost center managers trained in performance measurement *	N/A	33/50%	12/18%	15/23%

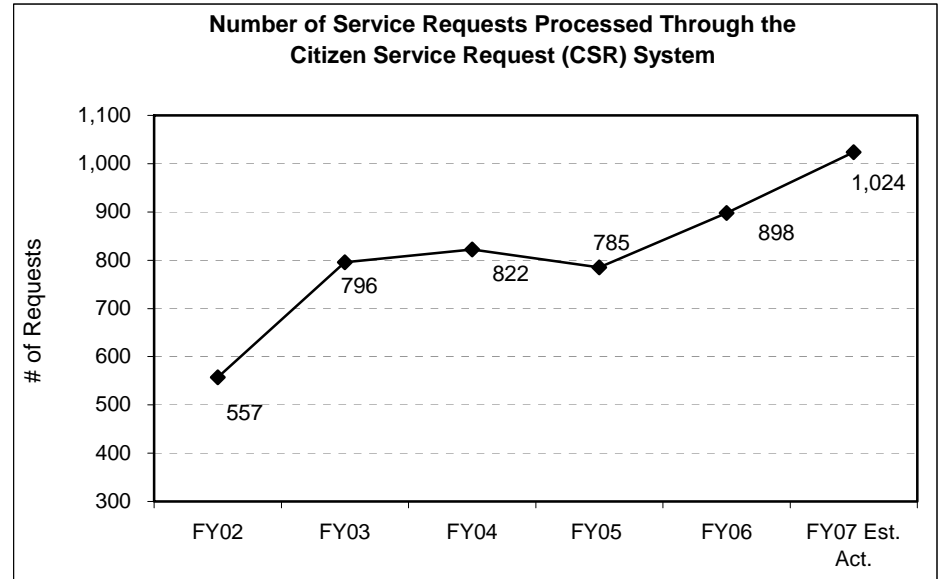
* CMO staff found that one-on-one assistance to cost center managers, focusing on the measures included in the budget, was more productive than group training sessions. Therefore, fewer managers will be trained in FY06 than targeted. The one-on-one assistance will continue in FY07.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Assistant to the City Manager	1.0	1.0
Council Support Specialist	1.0	1.0
Cost Center Total	2.0	2.0

Citizen Service Requests:

The City maintains a central location for collecting, responding to, and tracking requests for information and assistance/service from citizens. Additional requests come from citizens directly to the relevant departments. The following graph shows the actual number of citizen service requests that came through the Department of the City Manager between FY02 and FY06.



Cost Center: Organizational Development

Objectives:

- Revamp the High Performance Organization (HPO) training module to reflect the City's current and specific needs
- Focus on implementing HPO concepts within departments and supporting employees who are using and attempting to use HPO concepts in their work
- Work with the HPO Steering Committee to establish goals for FY07
- Support the implementation of the new compensation system
- Support implementation of the Supervisor Training and Recruitment & Retention Project Teams' recommendations
- Establish a team to examine succession planning needs city-wide
- Maintain awareness of the value and importance of diversity in the City workforce
- Work with the Customer Service Action Team to establish goals for FY07
- Increase citizen satisfaction with the overall customer service provided by the City 🏛️

Department of the City Manager

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Include 119/100% of supervisors in at least one supervisor training session	N/A	N/A	113/95%	119/100%
Complete 3/100% of the FY06 HPO projects	N/A	3/100%	3/100%	TBD *
Complete 15/100% of the FY06 Customer Service Action Team action items	N/A	15/100%	13/87%	TBD *
Increase the percent of Citizen Survey respondents rating satisfaction with overall customer service as "excellent" / "good" to 85%	81%	N/A**	N/A**	85%

* The HPO Steering Committee and Customer Service Action Team will establish goals for FY07 in July 2006.

** The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Organizational Development Coordinator	0.8	1.0
Wellness Coordinator*	0.2	0.0
Cost Center Total	1.0	1.0

* This position was transferred to the Department of Recreation and Parks for FY07.

High Performance Organization Initiative – The High Performance Organization (HPO) initiative has been a priority of the City for several years. The goal of the initiative is to improve the City's performance by empowering employees at all levels of the organization. The first step is to train as many employees as possible. The table below shows the number of employees trained by department through FY06 and the percent of the total workforce that is trained. The City is now shifting the focus from training to implementation.

Regular City Employees Trained in High Performance Organization (HPO) Principles

Department	Number of Regular Employees Trained *	Percent of Regular Employees Trained
Personnel	8	100%
City Manager	22	83%
Information Technology	15	70%
CPDS	29	57%
Public Works	75	46%
City Clerk/Attorney	2	40%
Recreation and Parks	83	52%
Finance	15	36%
Police	21	24%
Total	270	46%

* The data represents the number of individuals who have been trained and currently work for the City.

Community Service Action Team Initiatives – A team of City employees completed training and other activities to improve the already high quality customer service provided by the City. Activities completed during FY06 include:

- Trained non-benefited (seasonal) and new employees in customer service skills
- Designed and conducted department specific customer service training
- Created a customer service training video
- Created and distributed a customer service poster
- E-mailed monthly customer service tips to employees
- Celebrated Customer Service Week with daily activities at multiple work sites
- Implemented an Employee of the Quarter award for Excellent Customer Service
- Highlighted customer service successes in *City Signals*
- Produced a card listing useful City phone numbers for employees to distribute to customers in the field
- Implemented a secret shopper program to assess the quality of the City's customer service
- Collected and followed-up on anonymous comments about customer service

Department of the City Manager

Division: Communication and Public Information

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Public Information Office	200,601	222,359	219,711	237,274
Graphics and Printing	747,553	831,017	799,721	857,668
Division Total	\$948,154	\$1,053,376	\$1,019,432	\$1,094,942

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	445,974	453,304	453,304	476,239
Benefits	104,616	115,739	115,739	119,025
Overtime	1,799	1,787	1,000	1,787
Personnel Subtotal	\$552,389	\$570,830	\$570,043	\$597,051
Contractual Services	296,777	387,318	359,639	403,941
Commodities	90,909	95,228	89,750	89,250
Capital Outlays	8,079	0	0	4,700
Other	0	0	0	0
Operating Subtotal	\$395,765	\$482,546	\$449,389	\$497,891
Division Total	\$948,154	\$1,053,376	\$1,019,432	\$1,094,942

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	948,154	1,053,376	1,019,432	1,094,942
Subtotal	\$948,154	\$1,053,376	\$1,019,432	\$1,094,942
Division Total	\$948,154	\$1,053,376	\$1,019,432	\$1,094,942

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center(FTEs)				
<i>Regular</i>				
Public Information Office	2.0	2.0	2.0	2.0
Graphics and Printing	6.0	6.0	6.0	6.0
Regular Subtotal	8.0	8.0	8.0	8.0
<i>Temporary</i>				
Public Information Office	0.0	0.0	0.0	0.0
Graphics and Printing	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	8.0	8.0	8.0	8.0

Department of the City Manager

Division: Communication and Public Information

Division Purpose:

The purpose of Communication and Public Information is to increase citizen and employee understanding, awareness of, and participation in City government programs, projects, and services. The Division accomplishes this by communicating through marketing campaigns, publications, and the media. The Division portrays a consistent, professional image that facilitates awareness and use of City programs, projects, events and services, and in turn generates higher participation levels and revenue.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The FY06 adopted budget included additional funds for postage in anticipation of a U.S. Postal Service (USPS) rate increase. The rate increase adopted by the USPS and implemented in January 2006 applied only to first class mail. Since there was no increase in third class mail rates (e.g., Rockville Reports, Recreation Guide) the estimated actual FY06 amount is \$23,500 less than the adopted FY06 amount.

Estimated Actual FY06 to Adopted FY07

The postage budget is higher in the adopted FY07 budget to account for a full year of first class mail delivery under the new USPS rates. Funds are included in the FY07 adopted budget for Graphics and Printing for a computer (three year replacement schedule) and for a clip art subscription.

The City will negotiate a new contract for printing Rockville Reports in the summer of calendar year 2006. Based on the market and the results of the last contract negotiation, the Division expects the printing cost to increase from \$37,600 in FY06 to \$42,500 in FY07.

Cost Center: Public Information Office

Objectives:

- Increase percentage of residents who say they get most or a lot of their information about Rockville government from *Rockville Reports* 🏠
- Produce six full-color issues of *Rockville Reports* 🏠
- Help four of the City's revenue-producing activity centers increase attendance and participation through cross-marketing campaigns that coordinate all of the City's Communications Team opportunities (PIO, Graphics and Printing, TRC 11, City Web site), including RedGate Golf Course, the F. Scott Fitzgerald Theatre, Community Recreation Center programs, and Arts Programs 🏠
- Continue communicating information about Rockville Town Center redevelopment through outside media and internal means (such as *Rockville Reports*) in order to build excitement to the point of the grand opening 🏠
- Analyze the results of the 2005 Citizen Survey that address the information needs and resources of residents whose primary language is not English, and adjust the City's communications approach to meet those needs 🏠
- Continue to implement three special projects to improve communication with Rockville residents, including a City Guide, two six-month calendars of events, and an effort to improve communication with individuals whose primary language is not English 🏠
- Develop a comprehensive communications strategy by implementing a citywide notification policy and an approach to communicating with speakers of other languages 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase the percent of Citizen Survey respondents who get "most" or "a lot" of their information about Rockville City government from <i>Rockville Reports</i> to 70%	67%	N/A*	N/A*	70%

Department of the City Manager

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of press releases distributed	208	200	210	200
Increase the number of full color issues of Rockville Reports to six in FY07	4	5	5	6
Complete 3/100% of special projects planned for FY07 on schedule	N/A	3/100%	4/100%	3/100%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Public Information Manager	1.0	1.0
Public information Specialist	1.0	1.0
Cost Center Total	2.0	2.0

Cost Center: Graphics, Printing and Copy Center

Objectives:

- Provide electronic PDF files to the Web Administrator for posting on the City's Web site, including Mayor and Council agenda and Brief Book, Rockville Reports, Recreation and Parks Guide, and various other reports and plans 🏠
- Coordinate with the City Clerk and City Manager staff to prepare, copy and distribute Mayor & Council briefing materials in a timely manner
- Provide high quality printing, copying, and graphic design services to the City of Rockville government in a timely and cost effective manner
- Partner with City departments to plan, market, and promote special events, classes, programs and services through graphic design and print, including Hometown Holidays materials, F. Scott Fitzgerald Literary Conference materials, Recreation and Parks Guide, Rockville Reports, and materials to communicate with the State Legislature 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of PDF files produced for posting on the City's Web site	350	350	320	350
Number of job requests completed by Graphics, Printing, Copy Center	1,170	1,100	1,215	1,100
Increase the percent of employees rating the quality of the following finished products as "excellent" or "good": *				
• Graphics Division products	N/A	92%	90%	N/A
• Print Shop products	N/A	92%	92%	N/A
• Copy Shop	N/A	92%	91%	N/A
Increase the percent of employees rating timeliness of the following as "excellent" or "good": *				
• Graphics Division	N/A	82%	83%	N/A
• Print Shop	N/A	85%	86%	N/A
• Copy Shop	N/A	85%	86%	N/A

* The City conducts an internal survey every other year. A survey was conducted in FY06 and another will take place in FY08.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Graphics and Printing Supervisor	1.0	1.0
Graphics Specialist	2.0	2.0
Printing Specialist I	1.0	1.0
Printing Specialist II	1.0	1.0
Cost Center Total	5.0	5.0

Department of the City Manager

Cost Center: Mail Center

Objectives:

- Use new mail equipment and postage scale that complies with the United State Postal Service migration to digital mailing machines with enhanced security features
- Collect mail daily from City facilities
- Copy and prepare for distribution approximately 1,700 senior center newsletters monthly 🏠
- Identify ways to minimize postage costs

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of community notification postcards mailed	30,283	30,200	45,000*	40,000
Dollars expended on postage **	\$164,430	\$223,506	\$184,000	\$234,000

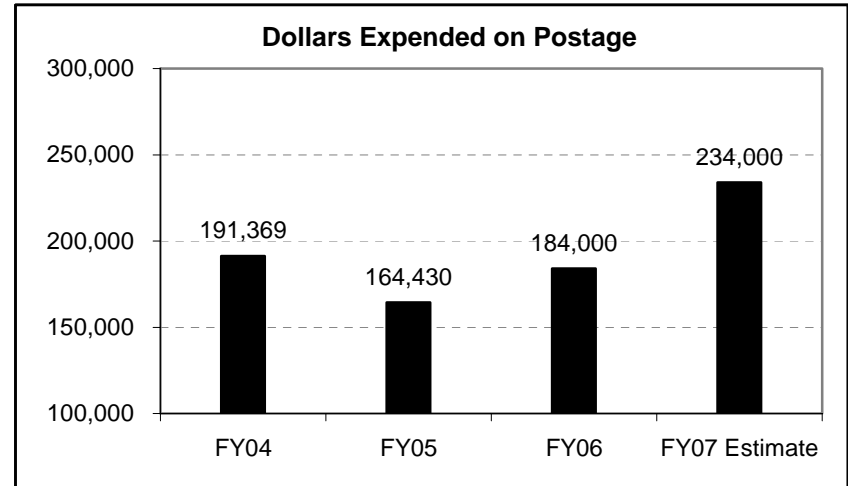
* Estimate.

** The FY06 and FY07 budgets include more funds than FY05 due to a United States Postal Service (USPS) first class rate increase.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Copy Center and Mail Specialist	1.0	1.0
Cost Center Total	1.0	1.0

Supplemental Information:



Department of the City Manager

Division: Neighborhood Resources Program

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Neighborhood Resources	N/A	278,584	278,584	253,100
Human Rights & Community Mediation	N/A	113,112	108,410	111,773
Division Total	N/A	\$391,696	\$386,994	\$364,873

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	N/A	275,918	275,918	264,654
Benefits	N/A	74,737	74,737	60,361
Overtime	N/A	0	0	0
Personnel Subtotal	N/A	\$350,655	\$350,655	\$325,015
Contractual Services	N/A	5,195	4,020	7,622
Commodities	N/A	35,846	32,319	32,236
Capital Outlays	N/A	0	0	0
Other	N/A	0	0	0
Operating Subtotal	N/A	\$41,041	\$36,339	\$39,858
Division Total	N/A	\$391,696	\$386,994	\$364,873

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	N/A	0	0	0
Subtotal	N/A	\$0	\$0	\$0
<i>Fund Contribution</i>				
<i>General (110)</i>	N/A	391,696	386,994	364,873
Subtotal	N/A	\$391,696	\$386,994	\$364,873
Division Total	N/A	\$391,696	\$386,994	\$364,873

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Neighborhood Resources	N/A	3.0	3.0	3.0
Human Rights & Community Mediation	N/A	1.0	1.0	1.0
Regular Subtotal	N/A	4.0	4.0	4.0
<i>Temporary</i>				
Neighborhood Resources	N/A	0.0	0.0	0.0
Human Rights & Community Mediation	N/A	0.0	0.0	0.0
Temporary Subtotal	N/A	0.0	0.0	0.0
Division Total	N/A	4.0	4.0	4.0

Department of the City Manager

Division: Neighborhood Resources Program

Division Purpose:

The Division informs and engages citizens in order to ensure responsive City services and a high quality of life in neighborhoods by strengthening or developing neighborhood organizations; serving as a liaison between the City and neighborhoods; providing information and training to cultivate civic leadership; and supporting citizen initiated neighborhood improvement projects. The program also promotes the human rights of City residents and employees by offering consistently fair, objective and effective mediation training and services; educational awareness events; and information and referral services.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The FY06 budget includes \$10,000 for Neighborhood Matching Grants to be awarded to Rockville neighborhoods. The Program awarded ten grants during FY06.

The Division held a Neighborhood Network Learning Series (NNLS) session in April 2006 in place of a Spring Rockville University session. This was the first NNLS session held since October 2003. The FY06 budget included funds to support the session. Rockville University will resume in the fall of FY07.

\$900 of the Human Rights and Community Mediation Program FY06 budget funded a new Human Rights Commission essay contest for 11th and 12th grade students. Thirteen students participated. The dollars funded monetary awards for the first, second and third place contest winners. The FY07 budget includes funds for the contest.

Estimated Actual FY06 to Adopted FY07

The Division will focus more attention and funding on professional development in FY07. The budget includes \$1,950 to fund training for the Neighborhood Resources Coordinator.

Cost Center: Neighborhood Resources Program

Objectives:

- Attend neighborhood association meetings 🏠
- Maintain relationships with and support neighborhood association leadership 🏠

- Develop and maintain an awareness of issues and topics of interest and/or concern to residents of each neighborhood 🏠
- Respond to requests for information from neighborhood association representatives and City residents 🏠
- Coordinate one Rockville University session and one Neighborhood Network Learning Series session
- Coordinate and promote Mayor and Council Walking Town and/or Town Hall Meetings
- Increase the number of innovative projects submitted for the Neighborhood Matching Grant Program
- Maintain accurate contact information for neighborhood association representatives
- Attend the Alliance of Rockville Neighborhood Association (ARNA) meetings and support the ARNA conferences 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of training and/or information sharing programs offered:				
• Neighborhood Network Learning Series	0	1	1	1
• Rockville University	2	1	1	1
• Neighborhood Conferences	1	1	1	1
Number of Walking Town and/or Town Hall Meetings organized, staffed and followed up on	2	3	3	4
Total number of residents participating in Rockville University	13	15	14	18
• Residents of different ethnicities	N/A	15	7	9
• New City residents	N/A	N/A	7	9
Number of Matching Grant Applications approved for funding	8	11	10	10
Number of neighborhood association meetings attended	N/A	N/A	99	105

Department of the City Manager

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of neighborhood outreach meetings on City projects attended	N/A	N/A	44	56
Number/percent of Neighborhood Network Learning Series Workshop participants rating the workshop as "excellent"	N/A	N/A	25/64%	30/75%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Neighborhood Resources Coordinator	3.0	3.0
Cost Center Total	3.0	3.0


Matching Grant Projects:

Each year, Rockville neighborhoods are invited to apply for a Neighborhood Matching Grant of up to \$1,000. The purpose of the grant is to support and empower neighborhood associations and encourage resident participation and engagement in their community. Applicants are required to match the City dollars in the form of cash, volunteer labor, donations, or discounted materials. FY06 Neighborhood Matching Grant projects included:

- Community garden project – 1 grant
- Production of a neighborhood resident directory of addresses and phone numbers – 1 grant
- Neighborhood block parties, pool parties, picnics – 4 grants
- Community clean up, landscaping signage projects – 4 grants

Cost Center: Human Rights and Community Mediation

Objectives:

- Provide conflict resolution training to City staff and residents
- Increase awareness of the Mediation program within our neighborhoods 
- Serve as staff liaison to the Human Rights Commission

- Investigate alternate venues and plan the City's annual Martin Luther King, Jr. Celebration
- Implement a second human rights essay contest for 11th / 12th grade students
- Support the planning and implementation of the Neighborhood Network Learning Series session
- Research mediation programs in other communities to learn best practices

Performance Measures:

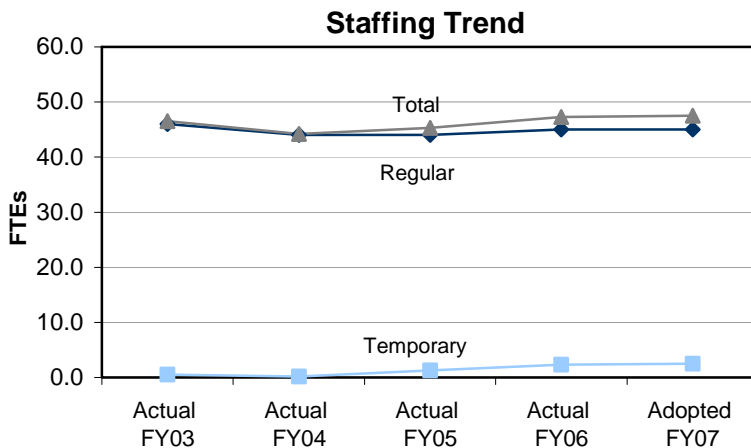
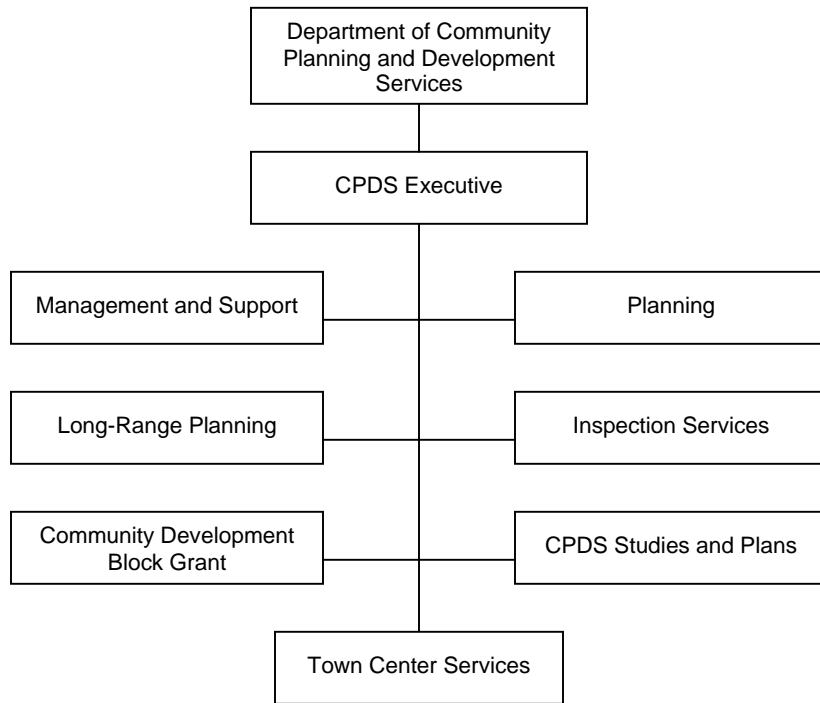
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of mediation inquiries and miscellaneous calls	58	55	136	150
Number of mediation cases *	61	62	62	65
Number of formal mediations *	10	12	11	15
Number of people attending the Martin Luther King, Jr. Program (estimate)	N/A	500	650	670
Number of individuals registered to vote at Human Rights Commission Voter Registration Drives	N/A	N/A	18	24

* A mediation case refers to incidences when an individual(s) contacts the City to request mediation, staff invites the other parties involved, and attempts to organize a formal mediation. In some instances, a mediation case does not result in formal mediation (e.g., a problem is resolved prior to formal mediation, one party refuses to participate). A subset of the mediation cases result in formal mediation in which all parties and two mediators meet to attempt to resolve the problem through mediation.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Human Rights/ Community Mediation Admin.	1.0	1.0
Cost Center Total	1.0	1.0

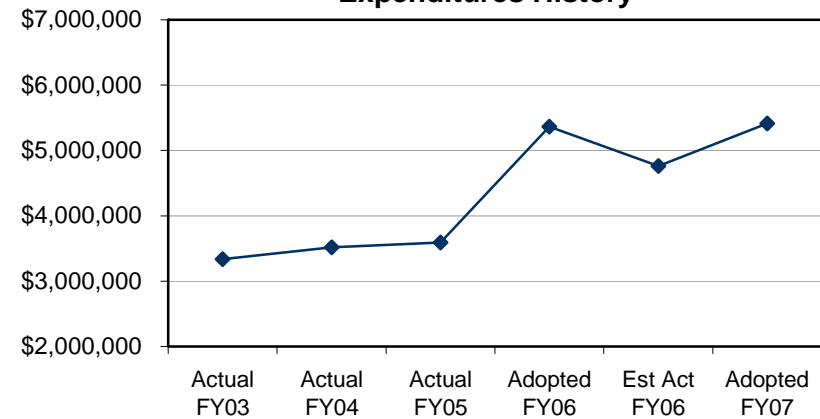
Department of Community Planning and Development Services



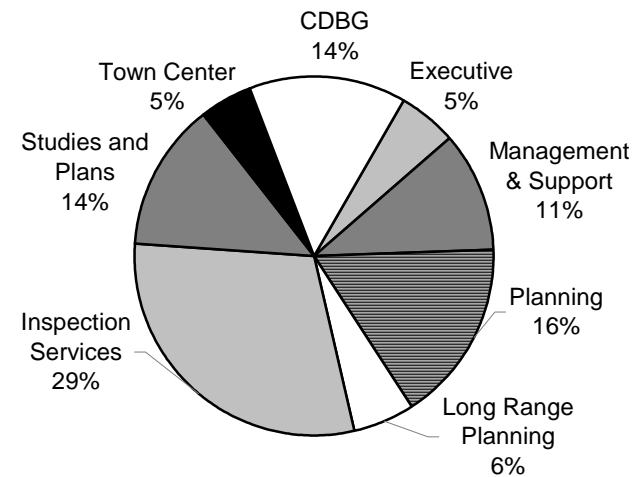
Department Mission Statement

The Department of Community Planning and Development Services protects and preserves the developed and natural environment to enhance the quality of life, upholds the standards of the Rockville community, and oversees and facilitates redevelopment in Town Center.

Expenditures History



Use of Funds



Department of Community Planning and Development Services

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Executive	N/A	N/A	N/A	280,273
Management & Support	427,120	439,692	439,960	598,541
Revitalization & Housing	220,982	219,013	219,013	N/A
Planning	845,644	1,011,840	1,002,740	884,394
Long Range Planning	286,828	412,720	302,548	304,804
Inspection Services	1,442,328	1,593,197	1,593,197	1,598,035
Community Development Block Grant (360)	357,432	760,000	760,000	760,000
CPDS Studies & Plans	12,929	700,000	287,525	733,032
Town Center Services	N/A	230,000	\$158,146	\$255,743
Department Total	\$3,593,263	\$5,366,462	\$4,763,129	\$5,414,822

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	2,616,437	2,983,779	3,088,024	3,244,329
Benefits	530,181	639,639	661,737	678,332
Overtime	2,974	2,676	2,676	2,676
Personnel Subtotal	\$3,149,592	\$3,626,094	\$3,752,437	\$3,925,337
Contractual Services	415,373	1,713,450	984,024	1,430,635
Commodities	28,298	26,918	26,668	58,850
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$443,671	\$1,740,368	\$1,010,692	\$1,489,485
Department Total	\$3,593,263	\$5,366,462	\$4,763,129	\$5,414,822

Source of Dept. Funds	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
<i>Departmental Revenue</i>				
Building Permits	1,152,514	1,100,000	1,100,000	1,100,000
Non-Business Licenses	83,566	80,000	80,000	80,000
Fire Safety	121,962	120,000	120,000	120,000
Fire Review	51,231	36,000	36,000	36,000
Municipal Infractions	12,825	15,000	15,000	15,000
Zoning Fees	228,720	135,000	135,000	135,000
Parking Garage Revenue	0	0	0	511,500
Subtotal	\$1,650,818	\$1,486,000	\$1,486,000	\$1,997,500
<i>Fund Contribution</i>				
General Fund (110)	1,585,013	2,985,462	2,418,234	2,979,167
Parking Fund (320)	0	135,000	98,895	(\$374,581)
Town Center Management Fund (370)	N/A	N/A	N/A	52,736
CDBG Fund (360)	357,432	760,000	760,000	760,000
Subtotal	\$1,942,445	\$3,880,462	\$3,277,129	\$3,417,322
Department Total	\$3,593,263	\$5,366,462	\$4,763,129	\$5,414,822

Staffing Summary by Division (FTEs)	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
<i>Regular</i>				
Executive	N/A	N/A	N/A	2.0
Management & Support	5.9	4.0	4.0	7.1
Revitalization & Housing	2.1	2.1	2.1	N/A
Planning	10.5	12.0	12.0	10.0
Long Range Planning	4.5	5.0	5.0	4.0
Inspection Services	20.0	20.0	20.0	20.0
CDBG	1.0	0.9	0.9	0.9
Town Center Services	N/A	1.0	1.0	1.0
Regular Subtotal	44.0	45.0	45.0	45.0
<i>Temporary</i>				
Management & Support	0.8	0.3	0.3	0.2
Revitalization & Housing	0.0	0.0	0.0	N/A
Inspection Services	0.3	0.3	0.3	0.3
CPDS Studies and Plans	0.2	0.0	1.7	2.0
Temporary Subtotal	1.3	0.6	2.3	2.5
Department Total	45.3	45.6	47.3	47.5

Department of Community Planning and Development Services

Department Summary

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Department budgeted \$1.1 million in FY05 for CPDS Studies and Plans. The appropriation was to expend those one-time funds over several years on a variety of long-term projects including the revision of the Zoning Ordinance and completing the Rockville Pike Corridor Plan. Of the original amount, \$733,032 remains to be spent over the next few years as work on the special projects progresses.

Estimated Actual FY06 to Adopted FY07

CPDS has created a new division in FY07 that consolidates the management and support functions previously spread throughout the department. The FY07 budget contains \$598,541 for the operation of the new Management and Support Division, most of which was deducted from other divisions in CPDS.

The Environmental Protection Cost Center has been moved from the Long Range Planning Division of CPDS and placed in the Department of Public Works as a new division for FY07.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	96	100	89	100
Percent of employee performance evaluations completed before their anniversary date	N/A	100%	68%	100%
Turnover rate	N/A	N/A	13.3%	10.0%
Lost Time	N/A	N/A	3.6%	3.0%

Department Overview:

The Department of Community Planning and Development Services promotes and facilitates the orderly development, redevelopment, and maintenance of property in the City to benefit the residential and business communities. The department consists of eight divisions: Executive, Management and Support, Planning, Long Range Planning, Inspection Services, Community Development Block Grant (CDBG), CPDS Studies and Plans, and Town Center Services.

City of Rockville Town Center Renderings



Department of Community Planning and Development Services

Division: CPDS Executive

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Executive	N/A	N/A	N/A	280,273
Division Total	N/A	N/A	N/A	\$280,273

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	N/A	N/A	N/A	230,844
Benefits	N/A	N/A	N/A	38,429
Overtime	N/A	N/A	N/A	0
Personnel Subtotal	N/A	N/A	N/A	\$269,273
Contractual Services	N/A	N/A	N/A	7,000
Commodities	N/A	N/A	N/A	4,000
Capital Outlays	N/A	N/A	N/A	0
Other	N/A	N/A	N/A	0
Operating Subtotal	N/A	N/A	N/A	\$11,000
Division Total	N/A	N/A	N/A	\$280,273

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	N/A	N/A	N/A	0
Subtotal	N/A	N/A	N/A	\$0
<i>Fund Contribution</i>				
General Fund (110)	N/A	N/A	N/A	280,273
Subtotal	N/A	N/A	N/A	\$280,273
Division Total	N/A	N/A	N/A	\$280,273

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Executive	N/A	N/A	N/A	2.0
Regular Subtotal	N/A	N/A	N/A	2.0
<i>Temporary</i>				
Executive	N/A	N/A	N/A	0.0
Temporary Subtotal	N/A	N/A	N/A	0.0
Division Total	N/A	N/A	N/A	2.0

Department of Community Planning and Development Services

Division: CPDS Executive

Division Purpose:

The CPDS Executive Division carries out policy and program development functions associated with directing department activities.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

The division has separated from the former CPDS Administration division to facilitate the creation of the Management and Support Division.

Cost Center: CPDS Executive

Objectives:

- Provide direction to Division Chiefs in undertaking departmental activities
- Undertake and supervise special programs

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
TBD	N/A	N/A	N/A	N/A

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
CPDS Director	N/A	1.0
CPDS Specialist	N/A	1.0
Cost Center Total	N/A	2.0

Rockville Town Center Area – October 9, 2004



Department of Community Planning and Development Services

Division: CPDS Management and Support

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Management & Support	427,120	439,692	439,960	491,469
Revitalization & Housing	220,982	219,013	219,013	107,072
Division Total	\$648,102	\$658,705	\$658,973	\$598,541

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	517,366	508,955	508,955	460,544
Benefits	90,499	99,305	99,305	87,720
Overtime	2,546	1,527	1,527	1,527
Personnel Subtotal	\$610,411	\$609,787	\$609,787	\$549,791
Contractual Services	20,334	32,300	32,568	27,750
Commodities	17,357	16,618	16,618	21,000
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$37,691	\$48,918	\$49,186	\$48,750
Division Total	\$648,102	\$658,705	\$658,973	\$598,541

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	648,102	658,705	658,973	598,541
Subtotal	\$648,102	\$658,705	\$658,973	\$598,541
Division Total	\$648,102	\$658,705	\$658,973	\$598,541

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Management & Support	5.9	4.0	4.0	6.0
Revitalization & Housing	2.1	2.1	2.1	1.1
Regular Subtotal	8.0	6.1	6.1	7.1
<i>Temporary</i>				
Management & Support	0.8	0.3	0.3	0.2
Revitalization & Housing	0.0	0.0	0.0	0.0
Temporary Subtotal	0.8	0.3	0.3	0.2
Division Total	8.8	6.4	6.4	7.3

Department of Community Planning and Development Services

Division: CPDS Management and Support

Division Purpose:

The Division of Management and Support carries out budget, procurement, personnel, administrative, permit plan support, and information services functions associated with managing the department. It also coordinates law and moderate housing program as well as administration of the Community Development Block Program (CDBG).

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

The division has been created by combining elements of the former Administrative Division with the Housing and Revitalization and Community Development Block Grant Divisions.

Cost Center: CPDS Management and Support

Objectives:

- Improve efficiency of department administration by training and use of "best practices" from literature, networking, conferences, and site visits
- Monitor division budget expenditures to ensure correct allocations of funds against each cost center
- Improve administrative support through coordination of similar department activities

Regular Positions:




Position Title	Adopted FY06	Adopted FY07
Director *	1.0	0.0
Chief of CPDS Management and Support	0.0	1.0
CPDS Specialist *	2.0	1.0
Software Support Specialist	0.0	1.0
Administrative Assistant	1.0	1.0
Secretary III	0.0	1.0

Position Title	Adopted FY06	Adopted FY07
Secretary II	0.0	1.0
Cost Center Total	4.0	6.0

* Director and a CPDS Specialist transferred to the new Executive Division.

Cost Center: Revitalization and Housing

Objectives:

- Continue to explore options for senior housing 
- Monitor development on Moore Drive
- Evaluate guidelines and procedures for MPDU program 
- Explore and implement affordable housing options and programs 

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of MPDU applications processed	285	300	300	280
Number of MPDU agreements with builders	2	1	1	3
Number of MPDU certificates issued	325	350	330	325
Percent of Citizen Survey respondents rating the access to quality affordable housing in Rockville as "excellent" or "good"	32%	N/A*	N/A*	50%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Management and Support	1.0	0.0
CPDS Administrator	1.0	1.0
Rehabilitation Specialist	0.1	0.1
Cost Center Total	2.1	1.1

Department of Community Planning and Development Services

Division: Planning

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Development Review	845,644	611,216	609,436	531,515
Zoning Ordinance	N/A	103,665	100,506	99,442
Historic Preservation	N/A	296,959	292,798	253,437
Division Total	\$845,644	\$1,011,840	\$1,002,740	\$884,394

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	631,142	762,873	762,873	685,426
Benefits	133,228	167,117	167,117	150,382
Overtime	0	0	0	0
Personnel Subtotal	\$764,370	\$929,990	\$929,990	\$835,808
Contractual Services	75,145	78,850	69,750	41,086
Commodities	6,129	3,000	3,000	7,500
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$81,274	\$81,850	\$72,750	\$48,586
Division Total	\$845,644	\$1,011,840	\$1,002,740	\$884,394

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Zoning/Subdivision Fees	228,720	135,000	135,000	135,000
Subtotal	\$228,720	\$135,000	\$135,000	\$135,000
<i>Fund Contribution</i>				
General Fund (110)	616,924	876,840	867,740	749,394
Subtotal	\$616,924	\$876,840	\$867,740	\$749,394
Division Total	\$845,644	\$1,011,840	\$1,002,740	\$884,394

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Development Review	N/A	7.0	7.0	6.0
Zoning Ordinance	N/A	1.0	1.0	1.0
Historic Preservation	N/A	4.0	4.0	3.0
Regular Subtotal	10.5	12.0	12.0	10.0
<i>Temporary</i>				
Development Review	0.0	0.0	0.0	0.0
Zoning Ordinance	0.0	0.0	0.0	0.0
Historic Preservation	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	10.5	12.0	12.0	10.0

Department of Community Planning and Development Services

Division: Planning

Division Purpose:

The Planning Division coordinates interdepartmental review of development applications for neighborhood, City and regional impact. The Planning Division routinely administers the Zoning Ordinance as it applies throughout the City, including permit review for compliance. Planning staff also provides support for various City boards, commissions, and neighborhoods, including the Planning Commission, Board of Appeals and Historic District Commission. Historic Preservation staff administers the City's Historic Districts conducts research and review proposals for historic designation.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

A Secretary II and a Secretary III was moved from the Planning Division to the Management and Support Division for FY07.

Cost Center: Development Review

Objectives:

- Ensure the attractiveness and compatibility of new development with the existing character of the City, as expressed through land use policies, and regulations 🗣️
- Promote and facilitate the orderly development and redevelopment of the City through projects such as Town Center, Twinbrook Commons, Upper Rock, and other projects submitted to the City 🗣️
- Improve development review process, including continued use of the Development Review Committee procedures for application processing, including Town Center, Twinbrook Commons, and other infill projects
- Increase citizen satisfaction with new residential and commercial development 🏠
- Provide accurate information to inquiries regarding City's development review processes and zoning regulations 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Use Permit	75	75	160	120
Special Exception	95	95	95	95
Variance	70	70	70	70
Record Plat	32	30	30	30
CPD Detailed Applications	115	120	109	120
Percent of Citizen Survey respondents who report that the quality of new development is "excellent" or "good":				
• Residential	69%	N/A*	N/A*	75%
• Commercial	64%	N/A*	N/A*	70%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Planning	1.0	1.0
Planner III	2.0	2.0
Planner II	1.0	1.0
Planner I	1.0	1.0
Planning Technician	1.0	1.0
Secretary III*	1.0	0.0
Cost Center Total	7.0	6.0

* Secretary III transferred from Development Review to Management and Support.

Department of Community Planning and Development Services

Cost Center: Zoning Ordinance

Objectives:

- Implement the approved Adequate Public Facilities Ordinance ★
- Preview and revise the Zoning Ordinance through a process involving the Mayor and Council, Planning Commission, Representatives of Rockville Zoning Ordinance Review, and various stake holders ★

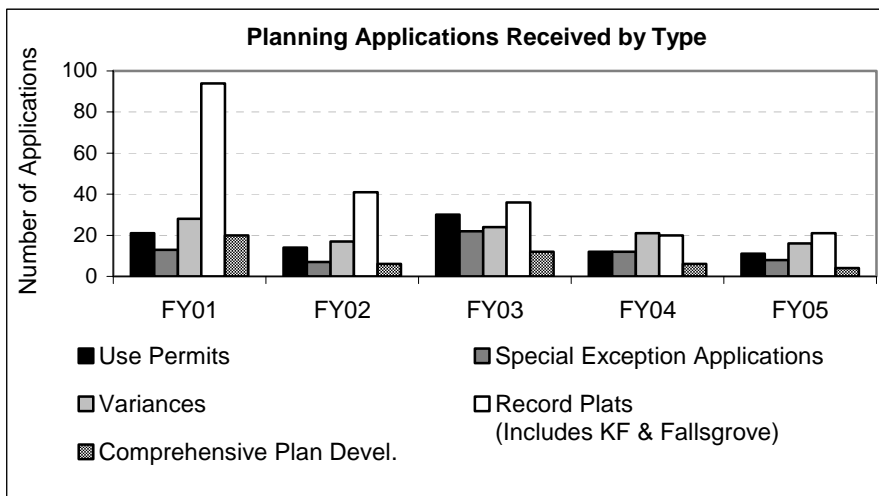
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Zoning Text Amendment	250	240	320	250

Regular Positions:

Position Title	Adopted FY07	Adopted FY06
Planner III	1.0	1.0
Cost Center Total	1.0	1.0

Supplemental Information:



City of Rockville Planning Meetings



Department of Community Planning and Development Services

Cost Center: Historic Preservation

Objectives:

- Continue historic preservation survey and education activities through public meetings, publications and neighborhood planning and support for heritage tourism ☞
- Provide technical assistance regarding important issues facing the City, including masonization and conservation districts ☞

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Historic District	40	40	40	40

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Planner III	1.0	1.0
Planner II (1 full time and 2 part time)	2.0	2.0
Secretary II*	1.0	0.0
Cost Center Total	4.0	3.0

* Secretary II transferred from Historic Preservation to Management and Support.

Supplemental Information:

The Annex – West Montgomery Avenue



Rose Hill Mansion



Department of Community Planning and Development Services

Division: Long Range Planning

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Neighborhood Planning	286,828	329,095	219,173	304,804
Environmental Protection	0	83,625	83,375	N/A
Division Total	\$286,828	\$412,720	\$302,548	\$304,804

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	229,341	303,378	216,269	227,892
Benefits	51,991	82,292	65,429	57,712
Overtime	0	0	0	0
Personnel Subtotal	\$281,332	\$385,670	\$281,698	\$285,604
Contractual Services	5,368	26,400	20,450	17,200
Commodities	128	650	400	2,000
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$5,496	\$27,050	\$20,850	\$19,200
Division Total	\$286,828	\$412,720	\$302,548	\$304,804

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	286,828	412,720	302,548	304,804
Subtotal	\$286,828	\$412,720	\$302,548	\$304,804
Division Total	\$286,828	\$412,720	\$302,548	\$304,804

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Neighborhood Planning	3.5	4.0	4.0	4.0
Environmental Protection*	1.0	1.0	1.0	N/A
Regular Subtotal	4.5	5.0	5.0	4.0
<i>Temporary</i>				
Neighborhood Planning	0.0	0.0	0.0	0.0
Environmental Protection*	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	4.5	5.0	5.0	4.0

* Environmental Protection Cost Center was transferred to the Public Works Department as a new division for FY07.

Department of Community Planning and Development Services

Division: Long Range Planning

Division Purpose:

Develop and oversee the long-range planning program for the City through preparation of the State mandated Master Plan for the City, assisting preparation of strategic planning documents, maintaining an up-to-date statistical and demographic database, preparing neighborhood and other specialized plans, and coordinating the implementation of Master Plan and other specialized plan recommendations. Staff also provides support for various boards, commissions, and neighborhood groups and serves as staff representatives on various regional bodies.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

The Environmental Protection Cost Center has been moved from the Long Range Planning Division and placed in the Department of Public Works as a new division for FY07.

Cost Center: Neighborhood Planning

Objectives:

- Review and revise the Rockville Pike Corridor Plan, including the vision for development around the Twinbrook Metro station ☞
- Complete neighborhood plan for planning areas 7 and 8 (Twinbrook Forest/Northeast Rockville and Twinbrook) 🏠
- Prepare growth projections in support of departments' needs
- Prepare and maintain detailed census information for demographic trend analysis and forecasting of future service needs of an increasingly diverse community ☞
- Implement recommendations of the Stonestreet Implementation Plan ★

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of citizen advisory group members rating the neighborhood planning process as "excellent" or "good"	90%	90%	90%	90%
Number of neighborhood plans completed	1	2	1	2
Number of requests for general planning information received	400	500	450	450

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Long Range Planning	1.0	1.0
Planner III	1.0	1.0
Planner II	1.0	1.0
Planning Technician	1.0	1.0
Cost Center Total	4.0	4.0

Stonestreet Task Force



Department of Community Planning and Development Services

Division: Inspection Services Division

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Application, Processing and Permit Issuance	1,442,328	749,334	749,334	668,979
Inspection and Code Enforcement	0	843,863	843,863	929,056
Division Total	\$1,442,328	\$1,593,197	\$1,593,197	\$1,598,035

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	1,178,538	1,268,573	1,268,573	1,245,332
Benefits	245,628	290,925	290,925	286,172
Overtime	428	1,149	1,149	1,149
Personnel Subtotal	\$1,424,594	\$1,560,647	\$1,560,647	\$1,532,653
Contractual Services	13,050	25,900	25,900	42,032
Commodities	4,684	6,650	6,650	23,350
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$17,734	\$32,550	\$32,550	\$65,382
Division Total	\$1,442,328	\$1,593,197	\$1,593,197	\$1,598,035

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Building Permits	1,152,514	1,100,000	1,100,000	1,100,000
Non-Business Licenses	83,566	80,000	80,000	80,000
Fire Safety	121,962	120,000	120,000	120,000
Fire Review	51,231	36,000	36,000	36,000
Municipal Infractions	12,825	15,000	15,000	15,000
Subtotal	\$1,422,098	\$1,351,000	\$1,351,000	\$1,351,000
<i>Fund Contribution</i>				
General Fund (110)	20,230	242,197	242,197	247,035
Subtotal	\$20,230	\$242,197	\$242,197	\$247,035
Division Total	\$1,442,328	\$1,593,197	\$1,593,197	\$1,598,035

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Application, Processing and Permit Issuance	9.0	9.0	9.0	8.0
Inspection and Code Enforcement	11.0	11.0	11.0	12.0
Regular Subtotal	20.0	20.0	20.0	20.0
<i>Temporary</i>				
Application, Processing and Permit Issuance	0.1	0.3	0.3	0.3
Inspection and Code Enforcement	0.0	0.0	0.0	0.0
Temporary Subtotal	0.1	0.3	0.3	0.3
Division Total	20.1	20.3	20.3	20.3

Department of Community Planning and Development Services

Division: Inspection Services Division

Division Purpose:

The Inspection Services Division provides qualified personnel to enforce various codes and ordinances through plan review, the issuance of permits and licenses, and the inspection of new construction and existing residential and commercial structures and premises. The division also strives to identify ways to increase effectiveness of service delivery to citizens. The division also educates various originations, groups and others in correct application of the code. The division also enforces the zoning code for compliance with zoning requirements.

Significant Changes:

Adopted FY06 to Estimated Actual FY07

None.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Application, Processing & Permit Issuance

Objectives:

- Provide accurate and timely customer service for permit application intake, processing and issuance
- Reduce processing time for commercial and residential plan review

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Permits Issued	4,995	5,100	5,100	5100
Average number of days to review plans and issue permits:				
• Residential new construction	10	9	9	9
• Residential renovations/remodeling	11	10	9	9

	Actual FY05	Target FY06	Actual FY06	Target FY07
• Commercial new construction	34	25	25	25
• Commercial remodeling/renovation	15	10	9	10
Percent of Citizen Survey respondents who rate the overall experience with the building permit process as "excellent" or "good"	51%	N/A*	N/A*	60%
Percent of Citizen Survey respondents who rate the customer service they receive in person as "excellent" or "good"	74%	N/A*	N/A*	80%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Inspection Services	1.0	1.0
Supervisor of Inspection Services	1.0	1.0
Plans Examiner	3.0	3.0
Permit Technician	3.0	3.0
Software Support Specialist*	1.0	0.0
Cost Center Total	9.0	8.0

* Software Support Specialist transferred from ISD to Management and Support.

Department of Community Planning and Development Services

Cost Center: Inspection and Code Enforcement

Objectives:

- Provide effective proactive zoning and sign enforcement
- Provide timely inspections of all new construction, fire protection systems, and occupancies, and proactive re-inspections of open permits

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Average days to bring zoning violations into compliance	13	10	9	9
Inspections per FTE:				
• Construction	4,000	5,200	5,200	5,200
• Fire code/systems	2,994	2,500	2,500	2,500

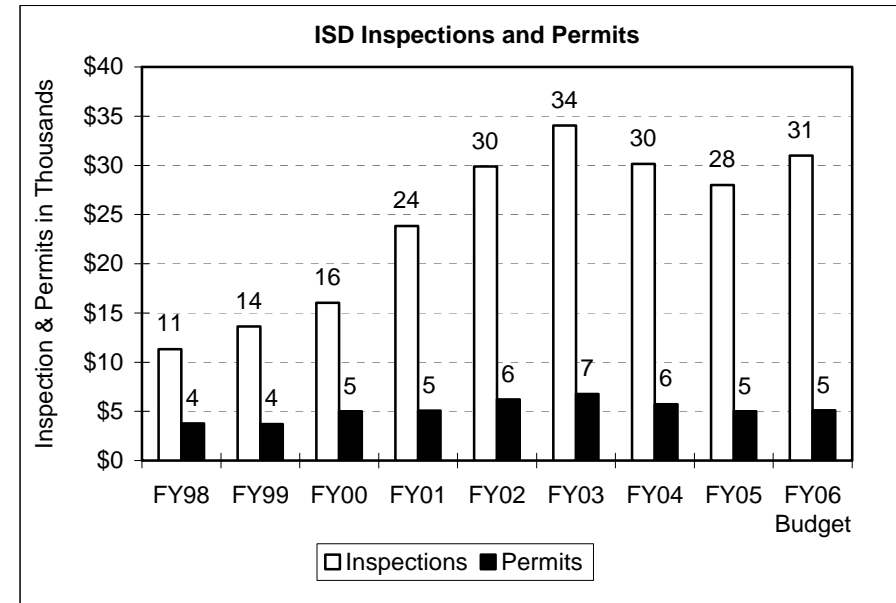
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Fire Marshall	1.0	1.0
Fire Protection Engineer	1.0	1.0
Construction Codes Specialist	1.0	1.0
Fire Code Inspector	2.0	2.0
Construction Code Inspector II	4.0	1.0
Construction Code Inspector I	1.0	4.0
Zoning Inspectors*	1.0	2.0
Cost Center Total	11.0	12.0

* Additional 1.0 FTE Zoning Inspector under the Development Review Committee (DRC).

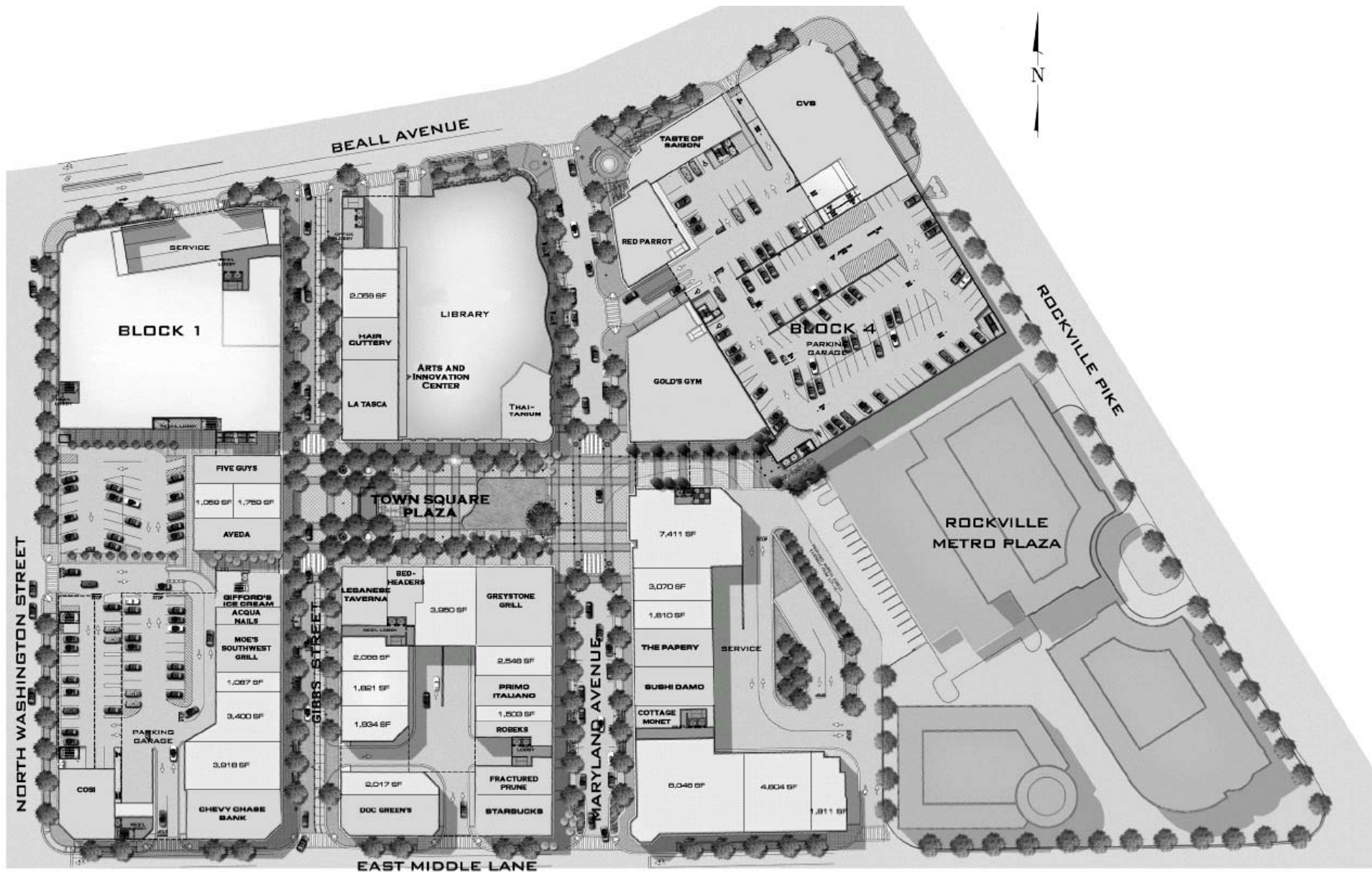
Supplemental Information:

New Inspectors hired resulting in change to FTE positions from Inspector II to Inspector I. The new inspectors can advance to the Inspector II classification once certified. The Senior Construction Codes Inspector title has been changed to Construction Codes Specialist. No change to pay grade.



Department of Community Planning and Development Services

Town Center Site Plan



Department of Community Planning and Development Services

Division: Community Development Block Grant

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Community Development Block Grant	357,432	760,000	760,000	760,000
Division Total	\$357,432	\$760,000	\$760,000	\$760,000

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	48,530	140,000	140,000	146,000
Benefits	7,426	0	0	0
Overtime	0	0	0	0
Personnel Subtotal	\$55,956	\$140,000	\$140,000	\$146,000
Contractual Services	301,476	620,000	620,000	614,000
Commodities	0	0	0	0
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$301,476	\$620,000	\$620,000	\$614,000
Division Total	\$357,432	\$760,000	\$760,000	\$760,000

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
Community Development Block Grant Fund (360)	357,432	760,000	760,000	760,000
Subtotal	\$357,432	\$760,000	\$760,000	\$760,000
Division Total	\$357,432	\$760,000	\$760,000	\$760,000

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Community Development Block Grant	0.9	0.9	0.9	0.9
Regular Subtotal	0.9	0.9	0.9	0.9
<i>Temporary</i>				
Community Development Block Grant	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	0.9	0.9	0.9	0.9

Department of Community Planning and Development Services

Division: Community Development Block Grant

Division Purpose:

The Community Development Block Grant (CDBG) Division ensures fair access to federal grant and loan funding; distributes funding allocated to the City to eligible organizations, projects, and individuals; and operates the Single Family Home Rehabilitation Program.

Significant Changes:

Adopted FY06 to Estimated Actual FY06


None.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Community Development Block Grant

Objectives:

- Assist Rockville Housing Enterprises in the preservation of scattered site public housing units 
- Provide funds to Community Ministries for small repairs at the homes of people who are elderly and people who have disabilities
- Provide rehabilitation assistance to homeowners
- Ensure those programs for which funding is sought meet federal CDBG eligibility criteria and the needs of the community
- Prepare and submit to Montgomery County the City's FY07 CDBG application

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of CDBG funds expended within eighteen months	75%	75%	75%	75%
Number of houses brought up to standard with CDBG	36	52	49	50
Number of CDBG projects managed	9	5	6	5
Number of CDBG projects completed	7	5	6	5

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Rehabilitation Specialist	0.9	0.9
Cost Center Total	0.9	0.9

Approved CDBG Projects

PROJECT	FY05	FY06	FY07
Community Ministries Latino Outreach/Naturalization	\$20,000	\$20,000	\$15,000
Community Ministries Safe & Habitable Homes	\$12,500	\$12,500	\$12,500
Mobile Med Healthcare	\$17,000	\$12,000	\$12,500
Rockville Housing Enterprises Resident Counselor	\$20,000	\$20,000	\$24,500
Rockville Housing Enterprises Public Housing Renovation	\$90,500	\$84,500	\$60,000
City of Rockville Single Family Rehabilitation	\$150,000	\$150,000	\$174,500
CDBG Administration	\$70,000	\$76,000	\$76,000
Top Banana Elderly Grocery Delivery	0	\$5,000	\$5,000
TOTAL	\$380,000	\$380,000	\$380,000

Department of Community Planning and Development Services

Division: CPDS Studies and Plans

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
CPDS Studies and Plans	12,929	700,000	287,525	733,032
Division Total	\$12,929	\$700,000	\$287,525	\$733,032

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	11,520	0	124,954	149,945
Benefits	1,409	0	27,571	33,087
Overtime	0	0	0	0
Personnel Subtotal	\$12,929	\$0	\$152,525	\$183,032
Contractual Services	0	700,000	135,000	550,000
Commodities	0	0	0	0
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$0	\$700,000	\$135,000	\$550,000
Division Total	\$12,929	\$700,000	\$287,525	\$733,032

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	12,929	700,000	287,525	733,032
Subtotal	\$12,929	\$700,000	\$287,525	\$733,032
Division Total	\$12,929	\$700,000	\$287,525	\$733,032

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
CPDS Studies and Plans	0.0	0.0	0.0	0.0
Regular Subtotal	0.0	0.0	0.0	0.0
<i>Temporary*</i>				
CPDS Studies and Plans	0.2	0.0	1.7	2.0
Temporary Subtotal	0.2	0.0	1.7	2.0
Division Total	0.2	0.0	1.7	2.0

* Contractual Planners.

Department of Community Planning and Development Services

Division: CPDS Studies and Plans

Division Purpose:

The Community Planning and Development Services (CPDS) Studies and Plans Division manages projects that support the Mayor and Council's planning, development, and neighborhood infrastructure initiatives. Most of the projects will involve significant analysis and should result in major revisions to planning studies and procedures. These projects are collaborative efforts by various divisions within CPDS and with other departments. This division includes funding for the planning and transportation aspects and other analyses for the projects. Funding for these projects will begin in FY05 and take several fiscal years to complete.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Over the next few years, the Department will expend \$733,032 of the \$1.1 million budgeted in FY05 on a variety of long-term projects including the revision of the Zoning Ordinance and the completion of the Rockville Pike Corridor Plan.

Estimated Actual FY06 to Adopted FY07

None.

Projects:

- *Zoning Ordinance* ★
Continue review and revision of the City's zoning ordinances.
- *Town Center Block North of Beall Avenue* ★ ☺
Identify a course of action for implementation of that vision to the area north of Beall Avenue.
- *Rockville Pike Corridor Plan* ★ ☺
Continue review and revision of the Rockville Pike Corridor Plan.
- *Twinbrook Metro Area Study* ★
Study and plan the Twinbrook Metro area in preparation for possible re-development.
- *Twinbrook Neighborhood Plan* 🏠
Continue review and revision of the Twinbrook Neighborhood Plan.
- *Moderately Priced Dwelling Unit Expansion* 🏠
Initial study to explore the expansion of the City's Moderately Priced Dwelling Unit program (MPDU) and consider a senior set-aside provision.

Department of Community Planning and Development Services

Division: Town Center Services

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Town Center Management	N/A	95,000	59,251	66,088
Town Center Parking Garage	N/A	135,000	98,895	136,919
Town Center Management District	N/A	N/A	N/A	52,736
Division Total	N/A	\$230,000	\$158,146	\$255,743

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	N/A	0	66,400	98,346
Benefits	N/A	0	11,390	24,830
Overtime	N/A	0	0	0
Personnel Subtotal	N/A	\$0	\$77,790	\$123,176
Contractual Services	N/A	230,000	80,356	131,567
Commodities	N/A	0	0	1,000
Capital Outlays	N/A	0	0	0
Other	N/A	0	0	0
Operating Subtotal	N/A	\$230,000	\$80,356	\$132,567
Division Total	N/A	\$230,000	\$158,146	\$255,743

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Montgomery County Contribution (Parking)	N/A	N/A	N/A	290,000
Real Property Tax (Parking)	N/A	N/A	N/A	90,000
Parking Meters (Parking)	N/A	N/A	N/A	131,500
Subtotal	N/A	N/A	N/A	\$511,500
<i>Fund Contribution</i>				
General Fund (110)	N/A	95,000	59,251	66,088
Parking Fund (320)	N/A	135,000	98,895	(\$374,581)
Town Center Management Fund (370)	N/A	N/A	N/A	52,736
Subtotal	N/A	\$230,000	\$158,146	(\$255,757)
Division Total	N/A	\$230,000	\$158,146	\$255,743

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Town Center Management	0.0	0.5	0.5	0.5
Town Center Parking Garage	0.0	0.5	0.5	0.25
Town Center Management District	N/A	N/A	N/A	0.25
Regular Subtotal	0.0	1.0	1.0	1.0
<i>Temporary</i>				
Town Center Management	0.0	0.0	0.0	0.0
Town Center Parking Garage	0.0	0.0	0.0	0.0
Town Center Management District	N/A	N/A	N/A	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	0.0	1.0	1.0	1.0

Department of Community Planning and Development Services

Division: Town Center Services

Division Purpose:

The Town Center Services Division implemented the goals of the Town Center Master Plan. The Division oversees the planning, engineering, and construction of the City of Rockville Town Center Redevelopment Project. The division manages the construction and operation of a new public plaza, new streets, the Rockville Arts and Innovation Center, and three public parking garages. It is also the key point of contact in partnerships with Montgomery County in its construction of a new Rockville Library branch and with private developers constructing and opening 644 residential units and 185,000 square feet of retail space, and also other potential redevelopment projects.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

Creation of Town Center Management District Cost Center.

Cost Center: Town Center Management

Objectives:

- Monitor and ensure construction is completed in FY07
- Establish an operational Town Center Management District 
- Ensure that the Rockville Arts and Innovation Center is completed and operational 
- Partner with County and State regarding their components of the project
- Prepare for successful opening, through public relations and planning
- Participate in planning for future phases of Town Center 

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Ensure construction completion of all public improvements	N/A	N/A	70%	100%

	Actual FY05	Target FY06	Actual FY06	Target FY07
Ensure construction completion of Rockville Arts and Innovation Ctr.	N/A	N/A	35%	100%
Ensure construction completion of Public Garages	N/A	N/A	80%	100%
Meet deadlines on construction completion commitments to Montgomery County	N/A	N/A	N/A	100%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Town Center Redevelopment	0.5	0.5
Cost Center Total	0.5	0.5

Town Center Construction, Maryland Avenue



Department of Community Planning and Development Services

Cost Center: Town Center Parking Garage

Objectives:

- Establish an operational Parking District \$
- Ensure successful installation and functioning of parking revenue-control equipment and a parking guidance system ☺
- Open all three parking garages
- Manage the district successfully, which includes monitoring and ensuring customer satisfaction, safety, high-quality financial management, and contract management

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Installation of equipment	N/A	N/A	N/A	100%
Open Garages	N/A	N/A	N/A	3
Hire parking operator in advance of opening of first garage (by no later than 8/1/06) under current schedule estimates	N/A	N/A	N/A	1

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Town Center Redevelopment	0.5	0.25
Cost Center Total	0.5	0.25

Cost Center: Town Center Management District

Objectives:

- Establish a program to maintain and manage the Town Square sidewalk areas through the Condominium agreements ★
- Ensure that maintenance and management occurs throughout Town Square, including in the Plaza and the Library sidewalks ★
- Participate in the Condominium boards for each block in which the City has an ownership interest

- Recommend to Mayor and Council the establishment of a Town Center Management District, Special Taxing District, and Maintenance Contract, which will all take effect at the beginning of FY 2008 \$ ☺
- Establish and maintain partnerships with Town Center businesses, including exploration of the potential for businesses outside of Town Square becoming part of the district and its services ☺

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Establish and initiate TCMD by opening of first public improvements and library (current target date of 08/15/06)	N/A	N/A	N/A	1
Monitor performance of management firm judged by DPW, Rec. and Parks, and residents/businesses in Town Center	N/A	N/A	N/A	90%

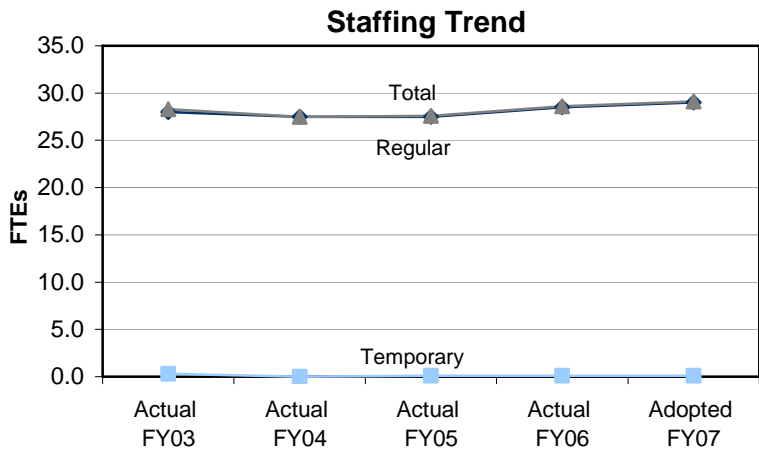
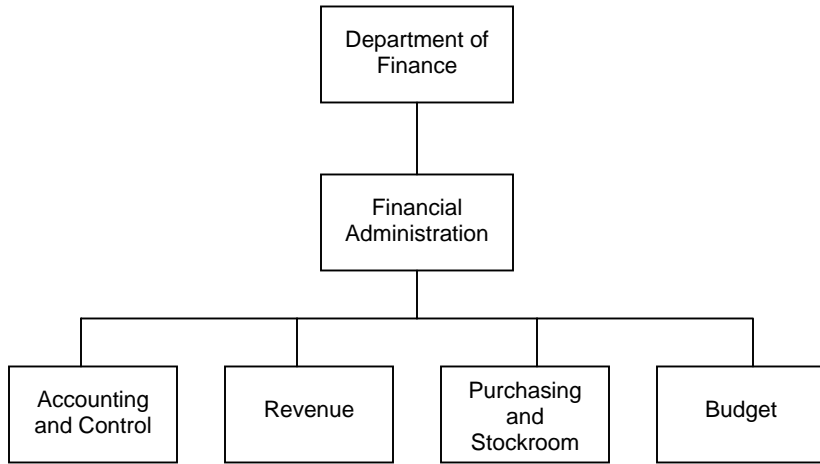
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Town Center Redevelopment	N/A	0.25
Cost Center Total	N/A	0.25

Rockville Town Center



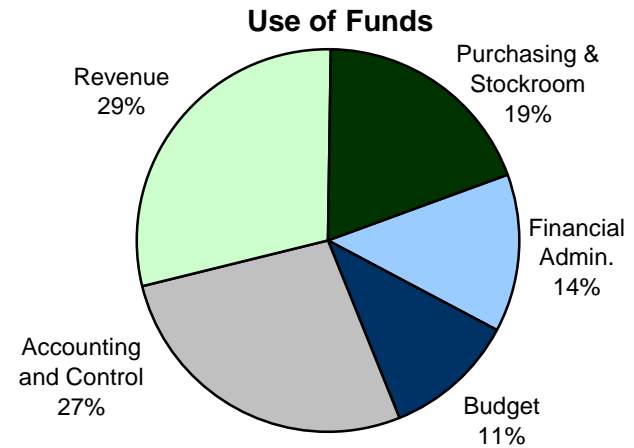
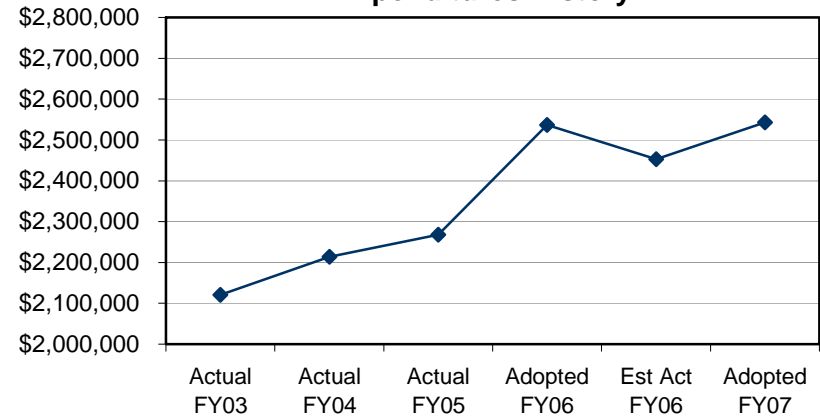
Department of Finance



Department Mission Statement

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

Expenditures History



Department of Finance

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Financial Administration	436,851	301,812	305,408	341,426
Accounting and Control	664,827	711,940	625,378	690,365
Revenue	718,679	844,216	843,216	739,969
Purchasing and Stockroom	426,240	442,364	442,364	488,146
Budget	N/A	236,212	236,732	283,044
Department Total	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	1,593,516	1,716,517	1,629,955	1,802,021
Benefits	354,547	404,668	404,668	429,766
Overtime	4,940	3,393	3,393	3,393
Personnel Subtotal	\$1,953,003	\$2,124,578	\$2,038,016	\$2,235,180
Contractual Services	141,998	168,786	170,771	184,110
Commodities	22,160	24,554	25,685	23,660
Capital Outlays	129,436	218,626	218,626	100,000
Other	0	0	0	0
Operating Subtotal	\$293,594	\$411,966	\$415,082	\$307,770
Department Total	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Department Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	1,555,661	1,722,106	1,639,660	1,832,429
Water Fund (210)	690,936	814,438	813,438	710,521
Subtotal	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950
Department Total	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Financial Administration	2.0	2.0	2.0	2.0
Accounting and Control	9.0	9.0	9.0	9.0
Revenue	9.0	9.0	9.0	9.0
Purchasing and Stockroom	5.5	5.5	5.5	6.0
Budget	2.0	3.0	3.0	3.0
Regular Subtotal	27.5	28.5	28.5	29.0
<i>Temporary</i>				
Financial Administration	0.1	0.1	0.1	0.0
Accounting and Control	0.0	0.0	0.0	0.0
Revenue	0.0	0.0	0.0	0.0
Purchasing and Stockroom	0.0	0.0	0.0	0.0
Budget	0.0	0.0	0.0	0.1
Temporary Subtotal	0.1	0.1	0.1	0.1
Department Total	27.6	28.6	28.6	29.1

Department of Finance

Department Summary

Department Overview:

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

Objectives:

The strategic objectives of the Finance Department are:

- Promote a high level of public trust in financial transactions \$
- Maintain City's financial health and stability \$
- Ensure financial accountability across the organization \$
- Professional management of resources \$ ()
- Equitable and ethical service to all customers ()

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Department has completed the implementation to the upgraded Web-based financial system that includes the general ledger, accounts payable, accounting, inventory, and purchasing functions.

The Department is also in the process of implementing an upgraded Web-based time and attendance program for employees as well as developing an automated timesheet process for the administrative and part-time employees.

Estimated Actual FY06 to Adopted FY07

The implementation of GASB 34, a set of significant changes to the rules governing financial reporting, will continue. In addition, \$10,000 is included in the Department's budget to implement GASB 45. GASB 45, otherwise known as OPEB (Other Post-employment Benefits) may change the way funding is provided for benefits.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	10	10	15	10
Percent of employee performance evaluations completed before their anniversary date	90%	100%	90%	100%
Turnover rate	7.3%	3.0%	7.0%	5.0%
Lost Time	N/A	N/A	5.1%	3.0%

Department of Finance

Division: Financial Administration

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Financial Administration	436,851	301,812	305,408	341,426
Division Total	\$436,851	\$301,812	\$305,408	\$341,426

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	317,612	208,958	208,958	215,096
Benefits	49,759	28,350	28,350	39,145
Overtime	0	0	0	0
Personnel Subtotal	\$367,371	\$237,308	\$237,308	\$254,241
Contractual Services	61,023	58,465	58,900	77,300
Commodities	8,457	6,039	9,200	9,885
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$69,480	\$64,504	\$68,100	\$87,185
Division Total	\$436,851	\$301,812	\$305,408	\$341,426

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	436,851	301,812	305,408	341,426
Subtotal	\$436,851	\$301,812	\$305,408	\$341,426
Division Total	\$436,851	\$301,812	\$305,408	\$341,426

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Financial Administration	2.0	2.0	2.0	2.0
Regular Subtotal	2.0	2.0	2.0	2.0
<i>Temporary</i>				
Financial Administration	0.1	0.1	0.1	0.0
Temporary Subtotal	0.1	0.1	0.1	0.0
Division Total	2.1	2.1	2.1	2.0

Department of Finance

Division: Financial Administration

Division Purpose:

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

Significant Changes:

Adopted FY06 to Estimated Actual FY06
None.

Estimated Actual FY06 to Adopted FY07
None.

Cost Center: Financial Administration

Objectives:

- Provides guidance and financial oversight to Finance divisions \$
- Plans, organizes, leads, monitors and directs overall Finance function \$
- Promotes long-term financial health through recommending financial policies, practices, and procedures \$
- Maintain City's AA+ bond rating through sound debt administration \$
- Continue efforts to reduce costs across City departments, building on efforts from the Strengthening the Bottom Line process \$
- Monitor cash flow needs carefully to maximize interest income \$
- Assist with the financial planning and oversight of the Town Center redevelopment \$
- Closely monitor the impact of economic conditions on major revenue sources \$

- Promote High Performance Organization (HPO) principles and initiatives throughout the Department \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Investment interest rate earned as a percent of the three-month T-bill rate	90%	105%	97%	105%
Investment reports to Mayor and Council	N/A	N/A	6*	12
Bond sales executed	-	-	1	1
Bond rating	AA+	AA+	AA+	AA+

* First report distributed in January 2006.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Director	1.0	1.0
Administrative Assistant	1.0	1.0
Cost Center Total	2.0	2.0

Department of Finance

Division: Accounting and Control

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Accounting and Control	664,827	711,940	\$625,378	\$690,365
Division Total	\$664,827	\$711,940	\$625,378	\$690,365

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	537,285	556,562	470,000	546,910
Benefits	111,682	124,178	124,178	123,555
Overtime	0	0	0	0
Personnel Subtotal	\$648,967	\$680,740	\$594,178	\$670,465
Contractual Services	11,092	26,400	26,400	15,100
Commodities	4,768	4,800	4,800	4,800
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$15,860	\$31,200	\$31,200	\$19,900
Division Total	\$664,827	\$711,940	\$625,378	\$690,365

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	664,827	711,940	625,378	690,365
Subtotal	\$664,827	\$711,940	\$625,378	\$690,365
Division Total	\$664,827	\$711,940	\$625,378	\$690,365

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Accounting and Control	9.0	9.0	9.0	9.0
Regular Subtotal	9.0	9.0	9.0	9.0
<i>Temporary</i>				
Accounting and Control	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	9.0	9.0	9.0	9.0

Department of Finance

Division: Accounting and Control

Division Purpose:

The Accounting and Control Division provides timely and accurate accounting and internal control services for the City. Provides professional and consistent financial services to all city departments through accounts payable, payroll processing and accounting services. Oversees and reports on a timely and accurate basis all financial results of city operations through the City's annual financial report. Effectively manages the City's flexible spending programs. Maintains the City's pension and deferred compensation programs, prepares and oversees accurate input of City's actuarial reports as well as perform timely pension benefit calculations.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Accounting and Control Division has completed the implementation to the upgraded Web-based financial system that includes the general ledger, accounts payable, accounting, inventory, and purchasing functions.

This division is also in the process of implementing an upgraded Web-based time and attendance program for employees as well as developing an automated timesheet process for the administrative and part-time employees.

This division will also implement a Positive Pay system for the City's general disbursement banking accounts.

The Controller position has been vacant and the division will be reorganizing and replacing the position with a senior accountant.

Estimated Actual FY06 to Adopted FY07

The Accounting and Control division is in the process of implementing an upgraded Web-based payroll/human resources system that includes payroll and position control. This system will allow the City to:

- Respond to requests for information more efficiently
- Support automated business practices
- Streamline workflow (approvals on-line)
- Reduce paper

The Accounting and Control Division will maintain and upgrade existing modules in the new financial system as well as maintaining the Web-based time and attendance program for hourly employees.

An additional \$10,000 is included to implement GASB 45. GASB 45, otherwise known as OPEB (Other Post-employment Benefits) may change the way benefits funding is provided for other than pension benefits. The funding is for an actuarial report on the costs of the benefit programs.

Cost Center: Accounting and Control

Objectives:

- Conduct approximately 60 internal financial and operational reviews on a routine basis \$
- Compliance with Generally Accepted Accounting Principles \$
- Continue to implement GASB 34, a major change to the rules governing governmental financial reporting, including retroactively reporting capitalized infrastructure in FY06 and FY07 \$
- Continue to provide staff training on new financial and payroll/HR web-based systems 0\$
- Implement Positive Pay for the City's general disbursement accounts to prevent fraud \$

Department of Finance

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of years receiving GFOA Achievement of Excellence in Financial Reporting Certificate for Annual Financial Report	16	17	17	18
Receive an unqualified audit opinion	Yes	Yes	Yes	Yes
Hold financial system training classes for all system users *	0	25	40	4
Percent of FTE's on payroll direct deposit	80%	85%	85%	90%
Number of payroll checks / EFT's issued	20,800	21,000	20,740	21,000
Number of payroll checks voided due to payroll error	7	5	4	0
Percent of employees satisfied with payroll service	N/A	N/A	89%	90%
Percent of employees rating the quality and timeliness of payment processing as good or excellent	N/A	N/A	73%	90%
Number of voided vendor disbursement checks due to A/P error	8	5	6	0
Total number of Purchasing Card transactions processed **	8,791	9,000	8,876	9,500
Number of internal control reviews completed and P-Card audits **	34	50	35	60
Number of professional development classes/ training for staff	2	7	10	12

* Training sessions vary due to implementation of financial system in FY06.

** See purchasing budget for more P-Card performance measures.

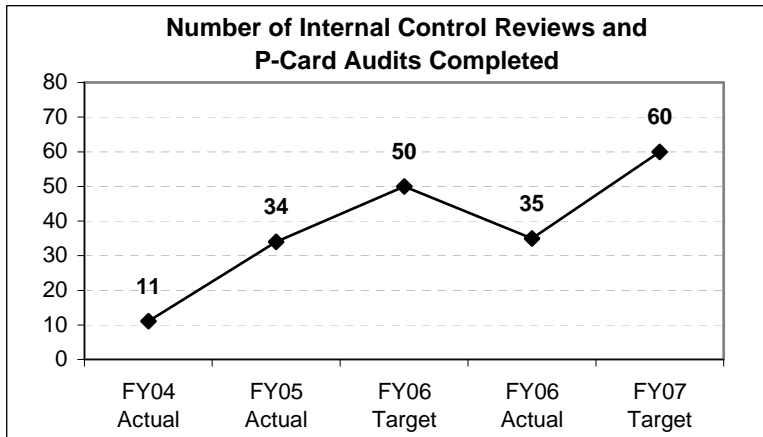
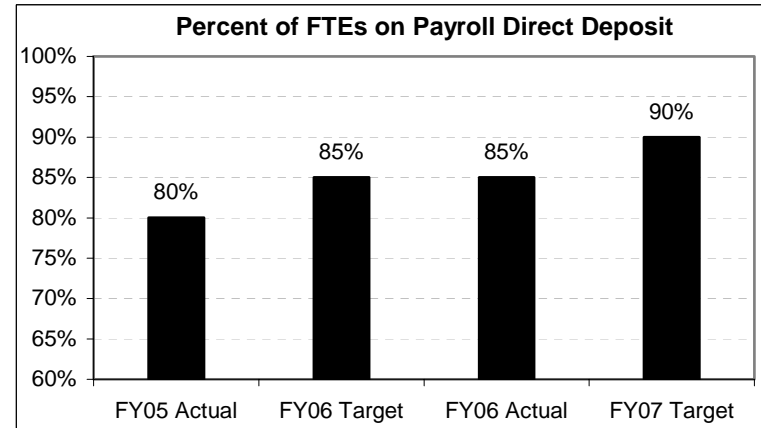
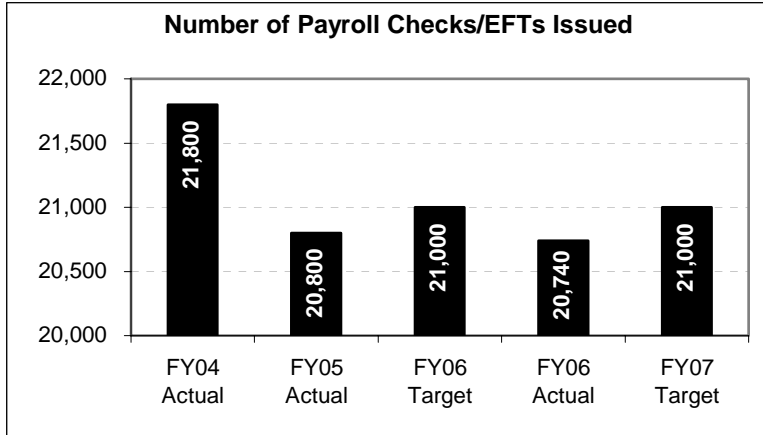
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Controller	1.0	0.0
Financial Systems Manager	1.0	1.0
Financial Accounting Manager*	1.0	1.0
Senior Accountant	0.0	1.0
Accountant	1.0	1.0
Accounts Payable Assistant I	1.0	1.0
Accounts Payable Assistant II	1.0	1.0
Payroll Assistant I	2.0	2.0
Payroll Assistant II	1.0	1.0
Cost Center Total	9.0	9.0

* Upgraded from Accounting Operations Supervisor.

Department of Finance

Supplemental Information:



Department of Finance

Division: Revenue

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Revenue	718,679	844,216	843,216	739,969
Division Total	\$718,679	\$844,216	\$843,216	\$739,969
Division Expenditures by Type				
Salary and Wages	395,887	413,477	413,477	430,122
Benefits	113,522	128,749	128,749	121,354
Overtime	4,940	3,393	3,393	3,393
Personnel Subtotal	\$514,349	\$545,619	\$545,619	\$554,869
Contractual Services	66,508	74,261	73,261	79,500
Commodities	8,386	5,710	5,710	5,600
Capital Outlays	129,436	218,626	218,626	100,000
Other	0	0	0	0
Operating Subtotal	\$204,330	\$298,597	\$297,597	\$185,100
Division Total	\$718,679	\$844,216	\$843,216	\$739,969

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	27,743	29,778	29,778	29,448
Water Fund (210)	690,936	814,438	813,438	710,521
Subtotal	\$718,679	\$844,216	\$843,216	\$739,969
Division Total	\$718,679	\$844,216	\$843,216	\$739,969
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Revenue	9.0	9.0	9.0	9.0
Regular Subtotal	9.0	9.0	9.0	9.0
<i>Temporary</i>				
Revenue	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	9.0	9.0	9.0	9.0

Department of Finance

Division: Revenue

Division Purpose:

Ensure the timely, accurate and equitable collection of all revenues due to the City by collecting and recording the receipt of revenues for all City departments; managing the billing and collection of City water, sewer and refuse fees; recording and reconciling the receipt of City front-foot benefit charges; and managing the billing and collection of special assessment charges.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Implemented new utility billing system.

Estimated Actual FY06 to Adopted FY07

Implement citywide meter replacement program.

Cost Center: Revenue

Objectives:

- Ensure that all utility properties are billed appropriately and registered with the City by performing periodic audits using CPDS information, GIS maps, Refuse Operations Division information and the Maryland Dept. of Assessment and Taxation records \$
- Ensure revenues are properly collected and reported and monitor revenue collection by preparing and analyzing quarterly reports \$
- Ensure billing practices are consistent with encouraging water conservation by notifying customers of high water usage and allowing credits for timely plumbing repairs # \$
- Ensure funds collection accuracy by performing periodic "spot" audits of the cashier and address any overage/shortage issues \$
- Ensure utility rates are equitably distributed among users and are sufficient to assure the stability and financial health of the utility funds \$
- Redesign utility bills to provide more clear account information # \$
- Continue to upgrade the meter reading and billing processes to provide a more cost and time-efficient system C \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of service work orders completed	N/A	1,300*	1,943	1,000

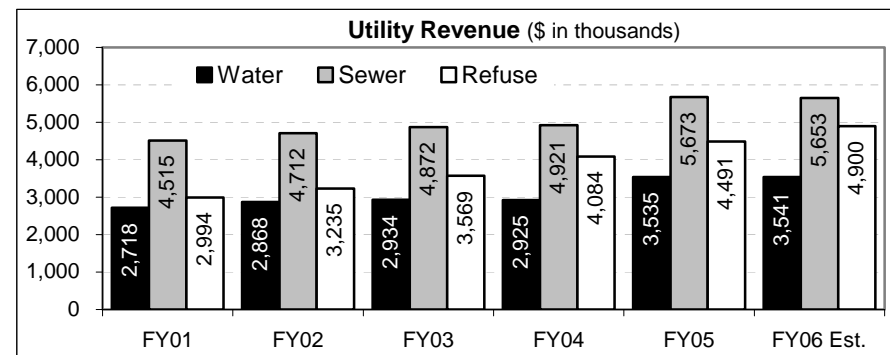
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of utility audits	N/A	4	3	4
Number of cashier audits	N/A	6	6	12
Number of water meters read	12,272	12,420	12,427	12,450
Number of water meters read monthly	154	163	165	544
Number of water meters read quarterly	12,118	12,257	12,267	11,906
Amount of cashier overage/shortage yearly	\$3	\$25	\$19	\$25
Number of bills issued:				
• Water/sewer, refuse	75,548	75,000	78,943	75,000
• Special Assessments	72	65	65	61

* FY06 was the first year service work orders were tracked.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Revenue Supervisor	1.0	1.0
Revenue Assistant I	2.0	2.0
Revenue Assistant II	1.0	1.0
Meter Services Supervisor	1.0	1.0
Meter Services Technician	3.0	3.0
Cashier	1.0	1.0
Cost Center Total	9.0	9.0

Supplemental Information:



Department of Finance

Division: Purchasing and Stockroom

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures By Cost Center				
Purchasing and Contracts	424,940	303,311	303,311	346,135
Stockroom	1,300	139,053	139,053	142,011
Division Total	\$426,240	\$442,364	\$442,364	\$488,146

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	342,733	348,069	348,069	383,438
Benefits	79,584	84,460	84,460	94,773
Overtime	0	0	0	0
Personnel Subtotal	\$422,317	\$432,529	\$432,529	\$478,211
Contractual Services	3,375	7,660	7,660	6,810
Commodities	548	2,175	2,175	3,125
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$3,923	\$9,835	\$9,835	\$9,935
Division Total	\$426,240	\$442,364	\$442,364	\$488,146

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	426,240	442,364	442,364	488,146
Subtotal	\$426,240	\$442,364	\$442,364	\$488,146
Division Total	\$426,240	\$442,364	\$442,364	\$488,146

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Purchasing and Contracts	3.5	3.5	3.5	4.0
Stockroom	2.0	2.0	2.0	2.0
Regular Subtotal	5.5	5.5	5.5	6.0
<i>Temporary</i>				
Purchasing and Contracts	0.0	0.0	0.0	0.0
Stockroom	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	5.5	5.5	5.5	6.0

Department of Finance

Division: Purchasing and Stockroom

Division Purpose:

To provide the City with the means to obtain quality goods and services at the best value, maintain the integrity of the bidding process while conforming to city, state and federal requirements for procurement. The stockroom procures, stores and maintains proper inventory levels of supplies, materials and equipment used in operating, maintenance and repair activities by various City departments.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Purchasing Division has completed an upgrade to the financial management system, including the Procurement Professional software. This implementation allows staff to administer on-line purchase requisitioning. The contract for the sale of surplus City property via an Internet auction service has been signed. This process allows the City to set minimums and attracts bidders nationwide.

A half time staff position (0.5 FTE) will be added to the purchasing area to keep up with the growth the City has experienced.

Estimated Actual FY06 to Adopted FY07

The Purchasing Division will provide on-going quarterly training sessions for staff to administer on-line purchase requisitioning.

Cost Center: Purchasing

Objectives:

- Ensures the integrity of the public bidding process \$
- Develop an on-going quarterly training program for staff covering the on-line purchase requisition process and implementation of additional purchasing features of the system ☺ \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of purchase requisitions processed	N/A	N/A	N/A	90%
Number of awards made without protest	41 / 100%	42 / 100%	30 / 100%	30 / 100%
Number of protests sustained	0	0	0	0
Number of bids over \$15,000	33	42	30*	30

	Actual FY05	Target FY06	Actual FY06	Target FY07
Total dollar value purchasing card purchases (in thousands)	\$2,000	\$2,500	\$2,500	\$2,750
Number of P-cards managed	60	65	64	70

* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Contract Officer	1.0	1.0
Purchasing Supervisor	1.0	1.0
Buyer II	1.0	1.0
Buyer I (2)	0.5	1.0
Cost Center Total	3.5	4.0

Cost Center: Stockroom

Objectives:

- Maintain adequate levels of stock to prevent outages of needed materials \$
- Monitor stockroom assets \$
- Implement internet auction to yield greatest return for surplus property \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of error between actual and system inventory counts	0.04%	0.03%	0.03%	0.02%
Value of inventory stored	\$315,120	\$300,000	\$315,270	\$300,000
Value of inventory written off as obsolete at year end	\$3,422	\$3,000	\$0	\$4,000
Value of items sold via internet auction	N/A	N/A	N/A	500

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Inventory Services Supervisor	1.0	1.0
Inventory Services Clerk	1.0	1.0
Cost Center Total	2.0	2.0

Department of Finance

Division: Budget

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Budget	N/A	236,212	236,732	283,044
Division Total	N/A	\$236,212	\$236,732	\$283,044

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	N/A	189,451	189,451	226,455
Benefits	N/A	38,931	38,931	50,939
Overtime	N/A	0	0	0
Personnel Subtotal	N/A	\$228,382	\$228,382	\$277,394
Contractual Services	N/A	3,000	4,550	5,400
Commodities	N/A	4,830	3,800	250
Capital Outlays	N/A	0	0	0
Other	N/A	0	0	0
Operating Subtotal	N/A	\$7,830	\$8,350	\$5,650
Division Total	N/A	\$236,212	\$236,732	\$283,044

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	N/A	0	0	0
Subtotal	N/A	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	N/A	236,212	236,732	283,044
Subtotal	N/A	\$236,212	\$236,732	\$283,044
Division Total	N/A	\$236,212	\$236,732	\$283,044

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Budget	2.0	3.0	3.0	3.0
Regular Subtotal	2.0	3.0	3.0	3.0
<i>Temporary</i>				
Budget	0.0	0.0	0.0	0.1
Temporary Subtotal	0.0	0.0	0.0	0.1
Division Total	2.0	3.0	3.0	3.1

Department of Finance

Division: Budget

Division Purpose:

(1) To develop, monitor, and implement appropriate budgetary policies and procedures, and (2) to provide accurate, timely, and objective information and recommendations to the Mayor and Council, City Manager, and city departments.

Significant Changes:

Adopted FY06 to Estimated Actual FY06
None.

Estimated Actual FY06 to Adopted FY07
None.

Cost Center: Budget

Objectives:

- Support the Mayor and Council, City Manager, and city departments with recommendations on resource allocation, fiscal policy, and efficient operations \$
- Implement and manage the FY07 Operating Budget and the FY07 – FY11 Capital Improvements Program to ensure the most efficient and effective use of resources \$
- Coordinate the development of the FY08 Operating Budget and the FY08 – FY12 Capital Improvements Program \$
- Review and approve budget, purchasing, and personnel transactions \$
- Assist with the competitive bidding and selection process of investment vehicles for the City's portfolio, and prepare the Monthly Cash and Investment Portfolio Summary that describes the City's investment portfolio, cash and investment distributions \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of employees "satisfied" or "very satisfied" with the budget process	N/A	85%	76%	N/A
Percent of employees "satisfied" or "very satisfied" with the overall helpfulness and cooperativeness of budget staff	N/A	85%	79%	N/A
Budget book ratings of "outstanding" as a percentage of ratings given by GFOA reviewers for the city's budget book	28%	N/A	18%	30%
General Fund actual expenses as a percent of the adopted budget	95%	100%	96%*	100%
General Fund actual revenues as a percent of the adopted budget	105%	100%	107%*	100%
Number of CIP projects monitored and maintained	133	N/A	129	N/A
Number of operating budget account lines monitored and maintained	2010	N/A	2210	N/A

* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Budget Officer	1.0	1.0
Management and Budget Analyst	2.0	2.0
Cost Center Total	3.0	3.0

Department of Finance

New Financial System – Expense Budget Detail Query

Expense Budget

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2006	110	700	0045	0200	0323	\$593,934.00	\$9,400.00	\$6,163.05	\$407,877.95

First Prev Next Last

Budget Actuals

Pre-Encumbered :	\$170,493.00	Uncommitted :	\$407,877.95
Encumbered :	\$9,400.00	Unobligated :	\$407,877.95
Accrued Expenses :	\$3,163.05	Actual Expenses :	\$6,163.05
Cash Expenses :	\$3,000.00		

Top

OK Cancel

New Financial System – Revenue Budget Summary

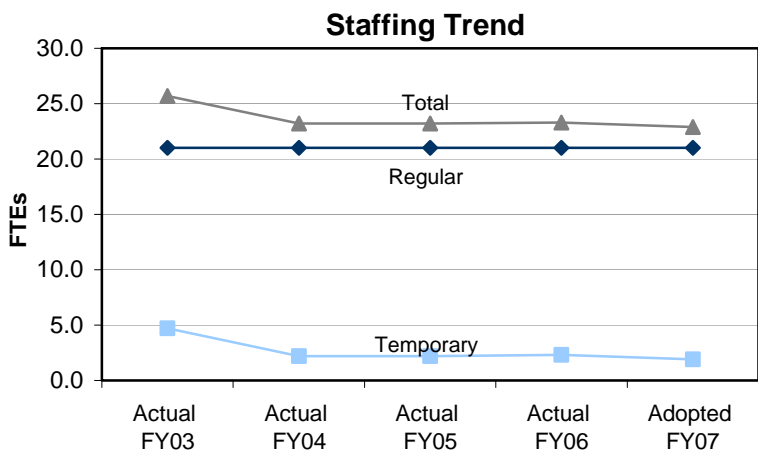
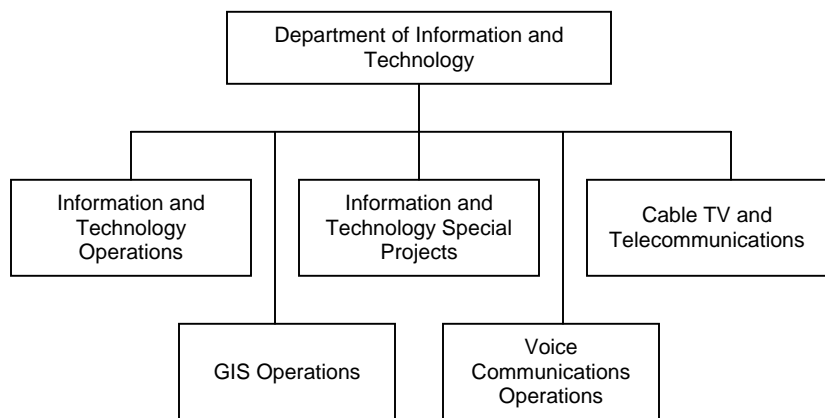
Revenue Budget Summary

BFY : 2006
Fund : 110
Department :
Unit :
Revenue :
Detail : Revenue Source

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2006	110				\$966,039.00	(\$60,036.98)	\$1,026,075.98
✓ 2006	110				\$26,591.00	(\$20,396.66)	\$46,989.66
2006	110				\$105,028.00	\$31.82	\$104,996.18
2006	110				\$322.00	(\$183.22)	\$505.22
2006	110				\$111.00	\$0.00	\$111.00
2006	110				\$8,204.00	\$8,204.74	(\$0.74)

First Prev Next Last

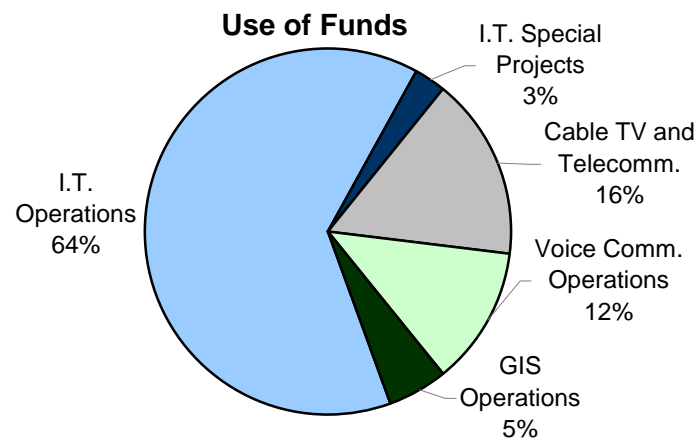
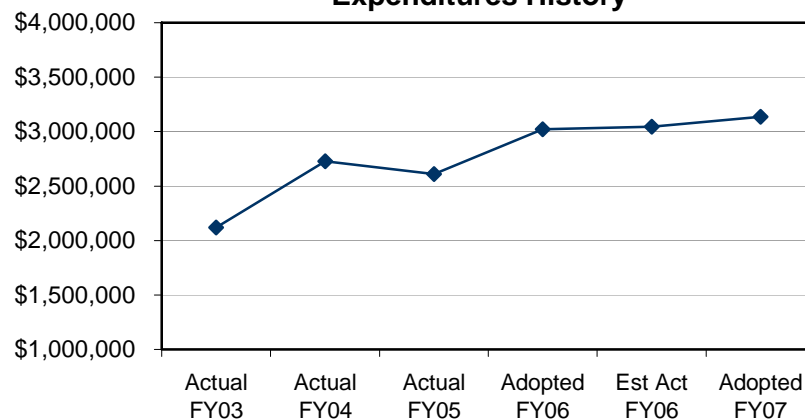
Department of Information and Technology



Department Mission Statement

The Department of Information and Technology is dedicated to delivering timely information and technology services through cable television, computer systems, telecommunications systems, telephone systems, and the Internet. The department strives to implement technology to improve the efficiency and quality of services the City provides its citizens.

Expenditures History



Department of Information and Technology

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
IT Operations	1,647,746	1,895,669	1,892,921	1,991,186
IT Special Projects	14,070	125,500	125,500	90,000
Cable Television and Telecommunications	424,704	493,561	498,755	507,330
Voice Communications	369,519	341,965	364,717	378,617
GIS Operations	155,580	165,939	164,289	168,526
Department Total	\$2,611,619	\$3,022,634	\$3,046,182	\$3,135,659

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	1,410,756	1,495,463	1,495,463	1,576,298
Benefits	313,972	336,920	336,920	366,563
Overtime	2,215	15,606	15,606	4,000
Personnel Subtotal	\$1,726,943	\$1,847,989	\$1,847,989	\$1,946,861
Contractual Services	573,034	693,274	703,358	680,430
Commodities	78,368	151,836	90,800	73,432
Capital Outlays	233,274	329,535	404,035	434,936
Other	0	0	0	0
Operating Subtotal	\$884,676	\$1,174,645	\$1,198,193	\$1,188,798
Department Total	\$2,611,619	\$3,022,634	\$3,046,182	\$3,135,659

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Department Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General (110)	2,611,619	3,022,634	3,046,182	3,135,659
Subtotal	\$2,611,619	\$3,022,634	\$3,046,182	\$3,135,659
Department Total	\$2,611,619	\$3,022,634	\$3,046,182	\$3,135,659

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
IT Operations	13.5	13.5	13.5	13.5
IT Special Projects	0.0	0.0	0.0	0.0
Cable Television and Telecommunications	5.5	5.5	5.5	5.5
Voice Communications	1.0	1.0	1.0	1.0
GIS Operations	1.0	1.0	1.0	1.0
Regular Subtotal	21.0	21.0	21.0	21.0
<i>Temporary</i>				
IT Operations	1.0	1.5	1.5	1.2
IT Special Projects	0.0	0.0	0.0	0.0
Cable Television and Telecommunications	0.3	0.6	0.8	0.7
Voice Communications	0.0	0.0	0.0	0.0
GIS Operations*	0.0	0.0	0.0	0.0
Temporary Subtotal	1.3	2.1	2.3	1.9
Department Total	22.3	23.1	23.3	22.9

Department of Information and Technology

Department Summary

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Phase I of the financial system implementation was completed on schedule and under budget.

Citywide Verizon telephone charges are exceeding budgeted amounts by \$24,000.

Estimated Actual FY06 to Adopted FY07

The additional funding for Verizon charges will also be needed in FY07. In FY07 the Verizon contract will expire and staff will evaluate switching carriers to reduce costs.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	11	3	18	20
Percent of employee performance evaluations completed before their anniversary date	40%	90%	60%	90%
Turnover rate	N/A	0.0%	14.3%	10.0%
Lost time	N/A	N/A	3.5%	3.0%

Department Overview:

The Department of Information and Technology (IT) manages the City's telecommunications, telephone, cable television, and computer systems including mainframes, personal computers, mobile computers, wireless communications devices, and local and wide area networks. The department also maintains and manages the City's website and Geographic Information Systems (GIS), and collects revenues from telecommunications related activities. The Department consists of five divisions including IT Operations, IT Special Projects, Cable Television and Telecommunications, Voice Communications, and GIS.

The objectives and projects performed by the department support the Mayor and Council's goal of enhancing the City government's performance by providing staff with efficient and effective technological tools to perform their work and serve the public.

Objectives:

- Successfully complete Phase II of the financial system upgrade, including payroll and human resources modules \$
- Investigate implementing a new budgeting system which would be integrated with the City's financial system \$
- Complete the implementation a storage area network (SAN) to centralize data storage and improve disaster recovery capabilities
- Extend the City's I-Net to the new Thomas Farm Community Center ☺
- Provide documentation and coverage of Town Square development via The Rockville Channel and the City's website and promote the events planned for summer opening of Town Square 🏠
- Foster the implementation of wireless WiFi hot spots in the Town Square ☺
- Increase computer training opportunities for City employees with the use of the new computer learning facility at City Hall
- Negotiate with Verizon and other applicants who wish to use the City's right-of-way to deploy fiber and erect wireless facilities ☺
- Provide live and replay television coverage of all Mayor and Council meetings, Planning Commission meetings, and Historic District Commission meetings conducted at City Hall 🏠
- Produce and air taped coverage of Board of Appeals agenda items of wide community interest 🏠

Department of Information and Technology

Supplemental Information:

Information Technology Projects

Project	Estimated Start	Estimated Completion	Estimated Cost
HR / Payroll Upgrade Phase II	March 2006	April 2007	Not to Exceed \$200,000
Phase-out Mainframe	February 2007	December 2007	TBD (little or no costs)
Kronos Timekeeping System Upgrade	April 2005	October 2006	\$35,000
Upgrade to Lotus Notes R7	March 2006	June 2007	Software included as part of annual software maintenance fee
Purchase and Implement Storage Area Network (SAN)	January 2006	October 2006	\$90,000
"Free" Wireless broadband access for City employees working in the field	TBD	TBD	Depends on wireless provider offering service in Rockville
Laptops for Inspectors	September 2005	January 2007	TBD (depends on whether police ruggedized laptops can be used)

The Rockville Channel Control Room




New IT Training Room



Department of Information and Technology

Citizen Service Request Form



home
city government
city business
residents
e-gov
calendar
faq
contact us

Your Concerns are Important to Us

You may communicate directly with the City's Service Request Coordinator by using the form below or by sending an email to csr@rockvillemd.gov.

If you live in Rockville and have a request, problem or comment concerning City services, send your information to us. The Service Request Coordinator will assign responsibility for your query to the appropriate City department for action.

This form is meant to address non-emergency situations. If this is a safety issue or health issue that requires immediate attention, please contact the appropriate number listed below:

Tree Emergencies:
Issues with live wires down, or other life and death emergencies involving Pepco wires, call PEPCO directly at 1-877-737-2662.

For fallen trees blocking the road call 240-314-8700 during normal business hours. If there is no answer or if the call is after normal business hours, call the police dispatch at 240-314-8900.

Utility Emergencies:
The 24 hour utility emergency hotline, 240-314-8567, is available to report emergency safety and/or health issues. Please call this number to report sewer issues, water main breaks, missing manhole covers, large or deep potholes, missing traffic signs or traffic light issues.

Citizen Contact Information

First Name

Last Name

Neighborhood

Street


City

State

Zip

Daytime Phone Number

City of Rockville Permit Review Status



Home
Status
Parcel/Property
Help

Search for a Case - Review Status

Fill in the form below to search for a case for which you want to review status. Fields may be left blank to show more results. **Do not use periods or commas in your search.**

Search by Case Number:

Example: BLD2002-07281

Search by Address:

Number	Fraction	Prefix	Street	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1234	1/2	W	Any St	123

Please use the following abbreviations when entering street type:

Avenue = Ave	Fare = Fr	Road = Rd	Prefix:
Boulevard = Blv	Lane = La	Run = Run	East = E
Circle = Cir	Parkway = Pkw	Square = Sq	West = W
Court = Ct	Pike = Pik	Street = St	North = N
Crescent = Cres	Place = Pl	Terrace = Ter	South = S
Drive = Dr	Plaza = Plz	Trail = Tr	
Esplanade = Esp	Overlook = Ov	Way = Way	

Unit field may include Suite, Space, or Apt numbers.

Search
Clear

Department of Information and Technology

Division: Information and Technology Operations

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
IT Operations	1,647,746	1,895,669	1,892,921	1,991,186
Division Total	\$1,647,746	\$1,895,669	\$1,892,921	\$1,991,186

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	954,593	1,020,901	1,020,901	1,076,753
Benefits	212,752	225,775	225,775	247,946
Overtime	102	0	0	0
Personnel Subtotal	\$1,167,447	\$1,246,676	\$1,246,676	\$1,324,699
Contractual Services	229,119	319,943	308,831	323,951
Commodities	50,402	36,500	44,864	34,600
Capital Outlays	200,778	292,550	292,550	307,936
Other	0	0	0	0
Operating Subtotal	\$480,299	\$648,993	\$646,245	\$666,487
Division Total	\$1,647,746	\$1,895,669	\$1,892,921	\$1,991,186

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General (110)	1,647,746	1,895,669	1,892,921	1,991,186
Subtotal	\$1,647,746	\$1,895,669	\$1,892,921	\$1,991,186
Division Total	\$1,647,746	\$1,895,669	\$1,892,921	\$1,991,186

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
IT Operations	13.5	13.5	13.5	13.5
Regular Subtotal	13.5	13.5	13.5	13.5
<i>Temporary</i>				
IT Operations	1.0	1.5	1.5	1.2
Temporary Subtotal	1.0	1.5	1.5	1.2
Division Total	14.5	15.0	15.0	14.7

Department of Information and Technology

Division: Information and Technology Operations

Division Purpose:

Manage and support the City's telecommunications and computer systems, including servers, personal computers, and institutional network. Support software applications used in all City operations. Manage and maintain City's website, intranet, and e-government services.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Phase I of implementing the City's financial system was completed on time and under budget.

Completion of the City Hall renovation including the cable plant upgrade.

Utilize the new computer learning center at City Hall for City staff to receive technical training. Offer classes in Microsoft Office and other computer applications.

Estimated Actual FY06 to Adopted FY07

Phase II of the financial system implementation (including payroll and human resources modules) is scheduled to be completed by April 2007.

Cost Center: PC Support, Applications, and Network

Objectives:

- Support and maintain the City network with at least 99.9 percent availability
- Provide hardware and software support for 367 personal computers, 60 PDA devices, 51 laptops, 45 servers, and 34 network printers at 16 locations within the City
- Replace one third of the City's 367 personal computers each fiscal year
- Develop, maintain and support over 50 critical business applications such as the financial and human resources systems, permitting system, Lotus Notes, Web-based applications, utility billing, and refuse systems

\$

- Upgrade Lotus Notes, the City's e-mail, scheduling, and collaboration software
- Expand computer training offerings to City staff through the use of the newly constructed computer learning center at City Hall

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Network availability	99.95%	99.9%	99.9%	99.9%
Percent of PCs replaced	30%	33%	33%	33%
Number of help desk requests for network and PC support services per FTE (includes an average 1 FTE intern)	266	300	325	311

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Director of IT	1.0	1.0
Senior Network Engineer	1.0	1.0
Senior Systems Analyst/Project Leader	2.0	2.0
Systems Analyst/Project Leader	1.0	1.0
Network and PC Support Manager	1.0	1.0
Network and PC Support Specialist I	2.0	2.0
Network and PC Support Specialist II	1.0	1.0
Computer Analyst/Programmer	1.0	1.0
Computer Operator – PT	0.5	0.5
Administrative Assistant II	1.0	1.0
Cost Center Total	11.5	11.5

Department of Information and Technology

Cost Center: Website and Intranet

Objectives:

- Provide a comprehensive website to ensure Rockville citizens and others 24/7 access to Rockville City Government 🏢
- Support and enhance seven major e-government services including recreation registration, parking ticket payment, permit status inquiry, GIS mapping, golf tee time reservation, citizen service request, and theatre ticket purchases 🏢
- Broadcast streaming video 24/7 of The Rockville Channel, TRC11 🏢
- Offer video-on-demand for recent Mayor and Council and Planning Commission meetings 🏢
- Administer the web content management system to allow 30 designated City staff to provide timely website updates
- Train at least six more staff to make timely updates to the site
- Upgrade content management software at least once per year as new releases are available
- Offer Web related training sessions to City staff at least twice yearly
- Provide all City computer users with instant electronic access to forms, documents, templates, manuals, GIS mapping, and critical financial information on the City's intranet (i-rock)
- Support the new kiosk to provide access to i-rock and the City's website for employees without computers at the maintenance facility
- Implement a major promotion of Town Square events focused around the grand opening 🏢
- Redesign i-rock to improve navigation and ease of use

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of major e-government services	7	7	7	7
Number of content management system users making regular contributions to the website	22	24	30	34
Number of individual training sessions for City Staff	10	6	8	6
Average number of daily visits to the City of Rockville's website	3,000 *	3,100	3,531	4,400

* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Web Administrator	1.0	1.0
Web/Graphics Assistant	1.0	1.0
Cost Center Total	2.0	2.0

Department of Information and Technology

Supplemental Information:

The City of Rockville Web Site

News and Highlights

Inclement Weather Information
The City strives to keep residents safe and informed during inclement weather events. Here are some items for citizens to keep in mind during snow storms that could affect the City this winter...

Public Meetings Set for Rockville Refuse And Recycling Pilot Program Households
Starting Monday, March 20, 778 households will begin once-per-week collection with City-provided containers...

Think Summer! Plan Now for Rockville's Summer Camps
Adults can help area youth make the most of their vacation by enrolling them early in some of the most stimulating, enriching and affordable summer programs in the Washington, D.C. metro area...

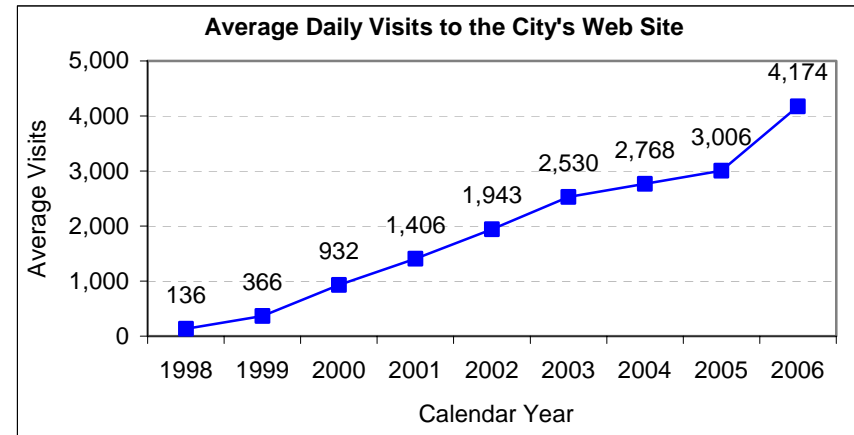
Rockville's Zoning Revision is Underway
Rockville has embarked on a major project to bring its zoning regulations up-to-date and make them easier to understand...

Step Up to Health Rockville
It's easy! Just get up and get moving! Do it on your own or take part in the many programs offered through the City of Rockville...

Rockville on Alert: Emergency Notification System Launched
'Alert Rockville' will send messages about serious situations through e-mails, phone/pager text messages...

You've Got City of Rockville E-Mail
Online registration now available for local government's news releases and major meeting agendas...

View Live Pictures of Town Center Construction on the Town Center Web Cam
Construction is well underway for the Rockville Town Square development, which is Phase I of Rockville's new Town Center...



Kiosk at Gude Drive Maintenance Facility



Department of Information and Technology

Division: Information and Technology Special Projects

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
IT Special Projects	14,070	125,500	125,500	90,000
Division Total	\$14,070	\$125,500	\$125,500	\$90,000

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	0	0	0	0
Benefits	0	0	0	0
Overtime	0	0	0	0
Personnel Subtotal	\$0	\$0	\$0	\$0
Contractual Services	12,723	50,000	50,000	0
Commodities	0	75,500	75,500	0
Capital Outlays	1,347	0	0	90,000
Other	0	0	0	0
Operating Subtotal	\$14,070	\$125,500	\$125,500	\$90,000
Division Total	\$14,070	\$125,500	\$125,500	\$90,000

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General (110)	14,070	125,500	125,500	90,000
Subtotal	\$14,070	\$125,500	\$125,500	\$90,000
Division Total	\$14,070	\$125,500	\$125,500	\$90,000

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
IT Special Projects	0.0	0.0	0.0	0.0
Regular Subtotal	0.0	0.0	0.0	0.0
<i>Temporary</i>				
IT Special Projects	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	0.0	0.0	0.0	0.0

Department of Information and Technology

Division: Information and Technology Special Projects

Division Purpose:

The Information and Special Projects Division implements Mayor and Council technology initiatives and IT strategic plan goals, which require significant upgrades and improvements to the City's technology infrastructure.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Pursuing the deployment of wireless technologies including WiFi in the Town Square.

Estimated Actual FY06 to Adopted FY07

The purchase of ruggedized laptops will be delayed until the police are able to replace their existing laptops and a determination can be made of what upgrades or new hardware purchases are necessary to make these suitable for inspectors.

Cost Center: Information Technology Special Projects

Objectives:

- Purchase and implement mobile computers and Accela Wireless software for approximately 15 inspectors in code enforcement, inspection services, and public works to update permit information while in the field conducting their work
- Complete the implementation of a comprehensive IT disaster recovery plan for IT staff and senior management to follow in the event of a natural or man made disaster

Special Project Funding

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Purchase and install mobile computers and software to enable inspectors to access permit software in the field	\$0	\$90,000	\$0	\$90,000
Install a Webcam to provide real time images of the Town Center project	\$1,347	\$500	\$0	\$0
Purchase a RockNet Webserver, digital camera and list serve software	\$0	\$0	\$0	5,200*
Conduct a wireless feasibility study for Town Center	\$0	\$20,000	\$0	\$0
Develop a comprehensive IT disaster recovery plan	\$0	\$50,000	\$0**	\$0
Redesign the website	\$12,722	\$0	\$0	\$0
Uninterruptible power supply for City Hall	\$0	\$62,997	\$0**	\$0
IT Special Project Funds carried over to next fiscal year	\$214,496	\$0	\$202,997***	\$0

* This item was submitted and approved as an addition to the Department of Information and Technology's budget for FY07.

** These projects were rescheduled for FY07.

*** Only \$90,000 was included in the FY07 adopted budget. The remainder will be brought forward through a budget amendment.

Department of Information and Technology

Division: Cable Television and Telecommunications

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Cable Television & Telecommunications	424,704	493,561	498,755	507,330
Division Total	\$424,704	\$493,561	\$498,755	\$507,330

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	318,782	333,634	333,634	353,159
Benefits	70,532	76,489	76,489	83,101
Overtime	731	15,606	15,606	4,000
Personnel Subtotal	\$390,045	\$425,729	\$425,729	\$440,260
Contractual Services	7,694	28,996	28,190	29,238
Commodities	26,965	38,836	44,836	37,832
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$34,659	\$67,832	\$73,026	\$67,070
Division Total	\$424,704	\$493,561	\$498,755	\$507,330

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	424,704	493,561	498,755	507,330
Subtotal	\$424,704	\$493,561	\$498,755	\$507,330
Division Total	\$424,704	\$493,561	\$498,755	\$507,330

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Cable Television & Telecommunications	5.5	5.5	5.5	5.5
Regular Subtotal	5.5	5.5	5.5	5.5
<i>Temporary</i>				
Cable Television & Telecommunications	0.3	0.6	0.8	0.7
Temporary Subtotal	0.3	0.6	0.8	0.7
Division Total	5.8	6.1	6.3	6.2

Department of Information and Technology

Division: Cable Television and Telecommunications

Division Purpose:

To increase citizen understanding, awareness and participation in City government, and employees' awareness and understanding of the City by providing effective communication through Rockville's cable channel, The Rockville Channel (TRC 11). To manage and coordinate development and implementation of the City's cable television and telecommunications policies and agreements.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

There is an estimated increase of \$6,000 in the Telecommunications Program. This is to hire an engineering consulting firm to review two monopole applications that were not expected. While the applicants will reimburse the City the cost of the consultant, the money will go back into the General Fund and not into this account. The payment to the consultant must come initially from the Telecommunications Program.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Cable Television and Telecommunications

Objectives:

- Provide live and replay television coverage of all Mayor and Council meetings, Planning Commission meetings, and Historic District Commission meetings conducted at City Hall 🏠
- Produce and air taped coverage of Board of Appeals agenda items of wide community interest 🏠
- Produce and air 20 editions of City Hall Report (news program), each including multiple segments: news, city government calendar, Inside Rec & Parks/On Patrol (alternating), In the Planning Pipeline, and interviews 🏠
- Produce and air 20 editions of Cityline (interview program) focusing on City issues, programs, projects, operations, events, etc. 🏠

- Produce and air 10 editions of Mayor and Council Review 🏠
- Produce and air television coverage of at least four events at remote city facilities using new remote production equipment 🏠
- Produce and air 22 "special" productions (e.g., documentaries, interviews, in-depth treatment of a subject, special meetings, special events, public service announcements, promotional announcements) 🏠
- Compose and air 400 television bulletin board announcements 🏠
- Provide copies upon request of TRC programs for elected officials, residents, organizations, and City departments 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of meetings televised	61	61	71	93
Number of programs produced and aired:				
• News programs (City Hall Report)	21	20	17	20
• Interview programs (Cityline)	13	20	10	20
• Mayor and Council Review programs	5	10	10	10
• Mayor and Council Preview Programs	6	10	0	0
• "Special" programs	34	20	52	22
Number of programs produced using remote production equipment	N/A	2	6	4
Number of copies of programs made in response to requests	100	120	110	100
Number of television bulletin board announcements produced and aired	428	370	493	400
Number of candidate forums covered and aired	N/A	3	3	N/A

Department of Information and Technology

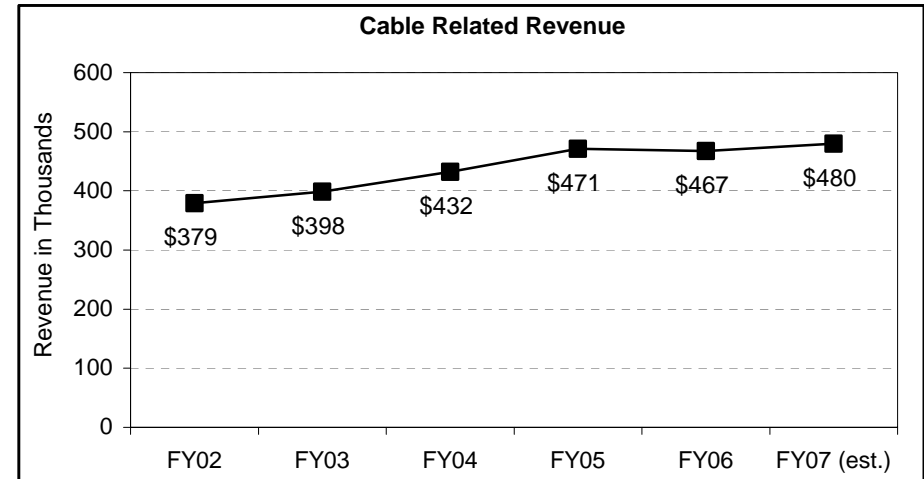
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of candidate statements programs produced and aired	N/A	1	1	N/A
Number of live election night programs produced and aired	N/A	1	1	N/A
Number of election information Public Service Announcements produced and aired (English/Spanish)	N/A	4/4	5/5	N/A
Number of election bulletin board announcements produced and aired (English/Spanish)	N/A	4/4	5/5	N/A
Percent of Citizen Survey respondents who watched a Rockville Mayor & Council meeting or other programming on the Rockville Channel	36%	N/A*	N/A*	36

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results. Meeting coverage on The Rockville Channel will increase in FY06. It is unclear what impact that programming change will have on viewership and the Citizen Survey response.

Regular Positions:

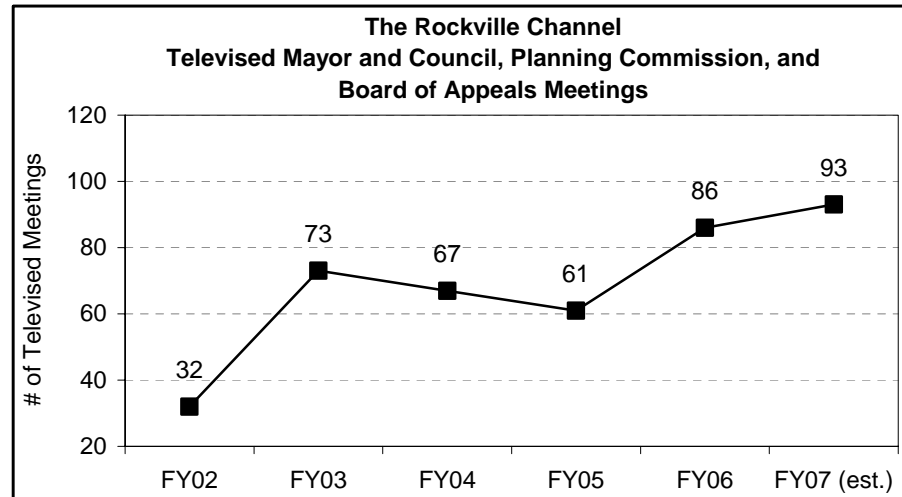
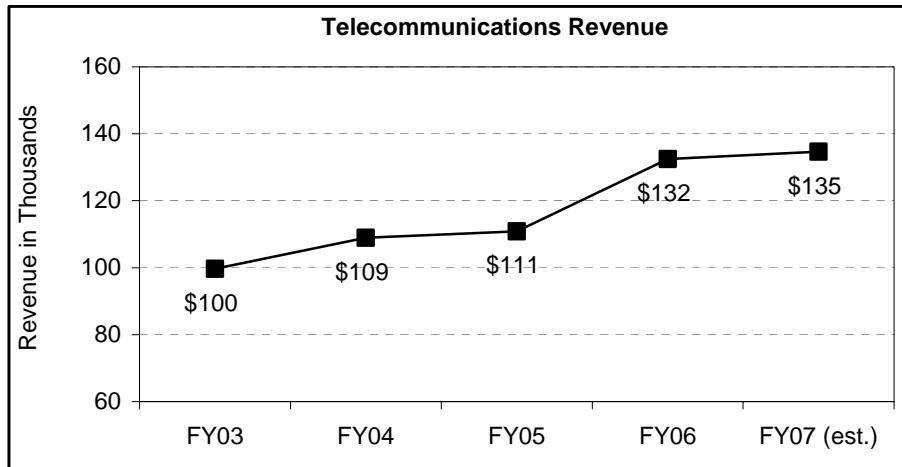
Position Title	Adopted FY06	Adopted FY07
Television and Telecommunications Manager	1.0	1.0
Television Writer/Producer	1.0	1.0
Cable TV Production Specialist II	2.0	2.0
Associate Producer/Director	1.0	1.0
Video Technician	0.5	0.5
Cost Center Total	5.5	5.5

Supplemental Information:



* Cable related revenue is included in Section 13 - General Government.

Department of Information and Technology



* Notes: City added TV coverage of Mayor and Council Work Sessions and Planning Commission Meetings in September of FY03. Fewer Mayor and Council meetings were scheduled during the first half of FY05. In FY05, the City added coverage of Historic District Commission Meetings and taped replay coverage of some Board of Appeals meetings.

**The Rockville Channel
National Awards for
Excellence in Government Television Programming**

Award Category	Year(s) Awarded	Award Granting Organization
Public Meeting Coverage	1995, 1997, 2000, 2001, 2002, 2003, 2004, 2005	NATOA*
Election Coverage	2000, 2002, 2004	NATOA, 3CMA**
News Program	1995, 1996,	NATOA, CHPI***
Overall Programming	2002	NATOA
Overview of City Government	2001	NATOA
Public Safety	1998,1999	3CMA, NATOA
Public Education	2002, 2004	NATOA, 3CMA
Ethnic Experience	2004	NATOA
Interview/Talk Show	1997	NATOA
Documentary	2002, 2004, 2005	NATOA
Public Health	2002	NATOA
Public Affairs	2003, 2005	NATOA
Public Service Announcement	2003, 2005	NATOA
Channel Promotion	2002	NATOA
Community Awareness	2005	NATOA

* National Association of Telecommunications Officers and Advisors.

** City County Communications and Marketing Association.

*** City Hall Public Information.

Department of Information and Technology

Division: Voice Communications

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Voice Communications	369,519	341,965	364,717	378,617
Division Total	\$369,519	\$341,965	\$364,717	\$378,617

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	52,081	53,902	53,902	57,183
Benefits	15,261	17,978	17,978	18,393
Overtime	1,382	0	0	0
Personnel Subtotal	\$68,724	\$71,880	\$71,880	\$75,576
Contractual Services	300,795	270,085	292,837	303,041
Commodities	0	0	0	0
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$300,795	\$270,085	\$292,837	\$303,041
Division Total	\$369,519	\$341,965	\$364,717	\$378,617

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	369,519	341,965	364,717	378,617
Subtotal	\$369,519	\$341,965	\$364,717	\$378,617
Division Total	\$369,519	\$341,965	\$364,717	\$378,617

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Voice Communications	1.0	1.0	1.0	1.0
Regular Subtotal	1.0	1.0	1.0	1.0
<i>Temporary</i>				
Voice Communications	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	1.0	1.0	1.0	1.0

Department of Information and Technology

Division: Voice Communications

Division Purpose:

Provide voice communications for City employees and visitors to city facilities by administering, monitoring, and effectuating all repairs, replacements, upgrades, purchases, and billing for the City's telephone and voicemail systems, cell phones, pagers, and pay phones.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Voice Communications Division will be completing the implementation of internal video conferencing for departments that have staff at distant offsite facilities.

Costs will be approximately \$24,000 higher than budgeted for Citywide Verizon charges.


Estimated Actual FY06 to Adopted FY07

The additional funding for Verizon charges would also be needed in FY07. In FY07 the Verizon contract will expire and staff will evaluate switching carriers to reduce costs.

During fiscal year 2007 bids will be solicited to award a new long-term contract for the hardware and software maintenance of the I-Net, Telephone & Voicemail Systems.

Cost Center: Telephone Service

Objectives:

- Provide efficient and reliable equipment, support and service for the users of 412 voice over internet protocol (VoIP) telephones and 65 analog devices throughout 14 City facilities
- Administer and support 537 voice mailboxes, which provide citizens with a reliable and continuous method of leaving messages with City staff at any hour
- Maintain 201 informational mailboxes to provide citizen with facts, directions, and general information about the City of Rockville Government 

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Telephone system availability	99%	99%	100%	100%
Voice mail availability	99%	99%	100%	100%
Number of VoIP telephones supported	N/A	405	412	418
Number of Analog Devices supported	N/A	65	65	65
Number of voice and information mailboxes maintained	717	715	738	744

Cost Center: Wireless Service

Objectives:

- Negotiate cost, procure service and equipment, provide support, and monitor the usage of 167 cell phones used by City of Rockville staff
- Maintain 52 pagers for field, recreation, IT and maintenance staff

Performance Measures:

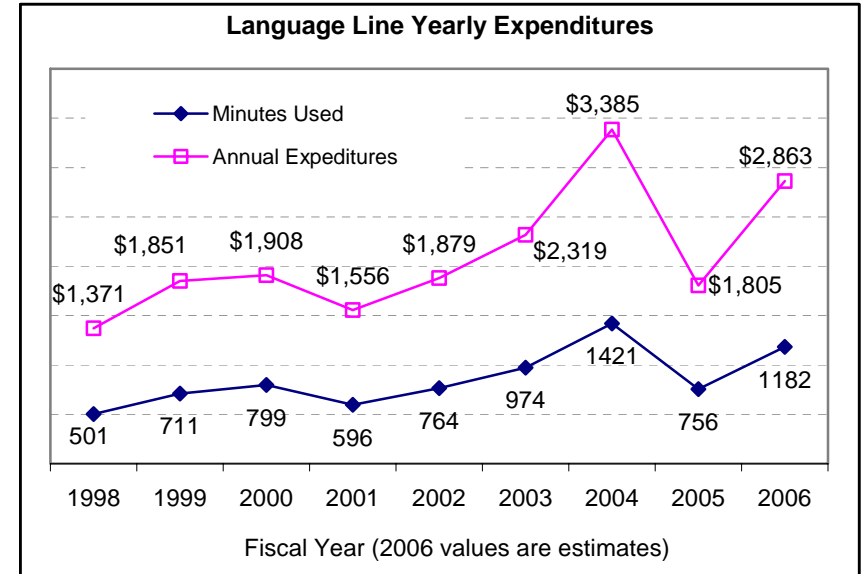
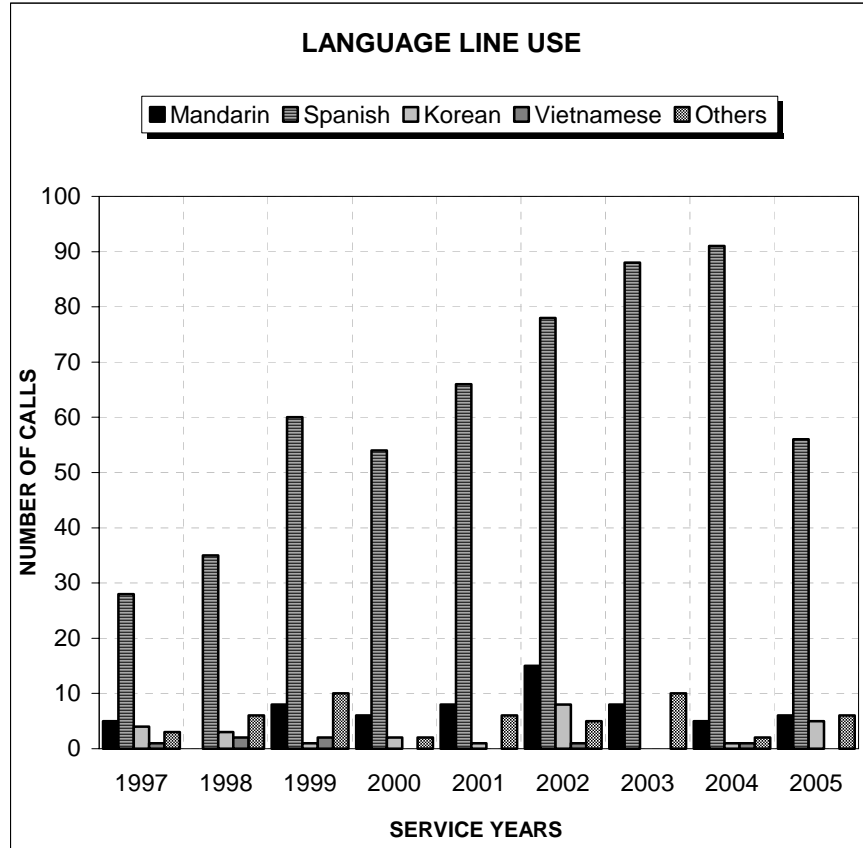
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Cell Phones supported	177	180	167	185
Number of Pagers supported	57	57	47	47

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Telecommunications Systems Administrator	1.0	1.0
Division Total	1.0	1.0

Department of Information and Technology

Supplemental Information:



Department of Information and Technology

MULTI-LINGUAL EMPLOYEE VOLUNTEER TRANSLATORS	
ARABIC	FILIPINO
ELSHAFEI, E.	FRANCISCO, G.
SALEH, N.	MILLER, P.
ARMENIAN	POLISH
BALEKJIAN, H.	GAWEL, D.
DUTCH	PUNJABI
THOMPSON, A.	THUKRAL, O.
FRENCH	THUKRAL, P.
THOMPSON, A.	SPANISH
GERMAN	BAYONET, M.
CANNON, M.	BEAUVARD, C.
OVER, E.	CALLES, C.
GREEK	CORTEZ, J.
BOOBAS, B.	CREITZ, B.
HEBREW	DAZA, M.
MARKS, S.	HERNANDEZ, J.
HINDI	HURTADO, S.
THUKRAL, O.	LEMUS, L.
THUKRAL, P.	LEVY, D.
ILOCANO	MILLER, P.
MILLER, P.	MINERA, M.
ITALIAN	NADEEM-BINTA, C.
SALEH, N.	NEJAD, E.
LITHUANIAN	URDU
SAJAUSKAS, V.	THUKRAL, O.

Cisco 7960G Phone



Department of Information and Technology

Division: GIS Operations

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
GIS Operations	155,580	165,939	164,289	168,526
Division Total	\$155,580	\$165,939	\$164,289	\$168,526

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	85,299	87,026	87,026	89,202
Benefits	15,428	16,678	16,678	17,124
Overtime	0	0	0	0
Personnel Subtotal	\$100,727	\$103,704	\$103,704	\$106,326
Contractual Services	22,704	24,250	23,500	24,200
Commodities	1,000	1,000	1,100	1,000
Capital Outlays	31,149	36,985	35,985	37,000
Other	0	0	0	0
Operating Subtotal	\$54,853	\$62,235	\$60,585	\$62,200
Division Total	\$155,580	\$165,939	\$164,289	\$168,526

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	155,580	165,939	164,289	168,526
Subtotal	\$155,580	\$165,939	\$164,289	\$168,526
Division Total	\$155,580	\$165,939	\$164,289	\$168,526

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
GIS Operations	1.0	1.0	1.0	1.0
Regular Subtotal	1.0	1.0	1.0	1.0
<i>Temporary</i>				
GIS Operations	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	1.0	1.0	1.0	1.0

Department of Information and Technology

Division: GIS Operations

Division Purpose:

The GIS Operations Division manages the overall infrastructure of the City's Geographic Information System (GIS). Its 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.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

\$10,000 from the Software fund is being used to purchase a new set of digital orthophotography with no impact on the FY05 budget. This dataset is regularly bought every two years and the current appropriation for software purchases will cover the cost of this data. This data will show conditions as of Spring 2006. The city currently has digital orthophotography for 1998, 2000, 2002 and 2004.

The city completed the Alchemy document conversion project for CPDS. This is a non-GIS project where we scanned several decades of supporting material. This information is now accessible and text searchable using client/server applications (Alchemy Search and Alchemy Administrator).

Estimated Actual FY06 to Adopted FY07

The division will allocate FY06 funds to purchase 2006 digital aerial oblique data, which is estimated at \$12,000.

Cost Center: GIS Infrastructure Maintenance

Objectives:

- Keep over 200 GIS layers current ☺
 - Update the parcel layer at least four times per year
 - Update aerial photography biannually on even number years
 - Provide coordination, quality control, and guidance to users on updates to other GIS data, such as water, sewer, City limits, and zoning

- Provide continual software upgrades. Specifically, upgrade all GIS software products within six months, but not fewer than three months after released by the software manufacturers
- Replace servers every three years to stay current with latest technology and maintain warranty and technical support ☺
- Continue to expand intranet use of GIS so that the number of legacy client users is eliminated in FY07
- Add ten layers to the City's GIS library
- Continue to participate in MC-Maps, a local government consortium in Montgomery County that coordinates the purchase and maintenance of GIS data for local governments in Montgomery County. This relationship allows the City to take advantage of economies of scale and save hundreds of thousands of dollars \$ ☺

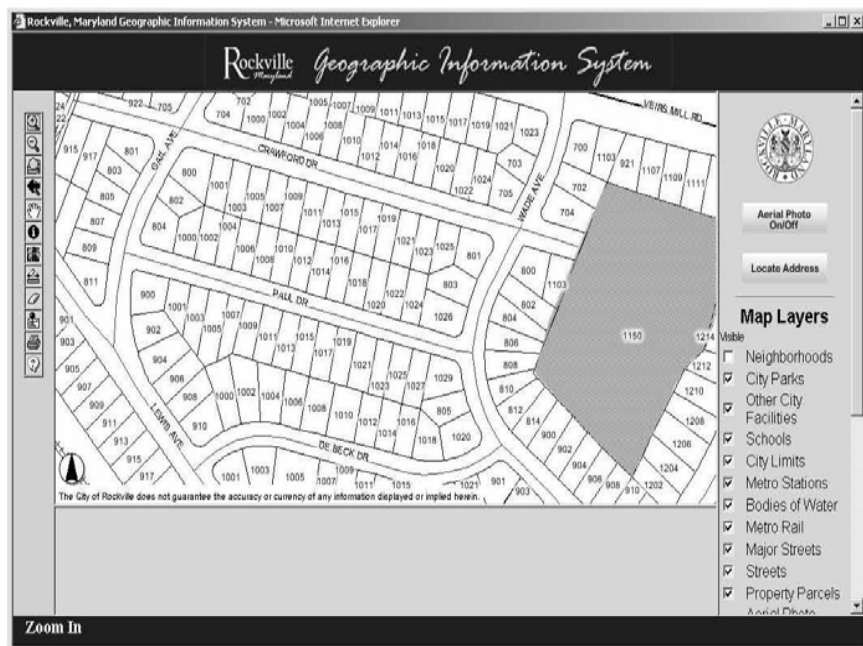
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of City employees with direct client/server access to GIS	15%	10%	10%	10%
Percent of employees "satisfied" or "very satisfied" with GIS services overall	N/A	92%	90%	N/A
Number of map layers	203	210	240	240
Number of maps generated for Internet users	16,080	41,000	120,000	120,000
Number of maps generated for Intranet users	10,720	24,000	90,000	90,000
Number of updates to Property layers	4	4	3	4

Department of Information and Technology

Supplemental Information:

Screen Capture of GIS Interactive Map on City's Website



Cost Center: GIS Support

Objectives:

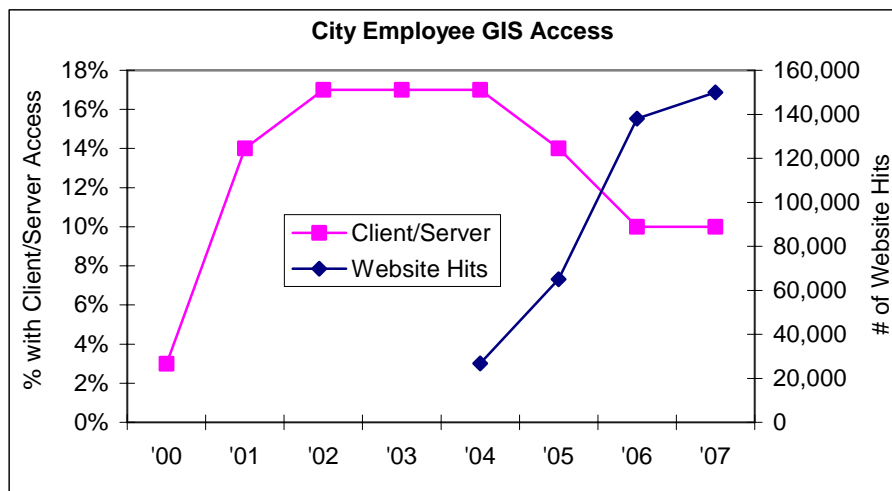
- Provide technical support to 40 users of client/server software, including ARCGIS and some legacy ArcView 3.2
- Provide at least four GIS training classes each year
- Respond to special service requests within 48 hours. (Special service requests are often made to the GIS Operations Division for special projects that fall outside the users' technical ability)
- Complete data requests for the public and consultants within one week



Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of problem resolution/repair calls	163	150	140	150
Percent of users formally trained in GIS	65%	80%	70%	80%
Number of requests for a GIS special project	23	40	44	40
Average number of work days to complete a request for a GIS special project	5	5	6	5

Supplemental Information:



Department of Information and Technology

Cost Center: Non-GIS Database Support

Objectives:

- Management of the Alchemy document conversion project which include the scanning and indexing of over 300 thousand pages of documents spanning several decades of projects in CPDS. Support of the Alchemy server and software licenses
- Provide implementation and technical support to five user licenses of CrimeStar in the Police Department. CrimeStar is a SQL-Server based client application implemented in January 2005
- Support other miscellaneous software products that rely on SQL-Server infrastructure such as Department of Public Works' Hansen and Inspector products

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Users Licenses for Alchemy	N/A	5	6	8
Number of Users Licenses for CrimeStar	N/A	5	5	5
Number of Support Calls for Non-GIS databases	N/A	36	115	120

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
GIS Manager	1.0	1.0
Division Total	1.0	1.0

Rockville GIS Layers, FY07

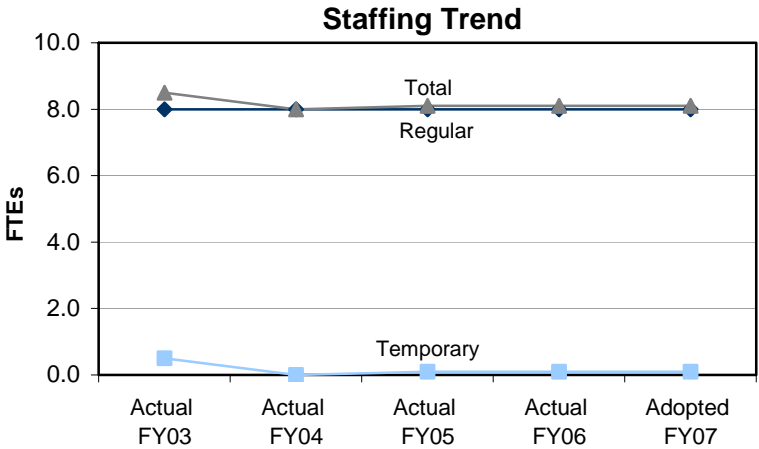
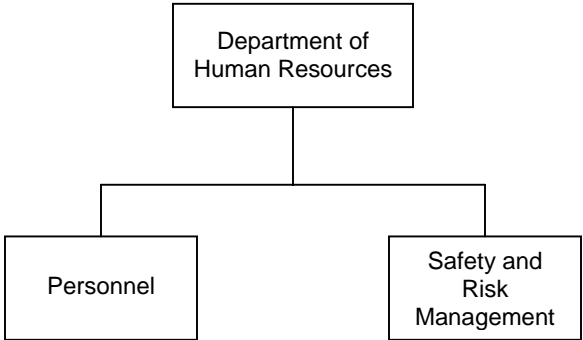
Bicycle Path plans for the City
Bicycle signs
Bridges, taken from 1997 planimetric data
Buildings, taken from 1997 planimetric data
Bus routes
Bus shelters
Bus stops
Cartographic layer of extent surrounding Rockville
Cartographic Layer to mask entities outside the City of Rockville
Census 2000 block groups boundary
Census 2000 blocks boundary
Census 2000 ethnic breakdown by census block
Census 2000 Household data by blocks
Census 2000 tracts boundary
CIP neighborhood areas
City expansion areas
City of Rockville Historic City limits in the year 1803
City of Rockville Historic City limits in the year 1865
City of Rockville Historic City limits in the year 1943
City of Rockville Historic City limits in the year 1949
City of Rockville Historic City limits in the year 1960
City of Rockville Historic City limits in the year 1980
City of Rockville legal limits
City offices and facility buildings
City Parks
Code Enforcement Districts
Crosswalks, illuminated
Crosswalks, raised
Elections district for City elections
Elevation benchmarks
Elevation points throughout the City
Fall leaf collection areas for the City of Rockville
Grid of the city at 1000 foot intervals
Historic District of the City of Rockville
King Farm Shuttle
Land use
Major Streets in the City and vicinity
Metro rail lines
Metro stations
Natural habitat areas within Rockville
Neighborhood and Civic Associations
Nursing homes and assisted living facilities

Department of Information and Technology

Rockville GIS Layers, FY07 (continued)
Parking meters
Parking permit zones
Pavement centerlines derived from the pavement layer
Pedestrian safety signs
Pedestrian signals
Planning areas within the City
Points of Interests
Polling locations for City elections
Ponds
Property parcel centroids (points)
Property parcels (areas)
Public Works 200-scale City grid
Public Works 200-scale City grid, subdivided
Public Works development areas
Recycle collection areas
Red light cameras
Refuse collection areas
Road pavement taken from 1997 planimetric data
Schools
Sewer lines
Sewer lines, abandoned in place
Sewershed basins
Sidewalks
Sidewalks, missing
Stop signs
Storm drain lines
Storm drain lines, abandoned in place
Storm drainage issues
Streetlights
Streets in the City and vicinity
Subdivision developments throughout the City
SWM private facilities
SWM public facilities
The sewershed areas for the City of Rockville
Topographical lines of elevations
Topography at 5-foot contours
Town Center buildings with height values
Town Center planning area
Traffic bumpouts
Traffic chicanes
Traffic circles
Traffic counts, mechanical, 2001

Rockville GIS Layers, FY07 (continued)
Traffic counts, mechanical, 2002
Traffic counts, mechanical, 2003
Traffic counts, mechanical, 2004
Traffic counts, mechanical, 2005
Traffic counts, mechanical, 2006
Traffic counts, turning movements, 2001
Traffic counts, turning movements, 2002
Traffic counts, turning movements, 2003
Traffic counts, turning movements, 2004
Traffic counts, turning movements, 2005
Traffic counts, turning movements, 2006
Traffic diverters
Traffic hot rights
Traffic medians
Traffic paddle signs
Traffic signals
Traffic Signals for the City of Rockville
Traffic speed humps
Traffic turning restrictions, physical
Traffic turning restrictions, signs
Triangulated Irregular Network for Rockville showing shades of elevations, etc.
Truck route signs
Twinbrook area selected for the Mediation Survey
Water bodies, taken from 1997 planimetric data
Water gradient layer for the City of Rockville
Water lines
Water lines, abandoned in place
Water lines, cleaned and lined
Water system districts
Water system sample sites
Water towers
Watershed subsheds
Watersheds
Watts Branch additional stormdrains retrofit points
Watts Branch Area stream details
Watts Branch proposed new SWM ponds
Watts Branch watershed boundary and drainage area
Watts Branch watershed priority SWM projects
Watts Branch watershed stream restoration projects
WSSC service boundary
Zoning areas for the City of Rockville

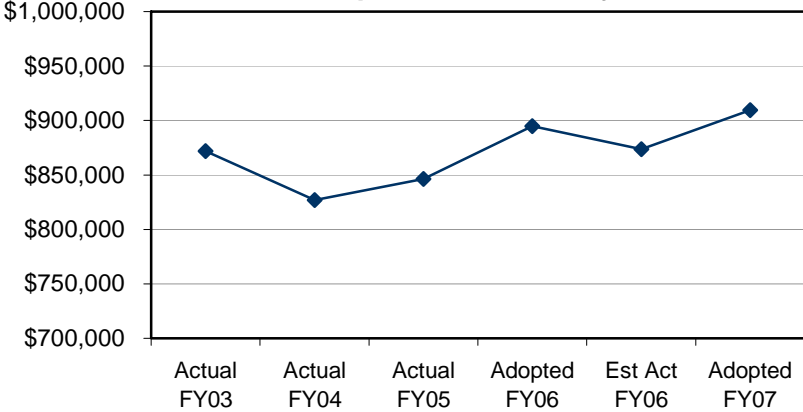
Department of Human Resources



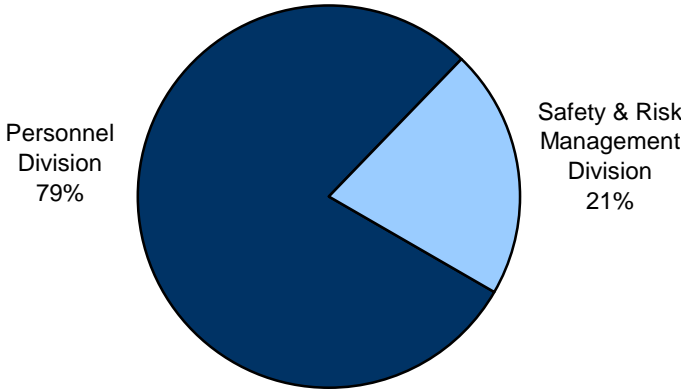
Department Mission Statement

The Department of Human Resources recruits, retains and services qualified and capable people in the most fair, effective and efficient manner possible and provides a full range of personnel and safety services in support of all other City departments and their functions.

Expenditures History



Use of Funds



Department of Human Resources

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Personnel	832,816	705,978	688,978	718,694
Safety & Risk Management	13,655	188,785	184,785	190,822
Department Total	\$846,471	\$894,763	\$873,763	\$909,516

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	556,779	573,709	573,709	604,563
Benefits	109,586	120,980	120,980	119,879
Overtime	0	0	0	0
Personnel Subtotal	\$666,365	\$694,689	\$694,689	\$724,442
Contractual Services	153,567	149,356	145,356	151,356
Commodities	26,539	50,718	33,718	33,718
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$180,106	\$200,074	\$179,074	\$185,074
Department Total	\$846,471	\$894,763	\$873,763	\$909,516

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Dept. Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	846,471	894,763	873,763	909,516
Subtotal	\$846,471	\$894,763	\$873,763	\$909,516
Department Total	\$846,471	\$894,763	\$873,763	\$909,516

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Personnel	8.0	6.0	6.0	6.0
Safety & Risk Management	N/A	2.0	2.0	2.0
Regular Subtotal	8.0	8.0	8.0	8.0
<i>Temporary</i>				
Personnel	0.1	0.1	0.1	0.1
Safety & Risk Management	N/A	0.0	0.0	0.0
Temporary Subtotal	0.1	0.1	0.1	0.1
Department Total	8.1	8.1	8.1	8.1

Department of Human Resources

Department Summary

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

With the exception of personnel costs the FY07 budget is consistent with the FY06 budget. At the direction of the Mayor & Council, staff has developed a new Pay for Performance Plan for its Administrative Scale, Senior Administrative Scale and Recreation and Parks Scale Employees for FY07. This Plan will provide compensation and rewards to employees in accordance with their level of performance. This system is based on a newly developed performance planning and evaluation system and form. Please see the table to the right for specifics about the City's Pay for Performance Plan.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	0	4	5	0
Percent of employee performance evaluations completed before their anniversary date	100%	100%	100%	100%
Turnover rate	12.0%	0.0%	0.0%	0.0%
Lost Time	N/A	N/A	3.2%	3.0%

Department Overview:

The Department of Human Resources provides services to ensure that all City departments have the human resources necessary to support their respective missions, as well as to ensure appropriate classification, salary/grade, recruitment, testing, training, benefits, labor relations, equal opportunity employment, and affirmative action. The department oversees safety and risk management; policy and program administration; and manages a variety of employee events and special projects.

Supplemental Information:

High Performance Organization Pay System

Percentage Increase	Employee Performance Minimum Standards	Top of Pay Band
3.5% plus 1.5% lump sum	All Successful or better ratings with a Minimum of 11 Highly Successful Ratings	1.5% of base salary – Lump Sum or Equal % of Annual Leave *
3.5% plus 1.0% lump sum	All Successful or better ratings with a Minimum of 8 Highly Successful Ratings	1.0% of base salary – Lump Sum or Equal % of Annual Leave *
3.5%	All Acceptable or better ratings with a Minimum of 10 Successful/Highly Successful Ratings	N/A
2.25%	All Acceptable or better ratings	N/A
1.0%	1 Unsatisfactory Rating	N/A
0%	Two or more Unsatisfactory Ratings	N/A

* For example:

- 1.5% for a 37.5 hour per week employee equals 29.25 hours
- 1.0% for a 37.5 hour per week employee equals 19.5 hours
- 1.5% for a 40 hour per week employee equals 31.2 hours
- 1.0% for a 40 hour per week employee equals 20.8 hours

Department of Human Resources

Division: Personnel

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Personnel	832,816	705,978	688,978	718,694
Division Total	\$832,816	\$705,978	\$688,978	\$718,694

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	556,779	437,516	437,516	463,206
Benefits	109,586	90,299	90,299	88,325
Overtime	0	0	0	0
Personnel Subtotal	\$666,365	\$527,815	\$527,815	\$551,531
Contractual Services	139,912	127,945	127,945	133,945
Commodities	26,539	50,218	33,218	33,218
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$166,451	\$178,163	\$161,163	\$167,163
Division Total	\$832,816	\$705,978	\$688,978	\$718,694

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	832,816	705,978	688,978	718,694
Subtotal	\$832,816	\$705,978	\$688,978	\$718,694
Division Total	\$832,816	\$705,978	\$688,978	\$718,694

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Personnel	8.0	6.0	6.0	6.0
Regular Subtotal	8.0	6.0	6.0	6.0
<i>Temporary</i>				
Personnel	0.1	0.1	0.1	0.1
Temporary Subtotal	0.1	0.1	0.1	0.1
Division Total	8.1	6.1	6.1	6.1

Department of Human Resources

Division: Personnel

Division Purpose:

The purpose of the Personnel 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; maintain the appropriate record keeping to remain in compliance with state and federal employment guidelines; and to fulfill the benefit requirements for the City of Rockville employees and their families in order to attract and retain a quality workforce which provide exceptional services to the constituents of the City in a cost effective manner.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

With the exception of personnel costs the FY07 budget is consistent with the FY06 budget. Staff will implement a new Pay for Performance Plan for its Administrative Scale, Senior Administrative Scale and Recreation & Parks Scale Employees in FY07. This Plan will provide compensation and rewards to employees in accordance with their level of performance. Continued low unemployment in our geographic area makes it ever more challenging to attract candidates to fill vacant positions. Through team effort, aggressive recruitment and an attractive workplace, we continue to fill vacancies as they occur in a reasonable timetable.

Cost Center: Personnel

Objectives:

- Implement a new compensation system pay for performance tied to the new evaluation system
- Revise and expand an employee orientation system citywide and at the department level
- Expand the telework program to include 20% of eligible employees

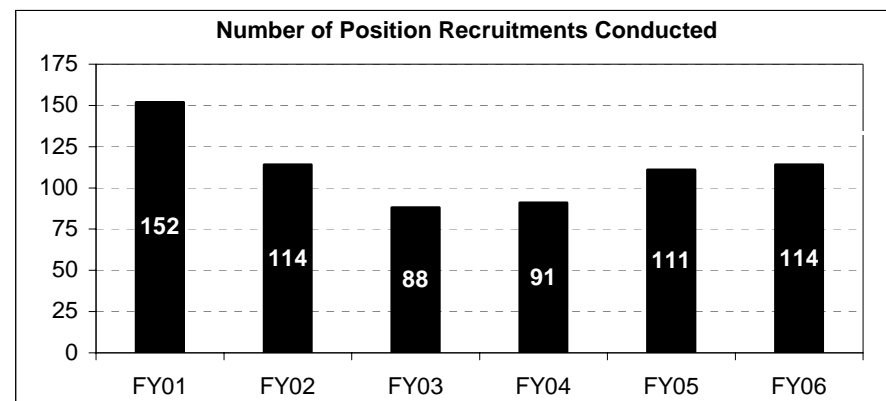
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of position recruitments conducted	111	100	114	107
Number of separations processed	64	61	57	59
Number of benefited employees served per assigned FTE (8 FTE)	84	70	65.5	73
Number of benefited regular, part-time, and temporary employees served	1,534	1,534	1,437	1,485

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Director of Human Resources	1.0	1.0
Personnel Administrators	3.0	3.0
Personnel Assistants	2.0	2.0
Cost Center Total	6.0	6.0

Supplemental Information:



Department of Human Resources

Division: Safety & Risk Management

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Safety & Risk Management	13,655	188,785	184,785	190,822
Division Total	\$13,655	\$188,785	\$184,785	\$190,822

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	0	136,193	136,193	141,357
Benefits	0	30,681	30,681	31,554
Overtime	0	0	0	0
Personnel Subtotal	\$0	\$166,874	\$166,874	\$172,911
Contractual Services	13,655	21,411	17,411	17,411
Commodities	0	500	500	500
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$13,655	\$21,911	\$17,911	\$17,911
Division Total	\$13,655	\$188,785	\$184,785	\$190,822

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund	13,655	188,785	184,785	190,822
Subtotal	\$13,655	\$188,785	\$184,785	\$190,822
Division Total	\$13,655	\$188,785	\$184,785	\$190,822

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Safety & Risk Management	N/A	2.0	2.0	2.0
Regular Subtotal	N/A	2.0	2.0	2.0
<i>Temporary</i>				
Safety & Risk Management	N/A	0.0	0.0	0.0
Temporary Subtotal	N/A	0.0	0.0	0.0
Division Total	N/A	2.0	2.0	2.0

Department of Human Resources

Division: Safety & Risk Management

Division Purpose:

The Safety and Risk Management Division strives to encourage all employees to work in a safe manner to prevent accidents, eliminate or minimize employee injuries and reduce the associated cost to the city. This includes the review of work, assuring proper safety equipment and adherence to the applicable OSHA, MOSH and other State & Federal Laws.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

The adopted FY07 Budget represents a hold-the-line from the FY06 operating expenditures. The staff will make every effort to continue existing programs and projects without increasing operational expenses. Changes or expansion of programs will only be accomplished within the constraints of available funds.

Cost Center: Safety & Risk Management

Objectives:

- Closely monitor and manage the Workers Compensation, on/off the job injury leave, and income protection benefits programs
- Conduct safety training for employees
- Ensure compliance with Department of Transportation, State and City regulations on driving and drug testing

Performance Measures:

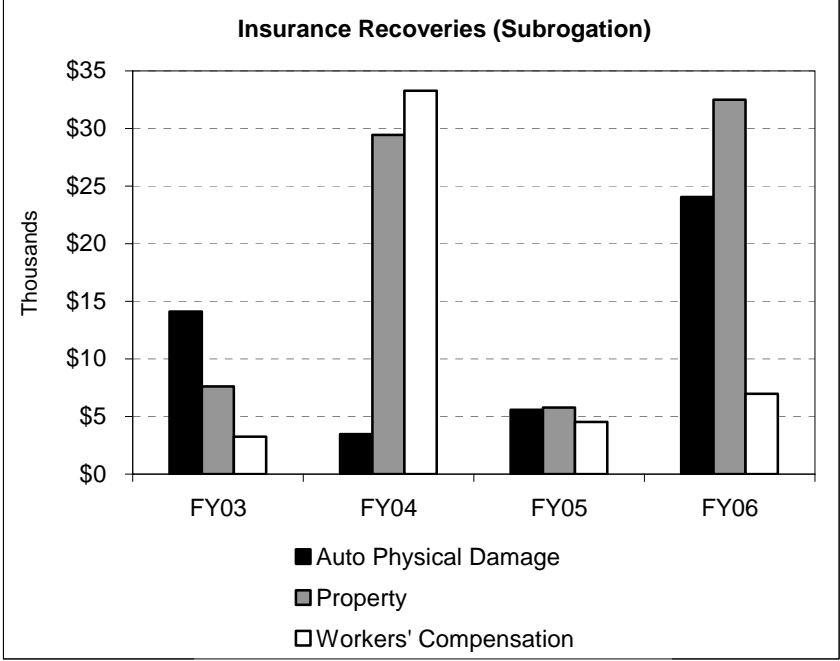
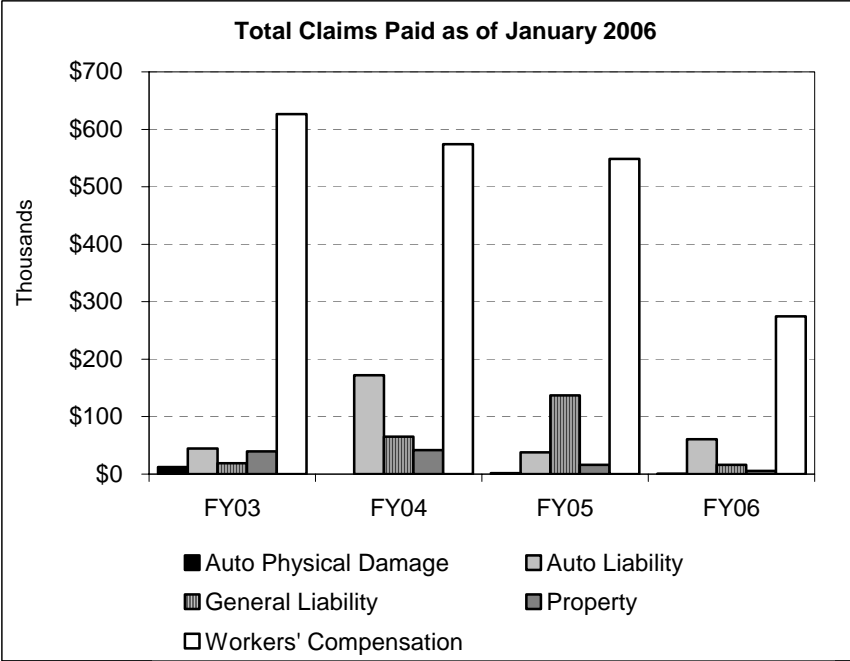
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of employees trained in safety	N/A	75	31	75
Number of Workers Comp, Income Protection Plan, and Off the Job Injury cases managed	N/A	115	70	115
Number of random, reasonable suspicion, and post accident drug tests conducted	N/A	100	82	100

Regular Positions:

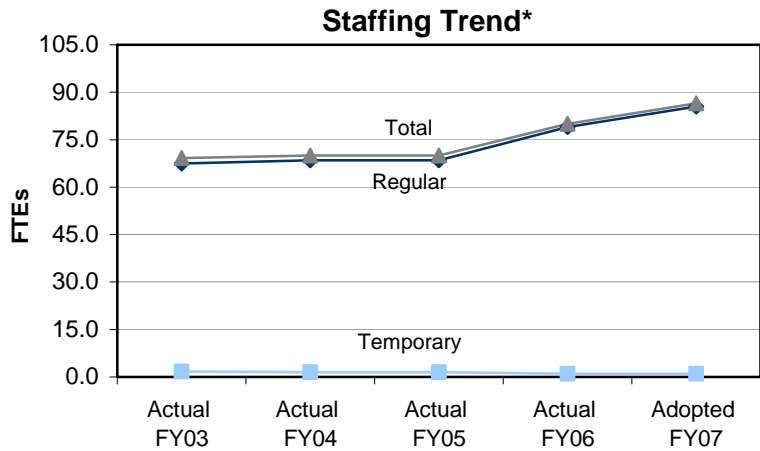
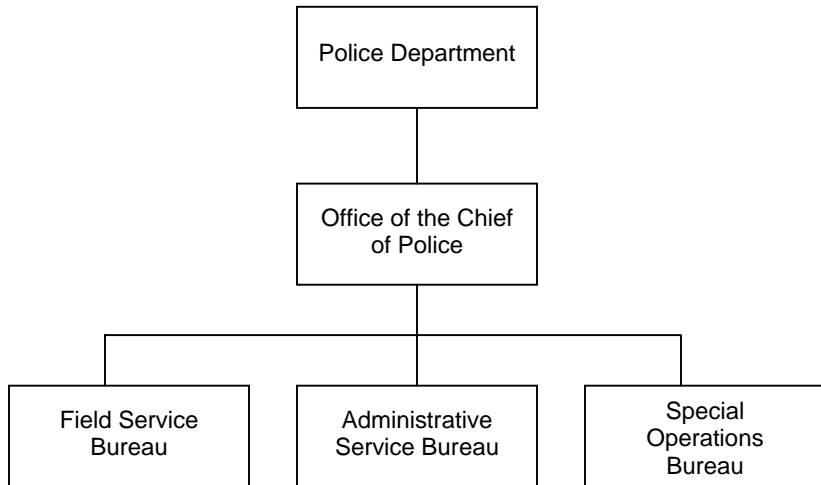
Position Title	Adopted FY06	Adopted FY07
Safety and Risk Manager	1.0	1.0
Secretary	1.0	1.0
Cost Center Total	2.0	2.0

Department of Human Resources

Supplemental Information:



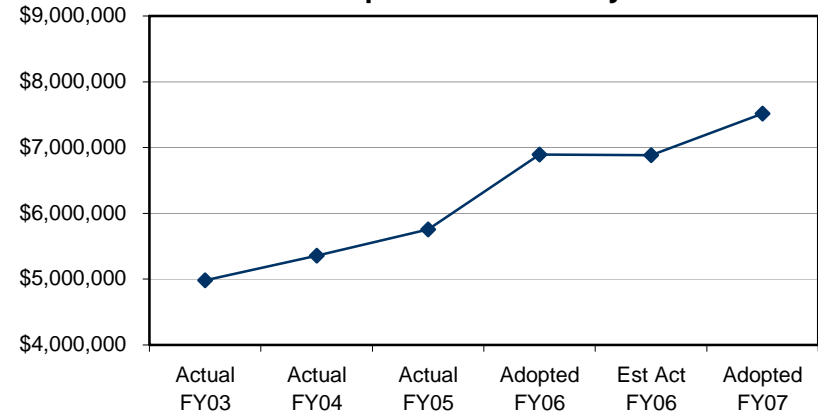
Police Department



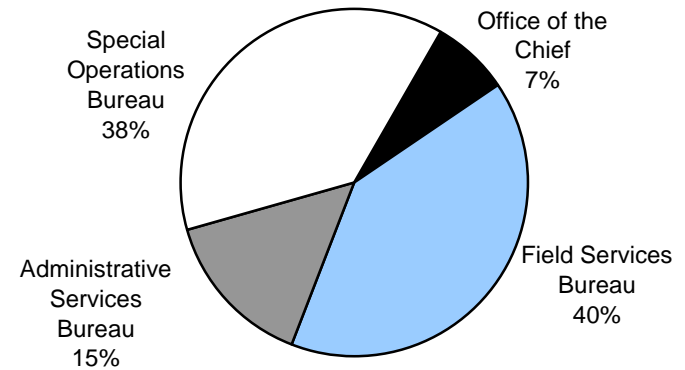
Department Mission Statement

In collaboration with others, the Police Department protects and promotes community safety, ensures the safe and orderly movement of traffic, and seeks solutions to any problem that creates fear or threatens the quality of life in Rockville.

Expenditures History*



Use of Funds



*The sharp increase represents a reorganization that brought Community Enhancement and Code Enforcement into the Police Department during FY06.

Police Department

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Office of the Chief	320,850	529,082	530,982	545,469
Field Services Bureau	3,024,764	2,801,753	2,801,753	3,033,624
Admin. Services Bureau	1,004,453	997,278	985,888	1,100,470
Special Operations Bureau	1,407,496	2,567,850	2,567,850	2,837,755
Department Total	\$5,757,563	\$6,895,963	\$6,886,473	\$7,517,318
Dept. Expenditures by Type				
Salary and Wages	3,995,843	4,770,098	4,770,098	5,238,321
Benefits	1,035,000	1,290,319	1,290,319	1,416,561
Overtime	415,202	420,296	420,296	420,296
Personnel Subtotal	\$5,446,045	\$6,480,713	\$6,480,713	\$7,075,178
Contractual Services	110,937	157,565	145,464	183,320
Commodities	190,941	224,410	227,021	258,820
Capital Outlays	9,640	33,275	33,275	0
Other	0	0	0	0
Operating Subtotal	\$311,518	\$415,250	\$405,760	\$442,140
Department Total	\$5,757,563	\$6,895,963	\$6,886,473	\$7,517,318

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Dept. Funds				
<i>Departmental Revenue</i>				
Animal License	17,784	17,000	17,000	17,000
State Grants	591,212	590,817	590,817	571,400
Community Support	81,218	52,016	52,016	52,000
Confiscated Funds	10,357	9,000	9,000	9,000
Parking Meter Rev.	187,416	167,468	167,468	170,000
Parking Meter Violation	249,574	268,412	200,000	270,000
Rental Licenses, Fees, Permits & Infractions	N/A	457,540	407,090	422,000
Miscellaneous Rev.	N/A	N/A	2,500	2,300
Subtotal	\$1,137,561	\$1,562,253	\$1,445,891	\$1,513,700
<i>Fund Contribution</i>				
General Fund (110)	4,962,561	5,658,346	5,696,806	6,119,731
Parking Fund (320)	(\$342,559)	(324,636)	(256,224)	(117,903)
Special Activities (350)	N/A	N/A	0	1,790
Subtotal	\$4,620,002	\$5,333,710	\$5,440,582	\$6,003,618
Department Total	\$5,757,563	\$6,895,963	\$6,886,473	\$7,517,318
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Office of the Chief	3.0	5.0	5.0	5.0
Field Services Bureau	37.0	32.0	33.0	34.0
Admin. Services Bureau	11.0	10.0	10.5	10.5
Special Operations Bureau	17.5	31.0	30.5	36.0
Regular Subtotal	68.5	78.0	79.0	85.5
<i>Temporary</i>				
Office of the Chief	0.0	0.0	0.0	0.0
Field Services Bureau	0.0	0.0	0.0	0.0
Admin. Services Bureau	1.5	1.5	1.0	1.0
Special Operations Bureau	0.0	0.0	0.0	0.0
Temporary Subtotal	1.5	1.5	1.0	1.0
Department Total	70.0	79.5	80.0	86.5

Police Department

Department Summary

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Police Department was authorized one (1) additional police officer position in the FY06 budget. This position was allocated as a Town Center bicycle patrol unit. The officer assigned to this detail became the liaison to the Town Center business community and became a visible and welcome presence in the Town Center.

The Community Enhancement and Code Enforcement unit continued to steadily progress. The City was divided into five separate inspection regions and inspectors began attending neighborhood civic association meetings. A "how to" policies and procedures manual was started with completion scheduled with this fiscal year.

Through monies obtained in two Police Technology (COPS) grants, the department completed the purchase and outfitting of a mobile communication vehicle and will be completing the purchase of new in-car mobile data computers hardware/software upgrades, digital in-car camera systems, and one-way voice to voice operated phrase translation systems.

Estimated Actual FY06 to Adopted FY07

The hiring of a fifty-second officer is a welcome addition to the department. This new position will help the police department establish a Twinbrook Shopping Center liaison officer position. Patterned after the successful town center bicycle patrol program, the Twinbrook liaison officer will work with the Twinbrook Civic Association and local Twinbrook business owners in dealing with localized public safety issues.

The Community Enhancement and Code Enforcement unit will begin a concerted effort in rental property oversight. Through an expanded program of outreach, we anticipate a higher level of compliance to occur through the application process, increasing the registration of residential rental properties through the city, and an increased review of existing rental units to ensue full compliance within city ordinances.

The Police Department will be coordinating the development and implementation of the camera speed monitoring program. A technician level position will be created as part of the program's operation. The speed monitoring program will target residential streets around school zones, and residential streets that fall within the criteria established by law (residential streets with speed limits of 35 miles per hour or less) that are currently being impacted with excessive speeds by passing motorists.

Four additional parking enforcement officers were budgeted due to the opening of Town Center and the new Library, along with the expanded hours of parking meter operations. For FY07, the Special Operations Bureau includes one new Parking Enforcement Supervisor and three new Parking Enforcement Officers.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	95	85	205*	150*
Percent of employee performance evaluations completed before their anniversary date	100%	100%	100%	100%
Turnover rate	N/A	N/A	6.4%	5.0%
Lost time	N/A	N/A	4.0%	3.0%

* The Actual FY06 and Target FY07 figures reflect the addition of the Community Enhancement and Code Enforcement unit CSR's to the police department totals.

Department Overview:

The Police Department protects and promotes community safety. It is charged with the responsibilities of preserving the peace, protecting life and property, ensuring the safe and orderly movement of traffic, and providing the community with an overall sense of security.

The Police Department is divided into four divisions to accomplish our overall purpose and mission statement.

Office of the Chief of Police: Consists of 5 personnel assigned to two cost centers:

- Management and Support (Chief of Police, Police Lieutenant, Administrative Assistant, Crime Analyst)
- Community Services Office (Community Service Officer)

This work unit oversees and directs the Police Department, develops plans of action for homeland security and emergency preparedness, collects, analyzes and disseminates crime analysis information, and provides specific community outreach programs to the public (Citizens Police Academies, Beacon of Safety Program, National Night Out, Crime Prevention Through Environmental Design (CPTED) reviews, etc.).

Police Department

Field Services Bureau: Consists of 34 personnel assigned to two cost centers:

- Management and Support (Police Captain)
- Patrol teams (5 Sergeants and 28 Police Officers/Corporals)

This work unit is the foundation for the Police Department. The men and women assigned to field services provide the visible marked police vehicle patrols of the City, respond to calls for service, and provide primary response and preliminary investigation for police events occurring within the City.

Administrative Services Bureau: Consists of 10.5 personnel assigned to three cost centers:

- Management and Support (Administrative Services Bureau Commander, Fiscal Clerk, Records Clerk, temporary civilian service aides)
- Public Safety Communications Dispatch and Property/Evidence Function (Police Communications Supervisor, five Public Safety Communications Dispatchers)
- Victim Advocate (Victim Advocate)

This work unit is composed of civilian personnel who provide administrative support. They provide the communication network for the police officers, act as the 24-hour a day/seven days a week department receptionists for the public, monitor security alarms at all city facilities, handle the safe custody and control of all property and evidence, keep all records, oversee the administration of the budget monies, and ensure that the police department maintains its national accreditation status by conforming to the applicable professional standards of operation and behavior.

Special Operations Bureau: Consists of 36 personnel assigned to six cost centers:

- Management and Support (Police Captain, Police Lieutenant)
- Neighborhood Services (Secretary, 3 Neighborhood Services Officers)
- Parking Enforcement (Supervisor, 5 Parking Enforcement Officers)
- Camera Enforcement Program (0.5 Technician, 1 Photo Enhancement Analyst)
- Specialty Patrol/Investigations:
 1. Tactical Patrol Team (Sergeant, 4 Officers/Corporals)
 2. Traffic Unit (Sergeant, 3 Officers/Corporals)
 3. Investigations Unit (Sergeant, 3 Officers/Corporals)

- Community Enhancement and Code Enforcement (Supervisor, 5 Housing Codes Inspectors, Landlord/Tenant Specialist, Commercial Property Codes Inspector, 1.5 Secretaries)

This work unit operates in close collaboration with the Field Services Bureau. The Special Operations Bureau provides specialized assignment for traffic control and enforcement, follow-up investigations by investigators, a special unit of officers (including K-9) assigned to specific problems that may occur (e.g., series of burglaries in a specific location, illegal drug activity, etc.). Animal control and licensing, parking enforcement (specifically for parking meters and parking permit areas), and oversight of the red light camera enforcement program, community enhancement and code enforcement are all responsibilities of this bureau.

Police Department Strategic Objectives:

The work plan for the City of Rockville is defined by the Mayor and Council Vision of Rockville in 2020, along with short-term priorities that the city staff strives to achieve in partnership with the Mayor and Council and Rockville residents. The Police Department's strategic objectives focus on this work plan as part of the unified effort to attain these goals.

Mayor and Council Vision of Rockville in 2020 and associated priorities for 2006-2008:

A Distinctive Place

Police Department Strategic Objectives:

- Maintain a high level of visibility and security throughout the community
- Continue to provide a wide variety of community outreach programs to assist residents, such as the beacon of safety program, National Night Out, crime prevention through environmental design program, citizen police academies, D.A.R.E. and other school programs and presentations
- Continue to strive for cultural and ethnic diversity within the Police Department organizational structure

Police Department

A City of Neighborhoods

Police Department Strategic Objectives:

- Continue to address property maintenance issues through the Code Enforcement and Community Enhancement unit of the Police Department, with particular emphasis on identification and licensing of rental homes
- Continue to assist in the development and implementation of a pedestrian safety action plan to promote community safety, protection of life and property, and regulation of safe and efficient vehicle and pedestrian traffic
- Enhance the Police Department's patrol plans that address the continuing growing service needs of the City, with particular emphasis on Town Center, King Farm, Twinbrook and Fallsgrove communities

Communication and Engagement

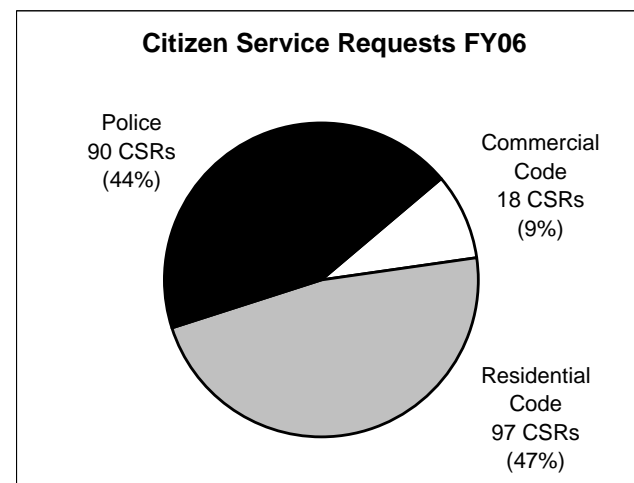
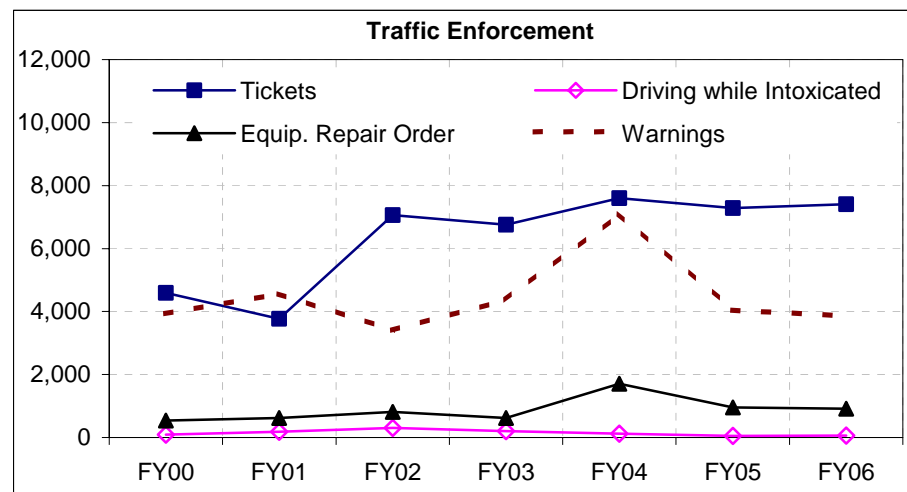
Police Department Strategic Objectives:

- Continue to provide for a comprehensive public safety communication strategy, including but not limited to:
 - Reverse 911 Notification System
 - Rockville Alert Messaging System
 - Neighborhood Watch Program
 - Crime Statistic Booklets prepared for all active Homeowners and Civic Associations

Supplemental Information:

City of Rockville Police Calls for Service (CFS)

	2001	2002	2003	2004	2005
Calls for Service	23,798	15,951	28,759	31,787	35,982
Part 1 Offenses	1,821	1,928	1,932	1,146	1,773
% of Part 1 Offenses vs. CFS	8%	12%	7%	4%	5%



Police Department

Division: Office of the Chief of Police

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Management and Support	320,850	445,202	447,102	451,911
Community Services Office	N/A	83,880	83,880	93,558
Division Total	\$320,850	\$529,082	\$530,982	\$545,469

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	258,000	410,544	410,544	419,064
Benefits	56,916	105,518	105,518	107,860
Overtime	94	4,825	4,825	4,825
Personnel Subtotal	\$315,010	\$520,887	\$520,887	\$531,749
Contractual Services	0	0	0	3,175
Commodities	5,840	8,195	10,095	10,545
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$5,840	\$8,195	\$10,095	\$13,720
Division Total	\$320,850	\$529,082	\$530,982	\$545,469

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Community Support	81,218	52,016	52,016	52,000
Subtotal	\$81,218	\$52,016	\$52,016	\$52,000
<i>Fund Contribution</i>				
General Fund (110)	239,632	477,066	478,966	493,469
Subtotal	\$239,632	\$477,066	\$478,966	\$493,469
Division Total	\$320,850	\$529,082	\$530,982	\$545,469

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Management and Support	2.0	4.0	4.0	4.0
Community Services Office	1.0	1.0	1.0	1.0
Regular Subtotal	3.0	5.0	5.0	5.0
<i>Temporary</i>				
Management and Support	0.0	0.0	0.0	0.0
Community Services Office	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	3.0	5.0	5.0	5.0

Police Department

Division: Office of the Chief of Police

Division Purpose:

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.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The City police department continued to expand its involvement and expertise in the homeland security/disaster preparedness areas. Through two Federal grants (2004 and 2005 U.S. Department of Justice Community Oriented Policing Services Grants) the department was able to procure some additional hazardous materials protective equipment (full body suits, gas masks, eyeglass wear for under the gas mask, etc.) other equipment (gas mask fit testing equipment, hazmat trailer, etc.) and some quality training.

The police department, in a coordinated effort with other city departments, implemented the Reverse 911 emergency notification program, the Rockville Alert information sharing system, and completed the city disaster preparedness plans/policies and procedures manuals.

In addition, members of the police department presented information programs to eleven neighborhood civic associations, and to several city departments on how to be prepared for an emergency or disaster. These programs were in concert with the National Capital region community outreach and information sharing effort for FY06.

Estimated Actual FY06 to Adopted FY07

In FY07 the police department will be actively involved in the Project Lifesaver program in helping to keep track of persons with mental infirmities who have a tendency to wander away from home, through a wristlet tracking device. The department is the first in this region to implement this very successful national program.

We will continue to fine tune the Reverse 911 emergency notification and Rockville alert systems, to ensure peak efficiency and use.

Cost Center: Management and Support

Objectives:

- Continue to update the City Emergency preparedness manual, and fully participate in both the County and Regional emergency preparedness projects, meetings, mock scenarios, and regional grant applications
- Increase the sharing of reported crime trends in the city and provide geographic statistics to Officers and more citizens groups \mathcal{R}
- Continue to look for innovative ways to maximize efficiency and enhance delivery of service to our customers \mathcal{R}
- Continue to find ways to engage the community so residents may play a meaningful role in the problem solving and policing of their community \mathcal{R}

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Decrease the percent of citizens rating crime as a moderate, major, or extreme problem in their neighborhood	19%	N/A*	N/A*	10%
Percent of work time spent on homeland security projects and meetings	35%	N/A*	N/A*	30%
Provide five more neighborhood associations with monthly/quarterly crime statistics reports	15	20	18	20
Increase the percent of Citizen Survey respondents who feel "very safe" or "reasonably safe":				
<ul style="list-style-type: none"> • Walking alone in their neighborhood during the day 	93%	N/A*	N/A*	93%
<ul style="list-style-type: none"> • Walking alone in their neighborhood after dark 	55%	N/A*	N/A*	60%

Police Department

	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase the percent of Citizen Survey respondents rating Rockville's crime prevention and community-oriented policing programs "very effective" or "somewhat effective" in deterring crime	88%	N/A*	N/A*	90%
Increase the percent of Citizen Survey respondents who "strongly agree" or "agree" that:				
<ul style="list-style-type: none"> Rockville Police are honest and can be trusted 	73%	N/A*	N/A*	90%
<ul style="list-style-type: none"> Rockville Police are helpful and cooperative 	75%	N/A*	N/A*	90%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Police	1.0	1.0
Homeland Security Coordinator (Lieutenant)	1.0	1.0
Administrative Assistant	1.0	1.0
Crime Analyst	1.0	1.0
Cost Center Total	4.0	4.0

Cost Center: Community Services Office

Objectives:

- Continue improving the participation of local neighborhood associations and business community members in the Neighborhood and Business watch programs, with a goal to increase participation 15 percent \mathcal{R}
- Offer public safety programs and presentations to all schools in Rockville. Continue improving the participation of local neighborhood associations and business community members in the Neighborhood and Business watch programs, with a goal to increase participation 20 percent \mathcal{R}

Performance Measures:

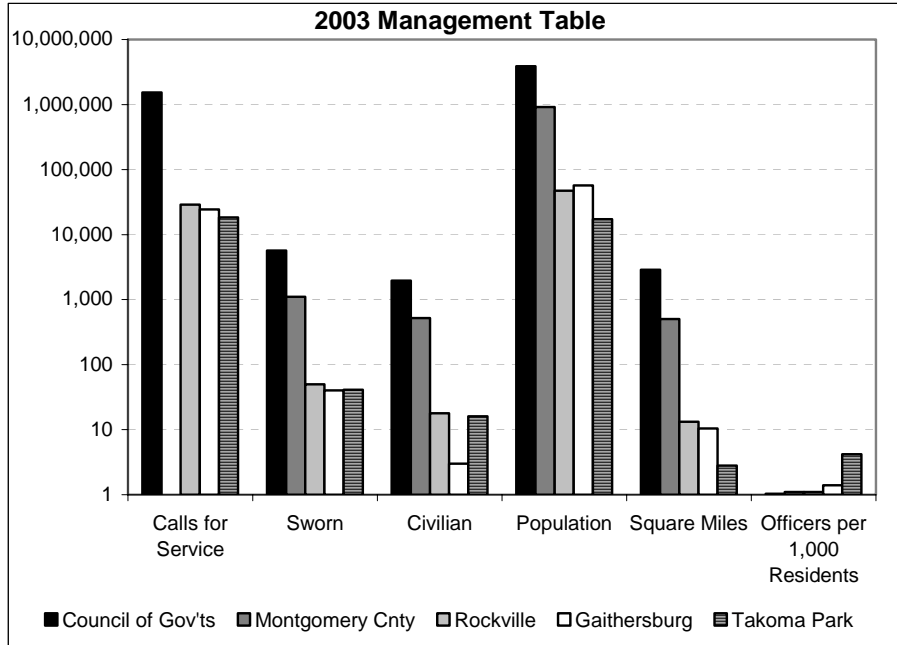
	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase by 20% the number of neighborhood watch associations (Current / New Percentage increase)	10 / 2 20%	12 / 2 18%	12 / 2 18%	12 / 3 20%
Increase the number of business watch participants to 25 (Current / New Percentage increase)	0 / 3 100%	3 / 20 85%	3 / 200 98.5%	200 / 250 25%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Community Services Officer	1.0	1.0
Cost Center Total	1.0	1.0

Police Department

Supplemental Information:



	Calls for Service	Sworn	Civilian	Population	Square Miles	Officers per 1,000 Residents
Council of Gov'ts	1,542,851	5,696	1,969	3,884,871	2,899.0	1.0
Montgomery Cnty	N/A	1,111	522	918,000	506.2	1.1
Rockville	28,759	50	18	47,388	13.2	1.1
Gaithersburg	24,431	40	3	57,000	10.5	1.4
Takoma Park	18,293	41	16	17,299	2.8	4.2

* 2003 statistics are the latest available from Council of Governments.

** For 2006, there are 51 Rockville police officers for 57,000 population. The officer ratio per 1,000 residents is 0.9.

Police Segway Patrol



Police Department

Division: Field Services Bureau

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Management & Support	3,024,764	196,326	196,326	175,789
Patrol Teams	N/A	2,605,427	2,605,427	2,857,835
Division Total	\$3,024,764	\$2,801,753	\$2,801,753	\$3,033,624

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	2,109,871	1,901,228	1,901,228	2,139,830
Benefits	581,914	520,844	520,844	571,375
Overtime	287,852	279,717	279,717	279,717
Personnel Subtotal	\$2,979,637	\$2,701,789	\$2,701,789	\$2,990,922
Contractual Services	350	0	0	0
Commodities	35,137	66,689	66,689	42,702
Capital Outlays	9,640	33,275	33,275	0
Other	0	0	0	0
Operating Subtotal	\$45,127	\$99,964	\$99,964	\$42,702
Division Total	\$3,024,764	\$2,801,753	\$2,801,753	\$3,033,624

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
State Grants	591,212	590,817	590,817	571,400
Confiscated Funds	10,357	9,000	9,000	9,000
Subtotal	\$601,569	\$599,817	\$599,817	\$580,400
<i>Fund Contribution</i>				
General Fund (110)	2,423,195	2,201,936	2,201,936	2,453,224
Subtotal	\$2,423,195	\$2,201,936	\$2,201,936	\$2,453,224
Division Total	\$3,024,764	\$2,801,753	\$2,801,753	\$3,033,624

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Management & Support	2.0	1.0	1.0	1.0
Patrol Teams	35.0	31.0	32.0	33.0
Regular Subtotal	37.0	32.0	33.0	34.0
<i>Temporary</i>				
Management & Support	0.0	0.0	0.0	0.0
Patrol Teams	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	37.0	32.0*	33.0	34.0

* In fiscal year 2006 the Field Services Bureau underwent a resource allocation review and six positions were placed in different bureaus. The Lieutenant assigned to the Bureau was reassigned to the Office of the Chief to staff Homeland Security and Emergency Preparedness. Five Police Officer positions were allocated to the Special Operations Bureau. The Bureau had an additional new Police Officer.

Police Department

Division: Field Services Bureau

Division Purpose:

The Field Services Bureau preserves public order, protects lives and property, and reduces criminal activity through its proactive patrols and strict enforcement of State and City laws. The Bureau consists of police officers assigned to patrol duties, providing primary response and preliminary investigation for police events within the City.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

There were no significant budgetary changes. As a result of a thorough workload assessment of the patrol teams one corporal was promoted to sergeant and the midnight shift was placed on a twelve-hour workday schedule. The additional Sergeant's position was assigned to supervise a second patrol shift on midnights.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Management and Support

Objectives:

- Ensure proper staffing standards are maintained while maintaining fiscal responsibility of the overtime budget
- Ensure that contract overtime fully reimburses the City for overtime expenditures in this area
- Ensure that officers are trained in the Automated Field Reporting system (AFR) for the Mobile Data Computers

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Monitor overtime funds and expenditures to ensure there is no deficit at the end of the fiscal year	N/A	0	8% savings	0
Monitor contract overtime funds and expenditures to ensure there is no deficit at the end of the fiscal year	N/A	0	7% overage	0
Train 100 % of officers in AFR	0%	100%	88%	100%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Bureau Commander (Captain)	1.0	1.0
Cost Center Total	1.0	1.0

Cost Center: Patrol Teams

Objectives:

- Be the primary responder for police events within the City
- Implement the Automated Field Reporting system in the Public Safety Communications System

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase by 2% the number of police events in which a City Police unit is the primary unit	70%	72%	72%	72%
Percentage of 50 officers using AFR system	0%	100%	88%	100%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Sergeant	4.0	5.0
Officer and Corporal	27.0	28.0
Cost Center Total	31.0	33.0

Police Activity FY06

Arrests	872	Parking	8,939
Criminal Citations	272	Repair Orders	914
Traffic Citations	7,411	Field Interviews	207
Vehicle Lockouts	517	Accidents	682
Warnings	3,858	Event Reports	3,358

Police Department

Division: Administrative Services Bureau

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Management / Support	578,400	432,200	432,200	555,687
Public Safety				
Communications				
Dispatch Property / Evidence Function	426,053	496,124	484,024	468,272
Victim Advocate	N/A	68,954	68,954	72,421
Every 15 Minutes	N/A	N/A	710	4,090
Division Total	\$1,004,453	\$997,278	\$985,888	\$1,100,470

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	583,161	555,981	555,981	583,288
Benefits	161,963	161,217	161,217	170,810
Overtime	24,175	24,000	24,000	24,000
Personnel Subtotal	\$769,299	\$741,198	\$741,198	\$778,098
Contractual Services	97,664	142,093	129,993	154,544
Commodities	137,490	113,987	114,697	167,828
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$235,154	\$256,080	\$244,690	\$322,372
Division Total	\$1,004,453	\$997,278	\$985,888	\$1,100,470

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Miscellaneous Rev.	N/A	N/A	2,500	2,300
Subtotal	\$0	\$0	\$2,500	\$2,300
<i>Fund Contribution</i>				
General Fund (110)	1,004,453	997,278	983,388	1,096,380
Special Activities (350)	N/A	N/A	0	1,790
Subtotal	\$1,004,453	\$997,278	\$983,388	\$1,098,170
Division Total	\$1,004,453	\$997,278	\$985,888	\$1,100,470

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Management / Support	4.0	3.0	3.5	3.5
Public Safety				
Communications				
Dispatch Property / Evidence Function	6.0	6.0	6.0	6.0
Victim Advocate	1.0	1.0	1.0	1.0
Regular Subtotal	11.0	10.0	10.5	10.5
<i>Temporary</i>				
Management / Support	1.5	1.5	1.0	1.0
Public Safety				
Communications				
Dispatch Property / Evidence Function	0.0	0.0	0.0	0.0
Victim Advocate	0.0	0.0	0.0	0.0
Temporary Subtotal	1.5	1.5	1.0	1.0
Division Total	12.5	11.5	11.5	11.5

Police Department

Division: Administrative Services Bureau

Division Purpose:

The Administrative Services Bureau provides the department with proper communications technology to ensure officer safety and the technical services required to allow employees to perform their duties in an efficient and effective manner. The Bureau includes public safety communications, records management, processing of parking tickets, fiscal management, victim advocate services, property/evidence control, and accreditation management.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

A temporary part-time Support Service Aide position was reclassified as a part-time Secretary I position. This change was a result of increased workload and responsibility. Through the new records management system a bar coding component was added and is being utilized to bar code all property and evidence coming into possession of the police department.

Estimated Actual FY06 to Adopted FY07

In April 2007 the department will undergo an on-site assessment by a team of three assessors from the Commission on Accreditation for Law Enforcement Agencies (CALEA) as part of the process of maintaining national accredited status. This will be the third re-accreditation process the department has undergone since first becoming accredited in 1994.

Cost Center: Management and Support

Objectives:

- Maintain documentation to prove compliance with accreditation standards when the Commission on Accreditation for Law Enforcement Agencies (CALEA) assessors evaluate the department every three years
- Process court date requests in a timely manner. On average, 30 persons request a court date each month to contest a parking ticket. Each request requires the coordination of a court date with the issuing officer, processing the contested ticket, forwarding information to the traffic court, and after the court hearing updating the computer records and processing any payment received

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Comply with the 446 national accreditation standards applicable to the department	100 %	100 %	100%	100%
Number of parking ticket court dates requests processed	375*	300	254	210

* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Bureau Commander	1.0	1.0
Records Management Clerk	1.0	1.0
Equipment and Budget Coordinator	1.0	1.0
Secretary I	0.0	0.5
Cost Center Total	3.0	3.5

Cost Center: Public Safety Communications Dispatch Property / Evidence Function

Objectives:

- Process and enter each warrant into the State computer system within 72 hours. The department receives approximately 40 criminal arrest warrants from the court each month. Entering the warrants into the State computer system is a public safety issue for police officers who may encounter wanted persons on the street

Police Department

- Validate each warrant within 90 days after initial entry and then annually. The State requires that agencies validate warrants that have been entered into the State computer system. This requires the Public Safety Communications Dispatcher to re-run all of the computer checks on the subject and make any updates as needed
- Expeditiously log each after hour contact for emergency situations (such as trees down, traffic lights out, electrical wires down) and forward the information to the appropriate department so the situation can be resolved
- Maintain the property/evidence room in a fashion that meets all State of Maryland and CALEA standards and passes all announced and unannounced inspections. The department maintains the chain of custody and processes over 550 items of property / evidence in a year

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Enter 100% of warrants into State computer system within 72 hours	416 / 100%	525 / 100%	557 / 100%	500 / 100%
Complete 100 % of warrant validations within 10 days of receipt from the State	232 / 100%	225 / 100%	305 / 100%	250 / 100%
Number of after hour emergency contacts made within one hour of initial notification.	455	525	280	250
Process 100 % of property/evidence items received within two business days	689 / 100%	650 / 100%	682 / 100%	680 / 100%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Support Services Supervisor	1.0	1.0
Public Safety Dispatchers	5.0	5.0
Cost Center Total	6.0	6.0

Cost Center: Victim Advocate

Objectives:

- Review all police reports written by RCPD officers to determine which cases are appropriate for follow up. Contact victims of crimes in person or by mail, depending on the seriousness of the crime, provide support, and supply them with information on referrals for further follow-up services
- Coordinate the Every 15 Minutes drinking and driving awareness program at Richard Montgomery High School
- Coordinate with the State's Attorney's Office the proper handling of domestic violence cases. This includes obtaining all the reports, evidence, photographs and a copy of the 9-1-1 tape and forwarding all to the State's Attorney. The Victim Advocate follows up with the victims and provides any assistance required including finding different lodging, obtaining financial assistance, explaining the criminal justice procedures and accompanying the victim to court.

Police Department

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of police reports reviewed by the victim advocate to determine applicability for follow up contact	2,708	2,852	2,681	2,700
Number of meetings attended in preparation for the Every 15 Minutes program / Number of alcohol related deaths within three months of the Every 15 Minutes program	52 / 0	62 / 0	47 / 0	42 / 0
Number of victims that were accompanied to court by the victim advocate in reference to domestic violence cases	37 of 113 cases	30 of 75 cases	24 of 67 cases	25 of 60 cases

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Victim Advocate	1.0	1.0
Cost Center Total	1.0	1.0

Supplemental Information:

The Rockville City Police Department is dedicated to educating young people about the possible long reaching ramifications of drinking alcohol, poor driving and the impact it has on them as well as their friends, classmates and their families. "Every 15 Minutes" is a two-day program focusing on high school juniors and seniors, which challenges them to think about drinking, personal safety, driving habits and the responsibility of making mature decisions when lives are involved.

Accreditation is a process where state and local law enforcement agencies can demonstrate voluntarily that they comply with national standards, which are an indication of professional excellence.

The benefits of accreditation are:

- Nationwide recognition of professional excellence
- A method of executing daily agency operations under a professional format
- Continued planning, programming, and development
- Better community understanding and support
- State and local government confidence in the agency
- State of the art impartial guidelines for evaluation and change
- Proactive management and information systems to give feedback on policies and procedures
- Better coordination with neighboring agencies and various components of the criminal justice system
- Access to the latest in law enforcement practices, via interfacing with other accredited agencies
- Pride, satisfaction and confidence, in the agency and confidence that comes with success



The City of Rockville added a new service that allows parking tickets to be paid online. The online service provides the option of paying current and/or outstanding parking tickets issued by the City of Rockville over a secure Web site with most major credit cards. Once payments are processed, records at the City of Rockville and the Maryland Motor Vehicle Administration will be updated accordingly, with tickets marked as paid. The web site is: www.rockvillemd.gov/parkingtickets.

Police Department

Division: Special Operations Bureau

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Management & Support	1,053,381	249,236	249,236	247,571
Neighborhood Services	259,686	294,357	294,357	300,041
Parking Enforcement	94,429	111,244	111,244	322,097
Camera Enforcement	N/A	19,417	19,417	76,004
Specialty Patrol/ Investigations	N/A	1,323,063	1,323,063	1,249,621
Comm. Enhancement & Codes Enforcement	N/A	570,533	570,533	642,421
Division Total	\$1,407,496	\$2,567,850	\$2,567,850	\$2,837,755

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	1,044,811	1,902,345	1,902,345	2,096,139
Benefits	234,207	502,740	502,740	566,516
Overtime	103,081	111,754	111,754	111,754
Personnel Subtotal	\$1,382,099	\$2,516,839	\$2,516,839	\$2,774,409
Contractual Services	12,922	15,471	15,471	25,601
Commodities	12,475	35,540	35,540	37,745
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$25,397	\$51,011	\$51,011	\$63,346
Division Total	\$1,407,496	\$2,567,850	\$2,567,850	\$2,837,755

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Animal License	17,784	17,000	17,000	17,000
Parking Meter Rev.	187,416	167,468	167,468	170,000
Parking Meter Violation	249,574	268,412	200,000	270,000
Rental Licenses, Fees, Permits & Infractions	N/A	457,540	407,090	422,000
Subtotal	\$454,774	\$910,420	\$791,558	\$879,000
<i>Fund Contribution</i>				
General Fund (110)	1,295,281	1,982,066	2,032,516	2,076,658
Parking Fund (320)	(342,559)	(324,636)	(256,224)	(117,903)
Subtotal	\$952,722	\$1,657,430	\$1,776,292	\$1,958,755
Division Total	\$1,407,496	\$2,567,850	\$2,567,850	\$2,837,755

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center(FTEs)				
<i>Regular</i>				
Management & Support	2.0	2.0	2.0	2.0
Neighborhood Services	4.0	4.0	4.0	4.0
Parking Enforcement	2.0	2.0	2.0	6.0
Camera Enforcement	0.5	0.5	0.5	1.5
Patrol/Investigations	9.0	14.0	13.0	13.0
Comm. Enhancement & Codes Enforcement	N/A	8.5	9.0	9.5
Regular Subtotal	17.5	31.0	30.5	36.0
<i>Temporary</i>				
Management & Support	0.0	0.0	0.0	0.0
Neighborhood Services	0.0	0.0	0.0	0.0
Parking Enforcement	0.0	0.0	0.0	0.0
Camera Enforcement	0.0	0.0	0.0	0.0
Patrol/Investigations	0.0	0.0	0.0	0.0
Comm. Enhancement & Codes Enforcement	N/A	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	17.5	31.0*	30.5	36.0

* In FY06, a resource allocation review took place and six positions were placed in different bureaus. Five Police Officers were allocated to the Special Operations Bureau.

Police Department

Division: Special Operations Bureau

Division Purpose:

The Special Operations Bureau preserves public order, protects lives and property, and reduces criminal activity through proactive patrols of hotspot areas and strict enforcement of State and City laws. The Bureau includes police officers assigned to criminal investigations, traffic unit, tactical patrol unit, and neighborhood services. The Neighborhood Services Officers ensure that all animal control regulations are enforced. They also supplement the Traffic Unit by assisting with parking enforcement and Police Department coverage during special events. The parking enforcement personnel assigned to the Traffic Unit are responsible for enforcement of parking regulations throughout the City with a special emphasis on the Town Center area. They are also responsible for maintaining and enforcing the 567 parking meters installed throughout the city. The parking meter system is designed to assist in ensuring a consistent level of turnover of vehicles visiting local business establishments while parking in a convenient location.

The Community Enhancement and Code Enforcement Unit ensures the health and safety of occupants in residential and commercial/business properties by enforcing the City's Property Maintenance (PM) Code. This unit is responsible for enforcing the Zoning Ordinance as it pertains to residential properties, the Landlord/Tenant (L/T) Ordinance, and the City's single and multi-family rental licensing laws. The unit also issues licenses for the following business activities: Hawker/Solicitor permits, Oversized Vehicle permits, Hotel licensing and Water Quality enforcement.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

One officer position was added to the Investigation Unit. This officer is coordinating the Graffiti/Gang information efforts of the agency. The canine unit received certification in narcotics detection. This training will allow the canine unit to assist the Tactical Patrol and Patrol units in the detection of illegal narcotics.

There were two additional red light cameras installed and activated. There are now a total of six red light cameras in operation with two additional scheduled for activation in May. The department as part of the FY05 technology grant will be upgrading the in-car cameras. The new cameras will utilize newer digital technology instead of the old tape style.

Estimated Actual FY06 to Adopted FY07

The addition of the fifty-second police officer will allow the creation of a Twinbrook Shopping Center liaison position. This officer will work out of the sub-station at the Twinbrook Recreation Center and provide more visible police presence in the Twinbrook Community.

Four additional parking enforcement officers were budgeted due to the opening of Town Center and the new Library, along with the expanded hours of parking meter operations. For FY07, the Parking Enforcement Cost Center includes one new Parking Enforcement Supervisor and three new Town Center Parking Enforcement Officers.

Cost Center: Management and Support

Objectives:

- Ensure adequate staffing requirements are met while maintaining fiscal responsibility of the overtime budget
- Ensure public safety needs are met during the 25 plus special events held throughout the year by utilizing scheduling adjustments versus overtime
- Ensure officers are afforded training opportunities that enhance their job skills and allow for career development

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Monitor overtime funds and expenditures to ensure there is no deficit at the end of the fiscal year	N/A	0 %	3% overage	0%
Reduce the number of overtime hours used to staff special events	445*	193	188	190
Increase the number of training hours received per officer	64	80	114	85

* The Department staffed additional special events during FY05. Significant additional overtime was used to staff the Maccabi Games.

Police Department

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Bureau Commander (Captain)	1.0	1.0
Deputy Bureau Commander (Lieutenant)	1.0	1.0
Cost Center Total	2.0	2.0

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Neighborhood Service Officer	3.0	3.0
Secretary II	1.0	1.0
Cost Center Total	4.0	4.0

Cost Center: Neighborhood Services

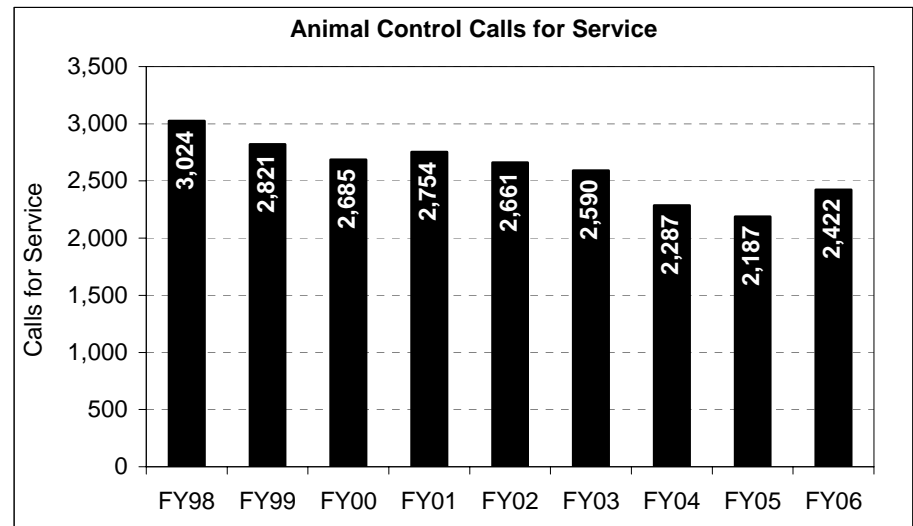
Objectives:

- Ensure dog owners are in compliance with the City's licensing requirement, (All dogs over the age of 4 months must be licensed and vaccinated)
- Actively enforce the animal control ordinances within the City through programs such as rabies clinics and Off-Leash Certification
- Use the NSOs to educate and inform all residents on how to be responsible pet owners

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of dog licenses Issued	1,439	1,700	1,408	2,600
Number of notices of violation issued	220	205	360	350
Number of warnings issued	276	298	387	300
Number of presentations and programs	14	12	17	18

Supplemental Information:



Police Department

Cost Center: Parking Enforcement

Objectives:

- Frequently check the 13 residential parking permit districts for violations and take enforcement action through the issuance of parking citations
- Monitor and enforce parking meter violations throughout the City. The City has installed 567 parking meters throughout the Town Center, N. Stonestreet Avenue, and streets around the Twinbrook Metro Center
- Proactively monitor parking throughout the city to ensure compliance with parking regulations such as fire lanes, handicapped parking and time restrictions

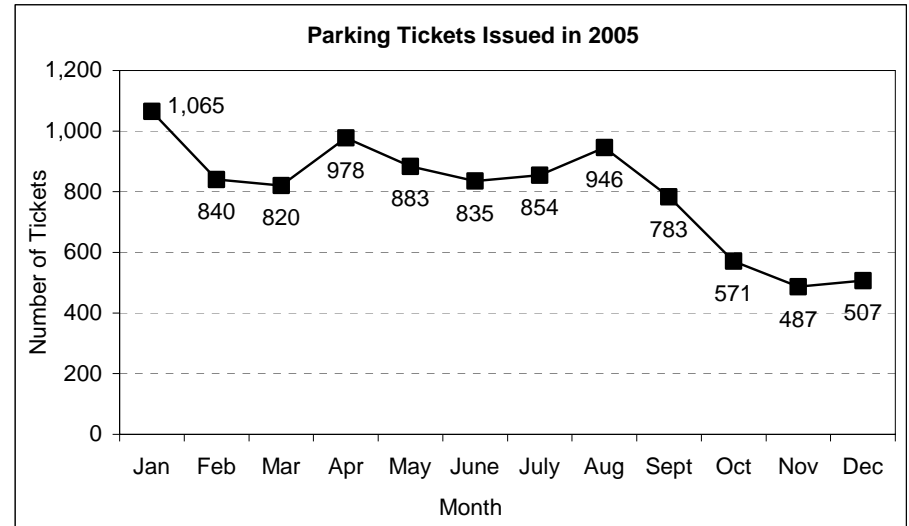
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of parking permit violations issued	595	675	749	725
Number of parking meter citations issued	7,430	6,950	5,369	5,500
Number of miscellaneous parking citations issued	3,438	3,800	2,821	3,250

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Parking Enforcement Supervisor	0.0	1.0
Parking Enforcement Officer	2.0	2.0
Town Center Parking Enforcement Officers	0.0	3.0
Cost Center Total	2.0	6.0

Supplemental Information:



Cost Center: Camera Enforcement Program

Objectives:

- Red Light Camera Program: Reduce the number of red light violation instances and related crashes through the issuance of digitally generated citations
- Speed Monitoring Camera Program: Successfully implement the photo speed monitoring program at designated sites throughout the City

Performance Measures:

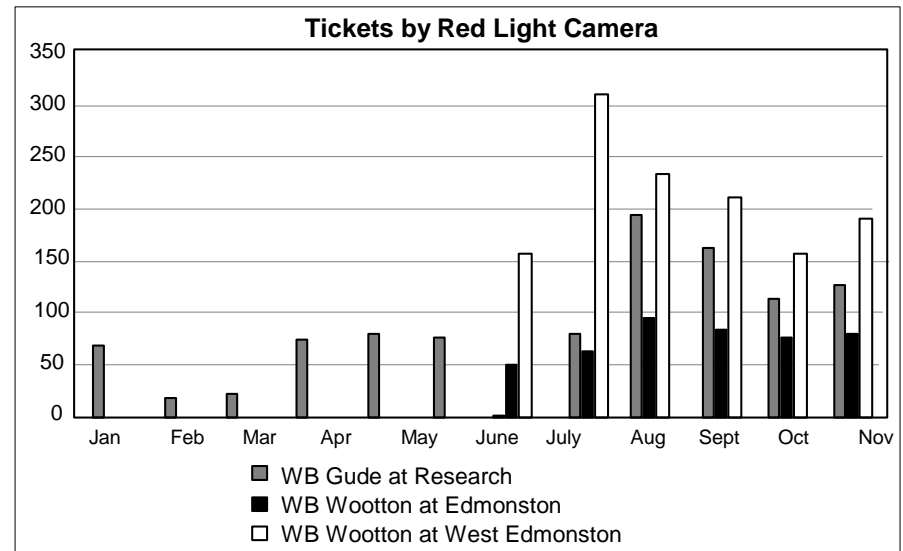
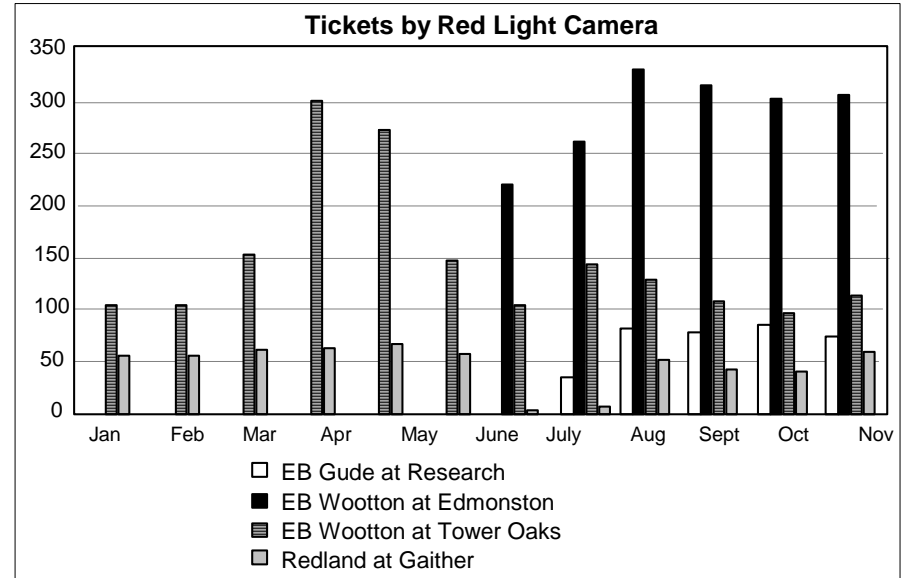
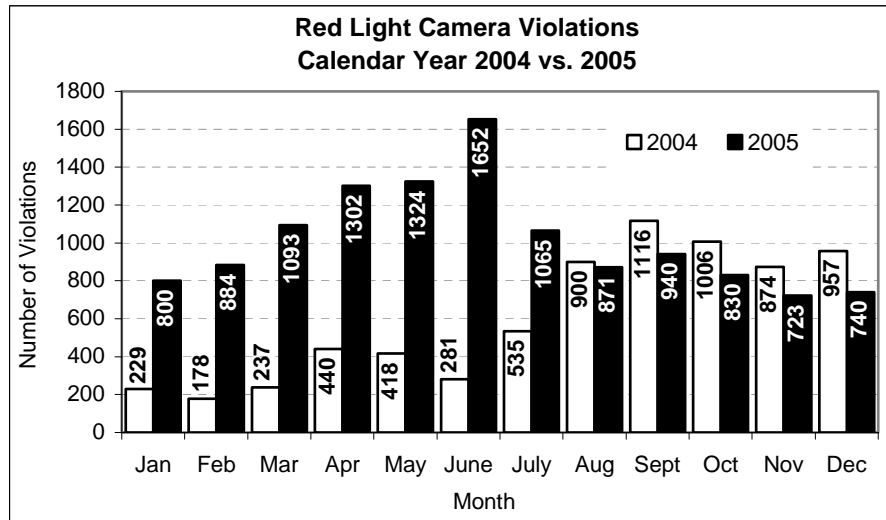
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Red Light Camera citations issued	3,925	3,875	11,147	10,000

Police Department

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Red Light Camera Tech (PT)	0.5	0.5
Photo Enhancement Analyst	0	1.0
Cost Center Total	0.5	1.5

Supplemental Information:



Police Department

Cost Center: Specialty Patrol / Investigations

Objectives:

- Responsible for complete follow-up investigation of property crimes and crimes against persons cases initially handled by Rockville City patrol officers. Examples of cases the Investigative Unit investigate are: sexual assaults (not rape), robbery (non-commercial), thefts, vandalism and burglary
- Reduce the number of pedestrian related incidents, speeding complaints, other traffic control device violations (i.e. stop signs) and vehicular crashes throughout the City. The Traffic Unit is a specialty unit with primary responsibility for enforcing traffic regulations throughout the City through education, saturated patrols and selective enforcement. Targeted areas are both self-initiated and complaint driven
- Identify and target dealers of controlled dangerous substances along with the general user. The Tactical Patrol Team is designed to provide high visibility, and sometimes covert, enforcement efforts in areas where crime adversely affects the quality of life for residents, merchants and visitors. The Tactical Patrol Unit typically target locations where loitering and general public nuisance complaints are received

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Meet or exceed the national average of 17% for clearance of property crimes investigated	48%	17%	58%	50%
Meet or exceed the national average of 46% for clearance of crimes against persons investigated	55%	46%	52%	55%
Number of areas targeted for selective enforcement	551	495	513	550

	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase by 25% the number of locations selected to conduct pedestrian safety checks	52	65	30	65
Increase by 25% the number of locations targeted for high visibility and/or covert enforcement effort	15	19	22	24
To maintain zero tolerance for controlled dangerous substances (CDS) activity through CDS arrests made for possession *	178	196	171	100
To maintain zero tolerance for CDS activity through CDS arrests made for possession with the intent to distribute.*	13	20	31	25
Increase the percent of Citizen Survey respondents rating enforcement of traffic laws as "excellent" or "good"	72%	N/A**	N/A**	80%

* The number of CDS related arrests is expected to level-off as a result of the street enforcement and the reduction in the number of known CDS areas.

** The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Police Department

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Sergeant	3.0	3.0
Officer and Corporal	11.0	10.0
Cost Center Total	14.0	13.0

Supplemental Information:

The Department's K-9 and handler successfully completed an eight-week narcotic detector training course.



Cost Center: Comm. Enhancement / Code Enforcement

Objectives:

- Enhance health and public safety 🏠
- Help to preserve property values 🏠
- Reduce number of rental properties with property maintenance issues 🏠
- Reduce the number of troubled rental properties 🏠
- Conduct proactive property maintenance enforcement 🏠
- Reduce time required to bring maintenance violation into compliance 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of rental property inspections	1,370	1,850	1,952	1,750
Number of rental properties licensed	760	632	761	730
Number of violation notices issued to rental properties	311	325	549	325
Percent of properties sent a rental license within 45 days of the City receiving an application	68%	70%	69%	70%
Number of Landlord/Tenant (L/T) inquires that do not result in a formal case	1,900	1,500	2,890	1,825
Number of Landlord/Tenant inquires that result in a formal case	47	40	61	55
Landlord/Tenant cases requiring a Landlord/Tenant Commission hearing	0	0	8	3
Number of commercial property complaints received	127	90	147	125
Number of commercial property maintenance violation notices issued	70	85	61	70
Number of commercial property inspections	368	450	352	450
Number of residential properties inspected	4,143	4,000	4,237	4,000
Number of residential complaints	515	550	713	525
Number of property maintenance violations issued	1,057	950	1,143	1,025

Police Department

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of property maintenance violations (grass, junk vehicles, trash) brought into compliance within 10 days	73.3%	80%	79%	80%
Percent of property maintenance violations (painting, repairs, trees) brought into compliance within 30 days	76.5%	80%	78%	80%
Number of cases requiring court appearances	30	50	23	40
Number of troubled properties*	31	22	12	20

* Troubled properties are defined as properties for which the City has opened three or more property maintenance cases during a one-year period (with any number and type of violations).

	Actual FY05	Target FY06	Actual FY06	Target FY07
Increase the percent of Citizen Survey respondents rating residential property maintenance code enforcement as "excellent" or "good"	67%	N/A*	N/A*	75%
Increase the percent of Citizen Survey respondents rating commercial property maintenance code enforcement as "excellent" or "good"	69%	N/A*	N/A*	75%

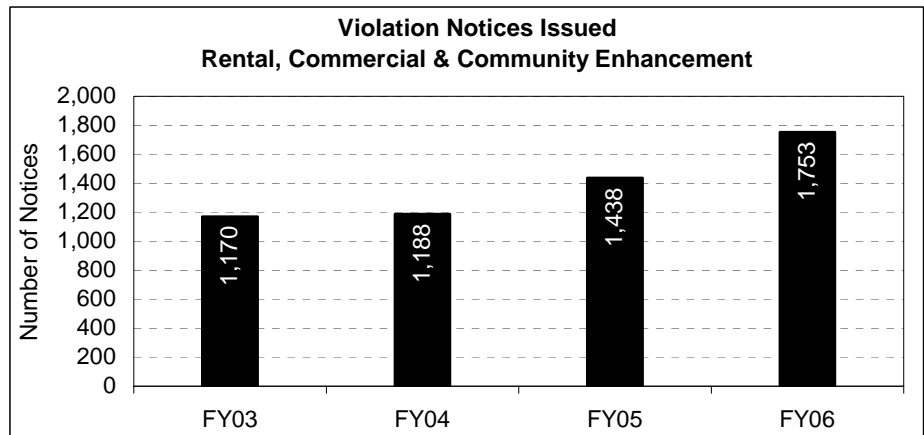
* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Regular Positions:

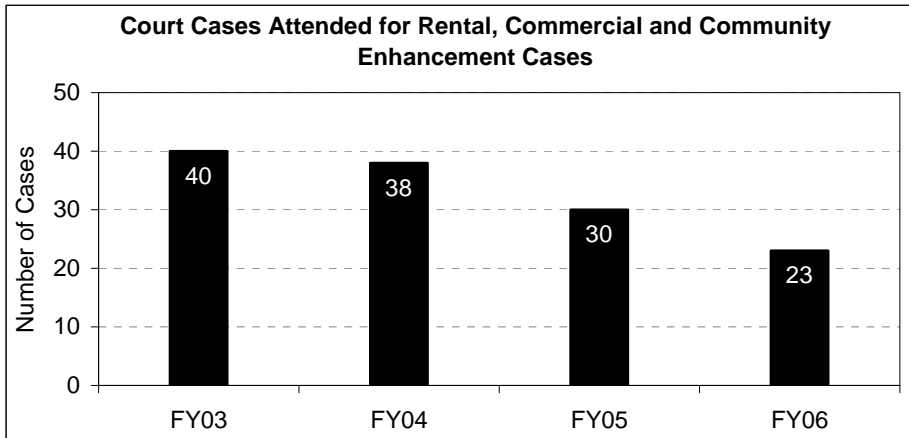
Position Title	Adopted FY06	Adopted FY07
Supervisor of Comm. Enhancement/Code Enforce.	1.0	1.0
Housing Codes Inspector	5.0	5.0
Landlord/Tenant Specialist	1.0	1.0
Commercial Property Codes Inspector	1.0	1.0
Secretary II*	0.5	1.5
Cost Center Total	8.5	9.5

* 1.0 FTE Secretary II was transferred from the Community Services Dept.

Supplemental Information:



Police Department



All rental properties must pass an inspection for property maintenance, health and safety deficiencies every two years, prior to the issuance of a rental license. Multi family dwellings (apartments) are inspected and licensed annually.

All Hawkers/Solicitors need to apply for a permit to operate in the City of Rockville. All permits are for that particular event.

Community Enhancement and Code Enforcement Zones:

AREA 1

Includes Twinbrook, Twinbrook Forest and neighborhoods east of Broadwood Drive.

AREA 2

Includes East Rockville, Burgundy Estates and neighborhoods northeast of Town Center.

AREA 3

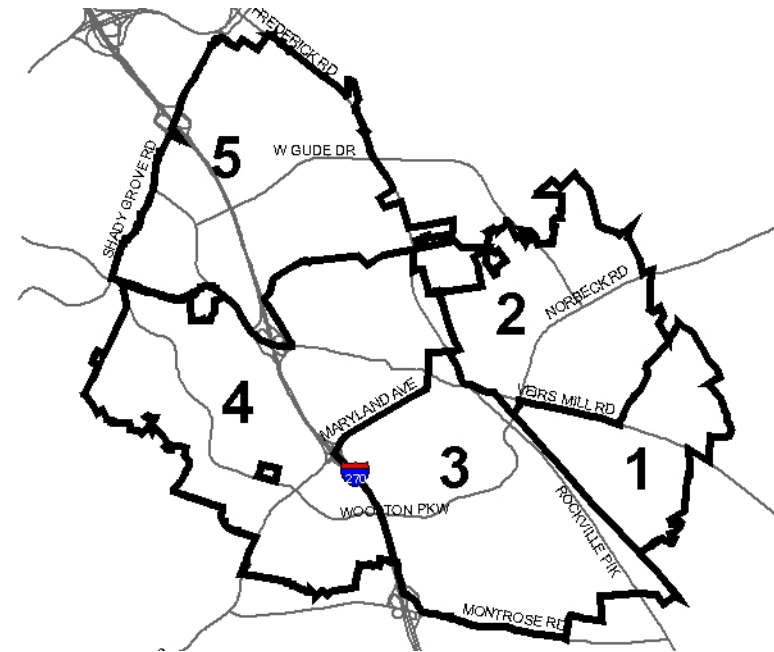
Includes Lynfield, New Mark Commons, Montrose and neighborhoods east of I-270 and south of Maryland Avenue.

AREA 4

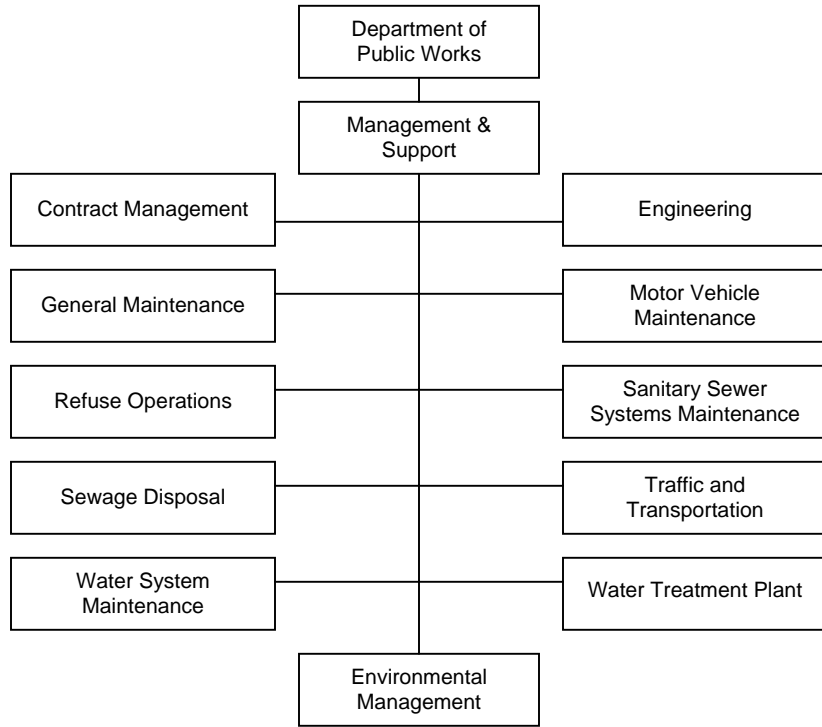
Includes West End, Rose Hills, Fallsmead, Horizon Hills and neighborhoods west of Town Center.

AREA 5

Includes Lincoln Park, College Gardens, King Farm and neighborhoods north of Darnestown Road and Nelson Street.



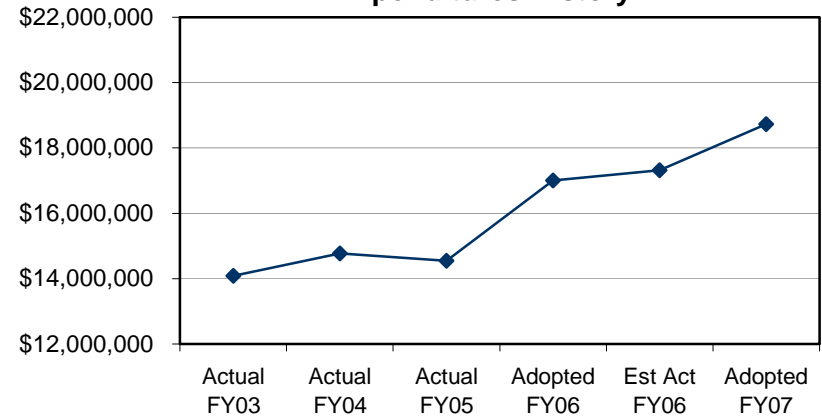
Department of Public Works



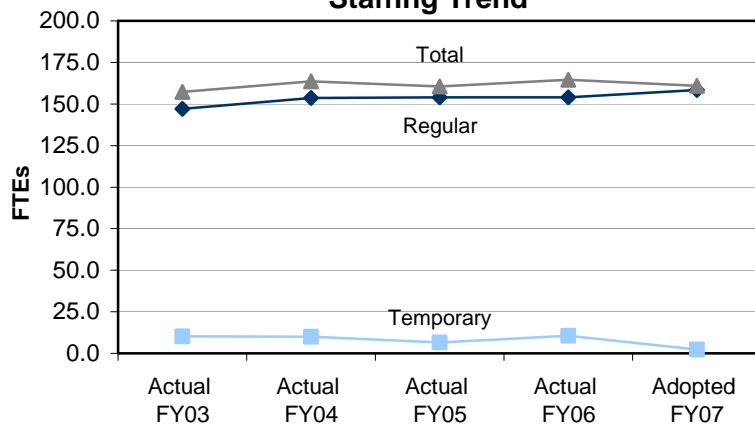
Department Mission Statement

The Department of Public Works is dedicated to delivering engineering and operational services that provide the Rockville community with pride in their city and its work force.

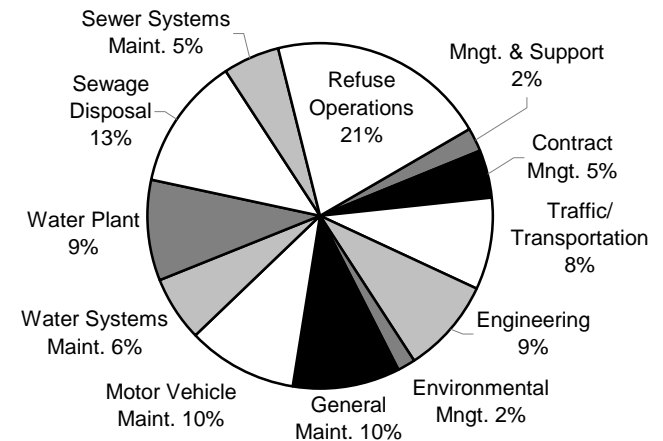
Expenditures History



Staffing Trend



Use of Funds



Department of Public Works

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Management and Support	354,104	414,195	431,207	408,171
Contract Management	755,738	836,063	837,515	856,234
Traffic / Transportation	1,228,721	1,390,459	1,365,936	1,584,091
Engineering	1,047,978	1,583,764	1,495,564	1,687,113
Environmental Management	N/A	N/A	N/A	284,675
General Maint.	2,046,103	1,756,405	1,754,405	1,893,327
Motor Vehicle Maint.	1,511,857	1,554,754	1,803,650	1,947,078
Water System Maint.	712,471	1,067,915	1,074,277	1,131,037
Water Treatment Plant	1,349,188	1,438,674	1,609,585	1,752,394
Sewage Disposal	1,537,747	2,228,821	2,228,821	2,337,539
Sewer Systems Maint.	887,564	979,023	989,553	1,018,187
Refuse Operations	3,115,006	3,750,314	3,729,468	3,831,783
Department Total	\$14,546,477	\$17,000,387	\$17,319,981	\$18,731,631

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	6,826,905	7,618,644	7,561,163	7,903,531
Benefits	1,823,572	2,062,757	2,062,757	2,226,918
Overtime	374,827	386,323	406,684	398,579
Personnel Subtotal	\$9,025,304	\$10,067,724	\$10,030,604	\$10,529,028
Contractual Services	3,356,834	4,539,458	4,489,614	4,912,592
Commodities	2,129,628	2,325,386	2,731,944	3,191,253
Capital Outlays	34,711	47,500	67,819	98,758
Other	0	20,319	0	0
Operating Subtotal	\$5,521,173	\$6,932,663	\$7,289,377	\$8,202,603
Department Total	\$14,546,477	\$17,000,387	\$17,319,981	\$18,731,631

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Funds				
Permit Fees	134,327	200,000	200,000	200,000
Traffic Signal Fees	3,731	5,000	5,000	5,000
Subtotal	\$138,058	\$205,000	\$205,000	\$205,000
<i>Fund Contribution</i>				
General (110)	5,176,764	5,283,515	5,422,883	6,202,237
Water (210)	2,321,004	2,844,872	3,002,230	3,233,177
Sewer (220)	2,632,301	3,611,274	3,604,014	3,800,274
Refuse (230)	3,701,063	4,083,572	4,148,400	4,254,624
Parking (320)	3,000	3,400	3,400	3,508
Stormwater (330)	566,015	940,035	899,035	962,682
Golf (340)	8,272	28,719	35,019	70,129
Subtotal	\$14,408,419	\$16,795,387	\$17,114,981	\$18,526,631
Department Total	\$14,546,477	\$17,000,387	\$17,319,981	\$18,731,631

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing by Division (FTEs)				
<i>Regular</i>				
Management and Support	4.0	4.0	4.0	4.0
Contract Management	10.0	10.0	10.0	11.0
Traffic / Transportation	9.5	9.5	9.5	9.5
Engineering	11.5	11.5	11.5	12.0
Environmental Management	N/A	N/A	N/A	2.0
General Maint.	30.0	25.6	25.6	25.6
Motor Vehicle Maint.	13.0	13.0	13.0	13.0
Water System Maint.	12.0	12.3	12.3	12.3
Water Treatment Plant	8.0	9.0	9.0	10.0
Sewage Disposal	0.0	0.0	0.0	0.0
Sewer Systems Maint.	13.0	13.2	13.2	13.2
Refuse Operations	43.0	45.9	45.9	45.9
Regular Subtotal	154.0	154.0	154.0	158.5
<i>Temporary</i>				
Management and Support	0.1	0.1	0.1	0.1
Traffic / Transportation	0.0	0.8	0.8	0.8
Engineering	0.2	1.8	1.2	1.5
General Maint.	2.1	0.0	0.0	0.0
Refuse Operations	4.2	8.7	8.5	0.0
Temporary Subtotal	6.6	11.4	10.6	2.4
Department Total	160.6	165.4	164.6	160.9

Department of Public Works

Department Summary

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Unanticipated vacancies resulted in additional contractual services costs.

During FY06, the Department of Public Works moved offices as part of the renovation of City Hall. Staff invested time during the fiscal year in planning the renovation and the actual move.

The following projects have been completed:

- Northeast Park Stormwater Management retrofit
- Woottons Mill Stream rehabilitation
- Phase I evaluation of corrugated metal pipes
- RedGate Stormwater Management retrofit
- North Horners water main and stream restoration

Identified gaps in the development review process and recommend changes to eliminate the gaps.

Bus Shelter installations increased by 60 percent from five to eight.

During FY06, the City accepted the transfer of streets in the Fallsgrove subdivision; therefore, increasing the number of street miles in the City's maintenance inventory.

The Glen Mill Water Pumping Station will be brought on line in Spring 2006 and the City will assume operation and maintenance of additional infrastructure in the Thirty Oaks Subdivision and Town Center areas.

An additional appropriation of \$145,000 was included in a mid-year budget amendment to fund continuing dramatic increases in chemicals, heating fuel, and electricity.

A pilot refuse program will be conducted beginning March through December in the Hungerford and Monument areas to evaluate providing once-per-week, curbside, semi-automated collection of regular refuse and recycling. Data will be

collected and surveys sent to all pilot customers at the beginning, middle, and end of the pilot and will be shared with the Mayor and Council along with staff recommendations.

Staff tested day labor to supplement temporary crews.

Estimated Actual FY06 to Adopted FY07

CJSSES (Cabin John Sanitary Sewer Evaluation Study) – complete the study. This study identifies components of our sanitary sewer infrastructure that has excessive I/I (infiltration and Inflow) of stormwater. It also recommends and prioritizes repair and rehabilitation to eliminate spot I/I (overall reduce I/I) from the system.

We anticipate completing the following projects:

- Water Distribution Analysis – This assesses the ability of our distribution system to provide high quality water at the demand level that meets the future Master Plan growth
- Adclare water main construction
- Lewis water main design
- Rockcrest Stream rehabilitation
- College Gardens Park and Pond Redesign – working with community members and MCPS, develop a plan to reduce downstream erosion and improve water quality of Watts Branch by evaluating SWM and park design alternatives, including modifying the existing pond with a reconfiguration of the park layout to accommodate recreation elements identified by the community and locating a new pond outside the College Gardens Park

The number of street miles in the City's maintenance inventory will increase as a result of acceptance of streets in King Farm Phase II and Town Center.

An additional \$50,450 has been included as a result of additional salt requirements for the Snow and Ice Removal Cost Center due to additional street miles and escalating contract increases.

The adopted FY07 commodities amount in the Motor Vehicle Maintenance Division includes an additional \$359,810 as a result of escalating fuel prices.

The adopted FY07 commodities amount in the Water Treatment Plant includes an additional \$250,628 as a result of escalating costs for chemicals, heating fuel, and electricity.

Department of Public Works

Estimated Actual FY06 to Adopted FY07 (cont.)

An additional \$108,718 has been included in the FY07 adopted budget to reflect the City's share of costs for Blue Plains.

A full-time Water Treatment Plant Operator Trainee position has been added to the Water Treatment Plant Division for FY07 due to an increased need for full-time operators.

A full-time Engineering Technician I position has been added to the Contract Management Division for FY07. Prior to FY07, the work associated with this position was being performed by outside consultants.

Continue the refuse and recycling pilot program. No costs for implementation have been included in the FY07 adopted budget. If an additional appropriation is needed as the result of a Mayor and Council decision following the pilot, a mid-year budget amendment will be required.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to *	344	342	365	400
Percent of employee performance evaluations completed before their anniversary date	N/A	90%	72%	90%
Turnover rate	N/A	N/A	15.6%	14.0%
Lost Time	N/A	N/A	5.9%	5.0%






* The CSRs in FY07 are expected to increase as a result of the refuse and recycling pilot program.

Department of Public Works

Department Overview:

The Department of Public Works provides for the effective and efficient acquisition, construction, operation, and maintenance of the City's physical infrastructure to provide transportation, water, waste disposal, environmental protection, and similar services.

Department-wide strategic goals for FY07 focus on the following in support of the Mayor and Council's goals and objectives:

- Develop and implement a comprehensive transportation plan that provides safety and mobility for pedestrians, bicyclists, and motorists  ★
- Develop a plan to ensure, to the greatest extent possible, that neighborhoods are shielded from increasing traffic in and around the Town Center ★
- Assist in the implementation of an Adequate Public Facilities Ordinance ★
 \$
- Continue to implement traffic-calming solutions to address speeding and traffic volumes in Rockville ★
- Assist in implementing the Bikeway Master Plan  ★
- Continue to enhance pedestrian safety along state roads in Rockville by implementing improvements and lobbying the State for changes ★
- Maintain the basic physical needs of the City in order to continue a level of service relatively free from street disintegration, water main breaks, sewer stoppages, equipment failures, and refuse service interruptions  ★
- Continue upgrades to water treatment facilities to meet more stringent federal environmental standards and increase capacity to include the planning and design of a sludge handling system
- Formulate new strategies to provide cost effective and efficient solid waste management, trash removal and disposal, and recycling services, to conserve natural resources \$
- Monitor the City's fleet to ensure timely repair and maintenance
- Design, construct, and maintain water supply, and wastewater systems that support existing and planned development and enhance environmental quality 

- Design, construct, and maintain stormwater management (SWM) infrastructure that supports existing and planned development and enhances the environmental quality of streams and waterways ★
- Plan for implementation of future SWM fees \$

Department of Public Works

Division: Management and Support

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Management and Support	354,104	414,195	431,207	408,171
Division Total	\$354,104	\$414,195	\$431,207	\$408,171

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	287,227	328,143	326,323	319,263
Benefits	55,268	65,867	65,867	68,233
Overtime	377	0	0	0
Personnel Subtotal	\$342,872	\$394,010	\$392,190	\$387,496
Contractual Services	4,685	7,435	22,203	7,925
Commodities	6,547	12,750	16,814	12,750
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$11,232	\$20,185	\$39,017	20,675
Division Total	\$354,104	\$414,195	\$431,207	\$408,171

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	354,104	414,195	431,207	408,171
Subtotal	\$354,104	\$414,195	\$431,207	\$408,171
Division Total	\$354,104	\$414,195	\$431,207	\$408,171

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Management and Support	4.0	4.0	4.0	4.0
Regular Subtotal	4.0	4.0	4.0	4.0
<i>Temporary</i>				
Management and Support	0.1	0.1	0.1	0.1
Temporary Subtotal	0.1	0.1	0.1	0.1
Division Total	4.1	4.1	4.1	4.1

Department of Public Works

Division: Management and Support

Division Purpose:

To provide all oversight functions associated with managing the department and to provide coordination between its divisions and other departments.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Unanticipated vacancies resulted in additional contractual services costs.

During FY06, the Department of Public Works moved offices as part of the renovation of City Hall. Staff invested time during the fiscal year in planning the renovation and the actual move.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Management and Support

Objectives:

- Improve efficiency of department management functions through training and use of "best practices" \$
- Monitor division budget expenditures to ensure correct allocation of funds to each cost center ☺
- Promote cross-division responses, as appropriate, to resolve community requests and concerns 🏠
- Promote High Performance Organization (HPO) principles and initiatives throughout the department \$

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Director of Public Works	1.0	1.0
Public Works Administrator	1.0	1.0
Administrative Assistant II	1.0	1.0
Secretary II	1.0	1.0
Cost Center Total	4.0	4.0

Department of Public Works

Division: Contract Management

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Contract Management	755,738	836,063	837,515	\$856,234
Division Total	\$755,738	\$836,063	\$837,515	\$856,234

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	483,685	587,360	587,360	627,690
Benefits	161,549	133,293	133,293	161,793
Overtime	50	6,000	6,000	5,600
Personnel Subtotal	\$645,284	\$726,653	\$726,653	\$795,083
Contractual Services	105,057	103,460	104,912	54,776
Commodities	5,502	5,950	5,950	6,375
Capital Outlays	(105)	0	0	0
Other	0	0	0	0
Operating Subtotal	\$110,454	\$109,410	\$110,862	\$61,151
Division Total	\$755,738	\$836,063	\$837,515	\$856,234

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	755,738	685,189	686,641	699,944
Water Fund (210)	0	42,227	42,227	43,124
Sewer Fund (220)	0	42,227	42,227	43,124
Stormwater Fund (330)	0	66,420	66,420	70,042
Subtotal	\$755,738	\$836,063	\$837,515	\$856,234
Division Total	\$755,738	\$836,063	\$837,515	\$856,234

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Contract Management	10.0	10.0	10.0	11.0
Regular Subtotal	10.0	10.0	10.0	11.0
<i>Temporary</i>	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	10.0	10.0	10.0	11.0

Department of Public Works

Division: Contract Management

Division Purpose:

To ensure a safe and clean environment for citizens and high quality infrastructure that meets city, county, state and federal regulations and standards by inspecting all capital improvement construction work and construction of infrastructure by developers and citizens who receive City issued permits; and by managing contractual services for the construction, maintenance and repair of City infrastructure including streets, sidewalks and stormwater management facilities.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

A full-time Engineering Technician I position has been added for FY07. Prior to FY07, the work associated with this position was being performed by outside consultants.

Cost Center: Contract Management

Objectives:

- Complete 90 percent of CIP projects within the original contract completion time
- Limit cost over-runs on all CIP projects to five percent of the original contract amount

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of CIP projects completed within the original completion time *	80%	90%	85%	90%
Percent of CIP project cost over-run above original contract amount *	8.5%	5.0%	4.5%	5.0%

* These figures are based on a rolling four quarters since CIP projects may span several fiscal years.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief, Contract Management	1.0	1.0
Engineering Technician V	1.0	1.0
Engineering Technician IV	7.0	7.0
Engineering Technician I	1.0	2.0
Cost Center Total	10.0	11.0

Department of Public Works

Division: Traffic and Transportation

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Protect Neighborhoods	N/A	86,953	74,736	177,085
Mobility	656,185	268,222	273,596	312,044
Accessibility	60,231	118,930	118,930	247,644
Safety/Maintenance	512,305	916,354	898,674	847,318
Division Total	\$1,228,721	\$1,390,459	\$1,365,936	\$1,584,091

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	509,302	606,597	594,380	640,151
Benefits	113,661	127,507	127,507	148,563
Overtime	3,162	5,817	17,817	11,550
Personnel Subtotal	\$626,125	\$739,921	\$739,704	\$800,264
Contractual Services	25,582	26,200	26,450	38,650
Commodities	565,014	612,338	587,782	733,177
Capital Outlays	12,000	12,000	12,000	12,000
Other	0	0	0	0
Operating Subtotal	\$602,596	\$650,538	\$626,232	\$783,827
Division Total	\$1,228,721	\$1,390,459	\$1,365,936	\$1,584,091

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Traffic Signal Maintenance	3,731	5,000	5,000	5,000
Subtotal	\$3,731	\$5,000	\$5,000	\$5,000
<i>Fund Contribution</i>				
General Fund (110)	1,224,990	1,385,459	1,360,936	1,579,091
Subtotal	\$1,224,990	\$1,385,459	\$1,360,936	\$1,579,091
Division Total	\$1,228,721	\$1,390,459	\$1,365,936	\$1,584,091

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Protect Neighborhoods	N/A	1.1	2.25	2.25
Mobility	N/A	1.6	1.75	1.75
Accessibility	N/A	1.7	3.25	3.25
Safety/Maintenance	N/A	5.1	2.25	2.25
Regular Subtotal	9.5	9.5	9.5	9.5
<i>Temporary</i>				
Protect Neighborhoods	N/A	0.0	0.0	0.0
Mobility	N/A	0.8	0.8	0.8
Accessibility	N/A	0.0	0.0	0.0
Safety/Maintenance	N/A	0.0	0.0	0.0
Temporary Subtotal	0.0	0.8	0.8	0.8
Division Total	9.5	10.3	10.3	10.3

Department of Public Works

Division: Traffic and Transportation

Division Purpose:

To provide a safe and efficient street and sidewalk system by ensuring that public streets and sidewalks are designed to City standards; planning roadway and traffic improvements; improving pedestrian and bicyclists safety, connectivity, and facilities; operating and maintaining traffic signals, flashing beacons, speed sensors and street lights; reviewing development applications; coordinating with other governments on traffic funding and planning; and providing staff to the Traffic and Transportation Commission.

Significant Changes:

Adopted FY06 to Estimated Actual FY06




Bus shelters installed increased 60 percent from five to eight.

Estimated Actual FY06 to Adopted FY07

An additional \$110,000 has been added to the FY07 budget to reflect the increase in the cost of electricity.

Cost Center: Protect Neighborhoods

Objectives:

- Minimize cut-through traffic 
- Minimize speeding 
- Complete traffic calming projects at the top five worst speeding locations 

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of traffic calming plans completed	N/A	100%	100%	100%
Number of mechanical (tube) traffic counts completed as scheduled	N/A	120	160	140
Percent of projects implemented at the top five speeding locations	N/A	100%	60%	100%

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of Citizen Survey respondents rating cut through traffic as "not a problem" or "a minor problem"	66%	N/A*	N/A*	66%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Traffic and Transportation	0.2	0.25
Civil Engineer III	0.3	0.0
Civil Engineer II	0.2	0.5
Civil Engineer I	0.2	0.0
Transportation Planner I	0.2	1.0
Engineering Technician IV	0.0	0.5
Cost Center Total	1.1	2.25

Traffic Counts



Department of Public Works

Cost Center: Mobility

Objectives:

- Minimize congestion ☹
- Manage transportation demand ☹
- Review development applications using Comprehensive Transportation Review (CTR) methodology ☹
- Maintain 44 traffic signals, six flashing beacons, and five speed sensor signs ☹
- Coordinate traffic signals to improve the flow of traffic on major roads ☹
- Apply the CTR methodology to all development applications in FY07 ☹

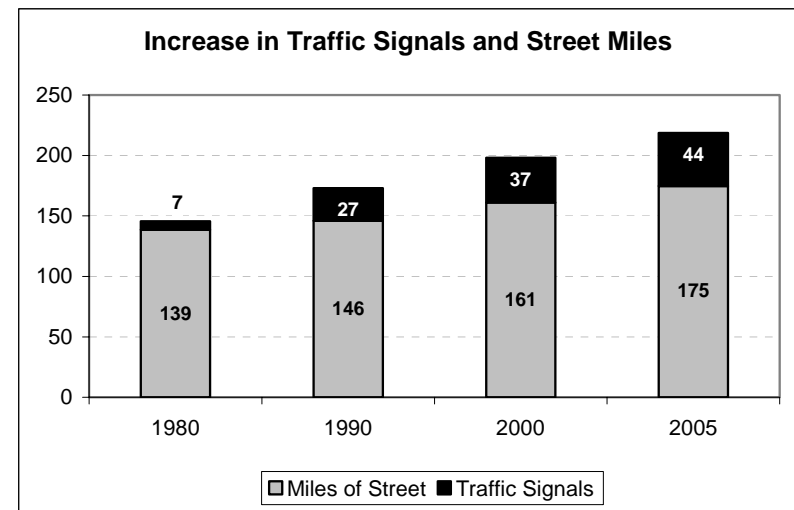
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of traffic signals maintained	44	44	44	46
Number of days employees rideshare or use alternate travel modes	N/A	200	N/A	220
Percent of applications completed using the CTR methodology	N/A	100%	100%	100%
Percent of Citizen Survey respondents rating traffic as "not a problem" or "a minor problem"	49%	N/A*	N/A*	49%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Traffic and Transportation	0.2	0.25
Transportation Engineer	0.0	0.25
Civil Engineer III	0.0	0.25
Civil Engineer II	0.7	0.25
Civil Engineer I	0.5	0.5
Transportation Planner I	0.2	0.25
Cost Center Total	1.6	1.75



Department of Public Works

Cost Center: Accessibility

Objectives:

- Improve pedestrian connections/facilities 🏠 ★
- Improve bicycle connections/facilities 🏠 ★
- Improve transit access (bus shelters, transportation center) 🏠 ★
- Complete the design of two sidewalks each fiscal year as part of the "Safe Routes to School" Program (FY07 potential projects include the vicinities of Twinbrook and Ritchie Park Elementary Schools) ★
- Add bike signage on new shared-road (Class 3) streets by end of each fiscal year 100 percent of the time ★

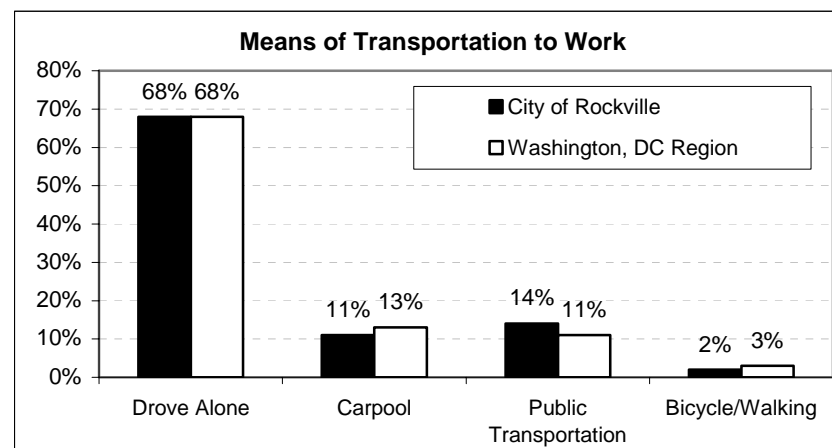
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of sidewalk designs completed as scheduled	N/A	93%	100%	100%
Percent of routes and bike lanes with bike signage	N/A	100%	100%	100%
Number of new bus shelters	N/A	5	8	7
Percent of Citizen Survey respondents rating ease of travel as "excellent" or "good" by:				
• Bicycle	39%	N/A*	N/A*	47%
• Walking	53%	N/A*	N/A*	60%
• Transit	70%	N/A*	N/A*	75%
• Car	62%	N/A*	N/A*	62%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Traffic and Transportation	0.3	0.25
Transportation Engineer	0.0	0.5
Civil Engineer III	0.0	0.25
Civil Engineer II	0.3	0.25
Civil Engineer I	0.3	0.5
Transportation Planner I	0.8	0.5
Traffic & Signal Technician I	0.0	1.0
Cost Center Total	1.7	3.25



Department of Public Works

Cost Center: Safety/Maintenance

Objectives:

- Improve vehicular safety ★
- Improve pedestrian/bicycle safety at intersections ★
- Maintain and upgrade streetlights ★
- Manage infrastructure ★
- Install one additional red light camera in areas with high accident rates (potential locations include Wootton Parkway and W. Gude Drive) by June 2007 ★
- Conduct meetings with four area schools to develop plans to implement "Safe Routes to School," a pilot program to improve safety in school zones ★
- Improve streetlights in activity centers by adding and upgrading streetlights (North Farm and College Gardens neighborhoods for FY07) ★

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of red light cameras installed as scheduled	7	7	8	8
Number of "Safe Routes to School" meetings conducted as scheduled	N/A	4	4	5
Percent of street lights upgraded as scheduled	N/A	100%	100%	100%
Percent of Citizen Survey respondents rating street lighting as "excellent" or "good"	62%	N/A*	N/A*	70%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

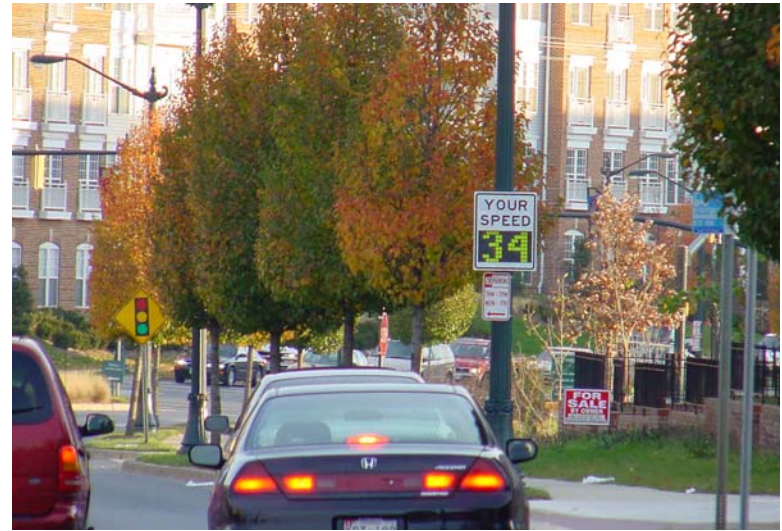
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Traffic and Transportation	0.3	0.25
Civil Engineer III	0.2	0.0
Civil Engineer II	0.8	0.0
Transportation Engineer	0.0	0.25
Transportation Planner I	0.8	0.25
Engineering Technician IV	1.0	0.5
Traffic & Signal Technician I	2.0	1.0
Cost Center Total	5.1	2.25

Supplemental Information:



Department of Public Works



Department of Public Works

Division: Engineering

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Administration and Management	1,047,978	308,597	255,397	323,552
Development Review	N/A	356,411	321,411	371,257
Stormwater Resources Projects	N/A	646,462	646,462	660,445
Water and Sewer Utility Projects	N/A	201,818	201,818	240,889
Engineering	N/A	70,476	70,476	90,969
Division Total	\$1,047,978	\$1,583,764	\$1,495,564	\$1,687,113

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	687,931	829,282	805,282	893,108
Benefits	152,094	185,682	185,682	182,955
Overtime	0	0	0	0
Personnel Subtotal	\$840,025	\$1,014,964	\$990,964	\$1,076,063
Contractual Services	205,498	564,450	497,250	594,950
Commodities	2,455	4,350	7,350	16,100
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$207,953	\$ 568,800	\$504,600	\$611,050
Division Total	\$1,047,978	\$1,583,764	\$1,495,564	\$1,687,113

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Permits and Fees	134,327	200,000	200,000	200,000
Subtotal	\$134,327	\$200,000	\$200,000	\$200,000
<i>Fund Contribution</i>				
General Fund (110)	70,286	45,877	38,877	89,018
Water Fund (210)	162,181	203,855	179,855	209,773
Sewer Fund (220)	117,533	262,867	246,667	297,202
Stormwater Fund (330)	563,651	871,165	830,165	891,120
Subtotal	\$913,651	\$1,383,764	\$1,295,564	\$1,487,113
Division Total	\$1,047,978	\$1,583,764	\$1,495,564	\$1,687,113

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Administration and Management	N/A	2.0	2.0	2.0
Development Review	N/A	3.5	3.5	4.0
Stormwater Resources Projects	N/A	3.0	3.0	3.0
Water and Sewer Utility Projects	N/A	2.0	2.0	2.0
Engineering	N/A	1.0	1.0	1.0
Regular Subtotal	11.5	11.5	11.5	12.0
<i>Temporary</i>				
Administration and Management	N/A	1.0	0.4	0.7
Development Review	N/A	0.0	0.0	0.0
Stormwater Resources Projects	N/A	0.8	0.8	0.8
Water and Sewer Utility Projects	N/A	0.0	0.0	0.0
Engineering	N/A	0.0	0.0	0.0
Temporary Subtotal	0.2	1.8	1.2	1.5
Division Total	11.7	13.3	12.7	13.5

Department of Public Works

Division: Engineering

Division Purpose:

To ensure that citizens of Rockville enjoy the best environmental standard of living possible by planning and engineering City-constructed infrastructure for water, wastewater, stormwater and stream improvement; evaluating and conducting stormwater, potable water, and wastewater studies; reviewing site development plans to ensure that development does not overburden infrastructure; and issuing permits to ensure that developments are engineered to comply with City, State, and federal regulations. To ensure that roads and sidewalks are designed to City standard, to provide survey support, to prepare easement exhibits for city projects, and to manage the Department of Public Works Geographic Information System (GIS).

Significant Changes:

Adopted FY06 to Estimated Actual FY06

- Completed Northeast Park Stormwater Management retrofit
- Completed Woottons Mill Stream rehabilitation
- Completed Phase I evaluation of corrugated metal pipes
- Completed RedGate Stormwater Management retrofit
- Completed N. Horners water main and stream restoration
- Participated with Development Process Review to identify gaps in the development review process and recommend changes to eliminate the gaps

Estimated Actual FY06 to Adopted FY07

- CJSSES (Cabin John Sanitary Sewer Evaluation Study) – complete the study. This study identifies components of our sanitary sewer infrastructure that has excessive I/I (infiltration and Inflow) of stormwater. It also recommends and prioritizes repair and rehabilitation to eliminate spot I/I (overall reduce I/I) from the system
- Complete Water Distribution Analysis – This assesses the ability of our distribution system to provide high quality water at the demand level that meets the future Master Plan growth
- Complete construction of Adclare water main improvement project
- Complete the design of the Lewis Ave. water main improvement project
- College Gardens Park and Pond Redesign – working with community members and MCPS to develop a plan to reduce downstream erosion and improve water quality of Watts Branch by evaluating SWM and park

design alternatives, including modifying the existing pond with a reconfiguration of the park layout to accommodate recreation elements identified by the community and locating a new pond outside the College Gardens Park

- Complete the rehabilitation of Rockcrest Stream

Cost Center: Administration and Management

Objectives:

- Provide staff with opportunities for continuing learning and improvement
- Maintain current information on the City web site for DPW forms and documents, CIP projects, and neighborhood advisories

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Complete 90 percent of performance evaluations on time	N/A	90%	76%	90%
Collectively have staff attend 10 training or continuing education activities	N/A	N/A	N/A	10
Percent of estimated 60 updates to the City's Web site completed by October 1	100%	100%	100%	100%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief Engineer/Environment	1.0	1.0
Public Works Data and GIS Specialist	1.0	1.0
Cost Center Total	2.0	2.0

Department of Public Works

Cost Center: Development Review

Objective:

- Support CPDS reviews and permit process by ensuring adequate water, wastewater, and stormwater infrastructure is available to support proposed development and that proposed development mitigates impact on Rockville streams by providing acceptable stormwater management and sediment control
- Perform reviews of Detailed Engineering Plans for the purpose of ensuring proposed utility infrastructure and stormwater management facilities meet design standards

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Complete 90% of estimated plat reviews by CPDS "need by" date	N/A	100%	100%	90%
Issue all Stormwater Management concept approvals before CPDS permit issuance	N/A	N/A	N/A	100%
Evaluate all required projects against the APFO	N/A	N/A	N/A	100%
Complete 80% of first-submittal engineering permit plan reviews within six weeks	80%	80%	79%	80%
Number of permits (Public Works, Sediment Control, and SWM) under review	223	225	228	225
Estimated number of permits issued	N/A	N/A	N/A	250

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Civil Engineer III	0.5	0.5
Civil Engineer II	1.0	1.0
Engineering Technician V	1.0	1.0

Position Title	Adopted FY06	Adopted FY07
Engineering Technician IV	1.0	1.0
Permit Technician*	0	0.5
Cost Center Total	3.5	4.0

* Additional 0.5 FTE Permit Technician as part of Development Review Committee recommendations.

Cost Center: Stormwater Resources Projects

Objectives:

- Provide safe and effective conveyance for Rockville's stormwater
- Implement stormwater resources program with sufficient funding to meet National Pollutant Discharge Elimination System (NPDES) requirements to ensure Rockville's streams and watersheds are protected, restored, and enhanced

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Award 80% of committed funding as scheduled	N/A	N/A	N/A	80%
Issue three neighborhood advisories per project during planning and design phases of stormwater resource projects which are proposed within City parks	N/A	N/A	N/A	3 per project

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Civil Engineer II	2.0	2.0
Engineering Technician IV	1.0	1.0
Cost Center Total	3.0	3.0

Department of Public Works

Cost Center: Water and Sewer Utility Projects

Objectives:

- Provide adequate capacity for water and sewer systems to meet the needs of the Master Plan and future development (C)
- Complete water study and develop a list of recommended system improvements to ensure water distribution system will support Master Plan growth projections and to ensure reliable delivery of water to customers (C)
- Complete Cabin John Sanitary Sewer Evaluation Survey (CJSSES) and develop a list of recommended wastewater system improvements that reduce Infiltration/Inflow (I/I), to protect and rehabilitate infrastructure, and to ensure safe and reliable collection of wastewater

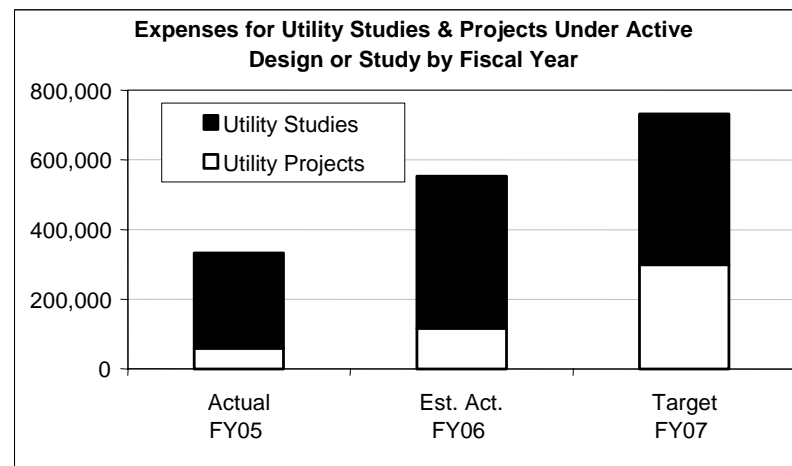
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Award 80% of committed funding as scheduled	N/A	N/A	N/A	80%
Send a neighborhood advisory for each construction project	N/A	N/A	N/A	100%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Civil Engineer II	1.0	1.0
Engineering Technician IV	1.0	1.0
Cost Center Total	2.0	2.0

Supplemental Information:



Cost Center: Engineering

Objectives:

- Support Traffic & Transportation CIP projects

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Survey or design five (5) transportation projects	9	4	4	5

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Civil Engineer I	1.0	1.0
Cost Center Total	1.0	1.0

Department of Public Works

Division: Environmental Management

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Environmental Management	N/A	N/A	N/A	284,675
Division Total	N/A	N/A	N/A	\$284,675

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	N/A	N/A	N/A	135,748
Benefits	N/A	N/A	N/A	33,852
Overtime	N/A	N/A	N/A	0
Personnel Subtotal	N/A	N/A	N/A	\$169,600
Contractual Services	N/A	N/A	N/A	\$115,075
Commodities	N/A	N/A	N/A	0
Capital Outlays	N/A	N/A	N/A	0
Other	N/A	N/A	N/A	0
Operating Subtotal	N/A	N/A	N/A	\$115,075
Division Total	N/A	N/A	N/A	\$284,675

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	N/A	N/A	N/A	0
Subtotal	N/A	N/A	N/A	\$0
<i>Fund Contribution</i>				
General Fund (110)	N/A	N/A	N/A	284,675
Subtotal	N/A	N/A	N/A	\$284,675
Division Total	N/A	N/A	N/A	\$284,675

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Environmental Protection	N/A	N/A	N/A	2.0
Regular Subtotal	N/A	N/A	N/A	2.0
<i>Temporary</i>				
Environmental Protection	N/A	N/A	N/A	0.0
Temporary Subtotal	N/A	N/A	N/A	0.0
Division Total	N/A	N/A	N/A	2.0

Department of Public Works

Division: Environmental Management

Division Purpose:

To ensure a sustainable, energy-efficient and environmentally sensitive community through the development and coordination of programs and policies that support environmental protection, pollution prevention, education and outreach and regulatory compliance; to integrate the achievement of energy-efficiency and air and water quality protection into all City functions; to encourage environmentally-sensitive site design during the development review process; and to provide staff support to the Commission on the Environment.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

The Environmental Management Division is new to the Department of Public Works for FY07. In FY06, the Environmental Protection cost center, located in the Long Range Planning Division of the Department of Community Planning and Development Services, was responsible for the City's environmental management.

The Environmental Specialist position was transferred from Community Planning and Development Services to Public Works for FY07.

The Chief of Environmental Management position is new for FY07.

Cost Center: Environmental Management

Objectives:

- Track and implement the City's National Pollution Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer System (MS4) fourth year permit elements to protect local streams and water quality
- Comply with regulatory requirements for other City NPDES permits
- Develop an Environmental Management System (EMS) to guide City processes and practices towards a reduction in environmental impacts and an increase in operating efficiency
- Develop a framework and inventory of practices that will move Rockville toward being a sustainable, energy-efficient and environmentally sensitive community ★
- Develop and implement a High Performance Green Building program
- Integrate Low Impact Development (LID) stormwater management practices into the City's overall stormwater management strategy to the extent practicable
- Increase educational content of website as well as presentations to schools and community groups on ways to protect and enhance Rockville's environment, including water quality, air quality and energy efficiency

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of NPDES Small MS4 permit elements implemented	N/A	N/A	14	22

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Chief of Environmental Management	N/A	1.0
Environmental Specialist	1.0	1.0
Cost Center Total	1.0	2.0

Department of Public Works

Division: General Maintenance

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Leaf Collection Program	261,623	N/A	N/A	N/A
Street Maintenance	1,577,935	1,647,733	1,645,733	1,733,845
Snow and Ice Removal	206,545	108,672	108,672	159,482
Division Total	\$2,046,103	\$1,756,405	\$1,754,405	\$1,893,327

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	1,094,589	965,448	965,448	999,932
Benefits	334,973	328,762	328,762	361,824
Overtime	115,053	58,780	58,780	58,780
Personnel Subtotal	\$1,544,615	\$1,352,990	\$1,352,990	\$1,420,536
Contractual Services	233,660	174,072	172,072	188,676
Commodities	267,828	229,343	229,343	284,115
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$501,488	\$403,415	\$401,415	\$472,791
Division Total	\$2,046,103	\$1,756,405	\$1,754,405	\$1,893,327

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	1,784,480	1,756,405	1,754,405	1,893,327
Refuse Fund (230)	261,623	N/A	N/A	N/A
Subtotal	2,046,103	\$1,756,405	\$1,754,405	\$1,893,327
Division Total	\$2,046,103	\$1,756,405	\$1,754,405	\$1,893,327

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Leaf Collection Program	4.0	N/A	N/A	N/A
Street Maintenance	26.0	25.6	25.6	25.6
Snow and Ice Removal	0.0	0.0	0.0	0.0
Regular Subtotal	30.0	25.6	25.6	25.6
<i>Temporary</i>				
Leaf Collection Program	2.1	N/A	N/A	N/A
Street Maintenance	0.0	0.0	0.0	0.0
Snow and Ice Removal	0.0	0.0	0.0	0.0
Temporary Subtotal	2.1	0.0	0.0	0.0
Division Total	32.1	25.6	25.6	25.6

Department of Public Works

Division: General Maintenance

Division Purpose:

To maintain City streets, sidewalks, and stormwater management inlets and pipes in a safe and clean condition; provide for safe movement of vehicular traffic by performing minor construction and repairs; removing snow and ice from streets; installing street signs and lane or line markings; and supervising the work of contractual service providers who perform repair, cleaning, and maintenance work.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

During FY06, the City accepted the transfer of streets in the Fallsgrove subdivision; therefore, increasing the number of street miles in the City's maintenance inventory.

Estimated Actual FY06 to Adopted FY07

The number of street miles in the City's maintenance inventory will increase as a result of acceptance of streets in King Farm Phase II and Town Center.

An additional \$50,450 has been included as a result of additional salt requirements for the Snow and Ice Removal Cost Center due to additional street miles and escalating contract costs.

Cost Center: Street Maintenance

Objectives:

- Reduce the number of citizen complaints for roadway repairs by a minimum of two percent per fiscal year
- Improve safety and mobility by installing, repairing, or replacing 10 percent of the street signs in the inventory per fiscal year

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent reduction in citizen complaints on roadway repairs from the prior fiscal year	6%	2%	27%	5%
Number citizen complaints on roadway repairs	55	75	40	38
Number/Percent of street signs installed, repaired, or replaced of total inventory	1,300 / 10%	1,350 / 10%	1,591 / 11%	1,350 / 10%
Percent of Citizen Survey respondents rating street repairs and maintenance as "excellent" or "good"	64%	N/A*	N/A*	65%
Percent of Citizen Survey respondents rating street sweeping as "excellent" or "good"	63%	N/A*	N/A*	65%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.



Department of Public Works

Regular Positions

Position Title	Adopted FY06	Adopted FY07
Operations Maintenance Superintendent	0.2	0.2
Operations Maintenance Assistant Superintendent	1.0	1.0
Utilities Crew Supervisor	3.4	3.4
Secretary II	1.0	1.0
Traffic Maintenance Worker	2.0	2.0
Maintenance Worker	10.5	10.5
Laborer	7.5	7.5
Cost Center Total	25.6	25.6

Cost Center: Snow and Ice Removal

Objectives:

- Increase operational efficiency by calibrating 100 percent of the saltboxes each fiscal year
- Increase the percent of citizens rating the snow and ice removal operations as good or excellent by providing 16 hours of training per employee on equipment use and maintenance by November 1 of each fiscal year

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number/Percent of saltboxes calibrated	18/100%	18/100%	18/100%	18/100%
Percentage of citizens rating snow and ice removal operations as "excellent" or "good"	70%	N/A*	N/A*	70%

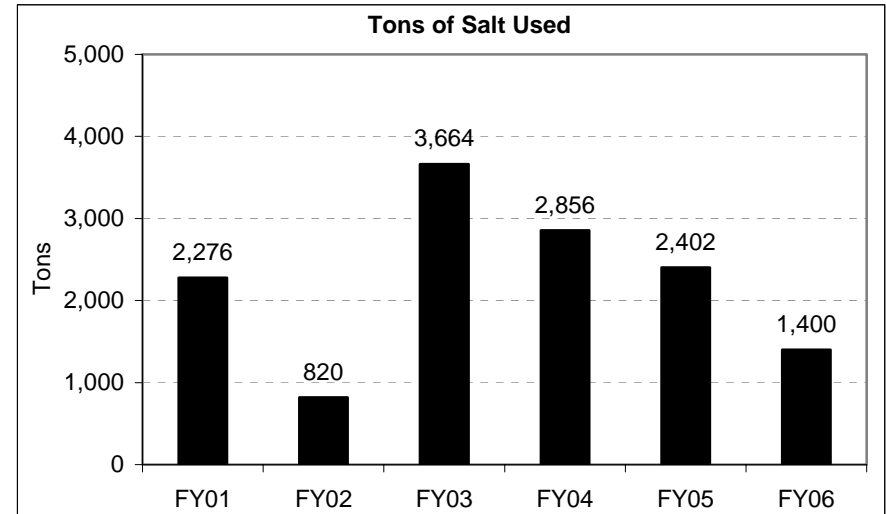
	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of employees receiving 16 hours of equipment use and maintenance training by November 1	N/A	100%	100%	100%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

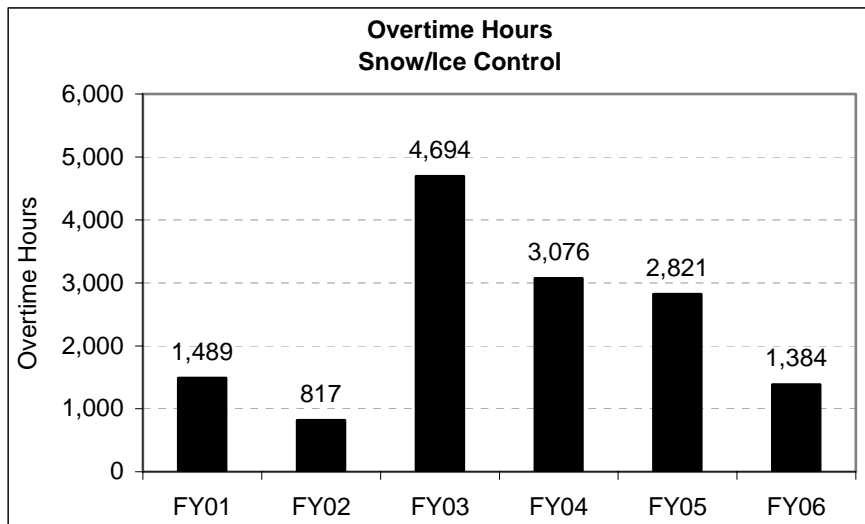
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
N/A	N/A	N/A

Supplemental Information:



Department of Public Works



Department of Public Works

Division: Motor Vehicle Maintenance

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Fleet Operations and Maintenance	1,511,857	1,554,754	\$1,803,650	\$1,947,078
Division Total	\$1,511,857	\$1,554,754	\$1,803,650	\$1,947,078

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	679,978	696,163	696,163	700,309
Benefits	183,850	214,136	214,136	210,629
Overtime	1,407	3,544	3,544	3,544
Personnel Subtotal	\$865,235	\$913,843	\$913,843	\$914,482
Contractual Services	63,133	83,869	83,869	81,930
Commodities	583,479	536,723	785,619	899,408
Capital Outlays	10	20,319	20,319	51,258
Other	0	0	0	0
Operating Subtotal	\$646,622	\$640,911	\$889,807	\$1,032,596
Division Total	\$1,511,857	\$1,554,754	\$1,803,650	\$1,947,078

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	987,166	996,390	1,150,817	1,248,011
Water Fund (210)	97,164	92,201	96,286	96,848
Sewer Fund (220)	89,457	98,336	96,746	104,222
Refuse Fund (230)	324,434	333,258	418,932	422,841
Parking Fund (320)	3,000	3,400	3,400	3,508
Stormwater Fund (330)	2,364	2,450	2,450	1,520
Golf Fund (340)	8,272	28,719	35,019	70,129
Subtotal	\$1,511,857	\$1,554,754	\$1,803,650	\$1,947,078
Division Total	\$1,511,857	\$1,554,754	\$1,803,650	\$1,947,078

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Fleet Operations and Maintenance	13.0	13.0	13.0	13.0
Regular Subtotal	13.0	13.0	13.0	13.0
<i>Temporary</i>				
Fleet Operations and Maintenance	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	13.0	13.0	13.0	13.0

Department of Public Works

Division: Motor Vehicle Maintenance

Division Purpose:

To ensure that the vehicles and equipment within the City's fleet are always operational and well-maintained by providing an efficient, thorough, and effective maintenance and repair program; managing vehicle acquisition and disposition; and managing fuel operations.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

An additional appropriation of \$145,000 was included in a mid-year budget amendment to fund unexpected fuel price increases.

Estimated Actual FY06 to Adopted FY07

The adopted FY07 commodities amount includes an additional \$359,810 as a result of escalating fuel prices.

Cost Center: Fleet Operations and Maintenance

Objectives:

- Maintain a 97 percent fleet availability rate
- Complete 75 percent of work orders within 24 hours

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Fleet availability rate	97.0%	97.0%	96.0%	97.0%
Percentage of work orders completed within 24 hours	70.8%	75.0%	70.0%	75.0%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Fleet Manager	1.0	1.0
Shop Supervisor	1.0	1.0
Fleet Clerk	1.0	1.0
Fleet Mechanic	8.0	7.0
Fleet Service Mechanic	2.0	3.0
Cost Center Total	13.0	13.0

Fleet Review and Replacement Process

Review of possible fleet replacements or new vehicle purchases was directed by utilizing the previously adopted fleet management guidelines approved by the Mayor and Council on January 14, 1991. These guidelines include the following tenets:

- Unit replacement is based on usage, age, mileage, and condition. The basic replacement parameters are 70,000+ miles and/or 10 years for light duty vehicles. Heavy and medium duty vehicles are 100,000+ miles and vary in age from 8 to 15 years. Usage and conditions are reviewed annually.
- Police vehicles replacement is based on a five to seven year life cycle. However, depending on its condition, a vehicle may also be placed in the take-home program for one or more years before being removed from service.
- Continue to use an auction service in order to dispose of unwanted vehicles more promptly. Development of an online auction for vehicles and equipment is being researched.
- Encourage more employee use of personal vehicles with an accompanying mileage reimbursement as a less expensive alternative to purchasing vehicles.
- Written policies should be adopted to govern fleet procurement.

A specific breakdown of the review process produced the following analysis:

- Thirty-five (35) vehicles or pieces of equipment, or 9 percent of the total fleet, were examined for replacement due to age, mileage/hours, usage, condition, and maintenance history.
- Operating departments evaluated competing priorities and resources when considering a recommendation to maintain or replace one of their vehicles in the fleet. Based on examination, 32 units, or 8.2 percent of the total fleet, were recommended for replacement.
- The mileage guideline was applied through projections of probable mileage of the vehicle recommended for replacement at the time of delivery of the new vehicle.
- For equipment, hours of operation and present condition are the parameters in determining replacement. Standards for the hours of operation vary according to the type of equipment being evaluated.
- Units such as snowplows and material spreaders will be determined by "worst condition" criteria.

Department of Public Works

Fleet Schedule

Each fiscal year, a review is made of the vehicles in the City's fleet to determine the vehicles that require replacement due to mileage, maintenance costs (including unit's condition), and age. The vehicles scheduled to be replaced and the new vehicles for FY07 are listed below and on the following page. The replacement vehicles for the General (Capital Projects), Water, Sewer, and Refuse Funds, in the amount of \$1,211,423 are funded through the Vehicles for City Use CIP project on page 164 of the FY07-FY11 Adopted CIP Budget Book.

Community Planning & Development Services / Inspection Services

	Meet One or More Replacement Criteria (✓)					
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding	
Sedan (#012), '97 Ford	✓		✓		\$12,750	

Police Department, Field Services Bureau

	Meet One or More Replacement Criteria (✓)					
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding	
Cruiser (TBD based on replacement criteria)	✓	✓	✓		\$21,624	
Cruiser (TBD based on replacement criteria)	✓	✓	✓		\$21,624	
Cruiser (TBD based on replacement criteria)	✓	✓	✓		\$21,624	
Cruiser (TBD based on replacement criteria)	✓	✓	✓		\$21,624	
Cruiser (TBD based on replacement criteria)	✓	✓	✓		\$21,624	
Cruiser (TBD based on replacement criteria)	✓	✓	✓		\$21,624	
Cruiser (TBD based on replacement criteria)	✓	✓	✓		\$21,624	

Police Department, Neighborhood Service

Cargo Van equipped for animal control (#214), '97 Chev	✓	✓	✓	✓	\$23,920	
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Department of Public Works, Contract Management

	Meet One or More Replacement Criteria's (✓)					
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding	
Sedan (#011), '97 Ford	✓		✓		\$12,750	
MPV (#021), 96 Chev.	✓		✓		\$22,440	

Department of Public Works, Traffic

	Meet One or More Replacement Criteria's (✓)					
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding	
Sedan (#10), '97 Ford	✓		✓		\$24,624	

Department of Public Works, General Maintenance

	Meet One or More Replacement Criteria (✓)					
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding	
MVP (#022), 96 Chev.	✓		✓		\$22,440	
Flatbed Dump (#459) '92 International	✓		✓	✓	\$51,258	
HD Dump (#477) '90 GMC	✓		✓		\$86,275	
Saltbox (Replace by condition)	✓		✓		\$8,755	
Snowplow (Replace by condition)	✓		✓		\$4,120	

Department of Public Works / Motor Vehicle Maintenance

MD Truck (#321) '92 GMC	✓		✓		\$60,900	
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Department of Public Works

Department of Recreation and Parks, Parks, Grounds, Facilities Maintenance

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
MPV (#099) '96 Chevy	✓		✓		\$18,360
Light Duty Pickup (#210), '97 Chev.	✓		✓		\$15,600
Light Duty Pickup (#215), '97 Chev.	✓		✓		\$15,600
HD Cargo Van (#249), '96 Chev.	✓		✓		\$22,880
Grounds Tractor (#550) '97 Kubota	✓		✓		\$16,480

Unscheduled acquisition – no department designation (new)	\$24,000
General Fund (Capital Projects Fund) Total	\$582,646

Department of Public Works, Water System Maintenance

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
HD Dump (#475) '90 GMC	✓		✓		\$86,275
Backhoe, (#507) 1991 John Deere 310D	✓		✓		\$63,860

Water Fund Total \$150,135

Department of Public Works, Sewer Systems Maintenance

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
HD Dump (#474) '90 GMC	✓		✓		\$86,275
Air Compressor (#605) '92 Sullair	✓		✓	✓	\$14,935

Sewer Fund Total \$101,210

Department of Public Works, Refuse Collections Operations

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
Rear Loader Packer (#410) '97Ford	✓		✓		\$149,205
Recycle Truck, (#491) 1996 Freightliner	✓		✓		\$152,250

Department of Public Works, Refuse Leaf Collection Program

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
Leaf Collector (TBD) ODB-LM20	✓		✓		\$24,720

Refuse Fund Total \$326,175

Department of Recreation and Parks, RedGate Golf Course

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
MD Dump (#330) '92 International	✓		✓		\$51,258

Grand Total - All Funds	\$1,211,423
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Department of Public Works

Division: Water System Maintenance

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Water Systems Maintenance	712,471	1,067,915	1,074,277	1,131,037
Division Total	\$712,471	\$1,067,915	\$1,074,277	\$1,131,037

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	427,392	528,658	528,658	539,765
Benefits	116,504	148,104	148,104	158,932
Overtime	80,321	95,508	95,508	95,508
Personnel Subtotal	\$624,217	\$772,270	\$772,270	794,204
Contractual Services	45,724	70,238	76,700	66,331
Commodities	42,530	225,407	225,307	270,502
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$88,254	\$295,645	\$302,007	\$336,833
Division Total	\$712,471	\$1,067,915	\$1,074,277	\$1,131,037

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
Water Fund (210)	712,471	1,067,915	1,074,277	1,131,037
Subtotal	\$712,471	\$1,067,915	\$1,074,277	\$1,131,037
Division Total	\$712,471	\$1,067,915	\$1,074,277	\$1,131,037

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Water Systems Maintenance	12.0	12.3	12.3	12.3
Regular Subtotal	12.0	12.3	12.3	12.3
<i>Temporary</i>				
Water Systems Maintenance	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	12.0	12.3	12.3	12.3

Department of Public Works

Division: Water System Maintenance

Division Purpose:

To maintain and repair the water distribution system on a 24-hour basis to ensure the flow of potable water and adequate fire protection by providing proactive preventative maintenance of water mains and service lines; repairing mains, valves and hydrants; and installing water service connections.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Glen Mill Water Pumping Station will be brought on line in Spring 2006 and the City will assume operation and maintenance of additional infrastructure in the Thirty Oaks Subdivision and Town Center areas.

Estimated Actual FY06 to Adopted FY07

An additional \$45,000 has been added to the FY07 budget to reflect the increase in the cost of electricity.

The division will implement operations and maintenance of the Glen Mill Water Pumping Station into the Water Distribution System.

Cost Center: Water Systems Maintenance

Objectives:

- Reduce the number of complaints with regard to disturbed water by performing the water main flushing program to reduce sediment and ensure fire hydrant operation as scheduled 90 percent of the time
- Complete preventative maintenance on water valves, pipelines, pressure reducing valves, and water reducing valves as scheduled 95 percent of the time

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of complaints about disturbed water	74	74	73	73
Percent of water main flushing program performed as scheduled *	N/A	N/A	N/A	100%

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of preventative maintenance completed as scheduled	N/A	90%	90%	94%
Percent of Citizen Survey respondents rating water and sewer services as "excellent" or "good"	82%	N/A**	N/A**	85%

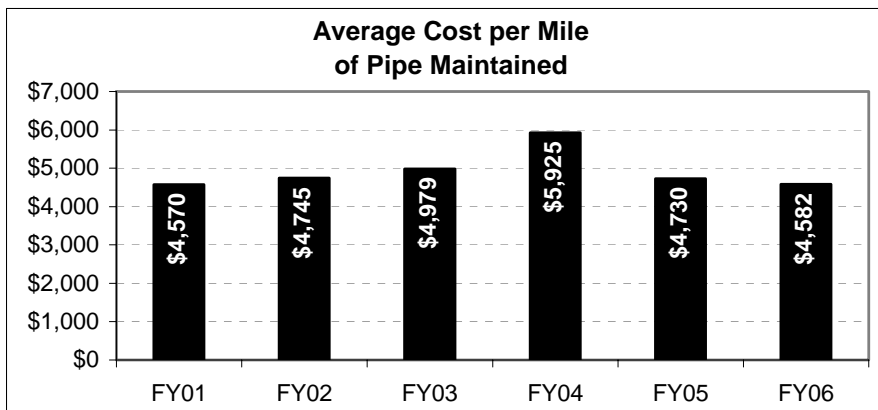
* Flushing Program will begin April 2007.

** The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Operations Maintenance Superintendent	0.3	0.3
Operations Maintenance Assistant Superintendent	1.0	1.0
Utilities Crew Supervisor	2.0	2.0
Secretary I	1.0	1.0
Maintenance Worker	5.0	5.0
Laborer	3.0	3.0
Cost Center Total	12.3	12.3

Supplemental Information:



Department of Public Works

Division: Water Treatment Plant

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Water Treatment Plant	1,349,188	1,438,674	1,609,585	1,752,394
Division Total	\$1,349,188	\$1,438,674	\$1,609,585	\$1,752,394

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	458,792	517,425	517,425	559,253
Benefits	101,634	130,655	130,655	146,648
Overtime	26,485	31,000	31,000	31,000
Personnel Subtotal	\$586,911	\$679,080	\$679,080	\$736,901
Contractual Services	160,646	174,688	176,874	176,713
Commodities	580,744	549,406	718,131	803,280
Capital Outlays	20,887	35,500	35,500	35,500
Other	0	0	0	0
Operating Subtotal	\$762,277	\$759,594	\$930,505	\$1,015,493
Division Total	\$1,349,188	\$1,438,674	\$1,609,585	\$1,752,394

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
Water Fund (210)	1,349,188	1,438,674	1,609,585	1,752,394
Subtotal	\$1,349,188	\$1,438,674	\$1,609,585	\$1,752,394
Division Total	\$1,349,188	\$1,438,674	\$1,609,585	\$1,752,394

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Water Treatment Plant	8.0	9.0	9.0	10.0
Regular Subtotal	8.0	9.0	9.0	10.0
<i>Temporary</i>				
Water Treatment Plant	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	8.0	9.0	9.0	10.0

Department of Public Works

Division: Water Treatment Plant

Division Purpose:

To provide potable water that meets or exceeds all federal and State water quality standards by testing and monitoring water quality continuously; maintaining and repairing processing equipment; and operating and monitoring the pumping, treatment, and solids-dewatering process.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

An additional appropriation of \$145,000 was included in a mid-year budget amendment to fund continuing dramatic increases in chemicals, heating fuel, and electricity.

Estimated Actual FY06 to Adopted FY07

The adopted FY07 commodities amount includes an additional \$250,628 as a result of escalating costs for chemicals, heating fuel, and electricity.

A full-time Water Treatment Plant Operator Trainee position has been added for FY07 due to an increased need for full-time operators.

Cost Center: Water Treatment

Objectives:

- Monitor and test for contaminants as required by Maryland Department of the Environment to ensure 100 percent compliance 365 days per year
- Perform preventative maintenance as scheduled 97 percent of the time

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of days in compliance with MDE standards	100%	100%	100%	100%
Number of tests conducted	24,000	24,000	24,000	24,000
Percent of maintenance completed by scheduled due date	97%	97%	98%	98%
Percent of downtime due to equipment failure	0.02%	0.02%	0.01%	0.02%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Water Treatment Plant Superintendent	1.0	1.0
Water Treatment Plant Operator	7.0	7.0
Water Treatment Plant Operator Trainee	1.0	2.0
Cost Center Total	9.0	10.0

Department of Public Works

Division: Sewage Disposal

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Sewage Disposal	1,537,747	2,228,821	2,228,821	2,337,539
Division Total	\$1,537,747	\$2,228,821	\$2,228,821	\$2,337,539

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	0	0	0	0
Benefits	0	0	0	0
Overtime	0	0	0	0
Personnel Subtotal	\$0	\$0	\$0	\$0
Contractual Services	1,537,747	2,228,821	2,228,821	2,337,539
Commodities	0	0	0	0
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$1,537,747	\$2,228,821	\$2,228,821	\$2,337,539
Division Total	\$1,537,747	\$2,228,821	\$2,228,821	\$2,337,539

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
None	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
Sewer Fund (220)	1,537,747	2,228,821	2,228,821	2,337,539
Subtotal	\$1,537,747	\$2,228,821	\$2,228,821	\$2,337,539
Division Total	\$1,537,747	\$2,228,821	\$2,228,821	\$2,337,539

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Sewage Disposal	0.0	0.0	0.0	0.0
Regular Subtotal	0.0	0.0	0.0	0.0
<i>Temporary</i>				
Sewage Disposal	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	0.0	0.0	0.0	0.0

Department of Public Works

Division: Sewage Disposal

Division Purpose:

To provide for and monitor the flow of wastewater and sewage originating within the City to the District of Columbia Water and Sewer Authority (DCWASA) Blue Plains Treatment Plant by way of the City, Washington Suburban Sanitary Commission (WSSC), and DCWASA sewer lines. The City pays WSSC based on the quantity of sewage discharged from each of three drainage sheds: Rock Creek, Cabin John, and Watts Branch. Contract provisions for handling and treating the sewage are set forth in several agreements between WSSC and the City.

Significant Changes:

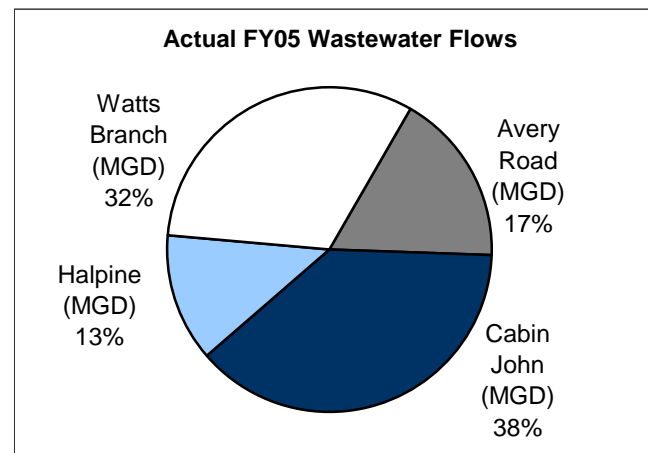
Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

An additional \$108,718 has been included in the FY07 adopted budget to reflect the City's share of costs for Blue Plains.

Supplemental Information:



Cost Center: Sewage Disposal

Objectives:

- Implement Inflow and Infiltration (I/I) projects in Twinbrook
- Complete SSES in Cabin John
- Examine and update agreements for sewage handling and disposal
- Begin monitoring sewage flows in Rock Creek and Watts Branch

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
N/A	N/A	N/A

Department of Public Works

Division: Sanitary Sewer Systems Maintenance

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Sanitary Sewer Systems Maintenance	887,564	979,023	989,553	1,018,187
Division Total	\$887,564	\$979,023	\$989,553	\$1,018,187

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	565,532	571,797	571,797	594,390
Benefits	147,383	166,187	166,187	166,530
Overtime	62,372	81,000	81,000	81,000
Personnel Subtotal	\$775,287	\$818,984	\$818,984	\$841,920
Contractual Services	77,178	76,701	78,851	76,635
Commodities	34,199	83,338	91,718	99,632
Capital Outlays	900	0	0	0
Other	0	0	0	0
Operating Subtotal	\$112,277	\$160,039	\$170,569	\$176,267
Division Total	\$887,564	\$979,023	\$989,553	\$1,018,187

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
Sewer Fund (220)	887,564	979,023	989,553	1,018,187
Subtotal	\$887,564	\$979,023	\$989,553	\$1,018,187
Division Total	\$887,564	\$979,023	\$989,553	\$1,018,187

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Sanitary Sewer Systems Maintenance	13.0	13.2	13.2	13.2
Regular Subtotal	13.0	13.2	13.2	13.2
<i>Temporary</i>				
Sanitary Sewer Systems Maintenance	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	13.0	13.2	13.2	13.2

Department of Public Works

Division: Sanitary Sewer Systems Maintenance

Division Purpose:

To maintain and repair sewer systems by providing dependable backup-free and odor-free collection of sewage from homes and businesses; and preventative maintenance and repair of sewer mains, access ways, and laterals.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The City assumed operation and maintenance of additional infrastructure in the Thirty Oaks subdivision and Town Center areas.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Sanitary Sewer Systems Maintenance

Objectives:

- Apply chemical root control to five percent of the 138 miles of sanitary sewer to inhibit root infiltration
- Clean 78 percent of the sanitary sewer system mainlines each fiscal year by utilizing either a high velocity sewer flusher or a power rodder
- Perform preventative maintenance on laterals as scheduled 95 percent of the time

Performance Measures:

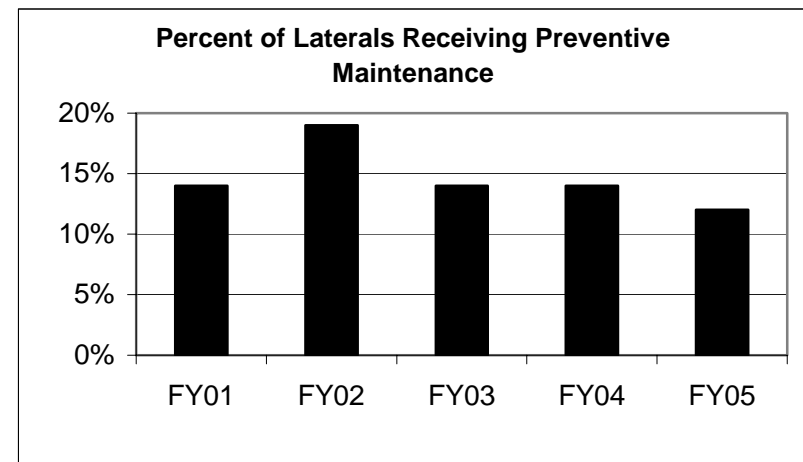
	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of sanitary sewer miles receiving chemical root control application	5%	5%	5%	5%
Miles of main receiving chemical root control	7.5	7.3	7.6	7.5

	Actual FY05	Target FY06	Actual FY06	Target FY07
Total percent of sewer mainlines cleaned	75%	77%	72%	75%
• Percent flushed	70%	72%	70%	72%
• Percent rodde	5%	5%	2%	3%
Percent of preventive maintenance performed by scheduled due date	N/A	90%	90%	94%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Operations Maintenance Superintendent	0.2	0.2
Operations Maintenance Assistant Superintendent	1.0	1.0
Utilities Crew Supervisor	2.0	2.0
Secretary/Bookkeeper	1.0	1.0
Maintenance Worker	6.0	6.0
Laborer	3.0	3.0
Cost Center Total	13.2	13.2

Supplemental Information:



Department of Public Works

Division: Refuse Operations

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Regular Refuse Collection	3,115,006	2,402,085	2,374,916	2,439,253
Commingle / Mixed Paper Collection	N/A	642,895	613,798	653,820
Yardwaste / White Goods Collection	N/A	358,854	335,936	339,774
Leaf Collection Program	N/A	346,480	404,818	398,936
Division Total	\$3,115,006	\$3,750,314	\$3,729,468	\$3,831,783

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	1,632,477	1,987,771	1,968,327	1,893,922
Benefits	456,658	562,564	562,564	586,959
Overtime	85,598	104,674	113,035	111,597
Personnel Subtotal	\$2,174,733	\$2,655,009	\$2,643,926	\$2,592,478
Contractual Services	894,928	1,029,524	1,021,612	1,173,391
Commodities	44,326	65,781	63,930	65,914
Capital Outlays	1,019	0	0	0
Other	0	0	0	0
Operating Subtotal	\$940,273	\$1,095,305	\$1,085,542	\$1,239,305
Division Total	\$3,115,006	\$3,750,314	\$3,729,468	\$3,831,783

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
Refuse (230)	3,115,006	3,750,314	3,729,468	3,831,783
Subtotal	\$3,115,006	\$3,750,314	\$3,729,468	\$3,831,783
Division Total	\$3,115,006	\$3,750,314	\$3,729,468	\$3,831,783

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Regular Refuse Collection	43.0	28.2	28.2	28.2
Commingle / Mixed Paper Collection	N/A	11.2	11.2	11.2
Yardwaste / White Goods Collection	N/A	2.9	2.9	2.9
Leaf Collection Program	N/A	3.6	3.6	3.6
Regular Subtotal	43.0	45.9	45.9	45.9
<i>Temporary</i>				
Regular Refuse Collection	4.2	3.0	2.0	0.0
Commingle / Mixed Paper Collection	N/A	0.9	0.7	0.0
Yardwaste / White Goods Collection	N/A	2.0	1.3	0.0
Leaf Collection Program	N/A	2.8	4.5	0.0
Temporary Subtotal	4.2	8.7	8.5	0.0
Division Total	47.2	54.6	54.4	45.9

Department of Public Works

Division: Refuse Operations

Division Purpose:

To provide high quality collection of recyclables, regular refuse, and large household items to single-family residences by providing twice-per-week regular refuse collection at one location outside of single family households; once-per-week curbside recycling collection of brush, grass clippings, commingled, and mixed paper; once-per-month on-call collection of household hazardous waste; and regularly scheduled seasonal vacuum leaf collection.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

A pilot study will be conducted from March – December in the Hungerford and Monument areas to evaluate providing once-per-week, curbside, semi-automated collection of regular refuse and recycling. Data will be collected and surveys sent to all pilot customers at the beginning, middle, and end of the pilot and will be shared with the Mayor and Council along with staff recommendations.

Staff tested day labor to supplement crews.

Estimated Actual FY06 to Adopted FY07

Continue the refuse and recycling pilot program. No costs for implementation have been included in the FY07 adopted budget. If an additional appropriation is needed as the result of a Mayor and Council decision following the pilot, a mid-year budget amendment will be required.

Cost Center: Regular Refuse Collection

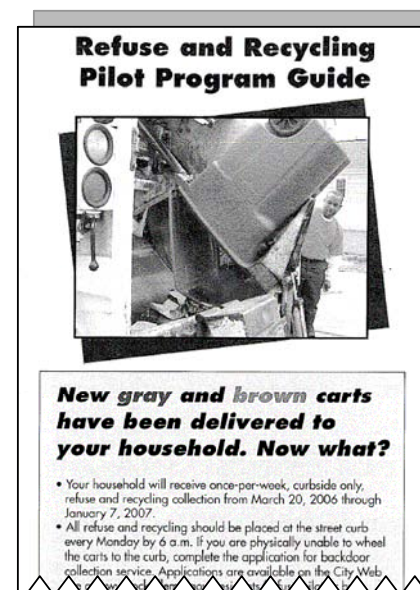
Objectives:

- Increase the percent of residents rating the refuse service as “excellent” or “good” 🏠
- Increase the workload of each employee thus improving effectiveness and efficiency to our customers 💰
- Decrease the number of tons of regular refuse through the utilization of non-collection tags to identify recyclables not being separated from regular refuse

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of homes per route per two-person crew	767	770	767	770
Number of tons of regular refuse sent to the landfill	13,897	13,100	13,922	14,000
Number of non-collection tags left for failure to separate recyclables from regular waste	N/A	100	34	100
Percent of residents rating the refuse service as excellent or good	84%	N/A*	N/A*	86%
Percent of Citizen Survey respondents rating the cost of refuse and recycling services as “excellent” or “good”	46%	N/A*	N/A*	50%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported for FY06 will apply to the FY07 survey results.

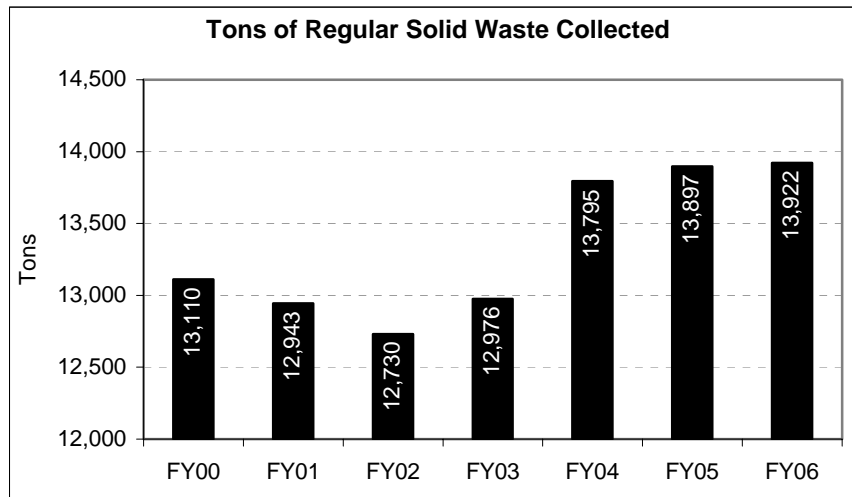


Department of Public Works

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Operations Maintenance Superintendent	0.3	0.3
Sanitation Supervisor	1.0	1.0
Refuse Crew Supervisor	0.9	0.9
Maintenance Communications Operator	1.0	1.0
Sanitation Operator	9.0	9.0
Sanitation Worker	16.0	16.0
Cost Center Total	28.2	28.2

Supplemental Information:



Cost Center: Commingle/Mixed Paper

Objectives:

- Increase the effectiveness of the commingle/mixed paper collection by utilizing non-collection tags to inform residents of violations to recycling procedures in support of the City's goal of 50 percent recycling

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of waste diverted from landfill due to recycling	N/A	36%	33%	36%
Tons of commingle/mixed paper collected	5,115	5,100	5,117	5,200
Number of non-collection tags issued	N/A	50	14	50
Percent of Citizen Survey respondents rating recycling services as "excellent" or "good"	80%	N/A*	N/A*	82%

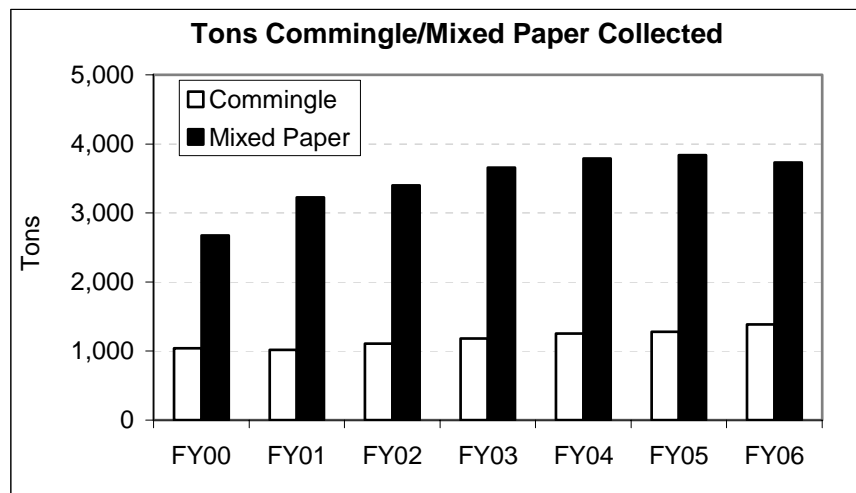
* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Refuse Crew Supervisor	1.2	1.2
Sanitation Operator	4.0	4.0
Sanitation Worker	6.0	6.0
Cost Center Total	11.2	11.2

Department of Public Works

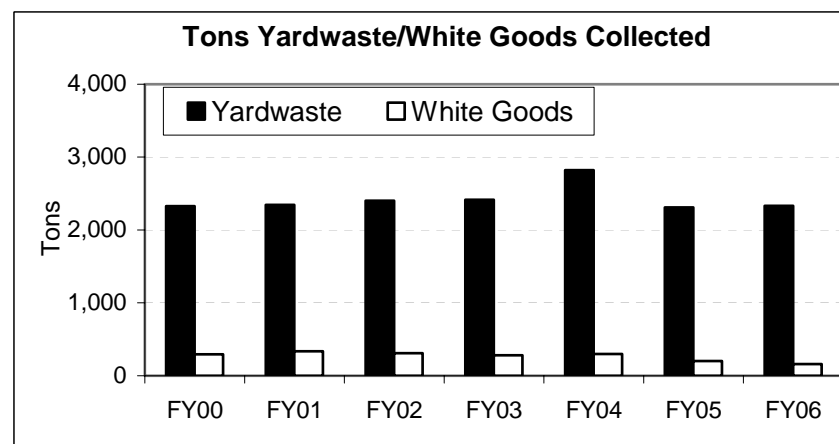
Supplemental Information:



Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Refuse Crew Supervisor	0.9	0.9
Sanitation Operator	2.0	2.0
Cost Center Total	2.9	2.9

Supplemental Information:



Cost Center: Yardwaste/White Goods Collection

Objectives:

- Increase the effectiveness of the yardwaste/white goods collection by utilizing non-collection tags to inform residents of violations to recycling procedures in support of the City's goal of 50 percent recycling

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of waste diverted from landfill due to recycling	18%	18%	18%	18%
Tons of yardwaste / white goods collected	2,511	2,300	2,493	2,500
Number of non-collection tags issued	N/A	400	336	350

Department of Public Works

Cost Center: Leaf Collection Program

Objectives:

- Perform the Leaf Collection Program as scheduled 100 percent of the time
- Control the tons of leaves collected by training each employee a minimum of four hours by October 1 each fiscal year

Performance Measures:

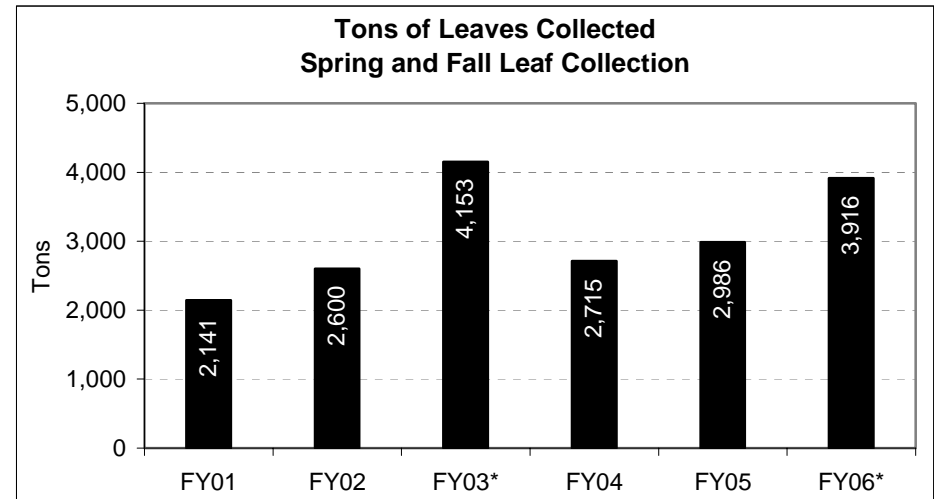
	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of the Leaf Collection Program completed as scheduled	100%	100%	100%	100%
Number of tons of leaves collected	2,986	3,300	3,916	3,250
Percent of employees receiving four hours of training by October 1	N/A	100%	100%	100%
Percent of Citizen Survey respondents rating leaf pick up services as "excellent" or "good"	79%	N/A*	N/A*	82%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

Regular Positions:

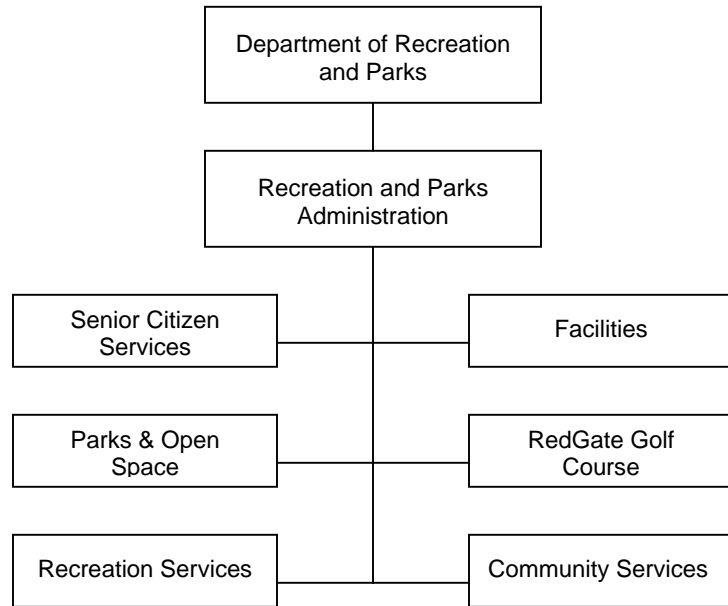
Position Title	Adopted FY06	Adopted FY07
Utilities Crew Supervisor	0.6	0.6
Maintenance Worker	1.5	1.5
Laborer	1.5	1.5
Cost Center Total	3.6	3.6

Supplemental Information:



* FY03 and FY06 are reflective of higher than anticipated snow falls.

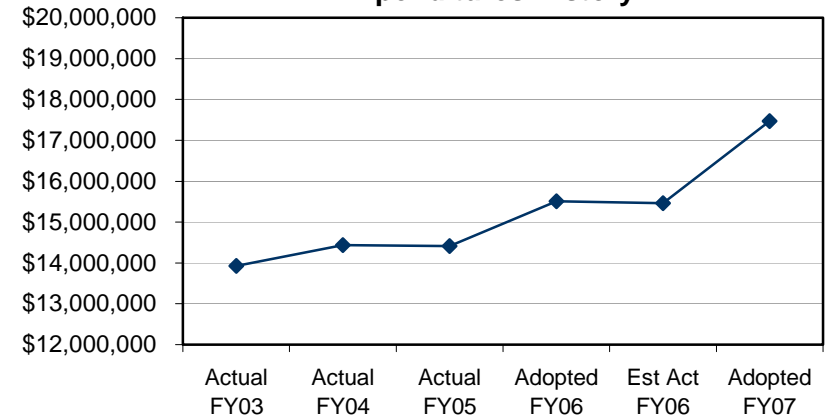
Department of Recreation and Parks



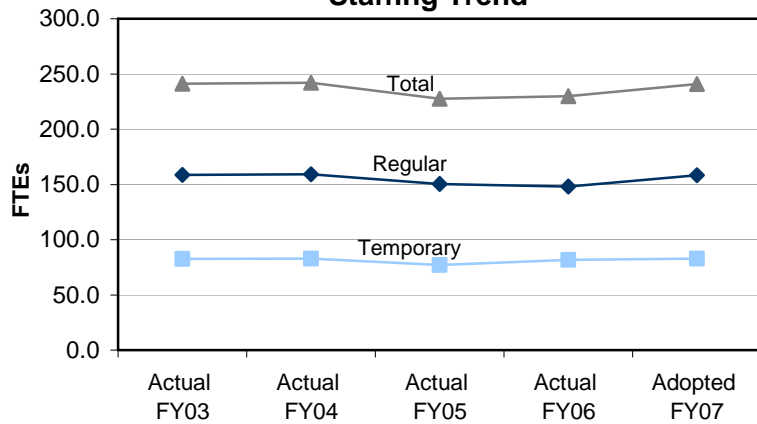
Department Mission Statement

The Department of Recreation and Parks promotes participation by all Rockville citizens in diverse, interesting, and high quality recreational and leisure opportunities in safe, modern, and well-maintained parks and facilities.

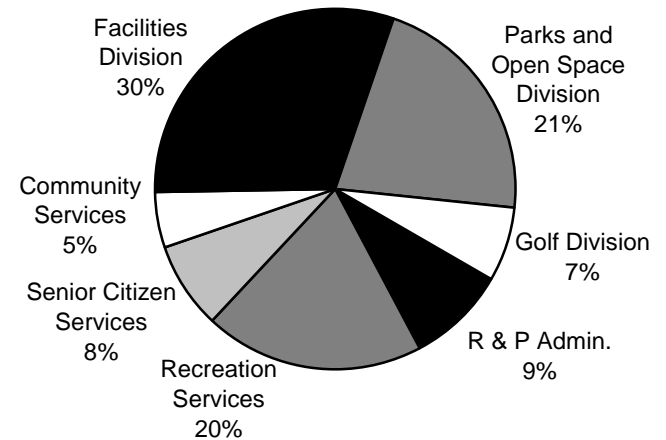
Expenditures History



Staffing Trend



Use of Funds



Department of Recreation and Parks

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditure by Division				
Rec. & Parks Admin.	1,328,018	1,462,192	1,388,165	1,531,277
Recreation Services	3,204,109	3,362,049	3,247,215	3,476,993
Sr. Citizen Services	1,193,283	1,294,212	1,240,796	1,351,573
Community Services	N/A	N/A	N/A	880,254
Facilities	4,642,337	4,820,601	5,174,925	5,331,411
Parks & Open Space	3,139,142	3,549,014	3,494,558	3,755,412
RedGate Golf Course	910,212	1,019,269	918,395	1,141,117
Department Total	\$14,417,101	\$15,507,337	\$15,464,054	\$17,468,036

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditure by Type				
Salary and Wages	8,220,531	8,682,782	8,478,668	9,483,240
Benefits	1,675,782	1,920,301	1,884,066	2,121,076
Overtime	133,860	164,225	162,944	166,308
Personnel Subtotal	\$10,030,173	\$10,767,308	\$10,525,678	\$11,770,623
Contractual Services	2,272,853	2,355,355	2,409,987	2,751,354
Commodities	1,875,320	2,069,390	2,275,911	2,541,667
Capital Outlays	149,946	192,645	181,240	237,114
Other	88,809	122,639	71,238	167,278
Operating Subtotal	\$4,386,928	\$4,740,029	\$4,938,376	\$5,697,413
Department Total	\$14,417,101	\$15,507,337	\$15,464,054	\$17,468,036

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Dept. Funds				
State / Rec. Grants	69,720	80,995	42,745	321,000
Memberships	441,786	549,660	501,940	523,500
Tickets	377,081	449,050	427,800	448,200
Program Fees	2,255,949	2,347,743	2,379,101	2,475,255
Facility Rental Fees	568,884	640,745	679,980	725,900
Social Services Fees	26,679	27,813	27,813	25,300
Special Events Fees	48,970	20,000	20,000	20,000
Admission Charges	239,133	213,000	277,000	280,000
Swim Team Dues	206,575	206,000	240,000	245,000
Golf Revenues	1,102,118	1,252,210	1,121,275	1,176,700
Comm. Contribution	229,696	159,000	187,760	188,950
Other	98,156	72,770	78,930	80,590
Subtotal	\$5,664,747	\$6,018,986	\$5,984,344	\$6,510,395
<i>Fund Contribution</i>				
General Fund (110)	8,964,846	9,516,640	9,653,592	10,691,659
Golf Fund (340)	(191,905)	(245,421)	(215,360)	(48,083)
Special Act. (350)	(20,588)	217,132	41,478	314,065
Subtotal	\$8,752,353	\$9,488,351	\$9,479,710	\$10,957,641
Department Total	\$14,417,101	\$15,507,337	\$15,464,054	\$17,468,036

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staff Summary by Division (FTEs)				
Rec. & Parks Admin.	10.0	10.8	10.8	11.8
Recreation Services	28.5	26.8	25.6	24.3
Sr. Citizen Services	15.1	15.1	14.9	15.4
Community Services	N/A	N/A	N/A	7.5
Facilities	41.4	41.4	41.4	42.9
Parks & Open Space	44.5	45.5	45.5	46.5
RedGate Golf Course	10.8	10.8	9.8	9.8
Regular Subtotal	150.3	150.4	148.0	158.2
<i>Temporary</i>				
Rec. & Parks Admin.	1.3	1.3	1.3	1.3
Recreation Services	31.1	30.1	32.3	33.0
Sr. Citizen Services	7.7	7.3	6.7	6.7
Community Services	N/A	N/A	N/A	1.5
Facilities	29.7	31.2	31.2	31.6
Parks & Open Space	2.1	2.4	2.8	2.8
RedGate Golf	5.7	5.2	7.5	5.9
Temporary Subtotal	77.6	77.5	81.8	82.8
Department Total	227.9	227.9	229.8	241.0

Department of Recreation and Parks

Department Summary

Significant Changes

Adopted FY06 to Estimated Actual FY06

All of the City's utility costs for City facilities are paid from Recreation and Parks department budgets, with the exception of street lighting, traffic signals and the Water Plant, which are budgeted in Public Works. Due to unanticipated rate increases for both heating fuel and electricity, utility costs increased by \$319,416 or 44.4 percent. The projected FY06 increase over FY05 actual expenses is \$258,266 or 33.1 percent.

The Parks and Open Space Division accepted responsibility for removal of refuse and recycling from all parks and facilities, including the facilities dumpster contract at a total cost of \$120,000.

Contractor costs for neighborhood street tree block pruning increased by 110 percent, significantly curtailing the Forestry Cost Center's ability to perform routine pruning.

The Facilities Division is continuing to pay for office rental costs at 32 Courthouse Square, the former Community Services Department offices, in addition to rental costs at 20 Courthouse Square where Community Services and Code Enforcement staff are now housed. 32 Courthouse Square is partially sub-leased. The net lease cost for FY06 was \$195,460.

Charges increased by eight percent for rental of MCPS buses to support Summer Camps and Playgrounds. Bus service to participants was reduced to minimize the additional costs.

Estimated Actual FY06 to Adopted FY07

The Department of Community Services has been reorganized and placed as a new division within the Department of Recreation and Parks for FY07. A new community-based program model will be implemented that relies on group programming to increase the number of residents served. Increased emphasis will be placed on strategic planning and needs assessment.

Increased funding of \$315,012 to cover rising utility costs.

The Parks and Open Space Division will begin maintaining approximately 10 miles of new bikeway paths in King Farm and Falls Grove at an annual cost of \$4,000.

The Forestry Division will accept maintenance responsibility for approximately 2,200 new street trees in the King Farm and Falls Grove developments. First year costs will be modest, approximately \$6,600.

Maintenance will be initiated for the 26.2-acre Mattie J.T. Stepanek Park in King Farm, including the dog park, three athletic fields and passive park areas. Projected annual cost is \$65,000.

Maintenance will be initiated for 50.2 acres of parkland in Falls Grove. Projected annual cost is \$11,000.

Maintenance will be initiated for the Town Square Public Plaza. Projected annual cost is \$12,000.

The City's Employee Wellness Coordinator will be moved from the Department of the City Manager to the Department of Recreation and Parks for FY07. In addition, a Community Wellness program will be initiated in the Special Activities Fund to promote healthier lifestyles for the community.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	110	100	151	125
Percent of employee performance evaluations completed before their anniversary date	98%	100%	99%	100%
Turnover rate	N/A	N/A	18.3%	15.0%
Lost time	N/A	N/A	3.4%	3.0%

Department of Recreation and Parks

Department Overview:

The Department of Recreation and Parks participates in citizen input processes and with advisory groups and individual citizens to: assess the recreation and parks needs of individuals and neighborhoods; preserve and improve parks, rights-of-way and open spaces to be safe, accessible and aesthetically pleasing; assure that public buildings are serviced at quality standards; support community and specialized recreation facilities that offer diverse programming opportunities for citizens; encourage community spirit and civic pride via special events and celebrations, offer a wide variety of programs that contribute to lifetime skills, cultural enrichment, physical development and personal fulfillment; and plan, design and construct functional park facilities that balance the needs of participants and the preservation of the environment.

The Recreation and Parks Department is divided into seven divisions:

Recreation and Parks Administration — This division consists of five cost centers that are responsible for: leadership and management of the Recreation and Parks department; stewardship and management of all of the City's parkland, open space and buildings; planning and delivery of high quality Special Events for Rockville residents to enjoy; planning and management of approximately 50 annual Capital Improvement projects including the development of the City's bikeway system; as well as the Bike Program Fund, which supports bicycling education and distribution of equipment; and the Facility and Equipment Fund, which provides funds for purchase of special equipment such as Automated External Defibrillators (AEDs).

Recreation Services — This division consists of thirteen cost centers that provide a wide variety of high quality, diverse, educational and fun-filled recreation and enrichment programs to Rockville residents in friendly and safe environments. These include nearly 1,000 separate programs and offerings with annual participation totaling more than 16,000 registrations in the categories of Arts, Outdoor Recreation, After School Programs, Teens, Summer Playgrounds, Summer Camps, Recreation Classes, Childcare, Adult Sports and Youth Sports. It also includes the Recreation Administration and Support cost center which produces the quarterly Recreation and Parks Guide publications and provides management and support to the overall division. Two special activities funds support participation and programming, including the Recreation Fund through which more than 1,000 annual financial subsidies are provided to residents who would otherwise not be able to afford to participate; and the Friends of the Arts Fund, which supports various arts programs such as the Concert Band and Community Chorus with the purchase of program supplies.

Senior Citizen Services — This division consists of five cost centers that provide for the social, recreational, educational, fitness and wellness needs of a diverse population of active employed, active retired and frail senior citizens. The 34,000 square foot Senior Center is a place where citizens may access information, services and support related to aging issues. The Senior Citizen Social Services, Recreation Services and Sports and Fitness cost centers offer programs and services for transportation, socialization, recreation, leisure, education, trips, fitness, health and wellness in safe and comfortable environments. Through the Senior Assistance Fund cost center financial assistance is provided to senior citizens who would otherwise not be able to afford to participate or take full advantage of programs, transportation and other services.

Community Services — This division consists of four cost centers that provide supportive programs and services to help at-risk and disadvantaged youth and families to become self sufficient, make positive life choices, and adjust to societal challenges. The division, new to the Department of Recreation and Parks, will utilize a new community-based program model that relies on group programming and emphasizes strategic planning and needs assessment. Services include emergency assistance and response; youth development programs; community outreach; counseling; parenting education; self-sufficiency workshops; and information and referral. This division coordinates the City's annual grant program to nonprofit human service agencies, provides staff support to the Human Services Advisory Commission and coordinates special projects such as the Rockville Holiday Drive.

Facilities — The Facilities Division consists of ten cost centers that comprise the City's major recreation facilities operated in the General Fund: the Rockville Municipal Swim Center; the Civic Center Complex, including Glenview Mansion and F. Scott Fitzgerald Theatre; Lincoln Park Community Center; Twinbrook Community Recreation Center; Thomas Farm Community Center; Croydon Creek Nature Center; and the Skate Park. The Facilities Maintenance Services cost center provides day-to-day support for recreation programs and has overall maintenance and improvement responsibilities for all of the City's 65 buildings, including the major recreation facilities and other important City buildings such as City Hall, the Water Treatment Plant, the Gude Drive Maintenance Complex, other neighborhood facilities such as Elwood Smith, Rockcrest and Montrose Community Centers, and twenty park shelters and other structures. Two special activities funds are also included in this division: the Glenview Mansion Fund, which supports improvements to Glenview's furnishings and equipment; and the Nature Center Fund, which supports purchase and creation of exhibits via a retail sales operation.

Department of Recreation and Parks

Parks and Open Space — The Parks and Open Space Division consists of eight cost centers that are responsible for operation, maintenance and improvements to Rockville's 61 parks. The Division is responsible for 873 acres of parkland and more than 25,000 street trees; 51 athletic fields; 142 acres of rights-of-way; installation and care of more than 50,000 annual and perennial flowers in 116 locations. The Parks Administration and Support cost center provides management and support to the overall division. The Forestry Development Review cost center administers Rockville's Forest and Tree Preservation Ordinance as it applies to the review process for development and redevelopment activities. The Parks and Open Space division provides day-to-day support for sports and other recreation programs offered through the Recreation Services and Facilities Divisions.

RedGate Golf Course — This division consists of two cost centers responsible for providing a municipal golf course with excellent daily playing conditions and customer service. The Golf Course Management cost center provides day-to-day maintenance and short- and long-term improvements to the golf course. The Golf Course Clubhouse cost center provides customer service, collection of fees, marketing and scheduling/management of tournaments, outings and events. RedGate Golf Course is operating in a separate Enterprise Fund in which all operating costs are covered by user fees.

Recreation and Parks Department Strategic Objectives:

A Distinctive Place

- Assist with management of the construction of the Rockville Arts and Innovation Center and the Town Square Plaza
- Finalize lease terms with the Metropolitan Center for the Visual Arts of Rockville (formerly Rockville Arts Place) for use of the Rockville Arts and Innovation Center and the Town Square Plaza
- Enhance Rockville's heritage through responsive management of City-owned historical resources
- Enhance community identity and pride and celebrate diversity with community rituals, events and celebrations
- Provide information, ESOL classes and services to foreign-born residents in several languages, including Spanish
- Follow-up on Science Center Feasibility Study

A City of Neighborhoods

- Coordinate "Safe Rides to School" Program with Police, Public Works, and Public Information
- Educate children, teens and adults in pedestrian and bicycle safety
- Administer projects to preserve and improve the parks, community centers, the urban forest and pedestrian/bicycle facilities
- Support community events for neighborhoods and schools with consulting services and equipment loans
- Respond to needs identified by neighborhoods and individual citizens during the fiscal year that can be met within budgetary limits
- Continue community outreach and education to Latino parents in cooperation with Neighborhood Resources Program

Communication and Engagement

- Collaborate with civic associations and individual residents to determine short- and long-range needs/desires for neighborhood parks, community recreation facilities and open spaces
- Provide a wide variety of diverse opportunities for volunteers to assist in provision of services
- Provide assistance to low- and moderate-income residents so programs are accessible to all income levels
- Provide and coordinate assistance to customers whose first language is other than English
- Provide family friendly recreation programming that supports the needs of parents and children
- Deliver excellent customer service
- Adapt to the growing diversity of facility and program users through adjustments to communication and program content
- Collaborate with Montgomery County Public Schools and other local government agencies to achieve efficiencies in service delivery
- Institute Community Wellness initiative to increase awareness of health issues
- Encourage City employees and local businesses to increase their charitable giving to local nonprofit social service agencies through Montgomery Alliance
- Provide volunteer opportunities during the Holiday Drive for interested individuals and groups to demonstrate their concern for needy Rockville households during the Thanksgiving and December holidays

Department of Recreation and Parks

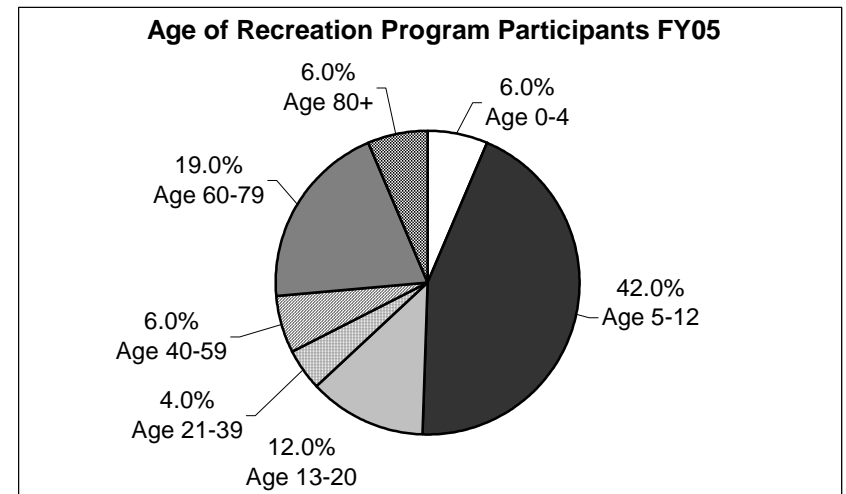
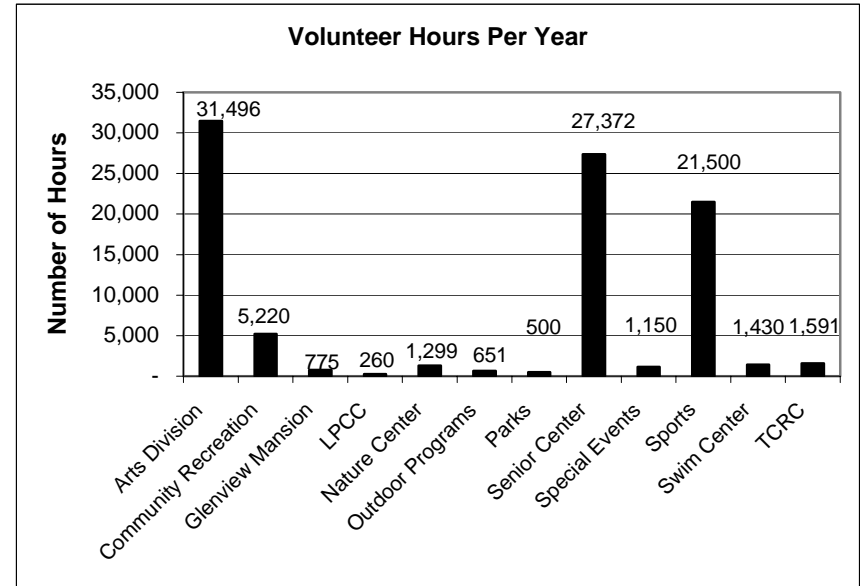
An Exceptional Built Environment ★

- Support Town Center redevelopment by planning for inclusion of open space and incorporation of design elements for future Special Events, the Farmer's Market and arts and cultural events
- Produce high quality special events in the Town Center, including Hometown Holidays, Rockville Music Festival, Rotary Twilight Runfest, and a variety of concert series
- Administer the installations of public art in the Town Square
- Initiate maintenance of the Town Plaza
- Promote inclusion of parks and open space, retention of existing trees and forests, inclusion of multi-modal transportation facilities and recreation amenities in development projects
- Uphold standard of a park within a five-minute walk of every Rockville household
- Oversee implementation of the Art in Private Development Ordinance
- Ensure quality execution of development plans through conscientious inspections
- Ensure application of the City's Environmental Guidelines as they apply to development activities

Fiscal Strength \$

- Improve and enhance pedestrian and multi-modal facilities taking advantage of available funding support from other levels of government
- Improve department Cost Recovery through strict cost containment and implementation of User Fee policies
- Establish the 501(c)(3) Recreation and Park Fund to improve access to grants, gifts and bequests
- Promote e-government through quality management of "Rock Enroll," RedGate automated tee reservations and other automated systems

Supplemental Information:



Department of Recreation and Parks

Department of Recreation and Parks



Department of Recreation and Parks

Division: Recreation and Parks Administration

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
R&P Admin. and Support	507,652	625,768	625,768	715,613
Special Events	809,373	707,397	707,397	728,830
Bike Program Fund (350)	6,144	104,417	50,000	63,808
Facility & Equipment Fund (350)	4,849	24,610	5,000	23,026
Division Total	\$1,328,018	\$1,462,192	\$1,388,165	\$1,531,277

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	656,101	751,745	731,745	803,324
Benefits	142,346	173,701	173,701	183,342
Overtime	40,349	36,350	36,350	36,350
Personnel Subtotal	\$838,796	\$961,796	\$941,796	\$1,023,016
Contractual Services	332,158	242,177	235,760	278,553
Commodities	82,783	171,719	116,109	121,708
Capital Outlays	70,001	83,000	83,000	83,000
Other	4,280	3,500	11,500	25,000
Operating Subtotal	\$489,222	\$500,396	\$446,369	\$508,261
Division Total	\$1,328,018	\$1,462,192	\$1,388,165	\$1,531,277

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
State Grants	26,115	50,000	11,750	6,700
Special Event Fees	48,970	20,000	20,000	20,000
Interest Income	430	300	300	350
Community Contributions	91,412	55,000	55,450	55,500
Subtotal	\$166,927	\$125,300	\$87,500	\$82,550
<i>Fund Contribution</i>				
General Fund (110)	1,209,877	1,273,165	1,273,165	1,384,443
Special Activities (350)	(48,786)	63,727	27,500	64,284
Subtotal	\$1,161,091	\$1,336,892	\$1,300,665	\$1,448,727
Division Total	\$1,328,018	\$1,462,192	\$1,388,165	\$1,531,277

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
R&P Admin. and Support	3.0	3.0	3.0	3.5
Special Events	5.0	5.0	5.0	5.0
Capital Projects	2.0	2.8	2.8	2.8*
Bike Program Fund (350)	0.0	0.0	0.0	0.5
Facility & Equipment Fund (350)	0.0	0.0	0.0	0.0
Regular Subtotal	10.0	10.8	10.8	11.8
<i>Temporary</i>				
R&P Admin. and Support	0.1	0.1	0.1	0.1
Special Events	1.2	1.2	1.2	1.1
Capital Projects	0.0	0.0	0.0	0.0
Bike Program Fund (350)	0.0	0.0	0.0	0.1
Facility & Equipment Fund (350)	0.0	0.0	0.0	0.0
Temporary Subtotal	1.3	1.3	1.3	1.3
Division Total	11.3	12.1	12.1	13.1

* 1.8 FTE charged to R&P Admin. and Support and 1.0 FTE charged to various CIP.

Department of Recreation and Parks

Division: Recreation and Parks Administration

Division Purpose:

The Recreation and Parks Administration Division oversees and directs the Recreation and Parks Department, ensuring that services and initiatives are responsive to the goals and objectives defined by the Mayor and Council. Management focus is placed on the following key priorities: citizen participation; interaction with neighborhoods; supporting boards and commissions, committees and task forces; monitoring operating and capital budgets; cost recovery; grant applications; human resource management; volunteer programs; professional development and training; management of capital projects to preserve and improve City parks, buildings and bicycle/pedestrian facilities; monitoring contracts and purchases; interdepartmental and intergovernmental relations; development review; responsiveness to trends in recreation and leisure services; long-range planning. The Special Events Cost Center provides safe, high quality programs and special events for Rockville residents to enjoy, and to encourage community spirit, feelings of civic pride and hometown identity, raise money for non-profit groups and provide economic development for local businesses.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

Construction at Richard Montgomery High School forced the City to find an alternative site for the Independence Day Celebration. The new location increased the cost of overtime and equipment rental for the event as staff dealt with many first-time logistics.

The completion of Town Square construction will considerably change the format of events in Town Center including the relocation of the Saturday Farmers' Market. Special Events will place and implement new events, concert series and grand opening activities for Town Center.

The City's Employee Wellness Coordinator will be moved from the Department of the City Manager to the Department of Recreation and Administration for FY07. Community Wellness programs will be implemented within this division.

Cost Center: Recreation and Parks Admin. and Support

Objectives:

- Monitor implementation of Revenue and User Fee Policies to improve overall department cost recovery performance \$
- Support Town Center redevelopment by promoting inclusion of open space, recreational amenities, and incorporation of design elements for future special events, the Farmers' Market, and arts and cultural events ★
- Assess the recreation and parks needs and desires of the community through interaction with citizen advisory boards, civic associations, facility committees, task forces, and individuals. Incorporate the assessment of results into long-range planning processes such as the Capital Improvements Program (CIP), and multi-year strategic planning for the operating budget ■■■
- Apply for nine grants to support projects and operational budgets \$
- Promote e-government through continued marketing of the Rock Enroll and other automated citizen service initiatives
- Offer employee and community wellness programs that encourage people to make behavioral changes that lead to healthier lifestyles
- Offer health screenings to detect potential illness and provide risk assessment
- Provide a high quality, comprehensive wellness program to employees

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of cost recovered by fees - Fee-based Cost Centers	62%	63%	63%*	64%
Percent of cost recovered by fees - Department Wide	39%	39%	39%*	40%
Acres of parks/Open Space in Town Center	11.4	11.7	11.7	11.7

Department of Recreation and Parks

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of meetings with Boards & Commissions, Task Forces, Civic Associations, Community Groups, Etc.	448	440	454	450
Number of grants applied for/received	9 / 5	9 / 6	9 / 7	9 / 7
Percentage of registrations via Rock Enroll Web-based System	34%	26%	34%	35%
Increase number of people who participate in blood pressure screenings by 20%	N/A	N/A	300	360
Increase participation in the Wellness Healthy Body Program by 25%	36	40	32	40
Increase the percent of internal survey respondents rating wellness programs as "good" or "excellent" to 93%**	N/A	93%	93%	N/A
Increase the percent of internal survey respondents who agree that the Wellness Program has helped them make more conscious decisions to 87%*	N/A	87%	87%	N/A

* Estimate.

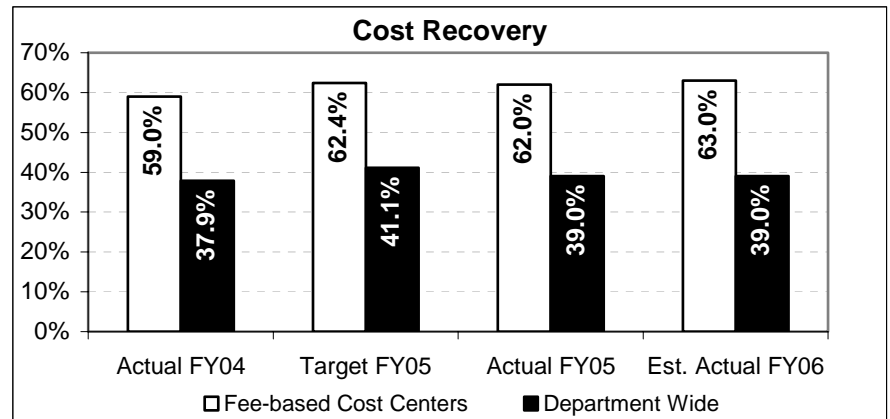
** The City conducts an internal employee survey every other year. A survey will be completed in FY06.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Director of Recreation and Parks	1.0	1.0
Program Support Coordinator	1.0	1.0
Recreation and Parks Administration Manager	1.0	1.0
Wellness Coordinator	N/A*	0.5
Cost Center Total	3.0	3.5

* The Wellness Coordinator position was transferred from the Department of the City Manager to the Department of Recreation and Parks for FY07.

Supplemental Information:



Department of Recreation and Parks

Cost Center: Special Events

Objectives:

- Promote a smooth integration of the Farmers' Market into Town Square by educating current customers, new residents of Town Square, and new business owners about the benefits of the market and logistical requirements associated with the move ★
- Create two new programs to attract people to Town Square: a weekly concert series in the plaza and a monthly "Deck Party" ★
- Plan and produce a Grand Opening celebration for Town Square that includes "101 Days" of events from Memorial Day to Labor Day 2007 ★
- Incorporate Asian and Hispanic cultural aspects into City special events that reflect the changing demographics of Rockville's population 🏡

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of persons attending special events (estimate)	138,674	150,000	135,000	150,000
Number of City-sponsored events held	61	70	60	70
Number of community and non-profit groups participating in City-sponsored events	156	145	156	150
Dollar amount raised for community groups and non-profits through events	\$61,654	\$75,000	\$54,574	\$75,000
Number of sponsors who renew contract (28/40)	70%	75%	75%	75%
Percent of Citizen Survey respondents who attended a City-sponsored special event (such as outdoor concerts, Farmer's Market, July 4th fireworks, Hometown Holidays, or Car Show) at least once	67%	N/A*	N/A*	75%

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of Citizen Survey respondents rating City-sponsored special event as "excellent" or "good"	84%	N/A*	N/A*	90%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Special Events Coordinator	1.0	1.0
Special Operations Supervisor	1.0	1.0
Events Specialist	1.0	1.0
Special Operations Technicians	2.0	2.0
Cost Center Total	5.0	5.0

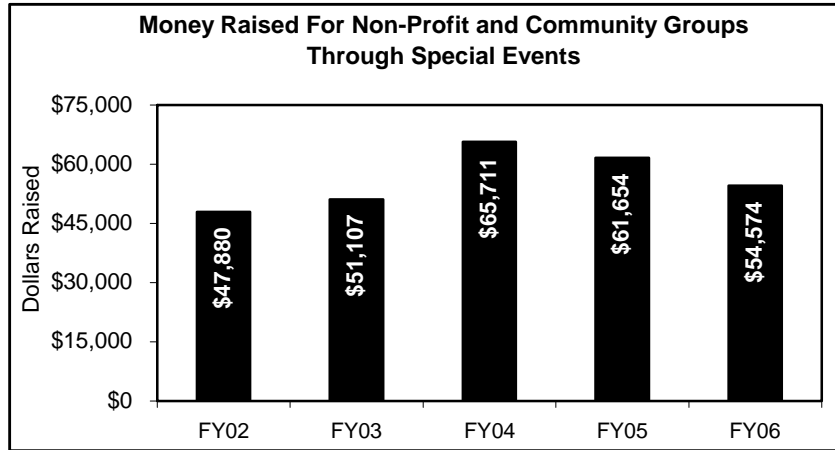
Supplemental Information:

Special Events produces major events, such as Hometown Holidays, Rockville Arts and Music Festival, Independence Day Celebration and Rotary Twilight 8k Runfest, designed to showcase Rockville to the metropolitan region and create economic development opportunities for local businesses. Other programs it is responsible for include a weekly Farmers' Market and Out To Lunch Wednesdays (held four months in the summer). Ceremonies such as Veterans Day, Flag Day, Memorial Day Ceremony and Parade are smaller in scale than the major events, but play a vital role in creating a sense of community and civic pride. The objective for FY07 is to produce more than 70 diverse, safe and high quality events that attract audiences of up to 150,000.

Another FY07 objective is to encourage community spirit at events by including 150 non-profit and community organizations, as well as supporting the fundraising efforts of these groups by raising \$75,000. Organizations participating in City events include youth and adult service organizations, high school marching bands, civic and homeowners associations, veterans groups, and cultural and educational organizations. Special Events coordinates the Community Events Support Program, which provides promotional, equipment and planning support to more than 24 civic and homeowners associations, school PTAs and neighborhood block parties.

Department of Recreation and Parks

Supplemental Information:



Hometown Holidays



Cost Center: Capital Projects

Objectives:

- Complete 19 FY07 Capital Improvements projects on time and within budget
- Enhance City neighborhoods through improvements to parks, rights-of-way, the urban forest, community centers
- Conduct six-year planning processes for 13 CIP projects that fund improvements to the City's infrastructure in parks, rights-of-way and buildings, utilizing input from citizens, civic associations and from City staff at all levels
- Design and construct multi-use paths designated in the Bikeway Master Plan utilizing Federal and State grant funding whenever possible
- Coordinate implementation of a Pedestrian/Bicycle Safety program in schools with the Department of Public Works, Police and Montgomery County Public Schools

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
CIP projects completed on time and within budget	89%	95%	91%	95%
5-year CIP planning processes conducted with citizens and staff	12 / 12	13 / 13	18 / 18	18 / 18
Miles of multi-use paths constructed – Bikeway Plan	30	31	31	31

Regular Positions:

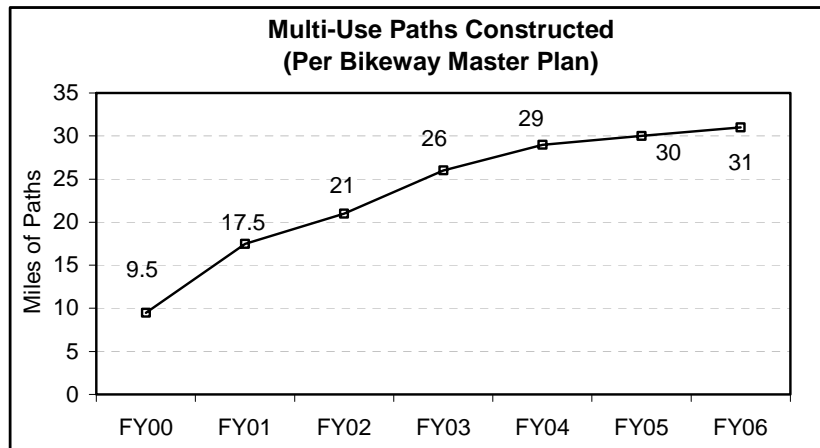
Position Title	Adopted FY06	Adopted FY07
Parks and Facilities Development Manager	1.0	1.0
Parks and Facilities Development Specialist	1.0	1.0
Recreation Program Development Coordinator	0.8	0.8
Cost Center Total	2.8	2.8

Department of Recreation and Parks

Projects managed by the Recreation and Parks Administration Division include:

- Asphalt/Concrete Improvements
- Athletic Court System Improvements
- Bicycle Route System Improvements
- Fallsgrove Park
- Mattie Stepanek Park
- Millennium Trail - South
- Ped/Bike Bridge Over I-270
- Potomac Woods Park Improvements
- Thomas Farm Community Center

Supplemental Information:



Cost Center: Bike Program

Objectives:

- Provide educational and recreational programs to children and families stressing pedestrian and bicycle safety 🚶🚲
- Conduct annual Ride for Rockville to raise funds for the Bikeway Enhancement Program
- Assess information from biking and walking residents to identify bike/pedestrian needs for improvement 🚶🚲

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of bike/pedestrian safety programs sponsored	34	30	24	30
Number of volunteer hours contributed	898	300	300	300
Participants in Ride for Rockville	189	300	250	300

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Program Assistant II	N/A	0.5

Cost Center: Facility and Equipment Fund

Objectives:

- The Facility and Equipment Fund Cost Center collects donations from program and events sponsors for the purchase of needed equipment and supplies such as CPR books and teaching materials and AED machines. Contributions to this fund are approximately \$7,000 per year

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
N/A	N/A	N/A

Department of Recreation and Parks

Division: Recreation Services

Division Expenditures by Cost Center	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Administration and Support	485,859	526,878	503,687	538,853
Recreation Fund (350)	73,025	102,795	50,000	76,766
Arts	260,517	270,050	273,050	281,138
Friends of the Arts (350)	1,985	31,547	4,000	114,748
Outdoor Recreation	155,497	90,353	101,420	61,060
Seasonal	(1,329)	N/A	0	0
After School	221,780	269,796	269,796	274,844
Teens	209,958	219,123	219,123	216,157
Summer Playgrounds	118,991	127,454	127,454	143,298
Summer Camps	405,945	419,315	416,244	411,335
Classes	220,911	231,723	240,991	281,095
Childcare	467,156	477,722	450,737	472,187
Adult Sports	226,781	225,537	220,957	224,208
Youth Sports	357,033	369,756	369,756	381,302
Division Total	\$3,204,109	\$3,362,049	\$3,247,215	\$3,476,993

Division Expenditures by Type	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Salary and Wages	2,003,788	1,987,335	1,974,026	2,035,846
Benefits	363,735	402,968	392,668	402,447
Overtime	18,196	17,545	17,545	18,166
Personnel Subtotal	\$2,385,719	\$2,407,848	\$2,384,239	\$2,456,459
Contractual Services	405,875	440,609	445,439	456,995
Commodities	333,490	404,797	361,537	480,773
Capital Outlays	0	0	0	0
Other	79,025	108,795	56,000	82,766
Operating Subtotal	\$818,390	\$954,201	\$862,976	\$1,020,534
Division Total	\$3,204,109	\$3,362,049	\$3,247,215	\$3,476,993

Source of Division Funds	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
<i>Departmental Revenue</i>				
Recreation Grants	35,330	23,000	23,000	23,000
Rec Program Fees	1,673,113	1,738,616	1,766,843	1,838,855
Theme Park Tickets	128,542	140,000	130,000	140,000
Interest Income	1,897	1,000	1,400	2,000
Comm. Contribution	58,829	65,500	83,100	66,500
Subtotal	\$1,897,711	\$1,968,116	\$2,004,343	\$2,070,355
<i>Fund Contribution</i>				
General Fund (110)	1,278,929	1,305,591	1,252,872	1,262,124
Special Activities (350)	27,469	88,342	(10,000)	144,514
Subtotal	\$1,306,398	\$1,393,933	\$1,242,872	\$1,406,638
Division Total	\$3,204,109	\$3,362,049	\$3,247,215	\$3,476,993

Staffing Summary by Cost Center (FTEs)	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
<i>Regular</i>				
Administration & Support	4.5	4.5	4.5	4.5
Arts	2.0	2.0	2.0	2.0
Outdoor Recreation	1.5	0.7	0.7	0.2
After School	2.8	2.8	2.8	2.8
Teens	1.5	1.5	1.5	1.5
Summer Playgrounds	0.2	0.2	0.2	0.2
Summer Camps	1.3	1.8	1.8	1.8
Classes	2.1	1.5	1.5	1.5
Childcare	9.1	8.3	7.1	6.3
Adult Sports	1.5	1.5	1.5	1.5
Youth Sports	2.0	2.0	2.0	2.0
Regular Subtotal	28.5	26.8	25.6	24.3
<i>Temporary</i>				
Administration & Support	0.1	0.1	0.1	0.1
Arts	1.2	1.2	1.2	1.2
Outdoor Recreation	1.3	0.9	0.9	0.8
After School	4.2	4.7	4.7	4.7
Teens	3.6	2.7	2.7	2.3
Summer Playgrounds	4.9	4.9	4.9	5.8
Summer Camps	6.4	6.4	6.4	6.4
Classes	2.0	2.0	2.0	2.0
Childcare	2.2	1.9	4.1	4.4
Adult Sports	1.8	2.1	2.1	2.1
Youth Sports	3.4	3.2	3.2	3.2
Temporary Subtotal	31.1	30.1	32.3	33.0
Division Total	59.6	56.9	57.9	57.3

Department of Recreation and Parks

Division: Recreation Services

Division Purpose:

Deliver responsive, high quality recreation services for citizens by coordinating the planning of programs for pre-school to seniors including classes, workshops, trips, sports, arts, outdoor adventure, at-risk, camps, playgrounds, after school and childcare. Provide administrative support, training and/or orientation for regular and temporary staff, leagues, boards and commissions. Market and promote programs and activities through the publication of seasonal recreation guides, cable television shows, flyers, and other media. Coordinate the automated registration system, Rock Enroll, through online and telephone registrations and a department website.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

- Repeat rate for program participants exceeded 45 percent.
- Rockville 10K and Rotary Twilight Runfest proceeds benefiting Recreation Fund exceeded \$40,000.
- Initiate and support a campaign to encourage residents to become more active and adopt healthy lifestyles through “Step up to Health” and “Walk Rockville.”

Estimated Actual FY06 to Adopted FY07

- Restructure the Childcare program by offering 4-week sessions with themes to better accommodate participant needs.
- Offer an incentive plan (Rockin’ Rewards) that allows families to earn points toward the cost of a program or membership.
- Develop/implement assistance program for moderate income residents through Recreation Fund.

Cost Center: Recreation Administration and Support

Objectives:

- Focus on programs that benefit fitness, wellness and nutrition
- Increase the number of resident registrations by 300 through targeted marketing and early registration incentives 🏠
- Increase the variety of programs offered to meet the diverse needs of the community
- Increase the number of new recreation programs offered by 100

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of registrations received and processed:				
▪ Residents	18,408	15,000	18,005	21,000
▪ Non-residents	6,287	5,000	5,189	8,000
▪ Total	24,695	20,000	23,198	29,000
Number of recreation courses offered	1,334	910	1,396	1,450
Percent of Citizen Survey respondents who have participated in a Rockville recreation program	40%	N/A*	N/A*	42%
Percent of Citizen Survey respondents rating recreational programs as “excellent” or “good”	85%	N/A*	N/A*	90%
Percent of Citizen Survey respondents rating the variety of recreational programs (classes with staff instruction or supervision) offered as “excellent” or “good”	83%	N/A*	N/A*	90%

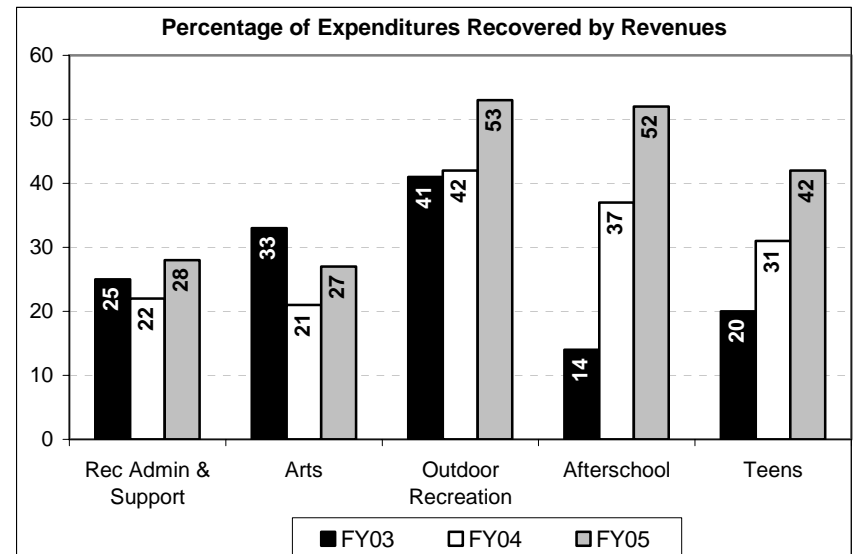
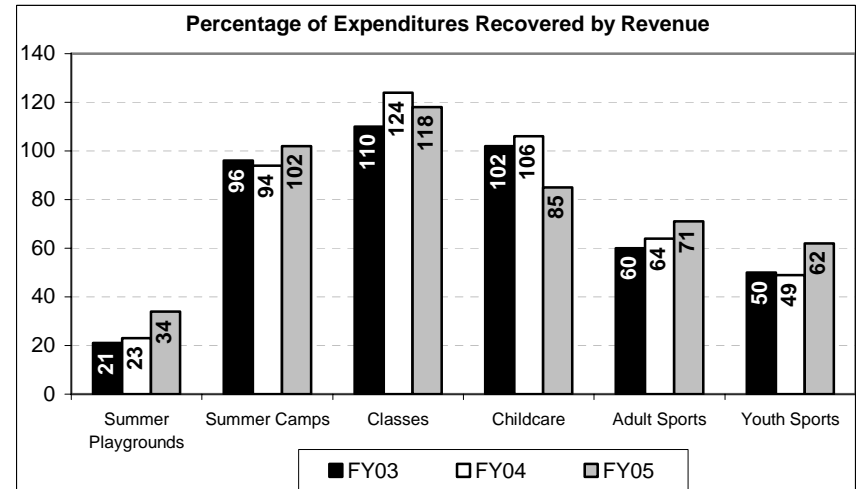
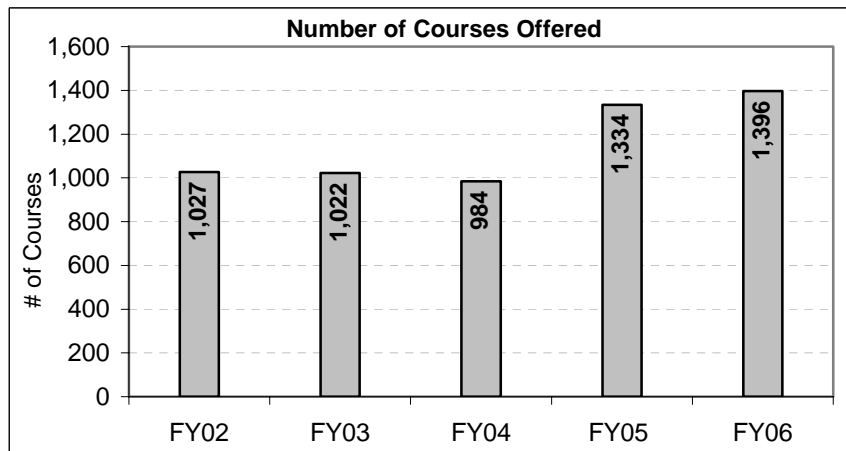
* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Department of Recreation and Parks

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Superintendent of Recreation	1.0	1.0
Secretary III	1.0	1.0
Secretary I (2)	1.0	1.0
Bookkeeper/Accountant	1.0	1.0
Program Assistant II	0.5	0.5
Cost Center Total	4.5	4.5

Supplemental Information:



Department of Recreation and Parks

Cost Center: Recreation Fund

Objectives:

- Develop Recreation Fund brochure
- Solicit individuals, businesses, and service organizations for Recreation Fund support

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Recreation Fund grants awarded	1,118	900	774	1,000
Dollars raised for the Recreation Fund	\$35,198	\$40,000	\$31,847	\$40,000

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
N/A	N/A	N/A

Cost Center: Arts

Objectives:

- Serve 17,500 people of all ages, ethnic diversity, and abilities through accessible and affordable arts programs
- Provide community members the opportunity to participate with the Rockville Civic Ballet, Rockville Concert Band, Rockville Chorus, and Rockville Regional Youth Orchestra as well as the opportunity to attend performances by these performing arts groups
- Support the F. Scott Fitzgerald Literary Conference, Inc. with a staff liaison and in-kind services. Also advocate programs by Rockville Little Theatre, Rockville Musical Theatre, the Victorian Lyric Opera Company, and Rockville Art League

CIP Projects that Support Activities of the Arts:

- Art in Public Architecture
- Art in Public Places
- F. Scott Fitzgerald Theatre Improvements

Performance Measures:

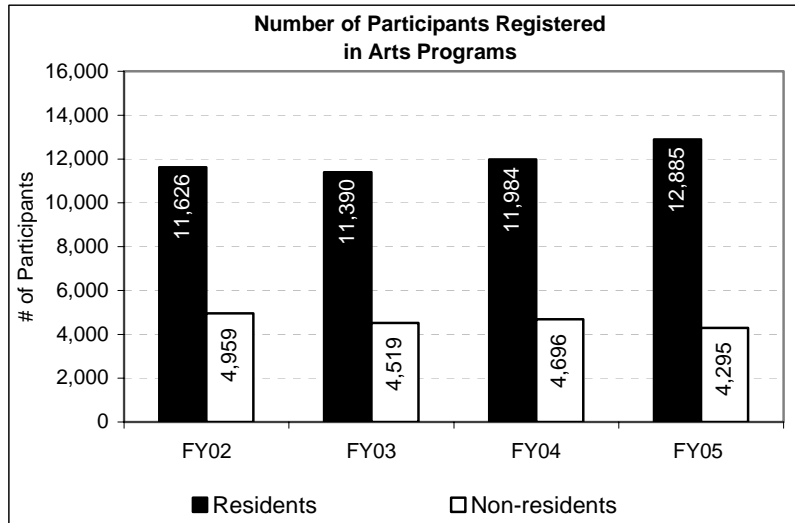
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of volunteer hours	30,011	31,496	31,686	31,886
Number of volunteers	308	314	338	348
Number of registrants/attendees	16,125	17,000	17,386	17,500
Number of programs offered	75	76	76	76

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Arts Programs Supervisor	1.0	1.0
Arts Programs Specialist	1.0	1.0
Cost Center Total	2.0	2.0

Department of Recreation and Parks

Supplemental Information:



Cost Center: Friends of the Arts

The Publicly Accessible Art in Private Development Ordinance was adopted in February of 2004. Due to the new ordinance donations have increased significantly.

Objectives:

- Solicit donations and contributions from the community to use in support of new arts programs and/or enhancements to existing arts programs

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
N/A	N/A	N/A

Cost Center: Outdoor Recreation

Objectives:

- Train volunteers to be quality trip leaders to improve cost recovery on trips and tours while retaining high customer satisfaction
- Increase number of outdoor recreation camp offerings for teens and pre-teens after the regular camp season ends
- Maintain revenue and decrease expenses at climbing gym in light of new facility opening in Rockville

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of participants on outdoor trips and climbing programs	1,876	1,850	1,598	1,600
Number of volunteer hours contributed	651	600	585	600
Number of post season teen and pre-teen outdoor camps	2	3	3	4

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Recreation Program Development Coordinator	0.2	0.2
Program Assistant II	0.5	0.0
Cost Center Total	0.7	0.2

Department of Recreation and Parks

Cost Center: After School Recreation

Objectives:

- Offer safe, supervised, accessible, appealing, and affordable high quality after school activities at three locations for 1,520 school-aged children and teens, as an alternative for “latch-key kids” and a resource for families who may not be able to afford higher cost alternatives 🏠
- Offer an appealing after school program for youth and teens using the medium of performing arts to focus on character building, critical thinking, talent development, developing life skills, and broadening perspectives
- Offer 750 hours of volunteer opportunities to teens seeking to earn Service Learning Credits for school and work experience training through our Junior Recreation Leader program 🧑🏫
- Encourage volunteer participation and involvement of 30 parents, care givers, and family members of the youth in our programs 🧑🏫
- Foster 15 mutually beneficial community partnerships that further enhance the quality of life for Rockville citizens by offering culturally diverse programs and activities – such as the Annual American Indian Festival and the annual African American Heritage Production 🧑🏫

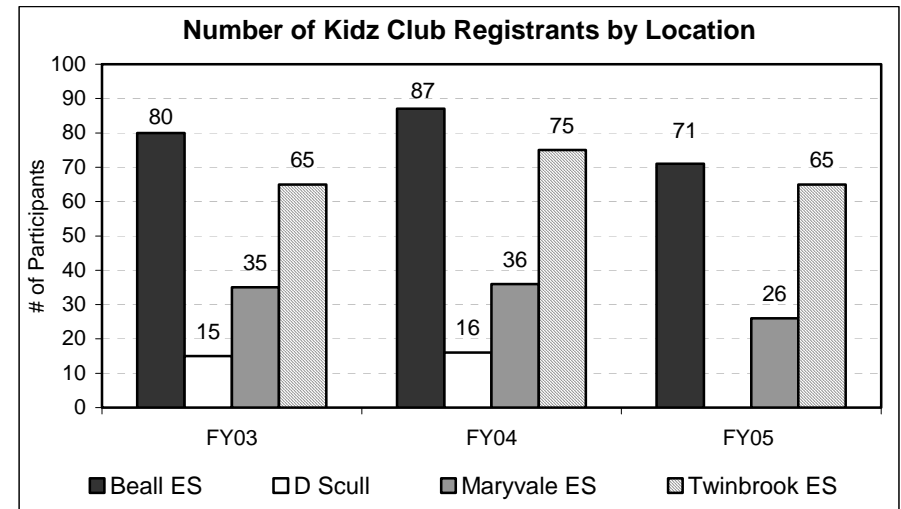
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of after school programs offered	37	37	47	47
Number of after school program participants served	1,500	1,500	1,520	1,520
Number of volunteer hours contributed	1,920	2,000	2,900	2,900
Number of community partnerships (groups, orgs)	13	15	15	15

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Recreation Programs Supervisor	0.8	0.8
Program Assistant	0.8	0.8
Kids Club Director (3)	1.2	1.2
Cost Center Total	2.8	2.8

Supplemental Information:



Department of Recreation and Parks

Cost Center: Teens

Objectives:

- Increase teen awareness of healthy lifestyles and increase the teens to participate in health and wellness activities by at least five
- Increase enrollment in the Transitions Program, a program for high school students and young adults that focuses on life skills training, job readiness, money management, job success, career and college options to serve at least 45 participants
- Increase the line of communication from youth to the Teen Programs Staff to encourage feedback, ideas, suggestions and comments regarding teen programs/activities via email, mail and in-school questionnaires 📧

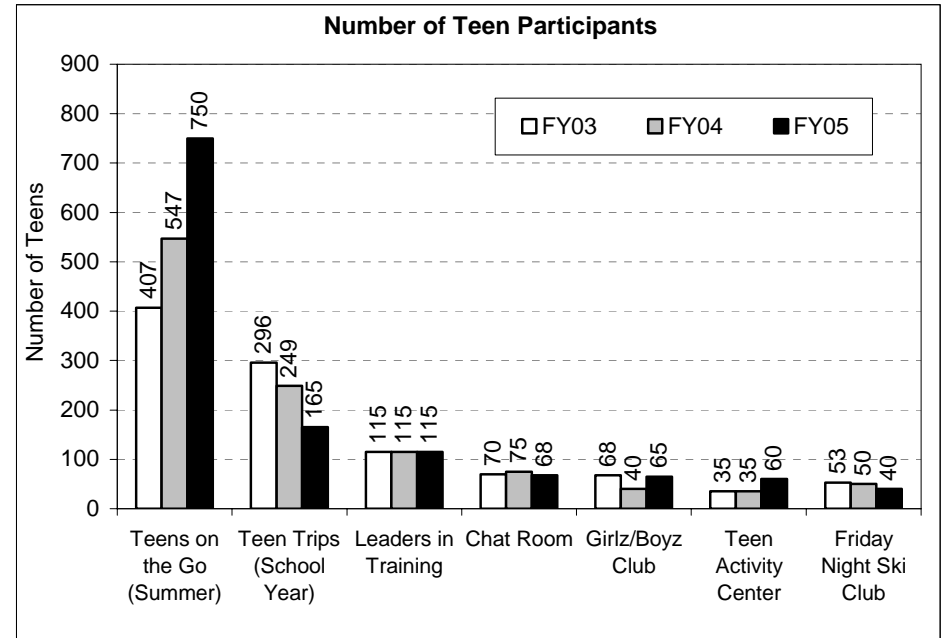
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of registrants/ attendees in teen programs	1,263	1,260	1,205	1,250
Number of recreational programs offered	44	43	42	45
Number of health/wellness programs offered	4	10	15	20

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Teen Programs Coordinator	1.0	1.0
Teen Programs Assistant II	0.5	0.5
Cost Center Total	1.5	1.5

Supplemental Information:



Leaders In Training Program



Department of Recreation and Parks

Cost Center: Summer Playgrounds

Objectives:

- Operate safe, supervised, high quality, appealing drop-in and registered participation playgrounds in needed locations throughout the city for children ages 6-12 (and 5 year olds going into 1st grade)
- Offer volunteer opportunities to teens seeking to earn Service Learning Credits for school and work experience training through our Junior Recreation Leader program 🏠

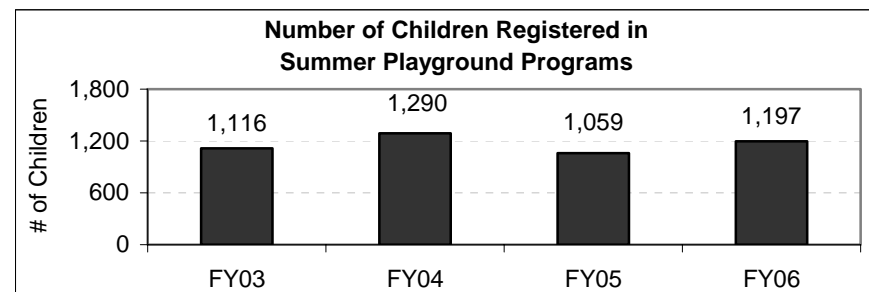
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of programs offered	51	37	33	42
Number of participants served	1,059	1,100	1,197	1,349
Number of paid and volunteer staff	87	87	90	90
Number of volunteer hours contributed	3,300	3,500	2,765	2,765

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Recreation Programs Supervisor	0.2	0.2
Cost Center Total	0.2	0.2

Supplemental Information:



Cost Center: Summer Camps

Objectives:

- Provide more half-days and evening options to the camp program to provide more flexibility for families
- Constantly review the bus procedures and transportation system to ensure the safest and most efficient procedures
- Market the camp program to maximize registration to various venues such as camp fairs, video to be aired on cable, Inside Rec & Parks, articles in Rockville Reports, Gazette, etc.
- Review demographics, participant feedback, staff evaluations and registration levels to evaluate and adjust camp offerings, transportation, and staff training 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of camp sessions meeting minimum registration requirements	77 of 78 (99%)	89 of 89 (100%)	88 of 89 (99%)	88 of 89 (99%)
Number of registrants served	1,957	2,058	1,987	2,020

Regular Positions:

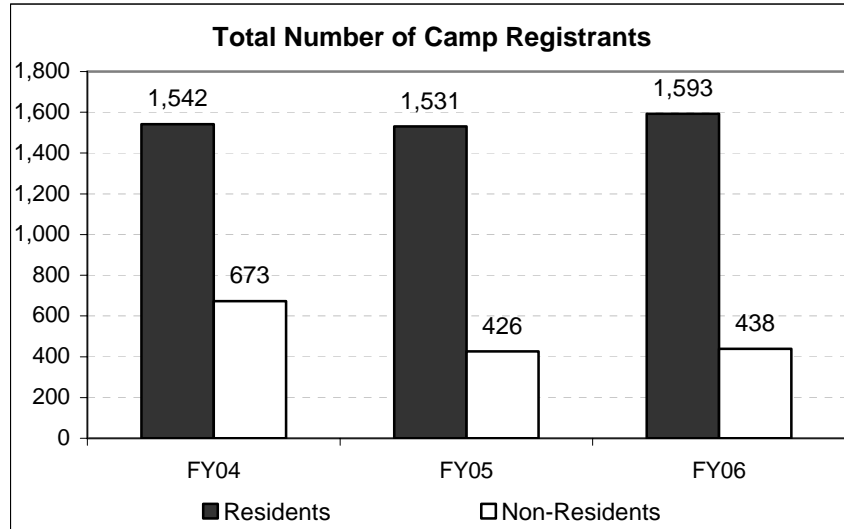
Position Title	Adopted FY06	Adopted FY07
Recreation Program Supervisor	1.8	1.3
Program Assistant III	N/A	0.5
Cost Center Total	1.8	1.8

Department of Recreation and Parks

Supplemental Information:

"The Kidnectic Camp is such a fantastic idea – my kids loved the 'Healthy Lunch Contest.' Rock Climbing was a HIT! The staff is great – very energetic and loved kids."

Quote from Parent of Kidnectic Camper



Rockville Summer Camp



Cost Center: Classes

Objectives:

- Develop partnerships with Richard Montgomery and Wootton High Schools to recruit volunteer companions to assist children with special needs in programs 🏠
- Develop partnerships with Julius West and Robert Frost Middle Schools to enhance programming for teens in the middle schools 🏠
- Improve marketing techniques to increase registration levels through quarterly press releases and cable ads 🏠
- Offer discount coupons to participants for early bird registrations to increase enrollment during the Winter season

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of class programs meeting minimum registration requirements	415 of 553 (75%)	411 of 555 (74%)	426 of 569 (75%)	416 of 555 (75%)
Number of registrants served in classes	4,367	4,335	4,099	4,200

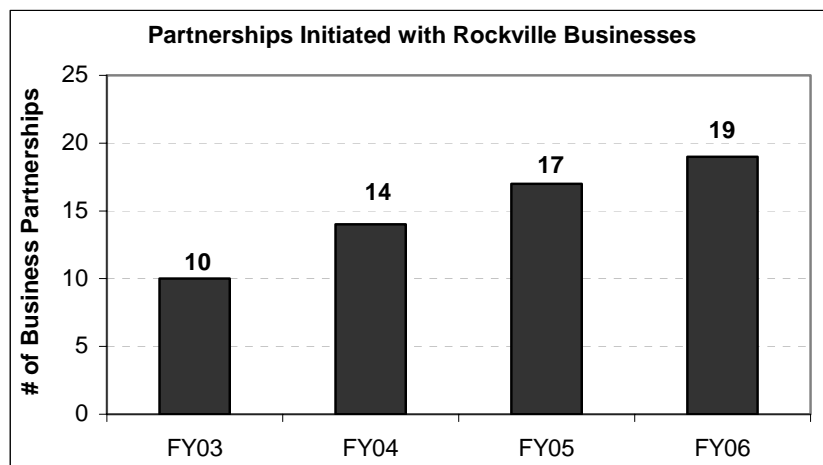
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Recreation Program Supervisor	1.0	1.5
Recreation Program Assistant	0.5	0
Cost Center Total	1.5	1.5

Department of Recreation and Parks

Supplemental Information:

The Department of Recreation and Parks establishes partnerships with businesses to offer recreation programs for City residents at their facilities.



Ballet Class – Rockville Senior Center



Cost Center: Childcare

Objectives:

- Increase preschool childcare enrollment by at least 17 children
- Fill each four week afterschool program to 80 percent or higher capacity
- Continue to work closely with Personnel Department in filling staff vacancies within three to four weeks of vacancy

Performance Measures:

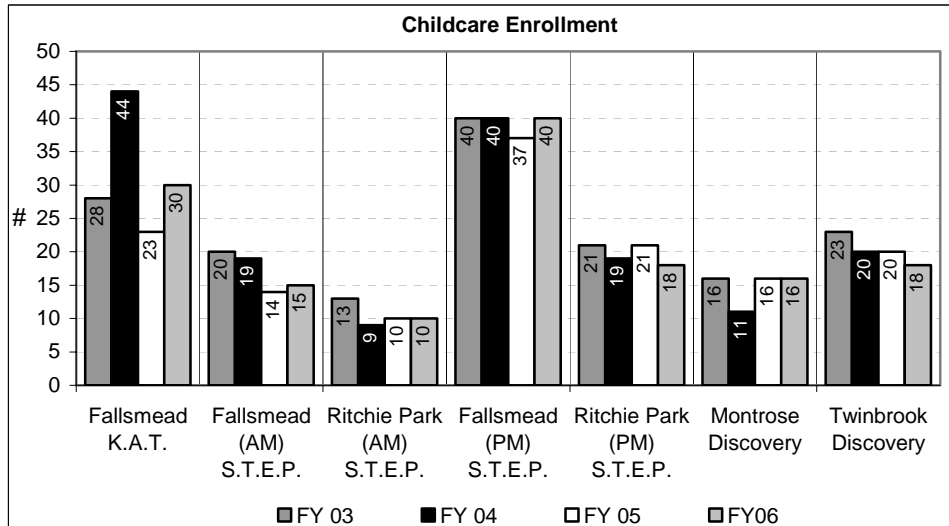
	Actual FY05	Target FY06	Actual FY06	Target FY07
Registrations as a percent of capacity:				
• School-based childcare	74% 103 of 140	78% 109 of 140	80% 112 of 140	80% 76 of 95
• Preschool childcare	100% 36 of 36	100% 36 of 36	100% 36 of 36	85 % 44 of 52
Number of children registered in 3 & 5 day programs:				
• School-based childcare	103	128	112	95
• Preschool childcare	36	33	36	52

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Recreation Programs Supervisor	1.0	1.0
Program Assistant II	0.5	0.5
Childcare Director (2)	1.6	0.8
Childcare Assistant Director	0.4	0.0
Childcare Group Leader (3)	2.8	1.2
Childcare Preschool Director (2)	0.4	0.8
Childcare Preschool Staff (5)	1.6	2.0
Cost Center Total	8.3	6.3

Department of Recreation and Parks

Supplemental Information:



Cost Center: Adult Sports

Objectives:

- Advertise and explore new marketing strategies with specific adult team sports programs where participation is declining 🏏
- Offer men's modified, age 45 year old plus softball programs, Saturday adult softball drop-in play, and pilot abbreviated season adult team participation leagues
- Research and keep abreast of new softball game equipment and implement changes to our program that maintains safety and reduction of player injuries
- Study new league sports offerings such as lacrosse, badminton, soccer, cricket, and table tennis

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of teams	233	242	219	222
Number of participants	6,861	6,598	6,431	6,362

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Sports Programs Supervisor	1.0	1.0
Program Assistant II – PT	0.5	0.5
Cost Center Total	1.5	1.5

Department of Recreation and Parks

Supplemental Information:

Adult Sports Program Participation and Resources - FY05				
	Number of Teams	Number of Participants	Number of Part-time Staff & Officials	Number of Facilities (fields/gyms)
Men's Basketball	8	80	15	1
Men's Softball (Spring)	73	1,241	25	8
Men's Softball (Fall)	30	510	15	2
Co-Rec Softball (Spring)	28	476	15	6
Co- Rec Softball (Fall)	17	289	8	2
Women's Softball	8	136	8	2
Women's Volleyball	24	288	3	2
Co-Rec Volleyball	39	468	3	4
Sand Volleyball	6	60	2	2
Rockville 10K/5K *	NA	750	3	1
Community Night Running	NA	200	1	1
TOTALS	233	4498	98	31

* 10 FT Staff and 75 MCRRRC volunteers provide help and assistance on the day of the event.

Cost Center: Youth Sports

Objectives:

- Advertise and utilize new marketing strategies to recruit part-time staff to serve as officials and facility managers for the programs 🧑🏫
- Conduct volunteer coaches and players "hands-on" clinics for basketball, baseball, and softball 🧑🏫
- Offer new girls lacrosse clinic, introductory workshop, for grades 3 and 4, and grades 5 through 8

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
% of coaches who rate the overall quality of the program excellent or good	100%	100%	100%	100%
Number of teams	345	349	295	338
Number of participants	4,924	4,818	4,568	4,796
Number of certified coaches	408	425	423	425

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Assistant Sports Programs Supervisor	1.0	1.0
Sports Programs Specialist	1.0	1.0
Cost Center Total	2.0	2.0

Supplemental Information:

Youth Sports Program Participation and Resources - FY05					
	Number of Teams	Number of Participants	Number of Volunteers	Number of Part-time Staff & Officials	Number of Facilities (fields/gyms)
Baseball	72	972	136	25	29
Football	35	675	105	16	16
Basketball	132	1,472	246	55	22
Soccer	29	457	60	9	12
Softball	32	448	64	8	13
Track & Field	6	300	12	9	3
Wrestling	1	22	3	0	2
T-Ball	14	210	24	3	12
Baseball (Fall)	24	336	33	15	6
Cheerleading	23	184	40	0	2
TOTALS	368	5076	723	140	117

Department of Recreation and Parks

Division: Senior Citizen Services

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditure by Cost Center				
Senior Center Operations	339,803	381,238	398,062	426,696
Senior Citizen Social Services	526,804	531,269	531,269	569,900
Senior Assistance Fund (350)	5,504	10,344	3,738	8,820
Senior Citizen Recreation	177,668	216,257	202,588	237,064
Senior Citizen Sports & Fitness	143,504	155,104	105,139	109,093
Division Total	\$1,193,283	\$1,294,212	\$1,240,796	\$1,351,573

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	820,135	850,992	816,419	854,917
Benefits	140,502	157,507	155,149	186,835
Overtime	1,412	2,633	2,633	2,575
Personnel Subtotal	\$962,049	\$1,011,132	974,201	1,044,327
Contractual Services	109,371	130,790	107,587	140,282
Commodities	116,359	141,946	155,270	158,144
Capital Outlays	0	0	0	0
Other	5,504	10,344	3,738	8,820
Operating Subtotal	\$231,234	\$283,080	\$266,595	\$307,246
Division Total	\$1,193,283	\$1,294,212	\$1,240,796	\$1,351,573

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Recreation Grants	8,275	7,995	7,995	8,000
Memberships	30,184	60,000	57,000	60,500
Facility Rental Fees	27,571	28,575	28,575	30,200
Rec. Program Fees	115,003	128,297	99,027	109,800
Social Services Fees	26,679	27,813	27,813	25,300
Interest Income	179	140	140	140
Community Contributions	23,268	21,500	22,360	21,800
Subtotal	\$231,159	\$274,320	\$242,910	\$255,740
<i>Fund Contribution</i>				
General Fund (110)	959,987	1,011,188	996,648	1,088,953
Special Activities (350)	2,137	8,704	1,238	6,880
Subtotal	\$962,124	\$1,019,892	\$997,886	\$1,095,833
Division Total	\$1,193,283	\$1,294,212	\$1,240,796	\$1,351,573

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Senior Center Operations	4.5	4.5	4.5	5.0
Senior Citizen Social Services	7.1	7.1	7.1	7.1
Senior Assistance Fund (350)	0.0	0.0	0.0	0.0
Senior Citizen Recreation	2.0	2.0	1.8	1.8
Senior Citizen Sports & Fitness	1.5	1.5	1.5	1.5
Regular Subtotal	15.1	15.1	14.9	15.4
<i>Temporary</i>				
Senior Center Operations	2.4	2.3	2.3	2.3
Senior Citizen Social Services	3.2	3.2	3.1	3.1
Senior Assistance Fund (350)	0.0	0.0	0.0	0.0
Senior Citizen Recreation	1.1	1.0	1.0	1.0
Senior Citizen Sports & Fitness	1.0	0.8	0.3	0.3
Temporary Subtotal	7.7	7.3	6.7	6.7
Division Total	22.8	22.4	21.6	22.1

Department of Recreation and Parks

Division: Senior Citizen Services

Division Purpose:

To meet the social, recreational, educational, fitness and wellness needs of a diverse population of active/employed, active/retired and frail senior citizens. This is achieved through operating a safe and welcoming multi-purpose facility; providing transportation; and offering a wide variety of programs and services both at the senior center and in the community. This Division also serves as a focal point where the community may access information, services and support related to aging issues.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

In FY06 Senior Citizens Services experienced the following significant changes:

- Increase program fees due to rising costs of contracted transportation.
- Increase in class fees due to increased materials fees and instructor costs resulted in fewer participants.
- Decrease in overnight trip participants due to increase in tour companies targeting senior adults.
- Rise in facility rental, program and membership inquiries at front counter.

Estimated Actual FY06 to Adopted FY07

In FY07, the following adjustments have been made to the budget to reflect the changes experienced in FY06:

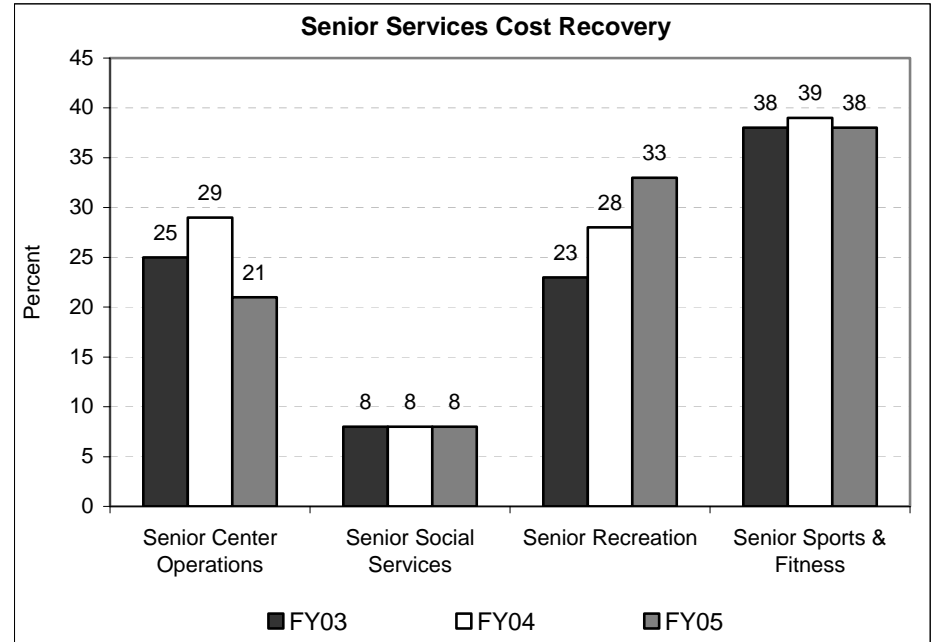
- Increase funding to cover rising utility costs.
- Implement recommendations from the Senior Services Long Range Plan
- Alter the types of overnight trips offered to focus more on short tours.
- Expand hours of Registration Specialist with bi-lingual employee to improve customer service.

In addition, staff is preparing for the anticipated increase in younger seniors (baby boomers) as well as older seniors who are living longer. This will impact future budget years.

CIP Projects that Support Activities of the Senior Citizen Services Division:

- Senior Center Master Plan Improvements

Supplemental Information:



Department of Recreation and Parks

Cost Center: Senior Center Operations

Objectives:

- Encourage 200 new older adults to join the Rockville Senior Center using expanded marketing techniques and newspaper ads
- Recruit/retain 300 volunteers who will volunteer 28,000 hours of time by offering a meaningful and rewarding volunteer environment 🧑🏻‍🤝‍🧑🏻
- Facilitate the fundraising efforts of Rockville Seniors, Inc. (the non-profit fundraising organization for the Senior Center) so that they can achieve their goal of \$75,000
- Increase the number of rentals by 10 percent through increased marketing and by providing an attractive and affordable facility for community parties and programs
- Offer a welcoming and efficient location for program registration, membership renewal and information assistance and process 400 more registrations and memberships
- Provide a safe, clean, and efficient facility so that Rockville's seniors can participate in meaningful social, fitness and educational programs and the general public can hold private events 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percentage of Rockville senior residents who participate at the Senior Center*	21% or 1,722 of 8,202	22.5% or 2,264 of 10,060	18% or 1,858 of 10,060	18% or 1,850 of 10,060
Percent of members by age group:				
▪ 59 and younger	0.5%	1.0%	0.8%	1.0%
▪ 60-69	27.7%	31.0%	25.8%	30.0%
▪ 70-79	47.5%	45.0%	45.7%	45.0%
▪ 80-89	22.4%	21.0%	25.2%	22.0%
▪ 90 and older	1.8%	2.0%	2.4%	2.0%
Number of new members	305	320	307	300

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of volunteers	268	280	300	300
Number of hours contributed by volunteers	27,372	28,000	28,244	28,000
Amount of money raised by Rockville Seniors, Inc.	\$60,056	\$75,000	\$80,000	\$85,000
Number of registrations and memberships processed	7,346	8,000	7,669	8,000
Number of rentals	91	85	118	120
Percent of Citizen Survey respondents rating satisfaction with Rockville Senior Center programs and services as "excellent" or "good"	86%	N/A**	N/A**	90%

* In FY05 2000 Census numbers were used (8,202). In FY06 the 2005 population estimate from staff was used (10,060).

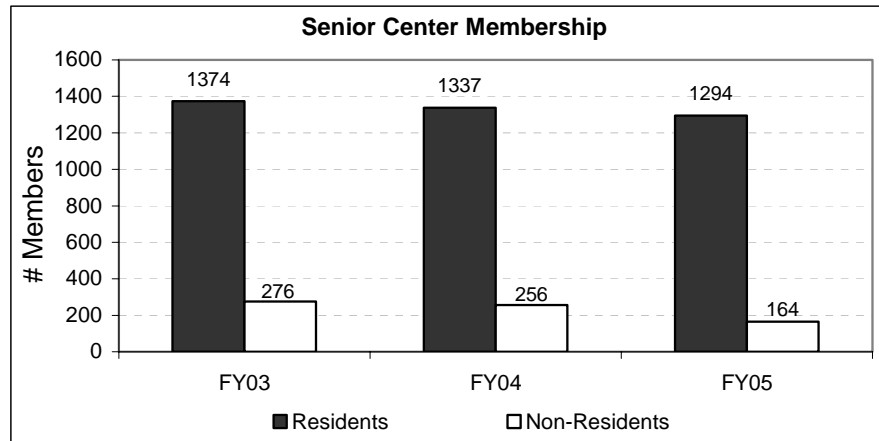
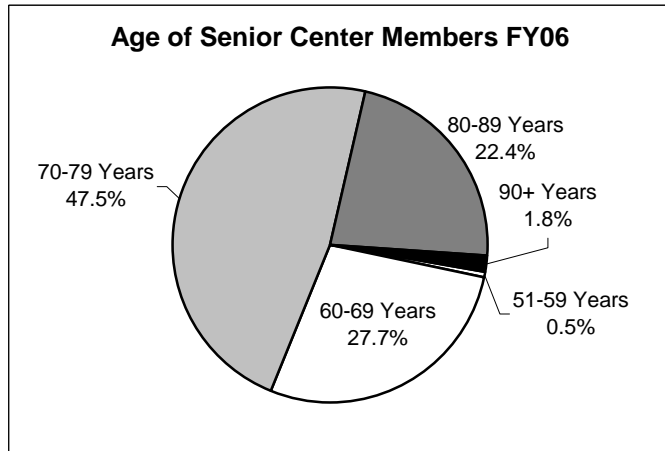
** The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Senior Center Supervisor	1.0	1.0
Senior Center Secretary II	1.0	1.0
Senior Center Custodian (2)	2.0	2.0
Registration Specialist	0.5	1.0
Cost Center Total	4.5	5.0

Department of Recreation and Parks

Supplemental Information:



Cost Center: Senior Citizen Social Services

Objectives:

- Provide 38,000 rides on five City-owned buses
- Sell on a sliding-fee scale based on estimated income 1,450 taxi coupon books for the Call 'N Ride program
- Respond to 5,000 information and assistance requests
- Provide 23,000 meals (daily lunch, weekly Chinese lunch and weekly dinner)
- Provide 165 foreign-born seniors with English and citizenship classes
- Provide 5,600 health screenings and medical visits
- Offer 65 computer classes
- Offer 55 special interest/health classes through community partnerships

Performance Measures:

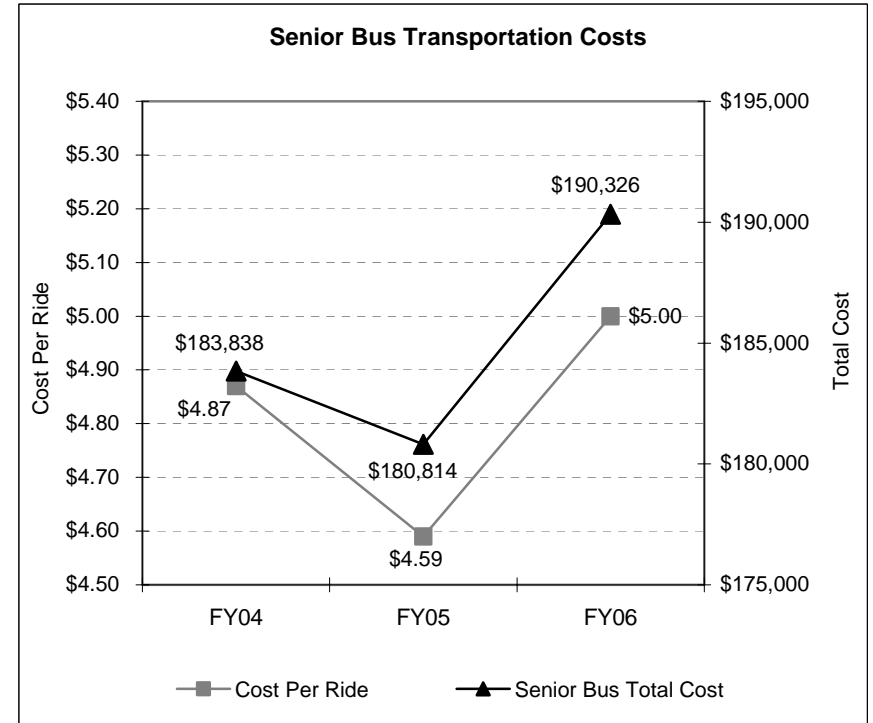
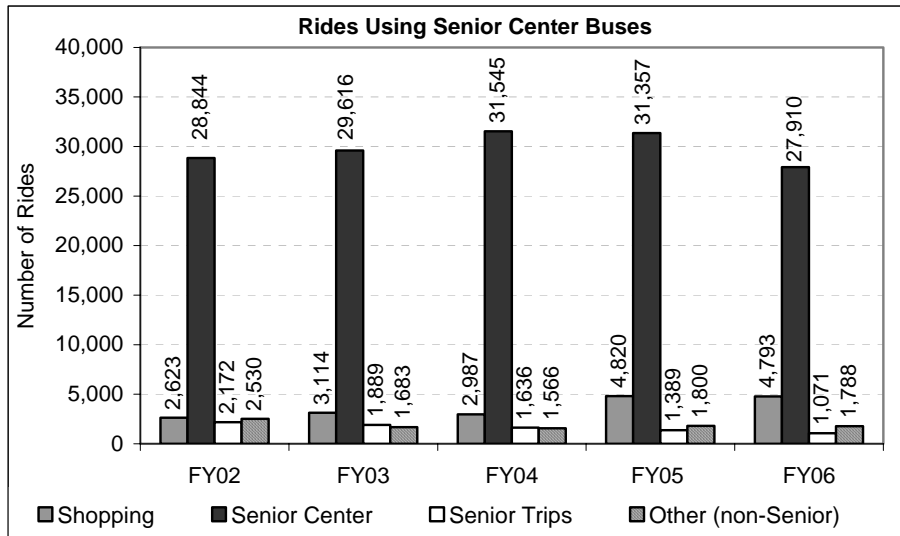
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of senior bus rides provided	39,366	38,000	35,562	36,000
Number of taxi coupon books sold	1,353	1,450	1,420	1,450
Number of information and assistance requests answered	5,598	5,800	5,078	4,000
Number of meals provided	24,525	26,400	19,033	20,000
Number of students enrolled in English and citizenship classes	150	164	205	164
Number of health screenings and health appointments	5,682	4,000	5,605	5,000
Number of computer classes offered	62	55	73	57
Number of special interest and health classes offered	51	55	50	55

Department of Recreation and Parks

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Senior Social Services Coordinator	1.0	1.0
Transportation Supervisor	1.0	1.0
Secretary II	1.0	1.0
Transportation Aide	1.0	1.0
Senior Outreach Worker	0.8	0.8
Bus Driver PT	0.8	0.8
Senior Center Wellness Coordinator	0.5	0.5
Senior Outreach Worker	0.5	0.5
Program Assistant I	0.5	0.5
Cost Center Total	7.1	7.1

Supplemental Information:



Department of Recreation and Parks

Cost Center: Senior Assistance Fund

Purpose:

To assist those who meet age and income limits by subsidizing costs for center membership, recreation and education programs, club activities, trips and medical transportation. Eligible seniors may receive up to \$100 per quarter for trips and up to \$100 for programs. Funding comes from interest earned on principal amount, community donations, annual RSI contribution and center funding.

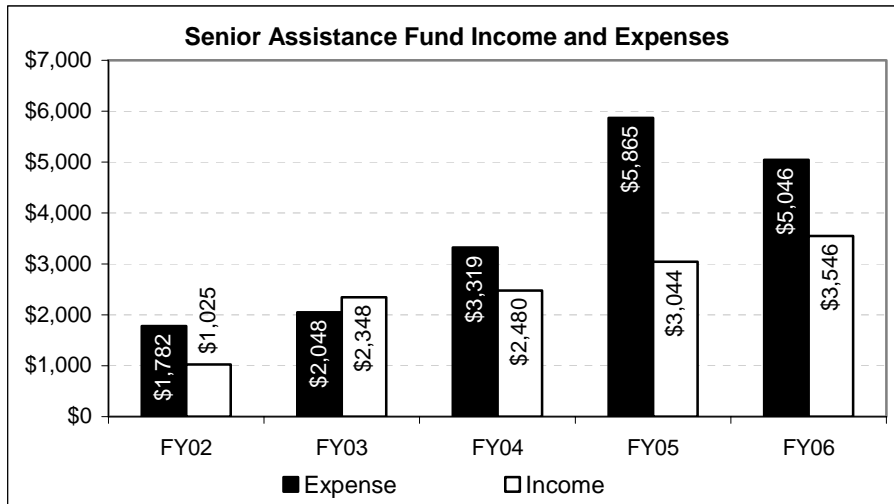
Objectives:

- To provide scholarships through the Senior Assistance Fund for memberships, trips, classes and medical transportation

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of SAF scholarships awarded	159	150	178	180

Supplemental Information:



Cost Center: Senior Citizen Recreation

Objectives:

- Develop program opportunities for 3,910 participants through trips, classes, special events and senior club activities for the active, older, and an increasingly diverse population 🏠
- Manage a comprehensive trip and tour program to offer 32 leisure, educational and cultural day and overnight travel opportunities
- Promote educational, fine art and life skills classes to foster learning and enrichment by offering 98 activities
- Increase the number of senior center monthly birthday party sponsors by five

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of participants	3,715	3,800	3,786	3,800
Percent of number of trips conducted / trips offered	90% or 26 / 29	92% or 26 / 28	90% or 26 / 29	93% or 30 / 32
Number of activities	90	88	102	105
Number of sponsors for birthday parties	16	19	22	20

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Senior Recreation Coordinator	1.0	1.0
Program Assistant III	0.5	0.8
Program Assistant II	0.5	0.0
Cost Center Total	2.0	1.8

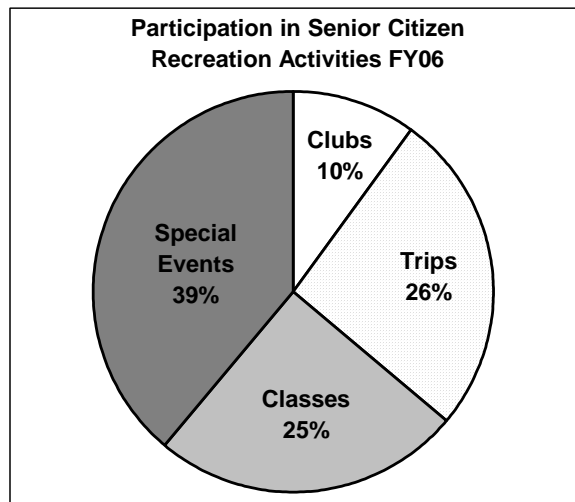
Department of Recreation and Parks

Supplemental Information:

Popular Senior Center Program “The Rockin’ Red Hatters”



Poker Tournament – Senior Center



Department of Recreation and Parks

Cost Center: Senior Citizen Sports & Fitness

Objectives:

- Manage an extensive, multi-equipped fitness room with a personal trainer for 500 members
- Provide a comprehensive sports and exercise program to benefit 3,100 participants through classes, sports, leagues, special events, fitness assessments, and tournaments for all levels of fitness in the senior population
- Increase the number of certified instructors by two
- Expand the number of exercise programs by three

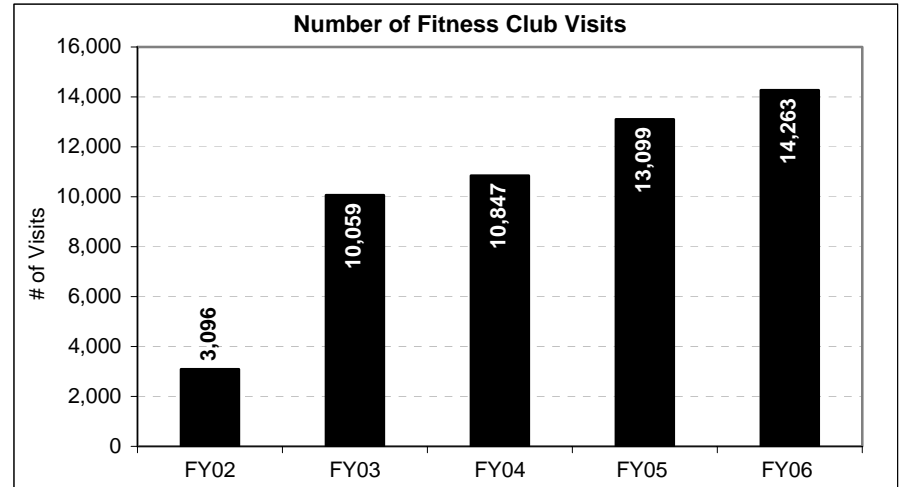
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Fitness Club members	520	550	489	500
Number of participants served	2,917	3,000	2,548	3,000

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Senior Sports & Fitness Specialist	1.0	1.0
Program Assistant III	0.5	0.5
Cost Center Total	1.5	1.5

Supplemental Information:



Exercise Class – Senior Center



Department of Recreation and Parks

Division: Community Services

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures By Cost Center				
Community Programs	N/A	N/A	N/A	237,455
Youth & Family Services	N/A	N/A	N/A	362,858
Linkages to Learning	N/A	N/A	N/A	229,153
Community Services Funds (350)	N/A	N/A	N/A	50,788
Division Total	N/A	N/A	N/A	\$880,254

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	N/A	N/A	N/A	551,871
Benefits	N/A	N/A	N/A	132,040
Overtime	N/A	N/A	N/A	0
Personnel Subtotal	N/A	N/A	N/A	\$683,911
Contractual Services	N/A	N/A	N/A	92,169
Commodities	N/A	N/A	N/A	53,482
Capital Outlays	N/A	N/A	N/A	0
Other	N/A	N/A	N/A	50,692
Operating Subtotal	N/A	N/A	N/A	\$196,343
Division Total	N/A	N/A	N/A	\$880,254

Note:
Due to the reorganization of the Department of Community Services into the Department of Recreation and Parks for FY07, the history for the Department of Community Services is not shown in the above charts. The Department of Community Services totals are as follows: Actual FY05 \$1,868,818, Adopted FY06 \$1,273,446, and Est. Act. FY06 \$1,104,987. These totals are included in the overall fund summary in Section 3 of this book.

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
County Grants (LTL)	N/A	N/A	N/A	181,500
Youth Service Grants	N/A	N/A	N/A	101,800
Program Fees	N/A	N/A	N/A	6,000
Interest Income	N/A	N/A	N/A	1,050
Community Contributions	N/A	N/A	N/A	24,950
Subtotal	N/A	N/A	N/A	\$315,300
<i>Fund Contribution</i>				
General Fund (110)	N/A	N/A	N/A	540,166
Special Activities Fund (350)	N/A	N/A	N/A	24,788
Subtotal	N/A	N/A	N/A	\$564,954
Division Total	N/A	N/A	N/A	\$880,254

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Community Programs	N/A	N/A	N/A	3.0
Youth & Family Services	N/A	N/A	N/A	2.0
Linkages to Learning	N/A	N/A	N/A	2.5
Community Services Funds	N/A	N/A	N/A	0.0
Regular Subtotal	N/A	N/A	N/A	7.5
<i>Temporary</i>				
Community Programs	N/A	N/A	N/A	0.1
Youth & Family Services*	N/A	N/A	N/A	1.4
Linkages to Learning	N/A	N/A	N/A	0.0
Community Services Funds	N/A	N/A	N/A	0.0
Temporary Subtotal	N/A	N/A	N/A	1.5
Division Total	N/A	N/A	N/A	9.0

* Includes 1.0 FTE Contractual Counselor position.

Department of Recreation and Parks

Division: Community Services

Division Purpose:

The Community Services Division provides supportive programs and services to help at-risk and disadvantaged youth and families to become self sufficient, make positive life choices, and adjust to societal challenges. The division will utilize a new community-based program model that relies on group programming and emphasizes strategic planning and needs assessment. Services include emergency assistance and response; youth development programs; community outreach; counseling; parenting education; self-sufficiency workshops; and information and referral. Research to identify innovative approaches to offering mentoring, housing assistance and services to foreign-born residents will be conducted. The division also coordinates the City's annual grant program to nonprofit human service agencies, provides staff support to the Human Services Advisory Commission and coordinates special projects such as the Rockville Holiday Drive.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Community Services Program Manager is serving as Interim Director, which reduced the number of formal site visits made to Caregiver agencies in FY06. The Interim Director and City Manager conducted orientation visits to every Caregiver agency during the first half of FY06.

The number of Drug Alcohol Education Seminars (DAES) sessions increased, resulting in additional revenue in FY06. Latino Outreach Community meetings that support parent education and resource sharing were expanded to Meadow Hall Elementary School, in addition to Twinbrook Elementary School and Richard Montgomery High School. A Latino youth development program was initiated, based on input from parents and teens.

Estimated Actual FY06 to Adopted FY07

The Department of Community Services has been reorganized and placed as a division within the Department of Recreation and Parks. A new community-based program model will be implemented that relies on group programming to increase the number of residents served. Increased emphasis will be placed on strategic planning and needs assessment. Emergency assistance, Holiday Drive, Linkages to Learning and other successful youth development programs will continue to be provided directly. A qualified outside contractor will provide formal counseling services.

Cost Center: Community Programs

Objectives:

- Conduct needs assessment, with input from stakeholders and residents, and design programs to address the social service needs of Rockville youth, families, single adults and seniors, with particular focus on assessing need for housing information services, English and citizenship classes, mentoring and substance abuse prevention services
- Coordinate annual application and contracting process for Caregiver Agencies
- Track Caregiver Agency service utilization data on a quarterly basis and conduct site visits \$
- Recruit and involve new partners in operation of Holiday Drive 🏠
- Document community's human service needs and develop brochures and other materials to publicize available resources
- Encourage City employees and local businesses to increase their charitable giving to local nonprofit social service agencies through Montgomery Alliance 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of residents and stakeholders interviewed for needs assessment	N/A	N/A	N/A	150
Number and percent of Caregiver agencies that receive formal site visit	2/23 (9%)	12/24 (50%)	4/24 (17%)	12/24 (50%)
Dollar value of grant programs monitored by staff	\$371,794	\$400,294	\$400,294	\$426,800
Number of new Holiday Drive partners who share major program duties	0	2	1	3
Number of outreach publications describing community needs and/or resources	5	10	15	15

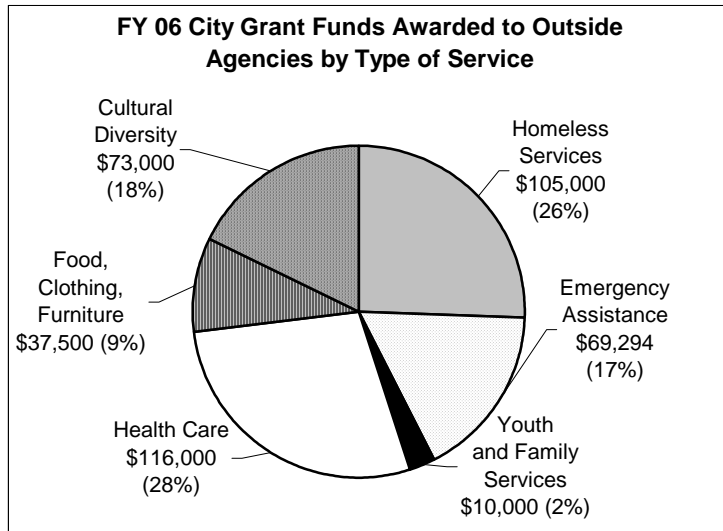
Department of Recreation and Parks

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number and percent of full-time City employees who make pledge to Montgomery Alliance during annual C-CARE campaign	N/A	N/A	113 / 524 21%	150 / 527 28%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Community Services Manager	N/A	1.0
Community Services Specialist/Program Analyst	N/A	1.0
Secretary III	N/A	1.0
Cost Center Total	N/A	3.0

Supplemental Information:



Cost Center: Community Services Funds

Objectives:

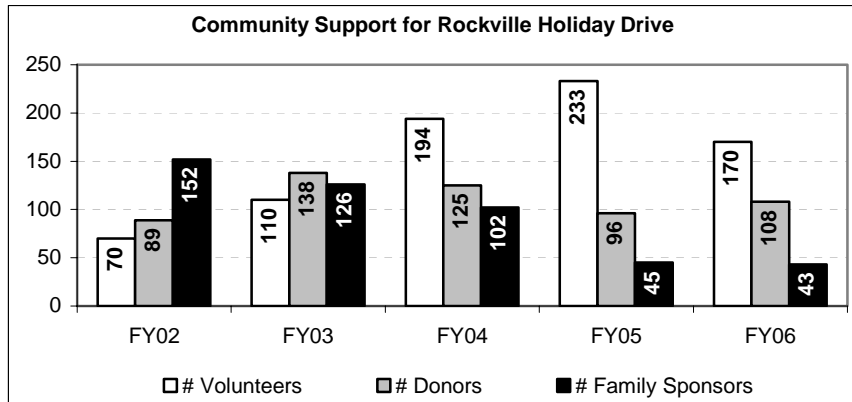
- Increase number of donors to REAP and Holiday Drive from businesses and individuals through expanded fundraising efforts
- Provide volunteer opportunities for interested individuals and groups to demonstrate their concern for needy Rockville households during the Thanksgiving and December holidays 🏠
- Assist eligible residents to share in the prosperity of the Rockville community through participation in the Holiday Drive Program 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of Holiday Drive donors	96	125	108	125
Number of volunteers in Holiday Drive Program	233	200	170	200
Number of community sponsors matched with families for Holiday Drive	45	50	43	45
Number of residents served by Holiday Drive	2,936	2,700	2,370	2,500

Department of Recreation and Parks

Supplemental Information:



Cost Center: Youth & Family Services

Objectives:

- Provide community outreach, information and referrals to ensure that 400 or more Rockville residents are able to access needed social services
- Provide eligibility screening for 170 Rockville families applying to Rockville Emergency Assistance Program
- Enroll 90 at-risk youth in youth development program that includes focus on social skills, community service, work skills, school performance, and positive family relations 🏠
- Provide counseling to 30 or more at-risk youth
- Outreach to City-sponsored after school programs and community centers and provide informal counseling as appropriate or requested to 100 youth 🏠
- Provide workshops and classes to Rockville residents to increase their knowledge and skills related to parenting and money management
- Provide information, ESOL classes and services to foreign-born residents in several languages, including Spanish 🏠

- Continue community outreach and education to Latino parents in cooperation with Neighborhood Resources Program 🏠
- Based on findings from needs assessment, design and implement innovative programs to provide assistance, information and referrals in the areas of housing, English and citizenship instruction, substance abuse prevention and mentoring

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of residents who are linked with needed social services	N/A	N/A	N/A	400
Number of residents who receive assistance in locating affordable housing	N/A	N/A	N/A	100
Number of REAP applicants receiving eligibility screening	160	160	177	170
Number of REAP recipients who do not return within 18 months	215 / 233 or 92%	176 / 204 or 86%	158 / 177 or 89%	153 / 170 or 90%
Number of youth completing RISE program who show improved academic functioning	N/A	15 / 20 75%	16 / 20 80%	85 / 90 or 94%
Number of youth who receive informal counseling through outreach at City-sponsored after school programs and community centers	N/A	N/A	N/A	100
Number of youth in counseling that will successfully complete goals	29 / 33 or 80%	27 / 30 or 90%	8 / 18 or 44%	29 / 30 or 97%

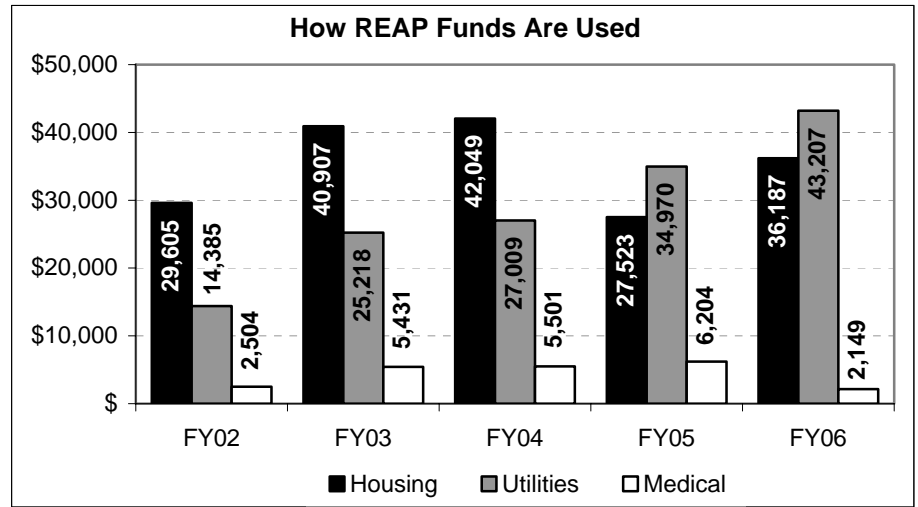
Department of Recreation and Parks

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of residents who enroll in parenting and money management workshops	N/A	N/A	148	150
Number of foreign-born residents who participate in conversational English classes and citizenship classes	N/A	N/A	N/A	200
Number of community meetings / number of Latino or Hispanic parents attending	14 / 445	10 / 200	10 / 230	12 / 350

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Community Services Referral Coordinator	N/A	1.0
Community Services Program Coordinator	N/A	1.0
Cost Center Total	N/A	2.0

Supplemental Information:



Department of Recreation and Parks

Cost Center: Linkages to Learning

Objectives:

- Provide youth with health and social service referrals, educational support groups, and positive youth development experiences to enable at-risk children at Maryvale Elementary School to reach optimal physical and mental health, achieve academic success and become socially secure in their community
- Provide culturally-appropriate clinical services, including assessments and counseling, to promote positive youth development
- Provide case management and activities to parents to foster self-sufficiency

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of students who participate in Linkages to Learning programs and activities	114	115	111	125
Number and percent of youth in counseling that show a decrease in negative school behavior incidents	18 / 21 or 86%	15 / 17 or 88%	15 / 17 or 88%	23 / 25 or 92%
Number and percent of case management cases that meet at least 50% of their goals	12 / 37 or 32%	15 / 37 or 40%	15 / 39 or 38%	17 / 37 or 45%
Number and percent of participants in adult support groups that attend the groups consistently	13 / 18 or 72% <i>2 groups</i>	15 / 18 or 83%	14 / 18 or 70%	14 / 18 or 78%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Youth, Family and Community Specialist I	N/A	1.0
Family Service Aide	N/A	0.5
Outreach and Community Specialist I	N/A	1.0
Cost Center Total	N/A	2.5

Linkages to Learning Program



Department of Recreation and Parks

Division: Facilities

Division Expenditures by Cost Center	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Civic Center Complex	961,234	1,021,289	1,025,812	1,088,718
Glenview Mansion (350)	20,706	28,245	26,840	16,948
Croydon Creek Nature Center	170,862	182,526	182,526	185,146
Nature Center (350)	6,355	13,253	8,600	14,309
Facilities Maintenance	1,734,303	1,731,291	2,014,078	1,990,305
Lincoln Park Comm. Center	233,807	266,246	266,246	269,188
Skate Park	35,288	64,141	57,932	54,315
Swim Center	1,227,010	1,239,169	1,325,765	1,348,404
Thomas Farm Comm. Center	0	0	0	82,373
Twinbrook Rec. Center	252,772	274,441	267,126	281,706
Division Total	\$4,642,337	\$4,820,601	\$5,174,925	\$5,331,411

Division Expenditures by Type	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Salary and Wages	2,335,531	2,488,434	2,437,605	2,550,884
Benefits	497,867	564,188	564,032	550,623
Overtime	19,010	14,400	19,935	14,063
Personnel Subtotal	\$2,852,408	\$3,067,022	\$3,021,572	\$3,115,570
Contractual Services	740,658	755,472	843,397	881,038
Commodities	1,003,945	963,862	1,277,116	1,289,855
Capital Outlays	45,326	34,245	32,840	44,948
Other	0	0	0	0
Operating Subtotal	\$1,789,929	\$1,753,579	\$2,153,353	\$2,215,841
Division Total	\$4,642,337	\$4,820,601	\$5,174,925	\$5,331,411

Source of Division Funds	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
<i>Departmental Revenue</i>				
Swim Team Dues	206,575	206,000	240,000	245,000
Memberships	411,602	489,660	444,940	463,000
Concessions	11,096	6,000	13,260	13,000
Facility Rental Fee	541,313	612,170	651,405	695,700
Rec. Program Fees	467,833	480,830	513,231	520,600
Theatre Tickets	248,539	309,050	297,800	308,200
Merchandise Sales	2,340	3,000	2,500	2,700
Admission Charges	239,133	213,000	277,000	280,000
Interest Income	376	350	350	350
Community Contributions	13,539	7,000	7,350	5,200
Miscellaneous	1,333	2,000	2,000	2,000
Other Recreation Fees	928	2,000	1,000	1,000
Subtotal	\$2,144,607	\$2,331,060	\$2,450,836	\$2,536,750
<i>Fund Contribution</i>				
General Fund (110)	2,495,877	2,470,393	2,711,349	2,783,954
Special Activities (350)	1,853	19,148	12,740	10,707
Subtotal	\$2,497,730	\$2,489,541	\$2,724,089	\$2,794,661
Division Total	\$4,642,337	\$4,820,601	\$5,174,925	\$5,331,411

Staffing Summary by Cost Center	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
<i>Regular</i>				
Civic Center Complex	9.5	9.5	9.5	10.0
Glenview Mansion	0.0	0.0	0.0	0.0
Croydon Creek Nature Center	2.0	2.0	2.0	2.0
Facilities Maintenance	14.0	14.0	14.0	14.0
Lincoln Park Comm. Center	4.2	4.2	4.2	4.2
Skate Park	0.0	0.0	0.0	0.0
Swim Center	9.3	9.3	9.3	9.3
Thomas Farm Comm. Center	N/A	N/A	N/A	1.0
Twinbrook Rec. Center	2.4	2.4	2.4	2.4
Regular Subtotal	41.4	41.4	41.4	42.9
<i>Temporary</i>				
Civic Center Complex	3.6	3.9	3.9	3.7
Glenview Mansion	0.0	0.0	0.0	0.0
Croydon Creek Nature Center	1.5	1.5	1.5	1.6
Lincoln Park Comm. Center	1.5	1.8	1.8	2.1
Skate Park	2.0	2.1	2.1	1.5
Swim Center	16.8	17.6	17.6	18.2
Twinbrook Rec. Center	4.3	4.3	4.3	4.5
Temporary Subtotal	29.7	31.2	31.2	31.6
Division Total	71.1	72.6	72.6	74.5

Department of Recreation and Parks

Division: Facilities

Purpose:

The Facilities Division maintains and operates all City buildings safely and efficiently. It ensures their readiness for use, as well as provides high quality, diverse and appropriate programming for six of Rockville's major facilities. The Facilities Cost Center relies on trained professional staff and licensed contractors to service and upkeep all physical facilities to their optimum efficiency and capacity. The Facilities Division is responsible for programming a wide variety of high quality activities for both drop-in use and structured programs, enhancing the participants' quality of life. Such activities include: classes, educational and interpretive programs, workshops, fitness opportunities and special events.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

All of the City's utility costs for City facilities are paid from Recreation and Parks department budgets, with the exception of street lighting, traffic signals and the Water Plant, which are budgeted in Public Works. Due to unanticipated rate increases for both heating fuel and electricity, utility costs are increased by \$319,416 or 44.4 percent. The projected FY06 increase over FY05 actual expenses is \$258,266 or 33.1 percent.

Two positions that came open at the Civic Center due to retirement were reclassified before filling to create an on-site Facilities Maintenance Supervisor and Secretary/Bookkeeper.

Estimated Actual FY06 to Adopted FY07

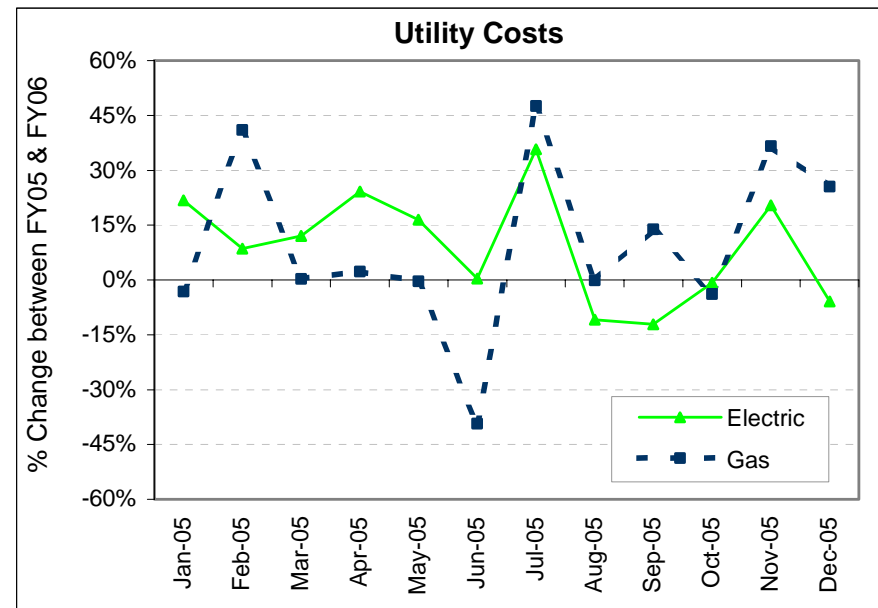
A new theater season will be launched, featuring one well-known, regional performing artist or group on a quarterly basis as an enticement to bring in new patrons to the F. Scott Fitzgerald Theatre.

Increased funding of \$302,114 to cover rising utility costs.

Projects that Support the Activities of the Facilities Division include:

- F. Scott Fitzgerald Theatre Improvements
- Glenview Mansion Master Plan Improvements
- Rockville Municipal Swim Center Master Plan Improvements
- Recreation Center Improvements

Supplemental Information:



Department of Recreation and Parks

Cost Center: Civic Center Complex

Objectives:

- Provide rental opportunities for private and public events to help offset 75 percent of annual operating costs
- Provide a venue through the F. Scott Fitzgerald theatre for participation in and enjoyment of local, live performing arts at reasonable ticket prices
- Maintain all facilities to their highest levels to ensure customer satisfaction

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of direct costs recovered by fees	73%	75%	75%*	75%
Number of regional artist performances**	N/A	N/A	N/A	4
Percent of clients rating cleanliness of facilities as good or excellent	100%	100%	99%	100%

* Estimate.

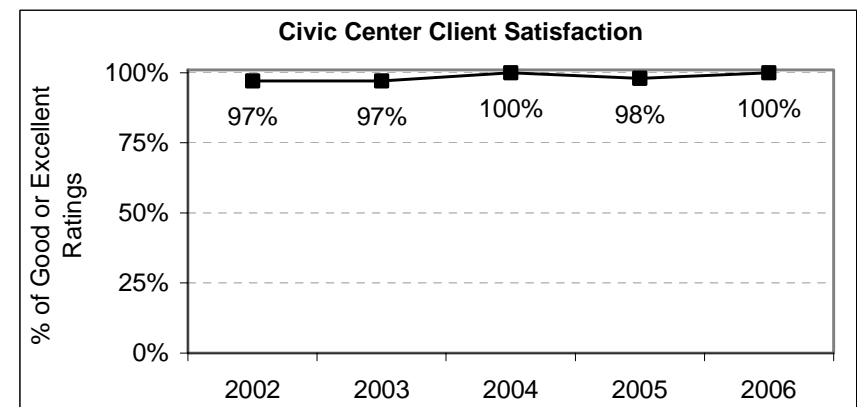
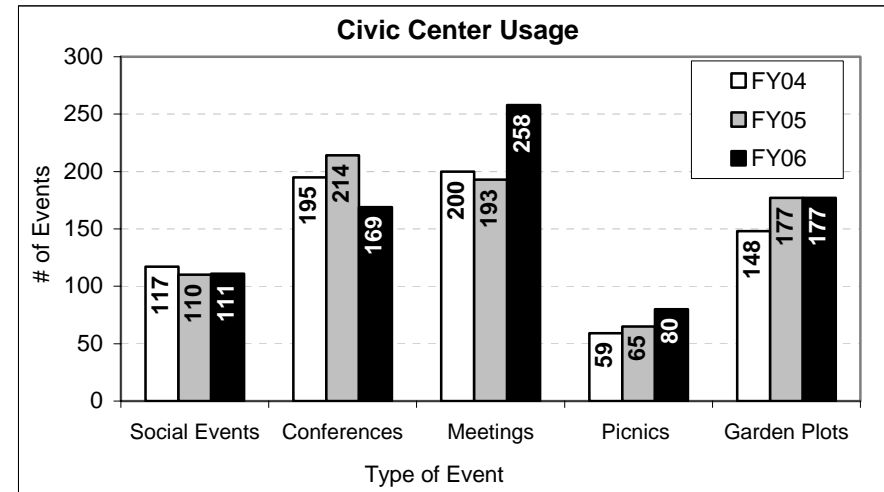
** New program for FY07.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Civic Center Superintendent	1.0	1.0
Theatre/Civic Center Supervisor	1.0	1.0
Theatre Production Specialist	1.0	1.0
Box Office Manager	1.0	1.0
Secretary/Bookkeeper	1.0	1.0
Secretary II	1.0	1.0
Civic Center Facilities Supervisor	1.0	1.0
Laborer	1.0	1.0
Facility Supervisor	0.5	0.5
Maintenance Worker	1.0	1.0
Program Assistant II (Arts and Innovation Center)	N/A	0.5
Cost Center Total	9.5	10.0

Supplemental Information:

Facilities managed under the Civic Center Complex include the Glenview Mansion, Cottage, F. Scott Fitzgerald Theatre, three stand-alone recreation centers, seven park/picnic sites, and the garden plot program. Though there were 1,220 total events in FY05, promotional efforts will focus on booking additional events in traditionally off-peak times of the year.



Department of Recreation and Parks

Cost Center: Glenview Mansion

The Mayor and Council established the Glenview Mansion Cost Center to assure the continued enhancement and quality upkeep of mansion furnishings. Revenues received from daytime conferences are credited to this account, with a \$15,000 limit per year. The Glenview Mansion Sub-Committee, which consists of representatives from the Recreation and Park Advisory Board, Cultural Arts Commission, Historic District Commission, and Mansion Docents assists staff with overseeing the use of the funds. The fund purchases rugs, furniture, draperies, and other enhancements.

Cost Center: Croydon Creek Nature Center

Objectives:

- Recruit and train volunteers in contributing 800 hours of service for interpretive programs, customer service and center operations 🏠
- Conduct four high school lecture series programs to meet MCPS science requirements

Performance Measures:

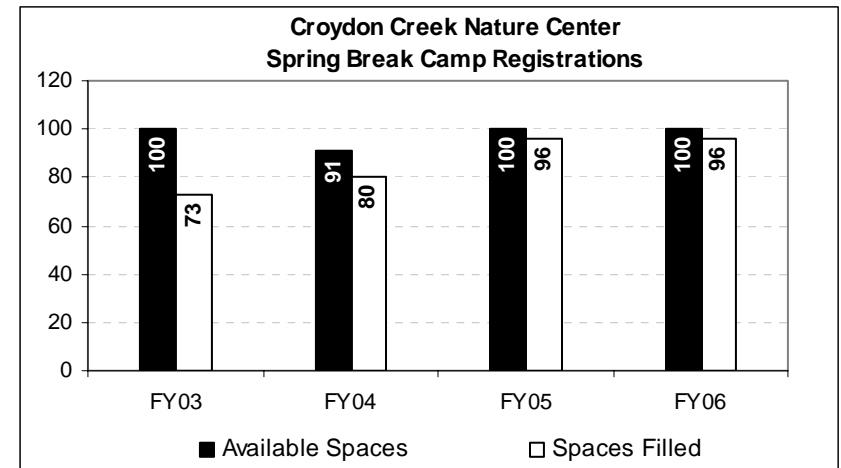
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of visitors	20,369	21,000	15,791	21,000
Number of volunteers	41	35	21	30
Number of volunteer hours	1,299	1,300	1,845	1,500
Percent of Direct Costs Recovered by Fees	35%	36%	36%	40%

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Nature Center Supervisor	1.0	1.0
Assistant Nature Center Supervisor	1.0	1.0
Cost Center Total	2.0	2.0

Supplemental Information:

The Nature Center features hands-on exhibits, a multi-purpose room for classes, workshops, meetings, birthday parties and special events. The facility also has Gaea's Corner, a colorful tactile wall of ceramic tile that evokes images of the creatures found in and alongside the creek, an outdoor wildlife viewing area and a Nature Notions gift shop.



Department of Recreation and Parks

Cost Center: Nature Center

Purpose:

The goal of this Cost Center is to raise \$7,000 annually through the sale of educational, environmentally and socially responsible items for exhibits and programs, such as native plant gardens, trail building materials, and animal enclosures.

Cost Center: Facilities Maintenance

Objectives:

- Maintain 407,717 square feet of space in 65 buildings and structures in an as-built condition and appearance through in-house and contract services, including repairs to building structures, roofing, HVAC, daily custodial services, painting and plumbing
- Perform a minimum of two comprehensive quality assurance inspections per facility per year
- Improve temperature, humidity and general air quality conditions and comfort at all occupied facilities by conducting air tests, system balancing, and temperature monitoring and adjustments
- Increase the percentage of respondents rating custodial service as good or excellent from 83 to 90 percent

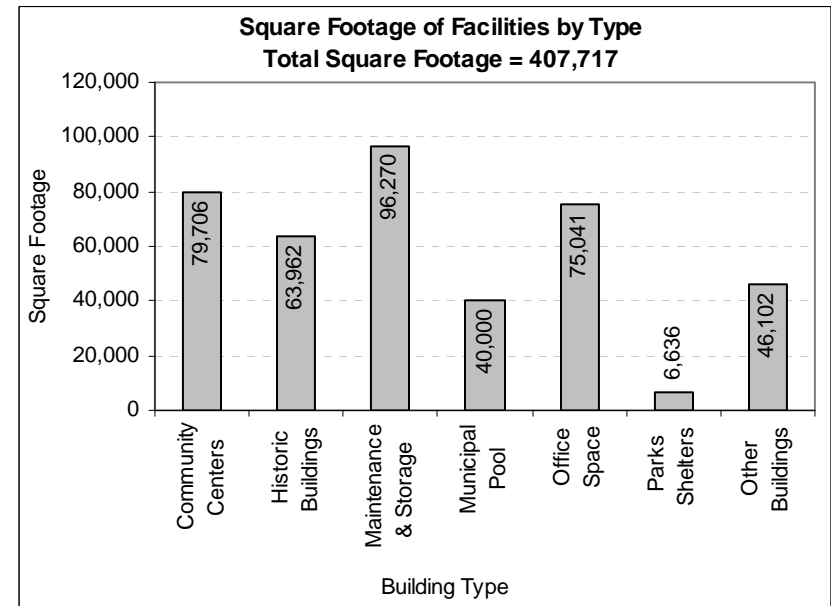
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of quality assurance inspections completed	N/A	130	30	130
Number of random air quality inspections completed	N/A	84	95	84
Percent of respondents rating custodial services as good or excellent	80	90	80	90

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Facilities Property Manager	1.0	1.0
Facilities Engineer	1.0	1.0
Assistant Facilities Engineer	1.0	1.0
Carpenter Crew Supervisor	1.0	1.0
Custodial Crew Supervisor	1.0	1.0
Facilities Trades Worker	5.0	5.0
Custodian	4.0	4.0
Cost Center Total	14.0	14.0

Supplemental Information:



Department of Recreation and Parks

Cost Center: Lincoln Park Community Center

Objectives:

- Meet a cost recovery goal of 17 percent of direct operating costs of \$269,188 \$
- Provide high quality customer service while balancing the activities within the facility including after school programs, classes, workshops, sports, special events, and rentals 🏠

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of direct costs recovered by fees	16%	17%	22%*	17%
Rental revenues for the center	\$19,113	\$14,118	\$27,920	\$26,000
Total number of visits to the center	34,284	35,000	42,906	40,000

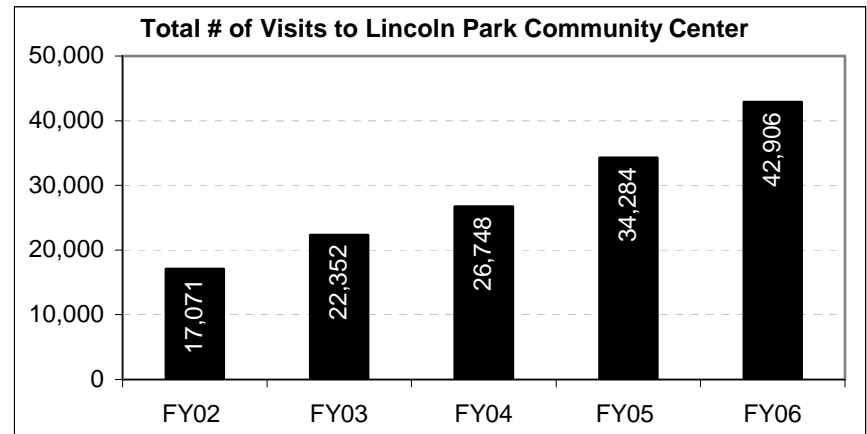
* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Lincoln Park Community Center Supervisor	1.0	1.0
Lincoln Park Community Center Assist. Supervisor	1.0	1.0
Clerk III	0.8	0.8
Clerk II	0.5	0.5
Kids Room Director	0.4	0.4
Activity Instructor I	0.5	0.5
Cost Center Total	4.2	4.2

Supplemental Information:

The Lincoln Park Community Center has a gymnasium, ten computers in a learning center, library, multipurpose room and fitness room. Services provided include afterschool care, classes, workshops, community meetings and gatherings, sporting events, dances, private and business rentals and special events throughout the year.



Department of Recreation and Parks

Cost Center: Skate Park

Objectives:

- Increase the number of visitors by 100 with additional marketing to youth and teens
- Conduct demonstrations and special events with other regional skate parks

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of incidents requiring medical response	0	0	2	0
Number of visits	1,154	1,200	824	1,200
Percent of Direct Costs Recovered by Fees	105%	60%	78%*	75%

* Estimate.

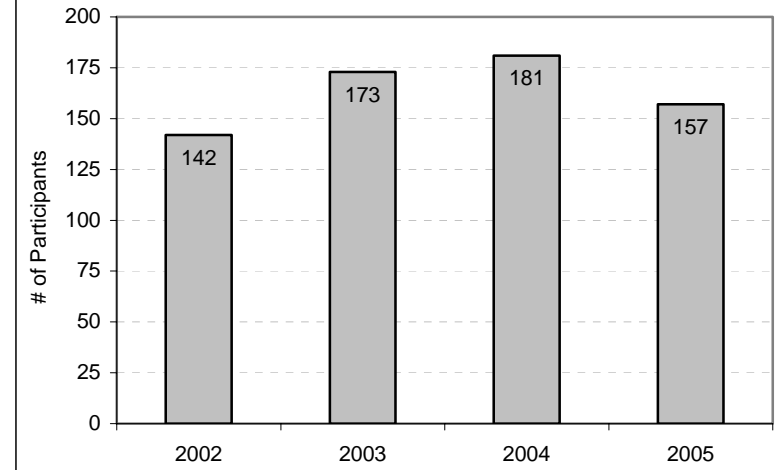
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
N/A	N/A	N/A

Supplemental Information:

The 10,500 square foot facility features ramps, pipes, rails, ledges and obstacles to challenge all levels of skateboarders, in-line skaters and freestyle bikers. Supervised public sessions are held daily from spring through late fall as well as nine weeks of Skate Camps during the summer. Private rentals are available on weekend mornings.

Number of Participants in Skateboard / Inline Skating Camps



Rockville Skate Park



Department of Recreation and Parks

Cost Center: Swim Center

Objectives:

- Maintain cost recovery in excess of 100 percent of direct operating costs of \$1,333,154 without fee increases \$
- Maintain Swim Center facilities including two indoor pools, two outdoor pools, an outdoor tot pool, interactive Sprayground, Bankshot basketball, indoor spa, snack bar, indoor and outdoor locker rooms, and fitness facilities in top physical condition at all times
- Provide high quality instructional, fitness and competitive programs including: the Rockville Montgomery Swim Club, which is the largest swimming club in the United States; nearly 650 classes serving more than 6,500 participants in such varying programs as aqua babies and other children's learn-to-swim classes; aquatic fitness classes; senior-oriented programs and specialized classes such as doctor's orders; and women's synchronized swimming

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of direct costs recovered by fees	102%	103%	103%*	105%
Hours lost for unscheduled repairs	0	0	23	0
Percent of clients rating program experience as good or excellent	86%	90%	92%	93%

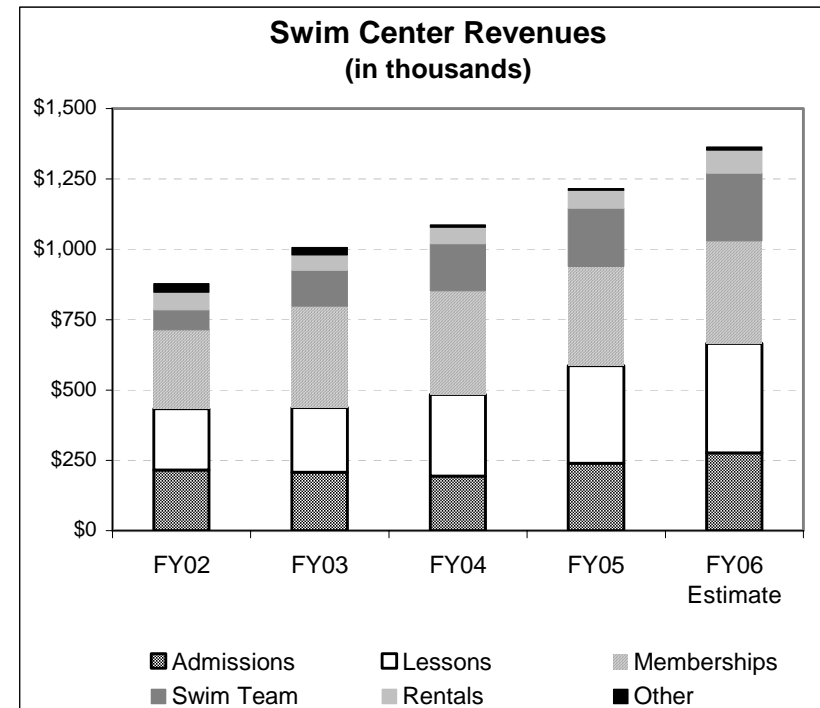
* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Swim Center Superintendent	1.0	1.0
Aquatics Supervisor	1.0	1.0
Aquatics Facilities Manager	1.0	1.0
Secretary/Bookkeeper	1.0	1.0

Position Title	Adopted FY06	Adopted FY07
Aquatics Facilities Operator	1.0	1.0
Swim Center Assistant	1.0	1.0
Head Swim Coach	1.0	1.0
Lifeguard II	1.0	1.0
Senior Swim Instructor	0.8	0.8
Clerk II	0.5	0.5
Cost Center Total	9.3	9.3


Supplemental Information:



Department of Recreation and Parks

Cost Center: Thomas Farm Community Center

Objectives:

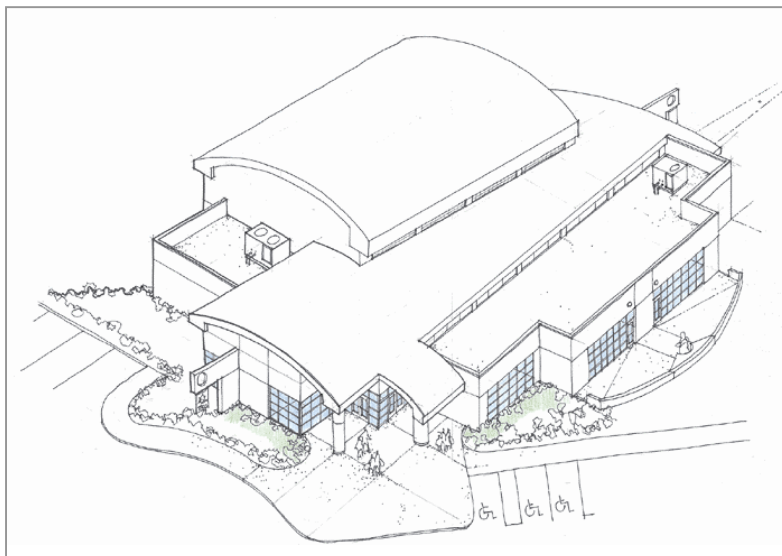
- Plan and market the opening of the first major City facility west of I-270, the Thomas Farm Community Center 
- Create program, management and maintenance plans for this center that will include a full-size gymnasium, fitness center, game room, two multi-purpose rooms, locker rooms and gallery/lobby space

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Community Center Supervisor	1.0	1.0
Cost Center Total	1.0	1.0

Supplemental Information:

The Community Center Supervisor position will be hired six to eight-months prior to the center opening. The position will prepare for and market the opening of the facility. The Thomas Farm Community Center is partially funded in FY07. Full funding will be budgeted in FY08.



Cost Center: Twinbrook Community Recreation Center

Objectives:

- Meet a cost recovery of 46 percent of direct costs budgeted in the amount of \$281,706
- Twinbrook currently provides 1,300 programs and activities throughout the year. The goal for FY07 is to increase this number by providing new special events and increased rental opportunities
- Provide high quality customer service and a balance of activities for all participants in structured and drop-in programs. Programs include after school care, classes, workshops, community meetings and gatherings, drop-in programs, sporting events, dances, private and business rentals and special events throughout the year

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of direct costs recovered by fees	39%	48%	49%*	46%
Total number of visits to the center	76,623	81,000	68,638	70,000
Number of programs	1,314	1,330	1,275	1,350
Number of rentals	116	125	136	145

* Estimate

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Twinbrook Community Recreation Center Supervisor	1.0	1.0
Twinbrook Community Recreation Center Assistant Supervisor	1.0	1.0
After School Director	0.4	0.4
Cost Center Total	2.4	2.4

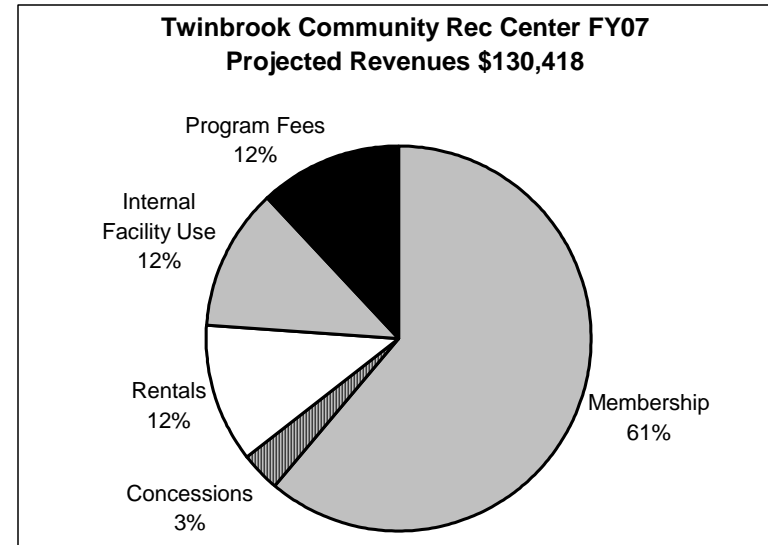
Department of Recreation and Parks

Supplemental Information:

Twinbrook Community Recreation Center has a full-size gymnasium, nine computers in a learning center, two multipurpose rooms, a fitness room, locker rooms and an annex building. Services provided include after school care, classes, workshops, community meetings and gatherings, sporting events, dances, private and business rentals and special events throughout the year. The after school program provides tutoring, crafts, games, physical fitness, field trips and other age appropriate activities to 30 children during the school year.

The number of programs at Twinbrook Community Recreation Center represents the number of times a room is used for a specific activity. For example, basketball games are played on ten weekends, January through March, with six games on Saturday, and seven games on Sunday. This is reflected as 130 programs; approximately 17 classes are offered each semester for eight weeks, which is reflected as 136 programs using space in the center; and Twinbrook Discovery using the annex 268 times.

Twinbrook Community Recreation Center



Department of Recreation and Parks

Division: Parks and Open Space

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Parks Admin. & Support	345,823	428,971	428,971	475,284
East Parks Services	717,499	420,203	420,203	437,659
West Parks Services	783,980	446,042	394,091	424,087
Athletic Fields Services	N/A	448,623	448,623	462,785
Horticulture Services	553,760	658,948	658,948	748,340
Rights-of-Way Services	N/A	329,811	345,017	345,241
Urban Forestry Maintenance	N/A	629,618	629,618	623,019
Forestry Development Review	698,087	139,087	139,087	160,604
Forest and Tree Preservation (350)	39,993	47,711	30,000	78,393
Division Total	\$3,139,142	\$3,549,014	\$3,494,558	\$3,755,412

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	1,870,915	2,050,535	2,006,722	2,130,994
Benefits	425,143	495,488	495,488	529,004
Overtime	37,061	66,481	66,481	68,338
Personnel Subtotal	\$2,333,119	\$2,612,504	\$2,568,691	\$2,728,336
Contractual Services	621,104	712,415	716,458	782,342
Commodities	165,540	197,095	182,409	222,734
Capital Outlays	19,379	27,000	27,000	22,000
Other	0	0	0	0
Operating Subtotal	\$806,023	\$936,510	\$925,867	\$1,027,076
Division Total	\$3,139,142	\$3,549,014	\$3,494,558	\$3,755,412

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Interest Income	605	500	500	500
Community Contributions	42,649	10,000	19,500	15,000
Miscellaneous Revenue	78,973	45,000	45,000	45,000
Subtotal	\$122,227	\$55,500	\$65,000	\$60,500
<i>Fund Contribution</i>				
General Fund (110)	3,020,176	3,456,303	3,419,558	3,632,019
Special Activities (350)	(3,261)	37,211	10,000	62,893
Subtotal	\$3,016,915	\$3,493,514	\$3,429,558	\$3,694,912
Division Total	\$3,139,142	\$3,549,014	\$3,494,558	\$3,755,412

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Parks Admin. & Support	4.0	6.0	6.0	6.0
East Parks Services	7.5	6.5	6.5	6.5
West Parks Services	8.0	8.0	8.0	8.0
Athletic Fields Services	7.5	7.5	7.5	7.5
Horticulture Services	7.0	7.0	7.0	7.0
Rights-of-Way Services	3.5	3.5	3.5	3.5
Urban Forestry Maintenance	5.7	5.7	5.7	5.7
Forestry Development Review	1.3	1.3	1.3	2.3
Regular Sub Total	44.5	45.5	45.5	46.5
<i>Temporary</i>				
West Park Services	0.2	0.0	0.0	0.0
Horticulture Services	0.8	0.7	0.7	0.7
Rights-of-Way Services	0.5	0.4	0.9	0.9
Urban Forestry Maintenance	0.6	0.9	0.9	0.9
Forestry Development Review	0.0	0.4	0.3	0.3
Temporary Subtotal	2.1	2.4	2.8	2.8
Division Total	46.6	47.9	48.3	49.3

Department of Recreation and Parks

Division: Parks and Open Space

Division Purpose:

The purpose of this division is threefold: (1) to maintain 61 City parks and open space areas, 142 acres of City rights-of-way and 27 acres of facility grounds in conditions that are safe, attractive and ready to function as designed, (2) to provide the highest level of playing conditions on the City's 51 athletic fields and (3) to promote, protect and enhance the urban forest throughout Rockville. Trained professionals perform maintenance activities in a safe, timely and efficient manner, using the highest workmanship standards and quality materials. Division responsibilities include turf maintenance, landscaping, minor construction, tree maintenance, athletic field maintenance, snow removal, playgrounds, installation of flowerbeds, tree planting and Forest and Tree Preservation Ordinance administration.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

- Accepted responsibility for removal of refuse and recycling from 236 trash cans located in 61 parks and facilities by utilizing the addition of a sanitation worker. Previous responsibility was within the Refuse Division.
- Accepted contract responsibility for dumpster refuse removal services for 17 dumpsters at all City facilities at an additional cost of \$35,035 per year under the current contract.
- Block pruning bid prices increased by 110 percent, greatly reducing the Forestry Cost Center's ability to perform routine tree pruning, increasing the pruning cycle from 10 to 25 years.
- Initiated quarterly sweeping of the 10-mile Millennium Trail.
- Accepted maintenance responsibility for 26 street trees and 0.5 acres of open space in the 30 Oaks Development.
- Design and implement an Adopt-A-Stream Program in coordination with the City's Environmental Planner.
- Accepted maintenance responsibility for Rose Hill tot lot and the Rose Hill Stream Valley Park.

Estimated Actual FY06 to Adopted FY07

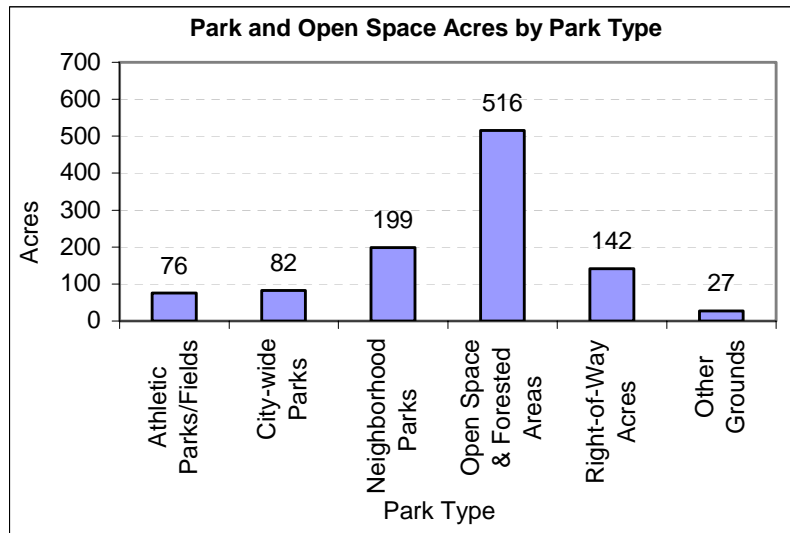
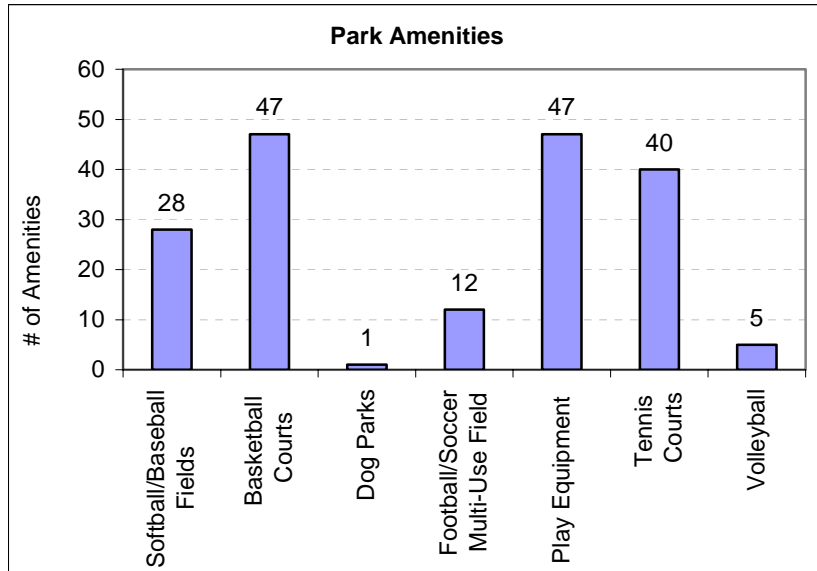
- The Division will be accepting responsibility for the maintenance of approximately 10 additional miles of bikeway paths in King Farm and Falls Grove.

- The Division will be assisting with the initiation of a Community Garden Program at the King Farm Farmstead. The Community Garden Committee will oversee the program.
- Anticipate that by the end of FY07, a total of 2,200 additional trees will be accepted by the City for maintenance as a result of King Farm and Falls Grove.
- Initiate maintenance on approximately 50.2 acres of newly dedicated parkland at Falls Grove development.
- Implement a Coyote Management Policy for the City of Rockville.
- A 30 percent increase in hourly labor rates for electrical repairs and installations.
- Initiate maintenance of three new athletic fields at Mattie Stepanek Park and one at Falls Grove Park.
- Initiate dog park maintenance at Mattie Stepanek Park (approximately \$12,000 per year).
- The division-wide contract mowing costs will increase six percent (\$4,069) between FY06 and FY07 because of an increase in the cost per acre for mowing.
- Initiate maintenance of the Town Square.

Projects Supporting the Activities of the Parks and Open Space Division

- Asphalt/Concrete Improvements
- Athletic Court System Improvements
- Ballfield Improvements
- Community Beautification
- Bicycle Route Systems Improvements
- King Farm "Farmstead" Park and Mattie Stepanek Park
- Playground Equipment Improvements
- Urban Forest Renewal
- Courthouse Square Fountain Improvements
- Parkland Acquisition Fund
- Park Pedestrian Bridge
- Park Shelter Improvements
- Park Signs

Department of Recreation and Parks



Cost Center: Parks Administration and Support

Objectives:

- Process 100 percent of the 2,500 work requests, routine maintenance, emergency repairs and contract work through the Hansen Maintenance Management System
- Perform a minimum of two documented, comprehensive maintenance-standard inspections per park per year
- Service 225 pieces of maintenance equipment while maintaining a 95 percent availability rating
- Provide a minimum of one training opportunity to 75 percent of the 56 employees in the division
- Process 2500 division contract payments, requisitions and accounting functions
- Prepare all memos, contracts and correspondence
- Provide administrative and dispatch services during emergency snow, ice and storm damage cleanup at City facilities and grounds and for routine maintenance requests and customer response

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of total Service Requests processed through the Hansen Management System	N/A	1,800	2,494	2,500
Percent that were emergency Service Requests	N/A	25%	20%	25%
Number of maintenance standard quality assurance inspections completed/ percentage that passed *	N/A	100 / 80%	44 / 70%	100 / 80%
Number of fleet equipment repairs	N/A	200	203	200

Department of Recreation and Parks

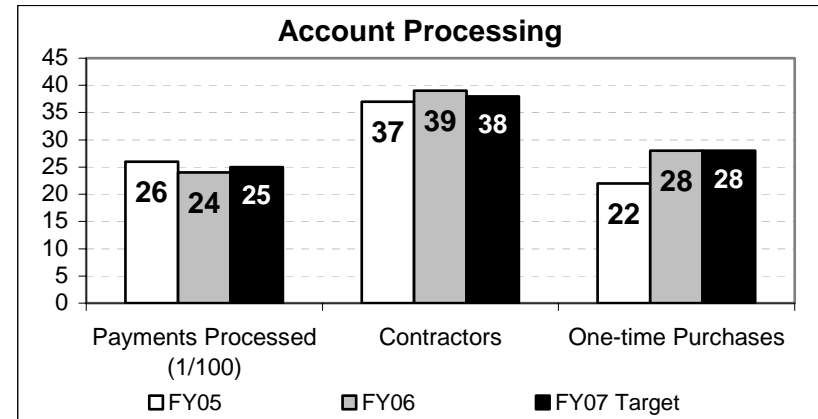
	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of fleet equipment repairs made within three days	N/A	95%	99%	95%
Include 33 employees/75% of FTEs in at least one training program	N/A	33 / 75%	50 / 100%	33 / 75%
Percent of citizens rating the appearance of parks and grounds as excellent or good	85%	N/A**	N/A**	90%
Number of Citizen Service Requests (CSR) processed	78	75	106	75
Average number of days to resolve CSR	4	5	5	5

* Must meet 85 percent of the standards to pass inspections.

** The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets will apply to FY07.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Superintendent of Parks and Facilities	1.0	1.0
Parks and Facilities Administrative Supervisor	1.0	1.0
Secretary III	1.0	1.0
Secretary/Bookkeeper	1.0	1.0
Parks Equipment Mechanic	1.0	1.0
Sanitation Operator	1.0	1.0
Cost Center Total	6.0	6.0





Mark Twain Playground



Department of Recreation and Parks

Cost Center: East Parks Services

Objectives:

- Provide high quality maintenance for 23 parks and open space areas totaling 106 acres and 15 acres of facility grounds, including but not limited to mowing, litter/leaf/graffiti removal and hardscape maintenance 
- Provide maintenance and safety inspections for 25 public playgrounds, based on manufacturer's and industry recommendations 
- Perform a minimum of two documented, comprehensive maintenance standard inspections per park per year
- Perform emergency snow, ice and storm damage cleanup at City facilities and grounds

Performance Measures:

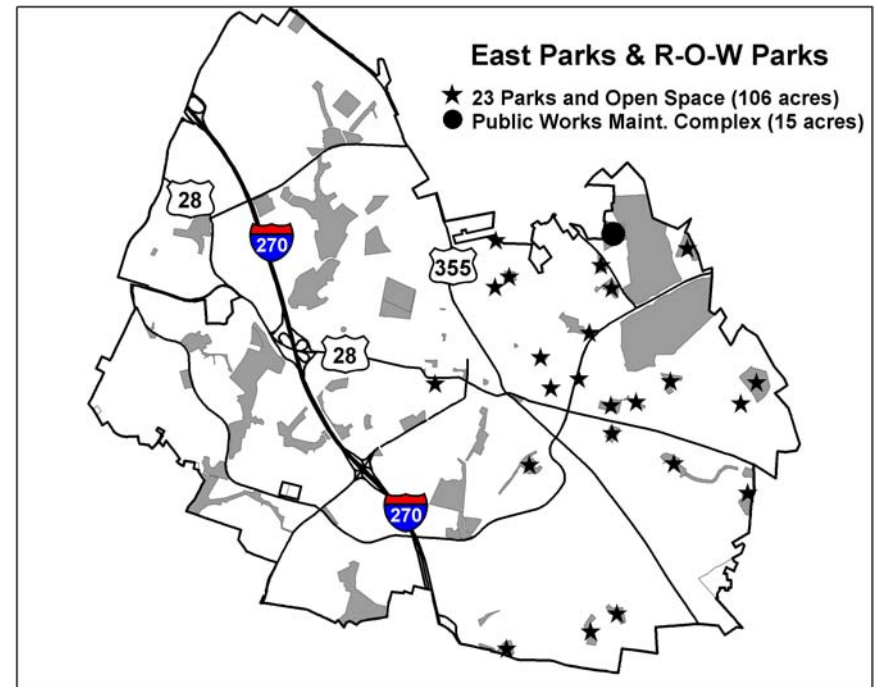
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of playground safety inspections *	275	300	275	300
Number of scheduled mowings/number of mowings completed	N/A	328 / 250	328 / 280	308 / 295
Number of non-routine Work Orders completed	N/A	100	120	120
Number of emergency Work Orders completed	N/A	10	8	15
Number of maintenance standard quality assurance inspections completed/percent that passed **	N/A	36 / 80%	36 / 72%	36 / 80%
Total number of graffiti incidents/percent responded to within 48 hours	N/A	15 / 100%	30 / 98%	25 / 100%

* Inspections identify and correct safety related issues.

** Must meet 85 percent of the standards to pass inspection.

Regular Positions:



Position Title	Adopted FY06	Adopted FY07
Parks Maintenance Supervisor	0.5	0.5
Crew Supervisor	1.0	1.0
Maintenance Worker	1.0	1.0
Laborer	4.0	4.0
Cost Center Total	6.5	6.5



Department of Recreation and Parks

Cost Center: West Parks Services

Objectives:

- Provide high quality maintenance for 22 parks and open space areas totaling 457 acres, including but not limited to mowing, litter/leaf/graffiti removal, as well as hardscape maintenance 
- Provide maintenance and safety inspections for 24 public playgrounds, based on manufacturer's and industry recommendations 
- Perform a minimum of two documented maintenance standard inspections per park per year
- Perform emergency snow, ice and storm damage cleanup at City facilities and grounds
- Provide routine and emergency repairs and installations for electric and security systems

Performance Measures:

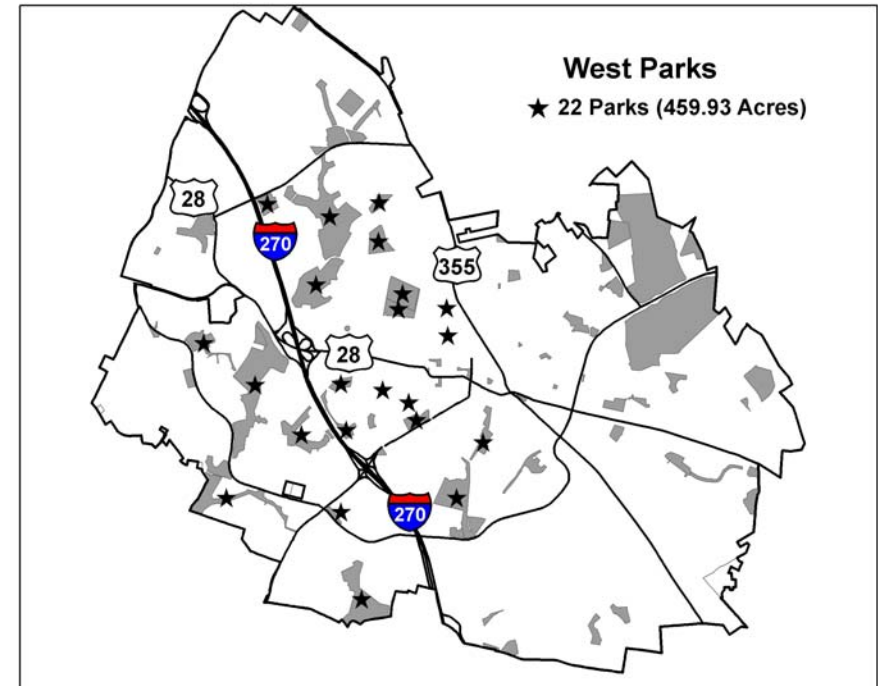
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of playground safety inspections *	252	252	288	288
Number of scheduled mowings/number of mowings completed	N/A	310 / 240	310 / 263	310 / 280
Number of non-routine Work Orders completed	N/A	120	125	120
Number of emergency Work Orders completed	N/A	80	86	80
Number of maintenance standard quality assurance inspections completed/percent that passed **	N/A	38 / 80%	20 / 80%	44 / 80%
Number of graffiti incidents/percent responded to within 48 hours	N/A	N/A	13 / 90%	25 / 95%

* Inspections identify and correct safety related issues.

** Must meet 85 percent of the standards to pass inspection.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Parks Services Manager	0.5	0.5
Crew Supervisor	1.0	1.0
Maintenance Worker	1.0	1.0
Laborer	5.0	5.0
Groundskeeper	0.5	0.5
Cost Center Total	8.0	8.0



Department of Recreation and Parks

Cost Center: Athletic Field Services

Objectives:

- Maintain 51 athletic fields in a safe and functional condition for scheduled sport leagues, team games and team practices
- Provide athletic field maintenance and turf grass management support for four Montgomery County School fields, that serve the Rockville community and are part of the City's Adopt-A-Field Program
- Perform emergency snow, ice and storm damage cleanup at City facilities and grounds

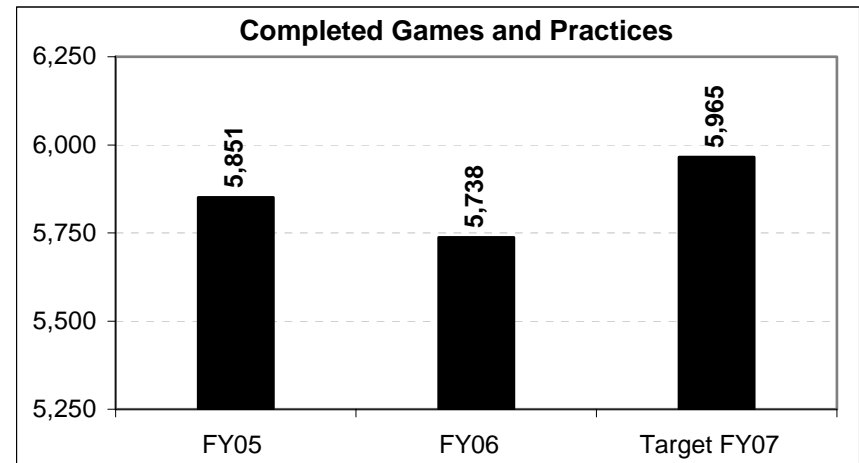
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of practices and games completed	5,851	6,210	5,738	5,965
Municipal and public fields maintained	47	47	47	51
Number of non-routine Work Orders completed	22	30	7	30
Number of emergency Work Orders completed	15	10	3	10
Percent of Citizen Survey respondents rating athletic fields, such as baseball, soccer or football, as "excellent" or "good"	80%	N/A*	N/A*	90%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Parks Services Manager	0.5	0.5
Athletic Field Supervisor	1.0	1.0
Sports Field Specialist	1.0	1.0
Maintenance Worker	1.0	1.0
Laborer	4.0	4.0
Cost Center Total	7.5	7.5



Department of Recreation and Parks

Cost Center: Horticulture Services

Objectives:

- Provide horticultural and hardscape maintenance for 16 parks and open space areas totaling 310 acres and 4 acres of facility grounds through the combination of in-house staff and contractual services 🏠
- Administer the policies of the Master Street Tree Plan with the goal to ensure that each suitable planting space in the City is planted, unless conditions prohibit doing so, through replanting trees following removals from City rights-of-way. The goal is to replant 90 percent of all suitable spaces, an average of 250 trees per year 🏠
- Plant and maintain 120 flowerbeds totaling 26,103 square feet. Provide color from spring to fall with the installation of spring bulbs by December and summer annuals by May. Establish new flowerbeds as sites are identified 🏠
- Perform a minimum of two documented, comprehensive maintenance standards per year per park
- Perform emergency snow, ice and storm damage cleanup at City facilities and grounds

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of street tree planting areas inspected	672	250	523	400
Number of street trees planted/percentage of inspected sites planted	515 / 76%	225 / 90%	389 / 74%	225 / 90%
Number of scheduled Work Orders completed	1,042	1,040	466	488
Number of maintenance standard quality assurance inspections completed/ percentage that passed *	12 / 80%	24 / 80%	24 / 100%	24 / 80%

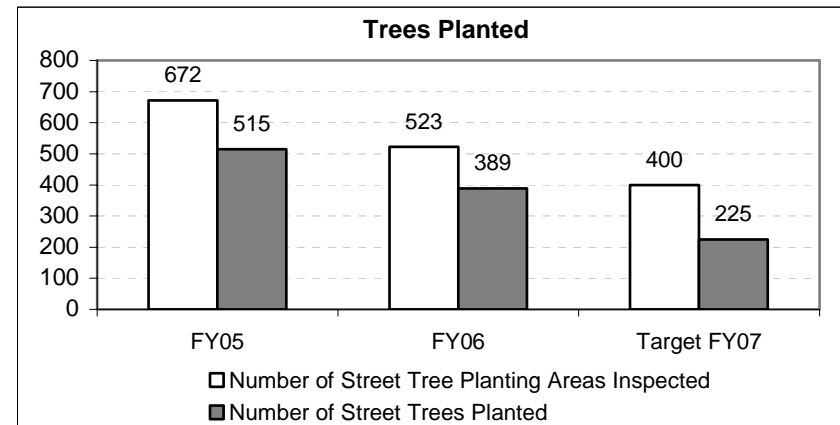
	Actual FY05	Target FY06	Actual FY06	Target FY07
Annual beds maintained	112	120	123	120
Number of graffiti incidents/percent responded to within 48 hours	N/A	12 / 100%	10 / 100%	12 / 100%

* Must meet 85 percent of the standards to pass inspections.

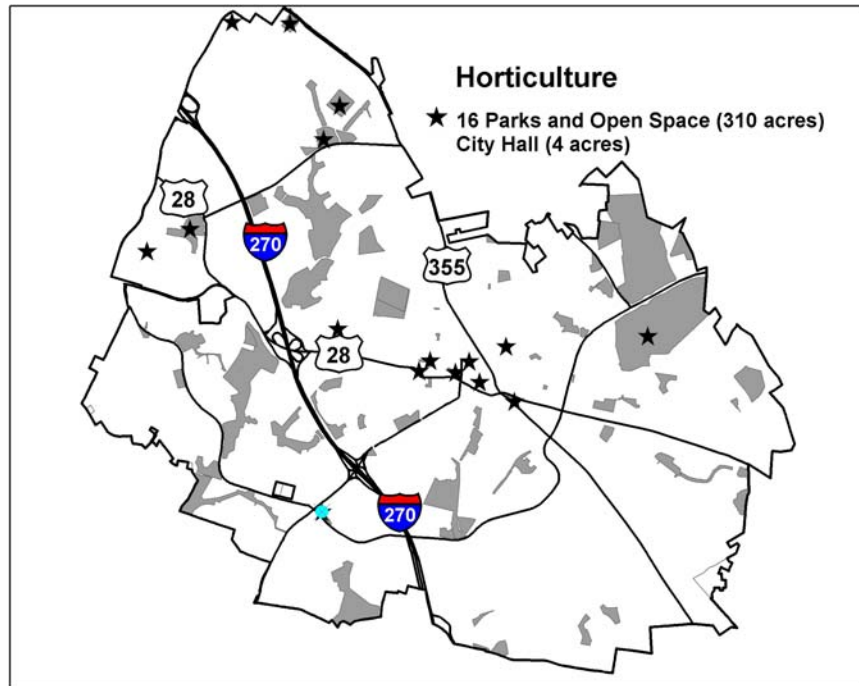
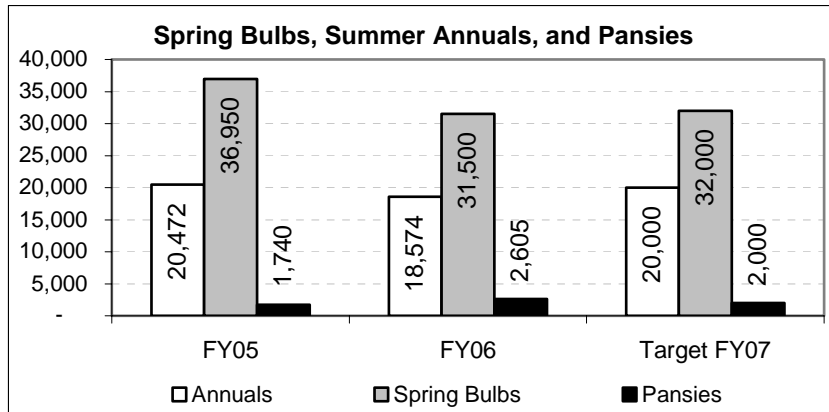
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Horticulturist	1.0	1.0
Parks Maintenance Specialist	1.0	1.0
Crew Supervisor	1.0	1.0
Maintenance Worker	1.0	1.0
Laborer	3.0	3.0
Cost Center Total	7.0	7.0

Supplemental Information:



Department of Recreation and Parks



Cost Center: Rights-of-Way Services

Objectives:

- Provide maintenance, including mowing, pruning and litter removal on all rights-of-way (121 parcels totaling 142 acres) and five parks (totaling 10.4 acres) using in-house staff and contracted services
- Perform maintenance, such as sweeping, pruning and litter removal on approximately 20 miles of bicycle/pedestrian paths
- Perform a minimum of two documented, comprehensive maintenance standard inspections per year
- Perform emergency snow, ice and storm damage cleanup at City facilities and grounds

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of bicycle/pedestrian path inspections completed	N/A	6	6	6
Number of bicycle/pedestrian path sweepings completed	N/A	4	17	4
Number of unscheduled or emergency Work Orders completed	N/A	150	144	150
Number of scheduled mowings/number of mowings completed	N/A	494 / 494	494 / 420	1,254 / 1,102
Percent of Citizen Survey respondents rating lawns on center islands as "excellent" or "good"	71%	N/A**	N/A**	80%
Number of graffiti incidents/percent responded to within 48 hours	N/A	2 / 100%	19 / 100%	12 / 100%

Department of Recreation and Parks

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of maintenance standard quality assurance inspections percent that passed *	N/A	10 / 80%	10 / 70%	10 / 100%

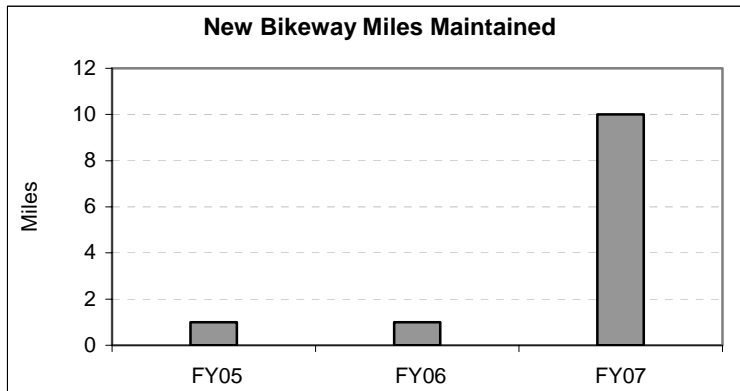
* Must meet 85 percent of the standards to pass inspections

** The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Parks Maintenance Supervisor	0.5	0.5
Crew Supervisor	1.0	1.0
Maintenance Worker	1.0	1.0
Laborer	1.0	1.0
Cost Center Total	3.5	3.5

Supplemental Information:



Bikeway Adjacent to Baltimore Road



Cost Center: Urban Forest Maintenance

Objectives:

- Preserve, protect and manage the existing population of more than 25,000 street trees through preventative maintenance and block pruning on a 25-year cycle, at an average bid cost of \$112 per tree
- Update the City's street tree inventory with newly acquired software
- Remove dead, dying, hazardous and utility-conflicted trees as appropriate for adjacent use area, at an average bid cost of \$573 per tree
- Perform emergency snow, ice and storm damage cleanup at City facilities and grounds

Department of Recreation and Parks

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of trees block pruned	1,147	2,500	635	1,000
Number of street trees inventoried*	1,150	4,000	1,200	3,500
Number of trees removed**	620	300	509	300
Percent of Citizen Survey respondents rating Street trees as "excellent" or "good"	69%	N/A***	N/A***	75%

* This performance measure reflects the number of trees that have been entered into the Hansen database.

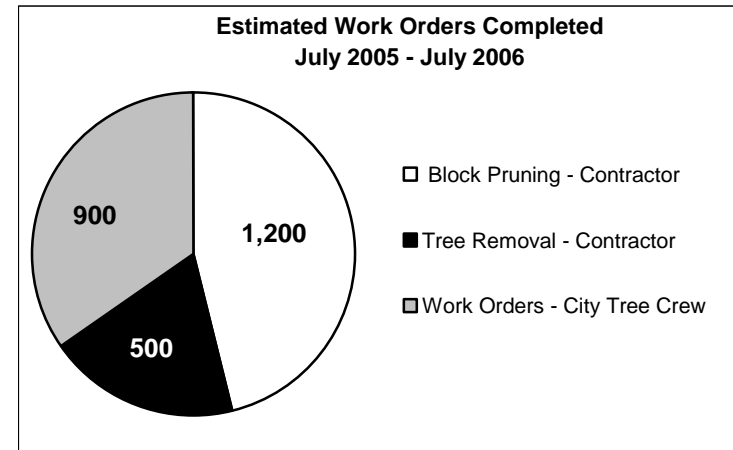
** Trees are replanted by the Horticulture Cost Center.

*** The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The targets reported will apply to the FY07 survey results.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
City Forester	0.7	0.7
Tree Crew Supervisor	1.0	1.0
Tree Climber	4.0	4.0
Cost Center Total	5.7	5.7

Supplemental Information:



Cost Center: Forestry Development Review

Objectives:

- Review and provide comments on Forest Stand Delineation (FSD) plans submitted in support of development plans, in accordance with the Forest and Tree Preservation Ordinance (FTPO) within 30 days of a complete submission or resubmission ★
- Review and provide comments on Forest Conservation Plans (FCP) submitted in support of development plans, in accordance with the FTPO within 45 days of a complete submission or resubmission ★
- Inspect all active sites every 60 days to ensure compliance with approved plans
- Recover \$45,000 (35 percent) of program cost through fee collection
- Participate in the zoning ordinance revisions ★

Department of Recreation and Parks

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of days to review FSD plans	20	30	28	30
Number of days to review FCPs	25	45	40	45
Inspection frequency (days).	80	60	78	60
Percent of direct costs recovered by fees *	45%	35%	36%	35%

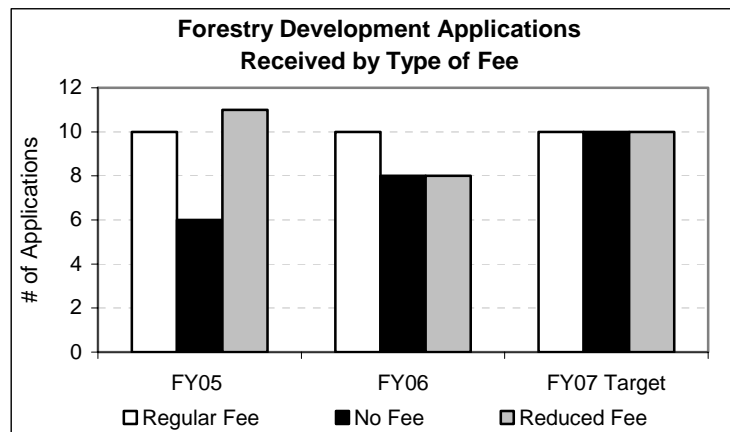
* New fee schedule established beginning in FY05.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
City Forester	0.3	0.3
Assistant City Forester	1.0	1.0
Forestry Inspector*	0.0	1.0
Cost Center Total	1.3	2.3

* Additional 1.0 FTE Forestry Inspector as part of the Development Review Committee recommendations.

Supplemental Information:



King Farm Neighborhood



Department of Recreation and Parks

Division: RedGate Golf Course

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Course Operations	640,667	700,052	639,173	758,871
Clubhouse Services	269,545	319,217	279,222	382,246
Division Total	\$910,212	\$1,019,269	\$918,395	\$1,141,117

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	534,061	553,741	512,151	555,404
Benefits	106,189	126,449	103,028	136,785
Overtime	17,832	26,816	20,000	26,816
Personnel Subtotal	\$658,082	\$707,006	\$635,179	\$719,005
Contractual Services	63,687	73,892	61,346	119,975
Commodities	173,203	189,971	183,470	214,971
Capital Outlays	15,240	48,400	38,400	87,166
Other	0	0	0	0
Operating Subtotal	\$252,130	\$312,263	\$283,216	\$422,112
Division Total	\$910,212	\$1,019,269	\$918,395	\$1,141,117

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>				
Golf Fees	820,439	978,882	840,950	883,000
Concessions	12,732	12,480	12,480	12,500
Cart Rentals	267,820	267,518	274,515	288,000
Pro Shop Rental	0	4,250	4,250	4,200
Driving Range Fee	1,126	1,560	1,560	1,500
Subtotal	\$1,102,117	\$1,264,690	\$1,133,755	\$1,189,200
<i>Fund Contribution</i>				
Golf Fund (340)	(191,905)	(245,421)	(215,360)	(48,083)
Subtotal	(\$191,905)	(\$245,421)	(\$215,360)	(\$48,083)
Division Total	\$910,212	\$1,019,269	\$918,395	\$1,141,117

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Course Operations	7.0	7.0	6.0	6.0
Clubhouse Services	3.8	3.8	3.8	3.8
Regular Subtotal	10.8	10.8	9.8	9.8
<i>Temporary</i>				
Course Operations	2.7	1.5	2.7	2.7
Clubhouse Services	3.0	3.7	4.8	3.2
Temporary Subtotal	5.7	5.2	7.5	5.9
Division Total	16.5	16.0	17.3	15.7

Department of Recreation and Parks

Division: RedGate Golf Course

Division Purpose:

To provide the best possible playing conditions and customer service to the public by efficiently operating and maintaining the RedGate Golf Course.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

A review of first quarter revenues showed that reductions in the expenditure budget would be necessary for RedGate to be able to cover all of its operating and capital costs. The following expenditure reductions for FY06 were implemented.

- The vacant Golf Course Technician's and the Third Assistant Golf Pro positions were left unfilled to reduce personnel costs.
- Delayed capital expenses in course operations until FY07.

Targeted expenditure reductions are \$100,874 less than the adopted FY06 Budget.

Estimated Actual FY06 to Adopted FY07

The vacant Golf Technician position was deleted. Temporary staff allocation was increased to perform the work of the Golf Technician as needed.

Cost Center: Course Operations

Objectives:

- Implement first year of approved five-year business plan, including playability improvements, enhanced marketing, frequent player incentives, equipment replacements, all designed to meet the goal of improving fiscal performance to meet financial objectives \$
- Recover 100 percent of all costs (except depreciation of \$100,100) totaling \$1,390,546 through user fees \$
- Maintain turf quality and playing conditions equal to private club standards while ensuring that players of all ability levels can enjoy their golfing experience

Performance Measures:

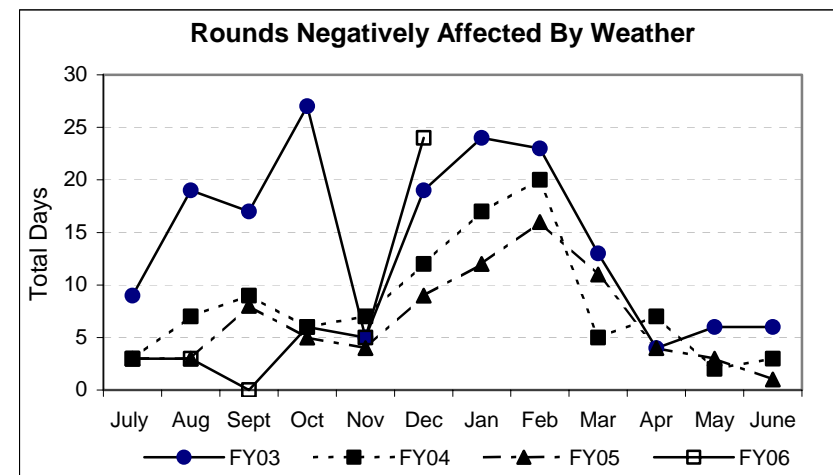
	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of direct, indirect, allocated and capital costs recovered by fees	89%	100%	94%*	100%
Percent of golfers rating facility as excellent or good	87%	90%	78%	90%

* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Golf Course Superintendent	1.0	1.0
Assistant Golf Course Superintendent	1.0	1.0
Golf Course Equipment Mechanic/Operator	1.0	1.0
Golf Course Technician	4.0	3.0
Cost Center Total	7.0	6.0

Supplemental Information:



Department of Recreation and Parks

Cost Center: Clubhouse Services

Objectives:

- Provide and promote classes, camps and instruction for all age groups and playing abilities
- Participate in outside discount programs and in-house promotion to increase number of rounds played

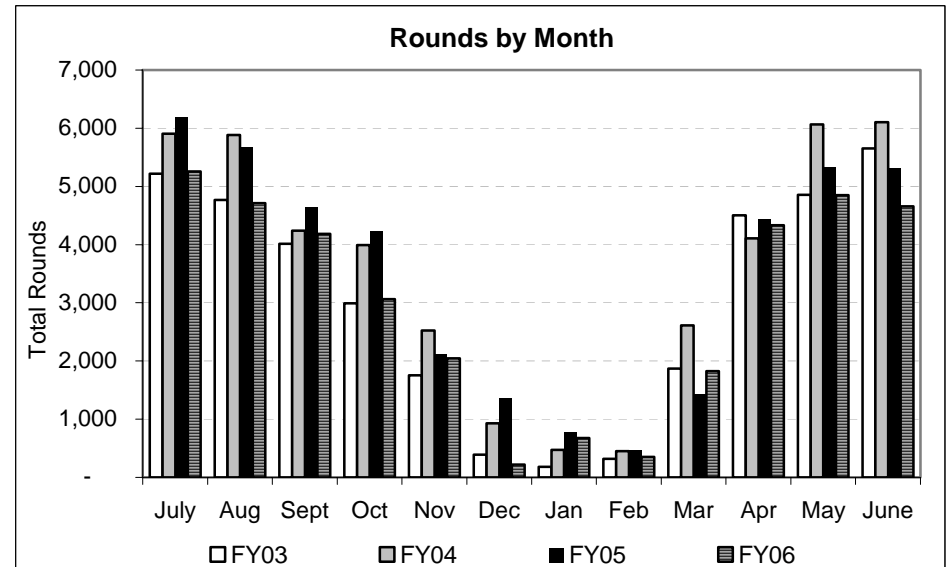
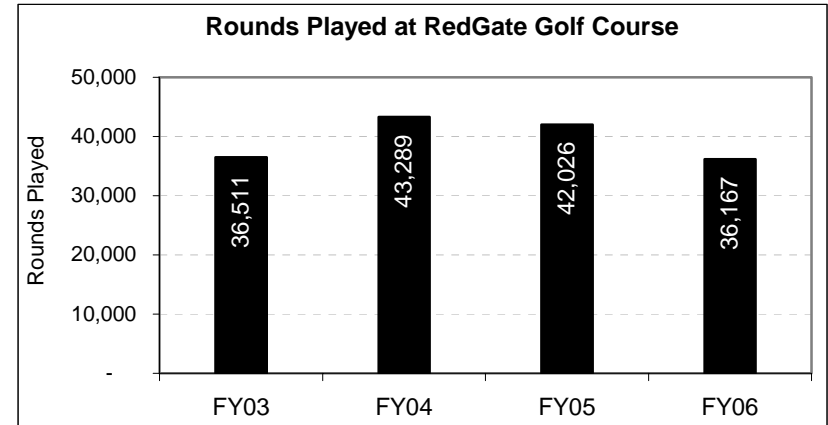
Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of persons instructed	2,063	2,000	1,960	2,000
Adults instructed	1,670	1,600	1,443	1,600
Youths instructed	393	400	517	400
Number of rounds played	42,026	48,000	36,167	44,000

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Head Golf Pro	1.0	1.0
First Assistant Golf Pro	1.0	1.0
Second Assistant Golf Pro	1.0	1.0
Third Assistant Golf Pro	0.8	0.8
Cost Center Total	3.8	3.8

Supplemental Information:



Non-Departmental Expenditures by Fund

Non-departmental expenditures are generally defined as obligations that are not directly attributable to one particular department or activity. Although costs sometimes can be divided into personnel and non-personnel expenditures, it is more appropriate to characterize them as overhead or “costs of doing business.” For example, items that the City must continue to fund in order to operate (the purchase of insurance and depreciation charges), or where a long-standing financial commitment exists, such as debt service costs and the City-funded disability program, are included in this area.

FY07 Non-Departmental Expenditures by Fund:	Other Charges	Debt Service	Total
General	6,752,214	5,650,800	12,403,014
Water Facility	1,529,900	334,500	1,864,400
Sewer	1,535,900	597,000	2,132,900
Refuse	994,900	23,600	1,018,500
Parking	343,600	1,507,600	1,851,200
Stormwater Management	271,300	0	271,300
RedGate Golf Course	234,800	12,600	247,400
Town Center Management	0	0	0
Subtotal	11,662,614	8,126,100	19,788,714
Debt Service Fund ⁽¹⁾	448,800	5,662,000	6,110,800
Total All Funds	\$12,111,414	\$13,788,100	\$25,899,514

⁽¹⁾ The Debt Service Fund receives transfers from other funds to pay off general obligation bonds. Since these transfers are already listed as Debt Service expenditures within originating funds, there is essentially a double counting when the Debt Service Fund records the same expenditures. For this reason, the Debt Service Fund is isolated.

Dept. Expenditures by Division (Fund)	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
General	8,983,788	9,310,960	15,196,028	12,403,014
Water	1,705,317	1,788,277	1,896,077	1,864,400
Sewer	1,796,469	2,442,658	2,342,658	2,132,900
Refuse	908,005	1,078,684	376,236	1,018,500
Parking	290,532	376,236	1,021,352	1,851,200
Stormwater Management	257,349	267,209	267,209	271,300
Redgate Golf Course	324,169	283,758	334,485	247,400
Debt Service	4,559,441	17,033,500	18,490,900	6,110,800
Town Center Management	N/A	N/A	N/A	0
Total All Funds	\$18,825,068	\$32,581,282	\$39,924,945	\$25,899,514

Expenditures by Type	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Salaries	(75,449)	296,211	30,000	5,000
Benefits	1,194,428	1,420,529	1,686,740	1,511,900
Overtime	0	0	0	0
Personnel Subtotal	1,118,978	1,716,740	1,716,740	1,516,900
Contractual Services	820,162	1,026,937	1,040,937	929,451
Commodities	1,060	510,000	510,000	531,000
Other Expenses	3,422	27,500	27,500	27,500
Operating Subtotal	824,644	1,564,437	1,578,437	1,487,951
Outside Agency Grants	858,489	903,450	913,118	996,979
Debt Service	5,338,826	17,827,457	19,592,457	8,137,300
Depreciation	2,504,722	2,442,727	2,430,322	2,443,000
Administrative Charges	1,382,127	1,423,592	1,423,592	1,376,500
Transfer to Debt Service	3,900,133	4,019,712	5,383,112	5,650,800
Transfer to Other Funds	2,897,148	2,119,586	6,619,586	3,646,284
Addition to Fund Balance	0	563,581	267,581	643,800
Total All Funds	\$18,825,068	\$32,581,282	\$39,924,945	\$25,899,514

Sources of Funds	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
General	42,364,598	43,247,004	49,696,654	48,293,100
Water	3,876,877	5,447,587	5,514,485	5,808,098
Sewer	5,490,100	6,058,932	5,883,104	5,938,174
Refuse	4,566,204	5,172,256	5,239,707	5,283,124
Parking	171,547	190,000	190,000	1,309,224
Stormwater Management	1,277,747	1,222,244	1,577,244	1,248,982
Redgate Golf Course	6	67,056	67,056	269,446
Debt Service	16,652,690	17,033,500	18,488,900	6,110,800
Total All Funds	\$74,399,769	\$78,438,579	\$86,657,150	74,260,948

Outside Agency Funding

Each fiscal year, funding request applications are received from organizations that provide services to the residents of Rockville. These applications were reviewed using a competitive review process, and funding recommendations were made for the FY07 budget. Organizations that received funding in FY06 and those requesting funding in FY07 are listed below. The organizations are divided into two groups: those organizations that provide basic human needs and those organizations that provide other needs. The list of human needs organizations is on the chart below; the list of other needs organizations is on the chart on the following page. Descriptions of the services provided by these organizations are on the pages following these charts.

HUMAN NEEDS

Organization Name	FY05 Actual	FY06 Adopted	FY07 Request	FY07 Adopted
Shelters				
Chase Partnership Shelter	18,000	10,000	15,000	10,000
Dorothy Day Place	6,000	4,000	8,000	4,000
Helping Hands Shelter	20,000	17,000	23,000	17,000
Hope Housing	3,500	3,500	5,000	3,500
Horizons House	3,500	3,500	5,000	3,500
Jefferson House	3,500	3,500	5,000	3,500
Men's Emergency Shelter	11,500	11,500	15,000	12,500
Montgomery Avenue Women's Center	20,000	20,000	20,000	20,000
Rainbow Place Shelter	15,000	15,000	15,000	15,000
Sophia House	10,000	10,000	10,000	10,000
Stepping Stones Shelter	9,000	7,000	7,000	7,000
Welcome Homes	N/A	N/A	25,000	10,000
Food/Clothing Services				
Interfaith Clothing Center	10,000	10,000	12,000	11,000
Interfaith Furniture Initiative	5,000	5,000	10,000	7,500
Manna Food Center Inc.	19,000	19,000	20,000	20,000
Top Banana Home Delivered	0	3,500	5,000	3,500
Youth/Family Services				
Friends in Action	13,000	10,000	10,000	10,000
Health Care				
CMR Health Program	0	50,000	50,000	50,000
Dental Care for Kids	8,000	8,000	0	0
Elderly Ministries	47,500	48,500	58,500	53,500
Healthy Families Montgomery	9,500	9,500	10,000	9,500
Mobile Medical Care	27,000	0	0	0

Organization Name	FY05 Actual	FY06 Adopted	FY07 Request	FY07 Adopted
Cultural Diversity				
Chinese Cultural/Community Cntr.	5,000	8,000	12,000	10,000
Korean Comm. Center of Greater Washington	5,000	5,000	5,000	5,000
Latino Outreach Program	40,000	60,000	65,000	60,000
Emergency Funds				
Rockville Emergency Assistance Program (REAP) ¹	62,794	58,794	79,000	70,800
Other				
Career Transition Center Inc.	0	0	0	0
Contingency				
Undesignated	0	0	0	0
Human Needs Total	371,794	\$400,294	489,500	426,800

OTHER NEEDS

Organization Name	FY05 Actual	FY06 Adopted	FY07 Request	FY07 Adopted
Rockville Economic Develop. Inc ²	386,112	403,527	473,234	449,534
Peerless Rockville Historic Pres Ltd	50,000	50,000	55,000	51,500
VisArts	39,000	39,000	48,532	48,532
Rockville Chamber of Commerce	0	0	5,000	0
Rockville Consortium for Science Inc.	3,500	3,500	4,800	4,000
Rockville Housing Enterprises ³	36,792	58,443	60,000	60,000
Rockville Volunteer Fire Dept ⁴	8,083	5,400	102,725	10,000
Rockville Sister City Corp	N/A	N/A	12,380	2,000
Washington Area Housing Trust Fund	0	1,729	1,713	1,713
Council of Government Street Safe Campaign				2,900
Second Chance Wildlife Center	0	0	2,000	0
Other Needs Total	523,847	561,599	765,384	630,179
Grand Total	895,641	961,893	1,254,884	1,056,979

1. Additional \$10,500 of REAP funding was funded from the Special Activities Fund (Fund 350) in FY06.
2. Please see the Outside Agency Descriptions section that follows for information on uses for the funding provided to the Rockville Economic Development Inc. The FY05 amount includes additional funding for higher rental costs at the new location. The FY07 Adopted includes an addition of \$20,000 to the scheduled funding of \$422,884 for FY07.
3. The amount shown represents the Refuse Fund charge to the General Fund for refuse pickup.
4. FY07 Request includes \$92,725 waiver of estimated fees (e.g. permit) for the renovation of Station 3.

Description of Outside Agencies

A description of services provided to the community by the organizations requesting funding is detailed below. Organizations are listed alphabetically within the category to which they belong, Human Needs or Other Needs.

HUMAN NEEDS:

Chinese Culture and Community Service Center Inc — This program provides English instruction classes to recent immigrants in Rockville and Montgomery County at the Rockville Senior Center and the Montrose Community Center.

Community Ministries of Rockville — This organization was founded in 1967 to work with local governments to serve the needs of residents through education regarding the needs of the poor and displaced, advocacy on their behalf, and direct service to support them. The following programs are sponsored by Community Ministries:

Chase Partnership Shelter — Established in 1986, Chase Shelter provides housing, counseling and training programs to homeless men recovering from drug or alcohol addiction.

Elderly Ministries — Established in 1981, this program provides basic housekeeping and personal care to frail, homebound, elderly persons with chronic disabilities and temporary respite for persons released from hospitals that require limited support.

Health Program — This program will work collaboratively with Mobile Medical Care, Inc., providing outreach, scheduling and translation assistance, case management and service coordination to assure that Rockville residents obtain needed medical care.

Hope Housing — Established in 2002, this program provides low-rent housing for single adults with physical and/or mental disabilities. Residents receive case management and other needed supportive services.

Jefferson House — Established in 1991 as a Personal Living Quarters, this program provides affordable housing and ongoing relapse prevention services for homeless men who have finished a formal addiction treatment program.

Latino Outreach Program — Established in 1993, this educational program provides instruction in basic English to Latino adults while their children receive homework tutoring and substance abuse prevention education. Services currently are provided at Maryvale and Twinbrook Elementary Schools and two local churches.

Rockville Emergency Assistance Program (REAP) — Established in 1982 by Rockville's Mayor and Council, REAP provides short-term, last resource, emergency assistance to Rockville residents for basic human needs, including, rent, utilities, and medication.

Community Ministry of Montgomery County — This organization was founded in 1962 and includes Christian, Jewish and Buddhist congregations throughout Montgomery County in its membership. Its advocacy and service initiatives include the following five programs:

Friends in Action/Amigos En Accion — Established in 1986, this program links low-income, at-risk families with teams of congregation-based volunteer mentors who assist these families in identifying and building their strengths to become self-supporting.

Horizons House — Established in 2001, this program provides low-rent housing for homeless adults with physical and/or mental disabilities. A personal case manager encourages the residents to further their skills and ability to live independently.

Interfaith Clothing Center — Established in 1965, this program collects and distributes free clothing, furniture, and household items to low-income men, women, and children who are referred by public or private service agencies.

Interfaith Furniture Initiative — Established in 2005, this program is operated by the Interfaith Clothing Center to solicit, store, and deliver used furniture, free of charge, to low-income families in Montgomery County.

Sophia House — Established in 1997 by the Community Ministries of Rockville, Sophia House is now operated by the Community Ministry of Montgomery County. It provides emergency transitional shelter for single women to address their needs for housing and access to community services.

Welcome Homes — Established in 2005, this program provides a small group living environment and case management support for adult women with disabilities who must have around-the-clock supportive services.

Description of Outside Agencies

HUMAN NEEDS, continued:

Dental Care for Kids — Established in 2003 and administered by the Primary Care Coalition, this program assists low-income uninsured children in Montgomery County to obtain dental care from participating dentists at reduced rates.

Dorothy Day Place — First established in 1985, this transitional shelter provides intensive case management, housing and job counseling, referrals, life skills presentations, and other supportive assistance to women experiencing homelessness. Women stay an average of one year.

Healthy Families Montgomery — Established in 1996 under the sponsorship of Family Services Agency Inc, this program provides home-based services to first-time mothers who are at high-risk for child abuse and neglect. Beginning in the prenatal months, families receive weekly home visits that provide education and role modeling in parenting skills, early childhood development, and health and safety issues along with referrals to health and other community resources.

Helping Hands Shelter — This organization was established in 1986 under the sponsorship of the Mount Calvary Baptist Church. The shelter provides free temporary housing and food to homeless and abused women and children, assists in obtaining low rent housing, and offers social service counseling.

Korean Community Center of Greater Washington — Established in 1986, this agency provides outreach, health care education, case management, English classes, and pedestrian safety training to recent Korean immigrants in Rockville.

Manna Food Center Inc — Established in 1983, this agency receives and stores surplus foods and community food collections for distribution on a once-per-month basis to persons who have been referred by a social service agency. Food supplies also are provided to local shelters, soup kitchens, and other helping organizations.

Men's Emergency Shelter — Established in 1990 by the Montgomery County Coalition for the Homeless, this program provides year-round overnight shelter to homeless men. Using a new, larger facility built in November 2000, this program serves as entry point for men into the homeless services system.

Mobile Medical Care Inc (MobileMed) — Established in 1968, MobileMed provides primary health care to the uninsured and underinsured through a network of health clinics throughout the county. This funding enables Rockville residents to receive primary and preventative health care, referrals to specialty care, and diagnosis and management of chronic conditions at MobileMed health clinic sites.

Montgomery Avenue Women's Center — Established in 1984 as the Cordelia House Shelter, this daytime program provides job training, case management, life skills training, psychiatric care, and other supports to homeless women

Rainbow Place Shelter — Established in 1981, this is an emergency winter (November through March) shelter for homeless women 18 years and older that provides three meals a day, clothing, laundry facilities, and showers.

Stepping Stones Shelter — Established in 1980, this organization provides emergency shelter and independent living to homeless families. Its services include provision of shelter, food, housing referrals, counseling programs, health workshops and seminars, employment counseling, clothing, furniture and household items, drug abuse education and counseling, and childcare.

Top Banana Home Delivered Groceries — Established in 1982, this program provides personalized, supportive grocery delivery services to frail, disabled individuals. Participants order their food items by phone from a storehouse/office located in Brandywine, MD; drivers help put groceries away while checking on the participant's well-being.

OTHER NEEDS:

Metropolitan Center for the Visionary Arts at Rockville (VisArts) — VisArts is dedicated to the revitalizing of downtown Rockville by encouraging and promoting the arts and fine crafts.

Metropolitan Washington Council of Government Street Smart Campaign — The "Street Smart" pedestrian and bicyclist safety outreach campaign is an annual one-month radio and print media campaign with the aim of changing driver and pedestrian behavior.

Peerless Rockville Historic Preservation, Ltd. — Established in 1974, this non-profit organization is dedicated to the preservation of Rockville's historic character and the enjoyment of the City's heritage through public education, activities and events. Peerless provides history and historic preservation services to Rockville citizens, businesses, organizations and government staff.

Rockville Chamber of Commerce — Requested in behalf of the Rockville Scholarship Foundation funding to expand its scholarship program whereby increasing by 2 to 5 Rockville residents who will receive scholarships for higher education.

Rockville Consortium for Science Inc — Established in 1989, the Rockville Consortium for Science Inc's mission is to increase the understanding of science within the City of Rockville by communicating that science is understandable and that the community prizes excellence in science.

Description of Outside Agencies

OTHER NEEDS, continued:

Rockville Economic Development Inc (REDI) — Please see page 13 - 6 for description.

Rockville Housing Enterprises (RHE) — RHE is the City's public housing agency that provides housing opportunities for lower income households who are unable to rent or buy homes through normal channels and initiates redevelopment activities.

Rockville Sister City Corporation - This 13-member non-profit corporation was organized to support educational and charitable programs and to provide a continuing relationship between the citizens of Rockville and of Pinneberg, Germany.

Rockville Volunteer Fire Department — The Rockville Volunteer Fire Department requests funding to cover the water bills for water usage by the volunteer firefighters while on duty at the fire department.

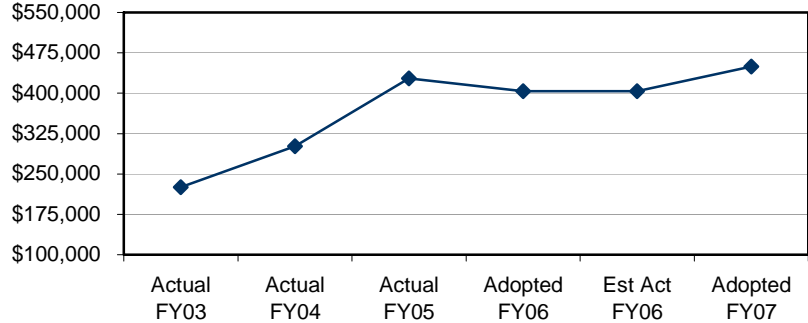
Washington Area Housing Trust Fund (WAHTF) — A regional housing loan fund that provides substantial below market interest rate predevelopment and interim development loans to non-profit and for profit affordable housing developers in the Washington Metropolitan region.

Outside Agencies - REDI

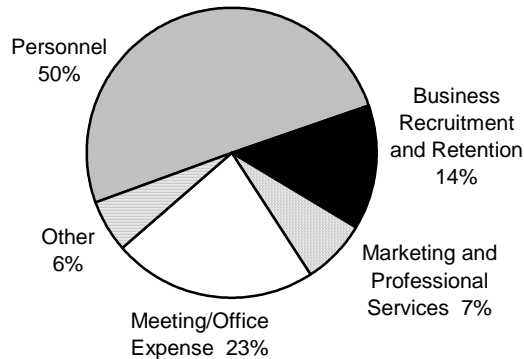
REDI's Mission

Rockville Economic Development, Inc. (REDI) was established by the City as a public-private partnership to deliver the City's economic development services. REDI's mission is to strengthen and broaden the economic base of Rockville. As part of that mission, REDI promotes Rockville as a great place to work and live; assists businesses looking to relocate or expand in Rockville; facilitates the site selection, permitting, and licensing processes; serves as a liaison to people and programs in other levels of government; and maintains and disseminates information on the community, workforce, and economic climate of Rockville, where we are "Known for the Companies We Keep." For more information, please visit REDI's website at www.RockvilleREDI.org.

Expenditures History



Use of Funds



Agency Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Expenditures by Type				
Salary and Wages	170,327	177,360	177,360	198,885
Benefits	20,712	30,094	30,094	30,955
Personnel Subtotal	\$191,039	\$207,454	\$207,454	\$229,840
Business Recruitment and Retention	37,332	53,000	53,000	63,000
Marketing	45,788	25,310	25,310	25,310
Professional Services*	16,016	7,300	7,300	7,300
Meeting/Office Expenses*	115,689	85,223	85,223	104,511
Other	21,826	25,243	25,243	26,279
Addition to Fund Balance	0	172	172	0
Operating Subtotal	\$236,651	\$196,248	\$196,248	\$226,400
Total	\$427,690	\$403,702	\$403,702	\$456,240

* FY05 professional services and office expenditures were elevated due to an office move.

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Income by Type				
Interest Income	171	175	175	500
MEDAAF Grant	10,000	0	0	0
City of Rockville Funding	386,112	403,527	403,527	449,534
Appropriated Fund Balance	0	0	0	6,206
Total	\$396,283	\$403,702	\$403,702	\$456,240

Outside Agencies - REDI

Agency Objectives:

Established in 1997 by the Mayor and Council, this non-profit agency provides economic development services for the City of Rockville. REDI's objectives are:

- Build Rockville's economy for the future
- Attract new businesses to Rockville
- Retain and support Rockville's existing business base
- Support the revitalization of Rockville Town Center

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

For FY07, REDI requested assistance in coordinating the Asian American Business Conference. REDI coordinated the conference in FY06 and does not have the staff to coordinate the larger event planned for this year. An additional \$10,000 has been targeted to fulfill this request

Salary adjustments will take place in FY07 for the Office Manager and Associate Director positions to move them to the mid-points of their salary ranges. REDI plans to make the adjustments in FY07 and FY08.

Current Projects:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Create a technology incubator in Rockville	Completed Phase II study; applied to TEDCO for capital funding	Purchase agreement is signed by MEDCO and the City; plans are approved on schedule	Incubator under construction; companies recruited for virtual incubator	Incubator opens
Sponsor the StartRight! Women's Business Plan Competition	3 business plan writing seminars held; \$8,500 in prize sponsorships secured, 13 competition entries	Outreach to women-owned businesses; secure sponsors; conduct competition; assess results	Held 12 business plan writing seminars; plus 4 on other topics; increased cash awards to \$12,500	Outreach to women-owned businesses; secure sponsors; conduct competition; assess results

	Actual FY05	Target FY06	Actual FY06	Target FY07
Sponsor Asian American Business Conference	Host & organize meetings for the Planning Committee for 1st conference	Hold 1st conference; assess results, host & organize meetings for the Committee for 2nd Conference	Held 1st conference with 185 attendees with coverage by Washington Post, Examiner and Voice of America; hosted & organized meetings for the Committee for '06 Conference	Hold 2nd conference; assess results
Support Town Center merchants during construction	Create and distribute Town Center retail guide; hold merchant meetings to assess impact of construction; establish working committee	Upload Retail Guide to REDI website; devise Town Center parking coordination program; update and reprint retail guide; execute first phase of coordination program	Uploaded Retail Guide to REDI website and distributed 50,000 print copies; devised Town Center parking coordination program and executed phase I; completed hotel feasibility study; facilitated / publicized wireless "hotspot"	Execute second and third phases of parking coordination program

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Executive Director	1.0	1.0
Associate Director	1.0	1.0
Office Manager	1.0	1.0
Total	3.0	3.0

Outside Agencies - REDI

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Position Grades and Classifications

Grade	Administrative - Position Classification
6-8	Not used at this time
9	Swim Center Assistant; Transportation Aide
10	Engineering Technician I; Golf Course Technician; Meter Services Technician; Second Assistant Golf Pro; Secretary I
11	Cashier; City Hall Facilities Manager; Copy Center and Mail Specialist; Family Services Aide; Fleet Service Mechanic; Parking Enforcement Officer
12	Accounts Payable Assistant I; Aquatics Facilities Operator; Fleet Clerk; Golf Course Equipment Mechanic/Operator; Maintenance Communications Operator; Payroll Assistant I; Public Information Assistant/PBX Operator; Photo Enhancement Analyst; Records Management Clerk; Red Light Camera Technician Revenue Assistant I; Secretary II; Video Technician
13	Accounts Payable Assistant II; Assistant Facilities Engineer; Box Office Manager; Computer Operator; Inventory Services Clerk; Parks Equipment Mechanic; Secretary/Bookkeeper; Secretary III; Sports Field Specialist
14	Administrative Assistant I; Assistant to the City Clerk; Crew Supervisor; Civic Center Facilities Supervisor; Crime Analyst; Meter Services Supervisor; Payroll Assistant II; Permit Technician; Personnel Assistant; Police Equipment and Budget Coordinator; Revenue Assistant II; Special Operations Technician; Transportation Supervisor; Water Trainee Operator
15	Administrative Assistant II; Fleet Mechanic; Forestry Crew Supervisor; Housing Codes Inspector; Inventory Services Supervisor; Neighborhood Services Officer; Personnel Technician; Planning Technician; Police Communications Operator; Printing Specialist I; Sports Facilities and Athletic Fields Maintenance Supervisor; Utilities Crew Supervisor
16	Administrative Support Coordinator; Arts Programs Specialist; Assistant Community Center Supervisor; Commercial Property Codes Inspector; Engineering Technician IV; Events Specialist; Facilities Engineer; Graphics Specialist; Management Assistant; Planner I; Printing Specialist II; Theatre Production Specialist; Transportation Planner I; Victim Advocate; Water Plant Operator; Web Assistant; Zoning Inspector; Traffic and Signal Technician I
17	Assistant Golf Course Superintendent; Associate Producer/Director; Buyer I; Cable TV Production Specialist II; Community Services Specialist; Construction Codes Inspector I; Engineering Technician

Grade	Administrative - Position Classification
17	V; First Assistant Golf Pro; Fire Codes Inspector I; Parks Maintenance Specialist; Program Support Coordinator; Public Information Specialist; Senior Citizens Fitness Specialist; Sports Programs Specialist; Traffic and Signal Technician II
18	Aquatics Facility Manager; Buyer II; Community Services Program Coordinator; Community Services Referral Coordinator; Construction Codes Inspector II; Deputy City Clerk; Fleet Maintenance Supervisor; Fire Codes Inspector II; Network and PC Support Specialist I; Parks and Facilities Development Specialist; Permit Software Support Specialist; Sanitation Supervisor; Senior Center; Special Operations Supervisor; Youth Family and Community Specialist I
19	Accountant; Aquatics Supervisor; Assistant Sports Programs Supervisor; Community Center Supervisor; Community Services Program Analyst; Construction Codes Specialist; Fire Codes Plans Examiner; Network and PC Support Specialist II; Parks and Facilities Administrative Supervisor; Planner II; PW Data and GIS Specialist; Rehabilitation Specialist; Television Writer/Producer; Theater/Civic Center Supervisor; Youth and Family Counselor
20	Assistant to the City Attorney; Civil Engineer I; Community Program/Outreach Specialist I; Council Support Specialist; Employee Wellness Coordinator; Landlord/Tenant Specialist; Nature Center Supervisor; Plans Examiner; Purchasing Supervisor; Teen Program Coordinator
21	Assistant City Forester; Community Planning and Development Services (CPDS) Administrator; Community Program/ Outreach Specialist II; Graphics/Printing Supervisor; Human Rights/Community Mediation Administrator; Neighborhood Resource Coordinator; Parks Maintenance Supervisor; Planner III; Public Works Administrator; Senior Citizens Recreation Coordinator; Support Services Coordinator
22	Arts Programs Supervisor; Civil Engineer II; Computer Analyst/Programmer; Coordinator of Senior Social Services; Environmental Specialist; Fire Protection Engineer; Network and PC Support Manager; Operations Maintenance Assistant Superintendent; Management and Budget Analyst; Recreation Programs Supervisor; Senior Accountant, Senior Citizens Center Supervisor; Sports Programs Supervisor
23	Assistant to the City Manager; City Forester; Civic Center Superintendent; Community Planning and Development Services (CPDS) Specialist; Community Projects Administrator; Fire Marshall; Fleet Manager; Golf Course Superintendent; Horticulturist; Parks and

Position Grades and Classifications

Grade	Administrative - Position Classification
23	Facilities Development Manager; Parks Services Manager; Personnel Administrator; Recreation Development Program Coordinator; Special Events Coordinator; Supervisor of Housing and Community Enhancement; Supervisor of Inspection Services; Systems Analyst/Project Leader;
24	Civil Engineer III; Community Development Program Manager; Community Services Manager; Facilities Property Manager; Geographic Information Systems Manager; Recreation and Parks Administration Manager; Revenue Supervisor; Safety and Risk Management Administrator; Swim Center Superintendent, Transportation Engineer; Web Administrator
25	Contracts Officer; Senior Network Engineer; Senior Systems Analyst/Project Leader
26	Budget Officer; Chief of Contract Management; Chief of Inspection Services; Chief of Long-Range Planning; Chief Town Center Redevelopment; Organizational Development Administrator; Public Information Manager; Support Services Manager; Television and Telecommunications Manager; Water Plant Superintendent
27	Chief Engineer/Environment; Chief of Environmental Protection; Chief of Traffic and Transportation; Chief of Planning; Financial Accounting Manager; Financial Systems Manager; Operations Maintenance Superintendent; Superintendent of Parks and Facilities; Superintendent of Recreation
28	Not used at this time
29	Not used at this time

Grade	Senior Staff - Position Classification
SA I	Not used at this time.
SA II	Chief of Police; Deputy City Manager; Director of Community Planning and Development Services; Director of Finance; Director of Human Resources; Director of Information and Technology; Director of Public Works; Director of Recreation and Parks
SA III	Not used at this time

Grade	Recreation and Parks - Position Classification
1	Not used at this time
2	Activity Instructor I; Clerk II
3	Not used at this time
4	Clerk III; Facilities Supervisor II; Third Assistant Golf Pro
5	Bus Driver; Childcare After-School Director; Childcare Group Leader, Childcare Preschool Staff; Custodian III; Groundskeeper; Kids Club Director; Kids Room Director; Program Assistant II
6	Lifeguard II; Personal Trainer; Program Assistant III
7	Childcare Asst Site Director; Head Swim Coach; Senior Outreach Worker II
8	Childcare Director; Childcare Preschool Director; Childcare Program Assistant; Senior Swim Instructor
9	Not used at this time
10	Not used at this time

Admin., Recreation and Parks, and Senior Admin. Pay Scales

Administrative Scale		
Pay Grade	Minimum Annual	Maximum Annual
6	24,529	37,065
7	25,756	38,919
8	27,043	40,865
9	28,396	42,908
10	29,815	45,053
11	31,306	47,306
12	32,871	49,671
13	34,515	52,155
14	36,241	54,762
15	38,053	57,500
16	39,955	60,375
17	41,953	63,394
18	44,051	66,564
19	46,253	69,892
20	48,566	73,387
21	50,994	77,056
22	53,544	80,909
23	56,221	84,954
24	59,032	89,202
25	61,984	93,662
26	65,083	98,345
27	68,337	103,263
28	71,754	108,426
29	75,342	113,847

Recreation and Parks Scale (hourly rates)		
Pay Grade	Minimum	Maximum
1	6.76	10.21
2	7.89	11.92
3	8.71	13.16
4	9.17	13.86
5	10.61	16.03
6	12.36	18.67
7	14.30	21.61
8	17.41	26.31
9	19.24	29.07
10	22.32	33.72

Senior Administrative Scale		
Pay Grade	Minimum Annual	Maximum Annual
SA I	89,849	135,768
SA II	94,341	142,556
SA III	99,059	149,684

AFSCME Union and Police Pay Scales

AFSCME Union Scale Employees

Grade	Position Classification	Grade Progression
1	Laborer	Steps 1 — 9
2	Tree Climber Trainee	Steps 1 — 9
2	Maintenance Worker	Steps 2 — 9
2	Sanitation Worker	Steps 2 — 9
2	Park Sanitation Worker	Steps 2 — 9
3	Facilities Maintenance Trades Worker	Steps 1 — 9
3	Traffic Maintenance Worker	Steps 1 — 9
3	Tree Climber	Steps 2 — 9
3	Sanitation Operator	Steps 2 — 9
3	Equipment Operator	Steps 1 — 9
4	Not used at this time	Steps 1 — 9

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1	27,534	28,428	29,353	30,306	31,291
2	29,874	30,845	31,848	32,882	33,951
3	32,414	33,467	34,555	35,677	36,837
4	35,169	36,312	37,491	38,710	39,968

Grade	Step 6	Step 7	Step 8	Step 9
1	32,308	33,359	34,442	35,562
2	35,055	36,194	37,370	38,585
3	38,035	39,270	40,547	41,864
4	41,268	42,608	43,993	45,423

Police Scale Employees

Grade	Position Classification	Grade Progression
PO1	Police Officer	Steps 3 — 15
PO2	Police Officer	Steps 3 — 15
PO3	Police Officer	Steps 3 — 16
PO4	Police Corporal	Steps 3 — 16
PO5	Not used at this time	Steps 3 — 15
PO6	Police Sergeant	Steps 3 — 16
PO9	Police Manager Lieutenant	Steps 1 — 14
PO10	Police Manager Captain	Steps 1 — 14

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PO1	-	-	41,287	42,732	44,228	45,776	47,378	49,036
PO2	-	-	43,352	44,869	46,439	48,065	49,747	51,488
PO3	-	-	45,519	47,112	48,761	50,468	52,234	54,062
PO4	-	-	47,795	49,468	51,199	52,991	54,846	56,766
PO5	-	-	50,185	51,941	53,759	55,641	57,588	59,604
PO6	-	-	52,694	54,538	56,447	58,423	60,468	62,584
PO9	60,257	62,366	64,549	66,808	69,146	71,566	74,071	76,664
PO10	64,718	66,983	69,328	71,754	74,266	76,865	79,555	82,340

Grade	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
PO1	50,752	52,529	54,367	56,270	58,240	60,278	62,388	-
PO2	53,290	55,155	57,086	59,084	61,152	63,292	65,507	-
PO3	55,955	57,913	59,940	62,038	64,209	66,457	68,783	71,190
PO4	58,752	60,809	62,937	65,140	67,420	69,779	72,222	74,749
PO5	61,690	63,849	66,084	68,397	70,791	73,268	75,833	-
PO6	64,774	67,042	69,388	71,817	74,330	76,932	79,624	82,411
PO9	79,347	82,124	84,998	87,973	91,052	94,239	-	-
PO10	85,222	88,204	91,292	94,487	97,794	101,217	-	-

Organizational Structure Listing

Below is the organizational structure for the City of Rockville. The organizational structure is broken down by Fund, by Department within the Fund, by Division and by Cost Center where appropriate. Each Division and Cost Center is assigned a number listed to the right of the column:

GENERAL FUND (110)	
Department of Human Resources (450)	
Personnel	2101
Safety & Risk Management	2102
Department of the Mayor and Council (500)	
Office of the Mayor and Council	0100
Office of the City Attorney	0500
Office of the City Clerk	1100
Department of the City Manager (550)	
Executive Office	
Administration	0101
Management Systems & Citizen Support	0102
Organizational Development	0103
Communication and Public Information	
Public Information Office (PIO)	1101
Graphics and Printing	1111
Neighborhood Resources Program	
Human Rights & Community Mediation	1201
Neighborhood Resource Program	1202
Department of Community Planning and Development Services (600)	
CPDS Executive	0100
CPDS Management and Support	
Management and Support	0101
Revitalization and Housing	0200
Planning	
Development Review	0300
Zoning Ordinance	0301
Historic Preservation	0302
Long- Range Planning	
Neighborhood Planning	0400

GENERAL FUND (110) Continued	
Department of Community Planning and Development Services (600)	
Inspection Services	
Application, Processing & Permit Issuance	0501
Inspection & Code Enforcement	0502
CPDS Studies and Plans	0700
Town Center Services	
Town Center Management	0802
Department of Finance (700)	
Financial Administration	0100
Budget	0101
Accounting and Control	0200
Revenue	0300
Purchasing and Stockroom	
Purchasing and Contracts	0600
Stockroom	0700
Department of Information and Technology (750)	
I.T. Operations	0100
I.T. Special Projects	0200
Cable T.V./Telecommunications	0300
Voice Communications Operations	0400
GIS Operations	0500
Police Department (800)	
Office of the Chief of Police	
Management & Support	1001
Community Services Office	1002
Field Services Bureau	
Management & Support	1101
Patrol Teams	1102
Administrative Services Bureau	
Management & Support	1201
Public Safety Communications	1202
Victim Advocate	1203
Special Operations Bureau	
Management & Support	1401
Neighborhood Services	1402
Camera Enforcement	1405
Specialty Patrol/Investigations	1404
Codes Enforcement & Community Enhancement	1406

Organizational Structure Listing

GENERAL FUND (110) Continued	
Department of Public Works (850)	
Management and Support	0100
Contract Management	0201
Traffic and Transportation	
Protect Neighborhoods	0402
Mobility	0403
Accessibility	0404
Safety/Maintenance	0405
Engineering	
Administration and Management	3301
Development Review	3302
Engineering	3305
Environmental Management	9401
General Maintenance	
Street Maintenance	0702
Snow and Ice Removal	0703
Motor Vehicle Maintenance	0803
Department of Recreation and Parks (900)	
Recreation and Parks Administration	
Recreation and Parks Administration and Support	0101
Special Events	0150
Recreation Services	
Administration and Support	1001
Adult Sports	5061
Afterschool	2006
Arts	2021
Childcare	3115
Classes	3016
Outdoor Recreation	2017
Summer Playgrounds	2011
Summer Camps	3012
Teens	2008
Youth Sports	5062
Senior Citizen Services	
Senior Center Operations	4041
Senior Citizen Social Services	4043
Senior Citizen Recreation	4045
Senior Citizen Sports and Exercise	4047

GENERAL FUND (110) Continued	
Department of Recreation and Parks (900)	
Community Services	
Community Programs	9100
Youth and Family Services	9600
Linkages to Learning	9601
Facilities	
Civic Center Complex	1101
Croydon Creek Nature Center	2133
Facilities Maintenance Services	8511
Lincoln Park Community Center	2131
Skate Park	2134
Swim Center (Operations)	8601
Swim Center (Overhead)	8602
Swim Center (Programming)	8603
Thomas Farm Community Center	2135
Twinbrook Community Recreation Center	2132
Park and Open Space	
Administration and Support	7501
Athletic Field Services	7531
Forestry Development Review	7520
Horticultural Services	7522
Parks East Services	7532
Parks West Services	7530
Right-of-Way Services	7533
Urban Forestry Maintenance	7521
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200
Red Light Camera Program	0300

Organizational Structure Listing

WATER FUND (210)	
Department of Finance (700)	
Revenue	0300
Department of Public Works (850)	
Contract Management	0201
Engineering	
Administration and Management	3301
Development Review	3302
Water and Sewer Utility Projects	3304
Motor Vehicle Maintenance	0803
Water Systems Maintenance	0502
Water Treatment Plant	0901
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

SEWER FUND (220)	
Department of the Mayor and Council (500)	
City Attorney's Office	0500
Department of Public Works (850)	
Contract Management	0201
Engineering	
Administration and Management	3301
Development Review	3302
Water and Sewer Utility Projects	3304
Motor Vehicle Maintenance	0803
Sewage Disposal	0300
Sanitary Sewer Systems Maintenance	0602
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

REFUSE FUND (230)	
Department of the Mayor and Council (500)	
City Attorney's Office	0500

REFUSE FUND (230) Continued	
Department of Public Works (850)	
Motor Vehicle Maintenance	0803
Refuse Operations	
Regular Refuse Collection	1702
Commingle/Mixed Paper Collection	1703
Yardwaste/White Goods Collection	1704
Leaf Collection Program	1705

PARKING FUND (320)	
Department of Community Planning and Development Services (600)	
Town Center Services	
Town Center Parking Garages	0801
Police Department (800)	
Special Operations Bureau	
Parking Enforcement Services	1403
Department of Public Works (850)	
Motor Vehicle Maintenance	0803
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

STORMWATER MANAGEMENT FUND (330)	
Department of the Mayor and Council (500)	
City Attorney's Office	0500
Department of Public Works (850)	
Contract Management	0201
Engineering	
Administration and Management	3301
Development Review	3302
Water and Sewer Utility Projects	3304
Motor Vehicle Maintenance	0803
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

Organizational Structure Listing

GOLF FUND (340)	
Department of Recreation and Parks (900)	
Motor Vehicle Maintenance	0803
RedGate Golf Course	
Golf Course Management/Ground Services	3401
Golf Course Clubhouse	3402
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

SPECIAL ACTIVITIES FUND (350)	
Police Department (800)	
"Every 15 Minutes" Program	1203
Department of Recreation and Parks (900)	
Recreation and Parks Administration	
Bike Program Fund	6701
Facility and Equipment Fund	7001
Recreation Services	
Recreation Fund	6001
Friends of the Arts	6601
Senior Citizens Services	
Senior Assistance Fund	6201
Community Services	
Holiday Drive	6301
REAP Endowment Fund	6401
RISE Parents Contributions	7201
Facilities	
Glenview Mansion Fund	6101
Nature Center Fund	7101
Parks and Open Space	
Forest and Tree Preservation	6901
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

CDBG FUND (360)	
Department of Community Planning and Development Services (600)	
CDBG Year 30	30xx
CDBG Year 31	31xx

TOWN CENTER MANAGEMENT FUND (370)	
Department of Community Planning and Development Services (600)	
Town Center Management District	0803

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

Glossary

Definitions of terms used in the Capital Improvements Program (CIP) are listed below and on the pages that follow.

Accounting System – The total structure of records and procedures that identify, record, classify, summarize, and report information on the financial position and results of operations of a government.

Accrual Basis of Accounting – The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

ADA – Americans with Disabilities Act. This federal act gives civil rights protections to individuals with disabilities; similar to those provided to individuals on the basis of race, sex, national origin, and religion.

Annexation – The incorporation of additional territory within the domain of the City.

APWA – American Public Works Association.

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 — An ordinance devoted to the furtherance of art intended to beautify the City. This ordinance identifies construction projects within the City in which an amount is reserved for permanent artwork at the site. Additional details regarding this ordinance can be found in chapter four of the Rockville City Code.

ASCE – American Society of Civil Engineers.

Assessed Valuation – A percent of appraisal value assigned to real estate and certain personal property for use as a basis for levying property taxes. Maryland assessed valuation is 40 percent of appraisal value.

AWWA – American Water Works Association.

Balanced Budget – A budget that has revenues equal to expenditures.

BOCA – Building Officials Code Administrators organization.

Bond – A written promise to pay a designated sum of money (called the principal), at a specific date in the future, together with periodic interest at a specified rate. In the Operating Budget, these payments are identified as debt

service. Bonds are generally used to obtain long-term financing for capital improvements.

Bond Anticipation Notes – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bonds Issued – Bonds sold.

Bond Rating – A rating that indicates the probability of timely repayment of principal and interest on bonds issued.

Budget – A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures to fund City services in accordance with adopted policy.

Budget Year – The fiscal year for which the budget is being considered.

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 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 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 six-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 Project – A governmental effort involving expenditures and funding for the creation of usually permanent facilities and other public assets having a relatively long life. Certain planning studies, consultant fees, City staff charges, and major equipment, furniture, and fixtures necessary to make facilities operational also may be considered part of capital projects.

Capital Projects Fund – A governmental fund used to account for general capital construction including streets, parks, and public buildings.

CIP – See Capital Improvements Program.

Glossary

Client-Server – A computing platform where desktop personal computers (PCs), known as clients, access large pools of information stored on high-speed data servers. User interaction takes place at the PC, typically through graphical interfaces such as Windows. The server manages information storage. This approach combines the PC's innovation and ease-of-use with access to large pools of data traditionally associated with mainframe computers.

CPDS – The Department of Community Planning and Development Services is a department within the City's organizational structure.

CS – Referring to services by the City of Rockville's Department of Neighborhood and Community Services.

Current Year – The fiscal year that is prior to the budget year.

DCWASA – District of Columbia Water and Sewer Authority

Debt Issuance – The sale or issuance of any type of debt instrument, such as bonds.

Debt Limit – The statutory or constitutional maximum debt that an issuer can legally incur.

Debt Ratios – The ratios that provide measures of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They also are used to evaluate the City's debt position over time and against its own standards and policies.

Debt Service – The payment of interest on and repayment of principal on borrowed funds. The term also may be used to refer to payment of interest alone.

Debt Service Fund – A governmental fund that accounts for the payment of principal and interest on the general long-term debt of the City.

Deficit – The amount by which a government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

Department – A major administrative unit of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation – An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

Disbursement – The expenditure of monies from an account.

Distinguished Budget Presentation Award Program – A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division – A categorization of organizational unit, indicating management responsibility for an operation or a group of related operations within a functional area, subordinate to the department level of organizational unit.

Encumbrance – A firm commitment to pay for future goods and services formally documented with a contract or agreement that may extend over more than one budget year. Both encumbrances and planned expenditures on a project must fit within an agency's appropriation.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to a private business, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's enterprise funds include Water Facility, Sewer, Refuse, Parking, Stormwater Management (SWM), and RedGate Golf Course.

Environment Program Area – A section of the CIP that focuses on the presentation, restoration, and care of the City's natural and man-made physical resources through stormwater management, sewage disposal, solid waste disposal, and historic preservation.

Expenditure – The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate an obligation. Where accounts are kept on an accrual or modified 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 – 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.

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

Glossary

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, FY05 begins on July 1, 2004, and ends on June 30, 2005.

Fixed Assets – Assets of a long-term character which are intended to continue to be held and used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit – A pledge of the City's taxing power to repay debt obligations.

Full-Time Equivalent (FTE) – A measure of authorized personnel calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Fund – A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

Fund Balance – The cumulative difference between revenues and expenditures over the life of a fund. A negative fund balance usually is referred to as a deficit.

FY – See Fiscal Year.

GAAP – See Generally Accepted Accounting Principles.

GASB – See Governmental Accounting Standards Board.

General Obligation Bonds – The type of bonds that are backed by the full faith and credit of the issuing government.

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.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

GFOA – Government Finance Officers Association.

GIS – Geographic Information Systems provide geographic and mapping data.

Golf Fund – An enterprise fund used to account for the financial activity associated with the City's public golf course. Also called the RedGate Golf Course Fund.

Governmental Accounting Standards Board (GASB) – This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

Governmental Fund – The funds through which most government functions are financed. The City's governmental funds are the General, Debt Service, Capital Projects, and Special Revenue Funds.

Grant – County, State, or federal funding in cash or in kind used for a specified program.

Gross Bonded Debt – The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

HVAC – Heating, ventilation, and air conditioning equipment.

I-net – Institutional network. The I-net is a fiber optic network linking key City facilities to enable/enhance telephone, data and video communications

I/I – Inflow and infiltration process for the sanitary sewer and stormwater management projects.

Infrastructure – The physical assets of a city (streets, water, sewer, public buildings, and/or parks) upon which the continuance and growth of a community depend.

Glossary

Interfund Operating Transfers – Payments made from one operating fund to another as a contribution to defray a portion of the recipient fund's costs.

Intergovernmental Revenues – The revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Intranet – Internal network, similar to the Internet, except access is limited to an organization's internal members.

IT – Department of Information and Technology.

ITE – Institute of Transportation Engineers.

Levy – (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) A tax or special assessment imposed by a government.

Liabilities – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

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

Lost Time – Percent based on available work time per employee less sick leave, family sick leave, disability leave, and leave without pay divided by available work time per employee.

Matured Bonds Payable – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MC-MAPS – A consortium of government organizations within Montgomery County, Maryland to share information, enforce standards, and promote the development of GIS information and layers.

MDE – Maryland Department of the Environment.

MGD – Million gallons per day.

MNCPPC – Maryland National Capital Park and Planning Commission.

Modified Accrual Basis of Accounting – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

MPDU – Moderately Priced Dwelling Unit.

MVM – Motor Vehicle Maintenance. A division of the Department of Public Works.

NCS – Referring to the City of Rockville's Department of Community Services.

Neighborhood Services – Referring to services by the City of Rockville's Department of Neighborhood and Community Services.

Net Bonded Debt – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

NFPA – National Fire Protection Association.

Non-Departmental Operating Expenditures – Operating expenditures which are not charged directly to specific departments but are a cost to the City as a whole, such as debt service payments and general liability insurance.

NPDES – National Pollutant Discharge Elimination System; requirements imposed through the Clean Water Act.

NRCS – Natural Resource Conservation Service.

Objective – The desired output-oriented activities that can be measured and achieved within a given time frame such as the current fiscal year. Achievement of the objective advances an organization toward a corresponding long-range goal.

Obligations – Amounts that a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Expenditures – Costs other than expenditures for personnel directly employed by the City (salaries, wages, and fringe benefits) and capital outlays. Examples of operating expenditures include office supplies, telephone expense, consulting or professional services, travel expenses, and contracts.

Ordinance – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those

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legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

Overlapping Debt – The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government that must be borne by property within each government.

Parking Fund – The enterprise fund used to account for the revenue and expenses from parking related activities, including the issuance of parking tickets, the parking meter program, and costs associated with the planning, design, construction, or operation of proposed parking garages in Town Center.

Pay-As-You-Go – Capital expenditures included in the CIP, which are funded by a contribution from an operating fund.

PC – Personal Computer.

Per Capita – Per unit of population; by or for each person.

Pepco – Potomac Electric Power Company.

Personnel (Costs) – Expenditures that include salary costs for full-time, part-time, temporary, and contract employees, overtime expenses, and all associated fringe benefits.

Previously Authorized Projects – CIP projects that were funded in prior years, but which have not been completed and formally closed.

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

PRI – Primary Rate Interface, an integrated services digital network.

Program Area – CIP projects with a common focus. The four program areas in the City's CIP are: Recreation and Parks; Transportation; Environment; and General Government.

Projections – The estimate of budget authority, outlays, receipts, or other amounts extending several years into the future. Projections generally are intended to indicate the budgetary implications of existing or proposed programs.

Property Tax – A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation. The power to impose and collect property taxes is given to the Mayor and Council in Article IV, Section 1 of the City Charter.

Reappropriation Ordinance – Changes made to the appropriation ordinance during the fiscal year to reflect encumbered amounts added to the current budget from the prior fiscal year and adjustments to revenues and expenditures.

Regular Employee – An employee who is hired to fill a position anticipated to have continuous service duration of longer than one year, whose compensation is derived from the City's Administrative, Police, or Union classification tables, and whose position is established in the Position Control System.

Reimbursement – A sum (1) that is received by the government as a repayment for commodities sold or services furnished either to the public or to another government account and (2) that is authorized by law to be credited directly to specific appropriation and fund accounts.

Repurchase Agreement – An agreement in which a governmental entity transfers cash to a broker-dealer or financial institution; the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.

Resolution – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

Retained Earnings – The accumulated gains and losses of an enterprise fund to date reduced by amounts transferred to permanent capital accounts.

Receipts – Collections from the public based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

Recreation and Parks Program Area – The section of the CIP focused on projects that provide for an environment where citizens can enjoy nature and leisure time activities.

RedGate Golf Course Fund – See Golf Fund.

Refuse Fund – An enterprise fund used to account for the financial activity associated with the collection and disposal of refuse and yard waste.

Regional Stormwater Management (SWM) Participation – Fees paid by developers based on the amount of impervious area to be developed to finance the City's construction and maintenance of facilities.

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.

Glossary

Revenue Anticipation Notes – Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

Revenue Bonds – The type of bonds where principal and interest payments are payable exclusively from the earnings from an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain mortgages on enterprise fund property.

RFP – Request for Proposals. Federal mandate to request proposals from potential contractors for outsourced government services.

RHE – Rockville Housing Enterprises.

RockNet – Rockville Community Electronic Network.

SDWA – Safe Drinking Water Act.

Sewer Fund – An enterprise fund used to account for the financial activity associated with the collection and treatment of sewage.

SHA – State Highway Administration.

Special Activities Fund – A fund in the governmental fund type used to account for funds earmarked for various purposes such as to assist financially disadvantaged citizens to participate in City programs, to enhance the historic Glenview Mansion, or to enhance the citywide Bike Program.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

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 and the Community Development Block Grant Fund.

SQL/Server – Database for transaction processing.

SSSES – Sanitary Sewer Evaluation Study (SSSES).

Stormwater Management (SWM) – A means of controlling the quantity and quality of stormwater runoff flowing downstream. SWM can refer to structural practices such as underground storage facilities, dams for retention, and

detention facilities, or it can refer to non-structural practices such as lower density of development and wider stream buffers.

Stormwater Management Fund – An enterprise fund used to account for costs of maintaining existing stormwater management facilities and the construction of new facilities.

Surplus – The amount by which the City's budget receipts exceed its budget outlays for a given period, usually a fiscal year.

SWM – See Stormwater Management. This is a division of the Department of Public Works.

Targets of Opportunity – Contingency funds available to the Mayor and Council in funding unanticipated community needs that may arise during the fiscal year.

Tax Anticipation Notes – Notes, sometimes called warrants, issued in anticipation of collection of taxes, retired from tax collections, and frequently from the proceeds of the tax levy whose collection they anticipate.

Tax Base – All forms of wealth under the City's jurisdiction that are taxable.

Tax Duplication – A state of affairs whereby both Montgomery County and the City of Rockville levy property taxes on property in Rockville to pay for services rendered by the City. The County makes a lump sum payment to the City as a mechanism for alleviating the inequities otherwise created by the duplicate taxation.

Tax Rate – The amount levied per \$100 of assessed property value, as determined by the State assessor, on property within the City of Rockville. The Mayor and Council establish the tax rate each year in order to finance General Fund activities.

TDD – Telecommunications Device for the Deaf.

Telecommunications – Communicating by electronic or electric means.

Temporary Employee – An employee who is hired to fill a position anticipated to have continuous service duration of less than one year, whose compensation is not derived from the City's Administrative, Police, Union, or Recreation and Parks classification tables, and whose position is not established in the Position Control System. These employees do not receive fringe benefits.

TMDL – Total Maximum Daily Loads. Requirements imposed through the Clean Water Act.

Glossary

Transfer – Shifting of all or parts of the budget authority in one appropriation or fund account to another as specifically authorized by law.

Transportation Program Area – The section in the CIP focused on projects that provide for the maintenance and construction of public ways and participation in the planning of mass transit.

Undesignated Fund Balance – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Unreserved Fund Balance – That portion of a fund balance for which no binding commitments have been made.

User Fees – Payments for direct receipt of a public service by the party benefiting from the service. Also known as user charges.

VEU – Vehicle Equivalent Units.

Waiver Fees – See Regional SWM Participation.

Water Facility Fund – An enterprise fund used to account for the financial activities associated with the treatment and distribution of potable water.

WSSC – Washington Suburban Sanitary Commission.

Zoning – The partitioning of a city, borough, or township by ordinance into sections reserved for different purposes (i.e. residential, offices, manufacturing).

Index

The Budget Book is divided into sections numbered from 1 to 14. Each divider tab has a section number. The sections are as follows: 1 – Executive Summary, 2 – Policies and Goals, 3 – Fund Summaries, 4 – Mayor and Council, 5 – City Manager, 6 – Community Planning and Development Services, 7 – Finance, 8 – Information and Technology, 9 – Human Resources (Personnel), 10 – Police, 11 – Public Works, 12 – Recreation and Parks, 13 – General Government, 14 – Appendix. To find an item please use the first number in the sequence to identify the section and the second number to identify the page number in that section.

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