



Actions Related to Reorganization and Revisions to Chapter 15 – Personnel

Action Item

Mayor and Council, June 9, 2025

Requested Actions

1. Adopt an ordinance to create the Departments of Procurement, and Communications and Community Engagement
2. Adopt a resolution to establish and modify the list of Classified Civil Service positions placed in the Non-Merit Civil Service
3. Adopt a resolution to update the Pension Plan document
4. Adopt ordinance to revise Chapter 15 – Personnel of the City Code

Ordinance #1: Departments

Creates the:

- ❑ Department of Procurement
- ❑ Department of Communications and Community Engagement

Resolution #1: Non-Merit Civil Service Positions

- ❑ Establishes and updates certain positions as nonmerit Civil Service positions to include:
 - *Deputy City Manager;*
 - *Deputy City Attorney;*
 - *Assistant City Manager; and*
 - *Department Directors*
 - *Part-time, temporary, and unpaid offices and positions, except for permanent part-time classified employees*

Resolution #2: Pension Plan Document

- ❑ Amends the Pension Plan document to align with Non-Merit Civil Service positions established by Resolution #1.



Ordinance #2: Revisions to Chapter 15 (Personnel) of the City Code

- ☐ Administrative approval of personnel policies and procedures
- ☐ Mayor and Council approval of appointed officials' employment contracts
- ☐ Non-Merit Civil Service employment agreements to be approved by their respective appointed official
- ☐ Personnel Appeals Board findings be limited to whether an employee violated any law, City policy, rule, regulation, or directive.

Staff Recommendation

Ordinance #1:

- ❑ Staff recommends that the Mayor and Council adopt the Ordinance to create the Departments of Procurement and Communications and Community Engagement.

- ❑ Steps:
 - One Councilmember introduces the ordinance.
 - Move to waive the layover period.
 - Vote to adopt the Ordinance as stated above.

Staff Recommendation

Resolution #1 and #2:

- ❑ Staff recommends that the Mayor and Council adopt the Resolution to establish and modify the list of Classified Civil Service Positions placed in the City of Rockville Non-Merit Civil Service and the Resolution to amend the July 1, 2024, Amended and Restated City of Rockville Pension Plan Document
- ❑ Motion:
I move to adopt the Resolution to establish and modify the list of at-will Classified Civil Service positions placed in the Non-Merit Civil Service and the Resolution to amend the July 1, 2024, Amended and Restated City of Rockville Pension Plan Document

Staff Recommendation

Ordinance #2:

- ❑ Staff recommends that the Mayor and Council adopt the Ordinance to amend Chapter 15 – Personnel, of the Rockville City Code

- ❑ Steps:
 - One Councilmember introduces the ordinance.
 - Move to waive the layover period.
 - Vote to adopt the Ordinance