MAYOR AND COUNCIL

MEETING NO. 14-20
Monday, April 27, 2020 – 6:00 PM

AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Any person who requires assistance in order to attend a city meeting should call the ADA Coordinator at 240-314-8108.

Rockville City Hall will be closed through May 15, due to recent issued state directives for slowing down the spread of the coronavirus COVID-19 and social distancing.

To support social distancing, the Mayor and Council are conducting meetings virtually. The virtual meetings can be viewed on Rockville 11, channel 11 on county cable, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

If you wish to submit comments in writing for Community Forum or Public Hearings, please email mayorandcouncil@rockvillemd.gov by no later than 2:00 p.m. on the date of the meeting.

All comments will be acknowledged by the Mayor and Council at the meeting and added to the agenda for public viewing on the website.

Drop-In Sessions will be held by phone on Monday, April 27 from 5:00-5:45 p.m.
Please sign up by 2 p.m. on the meeting day.
https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227

6:00 PM **1. Convene**

2. Pledge of Allegiance

3. Agenda Review

6:05 PM **4. City Manager's Report**

6:15 PM **5. COVID-19 Update**

6:45 PM **6. Proclamation**

A. Proclamation Declaring Asian-American and Pacific Islander Heritage Month

B. Proclamation Declaring May as Building Safety Month

7:00 PM **7. Community Forum - submit written comments by email to mayorandcouncil@rockvillemd.gov by 2:00 p.m.**

8. Mayor and Council's Response to Community Forum

7:20 PM **9. Consent**

A. Postpone the May 4 Public Hearing for the Park Road and N/S Stonestreet Ave Area Plan Amendment to a Date to be Determined Later

B. Authorization to Increase JRP Management Resources, Inc Rider Contract #1061252, Bus Stop and Shelter Maintenance and Repairs, in the Amount Not to Exceed $119,000 through August 23, 2020

C. Approval Minutes

7:25 PM **10. Introduction and Possible Adoption of an Ordinance to Amend City Code Chapter 17, Titled "Procurement," to Allow Sealed Bids and Proposals to be Submitted Electronically and to Authorize the Purchasing Agent to Conduct Procurement by Electronic Means**

7:55 PM **11. COVID-19 Staffing Update - Administrative Leave and Temporary Personnel**

8:25 PM **12. FY 2021 Mayor and Council Budget Worksession**

10:25 PM **13. Review and Comment - Mayor and Council Action Report**

A. Action Report

14. Review and Comment - Future Agendas

A. Future Agendas

15. Old/New Business

10:45 PM **16. Adjournment**

Additional Information

A. Community Forum Comments - 4.27.2020

The Mayor and Council Rules and Procedures and Operating Guidelines establish procedures and practices for Mayor and Council meetings, including public hearing procedures. They are available at: http://www.rockvillemd.gov/mcguidelines.

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Proclamation
Department: CMO - Public Information and Community Engagement
Responsible Staff: Janet Kelly

Subject

Proclamation Declaring Asian-American and Pacific Islander Heritage Month

Recommendation

Staff requests that Mayor and Councilmembers review and issue the proclamation.

Discussion

Asian American and Pacific Islander Heritage Month takes place in May and celebrates the many cultural, traditional and historical accomplishments of Asian Americans and Pacific Islanders in the United States and in Rockville.

The month of May was chosen to commemorate the arrival of the first Japanese immigrants to the United States on May 7, 1843, and to mark the anniversary of the completion of the transcontinental railroad on May 10, 1869. Most of the workers who laid the tracks were Chinese immigrants.
The City of Rockville embraces our Asian American and Pacific Islander residents, friends, business owners and visitors who contribute greatly to the pride and diversity of Rockville.

Mayor and Council History

The Mayor and Council issues this proclamation annually.

Attachments

Attachment 6.A.a: 2020 Asian American and Pacific Islander Heritage Month (PDF)

Rob DiSpirito, City Manager 4/21/2020

Proclamation

ROCKVILLE · MARYLAND

WHEREAS, Asian Americans and Pacific Islanders represent many nations and ethnicities, each with its own culture, heritage, language, and experience; and

WHEREAS, during Asian American and Pacific Islander Heritage Month, we honor and celebrate the many contributions this segment of our population has made towards making America a strong and vibrant society in the areas of business, the arts, government, science, the Armed Forces and education; and

WHEREAS, we recognize and applaud the courage and sacrifice of over a million immigrants who traveled across the Pacific and arrived on Angel Island, the Chinese-American laborers, who risked their lives on the transcontinental railroad, and the Japanese-American troops who fought for freedom in World War II while their families faced discrimination and imprisonment due to their family origin; and

WHEREAS, Rockville's Asian Pacific American Task Force provides information and engages our new and long-term Asian Pacific residents, business owners and visitors in the City's programs and services; and

WHEREAS, programs like Lunar New Year, Asian Business Network, and Hometown Holidays provide an opportunity to share traditions, talents, knowledge and to build appreciation across cultures.

NOW THEREFORE, The Mayor and Council of Rockville, do hereby proclaim May 2020 as Asian American and Pacific Islander Heritage Month in Rockville, and call upon all members of the community to join us in celebrating with our Asian Pacific American friends, family and neighbors.

WHEREAS, programs like Lunar New Year, Asian Business Network, and Hometown Holidays provide an opportunity to share traditions, talents, knowledge and to build appreciation across cultures.

NOW THEREFORE, the Mayor and Council of Rockville, do hereby proclaim May 2020 as Asian Pacific American Heritage Month in Rockville, and call upon all members of the community to join us in celebrating with our Asian Pacific American friends, family and neighbors.

Bridget Donnell Newton
Bridget Donnell Newton, Mayor

Monique Ashton, Councilmember

Beryl L. Feinberg
Beryl L. Feinberg, Councilmember

David E. Myles
David Myles, Councilmember

Mark Pierzchala, Councilmember

April 27, 2020

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Proclamation
Department: Planning & Development Services
Responsible Staff: Rabbiah Sabbakhan

Subject

Proclamation Declaring May as Building Safety Month

Recommendation

Staff recommends that Mayor and Council approve and present the Building Safety Month Proclamation to Rabbiah Sabbakhan, Chief of Inspection Services, who oversees Planning and Development Services permitting and inspection operations for safety-critical code compliance on construction projects, as well as emergencies on existing buildings and structures.

Discussion

This year, the City of Rockville continues its effort to highlight the importance of building codes and safety within our community by officially recognizing May as Building Safety Month. Presenting this year's proclamation (Attachment A) serves as an excellent opportunity to recognize the hard work of the Department of Planning and Development Services staff who represent the engine of the City's permitting operation.

Our staff includes permit technicians who screen and process thousands of permit applications annually. They then hand off the applications to our technical code compliance staff, starting with our plans examiners, who thoroughly review these applications and associated construction plans to ensure that designs are safe, code-compliant and ready for permit issuance. Then, after permits have been issued, the City's field inspectors check construction at various stages of work to make certain that the building architectural and structural elements, accessibility, means of egress, fire protection, electrical, plumbing and mechanical systems are all installed according to the code and conform with approved plans. We also rely on our code enforcement inspectors to make sure that the community's existing structures and premises are being maintained to standards established by the property maintenance code.

In addition, we want to recognize the designers and contractors, who, among all the many things they do to successfully design and build structures, respectively, share major responsibilities in seeing that buildings and sites are safe, energy efficient, accessible and resilient. They also assure that all of these things are in place prior to, during, and after construction is completed for occupancy.

Building Safety Month serves as an opportunity to reinforce the awareness of safety, and the protection of buildings, as well the people who use them. With the outbreak of the COVID-19 global pandemic, we all have been forced to change how we do things. The adage “safety first” has been most evident as Rockville, like so many other jurisdictions, has switched to virtual inspections and electronic permit submission and review, in order to protect employees and the public from the community spread of coronavirus. This year, more than ever, Building Safety Month falls during a very timely period.

The International Code Council’s (ICC) theme for Building Safety Month 2020 is "Safer Buildings, Safer Communities, Safer World.” Each week focuses on a specific topic area.

Week 1 - May 1-10: "Disaster Preparedness" - How we can best prepare our community for and recover from natural and man-made disasters like fires, earthquakes, tornadoes, hurricanes, hazardous spills and pandemics. https://www.iccsafe.org/advocacy/building-safety-month/2020-week-one/

Week 2 - May 11-17: "Water Safety” – PDS will be teaming up with Montgomery County’s Department of Permitting Services (DPS) to implement outreach related to backflow prevention and cross-contamination, as well as water efficiency and conservation.
https://www.iccsafe.org/advocacy/building-safety-month/2020-week-two/

Week 3 - May 18-24: "Resiliency. Sustainability. Innovation.” – This week encourages us to ask key questions - Are our codes, policies and procedures set up to manage change and to react positively to events, so that we can be as resilient and sustainable as possible with the changing environment and behavior? Our adopted Green Building Code and Energy Code puts us in a great position. Are we receptive to innovation and new technology, i.e. building design, material? We will highlight this area during Week 3.
https://www.iccsafe.org/advocacy/building-safety-month/2020-week-three/

Week 4 - May 24-31: "Training the Next Generation"- The building industry, including building units such as in PDS, are struggling with succession. In this week, we highlight the need to educate young students, by helping them understand the important and interesting work of Permit Technicians, Building/Fire Inspectors, Plan Reviewers, Fire Marshals and Building Officials, so that by the time they finish high school or college, they may aspire to join this crucial profession. Outreach is essential.
https://www.iccsafe.org/advocacy/building-safety-month/2020-week-four/

Staff teams will be engaging in various community outreach activities throughout the month to raise awareness of these issues. Much of the outreach will be online. Please check the website for updates.

Mayor and Council History

A Proclamation has been issued for Building Safety Month over the past several years.

Attachments

Attachment 6.B.a: 2020 BSM Poster (PDF)
Attachment 6.B.b: 2020 Building Safety Month Proclamation (PDF)

Rob DiSpirito, City Manager 4/22/2020

BUILDING SAFETY MONTH 2020

SAFER Buildings, SAFER Communities, **SAFER World**

- **Week 1:** May 1–10 Disaster Preparedness
- **Week 2:** May 11–17 Water Safety
- **Week 3:** May 18–24 Resiliency. Sustainability. Innovation.
- **Week 4:** May 25–31 Training the Next Generation

www.buildingsafetymonth.org #BuildingSafety365

ICC INTERNATIONAL CODE COUNCIL® | ICC EVALUATION SERVICE | INTERNATIONAL ACCREDITATION SERVICE® | ICC SKGA S. K. GHOSH ASSOCIATES® | GENERAL CODE | Alliance for National & Community Resilience | NIA®

19-18152

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Proclamation

ROCKVILLE · MARYLAND

Whereas, the City of Rockville is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

Whereas, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, contractors, and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, our nation benefits economically and technologically from using the International Codes that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the world;

Whereas, these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, "Safer Buildings, Safer Communities, Safer World," the theme for Building Safety Month 2020, encourages all Americans to raise awareness about the importance of safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2020 encourages appropriate steps everyone can take to ensure the safety of our built environment, and;

Whereas, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building and fire departments.

NOW, THEREFORE, be it resolved, that the Mayor and Council of Rockville, do hereby proclaim the month of May 2020 as Building Safety Month. We fully encourage everyone to participate in Building Safety Month activities and do their part to raise awareness.

Bridget Donnell Newton
Bridget Donnell Newton, Mayor

Monique Ashton, Councilmember

Beryl L. Feinberg, Councilmember

David E. Myles, Councilmember

Mark Pierzchala, Councilmember

April 27, 2020

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Consent
Department: PDS - Comprehensive Planning
Responsible Staff: Andrea Gilles

Subject

Postpone the May 4 Public Hearing for the Park Road and N/S Stonestreet Ave Area Plan Amendment to a Date to be Determined Later

Recommendation

Staff recommends that the Mayor and Council postpone the May 4 public hearing for the Park Road and N/S Stonestreet Avenue Area Plan Amendment to a date to be determined. Staff will return to the Mayor and Council with options on how to move forward on the plan amendment.

Discussion

On March 30, 2020, the Mayor and Council voted unanimously to release for public testimony the Planning Commission Draft of the Park Road and North/South Stonestreet Avenue Area Comprehensive Master Plan Amendment (Attachment A) and to set the Mayor and Council public hearing date for May 4. Since that time, the closure of activities at City Hall has been extended due to the COVID-19 public health emergency, and it is uncertain when in-person events will resume. As a result, the City has begun to develop alternative options to provide public input for virtual public hearings; however, a comprehensive approach to ensure reliable access to people with and without access to the internet, especially for formal public hearings, has not yet been finalized. Postponing the May 4 public hearing will provide the needed additional time for staff to develop a comprehensive approach with which the Mayor and Council can feel comfortable.

Staff will return to the Mayor and Council in the near future to discuss options for moving forward with the plan amendment.

Mayor and Council History

At their meeting on March 30, the Mayor and Council set the public hearing for the Park Road and N/S Stonestreet Ave Area Plan Amendment for May 4. Prior to March 30, the Mayor and Council reviewed and discussed the area of focus for this plan amendment as part of the discussion of the 2018 Stonestreet Corridor Study, which was endorsed by the Mayor and Council on August 1, 2018.

Options Considered

The Mayor and Council initially decided to hold the public hearing for the plan amendment on May 4. After consideration about existing options for public input, staff has been requested to bring forward this agenda item so that the Mayor and Council can postpone the May 4 hearing, to allow for additional time to solidify a comprehensive approach to providing public comments while meetings are being held virtually.

Public Notification and Engagement

Staff had previously notified the East Rockville Civic Association (ERCA) about the May 4 public hearing, and ERCA had placed notice of the hearing on the association webpage. Staff will update ERCA and request that an amended message be added to their webpage, as well as notifying the Lincoln Park Civic Association. Staff will also update the City's project webpage about the meeting date change, notify the Stonestreet Corridor Study listserv and request that an update be published through Nextdoor.

Boards and Commissions Review

In July 2019, the Mayor and Council directed staff to expedite the Park Road and N/S Stonestreet Avenue Area Plan Amendment. Initially, the Mayor and Council decided to implement the recommendations for this area as part of the Rockville 2040 process. Members of the East Rockville Civic Association expressed a desire for quicker implementation and, as a result, the Mayor and Council directed staff to proceed with this process ahead of Rockville 2040. Planning and Development Services (PDS) staff presented a draft of the plan amendment to the Planning Commission on October 23, 2019. The Planning Commission approved, with refinements, the release of the draft and set the public hearing date for January 8, 2020. The Planning Commission held a work session on February 12 to discuss the oral and written testimony and directed staff to make revisions based on input received.

At that same February 12 meeting, the Planning Commissioners voted four to one to approve the plan amendment document as the Planning Commission draft, subject to the directed modifications, for transmittal as a recommendation to the Mayor and Council. Staff made the directed modifications, and on March 25, the Planning Commission draft document was transmitted to the Mayor and Council to start their review of the draft.

Next Steps

In the near future, staff will return to the Mayor and Council with options as to how to move forward with this proposed Plan Amendment, given certain time constraints in state law.

Attachments

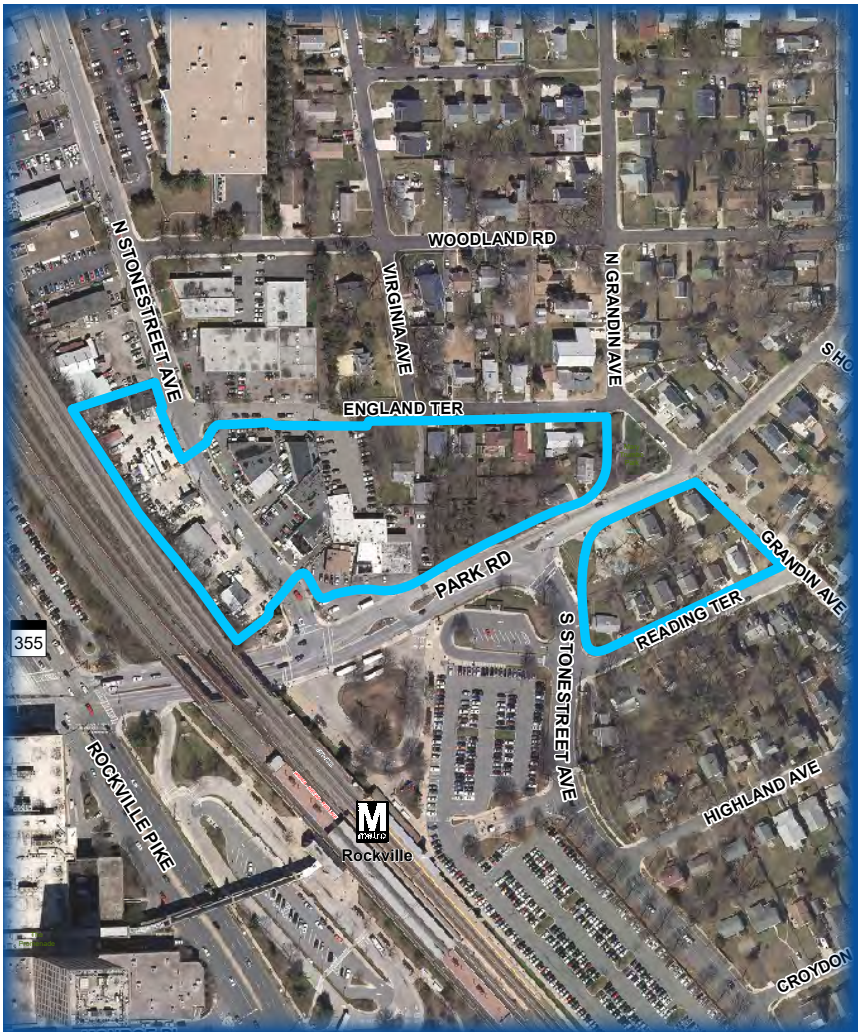
Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (PDF)
Attachment 9.A.b: Park Road-Stonestreet Planning Commission Resolution (PDF)

Rob DiSpirito, City Manager 4/22/2020

City of Rockville
Get Into It

PARK ROAD AND NORTH/SOUTH STONESTREET AVENUE AREA

Comprehensive Master Plan Amendment
Planning Commission Draft



February 12, 2020

CITY OF ROCKVILLE
MARYLAND

Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

CITY OF ROCKVILLE

ELECTED AND APPOINTED OFFICIALS

Mayor and Council

Bridget Donnell Newton, Mayor
Monique Ashton
Beryl L. Feinberg
David Myles
Mark Pierzchala

Planning Commission

Charles Littlefield, Chair
Anne Goodman
Don Hadley
Sarah Miller
Suzan Pitman
John Tyner, II
Rev. Jane E. Wood

PLANNING AND DEVELOPMENT SERVICES STAFF

Ricky Barker, Director
David B. Levy, Assistant Director
Jim Wasilak, Zoning Manager, Planning Commission Liaison
Cynthia Kebba, Comprehensive Planning Manager
Andrea Gilles, Project Lead
Sheila Bashiri, Principal Planner
Larissa Klevan, Principal Planner
Clark Larson, Principal Planner
Manisha Tewari, Principal Planner

Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

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1.1 SUMMARY

The purpose of this amendment to the 2002 Comprehensive Master Plan for the City of Rockville is to change the Planned Land Use for a specific set of properties around the intersection of Park Road and North Stonestreet Avenue, between the rail lines to the west and North Grandin Avenue to the east (see Map 1), and provide additional design guidance for redevelopment. The properties north of Park Road are bound on the west by the rail lines and on the east by North Grandin Avenue, extending north to England Terrace. The properties south of Park Road are bound by South Stonestreet Avenue on the west and North Grandin Avenue on the east, extending south to Reading Terrace.

Through the 2018 Stonestreet Corridor Study (2018 Study) public engagement process and planning analysis, key issues along the corridor were identified and confirmed. Park Road near its intersection with North Stonestreet Avenue is the first introduction to the east side after passing under the railroad overpass from the west. The Rockville Metro station is located on the south side of Park Road, a significant advantage for any future east side transit-oriented development. As in previous plans, the 2018 Study recognized this area as a priority for a transition to a more walkable and neighborhood-oriented place. This plan amendment reflects an updated vision for the subject area.

Specifically, this amendment:

- Changes the Planned Land Use classifications for a set of properties that have been, until now, designated for a mix of commercial and service industrial uses as well as detached residential to designations that promote a walkable, transit-oriented mix of residential and commercial development (page 7).
- Provides additional design guidance that includes placing the more intense development nearest the Rockville Metro Station and appropriately scaling down new development that would be adjacent to the existing residential areas (page 8).

Map 1: Subject Area Aerial + Existing Land Uses

1.2 BACKGROUND

On February 6, 2017, the Mayor and Council approved a Scope of Work for the Stonestreet Corridor Study, which was completed in July 2018. The 2018 Study area included approximately 145 acres of land, generally encompassing the east and west sides of North and South Stonestreet Avenues, from the northern boundary at Westmore Road, south to where South Stonestreet Avenue terminates. The process for the 2018 Study was community-driven and resulted in recommendations for land use, zoning, and infrastructure in five key opportunity areas within the Corridor.

This plan amendment area (subject area) was one of the five key opportunity areas identified by the 2018 Study (see Map 2, Area 1). On August 1, 2018, the Mayor and Council directed staff to expedite three of the five opportunity areas: the MCPS and County sites (Area 2); the North Stonestreet Avenue infrastructure improvements (Area 4); and the Park Road and South Stonestreet Avenue infrastructure improvements (Area 5). At that time, it was also

Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

decided that the remaining two opportunity areas, 1000 Westmore Avenue (Area 3) and Park Road and North Stonestreet Avenue (Area 1) would be addressed as part of the Rockville 2040 Comprehensive Plan Update.

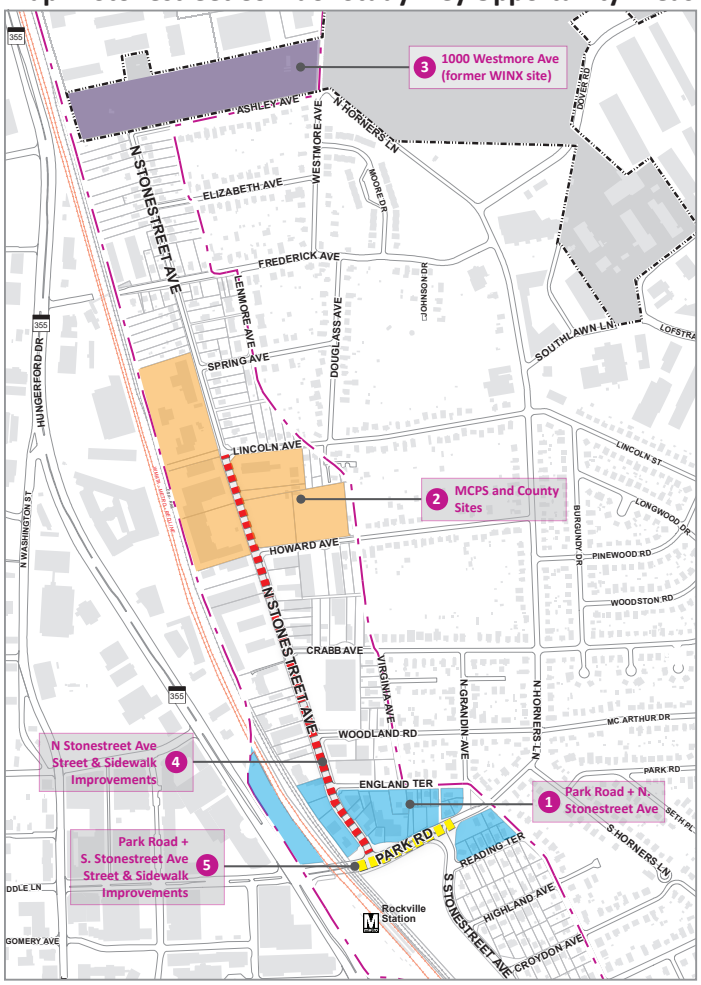
Shortly after receiving Mayor and Council direction, Planning staff submitted the Comprehensive Master Plan Amendment for the MCPS and County properties to Planning Commission for their review and approval. On March 25, 2019, after following the formal process, the Mayor and Council adopted the plan amendment, which laid a foundation for a future rezoning to allow a mix of uses, should the properties become available for redevelopment. In addition to the plan changes, progress has also been made on the recommended infrastructure improvements for North and South Stonestreet Avenues and Park Road. On May 6, 2019, the Mayor and Council adopted the FY 2020 budget, which includes capital improvement funds for the design of the North Stonestreet Avenue streetscape project and the reconfiguration of the intersection at Park Road and South Stonestreet Avenue.

In early summer 2019, representatives from the East Rockville Civic Association expressed concern at a Mayor and Council Community Forum about the timing of the Park Road and North Stonestreet Avenue area land use recommendations. In response, at their meeting on July 8, Mayor and Council directed staff to initiate the plan amendment process for this key opportunity area from the Stonestreet Corridor Study.

1.3 PLANNING FRAMEWORK

Recommendations for the subject area have been a component of several plans, including the 2001 Town Center Master Plan; the 2004 East Rockville Neighborhood Plan (2004 ERNP); the 2007 Lincoln Park Neighborhood Plan (2007 LPNP); and the 2002 Comprehensive Master Plan. Both the 2004 ERNP and the 2007 LPNP called for changes to the North Stonestreet Avenue corridor. They sought to add community-serving uses to the existing light industrial base, south of Howard Avenue, and to improve the infrastructure for pedestrians to establish greater compatibility with the adjacent neighborhoods.

Map 2: Stonestreet Corridor Study: Key Opportunity Areas



The 2004 ERNP described in detail a redevelopment concept for North Stonestreet Avenue that was "to transform the corridor into a mixed-use area of neighborhood serving retail, residential and small-scale office uses" (pages 17-19). It also included guidance about new development taking advantage of the area's location next to a transit stop (page 24). The 2004 ERNP was frank about the contrast between the vision for the corridor and its existing conditions. The plan stated that the preferred approach for the existing service industrial businesses was that they be grandfathered and not displaced, and that certain incentives should be considered to motivate upgrades to service industrial properties that would be in line with plan objectives (page 19).

The Planned Land Use map from the 2004 ERNP designated the properties fronting North Stonestreet Avenue, and at the corner of North Stonestreet and Park Road, for mixed-use development. The remaining properties in the

Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

subject area were designated for detached residential housing, which, along with the accompanying single-family residential zoning, prohibits a mix of housing types that would better maximize the area's adjacency to transit and meet some of the housing demand pressures that the east side of the city is currently experiencing.

1.4 AREA AND CONTEXT

Park Road is a critical, and one of only a few, east/west connections within the city. The area is busy not only with cars, trucks, and buses utilizing Park Road, but also with walkers and bikers traveling to and from the Rockville Metro Station. There are crosswalks at the intersection, but the sidewalk that exists on the west (rail) side of North Stonestreet Avenue discontinues after less than 100 feet north of Park Road. People often walk in the street on the west side of North Stonestreet Avenue. Although there is a sidewalk on the east side, it is sub-par and often crowded by vehicles from the auto repair shops.

Also on the north side of Park Road, is a mix of one-story buildings set back from the street, over-grown vacant properties, and single-family homes. The commercial uses include a convenience store, a restaurant, multiple auto repair and body shops, and retail sales businesses. There is no open public use or gathering space within the commercial area, and access is vehicle-oriented. The closest green space is Mary Trumbo Park at the corner of Park Road and North Grandin Avenue. It is passive, landscaped space geared toward the residential neighborhood.

To the east of the Rockville Metro Station and South Stonestreet Avenue is the East Rockville neighborhood, predominantly comprised of single-family detached homes. Due in part to its proximity to transit, East Rockville has experienced increased development pressure over the past decade to accommodate new residents seeking relatively affordable housing near transit. Small homes have been demolished and have been replaced by large houses, some of which are used as rentals for multiple occupants.

Service industrial is the predominant existing land use on North Stonestreet Avenue, south of England Terrace. The properties are smaller in size and the lots are often maximized with parked vehicles, which

Park Road at N. Stonestreet Ave

N. Stonestreet Ave near the Park Road intersection

Park Road viewing west, near S. Stonestreet Ave

at times spill onto the street. This area is in need of up-grades to ensure that walking and biking are viable modes of travel on their own, as well as safe and comfortable connections to transit.

Progress has been made in recent years to improve pedestrian and bicycle infrastructure in the area. A new sidewalk and bicycle lane was recently installed adjacent to the Rockville Metro Station along South Stonestreet Avenue. Both travel lanes on North Stonestreet Avenue include painted "sharrows" (share-the-road painted bike and arrow markings) to indicate a shared road with bicyclists. On a more transformative level, the adopted FY2020 Capital Improvements Program includes the design of the North Stonestreet Avenue streetscape project and the reconfiguration of the intersection at Park Road and South Stonestreet Avenue, as recommended in the Stonestreet Corridor Study. Proposed improvements include enhanced sidewalks on both sides of the street, improved street lighting, landscaping, and improved bicycle infrastructure. These proposals, when constructed, will provide a much needed shift on North and South Stonestreet Avenues and Park Road toward better accommodating walkers and bikers, along with vehicles.

1.5 COMMUNITY ENGAGEMENT

The 2018 Stonestreet Corridor Study, the precursor planning process that led to this amendment, included five well-attended community meetings and several small group and civic association meetings in 2017 and 2018. The subject area was identified as a priority area for action at the first meeting. Some of the comments expressed about the area included:

- Improve pedestrian security on N. Stonestreet Avenue from the Rockville Metro Station to the neighborhoods, especially at night--- better lighting, complete sidewalks, better crosswalks;
- Encourage upgrades to existing businesses. Park Road at N. Stonestreet is the gateway to the east side;
- Add more housing options and vibrancy closest to the Metro with improved access to the station;
- Allow businesses to stay where they are;
- Improve safety for bicyclists and walkers on N. Stonestreet Avenue and at the Park Road and S. Stonestreet Avenue intersection;
- Construct sidewalks on both sides of N. Stonestreet Avenue;
- Address traffic management, congestion and parking that may result with new development;
- Redesign intersections near Rockville Metro Station to protect and encourage pedestrian access.

The subject area was one of the primary topics of the third meeting at which street improvement preferences were discussed for both North Stonestreet Avenue and Park Road, in particular its intersection with South Stonestreet Avenue. At the fourth community meeting on December 5, 2017, based on input up to that point, an example redevelopment concept was presented and discussed for the subject area that included a mix of housing types, mixed-use buildings with ground floor commercial, and improved

Park Road viewing east

Crowded sidewalk on N. Stonestreet Ave

Improvements on S. Stonestreet Ave near Metro

Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

pedestrian and open space connections. The concept was presented again as a component of the draft recommendations at the final public meeting. Feedback about the illustrative concept was generally enthusiastic. Some of the responses from the meetings included: appreciation for the pedestrian-friendly concept; more housing and more housing types made sense so close to transit; and liking the idea that there would be more places and activities within walking distance. Some of the concerns were about parking, additional traffic, and what certain infrastructure improvements or redevelopment could mean for existing businesses.

1.6 PROPOSED COMPREHENSIVE MASTER PLAN CHANGES

A. Area Goals

In the event that the subject properties become available for redevelopment, they should bring about:

- A revitalized area and focal point at the corner of Park Road and North Stonestreet Avenue, establishing an anchored entrance to Rockville's east side, integrating such elements as building form and design, public art, landscaped open spaces or plazas, and wayfinding.
- Redevelopment that takes advantage of transit proximity, is well-connected, and that transitions appropriately to the East Rockville neighborhood.
- An upgraded pedestrian environment, including enhanced sidewalks, landscaping, street trees, public/civic gathering spaces, and pedestrian-scale lighting.
- A mix of walkable, local-serving commercial uses and multi-unit residential, and residential attached uses at the North Stonestreet Avenue and Park Road intersection.
- A range of new, high-quality residential attached housing types, designed to be compatible with the scale of adjacent detached residential homes.

The city should seek creative approaches to meeting these goals, including public/private partnerships, infrastructure investments, financing mechanisms, and/or others.

B. Land Use

A new set of planned land uses for the subject area are proposed with Map 4. In addition, the text from the Area Goals, Design Guidance, and Implementation sections will also be adopted as components of the Comprehensive Master Plan.

The changes to the proposed land use, pursuant to this plan amendment include the new land use categories that have been proposed as part of the Rockville 2040 Comprehensive Plan process. The categories and descriptions are:

RA: Residential Attached
Allows a variety of house types that share party walls. Types of permitted construction include rowhouse, duplex, triplex, fourplex, and small apartment buildings with up to six units total in a single structure. Detached houses are also allowed.

RRM: Retail Residential Mix
Expresses the city's interest in retaining or introducing retail in specific locations mixed with multiple-unit residential and/or residential attached types. The mix can be horizontal, with stand-alone retail next to apartment buildings on a development site; or the mix can be vertical, with retail on the ground floor and apartments above. In some locations, the plan indicates where retail is strongly preferred along a street front.

OR: Office or Retail
Allows either or both uses.

Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

The numbers to follow correspond to the numbers on Maps 3 and 4 on the following page.

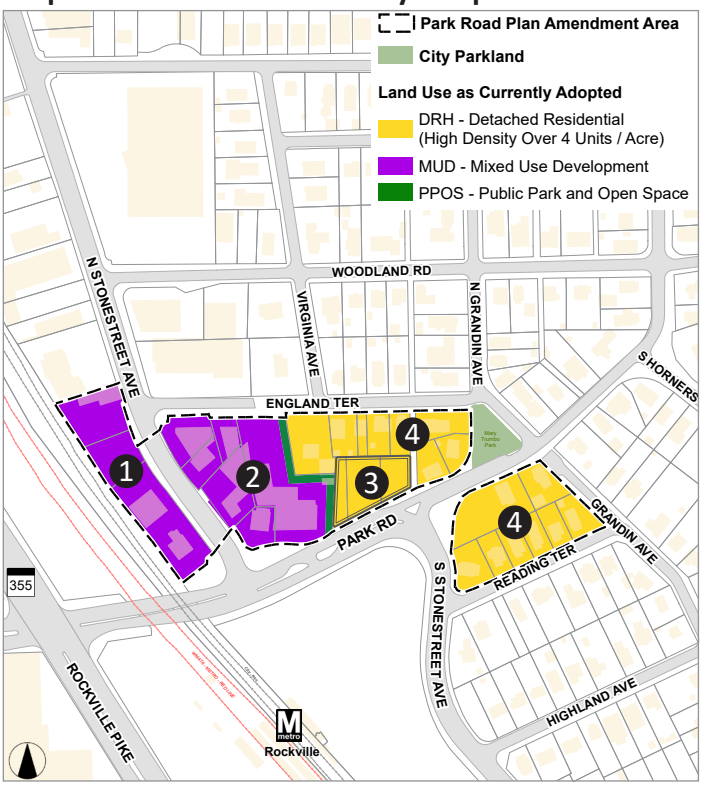
1. Amend the Land Use from **Mixed Use Development (MUD)** to **Office or Retail (OR)** to promote walkable retail, office, and services uses.
    - In addition to office and retail, artisan and craft/maker spaces are also encouraged at this location.
    - Residential as the sole use is not encouraged at this location given site constraints due to shallow lot depths and the abutting rail lines. If residential units are proposed as a component of a larger project, specific consideration should be given to ensure that negative impacts from the abutting rail lines are mitigated.
    - No new Service Industrial uses would be encouraged, but existing uses would be allowed to remain.

2. Amend the Land Use from **Mixed Use Development (MUD)** and **Public Parks and Open Space (PPOS)** to **Retail Residential Mix (RRM)** with building heights up to 4-5 stories (or 50-65 ft) to promote a mix of local retail and service uses and multi-unit residential across from the Rockville Metro Station.
    - No new Service Industrial uses would be encouraged, but existing uses would be allowed to remain.

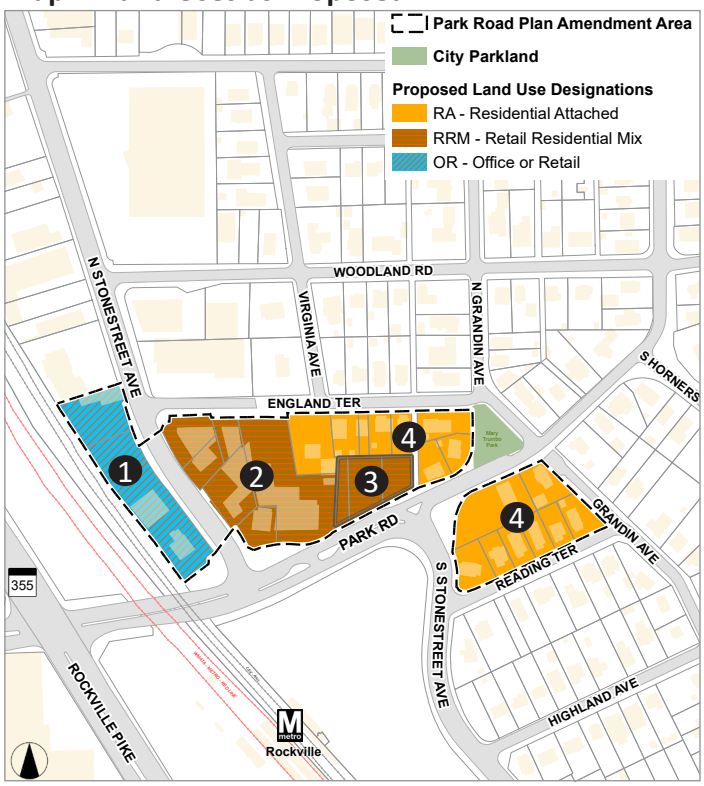
3. Amend the Land Use from **Detached Residential - High Density Over 4 Units Per Acre (DRH)** to **Retail Residential Mix (RRM)** to promote a greater mix of uses, including smaller-scale multi-unit residential, rowhouses, and limited commercial at this transit node.
    - Explore options for the City to facilitate the development of these properties consistent with plan goals. Street improvements for the Park Road and South Stonestreet Avenue intersection have been proposed for inclusion in a future Capital Improvements Program, and the City may also want to consider options to coordinate the development of these properties with any future street reconstruction.

4. Amend the Land Use from **Detached Residential - High Density Over 4 Units Per Acre (DRH)** to **Residential Attached (RA)** to promote a mix of infill housing types, compatible in scale with single-family homes, including duplexes, triplexes, fourplexes, and rowhouses.
    - A small multiplex with up to 6 units may be appropriate at the southeast corner of Park Road and South Stonestreet Avenue and on the north side of Park Road if the building fronts on Park Road.
        - The building should blend well with the surrounding residential detached neighborhood, transition well in scale, mass, and height to surrounding homes, provide enhanced connections to the Rockville Metro Station, and limit curb cuts on Park Road so as to focus vehicular access and parking to the rear of the building.
        - Particular consideration should be given to how stormwater is managed for any new development on the south side of Park Road. The area is lower in elevation and residents have raised concerns about backyard flooding, under current conditions.
    - For all other areas, all housing types included in the RA category are recommended except the multiplex with up to 6 units.

Map 3: Land Uses as Currently Adopted



Map 4: Land Uses as Proposed



C. Design Guidance

The recommendations in this section provide guidance for new development in both the private and public realms. They also promote compatibility with adjacent homes in East Rockville. Every effort should be made to integrate new development with the surrounding neighborhoods to further strengthen the existing community fabric.

a. **Neighborhood Transitions**: Provide sensitively scaled transitions between new development and existing neighborhood homes.
   - Orient maximum building heights along Park Road and North Stonestreet Avenue, away from the existing single-family residential.
   - New buildings should taper down in height and scale toward existing single-family homes to establish a compatible relationship between buildings.
   - Exterior lighting for new buildings should utilize a cut-off design to minimize light spillover onto surrounding properties.

b. **Public Realm Improvements**: Enhance pedestrian and bike connections to the Rockville Metro Station, to new open spaces, and to the surrounding neighborhoods through improved sidewalks, bike infrastructure, signage, landscaping, lighting, and public art.
   - Ensure that streetscape improvements that result from the redevelopment of individual properties are compatible with the overall street and sidewalk improvement recommendations from the 2018 Stonestreet Corridor Study.
   - Consider additional street connections and pathway crossings to break up block sizes and to create greater ease of access and pedestrian safety within the area.
     - Re-connecting England Terrace with North Stonestreet Avenue and North Grandin Avenue with Park Road should be studied and considered as part of any

Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

redevelopment concept as a means to improve traffic flow, increase access points for pedestrians, and provide access to rear- or side-yard parking.
    - Any new street connections or pathways should be well-landscaped and designed for pedestrian safety.
- Consolidate and reduce the number of curb cuts where possible to minimize conflicts between vehicular access points and pedestrian and bicycle areas.
- Explore burying utility lines at the time of new development and/or street and sidewalk reconstruction.

c. **Building Orientation**: In general, orient the primary facades of buildings and front doors parallel to the street or to a public open space to frame the edges of streets, parks and open spaces, and to activate pedestrian areas. Establish building frontages along Park Road and North Stonestreet Avenue to include ground-floor retail, enhanced pedestrian areas and amenities, landscaping, and bicycle infrastructure.

d. **Facade Articulation**: Create an architecturally enhanced feature at the corner of North Stonestreet Avenue and Park Road by focusing new development at that intersection, incorporating high-quality design components, and enhancing the public realm.

e. **Parks and Open Space**: Incorporate accessible community use space, including parks and other contiguous outdoor green space into the overall redevelopment concept.

f. **Parking:** In general, parking areas should be set back behind front building lines, away from the public realm and screened from public view. For attached dwellings, rear garage access is preferred, whether the garage is integrated into the primary structure or whether it is a separate structure. Avoid front loaded garages whenever possible. For multi-unit dwellings, parking requirements should take into account the area's transit proximity.

g. **Rail Line Impact Mitigation:** Mitigate impacts on new development, particularly residential developments, related to the area being proximate to the rail line, in such areas as safety hazards, noise, vibrations and odors. The purpose is to safeguard residents, customers, and employees of these new buildings.

D. Implementation: Zoning

The land use plan amendment is one component of implementing the goals and recommendations from the 2018 Stonestreet Corridor Study for this area. If this plan amendment is approved by the Mayor and Council, the zoning will need to be updated, through a separate public process, to be consistent with the land use changes.

The potential zoning is as follows:

Property Specific (the numbers below correspond to the numbers on Map 6):

1. Rezone the properties from Mixed Use Business (MXB) to a mixed-use zone that allows for uses including retail, office, neighborhood services, and artisan/craft manufacturing.
    - Artisan and craft/maker manufacturing spaces are light-impact uses that have their operations generally enclosed within a building and produce little-to-no noise, vibrations or fumes outside of the building.
    - Residential as the sole use is not encouraged at this location given site constraints due to shallow lot depths and the abutting rail lines. If residential units are proposed as a component of a larger project, specific consideration should be given to ensure that negative impacts from the abutting rail lines are mitigated.

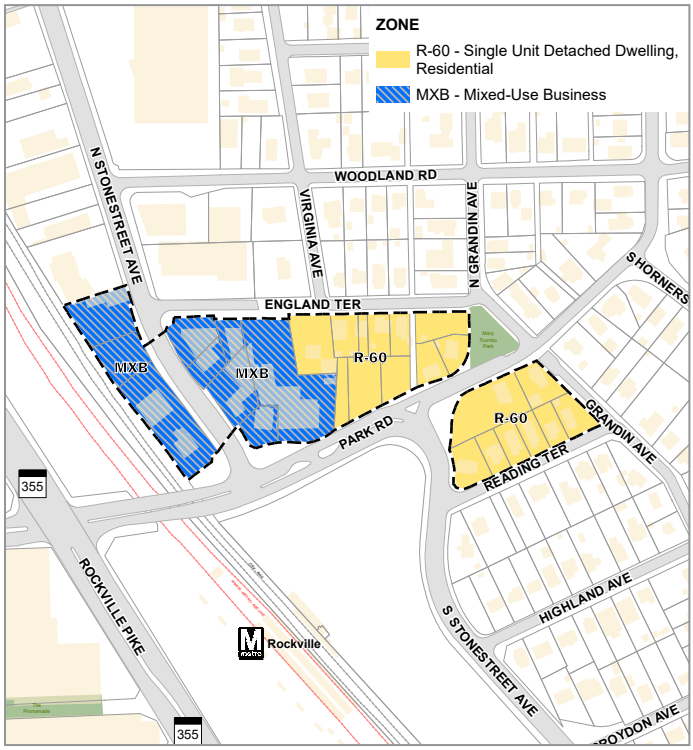
- No new Service Industrial uses should be permitted, but existing uses should be allowed to remain.

2. Rezone the properties from Mixed Use Business (MXB) to a mixed-use zone to promote a mix of local retail and service uses and multi-unit residential across from the Rockville Metro Station.
   - No new Service Industrial uses should be permitted, but existing uses should be allowed to remain.

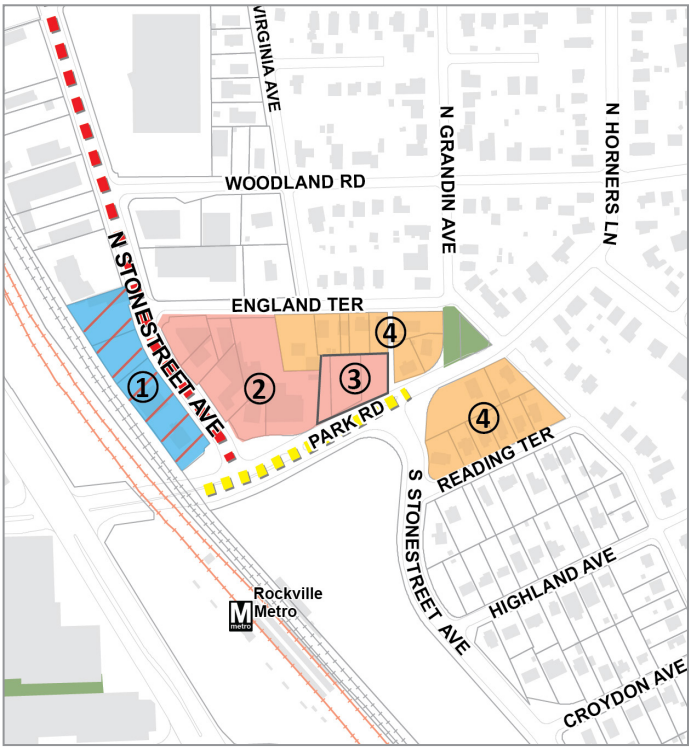
3. Rezone the properties from Single-Family Residential (R-60) to a mixed-use zone to promote a greater mix of uses, including smaller-scale multi-unit residential, rowhouses, and limited commercial at this transit node.

4. Rezone the property from Single-Family Residential (R-60) to a zone specifically designed for infill residential attached development.

Map 5: Existing Zoning



Map 6: Potential Zoning Recommendations



Attachment 9.A.a: Park Road-Stonestreet Planning Commission Draft (3101 : Postpone the Public Hearing for the Park Road and N/S

Park Road and North/South Stonestreet Avenue Area Comprehensive Master Plan Amendment

Planning Commission Draft

February 12, 2020

City of Rockville
Maryland

City of Rockville

MEMORANDUM

March 25, 2020

TO: City of Rockville Mayor and Council

FROM: Jim Wasilak, Zoning and Development Manager, Planning Commission Liaison

VIA: Members of the Planning Commission

SUBJECT: Park Road and North/South Stonestreet Avenue Area Plan Amendment

On February 12, 2020, the Planning Commission completed its review of the Park Road and North/South Stonestreet Avenue Area Plan Amendment. The Planning Commission voted 4 to 1 to approve, with revisions, the amendment for transmittal to the Mayor and Council for review and consideration.

Staff has made the revisions to the document as directed by the Planning Commission. This memo, attached to the Planning Commission resolution, serves as certification of an attested copy of the Planning Commission recommended plan.

Enclosures:
Planning Commission Resolution

Resolution No. 1-20

RESOLUTION: To approve and recommend adoption of the Park Road and North/South Stonestreet Avenue Area Comprehensive Master Plan Amendment as an amendment to the Adopted and Approved Comprehensive Master Plan for the City of Rockville, Maryland.

WHEREAS, the Planning Commission for the City of Rockville (hereinafter referred to as the "Commission"), under the provisions of Sections 3-201 *et seq.* of the Land Use Article of the Annotated Code of Maryland, may make and approve a plan or amendments thereto and recommend the same to be adopted by the local legislative body; and

WHEREAS, on December 19, 2001, the Planning Commission did approve, and on November 12, 2002, the Mayor and Council did adopt a Comprehensive Master Plan for the City of Rockville, Maryland (the "2002 Comprehensive Plan"); and

WHEREAS, on August 1, 2001, the Planning Commission did approve, and on October 22, 2001, the Mayor and Council did adopt a Town Center Master Plan (the "2001 Town Center Master Plan") as an amendment to the 2002 Comprehensive Plan; and

WHEREAS, on December 17, 2003, the Planning Commission did approve, and on March 8, 2004, the Mayor and Council did adopt an East Rockville Neighborhood Plan (the "2004 East Rockville Neighborhood Plan") as an amendment to the 2002 Comprehensive Plan; and

WHEREAS, on July 12, 2006, the Planning Commission did approve, and on February 26, 2007, the Mayor and Council did adopt a Lincoln Park Neighborhood Plan (the "2007 Lincoln Park Neighborhood Plan") as an amendment to the 2002 Comprehensive Plan; and

WHEREAS, the Mayor and Council did instruct the Commission to make and approve and recommend to the Mayor and Council an amendment to the 2002 Comprehensive Plan,

including the 2001 Town Center Master Plan, the 2004 East Rockville Neighborhood Plan, and the 2007 Lincoln Park Neighborhood Plan (collectively referred to herein as the "Plan") for the Park Road and North/South Stonestreet Avenue area of the Plan; and

WHEREAS, the City staff prepared, consistent with Sections 3-201 *et seq.* of the Land Use Article of the Annotated Code of Maryland, an amendment to the Plan for the Park Road and North/South Stonestreet Avenue area; and

WHEREAS, in connection with the preparation of the amendment to the Plan for the Park Road and North/South Stonestreet Avenue area, the Commission and City staff did carefully and comprehensively survey and study present conditions and projections of future growth and the relation of the Park Road and North/South Stonestreet Avenue plan amendment area to neighboring jurisdictions; and

WHEREAS, the amendment to the Plan for the Park Road and North/South Stonestreet Avenue area has been prepared for the purpose of guiding and accomplishing the coordinated, adjusted, and harmonious development of the City; and

WHEREAS, the amendment to the Plan for the Park Road and North/South Stonestreet Avenue area implements the visions as provided in Section 1-201 of the Land Use Article of the Annotated Code of Maryland; and

WHEREAS, after the preparation of said amendment to the Plan for the Park Road and North/South Stonestreet Avenue area, the Commission gave notice of the time and place of the public hearing to be held on said amendment to the Plan by giving notice in a newspaper of general circulation in the City; and

WHEREAS, the Commission did refer copies of said amendment to the Plan for the Park Road and North/South Stonestreet Avenue area to all adjoining planning jurisdictions and to all

state and local jurisdictions that have responsibility for financing or constructing public improvements necessary to implement the amendment to the Plan for the Park Road and North/South Stonestreet Avenue area at least sixty (60) days prior to the public hearing; and

WHEREAS, the Commission held a public hearing on said amendment to the Plan for the Park Road and North/South Stonestreet Avenue area in the Council Chamber at City Hall, Rockville, Maryland on January 8, 2020; and

WHEREAS, the Commission took into consideration the testimony presented at said public hearing and in the written public record and now desires to present its recommendations for an amendment to the Plan for the City of Rockville, Maryland; and

WHEREAS, the planning and development policies recommended in the amendment to the Plan for the Park Road and North/South Stonestreet Avenue area have been closely coordinated with and represent an extension of planning policy contained in the Comprehensive Master Plan for the City of Rockville, Maryland.

NOW, THEREFORE, BE IT RESOLVED by the Commission, as follows:

The amendment to the Plan for the Park Road and North/South Stonestreet Avenue area is hereby approved and recommended for adoption by the Mayor and Council of Rockville, Maryland pursuant to Section 3-202, Land Use Article of the Annotated Code of Maryland as an amendment to the 2002 Comprehensive Master Plan for the City of Rockville, Maryland, the amendments to the 2002 Comprehensive Master Plan entitled "Town Center Master Plan," dated October 22, 2001; "East Rockville Neighborhood Plan," dated March 8, 2004; and "Lincoln Park Neighborhood Plan," dated February 26, 2007.

* * * * *

I certify that the above is a true and correct copy of

a Resolution adopted by the Planning Commission

of the City of Rockville, Maryland, at its meeting of

February 12, 2020.

Charles Littlefield
Chair, Planning Commission

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Consent
Department: PW - Traffic & Transportation
Responsible Staff: Alyssa Roff

Subject

Authorization to Increase JRP Management Resources, Inc Rider Contract #1061252, Bus Stop and Shelter Maintenance and Repairs, in the Amount Not to Exceed $119,000 through August 23, 2020

Recommendation

Staff recommends the Mayor and Council authorize the increase to JRP Management Resources, Inc Rider Contract #1061252 in the amount of $20,000 for a revised total not to exceed $119,000 for the continued maintenance and repair of bus stops and shelters throughout the City.

Discussion

The purpose of this agenda item is to request approval to increase the bus stop/shelter maintenance and repairs contract by $20,000 for a revised total of $119,000 through August 23, 2020.

There are approximately 500 bus stops located within the City of Rockville. These stops are utilized by Montgomery County's Ride On bus service and the Washington Metropolitan Area Transit Authority's (WMATA) Metrobus service. Since December 2008, the City has been responsible for the maintenance of bus shelters and trash cans at stops within the City limits. Currently, there are 75 bus shelters and 88 trash cans at bus stops within the city limits. During this fiscal year, there were a series of irregular, unexpected maintenance items causing the original contract amount of $99,000 to be exhausted. The additional $20,000 will allow the City to continue the maintenance program until the end of FY 2020.

Procurement

The City rides the Montgomery County contract for maintenance of bus stops and snow removal. These contracts include trash removal and clearing of snow during the winter. Other common services include, but are not limited to, cleaning shelters; graffiti removal; repair and replacement of damaged shelters, trash cans, and benches; and installation of new shelters.

On August 24, 2016, Montgomery County issued contract number #1061252 to JRP Management Resources, Inc. (JRP) as the primary awardee of IFB #1061252. This contract has been amended to extend the time period through August 23, 2020.

In accordance with Section 17-40 (a)(1) of the Rockville City Code, Contract Modifications, Change Orders; Price Adjustments: The following contract changes (including contract modifications, change orders, and price adjustment) must be approved by the Council: Changes to any contract not originally awarded by the Council when the cumulative value of the original contract and all changes to the contract exceed one hundred thousand dollars ($100,000.00).
In accordance with Section 17-71 (b) of the Rockville City Code, Cooperative Procurement: The City may contract with any contractor who offers goods, services, insurance, or construction on the same terms as provided other state or local governments or agencies thereof who have arrived at those terms through a competitive procurement procedure similar to the procedure used by the City.

Fiscal Impact

Funds are available in the Traffic and Transportation Division FY 2020 operating budget. This account is funded by Transportation Improvement Fees collected from developers. Further contract extensions will be subject to Mayor and Council appropriation.

Rob DiSpirito, City Manager 4/20/2020

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Consent
Department: City Clerk/Director of Council Operations Office
Responsible Staff: Sara Taylor-Ferrell

Subject

Approval Minutes

Recommendation

To approve the following minutes:

June 3, 2019 - Closed Session (Meeting No. 23-19)
June 3, 2019 - Regular (Meeting No. 23-19)
June 17, 2019 - Closed Session (Meeting No. 25-19)
June 17, 2019 - Regular (Meeting No. 25-19)
July 8, 2019 -Regular (Meeting No. 28-19)
August 22, 2019 - Regular (Meeting No. 29-19)
September 9, 2019-Regular (Meeting No. 31-19)
September 16, 2019 -Regular (Meeting No. 32-19)
Monday, September 23, 2019- Closed Session (Meeting No. 35-19)
Monday, September 23, 2019-Regular (Meeting No. 35-19)

Sara Taylor-Ferrell, City Clerk/Director of Council Operations 4/22/2020

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Introduction and Possible Adoption
Department: CMO - Procurement
Responsible Staff: Jessica Lewis

Subject

Introduction and Possible Adoption of an Ordinance to Amend City Code Chapter 17, Titled "Procurement," to Allow Sealed Bids and Proposals to be Submitted Electronically and to Authorize the Purchasing Agent to Conduct Procurement by Electronic Means

Recommendation

Staff recommends introducing, waiving the layover, and adopting the ordinance to amend Chapter 17 of the Rockville City Code titled "Procurement."

If the Mayor and Council wish to proceed with adoption of the ordinance at the same meeting, the ordinance should first be introduced and then a motion should be made to waive the layover period. If the motion to waive the layover period is approved by an affirmative vote of four or more members of the Mayor and Council, a motion to adopt the ordinance may then proceed.

Change in Law or Policy

Several provisions in City Code Chapter 17, titled "Procurement," effectively preclude the City from conducting procurement by electronic means. The City's Procurement Division proposes to amend the City Code to allow such practices, both because they are becoming industry-standard and to facilitate the social distancing measures put in place to slow the spread of COVID-19. The proposed ordinance would make minor amendments to several existing provisions of Chapter 17 and add a new Section 17-52 expressly authorizing electronic procurement.

Discussion

Background

As standard work environments across the nation look to shift to a paperless environment, many organizations are turning to electronic means of conducting business through automated platforms. In the procurement industry, many forms of software have been developed to allow for all aspects of the procurement process to occur online, from distribution of solicitations to evaluation of bids and proposals. Procurement organizations across the nation are slowly

shifting to an electronic method of facilitating procurement functions, a shift that is encouraged by national accreditation organizations such as the Institute for Public Procurement and the National Procurement Institute. One obvious benefit of this shift is that such organizations are better able to conduct operations remotely when necessary.

The City's Procurement Division does not currently use electronic procurement practices, such as the acceptance of electronic bids and proposals and the automated opening of bids. While the Procurement Chapter of the Rockville City Code does not expressly prohibit electronic procurement, four provisions of the Chapter would conflict with such practices.

In City Code Section 17-16, the definitions of "competitive sealed bid" and "competitive sealed proposal" state that bids and proposals are to be received in "sealed envelopes," which the City has traditionally interpreted as mandating physical envelopes. The definition of "formal solicitation" in the same section echoes this requirement and also states that bids and proposals are to be opened in public. Finally, Section 17-61(d), describing the process for opening competitive sealed bids in more detail, states that "[b]ids shall be opened publicly in the presence of one (1) or more witnesses at the time and place designated in the Invitation for Bids." The City has traditionally interpreted these provisions as requiring bids to be opened in the physical presence of at least one witness.

During the COVID-19 emergency, the Procurement Division continues to operate regularly as it relates to processing department requisitions, responding to emergency requests, responding to internal and external inquiries, processing informal solicitations, and maintaining current and emergency-related supplies. However, due to the current interpretation of the City Code, the Procurement Division has faced challenges processing formal solicitations for projects that have been budgeted and approved for purchase in a manner that conforms to the City Code and allows Procurement Division employees to comply with mandatory social distancing requirements.

Other Jurisdictions

Many procurement agencies in our region have transitioned to electronic procurement, including electronic bidding and electronic bid submission, using third-party systems (e.g., Public Purchase, Bonfire, PlanetBids, Ion Wave, etc.) to solicit and receive bids and proposals.

The table below provides a summary of procurement agencies located within the State of Maryland that currently utilize electronic bidding which allows for electronic bid submissions:

MD. Jurisdiction	Electronic bid system	Bid opening info
Carroll County Government	**Public Purchase** (Note: this system is	• Responses to bids are encrypted • Once the due date and time passes,

	offered for free to jurisdictions that utilize the Public surplus system for online auctions. The City of Rockville does utilize this surplus system)	results are posted to the public • At this time, no in-person or virtual bid openings are held since results are immediate and secure • Vendors seem satisfied at this time since responses are encrypted and immediate • Will begin live streaming via the County website or Youtube if the bid opening process ever becomes an issue.
City of Frederick	**Ion Wave**	• Bids are automatically opened at the designated date and time. No in-person or virtual openings • Pricing can be viewed by all bidders • Always includes a caveat that bids are under review and a formal award will be made by their Mayor and Board
Howard County Government	**PlanetBids**	• Utilizes the system for electronic submittal of RFQs and IFBs only at this time and to advertise RFPs. RFPs are still collected via hard copy. Will need the RFP module to obtain proposals electronically. Working on obtaining this in the future. • Bid openings are not done in-person or virtually. Once bids are opened, the system creates its own bid tabulation which anyone in the software can view

In conversations with members of the procurement division, representatives of these agencies have stated that this method continues to work successfully. The systems that are utilized allow for secure and encrypted bids or proposals to be submitted. Bids and proposals are not available to view until the designated date and time, when the bid or proposal may be opened automatically or manually. Once opened, the systems automatically develop and make available a bid tabulation of all results, or the bid tabulation can be created by the procurement professional.

By transitioning to these systems, many agencies have eliminated the process of requiring a public bid opening. Upon opening of a bid, a tabulation is developed and immediately made available to the bidders as well as the public.

Proposed Ordinance

The attached proposed ordinance makes minimal edits to City Code Section 17-16 to allow competitive sealed bids and competitive sealed proposals to be received in either sealed envelopes or electronically, and it simplifies the definition of "formal solicitation" in Section 17-16 to accommodate electronic procurement practices.

The ordinance also adds a new Section 17-52, which (1) grants the purchasing agent the authority to conduct all aspects of the procurement process electronically; (2) provides that the submission of a bid by electronic means is considered the bidder's or proposer's consent to conduct any or all elements of the procurement by electronic means; and (3) notes that electronic procurement includes the acceptance of electronic signatures.

Finally, the ordinance makes a minor revision to City Code Section 17-61, regarding the opening of competitive sealed bids, to note that bid openings may alternatively be conducted electronically pursuant to Section 17-52.

Conclusion

The proposed ordinance would give the City's Procurement Division the ability to transition to a fully electronic procurement process in conformance with industry standards, which would better align us with our peers in the procurement industry. And in the short term, in order to comply with mandatory social distancing requirements in response to the COVID-19 state of emergency, the ordinance would allow the Procurement Division to proceed with plans to conduct its formal solicitations electronically, including receipt of bids and proposals. Procurement has worked closely with the City's Information Technology Department to temporarily allow the receipt of electronic bids and proposals through a free secure platform while adhering to Procurement best practices.

Mayor and Council History

Since the start of the COVID-19 pandemic, the Mayor and Council has been made aware at several meetings that certain provisions of the City Code make it difficult for the City's Procurement Division to accept competitive sealed bids and competitive sealed proposals and to conduct bid openings while teleworking. In evaluating the possibility of introducing an emergency ordinance permitting the electronic acceptance of bids and proposals and remote bid openings during the COVID-19 pandemic, City staff determined that a permanent change to the City Code permitting electronic procurement would serve the same goal and allow the City to follow current industry best practices after the end of the state of emergency.

Public Notification and Engagement

No public engagement on this issue has taken place to date. If the Mayor and Council adopts the proposed ordinance, staff will begin implementing electronic procurement practices, such as the acceptance of electronic bids and proposals.

Next Steps

If the Mayor and Council introduces the proposed ordinance at its April 27th meeting, the ordinance will be brought back to the Mayor and Council for possible action at a later meeting, unless the Mayor and Council votes to waive the layover period by an affirmative vote of at least four members. If the layover period is waived, the Mayor and Council may proceed to a vote to adopt the ordinance on April 27th. A vote to adopt the ordinance needs a simple majority to pass.

Attachments

Attachment 10.a: Procurement Ordinance FINAL (PDF)

Rob DiSpirito, City Manager 4/22/2020

ORDINANCE NO._____

ORDINANCE: To amend City Code Chapter 17, titled "Procurement," to allow sealed bids and proposals to be submitted electronically and to authorize the purchasing agent to conduct procurement by electronic means

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND as follows:

SECTION I – That Chapter 17 of the Rockville City Code entitled "Procurement" be amended as follows:

Chapter 17

PROCUREMENT

ARTICLE I. GENERAL PROVISIONS

***

DIVISION 2. – DEFINITIONS

Sec. 17-16. - Definitions.

The terms defined in this section shall have the meanings set forth below whenever they appear in this chapter unless the context in which they are used clearly requires a different meaning or a different definition is prescribed for a particular provision.

***

Competitive sealed bid means a method of procurement in which a supply, service, insurance, or construction item is defined in a list of specifications; the specifications are included in an Invitation for Bids; the bids are received by a specified time in sealed envelopes <u>or electronically</u>; an award is made to the lowest responsible bidder meeting all specifications, and cost is objectively measurable as defined in the specifications.

Competitive sealed proposal means a method of procurement in which a supply, service, insurance, or construction item is defined in a list of specifications; the specifications are

Attachment 10.a: Procurement Ordinance FINAL (3099 : Chapter 17 Amendment of "Procurement")

included in a Request for Proposals (RFP); proposals are received by a specified time in sealed envelopes or electronically; and an award is made to the proposer most closely meeting specifications as determined by an evaluation that uses a predetermined and published set of evaluation criteria. Cost is one (1) criterion among others, all of which may be assigned specific weights.

***

Formal solicitation requires a bid/proposal be submitted electronically or in a sealed envelope and in conformance with a prescribed format ~~to be opened in public at a specified date and time~~.

***

ARTICLE III. SOURCE SELECTION

DIVISION 1. – GENERAL

***

Sec. 17-52. – Electronic procurement.

(a) *Authority*. The purchasing agent may conduct procurement by electronic means, including the solicitation, bidding, evaluation, award, execution, protest, and administration of a contract.

(b) *Effect of electronic bid*. Bidding on a solicitation by electronic means is consent by the bidder or proposer to conduct any or all elements of the procurement by electronic means.

(c) *Acceptance of electronic signatures*. Electronic procurement shall include the acceptance of electronic signatures.

Secs. ~~17-52~~ 17-53—17-60. – Reserved.

Attachment 10.a: Procurement Ordinance FINAL (3099 : Chapter 17 Amendment of "Procurement")

DIVISION 2. – COMPETITIVE PROCUREMENT

Sec. 17-61. - Formal solicitation—Competitive sealed bidding (Invitation for Bids—IFB).

***

(d) *Bid opening*. Except as provided in Section 17-52, bids ~~Bids~~ shall be opened publicly in the presence of one (1) or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, and such other relevant information as is deemed appropriate together with the name of each bidder shall be recorded. The record and each bid shall be open to public inspection. A tabulation of all bids received shall be made available to the public after the bid opening.

***

SECTION II – This ordinance shall become effective immediately upon adoption.

****

NOTE: ~~Strikethrough~~ indicates material deleted.
Underlining indicates material added.

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Mayor and Council of Rockville at its meeting of _____.

_____

Sara Taylor-Ferrell

City Clerk/Director of Council Operation

Attachment 10.a: Procurement Ordinance FINAL (3099 : Chapter 17 Amendment of "Procurement")

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Presentation and Discussion
Department: City Manager's Office
Responsible Staff: Jenny Kimball

Subject

COVID-19 Staffing Update - Administrative Leave and Temporary Personnel

Recommendation

Staff recommends that the Mayor and Council receive an update on plans to assign work tasks and professional development to employees on administrative leave and temporary employees.

Discussion

With the COVID-19 response continuing indefinitely, the city continues essential operations, using telework as much as possible, and keeping employees informed about work status and pay. On April 20, staff briefed the Mayor and Council on staffing and compensation beyond the planned emergency operations and facility closure date of April 27, 2020.

Staff recommended continuing the current approach to staffing and compensation through May 24, 2020. The Mayor and Council's discussion of the recommendation focused on the temporary employees and employees in the administrative leave category. The Mayor and Council requested additional information about how those two categories of personnel will be assigned work during the COVID-19 response.

Employee assignments and workload vary as the needs for services adjust throughout the emergency. Based on the analysis prepared for the Mayor and Council's April 13 meeting, there are approximately 43 employees in the administrative leave category, with approximately thirty of them in the Department of Recreation and Parks. Approximately 254 temporary employees would be working for the City at this time during normal operations. Of those 254 temporary employees, 244 work for the Department of Recreation and Parks.

While some City employees have full time workload that can be accomplished unhindered in the current environment, other employees have had the opportunity to take more time for training and professional development and to conduct duties not normally in their job description. Training is considered on duty work. The remainder of this staff report provides an update on the work to assign training, professional development and new tasks to employees, particularly in the administrative leave and temporary categories.

Recreation Programming and Community Outreach

The development of virtual programming through the Recreation and Parks Department is ongoing. The next program rollout is virtual soccer classes, beginning the week of April 27. These classes will target the City's youth soccer leagues and will include those in pre-kindergarten through 4th and 5th grades. This virtual programming is conducted by department employees who would otherwise be on administrative leave.

Senior Center staff has been making check-in phone calls to vulnerable seniors since the COVID-19 response began. The Department is developing plans for expanded outreach to seniors by additional staff, that could include connecting with nursing homes, Rockville Villages members and other parts of the Rockville community. Going forward, Recreation and Parks temporary staff time will also be dedicated to outreach by phone to past class participants to encourage them to monitor the re-opening of recreation facilities and classes, and to sign up when we begin regular operations again.

Additional Census outreach by phone is another opportunity to support a high priority initiative during the COVID-19 response, while maintaining social distancing. Staff has reached out to partners with Montgomery County and the State of Maryland to learn how City staff can support outreach for the Census.

Maintenance & Monitoring

The Rockville Swim and Fitness Center will use temporary staff to take care of on-site facility work such as cleaning, preparing to re-open, basic landscaping, and preparing the outdoor seasonal facilities. Supervisors will structure the work so that individuals are either in separate areas, outdoors and/or more than 6 feet from each other.

Parks staff will resume some mowing, picking up of trash on the ground at City parks, checking the status of COVID-related signs in parks and other assigned tasks, while following the social distancing guidelines. By starting to mow now, the process of preparing City parks for full re-opening of amenities and programming will be more efficient. Note: Any employee brought into the workplace will be paid premium pay.

Staff continues to monitor and repair Public Works infrastructure across the city. The focus remains on the most critical infrastructure and tasks, such as identifying trip hazards on sidewalks and checking pump station operations. Staff in the field monitor and report additional maintenance needs as they see them. This monitoring and maintenance, or level of service, will continue to ramp up as the city shifts to early phases of re-opening.

Mandatory and Optional Training

Safety Skills for Parks and Facilities Employees – Parks and Facilities established a mandatory training program for staff through the City's online training resource, NeoGov. Employees will receive a notice of the required training, to be completed within 1 week. A new mandatory training notice will be distributed each week. Examples of course topics include:

- Accident Investigations
- Hazard Communication
- Defensive Driving
- Ladder Safety
- Playground Safety
- Hand and Power Tool Safety
- Abestos Awareness

The department is also purchasing training from Occupational Safety and Health Administration (OSHA), specifically for Rockville's Facilities team.

Public Works Training – Public Works has several employees on full time Administrative Leave, but many more who are on Administrative Leave part time as the number of essential workers at work each day has been reduced. The Operations and Maintenance employees will undergo safety skills training courses, similar to the Parks and Facilities employees described above. Since Public Works employees are spread over many disciplines, such as fleet, water, sewer, stomwater, refuse, inspectors, etc. all supervisors are developing a training plan with input from employees, for each work group. The training may be certification related, safety, new technologies/skills, webinars on current trends, etc. There are many training sources, including the American Water Works Association and the American Public Works Association, in addition to the City's NeoGov resources.

Computer-based Cyber Security Awareness Training for all Employees - On April 23, the Information Technology Department will launch a new mandatory cyber security awareness training program for all employees, Mayor and Council, and board and commission members. Mandatory trainings will be conducted quarterly with completions expected within 30 days. The training will be in a modular format that can take up to an hour to complete. It covers a variety of topics

Ongoing Online Training Opportunities – The NeoGov training tool includes more than 500 online courses that our employees can access through the web at any time. The Human Resources Department recently added several new courses relevant to the current work environment, including:

- Leading Successful Remote Teams
- Managing Stress in Uncertain Times
- 6 Tips for Parents Working from Home
- Coronavirus & Safety: What Every Cop Needs to Know

The Human Resources Department is working with all departments to ensure that training is assigned and completed by employees at all levels of the organization.

Re-opening Strategy

With guidance from other levels of government, staff will begin to develop a strategy for resuming regular operations when the current emergency orders change. It is expected that the strategy will allow for gradual return to work and opening of facilities, which will, over time, reduce the numbers of employees using administrative leave and increase, over time, the numbers of temporary personnel providing services to our community. This process also represents a learning opportunity for staff assigned to developing and implementing the strategy.

The City is also exploring ways to use the members of the 2019 Emerging Leaders Program to support management and leadership work through the COVID-19 response. That may involve supporting the organization's return to normal operations, as well as other valuable research on topics ranging from best practices to grants. As Emerging Leader Program participants, these rising stars are well suited to support the organization during this unusual time.

Mayor and Council History

On April 13, 2020, staff briefed the Mayor and Council on the City's staffing strategy through the first month of emergency response to COVID-19. On April 20, 2020, staff briefed the Mayor and Council on the proposed strategy for compensating staff through May 24, the next month of COVID-19 response operations.

Next Steps

Next steps related to staffing through the COVID-19 emergency include:

- Continue to develop opportunities for employees to, in a safe manner, provide services and complete tasks that meet immediate and longer-term needs of the community and the organization.
- Monitor the evolution of the COVID-19 emergency and continually re-examine the possible May 15 re-opening of facilities and normal operations.
- Report to the Mayor and Council by email monthly the compensation paid to essential and temporary employees.

- Develop a strategy for resuming regular operations and facility openings, based on guidance from our partners at other levels of government, and brief the Mayor and Council on the strategy.

Rob DiSpirito, City Manager 4/22/2020

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Work Session
Department: Finance
Responsible Staff: Stacey Webster

Subject

FY 2021 Mayor and Council Budget Worksession

Recommendation

Staff recommends that the Mayor and Council review the recommended adjustments to the FY 2021 proposed budget and provide final guidance to staff.

Discussion

At the Mayor and Council budget worksession held on April 13, 2020, staff presented updated recommendations to the FY 2021 proposed budget. These recommendations recognized decreases in projected revenues and expenditures as a result of the current pandemic. The Mayor and Council approved staff's initial recommendations and requested that staff return with additional expenditure reductions to offset additional decreases in revenue.

Staff developed the recommendations in this report in response to the discussion and direction at the last budget worksession. In addition to the Mayor and Council directed revenue decreases, the Mayor and Council also recommended that funding be added for various expenditure items in FY 2021. The revenue and expenditure changes are summarized in TABLE 1 and TABLE 2 and explained in the body of this agenda item.

Staff recommends that the Mayor and Council provide final direction at this meeting so that staff can prepare the ordinances and resolutions for adoption at the meeting on May 4, 2020.

Updated General Fund Revenues

TABLE 1 shows over $2.2 million in reductions for several major General Fund revenues for FY 2021. In addition to staff's April 13th recommendations, the Mayor and Council directed staff to reduce income tax by $300,000 and personal property by $345,000. The Mayor and Council expressed concern about these revenue sources given the likely decline in revenue as a result of the current crisis.

In addition to the Mayor and Council's changes, staff recommends reducing the City's Highway User Revenue by 25 percent, or $700,000. This reduction assumes that the State will likely cut municipal funding given their current and projected budget constraints.

Other General Fund revenue sources, such as charges for services, may be impacted if facility closures and social distancing remain in effect after July 1, 2020. If that situation occurs, staff will return to the Mayor and Council with a budget amendment in early FY 2021 to recognize the reductions in revenues and equal reductions in expenditures. For most recreation programs, a reduction in revenue from a program that is canceled will result in an equal or greater reduction in expenditures. Because of this offset, staff recommends keeping both revenue and expenditures in the FY 2021 budget for programming flexibility.

TABLE 1 – General Fund Revenues (pages 64-65 of proposed budget)

Proposed Revenues		**$86,860,000**
4/13 Recommendation	Decrease Admissions and Amusement Tax	(350,000)
4/13 Recommendation	Decrease Hotel Tax	(250,000)
4/13 Recommendation	Decrease Interest Earnings	(300,000)
4/27 Recommendation	Decrease Highway User Revenue	(700,000)
M&C Request	Decrease Income Tax	(300,000)
M&C Request	Decrease Personal Property Tax	(345,000)
Updated Revenue TOTAL		**$84,615,000**

TABLE 2 contains staff's recommended adjustments and the Mayor and Council's requested adjustments to the FY 2021 General Fund expenditures. These adjustments net to a decrease of almost $3.1 million (the net does not include addition to reserves).

For the City's capital budget, staff recommends reducing the General Fund transfer to the Capital Projects Fund by an additional $600,000. This can be accomplished without eliminating any CIP projects. The CIP transfer can be reduced because of the release of budget capacity from the Rockville Swim and Fitness Center Locker Room Renovation project. This project, which is nearing completion, has approximately $600,000 in unspent project contingency funds.

For the City's expenditures related to employees, staff recommends reducing regular and temporary employee wages, related benefits, and employee travel and training by a total of $328,000. The $328,000 reduction is made up by removing a $100,000 expenditure that was budgeted to help minimize compression associated with the increase in the minimum wage, $150,000 in savings due to an update of the City's FY 2021 salary projections, and a $78,000 reduction in employee training and associated travel.

There was a total increase of $400,000 in the original proposed budget to address the increase in minimum wage and the related compression for temporary employees. Of the $400,000, $125,000 is necessary to bring the City's minimum hourly rate up to the County rate of $14.00 per hour as of July 1, 2020, and the remaining $275,000 was budgeted to help alleviate the subsequent compression on temporary employee wages. Under this new recommendation, $125,000 will increase the minimum wage floor for temporary employees and $175,000 will go

towards relieving related compression. For context, during the FY 2018 budget process, the Mayor and Council directed staff to pay the City's temporary employees at rates comparable to Montgomery County. The City is only legally required to follow the State of Maryland minimum wage, which is currently $11.00 and will increase to $11.75 on January 1, 2021.

Staff's update of the General Fund salary projections netted a savings of $150,000. The net savings is a result of several retirements or resignations of regular City employees from the past two months. Most of the savings is a result of tenured employees leaving City employment. This is the final salary projection update that staff will prepare prior to the FY 2021 adopted budget.

In addition to the reductions in the personnel categories, the City Manager recommends a 20 percent reduction in operating expenditures related to employee training and associated travel. Each department will prioritize essential training for employees and will promote more online training versus out-of-state conferences. This 20 percent reduction in training and associated travel will impact all City funds.

Two additional City Manager recommended reductions include removing the proposed website redesign project at $230,000 and the biennial community survey at $59,390. The City Manager would like the website redesign to be reconsidered in the future when sufficient funding is available. It remains a high priority for the City and will be considered during FY 2021 or in the FY 2022 proposed budget. For the community survey, the City Manager recommends postponing it for one year given the unusual circumstances surrounding the current crisis. The survey results may lack some validity since many community programs and amenities are closed or are not being used at this time. Timing wise, we are at the end of a multi-year contract and need to go through a full RFP process. Delaying the survey for one year provides an opportunity to rethink the City's community survey goals and approach, and to develop an RFP scope of services that meets the current Mayor and Council's needs. In addition, the City was recently able to gain some helpful insight about recreation activities, parks and open space through the recently-presented PROS Plan, which featured a detailed and valid community survey.

During the April 13th budget worksession, the Mayor and Council discussed several other items for consideration in 2021. These items, which members of the Mayor and Council discussed with the City Manager over the past two weeks, net to a decrease of $20,000 on TABLE 2. These changes include a $25,000 reduction related to the Mayor and Council's trip to Yilan City, Taiwan, a $3,000 reduction for the Mayor and Council's annual CPI-U adjustment to compensation, a $5,000 addition for Peace Day, and a $3,000 addition for Rockville Sister City Corporation's 2021 Taiwan Bubble Tea Festival. While there did not yet appear to be direction to staff on these items from a majority of the Mayor and Council, this clearly involves policy decisions, so we included them in our revised proposal should the Mayor and Council wish to grant approval.

Additionally, the three Appointed Officials (City Manager, City Attorney, and City Clerk/Director of Council Operations) are proposing that they do not receive their annual cost of living

adjustment (COLA). This is in addition to not budgeting for any merit increases to salary for these three in FY 2021. The COLA removal amounts to a net reduction in compensation of $6,040 and is also represented in TABLE 2.

The Mayor and Council also directed staff to develop a recommendation to provide additional support to the City's caregiver agencies in both FY 2020 and FY 2021. In response to this direction, staff recommends adding $45,000 in FY 2021 for a mini-grant process and $55,000 in FY 2020 for immediate relief and support during the pandemic. Staff recommends that the FY 2021 mini-grant process focus on assistance with technology upgrades, equipment replacement, and/or the re-stocking of supplies depleted during this crisis. For more immediate relief in FY 2020, staff recommends $55,000 be re-appropriated to support the purchase and distribution of food; modified services to the homeless community; additional services for the families in shelters due to school closures; and health services to the un/under-insured members of the community.

The final change is an addition to the General Fund's unassigned fund balance of approximately $824,000. The addition to fund balance is important in uncertain times because it helps to alleviate significant unanticipated budget shortfalls and allows for the orderly provision of services to residents. This addition to fund balance provides a financial cushion in case first quarter expenditures are higher than budgeted due to coronavirus-related items and/or first quarter revenues are below projected levels.

TABLE 2 – General Fund Expenditures (pages 70-71 of the proposed budget)

Proposed Expenditures		**$86,860,000**
4/13 Recommendation	Eliminate Proposed Arts and Culture Coordinator FTE	(115,000)
4/13 Recommendation	Eliminate Proposed Events Specialist FTE	(86,000)
4/13 Recommendation	Eliminate Proposed Housing Specialist FTE	(94,000)
4/13 Recommendation	Eliminate Proposed Media Specialist FTE	(16,000)
4/13 Recommendation	Add Second Police Officer FTE	120,000
4/13 Recommendation	Unfund Merit/Step Increases for FY 2021	(700,000)
4/13 Recommendation	Delay Implementation of Comp. and Class. Results	(400,000)
4/13 Recommendation	Unfund 3-Day Employee Leave Buyback	(170,000)
4/13 Recommendation	Unfund Actuarial Study of DROP	(10,000)
4/13 Recommendation	Unfund Branding Consultant	(100,000)
4/13 Recommendation	Increase Transfer to the Parking Fund	200,000
4/13 Recommendation	Decrease Transfer to CIP for Spray Park (CIP pg. 291)	(500,000)
4/27 Recommendation	Reduce CIP Transfer, Release of Locker Room Contingency	(600,000)
4/27 Recommendation	Reduce Funding for Temp. Employee Compression	(100,000)
4/27 Recommendation	Updated Salary Projections	(150,000)
4/27 Recommendation	Reduce Funding for Employee Travel and Training	(78,000)

4/27 Recommendation	Unfund Biennial Community Survey	(59,390)
4/27 Recommendation	Unfund Website Redesign Project	(230,000)
M&C Request	Unfund Yilan City, Taiwan Trip	(25,000)
M&C Request	Unfund M&C CPI-U Adjustment	(3,000)
M&C Request	Unfund Appointed Officials Cost of Living Adjustment	(6,040)
M&C Request	Fund Peace Day Event	5,000
M&C Request	Increase Funds for Rockville Sister City Corporation Event	3,000
M&C Request	Increase Funds for Caregiver Grants for COVID-19 Relief	45,000
	Increase to Unassigned Reserves	824,430
Updated Expenditure TOTAL		**$84,615,000**

FY 2020 Budget Changes

In response to the Mayor and Council's discussion at the April 13th worksession, staff funded the following items with current FY 2020 resources:

Pedestrian and Bicycle Safety – The following Twinbrook Citizens Association pedestrian safety projects will be supported by a transfer from the current Bridge Rehabilitation CIP project:

Sidewalks CIP:

- Install a new sidewalk on Wainwright Avenue from Atlantic Avenue to the Twinbrook Community Recreation Center path ($25,000)
- Install a new sidewalk on the south side of Halpine Avenue from Ardennes to Twinbrook Parkway ($75,000)

Pedestrian and Bicycle Safety CIP:

- Install bump outs and a new crosswalk on McAuliffe at Linthicum ($20,000)
- Reconfigure the intersection and install a new crosswalk at Atlantic Avenue and Stillwell Road ($20,000)
- Reconfigure the intersection and install a new crosswalk at Midway Avenue and Aleutian Avenue ($20,000)
- Install new crosswalks at seven other locations in Twinbrook ($3,000)

Climate/Energy Action Item – Staff re-appropriated $54,460 in the FY 2020 General Fund budget for the Lincoln Park Community Center LED Interior Lighting Upgrade. This project will be partially supported by a Maryland Smart Energy Communities grant of $27,122 from the Maryland Energy Administration. In addition to the grant, staff will apply for Pepco rebates of approximately $18,000 to help offset City costs.

Caregivers – As mentioned earlier, staff recommends that $55,000 be re-appropriated to support Caregivers in this current fiscal year, in addition to $45,000 more in FY 2021 than staff had originally proposed.

TABLE 3 – FY 2020 Expenditure Changes

Pedestrian and Bicycle Safety in Twinbrook Area (CIP)	163,000
Climate/Energy Action Item – LPCC Interior LED Upgrades	54,460
Caregiver Agency Grant Relief for COVID-19	55,000
	$272,460

Outstanding Items

Two expenditure items that were addressed by the Mayor and Council in previous budget worksessions, but remain outstanding, include additional funds for the REDI Small Business Impact Fund and support for the F. Scott Fitzgerald's resident companies (RESCOs). The Mayor and Council have expressed some interest in providing funds for these items in FY 2020 or FY 2021. If a majority of the Mayor and Council would like to fund one or both of these priorities, staff will process internal transfers using current General Fund operating budget capacity in FY 2020, or include the items on the FY 2021 budget changes list (TABLE 2). Staff recommends that the Mayor and Council provide direction on these items at this meeting.

Additional Public Testimony

In addition to the public testimony that was included with the April 13th budget materials, there were five (5) more email submissions received before the close of the public comment period on April 17, 2020. Attachment A contains exhibits #45 through #49.

Mayor and Council History

Date	Action Item
December 9, 2019	Mayor and Council Budget Worksession
December 16, 2019	Budget Public Hearing
January 13, 2020	Budget Public Hearing
February 3, 2020	Discussion of Budget Survey Results and Priorities
February 24, 2020	Presentation of the FY 2021 Budget; Introduction of FY 2021 Budget Ordinance; Introduction of FY 2021 Refuse Resolution
March 2, 2020	Budget Public Hearing; Budget Worksession
March 23, 2020	Budget Public Hearing; Budget Worksession
April 13, 2020	Budget Worksession
April 17, 2020	Close of Budget Public Comment Period

Public Notification and Engagement

There were four public hearings related to the FY 2021 budget. In addition to public hearings, the public could submit comments about the budget via an online survey located on the City's website.

The FY 2021 budget public record closed on April 17, 2020.

Next Steps

Future Mayor and Council actions related to the FY 2021 budget include:

Date	Action Item
May 4, 2020	Adoption of FY 2021 Budget Ordinance; Adoption of FY 2021 Refuse Resolution; Introduction and Adoption of an Amendment to the Water and Sewer Ordinance

Attachments

Attachment 12.a: AttachA_Exhibits_45to49 (PDF)

Jenny Kimball

Jenny Kimball, Deputy City Manager 4/22/2020

Sara Taylor-Ferrell

From: Brian Vanfossen <bvanfossen@rockvillemd.gov>
Sent: Monday, April 13, 2020 9:19 AM
To: mayorcouncil
Subject: FOP letter to Mayor and Council for Public Record Referance the Proposed FY2021 Budget.
Attachments: FY2021 Budget.doc

Madam Mayor and City Council Members,

Attached you will find a letter from myself on behalf of Rockville FOP Lodge 117 and its membership. This letter is for public record reference revisions/ reductions from the original FY2021 budget. Please feel free to contact me with any questions.

Thank You,

Brian Van Fossen
President
Rockville FOP Lodge 117

I have also included the message below:

On April 9, 2020 City Manager, Rob DiSpirito, notified all City staff that he and his staff have revised their proposal for the FY2021 budget. While there is no dispute, revision is appropriate; his recommendations brought significant concern and disappointment.

It appeared Mr. DiSpirito implied that if we do not make deep cuts now our City will be plagued with a deep financial crisis. Mr. DiSpirito said: "You've *probably seen that nationally, unemployment claims were about 7 million just last week, with some predicting joblessness to eventually top 30%. Businesses are in distress and many may not survive. The stock market has taken a nose-dive, and a very deep and long-lasting recession or depression could last for years."* He also stated: *"Unfortunately, these proposals will directly affect all our employees economically. Please understand what we are trying to achieve. It's nothing less than maintaining quality public services to our residents as best we can, while preserving employee jobs for the next several years to get us through this. We clearly don't want to lose any members of our City family to layoffs or furloughs".*

In summary, the message conveyed is that everything is bad, and if we don't make these specific cuts employees will be laid off or furloughed. I ask you to look at a more optimistic scenario, based on the following:

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

- The rising (initial) unemployment claims aren't because of a weak economy but because of the forced **temporary** closure of "non-essential" businesses. Once the closures are lifted, businesses will be reopened and millions of jobs will be filled again. Unemployment claims have also risen as a direct result of relaxed qualifications in obtaining unemployment benefits.
- There is tremendous support (trillions of dollars) from the State and Federal Governments for individuals and businesses.
- The stock market did take a "nose dive" but the stock market will recover. The week ending April 10th was the best week on record for the last 45 years. Nearly half of the losses seen since the start of this pandemic have recovered.
- Both the housing market and banks remain strong; there is plenty of credit and liquidity available.

Mr. DiSpirito's email also made comparisons to the "Great Recession" and how the policy decisions he is recommending now are "not greatly different" than those made during that time. The City **never actually lost revenue** during that time. The City did however decide not to give their employees merit base salary and step increases. While withholding those increases, the City added millions of dollars to its "unassigned fund balance" and redirected millions elsewhere. In the end, the City had continuous "higher than expected" income year after year.

So are you going to burden your employees with more of the same? The city will be denying appropriate compensation, increasing benefit costs, reducing overall benefits all while increasing revenue for the city. The City's current "unassigned fund balance" is currently over $3M. Mr. DiSpirito is saying that is not enough and that we must cut employees future compensation and increase our savings (to over $4M). All of this on top of the actual 20% reserve fund.

Recently, all of you have expressed your support for our police department and your desire to add staffing. This is a time when recruiting and retaining police officers is exceptionally difficult. Placing the burden of balancing the budget primarily on your police officers and other City employees will only make this significantly harder.

Additionally, Mr. DiSpirito has made the recommendation to not conduct an actuarial study related to the implementation of a DROP (Deferred Retirement Options Program). The FOP has been actively attempting to have discussions with the City related to implementing DROP since 2017. Year after year the City has failed to move this program forward. This past year, the FOP proposed a DROP to the City, and they agreed to fund an actuarial study in FY2021 to examine its feasibility. But yet again, the City refuses to move this forward. A DROP is common in many police departments and serves as another tool for recruitment and retention of police officers. It is a program that provides benefits to employees and the organization. Many City administrators recognize the benefits a DROP would provide, and they desire the City to implement it.

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

With all that said, we ask you to consider the following revisions to the FY2021:

1. **Fund merit/step increases The Police department and AFSCME union employees are on a step based pay scale. Freezing step increases will create compression among employees and adversely affect recruitment and retention of police officers.**
2. **Fund the actuarial study for the DROP Funding the study allows the City to determine the cost of a DROP and takes a step forward in a beneficial program. The City faces no commitment to implement a DROP by simply studying the cost.**
3. **Defund the COLA to help offset providing merit/ step increases.**

The above adjustments would add $650k to the unassigned fund balance bringing the total to nearly $4M and allow the City to provide a greater benefit to more employees.

Thank you for your time and careful consideration.

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Fraternal Order of Police Lodge 117
Rockville, Maryland

MEMORANDUM

DATE: April 13, 2020

TO: Bridget Donnell Newton, Mayor
Monique Ashton, Council Member
Beryl L. Feinberg, Council Member
David Myles, Council Member
Mark Pierzchala, Council Member

FROM: Brian Van Fossen, FOP Lodge 117 President

SUBJECT: FY2021 Proposed Budget/ Revisions

Madam Mayor and City Council Members,

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It appeared Mr. DiSpirito implied that if we do not make deep cuts now our City will be plagued with a deep financial crisis. Mr. DiSpirito said: "You've *probably seen that nationally, unemployment claims were about 7 million just last week, with some predicting joblessness to eventually top 30%. Businesses are in distress and many may not survive. The stock market has taken a nose-dive, and a very deep and long-lasting recession or depression could last for years."* He also stated: *"Unfortunately, these proposals will directly affect all our employees economically. Please understand what we are trying to achieve. It's nothing less than maintaining quality public services to our residents as best we can, while preserving employee jobs for the next several years to get us through this. We clearly don't want to lose any members of our City family to layoffs or furloughs".*

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Mr. DiSpirito's email also made comparisons to the "Great Recession" and how the policy decisions he is recommending now are "not greatly different" than those made during that time. The City **never actually lost revenue** during that time. The City did however decide not to give their employees merit base salary and step increases. While withholding those increases, the City added millions of dollars to its "unassigned fund balance" and redirected millions elsewhere. In the end, the City had continuous "higher than expected" income year after year.

So are you going to burden your employees with more of the same? The city will be denying appropriate compensation, increasing benefit costs, reducing overall benefits all while increasing revenue for the city. The City's current "unassigned fund balance" is currently over $3M. Mr. DiSpirito is saying that is not enough and that we must cut employees future compensation and increase our savings (to over $4M). All of this on top of the actual 20% reserve fund.

Recently, all of you have expressed your support for our police department and your desire to add staffing. This is a time when recruiting and retaining police officers is exceptionally difficult. Placing the burden of balancing the budget primarily on your police officers and other City employees will only make this significantly harder.

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Additionally, Mr. DiSpirito has made the recommendation to not conduct an actuarial study related to the implementation of a DROP (Deferred Retirement Options Program). The FOP has been actively attempting to have discussions with the City related to implementing DROP since 2017. Year after year the City has failed to move this program forward. This past year, the FOP proposed a DROP to the City, and they agreed to fund an actuarial study in FY2021 to examine its feasibility. But yet again, the City refuses to move this forward. A DROP is common in many police departments and serves as another tool for recruitment and retention of police officers. It is a program that provides benefits to employees and the organization. Many City administrators recognize the benefits a DROP would provide, and they desire the City to implement it.

With all that said, we ask you to consider the following revisions to the FY2021:

1. **Fund merit/step increases The Police department and AFSCME union employees are on a step based pay scale. Freezing step increases will create compression among employees and adversely affect recruitment and retention of police officers.**
2. **Fund the actuarial study for the DROP Funding the study allows the City to determine the cost of a DROP and takes a step forward in a beneficial program. The City faces no commitment to implement a DROP by simply studying the cost.**
3. **Defund the COLA to help offset providing merit/ step increases.**

The above adjustments would add $650k to the unassigned fund balance bringing the total to nearly $4M and allow the City to provide a greater benefit to more employees.

Thank you for your time and careful consideration.

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Exhibit No. 46
FY2021 Budget

Rockville Swim & Fitness Center
Citizens Advisory Committee

April 10, 2020

Mayor and Council
City of Rockville, Maryland

Dear Mayor and Council:

I had planned to attend one of your budget meetings in March, but this letter will have to suffice due to the pandemic emergency. During this difficult time, thank you for everything you and the city staff are doing to provide essential city services and keep us safe. especially the first responders who are at such risk of coming into contact with people with the virus. All of us deeply appreciate their service and sacrifice.

I'm writing on behalf of the RSFC Advisory Committee and the many patrons of the Center for three reasons.

First, we would to thank you for your incredible support of the recently completed locker room and lobby renovation project. You decided to commit substantial funds and effort to this desperately needed renovation. The result is nothing less than a spectacular facility that serves wonderfully well patrons of every description. This legacy of yours will last decades.

Second, we must acknowledge the absolutely stellar work of RSFC Superintendent Adam Goldstein throughout the entire lifecycle of this multi-year project. He handled every aspect well and with his usual professionalism, good humor, and can-do spirit, especially the program and facility adjustments during extended construction. Under Adam's leadership, his staff rose to the occasion and performed excellently. We hope Adam and his staff can be recognized for their superb performance during their annual performance evaluations. We also appreciate that the city continues to support these fabulous employees while city facilities such as RSFC are closed.

Third, as you finalize the city's FY21 budget, we advocate for your continued support of RSFC operations and capital improvements, especially the outdoor pool renovation project. Thank you for all you do for our patrons and the city!

Stay well and take care.

Sincerely,

The Rockville Swim and Fitness Center Advisory Committee: Chris Noonan Sturm, Chair; Bob Taylor, Allegra Cermak, Angus Chen, Abigail Feretti, Elizabeth Richardson, Suzanne Sutton, Ellen Wicker, Da-Young Kim

cc: Rob DiSpirito, City Manager; Timothy Chestnutt, Director of Recreation and Parks; Adam Goldstein, Superintendent, Rockville Swim and Fitness Center

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Exhibit No. 47
FY2021 Budget

Sara Taylor-Ferrell

From: Seaonehere <seaonehere@yahoo.com>
Sent: Sunday, April 12, 2020 1:47 PM
To: mayorcouncil
Subject: For Community Forum - Lake New Mark in New Mark Commons

Dear Mayor and Council Members,

First, I hope this message finds you and your families well and safe during this very challenging time for our City, State, and Country. Certainly activities related to the current pandemic take precedence. However, I wanted to submit some thoughts to you in addition to those recently shared in March 2020 by Ms. Kathleen Moran, President of the New Mark Commons (NMC) Homeowners' Association, regarding financial support that is much needed for our lake dredging project, so that you will have my additional thoughts when your time permits.

I grew up in Potomac and moved to NMC about 15 years ago. Rockville is such a wonderful place to live, for so many reasons, and I'm grateful for your continued efforts in so many areas to keep it that way. I spend quite a bit of time outdoors in our NMC neighborhood and have come to realize that our lake and surrounding paths are not only enjoyed and used by NMC residents, but also by many other citizens of Rockville, who live outside of our community. In fact, I've had many conversations with people who come from all over Rockville because of our special lake. Additionally, children from other neighborhoods walk through NMC, as they travel back and forth to school. Our lake is truly a gem of the city, a gem that we NMC residents have supported financially for many years, for all residents of Rockville. In fact, we have kept it open to the public and it seems fair to say that our lake and surrounding lake banks and paths are used in a manner similar to a Rockville City park.

As Ms. Moran described, due to storm water management issues it has become increasingly expensive for us to maintain our beautiful lake for NMC and the other residents of Rockville who enjoy it. It seems very reasonable to think that the City of Rockville would have some desire and responsibility to assist us now with the financial burden of the lake dredging project.

I've spoken with many neighbors in various forums about the financial challenge that we now face regarding our lake. Similar to my view, all of these other residents believe that we should receive some support from the City of Rockville as well.

Thus, I urge you to please consider offering financial assistance to our community so that we can continue to properly care for the lake that so many Rockville residents enjoy.

Thank you for your consideration,

LS - Concerned Citizen of Rockville
Please note that I'm not sure if communications are posted to the internet with personal information (I try to keep my information off the internet to the extent possible, as a general matter). Thus, I've simply included my initials in the signature block for the purposes of this message. However, I'd be happy to provide my full information to you if you would like to follow up with me. You may respond to

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

my email message with a phone number and I will call you for any discussion that you think could be helpful.

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Exhibit No. 48
FY2021 Budget

Sara Taylor-Ferrell

From: Carl Peterson <crossbreeze@comcast.net>
Sent: Monday, April 13, 2020 1:55 PM
To: mayorcouncil
Cc: Nancy (NIH/NIMHD) [E] Breen
Subject: (1 of 2) Submission for 4-13-20 Community Forum

Submission for Community Forum, Mayor and Council Meeting No. 12-20, April 13, 2020

(Note: These comments are being submitted on behalf of **Nancy Breen**, who is copied on this email. Thank you.)

Dear Rockville Mayor and Council,

It goes without saying these are unprecedented times, with the covid-19 pandemic uprooting people's lives and threatening a substantial economic downturn. Indeed, your meeting tonight includes a worksession to consider potential changes and cuts to the city's proposed FY 2021 budget to reflect this new reality.

As you take up this difficult task, I would like to draw attention to another impact of the pandemic: the dramatic increase in the number of people bicycling and walking as transportation or to escape the confines of their homes for much-needed physical and mental recreation. A late-March analysis by the Rails-to-Trails Conservancy found the number of pedestrians, cyclists, and other trail users had tripled compared with the same period last year. Early data out of China also suggest the uptick in people walking and cycling persists even after stay-at-home guidelines are lifted.

Not only are many more people out walking and riding on Rockville's trails, sidewalks, and streets, but a significant number are likely somewhat new to the practice, inexperienced in how to mitigate conflicts with motor vehicles or their fellow pedestrians or cyclists. Consequently, the need has never been greater for a safe and intuitive transportation network that minimizes these conflicts and addresses the multimodal needs of all Rockville residents.

The city has demonstrated strong commitment to these goals, supporting the development of a Vision Zero plan that would be implemented in the coming fiscal year. To be effective, that commitment must include funding improvements in engineering, enforcement, and education to reduce conflicts and crashes and improve safety for all transportation system users.

The Rockville Bicycle Advisory Committee (RBAC) and the Rockville Pedestrian Advocacy Committee (RPAC) each submitted FY 2021 budget testimony outlining specific priorities and projects that will make the city a safer place to bike and walk. As you begin the challenging process of fiscal belt-tightening due to reduced revenues from the coronavirus emergency, we respectfully reiterate those requests and thank you for maintaining your dedicated leadership and commitment to the safety of Rockville's cyclists and pedestrians.

Sincerely,

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Nancy Breen
Chair, Rockville Bicycle Advisory Committee

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Exhibit No. 49
FY2021 Budget

Sara Taylor-Ferrell

From: Carl Peterson <crossbreeze@comcast.net>
Sent: Monday, April 13, 2020 1:56 PM
To: mayorcouncil
Cc: Eric Fulton
Subject: (2 of 2) Submission for 4-13-20 Community Forum

Submission for Community Forum, Mayor and Council Meeting No. 12-20, April 13, 2020

(Note: These comments are being submitted on behalf of **Eric Fulton**, who is copied on this email. Thank you.)

Dear Mayor and Council,

As you sit tonight to make difficult decisions regarding the FY21 budget, we ask that you maintain a focus on safety. We believe that the first priority of any municipality is to ensure the safety of its residents and visitors. The membership of the Rockville Pedestrian Advocacy Committee and the Rockville Bicycle Advisory Committee have spent much time over the past year working with city staff to identify and implement safety processes to protect drivers, pedestrians, and bicyclists. And these efforts should continue to be fully funded as planned in the FY21 budget.

Driver, pedestrian, and bicyclist safety was a critical issue last fiscal year, this fiscal year, and will be next fiscal year, as well. The city is at a critical point in its efforts to make the city safer, more walkable, and more bikeable. Pedestrian and bicyclist safety was the number-one budget priority of residents in the city's budget survey. It was an issue that each one of you identified as a top priority for the coming year. And with the city's Vision Zero Action Plan nearing completion and adoption, we cannot afford to reduce or pause any of the planned efforts to protect our residents and visitors.

We understand that there are difficult decisions to make and that many city services and programs will experience reductions. But if there is one area that we should not reduce funding, focus, and resources it is in the basic safety of our drivers, pedestrians, and bicyclists. This is the most essential service you can provide. So as you review the budget tonight and consider how to move forward with limited income, we ask that you keep it simple and keep it safe; do not reduce, alter, or cut any funding related to pedestrian and bicyclist safety.

Thank you,

Eric Fulton
Chair, Rockville Pedestrian Advocacy Committee

Attachment 12.a: AttachA_Exhibits_45to49 (3079 : FY 2021 Mayor and Council Budget Worksession)

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Review and Comment
Department: City Manager's Office
Responsible Staff: Jenny Kimball

Subject
Action Report

Recommendation
Staff recommends that the Mayor and Council review and comment on the Action Report.

Attachments
Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (DOC)

Rob DiSpirito, City Manager 4/22/2020

Attachment A

Blue - new items to the list.
Red - latest changes.

Mayor and Council Action Report

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2014-23	9/8/11	R&P	Future agenda	**King Farm Farmstead** **Status: Responses to a request for information (RFI) on potential future uses of the Farmstead were shared with the Mayor and Council on January 24, 2020 and discussed during the the April 20, 2020 meeting. Staff will share in a memo to the Mayor and Council a recommended schedule of next steps based on the April 20th discussion and instructions.**	Ongoing
2015-14	7/13/15	CMO	Future agenda	**Purchasing Study Response** **Status: An update on the Procurement Action Plan was shared on January 27, 2020. Another update will be provided in July 2020.**	Ongoing
2016-12	9/26/16	HR	Future agenda	**Vacancy Report** Provide a Vacancy Report to the Mayor and Council at the end of each Quarter. **Status: The Fiscal Year 2020 second quarter report was shared on January 27, 2020 meeting. The next report will be shared with the Mayor and Council via e-mail by April 27, 2020.**	April 27, 2020 Email distribution
2016-16	10/10/16	PDS	Future agenda	**Global Issues on BRT** Schedule another discussion on BRT with the City of Gaithersburg and Montgomery County, to include broader issues such as governance and finance. Consider holding the meeting in Gaithersburg. **Status: County transportation is studying alternatives to identify a recommended alternative for design of the MD 355 route. A recommended alternative for the Viers Mill route was selected. The project is funded for preliminary design in the County Budget for FY23.**	Ongoing
2016-18	10/24/16	PDS	Future agenda	**FAST – Faster, Smarter, More Transparent (Site Plan/Development Review Improvements)** Provide regular updates on the status of the work. **Status: A FaST update was provided to the Mayor and Council on November 18, 2019. The next update is scheduled for June 1, 2020.**	Ongoing

Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (3103 : Action Report)

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2017-6	2/27/17	CMO	Email	**Minority-, Female- & Disabled-Owned Businesses** Provide updates on the Procurement Division's activities to engage and support minority-, female- and disabled-owned businesses. **Status: The next update will be provided by email by April 27, 2020. Staff is researching a veteran's preference component and will share information with the material emailed by April 27. A local preference approach for City procurement will be discussed as a separate agenda item.**	April 27, 2020 email distribution.
2017-11	6/12/17	R&P	Agenda item	**Deer Population in Rockville** Continue to monitor the deer population. Consider action steps and gather community input. **Status: The Mayor and Council directed staff to implement the pilot deer culling program. Staff will bring required changes to the City Code for Mayor and Council for approval on June 1, 2020. Given the increased use of RedGate as a park, staff also will bring back on the Mayor and Council's June 1, 2020 agenda the topic of an alternate location for the pilot program.**	September-November 2020
2018-1	1/22/18	Finance	Action Report	**Utility Billing System** Provide updates on the replacement of the Velocity Payment System, powered by Govolution. **Status: Contracts are in place, a kick-off meeting was held and implementation underway, with estimated completion in July 2020. By the end of April, Finance will decide, based on the current environment, whether the planned July 2020 utility billing system live date will need to be delayed to the fall of 2020.**	July 2020
2018-7	6/18/18	CMO	Agenda Item	**LGBTQ Initiatives** Identify and implement Mayor and Council suggestions. **Status: Comments about future gender-neutral bathroom installations were shared during the Mayor and Council's March 2 budget worksession. Discussion will continue through the remaining budget worksessions. Signs directing users to the gender-neutral bathrooms in City Hall were ordered and temporary signs are currently up.**	Ongoing

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2018-8	6/18/18	CMO/RCPD /R&P	Town Meeting	**Opioid Town Meeting** Schedule a Town Meeting on the opioid crisis, to include prevention, enforcement and treatment. **Status: A subset of the committee working on a strategic plan for the Rockville Goes Purple Initiative will convene after the immediate needs of the COVID-19 response are addressed.**	Ongoing
2018-11	8/1/18	PDS	Agenda Item	**Neighborhood Shopping Centers** Discuss mechanisms to encourage neighborhood shopping center revitalization and explore additional zoning and uses	Summer 2020
2018-15	10/8/18	PDS	Future Agenda	**Short-Term Residential Rentals** Discuss how to manage short-term residential rentals' (e.g., Airbnb) impact on city neighborhoods and explore options for taxing users. **Status: Short-term residential rentals was discussed on January 13. Staff emailed the results of additional research requested by the Mayor and Council on January 23, 2020. The Mayor and Council also requested that a public hearing be held at a future date.**	Fall 2020
2018-19	10/15/18	HR	Future Agenda	**Volunteer Program** Discuss whether the Mayor and Council want to direct the City Manager to create a centralized volunteer program. **Status: A report on the number of volunteers and volunteer hours for the first half of FY20 was provided on the January 13, 2020 agenda. The next update will be on the July 27, 2020 agenda.** **On March 30, the Mayor and Council inquired about the annual Volunteer Appreciation Party. This is an annual event, hosted by the Mayor and Council, as a token of thanks to all the volunteers who have contributed their time throughout the year. Attendees have a buffet dinner and beverages, and hear remarks of thanks from the Mayor and Council. Invitations are sent to all the boards and commissions, coaches, senior center, REDI, Rockville Concert Band, Rockville Chorus, Rockville Civic Ballet, Rockville Sister City, F. Scott Fitzgerald Literary Festival and other volunteers. This year's party is scheduled from 5:30-7:30 p.m. on Wednesday, September 16 at Glenview Mansion.**	July 27, 2020

Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (3103 : Action Report)

Attachment A

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2019-1	10/29/18	PDS	Future Agenda	**Accessory Structures** **Status: On April 20, 2020, the Mayor and Council discussed potential revisions to the development standards for accessory structures. The Mayor and Council directed staff to conduct additional neighborhood outreach to educate and inform residents of the proposed changes and to schedule an additional public hearing in the fall 2020.**	April 20, 2020
2019-2	2/25/19	R&P/PDS/ CMO	Future Agenda	**RedGate Golf Course Property** **Veterans Home –** Consider the proposed partnership with the Maryland Veterans Administration to establish a home for veterans at the Redgate property. **Status: On April 13, the State Secretary of Veteran's Affairs confirmed that the State selected a site in Carroll County for the second veteran's home, and thanked the City for the consideration of a Rockville site.** **Master Planning** – Prepare a scope of work for a master planning consultant. **Status: With the removal of RedGate from consideration for a home for Veterans and the feedback obtained during the March 30 Mayor and Council discussion, staff is revising the approach to plan the future use of the site and will share a proposed path forward via memo to the Mayor and Council by the end of April.**	Ongoing TBD
2019-4	3/25/19	PDS	Future Agenda	**Business Improvement Districts (BIDs) and Tax Increment Financing (TIF)** Discussion of potential City uses of BIDs and TIFs	TBD
2019-7	4/1/19	R & P	Memo	**Child Care Services** Discuss city provision of child care services (history of the current program, community need for the service, private sector market, expansion to additional Rockville locations). **Status: Staff is preparing follow up on the Mayor and Council's November 25, 2019 worksession discussion of early childhood education services, for a Mayor and Council agenda in summer 2020. Councilmember Myles asked for information about childcare needs and services during the COVID-19 update at the April 20, 2020 meeting, and staff will provide information on that topic in a memo to the Mayor and Council the week of April 27.**	Summer 2020

Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (3103 : Action Report)

Attachment A

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2019-9	4/1/19	HR	Memo	**Reduction in Force (RIF) Policy** **Prepare a Reduction in Force (RIF) policy, to be incorporated in the Personnel Policy and Procedures Manual update.** **Status: Mayor and Council will consider this policy in the context of the ongoing review of the proposed Personnel Policies and Procedures Manual (PPM), which will be rescheduled to a date to be determined following the COVID-19 response.**	May 18, 2020
2019-10	4/1/19	HR	Email	**Personnel Policy and Procedures Manual Update** Share an update on the status of this effort. **Status: The draft revised manual was distributed to Mayor and Council on January 31, 2020 and was discussed at the February 24, 2020 meeting. Mayor and Councilmembers are forwarding questions to staff who will provide responses in writing. The next discussion on agenda was planned for May 18, 2020. That will be rescheduled to a later date to be determined given the ongoing COVID-19 response.**	TBD
2019-11	4/1/19	HR	Future Agenda	**Retirement Incentive/Employee Buyout Program** Provide information about employee buyout programs and discuss the potential for a Rockville program. **Status: Director of Finance provided an update to the Mayor and Council via email on May 3, 2019.**	Summer 2020
2019-12	4/1/19	Police	Future Agenda	**Parking Enforcement at Street Meters** Share an overview of Rockville's current program and how other local jurisdictions handle parking enforcement at street meters, including hours of enforcement. **Status: Parking meter operations was a component of the Mayor and Council's parking discussion on July 15, 2019. Staff will continue to discuss this topic with FRIT and will keep the Mayor and Council informed as developments occur. To support take-out only operations of Rockville food service businesses during COVID-19 response, parking meter spaces have been signed as 15- minute curbside pick-up.**	Ongoing

Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (3103 : Action Report)

Attachment A

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2019-19	12/16/2019	City Clerk/Director of Council Operations	Worksession	**Boards and Commissions Task Force Work Session** – Continue the Mayor and Council's discussion of the Boards and Commission Task Force (BCTF). **Status: The Mayor and Council will discuss the BCTF's top four recommendations during a regular meeting on June 8, 2020.**	June 8, 2020
2019-20	12/16/2019	City Clerk/Director of Council Operations	Meeting	**Post-Election Presentation** **Status: On April 6, 2020, the chair of the Board of Supervisors of Elections sent a 2019 Vote By Mail Election Report to the Mayor and Council. The report is posted on the Board of Supervisors of Elections web page. The Board will present the report during the Mayor and Council meeting on May 11.**	May 11, 2020
2020-01	1/6/2020	Police	Future Agenda	**Emergency Management Program** – Receive an update from the Emergency Manager on the city's emergency management program and activities. **Status: Staff is briefing the Mayor and Council on the COVID-19 pandemic on each meeting agenda. A comprehensive update on the emergency management program will be scheduled in July 2020 or as soon as possible after the Emergency Manager's response to COVID-19 concludes.**	July 2020
2020-02	1/13/2020	CMO	Memo and Future Agenda	**5G Wireless Technology** **Status: On March 18, 2020, the Mayor and Council discussed Zoning Text Amendment TXT2019-00251 on regulating the Installation of Small Cell Antennas and directed staff to return on agenda with a revised ZTA based on the results of the discussion.**	May 11, 2020
2020-03	1/13/2020	DPW	Memo and Future Agenda	**Climate Change Efforts -** Brief the Mayor and Council on City efforts related to climate change. **Status: A memo describing potential future options to strategically support energy efficiency, renewable energy, greener fleets, and long-term strategic planning was shared with the Mayor and Council by email the week of April 6, 2020. This is also a topic of ongoing FY21 budget deliberations.**	TBD
2020-04	1/13/2020	Police	Memo and Future Agenda	**Drones and Public Safety –** Explore potential public safety issues associated with drones and how the City could consider monitoring, regulating and penalizing criminal activity.	Fall 2020

Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (3103 : Action Report)

Attachment A

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2020-05	1/13/2020	R&P	Email	**Americans with Disabilities Act** – Provide information about the City's work to ensure compliance with ADA requirements at City facilities. **Status: Staff provided initial information via email to the Mayor and Council on January 17, 2020. Funding for ADA-related projects is being discussed by the Mayor and Council in the context of the FY21 proposed budget.**	May 2020
2020-07	1/13/2020	PDS	Future Agenda	**Affordable Housing Goals -** Discuss Rockville's strategy to meet the affordable housing goals established by the Metropolitan Washington Council of Governments (COG). **Status: Future agenda items will explore paths that the city could take to meet the COG housing allocation. In addition, staff will conduct a forum with stakeholders in the development community and building trade association to solicit feedback on the following items, then bring the feedback to the Mayor and Council on agenda:** **1. Affordable Housing Fee for Small Residential Developments** **2. In-Lieu Fee for Condominium Development** **3. Require Developments with 50 or More Units to Provide 15% MPDUs**	Ongoing
2020-08	1/27/2020	CMO/PDS/ Finance/ DPW	Worksession	**Town Center –** Follow up on Mayor and Council direction from the Town Hall meeting and Urban Land Institute (ULI) report. **Status: A status update and discussion of Town Center initiatives is on the Mayor and Council's May 11 agenda.** **Parking** – Explore improvements to parking in Town Center **Status: Staff is preparing a proposal on parking improvements to present to the Mayor and Council.** **Town Center Road Diet –** Study and report to Mayor and Council on suggestions in the TAP report and Mayor and Council's discussion. **Status: Public Works examination of options is underway. Funding was identified for a consultant to continue the examination in FY20. Proposals were received on April 3, 2020 and are under review.** **Real Estate/Broker/Economist Assessment –** In the context of the next update on the ULI recommendations, invite industry experts to dialogue on competitive challenges to Town Center **Undergrounding of Route 355 –** Revisit the information provided to the Mayor and Council, including community impacts, to formulate an official Mayor and Council position post COVID-19.	Ongoing

Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (3103 : Action Report)

Attachment A

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2020-09	1/27/2020	DPW	Future Agenda	**Corridor Cities Transitway –** provide background information to facilitate the current Mayor and Council taking an official position on the CCT route. **Status: Discussion will be scheduled for late summer**	TBD
2020-10	1/27/2020	DPW	Future Agenda	**I-270 widening –** Establish a strategy for negotiating with the State. **Status: City staff met with SHA staff and their consultant on February 14, 2020, to begin coordination on a potential MOU. State staff provided preliminary findings related to the potential impacts of different alternatives on traffic, parks, bridges, utilities, and storm water facilities. More information will be needed to develop the parameters to be used for negotiating an MOU between the City and MDOT. MDOT is preparing to release an RFQ this spring to seek their private developer partner, and they expect to complete this process by 2021. City staff will use information collected to draft parameters for negotiating an MOU with the State for Mayor and Council discussion and instructions. During the next meeting, staff will discuss with SHA utility relocation cost and expectations.**	Ongoing
2020-11		PDS	Future Agenda	**Annexation Options** – Discuss annexation options.	TBD

CLOSED/COMPLETED

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline

Attachment 13.A.a: MC Action Report Master 2020 _REVISED 041520 (3103 : Action Report)

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Review and Comment
Department: City Clerk/Director of Council Operations Office
Responsible Staff: Sara Taylor-Ferrell

Subject

Future Agendas

Recommendation

Attachments

Attachment 14.A.a: 5.4.20 Mock Agenda (DOC)
Attachment 14.A.b: Future Agendas 04.27.2020 (XLS)

Sara Taylor-Ferrell, City Clerk/Director of Council Operations 4/22/2020

MAYOR AND COUNCIL

MEETING NO.
Monday, May 4, 2020 – 6:00 PM

MOCK AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Any person who requires assistance in order to attend a city meeting should call the ADA Coordinator at 240-314-8108.

Rockville City Hall will be closed through May 15, due to recent issued state directives for slowing down the spread of the coronavirus COVID-19 and social distancing.

To support social distancing, the Mayor and Council are conducting meetings virtually. The virtual meetings can be viewed on Rockville 11, channel 11 on county cable, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

If you wish to submit comments in writing for Community Forum or Public Hearings, please email mayorandcouncil@rockvillemd.gov by no later than 2:00 p.m. on the date of the meeting.

All comments will be acknowledged by the Mayor and Council at the meeting and added to the agenda for public viewing on the website.

Drop-In Sessions will be held by phone on Monday, May 11 from 5:00-5:45 p.m.
Please sign up by 2 p.m. on the meeting day.
https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227

6:00 PM **1. Convene**

2. Pledge of Allegiance

3. Agenda Review

6:05 PM **4. City Manager's Report**

6:15 PM **5. COVID-19 Update**

Attachment 14.A.a: 5.4.20 Mock Agenda (3105 : Future Agendas)

6:45 PM **6. Proclamation**

A. Proclamation Recognizing May as Bicycle Awareness Month

B. Proclamation Declaring Older Americans Month May 2020

C. Proclamation Declaring Women's Health Week May 10 – 16, 2020

7:00 PM **7. Community Forum**

Any member of the community may address the Mayor and Council for 3 minutes during Community Forum. Unless otherwise indicated, Community Forum is included on the agenda for every regular Mayor and Council meeting, generally between 7:00 and 7:30 pm. Call the City Clerk/Director of Council Operation's Office at 240-314-8280 to sign up to speak in advance or sign up in the Mayor and Council Chamber the night of the meeting.

8. Mayor and Council's Response to Community Forum

7:20 PM **9. Consent**

A. Authorize the City Manager to Execute a Lease Agreement Between the Mayor and Council of Rockville and Cellco Partnership, a Delaware general partnership (doing business as Verizon Wireless)

B. Temporary Suspension of MPDU Recertification Requirement

7:25 PM **10. Authorize the City Manager to Execute the Seventh Amendment to the Interim Management Agreement Between the Mayor and Council of Rockville and Street Retail, Inc. (Herein Referred to as "FRIT") to Temporarily Manage the Town Square Commercial District and the Town Square Street and Area Lighting District (Collectively, the "Town Square Management District") and the Plaza at Rockville Town Square**

7:30 PM **11. Vision Zero Plan Presentation, and Discussion and Instructions to Staff**

8:30 PM **12. East Rockville Design Guidelines and Standards: Proposed Zoning Text Amendment Discussion and Possible Authorization.**

Attachment 14.A.a: 5.4.20 Mock Agenda (3105 : Future Agendas)

9:00 PM **13. Introduction, and Possible Adoption, of an Ordinance to Levy Special Assessments For Driveway Aprons Constructed in Fiscal Year 2019, Project TC16**

9:05 PM **14. Adoption of Resolution to Declare the Official Intent of the Mayor and Council to Bond Finance Certain Projects Under U.S. Treasury Income Tax Regulation Section 1.150-2**

9:10 PM **15. Adoption of a Resolution to Close Completed Capital Improvements Program Projects**

9:15 PM **16. Introduction, and Possible Adoption, of an Ordinance to Amend Chapter 24 Entitled "Water, Sewers and Sewage Disposal, " Article III, "Rates and Charges" So as to Establish the Water and Sewer Usage Charges and Water and Sewer Ready to Serve Charges for Fiscal Year 2021**

9:25 PM **17. Adoption of a Resolution to Establish the Service Charge Rate for Municipal Refuse Collection**

9:30 PM **18. Adoption of an Ordinance to Appropriate Funds and Levy Taxes for Fiscal Year 2021**

9:35 PM **19. Discussion on Scope of Charter Review Commission**

10:05 PM **20. Review and Comment - Mayor and Council Action Report**

21. Review and Comment - Future Agendas

22. Old/New Business

10:20 PM **23. Adjournment**

The Mayor and Council Rules and Procedures and Operating Guidelines establish procedures and practices for Mayor and Council meetings, including public hearing procedures. They are available at: http://www.rockvillemd.gov/mcguidelines.

Attachment 14.A.a: 5.4.20 Mock Agenda (3105 : Future Agendas)

Future Agendas
Tentative as of 04/27/2020

Meeting : 05/11/20 07:00 PM (7 items)		
Category	**Estimated Agenda Time Needed (in minutes)**	**Title**
Presentation and Discussion	60	Board of Supervisors of Elections - 2019 Vote by Mail Election Report
Discussion	60	Town Center Initiative - Status Update and Discussion
Introduction and Possible Adoption	45	Introduction and Possible Adoption of Text Amendment TXT2019-00251 -To Adopt Regulations for the Installations of Small Cell Antennas
Consent	5	Authorization to Release and Extinguish an Existing Stormwater Management Easement on Lot 29, Block 2 of the Autrey Heights Subdivision
Consent	5	Authorize the City Manager to Award a Rider Contract for Diesel Fuel L for City Vehicles and Equipment for a Contract Period Up to Five (5) Years in the Aggregate Amount Not to Exceed $$996,685.
Proclamation	5	Proclamation Recognizing May 18-22, 2020 as National Public Works Week
Discussion and Instructions	15	Cancellation of the City's Independence Day Celebration
Total Meeting Time (In Hours)	**3 HRS 15 MINS**	
Meeting : 05/18/20 07:00 PM (TBD)		
Category	**Estimated Agenda Time Needed (in minutes)**	**Title**

Future Agendas
Tentative as of 04/27/2020

Meeting : 06/01/20 07:00 PM (7 items)		
Category	Estimated Agenda Time Needed (in minutes)	Title
Discussion, Instructions and Possible Adoption	45	Discussion and Instruction and Possible Adoption of Rockville Economic Development, Inc. (REDI) Agreement
Proclamation	5	Proclamation Declaring June 20 as World Refugee Day
Proclamation	5	Proclamation Declaring June as LGBTQ+ Pride Month
Presentation	30	FAST Project Report
Introduction and Possible Adoption	30	Introduction and Possible Adoption of an Ordinance to Amend Chapter 13 of the Rockville City Code Entitled "Miscellaneous Provisions and Offenses" by Adding a New Article to Amend Chapter 13 of the Rockville City Code, Entitled “Miscellaneous Provisions and Offenses” to Add a New Section 13-71 to Regulate the Discharge of Bows Within the City and to Require a Bow Hunter to Report the Failure to Recover a Wounded Deer to City Police.
Introduction and Possible Adoption	30	Introduction and Possible Adoption of an Ordinance to Amend Chapter 14 of the Rockville City Code, Entitled “Parks and Recreation” So as to Amend the Animals; Malicious Mischief, Damage, Etc; Operating Hours; and Traffic Regulations Sections Contained in Article III to Allow for the Establishment of a City Managed Deer Culling Program on City Park Property.
Presentation and Discussion	30	Alternative Location for Deer Culling Operation
Total Meeting Time (In Hours)	2 HR 55 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 06/08/20 07:00 PM (5 items)		

Future Agendas
Tentative as of 04/27/2020

Discussion and Instructions	40	Boards and Commissions Task Force Priority Recommendations
Discussion, Instructions and Possible Adoption	60	Park Road and North/South Stonestreet Avenue Area Work Session and Possible Adoption
Public Hearing	30	Map Amendment MAP2020-00119, for the Rezoning of 102 Aberdeen Road from R-60 to R-60 (Historic District) in Order to Place the Property in a Historic District; Historic District Commission, Applicants
Presentation	30	Briefing on Project Plan PJT2020-00012, Key West at Fallsgrove, for an Amendment to the Fallsgrove Planned Development (PD) to Permit Up to 350 Multifamily Dwellings in Place of the Approved Office Development at 1800 Research Boulevard; Key West Center Fallsgrove LLC, Applicant
Adoption	30	Resolution to Adopt Vision Zero Plan
Total Meeting Time (In Hours)	3 HR 10 MINS	
Category	Estimated Agenda Time Needed	Title
Meeting : 06/22/20 07:00 PM (1 items)		
Discussion, Instructions and Possible Adoption	30	Proposed Appointment Selections - 2020 Charter Review Commission and Scope of Work
Total Meeting Time (In Hours)	HR 30 MINS	

Mayor & Council Meeting Date: April 27, 2020
Agenda Item Type: Additional Information
Department: City Clerk/Director of Council Operations Office
Responsible Staff: Sara Taylor-Ferrell

Subject

Community Forum Comments - 4.27.2020

Recommendation

Attachments

Attachment A.a: Community Forum Speakers List Comments 4.27.20(PDF)

Sara Taylor-Ferrell, City Clerk/Director of Council Operations 4/27/2020

Speakers List
Community Forum
(April 27, 2020)

	Name Address/Phone	Topic
1.	Dennis Cain 504 Carr Rockville MD cain.df@gmail.com	**Oppose TXT2019-00254** - We support the view that additional large structures in rear yards are seriously detrimental to life in a single family residential neighborhood.
2.	D'Anna Jensen Dee.jensen30@yahoo.com	**Oppose TXT2019-00254**– I am in agreement with the WECA position
3.	Ryan Boslego 15029 Rocking Spring Dr. Rockville, MD	**Redgate Park** - Please leave Redgate Park 100% parkland
4.	Laura W. Andruski 625 Edmonston Drive Rockville, MD	**Redgate Park** - Please leave Redgate Park 100% parkland
5.	Wayne Breslyn 1916 Stanley Avenue Rockville MD	**Redgate Park** - We would like to reiterate our stron position for mainitiaing Redgate Park in its vurrent form with minimal change.
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Jacqueline Mobley

From: Dennis Cain <cain.df@gmail.com>
Sent: Monday, April 20, 2020 2:27 PM
To: mayorcouncil
Cc: Robert DiSpirito; Brian Shipley
Subject: Comments Regarding Text Amendment 2019-00254

I am writing this letter to express my support for the position expressed by Brian Shipley, President of the West End Citizens Association and the chairs of the PA4 Neighborhood Plan committee of which I am a member. Unfortunately I'm not able to present my views at Citizens Forum.

My experience with this issue of accessory residential buildings in the rear yards in single family residential neighborhoods relates precisely to the problem associated with such structures and illustrates a major problem with them.

We moved to Rockville on May 1968 to our present residence at 502 Carr Ave. Our immediate neighbor at 504 had 3 teen aged children and he constructed a two story windowed structure for the use of his 2 sons and their friends. The building was adjacent to the fence between our lots such that it essentially overlooked the rear of our house. This is especially relevant because we have a large sun room along the rear of the house. The impact of this building had a remarkable effect on the sense of privacy which we enjoyed as part of life in our home. There was a sense of being continuously under observation in the sun room or the rear yard throughout our family.

We had good relationships with the Sullivan family and were sorry to see them ultimately move to Arizona in retirement. The new neighbors who bought the house fortunately were unhappy with the large structure in the back yard and shortly after they moved in, they tore the building down and removed the large concrete base. Needless say, we were very happy to see the building go and our sense of privacy returned.

We support the view that additional large structures in rear yards are seriously detrimental to life in a single family residential neighborhood.

Attachment A.a: Community Forum Speakers List Comments 4.27.20 (3107 : Community Forum Comments - 4.27.2020)

Jacqueline Mobley

From: DAnna Jensen <dee.jensen30@yahoo.com>
Sent: Monday, April 20, 2020 3:51 PM
To: mayorcouncil
Subject: Opposition to Zoning Amendment TXT2019-00254

Dear Mayor and Council,

I wanted to reach out directly to voice my opposition to the zoning amendment TXT2019-00254 that allows for large accessory buildings that may in the future be used as potential rental units in the future. My opposition stems from the desire to keep the neighborhood a single-family home environment. We chose to move here because of this. My other opposition to this is the increased parking problems that this will create. We have already experienced this issue with neighbors renting rooms to boarders that have many additional vehicles along with work vehicles. This creates a hazard on our already narrow streets for the passage of emergency vehicles.

So in closing, I am in agreement with the WECA Position listed below and in opposition to the

Best regards,

D'Anna Jensen
West End Resident for 23 years

Summary of WECA Position:

- **We oppose the changes in zoning amendment TXT2019-00254 to accessory building height, total size, property line setback, and the allowance of two stories**
- **We support retaining the current accessory building height limit of 15 feet, measured to the roof gable peak, and one story only**
- **To allow for comfortably sized garages or sheds, we support increasing the allowable ground footprint of one-story backyard accessory buildings from the 500 square feet allowed today, to the maximums in the amendment of:**
- **600 square feet on an R-60 lot**
- **720 square feet on an R-90 lot**
- **up to a maximum of 1,000 square feet for larger lots**

Again, we urge you to take a few minutes to email mayorcouncil@rockvillemd.gov before April 19. If you agree with the WECA position, tell them you oppose enlarging accessory buildings to two stories and the total size allowed by the amendment, and urge them to reflect the same when determining the next steps on amendment TXT2019-00254.

Jacqueline Mobley

From: Ryan Boslego <ryanboslego@gmail.com>
Sent: Thursday, April 23, 2020 6:15 PM
To: mayorcouncil
Subject: Please leave Redgate Park 100% parkland.

- *Redgate Park is a community gem. It sits right in the middle of Rockville. I can go birding with my family and walk with some peace and quiet. In the short time that Redgate Park has been opened up as a park, there have been 131 species sighted with the promise of many more to come due to the unique habitat on the property. Please leave Redgate Park 100% parkland.*
- I support a Veterans Home and housing for mentally and physically impaired people but ask that Montgomery County government and Rockville City to find a different location.
-
- RedGate Park makes up over 10% of the parkland owned by Rockville City. This would be lost forever.
-
- RedGate Park hosts over 130 species of birds and other wildlife. It's one of the few places to consistently see bluebirds.
-
- Traffic on Avery & Norbeck is horrendous. Development would make it worse.

Thank you.
Ryan Boslego
15029 Rocking Spring Dr, Rockville, MD 20853

Attachment A.a: Community Forum Speakers List Comments 4.27.20 (3107 : Community Forum Comments - 4.27.2020)

Jacqueline Mobley

From: Laura Andruski <lwandruski@gmail.com>
Sent: Saturday, April 25, 2020 10:27 AM
To: mayorcouncil
Subject: Save Redgate Park as a Park!

Dear Rockville Mayor & Council:

Redgate Park is a community resource unlike any other! It is so convenient as it is located right in the middle of Rockville. As a woman of a certain age, I appreciate the surface paths once used by golf carts that allow me to walk safely. I cannot do the walking paths at Lake Frank or Needwood. (I am too unsteady due to knee surgery.) Not only does it allow me to exercise without fear of falling, but I get to enjoy nature. The wildlife, particularly birds, is absolutely amazing! In the short time that Redgate Park has been opened up as a park, there have been 131 species sighted with the promise of many more to come due to the unique habitat on the property. Please leave Redgate Park 100% parkland.

Thank you.
Laura W. Andruski
625 Edmonston Drive
Rockville, MD

Jacqueline Mobley

From: Save@ <RedGatePark.org Save@RedGatePark.org>
Sent: Monday, April 27, 2020 1:51 PM
To: mayorcouncil
Subject: Community Forum: Letter from Friends of RedGate Park
Attachments: Letter-FORP-Aprl-27-2020.pdf

Dear Mayor and Council, please see the attached letter.

Thank you,

Wayne Breslyn
Friends of RedGate Park

Attachment A.a: Community Forum Speakers List Comments 4.27.20 (3107 : Community Forum Comments - 4.27.2020)

Friends of RedGate Park

April 27, 2020

Dear Mayor and Council,

Friends of RedGate Park would like to formally thank the Mayor and Council for their careful attention to the planning process for RedGate Park and their continued commitment to community involvement.

With recent changes to the planning process for RedGate Park due to the Covid-19 situation, we understand that the Rockville Recreation and Parks Department will be conducting planning and report to the Mayor and Council.

We respectfully request that community input regarding plans for RedGate Park continue to follow a defined course of action that is open and transparent. The original proposal stated that there would be a "robust public consultation process" and substantial "stakeholder engagement" with numerous opportunities for community input. Friends of RedGate Park would like to be an integral part of that process.

We would also like to reiterate our strong position for maintaining RedGate Park in its current form with minimal change.

Residents of Rockville have repeatedly voiced their support for the Park as a place for walking and wildlife and for an open and transparent planning process. As founding members of Friends of RedGate Park, we would be willing to share our extensive experience talking with residents and spending time at RedGate Park as the City moves forward with planning.

Thank you once again,

Wayne Breslyn
1916 Stanley Avenue

Anne Goodman
1109 Clagett Drive

Chuck Woolery
315 Dean Avenue

Steve Chesterton
821 Lynn Court

Deborah Landeau
308 Crabb Avenue

Amanda Aparicio
1202 Simmons Drive

Friends of RedGate Park
www.RedGatePark.org

Attachment A.a: Community Forum Speakers List Comments 4.27.20 (3107 : Community Forum Comments - 4.27.2020)