



MAYOR AND COUNCIL

MEETING NO. 25-20
Monday, August 3, 2020 – 7:00 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 is closed due to the state directives for slowing down the spread of the coronavirus COVID-19 and continue practicing safe social distancing.

Viewing Mayor and Council Meetings

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.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to 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.

If you wish to participate virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your **Name, Phone number, the Community Forum or Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone)** to mayorandcouncil@rockvillemd.gov no later than **9:00 am on the day of the meeting**.
2. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
3. Plan to join the meeting no later than 5:40 p.m. (approximately 20 minutes before the actual meeting start time).
4. Read for <https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex>
5. meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, **Conduct a WebEx test:** <https://www.webex.com/test-meeting.html> prior to signing up to join the meeting to ensure your equipment will work as expected.
7. Participate (by phone or computer) in the optional Webex Orientation Question and Answer Session at 3 p.m. the day of the meeting, for an overview of the Webex tool, or to ask general process questions.

Participating in Mayor and Council Drop-In (Mayor Newton and Councilmember Myles)

Drop-In Sessions will be held by phone on Monday, August 3 from 5:30-6:00 p.m. **Please sign up by 2 p.m. on the meeting day using the form at:** <https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227>

- 6:00 PM 1. Convene in Open Session to vote on motion to go into Closed Session pursuant to Section 3-305(b)(10) of the General Provisions Article of the Annotated Code of Maryland to discuss public security, including the deployment of police services.
 - 2. Closed Session
 - 7:00 PM 3. Reconvene into Open Session
 - 4. Pledge of Allegiance
 - 5. Agenda Review
 - 7:05 PM 6. City Manager's Report
 - 7:20 PM 7. COVID-19 Update
 - 7:30 PM 8. Proclamation
 - A. Proclamation Declaring 9/11 as National Day of Service and Remembrance/Patriot Day (Mayor Newton)
 - B. Proclamation Declaring National Hispanic Heritage Month (CM Ashton)
 - C. Proclamation Declaring September 2020 as National Recovery Month (CM Feinberg)
 - 7:40 PM 9. Boards and Commissions Appointments and Reappointments
 - A. Boards and Commissions Appointments and Reappointments
 - 7:50 PM 10. 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.

11. Mayor and Council's Response to Community Forum**8:10 PM 12. Consent**

- A. Award IFB #08-20, Middle Lane 54-Inch Diameter CMP Storm Drain Renewal, to Pleasants Construction, Inc., in the Amount Not to Exceed \$330,817.81**
- B. Award of Sourcewell (NJPA) Rider Contract #081716-NAF, Rear Loader Refuse Truck, to National Auto Fleet Group in the Amount Not to Exceed \$258,320**
- C. Approval to Increase Contract #01-20, Bridge Improvements: Crofton Hill Lane and Scott Drive Bridges, to Concrete General Inc. in the Amount of \$125,000.00**
- D. Award of Montgomery County Government Contract #1106920 for HVAC Systems Preventative Maintenance, Repair and Installation Services**
- E. Extension of License Agreement with Montgomery County for Shelter Use at 6 Taft Court**
- F. Approval Minutes**

8:15 PM 13. Authorization to File Zoning Text Amendment Application to Delete Housing for Senior Adults and Persons with Disabilities from the Single Dwelling Unit Residential Zones**8:30 PM 14. COVID-19 Staffing Update****8:50 PM 15. Make it Visible Art Project in Rockville Town Square**

- 9:00 PM **16. Vacancy Report/Hiring Freeze Status**
- 10:10 PM **17. Procurement Action Plan Update 48-Month**
- 10:40 PM **18. Review and Comment - Mayor and Council Action Report**
- A. Action Report**
- 19. Review and Comment - Future Agendas**
- A. Future Agendas**
- 20. Old/New Business**
- 11:00 PM **21. 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>.



Mayor & Council Meeting Date: August 3, 2020
Agenda Item Type: Proclamation
Department: City Clerk/Director of Council Operations Office
Responsible Staff: Jacqueline Mobley

Subject

Proclamation Declaring 9/11 as National Day of Service and Remembrance/Patriot Day

Recommendation

Mayor and Council to read and approve proclamation.

Discussion

September 11, 2020 will mark the 19-year anniversary of the September 11, 2001 attacks that changed the United States forever. Often referred to as 9/11, the attacks resulted in extensive death and destruction, triggering major U.S. initiatives to combat terrorism. Over 3,000 people were killed during the attacks in New York City, Shanksville, PA and Washington, D.C., including military personnel, police officers, firefighters and paramedics. Almost 10,000 others were treated for injuries.

Following 9/11, President George W. Bush called on all Americans to serve their communities, their Nation and their world, and declared September 11 "Patriot Day" to honor both the victims and heroes of the September 11 attacks. During his 2002 state of the Union Address, President Bush announced the creation of USA Freedom Corps to connect Americans with more opportunities to serve their county, to foster a culture of citizenship, responsibility and service, and to strengthen National Service Programs.

In 2009, the United States Congress passed bipartisan legislation authorizing the establishment of September 11 as a federally recognized National Day of Service and remembrance is an observance under which individuals, nonprofits, companies, schools and other groups remember by doing, taking time to engage in charitable service in tribute to the 9/11 victims and survivors, and all those that rose in service in response to the attacks.

Attachments

Attachment 8.A.a: 9-11 National Day of Service and Remembrance (PDF)

Sara Taylor-Ferrell
Sara Taylor-Ferrell, City Clerk/Director of Council Operations 7/29/2020



WHEREAS, people of all ages and walks of life, across America and around the world, collectively witnessed an event of immense tragedy on September 11, 2001; and the events of that day instantly transformed nearly everyone's lives, some through personal loss and many others through an unfamiliar sense of individual and national vulnerability; and

WHEREAS, an unprecedented historic bonding of Americans arose from the collective shock, unifying the country in an outpouring of national spirit, pride, selflessness, generosity, courage and service; and

WHEREAS, countless fire and police departments, first responders, and volunteers heroically, tirelessly and courageously participated in an extraordinarily difficult and dangerous rescue and recovery effort, in some cases voluntarily putting their own lives at risk; and

WHEREAS, in 2009, the United States Congress passed bipartisan legislation authorizing the establishment of September 11 as a federally recognized National Day of Service and Remembrance which President Barack Obama signed into law; and

WHEREAS, September 11 will never, and should never, be just another day in the hearts and minds of all Americans and many may wish to memorialize September 11 by engaging in personal and individual acts of community service, or other giving activities, as part of a solemn day of remembrance and tribute; and

NOW, THEREFORE, the Mayor and Council of the City of Rockville, do hereby proclaim **September 11, 2020 as 9/11 Day of Service and Remembrance** in tribute to the victims of the 9/11 terrorist attacks and to the many who rose in service in response to the attacks; and we urge the Rockville community to observe September 11, 2017 as a voluntary Day of Service and Remembrance.



Bridget Donnell Newton
Bridget Donnell Newton, Mayor

Monique Ashton
Monique Ashton, Councilmember

Beryl L. Feinberg
Beryl L. Feinberg, Councilmember

David E. Myles
David Myles, Councilmember

Mark Pierzchala
Mark Pierzchala, Councilmember

August 3, 2020



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Proclamation
 Department: Housing and Community Development
 Responsible Staff: Janet Kelly

Subject

Proclamation Declaring National Hispanic Heritage Month

Recommendation

Staff recommends the Mayor and Council read and issue proclamation to recipient

Discussion

In 1968, President Lyndon B. Johnson signed into law the National Hispanic Heritage Week. It became the National Hispanic Heritage Month in 1989 celebrated between September 15 to October 15. The month marks the anniversary of independence of five Latin American countries, including Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua, all of whom declared independence from the former colonial power, Spain, on September 15, 1821. Mexico, Chile, and Belize¹ celebrate Independence Day on September 16th, 18, and 21st.

During the month of September, communities gather to share the diverse and rich cultural history and heritage. The City of Rockville, through its annual programs like Hometown Holidays, Dr. Martin Luther King, Jr., and International Night, encourages participation to highlight this valuable segment of the population.

A Proclamation Declaring National Hispanic Heritage Month is attached.

Mayor and Council History

The Mayor and Council issues this proclamation annually.

Attachments

Attachment 8.B.a: 2020 National Hispanic Heritage Month (PDF)

¹ Belize was emancipated from Spanish rule in 1836. Great Britain declared Belize as a British Crown Colony in 1862.


Rob DiSpirito, City Manager 7/29/2020



WHEREAS, the observation of Hispanic Heritage week started in 1968 and was expanded into a month-long observation in 1988; and

WHEREAS, 14 percent of Rockville’s population are of Hispanic or Latinx origin. Those who identify as Hispanics or Latinx can be of any race or religion and represent many cultures and countries; and

WHEREAS, we pay tribute to the generations of *Hispanic* and Latinx Americans who have positively influenced and enriched our nation, including those who have shared their talent as performers, made scientific breakthroughs, been successful entrepreneurs, politicians and brave participants in our armed forces; and

WHEREAS, the City celebrates and enjoys the participation of the Hispanic and Latinx community as a valued segment of our community at annual events such as Hometown Holidays, International Night and the Martin Luther King Jr. celebration.

NOW THEREFORE, The Mayor and Council of Rockville, do hereby proclaim September 15 to October 15th as National Hispanic Heritage Month in Rockville, and call upon all the residents of this great City to join in the celebration of our Hispanic and Latinx neighbors and friends.



Bridget Donnell Newton
Bridget Donnell Newton, Mayor

Monique Ashton
Monique Ashton, Councilmember

Beryl L. Feinberg
Beryl L. Feinberg, Councilmember

David E. Myles
David Myles, Councilmember

Mark Pierzchala
Mark Pierzchala, Councilmember

August 3, 2020



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Proclamation
 Department: City Manager's Office
 Responsible Staff: Jenny Kimball

Subject

Proclamation Declaring September 2020 as National Recovery Month

Recommendation

Staff recommends that the Mayor and Council read, approve and present the proclamation to Kirk Knight, the President and Founder of the Knight Foundation.

Discussion

The Mayor and Council established the Rockville Goes Purple initiative on September 24, 2018. The goal of the initiative is to increase awareness of the opioid crisis and prevent opioid addiction and overdose in the Rockville community.

National Recovery Month is an opportunity to celebrate recovery and to highlight the Rockville Goes Purple initiative. The National Recovery Month proclamation is the first step in a series of community activities focused on increasing awareness of the opioid crisis. The City and partner organizations invite residents and stakeholders to join the City in the following activities during the month of September:

Virtual Book Club – The community is invited to read [Dopesick: Dealers, Doctors and the Drug Company That Addicted America](#) and join other readers for a virtual facilitated discussion. Journalist Beth Macy's book describes the spread of opioid addiction from wealthy suburbs to distressed rural communities and the roles of the pharmaceutical industry and physicians in the persistent crisis. Beth Macy has won more than a dozen national journalism awards and [Dopesick](#) was a New York Times bestseller. The book is available in multiple formats through the Montgomery County Public Library system. More details about the September virtual discussion will be provided at a later date.

Drug Take Back Event – On Saturday, September 12 from 10 a.m. to 2 p.m. bring unused leftover -- including expired -- prescription drugs to the Rockville City Police Station parking lot at 2 West Montgomery Ave. The Drug Take Back provides a safe, free and anonymous way to dispose of unwanted prescription drugs. To make it safe and convenient, officers will be outside with easy drive-up and drop-off access, so there is no need to get out of your vehicle.

Virtual Race 4 Recovery 5K – The City will participate again with the Knight Foundation in hosting the Race 4 Recovery 5K. While the 2019 race start and finish lines were in Rockville Town Square, the 2020 race will be virtual due to the limit on gatherings. The community will be invited to run, walk or bike a 5K course of their choosing on Saturday, September 26 for the Race 4 Recovery. The City will coordinate with the Knight Foundation to promote the event and celebrate the runners, walkers and cyclists who participate.

Virtual Narcan Training and Free Kit – Narcan, or Naloxone, is a life-saving medication that can quickly restore the breathing of a person experiencing an opioid overdose. Having a Narcan kit and learning to administer the medication is one way our community can help in the fight against overdose. While physical distancing requirements are in place, the Montgomery County Department of Health and Human Services provides virtual Narcan training and coordinates a time to pick up a free Narcan kit. Staff is coordinating with Montgomery County staff to set a date. Details and instructions will be provided later.

Education Special for Seniors - Staff is also exploring an education and outreach special on Rockville 11 about addiction and resources for Rockville’s senior population. Staff is identifying a guest speaker and will work with the speaker on the format and content of the session. More information will be provided as soon as it is available.

Mayor and Council History

The Mayor and Council received a briefing and provided input regarding the National Recovery Month activities on July 13, 2020.

Public Notification and Engagement

Staff is developing a communication plan to collaborate with our County and community partners to invite the public to participate in all of the Rockville Goes Purple National Recovery Month activities.

Next Steps

The Rockville Goes Purple Planning Committee will continue developing the details of the National Recovery Month activities and promote the activities widely.

Attachments

Attachment 8.C.a: 2020 National Recovery Month (PDF)


Rob DiSpirito, City Manager 7/28/2020



WHEREAS, recovery from substance use and mental health disorders, including co-occurring disorders, is an essential part of health and overall wellness; and

WHEREAS, prevention of substance use and mental health disorders works, treatment is effective, and people recover in the City of Rockville, Montgomery County, the State of Maryland and around the nation; and

WHEREAS, preventing and overcoming substance use and mental health disorders is essential to achieving healthy lifestyles, both physically and emotionally; and

WHEREAS, we must all work to recognize the signs of a problem, and guide and encourage those in need to appropriate treatment and recovery support services; and

WHEREAS, the need for support is even greater now due to isolation and disruption of recovery support services during the pandemic; and

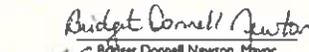
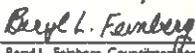
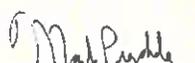
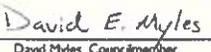
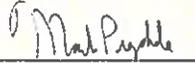
WHEREAS, the Maryland Opioid Operational Command Center reports that 561 people in Maryland died of opioid-related deaths during the first quarter of this calendar year, a 2.6% increase from that of the first quarter of 2019; and

WHEREAS, the Rockville Goes Purple initiative is increasing awareness of the dangers of opioids and other substances, and strives to reduce the number of lives lost to drug addiction in our community; and

WHEREAS, to help more people achieve and sustain long-term recovery, the City of Rockville invites all residents to participate in National Recovery Month activities in September 2020 and Rockville Goes Purple events throughout the year; and

NOW, THEREFORE, the Mayor and Council of the City of Rockville do hereby proclaim September 2020 as National Recovery Month in Rockville and urge the people of Rockville to join the fight to prevent substance use and to support recovery efforts.



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

August 3, 2020



Mayor & Council Meeting Date: August 3, 2020
Agenda Item Type: Appointments & Announcement of Vacancies
Department: City Clerk/Director of Council Operations Office
Responsible Staff: Jacqueline Mobley

Subject

Boards and Commissions Reappointment

Recommendation

Mayor and Council to reappoint the following members to the Board of Supervisors of Elections.

Board of Supervisors of Elections

Dr. Lois Neuman – Reappointment to serve a 3-year term until 8/1/2023

Stephen Weiner – Reappointment to serve a 3-year term until 8/1/2023


Sara Taylor-Ferrell, City Clerk/Director of Council Operations 7/29/2020



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Consent
 Department: PW - Engineering
 Responsible Staff: Gabriel Kosarek

Subject

Award IFB #08-20, Middle Lane 54-Inch Diameter CMP Storm Drain Renewal, to Pleasants Construction, Inc., in the Amount Not to Exceed \$330,817.81

Recommendation

Staff recommends that the Mayor and Council award IFB #08-20, Middle Lane 54-Inch Diameter CMP Storm Drain Renewal, to Pleasants Construction, Inc. of Clarksburg, Maryland in the amount not to exceed \$330,817.81.

Discussion

The Middle Lane 54-inch diameter corrugated metal pipe (CMP) storm drain renewal project will restore a critical piece of the City's storm drain infrastructure on East Middle Lane in the vicinity of Rockville Town Square. This project is part of the Storm Drain Rehab & Improvement: FY16-FY20 CIP project.

This 648-foot-long portion of pipe to be rehabilitated is located in East Middle Lane between Gibbs Street and Monroe Street. It is a 54-inch diameter CMP that was originally installed in 1969. This CMP is at the end of its design life and is exhibiting signs of structural distress such as deformation, invert corrosion with perforations, joint damage, and voids in the backfill.

The process selected to rehabilitate this pipe is a "no-dig" method, which will minimize the disruption and impact to the community. Trenchless technologies will be utilized, which allow construction of new cement or fiberglass pipe within the old degraded metal pipe. This work will be completed underground without any excavation. The finished product will be of greater strength and durability than what was originally installed. Single lane closures of East Middle Lane between Gibbs Street and Monroe Street for up to one week may be required to facilitate access to the pipes to complete this work.

Public Notification and Engagement

Commercial properties and residents will be notified via neighborhood advisories at least two weeks in advance of construction. Construction of this project will be coordinated with the ongoing work at the Duball Rockville Phase 2 project and other lane closure activities. Staff also will work with the City's Public Information Office to communicate project details with Rockville residents due to traffic impacts associated with the project.

Procurement

Staff prepared and publicly advertised IFB #08-20 on May 26, 2020, in accordance with Rockville City Code section 17-61. IFB #08-20 was posted on the City's website, and electronically provided to 782 prospective bidders via the State of Maryland new eMaryland Marketplace Advantage (eMMA) system. Of the 782 prospective bidders, using the new systems reporting capabilities, 52 were Disadvantaged Business Enterprises (DBE), and 90 were Minority Business Enterprises (MBE).

Sealed bids were received and opened on June 23, 2020. The following bids were received:

Vendor	MFD Status	Location	Bid Amount
Pleasants Construction, Inc.	Non-DBE/MBE	Clarksburg, MD	\$330,817.81
Standard Pipe Services, LLC	Non-DBE/MBE	Newark, DE	\$348,460.00
IPR Northeast, LLC	Non-DBE/MBE	Beltsville, DE	\$465,220.00
Quadex Lining Systems, LLC	Non-DBE/MBE	Houston, TX	\$538,620.00
En-Tech Corp.	Non-DBE/MBE	Closter, NJ	\$564,383.28

Pleasants Construction, Inc. of Clarksburg, MD is the lowest, responsive, and responsible bidder. Their proposed unit prices have been deemed fair and reasonable by staff, and their total bid was within the Engineer's estimate for the project construction. Staff found their references for this bid to be satisfactory.

Fiscal Impact

This project was planned and funded in the Storm Drain Rehab & Improvement: FY16-FY20 (SA16) CIP project, which funds the assessment, design, inspection, and construction of storm drain repairs. Sufficient funding is available in this project for award plus a 20 percent contingency, which is consistent with other storm drain projects.

Next Steps

Upon Mayor and Council approval, the Procurement Division will obtain insurance certificates, one hundred percent performance and payment bonds, appropriate contract signatures, and issue a contract to Pleasants Construction, Inc.

Attachments

Attachment 12.A.a: FY 2020 ADOPTED Storm Drain Rehab & Improvement FY16-FY20 (SA16) (PDF)


Rob DiSpirito, City Manager 7/22/2020



Storm Drain Rehab & Improvement: FY16-FY20 (SA16)



Description: This project funds a sustainable program of inspection and analysis of storm drain infrastructure; design and construction of pipe extensions and surface drainage improvements; and structure and pipe rehabilitation or replacement. Project prioritization is based on multiple factors, including public safety, the immediate risk to property, and the consequence of failure of the existing infrastructure.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	1,430,200
Less Expended as of 4/15/19:	106,680
Total Carryover:	1,323,520
New Funding:	1,005,000
Total FY 2020 Appropriations:	2,328,520

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 1972 Clean Water Act; 2010 Water Resources Element

Anticipated Project Outcome: Integrity of existing storm drain infrastructure and elimination of localized flooding and resulting property damage.

Project Timeline and Total Cost by Type: Construction estimate increased and design decreased due to assessment results and the identification of specific repairs.

Type	Estimated Start		Estimated Completion		Estimated Cost (through FY 2020 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2016	FY 2016	FY 2020	FY 2020	476,300	375,700	(100,600)	-21%
Construction	FY 2016	FY 2016	FY 2020	FY 2020	1,493,400	2,059,500	566,100	38%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,969,700	2,435,200	465,500	24%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments. *Funding beyond FY 2020 will be included in a future project, but is shown here for consolidated planning purposes.*

Source	Prior	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future	Total
Paygo (SWM)	1,430,200	1,005,000	119,000	1,215,000	-	913,000	-	4,682,200
Bonds (SWM)	-	-	-	-	1,994,000	-	-	1,994,000
Total Funded (\$)	1,430,200	1,005,000	119,000	1,215,000	1,994,000	913,000	-	6,676,200
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,430,200	1,005,000	119,000	1,215,000	1,994,000	913,000	-	6,676,200

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: FY 2020 work includes the construction of the Maple Alley storm drain and Denham Rd. renewal projects. Projects are based on results of inspections completed on a ten year cycle. Budget is estimated based on comparable rehabilitation projects implemented within the last few years in Rockville, plus a 3 percent escalation factor.



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Consent
 Department: PW - Fleet Services
 Responsible Staff: John Davis

Subject

Award of Sourcewell (NJPA) Rider Contract #081716-NAF, Rear Loader Refuse Truck, to National Auto Fleet Group in the Amount Not to Exceed \$258,320

Recommendation

Staff recommends that the Mayor and Council award a contract in the amount not to exceed \$258,320 to National Auto Fleet Group of Watsonville, CA for one rear loader refuse truck.

Discussion

The replacement of one (1) rear loader refuse truck was formally approved by the Mayor and Council in the FY 2021 Adopted Operating Budget (Attachment). The rear loading refuse truck is the main vehicle used in the collection of household waste and recycling products by the City's Recycling and Refuse Division.

By the time the new truck is built and delivered, the rear loader being replaced will be 15 years old. The industry standard life for a refuse truck is 7 years. The City keeps them on a route for 8 to 10 years and then they become spare/backup trucks. This truck has only been available 61% of the time over the last 4 years due to repairs and parts availability. The average refuse truck availability is 77-83%, with older trucks being lower and newer trucks being generally higher than the average. This truck has extensive rust on the vehicle's body, cab and floorboards in the cab. The rear loader truck being replaced has more than met its useful life due to condition and serviceability. Therefore, it is not feasible or safe to employees to defer this purchase and keep the existing truck in the fleet for another year.

Additionally, we are trying to add a fourth route to each day to ensure we can meet the service demands of an increasing number of customers, higher volumes of set outs, and the safety enhancement of removing the steps on the back of trucks. Removing the steps results in longer route times due to more walking and the time required to enter and exit the truck cab, rather than employees riding on exterior steps.

Mayor and Council History

This is the first time this item has been brought before the Mayor and Council.

Procurement

This is a rider contract through the Sourcewell (Formerly known as NJPA), which serves as a municipal contracting agency throughout the nation with competitively awarded contracts. The City's Procurement Division has used the Sourcewell contract for the purchase of goods and services in the past.

Purchasing off a Sourcewell contract gives the City of Rockville the best pricing, as these contracts are for a large number of vehicles that are purchased nationwide. By using the Sourcewell contract, the City is able to benefit from the volume pricing that is offered instead of issuing a competitive solicitation for only one (1) vehicle.

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 to other State or local governments or agencies thereof, who have arrived at those terms through a competitive procurement procedure similar to the procedures used by the City.

National Auto Fleet Group is a non-Minority, Female, or Disabled (non-MFD) business.

Fiscal Impact

The FY21 adopted budget includes \$268,000 in the Refuse Fund for this purchase. This purchase totals \$258,320. The remaining \$9,680 will remain in this account to be used if additional funding is required for any of the other approved FY21 refuse vehicle purchases.

Next Steps

Upon Mayor and Council approval, the Procurement Department will issue a purchase order to National Auto Fleet Group.

Attachments

Attachment 12.B.a: FY21 Fleet Replacement Schedule (PDF)



Rob DiSpirito, City Manager

7/22/2020



Fleet Replacement Schedule

The City's Fleet Services Division continually monitors and maintains the City's fleet to ensure maximum useful life. Staff review the fleet each year and recommend replacement for vehicles meeting specific age, mileage, meter hours, condition, and usefulness criteria. When possible, vehicles will be reassigned within or between departments in order to maximize full unit life under the replacement criteria. Factors such as serviceability and technological life are also taken into consideration when making recommendations for replacement. The vehicles shown below are scheduled for replacement in FY 2021. In addition to these replacements, the City will purchase one new piece of equipment (a rubber track skid loader, \$80,200 SWM Fund). The FY 2021 budget also includes funding to lease an additional 35 vehicles (34 in lieu of purchasing replacements, plus 1 additional vehicle for the new 1.0 FTE Police Officer position) as part of the lease program that began in FY 2020.

Fund	Depart.	Unit	Est. Cost
General	R&P	06 Chevrolet Enclosed Utility	\$47,290
General	R&P	06 Ford F550 CC Landmaster	\$63,060
General	R&P	05 NewHolland TN70D	\$51,000
General	PW	05 Chevrolet C8500 Dump	\$156,090
General	PW	LD Saltbox (Pickup)	\$8,490
General	PW	HD Saltbox (HD Dumps)	\$15,000
General	PW	HD Plow (Dumps)	\$7,430
Water	PW	05 TrafCo Arrow Board	\$5,700
Water	PW	10 WACH TM-7 Valve Exerciser	\$91,000
Refuse	PW	06 Chevrolet C8500 Solid Side Dump Truck	\$67,000
Refuse	PW	06 Crane Carrier / Leach	\$268,000
Refuse	PW	03 ODB SCL800 - 25	\$65,000
SWM	PW	NEW Rubber Track Skid Loader	\$80,200



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Consent
 Department: PW - Engineering
 Responsible Staff: John W. Hollida

Subject

Approval to Increase Contract #01-20, Bridge Improvements: Crofton Hill Lane and Scott Drive Bridges, to Concrete General Inc. in the Amount of \$125,000.00

Recommendation

Staff recommends that the Mayor and Council increase Contract #01-20, Bridge Improvements: Crofton Hill Lane and Scott Drive Bridges, to Concrete General, Inc. in the amount of \$125,000.00 for a revised total not to exceed \$585,906.00

Discussion

Contract #01-20, Rehabilitation of the Crofton Hill Lane and Scott Drive Bridges, is currently under construction by Concrete General Inc. The increase is necessary to fund Construction Change Order #1 and provide for adequate contingency. Construction Change Order #1 requires Mayor and Council approval because the change order value exceeds \$100,000 and ten percent of the original contract award. This change order is needed due to deterioration of critical beam joint material that occurred after design was completed. Below is a summary:

IFB #01-20 Original Award	\$460,906.00
Proposed Change Order #1	\$105,340.00
Future Contingency (approx. 4%)	\$19,660.00
Mayor and Council Approval Amount	\$125,000.00
PROPOSED TOTAL CONTRACT AMOUNT	\$585,906.00

The Scott Drive Bridge is currently posted for weight restrictions, since it does not meet current load and design standards due to new standards, and not due to structural deterioration or defects. To increase the bridge's load-carrying capacity, the design had called for the installation of a Carbon Fiber Reinforced Polymer (CRFP) Strengthening System to the underside of the bridge's concrete beams. This design was intended to remove the current weight restrictions on the bridge.

Proposed Change Order #1 is attributed to surface cracks in the asphalt pavement and increased deterioration of the concrete beams observed during rehabilitation of the Scott Drive Bridge. Bridge engineers concluded that the joint material between the five concrete beams has failed, and the bridge beams are acting independently and not as one unit. The additional deterioration means the CRFP system is not sufficient to completely lift all weight restrictions.

The proposed solution is to remove the existing asphalt, joint material, concrete sidewalk and parapets on top of the bridge. Once demolition is complete, the contractor will replace the beam joint material with high-strength epoxy, place a concrete overlay on the beams, then reinstall the concrete sidewalk and parapets. It is estimated that the construction duration will continue for six weeks and, during this time period, the bridge will operate with a single lane of traffic. This change order also includes professional engineering design services to ensure that weight restrictions are addressed and the completion of updated load calculations. Load calculations must be submitted to the Maryland State Highway Administration for the bridge weight restriction to be removed.

Mayor and Council History

The original award of Contract #01-20 was approved by the Mayor and Council on March 23, 2020. This is the first request presented to the Mayor and Council to approve an increase to Contract #01-20.

Procurement

Sealed bids for IFB #01-20 were received and opened on August 16, 2019. Six bids were received. Concrete General Inc. was the lowest, responsive and responsible bidder at \$460,906. The next lowest bidder's bid was \$746,742.

Rockville City Code, Section #17-40 (2), requires that contract change orders be approved by the Mayor and Council when the cumulative value of all changes exceed both \$100,000 and ten percent of the original contract.

Change Order #1 totals \$105,340 and 26 percent of the original contract. With the Mayor and Council's authorization of proposed Change Order #1 and four percent additional contingency (\$19,660), the cumulative value of the project will not exceed \$585,906 (\$406,906 + \$125,000).

Concrete General Inc. has performed satisfactorily to date on this contract.

All costs to the City associated with this change in the work shall be determined by the unit price bid or by mutual agreement, in accordance with the terms and conditions of IFB #01-20.

Fiscal Impact

This project is funded within the Bridge Rehabilitation: FY16-FY20 (TB16) CIP project (attachment). There are sufficient funds available in the CIP project for this increase.

The Bridge Rehabilitation CIP project included a 20% construction contingency for improvements on the Crofton Hill Lane and Scott Drive bridges. To fund Change Order #1 (26%) plus additional contingency (4%), staff will reprioritize other bridge rehab tasks.

Next Steps

Upon Mayor and Council authorization, a City Change Order Form will be filled out and executed by authorized representatives for both parties with supporting documentation attached, the Performance and Payments Bonds will be amended to reflect the new total price, and the Purchase Order will be modified.

Attachments

Attachment 12.C.a: FY 2021 ADOPTED Bridge Rehab (TB16) (PDF)



Rob DiSpirito, City Manager

7/28/2020



Bridge Rehabilitation: FY16-FY20 (TB16)



Description: This sustainable program assesses, designs, rehabilitates, and replaces bridges and structures. Condition assessment reports identify and prioritize bridge maintenance work, including replacement; repainting structural steel; lining culvert inverts; and rehabilitating damaged concrete, bearing assemblies, support beams, expansion joints, guiderails, and other safety elements. Major projects are funded as separate CIP projects.

Changes from Previous Year: Project timeline was extended to allow additional time to complete work in progress. Available funding from a deferred project was transferred to Skate Park (RJ16), Sidewalks (TF16), and Pedestrian Safety (4B71).

Current Project Appropriations

Prior Appropriations:	3,351,828
Less Expended as of 4/17/20:	2,737,089
Total Carryover:	614,739
New Funding:	-
Total FY 2021 Appropriations:	614,739

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: National Bridge Inspection (NBI) Program

Anticipated Project Outcome: Safe carrying capacity and maximum useful service life for all city bridges and structures.

Project Timeline and Total Cost by Type: Project total reflects a decrease due to several transfers to other projects. Additional funding was added due to Edmonston Drive Bridge scope increases. Project timeline was extended to allow additional time to complete work in progress.

Type	Estimated Start		Estimated Completion		Estimated Cost (through FY 2020 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2016	FY 2016	FY 2020	FY 2021	923,000	923,000	-	-
Construction	FY 2016	FY 2016	FY 2020	FY 2021	3,217,000	2,428,828	(788,172)	-25%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					4,140,000	3,351,828	(788,172)	-19%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments. See Bridge Rehabilitation: FY21-FY25 (TB21) for future funding.

Source	Prior	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total
Paygo (Cap)	2,330,226	-	-	-	-	-	-	2,330,226
WMATA Share (Other-Cap)	1,021,602	-	-	-	-	-	-	1,021,602
Total Funded (\$)	3,351,828	-	-	-	-	-	-	3,351,828
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,351,828	-	-	-	-	-	-	3,351,828

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: John W. Hollida, Acting Engineering Supervisor, 240-314-8526.

Notes: FY 2021 work includes Crofton Hill Lane and Scott Drive bridge rehabilitation construction. W Gude Drive bridge rehabilitation continues to be deferred until SHA selects an I-495 and I-270 P3 alternative. Montgomery County manages assessment of all long span bridges and Recreation and Parks manages the design and rehabilitation of all pedestrian bridges, except for those in the right-of-way for which Public Works is responsible.



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Award
 Department: Rec & Parks - Parks & Facilities
 Responsible Staff: Steve Mader

Subject

Award of Montgomery County Government Contract #1106920 for HVAC Systems Preventative Maintenance, Repair and Installation Services.

Recommendation

Staff recommends that the Mayor and Council award Montgomery County Government Contract #1106920 for HVAC Systems Preventative Maintenance, Repair and Installation Services to AAA Complete Building Services, Inc., A Donohoe Company of Washington, DC through June 12, 2021 with the option to extend the contract for three (3) additional one-year periods through June 12, 2024, in the annual amount of \$550,000. Future years are subject to annual appropriation by the Mayor and Council.

Discussion

The contract will be used for the replacement of HVAC equipment units at various City buildings, which is allowed under this contract. The units to be replaced have reached the end of their life expectancy and are experiencing increasing repair costs and lack of available parts. The locations with units scheduled to be replaced through the term of this contract are Lincoln Park Community Center, Elwood Smith Community Center, City Hall, Glenview Mansion, Senior Center, Arts and Innovation building and IT rooms at various City locations.

The contract will also be used for the ongoing need of preventative maintenance, unscheduled maintenance and repairs on the remaining HVAC equipment units at all facilities throughout the City.

Mayor and Council History

This is the first time this item has been brought before the Mayor and Council.

Procurement

This rider contract is in the City's best interest to utilize as the scope fits the City's needs for HVAC replacement units, preventative maintenance, unscheduled maintenance and repairs.

Price/Cost Analysis

This Montgomery County Government contract was recently competitively bid with advantageous pricing the City will receive as a result of the multiple line items with larger estimated quantities which will provide more competitive pricing based on higher volumes.

The contract reflects current service pricing with minimal increases for labor rates under all categories.

AAA Complete Building Services, Inc., A Donohoe Company is not a Minority, Female or Disabled-owned business (MFD). However, this contract size does fall within Montgomery County's formal MFD program. As such, any award to a non-MFD prime vendor must have an MFD Subcontractor Performance Plan that the County monitors to ensure compliance. AAA Complete Building Services is required to utilize MFD subcontractors and to verify payments to these MFD Subcontractors through the MFD Report of Payment Received form, filed monthly.

In accordance with Section 17-71 of the Rockville City Code, Cooperative Procurement; (b) 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.

In accordance with Section 17-39 of the Rockville City Code, Awarding Authority, (a) All contracts involving more than one hundred thousand dollars (\$100,000.00) shall be awarded by the Council.

Fiscal Impact

Special project funding (HVAC equipment unit replacements) is programmed for the following:

- Facilities Maintenance Division's FY 2021 operating budget for the replacement of two rooftop units at Lincoln Park Community Center, two rooftop units at Elwood Smith Community Center and two rooftop units at the F. Scott Fitzgerald Theater. (approximately \$250,000).
- Facilities Maintenance Division's FY 2022 operating budget for the replacement of two HVAC units and controls at the Nature Center, one boiler at City Hall, and one boiler at the Glenview Mansion. (approximately \$250,000).
- Facilities Maintenance Division's FY 2023 operating budget for the HVAC replacement and upgrade of City Hall, Senior Center, Arts and Innovation building and IT rooms at various City locations. (approximately \$250,000).
- FY 2024 replacements have not yet been identified but staff approximates \$250,000 based on historical trends.

Unscheduled maintenance and repairs are funded from the following operating divisions: Facilities Maintenance, Civic Center, Senior Center, Swim and Fitness Center, and Water Treatment Plant.

Funding in future years is subject to Mayor and Council appropriation.

Next Steps

Purchasing will issue a contract to AAA Complete Building Services, Inc., A Donohoe Company.


Rob DiSpirito, City Manager 7/28/2020



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Approval
 Department: City Manager's Office
 Responsible Staff: Jenny Kimball

Subject

Extension of License Agreement with Montgomery County for Shelter Use at 6 Taft Court

Recommendation

Staff recommends that the Mayor and Council authorize the City Manager to execute the Second Amendment to the Temporary License Agreement between the City of Rockville and Montgomery County to extend the shelter use of the property at 6 Taft Court to April 30, 2021 for a fixed fee of \$324,000 in a form acceptable to the City Attorney.

Discussion

On September 16, 2019, the Mayor and Council supported a request from the Montgomery County Government to use a portion of the City property at 6 Taft Court as a winter shelter for people who are homeless. The City and County executed a License Agreement, dated October 31, 2019, for the use of a specified portion of the building for a 100-bed men's winter emergency shelter from November 1, 2019 to April 30, 2020.

The Agreement included a negotiated license fee of \$216,000, which was paid to the City. Prior to occupying the space, the County was required, per the License Agreement, to make alternations to and provide maintenance and services for the property that would support the City's future renovations and re-use of the property. Those required alternations were expected to be valued as at least \$100,000 and have been completed.

The term of the executed Temporary License Agreement was to May 15, 2020. On March 23, 2020, at the request of Montgomery County, the Mayor and Council directed staff to extend the Agreement to accommodate unexpected shelter needs arising from the COVID pandemic. Managing the pandemic's potential spread through the community of people who are homeless requires physical distancing. The continued use of the 100 shelter beds at 6 Taft Court provided much needed flexibility to maintain the physical distancing and reduce the potential spread of COVID. The need for physical distancing is ongoing. The unknown impact of COVID during the coming winter season means that the need for additional shelter space will likely continue.

Staff recommends that the Mayor and Council direct the City Manager to execute a second Amendment to the License Agreement that concludes the shelter use on April 30, 2021 to support the ongoing COVID response and requires the County to accommodate City access to the building for planning and design services. Space planning for the City's future use of 6 Taft Court is underway, to be followed by formal design. Staff expects contractors to need access for construction no sooner than fall 2021.

Staff recommends charging \$324,000 for the extension of the Agreement to April 30, 2021. Montgomery County will continue to pay for utilities and will provide updated insurance documents. All other terms and conditions of the original Temporary License Agreement remain in full force and effect through April 30, 2021.

Mayor and Council History

On September 16, 2019, the Mayor and Council discussed Montgomery County's request to use a portion of 6 Taft Court as a winter emergency shelter and directed staff to execute an agreement. During the March 23, 2020 Mayor and Council meeting (Agenda Item 4C), County staff requested an extension of the use of the building to provide sufficient space to physically distance users during the response to COVID-19. Mayor and Council unanimously passed a motion directing staff to work with the County to extend the Temporary License Agreement.

Fiscal Impact

Executing the recommended Amendment provides \$324,000 of revenue and no additional expense to the City. The County will continue to pay the building's utility expenses during the period of the extended Agreement.

Next Steps

If the Mayor and Council approve the recommendation, staff will execute the Second Amendment to the Temporary License Agreement.



Rob DiSpirito, City Manager

7/29/2020



Mayor & Council Meeting Date: August 3, 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:

- October 7, 2019 - Regular (Meeting No. 36-19)
- October 21, 2019 - Regular (Meeting No. 37-19)
- November 18, 2019 -Regular (Meeting No. 40-19)
- November 25, 2019 - Regular (Meeting No. 41-19)
- December 9, 2019 - Closed Session (Meeting No. 42-19)
- December 9, 2019-Regular (Meeting No. 42-19)
- December 16, 2019 -Regular (Meeting No. 43-19)



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Authorization
 Department: PDS - Zoning Review & Other
 Responsible Staff: Ricky Barker

Subject

Authorization to File Zoning Text Amendment Application to Delete Housing for Senior Adults and Persons with Disabilities from the Single Dwelling Unit Residential Zones

Recommendation

Authorize the filing of the proposed text amendment application.

Change in Law or Policy

The proposed Zoning Text Amendment (“ZTA”) (Attachment A) would amend Section 25.10.05 and Section 25.15.02.j of the Rockville Zoning Ordinance to delete the provision allowing housing for senior adults and persons with disabilities in the single dwelling unit residential zones. The ZTA also makes minor revisions to Section 25.15.02.j for clarity.

Discussion

The demand for new senior housing developments has increased significantly in response to a similar increase in our senior population. The Planning and Development Services staff has received several inquiries and applications in the past several years for senior-type housing in Rockville. Due to limited properties available for this type of use, it may drive senior housing developers to seek existing residential areas where the use may not be appropriate.

In exploring available zoning districts that allow this type of use, we have discovered that the Zoning Ordinance permits this use in Single Dwelling Unit Residential Zones as a Special Exception, subject to approval by the Board of Appeals. The current regulations permit this use with relatively modest setbacks, substantial lot coverage, and heights up to 50 feet. Our Single Dwelling Unit Residential Zones (R-60, R-75, R-90, R-150, R-200 and R-400) are predominately composed of detached single-family homes.

Although senior housing in Single Dwelling Unit Residential Zones would provide an opportunity to meet some of our unmet housing needs, staff believes that independent senior housing developments are not consistent with existing predominately single-family detached neighborhoods. Specifically, staff believes that the housing for senior adults and persons with disabilities type of use, particularly independent senior housing developments, are inconsistent

with one of the purposes in Section 25.10-01, “to stabilize and protect the essential characteristics of existing single-family developments.”

Based upon our current ordinance, attached independent senior housing developments could have building heights up to 50 feet, increased impervious surface area to accommodate parking and drive aisles, and more intense lighting. In addition, the current ordinance does not require adequate setbacks and buffer areas from existing single-family homes. These are all characteristics which may have a detrimental impact on nearby, existing residential homes. In conclusion, staff believes these types of developments do not adequately protect “the essential characteristics of existing single-family developments” and are not appropriate infill uses in single family zones. Instead, this type of use can and should be limited to our residential zoning districts that allow attached residential units.

Staff is not recommending that nursing homes or group homes, which are uses distinct from housing for senior adults and persons with disabilities, be removed from these residential zones, because we believe that these uses can be compatible with existing single-family developments.

Staff recommends that the Mayor and Council consider beginning the process to make amendments to Section 25.10.05 and Section 25.15.02.j of the Zoning Ordinance through authorizing the attached Zoning Text Amendment. Essentially, this amendment will not allow housing for senior adults and persons with disabilities in any of our Single Dwelling Unit Residential Zones.

Mayor and Council History

This is the first time this item has been considered by the Mayor and Council.

Public Notification and Engagement

If the ZTA is authorized, staff will provide notification to existing residential homeowner and civic associations and the general public.

Next Steps

Following an authorization, the ZTA will be provided to the Planning Commission for its review and recommendation. It will then return to the Mayor and Council for a public hearing and future action.

Attachments

Attachment 13.a: Draft ZTA for Authorization (PDF)

Jenny Kimball

Jenny Kimball, Deputy City Manager

7/29/2020

ATTACHMENT TO APPLICATION
TO THE CITY OF ROCKVILLE FOR A
TEXT AMENDMENT TO THE ZONING ORDINANCE

Applicant: Mayor and Council of Rockville

The applicant proposes to amend the zoning ordinance adopted on December 15, 2008, and with an effective date of March 16, 2009, by inserting and replacing the following text (underlining indicates text to be added; ~~strikethroughs~~ indicate text to be deleted; * * * indicates text not affected by the proposed amendment). Further amendments may be made following citizen input, Planning Commission review and Mayor and Council review.

Amend Article 10 “Single Dwelling Unit Residential Zones”, as follows:

25.10.03 – Land Use Tables

The uses permitted in the Single Dwelling Unit Residential Zones are shown in the table below. All special exceptions are subject to the requirements of Article 15.

	Uses	Zones							Conditional requirements or related regulations
		Residential Estate Zone (R-400)	Suburban Residential Zone (R-200)	Low Density Residential Zone (R-150)	Single Unit Detached Dwelling, Restricted Residential Zone (R-90)	Single Unit Detached Dwelling, Residential Zone (R-75)	Single Unit Detached Dwelling, Residential Zone (R-60)	Single Unit Semi-detached Dwelling, Residential Zone (R-40)	
* * *									
Institutional Uses	Group home:								
	Small	P	P	P	P	P	P	P	
	Large	S	S	S	S	S	S	S	
	Housing for senior adults and persons with disabilities	S	S	S	S	S	S	S	See Sec. 25.15.02.j
	Life Care Facility	S	S	S	S	S	S	S	See Sec. 25.15.02.k

Attachment 13.a: Draft ZTA for Authorization (3266 : Zoning Text Amendment - Removing Senior Housing Uses from Single-Family Residential

	Uses	Zones							Conditional requirements or related regulations
		Residential Estate Zone (R-400)	Suburban Residential Zone (R-200)	Low Density Residential Zone (R-150)	Single Unit Detached Dwelling, Restricted Residential Zone (R-90)	Single Unit Detached Dwelling, Residential Zone (R-75)	Single Unit Detached Dwelling, Residential Zone (R-60)	Single Unit Semi-detached Dwelling, Residential Zone (R-40)	
	Nursing home	S	S	S	S	S	S	S	See Hospitals and Nursing Homes, Sec. 25.15.02.i

Key: P = Permitted Use; S = Special Exception; C = Conditional Use; N = Not Permitted

¹ Except as otherwise provided, no more than one (1) single unit detached dwelling may be built on a recorded lot.

Amend Article 15, “Special Exceptions”, as follows:

Section 25.15.02. – Additional requirements for certain special exceptions.

j. *Housing for senior adults and persons with disabilities.*

1. *Scope.* This subsection applies to housing for senior adults and persons with disabilities.
2. *Additional required findings.* The ~~b~~B~~oard must make the additional finding that the site proposed for such use has adequate accessibility to, or provides on-site, public transportation, medical services, shopping areas, recreational, and other community services frequently used by residents of such use.~~
3. *Special development and use requirements.*
 - (a) *Minimum lot size.* Development must be on a record lot of at least two (2) acres.
 - (b) *Minimum street frontage.* The lot must have at least one hundred (100) feet of frontage on a public street.
 - (c) *Setbacks.* All structures on the site must be set back at least as follows:
 - (i) *Front yard.* Fifty (50) feet, except for projects in the MXT Zone, where the setback may be the minimum required in the zone; and
 - (ii) *Side and rear yards.* Twice the minimum required in the zone.

~~(d) *Maximum lot coverage.* Notwithstanding the provisions of subsections 25.10.05.a. and 25.10.05.b., in the R-400 and R-200 zones, the maximum lot coverage is limited to thirty (30) percent; provided that the development of the facility does not exceed one (1) story and also does not exceed twenty (20) feet in height, except as provided in subsection (e) below.~~

~~(ed) *Building height.* Building height is normally limited to the height allowed in the zone. The Board may allow additional height up to fifty (50) feet in a single-unit detached residential zone if additional setbacks are provided and the Board finds that the additional height will not have an adverse impact on the adjoining and confronting properties. If the height allowed in the zone is less than fifty (50) feet, Aadditional height up to fifty (50) feet may be allowed by the Board in a residential medium density or mixed-use zone if the Board finds that additional height will not have an adverse impact on the adjoining and confronting properties without the requirement for additional setbacks.~~

~~(e) A special exception approved prior to [date of adoption] that does not satisfy the current requirements of this subsection j. may continue as a valid special exception subject to all the terms and conditions of the special exception approval.~~

4. *Occupancy*

(a) Occupancy of a dwelling unit is restricted to the following:

- i. A senior adult or person with disabilities, as defined in Section 25.03.02;
- ii. The spouse of a senior or disabled resident, regardless of age or disability;
- iii. The resident caregiver, if needed to assist a senior or disabled resident;
- iv. In a development designed primarily for persons with disabilities rather than senior adults, the parent, daughter, son, sister, or brother of a disabled resident, regardless of age or disability; and
- v. Resident staff necessary for operation of the facility.

(b) Age restrictions must comply with at least one (1) type of exemption for housing for older persons from the familial status requirements of the federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968, and subsequent amendments.



Mayor & Council Meeting Date: August 3, 2020
Agenda Item Type: Presentation and Discussion
Department: City Manager's Office
Responsible Staff: Jenny Kimball

Subject

COVID-19 Staffing Update

Recommendation

Staff recommends that the Mayor and Council receive an update on City staffing through the COVID-19 response.

Discussion

Background

Adjustments to City services and staffing in response to COVID-19 began on March 14, 2020. The City's emergency preparation and response was underway prior to that date and has evolved in conjunction with Montgomery County's progress through multiple stages of recovery.

The Mayor and Council receive regular updates on the provision of City services and City staffing. That includes updates from the Emergency Manager during each Monday evening Mayor and Council meeting, weekly updates from senior staff on Friday mornings, and four staff reports on agenda on City staffing during COVID.

Rockville's dedicated employees have continued providing essential City services in the community and by telework throughout the emergency response. During the initial response and Stage 1 of recovery, essential employees reporting to their regular workplace received hazard pay/compensatory time. Most employees continued their work virtually using the City's variety of technology devices and other tools that allow access to the City network, cloud storage of work materials, and platforms for virtual meetings. During the initial response and Stage 1 of recovery, employees whose jobs did not allow for telework received administrative leave.

Current Status

Montgomery County and the City are in Stage 2 of the COVID-19 recovery. Staff continues to provide all City services, except some in-person and in-facility recreation programming and services due to restrictions on the number of people per square foot of interior space. As

restrictions have loosened, limited outdoor and physically distanced recreation programming resumed, including at the Rockville Swim and Fitness Center and in City parks. In addition, all work conducted outdoors by our Public Works and Parks employees has resumed. At the start of Stage 2 recovery, hazard pay/compensatory time and administrative leave ceased.

All employees who can conduct their work virtually continue to do so effectively. That includes virtual meetings of the Mayor and Council and boards and commissions, virtual inspections by Planning and Development Services and a variety of virtual recreation programming for seniors, adults and youth. In the Stage 2 work environment, a small number of employees remained unable to do their normal duties and have been re-assigned to other needed tasks, such as supporting the Facilities Division to prepare and maintain summer camp sites, assisting the Senior Center with letter writing and phone outreach to vulnerable seniors, and helping Rockville Economic Development to manage increased workload related to COVID.

As Stage 2 proceeds and more employees have returned to the workplace, the number of employees requiring COVID testing and presumed exposure to COVID have increased among the City's workforce. That is to be expected as the quarantine requirements lessen and individuals have more in-person interaction with others in their private and work lives. Understandably, some employees have expressed anxiety and concern about becoming ill. More than ever, it is critical that we regularly re-assess our safety protocols, identify new ways to complete work that requires less in-person interaction, and prepare to quickly reduce the numbers of employees at the workplace, if needed.

Looking Forward

Staff recommends a careful and conservative approach to operations and staffing going forward to protect the safety of our customers and employees. That includes:

- ongoing monitoring of employee health and safety,
- following the lead of the County Health Officer and learning from other local governments about effective operations,
- implementing additional safety precautions; in particular, regular COVID testing of City employees who report to a City workplace,
- being prepared to quickly scale back City operations and staffing if a change in the COVID environment requires it to maintain employee and community health and safety,
- conducting thorough and facility-specific planning prior to opening additional facilities,
- continuing telework, and
- providing information and flexibility for all employees as they adjust to an ongoing emergency response and the new normal.

Essential services provided by employees in the community and at regular work sites will continue, as well as the work by other employees that is done primarily outdoors. To support all employees who are reporting to their workplace, staff met with Montgomery County

Department of Health and Human Services to plan regular voluntary COVID testing at no cost to the employees reporting to the workplace. That testing will begin as soon as possible, starting with the Rockville City Police Department and expanding promptly to other departments. The City will also continue the safety precautions that have been in place and monitor for needed adjustments or additions to the safety protocols.

Departments will establish plans to scale back operations quickly if a change in the COVID environment requires it to maintain employee health and safety. That could look like the early spring staffing that departments instituted, such as one half of a work team on duty the first and third week of the month, and the other half on duty the second and fourth weeks. These arrangements reduce the risk of an entire team being exposed to COVID. The goal is to continually manage the risk of exposure to COVID while providing in-person City services.

Staff recommends that teleworking employees continue to telework to support physical distancing and reduce the risk of exposure the COVID. At the appropriate time, the shift from telework to reporting to the workplace will occur gradually and strategically, while continuing to meet our customers' needs.

Flexible work schedules will be one component of staffing through the remainder of the COVID response. To ensure consistency across the organization, Human Resources will develop a process for request/approval of a flex schedule and work with employees and supervisors to implement work schedules that support employee and department needs.

To prepare for City Hall opening, staff is pursuing a contract for temporary personnel to monitor visitors and employees entering the building to document building occupants and confirm that health and safety requirements are communicated. Occupancy in each department will be no more than 25% of the usual staffing until physical distancing requirements issued by the County Health Officer change, to reduce the risk of exposure to COVID for employees and the public.

With the exception of the Swim and Fitness Center, the City's recreation facilities will remain closed indefinitely in order to monitor the evolution of COVID-19 in Montgomery County as the fall season approaches. The City is successfully providing limited in-person summer camp. If staff determines that unnecessary risks to the health of campers or staff develop, camps will be immediately discontinued.

Recognizing the unknowns of the pandemic during the coming winter months, the departments will also continue exploring innovative ways to complete work with limited in-person interaction and requirement to report to work sites. Staff will also explore new ways of sharing resources and assigning tasks in order to continue providing services in a sustainable manner during a longer-term response to the COVID pandemic, particularly in the case that fewer staff members are available to work due to illness.

Mayor and Council History

The Mayor and Council received briefings on COVID staffing during the following regular meetings: April 13, 2020, April 20, 2020, April 27, 2020 and May 11, 2020.

Next Steps

Staff will provide another update on operations and staffing on agenda in October 2020.



Rob DiSpirito, City Manager

7/29/2020



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Discussion and Instructions
 Department: City Manager's Office
 Responsible Staff: Jenny Kimball

Subject

Make it Visible Art Project in Rockville Town Square

Recommendation

Staff recommends implementing the Make It Visible art project, as described by VisArts, by re-allocating \$4,200 already budgeted in FY21 to support Federal Realty Investment Trust's cancelled June to September 2020 Friday Night Concert Series. Staff does not recommend implementing the suggested "pop up" family art exhibitions.

Discussion

On June 10, 2020, VisArts representatives presented to City and Federal Realty Investment Trust (FRIT) staff a suggestion to support Rockville Town Square during the response to the COVID pandemic. The suggested program would use art to beautify up to six (6) vacant Town Square spaces, attract visitors to Town Square and enhance visitors' experience in the Square. However, at this time FRIT has three (3) windows available for the project. A second component of the program proposes engaging surrounding neighborhoods through calls for "pop up" family art exhibitions on private yards, porches, driveways, and windows as a way to connect them to the art in Rockville Town Square and promote conversation.

A letter from VisArts describing the suggested program, named Make It Visible, is in Attachment A. Attachment B provides visual examples of the type of art that could be installed in vacant Town Square retail windows and potential artists' work (slides 4 – 11) and examples of "pop up" family art exhibits (slides 14, 16).

VisArts shares the Mayor and Council's emphasis on bringing vitality and vibrancy to Town Square and has offered their experience in the arts and connections to artists to support that effort. Make It Visible is aligned with VisArts' current contract with Westfield Mall, which has paid VisArts to identify and contract with artists for two exhibitions of storefront art (and a third planned). In addition, since 2018, FRIT has contracted with VisArts to present exhibitions in the window space on the outside of the parking garage along Route 355.

The Make It Visible project would activate three empty store fronts/windows with art with the intent to attract visitors and employ artists. In addition to art on windows, there is a potential

opportunity for video projections and sound installations in the empty commercial spaces. The project is recommended as a one-time investment in Town Square, in response to COVID-19 forcing closures of retail units in the Square. The proposed collaboration to implement Make It Visible includes:

- FRIT providing access to windows and site plans, window measurement, digital printing of art and installation on windows, publicity and promotion;
- The City funding a contract with a vendor to manage curatorial services to implement the project. Curatorial services include identifying and selecting artists, creating exhibition designs, drafting and executing artists' contracts, installation assistance (as needed), and promotions.

VisArts indicated they would be pleased to be considered to complete the curatorial services, based on their previous experience and expertise.

If the Mayor and Council support Make It Visible, it would supplement adopted FY21 outside agency grant funding for CREATE. The \$15,900 grant awarded to VisArts funds a free multi-week program in Town Square for the public to learn and create art. With the adopted FY21 grant, VisArts will offer 13 CREATE sessions (during September/October 2020 and May/June 2021) in a safe and socially-distanced manner. Activities will include Try the Wheel, Pendulum Painting and Date Night Drawing.

VisArts' programs continue to draw the community to Town Square, providing needed vitality and more customers for the retail and restaurants. Using City resources to implement a safe version of CREATE during the early fall of 2020 and again in the spring and summer of 2021 benefits Rockville's residents and downtown.

Mayor and Council History

This is the first time that the Make It Visible project has been discussed by the Mayor and Council.

Fiscal Impact

Make It Visible would be a one-time initiative and is not currently included in the FY21 adopted budget. Based on updated information about the numbers of windows available for art installation, the estimated City-funded project budget is \$4,200 (\$1,800 for artist fees at \$600/per artist and \$2,400 for a curatorial fee) for three storefronts.

If the Mayor and Council support the Make It Visible project, staff recommends re-allocating \$4,200 of the \$10,500 in the adopted FY21 budget for FRIT's Friday Night Concert Series in the Square. The July through September 2020 concerts are cancelled due to large gatherings not being permitted during the COVID-19 emergency, but the concerts are expected to resume in calendar year 2021.

If Make It Visible is not funded in FY21, unused Friday Night Concert Series funding will be retained as savings for use as needed in the COVID response.

The letter in Attachment A does not specify an estimated budget for the “pop up” family art exhibitions. Staff does not recommend implementing or funding the “pop up” family art exhibition portion of the proposal.

Next Steps

Staff will follow up on the Mayor and Council’s direction.

Attachments

Attachment 15.a: MakeltVisible - Art Project in RTS (PDF)

Attachment 15.b: MakeltVisiblePresentation (PDF)



Rob DiSpirito, City Manager

7/29/2020



July 7, 2020

Mayor and Council
City of Rockville
111 Maryland Avenue
Rockville, MD 20850

Dear Madam Mayor and Councilmembers:

As one of the anchors in Rockville Town Square, VisArts is acutely aware of the destination's challenges and is committed to working in partnership with the City and FRIT to bring vitality and vibrancy to the area. As a nonprofit organization, we are not in the position to lead or fund efforts to revitalize RTS, but we can bring our experience in the arts and connections to artists to the table and propose initiatives using these resources as a way to attract visitors and businesses to a venue that is increasingly vacant and lacking activity.

The temporary art project we are proposing was presented to City staff and FRIT representatives at a recent meeting. We were delighted to receive from FRIT an immediate endorsement and commitment to pay for the printing of the artwork and installation on windows. We believe their quick response is based on VisArts' track record in designing and implementing projects of this nature over the past several years. Since 2018, FRIT has contracted with VisArts to present exhibitions in the window space along 355. FRIT provides fees for artists and pays for VisArts' curation services. In addition, we are currently under contract with Westfield Mall, which has paid VisArts to identify and contract with artists for two exhibitions of storefront art with the third to be installed shortly.

Project Description

Make It Visible, is a temporary art project that builds on our belief that art has the power of to heal, inspire, comfort, transform, and share experiences, which is especially important during the current health crisis and civil unrest. The project is designed to not only activate empty storefronts, windows, and walls in Rockville Town Square, but to engage surrounding neighborhoods through calls for "pop up" family art exhibitions on yards, porches, driveways, and windows as a way to connect them to the art in Rockville Town Square, and promote conversation and pose questions in a meaningful way so that the invisible can be made visible.

Our goal with this initiative is to bring visitors to RTS, despite the high number of vacancies, and unite Rockville residents through creativity and creative responses, which will serve as visible expressions of hope, solidarity, healing, renewal, and transformation. Finally, for working artists who have been especially hard hit as a result of COVID-19, this initiative will provide them with an opportunity to create art and be paid for their work.

Project Location

The project envisions Rockville Town Square as a canvas for art with possible sites for installation to include empty windows at Bar Louie, La Tasca, Thai Pavillion, Gordon Biersch, Pandora, Gumbo YaYa, Noodles and Company, Samovar and others. There are additional opportunities for video projections and sound installations to be placed in these spaces as well.

Artists

As a respected and recognized visual arts organization in the DMV, VisArts has had the opportunity through its 33-year history of working with and providing resources to local, regional, national and international artists. We have strong relationships with these artists, know their work and their preferred mediums, and have contracted with many of them who have exhibited at VisArts or been awarded fellowships or residencies in our artist studios. Possible artists for the project include Kim Sandara, Alyscia Cunningham, Dunnie Onasanya, Liliane Blom, and Frank McCauley.

Given the devastating impact COVID-19 has had on the arts sector and artists in particular (62% are now fully unemployed), a new project that would provide paid work for artists would not only help alleviate the financial stress they are under, but provide audiences for their work.

Project Budget (Inaugural exhibition – six store fronts)

Artist Fees - \$600/per artist X six store fronts	\$3,600
Curatorial Fee –identify and select artists, create exhibition design, draft and execute artists' contracts, installation assistance as requested by FRIT, and drafting and promotion of press release and social media postings.	\$2,400
Total:	\$6,000

FRIT Contribution

Access to windows and site plans, window measurement, digital printing of art and installation on windows, publicity and promotion.

VisArts' Contribution

VisArts has donated hours of staff time to the design of this project and preparation of materials for the meeting with City and FRIT staff. We are pleased to make this contribution as a part of our commitment to the revitalization of Rockville Town Square.

Page Three

If the City has the means to manage the curatorial services for this project, there would be no payment needed to cover those costs. If, however, it decides to contract with an outside vendor to handle project implementation, VisArts would be pleased to be considered for the work, given its experience in managing projects of this nature. Tasks would include identifying and securing the services of artists; drawing up and executing artists' contracts; designing the exhibition (determining placement of the works); working with FRIT on installation of the art; and developing promotional materials to publicize the project.

Artist fees could be paid directly from the City to the artists or VisArts could serve as the conduit for payment.

We urge the City to recognize that payment to VisArts for its work should not be construed as a donation to the organization in the same way that payment to other vendors is not viewed as a donation. VisArts has proven to be a strong and active partner in the ongoing efforts to re-energize RTS, so much so that we have devoted many hours of our time over the years to developing projects designed to revitalize the Square. This work is not covered in VisArts' annual budget, and as a result, we must seek reimbursement for these services.

We would be happy to answer any questions you might have or provide additional materials.

Thank you for your consideration of our request.

Sincerely,



Alice Nappy
Executive Director

MAKE IT VISIBLE

TEMPORARY ART IN PUBLIC PLACES
CITY OF ROCKVILLE
JUNE - SEPTEMBER 2020

In an effort to bring vitality and vibrancy to Rockville Town Square, VisArts proposes using the power of art to heal, inspire, comfort, transform, and share experiences during the current health crisis and civil unrest.

Through art, VisArts seeks to engage Rockville neighborhoods, residents of all ages, artists and non-artists, and local stakeholders to activate empty storefronts, use windows, and walls in RTSC as canvases for art, and engage Rockville residents through prompts for “pop up” family art exhibitions on yards, porches, driveways, and windows. Digital booklets and maps for social distance viewing via car and walking could be created to enhance the experience.

This initiative will inspire everyone in Rockville to let their creativity and creative responses become visible expressions of hope, solidarity, healing, renewal, and transformation. It will also attract visitors to Rockville Town Square, which will most likely continue to experience more vacancies as a result of the pandemic and the continued uncertainty about opening up for large group gatherings.

Potential Installation Sites in Rockville Town Square

Art reproduced on vinyl on the storefront windows of Bar Louie, La Tasca, Gordon Biersch, Pandora, Noodles and Co, Gumbo Ya Ya, Thai Pavillion, Samovar, and other empty storefronts.

Video projections, sculptures, sound installations in outdoor areas or storefronts with large display openings – Bar Louie, Gordon Biersch

Artists

VisArts will utilize its network and connections with artists across the region to reach out to and contract artists for the project. The organization has a track record in identifying and contracting with artists for similar projects – including current and recent exhibitions in the 355 Pod (under contract with FRIT), and the VisArts Art Walk in Westfield Mall.



Kim Sandara



15.b

Attachment 15.b: MakelitVisiblePresentation (3247 : Make it

Packet Pg. 53



Alyscia Cunningham, (left) Mesale, Age 2, (right) Frances, Age 81, digital print, 24 x 36 inches

Alyscia Cunningham

15.b

Attachment 15.b: MakeItVisiblePresentation (3247 : Make it

Packet Pg. 54



Attachment 15.b: MakeltVisiblePresentation (3247 : Make it

Dunnie Onasanya

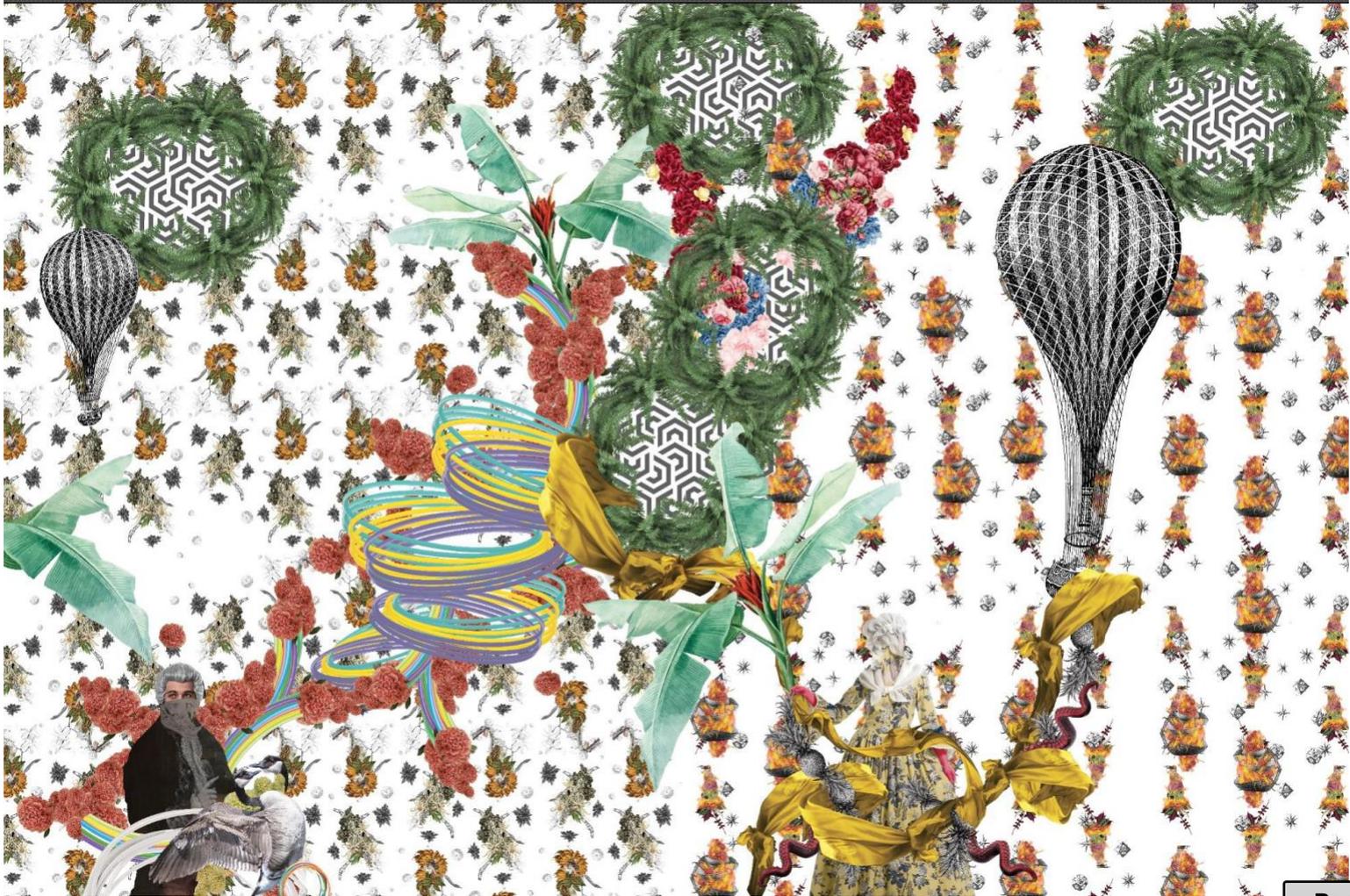


15.b

Attachment 15.b: MakelitVisiblePresentation (3247 : Make it

Packet Pg. 56

Liliane Blom





Nekisha Durrett



James Hickenpahler

Additional Installation Sites in Rockville

Local parks

Pedestrian walkway over 355 from the Metro

West Montgomery Avenue in front of the movie theater

Fencing around Duball construction site

Commercial windows and walls in Rockville beyond Town Center

Community Neighborhood Connections

VisArts develops prompts for neighborhood art exhibitions

Residents can utilize yards/porches/driveways/ and window for their installations and performances.

Digital booklets and maps for community members could be produced for them to see the locations of neighborhood public art displays.

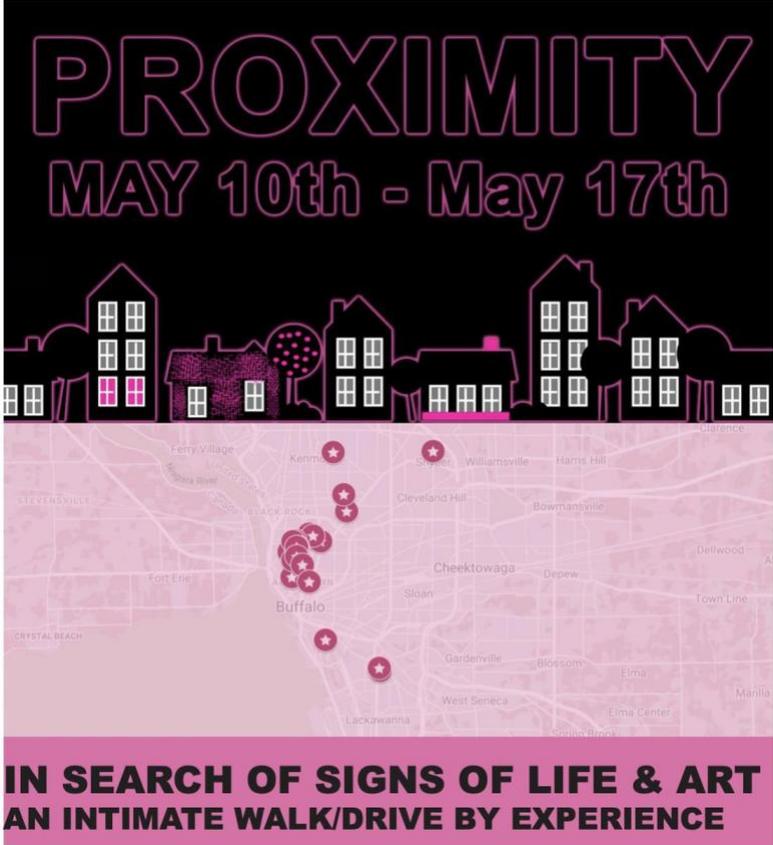
Through social media, the City's website, VisArts' website, and map insert in Rockville Reports, the public would be invited to view the exhibitions.



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Attachment 15.b: MakeItVisiblePresentation (3247 : Make it

Porch Installation from Kirsty Little



Digital Map Example from Proximity

Nando Alvarez-Perez

808 McKinley Pkwy, Buffalo, NY, 14220



Post -Industrial Living Situation VII

A front lawn transformed into a deconstructed sculpture garden.

Monica Angle

185 Chapin Parkway, Buffalo, NY 14209



Linear Maypoles

Sewn paper garlands set at 6ft intervals along the sidewalk create a cheerful reference to the physical distance we are all learning to keep.

Calls for the community:

Calls for pop up home art exhibitions:

Make your creative expressions visible. Use your driveway, porch, window, yard, balcony, stoop, front door to send your hope, solidarity, beauty, and gratitude into the community. With civil unrest rocking the nation, a pandemic that has killed over 100,000, and over 40 million unemployed, there is a desperate need for action, renewal, and solidarity. We know that art can transform. Use it to express your feelings.

Call for kitchen culture:

We know that for the past three months there has been a lot of cooking at home. Send us a video of your kitchen table at mealtime, the preparation of a favorite dish, you and/your family are cooking. Anything that surrounded your kitchen culture. We are excited to see what your favorite dishes are and how cooking made staying at home a more delicious routine. Share your recipes. Did you try to replicate food from your favorite restaurant? The videos will be shared online by VisArts and the City and projected on Town Square walls after dark for the community to view on a local artwork while safely distancing and wearing a mask as a way to signal your care for your neighbors.

Call for sound recordings:

Send recordings of the sounds that you noticed while staying at home. Recording will be installed in a listening station in Town Square and on VisArts website.

Call for Gardens:

Did you take solace in your garden? Did you start gardening for the first time? Send us photographs of your garden and/or art that came from your garden.

Rockville Walks: Send us pictures and written thoughts about the walks that sustain you during the stay-at-home order.

Project Budget – inaugural exhibition – six storefronts

Artist fees - \$600/artist x six storefronts \$ 3,600

Curatorial Fee (identify and select artists, create exhibition design, draft and execute artist contracts, installation assistance as requested by FRIT, drafting and promotion of press release and social media postings.) 2,400

Total \$6,000

FRIT Contribution

Access to storefront windows and site plans, window measurement, digital printing of art and installation of art on storefronts

VisArts Contribution

VisArts has donated hours of staff time to design the project and prepare materials for the meeting with City and FRIT representatives. We are pleased to make this contribution as part of our commitment to the revitalization of Rockville Town Square.



Mayor & Council Meeting Date: August 3, 2020
Agenda Item Type: Discussion
Department: Human Resources
Responsible Staff: Karen Marshall

Subject

Vacancy Report/Hiring Freeze Status

Recommendation

Staff recommends that the Mayor and Council review and discuss the Vacancy and Hiring Freeze Report of positions that were open as of July 31, 2020.

Discussion

The attached reflects all open positions with totals by funds ending July 31, 2020.

The Gross Personnel Savings category shown on the attached report for each position represents the portion of the FY21 adopted budget, including salary and benefits, that covers the number of days the position has been vacant in FY2021.

Mayor and Council History

The vacancy report was created in response to a Mayor and Council request during the FY2015 budget process. Since that time, staff has provided the Mayor and Council with reports.

Attachments

Attachment 16.a: FY21 July Vacancy and Hiring Freeze Report (PDF)

A handwritten signature in black ink, appearing to read "Rob DiSpirito", is written over a horizontal line.

Rob DiSpirito, City Manager

7/28/2020

Vacancy and Hiring Freeze Report - General Fund Positions Open as of 7/31/2020

ATTACHMENT A

Department	Cost Center	Working Title	Grade	% General Fund	Position Vacancy Date	Status of Positions Open Over 90 Days	Days Open	Days Open FY2020	Number of Positions	Subject to Freeze	FY21 Adopted Budget	Gross Personnel Savings
City Attorney's Office	Office of the City Attorney	Senior Assistant City Attorney	AD120	100%	5/29/2020	Position currently being advertised; closes 8/3/2020	63	30	2	N	\$ 190,080.00	\$ 15,623.01
Housing and Community Development	Community Programs	Community Services Manager	AD115	100%	4/24/2020	Due to the creation of the new Housing & Community Development Department the department head is reviewing the current job description	98	30	1	N	\$ 115,440.00	\$ 9,488.22
Housing and Community Development	Administration	Housing Specialist	AD111	100%	7/1/2020	Newly created FY21; Department head working with HR to create new job description	30	30	1	N	\$ 94,600.00	\$ 7,775.34
Housing and Community Development	Youth and Family Services	Community Services Program Coordinator	AD109	100%	7/17/2020	Position being advertised	14	14	2	N	\$ 97,290.00	\$ 3,731.67
Finance	Financial Administration	Management and Budget Analyst	AD113	100%	4/24/2020	Reviewing applications	98	30	1	N	\$ 105,120.00	\$ 8,640.00
Mayor and Council	City Clerk's Office	Deputy City Clerk	AD111	100%	1/3/2020	CC/DCO working with HR to update the job description	210	30	1	N	\$ 95,140.00	\$ 7,819.73
Planning and Development Services	Administration and Support	Executive Assistant	AD109	100%	1/13/2020	Frozen	200	30	1	Y	\$ -	\$ -
Planning and Development Services	Application Process and Permit	Building Plans Examiner Supervisor	AD113	100%	1/13/2020	The position is being re-advertised nationally to have a larger pool of qualified candidates	200	30	1	N	\$ 105,120.00	\$ 8,640.00
Planning and Development Services	Development Review	Landscape Architect/Urban Forester	AD111	100%	11/29/2019	The position is being re-advertised nationally to have a larger pool of qualified candidates	245	30	1	N	\$ 116,610.00	\$ 9,584.38
Planning and Development Services	Comprehensive Planning	Senior Planner	AD111	100%	3/6/2020	Frozen	147	30	3	Y	\$ -	\$ -
Planning and Development Services	Development Review	Senior Planner	AD111	100%	3/23/2020	Frozen	130	30	3	Y	\$ -	\$ -
Planning and Development Services	Zoning Ordinance	Senior Zoning Inspector	AD110	100%	6/30/2020	Position being advertised	31	30	1	N	\$ 126,870.00	\$ 10,427.67
Police	Management and Support - Administration	Police Major	PL119	100%	1/26/2020	Frozen	187	30	2	Y	\$ -	\$ -
Police	Patrol Team	Police Officer	PL110	100%	2/9/2020	Ongoing recruitment	173	30	21	N	\$ 82,550.00	\$ 6,784.93
Police	Patrol Team	Police Officer	PL110	100%	7/1/2020	Ongoing recruitment	30	30	"	N	\$ 82,550.00	\$ 6,784.93
Police	Patrol Team	Police Officer	PL110	100%	7/1/2020	Ongoing recruitment	30	30	"	N	\$ 82,550.00	\$ 6,784.93
Police	Patrol Team	Police Officer	PL110	100%	7/21/2020	Ongoing recruitment	10	10	"	N	\$ 82,550.00	\$ 2,261.64
Public Works	Management and Support	Deputy Director of Public Works	AD120	20%	7/19/2019	Scheduling Interviews	378	30	1	N	\$ 28,670.00	\$ 2,356.44
Public Works	Street Maintenance	Maintenance Worker I - General Maintenance	UN103	75%	12/9/2019	Reviewing applications	235	30	7	N	\$ 41,140.00	\$ 3,381.37

Attachment 16.a: FY21 July Vacancy and Hiring Freeze Report (3199 : Vacancy Report/Hiring Freeze

Public Works	Street Maintenance	Maintenance Worker I - General Maintenance	UN103	75%	12/31/2019	Reviewing applications	213	30	"	N	\$ 41,140.00	\$ 3,381.37
Public Works	Street Maintenance	Maintenance Worker I - General Maintenance	UN103	75%	3/16/2020	Reviewing applications	137	30	"	N	\$ 41,140.00	\$ 3,381.37
Recreation and Parks	Capital Projects	Senior Construction Project Manager	AD116	100%	9/27/2019	Frozen	308	30	1	Y	\$ -	\$ -
Recreation and Parks	Childcare	Childcare/Preschool Director	AD107	100%	7/17/2020	Position currently being reviewed by manager	14	14	2	N	\$ 33,060.00	\$ 1,268.05
Recreation and Parks	Facilities Maintenance Service	Facilities Maintenance Trades Worker	UN106	100%	2/14/2020	Hiring supervisor working with HR to update the job description	168	30	5	N	\$ 66,570.00	\$ 5,471.51
Recreation and Parks	Horticultural Services	Maintenance Worker I - Parks and Facilities	UN103	100%	3/16/2020	Interviews scheduled and currently occurring	137	30	4	N	\$ 54,860.00	\$ 4,509.04
Recreation and Parks	Urban Forestry Maintenance	Tree Climber	UN105	100%	6/10/2019	Frozen	417	30	4	Y	\$ -	\$ -
Recreation and Parks	Urban Forestry Maintenance	Tree Climber	UN105	100%	7/8/2019	Position re-advertised to have a larger pool of qualified candidates	389	30	"	N	\$ 66,570.00	\$ 5,471.51
Recreation and Parks	Urban Forestry Maintenance	Tree Climber	UN105	100%	3/9/2020	Position re-advertised to have a larger pool of qualified candidates	144	30	"	N	\$ 62,330.00	\$ 5,123.01
											\$ 1,811,950.00	\$ 138,690.14

Attachment 16.a: FY21 July Vacancy and Hiring Freeze Report (3199 : Vacancy Report/Hiring Freeze

Vacancy and Hiring Freeze Report - Water Fund Positions Open as of 7/31/2020

Department	Cost Center	Working Title	Grade	% Water Fund	Position Vacancy Date	Status of Positions Open Over 90 Days	Days Open	Days Open FY2020	Number of Positions	Subject to Freeze	FY21 Adopted Budget	Gross Personnel Savings
Public Works	Management and Support	Deputy Director of Public Works	AD120	40%	7/19/2019	Scheduling Interviews	378	30	1	N	\$ 57,310.00	\$ 4,710.4
Public Works	Water Systems Maintenance	Maintenance Worker II - Utilities	UN104	100%	3/20/2020	Reviewing applications	133	30	8	N	\$ 58,460.00	\$ 4,804.9
Public Works	Water Treatment Plant	Water Treatment Plant Shift Leader	AD109	100%	7/3/2020	Position currently being reviewed by manager	28	28	3	N	\$ 108,720.00	\$ 8,340.1
											\$ 224,490.00	\$ 17,855.4

Attachment 16.a: FY21 July Vacancy and Hiring Freeze Report (3199 : Vacancy Report/Hiring Freeze

Vacancy and Hiring Freeze Report - Sewer Fund Positions Open as of 7/31/2020

Department	Cost Center	Working Title	Grade	% Sewer Fund	Position Vacancy Date	Status of Positions Open Over 90 Days	Days Open	Days Open FY2020	Number of Positions	Subject to Freeze	FY21 Adopted Budget	Gross Personnel Savings
Public Works	Management and Support	Deputy Director of Public Works	AD120	40%	7/19/2019	Scheduling Interviews	378	30	1	N	\$ 57,310.00	\$ 4,710.
											\$ 57,310.00	\$ 4,710.

Attachment 16.a: FY21 July Vacancy and Hiring Freeze Report (3199 : Vacancy Report/Hiring Freeze

Vacancy and Hiring Freeze Report - Refuse Fund Positions Open as of 7/31/2020

Department	Cost Center	Working Title	Grade	% Refuse Fund	Position Vacancy Date	Status of Positions Open Over 90 Days	Days Open	Days Open FY2020	Number of Positions	Subject to Freeze	FY21 Adopted Budget	Gross Personnel Savings
Public Works	Environmental Management	Sanitation Worker	UN104	100%	2/3/2020	Interviews scheduled and currently occurring	179	30	15	N	\$ 58,460.00	\$ 4,804.93
Public Works	Environmental Management	Sanitation Worker	UN104	100%	2/20/2020	Interviews scheduled and currently occurring	162	30	"	N	\$ 58,460.00	\$ 4,804.93
Public Works	Environmental Management	Sanitation Worker	UN104	100%	5/25/2020	Interviews scheduled and currently occurring	67	30	"	N	\$ 58,460.00	\$ 4,804.93
Public Works	Street Maintenance	Maintenance Worker I - General Maintenance	UN103	25%	12/9/2019	Reviewing applications	235	30	7	N	\$ 13,720.00	\$ 1,127.67
Public Works	Street Maintenance	Maintenance Worker I - General Maintenance	UN103	25%	12/31/2019	Reviewing applications	213	30	"	N	\$ 13,720.00	\$ 1,127.67
Public Works	Street Maintenance	Maintenance Worker I - General Maintenance	UN103	25%	3/16/2020	Reviewing applications	137	30	"	N	\$ 13,720.00	\$ 1,127.67
											\$ 216,540.00	\$ 17,797.81

Attachment 16.a: FY21 July Vacancy and Hiring Freeze Report (3199 : Vacancy Report/Hiring Freeze



Mayor & Council Meeting Date: August 3, 2020
 Agenda Item Type: Presentation
 Department: CMO - Procurement
 Responsible Staff: Jessica Lewis

Subject

Procurement Action Plan Update 48-Month

Recommendation

Staff recommends that the Mayor and Council receive the 48-month update of the Procurement Action Plan, developed in response to the 2015 Procurement Consultant Study

Discussion

This update serves at the 48-month review on implementation of the Procurement Action Plan that was presented to the Mayor and Council on February 1, 2016. The Action Plan is provided as Attachment A, and notes progress updates since the last report to the Mayor and Council. Highlights of the progress to date also are described in this update.

The Action Plan is organized by the 29 recommendations in the report, with the original start date of January 2016 and extending to December 2018. Implementation of all accepted action plan items were categorized in six month increments through completion. Due to previous changes in the implementation schedule, the action plan now reflects an implementation end date of December 2021.

Recommendation 3, Update the Purchasing Guide

The revamped procurement guide was released in September 2019 and includes instructions for all core procurement methods. The guide will continue to be updated on an ongoing basis. Attachment B provides an updated timeline for completion of remaining items.

Recommendation 16, Standardize Documentation Requirements, and Create Checklists

Documentation requirements and checklists were included with the update to the Guide for the core procurement methods. Procurement staff will continue to develop documentation checklists that will be included in any updates to the procurement guide.

Recommendation 22, Develop a Strategic Plan

Procurement staff continues to identify factors that will be included in the Procurement Strategic Plan and continues development of the draft. This item has been revised from a 48-

month implementation date to a 54-month implementation date within the Action Plan. COVID-19 has significantly impacted the Division's work program and responding to the emergency has provided less time to devote to longer term planning; however, the experience has uncovered valuable lessons and insights to include in the strategic plan.

Mayor and Council History

The Procurement Action Plan 42-month update was provided to the Mayor and Council on January 27, 2020.

Boards and Commissions Review

On June 30, 2020, the Financial Advisory Board received a copy of the proposed Procurement Action Plan Update. The update was discussed at the Board's meeting on July 1, 2020. The Board is pleased that the City provided estimated completion dates for the remaining sections of the Procurement Guide. The Board was concerned about adjustment of some earlier-established dates. Staff had previously addressed with the Board the necessity for those modifications.

Next Steps

- Continue implementation of the Action Plan as outlined in Attachment A
- Continue updates for recommendation 3 as outlined in Attachment B
- Provide a revised FY19 Procurement Annual Report based on recommendations received from the Financial Advisory Board and the FY20 Procurement Annual Report

Attachments

Attachment 17.a: Attachment A - Purchasing Action Plan new by implementation 48 mos (PDF)
Attachment 17.b: Attachment B-Procurement Guide Schedule 48 mos(PDF)



Rob DiSpirito, City Manager

7/28/2020

Procurement Action Plan (by Implementation Date)
January 2016 - December 2021

Calyptus Recommendation	Addressed in Action Plan	Calyptus Recommended Time Frame	Action Plan Implementation Date	Comments
<p>Recommendation 1: Create a Hybrid Structure of Departmental Focus and Method of Procurement</p>	<p>Yes</p>	<p>within 12 months</p>	<p>Completed November 2015</p>	<p>The hybrid structure and buyer assignments are in place as recommended. Purchasing staff is now meeting on a regular basis with all City departments to enhance communication, procurement planning, and customer service.</p>
<p>Recommendation 2: Purchasing to Report Directly to the City Manager</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 6 months Completed February 2016</p>	<p>The Purchasing function has been elevated by moving the division to the City Manager's Office; the required City Code change was introduced at the February 1, 2016 Mayor and Council meeting. The title of the Purchasing Manager position was changed to Director of Procurement, and the position has become a part of the City's senior staff management team. The Director of Procurement reports directly to the City Manager.</p>
<p>Recommendation 4: Incorporate Best Practices in Purchasing into Code and Purchasing Guide</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 6 months within 12 months Completed February 2018</p>	<p>Chapter 17 of the City Code will be updated to incorporate best practices in purchasing. Possible Code modifications include a qualifications based method of procurement; services currently exempt from competitive procurement will also be reviewed as part of the Code update. The new Purchasing Guide will be based on the updated City Code and will incorporate best practices as recommended. The Guide will serve as the primary reference source for all City purchasing procedures.</p> <p>Proposed revisions to Chapter 17 of the City's Procurement Code were adopted by the Mayor and Council on February 5, 2018.</p>

Attachment 17.a: Attachment A - Purchasing Action Plan new by implementation 48 mos (3203 :

Attachment A

Calyptus Recommendation	Addressed in Action Plan	Calyptus Recommended Time Frame	Action Plan Implementation Date	Comments
Recommendation 5: Update Purchasing Card Policy and Procedures Manual and Incorporate into Purchasing Guide	Yes	within 12 months	within 6 months Completed March 2016	The revamped P-card manual was developed and implemented in March 2016. The enhanced manual includes new training and exam requirements for all program participants, improved definition of participant duties, and improved definition for program non-compliance.
Recommendation 7: Introduce more Convenient Purchase Card Training	Yes	within 24 months	within 6 months Completed March 2016	The first phase of training was conducted in Spring 2016 and the next training was provided in Fall 2016. Training will continue to be provided in the spring and in the fall of each year. Training is required on an annual basis and is conducted in a classroom format. Procurement will consider establishing an e-learning module as a longer term objective.
Recommendation 8: Implement Updated P-Card Oversight Program	Yes	within 12 months	within 6 months Completed March 2016	The revamped P-card manual provides more oversight as it relates to compliance. Consequences for non-compliance have been clearly defined and will be enforced as required. P-card audits are being conducted on a monthly basis. New forms have also been developed to enhance user compliance. Improved definitions of participant roles and responsibilities have also been included in the manual.
Recommendation 14: Evaluate GAX payments for competitive purchasing opportunities	Yes	within 12 months	within 6 months Completed June 2016	A flowchart and instructions has been developed to outline when various payment methods shall be used as it relates to issuance of GAX payments and payments associated with the appropriate procurement methods. The flowchart and instructions is incorporated by reference in the updated Procurement Guide as mentioned in recommendation 3.
Recommendation 17: Implement Periodic File Review Compliance Checks	Alternative identified	within 24 months	within 6 months Completed June 2016	A contract file checklist is being used in all formal multi-year contract files. This checklist ensures that all pertinent contract documents are included in the corresponding contract file from beginning of the procurement process to contract closeout.

Attachment A

Calyptus Recommendation	Addressed in Action Plan	Calyptus Recommended Time Frame	Action Plan Implementation Date	Comments
<p>Recommendation 19: Investigate additional public procurement websites for opportunities to post public notice of pending procurement actions.</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 6 months Completed June 2016</p>	<p>Staff investigated other web posting options and determined that this recommendation is not financially feasible for acquiring a third party company to post bids. The current practice is in alignment with surrounding jurisdictions and eMaryland Marketplace provides good visibility for bid opportunities. Procurement has added an option on its website to allow vendors to receive email and text notifications once solicitations are posted to our website.</p>
<p>Recommendation 23: Update and Make clear all Data posted on the Website</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 6 months Completed June 2016</p>	<p>The Procurement website has been updated to clarify instructions and solicitations that are posted.</p>
<p>Recommendation 24: Standardize the information provided to the Mayor and Council</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 6 months within 12 months Completed January 2017</p>	<p>Guidelines have been finalized for award approval memos for the Director of Procurement/City Manager, as well as guidelines for Mayor and Council awards. The guidelines allow consistency in information that is being provided to the Director of Procurement/City Manager and Mayor and Council. The guidelines for information provided to the Mayor and Council will be included in the procedures for the new legislative management system and are incorporated by reference in the new procurement guide.</p>
<p>Recommendation 28: Establish Five Key Purchasing Measures</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 6 months Completed December 2015</p>	<p>Due to the timing of the budget process, it was determined that the FY 16 measures would be used, which includes percentage of cost savings/avoidance on competitive processes, which was one of the Calyptus performance recommendations. Additional systems or processes would need to be in place before the additional Calyptus recommendations are considered. Consideration will be made to include procurement cycle time targets and percentage of files with "perfect" documentation in future performance measures.</p>

Attachment 17.a: Attachment A - Purchasing Action Plan new by implementation 48 mos (3203 :

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Calyptus Recommendation	Addressed in Action Plan	Calyptus Recommended Time Frame	Action Plan Implementation Date	Comments
Recommendation 3: Update Purchasing Guide	Yes	within 12 months	within 12 months Completed September 2019 Ongoing	The Procurement Guide will be updated following completion of the revisions to the Procurement Code (Chapter 17), as discussed in the response to Recommendation 4. The updated Procurement Guide will consolidate the City's current Purchasing Manual and Purchasing Guide into one document. The new Guide will contain all requirements and information to guide the user through the process from start to finish. The revamped Procurement Guide was released in September 2019 which includes the core procurement methods. The guide will continue to be updated as additional methods are finalized.
Recommendation 11: Implement an auto-release function for Purchase Orders	Yes	within 24 months	within 12 months Completed March 2016	With the upgrade of the financial system, staff now generates an electronic version of purchase order documents, eliminating the distribution of paper copies. City staff has access to all purchase order documents via the financial system.
Recommendation 12: Conduct Intensive Purchasing Training	Yes	within 12 months	within 12 months and ongoing Ongoing	Purchasing staff will attend training on an ongoing basis to maintain current certifications, to obtain new certifications, and to stay current on industry practices. Procurement Staff continues to participate in training courses with nationally recognized procurement organizations to remain current in industry practices. Staff is also maintaining current certifications by obtaining credit hours for various courses and two staff members are preparing to obtain a new certification.

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Calyptus Recommendation	Addressed in Action Plan	Calyptus Recommended Time Frame	Action Plan Implementation Date	Comments
<p>Recommendation 16: Standardize Documentation Requirements and Create Checklists.</p>	<p>Yes</p>	<p>within 24 months</p>	<p>within 12 months Completed September 2019 Ongoing</p>	<p>Required contract file documentation will be defined and standardized, and checklists will be developed in conjunction with the changes to the Purchasing Code (Recommendation 4) and Purchasing Guide (Recommendation 3). Documentation requirements and checklists were included with the update to the Procurement Guide for the core procurement methods. Procurement staff will continue to develop documentation checklists that will be included as the procurement guide continues to be updated.</p>
<p>Recommendation 18: Implement procedures for independent cost estimates, cost/price analysis, vendor responsibility, use of standardized templates, guidance documents to departments for delegated procurements, award memorandum, and process for internal contract review.</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 12 months Completed January 2019</p>	<p>This will happen in conjunction with the changes to the Purchasing Code (Recommendation 4) and Purchasing Guide (Recommendation 3). Procurement staff has completed the procedures for conducting independent cost estimates (ICE) and cost/price analysis. Training will be required. Procedures were provided during the launch of the procurement guide.</p>
<p>Recommendation 6: Conduct Policy and Procedure Training</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 18 months and ongoing Ongoing</p>	<p>This training is related to Recommendation 3 and will be implemented upon completion of the new Procurement Guide. The new Guide will be communicated to City staff through a mandatory comprehensive training program. On an ongoing basis, training for different user groups will be provided, at a minimum, annually. In February 2020, a training schedule was developed and was issued to All City staff. Staff had the ability to register via the NeoGov system. As a result of the COV-19 pandemic and City closure that began on March 16, 2020, all training sessions were cancelled. Training will now be offered virtually beginning July-August 2020.</p>

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Calyptus Recommendation	Addressed in Action Plan	Calyptus Recommended Time Frame	Action Plan Implementation Date	Comments
<p>Recommendation 9: Create Standardized Solicitation documents</p>	<p>Yes</p>	<p>within 12 months</p>	<p>within 18 months Completed February 2019</p>	<p>Upon completion of the City Code updates, the creation of a new Procurement Guide, and updating of forms, the standardized templates for solicitation and contract documents will be updated. Standardized forms/templates have been revised and finalized. Templates have been revised for Competitive Sealed Bids (IFB), Informal Solicitations (RFQ), and Request for Proposals (RFP).</p>
<p>Recommendation 10: Develop a system based Contract Management System</p>	<p>Yes</p>	<p>within 24 months</p>	<p>within 24 months Completed March 2019</p>	<p>An award was made to Cobblestone Systems Corp for the Contract Management Software. Design and installation of the new system is complete. Training and data entry is ongoing.</p>
<p>Recommendation 15: Establish a strategic sourcing plan by first developing category plans for each of its 10-12 major purchase categories and creating sourcing plans and projects to achieve savings.</p>	<p>Yes</p>	<p>within 24 months</p>	<p>within 24 months within 54 months</p>	<p>The development of standard reports addressed in Recommendation 13 and the optimization of IT systems addressed in Recommendation 29 are key to the establishment of a strategic sourcing plan. This strategic sourcing plan will identify opportunities for achieving savings across City departments.</p>
<p>Recommendation 29: Optimize use of Current IT Systems</p>	<p>Yes</p>	<p>within 24 months</p>	<p>within 24 months TBD</p>	<p>Currently, this item does not have an action plan implementation date. The City will be discussing long term options for acquiring a Finance/Procurement ERP module with the appropriate capabilities to provide enhanced procurement functions. Use of this system will also significantly impact the data for the strategic sourcing plan (recommendation 15)</p>

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Calyptus Recommendation	Addressed in Action Plan	Calyptus Recommended Time Frame	Action Plan Implementation Date	Comments
<p>Recommendation 22: Develop a Strategic Plan</p>	<p>Yes</p>	<p>within 36 months</p>	<p>within 36 months within 54 months</p>	<p>A strategic plan will be developed once the appropriate purchasing processes have been improved and an updated code, updated policy manual, standardized forms and templates exist. Procurement staff have started identifying factors that will be included in the Procurement Strategic Plan</p>
<p>Recommendation 13: Develop standard reports to evaluate procurement activity and update on an annual basis. Data should be compared to established metrics to evaluate Purchasing performance.</p>	<p>Yes</p>	<p>within 12 months</p>	<p>Ongoing</p>	<p>Upon completion of the needs assessment, with the assistance of the IT department, staff has identified a business intelligence tool that will assist with generation of various reports based on the City's procurement activity. Procurement used this tool to develop the FY 2019 Annual Procurement Report and will continue to use this tool for the FY20 Annual Procurement Report. Staff will also use the new Cobblestone system to develop and generate other reports.</p>
<p>Recommendation 20*: Identify potential MFD firms and conduct targeted outreach to increase MFD participation as prime or subcontractors on City procurements.</p>	<p>Yes</p>	<p>within 12 months</p>	<p>Ongoing</p>	<p>Staff will continue with the program as authorized by the Mayor and Council.</p>
<p>Recommendation 21*: Develop a bidders list for use in identifying bidders for procurement opportunities. The list should reflect MFD firms and be updated with each solicitation.</p>	<p>Alternative identified</p>	<p>within 24 months</p>	<p>N/A</p>	<p>Staff does not support the maintenance of a manual bidders lists for procurement. The utilization of various automated/electronic purchasing systems satisfies this requirement. As noted in the response to Recommendation 19, an evaluation of additional opportunities for posting bids is underway.</p>
<p>Recommendation 25: Enhance MFD Program</p>	<p>Continue program authorized by Mayor and Council</p>	<p>within 24 months</p>	<p>N/A</p>	<p>Information about the program is available on the City's website; staff will look for opportunities to enhance the Program's website presence. As previously reported to the Mayor and Council, Purchasing has established a set day and time for the vendor community to receive one-on-one assistance and education. Certain key activities cited by Calyptus are inconsistent with the informal outreach program authorized by the Mayor and Council.</p>

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<p>Recommendation 26: Develop Service Level Agreements</p>	<p>Alternative identified</p>	<p>within 12 months</p>	<p>N/A</p>	<p>In the context of the other improvements planned, staff does not believe that Service Level Agreements add significant value. To be effective, all aspects of the procurement process (legal, risk management, City Manager's Office) would need to do Service Level Agreements. With regular meetings and communication between the departments and purchasing; there is sufficient impetus for ongoing improvement and accountability for all departments in the process. See recommendation 27.</p>
<p>Recommendation 27: Develop Targeted Improvement Plans</p>	<p>Alternative identified</p>	<p>within 24 months</p>	<p>N/A</p>	<p>As noted in the response to Recommendation 1, the recommended hybrid structure has been implemented and buyer assignments are in place. Regular meetings are now being held between Purchasing staff and the various City departments, improving customer service, and providing the impetus for continuous improvement and possible cost savings through enhanced procurement planning. With enhanced direct communication between departments and Purchasing staff in place, staff does not believe the addition of two continuous improvement teams as proposed by Calyptus provides value commensurate with the time invested.</p>

* The numbering of the recommendations in the Purchasing Report is inconsistent for recommendations 20 and 21. Staff used pages 161/162, not page 6.



Attachment B Procurement Guide Remaining Items

The methods/procedures listed below are remaining items that will be completed and added to the existing procurement guide.

Note: Some of the methods provided require the development of a new procedure and some require a thorough review and revision to previous procedures. The dates provided are estimates only and are subject to change based on level of review and revision.

Method/Procedure	Estimated Completion
Contract Modifications/Change Orders*	September 2020
Contract extensions/renewals*	September – October 2020
Contracting with Public Entities	October 2020
Protest	October 2020
Special Procurement	November 2020
Request for Expression of Interest*	November – December 2020
Unsolicited Proposals	November – December 2020
Contract Disputes	January 2021
Appeals from City Manager Decisions	January 2021
Authority to Debar or Suspend Contractors	January – February 2021
Appeal of Decision to Debar	February 2021

*Items require revision or development of templates, checklists, sample forms, and other materials that will assist procurement and the user department during the process



Mayor & Council Meeting Date: August 3, 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 18.A.a: MC Action Report Master 2020 _REVISED 072420 (PDF)

A handwritten signature in black ink, appearing to read "Rob DiSpirito", is written over a horizontal line.

Rob DiSpirito, City Manager

7/29/2020

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	<p>King Farm Farmstead</p> <p>Status: On April 20, 2020, the Mayor and Council discussed the responses to the request for information (RFI) on potential future uses of the Farmstead. As a next step, staff will work with stakeholders to develop the scope of a request for thorough and detailed proposals for future uses of the Farmstead. With funding approved by the Mayor and Council, a security system project for the Dairy Barns and house will be completed this summer and design/construction for a fire suppression system will begin in FY21 and conclude in FY22.</p>	Ongoing
2015-14	7/13/15	CMO	Future agenda	<p>Purchasing Study Response</p> <p>Status: An update on the Procurement Action Plan was shared on January 27, 2020. Another update will be provided on August 3, 2020.</p>	August 3, 2020
2016-12	9/26/16	HR	Future agenda	<p>Vacancy Report/Hiring Freeze Update</p> <p>Provide a Vacancy Report to the Mayor and Council at the first meeting of each month.</p> <p>Status: The next report will be on the August 3, 2020 agenda.</p>	August 3, 2020
2016-16	10/10/16	PDS	Future agenda	<p>Global Issues on BRT</p> <p>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.</p> <p>Status: County transportation is determining a recommended alternative for design of the MD 355 route. City staff attended a meeting with Montgomery County DOT on April 30, 2020 to review an update on the 6.7 mile Veirs Mill Rd (MD 586) BRT project. The project team is advancing Alternative 2.5 at this time, and the limit of the project has been extended to Montgomery College. A new station has been added at Atlantic Avenue. Public outreach will take place in the next few months.</p>	Ongoing

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2016-18	10/24/16	PDS	Future agenda	<p>FAST – Faster, Smarter, More Transparent (Site Plan/Development Review Improvements) Provide regular updates on the status of the work.</p> <p>Status: A FaST update was provided to the Mayor and Council on November 18, 2019. The next update will be provided by email in September 2020 as an alternative to a Mayor and Council agenda item.</p>	September 2020
2017-6	2/27/17	CMO	Email	<p>Minority-, Female- & Disabled-Owned Businesses Provide updates on the Procurement Division’s activities to engage and support minority-, female- and disabled-owned businesses.</p> <p>Status: The MFD Report for FY19 and FY20 was shared with the Mayor and Council by email on May 1, 2020. A Mayor and Council agenda item on October 19, 2020 for a forward-looking discussion of the City’s MFD outreach program, to include topics such as program metrics, program successes and potential program adjustments. A local preference approach for City procurement also will be discussed with the Mayor and Council on a future agenda.</p>	October 19, 2020
2017-11	6/12/17	R&P	Agenda item	<p>Deer Population in Rockville Continue to monitor the deer population. Consider action steps and gather community input.</p> <p>Status: The Mayor and Council approved the location, dates and required City Code changes for the pilot deer culling program on June 1 and June 22, 2020. The pilot will be underway from October 2020 to January 2021.</p>	January 2021
2018-1	1/22/18	Finance	Action Report	<p>Utility Billing System Provide updates on the replacement of the Velocity Payment System, powered by Govolution.</p> <p>Status: Implementation with the system vendor is underway and is scheduled to be completed in September 2020. To date, server set up, software installation, and data conversion has been completed. Testing and data validation is underway.</p>	September 2020

Attachment 18.A.a: MC Action Report Master 2020_REVISED 072420 (3157 : Action Report)

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2018-7	6/18/18	CMO	Agenda Item	<p>LGBTQ Initiatives Identify and implement Mayor and Council suggestions.</p> <p>Status: A gender neutral/family restroom was constructed on the 3rd floor of City Hall. Directional signs were put on the second floor directing those wanting to use the restroom to the first or third floor. The Adopted FY21 budget includes a new family/gender neutral bathroom at Dogwood Park, to be constructed in FY22. The Human Rights Campaign sent Rockville’s draft 2020 Municipal Equality Index (MEI) scorecard on June 2 for review and comment by July 31.</p>	Ongoing
2018-8	6/18/18	CMO/RCPD /R&P	Town Meeting	<p>Opioid Town Meeting Schedule a Town Meeting on the opioid crisis, to include prevention, enforcement and treatment.</p> <p>Status: A proposed Rockville Goes Purple plan for the initial months of FY21 was presented to the Mayor and Council on July 13, 2020. A Planning Committee meeting on July 15 began the implementation process. The first step will be a Mayor and Council proclamation for National Recovery Month on the August 3rd agenda, followed by a virtual book club, virtual run/walk/bike event, drug take back event and a webinar focused on seniors in the month of September.</p>	August 3, 2020
2018-11	8/1/18	PDS	Agenda Item	<p>Neighborhood Shopping Centers Discuss mechanisms to encourage neighborhood shopping center revitalization and explore additional zoning and uses.</p>	TBD
2018-15	10/8/18	PDS	Future Agenda	<p>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.</p> <p>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.</p>	Fall 2020

Attachment 18.A.a: MC Action Report Master 2020_REVISED 072420 (3157 : Action Report)

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2018-19	10/15/18	HR	Future Agenda	<p>Volunteer Program Discuss whether the Mayor and Council want to direct the City Manager to create a centralized volunteer program.</p> <p>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 presentation, on the September 14, 2020 agenda, will include an FY20 volunteer update and discussion of strategies to increase volunteerism.</p>	September 14, 2020
2019-1	10/29/18	PDS	Future Agenda	<p>Accessory Structures</p> <p>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 on November 23, 2020.</p>	November 23, 2020
2019-2	2/25/19	R&P/PDS/ CMO	Future Agenda	<p>RedGate Park Planning</p> <p>Status: Staff examined the condition of the walking paths and made critical repairs. Other repairs will be addressed when the entire path is redone, or as critical needs arise. Staff presented the strategy for engaging the public in a planning process for a new destination park at Redgate on June 22, 2020 and received Mayor and Council direction to proceed. The Mayor and Council will receive updates during the planning process and will be engaged in the public outreach portion of the work.</p>	Ongoing
2019-4	3/25/19	PDS	Future Agenda	<p>Business Improvement Districts (BIDs) and Tax Increment Financing (TIF)</p> <p>Status: The Mayor and Council requested background information and a briefing on Business Improvement Districts, Arts & Entertainment Districts, and Tax Increment Financing. Staff will provide information in writing for the Mayor and Council in advance and prepare for a briefing on the October 19, 2020 meeting agenda.</p>	October 19, 2020

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Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2019-7	4/1/19	R & P	Memo	<p>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).</p> <p>Status: Staff is preparing follow up on the Mayor and Council’s November 25, 2019 worksession on early childhood education services, and staff will check in with the Mayor and Council on how to incorporate COVID-related topics in the September 21 staff report.</p>	September 21, 2020
2019-9	4/1/19	HR	Memo	<p>Reduction in Force (RIF) Policy Prepare a Reduction in Force (RIF) policy, to be incorporated in the Personnel Policy and Procedures Manual update.</p> <p>Status: Mayor and Council will consider this policy in the context of the ongoing review of the proposed Personnel Policies and Procedures Manual (PPM), scheduled for October 26, 2020.</p>	October 26, 2020
2019-10	4/1/19	HR	Email	<p>Personnel Policy and Procedures Manual Update Share an update on the status of this effort.</p> <p>Status: In follow up to the Feb. 24 presentation of the updated PPM, the Mayor and Council is scheduled to discuss again on October 26, 2020.</p>	October 26, 2020
2019-11	4/1/19	HR/Finance	Future Agenda	<p>Retirement Incentive/Employee Buyout Program Provide information about employee buyout programs and discuss the potential for a Rockville program.</p> <p>Status: Director of Finance provided an update to the Mayor and Council via email on May 3, 2019. Staff suggests that the Mayor and Council take this up on October 26, 2020 and will engage the Financial Advisory Board.</p>	October 26, 2020
2019-12	4/1/19	Police	Future Agenda	<p>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.</p> <p>Status: Town Center parking meter spaces have been signed as 15-minute curbside pick-up during COVID-19 response. On June 1, 2020, the Mayor and Council approved a FRIT-requested system for special food pick up spaces in Town Square to further support food service establishments during the COVID recovery.</p>	Ongoing

Attachment 18.A.a: MC Action Report Master 2020 _REVISED 072420 (3157 : Action Report)

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	<p>Boards and Commissions Task Force Work Session Continue the Mayor and Council's discussion of the Boards and Commission Task Force (BCTF).</p> <p>Status: The Mayor and Council discussed the Task Force's report and next steps on July 6, 2020. The Mayor and Council directed the three appointed officials to return on agenda on September 21, 2020 with specific updates and responses to the recommendations in the report and an action plan for next steps.</p>	September 21, 2020
2020-01	1/6/2020	Police	Future Agenda	<p>Emergency Management Program Receive an update from the Emergency Manager on the city's emergency management program and activities.</p> <p>Status: The Emergency Manager provided an update on the Emergency Management Program during the July 6, 2020 agenda. Staff will share a six-month update in writing in January 2021 and another verbal update in summer 2021. These twice-yearly updates will be ongoing to keep the Mayor and Council informed.</p>	Completed
2020-02	1/13/2020	PDS/DPW/ CAO	Memo and Future Agenda	<p>5G Wireless Technology</p> <p>Status: On March 18, 2020 and May 11, 2020, the Mayor and Council discussed and introduced Zoning Text Amendment TXT2019-00251 on regulating the Installation of Small Cell Antennas. Staff is researching topics and questions raised by the Mayor and Council prior to scheduling adoption of the Ordinance. In addition, the FCC has issued another order which requires that this text amendment be modified prior to adoption. Staff is currently evaluating what changes must be made. It is likely that the text amendment may be modified significantly and would require beginning the public review process again.</p>	Fall 2020
2020-03	1/13/2020	DPW	Memo and Future Agenda	<p>Climate Change Efforts Brief the Mayor and Council on City efforts related to climate change.</p> <p>Status: Discussion and Instructions on a Climate Action Plan is scheduled for the Mayor and Council's September 21, 2020 meeting.</p>	September 21, 2020
2020-04	1/13/2020	Police	Memo and Future Agenda	<p>Drones and Public Safety Explore potential public safety issues associated with drones and how the City could consider monitoring, regulating and penalizing criminal activity.</p>	Fall 2020

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2020-07	1/13/2020	PDS	Future Agenda	<p>Affordable Housing Goals Discuss Rockville’s strategy to meet the affordable housing goals established by the Metropolitan Washington Council of Governments (COG).</p> <p>Status: Multiple future agenda items will explore a variety of strategies to meet the affordable housing goals, including adjustments to the City’s Moderately-Priced Dwelling Unit (MPDU) program, tax exemptions for affordable housing, fees and other subsidized housing programs. Staff will explore with the Mayor and Council other barriers to affordable housing by reviewing the zoning ordinance, identifying developable and under-utilized parcels, and seeking additional affordable housing funding opportunities and tools. To inform the future agenda items, staff will conduct public forums to solicit feedback on strategies.</p> <p>Staff emailed information to the Mayor and Council about the City’s Homeowners Tax Credit Program and the County’s Senior Tax Credit Program on July 23. If the Mayor and Council would like to discuss the Tax Credit programs in the context of the FY22 budget, staff will schedule an agenda item in October/November 2020.</p> <p>Staff is also developing a system for tracking MPDU expiration dates (there are about 900 units with different expiration dates).</p>	Ongoing
2020-09	1/27/2020	DPW	Future Agenda	<p>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 a fall 2020 meeting.</p>	Fall 2020
2020-10	1/27/2020	DPW	Future Agenda	<p>I-270 widening Establish a strategy for negotiating with the State.</p> <p>Status: The Mayor and Council received an update and discussed strategy on June 1, 2020. The Mayor and Council sent a letter to the State at the end of June expressing Rockville’s concerns. A discussion of the MOU between the City and State will be planned. MDOT released the Draft Environmental Impact Statement (DEIS), with a comment period to October 8, 2020 and public hearings scheduled. Staff will provide a report on the DEIS to the Mayor and Council by August 21 and bring this topic on agenda on September 14.</p>	September 14, 2020

Attachment 18.A.a: MC Action Report Master 2020_REVISED 072420 (3157 : Action Report)

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2020-08	1/27/2020	CMO/PDS/ Finance/ DPW	Worksession	<p>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 will be provided to the Mayor and Council on October 5, 2020.</p> <p>Parking – Explore improvements to parking in Town Center Status: A parking update will be included in the October 5, 2020 Town Center discussion.</p> <p>Town Center Road Diet – Study and report to Mayor and Council on suggestions in the TAP report and Mayor and Council’s discussion. Status: The consultant will present their analysis of No. Washington St and Middle Ln to the Mayor and Council on October 5, 2020.</p> <p>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. Status: The REDI board of directors and staff will be present for the next Town Center/ULI Update and provide an opportunity to receive their professional insights on competitive challenges to Town Center.</p> <p>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. Status: Discussion is scheduled for October 5, 2020.</p>	Ongoing
2020-11		PDS	Future Agenda	<p>Annexation Options Discuss annexation options.</p>	TBD
2020-12	4/27/20	R&P	Future Agenda	<p>Resident Company Briefing Include on the October 26, 2020 Mayor and Council agenda a briefing from the resident companies to share information about their plans to resume operations and their business plans to support ongoing operations.</p>	October 26, 2020
2020-13	4/27/20	CMO	Email	<p>Census Outreach Update Provide an update on the efforts completed, underway and planned to continue encouraging Rockville residents to complete the 2020 Census.</p> <p>Status: Updates on Census outreach efforts were emailed to the Mayor and Council on May 17, 2020 and July 19, 2020.</p>	Ongoing

Attachment 18.A.a: MC Action Report Master 2020 _REVISED 072420 (3157 : Action Report)

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2020-14	4/20/20	CMO/CAO	Future Agenda	<p>Smoking/Vaping Awareness Campaign (Public Rights-of-Way & multi-family residential developments) Develop a public awareness campaign about the negative impacts of smoking generally, on people with underlying health conditions and on neighbors in multi-family residential communities.</p> <p>Status: The Mayor and Council discussed this topic on July 20, 2020. As a next step, staff will prepare a communications plan that reflects the Mayor and Council’s feedback.</p>	September 2020
2020-16	6/1/20	RCPD	Future Agenda	<p>Social Justice, Racism and Bias Prepare suggestions for Mayor and Council discussion of ways to further engage with and educate our community .</p> <p>Status: On June 22, 2020, the Mayor and Council received a briefing and discussed the Rockville City Police Department’s (RCPD) fair and impartial policing strategies. Frequently Asked Questions will be prepared to help educate the community about RCPD fair and impartial policing practices. RCPD will also follow up on other outstanding questions or requests from the June 22 discussion.</p> <p>A follow up discussion on social justice, racism and bias was held on July 20, 2020. The Mayor and Council provided feedback on potential initiatives and directed staff to return with an updated list that reflects the discussion and is organized by short, mid and long-term strategies. The Mayor and Council also adopted a Resolution making Juneteenth an official City holiday.</p> <p>Staff will monitor activity this summer at the State level on changes to the Law Enforcement Officers Bill of Rights (LEOBR) and bring this topic to the Mayor and Council in the development of the 2021 State Legislative program.</p>	Ongoing
2020-17	6/1/20	CMO	Email	<p>Spanish Language Article in Rockville Reports Provide background information about the City’s former practice of translating to Spanish one of the articles of priority interest to the community into each edition of Rockville Reports.</p> <p>Status: Staff shared the requested information by email on June 16, 2020.</p>	TBD

Attachment 18.A.a: MC Action Report Master 2020 _REVISED 072420 (3157 : Action Report)

Ref.#	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
2020-18	6/8/20	CC/DCO	Future Agenda	New Education Commission/Committee Discuss on October 19, 2020 the possibility of establishing a new commission or committee on education.	October 19, 2020

CLOSED/COMPLETED

Ref.#	Meeting Date	Staff/ Dep	Response Method	Direction to Staff/ Action Taken/ Status	Timeline
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Mayor & Council Meeting Date: August 3, 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 19.A.a: 9.14.20 Mock Agenda (DOC)

Attachment 19.A.b: Future Agendas 08.03.2020 (XLS)

A handwritten signature in black ink that reads "Sara Taylor-Ferrell".

Sara Taylor-Ferrell, City Clerk/Director of Council Operations 7/29/2020



MAYOR AND COUNCIL

MEETING NO.
Monday, September 14, 2020 – 7:00 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 is closed due to the state directives for slowing down the spread of the coronavirus COVID-19 and continue practicing safe social distancing.

Viewing Mayor and Council Meetings

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.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to 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.

If you wish to participate virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your **Name, Phone number, the Community Forum or Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone)** to mayorandcouncil@rockvillemd.gov no later than **9:00 am on the day of the meeting**.
2. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
3. Plan to join the meeting no later than 5:40 p.m. (approximately 20 minutes before the actual meeting start time).
4. Read for <https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex>
5. meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, **Conduct a WebEx test:** <https://www.webex.com/test-meeting.html> prior to signing up to join the meeting to ensure your equipment will work as expected.
7. Participate (by phone or computer) in the optional Webex Orientation Question and Answer Session at 3 p.m. the day of the meeting, for an overview of the Webex tool, or to ask general process questions.

Participating in Mayor and Council Drop-In (Mayor Newton and Councilmember Pierzchala)

Drop-In Sessions will be held by phone on Monday, September 14 from 5:30-6:30 p.m. **Please sign up by 2 p.m. on the meeting day using the form at:** <https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227>

- 7:00 PM 1. **Convene**
2. **Pledge of Allegiance**
3. **Agenda Review**
- 7:05 PM 4. **City Manager's Report**
- 7:15 PM 5. **COVID-19 Update**
- 7:30 PM 6. **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.

7. **Mayor and Council's Response to Community Forum**
- 7:50 PM 8. **Consent**
- 7:55 PM 9. **Public Hearing on Community Needs: FY 2022 CDBG Grant Funding**
- 8:15 PM 10. **Diversity Hiring Strategies**
- 9:15 PM 11. **Police Advisory Commission**
- 9:45 PM 12. **Volunteer Program Update**
- 10:10 PM 13. **Financial Advisory Board FY 2020 Annual Report and FY 2021 Work Plan**
- 10:55 PM 14. **Introduction and Possible Adoption of a Bond Ordinance to Authorize the Competitive Sale of Tax-Exempt General Obligation Bonds and Taxable General Obligation Refunding Bonds**

- 11:15 PM 15. **Presentation on the DEIS Document for the I-495 and I-270 Managed Lanes Project**
- 11:35 PM 16. **Review and Comment - Mayor and Council Action Report**
17. **Review and Comment - Future Agendas**
18. **Old/New Business**
- 11:50 PM 19. **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>.

Future Agendas
As of 08/03/2020

Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 09/21/20 07:00 PM (4 items)		
Worksession		
Discussion and Instructions	60	Staff Recommendations on Boards and Commissions Task Force Follow-Up
Work Session	60	FY 2021 Budget Update and Savings Plan
Presentation and Discussion	60	Climate Action Plan Presentation, and Discussion and Instructions to Staff
Discussion	60	Rockville Early Childhood Education
Total Meeting Time (In Hours)	4 HR 00 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/05/20 07:00 PM (5 items)		
Proclamation	5	Proclamation Indigenous People
Work Session	60	Worksession with the Board of Directors of Rockville Economic Development Inc.
Discussion	60	Town Center Initiative - Update
Discussion	30	Undergrounding of MD 355
Presentation	45	Presentation of Consultant's Analysis of North Washington Street and East Middle Lane
Total Meeting Time (In Hours)	3 HR 20 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/12/20 07:00 PM (0 items)		
Total Meeting Time (In Hours)	HR MINS	

Attachment 19.A.b: Future Agendas 08.03.2020 (3267 : Future Agendas)

Future Agendas
As of 08/03/2020

Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/19/20 07:00 PM (6 items)		
Discussion, Instructions and Possible Adoption	60	Discussion on the 2020 Charter Review Commission Scope of Work
Appointments	15	Proposed Appointment Selection 2020 Charter Review Commission
Discussion and Instructions	20	Discussion on New Boards and Commissions and Nominations
Discussion	20	Follow-Up Discussion on Minority, Female and Disabled-Owned (MFD) Business Outreach Program FY19 and FY20 Reports
Discussion	45	Discussion of BIDs, TIFs, Etc. and Other Financial Tools for Town Center
Discussion, Instructions and Possible Adoption	30	Recreation and Parks Strategic Plan
Total Meeting Time (In Hours)	3 HR 10 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/26/20 07:00 PM (5 item) Worksession		
Introduction and Possible Adoption	30	FY 2021 Budget Amendment
Discussion and Instructions	90	Discussion of the Personnel Policies and Procedures Manual
Discussion	90	Reduction in Force Policy
Consent	5	Award of a Rider Contract for the Installation of a Sports Cluster System with Total Light Control – TLC for LED™ Technology Retrofit at Dogwood Park Baseball and Softball Fields MUSCO Sports Lighting, LLC. in the Amount of \$427,090.
Presentation and Discussion	20	Briefings by the Resident Companies of the F. Scott Fitzgerald Theater
Total Meeting Time (In Hours)	3 HR 55 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 11/2/20 07:00 PM (0 items)		
Total Meeting Time (In Hours)	HR MINS	TENTATIVE

Attachment 19.A.b: Future Agendas 08.03.2020 (3267 : Future Agendas)