

MAYOR AND COUNCIL

Meeting No. 21-25 Monday, September 8, 2025 - 7:00 PM

AGENDA

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

Ways to Participate

If you require a reasonable accommodation, for community forum or a public hearing and need reasonable accommodations, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280 or cityclerk@rockvillemd.gov or by filling this form: https://www.rockvillemd.gov/FormCenter/City-Manager-2/Request-a-Reasonable-Accommodation-50

Translation Assistance

If you wish to participate in person at a Mayor and Council meeting during community forum or a public hearing and may need translation assistance in a language other than English, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280, or cityclerk@rockvillemd.gov, or by using this form:

https://www.rockvillemd.gov/FormCenter/City-Clerk-11/Sign-Up-for-Translation-Assistance-at-Co-368

In-Person Attendance

Community members attending in-person who wish to speak during Community Forum, or a Public Hearing, should sign up using the form at the entrance to the Mayor and Council Chamber. In-person speakers will be called upon in the order they are signed to speak and before virtual speakers.

Note: In-Person Speakers will be called upon to speak before those who have signed up to speak virtually for Community Forum and Public Hearings.

Viewing Mayor and Council Meetings

The Mayor and Council are conducting hybrid meetings. The virtual meetings can be viewed on Rockville 11, Comcast, Verizon cable channel 11, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

Participating in Community Forum & Public Hearings:

Mayor and Council September 8, 2025

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

• Please email the comments to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the date of the meeting.

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

- 1. Send your Name, Phone number, For Community Forum and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the day of the meeting. Each speaker will receive 3 minutes.
- 2. Send your Name, Phone number, the Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the day of the meeting.
- 3. 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.
- 4. Plan to join the meeting no later than approximately 20 minutes before the actual meeting start time.
- 5. Read for https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex 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.

Participating in Mayor and Council Drop-In (Mayor Ashton and Councilmember Fulton)

The next scheduled Drop-In Session will be held by phone or in-person on Monday, September 29 from 5:15-6:15 pm with Mayor Ashton and Councilmember Fulton. Please sign up by 10 am on the meeting day using the form at:

https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227

- 1. Convene 7:00 PM
- 2. Pledge of Allegiance
- 3. Proclamation and Recognition NONE
- 4. Agenda Review 7:05 PM
- 5. City Manager's Report 7:10 PM
- 6. Boards and Commissions Appointments and Reappointments NONE
- 7. Community Forum 7:15 PM
- 8. Special Presentations NONE
- 9. Consent Agenda 7:35 PM

Mayor and Council September 8, 2025

A. Ratify and approve the City Manager's earlier execution of a Chesapeake Conservation and Climate Corps Program Host Agreement with the Chesapeake Bay Trust for the Environmental Management Division to host a 2025-2026 Chesapeake Conservation and Climate Corps Member

B. Authorize the City Manager to Execute Amendment Number 1 Between the City of Rockville and the State of Maryland, Maryland Energy Administration to Provide a No Cost Extension of Contract No. 2024-16-520S1 to September 30, 2026

10. Public Hearing - 7:40 PM

A. Public Hearing on Community Needs: FY 2027 Community Development Block Grant (CDBG) Funding

11. Action Items - 7:45 PM

A. Accept Consultant's Final Report on the Election Code Update

12. Worksession - 8:45 PM

A. Vision Zero Progress Update

13. Mock Agenda - 9:45PM

A. Mock Agenda

14. Old / New Business - 9:50 PM

15. Adjournment - 10:00 PM



MAYOR AND COUNCIL Meeting Date: September 8, 2025 Agenda Item Type: CONSENT Department: PUBLIC WORKS (PW)

Responsible Staff: ERICA SINGARA

Subject

Ratify and approve the City Manager's earlier execution of a Chesapeake Conservation and Climate Corps Program Host Agreement with the Chesapeake Bay Trust for the Environmental Management Division to host a 2025-2026 Chesapeake Conservation and Climate Corps Member

Department

PW - Environmental Management

Recommendation

Staff recommends the Mayor and Council ratify and approve the City Manager's earlier execution of the attached Chesapeake Conservation and Climate Corps Program Host Agreement (Attachment 1) between the Mayor and Council and the Chesapeake Bay Trust.

Discussion

City staff received notice from the Chesapeake Bay Trust (the Trust) of approval to host a Chesapeake Conservation and Climate Corps Member from August 19, 2025, through August 18, 2026, to support sustainability and environmental initiatives in Rockville.

The Chesapeake Bay Trust Conservation and Climate Corps was established to train young adults in environmental and community service careers while supporting restoration and conservation efforts across the Chesapeake Bay region. Its goal is to develop the next generation of environmental leaders by placing members with nonprofits, government agencies, and community organizations. Corps Members gain valuable professional skills, training, and career connections, while host organizations benefit from additional capacity, fresh perspectives, and dedicated support to advance their conservation missions.

Ratifying and approving the host agreement with the Trust would allow the city to continue hosting a Corps Member that will support Climate Action Plan initiatives, increase our outreach capacity, and develop innovative projects to protect Rockville's environment.

The Trust first provided the agreement to staff on July 25th and required that it be returned to the Trust no later than August 18th. Staff was unable to bring this item before this agenda because the agreement was not provided in time to align with agenda deadlines.

Mayor and Council History

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

Fiscal Impact

The City is not receiving or paying funds for this agreement. The Chesapeake Conservation and Climate Corps Member will be provided a \$33,280 stipend paid for by the Trust.

Next Steps

If ratified by the Mayor and Council, the City Manager will provide the Trust with documentation of the ratification and approval.

Attachments

Attach_1_HostAgreement_CBT_executed



July 25, 2025

Mr. Jeff Mihelich City Manager Mayor and Council of Rockville

Dear Mr. Mihelich:

Congratulations! The Chesapeake Bay Trust (the Trust) is pleased to inform you that the Mayor and Council of Rockville has been selected as a Host Organization for the 2025-2026 Chesapeake Conservation and Climate Corps Program (Corps). The Corps selection committee has placed Rena N. Aggarwal with your organization to serve as a Corps Member for a period of one year (August 19, 2025 through August 18, 2026).

The appended "Chesapeake Conservation and Climate Corps Host Agreement" outlines the roles, responsibilities, and requirements of the Host Organization, Corps Member, and Trust as participants in the Corps program. Please review this agreement carefully and return a signed copy to the Trust by August 18th, 2025, acknowledging the terms and conditions of this Agreement.

A <u>mandatory</u> one-day in-person orientation for Corps Host Organizations and Corps Members will be held on **August 19, 2025** at Celebrations at the Bay (2042 Knollview Ave, Pasadena, MD 21122). A detailed agenda and additional information will be sent separately.

If you should have any questions regarding participation in the Corps, please feel free to contact Emily Stransky at 410-974-2941, ext. 101, estransky@cbtrust.org. The Chesapeake Bay Trust greatly appreciates your commitment to the Chesapeake Conservation and Climate Corps and looks forward to working with you to advance the mission and goals of this important program for Maryland and the Chesapeake Bay.

Sincerely,

Jana Davis, Ph.D.

President

Mentor: Shannon Philbin

Chesapeake Conservation and Climate Corps Program – Host Agreement

This agreement between the Chesapeake Bay Trust (Trust) and the Mayor and Council of Rockville (Host Organization) specifies expectations and requirements for participation in the Chesapeake Conservation and Climate Corps program (Corps) and hosting a Chesapeake Conservation and Climate Corps Member (Corps Member).

I. IN GENERAL

The Host Organization and the Trust agree to work together to achieve the Chesapeake Conservation and Climate Corps goals.

- 1) <u>Host Organization:</u> The Host Organization must have at least one paid employee and perform work within the state of Maryland.
- 2) Mentor: While the Corps Member is encouraged to work with multiple individuals at the Host Organization, the Host Organization shall assign one 'Primary Mentor' to be the official point of contact and direct supervisor of the Corps Member throughout the term of service. Any mentor changes must be approved by the Trust in advance of the change via the Mentor Transition Form.

II. PROGRAM ROLES AND RESPONSIBILITIES

- 1) <u>Corps Requirements:</u> All requirements can be found in the Corps Handbook or at https://cbtrust.org/chesapeake-climate-corps/current/reporting and submitted by logging into the Chesapeake Bay Trust Online System.
 - a. Work Plan: The Host Organization shall work with the Corp Member and Trust staff to structure the Corp Member's work plan within the first month of the Corps Member's service. The work plan will be based on the equivalent of a full-time (40-hour per week) schedule. Significant changes to the work plan must be approved by the Trust in advance of the change by submitting the Work Plan Revision form. The Trust will provide technical assistance and support as needed to the Host Organization and Corps Member to strengthen work plan projects.
 - b. <u>Capstone Project:</u> The work plan should also include a capstone project on which the Corps Member will serve as lead. The Capstone should be a project that is aligned with a) the interests of the Corps Member, b) the mission of the Host Organization, and c) the goals of the Corps Program.
 - c. <u>Meetings:</u> The Host Organization Mentor, Corps Member, and assigned primary Trust Point of Contact (Trust Point of Contact) will participate in a Work Plan meeting at the start of the program to review the activities and tasks the Corps Member will be supporting and leading during their term of service. A mid-year review meeting between the Host Organization Mentor, Corps Member, and Trust Point of Contact will also be conducted after 6 months in the program.



2) Corps Events:

- a. <u>Orientation:</u> The Host Organization's designated Mentor shall participate in the orientation session for Corps participants (Host Organizations and Corps Members) held on August 19, 2025 at Celebrations at the Bay (2042 Knollview Ave, Pasadena, MD 21122). Should the mentor be unable to attend, another individual from the Host Organization must attend.
- b. <u>Mentor Workshops</u>: The Host Organization's designated Mentor is required to participate in a minimum of three (of four total) virtual Mentor Workshops provided by the Trust. These sessions will be designed to promote sharing of knowledge, understanding of best practices, and building of relationships between Mentors. One of the three virtual sessions must be the first session of the term.
- 3) <u>Programmatic Communications:</u> Reporting Forms (Status Report, Final Report, Withdrawal Form, etc.) can be found in the Corps Handbook or at https://cbtrust.org/chesapeake-climate-corps/current/reporting/ and submitted by logging into the Chesapeake Bay Trust Online System. The Host Organization shall conduct open and regular communications with the Corps Member and the Trust.
 - a. <u>Communications</u>: Public communications and promotion of Corps-related activities, including press releases, print publications, signage, online messaging, etc., shall acknowledge the Chesapeake Conservation and Climate Corps and Trust and include approved Corps and Trust logos. Logo files are available online at https://cbtrust.org/chesapeake-climate-corps/current/reporting/. The title of the Corps Member on all correspondence and promotional materials should be "Chesapeake Conservation and Climate Corps Member." The Trust will lend communications support to the Corps Member and Host Organization, as needed.
 - b. <u>Photo Release:</u> Corps participants grant permission to use their full name, biography, video, likeness, audio recording, picture and other reproductions of their physical likeness and voice in connection with the unlimited distribution, advertising, promotion, exhibition and exploitation, and use throughout the world, in perpetuity, on whatever media is known or hereafter devised for the Trust's websites and any media or communication platforms.
 - c. <u>Reporting:</u> The Host Organization is expected to submit two status reports to the Trust, due **December 1, 2025** and **April 1, 2026**, and a cumulative final report covering the full term of service due **August 5, 2026**.
 - d. <u>Evaluation:</u> The Host Organization shall participate in Trust-led efforts to evaluate the effectiveness of the Chesapeake Conservation and Climate Corps Program.
 - e. <u>Performance Issue Resolution Process:</u> If challenges occur or issues arise related to the Corps Member's performance (quality of work, punctuality, etc.) the Host Organization must address the concern with the Corps Member immediately and directly and then document the date and time of the issue and the resulting discussion between the Host





Mentor and the Corps Member. The Host organization must then share such documentation with their Trust Point of Contact within one week of the occurring issue. If, after a short period of time from the discussion with the Corps Member, performance concerns remain unresolved, the Host Organization must contact their Trust Point of Contact. The first step will be Trust mediation of the issue in an attempt to preserve the Host-Member relationship. The second step would potentially be a probationary period to determine if the issues can be alleviated through various strategies. The Host organization agrees that they are *not* able to terminate the service of their Corps Member without following the process described here and without first discussing termination with their Trust Point of Contact in advance of the termination of service. If steps one and two are followed and attempts to mediate challenges are unsuccessful, the Trust will determine whether the Corps Member is to be placed with another Host Organization. Should placement with another Host Organization occur the original Host Organization will not be assigned another Corps Member. The full performance policy will be discussed and distributed at the orientation and outlined in the Corps Handbook.

4) General Member Provisions

- a. <u>Tools for the Role:</u> During the service year, Host Organizations must provide a Corps Member with desk or office space, access to a phone and computer with internet access, and parking or reimbursement for parking on-site.
- b. <u>Corps Member Schedule:</u> Corps Members are expected to serve the equivalent of full-time (40 hours per week) including activities at their Host Organization and Corps events (trainings, events, site visits, etc.). If Corps Members participate in activities in addition to the 40 business hours (i.e. over the weekend or in the evening) they should be given the opportunity to "flex" their hours, taking off at a different time during regular business hours to ensure a maximum of 40 hours are served per week.
- c. <u>Time Off:</u> Corps Members are allowed 15 days off which can be used at any point during their Corps year. A Corps Member must communicate time off requests to their Mentor and the Mentor must approve before a Corps Member is permitted to take leave. The Trust asks Corps Members to notify their Mentor of the request as soon as possible, especially if the request exceeds 1 day. A Corps Member does not have to specify a reason for requesting time off. Corps Members will also receive time off for bereavement, jury duty, voting, Maryland State Holidays (listed in the Corps Handbook), and Host Organization closures but these will not be counted as part of the 15 days off. Emergency medical leave beyond the 15 days provided will be determined on a case-by-case basis. While the Trust does not typically collect information about hours served, it is the responsibility of the Host Organization to promptly report Corps Member absences or time off requests to the Trust that do not follow the above procedures.
- d. <u>Accessibility Accommodations:</u> The Host Organization shall provide any reasonable accommodation(s) necessary for the Corps Member to perform essential functions with support from the Chesapeake Bay Trust. Determination of the essential functions,





- reasonable accommodations, and level of Chesapeake Bay Trust support will be determined on a case-by-case basis.
- e. <u>Travel Costs:</u> Host Organizations must cover travel costs (i.e. mileage reimbursement, toll fees, public transportation, etc.) to all Corps related mandatory trainings and Host Organization required events (i.e. conferences, meetings, site visits, etc.). Host Organizations are also required to cover travel costs to the required four Corps site visit exchanges, but the Trust requests Host Organizations cover travel costs for the ideal five to ten site visit days.
 - i. The Corps Member is required to attend all Corps training sessions and a minimum of three Corps-wide All-Hands on Deck project sessions during the service year. These sessions will be designed to promote team building among the cohort of Corps Members, provide training in new job skills, develop an understanding of the overall program, share information about best practices, and advance knowledge on environment and energy topics. *Attendance of mandatory trainings should be prioritized over work plan activities*.
 - ii. The Corps Member is required to participate in at least four, ideally five to ten days, engaging in activities or visiting other host organizations during their service year. Corps Members must receive permission from their Host Organization to attend a site visit exchange if the opportunity occurs during work hours; however, Host Organizations should provide permission and encouragement to attend site visits unless there is a high priority prior event, deadline, training, etc. scheduled for that date and time. Additionally, Host Organizations are encouraged to invite Corps Members placed with other organizations to participate in a site visit at their site.
- f. <u>Use of a Host Provided Vehicle:</u> The Trust must approve (in advance) of any Member use of a Host Organization provided vehicle at which point the Trust must receive authorization (in writing) of vehicle use by the Member. The Host Organization shall be solely responsible for any damage to the vehicle arising from normal use, mechanical failure, or accident. The Trust or Corps Member shall not be held personally liable for repair or replacement costs under ordinary circumstances. Any use of the vehicle must comply with applicable traffic laws and the Host Organization's internal policies.

5) Corps Member and Host Relationship:

- a. <u>Stipend Volunteers versus Employees:</u> The Host Organization and Corps Member acknowledge that the Corps Member is a volunteer and no employment relationship exists between the Corps Member and either the Trust or the Host Organization.
- b. <u>Temporary Term of Service:</u> The Host Organization and Corps Member acknowledge that the Chesapeake Conservation and Climate Corps service is temporary in nature. Furthermore, there is no expectation of Corps Member employment at the end of the program.

- c. <u>Prohibited Corps Activities:</u> The Host Organization and Corps Member agree that the Corps Member may not:
 - i. Participate in any partisan political activity while engaged in the performance of duties as stipend volunteers.
 - ii. Participate in any regulatory or statutory enforcement activities while engaged in the performance of duties as a member of the Corps.
 - iii. Undertake a project if the project would replace regular workers or duplicate or replace an existing service in the same locality.

III. FINANCES AND LIABILITY

1) The Chesapeake Bay Trust will:

- a. Provide the Corps Member with an annual living stipend of \$33,280, which will be distributed twice each month via direct deposit through the Corps payroll processor, Engage PEO. At the end of each tax year, Corps Members will receive W-2 forms from Engage PEO detailing taxable earnings and withholdings. Corps Members are responsible for any federal and state tax liability. In the event that the Corps Member leaves the Corps before the service year is completed, regardless of cause, the Trust will pro-rate their stipend payment based upon the portion of the period for which service was completed. Similarly, the participant's first stipend payment shall be prorated based upon start dates and may be included in the second scheduled payment to avoid partial month stipend payments.
 - i. The Corps position is anticipated to be funded by the State of Maryland and State of Maryland Board of Public Works (BPW). The FY26 BPW budget was approved in July of 2025. Funding for the Corps 2025-2026 program year was approved at that point, with funding for the first half of the Corps year finalized and the second half of the year approved, but contingent upon funding availability. If funding is unavailable for the second half of the year, the Trust will attempt to cover remaining stipend-related expenses using alternative funding sources or notify Corps Members as soon as possible of their updated participation end date.
- b. Cover the Corps Member under a workers compensation policy.
- c. Provide health insurance coverage for Corps Members not covered by a parent or guardian or other private source of healthcare through The Corps Network.

2) Waiver of Liability, Assumption of Risk, and Indemnity:

a. <u>Assumption of Risk:</u> The Host Organization and Mentor acknowledge that participation in the Corps includes, without limitation, service activities, training sessions, other





Program events and activities, and local/regional travel (collectively "Activities"). The Host Organization and Mentor understand that these Activities may involve dangers, hazards, risks, and uncertainties. Knowing the dangers, hazards, risks, and uncertainties of such Activities, and in consideration of desiring to participate in the Corps, on the Host Organization and Mentor's behalf and on behalf of the Host Organization and Mentor's family, heirs, and personal representative(s), the Host Organization and Mentor agrees to assume all the risks and responsibilities surrounding these Activities and participation in the Corps.

- b. <u>Indemnification and Hold Harmless:</u> The Host Organization and Mentor agree to hold harmless the Trust along with their employees, officers, agents, and representatives (collectively referred to as "Indemnified Parties"), from and against any and all claims, liabilities, damages, losses, costs, or expenses, including but not limited to legal fees, arising out of or relating to the Activities and my participation in the Corps, except to the extent caused by the gross negligence or actual malice of the Indemnified Parties.
- c. Waiver of Liability: The Host Organization and Mentor hereby release and forever discharges the Trust and their respective employees, officers, agents, and representatives (collectively referred to as "Released Parties") from any and all liability whatsoever for any and all damages, losses or injuries (including death), the Host Organization Mentor sustains (person or property or both), including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Activities and/or the Corps, except for such damages or injury as may be caused by the gross negligence or actual malice of the Released Parties.

3) The Host Organization will provide:

a. Insurance Documentation:

- i. Non-Profit Organizations: Host Organizations that are Non-Profit Organizations will submit a Certificate of Insurance documenting General Liability Insurance in at least the amount of \$1,000,000, listing the Chesapeake Bay Trust as an Additional Insured. The Host Organization will also provide documentation that General Liability Insurance includes a volunteer endorsement.
- ii. <u>Local Governments and State Agencies:</u> Host Organizations that are local governments or state agencies will submit either the Certificate of Insurance (aforementioned in the Non-Proft Organization language) or documentation that organization is a political subdivision of the State of Maryland and is self-insured with respect to any and all claims concerning public liability and property damage. The Host Organization will also include confirmation that the Corps Member will be covered by their Self-Insurance Program per Maryland State Law.

iii. <u>Federal Agencies:</u> Host Organizations that are federal agencies will submit documentation that the organization, as part of the federal government, is essentially a self-insurer with respect to (1) loss of, or damage to, Government property and (2) damage to persons or property caused by employee acts or omissions while acting within the scope of their employment in accordance with the Federal Tort Claims Act. The Host Organization will also include confirmation that the Corps Member will be covered by the organization's Self-Insurance Program per Federal Law.

IV. TERM

Upon all parties executing this Agreement, the term of this agreement shall be for a period of one (1) year beginning on August 19, 2025 and ending on August 18, 2026.

The Host Organization understands that the Trust reserves the right to terminate this Agreement and participation in the Corps for reasons including, but not limited to, misconduct, breaches of this Agreement, or breach of Corps policies and procedures.

I have received, reviewed, understand, and agree to this Host Agreement for the Chesapeake Conservation and Climate Corps Program.

Jeff Milulich	City Manager	8/14/2025
Signature of Host Organization Mayor and Council of Rockville Jeff Mihelich	Title	Date
Approved for legal sufficiency		
Robert Dawson	8/14/2025	
Robert Dawson	Date	
City Attorney		
anathain .	President	7/25/2025
Signature of Jana Davis, Ph.D., Pr	resident, Chesapeake Bay Trus	t Date
****Pleas	se retain a copy for your recor	ds****



MAYOR AND COUNCIL Meeting Date: September 8, 2025

Agenda Item Type: CONSENT

Department: PW - ENVIRONMENTAL MANAGEMENT

Responsible Staff: DENZEL JOHN

Subject

Authorize the City Manager to Execute Amendment Number 1 Between the City of Rockville and the State of Maryland, Maryland Energy Administration to Provide a No Cost Extension of Contract No. 2024-16-520S1 to September 30, 2026

Department

PW - Environmental Management

Recommendation

Staff recommends the Mayor and Council authorize the City Manager to execute Amendment Number 1 (Attachment 1) between the City of Rockville and the Maryland Energy Administration to provide a no cost extension of Contract No. 2024-16-520S1 to September 30, 2026.

Discussion

On November 18, 2024, the Mayor and Council ratified and approved the City Manager's earlier execution of the grant agreement Contract No. 2024-16-520S1 with the Maryland Energy Administration (MEA) to accept grant funding in the amount of \$48,000 for the installation of EV charging infrastructure. The grant was awarded from the State of Maryland's FY 2024 Maryland Smart Energy Communities (MSEC)/Clean Energy for Local Governments Program, a program designed to support local governments' energy projects as they strive to meet energy efficiency goals. The original grant agreement was executed on October 23, 2024, to meet MEA deadlines to secure funding (Attachment 2).

The \$48,000 grant was originally proposed to install up to eight electric vehicle charging ports at the Recreation Services Building at the Rockville Civic Center Complex and the Rothgeb Maintenance Facility. The grant was added to the Electric Vehicle Instructure CIP (GA23). The original grant agreement specified that all activities must be completed no later than November 17, 2025 and the documentation must be submitted no later than December 15, 2025,

To provide additional time for EV station design and construction, City of Rockville staff requested a no-cost deadline extension via Amendment Number 1 (Attachment 1). This amendment extends the deadline for all activities to be completed no later than August 30, 2026 and all documentation submitted to MEA by September 30, 2026. The Recreation and Services Building was delayed due to permit approvals and long lead times for equipment

delivery. Construction is planned to be initiated within the next couple of months pending shipment of electrical switchgear. The chargers at this location will support fleet charging for the Public Works Construction Management team.

Although the second site is not specified in the amendment, staff requested a project amendment to substitute charging station installation at 6 Taft Court for the Rothgeb Maintenance Facility. The city recently remodeled and occupied 6 Taft Court and it is now a higher priority for charging infrastructure. The facility is now the primary office for various groups within the Departments of Public Works and Recreation & Parks. Multiple employees of both departments have assigned fleet EV's that require charging at 6 Taft Court. The scope in terms of charging station quantity (4 ports total) would be equivalent to the plans previously in place for Rothgeb. The charger installation at 6 Taft Court can be completed with less delay in comparison to the Rothgeb location and are proposed to serve fleet, employee and public charging. The City was recently awarded a grant to purchase two electric senior transit buses that will require charging to the Rothgeb Maintenance Facility. The site substitution will provide additional time for the ongoing Rothgeb Maintenance Facility master plan initiative and to plan for the electrification of both light-duty and medium-duty vehicles parked at the Rothgeb Maintenance Facility.

Mayor and Council History

The Mayor and Council ratified and approved the City Manager's earlier execution of the grant agreement November 18, 2024.

Next Steps

Upon approval by the Mayor and Council, the City Manager will execute the attached Amendment Number 1.

Attachments

Attachment_1_FY24_CELS_Grant_Addendum_1.pdf, Attachment 2

MARYLAND SMART ENERGY COMMUNITIES/ CLEAN ENERGY FOR LOCAL GOVERNMENTS GRANT AGREEMENT

(for AOI 1 Existing Communities)

STATE OF MARYLAND MARYLAND ENERGY ADMINISTRATION 1800 Washington Blvd, Suite 755 Baltimore, MD 21230

(hereinafter "MEA")

and

Fiscal Year 2024 Existing Smart Energy Community:

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

(hereinafter "Grantee")

AMENDMENT No. 1

MEA and the Grantee entered into a Grant Agreement (Grant 2024-16-520S1) with a fully executed effective date of October 23, 2024 ("Grant Agreement"). The parties now desire to amend the Grant Agreement as described below, pursuant to Section 26 (entitled "Amendments to the Grant Agreement") of the General Provisions (Attachment A of the Grant Agreement). All additions are shown in italics and all deletions are stricken.

Section 3a (Amount and Duration) is amended as follows:

3. Amount and Duration

- a. The Total Grant Award shall be up to Forty-Eight Thousand Dollars (\$48,000) for the Project.
 - v. Unless an extension is permitted as set forth in Section 3 of the General Provisions, all activities must be completed by no later than November 17, 2025 August 30, 2026 with all required documentation under Section 4 (B) of this Grant Agreement completed and submitted to MEA by no later than December 15, 2025 September 30, 2026



Section 5a (Reporting and Reimbursement Requirements) is amended as follows:

5. Reporting and Reimbursement Requirements

- a. Grantee shall comply with the following deadlines unless an extension is permitted as described in Section 3 of the General Provisions (Attachment A).
 - i. By November 15, 2024, Grantee shall submit to MEA a completed Attachment B "Project Development Form"
 - ii. By November 17, 2025, Grantee shall complete the Project(s) approved by MEA and specified on the completed Project Approval Form.
 - iii. By December 15, 2025 September 15, 2026, Grantee shall submit to MEA all Reports and final invoices requesting Program cost reimbursements consistent with Section 4(B). 5(D)

Grantee

In the event that MEA, in its sole discretion, concludes that the Borrower has failed to make significant progress towards meeting the terms of the Project Description listed in Exhibit A of this Agreement, MEA shall notify the Borrower that the Borrower is not making adequate progress and shall give the Borrower thirty (30) days to provide evidence to MEA that substantial progress toward project completion has been achieved and that the terms of the Project Description are being met. If after the thirty (30) day period expires, MEA, in its sole discretion, concludes that the Borrower still has not provided adequate evidence that it is making progress towards meeting the terms of the Project Description, then MEA reserves the right to terminate this Agreement if it determines that such termination is in the best interest of MEA."

Grant

All other terms of the Loan Agreement that are not hereby amended shall remain in full force and effect. If there is a conflict between this Amendment and the Loan Agreement, the terms of this Amendment shall prevail.

Grant

The effective date of this Amendment is the date upon which a fully executed version of the Amendment is received by MEA, as evidenced by the MEA Date Stamp, above.

THE TEXT OF THIS AMENDMENT HAS BEEN APPROVED BY THE ATTORNEY GENERAL'S OFFICE AT MEA. NO CHANGES, MODIFICATIONS, ADDITIONS, OR DELETIONS ARE AUTHORIZED ABSENT SPECIFIC WRITTEN AGREEMENT BY THE PARTIES AND APPROVAL BY THE ATTORNEY GENERAL'S OFFICE AT MEA. ANY UNAUTHORIZED CHANGES, MODIFICATIONS, OR DELETIONS WILL RENDER MEA'S OBLIGATIONS UNDER THIS AMENDMENT VOIDABLE AT MEA'S ELECTION.

(Signatures on following page)

IN WITNESS WHEREOF, MEA and the Borrower agree to and accept this Amendment as of the date indicated below.

MARYLAND ENERGY ADMINISTRATION

By:			
Jennifer Alosa Chief of Staff	Date		
Approved for form and legal su	ıfficiency		
David Shapiro David Shapiro David Snarp10	8/8/2025		
Assistant Attorney General	Date		
Mayor and Council of Rocky	ille		
By:		Date:	
Jeff Mihelich City Manager			
City Munuger			

MARYLAND SMART ENERGY COMMUNITIES/ CLEAN ENERGY FOR LOCAL GOVERNMENTS GRANT AGREEMENT

(for AOI 1 Existing Communities)

STATE OF MARYLAND MARYLAND ENERGY ADMINISTRATION 1800 Washington Blvd, Suite 755 Baltimore, MD 21230

(hereinafter "MEA")

and

Fiscal Year 2024 Existing Smart Energy Community:

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

(hereinafter "Grantee")

PREMISES

The Maryland Energy Administration administers the Strategic Energy Investment Program set forth in Md. Code Ann., State Gov't Art. §§ 9-20B-01 et seq. ("SEIF Statute") as a component of its overall mission to reduce energy demand and increase energy efficiency and the use of renewable energy resources. As it receives funding via the SEIF Statute, the purpose of the Clean Energy for Local Governments (CELG) Program¹ is to encourage local Maryland governments, including counties and municipalities, to voluntarily adopt formal policies promoting energy efficiency, renewable energy development, and/or reduction of petroleum as a transportation fuel, and to implement projects to achieve the objectives of such policies.

Similar to its predecessor, the CELG program has two separate but related funding components, policy development and project development. Under the policy development component, the Grantee is responsible for developing and formally adopting written policies (e.g., promulgation of a local law, regulation, ordinance, resolution, or an executive order) that promote at least two of the following: energy efficiency and conservation, the development of renewable energy resources, or the reduction of petroleum as a transportation fuel. Also, the Grantee (acting by and through its Department of General Services) must take certain steps demonstrating the Grantee's formal commitment by designing and implementing at least one energy project approved by MEA that effectuates at least one of the policy goals adopted as part of the Program. The Grantee has previously complied with the requirements for a New Community, which includes the development and formal adoption of stated energy policies, and

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 $^{^{1}}$ For FY24, the MSEC Program has been renamed the Clean Energy for Local Governments (CELG) grant program.

has received funding under MSEC FY14, FY16, FY17, FY21 and FY22 Program grants for multiple energy-efficiency and lighting retrofit projects.

MEA issued a notice of opportunity for funding for **Existing** Smart Energy Communities in December 2023. After evaluating Grantee's MSEC/CELG FY2024 application, MEA has determined that Grantee is eligible for an FY24 award as an Existing Smart Energy Community. MEA has selected the Grantee to receive a grant award, as defined herein, subject to Grantee complying with all requirements, terms and conditions of this Agreement and the Grant Program.

NOW, THEREFORE, the parties hereby agree as follows:

1. Purpose of Grant

a. The purpose of this MSEC/CELG Grant (the "Grant") to Grantee, as an Existing Smart Energy Community, is to provide funding to support local governments as they engage in sustainable, long-term clean energy policies and projects that lead to reduced energy usage and greenhouse gas emissions, increased cost savings, and robust clean energy and economic development. MEA will review the final project scope for approval using the Project Approval Form (Attachment C).

2. Project Description

a. Consistent with the requirements set forth in this section, Grantee shall develop and submit to MEA for approval a completed "CELG Project Development Form" (Attachment B), which provides detailed proposals for each proposed project for which it requests funds under this Agreement.

3. Amount and Duration

- a. The Total Grant Award shall be up to Forty-Eight Thousand Dollars (\$48,000) for the Project.
 - i. As of the Effective Date of the Agreement, as defined in Section 2(C) of the General Provisions (Attachment A), Grantee may also use up to 30% of the Grant Award for Policy and Project Preparation Costs that are pre-approved by MEA in writing and consistent with Section 2 of this Grant Agreement. Policy and Project Preparation Costs that are not pre-approved by MEA in writing will not be reimbursed by MEA.
 - ii. Except for Policy and Project Preparation Costs discussed above, Grant funds shall be used solely for carrying out the measures specified in the Approved Project as set forth and incorporated into this Agreement in Attachment C. No other project or measure will be funded under this Grant.
 - iii. With the exception of a Project for the purchase of electric vehicles, Grantee shall be responsible for a minimum of 15% of the total cost of the Project. MEA will only provide reimbursement for up to 85% of the Project's cost. For projects involving the purchase of electric vehicles

- (EVs) or EV charging equipment, MEA will provide reimbursement as specified in Section 3 (A)(i) of the Grant Agreement.
- iv. This Agreement must be signed by the Grantee and received by MEA no later than November 25, 2024. If this properly signed Grant Agreement is not received by MEA on or before December 2, 2024, the grant award shall automatically be revoked, and this Agreement is void unless an extension is given consistent with Section 2(B) of the General Provision (Attachment A).
- v. Unless an extension is permitted as set forth in Section 3 of the General Provisions, all activities must be completed by no later than November 17, 2025 with all required documentation under Section 4 (B) of this Grant Agreement completed and submitted to MEA by no later than December 15, 2025.

4. Costs Eligible for Reimbursement

- a. CELG Project Development Form (Attachment B) Submission.
 - i. Grantee shall submit a completed "CELG Project Development Form" (Attachment B) consistent with the following provisions.
 - ii. By November 15, 2024, Grantee shall submit to MEA a completed "CELG Project Development Form" (Attachment B) and any necessary supporting documentation requested by MEA, as specified herein, unless a request for an Attachment B deadline extension is approved consistent with Section 2 of the General Provisions.
 - 1. In its submission, Grantee shall provide detailed Project information, including but not limited to actual vendor pricing and detailed project savings estimates so that MEA may determine if the final Project scope meets all Program requirements.
 - 2. Unless a modification is approved in writing prior to submission, MEA will not approve a project if the information submitted in Attachment B is inconsistent with either the Project described in Grantee's application or the allowable uses of Program funds. MEA Project approval is dependent on an MEA determination that the Project, as set forth by Grantee in Attachment B, meets all Program requirements. If Grantee anticipates any deviation from the original project described in Grantee's application, Grantee must consult with the MEA Project Manager by December 1, 2024.

1. MEA Approval:

a. After MEA reviews and determines that the proposed project described in Attachment B meets all Program requirements, MEA will provide Grantee with a completed "Project Approval Form" (Attachment C) describing the MEA approved project eligible for funding ("the Approved Project").

- b. Project funding is available only after MEA has completed its review and provided Grantee with a Project Approval Form.
- c. Once MEA has approved the measures and issued the Project Approval Form, additional measures not specifically identified in the Project Approval Form are ineligible for funding under this Grant Agreement.
- d. The completed Project Approval Form shall be incorporated into this Agreement as the Approved Project. The Project Approval Form shall not contain any terms or conditions other than a Project Description and Project Completion timeline. If Attachment C contains any terms and conditions other than a Project Description and Project Completion timeline, such terms and conditions are not incorporated into this Grant Agreement and are not agreed to by MEA. In the event of any conflicts between Attachment C and this Grant Agreement, the terms of this Grant Agreement shall control.
- e. Grantee may request MEA approval to fund a feasibility study. In its request, the Grantee must show that each measure can be installed within five years of the Baseline year and the need for the feasibility study. Prior to beginning any feasibility study, the Grantee shall first obtain approval by MEA.
- 2. Approved Project Requirements:
 - a. An Energy Efficiency MSEC/CELG project:
 - i. Shall be cost effective, which is defined as having a simple payback time that is less than the useful life of the Project; and
 - ii. Shall provide substantial electricity reductions so that Grantee may make significant progress in meeting its electricity consumption reduction goal.
 - b. An MSEC/CELG Renewable Energy project:
 - i. Shall be cost effective, which is defined as having a simple payback time that is less than the useful life of the Project; and
 - ii. Shall provide substantial clean electricity productions so that Grantee may make significant progress in meeting its electricity consumption reduction goal.
 - c. An MSEC/CELG transportation/petroleum reduction project shall provide substantial

reductions of petroleum-based fuel. If the Project involves the purchase of an electric vehicle (EV), the Project shall also result in the retirement of a similar gasoline-powered vehicle (GPV).

- 3. Reimbursable Costs: Only those costs or expenditures specified below are eligible for reimbursement under this Grant.
 - a. Direct Project Costs At least 70% of the Grant Award shall be for reimbursement of approved expenditures associated with the Approved Project such as for labor, equipment, and material.
 - b. Policy and Project Preparation Costs Only up to 30% of the Grant Award may be used to reimburse the local jurisdiction for approved expenditures associated with: the development and adoption of Policies, Plans or Baselines; Project design and development; feasibility studies; energy audits; reasonable administrative costs; staff time or consultant fees.
 - c. Administrative Costs Administrative costs included in the Policy and Project Preparation Costs are capped at no more than 10% of the total amount of the Grant. Reasonable administrative costs may staff time or non-energy auditing include implement consultant's fees needed to MSEC/CELG programmatic activities. If Grantee uses less than 10% of the total amount of the grant for Administrative Costs, Grantee may use the remaining portion for other Policy and Project Preparation Costs, consistent with this section and subject to approval by the Program Manager.

5. Reporting and Reimbursement Requirements

- a. Grantee shall comply with the following deadlines unless an extension is permitted as described in Section 3 of the General Provisions (Attachment A).
 - i. By November 15, 2024, Grantee shall submit to MEA a completed Attachment B "Project Development Form".
 - ii. By November 17, 2025, Grantee shall complete the Project(s) approved by MEA and specified on the completed Project Approval Form.
 - iii. By December 15, 2025, Grantee shall submit to MEA all Reports and final invoices requesting Program cost reimbursements consistent with Section 4(B).
- b. Grantee shall not commence or initiate a Project until after each of the following actions are completed:

- i. Grantee submits to MEA a completed Project Proposal Form, attached hereto as Attachment B; and
- ii. Grantee receives the Project Approval Form, attached hereto as Attachment C, signed by MEA.
- c. If at any time MEA determines that Grantee has not demonstrated sufficient progress toward meeting the Policy and Project deadlines set forth above, MEA may terminate this Agreement and may require that Grantee reimburse Grant funds to MEA.
- d. Expenditures for Policy or Project development, Plans or Baselines that have not been pre-approved in writing by MEA will not be reimbursed.
- e. Grantee must comply with any and all procurement requirements that apply to Grant Program activities for which reimbursement is sought.
- f. Grantee shall cooperate with MEA and MEA's technical contractor(s) to identify and develop the most appropriate Project scope of work for this Program.
 - i. The primary purpose of a proposed energy efficiency project must be to reduce electricity consumption, as determined solely by MEA.
 - ii. The primary purpose of a proposed renewable energy project must be to expand the use of renewable electricity, as determined solely by MEA.
 - iii. The primary purpose of a proposed transportation energy project must be to decrease the consumption of transportation petroleum, as determined solely by MEA.
- g. Grantee shall work diligently to develop credible project-specific data estimates on project costs and energy savings through a project bid and/or energy audit, or other appropriate means approved in writing by MEA.
- h. Grant funds may not be used for a project where the primary purpose is "maintenance", as determined solely by MEA.
- i. All new construction must occur in a Priority Funding Area. A map of Priority Funding Areas, including a search by address feature, can be found on the Maryland Department of Planning website: http://www.mdp.state.md.us/OurProducts/pfamap.shtml
- j. Priority Funding Areas are existing communities and places where local governments want State investment to support future growth. The following areas qualify as Priority Funding Areas:
 - ii. Every municipality, as they existed in 1997;
 - iii. Areas inside the Washington Beltway and Baltimore Beltway; or
 - iv. Areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas, and existing industrial land.
- B. Separate Expenditure Categories.

When a Grant Award is divided into separate expenditure categories (energy efficiency, renewable development, or petroleum reduction):

- i. Funding amounts are allocated to a specific category and shall not be reallocated between categories, unless explicitly approved by MEA in writing;
- ii. Grantee shall maintain records separately for each distinct category; and

iii. Grantee shall account for and invoice MEA separately for each distinct category.

C. Reporting.

Grantee shall submit monthly reports ("Reports") to MEA that provide a brief written summary of the Project's progress for the preceding month.

- i. Grantee shall submit the first monthly Report for the first full month following the Effective Date, as defined in Section 2 (C) of the General Provisions.
- ii. Monthly reporting shall continue until: the Project, as defined in Section 2 of this Grant Agreement, is complete; Grant funds have been completely expended; or the Grantee has notified MEA in writing that no additional funding will be requested under the Grant.

D. Invoicing and Reimbursement.

- a. To be reimbursed, Grantee shall provide invoices, a completed Maryland Smart Energy Communities Grant Program Final Report Form (Attachment D) and relevant documentation.
- b. MEA will only provide Grant funds for reimbursement after receipt of appropriate invoices and reports with sufficient documentation of expenditures, as determined by MEA and consistent with the provisions set forth in Section 2 of the Grant Agreement.
- c. Information required to show sufficient documentation of expenditures may include, but is not limited to, contractor and/or vendor invoices, receipts, detailed timekeeping records (including at a minimum, hourly rate, time, and task), detailed mileage logs, and photographic evidence of the project as it is in progress and as completed (including photographs of retired GPVs as requested.)
- d. All Requests for Reimbursement shall be submitted on Grantee letterhead, and shall contain the MEA Grant number, Grantee contact and payee information, and a description of the equipment, material, and/or labor or other expenses being invoiced. No personally identifiable information (PII) shall be submitted to MEA as part of the invoicing documentation unless MEA provides a secure method to submit PII.
- e. MEA will reimburse Grantee for approved costs only after Grantee submits documentation showing any incentives available from Grantee's utility will be or have been applied to the total cost of the Project. Grant Award is to be used for net costs, after application of utility rebates and incentives.
- f. Consistent with Section 5 of the General Provisions, Grantee shall submit reporting information required by the Grant Agreement to MSEC.MEA@maryland.gov. Any documents mailed to MEA regarding this Project shall be sent to MEA at the following address:

Maryland Energy Administration Attn: Maryland Smart Energy Communities Program 1800 Washington Blvd, Suite 755 Baltimore, MD 21230

- g. Multiple renewable projects on contiguous parcels of property will be considered one Project for purposes of MEA funding.
- h. An Approved Project may not receive more than one Maryland Smart Energy Communities grant from MEA.

<u>6.</u> Party Representatives

The following individuals shall have the authority to act under this Grant Agreement for their respective parties, subject to all necessary approvals:

The following individuals shall have the authority to act under this Agreement for their respective parties, subject to all necessary approvals:

Jose Matos, Program Manager Maryland Energy Administration 443-826-0530 (Or any such person as may be designated in writing by the Director of MEA.)

Audra Lew, Sustainability Program Manager
Mayor and Council of Rockville
240-314-8881
(Or any other person as may be designated in writing by the Grantee)

7. General Provisions

The General Provisions of the Grant Agreement set forth in Attachment A are incorporated and made part of this Grant Agreement.

[Signature on Following Page]

THIS GRANT AGREEMENT HAS BEEN APPROVED BY THE ATTORNEY GENERAL'S OFFICE AT MEA. NO CHANGES, MODIFICATIONS, ADDITIONS OR DELETIONS TO THIS AGREEMENT ARE AUTHORIZED ABSENT SPECIFIC WRITTEN AGREEMENT BY THE PARTIES AND APPROVAL BY THE ATTORNEY GENERAL'S OFFICE AT MEA. ANY UNAUTHORIZED CHANGES, MODIFICATIONS, OR DELETIONS TO THIS FORM AGREEMENT WILL RENDER MEA'S OBLIGATIONS UNDER THIS AGREEMENT VOIDABLE AT MEA'S ELECTION.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

By:	Mayor and Council of Rockville		
City Manager MARYLAND ENERGY ADMINISTRATION	Jeff Mihelide By:	Date:	10/23/2024
		-	
CSigned by:	MARYLAND ENERGY ADMINISTRA	TION	
By: Junifor liosa Jennifer Aiosa Chief of Staff Date: 10/23/2024	By: Junifer Aiosa Jennifer Aiosa	Date: _	10/23/2024
Approved for Form and Legal Sufficiency	Approved for Form and Legal Sufficiency		
this	this day of, Docusigned by: Midule Honick	2024	

ATTACHMENT A

General Provisions

1. **Definitions**

- A. "Grant Agreement" means a written agreement between MEA and a grantee with respect to a grant.
- B. "Grantee" means a recipient of a grant under an MEA grant program.
- C. "Environmental Standards" means all applicable environmental laws, rules, or regulations set by federal, state, or local jurisdictions that are applicable to a Project and related directly to the performance of the Grantee's obligations pursuant to a Grant Agreement.
- D. "MEA Program Manager" means the individual specified in writing as the MEA representative for a Program or other person designated in writing by MEA to act on behalf of MEA regarding the Grant Agreement.
- E. "Program" means an MEA grant program identified and detailed on the MEA website.
- F. "Project" means an activity or undertaking that is consistent with the requirements of an MEA Program and for which a Grant has been awarded. A project includes all activities specified in the Scope of Work and all reporting required in the Grant Agreement except for submitting invoices.
- G. "Project Site" means the location of a Project or a portion of a Project.

2. MEA Grant Timeframes

- A. Unless the MEA Program Manager approves an extension in writing, a Grant Agreement executed by the Grantee(s) shall be received by MEA no later than ten business days from the date MEA electronically transmits the Grant Agreement to the Grantee for execution. If the properly executed Grant Agreement is not received by MEA within the required time as indicated above, the Grant Award will automatically be revoked.
- B. The Effective Date of a Grant Agreement is the date that the fully executed Grant Agreement is received by MEA, as determined by the official MEA date stamp on the first page of the Grant Agreement.
- C. To be eligible for reimbursement, all reimbursement requests for Project costs pursuant to a Grant Agreement must be received no later than 60 days after the completion of the Project, unless the MEA Program Manager approves an extension in writing.

3. Extensions

An extension may be requested in writing by the Grantee in advance of a deadline but is not guaranteed. The MEA Program Manager may extend a deadline in writing up to 60 days, for good cause shown, such as circumstances outside of the Grantee's control.

4. Retention of documents

The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property, as well as reports, activity logs, timelines, estimated energy savings and/or generation, supporting documentation for any other expenses that are covered in whole or in part by any Grant funds, and any other

information related to Grant activities for at least three years from the date that the Grantee receives final reimbursement from MEA. MEA, MEA's representatives, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor may examine and audit this evidence on request, at any reasonable time within the retention period. In addition, the Grantee shall also make the worksite available to MEA or its representatives, upon request at any reasonable time, for at least three years from the date that the Grantee receives final reimbursement from MEA.

5. Communications with MEA; Updating IRS W-9 form

- A. The Grantee shall submit to MEA all reimbursement requests and other documentation required under the Grant Agreement at the MEA email address specified in the Grant Agreement, unless MEA has received as part of the application process notification that the Grantee has opted out of electronic communications. If the Grantee has opted out of electronic communications, the Grantee shall submit all reimbursement requests and other documentation required under the Grant Agreement by mail or hand-delivery to the applicable program at MEA.
- B. The Grantee shall promptly provide MEA with an updated IRS W-9 form when information on a prior IRS W-9 form has changed.

6. Subject to Funding Availability

Prior to execution of the Grant Agreement, Grant funds are subject to change in amount and availability.

7. <u>Location within Maryland</u>

A Project must be located in Maryland or undertaken for the direct benefit of a Maryland resident, business, community, campus, or facility located entirely within the State of Maryland.

8. Compliance with Grant Agreement

After review of the reports, requests for reimbursement, and any supporting documents or information requested by MEA, MEA shall make a final determination whether the Grantee has met all Program requirements, terms, and conditions, and shall process the Grant Award for payment as promptly as possible, if warranted. Grant funds shall not be provided for work that has yet to be performed; costs that have yet to be incurred or are not sufficiently documented; or costs that are inconsistent with the purpose, terms, and conditions of the Grant, as determined by MEA.

9. Disallowance of Grant Funds for Violation of Grant Agreement

Any expenditure of Grant funds that is not consistent with the purposes of the Program, or that violates any requirement, term, or condition of a Program or the Grant Agreement, may, in the sole judgment of MEA, be disallowed. If MEA determines any expenditure to be ineligible after MEA has disbursed funds to the Grantee, the State may require repayment to MEA for reimbursement of the Strategic Energy Investment Fund, an offset from any State grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall immediately repay to the State any part of the Grant that is not used for the purposes of the Program.

10. Nondiscrimination Provision

The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution, by-laws, or policies prohibit discrimination consistent with the Governor's Code of Fair Employment Practices.

11. Compliance with Relevant Certifications, Licenses, And Requirements

- A. The Grantee shall be responsible for compliance with the following:
- (1) All work performed on behalf of the Grantee pursuant to a Grant Agreement shall be carried out by the Grantee's staff and contractors holding all necessary Maryland certifications and licenses.
- (2) Any business or non-profit organization operating in Maryland with which the Grantee contracts or partners to carry out the purposes of the Grant shall be registered and in good standing with the Maryland State Department of Assessments and Taxation, if applicable.
- (3) All work performed pursuant to a Grant shall comply with all applicable local, State, and federal building codes and other applicable laws and regulations.
- B. If MEA determines that any activity undertaken under the Grant Agreement is inconsistent with subsection A of this section, MEA may rescind the Grant or take any other appropriate action, as determined by MEA.

12. False Statement or Report

A person may not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Program. For a SEIF-funded Grant, any violation of this provision is a misdemeanor and on conviction is subject to a fine not exceeding \$50,000.00 or imprisonment not exceeding 1 year or both, as specified in State Government Article §9-20B-11 of the Annotated Code of Maryland.

13. <u>Historic Preservation Review</u>

For each project being funded in whole or in part through a Grant Agreement, a historic preservation review must first be completed by the Maryland Historical Trust (MHT) or MEA's historic preservation expert. This review ensures that no historic property is "adversely affected" through building improvements, equipment installations, and related property modifications proposed for Projects funded wholly or in-part by a Program. Prior to starting construction, the Grantee shall ensure that MEA has received documentation from MHT or MEA's historic preservation expert indicating that the Project will have no adverse effect on a historic property.

14. Maryland Saved Harmless

To the extent allowed by Maryland law, and subject to appropriations if applicable, the Grantee agrees to defend, indemnify, and hold MEA harmless from and against any and all damages, claims, lawsuits, actions, and reasonable out-of-pocket costs and expenses, in whatever form, arising from or related to the Grant. MEA expressly reserves the right of any immunity MEA or its employees may possess under State or federal law. If the Grantee is a Maryland State agency or local government, then each party shall be responsible for its own liability associated with the Grant, and neither party waives any applicable immunities.

15. Environmental Standards and Liability

- A. As relevant to the Project, the Grantee shall ascertain and comply with all applicable Environmental Standards, monitor compliance, and immediately halt and correct any incident of non-compliance. The Grantee is solely responsible for all steps in obtaining any required permits including, but not limited to, those related to air quality requirements, as applicable.
- B. In the event of any incident of non-compliance with Environmental Standards, the Grantee shall:
- (1) Give MEA immediate notice of the incident to the MEA Program Manager, or designee, providing as

much detail as possible;

- (2) If requested by MEA, submit a written report to MEA, identifying the source or cause of the non-compliance and the method or action required to correct the problem; and
- (3) Cooperate with MEA and its designated representatives or contractors with respect to investigation of the incident.
- C. Subject to Section 14 and to the limits allowed by Maryland law, the Grantee shall be liable for: All environmental losses, including but not limited to, costs, expenses, losses, damages, actions, claims, penalties, fines and remedial or cleanup obligations arising from its failure to comply with Environmental Standards; and
- (1) Any hazardous material located or placed in the Project and any requirements imposed by any governmental authority with respect to hazardous materials, arising in connection with the Grant or the Project.

16. <u>Liability Insurance</u>

- A. For all work performed by the Grantee that is to be funded in whole or in part with grant funds provided by MEA, the Grantee shall purchase and maintain comprehensive third-party legal liability insurance or its equivalent, with minimum coverage of \$1,000,000 per occurrence. The Grantee shall also maintain other such insurance as is appropriate for the work to be performed. For a self-insured entity, such as a Maryland State or local government entity, a document detailing the basis for self-insurance, including when applicable, the statutory basis, may be accepted by MEA as an equivalent form of insurance under this paragraph.
- B. The State shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above, including umbrella policies, excluding Workers' Compensation Insurance and professional liability. The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured.
- (1) Insurance requirements may be waived or modified by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated as part of the Grant Agreement.
- (2) The Grantee shall include in all of its contracts for work that is to be funded in whole or in part with grant funds provided by MEA a provision or provisions requiring all contractors to purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed, with minimum coverage of \$1,000,000 per occurrence. All insurance provided by the contractor must name MEA as an additional insured.
- (3) The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured. Insurance requirements may be waived by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated into the Grant Agreement.

17. <u>Monitoring and Evaluation</u>

For monitoring and evaluation purposes, the Grantee shall make available to MEA or its representatives, during regular business hours, all applicable reports, activities logs, timelines, estimated energy savings and generated energy, operating hours, projected system efficiencies and other technical and engineering specifications, and other information related to the Grant.

18. MEA Access to Project Site

- A. If a Project Site is controlled by the Grantee:
- (1) Upon reasonable notice, the Grantee shall allow MEA employees or representatives access to the Project Site to monitor the Project and provide technical assistance to verify that Project requirements are fully satisfied.
- (2) Except as provided in paragraph (5) of this subsection, the Grantee shall allow MEA employees or representatives access to the Project Site to take photographs or video of the Project for MEA use, upon request by MEA.
- (3) Upon reasonable notice from MEA, the Grantee shall assist MEA in any efforts to remotely monitor and inspect the Project, including but not limited to supplying MEA with any relevant photograph or document.
- (4) Except as provided in paragraph (5) of this subsection, the Grantee shall participate in recorded remote monitoring of the Project to verify that Project requirements are fully satisfied, upon request by MEA.
- (5) MEA may in its sole discretion modify the requirements in paragraphs (2) and (4) of this subsection if the Grantee provides a written request due to concerns, including but not limited to security concerns.
- B. If a Project Site is controlled by a third party at any time during the Grant period:

The Grantee shall be responsible for obtaining written permission from the third party to allow MEA access to the Project Site for all purposes described in the Grant Agreement. Unless the Grantee provides good cause, to be determined solely by MEA, MEA shall not provide any further reimbursement of funds under the Grant Agreement until the Grantee provides the required written permission.

19. Participation in Marketing and Public Events; Signage

- A. To the extent possible, and as requested by MEA, the Grantee shall participate in MEA- organized press events and host State government officials for visits and tours of the Project Site. MEA shall provide reasonable notice to the Grantee and coordinate with the Grantee prior to scheduling a press event or official visit.
- B. The Grantee shall reference MEA grant funds provided under this Agreement in any of its media coverage regarding the Project including but not limited to press releases or announcements and shall provide MEA with prior notice regarding any such media coverage.
- C. Within 90 days following the effective date of the Grant Agreement, the Grantee shall consult with MEA regarding the feasibility of displaying signage indicating MEA sponsorship of the Project. Based upon this consultation, MEA may require the Grantee to place signage indicating MEA's role in the Project in a prominent location and, if applicable, near the Project. If applicable, MEA may provide the official MEA logo for incorporation on existing Grantee- produced project signage and may elect to provide any required signage.

20. <u>Use of Project Information</u>

The Grantee understands and agrees that MEA may use information about the Project for reporting and marketing purposes, including but not limited to the project description, building type, energy measures, project costs, leveraged funds, energy and financial savings, and pictures and videos of the premises. MEA shall provide the Grantee an opportunity to review and consult with MEA to ensure that a written case study, photo, or video taken of its facility will not disclose confidential personal and/or business information.

21. Project Location Workforce Requirement

The Grant shall comply with State Government Article § 9-20B-05, Annotated of Maryland, which requires that at least 80 percent of workers participating in a project or program that receives money from the SEIF must reside within 50 miles of the project or program. As the Program is a statewide program, MEA will determine compliance based on whether at least 80 percent of worksite workers reside in Maryland, or within 50 miles of Maryland's borders.

22. American Manufactured Goods

If the Grantee is a unit of State or local government, the Grant must comply with State Finance and Procurement Article §§ 14-416 and 17-303, Annotated Code of Maryland.

23. Maryland Law Prevails

The internal laws of Maryland shall govern the interpretation and enforcement of the Grant Agreement, except for any choice of law provisions utilized by Maryland.

24. Grant Agreement Binding on Successors and Assigns

The Grant Agreement shall bind the respective successors and assigns of the parties.

25. <u>Assignment or Transfer</u>

The Grantee may not sell, transfer, or assign any of its obligations under the Grant Agreement, or its rights, title, or interest in the Grant Agreement, without further prior written consent of MEA.

26. Amendments to the Grant Agreement

Other than an extension of up to 60 days approved pursuant to Section 3 of these General Provisions, no amendment to the Grant Agreement is binding unless it is in writing and signed by both parties.

27. Merger

The Grant Agreement and any terms and conditions expressly incorporated by reference herein embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations referring to the subject matter, other than those contained herein or incorporated herein by reference.

28. Non-waiver of Rights; Remedies

No failure on the part of the State or MEA to exercise, and no delay in exercising, any right under the Grant Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the State or MEA from further exercising that or any other right. The remedies provided under the Grant Agreement are cumulative and not exclusive of any remedies provided by law.

29. Attestations

A person executing an Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

- A. The person is authorized to sign the Agreement on behalf of the Grantee and to commit the Grantee to the obligations set forth in the Agreement;
- B. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with

respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the United States;

- C. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee has engaged in any practice regarding this Grant that is inconsistent with General Provisions Article § 5-502, Annotated Code of Maryland;
- D. The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or the Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or the Agreement;
- E. The Grantee, if a health or social welfare organization as defined by State Finance and Procurement Article § 7-403, Annotated Code of Maryland, shall keep financial records in accordance with uniform accounting standards, as more fully described in Section 7-403;
- F. Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund-raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08.04.04 of the Code of Maryland Regulations; and
- G. The Grantee is not in default on any financial obligation to the State or MEA.

ATTACHMENT B

Project Development Form

(The grantee fills out this form to provide the information required to approve an CELG-funded project.)

1. Name of Grantee and MEA/CELG grant number
Mayor and Council of Rockville, 2024-16-520s1
2. Check <u>All</u> Policies Adopted for CELGProgram
 Energy Efficiency Renewable Energy Transportation Petroleum Reduction
3. Grant Amount
Total CELG FY24 Grant Amount: \$48,000
a. Direct Project Costs: At a minimum, 70% of the total grant amount must go toward direct project costs.
b. Policy and Project Preparation Costs: At a maximum, 30% of total grant amount can go toward preparation costs.

4. Project Address (or addresses, for multiple locations)
5. Project Type
 A project focusing solely on energy efficiency (e.g., a lighting upgrade, adding insulation, etc.) A project focusing solely on renewable energy/clean transportation (e.g., adding solar panels to a roof or replacing a gas-powered vehicle with an electric vehicle) A project that combines energy efficiency and renewable energy/clean transportation
6. Project Narrative
Brief description of the energy measure(s) and the location(s)
7. Total Project Cost Breakdown
Detailed breakdown of all project costs (e.g., equipment, material, labor, admin, etc.) based on actual pricing obtained through the procurement process.
All sources of funding must be listed, including utility rebates, jurisdiction matches, and other grants.

8. Project Schedule
Include dates for all relevant milestones. Must include a minimum of start date and end date.
9. Annual Energy Benefits Calculation/Estimate (e.g., kWh reduced, kw installed, gallons reduced) and Source(s) of Energy Estimates
Before approving any project, MEA must have a detailed estimate of projected energy savings that shows all assumptions, calculations, etc. If relying on an audit for projected energy savings, the audit should be submitted with this form. Calculations can be shown below or attached in a separate spreadsheet. Any project with incomplete or unsubstantiated energy savings estimates will not be approved. Energy efficiency projects are required to be cost effective, with a simple payback (section #11) being less than the anticipated equipment life (section #10).
10. Expected Life of the Installed Equipment
The project's system life must be substantiated. If manufacturer data is being used, cutsheets of the main components must be included.

11. Simple Payback of the Project (i.e., net project cost/annual anticipated cost savings)		
Total Project Cost: \$		
Less Utility Rebate (and/or other funding sources): \$		
Equals Net Project Cost: \$		
Divided by Annual Cost Savings: \$		
Equals Simple Payback: years		
12. Electricity/Fuel Cost Information		
Electric utility provider and cost of electricity, \$/kWh		
Building fuel oil cost (\$/gallon)		
Natural gas utility provider and cost of natural gas (\$/MMcf)		
Propane cost (\$/gallon)		
Gasoline cost (\$/gallon)		
Diesel cost (\$/gallon)		
Other fuels not listed above (please specify):		
13. Utility Rebate(s) (if applicable)		
14. Documentation of Maryland Historic Trust Review (if applicable)		

ATTACHMENT C

Project Approval Form for Grant #2024-16-520s1

(To be completed by MEA and provided to the Grantee once the project has been approved.)

The has been approved to commence with the CELG project proposed in Attachment B, as modified by MEA, if necessary, in the Scope of Work section, below. The project has been determi Comm

	s program (all requirements must be met before proceeding):
□ based	Reviewed to confirm that the proposed project is eligible to receive CELG funds on the terms of the Agreement.
□ const	Reviewed to verify that the project will cost effectively reduce electricity amption and/or generate clean energy and/or reduce petroleum consumption.
□ on an	Reviewed and determined that the proposed project will have "no adverse effect" by historic property.
legisl	Reviewed to confirm that the Grantee has in place baselines and plans for the two ies they chose to pursue, and has adopted formal, written policies through their ative or governing body committing the local government to the policies specified e Policy Guidance Documents
DETAILED	SCOPE OF WORK:
EV- Electric V Maintenance V roughly 20,18 via email to the record of hour	d Council of Rockville will utilize up to \$48,000 in funding support from MEA toward the Vehicle Charging Station (Fleet) project for Recreation Services Building and Rothgeb Yard. It is expected that the overall project will result in reduction of energy consumption of gallons of fuel. Mayor and Council of Rockville shall provide monthly progress reports the CELG Program Manager. The Mayor and Council of Rockville shall also maintain a res worked, keep copies of all contractor invoices, certificates of insurance and Maryland ses, and take photographs of the project—all of which will be submitted with the final
USEFUL LIF	E (YEARS): 10 PAYBACK PERIOD (YEARS): 1
APPROVEI	D BY:
By: Jose Matos CELG Progr	

ATTACHMENT D

Monthly/Final Report Form

(Grantee to use this form for CELG project monthly or final reports, as well as for submitting project invoicing along with corresponding invoices and reimbursement requests; note that the checklist is for final reports and grant close-outs.)

1. Local Government Name and Address (must match info on W9):	2. Name/Title/Phone Number of Report Submitter:
3. Congressional District:	4. Address of Project (if different than the address shown above):

5. Reporting Period	6. MEA/CELG Grant Numl Grant #2024-16-520s1	ber:
Month:		
Is this the final MSEC invoicing report? ☐ Yes ☐ No		
7. Grantee's Invoice Number (for payment):	7A: Federal Tax ID #:	
8. MSEC Grant Expenditures Please indicate the amount of CELGgrant funds spent during a. this reporting period (if not final) OR b. during the course of the entire project to date (if final). Please note that if you are receiving funding from multiple funding categories, as specified in Section 3 of the Grant Agreement, you must track, invoice, and report this funding stream separately.		
a. CELGGrant Dollars spent during <u>this</u> <u>reporting period</u>	Direct Project Costs (minimum 70% of total Grant amount):	
	Policy and Project Preparation Costs (maximum 30% of total Grant amount):	

	Total grant funds requested, this reporting period (this number should match the invoiced amount):		
b. CELGGrant Dollars for <u>the total</u> <u>project</u>	Direct Project Costs (minimum 70% of total Grant amount):		
	Non-Project Costs (maximum 30% of total Grant amount):		
	Total grant funds requested, total project (this number should match the invoiced amount):		
9. Non-CELG Grant Expenditures			
a. Utility Rebates, by energy measure (if applicable):	b. Other Project Expenditures Please include description and the \$ amount (e.g., community matching funds)		
10. Policy Status Update			
a. Provide a <u>brief</u> <u>summary</u> of the status	Energy Efficiency:		
of the baselines, plans,	Renewable Energy:		

and policies required under this program.	Transportation Petro Redux:
11. Project Status Update	
a. Provide a brief summary of project milestones and/or accomplishments achieved during the reporting period.	
b. Were any obstacles encountered during the reporting period? If so, please explain.	
c. Provide Date/Time for site visit (if applicable)	
12. Is this your final project rep	ort? Yes No
13. Reporting Metrics:	
The required project reporting met	trics are listed below.

A. Jobs created and/or hours worked (can be estimated) Required Please report the total number of new jobs created and/or hours worked (paid for using Grant funds) by Grantee staff, contractors, and vendors	
B. Energy Cost Savings (\$ saved per year due to project, note "actual" or "estimated")	
C. Energy Savings (note "actua	ıl" or "estimated")
i. Reduction in annual electricity consumption (MWh)	
ii. Reduction in annual fuel oil consumption (gal)	
iii. Reduction in annual natural gas consumption (MMcf)	
iv. Reduction in annual propane consumption (gal)	

v. [Insert other measure]	
D. Renewable Energy Capacity and	Generation (note "actual" or "estimated")
i. Amount of electricity generated by photovoltaic systems (MWh) annually	
ii. Amount of electricity generated by wind systems (MWh) annually	
iii. Installed photovoltaic system capacity (MW)	
iv. Installed wind capacity (MW)	
v. Amount of electricity generated by other renewable systems (MWh) annually	

vi. Installed capacity of all other renewable systems (MW)	
E. Transportation-Related Energy Savings (note "actual" or "estimated")	
i. Reduction in annual gasoline or diesel consumption (gal)	
ii. <mark>[Insert other</mark> <mark>measure]</mark>	
14. Final Report Checklist	Along with this form, here is a checklist of the items the Grantee must also provide (preferably in electronic format):
A. Reimbursement request	 □ Submitted on official grantee government stationery □ Includes grant number □ Includes grant \$ amount requested for reimbursement □ Includes payment instructions □ Signed by authorized representative
B. Contractor's information	□ Certificate of Insurance □ Maryland business license

C. Proof of project completion	 □ Photographs of project during installation and upon completion, with captioned explanations □ Contractor invoices □ Payment statements
D. Future planning	 □ Plans for displaying the project to the public, including plans to explain MEA's involvement in the project □ Plans for signage that includes MEA logo and information, or for using MEA logo on vehicle(s)

Submission Instructions

Once complete, please submit this Report and Disbursement Request package to MEA at MSEC.MEA@Maryland.gov. MEA is encouraging use of electronic reporting to streamline processing and reduce environmental impacts. If you cannot submit this report electronically, please contact MEA to work on an alternative method for submission.



MAYOR AND COUNCIL Meeting Date: September 8, 2025

Agenda Item Type: PUBLIC HEARING

Department: HOUSING AND COMMUNITY DEVELOPMENT Responsible Staff: SARAH MAIZEL

Subject

Public Hearing on Community Needs: FY 2027 Community Development Block Grant (CDBG) Funding

Department

Housing and Community Development

Recommendation

Staff recommends that the Mayor and Council (1) Receive a brief overview of the upcoming CDBG funding cycle and application process, (2) Conduct a public hearing on community needs, and (3) Hold the public record open until September 25, 2025.

Discussion

Each year, the City of Rockville receives federal Community Development Block Grant (CDBG) funds through a cooperative agreement with Montgomery County. CDBG funds must be used for housing and community development projects that primarily benefit low- and moderate-income persons or neighborhoods. It is anticipated that Rockville will receive approximately \$263,000 in CDBG funding for federal Program Year 52, which is FY 2027.

The city has used its CDBG allocation to rehabilitate multi-family rental housing and single-family homes. For example, projects as described in Table 1 were included in the FY 2025 funding application to the county.

Table 1. FY 2025 CDBG Fund Allocation

Agency	Scope	Funding Level
Community Reach of Montgomery County (CRM)	CRM will repair and maintenance of one of its units that serves as permanent supportive housing, Jefferson House. The specific proposed scope of work at Jefferson House includes maintenance and improvement projects to the interior and exterior of the Jefferson House.	\$22,185

Housing Unlimited (HU)	HU will include installation of new kitchen cabinetry, countertops, and appliances in the kitchen; upgrade two bathrooms to include walk-in showers, new vanities, and toilets; and painting and flooring throughout the unit. This shared housing assists the mental health recovery of residents. HU purchased the unit in 2023.	\$70,870
Rockville Housing Enterprises (RHE)	RHE will replace air conditioning units in twenty-eight (28) multi-family public housing units of the David Scull Courts community and community center (2 HVAC units). The committee recommended partial funding to complete air conditioning unit replacements at 15 of the requested 30 units.	\$75,000
City of Rockville	Single-family Rehab Program	\$75,000
TOTAL		\$263,000

The chart below shows CDBG allocations for the past five grant years, FY 2020 to FY 2026 (Federal Program Years 45 to 51)¹

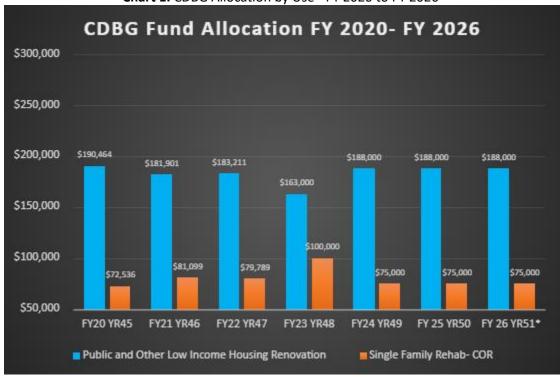


Chart 1. CDBG Allocation by Use - FY 2020 to FY 2026²

Public Hearing and Grant Application Process

This public hearing is a prerequisite to applying for CDBG funds. The purpose of the public hearing is to obtain public input on community needs and priorities. The applicants and their applications for CDBG funds should be focused on these community needs and priorities. The

¹ DHCD City of Rockville CDBG Program

² *Anticipated funding for FY2026

application period for external agencies began on July 4, 2025. Funding applications are due to the City of Rockville on October 1, 2025. After reviewing and scoring submitted applications, staff will recommend the use of the CDBG funds to the Mayor and Council for consideration and approval in late fall. The city's funding application will reflect the Mayor and Council's decisions and is due to Montgomery County by December 31, 2025, with funding becoming available in the fall of 2026.

Community Needs

Between 2020 and 2040, Rockville's population is projected to increase from 67,117 residents to approximately 91,800 residents, representing a 37 percent increase. Rockville has a relatively high median income at \$122,294, although has a nearly eight percent overall poverty rate. Both metrics have increased in recent years. Poverty disproportionately affects certain demographic groups and neighborhoods. For example, five of the seven Rockville elementary schools have a Reduced Priced Meals (FARMs)³ rate of at least thirty percent: Twinbrook (70%), Meadow Hall (66%), Maryvale (49%), College Gardens (43%), Bayard Rustin (41%).

In 2025, the Department of Housing and Community Development conducted a Human Needs Assessment to identify gaps and opportunities in the services continuum to better meet the needs of residents. The assessment found a need for navigation services; additional behavioral health services, including mental health and substance use treatment; affordable housing; and price adjustments to city services for households living just outside of city limits.

Affordable housing is a particularly acute issue, which has caused the Mayor and Council to name housing as one of its five focus areas. In recent years, both rental and for-purchase housing prices have significantly increased. At the same time, the city's renter population has grown to consist of almost half of all residents. As of the 2023 American Community Survey, the median renter pays \$2,244 – a 17 percent increase from 2019 – and would need an income of \$89,760 to afford such a rent.⁴

As a result of high housing costs and comparatively low wages, in 2021, over 55 percent of Rockville renters were considered housing cost-burdened, paying more than 30 percent of their income for housing, and over 20 percent are considered severely housing cost-burdened, paying more than 50 percent of their income for housing. Hispanic or Latino, "Some Other Race," mixed-race, and Black households are disproportionately housing cost burdened (Chart 2). ⁵

The median home value in Rockville is \$681,500 ⁶. A home at this price would have an estimated monthly mortgage payment of \$5,432 ⁷. To afford this, a household would need to earn \$217,280, which is \$94,986 above the median income. As of 2023, 25.3 percent of homeowners are considered housing cost burdened. The median monthly cost for owner-

³ Maryland Statewide FARMS Data for 2024-2024 School year

⁴ DHCD City of Rockville Housing Landlord-Tenant Data

⁵ US. Census, American Community Survey

⁶ DHCD City of Rockville Housing MPDU Data

⁷ DHCD City of Rockville Housing MPDU Data

occupied housing units is \$3,009 8. As a result of high housing prices, homeownership rates have declined, especially for younger and first-time homebuyers, which is aligned with national trends.

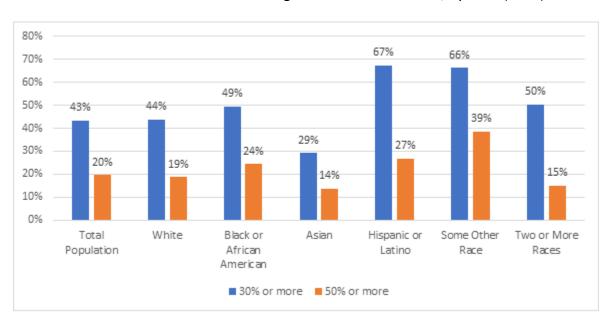


Chart 2. Gross Rent as a Percentage of Household Income, By Race (2021)

The CDBG program can play a crucial role in addressing these housing affordability issues. Through targeted funding, CDBG can support initiatives such as affordable housing development, down payment assistance, and housing rehabilitation programs. These investments can lower barriers to homeownership, helping bridge the gap between income levels and housing costs. By reducing housing cost burdens and promoting more equitable access to housing stability, the CDBG program offers a strategic tool to improve economic opportunity for Rockville residents. In doing so, it helps build stronger, more inclusive communities that reflect the needs and aspirations of all residents—not just those with higher incomes.

Federal Requirements

Eligible CDBG activities are governed by federal regulations and requirements. Federal environmental review, federal labor standards (i.e., prevailing, or Davis-Bacon wages) and compliance, lead-based paint regulations, and fair housing requirements may apply depending on the activity proposed. Staff will assist applicants in understanding which, if any, of these requirements will apply to the project. Staff are currently monitoring the budget at the federal administration to stay abreast of updates and potential effects. Staff are working closely with the county to ensure we are meeting compliances and requirements to participate in the CDBG program.

⁸ DHCD City of Rockville Housing MPDU Data

Mayor and Council History

This is the first time in this funding cycle that this item has been brought before the Mayor and Council. The City of Rockville has been a recipient and administrator of the CDBG Grant for the last 50 years and the Mayor and Council have always supported the administration of this grant due to the large benefit it provides to many Rockville residents.

Public Notification and Engagement

The funding application and public hearing announcement were emailed to civic associations, homeowners associations, and community organizations on June 30, 2025. Public notice announcing the public hearings was published in the Washington Post on August 28, 2025 and September 4, 2025. As requested by the Mayor and Council in previous years, the city hosted a Housing Providers Forums on August 21, 2025 and September 16, 2025, where housing providers were notified of the upcoming funding cycle and provided with information on the application submission process and requirements.

Next Steps

Funding applications from housing providers are due to the city on October 1, 2025. Applications are reviewed and scored by a cross-departmental staff review committee, which makes funding recommendations to the Mayor and Council. Staff anticipate returning to the Mayor and Council in November with recommendations and then submitting the grant application to the county in December following the Mayor and Council's approval of the application.

Attachments



MAYOR AND COUNCIL Meeting Date: September 8, 2025

Agenda Item Type: ADOPTION

Department: CITY CLERK/DIRECTOR OF COUNCIL OPERATIONS OFFICE

Responsible Staff: SARA TAYLOR-FERRELL

Subject

Accept Consultant's Final Report on the Election Code Update

Department

City Clerk/Director of Council Operations Office

Recommendation

Staff recommends that the Mayor and Council accept the Final Report from the Gant Group on City Election Code update.

Discussion

Background

The Mayor and Council held a series of work sessions on city election reform, with Jason Gant of the Gant Group (election consultant) facilitating the discussions. The governing body provided feedback and guidance on various topics, including topical areas that were pertinent as the Gant Group worked to finalize the report with their recommendations.

Attached to this staff report is the Final Report from the consultant for your review and acceptance. Included in the Final Report are the consultant's recommendations. These include:

1. Election Laws

 The intermingling of the election administration and campaign finance sections needs to be separated into Section 8 Election Administration and Section 8A Campaign Finance. This separation will allow better interpretation of the laws and allow candidates to better understand what the rules are without having to hire an attorney to decipher the language.

2. Election Process and Procedures

- Establishing an Election Handbook, adding additional policies in categories of Pre-Election, Election Day, and Post-Election, would be helpful to clarify additional election administration activities to keep staff, BSE, candidates, and the public aware of various policies.
- Election Code changes should not be made in the twelve months leading up to an election.

3. Campaign Finance

• The city code has not kept up with the times in the world of campaign finance and needs to be updated.

 Campaign committee types need to be defined, contribution limits created, filing requirements established; increase the number of campaign reports, use realworld examples when completing campaign finance forms; develop independent expenditure rules, and enforcement procedures detailed with complaint forms, investigative authorities, and prosecution guidelines.

4. Board of Supervisors of Elections

The BSE should continue its responsibilities to set policy, create forms, and
oversee the overall administration of elections. New responsibilities would
include hiring a legal counsel and election staff. The BSE should have clear
guidance in the code to review, approve, deny, and penalize all campaign
committees. The enforcement of fines and penalties should be at the Board's
discretion, with its legal counsel, and allowed to hear appeals and make rulings
on all violations.

5. Ballot Measures

Allowing 16- and 17-year-olds to vote could be implemented for the 2027 election. There was considerable public support for the idea of increasing opportunities to vote for those age groups. Before final approval would be made, the city needs to verify with the County and the State that this new initiative would not cause any issues with the current partnership that has been in use for years.

Mayor and Council History

The Mayor and Council held two work sessions with the election consultant on City election reform. The first worksession was held on May 19, 2025, and the second worksession on July 21, 2025.

Public Notification and Engagement

There were two community engagement sessions. The first session was held on Thursday, June 5, 2025, 7-9 pm, and the second session was held on Saturday, June 7, 9-12 pm. About thirty-five (35) people attended the first session and twenty-five (25) the second session. If members of the community were unable to attend either session, they were also encouraged to submit their comments to the City Clerk/Director of Council Operations.

Boards and Commissions Review

The consultant met with the Board of Supervisors of Elections (BSE) on April 24, 2025, where the board members provided input.

Next Steps

Following the presentation of the Final Report and recommendations, the Mayor and Council should move to accept the consultant's Final Report.

Attachments

Final Report



Rise Together

CITY OF ROCKVILLE

Election Review 2025

September 8, 2025

Final Report

Prepared by Gant Group, Inc. jason@gantgroupinc.com

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SCOPE OF WORK

REQUEST FOR PROPOSAL # 16-25

- Review Rockville's election laws (Article III of the City Charter and Chapter 8 of the City Code) and suggest changes and best practices, including adoption of an entirely new law
- Review Rockville's election procedures and suggest changes and best practices to those procedures to improve the election process to among other things, promote diversity, equality, and inclusion
- Suggest a different and more effective procedure for enforcing those laws against violators
- Review the reporting requirements and suggest changes to make that process more effective and transparent
- Suggest ways to control expenditures from organizations and others making independent expenditures
- Suggest requirements for the disclosure of the source of such funds
- Consider options to redefine and clarify the role of the Board of Supervisors of Elections
- Consult with appointed staff and the BSE in formulating those suggestions
- Suggest appropriate responses to the four ballot measures presented to voters in the 2023 election
- Attend meetings of the Board of Supervisors of Elections to obtain its feedback and suggestions
- Attend working sessions with Mayor and Council and others to discuss changes to the City Code and election procedures
- Review and make recommendations for clarification of definitions within Chapter 8
- Attend community engagement sessions as necessary (no more than 3 meetings)
- Conduct final round of meetings with BSE and Mayor and Council and present final recommendations

TIMELINE

Events

STAFF VISITS

- Met with City Clerk Sara Taylor-Ferrell on April 24th
- Met with City Manager Jeff Mihelich on April 29th
- Met with City Attorney Robert Dawson on May 1st
- Various phone and video conferences in April, May, June, July, & August

BOARD OF SUPERVISORS OF ELECTIONS VISITS

- Met with BSE at their meeting on April 24th
- · Various in person, phone, and video meetings in May, June, July, & August
- Met with BSE at their meeting on August 7th

MAYOR and COUNCIL VISITS

- Work Session on May 19th
- Work Session on July 21st
- Final Report Presentation on September 8th

COMMUNITY SESSIONS

- Session 1 on June 5th
- Session 2 on June 7th

MAYOR and COUNCIL & BOARD OF SUPERVISORS OF ELECTION VISIT

Joint Work Session scheduled for June 16th - cancelled

ELECTION LAWS

City Charter Article III

REVISE SECTIONS

Section 1. Voters

Consider simplifying this section to mirror the State of Maryland voter registration guidelines to have a clear understanding that if you are registered to vote in the State of Maryland and a resident of Rockville that you may vote in Rockville elections. The one change would be if Rockville changes the voting age to 16.

Section 2. BSE (b)

This section references newspaper publications and notices around the City. Consider adding social media, website, city newsletter, etc.

Section 3. Nominations

Consider changing the deadline for petitions from 60 days prior to Election Day to 90 days. This would allow for more time in preparing ballots. Currently, ballots are to be mailed between 25-30 days prior to Election Day, thus only giving the BSE and Clerk 30 days to proof, print, and mail ballots.

Section 6. Recall Elections

This section references the City Clerk as the filing and certification official, however Article III Section 3 references the BSE as the filing and certification officials. Consitancy should be practiced for the approval or denial of petitions. Also, subsection (e) details how the recall ballot should look. This should be revised as tabulating machines will have specific regulations for the design of ballots.

City Code Chapter 8 Definitions

REVISE SECTIONS

Absentee ballot

This definition can be removed due to no longer relevant.

Campaign material

Add sections to include text messages, robocalls, and any other voice, image, or digital messaging.

A definition is needed for "principle or proposition" it is referenced numerous times throughout the Code.

Campaign committee

A campaign committee should be defined as any candidate campaign committee, political action committee, candidate slate campaign committee, political party, or other campaign committee organized outside of the City.

Campaign reporting regulations should not be listed under the definition. Those regulations should be under a separate reporting section.

City Code Chapter 8

REVISE SECTIONS

Section 8-3. Election districts

This section should be updated at least every 10 years with the Census. This will allow the ten districts to be as up to date as possible with population shifts and city growth. There seems to be limited use of this data in the administration of elections, aside from reporting election results and recounts.

Section 8-4. Board of Supervisors of Elections

Defining "adequate staff assistance" to the BSE is especially important, whether or not changes are made to the Board's role. If no changes are made, then the Board will once again have to conduct the 2027 election without legal counsel unless legal counsel is provided to the Board by the Mayor and Council.

Section 8-5. Election judges

Consideration should be made to exclude immediate family members.

Section 8-7. Preservation of ballots

Remove Absentee references.

Section 8-8. Withdrawal of candidacy

This section references the City Clerk, however other sections reference the BSE as the authority to place names on the ballot. The process should all be the Clerk or the BSE, but not both.

Section 8-41. Election procedures generally (a)

The number and locations of vote centers and drop boxes should be reviewed following each election. Caution should be taken before locations are eliminated, as voters get used to going to certain places to vote. Population and transportation patterns change considerably every four years, and additional locations should be considered.

Section 8-41. Election procedures generally (c)

May want to consider changing the first notice from 90 days to 60 days since the ballots are not mailed until 30 days prior and campaigns are most likely starting to advertise 60 days prior to Election Day.

Each of the notices should relate to current election activities. An example would be the first is general info about the upcoming election, the second is info about how to mark your ballot, the third is info about how to deliver your ballot, and the fourth, if needed at all, would be one final reminder the week before Election Day.

Section 8-41. Election procedures generally (d)

Changing candidate order from alphabetical to random drawing would be seen as a more appropriate system.

Section 8-41. Election procedures generally (i)

The word "manual" should be defined. Does that word mean manually hand recount or manually electronic tabulation recount? Tabulating machines have consistently proven to be more accurate than hand counting.

Section 8-42. Absentee and provisional voting (a)

Remove Absentee voting references.

Section 8-44. Voter assistance (a)

Remove Absentee voting references.

Section 8-71. Appointment of treasurer, ... (a)(3)

Should be under a BSE section

Section 8-72. Candidates joining slates, ...

Slates should be defined as "campaign committee" and should file as such.

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ROCKVILLE VOTES

Election Review 2025

• Section 8-73. Appointment of chairperson ... (a)

Requiring a chairperson of a campaign committee may not be required and just adds more bureaucracy on candidates.

• Section 8-73. Appointment of chairperson ... (b) & (c)

This section can be removed and added to a political action committee section.

Section 8-74. Campaign depositories; petty cash fund (b)

This section can be removed and due to other sections requiring the record of all contributions and expenditures.

• Section 8-76. Books, records and receipts of treasurer (b)

This section can be removed as contributions are recorded in the campaign finance reports and again just adds more bureaucracy on candidates.

• Section 8-78. Contributions and expenses of persons not candidates (d)

A candidate campaign committee should be limited to accepting contributions of \$1,000 from individuals and \$10,000 for other campaign committees.

• Section 8-78. Contributions and expenses of persons not candidates (e)

If the \$1,000 and \$10,000 limits are created, then this section can be removed.

Section 8-79. Campaign communications...

If the \$1,000 and \$10,000 limits are created, then this section can be removed.

Section 8-81. Election reports...

This entire section needs to be replaced.

Section 8-83. Requirement of election reports...

This entire section needs to be replaced.

Section 8-101. Prohibited practices (7)

Campaign material disclaimer practices should be in the general campaign finance section and not in a prohibited section.

Section 8-102. Requirements concerning advertising; rates

This section would be a starting point for the creation of an independent expenditure section.

Section 8-111. Violation of chapter...

This section would be modified for a new enforcement section.

REPLACE/REORGANIZE SECTIONS

Background

There has been confusion for the election administration with election procedures and campaign finance procedures intermingled into one section of the Code.

Options

Split Section 8 into two sections. The first section would deal entirely with the administration of an election and the second section would deal with campaign finance. Splitting the sections will assist not only staff, but also voters, candidates, and campaign committees to be able to have a clearer understanding of how the Code applies to each of the areas.

CODE CHANGES DURING ELECTION SEASON

Background

Concerns have been about past activities when election laws were changed near an upcoming election.

Options

Election laws should not be changed during the 12 months prior to the next election. Any changes to the election code require numerous administrative activities. These administrative concerns can affect nearly all aspects of the election process and could cause delays in providing the correct information to voters, candidates, and election officials. Exceptions, in extraordinary situations, should be on a case-by-case basis and should be overwhelmingly necessary for the benefit of the City and the voters.

ELECTION PROCESS & PROCEDURES

Election Procedures

BALLOT DELIVERY - CHAIN OF CUSTODY - E-004

Background

The City Clerk has developed a standard form listing number of ballots and individuals delivering and receiving the ballots.

Options

A suggested change would be to add two individual's signatures to ensure that not just one person is counting and verifying totals of ballots. This would be important on the City Clerk side as well as the receiving official side.

BALLOT RECEIVING AND CANVASS STAGING

Background

The City Clerk has developed an SOP for the receiving of ballots and preparation for ballot counting. MDVOTERS is used for the batching of envelopes into batches of 25.

Options

This procedure is thorough with sufficient detail to provide the Election Specialists with their procedures leading up to Election Day.

BALLOT ACCOUNTING WORKSHEET

Background

The verification and double verification of ballot counts is of the most importance. Ballot accounting shows number of ballots reissued, issued at nursing homes, other, and spoiled ballots.

Options

This system is very meticulous and is a general part of all elections to verify where all of the ballots have been utilized.

CANVASS TEAM INSTRUCTIONS

Background

The City Clerk has an exact step by step process for opening and sorting the ballots that have been received in the mail. The process has security measures built in to ensure voter privacy in that their name and their cast ballot are not visible when preparing to be counted. Keeping the batches in sets of 25 helps to keep ballot counts accurate and provides a manageable number to double check and make sure a ballot isn't missing.

Options

This process is spot on and should be commended. With most procedures, an after-action questionnaire/survey of Officials is always a good idea to continue to fine tune the process for additional efficiencies.

CONDUCTING CANVASS

Background

The procedure of opening of ballot envelopes and the counting of ballots is well detailed.

Options

An Election Official never wants to create the perception of any mischief during the counting of the ballots. More and more observers are starting to attend this process. The observers should be welcomed and informed of the process. The City should strive to ensure that the opening of the ballots is viewable to the public. The public should not be able to see the cast ballots, and especially not the names on the envelopes. However, a meeting room should be chosen where there is sufficient room for the Election Officials to do their job, but also enough room for the observers to see the work taking place. Setting up a rope line or line of tables that provide a physical barrier should be utilized without obstructing the view.

The same should be in place for the scanning of the ballots. Whether it is the same viewing area for the envelope opening, or another area for the scanning, either way there should be a physical barrier with sufficient viewing opportunity.

CONFIDENTIAL BALLOT DELIVERY - CHAIN OF CUSTODY

Background

The City Clerk has developed a standard form listing number of ballots and individuals delivering and receiving the ballots.

Options

A suggested change would be to add two individual's signatures to ensure that not just one person is counting and verifying totals of ballots. This would be important on the City Clerk side as well as the receiving official side.

DUPLICATING PROCESS

Background

There will always be some ballots that have deficiencies. Should a ballot not be accepted by the counting scanner, then the BSE must decide as to duplicate or reject the ballot.

Options

Duplicating of a ballot must be exact. After one BSE member reads the original ballot and the second BSE member completes the new ballot, a third and fourth BSE members could do a double check and triple check to ensure accuracy.

E-001-BALLOT COLLECTION - DROP BOX

Background

The ballot collection procedure is necessary to explain how ballots are collected each day from the drop boxes. The procedure requires two individuals for this process which is critical.

Options

Using a city vehicle with clear markings identifying the vehicle as a City vehicle would be an option to create more awareness and limit the chance of confusion that an unmarked vehicle was collecting ballots. An added security measure would include collecting at different times of the day and using different streets to and from drop boxes and City Hall.

E-002-BALLOT COLLECTION - POST OFFICE

Background

This procedure is a simple set of rules similar to Drop Boxes.

Options

Categorizing by Drop Box and Post Office are excellent data resources in determining plans for future elections.

Election Review 2025

E-003-PREP AND SECURE BALLOTS FOR TRANSPORT

Background

Ballots received are locked into special blue ballot bins with seals and signed by both transport officials.

Options

Changing up the transport officials would be another security measure so that different people are working together, thus limiting the chances of mischief.

E-004-BALLOT DELIVERY - SECURE PROCESSING CENTER

Background

The City Clerk and the City Police transport the blue ballot bins to the processing center where the chain of custody forms are signed and completed.

Options

Utilizing the City Police is an added security measure adding secure transport and additional ballot security.

ISSUING REPLACEMENT BALLOTS

Background

During elections, there will be times when a replacement ballot is requested for various reasons. This procedure details the process to reissue a ballot as well as the verification of blank ballots utilized. A reminder that ballots must be received by Election Day is also very helpful to the voter.

Options

This procedure is well written and clear on the process.

Pre-Election

CANDIDATE BALLOT ORDER

Background

City Code Section 8-41(d) states that candidates shall be "arranged in alphabetical order."

Options

Another option is to draw names out of a hat or have each candidate draw a number for ballot order. Utilizing a drawing method would eliminate any perceived benefit, whether real or not, based off of a candidate's last name and position on the ballot.

CANDIDATE NAME NICKNAMES

Background

During the 2023 and 2013 elections, a candidate was allowed a nickname in parentheses on the ballot.

Options

Allowing for a nickname on the ballot when the issue of official name of James but uses the nickname of Jim is considered perfectly acceptable. The issue becomes when a candidate wants a type of political name as their nickname, John (The Best Candidate) Smith. Setting up specific rules would alleviate potential challenges in the future. With an increasing immigrant population, consider allowing the BSE to approve or disapprove of nicknames for the ballot would also be helpful.

OFFICIALLY A CANDIDATE

Background

The Nomination Petition for the Mayor and Council includes the necessary information for the BSE to certify that the candidate has submitted more than the minimum number of signatures to be on the ballot.

Options

The Nomination Petition could be simplified by creating multiple petitions for each necessary language instead of trying to incorporate two languages into one form. This would allow the flow of the petition to be clearer without multiple languages on one form and allow for possibly five more names. This would also allow for the creation of 3-4 additional petitions for other prominent languages.

It is important for clear direction to the BSE when approving or denying petition signatures with the official voter registration list.

CANDIDATE WITHDRAWAL

Background

City Code Section 8-8 clearly explains the process for a candidate to withdraw or if a candidate dies before the filing deadline to be removed from the official ballot.

Options

The section clearly articulates the process to withdraw from the ballot. A sample withdrawal affidavit could be added to the website.

CANDIDATE DEADLINES

Background

Nomination Petitions – 60 calendar days prior to Election Day Withdrawal of Nomination Petitions – 60 calendar days prior to Election Day

Options

The timeline of 60 calendar days prior to Election Day is a reasonable amount of time for ballots to be designed, tabulating machines programmed, and other final election preparations.

VOTER LIST VERIFICATION

Background

Rockville depends on the voter registration list from the County/State in order to determine who is and is not eligible to vote. This list is critical for the City to know who should be mailed a ballot.

Options

When the Rockville city boundary limits changes, it is important for that information to be confirmed with the State and County to ensure that voter registration lists are updated. This usually isn't something that happens often, but when it does this change needs to be shared and reviewed. A sampling of the voter file received should be compared with various boundaries, precinct, other jurisdictions, etc. If the State continues with a procedure of emailing ballots, then verifying whether those names are on the official voter list will be important as well.

CANDIDATE FORUMS

Background

During the 2023 election, candidate forums took place 6 weeks, 4 ½ weeks, and 3 ½ weeks before Election Day with ballots being mailed approximately 4 weeks before Election Day.

Options

This seems like a well-planned schedule of hosting candidate forums. If changes are being requested, an option would be to change the schedule to 4 % weeks, 3 % weeks, and 2 % weeks prior to Election Day. This would allow the first forum to coincide with the mailing of ballots and would create additional advertising about when voting would begin. It would also all for the final forum to be closer to Election Day when most voters are making up their minds on whom they will be voting for and still leaving enough time for ballots to be mailed and received before the deadline.

PUBLIC ADVERTISING, PUBLIC OUTREACH, & VOTER EDUCATION

Background

Rockville currently mails up to four postcards with information about the upcoming elections as well as voter registration drives, and door hanger placements.

Options

Each of the notices should relate to current election activities. An example would be the first is general info about the upcoming election, the second is info about how to mark your ballot, the third is info about how to deliver your ballot, and the fourth, if needed at all, would be one final reminder the week before Election Day.

WEBSITE

Background

The existing elections page on the city's website includes great information but could use some updating.

Options

The main components of an election website should include the following areas:

Campaign Finance – How to file; When to file; What to file; and Filed reports search

Candidacy – How do become a candidate; Responsibilities of a candidate; and Important deadlines

Elections – Current election information; and Past election information. Under current election, you want to have sections for how to vote; where to return ballots; when ballots are mailed; ballot return deadline; maps of drop box locations; info on voter assistance options; how ballots are collected; options to vote on Election Day; how ballots are counted; and what to do if a voter needs a replacement ballot

Voter Registration – Links to the State; A special 16- and 17-year-old section

The website needs to contain all information regarding elections in a way that is easy to navigate and can be categorized to assist voters in finding the info they are looking for quickly.

DROP BOX & VOTE CENTER LOCATIONS

Background

City Code Section 8-41(a) details the locations of each vote center and each of the six drop box locations.

Options

Listing the locations of the vote centers and drop boxes in Code is a normal practice and should be continued. The locations of the vote centers and drop boxes should be reviewed after each election to ensure maximum use of the locations. Traffic patterns, population shifts, and other factors can play a role in ensuring adequate access to voting services. The BSE should recommend to the Mayor/Council of any changes that are necessary. The locations should be set at least 18 months prior to the next election and should only be changed if an extraordinary event takes place.

ROCKVILLE VOTES

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USPS COOPERATION

Background

Rockville elections use a vote by mail system and cooperation with the USPS is critical for a successful election.

Options

Building a relationship with the Postmaster well before election season will help to build trust between the USPS and the City. Providing an election timeline of when ballots are to be sent and how replacement ballots are to be sent will allow time for the preparation of such a large mailing at one time. The relationship will also be helpful on the days and hours leading up to the ballot return deadline to ensure that all mail can be picked up and/or delivered on Election Day night. The USPS may also have advanced technology available with special zip codes or special markings on the envelopes in addition to the USPS's official election mailing label.

LAW ENFORCEMENT COOPERATION

Background

The Rockville Police is utilized for the transport of ballots and is integral in the security of ballots prior to counting.

Options

A close working relationship is critical not just for the transport of ballots, but also the security surrounding vote centers, ballot drop boxes, and tabulating centers. By providing the police department with maps of all election locations, times of pick up, and various election procedures, a solid working relationship will result in a successful election. It is also important to have County, State, and Federal law enforcement contacts should an election crime take place that needs additional law enforcement assistance.

STATE AND COUNTY COOPERATION

Background

Rockville utilizes numerous resources from the State and County election divisions. From voter registration lists to tabulating machines to voter assisted ballot marking devices, the City relies on extensive cooperation from these entities.

Options

Whenever major changes are made to the City's election administration, it is important to keep in mind any challenges that may come about that would require new or additional services from the County or State. Should the City want to implement a new initiative that is contrary to existing County or State procedures, there could be instances where those entities would not be able to help the City.

BALLOT DELIVERY

Background

City Code Section 8-41(b) details that ballots are to be mailed between 25 and 30 days prior to Election Day to all registered voters in Rockville.

Options

If any changes were to be made, it would have a ripple effect on other areas of the election process. Four weeks is a reasonable timeframe for voters to have time to complete and return their ballots.

BALLOT SECURITY

Background

The BSE and the City Clerk have numerous procedures in place to ensure security of the blank ballots and the cast ballots once they are returned. There are also procedures in place to ensure the privacy of the voters cast ballots through placing envelopes in one stack and cast ballots in another. They also utilize the City Police to transport ballots.

Options

The protection of ballots is the most important part of any election. Utilizing secure totes with seals and stored in locked areas help to ensure to the public that the election is run in a secure manner.

BALLOTS ADA COMPLIANT

Background

City Code Section 8-44 details opportunities for voters requesting assistance with casting a ballot. There are also requirements of election judges to assist voters near a vote center and forms to complete for those assisting others with casting a ballot.

Options

With existing law and the new option in 2027 of having a ballot marking device for those blind, limited vision, or limited mobility available, Rockville is utilizing numerous options for all voters.

PROCESS FOR ADVISORY OPINIONS ON BALLOT

Background

Advisory opinions must be placed on the ballot at least 90 days prior to Election Day by either a Council resolution or by a citizen initiative through petition signatures.

Options

An advisory opinion has no official binding action; however, it does give the Council and the public an idea of whether the voters are interested in a particular idea. The challenge is there are minimal to no campaign activities to support or oppose a particular issue which are extremely beneficial to the public through education on the particular issue. The pros and cons of utilizing advisory opinions are equal on both sides.

Election Day

PROTECT ELECTION WORKERS

Background

Election workers are temporary employees hired specifically for city election related activities.

Options

Adding additional language in the Code to specifically list protections for election workers, is sometimes seen as going too far. Instances of harassment, bullying, or acts creating fear are challenges that all election workers face when conducting the election in face-to-face interactions with some voters. If other parts of the Code would not adequately protect election workers, then additional language should be added to the election code.

IN PERSON VOTING LOCATIONS

Background

City Code Section 8-41 lists City Hall and Thomas Farm Community Center as vote centers for in person voting on Election Day, and City Code Section 8-45 details the 50-foot requirement for electioneering. The 50-foot requirement is also a requirement around drop boxes.

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Options

Utilizing locations for voting on Election Day is a good policy to continue as there will be people who are skeptical of mailing a ballot and would instead prefer to cast their ballot directly into a ballot box. After each election, a review of the usage of all vote centers and ballot drop boxes should be reviewed to determine if changes will be needed for the next election.

Post-Election

POST-ELECTION AUDIT

Background

City Code Section 8-41(j) discusses during a recount, if one is requested, that two districts are randomly selected to be counted a second time. Currently it appears that is no post-election audit conducted.

Options

Rockville should consider adding a provision, if a recount is not requested, then a post-election audit will take place. Two districts and one race should be randomly selected, and those ballots should be counted a second time. This process creates additional trust in the electoral process. The post-election audit would take place a week or two after the official results of the election have been certified and published in the Council minutes.

BALLOT PRESERVATION

Background

City Code Section 8-7 details the preservation/retention of ballots cast and related ballot materials for six months.

Options

The timeline of six months should be adequate for recounts, court challenges, or other matters. Ensuring that every ballot box, tote, or other container used is properly sealed with unique identification numbers and locking seals or other locking devices. As well as placed in a secure room with limited access by staff.

CANVAS PROCESS

Background

The canvas process includes batching of ballots, verifying ballot counts, verifying oaths, opening envelopes, ensuring privacy, and preparing the ballots for counting.

Options

This process is well detailed and includes processes for any potential problems with ballots and should result in successful elections.

CAMPAIGN FINANCE

Code Revisions

DEFINE COMMITTEES

Background

The existing Code has information about candidate campaign committees but lacks in the clear definitions of other campaign committees.

Options

A campaign committee should be defined as any candidate campaign committee, political action committee, candidate slate campaign committee, political party, or other campaign committee organized outside of the City. Each of these types of campaign committees should then be defined.

Campaign Funds & Independent Expenditures

CONTRIBUTION LIMITS TO COMMITTEES

Background

Rockville has a limit of \$1,000 and the State of Maryland has a limit of \$6,000.

Options

Once the campaign committees are created, then the contribution limits can be created by committee. A candidate campaign committee can accept up to \$1,000 from an individual and up to \$10,000 from political action committees, candidate slate committees, political parties, or other campaign committee organized outside of the City. The contribution limits for political action committees, candidate slate committees, political parties, or other campaign committee organized outside of the City would be unlimited or based off of the State or Federal government rules. There would be an option to create limits individuals could contribute to political action committees and candidate slate committees that are organized through the City.

CAMPAIGN FINANCE INSTRUCTIONS

Background

The BSE and City Clerk publish a candidate packet that includes an enormous amount of information for individuals interested in becoming a candidate for public office from nominating petitions to campaign finance reports. There are also extensive step by step procedures for completing the campaign finance forms online. Training sessions are also conducted for candidates and treasurers to assist in filing campaign finance reports.

Options

The instructions are well laid out and include great education on how to complete the forms.

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CAMPAIGN FINANCE FAQ

Background

A frequently asked questions section provides additional real reporting scenarios to assist candidates and treasurers on completing the forms.

Options

Using real examples from previous election would be a great starting point to gather the various issues and concerns from previous elections that more than likely will come up again during the next election. Taking time between elections to gather other potential questions and concerns about campaign finance would also be helpful. The State is going to have many examples of questions and issues with their own campaign finance reporting system, that the City may be able to use those to create additional scenarios for the City level.

REGISTRATION OF COMMITTEES

Background

A candidate is required to create a campaign committee when petitions are approved or when they have raised and/or spent \$300.

Options

Adding requirements for political action committees and candidate slate committees to be required to file upon raising any funds would increase transparency.

REPORTING DEADLINES

Background

Rockville requires two campaign finance reports, one 30 days and one 7 days, prior to Election Day. Also required is a post-Election Day report due on January 15th and an annual report due on November 8th if funds or expenses still exist.

Options

Increase the number of finance reports to three prior to Election Day to include 60 days, 30 days, and 7 days. A great deal of campaign activity is going to take place 30 days prior to Election Day as that is the deadline for ballots to be mailed to voters. Consider a supplement report of any contribution of \$1,000 or more during the 7 days prior to Election Day, to be filed within 24 hours of receipt of the contribution.

INDEPENDENT EXPENDITURE REPORTING

Background

The Federal Election Commission defines an independent expenditure as "an expenditure for a communication that expressly advocates the election or defeat of a clearly identified candidate, and which is not made in coordination with any candidate or their campaign." Rockville has minimal regulations when it comes to an independent expenditure. The State of Maryland requires any independent expenditure of \$5,000 or more to register with the State. The State also requires reporting within 48 hours after expending \$10,000, with the report including the name of the candidate they are supporting or opposing, the names and addresses of any donors who made donations of \$6,000 or more, and the identity of the person exercising direction or control over the activities.

Options

Following a similar set of rules as the State would set up an easier explanation for those who may be considering making an independent expenditure. Consideration should be made to modify the State's regulations and change the \$5,000 to \$2,500 and the \$10,000 to \$5,000. This would be completely acceptable with Rockville being on a smaller scale than the State.

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CAMPAIGN COMMITTEE ORGANIZED OUTSIDE THE CITY

Background

There are minimal requirements in City Code regarding outside contributions to City candidates.

Options

Setting up requirements for City candidates to only be allowed to accept contributions from political committees that are registered with the City. Contribution limits can be set under the candidate committee regulations. Creating reporting requirements of outside committees to file with the City to include contributions and expenditures related to the City, the government entity the outside committee normally files and their website filing address.

STATE CAMPAIGN FINANCE LAWS

Background

The State of Maryland State Board of Elections has extensive listings of information and regulations for candidates for state office, political action committees, etc.

Options

Rockville can utilize select State laws and regulations when determining the next steps in upgrading City Code. There are a number of prime areas to consider including contribution limits, independent expenditures, complaint forms, etc.

Campaign Activities

USE OF DISCLAIMERS

Background

Section 8-101(7) details when a disclaimer is to be used on a political communication.

Options

A specific section within Code should be established to create a clearer understanding of when a campaign disclaimer is to be used. The most common campaign activities such as postcards, yard signs, billboards, websites, etc. are known to require disclaimers and the public is also aware of this requirement. The challenges are the new and innovative ways campaigns are trying to gain support or opposition. The new Code needs to include communications such as robocalls, text messages, and broad enough language to include what will come next.

SIGNS IN PUBLIC RIGHT OF WAY

Background

Section 25.18.16 details that signs are prohibited on public right of ways.

Options

All cities have this challenge of prohibiting signs in the public right of ways, and not just political campaigns. While driving around the City, there are open house signs, garage sale signs, and during election season, political signs.

DEFINE CAMPAIGN ACTIVITY

Background

The Federal Election Commission details common campaign activities to include "directly contributing to a candidate and their campaign committee, volunteering on behalf of a candidate, producing public communications such as independent expenditures, and using a computer or digital device for campaign activity." The IRS defines political campaign activity "is directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for elective office. This includes making contributions to political campaign funds or making public statements in favor of or in opposition to any candidate for public office."

Options

Using either the FEC or IRS definitions, or a variation of both, would provide clarity in the campaign finance section of the Code.

Enforcement

CLEAR POLICY LANGUAGE

Background

Section 8-83 details the payment of late filing fee of \$10 per day up to \$360. Section 8-111 details misdemeanors, municipal infractions, and ineligibility from holding office.

Options

Consider increasing the \$360 max penalty if that amount fails to be a deterrent for campaign committees to file on time. There would also be the opportunity to have one set of penalties for candidate campaign committee and another for other campaign committees.

HOW ARE COMPLAINTS RECEIVED

Background

Complaints of campaign finance violations are currently brought by members of the BSE. The State of Maryland has a special form on their campaign finance website for anyone to file a complaint with the State board.

Options

The City Clerk and the BSE should create a similar complaint form and place it on the City's website. This would allow for a clear and simple way for the public, other campaigns, and members of the BSE to file a complaint about a possible campaign finance violation.

RESOLUTION TO COMPLAINTS TIMELINE

Background

With limited direction from the City Code, the BSE has to try and determine a timeline for complaints of campaign finance violations.

Options

A section of Code should be established to detail a timeline the BSE should follow to ensure that complaints are resolved swiftly. The challenge with a specific timeline is that complaints may vary and require more or less time and resources to investigate. A starting point would be within five business days, the BSE would respond to the complainant. The response could be no violation was determined, more information has been requested, or a violation appears to have taken place, and the complaint is forwarded to the next level.

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PROCESS TO RESOLVE COMPLAINTS

Background

Currently, the BSE attempts to resolve complaints through campaign finance reporting filing deadlines and municipal infractions. Section 8-111(b) provides the BSE with the authority to issue municipal infractions, and the infractions are prosecuted by the City Attorney.

Options

There will be frustrations from both the BSE and the City Attorney's office regarding the conclusions of potential campaign violations. A board of elections will be disappointed when their hands are tied, and only minor results occur because their mission is to ensure a proper and fair election without infractions. Boards believe that strong results will help to prevent others in the future from committing further infractions. A city attorney's office is dealing with major legal issues possibly affecting the city and only have election issues for about sixty days every four years. This is understandable from a city attorney's office standpoint, that an issue of not placing a disclaimer on a ballon is not of importance compared to a multi-million-dollar lawsuit against the City.

CITY STAFF, BSE, MAYOR/COUNCIL

Background

Enforcement of campaign violations is with the BSE, however only the City Attorney can prosecute.

Options

Setting up a type of fire wall between City staff and the BSE would help alleviate any potential conflicts of interest. If there was a time when a current Council member was accused of a violation, there is the potential that political pressure could be placed upon the City Clerk, the City Attorney, or even the City Manager. Creating a process where the BSE wasn't reliant on City staff, would help to create a separation and allow the BSE to issue violations regardless of who committed the violation.

BOARD OF SUPERVISORS OF ELECTIONS

Current Role and Responsibility

NUMBER OF MEMBERS

Background

The Charter details the BSE to consist of five members with two-year staggered terms, and they shall not be candidates or actively engaged in the election or defeat of candidates.

Options

A five-member board is an adequate number of members to administer the current responsibilities of the BSE. Should changes to the BSE's responsibilities take place, there may be a need for more members with the increase in responsibilities and duties.

QUALIFICATIONS OF MEMBERS

Background

The Charter details that the BSE members be registered voters of Rockville, not be a candidate for office during their term, and make an oath.

Options

When selecting new members of the Board, selecting individuals who have experience in elections, whether as a candidate, former official, campaign manager, etc. is very helpful to add as much experience to the Board as possible. It is not easy to gain election experience, so when an individual with experience presents themselves, they would be good choices to appoint.

RESPONSIBILITIES OF MEMBERS

Background

The Charter details that the BSE is in charge of registration of voters, nominations, and all City elections. The BSE is also responsible for publishing notices of elections and advertising about the upcoming election. As well as the authority to appoint election clerks and other employees to assist in its duties.

Section 8-1(3) BSE receives campaign notices

Section 8-1 Runoff election BSE shall conduct

Section 8-4 BSE shall supervise elections, enhance voter participation

Section 8-5 BSE appoints judges of elections, receive appeals from election judges, and available to hear appeals

Section 8-6 BSE develops procedures for voter registration, forms establishing residency, and affidavits of residency

Section 8-22 BSE conducts special elections and determines the date

Section 8-23 BSE places advisory opinions on ballot and verifies petitions for citizen advisory Section 8-41 BSE manages vote centers, pays for ballot postage, provides four public notices, create replacement ballot form, verify votes cast for a candidate, conduct manual recount, announce unofficial results as soon as possible on election night, accept challenges to the election, resolve all challenges, and decisions may be appealed

Section 8-42 BSE establishes procedures for provisional ballots

Section 8-44 BSE establishes procedures for physical assistance forms

Section 8-45 BSE manages the 50-foot requirement of electioneering

Section 8-71 BSE establishes campaign finance forms

Section 8-73 BSE establishes campaign finance forms

Section 8-76 BSE establishes campaign receipt forms

Section 8-78 BSE establishes reporting schedules

Section 8-81 BSE establishes campaign finance forms

Section 8-82 BSE establishes campaign finance forms

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Section 8-83 BSE establishes campaign finance filings, notices of overdue filings, notify campaign committees, certify that all filings are complete, and issue late filing fees Section 8-111 BSE issue municipal infractions and declare person ineligible for office

Options

The BSE has a tremendous number of responsibilities through the Charter and the City Code. With this amount of responsibility, the BSE would be more efficient if staffed accordingly. The administrative duties fall upon City staff, especially in the City Clerk's office. During the 24 months leading up to an election, the Clerk's office should have 3-4 staff members to handle the workload. The BSE desperately needs legal counsel to ensure compliance with over thirty pages of election rules and regulations within the City, plus all of the applicable State and Federal laws regarding election administration. The legal counsel needs to be available to the Clerk's office, the BSE members, and attend BSE meetings.

Roles and Responsibility Options

CITY STAFF TO ASSIST BSE

Background

Currently the BSE relies almost exclusively with the City Clerk's office for all administrative concerns. There is very limited support from the City Attorney's office.

Options

The Mayor and Council owe it to the BSE to provide them the resources necessary to carry out their roles and responsibilities. The BSE needs additional administrative staff to prepare for and to conduct elections. In order for the BSE to appropriately interpret City Codes, they also need legal counsel. Legal counsel would assist the BSE in ensuring that they follow the various Codes and offer legal opinions on some of the more complex issues such as campaign finance, petition signatures, and ensuring correct procedures are in place for ballot counting.

INDEPENDENCE OF MEMBERS

Background

The members of the BSE are prohibited from being candidates and involved in campaigning as well as taking an oath to uphold the highest principles. The Mayor and Council have the responsibility to appoint new members to the BSE as well as remove members from the BSE.

Options

The guidelines regarding the responsibilities of the BSE members are clear and create as much independence as possible. However, a lack of independence can be created by the Mayor and Council not ensuring that the BSE has necessary resources. If the BSE requests more assistance in the election administration, and the Mayor and Counsel deny the additional resources, then the independence is limited. If the BSE requests legal counsel regarding a campaign finance issue, and the Mayor and Council refuse to direct the City Attorney's office to assist or the Mayor and Counsel deny requests for outside legal counsel, then the independence is limited further.

SPECIFIC RESPONSIBLITIES

Background

The BSE is responsible for administering elections, creating election forms, creating campaign finance forms, issuing penalties to campaign committees, determine campaign finance violations, approve petitions, count ballots, advertise the upcoming election, and on and on.

Options

Determining the next steps with the BSE is important to avoid the problems from the 2023 election. Implementing new Code language to clear up responsibilities of the City as well as the campaign committees will further increase or decrease the roles of the BSE.

ROCKVILLE VOTES

Election Review 2025

ENFORCEMENT AUTHORITY

Background

Once the BSE issues an infraction, it is up to the City Attorney's office for prosecution.

Options

Create a process where campaign complaints are sent to the City Clerk. The City Clerk then determines the complaint's validity through minimal investigation and presents to the BSE. The BSE determines if more investigation is required or if more information can be obtained from the accused campaign committee. The BSE would have the option to conduct an administrative hearing, issue penalties, or other actions. The BSE would have a legal counsel assist them in the implementation of all actions. The City Attorney's office would only be involved if the complete escalated to a Court proceeding.

MEMBER STIPEND

Background

Currently the BSE is not compensated for time or mileage.

Options

If no changes are made to the BSE's responsibilities, then just compensation is needed. The City is asking too much of a Board to not be compensated for their work and responsibilities. A review of all City Boards should be reviewed to determine fair compensation for all Boards.

INVESTIGATIVE POWERS

Background

There are minimal regulations within the Code about investigative powers of the BSE. The Code details issue penalties for late filings and municipal infractions.

Options

Providing the BSE with clear guidelines on how and when to investigate complaints would drastically reduce confusion around obvious campaign violations. Allowing the BSE to hire legal counsel would provide them assistance in investigating what violation may or may not have happened. A Code that lays out various violations in a matter the designates the BSE as the responsible party with additional authority to prosecute violators according to the Code.

BALLOT MEASURES 2023

VOTING AGE

 Currently you must be 18 years old to vote. Should Rockville allow 16–17-year-olds to vote in City elections?

Yes - 3,601 - 28.77% No - 8,665 - 69.23%

Options

Implement allowing 16- and 17-year-olds to vote could and should be completed in the next six months in preparation for the 2027 election. Further study is needed on the needed administration to make this successful, however it should move forward ensuring all resources from the State are still available. A public education campaign should be implemented in September/October of 2027 in the local high schools.

NON-CITIZEN VOTING

• Currently only U.S. citizens who live in Rockville can vote in City elections. Should Rockville allow residents who are not U.S. citizens to vote in City elections?

Yes - 4,208 - 33.89% No - 7,926 - 63.84%

Options

Allowing Non-Citizens to vote is going to have a number of challenges and potential legal challenges.

TERM LIMITS

• Currently there are no term limits for Mayor and City Council members. Should Rockville limit the Mayor and City Council members to 3 consecutive terms?

Yes - 9,267 - 74.09% No - 2.786 - 22.27%

Options

Term Limits have been utilized in all levels of government. The challenge will be handling the potential for an entirely new Council to be elected; however, it is also possible today for a completely new Council. The choice becomes whether two terms or three terms should be utilized. Many governments use eight years as the standard similar to the President.

REPRESENTATIVE DISTRICTS

 Currently, City Council members are elected at large. That means the entire city votes for all 6 members. Should some or all of the 6 council members be elected by representative districts?

Yes - 5,090 - 40.84% No - 6,378 - 51.18%

Options

Some of the best uses of Districts is a hybrid version such as creating four districts that each have one Council member and then elect two at-large Council members. Thus, allowing for both neighborhood representation as well as citywide representation.

ADDITIONAL IDEAS

RANKED CHOICE VOTING

Background

Rockville does not currently use Ranked Choice Voting, however during our community meetings, there were many voices supporting RCV. RCV is used in a number of cities across the nation, and the basics of RCV allows voters to "rank" their candidates choice 1st, 2nd, 3rd, and so on. Candidates who receive above the minimum threshold are declared winners. Candidates who receive the least number of votes are withdrawn and those ballots then runoff and count their 2nd choices and so on until all winners are determined.

Options

Implementing an entirely new voting system will have tremendous challenges. Voter and candidate education alone will take a considerable amount of time and energy. Rockville was extremely successful in implementing vote by mail over the past two elections, which leads to the possibility that a transition to RCV is possible. The biggest hurdle to implementing RCV could be the State. If the State isn't going to or be able to support RCV, then Rockville may not be able to utilize the State's resources in City elections. This would cause major problems with the administration of elections and possibly delay election night results by many hours. Starting with an advisory question in 2027 gives the public a voice in the process and then allows for time to implement for the 2031 election.

TECHNOLOGY - SIGN PETITIONS ELECTRONICALLY

Background

Currently, Rockville has nominating petitions on paper for Mayor and Council.

Options

Requesting petitions on paper is not deterrent for voters wanting to become candidates. The costs and administration of implementing such a system to be only used once every four years may be too much. There is a real possibility that the State may consider implementing such a system, then there may be an opportunity for Rockville to use their system and avoid the expenses.

TECHNOLOGY - BALLOT DELIVERED BY INTERNET

Background

Currently, Rockville mails ballots to all registered voters in the City.

Options

Implementing a ballot via the Internet program will have a significant cost to hire a vendor to implement such a system. If the State is willing in the future to allow cities to utilize their system, then that would be an opportunity that the City should absolutely pursue.

CHANGE ELECTION DATE TO PRESIDENTIAL ELECTION YEARS

Background

Rockville elections are currently held the year before a Presidential election, 2023, 2027, 2031, etc. Maryland Governor elections are currently held in off-Presidential election years, 2022, 2026, 2030, etc.

Options

Adding Mayor and Council elections to the Presidential election ballot would save the City a tremendous amount of money, but City candidates would be completing for attention with the many other races already on the ballot. The current system allows for City candidates the most attention as there are no other elections taking place on that day.

COUNT BALLOTS RECEIVED AFTER ELECTION DAY

Background

Currently, cast ballots must be received by the time polls close on Election Day to be counted.

Options

Counting ballots received after Election Day would require additional implementation questions to consider. Would the policy be to accept ballots that are postmarked on or before Election Day for the next 7 days, 10 days, or 14 days? When would ballot counting begin? Would Election Night results still be announced that night? There are a couple states that do allow ballots postmarked by Election Day and received after to be counted. Those states tend to be in headline news as accusations of various misconduct and conspiracies run rampant. Rockville's current process is clear and straightforward.

DIVERSITY, EQUITY, AND INCLUSION

Background

Rockville prints ballots in multiple languages, provides information on candidates in multiple languages, provides interpreters at vote centers on Election Day, and provides nomination petitions in multiple languages.

Options

Rockville is actively engaged in various DEI programs and with the continued increase in immigrant populations, the challenges will continue. The City must ensure that various election activities are focused on the entire city population and not just the way things have been done in past elections.

PUBLIC FINANCING OF ELECTIONS

Background

The Montgomery County and Maryland's public financing programs give some context for what has worked in the region. These models have spent millions (\$5.3 million in 2018 and \$3.7 million in 2022) on elections, so understanding how to scale these systems for Rockville will be key. A public financing system could democratize the process by reducing the influence of big-money donors, which aligns with the goal of increasing small donations and broadening candidate diversity. However, it will require careful planning to avoid confusion or administrative overload.

Options

The phased approach (advisory question, study, guidelines, implementation) seems wise. It would allow ample time to evaluate public sentiment, study various models, and carefully craft the program. A thorough education campaign will be crucial to avoid confusion. Many voters and candidates might not be familiar with public financing or its benefits. Starting with an advisory question in 2027 gives the public a voice in the process and then allows for time to implement for the 2031 election.

DEMOCRACY VOUCHERS

Background

The City of Seattle implemented a democracy voucher program in 2015. The program allows all active voters the ability to "donate" a democracy voucher to any candidate who has qualified to follow the voucher program rules. There are a number of rules that a candidate must abide by to qualify to receive the vouchers. Seattle increased property taxes by \$3 million dollars to fund the program annually and provides vouchers with a value of \$100.

Options

This type of program creates more involvement, and possibly excitement, in city elections with all voters having the ability to contribute, not just their vote, but also a monetary contribution. Creating a similar program in Rockville would be achievable utilizing Seattle's system and modifying it accordingly. The largest challenge will be creating a fund with taxpayers funds to pay for this type of program. If the City chose to implement such a program, establishing the rules and determining the funding amount would be the first steps and then presenting the idea and the funding plan to a vote of the people.

Gant Group, Inc. 26

ROCKVILLE VOTES

Election Review 2025

PLAN FOR THE FUTURE

Background

Election administration is always changing and progressing as new ideas are developed and tested. The Federal government provides various grants to States to develop new ways of voting and areas of making voting easier.

Options

Rockville should always be on the lookout for any opportunities to partner with the State or County on new ideas and initiatives. With Rockville's current election cycle every four years, there becomes ample time to model new initiatives off of similar initiatives implemented by other jurisdictions.

RUNOFF ELECTIONS

Background

Runoff elections take place when no candidate receives at least 50% plus 1 of the votes cast. The example would be if three candidates were running for the Southwest Council District and none of the candidates received 50% plus 1 of the votes cast, then the top two candidates would advance to the runoff election, which is generally 30-45 days following the election.

Options

Utilizing a runoff election process in Rockville would only be applicable for the office of Mayor since there are no City districts and the Council is all elected at-large. Should the City wish to implement this type of election, then six Council districts would need to be established with near equal populations.

ELECTION DAY CHILDCARE

Background

There are a number of nonprofits that provide Election Day childcare for voters. During the 2024 General Election, there were services offered in Baltimore where voters could sign up to request childcare while they went to vote.

Options

Rockville utilizes a vote by mail process where ballots are mailed to all registered voters at least 25 days before Election Day. Rockville also provides paid postage to mail the cast ballot back as well as various ballot drop box locations across the City. Investing City resources in this type of service may not be in the best interests of Rockville.

GENERAL COMMENTS

ELECTION PROCESS

- Drop Boxes
- Law Enforcement cooperation
- Election Day voting locations
- Canvas
- Use ballot tracking
- Make voting easier
- Website update
- Utilize State and County resources
- SOPs
- Use more technology
- Implement Ranked Choice Voting
- Love mail in voting
- Names alphabetical on ballot
- Collaborate with USPS
- Ballots more ADA accessible
- Protect election workers
- Public advertising
- Ballot security

ELECTION LAWS

- Election code definitions
- General municipal infractions vs election infractions
- Election Districts needed
- Count ballots received after Election Day
- Need to be simple and easily understood
- No changes during election season
- Complete an entire re-write of the code
- Better layout of code

STAFF RESPONSIBLITIES

- Enforcement Authority
- Who has final say

COMMUNITY ENGAGEMENT

- More involvement needed
- More education on voting

BSE

- Number of members
- Appointment
- Qualifications
- Staff needed at meetings
- Need more authority
- Should be more independent
- Authority should be limited
- Stipend
- Create clear responsibilities
- Enforcement authority

CAMPAIGN FINANCE

- Needs overhaul
- Define what a campaign activity is
- Reporting deadlines
- Outside campaign funds
- Independent expenditures
- Require more disclaimers
- Define what a PAC is
- Lower campaign contribution amounts
- How to find outside expenditures
- Force reporting by independent groups
- More transparency
- Registration of independent groups
- Violations need 48-hour turnaround
- Violations simple like a speeding ticket
- More regulation needed
- Less regulation needed
- Mirror State campaign laws
- Public financing of campaigns

BALLOT QUESTIONS

- Support all questions
- Oppose all questions
- Waste of time to vote on if nothing done
- Add more ideas to the ballot

FINAL RECOMMENDATIONS

ELECTION LAWS

 Overall, it is clear Section 8 needs to be updated. Numerous sections have been identified in needing both small updates to complete rewrites. The intermingling of election administration and campaign finance sections needs to be separated into a Section 8 Election Administration and Section 8A Campaign Finance. This separation will allow better interpretation of the laws and allow candidates to better understand what the rules are without having to hire an attorney to decipher the language.

ELECTION PROCESS & PROCEDURES

• Minor modifications to the existing policies and procedures should always be done before each election season as there are always administrations that can improve. Establishing an Election Handbook adding additional policies in categories of Pre-Election, Election Day, and Post-Election would be helpful to clarify additional election administration activities to keep staff, BSE, candidates, and the public aware of various policies. The website is a resource that should contain simple navigation of election concerns, simple explanations categorized for candidates and voters will alleviate confusion. There will never be a perfect election, and there will always be minor issues that need to resolved leading up to Election Day. The goal of election officials is to plan and prepare for all scenarios and be ready to quickly remedy these situations. Election Code changes should not be made in the twelve months leading up to an election. Additional policies, with clear direction will assist all with understanding the overall policies and procedures.

CAMPAIGN FINANCE

The Code has not kept up with the times in the world of campaign finance. The first step is to separate
campaign finance into its own Section of Code. Campaign committee types need to be defined,
contribution limits created, filing requirements established, increase number of campaign reports, use
real world examples in completing campaign finance forms, create independent expenditure rules,
and enforcement procedures detailed with complaint forms, investigative authorities, and prosecution
guidelines.

BOARD OF SUPERVISORS OF ELECTIONS

• The BSE should continue their responsibilities to set policy, create forms, and the overall administration of elections. New responsibilities would include hiring a legal counsel and election staff; have clear guidance in the Code to review, approve, deny, and penalize all campaign committees; enforcement of fines and penalties should be at the Board's discretion with their legal counsel; and be allowed to hear appeals from campaign committees and make rulings on all violations. Other options would be the BSE would continue to set policy and be limited in administration. The BSE has great responsibility currently in the Charter and Code. In order to move the BSE into more of a policy board versus an administrative board, numerous changes are needed to be made. The BSE should be involved during election policy decisions and readily available during the election season but limited in duties and responsibilities in the non-election season. The City Clerk's office will need to take on the additional administrative duties. And a final option of the BSE would be limited to creating forms per the Code and certifying the election results. The City Clerk would have added duties of campaign finance, complete election administration, ballot counting, public announcements, approving petitions, etc. Campaign violations would be filed directly with the City Attorney and fines and penalties would be issued per the City Attorney.

BALLOT MEASURES 2023

Implementing allowing 16- and 17-year-olds to vote could be implemented for the 2027 election.
There was considerable public support for the idea of increasing opportunities to vote to those age
groups. Before final approval would be made, verification with the County and the State that this new
initiative would not cause any issues with the current partnership that has been in use for years.

NEXT STEPS

COMPLETE REWRITE OF ALL ELECTION REGULATIONS

- Section 8 of the City Code and Article III of the City Charter need a complete top to bottom rewrite to implement new election procedures and campaign finance procedures.
- Steps to Implement
 - a. Create a Committee consisting of at least the City Clerk, BSE member, and an election law attorney
 - b. Set a timeline to complete Sections
 - i. September Mayor and Council create and appoint members to the Committee
 - ii. October Committee works on only election procedures
 - iii. November Committee presents draft changes to Mayor and Council
 - iv. December Committee works on only campaign finance procedures
 - v. January Committee presents draft changes to Mayor and Council
 - vi. February Committee prepares final draft including all changes
 - vii. March Committee presents final draft changes to Mayor and Council
 - viii. April Committee presents final changes to Mayor and Council
 - ix. May City Clerk begins updating all policies and procedures based off new Code
 - x. June BSE approves all new policies and procedures
 - xi. July Implementation begins for the November 2027 election
- An aggressive timeline is needed to begin the 2027 preparations. The Committee must adhere to the
 schedule to keep the process moving forward. Each new section cannot be completed until all areas
 have been reviewed and discussed. The current Code is intertwined with both election administration
 and campaign finance regulations. This will cause the need for potential changes during additional
 section reviews. Ideas and cross references will become clearer later in the process as actual
 scenarios are discussed with the final draft versions.



MAYOR AND COUNCIL Meeting Date: September 8, 2025
Agenda Item Type: WORKSESSION
Department: PW - TRAFFIC & TRANSPORTATION
Responsible Staff: BRYAN BARNETT-WOODS

Subject

Vision Zero Progress Update

Department

PW - Traffic & Transportation

Recommendation

Staff recommends the Mayor and Council receive a progress update briefing on the implementation of the City's Vision Zero Action Plan, Pedestrian Master Plan, and Bikeway Master Plan.

Discussion

This Vision Zero biannual report provides an update for progress made on Vision Zero action items between January 1, 2025, and June 30, 2025. This report also includes a progress update for implementing the city's Bikeway Master Plan and Pedestrian Master Plan. While no new Vision Zero Action Items have been fully completed, city staff continue to advance on-going action items, such as evaluating, designing, and constructing sidewalks, assessing and improving intersections, and building out the city's bicycle network. Additionally, city staff continues to engage with the community and participate in public events, organize and schedule infrastructure improvements, identify new projects, and to coordinate with other agencies. This report includes an overall summary of the Vision Zero Action Plan, identifying the status of each Action Item (Attachment 1). Additionally, this report includes an updated High Injury Network Map (Attachment 2), and a map of ongoing Vision Zero projects (Attachment 3). The presentation that will be provided to the Mayor and Council on September 8, 2025, is also included in this agenda (Attachment 4.)

Vision Zero Action Plan

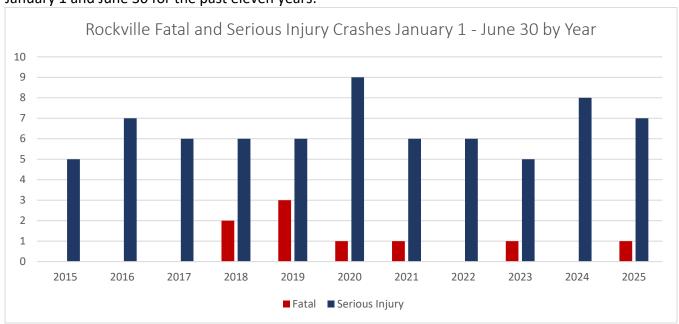
The Vision Zero Action Plan was adopted by the Mayor and Council in July 2020. It includes 30 action items organized into four categories - Engineering, Education, Enforcement, and Policy - to eliminate all serious injury and fatal crashes by 2030. Updates for all action items are included in the Vision Zero Action Item Progress Report (Attachment 1).

January - June 2025 Serious Injury and Fatal Crashes

Between January 1 and June 30, 2025, there were eight serious injury crashes and one fatal crash in Rockville. All crashes involved at least one motorist; the fatal crash involved a pedestrian, which took place on Frederick Road (MD 355) just north of its intersection with Watkins Pond Boulevard in June 2025. Among the serious injury crashes, four involved pedestrians and motorists, the remaining involved only motorists.

Four of the serious injury and fatal crashes occurred on state-owned and maintained roadways; two crashes occurred in parking lots, and two crashes occurred on city-owned and maintained roadways.

The following chart shows the number of fatal and serious injury crashes in Rockville between January 1 and June 30 for the past eleven years.



Between January 1 and June 30, 2025, there were 402 crashes of all severities within Rockville. On average, between 2015 and 2025, there have been 409 crashes during the first six months of the year.

High Injury Network

DPW staff updated the city's High Injury Network (HIN, Attachment 2) using crash data from January 1, 2020, to December 31, 2024. The prior HIN used crash data from 2017 to 2020.

A HIN segment is a roadway segment that has experienced four or more serious injury or fatal crashes within the five-year period. This is the same criterion used by the Montgomery County Department of Transportation Vision Zero program.

There are five roadway segments in the updated HIN.

Road	From	То	# Serious Injury/Fatal Crashes
Rockville Pike (MD 355) *	Church Street	Twinbrook Parkway	5/4
Frederick Road (MD 355)	George Thomas Road Boulevard		5/0
Norbeck Road (MD 28)	Avery Road	First Street	5/0
Veirs Mill Road (MD 586)	Atlantic Avenue	First Street	4/1
W Montgomery Avenue (MD 28)	Mannakee Street	Hurley Avenue	3/1

^{*} There have been additional serious injury crashes along the service roads parallel to Rockville Pike and in the abutting parking lots. These crashes are not included in the HIN total. All five segments are along state-owned and maintained roadways. The 2017-2021 HIN included six streets, one of which was a city-owned and maintained roadway, N. Washington Street between E. Jefferson Street (MD 28) and Hungerford Drive (MD 355). In 2023, the Department of Public Works finished construction on Complete Streets project along this corridor, which included separated bicycle lanes, a reduced speed limit, and new on-street parking. N. Washington is no longer included on the city's HIN.

Vision Zero Projects

Vision Zero projects include a variety of transportation safety projects and programs. The Vision Zero projects map (Attachment 3) shows the location of infrastructure projects in Rockville, which are also summarized in the table below. The projects on the map - and listed below - have been recently completed or are ongoing.

Project Type	West of I-270	Between I-270 and MD 355	East of MD 355
Bicycle Facilities	0	2	0
Complete Streets	2	5	2
Sidewalks	0	2	12
Intersection Safety Audits*	2	14	14
Signal Upgrades	2	4	1
Traffic Calming	1	1	1
Pedestrian Bridge	0	0	1
Bicycle Fix It Rack	2	1	1
Total	9	29	32

^{*}There are 14 intersection safety audits along MD 355, split equally between "Between I-270 and MD 355" and "East of MD 355."

The Vision Zero crash analysis evaluates locations in Rockville where crashes have occurred, which influences the selection of intersections and roadway segments for Vision Zero projects. Additionally, the Sidewalk Prioritization Policy identifies roadways with missing sidewalk segments and the priority with which they should be evaluated and constructed, if feasible. Other project locations are influenced by funding sources, which can require a project to be in equity emphasis areas or near mass transit.

Outreach

DPW staff continues to make themselves available to attend community group meetings to discuss the Vision Zero program. Residents can request staff attend a regularly scheduled community association meeting by emailing the Traffic and Transportation Division. This opportunity is also listed on the city's Vision Zero webpage. If a group is not part of a formal neighborhood or civic association, they may also request a Vision Zero presentation and staff will coordinate with nearby recreation centers or other facilities to host the meeting.

City staff also provides updates related to the Vision Zero program to the Rockville Transportation and Mobility Commission (TMC), the Rockville Pedestrian Advocacy Committee (RPAC), and the Rockville Bicycle Advisory Committee (RBAC) during their regularly scheduled monthly meetings, which are open to the public.

DPW staff hosted Bike to Work Day pitstops on May 15, 2025, led pedestrian safety walks and shared Vision Zero materials at the Rockville Main Street Safety Day, and is scheduled to participate in the 2025 Montgomery County Family Bicycle Festival in Rockville. The Rockville City Police Department also held a "Trike a Thon" with the Rockville Nursery School at Potomac Woods Park and facilitated a seven week on-bike training class for elementary students at Maryvale Elementary School.

Between January 1 and June 30, 2025, the city's Communications and Community Engagement Office shared 59 social media posts related to Vision Zero. The posts featured Vision Zero-related safety tips, projects and funding, and amplified Montgomery County Department of Transportation and Washington Metropolitan Area Transit Authority (Metro) events, surveys and outreach.

Those 59 social media posts included 15 X (formerly Twitter) posts, 26 Facebook posts and 18 Instagram posts. They averaged 766 unique viewers per post, i.e. 766 people saw each post. The city's website has two Vision Zero-related webpages. One is a general introduction to the Vision Zero program (www.rockvillemd.gov/visionzero). The other is a subpage for Vision Zero projects (www.rockvillemd.gov/visionzeroprojects). Between January 1 and June 30, 2025, 306 people viewed the Vision Zero general webpage and 318 people viewed the Vision Zero projects webpage.

Additionally, there were eight Vision Zero-related articles posted that appeared in print in "Rockville Reports" and were posted to RockvilleReports.com between January 1 and June 30, 2025. Combined, the RockvilleReports.com articles were viewed 671 times. The print edition of

"Rockville Reports" is mailed to nearly 32,000 residential and business addresses across the city.

Grants

City staff regularly applies for grants at the regional, state, and federal levels to supplement the existing city budget for Vision Zero activities. The table below lists the grant status for various ongoing multimodal transportation projects.

Program	Project	Amount Awarded
FY 20 Transportation Alternatives	N. Stonestreet Avenue Corridor	\$280,000
Program	Complete Streets Design	
FY 23 Active Transportation	Maryvale Park to Redgate Park	\$216,000
Infrastructure Investment Program	Shared Use Path Study and Design	
FY 23 Neighborhood Access and	Twinbrook Pedestrian and Bicycle	\$284,000
Equity (Reconnecting	Bridge Feasibility Study and Cost	
Communities)	Benefit Analysis	
FY 23 Safe Streets and Roads for All	Vision Zero Intersection Safety Audits	\$320,000
FY 24 Kim Lamphier Maryland	E. Jefferson Street and Halpine Road	\$88,000
Bikeways Network Program	Bicycle Facility Study and Design	
FY 24 Transportation Alternatives	Fleet and Monroe Shared Use Path	\$224,000
	Design	
FY 23-26 Maryland Transportation	Twinbrook Area Bikeshare Stations	\$371,200
Department Carbon Reduction		
Program		
FY 25 Transportation Alternatives	Scott-Veirs Drive Shared Use Path	\$200,000
	Design	
FY 26 MWCOG Regional Roadway	Rollins Avenue Complete Streets	\$80,000
Safety Program	Study	
Total Awarded	9 Ongoing Grant Funded Projects	\$2,063,200

The fiscal year listed for the above grant programs represents the fiscal year of the funding from the grantor and does not necessarily reflect when the project was added to the City's capital improvement program or when staff initiated work on the project.

DPW staff also submitted a grant application for \$240,000 to the FY 26 Maryland Department of Transportation Climate Focused Projects program to complete a shared use path study and design project along Research Boulevard. The award announcement is pending. City staff will continue to seek external funding to leverage existing resources and advance the Vision Zero program.

Bikeway Master Plan

The Bikeway Master Plan was approved in April 2017. The plan highlights bicycle-related policies and proposes different bicycle facilities throughout the city to improve bicycling for

riders of all ages and abilities. While this plan does not include specific "action items" like the Vision Zero Action Plan or Pedestrian Master Plan, it provides recommendations for bicycle facilities in Rockville.

City staff continues to implement the recommended facilities from the Bikeway Master Plan and seeks grants or other external funding opportunities to help advance bicycle projects. While many shared roadway projects require only signage or pavement markings, bicycle lanes, shared-use paths, and cycle tracks (also known as separated or protected bicycle lanes) often require comprehensive feasibility studies, repurposing a motor vehicle travel lane, and detailed engineering designs before construction can be carried out.

The following table includes the total distance of recommended bicycle facilities, and the percentage of facilities constructed since plan adoption.

Facility Type	Constructed (miles)	Total Recommended (miles)	Percentage Complete
Bicycle Lanes	1.75	8.53	20.52%
Shared Roadways	6.69	17.34	38.58%
Climbing Lanes	0.37	2.77	13.36%
Shared-Use Paths	1.33	5.40	24.63%
Cycle Tracks	0.77	5.98	12.88%
Total	10.91	40.02	27.26%

There are two bicycle facilities that are expected to be constructed in 2025 on Mannakee Street and Congressional Lane. On Mannakee Street, shared roadways will be installed between W. Montgomery Avenue and Bradford Drive, and buffered bicycle lanes between Bradford Drive and Hungerford Drive (MD 355). For Congressional Lane, shared roadways will be installed between Rollins Avenue and E. Jefferson Street, and buffered bicycle lanes between E. Jefferson Street and Rockville Pike (MD 355). Additionally, new bicycle lanes and shared roadway markings are expected to be installed on Martins Lane in the summer of 2026.

Fleet Street and Monroe Street Complete Street

The Fleet Street and Monroe Street Complete Street project consists of preparing an engineering design for bicycle facilities along Fleet Street between Maryland Avenue and Richard Montgomery High School and along Monroe Street between Fleet Street and E. Middle Lane. DPW staff is currently coordinating with Maryland Department of Transportation State Highway Administration (MDOT SHA) and the city's Procurement Department to advertise the request for proposal to obtain a qualified consultant.

E. Jefferson Street and Halpine Road

This project consists of evaluating and preparing a design for bicycle facilities along E. Jefferson Street between Rollins Avenue and Congressional Lane and along Halpine Road between E.

Jefferson Street and Rockville Pike. DPW presented this project to RBAC, RPAC, the TMC, and to public in the spring of 2025. Staff is incorporating public comments into the proposed designs and this project is expected to be completed by the end of the calendar year.

Bicycle Fix It Racks

DPW staff procured four bicycle fix-it racks and coordinated with Recreation and Parks Department staff to identify locations to install the new racks. It is anticipated that concrete pads and racks will be installed by the end of the calendar year.

<u>Bikeshare</u>

The city was awarded \$371,200 from the Maryland Department of Transportation Carbon Reduction Program to procure, install, and maintain four new bikeshare stations in the Twinbrook neighborhood. Currently, city staff is coordinating with MDOT SHA to finalize a grant agreement, and to prepare an agreement with MCDOT to incorporate these stations into the county's bikeshare program.

Pedestrian Master Plan

The Pedestrian Master Plan was adopted in October 2023 and was developed over the course of two years with input from the Rockville Pedestrian Advocacy Committee, the Rockville Bicycle Advisory Committee, and the Transportation and Mobility Commission. This plan emphasizes the need to improve existing infrastructure and refine polices so that the needs of pedestrians are better considered while building transportation infrastructure in Rockville. Similar to the Vision Zero Action Plan, the Pedestrian Master Plan includes action items for city staff. Progress has been made on the following action items.

Action Item 1c – Sidewalk Prioritization Policy

The Sidewalk Prioritization Policy is guidance used by DPW staff to identify which sideway gaps should be evaluated, designed, and constructed first. The Pedestrian Master Plan recommended updating the policy to include additional criteria to further reflect the built environment surrounding a sidewalk gap. DPW staff prepared new prioritization criteria and shared it with RPAC and the TMC for their comments and suggestions. Staff will incorporate their comments before sharing a revised prioritization with the public.

Action Item 5a – Sidewalks on Both Sides

DPW continues to implement the sidewalk evaluation, design, and construction program. The following sidewalks were recently constructed.

- Monroe Street, between the New Mark Esplanade trail to Dogwood Park Entrance
- Virginia Avenue, between Woodland Road and England Terrace
- Gail Avenue, between Lewis Avenue and Veirs Mill Road
- Crawford Drive, between Gail Avenue and Hillcrest Park

The following sidewalks segments are currently under construction or will be constructed this fall.

- Brooke Drive, between Lewis Avenue and Stanley Avenue
- Nelson Street, between Beall Avenue and the Woodley Gardens Shopping Center
- Welsh Park Drive, between Mannakee Street and Welsh Park entrance

The following sidewalk segments are currently under design.

- Potomac Valley Road, between Falls Road/Maryland Avenue to New Mark Esplanade
- Highland Avenue, between S. Stonestreet Avenue and Grandin Avenue
- Midway Avenue, between Crawford Drive and Stillwell Road
- Carr Avenue, between Luckett Street and Forest Avenue
- Charles Street, between McArthur Drive and Park Road

The following sidewalk segments will be evaluated for feasibility this fiscal year.

- Aleutian Avenue between Midway Avenue and Trail entrance (Priority Group C, no sidewalk on either side)
- Blandford Street between road end and Mt. Vernon Pl (Priority Group D, no sidewalk on either side)
- Calvert Road between Roxboro Rd/Walking Path and Brent Rd (Priority Group D & E, no sidewalk on either side)
- Denham Rd between Maple Avenue and Baltimore Rd (Priority Group C & D, no sidewalk on either side)
- Laura Lane between Dale Drive and Evans St (Priority Group C, no sidewalk on either side)

Action Item 5b – Sidewalk Gap Inventory

In concert with updating the Sidewalk Prioritization Policy, DPW staff is currently preparing an inventory of all sidewalk gaps in the city. This inventory evaluates the potential obstacles to constructing a sidewalk segment, including grading, right-of-way availability, presence of street trees, possible utility conflicts, and drainage. This will help staff determine the level of effort and investment expected for constructing a sidewalk. The inventory will work in tandem with the prioritization to help the city determine sidewalk gaps to construct.

Action Item 6a – New Shared Use Paths

City staff is finalizing the procurement for the contractor to design the Scott-Veirs Drive shared use path. This project is funded by a Transportation Alternatives Program grant and will prepare an engineering plan that can be used for future construction. The shared use path will be along Veirs Drive and Scott Drive and be designed to connect to the Carl Henn Millennium Trail at Wootton Parkway and end at the city boundary at Glenn Mill Road.

Staff has also started the Stonestreet Corridor Improvements project to prepare a design plan to provide pedestrian, bicycle, and motor vehicle facilities along N. Stonestreet Avenue from Lincoln Avenue to Park Road and along Park Road between N. and S. Stonestreet avenues. The project includes complete sidewalks on both sides of N. Stonestreet Avenue. The survey work is nearly complete, and the design work has been initiated. The draft design will be shared with the public for their comments.

Additionally, DPW staff submitted a MDOT Climate Focused Project grant application to fund the study and design of a Research Boulevard shared use path. This path is proposed along the full extent of Research Boulevard, from W. Montgomery Avenue to Shady Grove Road. Staff sought funding for this project under a different program last year and was advised by MDOT to seek grant funding through the Climate Focused Project funding program. It is expected that the award for this program will be announced in the fall.

Action Item 7b and 7c – Pedestrian Connections and Direct Pedestrian Routes

DPW staff provided comments and recommended changes to Community Planning and Development Services (CPDS) Department staff on the new zoning ordinance regarding requirements to connect adjacent properties with pedestrian facilities and to provide a safe and separated pedestrian route from the public right-of-way to the entrance of a development. DPW staff will continue to coordinate with CPDS staff to ensure that pedestrian facilities are being considered and incorporated into the zoning ordinance rewrite.

Mayor and Council History

In 2017, the Mayor and Council adopted an update to the Bikeway Master Plan. This plan was originally adopted in 1998 and updated again in 2004.

In 2018, the Mayor and Council adopted a resolution endorsing Vision Zero and adopting a goal of moving the city towards zero traffic deaths and serious injuries by 2030. In July 2020, the Mayor and Council adopted the Vision Zero Action Plan.

In 2023, the Mayor and Council adopted the Pedestrian Master Plan, which is the first pedestrian plan for the city.

The Mayor and Council last received a briefing on the progress of all three plans in February 2025.

Boards and Commissions Review

Department of Public Works staff acts as the liaison for the Transportation and Mobility Commission, the Rockville Pedestrian Advocacy Committee, and the Rockville Bicycle Advisory Committee, and meets with each group during their monthly meetings. In addition to providing updates regarding the status of various city transportation projects, DPW staff solicits

suggestions and recommendations from each group regarding Vision Zero action items and projects. Staff also seeks their input and guidance regarding grant opportunities and their support for grant applications.

Next Steps

Department of Public Works staff will continue to implement the listed action items from the Vision Zero Action Plan, Bikeway Master Plan and Pedestrian Master Plan. Staff will provide the next update on all three plans in February 2026.

Attachments

Attachment 1 - VZ Action Item Progress Report, Attachment 2 - 2020-2024 HIN, Attachment 3 - Ongoing VZ Projects_v2, Attachment 4 - VZ Presentation Slides

96

8/14/2025, 11:36 AM

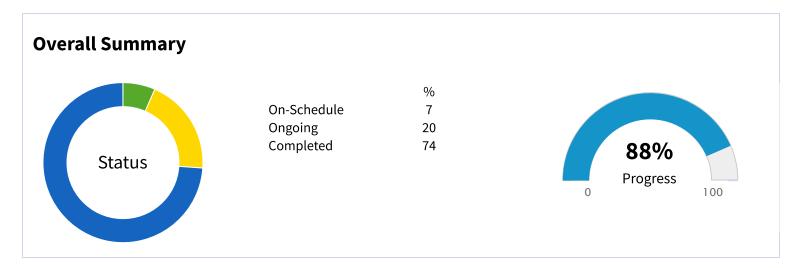


Action Item progress report

Vision Zero Action Plan

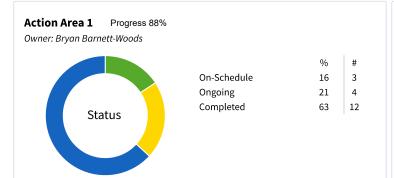
Report Created On: Aug 14, 2025





Report Legend # Priority No Update * Overdue

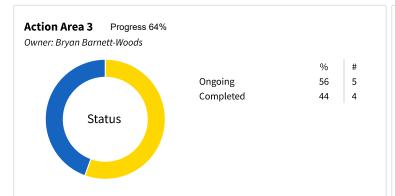
Plan Summary



Action Area 1 - Engineering: Engineering focuses on the design, planning, and construction of transportation infrastructure with a safe systems approach, ensuring severe injuries and fatalities are not the result of human error.



Action Area 2 - Enforcement: Enforcement encourages a culture of safety by utilizing evidence-based law enforcement and policies.



Action Area 3 - Education: Education engages the public using a variety of outreach methods to instill safe behaviors and increase awareness of dangerous driving, biking, and walking behaviors.



Action Area 4 - Policy: Policy lays the foundation for the city's future vision zero initiatives and seeks to improve the way traffic safety is managed throughout the city by advocating for the vital tools to fully enact the Vision Zero strategy.

Action Area 1 Ongoing - Ongoing Progress 88%

Action Area 1 - Engineering: Engineering focuses on the design, planning, and construction of transportation infrastructure with a safe systems approach, ensuring severe injuries and fatalities are not the result of human error.

 %
 #

 On-Schedule
 16
 3

 Ongoing
 21
 4

 Completed
 63
 12

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Action Item 1.1 Oct

Oct 15, 2018 - Jul 01, 2022 Progress 100%

Plan Action 1 - Crash Analysis / Predictive Analysis: Undertake a detailed, citywide crash study to provide a comprehensive understanding of traffic crash causes, contributing factors, locations, and roadway characteristics. This study should identify the High Injury Network (HIN) as well as prioritize projects and provide the foundation for future Vision Zero initiatives.

Completed 100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.1.1

Oct 15, 2018 - Jul 01, 2021

Completed

Progress 100%

Complete the crash analysis and identify areas in the HIN.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 14, 2025 15:28:20

Traffic and Transportation staff updated the city's High Injury Network (HIN), using crash data from January 1, 2020 to December 31, 2024. The prior HIN used crash data from 2017 to 2020. A HIN segment includes a roadway segment that has experienced four or more serious injury or fatal crashes within the five-year period. This is the same criterion used by the Montgomery County Department of Transportation Vision Zero program.

There are five roadway segments in the updated HIN.

- Rockville Pike (MD 355), 5 Serious Injury, & 4 Fatal Crashes
- Frederick Road (MD 355), 5 Serious Injury, & 0 Fatal Crashes
- Norbeck Road (MD 28), 5 Serious Injury, & 0 Fatal Crashes
- Veirs Mill Road (MD 586), 4 Serious Injury, & 1 Fatal Crashes
- W. Montgomery Avenue (MD 28), 3 Serious Injury, & 1 Fatal Crash

All five segments are along state-owned and maintained roadways. The 2017-2021 HIN included six streets, one of which was a city-owned and maintained roadway, N. Washington Street between E. Jefferson Street (MD 28) and Hungerford Drive (MD 355). In 2023, the Department of Public Works finished construction on a Complete Streets project along this corridor, which included separated bicycle lanes, a reduced speed limit, and new on-street parking.

Between January 1 and June 30, 2025, there were 402 total crashes of all severities. On average, since 2015, there are 409 crashes of all severities during the first six months of the year. In 2025, there have been 8 serious injury or fatal crashes between January 1 and June 30. On average, since 2015, there are 7.2 serious injury or fatal crashes during the first half of the year.

Action Item progress report

Objective 1.1.2

Oct 15, 2018 - Jul 01, 2022

Completed

Progress 100%

Identify projects to improve safety at areas in the HIN. Identify number of prioritized projects following the results of the crash analysis.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 14, 2025 14:46:25

Transportation staff uses the results from the "Vision Zero Crash Data Analysis" to identify priority roadway safety projects. Additionally, the Sidewalk Prioritization Policy identifies roadways with missing sidewalk segments and the priority with which they should be evaluated and constructed, if feasible. Other project locations are influenced by funding sources, which can require projects be in equity emphasis areas or near mass transit.

Vision Zero projects include intersection evaluations, traffic calming projects, studying and building new sidewalks, and evaluating and installing new bicycle facilities.

Action Item 1.2

Oct 15, 2018 - Jul 01, 2023 Progress 98%

Plan Action 2 - Update City Road Design Standards: Review, revise, and develop roadway design standards and complete street guidelines utilizing road code and leading practices from groups such as National Association of City Transportation Officials (NACTO), Institute of Transportation Engineers (ITE), and American Association of State Highway Transportation Officials (AASHTO) for various rights-of-way within the city. The review should prioritize reducing opportunities for high-speed collisions through physical separation, reducing motor vehicle speeds where separation cannot be achieved, and developing proper environmental countermeasures for all new and retrofitted right-of-way within the city.

On-Schedule Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.2.1

Oct 15, 2018 - Jul 01, 2021

Completed

Progress 100%

Complete the review of the city's existing road design standards.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

Staff has reviewed the city's existing road design standards and has identified which standards need modification.

Objective 1.2.2



On-Schedule

Progress 95%

Develop and publish new/revised road design standards utilizing best practices.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 14, 2025 14:22:36

City staff has prepared new roadways standards for the following roadway classifications:

- Arterial Roads
- Primary Industrial Roads
- Secondary Industrial Roads
- Cul-de-sac Roads
- Residential Alleyways
- Business District Roads Class I
- Business District Roads Class II
- Street Tree Plantings

These standards have been shared internally with Department of Public Works staff for review and final comment.

Action Item 1.3

Ongoing - Jul 01, 2022 Progress 88%

Plan Action 3 - Review Transit Stops: Conduct a comprehensive review of transit stop locations and conditions to ensure safety and accessibility. Develop a program for reviewing the stops every 5 years.

Ongoing 50 1 Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.3.1

Ongoing - Jul 01, 2022

Completed

Complete comprehensive review of transit stops per the findings of the crash analysis.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

As part of the most recent crash analysis, staff tracked serious injury and fatal crashes involving pedestrians or bicyclists that were within 100 feet of a bus stop. Staff also tracked the number of bus stops that are within 150 feet of a marked crosswalk. Proximity to a bus stop among other variables are considered when staff identify intersections to evaluate.

Objective 1.3.2



Ongoing - Jul 01, 2022

Ongoing Progress 75%

Evaluate the review process and develop a program for reviewing stops every five years.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 16:37:48

Crashes occurring near bus stops are taken into consideration when identifying Vision Zero intersection safety audits, sidewalk feasibility studies and construction, and other roadway safety improvements. Additionally, city staff recently completed new guidelines for installing marked crosswalks and proximity to a bus stop is included as a variable for consideration.

City staff will also continue to coordinate with MCDOT Ride On regarding bus stop improvements and relocation of bus stops, if appropriate.

Staff received a resident request to add a new bus shelter at the bust stop on Taft Street at First Street. Staff evaluated the location for feasible construction and ridership, determined that this stop met the city's requirements for a shelter and has moved forward to add this shelter. It is expected to be fully installed in the fall.

Action Item 1.4

Oct 15, 2018 - Jan 01, 2025 | Progress 67%

Completed

Plan Action 4 - Evaluate Crossings and Unsignalized Intersections: Evaluate existing crossings and unsignalized intersections with safety as a priority. Crossings identified as high risk will be transformed first with improvements such as flashing beacons, etc. as applicable.

Ongoing 33 Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.4.1

Oct 15, 2018 - Jul 01, 2022

Progress 100%

Develop a list of priority crossings and intersections for modification per the findings of the crash analysis including; Identify all high-risk crossings within the city and increase the percentage of safe crossings and intersections using the number of severe and fatal collisions at crossings and intersections.

Owner: Bryan Barnett-Woods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 16:38:41

City staff prepared a list of all city-maintained intersections and tracked crashes that occurred at each intersection during the crash analysis. The city has developed a process to evaluate intersections each fiscal year to identify roadway safety improvements and carry out those improvements in the subsequent fiscal year. Additionally, the city has shared a list of state-maintained intersections with MDOT SHA requesting a similar intersection safety audit and improvement process.

Lastly, the City was awarded a grant from the federal Safe Streets and Roads for All program which seeks to conduct intersection safety audits at 30 intersections in Rockville (20 state maintained and 10 city maintained). The intersections included in this project were identified in the Vision Zero crash analysis. This project will begin this fall.

Objective 1.4.2



Ongoing Progress 0%

Apply best practices to improve safe crossings (such as bump-outs, medians, traffic control devices like paddles and rectangular rapid flashing beacons)

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 16:49:28

City staff continue to respond to resident requests and reported concerns related to traffic safety for all modes of transportation. Staff evaluate requests and concerns and implement best practices to further enhance vulnerable roadway user safety. This includes adding pedestrian refuge medians, raised crossings, high-visibility crosswalks, and signage, among other improvements.

The upcoming Safe Streets and Roads for All project will also include the preparation of a guide to help staff identify appropriate situations for implementing best practices.

Objective 1.4.3

Jan 17, 2024 - Jan 01, 2025

Completed

Progress 100%

Complete speed studies along all city owned and maintained roadways with posted speed limits at or above 40 MPH.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Jun 30, 2024 04:00:01

City staff completed speed studies along all city-maintained streets in Rockville in March 2024. As a result, all city-maintained streets with a speed limit of 40 MPH were reduced to 35 MPH in April 2024. All city-maintained roadways have a posted speed limit of 35 MPH or below.

This study did not include state maintained roadways. In May 2024, MDOT SHA reduced the posted speed limit of Veirs Mill Road (MD 586) between Edmonston Drive and Twinbrook Parkway from 40 MPH to 35 MPH. MDOT SHA reduced the posted speed limit along Rockville Pike (MD 355) from 40 MPH to 35 MPH in 2022. City staff continues to coordinate with MDOT SHA to further reduce the posted speed limit on state maintained roadways in Rockville, including First Street (MD 28) and W. Montgomery Avenue (MD 28).

Action Item 1.5

Ongoing - Ongoing Progress 75%

State/Montgomery County/City Project Collaboration: Identify high injury areas where the city, Montgomery County and state can jointly implement safety improvement projects.

Ongoing Completed 50

1

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.5.1

Ongoing - Jul 01, 2022

Ongoing

Progress 50%

Improve safety on roadways operated and maintained by SHA.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:39:39

Department of Public Works staff meets with MDOT SHA and MCDOT staff on a quarterly basis to discuss improvements to state-maintained roadways and intersections.

City staff is coordinating with MDOT SHA to obtain crash reports for the 30 intersections included in the city's Safe Streets and Roads for All project.

Action Item progress report

Objective 1.5.2 Ongoing - Ongoing Completed

Continue to advocate for identified project areas on roadways operated and maintained by SHA.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

DPW staff hosts a quarterly coordination meeting with MDOT SHA District 3 staff and MCDOT staff. Staff request status updates of ongoing roadway safety projects on state roadways as well and submit new requests.

Action Item 1.6 Oct 15, 2018 - Jul 01, 2023 Progress 88%

Improve Traffic Signals: Complete a comprehensive review of the City's traffic signals to ensure the use of the latest technology and standards to implement innovative pedestrian and bicycle signals (such as Lead Pedestrian Intervals (LPI) and Pedestrian Recall, etc.) to provide effective and safe crossings.

Ongoing 50 1 Completed 50 1

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.6.1 Oct 15, 2018 - Jul 01, 2022 Completed Progress 100%

Complete a review of traffic signals per the findings of the crash analysis.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 16:54:51

To improve traffic signals, particularly at intersections with more frequent crashes, DPW staff developed an intersection safety audit and improvement process. This approach prioritizes city-maintained intersections based on the number of injury and fatal crashes.

Objective 1.6.2

Oct 15, 2018 - Jul 01, 2023

Ongoing Progress 75%

Identify improvements and implement projects on signals owned/operated by the City and advocate for improvements on signals owned/operated by SHA/Montgomery County.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 16:56:39

DPW staff has begun the procurement process to carry out a FY 26 Traffic Signal Upgrades project. This project will construct signal updates at W. Gude Drive and Research Boulevard, W. Gude Drive and Gaither Road, E. Gude Drive and Rothgeb Drive, E. Jefferson Street and Halpine Road, Wootton Parkway and W. Edmonston Drive, W. Montgomery Avenue and N. Washington Street, and Seven Locks Road and Fortune Terrace.

Action Item progress report

Action Item 1.7 Oct 15, 2018 - Jul 01, 2026 Progress 99%

Accelerate Sidewalk Construction: Using the Sidewalk Prioritization Map as a guide, accelerate the sidewalk construction program with priority projects in the high injury network.

On-Schedule 50 1 Completed 50 1

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.7.1 Oct 15, 2018 - Jul 01, 2022

Completed Progress 100%

Develop a list of high priority projects per the findings of the crash analysis.

Owner: Bryan Barnett-Woods

Update provided by Bryan Barnett-Woods on Jun 30, 2024 04:00:01

City staff considers crash data, the existing Sidewalk Prioritization Policy, and resident requests to identify sidewalk projects.

106

11 of 27 8/14/2025, 11:36 AM

Objective 1.7.2

Oct 15, 2018 - Jul 01, 2026

On-Schedule

Progress 98%

Complete priority projects and expand the city's bicycle network by providing additional sidewalk.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:08:27

The status of the ongoing sidewalk projects are as follows:

Group 1 Sidewalks

- Monroe Street Construction completed in 2024
- Frederick Avenue 50% design ongoing
- Highland Avenue -50% design ongoing
- Nelson Street Construction to begin fall 2025
- Reading Terrace Deemed infeasible
- Wood Lane Deemed infeasible

Group 2 Sidewalks

- Carr Avenue Design scheduled for 2025
- Gail Avenue Construction completed summer 2025
- Charles Street Design scheduled for 2025
- Croydon Avenue Deemed infeasible
- Woodland Road Deemed infeasible

Group 3 Sidewalks

- Aleutian Avenue Evaluation scheduled for 2025
- Blandford Street Evaluation scheduled for 2025
- Calvert Road Evaluation scheduled for 2025
- Denham Road Evaluation scheduled for 2025
- Laura Lane Evaluation scheduled for 2025

Other Sidewalk Projects

- Brooke Drive Construction to begin fall 2025
- Crawford Drive (from Gail Avenue to Hillcrest Park) Construction to begin fall 2025
- Midway Avenue Design ongoing
- Crawford Drive (from Ardennes Avenue to Atlantic Avenue) Deemed infeasible
- Lemay Road Deemed infeasible

Action Item 1.8

Oct 15, 2018 - Jul 01, 2024 Progress 100%

Create Pedestrian Master Plan: As proposed in the 2040 Comprehensive Plan, build on the existing Pedestrian Policies and Sidewalk Prioritization Map to complete a Pedestrian Master Plan for the city to address the unique issues faced by pedestrians and people with disabilities.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.8.1 Oct 15, 2018 - Jul 01, 2021 Completed Progress 100%

Complete the review of the city's existing pedestrian policies.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

Staff reviewed the City's policies and documents related to pedestrian safety. These policies, and potential updates to these policies, are referenced in the Pedestrian Master Plan as key action items.

Objective 1.8.2 Oct 15, 2018 - Jul 01, 2024 Completed Progress 100%

Conduct public outreach, communication to stakeholder groups (such as the Rockville Pedestrian Advocacy Committee) develop and approve the new pedestrian masterplan.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

The Mayor and Council adopted the City of Rockville's first Pedestrian Master Plan in October 2023. This plan is the culmination of more than two and half year's effort and collaboration with the Rockville Pedestrian Advocacy Committee (RPAC) among other city commissions and includes 46 action items for the city to carry out to improve the pedestrian environment and experience in Rockville. City staff has recently developed an implementation strategy, which will be finalized and shared with the Mayor and Council in the next quarter.

Action Item 1.9 Oct 15, 2018 - Jul 01, 2028 Progress 88%

Expand Network of Safe Bicycle Facilities: Using the Bikeway Master Plan as a guide, construct new bikeway facilities to create a safe, highly connected, convenient, and low-stress bicycling network.

On-Schedule 50
Completed 50

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 1.9.1 Oct 15, 2018 - Jul 01, 2022 Completed Progress 100%

Develop a list of high priority projects per the findings of the crash analysis, the guidelines of the Bikeway Masterplan and the consultation of stakeholder groups (such as the Rockville Bike Advisory Committee).

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

Coordinating with the Rockville Bicycle Advisory Committee, staff has developed a prioritized list of bike lane projects from the Bikeway Master Plan.

Objective 1.9.2 Oct 15, 2018 - Jul 01, 2028

On-Schedule Progress 75%

Complete priority projects and expand the city's bicycle network by providing additional linear feet of bicycle infrastructure.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:12:11

Staff continue to seek out opportunities to extend the city's bicycle transportation network as well as plan and design bicycle facilities citywide. Status of ongoing bicycle facility projects are as follows.

- 1. Congressional Lane Feasibility study completed. Shared roadways between Rollins Avenue and E. Jefferson Street, and separated bicycle lanes between E. Jefferson Street and Rockville Pike are planned for implementation.
- 2. E. Jefferson Street and Halpine Road Ongoing feasibility study and preliminary design for bicycle facilities
- 3. Mannakee Street Complete streets feasibility study completed. Traffic calming improvements and shared roadways between W. Montgomery Avenue and Bradford Drive, and bicycle lanes between Bradford Drive and Hungerford Drive will be implemented in Fall 2025.
- 4. Martins Lane Feasibility study and preliminary design completed. Shared roadway-bicycle facilities and bicycle lanes are expected to be completed in summer 2026.

Action Area 2 Ongoing - Ongoing Progress 100%

Action Area 2 - Enforcement: Enforcement encourages a culture of safety by utilizing evidence-based law enforcement and policies.

Completed

% 100

0

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Action Item 2.1

Ongoing - Ongoing

Progress 100%

Increase Enforcement Activities: Increase enforcement of distracted, impaired, occupant protection, and aggressive driving behaviors, as well as violations of pedestrian and bicycle safety laws. Enforcement activities should concentrate in the high injury network, during peak seasons, and specific times of day. Enforcement should be performed in conjunction with education campaigns.

Completed

% 100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 2.1.1

Ongoing - Ongoing

Completed

Develop the list of high incident areas for collisions and violations associated with the crashes. Use multiple enforcement techniques to target and change behavior. The efforts will be ongoing and reevaluated when new crashes occur to ensure we continue to use resources in the most effective and impactful manner.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Jan 17, 2024 20:36:06

The Rockville City Police Department (RCPD) continues to enforce traffic safety alongside other enforcement activities. RCPD has added another officer to the Traffic Unit and patrol officers continue to enforce traffic laws while working their shifts. RCPD officers respond to traffic enforcements requests from the public and other city departments. DPW staff will forward traffic safety requests when residents or visitors indicate people not yielding or following traffic laws in specific areas. This is an initial response before infrastructure changes are considered.

Action Item 2.2 Ongoing - Ongoing Progress 100%

Explore Expanding Automated Enforcement: Increase the use of automated enforcement to address excessive speed and red-light violations if determined to be feasible in next contract with vendor.

Completed 100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 2.2.1

Ongoing - Ongoing

Both speed and red-light cameras are a part of the ongoing and continued efforts at promoting safe driving in the City. These efforts will include maximizing the impact to driver behavior through placement of existing portable speed cameras in line with violation and crash data while ensuring the location is in compliance with legal statues. When a new contract is executed with the vendor RCPD will explore the feasibility of increasing the number of automated devices to deployed at more locations allowing for greater impact on driving behavior and promoting safe driving.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:12:32

The Rockville City Police Department (RCPD) is deploying two new speed monitoring systems (i.e., speed cameras) in response to resident concerns. The new location is at 55 W. Gude Street in both east- and west-bound directions. Additionally, RCPD is conducting a speed study to consider adding a new speed monitoring system on Forest Avenue at Harrison Street. This study is in response to a recent crash that occurred from speeding motorists in the neighborhood.

RCPD is also evaluating the existing speed monitoring systems on Veirs Mill Road. The current speed monitoring systems are places on the 900 block of Veirs Mill Road, however shifting the camera to the 1800 block, between Broadwood Drive and Atlantic Avenue, would more effectively influence motorist behavior. The 1800 block includes the shopping center and there is more pedestrian activity.

Action Item 2.3

Ongoing - Ongoing Progress 100%

Expand Traffic Law Enforcement and Distracted Driving Detection Program: Expand existing traffic focused programs, such as usage of decoy police officers/vehicles and speed indicator radars. Increase diverse methods used to assist with aggressive and distracted driving enforcement.

Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 2.3.1

Ongoing - Ongoing

Completed

Develop the list of high incident areas for collisions and violations associated with the crashes. Use multiple enforcement techniques to target and change behavior. The efforts will be ongoing and reevaluated when new crashes occur to ensure we continue to use resources in the most effective and impactful manner.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:12:54

The RCPD Traffic Unit continues to focus enforcement efforts along roadway stretches where speeding or unsafe driving commonly occur. Moreover, RCPD continues to receive grants related to Impaired, Aggressive, and Distracted Driving enforcement for additional traffic related details.

Additionally, RCPD receives enforcement requests from members of the public and DPW staff related to additional traffic enforcement for specific streets in the City. These streets are added to the locations for additional traffic enforcement.

Action Item 2.4 Ongoing - Ongoing Progress 100%

Collaboration with Court System: When possible and practical, inform judicial system regarding high visibility enforcement and its connection to traffic safety. For violations that occur in High Injury Network (HIN) or other safety-sensitive areas, request the imposition of more stringent penalties so enforcement actions are supported and reinforced.

Completed 100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 2.4.1

Ongoing - Ongoing

Initial education of the judicial system to the Vision Zero efforts has already occurred. As cases go to court, officers will ensure that judges are aware of violations occurring in high incident areas prior to imposing a sanction for the violation.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

Initial education of the judicial system regarding Vision Zero has already occurred. RCPD continues to notify judges when violations occur in high incident areas.

Action Item 2.5

Ongoing - Ongoing | Progress 100%

Enhance Police Driver Training: Develop a strategy for identifying employees in need of remedial training and provide additional hours of a driver training program.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 2.5.1

Ongoing - Ongoing

Completed

While not currently an issue for the Police Department, will monitor for any severe or fatal collisions involving police vehicles and continue to identify and provide remedial drivers training as needed.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

The department continues to promote to employees the importance of modeling safe driving and pedestrian behavior. Every employee-involved collision is reviewed to include an assessment of previous incidents if they exist. As applicable, employees are required to attend appropriate remedial driver training.

Action Item 2.6

Ongoing - Ongoing Progress 100%

Temporary Traffic Control Devices: Provide the Police Department with additional temporary traffic controls (e.g. portable stop signs / traffic cones) and suitable training to deploy these devices during emergency responses, traffic details and other events.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 2.6.1 Ongoing - Ongoing Completed

Procure additional temporary traffic control devices as they are identified as being needed. Continue to partner with the County and State when additional devices are needed at crash scenes. This increased visibility and direction at incidents on the streets will reduce the number of severe or fatal collisions occurring on the roadway impacted by an unexpected event.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

RCPD currently has portable stop signs, barricades and cones available to aid in traffic control as necessary. RCPD uses these tools to direct traffic during crash incidents or other events.

Action Area 3

Jun 01, 2020 - Jul 01, 2022 Progress 64%

Action Area 3 - Education: Education engages the public using a variety of outreach methods to instill safe behaviors and increase awareness of dangerous driving, biking, and walking behaviors.

Ongoing 56
Completed 44

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Action Item 3.1

Jun 01, 2020 - Jul 01, 2022

Progress 100%

Create Comprehensive Outreach Strategy:

Completed 100

Develop a communication and outreach strategy to share the city's Vision Zero goals with Rockville's entire population. Outreach strategies should reflect the needs of Rockville's culturally diverse population. Provide outreach for specific groups most at risk4 of being involved in a severe or fatal collision per the results of the data analysis.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 3.1.1

Jun 01, 2020 - Jul 01, 2021

Completed

Progress 100%

Create a comprehensive outreach strategy for the general population.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:21:40

The Public Information Office regularly shares Vision Zero information with the public through Rockville 11, Rockville Reports, and the city's multiple social media channels. Moreover, city staff are available to attend and present at regularly scheduled community meetings. The contact information for setting up an in person meeting is available on the city's website. City staff also regularly provides updates to the Rockville Transportation and Mobility Commission, the Rockville Bicycle Advisory Committee, and the Rockville Pedestrian Advocacy Committee regarding Vision Zero projects and plans.

Staff participated in the annual Bike to Work Day celebration and, as in previous years, partnered with Montgomery County to set up two Citysponsored pit stops. City of Rockville staff set up tables at both locations and distributed Vision Zero branded bags and traffic safety information. Staff also provided information to bicyclists about ongoing and planned bicycle, pedestrian, and Vision Zero transportation projects, the Pedestrian Master Plan and the Bikeway Master Plan, and answered questions about Rockville's bicycle infrastructure.

City staff also participated in the June 2025, Rockville Main Street Safety Day. Staff led pedestrian safety walks and shared Vision Zero program information with residents and visitors. Lastly, the city's Vision Zero webpage and Vision Zero projects webpage includes information about ongoing and recently completed transportation safety projects.

Objective 3.1.2

Jun 01, 2020 - Jul 01, 2022

Completed

Progress 100%

Evaluate the effectiveness of out outreach efforts and create a communication strategy targeting specific groups per the findings of the crash analysis.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 14, 2025 15:00:30

Between Jan. 1 and June 30, 2025, CCE shared 59 social media posts related to Vision Zero. The posts featured Vision Zero-related safety tips, projects and funding, and amplified Montgomery County Department of Transportation and Washington Metropolitan Area Transit Authority (Metro) events, surveys and outreach.

This included 15 X (formerly Twitter) posts, 26 Facebook posts and 18 Instagram posts.

These 59 posts averaged 766 unique viewers per post, i.e. 766 people saw each post.

The city's website has two Vision Zero-related webpages. One is a general introduction to the Vision Zero program (www.rockvillemd.gov/visionzero). The other is a subpage for Vision Zero projects (www.rockvillemd.gov/visionzeroprojects). Between Jan. 1 and June 30, 2025, 306 people viewed the Vision Zero general webpage and 318 people viewed the Vision Zero projects webpage.

Additionally, there were eight Vision Zero-related articles posted that appeared in print in "Rockville Reports" and were posted to RockvilleReports.com between Jan. 1 and June 30, 2025. Combined, the RockvilleReports.com articles were viewed 671 times. The print edition of "Rockville Reports" is mailed to nearly 32,000 residential and business addresses across the city.

At Bike to Work Day, 145 people registered for the Rockville Town Square pit stop and 197 people registered for the Thomas Farm Community Center pit stop. Last year there were 189 people and 221 people registered at each of the pit stops, respectively. This is the first time that Bike to Work Day was held on a Thursday, in prior years Bike to Work Day has always been on Friday.

Action Item 3.2 Jun 01, 2020 - Jul 01, 2022

Join Montgomery County on Safe Routes to School Activities: Join Montgomery County on the expansion of Safe Routes to School (SRTS) activities to all schools within Rockville and comprehensive traffic safety education for pedestrian, bicycle, and driver safety at appropriate ages.

100 Ongoing

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 3.2.1

Jun 01, 2020 - Jan 01, 2021

Ongoing Progress 75%

Join Montgomery County by developing a collaboration agreement with Montgomery County and MCPS.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:39:56

The City of Rockville supports schools participating in Bike to School Day in May and in Walk to School Day in October. The city provides flyers and free giveaways for students to participating schools. RCPD also provides traffic officers to help students cross major streets.

The Montgomery County Department of Transportation Safe Routes to School Coordinator works with Montgomery County Public Schools to provide opportunities to learn about and practice safe transportation. This includes schools within Rockville.

Objective 3.2.2



Jun 01, 2020 - Jul 01, 2022

Ongoing

Progress 0%

Evaluate the effectiveness of our outreach efforts, reevaluate actions per the findings of the crash analysis, and continue to coordinate with Montgomery County and Montgomery County Public Schools (MCPS).

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:40:42

The City encourages students to share their experiences on the Vision Zero survey. Students can receive a community service hour for completing the survey.

Action Item 3.3

Jun 01, 2020 - Jul 01, 2022 Progress 25%

Join Montgomery County on On-bike Education Programs for Kids: Join Montgomery County in establishing an on-bike education program to teach bike safety skills to all school aged children.

Ongoing

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 3.3.1



Jun 01, 2020 - Jan 01, 2021

Ongoing Progress 25%

Join Montgomery County by developing a collaboration agreement with Montgomery County and MCPS.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

In coordination with RBAC, the City has sought to provide on-bike education for children participating in the Recreation and Parks Department after school programs. The Washington Area Bicycle Association provides a "train the trainers" program for learning how to ride bicycles.

Objective 3.3.2



Jun 01, 2020 - Jul 01, 2022

Ongoing

Progress 25%

Evaluate the effectiveness of our outreach efforts, reevaluate actions per the findings of the crash analysis, and continue to coordinate with Montgomery County and Montgomery County Public Schools (MCPS).

Owner: Bryan Barnett-Woods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:25:10

RCPD partnered with Maryvale Elementary School staff to put on a 7-week program focused on bike safety, the rules of the road, and meeting community leaders weekly. RCPD had additional support from the Rockville Bike Hub, your division, and Rockville HS student volunteers. At the end of the program, RCPD motor units join us to participate in a "bike rodeo" with the Maryvale Elementary School students. The participating students all received their own donated helmets and high-end bicycles (10 in bikes in total), and Vision Zero branded giveaways.

RCPD also participated in the 'RCPNS (Rockville Nursery School) Trike a Thon' at Potomac Woods Park by providing a bike safety talk and quick ride on May 30.

Action Item 3.4

Jun 01, 2020 - Jul 01, 2021 Progress 100%

Safety Awareness Training for City Employees: Educate key staff in Human Resources Department, Department of Public Works, Rockville City Police Department (RCPD), Recreation and Parks Department on the fundamentals of Vision Zero. These fundamentals should be passed down to frontline employees through training sessions, to make them aware of Vision Zero in order to build a culture of safety and accountability.

Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 3.4.1

Jun 01, 2020 - Jul 01, 2021

Completed

Progress 100%

Develop education materials and provide information to city staff.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

Staff coordinated with HR to distribute materials to new employees so that they understand the City's commitment during orientation. HR staff has also provided special training ("Toolbox Talks") to members of Public Works who spend much of their time in the field.

Action Item 3.5 Jun 01, 2020 - Jul 01, 2022 Progress 75%

Training in the Community: Identify major employers, TDM programs, civic associations, 55+ centers and living facilities, religious institutions, HOAs, PTA's and other community stakeholders to receive Vision Zero training and messaging. Training materials, messaging and strategies should be flexible so they can be utilized by a variety of cultures and community groups.

Ongoing 50 1 Completed 50 1

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 3.5.1 Jun 01, 2020 - Jul 01, 2021 Completed Progress 100%

Create outreach materials and identify community partners.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:27:58

City staff continue to participate in annual events to help share roadway safety information with members of the community. This includes Bike to Work Day, Rockville Main Street Safety Day, and bike and walk to school days.

Objective 3.5.2 Jun 01, 2020 - Jul 01, 2022 Ongoing Progress 50%

Evaluate the effectiveness of our outreach efforts and reevaluate actions per the findings of the crash analysis.

Owner: Bryan Barnett-Woods

Update provided by Bryan Barnett-Woods on Aug 11, 2025 17:40:59

Staff continues to track the number of participants at city Bike to Work Day pitstops.

Action Area 4 Ongoing - Ongoing Progress 100%

Action Area 4 - Policy: Policy lays the foundation for the city's future vision zero initiatives and seeks to improve the way traffic safety is managed throughout the city by advocating for the vital tools to fully enact the Vision Zero strategy.

% # Completed 100 12

zero strategy.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Action Item 4.1 Jun 01, 2020 - Ongoing Progress 100%

Appoint Vision Zero Coordinator: Appoint a Vision Zero Coordinator to oversee implementation of this plan and champion Vision Zero throughout the city.

Completed 100 1

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.1.1

Jun 01, 2020 - Ongoing Completed

Serve as an initial point of contact and overseer of action item implementation.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

The Department of Public Works Traffic and Transportation Division hired a Pedestrian and Bicycle Coordinator in 2019, in 2020 their responsibilities expanded to include Vision Zero Coordination. After a vacancy, this position was refilled in 2021.

Action Item 4.2

Ongoing - Ongoing Progress 100%

Establish a Cross-Departmental Vision Zero Task Force: Create opportunities for communication across departments participating in Vision Zero. Work towards implementing Vision Zero Action items. This task force will also review each serious injury and fatal crash (within the City of Rockville) as soon as possible after the event to identify potential actions the city can take to address safety issues. The task force will also appoint a liaison to Montgomery County's Collision Review Team.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.2.1

Ongoing - Ongoing

Completed

Provide coordination among city departments while implementing action items.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Jan 15, 2025 19:59:10

The city has established a Vision Zero Task Force which includes representatives from the following departments and divisions: Rockville City Police Department, Department of Public Works, Department of Recreation and Parks, and the Rockville Public Information Office.

The Vision Zero Task Force meets biannually to discuss status updates of the Vision Zero Action Items. The next meeting is scheduled for May 2025.

Additionally, after a fatal crash, this task force coordinates to carry out a Vision Zero Post Crash Inspection. The Montgomery County Police Department Collision Reconstruction Unit conducts the crash investigation and prepares the report. However, this process can take several weeks. The Vision Zero Post Crash Inspection allows city staff to inspect the location of the crash to ensure that street pavement, concrete, streetlights, pavement markings and signals are not deficient.

Action Item 4.3

Jun 01, 2020 - Jul 01, 2022 Progress 100%

Change Policies, Regulations, and Laws: Identify city, Montgomery County and state laws, policies, and regulations that are hindering the city's progress towards Vision Zero and develop strategies to update them. Emphasis should be on laws that allow for innovative engineering and ability to lower speed limits to align with leading Vision Zero practices. Collaborate with Montgomery County's Vision Zero Steering Committee.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.3.1

Jun 01, 2020 - Jul 01, 2022

Completed

Progress 100%

Review existing laws, policies, and regulations and identify specific changes per the findings of the crash analysis.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Aug 14, 2025 15:08:04

Staff have reviewed the Sidewalk Prioritization Policy, Complete Streets Policy, Comprehensive Transportation Review, and Synthesis of Sidewalk Policies. Recommendations to update these policies are included as key action items in the approved Pedestrian Master Plan.

Staff is currently working to prepare a new draft of the Comprehensive Transportation Review. Once complete, this draft will be shared with the Transportation and Mobility Commission. In addition to being included in the Pedestrian Master Plan, the Transportation and Mobility Commission have recommended that this policy be updated.

Staff has also prepared an update to the Sidewalk Prioritization Policy. The draft criteria was shared with the Rockville Pedestrian Advocacy Committee and the Transportation and Mobility Commission. Once their comments are incorporated, the draft criteria will be shared with the public.

Least year, staff completed a new set of guidelines for adding marked crosswalks in the city.

Action Item 4.4

Jun 01, 2020 - Ongoing Progress 100%

Ensure Fairness and Equality throughout Vision Zero Projects: Work with community to ensure that Vision Zero strategies, approaches, messaging and projects prioritize safety, ensures fairness and are distributed equally and equitably among a variety of diverse stakeholders.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.4.1

Jun 01, 2020 - Ongoing

Completed

Review all Vision Zero projects and strategies during the entirety of implementation to ensure fairness and equality are met.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on May 22, 2025 18:22:56

Staff continues to carry out action items through the lens of equity and fairness. This includes assessing the needs of all people traveling different modes and providing an opportunity for people to achieve equal outcomes and not only be provided equal opportunities to travel safely.

Additionally, staff seek out roadway safety projects that are within areas considered by MWCOG as "Equity Emphasis Areas" as well as neighborhood which have census tracts designated as "Historically Disadvantaged."

Action Item 4.5

Jun 01, 2020 - Jan 01, 2021 Progress 100%

Create Vision Zero Webpage: Create a Vision Zero webpage that contains Vision Zero related information including tracking information for action items.

Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.5.1 Jun 01, 2020 - Jan 01, 2021 Completed Progress 100%

Finalize the design of the Vision Zero webpage.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

A web page for the City's Vision Zero program is published on the City's website. The webpage includes a link to the Vision Zero Action Plan document, recently completed and ongoing transportation projects, crash data resources, and past progress reports. The "Near-Miss" questionnaire was added in December 2021 to solicit responses from residents and visitors who have experienced a near-miss incident. Additionally, the most recent Vision Zero update, timeline, and progress charts have been added.

The PIO created a Vision Zero projects sub-page within the Vision Zero webpage. This helps organize the web page so that information is more accessible to the webpage visitors.

Action Item 4.6

Jun 01, 2020 - Ongoing | Progress 100%

Publish Collision Data: Collaborate with Montgomery County to publish collision data on the city's Vision Zero webpage and distilling data for easier consumption and analysis by the public.

Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.6.1

Jun 01, 2020 - Ongoing

Publish crash data findings and analysis on the city's Vision Zero webpage upon the completion of the crash data analysis.

Owner: Bryan Barnett-Woods

Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

The Maryland State Police provide access to the Automated Crash Reporting System (ACRS), which collected crash reports from all police departments in Maryland. Each week, Montgomery County shares ACRS data on its open data portal, Data Montgomery. The city's Vision Zero website includes a link to this data.

Action Item 4.7

Jun 01, 2020 - Oct 01, 2021 | Progress 100%

Improve Crash Data Collection: Improve collision data collection by the city through collaboration with Montgomery County and SHA.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.7.1

Jun 01, 2020 - Oct 01, 2021

Review crash data collection following the initial crash analysis.

Completed

Progress 100%

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on Jul 16, 2024 15:35:09

Staff examined and followed the methodology of the County's crash data set and thresholds for establishing the High Injury Network. This data collection is based on the state ACRS data. While this data only includes reported crashes and incidents, it provides a uniform baseline of crashes valuable for comparing crash data over time. When city staff identify missing elements in the crash data, they notify the appropriate agencies to ensure that the data is updated accordingly.

Objective 4.7.2

Jun 01, 2020 - Oct 01, 2021

Completed

Progress 100%

Provide initial outreach with Montgomery County, and continue coordination throughout data collection.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on May 22, 2025 19:04:56

Department of Public Works staff regularly corresponds with Montgomery County Department of Transportation to coordinate data collection efforts and to learn about best practices for implementing Vision Zero projects.

Action Item 4.8

Jun 01, 2020 - Ongoing Progress 100%

Coordinate with Peer Learning Opportunities: Collaborate with Montgomery County to establish links with peer Vision Zero communities to create a shared learning community.

Completed

100

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.8.1

Jun 01, 2020 - Ongoing

Completed

Provide initial outreach to other Vision Zero Communities and organizations.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on May 22, 2025 19:02:51

Staff continues to coordinate with Montgomery County and Maryland Department of Transportation on Vision Zero actions item through their Vision Zero Coordinator and during the quarterly coordination meetings. Staff also attends the Montgomery County Vision Zero partners meetings. These meetings are an opportunity to share best practices, request transportation improvements of other agencies, and to partner on larger safety projects or grants.

Staff also attends the MWCOG Bicycle and Pedestrian Subcommittee, Car Free Day Subcommittee, and the Bike-to-Work-Day Subcommittee, which all provide ideas and opportunities to promote safe walking and bicycling.

Lastly, staff regularly participates in continuing education opportunities to learn about evolving best practices for traffic safety and management, new programs to fund infrastructure improvements, and how to best incorporate equity in transportation decisions, among other learning opportunities. Staff attended the the MDOT "Complete Streets Planning and Design" training in February and the Maryland Highway Safety Summit in May.

Action Item 4.9

Jun 01, 2020 - Jul 01, 2023

Progress 100%

Review Existing Traffic Safety Programs and Policies

Completed

% # 100 2

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.9.1

Jun 01, 2020 - Jul 01, 2022

Completed Progr

Progress 100%

Complete the review of the city's existing traffic safety programs and policies per the findings of the crash analysis.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on May 22, 2025 18:26:59

City staff reviewed several of the City's ongoing traffic safety programs and policies to identify where additional improvements could be made. Staff will update the Sidewalk Prioritization Policy, Complete Streets Policy, Comprehensive Traffic Review, and Synthesis of Sidewalk Policies as part of the Pedestrian Master Plan implementation.

Additionally, the Department of Public Works will carryout accessibility improvements as part of ongoing roadways resurfacing projects, ensure that new developments will provide pedestrian facilities that meet PROWAG accessibility requirements, evaluate intersections with a history of injury or fatal crashes, and advocate MDOT SHA to implement roadway safety projects on state-owned roadways in Rockville.

Objective 4.9.2

Jun 01, 2020 - Jul 01, 2023

Completed

Progress 100%

Identify and prioritize specific changes.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Update provided by Bryan Barnett-Woods on May 22, 2025 19:01:18

City staff has identified several policies necessary to update to align with the city's Vision Zero Program. Staff have prioritized the following policies.

- 1. Marked Crosswalk Guidelines
- 2. Comprehensive Transportation Review
- 3. Sidewalk Prioritization Policy
- 4. Complete Streets Policy
- 5. Guidelines for Neighborhood Traffic Management
- 6. Zoning Ordinance*
- 7. Synthesis of Pedestrian Policies*

Staff completed the Marked Crosswalk Guidelines and are currently working to update the Comprehensive Transportation Review and the Sidewalk Prioritization Policy. The Zoning Ordinance rewrite is an ongoing project being led by the Department of Community Planning and Development Services and DPW staff continue to provide comments throughout the rewrite. The Synthesis of Pedestrian Policies is a document prepared by the Traffic and Transportation Commission (now named the Transportation and Mobility Commission) in 2008. Staff are incorporating policies from this document into the other policy updates and the zoning ordinance rewrite.

Staff have also identified several practices to align with the city's Vision Zero Program. These include

- Existing sidewalk accessibility improvements
- Advocate MDOT SHA for state roadway safety improvements
- Ongoing intersection safety evaluations and improvements
- Ongoing sidewalk evaluation, design, and construction
- Ongoing bicycle facility study, design, and construction

While these practices are not prioritized, city staff work to advance all of these efforts as part of the city's ongoing transportation work program. This includes improving sidewalk accessibility as part of the roadway maintenance program, regularly requesting and coordinating with MDOT SHA for state roadway improvements, and development of annual projects to improve intersections and add sidewalks and bicycle facilities citywide.

Action Item 4.10

Jun 01, 2020 - Jul 01, 2021 | Progress 100%

Procure Safer Vehicles: Adopt new vehicle fleet purchasing policy to include purchasing specifications for crash avoidance systems, side and under-run guards, mirrors and lighting.

Completed

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

Objective 4.10.1

Jun 01, 2020 - Jul 01, 2021

Completed

Progress 100%

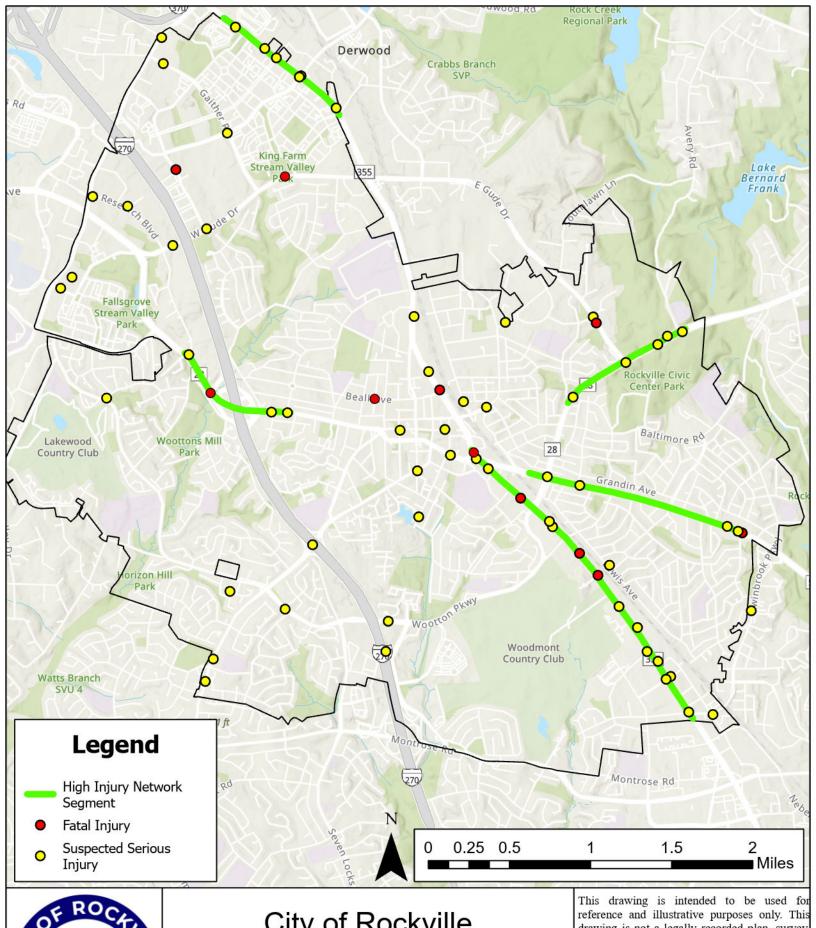
Adopt new fleet purchasing policy.

Owner: Bryan Barnett-Woods

Safe and Livable Neighborhoods

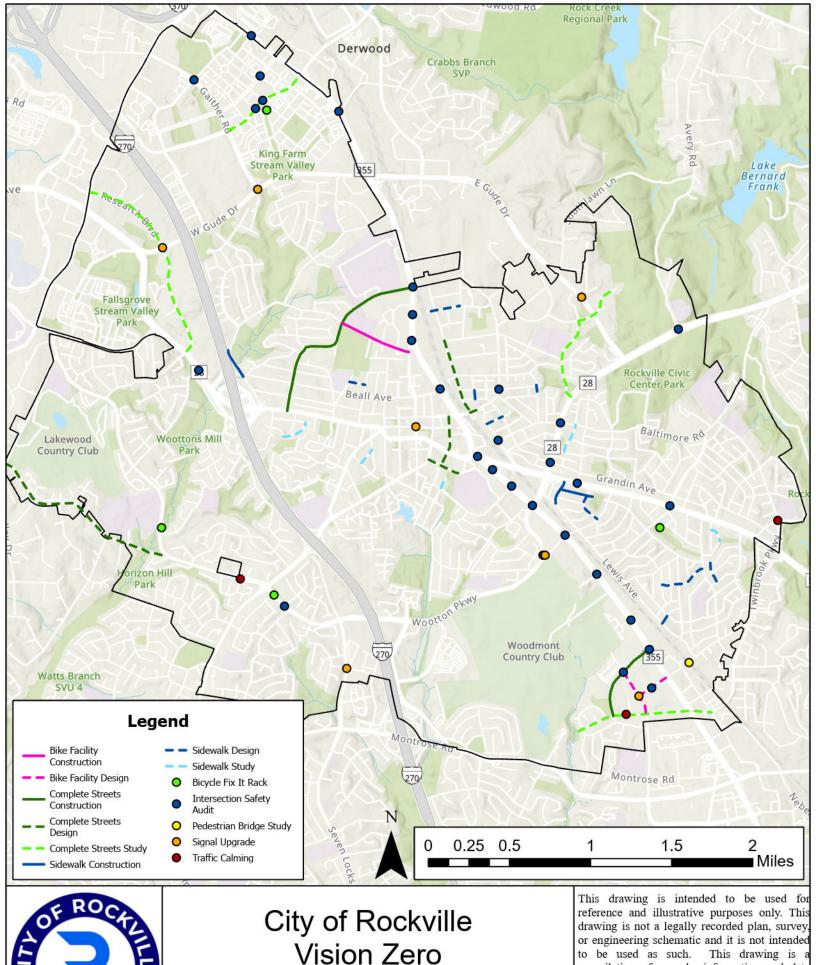
Update provided by Bryan Barnett-Woods on Dec 31, 2023 05:00:01

The city's annual budget was updated in FY 2023 to include the following, "The Fleet Services Division is responsible for ensuring that vehicles acquired are equipped with available features intended to enhance safety for motorists, pedestrians, and bicyclists in accordance with the Vision Zero Action Plan." The Fleet Services Division works to ensure that all vehicles ordered has all available safety features installed.





City of Rockville Vision Zero High Injury Network 2020-2024 This drawing is intended to be used for reference and illustrative purposes only. This drawing is not a legally recorded plan, survey, or engineering schematic and it is not intended to be used as such. This drawing is a compilation of records, information and data developed and maintained in various City offices. Map layers were created from different sources at different scales, and the relative geographic position of any 123 is only as accurate as the source information.





Vision Zero **Ongoing Projects** compilation of records, information and data developed and maintained in various City offices. Map layers were created from different sources at different scales, and the anti-of or relative geographic position of any 124 is only as accurate as the source information.



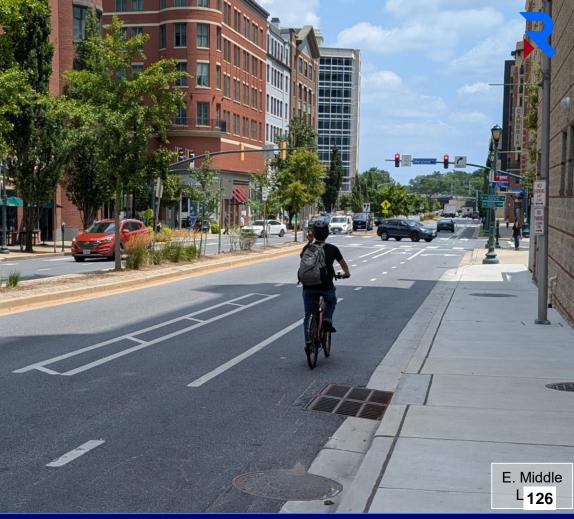
Vision Zero Action Plan

September 8, 2025



Agenda

- Vision Zero
- Public Engagement
- Ongoing Projects
- Neighborhood Access and Equity
- State and County Coordination



Vision Zero

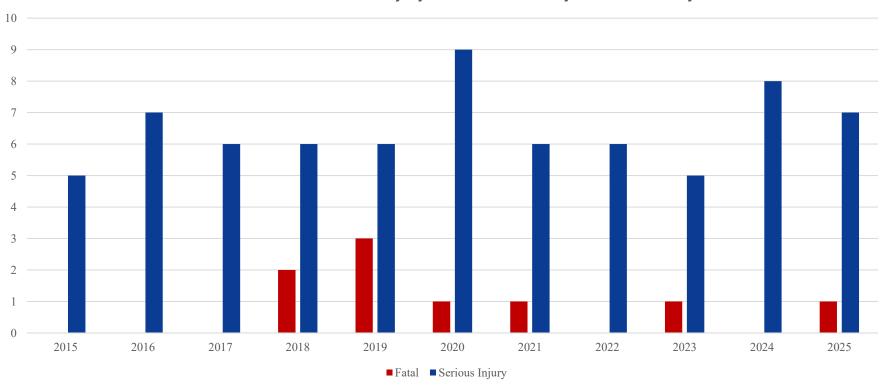
- Eliminate Serious Injury and Fatal Crashes
- Multimodal
- Multidisciplinary
- 2020 Vision Zero Action Plan







Rockville Fatal and Serious Injury Crashes January 1 - June 30 by Year







- 2020 2024 Crashes
- 4 or more serious injury or fatal crashes
- All state-owned and maintained roadways

Road	From	То	# Serious Injury/Fatal Crashes
Rockville Pike (MD 355)	Church Street	Twinbrook Parkway	5/4
Frederick Road (MD 355)	George Thomas Road	Watkins Pond Boulevard	5/0
Norbeck Road (MD 28)	Avery Road	First Street	5/0
Veirs Mill Road (MD 586)	Atlantic Avenue	First Street	4/1
W. Montgomery Avenue (MD 28)	Mannakee Street	Hurley Avenue	3/1

High Injury Network

- N. Washington Street
 - Included in 2017-2021 High Injury Network
 - November 2023 Complete
 Streets project
 - Separated bicycle lanes
 - Speed limit reduction
 - On-Street Parking

Year	Crashes	
2022	9	
2023	12	
2024	7	
2025	3	
2015-2025 Avg.	9	



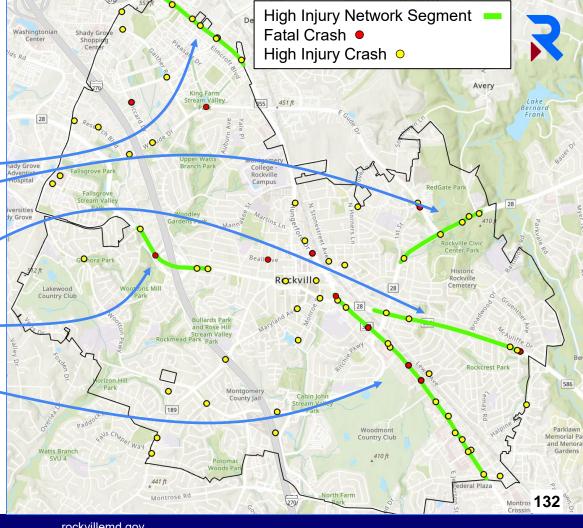
Veirs Mill Road & Atlantic Avenue

- Recent pedestrian crash, investigation ongoing
- Past Improvements
 - Leading Pedestrian Interval
 - "SIGNAL AHEAD" and intersection signage
 - Hardened center lines
 - Flex-post delineator curb extensions
 - Continental Crosswalks



High Injury Network

- Frederick Road (MD 355) -
- Norbeck Road (MD 28)
- Veirs Mills Road (MD 586)
- W. Montgomery Avenue (MD 28).
- Rockville Pike (MD 355)



Public Engagement

- Main Street Rockville Public Safety Day
- Bike to Work Day
- Memorial Day Parade
- Family Bicycle Festival
- Public Meeting Presentation by Request



Public Engagement

January-June 2025

- City Website
 - Vision Zero General 306 people
 - Vision Zero Projects 318 people
- Social Media
 - 59 Different posts across all platforms
 - o 766 people
- Rockville Reports
 - 8 articles

City Projects > Vision Zero

VISION ZERO

Vision Zero is a priority initiative of the Mayor and Council as part of their goal of creating safe and livable neighborhoods. Rockville would join Montgomery County, Boston, New York, Los Angeles, Washington, D.C., and others in adopting such a plan. Here is a guick summary of the program.

First introduced in Sweden in 1997 as a countrywide response to increasing traffic fatalities and serious injuries, the initiative makes the safety and health of humans the top priority in road network design.

The <u>Mayor and Council resolution</u> "endorses Vision Zero as a comprehensive and holistic approach" to achieving the goal. It calls for guidelines that

"identify a combination of equitable engineerin evaluation, along with associated funding need goal toward zero deaths and serious injuries b

View Vision Zero Projects

February 2025 Vision Zero Progr





Still have questions? Contact:

Projects on State-Maintained Roadways

Projects on State-Maintained Roadways The Maryland Department of Transportation State Highway Administration (MDOT SHA) is responsible for planning, designing,

and constructing, and maintaining roadway projects on state-maintained roadways and rights-of-way. State-maintained roadways are designated by a number as well as a name, for instance, Rockville Pike, Hungerford Drive, and Frederick Road are all part of MD 355.

Veirs Mill Road & Atlantic Avenue Intersection Improvements

In fall of 2022, MDOT SHA installed hardened centerlines, flex-post curb extensions, signal back plates, and refreshed pavements markings at this intersection to help discourage motorists from using the right-turn lanes as through lanes, and to improve pedestrian safety.

Americans with Disability Act Sidewalk Improvements

There are two roadway segments along MD 355 in which ADA improvements, including rebuilding sidewalks and curb ramps will occur. The first segment is on MD 355 from Edmonston Drive to First Street, and the second segment is on MD 355 from Monroe Place to MD 28. These projects are planned to be advertised this coming fiscal year. Once plans and review meetings are completed, and permits secured, these projects will move forward to construction.

Other Pedestrian, Bicycle, and Roadway Safety Projects

The City of Rockville continues to implement various safety projects to improve the transportation network for walking, bicycling, and driving. These include new sidewalks, new crossings, and intersection improvements such as pedestrian refuge islands and curve extensions.





RCPD

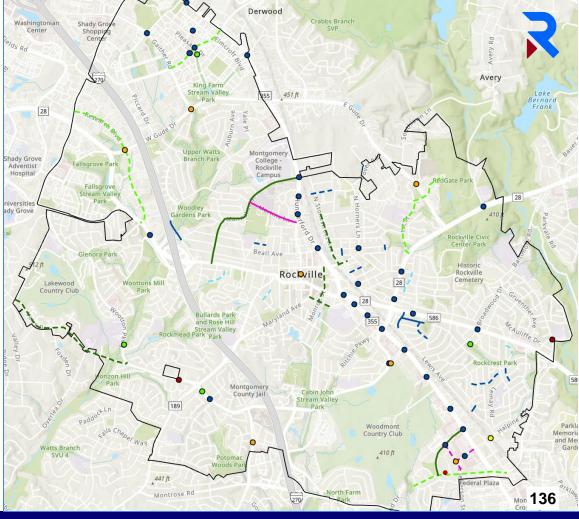
- Maryvale Elementary School On-Bike Education
 - 7 Weeks
 - Maryvale Elementary School,
 Rockville Bike Hub, Department
 of Public Works
- Rockville Nursery School "Trike-a-Thon"
- Rockville Main Street Safety Day



Project Map

Ongoing Projects

- 30 Intersection Audits
- 14 Sidewalks
- 9 Complete Streets
- 7 Signal Upgrades
- 4 Bicycle Fix It Racks
- 3 Traffic Calming
- 2 Bicycle Facilities
- 1 Pedestrian Bridge



Crosswalks

- Linthicum Street
- Marshall Avenue
- Wood Lane
- Fletcher Place
- Monroe Street
- Upcoming
 - First Street at Lynn Court
 - Edmonston Drive at Ritchie Parkway
 - Wootton Parkway at Longhill Drive





PROWAG

- Public Right-of-Way Accessibility Guidelines
- Recently adopted Federal Guidelines
- DPW program to follow new guidelines
- Updated facilities
 - 112 curb ramps
 - 303 driveway aprons



LED Streetlights

- Energy Efficient
- Increase roadway and pedestrian visibility
- Pepco EmPowerMD incentive & Maryland Energy Administration grant
- Climate Action Plan Action Item
- Three Phases
 - o 1,983 lights installed, 100%
 - 437 lights installed, 68%
 - 640 lights planned





Sidewalks

- Recently Completed
 - Monroe Street
 - Gail Avenue
 - Virginia Avenue
 - Crawford Drive
- Upcoming construction
 - Potomac Valley Road
 - Brooke Drive
 - Nelson Street
 - Welsh Park Drive
- Design
 - Carr Avenue
 - Charles Street
 - Highland Avenue





Traffic Calming

- Mannakee Street
 - Smallwood Road
 - Carr Avenue
 - Henderson Circle
- Twinbrook Parkway & Meadow Hall Lane
- Rollins Avenue



Traffic Calming

Upcoming

- Redland Boulevard
 - Demonstration project
 - New parking lane
- Congressional Lane
 - Shared roadway
 - Speed humps
- Rollins Avenue
 - Complete Streets Study



Bicycle Facilities

- Fix-it Racks
- Congressional Lane
- E. Jefferson Street & Halpine Road
- Upcoming
 - Martins Lane



Neighborhood Access and Equity

- Twinbrook Pedestrian & Bicycle Bridge
- Phase 1 Funded
 - Feasibility Study
 - Cost Benefit Analysis
 - Public Outreach
- Current Status
 - Procuring Consultant



Jurisdictional Coordination

- MDOT Quarterly Coordination Meeting
 - State Roadway projects
 - Speed reductions
 - Safe Streets and Roads for All
- MCDOT Vision Zero Task Force
 - E. Gude Drive Carl Henn
 Millennium Trail improvements







MAYOR AND COUNCIL Meeting Date: September 8, 2025

Agenda Item Type: MOCK AGENDAS

Department: CITY CLERK/DIRECTOR OF COUNCIL OPERATIONS OFFICE

Responsible Staff: SARA TAYLOR-FERRELL

Attachments

Mock Agenda September 15, 2025 (Rev. 2)



MAYOR AND COUNCIL

Meeting No. Monday, September 15, 2025 - 5:30 PM

MOCK AGENDA

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

Ways to Participate

If you require a reasonable accommodation, for community forum or a public hearing and need reasonable accommodations, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280 or cityclerk@rockvillemd.gov or by filling this form: https://www.rockvillemd.gov/FormCenter/City-Manager-2/Request-a-Reasonable-Accommodation-50

Translation Assistance

If you wish to participate in person at a Mayor and Council meeting during community forum or a public hearing and may need translation assistance in a language other than English, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280, or cityclerk@rockvillemd.gov, or by using this form:

https://www.rockvillemd.gov/FormCenter/City-Clerk-11/Sign-Up-for-Translation-Assistance-at-Co-368

In-Person Attendance

Community members attending in-person who wish to speak during Community Forum, or a Public Hearing, should sign up using the form at the entrance to the Mayor and Council Chamber. In-person speakers will be called upon in the order they are signed to speak and before virtual speakers.

Note: In-Person Speakers will be called upon to speak before those who have signed up to speak virtually for Community Forum and Public Hearings.

Viewing Mayor and Council Meetings

The Mayor and Council are conducting hybrid meetings. The virtual meetings can be viewed on Rockville 11, Comcast, Verizon cable channel 11, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

Participating in Community Forum & Public Hearings:

Mayor and Council September 15, 2025

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

• Please email the comments to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the date of the meeting.

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

- 1. Send your Name, Phone number, For Community Forum and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the day of the meeting. Each speaker will receive 3 minutes.
- 2. Send your Name, Phone number, the Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the day of the meeting.
- 3. 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.
- 4. Plan to join the meeting no later than approximately 20 minutes before the actual meeting start time.
- 5. Read for https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex 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.

Participating in Mayor and Council Drop-In (Mayor Ashton and Councilmember Fulton)

The next scheduled Drop-In Session will be held by phone or in-person on Monday, September 29 from 5:15-6:15 pm with Mayor Ashton and Councilmember Fulton. Please sign up by 10 am on the meeting day using the form at: https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227

- 1. Convene 5:30 PM
- 2. Pledge of Allegiance
- 3. Proclamation and Recognition 5:35 PM
 - **A.** Proclamation Declaring September 11, 2025, as a National Day of Service and Remembrance in Rockville, Maryland
 - **B.** Proclamation Declaring September 8-12, 2025, as Disability Voting Rights Week in Rockville, Maryland
 - **C.** Proclamation Declaring September 15, 2025 October 15, 2025, as National Hispanic Heritage Month.
 - **D.** Proclamation Declaring September 16, 2025, as National Voter Registration Day in Rockville, Maryland
 - E. Proclamation Declaring September 22, 2025, as Car Free Day in Rockville, Maryland

Mayor and Council September 15, 2025

F. Proclamation Declaring September 2025, as National Preparedness Month in Rockville, Maryland

- **G.** Proclamation Declaring September 2025, as National Recovery Month in Rockville, Maryland
- **H.** Proclamation Declaring September 2025, as Service Dog Month in Rockville, Maryland
- I. Certificates of Recognition for Student Achievers Julius West Middle School
- J. Certificates of Recognition for Student Achievers Thomas S. Wootton High School
- **K.** Certificates of Recognition for Student Achievers Richard Montgomery High School Student Achiever
- L. Certificates of Recognition for Student Achievers Rockville High School
- 4. Agenda Review 6:30 PM
- 5. City Manager's Report 6:35 PM
- 6. Boards and Commissions Appointments and Reappointments 6:40 PM
 - A. Board and Commission Appointment and Reappointment
- 7. Community Forum 6:50 PM
- 8. Special Presentations NONE
- 9. Consent Agenda 7:10 PM
 - A. Approval of Minutes
- 10. Public Hearing 7:10 PM
 - **A.** Public Hearing on Project Plan Application PJT2025-00020, an Amendment to an Approved Project Plan to Permit Conversion of 13,011 Square Feet of Previously Approved Street-level Retail into 13 Residential Units at 198 East Montgomery Avenue.
- 11. Action Items 7:30 PM
 - **A.** Consider Approval of an Amendment to an Approved Project Plan to permit conversion of 13,011 square feet of previously approved street-level retail into 13 residential units at 198 E. Montgomery Avenue.
 - **B.** Financial Advisory Board Annual Report
- 12. Worksession 7:55 PM
 - A. Economic Development

Mayor and Council September 15, 2025

B. 2026 State Legislative Priorities (Including Legislative Bond Initiatives)- Worksession

- 13. Mock Agenda 9:40 PM
- 14. Old / New Business 9:45 PM
- 15. Adjournment 10:00 PM