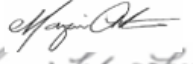


City of Rockville

City Hall
111 Maryland Ave
Rockville, MD 20850

Approved: 
Attest: 
Approved Meeting No. 29-25
December 1, 2025



Meeting Minutes

Monday, November 10, 2025

6:30 PM

Meeting No. 27-25

WebEx

Mayor and Council

Attendee Name	Title	Status
Monique Ashton	Mayor	Present
Kate Fulton	Councilmember	Present
Barry Jackson	Councilmember	Present
David Myles	Councilmember	Present
Izola Shaw	Councilmember	Present
Marissa Valeri	Councilmember	Present
Adam Van Grack	Councilmember	Present

1. Convene

Mayor and Council convened in a Hybrid Open Meeting at 6:35 p.m. on Monday, November 10, 2025, in the Mayor and Council Chambers, City Hall, 111 Maryland Avenue, Rockville, Maryland, and via Webex.

Staff Present: City Manager Jeff Mihelich, City Attorney Robert E. Dawson, and City Clerk/Director of Council Operations Sara Taylor-Ferrell.

2. Pledge of Allegiance

Mayor Ashton led the Pledge of Allegiance.

3. Proclamation and Recognition - NONE

4. Agenda Review

City Clerk/Director of Council Operations Sara Taylor-Ferrell reported there was a correction of the Title and Motions for agenda item 11 C. Adoption of an Ordinance to Amend Sec. 18-176 of Chapter 18 of the Rockville City Code, entitled "Rental Facilities and Landlord-Tenant Relations," to Update Notice Requirements for Evictions in Accordance with Current State Law.

5. City Manager's Report

City Manager Jeff Mihelich reported that due to forecasted high winds and low temperatures, Rockville's Veterans Day Ceremony scheduled for 11 a.m. Tuesday, Nov. 11, 2025, was moved to the Rockville Senior Center. The Rockville Town Center Master Plan received an award from the Maryland Chapter of the American Planning Association.

6. Boards and Commissions Appointments and Reappointments – NONE

7. Community Forum

	NAME	TOPIC
1.	In-Person Larry Yates, Retired RCPD	Presented Chief West with a flag flown over the U.S. Capitol as a gift.
2.	In-Person Dhruva Diego Kumar	Statements
3.	In-Person Pat Reber	Property in New Mark Commons, petition
4.	In-Person Glenn Fellman	City of Rockville flag re-design

8. Special Presentations - NONE

9. Consent Agenda

A. Approval of Minutes

October 6, 2025 (Meeting No. 24-25)

October 20, 2025 (Meeting No. 25-25)

Councilmember Barry Jackson moved to approve consent agenda item A.

RESULT: APPROVED [UNANIMOUS]	
MOVER:	Barry Jackson, Councilmember
SECONDER:	Kate Fulton, Councilmember
IN FAVOR:	Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack

10. Public Hearing

A. Fiscal Year 2027 Budget Public Hearing #1

Deputy Chief Financial Officer Kim Francisco and Management and Budget Analyst Dany Chambers provided an overview of the Fiscal Year 2027 Budget Public Hearing #1.

Staff recommends that the Mayor and Council hold a public hearing and keep the record open until April 2026.

Discussion

The goal of this public hearing is to solicit community input early in the development of the FY 2027 Operating Budget and Capital Improvements Program (CIP). Ordinance No. 03-23 established a requirement that one public budget hearing be held prior to the City Manager's submission of a recommended budget.

Ordinance 03-23 Now, therefore, be it ordained by the Mayor and Council of Rockville, Maryland, as follows: That in October or November of each year and after fifteen days' notice, a public hearing on the budget for the next fiscal year will be held by the Mayor and Council. The public hearing will occur prior to the City Manager's submission of a recommended budget for the upcoming fiscal year beginning July 1 and ending June 30.

Community suggestions will be incorporated into the staff's review and preparation of the proposed budget. Additional public hearings will be scheduled after the proposed FY 2027 budget is presented in March 2026.

This is the first of several public hearings related to the FY 2027 budget. In addition to these public hearings, the public can submit written comments directly to the Mayor and Council via the City Clerk/Director of Council Operations, as well as submit responses via the city's Community Budget Priorities Survey, available at <https://www.rockvillemd.gov/Budget>
<https://www.rockvillemd.gov/951/Budget>

The Public Hearing opened at 6:56 pm.

There were no speakers for the Public Hearing.

Questions from the Mayor and Council were addressed by staff. The Mayor and Council provided their thoughts and comments.

The complete testimony can be found in the official Public Hearing records in the City Clerk/Director of Council Operations offices. There being no speakers testifying, the Public Hearing closed at 6:56 pm.

FURTHER DISCUSSION

November 10, 2025, Agenda item 10A.

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11. Action Items

- A.** Introduction and Possible Adoption of an Ordinance to amend Ordinance No. 12-25 to appropriate funds and levy taxes for FY 2026 (Budget Amendment #2)

Deputy Chief Financial Officer Kim Francisco and Senior Management and Budget Analyst Mary Sue Martin provided an overview of the adoption of an Ordinance to amend Ordinance No. 12-25 to appropriate funds and levy taxes for FY 2026.

Staff recommends, in accordance with the City Charter, since the budget ordinance is adopted at the fund level, a change in the appropriate amount of any fund requires action by the Mayor and Council. The vehicle for such action is an amendment to the budget ordinance. The proposed ordinance would amend the FY 2026 budget. The FY 2026 budget was adopted by the Mayor and Council on May 5, 2025, and amended on August 4, 2025.

The proposed ordinance would amend the FY 2026 budget. This amendment recognizes the items:

1. Purchase Orders that Carried Over from FY 2025
2. Operating Budget
3. Capital Improvements Program (CIP) Budget
4. 4Q FY 2025 Financial Report

This is the second budget amendment for FY 2026. The FY 2026 budget was adopted by the Mayor and Council on May 5, 2025, and amended on August 4, 2025.

Councilmember Marissa Valeri introduced the Ordinance to amend Ordinance No. 12-25 to appropriate funds and levy taxes for FY 2026, as amended.

Councilmember Adam Van Grack moved to waive the layover period.

	RESULT: APPROVED [UNANIMOUS]
MOVER:	Adam Van Grack, Councilmember
SECONDER:	Marissa Valeri, Councilmember
IN FAVOR:	Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack

Councilmember Barry Jackson moved to adopt the ordinance to amend ordinance No. 12-25 to appropriate funds and levy taxes for FY 2026, as amended.

	RESULT: APPROVED [UNANIMOUS]
MOVER:	Barry Jackson, Councilmember
SECONDER:	Izola Shaw, Councilmember
IN FAVOR:	Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack

FURTHER DISCUSSION

November 10, 2025, Agenda item 11A.

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- B. Adoption of an Ordinance to Amend Section 1-8, Entitled “Application of County Law,” of Chapter 1 of the Rockville City Code, Entitled “General Provisions,” to Allow Chapter 48, Solid Waste, Article IX (Plastic Carryout Bag Reduction), Section 48-65 (Short Title), Section 48-66 (Definitions), 48-67 (Plastic Carryout Bag-Prohibited), and Section 40-68 (Penalty and Enforcement) of the Montgomery County Code to Apply in the City of Rockville

Sustainability Coordinator Amanda Campbell and Chief of Environmental Management Erica Shingara provided the Mayor and Council with an overview of the Ordinance to Amend Section 1-8, Entitled “Application of County Law,” of Chapter 1 of the Rockville City Code, Entitled “General Provisions,” to Allow Chapter 48, Solid Waste, Article IX (Plastic Carryout Bag Reduction), Section 48-65 (Short Title), Section 48-66 (Definitions), 48-67 (Plastic Carryout Bag-Prohibited), and Section 40-68 (Penalty and Enforcement) of the Montgomery County Code to Apply in the City of Rockville.

Discussion

Montgomery County Council introduced Bill 24-24, Taxation - Paper Carryout Bags and Prohibition on Plastic Carryout Bags (“Bring Your Own Bag”), on October 15, 2024. The bill was enacted by the County

Council and signed by the County Executive in February 2025 (Attachment 2). The bill goes into effect January 1, 2026.

The proposed ordinance amendment opts in to the Plastic Carryout Bag Reduction sections of the BYOB law so that the full law can be consistently applied in Rockville and Montgomery County. Opting-in to this program to reduce plastic carryout bags is consistent with Rockville’s values of environmental stewardship and the actions in the Climate Action Plan, the stormwater program, and the Comprehensive Plan. The BYOB law reduces the prevalence of plastic bags and permits retailers to keep half of the revenue to help them comply with reporting and remitting the taxes to the County.

If the City adopts the ordinance “as-is”, without making any changes, the County will include Rockville in its program outreach, education, administration, and enforcement. This approach will save the City resources and avoid duplicating the time, resources, and costs to develop and staff a new program. Additionally, opting in by the January 1, 2026, effective date will reduce confusion among consumers and retailers and facilitate smoother adoption

Next Steps

The Mayor and Council may choose to act on the Environment Commission’s recommendation to opt into the Montgomery County plastic carryout bag reduction program by introducing the proposed amendment, waiving the layover period, and adopting the proposed ordinance. If the Mayor and Council introduce the ordinance but not adopt, they may direct staff to schedule Discussion and Instruction and/or a Public Hearing at a future meeting date.

Councilmember Kate Fulton introduced the Ordinance to Amend Section 1-8, Entitled “Application of County Law,” of Chapter 1 of the Rockville City Code, Entitled “General Provisions,” to Allow Chapter 48, Solid Waste, Article IX (Plastic Carryout Bag Reduction), Section 48-65 (Short Title), Section 48-66 (Definitions), 48-67 (Plastic Carryout Bag-Prohibited), and Section 40-68 (Penalty and Enforcement) of the Montgomery County Code to Apply in the City of Rockville.

Councilmember Izola Shaw moved to waive the layover period.

RESULT: APPROVED [UNANIMOUS]	
MOVER:	Izola Shaw, Councilmember
SECONDER:	Marissa Valeri, Councilmember
IN FAVOR:	Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack

Councilmember Adam Van Grack moved to adopt the Ordinance to Amend Section 1-8, Entitled “Application of County Law,” of Chapter 1 of the Rockville City Code, Entitled “General Provisions,” to Allow Chapter 48, Solid Waste, Article IX (Plastic Carryout Bag Reduction), Section 48-65 (Short Title), Section 48-66 (Definitions), 48-67 (Plastic Carryout Bag-Prohibited), and Section 40-68 (Penalty and Enforcement) of the Montgomery County Code to Apply in the City of Rockville.

RESULT: APPROVED [UNANIMOUS]
MOVER: Adam Van Grack, Councilmember
SECONDER: Kate Fulton, Councilmember
IN FAVOR: Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack

FURTHER DISCUSSION

November 10, 2025, Agenda item 11B.

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- C. Adoption of an Ordinance to Amend Sec. 18-176 of Chapter 18 of the Rockville City Code, entitled "Rental Facilities and Landlord-Tenant Relations," to Update Notice Requirements for Evictions in Accordance with Current State Law

City Manager Jeff Mihelch, Director of Housing and Community Development Ryan Trout, and Housing Programs Manager Jane Lyons, Raeder, provided the Mayor and Council with an overview of an Ordinance to Amend Sec. 18-176 of Chapter 18 of the Rockville City Code, entitled "Rental Facilities and Landlord-Tenant Relations," to Update Notice Requirements for Evictions in Accordance with Current State Law.

Staff recommend that the Mayor and Council review and adopt the ordinance as drafted.

Discussion

A tenant who has received an eviction judgment is given seven days to comply with any requirements of the judgment. After those seven days, if the tenant has not moved out, "the landlord may request the court issue a warrant of restitution directing the sheriff to allow the landlord to repossess the property and move the tenant's belongings out of the premises." Once the landlord receives the warrant of restitution from the court, the landlord contacts the sheriff to arrange a date and time for the eviction. The Montgomery County Sheriff's Office carries out evictions in the City of Rockville.

Prior to recent changes in state law, once the eviction was scheduled, the sheriff would typically post a "red and white notice" on the door of the rental property, which indicated that the tenant had 10 days before they were evicted. Eviction could occur any time after this 10-day period expired, but the Sheriff's Office would not provide a specific date or time for the eviction itself.

Effective October 1, 2025, state law requires a landlord to notify tenants of a scheduled eviction at least six days prior to the eviction date. The notice must be provided in written form through multiple methods, including by posting on the premises, a first-class mailing, and, if available, an email or text. Additionally, the law allows local jurisdictions to increase the requirement of the six-day notice to a 14-day notice.

Next Steps

Upon the adoption of the draft ordinance, the ordinance will be incorporated into city code, effective immediately, and landlords will be required to adhere to the 14-day notice requirement for evictions.

Councilmember Barry Jackson introduced an Ordinance to Amend Sec. 18-176 of Chapter 18 of the Rockville City Code, entitled “Rental Facilities and Landlord-Tenant Relations,” to Update Notice Requirements for Evictions in Accordance with Current State Law.

Councilmember Barry Jackson moved to waive the layover period.

RESULT: APPROVED [UNANIMOUS]	
MOVER:	Barry Jackson, Councilmember
SECONDER:	Marissa Valeri, Councilmember
IN FAVOR:	Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack

Councilmember Adam Van Grack moved to adopt the Ordinance to Amend Sec. 18-176 of Chapter 18 of the Rockville City Code, entitled “Rental Facilities and Landlord-Tenant Relations,” to Update Notice Requirements for Evictions in Accordance with Current State Law.

RESULT: APPROVED [UNANIMOUS]	
MOVER:	Adam Van Grack, Councilmember
SECONDER:	Marissa Valeri, Councilmember
IN FAVOR:	Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack

FURTHER DISCUSSION

November 10, 2025, Agenda item 11B.

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1. Worksession

A. Rental License Inspections

Chief of Inspection Services Kina Campbell and Community Enhancement Codes Inspector Manager Charnita Jackson provided the Mayor and Council with an overview of the Rental License Inspections process.

Staff recommends that the Mayor and Council review the presentation, discuss the rental license process, and provide feedback to staff.

The following feedback is requested from the Mayor and Council to guide next steps:

1. Do you support staggering the multi-family licenses?
2. Do you support continuing the current enforcement tools?
3. Do you support raising the number of multi-family inspections from 20% to 25%?
4. Do you support implementing an Enhanced Inspection Program?

Questions from the Mayor and Council were addressed by staff. The Mayor and Council provided their thoughts and comments.

Discussion

The Code Enforcement team has 7 full-time community enhancement inspectors, one community enhancement manager, and an administrative assistant. The duties performed by this team include responding to property maintenance complaints, signs in the right-of-way, and inspections of single-family, hotels/motels, and multi-family units. By the end of this calendar year, it is expected that the responsibility for signs in the right-of-way and all other zoning-related tasks will be transitioned back to the newly onboarded Senior Zoning Inspector.

The requirements related to rental licensing are outlined in Chapter 18, "Rental Facilities and Landlord-Tenant Relations." The enforcement of Chapter 18 is a shared responsibility between the Code Enforcement section of the Department of Community Planning and Development Services (CPDS), which handles code enforcement and rental licensing, and the Housing Programs Division of the Department of Housing and Community Development (DHCD), which handles landlord-tenant affairs.

CPDS staff inspects approximately 2,500 single-family rentals in the city. The inspections can and are typically done as follow-up on complaints, through proactive patrolling, and when we receive reasonable suspicion of a possible code violation. The Code requires that an inspection be performed and passed prior to issuance of a rental license, and the license must be renewed biannually. Inspections of the property are typically performed within 30 days of the expiration date, if all application materials are received from the owner/landlord agent.

There are approximately 9,135 multi-family rental units in the city. The Code requires an inspection prior to issuance of a rental license, and the license must be renewed annually. All observed/cited deficiencies must be closed/passed prior to issuance of the license. Renewal notices are typically sent to landlords by December each year, as all licenses expire annually on March 31.

The primary goal of enforcement is compliance; however, Chapter 18 provides seven (7) tools for the Code Enforcement team to utilize: 1) Inspect at application/renewal, 2) Inspect with reasonable suspicion, 3) Complaints from resident(s), 4) Deny license, 5) Suspend license, 6) Revoke license 7) Citation.

Nest Steps

The direction received from the Mayor and Council will be implemented as staff moves forward with changes to the single-family and multi-family rental license program. Below are the action items for the next steps, with the target completion dates:

1. If necessary, amend pertinent sections of Chapter 18 - Spring 2026
2. Implement the process changes to stagger multi-family rental license renewals – January 2026
3. Establish inspection thresholds for violations categorized as Health and Safety or Other – January 2026
4. Provide an annual report of findings based on the implemented changes – December 2026

FURTHER DISCUSSION

November 10, 2025, Agenda item 11B.

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2. Mock Agenda

A. Mock Agenda

There were no changes to the Mock Agenda.

3. Old / New Business

There was no Old/New business.

4. Adjournment

There being no further business, the meeting adjourned at 8:48 p.m.

RESULT: APPROVED [UNANIMOUS]

MOVER: Kate Fulton, Councilmember

SECONDER: Barry Jackson, Councilmember

IN FAVOR: Mayor Ashton, Councilmember Fulton, Councilmember Jackson, Councilmember Myles, Councilmember Shaw, Councilmember Valeri, Councilmember Van Grack