



City of Rockville, Maryland

AGENDA

**In-Person
Neighborhood Connect**

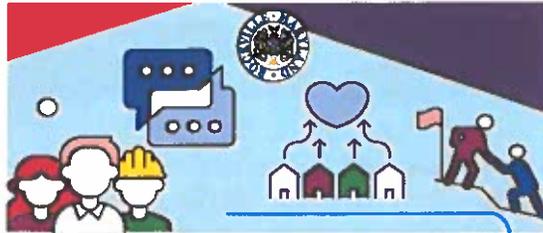
Thursday, December 11, 2025

**VisArts
155 Gibbs St.
Buchanan Room
Rockville, MD 20852
5:30 – 7:00 p.m.**

Notice is hereby given to the public on Thursday, December 11, 2025, at 5:30 p.m., the Mayor and Council of Rockville will be participating in a community discussion regarding public safety with the Rockville City Police Department with a focus on Town Center and Business.

Mayor and Council of Rockville

Attest: Sara Taylor Ferrell, City Clerk/Director of Council Operations



NEIGHBORHOOD CONNECT: TOWN CENTER EVENT PLAN

EVENT DATE: Thursday, December 11, 2025

TIME: 5:30 p.m. – 7:00 p.m.

LOCATION: VisArts 155 Gibbs St., Rockville, MD 20850 (2nd Floor Buchanan Room)

FOCUS NEIGHBORHOOD/AREA: Town Center Residents and Businesses

TOPIC: Public safety and resources (RCPD)

Event Synopsis: Connecting with residents of Town Center area to discuss public safety with RCPD. Chief West will begin the event with a brief address. He will bring officers and other staff members from his department to participate. This is an informal gathering, and most of the time will be spent with elected officials and members of the RCPD engaging in conversation with attendees. We will provide food and drinks to create a relaxed atmosphere, allowing elected officials and the RCPD to connect with the attendees.

Staff Assignments

Staff	Arrival Time	Event Assignments
Jeff Mihelich (JM)	5:15 p.m.	MC
Barack Matite (BW)	5:15 p.m.	GREETER – Support as needed.
Cherelle Ali (CA/CCE)	4:30 p.m.	CATER ORDER/ SET UP/FOOD LINE/SIGN IN/CLEAN UP
Gabby Robles (GR/CCE)	4:30 p.m.	SET UP/FOOD LINE/SIGN IN/CLEAN UP
Jason West (JW)	5:15 p.m.	REMARKS & CONVERSATION

Assignment Definitions:

“MC” – Master of the Ceremony

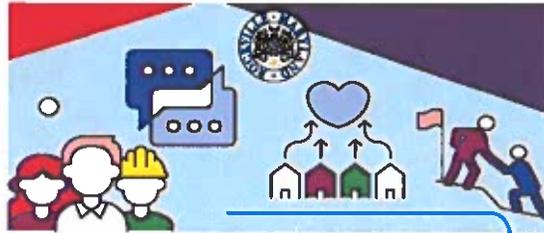
“Greeter” – Greets attendees

“Conversation” – Refers to the practice of walking around after presentations to engage with residents.

“Food Line” – Managing food display and replenishment.

Order/General Slug/Format/Notes in BLACK; Time in RED; Staff in GREEN; Technical and Crew Direction in ORANGE

Doors open at 5:30 p.m.



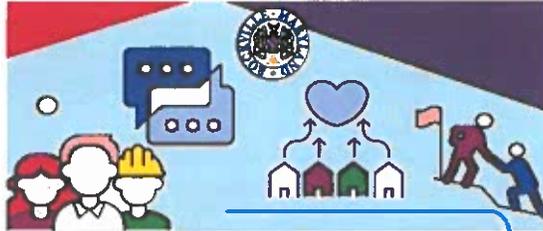
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Pre-Event:

Segment	TIME	STAFF	General Slug/Format Technical Direction	NOTES
Set Up	Begins at 4:30 p.m.	CA/GR	N/A	<ul style="list-style-type: none"> Set up front table with logo tablecloth, sign in sheet, and stickers. Receive cater and set up food on back tables Audio check with VisArts staff

Mingle, Food, Welcome, and Presentation:

TIME	STAFF	General Slug/Format Technical Direction	NOTES
5:30 p.m.	ALL	Doors Open – Mingle & Food	<ul style="list-style-type: none"> Everyone in the room is greeting people. CA at sign in table GR managing the food/drink line. BW greeting guests as they come in
5:40 p.m.	CA/ JM	Welcome *Welcome residents *Acknowledges Mayor and Council in attendance	<ul style="list-style-type: none"> BW starts asking people to sit if not seated to begin CM begins program, welcomes guests, explains what Neighborhood Connect is all about. JM shares a welcome and acknowledges Mayor and Council JM introduces Chief West
5:50 p.m.	JW	RCPD Brief Remarks	<ul style="list-style-type: none"> Overview of Public Safety Pass back to JM
6:00 p.m.	JM	Open the Connect and Converse	<ul style="list-style-type: none"> JM encourages residents to talk to engage/converse with the Mayor and Council and RCPD Officers



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7:00 p.m.	CA	End of Event	<ul style="list-style-type: none">• CA thanks everyone for attending and close out the evening.
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Sign In Table Materials:

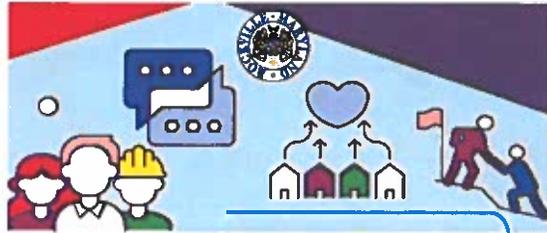
- Logo Table Cloth
- Sign-In Sheet
- Nametag
- Black Sharpie Markers
- Rockville Stickers
- Rockville Reports
- RCPD QR Code Postcard
- Villages Handouts

Directional Signage:

- Event Notice- Front Door
- Event Notice- Elevator
- Event Poster- 2nd Floor Landing

Catering (Safeway):

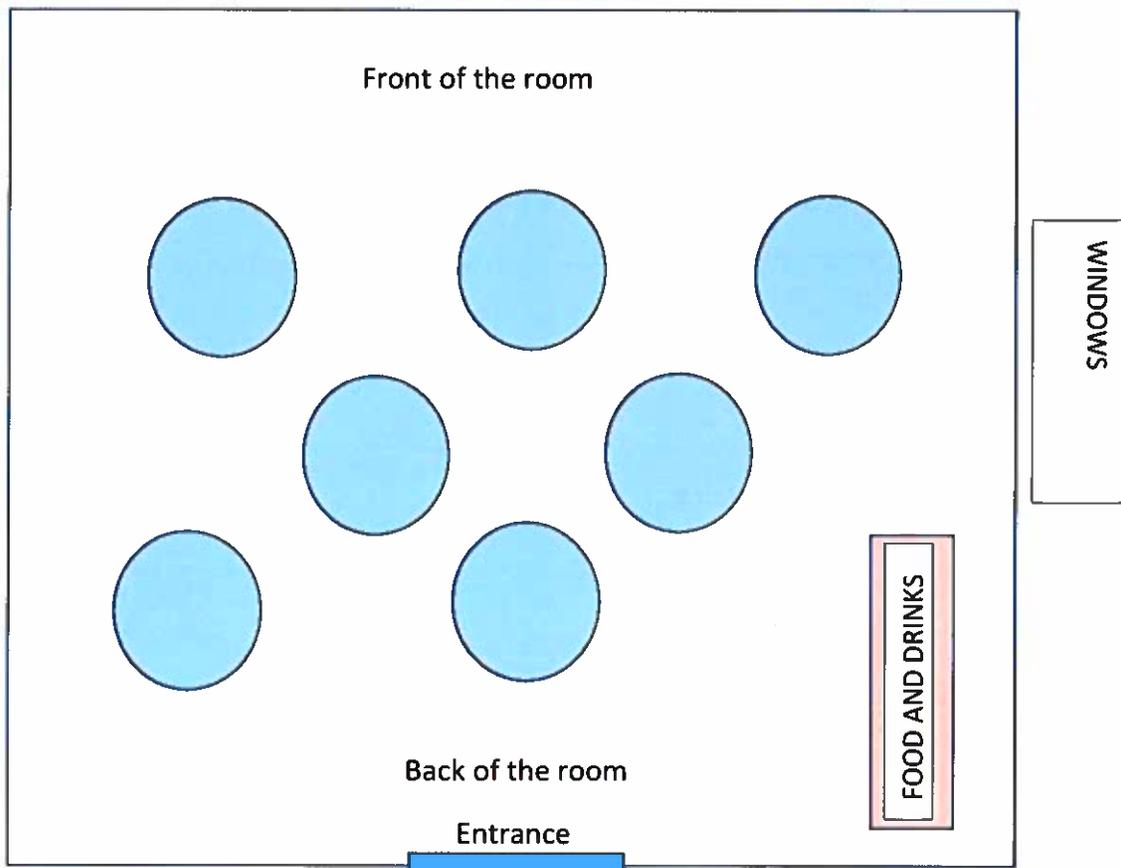
- Sandwich, fruit, vegetable platters
- Water and soda
- Plates, napkins, utensils
- Delivery to VisArts site



NEIGHBORHOOD CONNECT: TOWN CENTER EVENT PLAN

Floor Plan:

WINDOWS



COAT RACK

CHECK IN TABLE