

**City of Rockville
Leadership Planning Team Meeting Notes
August 4, 2025**

Meeting Participants:

Mayor Ashton
Councilmember Jackson
Councilmember Shaw
Jeff Mihelich, City Manager
Robert Dawson, City Attorney
Sara Taylor Ferrell, City Clerk/Director of Council Operations
Barack Matite, Deputy City Manager
Dave Gottesman, Assistant City Manager
Linda Moran, Associate City Manager

Agenda and Mock Agenda Review

August 4, 2025 Meeting Agenda

Comment: The City Manager reviewed the August 4 agenda. **He noted that tonight's meeting will start at 5:30 pm and it is an all virtual meeting.**

Comment: Mayor Ashton noted that she sent two emails for review and consideration. She noted that the City usually does not include "City of" in the titles of Board and Commissions. She requested that the name be adjusted in the staff report and resolution related to changing the name of the "Senior Citizens Commission" to the "Rockville Commission on Aging." Mayor Ashton also noted that she sent an email requesting that the City make sure it is proactively communicating with Rockville neighborhoods.

Comment: Councilmember Jackson concurred with Mayor Ashton's request to adjust the new title to "Rockville Commission on Aging."

Comment: The City Manager indicated that he would follow up on getting the simple changes made to the resolution and staff report before the meeting tonight. This work was completed. The City Clerk/Director of Council Operations sent an email today to the Mayor and Council noting the revisions were made and the updated staff report has been posted.

Comment: Mayor Ashton requested that the City push out through its communication channels that this is an all virtual meeting. Additionally, she requested that staff place a sign on the City Hall front doors.

Response: The City Clerk/Director of Council Operations noted that she would follow up on the request and asked the Mayor and Council and staff to log onto the virtual meeting by 5:15 pm.

Comment: Councilmember Shaw asked if after the proclamation will there be a break until 6:30 pm, or will the meeting proceed immediately afterwards.

Response: The City Manager clarified that the meeting would start at 5:30 pm and all items would proceed immediately after the proclamation.

September 8, 2025 Review of Mock Agenda

Comment: Mayor Ashton noted that there likely will need to be some flexibility on the start time for this meeting due to elected officials flying back from Pinneburg, Germany on this date.

Response: The City Manager noted that the meeting would start with proclamations will be flexible with planning due to travel schedules.

Comment: Councilmember Jackson asked when the election consultant report will be available. He will be traveling the week before the September 8 meeting and will need to review the report early.

Response: The City Manager noted that he asked the consultant to complete it by August 22.

Comment: Mayor Ashton asked if it could be available by August 21. Additionally, she noted that she would be comfortable with seeing a preliminary version of the election consultant report to get a sense of the direction and approach. She also noted that there are youth recognitions on this agenda. It will be very important to confirm the timing and to communicate the schedule with the public.

Response: The City Manager noted that he will try to have the consultant have the report ready by August 21 and would share it with the Mayor and Council as soon as it is available. Staff will work on the meeting schedule and communication with the public.

Review and Comment on Six Month Agenda Planning Calendar

September 15, 2025 Meeting

Comment: The City Manager reviewed the meeting schedule. There were no comments or questions.

September 22, 2025 Meeting

Comment: The City Manager reviewed the agenda for this meeting. There were no comments or questions.

September 29, 2025 Meeting

Comment: The City Manager reviewed the agenda for this meeting.

Comment: Mayor Ashton noted with regard to the Zoning Ordinance Rewrite worksession there was a request for more clear mapping to illustrate the recommendations. Additionally, she noted that residents have been weighing in on this topic and asked if residents can be notified about this meeting date.

Response: The City Manager noted staff would follow up and asked staff to make sure both comments are included in the LPT notes and to share them with the Zoning Ordinance Rewrite team. Residents in East Rockville, Montrose, and Lincoln Park have been weighing in on this initiative.

October 6, 2025 Meeting

Comment: The City Manager reviewed the agenda for this meeting. There were no questions or comments.

October 13, 2025 Meeting

Comment: The City Manager reviewed the agenda for this meeting. There were no questions or comments. He said that he would conclude the six month planning calendar review with this meeting date.

General Comments:

Comment: Mayor Ashton noted that it is her understanding that a neighborhood meeting is planned for August 25 or August 26.

Response: The City Manager noted that he is going to send an email today to the Mayor and Council regarding the “Neighborhood Connect” meeting. He noted that staff planned a date for the meeting and will share it with the Mayor and Council.

Comment: Mayor Ashton requested that the RHE Annual Report be placed on the unassigned agenda items list.

Response: The City Manager noted the Mayor's comment is a fair statement. Staff will add that item to the unassigned items list. The City Manager noted that he anticipates the item could be scheduled for a September or October meeting agenda.
