

Blue - new items to the list.

Red - latest changes.

Mayor & Council Action Report

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Estimated Completion date
MC-2014-1 (formerly MC-2013-31)	1/27/14	CMO	Memo	Neighborhood Communication Initiative Work with Councilmember Moore to proceed with the initiative funded in the FY14 budget. Status: Staff provided information to the Mayor and Council in May and discussed with Councilmember Moore in August. Staff will prepare follow up material for the Mayor and Council based on Councilmember Moore's feedback.	January 2015
MC-2014-4 (formerly FA-2013-3)	2/24/14	DPW / Police	Email	Pedestrian and Traffic Safety Work with the State to address resident concerns about pedestrian and traffic safety at Maryland Avenue and Great Falls Road and at the Falls Road interchange of I-270. Status: The Mayor and Council discussed a staff presentation about safety at the two areas on February 24, 2014. Staff will continue to coordinate with SHA and report back to the Mayor and Council on progress made on the following items: 1) SHA study of improvements to the Falls Road lanes at its signal with the I-270 interchange to reduce confusion. Status: SHA is working to identify other urban interchanges where the striping needs to be upgraded. The intent is to upgrade the striping here and at other similar intersections at the same time under the same contract. A schedule is not yet available. 2) SHA consultant review of improvements to the I-270 northbound exit ramp on Falls Road toward Rockville, Status: SHA received the consultant's study and it is currently under review prior to being shared with the City.	TBD TBD
MC-2014-6	5/19/14	HR	Memo and report	Vacancy Report Design a report on vacancies to be shared with the Mayor and Council quarterly. Status: The first quarter FY2015 Vacancy Report was discussed by the Mayor and Council on October 27, 2014. The second quarter report will be scheduled for a Mayor and Council meeting in late January.	1/26/15
MC-2014-14 (formerly FA-2014-19)	8/11/14	R&P / DPW	Future agenda	Discussion of Deer Management in the City Status: A follow up discussion with the Mayor and Council is planned for February 2015 to include: 1) a presentation from DNR on deer management, 2) input from Dr. Karen Becker, chair of the Animal Matters Board, and 3) information from a state or county expert on lyme disease. Staff will share information with the Mayor and Council on the results of the pilot spaying programs in Fairfax and Baltimore when it is available.	2/2/15
MC-2014-15	10/20/14	DPW	Email / TWTW	Street Configurations Provide information on the decision-making process for street parking and bike lanes, with specific reference to N. Washington Street, north of Beall Avenue.	1/16/15
MC-2014-19	11/17/14	City Clerk	Email / TWTW	Mayor and Council Conferences and Training Consider a policy on allocating funds for conferences and training for the Mayor and Council. Status: This will be discussed in the context of the FY2016 budget.	TBD

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MC-2014-20	12/15/14	DPW	Email / TWTW	<p>Pedestrian Safety Crossing Route 28</p> <ul style="list-style-type: none"> At Route 28 and Maryland Avenue – the pedestrian crossing on the west side of the intersection is challenging, with vehicles turning left from Maryland onto Route 28. Examine options for improvements. At Route 28 and Monroe Street – there is heavy pedestrian traffic between the Jury Lot and Council Office Building garage and the County buildings. Examine options for improvements. <p>Status: Staff will prepare a memo explaining the ownership and control at those intersections and outlining past efforts to improve the pedestrian experience while accommodating significant vehicle traffic.</p>	1/16/15
MC-2015-01	1/5/15	CMO	Email	<p>Montgomery County Legislation on Pesticides</p> <p>Track Bill 52-14, Pesticides, through the T&E Committee and report back to the Mayor and Council with any changes recommended by the Committee. The T&E Committee is scheduled to discuss this bill on February 2, 2015. The Mayor and Council will reconsider at that time whether to provide support for the legislation.</p>	

FUTURE AGENDA ITEMS

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Estimated Agenda Item date
FA-2013-2	4/8/13	CPDS	Future Agendas	<p>Zoning Ordinance, Mansionization and Master Plan Discussion (formerly FA-2013-10).</p> <p>Status: Mansionization was discussed by the Mayor and Council on October 20, 2014, and staff plans to continue this conversation on January 12, 2015.</p>	3/2/15
FA-2013-7	4/22/13	CMO / CPDS	Agenda item	<p>Town Center Parking</p> <p>Brief the Mayor and Council on:</p> <ul style="list-style-type: none"> Trends in parking requirements and practices in development projects in downtowns similar to Rockville Usage and management of parking garages and lots in Town Center Information sharing with the public about parking options in Town Center, including wayfinding Availability of Handicap Parking Expand discussion to include Transit Area parking (to include areas such as Twinbrook) 	TBD
FA-2013-9	5/6/13	Finance	Agenda item	<p>Discussion of Supplemental Employee Contributions (SEC)</p> <p>Status: Staff provided a copy of the FY 2014 valuation report, with a cover memo on the status of the SEC, in the Mayor and Council's materials for the December 15, 2014 meeting. Staff will check in with the Mayor and Council on whether to include this on a future agenda.</p>	TBD
FA-2013-11	6/10/13	R&P	Agenda item	<p>Discuss the City's Forest and Tree Preservation Ordinance</p> <p>Status: Forestry staff drafted amendments to the Forest and Tree Preservation Ordinance (FTPO) and is sharing them internally for review and comments. Proposed</p>	March 2015

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				amendments to the FTPO will be included on a Mayor and Council agenda after the new year.	
FA-2013-12 (formerly MC-2013-28)	7/15/13	CPDS	Agenda item	<p>Historic Designation Procedures</p> <p>Status:</p> <ul style="list-style-type: none"> On November 3, 2014, the Mayor and Council supported the recommendation to remove the procedural step called the “Authorization to File.” That process will begin on January 12, 2015, with an Authorization to File a Text Amendment, followed by a Public Hearing on February 23, 2015, Discussion and Instruction on March 16, 2015, and Introduction and Possible Adoption on March 30, 2015. The Mayor and Council supported the recommendation to establish a proactive historic designation program. Staff will provide a memo with more information about a proposed program by January 23, 2015, to be followed by a discussion at a Mayor and Council meeting with Peerless Rockville and the Historic District Commission. 	<p>3/30/15</p> <p>1/23/15</p>
FA-2013-17	11/18/13	City Clerk	Future agenda	<p>Proposal for a Voting Task Force</p> <p>Prepare a proposal for a new Task Force to explore increasing voter turn out. Include a discussion on possible benefits of holding open primaries for County and State elections, as a means to increase voter turnout.</p> <p>Status: The Mayor and Council requested that this be scheduled in September. Due to the City Clerk vacancy, staff suggests that this item be delayed until the Clerk’s office is at full staffing again. As a first step, the Montgomery County Task Force on Voting Rights just completed its report. The full report is available on line at http://tinyurl.com/132p4xj. The summary of 59 recommendations in the Task Force Report has been provided.</p>	TBD
FA-2014-2	2/10/14	Finance	Future Agenda	<p>MFD Purchasing Programs</p> <p>Receive a presentation on purchasing programs that support women, disabled and minority-owned businesses.</p> <p>Status: At the Mayor and Council meeting on October 20, 2014, staff was directed to establish a framework for an informal MFD program with specific program goals, objectives and strategies, including a schedule of events to participate in, to be submitted to the Mayor and Council.</p>	1/26/15
FA-2014-4	2/24/14	CMO	Future agenda	<p>Ombudsman/Citizen Advocate</p> <p>The Mayor and Council discussed an ombudsman/citizen advocate role on November 3, 2014. As a next step, Mayor Newton will share with the Councilmembers examples of this type of role from other local governments. The Mayor and Council will advise staff if another agenda item should be scheduled at a future date.</p>	TBD
FA-2014-10	5/5/14	CPDS	TWTW	<p>Rockville Pike Plan (Note: FA-2014-16 and FA-2014-34 are being merged into Action Item FA-2014-10, as they relate to the Rockville Pike Plan.)</p> <ul style="list-style-type: none"> Incorporates Mayor and Council review into future agendas <p>Status: Based on Mayor and Council input, staff prepared a schedule of next steps through March 2015 that includes worksessions, a joint meeting with the Planning</p>	TBD

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		DPW / CPDS DPW / CPDS		<p>Commission and another public hearing. The updated schedule was sent to the Mayor and Council by email on December 29, 2014.</p> <ul style="list-style-type: none"> Vision Zero <p>Discuss adopting a Vision Zero policy (no loss of life is acceptable) as a guideline for street design in the City, and consider as the City reviews Rockville's Pike Plan.</p> <p>Status: This will be discussed as part of the proposed Worksession on Street Network. Staff will provide a memorandum with background information and a recommendation the week of January 12, 2015, in advance of the worksession.</p> <ul style="list-style-type: none"> Undergrounding Utilities <p>Discuss undergrounding of utilities in Rockville and include it in the discussion of the Rockville Pike Plan.</p> <p>Status: It is anticipated that this topic will be included as part of the proposed Worksession on Remaining Topics, and staff will coordinate with Mr. Pasternak once a date has been set. Mr. Pasternak is available to attend the Mayor and Council Meeting on March 2, 2015.</p>	TBD TBD
FA-2014-13	6/21/14	CPDS	Future agenda	<p>Adequate Public Facilities Standards (APFS)</p> <p>Schedule an agenda item to discuss the APFS.</p> <p>Status: The Mayor and Council discussed this topic on November 17, 2014. A public hearing is scheduled for January 5, 2015 and January 26, 2015, and adoption of any agreed upon changes to the APFS is scheduled for February 9, 2015. On November 17, 2014, the Mayor and Council directed staff to:</p> <ul style="list-style-type: none"> Conduct outreach using all the avenues at the City's disposal to notify the public of the January 26, 2015 public hearing. Share the previous amendments to the APFS. Prepare a chart that estimates how much new residential development could be approved if the City's standard increased to 120%, based on available school capacity. Provide an estimate of the number of students projected from projects currently in the conceptual phase with no application formally submitted yet (to extent available). Consider how the City can assist MCPS to achieve a better forecast of the number of students coming into the schools. Open up a conversation with the County about the ability to impose a school capacity fee within the City of Rockville. 	2/9/15 Complete Complete Complete
FA-2014-14	6/21/14	DPW / CPDS	Future agenda	<p>Reduction of Commercial Vacancies</p> <p>Initiative to reduce long-term commercial vacancies by adjusting trip generation for vacant parcels.</p> <p>Status: Staff is gathering information and will prepare a memorandum on this topic for the Mayor and Council.</p>	1/23/15

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FA-2014-15	6/21/14	Police	Future agenda	Animal Control Ordinance Schedule a discussion on modifications and additions to the Animal Control Ordinance to include changes in the current fee structure, feral cat vaccinations, licensing of domestic cats, farm animal ownership and changes in dog tethering/leash rules and regulations. Status: Councilmember Palakovich Carr hosted a Town Hall meeting on October 21, 2014 at City Hall. The Animal Matters Board reviewed the draft Ordinance on November 4, 2014. The Mayor and Council will introduce an Animal Control Ordinance on January 12, 2015 and hold a Public Hearing on February 9, 2015. Adoption of the Ordinance is scheduled for March 9, 2015.	1/12/15
FA-2014-18	8/11/14	Legal / City Clerk	Future agenda	Mayor and Council Rules and Procedures Review suggested changes to the Rules and Procedures Status: The Mayor and Council began a discussion of Councilmember Moore's proposed changes on November 3, 2014, and will continue the discussion in early March 2015.	3/2/15
FA-2014-21	8/11/14	CMO	Future agenda	Pumphrey Funeral Home – Parking Issues Schedule an agenda item to discuss possible options to alleviate parking concerns for Pumphrey's and its neighbors, to include information on previous text amendments relating to parking. Status: City Manager staff gathered suggestions from Mayor Newton on how to proceed and is consulting with appropriate departments to determine next steps.	February / March 2015
FA-2014-22	Email	R&P	Future agenda	Smoking in Outdoor Spaces Status: The City Manager shared a memo with the Mayor and Council by email on September 2, 2014. This issue was discussed by the Recreation and Park Advisory Board at the meeting on September 25, 2014, and October 23, 2014. Staff will bring the Advisory Board's recommendations to the Mayor and Council for discussion.	3/2/15
FA-2014-23	9/8/11	R&P	Future agenda	King Farm Farmstead – Next Steps Status: Staff provided an update on the work underway at the Farmstead on November 24, 2014. Staff also presented options for initial investments in repairs to the structures on the site. Information that the Mayor and Council provides in the FY16 budget surveys and budget previews will be used to program funding for the property in the CIP.	Spring 2015
FA-2014-24	9/8/11	CMO	Future agenda	Worksession on Bus Rapid Transit with Montgomery County and City of Gaithersburg Status: A worksession was scheduled for December 3, 2014 at 7 pm at City Hall. Elected officials agreed to convene on this topic every six months.	Summer 2015
FA-2014-25	9/8/11	CPDS	Future agenda	East Rockville Neighborhood Plan Examine the status of two recommendations from the East Rockville Neighborhood Plan to use landscape buffers and other means to transition between the neighborhood and industrial areas; and assess the feasibility of a mixed-use transitional industrial area in the Southlawn Industrial area of East Rockville. Status: Staff is updating the draft scope of work based on input received from the Mayor and Council and will share the updated draft scope with the impacted neighborhood leadership for input. A draft scope of work will be included on the Mayor and Council's	TBD

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				<p>February 2, 2015 agenda and additional changes can be made at that time. A timeline for the study will be available after the consultant is secured.</p> <p>In addition, a text amendment to the Zoning Ordinance to require a landscape buffer will be presented to the Mayor and Council on February 2, 2015 for Authorization to File.</p>	
FA-2014-27	9/15/14	R&P	Future agenda	<p>Senior Center Membership Discussion on lowering the age requirement for Senior Center membership.</p>	3/9/15
FA-2014-28	9/22/14	Legal / DPW	Future agenda	<p>Styrofoam Ban Monitor Montgomery County's consideration of Bill 41-14 to prohibit certain polystyrene food service products by food service businesses. If adopted, consider having it apply in the City of Rockville. Status: The County Council introduced Bill 41-14 on September 9, 2014. A public hearing was held on October 14, 2014. The Transportation, Infrastructure, Energy and Environment Committee held a committee meeting on this bill on October 30, 2014. It is anticipated that this bill will go to the Montgomery County Council for discussion in January 2015.</p>	January 2015
FA-2014-29	9/22/14	CPDS	Future agenda	<p>Management Fee for Rockville Housing Enterprises (RHE) Discuss RHE receiving a fee for managing Fireside apartments that could assist with covering other financial needs of RHE. Status: RHE is preparing a formal request for a management fee to send to the Mayor and Council. Staff expects to receive this request in March. Upon receiving that request, staff will prepare information for a Mayor and Council discussion of the request after the new year.</p>	March 2015
FA-2014-30	9/22/14	City Clerk	Future agenda	<p>Boards and Commissions Discuss term limits for Boards and Commission members Status: Staff compiled information from previous discussions of term limits and researched the approach used by three other local jurisdictions. In responses to a November 17, 2014, Mayor and Council request, staff is completing additional research on the approach used by comparable municipalities located outside this region and will provide a memorandum to the Mayor and Council the week of January 5, 2015.</p>	March 2015
FA-2014-32	9/22/14	CPDS	Future agenda	<p>Maximum Expansion Limits (MEL) Review and discuss the City's Maximum Expansion Limits. Satus: Staff is compiling background information about Maximum Expansion Limits to share with the Mayor and Council. Discussion of the MEL is planned during the update of the Comprehensive Master Plan. The Planning Commission expressed interest in discussing the MEL in depth during their Master Plan work.</p>	TBD
FA-2014-33	9/22/14	DPW / HR	Memo	<p>Insurance for Water Line Breaks and Sewer Backups Examine options for City-provided insurance to cover damage from water line breaks and sewer backups that are not covered by homeowners insurance. Status: The City Manager provided information regarding insurance coverage for</p>	TBD

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				<p>damage from water line breaks and sewer backups to the Mayor and Council on October 31, 2014. At the meeting on November 10, 2014, the Mayor and Council asked staff to follow up, as outlined below:</p> <ul style="list-style-type: none"> • Ask our State Delegation for a status update regarding the response of the 2011 Maryland Insurance Administration (MIA) study related to the existence and scope of homeowner's insurance coverage from most water-type losses, including those arising from a water main break. In 2008, the Maryland General Assembly required homeowner insurers that sell policies in Maryland to offer coverage for water and sewer backup losses that are caused by the result of water or sewer backups through sewers or drains and is not caused by the negligence of the insured (i.e. homeowner). There is typically a cost for this coverage. Purchase of this water/sewer backup endorsement does not provide coverage for flooding or surface water damage. • How many of the 57 sewer backups and 2 water main breaks were repeats at the same address? • For those locations, what has the City done to repair or address any problems to avoid another re-occurrence? • Provide more information about the criteria that LGIT uses in considering whether to deny or accept a claim. • Consider increasing the maximum good-will payment from \$2,500 to \$10,000. 	
FA-2014-35	9/22/14	DPW	Future agenda	<p>Energy Rating Discuss the feasibility of an energy score rating system for buildings that would encourage energy efficiency updates. As a first step, ask the Environment Commission to examine similar programs in other municipalities.</p> <p>Status: A memorandum was attached to the October 20, 2014 Action Report. On November 6, 2014, the City is partnering with Montgomery County to co-host a free introductory workshop at Glenview Mansion on Montgomery County's new energy benchmarking legislation, including the tools available for energy benchmarking. The Mayor and Council directed staff to schedule a future agenda item. A Montgomery County Department of Environmental Protection representative has agreed to make a presentation to the Mayor and Council on the County's energy benchmarking bill in the new year, including an analysis of properties affected if it were to apply in Rockville.</p>	March 2015
FA-2014-37	10/13/14	Finance	Future agenda	<p>Utility Billing Discussion of concerns regarding Govolution, the City's online utility billing system.</p> <p>Status: The City Manager provided information about the City's online bill payment system to the Mayor and Council on December 17, 2014.</p>	12/17/14
FA-2014-38	10/13/14	Finance	Future agenda	<p>Purchasing Function Draft a scope of services for a consultant to review the City's Purchasing function and schedule it on an upcoming agenda for Mayor and Council review. Work with Councilmember Feinberg to develop the content and format of an annual purchasing report to be provided within 90 days</p>	2/2/15

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				of the end of the fiscal year. Status: A draft scope of services will be emailed to the Mayor and Council the week of January 5, 2015. An agenda item is scheduled for February 2, 2015.	
FA-2014-39 (formerly MC-2014-17)	11/10/14 (original 11/3/14)	R&P	Future agenda	Naming Rights Policy Schedule an agenda item to discuss a Naming Rights Policy proposed by the Recreation and Parks Board and discussed with Rockville Seniors, Inc.	Spring 2015
FA-2014-40	11/10/14	CMO	Future agenda	Voting Policy Schedule an agenda item to discuss a policy to require Mayor and Councilmembers to recuse themselves in votes associated with a business or organization that has provided them a campaign contribution.	TBD
FA-2014-41	11/17/14	DPW	Future agenda	Circulator Bus Discuss approaching Montgomery County Ride-On about returning the Route 45 bus to a Rockville branded bus, and identify funding for the initiative. Status: As a first step, staff will prepare a memo providing background information about the City's previous work with Ride-On on a City-branded bus.	1/16/15
FA-2014-43	12/15/14	HR	Future agenda	Minimum Wage for Rockville Employees Discuss policy options for Rockville in the context of State and County government decisions about increasing minimum wage.	March 2015
FA-2015-1	1/5/14	City Clerk / CMO	Future agenda	Meeting Management Strategies Discuss options presented by Councilmember Feinberg (email dated January 2, 2015) and other suggestions for managing Mayor and Council meeting time.	March 2015

THE FOLLOWING ITEMS HAVE BEEN COMPLETED / CLOSED OUT

FA-2014-42	12/8/14	HR	Future agenda	Worksession with the three employee groups to hear their concerns Status: On December 15, 2014, the Mayor and Council voted to forego a worksession with the employee groups.	Complete
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