



November 5, 2018

James Song, Director
Montgomery County Public Schools
Department of Facilities Management
45 West Gude Drive, Suite 4000
Rockville, MD 20850

Dear Mr. Song,

It was good to meet with you and Pete Geiling to begin the process of determining if the City and MCPS can come to an agreement regarding the construction of a new elementary school at Kelley Park. As you noted, there are a number of issues that need to be worked through and I appreciated the opportunity to discuss many of them informally with you.

Subsequent to that meeting, I thought it would be useful to provide a consolidated list of items that the City has determined to be potential points of negotiation relative to the MCPS proposal. These items are meant only to be illustrative and the wording should not be interpreted as final. Additionally, going forward we may add or delete from this list as we see fit.

As we've discussed, there is no expectation that every item on (or potentially added to) the list will be approved. We are attempting to determine what is possible at this point. At our next meeting, I would like to determine MCPS' formal position on the following -

- A written evaluation by MCPS indicating the feasibility of an alternate location for the new school in the wooded areas generally adjacent to the current Forest Oak Middle School site
- Outreach (to include public meetings) to the surrounding communities by the feasibility consultants to gather insights into site design
- The feasibility study process will result in multiple design options, for review by the City, in locating a school on the site
- The development process should include formal participation by the Gaithersburg Planning Commission in a manner acceptable to both parties
- MCPS will conduct a boundary study for the new elementary school eighteen (18) months prior to its opening. The City strongly supports (and formally requests) that the existing Forest Oak Middle School boundary should be reviewed concurrently
- All improvements to the site, including the school and any amenities, should be funded and completed at the same time; there should not be separate appropriations for the school and the park
- Construction on the site should be staged so as to create minimal impact on the surrounding park areas and leave as much of the existing park as possible available for use

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2038
301-258-6300 • FAX 301-948-6149 • cityhall@gaitthersburgmd.gov • www.gaitthersburgmd.gov

MAYOR
Jud Ashman

COUNCIL MEMBERS
Neil Harris
Laurie-Anne Sayles
Michael A. Sesma
Ryan Spiegel
Robert T. Wu

CITY MANAGER
Tony Tomasello

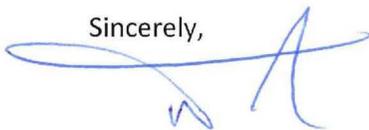
Mr. James Song
November 5, 2018
Page 2

- The new school building should include exterior security cameras capable of monitoring both the Kelley Park grounds and the Victory Farm Drive street front
- The new school will be built with upgraded playground equipment, suitable for a community amenity
- The existing Kelley Park Field #2, anticipated to be used by the school, will be converted to a rectangular, artificial turf field built to City standards - including the use of organic infill
- The artificial turf field would be jointly-used, subject to the terms of a negotiated Memorandum of Understanding between the City and MCPS, and MCPS will contribute an annual payment towards maintenance
- The new school will integrate any pathways constructed into the overall Kelley Park pathway system and upgraded pathway lighting should be considered throughout the park
- The storm water management system at the site will comply with the most recent regulations, requirements and standards
- Kelley Park Field #1 will receive new, expanded bleachers
- Areas of the elementary school premises determined to be “off limits” during school hours due to MCPS security policies should be as minimal as reasonably possible – site design should emphasize public use
- The City and MCPS will enter in to an agreement regarding free or discounted use of the school building for City evening and weekend programming, summer camps, etc.
- The parking lot(s) for the new school must provide a dedicated parking area for park visitors, even during school hours
- The parties should consider providing a temporary playground on a nearby site during construction of the school, if a feasible site is identified

At the meeting, you expressed a desire to obtain a “firmer commitment” from the City prior to executing a contract with a feasibility consultant and we acknowledge that is a logical step prior to encumbering any funds. In order to even propose such an action be requested, however, I need to report back to the Mayor and City Council as to the status of these priorities. Subsequent to that report, I believe the next step would be to develop a Memorandum of Understanding, outlining specific terms and conditions under which a project can proceed, that can be approved by our City Council and your Board and/or Superintendent.

The City remains committed to seriously exploring the possibility of a walkable school that integrates well into the park property and the surrounding communities. I look forward to continuing to work with you on this important project.

Sincerely,



Tony Tomasello
City Manager