

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD
AGENDA**

DATE: September 5, 2018
Black Eyed Susan Conference Room, 3rd Floor City Hall
TIME: 6:30 p.m.

- I. Call to Order at 6:30 p.m.
- II. Approve Agenda
- III. Approve Minutes
 - [Attachment](#): Minutes from July 17, 2018
- IV. Reports
 - Beryl L. Feinberg, Mayor and Council Liaison
 - Stacey Webster, City Staff Liaison
 - FAB Member Reports – See Action Plan
- V. Old Business
 - Finalize FY 2018 Action Plan, Final Report (20 minutes) – Kelly
 - Finalize FY 2019 Action Plan (20 minutes) – Kelly/Wright
 - Performance Measures – Kelly/Lee
 - Follow-up from Last Meeting – Wright
 - Other
- VI. Guest Speaker (approx. 7:30 p.m.), Karen Marshall, Director of Human Resources
- VII. New Business
- VIII. Future Agendas and Meeting Dates
- IX. Good of the Board
- X. Adjourn

NEXT MEETING: October 23, 2018

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: July 17, 2018

LOCATION: Back Eyed Susan Conference Room, 3rd Floor City Hall

TIME: 6:30 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Jack Kelly, Kuan Lee, Corey Orlosky, Sylvia Pacher, and Bob Wright (Board chair)
Mayor and Council Liaison: Beryl Feinberg
Staff Liaison: Stacey Webster, Deputy Director of Finance

ABSENT: None

I. Call to Order

Mr. Wright called the meeting to order at 6:29 p.m.

II. Approve Agenda

Mr. Wright asked the Board to review the agenda. There were no changes or comments.

III. Approve Minutes

Mr. Kelly made a motion to approve the minutes from June 5, 2018. Mr. Lee seconded the motion. All members voted in favor.

IV. Reports

- Councilmember Beryl Feinberg

Councilmember Feinberg reported that the Mayor and Council held a worksession last night. They discussed bus rapid transit, the King Farm Task Force report, and the Stonestreet Corridor Study. The Mayor and Council did not make any decisions, but gave staff some direction on how to continue with these items. Councilmember Feinberg reported that she urged her colleagues to remember that these items could have substantial operating and capital cost impacts. She reminded the Board that the Mayor and Council will meet again on August 1 and then go on recess until September 17, 2018.

Councilmember Feinberg updated the Board on the KID Museum and the Science Center. She mentioned that the site for the KID Museum is no longer viable so that project is on hold. There is currently no financial information available on the Science Center site or project.

- Stacey Webster, Staff Liaison

Ms. Webster reported that hard copies of the FY 2019 budget book are available.

Ms. Webster reported that the semiannual update to the procurement workplan will be presented to the Mayor and Council on August 1, 2018. Ms. Webster will send the Board the update to the procurement workplan when it is completed.

Ms. Webster reported that the Board's Action Plan is scheduled for the October 8, 2018, Mayor and Council meeting. This is the same evening on which several other finance items, including the FY 2020 budget calendar, first FY 2019 budget amendment, and quarterly report will be presented.

Ms. Webster reported that she and Mr. DiSpirito discussed the Board's performance measure request with Mr. Simoneau and decided to start with a review of the Operations Maintenance Division of Public Works. Ms. Webster asked if they would like Mr. Simoneau to attend the next meeting on September 5th or if a subgroup of the Board would like to meet with him and his staff as an initial step. Mr. Wright would like a subgroup (Mr. Wright, Mr. Kelly, and Mr. Lee) to meet with Public Works. Ms. Webster will check dates with Public Works to arrange an evening meeting in August related to the Operations and Maintenance Division's performance measures.

- FAB Member Reports

Mr. Kelly reported that he has not finalized the FY 2018 Final Report, but said there are only a few small changes to the Caregiver Task Force and performance measures sections. Mr. Wright will send his version of the FY 2018 Final Report to Mr. Kelly and Ms. Pacher to update their sections. The Board will then vote on the final report at the Sept. 5th meeting.

Ms. Pacher reported that the Task Force met in June and their next meeting is August 2, 2018. There are approximately five subgroups working on different elements of the process. Ms. Pacher's group is working on the submittal forms.

Mr. Wright reported that there was a Mayor and Council worksession on the King Farm Farmstead, which had members of the King Farm Task Force in attendance. He reported that the City has spent approximately \$4 million on the Dairy Barns. The Horse Barn will cost approximately \$60,000 to demolish or stabilize and \$2+ million to rebuild and bring utilities to the site. There is hesitation to move forward with this building without a defined use.

Mr. Wright expressed interest in a tour of the King Farm Dairy Barns. Ms. Webster will check with Mr. Chesnutt to see if the Board can get a tour of the Dairy Barns in the evening.

Mr. Wright reported that the City Manager approved an award for the consultant that will help with the City's transportation gaps (formerly known as the Circulator Study).

V. Old Business

- FY 2018 Action Plan, Final Report

Mr. Wright said that the FY 2018 Final Report was already addressed under “IV. Reports.”

- FY 2019 Action Plan

Mr. Wright described his new format for the FY 2019 Action Plan. He said there is only one new item, #15. Mr. Wright said that the Action Plan will be presented at the Oct. 8th meeting. He anticipates the status part of the Action Plan will grow over the year as the Board completes tasks. Councilmember Feinberg asked Mr. Wright to add staff phone number extensions. Ms. Webster will discuss the calendar for the Compensation and Classification Study with Ms. Marshall and will report back to Mr. Wright. Ms. Webster will send the draft FY 2019 Action Plan to the City Manager after Mr. Wright sends her the updated report.

- Performance Measures

Mr. Kelly reported that many of the performance measures issues that he previously reported were corrected in the FY 2019 adopted budget book.

- Follow-up from Last Meeting

Mr. Wright said that in future meetings he plans to review the previous meetings’ minutes to make sure that all open-ended/follow-up items are addressed.

- Other

Mr. Wright asked the Board how they would like to proceed with their annual budget review. He asked if the focus should be on format or content. In prior meetings, Mr. Kelly expressed his opinion that it was not the Board’s responsibility to question the recommendations of staff or the policy of the Mayor and Council, but rather only to ensure that the Mayor and Council have sufficient information to make decisions. Mr. Kelly acknowledged that the Code does not limit the scope of the Board’s review of proposed budgets to format concerns.

Mr. Wright asked if anyone knew of any new potential Board members. Mr. Lee mentioned that Andrew Brammer submitted an Expression of Interest to the Clerk’s Office. Ms. Webster will check with the City Clerk/Director of Council Operations to see if the City received any Expressions of Interest for the Board. Ms. Webster will invite all who have submitted an Expression of Interest to the Sept. 5th Board meeting.

VI. Guest Speaker

Mr. Wright said that he would like to invite staff from various City functions to explain different components of their jobs. He would like to invite the Retirement Board chair and staff liaison, and the City’s Division of Procurement to the next two Board meetings.

Ms. Webster was the guest speaker for the evening on the topic of the City's operating and capital budgets. She distributed the FY 2019 adopted budget book and discussed the different components/tabbed sections of the book. She explained where to find important information, like budget process calendar, financial management policies, General Fund assumptions, fund and department illustrations, and information on regular and temporary FTEs.

VII. New Business

No new business was reported.

VIII. Future Meeting Dates and Future Agendas

The next meeting is scheduled for **September 5, 2018**, at 6:30 p.m. in the Black Eyed Susan Conference Room and will include the following:

- a. Call to Order
- b. Approve Agenda
- c. Approve Minutes
- d. Reports
- e. Old Business
- f. Guest Speaker
- g. New Business
- h. Future Agenda and Meeting Dates
- i. Good of the Board
- j. Adjourn

The Board discussed future meeting dates and decided on October 23, 2018.

IX. Good of the Board

Mr. Wright said that he appreciated the contributions of Councilmember Feinberg and Ms. Webster to the Board's meetings.

Ms. Feinberg reported that the City hired a new Director of Community Planning and Development Services, Rick Barker, and a new Police Chief, Vic Brito. She also mentioned that she and members of the Police Department plan to visit the City of Laurel's Emergency Management facility soon.

Mr. Kelly and Mr. Lee said that they like the new style of the meeting. Mr. Kelly thanked Mr. Wright for taking the lead as chair.

X. Adjourn

Mr. Kelly made a motion to adjourn. Mr. Orlosky seconded the motion. All voted in favor. The meeting adjourned at 8:32 p.m.

Summary of follow-up items:

- Ms. Webster will send the Board the update to the procurement workplan when it is completed.
- Ms. Webster will check schedules with the Department of Public Works to arrange an evening meeting in August related to the Operations and Maintenance Division's performance measures.
- Mr. Wright will send his version of the FY 2018 Final Report to Mr. Kelly and Ms. Pacher so they can update their sections.
- Ms. Webster will check with Mr. Chesnutt to see if the Board can get a tour of the King Farm Dairy Barns in the evening.
- Ms. Webster will discuss the calendar for the Compensation and Classification Study with Ms. Marshall and will report back to Mr. Wright.
- Ms. Webster will send the draft FY 2019 Action Plan to the City Manager after Mr. Wright sends her the updated report.
- Ms. Webster will check with the City Clerk/Director of Council Operations to see if the City received any Expressions of Interest for the Board.
- Ms. Webster will invite all who have submitted an Expression of Interest to the Sept. 5th Board meeting.