

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD**

DATE: January 16, 2018  
*Red Maple Conference Room, 2<sup>nd</sup> Floor City Hall*  
TIME: 7:00 p.m.

**Board Meeting  
MINUTES**

PRESENT: Board Members: Jack Kelly (Chair), Kuan Lee, Corey Orlosky, Bob Wright  
Staff Liaison: Stacey Webster, Deputy Director of Finance  
Staff: Gavin Cohen, Chief Financial Officer; Craig Simoneau, Director of Public Works; Marylou Berg, Director of Communications; Tatum Walker, Communications Manager  
Guests: Rob DiSpirito, City Manager; Bridget Newton, Mayor

ABSENT: Board Members: Len Briskman, Sylvia Pacher, Eric Strong  
Mayor and Council Liaison: Beryl Feinberg

The meeting commenced at 7:00 p.m.

I. Approval of Minutes from November 14, 2017

Mr. Wright made a motion to approve the minutes from November 14, 2017. Mr. Lee seconded the motion. All members voted in favor.

II. FAB Member Reports

Circulator Study update: Mr. Wright explained his process for drafting the Circulator Study memo to the Mayor and Council. Mr. Kelly explained that the memo is recommending separating the process/RFP into two parts. He then said the Board wanted the Mayor and Council to identify the need for a circulator during a formal worksession.

Mr. Wright asked Mayor Newton to comment. Mayor Newton said that a circulator would be a great thing for our community because it will support our residents and businesses. She said that a circulator will bring new opportunities because Metro does not support all of our needs and there are gaps that need to be filled. She gave an example of use by Montgomery College students. Mr. Lee said he needed more time to think over the memorandum and to consider the Mayor's position. Mr. Kelly said that it is necessary for a consultant to determine need, and we should not determine need based on the limited perception of some stakeholders.

Mayor Newton described the former circulator that Rockville tried years ago when Town Square was opening. Mr. Wright mentioned the Gaithersburg study that showed a circulator is not

warranted. Mayor Newton said that Gaithersburg is different from Rockville so we should not compare.

The Board and Mayor Newton discussed splitting the RFP into two parts; everyone agreed that splitting it would be helpful. Mayor Newton said that a worksession would only come after the City hires a consultant.

Mr. Kelly asked the Board if they were comfortable recommending a two-part RFP that would assume a Mayor and Council worksession after the consultant is hired. The Board agreed that the City should move forward with the RFP. Mr. Kelly made a motion that Mr. Wright redraft the memo based on the conversation. All voted in favor.

Performance Measures update: Mr. Lee reached out to ICMA for information and he is waiting to hear back from them. Mr. Kelly said that he is most concerned with outcome measures.

### III. Expanding Rockville's Electronic Engagement with Citizens

Mr. Kelly asked the Board for their opinion about the City using online surveys. Ms. Berg said that we are currently using survey monkey for some City business already. Mr. Kelly said that we could use the utility billing email address book and Mayor Newton said that we could use emergency Rockville email address book. Ms. Berg confirmed that users must actively give permission to receive emails from the City. Mr. Kelly said it seems like there is value in shifting to electronic communications.

Mr. Wright asked if there was a Board or Commission to deal with these types of issues. Mayor Newton said that there is not a current Board or Commission, but there was a communications task force in the past. Mayor Newton said that the elected body will review all Boards and Commissions in the near future via a Boards and Commissions task force.

### IV. Water and Sewer Rate Update

Ms. Webster reported that the consultant presented to the Mayor and Council on December 11<sup>th</sup> and that the study was well received by the Mayor and Council.

Ms. Webster reported that the water and sewer public hearing was postponed from January 8<sup>th</sup> due to weather and was rescheduled for January 22<sup>nd</sup>. She also mentioned that the community can offer input throughout the budget process. Water and sewer rates are scheduled to be adopted on May 14, 2018.

### V. Board Comments on the FY 2017 CAFR

Mr. Orlosky commented that he took a cursory review, but will look at it in more detail before the next meeting.

VI. Action Plan Update

Mr. Wright asked to change the title from ‘action plan update’ to ‘status report.’ Mr. Kelly agreed to make that change.

Mayor Newton reported that the Caregiver Task Force will be formed within the next month.

Ms. Webster will check with Ms. Blow on the date of the Purchasing Action Plan Update. Mr. Kelly asked if he could review the update.

VII. Future Agendas

Mayor Newton asked if the Board wanted to see the Circulator Study RFP before it goes out. Mr. Wright clarified that the Board would like an opportunity to see it, but not to change it.

The next meeting is scheduled for **March 20, 2018**, and will include the following:

- I. Approval of Minutes
- II. FAB Member Reports
- III. FY 2019 Budget Review
- IV. FY 2017 CAFR Review
- V. Action Plan Update
- VI. Future Agendas and Meeting Dates

Action Items:

- Mr. Wright will edit and send memo to the Mayor and Council on the Circulator Study.
- Ms. Webster will check with Ms. Blow on the date of the Purchasing Action Plan Update.
- Ms. Webster will send the Board the link to the FY 2019 Proposed Budget document in February.
- Staff will send the Board the Circulator Study RFP before it goes out.

Mr. Wright made a motion to adjourn. Mr. Orlosky seconded the motion. All members voted in favor.

The meeting adjourned at 8:05 p.m.