

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD  
AGENDA**

DATE: February 2, 2022

Location: Video/Teleconference on ZOOM

<https://us02web.zoom.us/j/4291992467?pwd=Z21xUm81T3YxbDJLbnYxVGFWVC9wUT09>

Meeting ID: 429 199 2467

Passcode: 627583

301 715 8592

TIME: 6:45 p.m.

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
  - Attachment: Minutes from December 15, 2021
- IV. Reports
  - Council Member Feinberg
  - Ms. Zhang will provide an overview of the FY 2021 Annual Comprehensive Financial Report (ACFR)
  - Mr. Parrish will report on the quarterly financial reports, the ACFR and the PAFR
  - Mr. MacRitchie will discuss the staff responses to his remarks...
  - Ms. Hsu and Mr. Wright will discuss the meeting with the City Manager on Friday, January 28, 2022, regarding a “Donations Policy” for the city
- V. Old Business
- VI. New Business
  - Forward a memorandum regarding a “Donations Policy” for the city
- VII. Future Agenda and Meeting Dates
  - March 9, 2022
  - TBD
- VIII. Good of the Board
- IX. Adjourn

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD**

DATE: December 15, 2021

LOCATION: Video/Teleconference on ZOOM

TIME: 6:45 p.m.

**Board Meeting  
MINUTES**

PRESENT: Board Members: Jack Kelly, Vicky Hsu, Darryl Parrish, William Spagnuolo, Bob Wright (Board chair)  
Staff Liaison: Xiaojing Zhang, Director of Accounting

ABSENT: Board Member: Harold Hodges, Kenneth MacRitchie; Mayor and Council Liaison: Councilmember Beryl Feinberg

I. Call to Order

Mr. Wright called the meeting to order at 6:45 p.m. Mr. Wright informed the Board that Mr. Hodges might join late, and he did not know Mr. MacRitchie's plans.

II. Approve Agenda

Mr. Wright asked the Board if there were any changes to the agenda. Board members did not raise any changes. Mr. Wright then moved forward with the agenda.

III. Approve Minutes

Mr. Kelly moved the minutes from November 10, 2021. Mr. Parrish seconded the motion. All members voted in favor.

IV. Follow-up Actions

- Mr. Wright sent an email to Ms. Judge and Ms. Lewis to discuss the next steps for the Board's involvement regarding procurement of the "Performance Measures Consultant" and participation on the Evaluation Committee for reviewing contract proposals and selecting the winning bidder.
- Mr. Wright sent the approved statement for Boards and Commission Review for FY2021 Procurement Annual Report to Ms. Lewis and Ms. Zhang.

- Ms. Hsu's development of a simple set of rules of procedure to be used in conduct of Board meetings will be discussed later.

V. Reports

- Mr. Wright said Councilmember Beryl Feinberg is still recovering from surgery and hopes that she can join the Board's next meeting. Ms. Hsu commented that the City does not have a formal donations policy within its financial management policies. She mentioned that Mr. MacRitchie had shared his research about donations policies during the prior Board meeting. Ms. Hsu shared a draft policy for donations specifically for Rockville. Mr. Wright suggested that the policy cover the background, the covered materials, and address benefits. Mr. Wright asked for any comments from the Board members. Mr. Parrish commented on the background and the programs covered. Mr. Kelly commented that the draft was very well thought-through. The City should update the list of programs in the policy, and the City Manager and City Attorney ought to review this draft. Mr. Wright recommended the Board send a memo to the City Manager and Director of Finance, stating that the City should have a donations policy. The memo should offer background and a rationale for such a policy. It should include examples of other state and municipal donations policies. Mr. Wright asked for a vote and all Board members supported this action. Ms. Hsu added the comments that communication of how the donations is to spend should be included.
- Mr. Kelly reported that he signed the non-disclosure agreement and has served as an observer for procuring the performance measure consulting contractor. This past Monday was his 1<sup>st</sup> meeting with the Evaluation Committee, and he reported that the effort was off to a good start. He will report back to the Board on the results of the Evaluation Committee's work.
- Staff Liaison Report – Ms. Zhang reported that several items will be on the Mayor & Council agenda on February 28, 2022 meeting. These items include introduction of a resolution to establish –
  - the rate for Refuse Collection for FY 2023,
  - the rate for the Stormwater Management Equivalent Residential Unit for FY 2023,
  - an ordinance to appropriate and levy taxes for FY 2023, and
  - proposed discussion draft for the FY 2023 operating budget and CIP program.

The Annual Comprehensive Financial Report is scheduled to be presented on December 20<sup>th</sup> and will be posted on the City's website. Mr. Kelly would like to comment on the Annual Comprehensive Financial Report and asked if the report could be shared a little earlier before presentation to the Mayor & Council.

- Ms. Zhang reported that there has been no guidance on how the Boards and Commissions meetings will be held in 2022, i.e., virtual, in person or hybrid.
- FAB Member Reports – Ms. Hsu reported that Ms. Feinberg requested the review of the cost recovery policy for the Department of Recreation and Parks. Ms. Hsu suggested asking Director of Finance for input.
- There were no other Board member reports.

VI. Old Business

Board members had no old business to take up.

VII. New Business

Board members had no new business to take up.

VIII. Future Meeting Dates and Agendas

The next meeting will be held on **February 2, 2021**, at 6:45 p.m. via teleconference and will include the following:

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
- IV. Reports
- V. Old Business
- VI. New Business
- VII. Future Agenda and Meeting Dates
- VIII. Good of the Board
- IX. Adjourn

The meeting after that will be held on March 9, 2022, at 6:45 p.m.

IX. Good of the Board

Mr. Wright wished all Board members happy holidays. Mr. Kelly celebrated contributions from the Board members.

X. Adjourn

Mr. Parrish made a motion to adjourn. Ms. Hsu seconded the motion. All members voted in favor. The meeting adjourned at 7:28 p.m.

**Summary of follow-up items:**

- Mr. Wright is to complete the memo to be shared with the City Manager regarding the donations policy and vote on the memo during February meeting.