

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD
AGENDA**

DATE: April 7, 2021

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 March 17, 2021
- IV. Reports
 - Beryl L. Feinberg, Mayor and Council Liaison
 - Stacey Webster, City Staff Liaison
 - FAB Member Reports – See Action Plan
- V. Status of the FAB Review of the FY 2022 Proposed Operating Budget and Capital Improvements Program
- VI. Review of and suggestions for actions in the FAB FY 2022 Action Plan
- VII. Old Business
 - Follow-up from Last Meeting
 - Other
- VIII. New Business
- IX. Future Agendas and Meeting Dates
- X. Good of the Board
- XI. Adjourn

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: March 17, 2021

LOCATION: Video/Teleconference on ZOOM

TIME: 6:45 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Harold Hodges, Vicky Hsu, Jack Kelly, Kenneth MacRitchie, Darryl Parrish, William Spagnuolo, Bob Wright (Board chair)
Mayor and Council Liaison: Councilmember Beryl Feinberg
Staff Liaison: Stacey Webster, Deputy Director of Finance
Staff: Gavin Cohen, Chief Financial Officer
Guest: Bob Masucci (resident interested in Boards and Commissions)

ABSENT: None

I. Call to Order

Mr. Wright called the meeting to order at 6:48 p.m.

II. Approve Agenda

Mr. Wright asked the Board if there were any changes to the agenda. There were no changes to the meeting agenda.

III. Approve Minutes

Mr. Wright asked the Board if there were any changes to the minutes from February 24, 2021. There were no changes to the minutes. Mr. Kelly made a motion to approve the minutes and Mr. Parrish seconded the motion. All members voted in favor.

IV. Reports

- Mayor and Council Liaison Report – Councilmember Feinberg addressed the following Mayor and Council highlights: Mayor and Council will meet at 7:00 pm on March 22, 2021, for a two-hour budget worksession; they will hold a discussion on the King Farm Farmstead consultant; and adopt the second budget amendment of the fiscal year. There will be no meeting on March 29th, but a new meeting was added on April 5th for a discussion on good neighbor awards, branding and Town Center, and early childhood

education opportunities. On April 12th there is the final budget public hearing, Rockville 2040 Comprehensive Plan public hearing (must be approved by first meeting in August 2021), and policy and procedures recommendations from the Board and Commissions Task Force. On April 19th there is another budget worksession and discussion of the 2040 Plan, and on April 26th the Mayor and Council will discuss the city's deer culling program. Budget adoption is scheduled for May 3rd.

Mr. Wright asked Ms. Webster to explain the process for changes to the proposed budget. Ms. Webster explained that the changes are incorporated into the Mayor and Council's budget worksession agenda items and included in the 'Changes between Proposed and Adopted Budget' section in the adopted budget book.

- Staff Liaison Report – Ms. Webster then confirmed the budget dates that Councilmember Feinberg reported.
- FAB Member Reports – Mr. Parrish mentioned that he reviewed and sent questions on the quarterly financial report and the investment report to Ms. Webster and she addressed his questions.

V. Comments on the FY 2022 Proposed Operating Budget and Capital Improvements Program

Mr. Wright asked Ms. Webster when the Board should send their comments to the Mayor and Council. Ms. Webster said that the Board is welcome to send their comments now or wait until the Mayor and Council discuss staff's proposed changes to the budget on March 22. After the March 22 meeting, the Board meets on April 7 and can discuss updates to their comments. Ms. Webster will then include the Board's comments on the April 19, 2021, Mayor and Council budget worksession agenda item.

Ms. Hsu explained the process of the Board asking questions and receiving responses via email from staff. She has compiled the Q&As and Mr. Wright asked the Board members to review her summary and let her know if there are any changes or anything missing.

Mr. Wright confirmed that Mr. Hodges had no questions. Mr. Hodges said that he has not sent them yet but will send them in the next few days.

Councilmember Feinberg confirmed that we will also address the utility rates at the Mayor and Council's budget worksession on Monday. Mr. Cohen confirmed that we will discuss the utility rates and the budget changes.

Mr. Kelly is thankful for Ms. Hsu's work in compiling the Board's information. Mr. Kelly then went on to explain how he is disappointed that the Community Survey was discontinued in FY 2021. He thought that the performance measures related to the community survey were

helpful. He wants the Board to request that the Mayor and Council reinstate the survey. Mr. Kelly asked Councilmember Feinberg to comment. Councilmember Feinberg said that the Board should submit this comment or request to the Mayor and Council.

Mr. Cohen explained the history of the survey and said that there has been discussion about changing the format of the survey.

Ms. Hsu said that the feedback from the survey was helpful and based on her experience she thinks there needs to be more consumer-facing interaction.

Mr. Kelly recommended that the Board form a working group to come up with suggestions on a community survey tool to forward to the Mayor and Council. Mr. Wright asked that Mr. Kelly wait until the next Action Plan is developed to formally take up this topic.

Councilmember Feinberg told the Board that she submitted a request for funds for a performance measurement consultant. This will be included in Monday night's (3/22) budget worksession.

Mr. Hodges asked how surveys would have a financial impact on the city. Mr. Kelly and Ms. Hsu explained how the survey leads to better performance measures and how that will help to allocate resources. Mr. Hodges does not think it is the role of the Board to study and make recommendations on the survey tool for the city.

Mr. Wright thanked Ms. Hsu for her work to compile the Q&As.

VI. Old Business

Mr. Wright reviewed the completed follow-up items from the February 24, 2021, meeting. All items were completed.

VII. New Business

Mr. Wright asked the Board members to think about an Action Plan for next year. Mr. Kelly said that he was going to develop a proposed Action Plan item on performance measures.

VIII. Future Meeting Dates and Agendas

The next meeting will be held on **April 7, 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. Comments on the FY 2022 Proposed Operating Budget and Capital Improvements Program
- VI. Discussion on Board Action Plan for FY 2022
- VII. Old Business
- VIII. New Business
- IX. Future Agenda and Meeting Dates
- X. Good of the Board
- XI. Adjourn

The next meeting after that will be held on May 6, 2021, at 6:45 p.m.

IX. Good of the Board

X. Adjourn

Mr. Kelly made a motion to adjourn. Ms. Hsu seconded the motion. All members voted in favor. The meeting adjourned at 8:02 p.m.

Summary of follow-up items:

- Mr. Wright asked the Board members to review Ms. Hsu's budget Q&A summary and let her know if there are any changes.
- Mr. Wright asked Mr. Hodges to email his budget questions.
- Mr. Wright asked the Board members to think about Action Plan ideas for FY 2022.
- Mr. Kelly will develop a proposed Action Plan item on performance measures.