

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD
AGENDA**

DATE: December 15, 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 November 10, 2021
- IV. Reports
 - Chair: Follow up actions from meeting on November 10, 2021
 - City staff
 - Ms. Hsu to report on a proposed “City of Rockville Donations Policy”
 - Other Board members
- V. Old Business
- VI. New Business
- VII. Future Agenda and Meeting Dates
 - February 2, 2022
- VIII. Good of the Board
- IX. Adjourn

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: November 10, 2021
LOCATION: Video/Teleconference on ZOOM
TIME: 6:45 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Jack Kelly, Vicky Hsu, Kenneth MacRitchie, Darryl Parrish, William Spagnuolo, Bob Wright (Board chair), Chung Hei Sing (observer)
Staff Liaison: Xiaojing Zhang, Director of Accounting
Staff: Stacey Webster, Chief Financial Officer/Director of Finance; Jessica Lewis, Director of Procurement; Angela Judge, Deputy City Manager

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

I. Call to Order

Mr. Wright called the meeting to order at 6:45 p.m. Mr. Sing joined as a guest to the meeting and Mr. Wright asked Mr. Sing to provide a brief introduction and Mr. Sing expressed his interest in observing the Board meeting.

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. MacRitchie made a motion to approve the minutes from November 10, 2021. Mr. Kelly seconded the motion. All members voted in favor.

IV. Reports

- Ms. Judge provided a brief introduction to the Board and shared with the Board the status of the FY 2022 Action Plan #10. The Procurement Department has facilitated the Performance Measures RFP that is currently advertised for bidder response. Mr. Wright indicated the Board's willingness to participate and to be involved in the procurement process and recommended Mr. Kelly's engagement. Mr. Wright inquired about the

participants of the review committee and how the committee members were selected. Ms. Lewis reported that the review committee members have been selected, which include Subject Matter Experts, City Employees, and one person from Montgomery County. There was no request received from Financial Advisory Board to be on the committee. Ms. Lewis suggested that possibly Mr. Wright would be an observer on the committee. Mr. Wright suggested another conversation with Mr. Kelly, Mr. Spagnuolo, Ms. Judge and Ms. Lewis to discuss how to move forward with serving as non-voting members in the review committee. Ms. Lewis asked that non-voting members should adhere to confidentiality. Mr. Wright emphasized that Board members would share their experiences. Ms. Judge appreciated the Board's willingness to share expectations and perspectives. Mr. Wright planned to send an email to Ms. Judge and Ms. Lewis in 10 days for further discussion. Mr. Kelly stated that open communication is important, and Ms. Judge concurred. Mr. Kelly commented on the report on purchasing activities, the strategic plan and procurement commitment to a strategic sourcing program. Mr. Kelly added that procurement's vision should incorporate the support from other department in its strategic plan, also highlight coordination and cooperation. Strategic Sourcing program should involve two steps. Step I is to achieve spending under management, the quality level from spending, with the assistance from Information Technology and Finance. Step II is to achieve the best deal.

- Mr. Wright expressed the Board's desire to be involved in the procurement strategic plan.
- Mr. Wright reported that Ms. Feinberg is still recovering from her surgery.
- Mr. Wright reminded Board members that the agenda is posted on the City's website the Friday before the Board meeting.
- Mr. MacRitchie reported that Mr. Wright had requested him to perform background research for a policy regarding gifts/donations to the City. Mr. MacRitchie identified three provisions regarding donations of money and property in the City Charter. Mr. MacRitchie also reported that there were two other municipalities with policies on donations.
- Staff Liaison Report – Ms. Zhang reported that the FY 2023 Budget Calendar has been published. The American Rescue Plan Act(ARPA) allocation meeting will be held on November 15th. The FY 2023 Budget Priority Meeting will be held on December 13th. The Annual Financial Report and Annual Popular Report are scheduled for December 20th.

- FAB Member Reports – Mr. Spagnuolo reported that he is reviewing the Rockville community surveys and would engage Mr. Wright and Mr. Kelly when he is ready to share.
- There were no other Board member reports.

V. Procurement Annual Report

Mr. Wright shared the statement that would be sent to the Boards and Commissions Review regarding the FY 2021 Procurement Annual Report. Ms. Lewis reported that the formatting in the report has been corrected and the presentation to the Mayor and Council would have highlights and talking points. Mr. Kelly asked that the report show the total procurement outlays versus total outlays by the City. Ms. Zhang said she could provide such information for future reports. Mr. Kelly moved to accept the text in the statement and Mr. Parrish seconded the motion. All Board members voted in favor of the motion. The statement will be forwarded to Ms. Lewis and Ms. Zhang.

VI. Old Business

Board members had no old business to take up.

VII. New Business

Mr. Wright asked that if Robert's Rule of Order be adopted as a guidance. Ms. Hsu suggested that a simplified version would be better. Ms. Hsu will pursue a simpler form for rules of procedure.

VIII. Future Meeting Dates and Agendas

The next meeting will be held on **December 15, 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 next meeting after that will be held on February 2, 2022, at 6:45 p.m.

IX. Good of the Board

Mr. Kelly wished Ms. Feinberg well and hoped that Ms. Feinberg will have a speedy recovery.

X. Adjourn

Mr. Parrish made a motion to adjourn. Mr. Spagnuolo seconded the motion. All members voted in favor. The meeting adjourned at 7:57 p.m.

Summary of follow-up items:

- Mr. Wright is to send an email to Ms. Judge and Ms. Lewis to discuss the next steps on Board's involvement in "Performance Measures Consultant" procurement process in review committee.
- Mr. Wright is to send the approved statement for Boards and Commission Review for FY2021 Procurement Annual Report to Ms. Lewis and Ms. Zhang.
- Ms. Hsu will pursue development of a simple set of rules of procedure to be used in conduct of Board meetings.