

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD
AGENDA**

DATE: March 14, 2023

Location: Hybrid - Video/Teleconference on WEBEX

<https://rockvillemd.webex.com/rockvillemd/j.php?MTID=mf67164cd8c92f14d152f713f506414>

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Meeting ID: 2632 178 1824

Passcode: RCpxUnWu573

1-408-418-9388

TIME: 6:30 p.m.

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
 - Attachment: Minutes from January 25, 2023
- IV. Reports
 - Councilmember Feinberg
 - City staff - Presentation of Draft Development Fiscal Impact Analysis Report and Model
 - Board members - memorandum to the Mayor and Council regarding review of the proposed FY2024 Operating Budget and Capital Improvement Program
- V. Old Business
- VI. New Business
 - Memorandum to Mayor and Council regarding Board review of the proposed FY 2024 Operating Budget and CIP
 - Memorandum to Mayor and Council RE: Initial Review of the Proposed FY 2024 Operating Budget and Capital Improvement Program
 - Memorandum to the City Manager RE: Outstanding Calyptus Recommendations
- VII. Future Agenda and Meeting Dates
- VIII. Public Comments
- IX. Good of the Board
- X. Adjourn

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: January 25, 2023

LOCATION: Hybrid – In Person/Video/Teleconference on Webex

TIME: 6:30 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Kenneth MacRitchie, Bob Wright (Board Chair), Darryl Parrish, David Mack, Jack Kelly, William Spagnuolo, Jr.
Public: Harold Hodges (6:30 P.M.to 7:00 P.M.), Lori Merrill
Mayor and Council Liaison: Councilmember Beryl Feinberg
Staff Liaison: Xiaojing Zhang, Director of Accounting
Staff: Robert DiSpirito, City Manager; Barack Matite, Deputy City Manager; David Gottesman, Assistant City Manager

ABSENT: None

I. Call to Order

Mr. Wright called the meeting to order at 6:30 p.m.

II. Approve Agenda

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

III. Approve Minutes

- Mr. Wright asked for a motion to approve the minutes from November 9, 2022. Mr. Kelly moved to accept the minutes. Mr. Mack seconded the motion. All members voted in favor.
- Mr. Wright asked for a motion to approve the minutes from November 28, 2022. Mr. Mack moved to accept the minutes. Mr. Kelly seconded the motion. All members voted in favor.

IV. Introductions

- Mr. Wright introduced Ms. Lori Merrill to the Board. Mr. Wright mentioned that Ms. Merrill submitted an expression of interest for appointment to the Board. Ms. Merrill introduced herself to the Board. She currently serves as a treasurer for Rockville United Church and has budgeting experience. Ms. Merrill comes from the Twinbrook community, and her family lived there since 2004. She looks forward to serving on the Board. All Board members introduced themselves.
- City Manager Mr. DiSpirito introduced Mr. Gottesman – the assistant City Manager. Mr. Gottesman used to work for Montgomery County Government, and he is a talent to the City. Mr. Gottesman said that he worked for the County government for the past ten years; and he previously held positions in private and public sectors. He is experienced in grants management, implementation of performance measurements and management, community surveys, strategic planning, and special projects.
- City Manager Mr. DiSpirito also introduced Mr. Matite who serves as the Deputy City Manager. Mr. Matite served as city manager for the City of Eudora, Kansas for the past six years. He is a graduate and undergraduate from the University of Kansas. Mr. Matite will oversee several departments, including Information Technology, DEI, CPDS, HR, and PIO. Ms. Linda Moran reports to Mr. Matite. Mr. Matite will be the acting City Manager when Mr. DiSpirito is not available. Mr. Matite also oversees customer responses, arts, culture, and history and REDI.
- Board members welcomed Mr. Gottesman and Mr. Matite.

V. Reports

- Councilmember Feinberg explained the reason for being remote for this meeting. She reported that on January 30th the Mayor and Council will hold a public hearing for the increase of councilmembers from five to seven and receive an update of the Town Center master plan. On February 27th the City Manager will present the proposed FY 2024 Operating Budget and Capital Improvement Program (CIP).
- Mr. Parrish talked about the Capital Improvement Program (CIP) and FY 2024 Budget. He indicated that he had discussions with Ms. Francisco – Deputy Chief Financial Officer and Ms. Zhang – Director of Accounting, as well as the City Manager, Mr. DiSpirito. Mr. Parrish has documented the responses for a report on the CIP. The City Manager, Mr. DiSpirito, appreciated excellent questions from Mr. Parrish and the time with Mr. Wright. Mr. DiSpirito said that city staff are always available to the Board.
- Mr. Mack said that he received the Raftelis’ report and returned it to Ms. Francisco. He indicated that Montgomery County has published a database with performance measures that the City can use as benchmarks. This database can be converted into excel. Mr.

Gottesman mentioned that he is ready to perform a pre-walkthrough and understands the logic of these performance measures. This year will be the transitional year. Mr. Mack and Mr. Gottesman will prepare the footnotes to show the changes in performance measurements with a year-by-year trend analysis.

- Councilmember Feinberg appreciated the idea of variance analysis and thought that this analysis will make the budget easier for the public to understand.
- Mr. Kelly expressed his excitement on this project. He complimented Mr. Gottesman's background in performance measures. Mr. Kelly mentioned the FY 2022 Annual Report from the procurement department and would like to know more about spending with master agreements.
- Mr. Hodges left the meeting before 7:00 pm (around 6:59pm).
- Mr. MacRitchie was assigned the review of the proposed FY2024 Human Resources budget. He would like to arrange a meeting with the City Manager to discuss fixed assets management.

VI. Board Workings

- Budget calendar review and future meetings: Mr. Wright reviewed the FY2024 budget calendar and asked if the Board can meet March 14, 2023. Mr. Gottesman will confirm the date. Mr. Wright said the meeting after that will be on April 25, 2023. The Mayor and Council will adopt the budget on May 8, 2023. The Board will have an opportunity to include a statement in the Boards and Commissions' review section of the agenda for adopting the budget. Board members confirmed they could meet on May 2, 2023, to approve the statement. Mr. Wright said that August 2, 2023, is reserved for approving the Board's Annual Report and all Board members are encouraged to work together in completing the report.
- Budget review assignments: Mr. Kelly mentioned that not all performance measures from procurement in the prior report were included in the Raftelis' report. Mr. Gottesman replied that he will share the crosswalk. Mr. Mack is assigned to review all performance measures of all departments. Mr. Wright encouraged Board members to also review performance measures within their respective departmental assignments and engage Mr. Mack when they have findings and questions. Mr. Wright continued, if Board members are seeking answers from the City, all questions should be directed to Ms. Zhang for routing to the appropriate staff. Department of Planning and Development Services has been re-assigned from Mr. Kelly to Mr. Spagnuolo. Councilmember Feinberg pointed out that the grants to outside agencies are within the budget of the City Manager's Office and grants to caregivers are within the budget of the Department of Housing and Community

Development. These grants are in separate notebooks and details are not provided within the budget book. However, the supplemental materials for these grants are in the binders that Mayor and Council have access to. Mr. Wright asked that Board members review the processes for the recommendations in the material for grants to caregivers and grants to outside agencies.

- Budget review processes: Mr. Wright said that all budget-related questions should be forwarded to Ms. Zhang. He mentioned that the City Charter requires the Board to review the budget every year. Board members should keep track of the emails that are sent to Ms. Zhang and the replies from staff. Mr. Wright asked that Board members retain their email correspondence to document their review. This documentation affirms that the Board reviewed the budget. Mr. Wright will send a copy of the prior year's review to Mr. Mack and Ms. Merrill.

VII. Old Business

Board members had no old business to take up.

VIII. New Business

Board members had no new business to take up.

IX. Future Agenda and Meeting Dates

The next meeting will be held on **March 14, 2023**, at 6:30 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 April 25, 2023, May 2, 2023, and August 2, 2023, at 6:30 p.m.

X. Good of the Board

Mr. Wright thanked all for participating the meeting.

XI. Adjourn

Mr. MacRitchie made a motion to adjourn the meeting. Mr. Spagnuolo seconded the motion. All members voted in favor. The meeting adjourned at 7:48 p.m.

Summary of follow-up items:

- Mr. Kelly will provide a status update about the procurement report.