

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: February 24, 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

ABSENT: None

I. Call to Order

Mr. Wright called the meeting to order at 6:46 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 January 13, 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.

Mr. Wright asked the Board if there were any changes to the minutes from January 29, 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 shared that going forward all Mayor and Council meetings will start at 7:00 P.M. If members would like to participate in community forum they need to contact the City Clerk’s Office by 10:00 A.M. on the day of the meeting.

The next meeting is on March 1st and there will be a FY 2022 budget public hearing, a FY 2021 budget amendment, and a FY 2022 budget worksession. A Town Center branding strategy agenda item is also scheduled for that night. There is no meeting on March 8th and the planning/discussion for the comprehensive master plan is on March 15th. On March 22nd there is another FY 2022 budget worksession, adoption of FY 2021 budget amendment, and a discussion on early childhood education opportunities.

Councilmember Feinberg also mentioned some other agenda items, including additional FY 2022 budget public hearings, budget worksessions, and discussion and instructions on accessory dwelling units that are coming before the Mayor and Council in April.

- Staff Liaison Report – Ms. Webster confirmed the budget dates that Councilmember Feinberg reported and encouraged the Board to watch the budget meetings.
- FAB Member Reports – Mr. Hodges said that Mayor and Council has contracted with a firm for recommendations on what to do with the King Farm property. Mr. Hodges has not heard back from Mr. Chesnutt. Councilmember Feinberg said she would follow-up with Mr. Chesnutt to find out the status of the contract.

V. Review and approval of memorandum on Board’s recommendation on FY 2022-FY 2024 water and sewer rates and rate structure

Mr. Wright asked the Board to make a motion to approve the Stantec recommendations for the FY 2022 through FY 2024 water and sewer rates and rate structure. Mr. MacRitchie made the motion to approve the recommendations. Mr. Hodges seconded the motion. The motion passed with a vote of 4-2-1. Mr. Wright will send the Mayor and Council the memorandum with the Board’s position.

VI. Review of the FY 2022 Proposed Operating Budget and Capital Improvements Program

Mr. Wright asked Ms. Webster to provide an overview of the FY 2022 proposed budget. Ms. Webster gave an overview of the budget, including the top budget priorities, total appropriation levels, total FTES, and CIP information. The Board members asked some general questions about the following topics:

- Treatment of principal and interest payments for enterprise versus governmental funds
- Total outstanding and planned debt
- Restricted revenue in Special Activities Fund accounts
- Electric vehicles and auctioning vehicles
- Refuse and Recycling temporary employees versus contract employees
- Police overtime

- Hotel Tax revenue
- Admissions and Amusement Tax revenue
- The proposed Mental Health Specialist position in the Police Department
- Reductions in Recreation and Parks revenues and expenditures due to COVID-19
- Technology improvements
- Funding CIP projects with unassigned reserves
- Level of unassigned reserves
- The historical adjustments in administrative charges revenue in the General Fund
- Implementation of compensation and classification study results

Ms. Webster requested that Board members email her their questions and she will forward them to the appropriate staff. Ms. Webster also mentioned that the Mayor and Council may want to hear from the Board at the March 22, 2021, budget worksession.

VII. Old Business

Mr. Wright reviewed the completed follow-up items from the January 13, 2021, meeting. All items were completed.

VIII. New Business

There was no new business.

IX. Future Meeting Dates and Agendas

The next meeting will be held on **March 17, 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 of the FY 2022 Proposed Operating Budget and Capital Improvements Program
- VI. Old Business
- VII. New Business
- VIII. Future Agenda and Meeting Dates
- IX. Good of the Board
- X. Adjourn

The next meeting after that will be held on April 7, 2021, at 6:45 p.m.

X. Good of the Board

XI. Adjourn

Mr. Parrish made a motion to adjourn. Mr. Hodges seconded the motion. All members voted in favor. The meeting adjourned at 8:26 p.m.

Summary of follow-up items:

- Councilmember Feinberg will ask Mr. Chesnutt to follow-up with Mr. Hodges on the King Farm consultant.
- Mr. Wright will send the Mayor and Council the memorandum with the Board's position on the water and sewer rates and rate structure.
- Board members will email their budget questions to Ms. Webster and she will forward to department staff.