

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: June 3, 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,
William Spagnuolo, Bob Wright (Board chair)
Staff Liaison: Stacey Webster, Deputy Director of Finance

ABSENT: Mayor and Council Liaison: Councilmember Beryl Feinberg
Board Member: Darryl Parrish

I. Call to Order

Mr. Wright called the meeting to order at 6:50 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 April 7, 2021. Mr. Kelly asked that a typo of “we” be changed to “were” on page 2. There were no other changes to the minutes. Mr. Kelly made a motion to approve the minutes with the edit and Mr. Spagnuolo seconded the motion. All members voted in favor.

Mr. Wright noted that the meeting previously scheduled for May 6th was moved to this meeting, June 3rd.

IV. Reports

- Staff Liaison Report – Ms. Webster reported that the FY 2022 budget was adopted on May 10, 2021, and staff was working on finalizing the adopted book, which will be posted by July 1, 2021.

- FAB Member Reports – Mr. Wright reported that he asked staff to answer questions on water quality and IT security. Mr. Wright reported that staff answered the questions in writing, but he would like more information on IT security. Ms. Webster explained that the city has a consultant on contract to help with IT security and testing and that the city created a separate city division to focus on cybersecurity.

Mr. Spagnuolo commented that it was difficult to compare year-over-year for performance measures in the budget document because the prior year shows adopted instead of actual. Ms. Webster explained how the city compares adopted-to-adopted and does not update performance measures except for on an annual basis. Mr. Kelly explained that because this is a decentralized process it is very inconsistent between departments. Mr. Hodges asked if there was a centralized process for gathering and updating information like in the federal government. Ms. Webster said that the city's process is decentralized and managed by the individual departments/divisions. Ms. Webster also reported that the Mayor and Council added \$75,000 for a performance measurement consultant in FY 2022 to review the city's performance measurement system. This contract will be managed out of the City Manager's Office.

V. Structure of Meetings when City Hall Reopens

Mr. Wright asked if the Board members would like to return in person when City Hall reopens. Most of the members commented that they would like to return in person but would also like the opportunity to attend via video conference. Ms. Webster said that the City Manager and senior management is discussing this issue right now and it is her hope that most, if not all, conference rooms will be equipped with the appropriate equipment/technology to have video conferences starting in September 2021.

VI. Review of the Financial Advisory Board FY 2021 Annual Report

Mr. Wright shared a draft of the FY 2021 Annual Report. There are several items that require updates. For #2, Mr. Wright reported that more questions and comments will come forward in the fall of 2021. For #4 and #5, Mr. Parrish will update. For #6, Ms. Hsu will refer to the information from the April 19th green sheet and contact Ms. Webster, if needed. For #7, Mr. Kelly will add a sentence that states the meeting with the City Manager has not been scheduled. For #8, Mr. Spagnuolo sent information on May 31st and Ms. Webster commented that she has not reviewed the questions yet. For #10, Mr. Hodges will follow-up with Councilmember Feinberg and staff.

Mr. Wright said that he would like changes to the FY 2021 Annual Report by the end of the fiscal year.

VII. Old Business

Mr. Wright reviewed the follow-up items from the last meeting and all items were complete.

VIII. New Business

Mr. Wright asked the Board members to comment on the FY 2022 Action Plan. Mr. Kelly said that he would like the Board to be involved with the performance measurement consultant that is budgeted for FY 2022. Mr. Hodges asked Mr. Kelly about the degree of the Board's involvement. Ms. Webster said that in the past the Board has reviewed the 'scope of work' and final product/report. Mr. Kelly will work on language for the FY 2022 Action Plan that reflects the Board's desire to be involved with this item.

Mr. Wright will request that Councilmember Feinberg add the FY 2022 Action Plan to a future Mayor and Council meeting.

IX. Future Meeting Dates and Agendas

The next meeting will be held on **September 8, 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. Finalize the FY 2021 Annual Report
- VI. Finalize the FY 2022 Action Plan
- VII. Election of Board Chair
- VIII. Old Business
- IX. New Business
- X. Future Agenda and Meeting Dates
- XI. Good of the Board
- XII. Adjourn

The next meeting after that will be held on October 13, 2021, at 6:45 p.m.

X. Good of the Board

XI. Adjourn

Mr. Kelly made a motion to adjourn. Ms. Hsu seconded the motion. All members voted in favor. The meeting adjourned at 8:03 p.m.

Summary of follow-up items:

- Board members will send updates to Mr. Wright on the FY 2021 Annual Report before the end of the fiscal year.
- Mr. Kelly will send Mr. Wright language for the performance measurement consultant item for the FY 2022 Action Plan.
- Mr. Wright will request that Councilmember Feinberg add the FY 2022 Action Plan to a future Mayor and Council meeting.