

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD**

DATE: June 12, 2019

LOCATION: Black Eyed Susan Conference Room, 3<sup>rd</sup> Floor City Hall

TIME: 6:30 p.m.

**Board Meeting  
MINUTES**

PRESENT: Board Members: Andrew Brammer, Jack Kelly, Kuan Lee, Darryl Parrish, Bob Wright (Board chair)  
Staff: Gavin Cohen, Chief Financial Officer/Director of Finance

ABSENT: Corey Orlosky, Board Member  
Beryl Feinberg, Mayor and Council Liaison  
Stacey Webster, Staff Liaison

I. Call to Order

Mr. Wright called the meeting to order at 6:33 p.m.

II. Approve Agenda

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

III. Approve Minutes

Mr. Brammer made a motion to approve the minutes from March 21, 2019. Mr. Kelly seconded the motion. All members voted in favor.

Mr. Kelly made a motion to approve the minutes from April 9, 2019. Mr. Brammer seconded the motion. All members voted in favor.

IV. Reports

- Mr. Wright announced that Mr. Brammer and Mr. Orlosky were reappointed by the Mayor and Council on May 13, 2019. Mr. Brammer's term ends 6/1/23 and Mr. Orlosky's term ends 5/1/23. Mr. Wright also mentioned that there is one vacant seat.

- FAB Member Reports

- Investment Policy – Mr. Brammer reported that his edits to the City’s Statement of Investment Policy were addressed and/or included in the revised policy that was presented to the Mayor and Council. Mr. Cohen confirmed that the Mayor and Council approved the revised policy on June 3, 2019.
- Investment Report – Mr. Parrish reported that Ms. Webster instructed him to wait until after the June 30 quarter ends to review the first report as prepared by the City’s new investment advisor/asset manager.
- Financial Report – Mr. Parrish reported that he reviewed the third quarter financial report and had a few questions/comments that Ms. Webster addressed.
- Procurement – Mr. Kelly reported that he is frustrated that staff has not forwarded any chapters of the Purchasing Guide. He is also frustrated with ‘strategic sourcing’ and said that most organizations, regardless of size, can save money through different opportunities, not just through a low bidder approach.

Mr. Wright asked if the chapters were complete and being released to staff. Mr. Cohen said that he is not aware that any chapters are being released to staff. Mr. Wright said that he thought the Board would have access when the entire guide was complete. Mr. Wright asked Mr. Cohen to follow-up with Purchasing to see when the chapters or entire Guide will be complete.

- Caregiver Funding Task Force – This was Ms. Pacher’s task and Mr. Wright will follow-up to see when this information will be presented to the Mayor and Council.
- Performance Measures – Mr. Brammer reminded Mr. Wright that Mr. Lee provided an email update. Mr. Kelly read the email that described that the Board will work with the City’s Operations and Maintenance Division to determine a successful performance measure framework for the rest of the City. Mr. Kelly discussed a meeting that he attended with the Department of Recreation and Parks and their discussion on performance measures.
- Transit Gap and Needs Analysis – Mr. Wright reported that the Analysis was completed and will be presented to the Mayor and Council on June 17, 2019. Mr. Wright reported that only minor improvements were noted in the Exec. Summary.
- Water/Sewer Rate Study – Mr. Cohen reported that the purchase order should be issued to the vendor in June.

- King Farm Farmstead – Mr. Parrish reported that the Mayor and Council asked staff to develop a Request for Information (RFI) for ideas for the Farmstead property. Mr. Cohen reported that funding for basic shoring was included in the FY 2020 CIP budget for the Horse Barn.
- Compensation and Classification Study – Mr. Cohen reported that a contract has been awarded.

V. Old Business

Mr. Lee is working on scheduling a meeting with the Department of Public Works to continue the discussion on performance measures.

VI. Comprehensive Master Plan (the Board swapped the order of this item and the next item)

Ms. Cynthia Kebba from the Department of Planning and Development Services was at the meeting to discuss the new Comprehensive Plan. She reported that the public record closes on June 18, 2019, and that the City held three public hearings prior to the summer.

Ms. Kebba described that this was Part 1 of the Plan and it contains ten planning-related elements. Part 2 will be presented to the Planning Commission in a few months and will cover the City's planning areas and uses. She described the process of how the new Comprehensive Plan will be adopted by the Planning Commission and the Mayor and Council.

Ms. Kebba left a copy of the Comprehensive Plan for the Board members to share.

VII. Review Board Action Plan

Mr. Wright reported that the first 6 items in the Action Plan are required by the City Charter and will remain on the FY 2020 Action Plan. In addition, items 7, 8, 9, 12, 13, 15 will remain on FY 2020 Action Plan. Item 10 will be combined with item 1. Items 11 and 14 are complete and will be removed from the Action Plan.

Mr. Kelly will take over the Caregiver Agency Task Force from Ms. Pacher who resigned from the Board.

The Board discussed the King Farm Farmstead property and the history and challenges that surround the development of the property.

VIII. New Business

No new business.

IX. Election of Board Chair

Mr. Kelly made a motion to nominate Mr. Wright for one more year as the Board's chair. Mr. Parrish seconded the motion. All members voted in favor.

X. Future Meeting Dates and Future Agendas

The Board agreed to hold the next two meetings on September 3, 2019 (after this discussion that date was changed to September 4, 2019) and October 1, 2019. The next meeting will be held at 6:30 p.m. in the Black Eyed Susan Conference Room and will include the following:

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
- IV. Reports
- V. Old Business
- VI. To Be Determined
- VII. New Business
- VIII. Future Agenda and Meeting Dates
- IX. Good of the Board
- X. Adjourn

XI. Good of the Board

XII. Adjourn

Mr. Kelly made a motion to adjourn. Mr. Lee seconded the motion. All members voted in favor. The meeting adjourned at 8:20 p.m.

**Summary of follow-up items:**

- Mr. Wright asked Mr. Cohen to follow-up with Purchasing to see when the chapters or entire Procurement Guide will be complete.
- Mr. Lee will schedule a meeting with the Department of Public Works to continue the discussion on performance measures.
- Board members will send their comments to City staff on the Comprehensive Plan before the public comment period closes on June 18, 2019.
- Ms. Webster will schedule the presentation of the Board Action Plan Report to the Mayor and Council on September 16, 2019.
- Mr. Wright will inquire when the Caregiver Funding Task Force will present their report and recommendations to the Mayor and Council.