

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD
AGENDA**

DATE: May 11, 2022

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 April 6, 2022
- IV. Reports
 - Councilmember Feinberg
 - City staff
 - Donations Policy Update
 - Board members
- V. Old Business
 - Forward Donations Policy to City Manager?
- VI. New Business
 - Forward Memorandum and Analysis of the Department of Recreation and Parks Cost Recovery Policies to the Mayor and Council
 - Format of Future Board Meetings: Mayor and Council Ordinance re: Proof of COVID-19 Vaccination
- VII. Future Agenda and Meeting Dates
 - August 17, 2022
- VIII. Good of the Board
- IX. Adjourn

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: April 6, 2022

LOCATION: Video/Teleconference on ZOOM

TIME: 6:45 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Jack Kelly, Vicky Hsu, Darryl Parrish, Harold Hodges, Kenneth MacRitchie, Bob Wright (Board Chair), William Spagnuolo
Staff Liaison: Xiaojing Zhang, Director of Accounting
Staff: Kimberly Francisco, Deputy Chief Financial Officer

ABSENT: Mayor and Council Liaison: Councilmember Beryl Feinberg

I. Call to Order

Mr. Wright called the meeting to order at 6:45 p.m.

II. Approve Agenda

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

III. Approve Minutes

Mr. MacRitchie made a motion accept the minutes from March 09, 2022. Mr. Kelly seconded the motion. All members voted in favor.

IV. Reports

- Mr. Wright said Councilmember Beryl Feinberg is attending another meeting with a Rockville community regarding the proposal by Montgomery County to locate a school bus depot at the Detention Center Site. Councilmember Beryl Feinberg will not be able to join today's meeting.
- Ms. Zhang said that the Mayor and Council has two budget sessions, one on April 18th and one on April 25th. The FY23 proposed budget is scheduled to be adopted on May 9th.

- Ms. Hsu and Ms. Zhang confirmed that all questions and/or comments from Board members regarding the FY23 proposed budget, including Capital Improvements Program (CIP) have been answered and/or responded to by City staff satisfactorily.
- Mr. Wright reported there are four sections in the FY23 proposed budget that no questions and comments have been proposed by Board members:
 - 1. There are no comments for City Attorney's Office. Mr. Parrish reported no comments.
 - 2. There are no comments for the Department of Recreation and Parks. Mr. Kelly replied that he has no comments for these two departments; but he did ask a grant-related question before the meeting started. Ms. Francisco provided the answer. Ms. Francisco answered that the detailing of each grant by source is listed in the proposed budget. Mr. Kelly mentioned about the level of activities with Rockville Economic Development, Inc. (REDI) and he will investigate the activities more deeply. Mr. Wright requested Mr. Kelly send an email stating no comments to Ms. Hsu. Ms. Francisco pointed out that the general fund revenue details provide a list of revenues by department, such as Department of Recreation and Parks, Department of Police, etc. in the FY23 proposed budget; the details do not necessarily supply the information grant by grant; all miscellaneous grants are presented in aggregate, not presented by department.
 - 3. There are no comments for the City Manager's Office. Mr. Kelly reported no comments for the City Manager's Office.
 - 4. There are no comments for the Department of Planning and Development Services. Mr. Hodges reported no comments. Mr. Wright requested Mr. Hodges send an email to Ms. Hsu reflecting so.
- Mr. Wright asked if there are edits from Board members regarding the Board's statement on the FY2023 budget to be included in the Boards and Commissions Review section for a Mayor and Council meeting or work session on the budget. The statement was shared on Mr. Wright's computer screen. There were no amendments and changes. Mr. Kelly moved to approve the motion, Mr. Parrish seconded, and all members voted in favor.
- Mr. Wright shared the analysis that he performed for the Department of Recreation and Parks, and thanked Ms. Francisco for providing him with the financial data. Mr. Wright stated the differences in the programs were due, at least in part, to Covid-19. Mr. Wright used Compound Annual Growth Rate (CAGR) to evaluate the programs in all tiers, ranging from FY19 to FY23. The growth rate for all tiers over the past five years was very consistent, stated by Mr. Wright. The combined growth rate was 4.64%. He also pointed out to the Board members that the Childcare program was the fastest growing program, as well as special events program. He also reported that it is not applicable to place a cap on any program. Mr. Hodges stated that this analysis is well

performed, and he echoed that the Board does not have the authority to make this assessment if a cap needs to be placed. Mr. Wright asked if the impact will be presented in the budget. Ms. Francisco replied that it will not because of several reasons. One reason could be a demand for more programs. Mayor and Council will respond to these demands. She also informed that the Teens and Adventure Sports program has been consolidated with the Stake Park, grouping in FY23 has been moved into tier 2. Mr. Wright stated that the memo will be shared with the Board at next meeting. Mr. Hodges informed that the wording in the memo should be carefully considered to avoid terms like subsidy, and only present fact.

- Mr. Wright reported that the contents of donations policy are not consistent. Ms. Zhang stated that such a policy is not necessary because the City has established accounting structures to account for all donations, the City undergoes an independent financial audit each year, and all programs are audited. Accounting for donations is transparent. Mr. Wright suggested that four Board members voted in favor during last meeting, and Mr. MacRitchie and Ms. Hsu will work on one version.
- Mr. Kelly reported that Raftelis Financial Consultant has been selected and contract has been signed. Raftelis presented an excellent proposal for performance measures.
- There were no other Board member reports.

V. Old Business

Board members had no new business to take up.

VI. New Business

Mr. Kelly mentioned the annual procurement report and inquired about the time frame. Ms. Francisco replied that the procurement annual report will be presented in November.

VII. Future Meeting Dates and Agendas

The next meeting will be held on **May 11, 2022**, 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 meeting after that will be held on August 17, 2022, at 6:45 p.m.

VIII. Good of the Board

Mr. Wright thanked all Board members for all their efforts.

IX. Adjourn

Mr. Wright asked for a motion to adjourn. Mr. Kelly moved the Board adjourn, and Mr. Parrish seconded the motion. All members voted in favor. The meeting adjourned at 7:31 p.m.

Summary of follow-up items:

- Ms. Hsu and Mr. MacRitchie will work together on the draft donations policy.

ORDINANCE NO. 3-22

ORDINANCE TO: (i) require all City contractors who are required to enter a City facility and perform a service or deliver a good that brings them into close proximity with City staff, officials, and members of the public, to provide proof of a COVID-19 vaccination before entering a City facility, (ii) require all members of City boards, commissions, task forces, and committees who enter a City facility in their capacity as a member or commissioner, to provide proof of COVID-19 vaccination before entering a City facility; and (iii) permit any party that leases a City facility to require their patrons and guest to provide proof of COVID-19 vaccination before entering the leased City facility.

RECITALS

WHEREAS, the entire country is experiencing high level community transmission and as of January 13, 2022 there have been more than 62.5 million cases of COVID-19 in the United States, with more than 840,000 deaths; and

WHEREAS, as of January 12, 2022, there have been more than 861,000 cases of COVID-19 in the State of Maryland and more than 12,100 confirmed deaths; and

WHEREAS, COVID-19, including the highly contagious Delta and Omicron variants, continue to pose a very serious health risk, especially to individuals who are not fully vaccinated, according to the Centers for Disease Control and Prevention (CDC), the Maryland Department of Health, and the Montgomery County Department of Health and Human Services; and

WHEREAS, it is in the best interest of the City to protect its employees and the public, and the City is committed to doing its part to mitigate the impact of COVID-19 in the workplace; and

WHEREAS, on October 4, 2021, the Mayor and Council adopted Resolution No: 13-21 requiring all City employees to be fully vaccinated by November 15, 2021, and receive any additional doses of the COVID-19 vaccine in a manner and schedule consistent with current CDC guidelines; and

WHEREAS, City contractors, guests, patrons, and members of boards, commissions, task forces, and committees attending meetings and events at City facilities are often in close proximity to City employees; and

WHEREAS, one of the most effective ways to combat the COVID-19 virus is to require that City contractors, and members of boards, commissions, task forces, and committees who enter a City

facility in their capacity as a member or commissioner, provide proof of COVID-19 vaccination before entering a City facility, and to permit individuals leasing City facilities to require their patrons, guests, contractors, and subcontractors to provide proof of COVID-19 vaccination before entering the leased City facility.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND THAT: City contractors who are required to enter a City facility and perform a service or deliver a good that brings them into close proximity with City staff, officials, and members of the public, to provide proof of COVID-19 vaccination before entering a City facility. Additionally, all members of City boards, commissions, task forces, and committees who enter a City facility in their capacity as a member or commissioner, are required to provide proof of COVID-19 vaccination before entering a City facility; and

BE IT FURTHER ORDAINED THAT: any party that leases a City facility is permitted to require their patrons, guests, contractors and subcontractors to provide proof of COVID-19 vaccination before entering the leased City facility.

SECTION I

1. To the extent permitted by law, all contractors, including their employees, subcontractors and agents, that enter a City facility and perform a service or deliver a good that brings them into close proximity with one or more City employees, members of the Mayor and Council, members of a City board, commission, task force, or committee, or members of the general public, pursuant to the terms of a contract or contract-like instrument entered into with the City, must provide the City Manager or his authorized designees with proof of COVID-19 vaccination before entering a City facility under the terms of the contract or contract-like instrument.
2. All members of City boards, commissions, task forces, and committees who enter a City facility in their respective capacity as a member a City board, commission, task force, or committee must provide the City Clerk/Director of Council Operations or her authorized designees with proof of COVID-19 vaccination before entering a City facility to carry out their duties as a member of a City board, commission, task force, or committee. It shall be at the discretion of each City board, commission, task force, or committee to convene meetings virtually or inside a City facility. All members of a City board, commission, task force, or committee shall be permitted to attend meetings virtually, in their capacity as members of their respective City board, commission, task force, or committee.
3. Any party who leases a City facility pursuant to a contract or contract-like instrument entered into with the City may require, upon written notice to the City Manager or the City Manager's authorized designees, their patrons, guests, contractors or subcontractors to provide proof of COVID-19 vaccination before entering the leased City facility.

SECTION II

For purposes of this Ordinance, the term *proof of COVID-19 vaccination* means the demonstration, pursuant to policies adopted by the City Manager, of having received a full dose of a COVID-19 vaccine authorized by the Federal Food and Drug Administration in a manner and on a schedule consistent with current United States Centers for Disease Control and Prevention guidelines or the demonstration of qualifying for an exemption pursuant to policies adopted by the City Manager.

The City Manager may, from time to time, adopt procedures and guidelines necessary to administer this Ordinance, including, but not limited to, procedures and guidelines for demonstrating proof of COVID-19 vaccination, any exceptions, definitions of relevant terms, and required protocols for contractors and subcontractors, lessees, and members of City boards, commissions, task forces and committees.

SECTION III

This ordinance takes effect January 24, 2022.

SECTION IV

This Ordinance expires and has no further force or effect [REDACTED], 2022.

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Mayor and Council of Rockville at its meeting of January 24, 2022.

A handwritten signature in cursive script that reads "Sara Taylor-Ferrell".

Sara Taylor-Ferrell
City Clerk/Director of Council Operation