

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD  
AGENDA**

DATE: Next meeting, 2020

Location: Video/Teleconference on ZOOM

Open to public participation via an email request  
sent to BobWright0130@gmail.com

TIME: 6:45 p.m.

- I. Call to Order
- II. Approve Agenda and welcome Prospective Board Members
- III. Approve Minutes
  - Attachment: Minutes from September 2, 2020
- IV. Reports
  - Beryl L. Feinberg, Mayor and Council Liaison
  - Stacey Webster, City Staff Liaison
  - FAB Member Reports – See Action Plan
- V. Old Business
  - Follow-up from Last Meeting (procurement reports, SEC memo)
  - Other
- VI. New Business (new member welcome pamphlet)
- VII. Future Agendas and Meeting Dates
- VIII. Good of the Board
- IX. Adjourn

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD**

DATE: September 2, 2020  
LOCATION: Video/Teleconference on ZOOM  
TIME: 6:45 p.m.

**Board Meeting  
MINUTES**

PRESENT: Board Members: Harold Hodges, Vicky Hsu, Jack Kelly, Darryl Parrish, Bob Wright  
(Board chair)  
Mayor and Council Liaison: Councilmember Beryl Feinberg  
Staff Liaison: Stacey Webster, Deputy Director of Finance  
Guests: Rob DiSpirito, City Manager

ABSENT: None

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. There were no changes to the agenda.

III. Approve Minutes

Mr. Kelly made a motion to approve the minutes from July 1, 2020. Mr. Parrish seconded the motion. All members voted in favor.

IV. Reports

- Mayor and Council Liaison Report – Councilmember Feinberg reported that the elected body has been on recess since August 3, 2020. Councilmember Feinberg wanted to thank the city staff for continuing to provide essential city services throughout the COVID-19 pandemic. Staff has also been providing other much needed services, like food donation and senior support, etc.

Councilmember Feinberg mentioned that at the August 3, 2020, Mayor and Council meeting there were some changes to the agenda. She mentioned that the items are still

fluid, but the FAB FY 2020 annual report and FY 2021 action plan remains on the September 14, 2020, agenda. Also, on September 14, there is a report on an environmental study on the I-495 managed lanes project, diversity hiring strategy, and consideration of a potential police advisory commission.

- Staff Liaison Report – Ms. Webster reported that Finance staff will present an item to the Mayor and Council on September 21, 2020, that addresses the projected FY 2020 end of year financial status, a FY 2021 first quarter revenue and expenditure update, and potential savings strategies that city could utilize moving forward if or when needed. Ms. Webster recommended that the Board watch that meeting to understand the city’s financial position given the COVID-19 pandemic.
- FAB Member Reports – Mr. Wright sent Mr. DiSpirito several questions in advance of this meeting that he asked him to address. Mr. DiSpirito addressed several questions on the following topics:
  - City inspections are taking place virtually with the contractor or resident, not in person. This comment was in response to Mr. Wright having a new HVAC installed at his home and being told that inspections were not taking place.
  - The city received a significant number of emails following the death of George Floyd. Staff and the Mayor and Council addressed fair and impartial policing strategies on June 22; the city’s police budget has not been reduced or re-appropriated to other areas. Mr. Hodges clarified that the Black Lives Matter movement does not mean to defund or eliminate the police department, but to move funds or redistribute to other areas like appropriate training for police officers or much needed social services. Councilmember Feinberg explained the County has many robust programs to address social service needs in Rockville.
  - Mr. DiSpirito reported that all basic city services continue -- like water treatment and distribution, refuse and recycling collection, streets maintenance, etc. He also mentioned that many “in-person” activities are being held outdoors and/or virtually. These programs range from specialized fitness classes, recreation and sports programs, to senior meal distribution. All Civic Center events are cancelled, and most public facilities remained closed. Mr. Hodges asked Mr. DiSpirito to clarify that there were no reductions in force. Mr. DiSpirito confirmed that there were no reductions in force or furloughs to date. Ms. Hsu asked Mr. DiSpirito when City Hall will reopen and when will staff be answering/returning calls. Mr. DiSpirito explained that it is safer for city employees and the community to remain in a virtual work environment until things are more stable.

- Staff that are assigned to a closed facility are now performing reassigned work, such as wellness checks to seniors.
- The recycling and refuse teams have seen an uptick in general volume and in bulk pickup. Sewer blockages and grinder pump issues have increased the workload of sewer staff from Public Works. Maintenance/facilities have seen increased cleaning at city facilities and general parks maintenance. Demands on IT have increased with the work from home environment and virtual city business. The police are dealing with an increase in domestic calls and vehicular speeding. The demands on the Risk Manager and Emergency Manager have been extremely high given the pandemic.
- The city submitted for both FEMA and CARES Act (Montgomery County) reimbursements for COVID-19 related expenses. No reimbursements have been received to date. Mr. Hodges asked Mr. DiSpirito what would happen if we did not receive the funds. Mr. DiSpirito and Ms. Webster explained that the FY 2021 budget is not contingent on receiving those funds, and any reimbursements would likely be appropriated to fund balance.
- Mr. DiSpirito reported that all areas of the city have been successful in responding to the COVID-19 challenges and working in this new environment.
- FAB Member Reports, continued – Mr. Wright reported that Corey Orlosky and Andrew Brammer both resigned from the Board, effective immediately. He also reported that the City Clerk's Office started the process of accepting new Expressions of Interest for the Financial Advisory Board. He also mentioned that the Board's FY 2020 Annual Report and FY 2021 Action Plan is on the Mayor and Council's September 14, 2020, agenda.
- FAB Member Reports, continued – Mr. Wright reported that the City Clerk/Director of Council Operations (CC/DCO) requested that all boards and commissions comment on the Boards and Commissions Task Force Report. Mr. Kelly drafted a memorandum that he sent to the Board prior to the meeting. He described the components of the memorandum and asked the Board to support his recommendations.

Ms. Hsu mentioned that she had trouble looking up information in the City Code. She wondered if there was an effort underway to make the City Code more organized or cohesive. Mr. Kelly agreed and said that issue needs to be addressed. Mr. Hodges asked if there was a way to better coordinate the boards and commissions to eliminate duplicated work. Mr. Hodges also asked if they could include language that addressed a broader definition of diversity.

Mr. Wright asked for any changes at the meeting so they could send the memorandum to the City Clerk tomorrow (September 3 – comments were originally due by September

1, but Mr. Wright received an extension). Mr. Parrish mentioned that he already sent his edits to Mr. Wright. Mr. Wright added Ms. Hsu comments to the memo regarding consolidation of information and expertise of applicants. Mr. Wright added Mr. Hodges comments to the memo regarding diversity of applicants.

Mr. Wright asked the Board to move forward with the intent of the memo with Mr. Kelly finalizing the language. Mr. Hodges made a motion to forward the memorandum to the CC/DCO and Mr. Kelly seconded. All members voted in favor. Mr. Kelly will finalize the memo and send the approved memo to the CC/DCO.

- FAB Member Reports, continued – Mr. Kelly reported that he has comments on the Procurement Guide. He asked Mr. DiSpirito if there is a preferred way to discuss the comments with city staff before the Board prepares a formal memorandum. Mr. Kelly provided a few examples and asked if Mr. DiSpirito had a preference to receive comments. Mr. DiSpirito asked that Mr. Kelly forward his comments directly to him and he will discuss with Ms. Lewis and get back to the Board.

#### V. Old Business

Mr. Wright reported that he and Councilmember Feinberg completed their action items from the last meeting. Councilmember Feinberg asked if the FAB members will be listening and ready to participate on September 14, 2020. Mr. Wright said that he would like all members to participate and will send their email addresses to Jenny Kimball for the WebEx invite.

#### VI. Discuss Supplemental Employee Contributions (SEC)

Mr. Wright reported that Mr. Hodges and Ms. Hsu worked on preparing a memorandum for the Mayor and Council regarding SEC. Mr. Hodges reported that they received information from Mr. Cohen and they developed a recommendation to be submitted to the Mayor and Council. Mr. Hodges explained that given COVID-19, it might not be the best time to initiate SEC. Mr. Parrish expressed some concern with the structure of the memo and the use of the phrase “competitive pay.” Councilmember Feinberg agreed that the use of competitive pay in the context used is inaccurate. The Board discussed the memo in more detail, and Mr. Wright then asked Mr. Parrish to work with Ms. Hsu and Mr. Hodges to incorporate changes prior to the next meeting. Mr. Hodges agreed to send the current draft to Mr. Parrish and the other Board members.

#### VII. New Business

Ms. Hsu asked how the action plan items of Mr. Brammer and Mr. Orlosky will be allocated. Mr. Wright asked the members to review the FY 2021 action plan and let him know if they have an interest in any of the action items that will be open given the two Board member resignations.

Mr. Hodges asked about the process for new member nominations. Mr. Wright explained the Board member nomination and appointment process.

VIII. Future Meeting Dates and Agendas

The next meeting will be held on October 28, 2020, 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. Discuss Supplemental Employee Contributions Memo
- 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 December 9, 2020, at 6:45 p.m.

IX. Good of the Board

X. Adjourn

Ms. Hsu made a motion to adjourn. Mr. Hodges seconded the motion. All members voted in favor. The meeting adjourned at 9:01 p.m.

**Summary of follow-up items:**

- Mr. Kelly will finalize the memo on the Board's comments to the Boards and Commissions Task Force Report and send the approved memo to the CC/DCO.
- Mr. Kelly will forward his comments on the Annual Procurement Report to Mr. DiSpirito.
- Mr. Hodges will send the draft of the SEC memo to all Board members for review and comment before the next Board meeting.
- Mr. Wright will send the Board member email addresses to Jenny Kimball for the September 14, 2020, WebEx Mayor and Council meeting invite.
- All members will participate in the September 14, 2020, Mayor and Council meeting.