

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: February 27, 2019

LOCATION: Black Eyed Susan Conference Room, 3rd Floor City Hall

TIME: 6:30 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Andrew Brammer, Jack Kelly, Corey Orlosky, Sylvia Pacher (arrival 6:50), Darryl Parrish, Bob Wright (Board chair)
Staff Liaison: Stacey Webster, Deputy Director of Finance
Staff: Gavin Cohen, Chief Financial Officer/Director of Finance

ABSENT: Board Members: Kuan Lee
Mayor and Council Liaison: Beryl Feinberg

I. Call to Order

Mr. Wright called the meeting to order at 6:32 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 January 9, 2019. Mr. Kelly seconded the motion. All members voted in favor.

IV. Reports

- Stacey Webster, Staff Liaison – nothing to report.
- FAB Member Reports – Mr. Wright asked the Board members to discuss their changes/updates to the Action Plan.
 - Mr. Brammer again reported that he sent various investment policy questions to Mr. Cohen and Ms. Webster and expects to hear back from them in the next several weeks.

- Mr. Kelly reported that he met with Tim Chesnutt and other staff members from Recreation and Parks about budget items; subsequent to that meeting he sent a list of questions to Mr. Chesnutt. Mr. Wright reported that Mr. DiSpirito will come to the April 9th meeting to answer some of Mr. Kelly's budget questions that span the entire City.
- Mr. Wright reported that the consultant for the Transit Gap and Needs Analysis reached out to several stakeholder groups and held a workshop at City Hall that was open to the public and well attended.
- Mr. Lee emailed that he is trying to meet with Mr. Simoneau to discuss performance measures. Mr. Lee said that he would work on scheduling another meeting.

V. Old Business

- Procurement Guidelines – Mr. Wright briefly rehashed the discussion from the last meeting and reminded the Board that he asked Mr. DiSpirito and Mr. Kelly to provide their positions on the procurement guidelines in writing. Mr. Wright briefly reviewed the City Manager's position and he and Mr. Kelly explained Mr. Kelly's position related to the specific Calyptus recommendations that should be implemented through the procurement guidelines. The specific Calyptus recommendations are what Mr. Kelly wants to review and comment on for the Mayor and Council.

Mr. Cohen explained that the Mayor and Council have requested that Procurement present to them at least twice a year with updates to the Procurement Plan. Mr. Cohen's position is that the Board can review the materials that go to the Mayor and Council, not internal documents that are not going to the Mayor and Council for approval. Mr. Cohen said that Mr. Kelly can request the Procurement Guide once it is complete; Mr. Kelly agreed. Ms. Webster will communicate this conversation to Ms. Lewis and Mr. DiSpirito. Mr. Wright asked what happens if Mr. Kelly disagrees with the procurement guidelines and Mr. Cohen said that Ms. Lewis will be able to explain why or why not something was included.

- Caregiver Task Force – Ms. Pacher reported that the Caregiver Task Force recommendations will be finalized by May.

VI. Review of FY 2020 Proposed Operating Budget and Capital Improvements Program
(presented to the Mayor and Council on February 25, 2019)

Ms. Webster presented several budget highlights and suggested sections of the budget book that will be helpful in the Board's review of the budget. Ms. Webster and Mr. Cohen were available to answer questions. The Board discussed the following topics:

- Defined benefit and defined contribution retirement plans
- Life Insurance
- RedGate Golf Course
- Budget book “Significant Changes” column
- Critical IT server – where is it budgeted, did we purchase it?
- Utility Billing System
- Purchase of WSSC water
- CIP totals by fiscal year
- In addition to this list, Mr. Brammer sent Ms. Webster a list of questions (various topics) and Mr. Lee sent a question about performance measures and performance targets.

Mr. Wright asked the Board to provide him with their comments regarding the budget by March 15, 2019. A tentative meeting date of March 21, 2019, was set for the Board to review and approve their comments and recommendations regarding the FY 2020 Proposed Operating Budget and Capital Improvements Program to the Mayor and Council.

VII. New Business

- Mr. Kelly asked about the status of the Compensation and Classification Study. Ms. Webster will follow-up with Ms. Marshall and report back to the Board.

VIII. Future Meeting Dates and Future Agendas

A tentative meeting is scheduled for **March 21, 2019**, at 6:30 p.m. in the Black Eyed Susan Conference Room to discuss the Board’s budget comments/recommendations for the Mayor and Council.

The next full meeting is scheduled for **April 9, 2019**, at 6:30 p.m. in the Red Maple Susan Conference Room and will include the following:

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
- IV. Reports
- V. Old Business
- VI. City Manager’s FY 2020 Budget and Budget Process
- VII. New Business
- VIII. Future Agenda and Meeting Dates
- IX. Good of the Board
- X. Adjourn

The Board scheduled a future meeting for May 14, 2019.

IX. Good of the Board

X. Adjourn

Mr. Brammer made a motion to adjourn. Mr. Orlosky seconded the motion. All members voted in favor. The meeting adjourned at 8:30 p.m.

Summary of follow-up items:

- Ms. Webster and Mr. Cohen will follow-up with Mr. Brammer on his investment policy questions.
- Ms. Webster will communicate the conversation on the procurement guidelines to Ms. Lewis and Mr. DiSpirito.
- Mr. Lee will schedule another performance measurement meeting with Mr. Simoneau.
- Ms. Webster will follow-up with the IT Director on the status of replacing the critical server that was mentioned in the annual financial audit.
- Mr. Wright asked the Board to provide him with their budget comments/recommendations for the Mayor and Council by March 15, 2019.
- Ms. Webster will check with Ms. Marshall on the status of the Compensation and Classification Study.