

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD**

DATE: April 9, 2019

LOCATION: Red Maple Conference Room, 2<sup>nd</sup> Floor City Hall

TIME: 6:30 p.m.

**Board Meeting  
MINUTES**

PRESENT: Board Members: Andrew Brammer, Jack Kelly, Kuan Lee, Corey Orlosky, Darryl Parrish, Bob Wright (Board chair)  
Staff Liaison: Stacey Webster, Deputy Director of Finance  
Mayor and Council Liaison: Beryl Feinberg  
Staff: Gavin Cohen, Chief Financial Officer/Director of Finance

ABSENT: None

I. Call to Order

Mr. Wright called the meeting to order at 6:32 p.m.

Mr. Wright announced that Ms. Pacher's term ended and she is not seeking reappointment. Mr. Orlosky is seeking reappointment and submitted his expression of interest; his term expired on April 1, 2019.

II. Approve Agenda

Mr. Wright asked the Board if there were any changes to the agenda; he asked to add the approval of the March 21 minutes. Ms. Webster asked that the March 21 minutes be added to the next agenda for approval since they were not publicly posted. The Board agreed to receive the March 21 minutes at the next meeting.

III. Approve Minutes

Mr. Kelly made a motion to approve the minutes from February 27, 2019. Mr. Orlosky seconded the motion. All members voted in favor.

IV. Reports

- Councilmember Feinberg – Ms. Feinberg reported that Mayor and Council meetings have been running late. She mentioned the previous evenings discussion of: developer rights and responsibilities agreement (DRRA) and Chapter 24 water and sewer changes

related to APFS. She also mentioned the April 1 meeting's discussions related to budget changes, including: the delay in the implementation of the compensation and classification study to FY 2021; the elimination of the employee leave buyback program; and additional funding for REDI for salary and benefit increases.

- 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. Kelly reported that he and Mr. Wright worked on the Procurement Action Plan update; Ms. Lewis modified some the update because of her discussion with Mr. Kelly and Mr. Wright on April 1, 2019. Mr. Kelly also expressed concerns with Procurement's ability to do strategic sourcing with the City's current technology.
  - Mr. Brammer reported that he sent various investment policy questions to Mr. Cohen and Ms. Webster and expects to hear back from them soon on his recommendations. Ms. Webster reported that the City's investment manager is currently reviewing all investment policy materials, including his recommendations.
  - Mr. Lee said he is still trying to reach Mr. Simoneau to discuss performance measures. Mr. Wright suggested that he contact Deputy Director Judy Ding due to Mr. Simoneau being out on leave. Mr. Lee said that he would work on scheduling a meeting with Ms. Ding.
  - Mr. Orlosky is following the Financial Management Policy changes and will report back to the Board if changes occur between now and budget adoption.
  - Mr. Parrish reported that he reviewed the second quarter financial report and did not have any questions.
  - Mr. Wright reported that the Transit Gap and Needs Analysis will go to the Mayor and Council on May 20, 2019.

V. Old Business

- Procurement Action Plan Update – Mr. Wright briefly reviewed the discussion from the last meeting about the Procurement Action Plan Update. He and Mr. Kelly met with Ms. Lewis and Mr. DiSpirito to discuss the update on April 1, 2019. There was some concern with changing the timeframes to “ongoing” with no explanation. Ms. Lewis said that there are challenges with the City's current system that makes it difficult to generate the requested information. In the future after the applicable software is procured such reports would be possible to produce. However, the timing of the purchase of the

software is not known. Following a discussion regarding the future date of the purchase of the software it seemed that the terminology "To-Be-Determined" would be more appropriate than "ongoing." Mr. Wright prepared some language for Ms. Lewis to include on the Mayor and Council agenda sheet that says they will send a memorandum to the City Manager.

Mr. Wright asked the Board to approve the memo to the City Manager on the Procurement Action Plan update. Mr. Kelly discussed his concerns with the City's inability to do strategic sourcing.

Mr. Brammer asked Mr. Wright to eliminate #6 of the draft memorandum and re-number the remaining items; the Board agreed. Mr. Kelly made a motion to send the memorandum to the City Manager; Mr. Brammer seconded the motion. All voted in favor.

- Mr. Wright reviewed the follow-up items from last meeting and all members provided updates.

#### VI. City Manager's FY 2020 Budget and Budget Process

Mr. Wright introduced this item by briefly explaining the federal budget process. He mentioned that Mr. DiSpirito could not be at the meeting so Ms. Webster and Mr. Cohen would explain the process.

Ms. Webster referenced page 24 of the budget book, which contains a description of the annual budget process. The next page of the budget book contains a diagram that represents the budget process as a flowchart with "swim lanes." She explained that the visual graphic illustrates the sequence and timing of activities in the City's budget process, in addition to the person or people responsible for completing them.

The Board then discussed the following topics:

- How base budgets are estimated
- How are the revenues and expenditures are forecasted
- How Planned Improvement Projects (PIPs) are included in the forecast
- The presentation of the Neighborhood and Homeowner Association requests in the budget book

Mr. Wright thanked staff for the explanation of the process.

VII. New Business

- Mr. Wright mentioned that he asked a prospective Board member to attend the next Board meeting (as a result of Sylvia Pacher's resignation there is a vacancy on the Board).

VIII. Future Meeting Dates and Future Agendas

The Board agreed to cancel the May 14, 2019, meeting. The next meeting is scheduled for **June 12, 2019**, 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. Review Board Action Plan
- VII. Overview of Comprehensive Master Plan (Levy/Kebba)
- VIII. New Business
- IX. Future Agenda and Meeting Dates
- X. Good of the Board
- XI. Adjourn

IX. Good of the Board

X. Adjourn

Mr. Kelly made a motion to adjourn. Mr. Brammer seconded the motion. All members voted in favor. The meeting adjourned at 8:00 p.m.

**Summary of follow-up items:**

- Ms. Webster will notify Ms. Ding that Mr. Lee will contact her about another performance measurement meeting.
- Mr. Wright will send a request to Ms. Kebba and Mr. Levy to attend the June 12, 2019, meeting to discuss the Comprehensive Master Plan