

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD**

**BOARD MEETING MINUTES**

Thursday, April 23, 2020  
Conducted via ZOOM  
Meeting ID: 880 8787 9406  
TIME: 7:00 p.m.

PRESENT: Board Members: Harold Hodges, Huei-Chi Hsu, Jack Kelly, Darryl Parrish, Bob Wright (Board chair)  
Mayor and Council Liaison, Beryl L. Feinberg  
Guests: None

ABSENT: Board Members: Andrew Brammer and Corey Orlosky;  
Staff Liaison: Stacey Webster, Deputy Director of Finance  
Staff: Gavin Cohen, Chief Financial Officer/Director of Finance

1. Call to Order

Remarking that a quorum was present, Mr. Wright called the meeting to order at 7:17 p.m. He welcomed Ms. Huei Chi Hsu (Vicky), the newest Board member who was appointed by Mayor and Council on March 30, 2020. Ms. Hsu will serve a three-year term ending on March 30, 2023.

2. Approve Agenda

Mr. Wright asked the Board if there were any changes to the agenda. There were no changes to the agenda that accompanied the public notice of the meeting posted on the City website ([www.rockvillemd.gov/965/Financial-Advisory-Board](http://www.rockvillemd.gov/965/Financial-Advisory-Board)). That agenda did not have approval of minutes for the Board's meeting on March 11, 2020. Hearing no changes offered, the agenda was adopted.

3. Reports

Mayor and Council Liaison--Council Member Feinberg discussed numerous activities of the Mayor and Council. The City elected representatives continue to meet virtually and to develop the FY 2021 Operating Budget and Capital Improvements Program (the Budget). Council Member Feinberg discussed several items on the Mayor and Council agenda for the meeting on April 27, 2020. The Budget is expected to be adopted at the meeting on May 4, 2020. Essential City services are being performed. Mayor and Council receive regular updates from the County and State on the coronavirus pandemic. She said the Mayor and Council would be reviewing proposed changes to Chapter 17 of the City Code on

Procurement at their next meeting. She also answered questions asked by several Board members.

Mr. Kelly commented on the Classification and Compensation Study Report that had been presented to the Mayor and Council on March 2, 2020. He noted that the Board had not been given an opportunity to review the report in advance of its presentation. However, he felt it was a much better report than the 2015 report on the same topic. Mr. Kelly pointed out that the study did not seem to address directly how the proposed compensation plan would reflect job performance. He said that the report did discuss a "Total Rewards" perspective on compensation that included a variable pay component that reflected performance in a one-time payment. Council Member Feinberg said that the salaries in the different job classes should have been normalized based on hours worked, but the study didn't do this. She reported that the proposed Compensation and Classification Plan would not be implemented in FY 2021.

Mr. Wright reported that a scheduled meeting to discuss the water & sewer rate study had been postponed and noted that Rockville City Hall has been (and is still) closed. Therefore, access to City staff is extremely limited. As a result, it is difficult to follow activities in the Board's FY 2020 Action Plan.

#### 4. Old Business

Mr. Wright give a brief historical introduction to the memorandum that Mr. Kelly forwarded to the Board.

Mr. Kelly discussed his memorandum regarding the Procurement Annual Report and the various ways he used to detail the spending under Master Agreements. Messrs. Kelly, Parrish and Wright still intend to meet with the City Manager to discuss the City's spending under Master Agreements.

Council Member Feinberg said that the Mayor and Council has discussed an RFI for input to the King Farm plan. Staff has been directed to draft a Request for Proposal (RFP) for this plan and she would like the Board to review it in draft form. Mr. Wright asked Mr. Parrish to review the draft RFP on behalf of the Board.

#### 5. Review/Approval of Board Comments Regarding the FY 2021 Operating Budget and Capital Improvements Program

Mr. Wright discussed the wording for the Board's input to the Mayor and Council agenda on May 4, 2020. The agenda that evening includes adopting the FY 2021 Operating Budget and Capital Improvements Program (the Budget). Various Board members suggested additions and changes to the wording that had been initially drafted, since the Budget material for the Mayor and Council work session for Monday evening, April 27, 2020, has numerous recommended changes to account for the effects of the coronavirus pandemic on City revenue and expenses for FY 2021.

Moved by Mr. Hodges and seconded by Mr. Kelly that, "Mr. Parrish be given the power of the pen to draft the Board's remarks in a statement that would be circulated to the Board

for concurrence and then forwarded to the City (Ms. Webster) for inclusion in the Boards and Commissions section of the agenda item for the Budget adoption.” The motion carried unanimously.

6. New Business

No new business was introduced.

7. Future Agenda and Meeting Dates

The next meeting of the Board was set as Wednesday, July 1, 2020. The agenda is to be determined.

8. Good of the Board

Mr. Kelly suggested we support take out from local restaurants.

Mr. Hodges, noting much food is being lost because of supply chain disruption, suggested the Board become involved in some manner to help those in need, particularly those with hunger, as a result of the coronavirus pandemic.

Mr. Wright suggested Board members bring to the Board’s attention any existing on-going efforts with which the Board might partner.

9. Adjourn

Moved (Mr. Kelly) and seconded (Mr. Hsu) that the Board meeting adjourn. The motion carried unanimously. Meeting adjourned at 8:21 p.m.