

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD
AGENDA**

DATE: August 9, 2023

Location: Hybrid - Video/Teleconference on WEBEX

<https://rockvillemd.webex.com/rockvillemd/j.php?MTID=m7a6dce69914a78459291312dcfd5e8c5>

Meeting ID: 2633 393 9479

Passcode: ATu5BpU2Jv2

1-408-418-9388

TIME: 6:30 p.m.

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
 - Attachment: Minutes from April 25, 2023
- IV. Reports
 - Councilmember Feinberg
 - City staff
 - Board members
- V. Discussions
- VI. Old Business
- VII. New Business
 - Memorandum to Mayor & Council FY 2023 Annual Report
 - Memorandum to Mayor & Council Proposed FY 2024 Action Plan
 - Selection of Chair for FY 2024
- VIII. Future Agenda and Meeting Dates
September 20, and October 25
- IX. Public Comments
- X. Good of the Board
- XI. Adjourn

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: April 25, 2023

LOCATION: Hybrid – In Person/Video/Teleconference on Webex

TIME: 6:30 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Kenneth MacRitchie, Bob Wright (Board Chair), David Mack, Jack Kelly, William Spagnuolo, Jr., Lori Merrill, Diane Gould

Mayor and Council Liaison: Councilmember Beryl Feinberg

Staff Liaison: Xiaojing Zhang, Director of Accounting

Staff: David Gottesman, Assistant City Manager; Craig Simoneau, Director of Public Works; Diron Baker, Senior Civil Engineer at Department of Public Works; Tim Chesnutt, Director of Recreation and Parks; Manisha Tewari, Research Manager at Department of Community Planning and Development Services

ABSENT: None

Mr. Wright verified quorum is present.

I. Call to Order

Mr. Wright called the meeting to order at 6:30 p.m.

II. Approve Agenda

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

III. Approve Minutes

- Mr. Wright asked for a motion to approve the minutes from March 14, 2023. Mr. MacRitchie moved to accept the minutes. Mr. Mack seconded. Mr. Kelly made changes to the minutes from March 14, 2023. All members voted in favor to accept the amended meeting minutes.

IV. Reports

- Councilmember Feinberg said that the Proposed FY 2024 Operating Budget and CIP is scheduled to be approved on May 15, 2023. Councilmember Feinberg informed the Board that the property tax rate would remain the same from FY 2025 to FY2028. She also thanked staff for grant consultant work.
- Ms. Zhang confirmed with the Board members if all Board members received the email from the City Clerk's office regarding the Public Forum by the 2023 Compensation Commission on Thursday, May 11 at 7:00pm at Rockville City Hall, Mayor and Council Chambers.
- Mr. Spagnuolo also reminded the Board members with the Public Forum. Mr. Wright stated that he had put a member roster together and asked Board members to review their information and submit any changes to him before leaving the meeting.

V. Discussions

- Mr. Chesnutt provided historical information regarding King Farm Farmstead. Mr. Chesnutt acknowledged that several proposals with market analysis were received; however, none of the proposals fit the plan for Mayor and Council. During the FY2024 budget development, the department did look to hire a professional facilitator to identify preferred use for each of the buildings at King Farm, with stand-alone projects and barns. Mr. Wright asked the total expenditures for King Farm, for instances, the cost of maintenance and construction. Ms. Zhang indicated that the expenditures will be sent to all Board members. Mr. Mack inquired about the revenues that King Farm generated. Mr. Chesnutt replied that one of the outcomes for King Farm Farmstead was to generate revenues. Councilmember Feinberg confirmed it. Mr. Chesnutt continued that condition assessment was completed several years ago and rehabilitation was completed four years ago. Councilmember Feinberg said that the estimate to repurpose the use of each building amounted to \$20 Million several years ago and the cost is so complicated that this must be approved by King Farm Citizens' Assembly. Mr. Chesnutt said that the main entrance is at Rockville Pike and the back entrance is not connected at development. People need to be informed if transportation pattern changes. Councilmember Feinberg indicated that lighting is another issue.
- Mr. Chesnutt provided current situation with Red Gate. Mr. Chesnutt indicated that Red Gate was included in the Master Plan, approved by Mayor and Council. The funding is available for \$2 Million to design the entire park. The department plans to apply for grants from Chesapeake Trust to build a nature-based playground, a picnic area, and a 90% natural dog park.
- Mr. Wright asked the Board members to review the FY 2024 Action Plan. Items #1-#5 were reviewed by a previous Board member. Mr. Wright will send a copy of the previous review

notes to all Board members. Item #6 is budget related. Ms. Zhang explained audit process for Item #1. Items #3 and #4 do not have dramatic changes from quarter to quarter. Mr. Wright will be the Board Lead. Item #7 – Calyptus Purchasing Study. Mr. Kelly indicated his interest in continuing to review the procurement report with strategic plan folded into the procurement annual report. Mr. Kelly adopted Mr. Mack’s recommendation to broaden this area and will rewrite this action item. Item #8 – the Board lead will be Mr. Mack. Mr. Mack indicated that he would check in with Mr. Gottesman on quarterly updates. Item #9 was assigned to Mr. Wright, Mr. Spagnuolo, and Mr. Mack. Mr. Mack recommended closing Item #10 because City has adopted 85% of the performance measurements in its FY2024 budget. Item #11 was assigned to Mr. Spagnuolo and Ms. Merrill. Items #12 and #13 were removed. Board members made complimentary comments to the community grants because they are very clear with budget details, the review process is in place and programs are well-developed. Councilmember Feinberg added that site visits are well monitored. Board members also discussed about other grants.

VI. Old Business

Board members had no old business to take up.

VII. New Business

- Memorandum on Board review of the Fiscal Impact Analysis – Mr. Mack moved, and Mr. Kelly seconded. All Board members voted in favor.

VIII. Future Agenda and Meeting Dates

The planned meeting on May 2, 2023 was cancelled. Mr. Wright stated that October 2, 2023 date is reserved for the Board’s presentation for FY 2023 Annual Report and Proposed FY 2024 Action Plan.

The next meeting will be held on **August 9, 2023**, at 6:30 p.m. via teleconference/ in-person and will include the following:

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- X. Good of the Board

XI. Adjourn

- Ms. Zhang reminded that during August 9, 2023, the Board needs to elect a Chair for FY 2024.
- The next meeting dates for the Board after August 9 are September 20, 2023, and October 25, 2023, all beginning at 6:30 p.m.

IX. Public Comments

There was no public participation at this meeting.

X. Good of the Board

Mr. Wright stated that this meeting was an excellent meeting and reminded if any board member is interested in becoming the Chair for next year.

XI. Adjourn

Mr. MacRitchie moved to adjourn the meeting. Mr. Spagnuolo seconded the motion. All members voted in favor. The meeting adjourned at 8:30 p.m.

Summary of follow-up items:

- Board members need to provide their narratives for FY 2023 Annual Report and Proposed FY 2024 Action Plan to Mr. Wright no later than June 30, 2023.