

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD
AGENDA**

DATE: August 17, 2022

Location: Video/Teleconference on ZOOM

<https://us02web.zoom.us/j/4291992467?pwd=Z21xUm81T3YxbDJLbnYxVGFWVC9wUT09>

Meeting ID: 429 199 2467

Passcode: 627583

301 715 8592

TIME: 6:45 p.m.

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
 - Attachment: Minutes from May 11, 2022
- IV. Reports
 - Councilmember Feinberg
 - City staff
 - Board members
- V. Old Business
- VI. New Business
 - FY 2022 Annual Report and Proposed FY 2023 Action Plan
 - Select FAB Chair for FY 2023
- VII. Future Agenda and Meeting Dates
 - September 21, 2022
- VIII. Good of the Board
- IX. Adjourn

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: May 11, 2022

LOCATION: Video/Teleconference on ZOOM

TIME: 6:45 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Jack Kelly, Vicky Hsu, Darryl Parrish, Harold Hodges, Kenneth MacRitchie, Bob Wright (Board Chair), William Spagnuolo
Staff Liaison: Xiaojing Zhang, Director of Accounting

ABSENT: Mayor and Council Liaison: Councilmember Beryl Feinberg

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. Board members did not raise any changes.

III. Approve Minutes

Mr. Wright had a revision on the minutes from April 06, 2022. The revision was to replace the word “new” with the word “old” under Old Business on page 3 of the meeting minutes. Mr. Wright asked for a motion to approve the amended minutes from April 06, 2022. Mr. MacRitchie made a motion to accept the amended minutes. Mr. Hodges seconded the motion. All members voted in favor.

IV. Reports

- Mr. Wright said he does not know if Councilmember Beryl Feinberg will join today’s meeting.

- Mr. Wright said that Mr. Kelly is on another virtual meeting from 6:00 p.m. to 7:00 p.m. and Mr. Kelly will join later.
- Ms. Zhang reported that the initiative for performance measurement is under way and Ms. Kimberly Francisco is the project lead. City staff will be working with the consultant to engage the Mayor and Council, as well as the Financial Advisory Board. City Staff will share more information via email over the summer.
- Ms. Zhang reported that the FY23 proposed budget passed on May 09, 2022. Mr. Wright asked that Ms. Hsu place a title on a single document containing the budget questions and comments by the Board and the responses by the staff and send it to the Board.
- Mr. Hodges reported that he has been tasked to review the consultant's study on King Farm Farmstead. Ms. Zhang reported that the Mayor and Council are tentatively scheduled to hold their follow-up discussion in response to the Market Analysis for the King Farm Farmstead on July 18, 2022.
- Mr. Wright reported that the Board will discuss the Annual Report 2022 in the coming August meeting and requested the Board members write what they have accomplished during the year and send it to him by the end of June 2022. Mr. Wright will compile a draft annual report and forward it for the Board's review. Mr. Wright said the discussion of the annual report will take place at the August meeting. He hopes the Board will approve the report at the meeting.
- There were no other Board member reports.

V. Old Business

- Mr. Wright shared the draft donations policy. Mr. Wright acknowledged that Maryland municipalities do not have such a policy from the response of Maryland Municipal League. Mr. Wright also reported that the City has processes in place to account for the donations, and the amount of donations that the City receives are not significant. However, Mr. Wright believed that it is best to have such a policy and it is up to the City to adopt such a policy or some parts of the policy.
- Mr. Hodges advised that the donations policy be written in clear terms. Mr. Hodges will revise the contents and send the revisions to Mr. Wright. Mr. Kelly supported the donations policy and stated that it is under the purview of the Board, and he sees the values and benefits. Mr. Kelly moved to support the policy and the motion was seconded by Mr. MacRitchie.

- The motion was opposed by Mr. Parrish. Mr. Spagnuolo did not vote. The motion passed 5-1. Mr. Hodges will edit the memo, circulate it, and the Board will provide feedback. Then the Board will vote again on the revised version and pass in onto the City Manager and the Chief Financial Officer.
- Mr. Parrish pointed out several spelling errors in the memo that need to be corrected.

VI. New Business

- Mr. Wright requested the memorandum and analysis of the Department of Recreation and Parks-Cost Recovery Policies be forwarded to the Mayor and Council. Mr. MacRitchie moved, and Ms. Hsu seconded, with no comments. Mr. Hodges opposed. The motion passed 6-1.
- Ms. Zhang shared the Ordinance No. 3-22 regarding the City's Vaccination Requirement for Contractors. The Board members raised several questions: to whom they should show the vaccination proof, if the copies on their cellphones are accepted, and how many shots are considered as full vaccination, as well as the logistics for hybrid/in-person meetings. Ms. Zhang will check on the details about the ordinance and report back to the Board. Ms. Zhang will also get in contact with the City Clerk on the coming agenda items with the Mayor and Council this fall.

VII. Future Meeting Dates and Agendas

The next meeting will be held on **August 17, 2022**, 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. New Business
- VII. Future Agenda and Meeting Dates
- VIII. Good of the Board
- IX. Adjourn

The meeting after that will be held on September 21, 2022, at 6:45 p.m.

VIII. Good of the Board

Mr. Wright wished Board members a great summer.

IX. Adjourn

Mr. Wright asked for a motion to adjourn. Mr. MacRitchie made the motion to adjourn, and Mr. Kelly seconded the motion. All members voted in favor. The meeting adjourned at 7:37 p.m.

Summary of follow-up items:

- Mr. Hodges will edit the donations policy memo and send the revised memo to the Board for review.
- Ms. Hsu will put a title on a document containing all the FY2023 budget comments by the Board, including the staff responses, and send it to the Board.
- All Board members are to write a summary of their accomplishments for FY2023 and send to Mr. Wright by June 30, 2022 ,who will compile the FY2023 FAB Annual Report and send it to the Board for review.