

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: July 1, 2020

LOCATION: Video/Teleconference on ZOOM

TIME: 6:45 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Andrew Brammer, Harold Hodges, Vicky Hsu, Jack Kelly, Corey Orlosky, Darryl Parrish, Bob Wright (Board chair)
Mayor and Council Liaison: Councilmember Beryl Feinberg
Staff Liaison: Stacey Webster, Deputy Director of Finance
Guests: Rob DiSpirito, City Manager; Kenneth MacRitchie

ABSENT: None

I. Call to Order

Mr. Wright called the meeting to order at 6:46 p.m.

II. Approve Agenda

Mr. Wright asked the Board if there were any changes to the agenda. There were no changes to the agenda.

III. Approve Minutes

Mr. Kelly made a motion to approve the minutes from March 11. Mr. Parrish seconded the motion. All members voted in favor.

Mr. Parrish made a motion to approve the minutes from April 23, 2020. Mr. Kelly seconded the motion. All members voted in favor.

IV. Reports

- Mayor and Council Liaison Report – Councilmember Feinberg reported on how City staff, the elected body, and the public are staying informed with the COVID-19 updates, including plans for reopening and information from the County's officials.

Councilmember Feinberg also reported that the Boards and Commission Task Force will report on their Priority Recommendations on Monday (7/6/20); this item was postponed due to COVID-19. At this meeting the Mayor and Council will consider the following consent agenda items related to City employees and COVID-19: wellness policy, telework policy, and leave policy. The Mayor and Council will also consider a resolution for the City's Vision Zero Action Plan.

Dr. Mark Landahl from the Police Department plans to give an update on the City's emergency management plan; this item was postponed due to COVID-19.

On the next meeting (7/13/20) there will be a public hearing on the scope of the Charter Review Commission. The Mayor and Council will also discuss remote meetings and related procedures. There will also be updates on Rockville Goes Purple and the City's Climate Action Plan.

The July 20th meeting will have a Procurement Action Plan Update and a discussion on the City's MFD program.

Councilmember Feinberg reported that August 3rd is the last meeting before the Mayor and Council recess.

Councilmember Feinberg reported that there will be a limited opening of City Hall starting sometime in July (exact date is TBD). Mr. DiSpirito said that staff is still working on acquiring temporary or contract employees to monitor people coming into City Hall (requiring masks, making sure people sign-in, etc.) and that the City is working to procure a thermal unit to measure body temperatures. Mr. DiSpirito said City Hall would open in late-July at best.

Councilmember Feinberg and Mr. DiSpirito explained that the City's reopening strategy is more consistent with the County (more restrictive), rather than the State.

- Staff Liaison Report – Ms. Webster reported that the Mayor and Council passed the FY 2021 budget on May 11. The adopted budget book and the detailed Excel file will be posted to the website later this month.
- FAB Member Reports – Mr. Wright reported that Mr. Kelly was reappointed to the Board until 2023. Mr. Wright asked all Board members to check the member roster he sent out with the Board member contact information. He also mentioned that he sent out information on the Opens Meeting Act and the Boards and Commissions Guidelines. Mr. Wright also reported that Stantec will present the new water and sewer rate structure later this fall.

Mr. Kelly reported that he sent comments to Ms. Lewis on the 48-month Procurement Action Plan Update. Mr. Kelly said that Ms. Lewis addressed his concerns earlier in the day. Mr. Wright asked the Board members to agree to language to be placed in the Boards and Commissions section of the agenda item. Mr. Wright asked for a motion. Mr. Kelly made the motion to place the following language on the agenda report, "On June 30, 2020, the Financial Advisory Board received a copy of the proposed Procurement Action Plan Update. The update was discussed at the Board's meeting on July 1, 2020. The Board is pleased that the City provided estimated completion dates for the remaining sections of the Procurement Guide. However, the Board is concerned about the continuing slippage of previously set dates." Mr. Brammer seconded the motion. All members voted in favor.

V. Old Business

There was no follow-up from the last meeting.

VI. Review draft FAB FY 2020 Annual Report

Mr. Wright added information on the number of times and the dates that the Board met during the year to satisfy the City Charter. Mr. Wright said that the Annual Report contained the updates that were sent to him by the Board. He asked if there were any comments from the Board. There were no comments.

VII. Develop draft FAB FY 2021 Action Plan

Mr. Wright said there are some realignment of Action Plan items between Board members.

Mr. Wright also mentioned that he included language that says that if during FY 2021 an issue arises that the Board believes merits its attention, they will petition the Mayor and Council to amend the Action Plan.

Mr. Wright edited the 'Narrative' column of #3 to read "The most recently elected (November 2019) Mayor and Council have the opportunity to take a fresh look at the City's investment policy. The Board will follow closely the staff's presentation and recommendations to Mayor and Council regarding the City's investment policy."

Mr. Wright edited the 'Action' column of #10 to say review "Review large (>\$1,000,000) remediation and improvement efforts to infrastructure at the King Farm Farmstead."

Mr. Kelly made a motion to approve the FY 2021 Action Plan. Mr. Hodges seconded the motion. All members voted in favor. Councilmember Feinberg said she will mention this item during future agendas at the Mayor and Council's meeting on July 6th to place it on a September agenda.

VIII. Discuss Supplemental Employee Contributions

Mr. Wright gave a brief background on the City's Pension Plan provision for the Supplemental Employee Contribution (SEC) and explained the memorandum that he and other members of the Board prepared.

Ms. Webster explained that individual employees are not responsible for the investment decisions related to the SEC and that the Retirement Board acts as the fiduciary of the entire Plan.

Mr. DiSpirito described the discussion among the Mayor and Council when the subject was last on the agenda, at a meeting on September 16, 2019. Mr. DiSpirito and Councilmember Feinberg reminded the Board that an educational campaign for city employees needs to be completed before moving forward with implementing a SEC.

Ms. Hsu asked the Board what their role was in the process of implementing SEC. Councilmember Feinberg said that she asked the Board to review this topic because she wanted an objective opinion. Councilmember Feinberg also explained that every elected body is different, and the last SEC discussion was held under the previous body.

Mr. Wright said that he will rethink some of the memorandum. Mr. Wright said that the design of the Plan was important and that it should not be ignored. Mr. Hodges said that the elected body needs to understand the trends, but the current version of the memorandum might contain too much detail. Ms. Hsu said that they can summarize the major trends to help communicate the Board's position.

Mr. Parrish asked Mr. Wright to send the latest version to the members of the Board for editing. Ms. Webster said that the Board can contact Mr. Cohen if they have any follow-up questions.

The Board agreed to continue their SEC discussion at the next meeting.

IX. Elect FY 2021 Financial Advisory Board Chair

Mr. Kelly made a motion to re-elect Mr. Wright to the Board Chair position for FY 2021. Mr. Parrish seconded the motion. All members voted in favor.

X. New Business

There was no new business.

XI. Future Meeting Dates and Agendas

The next meeting will be held on September 2, 2020, 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. Discuss Supplemental Employee Contributions
- VII. New Business
- VIII. Future Agenda and Meeting Dates
- IX. Good of the Board
- X. Adjourn

The next meeting after that will be held on October 28, 2020, at 6:30 p.m.

XII. Good of the Board

XIII. Adjourn

Mr. Parrish made a motion to adjourn. Mr. Kelly seconded the motion. All members voted in favor. The meeting adjourned at 8:25 p.m.

Summary of follow-up items:

- Mr. Wright will send the Board the latest version of the SEC memorandum.
- Councilmember Feinberg will mention the Board's FY 2021 Proposed Action Plan during future agendas at the Mayor and Council's meeting on July 6th to place it on a September agenda.