

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

MELANIE ROSE WHITE, *Mayor*
ROBERT PESTRONK, *Chairman*
MARTHA SOLT, *Secretary*
ROY SCHAEFFER, *Treasurer*
PAULA DURBIN, *Parliamentarian*
CHERYL TYLER
MICHAEL MEZEY

JULIAN P. MANSFIELD, *Village Manager*

4433 SOUTH PARK AVENUE
CHEVY CHASE, MARYLAND 20815

Phone: 301-656-2797

Fax: 301-907-3922

Email: info@friendshipheightsmd.gov

Website: www.friendshipheightsmd.gov



Approved Minutes Friendship Heights Village Council Finance Committee Tuesday, October 17, 2023

Council Finance Committee members present: Roy Schaeffer; Bobby Pestronk; Michael Mezey.

Other Council members present: Martha Solt; Cheryl Tyler.

Others present: Julian Mansfield, Jason Goldstein; Donna Bryant; two Village residents.

At 3 p.m., Mr. Schaeffer called the meeting of the Friendship Heights Village Council Finance Committee to order.

Mr. Schaeffer presented the following items for discussion:

Flexible Spending Account for Staff

Donna Bryant reported that the Montgomery County self-insurance program does not provide a flexible spending account for Village staff, therefore a third-party administrator would be required to implement such a plan. Ms. Bryant indicated she has received one proposal and has contacted two additional companies for quotes. Mr. Mansfield raised potential concerns regarding how many employees would be required to participate, the ability to carryover unused funds at the end of the year, and levels of contribution required. Mr. Mezey advised that the staff should be consulted to see how many of them would be interested in participating in the plan before any decision on implementation. The Committee agreed, and Ms. Bryant will follow up with the staff.

Switching Accounting System for Online Bill Payment

Ms. Bryant reported that she will be switching the Village's accounting system to QuickBooks effective January 1, 2024. This will allow her to complete end-of-year bookkeeping procedures on the existing system without disruption. She confirmed QuickBooks has the ability for online bill payment that will send notifications to Council members to approve payments.

Review of Budget

Mr. Mansfield provided an overview of the budget approval process and the timing for receiving income tax revenue projections from the State. Mr. Pestronk inquired about adding a new expense item to next year's budget. This will be discussed at a subsequent Finance Committee meeting. Mr. Schaeffer indicated he would like to introduce a capital expense budget with a designated annual contribution from the operating fund based on capital needs identified in the most recent infrastructure study.

The Committee discussed the Rothstein Scholarship funds that were placed in a reserve account and have not been used since the scholarship was discontinued. Mr. Pestronk moved, Mr. Mezey seconded, to move the scholarship funds into the Village's general fund. The motion was approved unanimously.

The Committee discussed the Visa world points funds that were acquired by redeeming points earned through the use of the Village Visa card and were placed in a reserve account. Mr. Pestronk moved, Mr. Mezey seconded, to move the Visa world points funds into the Village's general fund. The motion was approved unanimously.

Village Shuttle Bus

The Committee discussed the current shuttle bus contract and potential options for renewal or modification of the contract, including reducing the size of the bus and considering a hybrid or electric vehicle. Mr. Mansfield reported that he spoke with the bus contractor and they are amenable to renewing the contract or modifying it as needed. The bus contractor will be researching options for a smaller bus that would still provide the accessibility accommodations required.

Travel Policy

Mr. Schaeffer presented a proposal for establishing a travel policy for Village staff and Council members, including procedures for requesting approval of all overnight travel, per diem limits and expense reports. After discussion, the Committee agreed unanimously to remove the per diem and expense report procedures and to recommend approval of the authorization process for travel.

No other action was taken by the Communications Committee. The meeting was adjourned at 4:37 p.m.

Respectfully Submitted:

 11/21/2024

Martha Solt, Council Secretary