

City of Alexandria, Virginia
BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE (BFAAC)

Monthly Meeting
September 20, 2022, 7 p.m.
City Hall, Sister Cities Conference Room

Summary Minutes

Committee Members:

Deb Derrick, Chris Ferrara, Tom Gates, Janet Blair-Fleetwood (Chair), Amy Friedlander (Vice Chair), Karen Graf, Nicholas Lee, Laurie MacNamara, Skip Maginniss, Rob Rapanut (Secretary), John Ruthinoski, Kathy Stenzel, Julio Ramirez

Excused/Absence: n/a

Office of Management and Budget (OMB) Staff:

Morgan Routt, Arthur Wicks, Brian Dalluge

Agenda:

1. **Call to Order: Chair Blair-Fleetwood** called the meeting to order at 7:01 p.m. with a quorum present.
2. **Introductions: Chair Blair-Fleetwood** welcomed Mr. Julio Ramirez, At-Large representative as a new BFAAC member.
3. **Approval of the Minutes from the April 19, 2022 meeting: MacNamara** moved to approve the minutes; **Derrick** seconded the motion. The motion carried by voice vote with **Maginniss** abstaining.
4. **BFAAC Leadership Elections: Chair Blair-Fleetwood** introduced 2022-2023 election for chair, vice chair and secretary positions.
 - **Chair Blair-Fleetwood** motioned **Vice- Chair Friedlander** as next year's chair; MacNamara seconded the motion. The motion carried by unanimous voice vote. **Vice-Chair Freidlander** motioned **Chair Blair-Fleetwood** as next year's vice chair; **Derrick** seconded the motion. The motion carried by unanimous voice vote. **Stenzel** motioned **Secretary Rapanut** as next year's secretary; **Ruthinoski** seconded the motion. The motion carried by unanimous voice vote.
5. **BFAAC FY2024 Budget Cycle Workplan:**
 - New **Chair Friedlander** covered FY2024 themes centering on employee

compensation, collective bargaining, Alexandria City Public Schools (ACPS) capital projects and the city's overall Capital Improvement Program. After a general discussion on the themes, new **Chair Friedlander** covered leftover issues from the FY2023 workplan including debt service and housing funding targets. Other suggested topics if BFAAC has time in the next year include a retrospective analysis on a department with difficulties in spending appropriated funds. This proposed study is similar to Arlington County's BFAAC-equivalent ([Fiscal Affairs Advisory Commission \(FAAC\)](#)) approach to macro-level spending.

- **Gates** volunteered to draft a BFAAC budget guidance memo in preparation for the City Council's Annual Retreat scheduled for November 5, 2022.

6. Request for Input from City Manager and Virginia Legislative Agenda: New **Vice Chair Blair-Fleetwood** mentioned not hearing any items from the committee related to the City's Legislative Agenda. **Secretary Rapanut's** analysis did not indicate any significant legislation affecting the City's revenue or fiscal outcomes.

7. Committee Housekeeping Items: **Chair Friedlander** introduced Wicks to discuss virtual/hybrid meeting authority guidance and draft BFAAC bylaws for review. Wicks also mentioned the need to update the electronic meeting policy based on virtual/hybrid meeting authorities granted by the Virginia Legislature. After the discussion, **Derrick** motioned to adopt a new BFAAC electronic meeting policy; **Graf** seconded the motion. The motion carried unanimously by voice vote.

8. OMB Report: Routt mentioned that the city manager's annual budget proposal will be released on February 28th. This is two weeks later than 2022 to align to the ACPS budget process.

9. Adjournment: **Gates** moved the meeting be adjourned; **Ruthinoski** seconded the motion. The motion carried by unanimous voice vote. The meeting was adjourned at 8:38 p.m.

10. Next Meeting/Significant Dates:

- Regular Monthly Meeting, October 18, 2022, 7 p.m.
- Joint City Council/School Board Worksession: Joint Facilities Planning, October 12, 2022, 6 p.m.
- Joint City Council/School Board Worksession: School CIP, October 18, 2022, 6 p.m.