

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

Monthly Meeting

September 19, 2023

City Hall, Sister Cities Conference Room

Summary Minutes

Committee Members Present:

Amy Friedlander (Chair), Karen Graf (Vice Chair), John Ruthinoski (Secretary), Chris Ferrara, Michelle Millben, Laurie MacNamara, Julio Ramirez, Rob Rapanut, Mark Tonsetic, Kathy Stenzel, Antonio Tamariz, Randall Williams

Excused/Absent:

N/A

Office of Management and Budget (OMB) Staff:

Arthur Wicks, Pelin Tekneci, Consuella Barbour, and Louise Cisse

Agenda:

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:03 p.m. with a quorum present.
2. Introductions: **Chair Friedlander** welcomed Michelle Millben, Mayor Wilson’s representative, Mark Tonsetic, an at-large representative, and Randall Williams, Councilmember Bagley’s representative as new BFAAC members.
3. **Approval of the Minutes from the May 16, 2023 meeting:** A motion was made and seconded to approve the minutes with the following correction on page 2 “**MacNamara** stated that when she was ~~last~~ *first* on BFAAC (from 2006-2009), the committee was divided up into topic area subcommittees.” The motion was carried by unanimous vote.
4. **BFAAC Committee Officer Elections: Chair Friedlander** introduced 2023-2024 election for Chair, Vice Chair and Secretary positions:
 - **Graf** nominated **Chair Friedlander** as next year’s Chair. **Stenzel** seconded the motion. The motion was carried by a unanimous voice vote.
 - **Chair Friedlander** nominated **Graf** as next year’s Vice Chair. **MacNamara** seconded the motion. The motion was carried by a unanimous voice vote.
 - **Millben** nominated **Ruthinoski** as next year’s Secretary. **Williams** seconded the motion. The motion was carried by a unanimous voice vote.
5. **Discussion of FY 2025 Workplan: Chair Friedlander** stated that after reviewing the submissions from BFAAC members over the summer and considering that large number of new and recently added members, she was looking at this coming year as a rebuilding year for BFAAC. She proposed that the BFAAC develop a library of knowledge on topics related to the

Alexandria City budget that could be used as a reference for both future BFAAC members and community residents who wanted to learn about the budget. She presented a list of potential topics (below) and asked that the Alexandria City Public Schools Budget be added as an additional topic. She asked BFAAC members to sign up for at least one of these sessions and produce a summary document following the presentation that is accessible and easily digestible for the general public. **Wicks** clarified that OMB Staff would develop and deliver the approx. 1-hour presentations and that BFAAC members' role would be to gather questions ahead of time and to act as a facilitator during the meetings in addition to developing the summary.

BFAAC Proposed Budget Education Session Topics

Month	Topic	Notes	Assigned Reading/Review	BFAAC Leader
Sept.	Budget Process/ Components Overview	Timeline (public and internal), major components/drivers	Understanding the Budget Budget in Brief City Manager's Message	Amy
TBD	Finance	Annual Financial Report, OPEB, Fund Balance, Investment Policy	ACFR; Monthly Financial Report	Amy Michelle
TBD	Revenues	Assessments, BPOL, Commercial Real Estate, TIFs/Tax Districts, Other Financial Tools	Revenues Summary	Rob Michelle Randall
TBD	Special Revenue Funds and Grants	TIP, Sanitary, Storm, Permit, Equipment Replacement, etc What are the funds? What are the permitted uses? What was the logic behind creating these funds?	Grant Fund and Special Revenue Funds	Julio Chris Randall Mark
TBD	CIP	Affordability, debt, cash capital, components, etc	CIP Overview Summary Tables Understanding the CIP	Rob Karen Laurie
TBD	Personnel & Compensation	Size of workforce, cost centers, S&B process, collective bargaining, market competitiveness	Personnel and Compensation Summary	Julio Antonio Mark John Chris
TBD	ACPS Budget			Kathy Karen Laurie

Stenzel asked if this would be the entire workplan for the coming year. **Chair Friedlander** responded that BFAAC would develop its usual memos on the budget in the fall and the spring, but that the budget education sessions would be the focus of the BFAAC for the rest of the year. **Wicks** added that the City Council might also ask BFAAC to take on a project at their retreat in November. **Graf** asked about how the BFAAC would respond to the September 14th memo from the City Manager asking for input into the budget priorities. **Wicks** suggested that the BFAAC could use that memo as a resource when developing their response to the proposed budget in the spring.

6. **Budget Process Overview:** **Wicks** provided an extensive presentation on the Alexandria City Budget Process. **Chair Friedlander** will draft the summary document from this presentation, which will then be used as a template for future summaries.
7. **OMB Report:** **Wicks** reported OMB is in the process of finalizing budget guidance and they will have more to say in next month's OMB Report. He also noted the date of the November BFAAC meeting was changed to Wednesday the 15th due to the original date falling close to Thanksgiving. He also noted December's meeting date is the 19th. He asked BFAAC members to think about whether that date is feasible or if it might be too late in the month to get a quorum.

Graf asked if BFAAC still needed to provide a representative to the IT Committee and Stormwater Committee. She volunteered if no one else was interested. **Tonsetic** and **Williams** both said they would be willing to serve on the IT Committee. **Wicks** stated he would follow up with the staff liaisons of both committees and get back to BFAAC.

8. **Adjournment:** **Stenzel** moved the meeting be adjourned. **Williams** seconded the motion. The motion carried by unanimous voice vote. The meeting adjourned at 9:15 pm.

9. **Upcoming Meetings/Significant Dates:**

- BFAAC Regular Meeting – October 17, 2023 – 7:00 p.m.
- Fall CIP Work Session – October 24, 2023 – 7:00 PM
- Joint City Council/School Board CIP Work Session – Nov 1, 2023 – Time TBA
- City Council Annual Retreat – November 4, 2023 – Time TBA
- BFAAC Regular Meeting – **Wednesday**, November 15, 2023 – 7:00 p.m.
- BFAAC Regular Meeting – December 19, 2023 – 7:00 p.m.