

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

Monthly Meeting

October 17, 2023

City Hall, Sister Cities Conference Room

Summary Minutes

Committee Members Present:

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

Excused/Absent:

Chris Ferrara

Office of Management and Budget (OMB) Staff:

Arthur Wicks, Morgan Routt

Guests:

Kevin Greenlief, Assistant Director, Revenue Division, Department of Finance
Annwyn Milnes, Appraiser Supervisor, Office of Real Estate Assessments

Agenda:

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:04 p.m. with a quorum present.
2. Introductions: **Chair Friedlander** introduced David **Millard**, a Chamber of Commerce representative, as a new BFAAC member.
3. **Approval of the Minutes from the September 19, 2023 meeting:** A motion was made by **Millben** and seconded by **Williams** to approve the minutes of the September 19 BFAAC meeting. The motion was carried by unanimous vote.
4. **BFAAC Education Session: Revenue and Real Estate Assessment.** **Kevin Greenlief** provided an extensive presentation on the Alexandria City Revenue Collection and **Annwyn Milnes** gave an overview on how Real Estate Assessments are conducted.
5. **Discussion of FY 2025 Workplan: Memo #1 Workplan.** **Chair Friedlander** asked BFAAC members if they had any suggested edits for the memo to City Council on the BFAAC FY 2024-2025 Work Plan. After discussion, the following changes were made:
 - Language will be added about working with Communications staff to explore a universal design approach so that all residents will have access to the “Budget 101” summaries developed by BFAAC members.
 - The Education Session on Special Revenue Funds was renamed “Dedicated Revenue and Grants.”
 - The date column was removed.

- Language will be added specifying the presentations from staff will be posted following each meeting, but the BFAAC Member summaries will be published following the conclusion of all the education sessions.

Vice Chair Graf moved approval of the memo with the edits mentioned above, seconded by **Stenzel**. The motion was carried by unanimous vote.

6. **Discussion of FY 2025 Workplan: Memo #2 Recommendations for City Council Budget Guidance - Chair Friedlander** reminded BFAAC members of the three topic areas agreed to in September:

- **ACPS** – **Vice Chair Graf** and **Stenzel** have written this section.
- **Affordability of the CIP** – **MacNamara** is writing this section.
- **Compensation** – **Millben** volunteered to write this section. **Vice Chair Graf** also offered assistance.

Chair Friedlander asked for section drafts to be completed by October 25th. They will be compiled and sent out to BFAAC members prior to the next BFAAC Meeting.

7. **BFAAC Housekeeping: October 30 Meeting**

Chair Friedlander proposed a BFAAC meeting on October 30th, which would replace the November BFAAC Meeting, as the City Council Retreat is on November 4 and the BFAAC needs to meet to review and approve the memo on Recommendations for City Council Budget Guidance. **MacNamara** polled members regarding availability for October 30 to ensure a quorum would be present. There being no objection, the meeting was moved to October 30.

Chair Friedlander asked BFAAC members to be present when their memo is presented at the retreat, which will be held Sat., Nov. 4th at MacArthur Elementary School, time TBA.

8. **Committee Appointments: Vice Chair Graf** Volunteered to serve as the BFAAC Representative on the Commission on Information Technology. There being no volunteers at this time, the appointment to the Ad-Hoc Stormwater Group was tabled until the October 30 meeting.

9. **OMB Report: Routt** reported there was nothing new to report at this time. He noted that all budget work session dates were noticed and have been put on the BFAAC's calendar.

10. **Adjournment: Vice Chair Graf** moved the meeting be adjourned. **Williams** seconded the motion. The motion carried by unanimous voice vote. The meeting adjourned at 9:44 pm.

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

- Fall CIP Work Session – October 24, 2023 – 7:00 PM
- ***new*** BFAAC Regular Meeting – October 30, 2023 – 7:00 p.m.
- 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 – December 19, 2023 – 7:00 p.m.