

Members Present: John Renner (Chair), Dak Hardwick, Laurie MacNamara, Mike Wenk, David Baker, Jean Sun Kim, Benjamin Klein, Margaret Gullen, Brent Simer, Engin Artemel

Members Excused: Clarence Tong, Patrice Linehan, Len Rubenstein

Staff: Alex Braden and Nelsie Smith

The Chair called the meeting to order at 7:10pm.

Office of Management and Budget Report:

- Budget Memos have been published on the City of Alexandria website.
- The Council Work Session calendar is available on the City of Alexandria website and handed out to BFAAC.
- Update to City Staff Response to BFAAC FY14 Report – handout given out for the committee’s review
- FOIA Rules were reviewed and handed out.

Minutes: Mike Wenk moved to approve the minutes from March 25th seconded by John Renner. The minutes were approved with one correction: the spelling of Laurie MacNamara’s last name was corrected to include a capital N.

Report Revision Process:

The process for report edits was agreed to be as follows: edits are to go to the subcommittee chair, who will then funnel edits to the one person who will consolidate the entire report into one document.

New Member Introduction: Brent Simer introduced himself as the newest member starting at this meeting.

Revenue Subcommittee Report:

The subcommittee presented the main points of their draft report. Topics discussed included a suggestion to add charts showing prior year data on real estate assessments by property type, a discussion on the tone of language used to describe alternatives to increasing the revenue base, and a decision to include the debt burden topic in the revenue section (vs the CIP section).

Operations Subcommittee Report:

The subcommittee presented the main points of their draft report. There was a discussion on the scope of participation in Results Alexandria. As a result, the staff promised to provide a revised chart clarifying which departments/groups participated at which level of budget development versus creating performance standards. The subcommittee promised new language on the multi-year forecasting section and to add language about the add/delete list including the 5-year costs now. In the employee health benefit section, staff asked to add language in the employee health benefit section about the future impact of the Affordable Care Act and the fact that the city is currently negotiating a Kaiser non-deductible plan. During a discussion on the retiree life insurance topic, the staff was asked to get a firm figure on the OPEB liability related to this benefit. Finally, the entire BFAAC was asked to carefully consider the non-profit partnership section but wait until Clarence Tong was available to discuss this section.

Capital Improvement Program Subcommittee Report:

The subcommittee presented the main points of their draft report. There was a lively discussion on the topic of coordination between ACPS and the city with regards to the budget process. Furthermore, a consensus developed that the draft CIP section included commentary that might be best included in other sections and therefore should be edited to only include CIP topics.

General Formatting:

A discussion of report format included the following points:

- Standardize the fonts- suggested Times New Roman. 12 point for the main body, 10 point for the footnotes.
- One space after the sentence
- Bold all executive bullet points
- Use bullet points to help compress sections
- Be clear to delineate different sections with consistent headers

Ben Klein moved for the meeting to be adjourned, seconded by Margaret Gullen. The meeting was adjourned at 9:25 pm.

Minutes submitted by Jean Kim.