

**City of Alexandria, Virginia**  
**BUDGET AND FISCAL AFFAIRS ADVISORY COMMISSION**  
**Monthly Meeting**  
**Tuesday, October 15, 2019**  
**7 p.m.**  
**Alexandria City Hall**  
**Sister Cities Conference Room #1101**  
**301 King Street**  
**Alexandria, VA 22314**

**Summary Minutes**

**Commission Members:**

Jesse O'Connell (Chair), Kathy Stenzel (Vice Chair), Janet Blair-Fleetwood (Secretary), Paul Igasaki, Ben Klein, Skip Maginniss, Kirk McPike, Deb Roepke, Joe Valenti

*Absent:* Nicholas Lee (excused), Greg Parks (unexcused), Robert Rapanut (excused)

*Vacant:* Representative for Alexandria Chamber of Commerce

**OMB Staff:**

Morgan Routt, Arthur Wicks

Guests: Councilman Canek Aguirre

**Agenda:**

1. **Call to Order: Chair O'Connell** called the meeting to order at 7:01 with a quorum present.
2. **Approval of the Minutes: Roepke** moved to approve the minutes with minor changes, **Igasaki** seconded the motion. The motion carried by unanimous voice vote.
3. **BFAAC/BAC Joint meeting: Stenzel** updated the Committee on the BFAAC/BAC efforts stating the Joint memorandum will be submitted to the City Council.
  - a. The joint efforts recognize the Capital Improvement Program (CIP) significance to the City and Schools.
  - b. The joint group will not raise the potential of a dual use tax this year since it would not be put on the docket this year. Further, more work would be done to determine the financial implications. It is expected that a way ahead will be clearer in Spring 2020.

BFAAC members made some changes to the joint memorandum. **Valenti** moved to approve the memorandum, **Klein** seconded the motion. Then **Stein** moved and **Blair-Fleetwood** seconded a motion to approve the joint memorandum as amended and that if policies changes are made by the BAC, the memorandum would come back to the BFAAC for additional approvals. The motion carried by unanimous voice vote.

4. **Revenue Menu Memorandum:** BFAAC reviewed the updated Revenue Memorandum and made a few minor changes. **Routt** noted that the City was updating the current

legislative package that includes such items as local revenue authority, State aid, compensation for State Employees. **Blair-Fleetwood** moved and **Maginniss** seconded to approve the memorandum with changes. The motion was approved by unanimous voice vote. The memorandum will be updated and sent to the City Council for consideration at the November 2 City Council Retreat.

5. **BFAAC's FY 2021 Workplan.** BFAAC discussed the 2021 Workplan, making minor changes to the final draft. **Roepke** moved to approve the 2021 Workplan with changes and **Klein** seconded. The motion was approved by unanimous voice vote. The Workplan will be updated with the changes and send to the City Council.
6. **BFAAC's FY 2021 Budget Guidance.** BFAAC discussed the current Memorandum on FY 2021 Budget Guidance, particularly the City's Citizen Engagement Process for the City budget and how this might be improved. **Chair O'Connell** asked that this be an agenda item for BFAAC in early 2021. **Maginniss** moved to approve the BFAAC FY 2021 Budget Guidance memorandum with the changes discussed in the meeting, **Igasaki** seconded. The motion was approved by unanimous voice vote.
7. **Election of Committee Officers:** **Chair O'Connell** explained the importance of electing BFAAC officers in the Fall of each year. He then asked for nominations for Chairmanship, **O'Connell** was nominated and approved by acclamation. **Stenzel** was nominated and approved by acclamation as Vice Chairman. **Blair-Fleetwood** was nominated and approved by acclamation as Secretary.
8. **OMB Update:** **Routt** explained that October 23 was the start of the work sessions for the City's budget development process. Focus is on revenue and expenditures estimates as well as the CIP, since this will have a key impact on the overall budget. He also noted that the City Manager will also review City Departments for operational efficiency and highlight lower priority services as needed.
9. **Adjournment:** **Klein** moved that the meeting be adjourned, **Valenti** seconded. The motion carried by unanimous voice vote. The meeting was adjourned at 8:03 p.m.
10. **Next Meeting:**
  - a. Regular Monthly Meeting, Tuesday, November 19, 2019.