

City of Alexandria, Virginia
BUDGET AND FISCAL AFFAIRS ADVISORY COMMISSION
Regular Meeting
Tuesday - October 10, 2017
7 p.m.
Alexandria City Hall
OPA Conference Room, Room #3008
301 King Street
Alexandria, VA 22314

Summary Minutes

Commission Members:

Ben Klein (Acting Chair), David Baker, Martin Frost, Margaret Gullen, Skip Maginniss, Jesse O'Connell, Leonard Rubenstein, Kathy Stenzel, Clarence Tong, Joe Valenti

Excused Absence: Robert Shea, Michael Wenk

OMB Staff:

Lisa Henty, Arthur Wicks

Excused Absence: Morgan Routt

Others in Attendance (Guests/Staff/Public):

Elliot Branch, Erin Dahlin, John Lennon, Cindy Anderson

Agenda:

- I. Call to Order:** Acting Chair **Klein** called the meeting to order at 7:05 with a quorum present.

- II. Update from the Ad-Hoc Joint City & School Facilities Investment Task Force:**
 - a. **Branch**, member of the Ad-Hoc Joint City & School Facilities Investment Task Force, provided an update on the task force's work to date, initial findings, and timeline for providing recommendation to City Council and the School Board.
 - b. Questions/Discussion:
 - i. **Rubenstein:** What does a more unified CIP, between City and Schools, look like in the future?
 1. **Branch:** we currently have this. The School Board adopts a CIP, and then this (or the portion the City deems reasonable to fund) is rolled into the City's CIP. The Task Force's work should include recommendations to improve coordination between the City and the Schools.
 - ii. **Klein:** What are your thoughts on how to ensure the work of the task force is sustained?
 1. **Branch:** The task force has two deliverables: first is the discreet exercise to prioritize the facilities and school projects over the next ten years. The second deliverable is to provide recommendations on CIP governance, civic engagement, alternative project delivery,

etc. The hope is that the task force can develop this to the point that City/School staff can build out and maintain this. BFAAC should continue to be involved to sustain this work and serve as the 'conscious' of the budget process.

- iii. **Lennon** (guest): Has the task force examined a more unified budget development calendar for City and schools?
 - 1. **Branch**: The City Manager discussed this at the last task force meeting as something that the task force should consider. The complexity and scope of the CIP has increased significantly, to the point that decoupling the CIP and operating budget development cycles now makes sense. This could lead to a more unified City and Schools development cycle.
- iv. **Rubenstein**: Can you provide additional explanation of the task force's discussion of asset life cycle?
 - 1. **Branch**: the governance subcommittee and the facilities operations and maintenance subcommittee are both examining asset life cycle. I chair the governance subcommittee where we are looking at life cycle cost of assets relative to a process for identifying and developing/planning projects for inclusion in the CIP.
- v. **Manginniss**: CIP development cycle doesn't seem to match the needs cycle. For example, ACPS must do repair work during the summer, but funding is not usually available until mid to late July. This leads to less than efficient methods for addressing repairs. Is the task force looking at this?
 - 1. **Branch**: This is a problem, which should be solved by better planning. The task force has recognized that both the City and Schools do not have appropriate amount of resources deployed to capital planning.

III. Approval of Minutes: **Frost** moved to approve the May 2017 and September 2017 minutes, as presented. **Baker** seconded the motion. The motion carried by unanimous voice vote.

IV. Election of Officers:

- a. Election of Chair: **Baker** nominated **Klein**. **O'Connell** seconded the motion. The motion carried by unanimous voice vote.
- b. Election of Vice Chair: **Klein** nominated **Stenzel**. **Rubenstein** seconded the nomination. The motion carried by unanimous voice vote.
- c. Election of Secretary: **Tong** nominated **O'Connell**. **Gullen** seconded the nomination. The motion carried by unanimous voice vote.
 - i. *Note:* **Valenti** joined the meeting at this point and was present for this vote and all votes for the remainder of the meeting.

V. BFACC Workplan

- a. **Klein** reviews the workplan draft.

- b. **Rubenstein** suggests an additional memo, a commission review of the forthcoming memo from city staff on city activity post-recession
- c. **Valenti** asks if we know the substance of what we would comment on in Memo 5
- d. **Rubenstein** says the commission should directly query Council about what memos they would most benefit from receiving
 - i. **Klein** concurs and says that we will ask Council about this at the budget retreat
- e. **Gullen** asks how recent our instructions from Council are, **Klein** responds that the proposed list of memos is informed by previous requests and instructions from Council
- f. **Frost** moves to approve the workplan, with the edits as discussed. **Valenti** seconded the motion. The motion carried by unanimous voice vote.

VI. Budget Guidance to Council

- a. **Klein** provides an overview of the items for inclusion.
- b. The commission discusses the items and suggests edits.
- c. A member of the public is recognized and asks about question about the budget transfer to ACPS. **Wicks** provides some context in response to the question.
- d. **Manginniss** asks about the new biannual process for CIP budget, how that may impact the budget timeline and process.
- e. **Gullen** asks if this might impact city budget staff, effectively making them be in cycle all year long
 - i. **Wicks** acknowledges this could be a concern, but explains that it could also possibly have a smoothing effect
- f. **Manginniss** offers the consideration of the possible benefit in aligning the City budget cycle with the ACPS budget cycle.
- g. **Frost** asks if the stormwater fee will be presented at the Council budget retreat, and whether there will be public transparency around future fee increases
 - i. **Klein** requests that **Wicks** note this feedback, and also suggests that this issue could be a topic for a future commission meeting agenda
- h. **Rubenstein** asks to add a recommendation about trends in city services, and the cumulative impact of cuts
- i. **Klein** will make all suggested edits and share a draft
- j. **Rubenstein** moved to approve the memo, with edits as discussed. **Gullen** seconded the motion. The motion carried by unanimous voice vote.

VII. Other Business

- a. Nov. 4th budget retreat details will be shared when available
- b. Copies of the city legislative agenda is shared, per a request from the September commission meeting
- c. Update on AEDP economic sustainability memo: timeline to publish is unclear
- d. **Klein** solicits commission members to work on specific memos

VIII. Adjournment: **Klein** moved that the meeting be adjourned, **Gullen** seconded. The motion carried by unanimous voice vote. The meeting adjourned at 8:29 p.m.

IX. Next Meeting: November 13, 2017