

City of Alexandria, Virginia
BUDGET AND FISCAL AFFAIRS ADVISORY COMMISSION
Monthly Meeting
Tuesday, December 17, 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), Christopher Ferrara, Ben Klein, Skip Maginniss, Kirk McPike, Greg Parks, Robert Rapanut, Deb Roepke, Joe Valenti

Absent: Paul Igasaki excused), Nicholas Lee (excused)

Vacant: Representative for Alexandria Chamber of Commerce

OMB Staff:

Morgan Routt, Arthur Wicks

Guest: Katherine Carraway, City of Alexandria Planning and Zoning Department

Agenda:

1. **Call to Order: Chair O'Connell** called the meeting to order at 7:02 with a quorum present.
2. **Approval of the Minutes: Stenzel** moved to approve the minutes, **Valenti** seconded the motion. The motion carried by unanimous voice vote.
3. **City of Alexandria Civic Engagement: Chairman O'Connell** opened the discussion regarding the development of the BFAAC memorandum on recommendations to broaden civic engagement in the budget process. Ms. Carraway explained the AlexEngage Civic Engagement Handbook and how this is the guidance considered best practice for City of Alexandria engagement with City residents. The handbook provides multiple avenue for engagement from online to in person. She explained that such interactions were critical but very labor intensive. She noted that within the City Departments, Parks and Recreation as well as Planning and Zoning have a strong process to engage with the public. OMB explained that it doesn't have staff specifically designated to public engagement, but they do have outreach efforts to libraries, schools, and other public spaces for the public to engage. BFAAC members discussed various options for budget engagement, as well as the timing of such engagements and to reinforce the processes already in place. **Vice Chairman Stenzel** is leading the subcommittee to develop the BFAAC memorandum.

4. **Electronic Participation Policy.** Chairman **O'Connell** and OMB outlined a recommended policy to allow BFAAC members to call into meetings. The policy included that a quorum must be present in person, but if someone needed to call in, this was an available option. **Klein** moved that BFAAC adopt the revised policy, **Blair-Fleetwood** seconded. The motion was approved with unanimous voice vote.
5. **February 2020 meeting:** **OMB** noted that February 25, 2020 was be the best date for February meeting. All agreed to that date.
6. **OMB Update:** **Routt** explained that the City was continuing their internal budget build and review process. There was a focus on identifying efficiencies and priority budgeting across the Departments, including with the use of focus group.
7. **Adjournment:** **Parks** moved that the meeting be adjourned, **Stenzel** seconded. The motion carried by unanimous voice vote. The meeting was adjourned at 8:07 p.m.
8. **Next Meeting:**
 - a. Regular Monthly Meeting, Tuesday, January 21, 2020.