

City of Alexandria, Virginia
BUDGET AND FISCAL AFFAIRS ADVISORY COMMISSION
Monthly Meeting
Tuesday, January 21, 2020
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, Paul Igasaki, Ben Klein, Nicholas Lee, Kirk McPike, Robert Rapanut, Deb Roepke, Joe Valenti

Absent: Skip Maginniss (excused)

Vacant: Representative for Alexandria Chamber of Commerce

OMB Staff:

Arthur Wicks

Agenda:

1. **Call to Order:** Chair O’Connell called the meeting to order at 7:00 with a quorum present.
2. **Approval of the Minutes:** Stenzel moved to approve the minutes, McPike seconded the motion. The motion carried by unanimous voice vote.
3. **Workplans-**
 - a. **City of Alexandria Civic Engagement:** Vice Chair Stenzel updated BFAAC that the subcommittee has developed a broad outline of what to achieve. The paper will provide a big picture BFAAC view of Civic Engagement for the budget, including the ideal state and a definition of civic engagement. From there the paper will provide a couple of specific budget related ideas for City Council consideration. Wicks noted that BFAAC should consider who performs recommended civic engagements—the City organization responsible for civic engagement or budget personnel, an important distinction, but one having larger resource implications.
 - b. **City of Alexandria Economic Resiliency:** Rapanut outlined the approach looking at City long-term and short-term options, including how to diversify the tax base. This paper will include the City “green buildings” opportunities as part of the BFAAC recommendations.
4. **Capital Projects Reporting Assignment:** Blair-Fleetwood outlined the assignment from the Mayor. The Mayor is concerned that the City does not have a good “quality gate” process for regularly checking in on these large capital efforts as they develop, and

the engineering progresses. Also does the City have a good process to gut-check the value of the project versus the planned investment. This is particularly a challenge when the project planning process drags out for 5 to 7 years or beyond. He would like BFAAC to review City processes around City projects and recommend improvements to such processes. **Blair-Fleetwood** noted some shortfalls in the current quarterly reports. **Wicks** explained how he consolidated the report and some of the recent efforts by the City to strengthen project management, including the establishment of a project management office headed by Terry Suehr. He noted that the City is beginning to centralize project management to help standardize project information and allow for better status reporting. The intent is to identify project health and allow City engagement early if projects are behind schedule or over budget. It would also help with consistent budgeting across all City projects. BFAAC will meet with the Terry in March, then query their Council members on report expectations. **Blair-Fleetwood** will lead the effort for BFAAC.

5. **February 2020 meeting: Chair O'Connell** noted that ADP and Finance will attend the BFAAC meeting in February to discuss machines and tools and their impact on business and revenue. Also the NoVA Economic Development Alliance talk with the Committee, including, tentatively regarding, the Arlington-Alexandria Cooperative Agreement. Part of the discussion will be about the City's budget timeline and how it fits into regional timelines and the implications for the City's regional efforts.
6. **Board and Commission Training Session: Chair O'Connell** explained the training he attended, noting the refresh on FOIA requirements. He also noted that virtual attendance is limited to two times a year for BFAAC members and only if there is quorum in the room. BFAAC members are to ask in advance for such attendance, preferably as far in advance as possible.
7. **OMB Update: Wicks** explained that the City budget is due in 28 days. OMB is meeting with City managers daily to finalize the budget. The revenue estimate is due next week and CIP overhaul has adjusted the CIP budget request, so staff is reviewing the changes.
8. **Adjournment: Valenti** moved that the meeting be adjourned, **Lee** seconded. The motion carried by unanimous voice vote. The meeting was adjourned at 8:11 p.m.
9. **Next Meeting:**
 - a. Regular Monthly Meeting, Tuesday, February 25, 2020.