

**City of Alexandria, Virginia**  
**BUDGET AND FISCAL AFFAIRS ADVISORY COMMISSION**  
**Monthly Meeting**  
**Tuesday, September 15, 2020**  
**7 p.m.**  
**ZOOM call due to COVID 19 per City Guidelines**

**Summary Minutes**

**Commission Members:**

Jesse O'Connell (Chair), Kathy Stenzel (Vice Chair), Janet Blair-Fleetwood (Secretary), Christopher Ferrara, Amy Friedlander, Ben Klein, Nicholas Lee, Skip Maginniss, Kirk McPike, Robert Rapanut, Deb Roepke, Joe Valenti

*Absent:* Paul Igasaki (excused)

**OMB Staff:**

Morgan, Routt, Lisa Henty, and Arthur Wicks

**City of Alexandria Staff:** Terry Suehr, Director of the Department of Project Implementation (DPI)

**City Resident:** Benjamin Sansaver

**Agenda:**

1. **Call to Order:** **Chair O'Connell** called the meeting to order at 7:05 with a quorum present.
2. **Introduction of New Member:** **Amy Friedlander**, a new BFAAC member representing the Chamber of Commerce was introduced to the Committee.
3. **Capital project Reporting:** **Blair-Fleetwood** explained the process in development of the draft BFAAC memorandum. She explained a request came from the Mayor to review the processes around City project management and to make recommendation on how they can be improved. The review included discussions with OMB, the DPI Director, and some feedback from Council members. **Suehr** provided her insight into the City project management processes and procedures and the efforts of her office. BFAAC members asked questions relative to the memo and of **Suehr**. **Blair-Fleetwood** moved that the memorandum be approved with a few minor edits to be done after the meeting, **Stenzel** seconded and BFAAC approved the memorandum by hand vote. **Blair-Fleetwood** with update the memorandum with minor updates and send out for all to see before it is finalized and sent to the City Council.
4. **Approval of the Minutes from February 25, 2020 meeting:** **Rapanut** moved to approve the minutes, **Valenti** seconded the motion. The motion carried by unanimous voice vote.
5. **OMB Report:** **Routt** provided an update on activities of the City due to the COVID 19 pandemic. There was a tax shortfall, so the City implemented a hiring freeze, as well as

other activities to address the shortfall. There is also ongoing work to address a likely FY 2021 shortfall and toward the FY 2022 budget--of particular focus is how commercial real estate will fare after the pandemic. The City is also scrubbing the base budget to determine how post-pandemic organizational changes will impact the budget.

**6. Workplans-**

- a. **City of Alexandria Civic Engagement: Vice Chair Stenzel** updated BFAAC that the subcommittee has developed a broad outline of what to achieve. Due to COVID 19, no work has been done to further this activity. The plan now is for a Spring 2021 release.
  - b. **Fall Budget Guidance and the FY 2022 BFAAC Work Plan: Chairman O'Connell** noted that BFAAC's key focus should be on these activities. He would like to see the Committee have the Guidance draft ready for the approval at the October meeting. **Klein, McPike,** and **Valenti** agreed to take the lead on this draft with input from the rest of the members.
- 7. Committee Elections: O'Connell** explained that elections for the three positions of the Committee would be held at the October meeting. He asked that anyone interested in the positions please let him know before the October meeting.
- 8. Adjournment: McPike** moved that the meeting be adjourned, **Stenzel** seconded. The motion carried by unanimous voice vote. The meeting was adjourned at 8:46 p.m.
- 9. Next Meeting:**
- a. Regular Monthly Meeting, Tuesday, October 20, 2020.