

City of Alexandria, Virginia
BUDGET AND FISCAL AFFAIRS ADVISORY COMMISSION
Monthly Meeting
Tuesday, October 20, 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, Paul Igasaki, Ben Klein, Nicholas Lee, Skip Maginniss, Kirk McPike, Robert Rapanut, Deb Roepke, Joe Valenti

OMB Staff:

Morgan, Routt, Arthur Wicks, Julia Taylor

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 from September 15, 2020 meeting:** Klein moved to approve the minutes, Ferrara seconded the motion. The motion carried by unanimous voice vote.
3. **Committee Elections:** Chair O'Connell stated that elections to fill the three roles on the Committee should proceed. He asked for nominations for the Chairman position. His name was submitted by Klein, Blair-Fleetwood seconded. His nomination was approved by a voice vote of the Committee. Chair O'Connell requested nominations for Vice Chairman and O'Connell nominated Stenzel, with McPike seconding. Her nomination as approved by voice vote. Chair O'Connell asked for nominations for Secretary, Chair O'Connell nominated Blair-Fleetwood, Stenzel seconded and her nomination was approved by voice vote. All will serve in these positions until October 2021.
4. **Workplans-**
 - a. **FY 2022 BFAAC Work Plan:** Chairman O'Connell started the review of the work plan and asked for comments or changes. Committee members discussed minor changes to the Plan. McPike moved to approve the Work Plan with the changes noted, Blair-Fleetwood seconded. The Committee approved the Work Plan by voice vote. Chair O'Connell said he would make the changes and send to the Committee for one final review, before it is finalized. Wicks will provide guidance on any future impact on BFAAC work on the Work Plan due to the pandemic.
 - b. **Fall Budget Guidance:** Chair O'Connell opened discussion on the draft Fall Budget Guidance. Committee members recommended changes to the narrative on City assets, more discussion on impacts of across the board cuts to City services, and the City's approach to flood resilience and infrastructure upgrades.

Given the minor changes required, **Valenti** moved to approve the Fall Budget Guidance with changes, **Blair-Fleetwood** seconded. The Committee approved it with a voice vote.

5. **OMB Report: Routh** provided an update on activities of the City virtual offsite in November. He explained the review of revenue in three ranges since expectations are that there will be no vaccine available until mid CY 2021 and would not be widely distributed until Fall of 2021. These assumptions are now going into the revenue and budget plans for FY 2021. **Chair O'Connell** stated that he and **Vice Chair Stenzel** will represent BFAAC at the virtual Offsite, but that others are welcome to participate. **Wicks** noted that the Capital Improvement Program work session will include a discussion of the BFAAC memorandum on the Capital Projects management efforts.
6. **Adjournment: McPike** moved that the meeting be adjourned, **Igasaki** seconded. The motion carried by unanimous voice vote. The meeting was adjourned at 7:47 p.m.
7. **Next Meeting:**
 - a. Regular Monthly Meeting, Tuesday, November 17, 2020.