


City of Alexandria, Virginia

---

MEMORANDUM

**DATE:** SEPTEMBER 27, 2019  
**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
**FROM:** MARK B. JINKS, CITY MANAGER   
**SUBJECT:** SUBMISSION OF BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE (BFAAC) FY 2021 MEMO #2 – RECOMMENDATIONS FOR THE MEMBERSHIP COMPOSITION OF THE BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE

---

At the Budget and Fiscal Affairs Advisory Committee's (BFAAC) August 16, 2019 meeting, the committee approved a memo to City Council outlining recommended changes to the membership composition of the committee. Specifically, BFAAC has recommended converting the two Alexandria Chamber of Commerce (Chamber) designated seats into at-large members, of which one would be required to be a representative from the Alexandria business community (defined as someone that works for or owns a business located in the City).

I concur in part with BFAAC's recommendations. I believe that the Chamber should retain its currently filled seat and that one new at-large position should be created out of the more than 12-month vacant second Chamber position. Implementing these recommended changes would require an amendment to BFAAC's establishing ordinance (City Code Sec. 2-4-130: Creation, composition, organization and term.). I think the BFAAC recommendation of changing the Chamber designated seat on BFAAC to a "business community" seat has implications for more Boards and Commissions than BFAAC and should be referred to Councils Ad Hoc Boards and Commission Study Committee (Chapman and Aguirre) for consideration.

Attachments:

1. BFAAC Memo #02 – Recommendations for the Membership Composition of the Budget and Fiscal Affairs Advisory Committee

Cc: Gloria Sitton, City Clerk  
Laura B. Triggs, Deputy City Manager  
Morgan Routt, Director, Office of Management and Budget  
Chair & Members of Budget and Fiscal Affairs Advisory Committee (BFAAC)

City of Alexandria, Virginia

---

MEMORANDUM

DATE: AUGUST 16, 2019

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE (BFAAC)

SUBJECT: MEMO #2: RECOMMENDATIONS FOR THE MEMBERSHIP  
COMPOSITION OF THE BUDGET AND FISCAL AFFAIRS ADVISORY  
COMMITTEE

---

As Council reviews the number, mission, and makeup of citizen boards and commissions, the Budget and Fiscal Affairs Advisory Committee (BFAAC) appreciates the opportunity to provide our input.

BFAAC is currently composed of 13 members, including seven designated by City Council, three at-large members, one member designated by the Alexandria School Board, and two members designated by the Alexandria Chamber of Commerce (Chamber). BFAAC supports maintaining these categories to ensure the committee includes representation from a wide range of perspectives. However, we recommend Council consider two changes.

First, BFAAC recommends changing one of the seats reserved for the Chamber to an at-large member. While BFAAC recognizes the importance of ensuring Alexandria's business community is represented on the committee, reducing the business-designated slots from two to one will bring parity with the school-designated representative. In addition, it will afford Council greater flexibility to select the most qualified candidates. Finally, it will help ensure vacancies are filled in a timely manner. For more than 12 months, BFAAC has had a vacancy as we have waited for the Chamber to name its second representative to the committee.

Second, we recommend changing the remaining Chamber-designated seat to a seat for a representative from the Alexandria business community (defined as someone that works for or owns a business located in the City). In our view, membership in the Chamber should not be the sole requirement to represent the business community on BFAAC. Removing the stipulation that the business representative must be a Chamber member will also make it easier to fill future vacancies. We value and respect the role of the Chamber and would urge Council to give their future endorsement of candidates meaningful weight; our purpose here is simply one of removing a process barrier as well as broadening and democratizing the pool of future applicants.

We applaud Council for undertaking this review and appreciate the opportunity to provide our input.