

City of Alexandria, Virginia
BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE (BFAAC)

Monthly Meeting
June 10, 2024
City Hall, Room #3008

Summary Minutes

Committee Members Present:

Amy Friedlander (Chair), Michelle Millben (Vice Chair), John Ruthinoski (Secretary), Nancy Drane , Chris Ferrara, Laurie MacNamara, David Millard, Rob Rapanut, Brant Snyder, Mark Tonsetic, Randall Williams

Excused/Absent:

Antonio Tamariz, Julio Ramirez

Office of Management and Budget (OMB) Staff:

Arthur Wicks, Morgan Routt

Guests:

Liz Wray, Burke & Herbert Bank

Agenda:

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:05 p.m. without a quorum present.
2. **Approval of the Minutes from the May 14, 2024, meeting:** A motion was made by **Snyder** and seconded by **Drane** to approve the minutes of the May 14th BFAAC meeting with the correction that Laurie MacNamara should be listed as Excused/Absent. The motion was carried by unanimous vote.
3. **BFAAC Workplan Items – Education Session Work Products: Williams** reviewed the process for developing summaries of the BFAAC Budget Education Sessions. Each of the work sessions will be summarized by teams of two BFAAC members and reviewed by another. The summary for the ACPS Budget will not need to be reviewed. He shared a template of how the one-page summaries should be structured. **Drane** recommended that the summaries be assessed for readability level to ensure they are written in plain language and offered to share resources for this analysis.

Vice Chair Millben recommended BFAAC members pay attention to the quality of the recordings and let staff know if there are any issues in addition to summarizing the content. **Chair Friedlander** reminded the BFAAC that the next step would be for BFAAC to develop a product that could be brought to City Council for their review in the Fall. She also reminded BFAAC that the Educational Sessions would continue with “Budget 201” sessions in FY 2025 and that a list of proposed topics was included in BFAAC’s FY 2025 Budget Memo. **Millard** suggested that once drafts of the work products are completed, the BFAAC pilot test them with other groups before bringing them to Council.

BFAAC Members are responsible for the following summaries:

Budget Overview: **Tonsetic, Ruthinoski**. Reviewer –**Vice Chair Millben**
Revenue & Real Estate Assessments – **Ferrara, Rapanut**. Reviewer - **Ramirez**
Finance – **Chair Friedlander, Millard**
CIP – **Snyder, Tamariz**. Reviewer – **MacNamara**
ACPS – **Drane, Williams**

4. **Updates and Reports: *Ad Hoc Stormwater Committee Report*** - Ferrara reported on the Ad Hoc Stormwater Committee meeting held May 21st. He reported the installation of Ting fiber optic cables was causing issues with sewer lines in Del Ray. He also reported on a project installing larger capacity pipe in the Commonwealth Avenue, Ashby Street, Glebe Road area that would begin construction in 2026. **Wicks** mentioned this is the first project of its kind as part of a planning project that began about ten years ago. **Ferrara** also mentioned that the Ad Hoc Committee is going to recommend the city expand its community outreach efforts regarding these projects.

5. **Updates and Reports: *OMB Report***

Rouff announced that City Council adopted the FY 25 budget in May and that the appropriation resolution and bond authorization resolution for FY 25 are on the docket for the City Council meeting on June 11th.

6. **Other Business:** Millben recommended that the BFAAC consider developing a written procedures for: how BFAAC receives and responds to requests to study a budget policy issues; how BFAAC onboards new members, and how BFAAC meeting agendas are developed.

7. **Adjournment:** **Millard** moved the meeting be adjourned. **Williams** seconded the motion. The motion was carried by unanimous voice vote. The meeting adjourned at 8:01 PM.

8. **Upcoming Meetings/Significant Dates:**

- BFAAC Regular Meeting – TBA June – 7:00 PM
- BFAAC Regular Meeting – Tuesday, September 17, 2024 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, October 15, 2024 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, November 19, 2024 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, December 17, 2024 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, January 21, 2025 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, February 18, 2025 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, March 18, 2025 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, April 15, 2025 – 7:00 PM
- BFAAC Regular Meeting – Tuesday, May 20, 2025 – 7:00 PM