

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

**Monthly Meeting**  
November 12, 2024  
Via Zoom

**Summary Minutes**

**Committee Members Present:**

Amy Friedlander (Chair), Michelle Millben (Vice Chair), John Ruthinoski (Secretary), Nancy Drane, David Millard, Rob Rapanut, Kristine Slayden, Brant Snyder, Antonio Tamariz, Mark Tonsetic, Randall Williams

**Excused/Absent:**

Chris Ferrara

**Office of Management and Budget (OMB) Staff:**

Morgan Routt, Meghan McGrane

**Agenda:**

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:18 p.m.
2. **Approval of the Minutes from the October 22, 2024, meeting:** A motion was made by **Millard** and seconded by **Slayden** to approve the minutes of the October 22<sup>nd</sup> meeting with a typographical error corrected. The motion was carried unanimously.
3. **BFAAC Memo #1: FY 2026 Workplan: Friedlander** asked BFAAC members for input on the draft of the FY 2026 Workplan Memo. **Williams** asked about the proposed Budget Education Session topic about the Office on Race and Social Equity's budget analysis. **Friedlander** responded that it is on the list of topics that will be addressed, but BFAAC may not get to it this year. **Routt** observed that the list of BFAAC's areas of interest for the Revenue Deep Dive seemed ambitious, noting that any one of them on their own could merit their own report. After some discussion, BFAAC decided to ask Council at the Retreat to review the list and select no more than three areas of interest it would be most helpful to them for BFAAC to focus on this year. **Brant** moved that Memo #2 be approved with the recommended changes. **Millben** seconded. The motion was carried unanimously.
4. **BFAAC Memo #2: Budget FY 2026 Budget Guidance. Chair Friedlander** reviewed the draft memo, highlighting that the memo begins with **Slayden's** analysis of the previous 10 years of BFAAC budget recommendations. **Millben** suggested that BFAAC should add an introduction to the memo with a strong fiscal management message supporting data driven decisions. **Brant** suggested adding language highlighting the need for budget diversification in light of the persistent strategic challenges facing the city's budget. **Slayden** asked if the memo would include a support for the City Manager's approach to ask that the city and school's budget and CIP increases not exceed recommended targets. **Friedlander** responded that the memo would indicate BFAAC's support for that approach. **Millben** and **Routt** made recommendations regarding updating the Personnel and Compensation section. **Brant** moved that Memo #2 be approved with the recommended changes. **Slayden** seconded. The motion was carried unanimously.

5. **New Business – McGrane** noted that the next BFAAC meeting was scheduled for December 17 and was scheduled to focus on the BFAAC Educational Session topic of Grants and Special Revenue Funds. She confirmed that the scheduled date worked for the invited speakers.
6. **Stormwater Utility & Flood Mitigation Advisory Group Update –Friedlander** reported that **Ferrara** sent the BFAAC a copy of the Stormwater Advisory Group’s memo to the City Council supporting the planned Stormwater Fee increase and recommending increased public engagement.
7. **Adjournment: Brant** moved the meeting be adjourned. **Rapanut** seconded the motion. The motion was carried by unanimous voice vote. The meeting adjourned at 9:12 PM.
8. **Upcoming Meetings/Significant Dates:**
  - *City Council Retreat - Saturday, November 23, 2024*
  - 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
  - *Proposed FY 26 2026 Budget Presentation to Council – Tue, Feb 25, 2025 - 7:00 PM*
  - *Proposed FY 2026 Budget Public Presentation to the Public – Thu, Feb 27, 2025 – 7:00 PM*
  - BFAAC Regular Meeting – Tuesday, March 18, 2025 – 7:00 PM
  - BFAAC Regular Meeting – Tuesday, April 15, 2025 – 7:00 PM
  - *FY 2026 Budget Adoption – Wednesday, April 30, 2025 – 6:00 PM*
  - BFAAC Regular Meeting – Tuesday, May 20, 20245 – 7:00 PM