

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

Monthly Meeting
October 22, 2024
Sister Cities Room, City Hall

Summary Minutes

Committee Members Present:

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

Excused/Absent:

Brant Snyder

Office of Management and Budget (OMB) Staff:

Morgan Routt, Meghan McGrane

Agenda:

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:05 p.m.
2. **Approval of the Minutes from the September 17, 2024, meeting:** A motion was made by and seconded to approve the minutes of the June 10th BFAAC meeting with the spelling of Kristine Slayden's name corrected and some editorial corrections. The motion was carried unanimously.
3. **BFAAC Committee Officer Elections: Chair Friedlander** introduced 2024-2025 election for Chair, Vice Chair and Secretary positions:
 - **Millard** nominated **Ruthinoski** as Secretary. **Tamariz** seconded the motion. The motion was carried unanimously.
 - **Chair Friedlander** nominated **Millben** as Vice Chair. **Millard** seconded the motion. The motion was carried unanimously.
 - **Millben** nominated **Chair Friedlander** as Chair. **Drane** seconded the motion. The motion was carried unanimously.
4. **BFAAC Work Plan Items: Budget Guidance Education Series Work Products. Chair Friedlander** announced that all the draft Work Products from the Education Sessions have been submitted and they will be discussed at the November BFAAC meeting.
5. **BFAAC Work Plan Items: FY 2026 Workplan. Chair Friedlander** outlined the BFAAC Memos that will need to be written in the coming year:
 - FY 2026 Workplan
 - November Budget Guidance Memo
 - FY 26 Budget Response Memo
 - BFAAC Education Series Summary
 - BFAAC/BAC Joint Memo (May 2025)

Chair Friedlander reviewed the BFAAC Budget 101 Education Sessions that were not completed last year:

- Special Revenues and Grants
- Personnel and Compensation

Chair Friedlander discussed potential Budget 201 Education Session Topic ideas that had previously been discussed by BFAAC:

- Special Authorities (IDA, RHA)
- Alexandria Economic Development Partnership Update
- Budget Analysis Methodology (Office on Race and Social Equity and Climate Action)
- Department of Project Implementation Dashboarding
- Planning/DPM Performance Metrics
- Transportation/DASH Fiscal Cliff
- Revenue Master Plan
- Economic Development Strategy

It was agreed the planned Economic Development Summit would address the last topic. After discussion one additional topic was added to the list

- Public Private Partnerships

After further discussion, the list was shortened to broad topics that could be considered as focus for the upcoming year and presented to Council in the BCFAAC's November Memo:

- Transportation/DASH Fiscal Cliff
- Revenue Master Plan
- Public Private Partnerships

The BFAAC selected defining and determining the feasibility of developing a Revenue Master Plan as the topic for the upcoming year and considered GFOA's "Rethinking Revenue" as a possible resource to inform this topic area.

6. **BFAAC Work Plan Items Recommendations for the City Council.** **Chair Friedlander** stated that she would like to present the research **Slyden** compiled on the BFAAC's previous recommendations to Council. In addition, **Rapanut** will do additional research on which BFAAC recommendations were implemented.

Routt announced that the City Manager has issued more specific guidance to City agencies and ACPS on their budgets this year than they have received in the past. The guidance asks that budgets submitted for FY 2026 not increase more than 2% and 1% of potential savings be identified and to maintain the current CIP. **Routt** added that the City Manager will be meeting with Council about this new approach and asking that their guidance affirm the City Council's recommendations. **Millben** suggested the BFAAC should support this approach and include it in the Budget Memo.

Friedlander volunteered to draft the Workplan memo. **Millben** volunteered to draft the budget memo with **Ferrara**, **Tamariz** and **Drane** also volunteering to help.

7. **New Business - Friedlander** noted that the next BFAAC meeting was scheduled for November 19th and the City Council Retreat was on the 23rd. This does not leave enough time to get the memo to Council prior to the retreat. She asked **McGrane** to poll BFAAC members to find a new date for the November meeting. **Friedlander** also noted that the BFAAC needs new representative for the IT Committee

8. **Stormwater Utility & Flood Mitigation Advisory Group Update – Ferrara** reported on the meeting held on September 18th, 2024. The Committee reviewed the status of large-capacity projects, received an update on the surplus in the Flood Mitigation Grant Program, discussed adding the area on Braddock Road by the Metro to the list of planned flood mitigation projects, and asked for BFAAC's support a planned increase in the stormwater fee. **Friedlander** agreed that supporting the increase was consistent with BFAAC's past positions on utility fees.

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

Routt announced OMB anticipates revenue projections for FY 26 are more optimistic than in recent years, with 2% growth resulting in \$11M in new anticipated revenue. However, the CIP will cost \$7M and if ACPS requests a 2% increase that will cost \$5.5 M. He also announced that the City Council/School Board CIP Session will be held on November 25th and the City Council Budget Guidance will be released on November 26th.

10. **Adjournment: Ruthinoski** moved the meeting be adjourned. **Slayden** seconded the motion. The motion was carried by unanimous voice vote. The meeting adjourned at 8:54 PM.

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

- BFAAC Regular Meeting – TBA – 7:00 PM
- *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, 2025 – 7:00 PM