

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

**Monthly Meeting**

December 17, 2024

Alexandria City Hall, 301 King St., Alexandria VA 22314  
Sister Cities Conference Room, #1101

**Summary Minutes**

**Committee Members Present:**

Amy Friedlander (Chair), Michelle Millben (Vice Chair), John Ruthinoski (Secretary), Nancy Drane, David Millard, Lauren O'Brien, 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

**Guests:**

Sarah Taylor, Assistant City Manager & Legislative Director

**Agenda:**

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:01 p.m. Ow it is
2. **BFAAC Special Education Session: Grants & Special Revenue Funds.** Sarah Taylor, Assistant City Manager & Legislative Director gave a presentation about the purpose of the City's Legislative Package, how it is developed, and how it is utilized. Following her presentation, **Taylor** suggested more time needs to be spent on developing the City's budget policy positions in the Legislative Package and that BFAAC could be helpful in that process. A discussion followed about how BFAAC could best contribute to the budget policy positions of the Legislative Package. **Routt** asked if the Virginia Municipal League (VML) had done any work in this area BFAAC could react to or build off from. **Taylor** will reach out to her colleagues in VML and respond to BFAAC with any suggestions.

**Routt** and **McGrane** continued the presentation, discussing the City's dedicated revenue (such as the Penny for Affordable Housing), state and federal revenue, special revenue funds, user fees (such as the Stormwater Utility Fee), and how the city identifies and manages grant opportunities.

3. **Approval of the Minutes from the November 12, 2024, meeting:** A motion was made by **Slayden** and seconded by **Williams** to approve the minutes of the October 22<sup>nd</sup> meeting with one correction to **Snyder's** name in the section on the FY 2026 Workplan. The motion was carried by unanimous voice vote.

Lauren **O'Brien**, Councilman McPike's new representative introduced herself.

4. **Discussion of FY 2026 Work Plan: Discussion of Council Retreat and Follow-Up.** **Chair Friedlander** raised Council's questions from the retreat about how BFAAC could be more engaged with them. She suggested that the City Councilmembers' appointed representatives meet regularly with their Councilmembers and bring their questions and concerns to BFAAC, while also keeping their member informed of BFAAC's work. Members were asked to commit to meeting with their Councilmembers at least twice, and preferably four time per year, and to communicate with them monthly. **Vice Chair Millben** moved this recommendation be adopted. **Slayden** seconded the motion, which was carried by unanimous voice vote.

**Drane** stated that she would reach out to the ACPS Budget Advisory Committee (BAC) to identify the topic for this year's joint BFAAC/BAC memo.

5. **New Business – Chair Friedlander** reminded the BFAAC its seat on the Commission on Information Technology was vacant and asked for a volunteer to serve.
6. **Adjournment: Ruthinoski** moved the meeting be adjourned. **Williams** seconded the motion. The motion was carried by unanimous voice vote. The meeting adjourned at 9:23 PM.

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

- 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