

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

Monthly Meeting

April 15, 2025

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

Summary Minutes

Committee Members Present:

Amy Friedlander (Chair), Michelle Millben (Vice Chair), John Ruthinoski (Secretary), Michael de la Guardia, David Millard, Lauren O'Brien, Antonio Tamariz, Randall Williams.

Excused/Absent:

Nancy Drane, Melinda Lyle, Mark Tonsetic

Office of Management and Budget (OMB) Staff:

Morgan Routt, Meghan McGrane

Agenda:

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:10 p.m.

Chair Friedlander recognized Michael de la Guardia, a newly appointed at-large community member and asked BFAAC members to introduce themselves.

2. **Approval of the Minutes of the March 11, 2025, meeting:** A motion was made by **Millard** and seconded by **Williams** to approve the minutes of the March 11th meeting. The motion was carried by unanimous voice vote.
3. **Approval of Memo #03 & Memo #05:** A motion was made by **Ruthinoski** and seconded by **O'Brien** to approve BFAAC's Memo #3: Recommendations and Observations Related to the City Manager's Proposed FY 2026 Budget and Memo #5: Revenue Analysis & Recommendations. The motion was carried by unanimous voice vote.
4. **BFAAC Bylaws – Virtual Meetings:** A motion was made by **O'Brien** and seconded by **Williams** to approve the proposed changes to the BFAAC bylaws conforming to the changes in the Virginia Freedom of Information Act increasing the percentage of meetings public bodies are allowed to hold virtually from no more than 25 percent to no more than 50 percent. The motion was carried by unanimous voice vote.
5. **BFAAC Representative for Commission on Technology** – A motion was made by **Ruthinoski** and seconded by **Millard** to appoint **Williams** the BFAAC representative on the Commission on Technology. The motion was carried by unanimous voice vote.
6. **Follow-ups from City Council Work Session:** **Chair Friedlander** stated that Arlington County uses a process for tracking budget related questions and requests using the One Drive and suggested BFAAC could use a similar process to track requests from City Council. Morgan Routt stated that OMB similarly has to clarify questions about what constitutes a request from City Council and determine what that request is actually asking for, and tracks requests using a

Smart Sheet. Chair Friedlander suggested that BFAAC develop a Microsoft Form that contains clarifying questions regarding requests so BFAAC can prioritize requests based on what is most urgent and important. The Form could also serve as a mechanism for the Council to submit requests to BFAAC outside of the occasions BFAAC presents at Budget Work Sessions.

Ruthinoski reported he met with Mayor Gaskins, and she clarified her request from the Budget Work Session regarding the need for criteria to help Council evaluate the impact of potential budget reductions. **Routt** added that OMB does some analysis on this issue for Council, usually prioritizing: 1) Council's priorities; 2) repair and maintenance expenditures; and 3) health and safety issues. **Williams** clarified that Council is asking for a process to demonstrate to the public they have evaluated potential reductions in a manner that is not arbitrary, but still allows them the freedom to make individual budget decisions.

7. **Old Business: Chair Friedlander** announced that BFAAC will discuss the next steps of the Budget 101 project at the May meeting. **Williams** reported the videos quality of some of the budget education sessions are not high enough to be able to post them for the public. **Chair Friedlander** suggested BFAAC develop a memo highlighting the top 2-3 points from each session and recommend the city develop shorter, more focused videos for the public on each topic.
8. **New Business: Chair Friedlander** announced that following the May BFAAC meeting she would be stepping down from the Chair position and resigning from BFAAC. She asked members to consider running for the Chairmanship.
9. **OMB Report: Routt** reported that the final Budget Work Session would be next Tuesday. There are 13 items on the Add/Delete list, and 8-9 of them have co-sponsors. The budget will be adopted on April 30th.
10. **Adjournment: Millard** moved the meeting to be adjourned. **Ruthinoski** seconded the motion. The motion was carried by unanimous voice vote. The meeting adjourned at 8:45 PM.
11. **Upcoming Meetings/Significant Dates:**
 - *FY 2026 Budget Adoption – Wednesday, April 30, 2025 – 6:00 PM*
 - BFAAC Regular Meeting – Tuesday, May 20, 20245 – 7:00 PM