

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

**Monthly Meeting**

May 20, 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), Nancy Drane Melinda Lyle, Lauren O'Brien, Mark Tonsetic, Randall Williams.

**Excused/Absent:**

Michael de la Guardia, Davis Millard, Antonio Tamariz

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

Morgan Routt, Meghan McGrane

**Agenda:**

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:12 p.m.
2. **Approval of the Minutes of the April 15, 2025, meeting:** A motion was made by **Ruthinoski** and seconded by **Williams** to approve the minutes of the April 15<sup>th</sup> meeting. The motion was carried by unanimous voice vote.
3. **Follow-ups from City Council Work Session: Chair Friedlander** suggested BFAAC could use a process to keep track of budget-related questions and requests from City Council using Microsoft Forms or Smartsheet that would also help clarify the definition of a "request" for BFAAC. Morgan Routt recommended BFAAC consider the implications of creating a mechanism for Council Members to submit requests to BFAAC outside of the occasions BFAAC presents at Budget Work Sessions.  
  
Nancy Drane suggested that BFAAC should follow up from Budget Work Sessions with a memo clarifying what the BFAAC heard Council asking for. Michelle Millben added that having pre-meetings with Council Members prior to Work Sessions would also help to clarify council's intentions.
4. **Other Business: Vice Chair Millben** announced that the City Manager introduced her to Wendy Ginsburg, the new Legislative Director who is putting together a strategy for the next General Assembly session in Richmond. **Chair Friedlander** suggested inviting her to a future BFAAC meeting.

**Williams** reported that he had viewed the summaries and videos of the Budget 101 sessions and not all of them are high enough quality to post. He suggested creating short, 60-90 second, videos ("BFAAC Budget Bites") on individual topics for the general public. He volunteered to create an example version over the summer. **Lyle** suggested reaching out to HS students studying digital marketing who might need volunteer hours.

**Vice Chair Millben** recognized the contributions of Chair Friedlander, for whom this was her final meeting.

5. **OMB Report: Routt** reported that due to the upcoming renovation of City Hall, it is not clear where BFAAC meetings will be held in the Fall. OMB will be relocating to Tavern Square and the City Council will be meeting in the Del Pepper Building. **Vice Chair Millben** reminded staff that there had been a request to schedule a joint meeting with the ACPS Budget Advisory Committee in August.

**Ruthinoski** asked for a report from the Alexandria Economic Development Summit. Vice Chair Millben reported that it was a great summit with excellent attendance and good speakers, but that almost no data about the City of Alexandria was shared. Routt reported that the next step would be a report by the Alexandria Economic Development Partnership at the June legislative meeting of the Council.

6. **Adjournment: O'Brien** moved the meeting to be adjourned. **Vice Chair Millben** seconded the motion. The motion was carried by unanimous voice vote. The meeting adjourned at 8:52 PM.

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

- BFAAC meeting with ACPS BAC– August 19, 2025 – 7:00 PM
- BFAAC Regular Meeting - September 16, 2025 – 7:00 PM
- BFAAC Regular Meeting - October 21, 2025 – 7:00 PM
- BFAAC Regular Meeting - November 18, 2025 – 7:00 PM
- BFAAC Regular Meeting - December 16, 2025 – 7:00 PM
- BFAAC Regular Meeting - January 20, 2026 – 7:00 PM
- BFAAC Regular Meeting - February 17, 2026 – 7:00 PM
- BFAAC Regular Meeting - March 17, 2025 – 7:00 PM
- BFAAC Regular Meeting - April 21, 2025 – 7:00 PM
- BFAAC Regular Meeting - May 19, 2025 – 7:00 PM