

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

Monthly Meeting

April 18, 2023

City Hall, Sister Cities Conference Room

Summary Minutes

Committee Members:

Amy Friedlander (Chair), Janet Blair-Fleetwood (Vice Chair), Kathy Stenzel, John Ruthinoski, Antonio Tamariz, Deb Derrick, Chris Ferrara, Karen Graf, Laurie MacNamara, Skip Maginniss

Excused/Absent:

Rob Rapanut, Tom Gates, Julio Ramirez

Office of Management and Budget (OMB) Staff:

Arthur Wicks, Morgan Routt, Terry Suehr, Stephanie DeFreitas, Miguel Blancas, Manoj Khadka

Agenda:

1. **Call to Order: Chair Friedlander** called the meeting to order at 7:00 p.m. with a quorum present.
2. **Approval of the Minutes from the March 21, 2023 meeting: Blair-Fleetwood** moved to approve the minutes; **Ferrara** seconded the motion. The motion carried by unanimous vote.
3. **Presentation from and discussion with Terry Suehr - Director, Department of Project Implementation**, on the creation and implementation of a Project Management Standardization (PMIS) process for the City of Alexandria. To date, Suehr's group has focused on creating standardized project management processes and common tools, and – most importantly – training City personnel on this new system. The group is using the Smartsheet tracking system. Suehr showed committee members the formatting of future progress reports. The next step will be to begin populating the system with capital project data, aiming to have a PMIS-generated Capital Projects Progress Report ready for Council Members by the first quarter of FY 2024.

In the discussion it was noted that:

- Much progress has been made in the last two years.
 - This is a complex task
 - It may be difficult to coordinate PMIS with the City's Munis/Enterprise Revenue Management system
 - Some managers and staff appreciate the value and potential of PMIS; others still need convincing
 - For now, the system will only apply to capital projects
 - While education managers have been offered access to and training in PMIS, for now it's only being implemented within city vs. school projects.
4. **Work Session Debrief. Chair Friedlander** discussed her presentation on BFAAC's "Report on the City Managers' proposed FY24 Budget" to city Council Members on March 29, 2023. She

noted that some Council Members were surprised to hear about the longer-term, capital budget orientation of this report. **Friedlander** recommended that, in the future, Council Members' representatives on BFAAC work to keep their representatives more in the loop on our work. This led to discussions of the best use of BFAAC's limited time and resources and when and how we should transmit BFAAC's recommendations to the Council, including a suggestion that we engage with the Council before the Fall budget retreat.

5. **BFAAC/BAC Joint Memo.** Given time constraints at the meeting, **Stenzel** suggested an e-review of her draft joint BFAAC and BAC memo, which calls for a facilitated retreat of all Alexandria elected leaders in the summer, to improve coordination and planning between the Council and School Board. **Stenzel** will modify the memo subsequent to the PMIS discussion and seek BFAAC members' edits/comments by April 25.
6. **OMB Report: Routh** reported that the Add/Delete list is out (in Budget memo number 83), with a Budget Worksession on it scheduled for April 25, and a likely final budget adoption on May 3.
7. **Adjournment: Ruthinoski** moved the meeting be adjourned. **Stenzel** seconded the motion. The motion carried by unanimous voice vote. The meeting adjourned at 9:06pm.
8. **Upcoming Meetings/Significant Dates:**
 - Budget Workshop # 6. Add/Delete & Tax Rate Public Hearing – April 25, 2023 – 6:00 p.m.
 - Budget Workshop # 7: Final Add/Delete (if needed) – May 1, 2023– 7:00 p.m.
 - Budget Adoption – May 3, 2023– 7:00 p.m.
 - BFAAC Regular Meeting – May 16, 2023 – 7:00 p.m.