



## MEETING SUMMARY

### Ad Hoc Joint City-Schools Facility Investment Task Force

Tuesday, June 27, 2017 | 9:00 – 11:00 am

City Hall – City Council Work Room

#### 1 Task Force Members Present

- Lynn Hampton, Chair
- Mignon Anthony
- Elliott Branch
- Micheline Castan-Smith
- Marshall Cook
- Dwight Dunton
- Amy Liu (joined via telephone)

#### 2 COA and ACPS Project Staff

- Mark Jinks, City Manager
- Alvin Crawley, ACPS Superintendent
- Karl Moritz, Director, Department of Planning and Zoning
- Jeremy McPike, Director, Department of General Services
- Morgan Routt, Director, Office of Management and Budget
- Carrie Beach, Division Chief, Neighborhood Planning and Community Development
- Katherine Carraway, Urban Planner, Department of Planning and Zoning
- Erika Gulick, Facilities Planner / GIS Specialist, Alexandria City Public Schools
- Mike Herbstman, Chief Financial Officer, Alexandria City Public Schools
- Richard Jackson, Director of Educational Facilities, Alexandria City Public Schools
- Arthur Wicks, Budget/Management Analyst, Office of Management and Budget

#### 3 Consultants

- Beth Penfield, Brailsford and Dunlavey
- Kidest Albaari, Brailsford and Dunlavey
- Kayla Anthony, Brailsford and Dunlavey

#### 4 Welcome and Overview of Task Force Mission

- Lynn Hampton, Chair, welcomed members and made introductory remarks.
- Mark Jinks provided an overview of the Task Force's mission and role – review facilities projects for both the City and ACPS, make recommendations for inclusion in

the Capital Improvement Plan (CIP), and identify the means and methods of project delivery aligned with the financial investment.

- Alvin Crawley highlighted the mission and vision of ACPS and its goal to provide optimum learning environments. He encouraged the Task Force to be bold and creative in potential solutions.
- Karl Moritz further defined the role and responsibilities of the Task Force and provided an overview of the meeting format including identifying opportunities for community input. He reiterated Ms. Hampton's remarks that the Task Force is an independent and unbiased group, willing to learn from staff and consultants, able to filter information and willing to synthesize and develop recommendations.
- Each meeting of the Task Force will be open to the public. Audio and video recordings will be available online following the meeting. However, meetings will not be broadcast live. All meeting materials will be available online.
- A public meeting is defined as more than two Task Force members convened. If three Task Force members are gathered, they cannot discuss official business without invitation to the public.
- Each Task Force Meeting will include a 10-minute period for public comment at the start of the meeting. Each speaker will be allocated 2 minutes to speak on a first-come, first-served basis. The public is encouraged to submit written comments for consideration by the Task Force, in addition to any public comment.
- Two community meetings will be held during the timeline of the Task Force.
- Each member of the Task Force is individually responsible for complying with the Freedom of Information Act (FOIA). All public meetings are subject to FOIA. Task Force members received a document summarizing responsibilities under FOIA.
- Any press inquiries and/or community comments or requests should be directed to Katherine Carraway, [katherine.carraway@alexandriava.gov](mailto:katherine.carraway@alexandriava.gov), who will ensure that all Task Force members are informed of the item. This will further ensure fair distribution of all comments and compliance and ease of processing any FOIA requests.

## 5 Proposed Work Plan

- Mr. Moritz reviewed the proposed products of the Task Force's work that includes a joint City-Schools Capital Improvement Plan (CIP) for the next 10 years, 2019 - 2028 and recommendations for criteria that the City and ACPS use in developing future CIPs. The Task Force will evaluate and prioritize capital projects in terms of timing and level of urgency to help ensure that the City invests wisely in its facilities.
- The Task Force will address specific topic areas in subcommittees to allow for in-depth discussion including:
  - Co-location and Civic Engagement
  - Asset Management, standards for
  - Oversight Management and Governance, agreement for review process
  - Public private partnerships, tax credits, other avenues for funding

The subcommittees will be further defined prior to the next meeting, during which members will select their preferred subcommittee. The goal is to establish three (3)

subcommittees with three (3) Task Force members in each. The subcommittees will organize in early Fall.

- Task Force members discussed their roles and responsibilities and requested clarification regarding certain topics. Mr. Moritz clarified that the Task Force should ensure that phrasing of draft criteria for prioritizing projects be applicable to both City and ACPS facility projects. Task Force members expressed a need to understand how existing projects would rank against any draft criteria developed and requested a summary list.
- The Task Force will be provided a specific list of facility projects to consider as well as the funding or cash flow for each CIP year. The intent is for Task Force members to evaluate projects previously funded in the FY2019- 2027 CIP as well as unfunded projects identified as part of that effort; along with newly proposed projects.
- The Task Force's goal is to recommend a CIP by the end of October.

## **6 Capital Project Programming Best Practices**

- Beth Penfield, Senior Project Manager with Brailsford and Dunlavey, presented best practices in developing a CIP based on experience and research. The presentation provided an overview of CIP planning and highlighted standardized vocabulary, CIP development processes, data collection practices included consistency in format, project prioritization utilizing categories and criteria, and CIP policy considerations.
- Task Force members discussed ways to overcome difficulties in prioritizing facilities across portfolios and potential criteria for consideration. It was clarified that there is not set percentage of the funds that should be dedicated to a particular project type.

## **7 Community Comment Period**

- One community member provided comments expressing his belief that City Council will be deferential to recommendations that are put forth. He requested that the Task Force evaluate the specific language in the high school educational specifications and proceed with caution when considering a second high school in Alexandria. (Comments are posted to the project webpage)

## **8 Next Steps**

- Mr. Moritz outlined topics for the next meeting on July 13, 2017. The Task Force requested the following information:
  - City and ACPS Strategic Plans
  - Facility Conditions Index/Assessment
  - Currently approved projects requiring multiple funding years
  - List and summary of all projects to be considered
  - Map showing where each project is located
  - Criteria used by the City and ACPS to determine their respective lists of projects for Task Force consideration
  - Projects that have interdependencies with the current CIP
  - Draft criteria for consideration and discussion