



MEETING SUMMARY

Ad Hoc Joint City-Schools Facility Investment Task Force

Thursday, September 21, 2017 | 9:00 – 11:00 am

City Hall – Council Workroom

1 Task Force Members Present

- Lynn Hampton, Chair
- Mignon Anthony
- Elliott Branch
- Micheline Castan-Smith
- Marshall Cook
- Dwight Dunton
- Amy Lui
- Dave Millard
- Eric Wagner

2 COA and ACPS Project Staff

- Mark Jinks, City Manager
- Dr. Lois Berlin, Superintendent, Alexandria City Public Schools
- Karl Moritz, Director, Department of Planning and Zoning
- Jeremy McPike, Director, Department of General Services
- Morgan Routt, Director, Office of Management and Budget
- Arthur Wicks, Budget/Management Analyst, Office of Management and Budget
- Erika Gulick, Facilities Planner / GIS Specialist, Alexandria City Public Schools
- Katherine Carraway, Urban Planner, Department of Planning and Zoning

3 Consultants

- Kayla Anthony, Brailsford and Dunlavey
- Brian Hanlon, Brailsford and Dunlavey
- Cassia Sookhoo, Brailsford and Dunlavey

4 Review of Meeting Agenda and Objectives

- Lynn Hampton, Chair, made introductory remarks and reviewed goals of this meeting. She also reminded the Task Force of the deliverables they are charged with providing: prioritizing designated CIP projects and creating a strategy that is actionable and lasting for the City and ACPS.

5 Community Comment Period

- No community members provided written or verbal comments to the subcommittee.

6 Subcommittee Updates

- Elliot Branch, Chair of the Capital Planning & Implementation Subcommittee, reported that the group had not met since the last Task Force meeting. The next subcommittee meeting is scheduled for September 25.
- Mignon Anthony, Chair of the Alternative Project Delivery Methods Subcommittee, summarized the discussion from the last meeting including understanding resources in the city that could help identify opportunities. Alexandria Economic Development Partnership (AEDP) gave an overview of its role in the city; AEDP also described the Industrial Revenue Bond Authority and how it potentially could be used. Following meetings will include looking at priorities for projects and opportunities for colocation, types of financing that can be used for them and follow on discussion with AEDP on outstanding projects in the city that may bne opportunities. The next meeting is scheduled for October 5.
- Amy Liu, Chair of the Facility Maintenance and Operations subcommittee shared that the purpose of this subcommittee is to ensure tax payer investments by way of facility maintenance and operations. During their first meeting, subcommittee members received a good overview on best practices to improvement the performance of buildings and indicated that it is clear that there is an enormous need for modernization and repair of City and ACPS facilities. Goals set forth by this subcommittee include extending the life cycle of new buildings; enhancing the performance of existing buildings; addressing budget costs and maintenance over time; and trying to align maintenance and operation processes for the City, ACPS and Alexandria Fire Department. The next step is for A2, contracted to conduct an assessment of work order processes, to do a deep dive of current practices in the City

7 Discussion of Application of Draft Criteria and CIP Planning Process

- Discussion centered on refinement of planning strategies, draft criteria, and the methodology for applying criteria to projects. Below are major points raised during the discussion:
 - Planning strategies wording regarding expenditures should be explicit; language should also explicitly state that partnership opportunities and alternative delivery methods should be explored
 - Draft criteria should characterize need vs. urgency in a more deliberate way; emerging needs and statutory requirements.
 - City Council should consider risk management
 - Level of project maturity should be a clear indication of its readiness. Clear examination of alternatives to providing a capability should be explored and include an analysis of regional operations, analysis of City and school use, analysis of costs for operations and maintenance; an estimate of cost based on industry standards and account for scope adjustments in the budget
 - What are the gates for readiness to advance projects through stages? Projects must exemplify maturity to be advanced in the CIP planning and implementation process.

- Critical City service for each project should be clearly identified. What material artifacts do you need to realize capabilities? What capabilities link to particular projects?

8 Wrap Up & Next Steps

- The next Joint Task Force meeting will be held on Thursday, October 5, and will include a project prioritization activity.