



## **AGENDA**

**EPC WORK SESSION**  
**Monday, September 9, 2019**  
**7:30 – 9:00 PM**  
**City Hall, Conference Room 2000**

- |             |   |
|-------------|---|
| 7:30 – 7:35 | Welcome & Introductions   |
| 7:35 – 8:00 | Discussion on Some Administrative and Other Items <ul style="list-style-type: none"><li>• Positions of Vice-chair and Earth Day Committee Chair</li><li>• FY2021 Budget Letter</li><li>• 2020 City legislative package</li><li>• EPC Annual Attendance and Report</li></ul> |
| 8:00 – 9:00 | Preparation for EPC Annual Retreat and Picnic <ul style="list-style-type: none"><li>• FY20 EPC Priorities</li><li>• Picnic</li></ul>  |
| 9:00        | Adjourn   |

## Khoa Tran

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**From:** Yon Lambert  
**Sent:** Tuesday, August 20, 2019 1:39 PM  
**To:** praveen@kathpal.com; kapsisje@gmail.com; ellisranger@yahoo.com; Kerry Donley (kdonley@johnmarshallbank.com); William; 'James Lewis (james.calvin.lewis@gmail.com)'; mmcmahonpc@gmail.com; Steve Klejst (sjklejst@comcast.net)  
**Cc:** Hillary Orr; Lalit Sharma; William Skrabak; Jeffrey DuVal; Tarrence Moorer; Khoa Tran; Jennifer Slesinger; Bob Garbacz; Jim Maslanka  
**Subject:** FY 2021 Budget  
**Attachments:** FY 2021 Budget BCC Priorities Request.pdf

To the Chair and Vice Chairs of the following T&ES-Related Boards and Commissions:

DASH Board  
Environmental Policy Commission  
Transportation Commission  
Traffic and Parking Board

We are again off and running on another budget process! As we have in the past, T&ES staff aims to keep you informed of the planning process as set forth by the City Manager as we progress through the year, and hope that you will join us in crafting a meaningful and effective budget for fiscal year 2021.

Similar to prior year budgets, the City is seeking input on City services and priorities as we begin the budget process. Please review the attached memo from City Manager Mark Jinks and we ask that you set aside time at your **September** meetings to discuss priorities that may be of concern to your respective bodies. We request that you consider the following questions:

1. What are the highest priority services and initiatives within your policy area that you feel should be addressed in the FY 2020 budget?
2. What additional resources might be needed to address your high priorities?

As you consider input from members, please consider your board and commission's goals and initiatives. The City is continuing its multi-year effort to prioritize services using the Priority-Based Budgeting (PBB) model. PBB is a nationally recognized best practice designed to assist local governments make well-informed, strategic budget decisions by re-examining what local governments do, how much it costs and why we are in certain lines of business. Additionally, consider the [City's Strategic Plan](#) as it remains an important guiding document for the City.

As the Manager's memo notes, there will be additional opportunities for input throughout the budget process. We expect budget guidance from City Council regarding their priorities and following the annual City Council fall retreat in November. Dates for outreach and public involvement in the FY2020 budget have not been announced, but we will let you know as soon as they are.

**Please note that – should you desire to provide a written response to the questions in the Manager's memo – you must provide feedback to the City Manager, through your T&ES staff liaison, by October 4, 2019.**

Finally, in past years I have met informally with you for an annual check-in and to discuss some high-level budget priorities headed into the new fiscal year. I will be happy to do that again this fall. Typically these meetings have taken approximately 30 minutes and we have done them prior to your formal meetings, via teleconference, or other times that are mutually convenient. If you would like to schedule something, please let me know.

Thank you for your continued work and service to the City.

-Yon

**Yon Lambert, AICP** | Director, Dept. of Transportation & Environmental Services  
City of Alexandria | 301 King Street, Alexandria Va. 22314 | Room 4100  
t. 703.746.4025 | m. 571.220.0842



OFFICE OF THE CITY MANAGER  
301 King St., Suite 3500  
Alexandria, VA 22314

MARK B. JINKS  
City Manager

703.746.4300  
Fax:  
703.838.6343

August 5, 2019

Dear City Board, Committee, and Commission Chairs,

I would like to express my sincere appreciation for your service on one of our City boards, committees and commissions. Your commitment helps represent the voices of our community throughout the budget process. Your expertise, knowledge and interest identify areas for the City to continue to grow as we strive to meet the expectations of the residents we serve.

The FY 2020 approved budget funded items that would assist Alexandria in becoming a **smart, equitable and green** City. These three pillars represent important and emerging issues identified by City Council, many of the boards, committees and commissions, and departments. Ultimately, some key initiatives in these areas were funded including the implementation of a new customer relationship management system, a racial and social equity officer position, and the adoption of a new and updated Environmental Action Plan.

Last year, departments worked diligently to complete the implementation of Priority Based Budgeting by costing and scoring all City services. This assisted in the identification of \$4.8 million in budget resources which were able to be reallocated to high priority program areas. This year departments will utilize the service rankings to inform submissions for reduction targets. Throughout this process, staff will be asked to assess their current budget for efficiency savings and reallocations from lower priority services to higher priority services. In addition, City staff will undertake a significant update to the City's 10-year Capital Improvement Program including a detailed review of cost estimates, timing of projects, city and school facility needs and priorities.

*I would appreciate input on the priorities of your board, committee or commission to help inform my budget priorities and decision making.* Specifically, it would be helpful to know the policy and programmatic areas under your respective purview that are (1) the highest priorities and (2) areas where additional resources (if available) should be applied. As was the case in FY 2020, I see ongoing budget focus on making further, smart, equitable, and green program progress in FY 2021, as well as focusing on improving the City's competitive position in attracting and retaining

employees. Your feedback will assist City staff in developing budget proposals that support the priorities of our community at large.

Please provide feedback to me, coordinated through your staff liaison, by **Friday, October 4, 2019**. There will be additional opportunities to provide input in the budget process through the department for which you provide advice and counsel and at the budget public hearing in March. Thank you in advance for your priorities as we begin the development of the FY 2021 budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark B. Jinks", with a horizontal line extending to the right from the end of the signature.

Mark B. Jinks  
City Manager

cc: The Honorable Mayor and Members of City Council  
Morgan Routt, Director, Office of Management & Budget  
Staff Liaisons to Boards, Committees and Commissions  
Department Directors

## Khoa Tran

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**From:** Ellen Eggerton  
**Sent:** Wednesday, September 4, 2019 9:56 AM  
**To:** Bill Eger; Ann Horowitz; Christopher Ziemann; Jesse Maines; Lalit Sharma; Helen Lee; Khoa Tran; Dana Wedeles; Bob Williams  
**Cc:** Jessica Frech; Christine Ferry; Jennifer Slesinger; William Skrabak; Stephanie Free  
**Subject:** legislative package items from the EAP 2040  
**Attachments:** BC Legislative Proposal Form - 2020 VA General Assembly.pdf

Colleagues:

This is a reminder that legislative priorities in the EAP 2040 need to be submitted to Sarah Taylor by September 13, 2019. Please submit the forms for the topic section where your department is the lead agency.

Please include Environmental Policy Commission (EPC) in item 8 and refer to EAP 2040 in item 9.

Please copy me on your submitted forms for tracking of EAP 2040 issues.

Best regards,  
Ellen Eggerton, P.E.  
Sustainability Coordinator  
City of Alexandria, Virginia  
Transportation & Environmental Services Department/ Office of Environmental Quality  
Office: 703.746.4184

**From:** Sarah G. Taylor <Sarah.Taylor@alexandriava.gov>  
**Sent:** Monday, August 19, 2019 4:28 PM  
**To:** Ellen Eggerton <Ellen.Eggerton@alexandriava.gov>  
**Cc:** Khoa Tran <KhoaDinh.Tran@alexandriava.gov>  
**Subject:** RE: legislative package items from the EAP?

Sept. 13. The form is attached.

Thanks!  
Sarah

**CITY OF ALEXANDRIA**  
**Proposal for the 2020 General Assembly Legislative Package**

1. Name of Department/Board/Commission

2. Name, email, telephone number of contact for proposal

3. What is the problem or issue that you want the General Assembly to address?

4. What is your proposed solution to this problem or issue?

5. What information do you have relating to this problem or issue? Will you be gathering and analyzing additional data or information?

**CITY OF ALEXANDRIA**  
**Proposal for the 2020 General Assembly Legislative Package**

6. What statutes currently exist (if any) relevant to this issue (please be sure you are using an up-to-date version of the Code of Virginia)?

7. Have you checked with anyone in the City Attorney's office to see if State law or City ordinances currently address this issue?

N/A

If so, which attorney?

Did this attorney say we need a change in the Virginia Code to accomplish your purpose?

8. What other Alexandria departments, boards or commissions are likely to be affected by or interested in this proposal?

Are other local governments or state agencies in Virginia likely to be affected by or interested in the proposal? Have you asked them to comment or concur on it?

No, have not

No, have not

No, have not

9. Have any non-legislative actions been taken in the City or in other Virginia jurisdictions to address this problem or issue?



**CITY OF ALEXANDRIA**  
**Proposal for the 2020 General Assembly Legislative Package**

10. Has legislation on this issue been proposed to the General Assembly in the past?

If so, when?

By whom?

What happened to the legislation?

11. Do you know of any ongoing or proposed State studies or other State action affecting this issue?

Have you checked with the relevant state agencies to see if they have any ongoing or proposed state studies or actions affecting this issue?

12. Are other local governments or any statewide organizations pursuing this issue?

13. Are there any local advocates and/or advocacy groups currently engaged on this issue (for or against)?

N/A

N/A

N/A

**CITY OF ALEXANDRIA**  
**Proposal for the 2020 General Assembly Legislative Package**

14. Has this issue/problem been addressed in other states? How? (Please provide links or bill numbers for legislation proposed elsewhere)

15. Do you anticipate opposition to this proposal? If so, which individuals, organizations or legislators are likely to oppose it? What is their opposition? What can be done to mitigate this opposition?

16. Does this proposal have any fiscal impact on the City? The state? Others? What is your estimate of the fiscal impact?

Please return this form to Sarah Taylor, Legislative Director – [sarah.taylor@alexandriava.gov](mailto:sarah.taylor@alexandriava.gov),  
703.746.3963



## **Fiscal Year 2019 Annual Report**

July 1, 2018 – June 30, 2019

SUBMITTED, 2019

## 1. Introduction

The Alexandria Environmental Policy Commission (EPC) was established under Chapter 4, Article M, of the City Code to “advise and make recommendations to the City Council and, when appropriate, to the Planning Commission and City Manager.” This report provides a summary of EPC activities during Fiscal Year 2019 (FY19).

## 2. Who We Are

The Alexandria City Council established the EPC in 1970 to advise and make recommendations to the City Council and, where appropriate, to the Planning Commission and City Manager, on matters relating to the following:

- Clean air;
- Land use;
- Noise pollution and abatement;
- Pesticides, herbicides and contaminants;
- Solid waste;
- Water quality and supply;
- Other matters referred to the EPC by the City and citizens; and
- Other topics relating to the conservation and protection of Alexandria’s environment.

The EPC, when fully appointed consists of 13 members, including five members from the field of environmental sciences, five citizen-at-large members, one member from the field of urban planning, one member with experience in Federal or state environmental statues/regulations, and one representative from the Alexandria business community. The EPC regularly works with other organizations to further the environmental aims of the City.

The following is a list of the Commissioners who served on the EPC during FY19.

James Kapsis (Chair)	Eldon Boes	Jessica Lassetter <sup>1</sup>
Praveen Kathpal (Vice Chair)	James Hook <sup>2</sup>	
Elizabeth Bradley (Secretary) <sup>1</sup>	Michael Kulas <sup>2</sup>	
Humza Arshad <sup>2</sup>	Brendan Owens	
Stephen Milone <sup>1</sup>	Carolyn Schroeder	
Scott Barstow <sup>1</sup>	Reid Sherman	
Craig Berry <sup>2</sup>	Sean Wilson <sup>1</sup>	
Geoffrey Goode	Leslie Jones	

Notes: <sup>1</sup>Term ended in 2019; <sup>2</sup>Term began in 2019

The EPC meets twice a month: one working meeting and one business meeting. The Chair may call other meetings as deemed necessary. All meetings are open to the public and

notification of meetings is provided at least three business days prior to, as required by and Virginia and City public disclosure law. Minutes of the meetings are posted to the EPC page on the City website:

<https://www.alexandriava.gov/EnvironmentalPolicyCommission.html>

Throughout the year, the EPC has been well supported by the Department of Transportation and Environmental Services (T&ES), Office of Environmental Quality. The EPC wishes to express its gratitude for the time, expertise and devotion to duty shown by T&ES leadership and staff.

### **3. FY19 EPC Annual Retreat**

On September 8 2018, the EPC held its annual retreat to discuss in-depth the following issues for review and action over the next year:

- **Transportation:** For the City to lead by example and establish infrastructure that will be part of a low-carbon future. Specific targets included: Increasing fuel efficiency of city fleets, achieve zero emissions of rapid transit vehicles and reducing community vehicle miles traveled per capita by 10 % in 10 years.
- **Air Quality:** Using the Environmental Action Plan (EAP) update to: reduce particulate matter emissions from city operations; and to measure emissions in the city from vehicles, construction and remaining point sources.
- **Water Quality:** Supporting the City's programs for stormwater management, combined sewer overflow abatement and enhancing the ecological and eco-system services of the city's waterways.
- **Integrating the EAP goals across City departments and provide transparency on the City's progress towards the EAP goals and targets by:** developing a dashboard tool to monitor and communicate EAP progress; and through community outreach, foster adoption of sustainability practices and awareness of the EAP.

EPC members identified and prioritized strategies for incorporating these items into City policy initiatives. EPC members reviewed presentations prepared by fellow commissioners, proposed strategies and schedules for engaging City staff, elected officials and other stakeholders to advance progress in each area.

### **4. FY19 EPC Activities**

During FY19, EPC hosted nine (9) meetings and seven (7) work sessions. The EPC also hosted and participated in joint meetings with other City Boards and Commissions including the Planning; and Parks and Recreation Commissions and the Housing Affordability Advisory Committee. Throughout the year, EPC focused its time and effort on completing the EAP 2040 document, while monitoring other issues that arose during the year. Of note was the passage of the Green Building Policy update. Both were approved by Council at its July 9, 2019 meeting.

## Letters to Council

The EPC provided letters to City Council addressing the following topics:

- Support for EAP 2040. June 11, 2019
- Budget FY 2020. March 18, 2019
- Budget FY2020, December 12, 2018
- Support for WasteSmart, November 6, 2018,
- Virginia Energy Plan. August 18, 2018

## Commissions and Advisory Groups

Members of the EPC represented the EPC on the following City commissions and working groups:

- Potomac Yard Metro Station Implementation Group
- Waterfront Commission
- Transportation Commission
- Eisenhower West Small Area Plan Advisory Group

## Alexandria Earth Day

The Alexandria Earth Day event took place for the third consecutive year at the Lenny Harris Memorial Fields at Braddock Park on April 27th. The theme this year was "Climate Change –Take Action" emphasizing the roles of citizen actions towards mitigating impacts. Attendance was estimated at over 600 visitors. Polling showed the majority were Alexandria residents. The "Tent Talks" feature included speakers addressing green building, green investing, climate change and the City's Environmental Action Plan. This year's event expanded the exhibit area addressing alternative modes of transportation. A display of electric vehicles was parked on the adjacent George Washington Middle School parking lot. The EVs included a WMATA metro bus, electric scooters and automobiles. A DASH bus equipped with a bike carrier was available for bicycler to practice loading. The Alexandria Bicycle and Pedestrian Advisory Committee also sponsored a Bike Rodeo on the parking lot for children of all ages wishing to improve their biking skills.

## Ellen Pickering Environmental Excellence Award

Kurt Moser, President of the Four Mile Run Conservancy Foundation in Alexandria was recognized for his stewardship of Alexandria's environment and natural resources and presented with the 2019 Ellen Pickering Environmental Excellence Award.

## **5. FY19 EPC Priorities**

The EPC's FY19 retreat took place on September 8, 2018 to set priorities for the coming year. During FY17, EPC focused on the production of the Environmental Action Plan

update; continued discussion on recycling/composting; updates and discussion on the stormwater utility; EAP update targets in the context of the long-range work plan; and combined sewer outfalls (all 3). EPC also discussed the

## **6. FY18 EPC Highlights**

- Successful passage of the revised Environmental Action Plan 2040
- Green Building Policy Update in FY18 and FY19 with half of the EAP targeting completion and presentation to Council in June 2018.

## **7. EPC Membership Recruitment**

Five members resigned and were replaced by four new members. The current roster consists of 11 members, with two open positions.

## **8. Leadership**

The commission elects four leadership positions (Chair, Vice-Chair, Secretary, Earth Day Chair) on an annual basis. Elections for FY19 were held at the June 2019 meeting. Praveen Kathpal was elected as Chair and James Kapsis was re-elected as Vice Chair. There were no candidates for Secretary nor Earth Day Chair. EPC recognized Scott Barstow for his leadership in the EPC over 10 years including his role as past EPC Chair

**CITY OF ALEXANDRIA  
BOARDS AND COMMISSIONS  
MEETING ATTENDANCE REPORT  
JULY 1, 2017 THROUGH JUNE 30, 2018**

COMMISSION: Environmental Policy Commission CHAIR PERSON: James Kapsis/Praveen Kathpal

MEMBER'S NAME	Aug 20 WS	Sept 24	Oct 15	Nov 5 WS	Nov 19	Dec 3 WS	Dec 17	Jan 14	Feb 25	Mar 4 WS	Mar 18	Apr 1 WS	Apr 22	May6 WS	Jun 4 WS	Jun 17
Humza Arshad																X
Scott Barstow		x	x	X	X	X	X									
Craig Berry						X	X		x	x	x	x	x		x	x
Elizabeth Bradley		x	x	X			X		x				x			
Eldon Boes	x	x	x	X	X	X	X				x		x		x	x
Geoffrey Goode		x	x	X	X	X	X	x		x	x			x	x	X
James Hook								x	x		E	x	x	x		
Leslie Jones		x		X			X	x		x	x				x	
James Kapsis	x	x		X		X	X		X		X	X	x	x	X	x
Praveen Kathpal	x	x	x	X	X	X	X	x	x	x	x	x	x		x	x
Michael Kulas						X	X	x	x		x	x	x	x		x
Jessica Lassetter																
Stephen Milone	x	x														
Brendan Owens		x			X		X	x	X		x		x		X	x
Carolyn Schroeder	x		X	X	X	X	X	x	X	x	X		x	x	X	
Reid Sherman	x		X		X	X	X				x	x		x	X	x
Sean Wilson		x			X											

**KEY:-** ■ =NON-MEMBER | X = PRESENT | E = EXCUSED | U = UNEXCUSED



APPROVED:

\_\_\_\_\_  
(Form must be signed by chairperson)

(Chairperson)