

**Joint Facilities Advisory Commission – DRAFT Charter  
Adopted by the County Board and School Board on [Date]**

**Introduction:** The Joint Facilities Advisory Commission (JFAC) is created as an advisory body jointly appointed by the County Board of Arlington County, Virginia (the "County Board"), and the Arlington County School Board (the "School Board"), (jointly, the "Boards").

**Mission:** The overall mission of the JFAC is to provide input to the Boards on capital facilities needs assessment and capital improvement plans for both the Arlington County Government (the "County") and Arlington Public Schools ("APS").

The County and APS will each develop their own capital facilities needs assessments and capital improvement plans over the course of a two-year cycle. The capital facilities needs assessments are comprehensive reviews of the current facility capacity for County and APS services and projected service demand that will affect facility capacity. The County's needs assessment report is the Arlington Capital Facilities Needs Assessment (to be initiated in 2017), and APS' needs assessment report is the Arlington Facilities and Student Accommodation Plan. These reports are presented one year in advance of the adoption of the capital improvement plans. The County and APS capital improvement plans (CIPs) identify capital projects, their timing, and their funding sources over a ten-year period. The timing and funding of capital projects represents a prioritization of the projected service demands included in the needs assessment reports.

The JFAC will place a special emphasis on long range planning for future County and APS facility needs, based on analysis of the latest trends, forecasts, and service delivery models. Big picture, visionary thinking is encouraged, and the Commission should be a forum where fresh and creative ideas can be discussed freely.

**Tasks:** The JFAC will:

1. Review the APS and County needs assessment reports prior to their presentation, receive and review public input on them, make recommendations to the respective Boards on each report, and provide input on the development of the CIPs.
2. Review both CIPs prior to their adoption, receive and review public input on them, and make recommendations to the respective Boards on the adoption of each CIP.

In performing these reviews, the JFAC, as a jointly created advisory commission, should identify and carefully consider partnership opportunities between County and APS to maximize public benefit. Examples of partnership opportunities include, but are not limited, to co-location, joint or shared use, adaptive reuse, and efficiencies in construction timing.

3. Receive periodic updates from County and APS staff on trends and forecasts affecting the community, including economics and revenue, population and demographics, school enrollment, student generation factors, and development activity. This information will inform the Commission's recommendations on capital facility needs.

4. Partner with staff on facilitating broader community engagement on facilities issues, including hosting fora and public comment periods on both individual siting decisions and longer-term planning. The JFAC will collaborate with staff and the Boards to implement the proposed [Public Facility Siting Process](#) developed by the 2015 Community Facilities Study.

The scope of the JFAC's charter is not intended to supersede the work of other advisory groups or commissions that are charged with reviewing capital facility decisions for specific service areas, such as the Transportation Commission, Parks and Recreation Commission, the Sports Commission, the Emergency Preparedness Advisory Commission, the Information Technology Advisory Commission, the Fiscal Affairs Advisory Commission, the Advisory Council on School Facilities and Capital Projects, or the Planning Commission. The JFAC charge, particularly with regard to advising the Boards on siting decisions, should also be complementary to the Public Facilities Review Committee and the Building Level Planning Committees, bodies which will provide review and guidance once the siting decision has been made. However, the JFAC may provide recommendations on facility prioritization among various service areas and may provide its views of any identified facility and land challenges.

From time to time, the Boards may jointly direct the Commission to undertake additional projects consistent with the JFAC mission.

Specifically, by the end of Calendar Year 2017, the Commission will have:

1. Received information and presentations
2. Facilitated a broader community engagement process;
3. Developed siting criteria for meeting each of the following needs; and
4. Delivered recommendations to the County Board and School Board regarding:
  - a. County needs for:
    - i. Laydown space for County projects and County contractors
    - ii. Fire and Police vehicle, equipment and logistics
    - iii. Bus parking for the ART fleet
    - iv. Heavy maintenance for ART fleet
    - v. Child care (Head Start)
    - vi. Relocated Emergency Operations Center
    - vii. Police impound lot
    - viii. North side snow services
  - b. School needs for:
    - i. A new elementary school in North Arlington
    - ii. School bus parking
    - iii. Child Care

- iv. High School seats
- c. How County and School needs identified in b. and c. above could be satisfied at:
  - i. Virginia Hospital Center site – Carlin Springs
  - ii. Virginia Hospital Center properties – Lee Highway
  - iii. Madison Community Center
  - iv. Reed Elementary School
  - v. Education Center
  - vi. Buck property (North Quincy Street)
  - vii. County property at 26<sup>th</sup> and Old Dominion
  - viii. Clarendon House
  - ix. Kenmore/Carlin Springs campus

This list does not foreclose questions or discussion about other sites or needs.

- 5. Interim reports will be received from the JFAC given that several of the needs identified above and several of the parcels above require action prior to the end of Calendar Year 2017.

**Membership:** The Boards shall appoint up to 20 members to the JFAC. These members should include residents with experience in planning, education, public finance, design and construction, participation in organizations or processes sanctioned by Arlington County and/or Arlington Public Schools, or other work or community participation related to the JFAC mission. Appointees should also reflect the geographic and demographic diversity of Arlington County.

All members will be appointed by both Boards for two-year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years, unless the Boards deem otherwise. All members serve at the pleasure of the Boards.

The County Board and School Board 2 x 2 group will act as liaison to the JFAC.

JFAC members are expected to serve a liaison function to interested parties in Arlington. A member of the Commission who fails to attend one (1) JFAC meetings in a single year without notice or explanation to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board and School Board liaisons, shall notify the member if such an action is warranted. Should a vacancy arise mid-term, the Boards may appoint a replacement to serve out the remainder of that departing member's term.

**Chair and Vice Chair:** The Boards shall appoint a Chair and Vice Chair. The Vice Chair shall serve as Chair when the Chair is unavailable.

**Committee Membership:** The JFAC is encouraged to create committees, as necessary, to accomplish specific JFAC missions and the Chairman shall appoint committee leadership.

Committee membership may include persons who are not on the JFAC, and should be seen as an opportunity to increase the diversity of perspectives represented.

**Staff Liaisons:** The County Manager and APS Superintendent shall appoint appropriate staff to serve as liaison to the JFAC.

**Meetings:** The JFAC will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. At minimum, the Commission will hold four meetings per year.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. All meetings of the full Commission will be advertised on the County-maintained website of the Commission, with meeting time and location, and are open to the public. All materials distributed to the Commission members, meeting agendas, and meeting minutes will be made available to the public in a timely manner through publication on the Commission website.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

**Reporting to the Board:** The JFAC will provide recommendations to the Boards about capital facility needs and prioritization. The JFAC will at a minimum submit an annual report to the Boards after consultation with the County Board and School Board liaisons. The JFAC may, from time to time, be asked to provide comment at a regular meeting or work session of the County Board, School Board or both. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaisons and review the published public hearing schedules.

**Update of this Charter:** Three years after adoption, and from time to time thereafter, the JFAC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the County Board and School Board liaisons.