

Joint Facilities Advisory Commission Charge

Adopted by the Arlington County Board, November 8, 2016

Adopted by the Arlington School Board, November 15, 2016

Revised charge adopted by the Arlington School Board, January 19, 2017

Revised charge adopted by the Arlington County Board, January 31, 2017

Revised charge adopted by the Arlington School Board, October 12, 2023

Revised charge adopted by the Arlington County Board, November 14, 2023

Introduction: The Joint Facilities Advisory Commission (“JFAC” or the “Commission”) 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”). This was a recommendation within the 2015 Community Facilities Study.

Mission: The overall mission of the JFAC is to provide input to the Boards on collaborative long-range facility planning for both the Arlington County Government (the “County”) and Arlington Public Schools (“APS”), and to include input on capital facilities needs assessment and capital improvement plans.

Functions and Scope: The JFAC will:

1. Place a special emphasis on collaborative 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.
2. Review each Capital Improvement Plan (“CIP”) proposed by the County or by APS prior to their adoption, receive and review public input on them, and make recommendations to the respective Boards on the adoption of each CIP.
3. In performing these reviews, the JFAC, as a jointly created advisory commission, should consider alignment between the two CIPs and identify possible partnership opportunities between the 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.
4. Review the APS and County needs assessment reports, facility capacity, and utilization plans, and other reports that inform CIP direction and 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. These reports are typically presented one year in advance of the adoption of the CIPs, which represent a prioritization of projected service demands included in the needs assessment reports. In 2024, staff will prepare an after-action of facility usage and lessons learned from the pandemic for JFAC’s review.
5. Review 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.

6. Partner with County and APS staff on facilitating broader community engagement on facilities issues and collaborative long-range planning, including hosting fora and public comment periods on both individual siting decisions and longer-term planning.
7. Provide an annual report of items researched and input provided to the County and School Boards and provide the information annually as part of a public forum as appropriate.

The scope of the JFAC 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 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 that 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.

Membership: The Boards shall appoint a minimum of 11 and up to 15-at-large members to the JFAC. These members should include residents with varying degrees of experience or interest in planning, education, public finance, design and construction, participation in organizations or processes sanctioned by the County and/or APS, or other work or community participation related to the JFAC mission. Appointees should also reflect the geographic and demographic diversity of the 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.

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 plenary 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. The Chair, Vice Chair, and staff will jointly schedule meetings, set meeting agendas, and develop work plans and timetables. The Chair, Vice Chair, and staff will collaborate on reports to the Boards and as needed, with the members of the Joint Subcommittee on Facilities.

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

Liaisons: At least one member of the County Board and one member of the School Board will act as liaison to the JFAC. The County Manager and APS Superintendent shall appoint appropriate staff to serve as staff liaison to the JFAC.

Meetings: The JFAC will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. At a 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 (see <https://www.arlingtonva.us/Government/Commissions-and-Advisory-Groups/Joint-Facilities-Advisory-Commission>).

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. The JFAC will conduct public meetings that enable remote, electronic, and/or in-person participation as legally authorized by the Code of Virginia per the Electronic Meeting policy adopted by Arlington County and the JFAC. The mode of the public JFAC meeting will be announced ahead of time as per the County's and APS' usual public notification policies.

Reporting to the Board: The JFAC will provide recommendations, as described in Tasks 2, 3, and 4 above 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: Periodically, as needed, the JFAC shall review this charter to ensure that it meets current needs. Any requests for changes must be processed through the County Board and School Board liaisons.