

**Joint Work Program – UPDATED June 13, 2017**  
**Fairfax County Board of Supervisors and School Board**

**Joint Budget Workgroup (2017 – 2019)**

The Joint Budget Workgroup was convened on November 30, 2016. The Workgroup consists of Chairman of the Board of Supervisors, Sharon Bulova, Lee District Supervisor and County Budget Chair, Jeff McKay, Mason District School Board member and Chairman of the School Board, Sandy Evans, and Lee District School Board member and School Budget Chair, Tamara Derenak Kaufax.

The work plan was presented to the Board of Supervisors on January 31, 2017, at its Budget Committee and to the School Board on February 13, 2017, at its work session for discussion. The Board of Supervisor approved the work plan at its meeting on February 14, 2017, and the School Board approved the work plan at its meeting on February 23, 2017 (after being presented as new business on February 9, 2017).

Using the discussion from the 2016 Joint Retreat as the basis for its work, the Workgroup has defined the following work plan:

1. Develop a more detailed outline for both County and Schools clearly defining all of the budget development milestones as well as the roles and responsibilities of both staff and elected bodies. The “touch points” of the County and School processes should be identified and described. Because of the budget’s relevance to the general business of the two Boards, schedules and brief descriptions of committee meetings and work sessions should also be included. The intersection of the State budget process should also be included.

This outline will be used to ensure that joint meetings and deliverables in future budget processes align with the schedules for both budgets. It will also be used to facilitate joint fiscal forecasting.

*First deliverable / date: February 21, 2017 – draft document with calendars and necessary narrative to explain the process*

*Responsibility: Budget staff from County and Schools*

*First Discussion: Joint Budget Committee meeting of February 21 at 3pm in the Government Center, Conference Room 11*

*Completed: March 9, 2017 - Memo from County and Schools staff to both Boards*

2. Direct staff to report on current joint efforts (shared services) and identify possible opportunities for additional collaboration.

*First deliverable / date: June, 2017 – document from County and Schools staff to both Boards outlining an inventory of existing joint efforts, explanations of successes and challenges, and possible areas for future exploration*

*Responsibility: Budget and other key agency/department staff from County and Schools*

*First Discussion: Joint Budget Committee meeting June 13 focusing on future opportunities and reviewing current status*

*Next steps: Direction from both Boards to staff on specific projects for the next 12 months*

3. Review current County and School Capital Improvement projects to identify opportunities for shared space / multi-use for the FY 2019 Capital Improvement Program (CIP) development process. Focus should include geographic opportunities (such as school and library facilities in close proximity to each other) and joint Board priorities (such as early childhood services).

*First deliverable / date: TBD (September) – draft document providing possible opportunities, outlined in the context of available funds and debt capacity*

*Responsibility: Budget and other key agency/department staff from County and Schools*

*First Discussion: Joint Budget Committee meeting to be scheduled in late September*

*Next steps: Direction from both Boards to staff on specific opportunities to review for the next CIP*

4. Develop a joint legislative program for the 2018 General Assembly session focused on improving State funding for education.

*First deliverable / date: Ongoing – draft document outlining possible opportunities for enhancing funding for education as well as strategies for engaging other localities, identifying target audiences, and strengthening the efforts of Fairfax elected officials and staff*

*Responsibility: Legislative and Budget staff from County and Schools*

*First Discussion: Joint Legislative meeting to be scheduled in late September*

*Next steps: Incorporation in 2018 Legislative Package*

5. Analyze and report on non-teacher and non-public safety positions within the County and Schools to demonstrate areas of similar position titles and functions. The positions should be described, the pay scales identified, and hiring and promotional practices explained. While the focus of the initial phase will be to identify and review these position functions, the subsequent phase will be to analyze compensation, starting with pay ranges.

These activities will provide the basis for future discussion on opportunities for more consistency between the County and Schools.

*First deliverable / date: Calendar Year 2018 – identification of similar positions with staff review of those positions and functions that are comparable and those that are not*

*Responsibility: Human Resource and Budget staff from County and Schools*

*First Discussion: Joint meetings to be scheduled*

*Next steps: Validation of comparable positions and confirm next phase*