



City of Manassas, Virginia
City Council Meeting

AGENDA

City Council Regular Meeting
Council Chambers
9027 Center Street
Manassas, VA 20110
Monday, June 22, 2026

Call to Order - 5:30 p.m.

Roll Call

Invocation and Pledge of Allegiance

Council Time

Mayor Time

City Manager Time

1. Presentations

1.1 Police Camp Cadet Recognition

2. Public Comment

The Public Comment portion of the agenda is set aside for those residents who wish to address the Council for less than three minutes each. Residents need not give prior notice to the City to speak during the Public Comment portion of the agenda. Residents may address the Council for longer than three minutes if they ask the City Manager for a place on the agenda at least four working days before the meeting.

3. Consent Agenda

All matters listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

SUGGESTED MOTION: "I move that the Consent Agenda be approved and the readings of the ordinances be dispensed."

SUGGESTED MOTION #2: "I move that Items # and # be removed from the Consent Agenda and be added as Items # and #, respectively, and that the remaining Consent Agenda items be approved as it now appears and the readings of the ordinances be dispensed."

- 3.1 Ordinance #O-2026-984: Housing Grant and Loans (2nd Reading)**
(Staff: Matt Arcieri, AICP, Assistant City Manager/Director of Planning & Community Development)
[ORD O-2026-984 Housing Investment Fund](#)
- 3.2 Approval of City Council Meeting Minutes**
(Staff: Eric W. Smith II, City Clerk)
[2026-03-25 City Council and MCPS Joint Work Session](#)
[2026-04-13 City Council Regular Meeting Minutes](#)
[2026-04-08 City Council Budget Workshop Minutes](#)
[2026-04-20 City Council Work Session Minutes](#)
[2026-04-20 City Council Special Meeting Minutes](#)
[2026-04-27 City Council Regular Meeting Minutes](#)
[2026-04-29 City Council Budget Workshop Minutes](#)
- 3.3 Resolution #R-2026-1082: Approving the 2026-2028 Virginia Career Works – Northern Center System Memorandum of Understanding (MOU)**
(Staff: Nicole Kirven, Director of Social Services and Amelia W. May, Deputy City Attorney)
[RES R-2026-1082 to Approve Virginia Career Works MOU](#)
[Virginia Career Works MOU.pdf](#)

4. Public Hearing

- 4.1 Public Hearing: Proposed Amendment to the Fiscal Year 2026 Budget**
(Staff: Diane Bergeron, Assistant City Manager/Finance Director)
[ATTH01 Notice of Public Hearing](#)
[ATTH02 Notice of Public Hearing Affidavit](#)

5. Ordinances and Resolutions

- 5.1 Resolution #R-2026-1048: Certified Crime Prevention Community**
(Staff: Mason Riggs, Accreditation Manager)
[RES R-2026-1048 Certified Crime Prevention Community](#)

- 5.2 Resolution #R-2026-1060: Amending the Fiscal Year 2026 Budget by Budgeting and Appropriating \$5,200,000 of State Revenue for the Manassas City Public Schools**
(Staff: Taft R. Kelly II, MCPS Director of Finance)
[RES R-2026-1060](#)
[2026-1060 ATTH01 School Board Request to City Council](#)
- 5.3 Resolution #R-2026-1009: Weems Elementary School SUP**
(Staff: Christian Samples, AICP, Planning Manager)
[RES R-2026-1009](#)
[ATTH01 SUP Conditions](#)
[ATTH02 Generalized Development Plan](#)
- 5.4 Resolution #R-2026-1010: R. C. Haydon Elementary School SUP**
(Staff: Christian Samples, AICP, Planning Manager)
[RES R-2026-1010](#)
[ATTH01 SUP Conditions](#)
[ATTH02 Generalized Development Plan](#)
- 5.5 Ordinance: #O-2026-1011, Manassas Gateway / Landing at Cannon Branch Proffer Amendment (1st Reading)**
(Staff: Christian Samples, AICP, Planning Manager)
[ORD O-2026-1011](#)
[ATTH01 Proffers dated April 17, 2026](#)
[ATTH02 Generalized Development Plan dated January 14, 2026](#)
[ATTH03 Design Guidelines dated March 28, 2026](#)
[ATTH04 Supplemental Street Guidelines dated March 19, 2019](#)
[ATTH05 Park and Waterfront Plans dated June 17, 2021](#)
[Cannon Branch Revised GDP](#)
- 5.6 Resolution #R 2026-1080: Committing \$6,000,000 in Housing Investment Fund Loan Funds to Cannon Branch Apartments, LLC**
(Staff: Patrick Small, Economic Development Director, and the Office of the City Attorney)
[RES R-2026-1080 Resolution Committing \\$6,000,000 Loan to Cannon Branch](#)

Adjournment



City Council Agenda Item Report

Agenda Item No. 1.1

Submitted by: Teri Flook

Submitting Department: Police Department

Meeting Date: June 22, 2026

Item Title

Police Camp Cadet Recognition

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Submitting Department Police Department
Meeting Body City Council

Item ID 2026-907
Drafter Teri Flook
Meeting Date June 22, 2026



City Council Agenda Item Report

Agenda Item No. 3.1

Submitted by: Matt Arcieri

Submitting Department: Community Development

Meeting Date: June 22, 2026

Item Title

Ordinance #O-2026-984: Housing Grant and Loans (2nd Reading)

(Staff: Matt Arcieri, AICP, Assistant City Manager/Director of Planning & Community Development)

Suggested Action and/or Recommendation

Approve Ordinance #O-2026-984

Suggested Motion

I move approval of Ordinance #O-2026-984.

Item Type Ordinances

Submitting Department Community Development

Meeting Body City Council

Item ID 2026-984

Drafter Matt Arcieri

Meeting Date June 22, 2026

Advisory Board/Committee Review

Housing Advisory Board (May 5, 2026)

Fiscal Impact

None. This ordinance gives the ability to consider future loans and grants but does not authorize any project.

Executive Summary and Background Information

The FY27 budget creates a dedicated Housing Investment Fund to support the development and preservation of new attainable homeownership and attainable rental opportunities for City residents.

Adoption of Ordinance #O-2026-984 is required to enable the City's authority under state code to consider future loans and/or grant requests from the fund for the production or rehabilitation of rental units in the City. As stated in the ordinance, any future loans or grants would be subject to both review by the Housing Advisory Board and approval by City Council - this ordinance does not approve any specific loan or grant, including the proposed loan for the redevelopment of the former DMV property at Cannon Branch.

ATTACHMENTS

- [ORD O-2026-984 Housing Investment Fund](#)

ORDINANCE #O-2026-984

First Reading	June 8, 2026
Second Reading	_____
Enacted	_____
Effective	_____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002), AS AMENDED, BY AMENDING CHAPTER 42 OF SAID CODE (COMMUNITY DEVELOPMENT) BY ADDING NEW SECTIONS 42-10 THROUGH 42-12, RELATING TO HOUSING GRANTS OR LOANS

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this _____ day of June, 2026:

1. That the Code of Ordinances of the City of Manassas, Virginia (2002) is hereby amended by adding new sections, to be numbered 42-10 through 42-12, which sections read as follows:

CHAPTER 42. COMMUNITY DEVELOPMENT

DIVISION 1. ECONOMIC DEVELOPMENT AUTHORITY

Sec. 42-1. Economic development authority.

There is hereby created a political subdivision of the Commonwealth with such public and corporate powers as are set forth in the Industrial Development and Revenue Bond Act (Code of Virginia, § 15.2-4900 et seq.), including but not limited to all those powers set forth in Virginia Code § 15.2-4905. The name of the political subdivision created by this section shall be the Economic Development Authority of the City of Manassas, Virginia.

Sec. 40-2 – 42-9. Reserved.

DIVISION 2. HOUSING

Sec. 42-10. Purpose, and authority.

The purpose of this ordinance is to permit the City of Manassas to make grants or loans to owners of residential rental property occupied, or to be occupied, following rehabilitation or after construction if new, by persons of low and moderate income, for the purpose of rehabilitating or producing such property. Pursuant to Virginia Code sec. 15.2-958, the preservation of existing housing in safe and sanitary condition and the production of new housing for persons of low and moderate income are public purposes and uses for which public money may be spent.

Sec. 42-11. Definitions.

The following words, terms, phrases, when used in this Division, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Applicant means an owner of residential rental property that consists or will consist of at least two rental units occupied, or to be occupied, by persons of low and moderate income or an entity which seeks to improve at least one owner-occupied dwelling units, an entity that obtains a unit or parcel for the purpose of rehabilitation or development and sale to low to moderate income purposes.

Loan means funds provided to an applicant under this chapter as a loan secured by a deed of trust to ensure repayment of the loan, and to ensure compliance with other conditions of the loan set forth herein, to be used for the purposes set forth herein.

Grant means funds provided to an applicant under this chapter as a loan secured by a deed of trust to ensure compliance with the conditions of the loan set forth herein, to be used for the purposes set forth herein; provided, however, that repayment of the loan will be deferred and upon compliance with all conditions of the loan, the loan shall be forgiven. The term grant also means the disposition to an applicant of City owned real property occupied, or to be occupied by persons of low and moderate income to be used for the purposes set forth in this chapter.

Low and Moderate Income Persons means a persons or families whose combined income is 100% or less of the Annual Median Family Income as determined by the United States Department of Housing and Urban Development for the Washington-Arlington-Alexandria Metropolitan Area.

Sec. 42-12. Housing grants or loans.

- (a) The City Council may, after review by City staff and the Housing Advisory Board and consideration of their recommendations, if any, make grants or loans to owners of residential rental property occupied, or to be occupied, by persons of low and moderate income, for the production, construction or repair of residential property. Owners assisted in this manner shall provide a minimum of 20 percent of the units for low and moderate income persons for a minimum of 10 years. Such greater percentage of units or longer period of years as may be required by City Council when authorizing the grant or loan.
- (b) Pursuant to Virginia Code sec. 15.2-958.4, the City Council may, upon the request of the Applicant, waive building permit fees and other specified City fees associated with the construction, renovation, or rehabilitation of housing for low and moderate income persons, as defined in this Chapter.
- (c) Participation by the owner of residential rental property in the funding authorized by this Chapter is voluntary. No grant or loan funding shall be made under this Chapter unless first appropriated by the City Council.
- (d) The grants and loans provided under this chapter shall be administered by the City Manager or their designee in accordance with the purpose and requirements of this chapter. The City Manager may adopt rules and regulations to ensure compliance with the integrity and

legislative intent of this chapter, and such other rules and procedures as may be necessary, including but not limited to application process, use of funds, application review criteria, funding priority, application submission and review process, submission criteria and required documentation.

2. This ordinance shall become effective upon second reading.

Michelle Davis-Younger Mayor
On behalf of the City Council of
Manassas, Virginia

ATTEST:

Eric W. Smith, II City Clerk

MOTION:

SECOND:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:



City Council Agenda Item Report

Agenda Item No. 3.2
Submitted by: Eric Smith
Submitting Department: City Clerk
Meeting Date: June 22, 2026

Item Title

Approval of City Council Meeting Minutes
(Staff: Eric W. Smith II, City Clerk)

Suggested Action and/or Recommendation

Approval as part of the Consent Agenda

Suggested Motion

Item Type Minutes

Submitting Department City Clerk

Meeting Body City Council

Item ID 2026-1079

Drafter Eric Smith

Meeting Date June 22, 2026

ATTACHMENTS

- [2026-03-25 City Council and MCPS Joint Work Session](#)
- [2026-04-13 City Council Regular Meeting Minutes](#)
- [2026-04-08 City Council Budget Workshop Minutes](#)
- [2026-04-20 City Council Work Session Minutes](#)
- [2026-04-20 City Council Special Meeting Minutes](#)
- [2026-04-27 City Council Regular Meeting Minutes](#)
- [2026-04-29 City Council Budget Workshop Minutes](#)



Manassas City Council
City Council Joint Session - MCPS School Board
Manassas City Hall - Community Conference Room
March 25th, 2026 – 5:30 pm

A Joint Work Session of the Council AND School Board of the City of Manassas, Virginia was held at the Manassas Community Center on the above date with the following Council Members present on roll call: Mayor Michelle Davis-Younger, Vice Mayor Mark Wolfe, Council Members Tom Osina, Ralph J. Smith, Theresa Coates Ellis, Sonia Vasquez Luna and Ashley Hutson.

Approval of Participation in the City Council Meeting by Remote Electronic Communication - Council Member Sonia Vasquez Luna

Motion: *Wolfe*
Second: *Vasquez Luna*
Vote: *PASSED - Unanimous*

2. Discussion Items

MCPS Budget Discussion Presentation

Budget Work Session Schedule

City Council discussed the upcoming budget schedule.

3. ADJOURNMENT

Mayor Davis-Younger declared the meeting adjourned at 7:20 p.m.

Mayor Davis-Younger, Mayor

Eric W. Smith II, City Clerk



Manassas City Council
Regular Meeting – Manassas City Hall – Council Chambers
April 13, 2026 – 5:30 pm

A Regular Meeting of the Council of the City of Manassas, Virginia was held in the Council Chambers of Manassas City Hall on the above date with the following present on roll call: Mayor Michelle Davis-Younger, Vice Mayor Mark Wolfe, Council Members Tom Osina, Ralph J. Smith, Theresa Coates Ellis, Sonia Vasquez Luna and Ashley Hutson.

COUNCIL TIME

Council Member Ellis highlighted upcoming events taking place throughout the city and shared observations from her recent visit to Annaburg Manor.

Council Member Smith discussed the recent Pinwheel Planting event held in recognition of Child Abuse Prevention Month.

Council Member Osina provided updates on recent events and activities occurring throughout the city.

Council Member Vasquez Luna discussed recent and upcoming events taking place throughout the City of Manassas.

Council Member Hutson noted that the public input period for the 10-Year Parks and Recreation Master Plan was currently open and also highlighted several upcoming community events.

MAYOR TIME

Mayor Michelle Davis discussed the Farmers Market, noting that her “Mayor’s Pick” program would resume on May 9. She also highlighted several upcoming community events, including the City of Manassas Resident Academy.

CITY MANAGER TIME

Mr. Burke provided updates on upcoming events taking place throughout the City of Manassas and discussed ongoing and planned development projects across the City.

1. PRESENTATIONS

Presentation: State of the library – Manassas City Library

Lena Gonzalez Berrios, Branch Manager - Manassas City Library - Prince William Public Libraries, presented the 2025 State of the Library

Proclamation: National Public Safety Telecommunicators’ Week

Mayor Davis-Younger and Council Member Vasquez Luna read the proclamation and presented it to members of the City 911 Telecommunications department in attendance.

Proclamation: Sexual Assault Awareness Month

Mayor Davis-Younger read the proclamation and presented it to members of ACTS in attendance.

Proclamation: Child Abuse Prevention Month

Mayor Davis-Younger read the proclamation and presented it to Social Services Director Nicole Kirven and members of her department in attendance.

Proclamation: Arbor Day

Mayor Davis-Younger read the proclamation and presented it to City Arborist Thomas Joyce and members of the Beautification Committee in attendance.

Proclamation: Autism Acceptance Month

Mayor Davis-Younger read the proclamation and presented it Megan Stubbs, Director of the Didlake Autism Center of Excellence.

2. PUBLIC COMMENT

Janet Plevniak

Discussed her recent observations regarding actions and initiatives undertaken by City Council throughout the City.

Lynn Forkell Green

Commented on the recent airport naming survey and expressed concerns regarding City Council members and their personal property taxes.

Dianne Lane

Stated that placing "Washington" first in the airport's name was in the best interest of the city.

3. CONSENT AGENDA

3.1. Resolution #R-2026-871: Approving the City's Participation in the Proposed Direct Settlement of Opioid-related Claims

3.2. Proclamation: National Public Safety Telecommunicators' Week Proclamation

3.3. Proclamation: Sexual Assault Awareness Month

3.4. Proclamation: Child Abuse Prevention Month

3.5. Proclamation: Arbor Day Proclamation

3.6. Proclamation: Autism Acceptance Month

Motion: Wolfe

Second: Smith

Vote: Unanimous

4. ORDINANCES AND RESOLUTIONS

4.1 Resolution #R-2026-881: Resolution to Approve Renaming of Manassas Regional Airport to Washington Manassas Airport

Jolene Berry, Assistant Airport Director, provided an overview of the history, purpose, and support for the proposed item.

Council Member Ellis requested clarification regarding why "Manassas Washington Airport" was not included as a recommended name. Ms. Berry explained the rationale behind the Airport Commission's recommendation of the proposed names.

Ms. Berry further clarified that the name of the airfield would remain Harry P. Davis Airfield.

Council Member Ellis discussed the survey results and expressed her support for the proposed renaming.

Council Member Vasquez Luna voiced her support for the renaming, noting that it would be beneficial as the city moves toward commercial aviation opportunities.

Council Member Osina noted that the airport's name had been changed three times in the past.

Motion: Wolfe

Second: Osina

Vote: Unanimous

5. **AUTHORIZE A CLOSED MEETING**

Motion: Wolfe

Second: Hutson

Vote: Unanimous

6. **CERTIFY THE CLOSED MEETING**

Motion: Wolfe

Second: Hutson

Vote: Unanimous

Motion to approve resolution to appoint BCC members.

Motion: Osina

Second: Hutson

Vote: Unanimous

7. **ADJOURNMENT**

Mayor Davis-Younger declared the meeting adjourned at 7:11 p.m.

Mayor Davis-Younger, Mayor

Eric W. Smith II, City Clerk



Manassas City Council
Budget Work Session – City Hall – Community Conference Room
April 8th, 2026 – 5:30 pm

A Committee of the Whole/ Work Session of the Council of the City of Manassas, Virginia was held in the Community Conference Room of Manassas City Hall on the above date with the following present on roll call: Mayor Michelle Davis-Younger, Vice Mayor Mark Wolfe, Council Members Tom Osina, Ralph J. Smith, Theresa Coates Ellis, Sonia Vasquez Luna and Ashley Hutson.

Remote Participation by Council Member Theresa Coates Ellis

Motion: Wolfe

Second: Osina

Vote: 5-0

DISCUSSION ITEMS

Mr. Burke reviewed the FY 2025/FY 2026 tax rate comparison document and discussed the proposed personal property tax ordinance.

Vice Mayor Wolfe recommended increasing the data center tax rate to \$4.50. Council reached consensus in support of the \$4.50 rate.

Council reviewed the General Fund departmental budget overviews and requested a breakdown showing the percentage increase for each budget line item.

Council and staff discussed the MCPS fund balance and reviewed the City's proposed non-profit contributions.

ADJOURNMENT

Mayor Davis-Younger declared the meeting adjourned at 6:34 p.m.

Mayor Davis-Younger, Mayor

Eric W. Smith II, City Clerk



Manassas City Council
Work Session – City Hall – Community Conference Room
April 20th, 2026 – 5:30 pm

A Work Session of the Council of the City of Manassas, Virginia was held in the Community Conference Room of Manassas City Hall on the above date with the following present on roll call: Mayor Michelle Davis-Younger, Vice Mayor Mark Wolfe, Council Members Tom Osina, Ralph J. Smith, Theresa Coates Ellis, Sonia Vasquez Luna and Ashley Hutson.

DISCUSSION ITEMS

Consideration of Resolution R-2026-896 Amending the Fiscal Year 2026 Budget by Transferring \$372,000 from General Fund Contingency to Public Works for Snow Removal Costs (Staff: Mike Morgan, Public Works Director)

Steve Burke and Mike Morgan explained the purpose of the item, noting that the funding would cover additional costs associated with this year's snow events.

**Presentation: Mathis Shopping Center Redevelopment Study
(Denise Harrover, EDA and Matt Arcieri, AICP, Director of Planning & Community Development)**

Mr. Arcieri explained the purpose of the presentation, noting that it had been presented to the Economic Development Authority (EDA) the previous week.

Ms. Harrover, representing the EDA, presented the Mathis Shopping Center Redevelopment Study.

Mr. Burke noted that the EDA would seek adoption of the master plan at its May meeting. He also informed Council that the City had been notified of a 250% increase in the fuel adjustment rate under its Dominion Energy contract, effective with May customer billing. He stated that the increase would result in an estimated \$50 increase in monthly electric costs for a typical residential customer due to rising fuel costs.

AUTHORIZE A CLOSED MEETING

**Motion: Wolfe
Second: Vasquez Luna
Vote: Unanimous**

CERTIFY THE CLOSED MEETING

**Motion: Wolfe
Second: Vasquez Luna
Vote: Unanimous**

ADJOURNMENT

Mayor Davis-Younger declared the meeting adjourned at 7:13 p.m.

Mayor Davis-Younger, Mayor

Eric W. Smith II, City Clerk



Manassas City Council
Special Meeting – Manassas City Hall – Council Chambers
April 20, 2026 – 10:30 am

Purpose: Interview prospective candidates for the position of City Attorney

A Special Meeting of the Council of the City of Manassas, Virginia was held in the Council Chambers of Manassas City Hall on the above date with the following present on roll call: Mayor Michelle Davis-Younger, Vice Mayor Mark Wolfe, Council Members Tom Osina, Ralph J. Smith, Sonia Vasquez Luna and Ashley Hutson

Mayor Davis-Younger called the meeting to order at 10:30 a.m.

Council Member Ellis arrived at 11 am.

AUTHORIZE A CLOSED MEETING

Motion: Wolfe

Second: Vasquez Luna

Vote: 5-0 (Ellis absent)

CERTIFY THE CLOSED MEETING

Motion: Wolfe

Second: Vasquez Luna

Vote: Unanimous

2. ADJOURNMENT

Mayor Davis-Younger declared the meeting adjourned at 1:05 p.m.

Mayor Davis-Younger

City Clerk



Manassas City Council
Regular Meeting – Manassas City Hall – Council Chambers
April 27, 2026 – 5:30 pm

A Regular Meeting of the Council of the City of Manassas, Virginia was held in the Council Chambers of Manassas City Hall on the above date with the following present on roll call: Mayor Michelle Davis-Younger, Vice Mayor Mark Wolfe, Council Members Tom Osina, Ralph J. Smith, Theresa Coates Ellis, Sonia Vasquez Luna and Ashley Hutson.

COUNCIL TIME

Vice Mayor Wolfe discussed the Nexus234 Innovation District, recent events throughout the City, and the upcoming Dominion Energy rate increase.

Council Member Ellis discussed upcoming events and developments, including the Great Manassas Campout at Liberia House and the Nexus234 Innovation District.

Council Member Smith discussed the upcoming Dominion Energy rate increase and its impact on residents.

Council Member Osina highlighted his upcoming neighborhood walk-and-talk events and discussed other activities taking place throughout the City.

Council Member Vasquez Luna discussed recent and upcoming events and recognized the efforts of volunteers participating in Earth Day activities.

Council Member Hutson discussed her attendance at recent community events throughout the City.

MAYOR TIME

Mayor Michelle Davis-Younger discussed recent events throughout the City and thanked those who attended the recent Midday with the Mayor and City Manager event. She noted that she would be providing remarks at an upcoming Sexual Assault Awareness symposium and expressed appreciation for the advisory group volunteers who support the work of the City and City Council.

CITY MANAGER TIME

City Manager Steve Burke discussed the upcoming Dominion Energy rate increase. He also encouraged residents to utilize the Manassas Connect app and website to submit service requests, concerns, and complaints to the city.

1. PRESENTATIONS

Presentation - Office of the Commonwealth's Attorney

Amy Ashworth, Commonwealth's Attorney, provided a presentation highlighting the activities, accomplishments, and ongoing initiatives of her office during 2026.

CALEA Presentation

City Manager Steve Burke introduced Mia Mitchell, a representative of CALEA. Ms. Mitchell announced that Chief Doug Keen had been selected to receive the Egon Bittner Award in recognition of his 15 years of service as Chief of a CALEA-accredited agency. Chief Keen accepted the recognition and offered brief remarks.

MCPS School Presentation - Haydon Elementary School

Suzanne Seaburg of the MCPS School Board introduced Principal Dr. Laura Goldzung, who delivered the Haydon Elementary School annual presentation.

Proclamation: Bike to Work Day

Council Member Vasquez Luna read the proclamation and presented it to members of the Community Development Department in attendance.

Proclamation: Larexpo Proclamation

Mayor Davis-Younger and Council Member Vasquez Luna read the proclamation and presented it to Maria Guzman, founder of LAREXPO. Ms. Guzman accepted the proclamation and offered remarks, including words of appreciation and recognition for Mayor Davis-Younger.

Proclamation: Preservation Month

Council Member Ellis read the proclamation and presented it to members of the Architectural Review Board and Historic Resources Board who were present to accept the recognition.

2. PUBLIC COMMENT

Diane Lane

Recognized the Parks and Recreation Department for its efforts and participation in various City events held over the weekend.

Colin Turner

Thanked the City for recognizing Preservation Month and discussed the importance of public participation at an upcoming Prince William County Board of Supervisors meeting in support of preserving the Old Bennett School.

Janet Plevniak

Discussed increases in taxes and utility costs and expressed concerns regarding their impact on City residents.

Angelica [Last Name Not Provided]

Thanked City Council for providing information regarding the upcoming utility rate increase and encouraged Council to maintain the tax rate at its 2025 level.

Lynn Forkell Green

Expressed concerns regarding certain recent Council decisions and suggested that some matters be reevaluated. She encouraged Council to pursue creative solutions to address community issues.

Helen Zurita

Discussed the recent Dominion Energy rate increases and referenced the Council salary increase approved the previous year. She suggested that Council consider donating the increase in compensation to charitable organizations.

[Name Not Provided]

Discussed population growth within the City and its potential impact on utility costs. She also expressed concerns regarding rising expenses associated with increased real estate assessments and utility bills.

Marian LeBouef

Discussed the increasing cost of living in the City of Manassas.

3. CONSENT AGENDA

3.1. Proclamation: Bike to Work Day

3.2. Proclamation: Preservation Month

3.3. Proclamation: Larexpo Proclamation

3.4. Resolution R-2026-896 Amending the Fiscal Year 2026 Budget by Transferring \$372,000 from General Fund Contingency to Public Works for Snow Removal Costs

3.5 Approval of City Council Meeting Minutes

Motion: Wolfe
Second: Vasquez Luna
Vote: Unanimous

4. Public Hearing

4.1 Public Hearing: Approving a Three-Year Lease Renewal between the City of Manassas and the Greater Manassas Volunteer Rescue Squad for Property Located at 9322 Center Street, Manassas (Hutton Hall), and Authorizing the Mayor to Execute the Lease on Behalf of the City

Chief Ed Mills, Fire and Rescue Chief, presented the item and explained its purpose.

Mayor Davis-Younger opened the Public Hearing.

Motion: Wolfe
Second: Smith
Vote: Unanimous

4.2 Public Hearing: Proposed Fiscal Year 2027 Real Property Tax Increase

Diane Bergeron Director/Assistant City Manager, presented the item and explained its purpose.

Mayor Davis-Younger opened the Public Hearing.

Lynn Forkell Greene

Asked that Council reassess their methods to address the tax burdens felt by the residents of the city.

Plevniak

Reiterated that Council has spent large amounts of funds over the years and suggested that Council work to ease the tax burden on residents.

Motion: Wolfe
Second: Vasquez Luna
Vote: Unanimous

4.3 Public Hearing: Proposed Fiscal Year 2027 Real Property Tax Rate, Increases in Personal Property Tax Rates and Sewer, Water, and Electric Utility Rates

Diane Bergeron Director/Assistant City Manager, presented the item and explained its purpose.

Mayor Davis-Younger opened the Public Hearing.

Lynn Forkell Greene

Reiterated that she was against the increase.

Motion: Wolfe
Second: Vasquez Luna
Vote: Unanimous

4.4 Public Hearing: Proposed Fiscal Year 2027 Annual Operating Budget and Five-year Capital Improvement Program

Diane Bergeron Director/Assistant City Manager, present the item and explained it's purpose.

Mayor Davis-Younger opened the Public Hearing.

Lynn Forkell Greene

Reiterated that she was against the increase.

Red Pullover

Stated that she does not feel that the city residents were aware of this public hearing.

Motion: Wolfe

Second: Vasquez Luna

Vote: Unanimous

5. NEW BUSINESS

5.1 Bid Opening - Proposed franchise for the purpose of installing, operating, and maintaining telecommunications conduits, facilities, and equipment in the public rights-of-way within the corporate limits of the City of Manassas, Virginia

There were no bids received. Item was rescheduled for future date.

6. AUTHORIZE A CLOSED MEETING

Motion: Osina

Second: Hutson

Vote: Unanimous

7. CERTIFY THE CLOSED MEETING

Motion: Osina

Second: Vasquez Luna

Vote: Unanimous

Motion to approve resolution to appoint BCC members.

Motion: Osina

Second: Vasquez Luna

Vote: Unanimous

Vote: Unanimous

8. ADJOURNMENT

Mayor Davis-Younger declared the meeting adjourned at 7:55 p.m.

Mayor Davis-Younger, Mayor

Eric W. Smith II, City Clerk



Manassas City Council

Budget Work Session – Manassas City Hall – Community Conference Room

April 29th, 2026 – 5:30 pm

A Work Session of the Council of the City of Manassas, Virginia was held at Manassas City Hall – Community Conference Room on the above date with the following present on roll call: Mayor Michelle Davis-Younger, Vice Mayor Mark Wolfe, Council Members Tom Osina, Ralph J. Smith, Theresa Coates Ellis, Sonia Vasquez Luna and Ashley Hutson.

DISCUSSION ITEMS

Chief Keen opened the floor for Council discussion on budget-related matters.

Council discussed a variety of topics, including the potential use of General Fund balance reserves to offset utility costs, strategies to reduce tax and utility burdens on residents, and the possibility of an additional one-cent reduction in the real estate tax rate through the use of approximately \$1.2 million in contingency funding.

Following discussion, Council reached a consensus to maintain the real estate tax rate at \$1.24 while retaining the \$1.2 million contingency fund.

Regarding the potential use of General Fund reserves to support utility costs, Diane Bergeron, Finance Director and Assistant City Manager, advised against such an approach. She explained that utilizing one-time General Fund resources to subsidize ongoing utility expenses could negatively impact the City's credit rating and was not considered a sustainable financial practice, as utility operations are intended to be self-supporting.

AUTHORIZE A CLOSED MEETING

Motion: Osina

Second: Wolfe

Vote: 5-0 - (Vasquez Luna Absent)

CERTIFY THE CLOSED MEETING

Motion: Osina

Second: Hutson

Vote: Unanimous

ADJOURNMENT

Mayor Davis-Younger declared the meeting adjourned at 6:51 p.m.

Mayor Davis-Younger, Mayor

Eric W. Smith II, City Clerk



City Council Agenda Item Report

Agenda Item No. 3.3

Submitted by: Amelia May

Submitting Department: Social Services

Meeting Date: June 22, 2026

Item Title

Resolution #R-2026-1082: Approving the 2026-2028 Virginia Career Works – Northern Center System Memorandum of Understanding (MOU)

(Staff: Nicole Kirven, Director of Social Services and Amelia W. May, Deputy City Attorney)

Suggested Action and/or Recommendation

City Council is requested to adopt the resolution, effective June 22, 2026, approving the 2026-2028 Virginia Career Works MOU and authorizing the Mayor to execute the MOU on behalf of the City.

Suggested Motion

Move approval of the MOU as part of the consent agenda.

Item Type Contracts / Agreements
Submitting Department Social Services
Meeting Body City Council

Item ID 2026-1082
Drafter Amelia May
Meeting Date June 22, 2026

Executive Summary and Background Information

The City of Manassas, through its Department of Social Services and Family Services programs, participates in a Memorandum of Understanding with the Northern Virginia Local Workforce Development Area #11. The MOU is executed between the Virginia Career Works Northern Region, the Chief Elected Official (of The SkillSource Group, Inc.), and the Chairman of the Fairfax County Board of Supervisors, in conjunction with many local jurisdictional partners (in numerous Northern Virginia localities). The MOU is governed under the Workforce Innovation and Opportunity Act, with the purpose of operating and managing workforce programming in the region as a "one-stop operator". The MOU is renewed every two years, and is typically signed by the elected leader of the locality or department, although Nicole Kirven, Director of DSS Manassas, executed the prior agreement. The attached MOU is presented on consent agenda for the Mayor's signature, as its terms are agreeable to DSS Manassas.

ATTACHMENTS

- [RES R-2026-1082 to Approve Virginia Career Works MOU](#)
- [Virginia Career Works MOU.pdf](#)

June 22, 2026
Regular Meeting
Res. No. R-2026-1082

Res. No. R-2026-1082

RE: RESOLUTION TO APPROVE THE 2026-2028 VIRGINIA CAREER WORKS (VCW) – NORTHERN CENTER SYSTEM MOU AND AUTHORIZE EXECUTION

WHEREAS, the 2026-2028 for the Virginia Career Works – Northern Region and its partners in the Northern Virginia Workforce System establishes a cooperative and mutually beneficial relationship among agencies; and

WHEREAS, the Memorandum of Understanding (MOU) sets forth the relative responsibilities of the agencies insofar as they relate to planning and implementation of mutual duties, obligations, and responsibilities under the Workforce Innovation and Opportunity Act; and

WHEREAS, approval of the 2026-2028 Northern Virginia Local Workforce Development Area #11 MOU for the Virginia Career Works – Northern Region and its partners in the Northern Virginia Workforce System is in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council for the City of Manassas, Virginia that the attached 2026-2028 Northern Virginia Local Workforce Development Area #11 MOU for the Virginia Career Works – between the City of Manassas and its Northern Virginia partners is hereby approved, and the Mayor is authorized to execute the Agreement on behalf of the City, in form approved by the City Attorney.

Michelle Davis-Younger Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:

Eric W. Smith, II City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Northern Virginia Local Workforce Development Area #11
LWDA Name
Virginia Career Works – Northern Region
LWDB Name

Virginia Career Works (VCW) Service Delivery System
A Proud Partner of the American Job Center Network

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Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) Sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. **Please note that a MOU is complete only when it's inclusive with the Infrastructure Funding Agreement (IFA).** This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the resource sharing and allocation of infrastructure costs among One-Stop Partners is governed by WIOA Sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

Memorandum of Understanding

This MOU is executed between the Virginia Career Works – Northern Region (Local Workforce Development Area #11), the Chief Elected Official (CEO), the Honorable Jeffrey McKay, Chairman of the Fairfax County Board of Supervisors, and the partners at the Virginia Career Works - Northern Centers (collectively referred to as the “Parties” to this MOU):

- The **SkillSource** Group, Inc. on behalf of Virginia Career Works - Northern
- Fairfax County Government (through the Chairman of the Board of Supervisors as the Chief Elected Official for Northern Virginia Area #11)
- Fairfax County (through its Department of Family Services)
- Fairfax County (through its Department of Housing and Community Development)
- Fairfax County School Board, which operates Fairfax County Public Schools (FCPS)
- Loudoun County (through its Department of Family Services)
- Loudoun County School Board, which operates as Loudoun County Public Schools (LCPS)
- Prince William County (through its Department of Social Services)
- Prince William County School Board which operates as Prince William County Public Schools (PWCS), for its Adult Education Program
- City of Manassas (through its Department of Family Services)
- City of Manassas Park (through its Department of Social Services)
- Commonwealth of Virginia (through its Department for Aging and Rehabilitative Services)
- Commonwealth of Virginia (through its Department for the Blind and Vision Impaired)
- Commonwealth of Virginia (through its Virginia Works - Department of Workforce Development and Advancement)
- Commonwealth of Virginia (through the Virginia Employment Commission)
- Northern Virginia Community College
- Educational Credit Management Corporation – The College Place

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the Virginia Career Works – Northern Center in the Northern Virginia Local Workforce Development Area #11 (LWDA). Virginia Career Works - Northern serves as the Local Workforce Development Board (LWDB) and provides strategic direction and local oversight of workforce programming for the LWDA.

The LWDB, with the agreement of the Chief Local Elected Official, has (competitively) selected Fairfax County Department of Family Services, as the one-stop operator for the LWDA, as further outlined in the One-Stop Operator section.

The Resource Sharing Agreement and Infrastructure Funding Agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the VA Career Works - Northern Centers. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain Area 11’s high-standard Virginia Career Works system.

The Vision, Mission, System Structure, Terms and Conditions, Resource Sharing Agreement, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker, workers and business customers, as well as to the overall LWDA community.

Introduction

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

Virginia Career Works – Northern seeks to establish a system that stands in stark contrast to the “traditional”/historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the Virginia Career Works – Northern Region create a seamless, customer-focused service delivery system that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

VISION

Every business has access to a qualified, job-ready workforce and every resident has the skills needed to connect with meaningful employment and advance in a career in the Northern Virginia region.

MISSION

We help drive Northern Virginia’s economic growth by implementing an effective and efficient workforce system that delivers innovative, integrated, data-driven products and services that meet the needs of businesses and job seekers. We hold ourselves accountable to the system’s goals and support high-impact outcomes.

See ***Attachment A: Definitions*** for definitions pertaining to this MOU (Page 40)

System Structure

Virginia Career Works Centers

The Virginia Career Works – Northern Region has one (1) Comprehensive Virginia Career Works Center and four (4) Affiliate sites, also known as America’s Job Centers that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1998 (*WIA*) and continued by the *WIOA*, the centers offer a comprehensive array of services designed to match talent with opportunities.

❖ Virginia Career Works – Prince William Center (Comprehensive)

Rebecca Bennett, Center Manager	703-586-6542
13370 Minnieville Road, Woodbridge, VA 22192	Rebecca.bennett@vcwnorthern.com
Mon-Fri – 9:00 am – 4:30 pm	www.vcwnorthern.com

❖ Virginia Career Works – Cherokee Avenue Center (Affiliate)

Rebecca Bennett, Center Manager	571-395-4487
5520 Cherokee Avenue, #100, Alexandria, VA 22312	Rebecca.bennett@vcwnorthern.com
Mon-Fri – 9:00 am – 4:30 pm	www.vcwnorthern.com

❖ Virginia Career Works – Fairfax Annandale Center (Affiliate)

Andrew Everett, Center Manager	703-324-6176
7611 Little River Turnpike, Suite 300W, Annandale, VA 22003	andrew.everett@fairfaxcounty.gov
Mon-Thurs – 8:00 am – 4:30 pm Fri – 10 am – 4:30 pm	www.vcwnorthern.com

❖ Virginia Career Works – Fairfax Alexandria Center (Affiliate)

Andrew Everett, Center Manager	703-324-6176
8350 Richmond Highway, Suite 327, Alexandria, VA 22309	andrew.everett@fairfaxcounty.gov
Mon-Thurs – 8:00 am – 4:30 pm Fri – 10 am – 4:30 pm	www.vcwnorthern.com

❖ Virginia Career Works – Loudoun Workforce Resource Center (Affiliate)

Shelly Rodriguez, Program Manager	571-627-8876
705 East Market Street, Suite E, Leesburg, VA 20176	Shelly.rodriguez@loudoun.gov
M, Tues, Thurs, Fri – 9:00 am – 4:30 pm Wed – 9:00 am – 12 pm	www.vcwnorthern.com www.loudoun.gov/wrc

One-Stop Operator(s)

The Virginia Career Works – Northern, in consultation with the CLEOs, selected the one-stop operator, Fairfax County Department of Family Services, through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations. All documentation for the competitive one-stop operator procurement and selection process is published and may be viewed on the LWDB website at: www.vcwnorthern.com. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

Please note that it is very important to populate the table below by inserting the Partner identification information as outlined in specific detail in **VBWD Policy 300-02 One Stop Delivery: Comprehensive and Affiliate One-Stop Centers**.

Partners

Program	Partner Organization	Authorization/Category
WIOA Adult, Dislocated Worker, and Youth Program – Title I	The SkillSource Group, Inc.	Workforce Innovation and Opportunity Act (WIOA) Title I
Adult Education – Title II	Fairfax County Public Schools, Loudoun County Public Schools, Prince William County Public Schools	Workforce Innovation and Opportunity Act (WIOA) Title II
Unemployment Compensation – Title III	Virginia Employment Commission	Workforce Innovation and Opportunity Act (WIOA) Title III
Wagner-Peyser; Rapid Response; Veterans Employment and Training; Trade Adjustment Assistance; Jobs for Veterans State Grant Program – Title III, Registered Apprenticeships; Agriculture and Foreign Labor Certification; WIOA Eligible Training Provider List Administration	Virginia Works - Department of Workforce Development and Advancement	Workforce Innovation and Opportunity Act (WIOA) Title III; Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.) ; Workforce Innovation and Opportunity Act (WIOA) Title I.
Rehabilitative Services – Title IV	Virginia Department for Aging & Rehabilitative Services	Workforce Innovation and Opportunity Act (WIOA) Title IV
Rehabilitative Services – Title IV	Virginia Department for the Blind & Vision Impaired	Workforce Innovation and Opportunity Act (WIOA) Title IV
Senior Community Service Employment Program – Title V	The SkillSource Group, Inc.	Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (WIOA) Title V
Temporary Assistance for Needy Families Program	Fairfax County Department of Family Services, Prince William	Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) , U.S. Department of Health and Human Services,

	County Department of Social Services, Loudoun County Department of Family Services, City of Manassas Department of Family Services, City of Manassas Park Department of Social Services	Administration for Children and Families, TANF Block Grant
Temporary Assistance for Needy Families Employment Advancement Program	The SkillSource Group, Inc.	U.S. Department of Health and Human Services, Administration for Children and Families, TANF Block Grant
Employment and Training activities carried out by the Department of Housing and Community Development	Fairfax County Department of Housing and Community Development	U.S. Department of Housing and Urban Development
Ex-offender Programs under the Second Chance Act of 2007 (Reentry Employment Opportunities grants)	The Virginia Career Works – Northern Region does not have these required partners included in this MOU as these programs are either not active in our region or are administered by organizations not affiliated with the Virginia Career Works – Northern Region. However, as appropriate, the Centers will include referrals and information for these programs that exist outside the LWDA. Employment and training activities carried out under the Community Services Block Grant are generally administered by the Commonwealth of Virginia and Individual counties or city agencies within our region and are not affiliated with the Virginia Career Works – Northern Region.	
Job Corps		
Youth Build		
Native American Programs		
National Migrant and Seasonal Worker Programs		
Community Services Block Grant		

TERMS AND CONDITIONS

Partner Services

At a minimum, partners will make the services listed below available, consistent with Virginia and LWDA policies and Virginia's WIOA Combined State Plan. Partner program services beyond those required may be provided on a case-by-case basis, with the approval of the Virginia Career Works – Northern and the CEOs, and must be included on the table below. Add as many rows as necessary.

BASIC CAREER SERVICES
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Area 11 workforce system.
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).
Access to employment opportunity and labor market information.

Performance information and programs costs for eligible providers of training, education and workforce services.
Information on performance of the local Workforce system.
Information on the availability of supportive services and referral to such, as appropriate.
Information and meaningful assistance on UI claim filing
Determination of potential eligibility for workforce Partner services, programs, referrals.
Information and assistance in applying for financial aid for training and education program not provided under WIOA.
INDIVIDUALIZED CAREER SERVICES
Comprehensive and specialized assessments of skill levels and service needs.
Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
Referral to training services.
Group counseling.
Literacy activities related to work readiness.
Individual counseling and career planning
Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance.
Work experience, transitional jobs, registered apprenticeships and internships.
Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
Post-employment follow-up services and support (Is not an individualized career service but listed here for completeness).
TRAINING SERVICES
Occupational skills training through Individual Training Accounts (ITAs)
Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
On the Job Training (OJT)
Incumbent Worker Training
Programs that combine workplace training with related instruction which may include cooperative education.
Training programs operated by the private sector
Skill upgrading and retraining
Entrepreneurial training
Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
Other training services as determined by the workforce partner's governing rules

Partners may deliver services through virtual and online methods. The delivery of Basic and Individualized Career Services, as well as some Training Services, through the use of telephonic and online technology will be utilized to the extent possible.

See **Attachment B: Partner Program Services** for details of local services provided by partner agencies. (Page 43)

Roles and Responsibilities of Parties

The Parties to this MOU will work closely together to ensure that all VA Career Works centers are high-performing workplaces with staff that will ensure quality of service.

All Parties to this MOU shall comply with:

- ❖ Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016);
- ❖ Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
- ❖ Section 504 of the Rehabilitation Act of 1973, as amended;
- ❖ The Americans with Disabilities Act of 1990 (Public Law 101-336);
- ❖ The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;
- ❖ Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA § 188;
- ❖ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);
- ❖ Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR § 361.38);
- ❖ The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR Part 603);
- ❖ All amendments to each; and
- ❖ All requirements imposed by the regulations issued pursuant to these acts.

The previously listed provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- ❖ Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above;
- ❖ Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers; and
- ❖ Agree that all equipment and furniture purchased by any Party for purposes described herein shall remain the property of the purchaser after the termination of this MOU.

Chief Local Elected Official (CLEO)

The CLEO for the Virginia Career Works – Northern Region is Jeffrey McKay, Chairman of the Fairfax County Board of Supervisors, on behalf of the Consortium of three (3) counties (Fairfax, Loudoun, and Prince William) and four cities (Fairfax, Falls Church, Manassas, and Manassas Park). Through the fiscal year (FY) 2025 – FY 2026 Virginia Career Works – Northern Consortium Agreement, the Chief Elected Officials have identified the **SkillSource** Group, Inc. as the fiscal agent for the Northern Virginia Workforce Consortium. The **SkillSource** Group, Inc. will, at a minimum:

- ❖ Approve the Virginia Career Works – Northern Region and The SkillSource Group, Inc.’s annual budget and workforce center cost allocation plan;
- ❖ Approve the selection of the WIOA One-Stop Operator following the competitive procurement process; and
- ❖ Coordinate with the Virginia Career Works – Northern Board to oversee the operations of the VA Career Works Northern system.

Virginia Career Works – Northern Board (LWDB)

Virginia Career Works – Northern, the LWDB ensures the workforce-related needs of employers, workers, and job seekers in the Virginia – Career Works Northern region are met, to the maximum extent possible with available resources. The LWDB will, at a minimum:

- ❖ In partnership with the CEO and other applicable partners within the LWDA, develop and submit a LWDA plan that includes a description of the activities that shall be undertaken by the LWDB and its partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy;
- ❖ Provide a description of methods to ensure service can continue in the case of a natural or manmade disaster;
- ❖ In cooperation with the Local CLEO, design and approve the VA Career Works – Northern system structure. This includes, but is not limited to:
 - Adequate, sufficient, and accessible one-stop center locations and facilities,
 - Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
 - A holistic system of supporting services, and
 - One or more competitively procured one-stop operators;
- ❖ In collaboration with the CLEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s);
- ❖ Determine the role and day-to-day duties of the one-stop operator;
- ❖ Approve annual budget allocations for operation of the VA Career Works - Northern system;

- ❖ Help the one-stop operator recruit operational partners and negotiate MOUs with new partners,
- ❖ Leverage additional funding for the VA Career Works – Northern system to operate and expand one-stop customer activities and resources, and
- ❖ Review and evaluate performance of the Northern Virginia Local Workforce Development Area and one-stop operator.

Virginia Career Works - Northern Staff

Specific responsibilities include, at a minimum:

- ❖ Assist the CLEO and the Virginia Career Works - Northern Board with the development and submission of a LWDA plan,
- ❖ Support the Virginia Career Works - Northern Board with the implementation and execution of the LWDA vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- ❖ Provide operational and grant-specific guidance to the one-stop operator,
- ❖ Investigate and resolve elevated customer complaints and grievance issues,
- ❖ Prepare regular reports and recommendations to the Virginia Career Works - Northern, and
- ❖ Oversee negotiations and maintenance of MOUs with one-stop partners.

One-Stop Operator(s)

The Fairfax County Department of Family Services, as the WIOA One-Stop Operator, will coordinate with the Center Managers who will act as “functional leaders”. As such, they will have the authority to organize partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The one-stop operator, through the Center Managers, will, at a minimum:

- ❖ Manage daily operations, including but not limited to:
 - Managing and coordinating Partner responsibilities, as defined in this MOU,
 - Managing hours of operation, including the once weekly extended hours of operation,
 - Coordinating daily work schedules and workflow based upon operational needs, and
 - Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- ❖ Assist the Local WDB in establishing and maintaining the VA Career Works system structure. This includes but is not limited to:
 - Ensuring that State requirements for center certification are met and maintained,
 - Ensuring that career services such the ones outlined in WIOA § 134(c)(2) are available and accessible,
 - Ensuring that LWDB policies are implemented and adhered to,

- Adhering to the provisions outlined in the contract with the SkillSource Group, Inc. and Virginia Career Works – Northern and the Virginia Career Works – Northern Business Plan,
 - Reinforcing strategic objectives of the Virginia Career Works – Northern to partners, and
 - Ensuring staff are properly trained by their formal leadership organizations and provided technical assistance, as needed.
- ❖ Ensuring integration of systems and services coordination for the center and its partners, placing priority on customer service.
 - ❖ Integrated Workforce Service Delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program’s authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.
 - ❖ Ensuring functional alignment includes having one-stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team or Business Services Team.
 - ❖ Ensuring service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
 - ❖ Ensuring services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center.
 - ❖ Oversee and coordinate partner, program, and VA Career Works system performance. This includes but is not limited to:
 - Providing and/or contributing to reports of center activities, as requested by the LWDB,
 - Providing input to the formal leader (partner program official) on the work performance of staff under their purview,
 - Notifying the formal leader immediately of any staff leave requests or unexcused absences, disciplinary needs, or changes in employee status,
 - Identifying and facilitating the timely resolution of complaints, problems, and other issues,
 - Collaborating with the LWDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management systems, and coordinated data batch downloads (while ensuring the confidentiality requirements of FERPA, 34 CFR § 361.38, and 20 CFR Part 603),
 - Ensuring open communication with the formal leader(s) in order to facilitate efficient and effective center operations, and
 - Evaluating customer satisfaction data and propose service strategy changes to the LWDB based on findings.
 - ❖ Manage fiscal responsibilities and records for the center. This includes assisting the LWDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

Fairfax County Government, in its role as the WIOA One-Stop Operator, will not assist in the development, preparation and submission of Local plans. It cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the LWDB. The LWDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring). The Fairfax County CLEO may assist in the development, preparation, and submission of the Local Plan in their role on the LWDB.

Partners

Each partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- ❖ Effective communication, information sharing, and collaboration with the one-stop operator;
- ❖ Joint planning, policy development, and system design processes;
- ❖ Commitment to the joint mission, vision, goals, strategies, and performance measures as delineated in the local plan;
- ❖ The design and use of common intake, assessment, referral, and case management processes;
- ❖ The use of common and/or linked data management systems and data sharing methods, as appropriate;
- ❖ Leveraging of resources, including other public agency and non-profit organization services;
- ❖ Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction; and
- ❖ Participation in regularly scheduled partner meetings to exchange information in support of the above and encourage program and staff integration.

Data Sharing

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in federal and state privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by partners will be subject to the following:

- ❖ Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.

- ❖ The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- ❖ All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- ❖ All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- ❖ Customer data may be shared with other programs, for those programs' purposes, within the VA Career Works system only after the informed written consent of the individual has been obtained, where required.
- ❖ Customer data will be kept confidential, consistent with federal and state privacy laws and regulations.
- ❖ All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

The following bullet points in this section apply to Fairfax County Public Schools data only:

- ❖ All encrypted information sent to partners must remain encrypted and not stored in unencrypted systems.
- ❖ All sensitive data exchange activity will be conducted in a method that must be authenticated and encrypted during rest and transit. Solutions such as Secure FTP need an additional layer of file encryption on top of SFTP to ensure files are protected before and after transmission (at rest).
- ❖ To the extent permitted by law, all partners will develop procedures related to the processing, storage, and eventual purge of data to reasonably ensure data is removed from partner's primary and backup systems at the conclusion of the engagement or after the data is no longer needed. FCPS shall be notified by partners of instances where data processing remains yet the engagement has concluded.
- ❖ Data access will be audited and should include user ID, timestamp, activity performed, and source IP address.
- ❖ Data accessible via a website must be protected by MFA, server-side enforcement of TLS 1.2 or higher for browsers, and HTTP Strict Transport Security (HSTS).
- ❖ Any bulk transfer of data must be approved by FCPS Office of Cybersecurity (OCS) prior to sending or receiving.

All one-stop center and partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

Confidentiality

All Parties expressly agree to abide by all applicable federal, state, and, where applicable, local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR § 205.50, 20 USC § 1232g and 34 CFR Part 99, and 34 CFR § 361.38, as well as any applicable State and, where applicable, local laws and regulations. In addition, in carrying out

their respective responsibilities, each Party shall respect the confidentiality policies and legal requirements of all of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR § 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR § 361.38.

Referrals

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, partners agree to:

- ❖ Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the partners' programs represented in the Virginia Career Works – Northern system;
- ❖ Develop materials summarizing their program requirements and making them available for Partners and customers;
- ❖ Develop and utilize common intake, eligibility determination, assessment, and registration forms;
- ❖ Provide substantive referrals – in accordance with the Virginia Career Works – Northern Referral Process – to customers who are eligible for supplemental and complementary services and benefits under partner programs;
- ❖ Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;
- ❖ Commit to robust and ongoing communication required for an effective referral process; and

- ❖ Commit to actively follow up on the results of referrals and assuring that partner resources are being leveraged at an optimal level.

Accessibility

Accessibility to the services provided by the VA Career Works - Northern centers and all partner agencies is essential to meeting the requirements and goals of the local service delivery system. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Virtual Accessibility

The Virginia Career Works – Northern will work with the VA Workforce Development Board (VA WDB) to ensure that job seekers, workers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the Rehabilitation Act of 1973. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the local board to post content through its website.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

Programmatic Accessibility

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further

assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

All partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all VA Career Works – Northern programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the local service delivery system.

Outreach

The Virginia Career Works – Northern and its partners will develop and implement a strategic outreach plan that will include, at a minimum:

- ❖ Specific steps to be taken by each partner;
- ❖ An outreach plan to the region’s human resources professionals;
- ❖ An outreach and recruitment plan to the region’s job seekers, including targeted efforts for populations most at-risk or most in need;
- ❖ An outreach and recruitment plan for out-of-school youth;
- ❖ Sector strategies and career pathways;
- ❖ Connections to registered apprenticeship;
- ❖ A plan for messaging to internal audiences;
- ❖ An outreach tool kit for partners;
- ❖ Regular use of social media;
- ❖ Clear objectives and expected outcomes; and
- ❖ Leveraging of any statewide outreach materials relevant to the region.

Non-Discrimination and Equal Opportunity

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.), the Non-traditional Employment for Women Act of 1991, titles

VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, Title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Parts 37 and 38.

Responsibilities of the Parties

All Parties to this MOU recognize the partnership consists of various levels of government, not-for-profit, and for-profit entities. Each Party to this MOU shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, state or non-state, for the consequences of any act or omission of any third party. The Parties acknowledge the Virginia Career Works – Northern and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the LWDB or the one-stop operator. Each Party shall maintain adequate insurance or self-insurance coverage to satisfy its obligations under this MOU. Nothing herein will be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia.

Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

Drug and Alcohol-free Workplace

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. § 702 et seq., and 2 CFR Part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR Part 180, as adopted by the U.S. Department of Education at 2 CFR Part 3485, and the U.S. Department of Labor regulations at 29 CFR Part 94.

Certification Regarding Lobbying

All Parties to this MOU shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352), 29 CFR Part 93, and 34 CFR Part 82, as well as the requirements in the Uniform Guidance at 2 CFR § 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

Debarment and Suspension

All Parties to this MOU shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR Part 180 and as adopted by the U.S. Department of Labor at 29 CFR Part 2998 and by the U.S. Department of Education at 2 CFR Part 3485.

Priority of Service

All Parties to this MOU certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA Title I Adult Program, as required by 38 U.S.C. § 4215 and its implementing regulations and guidance, and WIOA § 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

Buy American Provision

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. § 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of Title 41 of the United States Code (commonly known as the “Buy American Act.”) and as referenced in WIOA Section 502 and 20 CFR § 683.200(f).

Salary Compensation and Bonus Limitations

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, and Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA § 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the Commonwealth of Virginia. All Parties shall comply with all applicable federal and state laws and regulations, and local laws where applicable and to the extent that they are not in conflict with State or Federal requirements.

Dispute Resolution

The Parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event that an impasse should arise regarding the terms and conditions of this MOU that cannot be resolved through communication between the Parties, the One-Stop Operator will negotiate a resolution with the Parties. The One-Stop Operator shall determine the process to mediate and resolve the matter.

The following section details the dispute resolution process designed for use by the partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the LWDA Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the Virginia Career Works - Northern Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may, but is not required to, seek resolution under this process.

- ❖ All Parties are advised to actively participate in local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- ❖ Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the Virginia Career Works - Northern Chair (or designee) and all parties to the MOU regarding the conflict within five (5) business days.
- ❖ The Virginia Career Works - Northern Chair (or designee) shall place the dispute on the agenda of a special meeting of the LWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a two-thirds (2/3) majority consent of the Executive Committee members present. This decision shall not be binding on any partner that is an agency or public body of the Commonwealth of Virginia or any local government.
- ❖ The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- ❖ The Virginia Career Works - Northern Chair (or designee) will contact the petitioner and the appropriate parties to verify that all are in agreement with the proposed resolution.
- ❖ This dispute resolution process shall not affect the right of any party to seek all available remedies provided to it by law.

Modification Process

1. *Notification of Partners*

When a partner wishes to modify the MOU, the partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).

2. *Discussion/Negotiation*

Upon notification, the Virginia Career Works - Northern Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the Virginia Career Works - Northern Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the MOU, it can be accomplished by the original party and the new party entering into an MOU with Virginia Career Works - Northern, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the Virginia Career Works - Northern Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a partner is unwilling to agree to the MOU modification, the Virginia Career Works - Northern Chair (or designee) must ensure that the process in the Dispute Resolution section as outline above is followed.

3. *Signatures*

The Virginia Career Works - Northern Chair (or designee) must immediately circulate the MOU modification and secure partner signatures. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the Virginia Career Works - Northern Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each Party's signature to all the other Parties.

Effective Period

This MOU is entered into on July 1, 2026. This MOU will become effective as of the date of signing by the final signatory below and must terminate no later than June 30, 2028, unless any of the reasons in the Termination section apply.

Termination

This MOU will remain in effect until the end date specified in the Effective Period section, unless:

- ❖ All Parties mutually agree to terminate this MOU prior to the end date.
- ❖ Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any Party unable to perform pursuant to MOU due

to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.

- ❖ WIOA is repealed or superseded by subsequent federal law.
- ❖ Local area designation is changed under WIOA.
- ❖ A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the Virginia Career Works – Northern Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.
- ❖ Notwithstanding anything to the contrary contained herein, Educational Credit Management Corporation (ECMC) shall have the right to terminate its obligations and liabilities in this MOU with thirty (30) days' written notice to the Virginia Career Works – Northern Chair (or designee).

In the event of termination, the Parties to the MOU must convene within thirty (30) days¹ after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

Any Party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.

All Parties agree that this MOU shall be reviewed not less than once every year to ensure appropriate funding and delivery of services.

RESOURCE SHARING AGREEMENT

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the Virginia Career Works – Northern Centers. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the Resource Sharing Agreement (RSA) is to develop the overarching parameters in establishing a funding mechanism that:

- ❖ Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area;
- ❖ Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners (thereby improving each program's effectiveness);
- ❖ Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs;
- ❖ Ensures that costs are appropriately shared by Virginia Career Works – Northern partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner

¹ The time period incorporated here, and throughout this Example MOU, is for hypothetical purposes only. Neither WIOA nor its implementing regulations impose such a requirement.

consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance;

- ❖ Outlines and describes infrastructure costs; and
- ❖ Describes additional costs (career services and shared services).²

The partners consider this RSA the master budget that is necessary to maintain the LWDA's high-standard Virginia Career Works – Northern system. Furthermore, the Resource Sharing Agreement (RSA) will be the actual document that reflects each partner's shared cost, or contribution, of funding the Virginia Career Works – Northern(s) pursuant to the provisions of this MOU and its subparts.

The Virginia Career Works – Northern and partners must complete the VA LWDA One-Stop Center Budget and Cost Allocation Template, for each Center. Once completed, this document(s) will be accepted by all parties as the RSA, or per federal grant language, the Infrastructure Funding Agreement (IFA). These two acronyms (RSA & IFA) are interchangeable. RSAs will be reviewed on an annual basis, and are attached to this MOU (see Attachments C – Virginia Career Works – Prince William Center IFA and D – Virginia Career Works – Cherokee Avenue Center IFA). There is no required IFA for the other three (3) Affiliate Center Sites. A Virginia Career Works - Northern Affiliate Center Funding Matrix is attached to this MOU (see Attachment E). RSAs are recognized as a separate agreement to this MOU and that all parties may announce their consensus of the RSA through the exchange of correspondence between Virginia Career Works - Northern and partners or by some other agreed upon procedure.

All costs will be allocated according to partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The VA Career Works RSA is expected to be transparent and negotiated among partners on an equitable basis to ensure costs are shared appropriately. All partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Cost Allocation Methodology

Within the one-stop system, a variety of allocation methods may be used as agreed upon by the partners, which reflect the best measure of benefit received by the partner programs. The Virginia Career Works – Northern Center Budget and Cost Allocation template only provides the following three (3) options: (1) number of partner **program positions** dedicated to the one-stop center services; (2) **square feet occupied** by partner program staff; and (3) **number of one-stop center customers** served by partner program.

Cost Reconciliation and Allocation Base Update

² Additional Costs: WIOA Section 121(i)(1) / Final Rule 678.760

All parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

- ❖ Partners will provide the Virginia Career Works - Northern with the following information no later than thirty (30) days³ after the end of each quarter, as applicable:
 - ✓ Quarterly cost information and documentation of the actual costs,
 - ✓ Updated staffing information (per the 1st day of a new program year and the 1st day of each subsequent quarter), and
 - ✓ Updated square feet occupied, and
 - ✓ Actual customer participation numbers (per the last day of the last month of each quarter).
- ❖ Upon receipt of the above information, the **SkillSource** Group, Inc., as the Fiscal Agent of the Virginia Career Works - Northern, will provide a RSA – Financial Status Report on or before forty-five (45) days after the end of the quarter.

INFRASTRUCTURE FUNDING

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the Virginia Career Works – Northern American Job Center(s) including, but not limited to:

- ❖ Rental of the facilities;
- ❖ Utilities and maintenance;
- ❖ Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
- ❖ Technology to facilitate access to the American Job Center, including technology used for the center's planning and outreach activities.

All Parties to this MOU and separate RSAs for the Center(s) recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the center or not.⁴ Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the partner programs' authorizing laws and regulations and the Uniform Guidance.

Partners

³ The time period incorporated here, and throughout this Example MOU, is for hypothetical purposes only. Neither WIOA nor its implementing regulations impose such a requirement.

⁴ When a local board has determined that a required program is not represented in the local workforce area (i.e., local area), then there is no requirement to include that program in the MOU. *For Example:* If there are no employment and training activities carried out by the Department of Housing and Urban Development (HUD) in the local area, then HUD would not be required to be a partner in that local workforce service delivery system. Thus HUD would not be a party to that local MOU. **Note:** It must be articulated in the MOU that a required program(s) is not available in the local area.

Partners funding the costs of infrastructure according to the RSA are the same as identified in the RSA separate agreement for the Center(s).

Cost Allocation Methodology

All Parties agree that the cost allocation methodology for the costs of one-stop infrastructure will be the same as described in the Cost Allocation Methodology section of the MOU (see page 21), subpart Resource Sharing Agreement.

Cost Reconciliation and Allocation Base Update

All Parties agree that the cost reconciliation and allocation base update for the infrastructure costs will be the same as described in the Cost Reconciliation and Allocation Base Update section of the MOU (see page 21), subpart Resource Sharing Agreement.

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, David A. Hunn, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU
- ❖ Attachment C – Virginia Career Works – Prince William Center IFA
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2028 or
- Upon modified termination, whichever occurs earlier.

Signature

Date

David A. Hunn

President and CEO

Print Name and Title

The SkillSource Group, Inc.

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Chairman Jeffrey McKay, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2028 or
- Upon modified termination, whichever occurs earlier.

Signature

Date

Jeffrey McKay

Chairman

Print Name and Title

Fairfax County Board of Supervisors

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Bryan J. Hill, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2028 or
- Upon modified termination, whichever occurs earlier.

Signature

Date

Bryan J. Hill

County Executive

Print Name and Title

**Fairfax County (Acting through its Department of Family Services and Department of Housing and
Community Development)**

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, _____ Dr. Michelle Reid _____, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2028 or
- Upon modified termination, whichever occurs earlier.

Signature

Date

Dr. Michelle Reid

Superintendent

Print Name and Title

Fairfax County Public Schools

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Tim Hemstreet, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU
- ❖ Attachment E – Virginia Career Works – Northern Affiliate Center Funding Matrix

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2028 or
- Upon modified termination, whichever occurs earlier.

Signature

Date

Tim Hemstreet

County Administrator

Print Name and Title

Loudoun County Department of Family Services

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Dr. Aaron Spence, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ The FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2028 or
- Upon modified termination, whichever occurs earlier.

Signature

Date

Dr. Aaron Spence

Superintendent

Print Name and Title

Loudoun County Public Schools

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Phyllis Jennings-Holt, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

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- ❖ Attachment C – Virginia Career Works – Prince William Center IFA

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

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I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- As of June 30, 2028 or
- Upon modified termination, whichever occurs earlier.

Signature

Date

Phyllis Jennings-Holt

Director

Print Name and Title

Prince William County Department of Social Services

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Dr. LaTanya D. McDade, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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Signature

Date

Dr. LaTanya D. McDade

Superintendent

Print Name and Title

Prince William County Public Schools

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Michelle Davis-Younger, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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Signature

Date

Michelle Davis-Younger
Print Name and Title

Mayor

City of Manassas (through its Department of Family Services)
Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Jeanette Rishell, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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Signature

Date

Alanna Mensing

Mayor

Print Name and Title

City of Manassas Park (through its Department of Social Services)

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Lisa A. Martinez, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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Signature

Date

Lisa A. Martinez

Senior Procurement Officer

Print Name and Title

Virginia Department for Aging and Rehabilitative Services

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Rick Mitchell, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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Signature

Date

Rick Mitchell

Commissioner

Print Name and Title

Virginia Department for the Blind and Vision Impaired

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Nicole Overlay, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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- ❖ Attachment C – Virginia Career Works – Prince William Center IFA
- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA

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- ❖ Attachment D – Virginia Career Works – Cherokee Avenue Center IFA

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Signature

Date

Nicole Overlay Commissioner

Print Name and Title

Virginia Works (Department of Workforce Development and Advancement)

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Melissa Smith, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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Signature

Date

Melissa Smith

Commissioner

Print Name and Title

Virginia Employment Commission

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Dr. Anne M. Kress, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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- Upon modified termination, whichever occurs earlier.

Signature

Date

Dr. Anne M. Kress

President

Print Name and Title

Northern Virginia Community College

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Chad Tate, certify that I have read the information contained in the FY 2027 - FY 2028 Virginia Career Works – Northern Center System MOU. All of my questions have been discussed and answered satisfactorily.

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Signature

Date

Chad Tate
Print Name and Title

President

Educational Credit Management Corporation – The College Place
Agency Name

Attachment A: Definitions

One-Stop Delivery System

The one-stop delivery system (herein also referred to as the VA Career Works Service Delivery System) brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

[20 CFR § 678.300(a); 34 CFR § 361.300(a); and 34 CFR § 463.300(a)]

Infrastructure Costs

Non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

[WIOA § 121(h)(4); 20 CFR § 678.700(a)-(b); 34 CFR § 361.700(a)-(b); and 34 CFR § 463.700(a)-(b)]

Additional Costs

Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop partners, and business services.

[WIOA § 121(i)(2); 20 CFR § 678.760(b); 34CFR § 361.760(b); 34 CFR § 463.760(b); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4-5, Attachment II)]

Resource Sharing Agreement (RSA)

The resource sharing agreement (RSA) of VA Career Works Center(s) is the financial plan that the one-stop partners, the CEO, and the Local WDB have agreed to in the MOU that will be used to achieve their goals of delivering services in a local area. The MOU must contain, among other things, provisions describing how the costs of shared services provided by the one-stop system and the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA § 121(c)(2)(A) and 20 CFR § 678.500(b)).

The RSA may be considered the master budget that contains a set of resource sharing agreement budgets (RSA) or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA § 121(h)(4); and additional costs which must include applicable career services and

may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA § 121(i). The resource sharing agreement must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.

One-Stop operating costs include infrastructure costs and additional costs, which are made up of applicable career service, shared operating costs and shared services.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 3-4)]

Funding Types

Cash

- ❖ Cash funds provided to the Local WDB or its designee by one-stop partners, either directly or by an interagency transfer, or by a third party.

Non-Cash⁵

- ❖ Expenditures incurred by one-stop partners on behalf of the one-stop center; and
- ❖ Non-cash contributions or goods or services contributed by a Partner program and used by the one-stop center.

Third-Party In-Kind

- ❖ Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:
- ❖ Support the one-stop center in general; or
- ❖ Support the proportionate share of one-stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

⁵ The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

Allocation

Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

[2 CFR § 200.4]

Cost Objectives

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-federal entity, a particular service or project, a federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E—Cost Principles of this Part. See also 2 CFR §§ 200.44 Final Cost Objective and 200.60 Intermediate Cost Objective.

[2 CFR § 200.28]

Attachment B: Partner Program Services

Partner Program: City of Manassas Department of Social Services Website: https://www.manassasva.gov/social_services/index.php	
Partner Program - Signatory Authority (Name, Job Title, email): Michelle Davis-Younger, Mayor, mayor@manassasva.gov Partner Program Local Area Contact (Name, Job Title, email and telephone number): Nicole Kirven, Director, nkirven@ci.manassas.va.us , 703-361-8277 x 2329	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Virginia Career Works – Prince William Center
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Manassas City Department of Social Services takes applications and determines eligibility for Federal and State assistance programs including SNAP, Medicaid, Energy Assistance, Child Care and TANF. TANF participants may be required to participate in the Virginia Initiative for Education and Work (VIEW) program to assist them in attaining self-sufficiency. Under the VIEW program participants complete an assessment of their skill levels, aptitudes, abilities and supportive service needs. Each participant will have an individual Activity and Service Plan that assigns them to a variety of work activities, which may include job search and job readiness, employment, work experience placements, and/or education and training. In addition to case management the department is able to provide supportive services to VIEW participants for transportation, childcare, medical and dental needs, other work or education related expenses depending on the availability of funds. In the event that our department cannot provide these services, a referral is sent to a partner program that is able to meet the needs of the client.	

Partner program such as Virginia Career Works Center:

BASIC CAREER SERVICES

- Outreach, intake and orientation to the information, services, programs, tools, and resources available through the Area 11 workforce system.
- Initial assessments of skill level(s), aptitudes, abilities, and supportive service needs.
- In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).
- Access to employment opportunity and labor market information.
- Performance information and programs costs for eligible providers of training, education, and workforce services.
- Information on performance of the local Workforce system.
- Information on the availability of supportive services and referral to such, as appropriate.
- Information and meaningful assistance on UI claim filing.
- Determination of potential eligibility for workforce Partner services, programs, referrals.
- Information and assistance in applying for financial aid for training and education program not provided under WIOA.

INDIVIDUALIZED CAREER SERVICES

- Comprehensive and specialized assessments of skill levels and service needs.
- Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
- Referral to training services.
- Literacy activities related to work readiness.
- Individual counseling and career planning.
- Case management for customers seeking training services; individual in and out of area job search, referral, and placement assistance.
- Work experience, transitional jobs, registered apprenticeships, and internships.
- Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
- Post-employment follow-up services and support.

TRAINING SERVICES

- Occupational skills training through Individual Training Accounts (ITAs).
- Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
- On the Job Training (OJT).

- Incumbent Worker Training.
- Programs that combine workplace training with related instruction which may include cooperative education.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training (through community partners: SBDC & Mason Enterprise Center).
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- Other training services as determined by the workforce partner's governing rules.

Partner program such as GRADUATE Manassas:

BASIC CAREER SERVICES

- Offers the General Educational Development (GED) program, which awards a high school equivalency certificate upon successful completion.
- The official GED Get Ready practice test is often used to determine test readiness. Class instruction is standards based and follows the College and Career Readiness Standards and instructors are highly qualified.
- Interested students must take a placement test to ensure proper program entrance level. Students need to attend a Zoom Information Session during one of the dates and times available. This session will take approximately one hour.

INDIVIDUALIZED CAREER SERVICES

- Registrants are tested with state approved assessments to determine the proper level of placement in classes.
- Class instructors monitor student progress and advise them as to when they are ready to take the official GED Test.
- The GED Distance Education program is for students who desire the convenience of studying from a computer with internet access while an instructor monitors the student's progress and provides feedback. The flexibility of this program allows students to begin at any time, on their own time.
- Provide tutoring, mentoring, course materials, online instruction, and test taking expenses FREE to City of Manassas residents who want to get their GED.
- Graduates will receive \$250 worth of gift certificates to participating Manassas restaurants and retailers.

Partner program such as Write Touch:

BASIC CAREER SERVICES

- Provide services to help clients advance in their career journey with coaching, resume services, and career workshops.

- Conveniently meet and communicate with clients in various ways such as in-person, virtually, telecommunication, and electronically. That is the beauty of our services, we can be everywhere you are!

INDIVIDUALIZED CAREER SERVICES

- Clients who work with us achieve more in less time, feel empowered to take control of their career choices, and gain replicable techniques that apply to all areas of their lives.
- Provide clients with the best techniques, skills, and trainings available. Also, partner with our clients to design a unique plan to fit their career or business need.
- Career Coaching is an individualized program and, in many areas, can be taught in a group setting; however, in many situations conducting one-on-one sessions offers benefits to both the client and the Career Coach. Catering the services directly to the client is one of the benefits as well as establishing a foundation of trust.
- An initial consultation includes a 15-30 minute conversation where the Career Coach and client meet to begin a relationship and establish rapport. This is where the Career Coach determines if the client is someone they can indeed work with or if they would be better suited with a Coach with a different personality. This is also a time when they gain a topical understanding of the client's career challenges.
- To help the client understand their personality characteristics and compatible careers, they are sent to a link to a free assessment that will take them 20 to 30 minutes to complete.
- In order to gain an understanding of the client's goals prior to the first session, the client is asked to complete a goals form before meeting. Then, assess their goals later in our coaching relationship to determine if there have been any changes.

TRAINING SERVICES

- Client and Coach perform exercises to determine those things that are most important in client's life. Coach also helps client determine how to find value in themselves so that they can display that value to their prospective employers and others.
- Client and Coach perform exercises to help client determine their purpose and evaluate and assess their skills and interest which will lead the client to define their own mission statement.
- Job Search Strategy – Client and Coach collaborate to create a job strategy that is customized to the client's unique needs. It includes goals, with actionable items and realistic timelines holding the client accountable for results within their span of control.
- Interview Training – Client and Coach prepare for virtual, telephone and in-person interviews and the importance of image and communication.
- Resume Writing Services - Career Coach develops a targeted resume utilizing key words highlighting skills, talents, experience, and career accomplishments.
- At the end of the program, the Career Coach will provide the client with a Certificate showing client has completed the Career Coaching 4 Week (or the number of weeks selected) program of completion.

Partner program such as Didlake:

BASIC CAREER SERVICES

- Create opportunities that enrich the lives of people with disabilities, opens the door to innovative thinking and creative approaches to challenges.
- Help people find competitive employment and get engaged with their community.
- Collaborate with community members and local businesses to further our mission and successfully effect change.

INDIVIDUALIZED CAREER SERVICES

- The Didlake Autism Center of Excellence (ACE) is a resource for specialized services to support individuals with autism spectrum disorder (ASD) throughout the supported employment process.
- Diverse workforce of over 1,300 people provides custodial, logistics, grounds maintenance and landscaping services as well as administrative and total facilities management services.
- Dedication to quality management, cost-effective streamlined operations, communication, and training.
- ISE (Individual Supported Employment) Services: Support is provided by an Employment Specialist on a one-to-one basis to meet the need of each individual in a supported employment position.
- GSE (Group Supported Employment) Services: Continuous support provided by staff for eight or fewer individuals in a work crew model.
- Assists clients and their employer as needed to fully integrate them into the workplace culture.
- Services can include assistance with the company orientation, supplemental job skills training, and travel training. The Employment Specialist works with the client and the employer to identify needed accommodations, natural supports, and helpful assistive technology options.

TRAINING SERVICES

- Highly trained professional staff is committed to delivering the service clients deserve.
- Services provided for Administrative & IT Support Services (Front Desk Security & Visitor Support, Help Desk Services, etc.), Facilities Management Support Services (Conference Center Services, Custodial & Recycling, Grounds & Landscape Management, etc.) and Logistics Support Services (Shipping and Receiving, Travel Department Operations, Warehouse Management, etc.).
- Clients participate in Situational Assessments to begin their path to employment. Over a period of 3-4 months, clients work one-on-one with your Didlake Employment Specialist to experience and learn more about different types of jobs in your community.

Partner program such as FastForward:

BASIC CAREER SERVICES

- Short-term training program for high-demand industries, helping Virginians get the jobs they want and the salaries they need.
- Training is offered locally through Virginia's Community Colleges.
- Workforce training programs are based on the needs of local employers, which means students are in demand for skilled jobs when they graduate.

INDIVIDUALIZED CAREER SERVICES

- Expert instructors are veterans in their fields and FastForward Career Coaches help every step of the way.
- Some of the programs even have guaranteed interview agreements with local businesses.
- Some credentials stack based on skill (e.g., basic and advanced), while some stack to allow you to be a more well-rounded candidate (e.g., Certified Clinical Medical Assistant, EKG Technician, Phlebotomy Technician). Some programs can also propel towards an associate degree at Virginia's Community Colleges.

TRAINING SERVICES

- Most programs take between 6-12 weeks and are flexible so students can get their education while they work.
- While the programs are founded on hands-on, expert-led training, to be more accessible, more and more training is becoming available online.

Partner program such as Virginia G3:

BASIC CAREER SERVICES

- G3 is a tuition assistance program for any Virginia resident who qualifies for in-state financial aid and whose family income falls below an identified threshold.
- G3 is available for select programs in five of Virginia's most in-demand industries, including Early Childhood Education, Healthcare, Information Technology, Public Safety and Skilled Trades (construction and manufacturing).
- Each of Virginia's 23 community colleges has a list of approved G3 programs – and the program offerings will vary from college to college to match the local business needs in the community.

INDIVIDUALIZED CAREER SERVICES

- Many G3 programs are made up of multiple levels of training. For some programs, the first semester or two will be made up of specialized training. By the end of those training programs, take a certification exam and earn a workplace credential. Then, take additional courses and training to earn an associate degree.

- Programs under G3 are stackable, which means students could graduate with two workplace certifications and an associate degree – three for the price of one!
- Virginia’s Community Colleges are also actively working with local businesses to learn more about open jobs, career fairs and other opportunities to connect students with positions after they graduate.

TRAINING SERVICES

- G3 is offered at your local community college, there are student support services like the Career Center which can help find a job as students approach graduation.

Partner program such as VA Ready:

BASIC CAREER SERVICES

- Partnered with the Virginia Community College System and Virginia’s FastForward Workforce Credential Grant Program as well as Sentara College of Health Sciences to offer credentials for in-demand occupations across three broad industry categories – Technology, Healthcare, and Skilled Trades.
- Focus on occupations with the most need for skilled workers, the skills that can be acquired through short-term, rigorous programs, and programs that are already part of our Education Partners’ curriculum (note that not all programs are offered at every college that we support).

INDIVIDUALIZED CAREER SERVICES

- Rapidly reskill Virginians for in-demand jobs by supporting credentials in high-growth industries where Scholars have a better chance of finding career pathways that are family-sustaining and fulfilling.
- VA Ready partners with businesses and the VCCS to incentivize Virginians to pursue training for in-demand jobs and supports them along their journey to a new career.
- Career pathways include Tech / IT, Healthcare, Skilled Trades, and others, such as electricians, logistics, heating, A/C, welders, etc.

TRAINING SERVICES

- Work with our business partners to provide career-readiness training in areas such as resume writing, interview preparation, and more.

Partner program such as Workforce Innovation and Opportunity Act (WIOA) – Northern Region / Virginia Career Works:

BASIC CAREER SERVICES

- Offers an integrated and comprehensive range of services consisting of workforce development activities benefiting job seekers—adults, dislocated workers, youth,

incumbent workers, new entrants to the workforce, veterans, individuals with disabilities—and employers.

- Objective is to meet employers' needs by increasing employment, job retention, earnings, and occupational skills among all job seeker populations.

INDIVIDUALIZED CAREER SERVICES

- Attend a virtual information session hosted by a WIOA team member.
- WIOA assists workers with tools to manage their career and helps employers find skilled workers.
- *SkillSource* operates seven (7) One Stop Employment Centers in Annandale, Alexandria, Leesburg, Manassas, Reston, and Woodbridge. These resource centers provide free access to numerous career development, training, and support services to benefit both local employers and job seekers.
- *SkillSource* partners include Virginia Employment Commission, Northern Virginia Community College, Job Corps, Family and Social Services and Department of Aging and Rehabilitative Services and public schools.

TRAINING SERVICES

- Through a network of One Stop Centers, WIOA offers employers and job seekers, universal access to free employment and training services.
- Receive employment guidance and training. Services include career coaching, resume and job search assistance, occupational trainings, and credentials, paid work experience opportunities, work uniforms, tools, and other supportive services.

Partner program such as Virginia Department for Aging and Rehabilitative Services (DARS):

BASIC CAREER SERVICES

- To improve the employment, quality of life, security, and independence of older Virginians, Virginians with disabilities, and their families.
- Offers vocational rehabilitation to assist people with disabilities to prepare for, secure, retain or regain employment.

INDIVIDUALIZED CAREER SERVICES

- Eligible for these services if you have a physical, mental, or emotional disability; this disability keeps you from working; you live, work, or attend school in Virginia; and DARS certifies that there is a good chance that these services will result in your employment.
- Vocational rehabilitation counselors may provide or assist with physical and mental restoration, vocational evaluation / career exploration, vocational / job training, job placement assistance, situational assessment, and job development / job coaching.

- Assistive technology devices, services or accommodations may help consumers live and work independently. Services and supports are also available to businesses to improve workplace accessibility.
- Community Partners and businesses to assist individuals with disabilities in achieving their goals of employment and/or independence.

TRAINING SERVICES

- Counselors work with clients to assist in counseling and career planning, assessing job readiness skills, developing a resume, prepping for GED, adult education, preparing for job search, identifying supports and assistive technology needed, etc.

Modification Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I _____, certify that I have read the information contained in this _____, _____, _____.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

❖ This MOU Modification as outlined/described below:

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of this modification and all changes made herein.

I understand that this modification may be executed in counterparts, each being considered an original, and that this modification shall expire with the terms of the MOU.

Except as provided herein, all terms and conditions of _____, dated _____, remains unchanged and in full force and effect.

Signature

Date

Print Name and Title

Agency Name



City Council Agenda Item Report

Agenda Item No. 4.1
Submitted by: Sandra Mitchell
Submitting Department: Finance
Meeting Date: June 22, 2026

Item Title

Public Hearing: Proposed Amendment to the Fiscal Year 2026 Budget
(Staff: Diane Bergeron, Assistant City Manager/Finance Director)

Suggested Action and/or Recommendation

Receive Comments and Close the Public Hearing

Suggested Motion

I move that the Public Hearing regarding a proposed amendment to the Fiscal Year 2026 Budget be closed.

Item Type Public Hearings
Submitting Department Finance
Meeting Body City Council

Item ID 2026-1066
Drafter Sandra Mitchell
Meeting Date June 22, 2026

Fiscal Impact

\$5,200,000 Increase to Fiscal Year 2026 Budget

Executive Summary and Background Information

Virginia Law, Code Section 15.2-2507, requires the City to hold a public hearing on the proposed amendment to the Fiscal Year 2026 Budget:

An appropriation of State Revenue to the Fiscal Year 2026 Budget in the amount of \$5,200,000 for the Manassas City Public Schools.

The public hearing was advertised on May 28, 2026 and June 4, 2026.

ATTACHMENTS

- [ATTH01 Notice of Public Hearing](#)
- [ATTH02 Notice of Public Hearing Affidavit](#)

CITY OF MANASSAS, VIRGINIA

PUBLIC HEARING

FISCAL YEAR 2026 BUDGET AMENDMENT

Notice is hereby given pursuant to § 15.2-2507 of the Code of Virginia, that the City Council of Manassas will conduct a public hearing for the purpose of receiving comments on a proposed amendment to the Fiscal Year 2026 Budget during its meeting on **Monday, June 22, 2026**, which begins at 5:30 P.M. in the City Council Chambers, at 9027 Center Street, Manassas, Virginia. The proposed amendment being considered is for \$5,200,000, which exceeds one percent of the total expenditures shown in the currently adopted budget. The proposed amendment being considered is:

An appropriation of State Revenue to the Fiscal Year 2026 Budget in the amount of \$5,200,000 for the Manassas City Public Schools.

A copy of any additional information regarding the proposed amendment is available for public inspection from 9:00 A.M. to 5:00 P.M. weekdays at City Hall, 9027 Center Street, Manassas, Virginia. This information is viewable at the counter space located to the right of the entrance to City Council Chambers, as well as at the Finance Office and City Clerk's Office upon inquiry.

This meeting is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the public hearing should contact the City Clerk at the above address or by telephone at 703/257-8280 or TTY 7-1-1. Persons needing interpretation services for the deaf must notify the City Clerk no later June 15, 2026.

**AFFIDAVIT OF PUBLICATION
PURSUANT TO SECTION 8.01-415
OF THE 1950 CODE OF VIRGINIA
AD AMENDED**

I, Kelly Tremaine, being duly sworn, deposes and says that the attached order of publication was published in the Prince William Times, a newspaper published in the County of Prince William, State of Virginia, on
5/28/26, 6/04/26

and that deponent is the Publisher of said newspaper.

Kelly Tremaine

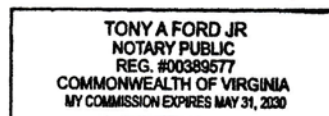
**Kelly Tremaine
Interim Publisher
State of Virginia
County of Prince William**

COMMONWEALTH of VIRGINIA
IN THE COUNTY OF PRINCE WILLIAM, to-wit:

on 6/04/26

Kelly Tremaine, who is known to me an whose name as Publisher of the Prince William Times in the County of Prince William State of Virginia, is signed to the foregoing affidavit, personally appeared before me, a Notary Public in and for the jurisdiction aforesaid, to affirm that the foregoing affidavit was sworn & subscribed to in front of me and executed the same by proper authority.

Tony A Ford Jr



Notary Public
Notary Registration No. 8066381
My commission expires: September 30, 2027

CITY OF MANASSAS, VIRGINIA

PUBLIC HEARING

FISCAL YEAR 2026 BUDGET AMENDMENT

Notice is hereby given pursuant to § 15.2-2507 of the Code of Virginia, that the City Council of Manassas will conduct a public hearing for the purpose of receiving comments on a proposed amendment to the Fiscal Year 2026 Budget during its meeting on **Monday, June 22, 2026**, which begins at 5:30 P.M. in the City Council Chambers, at 9027 Center Street, Manassas, Virginia. The proposed amendment being considered is for \$5,200,000, which exceeds one percent of the total expenditures shown in the currently adopted budget. The proposed amendment being considered is:

An appropriation of State Revenue to the Fiscal Year 2026 Budget in the amount of \$5,200,000 for the Manassas City Public Schools.

A copy of any additional information regarding the proposed amendment is available for public inspection from 9:00 A.M. to 5:00 P.M. weekdays at City Hall, 9027 Center Street, Manassas, Virginia. This information is viewable at the counter space located to the right of the entrance to City Council Chambers, as well as at the Finance Office and City Clerk's Office upon inquiry.

This meeting is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the public hearing should contact the City Clerk at the above address or by telephone at 703/257-8280 or TTY 7-1-1. Persons needing interpreter services for the deaf must notify the City Clerk no later June 15, 2026.



City Council Agenda Item Report

Agenda Item No. 5.1

Submitted by: Teri Flook

Submitting Department: Police Department

Meeting Date: June 22, 2026

Item Title

Resolution #R-2026-1048: Certified Crime Prevention Community
(Staff: Mason Riggs, Accreditation Manager)

Suggested Action and/or Recommendation

Suggested Motion

City Council is requested to adopt the resolution, effective June 22, 2026, authorizing participation in the CCPC program and designating the Community Criminal Justice Board as the City's representative body.

Item Type Resolutions
Submitting Department Police Department
Meeting Body City Council

Item ID 2026-1048
Drafter Teri Flook
Meeting Date June 22, 2026

Executive Summary and Background Information

Purpose

The City of Manassas City Council is asked to adopt a Resolution of Participation in the Certified Crime Prevention Community Program (CCPC), administered by the Virginia Department of Criminal Justice Services (DCJS).

Background

The CCPC is a statewide program designed to recognize Virginia communities that demonstrate a commitment to crime prevention and public safety. It provides a structured framework for localities to institutionalize crime prevention practices at the local level.

What the Resolution Does

Adoption of this resolution accomplishes two things: it formally commits the City of Manassas to pursuing CCPC designation by meeting all DCJS requirements, and it designates the Community Criminal Justice Board as the local body representing the City for purposes of program participation — satisfying the CCPC's requirement for an established community crime prevention council or coalition.

ATTACHMENTS

- [RES R-2026-1048 Certified Crime Prevention Community](#)
- [PRES; Certified Crime Prevention Community Program \(CCPC\)](#)



RESOLUTION OF PARTICIPATION

WHEREAS, The governing body of the City of Manassas is interested in the safety and security of its citizenry and the community at large; and,

WHEREAS, The governing body is prepared to support appropriate efforts within the community to become totally prepared to promote crime prevention and community safety; and,

WHEREAS, The Department of Criminal Justice Services offers a program which is specifically designed to recognize Virginia communities committed to crime prevention and community safety while providing a framework for those communities to institutionalize crime prevention at the local level; and,

WHEREAS, This program is entitled the Certified Crime Prevention Community Program,

NOW THEREFORE, BE IT RESOLVED by the City Council. That our community, the City of Manassas wishes to participate in the Certified Crime Prevention Community Program, and that the leadership of this community fully supports all reasonable efforts to meet the DCJS requirements to become designated as a Certified Crime Prevention Community; and

BE IT FURTHER RESOLVED, that the program requires the existence or formation of a local community crime prevention/community safety council or coalition, and this governing body designates the Community Criminal Justice Board as representing our community for the purpose or participating in this program.

This resolution is in full effect upon its adoption this 22nd day of June, 2026

SEAL:

Official

Title

Attest

Title

Certified Crime Prevention Community Program

Overview, Requirements, & MCPD Program Mapping

WHAT IS THE CCPC?

ORIGIN

Established from Governor Gilmore's 1998 Executive Order and a 1993 Virginia State Crime Commission study — one of the first programs of its kind nationally.

GOAL

Publicly recognize and certify localities that implement a defined set of community safety strategies as part of a comprehensive crime prevention effort.

12

Core Elements
Required

7+

Optional Elements
Required

3 yr

Certification
Duration

12 MANDATORY CORE ELEMENTS — MCPD STATUS

#	Core Element	Lead	Status
1	Crime Prevention/Community Safety Council	Hyde	In Progress
2	DCJS-Certified Crime Prevention Specialist	Hyde	In Progress
3	Neighborhood Watch Program w/ Training	CSS/Mason	In Progress
4	Community Policing / Crime Control Planning	Hyde	In Progress
5	Organized Distribution of Safety Information	Moller/Alexis	In Progress
6	Security Assessments of At-Risk Areas	Moller/Hyde	In Progress
7	Functional Crime Analysis Capability	Ashley	Submitted
8	School Safety Audit Process	Mason/Lawler	In Progress
9	Business Outreach / Business Watch Program	Hyde	In Progress
10	Victim/Witness Services Program	ISD	Submitted
11	Delinquency Prevention (At-Risk Youth)	TJ	Approved ✓
12	Law Enforcement Accreditation (CALEA)	Mason	Approved ✓

OPTIONAL ELEMENTS — MCPD PROGRAM MAPPING (7 minimum required)

#	Optional Element	MCPD Lead	Program / Notes
1	Virginia Rules / DARE / School-Based Law Program	TJ/Mitrovic	SkillsUSA
2	McGruff or Safe House Program	Moller	Via CSB/ACTS/DSS
4	TRIAD Program (Elder Care)	Moller/Turpin	Elder Care Programming
5	National Night Out	Moller	Annual event
6	Crime Solvers/Stopppers	Alexis/Moller/Mason	Drafting
9	School Resource Officer Program	Lawler/Jones	Awaiting response
12	Crime Prevention Speaker's Bureau	TJ/Mason	Elder Care / Parent E3
13	Domestic Violence Response Program	Moller	Template requested
14	Inter-Agency Code Enforcement Teams	Hyde	Work w/ Carlos Perez
18	Contact List and Process for Crime Prevention Liaison with Community Leaders and Groups	CSS / Mason	TBD meeting with CSS
9 elements identified above · 7 minimum required · 3 items confirmed (Gun Safety via Sheriff, YAADAP via Sheriff, Pretrial Services pending)			

MCPD ACTION SUMMARY

By July 2026

- Designate certification coordinator as primary DCJS contact
- Statement of Intent
- Resolution to City Council

Goal: December 2026 | Deadline: July 2027

- Submit written summaries for all 12 core elements (4 sections each)
- Submit written summaries for 7+ optional elements
 - Coordinate school safety audit with school officials
 - Formalize Neighborhood Watch & Business Watch programs
 - Establish/document Crime Prevention/Community Safety Council and Crime Prevention Planning Document
 - Confirm McGruff/Safe House with CSB, ACTS, or DSS
- Gather proofs (news articles, meeting minutes, data) for verification

CITY-WIDE IMPACT

What CCPC means for every department



01 COMMUNICATION

Break down silos across departments

CCPC emphasizes a shared agenda across city and county led departments.



02 SERVICE DELIVERY

Identify and close gaps in service

The program's mandatory self-assessment gives every department a structured lens to evaluate overlap and gaps.



03 OUTCOMES

Measurable results, shared accountability

Certification requires time-bound objectives verified by DCJS.

CCPC delivers crime prevention by scope — and good governance by design.

TRANSPARENCY

Public certification standard

ACCOUNTABILITY

Independent DCJS verification

COLLABORATION

Mandated cross-agency structure



City Council Agenda Item Report

Agenda Item No. 5.2
Submitted by: Sandra Mitchell
Submitting Department: Finance
Meeting Date: June 22, 2026

Item Title

Resolution #R-2026-1060: Amending the Fiscal Year 2026 Budget by Budgeting and Appropriating \$5,200,000 of State Revenue for the Manassas City Public Schools
(Staff: Taft R. Kelly II, MCPS Director of Finance)

Suggested Action and/or Recommendation

Suggested Motion

I move that Resolution #R-2026-1060 be approved.

Item Type Resolutions
Submitting Department Finance
Meeting Body City Council

Item ID 2026-1060
Drafter Sandra Mitchell
Meeting Date June 22, 2026

Fiscal Impact

\$5,200,000 State Revenue

Executive Summary and Background Information

On May 19, 2026, the School Board of the Manassas City Public Schools (MCPS) approved an amendment to their FY 2026 budget for \$5,200,000 of additional State Revenue. The School Board is requesting approval from City Council.

This resolution will budget and appropriate \$5,200,000 of State Revenue in the School Operating Fund.

ATTACHMENTS

- [RES R-2026-1060](#)
- [2026-1060 ATTH01 School Board Request to City Council](#)

RESOLUTION R-2026-1060

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 22nd day of June, 2026, that the following funds be budgeted and appropriated as shown.

SCHOOL OPERATING FUND		
Revenue:		
80098100-324001	State Revenue	5,200,000.00
Expenditure:		
80084010-490000	School Instruction	5,200,000.00

For: Additional State Revenue for Schools

This resolution shall take effect upon its passage.

Michelle Davis-Younger MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Eric W. Smith II City Clerk



SCHOOL BOARD OF MANASSAS CITY PUBLIC SCHOOLS

RESOLUTION NO. 2026-05

**REQUEST TO THE MANASSAS CITY COUNCIL TO AMEND THE FISCAL YEAR 2026
BUDGET BY BUDGETING AND APPROPRIATING ADDITIONAL STATE FUNDING**

MAKER OF MOTIONS: Mrs. Lisa Stevens

SECOND: Mrs. Sara Brescia

WHEREAS, on February 20, 2026, the Virginia Senate and House of Delegates adopted amendments to the amended Fiscal Year 2026 Budget, which were subsequently signed into law by Governor Spanberger as Chapter 7; and

WHEREAS, because of these state budget amendments, Manassas City Public Schools (MCPS) was subsequently notified that MCPS will receive an additional Five Million One Hundred Seventy-Three Thousand Forty Dollars (\$5,173,040) in state revenue; and

WHEREAS, the increase in revenue is primarily attributable to increased Average Daily Membership (ADM) within Manassas City Public Schools resulting from the division's partnership with the Virginia Virtual Academy (VAVA); and

WHEREAS, pursuant to the existing agreement between MCPS and the Virginia Virtual Academy, most of these additional funds will be passed through to VAVA in accordance with the terms of the partnership agreement; and

WHEREAS, the School Board of Manassas City Public Schools desires to appropriately recognize and incorporate these additional state revenues into the Fiscal Year 2026 operating budget in accordance with applicable financial and governmental budgeting practices;

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Manassas City Public Schools formally requests that the Manassas City Council approve an increase to the Fiscal Year 2026 School Board Operating Budget in the amount of Five Million One Hundred Seventy-Three Thousand Forty Dollars (\$5,173,040); and

BE IT FURTHER RESOLVED, that the Superintendent or their designee be authorized to take all necessary actions to implement the budget adjustment and allocate expenditures in accordance with applicable laws, policies, agreements, and financial procedures.

Adopted this 19TH day of May, 2026, by the School Board of Manassas City Public Schools.

RECORDED VOTE:

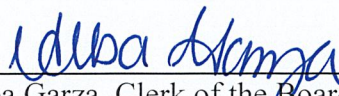
YES: 7

NO: 0

ABSTAIN: 0

ABSENT: 0

CERTIFIED COPY:


Alba Garza, Clerk of the Board



City Council Agenda Item Report

Agenda Item No. 5.3

Submitted by: Christen Miller

Submitting Department: Community Development

Meeting Date: June 22, 2026

Item Title

Resolution #R-2026-1009: Weems Elementary School SUP
(Staff: Christian Samples, AICP, Planning Manager)

Suggested Action and/or Recommendation

Approve Resolution #R-2026-1009.

Suggested Motion

I move to approve Resolution #R-2026-1009.

Item Type Resolutions

Submitting Department Community Development

Meeting Body City Council

Item ID 2026-1009

Drafter Christen Miller

Meeting Date June 22, 2026

Advisory Board/Committee Review

Planning Commission unanimously recommended approval (6/0) on May 6, 2026, as conditioned.

Fiscal Impact

N/A

Executive Summary and Background Information

Request to consider a special use permit to allow the continued use of the existing modular classrooms at Weems Elementary School.

In response to questions received during the June 8, 2026 Public Hearing the number of permitted classrooms has been reduced to the two that remain on-site.

- Trailer 1: Math support and small group testing
- Trailer 2: During the 25-26 school year, it was used for gifted and talented for small groups. During the 26-27 school year, it will be used for behavioral therapy and special education pullout.

ATTACHMENTS

- [RES R-2026-1009](#)
- [ATTH01 SUP Conditions](#)

- [ATTH02 Generalized Development Plan](#)

MOTION: _____

SECOND: _____

**June 22, 2026
Regular Meeting
Res. No. R-2026-1009**

RE: Special Use Permit #2026-0003: Weems Elementary School; 8750 Weems Road

WHEREAS, Manassas City Public Schools, has applied for a special use permit, pursuant to §130-241 of the Manassas City Zoning Ordinance to extend the use of modular classrooms at Weems Elementary School; and

WHEREAS, the City of Manassas Planning Commission held a public hearing on May 6, 2026 after full compliance with all state code public hearing notice and posting requirements and **RECOMMENDS APPROVAL** subject to specific conditions; and

WHEREAS, the Manassas City Council held a public hearing on June 8, 2026 after full compliance with all state code public hearing notice and posting requirements; and

WHEREAS, among the purposes of zoning called out in Chapter 15.2-2283 of the Code of Virginia is “to facilitate the creation of convenient, attractive, and harmonious community”; and

WHEREAS, among the matters to be considered in drawing and applying zoning ordinances and districts called out in Chapter 15.2-2284 of the Code of Virginia is “the suitability of property for various uses”; and

WHEREAS, the City Council upon careful consideration finds that approval of SUP #2026-0003 is justified by public necessity and convenience and general welfare, and is consistent with reasonable zoning practices, and that the cumulative effect of the activity proposed will not be detrimental to the character and development of the adjacent land, and is in reasonable harmony with the City’s land use plan and policies; and

WHEREAS, the Council finds that a comprehensive list of conditions and safeguards can eliminate or mitigate the negative impacts of the proposed development sufficiently to justify approval.

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby **APPROVE** SUP #2026-0003 in regular session this 22nd day of June, 2026, subject to the conditions listed on the attached pages.

June 22, 2026
Regular Meeting
Res. No. R-2026-1009
Page Two

Michelle Davis Mayor

On behalf of the City Council
of Manassas, Virginia

ATTEST:

Eric W. Smith II City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

SUP #2026-0003: Weems Elementary School
8750 Weems Road

June 22, 2026

In addition to compliance with all applicable zoning, subdivision, and Design & Construction Standards Manual (DCSM) requirements, the development and use of the designated property shall be subject to the following conditions:

1. This special use permit is for an Educational Facility Primary/Secondary.
2. Special Use Permit #2026-0003 shall replace and supersede Special Use Permits #1985-06, #1993-04, #2012-11, #2017-05, and #2023-05.
3. The site shall be developed with up to a maximum of two modular classrooms in general accordance with the Generalized Development Plan (GDP) entitled Special Use Permit Plan/Plat dated May 11, 2012, referenced and attached as Exhibit A, subject to modifications necessitated by final engineering. Specific structure locations shall meet minimum setbacks and heights as established herein. The modular classrooms will be removed by July 1, 2028.
4. Any modification to the exterior layout of the site, or the footprint of a building or modular unit shall require the approval of a site plan in accordance with City Ordinances, the DCSM, and these conditions.
5. When a modification of the site occurs, a copy of the proposed site plan shall be provided to the Planning Commission as an informational item.
6. All buildings shall maintain a 25-foot set back from any residential property line.
7. All parking areas shall maintain a 15-foot setback from any residential property line.
8. A site plan shall be approved prior to the installation of any modular classroom. In addition, any modification to the exterior layout of the site, or the footprint of a building or modular classroom, shall require the approval of a site plan in accordance with City Ordinance, the DCSM, and these conditions.

SUP #2026-0003, Weems Elementary School, 8750 Weems Road

May 6, 2026

Page 1 of 3

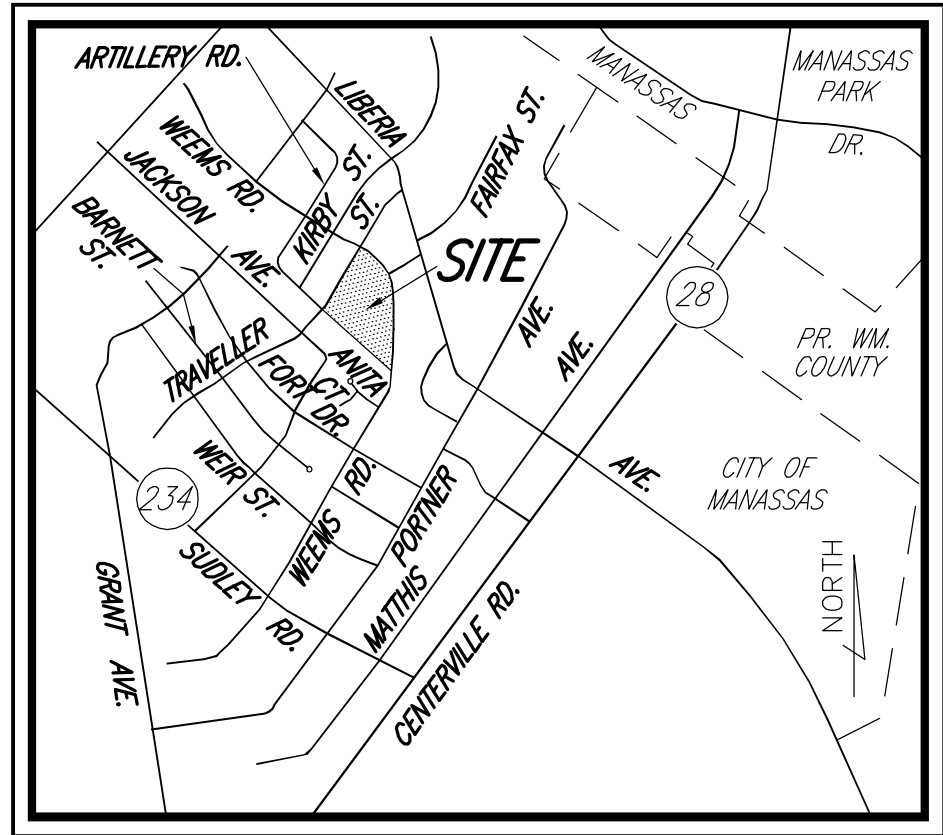
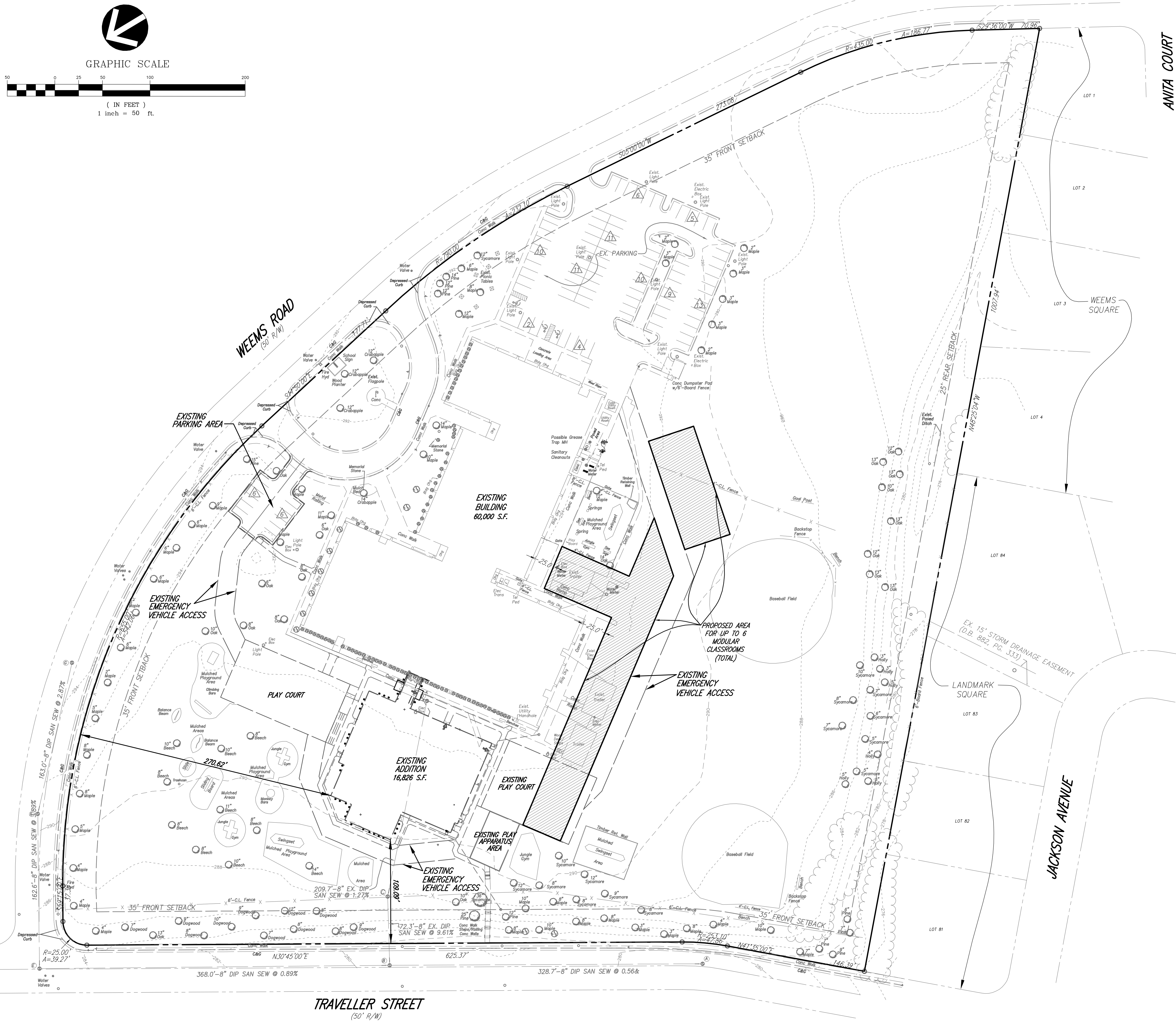
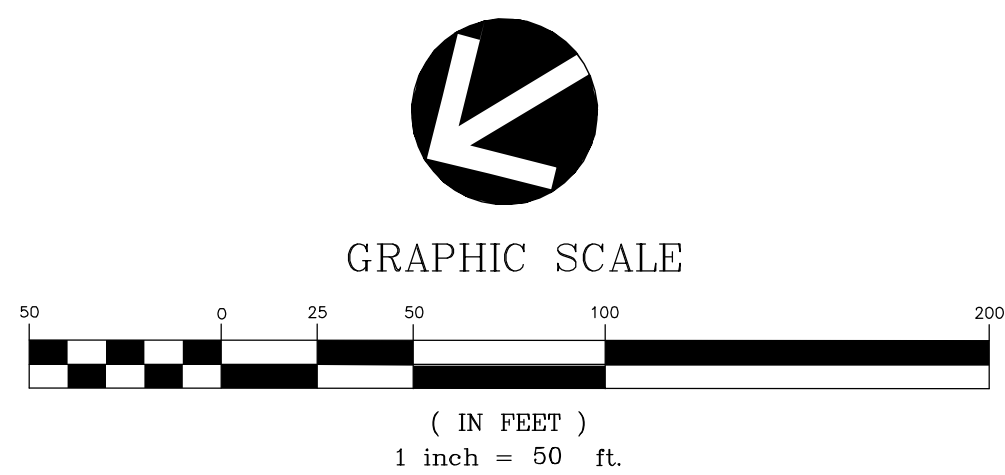
9. Where head in parking is proposed within 24 feet of a residential lot, a minimum opaque buffer of 8 feet shall be provided between the parking lot and the residential units. This may be accommodated by plant material or fencing.
10. When fencing is proposed as a visual screen, a minimum 10-foot landscaped buffer shall be provided on the residential side of the fence and plant material acceptable to the City Arborist shall be installed to minimize the effects of the fence.
11. At no time shall buildings or building unit additions exceed 35 feet in height.
12. All trees marked on the GDP as "to be removed" shall be replaced with the same or similar native species as approved by the City Arborist. During the construction phase of the project, the trees marked as to remain that fall within the construction zone shall be protected with a 6 foot high chain link fence extending to the "drip line."
13. The limits of clearing and grading for the proposed and any future projects shall not encroach into the 35-foot front setback or the 25-foot rear setback as shown on the GDP, excluding any utility crossings or landscape and retaining wall maintenance or repair.
14. All new exterior freestanding or yard lighting fixtures on site shall not exceed a maximum mounting height of 18 feet, be high pressure sodium vapor or equivalent amber or pink light, no metal halide. Lighting shall be directed and shielded downward and inward to prevent illumination of adjacent properties with cut off fixtures.
15. All new or replacement exterior wall mounted lighting fixtures shall be of the sundowner style or equivalent shielded downward with full cut-off and not installed more than 15 feet above grade on the wall it is positioned.
16. All dumpsters shall be setback at least 25 feet from any residential property line.
17. Exterior bells, speakers or other amplified audio devices shall be set and maintained so as not to exceed a 55dB level at the property line.

18. Noise generating construction activities shall be limited to 7:00am to 8:00pm, Monday through Friday, and 8:00am to 8:00pm on Saturday, subject to the receipt of any necessary approvals from the City Manager in accordance with the City Code.
19. Any utilities impacted by this expansion or any future expansion will be relocated at the owner's expense and will be a part of the submitted site plan.
20. The applicant shall be responsible for maintaining and upgrading, as necessary, the storm drain system on site.
21. Emergency vehicle access as depicted on the GDP shall be of grass-crete or similar construction durable enough to support the emergency vehicles.
22. The construction site shall be fully secured to prevent any potential injuries during times when other activities are being conducted on site (i.e. the Recreation Department's summer camp June 26 - August 4).
23. Special care shall be taken when relocating existing outdoor play equipment. It is required that newly installed or relocated play equipment be audited by a Certified Playground Inspector or equivalent professional before use can continue.
24. The use of this property shall be in compliance with all federal, state, and local ordinances.

Christian Samples, Zoning Administrator

Date

This signature certifies that these conditions were approved by the Manassas City Council as part of the above referenced special use permit.



VICINITY MAP
SCALE: 1" = 2000'

GENERAL NOTES:

1. THE PROPERTY IDENTIFIED HEREON IS PART OF GPIN TAX MAP 111-15-00-P AND IS ZONED R-2S.
2. THE PROPERTY DELINEATED HEREON IS CURRENTLY IN THE NAME OF CITY OF MANASSAS SCHOOL BOARD.
3. NO TITLE REPORT PROVIDED.
4. THE BOUNDARY INFORMATION SHOWN HEREON IS PROVIDED FROM DEEDS OF RECORD.
5. TOPOGRAPHIC INFORMATION IS BASED ON FIELD RUN SURVEY BY RINKER DESIGN ASSOCIATES DATED FEBRUARY 2006.
6. THIS SITE IS SERVED BY PUBLIC SEWER AND WATER.

SITE TABULATIONS

ZONE: R-2S
TOTAL SITE AREA: 15.30 ACRES

PROPOSED USE:

SCHOOL (PUBLIC)

BUILDING SETBACKS

FROM ALL R.O.W.: 35'
SIDE: 25'
REAR: 25'
CORNER: 35' FROM FRONT LOT LINE AND MINIMUM OF 20' FROM ALL LOT LINES ABUTTING A STREET RIGHT-OF-WAY

BUILDING HEIGHT

35'

BUILDING AREA:

EXISTING: 76,826 SQ. FT.

PARKING REQUIRED:

1 SPACE PER CLASSROOM: 72 CLASSROOMS (INCLUDES UP TO SIX MODULAR CLASSROOMS)

PARKING PROVIDED:

EXISTING: (93) STANDARD SPACES
(3) HANDICAPPED
TOTAL 96 SPACES PROVIDED

LEGEND:

- DENOTES EXISTING LIGHT POLE
- DENOTES EXISTING SANITARY MANHOLE
- DENOTES EXISTING ELECTRIC METER
- DENOTES EXISTING WATER METER
- DENOTES EXISTING STREET SIGN
- DENOTES EXISTING TREE
- DENOTES EXISTING LANDSCAPED AREA
- DENOTES TREE CANOPY LIMITS
- DENOTES EXISTING SANITARY CLEANOUT
- DENOTES EXISTING TELEPHONE PEDESTAL
- DENOTES EXISTING OVERHEAD WIRES



Rinker Design Associates, P.C.

Engineering * Surveying * Land Planning * Transportation * Environmental Services
9300 West Courthouse Road, Suite 300, Manassas VA, 20110 on the web @ www.rdaenv.com
Telephone: (703) 368-7373 Fax: (703) 251-5443

"Turning Challenges into Opportunities"



GENERAL DEVELOPMENT PLAN

WEEMS ELEMENTARY SCHOOL
TRAILER ADDITION

CITY OF MANASSAS, VIRGINIA

REVISIONS:

DATE:	MAY 11, 2012
SCALE:	1" = 50'
DESIGN:	
DRAFT:	MEM
CHECKED BY:	SDD
ARCH:	N/A
JOB NUMBER:	04-047-ME
SHEET	1 OF 1



City Council Agenda Item Report

Agenda Item No. 5.4

Submitted by: Christen Miller

Submitting Department: Community Development

Meeting Date: June 22, 2026

Item Title

Resolution #R-2026-1010: R. C. Haydon Elementary School SUP
(Staff: Christian Samples, AICP, Planning Manager)

Suggested Action and/or Recommendation

Approve Resolution #R-2026-1010.

Suggested Motion

I move to approve Resolution #R-2026-1010.

Item Type Resolutions

Submitting Department Community Development

Meeting Body City Council

Item ID 2026-1010

Drafter Christen Miller

Meeting Date June 22, 2026

Advisory Board/Committee Review

Planning Commission unanimously recommended approval (6/0) on May 6, 2026, as conditioned.

Fiscal Impact

N/A

Executive Summary and Background Information

Request to consider a special use permit to allow the continued use of the existing modular classrooms at R. C. Haydon Elementary School.

In response to questions received during the June 8, 2026 Public Hearing the number of permitted classrooms has been reduced to the three that remain on-site.

- Trailer 1: Used by our ESOL team (9 teachers).
- Trailer 2: Flexible testing space for small groups. The Lego Robotics team uses the space to build models for competition.
- Trailer 3: Gifted and talented pullout space for small groups.

ATTACHMENTS

- [RES R-2026-1010](#)
- [ATTH01 SUP Conditions](#)

- [ATTH02 Generalized Development Plan](#)

MOTION: _____

SECOND: _____

**June 22, 2026
Regular Meeting
Res. No. R-2026-1010**

RE: Special Use Permit #2026-0004: R. C. Haydon Elementary School; 9075A Park Avenue

WHEREAS, Manassas City Public Schools, has applied for a special use permit, pursuant to §130-241 of the Manassas City Zoning Ordinance to extend the use of modular classrooms at Haydon Elementary School; and

WHEREAS, the City of Manassas Planning Commission held a public hearing on May 6, 2026 after full compliance with all state code public hearing notice and posting requirements and **RECOMMENDS APPROVAL** subject to specific conditions; and

WHEREAS, the Manassas City Council held a public hearing on June 8, 2026 after full compliance with all state code public hearing notice and posting requirements; and

WHEREAS, among the purposes of zoning called out in Chapter 15.2-2283 of the Code of Virginia is “to facilitate the creation of convenient, attractive, and harmonious community”; and

WHEREAS, among the matters to be considered in drawing and applying zoning ordinances and districts called out in Chapter 15.2-2284 of the Code of Virginia is “the suitability of property for various uses”; and

WHEREAS, the City Council upon careful consideration finds that approval of SUP #2026-0004 is justified by public necessity and convenience and general welfare, and is consistent with reasonable zoning practices, and that the cumulative effect of the activity proposed will not be detrimental to the character and development of the adjacent land, and is in reasonable harmony with the City’s land use plan and policies; and

WHEREAS, the Council finds that a comprehensive list of conditions and safeguards can eliminate or mitigate the negative impacts of the proposed development sufficiently to justify approval.

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby **APPROVE** SUP #2026-0004 in regular session this 22nd day of June, 2026, subject to the conditions listed on the attached pages.

June 22, 2026
Regular Meeting
Res. No. R-2026-1010
Page Two

Michelle Davis Mayor

On behalf of the City Council
of Manassas, Virginia

ATTEST:

Eric W. Smith II City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Special Use Permit Conditions

SUP #2026-0004: Haydon Elementary School 9075A Park Avenue

June 22, 2026

In addition to compliance with all applicable zoning, subdivision, and Design & Construction Standards Manual (DCSM) requirements, the development and use of the designated property shall be subject to the following conditions:

1. This special use permit is for an Educational Facility Primary/Secondary.
2. Special Use Permit #2026-0004 shall replace and supersede Special Use Permit #1998-01, #2012-10, #2017-06 and #2023-06.
3. The site shall be developed with up to a maximum of three modular classrooms in general accordance with the Generalized Development Plan (GDP) entitled Special Use Permit Plan/Plat dated May 11, 2012, referenced and attached as Exhibit A, subject to modifications necessitated by final engineering. Specific structure locations shall meet minimum setbacks and heights as established herein. The modular classrooms will be removed by July 1, 2028.
4. Any modification to the exterior layout of the site, or the footprint of a building or modular classroom, shall require the approval of a site plan in accordance with the DCSM and these conditions.
5. When a modification of the site occurs, a copy of the proposed site shall be provided to the Planning Commission as an informational item.
6. All buildings shall maintain a 25-foot setback from any residential property line.
7. All parking areas shall maintain a 15-foot setback from any residential property line.

8. A site plan shall be approved prior to the installation of any modular classroom. In addition, any modification to the exterior layout of the site, or the footprint of a building or modular classroom, shall require the approval of a site plan in accordance with City Ordinance, the DCSM and these conditions.
9. Where head in parking is proposed within 24 feet of a residential lot, a minimum opaque buffer of 8 feet shall be provided between the parking lot and the residential units. This may be accommodated by plant material or fencing.
10. When fencing is proposed as a visual screen, a minimum 10-foot landscaped buffer shall be provided on the residential side of the fence and plant material acceptable to the City Arborist shall be installed to minimize the effects of the fence.
11. At no time shall buildings or building unit additions exceed 35 feet in height.
12. All trees marked on the GDP as "to be removed" shall be replaced with the same or similar native species as approved by the City Arborist. During the construction phase of the project, the trees marked as to remain that fall within the construction zone shall be protected with a 6-foot high chain link fence extending to the "drip line."
13. The limits of clearing and grading for the proposed and any future projects shall not encroach into the 35-foot front setback, the 15-foot side setback or the 25-foot rear setback as shown on the GDP, excluding any utility crossings or landscape and retaining wall maintenance or repair.
14. All new exterior freestanding or yard lighting fixtures on site shall not exceed a maximum mounting height of 18 feet, be high pressure sodium vapor or equivalent amber or pink light, no metal halide. Lighting shall be directed and shielded downward and inward to prevent illumination of adjacent properties with cut off fixtures.
15. All new or replacement exterior wall mounted lighting fixtures shall be of the sundowner style or equivalent shielded downward with full cut-off and not installed more than 15 feet above grade on the wall it is positioned.

16. All dumpsters shall be setback at least 25 feet from any residential property line.
17. Exterior bells, speakers or other amplified audio devices shall be set and maintained so as not to exceed a 55dB level at the property line.
18. Noise generating construction activities shall be limited to 7:00am to 8:00pm, Monday through Friday, and 8:00am to 8:00pm on Saturday, subject to the receipt of any necessary approvals from the City Manager in accordance with the City Code.
19. Any utilities impacted by this expansion or any future expansion will be relocated at the owner's expense and will be a part of the submitted site plan.
20. The applicant shall be responsible for maintaining and upgrading as necessary the storm sewer system on site.
21. Emergency vehicle access as depicted on the GDP shall be of grass-crete or similar construction durable enough to support the emergency vehicles.
22. The construction site shall be fully secured to prevent any potential injuries during times when other activities are being conducted on site.
23. Special care shall be taken when relocating existing outdoor play equipment. It is required that newly installed or relocated play equipment be audited by a Certified Playground Inspector or equivalent professional before use can continue.
24. The use of this property shall be in compliance with all federal, state, and local ordinances.

Christian Samples, Zoning Administrator

Date

This signature certifies that these conditions were approved by the Manassas City Council as part of the above referenced special use permit.

SUP #2026-0004, Haydon Elementary School, 9075A Park Avenue

May 6, 2023

Page 3 of 3

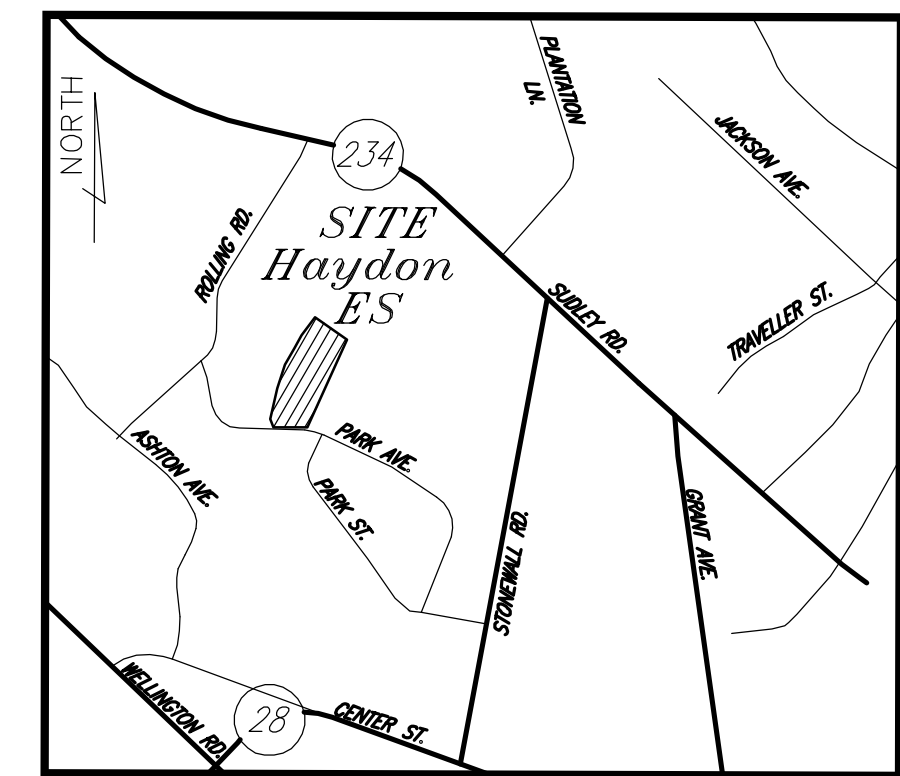
1. THE PROPERTY IDENTIFIED HEREON IS TAX MAP 112-01-00-14C AND IS ZONED R-1.
2. THE PROPERTY SHOWN HEREON IS NOW IN THE NAME OF THE SCHOOL BOARD OF THE CITY OF MISSISSIPPI AS RECORDED IN DEED BOOK 1007 AT PAGE 647 AND IN DEED BOOK 1092 AT PAGE 285 AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
3. THE BOUNDARY AND TOPOGRAPHIC INFORMATION SHOWN HEREON IS TAKEN FROM A FIELD RUN SURVEY PREPARED BY RINKER DESIGN ASSOCIATES, P.C. DATED FEBRUARY OF 2006.
4. THIS SITE IS SERVED BY PUBLIC SEWER AND WATER.

	DENOTES OVERHEAD WIRES		DENOTES LIGHT POLE
	DENOTES SANITARY MANHOLE		DENOTES ELECTRIC METER
	DENOTES LIMITS OF EXISTING TREE CANOPY		DENOTES WATER METER
			DENOTES STREET SIGN
			DENOTES TREE
			DENOTES LANDSCAPED AREA
			DENOTES SANITARY CLEANOUT
			DENOTES TELEPHONE PEDESTAL

GPIN: 7397-18-9103
ZONE: R-1
TOTAL SITE AREA: 10.5987 ACRES

EXISTING: 170,500 S.F.

(5) HANDICAP SPACES



VICINITY MAP
SCALE: 1" = 2000'



Rinker Design Associates, P.C.
Engineering * Surveying * Land Planning * Transportation * Environmental Services
 9300 West Courthouse Road, Suite 300, Manassas VA, 20110 on the web @ www.rdcavll.com
 Telephone: (703) 368-7373 Fax: (703) 257-5443
"Turning Challenges Into Opportunities"



GENERAL DEVELOPMENT PLAN
HAYDON ELEMENTARY SCHOOL
MODULAR CLASSROOM ADDITION
CITY OF MANASSAS

REVISIONS:

[illegible]

DATE: MAY 11, 2012

SCALE: 1" = 50'

DESIGN: CAD

DRAFT: RFW/MEM

CHECKED BY: SDD

ARCH: N/A

JOB
NUMBER: 05-144-MC

SHEET 1 OF 1



City Council Agenda Item Report

Agenda Item No. 5.5

Submitted by: Christen Miller

Submitting Department: Community Development

Meeting Date: June 22, 2026

Item Title

Ordinance: #O-2026-1011, Manassas Gateway / Landing at Cannon Branch Proffer Amendment (1st Reading)

(Staff: Christian Samples, AICP, Planning Manager)

Suggested Action and/or Recommendation

Suggested Motion

I move adoption of Ordinance #O-2026-1011.

Item Type Public Hearings

Submitting Department Community Development

Meeting Body City Council

Item ID 2026-1011

Drafter Christen Miller

Meeting Date June 22, 2026

Advisory Board/Committee Review

Planning Commission recommended approval (5/1) on May 6, 2026, as proffered.

Fiscal Impact

N/A

Executive Summary and Background Information

Request to amend the proffers of the Gateway Development to clarify residential and commercial development location and phasing, to update the design guidelines to clarify streetscape and building design, and to make technical amendments. The properties are located at 9751 Buchanan Loop, 9800 Godwin Drive, 10500 Gateway Boulevard, 10510 Gateway Boulevard, 10530 Gateway Boulevard, 10550 Gateway Boulevard, and 10580 Gateway Boulevard.

ATTACHMENTS

- [ORD O-2026-1011](#)
- [ATTH01 Proffers dated April 17, 2026](#)
- [ATTH02 Generalized Development Plan dated January 14, 2026](#)
- [ATTH03 Design Guidelines dated March 28, 2026](#)
- [ATTH04 Supplemental Street Guidelines dated March 19, 2019](#)
- [ATTH05 Park and Waterfront Plans dated June 17, 2021](#)
- [Cannon Branch Revised GDP](#)

ORDINANCE #O-2026-1011

First Reading
Second Reading
Enacted
Effective

AN ORDINANCE TO APPROVE REZONING #2026-0001

**Buchanan Partners, The City of Manassas,
9751 Buchanan Loop, 9800 Godwin Drive, 10500, 10510, 10530, 10550, and 10580 Gateway
Boulevard**

WHEREAS, the property owner has requested a proffer amendment of rezoning REZ-2016-0002 at properties located at 9751 Buchanan Loop, 9800 Godwin Drive, 10500, 10510, 10530, 10550, and 10580 Gateway Boulevard;

WHEREAS, the Community Development staff has reviewed the application and **RECOMMENDS APPROVAL**; and

WHEREAS, the City Planning Commission held a public hearing on May 6, 2026 after full compliance with all state code public hearing notice and posting requirements and **RECOMMENDS APPROVAL**; and

WHEREAS, the City Council of the City of Manassas held a public hearing on June 8, 2026 after full compliance with all state code public hearing notice and posting requirements; and

WHEREAS, among the purposes of zoning called out in Chapter 15.2-2283 of the Code of Virginia is to “facilitate the creation of a convenient, attractive, and harmonious community”; and

WHEREAS, among the matters to be considered in drawing and applying zoning ordinances and districts called out in Chapter 15.2-2284 of the Code of Virginia is: “the existing use and character of the property”; and

WHEREAS, the City Council upon careful consideration finds that approval of REZ #2026-0001, is justified by public necessity and convenience and general welfare, and is consistent with reasonable zoning practices, and that the cumulative effect of the activities permitted with this rezoning will not be detrimental to the character of the adjacent land, and is in reasonable harmony with the City’s land use plan and policies.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this 13th day of July, 2026, that REZ#2026-0001 for 9751 Buchanan Loop, 9800 Godwin Drive, 10500, 10510, 10530, 10550, and 10580 Gateway Boulevard and as shown on Attachment 1 is hereby APPROVED.

BE IT FURTHER ORDAINED that the City Manager is authorized to sign the proffers for the portions of the property owned by City.

This ordinance shall become effective upon second reading.

Michelle Davis-Younger MAYOR
On behalf of the City Council of
Manassas, Virginia

ATTEST:

Eric. W. Smith City Clerk

MOTION:

SECOND:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

PROFFER STATEMENT
Manassas Gateway/Landing at Cannon Branch

REZONING: Project No. Rezoning # 2026-01
Planned Mixed Use District (“PMD”) and Airport Impact Overlay District, (AOD), with Proffers

PROPERTY: Area to be rezoned is 33.03 acres (the “Property”).

RECORD OWNERS: City of Manassas, The Landing Office GCP,

PROJECT NAME: Manassas Gateway/Landing at Cannon Branch

ORIGINAL DATE
OF PROFFERS: ~~November 29, 2006~~
~~December 12, 2006~~
April 17, 2026

The undersigned hereby proffers that the use and development of the subject property (“Property”), as described above, shall be in substantial conformance with the following conditions, which shall supersede all other proffers that may have been made prior hereto. The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers.

The term “Applicant” or “Developer” as referenced herein shall include within its meaning the present Owner of the Property, all future owners, their assigns, and successors in interest.

The term “Standards” as referenced herein shall mean the “Manassas Gateway Design Standards”, dated March 28, 2026, the Park and Waterfront Plans Dated June 17, 2021, and the Supplemental Streetscape Guidelines dated March 19, 2019.

1. LAND USE

1.1. Development of the Property shall include the following Land Uses:

1.1.1. Residential development, not to exceed 500 residential units and inclusive of the 279 residential units approved and constructed as part of REZ #2016-02. Residential units are defined as multi-family rental or condominium and single-family attached (townhouse) dwellings. Residential units can be either in a standalone complex or a mixed-use building with residential and nonresidential uses.

1.1.2. Non-residential space

- 1.1.3. General and/or Medical Office
- 1.1.4. Breweries and Distilleries
- 1.1.5. Restaurants
- 1.1.6. Hotel (with or with-out Extended Stay; Maximum of 2 and inclusive of the hotel approved and constructed as part of REZ #2016-02)
- 1.1.7. Parks and Open Space
- 1.1.8. Retail Sales
- 1.2. Other land uses not specifically prohibited by the zoning ordinance or these proffers, and permitted either by right or by special use permit shall be permitted on the Property.
- 1.3. Development of the Property shall substantially conform to the Manassas Gateway General Development Plan (GDP), dated January 14, 2026, as to the alignment of major roads (as designated in the Design Standards), land bays, and open space. All buildings identified for non-residential uses on the north side of Gateway Boulevard may be any combination of non-residential uses.
- 1.4. Detailed road locations, lot lines, lot widths and depths, utility lines, and other features shall be provided and approved by the Director of Community Development at the time of site or subdivision approval in substantial accordance with the generalized development plans and design guidelines.
- 1.5. The Property shall be developed as a single, unified development to include a compatible architectural theme and integrated vehicular and pedestrian access ways.
- 1.6. The following land uses shall be permanently prohibited:
 - 1.6.1. Single Family Detached Housing
 - 1.6.2. Single use retail (big box) over 50,000 SF
 - 1.6.3. Motor vehicle repair
 - 1.6.4. Motor vehicle service

- 1.6.5. Motor vehicle sales and rental
- 1.6.6. Fueling station
- 1.6.7. Car wash
- 1.6.8. Tattooing and body piercing shops
- 1.6.9. Pawn shops
- 1.6.10. Short term loan establishments
- 1.6.11. Heavy equipment sales and rental
- 1.6.12. Crematory
- 1.6.13. Kennels
- 1.6.14. Consumer repair / Contractor tradesperson services
- 1.6.15. Heliport
- 1.6.16. Data center
- 1.6.17. Laboratory
- 1.6.18. Laundry, Commercial
- 1.6.19. Manufacturing, Heavy
- 1.6.20. Manufacturing, Light
- 1.6.21. Storage Yard/Facility/Chemical Storage/Tank Farm (Hazardous Materials) Storage Yard/Facility/Chemical Storage/Tank Farm (Non-Hazardous Materials)
- 1.6.22. Truck terminal
- 1.6.23. Warehousing and distribution
- 1.6.24. Wholesale trade

2. PROJECT PHASING

- 2.1. The initial phase shall include up to 279 residential units a 20,000 SF commercial building, and a hotel. Final occupancy permits for these residences are conditioned upon certain conditions to be met, with the intent that mass grading and infrastructure of the commercial areas will create multiple building pads for purchase and development.
- 2.2. As shown on the GDP, Phase 2 shall consist of a 2nd hotel (cumulative of two), residential (up to 500 cumulative units), and non-residential development and a waterfront community park and trail. The community park and trail shall be completed concurrent with issuance of final occupancy permits for the adjacent multifamily building.
- 2.3. As shown on the GDP, Phase 3 shall consist of non-residential development (excluding hotels) and shall not include any residential units.
- 2.4. Phase 3 non-residential structures and improvements may be constructed as part of Phase 2 to allow for more flexible development opportunities so long as minimum of 10,000 square feet of non-residential uses are constructed.
- 2.5. The trail and park shall be completed prior to the issuance of certificates of non-residential uses and structures for phase 2, including those non-residential uses and structures substituted from phase 3.

3. ARCHITECTURAL DESIGN, SIGNAGE AND LANDSCAPING

- 3.1. The Applicant shall develop the property as a high quality, pedestrian oriented, mixed-use environment as defined in the “Manassas Gateway Design Standards”, dated March 28, 2026 and the Supplemental Streetscape Guidelines dated March 19, 2019. The Design Standards will control items such as compatibility of building materials and appearance, colors, signage, landscaping, parking lot lighting, and appropriate screening, buffering and setbacks for every parcel and building.
- 3.2. Final commercial building elevations, exterior building materials and colors for all new buildings shall be subject to review and approval by the Manassas City Council. Final residential standard unit elevations and materials and color options for all residential unit types shall be subject to review and approval by the Manassas City Council. Such approval may be granted by the City’s representative on the Manassas Gateway Commercial and Residential Architectural Review Boards, once established.

- 3.3. The Property will be subject to one or more Owner's Association(s), of which all property owners will be members and that will establish one or more Architectural Review Boards to be responsible for establishing architectural and design standards, and review procedures for the development of the property and on-going maintenance of the buildings, landscaping, and infrastructure on the Property. As a landowner of adjacent common area and the SWM lake, the City of Manassas is to have a seat on any architectural review board.
- 3.4. In addition to the above-referenced architectural control, the Owners Association(s) shall be responsible for the maintenance of common areas and private streets, the landscaping of common areas, the maintenance of trails and sidewalks located outside of the public rights-of-way, snow removal from private streets and parking areas, and trash removal and recycling services for the Property. One or more Owners Association(s) will be established, subject to City review and approval, prior to or in conjunction with the approval of each subdivision on the Property.
- 3.5. Where there is a conflict between the "Standards" and the City of Manassas Zoning Ordinance, the more restrictive shall apply unless a waiver is applied for as authorized in Section 130-308(f) and granted by the City Council as an amendment to these proffers.
- 3.6. Where there is a conflict between the "Standards" and the City of Manassas Design and Construction Standards Manual the more restrictive shall apply unless a waiver is applied for and granted by the City of Manassas.
- 3.7. Freestanding signage shall be monument style with a masonry base to match the prevailing architectural materials in the development. Freestanding signage shall not exceed ten feet in height.

4. ACCESSIBILITY OF RESIDENTIAL UNITS

In the event the Developer conveys a residential unit to an individual with a disability and such unit requires modification to accommodate the disability, then the Applicant shall comply with the applicable ADA and FHA Fair Housing Requirements at no cost to the purchaser.

5. RESIDENTIAL UNITS

- 5.1. All single-family attached dwellings shall consist of 20', 22', and 24' wide or larger units. No more than 38% of the total number of single-family attached dwellings on the south side of Gateway Blvd shall be 20' wide.
- 5.2. Garage parking for all single-family attached units shall not be converted to any exclusive/permanent use such as storage or living space, but shall remain an area that allows for the parking of motorized vehicles.
- 5.3. One or more Homeowner's Association(s) (HOA) shall be created for the residential units. The HOA(s) shall be responsible for establishing and enforcing a property maintenance plan, which, among other things, shall establish responsibility for maintaining private roads (if provided), landscaping, and the general appearance and maintenance of the residential property.
- 5.4. The HOA(s) shall prohibit, by covenants, the parking on the Property of service vehicles, commercial vehicles, boats, trailers, and recreational vehicles, except when such parking is temporary for the purpose of providing a service.
- 5.5. Informational/marketing material to prospective homebuyers shall prominently show that the Manassas Regional Airport is located within 1/2 mile of the Property.
- 5.6. A statement shall be placed in the deeds of all residential properties that the property may be subject to increasing levels of aircraft noise and over flight from the Manassas Regional Airport.

6. NOISE ATTENUATION

- 6.1. Measures to achieve Noise Level Reduction (NLR) of 30 dB shall be incorporated into the design and construction of portions of non-residential structures where the public is received, office areas, noise sensitive areas or where the normal noise level is low.
- 6.2. Acoustical treatment shall be incorporated into all dwelling units to ensure that interior noise levels within living spaces (not including garages, sunrooms or porches) do not exceed an average sound level of 45 db(A)Ldn. Compliance with this standard shall be based on a certification from an acoustical engineer licensed in the Commonwealth of Virginia, submitted at the time of each building permit issuance, that the design and construction methods and materials to be used in the construction of the dwellings are such that the

foregoing standard will be met, assuming exterior noise levels between 60-65 Ldn.

- 6.3. A disclosure statement shall be placed on all subdivision plats, site plans, and deeds to any parcel or development that states the Manassas Regional Airport is located within 1/2 mile of the Property and that the Property may be subject to increasing levels of aircraft noise and over flight from the Manassas Regional Airport.

7. TREE PRESERVATION AND BUFFERS

- 7.1. The Applicant shall work with the City's Arborist to identify any trees worthy of preservation on the Property at the time an initial grading plan is submitted to the City. Any trees determined to be worthy of preservation shall be retained subject to the following:
- 7.1.1. The Applicant shall, prior to the issuance of any construction permit, grant a tree preservation easement to the City for each such tree (extending to the areas of root zone to be preserved as determined by the City's Arborist) to be retained. Said easement shall include provisions to the effect that no such tree shall be removed, pruned, trimmed, cut, topped, or limbed without the prior approval of the City Arborist.
 - 7.1.2. Poison ivy, exotic invasive species, and noxious weeds may be removed.
 - 7.1.3. Upon consultation with and approval of the City Arborist, dead and diseased trees may be trimmed or removed, together with any trees that pose a risk to the safety of persons or any building. Trees that are removed hereunder shall be replaced with the concurrence of the City Arborist with new trees with a minimum caliper of 4.5 inches. In the event of imminent threat to people or property, the City's Arborist or his designee may certify the hazard in extreme cases and approve removal.
 - 7.1.4. Prior to the commencement of any clearing and grading on the site, all tree preservation easement areas shall be delineated by the use of four-foot welded wire construction fencing. Trenching shall be permitted inside the root zone of any tree(s) to be saved if approved by the City Arborist.

- 7.1.5. Natural buffers along the Prince William Parkway and Norfolk Southern Railroad will be supplemented by a mix of landscaping, including evergreen trees and shrubs, which meet the minimum landscaping requirements of the DCSM. In addition, the homes shall be oriented so that, to the extent possible, parking lots, and travelways are against the railroad tracks.
- 7.1.6. The existing vegetation between the City of Manassas electric substation and any residential buildings shall be retained to the extent possible and supplemented by masonry walls and landscaping, including evergreen trees and shrubs, which meet the minimum landscaping requirements of the DCSM. To the extent possible, travelways shall be placed against the substation.
- 7.1.7. The Cannon Branch Cemetery shall be buffered from adjacent development to the extent practicable by means of berms, screening, tree preservation and other means that are aesthetically pleasing. A courtesy review copy of all site plans adjacent to the cemetery shall be provided to the Manassas Church of the Brethren.

8. SCHOOLS

The Applicant shall contribute to the City of Manassas the sum of \$15,480 per residential townhouse unit constructed on the Property, to be used for schools. This contribution shall be paid after the completion of final inspection and prior to the issuance of a certificate of occupancy for any unit pursuant to the provisions of Va. Code. Ann. 15.2-2303.1:1.

9. PUBLIC SAFETY

The Applicant shall contribute to the City of Manassas the sum of \$1,217 per residential townhouse unit actually constructed on the Property, to be used for public safety. This contribution shall be paid after the completion of final inspection and prior to the issuance of a certificate of occupancy for any unit pursuant to the provisions of Va. Code. Ann. 15.2-2303.1:1.

10. PARKS

10.1.1 The Applicant shall provide open space and park areas as shown on the General Development Plan and Design Standards.

10.1.2 The Community Park and Trail, as shown on the GDP shall be open to the public, and as such will be maintained by the Associations as identified in Section 3.3.

11. ESCALATOR

In the event that the monetary contributions set forth in the Proffer Statement are paid to the City within thirty-six (36) months of approval of the first residential site plan, as applied for, said contributions shall be in the amounts stated herein. Any monetary contributions required hereby which are paid to the City after thirty six (36) months following approval of the first residential site plan shall be adjusted in accordance with the Urban Consumer Index ("CPI-U") published by the United States Department of Labor, such that at the time contributions are paid they shall be adjusted by the percentage change in the CPI-U from the date thirty six (36) months after approval hereof, to the most recently available CPI-U to the date the contributions are actually paid, subject to a cap of six percent (6%) per year, non-compounded.

12. TRANSPORTATION

- 12.1. The Applicant shall install at its cost all necessary frontage improvements and internal roads. For all public roads adjacent to or within the Property the Applicant shall (i) design, bond, and construct all required curb, gutter, and sidewalk; (ii) bond and install street lights as required; and (iii) design, bond, and construct pedestrian crosswalks between the north side and south side of Gateway Boulevard at all four-way intersections.
- 12.2. The Applicant shall design and install the traffic signal as part of site development when warranted at Godwin Boulevard and Gateway Boulevard at the entrance to the project.

13. UTILITIES

The Applicant shall be responsible for all utility connections which shall be underground. The water system shall be looped in a manner satisfactory to the City of Manassas to eliminate dead ends in order to satisfy fire protection requirements.

OWNERS:**THE LANDING OFFICE GGP**

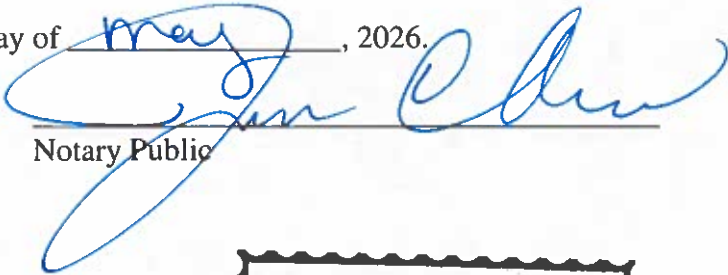
a Virginia general partnership

By: 
 Name: JAMES E. Rourke
 Title: Manager

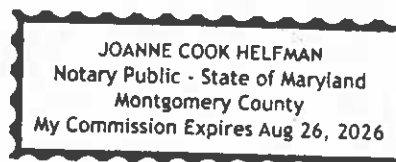
State Maryland
~~COMMONWEALTH OF VIRGINIA~~
 COUNTY OF Montgomery to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that
James E. Rourke of The Landing Office GGP, a Virginia general
 partnership, whose name is signed to the foregoing instrument, appeared before me and personally
 acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this 15th day of May, 2026.


 Notary Public

My Commission Expires: 8/26/2026
 Notary Registration # 2172



REZ #2026-01 City of Manassas
Manassas Gateway/Landing at Cannon Branch
Page 11 of 12

OWNERS:

MANASSAS GATEWAY HOTEL LLC
a Virginia Limited Liability Corporation

By: [Signature]
Name: JOHN T. PHAIR
Title: MANAGER

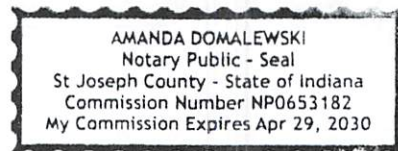
State of Indiana
~~COMMONWEALTH OF VIRGINIA~~
COUNTY OF St. Joseph to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that
John T. Phair of Manassas Gateway Hotel, LLC., a Virginia
limited liability corporation, whose name is signed to the foregoing instrument, appeared before
me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this 12 day of May, 2026.

Amanda Domalewski
Notary Public

My Commission Expires: April 29, 2030
Notary Registration # NP0653182



OWNERS:

CITY OF MANASSAS VIRGINIA
a Virginia Municipal Corporation

By: _____

Name: _____

Title: _____

COMMONWEALTH OF VIRGINIA

COUNTY OF _____, to wit:

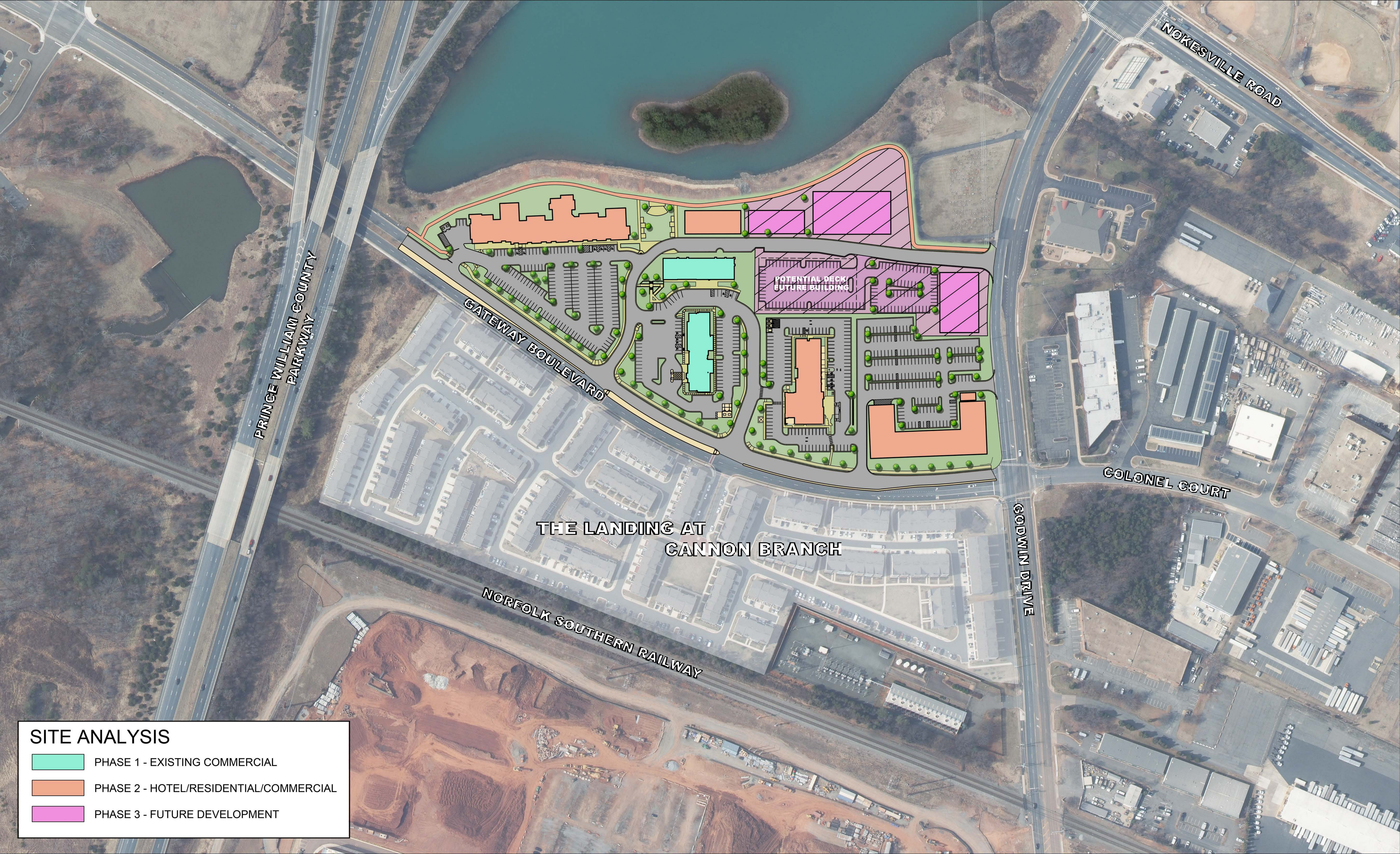
I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that _____ of the City of Manassas Virginia, a Virginia municipal corporation, whose name is signed to the foregoing instrument, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this _____ day of _____, 2026.

Notary Public

My Commission Expires: _____

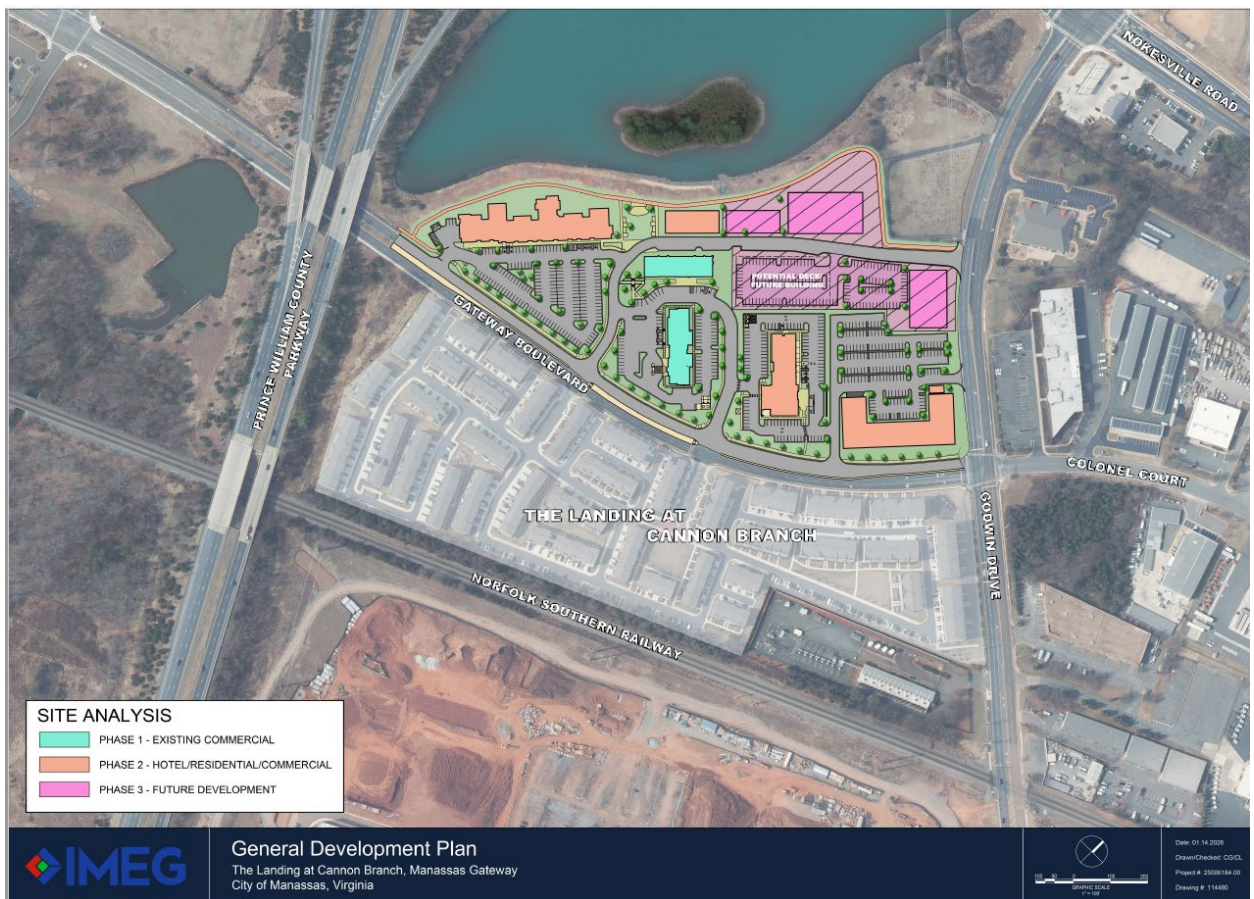
Notary Registration # _____



SITE ANALYSIS

-  PHASE 1 - EXISTING COMMERCIAL
-  PHASE 2 - HOTEL/RESIDENTIAL/COMMERCIAL
-  PHASE 3 - FUTURE DEVELOPMENT

MANASSAS GATEWAY DESIGN STANDARDS



3/28/2026

REZ #2026-0001



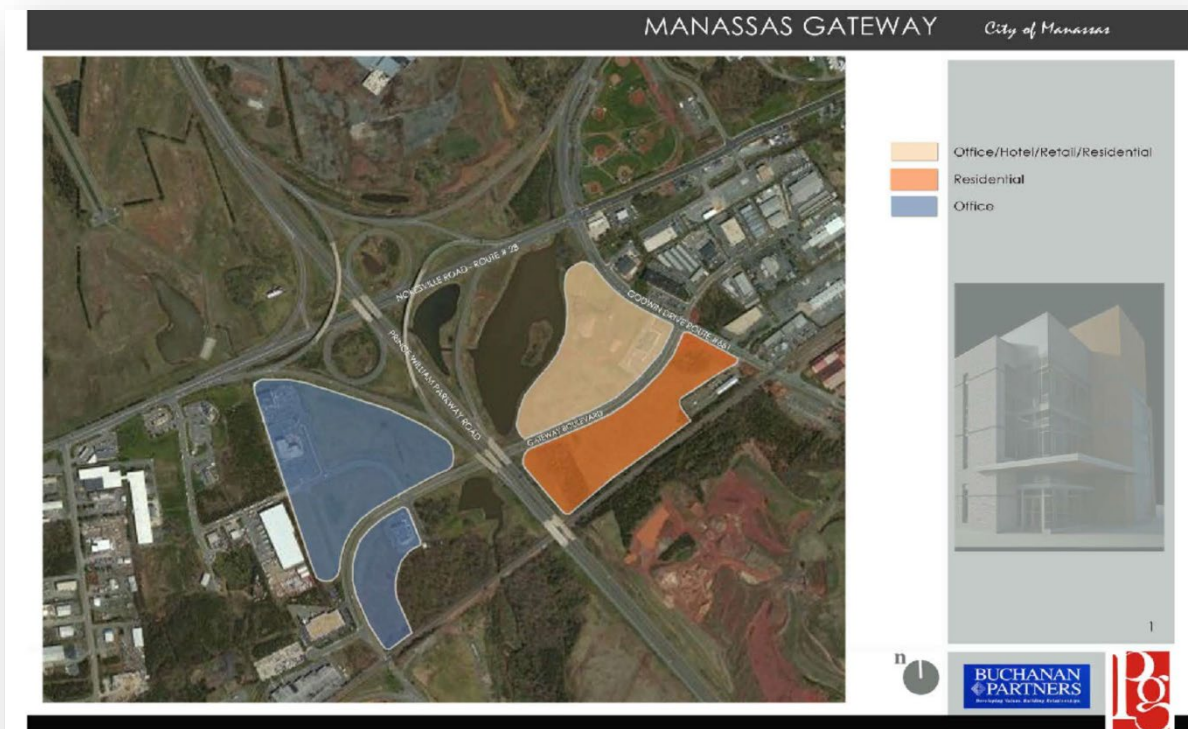
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INTRODUCTION

Manassas Gateway is planned to develop as a high quality, pedestrian-oriented, mixed-use environment. Manassas Gateway will provide a rich experience for residents, employers, workers and visitors alike. Weaving together a variety of uses, Manassas Gateway will have places for both the routine aspects of everyday life and the occasional grand, celebratory public events of civic display.

Manassas Gateway consists of two distinct yet interconnected areas: a western parcel and an eastern parcel bisected by the Prince William Parkway. The western parcel is primarily office, commercial and flex/light industrial uses with Gateway's primary open space, a 14-acre park site that includes the historic Cannon Branch Fort, a Civil War era fortification. The development of the western parcel is governed by the City's Zoning Ordinance and the City recorded Manassas Gateway Business Park Declaration of Covenants, Conditions and Restrictions. The Gateway Architectural Review Board administers the design guidelines contained within the covenants. The eastern parcel of Manassas Gateway shall be governed by the proffers of a City approved Planned Mixed-Use Development (PMD) district and these Manassas Gateway Design Standards. There shall be an architectural review board associated with both non-residential and residential owners associations. These boards will bear the responsibility of interpreting and implementing these guidelines. As a landowner, the City of Manassas retains a seat on any architectural review board.



The eastern parcel allows a mix of residential uses along with commercial uses and includes a regional stormwater pond that is proposed to be a focal point of the community and an amenity. While the development and design of the place is effectuated differently, the goal is to create a single community that will be a neighborhood to live in, work in, play in, celebrate, and remember.

The architectural design of the development should pay homage to the history of Manassas but with a modern, more contemporary interpretation. The intent of this development is to complement the historic downtown of the City of Manassas and not replicate it. The architecture is to be designed to offer a variety of visual experience. Fronting the public sidewalks, buildings will frame the street, with main entries accessed directly from the public street. At ground level, the base of buildings is to be finely detailed, offering visual interest, with continuous, active frontages to provide a constantly changing, lively pedestrian environment.

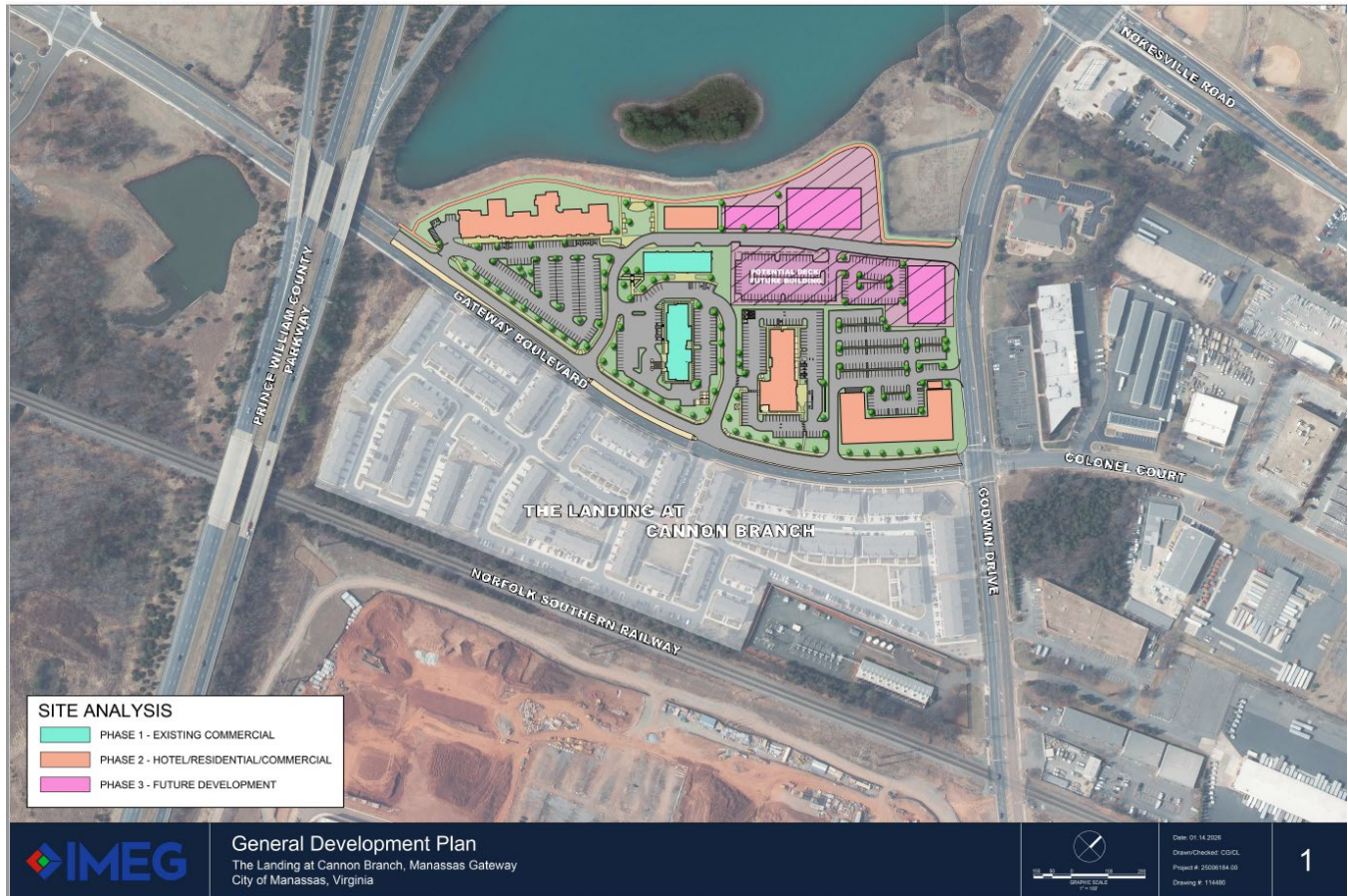
The streets and blocks of Manassas Gateway shall form an easy, comprehensible network for the organization of public life. The street pattern offers the public options and alternatives, creating the basis for easy and efficient movement throughout the district. The streets are to be designed for slowing vehicular traffic and, consequently, becoming more pedestrian-friendly. While destined to accommodate vehicular movement, the streetscape is detailed to encourage pedestrian usage.

Sidewalks constitute the basic armature for successful urban areas; they are the lifeblood of a community. They are to be provided with street trees, lighting, seating, and other street furniture in commercial areas. These elements both buffer the pedestrian from vehicular traffic and enrich the public walk by connecting residential spaces with open spaces and commercial services.

Open spaces, parks and plazas should provide Manassas Gateway with a variety of public gathering places. They will be linked by tree-lined pedestrian walkways and furnished with a range of seating types, planting schemes, recreational opportunities, and attractive lighting. Open space should be provided in the east end that is more active such as tot lots and exercise trails and should connect to the passive Cannon Branch Fort Historic Park.

Signage throughout the district is to provide order and visual clarity. A variety of signage types, each appropriately scaled for its purpose and location, will contribute to the maintenance of a pleasant and harmonious environment. The placement, size, shape, material, color and lighting for the signs will be coordinated to complement the overall character of the surrounding environs.

These design standards apply to the east end of the park and are intended to promote a rich and varied environment, encouraging the design of streets, streetscapes, buildings, landscaping, and signage to contribute to the development of an exciting lifestyle.



ARCHITECTURAL DESIGN STANDARDS

1. COMMERCIAL BUILDINGS

DESIGN PRINCIPLE: Commercial buildings will be strategically placed and designed to create a sense of place and emphasize human interaction and scale.



STANDARDS

- A. Within all areas, there shall be compatible and complementary architectural design element details, materials and colors, which create themes within the individual development areas of Manassas Gateway.
- B. Building setbacks along internal streets shall provide adequate room for streetscape improvements.
- C. Buildings whose side or rear facades face public streets shall incorporate enhanced landscaping and/or architectural walls to screen views.
- D. Roofline components shall be designed to give visual relief by varying height and/or materials.
- E. Retail building front elevations with frontage on streets shall include larger or display type windows. Where possible, window openings of appropriate scale shall be encouraged on side and rear elevations that do not face streets, but it is not anticipated that retail buildings will have any rear windows.
- F. The primary entrances of buildings shall be highlighted with an entry feature such as an awning, roof feature, or paving or other decorative elements.



- G. Long building facades shall provide incremental setback variations and a variety of façade designs or materials to create shadows and visual interest.
- H. Rooftop mounted mechanical equipment shall be screened from view or set back from building perimeter such that it is not visible from adjacent streets and travelways.

2. COMMERCIAL BUILDING MATERIALS

DESIGN PRINCIPLE: Well-crafted buildings using quality materials can visually cater to the senses of the public looking for special experiences and is one of the most important elements in creating an image for a planned mixed-use project. Quality materials that respect the special features and characteristics of the community as a whole will help to enhance the project. Materials at Manassas Gateway should be used to pay homage to the rich traditional feel of the Manassas community but be interpreted in a more modern contemporary look. A sense of quality and durability should play a role in the selection of all building materials.



STANDARDS

- A. Freestanding buildings shall be clad with appropriate exterior materials and, where possible, contain windows on at least two sides. Party wall buildings shall be finished and contain windows on elevations facing onto streets.
- B. Exterior materials for all buildings shall not include unpainted non-architectural concrete block, non-architectural metals, or exterior plywood. Synthetic sidings, including vinyl, aluminum, and synthetic stucco-like finishes should not be used.
- C. Exterior building materials utilized for the in-line or attached buildings may include brick, split-faced block, fluted block tile, concrete block, wood, glass, metal, dry-vit, and/or stucco.

- D. Standard concrete masonry block shall not be used for the facades of the in-line or attached commercial buildings.
- E. High quality finishes and materials that both respect the rest of the building and provide for a more durable and lower-maintenance façade shall be used.
- F. Types and colors of materials for signs, door and window frames, cornices, walls, awnings and other storefront elements should be coordinated.
- G. Faux antiqued or imitation materials (imitation brick, stone, or wood) should be avoided.
- H. Material shall be used that can withstand graffiti, dirt and dust.
- I. Corner materials should be wrapped at least 12 inches before a material change.
- J. A mix of materials should be incorporated into the design. Intense colors should be accents. A change in material or color should be designed with a change in wall-plane.

3. COMMERCIAL STOREFRONTS AND GRADE-LEVEL SPACES

DESIGN PRINCIPLE: The architecture along the street frames the public domain, while its detailing acknowledges the people that walk along its length. The optimal street environment allows continuous communication to occur between the inside and outside of buildings and its detailing encourages public exchanges and community. Awnings and canopies are accents to architectural features, and mark thresholds between inside and outside and the transition from public to private. They, therefore, should communicate on two levels: as a definer of the public realm, and as an expression of the establishment's individuality. They should entice the public into the shops, restaurants, and businesses they enhance.





STANDARDS

- A. Weather-protection features such as awnings, canopies, porticos or entry elements should be provided at building entrances. Canopies typically refer to elements extending perpendicular from the main building entry towards the street. Awnings typically refer to elements, which extend over and shade storefront windows of commercial businesses. Awnings may be used as decorative architectural features, such as in the mid-height floor windows of a hotel.
- B. Canopies should frame entrances. Posts that support a canopy should not interfere with the clear movement zone of the sidewalk. Encourage the design of other methods of structural support, such as cables or rods attached to the building and extended out to hold the canopy from above.

- C. Awnings may be located at grade and second-level windows. The width of an awning would typically match the width of the building's opening for the window. Other locations for awnings may be considered, but are subject to review and approval.



- D. Canopies and awnings shall be of fire-resistant material, or of metal and/or glass treated to withstand oxidation, corrosion, and deterioration from airborne salts. Awning fabrics will vary, with the basis for selection to include color retention and durability.
- E. Windows should be consistent in height and design with the overall storefront to create a cohesive appearance.
- F. Keep storefront facades at least 60 percent transparent measured from the floor to the finished ceiling heights along retail frontages. While glass must be tempered, retain or increase window transparency whenever possible. Dark or tinted glass alienates pedestrians from the business activity inside and can reduce impacts of window displays.

4. RESIDENTIAL ARCHITECTURAL STANDARDS

DESIGN PRINCIPLE: Architectural design, materials, and detailing must be aesthetically pleasing on all facades with particular attention being given to end wall elevations and rear elevations, which are visible from streets and public gathering places. Building form, scale, and proportions shall be harmonious with the design of adjacent buildings and shall be “pedestrian friendly” in orientation rather than vehicular. The residential portions of Manassas Gateway should be designed to feel like a neighborhood that is safe and secure, yet has access to all the amenities and features the development makes possible.



STANDARDS

- A. Exterior building materials utilized for all residential structures shall be of high-quality and design and may include brick, stone, hardiplank siding, or other high-quality and design material as may be approved by Architectural Review Board. Exterior building elevations shall vary in terms of color, materials, and detail. No more than two adjacent units are to have the same elevation and materials/color scheme.
- B. Trim and detailing shall be precast, wood, simulated wood product, painted pre-finished, the same on three sides, and shall reinforce the character or architectural style of the building.
- C. An unbroken, single plane façade which comprises the entire front elevation of single-family attached units shall be prohibited.



- D. Windows shall be included on all end elevations of single-family attached units and multi-family two over two units.
- E. Sides of end unit single-family attached and/or multi-family two over two residential structures shall be of the same material as front elevations.



- F. The rear elevations of all residential structures shall not face Gateway Boulevard or Godwin Drive.
- G. Rear elevations of single-family attached and/or multi-family two over two residential structures visible from the public right-of-way shall have brick, stone or other acceptable masonry material at the first level, shall have upgraded 4" window trim at upper levels, and shall have no more than two adjacent units with the same siding color.
- H. Windows may be vinyl or vinyl clad.

- I. Building frontages and entrances shall be at or near the sidewalks though the use of intermediate spaces between the public and private realms, such as porches and balconies, is recommended.
- J. All roof pitches on single family attached and multi-family two over two residential structures shall be proportional with the design of the building. Intermixing gable roofs and hipped roofs is encouraged to promote a visually exciting and animated streetscape.
- K. Gutters and downspouts should be integrated into the architectural design in color, and location.
- L. For multi-family structures, all flashing, attic ventilators, metal chimneys, and vents shall be painted to complement the roof or the material they are adjacent to and should be located on a side or rear roof, if possible.

5. RESIDENTIAL ACCESSORY STRUCTURES, PORCHES, BALCONIES, DECKS AND DRIVEWAYS

DESIGN PRINCIPLE: Traditional uses of intermediate spaces between the public and private realms, such as porches and balconies, are highly desired to encourage social gatherings and community interaction. However, residents also have a right to private areas and spaces. The judicious placement of accessory structures, porches, balconies, decks, and other enclosures will provide balance between the public and private realms.

STANDARDS

- A. Any detached structures shall be of similar design and materials as the primary structure.
- B. Wing walls may be used for creating privacy if consistent with the architectural style, but should be integrated and not appear as separate or add-on elements.

- C. Porches and balconies on front, sides, and in view of streets or public places shall be painted, unless the architecture is integrated with the style and specific design of the home.
- D. Decks and balconies should be designed to highlight unit identity and to help create residential scale. They should be an integral and compatible part of the design.
- E. All walks are to be concrete or brick/concrete pavers.
- F. Driveways shall be either asphalt or concrete or brick/concrete paver. Placement of driveways will be such that street tree plantings are not eliminated. The concrete driveway apron shall be extended into the driveway to match the sidewalk where appropriate so that visually the sidewalk is not divided by a portion of asphalt.
- G. Crosswalks with alternate paving materials, or stamped concrete, may be used in certain areas to give a visual and textural transition between vehicular and non-vehicular movements.
- H. Trails shall be either asphalt or concrete or brick/concrete paver.

LOADING, SERVICE & TRASH COLLECTION AREAS

DESIGN PRINCIPLE: Services areas, including dumpsters and loading areas, shall be orientated away from roadways towards a rear parking storage area. Service bays and dumpsters shall be screened from view of adjacent roadways, sidewalks, trails and parking areas either with landscape materials or with materials to match the building architecture.

STANDARDS

- A. When possible in commercial and multi-family (flats) buildings, internal docks are preferred for loading and trash collection areas. Otherwise, loading and trash collection areas adjacent to multiple buildings should be provided to allow the best use of shared service facilities.
- B. Avoid or minimize service access into buildings from primary pedestrian streets within the development. Where exceptions must occur, provide screen walls or other devices to minimize the impact of the service court along the street.
- C. Provide recessed, automatic roll-up service door systems with unobtrusive materials or subdued durable paint finishes on the exterior face. Metal surfaces shall be coated or otherwise treated to withstand oxidation, corrosion, and other deterioration from airborne salts.
- D. The loading and trash collection spaces within a building should be arranged so that no maneuvering directly incidental to entering or leaving a loading space will be on any public street, alley, or walkway.
- E. Each loading and trash collection space should have maneuvering areas with adequate and direct access to the street and adequate vertical clearance.
- F. Loading and service areas shall be provided and maintained with a concrete surface where appropriate.
- G. Loading and service areas shall be provided with drains and wash-down facilities where appropriate.
- H. The use of trash compactors is encouraged.

STREET DESIGN STANDARDS & PARKING

DESIGN PRINCIPLE: The common central street for the development is Gateway Boulevard, a 4-lane divided arterial that connects the community with the Manassas Regional Airport and Godwin Drive. This street forms a linear spine along which the community will grow. This street will provide the connection between the western and eastern parcels of Manassas Gateway. It will include pedestrian and bicycling access, and may include on street parking.

The layout of new streets, parking lots, ingress and egress points should complement the overall design, and be designed to slow the flow of traffic in and out of the community. These streets shall be the organizing element for the project, and will foster consistency and transition to promote a sense of place.

Parking is the biggest consumer of land in suburban development. While visually unappealing, it is critical to retail operations and project success that shoppers, workers, and visitors have the ability to live, shop, and work at Manassas Gateway. Initial phases will be surface parked. Ultimate planned build-out will provide opportunities for structured parking.

STANDARDS

- A. Future new streets shall meet City of Manassas Design and Construction Standards Manual and are subject to any waivers approved pursuant to Section 2-900 in order to facilitate a neotraditional street network that encourages pedestrian connections and vehicular movements.
- B. Pedestrian crosswalks shall be of brick or concrete paver with the exception of the intersection of Gateway Boulevard and Godwin Drive and shall meet the standards of the City Design and Construction Standards Manual.



- C. Views of major parking lots adjacent to roadways shall be broken up with buildings and/or landscape features in the final design of the development.
- D. If parking lots are located directly adjacent to private roadways, the streetscape design shall encourage pedestrian activity through the use of pedestrian amenities such as seating areas or through the use of landscaping.
- E. Parking areas shall be illuminated for security.
- F. Concrete curbs shall be required for all drives and parking lots except where depressed islands are used to enhance water quality.

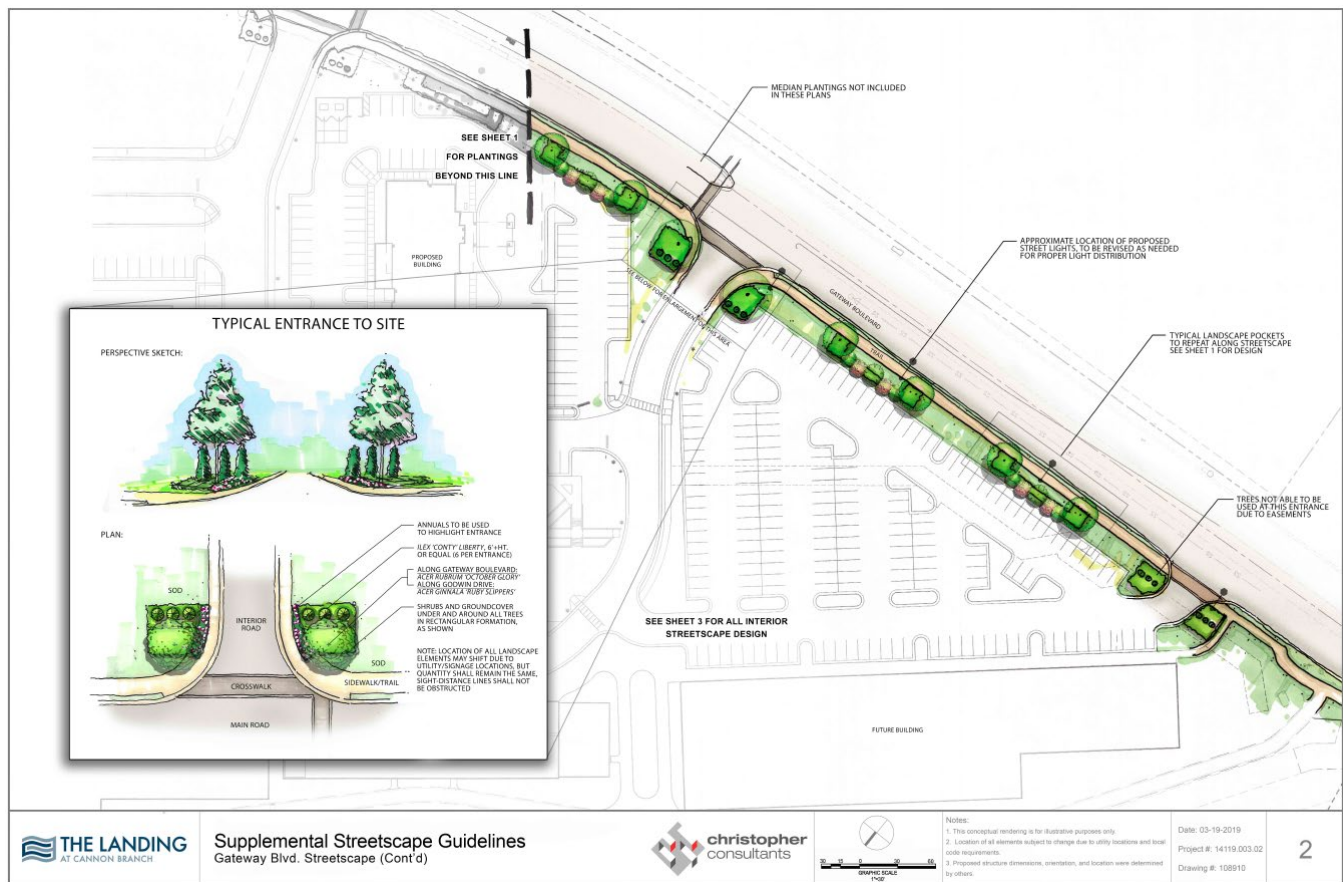
- G. On street parking shall be provided along most internal streets in residential and commercial development areas to facilitate access, enhance pedestrian activity, and act as an effective traffic-calming device.



- H. Future structured parking shall be located behind buildings and shielded from the street whenever possible. If structured parking is not shielded from the street by a building, the first floor of the parking structure shall have a finished façade similar to surrounding architecture to minimize visual impact.
- I. Parking areas for multi-family structures shall be visually screened from adjacent roads and development sites by evergreen and deciduous tree and shrub plantings. Parking areas should include the use of landscaped islands and medians continuing trees and/or other landscape materials for the purpose of softening the effect of large paved areas.

STREETSCAPE DESIGN STANDARDS & WALKWAYS

DESIGN PRINCIPLE: The success of a mixed-use community lies in the constant use of its sidewalks and the various pedestrian ways provided along its parks and through its plazas. Continuous pedestrian activity means the ongoing opportunity for the interaction and exchange of people with each other.



STANDARDS

- Provide the streetscape as a continuous space with a clear division of four (4) fundamental spatial zones: the building easement and maintenance zone, the clear movement zone, the street furniture zone, and the passenger curb transition zone.
- The building easement and maintenance zone is the easement/encroachment area where private property owner elements such as outside dining or display along commercial frontages may extend into the streetscape. Along residential streets, transitional elements such as porches or stoops, together with balconies and bay windows, typically project into this zone.

- C. The clear movement zone is the minimum width of the pedestrian path that must remain open and unobstructed. In all areas, the minimum width shall be 5'-0". In commercial areas, this area is encouraged to be 8'-0" or greater.
- D. The street furniture zone typically contains many of the pedestrian-oriented amenities of the sidewalk. These include kiosks, directories, lighting, seating, trash receptacles, etc.
- E. Street furniture in the community shall be visually coordinated, predictably distributed and neatly displayed in an orderly manner. Street furniture may not project into the passenger transition zone or clear movement zone.
- F. Bicycle racks shall be provided at grade level in appropriate areas such as parking lots, parking structures, at plazas, and at or near the entrances to major buildings for workers and visitors alike. In addition, bicycle racks should be provided along trails and at major destination points. Bicycle racks should not obstruct building entrances and should not restrict clear movement zones.



- G. All street furniture zones shall have standard street trees planted at a minimum 4.5" caliber. The consistent alternate use of planting beds and tree gates is encouraged to add variety to the streetscape design.
- H. The passenger transition zone is the area directly behind the back of the curb allowing for passenger movement between the sidewalk and the automobile. It falls between the street

furniture zone and the curb and is meant to give space to vehicular passengers getting in and out of automobiles within parallel parking spaces.

- I. Finish patterns should emphasize the zones of the sidewalk, and should particularly distinguish the edge of the streetscape as it adjoins the street, visually marking this area of transition.
- J. Finished surfaces of sidewalks should be of brick, concrete or stone, or an appropriate combination of these materials. The clear movement zone should consist mostly of slip-resistant surfaces and textures. Various methods of finishing concrete provide for slip-resistant surfaces. Compliance with the current ADA Standards for sidewalks and crosswalks is required throughout the district.

UTILITY SERVICE

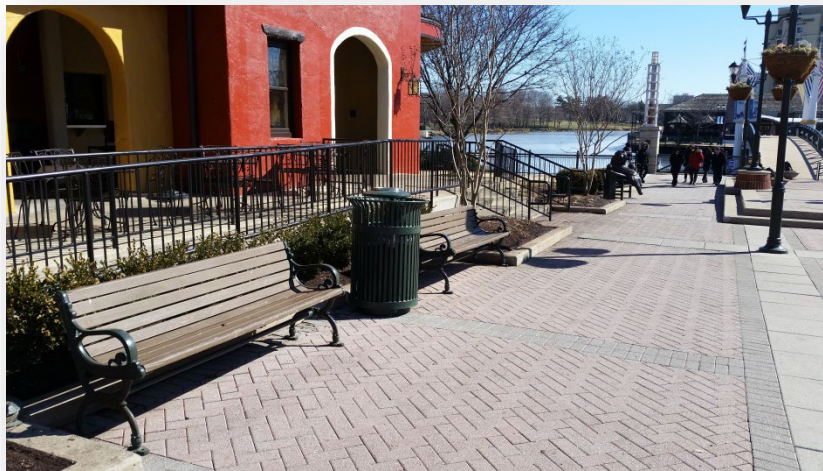
DESIGN PRINCIPLE: Utility services should be located under the sidewalk adjoining the curb where practical. This will provide a sidewalk clear of unsightly elements impinging upon the flow of pedestrian traffic while also maintaining a means of access to them.

STANDARDS

- A. All buried wiring shall be conduit below any paved surface.
- B. All utility connections, including electrical and telephone connections and installations of wires to buildings, shall be made underground from the nearest available power source.
- C. Generators, transformers, chillers, and any other mechanical or electrical equipment should be placed underground or screened from public view at grade level.
- D. Electric, gas, or other meters should be placed at grade and hidden from public view. Utilities placed above ground should be concealed with landscaping, with fencing, or set within the architectural form.
- E. Telecommunication devices, splice box pedestals, cable, and/or satellite television antennae, etc. should be placed to allow for visual screening and, if possible, should not be located on the sides of buildings facing a major road.
- F. Security cameras and other equipment should be carefully organized and coordinated with the adjacent architecture.
- G. All landscaping shall be coordinated with public utilities.

OPEN SPACE, CIVIC SPACE & LANDSCAPE DESIGN STANDARDS

DESIGN PRINCIPLE: Manassas Gateway shall have a minimum of 29 percent of the eastern area maintained as open space. This significantly exceeds the City's PMD zoning district that requires a minimum ten percent open space, stressing that open space shall provide active or passive recreation areas of such a size to benefit the community. The regional stormwater pond that fronts the commercial development shall be a focal point to the community. The repetitive use of indigenous materials and landscape features is desired. Of prime importance is the planting of trees throughout.



STANDARDS

- A. Street trees are the single most important element of the planned landscape improvements within Manassas Gateway and are required on all public and private roads. Street trees shall be of a type that provides a canopy at maturity. Spacing should depend on ultimate sizes of trees. Street trees should be planted at a minimum caliber of 4.5" along all major roadways



- B. Landscaping shall consist of a wide variety of trees and shrubs to create a well-integrated landscape. Selected plants should provide strong seasonal and visual interest, variation in texture, habitat, color, and flowering time.
- C. Evergreen trees shall be provided to screen rear yards where exposed to direct view from streets or civic spaces. A minimum of three trees per grouping shall be provided in each instance.
- D. Existing mature vegetation at the highway, railroad, and electric substation shall be evaluated, retained, and supplemented as necessary to shield residential uses from visibility of those uses and noise. Opaque barriers may be used to supplement landscaping.

OUTDOOR DINING & SIDEWALK CAFES

DESIGN PRINCIPLE: Outdoor dining/cafes are seasonal social gathering areas when weather permits. They provide safe, comfortable places where people can stop to rest, view, socialize, and relax while they dine. The development of outdoor dining areas and sidewalk cafés is encouraged when possible and space permits. Successful outdoor dining areas activate and energize the street, attracting more people to participate in the life of the street, to see and be seen.



STANDARDS

- A. Locate outdoor dining areas and cafes to take advantage of views, such as the lake, parks and plazas.
- B. Outdoor dining areas and sidewalk cafes should front along the restaurant of an adjacent building and should not extend beyond the length of the lease space unless necessary to take advantage of views and amenities.
- C. The design of outdoor dining areas and sidewalk cafes shall be compatible to the architecture of the parent or host building. They should also be designed to complement the character of the street context.

- D. No element affiliated with an outdoor dining area/sidewalk café, whether perimeter railings, fencing, plantings, menu board or other item, may obstruct the width of the required clear movement zone.
- E. Canopies, awnings, or table umbrellas are encouraged and may be used to provide shading and screening for the diners.
- F. Exterior flooring other than sidewalk materials may be used at outdoor dining areas set back from the established right of way. Paint, grass, artificial turf, carpet, platforms and any interior finish materials or treatments shall not be allowed.
- G. The design of perimeter railings or fencing should complement the concept and materials of the restaurant's exterior and the context of the adjoining public realm. Railings and posts may be of metal, wood, and/or stone. Landscaping elements should also be complementary with the adjacent structures.
- H. Fencing may be designed and constructed for permanent or temporary/seasonal installation. If the fencing is to be left in place during the off-season, it shall be maintained in a well-kept fashion. Temporary posts and railings are not permitted to be stored within public view.
- I. Except for wall sconces or bracketed light fixtures, all other furnishings, amenities, accessories, and service items should be removed from the outdoor café area off season. When stored, any outdoor café items or furnishings shall be concealed from public view.

SIGNAGE & LIGHTING DESIGN STANDARDS

DESIGN PRINCIPLE: Signage and lighting are important streetscape elements. The development shall include a coordinated sign style and color scheme and lighting that will contribute to the image and quality of Manassas Gateway. The project will have an overall coordinated lighting plan and site lighting system incorporating parking lot lighting, street lighting, building lighting and accent lighting.



The purpose of the signage and graphics design standards is to establish a unified and functional system while maintaining aesthetic cohesiveness throughout the development. All temporary or permanent signage shall be approved by the Architectural Review Board of the Property Owner's Association and shall be consistent in the use of the community logo, design, and style and shall conform to the signage standards approved by City of Manassas.

STANDARDS

- A. Signs shall sit on grade or be attached to a base.
- B. Materials shall be compatible and complimentary with building materials and shall be durable and weather resistant.
- C. The height of signs may vary according to traffic speed and volume, but lower profile or ground level signs are preferred. Signs shall not encroach into the tree canopy.

- D. To the greatest extent possible, all electrical elements such as wires, conduit, junction boxes, transformers, ballast, switches and panel boxes shall be concealed from view.
- E. Signs shall not be allowed to obscure or overwhelm the architectural character of a building.
- F. Sign copy shall be limited to the name of the business and other pertinent information related to its operation.



- G. Illumination may be derived either internally or indirectly as permitted by the zoning ordinance, but internally illuminated vacuum formed panels are not permitted.
- H. A coordinated and complementary package of light fixtures and poles in each development area shall be provided throughout Manassas Gateway in order to contribute to the sense of a quality environment in addition to providing a sense of security. In each development area, uniformity of fixture and pole design, color and compatibility with other site furniture elements will help organize the landscape setting. Consistent light levels add to the sense of safety in the nighttime.



- I. Street lighting refers to light fixtures located along public roadways and parking lots. Street lighting shall be provided on poles that measure a maximum of 40' and located at intervals to provide adequate lighting levels unless otherwise approved by the City of Manassas.
- J. Pedestrian lighting shall be utilized to enhance primary pedestrian streetscapes and plazas. Pedestrian light fixtures shall be provided on a pole that measures a maximum height of 16' high unless otherwise approved by the City of Manassas to reduce the number of light poles.
- K. Lighting fixtures and poles in parking lots shall complement the pedestrian lighting.



- L. Additional accent lighting, such as on trees and structures, may be utilized to provide additional nighttime interest and atmosphere.

- M. All lighting fixtures used in parking areas and on building exteriors shall be fully shielded, directed downward, and designed to prevent glare on adjacent properties and public streets.
- N. Street lighting is required at all public street intersections. The fixture approved for use shall be provided along with criteria for location and height.
- O. Lighting shall be compatible and harmonious throughout the properties and shall be in keeping with the specific character of the development.



THE LANDING AT CANNON BRANCH

Manassas, Virginia
at the intersection of Gateway Boulevard and Godwin Drive

Supplemental Streetscape Guidelines

Site Overview:



Sheet Schedule:

- 0 COVER
- 1 GODWIN DR + GATEWAY BLVD STREETSCAPE
- 2 GATEWAY BLVD STREETSCAPE (CONT'D)
- 3 INTERIOR PRIVATE ROAD STREETSCAPE
- 4 INTERIOR STREETSCAPE PRODUCTS + MATERIALS
- 5 WATERFRONT DESIGN (FUTURE ADDITION)
- 6 WATERFRONT DESIGN (FUTURE ADDITION)

Prepared for:



Prepared by:





TYPICAL ENTRANCE TO SITE

PERSPECTIVE SKETCH:

PLAN:

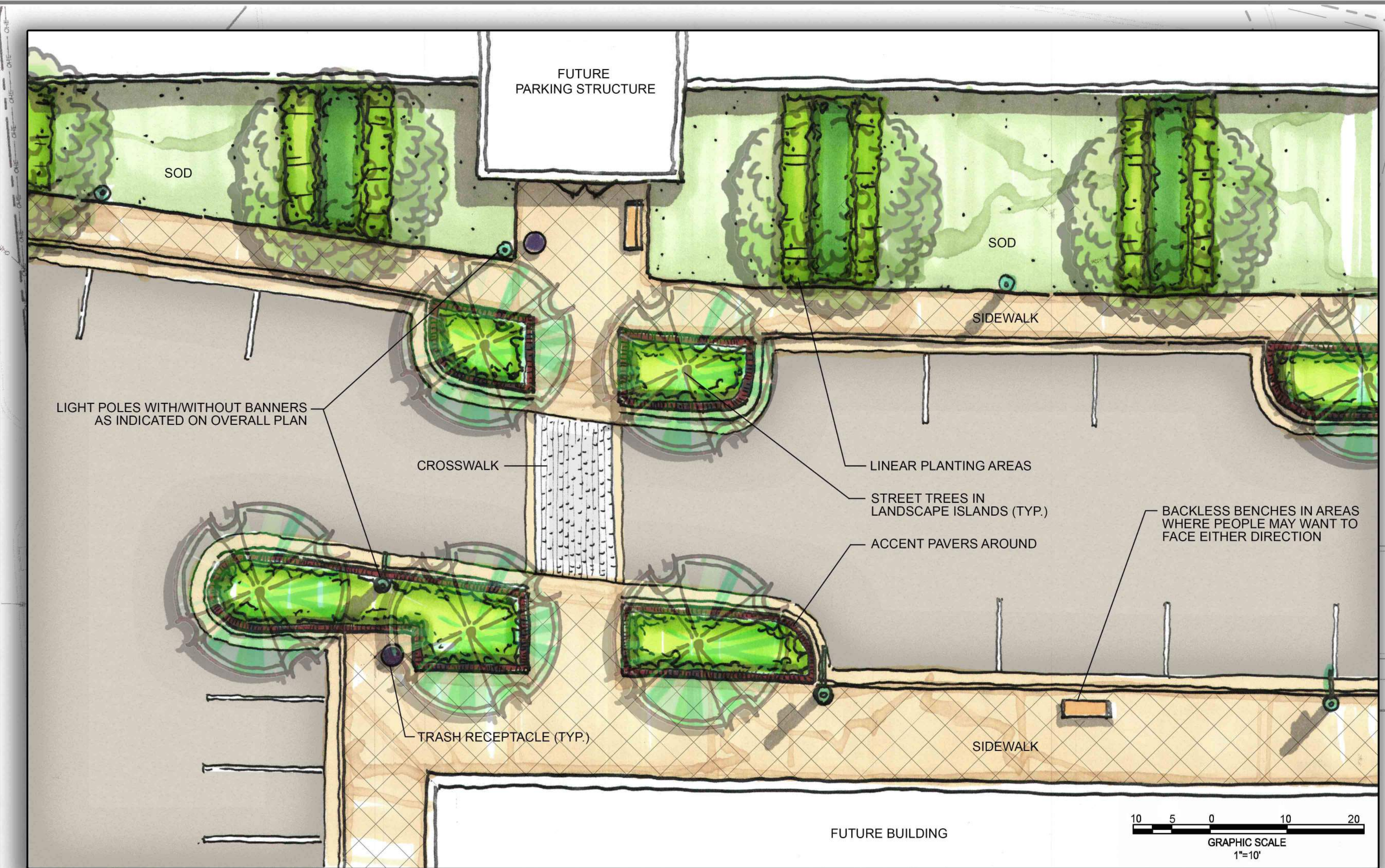
ANNUALS TO BE USED TO HIGHLIGHT ENTRANCE

ILEX 'CONTO' LIBERTY, 6'+HT. OR EQUAL (6 PER ENTRANCE)

ALONG GATEWAY BOULEVARD:
ACER RUBRUM 'OCTOBER GLORY'
ALONG GODWIN DRIVE:
ACER GINNALA 'RUBY SLIPPERS'

SHRUBS AND GROUNDCOVER UNDER AND AROUND ALL TREES IN RECTANGULAR FORMATION, AS SHOWN

NOTE: LOCATION OF ALL LANDSCAPE ELEMENTS MAY SHIFT DUE TO UTILITY/SIGNAGE LOCATIONS, BUT QUANTITY SHALL REMAIN THE SAME, SIGHT-DISTANCE LINES SHALL NOT BE OBSTRUCTED



LEGEND	
	SIGNAGE LOCATION
A	LAMP POST WITH BANNER
B	LAMP POST (NO BANNER)
C	TRASH RECEPTACLE
D	BIKE RACK
E	BENCH
F	CROSSWALK



STREET LIGHT FIXTURES

SPECIFICATION:
WLS LIGHTING HEL SERIES LED POST TOP FIXTURE
4000K COLOR TEMPERATURE
POLE: WLS LIGHTING DAH-4N 16' HT.
COLOR: BLACK
BANNERS TO BE USED AS INDICATED ON PLAN
LAMP POST WITH BANNER (A):
LAMP POST WITHOUT BANNER (B):

NOTE: FIXTURE LOCATIONS ARE CONCEPTUAL AND MAY VARY DUE TO PHOTOMETRIC REQUIREMENTS, BASE OF LIGHT POST TO BE FLUSH WITH WALKING SURFACE



CONCRETE SIDEWALKS

SPECIFICATION:
BRUSHED CONCRETE
SAW CUT JOINTS TO FORM SQUARES OF 36"X36"
JOINTS TO BE RUN AT 45 DEGREE ANGLE TO FACADES OF BUILDINGS, AS SHOWN ON ENLARGED PLAN



BENCHES

SPECIFICATION:
VICTOR STANLEY EVA BENCH AND EVA BACKLESS BENCH
BACKLESS BENCH TO BE USED IN AREAS WHERE USER MAY WANT TO FACE EITHER DIRECTION
COLOR: SILVER POWDER COAT WITH WOOD SLATS
LOCATIONS INDICATED ON PLAN (E):



ACCENT PAVERS

SPECIFICATION:
4"x8" FLASHED BROWN CLAY PAVER
PATTERN: SOLDIER COURSE PERPENDICULAR TO EDGE OF PAVEMENT TO BE USED AROUND INTERIOR OF LANDSCAPE ISLANDS AS SHOWN ON ENLARGED PLAN (SHEET 3)



BIKE RACKS

SPECIFICATION:
FORMS+SURFACES CORDIA BIKE RACK
COLOR: SILVER
BIKE RACK QUANTITY TO DETERMINED BY LOCAL CODE
LOCATIONS INDICATED ON PLAN (D):



CROSSWALKS

LOCATED AS SHOWN ON PLAN (F)
SPECIFICATION:
IMPRINTED AND COLORED ASPHALT
PATTERN AND COLOR: LIGHT GREY RUNNING BOND, AS SHOWN HERE.



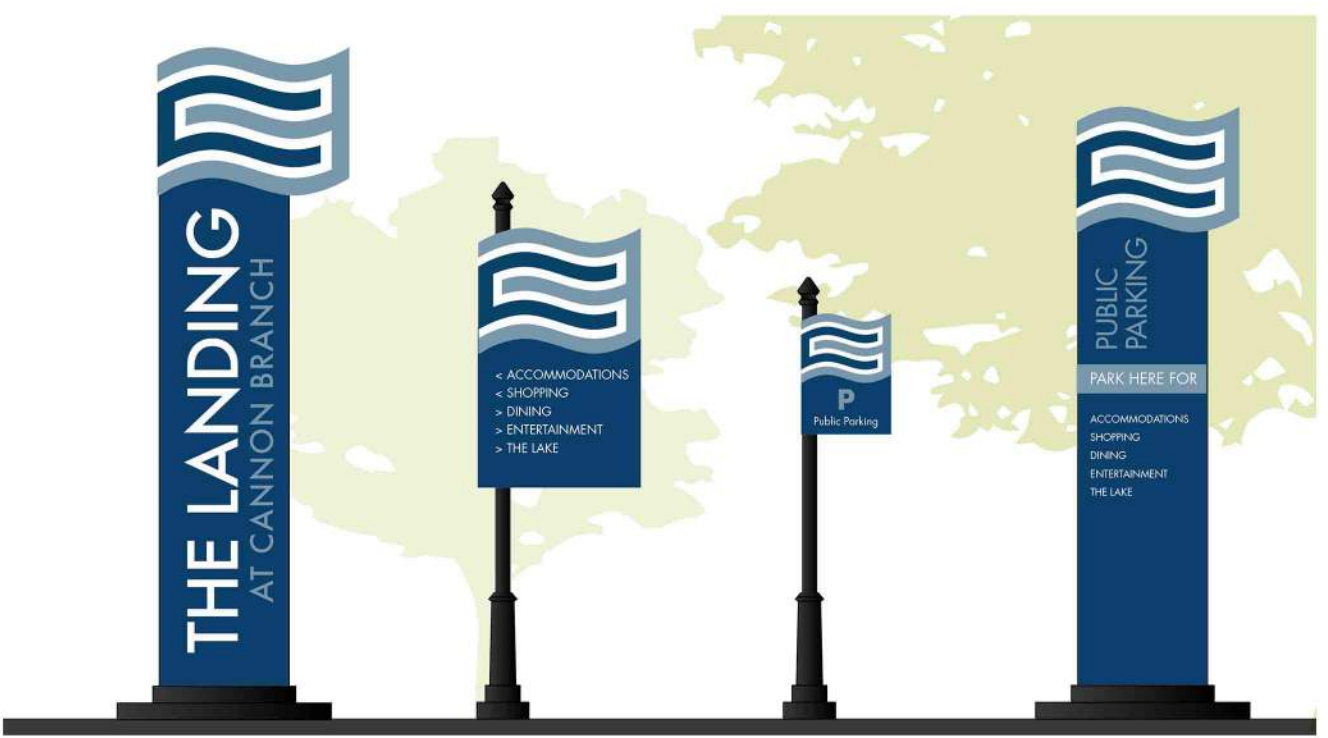
PLANTERS

SPECIFICATION:
KORNEGAY DESIGN DUNE SERIES PLANTER
VARIOUS SIZES: DS-29, DS-32, DS-38, DS-40
COLOR: COBBLESTONE 860
PLANTER LOCATIONS NOT SPECIFIED ON PLAN:
SIZING AND LOCATIONS TO BE AT DIRECTION OF OWNER



TRASH RECEPTACLE

SPECIFICATION:
VICTOR STANLEY SDC
COLOR: SILVER POWDER COAT
LOCATIONS INDICATED ON PLAN (C):



SIGNAGE

SIGNAGE WITHIN THIS COMMUNITY SHALL BE IN CONFORMANCE WITH THE EXHIBIT SHOWN TO THE LEFT. ALL SIGNAGE POLES AND COLORS SHALL BE CONSISTENT AND COORDINATE.
STANDARDIZED SIGNS SUCH AS STOP SIGNS OR CROSS-WALK SIGNS SHALL ALSO USE THE SAME POLE AS THE DIRECTIONAL/INFORMATIONAL SIGNAGE SHOWN HERE.

CONCEPTUAL DESIGN PACKAGE FOR:

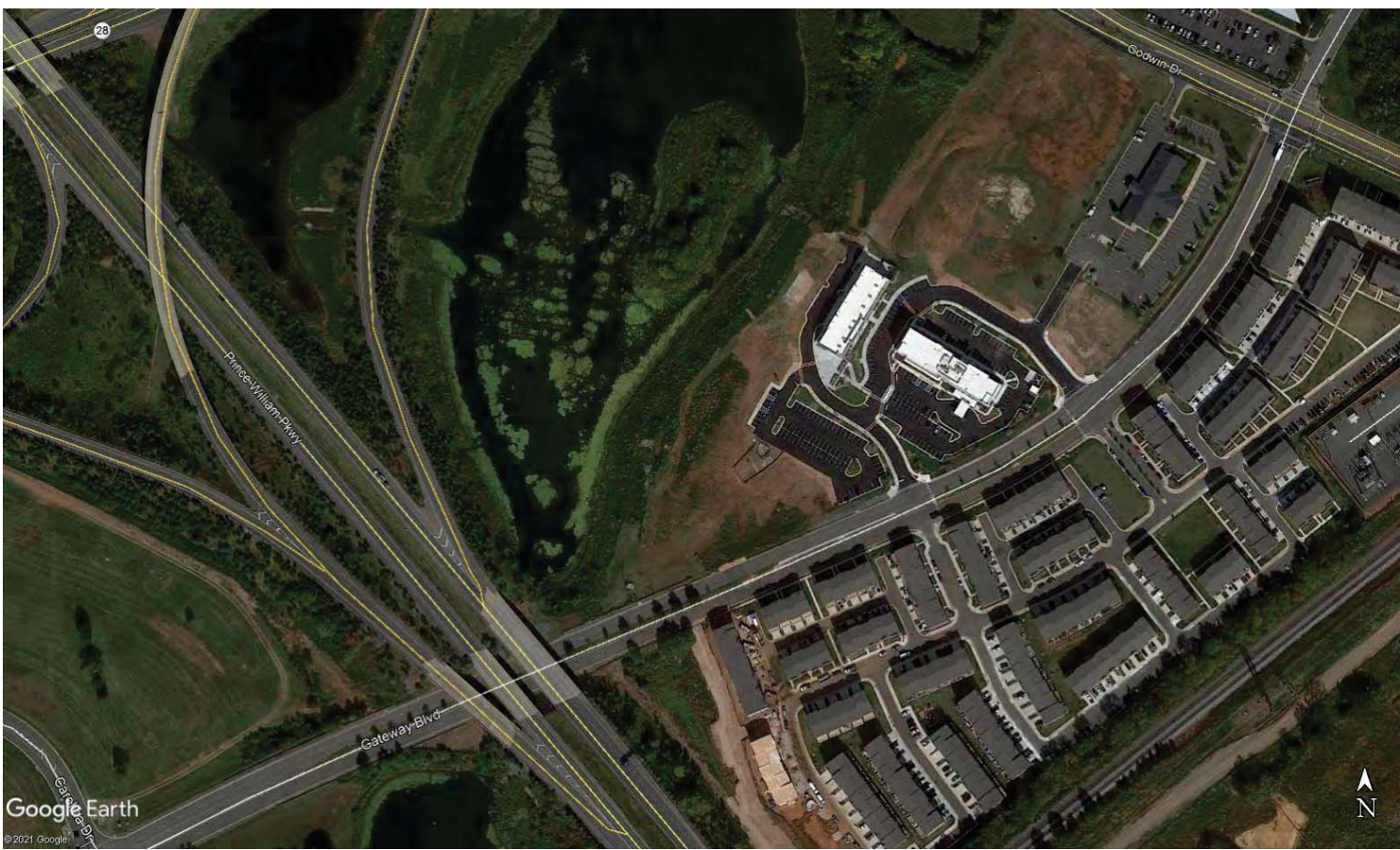


THE LANDING

AT CANNON BRANCH

Manassas, Virginia
at the intersection of Gateway Boulevard and Godwin Drive

Date: June 17, 2021



VICINITY MAP
NOT TO SCALE

Sheet Schedule:

01	TRAILS CONCEPT PLAN
02	PARK CONCEPT PLAN
03	TRAIL SECTIONS
04	CONCEPTUAL PLANTING DESIGN PLAN

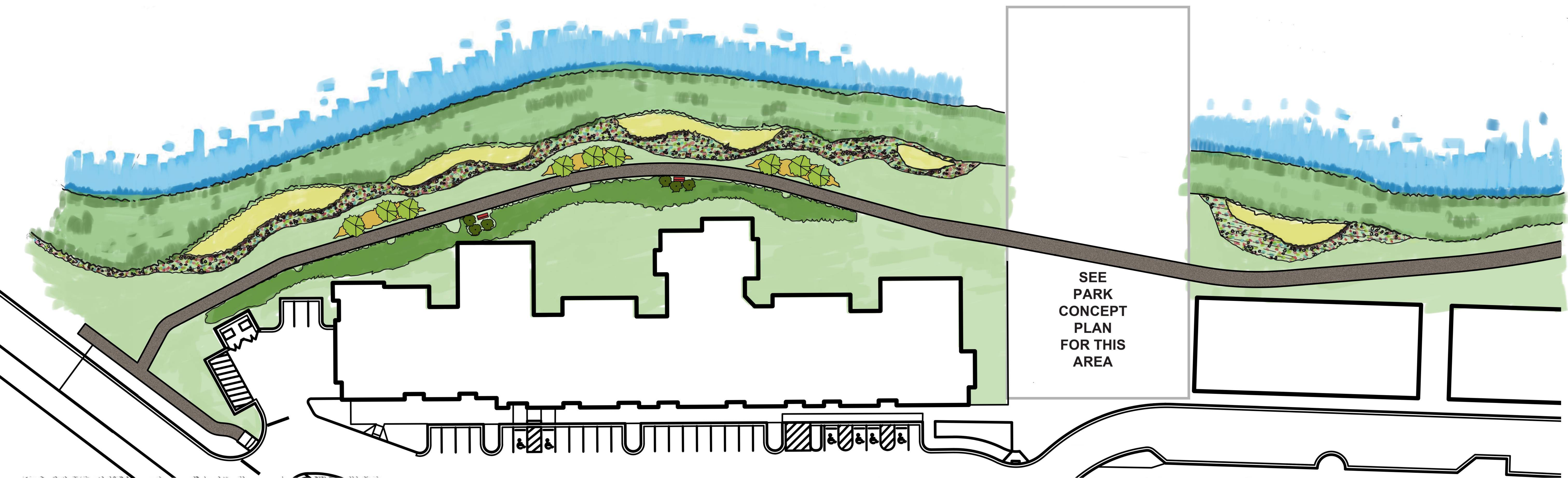
Prepared for:



Prepared by:



4041 University Drive, Suite 202 | Fairfax, VA 22030 | 703.448.3717 | www.LD7studio.com
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POTENTIAL PLANT MATERIALS

LEGEND

ORNAMENTAL SHRUBS & TREES

PERENNIALS

GROUNDCOVERS

WILDFLOWER BEDS

SLOPE AND EX. VEGETATION TO REMAIN

PERENNIAL BEDS

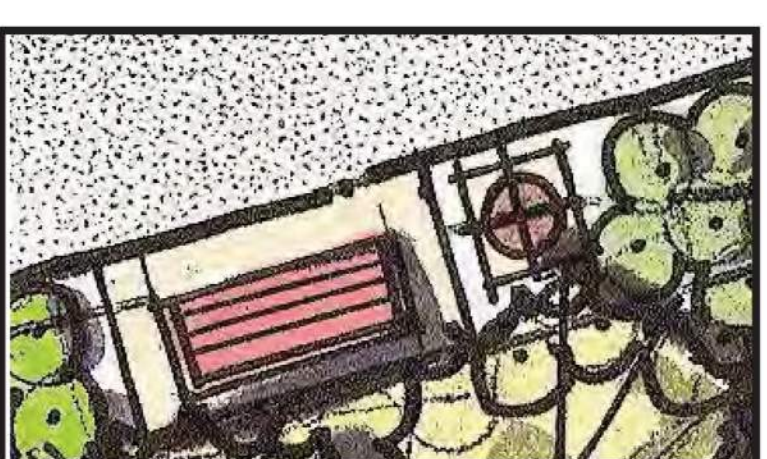
WILDFLOWER BEDS

ORNAMENTAL SHRUBS & TREES

GRASS AREAS

EVERGREEN GROUNDCOVERS

SEATING AREA - BENCH & POSTLIGHT



Crape Myrtle



Manolia



Sweetspire



Golden Falsecypress



Azaleas



Pink Muhly Grass



Russian Sage



Dwf. Fountain Grass



Tussock Sedge



Stonecrop



Liriope



Blue Pacific Juniper



Mondo Grass



Pachysandra

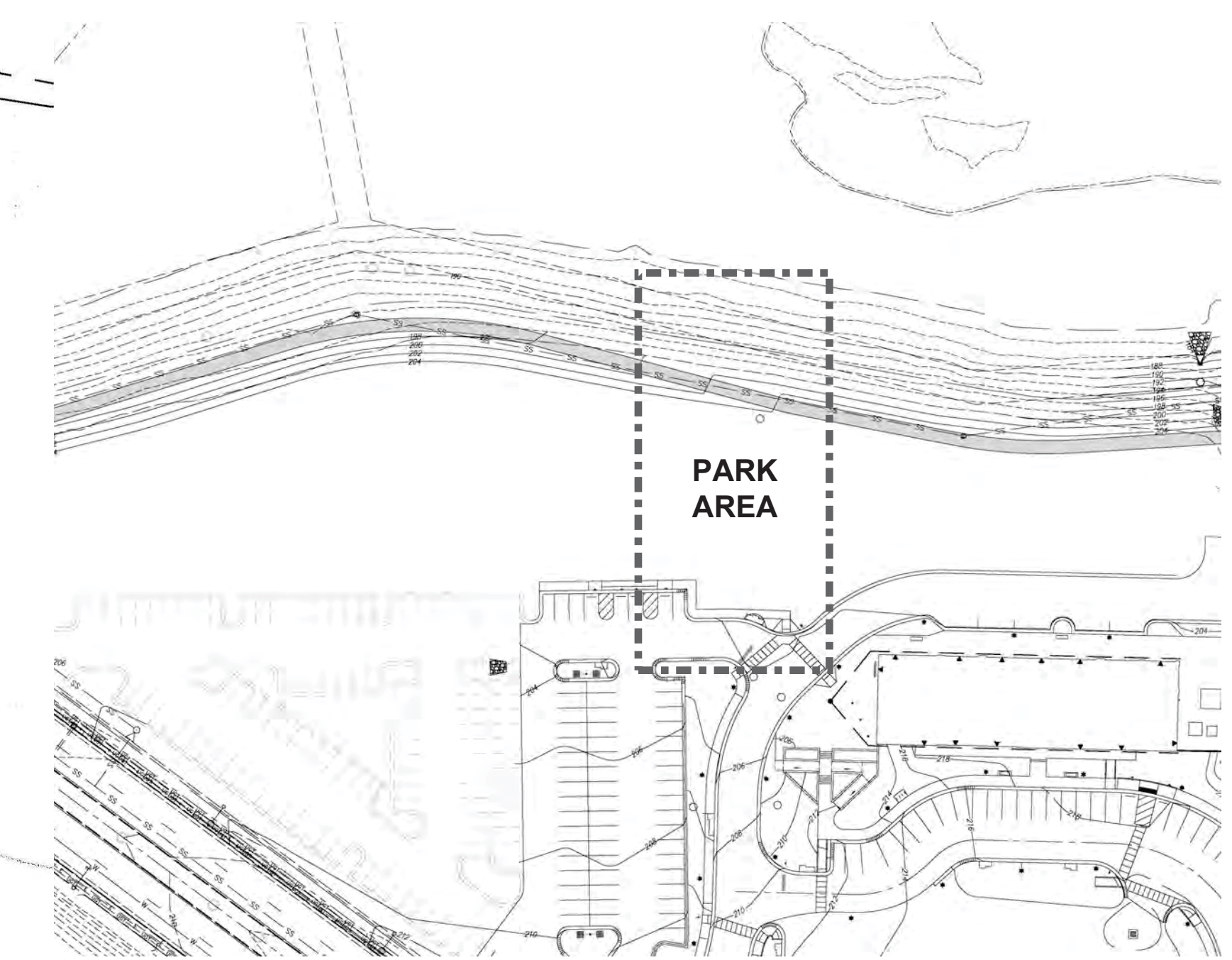


Plan Scale: 1" = 20'

0 10 20 40



THIS DOCUMENT IS FOR ILLUSTRATIVE PURPOSES ONLY AND MAY NOT REFLECT ACTUAL QUANTITIES, DIMENSIONS, MATERIALS, OR CONDITIONS.



OPEN-AIR COVERED
PAVILION / STAGE

DRIFTS OF WILDFLOWERS

8' ASPHALT TRAIL

AREA FOR FUTURE
ACTIVATION IN COORDINATION
W/ BUILDING DEVELOPMENT

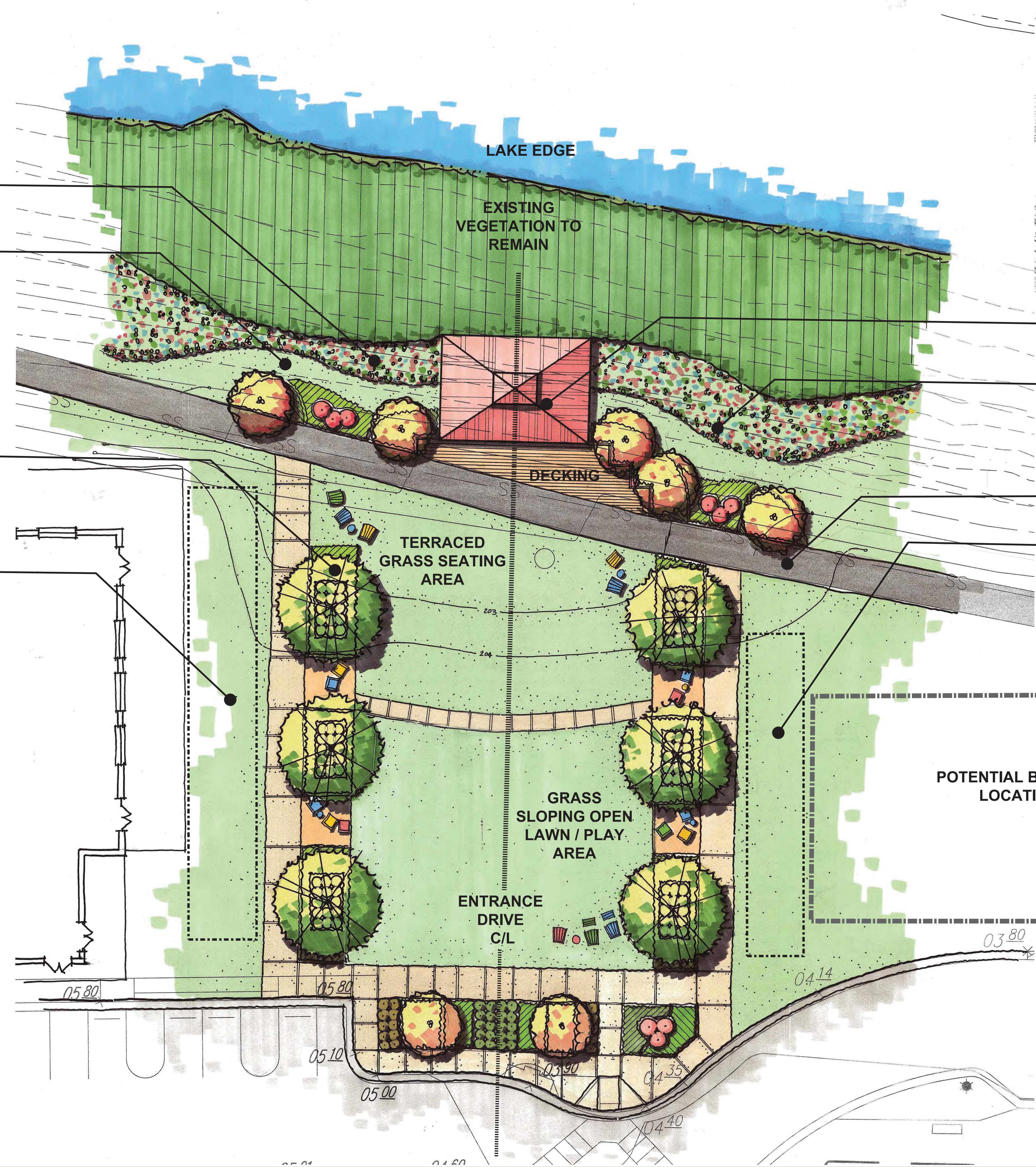
DRIFTS OF WILDFLOWERS

TURF SEPARATES
WILDFLOWERS FROM
TRAIL AND PLANT BEDS

LANDSCAPE BEDS W/ TREES

AREA FOR FUTURE
ACTIVATION IN COORDINATION
W/ BUILDING DEVELOPMENT

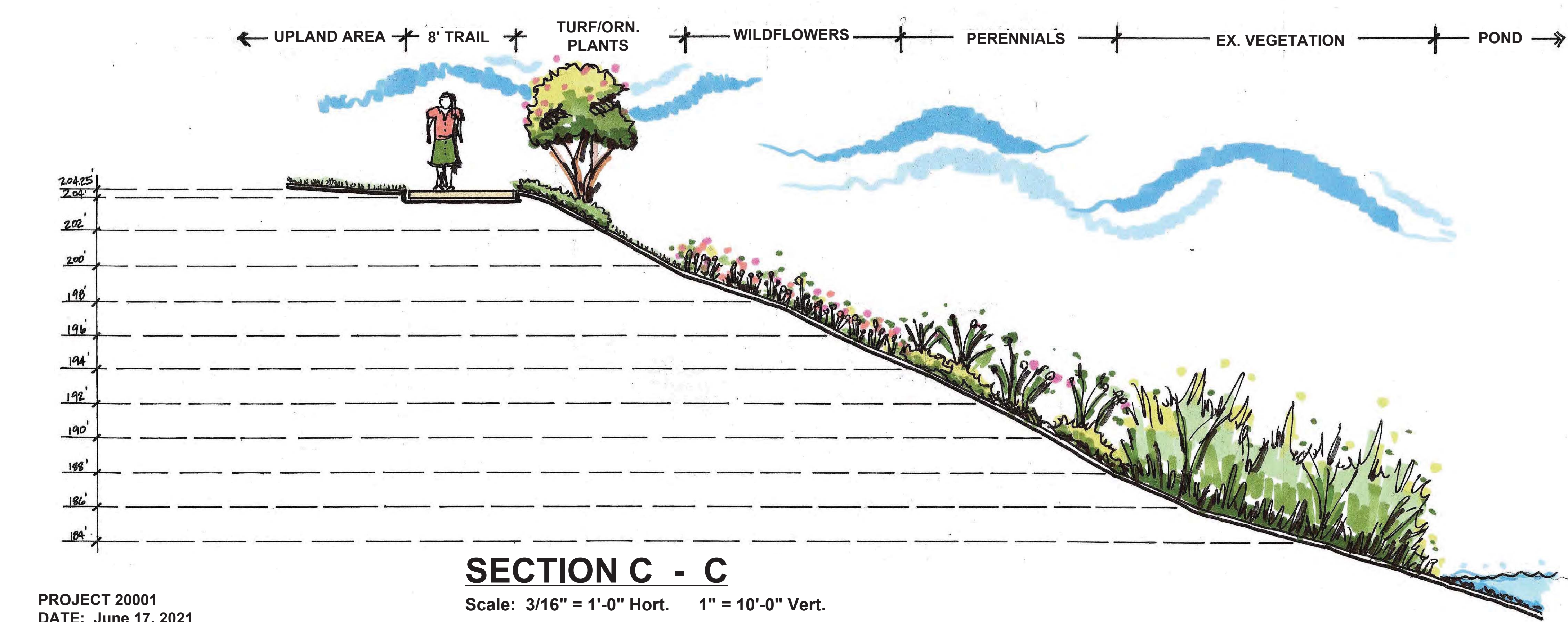
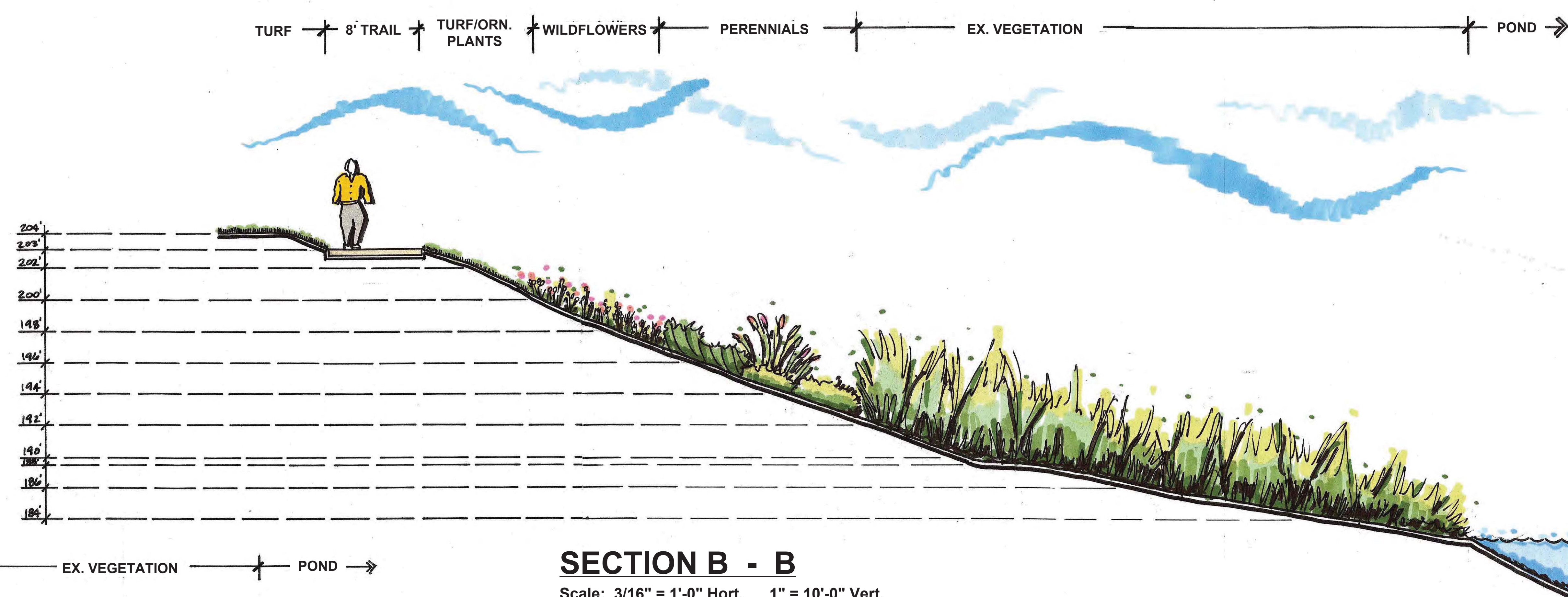
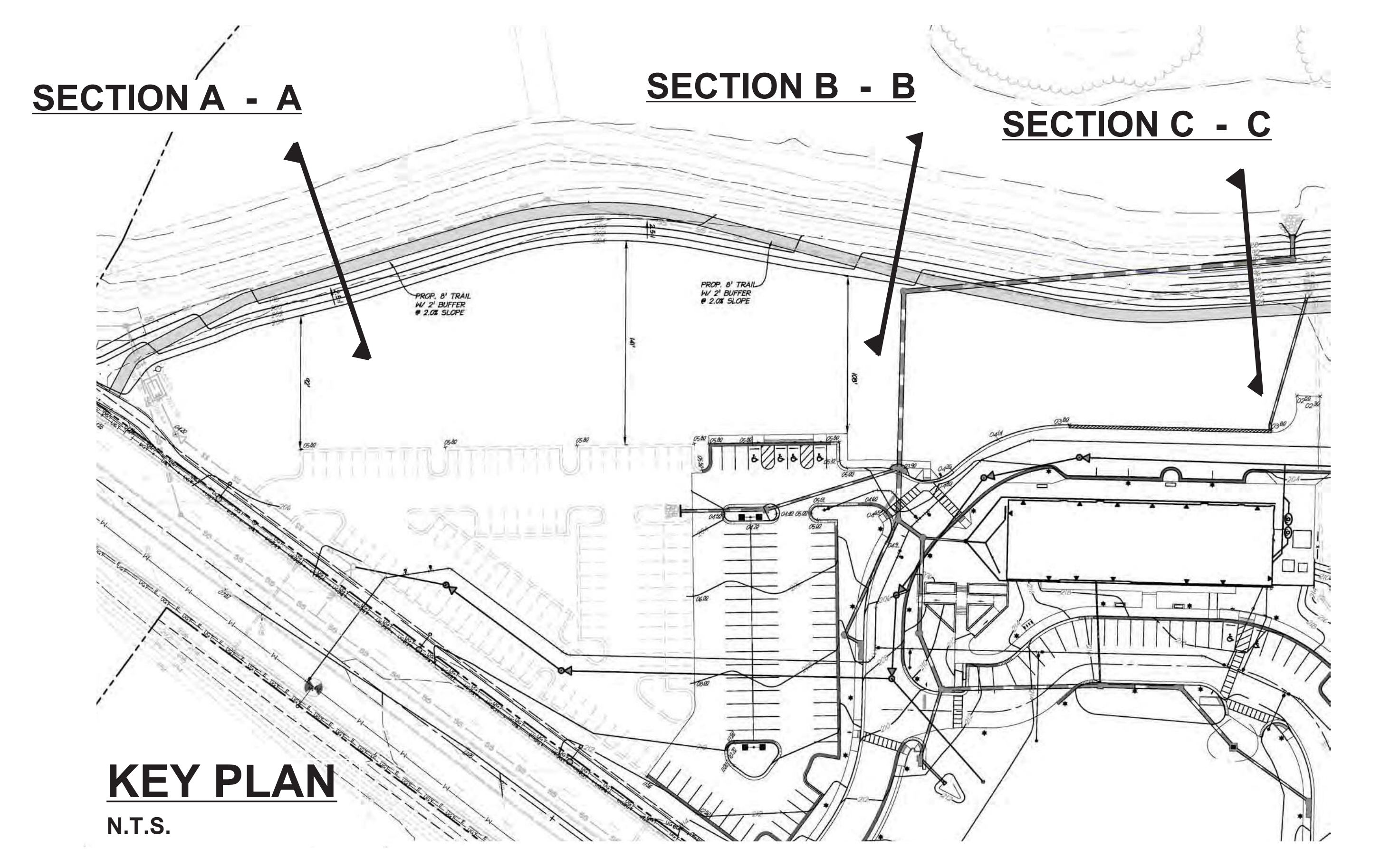
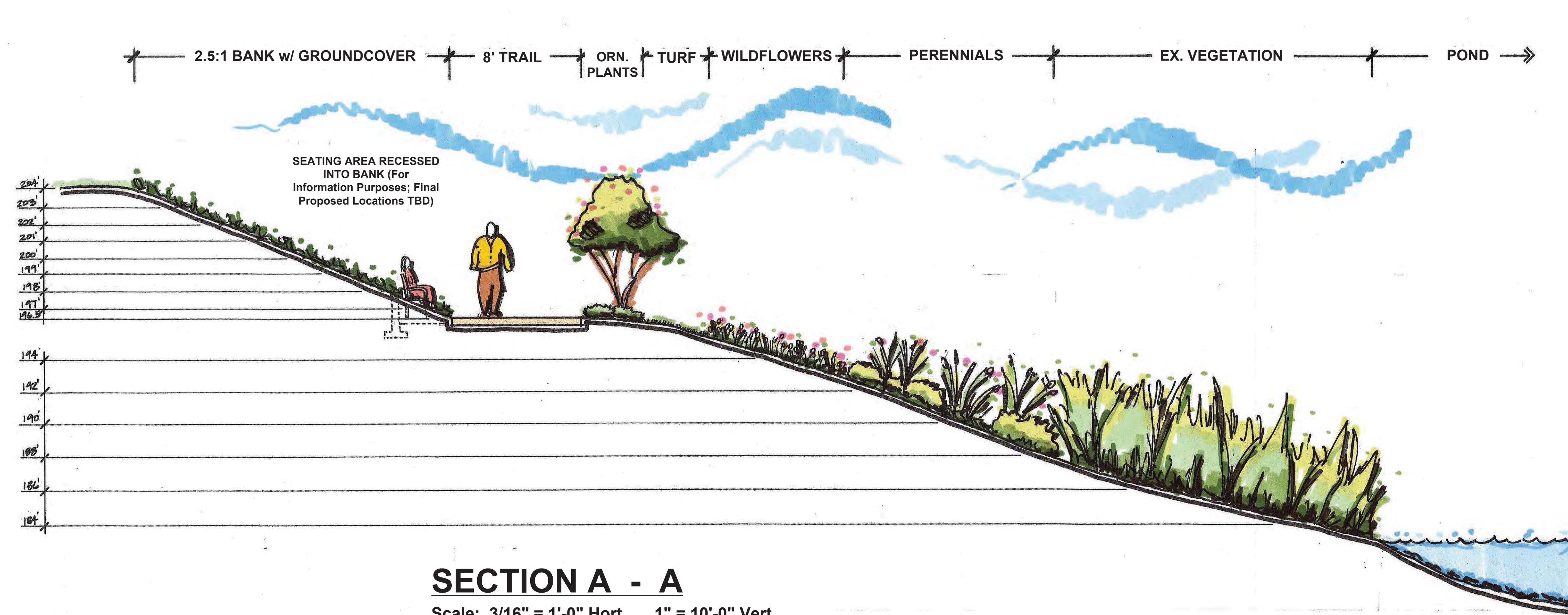
POTENTIAL BUILDING
LOCATION



Scale: 1" = 10'-0"

0 5 10 20

PROJECT 20001
DATE: Updated June 17, 2021
SHEET: 02 of 04

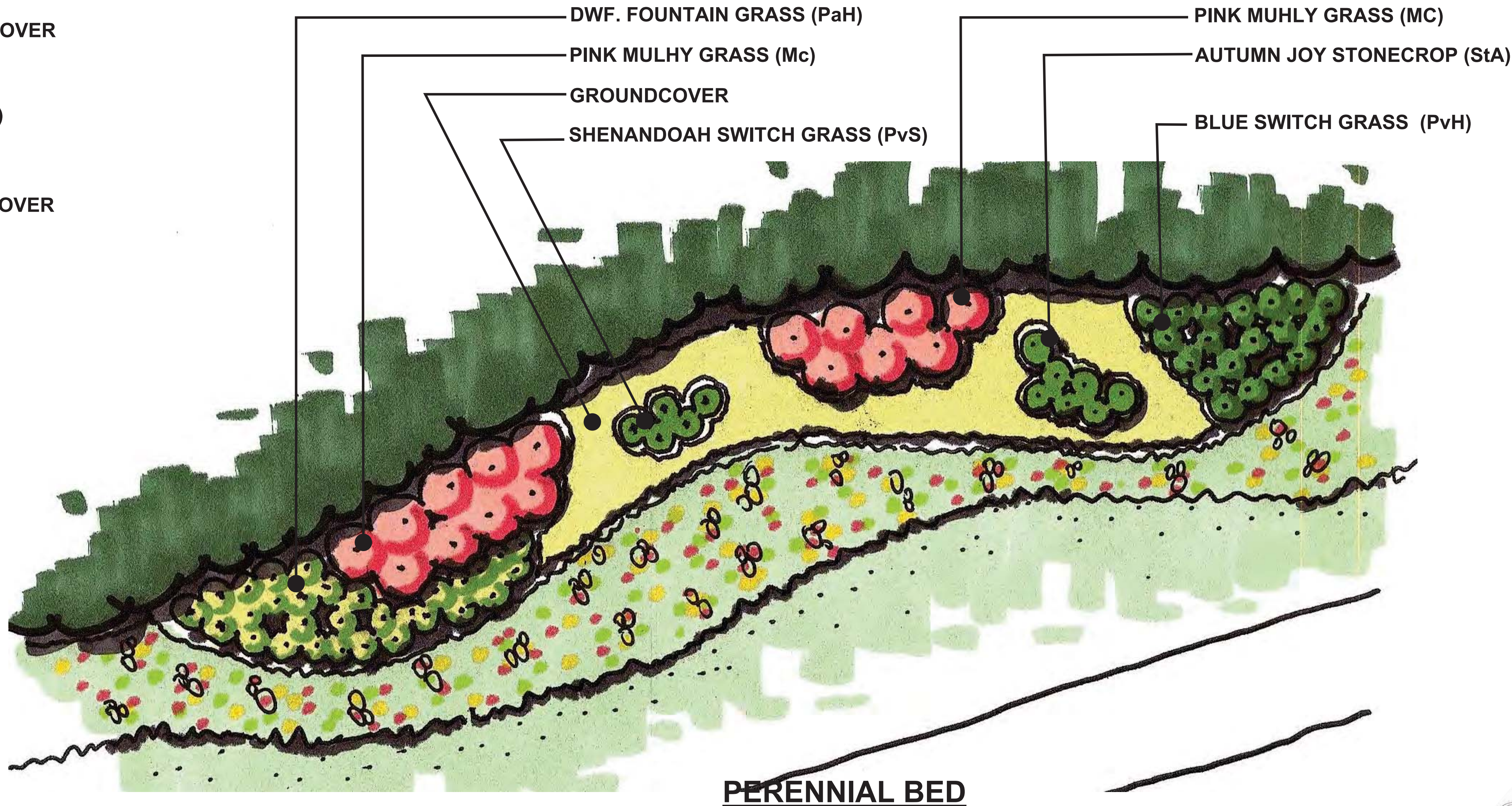
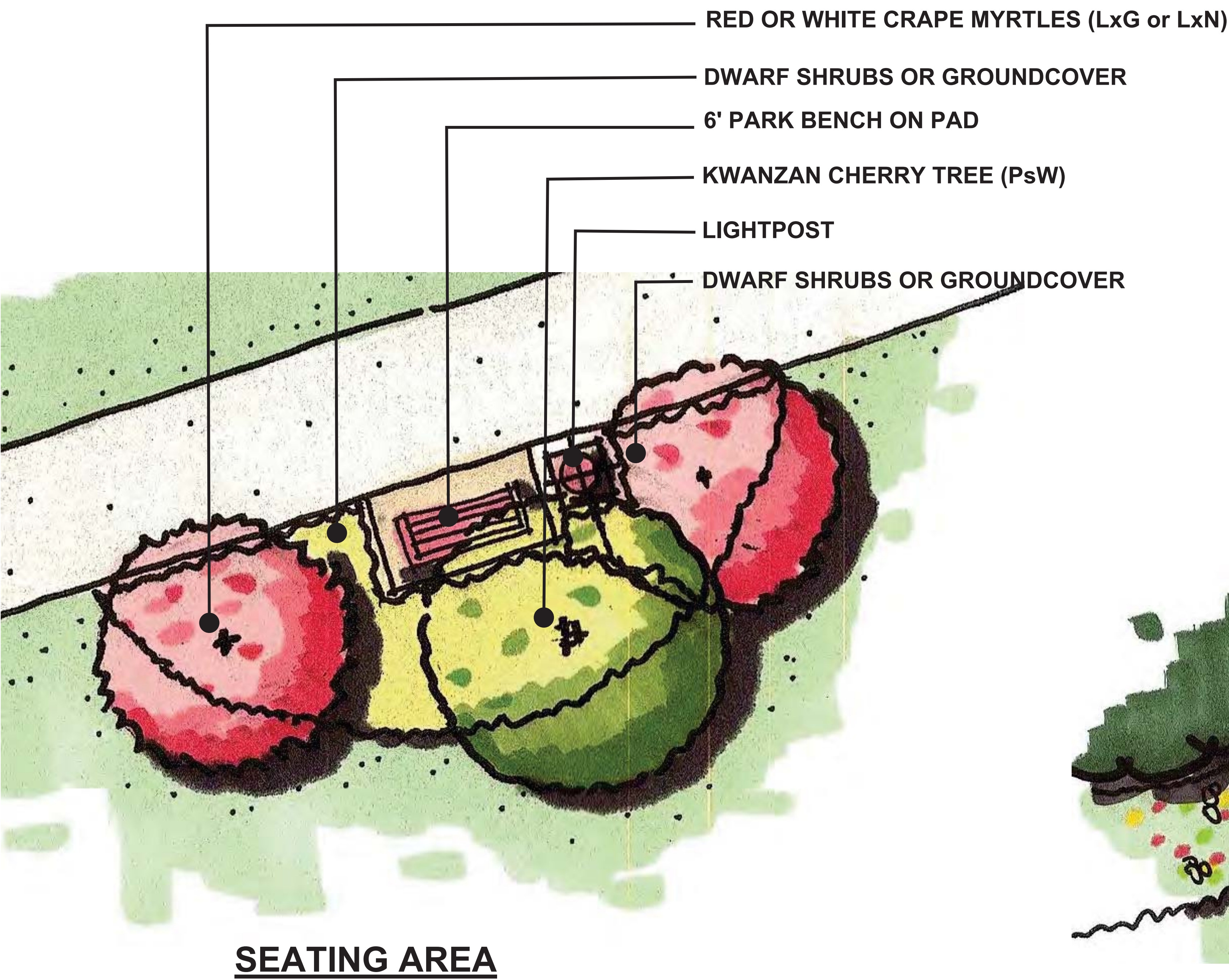
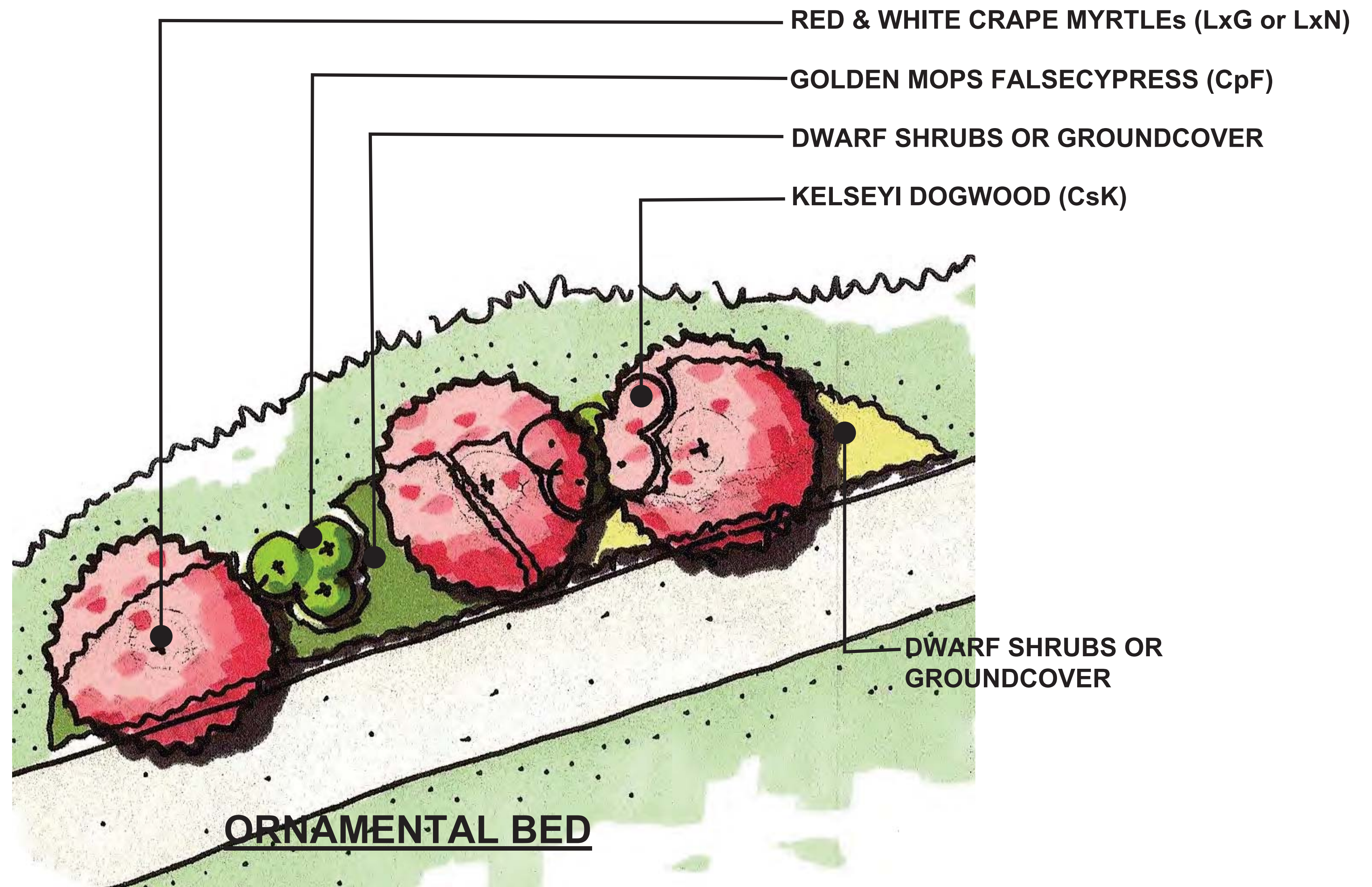


PROJECT 20001
DATE: June 17, 2021
SHEET: 03 of 04

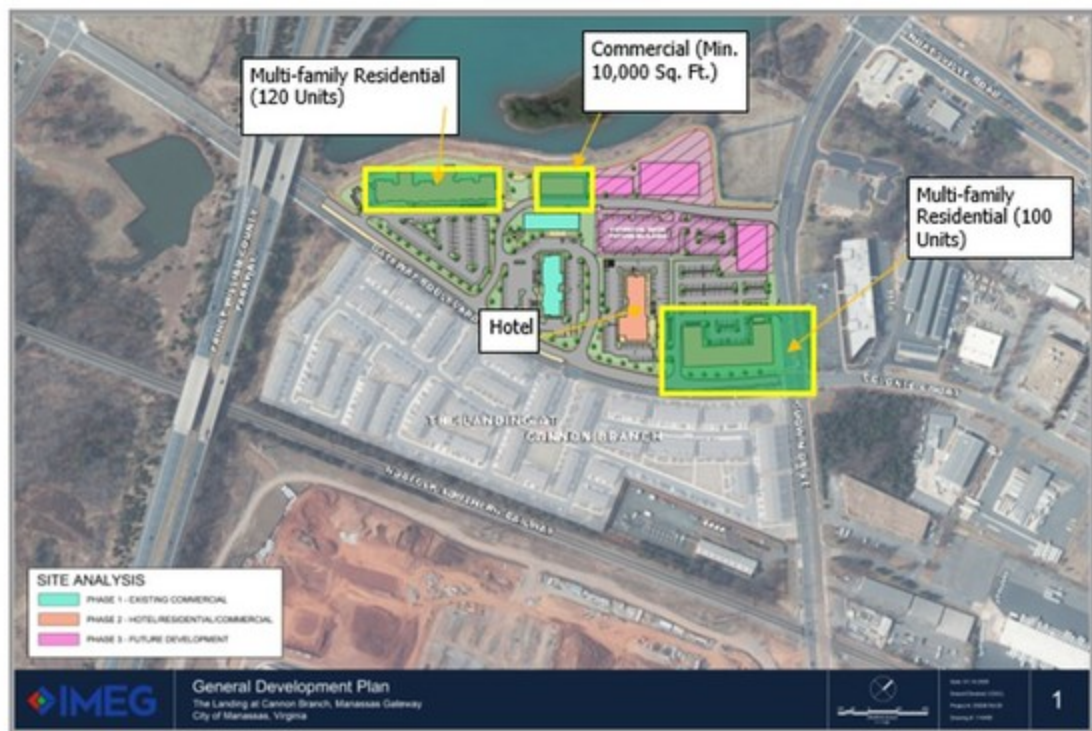
SEE SECTIONS

THE LANDING AT CANNON BRANCH

TRAIL SECTIONS



CONCEPTUAL PLANT PALETTE									
TREES									
	Botanical Name	Common Name	Height	Caliper	Spread		Remarks	Native	
	LxN	Lagerstroemia x 'Natchez'	Natchez Crape Myrtle	8'-10"	1 1/2" min.		B&B, multi-trunk, 3 trunk minimum, full symmetrical branching		
	LxG	Lagerstroemia x 'Tuskegee'	Tuskegee Crape Myrtle	8'-10"	1 1/2" min.		B&B, multi-trunk, 3 trunk minimum, full symmetrical branching		
	PsW	Prunus serrulata 'Kwanzan'	Flowering Cherry	8'-10"	2 1/2" min.		B&B, uniform branching, full specimen	No	
DWARF SHRUBS									
	Botanical Name	Common Name	Height	Spread	Size	Spacing	Remarks	Native	
	AgO	Abelia x grandiflora 'Rose Creek'	Rose Creek Abelia	12"-15"	18"-24"	#2 cont.	3' o.c.	healthy vigorous, well-rooted & established in container	NO
	BtC	Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Barberry	15"-18"	18"-24"	#2 cont.	3' o.c.	healthy, vigorous, well-rooted & established in container	
	CpF	Chamaecyparis pisifera 'Golden Mops'	Golden Mops Falsecypress	15"-18"	15"-18"	#2 cont.	3' o.c.	healthy, vigorous, well-rooted & established in container	
	Fga	Fothergilla gardenii	Dwarf Fothergilla	15"-18"	18"-24"	#3 cont.	2' o.c.	healthy, vigorous, well-rooted & established in container	YES
	LmS	Liriope muscari 'Silver Sunproof'	Silvery Sunproof Blue Lilyturf	1 qt.		12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	RDV	Rhododendron azalea 'Delaware Valley'	Delaware Valley Azalea	18"-24"	18"-24"	#3 cont.	3' o.c.	healthy, vigorous, well-rooted & established in container	
	RGP	Rhododendron azalea 'Gumpo Pink'	Gumpo Pink Azalea	12"-15"	18"-24"	#3 cont.	3' o.c.	healthy, vigorous, well-rooted & established in container	
	WM	Weigela 'Minuet'	Minuet Weigela	18"-24"	18"-24"	#3 cont.	3' o.c.	healthy, vigorous, well-rooted & established in container	
GROUNDCOVERS									
	Botanical Name	Common Name	Cont.	Color	Spacing		Remarks	Native	
	Are	Ajuga reptans	Carpet Bugle	1 qt.		12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	ArV	Ajuga reptans 'Valfredda'	Chocolate Chip Bugleweed	1 qt.	Blue	12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	Cpl	Ceratostigma plumbaginoides	Dwarf Plumbago	1 qt.	Blue	15" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	LmB	Liriope muscari 'Big Blue'	Big Blue Lilyturf	1 qt.		12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	LmM	Liriope muscari 'Monroe White'	Monroe White Liriope	1 qt.		12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	LmS	Liriope muscari 'Silver Sunproof'	Silvery Sunproof Blue Lilyturf	1 qt.		12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	Lsc	Liriope spicata	Creeping Lily Turf	1 qt.		12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	Oj	Ophiopogon japonicus	Mondo Grass	1 qt.		8" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	OpN	Ophiopogon japonicus 'Nanus'	Dwarf Mondo Grass	1 qt.		6" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	PtG	Pachysandra terminalis 'Green Carpet'	Japanese Spurge	2" Peat pot		8" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	PtV	Pachysandra terminalis 'Variegata'	Variegated Pachysandra	2" Peat pot		8" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	TJs	Trachelospermum jasminoides 'Star'	Star Jasmine	2" Peat Pot		12" o.c.	full specimen, healthy, vigorous, well-rooted and established		
LAWN GRASSES									
	Botanical Name	Common Name	Cont.	Color	Spacing		Remarks	Native	
	Fa	Festuca arundinacea	Tall Fescue	sod				YES	
SHRUBS & PERENNIALS									
	Botanical Name	Common Name	Cont.	Color	Spacing		Remarks	Native	
	CpF	Chamaecyparis pisifera 'Golden Mops'	Golden Mops Falsecypress	15"-18"	15"-18"	#2 cont.	3' o.c.	healthy, vigorous, well-rooted & established in container	
	HmA	Hakonechloa macra 'Aureola'	Golden Variegated Hakonechloa	#1 cont.		24" o.c.	full specimen, healthy, vigorous, well-rooted and established	YES	
	Lsp	Liatris spicata	Spike Gayfeather	#1 cont.	purple	8" o.c.	full specimen, healthy, vigorous, well-rooted and established	YES	
	Mc	Muhlenbergia capillaris	Pink Muhly Grass	#2 cont.		30" o.c.	full specimen, healthy, vigorous, well-rooted and established	NO	
	NW	Nepeta x faassenii 'Walkers Low'	Walkers Low Catmint	#1 cont.	blue	16" o.c.	full specimen, healthy, vigorous, well-rooted and established	YES	
	PvH	Panicum virgatum 'Heavy Metal'	Blue Switch Grass	#3 cont.		24" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	PvN	Panicum virgatum 'North Wind'	Northwind Switch Grass	#3 cont.		24" o.c.	full specimen, healthy, vigorous, well-rooted and established		
	PvS	Panicum virgatum 'Shenendoah'	Burgundy Switch Grass	#3 cont.		24" o.c.	full specimen, healthy, vigorous, well-rooted and established	YES	
	PaH	Pennisetum alopecuroides 'Hameln'	Hameln Dwarf Fountain Grass	#3 cont.		18" o.c.	full specimen, healthy, vigorous, well-rooted and established	YES	
	SsP	Schizachyrium scoparium 'Prairie Blues'	Little Bluestem Grass	#1 cont.		15" o.c.	full specimen, healthy, vigorous, well-rooted and established	YES	
	StA	Sedum telephium 'Autumn Joy'	Autumn Joy Stonecrop	#1 cont.	pink	18" o.c.	full specimen, healthy, vigorous, well-rooted and established		





City Council Agenda Item Report

Agenda Item No. 5.6
Submitted by: Amelia May
Submitting Department: City Attorney
Meeting Date: June 22, 2026

Item Title

Resolution #R 2026-1080: Committing \$6,000,000 in Housing Investment Fund Loan Funds to Cannon Branch Apartments, LLC
(Staff: Patrick Small, Economic Development Director, and the Office of the City Attorney)

Suggested Action and/or Recommendation

Adopt Resolution #R-2026-1080.

Suggested Motion

I move adoption of Resolution #R-2026-1080, Resolution Approving a Loan to Cannon Branch Apartments, LLC.

Item Type Resolutions
Submitting Department City Attorney
Meeting Body City Council

Item ID 2026-1080
Drafter Amelia May
Meeting Date June 22, 2026

Fiscal Impact

The loan of \$6,000,000 has been budgeted from General Funds, and will leave \$1,500,000 remaining in the Housing Investment Fund. The repayment is expected to begin June 1, 2028, and interest is expected to yield approximately \$185,000 annually for the City.

Executive Summary and Background Information

The City and Council have worked with Good Housing VA Development LLC, an affordable housing developer, over the past several months, toward bringing a 100-unit apartment building, referred to as The Landing at Cannon Branch Apartments, to fruition. The City and Good Housing entered into a Purchase and Sale Agreement in February of this year, with the City agreeing to sell an approximate 3-acre parcel of land at the location of the former DMV building, to Good Housing, for \$3 million.

Funding for this project will come from VHDA, private investors, and a \$6 million loan from the City of Manassas to be repaid over a 40-year term. Economic Development, Community Development, and the City Attorney's Office have reviewed proposed City Loan documents, to include a loan agreement, promissory note, deed of trust, intercreditor subordination, escrow agreement and commitment letter from the City. These documents are still in draft form, having gone through one round of revisions, with additional negotiations and edits to come before closing on the land sale and loan, anticipated in early 2027.

In order to provide grants or loans directly to an affordable housing developer, the City must adopt enabling legislation, which has been proposed with Ordinance #O-2026-984. If adopted, the City Council may then proceed with adoption of the present resolution, which will allow for the loan of \$6 million to Cannon Branch Apartments, LLC, the entity specifically formed by Good Housing in order to purchase and develop this property. This resolution will also be one component of Good Housing's application for funding to Virginia Housing (VHDA) by July 1, 2026, to illustrate the City's commitment to this affordable housing project. The terms captured in this resolution are limited, but represent the basis for the more expansive loan documents that will continue to evolve in coming months, and will be subject to final approval by the City Council.

ATTACHMENTS

- [RES R-2026-1080 Resolution Committing \\$6,000,000 Loan to Cannon Branch](#)

MOTION:

SECOND:

**June 22, 2026
Regular Meeting
Res. No. R-2026-1080**

**RESOLUTION OF THE CITY COUNCIL OF MANASSAS, VIRGINIA,
COMMITTING \$6,000,000 IN HOUSING INVESTMENT FUND LOAN FUNDS TO
CANNON BRANCH APARTMENTS, LLC**

WHEREAS, the City of Manassas has long supported the attainment of affordable housing, initially through creation of The Manassas Housing Trust Fund, Inc., in 1992, which became an established community organization that cultivated public, not-for-profit and private funding resources to fund down payment and closing costs to assist local first-time, low-to-moderate income home buyers; and

WHEREAS, since that time, Virginia Code sec. 15.2-958 was enacted to aid in “the preservation of existing housing in safe and sanitary condition and the production of new housing for persons of low and moderate income” and set out “public purposes and uses for which public money may be spent”; and

WHEREAS, immediately prior to considering this Resolution, the Manassas City Council adopted and enacted Ordinance #O-2026-984, amending Chapter 42 of the Code of Ordinances of the City of Manassas, Virginia (2002) by adding new sections numbered 42-10 through 42-12, which “permit the City to make grants or loans to owners of residential rental property occupied, or to be occupied, following rehabilitation or after construction if new, by persons of low and moderate income, for the purpose of rehabilitating or producing such property” ; and

WHEREAS, the City of Manassas adopted Fiscal Year 2027 Budget includes an overview of the Housing Investment Fund, managed by the Community Development Department, that is intended to support the development and preservation of new attainable home ownership and attainable rental opportunities for City residents; and

WHEREAS, the FY 2027 budget outlines revenues and expenditures of the Housing Investment Fund, including:

1. Receipt of two million dollars (\$2,000,000) from the General Fund Housing Reserves,
2. Receipt of three million dollars (\$3,000,000) from the General Fund Capital Reserves,
3. The anticipated receipt of three million dollars (\$3,000,000) from the land sale of the Cannon Branch parcel that is the subject of this resolution,
4. Proper appropriation of six million dollars (\$6,000,000) in the form of a loan for redevelopment of the site at “The Gateway” at Cannon Branch, at the intersection of Gateway Boulevard and Godwin Drive (the “**Cannon Branch Real Property**”)
5. Tap fees for the same housing project in the amount of five hundred thousand dollars (\$500,000), and
6. Reservation of one million and five hundred thousand (\$1,500,000) for future housing initiatives; and

WHEREAS, Good Housing VA, LLC, a Virginia limited liability company (“**Good Housing**”) and GSH Partners II, LLC, a Maryland limited liability company have jointly requested that the City Council commit a total of \$6,000,000 in Housing Investment Fund loan funds (the “**City Loan**”) to Cannon Branch Apartments, LLC¹ (the “**Borrower**”), to help finance the development and construction of the Landings at Cannon Branch Apartments complex (“**Cannon Branch Apartments**”), a proposed 4-story multifamily rental residential apartment building and related facilities be located on the Cannon Branch Real Property. The Cannon Branch Apartments will be 100% affordable and will include a total of 100 residential apartment units intended for rental to moderate- and low-income households, with 36 units proposed as 1-bedroom apartments and the remaining 64 units to be 2-bedroom apartments, and leased on an ongoing basis for no less than 40 years at an affordable rate to households who earn no greater than seventy percent (70%) AMI; and

WHEREAS, the Cannon Branch Real Property is currently owned by the City of Manassas. In accordance with that certain Agreement for Purchase and Sale of Real Estate, dated February 23, 2026, by and between Good Housing and the City of Manassas, Good Housing will acquire the Cannon Branch Real Property from the City of Manassas for the purchase price of \$3,000,000. Upon its acquisition, Good Housing will subsequently sell the Cannon Branch Real Property to the Borrower. Thereafter, the Borrower will develop and construct the Cannon Branch Apartments on the Cannon Branch Real Property; and

WHEREAS, the total development and construction costs for the Cannon Branch Apartments are estimated to be approximately \$36,076,009, consisting of: (i) direct construction costs totaling in estimated \$24,337,564, (ii) design and permitting costs totaling in estimated \$1,447,500, (iii) financing and soft costs totaling in estimated \$4,220,500, (iv) land acquisition cost totaling in estimated \$3,000,000, and (iv) a developer fee totaling in estimated \$3,070,445; and

WHEREAS, this Resolution represents an outline of the terms on which the City Council is prepared to commit a total of \$6,000,000 in Housing Investment Fund loan funds to the Borrower for the development and construction of Cannon Branch Apartments.

NOW, THEREFORE, BE IT RESOLVED by the Council for the City of Manassas, Virginia that the Council does hereby commit \$6,000,000 in Housing Investment Fund loan funds to Cannon Branch Apartments, LLC, subject to the approval, execution and delivery of definitive loan documentation which will contain the financing commitment terms and conditions set out in this Resolution in addition to such other representations, warranties, covenants, indemnities, defaults, and other terms and conditions as the City Council or its representatives may reasonably require.

NOW, THEREFORE, BE IT FURTHER RESOLVED that as a material inducement for the Council’s willingness to commit a total of \$6,000,000 in Housing Investment Fund loan funds for the development and construction of the Cannon Branch Apartments, the Borrower must fully comply with the following financing commitment terms and conditions:

¹ Currently, the sole member of Cannon Branch Apartments, LLC (Borrower) is Cannon Branch Apartments MM, LLC, of which Good Housing VA, LLC and GSH Partners II, LLC are its sole members and co-managers.

City of Manassas Financing Commitment Terms and Conditions:

1. Loan Amounts; Source of Loan Funds; Required Use of Loan Funds; Funding of the Loan

a. *Loan Amount and Source of City Loan Funds*

\$6,000,000 (Source – City of Manassas Housing Investment Fund)

b. *Non-City Sources of Funding*

As consideration and a requirement of the Loan, the Owner of the Development agrees:

- i. To pursue additional non-City sources of funding to help fund the Development. Any additional funds secured prior to the close of construction financing or the conversion to permanent financing shall be applied to reduce the loan amount that is planned to be funded, or to pay back to the City to reduce the outstanding loan principal and interest;
- ii. 75 percent (75%) of any cost savings realized for the Development shall be applied to reduce the loan amount to be funded prior to the close of construction financing;

c. *Required Use Loan Funds*

The Borrower shall use the City Loan funds solely to reimburse such costs and expenses related to the development and construction of the Cannon Branch Apartments. Upon request by the City Manager or his written designee, the Borrower shall provide the City Manager or his written designee with detailed records (including receipts for payment) of the costs and expenses for which reimbursement is sought. Any allocated but undisbursed City Loans funds shall be retained by the City of Manassas and shall remain City of Manassas funds.

d. *Funding of the Loan – Contingencies and Timing*

- i. The funding of the Loan is contingent upon the Owner applying for and receiving an award of Four Percent (4%) LIHTC from VH;
- ii. The Loan shall be required to be funded prior to December 31, 2027.

2. Loan Interest Rate:

The City Loan will accrue at a simple annual interest, below-market rate of **three percent (3%)**.

3. Term of Loan. The City Loan will have a term of forty (40) years or the term of the senior loan term.

4. Amortization. The loan amortization will be forty (40) years.

5. Security.

The City Loan must be secured by a City of Manassas Deed of Trust, Assignment of Rents and Leases and Security Agreement to be recorded against the Cannon Branch Real Property. The City of Manassas Deed of Trust, Assignment of Rents and Leases and Security Agreement securing the \$6,000,000 City Loan will be in second position and will be subordinate to the deed(s) of trust securing Virginia Housing's senior debt.

6. Disbursement of City Loan Funds.

- a. The City Loan proceeds shall be held in a City of Manassas government account until all of the City Loan proceeds are disbursed to the Borrower.
- b. Prior to each disbursement of the City Loan proceeds, the Borrower shall provide to the City Manager or his written designee documentation supporting the related disbursement request.
- c. The City Manager or his designee reserves the right to conduct inspections of the Cannon Branch Real Property prior to disbursing City Loan funds to the Borrower.

7. Repayment of the City Loan:

- a. During the term of the City Loan, the Borrower shall make annual payments on the City Loan on or about June 1st solely from the “Cash Flow” of the development.
- b. Beginning on June 1, 2028, and on June 1st of each year thereafter until the deferred developer fee has been paid in full by the Borrower, fifty percent (50%) of the “Cash Flow” of the development from the previous calendar year must be paid by the Borrower to the City of Manassas in arrears as an annual loan payment on the accrued interest and outstanding principal on the City Loan. Once the Borrower has fully paid the deferred developer fee, seventy-five percent (75%) of the “Cash Flow” of the development from the previous calendar year must be paid by the Borrower to the City of Manassas in arrears as an annual loan payment on the accrued interest and outstanding principal on the City Loan.
- c. *Payment Due on Capital Transaction.* Notwithstanding any other provision to the contrary, if there is a Capital Transaction², then the Borrower must distribute fifty percent (50%) of the Net Proceeds³ resulting from the Capital Transaction to the City of Manassas as a payment on the then outstanding principal and accrued interest on the City Loan.
- d. *Payment Due on Sale.* Notwithstanding any other provision to the contrary, if the Borrower sells the Cannon Branch Apartments or Cannon Branch Real Property, then all outstanding principal and accrued interest on the City Loan will be immediately due and payable in full to the City of Manassas.

² As used herein, the term “**Capital Transaction**” means any transaction or series of transactions whereby the borrower receives cash or other consideration (i) in exchange for any sale, exchange, transfer, condemnation or other conveyance or disposition of the property (or any portion thereof) secured by City of Manassas financing, (ii) as a result of any financing (secured or unsecured) or refinancing of the debt financing that is senior to the City of Manassas financing, or (iii) from insurance settlements or other claims attributable to fire or other casualty in excess of the amounts expended for the repair or restoration of improvements upon the property (or any portion thereof) secured by City of Manassas financing.

³ As used herein, the term “**Net Proceeds**” means the proceeds resulting from any Capital Transaction that are available after (i) a payment on the then existing indebtedness senior to the City of Manassas financing, and (ii) reimbursement of reasonable out-of-pocket costs related to the Capital Transaction that are incurred by the borrower, subject to approval by the City Manager or his written designee.

- e. *Prepayment.* The Borrower shall have the right to prepay the City Loan, in whole or in part, at any time, without penalty or premium, provided that any prepayment of principal must be accompanied by interest accrued but unpaid to the date of prepayment.
 - f. *Balloon Payment.* Notwithstanding any other provision to the contrary, and regardless of whether loan payments made or “Cash Flow” realized by the Borrower for any period of time is adequate to repay the City Loan, all unpaid principal and accrued interest on the City Loan shall be immediately due and payable in full by the Borrower to the City of Manassas on or before the maturity date of the City Loan.
8. Insurance Requirements. The Borrower shall provide to the City Manager or his written designee evidence of the insurance coverage meeting the City of Manassas’s minimum insurance requirements.
9. Commencement and Completion of Construction. The Borrower anticipates that construction of the Cannon Branch Apartments will commence no later than January of 2027, and anticipate that construction of the Cannon Branch Apartments will be complete by no later than July of 2028.
10. Miscellaneous Provisions.
- a. *Captions.* The captions appearing in the City of Manassas Financing Commitment Terms and Conditions are for descriptive purposes only and shall not be given substantive effect.
 - b. *Changes or Amendments.* The City Manager and City Attorney shall jointly have the authority, at their sole discretion, to approve or deny changes to terms as may be requested by the Borrower during negotiation of loan documents and final terms.
 - c. *Assignability.* The City of Manassas Financing Commitment Terms and Conditions is not assignable/assumable by any other party without the express written consent of the City Council.
 - d. *Indemnity.* The Borrower, Good Housing and GSH Partners II, LLC hereby indemnifies the City of Manassas and its respective officers, employees, advisers and agents (each an “**Indemnified Person**”) and holds each of them harmless from and against all losses, costs, expenses (including, without limitation, professional fees) and damages incurred by an Indemnified Person arising out of , relating to or resulting from this City of Manassas Financing Commitment Terms and Conditions or the City Loan, provided that no Indemnified Person will be indemnified for its own gross negligence or willful misconduct.
 - e. *Litigation and Change in Circumstances:* In the event that (i) litigation commences with respect to the Borrower or a change occurs in the circumstances, facts, conditions or assumptions upon which this Commitment is based and (ii) the City determines, at its reasonable discretion, that such litigation or change would adversely affect (a) the financial feasibility of the Development, (b) the ability of the Borrower to construct or to own and operate the Development in accordance with the Resolution and VH’s regulations and programs applicable to the Development, (c) the security of the City

Loan or (d) the City's interest, rights or obligations with respect to the Development, then in any such event the City shall have the right to terminate or suspend this Commitment by giving the Borrower written notice thereof. In the event of suspension, the City shall not be obligated to consummate the Closing or to make the City Loan in accordance herewith until such time as the City determines to its satisfaction that the above-described adverse effects will not occur. The City may at any time after suspension terminate this Commitment by written notice to the Borrower. Any change from the effective date of this Commitment through the Closing of the City Loan in any person or entity who is to act as the Managing Member of the Borrower or as the Property Manager shall be subject to the prior written approval of the City.

- f. *Third Parties.* This Commitment is not intended, and shall not be construed, to benefit or protect any person or entity other than the parties hereto and their successors and assigns or to provide any such person or entity with any rights or remedies against the parties hereto. It is further understood and agreed that no such person or entity shall be entitled to rely on the implementation or enforcement of any provision of this Commitment by the parties hereto.

Michelle Davis-Younger Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:

Eric W. Smith, II City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting: