

MOTION:

**February 4, 2025
Regular Meeting**

SECOND:

Res. No. 25-

RE: ESTABLISH – JOINT PRINCE WILLIAM COUNTY, CITY OF MANASSAS, AND CITY OF MANASSAS PARK INTERJURISDICTIONAL AD HOC COMMITTEE

ACTION:

WHEREAS, on September 3, 2024, the Prince William Board of County Supervisors (Board) issued a Directive (DIR 24-39) to County staff to prepare a resolution to establish a Joint Prince William County, City of Manassas, and City of Manassas Park Interjurisdictional Ad Hoc Committee (Joint Ad Hoc Committee); and

WHEREAS, the Board directed staff to include in the resolution details regarding the membership of the Joint Prince William County, City of Manassas, and City of Manassas Park Interjurisdictional Ad Hoc Committee, the scheduling of meetings, the process to elect a Committee Chair and Vice-Chair, and details regarding additional staffing needs; and

WHEREAS, as independent jurisdictions, the City of Manassas and the City of Manassas Park will be invited to participate in the Joint Ad Hoc Committee following approval of this resolution;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby establishes a Joint Prince William County, City of Manassas, and City of Manassas Park Interjurisdictional Ad Hoc Committee, and herein defines the scope of its mission, membership, scheduling expectations, and resources:

Mission: The Joint Prince William County, City of Manassas, and City of Manassas Park Interjurisdictional Ad Hoc Committee (Joint Interjurisdictional Ad Hoc Committee) will convene as needed and at the request of Prince William County, City of Manassas, and/or City of Manassas Park elected officials.

The Joint Interjurisdictional Ad Hoc Committee is intended to foster communication between jurisdictions for the betterment of Prince William County as a whole, and for the two cities, through informative and cooperative Committee meetings. The Committee meetings will provide transparency and promote mutual understanding between the governing bodies, and present more opportunities for the sharing of information.

Key topic areas of the Joint Interjurisdictional Ad Hoc Committee may include: 1) Shared Services Agreements, 2) Population Health and Social Services Coordination, 3) Housing Policy, 4) Joint Economic Development Opportunities, and 5) Infrastructure and Facilities Planning.

As the Joint Interjurisdictional Ad Hoc Committee will be a separate public body, meetings of the Committee are subject to the open meetings requirement of the Freedom of Information Act (FOIA), and the records of the Committee are likewise subject to FOIA.

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Membership: The Joint Interjurisdictional Ad Hoc Committee shall be comprised of two (2) members from each jurisdiction, for a total of six (6) regular members, with one (1) alternate from each jurisdiction. The membership from Prince William County shall include the Chair of the Board, and the Board shall annually elect the additional member and alternate.

The Chair of the Board shall serve as the Chair of the Joint Interjurisdictional Ad Hoc Committee, and the Committee shall elect a Vice-Chair annually at the first meeting of each calendar year. The duty of the Vice-Chair is to preside over any committee meetings in the absence of the Chair. A quorum of the Committee shall be represented by one (1) member from each of the three (3) jurisdictions.

Meeting Schedule: The Joint Interjurisdictional Ad Hoc Committee will meet at the request and concurrence of the three (3) participating jurisdictions; meetings should not be scheduled to occur on any recognized holidays. The Prince William County Clerk to the Board's Office will post the meeting notice in accordance with all legal requirements. All meetings of the Committee shall be open to the public, as required by the Code of Virginia.

Resources: The County Executive will request adding **one FTE(s)** to the Clerk to the Board's Office in the Fiscal Year (FY) 2026 proposed budget to provide administrative and logistical support to the Joint Ad Hoc Committee. This position will serve as a staff coordinator to the Committee and will provide proper public notice, attend the meeting, draft minutes, secure and set up the meeting space, and maintain documents on the county's website.

The Office of Executive Management, in conjunction with the Chair of the Committee, appropriate County agencies, and representatives from the cities, will be largely responsible for the development of the agenda and generating materials for the Joint Interjurisdictional Ad Hoc Committee meetings.

General Governance: The Joint Interjurisdictional Ad Hoc Committee will refrain from taking action on any item being presented or discussed but may make recommendations to the respective governing bodies. If a decision or action is necessary, the Board is the appropriate body to make the decision affecting the Board or act accordingly at a regularly scheduled Board meeting for Prince William County.

The County Executive, or their designee, and other appropriate county staff will attend Committee meetings to provide guidance on available options or next steps.

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Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

County Attorney

Executive Management

ATTEST: _____

Clerk to the Board