

City of Manassas Park

The Newest City in Northern Virginia



COMMUNITY RESOURCE GUIDE

INTRODUCTION

Hello, and welcome to the Commonwealth of Virginia's newest city! We are glad you have chosen to make the City of Manassas Park your home.

When Manassas Park was established the community selected for its motto, "Salus Populi Suprema Lex," which means, "The Welfare of the People is our Supreme Law." Today we continue to strive to be truly responsive to the needs and concerns of all our citizens and the business community.

It is our hope that this handbook will acquaint you with the many programs, resources and services available to residents. On behalf of the governing body, city staff, and citizens, we invite you to become actively involved in the community and your local government. Although key information has been included in this publication, the most current information about city services and programs can be found on the city's web site at www.cityofmanassaspark.us.

Please feel free to contact me, any member of the governing body, or the city staff and share your ideas or concerns with us. We look forward to serving you.

Sincerely,

Frank Jones
Mayor

MANASSAS PARK GOVERNING BODY

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HISTORY OF MANASSAS PARK

The City of Manassas Park is an independent jurisdiction in Northern Virginia located approximately 30 miles southwest of Washington D.C. Manassas Park borders Prince William County and the City of Manassas. Manassas Park is primarily residential in nature within close proximity to interstate and railway transportation into the heart of the Greater Metropolitan DC area. Manassas Park is a beautiful city that can boast great historic significance.

EARLY HISTORY

Manassas Park began on the road to independent city status in 1955 when the first homes were built as a subdivision in Prince William County. Shortly thereafter, in 1956, a group of citizens founded a civic association. In 1957 the courts were petitioned and Manassas Park achieved Town status in Prince William County. “The Park”, as the city was called, became governed by a Mayor and a Town Council.

In 1975 Manassas Park incorporated as an independent city. It was the last town in the Commonwealth of Virginia to become a city before the Virginia Legislature placed a moratorium on such actions. Schools were built. Police, Fire and Rescue, and Public Works departments were upgraded and the Department of Social Services was created.

SUBURBAN GROWTH

Following the annexation of approximately 600 acres of land in 1974, the newly incorporated City of Manassas Park doubled its size. This action provided the city with vacant, undeveloped property, for residential and various commercial and light industrial uses such as the Conner Center Industrial and Business Park.

Development has continued in this area enabling the city to expand its commercial tax base, including the most recent project, Park Center. Park Center, which broke ground in 2007, will form the core of a new downtown. Located adjacent to the VRE station, the transit-oriented, mixed-use development will include, in its first phase, 45,000 sq. ft. of retail, 274 residential units and 25,000 sq. ft. of flexible commercial/residential space. The anticipated completion date for Phase I is fall 2008.

MANASSAS PARK TODAY

The City of Manassas Park offers its citizens an established community along with the prospects of significant future residential and commercial development. The desirable living features such as neighborliness and community pride in a small, progressive city environment, add to the city’s charm.

The city, which has a total area of 2.6 square miles and an estimated population of 13,910, is the second fastest growing jurisdiction in the state with a 13.1% change in population from 2000 to 2006. The median sales price of existing single family detached homes sold during calendar year 2007 was \$400,000; \$300,000 for existing townhomes; and, \$289,940 for existing residential condominiums.

CITY GOVERNMENT STRUCTURE

ADMINISTRATION

The City of Manassas Park operates under the council-manager form of government. All legislative powers are vested in the mayor and six governing body members, who are all elected at large for four year terms. They establish city policy, pass resolutions and ordinances, approve the city budget, set tax rates, approve land use plans, and make appointments.

The governing body appoints a City Manager who directs the day-to-day operations of the city. A professional staff made up of department heads and other staff officers is responsible for the operation of all the necessary city offices.

Voters elect the following constitutional officers for a term of four years: City Treasurer, Commissioner of the Revenue, Sheriff, and a Commonwealth's Attorney. The Clerk of the Court is elected for a term of eight years.

ELECTIONS

City elections for the office of Mayor and the six seats on the City Council are held in even-numbered years, on the first Tuesday in November. The persons elected assume office on the first day of January following the elections.

BOARDS AND COMMISSIONS

Citizen involvement is the key to effective, responsive government. The City of Manassas Park has various boards and commissions. Membership on each of these is through appointment by the governing body and each has specific responsibilities in various areas. As issues develop, additional committees and advisory boards may be formed.

A number of our citizens represent the city through participation in various regional organizations. Vacancies on all boards and commissions are listed in the Manassas Park Newsletter which is distributed to all city households, posted on the Manassas Park website at www.cityofmanassaspark.us and are also announced on Manassas Park Channel 23 for all cable television subscribers. All meetings are open to the public. For more information please call City Hall at 703-335-8800.

CITY ADVISORY GROUPS

Board of Equalization of Real Estate Assessments – provides an avenue for fair settlement of real property assessment disputes.

Board of Zoning Appeals – hears and rules on requests for variances to the Zoning Ordinance.

Building Fire and Code Appeals Board – provides an avenue for fair settlement of building code disputes.

Electoral Board – administers the electoral process.

Economic Development Authority – serves as an advisory body to the city’s governing body and professional staff regarding economic development issues in the city. In addition, for the purpose of promoting economic development, the EDA can buy, sell, exchange, lease, and otherwise convey rights in real property, and any facilities constructed thereon, and personal property, and can issue revenue bonds and provide loans and grants to certain entities.

Parks and Recreation Advisory Commission – advises the governing body on matters relating to parks and recreation.

Planning Commission – advises the governing body on matters relating to planning and community development.

School Board – appoints the School Superintendent and legislates the operations of the school division. School board members are appointed by the governing body and serve for a term of three years.

Social Services Advisory Board – advises the governing body on matters relating to social services and welfare.

Parking Committee – advises the governing body on matters relating to transportation safety issues.

For more information on boards or committees, please call City Hall at 703-335-8800.

REGIONAL ORGANIZATIONS

Northern Virginia Regional Commission (NVRC) – regional council of 14 member governments in the Northern Virginia suburbs of Washington, D.C., whose chief roles and functions have been providing information, performing professional and technical services for its members, and serving as a mechanism for regional cooperation. NVRC is located at 3060 Williams Drive, Suite 510, Fairfax, VA, 22031. To learn more about NVRC’s programs and services visit their website at <http://www.novaregion.org/> or call 703-642-0700.

Northern Virginia Transportation Authority (NVTA) – responsible for long-range, transportation planning for regional transportation projects in Northern Virginia. The NVTA regularly meets on the second Thursday of the month. NVTA is located at 4031 University Drive, Suite 200, Fairfax, VA 22030. To learn more about NVTA’s meetings and projects, please visit their website at <http://www.thenovaaauthority.org/> or call 703-766-4650.

Prince William Commission on Aging (COA) – citizens advisory group to the Area Agency on Aging, the Prince William County Board of County Supervisors, and the governing bodies of Manassas and Manassas Park. The COA addresses issues related to aging and care giving. Each County Magisterial District and the cities of Manassas and Manassas Park have

representatives on the COA. Commission members and Agency staff attend regularly scheduled monthly meetings which are open to the general public. The Area Agency on Aging is located at 7987 Ashton Avenue, Suite 231, Manassas. For more information please visit their website at <http://www.pwcgov.org/default.aspx?topic=040015000150000071> or call 703-792-6400.

Upper Occoquan Sewage Authority (UOSA) – UOSA’s purpose is to acquire, finance, construct, operate and maintain facilities for the abatement of pollution resulting from certain portions of Occoquan Creek. The Board membership is comprised of members appointed by the governing body of each of the political subdivisions – Fairfax County, Manassas, Manassas Park, and Prince William County. Meetings are held the third Thursday of each month beginning at 4:00 P.M. UOSA is located at 14631 Compton Road, Centreville, VA 20121. For more information please call 703-830-2200.

CITY OPERATIONS

ANIMAL CONTROL

The City of Manassas Park uses the City of Manassas/City of Manassas Pet Adoption Center for all stray, homeless, and unwanted companion animals. Citizens are encouraged to visit this center to locate a missing pet or adopt a new one. The location is 10039 Dean Drive, Manassas. Hours of operation are: Monday, Tuesday, Thursday and Friday 10:00 A.M. to 1:00 P.M and 4:00 P.M to 6:00 P.M Wednesday 5:00 P.M - 7:00 P.M Saturday 10:00 A.M. to 1:00 P.M. Closed Sundays and Holidays.

All dogs and cats, four months or older, that are kept in the city must have a valid pet license issued no later than January 31 of each year. A certificate of rabies vaccination signed by a licensed veterinarian is required before a pet license can be issued. Please see *Pet Licenses* section of this guide for full details.

Residents may have a total of four pets with no more than three dogs allowed per household. Exotic pets are not allowed in the City of Manassas Park.

There is a leash law in the City of Manassas Park. For information on this or any other animal related question please call the Animal Control Officer at 703-361-1136.

BUILDING AND CODE ENFORCEMENT

Department of Building and Code Enforcement

The Department of Building and Code Enforcement is located at City Hall, One Park Center Court. The hours of operation are weekdays from 8:30 A.M. to 5:00 P.M. Saturday and after hours inspections are done by appointment only. For more information please call 703-335-8818 or 703-335-8815.

Currently Adopted Building Code

The City of Manassas Park has adopted the “Virginia Construction Code” (Part I of the Uniform Statewide Building Code - 2003 Edition), effective November 16, 2005.

Permit Applications

When required, permit applications are made to the Building Official and must be obtained prior to the commencement of the work. Applications for emergency construction, alterations or equipment replacement must be submitted by the end of the first working day that follows the day such work commences.

Many projects will require building and/or trade permits. Some projects, however, will be exempt from the permit/inspection process. Those uncertain about whether the work to be performed requires a permit should visit the Building and Code Enforcement service counter or call the department at 703-335-8815 during the normal business hours of 8:30 A.M. to 5:00 P.M.

Application for permits may be made in person or by mail. Application must be made by the owner or lessee of the relevant property or his/her agent. Assistance in preparing the application for permit is available at the department's service counter or by telephone.

When submitting an application for a building permit, you will normally be required to provide the following: 1) two sets of plans for new buildings, additions, and alterations with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed; and 2) two plat plans showing distance from lot lines of construction.

Additional, important information about the permitting and inspection processes is also available on the departmental website:

http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Inspections/index

LICENSES AND PERMITS

Birth, Death, Divorce and Marriage Records

To order certified copies of birth, death, marriage and divorce certificates, contact the Virginia Department of Health's Division of Vital Records and Health Statistics. Certificates cost \$12 per copy. For more information and to access instructions, please visit the website at <http://www.vdh.state.va.us/vitalrec/> or call the information line at 804-662-6200.

Building Permits

Please see *Building and Code Enforcement* section of this guide.

Business Licenses

Owners of businesses located in the City of Manassas Park are required to file a renewal application by February 1 each year. New businesses in the city, including businesses inside the home, must obtain a license. For more information about obtaining a license please call the Commissioner of the Revenue's office at 703-335-8825.

City Vehicle Decals

Vehicle Licenses (decals) shall be displayed on the front windshield of all vehicles garaged in the city, and are to be placed on the right side (from the driver's point of view) of the inspection sticker. Trailer decals should be displayed on the tongue, and motorcycle decals on any clearly visible location such as the front fork. The Police may ticket all vehicles parked in the city that do not display a valid decal.

Decals go on sale October 15 each year, and must be displayed by midnight November 15. New residents must purchase decals within 30 days of moving into the city. Valid decals from other Virginia localities may be transferred for \$1. Decals may be obtained from the Treasurer's Office at City Hall, One Park Center Court.

All personal property taxes must be paid before decals will be issued. Decals cost \$25.00 for cars, trucks, and vans, \$10.00 for motorcycles, and \$8.00 for trailers.

Decals are available at no charge to active-duty military residing in the city. Those who qualify will need to provide a copy of their current Leave and Earnings Statement to the Commissioner of the Revenue.

Conditional Use Permits

The city's zoning ordinance specifies particular purposes for which land can be used in each zoning category. Some uses are "by-right" while others are designed as "special use" permits. Special use permits require a public hearing before the Planning Commission and governing body. For more information or to obtain an application please contact the City Planner at 703-335-8820.

Pet Licenses

All dogs and cats, four months or older, that are kept in the city must have a valid dog/cat license issued no later than January 31 of each year. Licenses go on sale in the City Treasurer's office the preceding November 1. A certificate of rabies vaccination signed by a licensed veterinarian must be provided before a license can be issued.

Residents may have a total of four pets with no more than three dogs allowed per household. Exotic pets are not allowed in the City of Manassas Park. For more information please call the Treasurer's office at 703-335-8835 or stop by the office at City Hall, One Park Center Court.

Driver's License and State Registration

Within thirty days after moving into the Commonwealth of Virginia residents must obtain a Virginia driver's license and register their vehicles. Both of these can be accomplished at the Virginia Department of Motor Vehicles office located at 9800 Godwin Drive in Manassas. For more information please visit their web site at <http://www.dmv.state.va.us/> or call the DMV at 1-866-DMVLINE.

Hazardous Use Permits

The State Fire Code requires a hazardous use permit in certain situations. Among those are the storage and handling of flammable and combustible liquids, welding; the storage and discharge of explosives; the storage and the sale of fireworks, and the storage and handling of compressed gases. Permits are processed through Building and Code Enforcement. For more information please call 703-335-8818 or 703-335-8815 or stop by the office at City Hall, One Park Center Court.

Home Occupation Permits

A home occupation permit is required in order to use a home for business purposes. Applications are available at the service counter located at City Hall, One Park Center Court. Final approval of home occupation permits is made by the Zoning Administrator. For more information please call 703-335-8820. (See also *Business Licenses* section of this guide).

Hunting and Fishing Licenses

State licenses are required to hunt or fish within the Commonwealth of Virginia. Licenses may be obtained at area hardware and sporting goods stores or online at <http://www.dgif.state.va.us/licenses/>.

Absolutely no hunting or discharging of any types of weapon is allowed within the City of Manassas Park. For more information please call 703-361-1136.

Marriage Licenses

Marriage licenses are issued by the Clerk of the Circuit Court, Public Services Division. Weddings are generally performed Monday through Friday at the Courthouse. The license is valid for 60 days.

The Clerk of the Court is located at 9248 Lee Avenue, Manassas, Virginia. Hours are Monday through Friday 8:30 A.M. to 4:00 P.M. For more information, please visit the website at <http://www.pwcgov.org/default.aspx?topic=010051000080000164>. To schedule an appointment for a ceremony please call 703-792-6019. For ceremonies in Spanish, please call 703-792-6045.

Safety and Emissions Inspection

Motor vehicles registered in the Commonwealth of Virginia are required to pass two inspections. To ensure that a vehicle is mechanically safe to operate on the highways of the Commonwealth, it must pass an annual **safety** inspection. Vehicles must also pass emissions inspection. Emissions inspections in Virginia are valid for two years. Both safety and emissions inspections are performed by state-approved commercial service stations.

For more information visit the DMV office located at 9800 Godwin Drive in Manassas, call the DMV at 1-866-DMVLINe or visit their web site at <http://www.dmv.state.va.us/>.

Sign Permits

Sign permits are required for most signs placed on the side of a building or erected on a commercial property. There are many regulations which govern the placement of signs. An application must be obtained (there is a \$100.00 sign permit fee) and two copies of the proposed sign, two copies of the site plan, indicating the location of each freestanding sign must be submitted. Building and/or electrical permits may also be required, at additional cost. The zoning administrator has final approval authority for sign permits.

Additional information and permit applications are available through the Department of Building and Code Enforcement service counter at City Hall, One Park Center Court, Monday through Friday, 8:30 A.M. to 5 P.M.

Virginia Concealed Weapons Permits

Virginia Resident Concealed Handgun Permits are issued by the circuit court of the county or city in which the applicant resides. Please contact the Prince William Clerk of the Circuit Court at 703-792-6015 for specific instruction on the application process for residents of the City of Manassas Park.

Work Permits

Work permits are required for students in Virginia under the age of 16 to work a job. There are certain exceptions. Exceptions include jobs on farms, in gardens, and in orchards that are operated by a parent or guardian; work around the home for parents; volunteer work, non-manufacturing jobs where a parent owns a business; page or clerk for either the House of Delegates or State of Virginia; occasional work around someone else's home, such as yard work; and, work performed for state or local government. While there is no fee, students must have a physical examination before a permit can be issued. Students under the age of 16 must be accompanied by a parent when applying. For a complete guide on the employment of teenagers in Virginia please visit the Virginia Department of Labor web site at http://www.doli.virginia.gov/infocenter/publications/laborlaws/guideforteens_web.pdf.

Permits may be obtained at Manassas Park High School throughout the year. The office is open from 7:30 A.M. to 4:00 P.M. Monday through Friday. For additional information and application forms please contact the main office at Manassas Park High School, 8200 Euclid Avenue, Manassas Park, or call 703-361-9131.

HOLIDAYS AND HOURS OF OPERATION

The City of Manassas Park offices are closed on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

City Hall hours of operation are Monday through Friday, 8:30 A.M. to 5:00 P.M. Department of Fire and Rescue and Police Department operate 24 hours a day, seven days a week.

PARKS AND RECREATION

The City of Manassas Park has placed emphasis on a continuing commitment to recreation and leisure services for citizens. These services fall into five operating divisions: Aquatics, Parks, Recreation, Historic Resources and Administration. A professional workforce provides a variety of high quality, diverse leisure opportunities to support the individual growth and well-being of our citizens. For more information on any of the services listed below please visit www.cityofmanassaspark.us or stop by the Department of Parks and Recreation located at 99 Adams Street, Manassas Park or call 703-335-8872.

Aquatics

Seasonal operations for the Signal Bay Water Park begin annually on Memorial Day weekend and continue through Labor Day. The facility, situated in Signal Hill Park, 9300 Signal View Drive, Manassas, is a 27,000 sq. ft. leisure pool featuring water cannons, slides and a lazy river. Amenities include a sand volleyball court, showers, restrooms, picnic areas and concession sales. Daily admission is between the hours of 11:00 A.M. and 8:00 P.M. and is available to the general public. Rates are reduced after 6:00 P.M. daily. Group and daycare rates are available.

Parks

The City of Manassas Park has developed a system of parks and playgrounds which geographically span the entire city. The parks have been systematically placed to complement the school system playgrounds in an effort to provide leisure opportunities within a short walking distance from every household. Block Parks are available on Baker Street, Scott Drive and Polk Drive.

Costello Park is a 25-acre community park that features a community center, an outdoor pool, tennis courts, a large pavilion, picnic areas, playgrounds, and an assortment of athletic fields. Signal Hill Park is a 110 acre site with a Water Park, four multipurpose athletic fields, an ASA regulation softball field, a large playground, one mile of asphalt trail, large pavilion with restrooms, a natural pond and picnic areas.

Recreation

The recreation division manages all public leisure opportunities for the citizens of Manassas Park. Programming divisions include:

- Office for Teens: A comprehensive program for youth and young adults between the ages of 12 and 18 years old.
- Special Events: 29 special events are offered throughout the year. Some notable events include the Annual Easter Egg Hunt, July 4th celebration with fireworks, Summer Concerts in the Park, Annual Halloween Party, the Trail of Terror and the Holiday Light Parade.
- School-Aged Programs: A diverse catalogue of recreation and leisure programs for school-aged youth, kindergarten through sixth grade. Included in this division is the Extended Care Program, a licensed low-cost alternative for afterschool and full-day summer care for school-age children.

- **Preschool Programs:** An innovative division that focuses on early childhood exposure to recreation and leisure opportunities to provide the pre-school participant the potential for healthy lifestyle development.
- **Cultural Arts and General Recreation Programs:** A broad array of programs ranging from arts and crafts, senior citizen programs and therapeutic recreation.
- **Athletics:** The athletic division promotes healthy lifestyle development for the citizens of Manassas Park through the provision of recreation leagues, sports, and fitness opportunities.

The Department of Parks and Recreation is located at 99 Adams Street, Manassas Park. For more information visit the web site at www.cityofmanassaspark.us or call 703-335-8872.

Historic Resources

The Department of Parks and Recreation protects the five historical resources in Manassas Park, four of which are nationally and state registered historic landmarks. Please see the Historical Buildings and Sites section of this guide for detailed information or call 703-335-8872.

PLANNING AND ZONING

All land in the City of Manassas Park is zoned for residential, commercial or industrial use. The Comprehensive Plan serves as a basic guide for the city's development. A copy of the Comprehensive Plan may be purchased from the planning office located at City Hall, One Park Center Court, or by calling 703-335-8820. The Comprehensive Plan can also be accessed online by visiting the city's web site at www.cityofmanassaspark.us.

Density of development and permitted uses for each zoning category are detailed in the zoning ordinance. Other uses require condition use permits. (See also *Conditional Use Permits* section of this guide for more details).

All applications for changes of zoning are carefully evaluated by the city planning staff. All zoning change applications are then subject to the public hearing processes by the Planning Commission and the governing body.

The public hearings are required by state code to be advertised in advance. Signs are posted on the property in question and written notices are sent to owners of properties adjacent to the property in question. Anyone who supports or opposes the changes requested in the application may speak at these public hearings.

The Board of Zoning Appeals is appointed by the Circuit Court. This board hears appeals on rulings of the zoning administrator, as well as applications for variances. Zoning decisions by the governing body must be appealed to the Circuit Court. Copies of the City of Manassas Park Zoning Ordinance may be obtained from the Planning Office located at City Hall, One Park Center Court Monday through Friday 8:30 A.M. to 5:00 P.M. This information is also available on the city's web site at www.cityofmanassaspark.us. For more information on zoning matters please call 703-335-8820.

PUBLIC INFORMATION

The city works to keep citizens informed of city governmental actions and also announces special events of interest. In addition to providing information to the local media, the city issues a newsletter on a quarterly basis to every household in the city. This newsletter is also posted on the city web site at www.cityofmanassaspark.us.

To receive an agenda or report of the meetings of the governing body, the Planning Commission, the Board of Zoning Appeals, or the School Board, please contact the City Clerk at 703-335-8808 and request to be added to the city's email subscription lists(s). You may also contact the City Clerk to request to have an item placed on the agenda or speak at any public meeting.

Items of interest regarding city operations and events are also presented on the city's web site at www.cityofmanassaspark.us and on cable channel 23 for cable television subscribers. For more information on these programs please contact the City Clerk at 703-335-8808 or City Manager's Office at 703-530-0393.

PUBLIC MEETINGS

Governing Body

The governing body meets at 7:00 P.M. on the first, second and third Tuesday of each month at City Hall, One Park Center Court. Meetings are held on the fourth Tuesday of each month on an as needed basis. The governing body may cancel regular meetings or schedule special meetings, if appropriate. Areas of focus for each meeting are as follows:

- First meeting of the month - department directors meet with the governing body.
- Second meeting of the month – generally reserved for public hearings and presentations.
- Third meeting of the month – generally reserved for regular business. Citizen's Time is held at the beginning of the third meeting of the month. During this time, citizens of the City of Manassas Park are allowed to make public comments on any topic pertaining to the city. Citizens are allowed up to three minutes for comments.
- Fourth meeting of the month – held on an as needed basis. If a meeting will be held it will be posted on the Manassas Park web site as www.cityofmanassaspark.us or you may call the City Clerk at 703-335-8808 to inquire.

Please note that the second and third meetings of the month are televised on cable channel 23 for all cable television subscribers. Additional information is also available on the city channel.

Planning Commission

The Planning Commission meets on the second Monday of each month at 7:00 P.M. at City Hall, One Park Center Court. The meetings are televised on cable channel 23 for all cable television subscribers.

School Board

The Manassas Park School Board meets regularly on the third Monday of each month at 6:45 P.M. in a closed meeting. The public session begins at 8:00 P.M. The first Monday of each month is reserved for special meetings or work sessions as needed. The public is invited to attend open MPCS School Board meetings. Meetings are held in the School Board Room located on the 2nd floor of City Hall, One Park Center Court, Manassas Park. Meetings are televised on cable channel 18 for all cable television subscribers. For more information please call 703-335-8850.

PUBLIC WORKS

Open Burning

Open burning within the City of Manassas Park is strictly prohibited without a permit from the Environmental Protection Agency (EPA). This does not apply to the use of charcoal grills for food preparation.

Open burning is the burning of unwanted materials such as paper, trees, brush, leaves, grass, and other debris, where smoke and other emissions are released directly into the air without passing through a chimney or stack. Open burning pollutes the air and poses a fire hazard. The air pollution created by open burning can irritate eyes and lungs, obscure visibility, soil nearby surfaces, create annoying odors, and are a danger to those with respiratory conditions. For questions regarding opening burning please call 703-393-0881.

Trash and Refuse Collection

The City of Manassas Park has a contract agreement with American Disposal, a private trash and refuse collection company to pick up your refuse. The cost of this service is paid for by the city as part of the city property tax. The regular scheduled day for trash collection is Wednesday. Sometimes weather events or holidays may impact trash collection schedules. When this happens, collection is usually delayed a day and details are posted on the Manassas Park web site at www.cityofmanassaspark.us and channel 23 for all cable television subscribers.

Appliances can be scheduled for pick up. Contact American Disposal at 703-368-0500 to make arrangements for pick up of large bulk items such as furniture or appliances. Please note, appliances with doors (freezers, refrigerators, etc.) must have doors removed for child safety purposes, and items with refrigerant (refrigerators, air conditioners) must have a tag attached certifying that the refrigerant has been removed by a company or individual certified to remove refrigerant.

The city does not sponsor a trash receptacle replacement program. Any trash cans that need to be replaced must be purchased by the homeowner at the homeowner's expense. Replacement trash receptacles may be purchased at a general retail store or through American Disposal by calling 703-368-0500.

The city sponsors two home cleanup days per year in May and September, and two hazardous waste events in March and September. Notices and details for these events will be included in water billings prior to each of these events. For more information, please call the Department of Public Works at 703-393-0881.

Street Maintenance

The Public Works Department provides maintenance on all dedicated streets and highways, including the curbing, gutters and sidewalks. This does not include cul-de-sacs and other private streets. The department works in the areas of snow removal, pavement patching and road resurfacing on all city streets in Manassas Park. To obtain information or to report a problem, please call the Department of Public Works at 703-393-0881.

Please note that within the city there are public streets and private streets. A private street is usually located in a residential area such as a condominium development in which a homeowners' association maintains the grounds and streets. The city cannot make repairs to private streets because they are not located on public property. However, the city does maintain the water supply to private streets. To confirm whether a street is public or private, please contact the community's homeowner's association.

Water and Sewer

The City of Manassas Park owns and operates its own water supply system. High quality water for the City of Manassas Park is obtained from two sources: 1) the city well system and 2) purchased capacity. Since the well system and the water obtained from outside sources are connected by the city's water distribution system, either source of water can service the entire city should the need arise.

Sanitary sewer service extends throughout the city and the sewerage is treated at the Upper Occoquan Sewer Authority (UOSA) plant located in Centreville, Virginia. Sewer charges are calculated on the basis of the amount of water used during each regular billing period. The sewer fees are collected as part of the water bill.

The water and wastewater system operates as an Enterprise Fund which means it is self-supporting and as such, does not receive any support from tax revenue. Water and sewer expenses are paid strictly from the revenue generated by water and sewer related fees. Those fees include tap fees and user fees. The tap fee is charged for connecting (tapping) into the city's existing water and/or sewer system, typically done by a developer or contractor. The user fee is charged for consumption of water by residents and commercial establishments in the City of Manassas Park.

New residents should apply for water and sewer service at the Water & Sewer Department located at City Hall, One Park Center Court, Manassas Park. A connection fee is due at the time of application and should be paid at the Treasurer's Office, also located at City Hall. Bills are sent out monthly and payment is due by the end of the month. A ten percent (10%) penalty is added for late payment. For more information please contact the Water & Sewer Department at 703-335-8805. In case of an emergency after 5:00 P.M. on weekdays or on the weekend please call the Police non-emergency line at 703-361-1136.

REAL ESTATE ASSESSMENTS

As required by state law, the Office of the City Assessor annually appraises all parcels of real estate in the city at 100 percent of their estimated fair market value as of January 1. Effective

July 1, 2008 the tax rate for the City of Manassas Park is \$1.24. Assessment notices are mailed to property owners in late January or early February each year.

There are three levels of appeal for a citizen who feels that the appraisal is inaccurate: first, the Office of the City Assessor; second, the Board of Equalization; and third, the Circuit Court of Prince William County. At each level of appeal, the burden of proof is on the property owner to prove that the assessment is incorrect. The Office of the City Assessor maintains information on the characteristics of all property ownership in the city and provides such information to citizens, as well as an explanation of the methods used to assess the value of a property.

Additional information about real estate assessments can be found in the Frequently Asked Questions (FAQ) document located on the city's web site located at: http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Assessor/FAQs_March_2008_CMP.pdf. For more information on assessments, please call the City Assessor at 703-338-8811 or e-mail cityassessor@manassasparkva.gov. To file an appeal with the Board of Equalization please call the Office of the City Clerk at 703-335-8808 about filing deadlines and the appeal process in general.

Real Estate taxes are levied against the assessments of land and improvements that have an effective date of January 1, but are due semi-annually on June 5 and December 5. The tax rate is set by the governing body each April when the budget for the coming fiscal year is adopted. The amount of real estate taxes paid each year are a product of the total assessed value of the property estimated by the Office of the City Assessor and the tax rate set by the governing body.

Certain real estate tax relief benefits are available to eligible senior citizens. Please refer to the Senior Citizens section of this guide.

SCHOOLS

A child who has reached his or her fifth birthday on or before September 30 must be enrolled in kindergarten for that school year beginning in the fall unless the parent or guardian notifies the School Board that he or she does not wish the child to attend.

A child who will reach his/her fifth birthday after September 30 and on or before December 31 of that year may be enrolled in kindergarten; the elementary schools provide counseling for parents or guardians of children who reach their fifth birthday during this period regarding the advisability of school attendance.

A child whose sixth birthday falls on or before September 30 must attend school during the school year beginning that fall.

Parents should take a birth certificate or equivalent and a transfer slip or report card from the previous school to the school office when enrolling a child. Evidence of immunization and proof of residency in Manassas Park is required for all students; a certificate of a physical examination is required for elementary school students. For more information please call the School Board at 703-335-8850.

MANASSAS PARK CITY SCHOOLS, ADDRESSES AND PHONE NUMBERS

Cougar Elementary School
9330 Brandon Street
Manassas Park, VA 20111
Phone: 703-392-1317
School Hours: 8:30 A.M. – 3:30 P.M.
(Pre-K through Grade 3)

Manassas Park Elementary School
101 Tremont Street
Manassas Park, VA 20111
Phone: 703-368-2032
School Hours: 8:00 A.M. – 2:50 P.M.
(Grades 4 through 5)

Manassas Park Middle School
8202 Euclid Avenue
Manassas Park, VA 20111
Phone: 703-361-1510
School Hours: 7:30 A.M. – 2:15 P.M.
(Grades 6 through 8)

Manassas Park High School
8200 A Euclid Avenue
Manassas Park, VA 20111
Phone: 703-361-9131
School Hours: 7:30 A.M. – 2:15 P.M.
(Grades 9 through 12)

Manassas Park City School Administrative Offices
One Park Center Court, Suite A
Manassas Park, VA 20111
Phone: 703-335-8850

SOCIAL SERVICES

The Department of Social Services operates a broad variety of programs designed to help residents of Manassas Park with personal, family or financial programs.

The agency offers programs under “Financial Services.” These programs include the ADC programs, General Relief, Food Stamps, Medicaid, Fuel Assistance, and Emergency Assistance.

The agency has trained social workers available to provide a variety of programs. These programs include Information and Referral Services, Adult Services, Adult and Child Protective Services, Foster Care and Adoption Services and on a limited basis, emergency services are available.

The Manassas Park Department of Social Services is located at One Park Center Court and is open Monday through Friday from 8:30 A.M. to 5:00 P.M. For more information please call 703-335-8898.

To report concerns of child abuse or neglect after normal business hours, please call the Manassas Park Police Department at 703-361-1136 or the State Child Protection Service Hotline at 1-800-552-7096.

TAXES

The City Treasurer collects all taxes and revenues due the city. The Commissioner of the Revenue assesses personal property such as trailers, boats, and vehicles.

More than half of the city's general fund budget is provided through direct city taxes. The largest of the taxes is the real estate tax which is based on the market value of the land and the buildings.

For more information please call the City Treasurer at 703-335-8835 or the Commissioner of the Revenue at 703-335-8825.

Business Personal Property Taxes

All tangible personal property and machinery and tools used in connection with a business in the City of Manassas Park are subject to taxation. Businesses are required to file a report on tangible personal property with the Commissioner of the Revenue by April 15 of each year. The forms are supplied by the Commissioner's office. Business personal property taxes are payable to the City Treasurer by December 5 each year. For more information please call 703-335-8825.

Personal Property Taxes

Owners of motor vehicles, boats, campers or trailers are subject to a personal property tax. Residents are required to file tangible personal property with the Commissioner of the Revenue each year. The forms for reporting are provided by the Commissioner's Office. Those who file after April 15 will be subject to a penalty of ten percent (10%).

The Commissioner assesses personal property owned or in possession as of January 1. Personal property taxes are payable to the City Treasurer by December 5. For more information please contact the Commissioner of the Revenue at 703-335-8825.

Tax and License Reminder Dates

Tax	When to Pay
City Auto Decals	No later than November 15
Dog Tags	No later than January 31
Property Taxes – Personal and Business	October 5
Real Estate	First Half – by June 5 Second Half – by December 5
Federal Income Tax	No later than April 15
State Income Tax	May 1

State Income Tax

Income taxes are required of every person who lived in Virginia during the tax year or maintained residence for more than 183 days. For forms and assistance, please call the office of the Commissioner of the Revenue at 703-335-8825.

Federal Income Tax

The Federal Government operates a tax information assistance office at Bailey's Crossroads, Virginia. For more information please call 703-557-9230 or 1-800-424-1040.

VOTER REGISTRATION

Residents must be a registered voter in order to vote in local, state and federal elections. There is no requirement that you specify your party affiliation when you register. Residents must register no later than 29 days before the election in which you plan to vote. To register, the following requirements must be met:

- a) Be a citizen of the United States
- b) Be 18 years old by the time of the next November general election
- c) Be a resident of Virginia
- d) Have had your voting rights restored if you have ever been convicted of a felony
- e) Have had your capacity restored if you have been declared mentally incapacitated

Currently there are two voting precincts for Manassas Park. Precinct 1 is located at Manassas Park High School Gym. Precinct 2 is located at the Parks and Recreation Building in Costello Park. To determine which precinct you are registered in, please contact the Registrar's office.

Residents may register to vote at the Voter Registration office located at City Hall, One Park Center Court Monday through Friday 8:30 A.M. to 4:30 P.M. Absentee Saturdays are 9:00 A.M. to 5:00 P.M. (seasonal). Polls are open from 6:00 A.M. to 7:00 P.M. on Election Day. For more information on elections, being a poll worker, absentee voting or becoming a candidate, please visit the State Board of Elections web site at www.sbe.virginia.gov/cms/ or City of Manassas Park at www.cityofmanassaspark.us/home/. The Registrar's office can be reached by phone at 703-335-8806 or fax 703-335-9042.

CITIZEN SERVICES

COLLEGES AND UNIVERSITIES

Several major schools of higher education are located in close proximity to the City of Manassas Park. For a complete listing of schools please visit the Yellow Pages.

Northern Virginia Community College - is a two year, state-supported regional college with five campus locations in this area with the nearest one in Manassas. For additional information, please call the college at 703-257-6600 (V/TDD 703-368-3748), view their web site at www.nvcc.edu, or visit the college at 6901 Sudley Road, Manassas, VA, 20109.

George Mason University - is located in nearby Fairfax County and currently serves over 28,000 students offering undergraduate and graduate degree programs in many fields. The university welcomes citizen use of its cultural and recreational facilities. For additional information, please call 703-993-1000 (TDD 703-993-1002), view their web site at www.gmu.edu, or visit the university at 4400 University Drive, Fairfax, VA 22030.

Strayer University, Manassas Campus – is located just off I-66 Route 234, in the Battlefield Business Park. Undergraduate and graduate programs in high-demand fields such as accounting, business, education, health services administration, information systems, and public administration are available at this campus. For additional information, please call the college at 703-330-8400, view their web site at <http://www.strayer.edu/manassas>, or visit the college at 9990 Battlevue Parkway, Manassas, VA 20109.

COMMUNICATION SERVICES

Cable Television

The cable television system for the City of Manassas Park is offered by both Comcast Cable and Verizon Fios. For information about the availability of services or programming visit their web sites at www.comcast.com or www.verizon.com or call Comcast Cable at 703-368-4227 or Verizon at 703-954-6222.

Internet Access

Internet access is currently available through both Comcast Cable and Verizon. For information about the availability of services or programming visit their web sites at www.comcast.com or www.verizon.com or call Comcast Cable at 703-368-4227 or Verizon at 703-954-6222. In addition, there are a number of dial up service providers available. Please consult the yellow pages for a complete listing of providers.

Telephone Service

Telephone service is currently available through both Comcast Cable and Verizon. For information about telephone service visit their web sites at www.comcast.com or www.verizon.com or call Comcast Cable at 703-368-4227 or Verizon at 703-954-6222.

DAY CARE AND CHILD CARE PROGRAMS

Manassas Park's Parks and Recreation Department sponsors a pre-school program for children ages three through five. There is also an Extended Care Program available for children in kindergarten through sixth grade. This is a licensed low-cost program for afterschool and full-day summer care. For more information about these programs please call the Department of Parks and Recreation at 703-335-8870.

There are also a number of private Day Care Centers available. For a complete listing please consult the Yellow Pages.

DISABILITY SERVICES

A number of programs are available which provide services for city residents with disabilities. These programs are available through the City of Manassas Park Schools and State of Virginia agencies. Services are available to individuals between the ages of 18 to 59 who are deemed disabled by a qualified medical professional, Community Services Board and/or the Social Security Administration. Additional services are also available through arrangements made by the City with Prince William County agencies. For more information please call the Manassas Park Department of Social Services at 703-335-8898 or 1-800-552-2131 for the hearing impaired.

Parking permits for persons with disabilities are available from the Virginia Department of Motor Vehicles (DMV). For more information visit the DMV office located at 9800 Godwin Drive in Manassas, call the DMV at 1-866-DMVLINE or visit their web site at <http://www.dmv.state.va.us/>.

EMPLOYMENT

A listing of current employment opportunities with the City of Manassas Park and an online employment application are available on the Manassas Park web site at:

http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Employment/

For further information about possible current job opportunities with the City of Manassas Park please call Human Resources at 703-257-2625. The city is an equal opportunity employer.

In addition, the Virginia Employment Commission (VEC) provides easy access to workforce services for local businesses, employers and citizens, job opportunities, and labor market information in the Commonwealth of Virginia. For more information please visit their web site at www.vec.virginia.gov. There are two offices located near Manassas Park:

Prince William VEC
13370 Minnieville Road
Woodbridge, VA 22192
Phone: 703-897-0407
Fax: 703-897-0440

Fairfax VEC
13135 Lee Jackson Memorial Highway
Fairfax, VA 22033-1907
Phone: 703-803-0000
Fax: 703-803-0042

The VEC Workforce Centers are generally open weekdays from 8:30 A.M. to 4:30 P.M.

EXTENSION SERVICES

The Prince William Extension Services is a public educational agency operated under cooperative sponsorship of The City of Manassas Park, Manassas, and Prince William County, Virginia Polytechnic Institute and State University, and the United States Department of Agriculture. This agency offers a wide variety of services to the residents of Manassas Park. These services include soil analysis; guidance on family nutrition, weight control and health habits; parenting classes; budget counseling; advise on plant and lawn maintenance; identification of insects and plant diseases and assistance to 4-H clubs.

There is no charge for most of the services listed above. The office is located at 8033 Ashton Avenue, Suite 105, Manassas. For more information visit their web site at <http://offices.ext.vt.edu/view.cfm?webname=prince.william> or call 703-792-6289.

HEALTH AND MEDICAL SERVICES & FACILITIES

General Health Services

The City of Manassas Park provides general health services for its residents through an agreement with Prince William County Health Department. These services include educational programs, enforcement of state and local health regulations, environmental health services, school health programs and specialized clinics.

Services are provided by the Health Department at the following locations:

Environmental Health Department

8470 Kao Circle
Manassas, VA 20110
Phone: 703-792-6310
Fax: 703-257-5138

Smoketown Clinic

13792 Smoketown Road
Woodbridge, VA 22192
Phone: 703-792-7300
Fax: 703-792-7311

Manassas Clinic (includes Vital Records)

9301 Lee Avenue
Manassas, VA 20110
Phone: 703-792-6300
Fax: 703-792-6338

Sudley North Clinic (WIC and Women's Clinic)

7751 Ashton Avenue
Manassas, VA 20109
Phone: 703-792-4700
Fax: 703-792-4743

The Health Department offers a wide variety of health services to city residents including teen and women's wellness including gynecological checkups and pap smears, confidential and anonymous HIV testing and counseling, immunizations including overseas travel immunizations, animal bites-rabies prevention, environmental complaints and urban issues, health hazards and vital records. This is only a sampling of the many services offered. To find more information visit <http://www.pwcgov.org/default.aspx?topic=040028> or call one of the offices listed above. The Health Department business hours are from 8:00 A.M. to 4:30 P.M.

Helpline

Helpline is operated by ACTS and provides the residents of the Prince William area, including Manassas Park, with 24-hour a day information and referral service, as well as an anonymous, confidential listening and crisis intervention services. To contact ACTS Helpline call 703-368-4141.

Manassas Park Department of Social Services also offers information and referral services and is available to Manassas Park families in crisis. For more information please call 703-335-8898 Monday through Friday from 8:30 A.M. to 5:00 P.M.

Hospitals

Prince William Hospital - is located at 8700 Sudley Road in Manassas. The facility is a 170-bed, not-for-profit hospital. Services include a 24 hour emergency department and complete in-patient and out-patient medical facilities and services. The hospital also has a Psychiatric Department and an Alcoholism Treatment Center. For more information visit their web site at <http://www.pwhs.org/> or call 703-369-8000. To find a physician call their Physician Referral Line at 703-530-WELL.

Inova Fairfax Hospital - is also located nearby at 3300 Gallows Road, Falls Church, Virginia. This hospital is a not-for-profit health care system, and is located on the same campus as Inova Fairfax Hospital for Children and the Inova Heart and Vascular Institute. It houses Northern Virginia's only Level 1 trauma center for treating the most critically injured patients and has the nation's fifth busiest obstetrics program. It also is one of only six community hospitals in the nation offering the full spectrum of organ transplantation. For more information please visit their web site at http://inova.org/inova_fairfax_hospital/ or call 703-776-4001.

Immunizations

Before entering a public school, Virginia law requires that every pupil be immunized against diphtheria, tetanus, whooping cough, polio, measles, rubella and mumps. Students will not be allowed to attend school without the required proof of immunization.

Evidence acceptable for proof of required immunizations must include the month, day, and year each dosage was administered on forms developed by or approved by the State Department of Health. All students for whom dates cannot be provided must be referred to the local health department or their private care provider to update their records before entering school.

Objections based on religious grounds may be discussed with the principal of the school your child is to attend. School contact information is located in the School section of this guide.

Ticks

Ticks are common in all woody areas. Deer ticks carry Lyme disease. If a tick bite is not treated within 30 days, victims may be subject to a life long illness. Since Manassas Park has such environments, the following site may be helpful in learning what to do in the case of a tick bite: www.lyme.org or <http://www.cdc.gov/Features/StopTicks/> for tips on preventing tick bites and how to reduce your risk of tick-borne disease.

LIBRARY

Library Services are provided to city residents through a contract with Prince William County. The Central Community Library located at 8601 Mathis Avenue, Manassas.

The library features a community room, a computer lab (the computer connection @ central), a periodicals room, and a children's area. Central provides materials for adults, children and young adults.

The library hours are:

- Monday – Thursday: 10:00 A.M. to 9:00 P.M
- Friday – Saturday: 10:00 A.M. to 5:00 P.M.
- Sunday: 12:00 P.M. to 5:00 P.M. (mid-September through first Sunday in June)

For more information please call the library at 703-361-8211 or visit their web site at <http://www.pwcgov.com/print.aspx?topic=030034001030001207>.

MENTAL HEALTH, RETARDATION & SUBSTANCE ABUSE SERVICES

The City of Manassas Park provides a broad range of services in these areas for its citizens. Services are provided through an agreement with the Prince William County Community Services (CS). These services are offered at the Sudley North Building, 8830 Ashton Avenue, Manassas. For more information please call 703-792-7800, email emailcsb@pwcgov.org or visit the Prince William County Community Services web site at <http://www.pwcgov.org/default.aspx?topic=040019>.

Mental Health Services

The Prince William County Community Mental Health Center provides mental health services and specialized programs for persons in the City of Manassas Park. Among the services available are counseling, behavioral therapy and 24-hour emergency assistance. For more information or for 24-hour service please call 703-335-7890.

Mental Retardation Services

The Prince William County Community Services Board provides a number of services for mentally retarded persons and their families. These include information and referral. Translation is available for non-English speaking individuals and callers. For more information please call the Community Services Case Management Center at 703-792-7800.

Substance Abuse – Alcoholism

Programs designed to assist the problem drinker and the family of the problem drinker is available through the Drug and Alcohol Program of the Prince William County Community Services Board. Services available include education programs, problem evaluation and orientation, individual and group counseling for both the problem drinker and the family members, and referral for detoxification or residential treatment programs. For assistance or information on all programs please call 703-792-7800. After regular business hours a telephone answering service will relay the information to a staff person on 24-hour call.

Citizens convicted of driving while intoxicated may be referred to the Bull Run Alcohol Safety Action Program. ASAP provides probation, education programs, and case management. ASAP also has a public information program located at 9108 Manassas Drive, #D, Manassas Park. For more information on ASAP services please call 703-369-7979.

Substance Abuse – Drug Abuse

The Prince William County Community Services Board also offers assistance for drug users through the Drug and Alcohol Program. The program provides outpatient and residential treatment services including individual and group counseling therapy. For information on the help available please call 703-792-7800.

SENIOR CITIZENS

A wide variety of special programs are available for senior citizens living in Manassas Park. A detailed listed of programs and services are available on the Manassas Park web site located at http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Senior/index.

The Prince William Area Agency on Aging is located at 7987 Ashton Avenue, Suite 231, Manassas. The phone number is 703-792-6400 and their web site is <http://www.pwcgov.org/default.aspx?topic=040015>. The Prince William Area Agency on Aging also administers a Senior Citizen Center that is located at 9320 Mosby Street in Manassas. The center provides a multi-purpose health, education, recreation and nutrition service to senior citizens.

It offers programs that include information and referral, an I.D. Discount Program, Meals on Wheels, legal and Para-legal services, telephone reassurance programs, a senior citizen's newsletter, and Project Mend-A-House. This agency also has available a directory of services for seniors and a directory of discount merchants and a housing registry.

Some programs are open to those who are age 55 and older; others are open to residents age 60 and older. Please check with individual program staff regarding specific eligibility requirements. For more information about programs and services please call the Agency Information and Assistance Office at 703-792-6374 or TDD 703-792-6444.

The Manassas Park Department of Social Services provides information and referral services, and emergency needs. The Department also provides Adult Protection services and investigates reports that the elderly or disabled are either neglecting, abusing or exploiting themselves or are being abused, neglected or exploited. To contact the Department of Social Services please call 703-335-8880.

The Department of Parks and Recreation offers a once a week Social Club for seniors. The club meets every Wednesday from 10:00 A.M. to 12:00 P.M. for fun activities and companionship. Activities include arts and crafts, nutrition, guest speakers, community service and senior exercise. For more information please call 703-335-8872.

The Manassas Park Women's Club hosts a potluck on the third Friday of every month at the Costello Park Recreation Center. Each person is asked to bring a covered dish to serve four. For more information please call 703-335-8872.

The Senior Citizen Advisory Committee meets the third Thursday of each month alternating sites between Costello Park Recreation Center and Park Place Senior Apartments. The Committee serves to advise the governing body of the City of Manassas Park on matters relating to senior citizens, to promote and support senior citizen-oriented special events and collaborative efforts that meet the needs of senior citizens, to educate and disseminate information to the community regarding issues that impact senior citizens, and to serve as an advocacy body on behalf of older adults in the community. For more information please call 703-335-8872.

Real estate tax relief benefits are available to eligible senior citizens and the disabled. Elderly persons must be at least 65 years old to qualify and there are income and residency requirements. Those persons who do qualify for tax relief are also eligible for one (1) free decal per year and a small reduction on their water bill. Please file an application for tax relief by April 1. For more information or to receive an application please call the Commissioner of the Revenue at 703-335-8825.

SOCIAL SECURITY ADMINISTRATION OFFICES

To obtain a social security card or a duplicate, please visit the Social Security Administration offices listed below. Applications can be completed ahead of time by going to <http://www.ssa.gov/online/ss-5.pdf>. There are two offices located near Manassas Park:

- Manassas - 9500 Center Street, Manassas, VA 20110
- Fairfax - 11212 Waples Mill Rd, Suite 105, Fairfax, VA 22030

Office hours are 9:00 A.M. through 4:00 P.M. For more information please call 1-800-772-1213 or TTY 1-800-325-0778.

TENANT-LANDLORD DISPUTES

To file a complaint or seek resolution of a tenant-landlord dispute, visit the Virginia Department of Housing and Community Development online at www.dhcd.virginia.gov or call, write or e-mail:

Virginia Department of Housing & Community Development
The Jackson Center
501 North Second Street
Richmond, Virginia 23219
(804) 371-7000
e-mail: webmaster@dhcd.virginia.gov

You may also consult with a private attorney who is familiar with this area of the law and with the laws of the Commonwealth of Virginia. For more information and to request a referral contact the Virginia Lawyer Referral Service offered by the Virginia State Bar. Visit their web site at <http://www.vsb.org/site/public/lawyer-referral-service/> or call 804-775-0808, or Nationwide toll free at 1-800-552-7977. Hours of operation are Monday through Friday, 9:00 A.M. to 5:00 P.M.

TRANSPORTATION

There are a variety of transportation options available for transportation to/from the airport, traveling in and around the city, outside of the area, or commuting to work.

Amtrak

AMTRAK service is available from the Manassas train station. To check schedules and fares, visit www.amtrak.com or call 800-USA-RAIL (800-872-7245) or TDD/TTY 800-523-6590.

Commuter Connections Guaranteed Ride Home Program

Guaranteed Ride Home (GRH) provides commuters who regularly vanpool, carpool, and bike, walk, or take transit with a reliable ride home when one of life's unexpected emergencies arises. Commuters are able to use GRH for personal emergencies and unscheduled overtime up to four times per year.

To be eligible for the GRH program riders must use one of the following alternative commute modes at least twice a week, and must use an alternate commute mode on the day a ride home is requested. Alternate commute modes are:

- Ridesharing (carpools, vanpools)
- Mass transit (bus, train)
- Bicycling
- Walking

Riders must **work** in the Washington, D.C. metropolitan area and **live** in the Guaranteed Ride Home service area. To begin receiving GRH benefits use the online Commuter Connections Program Application or call Commuter Connections at 1-800-745-RIDE (7433). Visit their web site at <http://www.commuterpage.com/ridehome.htm> .

Metro Rail

Nearby Metro Rail service can be utilized to reach numerous locations near Vienna or Interstate 66. Only minutes from Manassas Park, this station is approximately 18 miles from the city and can be reached by taking route 28 north to Interstate 66 East to the Metro station. For more information on fares and scheduling please visit Washington Metropolitan Transit Authority web site at www.wmata.com or call 202-637-7000.

Potomac and Rappahannock Transportation Commission (PRTC)

PRTC has several options for commuting in the area: OmniRide, OmniLink and Omnimatch. The Customer Service Office for PRTC is open 5:30 A.M. to 8:30 P.M., Monday through Friday. For more information on any of these transportation services please call the Customer Service Office at 703-730-6664 or 888-730-6664, send an e-mail to Omni@OmniRide.com or visit their web site at <http://www.prtctransit.org/>. Brochures are also available at Manassas Park City Hall, One Park Center Court, Manassas Park.

- 1) **OmniRide** - is PRTC's commuter bus service. OmniRide offers weekday service (excluding some holidays) throughout Prince William County along the I-95 corridor and Manassas and Gainesville areas along the I-66 corridor.
- 2) **OmniLink** - is a local weekday (demand responsive) bus service that operates in Eastern Prince William County and the Manassas area. OmniLink was designed to meet the transportation needs of the entire community, including individuals who may have difficulty getting to established bus stops. With advanced notice, OmniLink buses can be rerouted to serve locations up to ¾ mile off the route when there is time available in the schedule. OmniLink service balances the amount of time available for off-route trips and ensuring that bus service is reliable for all customers.

OmniLink buses only stop at posted OmniLink bus stops, on-demand stops and scheduled pick up or drop off locations. Drivers cannot make unscheduled route changes. OmniLink operates in the Manassas and Manassas Park areas Monday through Friday from 5:30A.M.to 8:00 P.M.

OmniMatch - is a free, personalized ridematching service for carpoolers and vanpoolers. Through the use of an extensive regional database, OmniMatch links commuters who have similar work hours, origination and destination points. In one phone call or by completing the MatchRequest form, a Customer Service Agent can obtain all the data necessary to create a ridesharing matchlist. The list is mailed within 24 hours, Monday - Friday ridesharing arrangements can be made quickly. For even faster service, the matchlist can be faxed the same day.

Taxi Services:

There are a number of taxi services available near Manassas Park. The ones listed below are a sampling of taxi services offered. For a complete listing please consult the Yellow Pages.

Airport Transportation	Phone Number
Airport Limo	703-534-1111
Washington Flyer	703-661-6655
Local Transportation	Phone Number
Manassas Cab Co. 703	703-335-7433
Yellow Cab of Prince William	703-369-2100

Virginia Railway Express (VRE)

The Virginia Railway Express (VRE) commuter rail system has a stop in Manassas Park located just off of Manassas Drive. This rail system provides service to many locations in Northern Virginia and Washington, D.C. For late train information, holiday schedules, comments or suggestions, contact the Virginia Railway Express automated phone system 24-hours a day, 365 days a year by calling 703-684-0400 or TTY 703-684-0551. To speak to a VRE representative, please call 703-684-1001. Visit VRE's web site at www.vre.org for more information.

PUBLIC SAFETY AND JUSTICE

ADULT AND JUVENILE DETENTION

The City of Manassas Park has made arrangements with Prince William County for the detention of adult and juvenile offenders. The Prince William- Manassas Regional Adult Detention Center is located at 9320 Lee Avenue, Manassas. The facility can be reached by calling 703-792-6420. The Prince William County Juvenile Detention Home is located at 14873 Dumfries Road, Manassas. This facility can be reached by calling 703-791-3181.

COURTS

The City of Manassas Park residents are served by three Virginia Courts: the Circuit Court of the 31st District, the General District Court for the County of Prince William, and the Juvenile and Domestic Relations District Court. Judges for these courts are appointed on an as-needed basis by the Virginia General Assembly.

The General District Court for the County of Prince William hears cases involving traffic violations and criminal misdemeanors. City of Manassas Park court cases are heard on Thursdays at 9:00 A.M. Since the General District Court is not of record, all cases are heard by a judge. There are no jury trials at this level.

For information regarding prepayments for traffic violations, please call 703-792-6111. This number has a 24-hour informational recording. For more information on court records or case scheduling, please call the Clerk's Office during normal business hours at 703-792-6141. Visit their web site at www.pwcgov.org/gd.

The Circuit Court hears felonies, civil suits, divorce cases and appeals from lower courts. For information about case scheduling, please call the Clerk of the Circuit Court at 703-792-6025. The Clerk's Office can also provide information on marriage licenses by calling 703-792-6040; notary services and passport applications 703-792-6045; and state administration probate of wills 703-792-6085.

Cases involving offenses committed by juveniles in the City of Manassas Park, including traffic citations, are conducted at the Juvenile and Domestic Relations Court. This same court also hears cases concerning offenses by adults against juveniles and other cases such as non-support, assault and child custody. For more information about Juvenile and Domestic Relations Court please call 703-792-6160.

All the courts mentioned above, are located in the Prince William County Judicial Center, 9311 Lee Avenue, Manassas, Virginia 20110.

CURFEW FOR MINORS

The City of Manassas Park's ordinance on Curfew for Minors makes it unlawful for anyone under the age of 18 to remain in or upon any public place within the city, to remain in any motor vehicle operating or parked therein or thereon, or to remain in or upon the premises of any Establishment within the city during curfew hours. Curfew hours are the hours of 11:00 P.M. on Sunday through Thursday through 5:00 A.M. of the following day, and 11:59 P.M. on Friday and Saturday through 5:00 A.M. of the following day.

For more information about the City of Manassas Park's Curfew for Minors please contact the Police Department at 703-361-1136.

FIRE AND RESCUE

To report a fire or obtain emergency aid, call **911**.

The Fire and Rescue Department is a full service organization providing fire suppression, fire inspection and investigation services, basic and advanced life support (ALS) emergency medical transport, fire and life safety education along with coordinating the city's emergency management/disaster response program.

The fire station, located at 9080 Manassas Drive, is centrally located in the city providing our citizens with an average response time of 3 minutes 30 seconds from time of dispatch to

arrival of the first unit for emergency calls within the city limits. The Department routinely staffs a Medic Unit and Fire Pumper daily, with the ability when fully staffed on the duty shift, to respond with a second Medic Unit for concurrent medical calls or staff the Quint or second/reserve pumper for structure fire related calls for service. The Quint is a combination truck carrying a 100 foot aerial platform, a complete complement of ground ladders along with a water tank, pump, hose and nozzles similar to a fire pumper. The Department participates in a regional mutual/automatic aid agreement with Prince William County and City of Manassas for emergency services.

The Department operates with a career staff of 28 uniformed personnel and one civilian position. There are 24 of these personnel assigned to Operations, working a three platoon system consisting of 24 hours on-duty, 48 hours off-duty with eight personnel assigned to each shift. All uniformed staff is trained at a minimum as Firefighters and Emergency Medical Technicians-Basic level (EMT) with at least two personnel per shift trained to the EMT-Intermediate or Paramedic level providing ALS care which includes the ability to monitor cardiac rhythms, provide intravenous solutions, drug therapy and cardiac defibrillation as needed.

The Department hosts and provides training for the city's Citizen Emergency Response Team (CERT). CERT members receive basic fire suppression training, first aid and disaster response training focusing on disaster self-care and neighbor taking care of neighbor concepts providing aid in a disaster until responders can arrive and assume care.

For more information about the services offered please stop by the fire station or call us at 703-335-8845.

POLICE DEPARTMENT

The Police Department emergency number is **911**.

The Manassas Park Police Department is a full service Virginia State Accredited Law Enforcement Agency responsible for public safety in the City of Manassas Park, Virginia. The agency was awarded initial State Accreditation in January 2003.

The department resides in a state of the art building that was designed for today's needs and the future needs of growth. Dedicated in 2007, it was built to contain the emergency operations center for the city and houses an indoor firing range, E-911 communications center, exercise room, training rooms, conference rooms, in addition to all basic needs of a police department.

The Manassas Park Police Department is the sole provider for law enforcement services within the city. The department uses the Prince William County General District Courts for Traffic and Criminal cases and the Prince William/Manassas Adult Detention Center for the processing and holding of detainees.

The agency is comprised of 43 employees, including 32 who are sworn law enforcement officers. The department maintains a fleet of twenty-two fully equipped patrol and specialty service vehicles to provide twenty-four hour law enforcement coverage to its citizens. Day to

day operations consist of providing highly visible and proactive patrols by uniformed officers, animal control agent, investigative services detectives, and communication specialist who operate the public safety answering point (E-911 Center) for Fire & Rescue, and Police services.

The Manassas Park Police department will handle approximately 25,000 calls for service this year. In keeping with its mission, the agency seeks to build an environment to enhance public safety and reduce the fear of crime through several programs and initiatives including programs such as the Neighborhood Watch, School Resource Officers, D.A.R.E., and Crime Solvers. Two school resource officers are assigned to both the middle and high school to build partners with the students to aid in crime prevention. The summertime “Do Away With Gangs” or “D.A.W.G.” community program is geared towards keeping children occupied through positive activities.

For more information on the programs listed above please call 703-361-1136 or stop by the Police Department at 329 Manassas Drive.

COMMUNITY USE FACILITIES

A number of city facilities are available for use by community groups and individuals. For more information on any facility listed below please call the Department of Parks and Recreation at 703-335-8872.

PARKS AND RECREATION BUILDING

This facility may be utilized for meetings, classes, parties, gym activities, recreations and numerous other activities. The gym, activity room and two classrooms are available, subject to planned recreational schedules in effect at the time. Seating and tables for 150 are available. To reserve, please call 703-335-8872.

PARKS, FIELDS, AND PICNIC FACILITIES

Manassas Park residents may reserve these facilities on a first come, first served basis. Their availability is subject to scheduled Parks and Recreation programs in effect at the time and local and school athletic needs and schedules. To reserve, please call 703-335-8872.

STONEHOUSE

This facility is located in Costello Park. The Stonehouse is limited in availability to local civic and professional meetings only. Scheduling of this facility is administered through the Manassas Park Women’s Club. To reserve, please call 703-335-8872.

COMMUNITY ORGANIZATIONS

SERVICE ORGANIZATIONS

Signal Hill Lions Club

The Lions Club consists of men, women and youth who reside in the community and volunteer their time and efforts to humanitarian causes throughout our district, the State of Virginia and the world. The Signal Hill Virginia Lions Club represents the Signal Hill and Manassas Park areas of Northern Virginia. The club meets every 2nd and 4th Wednesday of the month at the Yorkshire Restaurant located at 7537 Centreville Road, Manassas. For more information please visit their web site at <http://signalhillionsclub.org/>.

Veterans of Foreign Wars

The Manassas Park V.F.W. Post 1811 meets once a month. For more information please write to P.O. Box 639, Manassas Park, VA 20111 or visit their web site at <http://www.vfw.org/>.

Manassas Park Women's Club

The Manassas Park Women's Club is a member of the Virginia Federation of Women's Clubs and the General Federation of Women's Clubs. Membership is open to residents and /or employees of the City of Manassas Park. The Club is a service organization to improve our community. For more information please call City Hall at 703-335-8800.

Manassas Park Music Boosters

The Manassas Park Music Booster's Association is a support group made up of parents for both the band and chorus curriculums in the Manassas Park City Schools. Meetings are held monthly. For more information please call Manassas Park High School at 703-361-9131 and ask to speak with the band or chorus director.

YOUTH ACTIVITY GROUPS

Manassas Park-Yorkshire Little League

Manassas Park-Yorkshire Little League (MPYLL) operates under Little League Baseball, Inc. It is a non-profit, tax-exempt organization designed to promote, develop, and supervise youth sports programs. It is the only Little League in the area that is not financially supported by a city, town, or county government. There are approximately 700 children who participate in the program from Manassas Park, Manassas, Yorkshire, and most areas of Prince William County.

There are currently seven divisions in MPYLL for youths from 5 - 18 years old, operating under the Little League Charter. They consist of Tee Ball, Pee Wee, Minor, Major, Junior, Senior and Big League. For more information please contact Kathy Estright, League President, at 703-368-6865.

Manassas Park Pony Tail-Pig Tail Softball League

The Manassas Park Pigtail Ponytail Softball League (MPPPSL) is a non-profit organization that provides girls ages 4-17, in the community with the opportunity to play fast pitch softball. The league teaches the girls sound softball fundamentals, sportsmanship and

responsibility while the girls enjoy a competitive sport and meet new friends. For information please call 571-242-2011 or write P.O. Box 1746, Manassas, VA 20110.

Manassas Park Youth Football League

The Manassas Park Youth Football League (MPYFL) is a not for profit organization that was created to provide youths, ages 5-13, an opportunity to learn and perfect the fundamentals of football in a safe, nurturing environment using skilled and experienced coaches and supervisors. MPYFL is open to all children in and around the Manassas Park area. Practices and games are held at Signal Hill Park or on the lighted fields at the Manassas Park High School. The inaugural 2007 season was highlighted with the crowning of league champions in three separate age divisions. MPYFL also provides an opportunity for interested children to become members of a cheerleading squad that participates at all MPYFL games. For more information please go to www.mpyfl.com and learn why this is *The Start of Something Great!!!*

Scouting

There are a number of scouts programs in Manassas Park. For a scout leader near your home please call City Hall at 703-335-8800.

School Clubs/Organizations

The Manassas Park School System provides a wide variety of school clubs and organizations, including the safety patrol, marching band, student government, drama club and sports programs, to name just a few. For more information please contact your child's school.

BUSINESS AND PROFESSIONAL ORGANIZATIONS

Chamber of Commerce

The City of Manassas Park is affiliated with the Prince William County-Greater Manassas Chamber of Commerce. Established in 1935, they are the oldest and largest Chamber of Commerce serving Prince William County, Gainesville, Haymarket and the cities of Manassas and Manassas Park in the Commonwealth of Virginia. A Chairman and Board of Directors are elected annually from among their members and serve without compensation. Each board member and committee chair develops an annual business plan to determine yearly goals.

The primary function of the Chamber of Commerce is to promote and assist the business community, which it does through its committees. The chamber office is located at 8963 Center Street, Manassas, Virginia 22110. Office hours are 8:30 A.M. to 5:00 P.M. Monday through Friday. For more information visit their web site at <http://www.pwcgmcc.org/> or call 703-368-6600.

PLACES OF WORSHIP

In the Manassas Park, Manassas and Prince William County area there are over 100 churches and synagogues representing dozens of separate denominations. For a listing, please consult the Yellow Pages.

HISTORIC BUILDING AND SITES

THE CONNER HOUSE

The Conner House, a sandstone antebellum structure originally built in the early 1800's, lies in the heart of Manassas Park. The Conner House gained its historical significance through its role as a mapping quarter for General Joseph Johnson of the Confederate Army of the Potomac and as a field hospital for Union soldiers. In the midst of a restoration since 1995 the city has reconstructed the roof, stabilized the exterior shell and replicated all exterior mill and glass work. Future phases include the interior shell stabilization, interior mill work and floor systems, and adaptive re-use preparation to receive public utilities. The Conner House is part of the Civil Wars Trails program.

SIGNAL HILL

Signal Hill is identified as the first location/incident the United States Military Signal Corps used a series of flag communications in warfare. A monument and interpretive sign identify the point where E.P. Alexander first used the 'wigwagging flag system'. Today the earthworks surrounding Signal Hill are still very well preserved. The seven bastions of the entrenchment's perimeter are still evident in the earthworks. Signal Hill is also part of the Civil War Trails program.

CAMP CARONDELET AND THE GEORGIA CEMETERY

Camp Carondelet and the Georgia Cemetery, identified collectively in the historical register, are located on the Eastern end of the city. Camp Carondelet, site of the Grand ball, served as winter quarters for Louisiana troops. Camp Carondelet is an eight acre natural parcel that sits along the property line of Cougar Upper Elementary School. The Georgia Cemetery is identified as the final resting place for members of the Georgia campaign during the fierce battles along the Bull Run and is located in the Blooms Crossing Subdivision.

UNION MILL PARK

The Union Mill trestle, a strategic site for both the Union and the Confederacy, spanned the Bull Run River just northeast of the city. This rail was part of the Alexandria and Orange line and was the only route to Richmond that could be traveled entirely by rail. The trestle changed hands four times during the war. Although the trestle has been lost, the sand stone abutments still remain that bear 'graffiti' from soldiers that were positioned to defend the line.

For more information on these historic locations in Manassas Park please call the Department of Parks and Recreation at 703-335-8872.

CITY OF MANASSAS PARK TELEPHONE DIRECTORY

Listed below are the telephone numbers for the City of Manassas Park governmental offices. City Hall is open weekdays from 8:30 A.M. to 5:00 P.M. and is located at One Park Center Court, Manassas Park, VA 20111.

Emergency Numbers	
Child Abuse Hotline	800-552-7096
Fire/Police	911
Police (non-emergency)	703-361-1136
Phone Numbers	
City Hall – Main Number	703-335-8800
ASAP	703-369-7979
Building Inspections	703-335-8815
City Assessor	703-335-8811
City Clerk	703-335-8808
City Manager	703-335-8813
City Planner	703-335-8820
Code Enforcement	703-335-8866
Commissioner of the Revenue	703-335-8825
Parks & Recreation Center	703-335-8872
Public Works	703-393-0881
Registrar	703-335-8806
Signal Bay Water Park	703-335-8875
Social Services	703-335-8898
Treasurer	703-335-8835
Area Utilities	
American Disposal Services (Trash)	703-368-0500
Columbia Gas	800-543-8911
Comcast (Cable TV)	703-368-4227
NOVEC (Electric)	703-335-0500
Verizon (Telephone)	703-954-6222
Washington Gas	703-750-1000
Water & Sewer	703-335-8805
Schools	
Administrative Offices	703-335-8850
Cougar Elementary (Pre-K-Grade 3)	703-392-1317
MP Elementary (Grades 4-5)	703-368-2032
MP Middle School (Grades 6-8)	703-361-1510
MP High School (Grades 9-12)	703-361-9131

NEW RESIDENT CHECKLIST

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