

Your City Government Overview

Elected Offices:

- 1. The Governing Body (Mayor and City Council)**- elected Legislative Board that establishes City Laws, City Tax Rates, the City Budget, and appoints key positions that it has differentiated oversight over- City Manager, City Attorney, City Clerk, and School Board (and other boards like the Planning Commission).
- 2. Treasurer**- elected office (part of the executive management team with the City Manager but completely independent of the City Manager and Governing Body) that bills and collects city taxes among other duties like managing bank accounts.
- 3. Commissioner of Revenue**- elected office (part of the executive management team with the City Manager but completely independent of the City Manager and Governing Body) that establishes what people owe for their taxes (property books) and provides this information to the Treasurer for billing and collections among other duties (vehicle registration, business licenses, etc.).

Appointed Office of the City Manager: Our City has a Council Manager form of Government. This means that the Governing Body appoints a professional executive (City Manager) to manage the non-independent departments- Police, Fire, Social Services, Parks & Rec, Community Development and Public Works, Finance, IT, and HR- to present policy recommendations to them, and to prepare the City Budget for their consideration and approval.

Note: There are two other largely independent entities in our City Government: **Voter Registrar Office and MPC Schools.**



CONTACT INFORMATION

GOVERNING BODY

(MAYOR & COUNCIL)

703-335-8808

TREASURER

(ALL OTHER TAX BILLS DUE)

703-335-8835

(WATER/SEWER/TRASH BILL)

703-335-8805

COMMISSIONER OF THE REVENUE

(TAX INFORMATION/ DECALS)

703-335-8825

VOTER REGISTRATION

(ELECTIONS)

703-335-8806

CITY MANAGER

(MANAGER OF BELOW DEPARTMENTS)

703-335-8813

FINANCE

(ASSESSMENTS)

703-335-8811

(OTHER FINANCE INQUIRIES)

703-335-8803

COMMUNITY DEVELOPEMENT

(BUILDING INSPECTIONS,
PLANNING & ZONING & CODE
ENFORCEMENT)

703-335-8820/703-335-0021

(PUBLIC WORKS- 331 MANASSAS
DRIVE)

703-393-0881

FIRE & RESCUE

(9080 MANASSAS DR)

911 FOR EMERGENCIES

703-335-8845 FOR

NON-EMERGENCIES

POLICE & ANIMAL CONTROL

(329 MANASSAS DR)

911 FOR EMERGENCIES

703-361-1136 FOR

NON-EMERGENCIES

SOCIAL SERVICES

(100 NADIA STREET)

703-335-8880

PARKS & RECREATION

(99 ADAMS ST)

703-335-8872

CITY OF MANASSAS PARK



Resident's Guide



*One Park Center Court
Manassas Park, VA 20111*

Phone: 703-335-8800

Fax: 703-335-0053

www.cityofmanassaspark.us

MANASSAS PARK: Where Community Matters

City Government

Most Manassas Park offices are open Monday through Friday, 8:30 am - 5:00 pm (excluding holidays). Police and Fire & Rescue operate 24 hours a day, 7 days a week.

Water and Sewer Services

To start new water/sewer and refuse services, fill out an application at City Hall in the Treasurer's Office or you can download the form online at cityofmanassaspark.us and email all required paperwork to water.billing@manassasparkva.gov. If you have any questions, please call 703-335-8805.

There are several ways to pay your bill:

1. Mail: City of Manassas Park
Office of the Treasurer
One Park Center Court
Manassas Park, VA 20111
2. Pay in person in the Treasurer's Office at City Hall.
3. Deposit payments in the drop box at the front of City Hall 24/7. Any payments put in the box after 12:30 pm will be processed next business day.
4. By phone with credit/debit card: call 703-335-8835 (there will be a 3% fee for processing).
5. Online: www.cityofmanassaspark.us and click on Payment Portal.

Electrical Services

Electricity in Manassas Park is provided by NOVEC. You can reach NOVEC at 703-335-0500.

Natural Gas Service

Residents west of Route 28 receive gas from Columbia Gas, which can be reached at 800-543-8911. Residents east of Route 28 utilize Washington Gas, which can be reached at 703-750-1000.

Trash Pickup

Trash pickup for all City residents is every Wednesday. Trash should be placed at the curb between 4:30 pm Tuesday and 6:00 am Wednesday. Bulky items are picked up by appointment. Call Patriot Disposal, Inc. 703-257-7100.

Schools

Manassas Park's children are served by Manassas Park City Schools. To register, call 703-335-8850.

Leisure

Manassas Park residents can enjoy Manassas Park Community Center, Blooms Park, Costello Park, Signal Hill Park, Signal Bay Water Park, three small block parks and five historic sites. Additionally, Parks & Recreation offers programs and special events throughout the year. Please call Parks & Rec at 703-335-8872

Taxes: Personal Property (Vehicles)

Virginia cities and counties have a personal property tax. Manassas Park taxes motor vehicles and local mobile property (trailers, boats and recreational vehicles). This property is assessed by the Commissioner of the Revenue, and the tax rate is set by the Governing Body. Personal Property filing is due by April 15th and the tax due date is October 5th each year.

Personal Property Tax Relief

The Commonwealth of Virginia provides tax relief on the first \$20,000 of value on most personal-use vehicles. The actual rate of relief will vary from year to year based on the total number and value of qualifying vehicles garaged in the city.

Purchase and Sale of Vehicles

Owners must notify DMV and the Commissioner of the Revenue **within 30 days** of the trade, sale or disposal of any vehicle.

Manassas Park is a non-prorating locality, meaning



personal property tax is assessed on those vehicles normally housed, parked or garaged in the city as of January 1st each year. Any vehicles acquired or moved into the city after January 1st are not taxed until the following year. Likewise, any vehicles sold, traded, disposed or moved to another locality after January 1st will be assessed for the entire year.

In addition to those vehicles registered in Manassas Park and through DMV, taxes must also be assessed on those vehicles not registered with DMV or the city, but are normally housed, parked or garaged in the city, with the exception of those exempt by law.

New Residents

New residents must change their driver's licenses and registrations to their new Manassas Park address and jurisdiction **within 30 days of moving into the city**. First change everything with DMV, and then with the Commissioner of the Revenue office to purchase a vehicle decal (see below).

City Vehicle Decals

Vehicle Licenses (decals) must be displayed on the front windshield of all vehicles housed, parked or 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. Motorcycle decals should be displayed on any clearly visible location, such as the front fork. **The Police will ticket all vehicles parked in the city that do not display a valid decal.** Renewal decals go on sale in September of each year, and must be displayed by midnight October 5th. All taxes assessed in the name(s) of the vehicle owner(s) must be paid first before decals will be issued.