



AGENCY OPERATIONAL STATUS	
Airport	5k-10k Fun Run Cancelled; Air Show Cancelled; Arsenal of Democracy Postponed to the fall; All applications for Gate Cards will be done on-line, no gate card applications will be taken in person; Call before coming to the office
City Attorney	Monitoring recommendations from Attorney General on changes to meetings
City Clerk	Notary Services suspended; call before coming in for all other matters
City Manager	Declaration of Local Emergency; Coronavirus updates placed on City website; Monitoring website and social media to disseminate to the public & press
Commissioner of Revenue	Asking residents to register motor vehicles through email or online; file and pay business licenses, meals, lodging and transient occupancy tax online or through postal mail
Community Development	
-Development Services	Normal Operations with Modified Services for Inspections
-Planning & Zoning	Normal Operations with Modified Services for Inspections
-Parks Culture & Recreation	Museum has closed until April 14; outdoor parks will remain open but restrooms will be closed until April 14
Economic Development	Economic Development: Communicating information to and soliciting feedback from businesses; assessing potential resources and assistance Tourism: Halted all Tourism advertising; closed Visitor Center; assessing potential resources and assistance; working closely with HMI
Engineering	Normal operations
Finance	
-Accounting	Normal operations
-Budget	Normal operations
-Purchasing	Normal operations



Fire & Rescue	Activated the Pandemic Operations Plan; EOC is monitoring
Human Resources	Developing eWork Policy and Pandemic Sick Leave Policy
Information Technology	Working on ordering additional laptops and developing eWork options; Increased number of loaner laptops with VPN capabilities to enable more staff to eWork
Police Department	Asking citizens to call non-emergency line vs coming to lobby; suspending fingerprint services March 16 through March 30
Public Works	
-Building & Grounds	Working in small crews for social distancing; Increased frequency of cleaning in City of Manassas facilities, high traffic areas and touch points increased to several times a day
-Refuse & Recycling	Normal operations for garbage and recycling collection; Manassas Transfer Station has suspended all public events until further notice
-Streets	Working in small crews for social distancing
-Vehicle Maintenance	Normal operations, limiting public contact
Social Services	Asking citizens to call in instead of coming to offices, working with Virginia Department of Social services on updated guidance for in-home visits
Treasurer	Asking citizens to pay their bills in non-face-to-face means, drop box out front of City Hall
Utilities	
Customer Service	Asking citizens to pay their bills in non-face-to-face means, drop box at 8500 Public Works Drive; no cut offs in immediate future
Electric	Working in small crews for social distancing
Water-Sewer	Working in small crews for social distancing
Voter Registration	Normal operations, call before coming in