

**FINANCE COMMITTEE  
WEDNESDAY, July 30, 2014  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VIRGINIA**

**AGENDA**

**5:30 P.M. CALL TO ORDER**

- |  |                                       |
|--|---------------------------------------|
| 1. Approve Minutes of the July 16, 2014, Finance Committee Meeting   | <b>1 Minute</b><br><br><b>Page 1</b>  |
| <hr/>  |                                       |
| 2. Resolution 2015-01-R Amending the FY 2015 Budget by Budgeting and Appropriating a \$12,427 Rescue Squad Assistance Fund Grant for Power Pro Cots for Fire and Rescue and Appropriating \$12,427 of Fire and Rescue Fund Balance for the Required Match (Lupton) | <b>2 Minutes</b><br><br><b>Page 3</b> |
| <hr/>  |                                       |
| 3. Resolution 2015-01-R Amending the FY 2015 Budget by Budgeting and Appropriating \$24,000 from Vehicle Maintenance Fund Balance for Replacement of a Damaged Police Motorcycle (Morgan/Moon)   | <b>2 Minutes</b><br><br><b>Page 7</b> |

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**City Manager's Time**

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**ADJOURNMENT**

cc: Mayor  
Council Members  
W. Patrick Pate

Paul York  
Diane Bergeron  
Tamara Sturm



**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, JULY 16, 2014  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VA**

**COMMITTEE MEMBERS PRESENT:** Council Member Marc Aveni, Chairman  
Council Member J. Steven Randolph

**COMMITTEE MEMBERS ABSENT:** Vice Mayor Andrew L. Harrover  
Council Member Mark Wolfe (Alternate)

**OTHERS PRESENT:** Mayor Harry J. Parrish II, City Manager W. Patrick Pate, Finance and Administration Director Paul York, Treasurer Robin Perkins, Risk Manager Brenda Cogdell, Fire & Rescue Chief Brett Bowman

**GUESTS PRESENT:** Davenport & Company LLC representatives Ted Cole, Ty Wellford, and Burke Modisett; Greater Manassas Volunteer Rescue Squad representatives Nancy Orndoff, Mike Orazi, Pete Rockx, Jeff Plumb, Dave Burns, and one other representative; and Manassas Volunteer Fire Company representative Jim Stokely.

The meeting was called to order at 5:30 p.m. by Chairman Marc Aveni.

**AGENDA ITEM #1 Approve Minutes of the June 11, 2014, Finance Committee Meeting**

A motion was made and seconded to approve the minutes of the June 11, 2014, Finance Committee Meeting. The Committee approved (2/0).

**AGENDA ITEM #2 Treasurer's Investment Reports as of April 30, 2014**

Robin Perkins presented the Treasurer's Investment Report as of April 30, 2014. This item was for information purposes only.

**AGENDA ITEM # 3 Request for Reimbursement – Greater Manassas Volunteer Rescue Squad**

Paul York presented a request for reimbursement from the Greater Manassas Volunteer Rescue Squad (GMVRS). This item was for discussion purposes and Staff was directed to contact the VML Insurance Programs for further clarification regarding the insured status of the GMVRS.

**AGENDA ITEM #4 2014 General Obligation Refunding Bond RFP Summary and Recommendation**

Paul York presented Staff's recommendation on the 2014 General Obligation Refunding Bond RFP Summary and Recommendation. The Committee approved (2/0). This item will be forwarded to the July 28, 2014, City Council meeting for consideration.

**City Manager's Time**

Pat Pate reported on School Bonds and fall issuance schedule.

The meeting was adjourned at 6:40 p.m. by Chairman Aveni.

**AGENDA STATEMENT**

**PAGE NO.** 3

**ITEM NO.** 2

**MEETING DATE:** July 30, 2014 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution 2015-01-R Amending the FY 2015 Budget by Budgeting and Appropriating a \$12,427 Rescue Squad Assistance Fund Grant for Power Pro Cots for Fire and Rescue and Appropriating \$12,427 of Fire and Rescue Fund Balance for the Required Match

**DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL:** N/A

**SUMMARY OF ISSUE/TOPIC:** The City of Manassas Fire and Rescue Department (MFRD) was issued a grant in the amount of \$12,427 for two power pro cots with funding from the Virginia Office of EMS (VAOEMS) Rescue Squad Assistance Fund (RSAF) Grant Program. Funding was awarded to replace aging stretchers on the EMS transport units, which will aid in patient and EMT safety.

This grant is a 50/50 grant in which the City is responsible for 50% of the purchase cost, \$12,427, and the Fire and Rescue department would like to use Fire and Rescue Fund Balance.

This resolution will budget and appropriate \$12,427 of Fire and Rescue Fund Balance and \$12,427 of State Grant Revenue in the Fire and Rescue Fund.

**STAFF RECOMMENDATION: BOARD/COMMISSION/ COMMITTEE:** Approve Resolution 2015-01-R

**RECOMMENDATION:** \_\_\_ Approve \_\_\_ Disapprove \_\_\_ Reviewed \_\_\_ See Comments

**CITY MANAGER:** \_\_\_ Approve \_\_\_ Disapprove \_\_\_ Reviewed \_\_\_ See Comments

**COMMENTS:** \_\_\_\_\_

**DISCUSSION (IF NECESSARY):** The estimated June 30, 2014 fund balance in the Fire and Rescue Fund is \$577,000.

**BUDGET/FISCAL IMPACT:** \$ 12,427 – State Grant Revenue (RSAF Grant)  
\$ 12,427 – Local Match From Fire and Rescue Fund Balance  
\$ 24,854 – Total

**STAFF:** Battalion Chief Todd E. Lupton, (703) 257-8458



COMMONWEALTH of VIRGINIA  
Department of Health

Office of Emergency Medical Services  
1041 Technology Park Drive  
Glen Allen, VA 23059-4500

July 1, 2014

1-800-523-6019 (VA only)  
804-888-9100 (Main Office)  
804-888-9120 (Training Office)  
FAX: 804-371-3108

Marissa J. Levine, MD, MPH, FAAFP  
State Health Commissioner

Gary R. Brown  
Director

P. Scott Winston  
Assistant Director

Brett Bowman  
City Of Manassas Fire And Resc  
9324 West Street Suite 103  
Manassas, VA 20110

*Brett*

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents have been included in your grant award package:

- **Memorandum of Agreement:** All three (3) pages of this document must be signed and returned by **September 1, 2014**. Original or faxed copies will be accepted.
- **Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.
- **Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, [www.eva.virginia.gov](http://www.eva.virginia.gov), OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using Four-For-Life funds. *"Any funds received from Section 46.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-694 by that same non-state agency."*

All items awarded funding must be ordered from the vendor by **September 1, 2014**; invoices for all items awarded funding must be submitted to OEMS by **December 31, 2014**. You must contact OEMS prior to the September 1, 2014 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Amanda Davis, OEMS Grant Program Manager at (804) 888-9106, [Amanda.Davis@vdh.virginia.gov](mailto:Amanda.Davis@vdh.virginia.gov) or Linwood P. Pulling, Grant Specialist at (804) 888-9105, [Linwood.Pulling@vdh.virginia.gov](mailto:Linwood.Pulling@vdh.virginia.gov) or 1-800-523-6019 for additional grant information.

Congratulations,

*Gary*  
Gary R. Brown  
Director

Enclosures



Office of Emergency Medical Services  
Consolidated Grant Program

AWARD PAGE

July 1, 2014 - June 30, 2015 Grant Period

Agency Name: CITY OF MANASSAS FIRE AND RESC

Grant Number: NV-C02/06-14

<u>Item Type (Item)</u>	<u>Status</u>	<u>Quantity Funded</u>	<u>Funding % Level</u>	<u>Amount Funded</u>
Other(Power Pro Cots and Accessories)	FUNDED	2	50	\$12,427.00

**Conditions:** 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health.

\$12,427.00

# SAMPLE ONLY

## Shock, Flat Leg, or Optional Knee Gatch Positioning

Knee gatch provides patient comfort and greater lift clearance.

## Bolster Mattress

The Stryker-preferred sealed bolster mattress provides patients a greater sense of security during transport.

## Fold-Down Side Rails

A Stryker innovation. Side rails are designed to provide patients with a greater sense of security.

## Settable Load Height with Jog Function

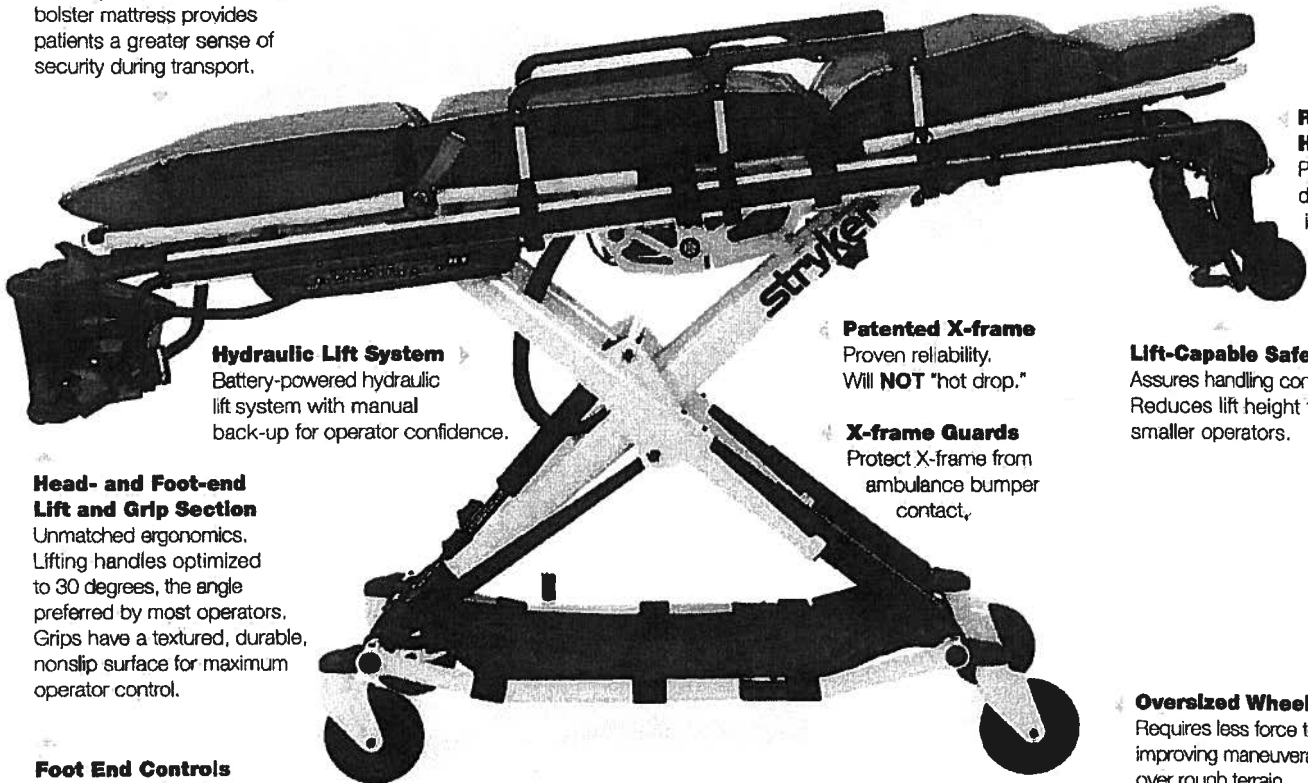
A Stryker exclusive. Adjusts to fit your ambulance.

## Pneumatically Assisted Backrest

A Stryker innovation. Significantly reduces operator effort and increases patient comfort.

## Retractable Head Section

Provides 360-degree mobility in any height position.



## Hydraulic Lift System

Battery-powered hydraulic lift system with manual back-up for operator confidence.

## Patented X-frame

Proven reliability. Will NOT "hot drop."

## Lift-Capable Safety Bar

Assures handling confidence. Reduces lift height for smaller operators.

## Head- and Foot-end Lift and Grip Section

Unmatched ergonomics. Lifting handles optimized to 30 degrees, the angle preferred by most operators. Grips have a textured, durable, nonslip surface for maximum operator control.

## X-frame Guards

Protect X-frame from ambulance bumper contact.

## Oversized Wheels

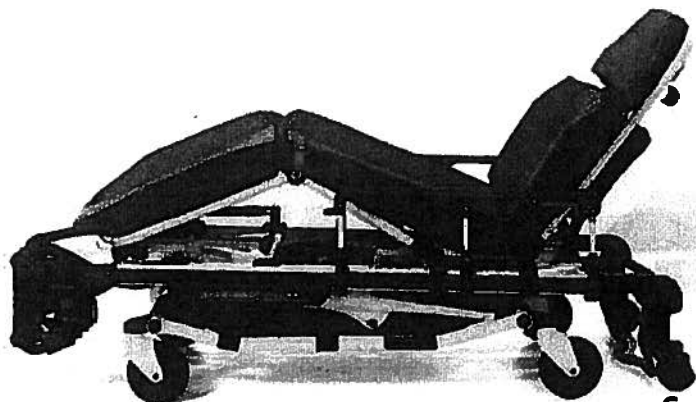
Requires less force to roll, improving maneuverability over rough terrain.

## Foot End Controls

Controls are duplicated on both upper and lower lift bars to accommodate operators of all sizes.

# 700<sup>lb</sup>

capacity



The retractable head section with safety bar has conveniently located release handles that retract the head section into the cot. The safety bar release is designed to keep hands away from the cot mechanism for safety.

## Retractable Head Section

Provides 360-degree mobility in any height position.



**AGENDA STATEMENT**

PAGE NO. 7

ITEM NO. 3

**MEETING DATE:** July 30, 2014 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution 2015-01-R Amending the FY 2015 Budget by Budgeting and Appropriating \$24,000 from Vehicle Maintenance Fund Balance for Replacement of a Damaged Police Motorcycle

**DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL:** N/A

**SUMMARY OF ISSUE/TOPIC:** In May 2014, a City Police motorcycle (PD-55) was damaged in an auto collision. The motorcycle was declared a total loss on June 2, 2014. A settlement check was received from the insurance company in FY 2014 in the amount of \$8,528. Total cost of a new motorcycle is estimated to be \$24,000.

This resolution will budget and appropriate \$24,000 of Fund Balance in the Vehicle Maintenance Fund.

**STAFF RECOMMENDATION:** Approve Resolution 2015-01-R

**BOARD/COMMISSION/ COMMITTEE:**

**RECOMMENDATION:**  Approve  Disapprove  Reviewed  See Comments

**CITY MANAGER:**  Approve  Disapprove  Reviewed  See Comments

**COMMENTS:**

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**DISCUSSION (IF NECESSARY):** The estimated June 30, 2014 fund balance in the Vehicle Maintenance Fund is \$644,000.

**BUDGET/FISCAL IMPACT:** \$24,000 – Vehicle Maintenance Fund Balance

**STAFF:** Mike Morgan, Fleet Manager, (703) 257-8370  
Michael Moon, Director of Public Works & Utilities, (703) 257-8226



# CITY OF MANASSAS

## Public Works

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July 23, 2014

**TO:** Mike Moon, Director of Public Works/Utilities

**FROM:** Mike Morgan, Fleet Manager

**SUBJECT:** Request \$24,000.00 to purchase a Replacement Motorcycle

I would like to request the purchase of a replacement motorcycle for PD55 that was declared a total loss on June 2<sup>nd</sup> 2014. We received a settlement check for \$8,528.00 (attached), that was deposited into a revenue account and then rolled into the 605 fund balance. A new replacement Motorcycle will cost \$24,000.00.

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Approved: Mike Moon, Director of Public Works/Utilities

CITY OF MANASSAS  
Cash Receipts Transaction

Group number . . . . . : 9695 CR CASH RECEIPTS  
Accounting period . . . . : 12/2014 mm/yyyy  
Posting date . . . . . : 06/09/2014 mm/dd/yyyy

Transaction information:

Transaction date . . . . . : 06/05/2014 mm/dd/yyyy  
Receipt number . . . . . : 0104855  
Account number . . . . . : 605-0000-318.15-16 Insurance Reimbursements  
Project number . . . . . :  
Transaction amount . . . . : 8,528.00  
Description 1 . . . . . : VML INSURANCE PROGRAMS  
Description 2 . . . . . : HCAHILL 06/05/14 00  
Transaction type code . . :  
Bank code . . . . . : 0

Press Enter to continue.

F3=Exit F12=Cancel F15=Group Inquiry F20=Imaging



**RESOLUTION 2015-01-R**

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 11<sup>th</sup> day of August, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>FIRE AND RESCUE FUND</b>		
<u>Revenue:</u>		
285-0000-324-22-18	Rescue Squad Assistance Funds 2014	\$ 12,427
285-0000-346-01-00	Local Match from Fund Balance	\$ 12,427
		<u>\$ 24,854</u>
<u>Expenditure:</u>		
285-2218-422-71-00	Capital Equipment	\$ 24,854

For: Rescue Squad Assistance Funds for Power Pro Cots

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>VEHICLE MAINTENANCE FUND</b>		
<u>Revenue:</u>		
605-0000-346-04-00	Net Assets (Fund Balance)	\$ 24,000
<u>Expenditure:</u>		
605-2555-419-73-00	Vehicles	\$ 24,000

For: Replace PD-55 Motorcycle

This resolution shall take effect upon its passage.

\_\_\_\_\_  
Harry J. Parrish II                      MAYOR  
On Behalf of the City Council  
of Manassas, Virginia

ATTEST:

\_\_\_\_\_  
Andrea P. Madden                      City Clerk