

**FINANCE COMMITTEE  
WEDNESDAY, MARCH 26, 2014  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VIRGINIA**

**AGENDA**

**FOLLOWING COUNCIL WORK SESSION**

- |  |                  |
|--|------------------|
| 1. Approve Minutes of the February 12, 2014, Finance Committee Meeting   | <b>1 Minute</b>  |
|  | <b>Page /</b>    |
| <hr/>  |                  |
| 2. Resolution 2014-44-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$715,000 Anticipated Insurance Reimbursement and \$35,000 of Electric Funds for VMEA Generator Repairs (Simpson)   | <b>5 Minutes</b> |
|  | <b>Page 3</b>    |
| <hr/>  |                  |
| 3. Resolution 2014-46-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$19,220 Virginia Pre Hospital Information Bridge Grant for Toughbook Computers for Fire and Rescue (Lupton)  | <b>2 Minutes</b> |
|  | <b>Page 5</b>    |
| <hr/>  |                  |
| 4. Resolution 2014-47-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$7,600 Virginia Department of Aviation Grant for an Aircraft Rescue and Firefighting (ARFF) Feasibility Study at the Airport and Accepting the Grants and Authorizing the Mayor to Sign the Grant Agreement (Rivera) | <b>2 Minutes</b> |
|  | <b>Page 17</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, FEBRUARY 12, 2014  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VA**

**COMMITTEE MEMBERS PRESENT:** Council Member Marc Aveni, Chairman  
Vice Mayor Andrew L. Harrover

**COMMITTEE MEMBERS ABSENT:** Council Member J. Steven Randolph  
Council Member Mark Wolfe (Alternate)

**OTHERS PRESENT:** City Manager W. Patrick Pate, Finance and Administration Director Paul York, Budget Manager Diane Bergeron, Public Works and Utilities Director Mike Moon, Utilities Finance Manager Glenn Simpson, Building and Grounds Superintendent Tim Fitzwater, City Auditor Andrew Grossnickle

**GUESTS PRESENT:** None

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

**AGENDA ITEM #1 Approve Minutes of the January 29, 2014, Finance Committee Meeting**

A motion was made and seconded to approve the minutes of the January 29, 2014, Finance Committee Meeting. The Committee approved (2/0).

**AGENDA ITEM #2 Resolution 2014-43-R Transferring \$120,561 from City Hall Improvements Project, Tennis Courts Improvements Project, and City Hall Locks/Rekeying Project to the H.J. Parrish Town Hall Improvements Project**

Mike Moon and Tim Fitzwater presented Staff's recommendation to transfer \$120,561 from City Hall Improvements Project, Tennis Courts Improvements Project, and City Hall Locks/Rekeying Project to the H.J. Parrish Town Hall Improvements Project. The Committee approved (2/0). This item will be forwarded to the February 24, 2014, City Council meeting.

**AGENDA ITEM #3 Presentation of the FY 2013 Comprehensive Annual Financial Report (CAFR) and Auditor's Findings for the Year Ended June 30, 2013**

Paul York presented the FY 2013 Comprehensive Annual Financial Report (CAFR) and Auditor's findings for the year ended June 30, 2013. This item was for information only.

**City Manager's Time** – No Items

The meeting was adjourned at 6:15 p.m. by Chairman Marc Aveni.

## AGENDA STATEMENT

PAGE NO. 3

ITEM NO. 2

**MEETING DATE:** March 26, 2014 – Finance Committee

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** Resolution 2014-44-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$715,000 Anticipated Insurance Reimbursement and \$35,000 of Electric Funds for VMEA Generator Repairs

**DATE THIS ITEM WAS  
LAST CONSIDERED  
BY COUNCIL:**

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

On January 7, 2014 the City Electric Department was running dispatched generation for Dominion Power due to the high electric loads associated with the cold weather. At 10:10 a.m. one of the 16 diesel generators located at the VMEA plant off of Godwin Drive caught fire. The Fire Department responded to the scene and quickly extinguished the fire. The building itself also had fire suppression that limited the spread of the fire in the facility. One generator received significant damage along with some building damage.

While the exact cause of the fire is still under investigation, the preliminary cause of the fire is believed to have been a failure of a turbine blade that damaged the turbocharger. The failure in the turbocharger caused the oil supply line to back out, allowing oil to spray onto the turbocharger.

The City does have insurance for both the building and contents which is expected to cover over 95% of the repair costs.

This resolution will budget and appropriate \$715,000 of Insurance Reimbursement revenue and \$35,000 of Electric Funds in the Electric Capital Projects Fund.

### STAFF

**RECOMMENDATION:** Approve Resolution 2014-44-R

**BOARD/COMMISSION/  
COMMITTEE:** Utility Commission – February 19, 2014

**RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:** \$715,000 Insurance Reimbursement  
\$ 35,000 Electric Fund  
**\$750,000 Total for VMEA Generator Repairs – 2014 Fire**

**STAFF:** Glenn Simpson, Utilities Finance Manager, 703-257-8356

## RESOLUTION 2014-44-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 14<sup>th</sup> day of April, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>ELECTRIC FUND:</b>		
<u>Revenue:</u>		
540-0000-346-04-00	Net Assets (Fund Balance)	\$ 35,000
<u>Expenditure:</u>		
540-3599-501-92-55	Transfer to Electric Capital Projects Fund	\$ 35,000
<b>ELECTRIC CAPITAL PROJECTS FUND:</b>		
<u>Revenue:</u>		
545-0000-318-15-16	CP3690 Insurance Reimbursements	\$ 715,000
545-0000-345-54-00	CP3690 Transfer from Electric Fund	\$ 35,000
		<u>\$ 750,000</u>
<u>Expenditure:</u>		
545-3690-505-39-00	CP3690 Purchased Services	\$ 730,000
545-3690-505-54-76	CP3690 Miscellaneous Rentals	\$ 10,000
545-3690-505-62-00	CP3690 Other Supplies	\$ 10,000
		<u>\$ 750,000</u>

For: Insurance Reimbursement for VMEA Generator Fire

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

## AGENDA STATEMENT

PAGE NO. 5

ITEM NO. 3

**MEETING DATE:** March 26, 2014 – Finance Committee

**TIME ESTIMATE:** 2 minutes

**AGENDA ITEM TITLE:** Resolution 2014-46-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$19,220 Virginia Pre Hospital Information Bridge Grant for Toughbook Computers for Fire and Rescue

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

**SUMMARY OF  
ISSUE/TOPIC:**

The City of Manassas Fire and Rescue System, consisting of the City of Manassas Fire and Rescue Department (MFRD), Greater Manassas Volunteer Rescue Squad (GMVRS), and Manassas Volunteer Fire Company (MVFC), was issued a grant for each component of the System with funding from the Virginia Office of EMS (VAOEMS) Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant Program. Funding was awarded to replace existing toughbook computers used for patient reporting in system apparatus licensed for EMS transport.

This grant is a 100% funded, reimbursable, grant. The grant expires on May 31, 2014; therefore, all purchases must be made before that deadline.

This resolution will budget and appropriate \$19,220 of State Grant Revenue in the Fire and Rescue Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2014-46-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):**

**BUDGET/FISCAL  
IMPACT:** \$ 3,155 – City of Manassas Fire and Rescue Department  
\$12,852 – Greater Manassas Volunteer Rescue Squad  
\$ 3,213 – Manassas Volunteer Fire Company  
**\$19,220 – Virginia Pre Hospital Information Bridge Special Initiative Grant**

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

## RESOLUTION 2014-46-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 14<sup>th</sup> day of April, 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>		
285-0000-324-22-16	VPHIB Special Initiative Grant	\$ 19,220
<u>Expenditure:</u>		
285-2216-422-41-19	Mid-Year IT Purchases - Toughbooks	\$ 19,220
<b>INFORMATION TECHNOLOGY FUND:</b>		
<u>Revenue:</u>		
608-0000-319-41-19	Mid-Year IT Purchases	\$ 19,220
<u>Expenditure:</u>		
608-1418-419-62-96	Computers - Controlled (Toughbooks)	\$ 19,220

For: Virginia Pre Hospital Information Bridge Special Initiative Grants

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





# COMMONWEALTH of VIRGINIA

## Department of Health

February 20, 2014

Todd E. Lupton  
City Of Manassas Fire And Rescue  
9324 West Street, Suite 103  
Manassas, VA 20110

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the *Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant Program*. The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. ***All items must be ordered as soon as possible and submission for reimbursement must be made by May 31, 2014, grant deadline.*** 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 **March 14, 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.

**The following Special Conditions apply to your grant award. OEMS will not reimburse for your grant award until these conditions have been fully met:**

- *Agency must enable "Auto-Post/Sync" within the ImageTrend application. Enabling Auto-Post allows EMS records to be simultaneously submitted to the OEMS' VPHIB system. Auto-Post is located in the Field Bridge preferences under the setup tab of ImageTrend's Service Bridge.*
- *If using EMS Charts or Zoll EMS software products Web services must be setup for real-time or near real-time (within 12 hours) submission. Web services are made available upon EMS agency request directly to their vendor EMS Charts or Zoll support. Agencies using other EMS software vendors agree to establish Web services / real-time submission if it becomes available from their vendor.*
- *Computer awards require establishment of internet account; providing OEMS with agency e-mail address.*
- *Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Project made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."*
- *Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code §32.1-116.1.*
- *Must use awarded hardware to comply with pre-hospital patient care reporting of the OEMS minimum dataset in the technical format prescribed by OEMS.*

If your agency was not awarded for all items requested, it is recommended that you apply for the Rescue Squad Assistance Fund (RSAF) grant program by the March 17, 2014 deadline. If you have any questions, please contact Amanda Davis, Grant 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 R. Brown, Director  
Virginia Office of Emergency Medical Services

Enclosures

Office of Emergency Medical Services  
Consolidated Grant Program

AWARD PAGE

February 1, 2014 - January 31, 2015 Grant Period

Agency Name: CITY OF MANASSAS FIRE AND RESCUE

Grant Number: NV-C02/01-14

<u>Item Type (Item)</u>	<u>Status</u>	<u>Quantity Funded</u>	<u>Funding % Level</u>	<u>Amount Funded</u>
Computer Hardware (VPHIB HARDWARE (COMPUTERS))	FUNDED	1	100	\$3,155.00
				<u>\$3,155.00</u>

## **Instructions For Grant Reimbursement**

### **Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant**

***Review all instructions completely.***

1. Read the Memorandum of Agreement form (MOA), the Authorized Agent must initial the first two pages and complete the Verification portion on the third page and **submit by March 14, 2014** after receiving the **Award Letter and Award Page**. The Office of EMS (OEMS) will sign the form and send the original back to your agency, please keep a copy for your file.
2. ***NEW REGULATION:*** As per State of Virginia audit requirements, grantees must submit the front page of the letter provided by the IRS issuing their Federal Identification Number (FIN). If your organization has recently become a Not-For-Profit organization and has not received a FIN, reimbursement cannot be processed until documentation showing the issuance of a FIN can be submitted.
3. Purchase item(s) awarded as stated on the Award Page. You must comply with ALL special conditions listed on your Award Letter and all terms on the Memorandum of Agreement form. ***Purchase(s) must be made as soon as possible after your award date of February 20, 2014 and completed prior to the end of the grant period, May 31, 2014.***
4. Reimbursement of grant awards - Submit a copy of an itemized, dated, numbered vendor invoice(s) to OEMS for reimbursement. Invoice(s) are to be submitted to OEMS after the item(s) are received by grantee. Any grant for which appropriate proof of purchase has not been received within thirty days after the grant period ends will be considered expired.
5. Equipment Status/Final Report Form must be submitted to OEMS within sixty days after the equipment /project is received/completed by grantee. All items must be listed on your report form with a serial number provided if applicable.
7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without prior approval from OEMS. See award letter for additional grant conditions.
8. Any questions can be directed to Amanda Davis, Grant Manager at (804) 888-9106 or Linwood P. Pulling, Grant Specialist at (804) 888-9105.

### **Federal Identification Number Information**

To obtain information on becoming a 501c3 agency, you should request Publication 557, "Tax-Exempt Status For Your Organization." This publication can be obtained by contacting your local IRS office or you can order it by calling 1-800-829-3676.

Internet users can use the following:

Telnet	fedworld.gov
File transfer	ftp.fedworld.gov
World Wide Web	www.ustreas.gov



# COMMONWEALTH of VIRGINIA

## Department of Health

February 20, 2014

Todd E. Lupton  
Greater Manassas Volunteer Rescue Squad  
PO Box 123  
Manassas, VA 20110

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the *Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant Program*. The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. ***All items must be ordered as soon as possible and submission for reimbursement must be made by May 31, 2014, grant deadline.*** The following documents have been included in your grant award package:

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- *Computer awards require establishment of internet account; providing OEMS with agency e-mail address.*
- *Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Project made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."*
- *Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code §32.1-116.1.*
- *Must use awarded hardware to comply with pre-hospital patient care reporting of the OEMS minimum dataset in the technical format prescribed by OEMS.*

If your agency was not awarded for all items requested, it is recommended that you apply for the Rescue Squad Assistance Fund (RSAF) grant program by the March 17, 2014 deadline. If you have any questions, please contact Amanda Davis, Grant 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 R. Brown, Director  
Virginia Office of Emergency Medical Services

Enclosures

Office of Emergency Medical Services  
Consolidated Grant Program

AWARD PAGE

February 1, 2014 - January 31, 2015 Grant Period

Agency Name: GREATER MANASSAS VOLUNTEER RESCUE SQUAD

Grant Number: NV-C03/01-14

<u>Item Type (Item)</u>	<u>Status</u>	<u>Quantity Funded</u>	<u>Funding % Level</u>	<u>Amount Funded</u>
Computer Hardware(VPHIB HARDWARE (COMPUTERS))	FUNDED	4	100	\$12,852.00
				<u>\$12,852.00</u>

## Instructions For Grant Reimbursement Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant

*Review all instructions completely.*

1. Read the Memorandum of Agreement form (MOA), the Authorized Agent must initial the first two pages and complete the Verification portion on the third page and submit by **March 14, 2014** after receiving the **Award Letter and Award Page**. The Office of EMS (OEMS) will sign the form and send the original back to your agency, please keep a copy for your file.
2. **NEW REGULATION:** As per State of Virginia audit requirements, grantees must submit the front page of the letter provided by the IRS issuing their Federal Identification Number (FIN). If your organization has recently become a Not-For-Profit organization and has not received a FIN, reimbursement cannot be processed until documentation showing the issuance of a FIN can be submitted.
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4. Reimbursement of grant awards - Submit a copy of an itemized, dated, numbered vendor invoice(s) to OEMS for reimbursement. Invoice(s) are to be submitted to OEMS after the item(s) are received by grantee. Any grant for which appropriate proof of purchase has not been received within thirty days after the grant period ends will be considered expired.
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7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without prior approval from OEMS. See award letter for additional grant conditions.
8. Any questions can be directed to Amanda Davis, Grant Manager at (804) 888-9106 or Linwood P. Pulling, Grant Specialist at (804) 888-9105.

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# COMMONWEALTH of VIRGINIA

## Department of Health

February 20, 2014

Todd E. Lupton  
Manassas Volunteer Fire Company Inc.  
PO BOX 46  
Manassas, VA 20110

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the *Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant Program*. The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. ***All items must be ordered as soon as possible and submission for reimbursement must be made by May 31, 2014, grant deadline.*** The following documents have been included in your grant award package:

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If your agency was not awarded for all items requested, it is recommended that you apply for the Rescue Squad Assistance Fund (RSAF) grant program by the March 17, 2014 deadline. If you have any questions, please contact Amanda Davis, Grant 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 R. Brown, Director  
Virginia Office of Emergency Medical Services

Enclosures

Office of Emergency Medical Services  
Consolidated Grant Program

AWARD PAGE

February 1, 2014 - January 31, 2015 Grant Period

Agency Name: MANASSAS VOLUNTEER FIRE COMPANY, INC.

Grant Number: NV-C05/01-14

<u>Item Type (Item)</u>	<u>Status</u>	<u>Quantity Funded</u>	<u>Funding % Level</u>	<u>Amount Funded</u>
Computer Hardware(VPHIB HARDWARE (COMPUTERS))	FUNDED	1	100	\$3,213.00
				<u>\$3,213.00</u>



## **Instructions For Grant Reimbursement**

### **Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant**

***Review all instructions completely.***

1. Read the Memorandum of Agreement form (MOA), the Authorized Agent must initial the first two pages and complete the Verification portion on the third page and **submit by March 14, 2014** after receiving the **Award Letter and Award Page**. The Office of EMS (OEMS) will sign the form and send the original back to your agency, please keep a copy for your file.
2. ***NEW REGULATION:*** As per State of Virginia audit requirements, grantees must submit the front page of the letter provided by the IRS issuing their Federal Identification Number (FIN). If your organization has recently become a Not-For-Profit organization and has not received a FIN, reimbursement cannot be processed until documentation showing the issuance of a FIN can be submitted.
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4. Reimbursement of grant awards - Submit a copy of an itemized, dated, numbered vendor invoice(s) to OEMS for reimbursement. Invoice(s) are to be submitted to OEMS after the item(s) are received by grantee. Any grant for which appropriate proof of purchase has not been received within thirty days after the grant period ends will be considered expired.
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7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without **prior** approval from OEMS. See award letter for additional grant conditions.
8. Any questions can be directed to Amanda Davis, Grant Manager at (804) 888-9106 or Linwood P. Pulling, Grant Specialist at (804) 888-9105.

#### **Federal Identification Number Information**

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## AGENDA STATEMENT

PAGE NO. 17

ITEM NO. 4

**MEETING DATE:** March 26, 2014 – Finance Committee

**TIME ESTIMATE:** 2 Minutes

**AGENDA ITEM TITLE:** Resolution 2014-47-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$7,600 Virginia Department of Aviation Grant for an Aircraft Rescue and Firefighting (ARFF) Feasibility Study at the Airport and Accepting the Grants and Authorizing the Mayor to Sign the Grant Agreement

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

**SUMMARY OF  
ISSUE/TOPIC:** The Virginia Department of Aviation has offered the City of Manassas a grant for an Aircraft Rescue and Firefighting (ARFF) Feasibility Study at the Manassas Regional Airport in the amount of \$7,600, which represents 80% of the total eligible project cost. The Airport will provide the local share of \$1,900, which represents 20% of the total project cost and is available in the Airport Fund's FY 2014 Budget. The total cost of this study is \$9,500.

This resolution will budget and appropriate \$7,600 of State Grant Revenue in the Airport Fund.

**STAFF  
RECOMMENDATION:** Approve Resolution 2014-47-R

**BOARD/COMMISSION/  
COMMITTEE:** Airport Commission

**RECOMMENDATION:** ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

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

**COMMENTS:**

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**DISCUSSION  
(IF NECESSARY):** The format and content of this Grant Offer will be approved by the City Attorney.

**BUDGET/FISCAL  
IMPACT:** \$ 7,600 State Grant  
\$ 1,900 Available in Airport's FY 2014 Budget  
**\$ 9,500 Aircraft Rescue and Firefighting Feasibility Study**

**STAFF:** Juan E. Rivera, Airport Director, (703) 361-1882

## RESOLUTION 2014-47-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 14<sup>th</sup> day of April, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
<b>AIRPORT FUND:</b>		
<u>Revenue:</u>		
570-0000-322-21-00	State Grant	\$ 7,600
<u>Expenditure:</u>		
570-3711-501-31-00	ARFF Feasibility Study	\$ 7,600

For: Virginia Department of Aviation Grant for Aircraft Rescue and Firefighting (ARFF) Feasibility Study

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



# COMMONWEALTH of VIRGINIA

Randall P Burdette  
Director

*Department of Aviation*  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

V/TDD • (804) 236-3624  
FAX • (804) 236-3635

February 25, 2014

Mr. Juan E. Rivera, Director  
Manassas Regional Airport  
10600 Harry J. Parrish Blvd.  
Manassas, VA 20110

**Re: Manassas Regional Airport  
ARFF Feasibility Study– CS0030-29**

Dear Mr. Rivera:

Please find enclosed three originals of the Grant Offer for the project referenced above. This offer, once accepted, becomes your Grant Agreement with the Commonwealth of Virginia, Department of Aviation.

This Agreement must be executed on behalf of the sponsor by an official authorized to take such action, and the sponsor's attorney must execute the certificate on page 2. This offer must be accepted and certified by **February 26, 2014** or may otherwise be withdrawn.

The amount of this grant has been determined by the costs associated with a fixed scope of work. As such, no changes in the scope of work should be undertaken without first obtaining the approval of the Department of Aviation.

After acceptance of the offer, please return two originals to this office and keep one for your files. Should there be questions, you have only to call upon us.

Sincerely,

Susan H. Simmers, Senior Aviation Planner  
Planning and Environmental Section  
Airport Services Division

/pas  
Enclosures





Commonwealth of Virginia  
Department of Aviation  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

**Grant Agreement**

**Part I - Offer**

Project Number: CS0030-29  
Date of Approval: November 21, 2013  
Date of Offer: February 25, 2014  
Date of Offer Expiration: April 26, 2014

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on October 6, 2010, the City of Manassas (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of Manassas Regional Airport (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereinafter referred to as the "Project"):

**ARFF Feasibility Study**

NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, eighty (80) percent of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed \$7,600.00.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on **March 31, 2015**.
5. The Grant Obligation Term is 20 years.

Grant Agreement, Project Number CS0030-29

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 *Code of Virginia* (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia  
Department of Aviation



Randall P Burdette  
Executive Director

Date FEB 28 2014

## Part II - Acceptance

The **City of Manassas** does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**City of Manassas**

By \_\_\_\_\_

Title \_\_\_\_\_

Attest \_\_\_\_\_

Title \_\_\_\_\_

## Certification of Sponsor's Attorney

I, \_\_\_\_\_,  
acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

Dated at \_\_\_\_\_, Virginia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_