## Agenda

**5:30 PM CALL TO ORDER**

1. **Approve Minutes of the July 28, 2010 Finance Committee Meeting**
   - Page 1

2. **Resolution 2011-23-R to Amend the FY 2011 Budget by Transferring $35,000 from the Salary Contingency to Fund a Pay and Classification Study (Weiler)**
   - Page 3

   - Page 7

4. **Resolution 2011-27-R Amending the FY 2011 Budget by Transferring $16,500 from General Fund Contingency to Purchase and Install Signage on the Old Town Parking Structure (Via-Gossman / Jennings)**
   - Page 15

5. **FY 2010 Fire Rescue Fund Estimated Fund Balance (Weiler)**
   - Page 21

   - Page 23

7. **FY 2006 Homeland Security Grant Program for Medical Care Support Unit Restocking Plan (Wood)**
   - Page 31

8. **Resolution 2011-25-R Amending the FY 2011 Budget by Transferring $76,168 from the General Fund to the Fire and Rescue Fund for Consolidated Dispatch of Fire and Rescue Services and Transferring $75,247 to General Fund Contingency and Amending the FY 2011 Staffing Plan by Removing Two Emergency Communications Specialist Positions (1.00 FTE each) (Weiler)**
   - Page 35

10. City Manager's Time

ADJOURNMENT

PAW/sjt

cc: Mayor Pat Weller
Council Members Diane Bergeron
Lawrence D. Hughes Francis Deniega
MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, JULY 28, 2010
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA

COMMITTEE MEMBERS PRESENT:  Vice Mayor Andrew Harrover
                                 Council Member J. Steven Randolph
                                 Council Member Sheryl L. Bass (alternate)

COMMITTEE MEMBERS ABSENT: Council Member Marc Aveni, Chairman

OTHERS PRESENT:  Mayor Harry J. Parrish II, Council Member Jonathan Way, City Manager Lawrence D. Hughes, Community Development Director Liz Via-Gossman, Fire & Rescue Chief Mike Wood, Police Captain Carl Crawford, Budget Manager Diane V. Bergeron and Finance & Administration Director Pat Weiler.

The meeting was called to order at 5:31 PM by Acting Chairman Harrover.

The agenda was amended by removing Items 2, 6 and 7.

AGENDA ITEM #1 Approve Minutes of the July 14, 2010 Finance Committee Meeting

A motion was made by Council Member Randolph; seconded by Council Member Bass to approve the minutes of the July 14, 2010 Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2011-23-R to Amend the FY 2011 Budget by Transferring $35,000 from the Salary Contingency to Fund a Pay and Classification Study

This item will be removed from this agenda and scheduled on the August 11, 2010 Finance Committee agenda.

AGENDA ITEM #3 Resolution 2011-24-R Amending the FY 2011 Budget by Budgeting and Appropriating a $5,000 2010 Local Emergency Management Performance Grant

Mike Wood presented Staff’s recommendation to amend the FY 2010 Budget by budgeting and appropriating a $5,000 2010 Local Emergency Management Performance Grant. The Committee approved (3/0). This item will be forwarded to the August 9, 2010 City Council meeting.

AGENDA ITEM #4 FY 2010 General Fund Revenue and Expenditure - INFORMATION ITEM ONLY

Pat Weiler presented the FY 2010 General Fund Revenue and Expenditure. This was an Information Item Only. The Committee directed Staff to bring an estimate of the FY 2010 Fire Rescue Fund Revenues and Expenditures to a future meeting.

AGENDA ITEM #5 Resolution 2011-04-R Amending the FY 2011 Budget by Budgeting and Appropriating Funds from the FY 2010 Budget for Operations

Pat Weiler presented Staff’s recommendation to amend the FY 2010 Budget by budgeting and appropriating funds from the FY 2010 Budget for Operations. New hand-outs were distributed. The Committee approved (3/0) except for the paving. This item will be forwarded to the August 9, 2010 City Council meeting.
AGENDA ITEM #6 Resolution 2011-25-R to Amend the FY 2011 Budget by Transferring Funds for Debt Service for 2010 Bond Issues

This item was removed from the agenda.

AGENDA ITEM #7 Resolution 2011-26-R to Amend the FY 2011 Budget by Budgeting and Appropriating Bond Proceeds from the 2010D Bond Issue

This item was removed from the agenda.

AGENDA ITEM #8 Actual Carryover Amount for Purchase Orders - INFORMATION ITEM ONLY

Diane Bergeron presented the actual carryover amount for Purchase Orders. New hand-outs were distributed. This was an Information Item Only.

AGENDA ITEM #9 City Manager's Time

The meeting was adjourned at 6:42 PM by Chairman Aveni.
AGENDA STATEMENT

MEETING DATE: August 11, 2010 – Finance Committee
TIME ESTIMATE: 15 Minutes
AGENDA ITEM TITLE: Resolution 2011-23-R to Amend the FY 2011 Budget by Transferring $35,000 from the Salary Contingency to Fund a Pay and Classification Study

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL:
- June 23, 2008 – Ordinance 2009-04-O
- April 26, 2010 – Adoption of FY 2011 Budget
- July 8, 2010 – Worksession with Utility Commission
- July 15, 2010 – Personnel Committee

SUMMARY OF ISSUE/TOPIC:
In June 2008 the City Council approved and funded a comprehensive Pay and Classification Study; however, due to downward economic trends the study was deferred.

The Utility Commission, in their FY 2011 Budget presentation, requested the City Council consider a Pay and Classification Study. The FY 2011 Adopted Budget contains $50,000 in the utility funds for this study.

At the July 8, 2010 Joint City Council / Utility Commission work session the Utility Commission again requested the City Council consider a Pay and Classification Study.

A Pay and Classification Study was last conducted in 2002. Industry standards recommend that a study be done every five years. Since our last study, eight years ago, 30% of our positions are new or have been revised or reclassified. Additionally, with the City-wide reorganization in December 2008, many departments have undergone significant restructuring.

Examples of the signs indicating a need to conduct a comprehensive pay and classification study are (1) the recent hiring of new employees well past the minimum of the grade range, which leads to a compression problem with current employees; and (2) department requests for reclassifications/restructures as a means to retain current employees. The reclassification process as well as the practice of hiring well above the minimum of the grade, continues to erode the internal equity and integrity of our current pay plan.

The purpose of conducting a classification study is to develop comprehensive position specifications (job descriptions) for each position in the City to ensure employees are appropriately titled and graded in relationship to their job duties and to all the other positions in the City. No job remains stagnant, new technology and new demands for service result in employees taking on new and different skill sets to accomplish the increasing demand, our jobs become hybrids. As duties changes, the fair labor standards act (FLSA) classification for a position may also change. To remain in compliance with FLSA, the City’s positions need to be reviewed for FLSA class.

The purpose of the pay study is to bench mark the City’s salaries with those of surrounding jurisdictions and utilities. The City’s Utility salaries may or may not bench mark with the utilities with which City completes for employees; NOVEC, PWC Service Authority, Dominion and Fairfax Water Authority.

Staff recognizes that with current economic conditions, the City may not be in a position to implement the pay study, however, the study will provide the information needed to make sound decisions related to salaries during the FY 2012 budget process.

The Employee Advisory Committee has been created to review the City’s benefits. The Committee would also be tasked with disseminating information and managing the expectations of employees on a Pay and Classification Study.

If Council Members have questions, you are urged to call the staff person prepared this agenda statement prior to meeting.
STAFF RECOMMENDATION: Approve Resolution 2011-23-R

BOARD/COMMISSION/COMMITTEE: July 15, 2010 – Personnel Committee (1/2)

RECOMMENDATION: __ Approve  __ Disapprove  __ Reviewed  __ See Comments

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

COMMENTS: 

DISCUSSION (IF NECESSARY): 

BUDGET/FISCAL IMPACT: The City has a five year renewable contract in place with the Archer Group to conduct a complete pay and classification study. The cost would be $85,000 with the Utility Funds (Water, Sewer, Electric) paying $50,000 and the General Fund $35,000.

STAFF: Patricia A. Weiler, Finance and Administration Director, (703) 257-8234
RESOLUTION 2011-23-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of September, 2010, that the following funds be transferred as shown.

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>GENERAL FUND</td>
<td></td>
</tr>
<tr>
<td>Revenue:</td>
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</tr>
<tr>
<td>100-0000-345-52-00 Transfer from Sewer Fund</td>
<td>$10,000</td>
</tr>
<tr>
<td>100-0000-345-53-00 Transfer from Water Fund</td>
<td>$10,000</td>
</tr>
<tr>
<td>100-0000-345-54-00 Transfer from Electric Fund</td>
<td>$30,000</td>
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<tr>
<td>Total Revenues</td>
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<tr>
<td>Expenditure:</td>
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<tr>
<td>100-9600-411-95-02 Salary Contingency</td>
<td>$(35,000)</td>
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<tr>
<td>100-1501-415-39-00 Pay and Classification Study</td>
<td>$85,000</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

For: Pay and Classification 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
AGENDA STATEMENT

MEETING DATE: August 11, 2009 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: R-2011-14 Approving the Fiscal Year 2011 State Performance Contract for Submission to the Department of Behavioral Health and Development Services

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: September 14, 2009 - City Council Meeting

SUMMARY OF ISSUE/TOPIC: The Code of Virginia requires that the governing body of each county and city approve the annual plan and budget of its respective Community Services Board (CSB) before the CSB can become eligible for grants from the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services. The City needs to accept the plan by September 30, 2010. A staff report by Mr. Tom Geib, CSB Executive Director, is attached.

The referenced contract specifies the conditions to be met for the Community Services Board to receive State controlled funds, identifies the groups of consumers to be served with those funds, and includes requirements to ensure accountability to the State. This contract is specific to the State reporting requirements and does not govern the services provided to the City or its residents.

STAFF RECOMMENDATION: Approve Resolution R-2011-14

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: _____ Approve _____ Disapprove _____ See Comments

CITY MANAGER: _____ Approve _____ Disapprove _____ See Comments

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: Community Services Board services are provided and budgeted as part of the Shared Services Agreement with Prince William County

FY 2011 Budget $1,688,930

STAFF: Marie Aylesworth, Interim Director, (703) 361-8277, ext. 2329
Tom Geib, Executive Director, Community Services Board
Carman Cellucci, Board Member and City of Manassas Representative

If Council Members have questions, you are urged to call the staff person who prepared this agenda statement prior to meeting.
MOTION: September 13, 2010
SECOND: Regular Meeting
Re. No. R-2011-14

RE: APPROVE THE FISCAL YEAR 2011 STATE PERFORMANCE CONTRACT FOR SUBMISSION TO THE DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

WHEREAS, the Virginia Department of Behavioral Health and Developmental Services, formally known as the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services, and the Virginia Association of Community Services Boards have satisfactorily negotiated a new Performance Contract for Fiscal Year 2011; and

WHEREAS, the Prince William County Community Services Board must have an approved State Performance Contract with the Virginia Department of Behavioral Health and Developmental Services in order to continue receiving State and Federal funding being held.

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby approve the Fiscal Year 2011 State Performance Contract for submission to the Department of Behavioral Health and Developmental Services.

Mayor Harry J. Parrish II
On behalf of the City Council
Of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk

Vote:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:
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<tr>
<td>Department</td>
<td>96 Nondepartmental</td>
</tr>
<tr>
<td>Division</td>
<td>03 PWC Shared Services</td>
</tr>
<tr>
<td>Activity basic</td>
<td>44 Health and Welfare</td>
</tr>
<tr>
<td>Sub activity</td>
<td>1 Payment to Entities</td>
</tr>
<tr>
<td>Element</td>
<td>56 Health And Welfare</td>
</tr>
<tr>
<td>Object</td>
<td>97 PWC-Community Services</td>
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<table>
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<tr>
<td>Actual expenditures - current</td>
<td>278,160.00</td>
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<tr>
<td>Actual expenditures - ytd</td>
<td>.00</td>
</tr>
<tr>
<td>Encumbered amount</td>
<td>.00</td>
</tr>
<tr>
<td>Unposted expenditures</td>
<td>.00</td>
</tr>
<tr>
<td>Unposted encumbrances</td>
<td>.00</td>
</tr>
<tr>
<td>Pre-encumbrance amount</td>
<td>.00</td>
</tr>
<tr>
<td>Total expenditures &amp; encumbrances</td>
<td>278,160.00 16.7%</td>
</tr>
<tr>
<td>Unencumbered balance</td>
<td>1,390,770.00 83.3%</td>
</tr>
</tbody>
</table>

F5=Encumbrances  F7=Project data  F8=Misc inquiry  F9=Misc update
F10=Detail trans  F11=Acct activity list  F12=Cancel  F24=More keys
TO: Members, Manassas City Council

FROM: Tom Geib
Executive Director

THRU: Lawrence Hughes

RE: Approve the Fiscal Year 2011 State Performance Contract for Submission to the Department of Behavioral Health and Developmental Services

I. Background in chronological order is as follows:

A. History of State Contracts - The Virginia Department of Behavioral Health and Developmental Services (DBHDS), formally the Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRASAS) have contracted with localities for approximately 20 years. The Contract stipulates:

- How service dollars will be spent.
- Which clients should be served (mental health, mental retardation, substance abuse).
- How many “units” (hours/days) of service should be delivered for dollars spent.
- State and Federal laws and regulations require Community Services Boards (CSB) to comply with regulations such as Human Rights, Continuity of Care Guidelines, Drug Free Workplace and others.

B. State Contract Review and Approval Process - The Fiscal Year 2011 State Performance Contract Review and Approval Process is as follows:
1. **Public Comment** - There is a 30-day Public Comment period. Copies of the Budget and Contract have been made available to the public in the lobbies of the Prince William County Community Services Board (PWCCSB) offices. No comments were received.

2. **PWCCSB Approval** – On May 20, 2010 the PWCCSB reviewed, approved for submission the Contract to the Commissioner. On July 15, 2010 the PWCCSB by consensus approved requesting approval by the Board of County Supervisors (BOCS).

3. **BOCS Approval** – On August 3, 2010 the BOCS will meet to approve submission of the Fiscal Year 2011 State Performance Contract to the Department of Behavioral Health and Developmental Services.

4. **Approvals by the City Councils** - The Councils of Manassas City and Manassas Park City have until September 30, 2010 to review and adopt the Contract.

II. **Current Situation** is as follows:

A. **PWCCSB Request Approval** – On July 15, 2010 the PWCCSB approved by consensus to request approval of the Contract by the Councils of Manassas City and Manassas Park City for its final submission on September 30, 2010.

B. **City Council Action Requested** – The PWCCSB requests action be taken by the Council of Manassas City to approve the Fiscal Year 2011 State Performance Contract for submission to the Department of Behavioral Health and Developmental Services.

III. **Issues** in order of importance are as follows:

A. **Fiscal Impact**: What is the fiscal impact?

B. **Service Levels/Policy Impact**: Will clients served and units of service increase?

C. **Legal Issues**: Are there legal issues that need to be addressed?

D. **Timing**: What is the time line for decision making?

E. **Personnel Impact**: What is the personnel impact?

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The Vision of the Prince William County Community Services Board is:

"We will be a creative and responsive leader for Behavioral Healthcare in partnership with the Greater Prince William Community to promote an excellent place in which to live, work, invest and grow."

An Equal Opportunity Employer
IV. Alternatives in order of feasibility are:

A. Approve the Fiscal Year 2011 State Performance Contract for Submission to the Department of Behavioral Health and Developmental Services.

1. Fiscal Impact - The State Performance Contract must be approved by September 30, 2010 in order to continue receiving funding from and administered by the State. There are no new local general revenues required with this action.

2. Service Levels/Policy Impacts - There are no service level impacts resulting with the approval of the State Performance Contract.

3. Legal Issues are as follows –

   a. Approval by PWCCSB and Jurisdictions – In order to apply for the receipt of State funds from the DBHDS the PWCCSB must meet all the requirements of Va. Code 37.2-508 which includes approval by the PWCCSB, the BOCS and the Councils of Manassas City and Manassas Park City is also required prior to submission by September 30, 2010.

   b. Review by County Attorney’s Office – Review of the contract has been completed and there were no legal issues found.


5. Personnel Impacts – There are no personnel impacts as a result of approving the State Performance Contract.

B. Take No Action.

1. Fiscal Impact - Without a contract approved by the jurisdictions all State and Federal funding would cease.

2. Service Level Impact - Service levels would be unable to be obtained without State and Federal funding.

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An Equal Opportunity Employer
3. **Legal Issues** - The PWCCSB will not have a Fiscal Year 2011 Performance Contract with the DBHDS and will therefore be subject to the contractual conditions of the Performance Contract termination.

4. **Timing** - Missing deadlines established in the Performance Contract exposes the PWCCSB to a delay of payments and possible contract termination.

5. **Personnel Impact** – Without State and Federal funding it would be necessary to reduce personnel.

V. **Recommendation** is that the Council of Manassas City concur with Alternative A and approve the attached Resolution.

Community Services: Tom Geib, Executive Director

Phone: 703-792-7894

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AGENDA STATEMENT

MEETING DATE: August 11, 2010 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2011-27-R Amending the FY 2011 Budget by Transferring $16,500 from General Fund Contingency to Purchase and Install Signage on the Old Town Parking Structure

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

SUMMARY OF ISSUE/TOPIc: The Old Town Business Association and Historic Manassas, Inc. have requested signage on the Old Town Parking Structure to better direct the public to the structure. The signage design was approved by the City's Signage Committee, the Architectural Review Board and the VRE. The installation of the signage is part of a larger project that includes new gateway and wayfinding signage for the City prior to the Sesquicentennial. The gateway signage is to be funded with Virginia Department of Transportation grant funds. A final proposal on the wayfinding signage is pending.

This resolution will transfer $16,500 from General Fund Contingency.

STAFF RECOMMENDATION: Approve Resolution 2011-27-R

BOARD/COMMISSION/COMMITTEE:

RECOMMENDATION: ___ Approve ___ Disapprove ___ Reviewed ___ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: $16,500 – General Fund Contingency

STAFF: Elizabeth S. Via-Gossman, Community Development Director, (703) 257-8224
       Gene Jennings, Deputy Director of Public Works, (703) 257-8251

If Council Members have questions, you are urged to call the staff prepared this agenda statement prior to meeting.
RESOLUTION 2011-27-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of September, 2010, that the following funds be transferred as shown.

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<th>ACCOUNT NO.</th>
<th>GENERAL FUND</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-9600-411-95-01</td>
<td>General Fund Contingency</td>
<td>$ 16,500</td>
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<tr>
<td>100-3336-465-39-00</td>
<td>Old Town Parking Signage</td>
<td>$ 16,500</td>
</tr>
</tbody>
</table>

For: Old Town Parking Signage

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
<table>
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<th>Parking Structure Sign Type</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>Entrance</td>
<td>$ 1,117.00</td>
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<tr>
<td>Exit</td>
<td>$ 690.00</td>
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<tr>
<td>Parking</td>
<td>$ 8,990.00</td>
<td></td>
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<tr>
<td>Installation</td>
<td>$ 4,160.00</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$ 14,957.00</strong></td>
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<tr>
<td>Contingency 10%</td>
<td>$ 1,500.00</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$ 16,457.00</strong></td>
<td></td>
</tr>
</tbody>
</table>
August 5, 2010

TO:         Lawrence D. Hughes, City Manager
FROM:       Patricia A. Weiler, Finance Director
SUBJECT:    Current Status of Miscellaneous Contingency - Account #100-9600-411-9501

The following is a list of the transfers from the Miscellaneous Contingency account during Fiscal Year 2011 and the current status of that account:

BEGINNING BALANCE $200,400

Ordinance/Resolution #
2011-15-R Crosswalk & Pedestrian Signalization @ Centreville & Sudley Roads    (5,400)
2011-22-R Annual Audit Savings – Robinson, Farmer, Cox Associates            31,000
2011-27-R Purchase & Install Signage on the Old Town Parking Structure       (16,500)

CURRENT BALANCE $209,500

PAW/sjt
AGENDA STATEMENT

MEETING DATE: August 11, 2010 – Finance Committee

TIME ESTIMATE: 10 Minutes

AGENDA ITEM TITLE: FY 2010 Fire Rescue Fund Estimated Fund Balance

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

SUMMARY OF ISSUE/TOPIC: As requested at the July 28, 2010 Finance Committee meeting, Staff will provide an update of the Estimated Fire Rescue Fund Fund Balance at June 30, 2010

STAFF RECOMMENDATION: INFORMATION ITEM ONLY

BOARD/COMMISSION/COMMITTEE:

RECOMMENDATION: _____ Approve _____ Disapprove _____ Reviewed _____ See Comments

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

COMMENTS: BACKUP TO BE DISTRIBUTED AT MEETING

DISCUSSION (IF NECESSARY): N/A

BUDGET/FISCAL IMPACT: N/A

STAFF: Patricia A. Weiler, Finance and Administration Director 703/257-8234

If Council Members have questions, you are urged to call the staff person prepared this agenda statement prior to meeting.
AGENDA STATEMENT

MEETING DATE: August 11, 2010 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2011-28-R Amending the FY 2011 Budget by Budgeting and Appropriating $14,500 of Fire and Rescue Fund Fund Balance to Purchase a National Fire Incident Reporting System

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL:

- September 2, 2009 – Finance Committee
- September 14, 2009 – City Council
- July 15, 2010 – Fire and Rescue Committee (Informational Only)

SUMMARY OF ISSUE/TOPIC:
The Manassas Fire and Rescue Department is seeking to bring its fire and EMS incident reporting processes into compliance with national standards and regulations. The fire station is equipped with software which enables National Fire Incident Reporting System (NFIRS) compliant reporting; however, that is not the case at the rescue station, nor Headquarters. Secondly, Division Chief Melvin Byrne of the Virginia Department of Fire Programs (VDFP) notified the department of the Commonwealth’s recommendation for a unified system wide reporting system, so that statistics can be properly managed. We are currently out of compliance with this requirement.

The Fire and Rescue Committee, while not endorsing VDFP, has recommended the use of FireHouse Software. Since the software is the most economical method to assure separate, yet proper reporting compliance, the recommendation is to purchase one software package (approved for NFIRS compliant reporting), installed at each work location under a common name, and with the license managed by the City. The cost for the system wide software package, for three concurrent users is $10,765; there is an additional cost of $3,735 to purchase the server.

This resolution will budget and appropriate $14,500 of Fire and Rescue Fund Fund Balance.

STAFF RECOMMENDATION: Approve Resolution 2011-28-R

BOARD/COMMISSION/COMMITTEE:

RECOMMENDATION: ___ Approve ___ Disapprove ___ Reviewed ___ See Comments

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

COMMENTS: ____________________________

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: $14,500 - Fire and Rescue Fund Balance

STAFF: Mike Wood, Fire and Rescue Chief, (703) 257-8458

*If Council Members have questions, you are urged to call the staff prepared this agenda statement prior to meeting.
RESOLUTION 2011-28-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of September, 2010, that the following funds be budgeted and appropriated as shown.

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<th>ACCOUNT NO.</th>
<th>AMOUNT</th>
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<td>FIRE AND RESCUE FUND</td>
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<tr>
<td>Revenues:</td>
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<tr>
<td>285-0000-346-01-00</td>
<td>$ 14,500</td>
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<tr>
<td>Fire &amp; Rescue Fund Fund Balance</td>
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<tr>
<td>Expenditure:</td>
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<tr>
<td>285-2001-491-92-68</td>
<td>$ 14,500</td>
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<tr>
<td>Transfer to IT Fund</td>
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| INFORMATION TECHNOLOGY FUND | |
| Revenues: | |
| 608-0000-345-22-85 | $ 14,500 |
| Transfer from Fire & Rescue Fund | |
| Expenditure: | |
| 608-1418-419-62-39 | $ 10,765 |
| Software | |
| 608-1418-419-62-96 | $ 3,735 |
| Server Hardware | |
| Total Expenditures | $ 14,500 |

For: Incident Reporting System

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
**To:** Manassas Fire Department  
To: c/o Randy Buzzard  
PO Box 46  
Manassas, VA 20108  

**Date:** 7/30/2010  
**Terms:** n16  
**Quote:** Q2010ManassesVA0730WEBMH  
**Valid For:** 60 Days

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### ACS FIREHOUSE Software

**2000 100th Street, Suite 309**  
**Urbandale, IA 50322**  
**Contact Person:** N. Nace / FireHouse@fireshouse.com  
**Regional Office:** (800) 285-8985 / (734) 223-9088 (info)  
**FIREHOUSE Software Direct:** (800) 521-5800

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**Item/Description:**  

<table>
<thead>
<tr>
<th>Item/Description</th>
<th>Qty</th>
<th>Price Per</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td><strong>3 USER ENTERPRISE (CLIENT/SERVER) SYSTEM, ONE OR MULTIPLE FDID / AGENCY NUMBERS FOR THE CITY FD, VFD, AND VR</strong></td>
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<td>FIREHOUSE Software NFIRS Fire Incident Reporting Module, EMS Incident Reporter, Personnel/Training Module, Equipment/Apparatus Module, Occupancy/Inspection Module, Hydrant Module, Mapping, Graphing, Enterprise (Client/Server) System</td>
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<tr>
<td>On Site Data Upgrade to Enterprise Service/Training, One Day (up to 8 hours)</td>
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<td>2009 International Fire Codes (for Inspection Violations)</td>
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<td>Mobile Inspections</td>
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<td>Mobile Incident Command without Mobile Preplan Viewer</td>
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<td>Staff Scheduling Module</td>
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<tr>
<td>Billing &amp; Accounts Receivable Module</td>
<td>$2,100.00</td>
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<tr>
<td>Additional Day of On Site Training (up to 8 hours)</td>
<td>CALL FOR PRICES</td>
</tr>
<tr>
<td>FHSketch (A Preplan Drawing Package)</td>
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The Annual Maintenance Agreement on this System includes:  
Unlimited Toll Free tech support via 800# during the Maintenance Agreement period  
All upgrades/new releases of FIREHOUSE Software during the Maintenance Agreement period  
Quarterly Newsletter

Enterprise Server Recommendations:  
*Xeon Dual or Quad Core 2.4Ghz Processor*  
*250GB SCSI Drive (RAID optional)*  
*4GB Ram*  
*500GB Storage Backup Unit (such as a tape backup unit)*  
*Veritas Backup Software*  
*CD-Recordable CD-ROM*  
*19" Monitor (17" recommended)*  
*Windows Server 2003 or Server 2008*  
*1Ghz Network Card*  
*Microsoft SQL Version 2000, 2005, or 2008 if more than 6 Concurrent Users*
To: Mr. Lawrence Hughes, City Manager

From: Chief Mike Wood

Subject: Incident Reporting Software

Date: August 3, 2009

As part of the evolution of the Fire and Rescue Department, we are seeking to bring our incident reporting processes into compliance with the National Fire Incident Reporting System (NFIRS). While desirable for compliance reasons, such action is also required at the direction of the United States Department of Homeland Security and the Virginia Department of Fire Programs.

Currently software exists at the fire station which enables NFIRS compliant reporting. However, this is not the case at the Rescue Station. In neither case is their universal reporting under the City’s agency number, as assigned. In that both facilities possess apparatus and personnel that routinely respond to fire related emergencies, it is appropriate that the required software and reporting processes be applied at both work locations.

Please note that the City of Manassas has requested grant funding to assist us with the replacement of Tower 501 through the Department of Homeland Security’s FIREACT grant program. A specific stipulation of this grant program is that the requesting agency will report fire related responses through the United States Fire Administration’s National Fire Incident Reporting System. As quoted from the FIREACT grant requirements, “If you do not report to USFA or the State, you must start as soon as possible and report for a period of 12 months.”

Division Chief Melvin Byrne of the Virginia Department of Fire Programs has forwarded a letter to our department indicating the Commonwealth’s expectation for a unified reporting system. Additionally, the Virginia Department of Fire programs has expanded their request beyond simply assuring that both stations have reporting capability, but also that we consolidate all career and volunteer personnel use a single agency number so that statistics can be properly managed. It is important that such management occur, in that among other matters, grant funding is awarded based upon over all department activity levels.
An internal review of the reporting processes indicates that the most economical method to assure reporting compliance is simply to purchase a software package and install it at both work location under a common, City managed license. The cost of this software for system wide application is $11,000.00.

I am respectfully requesting that the cost for this software package be allocated from the Fire and Rescue fund balance. This allocation, if approved, will allow the City to meet the reporting obligation of the FIREACT grant, as well as the expectations of the Virginia Department of Fire Programs.

Thank you for your consideration.

Be safe.

attachments

Cc:  Assistant Chief Mike Rohr, Operations
     Assistant Chief Leon Buckley, Technical Services
     File
July 31, 2009

Chief Mike Wood
9324 West Street Suite 204
Manassas Virginia 22110

Dear Chief Wood,

The collection of accurate data provides a platform for organizations to generate the many reports necessary to assure they are providing the service their customer's deserve. In the Fire service, our basic data collection instrument is the National Fire Incident Reporting System (NFIRS). To collect data that accurately reflects the service that is provided by all segments of the department, there must be a flexible central data collection process.

NFIRS is the industry accepted data base that provides that flexibility. This software is provided free to all fire departments in the United States by the US Fire Administration. Flexibility in the software is accomplished via the several modules that may be attached to all reports.

One such module is the Apparatus module. In the Apparatus module the member lists the units that responded and the names of the members that responded on the units. This allows the jurisdiction to track the members that respond and how long they spent on the emergency. The usefulness of this feature is limited only by your organization's needs. For example, Ashburn Volunteer Fire & Rescue in Loudoun County utilizes this feature to track the number of man hours volunteers spend on calls and other activities.

Any data field in the NFIRS program can be queried. For example, the addresses of your responses can be transposed on to maps, giving a visual of where you respond most often in the response area. Using the import features found in EXCEL you can create charts and graphs that clearly explain and compare the work done by different segments your organization. To maximize the available information an organization should use a common data base.

I highly recommend that your Department utilize one common FDID number and utilize the modules in order to report the work done by the various members of the Department. Training is available for users from VDFP, at no cost to the Department and several expanded administrator programs are available through the National Fire Academy, again at minimal cost to the Department. Having this common FDID number helps to consolidate the data you need to support requests funding and verify that you are giving the service your customers deserve.

Sincerely,

Melvin Byrne
Division Chief
Virginia Department of Fire Programs
Division Seven
The Fire Service - Its Own Worst Enemy

By Marlon A. Long, Virginia NFIRS Program Manager
Department of Fire Programs

The fire service has a reputation as being the organization called when all fails or when there is uncertainty as to who to call. It is available upon request and visible in the community. Yes, the men and women, both paid and volunteer, are benevolent, brave, and heroic. But still the fire service is its own worst enemy. The need to better document what it 'does' and the lack of marketing its importance has caused those inside and outside the fire service to not understand its full role and value. As a result, the fire service battles to justify its budgets, resources, and worth.

Here are three recommendations to help the fire service to better market its significance and get credit for all that it 'does':

1. The fire service needs to tell its full story by documenting and marketing all that it does. Its full range of calls needs to be recorded and reported. This includes all emergency calls, all public service calls, and all services provided to the public outside and inside its stations. The National Fire Incident Reporting System (NFIRS) is the system in place to document and report the activities of the fire service. For the full story to be told, its incidents need to be in NFIRS. Decisions at the local, state, and national levels that affect the fire service and the public are made based on the incidents that are in NFIRS.

2. The fire service must ensure that its incident reports are complete. Incident reporting software is good for making sure incidents are valid. A valid incident passes defined edits. The current standard is NFIRS 5.0 and is based upon the NFPA (National Fire Protection Association) 901 coding standard. Valid incidents are used within and outside the fire service to assess the effectiveness of fire operations, prevention programs, protection systems, and training. However, a valid incident might not be a complete incident. A complete incident tells the full story; it goes beyond the standard edits. An incident report is not complete when it is initially saved by the member making the report. Additional information usually becomes available after an investigation or due to the passing of time. Once changes are known, the incident reports should be updated. For example, the cause of ignition description "under investigation" should never be the final disposition of an incident.

3. The fire service must use its data to "fight fires with facts". The data should be used within and outside the department. Using the data within the department helps to measure effectiveness in better resource utilization, managing costs, reducing fire service injuries, deaths, exposures, and saving property. Using the data outside the department helps to educate the public in death and injury prevention, protection of its property and contents, and the range of services that the fire service provides.

The first established America's fire department, first fire engine, first firehouse, and first paid firefighters were started in Boston, Massachusetts in 1679 - 330 years ago. Since then, the organized fire service has been protecting individuals, businesses, and property.

For the fire service to be effective today, the need for good documentation is crucial for showing its worth in this time of budget constraints and cuts. The fire service needs to use data as an indispensable tool in its arsenal. The data must be complete and shared in a timely manner at local, state, and national levels. In doing so, the fire service will continue to provide valued service to the community over the next 330 years and get the full recognition that it deserves.
Note from DHS....

Congratulations, you have successfully submitted your application to DHS. All references to this application should include the following application number: EMW-2009-FV-05934. Please print and keep a copy of your completed application for your records.

Once the application period ends, all applications will be scored according to the priorities established by DHS for the Assistance to Firefighters Grant Program. Once the initial scoring is complete, the applications that are within the competitive range will be sent to panels for evaluation. The evaluation panels will review applications in April and May. The panelists will score the applications according to financial need and cost benefit criteria. Those applications that are recommended for award will then be sent to DHS for a final review. Grant awards will begin in May and continue until all funds are awarded. Please remember that this is a competitive grant program. Therefore, all applicants may not be awarded a grant. We plan to notify all applicants of the final disposition of their applications by December 31, 2009.

If you have submitted an email address to us, your award notification will be sent via email. If you have not submitted an email address to us and obtain an email in the next few months, please call the Helpdesk at 1-866-274-0660 to have your contact information updated. If we have no email address for you at the time of award, our correspondence will be through regular mail.

Grant Requirements

Those applicants who are awarded a grant must satisfy both legal and regulatory requirements of the Assistance to Firefighters Grant Program. Some of the major requirements are:

1. Grantees must share in the cost of the grant activities. When an organization submits their program narrative and budget information, the total project cost should include the federal portion and the organization’s match. The required match percentage is based on the population served. The matching requirement for an organization whose population served is 20,000 or less is 5 percent. The matching requirement for an organization whose population served is more than 20,000 and less than 50,000 is 10 percent. The matching requirement for an organization whose population served is more than 50,000 is 20 percent. You should provide adequate information on the source of the matching funds and the match must be a cash match.

2. Fire Departments must report to an incident reporting system either through their State or at the Federal level through the United States Fire Administration’s National Fire Incident Reporting System (NFIRS) during the grant period. If you already report to USFA or to the State, that is sufficient. If you do not report to USFA or the State, you must start as soon as possible and report for a period of 12 months. USFA staff can assist you if you are awarded a grant and have questions about NFIRS.

3. Grantees must agree to maintain expenditures at the average of their organization’s expenditures in the awarded grant program activity areas from the previous two years. Maintaining operating expenditures refers to the fact that these funds are meant to be a supplement to existing funds not a replacement of funds in the organization’s current budget. Therefore, on top of the federal grant (if selected) and the matching funds, grantees must maintain the average of the last two years’ spending levels on items for which the grantees receive a grant during the grant period of performance.

4. Grant recipients must maintain their grant files and supporting documents for three years after the closure of their grant.

5. All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Government, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees who expend $500,000 or more in Federal funds (from all Federal sources) must have a single audit or independent audit performed in accordance with the circular.

5/20/2009
AGENDA STATEMENT

MEETING DATE: August 11, 2010 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: FY 2006 Homeland Security Grant Program for Medical Care Support Unit Restocking Plan

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

SUMMARY OF ISSUE/TOPIC: The City of Manassas Fire and Rescue Department will serve as the sub-recipient to the 2006 Urban Area Security Initiative (UASI) Mass Care Grant, as originally awarded to the Loudoun County Department of Fire, Rescue and Emergency Management by the US Department of Homeland Security.

Through this sub-recipient award, the City of Manassas Fire and Rescue Department will receive one UASI funded Washington Council of Governments (COG) regional Level III (100 patient) mass care supply cache. The cache of supplies will be stored and transported within the Greater Manassas Volunteer Rescue Squad (GMVRS) Mass Care Trailer. The City of Manassas Fire and Rescue Department will maintain responsibility for the inventory control, as per the award letter. The value of the award is $33,472.51.

STAFF RECOMMENDATION: INFORMATIONAL ITEM ONLY

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: ___ Approve ___ Disapprove ___ Reviewed ___ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: Value of Supply Cache – $33,472.51

STAFF: Mike Wood, Fire and Rescue Chief, (703) 257-8458

If Council Members have questions, you are urged to call the staff prepared this agenda statement prior to meeting.
Sub-Recipient Agreement
Between
County of Loudoun and the City of Manassas, Virginia
For Mass Care

This agreement is between the County of Loudoun (hereinafter referred to as "the County" or "sub-recipient") and the City of Manassas, hereinafter referred to as ("Manassas" and also as "sub-sub-recipient").

Article I – Purpose of Agreement

The FY 2006 Homeland Security Grant Program for the Medical Care Support Unit Restocking Plan provides $371,251 to the National Capitol Region for mass casualty support unit(s) and supplies for the benefit of jurisdictions participating in the regional Council of Governments ("COG"). The $371,251 grant funds were designated by COG to provide primary and secondary caches for the mass care support units. Loudoun County, Virginia, along with other jurisdictions throughout the National Capital Region, was a sub-grantee of this award, with Montgomery County, Maryland serving as the grant administrator.

Grantor: US Department of Homeland Security
Project Title: FY 2006 Homeland Security Grant Program for Medical Care Support
Unit Restocking Plan
Grant Name: Mass Casualty Support Unit Supplies
Amount: $371,251
Project ID: 6UAS1541-03
CFDA: 97.008
Performance Period: July 1, 2008 thru June 30, 2011

Article II – Sub-Recipient Obligations

Loudoun County received two caches of mass casualty support unit level III equipment and supplies valued at $65,460.31, from Montgomery County, Maryland through this grant. Communities within the region were provided with the medical resources necessary to meet demands in the event of a mass casualty incident or campaign event. The equipment and supplies of this cache are to be utilized in the event of a mass casualty incident (MCI) or extended (campaign) event within the National Capital Region (NCR) to include the incorporated area known as the City of Manassas.

To better deploy the assets regionally, an agreement was reached between Loudoun County Fire, Rescue and Emergency Management and the Manassas City Fire Department that one secondary cache of mass casualty support unit supplies would be redeployed to Manassas. The State Administrative Agency ("SAA") and the Grant Administrator concurred with this decision and granted permission to Loudoun to transfer one cache of equipment/supplies to Manassas, valued at $33,472,512.36.

Loudoun has inventoried said equipment/supplies and is prepared to transfer the cache to Manassas upon approval of this agreement. Loudoun has not requested or received any compensation, reimbursement or in kind service from Manassas City as a result of this agreement.

Loudoun must follow all rules, regulations, guidelines and stipulations contained in the Project Management Plan (Attachment #1); the Jurisdictional Letter of Agreement with Montgomery County, Maryland (Attachment #2); and the Office of Management and Budget Circulars A-21, A-87, A-102 and A-133, all of which are incorporated herein by reference, and any other general requirements and conditions related to acceptance and use of this equipment/supplies.
Article III – Sub-Sub Recipient obligations

Manassas agrees to receive said equipment/supplies from Loudoun. As sub-sub-recipient, Manassas agrees to the conditions outlined in “Article II – Sub-grantee Obligations” which include, but is not limited to, assuming responsibility in accordance with the Homeland Security and Emergency Management Agency Sub grant number 6UASI541-03 for the following terms and conditions:

- Reporting of asset deployments.
- Equipment inventory management records, in conjunction with the FY 2008 Office of Justice (OJP) Financial Guide requirements
  
- Reporting of asset disposal.
- Insurance to cover the assets.
- When practical, equipment will be marked as follows: “Purchased with funds provided by the U.S. department of Homeland Security.”
- Agrees to perform or participate in an exercise associated with the equipment cache.

Further, Manassas agrees to the maintenance of equipment and repair, if necessary, with funding not associated with this grant.

Article IV – Transfer of Equipment/Supplies

The County will transfer to Manassas one level III, secondary cache of mass care unit supplies/equipment valued at $29,850.80. See Attachment #3 for itemization of equipment/supplies.

Tim Hemstreet, Authorizing Official for Loudoun County Virginia Date

Mark Adams, Financial Officer for Loudoun County, Virginia Date

W. Keith Brower, Jr., Interim Chief, Loudoun County Fire, Rescue Date

Charles Madden, SAA Date

Authorizing Official for Montgomery County, Maryland Date

Authorizing Official for City of Manassas, Virginia Date

DRAFT
MEETING DATE: August 11, 2010 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2011-25-R Amending the FY 2011 Budget by Transferring $76,168 from the General Fund to the Fire and Rescue Fund for Consolidated Dispatch of Fire and Rescue Services and Transferring $75,247 to General Fund Contingency and Amending the FY 2011 Staffing Plan by Removing Two Emergency Communications Specialist Positions (1.00 FTE each)

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: May 5, 2010 – City Council Work Session

SUMMARY OF ISSUE/TOPIC:
On May 5, 2010 at a City Council Work Session, Council approved consolidated dispatch for fire and rescue services with the City of Manassas Park and Prince William County. The contract between the City and the County was entered into on July 28, 2010. Per the contract, the City owes the County $166,168 for FY 2011 to cover salaries, benefits and training materials for 1.3 FTE dispatcher positions.

$90,000 is currently budgeted and appropriated for consolidated dispatch in the Fire and Rescue Fund’s FY 2011 Budget. $151,415 is currently budgeted and appropriated for two vacant Emergency Communications Specialist positions in the General Fund’s FY 2011 Budget. These positions will be removed from the FY 2011 Staffing Plan. At their work session, Council agreed to use a portion of the savings from these positions for the FY 2011 payment to the County. In subsequent fiscal years, the entire payment to the County will be funded from the Fire and Rescue Levy. Only $76,168 from the General Fund vacant position savings is needed. Staff recommends transferring the remaining $75,247 into the General Fund Salary Contingency.

This resolution will transfer $76,168 from the General Fund to the Fire and Rescue Fund and $75,247 to General Fund Salary Contingency. This resolution will also remove from the staffing plan two Emergency Communications Specialist positions (1.00 FTE each).

STAFF RECOMMENDATION: Approve Resolution 2011-25-R

BOARD/COMMISSION/COMMITTEE:

RECOMMENDATION: ______ Approve ______ Disapprove ______ Reviewed ______ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT:

- $ 76,168 General Fund Transfer to Fire and Rescue Fund
- $ 75,247 Transfer to General Fund Salary Contingency
- $151,415 Total General Fund Savings from Vacant Dispatch Positions
- $ 76,168 Transfer from General Fund
- $ 90,000 Available in FY 2011 Budget
- $166,168 Total Fire and Rescue Fund Payment to Prince William County

STAFF: Patricia A. Weller, Finance Administration Director, (703) 257-3234

If Council Members have questions, you are urged to call the staff prior to the meeting.
RESOLUTION 2011-25-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of September, 2010, that the following funds be transferred as shown and that the Staffing Plan be amended to remove two (2) Emergency Communications Specialist positions (1.00 FTE each).

ACCOUNT NO. AMOUNT
GENERAL FUND
Expenditure:
100-1740-421-11-00 Dispatcher Salaries $ (90,855)
100-1740-421-20-00 Dispatcher Benefits $ (60,560)
$ (151,415)
100-9600-491-92-28 Transfer to Fire & Rescue Fund $ 76,168
100-9600-411-95-02 Salary Contingency $ 75,247
$ 151,415

FIRE AND RESCUE FUND
Revenues:
285-0000-345-10-00 Transfer from General Fund $ 76,168
Expenditure:
285-2001-422-39-00 Purchased Services $ (90,000)
285-2001-422-56-90 PWC Consolidated Dispatch $ 166,168

For: Consolidated Dispatch for Fire and Rescue Services

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
CONTRACT FOR CONSOLIDATED DISPATCH OF FIRE, RESCUE AND EMERGENCY SERVICES

Between:

PRINCE WILLIAM COUNTY, VIRGINIA
1 COUNTY COMPLEX COURT (MC460)
PRINCE WILLIAM, VA 22192-9201

And:

THE CITY OF MANASSAS, VIRGINIA
9027 CENTER STREET, RM. 401
P.O. BOX 560
MANASSAS, VA 20108-0560

This Contract is entered into this 28th day of July, 2010, by and between the Board of County Supervisors of Prince William County, Virginia, or its authorized agents, and the City Council of the City of Manassas, or its authorized agents, for services identified herein, on the following terms and conditions.

I. Definitions:

"County" shall mean the Board of County Supervisors of Prince William County, Virginia.

"City" shall mean City of Manassas, Virginia.

"Dispatch Services" shall mean the processing of requests for fire, emergency medical services and other service requests to include notification of and maintaining communications with dispatched units via electronic means.

II. Authority and Purpose:

This Contract is authorized by Virginia Code § 15.2-1300. Its purpose is to improve fire and rescue response by coordinating dispatch services.

III. Contract Period; Termination:

The duration of this Contract shall be until terminated. The Contract may be terminated by either party through Board of County Supervisors or City Council action with 90 days notice in writing. Upon termination, each party will be responsible for its separate Dispatch Services and for maintenance or disposition of its own property related to such services. No jointly owned property is anticipated by this Contract.
IV. Contract Terms:

A. The County hereby agrees to provide the following to facilitate the consolidation of dispatch of fire, rescue and emergency medical services calls, once received by the County from the City:

1. 1.3 full time equivalent (FTE) positions for additional staffing in the County Public Safety Communications Center
2. A uniform fire officer (five FTEs) at all times for each of the four shifts.

B. The City hereby agrees to provide the following to facilitate the consolidation of dispatch of fire, rescue and emergency medical services calls, once sent by the City to the County:

1. Reimbursement at the rate of $166,168 in the first year and $158,860 in the second year, to be paid by the City to the County as provided in subsection IV. C. below to cover the cost of salary, benefits and training materials.
2. Following the first two years of this Contract, the contractual cost to the City shall be recalculated by mutual agreement, and appended to this agreement not less than 120 days prior to July 1, 2012, and on a regular mutually agreed upon schedule thereafter.
3. All FTEs contemplated by this contract shall be County employees and shall be hired pursuant to the County hiring process.

C. Method/Terms of Financing and Budget:

Payments called for under this Contract may be billed in the same fashion as other shared services between the City and the County, or in any other fashion acceptable to both parties. The County and City shall maintain separate budgets for their share of the costs of consolidated dispatch.

D. Radio Frequencies

1. Radio traffic will normally be conducted on the County “5” series, unless additional talk groups become necessary based upon operational needs. This determination shall be made by the County after consultation with the City.
2. The City shall ensure that its subscriber radios are compatible with the County’s radio system.
3. The County shall notify the City as soon as practical of any significant changes in the system due to regulation changes, system enhancements, or interoperability capabilities.

E. Mobile Data Computers

1. Each jurisdiction is responsible for the purchase and maintenance of the mobile data computers for their apparatus.
2. All equipment purchased must be compatible with the County’s CAD system.
3. The County is responsible for network availability and maintenance.
4. The County shall service the City’s CAD equipment and include the City in the rotation for periodic replacement, the cost of which shall be reimbursed by the City to the County.

F. Geographic Information Systems (GIS):

1. The City will provide an annual update of their GIS date file to the County unless there are no changes.
2. If there are no changes, written notice of this shall be forwarded in lieu of the data file.

G. Policies and Procedures:

1. County Public Safety Communications policies and procedures will be followed for dispatching apparatus.
2. Nothing in this Contract will impact any Mutual Aid Agreements or any other rules, regulations, or practices regarding multi-jurisdictional operational incident response.

H. Station Alerting:

1. The City will be responsible for the purchase and maintenance of the alerting systems of the internal station notification systems.
2. The County will be responsible for network availability.

I. Call Taking:

1. All fire and rescue calls received by the City shall be immediately forwarded to County Public Safety Communications for dispatch of fire and rescue apparatus.
2. City call takers will remain on the line to gather information for the dispatch of its police department resources as needed.
3. City call takers are solely responsible for the dispatch of its police resources and for communication with the Federal Aviation Administration and other airport-related agencies in regard to airport-related emergencies.

J. Administration:

1. An oversight board shall be composed of the Chiefs or designees of any jurisdiction participating in the consolidated dispatch of fire and rescue services outlines in this Contract. This board shall meet quarterly, if needed, to address policy, procedure, and protocols relating to the subjects of this Contract and to assess the efficiency and reliability of consolidated dispatch services. Cancellation of a scheduled meeting requires unanimous consent.
2. A working group composed of representatives of the participating jurisdictions shall meet monthly for the first three months of this Contract and thereafter quarterly, if needed, to discuss the implementation and operational maintenance of policies, procedures and protocols. Cancellation of a scheduled meeting requires unanimous consent.
consent. Where the intent of a policy, procedure, or protocol is unclear to the working group, it shall convey its concerns to the oversight board.

V. Modifications or Changes to the Contract

All modifications and changes to the Contract shall be in writing after agreement by both parties.

*********************

BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA

County Representative

County Executive

Title

THE CITY OF MANASSAS, VIRGINIA

City Representative

City Manager

Title

APPROVED AS TO FORM:

County Attorney

City Attorney

APPROVED AS TO FORM:

Marti R. Cimin
AGENDA STATEMENT

MEETING DATE: August 11, 2010 – Finance Committee

TIME ESTIMATE: 2 Minutes


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

SUMMARY OF ISSUE/TOPIE: The City of Manassas was awarded an additional $100,021 from the Federal Government as part of the 2007 Urban Area Security Initiative (UASI) Grant. The award is specifically for the Computer Aided Dispatch (CAD) system ($70,896) and the Livescan Fingerprint Technology system ($29,125). These items were previously budgeted and appropriated and have already been purchased. Staff recommends putting the grant revenue into the Capital Reserve Fund.

The CAD system was approved on September 21, 2009. The total cost budgeted and appropriated was $398,652. $148,652 of the cost was funded with a FY 2009 Recovery Act Edward Byrne Memorial Justice Assistance Grant and $250,000 was funded from the General Fund Carryover. The Livescan Fingerprint Technology was approved on June 16, 2008 as part of the General Fund Carryover.

This resolution will budget and appropriate $100,021 of grant revenue in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2011-26-R

BOARD/COMMISSION/COMMITTEE:

RECOMMENDATION: _____ Approve _____ Disapprove _____ Reviewed _____ See Comments

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

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: $100,021 – 2007 UASI Grant Revenue

STAFF: Patricia A. Weiler, Finance and Administration Director, (703) 257-8234

If Council Members have questions, you are urged to call the staff prior to meeting.
RESOLUTION 2011-26-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 13th day of September, 2010, that the following funds be budgeted and appropriated as shown.

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-0000-333-18-10</td>
<td>2007 UASI Grant - CAD System</td>
</tr>
<tr>
<td>100-0000-333-18-10</td>
<td>2007 UASI Grant - Livescan</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$ 100,021</strong></td>
</tr>
<tr>
<td>100-9600-411-95-21</td>
<td>Capital Reserve Fund</td>
</tr>
</tbody>
</table>

For: Additional 2007 UASI Grant Funds for Computer Aided Dispatch and Livescan Fingerprint Technology

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
From: Fitzsimmons, Timothy J. (HSEMA) [mailto:Timothy.Fitzsimmons2@dc.gov]
Sent: Tuesday, August 03, 2010 11:13 AM
To: Pat Weiler
Cc: Snider, Sue; Madden, Charles (HSEMA)
Subject: Additional 2007 UASI Grant Funds- Manassas

Importance: High

Ms. Weiler:

Congratulations! The SPG has awarded the City of Manassas an additional $100,021.03 from 2007 UASI funds for CAD ($70,896.03) and AFIS/Livescan ($29,125.00). In order for the SAA to reimburse these costs please note the following critical steps/deliverables:

1. These funds are to reimburse for costs incurred July 1 2007 - June 30 2010.
2. I have attached your 07 project’s PMP.
   a. Please update section 4.3 (Financial Plan) to account for these additional funds
   b. If necessary, provide two to three sentences explaining how these funds will be used.
3. Email the updates from step #2 above to me no later than Friday, August 13th.
4. Email the following supporting documentation to me no later than Friday, August 13th.
   a. Invoices
   b. Proof of Payment

My office will review all the documentation and issue a Grant Adjustment Notice (GAN) for these additional funds.

If you should have any questions, please do let me know.

Thanks,

Tim Fitzsimmons
Chief, Grants Division
DC Homeland Security and Emergency Management Agency
2720 Martin Luther King Jr. Avenue, SE
Washington, DC 20032
phone: 202.727.6155
fax: 202.715.7288
email: timothyj.fitzsimmons@dc.gov
www.hsema.dc.gov

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## City of Manassas
### Capital Reserve Fund

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2009</td>
<td>Balance</td>
<td>Balance</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>9/14/2009</td>
<td>2010-23-R</td>
<td>Close capital projects</td>
<td>920,136</td>
<td></td>
</tr>
<tr>
<td>10/26/2009</td>
<td>2010-46-R</td>
<td>Close capital projects</td>
<td>1,149,412</td>
<td>2,069,548</td>
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<tr>
<td>1/25/2010</td>
<td>2010-66-R</td>
<td>GIS Implementation Plan Phase I</td>
<td>(73,795)</td>
<td>1,995,753</td>
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<tr>
<td>4/26/2010</td>
<td>2010-86-R</td>
<td>City Hall Generator Relocation</td>
<td>(24,800)</td>
<td>1,970,953</td>
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<tr>
<td>4/26/2010</td>
<td>2010-90-R</td>
<td>Bike Trails</td>
<td>(51,651)</td>
<td>1,919,302</td>
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<tr>
<td>6/30/2010</td>
<td></td>
<td>Fund Balance in excess of 13%</td>
<td>155,328</td>
<td>2,074,630</td>
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<tr>
<td>7/1/2010</td>
<td>2011-08-R</td>
<td>Community Development Software</td>
<td>(192,000)</td>
<td>1,882,630</td>
</tr>
</tbody>
</table>

### Additional 2007 UASI Grant Funds for

- **Computer Aided Dispatch & Livescan**: 100,021

**Proposed Uses**

- Revenue Sharing Match
  - Maple Street Improvements Project: (355,000)

**Total of Proposed**: (355,000) 1,627,651
STAFF REPORT
Replacement Computer Aided Dispatch System

September 2009

Background

The City of Manassas Public Safety Communications Center (PSCC) is responsible for the call taking and dispatching of the necessary units for the Manassas Police and Fire and Rescue Departments. The Computer Aided Dispatch (CAD) system is the computer application through which the dispatchers enter the call for service, the necessary responding units, additional narrative information and the final disposition once the call is completed. The CAD system is linked directly to the computer systems that are being used by all three divisions within the police department. The CAD system is divided into several key components that are crucial to allowing the police department to provide timely, accurate and emergency information. This information is gathered, processed and passed along not only to the first responders of the city but also to the citizens.

The CAD system that the City of Manassas is currently using was purchased in March of 1990 for $44,000. This original CAD system was called "Chiefs" and required new hardware and software for the users. Originally, the Police department purchased six (6) modules of the CAD program to use: Crimes, Fire, CAD (dispatching), Jails, Vehicles and Property tracking. The Crimes module created the City's first computer based data base for tracking, gathering and processing multiple databases. The information contained within this data base is one of the most critical components of our CAD system due to the daily use and contents of the information. This original CAD system also allowed the Police department to integrate our computer system with the Virginia State Police data base (VCIN) and the National Crime Information Center (NCIC). This integration allowed our officers to have a secured network with immediate access to driver's license status, wanted and missing persons and stolen property from around the country. In the mid 1990's the Chiefs Company was bought by HTE. As a result of this, our agency received minor upgrades to our software system. In 2005, HTE merged with OSSII and acquiring their CAD systems and customers.

Current Situation

The city has been operating with the same "Chiefs" software system since 1990 with no significant upgrades. The changes in software, hardware and CAD technology has grown exponentially over the past 19 years. These changes in technology and computers have created programs that are extremely more efficient, cost effective and user friendly than the system we are using. Our current software is long outdated and is no longer serving our needs and demands. In addition, the Information Technology (IT) department has had ongoing problems with customer service, repairs and system support from HTE on our current system due to its age. In the summer of 2008, the police technical services department and IT had to manually create our field reporting template. This was due to the lack of program support and the age of the original report template.
The Police department facilities and staffing levels have grown drastically since the original system was put in place. Along with this growth, our dependency on the information provided by computers to effectively complete our daily tasks has also increased. The Police department and PSCC are years behind in terms of the technology and capabilities to support the daily functions of the users.

The Manassas Police department and the dispatch center are in need of an upgraded CAD system. The abilities of a new CAD system will significantly reduce the time required to perform routine searches and data retrieval. A new CAD system will also help to coordinate data that is being researched, tracked and used by multiple sections and users within the department. A new CAD records and report writing system will provide multiple benefits that will not only save time but reduce frustration and improve accessibility to all members of the police department by providing updated modules that will allow for a centralized reporting system that is easy to use by all members. The new modules that are available include:

- records management
- evidence
- mapping
- citations
- field reporting
- vehicles
- pawn property
- alarm tracking
- vehicle locator
- coordinating the dispatch of fire and police calls
- tracking prior fire calls
- tracking prior police calls
- suspect(s) information
- officer safety alerts (address specific)

A new CAD system will also allow for the dissemination of photographs to officers in the field. The new system also will allow officers to retrieve reports in the field that have been filed in the past that involve a listed person, address or vehicle.

RECOMMENDATIONS

Over the course of the past five months, the police department has researched vendors to determine the available systems. The three manufacturers that presented their product were: New World Systems, OSSI Sungard (formerly HTE) and Motorola. Each one of the companies provides a very detailed and progressive CAD product. It became immediately apparent of how antiquated our system was once we observed their demonstrations. Members from all sections within the police department attended the CAD demonstrations from all three vendors. After seeing each of the products, the majority of the police personnel felt the Sungard OSSI program is best suited to meet our existing needs and provide specific compatibility for our future. Their recommendations were based upon ease of use, the available programs, the ability to customize various modules, the integrated software and the reporting process/workflow. If the Police department switches to the OSSI system, it will be an upgrade to our existing systems which will greatly reduce the amount of time and money outlay. Another significant benefit to using the OSSI product is directly related to the data conversion. Our current
system will need to have all the data from our RMS, CAD and Crimes system put into the new CAD system. OSSI will be able to complete this data migration in a much more timely fashion because they are directly familiar with our existing system. This will significantly reduce the time frame for the transfer and help to minimize data transfer without “losing” or incorrectly loading the material. There are approximately forty (40) different Police departments, Sheriff Offices and Correctional centers that are currently using the OSSI CAD/RMS system in Virginia.

Some of the local departments and similar sized agencies that use OSSI are: Fredericksburg City PD, Fauquier County Sheriff, Falls Church PD, Herndon PD, and Charlottesville PD. Two of the PSCC supervisors have visited PS CC’s that are using the OSSI and New World product. After seeing each of the systems being used in real time at the PSCC, it is concluded that the OSSI system would best serve our PSCC needs.

**STAFF RECOMMENDATION AND FISCAL IMPACT**

The City of Manassas Police department and the PSCC are long overdue for a new CAD system that will simplify operations while providing a detailed, reliable, easy to use “state of the art” solution for all of the users. Staff recommends the purchase and data conversion of a new CAD system that will enhance the efficiency and effectiveness of Police Department operations.

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**City of Manassas**  
**Computer Aided Dispatch (CAD) Project**  
**Sungard Public Sector OSSI**

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Software Purchase Price</th>
<th>Project Mgmt and Implementation</th>
<th>Training</th>
<th>Travel</th>
<th>Data Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD</td>
<td>$153,195</td>
<td>$74,000</td>
<td>$44,650</td>
<td>$18,000</td>
<td>$16,545</td>
<td>$ -</td>
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<tr>
<td>Records Mgmt and Crimes</td>
<td>383,260</td>
<td>263,440</td>
<td>44,600</td>
<td>34,200</td>
<td>14,020</td>
<td>27,000</td>
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<tr>
<td>Field Reporting</td>
<td>386,485</td>
<td>305,050</td>
<td>49,300</td>
<td>15,000</td>
<td>17,135</td>
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<tr>
<td>Subtotal</td>
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<td>$642,490</td>
<td>$138,500</td>
<td>$67,200</td>
<td>$47,700</td>
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<td>OSSI Migration from HTE Discount</td>
<td>( 578,241)</td>
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<td></td>
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<tr>
<td>Total</td>
<td>$344,699</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardware (Servers for Duplicity)</td>
<td>35,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>18,952</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Grand Total</td>
<td>$398,652</td>
<td></td>
<td></td>
<td></td>
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</table>
City of Manassas  
Computer Aided Dispatch (CAD) Project

### Proposed System

<table>
<thead>
<tr>
<th>Item</th>
<th>Purchase Cost</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software (1)</td>
<td>$344,700</td>
<td>$106,200</td>
</tr>
<tr>
<td>Hardware (Servers for Duplicity)</td>
<td>35,000</td>
<td>10,000</td>
</tr>
<tr>
<td>MDT's (2)</td>
<td>-</td>
<td>176,400</td>
</tr>
<tr>
<td>Contingency</td>
<td>18,952</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Cost for Dispatch and Police</strong></td>
<td><strong>398,652</strong></td>
<td><strong>292,600</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>FY 2010 IT Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Cost</strong></td>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td>$113,250</td>
<td>HTE and Mimix</td>
</tr>
<tr>
<td>$15,140</td>
<td>AS/400</td>
</tr>
<tr>
<td>176,400</td>
<td></td>
</tr>
<tr>
<td><strong>Total Dispatch, Police, Fire Rescue</strong></td>
<td><strong>52,760</strong></td>
</tr>
</tbody>
</table>

(1) Price includes all implementation costs  
(2) Current Police MDTs will be used with new system  
(3) Maintenance for software and MDTs is in the current budget  
(4) Purchase price without discount is $63,500  
(5) Cost of 12 new MDTs  
   Option to use old MDTs from Police - cost for mounting hardware $16,000  
(6) Maintenance for Fire Rescue module and MDTs not in the current budget