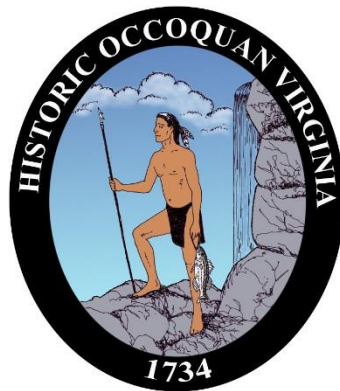


# SUPPLEMENTAL INFORMATION



**SUPPLEMENTAL INFORMATION****PERSONNEL SUMMARY****Authorized Staff Positions, Full-Time Equivalent (FTE)**

<b>POSITION</b>	<b>FY 2016 BUDGET</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 ADOPTED</b>
Town Manager	1	1	1
Chief of Police	1	1	1
Maintenance Supervisor	0	1	1
Town Clerk	1	1	1
<b>Sub-Total Full Time</b>	<b>3</b>	<b>4</b>	<b>4</b>
Administrative Assistant	0	.50	.50
Auxiliary Police Officer	.75	.75	.75
Craft Show Director	.50	0	0
Events and Community Development Director	0	.50	.50
Maintenance Supervisor	.75	0	0
Maintenance Worker	0	0	.25
Town Treasurer	.50	.75	.75
<b>Sub-Total Part Time (FTE)</b>	<b>2.50</b>	<b>2.50</b>	<b>2.75</b>
<b>Total Full Time Equivalents</b>	<b>5.50</b>	<b>6.50</b>	<b>6.75</b>

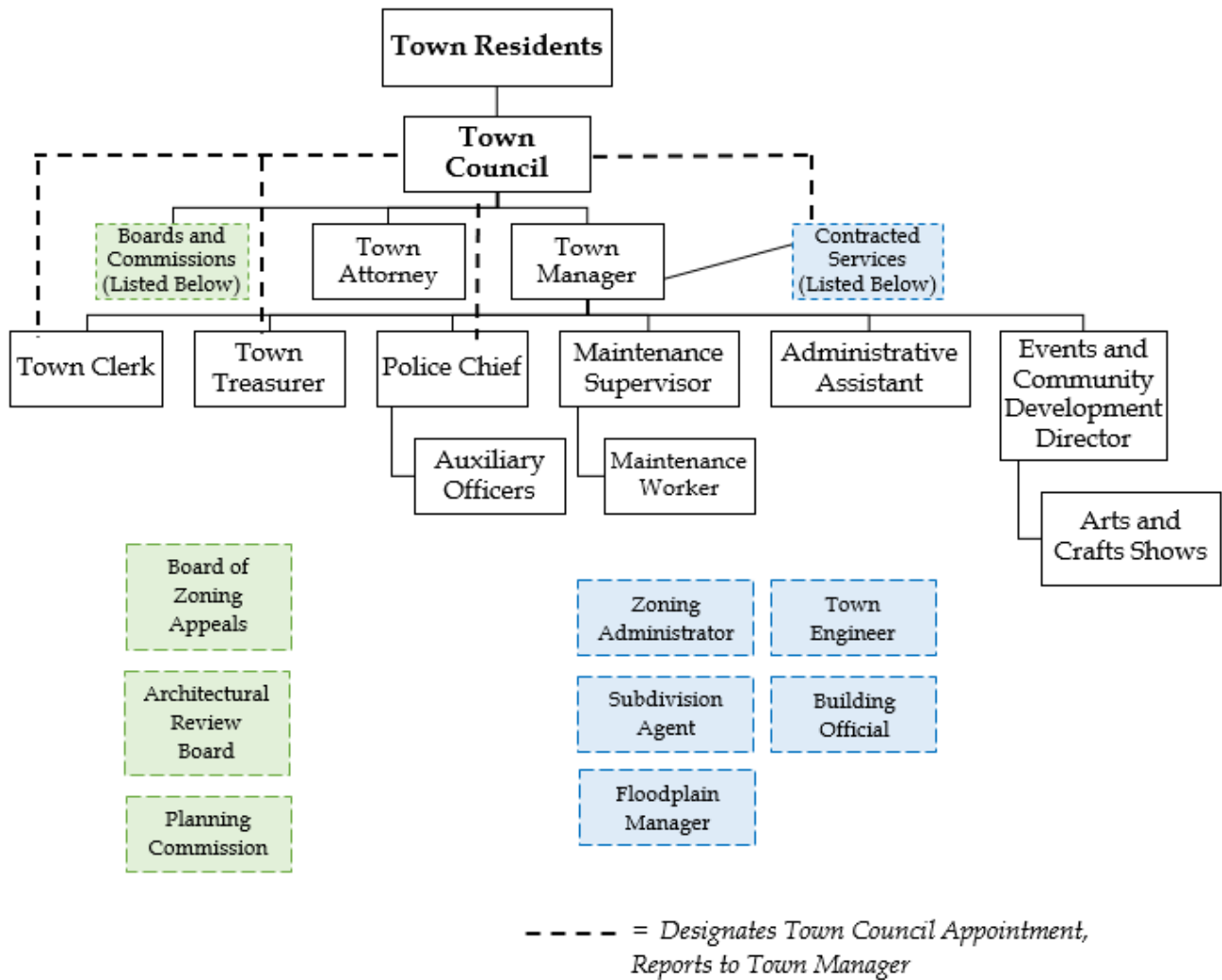
*Positions displayed as FTE = Full-Time Equivalent*

**Authorized Staff Positions, Number of Positions**

<b>POSITION</b>	<b>FY 2016 BUDGET</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 ADOPTED</b>
Town Manager	1	1	1
Chief of Police	1	1	1
Town Clerk	1	1	1
Town Treasurer	1	1	1
Maintenance Supervisor	1	1	1
Craft Show Director	1	0	0
Events and Community Development Director	0	1	1
Administrative Assistant	0	1	1
Auxiliary Police Officer	3	3	3
Maintenance Worker	0	0	1
<b>Total Authorized Positions</b>	<b>9</b>	<b>10</b>	<b>11</b>

**ORGANIZATIONAL CHART**

**Organizational Chart**



**Services Provided by Prince William County**

- Emergency Management
- Fire and Emergency Services
- Judicial Services
- Libraries
- Public Health and Welfare Services
- Public Safety (Supplemental)
- Schools

**BUDGET CALENDAR**



**INFRASTRUCTURE AND BUILDING MAINTENANCE SCHEDULE****STREET MAINTENANCE - PAVING PROGRAM****Background**

During the summer of 2014, the Virginia Department of Transportation (VDOT) assisted the Town in rating the condition of its roads including River Road, Center Street, Poplar Alley, W. Locust Street, Cooper's Alley and McKenzie Drive. The following rating system was used in scheduling the repaving and maintenance timeline and is identified below for each section of roadway:

Acceptable			Deficient	
Excellent	Good	Fair	Poor	Very Poor
90-100	89-70	69-60	59-50	Less than 49

**Street Paving Schedule**

Status	FY	Street	From	To	VDOT Rating (2015)	Application
COMPLETED	2015	River Road	E. Locust Street	Dead End	38	Paving
COMPLETED	2017	Poplar Alley	Ellicott Street	Washington Street	62	Paving
COMPLETED	2017	Poplar Alley	Union Street	Washington Street	N/A	Speed Bump Rehab
Budgeted	2018	Commerce Street Lot (Mom's Apple Pie)	Public parking area, street and Town facility lot only.		N/A	Paving
Budgeted	2020	W. Locust Street	Washington Street	House #206	69	Paving
Budgeted	2021	Mill St Parking Lot	N/A	N/A	N/A	Paving
TBD	TBD	McKenzie Drive	Ellicott Street	Fortress Way	70	Paving
TBD	TBD	Center Street	Ellicott Street	Washington Street	79	Paving
TBD	TBD	Ellicott Street Parking Lot	N/A	N/A	N/A	Paving
TBD	TBD	Cooper's Alley	Mill Street	Dead End	84	Paving
TBD	TBD	Poplar Alley	Washington Street	Dead End	90	Paving

**STREET MAINTENANCE - STRIPING PROGRAM****Background**

The Town hired a contractor to restripe all Town roads, existing cross walks on Town roads and parking lots in Fiscal Year 2016. This activity is to be performed every two (2) years. VDOT roads were restriped during Fiscal Year 2015. Town roads are scheduled for restriping in FY 2018.

**Town Street Striping Schedule:** FY 2016      FY 2018      FY 2020      FY 2022

**INTERSECTION IMPROVEMENTS PROGRAM****Background**

The Town of Occoquan is largely a pedestrian community, with much of its downtown area concentrated in a walkable location spanning a few blocks. The Town Council has made it a priority to focus on pedestrian access and safety, and as a result, focus has been placed on updating our sidewalks in order to install crosswalks to promote walkability and pedestrian safety. The Town has identified key intersections that will need to be brought up to current standards in order to install crosswalks on VDOT owned roads. In line with previous years planning, the FY 2018-2022 Capital Improvement Program has annually identified funding for intersection improvements. The schedule below prioritizes those improvements in coordination with proposed brick sidewalk installation and maintenance.

**Grant Programs**

The Town has identified a grant opportunity through VDOT and will apply for funding to upgrade intersections in order to install crosswalks and upgrade existing crosswalks. The grant application is due in the fall of 2017, with the next grant cycle available in the fall of 2019. The schedule below assumes receipt of grant funding for FY 2018. In addition, the Town is working closely with VDOT in order to be included on future maintenance schedules to upgrade existing crosswalks to current ADA standards.

**Intersection Improvement Schedule**

<b>FY</b>	<b>Intersection Location</b>	<b>Location of Proposed Crosswalk</b>
2019	Mill Street/ Washington Street	1. Crossing Washington Street 2. Crossing Mill Street
2019	Mill Street/ Ellicott Street	1. Crossing Ellicott Street 2. Crossing Mill Street
2019	Mill Street/Union Street	1. Crossing Mill Street 2. Crosswalk existing, update to meet current standards (Crossing Union Street)
2020	Commerce Street/Ellicott Street	Crosswalk existing, update to meet current standards
2021	West End of Mill Street	Crossing Mill Street at Mill House Museum, update to meet current standards
2021	East End of Mill Street	Crossing Mill Street at public parking lot
TBD	Union Street/Commerce Street	Crosswalk existing, update to meet current standards
TBD	Commerce/Washington Street	Crosswalk existing, update to meet current standards

**BRICK SIDEWALK IMPROVEMENTS PROGRAM**

**Background**

The Town is responsible for maintaining Town-owned brick sidewalks. During the 2016 update to the Town’s Comprehensive Plan, a transportation map was developed to identify future brick sidewalk locations. That map was considered in developing the schedule below. Regular maintenance of existing brick sidewalks are included as part of the Town’s General Fund.

**Grant Funding**

The Town has identified grant funding opportunities for sidewalks through VDOT. In addition, the Town will be undergoing a community plan process that will identify locations for new sidewalks, streetscaping and other long-term projects. This plan will be used as a basis for requesting grant funding for sidewalk improvements and installations. Most of the appropriate grants are matching grants. The schedule below assumes receipt of grant funding and may be altered depending on availability of funds.

**Brick Sidewalk Maintenance and Installation Schedule**

FY	Street	From	To	Application
2019	Town Hall	N/A	N/A	Maintenance/ Replacement
2020	Ellicott Street	Mill Street	Poplar Alley	Install
2021	Ellicott Street	Commerce Street	Center Lane	Install
2022	Washington Street	Furnace Branch Park	West Locust	Install
TBD	Mill Street	Town Parking Lot	Washington Street	Install
TBD	Commerce Street	Rt 123	Washington Street	Install
TBD	McKenzie	Fortress Way	Ellicott Street	Install
TBD	Washington Street	Edgehill Road	Town Line	Install



## **TOWN BUILDING MAINTENANCE PROGRAM**

### **Background**

The Town owns and maintains six buildings and four parks. The annual General Fund incorporates normal maintenance costs for each of these facilities including window washing, painting, minor repairs, etc. The Capital Improvement Program incorporates long-term investments including renovations, roof and window replacement, HVAC system upgrades and other long-term capital projects that relate to the health, safety and longevity of the facility.

#### **Town Hall, 314 Mill Street**

The Town's administrative and public safety offices are housed in Town Hall. The Town utilizes this facility for Town operations, Town government meetings and activities, community meetings and special events. This is a historic structure.

In FY 2017, the main office area was renovated to include a new office layout, equipment and carpeting. In addition, the exterior of the building received a face lift with new paint and wood repairs. Also, in 2016, the roof was replaced. In FY 2018, it is proposed to renovate the lower office area to include updates to the aging restroom and kitchen facilities. In addition, recommended future improvements to the building include new windows and HVAC system to increase efficiencies and conserve energy.

#### **Maintenance Facility, 124 Commerce Street**

The Town's Maintenance Facility, also known as the Town Annex, is used as a maintenance facility for Town public works operations and general storage facility for the Town.

#### **Mill House Museum, 413 Mill Street**

The Mill House is leased from and maintained by the Town of Occoquan, and operated as a museum by the Occoquan Historical Society. The Town is responsible for some maintenance to the building.

#### **Visitor Center, 200 Mill Street**

Discover Prince William and Manassas leases this building from the Town, and operates it seven days a week as a Prince William County Visitor Center. The Town is responsible for some maintenance to the exterior of the building.

#### **Storage Building, (Former PWCSWA Pump Station) Near Intersection of Washington and Mill Streets**

The Town acquired Prince William County Solid Waste Authority's former pump station building on Mill Street (near the intersection of Washington and Mill Streets) in late 2014, and currently uses it for storage.

#### **Public Restroom, Storage Facility and Event Pavilion, River Mill Park, 458 Mill Street**

The Town opened its new restroom facility and event pavilion within River Mill Park in August 2016. The Town is responsible for maintenance and upkeep of the restroom and the lower level storage area, as well as the event pavilion and park property.



**Mamie Davis Park, Washington and Mill Street Intersection**

The Town operates and maintains Mamie Davis Park, a small garden area with a gazebo located in the heart of the Historic District at the intersection of Mill and Washington Streets. It provides pedestrian access to the Town's Riverwalk.

**Tanyard Hill Open Space, Tanyard Hill Road/Old Bridge Road Intersection**

The Town acquired over 17 acres of natural wooded area in 2014. In FY 2018, it is planned to install a looped trail along the property and work with the County to ultimately connect the trail into the County's East End Trail. It is intended to keep this space natural and wooded, and available for passive recreational use by the public.

**Furnace Branch Park, 170 Washington Street**

The Town owns a .31 acre wooded parcel along Washington Street. Currently, it is not accessible and is a largely wooded property with a stream bed. Funding has been allocated to research this property and identify recreation and stormwater management opportunities on the property.

**Building and Park Maintenance Schedule**

<b>TOWN HALL</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof	11/24/15	25 Years	2041
Windows	Unknown	N/A - Recommend replacement for energy conservation and increased security	Upgrade for Energy Efficiency 2019
HVAC Upstairs Unit	6/30/96	10 Years	2019
HVAC Downstairs Unit	6/29/99	10 Years	2020
Gas Boiler	12/05/00	15 Years	2021
Water Heater	12/8/15	10 Years	2026
<b>MAINTENANCE FACILITY</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof	6/30/06	20 Years	2026
Windows	6/30/06	N/A	N/A
HVAC	8/1/14	10 Years	2024
Garage Door	6/30/06	Showing age, rust	2018
<b>MILL HOUSE MUSEUM</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof			TBD
Windows	Historic		TBD
HVAC	8/2016	10 Years	2026

<b>VISITOR'S CENTER</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Roof			
Windows	6/30/12		
<b>MILL STREET STORAGE BUILDING</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Building	N/A		N/A
<b>RIVER MILL PARK</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Upstairs Heaters	1/2017		
Lower Level Heaters	12/2016		
Water Heater	8/2016	10 Years	2026
Outdoor Lighting	8/2016		
Dehumidifier	2017	5 Years	2022
<b>MAMIE DAVIS PARK</b>			
<b>Equipment</b>	<b>Installation Date</b>	<b>Useful Life</b>	<b>Estimated Replacement</b>
Gazebo			TBD
Benches	2015	10 Years	2025

<b>Building and Park Maintenance Schedule - SUMMARY, FY 2018 - FY 2021</b>		
<b>Year</b>	<b>Location</b>	<b>Activity</b>
FY 2018	Annex	Replace Garage Door
FY 2019	Town Hall	Replace Upstairs HVAC System
FY 2020	Town Hall	Replace Downstairs HVAC System
FY 2021	Town Hall	Replace Gas Boiler

## **VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM**

### **Background**

The purpose of this document is to outline a vehicle and equipment replacement plan for the next five years. The Vehicle and Equipment Replacement Schedule includes vehicles and equipment owned and maintained by the Town of Occoquan and is intended to serve as a guide in providing direction to meet the needs of the organization. This is a living document that will be modified and updated annually in conjunction with the budgeting process to reflect changes within the organization and within the community.

### **Acquisition**

The Town will participate in acquisition practices that will allow the Town to obtain the lowest possible price at the highest possible quality. Any requests for new equipment must be cost justified and included as part of the annual budgeting process.

### **Maintenance**

The Town will participate in vehicle and equipment maintenance practices that will keep vehicles and equipment in sound operating condition. These practices will follow manufacturer recommendations and preventative maintenance procedures, and will be performed in order to extend the useful life of the equipment.

### **Replacement**

The recommended useful life for the equipment and vehicles listed within this document are based on manufacturer recommendations and the practices and procedures of other municipalities within the region. We recognize that replacing vehicles or equipment too soon or too late increases costs to the Town. The approach taken is to analyze the costs associated with a vehicle and/or equipment and identify the point when, on average, it is reasonably depreciated, but has not yet incurred significant maintenance costs. By replacing the vehicle or equipment at this point, the Town can avoid escalating maintenance costs and optimize vehicle or equipment resale. The factors taken into consideration in the development of the replacement schedule include: mileage, age and type of use.

The replacement of the listed vehicles and equipment are included in the Capital Improvement Plan. Every effort will be made to utilize grant funding or other replacement opportunities that reduce the Town's vehicle replacement costs.

**Town Vehicles Replacement Schedule**

Activity	Vehicle	Purchased	Cost	Average Mileage Per Year	Useful Life
Public Safety	2014 Ford Explorer	9/19/13	\$34,654	15,000	10 Years
Public Safety	2008 Ford 4D Sedan	1/14/16	\$1	2,500	10 years
Public Works	2013 Ford F350	9/19/13	\$37,297	3,700	10 Years

**Town Equipment Replacement Schedule**

<b>Public Works</b>				
Equipment	Purchased	Cost	Annual Use	Useful Life
Tennant Model S20 Street Sweeper	11/2009	~\$25,000	Weekly	10 Years
Utility Trailer	12/11/16	\$1,200	Monthly	10 Years
EZ Go Work Horse	6/27/16	\$3,300	Weekly, Seasonally	10 Years
Snow Blower	~2009	~\$500	3X a Year	10 Years
<b>Public Safety</b>				
Body Armor	7/2013	\$600	Daily	5 Years
<b>Information Technology</b>				
Equipment	Purchased	Cost	Annual Use	Useful Life
Dell Desktop Computers and Monitors (6)	8/2013	\$5,200	Daily	4 Years
Dell Server T320	8/2013	\$4,050	Daily	6 Years
Police Cruiser Laptop	1/2013	\$1,800	Daily	5 Years
Public Safety - Radios	1/2013	\$14,785	Daily	7 Years
Public Safety - Radar	9/2013	\$1,443	Daily	10 Years
Public Safety - Lidar	9/2013	\$1,903	Daily	10 Years
FTR Recording System	10/2014	\$4,800	Monthly	10 Years
Sound System	7/2016	\$5,993	Monthly	10 Years

## GLOSSARY OF BUDGET TERMS

**Accrual Basis:** A basis of accounting in which revenues and expenses are recorded at the time they are earned or incurred as opposed to when the cash is actually received or spent. For example, revenue that is earned on December 1, but payment was not received until January 10, is recorded as revenue of December rather than January.

**Annual Budget:** A budget applicable to a single fiscal year.

**Assessed Valuation:** A value that is established for property for use as a basis of levying property taxes. In Virginia, property is assessed at 100% of the market value.

**Assessment:** The official valuation of property for purposes of taxation.

**Asset:** Resources owned or held by a government that has monetary value.

**Authorized Positions:** Employee positions authorized in the adopted budget to be filled during the year.

**Basis of Accounting and Budgeting:** Determines when revenues and expenditures are recognized for the purposes of financial reporting and budget control.

**Balanced Budget:** A budget in which revenues equal or exceed appropriations.

**Budget:** A financial plan for a specified period of time that balances projected revenues to estimated service expenditures.

**Budget Calendar:** The schedule of key dates that a government follows in the preparation and adoption of the budget.

**Capital Assets:** Assets of significant value and having a useful life of several years.

**Capital Expenditure:** An expenditure that results in or contributes to the purchase of land and/or the construction, addition, replacement or renovation of the Town's infrastructure (i.e. buildings, parks, roads, etc.)

**Capital Improvement Program (CIP):** A plan for funding and developing large, high-cost projects that have a long-term useful life, including infrastructure needs, major equipment, parks, buildings and other fixed assets.

**Capital Project:** Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

**Cash Basis of Accounting:** Revenues and expenditures are recorded when cash is actually received or paid out. See Modified Accrual and Full Accrual Accounting.

**Contractual Services:** Services rendered to a government by private firms, individuals or other governmental agencies. Examples include maintenance agreements and professional consulting services.

**Cost of Living Adjustment (COLA):** An increase in salaries to offset the adverse effect of inflation on compensation.

**Deficit:** The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department:** The basic organization unit of government which is functionally unique in its delivery of services.

**Depreciation:** Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**Development-related Fees:** Those fees and charges generated by building, development and growth in a community. Included are building permits, development review fees, and zoning, platting and subdivision fees.

**Distinguished Budget Presentation Awards Program:** A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Employee Benefits:** Contributions made by a government to meet commitments or obligations on behalf of employees. Included is the government's share of costs for Social Security, deferred benefit plans and the various life insurance plans.

**Expenditure (use):** A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

**Expense:** Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Financial Report:** Official annual report of the Town's financial position. This is performed annually for each Fiscal Year.

**Fiscal Policy:** A government's policies with respect to revenues, spending and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY):** A twelve-month period to which the annual operating budget applies. The Town of Occoquan's fiscal year begins July 1, and ends June 30.

**Full Accrual Accounting:** Revenues are recorded when earned rather than when received, and expenditures are recognized when an obligation to pay is incurred rather than when the payment is made. See Modified Accrual and Cash Basis of Accounting.

**Full-Time Equivalent Position (FTE):** A part-time position converted to the decimal equivalent of a full-time position based on either 1,950 or 2,080 hours per year. For example, a part-time position working for 20 hours per week would be the equivalent of 0.5 of a full-time position based on 2,080 hours.

**Fund:** An accounting entity that has a set of accounts and that records all financial transactions for specific government functions.

**Fund Balance:** The difference between assets and liabilities in a governmental fund.

**GAAP:** Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**General Fund:** The principal fund of the Town, the General Fund is used to account for all activities not included in other specified funds. General Fund revenue sources include real estate taxes, licenses and permits, services charges, fines and other types of revenue. The Fund includes most of the basic operation services including public safety, public works and general government administration.

**GovDeals:** A liquidity services marketplace. Provides services to government agencies to sell surplus and confiscated items.

**Grants:** A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantor.

**HB599:** Refers to House Bill 599 and provides financial assistance to localities with police departments through the "599" program. Department of Criminal Justice Services administers the program, which requires the funds be used to supplement, not supplant, local funds provided for public safety services.

**Indirect Cost:** A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Infrastructure:** The physical assets of government (i.e. street, stormwater, public buildings and park.)

**Modified Accrual:** A hybrid basis of accounting under which revenues are recognized when they become measurable and available. Measurable means that the dollar value of the revenue is known, and available means that it is collectible within the current period. See Cash Basis of Accounting and Full Accrual Accounting.

**Operating Expense:** The cost for personnel, materials and equipment required for a department to function.

**Operating Revenue:** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Ordinance:** A formal legislative enactment by the Town Council.

**PEG Funds:** The Public Education Government fee is charge to cable subscribers by the company and given in the form of a grant to the Town as part of the franchise agreement. These funds can only be used to support cable television equipment and activities.

**Permanently Restricted:** These funds are restricted by the Council or a donor for a designated purpose or time restriction that will never expire. The intent is that the principal balance of the contribution remains as an investment forever and the Town will utilize the interest and investment returns, such as with an endowment.

**Personnel Services:** Expenditures for salaries, wages and benefits of a government's employees.

**Public Hearing:** A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their concerns about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

**Reserve:** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year, or to earmark revenues for a specific future purpose.

**Revenue (source):** An increase in assets or financial resources which does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancelation of certain liabilities; and does not represent an increase in contributed capital.

**Tax Rate:** The level of taxation stated in terms of either a dollar amount or a percentage of the value of the tax base.

**Temporarily Restricted:** These funds have Council or donor-imposed restrictions that can be fulfilled in one of two ways – passage of a defined period of time (time restriction) or by performing defined activities (purpose restriction). These funds most often come from a grant received to operate a specific fund or project, or from the revenue of a particular event.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is the amount of money still available for future purposes.

**Unrestricted Funds:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Charges:** The payment of a fee for direct receipt of a public service by the party who benefits from the service.



**GLOSSARY OF ACRONYMS**

ADA	American with Disabilities Act	NVRC	Northern Virginia Regional Commission
ARB	Architectural Review Board	OHS	Occoquan Historical Society
A/V	Audio Visual	OPD	Occoquan Police Department
BMP	Best Management Practices	PEG	Public, Education, Government
BPOL	Business, Professional, Occupational License	RE	Real Estate
BZA	Board of Zoning Appeals	RFP	Request For Proposals
CIP	Capital Improvement Program	RMG	Risk Management Grant
COIA	Conflict of Interest Act	RMP	River Mill Park
CP	Comprehensive Plan	RRCJA	Rappahannock Regional Criminal Justice Academy
CPR	Cardiopulmonary Resuscitation	RTP	Recreational Trails Program
DCR	Department of Conservation and Recreation	SWM	Stormwater Management Program
DCJS	Department of Criminal Justice Services	TBD	To Be Determined
DMV	Department of Motor Vehicles	TLC	The Local Choice
DUI	Driving Under the Influence	TREDS	Traffic Records Electronic Data System
EAP	Employee Assistance Program	VACP	Virginia Association of Chiefs of Police
FHA	Federal Highway Administration	VDOT	Virginia Department of Transportation
FEMA	Federal Emergency Management Agency	VML	Virginia Municipal League
FMLA	Family Medical Leave Act	VOIP	Voice Over Internet Protocol
FT	Full Time	VPRA	Virginia Public Records Act
FTE	Full-Time Equivalent		
FICA	Federal Insurance Contributions Act		
FOIA	Freedom of Information Act		
FY	Fiscal Year		
GFOA	Government Finance Officers Association		
HB599	House Bill 599		
HVAC	Heating, Ventilation and Air Conditioning		
ICMA	International City/County Managers Association		
IRA	Individual Retirement Account		
MDP	Mamie Davis Park		

**- END -**