



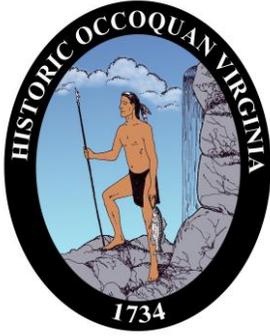
TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Regular Meeting
July 7, 2015 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. June 2, 2015 Regular Meeting Minutes
 - b. June 16, 2015 Work Session Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Town Manager
 - d. Chief of Police
 - e. Craft Show Director
 - f. Boards and Commissions
8. **Regular Business**
 - a. Request to Appropriate Funds for FY 2016
 - b. Request to Approve Building Fee Schedule
 - c. Request to Appoint Members to Vacancies on Planning Commission
 - d. Request to Upgrade Firewall and Purchase Additional Town Hall Server
 - e. Request to Attend Annual Virginia Association of Chiefs of Police Conference/Training
9. **Closed Session**
10. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



TOWN OF OCCOQUAN

CIRCA 1734 INCORPORATED 1874
314 MILL STREET, P.O. BOX 195
OCCOQUAN, VIRGINIA 22125
703-491-1918, EXT. 5 FAX 703-491-4962

POLICE DEPARTMENT

SHELDON E. LEVI

CHIEF OF POLICE
TOWN SERGEANT

JUNE REPORT TO THE TOWN COUNCIL – 07/07/2015

- Assisted a merchant with an unusual customer; explained the process of having a no trespass order issued.
- Responded to the VFW for a medical call. A patron was transported to the hospital by PWCDFD.
- Had several phone conversations and meetings to discuss emergency preparedness for the Crafts Show. An Emergency Action Plan is being developed for future shows and is expected to be completed by the September show.
- Arts & Crafts Show Activities;
 - Responded to a report of juveniles smoking marijuana behind the Bottle Stop. Investigation revealed they were burning a tree leaf; no violation.
 - Responded to the VFW with OWL for an injury to a patron. Patient was transported to the hospital.
 - Responded to a vendor report of her husband having chest pains at the green lot. OWL & PWCDFD responded as well. Patient was not having chest pains, but thought he may have pulled a muscle in the chest area.
 - Had a report of a criminal search being conducted in the area of the Moorings Condominium community from PWCPD. All officers working the show were put on alert and Officer Butterfield was sent to back up the officer on duty under the 123 bridge in case the subject came towards Town on Poplar Lane. The subject was apprehended outside of town, and all officers went back to normal operations.
 - Responded to a first aid call for a small child in front of Brambles. OWL was notified. A 13 month old was bitten by an unknown insect and her ankle was beginning to swell. OWL provided first aid and referred the parents to their own physician.
 - Responded to a call for the OWL EMS golf cart having struck a vendor's tent. The cart driver misjudged his clearance when turning onto Mill Street and damaged a tent. There were no injuries; OWL apologized to the vendor and stated they would reimburse the vendor for any damages. The cart was transporting equipment too bulky/heavy to carry up Mill Street to the pumper that was parked in preparation for the show closing.
 - Had several positive comments (including the show director) about the police officers working at the show.

- The opening and closing of the show each day went very smoothly and on Sunday were ready to reopen all streets to traffic at 6:15 pm. However, we did wait until 6:25 to ensure the streets were safe.
- Spoke to a resident to follow up on a witnessed destruction of property issue. The incident occurred during the night and was initially handled by PWCPD.
- Obtained and served summonses for sign violations to a Town merchant.
- Towed two vehicles from River Road that violated the posted “Emergency No Parking Tow Away Zone” signs that were posted two days in advance of the paving project.
- Assisted the Town Manager in inspecting a discrepancy in the paving project on River Road, meeting with all concerned parties and coming to an amicable resolution.
- Descended down to the river bank behind the museum to address a trespasser on the Mill Ruins. The trespasser was identified and given a verbal warning. While descending I slipped on a rock, falling onto the rock and sustaining minor injuries. The injury was promptly reported to the Town Manager, and there was no formal medical attention necessary at the time.
- There was a malicious wounding at Madigan’s. No patients were transported to the hospital, two people were arrested and the altercation was a result of inebriated parties having a disagreement. I was notified at 0016 hours of the incident. **Malicious Wounding** – On June 19th at 11:59PM, officers responded to Madigan’s Bar and Grill located at 201 Mill St in Occoquan (22125) to investigate a fight with weapons. The victim, a 26 year old man of Stafford, reported to police that he was involved in a verbal altercation with an unknown man, later identified as the accused, which escalated physically. During the encounter, the accused pulled out a razor and began swinging towards the victim. The razor made contact with the victim’s arm causing minor lacerations. Another man, identified as a 40 year old man of Woodbridge, attempted to separate the men and was also cut by the accused. Minor injuries were reported. The parties eventually separated and police were contacted. Following the investigation, the accused was arrested without further incident.
- On June 20, 2015, I returned to Town to check on flooding due to severe weather. The grate at Ballywhack Creek on Union Street was filling with debris and close to overrunning. I spoke to a Battalion Chief with OWL who said he would notify Communications to call VDOT.
- Went to Circuit Court for an appeal on a speeding violation. The defendant withdrew his appeal three weeks before the court date, but I or the Town Attorney were never notified.
- Storms on 06/27/2015 produced a lot of rain, but no real flooding issues. The grate at Ballywhack Creek had been cleared by VDOT and remained clear throughout the storm.
- Met with two organizations and VDOT to discuss requests to run two separate 5/10K runs in the Town. The runs are scheduled for October 2015 and January 2016, and will require further information to begin the approval process.
- Have had several reports of vehicles coming up the wrong way on Ellicott Street from Union Street. I have sat in the area on several occasions to monitor and catch violators, but have not witnessed violations to date. Will continue to monitor the situation.
- I and PWCPD have had several contacts with a couple in Town who are embroiled in a domestic situation. None of these contacts have risen to the need for law enforcement action and both parties have been referred to their

respective attorneys for advice and guidance.

- Assisted a Town resident with questions about where to go for social services within the area. The resident was provided with three different options for assistance.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, June 2, 2015
7:00 p.m.

Present: Mayor Elizabeth A.C. Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, J. Matthew Dawson, Jim Drakes and Tyler Brown.
Staff: Kirstyn Jovanovich, Town Manager; Bruce Reece, Town Engineer; Chief Sheldon Levi, Town Sergeant/Chief of Police; Karen Cohen, Town Attorney; Greg Holcomb, Town Clerk.

Absent: None

1. Call to Order

Mayor Quist called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Citizen's Time

None

4. Approval of Minutes

Councilmember Drakes requested that in the April 28, 2015 work session meeting minutes, Section 2, Fiscal Year 2016 Budget Work Session, in the last paragraph, that the word "consensus" be changed to "without objection."

Vice Mayor Sivigny asked for clarification in May 5, 2015 regular meeting minutes. He requested that the Engineer's Report, section "I" be changed from, "Mr. Reese stated that the developer has acknowledged our concerns" to "Mr. Reese stated that the developer has acknowledged that we have concerns; however, no action has been taken by the developer."

Vice Mayor Sivigny requested that in the April 28, 2015 work session meeting minutes, Section 2, Fiscal Year 2016 Budget Work Session, second paragraph, that "to include community programming and business outreach" be amended to read "to include River Mill Park programming."

It was moved to approve the amended minutes of the April 28, 2015 Council Work Session Minutes, May 5, 2015 Council Meeting Minutes, and the May 19, 2015 Work Session Minutes.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember McGuire that the Action Item be approved as amended. The motion carried by poll vote, unanimous.

5. Council Member Reports

Councilmember Brown reported that he met with Kirstyn Jovanovich, Town Manager, to discuss a Transurban grant opportunity. He noted that he applied for a grant with Transurban.

6. Mayor's Report

1. On May 7, 2015 the Mayor, Town Manager and Assistant Town Engineer met with Fairfax Water Authority to discuss River Mill Park's turn over to the Town. Fairfax Water Authority also showed time lapse photography of the deconstruction of the site. The Mayor noted that the Town is working on getting these images onto the website and is working with Fairfax Water Authority to continue taking the photos while the new construction takes place.
2. On May 14, 2015, met with the Town Manager and Northern Virginia Regional Commission on public input for the community Comprehensive Plan and zoning update.
3. On May 18, 2015, attended Board of Zoning Appeals training with Town Staff and BZA members. She found the training very beneficial.
4. Met with the Town Manager and Discover Prince William to discuss positioning the Town within their literature as well as parking and signage for the Visitors Center.

7. Staff Reports

Report of Town Attorney: Karen Cohen representing Mr. Martin Crim, Town Attorney, reported on the following activities:

1. Craft Show Banners - Sent a letter to opposing counsel on May 8, 2015 and haven't heard anything back.
2. Houghton appeal to the Kiely site plan - Spoke today to Steve Bamberger, who represents the BZA. He agreed to notify him when a hearing is scheduled. With the council's consent, a short notice will be filed with the BZA indicating that the town's position is that this is not a matter for the BZA.
3. BZA ordinance amendment- Working on an ordinance to update portions of the Town Code dealing with BZA procedure to meet current Virginia Law. In light of the substantive changes taking effect July 1, of this year, this seems to be a good time to do that.
4. Public Art Project MOU - Ms. Jovanovich and I spoke twice about this and I've assigned it to Todd Levy to prepare a draft.

Report of Town Engineer: Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Report:
 - a. Fairfax Water River Station tank demolition
 - b. Occoquan Heights
 - c. Gaslight Landing
 - d. Vistas at Occoquan
 - e. Rivertown Overlook

2. Approved two decks in Occoquan Heights.
3. Reviewing potential code changes due to VSMP ordinance and Chesapeake Bay ordinance.
4. Occoquan Heights bond release not moving any faster than last reported. The final bond release is unknown.
5. Fairfax County Supervisors are voting on the Vulcan Quarry rezoning today.
6. River Mill Park Update:
 - a. Fairfax Water Authority anticipates turning the park over in mid-June with limited access while grass is growing. They are also removing the barbed wire, however, a portion will remain on their fencing.
 - b. The structural consultant is working with VDOT on the pedestrian bridge modifications.
 - c. Initial bidding for Phase II came back higher than budgeted. Mr. Williams met with bidders to cut costs; new bids will be in by June 10, 2015.
 - d. Phase II site plan pushed back to finish bidding of Phase I.
7. Vice Mayor Sivigny asked about whether an arborist has come out to look at the Occoquan Heights hazardous trees. Mr. Reese verified that the arborist has come out and presented a report that was similar to the last report. Ms. Jovanovich stated that the Town is going to send the report to the developer and request that the situation be corrected.
8. Mr. McGuire asked what facilities were being protected by the barbed wire fencing at River Mill Park. Mr. Reese stated that it is considered to be protecting the dam itself and the water supply. Mayor Quist stated that she and the Town Manager are still working on getting the barbed wire removed.

Report of Town Manager: Ms. Jovanovich, Town Manager, reported on the following:

1. She noted that the Town has been in communication with the VFW regarding Business, Professional, and Occupational License tax they owe. Mr. Crim also has noted that the Town cannot waive owed taxes going back five years. Vice Mayor Sivigny stated that he has been in communication with the VFW as well and they were surprised that they owed any taxes because of their nonprofit nature.

Mayor Quist stated that Ms. Jovanovich has done additional research regarding other communities and how they collect Meals Tax for similar types of organizations. She has found various communities who collect Meals Tax from veteran's organizations. Mayor Quist stated that this has been an issue for well over a year. She noted that the exemption status must be provided by the organization and thus far they have not shown how they are exempt.

Mr. McGuire asked how far we are required to go back to collect delinquent taxes. Mayor Quist stated five years.

Vice Mayor Sivigny asked the Town Attorney to research if we can exempt all nonprofit organizations in the future.

2. Craftshow update - The last meeting had inaccurate figures for Spring 2014; we are projecting better than last year. She further noted that we have limited service vendors so the income figures reflect that decrease.
3. The Town issued seven ARB violations, Pink Bicycle is delinquent for April Meals Tax. The Town had 117 businesses file for new licenses, 29 businesses are delinquent or out of business. There are still nine delinquent property owners that involve five parcels, five of those properties are delinquent for multiple years. The total delinquency is \$4,971.
4. River Road is being prepared to be repaved next week. The contractor is waiting for asphalt. There was not an agreement reached with property owners to pave the private parking area. She further noted that at the end of the street a new fence will go up with some green space behind it, in an attempt to end some of the illegal parking.
5. There has been a preliminary agreement reached with the property owner for the public art project. Photos have been chosen. The fence line needs to be cleaned up to proceed.
6. A sign will be placed at the end of Mill Street to explain what is going in at River Mill Park. The conceptual design of the park will be shown.
7. An arborist is coming out to look at the tree in front of the lemonade stand. The roots are lifting the bricks and causing a safety hazard. If it is deemed that the tree needs to be removed, we will see if there is a possibility to replace with a street appropriate tree.
8. The Clerk and Town Manager will have VSMP training later this month.
9. Reminder that the Planning Commission training will be on June 11, 2015.
10. Ms. Jovanovich was appointed to the Keep Prince William Beautiful Board.

Mr. McGuire stated that he was uncomfortable with telling residents that they have to wait until 2016 to enter the new park. Ms. Jovanovich stated that there may be some safety issues due to the construction of the restroom facility, front entrance way, and the footbridge modifications. Mr. Reese stated that accommodations could be made if the Council wished to open the park early.

Report of Chief of Police: Chief Levi provided a report on public safety activities during May 2015.

Vice Mayor Sivigny commended Chief Levi on his stop sign compliance enforcement.

Boards and Commissions:

Architectural Review Board Report: Ms. Seefeldt, Chair stated that there was no meeting for May.

8. Regular Business

8A. Request to Adopt an Ordinance to Amend Chapter 58 of the Town Code, Relating to the Tax on Food and Meals Served in Food Establishments or by Caterers

It was moved to approve the ordinance to amend Chapter 58 of the Town Code, relating to the tax on food and meals served in food establishments or by caterers.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, passing 4-1, with Councilmember Brown voting Nay.

8B. Request to Adopt an Ordinance to Amend Chapter 2 of the Town Code, Relating to Duties, Powers and Functions of Town Building Official

It was moved to approve the ordinance to amend Chapter 2 of the Town Code, relating to duties, powers and functions of the Town Building Official.

A motion was made by Councilmember McGuire, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.

8C. Request to Award Landscaping Contract, RFP 2015-001.

It was moved to award the landscaping contract, RFP 2015-001, to Virginia Lawn Service in the amount of \$12,765, for a one year term effective July 1, 2015 through June 30, 2016, and may be renewed annually for up to three years.

A motion was made by Councilmember Dawson, seconded Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.

8D. Request to Purchase Work Order System

It was moved to approve the request to purchase Maintenance Edge work management system for \$2,540 from the FY 2015 CIP fund.

A motion was made by Councilmember Brown, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, unanimous.

9. Closed Session

No closed session.

10. Adjournment

The meeting was adjourned at 7:58 p.m.

Greg Holcomb, Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Minutes - Draft
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, June 16, 2015
7:00 p.m.

Present: Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember J. Matthew Dawson; Councilmember Jim Drakes
Councilmember Joe McGuire.

Staff: Kirstyn Barr Jovanovich, Town Manager; Sheldon Levi, Chief of Police and Town Sergeant; Greg Holcomb, Town Clerk

Absent: None

1. Call to Order

Mayor Quist called the work session to order at 7:00 p.m.

2. Visitor Center Operation

Mayor Quist stated that the purpose of this discussion item was to notify the public that due to funding issues, Discover Prince William and Manassas would be closing the visitor center in town. She noted that the original closing date was June 30, 2015, but Discover Prince William and Manassas has provided funding to keep the center open until August 2, 2015. She asked that while public comment was not permitted during work sessions, if Council would have no objection, she would invite Ms. Laverne Carson, President of the Business Guild of Occoquan, to speak later in the discussion as a representative of the business community.

Ms. Quist then discussed the needs of keeping the center open. She stated that \$45,000 would be needed to keep the center open and maintain its status as a sanctioned visitors' center with the Commonwealth. She noted that the Town does own the building and if the center were to close, the building could be leased to a retail vendor or could be rented to a private entity as a new operator for the center. She noted that she spoke to Mr. Earnie Porta, owner of the Occoquan Transportation Company, about taking over center operations; he is thinking about it.

Ms. Laverne Carson then spoke on behalf of the Business Guild of Occoquan. She believed that the loss of the center would be devastating to the town. She noted that if you are travelling south on I-95, we are the first center located outside of Washington D.C. and the next center is in Fredericksburg. She noted that the center is more than a rest stop, that the volunteers and employees provide a lot of information and a personal interaction.

Mayor Quist stated that approximately 23,000 visitors come through the center, which is tracked by the center's volunteers.

Ms. Carson ended her comments by stating that it is difficult to get visitor centers sanctioned by the Commonwealth and if we lose our center, it may be very difficult to get it back.

Mayor Quist then introduced Ms. Ann Marie Maher, President and CEO of Discover Prince William and Manassas. She began explaining that she has been with the organization for five years. She stated that the organization had a \$370,000 budget shortfall this year. Their budget is \$1.1 million, which comes from the transient occupancy tax the county collects on hotel visits which is down from the previous year. She noted that the county cut funds and their board had to take a hard look at the finances and make tough decisions to close the gap. She did note that the county reallocated an additional \$96,000 back into their budget, which they used to reinstate a full time employee. She stated that through April, there had been 16,000 visitors to the center and the usage trends have been decreasing every year. She noted that many visitor centers have closed and people are utilizing more online and mobile technology to find their information. She further stated that the return on investment of keeping the center open is just not there, stating that it costs \$3 per visitor. She also noted that Discover Prince William and Manassas provides a lot of exposure and advertising for the town through the website, social media, and trade shows.

Councilmember Drakes asked if Discover Prince William and Manassas was shifting emphasis to the center of the County. Ms. Maher replied that they were not and they are not funding the other centers in the County. He further asked if the county was aware of this decision. She stated that all the supervisors were aware that the organization was being cut and services were going to be impacted. She stated that they are refocusing their efforts to web, mobile, and other technologies to reach visitors.

Councilmember Brown asked why they chose to close the visitor center. Ms. Mayer stated that it was a difficult decision based on the return on investment numbers. She explained the other aspects of the organization and how it benefits the town.

Mayor Quist stated that the Council needed to decide if the town should get involved in trying to keep the center open by becoming a partner or deciding some other path for the center.

Mr. Paul Wetmore, 312 Overlook Dr., stated that he moved to Occoquan last year and opened a business in a leased space. He just expanded his business and signed a longer lease and is concerned with the closure of the center. He stated he was a recruiter for 25 years and that he would assist in finding volunteers to keep the center open.

Ms. Lenore Banks, 12521 Cassandra Ct., Lake Ridge, stated that she has driven through town for years. She is a customer and a friend of many of the businesses here. She said she brings people to the town a lot and they all love this place. They utilize the visitor center often. She further stated that she discovers something new every time she goes to the center. She said the personal touch given by the employees and volunteers at the center is what makes this town unique and special.

Ms. Diane Boli, 404 Mill Street, Hawthorne House owner, stated that she has been in business for 31 years this June. She has been here before the visitor center was here. She noted that the center has been amazing for the town. She stated that the center reaches travelers coming off the highway that we would never see otherwise. She said that 23,000 people is a lot of people. She noted the many things her business has had to go through over the years from the bridge construction to water line construction. She said if you put an impediment in front of a customer they will go somewhere else. She urged the council to keep the center open.

Mr. Stephen Power, 201 Union St., Blue Arbor Café owner, stated that a majority of the people that come to the center come from I-95. They stop because of traffic backups and they come and visit. They stop because they saw the sign. He stated that at least two tables are filled every day because of the visitor center. He wished there was more data on where visitors are coming from and said that last week he has tourists from Japan and Germany come to his restaurant because of the visitor center.

Ms. Cathy Campbell, 206 Mill St., owner of Details of Occoquan, stated that several customers come several times a year to come to her store. She noted her efforts to bring visitors to town from various shows and events she attends. She urged Council to keep the center open for those visitors.

The Council held a discussion on how to go about keeping the center open. They reached agreement on having the Town Manager create a committee to look into funding and volunteer options to keep the center open. They also agreed that the town needs to reach out to Supervisor May and the County for assistance. They also urged the committee to find partnering organizations, businesses and communities nearby town to get them involved as well. It was agreed that the committee would bring a proposal update to the July 7, 2015 Council Meeting.

3. River Mill Park Operating Procedures/Policy

Ms. Jovanovich began the discussion by stating that Fairfax Water Authority was preparing to turn River Mill Park over to the town and that this discussion was to prepare policies for the park. It was noted that if the park is opened this summer and pets are allowed then the town will need to invest in waste stations,

trash cans, park benches and possibly tables which would be about a \$5,000-\$7,000. She stated at a minimum trash cans would be needed. It was further discussed that there would not be any lights in the park yet and that it was proposed that the park be open from dawn to dusk. Finally, the entrance to the park while construction was occurring was discussed. It was noted that there would need to be a small investment to make the park accessible, but not Americans with Disabilities Act compliant. The council liked the proposed rules and asked Ms. Jovanovich to propose them to the Fairfax Water Authority for their June 18, 2015 meeting. They also asked her to obtain clarification on some of the lease restrictions.

4. Snow Removal Procedures

Ms. Jovanovich opened the discussion explaining that there were concerns last winter regarding the clearing of parking spots during snow events. She noted that VDOT does not clear parking spots, however, their contractor in Town has been very cooperative and has assisted in clearing spaces. She further stated that we cannot rely on this service and to clear the parking correctly we will need to remove the snow, not just plow the spots. She noted that last winter we had circumstances where residents were parked in the streets and it made it difficult to clear the snow from parking areas, especially on Union Street.

Councilmember Drakes asked about emergency snow enforcement. Chief Levi stated that in the past the town did have an emergency snow ordinance, however, it was repealed. Mayor Quist asked what VDOT's requirements were for having a snow emergency and enforcing the ordinance on VDOT streets. Chief Levi stated he was not aware of any problems with enforcement of an emergency snow route ordinance on VDOT streets but would check. He further stated that an emergency snow route ordinance would give him authority to ticket and tow if it came to that. He stated that last winter efforts were made to have move vehicles from the streets, but Union Street was still an issue.

The Council directed Ms. Jovanovich to research the language for an emergency snow route ordinance, policies, and procedures of enforcement. Mayor Quist also requested a breakdown of potential costs associated with the additional snow removal.

5. Adjournment

The Council adjourned at 8:40 p.m.

Greg Holcomb, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: July 7, 2015
8 A: Request to Appropriate Funds for Fiscal Year 2016	

Explanation and Summary:

Town Council adopted the Fiscal Year 2016 budget on May 5, 2015; however, funds must be appropriated in order to be dispersed within the limitations defined in the adopted budget. This is an administrative action and does not impact the totals adopted and tax rates set in the FY 2016 budget.

Town Attorney's Recommendation: Recommend Approval

Town Manager's Recommendation: Recommend Approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to appropriate funds in the Fiscal Year 2016 budget."

OR

Other action Council deems appropriate.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: July 7, 2015
8 B: Request to Approve Building Fee Schedule	

Explanation and Summary:

Effective July 1, 2015, the Town is responsible for building official activities within the Town of Occoquan. As a result, the Town must adopt a Building Fee Schedule. The proposed fee schedule is intended to cover costs associated with administering the Building Official program within the Town of Occoquan. The proposed fee schedule incorporates the previously adopted Engineering Fee Schedule.

Engineer's Recommendation: Recommend Approval.

Town Attorney's Recommendation: Recommend Approval.

Town Manager's Recommendation: Recommend Approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to approve the proposed building fee schedule as presented effective July 1, 2015."

OR

Other action Council deems appropriate.

Attachments: (1) Proposed Fee Schedule



TOWN OF OCCOQUAN

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FEE SCHEDULE - DRAFT

Effective July 1, 2015

I. Building Fee Schedule

Application Category	Application Type	Fee	Notes
Administrative	All Building Permit Requests	\$25	Per Permit, Non-Refundable
	Additional Inspections	\$90	Per Inspection
	Plan Review (New Construction)	\$300	Per Review
Residential	Permit/Inspections (New Construction)	\$550	Includes Permit and six (6) inspections.
	Plan Review (Additions, Remodeling, Alterations)	\$100	Per Review
	Permit (Additions, Remodeling, Alterations)	\$400	Includes permit and four (4) inspections.
	Plan Resubmission Review	\$100	Per Review
	Deck Inspection/Permit	\$300	Includes permit and two (2) inspections.
	Plumbing Inspection/Permit	\$90	Per Inspection
	HVAC Inspection/Permit	\$90	Per Inspection
	Electrical Inspection/Permit	\$90	Per Inspection
	Fire Inspection/Permit	\$90	Per Inspection
	Occupancy Permit	\$100	
	Commercial	Plan Review (New/ Additions)	\$350
Permit/Inspections (New/ Additions)		\$1,050	Includes permit and ten (10) inspections.
Plan Review (Tenant Layout/Alterations)		\$150	Per Review
Permit/Inspections (Tenant Layout/Alterations)		\$890	Includes permit and eight (8) inspections.
Retaining Wall Design Review		\$300	Per Review
Plan Resubmission Review		\$125	Per Review
Plumbing Inspection/Permit		\$100	Per Inspection
HVAC Inspection/Permit		\$100	Per Inspection
Electrical Inspection/Permit		\$100	Per Inspection
Fire Inspection/Permit		\$100	Per Inspection
Occupancy Permit		\$150	
<i>Note: All commercial projects at or above \$200,000 in total construction budget viable to standard industry sources, will be charged 1% of total construction costs for all permitting and inspection fees. Plan review fees will not be included and will be charged in accordance with the schedule above.</i>			
Amusement Devices	Small Mechanical Ride or Inflatable Amusement Device	\$35	Per Permit
	Circular Ride or Flat-Ride Less than 20 Feet in Height	\$55	Per Permit
	Spectacular Ride	\$75	Per Permit
	Coaster Ride	\$200	Per Permit
<i>Note: If a private inspector is used for amusement device inspections, applicable fees will be reduced by 75%.</i>			

II. Development Fee Schedule

“Contractor’s review charge” include costs incurred by the Town for Town Attorney, Town Engineer, Zoning Administrator, Building Official and any other consulting services required during the review of submissions.

Service	Fee
Rezoning (Zoning Map Amendment)	\$200 + Contractor’s Review Charge
Special Use Permit (Use)	\$200 + Contractor’s Review Charge
Variance Request (Zoning)	\$200 + Contractor’s Review Charge
Appeal to BZA	\$200 + Contractor’s Review Charge
Site Plan Review	\$200 + Contractor’s Review Charge
Preliminary Site Plan Review	\$200 + Contractor’s Review Charge
Revision to Approved Plan	\$200 + Contractor’s Review Charge
Preliminary Subdivision Plat/Plan Review	\$200 + Contractor’s Review Charge
Final Subdivision Plat/Plan Review	\$200 + Contractor’s Review Charge
Public Improvement Plan Review	\$200 + Contractor’s Review Charge
Easement Plat Review	\$200 + Contractor’s Review Charge
WQIA Review	\$200 + Contractor’s Review Charge
Major Landscape Plan Review	\$200 + Contractor’s Review Charge <i>(No charge if part of another plan)</i>
Waiver/Exception Request Review	\$200 + Contractor’s Review Charge
E & S Control Plan Review	\$200 + Contractor’s Review Charge <i>(No charge if part of another plan)</i>
Miscellaneous Plat Review	\$200 + Contractor’s Review Charge
Retaining Wall Design Review	\$200 + Contractor’s Review Charge
Land Disturbance Permit	\$200 + \$75 per inspection
Bond Reduction or Release Inspection	\$200 + Contractor’s Review Charge
Zoning Compliance Review	\$75 per request

III. VSMP

The following fees apply, until June 30, 2014, to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the department prior to a VSMP authority being approved by the board in the area where the applicable land-disturbing activity is located, or where the department has issued an individual permit or coverage under the General Permit for Discharges of Stormwater from Construction Activities for a state or federal agency.

VSMP Fee Category	Total Fee to be paid by applicant
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites within designated areas of Chesapeake Bay Act localities with land disturbance acreage equal to or greater than 2,500 square feet and less than one acre) (Fee valid until July 1, 2014)	\$200
Individual Permit for Discharges of Stormwater from Construction Activities	\$15,000

The following total fees to be paid by an applicant apply to (i) any operator seeking coverage under a July 1, 2014, General Permit for Discharges of Stormwater from Construction Activities or (ii) on or after July 1, 2014, to any operator seeking coverage under a General Permit for Discharges of Stormwater from Construction Activities, a state or federal agency that does not file annual standards and specifications, or an individual permit issued by the board. On and after approval by the board of a VSMP authority for coverage under the General Permit for Discharges of Stormwater from Construction Activities, no more than 50% of the total fee to be paid by an applicant set out in this part shall be due at the time that a stormwater management plan or an initial stormwater management plan is submitted for review in accordance with [9VAC25-870-108](#). The remaining total fee balance to be paid by an applicant shall be due prior to the issuance of coverage under the General Permit for Discharges of Stormwater from Construction Activities.

When a site or sites are purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to the following table.

VSMP Fee Category	Total Fee to be paid by applicant	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756

General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
Individual Permit for Discharges of Stormwater from Construction Activities (This will be administered by the department)	\$15,000	\$15,000
* If the project is completely administered by the department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the department.		

The following fees apply, on or after July 1, 2014, to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the board for a state or federal agency that has annual standards and specifications approved by the board.

VSMP Fee Category	Total Fee to be paid by applicant
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: July 7, 2015
8 C: Request to Appoint Members to Vacancies on Planning Commission	

Explanation and Summary:

Mr. Bryan Reese submitted his resignation from the Planning Commission in June to Chairman McGuire. In addition, due to state regulations limiting the number of elected officials who can serve on the Planning Commission to one, Councilman Drakes can no longer serve as a member of the Planning Commission. As a result, the Planning Commission now has four members; state regulations require a minimum of five members.

Mr. Dan Braswell, an alternate on the Architectural Review Board, has expressed interest in serving on the Planning Commission as the ARB representative. It is the Town Manager's recommendation to appoint Mr. Braswell to fulfill the unexpired term of Mr. Reese on the Planning Commission. No other applications are currently on file in Town Hall for those interested in serving on the Planning Commission.

Town Attorney's Recommendation: Same as Town Manager's Recommendation.

Town Manager's Recommendation: Recommend the appointment of at least one new member to the Planning Commission to bring the total membership to the minimum requirement of five. Further recommend a call for applications to fill one vacancy on the Planning Commission to bring total membership to six.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to appoint _____ to fill the unexpired term of Bryan Reese, effective July 7, 2015 through March 31, 2018."

OR

Other action Council deems appropriate.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: July 7, 2015
8 D: Request to Upgrade Firewall and Purchase Additional Town Hall Server	

Explanation and Summary:

This is a request to upgrade the Town’s consumer-grade firewall to business-grade and to purchase an additional server to support the Town’s financial system. Currently, the Town’s network has a consumer-grade device that lacks the processing power and security sophistication to scan inbound threats without slowing down the network. Transitioning to a business-grade firewall will increase security of inbound and also outbound traffic without slowing down the network and will ensure that the network will not unwittingly be used in Distributed Denial of Service attacks and will prevent any Command and Control Botnet communication. In addition, due the large amount of data stored and processed, the network has been experiencing performance issues. The purchase of an additional server will permit the separation of the Town’s financial system and related data from the email and network data and processes. This solution has been recommended by the Town’s Information Technology consultant.

The FY2016 budget includes \$4,000 under Information Technology Services for Hardware/Software Upgrades.

Equipment	Cost
Dell SonicWALL TZ 105 Security Appliance (Firewall)	\$393.75
Dell QuickBooks Application Server	\$1,202.40
Total Cost	\$1,596.15

IT Consultant Recommendation: Recommend Approval.

Town Attorney’s Recommendation: Recommend Approval.

Town Manager’s Recommendation: Recommend Approval.

Cost and Financing: \$1,630 *(includes 2% contingency)*

Account Number: Information Technology Services – Hardware/Software Upgrades (FY 2016)

Proposed/Suggested Motion:

“I move to approve the purchase of a business-grade firewall and an application server in an amount not to exceed \$1,630.”

OR

Other action Council deems appropriate.

Attachments: (1) Dell Quotes for Firewall and Application Server

Kirstyn Jovanovich

From: Bryanna Altman <baltman@thecomputerdoctor.biz>
Sent: Tuesday, June 23, 2015 6:10 PM
To: Kirstyn Jovanovich
Subject: FW: Your Dell Quote(s): 710119180
Attachments: Recommended+Accessories+for+your+Dell+system.pdf; New Dell Tablets.pdf; Good-Better-Best-Servers-E-Value.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kirstyn,

This is the quote for the firewall appliance / router. Install less than 2 hours.

Thanks!

Bryanna

Bryanna K. Altman
Mobile: 571-283-1983
Office: 703-670-7766

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IT Solutions & Support
Microsoft Certified Partner

From: Dell [mailto:idd_messaging_email@dell.com] **On Behalf Of** Debora Downey
Sent: Tuesday, June 23, 2015 4:51 PM
To: Bryanna Altman
Subject: Your Dell Quote(s): 710119180

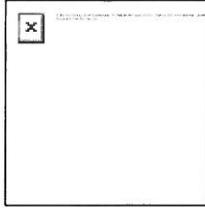


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Thank you for your interest in Dell.

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Thanks again for choosing Dell.

Quote Information	
Customer Number:	134800865
Customer Name:	TOWN OF OCCOQUAN
Your Sales Professional:	Debora Downey Debora_Downey@DellTeam.com (800) 456-3355x 5132213
<hr/>	
Quote Number:	710119180
Quote Date:	06/23/2015
Estimated Delivery Date:	If you place your order today, it is estimated to be delivered on or before 6/30/2015 . *
Learn More	

Customer Information	
Billing Contact:	ACCOUNTS PAYABLE
Billing Phone Number:	(703) 491-1918
Billing Address:	314 MILL ST OCCOQUAN, VA 22125-8010
<hr/>	
Delivery Contact:	RECEIVING DEPT
Delivery Phone Number:	(703) 491-1918
Delivery Address:	314 MILL ST OCCOQUAN, VA 22125-8010

Quote Details	
---------------	--

Quote Number: 710119180

Item Number	Quantity	Item Description	
A7060706	1	Dell SonicWALL TZ 105 Wireless-N TotalSecure Security Appliance - 1 Year	\$393.75
Subtotal:			\$393.75
Shipping & Handling:			\$8.99
Tax:			\$0.00
State Environmental Fee:			\$0.00
Total Price w/Discounts:			\$402.74

* Orders with Configuration Services might require additional processing time.

Please save this Quote Confirmation. To ensure that your quote is complete and accurate, please verify the configuration meets your needs.

Learn more about the [Estimated Delivery Date](#).

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You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

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Kirstyn Jovanovich

From: Bryanna Altman <baltman@thecomputerdoctor.biz>
Sent: Tuesday, June 23, 2015 11:17 AM
To: Kirstyn Jovanovich
Cc: Ralph Altman
Subject: FW: Town of Occoquan server quote

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning, Kirstyn,

Below is a quote from DELL for the cost of the application server for Quickbooks.

This will take a couple of hours to set up.

I will reach out to DELL and find out why the SonicWALL firewall and router wasn't included and get back to you ASAP with a quote for your approval.

Thank you!

Bryanna

Bryanna K. Altman
Mobile: 571-283-1983
Office: 703-670-7766

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From: Ralph Altman
Sent: Tuesday, June 23, 2015 8:39 AM
To: Bryanna Altman
Subject: Town of Occoquan server quote

\$1200 plus two hours to install.

From: Dell [mailto:idd_messaging_email@dell.com] **On Behalf Of** Debora Downey
Sent: Monday, June 22, 2015 11:56 PM
To: Ralph Altman
Subject: Your Dell Quote(s): 710077650

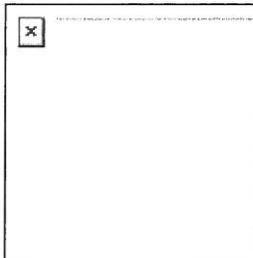


USA 
Small Office

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Please verify that this quote is accurate and contact your sales professional if you would like to place this order. If you have any further questions regarding our products or services, please visit www.dell.com.



Thanks again for choosing Dell.

Quote Information	
Customer Number:	134800865
Customer Name:	TOWN OF OCCOQUAN
Your Sales Professional:	Debora Downey Debora_Downey@DellTeam.com (800) 456-3355x 5132213
<hr/>	
Quote Number:	710077650
Quote Date:	06/22/2015
Estimated Delivery Date:	If you place your order today, it is estimated to be delivered on or before 7/6/2015 . *
Learn More	

Customer Information	
Billing Contact:	ACCOUNTS PAYABLE
Billing Phone Number:	(703) 491-1918
Billing Address:	314 MILL ST OCCOQUAN, VA 22125-8010
<hr/>	
Delivery Contact:	RECEIVING DEPT
Delivery Phone Number:	(703) 491-1918

Delivery Address: 314 MILL ST
 OCCOQUAN, VA 221258010

Quote Details

Quote Number: 710077650

Item Number	Quantity	Item Description
210-AAOL	1	OptiPlex 9020 Mini Tower
370-AAMG	1	8GB (2x4GB) 1600MHz DDR3 Non-ECC
580-AAQX	1	US English (QWERTY) Dell KB212-B QuietKey USB Keyboard Black
480-ABHJ	1	No Monitor
490-BBFG	1	Intel Integrated Graphics, Dell OptiPlex
555-BBFO	1	No Wireless
400-AGWY	1	256GB 2.5 inch Serial ATA Solid State Drive, OptiPlex
470-AAED	1	Cable for SATA HDD and 2nd HH ODD, OptiPlex
470-AAEF	1	Cable for SATA HDD, OptiPlex
575-BBBR	1	Bracket for 2.5inch HDD, OptiPlex
340-ADBJ	1	Thank You for Choosing Dell
536-BBBJ	1	Windows 7 Professional English/French 64bit (Includes Windows 8.1 Pro license)
570-AACR	1	Dell USB Optical Mouse MS111
555-BBKH	1	No Bcom required
429-AAED	1	16X Half Height DVD+/-RW Drive
520-AABP	1	Internal Dell Business Audio Speaker
555-BBFO	1	No Wireless
450-AAOJ	1	System Power Cord (Philippine/TH/US)
340-ABSZ	1	Safety/Environment and Regulatory Guide (English)
696-BBBC	1	No Special BIOS Setup Required
997-6949	1	ProSupport Plus: Keep Your Hard Drive, 3 Years
997-6870	1	Dell Limited Hardware Warranty Plus Service
997-6979	1	ProSupport Plus: 7x24 Technical Support, 3 Years
997-6939	1	ProSupport Plus: Accidental Damage Service, 3 Years
997-6959	1	ProSupport Plus: Next Business Day Onsite 3 Years
338-BFIK	1	Intel Core i7-4790 Processor (Quad Core, 3.6GHz, 8MB Cache, w/HD Graphics 4600)
630-AABP	1	Microsoft Office Trial, MUI, OptiPlex, Precision, Latitude
954-3465	1	No DDPE Encryption Software
340-ADBJ	1	Thank You for Choosing Dell
329-BCKH	1	OptiPlex 9020 Minitower Chassis w/ up to 85 Percent Efficient PSU (Bronze V2)
412-AAAV	1	Minitower Chassis Mainstream Heatsink (95watts)
387-BBCG	1	No ESTAR
461-AAAZ	1	Chassis Intrusion Switch
631-AABI	1	Intel vPro Technology Enabled
389-BBWO	1	Intel Core I7 vPro Label

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You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

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TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: July 7, 2015
8 E: Request to Attend Annual Virginia Association of Chiefs of Police Conference/Training	

Explanation and Summary:

The Annual Virginia Association of Chiefs of Police Conference and training is being held in Williamsburg, VA from August 30 – September 2, 2015. Funding for this conference has been budgeted in the FY 2016 public safety budget. By attending this conference, the Chief will obtain continuing education credit hours toward required DCJS recertification.

All travel must be pre-approved by Town Council as per the Town’s travel policy.

Conference Fee: \$350
Lodging: \$304.59
Meals Est.: \$69 (most meals included as part of conference cost)
Use of town vehicle for travel.

Town Manager’s Recommendation: Recommend Approval.

Cost and Financing: Not To Exceed \$750
Account Numbers: Public Safety – Conferences (\$550) and Travel Reimbursement (\$200) – FY16 Budget Amounts

Proposed/Suggested Motion:

“I move to allow the Chief of Police to attend the Annual Chief of Police conference and training in Williamsburg, VA from August 30, to September 2, 2015 for an amount not to exceed \$750.”

OR

Other action Council deems appropriate.

Attachments: None.