



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
February 3, 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. January 6, 2015 Regular Meeting Minutes
 - b. January 20, 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. Boards and Commissions
8. **Regular Business**
 - a. River Park Naming
 - b. Proposed Removal of Parking Spaces in Front of Mamie Davis Park
 - c. Fiscal Year 2016 Goal Setting Discussion - *Continued from January 20, 2015*
 - d. Request to Approve Town Council 2015 Meeting Schedule
 - e. Request to Appropriate Funding for Police Vehicle Graphics Package
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.



OCCOQUAN TOWN COUNCIL
Council Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, January 6, 2015
6:45 p.m.

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

Staff: Kirstyn Barr Jovanovich, Town Manager; Sheldon Levi, Chief of Police; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Greg Holcomb, Town Clerk

Absent: Councilmember Tyler Brown

Public Hearing

1. Call to Order

Mayor Quist called the public hearing to order at 6:45 p.m.

2. Public Hearing

Mayor Quist stated that the purpose of the public hearing was to discuss Ordinance O-2015-01, adding Chapter 18 Article 3, relating to Virginia Storm Water Management Program and revised engineering fee schedule.

No members of the public commented during the public hearing.

The public hearing was closed at 6:46 p.m. The meeting was adjourned until 7:00 p.m.

Regular Meeting

1. Call to Order

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

2. Citizens' Time

Ms. Marie Glitz stated that she did not support the Town doing an offsite visioning session with a facilitator. She further stated that she believes the bike rack placement in Town should be in groups at either end of Mill Street.

3. Approval of Minutes

Councilmember McGuire moved to amend page two of the November 18, 2014 Minutes to read "explore sponsorships for the Spring Arts and Craft Show," from "seek out sponsorships for the Spring Arts and Craft Show."

Amendment was approved by consensus.

It was moved to approve the minutes of the November 18, 2014 Work Session as amended, and the December 2, 2014 Regular Meeting and December 16, 2014 Work Session meeting minutes as presented.

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

4. Councilmember Reports

Councilmember McGuire stated that the Planning Commission did not have a quorum at their last meeting. He recommended that the Commission wait to discuss the comprehensive plan until it is established what will be in the strategic plan.

Mayor Quist noted that the Comprehensive plan is a required document and the Strategic Plan is not. She believed that the work previously done on the Strategic plan was a good starting point and could be discussed as part of the upcoming budget process.

Councilmember McGuire stated that he believes the Strategic Plan could be broken into its sub-elements and discussed during the upcoming budget process.

There was consensus to discuss the Strategic Plan during the budget process while the Planning Commission works on the statistical data in the Comprehensive Plan to assist the Council with decision making.

5. Mayor's Report

None

6. Staff Reports

Report of the Town Attorney: Mr. Crim, Town Attorney, reported on the following activities:

- a) Approved the Memorandum of Understanding with Prince William County Police Department for evidence storage.
- b) Town Manager and he are having scheduled conference calls. He noted this was an efficient way of addressing legal business and finances.

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

1. Land Disturbance Activity report
 - a. Fairfax County Water Authority River Station tank demolition
 - b. Occoquan Heights
 - c. 124 Poplar Alley
 - d. Gaslight Landing
 - e. Vistas at Occoquan
 - f. Rivertown Overlook
2. Zoning Approvals
Mr. Reese reported there were several zoning approvals.
3. Received plans from the Virginia Department of Transportation (VDOT) for a sidewalk on Washington Street and they have asked for comments. The Council requested Mr. Reese provide comment that the Council requests some warning light structure be used for the crosswalk signage.
4. Fairfax County Vulcan Quarry decisions have been postponed until February.
5. Riverfront Park
 - a. The park is on time and on budget.
 - b. The park entrance site plan are being reviewed by several agencies. It was noted that the plan should be before the Planning Commission and Council next month for approval.
 - c. Utility companies are creating designs to place their conduit and cables on the foot bridge. It was noted that the chain link fence will be removed at some point and the bridge will be closed for some period of time. Councilmember Dawson requested that options be explored that would permit the foot bridge to remain open during construction.
 - d. Contractor working with utilities and a geotechnical engineering that is doing soil testing and design of the retaining wall.
 - e. Scheduled January 20 Work Session with Town Council to discuss the pavilion and park updates.

Town Manager Report: Ms. Barr Jovanovich reported on the following items:

1. A review of records shows that there are 43 businesses that were operational in 2013/14, but did not have valid business licenses. A letter was sent on December 30, 2014 to bring them into compliance. Twelve have been returned to sender with no forwarding addresses and no other

businesses have responded. The 2015 renewals will be sent at the end of the month.

2. Meals Tax delinquencies: Coffee House of Occoquan is behind for November; Occoquan Inn is behind September, October and November; and Pink Bicycle is behind August, September, October, and November. Letters were sent on December 30, 2014. Pink Bicycle and Occoquan Inn were also sent notices on October 21, 2014. Mayor Quist noted that in the past, payment plans have been created and that we should not offer payment plans to repeat offenders.
3. Requested to attend the Virginia Local Government Management Association winter conference from February 11 to 13, for an amount not-to-exceed \$900. Per the Town travel policy, a request to travel and attend the conference must be approved by Council in advance.

It was moved to approve Ms. Jovanovich's request for travel and attendance to the VLGMA winter conference on February 11 to 13, 2014 for an amount not-to-exceed \$900.

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

4. Architectural Review Board (ARB) Member Purisma Tan has only attended two meetings in the last year. Per Town Code Section 2-403 members serve at the pleasure of Council. It is recommended that she be removed from the ARB and allow for her open seat to be filled by the new Business Representative.

It was moved to remove Ms. Purisma Tan from the Architectural Review Board and to send her a letter thanking her for her many years of service to the Town.

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

Chief of Police: Chief Levi provided a report on public safety activities during December 2014.

Boards and Commissions

Architectural Review Board: Ms. Brenda Seefeldt, Chair, reported on the following activities:

1. The ARB had two sign applications for November. The ARB approved half of one application and three Certificates of Appropriateness.
2. Ms. Seefeldt also thanked Ms. Purisma Tan for her years of service.

8. Regular Business

8A. Request to Approve Placement of Historic Markers

It was moved to approve the placement of historic markers by the Occoquan Historical Society (OHS) to designate the historical significance of the carbide storage unit, carriage block, and gearwheel, and direct the Town Manager to work with the OHS to finalize marker placement and obtain proper permitting."

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

8B. Request to Adopt VSMP Ordinance #O-2015-01 and Revised Engineering Fee Schedule

It was moved to adopt Ordinance #O-2015-01, in reference to Stormwater Management Program, and to adopt the proposed revised engineering fee schedule as presented.

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 Approve Designation of Loading Zone in Front of Mamie Davis Park

Dr. David Irwin, Gaslight Landing Condominium Association President, stated that he did not support the idea of removing the two spaces in front of Mamie Davis Park. He also stated he thought the bike racks should be placed at either end of Town. If possible he thought some in the middle of Mill Street near Union Street would be useful.

Ms. Kristyn Gleason, Polka Dot Divas owner, believed that there is enough parking in Town and there is only a short period during the year when spots are at a premium. She supported the idea of eliminating the spots to allow for a better view of the park.

The Council discussed eliminating the spots and to not have the space designated as a loading zone; however they desired more comments from the public before making a decision.

There was unanimous consent to postpone the decision to the February 3, 2015 meeting to allow for further comment from the public.

8D. Request to Approve Purchase of Replacement Signage at Town Hall

It was moved to approve the design of the signs and request the Architectural Review Board work on the wording of the signs, and budget and appropriate an amount not to exceed \$1,800 from Capital Improvement Plan funds for the purchase and installation of new signage at Town Hall.

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

8E. Request to Authorize Town Treasurer to Issue Refunds for Real Estate Tax Overpayments

It was moved to authorize the Town Treasurer to issue refunds for overpayment of real estate taxes based on tax relief program participation in accordance with Virginia Code § 58.1-3980.

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

9. Adjournment

Mayor Quist adjourned the meeting at 8:02 p.m.

Greg Holcomb, Town Clerk



OCCOQUAN TOWN COUNCIL
Council Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, January 20, 2015
7:00 p.m.

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

Staff: Kirstyn Barr Jovanovich, Town Manager; Matt Williams, Assistant Town Engineer/Zoning Administrator

Absent: Councilmember Jim Drakes

1. Call to Order

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

2. Regular Items

A. River Park Discussion: Revised Conceptual Plan

Mr. Matt Williams, Assistant Town Engineer/Zoning Administrator noted that site plans have been submitted for the entrance to the park, which includes a restroom and storage facility, and are currently under review. He further stated that the Town needs to discuss the use and design of the rest of the park. He requested that the Council discuss the thematic programming, layout of the site, and the pavilion.

Mr. Williams then presented the revised conceptual plan for the next phase of the park that includes a pavilion and stone dust trail. He noted that the new plan calls for a looped walkway throughout the park that will feature items of a historic nature representing the industries of Occoquan. Additionally, the location of the pavilion has been moved closer to the restroom facility and parking areas to allow for easier access.

The Council discussed the trail and agreed by consensus that the concept of a looped walking trail that featured industry-themed historical artifact displays was well suited for the site.

The Council then discussed the pavilion and agreed by consensus that the elliptical stage concept with stone work benches on the river side positioned closer to the entrance of the park was best suited for the site.

B. Fiscal Year 2016 Goal Setting Discussion

Mayor Quist opened the discussion by stating that the Council needs to set goals for 2016 to guide the budget discussions, comprehensive plan and

strategic planning. She presented a summary of past studies and plans and addressed common themes in those documents, including the 2013 Comprehensive Plan, 2013 Strategic Plan, 2012 Draft Town Council Action Plan, 2008 Resident Survey and the 1998 Occoquan Charrette.

After discussion, the Council agreed by consensus to focus on the following items for the remainder of the Council's two-year term: pedestrian safety and access, parking strategies, historic preservation and town appearance, community programming, development of the Riverwalk project, and stormwater management. The discussion will be continued at the February 3, 2015 Town Council meeting for goal finalization.

3. Adjournment

The work session was closed at 8:45 p.m.

Greg Holcomb, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 3, 2015
8 A: River Park Naming	

Explanation and Summary:

During the November and December 2014 work sessions, Town Council discussed future programming and naming options for the town's new park located at the west end of Mill Street. In addition, the February Town Newsletter featured an article requesting input from the community on potential names. The following names were suggested by Town Council during the December work session as the top three names currently under consideration and included in the February 2015 newsletter: River Station Park, Mill Race Park and Oronocah Park.

During the January 20, 2015 work session, Town Council received an update on the progress of the next phase of the park, which will include an amphitheater, looped stone dust trail and historic artifacts that highlight the industrial connection the property has with the Town and the region.

This item is intended to provide the public with an opportunity to provide input on the name selection for the future park. A document with the proposed names received by the Town Manager up to Tuesday, February 3, will be provided to Town Council at the meeting.

Town Manager's Recommendation: Recommend selecting a name to recommend to Fairfax Water for approval.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:

"I move to recommend "insert name of park" to Fairfax Water as the name for the future river park located at the west end of Mill Street."

OR

Other action Council deems appropriate

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 3, 2015
8 B: Proposed Removal of Parking Spaces in Front of Mamie Davis Park	

Explanation and Summary:

This is a continuation of the January 6, 2015 discussion regarding the removal of the parking spaces in front of Mamie Davis Park and is intended to provide the public with the opportunity to provide input on this topic.

Earlier in 2014, the Architectural Review Board recommended removing the spaces in front of Mamie Davis Park in order to open up the view of the park as people entered town.

Based on previous conversations held during the November and December 2014, and January 2015 Town Council meetings, the following options are currently under consideration by the Town Council regarding the two on-street parking spaces in front of Mamie Davis Park:

1. Remove parking spaces, mark as "No Parking."
2. Remove parking spaces, mark as "Loading Zone Only."
3. Maintain the current spaces in front of the park; no change to parking.

Town Manager's Recommendation: None.

Cost and Financing: TBD, Associated with Street Striping, Signage
Account Number: N/A

Proposed/Suggested Motions:

"I move to remove the two (2) on-street parking spaces located in front of Mamie Davis Park at the intersection of Mill and Washington Streets, and direct the Town Manager to have the spaces marked and designated as "No Parking."

OR

"I move to remove the two (2) parking spaces located in front of Mamie Davis Park at the intersection of Mill and Washington Streets, and direct the Town Manager to have the spaces marked and designated as "Loading Zone Only."

OR

“I move to maintain the current parking spaces located in front of Mamie Davis Park at the intersection of Mill and Washington Streets.”

OR

Other action Council deems appropriate.

Attachments: None



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: February 3, 2015
8 C: Fiscal Year 2016 Goal Setting - Continued from January 20, 2015	

Explanation and Summary:

This is a continuation of the discussion held by Town Council during their January 20, 2015 work session during which Council discussed establishing goals for the Council's two year term.

During the work session, Town Council identified six areas of focus:

- Parking Issues
- Pedestrian Safety and Access
- Historic Preservation and Town Appearance
- Riverwalk Project
- Community Programming
- Stormwater Management

This item is intended to provide Town Council with the opportunity to finalize goals and give the public an opportunity to provide input on the goal setting process.

The goals established by the Town Council will be used in the development of the Fiscal Year 2016 budget and capital improvement plan, and in the revision of the Comprehensive Plan, which is currently under review by the Planning Commission. In addition, once the goals have been identified and finalized, the Council will review and discuss the specific suggested actions from the draft strategic plan.

Proposed/Suggested Motions:

"I move to adopt the following as goals for the community for the remainder of this Council's two-year term: _____."

OR

Other action deemed appropriate by Council.

Attachments: Reference Draft Strategic Plan (available on Town website)
Reference 2013 Comprehensive Plan (available on Town website)



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 3, 2015
8 D: Request to Approve Town Council 2015 Meeting Schedule	

Explanation and Summary:

This is a request to set the Town Council meeting schedule for the 2015 calendar year. The Town Code Section 2-61, Date and time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m. or at such other times as may be fixed by resolution; provided at least one regular meeting per month shall be held as required by section 16 of the Charter.

In July of 2014, the Town Council began scheduling regular work sessions on the third Tuesday of each month, with the purpose to discuss issues that would be coming before the Council for action at a regular meeting or other items that did not require formal action but merited review and consideration by the Council.

In order to accommodate schedules, it is proposed to adopt the attached 2015 meeting schedule that includes one regular meeting per month and one work session per month, with the exception of July, August and December, during which only one regular meeting will be held.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motions:

"I move to approve the 2015 Town Council meeting schedule as presented."

OR

Other action Council deems appropriate.

Attachments: (1) Calendar Year 2015 Town Council Meeting Schedule

TOWN OF OCCOQUAN 2015 Meeting Schedule

DATE	MEETING TYPE
Tuesday, January 6, 2015	Regular Meeting
Tuesday, January 20, 2015	Work Session
Tuesday, February 3, 2015	Regular Meeting
Tuesday, February 17, 2015	Work Session (Budget)
Tuesday, March 3, 2015	Regular Meeting + Budget Work Session
Tuesday, March 17, 2015	Work Session (Budget)
Tuesday, April 7, 2015	Regular Meeting
Tuesday, April 21, 2015	Work Session
Tuesday, May 5, 2015	Regular Meeting
Tuesday, May 19, 2015	Work Session
Tuesday, June 9, 2015	Regular Meeting
Tuesday, June 16, 2015	Work Session
Tuesday, July 7, 2015	Regular Meeting
Tuesday, August 4, 2015	Regular Meeting
Tuesday, September 1, 2015	Regular Meeting
Tuesday, September 15, 2015	Work Session
Tuesday, October 6, 2015	Regular Meeting
Tuesday, October 20, 2015	Work Session
Wednesday, November 4, 2015*	Regular Meeting
Tuesday, November 17, 2015	Work Session
Tuesday, December 1, 2015	Regular Meeting

Total Regular Meetings: 12

Total Work Sessions: 10

**The first Tuesday of November is Election Day.*

Regular Meeting

Work Session

Town Holiday, Town Offices Closed

2015

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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MAY

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31						

SEPTEMBER

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27	28	29	30			

FEBRUARY

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JUNE

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OCTOBER

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MARCH

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29	30	31				

JULY

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NOVEMBER

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29	30					

APRIL

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AUGUST

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23	24	25	26	27	28	29
30	31					

DECEMBER

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27	28	29	30	31		



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 3, 2015
8 E: Request to Appropriate Funding for Police Vehicle Graphics Package	

Explanation and Summary:

This is a request to approve the purchase of a permanent graphics package for the Town's police vehicle. Previously, non-permanent magnetic signs were used to identify it as a police vehicle; however, two of the magnets were recently stolen while the vehicle was parked in town. The purchase of a permanent graphics package will eliminate the threat of theft of non-permanent signs and also increase police visibility within the town.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: Not to Exceed \$1,000

Account Number: Public Safety Grant - HB599

Proposed/Suggested Motion:

"I move to appropriate an amount not to exceed \$1,000 to purchase a permanent graphics package for the Town's Police vehicle from public safety grant funds."

OR

Other action Council deems appropriate.

Attachments: (2) Quote
Proof

Signarama, Woodbridge VA
 Noble Endeavours, LLC
 13859 Smoketown Road
 Woodbridge VA 22192
 United States
 Phone: 571-402-7061
 Fax : 703-995-0288
 info@signarama-woodbridgeva.com
 for Quote : info@signarama-woodbridgeva.com
 www.signarama-woodbridgeva.com
 EIN # : 45-2794161



Quote 4258 - Decals For Ford SUV	Expiration Date : 02/26/2015
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Quote for	Contact	Shipping/Install
Town Of Occoquan	Sheldon E. Levi Phone : (703) 491-1918 x 5 Fax : (703) 491-4962 Email : SLevi@occoquanva.gov	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
4258	01/27/2015	Client Account Specialist info@signarama-woodbridgeva.com	Net 15		

Items

#	Item	Qty	Unit Price	Disc. Price	Total (Ex. Tax)	Tax
1	Side Decals Lines 13.722 Sqft ORALITE 5650RA - 13.722 Sqft HP Digital Ink -	2	\$96.13	\$96.13	\$192.26	\$0.00
2	Side Decals Logo and Police text 15.0 Sqft ORALITE 5650RA - 15.0 Sqft HP Digital Ink -	2	\$105.09	\$105.09	\$210.18	\$0.00
3	Back Decals Logo and Police text 5.542 Sqft ORALITE 5650RA - 5.542 Sqft HP Digital Ink -	1	\$77.66	\$77.66	\$77.66	\$0.00
4	Custom Sign Install Includes : 3.0 Hrs Vehicle Graphics Install - Prep surface, align graphics and install as per proof.	1	\$270.00	\$270.00	\$270.00	\$0.00

Total

Sub Total	Total Tax (Tax Percentage)	Final Price
\$750.10	\$0.00(0.0%)	\$750.10

Downpayment (50.0 %)	\$375.05
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Total Discount	\$9.78(1.29%)	Range Disc.	\$9.78
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Terms And Conditions

Invoices & Cancellation of Orders: Sign-A-Rama (Vendor) prepares your order according to your specifications. Therefore, prior to its commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is Solely Responsible for Proofreading Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work. You are solely responsible for the content of the proof once it has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you. Vendor's Liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval. Collection Procedures: Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. Customer's Acceptance of Work: Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed.

for **Town Of Occoquan**

Signature		Date	
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We agree to your terms and conditions Please proceed with the order.

PROOF



13859 Smoketown Rd, Woodbridge VA 22192 * 703-491-4339

design@signarama-woodbridgeva.com



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Date: 1/29/2015

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