

MINUTES
CLIFTON TOWN COUNCIL MEETING

Wednesday, May 10, 2007
12744 Chapel Road
Clifton, VA 20124

Council Members

Present: Tom Peterson, Lane Johnson, Michael Anton and Wayne Nickum

Absent: Pat Layden and Chuck Rusnek

1. Clifton Caboose 5K Race

The discussion on the resolution of the Clifton 5K on June 9, 27 began at 8:14 p.m. The resolution was presented by Mike Anton and passed around a separate document with the specifics of the event. It was discussed that every event that requires the use of Town property should follow the same template.

Motion

Tom Peterson made a Motion to accept the resolution and Wayne Nickum seconded the Motion.

Motion passed unanimously.

2. FY2008 Town Budget

Discussed the need to create a "Plan C" version of the Fiscal Year 2008 Town Budget. This would be a worst-case scenario version of the budget and incorporated comments made during the Public Hearing from the previous week. Reviewed budgetary line items including as a restaurant meals tax, BPOL/Occupancy Tax, Haunted Trail, reimbursements to cover Planning Commission expenses, Wine Festival and website hosting.

Motion

Wyane Nickum made a motion to pass the Version C of the budget and was seconded by Tom Peterson.

Motion passed unanimously.

3. Adjournment

Motion

Mike Anton made a Motion to adjourn the meeting at 9:35 p.m. and Wayne Nickum seconded the Motion

Motion passed, unanimously.

Resolution

WHEREAS, the Town of Clifton has been requested to permit Main Street and the Town Park to be used from 4 p.m. until 9 p.m. on Saturday, June 9, 2007 (the "Event Day") by the Clifton Betterment Association (the "Event Sponsors") to sponsor the Annual Clifton Caboose 5K Race; and

WHEREAS, the Town of Clifton has permitted the hosting of this race for a number of prior years; and

WHEREAS, the race and the awards celebration following the race is a welcome addition to the activities of the Clifton community;

NOW, THEREFORE, BE IT RESOLVED BY THE CLIFTON TOWN COUNCIL AS FOLLOWS:

1. The Town hereby authorizes that portion of Clifton Road and Newman Road (the "Reserved Area") to be closed to through traffic with appropriate VDOT approvals from 4 p.m. until 7 p.m. and at the Town Park from 4 p.m. to 9 p.m. on the Event Day (the "Event Period"). In addition, amplified music in the Town Park is only allowed between the hours of 6 p.m. 9 p.m. Signage for the event approved by the Town must be removed within a week from the close of the event. Banner signage may be displayed two weeks in advance of event.
2. The Town authorizes and directs the Event Sponsors to inform in writing at least two weeks in advance all affected businesses and residents during the Event Period, that the Event Sponsors and race participants shall have the exclusive right to park in the parking lots and along town roads during the Event Period.
3. As a condition of the Town's permission granted hereby, the Event Sponsors shall be required to obtain liability insurance with coverage of not less than \$1,000,000 per occurrence, to name the Town as an additional insured on such insurance and to provide the Town written evidence of such insurance coverage.

This resolution shall be effective as of its adoption.

Town of Clifton		
Income Statement		
PROPOSED BUDGET FYE 0806 CASE A		
REVENUES:		
Taxes & Permits Revenues:		
ABC Tax		\$110
ARB Permits		\$100
BPOL Tax		\$20,000
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax		\$3,500
Meals tax 2%		\$37,500
Motor Vehicle Tags		\$5,800
No. Va. Cigarette Tax		\$3,000
Railroad Tax		\$1,200
Sales Tax		\$20,000
Use Permits		\$300
Utility Consumption Tax		\$1,100
Other Income		\$200
TOTAL TAXES & PERMITS:		\$92,810
Town Facilities Rentals:		
Community Hall		\$12,000
Park/Square/Gazebo		\$300
TOTAL FACILITIES RENTALS:		\$12,300
Other Revenues:		
Beautification Committee		
Homes Tour		\$5,000
Clifton Day Revenues		\$500
Clifton Life Committee		\$5,000
Communication Committee		\$0
Council for the Arts Committee		
Spring Concert	\$1,000	
Winter Concert	\$1,000	
Art Show & Sale	\$500	
Wine Festival	\$54,300	\$56,800
Farmers' Market Income		\$0
Finance Committee		\$0
Haunted Trail Event		\$12,000
Historic Preservation Committee		
Post Office 100th Anniversary Rural Free Delivery	\$750	
Post Cards	\$750	
Calendar for 2008	\$1,000	
Clifton Day Commemorative Cover	\$750	\$3,250
Interest Income		\$23,000
Special Projects Committee		\$0
Town Parks Committee		\$0
Traffic, Parking and Safety Committee		\$0
Welcoming & Sunshine Committee		\$0
Other income		\$0
TOTAL OTHER REVENUE:		\$105,550
TOTAL REVENUES:		\$210,660

EXPENSES:		
Payroll Expenses:		
Town Clerk Salary		\$3,600
Town Treasurer Salary		\$9,000
Payroll Taxes		\$1,978
Payroll Miscellaneous		\$0
TOTAL PAYROLL EXPENSES:		\$14,578
CONTRACTUAL EXPENSES:		
Insurance		\$5,800
Town Government:		
ARB		\$0
BZA		\$0
Planning Commission		
Regional Water Study (TOTAL EXENSE \$5000- PAYABLE OVER 3 YEAR PERIOD)	\$1,667	
Update Town Plan	\$12,500	
General Consulting	\$3,000	
General Admin Costs	\$2,000	\$19,167
TOTAL GOVERNMENT:		\$24,967
Professional Fees:		
Accounting - Year Audit Review		\$3,500
Legal Fees		\$15,000
Professional fees - other		\$3,000
Special Counsel		\$3,000
TOTAL PROFESSIONAL FEES:		\$24,500
Town Facilities:		
Ayre Square Rent		\$700
Caboose Expenses:		
Equipment	\$0	
Electric	\$250	
Gas	\$0	
Maintenance	\$250	
Total Caboose Expenses:		\$500
Grounds		\$1,500
Office Equipment Expense		\$0
Railroad Siding Rent		\$775
Old Town Hall Maintenance		\$1,000
Subtotal - Facilities:		\$4,475
Town Meeting Hall Expenses:		
CH Floors	\$2,100	
Cleaning	\$3,900	
Electric	\$15,000	
Equipment & Supplies	\$400	
General Maintenance	\$3,300	
Mgt Fee (20% of Community Hall Rentals)	\$2,400	
Telephone for A/C & Heating	\$480	
TOTAL MEETING HALL EXPENSES		\$27,580
TOTAL TOWN FACILITIES:		\$32,055
Town Services:		
Elections		\$800
Grass Mowing		\$4,800
Trash Collections		\$1,100
TOTAL TOWN SERVICES:		\$6,700
Utilities:		
Utilities - Gas and Electric (Gazebo, Ayre Sq. & Old Town Hall)		\$500
Utilities - Sewer (Old Town Hall)		\$300
TOTAL UTILITIES:		\$800
Dues & Subscriptions:		

Other Contractual Expenses:		
Beautification Committee		\$5,000
Citizen Recognition Fund		\$1,000
Clifton Day Expenses		\$200
Clifton Life Committee		
Supplies For Socialization and Fundraising Events I.E. Poker Tournament, Barbeque		\$1,000
Communication Committee		
Web Server Annual Maintenance	\$1,100	
Internet Service Provider & Domain Subscriptions	\$250	
Web Master Reimbursement	\$2,400	
Town Phone Number & Voice Mail Service	\$400	
Other	\$5,000	\$9,150
Council for the Arts Committee		
Spring Concert	\$2,700	
Winter Concert	\$2,700	
Art Show & Sale	\$300	
Wine Festival	\$21,313	\$27,013
Farmers' Market Expense		\$0
Haunted Trails Event		\$6,000
Historic Preservation Committee		
Post Office 100th Anniversary Rural Free Delivery	\$500	
Post Cards	\$500	
Calendar for 2008	\$775	
Clifton Day Commerative Cover	\$500	
Clifton Elementary School	\$375	
HPC Membership & Education	\$350	\$3,000
Homes Tour Expense		\$3,000
Legal Advertising		\$1,000
Mayoral Reimbursement		\$500
Miscellaneous Contractual Expenses		\$1,300
Printing & Publication		\$300
Special Projects Committee		\$0
Summer in the Parks Event		\$500
Town Parks Committee		
Landscape Maintenance	\$3,000	
Playground Maintenance	\$1,200	\$4,200
Traffic, Parking and Safety Committee		\$1,300
Welcoming & Sunshine Committee		
Welcome Baskets-Emergency Funds for Town Victims of Catastrophic Events		\$1,500
Other		\$5,000
TOTAL OTHER CONTRACTUAL:		\$70,963
Commodities:		
Computer Supplies		\$700
Copies		\$100
License Plates		\$900
Miscellaneous Commodities		\$500
Office Supplies		\$500
Postage & Delivery		\$500
Miscellaneous		\$5,000
TOTAL COMMODITIES:		\$8,200
TOTAL EXPENSES:		\$183,563
NET INCOME (LOSS):		\$27,097

**Town of Clifton
CAPITAL/GRANT
REVENUE/COST STATEMENT**

REVENUES:

CBA contribution-Flood Plain Park		\$10,000
FEDERAL GRANTS		
FEMA - Buckley Bridge Restoration		\$56,009
Federal Trans. Project -ISTEA- Trails-Clifton Entrance Triangle	\$51,000	
Town Match/In-kind	\$4,200	
CBA Match-Clifton Entrance Triangle	\$6,000	
Total Trails Grants		\$61,200
Fire Programs Grant		\$8,000
Litter Control Grant		\$1,000
SAFETEA-LU Grant-Various Projects		\$157,779
Committee CIP Projects		
Clifton Life Committee		\$0
Communication Committee		\$0
Council for the Arts Committee		\$0
Finance Committee		\$0
Historic Preservation Committee		\$0
Special Projects Committee		\$0
Town Parks Committee		
Fundraisers-Playground		\$0
Traffic, Parking and Safety Committee		\$0
Welcoming & Sunshine Committee		
Total Committee CIP Projects		\$0
TOTAL REVENUES:		\$293,988

COSTS:

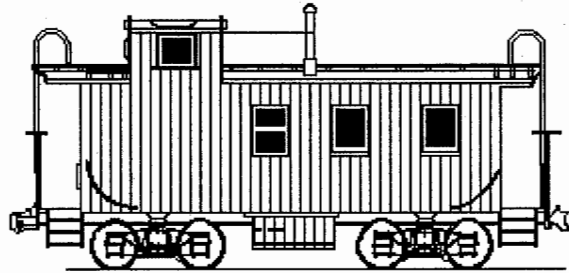
Committee CIP Projects		
Clifton Life Committee	\$0	
Communication Committee	\$0	
Council for the Arts Committee	\$0	
Finance Committee	\$0	
Historic Preservation Committee	\$0	
Special Projects Committee	\$0	
Town Parks Committee	\$0	
Landscape Improvements	\$20,000	
Hardscape & Equipment Improvements	\$6,000	
Old Playground Equipment Refurbishment	\$1,500	
Memorial	\$1,000	
Traffic, Parking and Safety Committee	\$0	
Welcoming & Sunshine Committee	\$0	
Total Committee CIP Projects		\$28,500
Flood Plain Park		\$10,000
FEMA - Buckley Bridge Restoration		\$62,232
Fire Program - FCFD		\$8,000
Litter Control		\$1,000
Miscellaneous		\$0
SAFETEA-LU Improvements-Various Projects		\$22,779
Version Cable Burial	\$10,000	
Development of Streetscape Phase I	\$35,000	
Special Project Phase 2	\$85,000	\$130,000
Town Meeting Hall:		
Equipment	\$2,000	

Town of Clifton		
Income Statement		
PROPOSED BUDGET FYE 0806 (MARK UP FOR PUBLIC HEARING) APPROVED 04-12-07		
<u>REVENUES:</u>		
Taxes & Permits Revenues:		
ABC Tax		\$110
ARB Permits		\$100
BPOL / Occupancy Tax		\$20,000
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax		\$3,500
Meals tax 0%		\$0
Motor Vehicle Tags		\$5,800
No. Va. Cigarette Tax		\$3,000
Railroad Tax		\$1,200
Sales Tax		\$20,000
Use Permits		\$300
Utility Consumption Tax		\$1,100
Other Income		\$200
TOTAL TAXES & PERMITS:		\$55,310
Town Facilities Rentals:		
Community Hall		\$12,000
Park/Square/Gazebo		\$300
TOTAL FACILITIES RENTALS:		\$12,300
Other Revenues:		
Beautification Committee		
Homes Tour		\$5,000
Clifton Day Revenues		\$500
Clifton Life Committee		\$3,000
Communication Committee		\$0
Council for the Arts Committee		
Spring Concert	\$1,000	
Winter Concert	\$1,000	
Art Show & Sale	\$500	
Wine Festival	\$34,300	\$36,800
Farmers' Market Income		\$0
Finance Committee		\$0
Haunted Trail Event		\$0
Historic Preservation Committee		
Post Office 100th Anniversary Rural Free Delivery	\$750	
Post Cards	\$750	
Calendar for 2008	\$1,000	
Clifton Day Commerative Cover	\$750	\$3,250
Interest Income		\$23,000
Special Projects Committee		\$0
Town Parks Committee		\$0
Traffic, Parking and Safety Committee		\$0
Welcoming & Sunshine Committee		\$0
Other income		\$0
TOTAL OTHER REVENUE:		\$71,550
TOTAL REVENUES:		\$139,160

EXPENSES:		
Payroll Expenses:		
Town Clerk Salary		\$4,600
Town Treasurer Salary		\$8,000
Payroll Taxes		\$1,978
Payroll Miscellaneous		\$0
TOTAL PAYROLL EXPENSES:		\$14,578
CONTRACTUAL EXPENSES:		
Insurance		\$5,800
Town Government:		
ARB		\$0
BZA		\$0
Planning Commission		
Regional Water Study	\$1,667	
Update Town Plan	\$12,500	
General Consulting	\$3,000	
General Admin Costs	\$0	\$17,167
TOTAL GOVERNMENT:		\$22,967
Professional Fees:		
Accounting - Year Audit Review		\$3,500
Legal Fees		\$10,000
Professional fees - other		\$1,500
Special Counsel		\$0
Web site hosting/maintenance		
TOTAL PROFESSIONAL FEES:		\$15,000
Town Facilities:		
Ayre Square Rent		\$700
Caboose Expenses:		
Equipment	\$0	
Electric	\$250	
Gas	\$0	
Maintenance	\$250	
Total Caboose Expenses:		\$500
Grounds		\$1,500
Office Equipment Expense		\$0
Railroad Siding Rent		\$775
Old Town Hall Maintenance		\$0
Subtotal - Facilities:		\$3,475
Town Meeting Hall Expenses:		
CH Floors	\$2,100	
Cleaning	\$3,900	
Electric	\$15,000	
Equipment & Supplies	\$400	
General Maintenance	\$3,300	
Mgt Fee (20% of Community Hall Rentals)	\$2,400	
Telephone for A/C & Heating	\$480	
TOTAL MEETING HALL EXPENSES		\$27,580
TOTAL TOWN FACILITIES:		\$31,055
Town Services:		
Elections		\$800
Grass Mowing		\$4,800
Trash Collections		\$1,100
TOTAL TOWN SERVICES:		\$6,700
Utilities:		
Utilities - Gas and Electric (Gazebo, Ayre Sq. & Old Town Hall)		\$500
Utilities - Sewer (Old Town Hall)		\$300
TOTAL UTILITIES:		\$800

Other Contractual Expenses:		
Beautification Committee		\$5,000
Citizen Recognition Fund		\$200
Clifton Day Expenses		\$0
Clifton Life Committee		
Supplies For Socialization and Fundraising Events I.E. Poker Tournament, Barbeque		\$0
Communication Committee		
Web Server Annual Maintenance	\$1,100	
Internet Service Provider & Domain Subscriptions	\$250	
Web Master Reimbursement	\$0	
Town Phone Number & Voice Mail Service	\$0	
Other	\$0	\$1,350
Council for the Arts Committee		
Spring Concert	\$1,000	
Winter Concert	\$1,000	
Art Show & Sale	\$300	
Wine Festival	\$16,313	\$18,613
Farmers' Market Expense		\$0
Haunted Trails Event		\$0
Historic Preservation Committee		
Post Office 100th Anniversary Rural Free Delivery	\$500	
Post Cards	\$500	
Calendar for 2008	\$775	
Clifton Day Commerative Cover	\$500	
Clifton Elementary School	\$375	
HPC Membership & Education	\$350	\$3,000
Homes Tour Expense		\$3,000
Legal Advertising		\$1,000
Mayoral Reimbursement		\$0
Miscellaneous Contractual Expenses		\$1,300
Printing & Publication		\$300
Special Projects Committee		\$0
Summer in the Parks Event		\$0
Town Parks Committee		
Landscape Maintenance	\$1,500	
Playground Maintenance	\$1,200	\$2,700
Traffic, Parking and Safety Committee		\$1,300
Welcoming & Sunshine Committee		
Welcome Baskets-Emergency Funds for Town Victims of Catastrophic Events		\$1,500
Other		\$2,500
TOTAL OTHER CONTRACTUAL:		\$41,763
Commodities:		
Computer Supplies		\$700
Copies		\$100
License Plates		\$900
Miscellaneous Commodities		\$500
Office Supplies		\$500
Postage & Delivery		\$500
Miscellaneous		\$2,500
TOTAL COMMODITIES:		\$5,700
TOTAL EXPENSES:		\$139,013
NET INCOME (LOSS):		\$147

Town of Clifton		
CAPITAL/GRANT		
REVENUE/COST STATEMENT		
REVENUES:		
CBA contribution-Flood Plain Park		\$10,000
FEDERAL GRANTS		
FEMA - Buckley Bridge Restoration		\$56,009
Federal Trans. Project -ISTEA- Trails-Clifton Entrance Triangle	\$51,000	
Town Match/In-kind	\$4,200	
CBA Match-Clifton Entrance Triangle	\$6,000	
Total Trails Grants		\$61,200
Fire Programs Grant		\$8,000
Litter Control Grant		\$1,000
SAFETEA-LU Grant-Various Projects		\$157,779
Committee CIP Projects		
Clifton Life Committee		\$0
Communication Committee		\$0
Council for the Arts Committee		\$0
Finance Committee		\$0
Historic Preservation Committee		\$0
Special Projects Committee		\$0
Town Parks Committee		
Fundraisers-Playground		\$0
Traffic, Parking and Safety Committee		\$0
Welcoming & Sunshine Committee		
Total Committee CIP Projects		\$0
TOTAL REVENUES:		\$293,988
COSTS:		
Committee CIP Projects		
Clifton Life Committee	\$0	
Communication Committee	\$0	
Council for the Arts Committee	\$0	
Finance Committee	\$0	
Historic Preservation Committee	\$0	
Special Projects Committee	\$0	
Town Parks Committee	\$0	
Landscape Improvements	\$20,000	
Hardscape & Equipment Improvements	\$6,000	
Old Playground Equipment Refurbishment	\$1,250	
Memorial	\$1,000	
Traffic, Parking and Safety Committee	\$0	
Welcoming & Sunshine Committee	\$0	
Total Committee CIP Projects		\$28,250
Flood Plain Park		\$10,000
FEMA - Buckley Bridge Restoration		\$62,232
Fire Program - FCFD		\$8,000
Litter Control		\$1,000
Miscellaneous		\$0
SAFETEA-LU Improvements-Various Projects		\$22,779
Version Cable Burial	\$10,000	
Development of Streetscape Phase I	\$35,000	
Special Project Phase 2	\$85,000	\$130,000
Town Meeting Hall:		
Equipment	\$0	



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, May 1, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Public Hearing – Budget proposal FYE 0608

The Public Hearing was called to order by Lane Johnston at 7:30 pm. Wayne Nickum asked if there were any public comments on behalf of the businesses in Town. Kathy Kalinowski spoke up first. She believed that concerning public hearings, before taxes were levied, the process of sending letters to all the households asking to participate in the public hearings should be repeated, or use a survey perhaps. Wayne Nickum pointed out that there was a survey that was put out, concerning the cigarette tax, lists etc. Kathy Kalinowski then stated that the previous survey is now out of date, and that all the possibilities should be gone through and considered. She was in favor of an additional real state tax. Lane Johnson mentioned the topic of the meal tax. Judy McNamara, on behalf of the Clifton Store and A Flower Blooms, expressed her opposition, stating that as with the cigarette tax, customers decided to buy cigarettes elsewhere, which is bad for business. "This is bad enough", Judy continued, "and now there is a meals tax?" She believed that there will not be anyone coming to the Town because they will be penalized for doing so by having to pay taxes. Chuck Rusnak pointed out that the restaurants in Town don't make one million dollars, and this is why the Finance Committee proposed 4% Meals tax was lowered to 2%. Jeff Stein pointed out that if the tax was levied, by then everyone would know what the Meals Tax had brought in. Kathy Kalinowski supported being able to vote on the Meals Tax before it's set into motion. Jeff Stein asked if the Meals Tax included beverages. Tom Peterson said no, he didn't think so. Tom Peterson believed the best thing to do was to gather a recommendation from the public and to see if an aggregate figure could be established for a true number. Wayne Nickum added that if there was a previously prepared report by the Treasurer that reported the BPOL divided into categories available, such document may be available under the Freedom of Information Act if not prohibited under the Va. Privacy Act (specifically tax information). There is no requirement under FOIA to create a document. Wayne Nickum continued that the retail BPOL category covers all the businesses, including the restaurants. Lane Johnston raised again the survey that was used 4 years ago. Tom Peterson agreed that updating the survey was something that should be taken into consideration.

Cory Harlow, on behalf of the Heart In Hand, stated that competing with other businesses was hard enough without having to add another tax on top of everything. Cory Harlow believed that the town needed to spend money to bring in revenue, not tax. Tom Peterson responded, saying that the Finance Committee had come up with ways to generate revenue. If one way of raising money was not acceptable to the businesses in Town, he continued, some ideas were needed on how this could be done. So far, not many ideas have been offered. Judy McNamara stated that the Meals Tax was only going to hurt Town businesses and that there were plenty of other options. Chuck Rusnak asked if there were any suggestions. Cory Harlow stated some of the facilities around Town - the courtyard, for example - are used for certain events. Cory Harlow

added it was usually very hard to find someone to organize such events.

Judy McNamara stated to the Town Council that they were subsidizing the Community Hall by taxes the Town's businesses. Chuck Rusnak responded that it would be unfair to accuse the Town of penalizing the businesses with the Meals Tax. He added that the Town had already considered the businesses' situation, and that is why they lowered the percent from 4% to 2%. Judy McNamara and Kathy Kalinowski both believed that there must be other ideas than the Meals Tax. Kathy Kalinowski reminded the Council about the idea of doing a survey. Tom Peterson agreed with conducting a town survey to see what people think about the Meals Tax.

Brant Baber explained that the Town needs regular revenue - there were events that the Town hosts, such as the Wine Festival, the Haunted Trail, etc., however the outcome of revenue for each of these events was most always fluctuating, and unknown. Tom Peterson reiterated the need for a town survey. Mike Anton contributed that the updated survey can be publicized. He added that the comments were very adamant about the Meals Tax and that this should be communicated. Tom Peterson volunteered to update the survey and asked if there was anyone willing to help him. He added that the survey would not only cover financial issues, but also the direction of the Town. Chuck Rusnak supported the idea, however he suggested that the survey have no bearing on the budget - the Special Meeting still needed to take place, and the budget still needed to be sent out in the following 7 days. Also, if a Meals Tax is not set in motion as of the next month, Chuck Rusnak suggested the Town find other sources of revenue or reduce expenses. Jason Mitchell brought up once again the Meals Tax - advising that perhaps it was just the immanent threat of the Meals Tax that was hard to get through. Recently businesses have been sold, businesses have been opened, so as it were Jason Mitchell disagreed with setting up a Meals Tax at the present time. Jason Mitchell then suggested an official date be set for the Meals Tax to begin, January 2008 was his example, so that the Meals Tax does not appear to be such of a threat to Town business. Besides, Jason Mitchell added, a Meals Tax could not be added to the budget this early; it could not even be implemented this soon. Jason Mitchell believes that aggregate data from the Treasurer should be received about the businesses, such as what numbers the businesses are making.

Michelle Stein pointed out that if the budget was passed, thousands of dollars were also being passed in expenses that would not be covered in that tax. Kathy Kalinowski questioned whether the Council looked at the idea of cutting expenses. Kathy Kalinowski believed that if the Town is going to be short on revenue, some expenses need to be cut. Judy McNamara added that the Town Hall needs to be marketed! Kathy Kalinowski stated that if the Town Council was not going to vote concerning the Meals Tax that night, there would be a loss in revenue and if the Town Council wishes to have a balanced budget, expenses need to be cut.

Chris Spina suggested looking into the idea of putting \$12,000 a year into the maintenance of the Town Hall as a recurring revenue stream. Tom Peterson explained that he had met with Elaine McConnell who warned not to expect any money from the County to go towards Clifton.

Steve Effros brought up a concern with the numbers in the Budget. Wayne Nickum responded that the formulas had indeed been verified and the Budget had been reviewed by multiple people. Steve Effros suggested the Town Council take another look at the Budget if time is available.

Jeff Stein reminded the Town Council that the Town can only pay for what can be afforded. He pointed out that there were a lot of items present in the Budget, and he was not sure whether the projections were prudent. Jeff Stein continued that, in light of the speculative nature of the Town's income, he hoped that the Town Council would go back to the drawing board and report what is really needed, plus what the Town would like if the Town has the revenue. Wayne Nickum asked if Jeff Stein could be more specific: did he mean projections for the Wine Festival and the Meals Tax? Jeff Stein responded yes, and added that the Haunted Trail was and is always questionable, as the outcome of the event - concerning revenue - was always unknown. Jeff Stein pointed out that the Budget had been based on the Haunted Trail incomes before and expressed concern with the rapid growth of 50% in expenses. Jeff Stein informed the Town Council that it was his belief that the Town Clerk and Treasurer jobs should not take any more than 40 hours total. He pointed out as an example that the salary of the Town Clerk was raised and continued that

the Town also funded all of the committees. He stated the Town shouldn't spend money it doesn't have.

Steve Effros asked about the other contractual expenses listed on the Budget. Wayne Nickum responded that these contractual expenses were projected for unexpected costs. The Town Council may use this budget list item in case of an emergency situation.

Donna Netschert pointed out that the Town of Clifton used to live on volunteers. People should be paid to do things that volunteers don't want to do - cleaning up the Town, for example. The Town these days doesn't get any volunteers. She continued to add that every month they need to get a volunteer to do the labor, in order to make money, to pay for the committees. Tom Peterson suggested that the Welcoming Sunshine Committee hold a fundraiser to raise the money that us needed. Lynne Garvy Wark proposed replacing the barrels around Ayre Square and asked how much money is allowed to be spent. She didn't want to spend money if the Town can't afford it. After long discussion, a double entry was corrected in the Budget.

Motion: Wayne Nickum moved for the closing of the Public Hearing. Tom Peterson seconded the motion and it was passed unanimously.

The regular Town Council Meeting was called to order at 9:10 p.m.

Order of business

Reading of the Minutes- Motion: Wayne Nickum moved to approve the Minutes for the April 3, 2007 Town Council Meeting and for the Thursday, April 12, 2007 Special Meeting. Pat Layden seconded the motion to approve the regular Town Council Meeting Minutes and the motion passed. Tom Peterson seconded the motion to approve the April 12 Special Meeting Minutes and the motion was approved. Chuck Rusnak abstained from both motions.

Report of the Treasurer (Marilyn Barton, Town Treasurer)- Marilyn Barton presented the Financial Reports for the period ended April 30, 2007 with the following highlights:

- Cash balances on April 30 totaled \$484,699.89.
- Year to date revenues of \$125,882, expenses of \$106,601 for a net income of \$19,281.
- Net revenue adjustment was noted for the FEMA Grant received in advance of expenditure in the amount of \$28,483, leaving an adjusted net loss of (9,202).
- The Town received a refund from NoVec in the amount of \$735.79 for the Community Hall.
- Other Income was adjusted to correct the Planning Commission charge to Marcus Silva to \$800. An additional \$400 was requested as reimbursement from Mr. Silva for WG Associates review of the proposed swimming pool.
- The Fire Program Funds were passed through to the Fairfax County Fire Department.

Motion: After further discussion, a motion to approve the Treasurer's Report as submitted was made, seconded and approved.

Reading of Communication- Tom Peterson reported that he sent out an e-mail to the Town requesting ideas on the Town's future direction. He received about five e-mail responses altogether, announcing that 3 out of 5 of the responses requested a Clifton Town Pub. Two of the respondents suggested something be done to improve businesses in Town. Lastly, Tom Peterson informed the Town Council of a resident of Chestnut St. that had e-mailed him about possibly doing something with some of the Town residents' properties. Tom suggested approaching the idea in supportive, helpful way. Lane Johnston requested that the approach to Clifton residents be confidential, polite and general in nature, as topics such as appearance can become rather uncomfortable between neighbors. Wayne Nickum suggested sending a letter, yet not mentioning any specific names. Tom Peterson contributed to this idea by providing that a letter be sent out to everyone in Town and offer to help in any way. The Town Council seemed to be in agreement.

Citizens' remarks- Michelle Stein stood up and addressed the Town Council, asking if a motion

would like to be made concerning the 5-K Caboose Race taking place on June 9th, 2007. Wayne Nickum responded that if the Town Park is planned on being used for this event, the Town Council should be in agreement about the format of the event and suggested that the same format as the Car Show be applied. Tom Peterson agreed that the format used for the Car Show was a good policy. Wayne Nickum mentioned about the Kids' Festival coming up. Michelle Stein replied that it was scheduled for the same time as the Wine Festival, so the Kids' Festival will be rescheduled later on in the year. Lynne Garvy Wark reminded all present that Clifton Cleanup Day was the upcoming Saturday, May 5th, 2007. The goal is to clean up the Triangle, get rid of those weeds! Tom Peterson noted Mary Hampshire would be leading the event. Lynne Wark then explained that a historic marker was made to honor a woman named Kate Barter Barret. In fact, Lynne Wark continued, a good number of Kate Barter Barret's relatives had been in touch with Lynne. Lastly, Lynne pointed out that the Art Show was coming up: The paintings were \$5 each. Children and teenagers were encouraged to take part in the event. Lynne planned to contact the Town Council the following day with more information about the event.

Awards Presentation (by Chuck Rusnak)- Chuck Rusnak announced that the Awards Presentation was being tabled.

Unfinished business.

- a. **Buckley Bridge repair status** (Tom Peterson) - Status of progress (Lane Johnston, Pat Layden presenting). – Lane Johnston reported that a contract was signed with W. G. Associates for an erosion and topographic survey. Also a structural engineer and soil engineer were needed. Dwayne Nitz was doing the structural report and Lane Johnston did the soil sample. Pat Layden was doing work with the corps of engineers and the wetlands services. All of this was hoped to be done by the following week, in order for it to be approved at the next Town Council meeting. **Motion:** Lane Johnston motioned to approve \$5,000 for the Topographic Survey. Wayne Nickum seconded the motion and it was passed unanimously.
- b. **Sale of Old Town Hall and request for Survey for consolidation of lots** (Mike Anton and Pat Layden) – Pat Layden presented that negotiations concerning the sale of the Old Town Hall were going very well between the Town and the purchaser. The three Town lots, Pat Layden continued, were going to be consolidated into one lot, which will be the whole Town Hall property. A Field Survey must be done on the property and a sufficient number of certified plats provided for the Planning Commission so the application can proceed. everyone so proceeding with the investigation will be smooth. A land surveyor was selected. This surveyor can do the work and meet the schedule by May 9th. **Motion:** Pat Layden motioned to approve disbursement of the authorization in the budget for \$1,700. Wayne Nickum seconded the motion. Pat Layden continued to explain that the lot consolidation was being put together, and was scheduled to be heard at the Planning Commission meeting at 7:30 p.m. in the Town Meeting Hall on May 29, 2007. Pat Layden's motion to request the authorization of the budget for \$1,700 passed unanimously.
- c. **Invoices of Federal Aid Projects, timely submission.** (Tom Peterson) - Wayne Nickum noted that the Town better get moving to spend these funds.

Reports of Committees, Planning Commission, and ARB

Planning Commission- Kathy Kalinowski explained that the Sampsons needed approval from the Town Council in order to add an addition to their front porch. **Motion:** Wayne Nickum moved to approve the addition to the Sampson's front porch. Mike Anton and Pat Layden seconded the motion. The motion was passed. Kathy Kalinowski added that NVRC requested that the Town Council be prepared to sign an agreement concerning the investment in the new Town Plan. **Motion:** Wayne Nickum moved to approve this. Pat Layden seconded Wayne Nickum's motion, and it was approved.

ARB- Royce Jarrendt announced that the new store next to the Heart and Hand was approved to be signed. Royce Jarrendt explained that he was ready to step down as Chairman, however

he still wished to be an active member. Until the role was filled he agreed to serve as Chairman. If, Royce Jarrendt continued, someone were to express interest as of the following month's meeting, the Committee Members would need to vote, then go to the Town Council for approval. Wayne Nickum informed Royce Jarrendt that no, the Committee would not need to go to the Town Council for approval.

New business

a. Town Clerk business hours- There was some discussion concerning the hours to which the new Town Clerk be committed to. Marilyn Barton suggested re-wording the hours so that it was clear that Kathleen Barton was available for contact but not on call to work every hour. A new recommendation to clarify the hours of availability was requested. **Motion:** Chuck Rusnak motioned to table the topic. Wayne Nickum seconded the motion and it was approved.

b. Audit Plan for BPOL filers – Marilyn Barton (Wayne Nickum)- Steve Effros commented that the BPOL tax results were the equivalent in the Income Tax for some individuals, himself included, that raised some issues.

c. FY08 Town Budget: Wayne Nickum proposed setting a Special Meeting for the Town Council just to look over the Budget numbers--*not* to approve. Chuck Rusnak questioned why numbers were going to be reviewed, but not approved. Wayne Nickum explained. The goal was to review the Budget, make sure everything was straight with everyone on the Town Council, and make any necessary adjustment to the numbers. Chuck Rusnak asked if the June Town Council meeting would be the approval process for the Budget. Wayne Nickum then added that the Budget had to be approved by July 1st, 2007. Tom Peterson stated that the Monday following the present May meeting was a good day to have a Special Meeting. Chuck Rusnak announced that he would not be present at the Special Meeting. Tom Peterson said Monday at 8 pm would be a good time. The goal of the Special Meeting was to discuss the resolution of the 5K Caboose Race and the FY08 Budget. **Motion:** Tom Peterson motioned to accept the Special Meeting date. Wayne Nickum seconded the motion and the motion passed.

d. The Clifton Town Golf Tournament (Pat Layden) - Pat Layden explained that last year there were 100 players involved, the shot gun start will be at 1:30 pm with a box lunch and dinner in the evening, and the fee is tax deductible. Pat Layden added that anyone who wanted to play was free to attend. The date for the event is Wednesday, June 6th. As an awesome side note, all funds will benefit GMU and the Town.

e. Safe Routes to School Program (Mike Anton) - Mike Anton explained the whole idea of the Safe Routes to School Program: A project for putting a sidewalk on Chapel Road, as there is a drainage issue right in front of the Town Hall and in front of two homes also. In addition, the Fire Department drained the fire hydrants: These two factors contributed to the children beginning to walk on the side of the road from their bus stop. This was very dangerous, considering the large quantity of cars that run the stop sign located there. The "Safe Routes to School Program" is a Federal fund by the Department of Education that supports the creation of side walks and other ways that make children's route to school safe. The State of Virginia made a request for applications, Mike Anton continued that they did this in order to pursue an application for the Safe Routes to School Program. No matching funds are necessary. In addition, the Principal of Clifton Elementary agrees. VDOT said this project would be a "no brainer". Mike Anton pointed out that the whole operation wouldn't cost more than \$50,000 or \$75,000. **Motion:** Wayne Nickum made a motion to pursue the Safe Routes to School Program's application. Tom Peterson seconded the motion. The motion passed.

Motion: Chuck Rusnak made the motion to approve the Art Show for June 2nd at 5 pm. Lane Johnson seconded the motion and it was passed.

Motion: Pat Layden moved that the Town Council enter into a Executive Session in order to discuss the Old Town Hall Sale. The motion was seconded and approved and the Town Council entered into Consecutive Session.

Closed meeting/Executive Session - Sale of Town Hall

a. Motion was made and seconded to enter executive session to discuss legal matters on sale of old town hall & construction services for Buckley Bridge. The motion was passed unanimously. Motion adopted in compliance with Sections 2.2-3711(A)(7) & (A)(3) of the Virginia Code (The Virginia Freedom of Information Act).

b. Motion made and seconded that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion passed unanimously.

The Executive Session was adjourned by passed motion.

The Town Council discussed adding an item to the Agenda concerning the authorization of the Town Hall Committee to apply for rezoning of the Old Town Hall to commercial after the approval of the lot consolidation of the Old Town Hall lots. **Motion:** Wayne Nickum moved to approve the addition to the agenda. Tom Peterson seconded, and it was approved. **Motion:** After discussion, Wayne Nickum moved to accept the authorization of the Old Town Hall Negotiating Team to prepare a rezoning application for the Old Town Hall property to change from residential to commercial zoning after the Clifton Planning Commission approves the consolidation of the three lots to one lot. Pat Layden seconded, and the motion was approved.

Adjournment: Wayne Nickum moved to adjourn the May 1st Town Council meeting. Tom Peterson seconded the motion, and it was approved.

The Minutes were prepared by Kathleen Barton, Town Clerk.

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Committees Fundraising				
Council of the Arts	402			
Total Committees Fundraising	<u>402</u>			
Interest Income	14,808	5,500	9,308	269%
Sign Sales Income	1,105			
Clifton Day Revenues	0	450	(450)	0%
Community Hall Revenues				
Community Hall Rentals	10,062	13,750	(3,688)	73%
Total Community Hall Revenues	<u>10,062</u>	<u>13,750</u>	<u>(3,688)</u>	<u>73%</u>
Grants				
Federal				
FEMA	28,483	73,333	(44,850)	39%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	18,333	(18,333)	0%
SAFET-LU Grant - Other	0	73,333	(73,333)	0%
Total SAFET-LU Grant	<u>0</u>	<u>91,666</u>	<u>(91,666)</u>	<u>0%</u>
Transportation Project-Trails				
Town Match-Trails	0	9,350	(9,350)	0%
Transportation Project-Trails - Other	0	46,750	(46,750)	0%
Total Transportation Project-Trails	<u>0</u>	<u>56,100</u>	<u>(56,100)</u>	<u>0%</u>
Federal - Other	0			
Total Federal	<u>28,483</u>	<u>221,099</u>	<u>(192,616)</u>	<u>13%</u>
Other				
CBA Grant	0	5,500	(5,500)	0%
Donations	0	183,333	(183,333)	0%
Total Other	<u>0</u>	<u>188,833</u>	<u>(188,833)</u>	<u>0%</u>
State				
Fire Program Funds	8,000	6,000	2,000	133%
Total State	<u>8,000</u>	<u>6,000</u>	<u>2,000</u>	<u>133%</u>
Total Grants	<u>36,483</u>	<u>415,932</u>	<u>(379,449)</u>	<u>9%</u>
Haunted Trail Event	0	0	0	0%
Homes Tour	7,579	6,400	1,179	118%
Other Income	1,200			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	2,250	18,333	(16,083)	12%
S.R. - Litter Control Grant	1,000	0	1,000	100%
Tax and Permits Revenue				
FEMA - Buckley Park	2,390	3,200	(810)	75%
Franchise Fees - Cox Cable	5,124	7,333	(2,209)	70%
ABC Profits	432	300	132	144%
ARB Permits	95	80	15	119%
BPOL tax	20,690	18,000	2,690	115%
Cigarette Tax	2,447	2,796	(349)	88%
Motor Vehicle Tags	4,829	5,800	(971)	83%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	18,102	17,557	545	103%
Use Permits	425	733	(308)	58%
Utility Consumption Tax	1,092	1,001	91	109%
Total Tax and Permits Revenue	56,820	58,500	(1,680)	97%
 Total Income	 131,709	 519,065	 (387,356)	 25%
 Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,000	1,500	500	133%
Town Treasurer	4,000	4,000	0	100%
Total Gross Wages	6,000	5,500	500	109%
Payroll Taxes				
FICA	0	842	(842)	0%
Total Payroll Taxes	0	842	(842)	0%
Total Payroll Expenses	6,000	6,342	(342)	95%
 Contractual				
Citizens' REcognition Fund	0	1,650	(1,650)	0%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	183	(183)	0%
BZA	0	92	(92)	0%
Planning Commission	3,800	4,583	(783)	83%
Town Committees Expense				
Council for the Arts Expense	190			
Town Committees Expense - Other	293	1,833	(1,540)	16%
Total Town Committees Expense	483	1,833	(1,350)	26%
Total Town Government	4,283	6,691	(2,408)	64%
 Professional Fees				
Web site maintenance	0	2,200	(2,200)	0%
Professional fees - Other	0	2,750	(2,750)	0%
Accounting	9,931	15,000	(5,069)	66%
Legal Fees	20,231	7,333	12,898	276%
Special Counsel	4,604	2,750	1,854	167%
Total Professional Fees	34,766	30,033	4,733	116%
 Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	775	0	100%
Total Rent	1,188	1,375	(187)	86%
 Town Facilities				
Beautification Comm.	2,114	3,896	(1,782)	54%
Buckley Park FEMA Cleanup	3,187	2,933	254	109%
Grounds Maintenance	1,662	1,375	287	121%
Town Hall Maintenance	2,111	4,583	(2,472)	46%
Town Office	0	4,492	(4,492)	0%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Office Equipment Expense	0	4,767	(4,767)	0%
Total Town Facilities	9,074	22,046	(12,972)	41%
Town Services				
Fire Program	8,000	6,000	2,000	133%
Grass Mowing	3,000	4,000	(1,000)	75%
Trash Collection	576	1,008	(432)	57%
Total Town Services	11,576	11,008	568	105%
UBS Investment Loss	909			
Utilities				
Gas and Electric	(783)	458	(1,241)	(171%)
Town Voice Mail	351			
Water	345	300	45	115%
Total Utilities	(87)	758	(845)	(11%)
Dues and Subscriptions				
Conference Attendance	0	1,833	(1,833)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	321	(321)	0%
Total Dues and Subscriptions	0	2,604	(2,604)	0%
Caboose Expenses				
Caboose - Trentane Gas	276	229	47	121%
Caboose Electric	166	229	(63)	72%
Caboose Maintenance	82	275	(193)	30%
Total Caboose Expenses	524	733	(209)	71%
Community Hall Expenses				
C.H.-Cleaning	1,172	3,575	(2,403)	33%
C.H.-Equipment	209	367	(158)	57%
C.H.-General Maintenance	1,760	3,025	(1,265)	58%
C.H.-Management Fee	2,730	5,500	(2,770)	50%
C.H. - Electric	14,844	18,333	(3,489)	81%
C.H. Floors	1,499	2,100	(601)	71%
Total Community Hall Expenses	22,214	32,900	(10,686)	68%
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,210	2,900	(690)	76%
Legal Advertising	416	1,031	(615)	40%
Mayoral Reimbursement	42	458	(416)	9%
Miscellaneous	891	1,192	(301)	75%
Printing and Reproduction	144	275	(131)	52%
Total Contractual	93,519	122,296	(28,777)	76%
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	400	(400)	0%
Commodities				
Computer Supplies	0	642	(642)	0%
Copies	50	46	4	109%
License Plates	829	855	(26)	97%
Miscellaneous	0	9,167	(9,167)	0%
Miscellaneous - Commodities	213	458	(245)	47%
Office Supplies	329	458	(129)	72%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Postage and Delivery	169	458	(289)	37%
Total Commodities	1,590	12,084	(10,494)	13%
CIF Expenses				
Comm Hall Equipment	0	3,667	(3,667)	0%
Comm Hall Improvements	9,930	16,500	(6,570)	60%
FEMA - Buckley Bridge Repair	4,060	73,333	(69,273)	6%
Signage	0	1,833	(1,833)	0%
Clifton Entrance Triangle	0	1,833	(1,833)	0%
CIF-Miscellaneous	0	183,333	(183,333)	0%
CIF-Playground Impr.	0	21,542	(21,542)	0%
CIF Cable Burial Undergrnd Util	4,080	6,417	(2,337)	64%
Total CIF Expenses	18,070	308,458	(290,388)	6%
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	46,750	(46,750)	0%
Total Fed Fund-Transportation Proj	0	46,750	(46,750)	0%
SAFET-LU Grant Administrator	0	18,333	(18,333)	0%
SAFET-LU Improvements	0	73,333	(73,333)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	3			
Total Expense	<u>119,182</u>	<u>588,996</u>	<u>(469,814)</u>	<u>20%</u>
Net Ordinary Income	<u>12,527</u>	<u>(69,931)</u>	<u>82,458</u>	<u>(18%)</u>
Net Income	<u>12,527</u>	<u>(69,931)</u>	<u>82,458</u>	<u>(18%)</u>

11:24 PM
06/02/07
Cash Basis

Town of Clifton
Cash Balance Summary Report
July 2006 through May 2007

	<u>Jul '06 - May 07</u>
Checking-SunTrust	5,548.60
Investments-LGIP	316,461.81
UBS Investment	150,825.23
Total Investments - SunTrust	<u>2,496.88</u>
TOTAL	<u>475,332.52</u>

Town of Clifton, Virginia

Presentation of 6/30/06 Audited Financial Statements

To the Honorable Mayor and Members of Town Council:

Please accept this outline as my presentation of the results of our audit of the Town financial statements as of June 30, 2006.

Thank you for the opportunity to work with the Town in catching up its audited financial statements for June 30, 2003 to 2006. Following I will present highlights and my comments on the financial statements.

I. Independent Auditor's Report – Page 1

- a. The audit was performed in accordance with Generally Accepted Auditing Standards and *Government Auditing Standards*, issued by the Comptroller General of the United States.
- b. Our opinion on the financial statements is unqualified. This type of opinion is the highest level of opinion that can be rendered for an audit.
- c. GASB #34 requires a Management Discussion and Analysis as supplemental information to the financial statements. We cannot draft this document and maintain our independence necessary to do the audit. All of our municipal audits do not have the staff necessary to prepare such a document, thus we disclose in paragraph 5 that it has not been included in the statements. This approach is how we have handled this issue for all of our municipal clients and it does not impact our ability to issue an unqualified opinion on the financial statements.

II. Independent Auditor's Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit In Accordance With *Government Auditing Standards* – Page 3

- a. This report addresses our consideration of internal control over financial reporting and compliance. We do not audit internal controls or compliance, thus no opinion is expressed. We do state we noted no matters that we considered to be material weaknesses and we noted no issues of noncompliance required to be reported.
- b. The report references that we prepared a Management Letter giving our comments and suggestions as a result of our audit that do not impact our opinion.

III. Statement of Net Assets – Page 5

- a. This statement is a balance sheet for the Town on the accrual basis of accounting, which includes reporting capital assets net of depreciation just like a business does on its statements.
- b. Total assets of the Town increased by \$124,677. This increase is mainly due to an increase in fixed assets. The Town made improvements to the playground and purchased property.
- c. Total liabilities of the Town increased \$68.
- d. Net assets of the Town are up \$124,609. See the change in net assets on page 6 for further information.

IV. Statement of Activities – Page 6

- a. This statement is an income statement for the Town on the accrual basis of accounting.

- b. This format is unique to governments. The purpose of government is to provide services to the citizens, thus expenses are reported first and are offset by specific program revenues. Program revenues exceeded expenses by \$65,546 during the year.
- c. The cable franchise revenue from prior years is shown under special items to set it aside from the current year revenues. Special items are defined as unusual activities under the control of the Town.
- d. The Change in Net Assets (net income) amounted to \$124,609 for FY 06 vs. \$22,286 for FY 05. FY 06 is the first year without any HUD program revenues since we have been doing the audit.

V. Balance Sheet – Governmental Funds – Page 7

- a. This statement is a balance sheet for the Town on the modified accrual basis of accounting. Only current assets and liabilities are included, thus the capital assets on the Statement of Net Assets do not appear here.
- b. Total assets of the Town are down \$33,906, mainly due to a decrease in cash.
- c. Total liabilities of the Town are up \$68.
- d. Page 8 is a reconciliation of fund balance on this statement to total net assets on page 5.

VI. Statement of Revenues, Expenditures and Changes in Fund Balances – Page 9

- a. This statement is an income statement for the Town on the modified accrual basis of accounting. Capital assets purchased are expensed as acquired instead of being capitalized and depreciated as they are on the Statement of Activities.
- b. See Schedules 1 and 2 on pages 18 to 21 for a detail of revenues and expenditures.
- c. The net change in fund balance (net income) amounted to (\$33,974) for FY 06 vs. \$29,938 for FY 05.
- d. Page 10 is a reconciliation of the net change in fund balance on this statement to the change in net assets on page 6.

VII. Notes to Financial Statements – Pages 11 to 16

- a. The notes to the financial statements provide detail explanation of accounting policies and supporting information for some of the line items in the financial statements.

VIII. Budgetary Comparison Schedules - Page 17

- a. This schedule is required supplementary information under GASB #34.

IX. Schedule of Revenues – Budget and Actual – Page 18

- a. This schedule provides the detail of revenues in Statement 4 on page 9.

X. Schedule of Expenditures – Budget and Actual – Page 20

- a. This schedule provides the detail of expenditures in Statement 4 on page 9.

We enjoyed visiting your Town and working with Marilyn. Please let me know if there are any questions or concerns regarding the audit. I can be reached by e-mail at awco@ntelos.net or telephone at (540) 886-2341.

Anderson, White & Company, P.C.
Andrew L. Cannaday, CPA

Resolution

WHEREAS, the Town of Clifton has been requested to permit Main Street, Chapel and the Town Park to be used from 4 p.m. until 9 p.m. on Wednesday, July 4, 2007 (the "Event Day") by the Clifton Betterment Association (the "Event Sponsors") to sponsor the Annual July 4th Celebration; and

WHEREAS, the Town of Clifton has permitted the hosting of this event for a number of prior years; and

WHEREAS, the parade and the picnic in the park are a welcome addition to the activities of the Clifton community;

NOW, THEREFORE, BE IT RESOLVED BY THE CLIFTON TOWN COUNCIL AS FOLLOWS:

1. The Town hereby authorizes that portion of Main Street, Dell Avenue, Pendleton Road, Chapel Road, Water Street and School Street (the "Reserved Area") to be closed to through traffic from 4 p.m. until 4:30 p.m. and at the Town Park from 4:00 p.m. to 9 p.m. on the Event Day (the "Event Period"). In addition, amplified music in the Town Park is only allowed between the hours of 1 p.m. 5 p.m.
2. As a condition of the Town's permission granted hereby, the Event Sponsors shall be required to obtain liability insurance with coverage of not less than \$1,000,000 per occurrence, to name the Town as an additional insured on such insurance and to provide the Town written evidence of such insurance coverage.

This resolution shall be effective as of its adoption.

Resolution

WHEREAS, the Town of Clifton received an earmark (SAFETEA-LU) FUNDING- Main Street Parking and Sidewalk Improvements (Congressional Bill H.R.3 – Section 1701, Project #1627 –signed into law on August 10, 2005)

WHEREAS, Earmarks funds for specified high priority projects for FY2005-FY2009. Allocated \$200,000 to Clifton with 20% of amount (\$40,000) earmarked for each fiscal year (FY) 2005, 2006, 2007, 2008 and 2009. With the State (VDOT) match, the total funding is \$213,087.

WHEREAS, there are specific state and federal requirements and procedures that the Town of Clifton must legally comply with in order to utilize the federal funds.

WHEREAS, The Town of Clifton cannot request reimburse expenses until VDOT has received and approved a project agreement. Upon approval of this resolution, VDOT will prepare a Standard Project Administration Agreement which will be executed by the Mayor of the Town of Clifton and forwarded to the Commissioner of the Commonwealth Transportation Board (CTB) for final signature. A project narrative will be prepared as part of this agreement which will outline the scope of the project and the estimated project costs. VDOT will prepare this narrative with input from the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE CLIFTON TOWN COUNCIL AS FOLLOWS:

1. Authorize the execution of a project administration agreement, in substantial form, between VDOT and the Town of Clifton to allow the Town to administer the work for design and engineering to develop a Streetscape Master Plan for Main Street.
2. VDOT will prepare the standard agreement and will forward it to the Mayor for execution.
3. The Mayor may forward the agreement to the Town attorney for review prior to executing the agreement but is granted authority to enter into this agreement.

This resolution shall be effective as of its adoption.

CLIFTON PLANNING COMMISSION
TOWN OF CLIFTON, VIRGINIA
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the *Code of Town of Clifton, Virginia*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 5/16/07

Date Submitted to Chairman of Planning Commission: 5/16/07

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business

2. Name of Applicant: Levon Buller

3. Owner of Property: Helen Parsons & Levon Buller

4. Name of Business/Organization: _____

5. Owner of Business/Organization: _____

6. Address of Premises: 7211 Main Street

7. Tax Map Number: 0754-02-0102

8. Attach Copy of Plat for Property: ~ Plat Attached ☒

9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached

10. Zoning District of Premises:

☒ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

TO CONSTRUCT DECK

12. If Commercial, Home Business, Agricultural or Industrial:

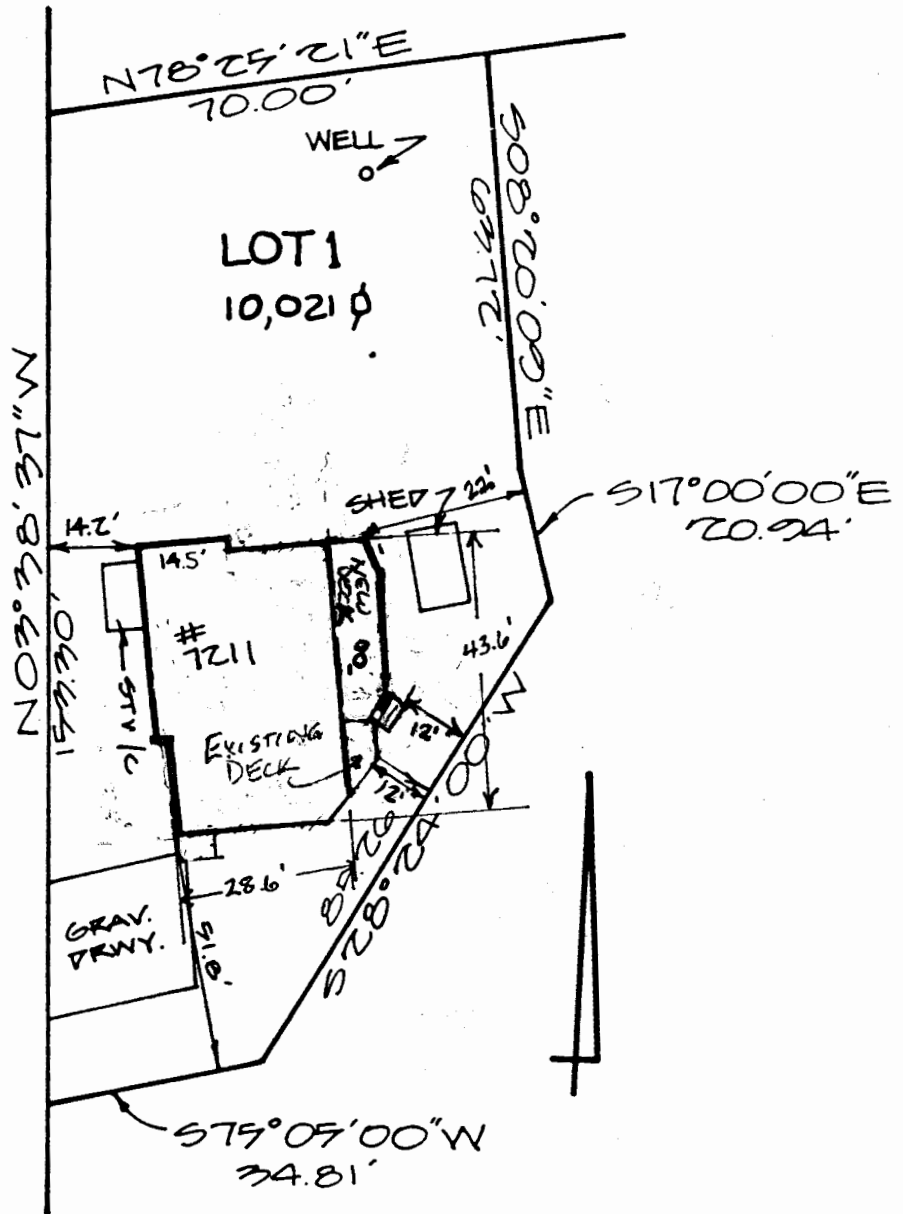
- Describe Operation: _____
- Number of Employees: _____
- Days and Hours of Operation: _____
- Number of Client Visits per Day: _____
- Square Footage of Premises: _____
- Number of Off-Street Parking Spaces Available: _____
- Number of Off-Street Parking Spaces Required: _____
- For Home Business Only, Gross Square Footage of Dwelling: _____

13. Application Fee Enclosed: \$25.00

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

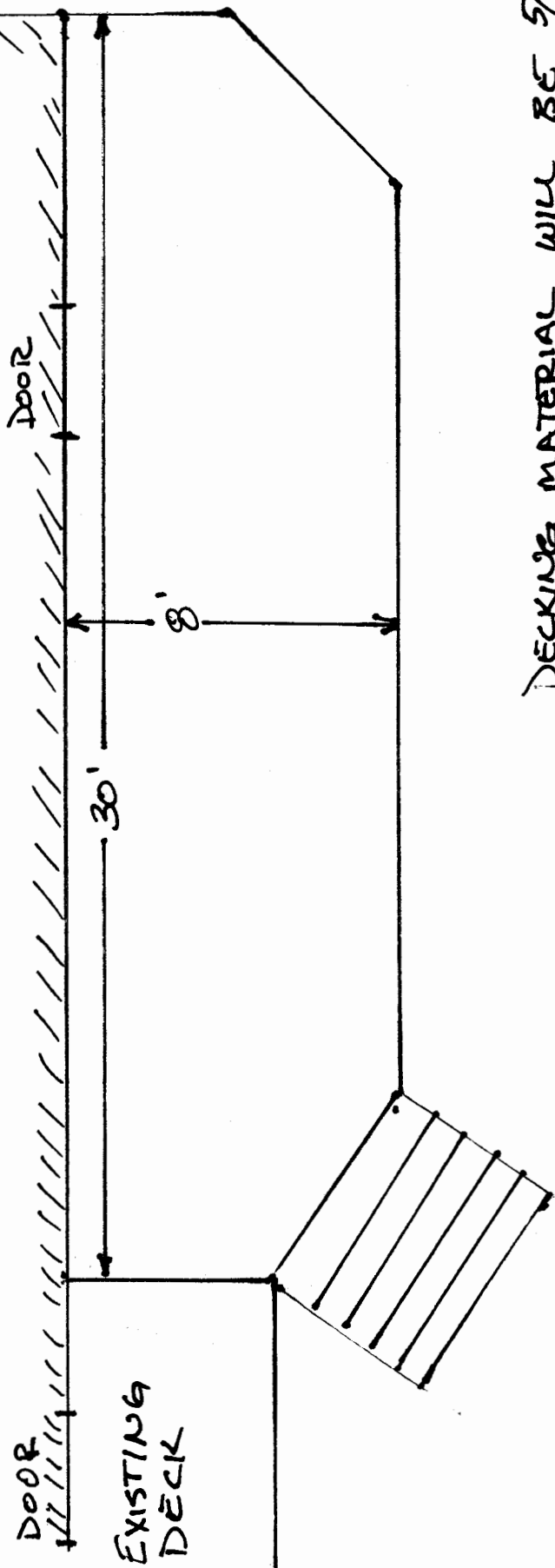
			
Signature of Applicant/Agent		Signature of Landlord/Lessor	
5/16/07			
Date Date			
PO Box 229			
Mailing Address		Mailing Address	
Clifton, Virginia		20124	
City/Town, State, Zip Code		City/Town, State, Zip Code	
703 830-3392			
Phone Number / Fax Number		Phone Number / Fax Number	
11bulla@earthlink.net			
E-Mail Address		E-Mail Address	

TESTS



PHYSICAL IMPROVEMENTS SURVEY
ON PROPERTY LOCATED AT
#7211 MAIN STREET
TOWN OF CLIFTON
FAIRFAX COUNTY, VIRGINIA

EXISTING
HOUSE



DECKING MATERIAL WILL BE 5/4 IPE.

12V DC
LIGHTS ON
STEPS

MIKE
FRI

CLIFTON PLANNING COMMISSION
TOWN OF CLIFTON, VIRGINIA
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the *Code of Town of Clifton, Virginia*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: May 12, 2007

Date Submitted to Chairman of Planning Commission: May 12, 2007

1. Type: ~ Construction ~ Non-Residential ~ Home Business N/A

2. Name of Applicant: Town of Clifton

3. Owner of Property: Town of Clifton

4. Name of Business/Organization: Town of Clifton

5. Owner of Business/Organization: Town of Clifton

6. Address of Premises: 12634, 12638, 12640 Chapel Road

7. Tax Map Number: 0754020019, 0754020020, 0754020021

8. Attach Copy of Plat for Property: ~ **Plat Attached**

9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached N/A

10. Zoning District of Premises: **Residential**

~ Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application: **Consolidation of three lots into one lot.**

12. If Commercial, Home Business, Agricultural or Industrial: N/A

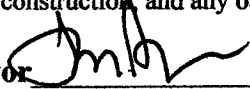

- Describe Operation: _____
- Number of Employees: _____
- Days and Hours of Operation: _____
- Number of Client Visits per Day: _____
- Square Footage of Premises: _____
- Number of Off-Street Parking Spaces Available: _____

P J Layden -- Old Town Hall Lot Consolidation 05/11/07

- Number of Off-Street Parking Spaces Required: _____
- For Home Business Only, Gross Square Footage of Dwelling: _____

13. Application Fee Enclosed: **Fee deemed paid.**

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction and any other use permit)

Mayor  Council Member 
Signature of Applicant Signature of Agent

May 12, 2007 May 12, 2007
Date Date

PO Box 309 PO Box 309
Mailing Address Mailing Address

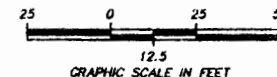
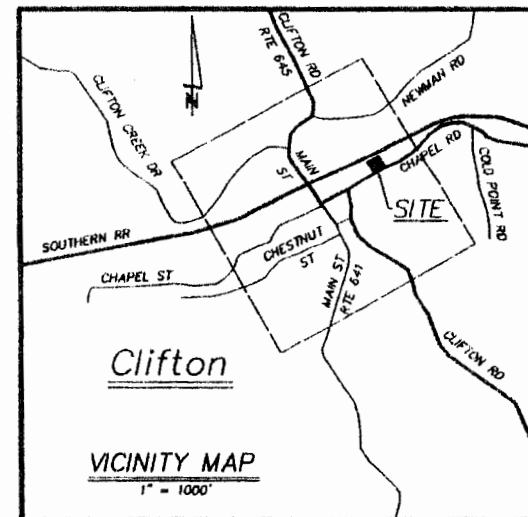
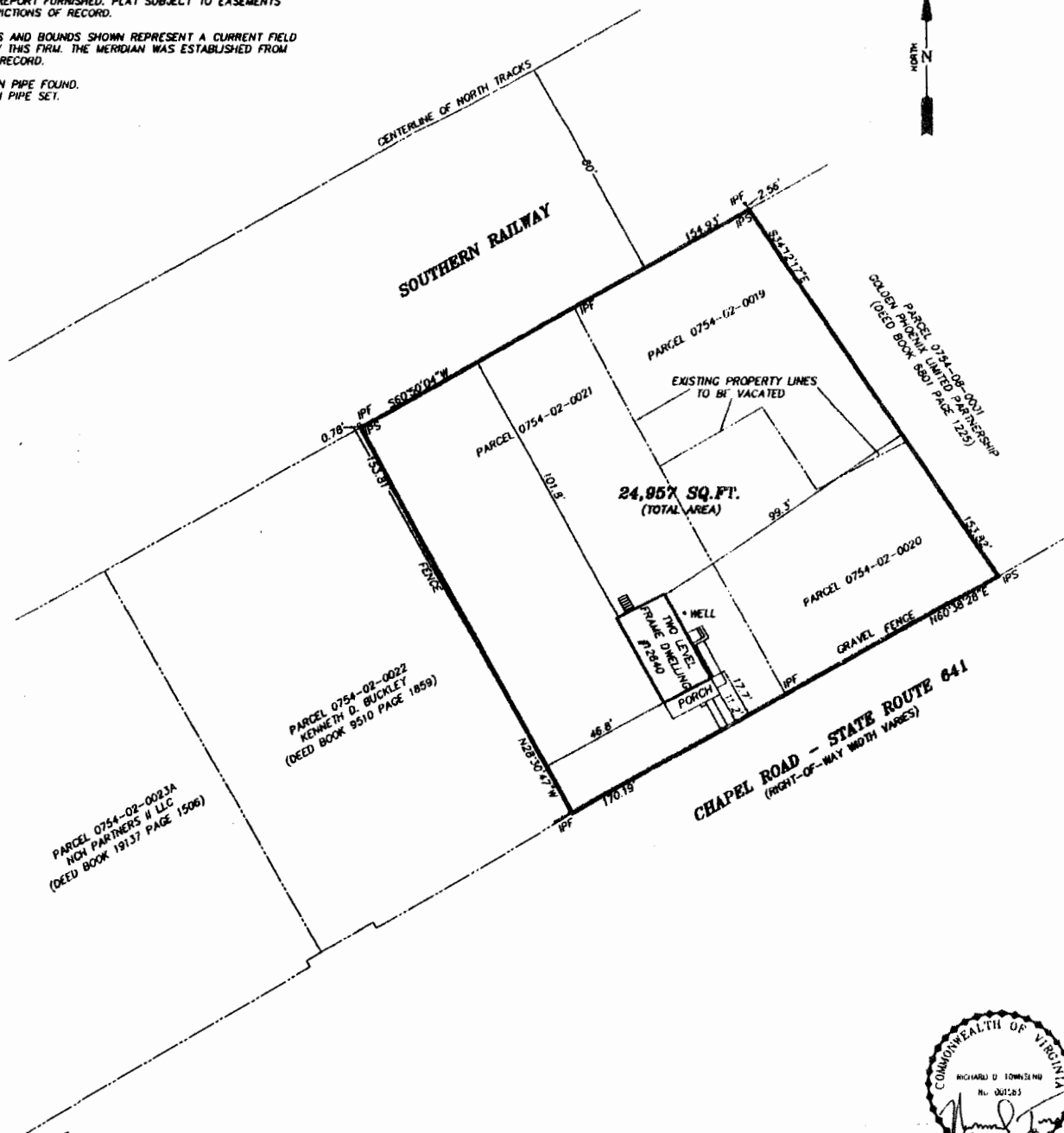
Clifton, VA 20124 Clifton, VA 20124
City/Town, State, Zip Code City/Town, State, Zip Code


703. 830.6769 703.830.2345
Phone Number / Fax Number Phone Number / Fax Number

tommypclifton@aol.com pjlayden@verizon.net
E-Mail Address E-Mail Address

NOTES:

1. NO TITLE REPORT FURNISHED. PLAT SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
2. THE METES AND BOUNDS SHOWN REPRESENT A CURRENT FIELD SURVEY BY THIS FIRM. THE MERIDIAN WAS ESTABLISHED FROM DEEDS OF RECORD.
3. IPF = IRON PIPE FOUND.
IPS = IRON PIPE SET.



BOUNDARY AND CONSOLIDATION PLAT		
ON THE PROPERTY OF		
TOWN OF CLIFTON		
(DEED BOOK 3976 PAGE 480 AND DEED BOOK 9060 PAGE 1297)		
TOWN OF CLIFTON		
FAIRFAX COUNTY, VIRGINIA		
 SCHOOLS & TOWNSEND, P.C.		
ENGINEERS • SURVEYORS		
8252 MOBBY STREET • MANASSAS, VIRGINIA 20110		
703-348-8001 • 811-2888 • FAX 703-348-8006		
DATE: MAY 1, 2007	SCALE: 1" = 25'	NO. 4-7-196
DRAWN BY: RT	CHECKED BY: DM	FB: 489 PG: 37

NOTICE TO ADJACENT PROPERTY OWNERS

Sent by Certified Mail, Return Receipt Requested

Date

Name

Address

Re: Clifton Old Town Hall Property – Lot Consolidation
Tax Map Reference Number: _0754020019,0754020020,0754020021

Dear ---

This is to notify you that a proposed lot consolidation plat, entitled Town of Clifton, has been submitted to the Town of Clifton Planning Commission. The proposed lot consolidation plat may be reviewed by contacting the Secretary of the Planning Commission c/o Kathy Baber by phone 703-591-2323 or by email khk@baberkal.com. A hearing will be held on Tuesday, May 29, 2007 at 7:30 pm in the Clifton Town Meeting Hall at 12641 Chapel Road for the purposes of obtaining public comment and input.

Sincerely,

Kathleen L. Barton
Town Clerk

PJL 05/15/07

ARTICLE 15

RESERVED

ARTICLE 16

RESUBDIVISIONS AND BOUNDARY LINE ADJUSTMENTS, CONSOLIDATION OF LOTS

Sec.10-57.GENERAL PROVISIONS - RESUBDIVISIONS AND BOUNDARY LINE ADJUSTMENTS

Boundary line adjustments are considered subdivisions and applications for such are subject to the provisions of this Ordinance. However, where the Commission finds that there may be no need for public improvements, an expedited review process may be permitted. When the Commission deems that the advice of a consultant is necessary for application review, the cost to the applicant shall be as is set forth in section 10-26 and section 10-58.b of this Ordinance. In the event that a boundary line adjustment involves parcels of land owned by different property owners, each property owner must make application under this section and pay any required fees or costs.

A proposed boundary line adjustment must meet the following minimum requirements:

- a. No lot or parcel is made nonconforming as to required size or width nor is public street frontage reduced below minimum allowed standards for any parcel.
- b. No new streets are proposed, nor will new streets be needed to provide future access to the parcels or lots if developed.
- c. No boundary line adjustment may result in more than one reduction or increase in the lot area or width of any parcel or lot.
- d. No boundary line adjustment may result in a lot size increase of more than 25 percent of the lot to be increased.
- e. No boundary line adjustment shall make any existing nonconforming lot any more nonconforming.

Sec.10-58. GENERAL PROVISIONS - CONSOLIDATION OF LOTS

- a. Consolidation of lots requires review and approval by the Planning Commission. *
- b. The consolidation of lots shall not be allowed in the event that the lots to be consolidated are of different zoning classifications.
- c. If an application for consolidation of lots is approved, the newly consolidated lot shall be duly recorded in the land records of Fairfax County.

Sec.10-59.PROCEDURE FOR BOUNDARY LINE ADJUSTMENTS AND CONSOLIDATION OF LOTS

- a. A request for a boundary line adjustment, or a consolidation of lots shall be submitted as an application to the Secretary of the Planning Commission fifteen (15) days prior to the Planning Commission hearing date. The number of such copies shall be as set forth in the Commission's administrative procedures. The request will state the reason for the boundary line adjustment or the consolidation of lots and will state that the provisions of section 10-57 or 10-58, as applicable of the Subdivision Ordinance have been met. A certified plat drawn no smaller than at a scale of fifty (50) feet to the inch and showing the location of all existing structures and existing and proposed boundary lines together with setbacks to existing buildings shall be submitted as part of the application. Notice shall be provided to property owners in the area as required by section 10-27 of this Ordinance.

- b. The initial review and inspection fee deposit for an application to adjust an existing boundary line shall be \$150.00. The subdivider shall be responsible for those costs incurred by the Planning Commission or its consulting engineer in the examination of the application. The review fee for a lot consolidation shall be \$150.00.
- c. If existing or proposed building sites are involved in the case of a boundary line adjustment, approval of the plat by the County Health Department will be required prior to approval by the Planning Commission.
- d. The Commission may require construction of street widening, dedication of right of way, easements and construction for storm drainage, walks, trails, and other public uses, and may impose other appropriate restrictions or requirements on the plat.
- e. ~~X~~ A determination will be made by the Planning Commission within sixty (60) days that the proposed boundary line adjustment or consolidation of lots meets the minimum standards outlined and the application may be approved or denied. ~~X~~
If the application is denied in the case of a boundary line adjustment, an application for subdivision of the parcels in questions may be filed.

PLANNING COMMISSION:

KATHY KALINOWSKI (01-04-09), CHAIRPERSON
LANE JOHNSTON (TC REP) (06-30-08)
JUDY MCNAMARA (06-30-07)
RICHARD KING (06-30-07)
MICHELLE STEIN (06-01-08)
PATRICK PLINE (02-01-09)
ROB CLARK (04-05-09)
SUSAN YANTIS (06-06-10)
MARILYN STONEY (06-06-10)
MAC ARNOLD (07-11-10)
LEV BULLER (07-11-10)

Donation Report

Submitted to Town Council by Trish Robertson

Date: June 5, 2007

Earth Day Event April 22, 2007 – Proceeds for Landscaping Fund

\$20 per Get Clean kit sold at Earth Day Event

1 sold

20

Total Donation

\$20

Community Yard Sale April 28, 2007 – Proceeds for Playground Fund

Revenue

Rentals

525

Donations/tshirt sales

108

Expenses *

Washington Post ad

-78

Total Donation to Playground Fund

\$ 555.00

* Additional Expenses donated by Trish Robertson:
color flyers (50), poster board signs (12), helium
balloons (24), banners (2), plastic table cloths, yard
sale stickers (2 pkgs)



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 REALTORS®

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 at Pueblo Mall until 6:00 p.m.
 545-6110
 www.PuebloOpenHomes.com

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 Pueblo Mall • 545-6110
 Visit us now at www.jones-healy.com
 & www.JonesHealyOpenHomes.com

OPEN HOUSE 1:30 - 4:00



4805 CEDARWEED \$499,900
 Custom built rancher. Full finished bsmt. - 5 BR, 5 BA, 3 Car finished garage. Beautiful home complete from granite countertops throughout, stainless steel appliances, gas log fireplaces, maple cupboards, cherry hardwood floors, surround system. Trex Deck.

Open House 11:00 - 1:00

1406 BONFORTE \$83,500
 Belmont Park Condo. Great condition & location. Ranch style, 2 BR, all appliances included, close to schools & shopping. Stop By!

Barb Ferrero, 250-6898

OPEN HOUSE 1:00 - 2:30



1775 HARLOW \$235,000
 Beautiful! 1.22 acre 4+ BR, 2 BA, 3 Car, gorgeous yard & deck, all fenced. Call to see!

Major Price Reductions!!

618 ROGERS, P.W. \$142,500, Rancher + finished basement, 4 BR, 3 BA, 2 car.

1014 E. 12TH, \$72,500. Completely redone, 3 BR, 1 BA, 1 car, new inside, bring offer.

1722 BRIMMER, \$71,500, Great room for expansion. Low maint. siding, all appliances inc.

Barb Ferrero, 250-6898



28473 SOUTH RD. \$199,900

St. Charles Mesa, the perfect family home, 4-level, 4 BR, 3 BA, big family room. All new carpet, paint, wood & laminate floors. Appliances included. 3 Car det. gar.

1138 PINE STREET \$72,000
 Can I get an Amen! This 2 BR, 1 BA, 1038 Sq. Ft. home is right next to a church! Amen!

www.greatpueblohomes.com

Ray Catulli, 250-2265



27234 HILLSIDE RD. \$179,900
 Mesa Make Over! Free new appliances! New carpet, new roof, new doors, new windows! 5 BR, 3 BA, fireplace/living room.



1431 27 3/4 Lane - \$185,000

Your new horse property. 5 bedrooms/2 baths, outbuilding, room to grow!

Ray Catulli, 250-2265

Office Building



501 QUINCY \$290,000
 For Sale - 2960 square foot office building - owner will lease back half.

Dan Molello, 671-2905

OPEN HOUSE 1:00 - 3:00



1484 W. INDIAN BEND, P.W. \$200,000
 Must See! Hardwood floors thru out this 1828 sq. ft. home. 3 BR + office or formal dining. Split master w/5 pc bath. Upgraded cherry cabinets. On landscaped 1.36 acres. 2 sheds. Off Avenida del Oro, near Shriner's Club.

1245 N. MARWYCK, P.W. \$169,900
 New Rancher of 1446 sq. ft. + full unf. bsmt. Lots of tile. on acre..

2200 E. 7TH STREET \$39,900
 2 BR, 1 BA home built in 1954. New furnace, newer electrical & roof. Cheaper than renting!

Judy Stadler, 406-4663

RIVERVIEW @ UNION LOFTS



102 S. UNION
 New this year to the Grandest part of the Riverwalk. Elegant loft/condo living. Only 10 units being offered. Overlook the River & City Hall on your private veranda. Call for more information.

Raylene, 250-7947

RENTALS

4 rentals on 3 properties! \$150,000

All month-to-month leases at below market rents. Great potential for cash flow!

1169 E. SAPINERO DR \$35,000

2.8 acre horse property, easy access, north of 50.

Mickey Paulson, 406-5590



2222 NORMAN LN \$210,000
 Set in on Pueblo's growing rental market in this southside 4 plex. 3-2 BR, 1-1 BR, updated and fully rented. Out of town landlord wants a rental closer to home. Suzie Anton, 542-7301

9 BAYBRIDGE \$194,500
 2 story Belmont home near the University. 4 BR, 3 BA, very big rooms. Main level family room with fireplace. Suzie Anton, 542-7301

2421 LOWELL \$124,500
 3 bedroom, 2 bath, 2 car attached garage. Very well maintained. Only 2 yrs old. Landscaped with 6' fence around the patio. Bob Cochran, 251-2211 or 543-0525

1296 W. AVENIDA DEL ORO \$219,900
 5 BR, 2 BA, family room, fireplace in the living room, hardwood floors, 2 car garage & carport. RV parking. Great park like landscape. Covered deck, great view. Finished basement. Bob Cochran, 251-2211 or 543-0525

BUYERS/INVESTORS



2723 6TH AVE. \$103,900
 New listing! Ready to move into. 3 BR, 1 BA, 22x18 sunroom, new carpet, paint, landscaping. This home has a lot of charm.

1593 BRONCO \$220,000
 Price Reduced! Great Mesa Property, 4 level, 4 BR, 2 BA, 3 separate garages, mature landscaping featuring a fish pond and water fountain. Make you move to the Mesa.

1003 17TH ST. \$74,900
 Cute Cute! 2 BR, 1 BA, 1 car garage, hardwood floors. Must see. New plumbing, newer appliances including washer & dryer, newer roof & furnace. You can't beat this one!

www.pueblohome4sale.com

Donna Provinzano, 251-1192



410 COLLINS \$122,900
 Immaculate 1302 sq. ft. 2 BR, 1 BA, 1 Car blond brick ranch home in quiet street next to City Park! Great Area, Great Home!

4051 PEAKVIEW \$138,900
 What a deal! 2338 sq. ft., 4 BR, 2 BA, 2 Car, 4 level w/beautiful views of Greenhorn in back and backs up to the park. Call to see all the great amenities!

Laura Sperry, 250-1976



79 HANSON LANE \$112,000
 Just like new!! Everything re-done, new carpet, paint, texture, trim, laminate flooring, tile, bathroom fixtures, interior and exterior doors, screens, garage door, countertops, appliances, landscaping. Don't miss this great home!

110 E. 12TH \$80,000
 Well cared for ranch style home on east side. Hardwood floors throughout. Includes all appliances. Clean and Cute!

8876 PINE DRIVE, BEULAH \$639,000
 Beautifully unique Beulah property! sits on 11.22 acres, large rock and wrought iron fence along front and side of property. Paved driveway, workshop, children's playhouse, livestock enclosure. Fully fenced.

Gena Alfonso, 671-0929



1604 RICE \$150,000

The front porch is just right for a porch swing. This house sits on an oversized lot. 3 BR, 2 BA, beautiful hardwood floors.



1641 CEDAR \$89,000

2 BR, 1 BA, huge eat-in kitchen, oversized 2 car garage with work bench, fenced yard with rose bushes and dog run.

Suzanne Morgan, 406-5568

Elizabeth "Lisa" Bailey
 Broker Associate
 Jones Healy Realtors

home in the Westcliffe area, log sided and only one year old. If you want to live there or just get-away for the weekend, you'll want to look at this property. Sets on 5.6 acres, south of Westcliffe in the Cuerna Verde subdivision. To take a look at it: go to www.mamajoesgetaway.com. All the information is there 719-671-6774

64

Office Space

2648 Santa Fe Drive. 520, 1120, 1736 sq.ft. 543-5592.

360- 16,000 sq.ft. Various locations. SOUTHWEST BROKERAGE CORP., 545-0461.

427 & 429 Colorado. Ideal for professionals. Recently remodeled. Extensive wiring and plumbing including CAT-5. 544-0178, 564-7605, 252-6750

Large office: excellent for a group, 6 private offices, reception area, conference room, northside, 544-3533.

Treasure Island Center

Northern & Prairie
High visibility/ traffic
EXCELLENT SPACE
1000 sq. ft.
Call ONLY Doug Ring
ERA Werner Realty
545-9734

OFFICE SPACE

The New Thatcher Building has a few great offices available. Come see the #1 professional building in town.
Call Gino Carleo, Broker,
Sound Venture Realty, Inc.
542-1991

University area, great offices, 1000 to 6000 sq.ft. in the University Professional and medical building. Large open areas, great views, great parking. Incentives!

Dan Molello, 545-8181
Jones-Healy.com

63

Income/Commercial Property

1,200- 20,000 sq.ft. Hwy. 50, Downtown, Pueblo West, SOUTHWEST BROKERAGE CORP., 545-0461.

An Affordable Retirement Community



MOVE-IN SPECIAL: 1/2 MONTH FREE RENT!
(EFFECTIVE APRIL 1, 2007)

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e-mail: azteca@azulink.com
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CONVENIENTLY LOCATED NEAR BELMONT SHOPPING CENTER

Prime Location, Storefront,
723 Main St. Canon City.
3000 sq ft. 209-996-9933

65

Building Lots

265 Parkridge Dr., Pueblo West. Corner lot, 1.55 acres. \$28,000. (719) 6471479 or (719) 369-4029

Great lots with beautiful views on bluffs overlooking river. Buried utilities, paved streets, 1/2 acre to 11 acres. Santa Fe Avenue, north on 35th Lane to end.
Susan McCarthy, 250-1809
Coldwell Banker Partners

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HYDE PARK GARDENS
25 Lots Available
\$13,000 to \$29,000
Call Lionel 544-8076, Ext. 106

Liberty Point lot, 1 acre. \$24,000. 964 S. Purcell Blvd. 719-544-6608
www.yourhome.mysite.com

Prestigious Eagleview, upscale neighborhood, northside, off Outlook, \$53,500-\$55,500. 545-3184.

Pueblo West, 1 acre, 1184 Gold Rush Lane, \$19,000. 647-2484

Residential Lots Available Now, El Camino, Eagle Ridge, Pueblo West. 248-9248

Residential lots. North.
Hallmark Realty, 564-0260.

66

Manufactured Homes

MOVE IN TODAY!
Adult only Seniors Community.
1 Month FREE RENT. Call 719-214-0348, 719-564-1352

Three bedroom, 2 bath, 1560 sq. ft. Landscaped, fireplace. Drive by at 6 Norwich Circle. Call, 566-8245

Huge 1 Bedrooms, \$375
Close to CSU-Pueblo
Call Rosalie Goff,
545-8181
Jones- Healy, Inc.

1 & 2 bedrooms
Briarwood Apartments
Ideal Management, 566-1010

1 bedroom from \$350.
2-3 bedroom from \$515.
Carlsson Real Estate
543-2080

1 bedroom, \$275- \$350, \$150 deposit, southside, no pets. 1-800-274-4143.

1 bedroom, clean, quiet building. 219 Broadway. \$450./ \$300. No pets or smokers. 251-5727, 564-3379

1 bedroom, southside, water/ trash paid, \$410 plus deposit. Mike, 566-1010.

1 bedroom, spacious, water/ trash/ electric paid, 713 W. 10th, 948-4913

1 bedrooms, \$360 and \$385
•1403 West
•1016 E. 6th
No pets/ smokers, 545-9403

1 room efficiency, \$325/ \$150, utilities included, Eastside. 778-5202

★ 1, 2 & 3 Beds ★
Ideal Mgmt, 566-1010

1021 RUPPEL
2-3 bedrooms, washer/dryer hookups, no pets, 371-3362.

111 Broadway, studio, \$385/month all utilities included, no smoking/ pets, 583-2604.

1317 Stone. Southside, 2 bedrooms, 4-plex, 544-0270.

•138 Cokedale - 2/1.5/1, \$600.
•410 Coral Dr - 2/2/2, \$775.
•956 Honeysuckle - 3/2/2, \$825.
Judy Bruestle, 671-4890
Brenda Walters, 240-8077
www.judybruestle.com
Coldwell Banker Partners

2 bedroom, 1 bath, 1 car garage, northside. \$600/ \$500, 404-0130

2 bedroom, large, great. \$525/ \$300, 568-0634

2 bedroom, near PCC, \$450, 749 W. Abriendo. 671-5315.

2 Bedroom, No Deposit
Fountain Gardens,
546-1170

2 bedroom, south, no pets, \$525, \$300 deposit, 564-5500.

NOW RENTING

2 bedroom, 1 bath, Belmont area. \$500, 252-3107

2 bedrooms, southside, nice, water/ trash/ heat/ cable included. 545-2342.

3 bedroom, 2 bath, townhomes, newly remodeled. 2206 E. 14th, \$595/ \$500, NO pets. 214-3733

3 bedroom, all utilities paid. Central air. \$575./ \$450. 404-0130

THE RIGHT PRICE!

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Homes From The \$130's!)

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Northern Ave. Right on Siena Dr. Left on Stone
Pine Dr. Right on Red Cedar Ct. Model on right.
561-2960 • Open daily 10-6



Homes From The \$120's.
From I-25, go West on
Hwy. 50 to Ridge Dr. Right
on Ridge Dr. Left on Settlers.
Left on Longhorn. Model will
be on right. 544-1530

Open daily 10-6



Warranted & Guaranteed!



Easy Financing Programs!

Outstanding Value!



Exciting & Unique Floor Plans!

Are you wanting to move soon?

Why settle for an older used home when you can have a brand new quality built home at a great price!

Starting
from the low
\$100's

Visit our open houses for information on our newly completed, quality built homes. We will have several brand new homes ready for immediate move-in!

675 Bow Mar	Pueblo West	\$ 137,900	3 Bedroom, 2 Bath, 2 Car Garage
401 Larchmont	Pueblo West	\$ 138,900	3 / 2 / 2, Unfinished Basement
3929 Pronghorn Ln	SouthPointe	\$ 169,900	3 / 2 / 2, Unfinished Basement
3942 Bison Ln	SouthPointe	\$ 171,900	3 / 2 / 2-Car Garage (Oversized)
568 N Boyero	Pueblo West	\$ 171,900	3 / 2 / 3 Acreage & Paved Street
947 Moccasin	Pueblo West	\$ 189,900	4 / 2 / 3 Acreage, Great Views
587 N McCulloch	Pueblo West	\$ 199,900	4 / 2 / 3 Acreage, Fin. Bsmt, Paved Str.

100% Financing Programs Available

Come See For Yourself
OPEN HOUSES

Pueblo West
604 S. Purcell Blvd.
240-3090

Directions:
Hwy 50 West.
turn S. on Purcell
Open Today 10-5
or anytime by appointment

SouthPointe
3929 Pronghorn Lane
240-0636

Directions:
Pueblo Blvd.
South on Vinewood
Right on Pronghorn
Open this weekend by
appointment only

Maintenance-FREE Living

478 Soaring Eagle Drive
Beautiful Pueblo West townhome located next to Desert Hawk Golf Course. This new home features 2 bedrooms, 2 baths, a 2-car garage and a full unfinished basement. Great location with spectacular views.

ONLY \$ 169,900

Buying a
Brand New
Quality Built
Home
has never been
Easier!

Hartland Homes

Real Homes for Real People.

240-3090

hartland-homes.com

1000191

**Buckley Bridge
Restoration Project
FEMA –FIPS # 059-17376-00**

Monthly Report –June 5, 2007

MAY	COMPLETED
1	Received - Proposal for inspections, Patton Harris Rust, J. Dvergeres P.E.
2	On site - Soil sample taken at new abutment, J. Dvergeres P.E.
9	Received - Abutment design drawing, Tony Beale P.E.
10	Received - Topographical Survey, Ron Rice P.E.
10	Received - Erosion Control Plan, Ron Rice P.E.
10	Sent - Permit Requirements to VAMRC, DEQ, Wetland
14	Submitted - Fairfax County Building Permit Application, P# 71340246
14	Submitted - Fairfax County Site Plan information
19	Received - Soil testing, analysis, report , J. Dvergeres P.E.
23	Requested - Recertification of Bridge Design drawings, J. Hricko
25	Requested - Waiver of fees for Building and Site Plan permits (\$1000.00)

JUNE	SCHEDULED
1 thru 15	Obtain :
	Recertification of Bridge Design drawings, J. Hricko
	Decision on waiver of permit fees, Fairfax County
	Submit Building Plan documents for review, approval and issue of permit
	Submit Site Plan documents for review, approval and issue of permit
	Final draft of ITB to Council for review
15	Post ITB, due 07/09/07 @4pm. (3 weeks from post date)

MINUTES
CLIFTON TOWN COUNCIL MEETING

Wednesday, May 10, 2007

12744 Chapel Road

Clifton, VA 20124

Council Members

Present: Tom Peterson, Lane Johnson, Michael Anton and Wayne Nickum

Absent: Pat Layden and Chuck Rusnek

1. Clifton Caboose 5K Race

The discussion on the resolution of the Clifton 5K on June 9, 27 began at 8:14 p.m. The resolution was presented by Mike Anton and passed around a separate document with the specifics of the event. It was discussed that every event that requires the use of Town property should follow the same template.

Motion

Tom Peterson made a Motion to accept the resolution and Wayne Nickum seconded the Motion.

Motion passed unanimously.

2. FY2008 Town Budget

Discussed the need to create a "Plan C" version of the Fiscal Year 2008 Town Budget. This would be a worst-case scenario version of the budget and incorporated comments made during the Public Hearing from the previous week. Reviewed budgetary line items including as a restaurant meals tax, BPOL/Occupancy Tax, Haunted Trail, reimbursements to cover Planning Commission expenses, Wine Festival and website hosting.

Motion

Wayne Nickum made a motion to consider Version C of the proposed budget at our June 1, 2007 Town Council meeting and was seconded by Tom Peterson.

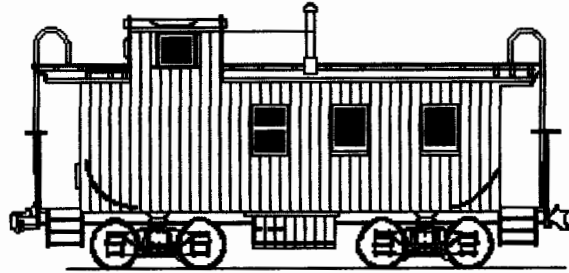
Motion passed unanimously.

3. Adjournment

Motion

Mike Anton made a Motion to adjourn the meeting at 9:35 p.m. and Wayne Nickum seconded the Motion

Motion passed, unanimously.



**CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, May 1, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Public Hearing – Budget proposal FYE 0608

The Public Hearing was called to order by Lane Johnston at 7:30 pm. Wayne Nickum asked if there were any public comments on behalf of the businesses in Town. Kathy Kalinowski spoke up first. She believed that concerning public hearings, before taxes were levied, the process of sending letters to all the households asking to participate in the public hearings should be repeated, or use a survey perhaps. Wayne Nickum pointed out that there was a survey that was put out, concerning the cigarette tax, lists etc. Kathy Kalinowski then stated that the previous survey is now out of date, and that all the possibilities should be gone through and considered. She was in favor of an additional real state tax. Lane Johnson mentioned the topic of the meal tax. Judy McNamara, on behalf of the Clifton Store and A Flower Blooms, expressed her opposition, stating that as with the cigarette tax, customers decided to buy cigarettes elsewhere, which is bad for business. "This is bad enough", Judy continued, "and now there is a meals tax?" She believed that there will not be anyone coming to the Town because they will be penalized for doing so by having to pay taxes. Chuck Rusnak pointed out that the restaurants in Town don't make one million dollars, and this is why the Finance Committee proposed 4% Meals tax was lowered to 2%. Jeff Stein pointed out that if the tax was levied, by then everyone would know what the Meals Tax had brought in. Kathy Kalinowski supported being able to vote on the Meals Tax before it's set into motion. Jeff Stein asked if the Meals Tax included beverages. Tom Peterson said no, he didn't think so. Tom Peterson believed the best thing to do was to gather a recommendation from the public and to see if an aggregate figure could be established for a true number. Wayne Nickum added that if there was a previously prepared report by the Treasurer that reported the BPOL divided into categories available, such document may be available under the Freedom of Information Act if not prohibited under the Va Privacy Act (specifically tax information). There is no requirement under FOIA to create a document. Wayne Nickum continued that the retail BPOL category covers all the businesses, including the restaurants. Lane Johnston raised again the survey that was used 4 years ago. Tom Peterson agreed that updating the survey was something that should be taken into consideration.

Cory Harlow, on behalf of the Heart In Hand, stated that competing with other businesses was hard enough without having to add another tax on top of everything. Cory Harlow believed that the town needed to spend money to bring in revenue, not tax. Tom Peterson responded, saying that the Finance Committee had come up with ways to generate revenue. If one way of raising money was not acceptable to the businesses in Town, he continued, some ideas were needed on how this could be done. So far, not many ideas have been offered. Judy McNamara stated that the Meals Tax was only going to hurt Town businesses, and that there were plenty of other options. Chuck Rusnak asked if there were any suggestions. Cory Harlow stated some of the facilities around Town - the courtyard, for example - are used for certain events. Cory Harlow

added it was usually very hard to find someone to organize such events.

Judy McNamara stated to the Town Council that they were subsidizing the Community Hall by taxes the Town's businesses. Chuck Rusnak responded that it would be unfair to accuse the Town of penalizing the businesses with the Meals Tax. He added that the Town had already considered the businesses' situation, and that is why they lowered the percent from 4% to 2%. Judy McNamara and Kathy Kalinowski both believed that there must be other ideas than the Meals Tax. Kathy Kalinowski reminded the Council about the idea of doing a survey. Tom Peterson agreed with conducting a town survey to see what people think about the Meals Tax.

Brant Baber explained that the Town needs regular revenue - there were events that the Town hosts, such as the Wine Festival, the Haunted Trail, etc., however the outcome of revenue for each of these events was most always fluctuating, and unknown. Tom Peterson reiterated the need for a town survey. Mike Anton contributed that the updated survey can be publicized. He added that the comments were very adamant about the Meals Tax and that this should be communicated. Tom Peterson volunteered to update the survey and asked if there was anyone willing to help him. He added that the survey would not only cover financial issues, but also the direction of the Town. Chuck Rusnak supported the idea, however he suggested that the survey have no bearing on the budget - the Special Meeting still needed to take place, and the budget still needed to be sent out in the following 7 days. Also, if a Meals Tax is not set in motion as of the next month, Chuck Rusnak suggested the Town find other sources of revenue or reduce expenses. Jason Mitchell brought up once again the Meals Tax - advising that perhaps it was just the immanent threat of the Meals Tax that was hard to get through. Recently businesses have been sold, businesses have been opened, so as it were Jason Mitchell disagreed with setting up a Meals Tax at the present time. Jason Mitchell then suggested an official date be set for the Meals Tax to begin, January 2008 was his example, so that the Meals Tax does not appear to be such of a threat to Town business. Besides, Jason Mitchell added, a Meals Tax could not be added to the budget this early; it could not even be implemented this soon. Jason Mitchell believes that aggregate data from the Treasurer should be received about the businesses, such as what numbers the businesses are making.

Michelle Stein pointed out that if the budget was passed, thousands of dollars were also being passed in expenses that would not be covered in that tax. Kathy Kalinowski questioned whether the Council looked at the idea of cutting expenses. Kathy Kalinowski believed that if the Town is going to be short on revenue, some expenses need to be cut. Judy McNamara added that the Town Hall needs to be marketed! Kathy Kalinowski stated that if the Town Council was not going to vote concerning the Meals Tax that night, there would be a loss in revenue and if the Town Council wishes to have a balanced budget, expenses need to be cut.

Chris Spina suggested looking into the idea of putting \$12,000 a year into the maintenance of the Town Hall as a recurring revenue stream. Tom Peterson explained that he had met with Elaine McConnell who warned not to expect any money from the County to go towards Clifton.

Steve Effros brought up a concern with the numbers in the Budget. Wayne Nickum responded that the formulas had indeed been verified and the Budget had been reviewed by multiple people. Steve Effros suggested the Town Council take another look at the Budget if time is available.

Jeff Stein reminded the Town Council that the Town can only pay for what can be afforded. He pointed out that there were a lot of items present in the Budget, and he was not sure whether the projections were prudent. Jeff Stein continued that, in light of the speculative nature of the Town's income, he hoped that the Town Council would go back to the drawing board and report what is really needed, plus what the Town would like if the Town has the revenue. Wayne Nickum asked if Jeff Stein could be more specific: did he mean projections for the Wine Festival and the Meals Tax? Jeff Stein responded yes, and added that the Haunted Trail was and is always questionable, as the outcome of the event - concerning revenue - was always unknown. Jeff Stein pointed out that the Budget had been based on the Haunted Trail incomes before and expressed concern with the rapid growth of 50% in expenses. Jeff Stein informed the Town Council that it was his belief that the Town Clerk and Treasurer jobs should not take any more than 40 hours total. He pointed out as an example that the salary of the Town Clerk was raised and continued that

the Town also funded all of the committees. He stated the Town shouldn't spend money it doesn't have.

Steve Effros asked about the other contractual expenses listed on the Budget. Wayne Nickum responded that these contractual expenses were projected for unexpected costs. The Town Council may use this budget list item in case of an emergency situation.

Donna Netschert pointed out that the Town of Clifton used to live on volunteers. People should be paid to do things that volunteers don't want to do - cleaning up the Town, for example. The Town these days doesn't get any volunteers. She continued to add that every month they need to get a volunteer to do the labor, in order to make money, to pay for the committees. Tom Peterson suggested that the Welcoming Sunshine Committee hold a fundraiser to raise the money that us needed. Lynne Garvy Wark proposed replacing the barrels around Ayre Square and asked how much money is allowed to be spent. She didn't want to spend money if the Town can't afford it. After long discussion, a double entry was corrected in the Budget.

Motion: Wayne Nickum moved for the closing of the Public Hearing. Tom Peterson seconded the motion and it was passed unanimously.

The regular Town Council Meeting was called to order at 9:10 p.m.

Order of business

Reading of the Minutes- Motion: Wayne Nickum moved to approve the Minutes for the April 3, 2007 Town Council Meeting and for the Thursday, April 12, 2007 Special Meeting. Pat Layden seconded the motion to approve the regular Town Council Meeting Minutes and the motion passed. Tom Peterson seconded the motion to approve the April 12 Special Meeting Minutes and the motion was approved. Chuck Rusnak abstained from both motions.

Report of the Treasurer (Marilyn Barton, Town Treasurer)- Marilyn Barton presented the Financial Reports for the period ended April 30, 2007 with the following highlights:

- Cash balances on April 30 totaled \$484,699.89.
- Year to date revenues of \$125,882, expenses of \$106,601 for a net income of \$19,281.
- Net revenue adjustment was noted for the FEMA Grant received in advance of expenditure in the amount of \$28,483, leaving an adjusted net loss of (9,202).
- The Town received a refund from NoVec in the amount of \$735.79 for the Community Hall.
- Other Income was adjusted to correct the Planning Commission charge to Marcus Silva to \$800. An additional \$400 was requested as reimbursement from Mr. Silva for WG Associates review of the proposed swimming pool.
- The Fire Program Funds were passed through to the Fairfax County Fire Department.

Motion: After further discussion, a motion to approve the Treasurer's Report as submitted was made, seconded and approved.

Reading of Communication- Tom Peterson reported that he sent out an e-mail to the Town requesting ideas on the Town's future direction. He received about five e-mail responses altogether, announcing that 3 out of 5 of the responses requested a Clifton Town Pub. Two of the respondents suggested something be done to improve businesses in Town. Lastly, Tom Peterson informed the Town Council of a resident of Chestnut St. that had e-mailed him about possibly doing something with some of the Town residents' properties. Tom suggested approaching the idea in supportive, helpful way. Lane Johnston requested that the approach to Clifton residents be confidential, polite and general in nature, as topics such as appearance can become rather uncomfortable between neighbors. Wayne Nickum suggested sending a letter, yet not mentioning any specific names. Tom Peterson contributed to this idea by providing that a letter be sent out to everyone in Town and offer to help in any way. The Town Council seemed to be in agreement.

Citizens' remarks- Michelle Stein stood up and addressed the Town Council, asking if a motion

would like to be made concerning the 5-K Caboose Race taking place on June 9th, 2007. Wayne Nickum responded that if the Town Park is planned on being used for this event, the Town Council should be in agreement about the format of the event and suggested that the same format as the Car Show be applied. Tom Peterson agreed that the format used for the Car Show was a good policy. Wayne Nickum mentioned about the Kids' Festival coming up. Michelle Stein replied that it was scheduled for the same time as the Wine Festival, so the Kids' Festival will be rescheduled later on in the year. Lynne Garvy Wark reminded all present that Clifton Cleanup Day was the upcoming Saturday, May 5th, 2007. The goal is to clean up the Triangle, get rid of those weeds! Tom Peterson noted Mary Hampshire would be leading the event. Lynne Wark then explained that a historic marker was made to honor a woman named Kate Barter Barret. In fact, Lynne Wark continued, a good number of Kate Barter Barret's relatives had been in touch with Lynne. Lastly, Lynne pointed out that the Art Show was coming up: The paintings were \$5 each. Children and teenagers were encouraged to take part in the event. Lynne planned to contact the Town Council the following day with more information about the event.

Awards Presentation (by Chuck Rusnak)- Chuck Rusnak announced that the Awards Presentation was being tabled.

Unfinished business.

- a. **Buckley Bridge repair status** (Tom Peterson) - Status of progress (Lane Johnston, Pat Layden presenting). – Lane Johnston reported that a contract was signed with W. G. Associates for an erosion and topographic survey. Also a structural engineer and soil engineer were needed. Dwayne Nitz was doing the structural report and Lane Johnston did the soil sample. Pat Layden was doing work with the corps of engineers and the wetlands services. All of this was hoped to be done by the following week, in order for it to be approved at the next Town Council meeting. **Motion:** Lane Johnston motioned to approve \$5,000 for the Topographic Survey. Wayne Nickum seconded the motion and it was passed unanimously.
- b. **Sale of Old Town Hall and request for Survey for consolidation of lots** (Mike Anton and Pat Layden) – Pat Layden presented that negotiations concerning the sale of the Old Town Hall were going very well between the Town and the purchaser. The three lots, Pat Layden continued, were going to be consolidated into one lot, which is the whole Town Hall. A Field Survey is needed to be done on the property and a sufficient number of documents for everyone so proceeding with the investigation will be smooth. A service was selected. This service could do the work and meet the schedule by May 9th. **Motion:** Pat Layden motioned to approve disbursement of the authorization in the budget for \$1,700. Wayne Nickum seconded the motion. Pat Layden continued to explain that the application was being put together, and was scheduled to be heard at the Planning Commission meeting at 7:30 p.m. in the Town Hall. Pat Layden's motion to request the authorization of the budget for \$1,700 passed unanimously.
- c. **Invoices of Federal Aid Projects, timely submission.** (Tom Peterson) - Wayne Nickum noted that the Town better get moving to spend these funds.

Reports of Committees, Planning Commission, and ARB

Planning Commission- Kathy Kalinowski explained that the Sampsons needed approval from the Town Council in order to add an addition to their front porch. **Motion:** Wayne Nickum moved to approve the addition to the Sampson's front porch. Mike Anton and Pat Layden seconded the motion. The motion was passed. Kathy Kalinowski added that NVRC requested that the Town Council be prepared to sign an agreement concerning the investment in the new Town Plan. **Motion:** Wayne Nickum moved to approve this. Pat Layden seconded Wayne Nickum's motion, and it was approved.

ARB- Royce Jarrendt announced that the new store next to the Heart and Hand was approved to be signed. Royce Jarrendt explained that he was ready to step down as Chairman, however he still wished to be an active member. Until the role was filled he agreed to serve as

Chairman. If, Royce Jarrendt continued, someone were to express interest as of the following month's meeting, the Committee Members would need to vote, then go to the Town Council for approval. Wayne Nickum informed Royce Jarrendt that no, the Committee would not need to go to the Town Council for approval.

New business

a. Town Clerk business hours- There was some discussion concerning the hours to which the new Town Clerk be committed to. Marilyn Barton suggested re-wording the hours so that it was clear that Kathleen Barton was available for contact but not on call to work every hour. A new recommendation to clarify the hours of availability was requested. **Motion:** Chuck Rusnak motioned to table the topic. Wayne Nickum seconded the motion and it was approved.

b. Audit Plan for BPOL filers – Marilyn Barton (Wayne Nickum)- Steve Effros commented that the BPOL tax results were the equivalent in the Income Tax for some individuals, himself included, that raised some issues.

c. FY08 Town Budget: Wayne Nickum proposed setting a Special Meeting for the Town Council just to look over the Budget numbers--*not* to approve. Chuck Rusnak questioned why numbers were going to be reviewed, but not approved. Wayne Nickum explained. The goal was to review the Budget, make sure everything was straight with everyone on the Town Council, and make any necessary adjustment to the numbers. Chuck Rusnak asked if the June Town Council meeting would be the approval process for the Budget. Wayne Nickum then added that the Budget had to be approved by July 1st, 2007. Tom Peterson stated that the Monday following the present May meeting was a good day to have a Special Meeting. Chuck Rusnak announced that he would not be present at the Special Meeting. Tom Peterson said Monday at 8 pm would be a good time. The goal of the Special Meeting was to discuss the resolution of the 5K Caboose Race and the FY08 Budget. **Motion:** Tom Peterson motioned to accept the Special Meeting date. Wayne Nickum seconded the motion and the motion passed.

d. The Clifton Town Golf Tournament (Pat Layden) - Pat Layden explained that there were 100 players involved, the shot gun started at 1:30 pm, dinner was served in the evening, and the fee was tax deductible. Pat Layden added that anyone who wanted to play was free to attend. The date for the event was Wednesday, June 6th. As an awesome side note, all funds went back to the Town.

e. Safe Routes to School Program (Mike Anton) - Mike Anton explained the whole idea of the Safe Routes to School Program: A project for putting a sidewalk on Chapel Road, as there is a drainage issue right in front of the Town Hall and in front of two homes also. In addition, the Fire Department drained the fire hydrants: These two factors contributed to the children beginning to walk on the side of the road from their bus stop. This was very dangerous, considering the large quantity of cars that run the stop sign located there. The "Safe Routes to School Program" is a Federal fund by the Department of Education that supports the creation of side walks and other ways that make children's route to school safe. The State of Virginia made a request for applications, Mike Anton continued that they did this in order to pursue an application for the Safe Routes to School Program. No matching funds are necessary. In addition, the Principal of Clifton Elementary agrees. VDOT said this project would be a "no brainer". Mike Anton pointed out that the whole operation wouldn't cost more than \$50,000 or \$75,000. **Motion:** Wayne Nickum made a motion to pursue the Safe Routes to School Program's application. Tom Peterson seconded the motion. The motion passed.

Motion: Chuck Rusnak made the motion to approve the Art Show for June 2nd at 5 pm. Lane Johnson seconded the motion and it was passed.

Motion: Pat Layden moved that the Town Council enter into a Consecutive Session in order to discuss the Old Town Hall Sale. The motion was seconded and approved and the Town Council entered into Consecutive Session.

Special meeting/Executive Session - Sale of Town Hall

a. **Motion** was made and seconded to enter executive session to discuss legal matters on sale of old town hall & construction services for Buckley Bridge. The motion was passed unanimously. Motion adopted in compliance with Sections 2.2-3711(A)(7) & (A)(3) of the Virginia Code (The Virginia Freedom of Information Act).

b. **Motion** made and seconded that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion passed unanimously.

The Executive Session was adjourned by passed motion.

The Town Council discussed adding an item to the Agenda concerning the authorization of the Town Hall Committee to apply for rezoning of the Old Town Hall to commercial after the approval of the lot consolidation of the Old Town Hall lots. **Motion:** Wayne Nickum moved to approve the addition to the agenda. Tom Peterson seconded, and it was approved. **Motion:** After discussion, Wayne Nickum moved to accept the authorization of the Old Town Hall Negotiating Team to prepare a rezoning application for the Old Town Hall property to change from residential to commercial zoning after the Clifton Planning Commission approves the consolidation of the three lots to one lot. Pat Layden seconded, and the motion was approved.

Adjournment: Wayne Nickum moved to adjourn the May 1st Town Council meeting. Tom Peterson seconded the motion, and it was approved.

The Minutes were prepared by Kathleen Barton, Town Clerk.

official minutes of May 1, 2007 Town Council meeting
as approved June 5, 2007.

Kathleen Barton 7/4/07
Kathleen Barton, Town Clerk

Barton, Marilyn

om: Barton, Marilyn
Sent: Monday, May 14, 2007 9:15 AM
To: pjlayden@verizon.net
Cc: 'o'
Subject: FW: May 1 TC Minutes draft for comment

Hi Pat.

Please take a look at the highlighted input that Wayne has provided on the Executive Session and provide further input per his note. Once we receive it back, we'll send out another draft for comment to the TC.

Thank you.

Sincerely,

Marilyn

Marilyn Lane Barton
nce Manager
Community Residences
www.comres.org

mbarton@comres.org
703/842-2333
fax: 703/842-2311

-----Original Message-----

From: Nickum, Wayne (OCFO) [<mailto:Wayne.Nickum@dc.gov>]
Sent: Monday, May 14, 2007 8:55 AM
To: Barton, Marilyn
Subject: RE: May 1 TC Minutes draft for comment

CHANGES HIGHLIGHTED IN YELLOW

From: Barton, Marilyn [<mailto:mbarton@comres.org>]
Sent: Monday, May 14, 2007 8:31 AM
To: Nickum, Wayne (OCFO)
Cc: pawsnfins@cox.net
Subject: RE: May 1 TC Minutes draft for comment

Thank you, Wayne.

5/14/2007

Barton, Marilyn

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Thank you, Wayne.

Sorry for the oversight.

Sincerely,

ilyn

Marilyn Lane Barton
 Finance Manager
 Community Residences
www.comres.org

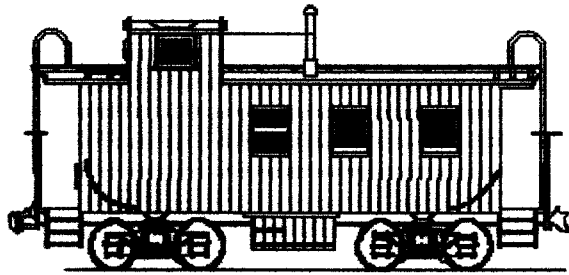
mbarton@comres.org
 703/842-2333
 fax: 703/842-2311

-----Original Message-----

From: Nickum, Wayne (OCFO) [mailto:Wayne.Nickum@dc.gov]
Sent: Monday, May 14, 2007 8:08 AM
To: Barton, Marilyn
Subject: FW: May 1 TC Minutes draft for comment
Importance: High

I SENT YOU AN EMAIL ON THE TC MINUTES THE EVENING OF THE TC MEETING WE ADDED AN ITEM AFTER THE EXECUTIVE SESSION WHICH AUTHORIZES THE TOWN HALL COMMITTEE ON BEHALF OF THE TOWN TO APPLY FOR REZONING OF THE OLD TOWN HALL TO COMMERCIAL AFTER APPROVAL OF THE LOT CONSOLIDATION OF THE OLD TOWN HALL LOTS. 6-0 APPROVAL TO ADD TO THE AGENDA. MOTION MADE TO W. NICKUM TOM PETERSON SECOND. MOTION MADE FOR AUTHORIZATION MOTION BY W. NICKUM PAT SECOND VOTE 6-0.

5/14/2007



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, May 1, 2007 7:30 PM
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the Town also funded all of the committees. He stated the Town shouldn't spend money it doesn't have.

Steve Effros asked about the other contractual expenses listed on the Budget. Wayne Nickum responded that these contractual expenses were projected for unexpected costs. **The Town Council may use this budget list item in case of an emergency situation.**

Donna Netschert pointed out that the Town of Clifton used to live on volunteers. People should be paid to do things that volunteers don't want to do - cleaning up the Town, for example. The Town these days doesn't get any volunteers. She continued to add that every month they need to get a volunteer to do the labor, in order to make money, to pay for the committees. Tom Peterson suggested that the Welcoming Sunshine Committee hold a fundraiser to raise the money that us needed. Lynne Garvy Wark proposed replacing the barrels around Ayre Square and asked how much money is allowed to be spent. She didn't want to spend money if the Town can't afford it. After long discussion, a double entry was corrected in the Budget.

Motion: Wayne Nickum moved for the closing of the Public Hearing. Tom Peterson seconded the motion and it was passed unanimously.

The regular Town Council Meeting was called to order at 9:10 p.m.

Order of business

Reading of the Minutes- Motion: Wayne Nickum moved to approve the Minutes for the April 3, 2007 Town Council Meeting and for the Thursday, April 12, 2007 Special Meeting. Pat Layden seconded the motion to approve the regular Town Council Meeting Minutes and the motion passed. Tom Peterson seconded the motion to approve the April 12 Special Meeting Minutes and the motion was approved. Chuck Rusnak abstained from both motions.

Report of the Treasurer (Marilyn Barton, Town Treasurer)- Marilyn Barton presented the Financial Reports for the period ended April 30, 2007 with the following highlights:

- Cash balances on April 30 totaled \$484,699.89.
- Year to date revenues of \$125,882, expenses of \$106,601 for a net income of \$19,281.
- Net revenue adjustment was noted for the FEMA Grant received in advance of expenditure in the amount of \$28,483, leaving an adjusted net loss of (9,202).
- The Town received a refund from NoVec in the amount of \$735.79 for the Community Hall.
- Other Income was adjusted to correct the Planning Commission charge to Marcus Silva to \$800. An additional \$400 was requested as reimbursement from Mr. Silva for WG Associates review of the proposed swimming pool.
- The Fire Program Funds were passed through to the Fairfax County Fire Department.

Motion: After further discussion, a motion to approve the Treasurer's Report as submitted was made, seconded and approved.

Reading of Communication- Tom Peterson reported that he sent out an e-mail to the Town requesting ideas on the Town's future direction. He received about five e-mail responses altogether, announcing that 3 out of 5 of the responses requested a Clifton Town Pub. Two of the respondents suggested something be done to improve businesses in Town. Lastly, Tom Peterson informed the Town Council of a resident of Chestnut St. that had e-mailed him about possibly doing something with some of the Town residents' properties. Tom suggested approaching the idea in supportive, helpful way. Lane Johnston requested that the approach to Clifton residents be confidential, polite and general in nature, as topics such as appearance can become rather uncomfortable between neighbors. Wayne Nickum suggested sending a letter, yet not mentioning any specific names. Tom Peterson contributed to this idea by providing that a letter be sent out to everyone in Town and offer to help in any way. The Town Council seemed to be in agreement.

Citizens' remarks- Michelle Stein stood up and addressed the Town Council, asking if a motion

would like to be made concerning the 5-K Caboose Race taking place on June 9th, 2007. Wayne Nickum responded that if the Town Park is planned on being used for this event, the Town Council should be in agreement about the format of the event and suggested that the same format as the Car Show be applied. Tom Peterson agreed that the format used for the Car Show was a good policy. Wayne Nickum mentioned about the Kids' Festival coming up. Michelle Stein replied that it was scheduled for the same time as the Wine Festival, so the Kids' Festival will be rescheduled later on in the year. Lynne Garvy Wark reminded all present that Clifton Cleanup Day was the upcoming Saturday, May 5th, 2007. The goal is to clean up the Triangle, get rid of those weeds! Tom Peterson noted Mary Hampshire would be leading the event. Lynne Wark then explained that a historic marker was made to honor a woman named Kate Barter Barret. In fact, Lynne Wark continued, a good number of Kate Barter Barret's relatives had been in touch with Lynne. Lastly, Lynne pointed out that the Art Show was coming up: The paintings were \$5 each. Children and teenagers were encouraged to take part in the event. Lynne planned to contact the Town Council the following day with more information about the event.

Awards Presentation (by Chuck Rusnak)- Chuck Rusnak announced that the Awards Presentation was being tabled.

Unfinished business.

- a. **Buckley Bridge repair status (Tom Peterson) -** Status of progress (Lane Johnston, Pat Layden presenting). – Lane Johnston reported that a contract was signed with W. G. Associates for an erosion and topographic survey. Also a structural engineer and soil engineer were needed. Dwayne Nitz was doing the structural report and Lane Johnston did the soil sample. Pat Layden was doing work with the corps of engineers and the wetlands services. All of this was hoped to be done by the following week, in order for it to be approved at the next Town Council meeting. **Motion:** Lane Johnston motioned to approve \$5,000 for the Topographic Survey. Wayne Nickum seconded the motion and it was passed unanimously.
- b. **Sale of Old Town Hall and request for Survey for consolidation of lots (Mike Anton and Pat Layden) –** Pat Layden presented that negotiations concerning the sale of the Old Town Hall were going very well between the Town and the purchaser. The three lots, Pat Layden continued, were going to be consolidated into one lot, which is the whole Town Hall. A Field Survey is needed to be done on the property and a sufficient number of documents for everyone so proceeding with the investigation will be smooth. A service was selected. This service could do the work and meet the schedule by May 9th. **Motion:** Pat Layden motioned to approve disbursement of the authorization in the budget for \$1,700. Wayne Nickum seconded the motion. Pat Layden continued to explain that the application was being put together, and was scheduled to be heard at the Planning Commission meeting at 7:30 p.m. in the Town Hall. Pat Layden's motion to request the authorization of the budget for \$1,700 passed unanimously.
- c. **Invoices of Federal Aid Projects, timely submission. (Tom Peterson) -** Wayne Nickum noted that the Town better get moving to spend these funds.

Reports of Committees, Planning Commission, and ARB

Planning Commission- Kathy Kalinowski explained that the Sampsons needed approval from the Town Council in order to add an addition to their front porch. **Motion:** Wayne Nickum moved to approve the addition to the Sampson's front porch. Mike Anton and Pat Layden seconded the motion. The motion was passed. Kathy Kalinowski added that NVRC requested that the Town Council be prepared to sign an agreement concerning the investment in the new Town Plan. **Motion:** Wayne Nickum moved to approve this. Pat Layden seconded Wayne Nickum's motion, and it was approved.

ARB- Royce Jarrendt announced that the new store next to the Heart and Hand was approved to be signed. Royce Jarrendt explained that he was ready to step down as Chairman, however he still wished to be an active member. Until the role was filled he agreed to serve as

Chairman. If, Royce Jarrendt continued, someone were to express interest as of the following month's meeting, the Committee Members would need to vote, then go to the Town Council for approval. Wayne Nickum informed Royce Jarrendt that no, the Committee would not need to go to the Town Council for approval.

New business

a. Town Clerk business hours- There was some discussion concerning the hours to which the new Town Clerk be committed to. Marilyn Barton suggested re-wording the hours so that it was clear that Kathleen Barton was available for contact but not on call to work every hour. A new recommendation to clarify the hours of availability was requested. **Motion:** Chuck Rusnak motioned to table the topic. Wayne Nickum seconded the motion and it was approved.

b. Audit Plan for BPOL filers – Marilyn Barton (Wayne Nickum)- Steve Effros commented that the BPOL tax results were the equivalent in the Income Tax for some individuals, himself included, that raised some issues.

c. FY08 Town Budget: Wayne Nickum proposed setting a Special Meeting for the Town Council just to look over the Budget numbers--*not* to approve. Chuck Rusnak questioned why numbers were going to be reviewed, but not approved. Wayne Nickum explained. The goal was to review the Budget, make sure everything was straight with everyone on the Town Council, and make any necessary adjustment to the numbers. Chuck Rusnak asked if the June Town Council meeting would be the approval process for the Budget. Wayne Nickum then added that the Budget had to be approved by July 1st, 2007. Tom Peterson stated that the Monday following the present May meeting was a good day to have a Special Meeting. Chuck Rusnak announced that he would not be present at the Special Meeting. Tom Peterson said Monday at 8 pm would be a good time. The goal of the Special Meeting was to discuss the resolution of the 5K Caboose Race and the FY08 Budget. **Motion:** Tom Peterson motioned to accept the Special Meeting date. Wayne Nickum seconded the motion and the motion passed.

d. The Clifton Town Golf Tournament (Pat Layden) - Pat Layden explained that there were 100 players involved, the shot gun started at 1:30 pm, dinner was served in the evening, and the fee was tax deductible. Pat Layden added that anyone who wanted to play was free to attend. The date for the event was Wednesday, June 6th. As an awesome side note, all funds went back to the Town.

e. Safe Routes to School Program (Mike Anton) - Mike Anton explained the whole idea of the Safe Routes to School Program: A project for putting a sidewalk on Chapel Road, as there is a drainage issue right in front of the Town Hall and in front of two homes also. In addition, the Fire Department drained the fire hydrants: These two factors contributed to the children beginning to walk on the side of the road from their bus stop. This was very dangerous, considering the large quantity of cars that run the stop sign located there. The "Safe Routes to School Program" is a Federal fund by the Department of Education that supports the creation of side walks and other ways that make children's route to school safe. The State of Virginia made a request for applications, Mike Anton continued that they did this in order to pursue an application for the Safe Routes to School Program. No matching funds are necessary. In addition, the Principal of Clifton Elementary agrees. VDOT said this project would be a "no brainer". Mike Anton pointed out that the whole operation wouldn't cost more than \$50,000 or \$75,000. **Motion:** Wayne Nickum made a motion to pursue the Safe Routes to School Program's application. Tom Peterson seconded the motion. The motion passed.

Motion: Chuck Rusnak made the motion to approve the Art Show for June 2nd at 5 pm. Lane Johnson seconded the motion and it was passed.

Motion: Pat Layden moved that the Town Council enter into a Consecutive Session in order to discuss the Old Town Hall Sale. The motion was seconded and approved and the Town Council entered into Consecutive Session.

Special meeting/Executive Session - Sale of Town Hall

a. Motion was made and seconded to enter executive session to discuss legal matters on sale of old town hall & construction services for Buckley Bridge. The motion was passed unanimously. Motion adopted in compliance with Sections 2.2-3711(A)(7) & (A)(3) of the Virginia Code (The Virginia Freedom of Information Act).

b. Motion made and seconded that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion passed unanimously.

The Executive Session was adjourned by passed motion.

I SENT YOU AN EMAIL ON THE TC MINUTES THE EVENING OF THE TC MEETING WE ADDED AN ITEM AFTER THE EXECUTIVE SESSION WHICH AUTHORIZES THE TOWN HALL COMMITTEE ON BEHALF OF THE TOWN TO APPLY FOR REZONING OF THE OLD TOWN HALL TO COMMERCIAL AFTER APPROVAL OF THE LOT CONSOLIDATION OF THE OLD TOWN HALL LOTS. 6-0 APPROVAL TO ADD TO THE AGENDA. MOTION MADE TO W. NICKUM TOM PETERSON SECOND. MOTION MADE FOR AUTHORIZATION MOTION BY W. NICKUM PAT SECOND VOTE 6-0. TALK TO PAT LAYDEN FOR FURTHER INFORMATION ON THE ABOVE ITEM.

NEED MOTION TO ADJOURN W. NICKUM MOVED AND TOM P. SECONDED 6-0 VOTE.

The Minutes were prepared by Kathleen Barton, Town Clerk.

TO: MAYOR AND COUNCIL
FROM: FINANCE COMMITTEE
DATE: April 30, 2007
RE: COMMENTS ON FY2008 BUDGET

The Committee submitted its 2008 budget recommendations, which included two items:

- retaining a part-time Town Manager at a cost not exceeding \$45,000/year; and
- retaining a third party to perform an audit of administration and compliance with the Town's Business and Professional Occupancy License Tax requirements.

In order to pay for these items, and to provide for additional Town revenue for activities of the Town and its other committees, we recommended the creation of a 4% meals tax.

The 2008 budget markup does not include retaining a Town Manager or third party auditor but does include a 2% meals tax. We have been told by one of our Committee members, Council Member Nickum, that it is not the purview of the Finance Committee to make recommendations concerning expenditures of funds, but only how to raise them, and that our expenditure recommendations never were considered for that reason. We believe this position is contrary to the Finance Committee Charter approved by the Council on January 2, 2007, which states that the Finance Committee shall review and make recommendations on "the Town's long-term financial investment, risk management, plans and strategies." We believe retaining a Town Manager and hiring third party auditors is in the best interest of the Town's long-term financial stability and solvency. Specifically,

- The Town needs a professional to administer its functions that have financial implications on a regular basis, including:
 - completing applications for and compliance with federal grant requirements for specification design, bidding, contracting and receipt of funds;
 - complying with requirements of insurance providers so that Town activities do not fail to be covered due to inadvertent noncompliance;
 - assuring that all use permit applications for construction projects identify the contractor by name, address, contact person and federal ID number so that the Town can collect BPOL tax on all construction projects in Town in excess of \$25,000, as required by the Town Code; and
 - creating a list of all use permits for business activities that have been approved by the Council, comparing such list to the list of persons/entities paying BPOL tax and pursuing information and collection with respect to those who have been approved and do not pay tax.

This person needs to become an institutional memory and create professional financial management systems so that the Town is not dependent on a changing cast of Council members and volunteers to do these tasks, who may or may not have the professional experience needed.

- The Town needs someone to investigate compliance with the Town's BPOL tax requirements and to identify sources of nonpayment or underpayment, such as:
 - contractors who receive more than \$25,000 on construction projects in Town (Presbyterian Church addition, Silva house, new house on Wesley Tyler Drive, various new homes and additions); and
 - persons who have "gross receipts attributed to the exercise of a privilege subject to licensure at a definite place of business within the Town" (all commercial establishments, professional offices, realtors).

It's important that the Town identify and pursue assessments and collection activity in a timely manner. Statutes of limitation on assessment and collection of unpaid taxes make collection of taxes that should have been paid for construction at Frog Hill and Clifton Heights uncollectible now. Given the financial implications of this issue, the Finance Committee continues to recommend retention of a third party to investigate compliance with the Town's BPOL tax requirements and, if significant noncompliance is found, to develop an audit and collection system.

The Committee continues to recommend adoption of a meals tax, which is payable by customers of establishments and not by the establishments themselves. This type of tax is charged by most towns and cities in Northern Virginia (those that don't have real estate taxes) and averages 4% of the cost of taxable items. Examples include:

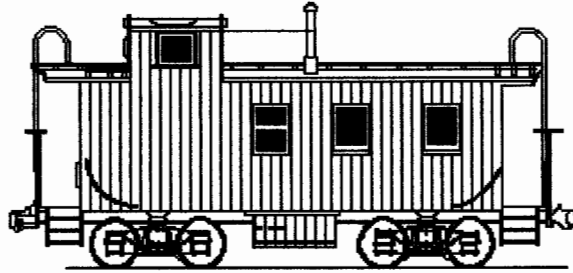
<u>Jurisdiction</u>	<u>Meals Tax Rate</u>
Alexandria	3%
Fairfax City	2%
Falls Church	4%
Fredricksburg	4.5%
Herndon	1.5%
Leesburg	3.5%
Manassas	4%
Manassas Park	4%

If the Council determines to adopt a meals tax, it is important that an oversight position be created to administer, confirm the amount and collect this tax. The town cannot rely solely on taxpayer's self-administration.

The Finance Director of the Town of Vienna has told us the following about its meals tax:

For most eating establishments, collecting and remitting Vienna's meals tax is fairly straight forward once their cash register systems have had the meals tax rate added into the automated calculation. For the few that are still manual, we provide a tax chart that combines our meals tax and state sales tax rate together. For reporting and remitting purposes, we use the state sales tax schedule so that the vendors are using the same monthly receipt information for both taxes. The vendors are allowed to keep three percent of meals tax collections provided they remit and report by the monthly deadline. Meal tax collections are remitted directly to the Town Finance Department. Our license officer (who administers meals tax, BPOL tax, Vehicle license tax, and animal license tax systems) audits each return and looks for significant changes as compared with the same month the year before. Also, we compare the annual BPOL return with the total meals receipts as reported for the same calendar year and check out significant differences.

It might make the imposition of a meals tax more palatable to Clifton businesses if they were granted an administrative fee to handle the tax. If the Council determines to do that, such cost should be reflected as an expense in the 2008 budget.



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, May 1, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Public Hearing – Budget proposal FYE 0608

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings.
2. Report of the Treasurer
3. Reading of communication
4. Citizens' remarks.
5. Awards Presentation (by Chuck Rusnak)

(Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council. Each person wishing to address the Council shall, when recognized by the Mayor; Give his name and address, Direct his remarks to the Council and not to other citizens present, Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.). Priority shall be given to persons who have signified to the Clerk their desire to address the Council and the Mayor shall enforce this Subsection.

5. Unfinished business. (The Councilperson making request is in parenthesis).
 - a. Buckley Bridge repair status (Tom Peterson) - Status of progress (Lane Johnston, Pat Layden presenting).
 - b. Sale of Old Town Hall and request for Survey for consolidation of lots (Mike Anton and Pat Layden) – Update and vote
 - c. Invoices of Federal Aid Projects, timely submission. (Tom Peterson
7. Reports of Committees, Planning Commission, and ARB
 - a. Planning Commission
 - b. ARB
8. New business
 - a. Town Clerk business hours
 - b. Audit Plan for BPOL filers – Marilyn Barton (Wayne Nickum)

Adjournment

Special meeting/Executive Session sale of Town Hall

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED April 28, 2007 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL,
TOWN WEBSITE (www.cliftonva.us)

**Town Hall Property
Lot Consolidation Project
Lot's 0754-02-0019, 20, and 21**

1. Lot Consolidation code requires current certified plats for the three lots that will be consolidated. Current plats for the lots could not be found in Town records or Court House land records.

2. Survey Services Requirements

Perform a field survey of the property

Prepare a certified lot consolidation plat for the lots

Provide at a minimum, 22 copies of the plat

Start work no later than 04/25/07 and complete no later than 05/09/07

3. Proposals were obtained from:

Christopher Consultants \$7630.00

Land Development Consultants \$ 5550.00

Rinker-Detwiller Consultants \$ 5000.00

Thomas Surveys \$1500.00 to \$4000.00

Schools & Townsend \$1700.00

* Copies of proposals available upon request.

4. Selected Schools& Townsend, they can meet survey requirements and completion date in the most cost effective manner. All work will be completed Wednesday 05/09/07.

6. The Town's Lot Consolidation application will heard by the Planning Commission on Tuesday 05/29/07 at 7:30 pm in the Town Meeting Hall.

P. J Layden

Buckley Bridge Restoration Project

Monthly Report - May 1, 2007

APRIL	COMPLETED
13	W. H. Gordon Assoc., Proposal signed for; Erosion Control Plan, Topographical Survey and Coordination with contractor etc.
20	Soil Engineer on site, determined area that must be tested for the abutment.
23	Requested Mr. Tony Beal's services to design, prepare drawing
24	Permit Requirements sent to Army Corps of Engineers.
30	Permit Requirements ready for VA Marine Resources Commission, DEQ, and Wetland. Waiting for abutment design drawing.
30	Request a proposal for inspections.

MAY	SCHEDULED
1 thru 12	Received: Abutment design drawing
	Erosion Control Plan
	Topographical Survey
	Soil sample taken
	Proposal for inspections
	Send Permit Requirements to VDMRC, DEQ, Wetland
	Prepare final draft of ITB
13 thru 19	Council review of ITB
20 thru 26	Post ITB, Proposals due first week of June.

Barton, Marilyn

From: Marilyn [pawsnfins@cox.net]
Sent: Monday, April 30, 2007 10:04 PM
To: pjlayden@verizon.net; Mikefanton@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; ChuckRusnak@cliftonva.us; CLIFNICK@att.net; WAYNE NICKUM
Cc: Barton, Marilyn; Gifford Hampshire
Subject: Treasurer's Report for May 1 TC Meeting



Hello everyone,

Attached is the Treasurer's Report for the period ended 4/30/07. Please let me know if you have any questions or comments.

A few items I would like to note are:

1. The Town received a refund from NoVec for (\$735.79) that has been reclassified to reduce Community Hall Electric expenses.
2. Other Income has been adjusted to correct a Planning Commission charge to Marcus Silva, reducing the invoice from \$2,300 to \$800.
3. An additional \$400 will be requested from Mr. Silva to reimburse for WG Associates charge for Planning Commission review of the swimming pool. This invoice will be entered in May.
4. The Fire Program Funds have been passed through to the Fairfax County Fire Dept. by issuance of a check.
5. See the note at the end of the Profit and Loss to Budget Report regarding the FEMA Grant advance adjusted from the net income reported.

Please note that we will be recommending approval of the draft FY06 Audit that was sent to all of you on two occasions. Wayne has reviewed it thoroughly and also recommends acceptance. Once approved, the final audited Financial Statements will be issued by Anderson & White.

As for the proposal on the BPOL Audit program, please consider the following:

Recommendation:

Clifton's BPOL audit program:

1. Random selection of one-third of the businesses filing returns for last year 2006.
2. Conduct correspondence audit or review program, requesting that selected businesses provide documentation to verify the accuracy of the BPOL return filed for last year 2006.
3. The documentation should include the page(s) of their tax return, i.e. Forms 1120, 1040 Schedule C or similar type forms, that reflect gross income.
4. If necessary, a supporting schedule should be provided to explain and document any variance between the numbers on the tax return as compared to the amounts reported on the BPOL return.
5. The BPOL reviews conducted will be reviewed annually as part of the Town's independent audit.
6. For future years, consideration can be given to requiring all businesses to provide verifying documentation with the filing of their BPOL returns.
7. Request that the Planning Commission revise the Use Permit Application to include the contractor's name, address, phone number and contact person. A copy of the applications should be provided to the Treasurer for the purpose of mailing a BPOL Application.

Thank you for your consideration. If you have any questions or concerns, please email me with a copy to my work mbarton@comres.org and I'll reply from there tomorrow. I regret that this is arriving so close to the meeting, but with our meeting on

day 1 of May - it's rather close.

Thank you,

Marilyn
Marilyn

7:48 PM
04/30/07
Cash Basis

Town of Clifton
Cash Balance Summary Report
July 2006 through April 2007

	<u>Jul '06 - Apr 07</u>
Checking-SunTrust	14,915.97
Investments-LGIP	316,461.81
UBS Investment	150,825.23
Total Investments - SunTrust	2,496.88
	<hr/>
TOTAL	<u><u>484,699.89</u></u>

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through April 2007

	<u>Jul '06 - Apr 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Committees Fundraising				
Council of the Arts	402			
Total Committees Fundraising	402			
Interest Income	14,808	5,000	9,808	296%
Sign Sales Income	1,105			
Clifton Day Revenues	0	450	(450)	0%
Community Hall Revenues				
Community Hall Rentals	10,062	12,500	(2,438)	80%
Total Community Hall Revenues	10,062	12,500	(2,438)	80%
Grants				
Federal				
FEMA	28,483	66,667	(38,184)	43%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	16,667	(16,667)	0%
SAFET-LU Grant - Other	0	66,667	(66,667)	0%
Total SAFET-LU Grant	0	83,334	(83,334)	0%
Transportation Project-Trails				
Town Match-Trails	0	8,500	(8,500)	0%
Transportation Project-Trails - Other	0	42,500	(42,500)	0%
Total Transportation Project-Trails	0	51,000	(51,000)	0%
Federal - Other	0			
Total Federal	28,483	201,001	(172,518)	14%
Other				
CBA Grant	0	5,000	(5,000)	0%
Donations	0	166,667	(166,667)	0%
Total Other	0	171,667	(171,667)	0%
State				
Fire Program Funds	8,000	6,000	2,000	133%
Total State	8,000	6,000	2,000	133%
Total Grants	36,483	378,668	(342,185)	10%
Haunted Trail Event	0	0	0	0%
Homes Tour	7,579	6,400	1,179	118%
Other Income	800			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	0	16,667	(16,667)	0%
S.R. - Litter Control Grant	1,000	0	1,000	100%
Tax and Permits Revenue				
FEMA - Buckley Park	2,390	3,200	(810)	75%
Franchise Fees - Cox Cable	5,124	6,667	(1,543)	77%
ABC Profits	432	300	132	144%
ARB Permits	95	70	25	136%
BPOL tax	19,970	18,000	1,970	111%
Cigarette Tax	2,447	2,542	(95)	96%
Motor Vehicle Tags	4,686	5,800	(1,114)	81%
Railroad Tax	1,194	1,700	(506)	70%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through April 2007

	<u>Jul '06 - Apr 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Sales Tax	16,062	15,961	101	101%
Use Permits	225	667	(442)	34%
Utility Consumption Tax	1,018	889	129	115%
Total Tax and Permits Revenue	53,643	55,796	(2,153)	96%
Total Income	125,882	475,681	(349,799)	26%
Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,000	1,500	500	133%
Town Treasurer	4,000	4,000	0	100%
Total Gross Wages	6,000	5,500	500	109%
Payroll Taxes				
FICA	0	842	(842)	0%
Total Payroll Taxes	0	842	(842)	0%
Total Payroll Expenses	6,000	6,342	(342)	95%
Contractual				
Citizens' REcognition Fund	0	1,500	(1,500)	0%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	167	(167)	0%
BZA	0	83	(83)	0%
Planning Commission	3,800	4,167	(367)	91%
Town Committees Expense				
Council for the Arts Expense	190			
Town Committees Expense - Other	293	1,667	(1,374)	18%
Total Town Committees Expense	483	1,667	(1,184)	29%
Total Town Government	4,283	6,084	(1,801)	70%
Professional Fees				
Web site maintenance	0	2,000	(2,000)	0%
Professional fees - Other	0	2,500	(2,500)	0%
Accounting	9,931	15,000	(5,069)	66%
Legal Fees	19,545	6,667	12,878	293%
Special Counsel	4,604	2,500	2,104	184%
Total Professional Fees	34,080	28,667	5,413	119%
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	775	0	100%
Total Rent	1,188	1,375	(187)	86%
Town Facilities				
Beautification Comm.	1,302	3,542	(2,240)	37%
Buckley Park FEMA Cleanup	3,187	2,667	520	119%
Grounds Maintenance	1,662	1,250	412	133%
Town Hall Maintenance	411	4,167	(3,756)	10%
Town Office	0	4,083	(4,083)	0%
Office Equipment Expense	0	4,333	(4,333)	0%
Total Town Facilities	6,562	20,042	(13,480)	33%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through April 2007

	<u>Jul '06 - Apr 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Town Services				
Fire Program	8,000	6,000	2,000	133%
Grass Mowing	2,550	3,200	(650)	80%
Trash Collection	576	917	(341)	63%
Total Town Services	<u>11,126</u>	<u>10,117</u>	<u>1,009</u>	<u>110%</u>
UBS Investment Loss	909			
Utilities				
Gas and Electric	(858)	417	(1,275)	(206%)
Town Voice Mail	318			
Water	345	300	45	115%
Total Utilities	<u>(195)</u>	<u>717</u>	<u>(912)</u>	<u>(27%)</u>
Dues and Subscriptions				
Conference Attendance	0	1,667	(1,667)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	292	(292)	0%
Total Dues and Subscriptions	<u>0</u>	<u>2,409</u>	<u>(2,409)</u>	<u>0%</u>
Caboose Expenses				
Caboose - Trentane Gas	276	208	68	133%
Caboose Electric	142	208	(66)	68%
Caboose Maintenance	82	250	(168)	33%
Total Caboose Expenses	<u>500</u>	<u>666</u>	<u>(166)</u>	<u>75%</u>
Community Hall Expenses				
C.H.-Cleaning	1,172	3,250	(2,078)	36%
C.H.-Equipment	209	333	(124)	63%
C.H.-General Maintenance	1,688	2,750	(1,062)	61%
C.H.-Management Fee	2,730	5,000	(2,270)	55%
C.H. - Electric	14,395	16,667	(2,272)	86%
C.H. Floors	1,499	1,100	399	136%
Total Community Hall Expenses	<u>21,693</u>	<u>29,100</u>	<u>(7,407)</u>	<u>75%</u>
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,210	2,900	(690)	76%
Legal Advertising	348	938	(590)	37%
Mayoral Reimbursement	42	417	(375)	10%
Miscellaneous	891	1,083	(192)	82%
Printing and Reproduction	144	250	(106)	58%
Total Contractual	<u>89,150</u>	<u>112,907</u>	<u>(23,757)</u>	<u>79%</u>
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	300	(300)	0%
Commodities				
Computer Supplies	0	583	(583)	0%
Copies	31	42	(11)	74%
License Plates	829	855	(26)	97%
Miscellaneous	0	8,333	(8,333)	0%
Miscellaneous - Commodities	213	417	(204)	51%
Office Supplies	296	417	(121)	71%
Postage and Delivery	149	417	(268)	36%
Total Commodities	<u>1,518</u>	<u>11,064</u>	<u>(9,546)</u>	<u>14%</u>

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through April 2007

	<u>Jul '06 - Apr 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
CIF Expenses				
Comm Hall Equipment	0	3,333	(3,333)	0%
Comm Hall Improvements	9,930	15,000	(5,070)	66%
FEMA - Buckley Bridge Repair	0	66,667	(66,667)	0%
Signage	0	1,667	(1,667)	0%
Clifton Entrance Triangle	0	1,667	(1,667)	0%
CIF-Miscellaneous	0	166,667	(166,667)	0%
CIF-Playground Impr.	0	19,583	(19,583)	0%
CIF Cable Burial Undergrnd Util	0	5,833	(5,833)	0%
Total CIF Expenses	<u>9,930</u>	<u>280,417</u>	<u>(270,487)</u>	<u>4%</u>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	42,500	(42,500)	0%
Total Fed Fund-Transportation Proj	<u>0</u>	<u>42,500</u>	<u>(42,500)</u>	<u>0%</u>
SAFET-LU Grant Administrator	0	16,667	(16,667)	0%
SAFET-LU Improvements	0	66,667	(66,667)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	<u>3</u>			
Total Expense	<u>106,601</u>	<u>537,864</u>	<u>(431,263)</u>	<u>20%</u>
Net Ordinary Income	<u>19,281</u>	<u>(62,183)</u>	<u>81,464</u>	<u>(31%)</u>
Net Income	<u>19,281</u>	<u>(62,183)</u>	<u>81,464</u>	<u>(31%)</u>
NOTES:				
<i>Less FEMA Grant received in advance</i>				
<i>of expenditure:</i>				
Adjusted Net Income:		<u>(9,202)</u>		

Town of Clifton
Planning Commission Report 5/1/2007

In attendance at Planning Commission meeting on 4-24-07: Lev Buller, Michelle Stein, Judy McNamara, Kathy Kalinowski, Patrick Pline, Mac Arnold, Lane Johnston, Marilyn Stoney, Susan Yantis

Absent: Richard King, Rob Clark

1. Recommendation for approval by Town Council of the application of the Sampsons to build a deck to their house located at 12648 Water Street.
2. Recommendation for approval by Town Council of a draft agreement between Town and Northern Virginia Regional Commission "NVRC" in order to obtain the assistance and expertise of NVRC with respect to the updating of the Town of Clifton Plan dated 1996.

TOWN OF CLIFTON PLANNING COMMISSION

Date: April 29th, 2007
To: Town Council
From: Kathy Kalinowski
Susan Yantis
Re: Town Plan Update

As you are aware, the Virginia State Code states that the comprehensive plan shall be reviewed by the local planning commission at least once every five years (§15.2-2230). The last update to the Town Plan was done in 1996 with the assistance of the Northern Virginia Regional Commission (NVRC). The Planning Commission has been working over the last few months with the NVRC to seek their assistance in the update of the Town Plan. As a result of these discussions, the NVRC has submitted the enclosed draft scope of services to the Planning Commission for this effort.

The Planning Commission recommends that we utilize the services of the NVRC to provide the update of the background data, statistics and maps/exhibits for the Plan. The Planning Commission will focus on working with the Town committees and residents/business to develop/update the goals and objectives for the future of the Town. The draft scope of services indicates that the total cost to update the Town Plan will be approximately \$24,070. The NVRC requests a financial commitment from the Town for 50% of the cost which is approx. \$12,500. This assures the NVRC that the Town is willing to invest in the future of the Town. Once the commitment is made, the NVRC will seek the additional funding from outside sources. It is anticipated that some of the work could begin early this summer.

Therefore, the Planning Commission voted on April 24th to recommend to the Town Council to approve the Draft Scope of Services dated April 19, 2007 submitted by the NVRC. The approval of the Town Council will indicate to the NVRC that the Town is supportive of this effort and will allow the process to begin to obtain outside funding; finalize the start date and to begin some of the initial update for the Plan. It is to be understood that the draft scope of services will be finalized by NVRC and forwarded to the Mayor in the upcoming week or so.

If you have any questions, please feel free to contact Susan or Kathy.

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Scope of Work

Town of Clifton Comprehensive Plan

Submitted by the Northern Virginia Regional Commission

To the Town of Clifton

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April 19, 2007

Project Description: The Northern Virginia Regional Commission (NVRC) will work with the Town of Clifton Planning Commission and Town Council to develop and publish an update of the Town's Comprehensive Plan. The project deliverable shall consist of a final draft updated Plan for action by the Planning Commission and Town Council. NVRC will make necessary changes to the draft Plan during the public hearing/input phase of the update. Upon adoption by the Town Council, NVRC will provide one original copy of the Plan, twenty bound color copies, and copies in electronic format (Word and PDF) for use by the Town.

Clifton's most recent Plan was adopted in 1996. NVRC has the Plan in electronic format. Part of the need to update the Plan rests in statutory requirements for periodic review. However, the Town is also facing a number of issues that require a broad-based update.

Scope of Work: The scope of work involves a comprehensive, future-oriented update and review of the Town's Plan within the confines of the allotted budget. NVRC met with a representative of the Town Planning Commission on several occasions and most recently on April 11, 2007 to present options for reviewing and updating the Plan. The results of these discussions provide much of the framework for the scope of work of this project, which is outlined below:

(A) Review of existing planning infrastructure (completed). NVRC has secured and reviewed the Town's existing planning infrastructure, including:

- 1996 Comprehensive Plan (in Word format), adopted
- 1998 Chesapeake Bay Preservation Plan (in Word format), adopted
- Zoning and subdivision ordinances
- Fairfax County Comprehensive Plan
- Information on various past and ongoing grant projects

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(B) Plan scoping discussions. Tentative issue areas include:

Descriptive/Passive Issues

- Historical background, historical character.
- Physical setting.
- Description of region, regional partnerships (importance of Fairfax County, VDOT in the planning process).
- Population characteristics, analysis of population trends (income, employment, education, growth, marital/child status, mobility) (update and integrate 2000 and supplemental Census data).
- Housing characteristics (type, condition, ownership trends, value, household size, analysis of residential growth potential).

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Inventory of Historic Structures

- Existing land use and zoning, recent trends. Historic overlay district. Chesapeake Bay Preservation overlay district.
- Environmental protection (update and integrate Chesapeake Bay effort/watershed improvements).
- Public utilities and infrastructure (water, energy, storm drainage, etc.)
- Community services and facilities (Town and County services, schools, fire and rescue, police, libraries, recreation, solid waste, social services, etc.)
- Existing transportation infrastructure.
- Economy and fiscal resources (revenue sources and trends, expenditures, etc.)

Priority Issues

The Town wants to maintain its small town atmosphere and historic character. Priority issues affecting the town relate to traffic, buffers to the Town, an inadequate infrastructure (uneven streets, incomplete sidewalk system, and drainage problems.), and historic preservation. The Plan should provide the Town with a planning framework to: guide public and private decisions that create the future of the Town; promote the interests of the town citizens at-large rather than those of individuals or special groups; enhance the Town's physical environment; and evaluate short-term actions against long term goals. Other issues which contribute to this are the need for regional planning and coordination with adjacent jurisdictions, the Town's financial structure and new business opportunities suitable to the town.

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(C) Plan development process. NVRC will produce a series of draft planning documents addressing the technical sections of the Town Comprehensive Plan. These sections address 1) Enabling Legislation, 2) History and Trends, 3) Land Use, 4) Demographics, 5) Housing, 6) Economics & Fiscal Resources, 7) Transportation, 8) Infrastructure, and 9) the Environment. NVRC will facilitate at least one work session style meeting for the Town (the Council, the Planning Commission, and other Town committees) for broader, more in-depth discussion of issues.

Deleted: Priority areas appear to be Transportation, Buffers to the Town, and Improvements to Downtown and Clifton Road. Feeding into these are issues are the needs for regional planning and coordination (development in Fairfax and Prince William Counties), Town finances, and new business opportunities and impacts.¶

(D) Town Policies and Recommendations. It is primarily the responsibility of the Town to review and update the policies and recommendations listed in the Comprehensive Plan. NVRC will provide assistance to the Town.

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(E) Implementation Strategies. NVRC will provide guidance to the Town on possible implementation strategies for the updated Plan recommendations.

(G) Coordination with Fairfax County staff. NVRC will meet with appropriate Fairfax County staff to: (1) obtain necessary GIS layers and information to update maps and exhibits for the Plan; and (2) to identify outstanding land use issues in surrounding areas of Fairfax County that should be considered in the Town's Plan.

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(H) Presentation of deliverables. NVRC will produce a final draft updated Plan for consideration and action by the Planning Commission and Town Council. NVRC will make necessary changes to the draft Plan during the public hearing/input phase of the update. Upon adoption by the Town Council, NVRC will provide one original copy of the Plan, twenty bound color copies, and copies in electronic format (Word and PDF) for use by the Town.

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Timetable for Completion of Milestones: The following represents a tentative timetable for completion of major project milestones. (NVRC to refine to exact start dates)

- Review of existing plan Completed
- Start Late Summer 2007
- Technical update of existing Plan Start Date + 8 Weeks
- Coordinate with Fairfax County staff Start Date + 6 Weeks
- Goals and Policies Start Date or Earlier
- Plan development process

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Status reports to Planning Commission At monthly meetings

Planning Commission work session Fall 2007

Presentation of working draft to PC..... Late Fall 2007

Presentation of final draft to PC..... Winter, 2007/8

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- Public input/hearing process Start Date through adoption

Budget: James Van Zee, Director of Regional Planning Services, will serve as the Project Manager and primarily address the issues of zoning, transportation, and land use. Doug Pickford, NVRC's Director of Heritage and Environmental Services, will serve in a supporting capacity on issues of the environment in general, water quality and storm water management, and heritage resources. Additional NVRC staff as noted below will provide technical assistance. It is understood that the Town may solicit assistance for a Planning Intern. NVRC will work with the Town to provide working space and materials to said Intern. The Interns hours may be used to reduce the time needed by NVRC staff. (NVRC evaluating use of intern on start dates and total cost)

Expenses

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Review/Revise Sections 1 to 5

Personnel	Hours	
Dir Reg Plan	75	3,000.00
Dir Demo	24	1,115.00
Dir Env	50	2,325.00
GIS	40	1,390.00
Reg Planner	50	1,105.00
TOTAL	239	8,935.00
Fringe		4,315.00
Indirect		8,320.00
Project Personnel		21,570.00
Direct Cost		2,500.00
Supplies		
Mileage		
Post		
	Approx Total	24,070.00

Revenue

It is understood that the Town of Clifton will commit to providing the funds as outlined below. Upon agreement, NVRC will assist the Town in soliciting additional funds from Fairfax County, the Virginia Department of Transportation, and Corporate Sponsors. It is understood that the start date for the project will be set when all funds are committed.

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Town of Clifton\$12,500

Fairfax County:\$----

Additional Sponsors.....\$----

Total Revenue:\$----

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Seen and Agreed

Mayor

Date

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Town of Clifton

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G. Mark Gibb

Date

Northern Virginia Regional Commission Executive Director



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April 13, 2007

Our Town > Town Council > Commission Application

es etc. > Planning Commission > Planning

PLANNING COMMISSION

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Local Directory

INSTRUCTIONS

Leave a Message
(703) 923-3500
Select

- #1 **Tom Peterson,**
Mayor
- #2 **Michael Anton**
- #3 **Lane Johnston**
- #4 **Pat Layden**
- #6 **Chuck Rusnak**
- #7 **Town Clerk**
- #8 **Planning**
Commission
- #9 **ARB**
- #10 **Arts Council**

Wayne Nickum -
(703) 830-1430
clifnick@att.net

Webmaster
erich@videodc.com

ONLINE NOW

PLANNING COMMISSION APPLICATION

CLIFTON PLANNING COMMISSION
TOWN OF CLIFTON, VIRGINIA
APPLICATION FOR USE PERMIT

Revised by Planning Commission 08/06

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of Ordinance of the *Code of Town of Clifton, Virginia*. The undersigned has enclosed her made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 4/14/07Date Submitted to Chairman of Planning Commission: 4/14/071. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business2. Name of Applicant: Phil Sampson3. Owner of Property: Philip + Paula Sampson

4. Name of Business/Organization: _____

5. Owner of Business/Organization: _____

6. Address of Premises: 12648 Water St.7. Tax Map Number: 075 4 16 0008

8. Attach Copy of Plat for Property: ~ Plat Attached

9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached

10. Zoning District of Premises:

~ Residential ~ Commercial ~ Agricultural ~ Industrial11. Describe Purpose of Application: To add a deck with adjoining screened porch on the rear of

our home. Ancillary to this project, garden
steps from the driveway to the rear yard also
provide access to the deck. None of the project
is visible from the street or adjacent houses.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: _____
- Number of Employees: _____
- Days and Hours of Operation: _____
- Number of Client Visits per Day: _____
- Square Footage of Premises: _____
- Number of Off-Street Parking Spaces Available: _____
- Number of Off-Street Parking Spaces Required: _____
- For Home Business Only, Gross Square Footage of Dwelling: _____

13. Application Fee Enclosed: \$25

(\$250 for new home or commercial construction; \$150 for adding to existing buildings; residential construction other than new homes, where the addition or new construction is less than \$25,000; \$25 for all other construction, and any other use permit)

Philip A Sampson
Signature of Applicant/Agent Signature of Landlord/Lessor

4/14/07
Date

12648 Water St.
Mailing Address

Clifton, VA 20124
City/Town, State, Zip Code

703-830-1795
Phone Number / Fax Number

psampso@aol.com
E-Mail Address

psampso@aol.com
E-Mail Address

psampso@aol.com
E-Mail Address

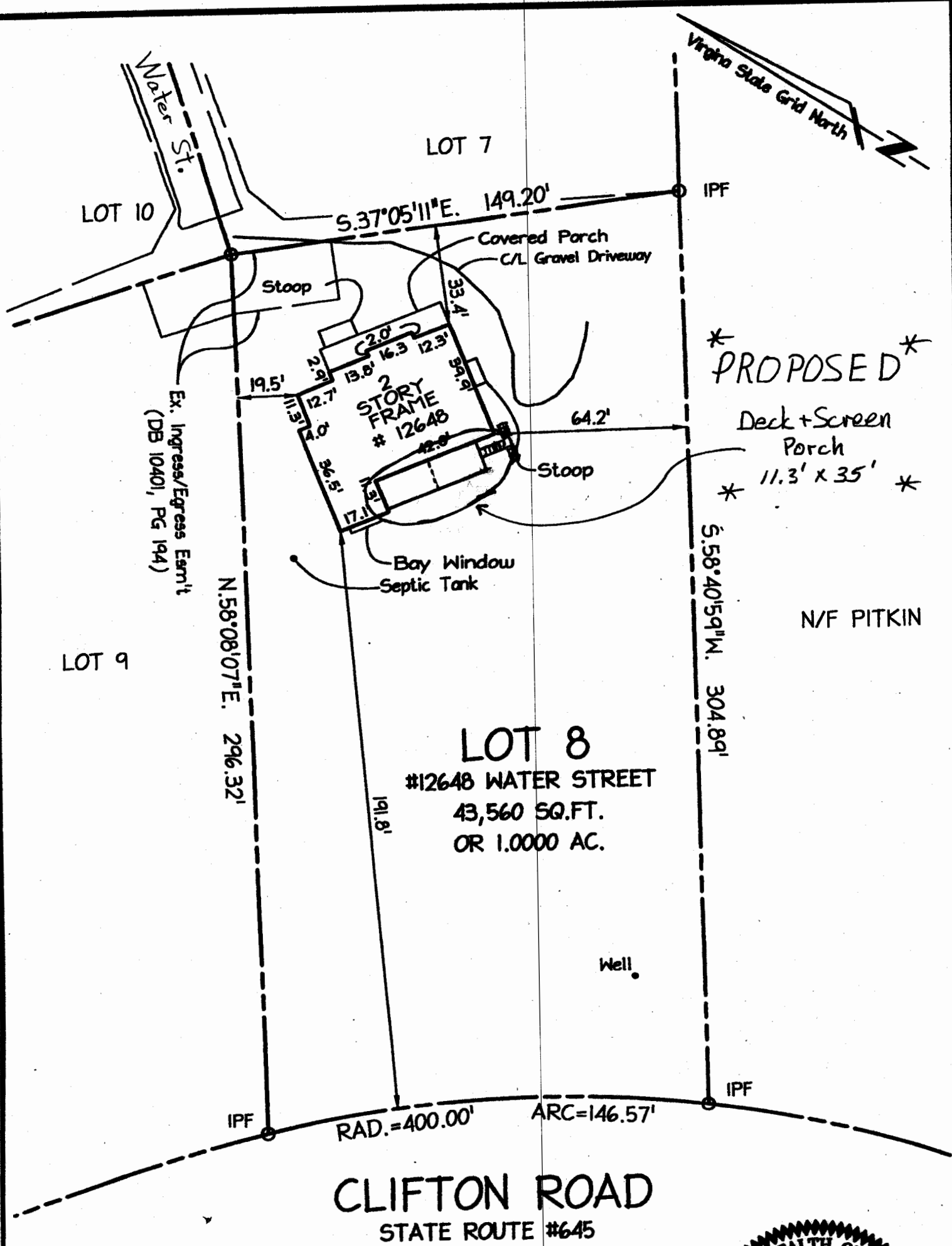
psampso@aol.com
E-Mail Address

psampso@aol.com
E-Mail Address

psampso@aol.com
E-Mail Address

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NOTES

- 1) The property delineated hereon is located on Fairfax County Tax Assessment Map #75-4-((16))-8 and is zoned RD.
- 2) The property delineated hereon falls entirely within Zone "X" on FEMA-FIA Flood Insurance Rate Map #515525-0075-D revised date: March 5, 1990. Zone "X" indicates areas outside of established 500 year flood plains.
- 3) No title report furnished.



Dalton & Kendall

Engineering - Surveying - Land Planning

8420 QUARRY ROAD MANASSAS, VIRGINIA 20110

(703) 308-2176

Fax (703) 308-2234

FINAL HOUSE LOCATION SURVEY
ON LOT 8 OF

FROG HILL

TOWN OF CLIFTON, VIRGINIA

SCALE: 1"=40'

DATE: 6-22-01

SHEET

1 OF 1



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Office of the County Attorney
Suite 549, 12000 Government Center Parkway
Fairfax, Virginia 22035-0064
Phone: (703) 324-2421; Fax: (703) 324-2665
www.fairfaxcounty.gov

March 14, 2007

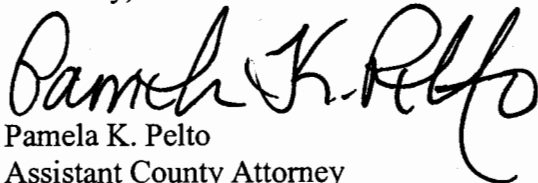
Susan K. Yantis
Town of Clifton
Planning Commission Member
12639 Water Street
Clifton, Virginia 20124

Re: Building Code Services Agreement

Dear Susan:

Enclosed please find an original executed Building Code Services Agreement for your files. It was a pleasure working with you on this matter and I look forward to successfully working on our next effort with Land Development Services.

Sincerely,


Pamela K. Pelto
Assistant County Attorney

Enclosure

cc: Ray Pylant, Building Official

BUILDING CODE SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 6th day of February 2007, by and between the BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA (hereinafter "County"), and the TOWN OF CLIFTON, VIRGINIA (hereinafter "Town").

W I T N E S S E T H :

WHEREAS, the County has been granted by the Commonwealth the authority to adopt and enforce such measures as it may deem expedient to secure and promote the health, safety, and general welfare of its inhabitants under Va. Code Ann. § 15.2-1200 (2003); and

WHEREAS, the County has adopted and enforces such measures in accordance with the authority granted it under Va. Code Ann. § 15.2-1200; and

WHEREAS, the Virginia Uniform Statewide Building Code, Part I, Virginia Construction Code ("VUSBC"), as amended, charges the County and its Department of Public Works and Environmental Services ("DPWES") with the administration and enforcement of the VUSBC; and

WHEREAS, the Town, by resolutions adopted January 5, 1977, and January 7, 1997, authorized the County to administer and enforce the VUSBC within the Town; and

WHEREAS, the Town desires to continue utilizing the services of DPWES and to designate the Fairfax County Building Official as the Clifton Building Official for the purpose of administering and enforcing the VUSBC as provided for in Va. Code Ann. § 36-105(A) (Supp. 2006); and

WHEREAS, the County is agreeable to providing such services on the basis of the terms and conditions hereinafter set forth.

NOW, THEREFORE, the County and the Town hereby agree as follows:

1. The County agrees to provide building code services under the VUSBC, as amended, and The Code of the County of Fairfax, Virginia (hereinafter “the Code”), Chapters 61, 64, 65, and 66, within the Town for all building, plumbing, mechanical, and electrical work.
2. The County, through the Building Official and his/her designated agents, assistants, and employees, shall administer and enforce in the Town the VUSBC and the related provisions of the Code.
3. Building, plumbing, mechanical, and electrical permit application forms shall be provided by DPWES. All applications shall be processed initially by the Town prior to submission to DPWES. Among the required forms for a building permit shall be a certificate of appropriateness and/or a use permit (hereinafter “certificate/use permit”) issued by the Town verifying that submitted plans comply with the Town’s duly adopted zoning ordinance, including the historic overlay district provisions, if the plans so comply. Prior to submission of such application and plans to DPWES, the Mayor of the Town or an agent designated by the Town Council shall have first reviewed the submission and, if it complies with the Town Ordinances, shall so indicate on the form submitted to DPWES and affix the Town stamp to the plans.
4. Permit and inspection fees as set forth in the Code shall be paid to the Director of Finance of Fairfax County. The Town may separately charge a permit fee and impose bond requirements upon the applicant.
5. The application forms as processed by the Town shall be forwarded by the applicant, together with the stamped plans required by DPWES and certificate/use permit, to DPWES, Land Development Services. No application for approval of any plumbing, mechanical, or electrical work in the Town will be processed by DPWES without submission of required plans stamped by the Town and the required certificate/use permit from the Town. No

extension of any permit shall be approved by DPWES without an extension of the Town's certificate/use permit approved by the Town.

6. Upon payment of all fees, and upon receipt of the stamped plan and certificate/use permit from the Town indicating that the submitted plans comply with the duly adopted Town zoning ordinances, the County shall process said applications and plans, and after approving same, shall issue the necessary building permits. Any permit obtained from DPWES either without, or in violation, of the Town's certificate/use permit shall be void ab initio.

7. The Town shall require each applicant to provide such information as DPWES may require.

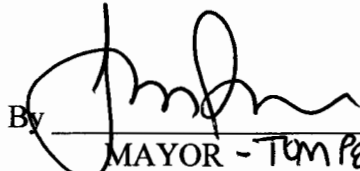
8. The appropriate officials of the Town and the County shall agree to furnish to each other such supplemental information as shall be necessary to comply with the intent of this Agreement.

9. The Mayor of the Town or an agent designated by the Town Council shall notify the County of any violations of the certificate/use permit. Construction in violation of a County permit and/or the Town's certificate/use permit shall be a basis for enforcement, including without limitation, issuance of stop work orders and permit revocation. Violations of the VUSBC and related provisions shall be prosecuted at the discretion of the Fairfax County Building Official as provided in Va. Code Ann. § 36-105(A).

10. It is mutually agreed that the term of this Agreement shall be a period of ten (10) years. This Agreement may be terminated, however, by either party upon ninety (90) days written notice to the other.

IN WITNESS WHEREOF, the parties have executed this Agreement in Fairfax County,
Virginia, the above day and year.

THE TOWN OF CLIFTON, VIRGINIA


By 
MAYOR - Tom Peterson
TOWN OF CLIFTON, VIRGINIA, PURSUANT
TO A RESOLUTION OF TOWN COUNCIL
ADOPTED ON FEBRUARY 6, 2007

BOARD OF SUPERVISORS OF
FAIRFAX COUNTY, VIRGINIA

By 
CHAIRMAN, BOARD OF SUPERVISORS
OF FAIRFAX COUNTY, VIRGINIA

APPROVED AS TO FORM:

DAVID P. BOBZIEN
COUNTY ATTORNEY

By: 
Assistant County Attorney

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Town of Clifton		
Income Statement		
PROPOSED BUDGET FYE 0806 (MARK UP FOR PUBLIC HEARING) APPROVED 04-12-07		
REVENUES:		
Taxes & Permits Revenues:		
ABC Tax		\$110
ARB Permits		\$100
BPOL Tax		\$20,000
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax		\$3,500
Meals tax 2%		\$37,500
Motor Vehicle Tags		\$5,800
No. Va. Cigarette Tax		\$3,000
Railroad Tax		\$1,200
Sales Tax		\$20,000
Use Permits		\$300
Utility Consumption Tax		\$1,100
Other Income		\$200
TOTAL TAXES & PERMITS:		\$92,810
Town Facilities Rentals:		
Community Hall		\$12,000
Park/Square/Gazebo		\$300
TOTAL FACILITIES RENTALS:		\$12,300
Other Revenues:		
Beautification Committee		
Homes Tour		\$5,000
Clifton Day Revenues		\$500
Clifton Life Committee		\$5,000
Communication Committee		\$0
Council for the Arts Committee		
Spring Concert	\$1,000	
Winter Concert	\$1,000	
Art Show & Sale	\$500	
Wine Festival	\$54,300	\$56,800
Farmers' Market Income		\$0
Finance Committee		\$0
Haunted Trail Event		\$12,000
Historic Preservation Committee		
Post Office 100th Anniversary Rural Free Delivery	\$750	
Post Cards	\$750	
Calendar for 2008	\$1,000	
Clifton Day Commemorative Cover	\$750	\$3,250
Interest Income		\$23,000
Special Projects Committee		\$0
Town Parks Committee		\$0
Traffic, Parking and Safety Committee		\$0
Welcoming & Sunshine Committee		\$0
Other income		\$0
TOTAL OTHER REVENUE:		\$105,550
TOTAL REVENUES:		\$210,660
EXPENSES:		
Payroll Expenses:		
Town Clerk Salary		\$3,600
Town Treasurer Salary		\$9,000
Payroll Taxes		\$1,978
Payroll Miscellaneous		\$0
TOTAL PAYROLL EXPENSES:		\$14,578

CONTRACTUAL EXPENSES:		
Insurance		\$5,800
Town Government:		
ARB		\$0
BZA		\$0
Planning Commission		
Regional Water Study	\$5,000	
Update Town Plan	\$15,000	
Create Capital Town Plan	\$5,000	
General Consulting	\$3,000	
General Admin Costs	\$2,000	\$30,000
TOTAL GOVERNMENT:		\$35,800
Professional Fees:		
Accounting - Year Audit Review		\$3,500
Legal Fees		\$15,000
Professional fees - other		\$3,000
Special Counsel		\$3,000
Web site hosting/maintenance		\$1,000
TOTAL PROFESSIONAL FEES:		\$25,500
Town Facilities:		
Ayre Square Rent		\$700
Caboose Expenses:		
Equipment	\$0	
Electric	\$250	
Gas	\$0	
Maintenance	\$250	
Total Caboose Expenses:		\$500
Grounds		\$1,500
Office Equipment Expense		\$0
Railroad Siding Rent		\$775
Old Town Hall Maintenance		\$1,000
Subtotal - Facilities:		\$4,475
Town Meeting Hall Expenses:		
CH Floors	\$2,100	
Cleaning	\$3,900	
Electric	\$15,000	
Equipment & Supplies	\$400	
General Maintenance	\$3,300	
Mgt Fee (20% of Community Hall Rentals)	\$2,400	
Telephone for A/C & Heating	\$480	
TOTAL MEETING HALL EXPENSES		\$27,580
TOTAL TOWN FACILITIES:		\$36,530
Town Services:		
Elections		\$800
Grass Mowing		\$4,800
Trash Collections		\$1,100
TOTAL TOWN SERVICES:		\$6,700
Utilities:		
Utilities - Gas and Electric (Gazebo, Ayre Sq. & Old Town Hall)		\$500
Utilities - Sewer (Old Town Hall)		\$300
TOTAL UTILITIES:		\$800
Dues & Subscriptions:		
Conference Attendance		\$0
Other Dues & Subscriptions		\$350
Va Municipal League		\$450
TOTAL DUES & SUBSCRIPTIONS:		\$800

Other Contractual Expenses:		
Beautification Committee		\$5,000
Citizen Recognition Fund		\$1,000
Clifton Day Expenses		\$200
Clifton Life Committee		
Supplies For Socialization and Fundraising Events I.E. Poker Tournament, Barbeque		\$1,000
Communication Committee		
Web Server Annual Maintenance	\$1,100	
Internet Service Provider & Domain Subscriptions	\$250	
Web Master Reimbursement	\$2,400	
Town Phone Number & Voice Mail Service	\$400	
Other	\$5,000	\$9,150
Council for the Arts Committee		
Spring Concert	\$2,700	
Winter Concert	\$2,700	
Art Show & Sale	\$300	
Wine Festival	\$21,313	\$27,013
Farmers' Market Expense		\$0
Haunted Trails Event		\$6,000
Historic Preservation Committee		
Post Office 100th Anniversary Rural Free Delivery	\$500	
Post Cards	\$500	
Calendar for 2008	\$775	
Clifton Day Commemorative Cover	\$500	
Clifton Elementary School	\$375	
HPC Membership & Education	\$350	\$3,000
Homes Tour Expense		\$3,000
Legal Advertising		\$1,000
Mayoral Reimbursement		\$500
Miscellaneous Contractual Expenses		\$1,300
Printing & Publication		\$300
Special Projects Committee		\$0
Summer in the Parks Event		\$500
Town Parks Committee		
Landscape Maintenance	\$3,000	
Playground Maintenance	\$1,200	\$4,200
Traffic, Parking and Safety Committee		\$1,300
Welcoming & Sunshine Committee		
Welcome Baskets-Emergency Funds for Town Victims of Catastrophic Events		\$1,500
Other		\$5,000
TOTAL OTHER CONTRACTUAL:		\$70,963
Commodities:		
Computer Supplies		\$700
Copies		\$100
License Plates		\$900
Miscellaneous Commodities		\$500
Office Supplies		\$500
Postage & Delivery		\$500
Miscellaneous		\$5,000
TOTAL COMMODITIES:		\$8,200
TOTAL EXPENSES:		\$209,021
NET INCOME (LOSS):		\$1,639

Town of Clifton		
CAPITAL/GRANT		
REVENUE/COST STATEMENT		
REVENUES:		
CBA contribution-Flood Plain Park		\$10,000
FEDERAL GRANTS		
FEMA - Buckley Bridge Restoration		\$56,009
Federal Trans. Project -ISTEA- Trails-Clifton Entrance Triangle	\$51,000	
Town Match/In-kind	\$4,200	
CBA Match-Clifton Entrance Triangle	\$6,000	
Total Trails Grants		\$61,200
Fire Programs Grant		\$8,000
Litter Control Grant		\$1,000
SAFETEA-LU Grant-Various Projects		\$157,779
Committee CIP Projects		
Clifton Life Committee		\$0
Communication Committee		\$0
Council for the Arts Committee		\$0
Finance Committee		\$0
Historic Preservation Committee		\$0
Special Projects Committee		\$0
Town Parks Committee		
Fundraisers-Playground		\$0
Traffic, Parking and Safety Committee		\$0
Welcoming & Sunshine Committee		
Total Committee CIP Projects		\$0
TOTAL REVENUES:		\$293,988
COSTS:		
Committee CIP Projects		
Clifton Life Committee		\$0
Communication Committee		\$0
Council for the Arts Committee		\$0
Finance Committee		\$0
Historic Preservation Committee		\$0
Special Projects Committee		\$0
Town Parks Committee		
Landscape Improvements	\$20,000	
Hardscape & Equipment Improvements	\$6,000	
Old Playground Equipment Refurbishment	\$1,500	
Memorial	\$1,000	\$28,500
Traffic, Parking and Safety Committee		\$0
Welcoming & Sunshine Committee		\$0
Total Committee CIP Projects		\$28,500
Flood Plain Park		\$10,000
FEMA - Buckley Bridge Restoration		\$62,232
Fire Program - FCFD		\$8,000
Litter Control		\$1,000
Miscellaneous		\$0
SAFETEA-LU Improvements-Various Projects		\$22,779
Version Cable Burial	\$10,000	
Development of Streetscape Phase I	\$35,000	
Special Project Phase 2	\$85,000	\$130,000
Town Meeting Hall:		
Equipment	\$2,000	
Physical Improvements	\$0	
Total Town Meeting Hall:		\$2,000
Trails-Clifton Entrance Triangle Improvements-ISTEA		\$53,200
Design & Construct Sidewalk Clifton Creek Rd Neighborhoods/Clifton Elementary School-ISTEA		\$8,000
TOTAL COSTS		\$354,211
NET REVENUES/(COST)		-\$60,223

Marilyn

From: "Gifford Hampshire" <ghampshire@bklawva.com>
To: <pjlayden@verizon.net>; <michael.anton@cox.net>; <chuckles3293@hotmail.com>;
 <lgjohnston@cox.net>; <clifnick@att.net>; <tommypclifton@aol.com>; <pawsnfins@cox.net>
Cc: <mayorofcliftonva@aol.com>
Sent: Wednesday, May 30, 2007 11:06 AM
Subject: RE: OTH Lot Consolidation Approved

Thanks, Pat. I will need to do a deed to go with the plat. I will need the Chairman of the PC's approval on the plat. The Council should authorize the Mayor to sign the deed and plat at the next Council meeting, if that has not already occurred. Giff

-----Original Message-----

From: [mailto:pjlayden@verizon.net]
Sent: Wednesday, May 30, 2007 10:10 AM
To: ; ; ;

Cc: Gifford Hampshire
Subject: OTH Lot Consolidation Approved

All,

Things went very well at last night's PC meeting. Unanimous approval to consolidate the three lots into one lot.

Kathleen,

Great job as Town Clerk on preparing notice to adjacent property owners, sending and tracking certified mail, posting signs on the property and Post Office as required by our Code. One of the first questions PC asked was about notification.

Giff,

I will get you a Certified Plat and related documentation so land records at Court House can be updated.

Pat

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Committees Fundraising				
Council of the Arts	402			
Total Committees Fundraising	402			
Interest Income	14,808	5,500	9,308	269%
Sign Sales Income	1,105			
Clifton Day Revenues	0	450	(450)	0%
Community Hall Revenues				
Community Hall Rentals	10,062	13,750	(3,688)	73%
Total Community Hall Revenues	10,062	13,750	(3,688)	73%
Grants				
Federal				
FEMA	28,483	73,333	(44,850)	39%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	18,333	(18,333)	0%
SAFET-LU Grant - Other	0	73,333	(73,333)	0%
Total SAFET-LU Grant	0	91,666	(91,666)	0%
Transportation Project-Trails				
Town Match-Trails	0	9,350	(9,350)	0%
Transportation Project-Trails - Other	0	46,750	(46,750)	0%
Total Transportation Project-Trails	0	56,100	(56,100)	0%
Federal - Other	0			
Total Federal	28,483	221,099	(192,616)	13%
Other				
CBA Grant	0	5,500	(5,500)	0%
Donations	0	183,333	(183,333)	0%
Total Other	0	188,833	(188,833)	0%
State				
Fire Program Funds	8,000	6,000	2,000	133%
Total State	8,000	6,000	2,000	133%
Total Grants	36,483	415,932	(379,449)	9%
Haunted Trail Event	0	0	0	0%
Homes Tour	7,579	6,400	1,179	118%
Other Income	1,200			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	2,250	18,333	(16,083)	12%
S.R. - Litter Control Grant	1,000	0	1,000	100%
Tax and Permits Revenue				
FEMA - Buckley Park	2,390	3,200	(810)	75%
Franchise Fees - Cox Cable	5,124	7,333	(2,209)	70%
ABC Profits	432	300	132	144%
ARB Permits	95	80	15	119%
BPOL tax	20,690	18,000	2,690	115%
Cigarette Tax	2,447	2,796	(349)	88%
Motor Vehicle Tags	4,829	5,800	(971)	83%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	18,102	17,557	545	103%
Use Permits	425	733	(308)	58%
Utility Consumption Tax	1,092	1,001	91	109%
Total Tax and Permits Revenue	56,820	58,500	(1,680)	97%
 Total Income	 131,709	 519,065	 (387,356)	 25%
 Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,000	1,500	500	133%
Town Treasurer	4,000	4,000	0	100%
Total Gross Wages	6,000	5,500	500	109%
Payroll Taxes				
FICA	0	842	(842)	0%
Total Payroll Taxes	0	842	(842)	0%
Total Payroll Expenses	6,000	6,342	(342)	95%
Contractual				
Citizens' REcognition Fund	0	1,650	(1,650)	0%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	183	(183)	0%
BZA	0	92	(92)	0%
Planning Commission	3,800	4,583	(783)	83%
Town Committees Expense				
Council for the Arts Expense	190			
Town Committees Expense - Other	293	1,833	(1,540)	16%
Total Town Committees Expense	483	1,833	(1,350)	26%
Total Town Government	4,283	6,691	(2,408)	64%
Professional Fees				
Web site maintenance	0	2,200	(2,200)	0%
Professional fees - Other	0	2,750	(2,750)	0%
Accounting	9,931	15,000	(5,069)	66%
Legal Fees	20,231	7,333	12,898	276%
Special Counsel	4,604	2,750	1,854	167%
Total Professional Fees	34,766	30,033	4,733	116%
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	775	0	100%
Total Rent	1,188	1,375	(187)	86%
Town Facilities				
Beautification Comm.	2,114	3,896	(1,782)	54%
Buckley Park FEMA Cleanup	3,187	2,933	254	109%
Grounds Maintenance	1,662	1,375	287	121%
Town Hall Maintenance	2,111	4,583	(2,472)	46%
Town Office	0	4,492	(4,492)	0%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Office Equipment Expense	0	4,767	(4,767)	0%
Total Town Facilities	9,074	22,046	(12,972)	41%
Town Services				
Fire Program	8,000	6,000	2,000	133%
Grass Mowing	3,000	4,000	(1,000)	75%
Trash Collection	576	1,008	(432)	57%
Total Town Services	11,576	11,008	568	105%
UBS Investment Loss	909			
Utilities				
Gas and Electric	(783)	458	(1,241)	(171%)
Town Voice Mail	351			
Water	345	300	45	115%
Total Utilities	(87)	758	(845)	(11%)
Dues and Subscriptions				
Conference Attendance	0	1,833	(1,833)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	321	(321)	0%
Total Dues and Subscriptions	0	2,604	(2,604)	0%
Caboose Expenses				
Caboose - Trentane Gas	276	229	47	121%
Caboose Electric	166	229	(63)	72%
Caboose Maintenance	82	275	(193)	30%
Total Caboose Expenses	524	733	(209)	71%
Community Hall Expenses				
C.H.-Cleaning	1,172	3,575	(2,403)	33%
C.H.-Equipment	209	367	(158)	57%
C.H.-General Maintenance	1,760	3,025	(1,265)	58%
C.H.-Management Fee	2,730	5,500	(2,770)	50%
C.H. - Electric	14,844	18,333	(3,489)	81%
C.H. Floors	1,499	2,100	(601)	71%
Total Community Hall Expenses	22,214	32,900	(10,686)	68%
Clifton Day Expenses				
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,210	2,900	(690)	76%
Legal Advertising	416	1,031	(615)	40%
Mayoral Reimbursement	42	458	(416)	9%
Miscellaneous	891	1,192	(301)	75%
Printing and Reproduction	144	275	(131)	52%
Total Contractual	93,519	122,296	(28,777)	76%
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	400	(400)	0%
Commodities				
Computer Supplies	0	642	(642)	0%
Copies	50	46	4	109%
License Plates	829	855	(26)	97%
Miscellaneous	0	9,167	(9,167)	0%
Miscellaneous - Commodities	213	458	(245)	47%
Office Supplies	329	458	(129)	72%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through May 2007

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Postage and Delivery	169	458	(289)	37%
Total Commodities	1,590	12,084	(10,494)	13%
CIF Expenses				
Comm Hall Equipment	0	3,667	(3,667)	0%
Comm Hall Improvements	9,930	16,500	(6,570)	60%
FEMA - Buckley Bridge Repair	4,060	73,333	(69,273)	6%
Signage	0	1,833	(1,833)	0%
Clifton Entrance Triangle	0	1,833	(1,833)	0%
CIF-Miscellaneous	0	183,333	(183,333)	0%
CIF-Playground Impr.	0	21,542	(21,542)	0%
CIF Cable Burial Undergrnd Util	4,080	6,417	(2,337)	64%
Total CIF Expenses	18,070	308,458	(290,388)	6%
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	46,750	(46,750)	0%
Total Fed Fund-Transportation Proj	0	46,750	(46,750)	0%
SAFET-LU Grant Administrator	0	18,333	(18,333)	0%
SAFET-LU Improvements	0	73,333	(73,333)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	3			
Total Expense	<u>119,182</u>	<u>588,996</u>	<u>(469,814)</u>	<u>20%</u>
Net Ordinary Income	<u>12,527</u>	<u>(69,931)</u>	<u>82,458</u>	<u>(18%)</u>
Net Income	<u>12,527</u>	<u>(69,931)</u>	<u>82,458</u>	<u>(18%)</u>

Barton, Marilyn

om: Nickum, Wayne (OCFO) [Wayne.Nickum@dc.gov]
Sent: Monday, May 14, 2007 8:08 AM
To: Barton, Marilyn
Subject: FW: May 1 TC Minutes draft for comment
importance: High

I SENT YOU AN EMAIL ON THE TC MINUTES THE EVENING OF THE TC MEETING WE ADDED AN ITEM AFTER THE EXECUTIVE SESSION WHICH AUTHORIZES THE TOWN HALL COMMITTEE ON BEHALF OF THE TOWN TO APPLY FOR REZONING OF THE OLD TOWN HALL TO COMMERCIAL AFTER APPROVAL OF THE LOT CONSOLIDATION OF THE OLD TOWN HALL LOTS. 6-0 APPROVAL TO ADD TO THE AGENDA. MOTION MADE TO W. NICKUM TOM PETERSON SECOND. MOTION MADE FOR AUTHORIZATION MOTION BY W. NICKUM PAT SECOND VOTE 6-0.

From: WAYNE H. NICKUM [mailto:CLIFNICK@ATT.NET]
Sent: Sunday, May 13, 2007 7:09 PM
To: Nickum, Wayne (OCFO)
Subject: Fw: May 1 TC Minutes draft for comment
Importance: High

5/14/2007

Barton, Marilyn

om: Marilyn [pawsnfins@cox.net]
Sent: Sunday, May 13, 2007 3:10 PM
To: TOMMYPCLIFTON@aol.com; pjlayden@verizon.net; Mikefanton@aol.com; Michael Anton; Mayorofcliftonva@aol.com; lgjohnston@cox.net; WAYNE NICKUM; CLIFNICK@att.net; ChuckRusnak@cliftonva.us
Cc: Barton, Marilyn; Gifford Hampshire
Subject: May 1 TC Minutes draft for comment
Importance: High



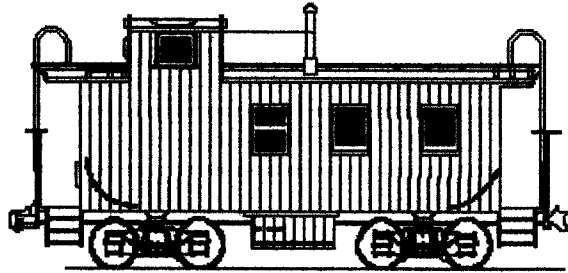
Hi everyone,

Attached are the May 1, 2007 Public Hearing & Town Council Minutes drafted for your comments.

Please let me know the last names of Jason and Chris - see mid section of Public Hearing.

Also, please confirm the best email address for you so that we can be sure you receive your info.

Thank you,
Kathleen



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, May 1, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Public Hearing – Budget proposal FYE 0608

The Public Hearing was called to order by Lane Johnston at 7:30 pm. Wayne Nickum asked if there were any public comments on behalf of the businesses in Town. Kathy Kalinowski spoke up first. She believed that concerning public hearings, before taxes were levied, the process of sending letters to all the households asking to participate in the public hearings should be repeated, or use a survey perhaps. Wayne Nickum pointed out that there was a survey that was put out, concerning the cigarette tax, lists etc. Kathy Kalinowski then stated that the previous survey is now out of date, and that all the possibilities should be gone through and considered. She was in favor of an additional real state tax. Lane Johnson mentioned the topic of the meal tax. Judy McNamara, on behalf of the Clifton Store and A Flower Blooms, expressed her opposition, stating that as with the cigarette tax, customers decided to buy cigarettes elsewhere, which is bad for business. "This is bad enough", Judy continued, "and now there is a meals tax?" She believed that there will not be anyone coming to the Town because they will be penalized for doing so by having to pay taxes. Chuck Rusnak pointed out that the restaurants in Town don't make one million dollars, and this is why the Finance Committee proposed 4% Meals tax was lowered to 2%. Jeff Stein pointed out that if the tax was levied, by then everyone would know what the Meals Tax had brought in. Kathy Kalinowski supported being able to vote on the Meals Tax before it's set into motion. Jeff Stein asked if the Meals Tax included beverages. Tom Peterson said no, he didn't think so. Tom Peterson believed the best thing to do was to gather a recommendation from the public and to see if an aggregate figure could be established for a true number. Wayne Nickum added that if there was a previously prepared report by the Treasurer that reported the BPOL divided into categories available, preparing the document under the Freedom of Information Act is not required. Wayne Nickum continued that the retail BPOL category covers all the businesses, including the restaurants. Lane Johnston raised again the survey that was used 4 years ago. Tom Peterson agreed that updating the survey was something that should be taken into consideration.

Cory Harlow, on behalf of the Heart In Hand, stated that competing with other businesses was hard enough without having to add another tax on top of everything. Cory Harlow believed that the town needed to spend money to bring in revenue, not tax. Tom Peterson responded, saying that the Finance Committee had come up with ways to generate revenue. If one way of raising money was not acceptable to the businesses in Town, he continued, some ideas were needed on how this could be done. So far, not many ideas have been offered. Judy McNamara stated that the Meals Tax was only going to hurt Town businesses, and that there were plenty of other options. Chuck Rusnak asked if there were any suggestions. Cory Harlow stated some of the facilities around Town - the courtyard, for example - are used for certain events. Cory Harlow added it was usually very hard to find someone to organize such events.

Judy McNamara stated to the Town Council that they were subsidizing the Community Hall by taxes the Town's businesses. Chuck Rusnak responded that it would be unfair to accuse the Town of penalizing the businesses with the Meals Tax. He added that the Town had already considered the businesses' situation, and that is why they lowered the percent from 4% to 2%. Judy McNamara and Kathy Kalinowski both believed that there must be other ideas than the Meals Tax. Kathy Kalinowski reminded the Council about the idea of doing a survey. Tom Peterson agreed with conducting a town survey to see what people think about the Meals Tax.

Brant Baber explained that the Town needs regular revenue - there were events that the Town hosts, such as the Wine Festival, the Haunted Trail, etc., however the outcome of revenue for each of these events was most always fluctuating, and unknown. Tom Peterson reiterated the need for a town survey. Mike Anton contributed that the updated survey can be publicized. He added that the comments were very adamant about the Meals Tax and that this should be communicated. Tom Peterson volunteered to update the survey and asked if there was anyone willing to help him. He added that the survey would not only cover financial issues, but also the direction of the Town. Chuck Rusnak supported the idea, however he suggested that the survey have no bearing on the budget - the Special Meeting still needed to take place, and the budget still needed to be sent out in the following 7 days. Also, if a Meals Tax is not set in motion as of the next month, Chuck Rusnak suggested the Town find other sources of revenue or reduce expenses. Jason _____ brought up once again the Meals Tax - advising that perhaps it was just the immanent threat of the Meals Tax that was hard to get through. Recently businesses have been sold, businesses have been opened, so as it were Jason _____ disagreed with setting up a Meals Tax at the present time. Jason _____ then suggested an official date be set for the Meals Tax to begin, January 2008 was his example, so that the Meals Tax does not appear to be such of a threat to Town business. Besides, Jason _____ added, a Meals Tax could not be added to the budget this early; it could not even be implemented this soon. Jason _____ believes that aggregate data from the Treasurer should be received about the businesses, such as what numbers the businesses are making.

Michelle Stein pointed out that if the budget was passed, thousands of dollars were also being passed in expenses that would not be covered in that tax. Kathy Kalinowski questioned whether the Council looked at the idea of cutting expenses. Kathy Kalinowski believed that if the Town is going to be short on revenue, some expenses need to be cut. Judy McNamara added that the Town Hall needs to be marketed! Kathy Kalinowski stated that if the Town Council was not going to vote concerning the Meals Tax that night, there would be a loss in revenue and if the Town Council wishes to have a balanced budget, expenses need to be cut.

Chris _____ suggested looking into the idea of putting \$12,000 a year into the maintenance of the Town Hall as a recurring revenue stream. Tom Peterson explained that he had met with Elaine McConnell who warned not to expect any money from the County to go towards Clifton.

Steve Effros brought up a concern with the numbers in the Budget. Wayne Nickum responded that the formulas had indeed been verified and the Budget had been reviewed by multiple people. Steve Effros suggested the Town Council take another look at the Budget if time is available.

Jeff Stein reminded the Town Council that the Town can only pay for what can be afforded. He pointed out that there were a lot of items present in the Budget, and he was not sure whether the projections were prudent. Jeff Stein continued that, in light of the speculative nature of the Town's income, he hoped that the Town Council would go back to the drawing board and report what is really needed, plus what the Town would like if the Town has the revenue. Wayne Nickum asked if Jeff Stein could be more specific: did he mean projections for the Wine Festival and the Meals Tax? Jeff Stein responded yes, and added that the Haunted Trail was and is always questionable, as the outcome of the event - concerning revenue - was always unknown. Jeff Stein pointed out that the Budget had been based on the Haunted Trail incomes before and expressed concern with the rapid growth of 50% in expenses. Jeff Stein informed the Town Council that it was his belief that the Town Clerk and Treasurer jobs should not take any more than 40 hours total. He pointed out as an example that the salary of the Town Clerk was raised and continued that the Town also funded all of the committees. He stated the Town shouldn't spend money it doesn't have.

Steve Effros asked about the other contractual expenses listed on the Budget. Wayne Nickum responded that these contractual expenses were projected for unexpected costs. The Town Council will need to approve payments if there is an emergency situation.

Donna Netschert pointed out that the Town of Clifton used to live on volunteers. People should be paid to do things that volunteers don't want to do - cleaning up the Town, for example. The Town these days doesn't get any volunteers. She continued to add that every month they need to get a volunteer to do the labor, in order to make money, to pay for the committees. Tom Peterson suggested that the Welcoming Sunshine Committee hold a fundraiser to raise the money that us needed. Lynne Garvy Wark proposed replacing the barrels around Ayre Square and asked how much money is allowed to be spent. She didn't want to spend money if the Town can't afford it. After long discussion, a double entry was corrected in the Budget.

Motion: Wayne Nickum moved for the closing of the Public Hearing. Tom Peterson seconded the motion and it was passed unanimously.

The regular Town Council Meeting was called to order at 9:10 p.m.

Order of business

Reading of the Minutes- Motion: Wayne Nickum moved to approve the Minutes for the April 3, 2007 Town Council Meeting and for the Thursday, April 12, 2007 Special Meeting. Pat Layden seconded the motion to approve the regular Town Council Meeting Minutes and the motion passed. Tom Peterson seconded the motion to approve the April 12 Special Meeting Minutes and the motion was approved. Chuck Rusnak abstained from both motions.

Report of the Treasurer (Marilyn Barton, Town Treasurer)- Marilyn Barton presented the Financial Reports for the period ended April 30, 2007 with the following highlights:

- Cash balances on April 30 totaled \$484,699.89.
- Year to date revenues of \$125,882, expenses of \$106,601 for a net income of \$19,281.
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Awards Presentation (by Chuck Rusnak)- Chuck Rusnak announced that the Awards Presentation was being tabled.

Unfinished business.

- a. **Buckley Bridge repair status (Tom Peterson) -** Status of progress (Lane Johnston, Pat Layden presenting). – Lane Johnston reported that a contract was signed with W. G. Associates for an erosion and topographic survey. Also a structural engineer and soil engineer were needed. Dwayne Nitz was doing the structural report and Lane Johnston did the soil sample. Pat Layden was doing work with the corps of engineers and the wetlands services. All of this was hoped to be done by the following week, in order for it to be approved at the next Town Council meeting. **Motion:** Lane Johnston motioned to approve \$5,000 for the Topographic Survey. Wayne Nickum seconded the motion and it was passed unanimously.
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- c. **Invoices of Federal Aid Projects, timely submission. (Tom Peterson) -** Wayne Nickum noted that the Town better get moving to spend these funds.

Reports of Committees, Planning Commission, and ARB

Planning Commission- Kathy Kalinowski explained that the Sampsons needed approval from the Town Council in order to add an addition to their front porch. **Motion:** Wayne Nickum moved to approve the addition to the Sampson's front porch. Mike Anton and Pat Layden seconded the motion. The motion was passed. Kathy Kalinowski added that NVRC requested that the Town Council be prepared to sign an agreement concerning the investment in the new Town Plan. **Motion:** Wayne Nickum moved to approve this. Pat Layden seconded Wayne Nickum's motion, and it was approved.

ARB- Royce Jarrendt announced that the new store next to the Heart and Hand was approved to be signed. Royce Jarrendt explained that he was ready to step down as Chairman, however he still wished to be an active member. Until the role was filled he agreed to serve as Chairman. If, Royce Jarrendt continued, someone were to express interest as of the following month's meeting, the Committee Members would need to vote, then go to the Town Council

for approval. Wayne Nickum informed Royce Jarrendt that no, the Committee would not need to go to the Town Council for approval.

New business

a. Town Clerk business hours- There was some discussion concerning the hours to which the new Town Clerk be committed to. Marilyn Barton suggested re-wording the hours so that it was clear that Kathleen Barton was available for contact but not on call to work every hour. A new recommendation to clarify the hours of availability was requested. **Motion:** Chuck Rusnak motioned to table the topic. Wayne Nickum seconded the motion and it was approved.

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d. The Clifton Town Golf Tournament (Pat Layden) - Pat Layden explained that there were 100 players involved, the shot gun started at 1:30 pm, dinner was served in the evening, and the fee was tax deductible. Pat Layden added that anyone who wanted to play was free to attend. The date for the event was Wednesday, June 6th. As an awesome side note, all funds went back to the Town.

e. Safe Routes to School Program (Mike Anton) - Mike Anton explained the whole idea of the Safe Routes to School Program: A project for putting a sidewalk on Chapel Road, as there is a drainage issue right in front of the Town Hall and in front of two homes also. In addition, the Fire Department drained the fire hydrants: These two factors contributed to the children beginning to walk on the side of the road from their bus stop. This was very dangerous, considering the large quantity of cars that run the stop sign located there. The "Safe Routes to School Program" is a Federal fund by the Department of Education that supports the creation of side walks and other ways that make children's route to school safe. The State of Virginia made a request for applications, Mike Anton continued that they did this in order to pursue an application for the Safe Routes to School Program. No matching funds are necessary. In addition, the Principal of Clifton Elementary agrees. VDOT said this project would be a "no brainer". Mike Anton pointed out that the whole operation wouldn't cost more than \$50,000 or \$75,000. **Motion:** Wayne Nickum made a motion to pursue the Safe Routes to School Program's application. Tom Peterson seconded the motion. The motion passed.

Motion: Chuck Rusnak made the motion to approve the Art Show for June 2nd at 5 pm. Lane Johnson seconded the motion and it was passed.

Motion: Pat Layden moved that the Town Council enter into a Consecutive Session in order to discuss the Old Town Hall Sale. The motion was seconded and approved and the Town Council entered into Consecutive Session.

Special meeting/Executive Session - Sale of Town Hall

a. Motion was made and seconded to enter executive session to discuss legal matters on sale of old town hall & construction services for Buckley Bridge. The motion was passed unanimously. Motion adopted in compliance with Sections 2.2-3711(A)(7) & (A)(3) of the Virginia Code (The Virginia Freedom of Information Act).

b. Motion made and seconded that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion passed unanimously.

The Executive Session was adjourned by passed motion.

The Minutes were prepared by Kathleen Barton, Town Clerk.

Barton, Marilyn

From: Marilyn [pawsnfins@cox.net]
Sent: Friday, May 18, 2007 7:09 PM
To: Nickum, Wayne (OCFO); Mikefantom@aol.com; pjlaiden@verizon.net; Michael Anton; Mayorofcliftonva@aol.com; lgjohnston@cox.net; CLIFNICK@att.net; ChuckRusnak@cliftonva.us
Cc: Barton, Marilyn; Gifford Hampshire
Subject: 2nd Draft 5/1/07 Minutes for comment
Importance: High



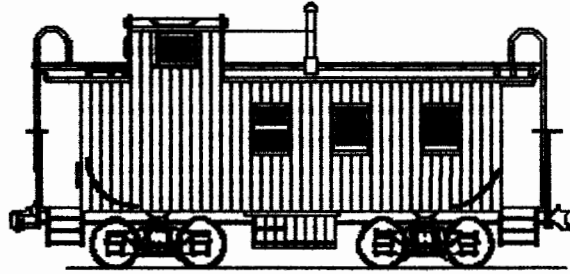
Dear Town Council Members,

For the Minutes on May 1st: I received some input confirming names and adding comments. The comments provided by Mr. Nickum are highlighted in yellow. Please review and when you get the chance provide your feedback. I would like to finalize the Minutes over the weekend of possible :)

Minutes of Special Budget review - If possible please send me a copy of the Minutes taken at the special meeting that my Mom and I were unable to attend due to the change in the time.

Old Town Hall Lot Consolidation - The notices were mailed on May 17th and also posted in the P.O. and Old Town Hall.

Thanks,
K =)



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, May 1, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Public Hearing – Budget proposal FYE 0608

The Public Hearing was called to order by Lane Johnston at 7:30 pm. Wayne Nickum asked if there were any public comments on behalf of the businesses in Town. Kathy Kalinowski spoke up first. She believed that concerning public hearings, before taxes were levied, the process of sending letters to all the households asking to participate in the public hearings should be repeated, or use a survey perhaps. Wayne Nickum pointed out that there was a survey that was put out, concerning the cigarette tax, lists etc. Kathy Kalinowski then stated that the previous survey is now out of date, and that all the possibilities should be gone through and considered. She was in favor of an additional real state tax. Lane Johnson mentioned the topic of the meal tax. Judy McNamara, on behalf of the Clifton Store and A Flower Blooms, expressed her opposition, stating that as with the cigarette tax, customers decided to buy cigarettes elsewhere, which is bad for business. "This is bad enough", Judy continued, "and now there is a meals tax?" She believed that there will not be anyone coming to the Town because they will be penalized for doing so by having to pay taxes. Chuck Rusnak pointed out that the restaurants in Town don't make one million dollars, and this is why the Finance Committee proposed 4% Meals tax was lowered to 2%. Jeff Stein pointed out that if the tax was levied, by then everyone would know what the Meals Tax had brought in. Kathy Kalinowski supported being able to vote on the Meals Tax before it's set into motion. Jeff Stein asked if the Meals Tax included beverages. Tom Peterson said no, he didn't think so. Tom Peterson believed the best thing to do was to gather a recommendation from the public and to see if an aggregate figure could be established for a true number. Wayne Nickum added that if there was a previously prepared report by the Treasurer that reported the BPOL divided into categories available, such document may be available under the Freedom of Information Act if not prohibited under the Va Privacy Act (specifically tax information). There is no requirement under FOIA to create a document. Wayne Nickum continued that the retail BPOL category covers all the businesses, including the restaurants. Lane Johnston raised again the survey that was used 4 years ago. Tom Peterson agreed that updating the survey was something that should be taken into consideration.

Cory Harlow, on behalf of the Heart In Hand, stated that competing with other businesses was hard enough without having to add another tax on top of everything. Cory Harlow believed that the town needed to spend money to bring in revenue, not tax. Tom Peterson responded, saying that the Finance Committee had come up with ways to generate revenue. If one way of raising money was not acceptable to the businesses in Town, he continued, some ideas were needed on how this could be done. So far, not many ideas have been offered. Judy McNamara stated that the Meals Tax was only going to hurt Town businesses, and that there were plenty of other options. Chuck Rusnak asked if there were any suggestions. Cory Harlow stated some of the facilities around Town - the courtyard, for example - are used for certain events. Cory Harlow

added it was usually very hard to find someone to organize such events.

Judy McNamara stated to the Town Council that they were subsidizing the Community Hall by taxes the Town's businesses. Chuck Rusnak responded that it would be unfair to accuse the Town of penalizing the businesses with the Meals Tax. He added that the Town had already considered the businesses' situation, and that is why they lowered the percent from 4% to 2%. Judy McNamara and Kathy Kalinowski both believed that there must be other ideas than the Meals Tax. Kathy Kalinowski reminded the Council about the idea of doing a survey. Tom Peterson agreed with conducting a town survey to see what people think about the Meals Tax.

Brant Baber explained that the Town needs regular revenue - there were events that the Town hosts, such as the Wine Festival, the Haunted Trail, etc., however the outcome of revenue for each of these events was most always fluctuating, and unknown. Tom Peterson reiterated the need for a town survey. Mike Anton contributed that the updated survey can be publicized. He added that the comments were very adamant about the Meals Tax and that this should be communicated. Tom Peterson volunteered to update the survey and asked if there was anyone willing to help him. He added that the survey would not only cover financial issues, but also the direction of the Town. Chuck Rusnak supported the idea, however he suggested that the survey have no bearing on the budget - the Special Meeting still needed to take place, and the budget still needed to be sent out in the following 7 days. Also, if a Meals Tax is not set in motion as of the next month, Chuck Rusnak suggested the Town find other sources of revenue or reduce expenses. Jason Mitchell brought up once again the Meals Tax - advising that perhaps it was just the immanent threat of the Meals Tax that was hard to get through. Recently businesses have been sold, businesses have been opened, so as it were Jason Mitchell disagreed with setting up a Meals Tax at the present time. Jason Mitchell then suggested an official date be set for the Meals Tax to begin, January 2008 was his example, so that the Meals Tax does not appear to be such of a threat to Town business. Besides, Jason Mitchell added, a Meals Tax could not be added to the budget this early; it could not even be implemented this soon. Jason Mitchell believes that aggregate data from the Treasurer should be received about the businesses, such as what numbers the businesses are making.

Michelle Stein pointed out that if the budget was passed, thousands of dollars were also being passed in expenses that would not be covered in that tax. Kathy Kalinowski questioned whether the Council looked at the idea of cutting expenses. Kathy Kalinowski believed that if the Town is going to be short on revenue, some expenses need to be cut. Judy McNamara added that the Town Hall needs to be marketed! Kathy Kalinowski stated that if the Town Council was not going to vote concerning the Meals Tax that night, there would be a loss in revenue and if the Town Council wishes to have a balanced budget, expenses need to be cut.

Chris Spina suggested looking into the idea of putting \$12,000 a year into the maintenance of the Town Hall as a recurring revenue stream. Tom Peterson explained that he had met with Elaine McConnell who warned not to expect any money from the County to go towards Clifton.

Steve Effros brought up a concern with the numbers in the Budget. Wayne Nickum responded that the formulas had indeed been verified and the Budget had been reviewed by multiple people. Steve Effros suggested the Town Council take another look at the Budget if time is available.

Jeff Stein reminded the Town Council that the Town can only pay for what can be afforded. He pointed out that there were a lot of items present in the Budget, and he was not sure whether the projections were prudent. Jeff Stein continued that, in light of the speculative nature of the Town's income, he hoped that the Town Council would go back to the drawing board and report what is really needed, plus what the Town would like if the Town has the revenue. Wayne Nickum asked if Jeff Stein could be more specific: did he mean projections for the Wine Festival and the Meals Tax? Jeff Stein responded yes, and added that the Haunted Trail was and is always questionable, as the outcome of the event - concerning revenue - was always unknown. Jeff Stein pointed out that the Budget had been based on the Haunted Trail incomes before and expressed concern with the rapid growth of 50% in expenses. Jeff Stein informed the Town Council that it was his belief that the Town Clerk and Treasurer jobs should not take any more than 40 hours total. He pointed out as an example that the salary of the Town Clerk was raised and continued that

the Town also funded all of the committees. He stated the Town shouldn't spend money it doesn't have.

Steve Effros asked about the other contractual expenses listed on the Budget. Wayne Nickum responded that these contractual expenses were projected for unexpected costs. **The Town Council may use this budget list item in case of an emergency situation.**

Donna Netschert pointed out that the Town of Clifton used to live on volunteers. People should be paid to do things that volunteers don't want to do - cleaning up the Town, for example. The Town these days doesn't get any volunteers. She continued to add that every month they need to get a volunteer to do the labor, in order to make money, to pay for the committees. Tom Peterson suggested that the Welcoming Sunshine Committee hold a fundraiser to raise the money that us needed. Lynne Garvy Wark proposed replacing the barrels around Ayre Square and asked how much money is allowed to be spent. She didn't want to spend money if the Town can't afford it. After long discussion, a double entry was corrected in the Budget.

Motion: Wayne Nickum moved for the closing of the Public Hearing. Tom Peterson seconded the motion and it was passed unanimously.

The regular Town Council Meeting was called to order at 9:10 p.m.

Order of business

Reading of the Minutes- Motion: Wayne Nickum moved to approve the Minutes for the April 3, 2007 Town Council Meeting and for the Thursday, April 12, 2007 Special Meeting. Pat Layden seconded the motion to approve the regular Town Council Meeting Minutes and the motion passed. Tom Peterson seconded the motion to approve the April 12 Special Meeting Minutes and the motion was approved. Chuck Rusnak abstained from both motions.

Report of the Treasurer (Marilyn Barton, Town Treasurer)- Marilyn Barton presented the Financial Reports for the period ended April 30, 2007 with the following highlights:

- Cash balances on April 30 totaled \$484,699.89.
- Year to date revenues of \$125,882, expenses of \$106,601 for a net income of \$19,281.
- Net revenue adjustment was noted for the FEMA Grant received in advance of expenditure in the amount of \$28,483, leaving an adjusted net loss of (9,202).
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- 1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion passed unanimously.**

The Executive Session was adjourned by passed motion.

The Town Council discussed adding an item to the Agenda concerning the authorization of the Town Hall Committee to apply for rezoning of the Old Town Hall to commercial after the approval of the lot consolidation of the Old Town Hall lots. Motion: Wayne Nickum moved to approve the addition to the agenda. Tom Peterson seconded, and it was approved. Motion: After discussion, Wayne Nickum moved to accept the authorization of the Old Town Hall Negotiating Team to prepare a rezoning application for the Old Town Hall property to change from residential to commercial zoning after the Clifton Planning Commission approves the consolidation of the three lots to one lot. Pat Layden seconded, and the motion was approved.

Adjournment: Wayne Nickum moved to adjourn the May 1st Town Council meeting. Tom Peterson seconded the motion, and it was approved.

The Minutes were prepared by Kathleen Barton, Town Clerk.

Barton, Marilyn

From: Barton, Marilyn
Sent: Friday, May 18, 2007 12:47 PM
To: pjl原因den@verizon.net
Cc: 'Nickum, Wayne (OCFO)'; 'o'
Subject: FW: May 1 TC Minutes draft for comment
Importance: High

Hi Pat,

I hadn't heard back from you on the email below, so I'm sending it again in case you didn't receive it the first time. Please take a look and add your comments per Wayne's request regarding the Executive Session.

Thanks!! We'd like to get the Minutes updated and sent back out to the TC as soon as possible.

We appreciate your input!

Sincerely,

ilyn

Marilyn Lane Barton
Finance Manager
Community Residences
www.comres.org

mbarton@comres.org
703/842-2333
fax: 703/842-2311

-----Original Message-----

From: Barton, Marilyn
Sent: Monday, May 14, 2007 9:15 AM
To: pjl原因den@verizon.net
Cc: 'o'
Subject: FW: May 1 TC Minutes draft for comment

Hi Pat.

Please take a look at the highlighted input that Wayne has provided on the Executive Session and provide further input per his note. Once we receive it back, we'll send out another draft for comment to the TC.

5/18/2007

mbarton@comres.org
703/842-2333
fax: 703/842-2311

-----Original Message-----

From: Nickum, Wayne (OCFO) [mailto:Wayne.Nickum@dc.gov]
Sent: Monday, May 14, 2007 8:08 AM
To: Barton, Marilyn
Subject: FW: May 1 TC Minutes draft for comment
Importance: High

I SENT YOU AN EMAIL ON THE TC MINUTES THE EVENING OF THE TC MEETING WE ADDED AN ITEM AFTER THE EXECUTIVE SESSION WHICH AUTHORIZES THE TOWN HALL COMMITTEE ON BEHALF OF THE TOWN TO APPLY FOR REZONING OF THE OLD TOWN HALL TO COMMERCIAL AFTER APPROVAL OF THE LOT CONSOLIDATION OF THE OLD TOWN HALL LOTS. 6-0 APPROVAL TO ADD TO THE AGENDA. MOTION MADE TO W. NICKUM TOM PETERSON SECOND. MOTION MADE FOR AUTHORIZATION MOTION BY W. NICKUM PAT SECOND VOTE 6-0.

From: WAYNE H. NICKUM [mailto:CLIFNICK@ATT.NET]
Sent: Sunday, May 13, 2007 7:09 PM
To: Nickum, Wayne (OCFO)
Subject: Fw: May 1 TC Minutes draft for comment
Importance: High