

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

**Monthly Report –July 3, 2007**

<b>JUNE</b>	<b>COMPLETED</b>
5	Received - DEQ wet lands letter, no permit required
6	Received - FX County, request for waiver of fees granted, about 1500.00
7	Received – Certified Design / Build Drawings, Jim Hricko
17	Received - VA Dept. Emergency Management, FEMA tracking forms
21	Received - Revised Site Plan Drawings, Ron Rice
26	Submitted - FX County, revised Site Plan Drawings
29	Submitted - Final draft of ITB to Council and Town Attorney
30	Sent - Revised Site Plan Drawings to VA Marine Resource Commission

<b>JULY</b>	<b>SCHEDULED</b>
3	Council, approve Invitation To Bid, ITB
6	Advertise, post Bid
27	Bids due
30	Bid awarded
<b>AUG</b>	
6	Execute contract between Town and Contractor
9	Start Construction
<b>OCT</b>	
1	Substantial completion date, Town can use the bridge
1	Liquidation damages begins at 200.00 / day
15	Liquidation damages increased to 400.00 / day

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: 4/15/07

Date Submitted to Chairman of Planning Commission: 4/15/07

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

2. Name of Applicant: Boyce Jarrett / for Duwayne & Sarah Nitz

3. Owner of Property: Duwayne & Sarah Nitz

4. Name of Business/Organization: N/A

5. Owner of Business/Organization: N/A

6. Address of Premises: 7158 Main St.

7. Tax Map Number: \_\_\_\_\_

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 ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

Addition to existing structure

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: \$150<sup>00</sup>

(\$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

Date

Date

Mailing Address

Mailing Address

City/Town, State, Zip Code

City/Town, State, Zip Code

Phone Number / Fax Number

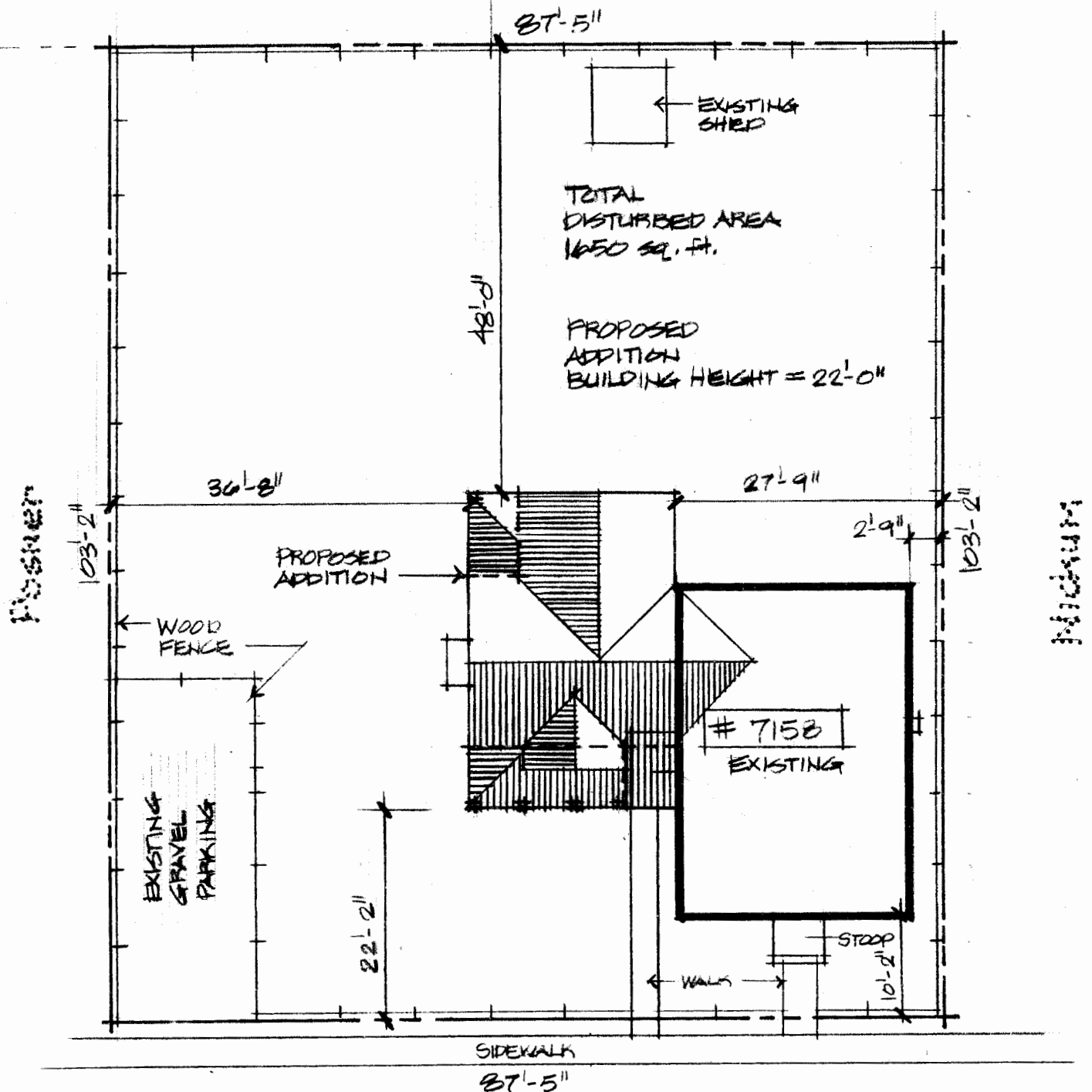
Phone Number / Fax Number

E-Mail Address

E-Mail Address

Netschert

Town of Clifton Park



MAIN STREET

DWAYNE & SARAH NITZ  
7158 MAIN STREET  
CLIFTON, VA 20124

1/16" = 1'

Town of Clifton  
Planning Commission Report 7/3/2007

In attendance at Planning Commission meeting on 6-26-07: Judy McNamara, Kathy Kalinowski, Patrick Pline, Mac Arnold, Lane Johnston, Marilyn Stoney, Susan Yantis  
Absent: Richard King, Rob Clark, Michelle Stein, Lev Buller

1. Application of Mrs. and Mr. Nitz for an addition to their home at 7158 Main Street is recommended for approval.
2. Application of Acacia Lodge to construct a handicapped walkway to the lodge, new front porch, bathroom and to raise the building to repair flood damage was considered and held over for next month pending review of Phase I of the application by Joe McClellan.
3. Application of the Silvas' for consolidation of their two lots into one lot was approved and review of their pool plan, drainage plan, erosion and siltation plan and landscaping plan was held over for next month pending review of the plans by Joe McClellan.
4. Request of the Town Council for the Planning Commission to set a date for public hearing to consider the Council's proposal to rezone the consolidated Town Hall lots from residential to commercial was approved and set for 7:30 at the Town Meeting Hall on July 31, 2007. Request was made of the Town Clerk to advertise the hearing.

Finance Committee to explore possible future funding opportunities through Federal and State level purposes for Phase III. The final engineering and construction phase & the street scope Master Plan that is being developed ~~and~~ by the Special Projects Committee and coordinated with the other Clifton Town Committees

## **Revenue Generation – Clifton, Virginia Ideas – 7/3/07 Town Council meeting**

### **Transient Room Tax (i.e., The Canary Cottage Room Tax)**

5% of \$5,000.00 = \$250.00

10% of \$5,000.00 = \$500.00

### **Alternate Suggestion: Additional Cars on Main Street: Parking Permits**

- \* Each house on Main street automatically gets two (2) parking permits
- \* Each additional car parked on Main St. requires an annual Parking Permit at \$100.00
- \* So, for 10 cars on Main St., x \$100.00 = \$1,000.00 (at minimum)
- \* More than four (4) cars per household – Permit jumps to \$150.00/year

**Barton, Marilyn**

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**From:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Monday, July 02, 2007 11:30 PM  
**To:** pjlayden@verizon.net; michael.anton@cox.net; Mayorofcliftonva@aol.com; lgjohnston@cox.net; CLIFNICK@ATT.NET; Chuck Rusnak  
**Cc:** Nickum, Wayne (OCFO); Gifford Hampshire; ghampshire@blankeith.com; crusnak@cox.net; Barton, Marilyn  
**Subject:** 07 June Prel. Treas Report  
**Importance:** High



Hello all,

Attached is the preliminary Treasurer's Report file for the period ended June 30, 2007. Please note that this is a very preliminary report and doesn't include all the accruals of revenues and expenses for the fiscal year, but only those received as of today. I should be able to issue a final pre-audited Financial Report for the FY07 by the end of the month that will more closely reflect a best estimate of all the activity.

Please note that the SunTrust Savings Account was closed with the balance transferred to the checking account to cover cash flow requirements. All savings at this time are deposited with the LGIP and UBS accounts.

With the meeting scheduled so early in the month, I regret that the report couldn't be sent to you earlier. If you have questions or input, please reply and I will respond asap.

On a more personal note, I want to express my warm and heart felt appreciation to all of you and the Clifton Community for the beautiful flowers and cards I have received in memory of my father. It has meant more to me than you know.

In sincere thanks,  
Marilyn



07/02/07

**Town of Clifton**  
**Cash Balance Report**  
As of June 30, 2007

	<u><b>Jun 30, 07</b></u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking-SunTrust	2,914.07
Investments-LGIP	318,951.29
UBS Investment	<u>152,296.86</u>
<b>Total Checking/Savings</b>	<u>474,162.22</u>
<b>Total Current Assets</b>	<u>474,162.22</u>
<b>TOTAL ASSETS</b>	<u><u><b>474,162.22</b></u></u>

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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Committees Fundraising</b>				
Clifton Life Committee	1,000			
Council of the Arts	1,136			
<b>Total Committees Fundraising</b>	<u>2,136</u>			
Interest Income	18,774	6,000	12,774	313%
Sign Sales Income	1,130			
Clifton Day Revenues	0	450	(450)	0%
<b>Community Hall Revenues</b>				
Community Hall Rentals	13,798	15,000	(1,202)	92%
<b>Total Community Hall Revenues</b>	<u>13,798</u>	<u>15,000</u>	<u>(1,202)</u>	<u>92%</u>
<b>Grants</b>				
<b>Federal</b>				
FEMA	28,483	80,000	(51,517)	36%
<b>SAFET-LU Grant</b>				
SAFET-LU Town Match/In-Kind	0	20,000	(20,000)	0%
SAFET-LU Grant - Other	0	80,000	(80,000)	0%
<b>Total SAFET-LU Grant</b>	<u>0</u>	<u>100,000</u>	<u>(100,000)</u>	<u>0%</u>
<b>Transportation Project-Trails</b>				
Town Match-Trails	0	10,200	(10,200)	0%
Transportation Project-Trails - Other	0	51,000	(51,000)	0%
<b>Total Transportation Project-Trails</b>	<u>0</u>	<u>61,200</u>	<u>(61,200)</u>	<u>0%</u>
Federal - Other	0			
<b>Total Federal</b>	<u>28,483</u>	<u>241,200</u>	<u>(212,717)</u>	<u>12%</u>
<b>Other</b>				
CBA Grant	0	6,000	(6,000)	0%
Donations	0	200,000	(200,000)	0%
<b>Total Other</b>	<u>0</u>	<u>206,000</u>	<u>(206,000)</u>	<u>0%</u>
<b>State</b>				
Fire Program Funds	8,000	6,000	2,000	133%
<b>Total State</b>	<u>8,000</u>	<u>6,000</u>	<u>2,000</u>	<u>133%</u>
<b>Total Grants</b>	<u>36,483</u>	<u>453,200</u>	<u>(416,717)</u>	<u>8%</u>
<b>Haunted Trail Event</b>	0	0	0	0%
<b>Homes Tour</b>	7,579	6,400	1,179	118%
<b>Other Income</b>	1,200			
<b>Park Rental</b>	0	300	(300)	0%
<b>Playground Reserve Donations</b>	2,825	20,000	(17,175)	14%
<b>S.R. - Litter Control Grant</b>	1,000	0	1,000	100%

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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Tax and Permits Revenue</b>				
FEMA - Buckley Park	2,390	3,200	(810)	75%
Franchise Fees - Cox Cable	5,124	8,000	(2,876)	64%
Franchise Fees - Cell Phones	508			
ABC Profits	432	300	132	144%
ARB Permits	95	80	15	119%
BPOL tax	20,826	18,000	2,826	116%
Cigarette Tax	2,901	3,050	(149)	95%
Motor Vehicle Tags	4,854	5,800	(946)	84%
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	20,108	19,153	955	105%
Use Permits	425	800	(375)	53%
Utility Consumption Tax	1,189	1,100	89	108%
<b>Total Tax and Permits Revenue</b>	<u>60,046</u>	<u>61,183</u>	<u>(1,137)</u>	<u>98%</u>
<b>Total Income</b>	144,971	562,533	(417,562)	26%
<b>Expense</b>				
<b>Payroll Expenses</b>				
<b>Gross Wages</b>				
Town Clerk (Administrative)	3,000	3,000	0	100%
Town Treasurer	8,000	8,000	0	100%
<b>Total Gross Wages</b>	<u>11,000</u>	<u>11,000</u>	<u>0</u>	<u>100%</u>
<b>Payroll Taxes</b>				
FICA	0	1,683	(1,683)	0%
<b>Total Payroll Taxes</b>	<u>0</u>	<u>1,683</u>	<u>(1,683)</u>	<u>0%</u>
<b>Total Payroll Expenses</b>	11,000	12,683	(1,683)	87%
<b>Contractual</b>				
Citizens' REcognition Fund	140	1,800	(1,660)	8%
Insurance	5,369	6,442	(1,073)	83%
<b>Town Government</b>				
Architectural Review Board	0	200	(200)	0%
BZA	0	100	(100)	0%
Planning Commission	3,800	5,000	(1,200)	76%
<b>Town Committees Expense</b>				
Council for the Arts Expense	190			
Town Committees Expense - Other	293	2,000	(1,707)	15%
<b>Total Town Committees Expense</b>	<u>483</u>	<u>2,000</u>	<u>(1,517)</u>	<u>24%</u>
<b>Total Town Government</b>	4,283	7,300	(3,017)	59%
<b>Professional Fees</b>				
Web site maintenance	0	2,400	(2,400)	0%
Professional fees - Other	1,200	3,000	(1,800)	40%
Accounting	12,681	15,000	(2,319)	85%
Legal Fees	20,802	8,000	12,802	260%
Special Counsel	4,964	3,000	1,964	165%
<b>Total Professional Fees</b>	<u>39,647</u>	<u>31,400</u>	<u>8,247</u>	<u>126%</u>

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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Rent</b>				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	775	0	100%
<b>Total Rent</b>	<u>1,188</u>	<u>1,375</u>	<u>(187)</u>	<u>86%</u>
<b>Town Facilities</b>				
Beautification Comm.	3,204	4,250	(1,046)	75%
Buckley Park FEMA Cleanup	3,187	3,200	(13)	100%
Grounds Maintenance	1,787	1,500	287	119%
Town Hall Maintenance	2,111	5,000	(2,889)	42%
Town Office	0	4,900	(4,900)	0%
Office Equipment Expense	0	5,200	(5,200)	0%
<b>Total Town Facilities</b>	<u>10,289</u>	<u>24,050</u>	<u>(13,761)</u>	<u>43%</u>
<b>Town Services</b>				
Fire Program	8,000	6,000	2,000	133%
Grass Mowing	3,750	4,800	(1,050)	78%
Trash Collection	576	1,100	(524)	52%
<b>Total Town Services</b>	<u>12,326</u>	<u>11,900</u>	<u>426</u>	<u>104%</u>
<b>UBS Investment Loss</b>	909			
<b>Utilities</b>				
Gas and Electric	(736)	500	(1,236)	(147%)
Town Voice Mail	425			
Water	345	300	45	115%
<b>Total Utilities</b>	<u>34</u>	<u>800</u>	<u>(766)</u>	<u>4%</u>
<b>Dues and Subscriptions</b>				
Conference Attendance	0	2,000	(2,000)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	350	(350)	0%
<b>Total Dues and Subscriptions</b>	<u>0</u>	<u>2,800</u>	<u>(2,800)</u>	<u>0%</u>
<b>Caboose Expenses</b>				
Caboose - Trentane Gas	276	250	26	110%
Caboose Electric	188	250	(62)	75%
Caboose Maintenance	82	300	(218)	27%
<b>Total Caboose Expenses</b>	<u>546</u>	<u>800</u>	<u>(254)</u>	<u>68%</u>
<b>Community Hall Expenses</b>				
C.H.-Cleaning	2,222	3,900	(1,678)	57%
C.H.-Equipment	288	400	(112)	72%
C.H.-General Maintenance	1,926	3,300	(1,374)	58%
C.H.-Management Fee	3,477	6,000	(2,523)	58%
C.H. - Electric	15,317	20,000	(4,683)	77%
C.H. Floors	1,499	2,100	(601)	71%
<b>Total Community Hall Expenses</b>	<u>24,729</u>	<u>35,700</u>	<u>(10,971)</u>	<u>69%</u>

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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,210	2,900	(690)	76%
Legal Advertising	348	1,125	(777)	31%
Mayoral Reimbursement	42	500	(458)	8%
Miscellaneous	894	1,300	(406)	69%
Printing and Reproduction	238	300	(62)	79%
<b>Total Contractual</b>	<b>103,192</b>	<b>130,692</b>	<b>(27,500)</b>	<b>79%</b>
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	500	(500)	0%
Commodities				
Computer Supplies	1,679	700	979	240%
Copies	56	50	6	112%
License Plates	829	855	(26)	97%
Miscellaneous	0	10,000	(10,000)	0%
Miscellaneous - Commodities	213	500	(287)	43%
Office Supplies	329	500	(171)	66%
Postage and Delivery	169	500	(331)	34%
<b>Total Commodities</b>	<b>3,275</b>	<b>13,105</b>	<b>(9,830)</b>	<b>25%</b>
CIF Expenses				
Comm Hall Equipment	0	4,000	(4,000)	0%
Comm Hall Improvements	9,930	18,000	(8,070)	55%
FEMA - Buckley Bridge Repair	8,815	80,000	(71,185)	11%
Signage	0	2,000	(2,000)	0%
Clifton Entrance Triangle	0	2,000	(2,000)	0%
CIF-Miscellaneous	0	200,000	(200,000)	0%
CIF-Playground Impr.	0	23,500	(23,500)	0%
CIF Cable Burial Undergrnd Util	4,080	7,000	(2,920)	58%
<b>Total CIF Expenses</b>	<b>22,825</b>	<b>336,500</b>	<b>(313,675)</b>	<b>7%</b>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	51,000	(51,000)	0%
<b>Total Fed Fund-Transportation Proj</b>	<b>0</b>	<b>51,000</b>	<b>(51,000)</b>	<b>0%</b>
SAFET-LU Grant Administrator	0	20,000	(20,000)	0%
SAFET-LU Improvements	0	80,000	(80,000)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
<b>Total Special Revenue Expenses</b>	<b>3</b>			
<b>Total Expense</b>	<b>140,295</b>	<b>645,480</b>	<b>(505,185)</b>	<b>22%</b>
<b>Net Ordinary Income</b>	<b>4,676</b>	<b>(82,947)</b>	<b>87,623</b>	<b>(6%)</b>
<b>Net Income</b>	<b>4,676</b>	<b>(82,947)</b>	<b>87,623</b>	<b>(6%)</b>

**TOWN OF CLIFTON**  
**PLANNING COMMISSION REPORT OF MEETING JULY 31, 2007**

1. A public hearing was held to consider the Council's proposal to rezone the consolidated Town Hall lots from residential to commercial. The Planning Commission recommends that the Town Plan be amended to consider rezoning the Town Hall lots to low impact commercial.
2. Recommend the application of Acacia Lodge to construct a handicapped walkway to the lodge and to raise the building to repair flood damage for approval.
3. Recommend that the final construction plan and pool construction of the Silvas at 7151 Pendleton Avenue be approved with the condition that if the large tree dies before construction is completed, the applicant must return to the planning commission with landscaping plans that meet the requirements of the CBLAD ordinance.

## Monthly Report –August 7, 2007

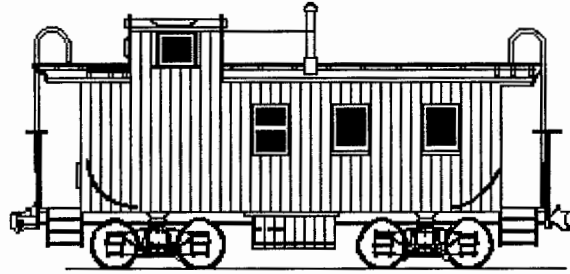
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<b>AUGUST</b>	<b>COMPLETED</b>
4	Council Meeting - Nitz Development and Construction CO. selected as contractor from the four who responded.
6	Notification sent to contractor
6	Received Wet Lands Permit #5
<b>AUGUST</b>	<b>SCHEDULED</b>
9	Contractor must submit a Project Schedule, Schedule of Values and a draft of the Contract to the Town.
13 - 17	Execute the contract and establish the schedule for the start and completion of all work, Buckley Bridge ready for use date.

**TOWN OF CLIFTON**  
**PLANNING COMMISSION REPORT OF MEETING JULY 31, 2007**

1. A public hearing was held to consider the Council's proposal to rezone the consolidated Town Hall lots from residential to commercial. The Planning Commission recommends that the Town Plan be amended to consider rezoning the Town Hall lots to low impact commercial.
2. Recommend the application of Acacia Lodge to construct a handicapped walkway to the lodge and to raise the building to repair flood damage for approval.
3. Recommend that the final construction plan and pool construction of the Silvas at 7151 Pendleton Avenue be approved with the condition that if the large tree dies before construction is completed, the applicant must return to the planning commission with landscaping plans that meet the requirements of the CBLAD ordinance.





**CLIFTON TOWN MEETING MINUTES  
FOR TUESDAY, July 3, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

**Present:** Mayor Tom Peterson, Councilmen: Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Town Officials: Marilyn Barton, Kathleen Barton

The July 3, 2007 Town Council Meeting came to order at 7:30 PM, Pat Layden filling in for Mr. Peterson.

**Order of business**

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

Mike Anton began, saying he had received one correction for the minutes of June 2007 Town Council Meeting. **Motion:** Wayne Nickum moved to approve the Minutes for June. Mike Anton seconded the motion, and it was approved.

**2. Report of the Treasurer**

Marilyn Barton, Treasurer, stated that the Treasurer's Preliminary Financial Report for the fiscal year ended June 30, 2007 is prior to having all the accruals in. She stated that she would have a more finalized report by the end of the month. The Statement of Cash reported the checking account balance of \$2,914, the LGIP investment account balance of \$318,951, the UBS Investment account balance of \$152,297, for a total cash balance of \$474,162.22. Marilyn Barton highlighted the Profit and Loss with Budget Comparison Report, stating that the total income reported was \$144,971, the total expenses were \$140,295 for a net income of \$4,676. Wayne Nickum added that the legal expenses were \$25,766. The Community Hall net loss, he continued, was over \$10,000 which still needs to be addressed by the Community Hall Committee. Lane Johnston reported that rental policies had been drafted and that a cleaning fee was needed, as well as a cleaning person to come after large events. The Community Hall will meet next month to take of this issue. Marilyn Barton continued with other things to note; the

SunTrust Savings Account was closed, and used instead was the Local Government Investment Pool Account which earns significantly more interest. **Motion:** Wayne Nickum moved to approve the Treasurer's Report. Mike Anton seconded the motion and it passed. **Motion:** Wayne Nickum made a motion to authorize the Treasurer to contact the auditors concerning the audit process for the fiscal year end of June 30, 2007. Chuck Rusnak seconded the motion and it passed.

**3. Reading of communication**

Tom Peterson announced that there was nothing to report.

**4. Citizens' remarks.**

Michelle began, reminding the Town Council that the 4<sup>th</sup> of July was the following day and if anyone had not been given an assignment, she would appreciate their assistance. Further discussion followed. Lane Johnston reported that the planned July 28th Post Office Event should be added to the agenda for discussion. The topic was added in under the Standing Committee Reports.

**5. Award Presentation (by Chuck Rusnak)**

Chuck Rusnak proposed to present the award for Debra Dillard at the August 7<sup>th</sup> Town Council meeting, in order to compliment her for organizing the Farmer's Market.

**6. Unfinished business.**

Pat Layden suggested that the completion of the Invitation to Bid should be discussed.

**a. Buckley Bridge repair status (Lane Johnston) - Update.**

Lane Johnston began by noting some available handouts concerning the past month and what is in store for July for the Buckley Bridge restoration and reported that Fairfax County waived fees for permits in the amount of approximately \$1500. The project was going well. This was taken before the Board by Elaine McConnell, and it was approved.

Lane Johnston continued that a schedule had been added to the invitation to bid, which will be advertised and posted by this Friday, the 6<sup>th</sup> of July. The bids will come back to the Town Council on July 27. Wayne Nickum asked if the Town Council is supposed to approve the bid. Pat Layden responded yes, after the bids are opened by the committee. He continued saying October 1<sup>st</sup> will be the completion date. If the bridge is not ready by the 1st, then liquidated damages to the Contractor will be \$200 a day and if it is not done by the 15th the cost goes up to \$400 a day; everything ought to be ready for the Haunted Trail in October 2007. The Town Council discussed whether they should ask for an extension of time concerning the project this month, or wait until November. Lane Johnston believed that there would be no reason to ask for an extension this early in the project. Wayne Nickum

believed that the Town should not wait until the last minute to ask for an extension. **Motion:** Wayne Nickum made a motion to authorize the Committee to request an extension of completion time for the Buckley Bridge Project. Pat Layden seconded the motion and it passed.

- b. **Sale of Old Town Hall. Status of lot consolidation** (Pat Layden) –  
Pat Layden proposed to hold a Public Hearing concerning the zoning change to Commercial for the Old Town Hall at the August meeting. The Planning Commission also had scheduled a Public Hearing for the matter on July 31<sup>st</sup>. **Motion:** Wayne Nickum made a motion to schedule a Public Hearing for the rezoning of the Old Town Hall property to Commercial for the August 7, 2007 meeting at 7:30 p.m., the regular Town Council Meeting following. Lane Johnston seconded the motion and it passed.
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Lane Johnston noted that Fairfax County had been working on the lights used in the Town Hall. The Committee was to have a meeting discussing how to possibly get more money to be invested in the Town Hall, how to get more people to rent, etc. Wayne Nickum added that electric kilowatt consumption was down by 50%. Pat Layden agreed that yes, the kilowatts had fallen significantly, and based on per house kilowatt, there would have to be a significant saving in dollars. Chuck Rusnak asked how the revenue had changed. Lane Johnston answered that the revenue had been up a little bit, as there had been more rents lately. Chuck Rusnak asked what the revenue was from the previous year to the present year, 2007. Wayne Nickum remarked that there was approximately a \$1,000 difference. Lane Johnston added that the Town does receive about \$700 a month from rents. Lane Johnston continued that the Town was thinking about doing Bingo—it was presently not uncommon for small communities to host Bingo, and it was said that one could get \$4,000 dollars a year on Bingo. It would be lots of time and work, however. Chuck Rusnak contributed that those “other communities” probably had a lot more parking.
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Tom Peterson announced that the Wine Festival was scheduled for August 11, 2007, and that the Town would get \$17,000 worth for Sponsor support, plus other small things like fees. Wayne Nickum mentioned that all the money received by the Town would be booked in fiscal year 2008.
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Tom Peterson said that there was no update at the present time, but that the topic would be discussed at the next meeting on August 7, 2007.

## **7. Reports of Committees, Planning Commission, and ARB**

**a. Planning Commission**

Kathy Baber recommended for approval the use permit for the Nitz's extension on their house. **Motion:** Lane Johnston moved to approve the Nitz's extension on their house. Wayne Nickum seconded the motion and it passed.

Kathy Baber continued that the Silva's application was approved for making two lots into one lot, however, the approval for the building of their pool was still pending. Lastly, Kathy Baber added a request that the Town Clerk send in the ad to the *Connection* to advertise the July 31<sup>st</sup> Public Hearing and post the ad in the three following locations: The Clifton Post Office, the Clifton Store, and the Old Town Hall.

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**c. Other committee reports.**

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## **8. New business**

### **a. Transient room rentals tax (Wayne Nickum)**

Wayne Nickum first explained that the Fairfax County Transient Room Tax charges 4%, for the Canary Cottage, for example. Instead of the money going to the County, Wayne Nickum continued, it should come to the Town. Lynne Garvey Wark believed that 4% would be a big change. She continued that her revenue from the previous year had been only \$4,000. If the percentage were raised 1% to 5%, the increased revenue, overall, would not be that large. Lynne Garvey Wark continued that if the Town was looking for an alternative suggestion for raising money, she thought the Town should think about parking permits. For example, Mrs. Wark stated, on Main Street every house would receive two spaces, and if any extra spaces were needed, an extra parking permit could be purchased. Lynne Garvey Wark proposed that the Town could make more funds by charging for parking permits. Mr. Nickum emphasized that there would be no change in the tax rate. The tax would just be coming to the town rather than to Fairfax County. Wayne Nickum believed that it would be possible for the Town to receive the 4% charged for the Fairfax County Transient Room Tax. Chuck Rusnak wondered if the County would let the Town do this. Wayne Nickum stated that if they were to adopt the code, it would preempt the County. For

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Lynne Garvey Wark called for a "mini-rewind" back to the topic of History Committee: There was a new book that costs \$10, with Fairfax County stories published to honor Jamestown 2007 celebration the present year.

## **Adjournment**

**Motion:** Wayne Nickum made a motion to adjourn. Tom Peterson seconded the motion and it passed.

The Minutes were prepared by Kathleen Barton, Town Clerk.

Special Town Council Meeting  
Saturday, August 4, 2007  
10 a.m., Office above Peterson's Ice Cream Depot

Council Members present: Lane Johnston, Pat Layden, Tom Peterson, Mike Anton, Wayne Nickum

Town Officials present: Marilyn Barton, Kathleen Barton

Not present: Chuck Rusnak

**Tom Peterson called the Special Town Council Meeting to order at 10:11 AM**

**-Designate substitute for Pat Layden Aug. 8-Sept. 3**

Pat Layden made a motion to have Wayne Nickum back up Lane Johnston in Pat Layden's place during his time away. Lane Johnston seconded the motion, and it passed.

**-Select Contractor**

Pat Layden informed the Town Council that the contractor's names have been blocked from the bids. Only 2 members of the council, Pat Layden and Lane Johnston, actually know the names of the contractors and their respective bids. Four of the Town Council members do not know the names of the contractors. Pat Layden presented an update from the previous special council meeting. Four bidders submitted proposals on the July 27<sup>th</sup> and two of the bidders decided not to stay until 4:00pm when the bids were opened. On Monday July 30<sup>th</sup>, Pat Layden contacted the two bidders who did not stay and provided them the bid figures. One of the bidders did not fill out the entire application. Pat Layden offered them the opportunity to send the missing information. Lane Johnston clarified that the apparent lowest bidder did not complete the full application. Pat Layden reviewed the request for bids which provides guidelines about submitting a proposal. Pat Layden also mentioned that some of the bidders provided a scope of work but this was not mandatory item for consideration. Pat Layden wanted to make sure the Town Council had reviewed all the bidders carefully before making a decision. Pat Layden read from the Bid Package emphasizing the guidelines for bid selection. Lane Johnston noted that the Town Council had discretion to choose the lowest qualified bidder. It was noted that bidders one and two were higher in cost. **Motion:** Wayne Nickum made a motion to accept bidder number three. Tom Peterson seconded the motion, and it was unanimously approved. Wayne Nickum reiterated that a specific request was made to bidder number four to submit the statement of experience as required on page three of the Bid Proposal form which was not provided to date. It was discussed that Dwayne Nitz, a member of the Buckley Bridge Restoration Committee reclused himself from the committee before bids were sent out so there should not be any conflict of interest.

**-Discuss letter to contractor winner for Monday, Aug. 6 distribution-**

Pat discussed the action items over the next few weeks: Bid award should be made on August 6<sup>th</sup>, by August 9<sup>th</sup>, the winner bidder must provide 1) a schedule of values, 2) a project breakdown schedule with at least 40 items and 3) a contract. All of the above including the price are open for negotiation. The process begins when the winning bidder receives the notice on Monday, August 6. Lane Johnston asked what the date was on Item

5. Pat Layden responded that he we should leave those dates open because the contractor was going to be providing a project schedule and putting a draft contract together. Giff Hampshire, he continued, should know what the contract was going to look like. For Item 5, Pat Layden noted, the date may be changed to August 14<sup>th</sup>. The Town was behind by about a week and the Contractor will still need to comply with the August 9<sup>th</sup> deadline. Wayne Nickum asked what Pat Layden meant by "show up." Pat responded, they need to deliver the items in person, mail or email. Pat Layden noted that Nitz Construction already had provided a Schedule of Values.

Pat Layden proposed to discuss the contract, and what it was going to look like. He gave a copy of the contract outline to Wayne Nickum and Lane Johnston. Pat Layden explained the contract should be in standard format and that it was commonly used in industry for small projects. The contract, he continued, would not be long; a lot of information would come out of the ITB, however. Lane Johnston asked who would sign the contract between the Town and the Contractor. Mayor Tom Peterson would sign.

**-Notification to unselected bidder**

Lane Johnston noted that on Monday, August 6<sup>th</sup>, they would be sending a letter to the Contractor they had selected. It was further stated that notification to (all non-winning bidders ) ?would be sent on the same day.

**-Discuss letter to FEMA justifying cost increases**

Pat Layden reported that VDEM/FEMA requested a letter be sent to them requesting additional funding, and that the Town followed the VDEM/FEMA guidelines, issued the ITB, received four bids and that bid number three was selected as the lowest qualified bidder. In addition to the letter, they requested the bid response and work breakdown schedule for the selected bidder that shows the cost for each step of the work. While VDEM/FEMA reviews the Town's submission, the Town Council will be proceeding with the contractor, and will start work toward meeting the Town's timeline. Wayne Nickum noted that proceeding is critical and that VDEM/FEMA is expected to approve the request. Pat Layden said that VDEM indicated their support of the project and that they will move forward in processing this request with FEMA. Pat Layden noted that the VDEM/FEMA package should be sent electronically. Wayne Nickum reminded the Town Council that he would need to look at the FEMA letter before it goes out.

**-Review schedule of activities over next few weeks**

Pat Layden indicated that as discussed previously the open items of the project are as follows:

**Open Items:**

**Status of site plan:**

Pat Layden informed that the Town hadn't gotten a letter back from the site plan yet, which authorizes the Town to work in the flood plane. Pat Layden will follow up on this Monday morning.



**Status of building permit:**

Mr. Layden noted that the review process was on July 23. The Building Permit is still in review. Pat Layden will follow up on Monday.

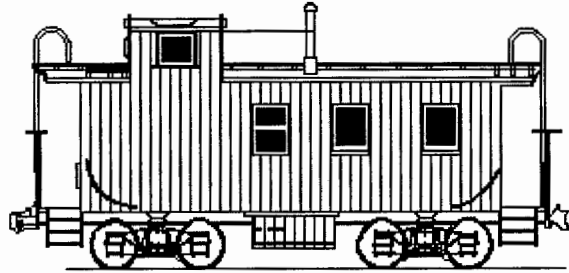
**Status of wetlands permit:**

Pat Layden applied for the joint permit for wetlands and the Core of Engineers. He wanted to make sure that this is in the mail. Pat Layden will check with the Core of Engineers, and will call Giff Hampshire on Monday morning. Tom Peterson asked if the Town needs to go to the Planning Commission for this. Wayne Nickum informed the Mayor that the park and the bridge are outside of town.

The mayor and Town Council applaud the Restoration Committee for all their hard work and expressed their sincere appreciation.

**Motion:** Wayne Nickum made the motion to adjourn at 10:51 AM. Mike Anton seconded the motion, and it passed.

**The Minutes were prepared by Kathleen L. Barton, Town Clerk**



**CLIFTON TOWN MEETING MINUTES  
FOR TUESDAY, July 3, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

**Present:** Mayor Tom Peterson, Councilmen: Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Town Officials: Marilyn Barton, Kathleen Barton

The July 3, 2007 Town Council Meeting came to order at 7:30 PM, Pat Layden filling in for Mr. Peterson.

**Order of business**

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

Mike Anton began, saying he had received one correction for the minutes of June 2007 Town Council Meeting. **Motion:** Wayne Nickum moved to approve the Minutes for June. Mike Anton seconded the motion, and it was approved.

**2. Report of the Treasurer**

Marilyn Barton, Treasurer, stated that the Treasurer's Preliminary Financial Report for the fiscal year ended June 30, 2007 is prior to having all the accruals in. She stated that she would have a more finalized report by the end of the month. The Statement of Cash reported the checking account balance of \$2,914, the LGIP investment account balance of \$318,951, the UBS Investment account balance of \$152,297, for a total cash balance of \$474,162.22. Marilyn Barton highlighted the Profit and Loss with Budget Comparison Report, stating that the total income reported was \$144,971, the total expenses were \$140,295 for a net income of \$4,676. Wayne Nickum added that the legal expenses were \$25,766. The Community Hall net loss, he continued, was over \$10,000 which still needs to be addressed by the Community Hall Committee. Lane Johnston reported that rental policies had been drafted and that a cleaning fee was needed, as well as a cleaning person to come after large events. The Community Hall will meet next month to take of this issue. Marilyn Barton continued with other things to note; the

SunTrust Savings Account was closed, and used instead was the Local Government Investment Pool Account which earns significantly more interest. **Motion:** Wayne Nickum moved to approve the Treasurer's Report. Mike Anton seconded the motion and it passed. **Motion:** Wayne Nickum made a motion to authorize the Treasurer to contact the auditors concerning the audit process for the fiscal year end of June 30, 2007. Chuck Rusnak seconded the motion and it passed.

**3. Reading of communication**

Tom Peterson announced that there was nothing to report.

**4. Citizens' remarks.**

Michelle began, reminding the Town Council that the 4<sup>th</sup> of July was the following day and if anyone had not been given an assignment, she would appreciate their assistance. Further discussion followed. Lane Johnston reported that the planned July 28th Post Office Event should be added to the agenda for discussion. The topic was added in under the Standing Committee Reports.

**5. Award Presentation (by Chuck Rusnak)**

Chuck Rusnak proposed to present the award for Debra Dillard at the August 7<sup>th</sup> Town Council meeting, in order to compliment her for organizing the Farmer's Market.

**6. Unfinished business.**

Pat Layden suggested that the completion of the Invitation to Bid should be discussed.

**a. Buckley Bridge repair status (Lane Johnston) - Update.**

Lane Johnston began by noting some available handouts concerning the past month and what is in store for July for the Buckley Bridge restoration and reported that Fairfax County waived fees for permits in the amount of approximately \$1500. The project was going well. This was taken before the Board by Elaine McConnell, and it was approved.

Lane Johnston continued that a schedule had been added to the invitation to bid, which will be advertised and posted by this Friday, the 6<sup>th</sup> of July. The bids will come back to the Town Council on July 27. Wayne Nickum asked if the Town Council is supposed to approve the bid. Pat Layden responded yes, after the bids are opened by the committee. He continued saying October 1<sup>st</sup> will be the completion date. If the bridge is not ready by the 1<sup>st</sup>, then liquidated damages to the Contractor will be \$200 a day and if it is not done by the 15th the cost goes up to \$400 a day; everything ought to be ready for the Haunted Trail in October 2007. The Town Council discussed whether they should ask for an extension of time concerning the project this month, or wait until November. Lane Johnston believed that there would be no reason to ask for an extension this early in the project. Wayne Nickum

believed that the Town should not wait until the last minute to ask for an extension. **Motion:** Wayne Nickum made a motion to authorize the Committee to request an extension of completion time for the Buckley Bridge Project. Pat Layden seconded the motion and it passed.

b. **Sale of Old Town Hall. Status of lot consolidation** (Pat Layden) –

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**-Discuss letter to contractor winner for Monday, Aug. 6 distribution-**

Pat discussed the action items over the next few weeks: Bid award should be made on August 6<sup>th</sup>, by August 9<sup>th</sup>, the winner bidder must provide 1) a schedule of values, 2) a project breakdown schedule with at least 40 items and 3) a contract. All of the above including the price are open for negotiation. The process begins when the winning bidder receives the notice on Monday, August 6. Lane Johnston asked what the date was on Item



5. Pat Layden responded that he we should leave those dates open because the contractor was going to be providing a project schedule and putting a draft contract together. Giff Hampshire, he continued, should know what the contract was going to look like. For Item 5, Pat Layden noted, the date may be changed to August 14<sup>th</sup>. The Town was behind by about a week and the Contractor will still need to comply with the August 9<sup>th</sup> deadline. Wayne Nickum asked what Pat Layden meant by "show up." Pat responded, they need to deliver the items in person, mail or email. Pat Layden noted that Nitz Construction already had provided a Schedule of Values.

Pat Layden proposed to discuss the contract, and what it was going to look like. He gave a copy of the contract outline to Wayne Nickum and Lane Johnston. Pat Layden explained the contract should be in standard format and that it was commonly used in industry for small projects. The contract, he continued, would not be long; a lot of information would come out of the ITB, however. Lane Johnston asked who would sign the contract between the Town and the Contractor. Mayor Tom Peterson would sign.

**-Notification to unselected bidder**

Lane Johnston noted that on Monday, August 6<sup>th</sup>, they would be sending a letter to the Contractor they had selected. It was further stated that notification to (all non-winning bidders ) ?would be sent on the same day.

**-Discuss letter to FEMA justifying cost increases**

Pat Layden reported that VDEM/FEMA requested a letter be sent to them requesting additional funding, and that the Town followed the VDEM/FEMA guidelines, issued the ITB, received four bids and that bid number three was selected as the lowest qualified bidder. In addition to the letter, they requested the bid response and work breakdown schedule for the selected bidder that shows the cost for each step of the work. While VDEM/FEMA reviews the Town's submission, the Town Council will be proceeding with the contractor, and will start work toward meeting the Town's timeline. Wayne Nickum noted that proceeding is critical and that VDEM/FEMA is expected to approve the request. Pat Layden said that VDEM indicated their support of the project and that they will move forward in processing this request with FEMA. Pat Layden noted that the VDEM/FEMA package should be sent electronically. Wayne Nickum reminded the Town Council that he would need to look at the FEMA letter before it goes out.

**-Review schedule of activities over next few weeks**

Pat Layden indicated that as discussed previously the open items of the project are as follows:

**Open Items:**

**Status of site plan:**

Pat Layden informed that the Town hadn't gotten a letter back from the site plan yet, which authorizes the Town to work in the flood plane. Pat Layden will follow up on this Monday morning.

**Status of building permit:**

Mr. Layden noted that the review process was on July 23. The Building Permit is still in review. Pat Layden will follow up on Monday.

**Status of wetlands permit:**

Pat Layden applied for the joint permit for wetlands and the Core of Engineers. He wanted to make sure that this is in the mail. Pat Layden will check with the Core of Engineers, and will call Giff Hampshire on Monday morning. Tom Peterson asked if the Town needs to go to the Planning Commission for this. Wayne Nickum informed the Mayor that the park and the bridge are outside of town.

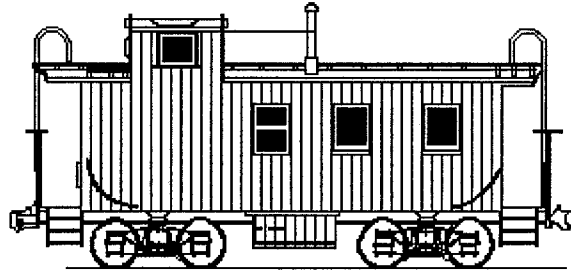
The mayor and Town Council applaud the Restoration Committee for all their hard work and expressed their sincere appreciation.

**Motion:** Wayne Nickum made the motion to adjourn at 10:51 AM. Mike Anton seconded the motion, and it passed.

**The Minutes were prepared by Kathleen L. Barton, Town Clerk**

**TOWN OF CLIFTON  
PLANNING COMMISSION REPORT OF MEETING JULY 31, 2007**

1. A public hearing was held to consider the Council's proposal to rezone the consolidated Town Hall lots from residential to commercial. The Planning Commission recommends that the Town Plan be amended to consider rezoning the Town Hall lots to low impact commercial.
2. Recommend the application of Acacia Lodge to construct a handicapped walkway to the lodge and to raise the building to repair flood damage for approval.
3. Recommend that the final construction plan and pool construction of the Silvas at 7151 Pendleton Avenue be approved with the condition that if the large tree dies before construction is completed, the applicant must return to the planning commission with landscaping plans that meet the requirements of the CBLAD ordinance.



**CLIFTON TOWN MEETING MINUTES  
FOR TUESDAY, July 3, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

**Present:** Mayor Tom Peterson, Councilmen: Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Town Officials: Marilyn Barton, Kathleen Barton

The July 3, 2007 Town Council Meeting came to order at 7:30 PM, Pat Layden filling in for Mr. Peterson.

**Order of business**

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

Mike Anton began, saying he had received one correction for the minutes of June 2007 Town Council Meeting. **Motion:** Wayne Nickum moved to approve the Minutes for June. Mike Anton seconded the motion, and it was approved.

**2. Report of the Treasurer**

Marilyn Barton, Treasurer, stated that the Treasurer's Preliminary Financial Report for the fiscal year ended June 30, 2007 is prior to having all the accruals in. She stated that she would have a more finalized report by the end of the month. The Statement of Cash reported the checking account balance of \$2,914, the LGIP investment account balance of \$318,951, the UBS Investment account balance of \$152,297, for a total cash balance of \$474,162.22. Marilyn Barton highlighted the Profit and Loss with Budget Comparison Report, stating that the total income reported was \$144,971, the total expenses were \$140,295 for a net income of \$4,676. Wayne Nickum added that the legal expenses were \$25,766. The Community Hall net loss, he continued, was over \$10,000 which still needs to be addressed by the Community Hall Committee. Lane Johnston reported that rental policies had been drafted and that a cleaning fee was needed, as well as a cleaning person to come after large events. The Community Hall will meet next month to take of this issue. Marilyn Barton continued with other things to note; the

SunTrust Savings Account was closed, and used instead was the Local Government Investment Pool Account which earns significantly more interest. **Motion:** Wayne Nickum moved to approve the Treasurer's Report. Mike Anton seconded the motion and it passed. **Motion:** Wayne Nickum made a motion to authorize the Treasurer to contact the auditors concerning the audit process for the fiscal year end of June 30, 2007. Chuck Rusnak seconded the motion and it passed.

**3. Reading of communication**

Tom Peterson announced that there was nothing to report.

**4. Citizens' remarks.**

Michelle began, reminding the Town Council that the 4<sup>th</sup> of July was the following day and if anyone had not been given an assignment, she would appreciate their assistance. Further discussion followed. Lane Johnston reported that the planned July 28th Post Office Event should be added to the agenda for discussion. The topic was added in under the Standing Committee Reports.

**5. Award Presentation (by Chuck Rusnak)**

Chuck Rusnak proposed to present the award for Debra Dillard at the August 7<sup>th</sup> Town Council meeting, in order to compliment her for organizing the Farmer's Market.

**6. Unfinished business.**

Pat Layden suggested that the completion of the Invitation to Bid should be discussed.

**a. Buckley Bridge repair status (Lane Johnston) - Update.**

Lane Johnston began by noting some available handouts concerning the past month and what is in store for July for the Buckley Bridge restoration and reported that Fairfax County waived fees for permits in the amount of approximately \$1500. The project was going well. This was taken before the Board by Elaine McConnell, and it was approved.

Lane Johnston continued that a schedule had been added to the invitation to bid, which will be advertised and posted by this Friday, the 6<sup>th</sup> of July. The bids will come back to the Town Council on July 27. Wayne Nickum asked if the Town Council is supposed to approve the bid. Pat Layden responded yes, after the bids are opened by the committee. He continued saying October 1<sup>st</sup> will be the completion date. If the bridge is not ready by the 1st, then liquidated damages to the Contractor will be \$200 a day and if it is not done by the 15th the cost goes up to \$400 a day; everything ought to be ready for the Haunted Trail in October 2007. The Town Council discussed whether they should ask for an extension of time concerning the project this month, or wait until November. Lane Johnston believed that there would be no reason to ask for an extension this early in the project. Wayne Nickum

believed that the Town should not wait until the last minute to ask for an extension. **Motion:** Wayne Nickum made a motion to authorize the Committee to request an extension of completion time for the Buckley Bridge Project. Pat Layden seconded the motion and it passed.

b. **Sale of Old Town Hall. Status of lot consolidation** (Pat Layden) –

Pat Layden proposed to hold a Public Hearing concerning the zoning change to Commercial for the Old Town Hall at the August meeting. The Planning Commission also had scheduled a Public Hearing for the matter on July 31<sup>st</sup>.

**Motion:** Wayne Nickum made a motion to schedule a Public Hearing for the rezoning of the Old Town Hall property to Commercial for the August 7, 2007 meeting at 7:30 p.m., the regular Town Council Meeting following. Lane Johnston seconded the motion and it passed.

c. **Community Hall.** (Lane Johnston)

Lane Johnston noted that Fairfax County had been working on the lights used in the Town Hall. The Committee was to have a meeting discussing how to possibly get more money to be invested in the Town Hall, how to get more people to rent, etc. Wayne Nickum added that electric kilowatt consumption was down by 50%. Pat Layden agreed that yes, the kilowatts had fallen significantly, and based on per house kilowatt, there would have to be a significant saving in dollars. Chuck Rusnak asked how the revenue had changed. Lane Johnston answered that the revenue had been up a little bit, as there had been more rents lately. Chuck Rusnak asked what the revenue was from the previous year to the present year, 2007. Wayne Nickum remarked that there was approximately a \$1,000 difference. Lane Johnston added that the Town does receive about \$700 a month from rents. Lane Johnston continued that the Town was thinking about doing Bingo—it was presently not uncommon for small communities to host Bingo, and it was said that one could get \$4,000 dollars a year on Bingo. It would be lots of time and work, however. Chuck Rusnak contributed that those “other communities” probably had a lot more parking.

400,000  
Bingo  
Proceeds

d. **Wine Festival update.** (Tom Peterson)

Tom Peterson announced that the Wine Festival was scheduled for August 11, 2007, and that the Town would get \$17,000 worth for Sponsor support, plus other small things like fees. Wayne Nickum mentioned that all the money received by the Town would be booked in fiscal year 2008.

e. **Haunted Trail insurance for missing funds** (Tom Peterson)

Tom Peterson said that there was no update at the present time, but that the topic would be discussed at the next meeting on August 7, 2007.

**7. Reports of Committees, Planning Commission, and ARB**

**a. Planning Commission**

Kathy Baber recommended for approval the use permit for the Nitz's extension on their house. **Motion:** Lane Johnston moved to approve the Nitz's extension on their house. Wayne Nickum seconded the motion and it passed.

Kathy Baber continued that the Silva's application was approved for making two lots into one lot, however, the approval for the building of their pool was still pending. Lastly, Kathy Baber added a request that the Town Clerk send in the ad to the *Connection* to advertise the July 31<sup>st</sup> Public Hearing and post the ad in the three following locations: The Clifton Post Office, the Clifton Store, and the Old Town Hall.

**b. ARB**

Royce Jarrendt explained that the ARB had a meeting and approved the application for the Acacia Lodge. Their application should be a complete rebuild would include some area that had currently voided setbacks and issues with structures. They approved that they could pick up the building off the standing foundation then build a new foundation for it to sit on. Also approved was new front porch. It was planned to be 3 feet higher than it was at the time. The stairs in the back, their new ramps, the deck in the back and the second story addition on the existing one story remain pending. Mr. Jarrendt continued that what he was told at the ARB meeting was that the Planning Commission was still in the process of approving some of the issues, and that the lodge was hoping to acquire the property from the CBA, which would bring some of those issues into conformance. The ARB approved enough, however, so they were able to move forward with phase-one. Kathy Baber added that they had approved the front porch, the same area except for the side stairs and raising the structure 3 feet, which would require moving the structure off the property. She continued that issues that were not discussed were extensive work on the back, with the second story stairs and handicap entrance structure. Royce Jarrendt said that the ARB is reluctant to approve the two-story extension. Kathy Baber believed that the state should realize that historic structure could be changed to fix whatever tragedy had happened to it. When re-doing the shed, they were going to use the same footprint, just extend it upstairs. It wouldn't change anything...the building doesn't meet all the setback requirements. Wayne Nickum inquired about ADA requirements. Mr. Jarrendt continued that the plans include putting in an elevator and planning to put in a second floor with a fire escape in the back and an expansion of deck in back with the emergency stairs going down to the deck, then finally ramps for emergency. They would need additional property.

**c. Other committee reports.**

Mike Anton announced they were going reach out to the Finance Committee and ask them to look for grants. It was thought that this would be a good

opportunity for the Finance Committee to seek Federal and State grants. Wayne Nickum mentioned that if the exact details of the construction were not known, then the Town Council would need to know the specific projects being done. **Motion:** Mike Anton made a motion to allow the Finance Committee to begin to look for grants. Wayne Nickum seconded the motion and it passed.

Pat Layden announced, smiling, that on July 28 2007 Ben Franklin would be coming to the Town of Clifton. The time schedule was still being worked out and putting together a press release. All was expected to be finished by the following week, and it was important to get the press release out to Michelle Stein. The carrier who did a horse and buggy route for 28 miles was Rush Buckley who lived outside of the Town of Clifton with his family. He raised nine children. His youngest son was presently still alive at age 83. Pat continued that he had talked to Rush Jr. recently, and is still going back to visit with him to take photos and get some first hand information. The key to this was getting the rural route map that the person actually traveled. A Post Office Rural Route Map for Fairfax dated 1912 was found at the National Archives. A copy will be put on display at the Post Office. Lynne Garvey Wark added that the Town was going to have a scavenger hunt. Pat Layden believed that there should be more activity in the Town, such as, the horse and buggy idea, the Town should sell envelopes with a horse and buggy on one side, with some history of the town. The Town should make the event significant by putting it on the web. Lane Johnston asked if the Town had a horse and buggy yet. Pat Layden responded that this was being worked on.

**8. New business**

**a. Transient room rentals tax (Wayne Nickum)**

Wayne Nickum first explained that the Fairfax County Transient Room Tax charges 4%, for the Canary Cottage, for example. Instead of the money going to the County, Wayne Nickum continued, it should come to the Town. Lynne Garvey Wark believed that 4% would be a big change. She continued that her revenue from the previous year had been only \$4,000. If the percentage were raised 1% to 5%, the increased revenue, overall, would not be that large. Lynne Garvey Wark continued that if the Town was looking for an alternative suggestion for raising money, she thought the Town should think about parking permits. For example, Mrs. Wark stated, on Main Street every house would receive two spaces, and if any extra spaces were needed, an extra parking permit could be purchased. Lynne Garvey Wark proposed that the Town could make more funds by charging for parking permits. Mr. Nickum emphasized that there would be no change in the tax rate. The tax would just be coming to the town rather than to Fairfax County. Wayne Nickum believed that it would be possible for the Town to receive the 4% charged for the Fairfax County Transient Room Tax. Chuck Rusnak wondered if the County would let the Town do this. Wayne Nickum stated that if they were to adopt the code, it would preempt the County. For



example, the County cannot charge BPOL because the Town has a BPOL Tax. Chuck Rusnak asked what the requirements were for the Meal's Tax. Wayne Nickum responded that no Public Hearing would be necessary.

(Mayor Tom Peterson arrived at the Town Meeting.)

Lane Johnston interjected that the Town Council should refer the matter to Giff Hampshire, the Town Attorney, to receive opinion by August. Kathy Baber asked whether Wayne Nickum was implying anyone who had transient rooms had to pay a tax to the County or the Town. Wayne Nickum reiterated that he proposed the tax be paid to the Town instead of the County. Why no Public Hearing, Kathy Baber wanted to know. Wayne Nickum didn't believe that the Town had to host a Public Hearing for the matter. Kathy Baber asked when would this tax go into effect. Wayne Nickum replied that it was already in affect. Lynne Garvey Wark wanted the Town Council to realize that the money the Town would receive is minor. Wayne Nickum noted that \$500 would add up and the Town would rather have the money than have it go to the County.

Lane Johnston asked if the Town would have the option to have the Meals Tax sent to it rather than to the County. Wayne Nickum explained he didn't think the County would come and collect it; the Town would have to adopt it in code. Certain counties could adopt it, but Fairfax could only adopt it based on County-wide referendum. **Motion:** Wayne Nickum made a motion to forward the document to Giff Hampshire. Tom Peterson seconded the motion and it passed.

**Motion:** Wayne Nickum made a motion to go ahead and authorize the Town Clerk to order the Clifton Town tags for the year 2008. Mike Anton seconded the motion, Lane Johnston and Tom Peterson voted nay and the motion passed. The Town Council generally agreed that a Town Tag for those living outside of Town would be acceptable, so they could support Clifton, only in a different color tag.

Lynne Garvey Wark called for a "mini-rewind" back to the topic of History Committee: There was a new book that costs \$10, with Fairfax County stories published to honor Jamestown 2007 celebration the present year.

## **Adjournment**

**Motion:** Wayne Nickum made a motion to adjourn. Tom Peterson seconded the motion and it passed.

The Minutes were prepared by Kathleen Barton, Town Clerk.

Special Town Council Meeting  
Saturday, August 4, 2007  
10 a.m., Office above Peterson's Ice Cream Depot

Council Members present: Lane Johnston, Pat Layden, Tom Peterson, Mike Anton, Wayne Nickum

Town Officials present: Marilyn Barton, Kathleen Barton

Not present: Chuck Rusnak

**Tom Peterson called the Special Town Council Meeting to order at 10:11 AM**

**-Designate substitute for Pat Layden Aug. 8-Sept. 3**

Pat Layden made a motion to have Wayne Nickum back up Lane Johnston in Pat Layden's place during his time away. Lane Johnston seconded the motion, and it passed.

**-Select Contractor**

Pat Layden informed the Town Council that the contractor's names have been blocked from the bids. Only 2 members of the council, Pat Layden and Lane Johnston, actually know the names of the contractors and their respective bids. Four of the Town Council members do not know the names of the contractors. Pat Layden presented an update from the previous special council meeting. Four bidders submitted proposals on the July 27<sup>th</sup> and two of the bidders decided not to stay until 4:00pm when the bids were opened. On Monday July 30<sup>th</sup>, Pat Layden contacted the two bidders who did not stay and provided them the bid figures. One of the bidders did not fill out the entire application. Pat Layden offered them the opportunity to send the missing information. Lane Johnston clarified that the apparent lowest bidder did not complete the full application. Pat Layden reviewed the request for bids which provides guidelines about submitting a proposal. Pat Layden also mentioned that some of the bidders provided a scope of work but this was not mandatory item for consideration. Pat Layden wanted to make sure the Town Council had reviewed all the bidders carefully before making a decision. Pat Layden read from the Bid Package emphasizing the guidelines for bid selection. Lane Johnston noted that the Town Council had discretion to choose the lowest qualified bidder. It was noted that bidders one and two were higher in cost. **Motion:** Wayne Nickum made a motion to accept bidder number three. Tom Peterson seconded the motion, and it was unanimously approved. Wayne Nickum reiterated that a specific request was made to bidder number four to submit the statement of experience as required on page three of the Bid Proposal form which was not provided to date. It was discussed that Dwayne Nitz, a member of the Buckley Bridge Restoration Committee reclused himself from the committee before bids were sent out so there should not be any conflict of interest.

**-Discuss letter to contractor winner for Monday, Aug. 6 distribution-**

Pat discussed the action items over the next few weeks: Bid award should be made on August 6<sup>th</sup>, by August 9<sup>th</sup>, the winner bidder must provide 1) a schedule of values, 2) a project breakdown schedule with at least 40 items and 3) a contract. All of the above including the price are open for negotiation. The process begins when the winning bidder receives the notice on Monday, August 6. Lane Johnston asked what the date was on Item

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**-Notification to unselected bidder**

Lane Johnston noted that on Monday, August 6<sup>th</sup>, they would be sending a letter to the Contractor they had selected. It was further stated that notification to (all non-winning bidders ) ?would be sent on the same day.

**-Discuss letter to FEMA justifying cost increases**

Pat Layden reported that VDEM/FEMA requested a letter be sent to them requesting additional funding, and that the Town followed the VDEM/FEMA guidelines, issued the ITB, received four bids and that bid number three was selected as the lowest qualified bidder. In addition to the letter, they requested the bid response and work breakdown schedule for the selected bidder that shows the cost for each step of the work. While VDEM/FEMA reviews the Town's submission, the Town Council will be proceeding with the contractor, and will start work toward meeting the Town's timeline. Wayne Nickum noted that proceeding is critical and that VDEM/FEMA is expected to approve the request. Pat Layden said that VDEM indicated their support of the project and that they will move forward in processing this request with FEMA. Pat Layden noted that the VDEM/FEMA package should be sent electronically. Wayne Nickum reminded the Town Council that he would need to look at the FEMA letter before it goes out.

**-Review schedule of activities over next few weeks**

Pat Layden indicated that as discussed previously the open items of the project are as follows:

**Open Items:**

**Status of site plan:**

Pat Layden informed that the Town hadn't gotten a letter back from the site plan yet, which authorizes the Town to work in the flood plane. Pat Layden will follow up on this Monday morning.

**Status of building permit:**

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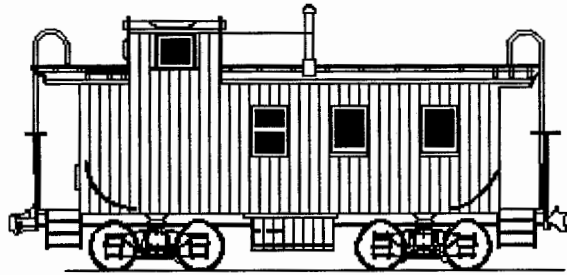
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The mayor and Town Council applaud the Restoration Committee for all their hard work and expressed their sincere appreciation.

**Motion:** Wayne Nickum made the motion to adjourn at 10:51 AM. Mike Anton seconded the motion, and it passed.

**The Minutes were prepared by Kathleen L. Barton, Town Clerk**



**CLIFTON TOWN MEETING MINUTES  
FOR TUESDAY, July 3, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

**Present:** Mayor Tom Peterson, Councilmen: Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Town Officials: Marilyn Barton, Kathleen Barton

The July 3, 2007 Town Council Meeting came to order at 7:30 PM, Pat Layden filling in for Mr. Peterson.

**Order of business**

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

Mike Anton began, saying he had received one correction for the minutes of June 2007 Town Council Meeting. **Motion:** Wayne Nickum moved to approve the Minutes for June. Mike Anton seconded the motion, and it was approved.

**2. Report of the Treasurer**

Marilyn Barton, Treasurer, stated that the Treasurer's Preliminary Financial Report for the fiscal year ended June 30, 2007 is prior to having all the accruals in. She stated that she would have a more finalized report by the end of the month. The Statement of Cash reported the checking account balance of \$2,914, the LGIP investment account balance of \$318,951, the UBS Investment account balance of \$152,297, for a total cash balance of \$474,162.22. Marilyn Barton highlighted the Profit and Loss with Budget Comparison Report, stating that the total income reported was \$144,971, the total expenses were \$140,295 for a net income of \$4,676. Wayne Nickum added that the legal expenses were \$25,766. The Community Hall net loss, he continued, was over \$10,000 which still needs to be addressed by the Community Hall Committee. Lane Johnston reported that rental policies had been drafted and that a cleaning fee was needed, as well as a cleaning person to come after large events. The Community Hall will meet next month to take of this issue. Marilyn Barton continued with other things to note; the

SunTrust Savings Account was closed, and used instead was the Local Government Investment Pool Account which earns significantly more interest. **Motion:** Wayne Nickum moved to approve the Treasurer's Report. Mike Anton seconded the motion and it passed. **Motion:** Wayne Nickum made a motion to authorize the Treasurer to contact the auditors concerning the audit process for the fiscal year end of June 30, 2007. Chuck Rusnak seconded the motion and it passed.

**3. Reading of communication**

Tom Peterson announced that there was nothing to report.

**4. Citizens' remarks.**

Michelle began, reminding the Town Council that the 4<sup>th</sup> of July was the following day and if anyone had not been given an assignment, she would appreciate their assistance. Further discussion followed. Lane Johnston reported that the planned July 28th Post Office Event should be added to the agenda for discussion. The topic was added in under the Standing Committee Reports.

**5. Award Presentation (by Chuck Rusnak)**

Chuck Rusnak proposed to present the award for Debra Dillard at the August 7<sup>th</sup> Town Council meeting, in order to compliment her for organizing the Farmer's Market.

**6. Unfinished business.**

Pat Layden suggested that the completion of the Invitation to Bid should be discussed.

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**Motion:** Wayne Nickum made a motion to schedule a Public Hearing for the rezoning of the Old Town Hall property to Commercial for the August 7, 2007 meeting at 7:30 p.m., the regular Town Council Meeting following. Lane Johnston seconded the motion and it passed.

c. **Community Hall.** (Lane Johnston)

Lane Johnston noted that Fairfax County had been working on the lights used in the Town Hall. The Committee was to have a meeting discussing how to possibly get more money to be invested in the Town Hall, how to get more people to rent, etc. Wayne Nickum added that electric kilowatt consumption was down by 50%. Pat Layden agreed that yes, the kilowatts had fallen significantly, and based on per house kilowatt, there would have to be a significant saving in dollars. Chuck Rusnak asked how the revenue had changed. Lane Johnston answered that the revenue had been up a little bit, as there had been more rents lately. Chuck Rusnak asked what the revenue was from the previous year to the present year, 2007. Wayne Nickum remarked that there was approximately a \$1,000 difference. Lane Johnston added that the Town does receive about \$700 a month from rents. Lane Johnston continued that the Town was thinking about doing Bingo—it was presently not uncommon for small communities to host Bingo, and it was said that one could get \$4,000 dollars a year on Bingo. It would be lots of time and work, however. Chuck Rusnak contributed that those “other communities” probably had a lot more parking.

d. **Wine Festival update.** (Tom Peterson)

Tom Peterson announced that the Wine Festival was scheduled for August 11, 2007, and that the Town would get \$17,000 worth for Sponsor support, plus other small things like fees. Wayne Nickum mentioned that all the money received by the Town would be booked in fiscal year 2008.

e. **Haunted Trail insurance for missing funds** (Tom Peterson)

Tom Peterson said that there was no update at the present time, but that the topic would be discussed at the next meeting on August 7, 2007.

**7. Reports of Committees, Planning Commission, and  
ARB**

**a. Planning Commission**

Kathy Baber recommended for approval the use permit for the Nitz's extension on their house. **Motion:** Lane Johnston moved to approve the Nitz's extension on their house. Wayne Nickum seconded the motion and it passed.

Kathy Baber continued that the Silva's application was approved for making two lots into one lot, however, the approval for the building of their pool was still pending. Lastly, Kathy Baber added a request that the Town Clerk send in the ad to the *Connection* to advertise the July 31<sup>st</sup> Public Hearing and post the ad in the three following locations: The Clifton Post Office, the Clifton Store, and the Old Town Hall.

**b. ARB**

Royce Jarrendt explained that the ARB had a meeting and approved the application for the Acacia Lodge. Their application should be a complete rebuild would include some area that had currently voided setbacks and issues with structures. They approved that they could pick up the building off the standing foundation then build a new foundation for it to sit on. Also approved was new front porch. It was planned to be 3 feet higher than it was at the time. The stairs in the back, their new ramps, the deck in the back and the second story addition on the existing one story remain pending. Mr. Jarrendt continued that what he was told at the ARB meeting was that the Planning Commission was still in the process of approving some of the issues, and that the lodge was hoping to acquire the property from the CBA, which would bring some of those issues into conformance. The ARB approved enough, however, so they were able to move forward with phase-one. Kathy Baber added that they had approved the front porch, the same area except for the side stairs and raising the structure 3 feet, which would require moving the structure off the property. She continued that issues that were not discussed were extensive work on the back, with the second story stairs and handicap entrance structure. Royce Jarrendt said that the ARB is reluctant to approve the two-story extension. Kathy Baber believed that the state should realize that historic structure could be changed to fix whatever tragedy had happened to it. When re-doing the shed, they were going to use the same footprint, just extend it upstairs. It wouldn't change anything...the building doesn't meet all the setback requirements. Wayne Nickum inquired about ADA requirements. Mr. Jarrendt continued that the plans include putting in an elevator and planning to put in a second floor with a fire escape in the back and an expansion of deck in back with the emergency stairs going down to the deck, then finally ramps for emergency. They would need additional property.

**c. Other committee reports.**

Mike Anton announced they were going reach out to the Finance Committee and ask them to look for grants. It was thought that this would be a good



opportunity for the Finance Committee to seek Federal and State grants. Wayne Nickum mentioned that if the exact details of the construction were not known, then the Town Council would need to know the specific projects being done. **Motion:** Mike Anton made a motion to allow the Finance Committee to begin to look for grants. Wayne Nickum seconded the motion and it passed.

Pat Layden announced, smiling, that on July 28 2007 Ben Franklin would be coming to the Town of Clifton. The time schedule was still being worked out and putting together a press release. All was expected to be finished by the following week, and it was important to get the press release out to Michelle Stein. The carrier who did a horse and buggy route for 28 miles was Rush Buckley who lived outside of the Town of Clifton with his family. He raised nine children. His youngest son was presently still alive at age 83. Pat continued that he had talked to Rush Jr. recently, and is still going back to visit with him to take photos and get some first hand information. The key to this was getting the rural route map that the person actually traveled. A Post Office Rural Route Map for Fairfax dated 1912 was found at the National Archives. A copy will be put on display at the Post Office. Lynne Garvey Wark added that the Town was going to have a scavenger hunt. Pat Layden believed that there should be more activity in the Town, such as, the horse and buggy idea, the Town should sell envelopes with a horse and buggy on one side, with some history of the town. The Town should make the event significant by putting it on the web. Lane Johnston asked if the Town had a horse and buggy yet. Pat Layden responded that this was being worked on.

**8. New business**

**a. Transient room rentals tax (Wayne Nickum)**

Wayne Nickum first explained that the Fairfax County Transient Room Tax charges 4%, for the Canary Cottage, for example. Instead of the money going to the County, Wayne Nickum continued, it should come to the Town. Lynne Garvey Wark believed that 4% would be a big change. She continued that her revenue from the previous year had been only \$4,000. If the percentage were raised 1% to 5%, the increased revenue, overall, would not be that large. Lynne Garvey Wark continued that if the Town was looking for an alternative suggestion for raising money, she thought the Town should think about parking permits. For example, Mrs. Wark stated, on Main Street every house would receive two spaces, and if any extra spaces were needed, an extra parking permit could be purchased. Lynne Garvey Wark proposed that the Town could make more funds by charging for parking permits. Mr. Nickum emphasized that there would be no change in the tax rate. The tax would just be coming to the town rather than to Fairfax County. Wayne Nickum believed that it would be possible for the Town to receive the 4% charged for the Fairfax County Transient Room Tax. Chuck Rusnak wondered if the County would let the Town do this. Wayne Nickum stated that if they were to adopt the code, it would preempt the County. For

example, the County cannot charge BPOL because the Town has a BPOL Tax. Chuck Rusnak asked what the requirements were for the Meal's Tax. Wayne Nickum responded that no Public Hearing would be necessary.

(Mayor Tom Peterson arrived at the Town Meeting.)

Lane Johnston interjected that the Town Council should refer the matter to Giff Hampshire, the Town Attorney, to receive opinion by August. Kathy Baber asked whether Wayne Nickum was implying anyone who had transient rooms had to pay a tax to the County or the Town. Wayne Nickum reiterated that he proposed the tax be paid to the Town instead of the County. Why no Public Hearing, Kathy Baber wanted to know. Wayne Nickum didn't believe that the Town had to host a Public Hearing for the matter. Kathy Baber asked when would this tax go into effect. Wayne Nickum replied that it was already in affect. Lynne Garvey Wark wanted the Town Council to realize that the money the Town would receive is minor. Wayne Nickum noted that \$500 would add up and the Town would rather have the money than have it go to the County.

Lane Johnston asked if the Town would have the option to have the Meals Tax sent to it rather than to the County. Wayne Nickum explained he didn't think the County would come and collect it; the Town would have to adopt it in code. Certain counties could adopt it, but Fairfax could only adopt it based on County-wide referendum. **Motion:** Wayne Nickum made a motion to forward the document to Giff Hampshire. Tom Peterson seconded the motion and it passed.

**Motion:** Wayne Nickum made a motion to go ahead and authorize the Town Clerk to order the Clifton Town tags for the year 2008. Mike Anton seconded the motion, Lane Johnston and Tom Peterson voted nay and the motion passed. The Town Council generally agreed that a Town Tag for those living outside of Town would be acceptable, so they could support Clifton, only in a different color tag.

Lynne Garvey Wark called for a "mini-rewind" back to the topic of History Committee: There was a new book that costs \$10, with Fairfax County stories published to honor Jamestown 2007 celebration the present year.

## **Adjournment**

**Motion:** Wayne Nickum made a motion to adjourn. Tom Peterson seconded the motion and it passed.

The Minutes were prepared by Kathleen Barton, Town Clerk.

**Barton, Marilyn**

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**From:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Monday, August 06, 2007 8:21 PM  
**To:** Chuck Rusnak; michael.anton@cox.net; lgjohnston@cox.net; pjlayden@verizon.net; CLIFNICK@ATT.NET; Mayorofcliftonva@aol.com  
**Cc:** Gifford Hampshire; Nickum, Wayne (OCFO); Barton, Marilyn  
**Subject:** Update to Treas Report -Cash Balances Statement

Hi all,

As promised attached is the updated report that includes the Cash Balances Statement.

I will be following up with our UBS representative to initiate another transfer of the available funds from the UBS Account to the LGIP Investment Account to increase the Town's investment returns as advised by Wayne and Tom.

I will also be making a transfer to cover cash requirements over the next few weeks while I am away on vacation from 8/9 to 8/20. ( I'll miss sharing the Wine Festival with you!!)

Please let me know if you have any questions or comments.

See you tomorrow night.

Marilyn

08/06/07

**Town of Clifton**  
**Cash Balance Report**  
As of August 5, 2007

**Aug 5, 07**

**ASSETS**

**Current Assets**

**Checking/Savings**

**Checking-SunTrust**

3,004.44

**Investments-LGIP**

310,339.84

**UBS Investment**

152,700.27

**Total Current Assets**

466,044.55

**Barton, Marilyn**

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**From:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Sunday, August 05, 2007 6:36 PM  
**To:** pjlayden@verizon.net; michael.anton@cox.net; Mayorofcliftonva@aol.com; lgjohnston@cox.net; crusnak@cox.net; CLIFNICK@ATT.NET; Chuck Rusnak  
**Cc:** Nickum, Wayne (OCFO); Gifford Hampshire; ghampshire@blankeith.com; Barton, Marilyn  
**Subject:** July 2007 Treasurer's Report  
**Importance:** High

Hi All~

Attached is the Treasurer's Report for July 2007. A good bit of the activity that took place in July is being accrued to June when the services took place. This is a normal process that provides for the accrual of income and expenses to the period of actual activity as required by auditing standards. We do this level of accrual at year end only.

Also included is the QuickBooks download of the FY08 Budget input. Inputting this required a major modification to the Chart of Accounts in our QuickBooks accounting software. I am continuing to work toward developing a way of reorganizing our chart of accounts so that the monthly financial reports will report the general activity separately from the Capital Activity. To accomplish this, I will need to spend quite a bit more time than I have this weekend. I'm sure that it can be done, so I hope that you will bare with me.

The accruals are not yet all in, so I will defer updating the June Pre-audited Financials at this time.

I will send the Statement of Cash Balances separately this month - by tomorrow if not by later tonight. We are in the process of working with UBS to transfer available funds over to the Town's LBIP account which is yeilding much better investment returns.

After your review if you have any questions or comments, please let me know.

Very sincerely,

Marilyn

8/6/2007

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July 2007**

	<u>Jul 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Committees Fundraising</b>				
<b>Beautification Committee</b>				
Homes Tour	0	417	(417)	0%
<b>Total Beautification Committee</b>	0	417	(417)	0%
<b>Historic Preservation Comm</b>				
Clifton Day Commemorative Covers	0	63	(63)	0%
Calendar for 2008	0	83	(83)	0%
Post Cards	0	63	(63)	0%
PO 100th Annv Rural Delivery	588	63	525	933%
<b>Total Historic Preservation Comm</b>	588	272	316	216%
Clifton Life Committee	0	250	(250)	0%
<b>Council of the Arts</b>				
Art Show & Sale	0	42	(42)	0%
Wine Festival	4,610			
<b>Total Council of the Arts</b>	4,610	42	4,568	10,976%
<b>Total Committees Fundraising</b>	5,198	981	4,217	530%
Interest Income	0	1,917	(1,917)	0%
<b>Community Hall Revenues</b>				
Community Hall Rentals	0	1,000	(1,000)	0%
<b>Total Community Hall Revenues</b>	0	1,000	(1,000)	0%
<b>Grants</b>				
<b>Federal</b>				
<b>Federal Grant-Land</b>				
CBA Match - Land	0	500	(500)	0%
Town Match - Land	0	350	(350)	0%
Federal Grant-Land - Other	0	4,250	(4,250)	0%
<b>Total Federal Grant-Land</b>	0	5,100	(5,100)	0%
<b>SAFET-LU Grant</b>	0	13,148	(13,148)	0%
<b>Total Federal</b>	0	18,248	(18,248)	0%
<b>Total Grants</b>	0	18,248	(18,248)	0%
Other Income	0	17	(17)	0%
Park Rental	0	192	(192)	0%
<b>Tax and Permits Revenue</b>				
Franchise Fees - Cox Cable	0	292	(292)	0%
ABC Profits	0	9	(9)	0%
ARB Permits	0	8	(8)	0%
Cigarette Tax	0	250	(250)	0%
Motor Vehicle Tags	75			
Railroad Tax	0	100	(100)	0%
Sales Tax	0	1,667	(1,667)	0%
Use Permits	150	25	125	600%
Utility Consumption Tax	0	92	(92)	0%
<b>Total Tax and Permits Revenue</b>	225	2,443	(2,218)	9%
<b>Total Income</b>	5,423	24,798	(19,375)	22%

5423

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July 2007**

	<u>Jul 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>				
<b>Contractual</b>				
Insurance	5,754	6,200	(446)	93%
<b>Town Government</b>				
<b>Planning Commission</b>				
General Consulting	0	250	(250)	0%
Update Town Plan	0	1,042	(1,042)	0%
Regional Water Study	0	139	(139)	0%
Planning Commission - Other	200			
<b>Total Planning Commission</b>	<u>200</u>	<u>1,431</u>	<u>(1,231)</u>	<u>14%</u>
<b>Town Committees Expense</b>				
Traffic, Parking & Safety Comm	0	108	(108)	0%
Town Parks Committee Exp	0	225	(225)	0%
<b>Historic Preservation Comm Exp</b>				
HPC Membership & Educ Exp	0	29	(29)	0%
Clifton Elem School Exp	0	31	(31)	0%
Post Cards Expense	0	42	(42)	0%
PO 100th Rural Anniv Exp	0	500	(500)	0%
<b>Total Historic Preservation Comm Exp</b>	<u>0</u>	<u>602</u>	<u>(602)</u>	<u>0%</u>
<b>Clifton Life Committee</b>				
Citizens' Recognition Expense	0	17	(17)	0%
<b>Total Clifton Life Committee</b>	<u>0</u>	<u>17</u>	<u>(17)</u>	<u>0%</u>
<b>Communication Committee</b>				
Internet Service	0	21	(21)	0%
Web Server Annual Expense	0	92	(92)	0%
<b>Total Communication Committee</b>	<u>0</u>	<u>113</u>	<u>(113)</u>	<u>0%</u>
<b>Council for the Arts Committee</b>				
Art Show & Sale Expenses	0	25	(25)	0%
Wine Festival Expenses	1,200			
<b>Total Council for the Arts Committee</b>	<u>1,200</u>	<u>25</u>	<u>1,175</u>	<u>4,800%</u>
<b>Sunshine Committee</b>	<u>100</u>	<u>125</u>	<u>(25)</u>	<u>80%</u>
<b>Total Town Committees Expense</b>	<u>1,300</u>	<u>1,215</u>	<u>85</u>	<u>107%</u>
<b>Beautification Comm.</b>	<u>0</u>	<u>417</u>	<u>(417)</u>	<u>0%</u>
<b>Total Town Government</b>	<u>1,500</u>	<u>3,063</u>	<u>(1,563)</u>	<u>49%</u>
<b>Professional Fees</b>				
Legal Fees	0	833	(833)	0%
Special Counsel	0	125	(125)	0%
<b>Total Professional Fees</b>	<u>0</u>	<u>958</u>	<u>(958)</u>	<u>0%</u>
<b>Rent</b>				
Ayre Square Rental	472	700	(228)	67%
<b>Total Rent</b>	<u>472</u>	<u>700</u>	<u>(228)</u>	<u>67%</u>
<b>Town Facilities</b>				
Grounds Maintenance	0	125	(125)	0%
R.R. Siding/Caboose Maint.	0	21	(21)	0%
<b>Total Town Facilities</b>	<u>0</u>	<u>146</u>	<u>(146)</u>	<u>0%</u>

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July 2007**

	<u>Jul 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Town Services</b>				
Grass Mowing	0	400	(400)	0%
Trash Collection	192	92	100	209%
Utilities				
Gas and Electric	0	67	(67)	0%
Town Voice Mail	71			
Total Utilities	<u>71</u>	<u>67</u>	<u>4</u>	<u>106%</u>
<b>Total Town Services</b>	263	559	(296)	47%
<b>Dues and Subscriptions</b>				
Va. Municipal League	<u>0</u>	<u>450</u>	<u>(450)</u>	<u>0%</u>
<b>Total Dues and Subscriptions</b>	0	450	(450)	0%
<b>Caboose Expenses</b>				
Caboose Electric	<u>0</u>	<u>21</u>	<u>(21)</u>	<u>0%</u>
<b>Total Caboose Expenses</b>	0	21	(21)	0%
<b>Community Hall Expenses</b>				
C.H.-Cleaning	0	325	(325)	0%
C.H.-Equipment	0	33	(33)	0%
C.H.-Ffx Co Maint. Contract	0	275	(275)	0%
C.H.-General Maintenance	260			
C.H.-Management Fee	0	200	(200)	0%
C.H. - Electric	0	1,290	(1,290)	0%
C.H. Floors	<u>0</u>	<u>175</u>	<u>(175)</u>	<u>0%</u>
<b>Total Community Hall Expenses</b>	260	2,298	(2,038)	11%
<b>Legal Advertising</b>	296	83	213	357%
<b>Miscellaneous</b>	0	108	(108)	0%
<b>Printing and Reproduction</b>	<u>0</u>	<u>25</u>	<u>(25)</u>	<u>0%</u>
<b>Total Contractual</b>	8,545	14,611	(6,066)	58%
<b>Commodities</b>				
Computer Supplies	0	58	(58)	0%
Copies	0	8	(8)	0%
Miscellaneous	0	208	(208)	0%
Miscellaneous - Commodities	0	42	(42)	0%
Office Supplies	0	42	(42)	0%
Postage and Delivery	<u>150</u>	<u>42</u>	<u>108</u>	<u>357%</u>
<b>Total Commodities</b>	150	400	(250)	38%
<b>CIF Expenses</b>				
FEMA - Buckley Bridge Repair	1,768			
CIF-Playground Impr.	<u>0</u>	<u>2,354</u>	<u>(2,354)</u>	<u>0%</u>
<b>Total CIF Expenses</b>	1,768	2,354	(586)	75%
<b>Fed Fund-Transportation Proj</b>				
F.F.- Transp. Project-Trails	<u>0</u>	<u>5,100</u>	<u>(5,100)</u>	<u>0%</u>
<b>Total Fed Fund-Transportation Proj</b>	0	5,100	(5,100)	0%
<b>SAFET-LU Grant Administrator</b>	0	1,898	(1,898)	0%
<b>SAFET-LU Improvements</b>	<u>0</u>	<u>10,833</u>	<u>(10,833)</u>	<u>0%</u>
<b>Total Expense</b>	<u>10,463</u>	<u>35,196</u>	<u>(24,733)</u>	<u>30%</u>

10463



**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
July 2007

	<u>Jul 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	(5,040)	(10,398)	5,358	48%
Other Income/Expense				
Other Expense				
Other Expenses	<u>0</u>	<u>208</u>	<u>(208)</u>	<u>0%</u>
Total Other Expense	<u>0</u>	<u>208</u>	<u>(208)</u>	<u>0%</u>
Net Other Income	<u>0</u>	<u>(208)</u>	<u>208</u>	<u>0%</u>
Net Income	<u>(5,040)</u>	<u>(10,606)</u>	<u>5,566</u>	<u>48%</u>

(5040)

# Town of Clifton

## Profit & Loss Budget Overview

July 2007 through June 2008

	<u>Jul '07 - Jun 08</u>
Ordinary Income/Expense	
Income	
Committees Fundraising	
Beautification Committee	
Homes Tour	5,000.00
Total Beautification Committee	<u>5,000.00</u>
Historic Preservation Comm	
Clifton Day Commerative Covers	750.00
Calendar for 2008	1,000.00
Post Cards	750.00
PO 100th Annv Rural Delivery	750.00
Total Historic Preservation Comm	<u>3,250.00</u>
Clifton Life Committee	3,000.00
Council of the Arts	
Art Show & Sale	500.00
Spring Concert	1,000.00
Wine Festival	34,300.00
Winter Concert	1,000.00
Total Council of the Arts	<u>36,800.00</u>
Total Committees Fundraising	48,050.00
Interest Income	23,000.00
Clifton Day Revenues	500.00
Community Hall Revenues	
Community Hall Rentals	12,000.00
Total Community Hall Revenues	<u>12,000.00</u>
Grants	
Federal	
Federal Grant-Land	
CBA Match - Land	6,000.00
Town Match - Land	4,200.00
Federal Grant-Land - Other	51,000.00
Total Federal Grant-Land	<u>61,200.00</u>
FEMA	56,009.00
SAFET-LU Grant	157,779.00
Total Federal	<u>274,988.00</u>
Other	
CBA Grant	10,000.00
Total Other	<u>10,000.00</u>
State	
Fire Program Funds	8,000.00
Total State	<u>8,000.00</u>

**Town of Clifton**  
**Profit & Loss Budget Overview**  
July 2007 through June 2008

	<u>Jul '07 - Jun 08</u>
Total Grants	292,988.00
Other Income	200.00
Park Rental	2,300.00
S.R. - Litter Control Grant	1,000.00
Tax and Permits Revenue	
Franchise Fees - Cox Cable	3,500.00
ABC Profits	110.00
ARB Permits	100.00
BPOL tax	20,000.00
Cigarette Tax	3,000.00
Motor Vehicle Tags	5,800.00
Railroad Tax	1,200.00
Sales Tax	20,000.00
Use Permits	300.00
Utility Consumption Tax	1,100.00
Total Tax and Permits Revenue	<u>55,110.00</u>
Total Income	435,148.00
Expense	
Payroll Expenses	
Gross Wages	
Town Clerk (Administrative)	4,600.00
Town Treasurer	8,000.00
Total Gross Wages	<u>12,600.00</u>
Payroll Taxes	
FICA	1,978.00
Total Payroll Taxes	<u>1,978.00</u>
Total Payroll Expenses	14,578.00
Contractual	
Insurance	6,200.00
Town Government	
Planning Commission	
General Consulting	3,000.00
Update Town Plan	12,500.00
Regional Water Study	1,667.00
Total Planning Commission	<u>17,167.00</u>
Town Committees Expense	
Traffic, Parking & Safety Comm	1,300.00
Town Parks Committee Exp	2,700.00
Historic Preservation Comm Exp	
HPC Membership & Educ Exp	350.00
Clifton Elem School Exp	375.00

# Town of Clifton

## Profit & Loss Budget Overview

July 2007 through June 2008

	<u>Jul '07 - Jun 08</u>
Clifton Day Commemorative Cover	500.00
Calendar 2008 Exp	775.00
Post Cards Expense	500.00
PO 100th Rural Anniv Exp	500.00
Total Historic Preservation Comm Exp	<u>3,000.00</u>
 Clifton Life Committee	
Citizens' Recognition Expense	200.00
Total Clifton Life Committee	<u>200.00</u>
 Communication Committee	
Internet Service	250.00
Web Server Annual Expense	1,100.00
Total Communication Committee	<u>1,350.00</u>
 Council for the Arts Committee	
Art Show & Sale Expenses	300.00
Winter Concert	1,000.00
Spring Concert Expenses	1,000.00
Wine Festival Expenses	16,313.00
Total Council for the Arts Committee	<u>18,613.00</u>
 Sunshine Committee	1,500.00
Total Town Committees Expense	<u>28,663.00</u>
 Beautification Comm.	
Homes Tour/Bazaar Exp	3,000.00
Beautification Comm. - Other	5,000.00
Total Beautification Comm.	<u>8,000.00</u>
 Total Town Government	53,830.00
 Professional Fees	
Accounting	3,500.00
Legal Fees	10,000.00
Special Counsel	1,500.00
Total Professional Fees	<u>15,000.00</u>
 Rent	
Ayre Square Rental	700.00
Railroad Siding Rental	775.00
Total Rent	<u>1,475.00</u>
 Town Facilities	
Grounds Maintenance	1,500.00
R.R. Siding/Caboose Maint.	250.00
Total Town Facilities	<u>1,750.00</u>
 Town Services	

**Town of Clifton**  
**Profit & Loss Budget Overview**  
July 2007 through June 2008

	<u>Jul '07 - Jun 08</u>
Elections	800.00
Fire Program	8,000.00
Grass Mowing	4,800.00
Trash Collection	1,100.00
Utilities	
Gas and Electric	800.00
Total Utilities	<u>800.00</u>
Total Town Services	15,500.00
Dues and Subscriptions	
Va. Municipal League	450.00
Total Dues and Subscriptions	<u>450.00</u>
Caboose Expenses	
Caboose Electric	250.00
Total Caboose Expenses	<u>250.00</u>
Community Hall Expenses	
C.H.-Cleaning	3,900.00
C.H.-Equipment	400.00
C.H.-Ffx Co Maint. Contract	3,300.00
C.H.-Management Fee	2,400.00
C.H. - Electric	15,480.00
C.H. Floors	2,100.00
Total Community Hall Expenses	<u>27,580.00</u>
Legal Advertising	1,000.00
Miscellaneous	1,300.00
Printing and Reproduction	300.00
Total Contractual	<u>124,635.00</u>
Commodities	
Computer Supplies	700.00
Copies	100.00
License Plates	900.00
Miscellaneous	2,500.00
Miscellaneous - Commodities	500.00
Office Supplies	500.00
Postage and Delivery	500.00
Total Commodities	<u>5,700.00</u>
CIF Expenses	
FEMA - Buckley Bridge Repair	62,232.00
CIF-Playground Impr.	28,250.00
CIF - Land Purchase	10,000.00
Total CIF Expenses	<u>100,482.00</u>
Fed Fund-Transportation Proj	

**Town of Clifton**  
**Profit & Loss Budget Overview**  
July 2007 through June 2008

	<u>Jul '07 - Jun 08</u>
F.F.- Transp. Project-Trails	61,200.00
Total Fed Fund-Transportation Proj	<u>61,200.00</u>
SAFET-LU Grant Administrator	22,779.00
SAFET-LU Improvements	130,000.00
Special Revenue Expenses	
S.R. - Litter Control	1,000.00
Total Special Revenue Expenses	<u>1,000.00</u>
Total Expense	<u>460,374.00</u>
Net Ordinary Income	(25,226.00)
Other Income/Expense	
Other Expense	
Other Expenses	2,500.00
Total Other Expense	<u>2,500.00</u>
Net Other Income	<u>(2,500.00)</u>
Net Income	<u><u>(27,726.00)</u></u>

**Barton, Marilyn**

---

**From:** Marilyn Barton [pawsnfins@cox.net]  
**Sent:** Monday, July 02, 2007 11:30 PM  
**To:** pjlayden@verizon.net; michael.anton@cox.net; Mayorofcliftonva@aol.com; lgjohnston@cox.net; CLIFNICK@ATT.NET; Chuck Rusnak  
**Cc:** Nickum, Wayne (OCFO); Gifford Hampshire; ghampshire@blankeith.com; crusnak@cox.net; Barton, Marilyn  
**Subject:** 07 June Prel. Treas Report  
**Importance:** High



Hello all,

Attached is the preliminary Treasurer's Report file for the period ended June 30, 2007. Please note that this is a very preliminary report and doesn't include all the accruals of revenues and expenses for the fiscal year, but only those received as of today. I should be able to issue a final pre-audited Financial Report for the FY07 by the end of the month that will more closely reflect a best estimate of all the activity.

Please note that the SunTrust Savings Account was closed with the balance transferred to the checking account to cover cash flow requirements. All savings at this time are deposited with the LGIP and UBS accounts.

With the meeting scheduled so early in the month, I regret that the report couldn't be sent to you earlier. If you have questions or input, please reply and I will respond asap.

On a more personal note, I want to express my warm and heart felt appreciation to all of you and the Clifton Community for the beautiful flowers and cards I have received in memory of my father. It has meant more to me than you know.

In sincere thanks,  
Marilyn

7/3/2007

07/02/07

**Town of Clifton**  
**Cash Balance Report**  
As of June 30, 2007

	<u>Jun 30, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking-SunTrust	2,914.07
Investments-LGIP	318,951.29
UBS Investment	<u>152,296.86</u>
<b>Total Checking/Savings</b>	<u>474,162.22</u>
<b>Total Current Assets</b>	<u>474,162.22</u>
<b>TOTAL ASSETS</b>	<u><u>474,162.22</u></u>



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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Committees Fundraising</b>				
Clifton Life Committee	1,000			
Council of the Arts	1,136			
<b>Total Committees Fundraising</b>	<u>2,136</u>			
Interest Income	18,774	6,000	12,774	313%
Sign Sales Income	1,130			
Clifton Day Revenues	0	450	(450)	0%
<b>Community Hall Revenues</b>				
Community Hall Rentals	13,798	15,000	(1,202)	92%
<b>Total Community Hall Revenues</b>	<u>13,798</u>	<u>15,000</u>	<u>(1,202)</u>	<u>92%</u>
<b>Grants</b>				
<b>Federal</b>				
FEMA	28,483	80,000	(51,517)	36%
<b>SAFET-LU Grant</b>				
SAFET-LU Town Match/In-Kind	0	20,000	(20,000)	0%
SAFET-LU Grant - Other	0	80,000	(80,000)	0%
<b>Total SAFET-LU Grant</b>	<u>0</u>	<u>100,000</u>	<u>(100,000)</u>	<u>0%</u>
<b>Transportation Project-Trails</b>				
Town Match-Trails	0	10,200	(10,200)	0%
Transportation Project-Trails - Other	0	51,000	(51,000)	0%
<b>Total Transportation Project-Trails</b>	<u>0</u>	<u>61,200</u>	<u>(61,200)</u>	<u>0%</u>
Federal - Other	0			
<b>Total Federal</b>	<u>28,483</u>	<u>241,200</u>	<u>(212,717)</u>	<u>12%</u>
<b>Other</b>				
CBA Grant	0	6,000	(6,000)	0%
Donations	0	200,000	(200,000)	0%
<b>Total Other</b>	<u>0</u>	<u>206,000</u>	<u>(206,000)</u>	<u>0%</u>
<b>State</b>				
Fire Program Funds	8,000	6,000	2,000	133%
<b>Total State</b>	<u>8,000</u>	<u>6,000</u>	<u>2,000</u>	<u>133%</u>
<b>Total Grants</b>	<u>36,483</u>	<u>453,200</u>	<u>(416,717)</u>	<u>8%</u>
<b>Haunted Trail Event</b>	0	0	0	0%
<b>Homes Tour</b>	7,579	6,400	1,179	118%
<b>Other Income</b>	1,200			
<b>Park Rental</b>	0	300	(300)	0%
<b>Playground Reserve Donations</b>	2,825	20,000	(17,175)	14%
<b>S.R. - Litter Control Grant</b>	1,000	0	1,000	100%

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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Tax and Permits Revenue</b>				
FEMA - Buckley Park	2,390	3,200	(810)	75%
Franchise Fees - Cox Cable	5,124	8,000	(2,876)	64%
Franchise Fees - Cell Phones	508			
ABC Profits	432	300	132	144%
ARB Permits	95	80	15	119%
BPOL tax	20,826	18,000	2,826	116%
Cigarette Tax	2,901	3,050	(149)	95%
Motor Vehicle Tags	4,854	5,800	(946)	84%
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	20,108	19,153	955	105%
Use Permits	425	800	(375)	53%
Utility Consumption Tax	1,189	1,100	89	108%
<b>Total Tax and Permits Revenue</b>	<u>60,046</u>	<u>61,183</u>	<u>(1,137)</u>	<u>98%</u>
<b>Total Income</b>	144,971	562,533	(417,562)	26%
<b>Expense</b>				
<b>Payroll Expenses</b>				
Gross Wages				
Town Clerk (Administrative)	3,000	3,000	0	100%
Town Treasurer	8,000	8,000	0	100%
<b>Total Gross Wages</b>	<u>11,000</u>	<u>11,000</u>	<u>0</u>	<u>100%</u>
Payroll Taxes				
FICA	0	1,683	(1,683)	0%
<b>Total Payroll Taxes</b>	<u>0</u>	<u>1,683</u>	<u>(1,683)</u>	<u>0%</u>
<b>Total Payroll Expenses</b>	11,000	12,683	(1,683)	87%
<b>Contractual</b>				
Citizens' REcognition Fund	140	1,800	(1,660)	8%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	200	(200)	0%
BZA	0	100	(100)	0%
Planning Commission	3,800	5,000	(1,200)	76%
Town Committees Expense				
Council for the Arts Expense	190			
Town Committees Expense - Other	293	2,000	(1,707)	15%
<b>Total Town Committees Expense</b>	<u>483</u>	<u>2,000</u>	<u>(1,517)</u>	<u>24%</u>
<b>Total Town Government</b>	4,283	7,300	(3,017)	59%
<b>Professional Fees</b>				
Web site maintenance	0	2,400	(2,400)	0%
Professional fees - Other	1,200	3,000	(1,800)	40%
Accounting	12,681	15,000	(2,319)	85%
Legal Fees	20,802	8,000	12,802	260%
Special Counsel	4,964	3,000	1,964	165%
<b>Total Professional Fees</b>	<u>39,647</u>	<u>31,400</u>	<u>8,247</u>	<u>126%</u>

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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Rent</b>				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	775	0	100%
<b>Total Rent</b>	<u>1,188</u>	<u>1,375</u>	<u>(187)</u>	<u>86%</u>
<b>Town Facilities</b>				
Beautification Comm.	3,204	4,250	(1,046)	75%
Buckley Park FEMA Cleanup	3,187	3,200	(13)	100%
Grounds Maintenance	1,787	1,500	287	119%
Town Hall Maintenance	2,111	5,000	(2,889)	42%
Town Office	0	4,900	(4,900)	0%
Office Equipment Expense	0	5,200	(5,200)	0%
<b>Total Town Facilities</b>	<u>10,289</u>	<u>24,050</u>	<u>(13,761)</u>	<u>43%</u>
<b>Town Services</b>				
Fire Program	8,000	6,000	2,000	133%
Grass Mowing	3,750	4,800	(1,050)	78%
Trash Collection	576	1,100	(524)	52%
<b>Total Town Services</b>	<u>12,326</u>	<u>11,900</u>	<u>426</u>	<u>104%</u>
<b>UBS Investment Loss</b>	909			
<b>Utilities</b>				
Gas and Electric	(736)	500	(1,236)	(147%)
Town Voice Mail	425			
Water	345	300	45	115%
<b>Total Utilities</b>	<u>34</u>	<u>800</u>	<u>(766)</u>	<u>4%</u>
<b>Dues and Subscriptions</b>				
Conference Attendance	0	2,000	(2,000)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	350	(350)	0%
<b>Total Dues and Subscriptions</b>	<u>0</u>	<u>2,800</u>	<u>(2,800)</u>	<u>0%</u>
<b>Caboose Expenses</b>				
Caboose - Trentane Gas	276	250	26	110%
Caboose Electric	188	250	(62)	75%
Caboose Maintenance	82	300	(218)	27%
<b>Total Caboose Expenses</b>	<u>546</u>	<u>800</u>	<u>(254)</u>	<u>68%</u>
<b>Community Hall Expenses</b>				
C.H.-Cleaning	2,222	3,900	(1,678)	57%
C.H.-Equipment	288	400	(112)	72%
C.H.-General Maintenance	1,926	3,300	(1,374)	58%
C.H.-Management Fee	3,477	6,000	(2,523)	58%
C.H. - Electric	15,317	20,000	(4,683)	77%
C.H. Floors	1,499	2,100	(601)	71%
<b>Total Community Hall Expenses</b>	<u>24,729</u>	<u>35,700</u>	<u>(10,971)</u>	<u>69%</u>

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

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,210	2,900	(690)	76%
Legal Advertising	348	1,125	(777)	31%
Mayoral Reimbursement	42	500	(458)	8%
Miscellaneous	894	1,300	(406)	69%
Printing and Reproduction	238	300	(62)	79%
<b>Total Contractual</b>	<b>103,192</b>	<b>130,692</b>	<b>(27,500)</b>	<b>79%</b>
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	500	(500)	0%
Commodities				
Computer Supplies	1,679	700	979	240%
Copies	56	50	6	112%
License Plates	829	855	(26)	97%
Miscellaneous	0	10,000	(10,000)	0%
Miscellaneous - Commodities	213	500	(287)	43%
Office Supplies	329	500	(171)	66%
Postage and Delivery	169	500	(331)	34%
<b>Total Commodities</b>	<b>3,275</b>	<b>13,105</b>	<b>(9,830)</b>	<b>25%</b>
CIF Expenses				
Comm Hall Equipment	0	4,000	(4,000)	0%
Comm Hall Improvements	9,930	18,000	(8,070)	55%
FEMA - Buckley Bridge Repair	8,815	80,000	(71,185)	11%
Signage	0	2,000	(2,000)	0%
Clifton Entrance Triangle	0	2,000	(2,000)	0%
CIF-Miscellaneous	0	200,000	(200,000)	0%
CIF-Playground Impr.	0	23,500	(23,500)	0%
CIF Cable Burial Undergrnd Util	4,080	7,000	(2,920)	58%
<b>Total CIF Expenses</b>	<b>22,825</b>	<b>336,500</b>	<b>(313,675)</b>	<b>7%</b>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	51,000	(51,000)	0%
<b>Total Fed Fund-Transportation Proj</b>	<b>0</b>	<b>51,000</b>	<b>(51,000)</b>	<b>0%</b>
SAFET-LU Grant Administrator	0	20,000	(20,000)	0%
SAFET-LU Improvements	0	80,000	(80,000)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
<b>Total Special Revenue Expenses</b>	<b>3</b>			
<b>Total Expense</b>	<b>140,295</b>	<b>645,480</b>	<b>(505,185)</b>	<b>22%</b>
<b>Net Ordinary Income</b>	<b>4,676</b>	<b>(82,947)</b>	<b>87,623</b>	<b>(6%)</b>
<b>Net Income</b>	<b>4,676</b>	<b>(82,947)</b>	<b>87,623</b>	<b>(6%)</b>



[www.vmca.com](http://www.vmca.com)

# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

July 9, 2007

Dear Fellow Clerk,

The Virginia Municipal Clerks Association (VMCA) was formed 30 years ago to better serve those in our profession and the localities in the Commonwealth of Virginia. Our organization is seeking to encourage those Clerks and Deputy Clerks who have not yet joined the VMCA to consider the benefits of joining now.

VMCA is very proud of its past accomplishments and its efforts to offer educational and networking opportunities to some of the finest professionals in our industry. VMCA offers its membership a certification process that allows clerks to take back to their communities valuable knowledge provided by our Institute conducted each September in Virginia Beach. Scholarships are available to our membership to attend the annual Institute/Academy. Also, annual meetings include training and networking with our membership.

I encourage you to take advantage of the opportunities offered by our organization to assist you in growing in your profession which, in turn, will have a positive effect on your community.

Attached is a copy of the Membership Application Form. I hope that you will consider joining the VMCA. To learn more about our association, please visit our web site at [www.vmca.com](http://www.vmca.com)

Sincerely,

Patricia W. Kost, MMC  
Treasurer

Attachment

# VIRGINIA MUNICIPAL CLERKS ASSOCIATION



## Membership/Renewal Application Form July 1, 2007 – June 30, 2008

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street/P.O. Box) (City/State) (Zip Code)

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

E-Mail address, if applicable: \_\_\_\_\_

Population: \_\_\_\_\_ Amount paid: \$ \_\_\_\_\_

(IMPORTANT: PLEASE RETURN TOP PORTION OF FORM WITH PAYMENT)

### Full and Associate\* Membership Dues:

Population less than 5,000	\$15	
5,000 to 10,000	20	
10,001 to 50,000	30	
50,001 and over	40	
Deputy Membership	15	(if a membership has been paid by the Clerk of Council, Clerk or Recorder of the Jurisdiction)
Corporate Members:	50	
Retired Members:	10	

\*Please note that Associate Membership is open to local government professionals other than the appointed Clerk of Council, Clerk or Recorder of the municipality. Associate members shall have the right to attend meetings and participate in discussion; however, they are not eligible to make motions, vote, hold office, or enter the IIMC certification program.

Please note the **mailing address below** and make your check payable to: **Virginia Municipal Clerks Association.**

### Mail Application and Payment to:

Patricia W. Kost, MMC  
Clerk of Council  
900 Church Street  
Lynchburg, VA 24504

If you have questions call: (434) 455-3982 or email: [patricia.kost@lynchburgva.gov](mailto:patricia.kost@lynchburgva.gov)

July 3, 2007

Dear Andrea Smith,

Please run the Public Hearing Notice as described below in the two consecutive publications prior to Tuesday, July 31, 2007. The last notice needs to appear not less than 5 days or more than 21 days before the scheduled meeting on 7/31/07. The notices should be placed in the Connection (Fairfax Station and Clifton).

Thank you for your assistance. Please e-mail me if you have any questions to

Sincerely,

Kathleen Barton, Town Clerk

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PUBLIC HEARING  
TOWN OF CLIFTON  
July 31, 2007

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, July 31, 2007 at 7:30 P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Va. 20124 to consider amendment of the zoning ordinance by rezoning the Old Town Hall property at 12640 Chapel Road, zoning map reference 0754 02 (combined lots 0019, 1120, 1121) from residential zoning to commercial zoning. All interested parties are invited to attend to express their views. Town residents are strongly urged to attend.

By order of the Town Council, Clifton, VA

Kathleen Barton, Town Clerk

Billing should be forwarded to:

Town of Clifton  
P.O. Box 309  
Attn: Treasurer  
Clifton, VA 20124-0309

## **Marilyn**

---

**From:** "Marilyn" <pawsnfins@cox.net>  
**To:** "Katherine Kalinowski" <khk@amervillage.org>  
**Cc:** ".o)" <babysquirrels7@cox.net>  
**Sent:** Tuesday, July 03, 2007 5:54 PM  
**Attach:** July 31 public hearing draft.doc  
**Subject:** Re: Planning Commission notice of public hearing

Dear Mrs. Kalinowski,

Here is the notice I've prepared for the public hearing, as you requested. :) If you could review it and let me know if it's okay, I'll make sure it gets mailed out and posted right away.

Thanks!

Kathleen, Town Clerk

— Original Message —

**From:** Katherine Kalinowski  
**To:** Barton, Marilyn ; pawsnfins@cox.net  
**Cc:** pjlayden@verizon.net  
**Sent:** Monday, July 02, 2007 3:09 PM  
**Subject:** Planning Commission notice of public hearing

Marilyn, the Planning Commission voted last Tuesday nite to hold a public hearing on the Town Council's proposal to amend of the zoning ordinance by rezoning the Old Town Hall property at 12640 Chapel Road, zoning map reference 0754 02 (combined lots (0019, 1120, 1121) from residential zoning to commercial zoning. The public hearing is to be held before the Planning Commission at 7:30 pm on Tuesday, July 31, 2007 at the Town Meeting Hall.

I know Kathleen is our new clerk and Pat Layden told me he walked her through the process for the Town Council public hearing on August 7. So we need the same thing only different date. As I understand the statute, the notice needs to appear once a week for two successive weeks in a newspaper having general circulation in the locality. The last notice needs to appear not less than 5 days or more than 21 days before the scheduled hearing.

Can you or Kathleen please do this and get me a copy of the notices so I will have them at our public hearing. I will be at the Town Council meeting tomorrow if you or Kathleen have any questions. Or you can email me.

Many thanks, Kathy

khk@baberkal.com

7/3/2007



July 15, 2007

Dear Andrea Smith,

Please run the Public Hearing Notice as described below in the two consecutive publications prior to Tuesday, August 7, 2007. The last notice needs to appear at least 6 days and no more than 21 days before the hearing on 8/7/07. Not less than six days should elapse between the first and second notice. The notices should be placed in the Connection (Fairfax Station and Clifton).

Thank you for your assistance. Please e-mail me if you have any questions to

Sincerely,

Kahleen Barton, Town Clerk

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PUBLIC HEARING  
TOWN OF CLIFTON  
August 7, 2007

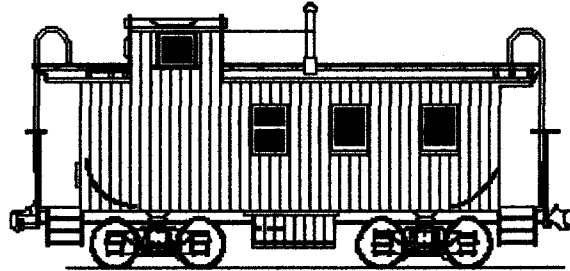
Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, August 7, 2007 at 7:30 p.m. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, VA 20124 to consider zoning change to Low Impact Commercial. Copies of the zoning change are available from the Town of Clifton Clerk by calling 266-2885 and will be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the zoning change. Town residents are strongly urged to attend. The Town Council Meeting will immediately follow the Public Hearing and include considering the zoning change to Low Impact Commercial.

By order of the Town Council, Clifton, VA

Kathleen Barton, Town Clerk

Billing should be forwarded to:

Town of Clifton  
P.O. Box 309  
Attn: Treasurer  
Clifton, VA 20124-0309



**CLIFTON TOWN MEETING AGENDA  
FOR TUESDAY, July 3, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

The July 3, 2007 Town Council Meeting came to order at 7:30 PM, Pat Layden filling in for Mr. Peterson.

**Order of business**

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

Mike Anton began, saying he had received one correction for the minutes of June 2007 Town Council Meeting. **Motion:** Wayne Nickum moved to approve the Minutes for June. Mike Anton seconded the motion, and it was approved.

**2. Report of the Treasurer**

Marilyn Barton, Treasurer, stated that the Treasurer's Preliminary Financial Report for the fiscal year ended June 30, 2007 is prior to having all the accruals in. She stated that she would have a more finalized report by the end of the month. There was a statement of cash in checking account: 2,914 dollars investments to the local govt.

Marilyn Barton explained highlighted the presented Profit and Loss with Budget Comparison Report, stating that the total income reported was \$144,971, the total expenses were \$140,295 for a net income of \$4,676. Wayne Nickum added that the legal expenses were \$25,766. The Community Hall net loss, he continued, was ----\$1009.31-- --, and still needed to be addressed by the Community Hall Committee. Lane Johnston reported that rental policies had been drafted and that a cleaning fee was needed, as well as a cleaning person to come after events. This was to be taken care of during the remainder of the month.

*✓Hs w/  
the report*  
←

Marilyn Barton continued with other things to note, which were that the Suntrust Savings Account was closed, and used instead was the Local Government Investment

Pool account which earns significantly more interest. **Motion:** Wayne Nickum moved to approve the Treasurer's Report. Mike Anton seconded the motion and it passed.

**Motion:** Wayne Nickum made a motion to authorize the Treasurer to contact the auditors concerning the audit process for the fiscal year end of June 30, 2007. Chuck Rusnak seconded the motion and it passed.

### 3. Reading of communication

Tom Peterson announced that there was nothing to report.

**4. Citizens' remarks.** Michelle began, reminding the Town Council that the 4<sup>th</sup> of July was the following day and if anyone had not been given an assignment, she would appreciate their assistance. Further discussion followed. Lane Johnston reported that the planned July 28th Post Office Event should be added to the agenda for discussion. The topic was added in under the Standing Committee Reports.

### 4. Award Presentation (by Chuck Rusnak)

Chuck Rusnak proposed to present the award for Debra Dillard at the August 7<sup>th</sup> Town Council meeting, in order to compliment her for organizing the Farmer's Market.

### 5. Unfinished business. (~~The Councilperson making request is in parenthesis~~).

Mike Anton suggested that the completion of the Invitation to Bid should be discussed. ← ?

#### a. Buckley Bridge repair status (Lane Johnston) - Update.

Lane Johnston began by noting some <sup>available</sup> handouts concerning the past month and what is in store for July for the Buckley Bridge, ~~reparation, were~~ <sup>available</sup>. The project was going well. Lane received June letters, ~~the grant~~ <sup>for waivers</sup> for fees for construction from Fairfax County: \$1500. This was taken before the board by Elaine McConnell, and it was approved.

Lane Johnston continued saying that a schedule had been <sup>added to</sup> laid on in the IFB (invitation to bid) <sup>to be</sup> advertised and posted by this Friday, the 6<sup>th</sup>. The bids will come back to the Town Council on July 27.

Wayne Nickum asked, if the Town Council is supposed to approve the bid. Pat Layden <sup>responded yes</sup> added, after the bids are opened by the committee. He continued saying October 1<sup>st</sup> will be the completion date, ~~in other words, the Town can~~ <sup>use the bridge</sup>. If the bridge is not ready by the 1st, then the cost will be \$200 and if it is not done by the 15th the cost goes up to \$400; ~~Everything~~ <sup>Everything</sup> ought to be ready for the Haunted Trail in October of 2007.

~~Lane Johnston stated that she had talked to Wally Walker. He believes he can complete the project thoroughly once the bids get back to the Town Council. This was approved. Wayne Nickum added that if there should be any problems, he should authorize the committee to request the extension of time to complete the project. The Town Council discussed whether they should ask for an extension of time concerning the project this month, or wait until November. Lane Johnston believed that there would be no reason to ask for an extension this early in the project. Wayne Nickum believed that the Town should not wait until the last minute to ask for an extension.~~  
**Motion:** Wayne Nickum made a motion to authorize the Committee to

waiver

spelling  
reported that  
FC waived  
fees for  
construction  
in a amt  
of 1500.

**Barton, Marilyn**

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**From:** Clifton Town Clerk [babysquirrels7@cox.net]  
**Sent:** Wednesday, July 25, 2007 9:32 PM  
**To:** Barton, Marilyn; Pat Layden; Mike Anton; Mr. Peterson; Lane Johnston; Wayne Nickum; Chuck Rusnak; giff hampshire  
**Subject:** the actual tc minutes for july

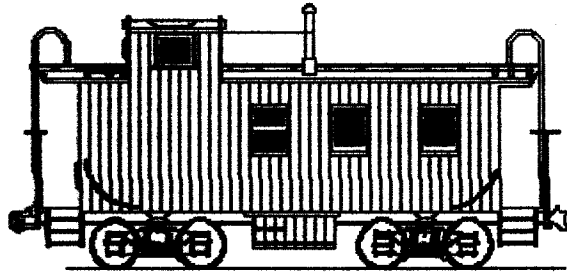
Hello again,

As I have done many times before, I sent the e-mail but failed to send the attachment. :) Again, I'm sorry for getting the Minutes out so late, and please reply with any corrections or adjustments.

Thanks :)

-Kathleen

7/26/2007



**CLIFTON TOWN MEETING MINUTES  
FOR TUESDAY, July 3, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

The July 3, 2007 Town Council Meeting came to order at 7:30 PM, Pat Layden filling in for Mr. Peterson.

**Order of business**

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

Mike Anton began, saying he had received one correction for the minutes of June 2007 Town Council Meeting. **Motion:** Wayne Nickum moved to approve the Minutes for June. Mike Anton seconded the motion, and it was approved.

**2. Report of the Treasurer**

Marilyn Barton, Treasurer, stated that the Treasurer's Preliminary Financial Report for the fiscal year ended June 30, 2007 is prior to having all the accruals in. She stated that she would have a more finalized report by the end of the month. The Statement of Cash reported the checking account balance of \$2,914, the LGIP investment account balance of \$318,951, the UBS Investment account balance of \$152,297, for a total cash balance of \$474,162.22. Marilyn Barton highlighted the Profit and Loss with Budget Comparison Report, stating that the total income reported was \$144,971, the total expenses were \$140,295 for a net income of \$4,676. Wayne Nickum added that the legal expenses were \$25,766. The Community Hall net loss, he continued, was (\$1,009.31) which still needed to be addressed by the Community Hall Committee. Lane Johnston reported that rental policies had been drafted and that a cleaning fee was needed, as well as a cleaning person to come after events. This was to be taken care of during the remainder of the month. Marilyn Barton continued with other things to note; the SunTrust Savings Account was closed, and used instead was the Local Government

Investment Pool Account which earns significantly more interest. **Motion:** Wayne Nickum moved to approve the Treasurer's Report. Mike Anton seconded the motion and it passed. **Motion:** Wayne Nickum made a motion to authorize the Treasurer to contact the auditors concerning the audit process for the fiscal year end of June 30, 2007. Chuck Rusnak seconded the motion and it passed.

**3. Reading of communication**

Tom Peterson announced that there was nothing to report.

**4. Citizens' remarks.**

Michelle began, reminding the Town Council that the 4<sup>th</sup> of July was the following day and if anyone had not been given an assignment, she would appreciate their assistance. Further discussion followed. Lane Johnston reported that the planned July 28th Post Office Event should be added to the agenda for discussion. The topic was added in under the Standing Committee Reports.

**5. Award Presentation (by Chuck Rusnak)**

Chuck Rusnak proposed to present the award for Debra Dillard at the August 7<sup>th</sup> Town Council meeting, in order to compliment her for organizing the Farmer's Market.

**6. Unfinished business.**

Mike Anton suggested that the completion of the Invitation to Bid should be discussed.

**a. Buckley Bridge repair status (Lane Johnston) - Update.**

Lane Johnston began by noting some available handouts concerning the past month and what is in store for July for the Buckley Bridge reparation and reported that Fairfax County waived fees for construction in the amount of \$1500. The project was going well. This was taken before the Board by Elaine McConnell, and it was approved.

Lane Johnston continued that a schedule had been added to the invitation to bid, which will be advertised and posted by this Friday, the 6<sup>th</sup> of July. The bids will come back to the Town Council on July 27. Wayne Nickum asked if the Town Council is supposed to approve the bid. Pat Layden responded yes, after the bids are opened by the committee. He continued saying October 1<sup>st</sup> will be the completion date. If the bridge is not ready by the 1<sup>st</sup>, then the cost will be \$200 and if it is not done by the 15<sup>th</sup> the cost goes up to \$400; everything ought to be ready for the Haunted Trail in October 2007.

The Town Council discussed whether they should ask for an extension of time concerning the project this month, or wait until November. Lane Johnston believed that there would be no reason to ask for an extension this early in the project. Wayne Nickum believed that the Town should not wait

until the last minute to ask for an extension. **Motion:** Wayne Nickum made a motion to authorize the Committee to request an extension of completion time for the Buckley Bridge Project. Pat Layden seconded the motion and it passed.

b. **Sale of Old Town Hall. Status of lot consolidation** (Pat Layden) –

Pat Layden proposed to hold a Public Hearing concerning the zoning change to Low Impact Commercial for the Old Town Hall at the August meeting. The Planning Commission also had scheduled a Public Hearing for the matter on July 31<sup>st</sup>. **Motion:** Wayne Nickum made a motion to schedule a Public Hearing for the rezoning of the Old Town Hall property to Low Impact Commercial for the August 7, 2007 meeting at 7:30 p.m., the regular Town Council Meeting following. Lane Johnston seconded the motion and it passed.

c. **Community Hall.** (Lane Johnston)

Lane Johnston noted that Fairfax County had been working on the lights used in the Town Hall. The Committee was to have a meeting discussing how to possibly get more money to be invested in the Town Hall, how to get more people to rent, etc. Wayne Nickum added that electric kilowatt consumption was down by 50%. Pat Layden agreed that yes, the kilowatts had fallen significantly, and based on per house kilowatt, there would have to be a significant saving in dollars. Chuck Rusnak asked how the revenue had changed. Lane Johnston answered that the revenue had been up a little bit, as there had been more rents lately. Chuck Rusnak asked what the revenue was from the previous year to the present year, 2007. Wayne Nickum remarked that there was approximately a \$1,000 difference. Lane Johnston added that the Town does receive about \$700 a month from rents. Lane Johnston continued that the Town was thinking about doing Bingo—it was presently not uncommon for small communities to host Bingo, and it was said that one could get \$4,000 dollars a year on Bingo. It would be lots of time and work, however. Chuck Rusnak contributed that those “other communities” probably had a lot more parking.

d. **Wine Festival update.** (Tom Peterson)

Tom Peterson announced that the Wine Festival was scheduled for August 11, 2007, and that the Town would get \$17,000 worth for Sponsor support, plus other small things like fees. Wayne Nickum mentioned that all the money received by the Town would be booked in fiscal year 2008.

e. **Haunted Trail insurance for missing funds** (Tom Peterson)

Tom Peterson said that there was no update at the present time, but that the topic would be discussed at the next meeting on August 7, 2007.

**7. Reports of Committees, Planning Commission, and  
ARB**

**a. Planning Commission**

Kathy Baber recommended for approval the use permit for the Nitz's extension on their house. **Motion:** Lane Johnston moved to approve the Nitz's extension on their house. Wayne Nickum seconded the motion and it passed.

Kathy Baber continued that the Silva's application was approved for making two lots into one lot, however, the approval for the building of their pool was still pending. Lastly, Kathy Baber added a request that the Town Clerk send in the ad to the *Connection* to advertise the July 31<sup>st</sup> Public Hearing and post the ad in the three following locations: The Clifton Post Office, the Clifton Store, and the Old Town Hall.

**b. ARB**

Royce Jarrendt explained that the ARB had a meeting and approved the application for the Acacia Lodge. Their application should be a complete rebuild would include some area that had currently voided setbacks and issues with structures. They approved that they could pick up the building off the standing foundation then build a new foundation for it to sit on. Also approved was new found porch. It was planned to be 3 feet higher than it was at the time. The stairs in the back, their new ramps, the deck in the back and the second story addition on the existing one story remain pending. Mr. Jarrendt continued that what he was told at the ARB meeting was that the Planning Commission was still in the process of approving some of the issues, and that the lodge was hoping to acquire the property from the CBA, which would bring some of those issues into conformance. The ARB approved enough, however, so they were able to move forward with phase-one. Kathy Baber added that they had approved the front porch, the same area except for the side stairs and raising the structure 3 feet, which would require moving the structure off the property. She continued that issues that were not discussed were extensive work on the back, with the second story stairs and handicap entrance structure. Royce Jarrendt said that the ARB is reluctant to approve the two story extension. Kathy Baber believed that the State should realize that historic structure could be changed to fix whatever tragedy had happened to it. When re-doing the shed, they were going to use the same footprint, just extend it upstairs. It wouldn't change anything...the building doesn't meet all the setback requirements. Wayne Nickum inquired about ADA requirements. Mr. Jarrendt continued that the plans include putting in an elevator and planning to put in a second floor with a fire escape in the back and an expansion of deck in back with the emergency stairs going down to the deck, then finally ramps for emergency. They would need additional property.

**c. Other committee reports.**



Mike Anton announced they were going reach out to the Finance Committee and begin to look for grants. It was thought that this would be a good opportunity for the Finance Committee to seek Federal and State grants. Wayne Nickum mentioned that if the purpose of construction was not known, then the Town Council would need to know the specific projects being done. **Motion:** Mike Anton made a motion to allow the Finance Committee to begin to look for grants. Wayne Nickum seconded the motion and it passed.

Pat Layden announced, smiling, that on July 28 2007 Ben Franklin would be coming to the Town of Clifton. The time schedule was still being worked out and putting together a press release. All was expected to be finished by the following week, and it was important to get the press release out to Michelle Stein. The carrier who did a horse and buggy route for 28 miles was Rush Buckley who lived outside of the Town of Clifton with his family. He raised nine children. His youngest son was presently still alive at age 83. Pat continued that he had talked to the man recently, and is still going back to visit with him to take photos and get some first hand information. The key to this was getting the rural route map that the person actually traveled. It was hard to find, however. Found was a map of Fairfax County from the year 1910. It was to be put on display. Lynne Garvey Wark added that the Town was going to have a scavenger hunt. Pat Layden believed that there should be more activity in the Town, such as, the horse and buggy idea, the Town should sell envelopes with a horse and buggy on one side, with some history of the town. The Town should make the event significant by putting it on the web. Lane Johnston asked if the Town had a horse and buggy yet. Pat Layden responded that this was being worked on.

**8. New business**

**a. Transient room rentals tax (Wayne Nickum)**

Wayne Nickum first explained that the Fairfax County Transient Room Tax charges 4%, for the Canary Cottage, for example. Instead of the money going to the County, Wayne Nickum continued, it should come to the Town. Lynne Garvey Wark believed that 4% would be a big change. She continued that her revenue from the previous year had been only \$4,000. If the percentage was raised 1% to 5%, the raise in the revenue, overall, would not be that large. Lynne Garvey Wark continued that if the Town was looking for an alternative suggestion for raising money, she had a thought: Perhaps the Town should think about doing some sort of parking permit. For example, Mrs. Wark stated, on Main Street every house would receive two spaces, and if any extra parking spaces were needed a parking permit would be needed. Lynne Garvey Wark proposed that the Town could make more funds by charging for parking permits. Mr. Nickum emphasized that there would be no change in the tax rate. The tax would just be coming to the town rather than to Fairfax County. Wayne Nickum believed that it would be possible for the Town to receive the 4% charged for the Fairfax County

Transient Room Tax. Chuck Rusnak wondered if the County would let the Town do this. Wayne Nickum stated that if they were to adopt the code, it would preempt the County. For example, the County cannot charge BPOL because the Town has a BPOL Tax. Chuck Rusnak asked what the requirements were for the Meal's Tax. Wayne Nickum responded that no Public Hearing would be necessary.

(Mayor Tom Peterson arrived at the Town Meeting.)

Lane Johnston interjected that the Town Council should refer the matter to Giff Hampshire, the Town Attorney, then receive his information in August. Kathy Baber asked if Wayne Nickum was saying that anyone who had transient rooms had to pay the rooms tax, whether it be paid to the County or the Town. Wayne Nickum reiterated that he proposed the tax be paid to the Town instead of the County. Why no Public Hearing, Kathy Baber wanted to know. Wayne Nickum didn't believe that the Town had to host a Public Hearing for the matter. Kathy Baber asked when would this tax go into effect. Wayne Nickum replied that it was already in affect. Lynne Garvey Wark wanted the Town Council to realize that the money the Town would receive is minor. Wayne Nickum noted that \$500 would add up and the Town would rather have the money than have it go to the County.

Lane Johnston asked if the Town would have the option to have the Meals Tax sent to it rather than to the County. Wayne Nickum explained he didn't think the County would come and collect it; the Town would have to adopt it in code. Certain counties could adopt it, but Fairfax could only adopt it based on County-wide referendum. **Motion:** Wayne Nickum made a motion to forward the document to Giff Hampshire. Tom Peterson seconded the motion and it passed.

**Motion:** Wayne Nickum made a motion to go ahead and authorize the Town Clerk to order the Clifton Town tags for the year 2008. Mike Anton seconded the motion, Lane Johnston and Tom Peterson voted nay, however, the motion passed. The Town Council generally agreed that a Town Tag for those living outside of Town would be acceptable, so they could support Clifton, only in a different color tag.

Lynne Garvey Wark called for a "mini-rewind" back to the topic of History Committee: There was a new book that costs \$10, with Fairfax County stories published to honor Jamestown 2007 celebration the present year.

## **Adjournment**

**Motion:** Wayne Nickum made a motion to adjourn. Tom Peterson seconded the motion and it passed.

The Minutes were prepared by Kathleen Barton, Town Clerk.

**Discussion Notes for Special Town Council Meeting 07/29/07 at 11:00am**

**BUCKLEY BRIDGE RESTORATION PROJECT**

**CONTRACTORS WHO SUBMITTED BIDS JULY 27, 2007**

<b>CONTRACTOR</b>	<b>LUMP SUM</b>	<b>OPTIONAL DEDUCT</b>	<b>NOTES</b>
#1	\$ 144,637.00	\$ 6,572.00	
#2	\$ 116,800.00	\$ 21,000.00	
#3	\$ 79,300.00	\$ 7,100.00	
#4	\$ 78,520.00	\$ 17,820.00	

1. Bids submitted in person at the Town Meeting Hall 07/27/07 prior to 4:00 pm.
2. No bids received by U S mail.
3. All bids were opened at a public meeting at 4:00pm on 07/27/07.
4. Town representatives: Lane Johnston and Pat Layden.
5. Two Contractors were present at the bid opening. Two chose to leave early; they will be notified Monday 07/30/07 regarding Bidders submittals.
6. All Bidders were told that the bid may not be awarded Monday 07/30/07 if the bids are over the allocated amount provided by FEMA and VDEM. If this is the case, the Town will meet with FEMA and VDEM immediately to remedy the situation. It may take several days to resolve the funding issue. All of the Contractors indicated that they understood this.

PJL 07/29/07