

Minutes
Clifton Town Council Meeting
Tuesday, January 6, 2004
Clifton Town Meeting Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Wayne Nickum, Town Attorney Gifford Hampshire, residents and guests of the town

The Pledge of Allegiance was said by all.

1. Recognition of Scout troop 1104 by Mayor Jim Chesley.
2. Motion made to approve December 2, 2003, minutes with the following amendment: add to item #11 the statement that Town Council will talk to homeowners Mr. and Mrs. Mills regarding the use of push poles on the Chapel Road side of their property located at the corner of Main and Chapel. Motion passed unanimously: Chesley, Arnold, Buckley, Harrington, Nickum.
3. Treasurer's Report: Marilyn Barton
 - a. Motion made to approve report. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Nickum.
 - b. Suggestion from Brant Baber to divide up total cash assets into four different accounts in four different banks. Treasurer Barton will look into this and report back to Council next month.
 - c. Proposal from treasurer to buy new town computer, based on recommendations from Mike Booth. Motion made to approve purchase. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Nickum.
4. Old Town Hall property discussion
 - a. Helen Buller: wants to retain this building, keep it owned and maintained by the town since it is the only building actually owned by the town of Clifton.
 - b. Paul Radam: wants to keep building. His letter was read aloud by his wife Deb Dillard.
 - c. M.L Gregory: letter read by Mayor Chesley, basically in favor of using building in some way, not just letting it sit.
 - d. Tom McNamara: wants to keep it, fix it up, perhaps install a public restroom. Building would be useful as an office for mayor, clerk, and treasurer.
 - e. Judy McNamara: agrees with husband's views on town hall.
 - f. Marilyn Barton: wants to retain building. It is very valuable and the land it sits on will continue to go up in value. Should be made available for town use and various functions.
 - g. Pat Tolbert, postmaster: Post office is interested in a bigger facility and perhaps this building could provide the space.
 - h. Mr. Mills: wants to keep it for its historic value.
 - i. Boy Scout leader of troop 1104 sees potential for Eagle Scout projects in the way of painting building and cleaning up grounds.
 - j. Margo Buckley: has found out that building is designated for both residential and public use, and that we can use it for ancillary events involving 50 persons or less. However, we still need building inspected before we allow these events to take place.

Discussion will continue through next month. Finance Committee will then provide their recommendations for the property. Letters will be resent to residents reminding them of this issue and encouraging them to give feedback to the Town Council.

5. HUD update: John Eubanks
 - a. Four properties sold in December
 - b. Income to town in 2003: \$312, 185; total of 72 homes sold

6. ARB: no report

7. Planning Commission

- a. Orange use permit cards, large and small versions, will be ordered and distributed when use permits are pending. The small cards will be posted in Post Office, the large on applicants' properties.
- b. Lot #3: Clifton Heights. No stop work order has been issued. Vinyl windows, which are not ARB or Planning Commission-approved, have been delivered to site. The county has placed a hold on all inspections, and no new permits will be issued by the county until the builder complies with town ordinances. Recommendation made to send letter to builder (Anderson Associates) concerning this issue.
- c. Pump and haul facility: public hearing not required, but an informational meeting will be held on January 26, 2004. Motion made to concur with Planning Commission that public hearing is not necessary. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Nickum.
- d. On matters of interior renovations: resident will go to county. Mayor has the right to authorize.
- e. Motion made for lot consolidation of lots 52 and 53 for children's playground. Surveyor plat needed and residents notified. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Nickum.

8. Graduation of students completing First Responders class. Next class will begin in February. Call Bob Miser at 703-246-3926.

9. Pope's Head Creek Watershed Forum is scheduled for January 13, 2004, 7 P.M., Clifton Community Hall.

10. Town speed humps have been placed on Main Street and on Chapel Road. A speed table has been installed at Main Street and Dell Avenue. Chris O'Donnell expressed concern over speeders on Pendleton Avenue. Mayor Chesley will look into the installation of a hump on this street.

11. ISTE A funds: motion made to direct town attorney to proceed with closing request on property with Northern Virginia Conservation Trust. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Nickum.

12. Standing water noted near road grates, six of which are on Main Street. Strong smell of petroleum has been detected. Mayor Chesley called health department which became involved, along with HAZMAT. Storm water drain system is being evaluated, and the cold weather might be a contributing factor. Residents asked to call HAZMAT at 703-240-4386. It is recommended that residents get their wells checked which is a free service provided by the county. All fuel tanks, especially underground fuel tanks, which require a permit, should be checked by residents. Wayne Nickum also mentioned a fuel *leak* ~~spill~~ that occurred approximately 15 years ago. ~~A fuel tank beside the house owned by Wayne Crowder on Main Street ruptured, sending a large amount of oil into the ground.~~

13. Polly Ambler's house on Dell Street has been condemned by county and a letter sent to Polly concerning situation. Children should be warned to keep away.

14. NOVEC/COX franchise:

- Struck?*
- a. Pole in front of Mills house on Main Street discussed; resolution agreed upon among town, NOVEC and Mills
 - b. COX cable bundles of COAX will be removed on new taller NOVEC poles.
 - c. NOVEC owns poles, leases space to COX and others utilities.
 - d. Types of braces were discussed:
 - push pole (additional pole) - deemed unsightly
 - guide wire (very slim)
 - relocate pole by fence, then pull a guide wire
 - e. We need to make intent known. NOVEC wants us to make a decision on this tonight.
 - f. Motion made to advise vice-mayor to approve 14 poles. Motion passes. Ayes: Arnold,

Buckley, Harrington, Nickum. Abstain: Chesley.

g. Motion made to accept tall pole placements. Motion passes. Ayes: Arnold, Buckley, Harrington, Nickum. Abstain: Chesley.

refers to option dated 10/3/2000

at Mills option

h. Motion made to accept NOVEC plan for placement of tall poles consistent with diagram as presented in Town of Clifton document describing NOVEC facility, and approval of alternate 6 or 7 on poles on Chapel Road and Main Street, on or near Mills' house at no cost to town, and with NOVEC bearing cost of fence and plantings on Mills property or on any other site involved. Motion passes. Ayes: Arnold, Buckley, Harrington, Nickum. Abstain: Chesley.

i. Motion made to approve COX's underground plan proposal on condition that appropriate documentation be completed to include cost and location of lines. Motion passes. Ayes: Arnold, Buckley, Harrington, Nickum. Abstain: Chesley.

j. Motion made to authorize mayor to vigorously pursue approval of VERIZON's cable relocation. Motion passes. Ayes: Arnold, Buckley, Harrington, Nickum. Abstain: Chesley

15. Design and plans for Clifton Presbyterian Church addition to be discussed at next month's meeting.

16. Playground: setback question. Is it a corner lot? Yes, since it has frontage on two streets, and side setbacks apply. A 10 ft. setback is required on all sides.

17. Motion made to issue check for \$1000 for Community Hall cleaning and maintenance.

18. 2003 Clifton Candlelight Homes Tour was very successful, earning a profit of \$2200.

19. Vocelli Pizza will deliver to Clifton! Call 703-426-1600.

20. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Nickum.

*early trash pick
train hours*

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CLIFTON TOWN COUNCIL MEETING AGENDA

TUESDAY, January 6, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

PUBLIC HEARING:
1. HUD homes update

John Eubank

TOWN COUNCIL MEETING:
Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer
3. Reading of communications
4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his or her name and address
 - ii. Direct his or her remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
5. Unfinished business
 - ✓ Old Town Hall property
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor
 - Architectural Review Board (ARB) none
 - ✓ -Planning Commission
 - Board of Zoning Appeals (BZA) none
8. New business
 - Update on standing water and drainage problem on Main Street
 - Clifton Presbyterian Church
9. Old business
 - NOVEC franchise
 - Cox franchise
10. Adjournment

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

To Do:
 Print orange
 use permit signs
 Letter to Clifton
 Hts homeowner (Lot 3)
 Copy of
 Chesapeake
 Bay
 Ordinance
 to Heather
 Mackey

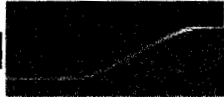
• ISTEA funds
 Add: Lot line
 • Pope's Head Watershed Mtg.
 • Check for Joe
 • Trash dumping } dumpster emptying
 Horn blowing → next month's mtg.
 Feb. 2004

Residency issue
re: Laura Harrington

You are now **FREE**
to **switch.**



Hotmail



Today

Mail

Calendar

Contacts

pamwallace@msn.com

Free Newsletters | |

Reply | Reply All | Forward | Delete | Block | Junk | Put in Folder | Print View | Save Address

From : mark khosravi <marky@erols.com>

Inbox

Sent : Saturday, January 3, 2004 5:13 AM

To : BILL HOLLOWAY <WHOLLOWAY@SKADDEN.COM>, JIM CHESLEY <CHESLEYJC@NSWCCD.NAVY.MIL>, MARLYN BARTON <MBARTON@COMRES.ORG>, PAM WALLACE <PAMWALLACE@MSN.COM>, WAYNE NICKUM <CLIFNICK@worldnet.att.net>, mac arnold <marnold@mccandlaw.com>, Gifford hampshire <ghampshire@blankeith.com>

Subject : [Fwd: Re: Fw: RESIDENT REQUIREMENTS]

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

Subject: Re: Fw: RESIDENT REQUIREMENTS

Date: Fri, 02 Jan 2004 21:08:00 -0800

From: mark khosravi <marky@erols.com>

To: Laura Harrington <laura@balancegroup.us>

References: <012d01c3ce2a\$b9546510\$9490fea9@toshibauser>

Dear Laura:

I think you should know that Wayne was only responding to queries from various citizens regarding the validity of your service on the council while no longer residing in the community. In fact a few of the same "neighbors, friends, and colleagues" you sent your response out to were some of the very people raising that question, rather loudly and repeatedly I might add. Out of all the councilmembers, Wayne was the only one to take the initiative and research the issue and furnish some kind of legal definition of what a "qualified voter" actually is so that at the next council meeting a consensus can be arrived at as to whether or not your status on the council is bona fide.

I had actually raised the issue myself as long ago as last summer and you should know that it was Wayne (not Jim, Bill, or Mac) who defended your place on the council and felt that we should wait to address the matter, perhaps in the hope that you would work things out and again reside in town. As that hasn't happened, and as there are some controversial issues coming up for the council to vote on, I think it will be important to get the advice of our attorney and resolve this question. After all, if your status isn't legal and proper, I'd guess that any motions passed or failed by the council could be challenged and I don't think any of us wants that to happen.

Sincerely, Margo

Laura Harrington wrote:

Dear Wayne,

How wonderful to check my email on Christmas Eve and have your note (below w/ attachments) posted so impersonally to the councilmembers and our counsel.

I would have appreciated it you'd come to talk to me personally, face-to-face.

It is with great dismay that I read this and know that NoOne has come to me personally to discuss this matter.

What has happened to common courtesy, decency and respect?
Is this the model of consideration, kindness, caring we show towards fellow neighbors, friends and colleagues?
I do hope that the council elected in 2004 understands the true meaning of "community" and works hard toward reinstating it.
The negativity, hostility, backstabbing, and rulemongering that now characterizes Clifton is a far cry from the original spirit of our community.

May peace be with you, Wayne.
Sincerely,

Laura Harrington
Councilmember
Town of Clifton

"Community is about place, spirit, belonging and connection. It is about joy, fear, love and hope. Community is about friendship, caring and being cared for."

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

From: WAYNE NICKUM
To: LAURA HARRINGTON ; BILL HOLLOWAY ; JIM CHESLEY ; MAC ARNOLD ; MARGO BUCKLEY
Cc: Gifford Hampshire
Sent: Wednesday, December 24, 2003 1:13 PM
Subject: RESIDENT REQUIREMENTS

A DOZEN OR SO TOWN OF CLIFTON RESIDENTS HAVE ASKED ME WHY A MEMBER OF THE TOWN COUNCIL CONTINUES TO SERVE ON THE TOWN COUNCIL WHEN THAT MEMBER OF THE TOWN COUNCIL IS APPARENTLY NO LONGER A RESIDENT OF THE TOWN.

IF IT IS DETERMINED THAT THE TOWN COUNCIL MEMBER IS NOT A RESIDENT OF THE TOWN AT SOME POINT IN TIME, HOW WOULD ANY PAST, PRESENT OR FUTURE ACTIONS TAKEN BY THE TOWN COUNCIL BE AFFECTED?

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Present: All the Justices

DANIEL H. SACHS

v. Record No. 960214 OPINION BY JUSTICE BARBARA MILANO KEENAN
September 13, 1996

MONICA HORAN, GENERAL
REGISTRAR OF FAIRFAX COUNTY

FROM THE CIRCUIT COURT OF FAIRFAX COUNTY
J. Howe Brown, Jr., Judge

In this appeal, we consider whether the trial court erred in ruling that the General Registrar of Fairfax County, Monica Horan (the registrar), properly cancelled Daniel H. Sachs' voter

registration.

Sachs registered to vote in Fairfax County in 1984. In 1991, he purchased a house in the Springfield area of the county, where he lived for approximately three years.

In April 1994, Sachs entered into an employment contract with the United Mine Workers of America, which required him to work in Russell, Wise, and Buchanan Counties. The original term of the contract was for one year, after which either party could terminate the agreement on giving 90 days written notice. At the time of the proceedings in the trial court, Sachs remained employed under this contract.

Sachs rented a house in Abingdon, Washington County, in April 1994 and leased his house in Springfield. He currently pays real property taxes to Fairfax County for the Springfield property, which remains under lease.

Sachs' automobile is registered in Fairfax County and he pays personal property tax to Fairfax County on the vehicle. His motor vehicle operator's license bears the address of the Springfield house. Sachs is seeking employment in the Washington, D.C. metropolitan area and hopes to return to live in his house in Springfield.

In November 1994 and February 1995, Sachs voted in Fairfax County by absentee ballot. The registrar mailed the absentee ballots to Sachs at his home address in Abingdon.

On February 13, 1995, pursuant to Code § 24.2-429, the registrar posted a notice at the Fairfax County Courthouse, which stated her intent to cancel Sachs' voter registration, and published the notice in a newspaper of general circulation. The registrar also mailed a letter to Sachs at the Springfield address, stating the reasons for her decision to seek cancellation of his voter registration in Fairfax County. Sachs did not receive this letter or respond to either of the public notices.

On September 23, 1995, Sachs applied for an absentee ballot for the general election in 1995. However, on September 27, 1995, the registrar informed him that his voter registration had been cancelled.

Sachs appealed the cancellation of his voter registration to the trial court pursuant to Code § 24.2-430. The trial court ruled that Sachs had the burden of proving that he was qualified to vote in Fairfax County. After considering the evidence presented, the trial court ruled that Sachs was not a resident of Fairfax County and upheld the registrar's decision cancelling his voter registration.

On appeal, Sachs first asserts that the trial court erred in assigning him the burden of proving that he was qualified to vote in Fairfax County. Sachs contends that the trial court should have required the registrar to prove that he no longer met the voter registration requirements. He also argues that the evidence is insufficient to support the trial court's finding that he is not qualified to vote in Fairfax County.

In response, the registrar contends that Sachs had the burden of proving that he was qualified to vote in Fairfax County, and that he failed to meet this burden of proof. We agree with the registrar.

When a prospective voter's right to vote in a given locality is challenged, he has the burden of proving that he meets the registration requirements. *Kegley v. Johnson*, 207 Va. 54, 57, 147 S.E.2d 735, 737 (1966). Thus, when a voter's registration is cancelled under Code § 24.2-429, and he appeals the decision to the circuit court under Code § 24.2-430, the voter bears the burden of proving that he is qualified to vote in that locality. See *id.* When requesting the court to act in his favor, the voter must prove the facts which establish that he is entitled to the relief sought. See *United Dentists, Inc. v. Commonwealth*, 162

Va. 347, 355-56, 173 S.E.2d 508, 510-11 (1934); 9 John H. Wigmore, Evidence in Trials at Common Law, ¶ 2485, at 283-86 (Chadbourn rev. 1981).




Before an individual can qualify to vote in Virginia, he must be a resident both of the Commonwealth and of the locality in which he seeks to vote. Va. Const. art. II, ¶ 1; Code ¶ 24.2-417. "Residence, for all purposes of qualification to vote, requires both domicile and place of abode." Va. Const. art. II, ¶ 1. To establish domicile, a person must live in a particular locality with the intention to remain there for an unlimited time. State-Planters Bank & Trust Co. v. Commonwealth, 174 Va. 289, 295, 6 S.E.2d 629, 631 (1940). A place of abode is the physical place where a person dwells. See Black's Law Dictionary 7 (6th ed. 1990).

An individual who meets the Constitutional requirements may register to vote in the established locality. Va. Const. art. II, ¶ 2. However, to retain eligibility to vote in that locality, the voter must continue to dwell in the locality with an intention to remain there for an unlimited time. See Kegley, 207 Va. at 57, 147 S.E.2d at 737. A registrar may cancel a voter's registration if that individual does not continue to meet these requirements. See Code ¶ 24.2-429.

Here, the evidence at trial showed that Sachs is no longer qualified to vote in Fairfax County. Although Sachs presented evidence that he owns a house in Springfield, the evidence is unrefuted that he has leased the property to others and does not dwell there. The fact that Sachs lists the Springfield address on his motor vehicle operator's license, pays personal property tax on his automobile to Fairfax County, and is seeking employment in the Washington, D.C. metropolitan area, does not alter the conclusion that he is not a domiciliary of Fairfax County, because he does not live in that locality with the intent to remain there for an unlimited time. Further, Sachs does not have a place of abode in Fairfax County. Thus, we conclude that the trial court did not err in ruling that the registrar properly cancelled Sachs' voter registration.

For these reasons, we will affirm the trial court's judgment.

Affirmed.□□□□□□□□□□

 |  |  Inbo

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Memorandum

TO: Town Council

FROM: Gifford R. Hampshire
Town Attorney *GR Hampshire*

DATE: January 6, 2004

RE: Residency Issues for Council Members

Confidential
Not to be copied
without consulting
Town Attorney

BACKGROUND

This responds to Council Member Nickum's 24 December 2003 e-mail memorandum on the referenced subject. Council Member Nickum related that a dozen or so Clifton residents have asked why a member of the Town Council continues on the Council if that member is "apparently no longer a resident of the Town." Council Member Nickum asked what the impact upon past, present or future Town actions would be if the Town Council member is determined not to be a resident of the Town.

Mayor Chesley, Council Member Nickum and Council Member Harrington have briefed me separately on the background to this question. Some of the facts may be in dispute or not yet ripe for determination. The ultimate answer to the questions posed will depend on how these facts develop. The following legal analysis should be applied to the facts as they are determined.

Council Member Nickum attached a portion of the Clifton Town Charter and a 1996 Virginia Supreme Court opinion to his e-mail memorandum. The Council will note that these materials demonstrate that Clifton Town Council members must be residents and qualified voters in the Town to serve on the Council. Article II, § 5 of the Constitution of Virginia (1971) provides that a person holding an elective office must be qualified to vote for that office. The Town Charter requires Council members to be residents and qualified voters to serve.

In *Sachs v. Horan*, 252 Va. 246 (1996), the Supreme Court of Virginia held that "residence" for voting purposes requires both "domicile and place of abode." To establish "domicile, a person must live in a particular locality with the intention to remain there for an unlimited time." *See Sachs v. Horan*, 252 Va. 247 (1996). A "place of abode is the physical place where a person dwells." *See id.* It is possible to have more than one place of abode; however, one can only have a single domicile. *See* 1991 Op. Atty. Gen. 108, III. Indeed, the "place of abode" requirement was added to Article II, § 1 of the Constitution of Virginia, in part, to ensure that individuals temporarily away from their domiciles are not disenfranchised. *See id.*

There is no issue that Council Member Harrington possessed the requisite abode and domicile to be considered a resident of the Town at the time she ran and was victorious in her race for Town Council Member. At issue is Council Member Harrington's decision to leave the Town some months ago in furtherance of a separation from her husband who remains in the marital home within the Town. Council Member Harrington represents that her stay with family in Springfield is intended to be temporary until property and financial issues are settled. She says the matter may be going to court which will mean that resolution can be anywhere from 6 to 18 months away.

ANALYSIS

I. Abandonment of Abode and Domicile (a/k/a "Residence").

The first question is whether Council Member Harrington's action in leaving the Town to sleep elsewhere on a temporary basis constitutes an abandonment of either her abode or domicile such that she should vacate her position on the Council. While the term "abode" means the place where a person dwells, there is no requirement that a person dwell in a particular abode 365 days per year. One may dwell in several different residences in several different places throughout the year and each one of those places can be considered an abode. The crucial question for the purposes of this memorandum is whether Council Member Harrington has the requisite intent that Clifton remain her domicile, *i.e.*, that her Clifton home continue to be her permanent residence for the indefinite future. If, for example, Council Member Harrington intends to fight for control and sole possession of the marital home and to live there should she be successful, she would appear to have the requisite intent to preserve the Clifton residence as her place of domicile. She might also intend to live in another Clifton residence whatever the outcome of the divorce case. Under such facts, the period of separation would be viewed as analogous to a long vacation or a military assignment overseas rather than an intentional abandonment of her Clifton residence.

The Attorney General of Virginia adopted the above analysis in responding to a similar question. In his 1976 letter opinion to the Honorable Luther E. Miller, Clerk, Circuit Court of Page County, the Attorney General addressed whether a supervisor who temporarily leaves the district he was elected to represent pending the construction of a new house in that district had to vacate his position by virtue of his temporary removal from the district. The Attorney General adopted the following analysis.

If a person leaves his original residence with the intention of not returning, and adopt another, for time however brief, with the intent to remain there, his first residence is lost. But if he left his original residence with the intention of returning, such original residence continues in law, notwithstanding the temporary absence of himself and family.

1975-76 Att'y Gen. Op. 27 citing *Dotson v. Commonwealth*, 192 Va. 565, 571, 66 S.E. 2d 490 (1951). In his opinion, the Attorney General continued that "[d]omicile once acquired continues until a change is proved and the burden on proving the change is on the party alleging it. *See id.*, citing *Williams v. Commonwealth*, 160 Va. 272, 279 (1914). (Absence of a city council member from the district he represented for a long, but temporary period did not operate to remove him from office because the evidence established his intent to return to the district as soon as possible.)

In the case before the Attorney General, the supervisor moved out of his district while his new home was being constructed. He fully intended to return to his district when his residence was completed. The Attorney General concluded that the supervisor's domicile and consequently his residence had not changed.¹

Applying these principles, it appears to me that Council Member Harrington's office should not be considered vacant under Va. Code Ann. § 15.2-1526 if her intent is to return to the Clifton residence either after reconciliation with her husband or after property issues are resolved one way or another through a divorce proceeding. It is beside the point that she might not prevail in an equitable distribution proceeding arising out of the divorce case; it would be enough that she currently intends to fight or negotiate for the right to live permanently in the Clifton residence in the future or to buy or rent another home in the Town whatever might happen in the divorce case.

On the other hand, if Council Member Harrington does not intend to return to Clifton after the property and issues are resolved, she would not have the requisite domicile to remain on the Council. Pursuant to Va. Code Ann. 15.2-1527, therefore, her office would be deemed vacated and the Clifton Town Charter would require that vacancy to be filled within 30 days by a majority vote of the remaining members of the Council *See Clifton Town Charter at Section 3(o)*.

II. Impact Upon Actions of Town Council.

Council Member Nickum's second question was the impact on Council actions assuming Council Member Harrington's office has been vacated according to the above principles. This vacation should have no impact upon past, present and future Council legislation or other official acts assuming that Council Member Harrington continues to carry on the duties of her office, including regular attendance at meetings and other Council duties. Since the 19th Century case of *Roche v. Jones*, 87 Va. 484 (1891), it has been well established in Virginia that public officers who lose their "*de jure*" (legal) right to hold office for some reason continue as "*de facto*" municipal officers so far as the public and third persons are concerned. Their actions are considered as valid as if they were a *de jure* officer. Said another way, the acts of a public officer *de facto* are as valid and binding as if he were an officer *de jure*. *See Roche v. Jones*, 87 Va. 484 (1891). *See also*, Va. Code Ann. § 2.2-2808; 15 Michie's Jurisprudence *Public Officers* § 58 (1998).

In *Roche*, for example, the Supreme Court of Virginia addressed the challenge to a tax passed by ordinance of the Town of Hampton where one of its councilmen who had voted for the ordinance had moved his residence beyond the corporate limits two weeks prior to the vote on the ordinance. The plaintiffs claimed he had "thereby vacated his office of Councilman and that consequently, his vote was a nullity." In addressing this claim, the Supreme Court held that

¹ The Attorney General was confronting the claim that under what is now Va. Code Ann. 15.2-1526 that the supervisor's office should "be deemed vacant" because of his removal from the district after his election. A similar contention could be brought against the Town with respect to Council Member Harrington's temporary removal from the Town.

this is a *non sequitor*; as Wallace had continued to exercise his office as Councilman, and to discharge its functions, until first July 1899, when his successor qualified. He was a *de facto* councilman and his acts, as such, were valid and binding.

87 Va. at 486-87 (collecting cases). To the extent Council Member Harrington has continued to discharge her duties as a member of the Town Council, therefore, the acts of the Council should not be at risk even if her office should be deemed to have been vacated by virtue of a change in domicile.

I hope this is of assistance to the Council in addressing Council Member Nickum's memorandum. I will be available to answer any questions.

Copy to :

*Taya Abbott
Bill Hollaway*

Chesley James C CRBE

From: Heather Mackey [Heather.Mackey@cblad.virginia.gov]
Sent: Tuesday, January 06, 2004 8:25 AM
To: James C. Chesley (E-mail)
Subject: adopted ordinance

Hi Mr. Chesley, I hope you had a wonderful holiday season! I'm sorry it is over myself! I know the Town adopted its Ches Bay ordinance back in early December, but I still haven't received a copy of the final adopted ordinance with the new changes inserted. If you could see that it is forwarded to me as soon as possible, I would appreciate it. Thanks for your help. Heather Mackey

Heather C.A. Mackey
Principal Environmental Planner
Chesapeake Bay Local Assistance Department
James Monroe Building
101 North 14th Street, 17th Floor
Richmond, VA 23219
(804) 786-1518
Toll Free: 1-800-243-7229
Fax: (804) 225-3447
mailto:hmackey@cblad.state.va.us
http://www.cblad.state.va.us

**The Town of Clifton, Virginia
Affordable Housing Partnership
Monthly Activity Summary
As of December 31, 2003**

	<u>Month of</u> <u>Dec-03</u>	<u>Fiscal</u> <u>Year to</u> <u>Date</u>	<u>Program</u> <u>to Date</u>
<u>Bidding Activity Summary</u>			
Homes Reviewed	16	115	402
Homes Rejected for Bid	0	15	89
Homes Selected for Bid	16	100	313
Winning Bids	2	26	83
Conversion Ratio	12.5%	26.0%	26.5%

Purchase and Sales Activity Summary

Homes Under Contract for Purchase from HUD	6		
Sales Contracts Accepted from Qualified Buyers	3	28	68

Inventory Activity Summary

Inventory, Beginning of Period	7	25	0
Homes Purchased	8	26	77
Homes Sold	4	40	66
Inventory, End of Period	<u>11</u>	<u>11</u>	<u>11</u>

Volume and Profit Summary

Total Sales Volume	\$ 438,300	\$ 4,985,600	\$ 7,953,623
Profit to Town of Clifton	\$ 14,857	\$ 186,583	\$ 312,185

Town of Clifton					
Net Profit Calculation					
NDC Certification	2120	1804	1644	3245	
	<u>Christian</u>	<u>Cougar</u>	<u>Sword Dancer</u>	<u>Yorkborough</u>	<u>Totals</u>
Sales Price	104,500	144,000	109,900	79,900	438,300
Base Puchase Cost	93,300	116,000	97,000	56,000	362,300
HUD Discount	-13,995	-17,400	-14,550	-8,400	-54,345
Misc Acq Costs	1,449	1,615	1,477	1,125	5,666
Loan Discount CLC	2,799	3,480	2,910	1,680	10,869
Repairs	9,000	17,000	5,000	14,600	45,600
Carrying Costs	1,045	273	752	505	2,575
Interest	2,564	675	587	1,552	5,378
Commission	6,270	8,640	6,594	4,794	26,298
Selling Costs	1,560	944	985	880	4,369
Total NDC	103,992	131,227	100,755	72,736	408,710
Profit	508	12,773	9,145	7,164	29,590
Buyer Credits	-1,500	-2,970	-1,000	0	-5,470
Net Profit	-992	9,803	8,145	7,164	24,120
CLC Mgmt Fee 45%	-2,037	4,411	3,665	3,224	9,263
Net to Town of Clifton	1,045	5,392	4,480	3,940	14,857
NDC X 110%	114,391	144,350	110,831	80,010	
Sales Price	104,500	144,000	109,900	79,900	

Town of Clifton Affordable Housing Program
Inventory Detail Report

Case #	No.	Street	City	ST	Zip	Subdivision	Built	Type	SF	BR	FB	HB	Bought	Contract	Sold	Sales Pr
541-495601	707	East Pembroke Ave	Hampton	VA	23669	Area 101	1936	D	1400	3	1	1	6/5/03	12/10/03	p-1/9	95,000
541-500831	3811A	Falling River Reach	Portsmouth	VA	23703	River Pointe	1996	GC	886	2	2		8/28/03	10/20/03	p-1/8	80,800
541-486496	2	Sandy Lake Drive	Hampton	VA	23666	Sanlun Lakes	1984	D	1316	3	1	1	10/10/03			129,900
541-597198	161	Erin Drive	Madison Heights	VA	24572	None	1996	D	1600	3	2	1	10/10/03			133,900
541-568421	5910	Margate Avenue	Virginia Beach	VA	23462	Lake Edward West	1976	T	1512	3	2	1	10/10/03			79,900
541-592837	3212	Bangor Drive	Chesapeake	VA	23321	Dunedin	1976	D	1176	4	1	1	p-1/15			96,900
541-455098	23	Gawain Way N	Hampton	VA	23669	Kings Square	1986	T	1460	3	2	1	12/12/03			75,900
541-499740	5760	Rivermill Circle	Portsmouth	VA	23703	Windmill Shores	1985	T	1260	3	1	1	12/12/03			79,900
541-577317	3805	Hazel Court	Virginia Beach	VA	23456	Salem Lakes	1984	D	1484	4	2	1	12/12/03			154,900
541-546026	3813	Red Barn Road	Portsmouth	VA	23703	Churchland West	1971	D	1512	4	1	1	12/12/03			119,500
541-562800	419	Collier Crescent	Suffolk	VA	23434	Walnut Hill Estates	1999	D	1154	3	2		12/12/03			122,900
541-589957	108	Rockland Terrace	Suffolk	VA	23434	Woodlake	1995	D	1861	4	2	1	12/12/03			179,900
541-513886	2922	Leta Court	Hampton	VA	23666	Threchopt Village	1986	T	1356	3	2	1	p-1/15			83,900
541-449420	5335	Commons Court	Virginia Beach	VA	23462	Parliament Village	1976	T	1750	4	2	1	p-1/15			91,900
541-587618	3911	Pulley Court	Virginia Beach	VA	23452	Thalia Trace	1983	T	836	2	2		p-1/15			68,900
541-609644	1540	Sangaree Circle	Virginia Beach	VA	23464	Rosemont Forest	1981	T	1004	2	1	1	p-1/15			75,900
543-013129	115	Madison Court #3	Stafford	VA	22554	Stafford Meadows	1983	TC	1120	3	1	1	p-1/15			135,000

SALES PRICES ARE TENTATIVE AND SUBJECT TO CHANGE

Re: Town Hall property
in Chapel Road

Town

When reading your message to the residents, I thought of some questions.

Concerning "fix it up"

Does the town need an office, storage facility and meeting place or are other facilities available for these purposes? How would this be financed or are funds available for this alternative?

If the town only needs storage space, another alternative would be a rental storage facility but the price of those keeps going up. Perhaps a good accounting would determine which choice is more economical -- restoring the building and using the storage space or renting a storage facility.

My guess would be to maintain the building (if the town can afford it) would make more sense because the land and building (if properly maintained) would continue to appreciate in value and it could be sold whenever it is no longer needed by the town or when it is otherwise appropriate to sell it. Additionally, the possible needs for office space and meeting place would be a consideration here.

The only other issue that comes to mind is real estate taxes. Are they required for a public use building? If so, how would these be financed?

Summing up, if the facility is needed and it is financially feasible, it sounds like a good idea on the surface.

Under this same topic, renting is mentioned. If the storage, town office and meeting place are not needed and the town wishes to hold on to the land and enjoy appreciation, then it would make sense if a sufficient rental could be charged to cover all costs of improving and maintaining the property and realizing some income for the town.

Concerning "sell it" or "do nothing to it"

If the town doesn't need an office, storage facility and meeting place, and doesn't choose to rent it, then why hold on to it. While it is true that land seems to become more valuable every day, the improvements to the land will continue to deteriorate making them less valuable. The proceeds from the sale could go to other needs in the community, and/or to savings and investments held for the town's future needs.

Hi Pam!
I guess these thoughts have probably already been considered but for what it's worth...
Happy Holidays
Pam,
ML

TO: Mayor and Council
FROM: Paul Radam (703) 815.9073, JupRets@aol.com
RE: Future Existence of Town Hall

This is a rough proposal of concept for the future of the Town Hall. I am prepared to do more research on the feasibility this plan should the town council decide to pursue this course of action.

I am in favor of fixing up the Town Hall to serve the following purposes:

1) Provide a safe, comfortable space where town committees can meet. This would also include the ARB and committees doing town business. (It could also be used for other purposes: Maybe a recreation room for children on Saturdays. Criteria for Old Town Hall usage would need to be written down.)

2) Provide a means to generate income for the town for the purposes of creating a scholarship fund, or some other charitable fund (e.g. People in need, or Conservation).

Begin to Identify the Requirements for the New, Old Town Hall.

The Town Hall would need to be expanded. I estimate that it would need about 700-800 square feet total upstairs to accommodate a small business. With the 180 it already has, we're talking about adding a 25 by 25 room. Since this would be a two story addition, this means an addition 625 feet for the down stairs.

Parking for Old Town Hall would be in back. Need to determine space requirements.

The Town Hall would have to meet safety, and business requirements. These can be determined through Fairfax County Government.

The Town Hall would need restrooms, water, heating, a/c. Perhaps a small kitchen.

Will need to determine if the restoration and addition can meet all the building requirements. It does no good, to fix up the Town Hall only to find you have no water.

Continued next page

How to Pay

Under my plan the cost can be reduced considerably. Here are three ways.

First, I propose the people of this town do the work they can do. It's possible, just ask Wayne Nickum who helped build the addition that is currently on the Holistic Vets building. The Town could call in experts as needed to advise on what and how to build. Experts could also do the things we cannot do. Of course all work would be inspected for safety. I think the residents would help especially if they knew what rental proceeds would go to charity.

The second idea may be a little far fetched. The Town could solicit all the contractors in the area to help. The Town could provide the cost of materials, the contractors their time and expertise. For example, here's how the town could get the plumbing work done. The Town could send out a letter to all plumbers in the area asking to help. In return, here's what the town will give the contractor. For a period no less than 10 years, the contractor's name to be included on a plaque on town hall (just below where the address numbers would be) thanking for help in the restoration of the building. Plus, whenever a scholarship is awarded, the contractor's name will be included in the scholarship announcement to be printed in the "CenterView" newspaper. Plus, advertising upon completion of the restoration.

Here's another example, need a driveway. Ask local boy scouts looking to make eagle scout. The town provides the materials, the scouts do the work.

Some rough numbers:

800 sq Feet rental at \$20 a square foot = \$16,000 (probable could get more per square foot)

Take out Taxes (\$3000 year) and Maintenance Cost (\$3000 year)

A perpetual machine where you could have \$10,000 for Scholarship Fund, or Other Charitable Purpose.

Maintenance and Recurring Cost

As the building would be renovated, the maintenance would be minimal at least for the first few years. However you still have recurring cost: heat, electric, land maintenance etc.

It would seem practical for the person responsible for maintaining the current Town Hall also be responsible for the Old Town Hall.

01/06/04

Town of Clifton
Cash Balance Report
As of January 6, 2004

	<u>Jan 6, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	1,965.58
Investments	
Clifton Heights Escrow	5,455.60
Playground Reserve Fund	1,025.00
Investments - Other	349,687.00
Total Investments	<u>356,167.60</u>
Total Checking/Savings	<u>358,133.18</u>
Total Current Assets	<u>358,133.18</u>
TOTAL ASSETS	<u><u>358,133.18</u></u>
LIABILITIES & EQUITY	0.00

Town

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*Hi Pam,
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Happy Holiday
M L*

Town of Clifton
Cash Balance Report
As of January 6, 2004

01/06/04

	<u>Jan 6, 04</u>
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Total Current Assets	<u>358,133.18</u>
TOTAL ASSETS	<u>358,133.18</u>
LIABILITIES & EQUITY	0.00

Town of Clifton
Profit & Loss Budget vs. Actual
July through December 2003

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	110	323	(212)	34%
Clifton Day Revenues	524	1,000	(476)	52%
Community Hall Revenues				
Community Hall Rentals	5,918	6,210	(293)	95%
Total Community Hall Revenues	5,918	6,210	(293)	95%
Farmers' Market Income	525	300	225	175%
Grants				
State				
Fire Program Funds	0	6,000	(6,000)	0%
Total State	0	6,000	(6,000)	0%
Total Grants	0	6,000	(6,000)	0%
Haunted Trail Event	(219)	6,000	(6,219)	(4)%
Homes Tour	2,905	2,200	705	132%
HUD Homes	178,507	50,000	128,507	357%
Other Income	9			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	11,463			
S.R. - Litter Control Grant	1,000	1,100	(100)	91%
Tax and Permits Revenue				
ABC Profits	245	420	(175)	58%
ARB Permits	30	60	(30)	50%
BZA Fee	250			
Cigarette Tax	941	900	41	105%
Motor Vehicle Tags	4,914	4,713	201	104%
PC-Subdivision	66	750	(685)	9%
Railroad Tax	1,278	1,504	(226)	85%
Sales Tax	8,599	7,500	1,099	115%
Use Permits	175	500	(325)	35%
Utility Consumption Tax	555	558	(3)	99%
Total Tax and Permits Revenue	17,051	16,905	146	101%
Total Income	217,793	90,237	127,555	241%
Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,250	2,250	0	100%
Town Treasurer	2,250	2,250	0	100%
Total Gross Wages	4,500	4,500	0	100%
Payroll Taxes				
FICA	574			
Payroll Taxes - Other	0	689	(689)	0%
Total Payroll Taxes	574	689	(115)	83%
Total Payroll Expenses	5,074	5,189	(115)	98%
Contractual				
Insurance				
Town Government	2,453	3,612	(1,159)	68%
Architectural Review Board				
Planning Commission	0	263	(263)	0%
Planning Commission				
	538	788	(250)	68%
Total Town Government	538	1,050	(512)	51%
Professional Fees				
Legal Fees	1,980	6,000	(4,020)	33%
Special Counsel	0	5,750	(5,750)	0%
Total Professional Fees	1,980	11,750	(9,770)	17%
Rent				
Ayre Square Rental	308	263	45	117%
Railroad Siding Rental	775	840	(65)	92%

Town of Clifton
Profit & Loss Budget vs. Actual
July through December 2003

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget
Total Rent	1,083	1,103	(20)	98%
Town Maintenance				
Beautification Comm.	652	1,250	(598)	52%
Grounds Maintenance	1,472	2,000	(528)	74%
Town Hall Maintenance	1,738	5,250	(3,512)	33%
Total Town Maintenance	3,862	8,500	(4,638)	45%
Town Services				
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	2,850	2,042	808	140%
Trash Collection	843	888	(46)	95%
Total Town Services	3,693	8,930	(5,237)	41%
Utilities				
Gas and Electric	(148)	1,313	(1,460)	(11)%
Water	150	158	(8)	95%
Total Utilities	2	1,470	(1,468)	0%
Dues and Subscriptions				
Va. Municipal League	306	326	(20)	94%
Dues and Subscriptions - Other	35	110	(75)	32%
Total Dues and Subscriptions	341	436	(95)	78%
Caboose Expenses				
Caboose - Trentane Gas	135	158	(23)	86%
Caboose Electric	125	158	(33)	79%
Caboose Maintenance	0	0	0	0%
Total Caboose Expenses	260	315	(55)	82%
Community Hall Expenses				
C.H.-Cleaning	600	945	(345)	63%
C.H.-Equipment	0	1,000	(1,000)	0%
C.H.-General Maintenance	1,020	1,523	(503)	67%
C.H.-Management Fee	1,184	1,703	(519)	70%
C.H. - Electric	2,973	5,054	(2,080)	59%
C.H. Floors	1,000	1,260	(260)	79%
Community Hall Expenses - Other	116			
Total Community Hall Expenses	6,893	11,483	(4,591)	60%
Clifton Day Expenses	191	998	(807)	19%
Homes Tour/Bazaar Exp	680	630	50	108%
Legal Advertising	399	525	(126)	76%
Mayoral Reimbursement	754	945	(191)	80%
Miscellaneous	500	2,625	(2,125)	19%
Printing and Reproduction	153	315	(162)	49%
Total Contractual	23,782	54,687	(30,906)	43%
Farmers' Market Expense	463	300	163	154%
Haunted Trail Expenses	1,160	2,100	(940)	55%
Commodities				
Computer Supplies	0	630	(630)	0%
Copies	32	158	(126)	20%
License Plates	0	578	(578)	0%
Miscellaneous	232	525	(293)	44%
Office Supplies	247	473	(225)	52%
Postage and Delivery	240	227	13	106%
Total Commodities	750	2,590	(1,840)	29%
HUD Homes Reserves				
HUD Reserve for Unexpected Exp.	0	50,000	(50,000)	0%
HUD Reserve for CH CIF Imp	0	5,000	(5,000)	0%
Total HUD Homes Reserves	0	55,000	(55,000)	0%
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	1,445			
F.F. - Transp. Project-Land	475			

01/05/04

Town of Clifton
Profit & Loss Budget vs. Actual
 July through December 2003

	<u>Jul - Dec 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Fed Fund-Transportation Proj	1,920			
Special Revenue Expenses				
S.R. - Litter Control	0	550	(550)	0%
Total Special Revenue Expenses	0	550	(550)	0%
Total Expense	33,148	120,416	(87,268)	28%
Net Ordinary Income	184,644	(30,179)	214,823	(612)%
Net Income	<u>184,644</u>	<u>(30,179)</u>	<u>214,823</u>	<u>(612)%</u>

Town of Clifton
 Proposal for New Computer
 Town Council Meeting
 6-Jan-04

Proposal: The Treasurer recommends the purchase of a new computer, required for maintaining the Town's of accounting, reporting, and information management systems. The current computer is outdated and unable to handle the current systems. It is a 1998 desk top with inadequate disk and ram space. The current systems are not able to provide back-up capability and the programs consistently lock up. In 2000 the computer was upgraded for a minimal cost, but now can no longer handle the system requirements for current programs.

With consultation provided from Mike Booth, from MIS experts available from Marilyn's job, and from Gateway Computer representatives, it is highly recommended that the Town authorize the purchase of a Gateway 450X Lap top. This computer received the #1 rating by Consumer Reports as the best, most cost efficient replacement for the desk top computer. With its' improved specifications, it will prepare the Town for 2004 and secure the Town's critical accounting and information systems records. Comparative models were evaluated by Mike Booth from both Dell Computers and Gateway Computers. Mike Booth recommended the Gateway product over the Dell product.

	Base Costs:	
Gateway 450X	\$	1,863.97
Includes: 3 yr on site service plan		
Notebook bag for easy transport		
Microsoft XP Professional		
Microsoft Works 7.0		
Norton AntiVirus		
Intel Pentium M processor 1.4 GHz		
246 MG DDR SDRAM - up ro 512 add	\$	105.00
40 GB ultra ATA hard drive		
Modular 24x/10x/24x CD-RW for backups		
Docking port	\$	140.00
Added floppy disk drive ???		
Upgraded Software needs:		
Microsoft Small Business 2003	\$	250.00
Quick Books Pro 2004 w/ upgrade rebate	\$	279.99
Savings from offsite backup service	\$	(140.00)
currently required w/ old system.		
Overall listed costs:-may vary with	\$	2,498.96
government discount and rebates.		

Respectfully submitted by Marilyn Barton, Town Treasurer

BLANKINSHIP & KEITH

Memorandum

TO: Town Council

FROM: Gifford R. Hampshire
Town Attorney *G. Hampshire*

DATE: December 18, 2003

RE: Necessity for 15.2-2232 (aka 456 review) for Pump and Haul Facility

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It is my understanding that the existing and proposed pump and haul facility is built and operated by Fairfax County but lies within the Clifton corporate limits. The question becomes whether it is the Town Planning Commission or the County Planning Commission that must determine whether the proposed updated pump and haul facility is in accordance with the comprehensive plan. It is my understanding that the Town has its own comprehensive plan. The Town of Clifton is also located in a "Clifton Community Planning Sector" of the "Pohick Planning District III" of the Fairfax County Comprehensive Plan. Virginia Code § 15.2-2231 provides that

Any County plan may include planning of incorporated towns to the extent which, in the County Local Planning Commission's judgment, it is related to planning of the incorporated territory of the County as a whole.

In this regard, the County appears to have made this judgment. On page 50 of 79 of Area III, the County's plan states that

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pamwallace@msn.com

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From : Laura Harrington <laura@balancegroup.us>

Inbox

Reply-To : "Laura Harrington" <laura@balancegroup.us>

Sent : Monday, December 29, 2003 4:42 PM

To : "WAYNE NICKUM" <CLIFNICK@worldnet.att.net>, "BILL HOLLAWAY" <WHOLLAWA@SKADDEN.COM>, "JIM CHESLEY" <CHESLEYJC@NSWCCD.NAVY.MIL>, "MAC ARNOLD" <MARNOLD@MCCANDLAW.COM>, "MARGO BUCKLEY" <MARKY@EROLS.COM>, "Gifford Hampshire" <ghampshire@blankeith.com>

"BRANT BABER" <bb@amervillage.org>, "ROYCE JARRENDT" <LEXLLC2@AOL.COM>, "PAM WALLACE" <PAMWALLACE@MSN.COM>, <KarenW1210@cox.net>, <CJR206@aol.com>, <Mark.Harrington@co.fairfax.va.us>, <TerreMary@aol.com>, <cliftrails@aol.com>, <steve@effros.com>, <leffros@effros.com>, "MARLYN BARTON" <MBARTON@COMRES.ORG>, <mccarty25j@aol.com>, <mstein@tranzon.com>, <abbottsold@aol.com>, <hummel@elijahproject.org>, "Emmi Holmes" <emmiholmes@cox.net>, "Fulk, Eileen" <eileen_fulk@hq.dla.mil>, "Margie Jarrendt" <athomewithMargie@cox.net>, <jfullerton@fullertonlaw.com>, <julie.guy@verizon.net>, <ciwellness@aol.com>, "Dan Keliher" <Mosby1@earthlink.com>, <lbuller@cns.gov>, "LGH, Inc." <lghassoc@erols.com>, "Jason Mitchell" <jason@thesouth.com>, <randyct@aol.com>, <RDygue@d-kinsurance.com>, <RLG725@aol.com>, "Rick Peterson" <Rpeterson@Petersoncos.com>, <wference@aol.com>, <kathyjasien@hotmail.com>

CC :

Subject : Fw: RESIDENT REQUIREMENTS

Attachment : QUALIFIEDTOVOTECONSTITUTION.doc (29 KB), SACHSVA.HORAN.txt (7 KB), CHARTER.doc (57 KB)

Dear Wayne,

How wonderful to check my email on Christmas Eve and have your note (below w/ attachments) posted so impersonally to the councilmembers and our counsel. I would have appreciated it you'd come to talk to me personally, face-to-face.

It is with great dismay that I read this and know that NoOne has come to me personally to discuss this matter.

What has happened to common courtesy, decency and respect? Is this the model of consideration, kindness, caring we show towards fellow neighbors, friends and colleagues? I do hope that the council elected in 2004 understands the true meaning of "community" and works hard toward reinstating it. The negativity, hostility, backstabbing, and rulemongering that now characterizes Clifton is a far

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- Saturn
- Suzuki
- Volkswagen
- AM General
- Audi
- BMW
- Cadillac
- Chrysler
- Dodge
- GMC
- Hyundai
- Isuzu
- Jeep
- Land Rover
- Lincoln
- Mercedes
- Mitsubishi
- Oldsmobile
- Porsche
- Saab
- Subaru
- Toyota
- Volvo

cry from the original spirit of our community.

May peace be with you, Wayne.
Sincerely,

Laura Harrington
Councilmember
Town of Clifton

"Community is about place, spirit, belonging and connection. It is about joy, fear, love and hope. Community is about friendship, caring and being cared for."

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

From: WAYNE NICKUM
To: LAURA HARRINGTON ; BILL HOLLOWAY ; JIM CHESLEY ; MAC ARNOLD ; MARGO BUCKLEY
Cc: Gifford Hampshire
Sent: Wednesday, December 24, 2003 1:13 PM
Subject: RESIDENT REQUIREMENTS

A DOZEN OR SO TOWN OF CLIFTON RESIDENTS HAVE ASKED ME WHY A MEMBER OF THE TOWN COUNCIL CONTINUES TO SERVE ON THE TOWN COUNCIL WHEN THAT MEMBER OF THE TOWN COUNCIL IS APPARENTLY NO LONGER A RESIDENT OF THE TOWN.

IF IT IS DETERMINED THAT THE TOWN COUNCIL MEMBER IS NOT A RESIDENT OF THE TOWN AT SOME POINT IN TIME, HOW WOULD ANY PAST, PRESENT OR FUTURE ACTIONS TAKEN BY THE TOWN COUNCIL BE AFFECTED?


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Town of Clifton Planning Commission
Report from Jan. 6, 2004 Meeting

1. A request has been made for the Planning Commission to issue BLUE CARDS to be displayed by applicants in the Post Office and on the Property itself.
The Clifton Planning Commission voted unanimously to request the the Town Council to instruct the Town Clerk to have the BLUE CARDS printed and to distribute to applicants for the applicants to post. It was discussed that in prior years when blue and pink cards were used by the Planning Commission and by the ARB, that the process worked as such: the applicant would pick up an application from the Town Clerk. The completed application and fee payment would then be returned to the Town Clerk. At that time the Town Clerk would give the applicant the appropriate “display” card and forward the correct number of copies of the application to the respective chairman for distribution to fellow board members. ***It is the recommendation of the Planning Commission that a similar centralized process be used for applications and cards in the future. This would ensure that fees were paid and cards were issued. It would also make the process less confusing for applicants.***
2. Members of the Planning Commission are concerned that construction work continues on Lot 3 in Clifton Heights. At the Planning Commission’s recommendation, the Town Council voted at its November meeting to issue a Stop Work Order. ***The Clifton Planning Commission voted unanimously to request that the Town Council issue a letter similar to the one attached to be sent to the appropriate authority at Fairfax County immediately. Additionally, it is requested that a copy of any information regarding this matter that is sent to or received from any Fairfax County representative(s) be sent to the Planning Commission.*** The addressee, etc. have been left blank in order for the Council to decide who would be the appropriate contact at Fairfax County.
3. Fairfax County’s submission of the pump and haul upgrade was discussed. ***The Clifton Planning Commission voted unanimously in determining that this proposal is “substantially in accord” with the Town’s existing Comprehensive Plan.*** Additionally, a **Public Information Meeting** will be held on Monday, January 26 a 7 pm, just before the regularly scheduled Planning Commission meeting. A representative from Fairfax County will be in attendance to answer any questions. It is anticipated that the Planning Commission will vote on whether or not to recommend the County’s plan at that time.
4. A point of information was raised by a Town resident today. If a resident is doing interior renovation (whether small or large) and wants to obtain a Fairfax County building permit, does that resident need to come to the Planning Commission for approval? Does the Mayor need to sign their building permit? If so, how is that accomplished? If not, please advise.

Chesley James C CRBE

From: Bisson, Robert [RBisson@NOVEC.com]
Sent: Tuesday, December 09, 2003 12:33 PM
To: 'chesleyjc@nswccd.navy.mil'
Cc: Toulme, Patrick; Grinnan, Charlie
Subject: Clifton Downtown Designs and Cost Estimates

Jim:

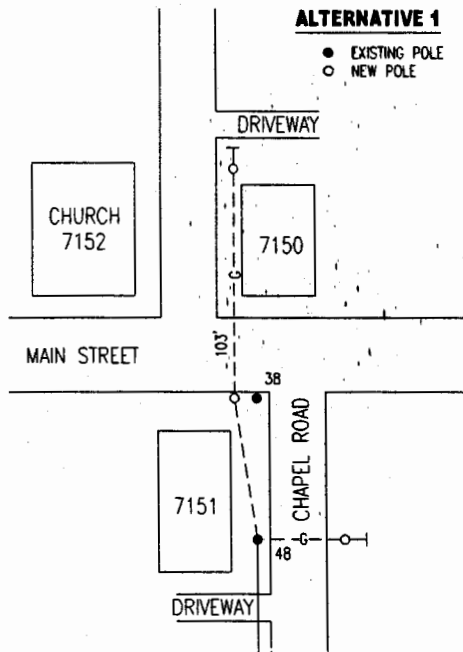
Attached is a PDF file with the alternative designs and associated cost estimates that Skip developed for downtown Clifton. Please call me should you have any further questions or need for additional information.

Bob

Alternative 1: Use Overhead Span Guy

In order for the span guy to clear the house at address 7150, pole # 38 will have to be shifted 10'. This in turn will create a 9° angle on pole # 48 which will require the assembly on that pole to be changed and it will also require it to be guyed. This additional overhead guy span will cross Chapel Road and then a pole and anchor will be installed. Since pole # 38 is already to be changed out to a taller pole, the cost for shifting the pole is not included in the estimate.

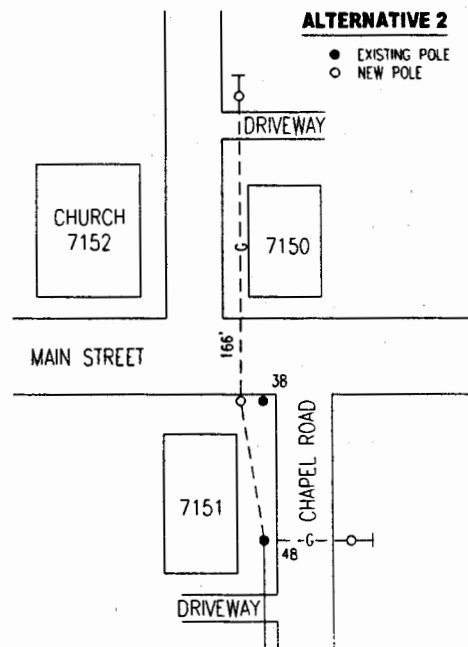
The estimated cost of this alternative is \$2,704.



Alternative 2: Use Overhead Span Guy

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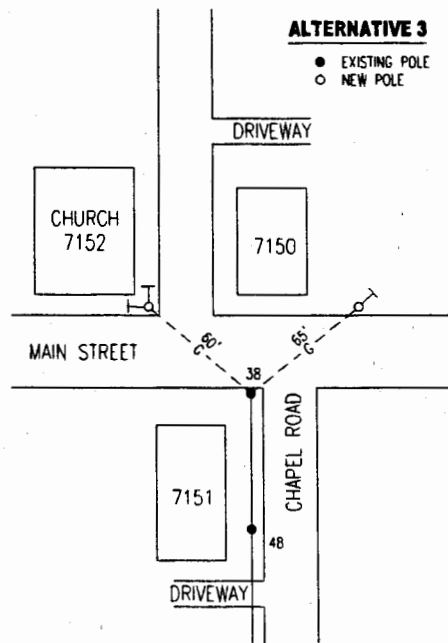
The estimated cost of this alternative is \$2,712.



Alternative 3: Bisect the Overhead Span Guy

This alternative bisects the overhead guy, resulting in the installation of a pole, down guy and anchor at address 7150. It also requires the installation of a pole, 2 down guys and 2 anchors at address 7152 (the church). The 2 down guys and anchors are required at this location because there is not enough room to install the down guys and anchors directly in line behind the pole.

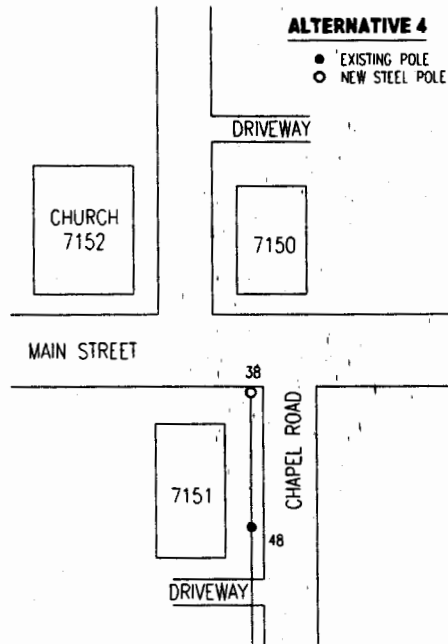
The estimated cost of this alternative is \$2,190.



Alternative 4: Self Supporting Steel Pole

This alternative requires excavation of a 15' deep hole with a diameter of 5'. A steel rebar cage and bolt circle is then installed in the hole and the cavity is filled with concrete to create the foundation. The steel pole is then erected and bolted to the foundation.

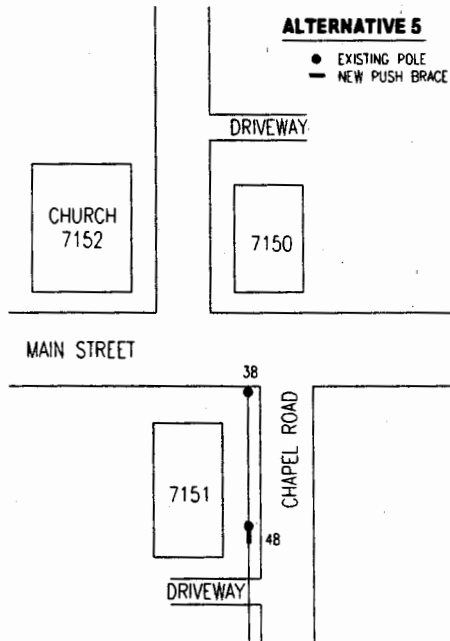
The estimated cost of this alternative is \$40,000.



Alternative 5: Create Reduce Tension Span

This alternative installs a dead end structure on pole # 48 and creates a reduced tension span to pole # 38. It then installs a push brace on pole # 48.

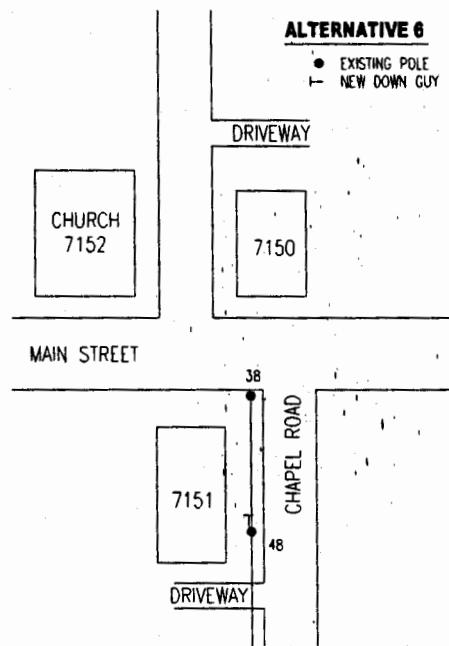
The estimated cost of this alternative is \$3,606.



Alternative 6: Create Reduce Tension Span

This alternative installs a dead end structure on pole # 48 and creates a reduced tension span to pole # 38. It then installs a down guy and anchor on pole # 48.

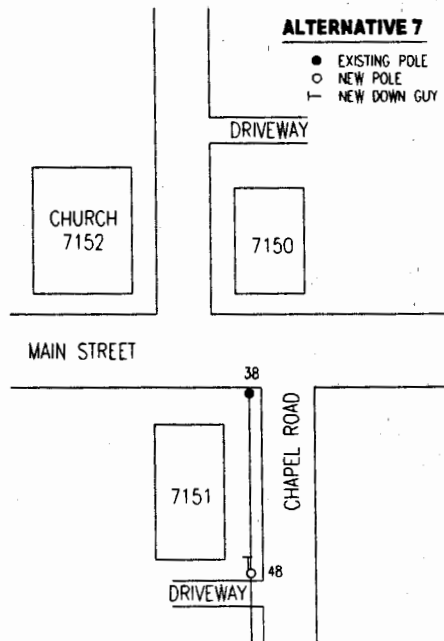
The estimated cost of this alternative is \$3,290.



Alternative 7: Relocate Pole # 48 and Create Reduce Tension Span

This alternative relocates pole # 48 twenty-three feet closer to the driveway of address 7151. A dead end structure is then installed on pole # 48 and an 86' reduce tension span to pole # 38 is installed.

The estimated cost of this alternative is \$4,313.



Chesley James C CRBE

From: Bisson, Robert [RBisson@NOVEC.com]
Sent: Tuesday, December 16, 2003 5:32 PM
To: 'chesleyjc@nswccd.navy.mil'
Subject: Response to Questions - Clifton Design

Jim:

These are the responses to your questions regarding the push brace pole and down guy:

- **Alternative 5:** The base of the push brace pole will extend approximately 40ft. from the base of pole #48.
- **Alternative 6:** The anchor location (where it enters the ground) of the down guy will be approximately 25 ft. from the base of pole #48.

If you have any further questions please call me.

Bob

Town of Clifton

File:
January
2004

Director
Fairfax County Code Enforcement
Government Center
Fairfax, VA

Dear Director:

It has come to our attention that construction continues on Lot 3 Clifton Heights, in the Town of Clifton. This construction continues even though representatives from the Town of Clifton have requested ~~Fairfax County~~ to take action to stop work at the property.

At its November meeting, the Clifton Town Council voted to issue a stop work order for this property because the current owner is working without a valid permit. The owner needs to come to the Town of Clifton's Planning Commission and ARB for approval before Fairfax County can issue a permit.

Please take action to stop work immediately.

Sincerely,

Mayor

Cc: Anderson Construction
Arthur Hampshire, Esq.

and without required approval of the town's Architectural Review Board

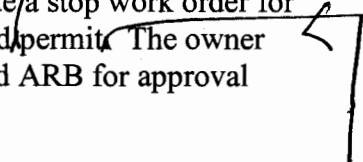
We understand that your office would prefer to permit the owner to continue his building ~~but not~~ until he requires ~~the~~ County inspections, electrical and plumbing permits. We believe this process will give the owner an equitable argument that he deserves to finish what the County permitted him to start. Since the Town may need to resort to legal action, the County should not make ~~our~~ ~~position~~ the enforcement of our laws more difficult. Therefore,

your office

Town use

building

det



Minutes
Clifton Town Council Meeting
Tuesday, February 3, 2004
Clifton Town Meeting Hall

Present: Mayor Jim Chesley, Margo Buckley, Laura Harrington , Bill Hollaway, Wayne Nickum; Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

Public Hearing:

1. Motion made to accept encumbrance of properties within next 30 days. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

Town Council Meeting:

1. Motion made to approve January 6, 2004, minutes with the following corrections:

-Under item #7-e, reword stating that motion made to request Planning Commission to approve lot consolidation

-Item #12, strike last two sentences

-Item #14, strike parts a, b, c, d, e; in part h, add date of plan being referred to as 10/3/2000, at Mills' option

Motion to accept minutes as corrected. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

2. Treasurer's Report: Marilyn Barton

a. Motion made to approve report. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

b. Discussion of investment options available to town

3. Request from CCWC to hang banner and place sign at triangle for Spring homes tour. (Banner and sign to be put up on 5/1 and taken down on 5/27/2004.) Motion made to approve placement of CCWC Homes Tour banner and sign for the next 5 years. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

4. Request from Lions Club to hang banner for Pancake Breakfast from 2/8 - 2/28/2004. Motion made to approve banner for next 5 years. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

5. Waste manager for town is Lev Buller. Solid waste management plan needed for town.

6. Michelle Stein: no CBA meeting this Thursday, 2/5/2004.

7. Deb Dillard reported suspicious damage to tire on her car parked in front of her home on Main Street.

8. Discussion of snow shoveling plan. Donna Netschert questioned liability involved and whether or not VDOT handles this situation. Gif Hampshire will research this issue, and Mayor Chesley will contact VDOT since it has the right of way.

9. Mayor Chesley welcomed Boy Scout Troop #1104 to town council meeting.

10. ARB: Lot 3, Clifton Heights, house plan approved by ARB. Still needed is town -issued use permit.

11. Planning Commission: Michelle Stein

a. Plans for home on Wesley Tyler Road were re-approved by both ARB and Planning Commission. Motion made for Town Council to approve. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

b. Plans for pump and haul station will be discussed at public information meeting.

c. Playground lot consolidation: plat is on order; next step is for Town Council member to sign off on application

d. Rezoning of barn property application received by Michelle Stein. Motion made to hold joint public hearing at April Town Council meeting at 7 P.M. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

e. Discussion of granting permission to Donna Netschert for personal use of small building behind holist vet's office on Chapel Road. Gif Hampshire and Donna will work on legal issues involved.

12. BZA: no report

13. Old Town Hall property discussion

a. Steve Effros: has had discussion with Post Office concerning the possibility of expanding to create a functional work area to include space for post office, as well as for small town meetings; front room might have an historic display with couches, coffee table and be used for small meeting area; also discussed were necessary repairs for renovation, with post office helping to fund, meaning that the town would not have a deficit or loss financially

b. Motion made to proceed to look into this idea and move forward with discussions with architect to draft rough plan. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

14. HUD homes update: John Eubank.

a. December was a slow month, but not bad, considering time of year and weather.

b. Motion made to hold public hearing next month. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

c. Motion made to approve encumbrance and sales of HUD homes discussed this evening. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

15. Clifton Heights update: Gif Hampshire has talked to Anderson's lawyer. County will not issue its use permit until certificate of appropriateness and town use permit have been issued. Regarding the vinyl windows, Anderson said this is just temporary until wooden windows arrive.

16. NOVEC franchise package will be picked up by Mayor Chesley. Tall poles will be added on Main Street at Robertson property.

17. House bill: charter changes for town of Clifton.

18. Senate bill #627: concerns mobile phone users; motion made to have tax paid by users go to town instead of to county. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

19. CERT classes will begin 2/12/2004. See Margo Buckley for more information.

20. Issue of balancing the blowing of the train horn was addressed in 12/18/2003 issue of Washington Post. Mayor Chesley will call VRE about high-decibel laying on of the horn in early morning hours.

21. Issue of early morning Triple A trash pickup of dumpsters that has lately been occurring between 3 and 4 A.M. Motion made to send letter to Triple A about this matter. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

22. Motion made to approve town meeting hall bill for \$644.00. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

23. Regarding petroleum odor near road grates: HAZMAT and state are committed to the blowing out and cleaning system completely.

24. County engineer will look into storm water drainage and plans to drain the grates.

25. Resignation from ARB received from Donna Netschert. Motion made to appoint Jeff Stein to replace Donna Netschert and complete her un-expired term. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

26. Motion made to adjourn. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

Present:

- Chesley, Buckley, Harrington, Nickum

Hollaway

2/3/04

Pg. 1

Public hearing

- And properties:

encumbrance of properties w/in next 30 days

Motion to accept: Unanimous

① Minutes

item # 7-E

Motion to request P. Comm to
approve lot consolidation

Feb 31
2004 TC

item #

12: Strike last 2 sentences??

14: Strike a, b, c, d, e?

inaccurate, according to Wayne?

11:

Motion to approve w/ corrections

items not on agenda - put on
Feb agenda

② Treasurer's report: Marilyn Barton

- Cash statement on

- brief investment on town funds

of options according to Marilyn B.

* LGIP: Local Gov't Investment Pool

Approved
Unanimous

(192)

3) Banner: homes - May 1st up
+
sign at May 20 (take down 27th)
Δ

Motion to approve for next 5 years: unan.

4) Pancake banner - Lions Club
8 → 28th

Motion to approve next 5 yrs

5) Communication:

Waste mgmt - Lev Butler

Solid waste mgmt plan
needed for town → Lev Butler

6) No CBA mtg this Thursday
per Michelle Stein

7) Deb's car - blow out on brand new tire -
suspicious activity?

*Gif will also
research issue
↓

8) Shoveling snow plan? Donna Netschert?
liability involved? Can VDOT handle this?

*Jimmy will
look into it →
will contact
VDOT since it
has right of way

9) # 1104 } welcome!

10) ARB: Lot #3 Clifton Hts. : approved
Use permit issued by us still needed

11 Planning Comm (M. Stein)

(a) plans - Wesley - Tyler Road - approved by ARB in Dec., planning comm reapproved -

Unanimous ✓ approved!

(b) pump & haul plan - public info. ARB

(c) playground lot consolidation - rezoning next plat is an order - then T.C. person need to sign off on application

~~ARB~~

(d) Rezoning of playground of barn property → application rec'd Stein by Michelle
jointly public hearing scheduled for April 7 P.M. } unanimous approval

(e) permission to use little bldg. behind holistic net → personal use - requested required by Donna Netscher

Donna will work with gif

Legal issues:
- grandfather rights

12 BZA: nothing!

13 Elderly / disabled: fix webpage; Marilyn

(14) Old Town Hall property

a. S. Effros: discussion w/ post office - possibility of expanding to create a functional work area to include space for p.o., as well as for small town meetings; front room might have a historic display, couch, coffee table for small mtg. area; also discussed were necessary repairs for renovation; p.o. would ^{help to} fund, town would not have a deficit or loss financially

to look into this idea -

Motion to proceed (Wayne Nickam)

second: Laura Harrington

unanimous > move forward w/ discussions w/ architect to draft rough plan

(15) HUD update: John Eubank

December was slow, but still not bad considering time of year & weather

(15) cont'd

pg 5

- PH - next month } unan. app
- Option to approve fac. of poles discussed this evening

(16) Clifton Hts -

Gift has talked to Anderson's lawyer - doing so "under protest" - lots of "saber-rattling" county will not issue use permit → certifi. of appropriateness of use permit must be issued first issue monitored by county and town - sashed

Vinyl windows - Anderson said this is just temporary, until wooden windows arrive -

NOVEC franchise will be picked up by Jimmie package free → add. poles on Main St. by Robertson property -

(17) House Bill:

Charter chgs for town of Clifton

(18) Senate Bill #627 -

mobile phone users; tax paid by users would go to town not county - action: unanimous

(19) CERT classes -

Jan 21

Feb 12th - see Margo

(20) Train horns, balancing horn blowing
wash post: (12/18/13)

Jimmy will call VRE about
laying on horn → high decible



(21) Trash pick-up -

3 AM? 4:10 A.M.?

Triple A pick-up - get them to come at
more reasonable hour

Quiet
Zone?

Draft

(Marilyn has address)

Motion to send letter → unanimous

↓ I will draft letter

cc town attorney attorney

State/Law?
local OCEA
OSTA?

(22) Bill → \$644 Dec/Jan } approved

(23) HAZMET → state committed to
blow system out - then scope future
system → cleaned out completely

(24) Storm water drainage

County engineer will look into - will
drain grates

(25) D. Netschert -
resignation from ARB - Post has volunteered -
notice? Jeff Stein has volunteered -
motion to appoint J. to replace DWet
unexpired term

CLIFTON TOWN COUNCIL MEETING AGENDA

TUESDAY, February 3, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

PUBLIC HEARING:

1. HUD properties

TOWN COUNCIL MEETING:

Order of business

- ✓ 1. Reading of minutes of last regular meeting and any subsequent special meetings
- ✓ 2. Report of the Treasurer
3. Reading of communications
4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his or her name and address
 - ii. Direct his or her remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
5. Unfinished business
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor
 - ✓ Architectural Review Board (ARB)
 - ✓ Planning Commission
 - ✓ Board of Zoning Appeals (BZA) *no report*
8. New business
 - ✓ Tax relief for the elderly and disabled *post in post office*
9. Old business
 - ✓ Old Town Hall property
 - ✓ HUD update
 - ✓ Clifton Heights issue: *Gifford*
 - ✓ NOVEC franchise
 - ✓ House Bill #994 (Clifton Charter)
 - ✓ CERT classes starting
 - ✓ Senate Bill #627 (re: local utility tax for mobile phone users)
10. Adjournment

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Add:
✓ Trash pick-up
✓ Wash Post news article re: quiet hours/trains passing through town

• Further information regarding Use Permit Applications can be obtained by contacting Taya Abbott at 703-830-1780

For additional information, see Use Permit - Filing Instructions

Revised by Planning Commission 10/3/01

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

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: _____ MAILED 1-8-03

Date Submitted to Chairman of Planning Commission: _____ MAILED 1-8-03

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

2. Name of Applicant: PATOWACK ASSOCIATES INC.

3. Owner of Property: RTL ASSOCIATES INC.

4. Name of Business/Organization: _____

5. Owner of Business/Organization: _____

6. Address of Premises: 7219 WESLEY TYLER

7. Tax Map Number: 75-4 ((1)) 3A-1

8. Attach Copy of Plat for Property: Plat Attached

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

10. Zoning District of Premises:

Residential ~ Commercial ~ Agricultural ~ Industrial

11. Describe Purpose of Application:

CONSTRUCT NEW HOME - SAME HOUSE

& SITE PLAN - USE PERMIT ISSUED 12-20-01

ARB REAPPROVED ON 12-18-03 (SAME HOUSE APPROVED BY ARB 3-29-01)

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: \$ 250

(\$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

PATOWMACK ASSOCIATES INC by Dale C. Paul, Pres

Date Date

01-07-04

Mailing Address Mailing Address

190 NORTH 21ST SUITE 100

City/Town, State, Zip Code City/Town, State, Zip Code

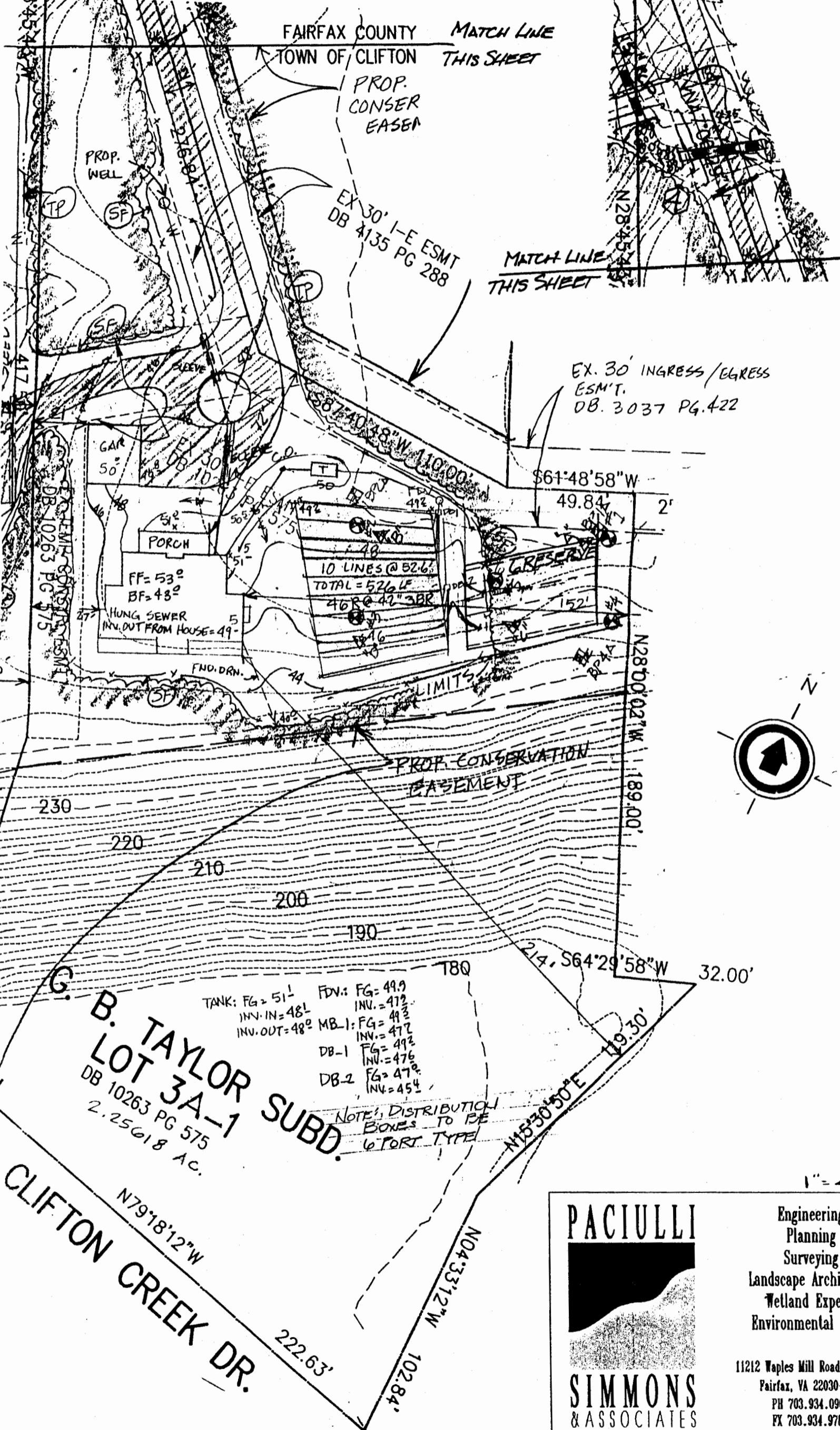
PURCELLVILLE, VA, 20132

Phone Number / Fax Number Phone Number / Fax Number

540-338-4441 / Fax 540-338-5551

E-Mail Address E-Mail Address

PATOWBLDR @ AOL.COM



FAIRFAX COUNTY
TOWN OF CLIFTON

MATCH LINE
THIS SHEET

PROP.
CONSER
EASEM

EX 30' I-E ESMT
DB 4135 PG 288

MATCH LINE
THIS SHEET

EX. 30' INGRESS/EGRESS
ESM'T.
DB. 3037 PG. 422

PROP. WELL

(TP)

(SF)

(SF)

(SF)

(SF)

(SF)

(SF)

(SF)

(SF)

(SF)

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(SF)

(SF)

(SF)

(SF)

(SF)

(SF)



G. B. TAYLOR SUBD.
DB 10263 PG 575
2.25618 AC.

CLIFTON CREEK DR.

TANK: FG = 51'
INV. IN = 48'
INV. OUT = 48'

FDV: FG = 49.9
INV. = 47.2

MB-1: FG = 49.3
INV. = 47.2

DB-1: FG = 49.2
INV. = 47.6

DB-2: FG = 47.0
INV. = 45.4

NOTE: DISTRIBUTION
BOXES TO BE
6 PORT TYPE

PACIULLI

**SIMMONS
& ASSOCIATES**

Engineering
Planning
Surveying
Landscape Architecture
Wetland Expertise
Environmental Science

11212 Waples Mill Road, Suite 100
Fairfax, VA 22030-7404
PH 703.934.0900
FX 703.934.9787
EM psaltd@psaltd.com

1" = 40'

02/03/04

Town of Clifton
Cash Balance Report
As of February 3, 2004

	<u>Feb 3, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	2,244.17
Investments	
Clifton Heights Escrow	5,455.60
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Other	1,025.00
Total Playground Reserve Fund	12,487.68
Investments - Other	353,352.61
Total Investments	371,295.89
Total Checking/Savings	373,540.06
Total Current Assets	373,540.06
TOTAL ASSETS	373,540.06
LIABILITIES & EQUITY	0.00

- Further information regarding Use Permit Applications can be obtained by contacting Taya Abbott at 703-830-1780

For additional information, see Use Permit - Filing Instructions

Revised by Planning Commission 10/3/01

CLIFTON PLANNING COMMISSION

TOWN OF CLIFTON, VIRGINIA

APPLICATION FOR ~~USE PERMIT~~ ZONING MAP AMENDMENT

The undersigned hereby applies for a Use Permit pursuant to Article ⁵ ~~2~~ Section 9-²⁶ ~~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: 2/3/4

Date Submitted to Chairman of Planning Commission: 2/3/4

1. Type: ~ Construction ~ Residential ~ Non-Residential ~ Home Business
2. Name of Applicant: CBA c/o Michelle Stein, President, Trustee
3. Owner of Property: CBA Town Improvement Fund
4. Name of Business/Organization: CBA
5. Owner of Business/Organization: CBA
6. Address of Premises: 7139 Main St, Clifton, VA PO Box 94
7. Tax Map Number: 75-4-2-8
8. Attach Copy of Plat for Property: ~ Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): ~ Floor Plan Attached
10. Zoning District of Premises:
~ Residential ~ Commercial ~ Agricultural ~ Industrial
11. Describe Purpose of Application:

WE REQUEST A CHANGE TO "COSR"
(COMMUNITY OPEN SPACE + RECREATION)

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

- Describe Operation: _____
- Number of Employees: _____
- Days and Hours of Operation: _____ N/A
- 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: \$ 500

(\$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

Michelle Str

Date Date

2/3/4

Mailing Address Mailing Address

PO BOX 94

City/Town, State, Zip Code City/Town, State, Zip Code

CLIFTON VA 20124

703 830 4908

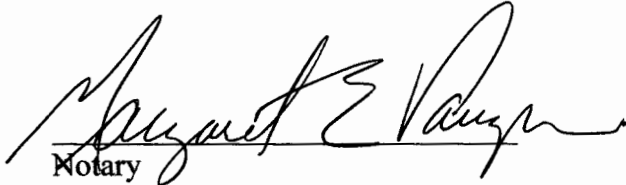
ACKNOWLEDGEMENT

State of Virginia

County of Fairfax

On 2/3/4 the undersigned MICHELLE STEIN personally
appeared and executed the attached document.

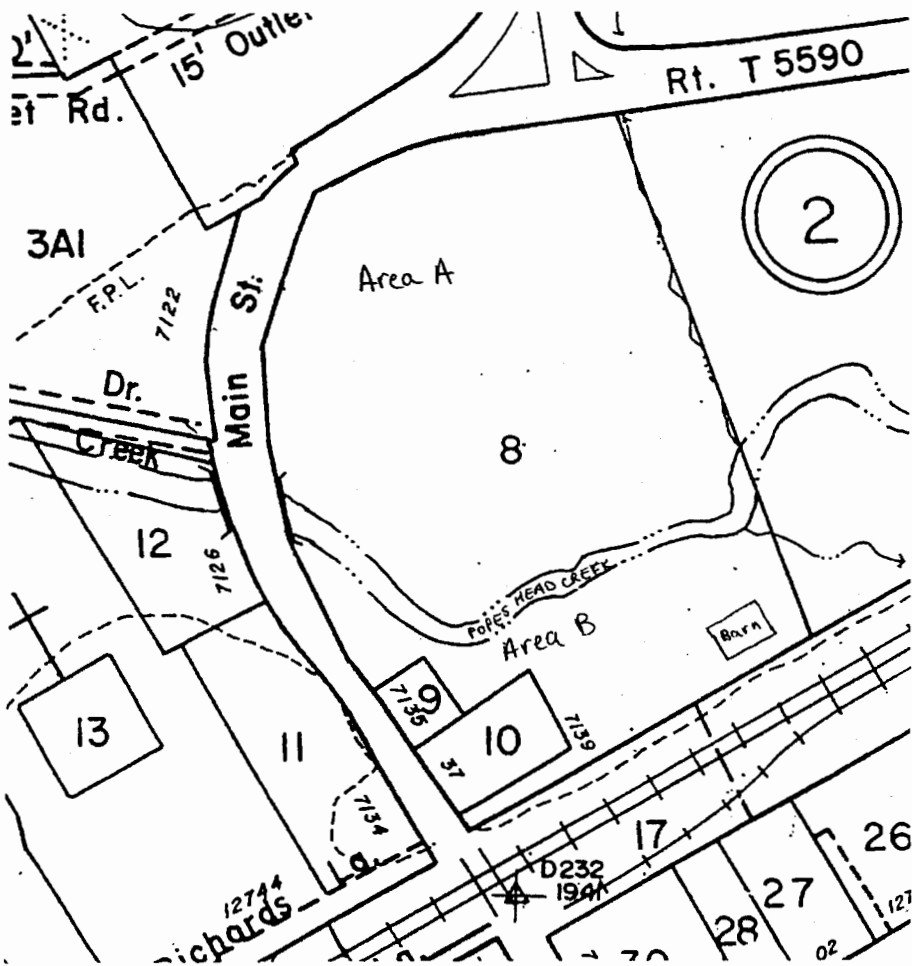
In witness whereof I set my hand and official seal.


Notary

**MY COMMISSION EXPIRES
SEPTEMBER 30, 2004**

EXHIBIT B

Map Showing Area A and Area B of the Property and the Barn on Area B



1945

CLIFTON BETTERMENT ASSOCIATION

P.O. BOX 94
CLIFTON, VA 20124

DATE 1/29/04


88-444978
560

PAY
TO THE
ORDER OF

Town of Clifton

\$ 500-

five hundred

DOLLARS  Security Features
Included.
Details on Back.

UNITED
BANK

A SUBSIDIARY OF UNITED BANKSHARES, INC.

FOR _____

[Signature] MP

⑈001945⑈ ⑆056004445⑆ 0000100714⑈

ARTICLE 5

ZONING AMENDMENTS

Sec. 9-26.ZONING AMENDMENTS

- a. The Town Council may amend this Chapter by amending the text thereof, or by changing any district boundary shown on the Zoning Map as adopted.
- b. An amendment shall be initiated by other than the Town Council in the following manner:
 1. By the filing with the Council of a petition of the owners or their agents of the land to be rezoned, which petition shall be sworn to under oath and acknowledged before a Notary Public.
 2. Said petition shall be on a standard form entitled "Application for Zoning Map Amendment" and shall be accompanied by a fee of five hundred (\$500.00).
- c. A public hearing shall be held by the Planning Commission on any such petition, as provided by state law. The Planning Commission shall report to the Council its recommendations with respect to the proposed amendment stating its reasons either for or against said amendment.
- d. A public hearing shall be held by the Town Council on any such petition, as provided by state law.
- e. Upon denial by the Council of any petition for rezoning of property filed pursuant to the above procedure, no further petition concerning any or all of the same property for amendment to the same zoning category as applied for in the petition denied shall be filed by the previous applicant within nine months of such denial.

02/03/04

Town of Clifton
Cash Balance Report
As of February 3, 2004

File Copy

Feb 3, 04

ASSETS

Current Assets

Checking/Savings

Checking

2,244.17

Investments

Clifton Heights Escrow

5,455.60

Playground Reserve Fund

Playground - Patty Moore Fund

11,462.68

Playground Reserve Fund - Other

1,025.00

Total Playground Reserve Fund

12,487.68

Investments - Other

353,352.61

Total Investments

371,295.89

Total Checking/Savings

373,540.06

Total Current Assets

373,540.06

TOTAL ASSETS

373,540.06

LIABILITIES & EQUITY

0.00

**The Town of Clifton, Virginia
Affordable Housing Program
Monthly Activity Summary
As of January 31, 2004**

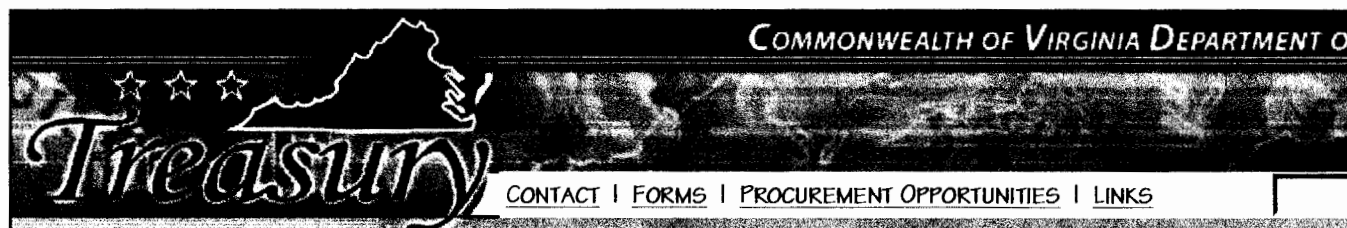
	<u>Month of Jan-04</u>	<u>Fiscal Year to Date</u>	<u>Program to Date</u>
<u>Bidding Activity Summary</u>			
Homes Reviewed	37	152	439
Homes Rejected for Bid	10	25	99
Homes Selected for Bid	27	127	340
Winning Bids	9	35	92
Conversion Ratio	33.3%	27.6%	27.1%
<u>Purchase and Sales Activity Summary</u>			
Homes Under Contract for Purchase from HUD	15		
Sales Contracts Accepted from Qualified Buyers	7	35	75
<u>Inventory Activity Summary</u>			
Inventory, Beginning of Period	11	25	0
Homes Purchased	0	26	77
Homes Sold	2	42	68
Inventory, End of Period	<u>9</u>	<u>9</u>	<u>9</u>
<u>Volume and Profit Summary</u>			
Total Sales Volume	\$ 175,000	\$ 5,160,600	\$ 7,953,623
Town Profit	\$ 7,116	\$ 343,468	\$ 552,707
CLC Management Fee	\$ 2,909	\$ 152,678	\$ 246,315
Net Profit to Town	\$ 4,207	\$ 190,790	\$ 306,392

Town of Clifton			
Net Profit Calculation			
NDC Certification	3811	707	
	<u>Falling River</u>	<u>E Pembroke</u>	<u>Totals</u>
Sales Price	80,000	95,000	175,000
Base Purchase Cost	64,800	77,000	141,800
HUD Discount	-9,720	-11,550	-21,270
Misc Acq Costs	1,370	1,320	2,690
Loan Discount CLC	1,944	2,310	4,254
Repairs	6,250	11,110	17,360
Carrying Costs	1,481	2,402	3,883
Interest	2,149	4,588	6,737
Commission	4,800	5,700	10,500
Selling Costs	1,005	925	1,930
Total NDC	74,079	93,805	167,884
Profit	5,921	1,195	7,116
Buyer Credits	0	0	0
Town Profit	5,921	1,195	7,116
CLC Mgmt Fee	2,664	245	2,909
Net Profit to Town	3,257	950	4,207
NDC X 110%	81,487	103,186	
Sales Price	80,000	95,000	

**Town of Clifton Affordable Housing Program
Inventory Detail Report**

Case #	No.	Street	City	ST	Zip	Subdivision	Built	Type	SF	BR	FB	HB	Bought	Contract	Sold	Sales Pr
541-486496	2	Sandy Lake Drive	Hampton	VA	23666	Sanlun Lakes	1984	D	1316	3	1	1	10/10/03	1/15/04	p-2/25	129,900
541-597198	161	Erin Drive	Madison Heights	VA	24572	None	1996	D	1600	3	2	1	10/10/03			133,900
541-568421	5910	Margate Avenue	Virginia Beach	VA	23462	Lake Edward West	1976	T	1512	3	2	1	10/10/03	1/8/04	p-2/6	77,000
541-592837	3212	Bangor Drive	Chesapeake	VA	23321	Dunedin	1976	D	1176	4	1	1	p-3/5			96,900
541-455098	23	Gawain Way N	Hampton	VA	23669	Kings Square	1986	T	1460	3	2	1	12/12/03			75,900
541-499740	5760	Rivermill Circle	Portsmouth	VA	23703	Windmill Shores	1985	T	1260	3	1	1	12/12/03			83,900
541-577317	3805	Hazel Court	Virginia Beach	VA	23456	Salem Lakes	1984	D	1484	4	2	1	12/12/03	1/8/04	p-2/2	159,900
541-546026	3813	Red Barn Road	Portsmouth	VA	23703	Churchland West	1971	D	1512	4	1	1	12/12/03			119,900
541-562800	419	Collier Crescent	Suffolk	VA	23434	Walnut Hill Estates	1999	D	1154	3	2		12/12/03	1/21/04	p-2/25	122,900
541-589957	108	Rockland Terrace	Suffolk	VA	23434	Woodlake	1995	D	1861	4	2	1	12/12/03	1/15/04	p-2/18	183,000
541-513886	2922	Leta Court	Hampton	VA	23666	Threechopt Village	1986	T	1356	3	2	1	p-2/6			83,900
541-449420	5335	Commons Court	Virginia Beach	VA	23462	Parliament Village	1976	T	1750	4	2	1	p-2/6	1/15/04	p-2/28	91,900
541-587618	3911	Pulley Court	Virginia Beach	VA	23452	Thalia Trace	1983	T	836	2	2		p-2/6	1/22/04	p-2/29	70,900
541-609644	1540	Sangaree Circle	Virginia Beach	VA	23464	Rosemont Forest	1981	T	1004	2	1	1	p-3/5			85,900
543-013129	115	Madison Court	Stafford	VA	22554	Stafford Meadows	1983	TC	1120	3	1	1	p-2/6			135,000
541-574426	702	Arthur Avenue	Virginia Beach	VA	23452	Pecan Gardens	1974	T	1152	3	1	1	p-2/6			69,900
541-595548	13372	Blackwells Mill Road	Goldvein	VA	22720	Pine Brook Est	2000	D	2056	3	2		p-2/6			239,900
541-334790	9729	Kendrick Road	Richmond	VA	23236	The Colony	1979	D	1656	3	2	1	p-2/6			129,900
541-600662	4056	Smokey Lake Drive	Virginia Beach	VA	23462	Larkspur	1980	D	1590	3	2		p-2/6			145,000
541-523578	3445	Clover Meadows Dr	Chesapeake	VA	23321	Clover Meadows	1994	GC	960	2	2		p-3/5			61,900
541-539974	261	Union Hill Road	Amherst	VA	24521	None	1995	D	1357	3	2		p-3/5			99,900
541-218306	4428	Kings Bishop Road	Richmond	VA	23231	Kings Hill West	1987	D	1344	3	2		p-3/5			104,900
541-460864	1109	New Land Avenue	Virginia Beach	VA	23453	Magic Hollow	1977	D	1441	4	2		p-3/5			122,000
541-646038	607	Red Horse Lane	Virginia Beach	VA	23462	Lake Edward West	1969	T	1396	3	1	1	p-3/5			74,900

SALES PRICES ARE TENTATIVE AND SUBJECT TO CHANGE



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Local Government Investment Pool

The LGIP is a short-term investment pool offered to public entities of the Commonwealth. The Department of Treasury Cash Management and Investments Division manages the LGIP in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 31 requirements for classification as a "2a7-like pool". As of December 2001, over 317 public entities have \$2.359 billion invested in the LGIP.



Yield for 2/2/04

(updated daily)

Daily: 1.09%

7-day: 1.09%

Through the years LGIP participants have earned a very competitive rate of return while time having daily access to their funds. This is possible through the depth of Treasury management expertise, economies of scale, and a low investment management fee. Each owns proportional shares of a diversified investment portfolio, which is actively managed with Virginia's Investment of Public Funds statutes, all GASB requirements, and Commonwealth Treasury Board investment guidelines.

Detailed information can be found by clicking on the link to our online [LGIP Investment](#) contact us toll-free at (800) 643-7800. Belinda Blanchard, who manages the program, Wright, the LGIP Financial Accountant, will be glad to assist you with your questions. For additional information.

If the LGIP can add value to your investment program, an online [application](#) is provided for your convenience. To open an account, please submit a completed application with original signature address at the top of the form.



Adobe Acrobat Reader is needed to access the online documents. It is a free download by clicking on the Adobe Web Site icon provided.



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[LGIP Frequently Asked Questions](#)

5-YEAR AVERAGE ANNUALIZED YIELD COMPARISONS

Fiscal Year	<u>LGIP</u>	91-Day T-Bill ¹	All Taxable Institutional MMFs ²
2003	1.50%	1.32%	1.11%
2002	2.66%	2.17%	2.11%
2001	5.91%	5.27%	5.45%
2000	5.71%	5.38%	5.25%
1999	5.20%	4.59%	4.74%
5-Year Average	4.20%	3.75%	3.73%

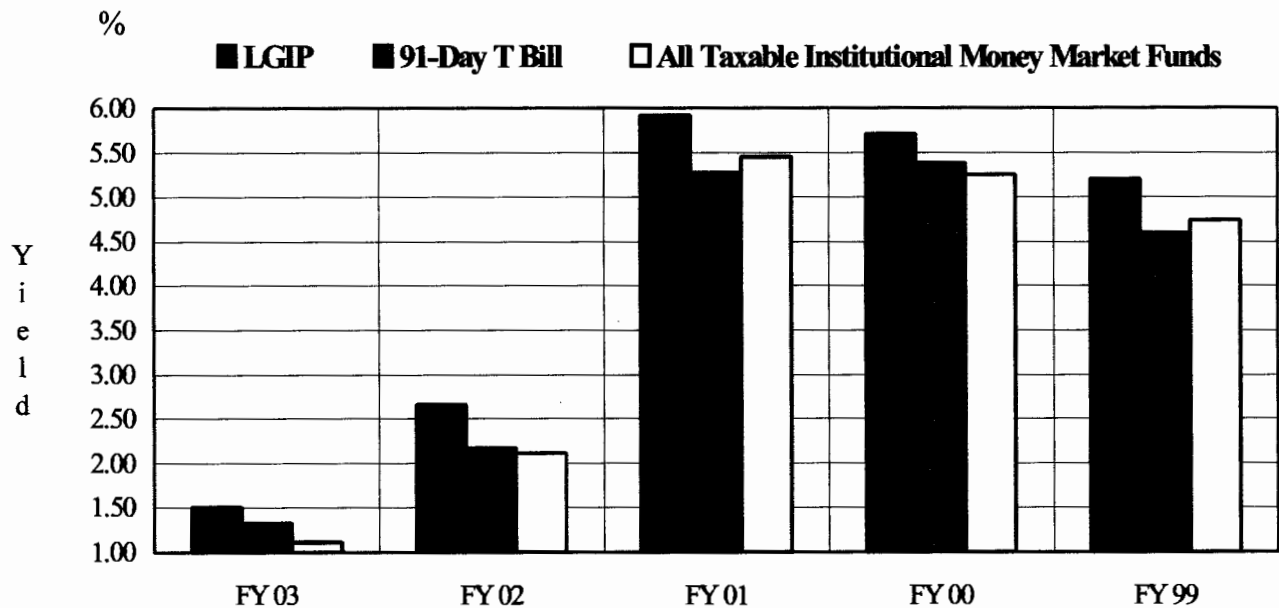
¹Average US Govt. Bond Equivalent Yields for the secondary market calculated from the monthly Federal Reserve H.15 Release.

²Average monthly "Total Institutions-Only Average" Yields reported by iMoneyNet, Inc.

The monthly reinvestment of dividends results in an **effective yield** for each period as follows:

<u>LGIP</u>	<u>Effective Yield</u>
FY 03	1.51%
FY 02	2.70%
FY 01	6.07%
FY 00	5.86%
FY 99	5.32%

5-YEAR YIELD COMPARISON



THE Journal NEWSPAPERS

PROOF OF PUBLICATION

I, Ryan E. Phillips Publisher of the Northern Virginia Journal, a newspaper in Northern Virginia, published in the English language, and having a bona fide list of paid subscribers located in the Northern Virginia area, and entered in a newspaper of record according to the Laws and Regulations of the United States of America for 52 successive weeks or more prior to the issue of 01/20/04, certify that the notice of

FEBRUARY 3RD HEARING

for
TOWN OF CLIFTON
attached hereto has been published on
01/20/2004.

Ryan E. Phillips

Sworn to and subscribed before me this
20th day of January, 2004.

My commission expires

March 31, 2006

Ad number: 11506534
End date : 01/20/2004
01/20/2004
TOWN OF CLIFTON

NOTICE OF PUBLIC HEARING

Pursuant to Sec. 15.2-1800.B. of the Code of Virginia (1950, as amended), please take notice that the Town Council of the Town of Clifton, Virginia (the "Town"), will conduct a public hearing regarding the proposed encumbrancing and sales of certain real properties owned by the Town or expected to be acquired by the Town within the next 30 days, having the locations, maximum loan amounts and minimum sales prices specified below:

Property Address				Maximum Loan Amount and Minimum Sales Price
3212	Bangor Drive	Chesapeake	VA 23321	\$90,000
2922	Leta Court	Hampton	VA 23666	79,000
5335	Commons Court	Virginia Beach	VA 23462	86,000
3911	Pulley Court	Virginia Beach	VA 23452	65,000
1540	Sangaree Circle	Virginia Beach	VA 23464	71,000
115	Madison Court #3	Stafford	VA 22554	127,000
702	Arthur Avenue	Virginia Beach	VA 23452	66,000
13372	Blackwells Mill Rd	Goldvein	VA 22720	226,000
9729	Kendrick Road	Richmond	VA 23236	122,000
4056	Smokey Lake Drive	Virginia Beach	VA 23462	136,000

Each of the foregoing properties is proposed to be encumbered by a first deed of trust, securing indebtedness not to exceed the respective maximum amounts, and to be sold for not less than the respective minimum amounts, specified above:

Said public hearing will take place on February 3, at 7:30 p.m., at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Virginia.

January 20, 2004

NVA11506534amh

**The Town of Clifton, Virginia
Affordable Housing Program
Monthly Activity Summary
As of February 29, 2004**

*File
copy*

	<u>Month of Feb-04</u>	<u>Fiscal Year to Date</u>	<u>Program to Date</u>
<u>Bidding Activity Summary</u>			
Homes Reviewed	24	176	463
Homes Rejected for Bid	6	31	105
Homes Selected for Bid	18	145	358
Winning Bids	2	37	94
Conversion Ratio	11.1%	25.5%	26.3%

<u>Purchase and Sales Activity Summary</u>			
Homes Under Contract for Purchase from HUD	8		
Sales Contracts Accepted from Qualified Buyers	2	37	77

<u>Inventory Activity Summary</u>			
Inventory, Beginning of Period	9	25	0
Homes Purchased	9	35	86
Homes Sold	5	47	73
Inventory, End of Period	<u>13</u>	<u>13</u>	<u>13</u>

<u>Volume and Profit Summary</u>			
Total Sales Volume	\$ 613,700	\$ 5,774,300	\$ 8,742,323
Town Profit	\$ 45,263	\$ 388,732	\$ 607,972
CLC Management Fee	\$ 20,368	\$ 173,047	\$ 266,685
Net Profit to Town	\$ 24,895	\$ 215,685	\$ 341,287

Town of Clifton						
Net Profit Calculation						
NDC Certification	419	3805	5910	3911	108	
	<u>Collier</u>	<u>Hazel</u>	<u>Margate</u>	<u>Pulley</u>	<u>Rockland</u>	<u>Totals</u>
Sales Price	122,900	159,900	77,000	70,900	183,000	613,700
Base Purchase Cost	109,500	141,000	53,100	55,800	166,500	525,900
HUD Discount	-16,425	-21,150	-7,965	-8,370	-24,975	-78,885
Misc Acq Costs	1,543	1,771	1,106	1,517	1,962	7,899
Loan Discount CLC	3,285	4,230	1,858	1,674	4,995	16,042
Repairs	3,000	7,000	14,000	8,500	2,743	35,243
Carrying Costs	783	672	967	145	875	3,442
Interest	2,142	2,299	1,823	455	2,986	9,705
Commission	7,374	9,594	4,620	4,254	10,980	36,822
Selling Costs	853	960	877	946	1,133	4,769
Total NDC	112,055	146,376	70,386	64,921	167,199	560,937
Total Profit	10,845	13,524	6,614	5,979	15,801	52,763
Buyer Credits	-2,000	-3,500	0	-2,000	0	-7,500
Town Profit	8,845	10,024	6,614	3,979	15,801	45,263
CLC Mgmt Fee	3,980	4,511	2,976	1,791	7,110	20,368
Net Profit to Town	4,865	5,513	3,638	2,188	8,691	24,895
NDC X 110%	123,261	161,014	77,425	71,413	183,919	
Sales Price	122,900	159,900	77,000	70,900	183,000	

Town of Clifton Affordable Housing Program
Inventory Detail Report

Case #	No.	Street	City	ST	Zip	Subdivision	Built	Type	SF	BR	FB	HB	Bought	Contract	Sold	Sales Pr
541-486496	2	Sandy Lake Drive	Hampton	VA	23666	Sanlun Lakes	1984	D	1316	3	1	1	10/10/03	1/15/04	p-3/5	129,900
541-597198	161	Erin Drive	Madison Heights	VA	24572	None	1996	D	1600	3	2	1	10/10/03			133,900
541-592837	3212	Bangor Drive	Chesapeake	VA	23321	Dunedin	1976	D	1176	4	1	1	2/6/04			96,900
541-455098	23	Gawain Way N	Hampton	VA	23669	Kings Square	1986	T	1460	3	2	1	12/12/03	2/18/04	p-3/26	79,000
541-499740	5760	Rivermill Circle	Portsmouth	VA	23703	Windmill Shores	1985	T	1260	3	1	1	12/12/03	2/17/04	p-3/19	90,000
541-546026	3813	Red Barn Road	Portsmouth	VA	23703	Churchland West	1971	D	1512	4	1	1	12/12/03	2/13/04	p-3/5	119,900
541-513886	2922	Leta Court	Hampton	VA	23666	Threchopt Village	1986	T	1356	3	2	1	2/6/04			87,900
541-449420	5335	Commons Court	Virginia Beach	VA	23462	Parliament Village	1976	T	1750	4	2	1	2/6/04			95,900
541-609644	1540	Sangaree Circle	Virginia Beach	VA	23464	Rosemont Forest	1981	T	1004	2	1	1	2/6/04			89,900
543-013129	115	Madison Court	Stafford	VA	22554	Stafford Meadows	1983	TC	1120	3	1	1	2/6/04			135,000
541-574426	702	Arthur Avenue	Virginia Beach	VA	23452	Pecan Gardens	1974	T	1152	3	1	1	2/6/04			77,900
541-595548	13372	Blackwells Mill Road	Goldvein	VA	22720	Pine Brook Est	2000	D	2056	3	2		2/6/04			239,900
541-334790	9729	Kendrick Road	Richmond	VA	23236	The Colony	1979	D	1656	3	2	1	2/6/04			129,900
541-600662	4056	Smokey Lake Drive	Virginia Beach	VA	23462	Larkspur	1980	D	1590	3	2		p-3/12			145,000
541-523578	3445	Clover Meadows Dr	Chesapeake	VA	23321	Clover Meadows	1994	GC	960	2	2		p-3/12			64,900
541-539974	261	Union Hill Road	Amherst	VA	24521	None	1995	D	1357	3	2		p-3/12			99,900
541-218306	4428	Kings Bishop Road	Richmond	VA	23231	Kings Hill West	1987	D	1344	3	2		p-3/12			104,900
541-460864	1109	New Land Avenue	Virginia Beach	VA	23453	Magic Hollow	1977	D	1441	4	2		p-3/12			122,000
541-646038	607	Red Horse Lane	Virginia Beach	VA	23462	Lake Edward West	1969	T	1396	3	1	1	p-3/12			74,900
541-457821	501	D Street	Chesapeake	VA	23324	South Norfolk	1901	D	1900	3	2		p-3/12			114,900
541-573525	5303	Chestnut Bluff Road	Midlothian	VA	23112	Chestnut Bluff	1990	D	1990	4	2	1	p-3/12			169,900

SALES PRICES ARE TENTATIVE AND SUBJECT TO CHANGE

Baber & Kalinowski, P.C.
10340 Democracy Lane, Suite 210
Fairfax, Virginia 22030

Phone 703-591-2323

Fax 703-591-9347

Writer's Email:

bb@baberkal.com

February 20, 2004

Hon. Tom Davis
U.S. House of Representatives
2348 Rayburn House Office Building
Washington, D.C. 20515-4611

Dear Representative Davis:

Mayor Chesley has requested that I report to you on the status of the Town of Clifton's participation in the HUD Homes Program. There have been unsettling developments since our last conversation.

Town Excluded from Competitive Bidding

On January 30, 2004, HUD's agent, First Preston, announced that HUD homes in 26 states, including Virginia, would be sold on February 28 exclusively by an on-line internet auction procedure, that no discounts would be available for governmental entities or nonprofits, and that governmental entities and nonprofits would not be permitted to bid. This is the first time ever that HUD has excluded governmental entities from bidding on properties available to the general public and was announced during the same month that HUD expressed concern about the Town's compliance with HUD rules. A copy of that announcement is attached.

The Town's exclusion from bidding is inconsistent with HUD's published regulation, 24 CFR 291-205(a)(2), which states that "priority will be given to owner-occupant purchasers" in any competitive sale of individual properties. "Owner-occupant purchaser" is defined in 24 CFR 291.5(b) as "a purchaser who intends to use the property as his or her principal residence; a State, *governmental entity*, ... or a private nonprofit organization." Therefore, HUD is violating its own published regulation by the February 28 exclusion of governmental bodies and nonprofits as bidders.

We don't know whether the timing is coincidence but know that the exclusion of governmental bodies from bidding is intentional. This "on line auction" process may not become the sole method by which HUD sells properties but points out how easily HUD arbitrarily can limit the qualified bidder pool. If the Town is excluded from bidding in this auction, HUD easily can exclude us from bidding in any sale format, including the public competitive bid on individual houses in which the Town has been participating.

We request your assistance in causing HUD and its agent to change the bidding procedure for the February 28 on line auction so that governmental entities are authorized to bid and receive the customary discounts provided for all other competitive bids.

HUD Demand for Report

The Town received a letter from HUD, dated December 12, 2003, stating that government entities that purchase HUD-owned properties at a 10% or greater discount are required to file annual housing reports with HUD not later than February 1, 2004, and that the Town of Clifton would be referred to

HUD's Real Estate Owned Division with a recommendation that it be denied further participation in the program until the report is received and found acceptable by HUD. A copy of that letter is attached. As requested, the Town submitted its report to HUD by letter, dated January 14, 2004, with respect to the Town's purchase and sale of HUD-owned homes during 2003 through the public bidding process. A copy of that letter is attached.

HUD's letter stated that HUD Notice H-94-74 and Mortgage Letters 2000-8 and 2002-01 were the basis for its reporting requirement. I pointed out in the transmittal letter that **none of the authorities cited in HUD's letter require that a governmental body submit such a report relating to its purchases at a 10% or 15% discount**, and therefore the Town was not required to make the report. Specifically, Notice H-94-74 requires governmental reporting only with respect to the 30% discount program (as someone in HUD appears to know, since the return address printed on HUD's letter states: "Attn: Program Support Division: 30% Annual Report"). The Town of Clifton has not bid on or purchased homes under the 30% discount program. The other authorities, Mortgage Letters 2000-8 and 2002-01, specifically relate only to nonprofits participating in the program, not governmental bodies.

I only can conclude from HUD's references to Notice H-94-74 and Mortgage Letters 2000-8 and 2002-01 that either folks at HUD are ignorant of the requirements of HUD's own regulations and notices, or intentionally misconstrue them to create better apparent justification for their position. However, since the Town is interested in good relations with HUD, the Town made the report as a matter of governmental comity. We supplied your office with a copy of that report previously.

HUD Sends an Auditor

On January 13, 2004, Richard Ott of HUD's Philadelphia office called me to request that the Town permit an auditor to review the Town's records as to its purchase of HUD homes. I agreed to provide those records and access to the persons acting as the Town's contract administrator. The auditor spent three days reviewing our records and asked two sets of written questions and many oral questions, to which we fully responded. The auditor observed to our program administrator that the Town's financial records for its program activities were in excellent shape.

At the end of January (the same time that we were meeting with the auditor in the Town Hall), a Clifton area resident unrelated to the Town's HUD homes program was meeting with HUD officials in its Washington, D.C. main office. When he mentioned that he lived near the Town, the officials expressed great interest and said that the Town was violating HUD policies with its program, and that HUD was trying to "close it down." That conversation was reported to Mayor Chesley and me shortly thereafter.

On February 11, the Town received from the auditor a third set of questions and a request that the Town execute a certification as to various matters. Copies of those items are attached. From the tone of the auditor's questions and requested certification, and the comments of HUD officials referenced in the prior paragraph, we have become concerned that the auditor was sent to the Town by HUD with the principal objective of fishing for alleged violations of HUD standards in order to justify discontinuing the Town's ability to make bids in the public bidding process. On February 17, I responded that the Town will not go beyond its required reporting obligations or continue to respond to the auditor's requests. I have not heard from HUD or its auditor since that time. A copy of my February 17 letter is attached.

HUD Replies to Your Letter

You wrote to Engram Lloyd at HUD in December 2003 on behalf of the Town and asked what legislation or HUD-published notices HUD cites as authority to require governmental bodies to restrict home purchases to their own jurisdictions. Your office received a letter, dated January 29, 2004, from J. David Reeves, Field Office Director of the HUD Philadelphia office, which avoided answering that question. Instead, the HUD letter expressed concern that the Town has not complied with 24 CFR 291-210 (a)(1). That regulation relates to a special right of first refusal set aside program for HUD homes, which

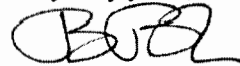
permits governmental bodies and nonprofits to request designation by HUD so that they can make preferential acquisitions of properties within specified ZIP Codes, and requires that the properties so purchased be used in "local housing or homeless programs." That's an interesting but irrelevant observation by HUD, since the program authorized under this regulation is the same "30% discount program" referenced above under "HUD Demand for Report," in which the Town does not participate. Your question remains unaddressed, because HUD has no good answer, other than it wishes the restriction to exist.

The Town did not request the preapproval required by 24 CFR 291-210 (a)(1) and in fact was informed in writing by HUD, by letter dated November 18, 2002, that, "because the Town of Clifton is a government entity, you do not need HUD approval to purchase homes offered under the "HUD Homes Program." A copy of that letter is attached. From HUD's reference to 24 CFR 291-210 (a)(1), either folks at HUD are ignorant of the requirements of HUD's own regulation, or HUD intentionally misconstrues the regulation to create better apparent justification for their positions. **Either way, their response to you is misleading and legally unfounded.**

HUD's letter also objected that "a private sector firm is participating in the profits generated by Clifton's program, and the Department attempts to ensure that this does not occur when discounts are provided and preferential acquisitions take place." The Town's program administrator, Commercial Lending Corporation, is paid a fee by the Town, if and only if the Town makes a net profit on each house, and there is no HUD regulation or notice which forbids governmental bodies from employing a private contractor to administer the purchase, fix up and resale functions inherent in the program. In fact, HUD has promulgated a notice that limits the amount of work that a private contractor can do for a nonprofit, but has been silent as to that issue for governmental entities. Therefore, the Town has done nothing wrong, and HUD has no basis on which to object to the customary commercial relationship with the Town's program administrator.

We are quite concerned that the Town of Clifton is in HUD's crosshairs for having created a highly successful local affordable housing program in a manner not contemplated by HUD but in full compliance with all published HUD standards. **At this point, it may be helpful for your office to seek to determine why HUD has misconstrued its own regulations and notices so as to try to make it appear that the Town has violated them, and what HUD's real objectives are with respect to the Town's continued ability to operate its program.** The Town is proud of its accomplishments in connection with its HUD homes program and would like to continue to acquire, fix up and sell quality homes at affordable prices to folks who need them. Thank you for your continued help to achieve that goal.

Very truly yours,



Brant Baber

cc: Mayor and Council
David Foreman
Chris Lopez



First Preston

- who we are
- offices
- what's new
- success stories
- community advancement
- buyers center
- broker information
- subcontractors
- site map
- links of interest
- search
- contact us

General Disclaimers

HUD Auction

SPECIAL NOTE: THE AUCTION DATES HAVE CHANGED - NOTE THAT THE PROPERTIES WILL BE VIEWABLE ON FEBRUARY 15, 2004 AND THE AUCTION WILL BE HELD ON FEBRUARY 27-28, 2004.

****NEW**** To view "[Auction Facts](#)" for the Special Property Auction, click [here](#)

1/30/2004 - Attention Brokers: Beginning February 1, you can set up an account on the [bidding site](#) for the Special Property Auction. Click [here](#) to go to the bidding site.

HUD has approved a Special Property Auction of single-family homes in its current inventory. Up to 2000 homes in the 26 states managed by First Preston and the Southeast Alliance are expected to be included in the auction that will be held on February 27-28, 2004. It is projected that information on homes included in this Special Property Auction will be available at www.firstpreston.com beginning February 15, 2004. All bids must be submitted electronically between February 27, 2004 at 10:00 AM E.S.T. to February 28, 2004 by 11:59 PM E.S.T. through a HUD-registered real estate professional.

First Preston and Southeast Alliance are offering educational seminars on the Special Property Auction for interested buyers as well as real estate professionals in various cities. For a list of dates, locations and times of the free educational seminars for **buyers** [click here](#). For a list of dates and times of the free educational seminars for **estate professionals** [click here](#). Should you need additional clarification on the Special Property Auction procedures, please call 1-800-934-3009.

In addition to homes for sale in this Special Property Auction, First Preston and Southeast Alliance have other homes for sale. You can visit [Property Listings](#) on this website at any time to view a complete listing of homes for sale.

Best viewed at 800 X 600 resolution, or higher.
Print pages in landscape orientation.
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[Important Notices and Disclaimers](#)

Auction Facts

The following are the rules and reminders for the Special Property Auction.

Dates and times-Begins 10:00am EST-February 27, 2004 and ends 11:59pm EST February 28, 2004.

Bidding-All bids must be submitted through a HUD-registered real estate professional. This is an on-line modified sealed bid auction.

Commissions-Sales commission for all Special Property Auction properties is limited to 3%. Listing broker commission remains the same.

NAIDs-Only brokers with active NAIDs may bid during the auction. If you do not currently have an active NAID, First Preston does not guarantee that your application will be processed by HUD in time to participate in the HUD Special Property Auction and you must so advise your clients. If your NAID has been deactivated or becomes inactive, it is your responsibility to notify your clients as only bids from active HUD registered real estate professionals will be accepted.

Earnest Money-All properties in the Special Property Auction require \$1,000 Earnest Money regardless of price. Earnest Money, to hold on behalf of HUD, must be submitted in the appropriate amount and in certified funds (no personal checks or cash).

Discount & Special Programs-No discount or special programs are available during the Special Property Auction. This means there will be no discounts available for any properties in the Special Property Auction for OND/TND, Government or Nonprofit Agencies. Anyone interested in bidding on a property in the Special Property Auction must utilize a HUD registered real estate professional to submit a bid. OND/TND's, Governments and Nonprofit Agencies may not bid directly. There will be no Owner Occupant preference for the Special Property Auction.

Closing Bonus-Purchasers that are able to close within 15 days of Sales Contract execution will be eligible to receive a \$500 closing bonus. Procedures for how it will be reflected on the Sales Contract and the HUD1 to be provided at auction.

Auction Process-The HUD Special Property Auction will use an exciting new format that will allow for an open bidding period followed by a sealed, best and final period. Each property listed will have a "Reserve Price" which is a targeted acceptable threshold price determined by the seller. This price will not be disclosed; however, during the open bidding period you may see one of the following messages for a property:

- **"No Bids Received"** This will indicate no offers have been placed on this property
- **"Reserve not met"** This will indicate that offers have been placed on a property, but, no offers have met or exceeded the "Reserve Price"
- **"Net High Bid is (\$Amount)"** This will display the highest offer placed on a property once an offer is placed that has met or exceeded the "Reserve Price."

The open bidding period will end at 5:00pm EST on Saturday, February 28, 2004. After this time, the bidding will be sealed and no information about highest offers will be displayed. Properties where no offers had been received or where the "Reserve Price" had not been met will continue to display this information. However, the high bid will not be displayed on properties where the "Reserve Price" has been met. At this point, all bidders are encouraged to submit their best and final offers.

Acknowledged Bids-Bid results will be viewable at www.firstpreston.com on Sunday, February 29, 2004 for the Special Property Auction. Reminder-Sales Contract packages are due within 48 hours, no later than close of business March 3, 2004.

Disclaimer-If equipment or telecommunications failure occurs at any time during the bidding period including near a bidding deadline, such failure is deemed to be a risk of bidders, and First Preston/Southeast Alliance shall not be liable for such failure nor shall First Preston/Southeast Alliance be obligated to hold open or re-open bidding.



U.S. Department of Housing and Urban Development

Homeownership Center
 The Wanamaker Building
 100 Penn Square East
 Philadelphia, Pennsylvania 19107-3389

Important Reminder

December 12, 2003

Town of Clifton, VA
 Brant Baber
 P. O. Box 309
 Clifton, VA 20124

Dear Brant Baber:

Nonprofit/Government entities that purchase HUD-owned properties at the 10% or greater discount are required to file annual housing reports with HUD to report on their activities. This annual report must contain the following information for each property acquired and sold under the program for the previous calendar year (January 1 - December 31, 2003).

1. Property Address(es)
2. FHA Case Number(s)
3. Date(s) Purchased and Purchase Price (include copy of the executed HUD-9548 Sales Contract(s) & HUD 1 Settlement Statement(s))
4. Types of Financing Acquired, (FHA, conventional, etc.) loan & interest amounts, and the beginning & ending dates of the loan
5. Itemized Net Development Cost (the total cost of the project, including items such as acquisition cost, architectural fees, permits and survey expenses, insurance, rehabilitation, and taxes. Include the complete accounting history that reflects all debits and credits (with dates & payee names) for each property. Please see Mortgage Letter 01-30 for clarification in calculating the net development cost)
6. List of all business partners participating in the rehabilitation and resale of the property. (You must include company name, name of principals, name & title of all staff you work with, description of services and an account of all costs & fees associated with those services)
7. Date(s) and Price(s) of Resale (include copies of HUD-1 Settlement Statement(s))
8. Purchaser(s) Name(s) and Social Security number(s)
9. Median Income Certification(s) (must include family size and household income)
10. Property(ies) Currently Under Contract (Contract accepted by HUD but sale has not yet closed)
11. Property(ies) Currently Being Rented or Leased (date(s), rent amount(s) and copy(ies) of executed lease(s))

This report must be submitted to HUD 30 (thirty) days from the end of the calendar year (no later than February 1, 2004) in order to maintain approval under this program. The Executive Director of your agency must sign the report. If this report is not received by February 1, 2004, your agency will be referred to HUD's Real Estate Owned Division (REO) with a recommendation that you be denied further participation until it is received, reviewed and found acceptable to HUD.

This report is a requirement outlined in Notice H-94-74 (HUD), Mortgage Letter 00-8 and Mortgage Letter 02-01. As per Notice H-94-74 (HUD) participating units of government are also required to provide this information. If your agency has not purchased any REO properties in calendar year 2003, please state that fact on agency letterhead signed by the Executive Director of your agency and submit it by February 1, 2004.

Please send your report to the Program Support Division of the Philadelphia Homeownership Center at the following address:

Philadelphia Homeownership Center
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3389
ATTN: Program Support Division; 30% Annual Report

Sincerely,

Monica S. Montgomery

Monica S. Montgomery
Director
Program Support Division

Baber & Kalinowski, P.C.
10340 Democracy Lane, Suite 210
Fairfax, Virginia 22030

Phone 703-591-2323
Fax 703-591-9347

Writer's Email:
bb@baberkal.com

January 14, 2004

Monica S. Montgomery
Director
Program Support Division
U.S. Department of Housing and Urban Development
Program Support Division, 12th floor
100 Penn Square East
Philadelphia, Pennsylvania 19107-3389
Attn: Program Support Division: 30% Annual Report

Re: HUD Homes Purchase and Sale Program

Dear Ms. Montgomery:

I have been appointed by the Town of Clifton, Virginia as its representative with chief operating responsibilities for its HUD Homes Purchase and Sale Program and am responding to your letter, dated December 12, 2003. Your letter stated that government entities that purchase HUD-owned properties at the 10% or greater discount are required to file annual housing reports with HUD not later than February 1, 2004, and that the Town of Clifton, Virginia will be referred to HUD's Real Estate Owned Division with a recommendation that it be denied further participation in the program until the report is received and found acceptable by HUD. As a matter of governmental comity, the Town of Clifton has authorized me to submit the requested information to you. **However, none of the authorities cited in your letter require that a governmental body submit such a report relating to its purchases at a 10% or 15% discount.** Notice H-94-74 requires governmental reporting only with respect to the 30% discount program (as confirmed by the return address on your letter "Attn: Program Support Division: 30% Annual Report"). The Town of Clifton has not bid on or purchased homes under the 30% discount program. Mortgage Letters 2000-8 and 2002-01 specifically relate only to nonprofits participating in the program, not governmental bodies. Please inform me of the regulatory basis for your request and threatened punishment.

The Town has followed your requested format for information and hereby submits that information for your review. For your convenience, we have placed the data in a three-ring binder with tabs that identify the information behind them. I'll summarize the tabs that address your requests:

<u>Clifton Report Tab #</u>	<u>Request Paragraph #</u>
#1 [purchased/sold in 2003]	1,2,3,4,7,8,9
#2 [purchased/not sold in 2003]	not requested
#3 [contract to purchase signed]	10
#4 [list of business partners]	6
#5 [itemized net development cost, buyer's HUD-1]	5, 7

Since none of our properties are or have been rented or leased, we provide no data with respect to item #11 of your letter.

The Town did not provide the social security numbers of home buyers as requested. The Town is concerned that the buyers have an expectation of privacy with respect to such information, that the Town has no permission from the buyers to provide it to any person and that the Town may bear liability to the buyers for unauthorized release of their data. The Town does have this information and is willing to provide it to HUD if HUD will enter into a confidentiality agreement and indemnify the Town against losses or costs that may arise from home buyers' claims based on HUD's receipt or use of such information. If the purpose for desiring that information is to ascertain the Town's compliance with the requirement that no purchasers are elected or appointed officials, employees or business associates of the Town or its agents, or of any entity providing acquisition or rehabilitation funding, management, sales or rehabilitation services associated with the homes, or related by blood, marriage or law to any of the foregoing, we have provided a certification to that effect from each home buyer as part of the Addendum to Sales Contract behind each of the 66 subtabs under tab #5.

The information submitted demonstrates that the Town of Clifton sold each home for less than 110% of "net development cost" and to a buyer whose household income was less than 115% of the applicable median income, adjusted for family size, and meeting all other HUD eligibility requirements.

Please give me a call if you have questions as to any of this information. After you have had the opportunity to review the Town's submission, I request that your office provide the Town with a written response as to your findings with respect to its compliance with applicable HUD requirements.

Very truly yours,

cc: Hon. Tom Davis
Hon. Frank Wolf
Mayor and Council
Gifford Hampshire, Esq.
Mr. Richard Ott
Mr. John Eubank

Brant Baber

Document and Information Request # 2
Town of Clifton

1. In 2003, did the Town of Clifton operate any housing program? If so, please describe the program(s) and indicate the dollar amounts expended in FY 2003 on each program.
2. Were any of the homes purchased by TC used in any of its housing programs?
3. Please indicate which of the seventy seven homes that TC purchased were without insured mortgages.
4. Has the Town of Clifton's HUD program previously been audited?
5. If the Town has been subject to the Single Audit Act, was this program covered as part of its Federal Awards? If so, please provide a copy of the auditor's report on the Schedule of Expenditures of Federal Awards and a copy of the Schedule of Expenditure of Federal Awards. If it has not been covered by an audit subject to a Single Audits Act, please explain why.
6. Please explain the procedures employed and the Town's criteria in selecting Commercial Lending Corporation, LLC as a contractor on the HUD program.
7. Please indicate if the Town of Clifton explored other financing options besides that provided by CLC.

Town of Clifton's Letterhead

February 11, 2004

Ghenene & Associates
8720 Georgia Avenue, Suite 1002
Silver Spring, MD 20910

In connection with your financial and compliance review the Town of Clifton's (TC) HUD Single Family Property Disposition Program (HUD Program) for the period January 1, 2003 (Program Inception) through December 31, 2003 for the purpose of reporting on our level of compliance with the requirements of the HUD Program, we confirm, to the best of our knowledge and belief, the following representations we made to you during your review:

1. Our report titled "Report to HUD" (four pages), accurately represents the property cost and sales data for all properties HUD sold to TC from the date of program inception through December 31, 2003. The total number of properties we acquired from HUD during this period was 77. The report also provides accurate data on homebuyers' income and family size.
2. During the period 01/01/2003 through 12/31/2003, TC and its contractor Commercial Lending Corporation (CLC) did not engage in any "conflict of interest" activities in the execution of the HUD Program.
3. Neither TC nor CLC or its agents, officers or owners benefited directly or indirectly as a result of contracts that CLC awarded to repair contractors, vendors and real estate agents relative to the HUD Program.
4. TC and CLC did not execute written contracts for any of the repairs on the properties sold through December 31, 2003.
5. Except for repairs done subsequent to buyer's inspection, TC and CLC did not receive contractor's invoices for repair contracts.
6. TC and CLC do not maintain repair inspection documents in the property files.
7. TC and CLC do not maintain permits and licenses in property files.
8. During 2003, TC and CLC relied on Real estate brokers to obtain documentations regarding buyers' eligibility to participate in the HUD program. Documents in property files were copies obtained from real estate brokers.
9. There are no threatened or actual claims against TC or CLC with respect to the HUD

Program. In making this representation, we have considered all actions or potential actions that were brought to our attention by homebuyers, contractors, vendors or any other party as of February 11, 2004.

10. We are not aware of any violations or possible violations of laws or regulations, the effects of which should be considered in evaluating our level of compliance with the laws governing the HUD program...

Jim Chesley, Mayor

Brant Baber

John Eubank

Tim Lewis

Document and Information Request # 2
Town of Clifton

1. In 2003, did the Town of Clifton operate any housing program? If so, please describe the program(s) and indicate the dollar amounts expended in FY 2003 on each program.
2. Were any of the homes purchased by TC used in any of its housing programs?
3. Please indicate which of the seventy seven homes that TC purchased were without insured mortgages.
4. Has the Town of Clifton's HUD program previously been audited?
5. If the Town has been subject to the Single Audit Act, was this program covered as part of its Federal Awards? If so, please provide a copy of the auditor' report on the Schedule of Expenditures of Federal Awards and a copy of the Schedule of Expenditure of Federal Awards. If it has not been covered by an audit subject to a Single Audits Act, please explain why.
6. Please explain the procedures employed and the Town's criteria in selecting Commercial Lending Corporation, LLC as a contractor on the HUD program.
7. Please indicate if the Town of Clifton explored other financing options besides that provided by CLC.

Baber & Kalinowski, P.C.
10340 Democracy Lane, Suite 210
Fairfax, Virginia 22030

Phone 703-591-2323
Fax 703-591-9347

Writer's Email:
bb@baberkal.com

February 17, 2004

Mr. Feyissa Ghenene
Ghenene & Associates
8720 Georgia Avenue
Suite 1002
Silver Spring, Md. 20910

Re: Town of Clifton, Virginia HUD Homes Purchase and Sale Program

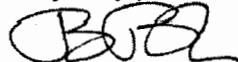
Dear Mr. Ghenene:

The Town of Clifton, Virginia submitted its report by letter, dated January 14, 2004, to HUD with respect to the Town's purchase and sale of HUD-owned homes during 2003 through the public bidding process, and included all information requested by HUD in its letter, dated December 12, 2003. Upon request by HUD, the Town agreed to participate in a review of its activities by you and fully responded to your requests, made on January 27 and February 2 and during our meetings in the Town Hall. The Town did so in good faith and as a matter of comity in hopes that HUD would fully understand the benefits of our program to its disposition process and to members of the public who are served by the quality affordable housing so produced.

It seems that our hopes were too great. We have received reports of remarks by HUD employees, made in the last two weeks, to the effect that the Town has violated HUD policies and that HUD is in the process of shutting down the Town's program. We also have received a copy of a letter from J. David Reeves, Field Office Director of the HUD Philadelphia office, expressing concern that the Town has not complied with 24 CFR 291-210 (a)(1). Those regulations relate to a special right of first refusal set aside program for HUD homes which permits governmental bodies and nonprofits to request designation by HUD so that they can make preferential acquisitions of properties within specified ZIP Code, in which the Town does not participate and which has been discontinued to HUD. Third, we have received your most recent requests, which appear to be coordinated with HUD's position to such an extent that we are concerned that you have been sent to the Town with the principal objective of fishing for alleged violations of inapplicable HUD standards in order to justify discontinuing the Town's ability to make bids in the public bidding process.

Based on the foregoing, the Town will no longer will go beyond its required reporting obligations or continue to respond to your requests.

Very truly yours,



Brant Baber

cc: Mayor and Council
Gifford Hampshire, Esq.

HUD



U.S. Department of Housing and Urban Development
Homeownership Center
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3389

NOV 13 2002

VIA FAX 703-591-9347

Mr. Brant Baber
Town of Clifton
P.O. Box 309
Clifton, VA 20124

Dear Mr. Baber:

This will confirm your telephone conversation with Carmella Mulloy, of my staff, regarding your request for written confirmation from our office to show that the Town of Clifton has been approved to participate in the "HUD Homes Program".

As discussed, because the Town of Clifton is a government entity, you do not need HUD approval to purchase homes offered under the "HUD Homes Program". However, in order to be able to bid directly on a property, a "NAID" number is needed. As previously advised, your NAID number is TWNFCL2975.

In order to familiarize yourself with our program guidelines, we would like to suggest that you read the following publications:

- Housing Notice 94-74
- HUD Handbook 4310.5, Revision 2
- Mortgage Letter 00-8
- Mortgage Letter 01-30
- Mortgage Letter 02-01

We hope this information will be helpful to you. Should you need further assistance, please contact Carmella Mulloy, a member of my staff on 215-656-0516 extension 3357.

Sincerely,

Bette Nan Schwartz

Bette Nan Schwartz
Acting Director
Program Support Division

Minutes
Clifton Town Council Meeting
Tuesday, March 2, 2004
Clifton Town Meeting Hall

File copied

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Bill Hollaway, Wayne Nickum, residents and guests of the town

The Pledge of Allegiance was said by all.

Public Hearing:

1. Encumbrance of HUD properties
2. No comments from public. Motion made to close public hearing. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Hampshire.

Town Council meeting:

1. Motion made to approve Town Council minutes from February 3, 2004. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
2. Motion made to authorize encumbrance and sale of HUD properties. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
3. HAZMAT presentation: Lt. Jenkins
 - a. Petroleum odors noted near Acacia Lodge since October 31, 2003; testing results were negative for petroleum products
 - b. Regular inspections have been conducted since then, with all petroleum levels extremely low
 - c. Test conducted on 3/2/04 showed no gasoline present; Lt. Jenkins will continue to monitor storm sewers
 - d. VA Department of Environmental Quality can be contacted if there are further concerns
4. Polly Ambler residence on Dell Avenue was declared unfit for habitation in October, 1999. Ms. Ambler has been asked to secure the house so that no one can enter and get hurt. Public works will step in and secure house once Ms. Ambler is contacted and gives okay.
5. New pump and haul system: presentation by Ms. Kimberly Davis, engineer from Hazen and Sawyer Environmental Engineers and Scientists
 - a. Special use permit will be needed for this project with both the Planning Commission and ARB being involved
 - b. New plan was explained by Ms. Davis, including landscaping and screening of facility, plus construction of building; she also noted that area is designated as a resource protection area
 - c. The following citizens' concerns were addressed: noise (the revving of truck's engine, especially at 4 A.M.); odor; and parking for individuals using the park
 - d. Ms. Davis feels the noise will be less due to the design of the new pump being considered for installation; also, the current engineering plans for the facility will include a light placed under the eaves of the shed that will automatically turn off once pumping has been completed
 - e. Estimated time for completion will be 35 weeks
 - f. In the meantime, the council would like to know the operation details of the new facility, to be discussed at the April Town Council meeting.

6. ARB: no report

7. Planning Commission: Lev Buller

a. Use permit: Jim Swing property, 7014 Newman Road. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.

b. Anderson use permit: lot #3, Clifton Heights: ARB approved. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.

c. Use permit: upgrade pump and haul system; Planning Commission has approved. Motion made to approve. Passed unanimously pending final details: Chesley, Arnold, Buckley, Hollaway, Nickum.

d. CBA barn property, 7139 Main Street: presently zoned industrial; to change zoning, a joint public meeting will be required between town and Planning Commission. Other questions concerning this property include whether or not restriction of use should be imposed, and consideration of conservation easement.

e. Lev mentioned the need of Planning Commission for file space, possibly the Old Town Hall property?

f. Approval of use permit by town and ARB needed for county building permit.

8. Donna Netschert's request to use small building behind holistic vet office on Chapel Street has been okayed. Entire property is zoned commercial.

9. Children's Playground Committee update: Trish Robertson

a. Goal of committee is to create a safe and fun playground, look for appropriate equipment vendors, visit area parks in Fairfax County, and appeal to people of all ages.

b. Committee also trying to keep area confined to the present footprint of old playground

c. Also included will be new picnic tables, benches, trash cans, with new plantings around gazebo, and trimming and removal of some existing trees

d. Committee presently working on layout of equipment and location of safety areas

e. Fund raising will involve community events and the contacting of corporations for financial support

f. Maintenance costs for the new playground will be determined at a later date

10. BZA: no report

11. Problem of growing deer population in the Clifton area: Cliff Fairweather said situation is dangerous, and recommends a planned deer hunt to thin the herd

12. Old town hall property: Brant Baber

a. Post office is interested in relocating to this building, but can not pay over what is currently being paid for rent

b. Royce Jarrendt has also expressed an interest in buying property for his firm at fair market value, and would be willing to allow town to use a portion of building for small meetings and get together; this would require a change in zoning from residential to commercial

c. In the meantime it is feasible for town to use building for small meetings, which does not violate assemblage requirements

13. 2004-5 budget to be discussed at next two Town Council meetings.

14. Request from CBA for approval of 2004 Clifton Twilight 5K Run, scheduled for June 5, 2004, from 5 to 9 P.M. Motion made to approve. Passes unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.

15. VDOT snow removal policy: brochures available. VDOT does not remove snow from sidewalks or trails. A suggestion was made to contact town of Vienna to see how this situation is handled.

16. Motion made by Margo Buckley to enter into executive session in order to discuss matters concerning NOVEC franchise. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum

17. Upon closing of executive session, Mac Arnold certified that only matters pertaining to NOVEC franchise were discussed. Motion made to reconvene Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.

18. Motion made to table agreement with NOVEC until agreement is reached with other utilities (Cox, Verizon). Passed: Ayes: Arnold, Buckley, Hollaway, Nickum. Abstain: Chesley.

19. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.

Special Town Council Meeting
Sunday, March 28, 2004
Gazebo Park
Clifton, VA 20124

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, residents and guests of the town

1. Mayor Chesley spoke of his contact with the Justice Department regarding the acquisition of electronic voting machines for the Town of Clifton.
2. Motion made by Mac Arnold to request from the Justice Department approval of electronic voting machines for Clifton's May, 2004, election, and to expedite information pertaining to this election request. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
3. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

Emergency Town Council Meeting
Sunday, March 28, 2004
Gazebo Park
Clifton, VA 20124

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, residents and guests of the town

1. Motion made to approve minutes of special Town Council meeting, March 28, 2004. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

Special Town Council Meeting
Sunday, March 28, 2004
Gazebo Park
Clifton, VA 20124

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, residents and guests of the town

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Emergency Town Council Meeting
Sunday, March 28, 2004
Gazebo Park
Clifton, VA 20124

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2. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3/2/04

Present:

T.C.

- Cheskey
- Arnold
- Buckley
- Holloway
- Nickum
- Hampshire

~~Minutes~~

Public Hearing

Encumbrance of HUD properties - no comments
motion to close

Add to agenda: 3/2/04:

- ICTEA
- NOVEC franchise
- Twilight ~~for~~ run
- Budget

Little kids: playground:

Felderkris	2	
Peterson	2	
Holloway	2	
Keith	1	
Pline	2	Hampson
Nick	1	
Harlow	2	
Jarndt	2	
Robertson	2	
Kara	2	
Peterson, P. & Rick	3	
Kay's grandchildren (2)	2	
		23

- 1 Minutes - motion to approve - unanimous
- 2 Authorize encumb. & sale of properties: unanimous
- 3 HAZMAT presentation

Ht. Jenkins: informative presentation -
Acadia Lodge: petroleum odors since
Oct 31/2003 - storm

Storm
water
sewer

tested req. for petroleum products

2/17 - VDOT camera truck → camera fell out →

then regular inspections were conducted: all
levels extremely low

* TEST from today 3/2: NOT gasoline
[above ground fuel tank]
- replaced every — years -

Va Dept Environmental Quality can
be contacted

Jenkins

Will monitor storm sewer - fumes might be smellier

(4) Health Dept - FL
Environmental Health

Polly Ambler

Oct 1999 - declared unfit -
checked to make sure it is
secure: ^{it is not.} Letter sent to Mrs. Ambler -
no response

Needs to contact family.
Public works will step in & secure
house -

Unsafe condition of house in general -
not ^{yet} eligible for demolition

Polly: Manual address -

(5) Pump & Hall (Ms Davis) - Engineer
Kimberly Howard Environmental Engineers + Scientists

* Special Use Permit involved, also ARB -

New plan explained by Ms. Davis -
including landscaping / screening of facility
plus construction of building

Resource
Protection
area -
designated
as such

Citizen
Concerns:
• Noise ?
• Parking ?
• Odor ?

Don't rev truck
up! Esp. at 4 A.M.
Pat Hayden:
* Can pump be
placed in tank
instead of revving
up of truck.

According to engineer:
New design of pump might help
considerably -

(pg 3)

Also included:

engineering plans for building -
w/ light that will turn off
automatically beneath eaves of
shed

[35 weeks ^{needed} for project]

Council would like

- operations details of new facility
- wrap up next month: April T.C. mtg.

(a) ARB - No

(b) Planning Comm (Lev Butler)

(a) Tim Swing property

- new plans -

Motion to approve - unan.

Conservation easement re: run off -

- 3 separate trucks -

Use permit

7014 Newmarket Rd.

(b) Anderson - use permit; ARB-approved -
Lot 3: Clifton Hts.

Motion to approve - unan.

(c) Use permit: upgrade pump & haul -

P. Comm recommend approval for facility -

~~take~~ unan. pending final details

(Pg 4)

- (d) 7139 Main St. zoned
(CBA Barn) → presently industrial
↓ requires ^{joint} public hearing →
* scheduled for April T.C. Mtg.

re: all property owned by CBA

Conservation easement?? Michele:
Call Brant

restriction of use? what does
this mean??

Comprehensive land use plan? (Town Plan)

- Planning Com needs
- (d) File space access needed in town hall
 - (f) Approval of use permit → needed
by town + ARB for county
certificate of appropriateness building permit

Jimmy said he checks
on ARB & Planning Comm. approvals

(8) D. Netsclert's request

Zoning - Commercial entirely; ok for use!

(9) Children's Playground update - Trish Robertson,
Chairman

Goal of committee -

- safe & fun playground; look for vendors;
- visit various playgrounds in area - Ft. Co.
- appeal to old & young alike
- keep area in footprint that is there already

(Pg. 5)

B fall court - expansion?

No - upw Bill Ferruce

New picnic tables / benches / trash cans /
new planting around gazebo / trimming of
trees / removal of some trees as well -

* working on layout of equipment →
safety areas → be careful of existing trees &
foliage

- French drains?

- Mulch beds?

- Swings

- Slides

- Climbing

- Construction concerns -

- How much?? -

Fund raising → Foundation Corporations

Approximately \$100,000

Community Events to
raise \$\$ for park

Doesn't include maintenance costs - HOW MUCH!??

(10) NO BZA

Let's call

(11) Deer pop - Cliff Fairweather

Said population is very dangerous -

critical → bow hunting, thinning ~~hard~~ hard -

Put on April agenda

12) Brant Bator > Old Town Hall property
re: post office interested in
relocating but cannot pay any
extra per month

- Also discussed: use of first floor for
post office

Also - Royce would like to
buy blq., use it as his business,
but build in assemblage space for
use by the town

at
fair market value

→ But would have
to be zoned Commercial -

We all want to keep P.O. here!
Meantime, we can go back to using
Old Town Hall for small meetings - does
~~not~~ not meet assemblage requirements -
but we can use it anyway -

↓ April T.C. Mtg. Agenda

Let's make a decision!
Stop procrastinating on this issue -

13 04-05 Budget - next 2 months -

14 ISTEA fund - \$\$\$? set aside -
we buy, then get reimbursed

15 Motion to approve 5K run -
see letter -

Passed unanimously

16 Tax relief : Big Taxes!!

Most lots went up \$90,000. 10!!

- Protest forms available online -

17 VDOT Snow removal policy -
brochures available - VDOT does

not remove snow on sidewalks, trails -
~~and~~ if someone ~~can~~ cannot handle it,
it's okay -

Check w/ town of Vienna to see how
they handle this -

18. NOVEC franchise + maps of where
agreement taller poles will
be placed

19 Motion to go into executive
session (Margo) - passed unanimously

Mae -

20 Certify, only matters discussed
only matter → motion → ~~unanimous~~ Chesley -
abstain

21 Motion to table agreement
w/ NOVEC until agreement reached
w/ other utilities (Cox, Verizon) }
Unanim. 1 abstain } Jimmy

(22) Landscaping - deal
to start in April

~~MAINTENANCE~~ (weeding/fertilizer)
about \$2000.00

?? How about seeding park??

Wait until next month
Table^{issue until} motion > unanimous

(23) Fy Ho Authority
& Grant
before fuel spill

(24) Mowing bids >
(25)

Motion made
to adjourn...
!!!

THE Journal

NEWSPAPERS

PROOF OF PUBLICATION

I, James McDonald Publisher of the Northern Virginia Journal, a newspaper in the area of Northern Virginia, published in the English language, and having a bona fide list of paid subscribers located in the Northern Virginia area, and entered in a newspaper of record according to the Laws and Regulations of the United States of America for 52 successive weeks or more prior to the issue of 02/23/04, certify that the notice of MARCH 2ND HEARING for TOWN OF CLIFTON attached hereto has been published on 02/23/2004.



James McDonald

Sworn to and subscribed before me this 23rd day of February, 2004.

Deborah Lawson
My commission expires

March 31, 2006

Ad number: 11506881
End date : 02/23/2004
02/23/2004
TOWN OF CLIFTON

NOTICE OF PUBLIC HEARING

Pursuant to Sec. 15.2-1800.B. of the Code of Virginia (1950, as amended), please take notice that the Town Council of the Town of Clifton, Virginia (the "Town"), will conduct a public hearing regarding the proposed encumbrancing and sales of certain real properties owned by the Town or expected to be acquired by the Town within the next 30 days, having the locations, maximum loan amounts and minimum sales prices specified below:

Property Address				Maximum Loan Amount and Minimum Sales Price	
4056	Smokey Lake Drive	Virginia Beach	VA	23462	\$136,000
3445	Clover Meadows Dr	Chesapeake	VA	23321	61,000
261	Union Hill Road	Amherst	VA	24521	94,000
4428	Kings Bishop Rd	Richmond	VA	23231	98,000
1109	New Land Avenue	Virginia Beach	VA	23453	114,000
607	Red Horse Lane	Virginia Beach	VA	23462	70,000
501	D Street	Chesapeake	VA	23324	108,000
5303	Chestnut Bluff Rd	Midlothian	VA	23112	159,000

Each of the foregoing properties is proposed to be encumbered by a first deed of trust, securing indebtedness not to exceed the respective maximum amounts, and to be sold for not less than the respective minimum amounts, specified above.

Said public hearing will take place on **March 2, 2004, at 7:30 p.m.**, at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Virginia.

February 23, 2004

NVA11506881amh

March
T.C. (3/2/04)
mtg.

THE TOWN OF CLIFTON

P.O. BOX 309
CLIFTON, VA 20124
703-830-2129

*File
copy
(Feb.
minutes)*

January 20, 2004

Mr. David Sharp
Fairfax County Code Enforcement
Permits Division
12055 Government Center Parkway
Fairfax, VA 22035-5504
Fairfax, VA

Dear Mr. Sharp:

It has come to our attention that construction continues on Lot 3 in the Clifton Heights subdivision located in the town of Clifton. This construction continues even though representatives from the Town of Clifton have requested your office to take action to stop work at the property.

At its November meeting, the Clifton Town Council voted to issue a stop work order for this property because the current owner is working without a valid town use permit and without the required approval of the town's Architectural Review Board. The owner needs to come to the Town of Clifton's Planning Commission and ARB for approval before Fairfax County can issue a building permit.

We understand that your office would prefer to permit the owner to continue his building until he requires county inspections, electrical and plumbing permits. We believe this process will give the owner an equitable argument that he deserves to finish what the county permitted him to start. Since the town may need to resort to legal action, the county should not make the enforcement of our laws more difficult. Therefore, please take action to stop work immediately.

Sincerely,

James C. Chesley
Mayor, Town of Clifton

cc: Anderson Associates
Gifford Hampshire, Esq.

CLIFTON TOWN COUNCIL MEETING AGENDA

TUESDAY, March 2, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

PUBLIC HEARING:

1. HUD homes update

TOWN COUNCIL MEETING:

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer
3. Reading of communications *> letter from Michelle Stein*
4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his or her name and address
 - ii. Direct his or her remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
5. Unfinished business
 - ✓ Old Town Hall property: continuation of discussion
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor
 - Architectural Review Board (ARB)
 - Planning Commission
 - Board of Zoning Appeals (BZA)
8. New business
 - ✓ HAZMAT presentation
 - ✓ Health Department presentation
 - ✓ Polly Ambler's Dell Avenue house
 - ✓ Pump and haul system presentation
 - ✓ Children's playground update: Trish Robertson
 - VDOT snow removal policy
 - Fairfax County Water Authority grants
 - HUD homes report
9. Old business
 - ✓ Clifton Heights, lot 3: Gif Hampshire
10. Adjournment

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

April Agenda:

- ① Deer population
- ② 2004-5 Budget

- ③ Mowing bids
- ④ NOVA franchise agreement
- ⑤ Welding, fertilizing of Gazebo Park

CLIFTON TOWN COUNCIL MEETING AGENDA

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CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

PUBLIC HEARING:

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Clifton Betterment Association
P.O. Box 94
Clifton, Va. 20124

*Re: 5K
run*

To Town of Clifton

From: Michelle Stein

Date: February 25, 2004

The Clifton Betterment Association requests permission for the Town of Clifton to hold the annual Clifton Twilight 5k Run on Saturday, June 5th, 2004 from 5 pm to 9 pm.

We request approval of the following items:

1. TEMPORARY SIGNAGE ASSOCIATED W/ CLIFTON TWILIGHT 5 K RUN. THE SIGNAGE LOCATIONS WILL THE SAME AS LAST YEARS EVENT.
2. USE OF PUBLIC PROPERTY WITHIN THE TOWN. USE OF THE TOWN HALL AND COMMUNITY CENTER AS AVAILABLE FOR REGISTRATION ON THE EVENING OF JUNE 4TH AND THE AFTERNOON OF JUNE 5TH. USE OF THE TOWN PARK ON JUNE 5TH. NECESSARY ROAD USAGE PERMITS WILL BE OBTAINED FROM VDOT AND/OR THE COUNTY OF FAIRFAX.

Appropriate police coverage from Fairfax County will be secured for the event.

If you have any questions, please call Bill Hummel, Co-Director, Annual Clifton Twilight 5k Run at (703) 830-4102.

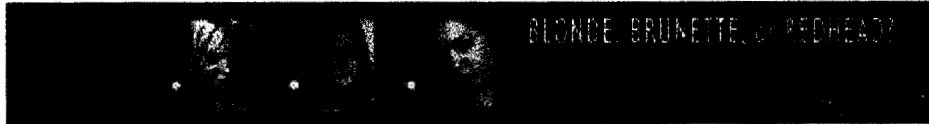
SINCERELY,

Michelle Stein
President
Clifton Betterment Association

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Web Search:



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Calendar

Contacts

pamwallace@msn.com

Free Newsletters | |

Reply |
 Reply All |
 Forward |
 Delete |
 Block |
 Junk ▼ |
 Put in Folder ▼ |
 Print View |
 Save Address

From : WAYNE NICKUM <CLIFNICK@worldnet.att.net>
Sent : Saturday, February 28, 2004 12:56 PM
To : "PAM WALLACE" <PAMWALLACE@MSN.COM>
Subject : Fw: New Clifton Playground

Attachment : Swings.JPG (35 KB), SpringPonies.JPG (41 KB), SiteMap.JPG (45 KB), Similarstructurephoto.JPG (56 KB), SeeSaw.JPG (41 KB), ViewBstructure.JPG (41 KB), trainandticketbooth.JPG (38 KB)

— Original Message —

From: Ester Pline

To: witt ; gill ; morris ; levey ; barber ; jerrendt ; gregory ; esmay ; embrey ; dygve2 ; dygve1 ; danna ; crowley ; cleveland ; hasti johnson ; bonacich ; cahill ; effros ; dark ; king ; keen ; jones ; sampson ; yantis ; williams ; harvey ; mccarty ; booth ; posner ; wal R ; TOMMYPCLIFTON ; Terre Simpson ; singhass ; Sherry Harlow ; Robin Graine ; Phoebe Peterson ; Nick and Lynn ; nichec ; Millsee Tursky ; Laura Harrington ; kissnbritsmom ; Kirsten Thompson ; karabee ; JupRets ; hipRensslear ; Mr Elliot Boxerbaum ; Elle Ramey ; Deborah Dillard ; Dawna Thompson ; CLIFTRAILS ; Claudia Anton ; Aileen Mitchel ; basham ; bartons ; barbers ; anderson ; Alsops ;

Sent: Friday, February 20, 2004 2:02 PM

Subject: New Clifton Playground

Subject: New Clifton Playground

Hello everyone!

The playground subcommittee has developed a proposed plan for upgrading the playground. The plan includes pictures of the pieces being proposed and a site map. In addition, the plan includes several new benches and trash cans. The plan will be submitted for approval to the Town Council. In preparation for these meetings as well as for fundraising efforts, we will gather census information regarding the number of children in town who might use the playground.

Please contact me with the following information:

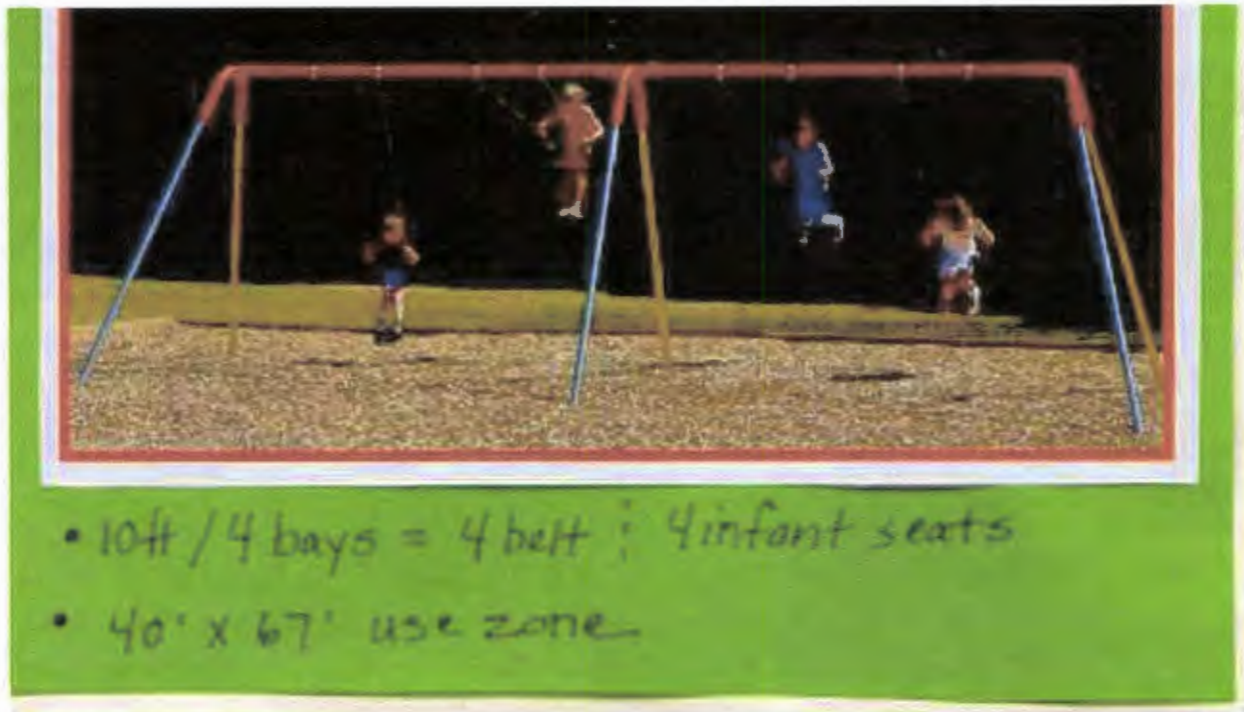
- 1) Is your residence within the "Town Limits".
- 2) Do you have children under the age of 14 and if so, please provide gender and age.
- 3) How often do you and your family currently use the playground equipment?

4) How often do you anticipate using the new equipment?

I am trying to obtain as accurate a count as possible. This information will be getting approvals and fundraising so please get back to me by e-mail or teleph 3/1/04. I'll be doing follow-up calls after that time since I'm sure some of t no longer correct.

Thanks for your time and have a wonderful weekend!

Ester Pline
yipee@earthlink.net

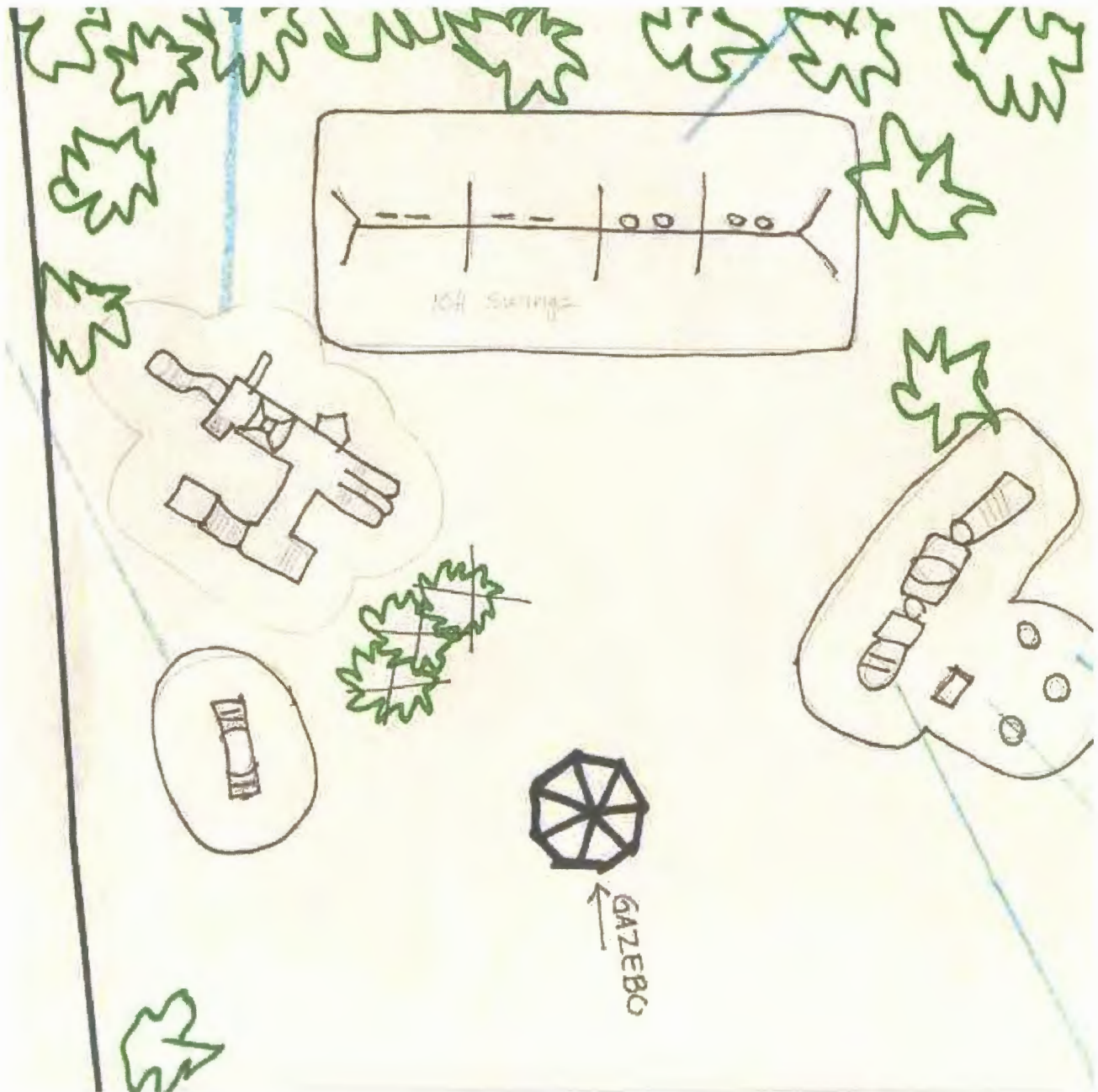


Spring Mates®



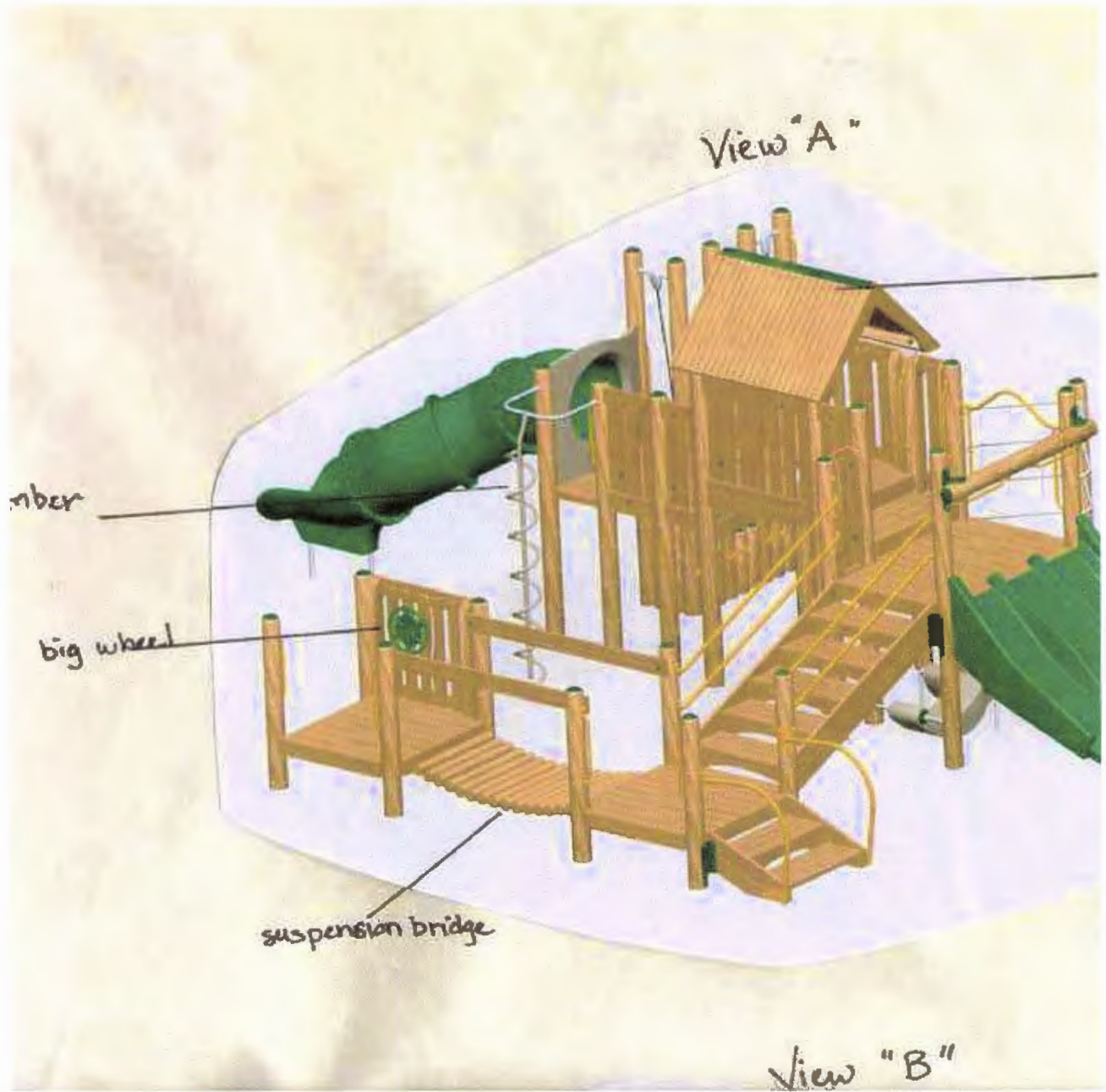
Pony

- 3 ponies
- 7ft use zone










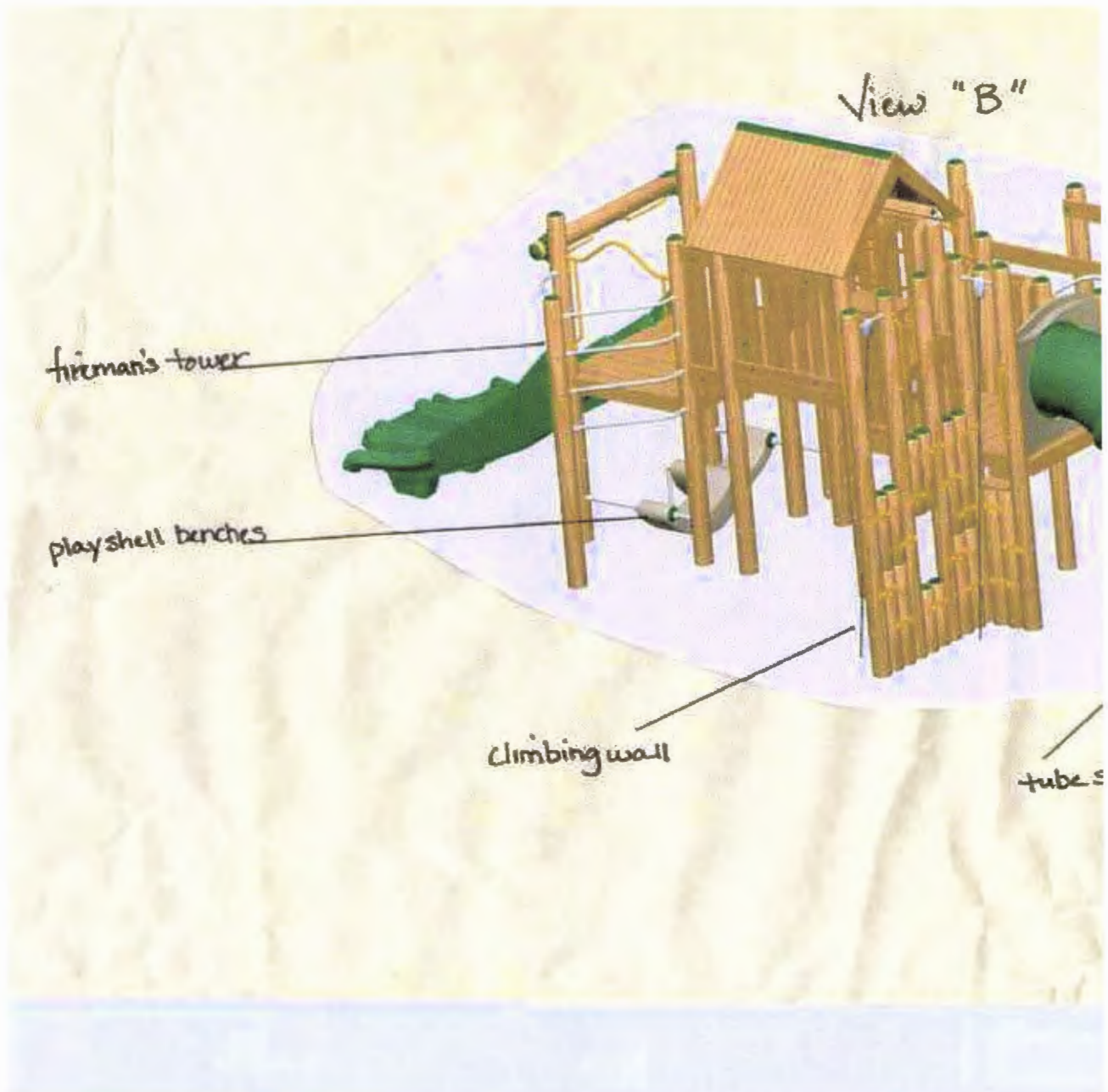


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CLIFTON TOWN COUNCIL MEETING AGENDA

TUESDAY, April 6, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

TOWN COUNCIL MEETING:

Order of business

- ✓ 1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer
3. Reading of communications
- ✓ 4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
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 - D. The Mayor shall enforce this Subsection.
5. Unfinished business
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor
 - Architectural Review Board (ARB)
 - Planning Commission
 - Board of Zoning Appeals (BZA)
8. New business
 - ✓ Change of date for May Town Council meeting *due to Town election: 4/11*
 - Opening of Clifton Farmers' Market on May 2, 2004: Deb Dillard
 - HUD homes update/report
 - ✓ Pump and Haul system presentation *> continuation from last week*
 - Request to display Main Street banner for car event
9. Old business
 - Follow-up on ISTE A funds for land purchase: Gif Hampshire
10. Adjournment

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Minutes
Clifton Town Council Meeting
Tuesday, April 6, 2004
Clifton Town Meeting Hall

Present: Mayor Jim Chesley, Laura Harrington, Bill Hollaway, Wayne Nickum; Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes of March 2, 2004, Town Council meeting. Passed unanimously: Chesley, Arnold, Hollaway, Nickum.
2. Motion made to approve minutes of March 28, 2004, emergency Town Council meetings. Passed unanimously: Chesley, Arnold, Hollaway, Nickum.
3. CBA: Michelle Stein.
 - a. Candidate Forum is scheduled for April 18, 2004, from 7:00-8:30, in Town Meeting Hall. Event will be run by League of Women Voters in a question/answer format.
 - b. April 24, 2004: Town Birthday Dinner (pot luck)
 - c. April 10, 2004: Tree planting behind Bill Watts' property and the Presbyterian Church (9-1 P.M., meet at the CBA Barn)
4. Communications: HUD audit report sent from Federal Government to town
5. Pump and Haul facility presentation from Hazen and Sawyer, continued from March meeting:
 - a. Entrance gate will accommodate turn around room for cars.
 - b. Noise pollution concerns: noise level will be greatly reduced; pump is located deep within tank
 - c. Landscaping plan revised.
 - d. Upon receipt of town special use permit, the application for the facility will go to the county for approval.
 - e. Motion made to restrict construction to Monday through Friday. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
 - f. Town request to make certain that construction personnel know details of town noise ordinance and follow speed limit of 10 mph on Chapel Street. In addition, traffic control measures such as flagmen are to be put into place.
 - g. Residents of Chapel Street should also get timeline schedule of work.
 - h. Approximate length of project will be 35 weeks.
 - i. In the event that these regulations are not followed, the town will revoke use permit and issue a stop work order.

- j. Motion made to approve use permit with above stipulations. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
6. Due to election, date for May Town Council meeting needs to be changed. Motion made to change date to May 11, 2004. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
7. HAZMAT and VDOT will be back in town on April 7, 2004, to scope storm water drains.
8. Request from Custom Cruisers to display banner for their next event over Main and School Streets. Motion made to approve. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
9. Request from Deb Dillard to move Farmers' Market to Ayre Square (where it would be more visible) from Boynton parking lot. Jeff Stein suggested this be given a try to see how it works. Jane Lyon and Heart in Hand need be contacted about proposal.
10. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
11. Motion made to approve town mowing contract with Green Valley Landscaping. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
12. Motion made to enter into executive session to discuss town legal matters. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
13. Motion made to re-enter regular session. Mac Arnold stated that only matters pertaining to legal issues were discussed in executive session. Motion passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
14. Opening of Public Hearing to discuss eight HUD properties, five of which are up for encumbrance. No public comments. Motion made to close hearing. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
15. Larry Helzel spoke about special money market fund dedicated to governmental entities (LGIP) that the town might want to pursue. It was suggested that the Finance Committee review for future town investments.
16. Motion made to approve town attorney fee of \$4000. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
17. Discussion of using ISTEA funds for Northern Virginia Conservancy Trust agreement that will buy back a portion of the Gilliam land (June 24, 2003);

agreement approved with contingencies; purchase price of \$80,000 will be reimbursed to town once contract is submitted to state.

- a. Motion made to approve contract. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
- b. Motion made to okay co-tenancy agreement. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.

18. ARB: no report

19. Planning Commission: no report

20. BZA: no report

21. HUD update: John Eubank; five total properties for month of March

22. Motion made to approve expenditure for fertilization of gazebo park, Ayre Square, old Town Hall property, and triangle. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.

23. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.

①

* April 6, 2004

Present - Chealey, Arnold
Hollaway, Nickum - Gif Hampshire

8 P.M. Harrington

① Motion made to approve March 2, 2004 mtg. } unan.

② " " " " + emerg. } unan.
2 spec. mtgs held on 3/28/04

* Executive Session

Hud

↓

Legal matters

Follow up: HAZMAT

③ Citizens' Remarks

CBA report: M. Stein

- 4/18

Candidate night } not a debate - a forum
question & answer format pot luck

7-8:30

Randy League of Women Voters

- 4/24

6-8 P.M. B'day & dinner

4/10

Tree planting behind Bill Waits' property & the church
9-1 P.M.

[Meet at Barn] for this event

④ Communications:

* Hud Audit Report - sent from Federal Gov't to town
done for the town - Can this be read aloud?

⑤ Unfinished Business

(Kimberly Davis)

Continuation of Pump & Haul system

details



(2)

(a) Entrance gate -
moving turn-around

(b) Noise pollution - noise level
reduced greatly - won't hear
pump (cup within tank)

(c) Landscaping plan > revised from last week

(d) upon receiving of special use permit -
will go to County

Use permit

Stormwater waiver

Pat Hayden: Spoke his concerns about street
when will

Construction work take place (hours each day)
vehicular traffic? # of trucks, etc.

Motion to keep work confined to 14-Fr.

Construction noise ordinance

Make sure construction personnel
know the details of our ordinance
+ speed limit (5 miles per hour)

35 weeks
↓
3 1/4 years

[Review traffic management plan]
Residents of Chapel St. should get time lined
schedule, with no weekend work involved.

Total time for project?

Motion to approve w/ certain stipulations:
No w/h end work Consultation w/

(3)

Contractors /
neighbor concerns /
Construction itinerary
traffic control measures
Compliance w/ town noise ordinance
Signage at both ends of Chapel St.
10 mph / Children at play

plus

Use permit → Building permit

enforcement mechanism? How do we make company comply? revocation of building permit + stop work order

Construction project
Can we ask for help from VDOT

to assist in reduction of
during duration of construction
project

Access to Park via the bridge into Buckley Park

Can this be written into Contract?

Motion passed -
unanimously

(4)

(6) May T.C. Mtg.

May 11, 2004 if available

(7) HAZMAT

4/7/04: will be 11:30 A.M.

VDOT back to proper storm water drains in town

(8) Custom Cruisers ^{event} : Dinner

Main & School

Motion to approve banner -

noise issue mentioned

passed unanimously

bring up again next month

(very, very pretty...)

(9) Deb D: Can market be moved to

open space Ayre Square??

Sunday A.M. (before 12 noon)

Make decision tonight > please!

* Jeff Stein - give it a try for 2 Sundays in a row & see how it goes - assess the situation - but also contact Vin Hand

Mrs. ~~Hand~~ Jane Lynn ask her permission

delay until next month

(10) Motion to authorize
other agent
in accordance w/ announcement -
know.

(Pg 5)

(11) Treasurer's report -
Marygrove B.

- Bal. sheet report
- Profit/Loss report

+ Proposed budget

Balance
Sheet
Budget

Much depends on what
happens w/ HUD money rec'd
to date - until situation is
resolved

Issues:

- (*) Existing \$ we already have
(in investments) from HUD
- (*) If/when we have to pay back
pending what happens

(12) Motion to hold ^{part on} web site
public hearing on proposed 2005 budget
7 P.M. 5/11/04

(13) Motion to approve treasurer's report
w/ stipulation that report
w/ reflect HUD

(14) Rider on form — Bank (according to Brant)
2% annual interest rate;

Send Friday

Kimberly V Davis
Hazen & Sawyer
11242 Wades Mill Rd
Ffx 22030
703 2182034

Pump & Haul

Special
Use Permit

15 Fertilizer ??

16 Motion to approve moving contract -
passed unanimously

17 Legal matters > only T.C. ?
Factual input > Brant + John Eubank

~~Executive
Session~~

HUD ISSUE

↓
Motion
to enter
passed
unanimously

18 Motion to go back
only legal matters discussed -
passed unanimously

Sprint
Mtn
Lake S

19 Public hearing opens
8 properties -
5 encumbrance - any public
Comments; motion to close; unan.

[Institutional Money Markets]

(15) Larry Hetzel - spoke about special Money market fund dedicated to governmental entities (LGIP)

↓ Finance Comm should review for future investments for town of Clifton

(16) Blankenship & Keith
Town Attorney fee: over \$4000.¹²
~~through~~
motion to approve; unanimous

(17) ISTEA funds for No Va Conservancy Trust
Trust - buy back a portion of this land; June 24, 2003
Approve agreement, note contingencies
Gillom Property, Term Agreement Sheet
\$81,000 purchase price
Town to submit contract to State -
request reimbursement

Motion to approve contract } unanimous -
passed

to okay
Contingency agreement } unanimous

(18) ARB - no report (20) BZA : no

(19) Plans " "

(20) HUD Home Update
J. Eubank - report

(98)

5 properties total: March

(21) Jim Harvey on Chestnut Street
Called VDOT about trucks
causing damage to ~~streets~~ Chestnut
St.
↓
report

4 locations:

(22) Fertilizer for gazebo park, Ayre Sp., and
non-natural ??
Iron Hill +
triangle
\$1300.⁰⁰
1st application should be in April, 2004

Motion to approve expenditure -
unanimous

(23) ~~Cliff Fairweather~~ Deer Hunt?
HUD Letter?
Copy to Michelle?

Ajimer

Baker, Eubank

Motion

legal matters
concerning the form



**FAIRFAX
COUNTY**

*Wastewater Collection Division
The Robert P. McMath Facility
6000 Freds Oak Road
Burke, Virginia 22015
Telephone: 703-250-2700
Fax: 703-250-7632*

V I R G I N I A

March 8, 2004

Honorable James C. Chesley, Mayor
Town of Clifton
P. O. Box 309
Clifton, Virginia 20124

Post-it® Fax Note	7671	Date	3/10/04	# of pages	2
To	CRAIG BENSON		From	SAM SHANK	
Co./Dept.	HAZEN & SAWYER		Co.	DRAVES / WOOD	
Phone #	703-267-2740		Phone #	703-239-8466	
Fax #	703-218-2040		Fax #	703-250-7632	

Subject: Clifton Pump and Haul Facility

Dear Mayor Chesley:

Please find below our response to various citizen's comments and concerns about the subject facility which were expressed in the public meeting on March 2, 2004.

• **Entrance Gate:**

As indicated in my response during the meeting, we do not plan to relocate the gate from its current location.

• **Noise Pollution:**

Again, as explained during the meeting, the new larger pumps will eliminate the use of truck-mounted pump which is sometime used to accelerate the sewage pumping from the underground tank. This should eliminate the noise pollution caused by the latter operation.

• **Additional Tree(s):**

As suggested, we will plant one or two more trees at the northeast corner to provide additional coverage of the motor control shed. As indicated in the meeting, we believe that the shed will be adequately covered after the trees mature.

• **Outside Electric Outlets:**

As requested, we will provide four 20-Amp electric outlets which will be enclosed in a box outside the shed.

Page Two

- **Suspension of Construction on Special Day:**

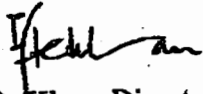
We plan to include a clause in the contract documents that all construction activity will be coordinated with your office and construction will be suspended on certain specific dates. Please provide a list of such dates to be included in the contract documents.

- **Pump and Haul Stoppage Once a Week:**

We have reviewed this request, but regret to inform you that in the best interest of the Town we cannot accommodate this suggestion. The additional capacity in the new storage tank is provided as a safety factor in case of inclement weather and extended power failure and suspension of pump and haul operation, which was not considered while planning for the proposed facility, can result in sewage septicity, excessive tanker truck traffic on the day after the suspension, and sewage overflows.

We request your approval of the subject project in the next Town Council meeting so that we can prepare the final bid documents. Thank you very much for your cooperative and should there be any further questions or comments, please contact met at 703-250-2700.

Very Truly Yours,



Ifty Khan, Director

cc: Bruce Pierstorff, Vice President, Hazen and Sawyer
Thomas J. McFadden, Chief, Pumping Stations Branch, Wastewater Collection Division
WCD File

**P & H Landscaping
7560 Dunquin Court
Clifton, VA 20124
571-221-9782**

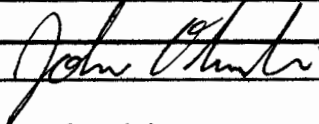
April 2, 2004

Name: Ayre Square (Bill Hollaway)
Street: 12714 Chestnut St Box 29
City, State, Zip Code: Clifton, VA 20124
Phone #: 202-371-7819

April - Apply Crabgrass pre-emergence (10-6-4)	\$37.00
May- Apply Fertilizer (10-10-10)	\$20.00

We propose to furnish materials and labor-Complete in accordance with the above specifications for the sum of **fifty seven dollars**.
Payments to be made as follows: **Upon Completion of each application.**

Authorized Signature: P & H Landscaping



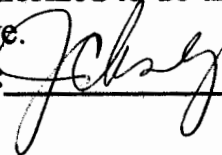
Changes-any changes from the above specifications involving extra costs of materials or labor will only be executed upon written order and price quotes.

A finance charge of 1 ½% per month which is an 18% annual percentage rate will be charged after 30 days. The customer agrees to pay all expenses in collecting unpaid bills, including attorney's fees of 30% in the event the work is not paid for.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 4/6/04

Signature: John Hunter



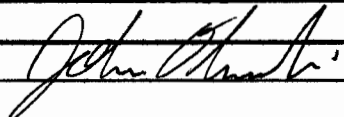
**P & H Landscaping
7560 Dunquin Court
Clifton, VA 20124
571-221-9782**

April 2, 2004

Name: Children's Playground Park (Bill Hollaway).
Street: 12714 Chestnut St Box 29.
City, State, Zip Code: Clifton, VA 20124.
Phone #: 202-371-7819

April – Apply 240 lbs. Crabgrass pre-emergence (10-6-4)	\$240.00
May- Apply 600 lbs. Fertilizer (10-10-10)	\$190.00

We propose to furnish materials and labor-Complete in accordance with the above specifications for the sum of **four hundred thirty dollars.**
Payments to be made as follows: **Upon Completion of each application.**

Authorized Signature: P & H Landscaping _____


Changes-any changes from the above specifications involving extra costs of materials or labor will only be executed upon written order and price quotes.

A finance charge of 1 ½% per month which is an 18% annual percentage rate will be charged after 30 days. The customer agrees to pay all expenses in collecting unpaid bills, including attorney's fees of 30% in the event the work is not paid for.

Acceptance of Proposal – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ **Signature:** _____

**P & H Landscaping
7560 Dunquin Court
Clifton, VA 20124
571-221-9782**

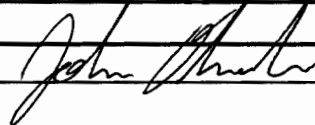
April 2, 2004

Name: Town Hall (Bill Hollaway).
Street: 12714 Chestnut St Box 29.
City, State, Zip Code: Clifton, VA 20124.
Phone #: 202-371-7819

April – Apply Crabgrass pre-emergence (10-6-4)	\$90.00
May- Apply Fertilizer (10-10-10)	\$60.00

We propose to furnish materials and labor-Complete in accordance with the above specifications for the sum of **one hundred fifty dollars,**
Payments to be made as follows: **Upon Completion of each application.**

Authorized Signature: P & H Landscaping



Changes-any changes from the above specifications involving extra costs of materials or labor will only be executed upon written order and price quotes.

A finance charge of 1 ½% per month which is an 18% annual percentage rate will be charged after 30 days. The customer agrees to pay all expenses in collecting unpaid bills, including attorney's fees of 30% in the event the work is not paid for.

Acceptance of Proposal – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

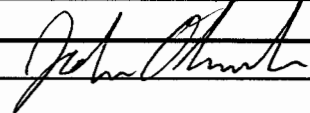
**P & H Landscaping
7560 Dunquin Court
Clifton, VA 20124
571-221-9782**

April 2, 2004

Name: Triangle Area (Bill Hollaway).
Street: 12714 Chestnut St Box 29.
City, State, Zip Code: Clifton, VA 20124.
Phone #: 202-371-7819

April – Apply Crabgrass pre-emergence (10-6-4)	\$35.00
May- Apply Fertilizer (10-10-10)	\$18.00

We propose to furnish materials and labor-Complete in accordance with the above specifications for the sum of **fifty three dollars**.
Payments to be made as follows: **Upon Completion of each application**.

Authorized Signature: P & H Landscaping 

Changes-any changes from the above specifications involving extra costs of materials or labor will only be executed upon written order and price quotes.

A finance charge of 1 ½% per month which is an 18% annual percentage rate will be charged after 30 days. The customer agrees to pay all expenses in collecting unpaid bills, including attorney's fees of 30% in the event the work is not paid for.

Acceptance of Proposal – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

**P & H Landscaping
7560 Dunquin Court
Clifton, VA 20124
571-221-9782**

April 2, 2004

Name: Children's Playground Park (Bill Hollaway).
Street: 12714 Chestnut St Box 29.
City, State, Zip Code: Clifton, VA 20124.
Phone #: 202-371-7819

September – Apply 600 lbs. Fertilizer (10-10-10)	\$190.00
October – Apply 600 lbs. Fertilizer (10-10-10)	\$190.00

We propose to furnish materials and labor-Complete in accordance with the above specifications for the sum of **three hundred eighty dollars.**
Payments to be made as follows: **Upon Completion of each application.**

Authorized Signature: P & H Landscaping _____

Changes-any changes from the above specifications involving extra costs of materials or labor will only be executed upon written order and price quotes.

A finance charge of 1 ½% per month which is an 18% annual percentage rate will be charged after 30 days. The customer agrees to pay all expenses in collecting unpaid bills, including attorney's fees of 30% in the event the work is not paid for.

Acceptance of Proposal – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ **Signature:** _____

**P & H Landscaping
7560 Dunquin Court
Clifton, VA 20124
571-221-9782**

April 2, 2004

Name: Town Hall (Bill Hollaway)
Street: 12714 Chestnut St Box 29
City, State, Zip Code: Clifton, VA 20124
Phone #: 202-371-7819

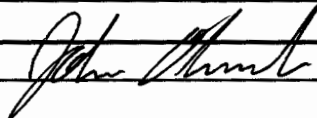
September – Apply Fertilizer (10-10-10) **\$60.00**

October – Apply Fertilizer (10-10-10) **\$60.00**

We propose to furnish materials and labor-Complete in accordance with the above specifications for the sum of **one hundred twenty dollars**,

Payments to be made as follows: **Upon Completion of each application**.

Authorized Signature: P & H Landscaping



Changes-any changes from the above specifications involving extra costs of materials or labor will only be executed upon written order and price quotes.

A finance charge of 1 ½% per month which is an 18% annual percentage rate will be charged after 30 days. The customer agrees to pay all expenses in collecting unpaid bills, including attorney's fees of 30% in the event the work is not paid for.

Acceptance of Proposal – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ **Signature:** _____

**P & H Landscaping
7560 Dunquin Court
Clifton, VA 20124
571-221-9782**

April 2, 2004

Name: Triangle Area (Bill Hollaway).
Street: 12714 Chestnut St Box 29.
City, State, Zip Code: Clifton, VA 20124.
Phone #: 202-371-7819

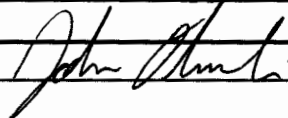
September – Apply Fertilizer (10-10-10) \$18.00

October – Apply Fertilizer (10-10-10) \$18.00

We propose to furnish materials and labor-Complete in accordance with the above specifications for the sum of **thirty six dollars**,

Payments to be made as follows: **Upon Completion of each application.**

Authorized Signature: P & H Landscaping



Changes-any changes from the above specifications involving extra costs of materials or labor will only be executed upon written order and price quotes.

A finance charge of 1 ½% per month which is an 18% annual percentage rate will be charged after 30 days. The customer agrees to pay all expenses in collecting unpaid bills, including attorney's fees of 30% in the event the work is not paid for.

Acceptance of Proposal – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ **Signature:** _____

GREEN VALLEY LANDSCAPING

PO Box 220431
Chantilly, VA 20151
(703) 729-3994

LAWN MAINTENANCE CONTRACT 2004

Customer Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: () _____ Work Phone: () _____

Description of work to be perform

Lawn Maintenance - each visit includes mowing front & back, trimming, edging [Where applicable], blowing and clean up. In the spring, the lawn shall be mowed every 7-10 days depending on the growth rate of lawn and the weather conditions at the time. During the summer, the lawn shall be mowed every 7 days on the aforementioned conditions. Green Valley Landscaping sharpens their blades daily and adjusts the height of the blades appropriately for the season. Futhmore, Green Valley Landscaping alternates the directions of the cut each visit insures a healthier lawn.

Everything
Price per visit \$ 150 each time

_____ Monthly Invoice (net10)

Acceptance of contract

Customer signature:  date 4/6/04

What is the LGIP?

The LGIP is a special purpose state-administered investment pool offered to public entities for the investment of public funds. Statutory authority is granted by the Code of Virginia "Local Government Investment Pool Act".

Who manages the LGIP?

The Investment Division of the Virginia Department of the Treasury manages the LGIP.

Who can invest in the LGIP?

Treasurers or any other person collecting, disbursing, or otherwise handling public funds.

What are the permitted investments for the LGIP portfolio?

The Treasury Board of the Commonwealth sets the LGIP investment policy. The policy adheres to the requirements of the Code of Virginia "Investment of Public Funds Act" with the Treasury Board imposing further limits and restrictions.

Permitted investments include U.S. government obligations, repurchase agreements, certificates of deposit, banker's acceptances, commercial paper, short-term corporate notes, and short-term taxable municipal obligations. Please refer to the "Investment Policy and Guidelines" section of the LGIP Investment Circular for a complete description and credit quality requirement.

What are the LGIP investment objectives?

The LGIP investment objectives in priority order are safety, liquidity, and return. The LGIP is managed similar to a money market fund and in compliance with Statement No. 31 of the Governmental Accounting Standards Board definition of "2a-7 like pools". Performance benchmarks include Money Fund Report Institutional monthly averages and the 3-mo U.S.-Treasury Bill secondary market monthly yield from the Federal Reserve Statistical Release H.15.

How do I open an account?

Opening an account with the LGIP requires submission of a properly completed application signed by the public official responsible for the funds. Applications are available on the LGIP web site at <http://www.trs.state.va.us/lqip/lqip.asp> or telephone us at 800-643-7800 to request a packet of information. The completed application should be mailed to:

**LGIP
C/O Treasurer of VirginiaCash Management and Investments
P.O. Box 1879
Richmond, VA 23218-1879**

Accounts can be opened via fax, but an original copy of the application must be on file before withdrawal requests can be honored.

Is there a minimum opening investment balance?

Yes. The LGIP requires an opening deposit of \$1,000. A balance of \$1 is required to keep an account open.

How many accounts can I open?

There is no set limit. However, a separate application must be completed for each individual account.

How do I send funds to the LGIP?

By Wire: This is the preferred method of sending funds to the LGIP. To receive same day credit for your funds you must notify LGIP staff by 10:00 a.m. that you plan to wire funds that day. LGIP staff can be reached at (800) 643-7800 or (804) 225-3166. Wire instructions are:

ABA #0260-0959-3
For credit to LGIP
Account #00000-2236801
FBO: Your Account Name
LGIP Fund Number

By Mail: Checks must be payable to the LGIP and drawn on the account named on the application. Third party checks are not acceptable. When sending a check be sure to include the LGIP Fund Number to be credited. Checks sent by mail will delay credit to your account and the anticipated loss in earnings should be compared with the cost of a wire. Checks should be mailed as follows:

Direct Deposit: Arrangements can be made for EDI transfers from the Commonwealth of Virginia to be directly invested into your LGIP account. Your account will automatically receive credit on the transfer date and the normal telephone advice to the LGIP is not required. Additional information may be obtained by calling the LGIP or by visiting the Department of Accounts online at www.doa.state.va.us

How can I withdraw funds from my LGIP account?

To withdraw funds advise LGIP staff of your transaction by 10:00 a.m. Requests received after 10:00 a.m. will be processed the next business day. Withdrawal requests can only be accepted from authorized callers listed on the application. The funds will be wired per the application instructions.

Is there a minimum transaction amount?

No, but we do want to remind you that the LGIP does incur fees associated with wires. You may also incur fees from your financial institution.

Is there a limit to the number of transactions I can do in one day?

No.

What fee does the LGIP charge?

The LGIP management fee is totally transparent to participants. A six-basis point management fee is deducted from the daily earnings rate prior to calculating participants' daily dividends. On an annual basis, the fee for each \$1,000 invested in the LGIP is \$0.60. All yields quoted to participants are net of the fee.

What is the difference between the average yield and effective yield?

The average yield is the simple average of the daily yields for the current month. The effective yield reflects compounding, which assumes monthly dividends are reinvested at the current rate throughout a twelve-month period.

When are the statements mailed?

The statements are printed and mailed from Boston no later than the fifth business day of each month.

Can I consolidate accounts on a single statement?

Yes. Individual accounts can be consolidated on the same statement. The statement will have summary information as well as individual account information.

When is Interest Credited To My Account?

Interest is posted to accounts on the last business day of each month.

5-YEAR AVERAGE ANNUALIZED YIELD COMPARISONS

Fiscal Year	<u>LGIP</u>	91-Day T-Bill ¹	All Taxable Institutional MMFs ²
2003	1.50%	1.32%	1.11%
2002	2.66%	2.17%	2.11%
2001	5.91%	5.27%	5.45%
2000	5.71%	5.38%	5.25%
1999	5.20%	4.59%	4.74%
5-Year Average	4.20%	3.75%	3.73%

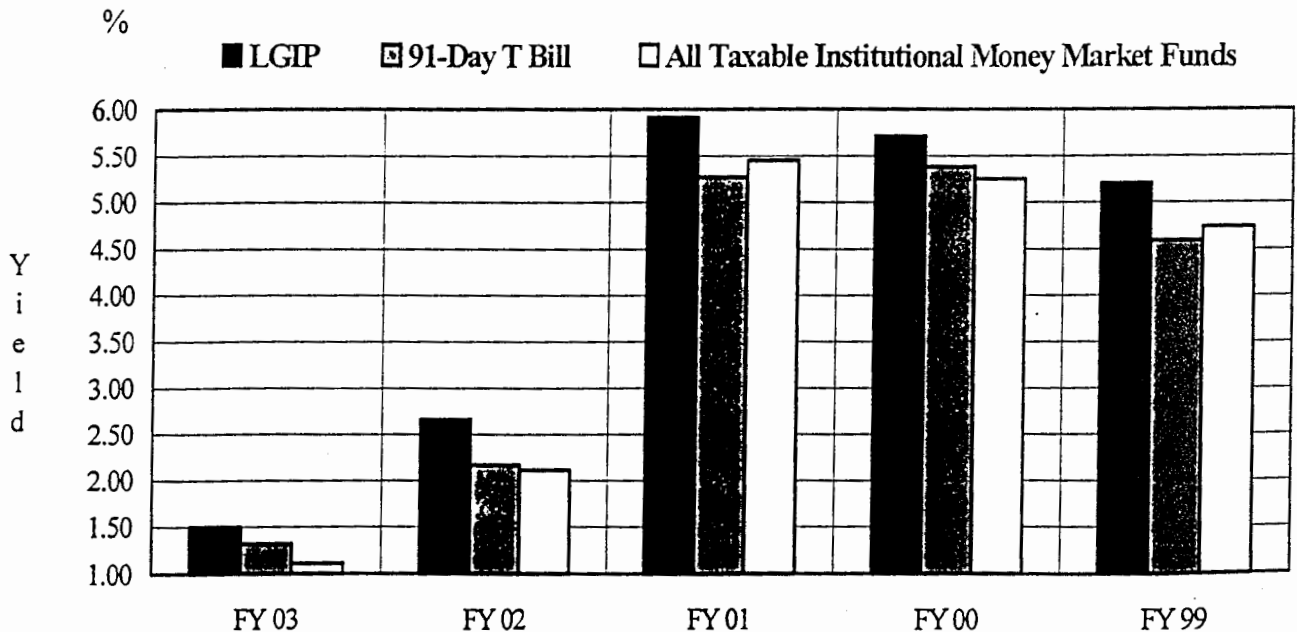
¹Average US Govt. Bond Equivalent Yields for the secondary market calculated from the monthly Federal Reserve H.15 Release.

²Average monthly "Total Institutions-Only Average" Yields reported by iMoneyNet, Inc.

The monthly reinvestment of dividends results in an **effective yield** for each period as follows:

<u>LGIP</u>	<u>Effective Yield</u>
FY 03	1.51%
FY 02	2.70%
FY 01	6.07%
FY 00	5.86%
FY 99	5.32%

5-YEAR YIELD COMPARISON



1. The portfolio will be diversified with not more than 5% of the value of the LGIP assets invested in the securities of any single issuer. This limitation shall not apply to securities of the U. S. Government or agency thereof, government sponsored corporation securities, or fully insured and/or collateralized certificates of deposit.
2. The maximum percentage of the portfolio permitted in each eligible asset category is as follows:

U. S. Treasury and Agency Securities	100% maximum
Repurchase Agreements.....	50% maximum
Bankers Acceptances, Negotiable Certificates of Deposit and/or Negotiable Bank Deposit Notes	40% maximum
Commercial Paper.....	35% maximum
Non-Negotiable Certificates of Deposit.....	25% maximum
Corporate Notes and Bank Notes.....	25% maximum
Taxable Municipal Obligations.....	10% maximum

MATURITY LIMITATIONS

The average dollar weighted maturity for the LGIP portfolio may not exceed 90 days, and the final maturity of any individual security may not exceed 397 days from the time of purchase.

AMORTIZED COST VS MARKET-BASED VALUATION

The LGIP shall strive to maintain a stable asset value per share of \$1.00 using the amortized cost method of valuation. If the LGIP's current market-based net asset value per share should deviate from its amortized cost price per share by an amount exceeding ½ of 1 percent, the State Treasurer, Chairman of the Treasury Board, shall assess the situation and determine what action, if any, is in the best interest of the LGIP and its participants.

SECURITIES LENDING

The LGIP will be permitted to participate in the Department of the Treasury securities lending program pursuant to the current policy and guidelines adopted by the Treasury Board.

REPORTING

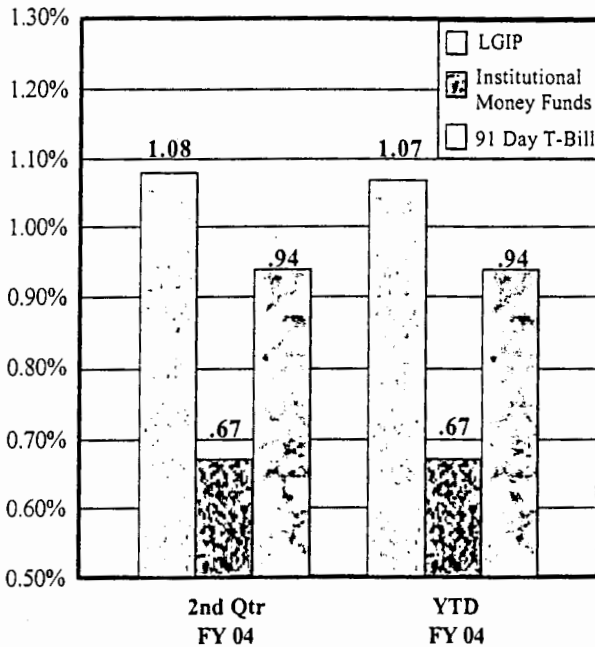
Summary investment information, including a copy of the LGIP investment portfolio at current market, is reported to the Treasury Board on a monthly basis. Additional information will be provided if deemed appropriate or if requested.



COMMONWEALTH OF VIRGINIA
Department of the Treasury
Jody M. Wagner, State Treasurer
P. O. Box 1879
Richmond, Virginia 23218
Toll-Free (800) 643-7800
Phone (804) 225-3166
Fax (804) 225-3478

Participant Newsletter December 31, 2003

Yield Comparison



Investment Guidelines Compliance (12-31-03):

	<u>Actual</u>	<u>Max.</u>
•Diversification:		
U. S. Treasury/Agency	29%	100%
Repurchase Agreements	3%	50%
Negotiable CDs & BAS	23%	40%
Non-Negotiable CDs	2%	25%
Commercial Paper	23%	35%
Corporate & Bank Notes	20%	25%
•Maturity Limitations:		
Average Days to Maturity		74 days
Average Maturity May Not Exceed		90 days

Monthly Statistics:

- Avg NAV: \$2,275,719,000
- Active Accounts: 836
- Simple Yield: 1.09%
- Effective Yield: 1.10%

Quarterly Performance:

	<u>2nd Qtr</u>	<u>YTD</u>
	<u>FY 04</u>	<u>FY 04</u>
•Average Yield:		
LGIP	1.08%	1.07%
Institutional Money Funds*	0.67%	0.67%
91 Day T-Bill	0.94%	0.94%

*Consist of 613 institutional money market funds totaling \$949.8 billion as reported by IBC/Donoghue as of 12-31-2003.

News of Interest:

Looking back on 2003, financial markets performed significantly better than originally anticipated. Equity markets had a stellar year with both the DOW and S&P appreciating 25% and 26% respectively and the NASDAQ increasing 50%. Corporate bonds benefited from spreads narrowing close to all-time lows. Inflation remained quite low at less than 2% even though the economy began to grow at a brisk pace during the second half of the year. Short-term interest rates remained at 50 year lows.

During the year the federal funds rate was lowered once from 1.25% to 1.00% and has stayed at that level since June. As we look forward to 2004 it appears the Fed may continue to maintain the low funds rate and an accommodative monetary policy. The current drivers that permit this environment are low inflation, excess capacity, a weak labor market, and continued high levels of uncertainty from numerous directions. This scenario permits the Fed to be reactive rather than preemptive.

Unfortunately for those who depend on short-term interest rates to generate revenue, most economists are listening to the Fed message and forecasting a 1.00% federal funds rate for most of 2004. The yield curve may be steep with a slope of 400 basis points, but the yield on securities with maturities of several years or less is significantly impacted by the federal funds rate, the perceived length of time before the rate changes, and the

magnitude of anticipated changes. Low yields accompanied by an economy that is rebounding does not offer a very attractive risk/reward environment for extending maturities.

In this environment we have been increasing our allocation to floating rate securities. We perceive the risk of lower rates is minimal and we will be in a position to benefit from higher rates if they materialize. Also, this year-end was unlike many previous years when rates spiked, which led us to purchase longer dated securities rather than January maturities. This has worked to our advantage as the market has rallied since year-end and we do not have the usual large amount of January maturities requiring reinvestment. The bottom line is that the LGIP yield has averaged 1.09% for several months and will most likely continue at that level for the foreseeable future.

We appreciated the opportunity to meet the newly elected treasurers at the Compensation Board's Educational Workshop. We are always excited to discuss the LGIP, as we believe that it is an excellent cash management tool and can add value to the public funds investors overall investment program. Also, we are in the process of updating our database. Everyone should have received a copy of the information that we have on file for their account. Please verify and update this information and return a signed copy of the form or a new application if there are significant changes. Thank you for your help with this update.

**Town of Clifton
Proposed Budget Changes
Fiscal Year 2004 to 2005**

April 2004 Drafted FY05 Budget

Projected 2005 rough draft

<u>REVENUES:</u>	<u>FY2004</u>	<u>FY2004</u>	<u>Proposed Change</u>		
			<u>Amount</u>	<u>%</u>	
Federal Grants - Land	96,000	96,000	-	0%	
Town Match - Land	12,000	12,000	-	0%	
CBA Match - Land	12,000	12,000	-	0%	
Total Land Grant	120,000	120,000	-	0%	
Federal Trans. Project - Trails	36,192	36,192	-	0%	
Town Match - Trails	-	-	-	-	
Town Inkind - Trails	4,524	4,524	-	0%	
CBA match - Trails	4,524	4,524	-	0%	
Total Trails Grant:	45,240	45,240	-	0%	
TOTAL FEDERAL GRANTS:	165,240	165,240	-	0%	
Fire Programs Grant	6,000	6,000	-	0%	
TOTAL STATE GRANTS:	6,000	6,000	-	0%	
HUD Homes Project Income:	100,000	100,000	-	100%	
Taxes & Permits Revenues:					
Sales Tax	15,000	15,000	-	0%	
BPOL Tax	15,000	15,000	-	0%	
Utility Consumption Tax	1,116	1,116	-	0%	
Motor Vehicle Tags	4,713	4,713	-	0%	
No. Va. Cigarette Tax	1,800	1,800	-	0%	
Use Permits	1,000	1,000	-	0%	
PC Subdivision Permits	1,500	1,500	-	0%	
ABC Profits	840	840	-	0%	
ARB Permits	120	120	-	0%	
Railroad Tax	1,504	1,504	-	0%	
TOTAL TAX & PERMITS:	42,593	42,593	-	0%	
Community Hall Revenues:					
Community Hall Rentals	12,420	14,291	1,871	15%	<i>Based upon YTD annualized All collected through rent</i>
Community Hall Donations	4,600	-	(4,600)	-100%	
Community Hall Parties	-	-	-	-	
TOTAL C.H. REVENUES:	17,020	14,291	(2,729)	-16%	
Other Revenues:					
Caboose Revenues					
Interest Income	645	1,111	466	72%	
Car Show Income	-	-	-	-	
Haunted Trail Event	6,000	6,000	-	0%	
Clifton Day Revenues	1,000	1,000	-	0%	
Homes Tour	2,200	2,200	-	0%	
Farmers' Market Income	600	700	100	17%	
Park Rental	400	400	-	0%	
Special Revenue: Litter Control Grant	1,100	1,100	-	0%	
CIF - Contributions	-	-	-	-	
Other Income	-	-	-	-	
TOTAL OTHER REVENUE:	11,945	12,511	566	5%	
TOTAL PROPOSED REVENUES:	342,798	340,635	(2,163)	-0.6%	

Town of Clifton
Proposed Budget Changes
Fiscal Year 2004 to 2005

April 2004 Drafted FY05 Budget

	FY2004	FY2004 ²⁰⁰⁵	Proposed Change Amount	%	
EXPENSES:					
Payroll Expenses:					<i>TC Suggested Increase:</i>
Town Clerk Salary	4,500	6,000	1,500	33%	20%
Town Treasurer Salary - increased volume	4,500	6,000	1,500	33%	
Payroll Taxes	-	-	-	#DIV/0!	
Payroll Miscellaneous	-	-	-	-	
TOTAL PAYROLL EXPENSES:	9,000	12,000	3,000	33%	
CONTRACTUAL EXPENSES:					
					<i>Proposed Increase:</i>
Insurance	3,440	3,612	172	5%	5%
Town Government:					
ARB Expenses	525	551	26	5%	
BZA Expenses	-	-	-	-	
Planning Commission Expenses	1,575	1,654	79	5%	
TOTAL TOWN GOVERNMENT:	2,100	2,205	105	5%	
Professional Fees:					
Accounting - Multi Year Audit Review	1,313	3,600	2,287	174%	
Legal Fees	6,000	6,000	-	0%	<i>TC Suggested Increase</i>
Special Council	11,500	11,500	-	0%	
TOTAL PROFESSIONAL FEES:	18,813	21,100	2,287	12%	
Rental Expenses:					
Railroad Siding Rental	840	882	42	5%	
Ayre Square Rental	525	551	26	5%	
TOTAL RENTAL EXPENSES:	1,365	1,433	68	5%	
Town Maintenance Expenses:					
Beautification Committee	2,500	2,500	-	0%	
Grounds Maintenance	4,000	4,000	-	0%	\$500 tree work FY04?
Town Hall Maintenance - Structural Improvements	10,500	10,500	-	0%	\$500 tree work FY04?
Ayre Square Maintenance	-	-	-	-	
RR Siding/Caboose Maintenance	-	-	-	-	
TOTAL TOWN MAINTENANCE EXPENSES:	17,000	17,000	-	0%	
Town Services:					
Elections	700	-	(700)	100%	
Fire Hall Tree Watering	-	-	-	-	
Fire Program - Pass through to FCFD	6,000	6,000	-	0%	
Grass Mowing	3,675	3,859	184	5%	
Trash Collections	1,777	1,866	89	5%	
TOTAL TOWN SERVICE EXPENSES:	12,152	11,725	(427)	-4%	
Utility Expenses:					
Utilities - Gas and Electric	2,625	2,756	131	5%	
Utilities - Water and Sewer	315	331	16	5%	
TOTAL UTILITIES:	2,940	3,087	147	5%	
Dues & Subscriptions:					
Va Municipal League	326	342	16	5%	
Other Dues & Subscriptions	221	232	11	5%	
TOTAL DUES & SUBSCRIPTIONS:	547	574	27	5%	
Caboose Expenses:					
Caboose Equipment	-	-	-	-	
Caboose Electric	315	331	16	5%	
Caboose Gas	315	331	16	5%	
Caboose Maintenance - Painting	2,500	2,500	-	0%	
TOTAL CABOOSE EXPENSES:	3,130	3,162	32	1%	

**Town of Clifton
Proposed Budget Changes
Fiscal Year 2004 to 2005**

April 2004 Drafted FY05 Budget

	<u>FY2004</u>	<u>FY2004</u>	<u>Proposed Change</u>	<u>%</u>	
			<u>Amount</u>		
Community Hall Expenses:					
Community Hall Insurance	-	-	-		
Community Hall Trash Collection	-	-	-		
Community Hall Equipment	2,000	2,000	-	0%	
Community Hall General Maintenance	3,045	3,197	152	5%	
Community Hall Cleaning	1,890	1,985	95	5%	
Community Hall Floors - cleaning &/or carpets	2,520	2,646	126	5%	
Community Hall Electric	10,107	10,612	505	5%	
Community Hall Mgt Fee - 20% C.H. Rentals & Use Donations	3,404	2,858	(546)	-16%	
TOTAL COMMUNITY HALL EXPENSES:	22,966	23,298	332	1%	
Other Contractual Expenses:					
Legal Advertising	1,050	1,103	53	5%	
Printing & Publication	630	662	32	5%	
Mayoral Reimbursement	1,890	1,985	95	5%	
Clifton Day Expenses	998	1,048	50	5%	
Homes Tour Expense	630	662	32	5%	
Car Show Expense	-	-	-	#DIV/0!	
Farmers' Market Expense	600	600	-	0%	
Haunted Trails Event	2,100	2,205	105	5%	
Summer in the Parks Event	500	500	-	100%	
Miscellaneous Contractual Expenses	5,250	5,513	263	5%	
TOTAL OTHER CONTRACTUAL EXPENSES:	13,648	14,275	627	5%	
TOTAL CONTRACTUAL EXPENSES:	98,101	101,471	3,370	3%	
COMMODITIES EXPENSES:					
Equipment Disposition	-	-	-		
Calendars & Posters Expense	-	-	-		
Copies <i>Copier Machine</i>	315	3,331	3,016	957%	<i>Add on item</i>
Postage & Delivery	454	477	23	5%	
Computer Supplies	1,260	1,323	63	5%	
Office Supplies	945	992	47	5%	
License Plates	578	607	29	5%	
Miscellaneous Commodities	1,050	1,103	53	5%	
TOTAL COMMODITIES EXPENSES:	4,602	7,832	3,230	70%	
CIF Expenses:					
CIF Playground	1,000	10,000	9,000	900%	
CIF Miscellaneous <i>Replace street signs</i>	1,000	2,500	1,500	150%	
CIF Land Purchase	-	-	-		
CIF - <i>Underground Utility</i>	10,000	150,000	140,000	100%	<i>Add on item.</i>
TOTAL CIF IMPROVEMENTS:	12,000	162,500	150,500	1254%	
S.R. Litter Control Expense					
	1,100	1,100	-	0%	
HUD Homes Reserve for Unexpected Expenses:					
	100,000	200,000	100,000	100%	<i>Increase fund</i>
HUD Homes Reserve for CH CIF Improvements:					
	10,000	10,000	-	100%	
TOTAL HUD HOMES RESERVES:	110,000	210,000	100,000	100%	
Federal Project:					
Trans. Project - Land	120,000	120,000	-	0%	
Trans. Project - Trails	40,716	40,716	-	0%	
Trans. Project- <i>Inkind Services</i>	4,524	4,524	-	0%	
TOTAL FEDERAL TRANSPORTATION PROJECT:	165,240	165,240	-	0%	
TOTAL PROPOSED EXPENDITURES:	400,043	660,144	260,101	65%	
NET INCOME:	(57,245)	(319,509)	(262,264)	458%	

Legal fees \$8000.00

**Town of Clifton
 Balance Sheet
 As of April 6, 2004**

	<u>Apr 6, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	2,991.09
Investments	
Clifton Heights Escrow	5,455.60
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Other	1,025.00
Total Playground Reserve Fund	12,487.68
Investments - Other	391,558.50
Total Investments	409,501.78
Total Checking/Savings	412,492.87
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	224.58
Sales Tax Receivable	2,697.14
Accounts Receivable - Other	1,508.11
Total Accounts Receivable	4,429.83
Total Accounts Receivable	4,429.83
Total Current Assets	416,922.70
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	113,469.06
Total Fixed Assets	223,837.59
Total Fixed Assets	223,837.59
Other Assets	
Other Asset	
Prepaid Expenses	136.00
Prepaid Insurance	661.11
Total Other Asset	797.11
Total Other Assets	797.11
TOTAL ASSETS	641,557.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	456.21
Total Accounts Payable	456.21
Other Current Liabilities	
Escrow for PC -Clifton Heights	5,455.60
Total Other Current Liabilities	5,455.60
Total Current Liabilities	5,911.81
Total Liabilities	5,911.81

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04/06/04
Accrual Basis

Town of Clifton
Balance Sheet
As of April 6, 2004

	<u>Apr 6, 04</u>
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,769.83
Retained Earnings	161,404.20
Net Income	231,569.88
Total Equity	<u>635,645.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>641,557.40</u></u>

THE Journal NEWSPAPERS

PROOF OF PUBLICATION

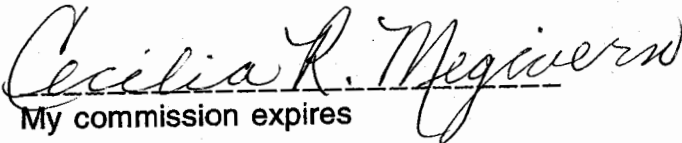
I, James McDonald Publisher of the Northern Virginia Journal, a newspaper in the area of Northern Virginia, published in the English language, and having a bona fide list of paid subscribers located in the Northern Virginia area, and entered in a newspaper of record according to the Laws and Regulations of the United States of America for 52 successive weeks or more prior to the issue of 03/26/04, certify that the notice of APRIL 6TH HEARING

for
TOWN OF CLIFTON
attached hereto has been published on 03/26/2004.



James McDonald

Sworn to and subscribed before me this 26th day of March, 2004.



My commission expires

My Commission Expires May 31, 2007

Ad number: 11507301
End date : 03/26/2004
03/26/2004
TOWN OF CLIFTON

NOTICE OF PUBLIC HEARING

Pursuant to Sec. 15.2-1800.B. of the Code of Virginia (1950, as amended), please take notice that the Town Council of the Town of Clifton, Virginia (the "Town"), will conduct a public hearing regarding the proposed encumbering and sales of certain real properties owned by the Town or expected to be acquired by the Town within the next 30 days, having the locations, maximum loan amounts and minimum sales prices specified below:

Property Address				Maximum Loan Amount and Minimum Sales Price	
3445	Glover Meadows Dr	Chesapeake	VA	23321	\$61,000
1109	New Land Avenue	Virginia Beach	VA	23453	114,000
501	D-Street	Chesapeake	VA	23324	108,000
8340	Old Cavalry Drive	Mechanicsville	VA	23111	169,000
906	Farnley Court	Richmond	VA	23223	157,000
629	Red Horse Lane	Virginia Beach	VA	23462	70,000
3728	Sugar Creek Circle	Portsmouth	VA	23763	55,000
3832	Broadgate Drive	Richmond	VA	23223	150,000

Each of the foregoing properties is proposed to be encumbered by a first deed of trust, securing indebtedness not to exceed the respective maximum amounts, and to be sold for not less than the respective minimum amounts, specified above.

Said public hearing will take place on April 6, 2004, at 7:30 p.m., at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Virginia.

March 26, 2004

NVA11507301amb

**The Town of Clifton, Virginia
Affordable Housing Program
Monthly Activity Summary
As of March 31, 2004**

	<u>Month of</u> <u>Mar-04</u>	<u>Fiscal</u> <u>Year to</u> <u>Date</u>	<u>Program</u> <u>to Date</u>
<u>Bidding Activity Summary</u>			
Homes Reviewed	24	200	487
Homes Rejected for Bid	4	35	109
Homes Selected for Bid	20	165	378
Winning Bids	5	42	99
Conversion Ratio	25.0%	25.5%	26.2%

Purchase and Sales Activity Summary

Homes Under Contract for Purchase from HUD	8		
Sales Contracts Accepted from Qualified Buyers	10	47	87

Inventory Activity Summary

Inventory, Beginning of Period	13	25	0
Homes Purchased	5	40	91
Homes Sold	5	52	78
Inventory, End of Period	<u>13</u>	<u>13</u>	<u>13</u>

Volume and Profit Summary

Total Sales Volume	\$ 497,900	\$ 6,272,200	\$ 9,240,223
Town Profit	\$ 39,205	\$ 427,936	\$ 637,176
CLC Management Fee	\$ 17,642	\$ 190,688	\$ 284,326
Net Profit to Town	\$ 21,563	\$ 237,248	\$ 362,850

**Town of Clifton Affordable Housing Program
Inventory Detail Report**

Case #	No.	Street	City	ST	Zip	Subdivision	Built	Type	SF	BR	FB	HB	Bought	Contract	Sold	Sales Pr
541-597198	161	Erin Drive	Madison Heights	VA	24572	None	1996	D	1600	3	2	1	10/10/03			133,900
541-592837	3212	Bangor Drive	Chesapeake	VA	23321	Dunedin	1976	D	1176	4	1	1	2/6/04	3/19/04	p-4/26	106,000
541-513886	2922	Leta Court	Hampton	VA	23666	Threechopt Village	1986	T	1356	3	2	1	2/6/04	3/8/04	p-4/15	87,900
541-449420	5335	Commons Court	Virginia Beach	VA	23462	Parliament Village	1976	T	1750	4	2	1	2/6/04	3/8/04	p-4/16	97,000
541-609644	1540	Sangaree Circle	Virginia Beach	VA	23464	Rosemont Forest	1981	T	1004	2	1	1	2/6/04			89,900
543-013129	115	Madison Court	Stafford	VA	22554	Stafford Meadows	1983	TC	1120	3	1	1	2/6/04	3/22/04	p-4/16	135,000
541-595548	13372	Blackwells Mill Road	Goldvein	VA	22720	Pine Brook Est	2000	D	2056	3	2		2/6/04	3/26/04	p-5/14	239,900
541-334790	9729	Kendrick Road	Richmond	VA	23236	The Colony	1979	D	1656	3	2	1	2/6/04	3/10/04	p-4/21	129,000
541-600662	4056	Smokey Lake Drive	Virginia Beach	VA	23462	Larkspur	1980	D	1590	3	2		3/18/04	3/10/04	p-4/23	148,000
541-523578	3445	Clover Meadows Dr	Chesapeake	VA	23321	Clover Meadows	1994	GC	960	2	2		p-4/8			64,900
541-539974	261	Union Hill Road	Amherst	VA	24521	None	1995	D	1357	3	2		3/18/04	3/17/04	p-4/30	99,900
541-218306	4428	Kings Bishop Road	Richmond	VA	23231	Kings Hill West	1987	D	1344	3	2		3/18/04			104,900
541-460864	1109	New Land Avenue	Virginia Beach	VA	23453	Magic Hollow	1977	D	1441	4	2		p-4/8	3/26/04	p-4/30	128,000
541-646038	607	Red Horse Lane	Virginia Beach	VA	23462	Lake Edward West	1969	T	1396	3	1	1	3/18/04			74,900
541-457821	501	D Street	Chesapeake	VA	23324	South Norfolk	1901	D	1900	3	2		p-4/8			114,900
541-573525	5303	Chestnut Bluff Road	Midlothian	VA	23112	Chestnut Bluff	1990	D	1886	4	2	1	3/18/04			169,900
541-617215	8340	Old Cavalry Drive	Mechanicsville	VA	23111	Battlefield Green	1987	D	1960	4	2	1	p-4/8			179,900
541-588086	908	Farnley Court	Richmond	VA	23223	Glenwood Lakes	2000	D	1763	4	2	1	p-4/8			167,900
541-402139	629	Red Horse Lane	Virginia Beach	VA	23462	Lake Edward West	1969	T	1396	3	1	1	p-4/8			74,900
541-609804	3728	Sugar Creek Circle	Portsmouth	VA	23703	Peachtree	1983	T	915	2	1	1	p-4/8			58,900
541-583422	3832	Broadgate Drive	Richmond	VA	23223	Oak Glen	1995	D	1893	3	2	1	p-4/8			159,500

SALES PRICES ARE TENTATIVE AND SUBJECT TO CHANGE

Averages

1981

1398 2.99 1.69 1.01

Town of Clifton						
Net Profit Calculation						
NDC Certification	702	23	3813	5760	2	
	<u>Arthur</u>	<u>Gawain N</u>	<u>Red Barn</u>	<u>Rivermill</u>	<u>Sandy Lake</u>	<u>Totals</u>
Sales Price	79,100	79,000	119,900	90,000	129,900	497,900
Base Puchase Cost	53,100	58,500	90,000	63,000	101,200	365,800
HUD Discount	-7,965	-8,775	-13,500	-9,450	-15,180	-54,870
Misc Acq Costs	1,125	1,179	1,389	1,176	1,485	6,354
Loan Discount CLC	1,593	1,755	2,700	1,890	3,036	10,974
Repairs	18,000	11,885	17,500	16,500	14,400	78,285
Carrying Costs	398	1,094	1,012	784	1,959	5,247
Interest	1,400	1,807	2,627	1,788	3,806	11,428
Commission	4,746	4,740	7,194	5,400	7,794	29,874
Selling Costs	819	864	920	890	860	4,353
Total NDC	73,216	73,049	109,842	81,978	119,360	457,445
Total Profit	5,884	5,951	10,058	8,022	10,540	40,455
Buyer Credits	0	0	-1,250	0	0	-1,250
Town Profit	5,884	5,951	8,808	8,022	10,540	39,205
CLC Mgmt Fee	2,648	2,678	3,964	3,610	4,743	17,642
Net Profit to Town	3,236	3,273	4,844	4,412	5,797	21,563
NDC X 110%	80,538	80,354	120,826	90,176	131,296	
Sales Price	79,100	79,000	119,900	90,000	129,900	

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04/06/04

Accrual Basis

Town of Clifton
Profit & Loss Budget vs. Actual
 July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	833	484	349	172%
Clifton Day Revenues	524	1,000	(476)	52%
Community Hall Revenues				
Community Hall Donations	0	4,600	(4,600)	0%
Community Hall Rentals	10,718	9,315	1,403	115%
Total Community Hall Revenues	10,718	13,915	(3,198)	77%
Farmers' Market Income	525	300	225	175%
Grants				
Federal				
Federal Grant-Land				
CBA Match - Land	0	12,000	(12,000)	0%
Town Match - Land	0	12,000	(12,000)	0%
Federal Grant-Land - Other	0	96,000	(96,000)	0%
Total Federal Grant-Land	0	120,000	(120,000)	0%
Transportation Project-Trails				
CBA Match - Trails	0	4,524	(4,524)	0%
Town Inkind - Trails	0	4,524	(4,524)	0%
Town Match-Trails	0	36,192	(36,192)	0%
Total Transportation Project-Trails	0	45,240	(45,240)	0%
Total Federal	0	165,240	(165,240)	0%
State				
Fire Program Funds	0	6,000	(6,000)	0%
Total State	0	6,000	(6,000)	0%
Total Grants	0	171,240	(171,240)	0%
Haunted Trail Event	(219)	6,000	(6,219)	(4)%
Homes Tour	2,905	2,200	705	132%
HUD Homes	222,466	75,000	147,466	297%
Other Income	9			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	11,463			
S.R. - Litter Control Grant	1,000	1,100	(100)	91%
Tax and Permits Revenue				
ABC Profits	457	630	(173)	73%
ARB Permits	30	90	(60)	33%
BPOL tax	11,483	15,000	(3,517)	77%
BZA Fee	750			
Cigarette Tax	1,011	1,350	(339)	75%
Motor Vehicle Tags	5,244	4,713	531	111%
PC-Subdivision	66	1,125	(1,060)	6%
Railroad Tax	1,278	1,504	(226)	85%
Sales Tax	14,980	11,250	3,730	133%
Use Permits	675	750	(75)	90%
Utility Consumption Tax	960	837	123	115%
Total Tax and Permits Revenue	36,933	37,249	(316)	99%
Total Income	287,156	308,688	(21,532)	93%
Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,250	2,250	0	100%
Town Treasurer	2,250	2,250	0	100%
Total Gross Wages	4,500	4,500	0	100%

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04/06/04

Accrual Basis

Town of Clifton
Profit & Loss Budget vs. Actual
 July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Payroll Taxes				
FICA	1,262			
Payroll Taxes - Other	0	689	(689)	0%
Total Payroll Taxes	1,262	689	573	183%
Total Payroll Expenses	5,762	5,189	573	111%
Contractual				
Insurance	2,453	3,612	(1,159)	68%
Town Government				
Architectural Review Board	5	394	(388)	1%
Planning Commission	1,283	1,181	82	107%
Total Town Government	1,288	1,575	(307)	81%
Professional Fees				
Accounting	0	1,313	(1,313)	0%
Legal Fees	5,009	6,000	(991)	83%
Special Counsel	0	8,625	(8,625)	0%
Total Professional Fees	5,009	15,938	(10,929)	31%
Rent				
Ayre Square Rental	308	263	45	117%
Railroad Siding Rental	775	840	(65)	92%
Total Rent	1,083	1,103	(20)	98%
Town Maintenance				
Beautification Comm.	652	1,875	(1,223)	35%
Grounds Maintenance	1,472	3,000	(1,528)	49%
Town Hall Maintenance	1,974	7,875	(5,901)	25%
Total Town Maintenance	4,098	12,750	(8,652)	32%
Town Services				
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	2,850	2,450	400	116%
Trash Collection	1,264	1,333	(69)	95%
Total Town Services	4,114	9,783	(5,669)	42%
Utilities				
Gas and Electric	178	1,969	(1,791)	9%
Water	225	236	(11)	95%
Total Utilities	403	2,205	(1,802)	18%
Dues and Subscriptions				
Va. Municipal League	306	326	(20)	94%
Dues and Subscriptions - Other	250	166	84	151%
Total Dues and Subscriptions	556	492	64	113%
Caboose Expenses				
Caboose - Trentane Gas	234	236	(2)	99%
Caboose Electric	185	236	(51)	78%
Caboose Maintenance	0	2,500	(2,500)	0%
Total Caboose Expenses	419	2,973	(2,553)	14%
Community Hall Expenses				
C.H.-Cleaning	1,350	1,418	(68)	95%
C.H.-Equipment	1,428	1,500	(72)	95%
C.H.-General Maintenance	1,162	2,284	(1,122)	51%
C.H.-Management Fee	2,144	2,554	(410)	84%
C.H. - Electric	5,373	7,580	(2,208)	71%
C.H. Floors	2,000	1,890	110	106%
Community Hall Expenses - Other	116			
Total Community Hall Expenses	13,572	17,225	(3,653)	79%

5:26 PM

04/06/04

Accrual Basis

Town of Clifton
Profit & Loss Budget vs. Actual
July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Clifton Day Expenses	191	998	(807)	19%
Homes Tour/Bazaar Exp	680	630	50	108%
Legal Advertising	399	788	(388)	51%
Mayoral Reimbursement	1,253	1,418	(165)	88%
Miscellaneous	1,018	3,938	(2,919)	26%
Printing and Reproduction	153	473	(319)	32%
Total Contractual	36,670	75,897	(39,228)	48%
Farmers' Market Expense	463	300	163	154%
Haunted Trail Expenses	1,160	2,100	(940)	55%
Commodities				
Computer Supplies	1,015	945	70	107%
Copies	32	236	(205)	13%
License Plates	0	578	(578)	0%
Miscellaneous	394	788	(394)	50%
Office Supplies	302	709	(407)	43%
Postage and Delivery	419	340	78	123%
Total Commodities	2,161	3,596	(1,435)	60%
CIF Expenses				
CIF-Miscellaneous	0	1,000	(1,000)	0%
CIF-Playground Impr.	0	1,000	(1,000)	0%
CIF Cable Burial	0	10,000	(10,000)	0%
Total CIF Expenses	0	12,000	(12,000)	0%
HUD Homes Reserves				
HUD Reserve for Unexpected Exp.	0	75,000	(75,000)	0%
HUD Reserve for CH CIF Imp	0	7,500	(7,500)	0%
Total HUD Homes Reserves	0	82,500	(82,500)	0%
Fed Fund-Transportation Proj				
F. F.-Transp - Inkind Svcs	0	4,524	(4,524)	0%
F.F.- Transp. Project-Trails	1,895	40,716	(38,821)	5%
F.F. - Transp. Project-Land	475	120,000	(119,525)	0%
Total Fed Fund-Transportation Proj	2,370	165,240	(162,870)	1%
Special Revenue Expenses				
S.R. - Litter Control	0	825	(825)	0%
Total Special Revenue Expenses	0	825	(825)	0%
Total Expense	48,586	347,647	(299,062)	14%
Net Ordinary Income	238,570	(38,960)	277,530	(612)%
Net Income	238,570	(38,960)	277,530	(612)%

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

File Copy

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: _____

Date Submitted to Chairman of Planning Commission: _____

1. Type: Construction Residential Non-Residential Home Business
2. Name of Applicant: Peter Noonan c/o Royce Jarrenth
3. Owner of Property: Peter Noonan
4. Name of Business/Organization: N/A
5. Owner of Business/Organization: N/A
6. Address of Premises: 12635 Chapel Rd. Clifton, VA
7. Tax Map Number: 075-4-02-0077
8. Attach Copy of Plat for Property: Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): Floor Plan Attached
10. Zoning District of Premises:
 Residential Commercial Agricultural Industrial
11. Describe Purpose of Application:
Residential Addition to an 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: \$150.00
 (\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

[Signature]
 Signature of Applicant/Agent
5/14/04
 Date
P.O. Box 201 Clifton, VA
 Mailing Address
Clifton, VA 20124
 City/Town, State, Zip Code
703-244-0767 (244-3583 FAX)
 Phone Number / Fax Number
lex11c6@aol.
 E-Mail Address

 Signature of Landlord/Lessor

 Date

 Mailing Address

 City/Town, State, Zip Code

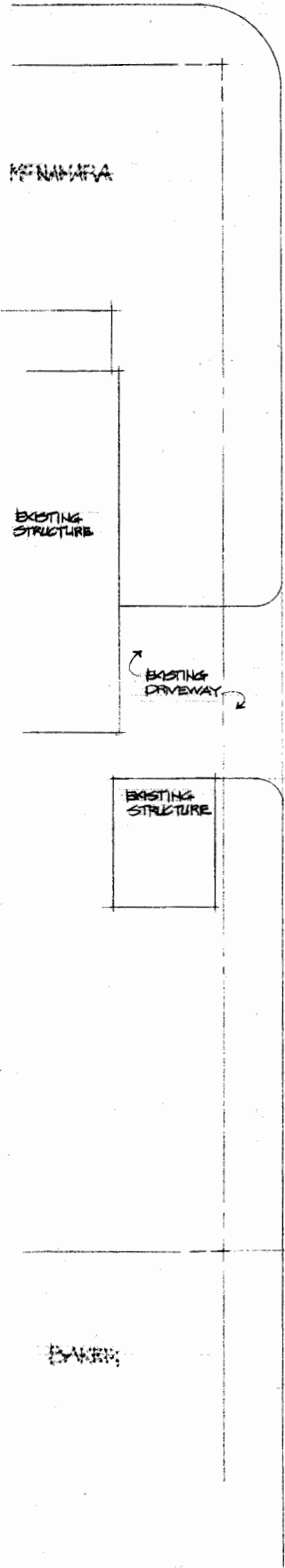
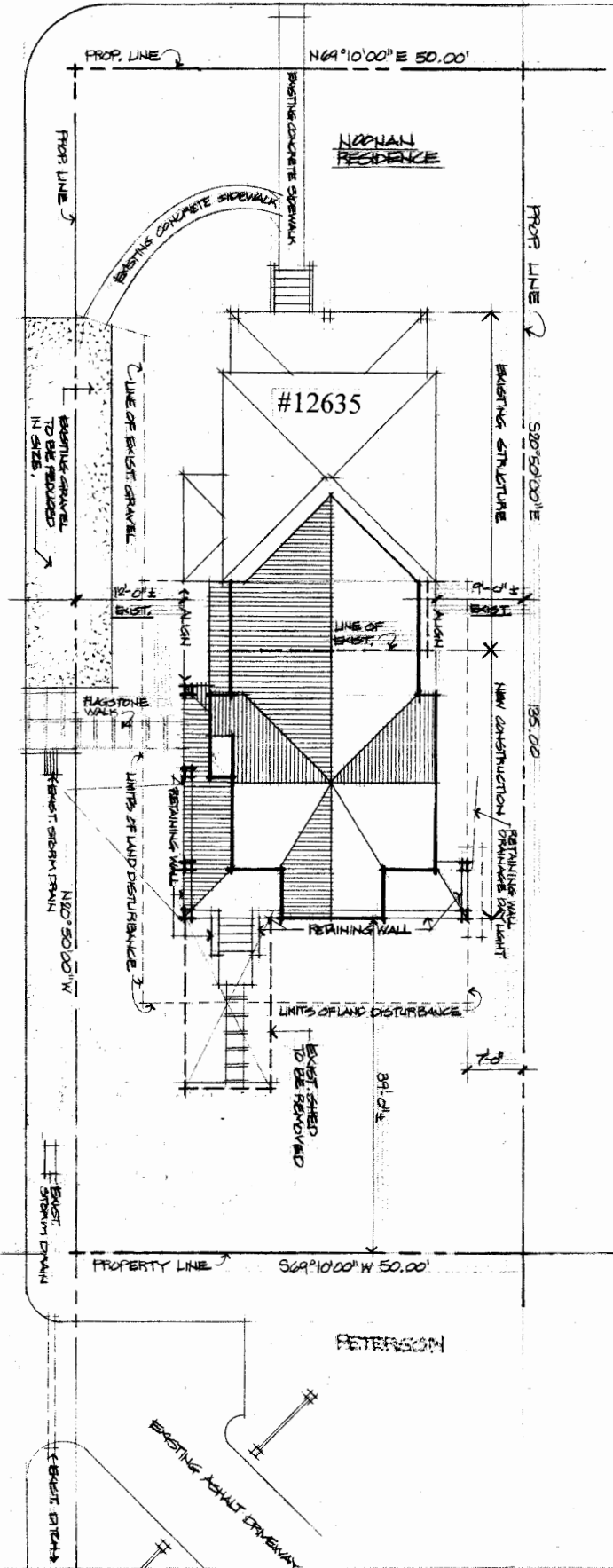
 Phone Number / Fax Number

 E-Mail Address

Chapel Road

VACANT LOT
SPOUSE

Water Street





Water Street Elevation



Front Elevation



Left Side Elevation



Rear Elevation

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

File copy

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Date Submitted to Town Clerk: 3/23/04
Date Submitted to Chairman of Planning Commission: 3/23/04

1. Type: Construction Residential Non-Residential Home Business
2. Name of Applicant: Jacqueline Lambertson tra Noodles & Noggin's
3. Owner of Property: Golden Phoenix L.P.
4. Name of Business/Organization: See above
5. Owner of Business/Organization: See above
6. Address of Premises: 7145 Main Street
7. Tax Map Number: 75-4(2)-30
8. Attach Copy of Plat for Property: Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): Floor Plan Attached
10. Zoning District of Premises:
 Residential Commercial Agricultural Industrial
11. Describe Purpose of Application:
To use space "C" on first floor of Buckley Store Building

12. If Commercial, Home Business, Agricultural or Industrial:
 - Describe Operation: Creativity Store for Children
 - Number of Employees: 1
 - Days and Hours of Operation: 9-6 daily, Monday thru Sunday
 - Number of Client Visits per Day: hoping for 10 per day, usually one at a time
 - Square Footage of Premises: 450
 - Number of Off-Street Parking Spaces Available: 3
 - Number of Off-Street Parking Spaces Required: _____
 - For Home Business Only, Gross Square Footage of Dwelling: _____

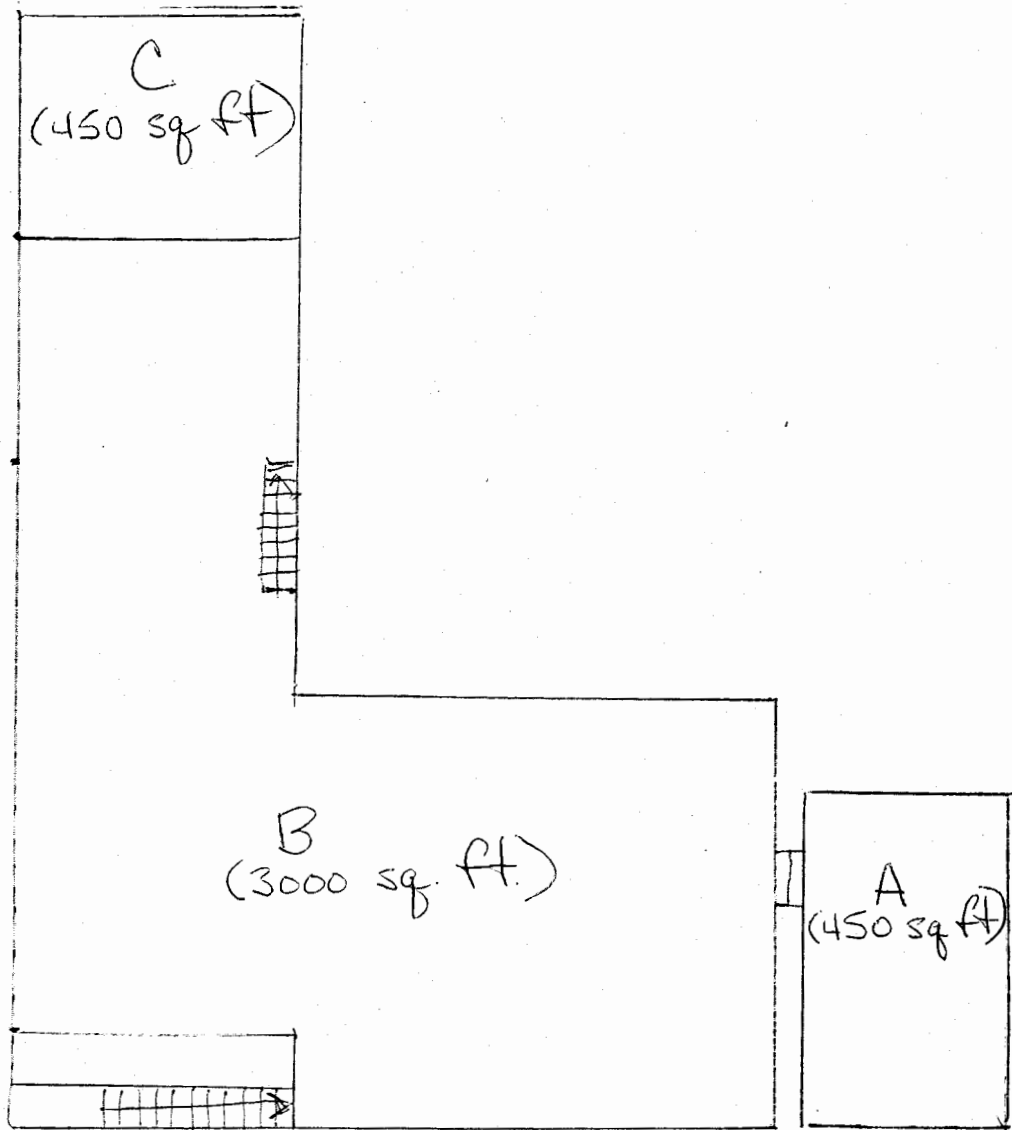
13. Application Fee Enclosed: \$25.00
(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Jacqueline Lambertson
Signature of Applicant/Agent
3/23/04
Date
12219 Henderson Rd
Mailing Address
Clifton VA 20124
City/Town, State, Zip Code
703-222-0306
Phone Number / Fax Number
jacquie@noodlesandnoggin.com
E-Mail/Address

Sheldon C Hoffmann, Genther
Signature of Landlord/Lessor
3/23/04
Date
POB 350
Mailing Address
Fairfax Station VA 22039
City/Town, State, Zip Code
703-323-1885
Phone Number / Fax Number
ibkoolpaw@yahoo.com
E-Mail Address

BUCKLEY STORE
FIRST FLOOR LAYOUT
 $\frac{1}{16}'' = 1'$

Railway Side



Main Street Side

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

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Date Submitted to Town Clerk: _____

Date Submitted to Chairman of Planning Commission: _____

1. Type: Construction Residential Non-Residential Home Business
2. Name of Applicant: Peter Noonan c/o Joyce Jarrett
3. Owner of Property: Peter Noonan
4. Name of Business/Organization: NA
5. Owner of Business/Organization: NA
6. Address of Premises: 12635 Chapel Rd. Clifton, VA
7. Tax Map Number: 075-4-02-0077
8. Attach Copy of Plat for Property: Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business): Floor Plan Attached
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Residential Addition to an 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: \$150.00

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

Peter Noonan
 Signature of Applicant/Agent
5/14/04
 Date
P.O. Box 201 Clifton, VA
 Mailing Address
Clifton, VA 20124
 City/Town, State, Zip Code
703-240-0767 (240-3583 FAX)
 Phone Number / Fax Number
kxl1c16@aol.
 E-Mail Address

 Signature of Landlord/Lessor

 Date

 Mailing Address

 City/Town, State, Zip Code

 Phone Number / Fax Number

 E-Mail Address



Water Street Elevation



Front Elevation



Left Side Elevation



Rear Elevation

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

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Date Submitted to Chairman of Planning Commission: _____

1. Type: Construction Residential Non-Residential Home Business
2. Name of Applicant: Peter Noonan c/o Bryce Jarrett
3. Owner of Property: Peter Noonan
4. Name of Business/Organization: N/A
5. Owner of Business/Organization: N/A
6. Address of Premises: 12635 Chapel Rd. Clifton, VA
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- Number of Employees: _____
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- 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: \$150.00
 (\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Peter Noonan
 Signature of Applicant/Agent
5/14/04
 Date
P.O. Box 201 Clifton, VA
 Mailing Address
Clifton, VA 20124
 City/Town, State, Zip Code
703-240-0767 (240-3583 FAX)
 Phone Number / Fax Number
kxllc@aol.com
 E-Mail Address

 Signature of Landlord/Lessor

 Date

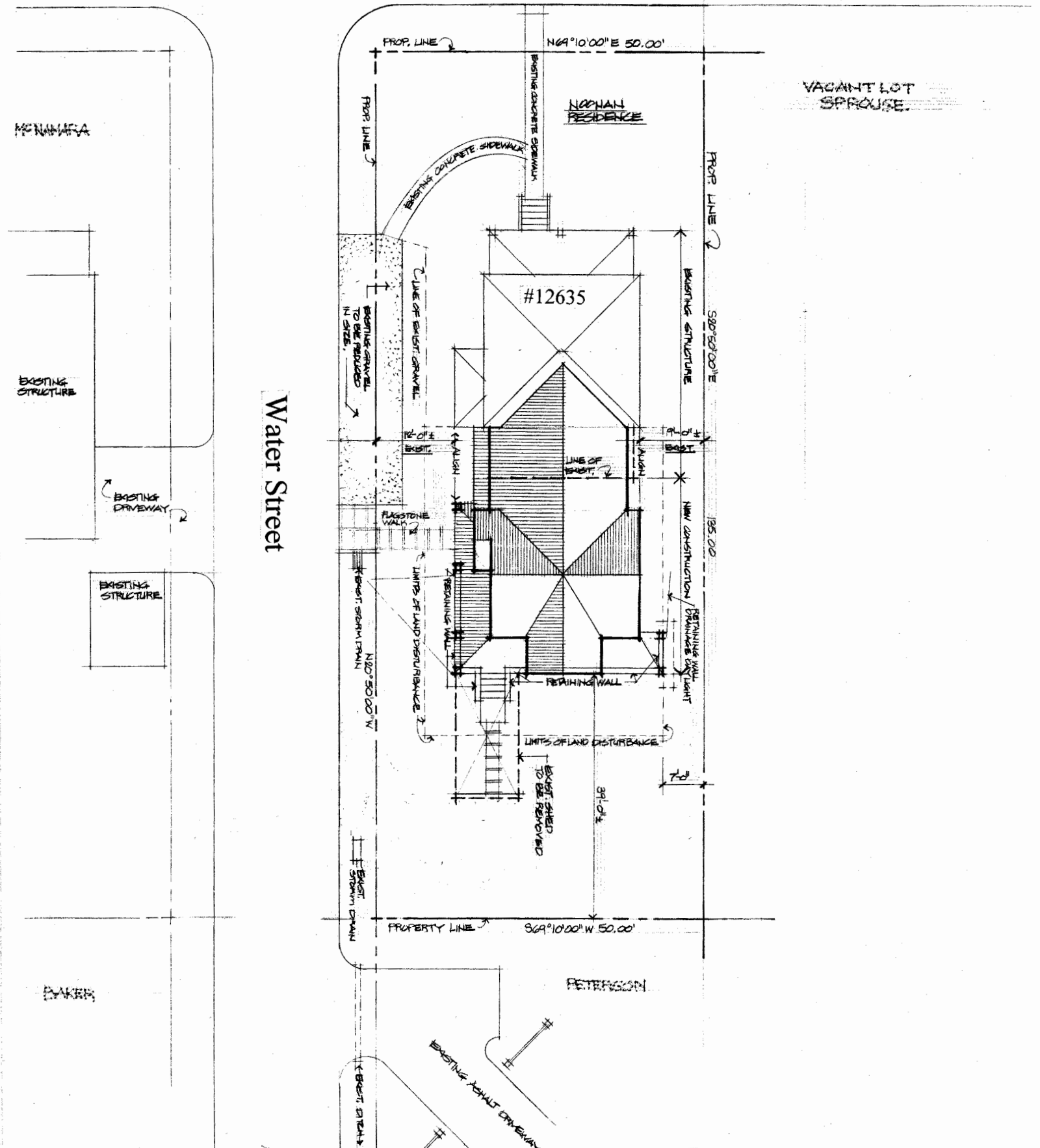
 Mailing Address

 City/Town, State, Zip Code

 Phone Number / Fax Number

 E-Mail Address

Chapel Road





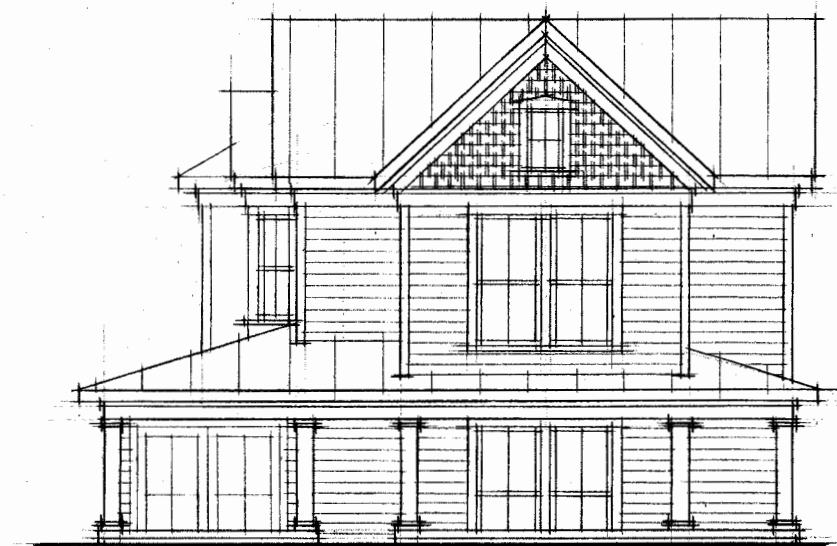
Water Street Elevation



Front Elevation



Left Side Elevation



Rear Elevation

Minutes
Clifton Town Council Meeting
Tuesday, July 6, 2004
Clifton Town Meeting Hall

Present: Mayor Jim Chesley, Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson, Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve June 1, 2004, Town Council minutes as amended: under 14-b: replace words *records* with *meetings*; under 14-b-1: add word *discussion*; under 14-b-3: add *regarding the acquisition of property for public purpose*; under 14-b-4, replace with *discussion of prospective business or expansion*; under 14-c, omit the words *issue may* with *discussion should protect potential client/lawyer privilege*. Motion made to approve with amendments. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
2. Mayor Chesley pointed out that the June 24, 2004, public hearing to discuss the FY 2004-2005 budget was cancelled due to lack of participation. Copies of the budget with highlighted items are available to all who are interested.
3. The July 1, 2004, special Town Council meeting was also cancelled due to lack of quorum. More discussion of the budget followed, with a mention of the Town Community Hall revenue not bringing in enough money to cover expenses. It was suggested that costs be minimized, and use and rates be maximized. Motion made to approve budget. Ayes: Chesley, Arnold, Baber, Buller, Robertson. Nay: Buckley. Motion passes.
4. Mayor Chesley mentioned current problems with Polly Ambler's house on Dell Avenue. Locks have been placed on all of the doors as required for properties classified as blighted. Department of Health said we can declare property a nuisance since it is so unstable. Ground level floors have fallen in two feet, and it is just a matter of time that the second floor collapses. In order to have property razed or declared a public nuisance, a public hearing is necessary. The cost of tearing down the house could be applied to the sale of the property. Brant Baber and Giff Hampshire will draft new language for nuisance ordinance.
5. Signed letter from Main Street residents presented by Lynne Wark, stating the desire to have the speed bump removed from that area of Main Street, and possibly replacing it with a three-way stop sign.
6. Bill Wark reported July 5, 2004, incident concerning the destruction of his step daughter's windshield of her VW Passat which was parked on Main Street. Mr. Wark said, for the record, he is taking this destruction of property very personally,

and plans to prosecute to the fullest extent of the law. In the last five months, there have been a total of five incidents involving damage to cars parked on Main Street. The Dillard's, Heart in Hand Restaurant, the Mills, and Nickums have all experienced acts of vandalism on their vehicles. Mark Khosravi stated that neither he or Margo Buckley had anything to do with this latest incident, and wanted to make this very clear. He also said he and Margo would like to do anything they can to help in this matter. The Warks added that this incident could possibly be a felony if the damage is assessed at over \$1000.

7. Farmer's Market report (Deb Dillard): cole slaw contest held 7/4/04
8. Treasurer's report (Marilyn Barton): motion made to approve. Passed unanimously: Chesley, Arnold, Babaer, Buckley, Buller, Robertson.
9. Motion made to approve fee of \$6525.28 to Blankenship and Keith for Town Attorney fee. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
10. Motion made to approve fee to William Gordon Associates for \$700. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Richardson.
11. Motion made by Brant Baber to forego having to get these fees approved for payment. These items are already in our budget, and it should not be necessary to get them approved. Passed unanimously: Chesley, Arnold, Babaer, Buckley, Buller, Robertson.
12. ARB (Margo Buckley): no quorum for June 24, 2004, meeting.
13. Planning Commission (Lev Buller):
 - a. Fort use permit. Motion made to approve. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Richardson.
 - b. Anderson use permit. Motion made to approve with amended hours and parking stipulations. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
 - c. Artisan Kitchen and Bath, Inc., use permit. Motion made to approve with parking stipulations. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
 - d. BSM Companies use permit. Motion made to approve with parking stipulations. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
 - e. Clifton Presbyterian Church approached Planning Commission about church addition and lot line consolidation.
 - f. More active members needed for Planning Commission. A letter should be sent to Mayor Chesley by anyone interested in serving.

14. BZA (Steve Effros): Clifton Presbyterian Church withdrew waiver application pending legal case; BZA meeting cancelled as a result.
15. Industrial Development (Brant Baber): resignations received from Taya Abbott and Wayne Nickum. Bill Ridenour and Pete Mills would like to step in and take their places. Motion made to approve. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
16. HUD (John Eubank): two properties sold last month. New audit being conducted with HUD Inspector General's office; could go on for several months.
17. Motion made to designate Brant Baber vice-mayor. Ayes: Chesley, Arnold, Baber, Buller, Robertson. Nay: Buckley. Motion passes.
18. NOVEC franchise: final copy to be turned over to Giff Hampshire and Brant Baber for review and study. Motion made for Brant and Giff to evaluate. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
19. Proposed COX franchise is also being reviewed by Giff Hampshire.
20. Mayor Chesley mentioned up and coming VML meetings:
 - a. Annual conference: 10/3-10/5/2004
 - b. Land use seminar: 7/20/04 (Fredericksburg); 7/21/04 (Roanoke)
21. Town police assignments and increased assignments discussed.'
22. Bow hunting discussed as a method of reducing deer population. Mayor Chesley said he would try to arrange for County Game Warden to be present at August Town Council meeting to discuss this problem. Giff will look into legal issues of holding a deer hunt in town.
23. Cut-through traffic issue discussed. Truck traffic is discouraged on Route 645, except in cases where a definite destination is indicated. This discussion will be continued at next month's meeting.
24. Motion made to enter into executive session to discuss Gilliam property and Conservancy negotiations. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
25. Brant Baber certified that only legal matters pertaining to the Gilliam property transaction were discussed. Passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.
26. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

5:51 PM
07/06/04
Accrual Basis

Town of Clifton
Statement of Cash Balances
As of July 6, 2004

	<u>Jul 6, 04</u>
Checking	897.63
Investments	
Clifton Heights Escrow	5,455.60
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Ot...	1,025.00
Total Playground Reserve Fund	12,487.68
Investments - Other	377,095.23
Total Investments	395,038.51
TOTAL (CASH)	<u><u>395,936.14</u></u>

From : Brant Baber <bb@baberkal.com>
Reply-To : <bb@baberkal.com>
Sent : Wednesday, July 28, 2004 7:08 PM
To : "Pamela Wallace" <pamwallace@msn.com>
Subject : RE: Agenda items: August 3rd meeting

Additions

to
Agenda

Please add:

Discussion of Town sergeant

Results of radar analysis of average vehicle speed on Main Street

Adoption of Ordinances re public nuisances, traffic and parking infractions

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

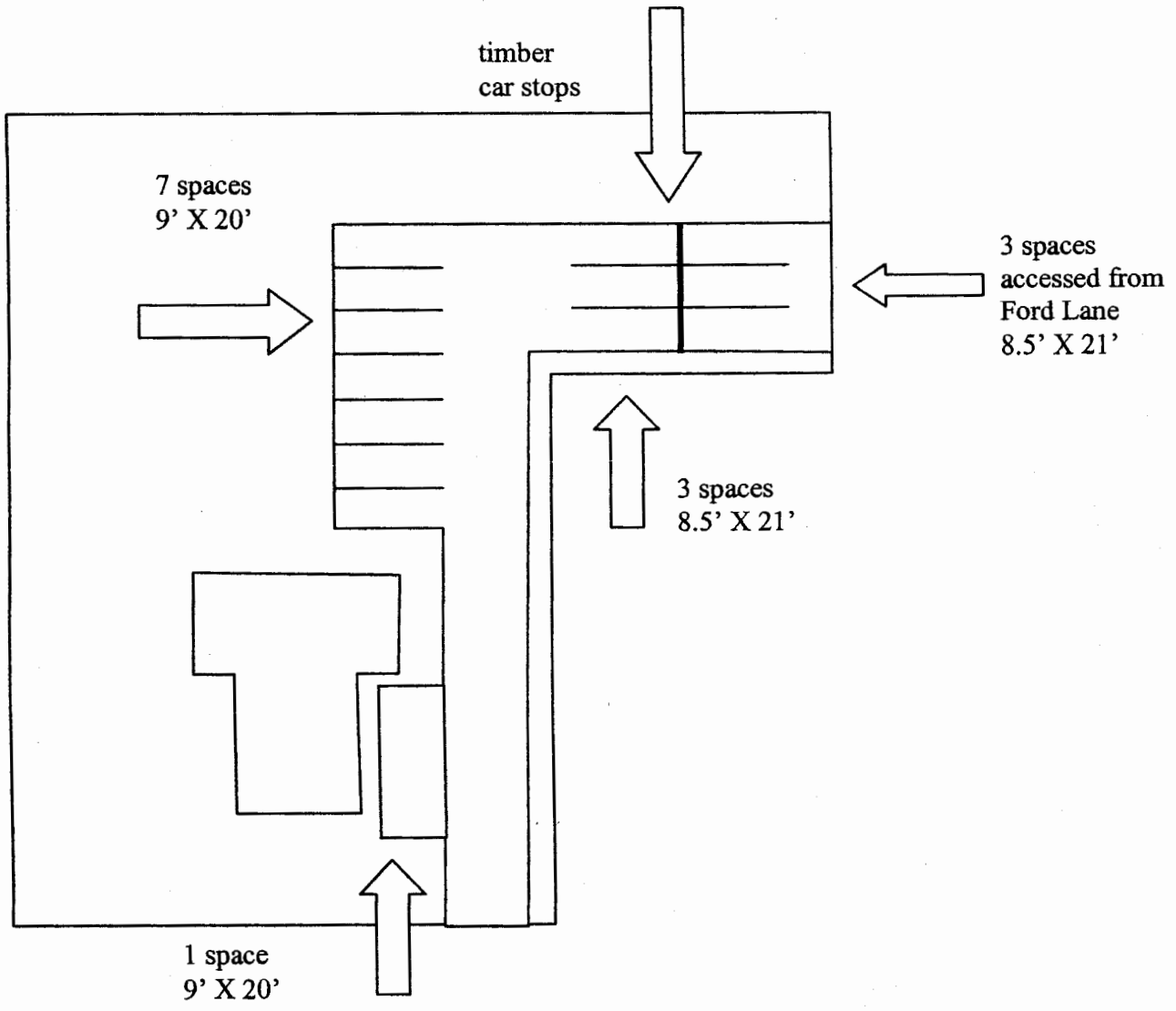
From: Pamela Wallace [mailto:pamwallace@msn.com]
Sent: Wednesday, July 28, 2004 10:44 AM
To: bb@baberkal.com; lbuller@cns.gov; ghampshire@blankeith.com;
CHESLEYJC@NSWCCD.NAVY.MIL; MARNOLD@MCCANDLAW.COM; MARKY@EROLS.COM;
MBARTON@COMRES.ORG; rtrishr@aol.com
Subject: Agenda items: August 3rd meeting

Hello all,

The following items have been submitted by Jimmy for the August 3rd agenda:

- Discussion of sidewalk from Clifton Heights subdivision to Dell Avenue
- Financial results of FY 2004 budget; discussion of potential revenues, expenses and priorities
- for FY 2005
- Clifton web site information
- VDOT information

(File)



7144 Main Street
Parking Plan

CLIFTON TOWN COUNCIL MEETING AGENDA

**TUESDAY, July 6, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

TOWN COUNCIL MEETING:

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer
3. Reading of communications
4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his or her name and address
 - ii. Direct his or her remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
5. Unfinished business
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor
 - Architectural Review Board (ARB)
 - Planning Commission
 - Board of Zoning Appeals (BZA)
 - Children's playground equipment placement ? ??
8. New business
 - HUD update
 - NOVEC franchise agreement
 - VML meeting
 - Committee assignments
 - Police assignments
 - Bow hunting ?
 - Cigarette tax increase
 - Cut-through traffic/regulations
9. Old business
10. Adjournment

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

**TO: Mayor Jim Chesley &
the Town Council, Town of Clifton, Virginia**
FROM: Clifton Area Residents
In RE: Speed Bump – Main St. & Chapel area

July 6, 2004

We, the undersigned are seriously concerned and respectfully request that the Town Council of Clifton do what is necessary to remove the speed bump expeditiously in front of the Clifton Baptist Church due to the following reasons:

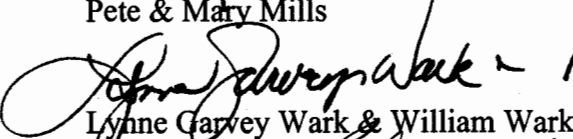
- (1) It has not stopped or slowed down traffic as it was intended – indeed the traffic often totally ignores it – including motorcyclists who have used it as an opportunity to become airborne.
- (2) The afore-said traffic causes *considerable* noise when traversing the bump—disturbing sleep and other daily activities.
- (3) The vibrations from said traffic is causing serious structural damage to 7153 Main St. & 7151 Main St. & other buildings, as well – resulting in higher maintenance costs to sustain the historicity of our dwellings
- (4) The safety concerns that were intended to be addressed, have only become worse due to the non-adherence of the speed bump's intended purpose.

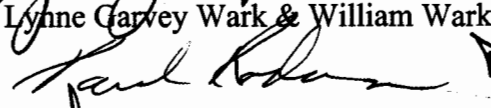
We are all in agreement that some type of speed limitation plan is essential at this intersection area and would respectfully request that a 3-way stop be explored as a possible means of addressing this issue. We look to the Town Council to resolve this issue as soon as possible – with the initial step being complete removal of the bump.

Respectfully submitted,


Pete & Mary Mills

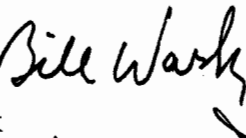

Tommy Peterson



Lynne Garvey Wark & William Wark


Paul Radam & Deb Dillard


Wayne & Donna Nickum


Lynne Garvey Wark


Bill Wark


Deborah Dillard

Present: Chesley, Buller, Baker, Arnold,
Buckley, Robertson

KERRY-EDWARDS
2004

Address? - No

① Motion to pass June 1, 2004 minutes -
as amended
passed unanimously

② June 24 P. Hearing on '05 budget
Suggestions -
blue highlighted items on proposed
budget No quorum needed - ?

③ July 1 ^{spec} A.T.C. - no quorum? } budget FY 2004-5
discussion

Why haven't we adopted a balanced
budget?

Non-budgeted item: over \$500.00 ???

Question of Comm. Dinn Hall -
not bringing in enough \$\$ to cover
expenses

Issue: minimize costs;
maximize use of rates

Motion to approve budget > Margo: objection to doubling of
fees to

YAYS - margin but:
Oppose: Margot

(2)

Problem of -

④ Polly Ambler's property; Jimmy placed locks on doors - put on blighted property

Dept of Health said we can declare projects to be a nuisance - very unstable - floors fall in 2 feet down; from 2nd floor should come down - neighbors concerned -

Declare projects as public nuisance? → buttred up

Safe or razed -

Public hearing is necessary -

Motion made to? _____?

Options: fix or tear it down? Costs of tearing down to be applied to sale of property - ??

Brant } will draft
+ Giff } New language: nuisance ordinance

③

⑤

Lynne - speed bump issue - letter from Main St. residents -

see letter → 3-way stop instead of bump -

Motion to _____ ?

talk down to — arrogant —

Speed collecting machine - should we write a note?

5 cars over 60mph clocked - by VDOT - years ago

for residents who signed petition:

- get bump out regardless if 3-way stop being put in -

④ way stop?

* at tracks of Ford??

⑥

Bill Wark: Main St. resident - vandalism - his wife's daughter's car

[4:50 A.M.] Hilary Hodge -

police paid a visit > baseball bat taken to windshield > on record, taking this

very personally - will prosecute to fullest extent of the law - "I will find who they are & blame their 'worst nightmare'." - 3 incidents happened since they were married (5 months)

* Incident occurred 3:45-4 A.M.

④

Dillards, & in Hand, Mills, Nickums -
all have had acts of vandalism -
need police presence in middle
of night

Neighborhood Watch? Mac Arnold -
brought this up

Taping machine? CAMERA?

Hargo: Out of frustration, let air out of tires -
Mark - said neither he or Margo had
anything to do w/ latest incident -
wants to make this very clear - wants to
help if he or Margo can -

For the record:

Per Lynn - felony - close to \$1000.⁰⁰
"extremely deliberate" act

* The Warks aggressively involved in this
incident.

⑤ Farmer's Market (July 4th)
Coke slow contest -
Dave of Candy Kitchen

⑥ Treasurer's Report -
Call from Clifton Heights: \$ money paid
back (25000 fund)
Motion to approve > unanimous

(7) Approvals for following checks

(A) - \$ 6525.28 Giff's fee } ok
- HUD

Unan. > approved

Jeff Fort
New House

(B) Wm Gold \$ 700
Assoc. > approved

7200 Clifton
Rd } Fort
at end of Dell
Avenue

(C) Detwiler Associates
(10t consolidation)

(D) Joe (Floors - Community
Hall) ? maintenance of hall?

B. Baker: motion to approve NOT
Necessary - let's pay our bills! - we
have these funds on budget -
Monthly: on actual accounting -

\$100.00 if needed -
motion to approve - unanimous

8 ARS - Margo - no guarant? 6/24 -

9 Planning Commission (low)

Use permits:

11 Fort: 7241 Bell Ave -
(7am cliff rd. -
Approve: maintenance)

12 Anderson

after this
another form

* plus stipulations:

Call
Programme
No. 4000
permit

Plan
All 3
use of
permits

- 1. 13 spaces be spe^{on road} marked
- 2. use of 3 spaces in ^{road} inclusively
- 3. No ingress/egress from
by employees

1. have no ingress/egress from
permanent barrier (think car steps)

3 space configurations to first
Have key for employees

Approved
Mark

13 Arthson (Suite A)

Approved
Mark

14 BSM Companies - (Suite C)

Approved
Maintenance

15

(E) Clifton Presby Church - approached Planning Comm about addition - ? of 1st line consolidation

(F) More active members needed for planning Comm.

letter to J. Chesley - expressing interest in serving - *

POST in Post office

(10) BZA -

Presby. Church withdrawn w/ w/ waiver application pending legal case - ability

BZA Mtg. cancelled

(11) Children's playground report (Trish L.) scaling back on slope, # of pieces of equipment

ARB/Planning Comm. approval

Projected time? update next month

(12)

Industrial develop - Drant: Bond

7 total members

2 resignations received:

Taya & Wayne

• Bill Ridenour (Taya's place)
• Pete Mills (Wayne's place)

Motion to approve [unanimous]

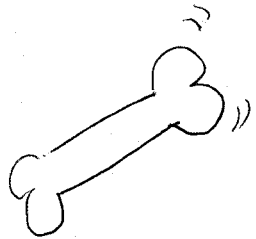
(13) HUD - John Eubank
2 properties sold last month
(Bad news)

Brant: Good news - new audit being conducted.
HUD inspector general's office

?s: Have we complied as we should
have? Policy

Audit Comes on for months

- 7-6-04
- Grapes
- Jello
- Meats, cheese
- Nuts
- Wine
- Coff cheese
- P. Butter
- toast



(14) Committee Res by Aug. mtg. coming year ahead

Motion:

Vice mayor (most votes) 2004-6 -

Mr. B. Baker
motion > ays

opposed: Margo

Motion passes

(15) NOVEC franchise: final copy
turn over to Giff & vice mayor
to review & study have

Next month - ~~by~~ motion to consider
Giff & Brant to review -

Proposed
call
franchise
1/5 also
being re-
viewed by Giff

Jimmy -
#Underground from Δ to front of
Antiques of Clifton

pg 9

Notes Verizon violation in front of
Hermitage

Chesley
- Arnold
- Baber
- Buckley
- Buller
- Robertson

(16) VML mtg - coming to

(A) Annual conference 10/3-5 (Alexandria)

(B) Land use seminar (free)
7/20 Fredericksburg
7/21 Leesville

(C) Email \rightarrow updates (free)
what's new site

(17) Police assignment - more
coverage?

(18) Bow hunting -
recent case in county -

Jo Franca: Lyme disease
We need to do something about the deer
population - Cliff Fairweather ^{paid it's} \rightarrow out of control -
song birds cannot nest \rightarrow severe deer overpopulation -

(19)

Co. Game Warden at Aug. mtg?

to allow bow hunting?

(Pg 10)

Lash

legal issues -
to look into

[Siff]

(22) Giff

- Skill consensus
negotiating
going on -

Executive
session -
land
issue

(23)
Buffers

(20) - Cut through traffic regulation -

94-6

Truck restriction on Clifton Rd -
Signage to discourage this type
of traffic (No through trucks -
memos sent to truckers -)

Agenda
next month
to look into
this -

How can this be regulated?

- Rocky Mtn. Spotted Fever

- No through truck traffic
traffic violation -
can be fined -

must have a destination - but
nearby

(21)
* cigarette tax
increase
15¢/pack
currently

(Clifton) currently
public hearing -
can we raise
what's the max?
FCs: 20¢

Put on

Next month's
agenda

Resolution for residential cut-through traffic -
let's pursue these 2 issues next month
discuss further

Certify only -
matters -
legal matters

Margo -
not
present

Motion Yuen.
Margot - abstain

DRAFT Minutes
Clifton Town Council Meeting
Tuesday, July 6, 2004
Clifton Town Meeting Hall

Corrections

File
July
2004

Present: Mayor Jim Chesley, Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson, Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve June 1, 2004, Town Council minutes as amended: under 14-b: replace words *records* with *meetings*; under 14-b-1: add word *discussion*; under 14-b-3: add *regarding the acquisition of property for public purpose*; under 14-b-4, replace with *discussion of prospective business or expansion*; under 14-c, omit the words *issue may with discussion should protect potential client/lawyer privilege*. Motion made by _____, seconded by _____ to approve with amendments. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

2. Mayor Chesley pointed out that the June 24, 2004, Public Hearing to discuss the FY 2004-2005 budget was held as advertised, but the special Town Council meeting scheduled to be held for the purpose of approving the 2004 budget was canceled due to lack of a quorum. ~~those Council members not attending were Hollaway, Buckley, Nickum and Harrington participation.~~ Copies of the budget with highlighted items are available to all who are interested.

3. The July 1, 2004, special Town Council meeting, called to approve the 2004 budget, was also canceled due to lack of quorum. ~~those Council members not attending were Chesley, Buckley, Robertson and Arnold.~~

4. More discussion of the budget followed, with Baber observing ~~that mention of the Town Community Hall revenue is not sufficient not bringing in enough money to cover expenses.~~ It was suggested that costs be minimized, and use and rates be maximized. Buckley observed that it was not possible to increase charges without making rates noncompetitive, not possible to increase usage and not possible to decrease utility cost. Robertson observed that it was not fair for Town to subsidize individual uses by losing money on operation of hall. Motion made by Baber and seconded by _____ to approve budget. Ayes: Chesley, Arnold, Baber, Buller, Robertson. Nay: Buckley. Motion passes.

4. Mayor Chesley mentioned current problems with Polly Ambler's house on Dell Avenue. Locks have been placed on all of the doors as required for

properties classified as blighted. Department of Health said we can declare property a nuisance since it is so unstable. Ground level floors have fallen in two feet, and it is just a matter of time that the second floor collapses. In order to have property razed or declared a public nuisance, a public hearing is necessary. The cost of tearing down the house could be applied to the sale of the property. Brant Baber and Giff Hampshire will make recommendations to Council for expanding definition of "public nuisance" draft new language for nuisance ordinance.

5. Signed letter from Main Street residents presented by Lynne Wark, stating the desire to have the speed bump removed from that area of Main Street, and possibly replacing it with a three-way stop sign.
6. Bill Wark reported July 5, 2004, incident concerning the destruction of his step daughter's windshield of her VW Passat which was parked on Main Street. Mr. Wark said, for the record, he is taking this destruction of property very personally, and plans to prosecute to the fullest extent of the law. In the last five months, there have been a total of five incidents involving damage to cars parked on Main Street. The Dillard's, Heart in Hand Restaurant, the Mills, and Nickums have all experienced acts of vandalism on their vehicles. Mark Khosravi stated that neither he or Margo Buckley had anything to do with this latest incident, and wanted to make this very clear. He also said he and Margo would like to do anything they can to help in this matter. The Warks added that this incident could possibly be a felony if the damage is assessed at over \$1000.
7. Farmer's Market report (Deb Dillard): cole slaw contest held 7/4/04
8. Treasurer's report (Marilyn Barton): motion made to approve. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
9. Motion made to approve fee of \$6525.28 to Blankenship and Keith for Town Attorney fee. ~~Motion made by _____ seconded by _____~~
Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

~~10. Motion made to approve fee to William Gordon Associates for \$700.
Motion made by Arnold, seconded by _____ Passed unanimously:
Chesley, Arnold, Baber, Buckley, Buller, Richardson.~~

~~11. Motion made by Brant Baber noted that Section 2-10 of the Town Ordinance only requires approval by 2/3 of the Council for payment of amounts in excess of \$500 to forego having to get these fees approved for payment. These items are already if the payment was authorized included in the Townour budget or in any contract previously approved, even if the amount exceeds \$500. It was the sense of~~

~~the Council that Section 2-10 of the Ordinance should be followed in the future, and it should not be necessary to get them approved. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.~~

12. ARB (Margo Buckley): no quorum for June 24, 2004, meeting.

13. Planning Commission (Lev Buller):

- a. Fort use permit. Motion made to approve. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Richardson.
- b. Anderson use permit. Motion made by Baber, seconded by _____ to approve with the following conditions:
 - o all parking spaces must be striped or specifically delineated
 - o only tenants of the building or their employees will be permitted to park in the 3 spaces accessed from Ford Lane
 - o a permanent barrier will be erected to separate the 3 spaces on Ford Lane from the remainder of the parking lot
 - o there will be no ingress or egress to the property generally permitted from Ford Lane, except for access to the 3 designated tenant/employee spaces~~amended hours and parking stipulations.~~ Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
- c. Artisan Kitchen and Bath, Inc., use permit. Motion made by Baber, seconded by _____, to approve with ~~parking stipulations~~ same four conditions as Anderson use permit. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
- d. BSM Companies use permit. Motion made by Baber, seconded by _____, to approve with same four conditions as Anderson use permit ~~parking stipulations~~. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
- e. Clifton Presbyterian Church approached Planning Commission about church addition and lot line consolidation.
- f. More active members needed for Planning Commission. A letter should be sent to Mayor Chesley by anyone interested in serving.

14. BZA (Steve Effros): Clifton Presbyterian Church withdrew waiver application due to an unrelated— pending legal case; BZA meeting canceled as a result.

15. Industrial Development (Brant Baber): resignations received from Taya Abbott and Wayne Nickum. Bill Ridenour and Pete Mills would like to step in and take their places. Motion made by Baber, seconded by _____, to approve. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

16. HUD (John Eubank): two properties sold last month. New audit being conducted with HUD Inspector General's office; could go on for several months. HUD IG concurred with Town position that Town has participated in the public competitive bid process, not the predesignation/direct bid process, so numerous allegations previously made by HUD as to Town's noncompliance with direct bid requirements are unfounded.

17. Motion made by Chesley, seconded by _____, to designate Brant Baber vice-mayor. Ayes: Chesley, Arnold, Baber, Buller, Robertson. Nay: Buckley. Motion passes. Baber asked Buckley whether she was mad at him and did not vote for him; Buckley stated that she voted to uphold the principle of rotating the vice mayor position periodically as established by prior Council action.

18. NOVEC franchise: final copy to be turned over to Giff Hampshire and Brant Baber for review and study. Motion made by _____, seconded by _____, for Brant and Giff to evaluate and make recommendation for action at next Council meeting. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

19. Proposed COX franchise is also being reviewed by Giff Hampshire.

20. Mayor Chesley mentioned up and coming VML meetings:
a. Annual conference: 10/3-10/5/2004
b. Land use seminar: 7/20/04 (Fredericksburg); 7/21/04 (Roanoke)

21. Town police assignments and increased assignments discussed.

22. Bow hunting discussed as a method of reducing deer population. Mayor Chesley said he would try to arrange for County Game Warden to be present at August Town Council meeting to discuss this problem. Giff will look into legal issues of holding a deer hunt in town.

23. Cut-through traffic issue discussed. Truck traffic is discouraged on Route 645, except in cases where a definite destination is indicated. This discussion will be continued at next month's meeting.

24. Motion made by _____, seconded by _____, to enter into executive session to discuss Gilliam property and Conservancy negotiations. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

25. Motion made by Brant Baber, seconded by _____, to certify that only legal matters pertaining to the Gilliam property transaction were discussed. Passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.

*Is this necessary?
Professional?*

26. Motion made by _____, seconded by _____, to adjourn. Passed
unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

Minutes
Clifton Town Council Meeting
Tuesday, July 6, 2004
Clifton Town Meeting Hall

1/5
JC

Present: Mayor Jim Chesley, Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson, Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve June 1, 2004, Town Council minutes as amended: under 14-b: replace words *records* with *meetings*; under 14-b-1: add word *discussion*; under 14-b-3: add *regarding the acquisition of property for public purpose*; under 14-b-4, replace with *discussion of prospective business or expansion*; under 14-c, omit the words *issue may* with *discussion should protect potential client/lawyer privilege*. Motion made to approve with amendments. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

2. Mayor Chesley pointed out that the June 24, 2004, public hearing to discuss the FY 2004-2005 budget was cancelled due to lack of participation. Copies of the budget with highlighted items are available to all who are interested.

3. The July 1, 2004, special Town Council meeting was also cancelled due to lack of quorum. More discussion of the budget followed, with a mention of the Town Community Hall revenue not bringing in enough money to cover expenses. It was suggested that costs be minimized, and use and rates be maximized. Motion made to approve budget. Ayes: Chesley, Arnold, Baber, Buller, Robertson. Nay: Buckley. Motion passes.

4. Mayor Chesley mentioned current problems with Polly Ambler's house on Dell Avenue. Locks have been placed on all of the doors as required for properties classified as blighted. Department of Health said we can declare property a nuisance since it is so unstable. Ground level floors have fallen in two feet, and it is just a matter of time that the second floor collapses. In order to have property razed or declared a public nuisance, a public hearing is necessary. The cost of tearing down the house could be applied to the sale of the property. Brant Baber and Giff Hampshire will draft new language for nuisance ordinance.

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6. Bill Wark reported July 5, 2004, incident concerning the destruction of his step daughter's windshield of her VW Passat which was parked on Main Street. Mr. Wark said, for the record, he is taking this destruction of property very personally,

make recommendations to the Council for expanding the definition of a public nuisance

4/5
R

and plans to prosecute to the fullest extent of the law. In the last five months, there have been a total of five incidents involving damage to cars parked on Main Street. The Dillards, Heart in Hand Restaurant, the Mills, and Nickums have all experienced acts of vandalism on their vehicles. Mark Khosravi stated that neither he or Margo Buckley had anything to do with this latest incident, and wanted to make this very clear. He also said he and Margo would like to do anything they can to help in this matter. The Works added that this incident could possible be a felony if the damage is assessed at over \$1000.

- 7. Farmer's Market report (Deb Dillard): cole slaw contest held 7/4/04
- 8. Treasurer's report (Marilyn Barton): motion made to approve. Passed unanimously: Chesley, Arnold, Babaer, Buckley, Buller, Robertson.
- 9. Motion made to approve fee of \$6525.28 to Blankenship and Keith for Town Attorney fee. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
- 10. Motion made to approve fee to William Gordon Associates for \$700. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, ~~Richardson~~ *Richardson* *are*
- 11. Motion made by Brant Baber to forego having to get these fees approved for payment. *Baber voted that* *These items are already in our budget, and it should not be necessary to be get them approved.* Passed unanimously: Chesley, Arnold, Babaer, Buckley, Buller, Robertson. *(and others that are)* *(under Section 2-10 of the Town Ordinances)*
- 12. ARB (Margo Buckley): no quorum for June 24, 2004, meeting.
- 13. Planning Commission (Lev Buller):

- a. Fort use permit. Motion made to approve. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, ~~Richardson~~ *Richardson*
- b. Anderson use permit. Motion made to approve with ~~amended hours and parking stipulations~~ *the following* Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
- c. Artisan Kitchen and Bath, Inc., use permit. Motion made to approve with ~~parking stipulations~~ *Some* Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
- d. BSM Companies use permit. Motion made to approve with ~~parking stipulations~~ *Some* Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
- e. Clifton Presbyterian Church approached Planning Commission about church addition and lot line consolidation.
- f. More active members needed for Planning Commission. A letter should be sent to Mayor Chesley by anyone interested in serving.

Baber voted that

Robertson

Trust A

as Anderson use permit

and to permit business use to commence at 8 a.m.

Due to court decision in a

3/5

14. BZA (Steve Effros): Clifton Presbyterian Church withdrew waiver application pending legal case; BZA meeting cancelled as a result.

15. Industrial Development (Brant Baber): resignations received from Taya Abbott and Wayne Nickum. Bill Ridenour and Pete Mills would like to step in and take their places. Motion made to approve. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

16. HUD (John Eubank): two properties sold last month. New audit being conducted with HUD Inspector General's office; could go on for several months. ← Insert B

17. Motion made to designate Brant Baber vice-mayor. Ayes: Chesley, Arnold, Baber, Buller, Robertson. Nay: Buckley. Motion passes.

18. NOVEC franchise: final copy to be turned over to Giff Hampshire and Brant Baber for review and study. Motion made for Brant and Giff to evaluate. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

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24. Motion made to enter into executive session to discuss Gilliam property and Conservancy negotiations. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

25. Brant Baber certified that only legal matters pertaining to the Gilliam property transaction were discussed. Passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.

26. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

4/5 gm

13. Planning Commission (Lev Buller):

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Formatted: Bullets and Numbering

Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

Deleted: amended hours and parking stipulations.

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c. Artisan Kitchen and Bath, Inc., use permit. Motion made by Baber, seconded by _____, to approve with same four conditions as Anderson use permit. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

Deleted: parking stipulations

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Insert A

Insert B

Insert B

made by HUD as to Town's noncompliance with direct bid requirements are unfounded.

rest of
Insert B
3/2
[Signature]

17. Motion made by Chesley, seconded by _____, to designate Brant Baber vice-mayor. Ayes: Chesley, Arnold, Baber, Buller, Robertson. Nay: Buckley. Motion passes. Baber asked Buckley whether she was mad at him and did not vote for him; Buckley stated that she voted to uphold the principle of rotating the vice mayor position periodically as established by prior Council action.
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25. Motion made by Brant Baber, seconded by _____, to certify that only legal matters pertaining to the Gilliam property transaction were discussed. Passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.
26. Motion made by _____, seconded by _____, to adjourn. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

Deleted: icd

Trish:
Corrections

From : <RTrish@aol.com>
Sent : Friday, July 9, 2004 2:25 PM
To : pamwallace@msn.com
Subject : Re: Draft Minutes: July 6, 2004. Town Council mtg.

Hi Pam:

I have a few changes to recommend for the minutes

* 2. actually, the public hearing was held on June 24th to discuss the proposed 2004-2005 budget ... albeit with a small turnout

* 13.c. the Artisan Kitchen application also amended their business hours to allow them to work one hour earlier.

* 17 ... typo on my name

* I'd like to include the playground committee update -- something like the following: On Sunday, May 16 Vale Landscaping marked the layout for the proposed playground equipment and use-zones in the parks so that people could have a chance to see it. On the following Tuesday night a meeting was held to get feedback. As a result of the meetings, the playstructure was reduced in scale and the number of swings may be reduced. The landscape architect is working on new layout plans. Once they are completed the committee will meet again to finalize the proposal.

Thanks!

Have a great vacation! -- Trish

File
copy
8/3/04

Town of Clifton
Treasurer's Report Narrative

August 3, 2004

This month's report presents Preliminary Comparative Financials for FY04 and FY03. Pending are year end accruals that are adjusted as revenues and bills are received after the end of the fiscal year. Included are a Comparative Balance Sheet and Comparative Profit and Loss Statements. The final report will be issued by the end of September. The report presented has been adjusted to appropriately reflect the gross revenues, offset by the Commercial Lending Corp. Management Fees, for FY04 and FY03 for the HUD Homes Project.

Additionally the Cash Summary Report as of August 2, 2004 is presented. The cash balance has been adjusted to include direct deposits from Commercial Lending Corp. that were not posted to the Quick Books records for the last report. This was an oversight on my part. The accrual basis Cash Summary Report reflects \$455,783.99 on August 2, 2004, of which \$406,256 represents total net proceeds from the HUD Homes efforts earned in FY03 through FY04.

In preparing the Preliminary Financials for FY04 prior to the July meeting, I inquired about the status of the Haunted Trail revenues and expense receipts that were not accounted for on the statements of March 31, 2004 or June 30, 2004. I spoke with Margo Buckley, Coordinator of the Haunted Trail Event, who indicated that she had turned the funds in to the Mayor in January or February. I then called Jim Chesley, the Mayor, who indicated that he had not received the funds. As yet the funds have not been accounted for.

I have spoken with the Town's Insurance Representative at the Virginia Municipal League, Greg Dickie, who has recommended that a claim be filed for

consideration. He indicated, however, that coverage is generally only provided for losses resulting in theft or loss due to fire.

We can still put in a claim -

Our Town of Clifton has operated as a small, friendly community for many years, dependent upon the significant efforts of neighborly volunteers working together to build a better community. As a result of the creative efforts and dedication of these volunteers, fundraising events like the Haunted Trail have grown into large and profitable events enjoyed by the greater No. Va. community. As such, for future fundraising events a fiscal committee of 2 or more people should be appointed to account for the funds, prepare the events' financial reports, and deposit the funds directly into the Town bank account immediately following the events. This will appropriately assign and share the increasing fiscal responsibility of managing large fundraising and public relations events. I have a number of resources that we can be contact to develop Events Management Procedures to support our Town's efforts with expanding fundraising and community activities.

Sincerely,

Marilyn

Marilyn Barton

Treasurer

The

Town of Clifton
Balance Sheet Prev Year Comparison
As of June 30, 2004

Town of Clifton Preliminary Comparative Balance Sheet		<u>Jun 30, 04</u>	<u>Jun 30, 03</u>	<u>\$ Change</u>	<u>% Change</u>	Notes:
ASSETS						
Current Assets						
Checking/Savings						
Checking		(1,112)	(1,046)	(66)	6%	(1)
Investments						
Clifton Heights Escrow		5,456	5,456	0	0%	
Playground Reserve Fund						
Playground - Patty Moore Fund		11,463	0	11,463	100%	
Playground Reserve Fund - Other		1,025	1,025	0	0%	
Total Playground Reserve Fund		<u>12,488</u>	<u>1,025</u>	<u>11,463</u>	<u>1,118%</u>	
Investments - Other		445,932	179,911	266,021	148%	
Total Investments		<u>463,876</u>	<u>186,392</u>	<u>277,484</u>	<u>149%</u>	
Total Checking/Savings		462,764	185,346	277,418	150%	
Accounts Receivable						
Accounts Receivable						
BPOL Receivable		258	180	78	43%	
Cigarette Tax Receivable		0	250	(250)	(100%)	
Sales Tax Receivable		2,697	2,697	0	0%	
Accounts Receivable - Other		9,165	1,758	7,407	421%	(2)
Total Accounts Receivable		<u>12,120</u>	<u>4,885</u>	<u>7,235</u>	<u>148%</u>	
Total Accounts Receivable		12,120	4,885	7,235	148%	
Other Current Assets						
Other Current Assets						
Undeposited Funds		1,070	0	1,070	100%	(3)
Total Other Current Assets		<u>1,070</u>	<u>0</u>	<u>1,070</u>	<u>100%</u>	
Total Other Current Assets		1,070	0	1,070	100%	
Total Current Assets		475,954	190,231	285,723	150%	
Fixed Assets						
Fixed Assets						
Buildings		11,354	11,354	0	0%	
Equipment		21,058	17,124	3,934	23%	
Improvements		77,957	77,957	0	0%	
Land		113,469	113,489	0	0%	
Total Fixed Assets		<u>223,838</u>	<u>219,904</u>	<u>3,934</u>	<u>2%</u>	
Total Fixed Assets		223,838	219,904	3,934	2%	

Town of Clifton
Balance Sheet Prev Year Comparison
As of June 30, 2004

Town of Clifton Preliminary Comparative Balance Sheet	<u>Jun 30, 04</u>	<u>Jun 30, 03</u>	<u>\$ Change</u>	<u>% Change</u>	Notes:
Other Assets					
Other Asset					
Prepaid Expenses	136	136	0	0%	
Prepaid Insurance	661	661	0	0%	
Total Other Asset	<u>797</u>	<u>797</u>	<u>0</u>	<u>0%</u>	
Total Other Assets	<u>797</u>	<u>797</u>	<u>0</u>	<u>0%</u>	
TOTAL ASSETS	<u>700,589</u>	<u>410,932</u>	<u>289,657</u>	<u>70%</u>	
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	456	456	0	0%	
Total Accounts Payable	<u>456</u>	<u>456</u>	<u>0</u>	<u>0%</u>	
Other Current Liabilities					
Escrow for PC -Clifton Heights	5,456	5,456	0	0%	
Total Other Current Liabilities	<u>5,456</u>	<u>5,456</u>	<u>0</u>	<u>0%</u>	
Total Current Liabilities	<u>5,912</u>	<u>5,912</u>	<u>0</u>	<u>0%</u>	
Total Liabilities	5,912	5,912	0	0%	
Equity					
Opening Bal CIF Equity	220,902	220,902	0	0%	
Opening Bal G.F. Equity	21,125	22,038	(913)	(4%)	
Retained Earnings	162,079	29,325	132,754	453%	
Net Income	290,570	132,754	157,816	119%	
Total Equity	<u>694,676</u>	<u>405,019</u>	<u>289,657</u>	<u>72%</u>	(4)
TOTAL LIABILITIES & EQUITY	<u>700,588</u>	<u>410,931</u>	<u>289,657</u>	<u>70%</u>	(5)

- NOTES:**
- (1) Checks in transit.
 - (2) Primarily requested P.C. and HUD expense reimbursements.
 - (3) Deposit in transit.
 - (4) Change in net income reflects HUD Homes costs that were netted against against revenue in FY03.
 - (5) Adjusted Equity in FY03 reflects reclassified HUD expense previously netted against CLC payment to the Town of Clifton.

Town of Clifton
Profit & Loss Prev Year Comparison
July 2003 through June 2004

Town of Clifton Preliminary Comparative Profit & Loss	FY04	FY03	\$ Change	% Change	Notes:
Ordinary Income/Expense					
Income					
Interest Income	1,411	637	774	122%	
Clifton Day Revenues	524	262	262	100%	
Community Hall Revenues					
Community Hall Rentals	13,723	18,365	(4,642)	(25%)	
Total Community Hall Revenues	<u>13,723</u>	<u>18,365</u>	<u>(4,642)</u>	<u>(25%)</u>	
Farmers' Market Income	525	0	525	100%	
General Donations	0	500	(500)	(100%)	
Grants					
State					
Dept Criminal Justice Grant	0	4,100	(4,100)	(100%)	
Total State	<u>0</u>	<u>4,100</u>	<u>(4,100)</u>	<u>(100%)</u>	
Total Grants	0	4,100	(4,100)	(100%)	
Haunted Trail Event	0	5,075	(5,075)	(100%)	(1)
Homes Tour	2,905	2,301	604	26%	
HUD Homes	525,040	209,240	315,800	151%	(2)
Other Income	6,941	77	6,864	8,914%	
Park Rental	0	75	(75)	(100%)	
Playground Reserve Donations	11,463	1,025	10,438	1,018%	(3)
Returned Check Charges	0	6	(6)	(100%)	
S.R. - Litter Control Grant	1,000	1,000	0	0%	
Tax and Permits Revenue					
ABC Profits	457	431	26	6%	
ARB Permits	535	100	435	435%	
BPOL tax	12,660	14,897	(2,237)	(15%)	
BZA Fee	750	0	750	100%	
Cigarette Tax	1,375	1,442	(67)	(5%)	
Motor Vehicle Tags	5,356	5,153	203	4%	
PC-Subdivision	791	0	791	100%	
Railroad Tax	1,278	1,377	(99)	(7%)	
Sales Tax	19,411	14,408	5,003	35%	(4)
Use Permits	950	975	(25)	(3%)	
Utility Consumption Tax	1,161	1,283	(122)	(10%)	
Total Tax and Permits Revenue	<u>44,724</u>	<u>40,066</u>	<u>4,658</u>	<u>12%</u>	
Total Income	608,256	282,729	325,527	115%	
Expense					
Payroll Expenses					
Gross Wages					
Town Clerk (Administrative)	4,500	1,875	2,625	140%	
Town Clerk (Recording)	0	1,875	(1,875)	(100%)	
Town Treasurer	4,500	3,750	750	20%	
Total Gross Wages	<u>9,000</u>	<u>7,500</u>	<u>1,500</u>	<u>20%</u>	
Miscellaneous	0	0	0	0%	
Payroll Taxes					
FICA	1,262	1,148	114	10%	
Total Payroll Taxes	<u>1,262</u>	<u>1,148</u>	<u>114</u>	<u>10%</u>	
Total Payroll Expenses	10,262	8,648	1,614	19%	

Town of Clifton
Profit & Loss Prev Year Comparison
July 2003 through June 2004

Town of Clifton Preliminary Comparative Profit & Loss	FY04	FY03	\$ Change	% Change	Notes:
Contractual					
Insurance	2,453	4,486	(2,033)	(45%)	(4)
Town Government					
Architectural Review Board	5	0	5	100%	
Planning Commission	3,236	889	2,347	264%	(5)
Total Town Government	<u>3,241</u>	<u>889</u>	<u>2,352</u>	<u>265%</u>	
Professional Fees					
Legal Fees	13,360	4,200	9,160	218%	
Special Counsel	7,078	0	7,078	100%	
Total Professional Fees	<u>20,438</u>	<u>4,200</u>	<u>16,238</u>	<u>387%</u>	
Rent					
Ayre Square Rental	308	321	(13)	(4%)	
Railroad Siding Rental	775	775	0	0%	
Total Rent	<u>1,083</u>	<u>1,096</u>	<u>(13)</u>	<u>(1%)</u>	
Town Maintenance					
Ayre Square Maintenance	0	27	(27)	(100%)	
Beautification Comm.	945	1,075	(130)	(12%)	
Grounds Maintenance	1,550	1,188	362	30%	
Town Hall Maintenance	2,032	506	1,526	302%	
Total Town Maintenance	<u>4,527</u>	<u>2,796</u>	<u>1,731</u>	<u>62%</u>	
Town Services					
Elections	495	0	495	100%	
Grass Mowing	3,750	3,900	(150)	(4%)	
Trash Collection	1,687	1,686	1	0%	
Total Town Services	<u>5,932</u>	<u>5,586</u>	<u>346</u>	<u>6%</u>	
Utilities					
Gas and Electric	512	(198)	710	(359%)	
Water	301	293	8	3%	
Total Utilities	<u>813</u>	<u>95</u>	<u>718</u>	<u>756%</u>	
Dues and Subscriptions					
Va. Municipal League	306	306	0	0%	
Dues and Subscriptions - Other	285	272	13	5%	
Total Dues and Subscriptions	<u>591</u>	<u>578</u>	<u>13</u>	<u>2%</u>	
Caboose Expenses					
Caboose - Trentane Gas	264	237	27	11%	
Caboose Electric	280	260	0	0%	
Total Caboose Expenses	<u>524</u>	<u>497</u>	<u>27</u>	<u>5%</u>	

Town of Clifton
Profit & Loss Prev Year Comparison
July 2003 through June 2004

Town of Clifton Preliminary Comparative Profit & Loss	FY04	FY03	\$ Change	% Change	Notes:
Community Hall Expenses					
C.H.-Cleaning	1,350	3,900	(2,550)	(65%)	(4)
C.H.-Equipment	1,562	0	1,562	100%	
C.H.-General Maintenance	2,337	2,166	171	8%	
C.H.-Management Fee	2,835	3,616	(781)	(22%)	
C.H. - Electric	10,457	9,550	907	9%	
C.H. Floors	2,499	1,500	999	67%	
Community Hall Expenses - Other	116	331	(215)	(65%)	
Total Community Hall Expenses	<u>21,156</u>	<u>21,063</u>	<u>93</u>	<u>0%</u>	
Clifton Day Expenses	191	0	191	100%	
Homes Tour/Bazaar Exp	680	1,794	(1,114)	(62%)	
HUD Homes - Management Fee Expense	234,386	93,638	140,748	150%	(6)
Legal Advertising	399	1,216	(817)	(67%)	
Mayoral Reimbursement	1,655	1,506	149	10%	
Miscellaneous	1,316	696	620	89%	
Printing and Reproduction	153	0	153	100%	
Total Contractual	<u>299,538</u>	<u>140,136</u>	<u>159,402</u>	<u>114%</u>	
Farmers' Market Expense	463	463	0	0%	
Haunted Trail Expenses	1,379	1,080	299	28%	
Returned Check Bank Charges	0	6	(6)	(100%)	
Commodities					
Computer Supplies	1,108	591	517	87%	
Copies	72	431	(359)	(83%)	
Miscellaneous	792	1,399	(607)	(43%)	
Office Supplies	427	602	(175)	(29%)	
Postage and Delivery	544	417	127	30%	
Total Commodities	<u>2,943</u>	<u>3,440</u>	<u>(497)</u>	<u>(14%)</u>	
Fed Fund-Transportation Proj					
F.F.- Transp. Project-Trails	1,895	247	1,648	667%	
F.F. - Transp. Project-Land	850	0	850	100%	
Fed Trans.Land - Town Match	183	0	183	100%	
Total Fed Fund-Transportation Proj	<u>2,928</u>	<u>247</u>	<u>2,681</u>	<u>1,085%</u>	
Total Expense	<u>317,513</u>	<u>154,020</u>	<u>163,493</u>	<u>106%</u>	
Net Ordinary Income	<u>290,743</u>	<u>128,709</u>	<u>162,034</u>	<u>126%</u>	
Net Income	<u><u>290,743</u></u>	<u><u>128,709</u></u>	<u><u>162,034</u></u>	<u><u>126%</u></u>	

- Notes: *
- (1) Haunted Trail receipts less expenses are not accounted for.
 - (2) HUD Homes revenue has been adjusted to reflect gross revenue.
 - (3) Increase primarily reflects the transfer of the Patty Moore Fund to the Parks Reserve Fund.
 - (4) FY04 amounts are pending accruals of items received after the fiscal year end of June 30, 2004.
 - (5) Increase is offset by reimbursement requests to vendors reflected in Accounts Receivable.
 - (6) HUD Homes expenses have been added and offset the gross income of the project to previously reported net income levels.

File
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CLIFTON TOWN COUNCIL MEETING AGENDA

TUESDAY, AUGUST 3, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

TOWN COUNCIL MEETING:
Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer
3. Reading of communications
4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his or her name and address
 - ii. Direct his or her remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
5. Unfinished business > bump
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor
 - Architectural Review Board (ARB)
 - Planning Commission
 - Board of Zoning Appeals (BZA)
 - Children's playground Trish Robertson
8. New business
 - Discussion of sidewalk from Clifton Heights subdivision to Dell Avenue
 - Financial results of FY 2004 budget; discussion of potential revenues, expenses and priorities for FY 2005
 - Clifton web site information
 - VDOT information
 - Discussion of Town sergeant
 - Results of radar analysis of average vehicle speed on Main Street
 - Adoption of ordinances re: public nuisances, traffic and parking infractions > not ready yet
9. Old business
10. Adjournment

Letter
ARB
BZA

might be able to split revenue w/ state & town?

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

CLIFTON TOWN COUNCIL MEETING AGENDA

**TUESDAY, AUGUST 3, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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Order of business**

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Contacts

pamwallace@msn.com

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To:

Cc:

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Subject:

Favorite Con

- Aileen Mitche
- Andrew Walla
- Annette Com
- Ashley Boyer
- baber, brant
- baber, brant
- BILL HOLLAM
- BILL HOLLAM
- buller, levon
- Char fullerton
- Charlene Peir
- Charlotte
- Charlotte Full
- CHRIS O'DON
- Chris Rehder
- Cindi George
- Show All

Jimmy,

Could we speak briefly in the next few days or so? At this point, I still consider you my immediate supervisor and would like to receive some clarification on a few issues with Brant, who a few months ago informed me that he would like to "retrain" me in the writing of the minutes; I did not respond, chalking up his comment to HUD pressures. (He had not liked my quoting his exact words in a comment he made with regard to Hud, that he felt the town had enough "legal clout" to deal with the impending investigation.)

Give me a call when you can.

Thanks,
Pam

Copy Message to Sent Folder

Get the latest updates from MSN

No response

(2)

Grant: must be looked into - Jif Hampshire
(has looked into matter)
↳ supports investigation of lost \$\$/funds

Better structure needed for these events -
more careful accounting needed -
↳ Lax Situation

* Mayor C. supports bringing in an outside person to conduct investigation - either State Police or private investigator

Event management - needed (Lynne Wark)
esp. collection of money during major event;
tickets mainly paid for in cash

↳ Lessons learned > locked box for
cash + more than one person needs to
be responsible for money

↳ Motion > monthly reports

* Spec. T.C. mtg. next Tuesday
to discuss matter in more depth

* Mayor
fully Police Station > article (Bunnymen
bridge?)

3
Citizens' remarks:

4) Frits Norman: citizen remark.
? about Dentist's Sanctioning
(Centrevian)

Game Warden will try to
be here next mtg. to discuss
deer population in our town area -
just if anyone discuss
Frits wants more people
info about this issue -

3) (BA: Michelle Stan
Tom Peterson, Annan
Mags: Gay Tournament)

6) Bill Mark
More
Sport bump info? Mags
Calming devices

Checking with the local police
to inform in traffic engineering dept -
vibration is the biggest issue about this
bump - investigation will be conducted -
Report?

(4)

(7) ARB: No report tonight

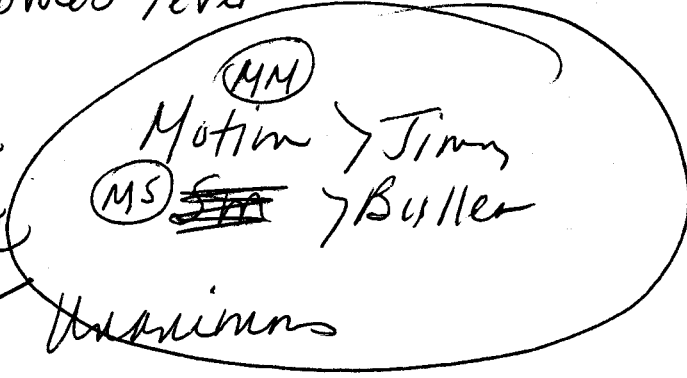
(8) Planning Commission
Michelle Stein

Maner house → LINK HOUSE

Lower level

(a)

JAEGER
use
permit



(b) Taya Abbott } resignation
Michelle Stein Travis Worsham
Lev
R. King
J. McN.

* granting variance
Standard is } very
very strict

(9) **BZA** Steve Effros
Vacancy: Taya's term expired

Presby Church - withdrew proposal

Steve proposed nomination of
Brant → okay?

(3)

(10) Children's Playground
New layout
Landscape architect -

(11) Sidewalk from Clifton Hts to
Dell Avenue

or arcament on ² properties
that would link to Chestnut St.

Right now we have a sidewalk that
links up subdivision to ~~Prim~~ Baptist
Church

(12) * Drainage ditch } Dell Avenue

TRAFFIC

Tree blocking view: Sudleton Avenue /
Clifton Road

Dangers: speed bump
coming down toward Dell Avenue

↓ Mayor: mentioned proposal

Traffic continues to be heavy; 12,000 a day?

6

Restriction of cut through traffic? How??

Town Police Sergeant to regulate this? Yet how can this be enforced?

13
Brant
Baber

Financial results ^{FY} 2004
discussion; FY 2005

* 2005 Brant would like
specific proposals to
increase revenue

14 Web site -
* VA Tech class re how to create
this

15 Town Sergeant? ~~#~~ Brant & Giff
met w/ individuals about this -

\$200,000 a year??

↓
Sergeant
Brannen
Sully
District

} Patrol
Supervisor

Report
Print-out
re radar
men
July 6 -
4000
vehicles

(7)

Latest legislative guide
+ other shit

(16) Utility tax -
mobile phone users

Vienwa
+ Clifton

(17) we would get this
\$ - not country

Newman Rd -
Gilliam's property

we are awaiting
agreement

MM > Brant
MS >

From : Chesley James C CRBE <ChesleyJC@nswccd.navy.mil>
Sent : Monday, August 23, 2004 6:05 PM
To : "Pamela Wallace" <pamwallace@msn.com>, Chesley James C CRBE <ChesleyJC@nswccd.navy.mil>
CC : bb@baberkal.com, ghampshire@blankeith.com, MARNOLD@MCCANDLAW.COM, MARKY@EROLS.COM, MBARTON@COMRES.ORG, rtrishr@aol.com, lbuller@cns.gov
Subject : RE: Draft minutes from 8-3-04 meeting

Pam,

Could you put these minutes in the correct form. Thanks,

Jim

Wed., August 11, 2004 Special Town Council Meeting

Present: Jim Chesley, Trisha Robertson, Mac Arnold, Lev Buller, Margo Buckley, Mark Khosravi, Katherine Arnold, Giff Hampshire, Jeff Stein, Michelle Stein

Discussion was only concerning the missing Haunted Trail receipts.

Giff - Is State Police investigation an option: Because this involves elected officials, the request for an investigation must come from the Attorney General or the Governor.

- Wayne Nickum has requested the Attorney General to direct the State Police to conduct the investigation.
- Is County Police investigation an option: It would probably be more efficient, more thorough, and quicker.
- Status of the VML Insurance Policy - Spoke to Mr. Martin of the VML Claims Department. Lost Property Coverage does not cover the missing money.

Giff Recommends: 1) Make a Claim with VML tomorrow (8/12/04). Motion - J. Chesley, Second - T. Robertson, Unanimous vote.
2) Request Fairfax County Police to conduct investigation.
Motion - T. Robertson, Second - Mac Arnold, Unanimous vote.

Giff has a call in to Sgt. Grinnin of the Sully District Station.

Guidelines need to be developed for the handling of all town monies. Suggestion that within 48 hours of any town event, all monies collected at that time be turned over to Town Treasurer.

Motion to adjourn - Mac Arnold, Second - T. Robertson

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

From: Pamela Wallace [mailto:pamwallace@msn.com]
Sent: Sunday, August 22, 2004 13:59
To: CHESLEYJC@NSWCCD.NAVY.MIL
Cc: bb@baberkal.com; ghampshire@blankeith.com; MARNOLD@MCCANDLAW.COM; MARKY@EROLS.COM; MBARTON@COMRES.ORG; rtrishr@aol.com; lbuller@cns.gov
Subject: Draft minutes from 8-3-04 meeting

Minutes
Special Clifton Town Council Meeting
Wednesday, August 11, 2004
Clifton Town Meeting Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Lev Buller, Trish Robertson, Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Discussion at this meeting to be limited only to missing Haunted Trail receipts.
2. Giff Hampshire questioned whether State Police investigation is an option in this matter. Since elected officials are involved, the request for an investigation must come from the Attorney General or the Governor of Virginia.
3. Wayne Nickum has requested the Attorney General to direct the State Police to conduct the investigation.
4. Question of whether or not County Police is an option, since it would probably be more efficient, thorough, and quicker.
5. Status of the VML Insurance policy: Mayor Chesley spoke to Mr. Martin of the VML Claims Department. Lost property coverage does not cover the missing money.
6. Giff recommended the following:
 - a. Make a claim with VML on 8/12/04. Motion made to make this claim by Mayor Chesley, seconded by T. Robertson. Passed unanimously: Chesley, Arnold, Buckley, Buller, Robertson.
 - b. Request investigation by Fairfax County Police. Motion made to make this request by T Robertson, seconded by Mac Arnold. Passed unanimously: Chesley, Arnold, Buckley, Buller, Robertson.
7. Giff currently has a call into Sgt. Grinnin of the Sully District Station.
8. Guidelines need to be developed for the handling of all town monies. Suggestion made that within 48 hours of any town event, all monies collected need to be turned over to the Town Treasurer.
9. Motion made to adjourn by Mac Arnold, seconded by T. Robertson. Passed unanimously: Chesley, Arnold, Buckley, Buller, Robertson.

8/3/04

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§ 46.2-809.1. Regulation of residential cut-through traffic by Board.

The Commonwealth Transportation Board may develop a residential cut-through traffic policy and procedure for the control of residential cut-through traffic on designated secondary highways.

For the purposes of this section, "residential cut-through traffic" means vehicular traffic passing through a residential area without stopping or without at least an origin or destination within the area.

The provisions of this section shall not apply in (i) cities, (ii) any town that maintains its own system of streets, and (iii) any county that owns, operates, and maintains its own system of highways.

(1995, c. 556.)

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8/3/04

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§ 46.2-809. Regulation of truck traffic on primary and secondary highways.

The Commonwealth Transportation Board, or its designee, in response to a formal request by a local governing body, after such body has held public hearings, may, after due notice and a proper hearing, prohibit or restrict the use by through traffic of any part of a primary or secondary highway if a reasonable alternate route is provided. The Board, or its designee, shall act upon any such formal request within nine months of its receipt, unless good cause is shown. Such restriction may apply to any truck or truck and trailer or semitrailer combination, except a pickup or panel truck, as may be necessary to promote the health, safety, and welfare of the citizens of the Commonwealth. Nothing in this section shall affect the validity of any city charter provision or city ordinance heretofore adopted.

The provisions of this section shall not apply in (i) cities, (ii) any town which maintains its own system of streets, and (iii) in any county which owns, operates, and maintains its own system of roads and streets.

(1973, c. 67, § 46.1-171.2; 1989, c. 727; 2003, c. 300.)

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3:19 PM
08/03/04
Accrual Basis

Town of Clifton
Statement of Cash Balances
As of August 2, 2004

*File
Copy
8/3/04*

	<u>Jul 1 - Aug 2, 04</u>
Checking	816.71
Investments	
Clifton Heights Escrow	5,455.60
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Ot...	1,025.00
Total Playground Reserve Fund	12,487.68
Investments - Other	437,024.00
Total Investments	454,967.28
TOTAL	<u><u>455,783.99</u></u>

CLIFTON TOWN COUNCIL, COMMISSIONS, BOARDS & COMMITTEES

2002-2004

TOWN COUNCIL (06-30-04):

JAMES C. CHESLEY, MAYOR, POLICE & VDOT
WILLIAM ARNOLD, FINANCE & SEWER
MARGO BUCKLEY, SEWER, FINANCE & ENVIRONMENT
LAURA HARRINGTON, ARB & PARKS (COUNTY) (VICE-MAYOR UNTIL 10-31-03)
WAYNE NICKUM, GROUNDS & MUSEUM
WILLIAM R. HOLLOWAY, PLANNING COMM & PARKS (TOWN) (VICE-MAYOR UNTIL 02-28-03)

TOWN COUNCIL OFFICIALS (06-30-04):

TOWN CLERK: PAM WALLACE
TOWN TREASURER: MARILYN BARTON
TOWN ATTORNEY: GIFFORD HAMPSHIRE

PLANNING COMMISSION:

TAYA ABBOTT (06-30-05), CHAIRPERSON
MICHELLE STEIN (06-30-05)
LEV BULLER (06-30-04)
RANDY THOMPSON (06-30-03)
RICHARD KING (06-30-03)
WILLIAM R. HOLLOWAY (06-30-04)
TRAVIS WORSHAM (06-30-06)

BOARD OF ZONING APPEALS:

STEVE EFFROS, CHAIRPERSON (07-03-06)
TOM BARTON (07-03-06)
DIANE DYGVE (04-10-05)
KENNETH D. BUCKLEY (09-28-04)
TAYA ABBOTT (04-19-04)

ARCHITECTURAL REVIEW BOARD:

(ARB 5 OR 7 MEMBERS)
ROYCE JARRENDT, CHAIRPERSON (06-30-04)
HELEN BULLER (06-30-04)
SUZIE WORSHAM (06-30-04)
LAURA HARRINGTON (TC REP)(06-30-04)
DONNA NETSCHERT (06-30-04)
RAY VANLENDEN (06-30-04)

TOWN OF CLIFTON INDUSTRIAL BOND AUTHORITY

BRANT BABER, CHAIRPERSON (03-04-07)
TAYA ABBOTT (03-04-06)
MARGO BUCKLEY (03-04-04)
WAYNE NICKUM (03-04-05)
JEFF STEIN (03-04-06)
STEVE EFFROS (03-04-05)
KIRK WILES (03-04-04)

PHYLLIS LOVETT (06-30-04)

OTHER COMMITTEES:

BEAUTIFICATION:

LYNNE GARVEY HODGE
CHRIS O'DONNELL
JENNIFER CHESLEY

CABLE FRANCHISE:

TOM MCNAMARA, CHAIRPERSON
WILLIAM ARNOLD

CLIFTON AREA PARK REP:

WAYNE NICKUM

COMMUNITY DEV. BLOCK GRANT REP:

LEV BULLER

COMMUNITY HALL RESERVATION REP:

MARGO BUCKLEY

FAIRFAX COUNTY ATHLETIC COUNCIL REP:

JEFF STEIN

FINANCIAL:

WILLIAM ARNOLD, CHAIRPERSON
MARLYN BARTON
MARGO BUCKLEY
(WAYNE NICKUM, CONSULTANT TO COMMITTEE)

HISTORICAL PRESERVATION:

WAYNE NICKUM
PAM WALLACE

MUSEUM:

PAM WALLACE , CHAIRPERSON
WAYNE NICKUM

NO. VA. TOBACCO TAX BD. REP:

PARK COMMITTEES:

AYRE SQUARE PARK:

DONNA J. NICKUM, CHAIRPERSON

BUCKLEY PARK:

PAM WALLACE, CHAIRPERSON
BOB WALLACE
DAVID THOMPSON
DONNA THOMPSON

CHILDRENS' PARK:

WILLIAM R. HOLLAWAY, CHAIRPERSON

SEWER TREATMENT PLANT:

WILLIAM ARNOLD, CHAIRPERSON
BRANT BABER
RICHARD KING
BILL WORSHAM
MARGO BUCKLEY

SIDEWALK:

ROYCE JARRENDT, CHAIRPERSON
JIM CHESLEY
PHEOBE PETERSON
RICK PETERSON

TOWN HALL:

JIM CHESLEY
ADRIAN RICCI

TRANSPORTATION:

CAROLYN LEETCH , CHAIRPERSON
HELEN BULLER
MARGO BUCKLEY
RICHARD KING

HUD COMMITTEE

WILLIAM ARNOLD
MARGO BUCKLEY
BRANT BABER
ROD WILLIAMS

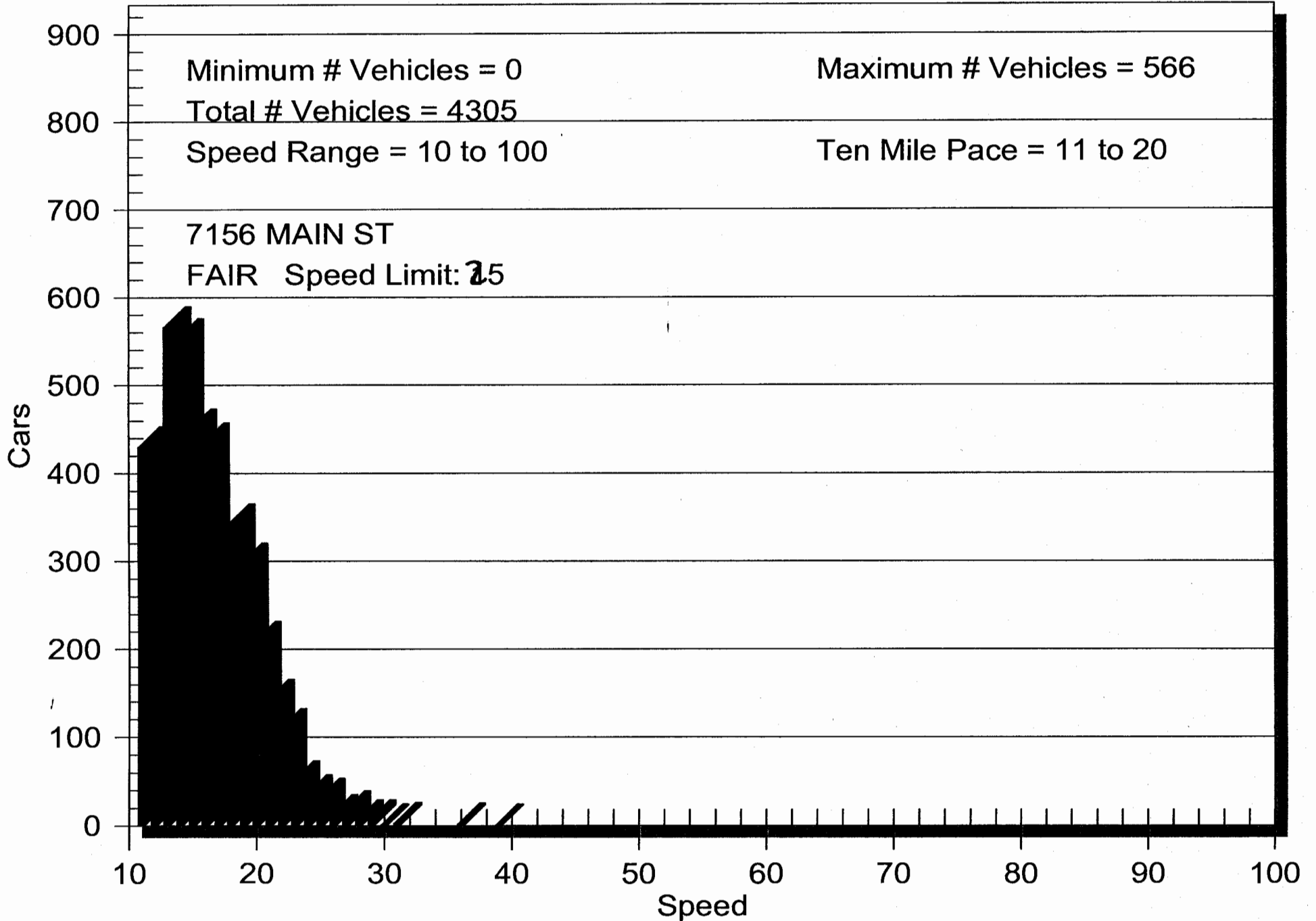
**The Town of Clifton, Virginia
Affordable Housing Program
Monthly Activity Summary
As of July 31, 2004**

	<u>Month of</u> <u>Jul-04</u>	<u>Fiscal</u> <u>Year to</u> <u>Date</u>	<u>Program</u> <u>to Date</u>
<u>Bidding Activity Summary</u>			
Homes Reviewed	0	0	487
Homes Rejected for Bid	0	0	109
Homes Selected for Bid	0	0	378
Winning Bids	0	0	98
Conversion Ratio	0.0%	0.0%	25.9%
<u>Purchase and Sales Activity Summary</u>			
Homes Under Contract for Purchase from HUD	0		
Sales Contracts Accepted from Qualified Buyers	1	1	97
<u>Inventory Activity Summary</u>			
Inventory, Beginning of Period	7	7	0
Homes Purchased	0	0	98
Homes Sold	4	4	95
Inventory, End of Period	<u>3</u>	<u>3</u>	<u>3</u>
<u>Volume and Profit Summary</u>			
Total Sales Volume	\$ 376,400	\$ 376,400	\$ 11,237,223
Town Profit	\$ 28,698	\$ 28,698	\$ 762,977
CLC Management Fee	\$ 12,914	\$ 12,914	\$ 340,936
Net Profit to Town	\$ 15,784	\$ 15,784	\$ 432,041

Town of Clifton Net Profit Calculation NDC Certification	3445 <u>Clover</u>	908 <u>Farnley</u>	629 <u>Red Horse</u>	3728 <u>Sugar Creek</u>	<u>Totals</u>
Sales Price	66,000	167,900	81,500	61,000	376,400
Base Puchase Cost	51,300	144,000	51,500	42,500	289,300
HUD Discount	-7,695	-21,600	-7,725	-6,375	-43,395
Misc Acq Costs	1,115	1,794	1,089	1,016	5,014
Loan Discount CLC	1,539	4,320	1,545	1,275	8,679
Repairs	7,525	10,515	20,500	11,210	49,750
Carrying Costs	547	1,231	492	452	2,722
Interest	1,314	3,387	1,635	1,048	7,384
Commission	3,960	10,074	4,890	3,660	22,584
Selling Costs	946	850	912	956	3,664
Total NDC	60,551	154,571	74,838	55,742	345,702
Total Profit	5,449	13,329	6,662	5,258	30,698
Buyer Credits	0	-2,000	0	0	-2,000
Town Profit	5,449	11,329	6,662	5,258	28,698
CLC Mgmt Fee	2,452	5,098	2,998	2,366	12,914
Net Profit to Town	2,997	6,231	3,664	2,892	15,784
NDC X 110%	66,606	170,028	82,322	61,316	
Sales Price	66,000	167,900	81,500	61,000	

Cars vs. Speed

FILENAME: <04070609 7156 MAIN ST (APPROACHING).DAT>



DETAILED COST OF NEW POSITIONS

Fiscal Year: 2005

Classification:	4116	Police Sergeant (Town of Clifton)	Budget Summary:	
Grade/Step:	O20/10	(Department Average)	CH20 - Personnel Expenses:	\$ 71,250
# of Positions:	1		CH30 - Operating Expenses:	\$ 52,095
# of Vehicles:	1		CH40 - Recovered Cost:	\$ -
# of Tasers:	1		CH60 - Capital Equipment:	\$ 31,242
Mileage per Year:	24,000	Miles	Subtotal:	(a) \$154,587
# of Computer:	1		Fringe Benefit:	(b) \$ 21,853
Program Area:	Patrol		Total:	(a + b) \$176,440
Cost Center:	(04) Field Operations			
Primary Index:	902106			

*	Index	Sub Obj	Qty	Subobj Title	Current Cost/Rate	Inf. Factor	Unit Cost	Total Amount
*	902106	2160	1	New Pos. - Reg. Salary	\$2,729.89	26.1	\$71,250	\$71,250
*	902106	2320	1	Shift Differential			\$0	\$0
*	902106	2345	1	Pay Extra - Holiday			\$0	\$0
*	Agency 89	2050	1	Fringe - Retirement	17.96%		\$12,797	\$12,797
*	Agency 89	2050	1	Fringe - FICA (Hospitalization)	1.45%		\$1,033	\$1,033
*	Agency 89	2050	1	Fringe - Health Ins.	9.41%		\$6,705	\$6,705
*	Agency 89	2050	1	Fringe - Life Ins.	0.60%		\$428	\$428
*	Agency 89	2050	1	Fringe - Unemploy Ins.	0.75%		\$534	\$534
*	Agency 89	2050	1	Fringe - Workmen's Comp.	0.50%		\$356	\$356
	901207	3042	1	Psychological Testing	\$300.00		\$300	\$300
	901207	3042	1	Hepatitis B Vaccine (3 shots)	\$105.00		\$105	\$105
*	901207	3225	1	Office Supplies	\$60.00		\$60	\$60
*	901207	3390	1	Cleaning Allowance	\$400.00		\$400	\$400
	901207	3411	1	Cell Phones (Equipment)	\$120.00		\$120	\$120
*	901207	3411	1	Cell Phones Service Charges	\$720.00		\$720	\$720
*	901207	3412	1	Pager	\$117.00		\$117	\$117
*	901207	3421	1	Printing (General Orders & Mis)	\$71.00		\$71	\$71
*	901207	4251	1	PC Replacement	\$400.00		\$400	\$400
*	901207	5017	1	Professional Training	\$71,250		\$0	\$0
	901298	3264	1	Training Aids	\$1,356.34		\$1,356	\$1,356
*	901298	3289	1	Supply-Ordnance	\$925.00		\$925	\$925
	901298	3367	1	Training Uniforms	\$832.00		\$832	\$832
	901298	3597	1	9mm Semi-Auto	\$625.00		\$625	\$625
	902106	3306	1	PC Software			\$0	\$0
*	902106	3367	1	Uniforms	\$1,114.00		\$1,114	\$1,114
*	902106	3367	1	Uniform Accessories	\$405.00		\$405	\$405
	902106	3367	1	Body Suit for Weapons of Mass Destruction	\$220.00		\$220	\$220
	902106	3367	1	Gas Mask w/ accessories	\$500.00		\$500	\$500
	902106	3367	1	Chemical / Bio Suit	\$100.00		\$100	\$100
	902106	3597	1	Escape Hoods	\$110.00		\$110	\$110
	902106	3394	1	Clothing Allowance	\$750.00		\$750	\$750
	902106	3597	1	Wall Lockers	\$200.00		\$200	\$200
	902106	3597	1	Radar Set	\$1,963.00		\$1,963	\$1,963
	902106	3597	1	PC, Work Station	\$2,000.00		\$2,000	\$2,000
	902106	3597	1	Printer, DeskJet	\$535.00		\$535	\$535
	902106	3597	1	<Furniture>				
	902106	3597	1	Desk, System Furniture	\$1,200.00		\$1,200	\$1,200
	902106	3597	1	Chair,	\$390.00		\$390	\$390
	902106	3597	2	Chair, Side w/ arms	\$246.00		\$246	\$492
	902106	3597	1	Bookcase	\$260.00		\$260	\$260

* Recurring Cost.

* Index	Sub Obj	Qty	Subobj Title	Current Cost/Rate	Inf. Factor	Unit Cost	Total Amount
902106	3597	1	File Cabinet, 5 drawer	\$920.00		\$920	\$920
902106	3597	1	Credenza	\$500.00		\$500	\$500
902106	3269	1	First Aid Kit	\$25.00		\$25	\$25
902106	3597	1	PAS III - Passive Alcohol Sensor	\$661.50		\$662	\$662
902106	3597	1	VE: Rollbars/Cage	\$454.80		\$455	\$455
902106	3597	1	VE: Deck Strobes	\$171.00		\$171	\$171
902106	3597	1	VE: Grill Strobes	\$580.00		\$580	\$580
902106	3597	1	VE: Siren	\$660.00		\$660	\$660
902106	3597		VE: Siren for Staff			\$0	\$0
902106	3597	1	VE: Speaker	\$256.00		\$256	\$256
902106	3597	1	VE: Wig Wag	\$72.00		\$72	\$72
902106	3597	1	VE: Console	\$525.00		\$525	\$525
902106	3597	1	VE: MDT Mounting Kit			\$0	\$0
902106	3597	1	VE: Arm Rest			\$0	\$0
902106	3597	1	VE: DXT Mounts			\$0	\$0
902106	3597	1	VE: Bumper			\$0	\$0
902106	3597	1	VE: Shotgun Rack/Lock	\$175.00		\$175	\$175
902106	3597	1	VE: Stop Sticks	\$329.00		\$329	\$329
902106	3597	1	VE: Stinger Flashlight Charger	\$70.00		\$70	\$70
902106	3597	1	VE: Mobile Video Recording Sys.	\$3,990.00		\$3,990	\$3,990
902106	3597	1	Radio(s), Mobile, Voice	\$3,385.00		\$3,385	\$3,385
902106	3597	1	Radio(s), Port. for Command w/ addtl battery	\$3,578.00		\$3,578	\$3,578
901298	3597	1	Shotgun w/ accessories	\$445.58		\$446	\$446
901298	3597	1	Taser Gun	\$389.00		\$389	\$389
* 902106	4187	1	DVS - Fuel, Marked	\$0.073	/mile	\$1,752	\$1,752
* 902106	4188	1	DVS - Replacement, Marked	\$615	/month	\$7,380	\$7,380
* 902106	4191	1	DVS - Installation Charges	\$1,985		\$1,985	\$1,985
* 902106	4191	1	DVS - M&O, Marked	\$0.300	/mile	\$7,200	\$7,200
* 902106	4260	1	Radio Shop	\$320.00	/4 hr	\$320	\$320
902106	6504	1	Vehicle(s), Marked	\$23,000.00		\$23,000	\$23,000
902106	6519	1	MCT Unit	\$8,242.00		\$8,242	\$8,242

* Recurring Cost.

File: SGT Cost for Town of Clifton 072104.xls (Detail of Expenditures)

CLIFTON TOWN COUNCIL, COMMISSIONS, BOARDS & COMMITTEES

2002-2004

TOWN COUNCIL (06-30-04):

JAMES C. CHESLEY, MAYOR, POLICE & VDOT
WILLIAM ARNOLD, FINANCE & SEWER
MARGO BUCKLEY, SEWER, FINANCE & ENVIRONMENT
LAURA HARRINGTON, ARB & PARKS (COUNTY) (VICE-MAYOR UNTIL 10-31-03)
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WILLIAM R. HOLLOWAY, PLANNING COMM & PARKS (TOWN) (VICE-MAYOR UNTIL 02-28-03)

TOWN COUNCI OFFICIALS (06-30-04):

TOWN CLERK: PAM WALLACE
TOWN TREASURER: MARILYN BARTON
TOWN ATTORNEY: GIFFORD HAMPSHIRE

PLANNING COMMISSION:

TAYA ABBOTT (06-30-05), CHAIRPERSON
MICHELLE STEIN (06-30-05)
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RANDY THOMPSON (06-30-03)
RICHARD KING (06-30-03)
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TRAVIS WORSHAM (06-30-06)

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TOM BARTON (07-03-06)
DIANE DYGVE (04-10-05)
KENNETH D. BUCKLEY (09-28-04)
TAYA ABBOTT (04-19-04)

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(ARB 5 OR 7 MEMBERS)
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HELEN BULLER (06-30-04)
SUZIE WORSHAM (06-30-04)
LAURA HARRINGTON (TC REP)(06-30-04)
DONNA NETSCHERT (06-30-04)
RAY VANLENDEN (06-30-04)

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STEVE EFFROS (03-04-05)
KIRK WILES (03-04-04)

PHYLLIS LOVETT (06-30-04)

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LYNNE GARVEY HODGE
CHRIS O'DONNELL
JENNIFER CHESLEY

CABLE FRANCHISE:

TOM MCNAMARA, CHAIRPERSON
WILLIAM ARNOLD

CLIFTON AREA PARK REP:

WAYNE NICKUM

COMMUNITY DEV. BLOCK GRANT REP:

LEV BULLER

COMMUNITY HALL RESERVATION REP:

MARGO BUCKLEY

FAIRFAX COUNTY ATHLETIC COUNCIL REP:

JEFF STEIN

FINANCIAL:

WILLIAM ARNOLD, CHAIRPERSON
MARLYN BARTON
MARGO BUCKLEY
(WAYNE NICKUM, CONSULTANT TO COMMITTEE)

HISTORICAL PRESERVATION:

WAYNE NICKUM
PAM WALLACE

MUSEUM:

PAM WALLACE, CHAIRPERSON
WAYNE NICKUM

NO. VA. TOBACCO TAX BD. REP:

PARK COMMITTEES:

AYRE SQUARE PARK:

DONNA J. NICKUM, CHAIRPERSON

BUCKLEY PARK:

PAM WALLACE, CHAIRPERSON
BOB WALLACE
DAVID THOMPSON
DONNA THOMPSON

CHILDRENS' PARK:

WILLIAM R. HOLLAWAY, CHAIRPERSON

SEWER TREATMENT PLANT:

WILLIAM ARNOLD, CHAIRPERSON
BRANT BABER
RICHARD KING
BILL WORSHAM
MARGO BUCKLEY

SIDEWALK:

ROYCE JARRENDT, CHAIRPERSON
JIM CHESLEY
PHEOBE PETERSON
RICK PETERSON

TOWN HALL:

JIM CHESLEY
ADRIAN RICCI

TRANSPORTATION:

CAROLYN LEETCH, CHAIRPERSON
HELEN BULLER
MARGO BUCKLEY
RICHARD KING

HUD COMMITTEE

WILLIAM ARNOLD
MARGO BUCKLEY
BRANT BABER
ROD WILLIAMS

From : Gifford Hampshire <ghampshire@blankeith.com>
Sent : Wednesday, July 14, 2004 7:53 PM
To : "Chesley James C CRBE" <ChesleyJC@nswccd.navy.mil>, <townofclifton@aol.com>, <MARNOLD@MCCANDLAW.COM>, <MARKY@EROLS.COM>, <lbuller@cns.gov>, <MBARTON@COMRES.ORG>, <rtrishr@aol.com>, <babber@aol.com>
CC : "Pamela Wallace" <pamwallace@msn.com>
Subject : RE: DATELINE - NOVEC & TOWN OF CLIFTON

Thanks, Jim. This is helpful. Giff

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

From: Chesley James C CRBE [mailto:ChesleyJC@nswccd.navy.mil]
Sent: Wednesday, July 14, 2004 1:33 PM
To: Chesley James C CRBE; Gifford Hampshire; townofclifton@aol.com; MARNOLD@MCCANDLAW.COM; MARKY@EROLS.COM; lbuller@cns.gov; MBARTON@COMRES.ORG; rtrishr@aol.com; babber@aol.com
Cc: Pamela Wallace
Subject: DATELINE - NOVEC & TOWN OF CLIFTON

Giff and all:

The following is a dateline of Town / NOVEC actions:

October 1, 2002 - Town approves placement (concept) of new tall poles on Main Street & Chapel Road.

April 1, 2003 - Public Hearing to consider terms & conditions for use of Town's right of way to provide electric distribution services.

NOTICE POSTED FOR BIDS for a forty (40) year franchise in Fairfax Journal - due May 6, 2003.

May 6, 2003 - Only bid received was from NOVEC.

June 19, 2003 - Memo: NOVEC to Chesley re: franchise fees & future plans

July 1, 2003 - Town Council appoints Nickum & Hollaway to negotiate NOVEC agreement.

September 5, 2003 - Nickum & Hollaway meet with NOVEC.

January 6, 2004 - Town Council accepts NOVEC plan for placement of new, taller poles. NOVEC also agrees to bear cost of any fence removal / repairs as well as any plantings damaged at 7151 Main Street (Mills property). NOVEC also agrees to place one additional pole at Main Street and Dell Avenue (at NOVEC cost) for a total of 15 neww poles.

February 9, 2004 - Final Franchise Agreement submitted by NOVEC to Town.

February 24, 2004 - Memo: G. Hampshire to Town.

July 8, 2004: Email: G. Hampshire to Town

2005 Town of Clifton Operating Costs Projection

REVENUE	Adopted Budget	Projected Change	Amount of Change	Revised Projected	2004 Total
Tax and Permit Revenue					
Sales Tax	\$ 15,000.00	18000	3000		19,411
BPOL Tax	\$ 15,000.00	13000	(\$2,000)		12,660
Utility Consumption Tax	\$ 1,116.00				1,161
Motor Vehicle Tags	\$ 4,713.00	5,300	\$587		5,356
No. VA Cigarette Tax	\$ 1,800.00				1,375
Use Permits	\$ 1,000.00				950
PC Subdivision Permits	\$ -				791
ABC Profits	\$ 840.00	500	(\$340)		457
ARB Permits	\$ 120.00				535
Railroad Tax	\$ 1,504.00				1,278
Cell Phone Tax	\$ -	?			0
Total Tax and Permit Revenue	\$ 41,093.00		\$1,247	\$ 42,340.00	\$43,974
Fire Program Grant	\$ 6,000.00				
Community Hall Rentals/Donations	\$ 23,298.00	15000	-8298	\$ 15,000.00	13,723
Other Revenue					
Interest Income	\$ 1,111.00				1,411
Haunted Trail Event	\$ 6,000.00	?	?	?	0
Clifton Day Revenues	\$ 1,000.00	600	-400		524
Homes Tour	\$ 2,200.00				2,905
Farmers' Market Income	\$ 700.00				525
Park Rental	\$ 400.00				0
Special Revenue: Litter Control Grant	\$ 1,100.00				1,000
Total Other Revenue	\$ 12,511.00		-400	\$ 12,111.00	6,365
TOTAL REVENUES	\$ 82,902.00		(\$7,451)	\$ 75,451.00	\$64,062
TOTAL EXPENSES	\$ 125,945.00			\$ 99,415.00	80199
Net Income (Net Loss)	\$ (43,043.00)			\$ (23,964.00)	(\$16,137)

Town of Clifton
2005 Operating Budget

EXPENSES	Adopted Budget	Projected Change	PRIORITY 1	PRIORITY 2/Savings	TOTAL EXPENSES
Page 1					
PAYROLL EXPENSES					
Town Clerk Salary	\$ 6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
Town Treasurer Salary	\$ 6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
Payroll Taxes	\$ 1,836.00		\$ 1,836.00	\$ -	\$ 1,836.00
Total Payroll Expenses	\$ 13,836.00		\$ 13,836.00	\$ -	\$ 13,836.00
CONTRACTUAL EXPENSES					
Insurance	\$ 3,612.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
Town Government	\$ -		\$ -	\$ -	\$ -
ARB Expenses	\$ 1,051.00		\$ 1,051.00	\$ -	\$ 1,051.00
BZA Expenses	\$ 500.00		\$ 500.00	\$ -	\$ 500.00
Planning Commission Expenses	\$ 2,654.00		\$ 1,654.00	\$ 1,000.00	\$ 2,654.00
Total Contractual Expenses	\$ 7,817.00		\$ 5,705.00	\$ 1,000.00	\$ 6,705.00
PROFESSIONAL FEES					
Accounting - Multi Year Audit	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 10,000.00
Legal Fees	\$ 8,000.00	\$ 14,000.00	\$ 14,000.00		\$ 14,000.00
Special Counsel	\$ 11,500.00	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00
Total Professional Fees	\$ 29,500.00	\$ 23,000.00	\$ 23,000.00	\$ 4,000.00	\$ 27,000.00
RENTAL EXPENSES					
Rental Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Railroad Siding Rental	\$ 882.00	\$ 775.00	\$ 775.00	\$ -	\$ 775.00
Ayre Square Rental	\$ 551.00	\$ 350.00	\$ 350.00	\$ -	\$ 350.00
Total Rental Expenses	\$ 1,433.00	\$ 1,125.00	\$ 1,125.00	\$ -	\$ 1,125.00
TOWN MAINTENANCE EXPENSES					
Beautification Committee	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
Grounds Maintenance	\$ 4,000.00	\$ 1,600.00	\$ 1,600.00	\$ 2,400.00	\$ 4,000.00
Town Hall Maintenance	\$ -	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00
Total	\$ 6,500.00	\$ 4,600.00	\$ 2,600.00	\$ 5,900.00	\$ 8,500.00

Filing
Cabinet

Town of Clifton
2005 Operating Budget

EXPENSES	Adopted Budget	Projected Change	PRIORITY 1	PRIORITY 2/Savings	TOTAL EXPENSES
Page 2					
TOWN SERVICES					
Elections	\$ -		\$ -	\$ -	\$ -
Fire Hall Tree Watering	\$ -		\$ -	\$ -	\$ -
Fire Program	\$ 6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
Grass Mowing	\$ 3,859.00		\$ 3,859.00	\$ -	\$ 3,859.00
Trash Collections	\$ 1,866.00		\$ 1,866.00	\$ -	\$ 1,866.00
Total	\$ 11,725.00		\$ 11,725.00	\$ -	\$ 11,725.00
UTILITY EXPENSES					
Utilities - Gas and Electric	\$ 2,756.00	600	\$ 600.00	\$ 2,156.00	\$ 2,756.00
Utilities - Water and Sewer	\$ 331.00	350	\$ 350.00	\$ -	\$ 350.00
Total Utility Expenses	\$ 3,087.00		\$ 950.00	\$ 2,156.00	\$ 3,106.00
DUES AND SUBSCRIPTIONS					
VA Municipal League	\$ 342.00		\$ 342.00	\$ -	\$ 342.00
Other Dues and Subscriptions	\$ 232.00		\$ 232.00	\$ -	\$ 232.00
Total Dues and Subscriptions	\$ 574.00		\$ 574.00	\$ -	\$ 574.00
CABOOSE EXPENSES					
Caboose Equipment	\$ -		\$ -	\$ -	\$ -
Caboose Electric	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Caboose Gas	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Caboose Maintenance - Painting	\$ 2,500.00		\$ -	\$ 2,500.00	\$ 2,500.00
Total Caboose Expenses	\$ 3,162.00		\$ 662.00	\$ 2,500.00	\$ 3,162.00
Community Hall Expenses					
General Maintenance	\$ 3,197.00		\$ 3,197.00	\$ -	\$ 3,197.00
Cleaning	\$ 1,985.00		\$ 1,985.00	\$ -	\$ 1,985.00
Floors - cleaning and/or carpets	\$ 2,646.00		\$ 2,646.00	\$ -	\$ 2,646.00
Electric	\$ 10,612.00		\$ 10,612.00	\$ -	\$ 10,612.00
Mgt Fee - 20% C.H. Rentals and Use Donations	\$ 4,660.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Total	\$ 23,100.00		\$ 21,440.00	\$ -	\$ 21,440.00

Town of Clifton
2005 Operating Budget

EXPENSES	Adopted Budget	Projected Change	PRIORITY 1	PRIORITY 2/Savings	TOTAL EXPENSES
OTHER CONTRACTUAL EXPENSES					Page 3
Legal Advertising	\$ 1,103.00	400	\$ 400.00	\$ -	\$ 400.00
Printing and Publication	\$ 662.00	200	\$ 200.00	\$ -	\$ 200.00
Clifton Web Site	\$ 5,000.00		\$ -	\$ 5,000.00	\$ 5,000.00
Expense Reimbursement	\$ 1,985.00		\$ 1,985.00	\$ -	\$ 1,985.00
Clifton Day Expenses	\$ 1,048.00	300	\$ 300.00	\$ -	\$ 300.00
Homes Tour Expenses	\$ 662.00		\$ 662.00	\$ -	\$ 662.00
Farmers' Market Expense	\$ 600.00		\$ 600.00	\$ -	\$ 600.00
Haunted Trails Event	\$ 2,205.00		\$ 2,205.00	\$ -	\$ 2,205.00
Summer in the Parks Event	\$ 500.00		\$ -	\$ 500.00	\$ 500.00
Miscellaneous	\$ 5,513.00		\$ 5,513.00	\$ -	\$ 5,513.00
TOTAL	\$ 19,278.00		\$ 11,865.00	\$ 5,500.00	\$ 17,365.00
COMMODITIES EXPENSES					
Calendars & Posters Expense	\$ -		\$ -	\$ -	\$ -
Copies	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Postage & Delivery	\$ 477.00		\$ 477.00	\$ -	\$ 477.00
Computer Supplies	\$ 1,323.00		\$ 1,323.00	\$ -	\$ 1,323.00
Office Supplies	\$ 992.00		\$ 992.00	\$ -	\$ 992.00
License Plates	\$ 607.00		\$ 607.00	\$ -	\$ 607.00
Miscellaneous Commodities	\$ 1,103.00		\$ 1,103.00	\$ -	\$ 1,103.00
Total Commodities Expenses	\$ 4,833.00		\$ 4,833.00	\$ -	\$ 4,833.00
CIF EXPENSES					
S.R. Litter Control Expense	\$ 1,100.00		\$ 1,100.00	\$ -	\$ 1,100.00
TOTAL EXPENSES	\$ 125,945.00		\$ 99,415.00	\$ 21,056.00	\$ 120,471.00

2005 Town of Clifton Operating Costs Projection

REVENUE	Adopted Budget	Projected Change	Amount of Change	Revised Projected	2004 Total
Tax and Permit Revenue					
Sales Tax	\$ 15,000.00	18000	3000		19,411
BPOL Tax	\$ 15,000.00	13000	(\$2,000)		12,660
Utility Consumption Tax	\$ 1,116.00				1,161
Motor Vehicle Tags	\$ 4,713.00	5,300	\$587		5,356
No. VA Cigarette Tax	\$ 1,800.00				1,375
Use Permits	\$ 1,000.00				950
PC Subdivision Permits	\$ -				791
ABC Profits	\$ 840.00	500	(\$340)		457
ARB Permits	\$ 120.00				535
Railroad Tax	\$ 1,504.00				1,278
Cell Phone Tax	\$ -	?			0
Total Tax and Permit Revenue	\$ 41,093.00		\$1,247	\$ 42,340.00	\$43,974
Fire Program Grant	\$ 6,000.00				
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Haunted Trail Event	\$ 6,000.00	?	?	?	0
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Homes Tour	\$ 2,200.00				2,905
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Park Rental	\$ 400.00				0
Special Revenue: Litter Control Grant	\$ 1,100.00				1,000
Total Other Revenue	\$ 12,511.00		-400	\$ 12,111.00	6,365
TOTAL REVENUES	\$ 82,902.00		(\$7,451)	\$ 75,451.00	\$64,062
TOTAL EXPENSES	\$ 125,945.00			\$ 99,415.00	80199
Net Income (Net Loss)	\$ (43,043.00)			\$ (23,964.00)	(\$16,137)

Town of Clifton
2005 Operating Budget

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CONTRACTUAL EXPENSES					
Insurance	\$ 3,612.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
Town Government	\$ -		\$ -	\$ -	\$ -
ARB Expenses	\$ 1,051.00		\$ 1,051.00	\$ -	\$ 1,051.00
BZA Expenses	\$ 500.00		\$ 500.00	\$ -	\$ 500.00
Planning Commission Expenses	\$ 2,654.00		\$ 1,654.00	\$ 1,000.00	\$ 2,654.00
Total Contractual Expenses	\$ 7,817.00		\$ 5,705.00	\$ 1,000.00	\$ 6,705.00
Filing Cabinet					
PROFESSIONAL FEES					
Accounting - Multi Year Audit	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 10,000.00
Legal Fees	\$ 8,000.00	\$ 14,000.00	\$ 14,000.00		\$ 14,000.00
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Town of Clifton
2005 Operating Budget

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Trash Collections	\$ 1,866.00		\$ 1,866.00	\$ -	\$ 1,866.00
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Caboose Electric	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Caboose Gas	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Caboose Maintenance - Painting	\$ 2,500.00		\$ -	\$ 2,500.00	\$ 2,500.00
Total Caboose Expenses	\$ 3,162.00		\$ 662.00	\$ 2,500.00	\$ 3,162.00
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General Maintenance	\$ 3,197.00		\$ 3,197.00	\$ -	\$ 3,197.00
Cleaning	\$ 1,985.00		\$ 1,985.00	\$ -	\$ 1,985.00
Floors - cleaning and/or carpets	\$ 2,646.00		\$ 2,646.00	\$ -	\$ 2,646.00
Electric	\$ 10,612.00		\$ 10,612.00	\$ -	\$ 10,612.00
Mgt Fee - 20% C.H. Rentals and Use Donations	\$ 4,660.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Total	\$ 23,100.00		\$ 21,440.00	\$ -	\$ 21,440.00

Town of Clifton
2005 Operating Budget

EXPENSES	Adopted Budget	Projected Change	PRIORITY 1	PRIORITY 2/Savings	TOTAL EXPENSES
OTHER CONTRACTUAL EXPENSES					Page 3
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Clifton Web Site	\$ 5,000.00		\$ -	\$ 5,000.00	\$ 5,000.00
Expense Reimbursement	\$ 1,985.00		\$ 1,985.00	\$ -	\$ 1,985.00
Clifton Day Expenses	\$ 1,048.00	300	\$ 300.00	\$ -	\$ 300.00
Homes Tour Expenses	\$ 662.00		\$ 662.00	\$ -	\$ 662.00
Farmers' Market Expense	\$ 600.00		\$ 600.00	\$ -	\$ 600.00
Haunted Trails Event	\$ 2,205.00		\$ 2,205.00	\$ -	\$ 2,205.00
Summer in the Parks Event	\$ 500.00		\$ -	\$ 500.00	\$ 500.00
Miscellaneous	\$ 5,513.00		\$ 5,513.00	\$ -	\$ 5,513.00
TOTAL	\$ 19,278.00		\$ 11,865.00	\$ 5,500.00	\$ 17,365.00
COMMODITIES EXPENSES					
Calendars & Posters Expense	\$ -		\$ -	\$ -	\$ -
Copies	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Postage & Delivery	\$ 477.00		\$ 477.00	\$ -	\$ 477.00
Computer Supplies	\$ 1,323.00		\$ 1,323.00	\$ -	\$ 1,323.00
Office Supplies	\$ 992.00		\$ 992.00	\$ -	\$ 992.00
License Plates	\$ 607.00		\$ 607.00	\$ -	\$ 607.00
Miscellaneous Commodities	\$ 1,103.00		\$ 1,103.00	\$ -	\$ 1,103.00
Total Commodities Expenses	\$ 4,833.00		\$ 4,833.00	\$ -	\$ 4,833.00
CIF EXPENSES					
S.R. Litter Control Expense	\$ 1,100.00		\$ 1,100.00	\$ -	\$ 1,100.00
TOTAL EXPENSES	\$ 125,945.00		\$ 99,415.00	\$ 21,056.00	\$ 120,471.00

CLIFTON MONEY MANAGEMENT POLICIES AND PROCEDURES

- **One or more persons shall be designated by the Town to be in charge of the event (the “Event Chair”), and two or more different persons shall be designated by the Town to be in charge of all revenues from the event and covered by the Town’s fidelity insurance policy (the “Designated Funds Recipients”)**
- **Any seed money provided by the Town to one or more persons shall be delivered in exchange for a signed receipt and acknowledgment of responsibility for such funds, shall be used to fund expenses that must be paid for in advance of an event and for making change at the event, and must be accounted for as part of a report on the event; the persons to whom such funds are delivered will be personally liable for any unaccounted-for seed money funds**
- **All funds received in connection with any event are required to be deposited upon receipt into a locked box provided by the Town for Town functions; only the Designated Funds Recipients will be given the ability to open the box**
- **The locked box will be delivered to the Designated Funds Recipients on the day of the event, who will count all funds in the box, making copies of individual checks and note of total cash, and will deliver all checks and cash to the Town Treasurer for deposit in the Town’s bank account not later than two days after receipt by the Treasurer**
- **The Town Treasurer will send an electronic message to the Mayor, Council and the Event Chair with respect to total funds deposited in the bank not later than four days after deposit by the Treasurer**
- **The Event Chair shall cause all bills for the event to be submitted to the Town Treasurer not later than two days after their receipt; the Treasurer will cause the bills to be paid directly to each vendor not later than two weeks after their receipt and will reflect the event’s revenues and expenses as line items on the next monthly financial reports delivered to the Mayor and Council after such receipt or payment**
- **The Event Chair will submit a written report as to revenues and expenses, including any seed money provided by the Town, and recommendations for the future, to the Mayor and Town Council not later than the second month after the event**
- **The Town will obtain fidelity insurance coverage for the Town Treasurer in an amount of not less than \$500,000 and for the Event Chair and the Designated Funds Recipients with respect to the event in amounts commensurate with the expected revenues of the event**

Agenda
Special Town Council Meeting
Wednesday, September 29,2004
Clifton Town Meeting Hall
7:30 P.M.

Order of business:

- Consideration of approving Town sponsorship of the proposed Haunted Trail event on October 30, 2004
- Consideration of approving registration fee to be paid for Mayor or Council members to attend October 3-5, 2004, conference of the Virginia League in Alexandria
- Consideration of adopting Guidelines for Handling of Town Funds

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aide, please call Jim Chesley at 703-830-2129.

CLIFTON TOWN COUNCIL MEETING AGENDA

TUESDAY, September 7, 2004, 7:30 P.M.
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

TOWN COUNCIL MEETING:
Order of business

- 1. Reading of minutes of last regular meeting and any subsequent special meetings
- 2. Report of the Treasurer
- 3. Reading of communications
- 4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his or her name and address
 - ii. Direct his or her remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
- 5. Unfinished business
- 6. Reports of special committees
- 7. Reports of standing committees, in the order as may be determined by the Mayor
 - Architectural Review Board (ARB) X no report
 - Planning Commission
 - Board of Zoning Appeals (BZA) X no report
 - Children's playground equipment placement
- 8. New business
 - Deer population/control/problems in Clifton area: State Game Warden and Fairfax County Animal Control
 - Main Street traffic problems: speed hump vibrations/3-way stop at Main and Chapel/stop sign at RR tracks (VDOT)
 - Cigarette tax: Fx County has raised tax to \$.20 as of 9/1/04, and \$.30 as of 7/1/05; Clifton's current tax is \$.15. > Public Hearing required for this
 - Analysis of current town trash pick-up: concerns/problems
 - Town Meeting Hall: should this facility be managed by Fairfax County? > next month
 - Heltzel House? deterioration - concern - Auditor
 - Water sampling: Town Meeting Hall
 - Appointment of Margo Buckley to ARB > Big DISSENT!! -> what now??
- 9. Old business - Conservancy Trust • BZA
- 10. Adjournment
 - Financial results
 - Novac franchise

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

*
 October Agenda:
 * Potential ^{new} bait & hunt
 * Mobil Toy Phone (public law #627)
 * Novac report
 * Mgt. of Community Hall

From : Brant Baber <bb@baberkal.com>
Reply-To : <bb@baberkal.com>
Sent : Thursday, September 16, 2004 6:37 PM
To : <TownofClifton@aol.com>, <MARNOLD@MCCANDLAW.CO>, <marky@erols.com>, <lbuller@cns.gov>, <RTrishR@aol.com>
CC : "PAM WALLACE" <PAMWALLACE@MSN.COM>, "Marilyn Barton" <mbarton@comres.org>
Subject : sept. 29 meeting

 **Attachment :** CLIFTONMONEYMANAGEMENTPOLICIESANDPROCEDURES.doc (0.04 MB)

I request that we add to the agenda for the sept. 29 meeting the following:

- Consideration of approving Town sponsorship of the proposed Haunted Park event on October 30
- Consideration of approving registration fee to be paid for Mayor or Council Members to attend October 3-5 conference of the Virginia Municipal League in Alexandria
- Consideration of Adopting Guidelines for Handling of Town Funds

Also, attached is a revised outline for our discussion as to the handling of Town funds.

**Town of Clifton
August 30, 2004 Planning Commission Report**

In attendance: Michelle Stein, Lev Buller, Judy McNamara
Absent: Richard King, Travis Worsham

1. **Election of Chairman: Michelle Stein, addition of member: Kathy Kalinowski, one vacancy**
2. **Recommends approval of use permit for Fairfax Capital Management at 7145 Main St, 2nd floor rear.**

Building summary:

Unit #	Tenant	Required parking spaces (as known on 8/30/04)
1A	Antiques of Clifton	1
1B	Heart in Hand	9
1C	Noodles & Noggins	3
2A	Benefit Management	2
2B	Chandler Construction	2
2C	storage	none
2D	Fairfax Capital	3

20 required of 24 on site

3. **Clifton Heights escrow attached letter received from town treasurer, awaiting report from her so that PC can make recommendation**
4. **Parking Planning Commission feels that the Town has an overall parking problem that needs to be addressed and asks the Town Council to determine how it should be reviewed.**

2004 Planning Commission Dates

**apps due
Sept 15th
Oct 15th
Nov 15th
Dec 15th**

**Plan Comm meeting
Sept 27th
Oct 25th
Nov 29th
tbd**

**Town Council meeting
Oct 5th
Nov 2nd
Dec 7th
Jan 6th**



NATIONAL CAPITAL LAND

AND DEVELOPMENT COMPANY

June 30, 2004

Ms. Marilyn Barton
Treasurer, Town of Clifton
PO Box 121
Clifton, VA 20124

RE: Clifton Heights

Dear Ms. Barton:

As the developer of Clifton Heights, we posted a working escrow with the Town at the initiation of our project. This escrow was used to off set the Town's cost in hiring their outside professionals. Since we now have completed the job and have turned in the "as built" plans to Fairfax County and your Planning Commissioner, we are requesting an accounting of the dollars spent and any refund to which we are entitled.

If you have any questions, feel free to call, fax or email (ncld@earthlink.net) them to our office.

Sincerely,


F. Gary Garczynski

2005 Town of Clifton Operating Costs Projection

REVENUE	Adopted Budget	Projected Change	Amount of Change	Revised Projected	2004 Total
Tax and Permit Revenue					
Sales Tax	\$ 15,000.00	18000	3000		19,411
BPOL Tax	\$ 15,000.00	13000	(\$2,000)		12,660
Utility Consumption Tax	\$ 1,116.00				1,161
Motor Vehicle Tags	\$ 4,713.00	5,300	\$587		5,356
No. VA Cigarette Tax	\$ 1,800.00				1,375
Use Permits	\$ 1,000.00				950
PC Subdivision Permits	\$ -				791
ABC Profits	\$ 840.00	500	(\$340)		457
ARB Permits	\$ 120.00				535
Railroad Tax	\$ 1,504.00				1,278
Cell Phone Tax	\$ -	?			0
Total Tax and Permit Revenue	\$ 41,093.00		\$1,247	\$ 42,340.00	\$43,974
Fire Program Grant	\$ 6,000.00				
Community Hall Rentals/Donations	\$ 23,298.00	15000	-8298	\$ 15,000.00	13,723
Other Revenue					
Interest Income	\$ 1,111.00				1,411
Haunted Trail Event	\$ 6,000.00	?	?	?	0
Clifton Day Revenues	\$ 1,000.00	600	-400		524
Homes Tour	\$ 2,200.00				2,905
Farmers' Market Income	\$ 700.00				525
Park Rental	\$ 400.00				0
Special Revenue: Litter Control Grant	\$ 1,100.00				1,000
Total Other Revenue	\$ 12,511.00		-400	\$ 12,111.00	6,365
TOTAL REVENUES	\$ 82,902.00		(\$7,451)	\$ 75,451.00	\$64,062
TOTAL EXPENSES	\$ 125,945.00			\$ 99,415.00	80199
Net Income (Net Loss)	\$ (43,043.00)			\$ (23,964.00)	(\$16,137)

Town of Clifton
2005 Operating Budget

EXPENSES

Adopted Budget Projected Change PRIORITY 1 PRIORITY 2/Savings

TOTAL EXPENSES

Page 1

PAYROLL EXPENSES

Town Clerk Salary	\$ 6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
Town Treasurer Salary	\$ 6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
Payroll Taxes	\$ 1,836.00		\$ 1,836.00	\$ -	\$ 1,836.00
Total Payroll Expenses	\$ 13,836.00		\$ 13,836.00	\$ -	\$ 13,836.00

CONTRACTUAL EXPENSES

Insurance	\$ 3,612.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
Town Government	\$ -		\$ -	\$ -	\$ -
ARB Expenses	\$ 1,051.00		\$ 1,051.00	\$ -	\$ 1,051.00
BZA Expenses	\$ 500.00		\$ 500.00	\$ -	\$ 500.00
Planning Commission Expenses	\$ 2,654.00		\$ 1,654.00	\$ 1,000.00	\$ 2,654.00
Total Contractual Expenses	\$ 7,817.00		\$ 5,705.00	\$ 1,000.00	\$ 6,705.00

Filing Cabinet

PROFESSIONAL FEES

Accounting - Multi Year Audit	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 10,000.00
Legal Fees	\$ 8,000.00	\$ 14,000.00	\$ 14,000.00		\$ 14,000.00
Special Counsel	\$ 11,500.00	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00
Total Professional Fees	\$ 29,500.00	\$ 23,000.00	\$ 23,000.00	\$ 4,000.00	\$ 27,000.00

RENTAL EXPENSES

Rental Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Railroad Siding Rental	\$ 882.00	\$ 775.00	\$ 775.00	\$ -	\$ 775.00
Ayre Square Rental	\$ 551.00	\$ 350.00	\$ 350.00	\$ -	\$ 350.00
Total Rental Expenses	\$ 1,433.00	\$ 1,125.00	\$ 1,125.00	\$ -	\$ 1,125.00

TOWN MAINTENANCE EXPENSES

Beautification Committee	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
Grounds Maintenance	\$ 4,000.00	\$ 1,600.00	\$ 1,600.00	\$ 2,400.00	\$ 4,000.00
Town Hall Maintenance	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Total	\$ 6,500.00	\$ 4,600.00	\$ 2,600.00	\$ 5,900.00	\$ 8,500.00

Town of Clifton
2005 Operating Budget

EXPENSES	Adopted Budget	Projected Change	PRIORITY 1	PRIORITY 2/Savings	TOTAL EXPENSES
Page 2					
TOWN SERVICES					
Elections	\$ -		\$ -	\$ -	\$ -
Fire Hall Tree Watering	\$ -		\$ -	\$ -	\$ -
Fire Program	\$ 6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
Grass Mowing	\$ 3,859.00		\$ 3,859.00	\$ -	\$ 3,859.00
Trash Collections	\$ 1,866.00		\$ 1,866.00	\$ -	\$ 1,866.00
Total	\$ 11,725.00		\$ 11,725.00	\$ -	\$ 11,725.00
UTILITY EXPENSES					
Utilities - Gas and Electric	\$ 2,756.00	600	\$ 600.00	\$ 2,156.00	\$ 2,756.00
Utilities - Water and Sewer	\$ 331.00	350	\$ 350.00	\$ -	\$ 350.00
Total Utility Expenses	\$ 3,087.00		\$ 950.00	\$ 2,156.00	\$ 3,106.00
DUES AND SUBSCRIPTIONS					
VA Municipal League	\$ 342.00		\$ 342.00	\$ -	\$ 342.00
Other Dues and Subscriptions	\$ 232.00		\$ 232.00	\$ -	\$ 232.00
Total Dues and Subscriptions	\$ 574.00		\$ 574.00	\$ -	\$ 574.00
CABOOSE EXPENSES					
Caboose Equipment	\$ -		\$ -	\$ -	\$ -
Caboose Electric	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Caboose Gas	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Caboose Maintenance - Painting	\$ 2,500.00		\$ -	\$ 2,500.00	\$ 2,500.00
Total Caboose Expenses	\$ 3,162.00		\$ 662.00	\$ 2,500.00	\$ 3,162.00
Community Hall Expenses					
General Maintenance	\$ 3,197.00		\$ 3,197.00	\$ -	\$ 3,197.00
Cleaning	\$ 1,985.00		\$ 1,985.00	\$ -	\$ 1,985.00
Floors - cleaning and/or carpets	\$ 2,646.00		\$ 2,646.00	\$ -	\$ 2,646.00
Electric	\$ 10,612.00		\$ 10,612.00	\$ -	\$ 10,612.00
Mgt Fee - 20% C.H. Rentals and Use Donations	\$ 4,660.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Total	\$ 23,100.00		\$ 21,440.00	\$ -	\$ 21,440.00

Town of Clifton
2005 Operating Budget

EXPENSES	Adopted Budget	Projected Change	PRIORITY 1	PRIORITY 2/Savings	TOTAL EXPENSES
OTHER CONTRACTUAL EXPENSES					
Legal Advertising	\$ 1,103.00	400	\$ 400.00	\$ -	\$ 400.00
Printing and Publication	\$ 662.00	200	\$ 200.00	\$ -	\$ 200.00
Clifton Web Site	\$ 5,000.00		\$ -	\$ 5,000.00	\$ 5,000.00
Expense Reimbursement	\$ 1,985.00		\$ 1,985.00	\$ -	\$ 1,985.00
Clifton Day Expenses	\$ 1,048.00	300	\$ 300.00	\$ -	\$ 300.00
Homes Tour Expenses	\$ 662.00		\$ 662.00	\$ -	\$ 662.00
Farmers' Market Expense	\$ 600.00		\$ 600.00	\$ -	\$ 600.00
Haunted Trails Event	\$ 2,205.00		\$ 2,205.00	\$ -	\$ 2,205.00
Summer in the Parks Event	\$ 500.00		\$ -	\$ 500.00	\$ 500.00
Miscellaneous	\$ 5,513.00		\$ 5,513.00	\$ -	\$ 5,513.00
TOTAL	\$ 19,278.00		\$ 11,865.00	\$ 5,500.00	\$ 17,365.00
COMMODITIES EXPENSES					
Calendars & Posters Expense	\$ -		\$ -	\$ -	\$ -
Copies	\$ 331.00		\$ 331.00	\$ -	\$ 331.00
Postage & Delivery	\$ 477.00		\$ 477.00	\$ -	\$ 477.00
Computer Supplies	\$ 1,323.00		\$ 1,323.00	\$ -	\$ 1,323.00
Office Supplies	\$ 992.00		\$ 992.00	\$ -	\$ 992.00
License Plates	\$ 607.00		\$ 607.00	\$ -	\$ 607.00
Miscellaneous Commodities	\$ 1,103.00		\$ 1,103.00	\$ -	\$ 1,103.00
Total Commodities Expenses	\$ 4,833.00		\$ 4,833.00	\$ -	\$ 4,833.00
CIF EXPENSES					
S.R. Litter Control Expense	\$ 1,100.00		\$ 1,100.00	\$ -	\$ 1,100.00
TOTAL EXPENSES	\$ 125,945.00		\$ 99,415.00	\$ 21,056.00	\$ 120,471.00

File
copy

AGREEMENT

This Joint Ownership Agreement is made and entered into as of this 7th day of September, 2004 by and between the Northern Virginia Conservancy Trust, a Virginia nonstock corporation (the "Trust") and the Town of Clifton, Virginia, a Virginia town and municipality (the "Town").

RECITALS

WHEREAS, the Trust and Town entered into an agreement of sale dated June 24, 2003 whereby the Trust agreed to sell and the Town agreed to purchase a parcel of property located in the Springfield Magisterial District of Fairfax County, containing approximately 8.6559 acres and identified as Fairfax County Tax Map No. 75-4-02-7 (the "Property"); and

WHEREAS, said agreement of sale (the "Agreement of Sale") provided that the Town and the Purchaser would own the Property as tenants in common in proportion to their respective interests in the Property; and

WHEREAS, the parties have previously drafted a term sheet setting forth the manner in which they will jointly own, maintain and use the Property during their co-ownership as tenants in common; and

WHEREAS, the parties wish to proceed to settlement under the Agreement of Sale pursuant to which the Town will purchase and the Trust will sell a 63.95% interest in the Property for eighty thousand dollars (\$80,000).

NOW, THEREFORE, in consideration of the premises, the sum of \$1.00, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Trust and the Town hereby agree that, subject to closing on the Property, the parties will own the property according to the terms set forth below.

- 1. Ownership Interests.** Subject to settlement on the Agreement sale, the Town will own a 63.95% interest in the Property as a tenant in common, and the Trust will own a 36.05% interest in the Property as a tenant in common. The parties acknowledge that there are no other legal or equitable owners of the Property.
- 2. Operational Control.** The Town and the Trust agree that the Town will have day-to-day operational control and management responsibility for the Property. For example, the Town will have sole authority to decide who may enter the Property and for what purposes. The Town will exercise this responsibility, however, in compliance with the "Conservation Conditions" set forth at paragraph 9 hereinbelow.
- 3. First Right of Refusal.** The Trust and the Town grant to each other a right of first refusal of their respective interests in the Property. In particular, should either the Town or the Trust desire to sell its interest, or any part thereof, and finds a purchaser, or purchasers, who

are ready, able, and willing to purchase the same, the other party shall have an option to purchase the interests of the party so desiring to sell for the amount of any bona fide offer made to any third party, or parties; and the option of either the Town or the Trust to buy the interest of the other party at such price shall extend for a period of ninety (90) days after notice of such bona fide offer has been communicated to the other party in writing by the party desiring to sell. If such option to purchase at such price is not exercised within the stated period of ninety (90) days, then the party so desiring to sell may dispose of such party's interest, or interests, to such third party or parties.

4. **Improvements.** The parties acknowledge and agree that the following improvements will be allowed upon the Property, consistent with applicable zoning laws.

- a. picnic tables
- b. picnic pavilion
- c. trails constructed of natural, permeable materials
- d. pedestrian bridge
- e. split rail fence
- f. signage
- g. tot lot/playground
- h. parking

The parties acknowledge and agree that other improvements may be constructed upon the Property upon mutual agreement by the Trust and the Town and consistent with applicable zoning laws.

5. **Improvement Expense.** The party desiring to construct the improvements allowed by this Agreement will be solely responsible for their costs and maintenance unless the parties agree to a sharing of those expenses in writing, and in advance of their construction.

6. **Property Tax.** The Trust will be solely responsible for any property taxes or other taxes, the liability of which arises from the date that the Trust first acquired its ownership interest in the Property.

7. **Major Decisions.** Both parties must agree to all decisions relating to the Property as a financial asset such as the sale, lease, encumbrance and assignment of any interest in the Property. This agreement shall be set forth in writing by authorized representatives after notice as provided in this agreement.

8. **Dissolution, Liquidation or Annexation.** In the event that the Trust should dissolve or liquidate or otherwise cease to exist within 21 years of a life in being from the effective date of this agreement, its interest shall vest in the Town. If the Town is annexed or otherwise ceases to exist within 21 years of a life in being from the effective date of this agreement, its interest shall vest in the Trust. Each party will cooperate in taking all actions necessary to confirm the vesting of the interest in the other pursuant to this provision.

9. **Conservation Conditions.** The parties agree to the following restrictive covenants which will operate as conservation conditions on the Property which are also set forth in the Deed from the Trust of the Town.

- (a) The property may not be subdivided.
- (b) No native trees larger than twelve (12) inches in diameter may be removed unless they are diseased or propose a safety threat.
- (c) The Property shall be open to the public subject to reasonable time restrictions determined by the Town, through its elected representatives.

10. **Notices.** Notices required to be given by this agreement shall be in writing and shall be effective as of the date on which such notice is delivered to:

The Seller at: Northern Virginia Conservancy Trust
4022 Hummer Road
Annandale, Virginia 22003

The Town at: Town of Clifton
P.O. Box 309
Clifton, Virginia 20124
Attention: Mayor

With a copy to:

Gifford R. Hampshire, Esquire
Blankingship & Keith, P.C.
4020 University Drive, Suite 300
Fairfax, Virginia 22030

11. **Covenants.** This agreement shall be binding upon the Town and the Trust and each of their respective heirs, executors, administrators, or successors and permitted assigns. The provisions hereof shall survive the execution and delivery of the Deed between the Town and the Trust. The restrictive covenants herein shall be binding upon the Property and shall run with the land.

12. **Applicable Law.** This agreement, both as to formation and interpretation, shall be construed with respect to the law of the Commonwealth of Virginia.

13. **Assignability.** This agreement shall be binding upon all permitted assigns of the property of the Town or the Trust.

14. **Headings.** The heading preceding the text of the paragraphs herein are inserted solely for the convenience of reference and shall not constitute a part of this agreement.

15. **Entire Agreement.** This agreement contains the entire agreement and understanding between the parties with respect to the ownership and use of the Property. It supersedes all promises, covenants, agreements, conditions and undertakings between the parties with respect to the joint ownership and use and maintenance of the Property.

16. **Obligation to Inform.** The Town and the Trust agree that each shall:

- (a) promptly advise the other of any litigation, arbitration, or administrative hearing before any governmental agency concerning the Property;
- (b) not take or permit any action or inaction which would change the physical character of the Property or which would change, contradict, render incomplete, or breach that party's representations and warranties in any material respect without the prior written consent of the other owner;
- (c) promptly deliver notice to the other owner of any fact, circumstance or condition of which that owner has actual knowledge that may change, contradict, render incomplete or breach any representation or warranty.
- (d) As set forth in paragraph 7 hereinabove, not enter into any agreements for the sale, encumbrance or assignment the Property without the other party's prior written consent.

17. **Insurance.** The Town will maintain general liability insurance on the Property and will insure that the Trust is named as an additional insured without cost to the Trust.

18. **Recordation in Land Records.** The Parties agree that this Agreement shall be recorded in the Land Records of Fairfax County and indexed therein under the name of both the Trust and the Town.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

TOWN OF CLIFTON, a Virginia Town

James C. Chesley, Mayor

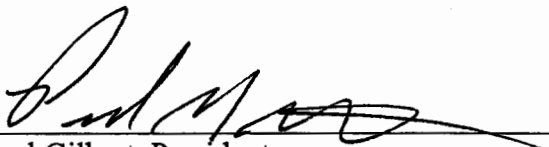
ACKNOWLEDGMENT

City/County of _____
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this _____ day of _____, 2004 by James C. Chesley, Mayor, Town of Clifton.

Notary Public
My commission expires: _____

NORTHERN VIRGINIA CONSERVANCY TRUST,
a Virginia Nonstock Corporation



Paul Gilbert, President

ACKNOWLEDGMENT

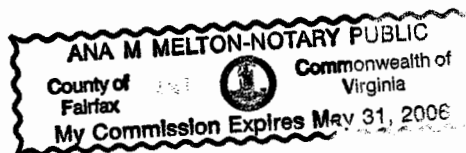
City/County of Fairfax
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 7 day of
September, 2004 by Paul Gilbert, President, Northern Virginia Conservancy Trust.



Notary Public

My commission expires: _____



Re: Special Events

CLIFTON MONEY MANAGEMENT POLICIES AND PROCEDURES

- **Any seed money provided to an event chair shall be used to fund expenses that must be paid for in advance of an event and must be accounted for as part of a report on the event; the event chair will be personally liable for any unaccounted seed money funds**
- **All funds received in connection with any event are required to be deposited upon receipt into a locked box provided by the Town for Town functions; only the Town Treasurer will have a key to the box**
- **The locked box will be delivered to the Treasurer on the day of the event or as soon thereafter as the Treasurer is available, but in no event later than two days after the event occurs**
- **The Treasurer will count all funds in the box, making note of individual checks and total cash, will deposit them in the Town's bank account not later than two days after receipt by the Treasurer, and will deliver a written report of total funds counted by the Treasurer to the event chair not later than four days after receipt by the Treasurer**
- **The event chair shall cause all bills for the event to be submitted to the Town Treasurer for payment not later than two days after the event; the Treasurer will cause the bills to be paid directly to each vendor not later than seven days after the event occurs**
- **The event chair will submit a written report as to revenues and expenses, including any seed money provided by the Town, and recommendations for the future, to the Mayor and Town Council at its next scheduled meeting after the event**
- **The Town will obtain fidelity coverage for the Town Treasurer in an amount of not less than \$500,000, and list all members of the event committee as persons to be covered by fidelity insurance with respect to the event in amounts commensurate with the expected revenues of the event**

17. Motion made by Lev Buller, seconded by Arnold, to switch from AAA Trash Pick-up to American Trash Pick-up, starting at the beginning of October, 2004. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

18. Heltzel House: has been sold and new owner will use Royce Jarrendt's restoration plan for this historic home

19. Motion made by Arnold to appoint Margo Buckley Town Council representative to ARB, seconded by Buller. Ayes: Buckley. Nays: Baber, Chesley, Robertson. Motion failed.

20. Motion made by Chesley to appoint Trish Robertson Town Council representative to ARB, seconded by Baber. Nays: Buckley. Ayes: Chesley, Buller, Robertson. Motion passed.

21. Issue of tree limb removal from Gazebo Park. Jason Mitchell offered to remove with chain saw.

22. Motion made to enter into executive session by Chesley, seconded by Baber. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

→ to discuss legal matters

23 Motion to reconvene? Mac placed - Baber - only to legal

24 Motion made to adjourn by Chesley seconded by _____ Motion passed unanimously: Robertson

b. Lynne Wark: read the Clifton Creed to audience; expressed her concern over Margo's desire to be appointed to ARB, as well as how persons treat one another in our town

- 10. Playground Committee: Trish Robertson *playground*
 - a. Presentation postponed due to new *idea* presented at last meeting by Margo Buckley
 - b. Next meeting scheduled for 9/22/04 at 7:30 P.M., Clifton *Primitive* Baptist Church

11. Motion made to request from VDOT a vibration analysis and noise study for Main Street hump across from Baptist Church at Main and Chapel Streets. Motion made by Arnold, seconded by Buckley. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

trucks

12. Motion made to hold Public Hearing at 7 P.M. on 10/5/04, prior to *9/29/04 Special* October Town Council meeting to discuss resolution concerning the prohibition and regulation of trucks passing through town of Clifton. Motion made by Arnold, seconded by Buller. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

10/5 Public Hearing

13. Motion made to hold Public Hearing at 7 P.M. prior to Special Town Council meeting on 9/29/04 to discuss resolution that would prohibit automobile cut-through traffic in the town of Clifton. Persons would receive a ticket if they used the town as a pass-through. Political ramifications were mentioned concerning such a resolution, as well as concerns as to how this policy would be enforced.

9/29 Public Hearing: 1 Automobile cut-through traffic

14. Conservancy Trust: Giff Hampshire

- a. Conservancy Trust agreement has been signed, and now needs to be notarized. Motion made by Arnold to authorize mayor to sign, seconded by Baber. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

15. Cox Cable easement: Main Street and Chapel Road. Digital line taken from coax bundle, then all three bundles removed

16. Agenda for 9/29/04 Special Town Council Meeting: Losses from 2003 (\$16,000) and from 2004 (\$23,000); money management plan needs to be developed. Motion made to hold special meeting on 9/29/04, 7 P.M., Town Community Hall, by Baber, seconded by Arnold. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

Truck

16. Resolution made to discuss raising cigarette tax to amount Fairfax County has designated during October 5, 2004, Public Hearing scheduled for 10/5/04. Motion made by Chesley, seconded by Robertson. Motion passed: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

7 P.M. Mobile phone tax *10/5/04 Public Hearing: 1 Trucks 2 Cigarette tax*

Who authorized it? Who made this?

2

- c. Highest deer population is located in Virginia's Bull Run where deer have caused significant environmental damage.
 - d. County snipers are used to help thin the deer population, but deer become very astute at dealing with changing conditions.
 - e. In addition to deer, coyotes are also multiplying in area and becoming a nuisance, as well as the Red Fox which are not native to Virginia, and rapidly replacing the Gray Fox.
 - f. Private bow hunting of deer is allowed on private property with opening date on September 18, 2004, and closing in March, 2005.
 - g. According to Jason Mitchell, private property owners can arrange for hunters to hunt on their properties.
 - h. Best type of fencing to keep deer out is double fencing since deer do not possess great depth perception.
 - i. Birth control is difficult to deliver and administer.
 - j. Clifton can use bait, obtain a permit, and conduct a kill in a specific spot. This has proven to be a very successful type of population control.
6. Representative from Suburban White Tail Management also spoke concerning his organization's bow hunting services that can be provided to thin the deer population. He mentioned the dangers and risks deer pose in the area, including severe landscape damage, tick born disease, and auto accidents. White Tail Management charges no fees, and donates deer meat to hungry residents of the county. (State code also relieves property owners of responsibility in this type of kill.)
7. Main Street speed hump issue: VDOT representatives were present to discuss problems that include vibration and noise when vehicles pass over humps. Worries from residents on Main Street include damage to historical structures such as loosening of window frames, water seepage, and damage to exterior paint. Large construction vehicles passing over humps seem to pose biggest and most serious threat. VDOT says it can investigate, and if county finds that houses are indeed being damaged, VDOT will take action. However, if it finds that no damage is being done to residences, it will require the Town Council to take reverse action. In the meantime, VDOT recommends that town request a vibration study via letter to county.
8. CBA: Michelle Stein
- a. Next CBA meeting is scheduled for 9/22/04 at 7 P.M. at Primitive Baptist Church, followed by Playground Committee meeting at 7:30 P.M.
 - b. Clifton Day is only 33 days away
 - b. Reminder that Halloween candy is now being collected at Clifton Store
9. Citizens' Remarks:
- a. Paul Raddam: expressed concern over Margo Buckley being appointed to ARB; he is against her being appointed to this Town committee

3

MM = motion made
MS = motion seconded

(Pg 1)

Motion requesting from VDOT
Vibrative analysis + noise study

MM Mac
MS Margo

↓
Amendment
MM Mac
MS Margo

+ vibration study

Re: 1st

Resolution: truck regulation

- if reasonable alternative route is provided -

Get copy from Jimmy to write into minutes

7 p.m. October
Public hearing

to discuss resolution for regulation / prohibition of truck traffic through town

MM Mac
MS Buller

Unanimous

Re: 2nd Resolution
Section

Residential cut through policy on designated secondary roads

Certain highways can be designated

MM Buller
MS Trish

- people would get a ticket if they just passed through -

According to Lynne:
only 10 people showed
up for Beautification
Day!

(Pg 8)

How about all
of us who pick up
litter every day?

ask Police how to enforce the rule
of no cut-through



means new more police presence
needed here -

Mac: Big political ramifications

Sit
still -
shut
up, look
at ANY ONE!

specify T.C. mtg > truck
traffic
HM Baber] *vehicles?
M2 Trish] ↓ public

(11)

Giff: Conservancy Trust
Conservancy Trust - agreement signed -
needs to be authorized notarized

HM Mac } authorize mayor to
MS Brant } sign

(12) NOVEC - next month

(13) City cable easement (Main St/Chapel Road) -
digital line taken from coaxial bundle -
then all bundles removed -
2-3 wks, to begin soon

Brant

(14) Financial results - would like to bring up at Spec TC. mtg - this month -

\$16,000 Loss last yr
\$23,000 Loss this yr.

Issues:

Money mtg procedure needs to be developed

MM Baber
MS Arnold

unanimous

~~3 weeks~~
Wednesday
9/29/04
Community Hall

Public hearing →

through truck traffic

7 P.M.

(15) Cigarette Tax - public ~~mtg~~ hearing to discuss increase to what Fx. Co.

+ through car issue resolution

charges

look into this.

MM Jimmy
MS Trish

unanimous Act

Conservancy Trust

(Pg 10)

(16) TRASH pick up (AAA)
\$148. ¹⁰ per month

\$60. ¹⁰ } + rental of containers
still LESS than AAA

America } Lev recommends

we start beg. ^{of} Oct. M M Lev

MS Mac

Unanimous

(20)

MM - Lev
SM Lev

Nay: Baber

Aye -
Ties -
Motion
Fails

Trish -

J.C. → MM - Trish
MS Baber

Nay: Margo
Motion
Failed

Trish T.C.
rep to AAA

(17) Heltzel House } has been sold; buyers
will use Royce's restoration architectural plans

(18) Water sampling } Margo Buckley

Deadline - by
October 31st, 2004

Survey must also be completed

[minor repairs also suggested]

(21) Tree
Limb
removal -

02
MM Jimmy
MS Baber

★ Good riddance, honey } Bye, bye - Worshams!

(19) One additional item:

Public 627
Law

Mobile Tax ~~phone~~
phone

} October public
hearing MM Jimmy

MS

Town Ordinance has to be passed -
\$ goes to town, not

Draft Minutes

Clifton Town Council Meeting
Tuesday, September 7, 2004
Clifton Town Meeting Hall

Present: Mayor Jim Chesley, Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson, Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve August 3, 2004, Town Council minutes. Motion made by Mayor Chesley, seconded by Baber. Passed unanimously.
2. Motion made to approve minutes from August 11, 2004, Special Town Council meeting as amended:
 - Revise item 2 to read as follows: Giff Hampshire stated that State Police investigation is an option in this matter, but that since elected officials are involved, the request for an investigation must come from the Attorney General or the Governor of Virginia.
 - Revise item 3 to read as follows: Giff related that State Police told him that Wayne Nickum has requested that the State Police ask the Attorney General to conduct investigation.
 - Revise item 5 to read as follows: Status of the VML Insurance Policy: Giff spoke to Mr. Martin of the VML Claims Department. Lost property damage does not cover the missing money but Martin said it might be covered under monies securities endorsement. Martin also related that there might also be coverage under employee theft, blanket fidelity coverage.

Motion made by Arnold, seconded by Buckley. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

3. Treasurer's report: Marilyn Barton
 - a. Motion made to approve by Baber, seconded by Arnold. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
 - b. Town review/audit to be conducted; CPA bidding encouraged
4. Planning Commission: Michele Stein
 - a. Motion made to approve appointment of Michele Stein to Chairperson of Planning Commission. Motion made by Buller, seconded by Robertson. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

- b. Fairfax Capital Management use permit: motion made to approve by Chesley, seconded by Baber. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
 - c. Clifton Heights escrow fund discussed
 - d. Parking issues in town/number of spaces allotted – suggestions? Put under new business?
5. Deer population problems discussed – program presented:
- a. Public safety problems discussed: 13% of auto collisions involve deer
 - b. Over \$400,000 property damage in Fairfax County
 - c. Highest deer population is located in Virginia's Bull Run where deer have caused significant environmental damage.
 - d. County snipers are used to help thin the deer population, but deer become very astute at dealing with changing conditions.
 - e. In addition to deer, coyotes are also multiplying in area and becoming a nuisance, as well as the Red Fox which are not native to Virginia, and rapidly replacing the Gray Fox.
 - f. Private bow hunting of deer is allowed on private property with opening date on September 18, 2004, and closing in March, 2005.
 - g. According to Jason Mitchell, private property owners can arrange for hunters to hunt on their properties.
 - h. Best type of fencing to keep deer out is double fencing since deer do not possess great depth perception.
 - i. Birth control is difficult to deliver and administer.
 - j. Clifton can use bait, obtain a permit, and conduct a kill in a specific spot. This has proven to be a very successful type of population control.
6. Representative from Suburban White Tail Management also spoke concerning his organization's bow hunting services that can be provided to thin the deer population. He mentioned the dangers and risks deer pose in the area, including severe landscape damage, tick born disease, and auto accidents. White Tail Management charges no fees, and donates deer meat to hungry residents of the county. (State code also relieves property owners of responsibility in this type of kill.)
7. Main Street speed hump issue: VDOT representatives were present to discuss problems that include vibration and noise when vehicles pass over humps. Worries from residents on Main Street include damage to historical structures such as loosening of window frames, water seepage, and damage to exterior paint. Large construction vehicles passing over humps seem to pose biggest and most serious threat. VDOT says it can investigate, and if county finds that houses are indeed being damaged, VDOT will take action. However, if it finds that no damage is being done to residences, it will require the Town Council to take

reverse action. In the meantime, VDOT recommends that town request a vibration study via letter to county.

8. CBA: Michelle Stein
 - a. Next CBA meeting is scheduled for 9/22/04 at 7 P.M. at Primitive Baptist Church, followed by Playground Committee meeting at 7:30 P.M.
 - b. Clifton Day is only 33 days away
 - b. Reminder that Halloween candy is now being collected at Clifton Store

9. Citizens' Remarks:
 - a. Paul Radam: expressed concern over Margo Buckley being appointed to ARB; he is against her being appointed to this Town committee
 - b. Lynne Wark: read the Clifton Creed to audience; expressed her concern over Margo's desire to be appointed to ARB, as well as how persons treat one another in our town

10. Playground Committee: Trish Robertson
 - a. Presentation postponed due to new playground idea presented at last meeting by Margo Buckley
 - b. Next meeting scheduled for 9/22/04 at 7:30 P.M., Clifton Primitive Baptist Church

11. Motion made to request from VDOT a vibration analysis and noise study for Main Street hump across from Baptist Church at Main and Chapel Streets. Motion made by Arnold, seconded by Buckley. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

12. Motion made to hold Public Hearing at 7 P.M. on 10/5/04 prior to Special Town Council meeting to discuss resolution concerning the prohibition and regulation of trucks passing through town of Clifton. Motion made by Arnold, seconded by Buller. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

13. Motion made by Baber, seconded by Arnold, to hold Public Hearing at 7 P.M. prior to Special Town Council meeting on 9/29/04 to discuss resolution that would prohibit automobile cut-through traffic in the town of Clifton. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson. Persons would receive a ticket if they used the town as a pass-through. Political ramifications were mentioned concerning such a resolution, as well as concerns as to how this policy would be enforced.

14. Conservancy Trust: Giff Hampshire
 - a. Conservancy Trust agreement has been signed, and now needs to be notarized. Motion made by Arnold to authorize mayor to sign, seconded

by Baber. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.

15. Cox Cable easement: Main Street and Chapel Road. Digital line taken from co-axil bundle, then all three bundles removed
16. Agenda for 9/29/04 Special Town Council Meeting: Losses from 2003 (\$16,000) and from 2004 (\$23,000); money management plan needs to be developed. Motion made to hold special meeting on 9/29/04, 7 P.M., Town Community Hall, by Baber, seconded by Arnold. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
16. Resolution made to discuss raising cigarette tax to amount Fairfax County has designated during Public Hearing scheduled for 10/5/04. Motion made by Chesley, seconded by Robertson. Motion passed: Chesley, Arnold, Baber, Buckley, Buller, Robertson
17. Motion made by Lev Buller, seconded by Arnold, to switch from AAA Trash Pick-up to American Trash Pick-up, starting in the beginning of October, 2004. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
18. Heltzel House: has been sold and new owner will use Royce Jarrendt's restoration plan for this historic home
19. Motion made by Arnold to appoint Margo Buckley Town Council representative to ARB, seconded by Buller. Ayes: Buckley. Nays: Baber, Chesley, Robertson. Motion failed.
20. Motion made by Chesley to appoint Trish Robertson Town Council representative to ARB, seconded by Baber. Nays: Buckley. Ayes: Chesley, Buller, Robertson. Motion passed.
21. Issue of tree limb removal from Gazebo Park. Jason Mitchell offered to remove with chain saw.
22. Motion made to enter into executive session by Chesley, seconded by Baber. Motion passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
23. Motion made to reconvene made by Arnold, seconded by Baber, with ^{Statement}~~stipulation~~ that only matters related to legal issues were discussed in executive session. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Robertson.
24. Motion made to adjourn made by Chesley, seconded by Robertson. Passed unanimously: Chesley, Arnold, Baber, Buckley, Buller, Roberetson.

Minutes
Special Clifton Town Council Meeting
Wednesday, August 11, 2004
Clifton Old Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Lev Buller, Trish Robertson, Town Attorney Gifford Hampshire; residents and guests of the town

1. Discussion at this meeting to be limited only to missing Haunted Trail receipts.
2. Giff Hampshire questioned whether State Police investigation is an option in this matter. Since elected officials are involved, the request for an investigation must come from the Attorney General or the Governor of Virginia.
3. Wayne Nickum has requested the Attorney General to direct the State Police to conduct the investigation.
4. Question of whether or not County Police is an option, since it would probably be more efficient, thorough, and quicker.
5. Status of the VML Insurance policy: Mayor Chesley spoke to Mr. Martin of the VML Claims Department. Lost property coverage does not cover the missing money.
6. Giff recommended the following:
 - a. Make a claim with VML on 8/12/04. Motion made to make this claim by Mayor Chesley, seconded by T. Robertson. Passed unanimously: Chesley, Arnold, Buckley, Buller, Robertson.
 - b. Request investigation by Fairfax County Police. Motion made to make this request by T. Robertson, seconded by Mac Arnold. Passed unanimously: Chesley, Arnold, Buckley, Buller, Robertson.
7. Giff currently has a call into Sgt. Grinnin of the Sully District Station.
8. Guidelines need to be developed for the handling of all town monies. Suggestion made that within 48 hours of any town event, all monies collected need to be turned over to the Town Treasurer.
9. Motion made to adjourn by Mac Arnold, seconded by T. Robertson. Passed unanimously: Chesley, Arnold, Buckley, Buller, Robertson.

DRAFT Minutes
Clifton Town Council Meeting
Tuesday, August 3, 2004
Clifton Town Meeting Hall

Present: Mayor Jim Chesley, Mac Arnold, Brant Baber, Lev Buller, Trish Robertson, Town Attorney Gifford Hampshire; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Boy Scout troop #1104 recognized by Mayor Chesley.
2. Motion made to have Town Council minutes reflect person making motion, and person seconding motion. Motion made by Brant Baber, seconded by Jim Chesley. Passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.
3. Treasurer's report: Marilyn Barton
 - a. Motion made by Mac Arnold to approve. Motion seconded by Brant Baber. Motion passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.
 - b. Narrative report presented on FY2004; comparative report on FY 2003-4
4. Discussion of missing revenue from 2003 Haunted Trail event. Richard King would like an investigation conducted by Virginia State Police. Brant Baber agreed that matter must be looked into, and Giff Hampshire noted that he has also started to investigate. It was agreed that better structure is needed for these events with improved accounting of monies received. Mayor Chesley supports bringing in outside person to conduct investigation, either State Police or private investigator. Ken Buckley spoke about pressures involved in running such a large event and how hard it is to delegate and keep track of responsibilities. Lynne Wark suggested more careful collection of cash during event, and that in the future it would be advisable to have a locked box for cash, with more than one person responsible for money. A special Town Council meeting will be held next week to discuss further.
5. Citizens' remarks:
 - a. Peter Noonan expressed concern over potential deer hunt proposed for Clifton area and would like more specific information. Mayor Chesley will try to arrange for game warden to speak at next Town Council meeting.
 - b. Bill Wark brought up Main Street speed bump, and Mayor Chesley said that Main Street residents' petition has been faxed to Department of

Traffic Engineering. Vibration noise seems to be the biggest issue of concern over the bump. An investigation will be conducted.

6. ARB: no report
7. Planning Commission: Michelle Stein
 - a. Jaeger use permit: motion made by Mayor Chesley to approve. Seconded by Lev Buller. Motion passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.
 - b. Resignation received from chairwoman Taya Abbott.
8. BZA: Steve Effros
 - a. Steve noted vacancy left by Taya Abbott's expired term; proposed nomination of Brant Baber
 - b. Presbyterian Church has withdrawn building addition proposal.
9. Children's playground: new layout; landscape architect consulted
10. Discussion of new sidewalk from Clifton Heights to Dell Avenue: at present, the sidewalk extends only to Baptist Church. Also discussed was easement on two properties that would link this subdivision to Chestnut Street.
11. Discussion of tree blocking view at Pendleton and Clifton Road and dangers of speed bump coming down toward Dell Avenue
12. Financial results of FY 2004 discussed; FY2005: Brant Baber would like specific proposals to increase revenue.
13. Creation of town web site discussed.
14. Discussion of town sergeant for Clifton.
15. Discussion of utility tax from mobile phone users; town would receive these monies, not county.
16. Motion made by Jim Chesley to approve minutes from July 6, 2004, Town Council meeting as amended:
 - Under item 2: The meeting was held but the Special Town Council meeting was cancelled due to lack of quorum.
 - Under item 4: Change last sentence to state that Brant Baber and Giff Hampshire will make recommendations to the Council for expanding the definition of "public nuisance".
 - Under item 10: Correct spelling of Robertson.

-Under item 11: Reword to “motion made by Brant Baber and others to forego having to get these fees approved for payment. Baber noted that these items are already in our budget and do not need to be approved under section 2-10 of the Town Ordinances.

-Under item 13: Add the following conditions to Anderson use permit; all parking spaces must be striped or specifically delineated; only tenants of the building or their employees will be permitted to park in the three spaces accessed from Ford Lane; a permanent barrier will be erected to separate the three spaces on Ford Lane from the remainder of the parking lot; there will be no ingress or egress to the property generally permitted from Ford Lane, except for access to the three designated tenant/employee spaces; item 13-c: add to approve Artisan Kitchen and Bath use permit with the same four conditions as Anderson use permit; under 13-d: add to approve with the same four conditions as Anderson use permit; under item 154: after word application, add due to court decision. Motion seconded by Mac Arnold. Passed unanimously: Chesley, Arnold, Baber, Buller, Robertson.

17. Motion made to adjourn by Brant Baber. Seconded by Mayor Chesley. Motion passed unanimously: Chesley, Arnold , Baber, Buller, Robertson.

Paul Radom: very, very pissed at Margo - dead set against Margo's potential app't to ARB → very, very inappropriate → wants her to back away!

[Main Street]

Lynne Wark > Clifton Creed - she read this aloud - to whole audience in tearful, dramatic manner - Expressed her

Margo - 1st Amendment right - has the right to present her political views & stands

Trish - did not appreciate Margo's comment concerning ~~~~~?

presently

FBI investigating missing \$ incident

(*) (10)

Playground Comm mtg > Trish Robertson - presentation postponed because of new idea presented by Margo re: Winethur Museum

Potential bait & hunt to > next month's agenda

Resolution: Elaine → Board of supervisors
restriction → takes (9) months

mean- nasty- vulgar- people that Lynne is tired of → negative opinion

Overall, fairly successful BUT there are also other concerns/problems -

Let's get trucks out of town!

Can we get a vibration study conducted?

VDOT aims to please - town should send a letter requesting this.

⑧ Communications rec'd

(a) Caboose paint job } - Eagle Scout project
was responsible for this great job -
over 218 hrs. painting - Eric Edwards -
going for Eagle

(b) Jason Mitchell: letter

Clifton Lions Club Event - car show - 9-
"Impeach Mayor Chesley" sign put in
windshield

↓ inappropriate for T.C. member to do such
an act; for this reason, Mitchell is against
Margo's ARB appointment

Michelle Stein → Met CBA } 9/22/04 7 p.m. } followed by play-ground mtg.
mtg.

Clifton Day: 33 days away
Halloween candy collected at store

Present: Chesley, Arnold, Butler, Robertson,
Buckley, Baber

① August 3 minutes

MM - Chesley } unan.
MS - Baber }

② Aug. 11 minutes - ~~as~~ ~~amended~~ amended

MM - Arnold } unan.
MS - Margo }

③ as amended Treasurer's report: M. Barton
MM to approve - Baber
MS - Mac } unan.

+ Adjustments
per Marilyn:
mis postings

Contractor (Clifton Hts.) contacted Marilyn
Re: escrow acct → Michelle Stein

Re:

From review/audit: CPA's } bidding encouraged
newly

④ Planning Comm - M. Stein } elected chairperson
Motion to approve

MM Lev } unan.
MS Trish }

⑤ Ex. Cap. Mgmt use permit } unan.
MM Chesley
MS Baber

⑥ Clifton Hts escrow fund
(Clifton Hts. Home Owner Association)

⑦ Parking issues in town / # of spaces
allotted

New business

← Suggestions? →

⑤ Deer Population Problems > Earl ___?

Public safety problems: auto collisions, etc. → 13% involve deer

What's been tried to deal w/ problem:

Fencing, various heights

Over \$400,000 property damage



* Incidents of Lyme Disease,
Rocky Mts. Spotted Fever

* Virginia's Bull Run > highest deer population →

Causing a great deal of environmental
damage

are used
County snipers to help thin the
deer population; deer
become very astute at
dealing w/ adjusted conditions →

Trudy talks
bitch when
she wants
something

coyotes are also multiplying
& becoming a nuisance
+ Red foxes (not native to VA, displacing gray foxes)

Tuesday, 9-14-04

Call Jimmy - 830-2129

Re:

Oct 5, 2004 (T.C. Mtg) - 7:30

Public Hearing - 7:00

Adoption of Resolution Truck traffic resolution concerning truck traffic through town

*

Wed. Sept 29, 2004 } special T.C. Mtg

Public Hearing - 7:00 -

Discussion of Community Hall Resolution to reduce cut-through car traffic (people would be ticketed -

+ Increase of cigarette tax

~~Adoption~~

???

* Licensed by state

(Pg 3)

Private bow hunting ^{of deer} allowed on private property - Sept 18 opening 2004 → March, 2005

Jason Mitchell

hunters can be arranged to engage in hunting on private properties

g^r recommended

Special fencing can be erected

- deer don't have great depth

perception - therefore, double fences are more effective

- birth control - difficulties in administering - delivery

* Iron can use bait, obtain a permit, conduct a kill in a specific spot → very successful type of population control

this organization handles 85-90 properties (1997) → experienced bow hunters only involved -

- Landscape damage
- Tick born disease
- Automobile accidents

20yd shots or less

* Provides continuous service
* antlerless only

Big advertisement

Sit down, shut up & just listen!

Too much time involved! ↗

(Pg 4)

State code relieves property owner
of liability/ → free > no chg. involved
responsibility > "hunters for the hungry"

⑦ VDOT; Main St. by Baptist Church potential
Re: speed hump & vibration / Structural
damage to homes / historic structures
- It's rare to have humps removed -

- Noise / vibration issues - esp. large empty trucks
going over hump in early A.M. hours;
vibrations causing loosening of window frames -
water seepage has resulted; also, cracks in paint,
have been noticed

lg construction vehicles are also a big problem!

Another speed study? VDOT can also investigate
structural damage to houses on Main St.

County discourages: ↙ also matter of RR near-
would be dangerous
Multi-way stops > not effective

Generally

If county finds out that houses
are being damaged, VDOT will take action,
but if houses are not being damaged, it will take
reverse action by the Town Council.

See: www.trafficcalming.com

Internet site

4:35 PM
09/07/04
Accrual Basis

Town of Clifton
Balance Sheet
As of August 31, 2004

	<u>Aug 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	2,847.81
Investments	
Clifton Heights Escrow	5,205.60
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Other	1,025.00
Total Playground Reserve Fund	12,487.68
Investments - Other	455,072.20
Total Investments	472,765.48
Total Checking/Savings	475,613.29
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	(242.47)
Sales Tax Receivable	2,697.14
Accounts Receivable - Other	10,379.75
Total Accounts Receivable	12,834.42
Total Accounts Receivable	12,834.42
Total Current Assets	488,447.71
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	113,469.06
Total Fixed Assets	223,837.59
Total Fixed Assets	223,837.59
Other Assets	
Other Asset	
Prepaid Expenses	136.00
Prepaid Insurance	661.11
Total Other Asset	797.11
Total Other Assets	797.11
TOTAL ASSETS	713,082.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	456.21
Total Accounts Payable	456.21
Other Current Liabilities	
Escrow for PC -Clifton Heights	5,205.60
Total Other Current Liabilities	5,205.60
Total Current Liabilities	5,661.81
Total Liabilities	5,661.81

4:35 PM
09/07/04
Accrual Basis

Town of Clifton
Balance Sheet
As of August 31, 2004

	<u>Aug 31, 04</u>
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,125.16
Retained Earnings	451,649.17
Net Income	13,744.59
Total Equity	<u>707,420.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>713,082.41</u></u>

Town of Clifton
Profit & Loss
 July through August 2004

	Jul - Aug 04
Ordinary Income/Expense	
Income	
Interest Income	159.23
Community Hall Revenues	
Community Hall Rentals	2,470.00
Total Community Hall Revenues	2,470.00
HUD Homes	22,735.00
Other Income	1,014.00
Tax and Permits Revenue	
Cigarette Tax	310.57
Motor Vehicle Tags	63.50
PC-Subdivision	700.50
Railroad Tax	1,277.93
Sales Tax	3,274.76
Use Permits	100.00
Utility Consumption Tax	194.49
Total Tax and Permits Revenue	5,921.75
Total Income	32,299.98
Expense	
Payroll Expenses	
Payroll Taxes	
FICA	668.50
Total Payroll Taxes	668.50
Total Payroll Expenses	668.50
Contractual	
Insurance	4,998.00
Town Government	
Planning Commission	420.90
Total Town Government	420.90
Professional Fees	
Legal Fees	4,244.38
Special Counsel	1,284.00
Total Professional Fees	5,528.38
Rent	
Ayre Square Rental	299.72
Total Rent	299.72
Town Maintenance	
Town Hall Maintenance	215.18
Total Town Maintenance	215.18
Town Services	
Grass Mowing	1,150.00
Trash Collection	296.00
Total Town Services	1,446.00
Utilities	
Water	77.00
Total Utilities	77.00
Dues and Subscriptions	
Va. Municipal League	306.00
Total Dues and Subscriptions	306.00
Caboose Expenses	
Caboose - Trentane Gas	73.84
Total Caboose Expenses	73.84
Community Hall Expenses	
C.H.-Cleaning	825.00

3:27 PM
09/06/04
Accrual Basis

Town of Clifton
Profit & Loss
July through August 2004

	<u>Jul - Aug 04</u>
C.H.-Equipment	42.71
C.H.-General Maintenance	198.00
C.H.-Management Fee	494.00
C.H. Floors	<u>1,000.00</u>
Total Community Hall Expenses	2,559.71
Legal Advertising	56.00
Miscellaneous	<u>167.92</u>
Total Contractual	16,148.65
Commodities	
Computer Supplies	106.86
Office Supplies	75.02
Postage and Delivery	<u>103.00</u>
Total Commodities	284.88
Fed Fund-Transportation Proj	
Fed Trans.Land - Town Match	<u>1,453.36</u>
Total Fed Fund-Transportation Proj	1,453.36
Total Expense	18,555.39
Net Ordinary Income	13,744.59
Net Income	<u>13,744.59</u>

File copy

4:35 PM
09/07/04
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corrections

4:35 PM
09/07/04
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 July through August 2004

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Other Income	1,014.00
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Cigarette Tax	310.57
Motor Vehicle Tags	63.50
PC-Subdivision	700.50
Railroad Tax	1,277.93
Sales Tax	3,274.76
Use Permits	100.00
Utility Consumption Tax	194.49
Total Tax and Permits Revenue	5,921.75
Total Income	32,299.98
Expense	
Payroll Expenses	
Payroll Taxes	
FICA	668.50
Total Payroll Taxes	668.50
Total Payroll Expenses	668.50
Contractual	
Insurance	4,998.00
Town Government	
Planning Commission	420.90
Total Town Government	420.90
Professional Fees	
Legal Fees	4,244.38
Special Counsel	1,284.00
Total Professional Fees	5,528.38
Rent	
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Total Rent	299.72
Town Maintenance	
Town Hall Maintenance	215.18
Total Town Maintenance	215.18
Town Services	
Grass Mowing	1,150.00
Trash Collection	296.00
Total Town Services	1,446.00
Utilities	
Water	77.00
Total Utilities	77.00
Dues and Subscriptions	
Va. Municipal League	306.00
Total Dues and Subscriptions	306.00
Caboose Expenses	
Caboose - Trentane Gas	73.84
Total Caboose Expenses	73.84
Community Hall Expenses	
C.H.-Cleaning	825.00

3:27 PM
09/06/04
Accrual Basis

**Town of Clifton
Profit & Loss
July through August 2004**

	<u>Jul - Aug 04</u>
C.H.-Equipment	42.71
C.H.-General Maintenance	198.00
C.H.-Management Fee	494.00
C.H. Floors	<u>1,000.00</u>
Total Community Hall Expenses	2,559.71
Legal Advertising	56.00
Miscellaneous	<u>167.92</u>
Total Contractual	16,148.65
Commodities	
Computer Supplies	106.86
Office Supplies	75.02
Postage and Delivery	<u>103.00</u>
Total Commodities	284.88
Fed Fund-Transportation Proj	
Fed Trans.Land - Town Match	<u>1,453.36</u>
Total Fed Fund-Transportation Proj	1,453.36
Total Expense	18,555.39
Net Ordinary Income	13,744.59
Net Income	<u>13,744.59</u>

File copy

4:35 PM
09/07/04
Accrual Basis

Town of Clifton
Balance Sheet
As of August 31, 2004

	Aug 31, 04
ASSETS	
Current Assets	
Checking/Savings	
Checking	2,847.81
Investments	
Clifton Heights Escrow	5,205.60
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Other	1,025.00
Total Playground Reserve Fund	12,487.68
Investments - Other	455,072.20
Total Investments	472,765.48
Total Checking/Savings	475,613.29
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	(242.47)
Sales Tax Receivable	2,697.14
Accounts Receivable - Other	10,379.75
Total Accounts Receivable	12,834.42
Total Accounts Receivable	12,834.42
Total Current Assets	488,447.71
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	113,469.06
Total Fixed Assets	223,837.59
Total Fixed Assets	223,837.59
Other Assets	
Other Asset	
Prepaid Expenses	136.00
Prepaid Insurance	661.11
Total Other Asset	797.11
Total Other Assets	797.11
TOTAL ASSETS	713,082.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	456.21
Total Accounts Payable	456.21
Other Current Liabilities	
Escrow for PC -Clifton Heights	5,205.60
Total Other Current Liabilities	5,205.60
Total Current Liabilities	5,661.81
Total Liabilities	5,661.81

4:35 PM
09/07/04
Accrual Basis

Town of Clifton
Balance Sheet
As of August 31, 2004

	<u>Aug 31, 04</u>
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,125.16
Retained Earnings	451,649.17
Net Income	13,744.59
Total Equity	<u>707,420.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>713,082.41</u></u>

Town of Clifton
Profit & Loss
 July through August 2004

	Jul - Aug 04
Ordinary Income/Expense	
Income	
Interest Income	159.23
Community Hall Revenues	
Community Hall Rentals	2,470.00
Total Community Hall Revenues	2,470.00
HUD Homes	22,735.00
Other Income	1,014.00
Tax and Permits Revenue	
Cigarette Tax	310.57
Motor Vehicle Tags	63.50
PC-Subdivision	700.50
Railroad Tax	1,277.93
Sales Tax	3,274.76
Use Permits	100.00
Utility Consumption Tax	194.49
Total Tax and Permits Revenue	5,921.75
Total Income	32,299.98
Expense	
Payroll Expenses	
Payroll Taxes	
FICA	668.50
Total Payroll Taxes	668.50
Total Payroll Expenses	668.50
Contractual	
Insurance	4,998.00
Town Government	
Planning Commission	420.90
Total Town Government	420.90
Professional Fees	
Legal Fees	4,244.38
Special Counsel	1,284.00
Total Professional Fees	5,528.38
Rent	
Ayre Square Rental	299.72
Total Rent	299.72
Town Maintenance	
Town Hall Maintenance	215.18
Total Town Maintenance	215.18
Town Services	
Grass Mowing	1,150.00
Trash Collection	296.00
Total Town Services	1,446.00
Utilities	
Water	77.00
Total Utilities	77.00
Dues and Subscriptions	
Va. Municipal League	306.00
Total Dues and Subscriptions	306.00
Caboose Expenses	
Caboose - Trentane Gas	73.84
Total Caboose Expenses	73.84
Community Hall Expenses	
C.H.-Cleaning	825.00

3:27 PM
09/06/04
Accrual Basis

Town of Clifton
Profit & Loss
July through August 2004

	<u>Jul - Aug 04</u>
C.H.-Equipment	42.71
C.H.-General Maintenance	198.00
C.H.-Management Fee	494.00
C.H. Floors	1,000.00
Total Community Hall Expenses	<u>2,559.71</u>
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Total Fed Fund-Transportation Proj	<u>1,453.36</u>
Total Expense	<u>18,555.39</u>
Net Ordinary Income	<u>13,744.59</u>
Net Income	<u><u>13,744.59</u></u>

The Telecom Depot Inc.

- **Fiber Cable** *tag - FFC*
- **Fiber Patch Cords** *ptr - Oct 1*
- to those w/ current tag.
- **Cat 5e Cable** *- pd by Dec. 1*
w/ renewal
- **Cat 5 Patch Cords** *- new vehicle*
- **RJ45 Jacks** *CBA*
- 400.00
- **Patch Panels** *H's streets in town*
- list of town
- **Tools** *- town of Clifton*
- retail renewal
- **Test Equipment**
- **Electrical Supplies** *Never give tapes to anyone*
FOIA - tape
- give tapes

Phone: 703-237-2730

Fax: 703-237-3469

The Telecom Depot Inc.

- Fiber Cable
- Fiber Patch Cords
- Cat 5e Cable
- Cat 5 Patch Cords
- RJ45 Jacks
- Patch Panels
- Tools
- Test Equipment
- Electrical Supplies

→ Marilee
Hedges

Agenda
items
in by 15

Town of Clifton list
CBA - people

Phone: 703-237-2730

Fax: 703-237-3469

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From: "Chesley James C CRBE" <ChesleyJC@nswccd.navy.mil> [View Contact Details](#)

To: "freemanfawn@yahoo.com" <freemanfawn@yahoo.com>

Subject: FW: Dec 7 Town Council Meeting Minutes & Special Meeting at Gazebo

Date: Tue, 25 Jan 2005 15:40:03 -0500

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

From: Chesley James C CRBE

Sent: Tuesday, January 25, 2005 14:29

To: Chesley James C CRBE

Subject: FW: Dec 7 Town Council Meeting Minutes & Special Meeting at Gazebo

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

From: fawn freeman [mailto:freemanfawn@yahoo.com]

Sent: Tuesday, January 25, 2005 14:07

To: Jim Chesley

Subject: Dec 7 Town Council Meeting Minutes & Special Meeting at Gazebo

Jim,

Attached are the subject files to include the January agenda. I'll call you in about a hour.

Regards,
Fawn

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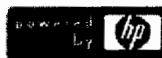
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Date: Mon, 3 Jan 2005 15:34:32 -0800 (PST)

From: "fawn freeman" <freemanfawn@yahoo.com> Add to Address Book

Subject: December 7, 2004 Town Council Meeting Minutes

To: townofclifton@aol.com

Dear Jim,

Attached are the meeting minutes for December 7, 2004. I left 3 messages for Mac Arnold subject meeting minutes but did not receive a return call. Thus, the minutes were compiled

Please note that minutes follow the agenda format. Additionally, you will notice several sec you will want to delete most of the red text but thought it may be helpful to follow the nature Please feel free to delete, alter, and/or offer suggestions and comments as you deem nece:

Respectfully,
Fawn Freeman

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<http://mail.yahoo.com>

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.doc file

**CLIFTON TOWN MEETING AGENDA
TUESDAY, December 7, 2004 at 7:00 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of business

Public Hearing - Proposed Cigarette Tax Change

Opening & Reading of Bids - Cable Franchise

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer
3. Reading of communications
4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.
 - B. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his name and address
 - ii. Direct his remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Town Council.
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
5. OLD BUSINESS
 - Cable Franchise
 - HUD Program Update
 - Christmas Tree Update
 - Town Clerk Position
 - RFP for Town Audit
 - Update into Investigation into missing receipts from Haunted Trail 2003
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor
8. NEW BUSINESS
 - Cigarette Tax Proposal
 - Old Town Hall Building Proposal
9. Adjournment

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

12/7/2004

Jarrendt

ARTICLE 3

ZONING DISTRICTS

Sec. 9-18.ZONING DISTRICTS ESTABLISHED

- a. The Zoning Districts in the Town of Clifton shall be as follows:
 1. Residential District
 2. Agricultural District
 3. Commercial District
 4. Industrial District

Sec. 9-21.COMMERCIAL DISTRICT

- a. The permitted uses in a Commercial District shall be:
 1. Offices.
 2. Retail or wholesale trades and services, but not including any use which requires the accumulation of refuse or junk.
 3. Uses permitted in the Residential District.
 4. Private Schools.
 5. Hotels, restaurants, bed and breakfast inn, and apartments, including duplexes, townhouses, and other multi-family or attached dwellings, shall be allowed only by special use permit issued by the Town Council and subject to appropriate and reasonable restrictions in order to preserve the historic nature of the Town, consistent with the intent and purpose of the Zoning Ordinance and the Historic Overlay District.
- b. The minimum lot size requirement for the Commercial District shall be 10,000 square feet.
- c. The height, lot width, frontage and setback restrictions of the Commercial District shall be the same as are required in the Residential District, section 9-19; except, however that the side yard set-back shall be twenty five (25) feet as a transitional yard where the Commercial District side yard property line abuts a parcel zoned residential.



Aerial imagery © 2002 Commonwealth of Virginia © 2003 Fair

W. Tayloe Murphy, Jr.
Secretary of Natural
Resources



Joseph H. Maroon
Director

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

101 N. 14th Street, 17th Floor
Richmond, Virginia 23219-3684
PHONE: (804) 225-3440 FAX: (804) 225-3447

November 19, 2004

Mr. James Chesley
Mayor, Town of Clifton
P.O. Box 309
Clifton, Virginia 20124-0309

Dear Mayor Chesley:

On December 13, 2004 the Chesapeake Bay Local Assistance Board will continue its review of local programs and will consider the Northern Area Review Committee's recommendation that the Town of Clifton's amended Phase I program be found consistent.

This matter will be handled as a consent item; therefore, the Town need not be represented provided that you remain satisfied with the Review Committee's recommendation. However, we do encourage localities to attend and participate in Board meetings. In making a determination, the Board will consider the information provided in the staff report and any testimony, both written or oral.

Enclosed is a copy of the meeting agenda, the staff report, and the recommended resolution. The meeting will begin at 10:00 a.m. at the Heritage Center in Pocahontas State Park. Directions to Pocahontas State Park and the Heritage Center are attached for your convenience. If you have any questions about the review procedure for local programs, the December meeting, or if we can be of any assistance, please contact your liaison, Ms. Heather Mackey, or Mr. Scott Crafton, Acting Division Director.

Sincerely,

A handwritten signature in cursive script that reads "Joseph H. Maroon".

Joseph H. Maroon

Enclosures:

pc. Mr. C. Scott Crafton, Acting Division Director, DCR
Ms. Martha Little, Chief of Environmental Planning, DCR
Ms. Heather C.A. Mackey, Principal Environmental Planner, DCR

*State Parks • Soil and Water Conservation • Natural Heritage • Outdoor Recreation Planning
Chesapeake Bay Local Assistance • Dam Safety and Floodplain Management • Land Conservation*



COMMONWEALTH of VIRGINIA

CHESAPEAKE BAY LOCAL ASSISTANCE BOARD

(804) 225-3440

James Monroe Building
101 North 14th Street, 17th Floor
Richmond, Virginia 23219

1-800-243-7229 Voice/TDD

Agenda

Chesapeake Bay Local Assistance Board
Monday, December 13, 2004, 10:00 a.m.
Heritage Center
Pocahontas State Park
Richmond, Virginia

- I. Call to Order – Roll Call**
- II. Consideration of the Minutes**
 - A. *September 20, 2004 Board Meeting*
 - B. *October 26, 2004 Northern Area Review Committee Meeting*
 - C. *October 26, 2004 Southern Area Review Committee Meeting*
- III Executive Director's Report**
- IV. Consent Agenda**
 - A. *Town of Clifton – Phase I Revisions, NARC recommends a finding of consistent*
 - B. *Town of Herndon – Phase I Revisions, NARC recommends a finding of consistent*
 - C. *Town of Tappahannock – Phase I Revisions, NARC recommends a finding of consistent*
 - D. *City of Suffolk – Review of Phase I Conditions, SARC recommends a finding of consistent*
 - E. *Town of Painter – Review of Phase II Condition, SARC recommends a finding of consistent*
 - F. *Charles City County – Review of Phase II Conditions, SARC recommends a finding of consistent*
- V. Local Program Reviews – Phase I**
 - A. *City of Alexandria – Phase I Revisions, NARC recommends a finding of consistent with one condition, deadline of 12/31/05*
 - B. *Prince George County - Phase I Revisions, SARC recommends a finding of inconsistent: 6 conditions, deadline of 6/30/05*
 - C. *City of Petersburg - Phase I Revisions, SARC recommends a finding of inconsistent with 8 conditions, deadline of 6/30/05*
 - D. *City of Norfolk – Phase I not yet amended, finding of inconsistent, final deadline of 3/31/2005*
- VI. Local Program Reviews – Phase II**

None

VII. Local Program Reviews – Compliance Evaluation

- A. *Gloucester County* – Review of Conditions, NARC recommends a finding of not fully compliant with 1 compliance recommendation, deadline 6/30/05
- B. *Caroline County* – Initial Compliance Evaluation, NARC recommends a finding of not fully compliant with 6 compliance recommendations, deadline of 12/31/2005
- C. *Town of Cape Charles* – Review of Conditions, SARC recommends a finding of compliant
- D. *Town of Windsor* - Initial Compliance Evaluation, SARC recommends a finding of not fully compliant with 3 compliance recommendations, deadline of 12/31/05

VIII. Director’s Update Regarding Inconsistent Local Programs

- A. Town of Onley
- B. Chesterfield County
- C. City of Richmond
- D. Lancaster County

IX. Review of Board Sponsored Activities

X. New Business

- A. Approval of 2005 Meeting Schedule
- B. Approval of revised Bylaws

XII. Public Comment

NEXT MEETING:

Board Members and Counsel:

- Donald L. Davis, Chairman, representing the Middle Peninsula PDC region
- Walter J. Sheffield, Vice Chairman, representing the Rappahannock Area Development Commission region
- David L. Bulova, representing the Northern Virginia Regional Commission region
- William E. Duncanson, representing the Northern Neck PDC region
- Sue H. Fitz-Hugh, representing the Richmond Regional PDC region
- David C. Froggatt, Jr., representing the Crater PDC region
- Beverly D. Harper, representing the Accomack-Northampton PDC region
- Gale Abbott Roberts, representing the Peninsula portion of the Hampton Roads PDC region
- Michael V. Rodriguez, representing the Southern portion of the Hampton Roads PDC region
- Roger L. Chaffe, Senior Assistant Attorney General
- Joseph H. Maroon, Director
- C. Scott Crafton, Acting Division Director

MINUTES OF CLIFTON TOWN COUNCIL MEETING

Tuesday, December 7, 2004

12641 Chapel Road

Clifton, VA 20124

Council Members

Present: Jim Chesley, Lev Buller, Trish Robertson, Brant Baber, Mac Arnold, ,
Margo Buckley

Attendees: Giff Hampshire, Marilyn Barton, Fawn Freeman, 18 citizens and 2 COX
representatives

The Clifton Town Meeting was called to order at 7:15 p.m. and the Pledge of Allegiance was led by the Mayor.

Public Hearing - Proposed Cigarette Tax Change

Mayor Chesley discussed increasing the cigarette tax rate to 20 cents effective January 1, 2005 and to 30 cents effective July 21, 2005.

Opening and Reading of Bids – Cable Franchise

Mayor Chesley read the open bids for December 8, 2004 that were advertised in newspaper bid on May 12, 2004. One bid was received from COX Communications

Mayor Chesley requested that Mac Arnold contact Gail Escew in reference to the 5 % franchise fee that the county has been receiving from COX Communications prior to the new franchise period. Mayor Chesley moved to close the Open Public Hearing on COX and seconded by Trish Robertson.

1. The Minutes of the Clifton Town Council Meeting of Tuesday, November 2, 2004, were approved with corrections on page 2 to reflect the misspelling of Joyce Jarrent to read Royce Jarrendt and Lynn Hodge Werks to read Lynne Hodge Wark.
2. Marilyn Barton being present, the Treasurer's Report was given for November, 30, 2004. Mayor Chesley moved to accept the report. Lev Buller seconded the Motion and the Motion passed unanimously.
3. Mayor Chesley will provide the Department of Conservation and Recreation brochures for Chesapeake Bay Preservation Act. On December 13, 2004, the Commonwealth of Virginia Department of Conservation and Recreation, Chesapeake Bay Local Assistance Board is continuing to review local programs and consider the Northern Area Review Committee's recommendation that the Town of Clifton's amended Phase 1 program be found consistent.
4. The Clifton Betterment Association announced a children's holiday party is scheduled for December 12, 2004 and Heart and Hand is holding a News Years Party.

5. Old Business

Cable Franchise: Cable POC for delivery of funds to be the Town Treasurer. Mayor Chesley moved to have COX cable add POC for delivery of funds to be the Town Treasurer. Mac Arnold seconded and the Motion passed unanimously.

HUD Program Update: John Eubank closed on the last property at 501 East Street with a total of \$54,100 for all 98 homes

Christmas Tree Update: The new Norway Spruce (Christmas Tree) in Ayre's Square was donated by a local Christmas tree farmer. Mayor Chesley will send a donation letter to express the Town's gratitude. The labor for placement of the new tree was donated by Merrifield Gardens.

Town Clerk Position

Mayor Chesley moved that Fawn Freeman serve as the Town Clerk effective December 2004 through September 2005. Mac Arnold seconded and the Motion passed unanimously. Mac Arnold suggested that the Town Clerk use a tape recorder to record meeting minutes.

Request for Proposal (RFP) for Town Audit

Lev Buller sent out an RFP narrative and incorporated feedback from Brant Baber. The RFP is to be turned in by December 31, 2004 to the Clifton Town P.O. Box address (Box 309). The scope of the RFP is a financial audit by an independent Certified Public Accountant (CPA) requesting review of prior fiscal years and initial draft reports by February 15, 2005.

Haunted Trail 2003

Giff Hampshire mentioned that an investigation by the Federal Bureau of Investigation (FBI) is ongoing. Marilyn Barton suggested that a Haunted Trail Account for the Town be set up. Brant Baber moved to close the 2004 account and open account for 2005 planning purposes. Mac Arnold seconded the Motion.

6. Reports of Special Committees

Candlelight Tour: Lynne Wark to provide formal documentation and \$4800.00 to Treasurer for inclusion in the financial report (Gross was \$5966 and Net was \$4148)

7. Reports of Standing Committees, in the order as may be determined by the Mayor Planning Commission: A Public Hearing will be specified at a later date. Michelle Stein of the Planning Commission, proposed the approval of new deck and fence for _____?. Brant Baber moved to approve the deck and fence. Mac Arnold seconded the Motion and the Motion passed unanimously.

Church application plans asking for a run off underneath Main Street and replace pipes were submitted to William Gordon Associates. Mayor Chesley mentioned that the run off in town storm drain system in front of Long and Foster has inadequate piping. A

meeting needs to be scheduled in the near future with VDOT to accomplish and update from railroad track side to the outfall in Pope's Head Creek.

8. New Business

Cigarette Tax Proposal

Brant Baber moved to increase the cigarette tax rate to 20 cents effective January 1, 2005 and to 30 cents effective July 1, 2005. Trish Robertson seconded the Motion and the Motion passed unanimously.

Old Town Hall Building Proposal

Mayor Chesley moved to have the Town Attorney contact Thomas Reed (building appraiser) to attend Town Council Meeting. Lev Buller seconded and the Motion passed unanimously.

The Council went into Executive Session at 9:07 p.m. Motion for provision of legal advice by Council ended at 9:23 p.m.

9. The meeting was adjourned at 9:23 p.m. Brant Baber moved to adjourn and Lev Buller seconded.

**DEPARTMENT OF CONSERVATION AND RECREATION
CHESAPEAKE BAY PRESERVATION ACT PROGRAM
EVALUATION AND RECOMMENDATIONS
PHASE I – LOCAL PROGRAM MODIFICATION**

No. 81

TOWN OF CLIFTON

Local Coordinator: James C. Chesley, Mayor
DCR Liaison: Heather C.A. Mackey, Principal Environmental Planner

Review Committee Recommendation

The Northern Area Review Committee recommends to the Chesapeake Bay Local Assistance Board that the Town of Clifton's amended Phase I program be found consistent with §10.1-2109 of the Act and §9VAC10-20-60.1 and 2 of the Regulations.

Staff Recommendation

Staff recommends that the local program amendments adopted by the Town of Clifton on December 2, 2003 be found consistent with §10.1-2109 of the Act and §9VAC10-20-60.1 and 2 of the Regulations.

Background

The Town of Clifton originally adopted its Phase I program on July 5, 1995. The Chesapeake Bay Local Assistance Board (Board) reviewed the Town's program on December 12, 1995 and found the Town's Bay Act program to be consistent with §10.1-2109 of the Act and §9VAC10-20-60.1 and 2 of the Regulations.

The Board adopted revisions to its Regulations on December 10, 2001, with an effective date of March 1, 2002. The Board, through its adopting resolution, required that Tidewater localities adopt revisions to their existing Bay Act ordinances to address key revisions to the Regulations within 12 months of the effective date, which was March 1, 2003. On February 18, 2003, the Board, at a special meeting, adopted a revised resolution extending the March 1, 2003 deadline to December 31, 2003.

Department staff provided comments on changes necessary to the Town's existing Bay Act ordinance on March 21, 2002 and again on August 26, 2003. The Town Council held a public hearing to consider the proposed changes, and on December 2, 2003 adopted a revised Bay Act ordinance.

General Information

The Town's revised Chesapeake Bay Preservation Areas ordinance addresses all of the required changes, including revisions to definitions, Resource Protection Area designation language, site-specific RPA delineation requirements, and the requirements for a formal exception process for all RPA exception requests. The Town retained its original CBPA designation, which includes an RPA adjacent to all known streams in the town and the balance of the Town as an RMA. There are no IDAs in the Town.

Administrative Review and Formal Exception Review Processes

The Town chose to administer the RPA exceptions through their Planning Commission, and included all required public hearing and notice requirements as well as the required findings for the formal exception requests. The Town made all required changes for the expansion of nonconforming structures as well as all changes for development on pre-1989 lots.

Conclusion

Town staff worked with Department staff to make the necessary revisions and the Town adopted a revised ordinance on December 2, 2003.

Attachment: Appendix A (Northern Area Review Committee Meeting Minutes, October 26, 2004)

Appendix A

Chesapeake Bay Local Assistance Board
Local Program Review Committee for the Northern Area
Department of Conservation and Recreation
101 N. 14th Street, 17th Floor, James Monroe Building
Richmond, Virginia
Tuesday, October 26, 2004

DRAFT MINUTES

NARC Members Present

Mr. Donald W. Davis

Mr. Walter J. Sheffield

Mr. William E. Duncanson

NARC Members Not Present

Mr. David L. Bulova

DCR Staff Present

Mr. C. Scott Crafton, Director, Division of Chesapeake Bay Local Assistance

Ms. Martha Little, Chief of Environmental Planning

Ms. Shawn Smith, Principal Environmental Planner

Ms. Heather Mackey, Principal Environmental Planner

Ms. Nancy Miller, Senior Environmental Planner

Mr. Michael Fletcher, Director of Development

###

Ms. Mackey presented the following summary for the Town of Clifton. She noted that no one was present from the Town of Clifton.

The Town of Clifton originally adopted its Phase I program in July 1995. The Board found it consistent in December 1995. Department staff provided comments on changes necessary to the Town's ordinance in March 2002 and August 2003. The Town Council adopted revisions to the ordinance on December 2, 2003 that were found to be consistent with the requirements of the regulations by Department staff.

The Town's revised Chesapeake Bay ordinance addresses all of the required changes including revisions to definitions, RPA designation language, site-specific RPA delineation requirements and the requirement for a formal exception process for all RPA exception requests. The Town chose to administer the RPA exceptions through their Planning Commission. The Town retained its original CBPA designation, which includes an RPA adjacent to all known streams in the Town, with the balance of the Town as an RMA. There are no IDAs in the Town.

Staff recommended the local program amendments adopted by the Town of Clifton on December 2, 2003 be found consistent with the requirements of the Act and Regulations.

MOTION: Mr. Duncanson moved that the Northern Area Review Committee recommends to the Chesapeake Bay Local Assistance Board the Town of Clifton's amended Phase I Program be found consistent with § 10.1-2109 of the Act and § 9VAC 10-20-60.1 and 2 of the Regulations.

SECOND: Mr. Sheffield.

DISCUSSION: None.

VOTE: Motion carried unanimously.

###

DRAFT

WHEREAS after considering and evaluating the information presented on this date, the Board agrees with the recommendation in the staff report and of the Review Committee; now,

THEREFORE BE IT RESOLVED that the Chesapeake Bay Local Assistance Board finds the Town of Clifton's revised Phase I program consistent with §10.1-2109 of the Act and §§ 9VAC10-20-60 1 and 2 of the Regulations.

The Director of the Department of Conservation and Recreation certifies that the Chesapeake Bay Local Assistance Board adopted this resolution in open session on December 13, 2004.

Joseph H. Maroon
Director
Department of Conservation and Recreation

DRAFT

CHESAPEAKE BAY LOCAL ASSISTANCE BOARD

December 13, 2004

RESOLUTION

LOCAL PROGRAM, PHASE I

TOWN OF CLIFTON - #81

Modification – Consistent

WHEREAS § 10.1-2109 of the Chesapeake Bay Preservation Act states that counties, cities, and towns in Tidewater Virginia shall designate Chesapeake Bay Preservation Areas and incorporate protection of the quality of state waters in Chesapeake Bay Preservation Areas into local plans and ordinances; and

WHEREAS § 9VAC10-20-60 of the Chesapeake Bay Preservation Area Designation and Management Regulations states that the elements in subsections 1 (a map delineating Chesapeake Bay Preservation Areas) and 2 (performance criteria applying in Chesapeake Bay Preservation Areas) shall be adopted by local governments; and

WHEREAS the Town of Clifton adopted a local Phase I program on July 5, 1995, and

WHEREAS on December 12, 1995, the Town's Phase I program was found consistent by the Chesapeake Bay Local Assistance Board, and

WHEREAS on December 10, 2001, the Chesapeake Bay Local Assistance Board adopted revisions to the Chesapeake Bay Preservation Area Designation and Management Regulations and set March 1, 2003 as the deadline for local governments to adopt revisions to their local ordinances; and

WHEREAS on February 18, 2003, the Chesapeake Bay Local Assistance Board extended the compliance deadline from March 1, 2003 to December 31, 2003, and


WHEREAS the Town of Clifton adopted a revised local program to comply with §§ 9VAC10-20-60 1 and 2 of the Regulations on December 2, 2003; and


WHEREAS the Chesapeake Bay Local Assistance Board has adopted *Procedural Policies for Local Program Review* which addresses, among other items, review of modifications to local programs; and


WHEREAS staff reviewed the amendments made to the Town of Clifton's revised program for consistency with the Act and Regulations; and


WHEREAS on October 26, 2004 the Local Program Review Committee for the Northern Area considered and evaluated the information contained in the staff report and concurred with the staff recommendation as outlined in the staff report; and,


Welcome to Pocahontas State Park. The park's forest trails, shaded campsites, tranquil lake and modern swimming complex have long made it a favorite outdoor retreat for residents and guests of the Richmond-Petersburg area. To make your visit safer and more pleasant, we ask that you observe the following regulations:

 Hiking trails are for pedestrians only. Bicycles are permitted only on regular park roads, designated forest areas and the park's Old Mill Bicycle Trail. No motorized vehicles are allowed on state park trails. Horses are allowed in designated areas by permit only. Animal immunization is required. Check at park office for permit information. Trail maps are available at the park office.

 Help preserve your park. Please don't cut or mar any plants or trees. Collecting animal or plant life is allowed only for scientific purposes by permit from the Richmond headquarters.

 Pets are permitted in all state parks, but they must be kept in an enclosed area or on a leash, not to exceed six feet, at all times.

 Swimming and wading is not allowed in either lake. Boats are allowed in Swift Creek Lake. Gasoline motors may not be used. Electric trolling motors are welcome.

 The public use or display of alcoholic beverages is prohibited. Public intoxication and/or disorderly conduct will not be tolerated.

 **Amphitheater**

 **Bathhouse**

 **Bicycle Trail**

 **Boat Launch**

 **Campground**

 **Concessions**

 **Civilian Conservation Corps Museum**

 **Dumping Station**

 **Heritage Center**

 **Hiking Trail**

 **Information & Reservation**

 **Mountain Bike Trail**

 **Parking**

 **Picnic Area**

 **Picnic Shelter**

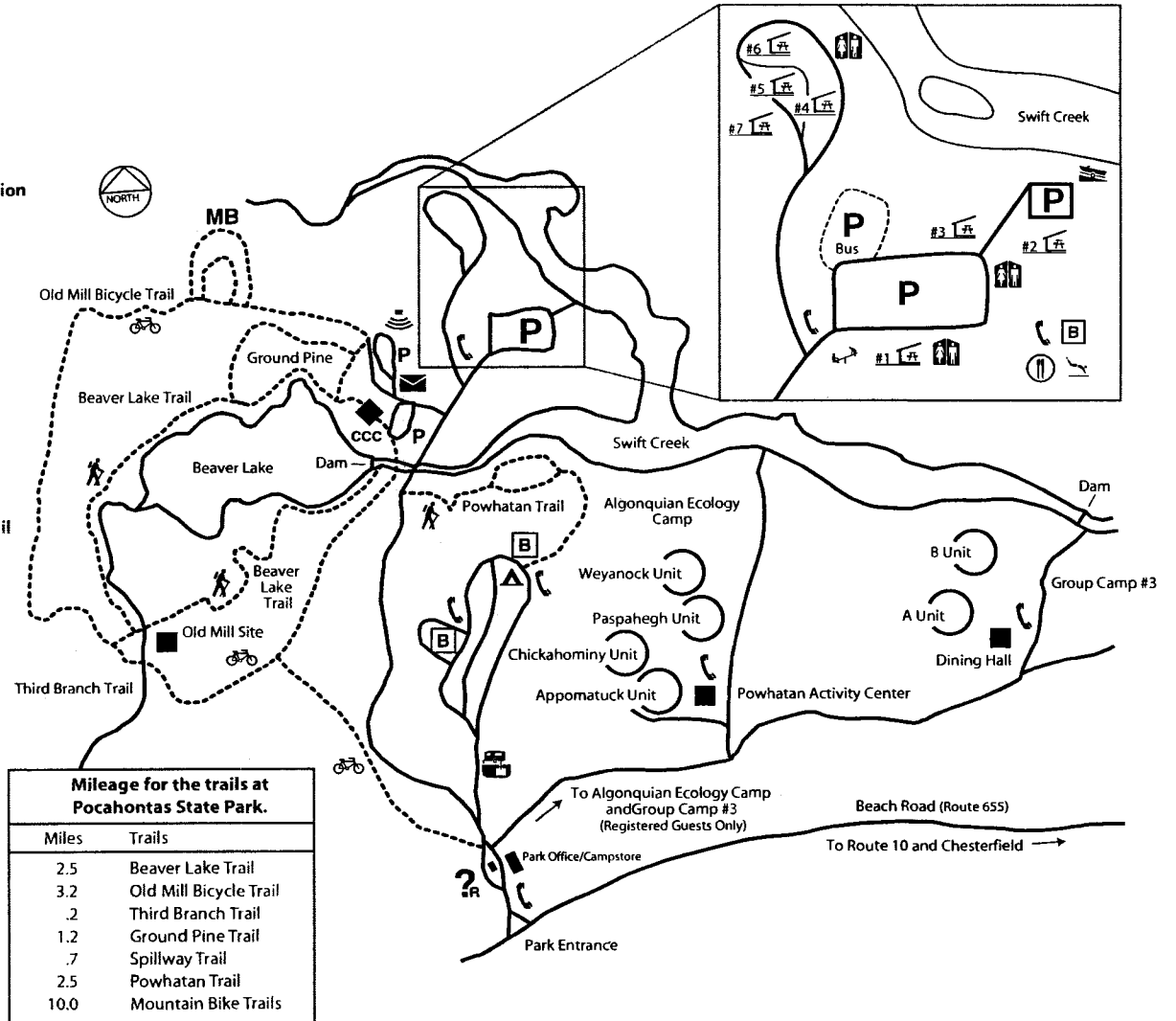
 **Playground**

 **Pool Complex**

 **Restrooms**

 **Telephone**

 **Visitor Center**





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10301 State Park Rd
Chesterfield VA
23832-6355 US

Notes:

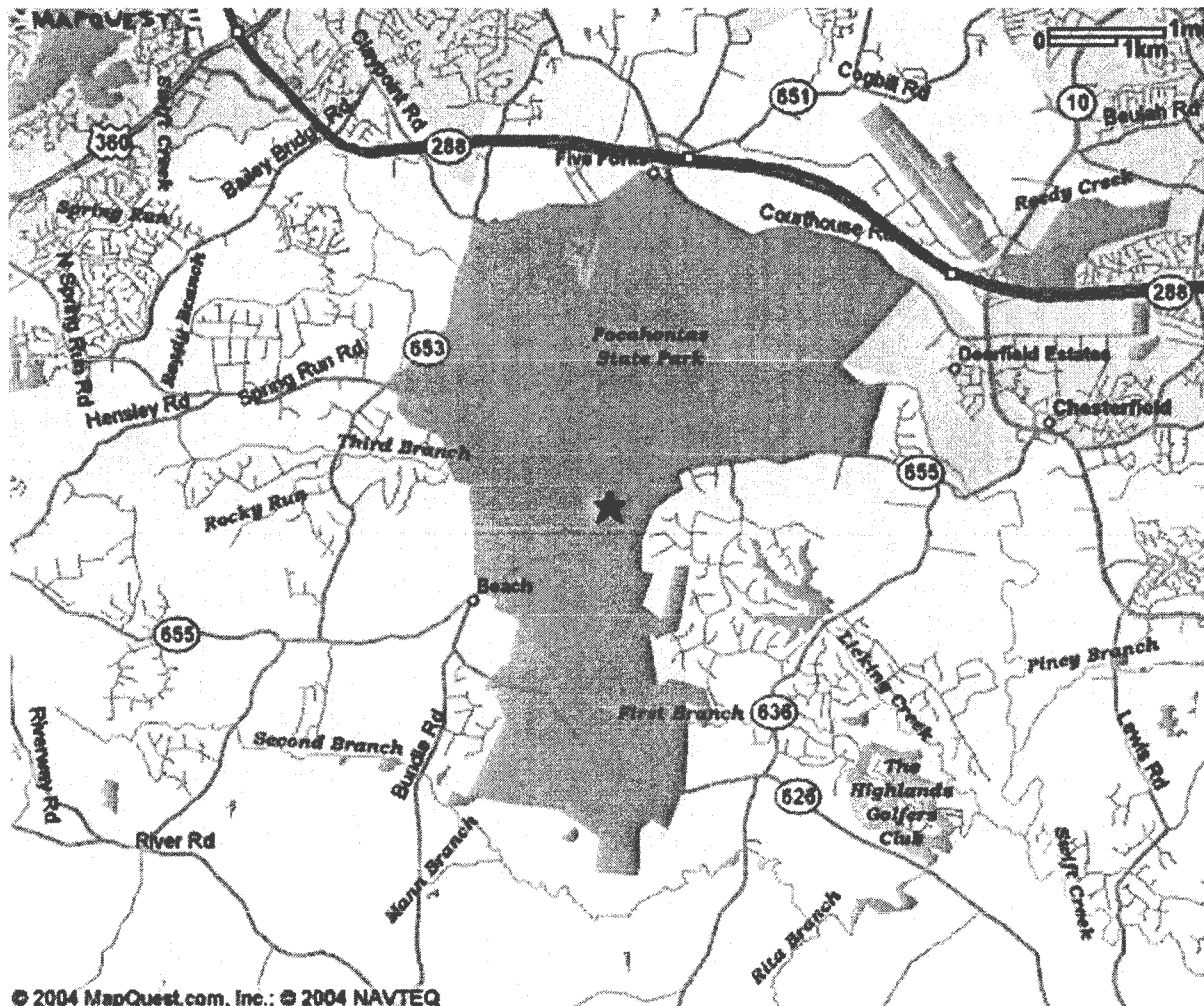
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December 7, 2004

Mayor Jim Chesley
& the Town Council,
Town of Clifton
PO Box 309
Clifton, Virginia 20124

IN RE: R. Jarrendt Proposal


Dear Mayor Chesley & Town Council Members,

Two weeks ago an email was sent out providing information on Royce Jarrendt's proposal to purchase the old Town Hall and add a sizable commercial structure and large parking lot to the property. This project was briefly presented with several hand-outs at the November Town Council meeting. It would appear it is very large in scale and will have significant environmental as well as historical impact on the historic Town of Clifton.

Since this community has struggled with a variety of building issues in the past – all having come to a peaceful resolution – we have experienced significant "lessons learned" along the way. One of the most significant is the opportunity for the community to be educated and to be listened to when a change is proposed. **For this reason I respectfully request that voting on this proposal be delayed for at least an additional month during which a public hearing would be held on the proposal.** Since November included Thanksgiving as well as preparations for the successful Candlelight Homes Tour, many of our citizens have not had the opportunity to review this proposal. Not being able to open the email attachment on the notice indicating this would be on tonight's agenda, has left me, as well as others, without adequate information. We have delayed the addition of a playground renovation for nearly two years, certainly a project of this magnitude deserves the opportunity for all of us to be clear on what is being proposed – as well as the long-term impact on this historic community for decades to come.

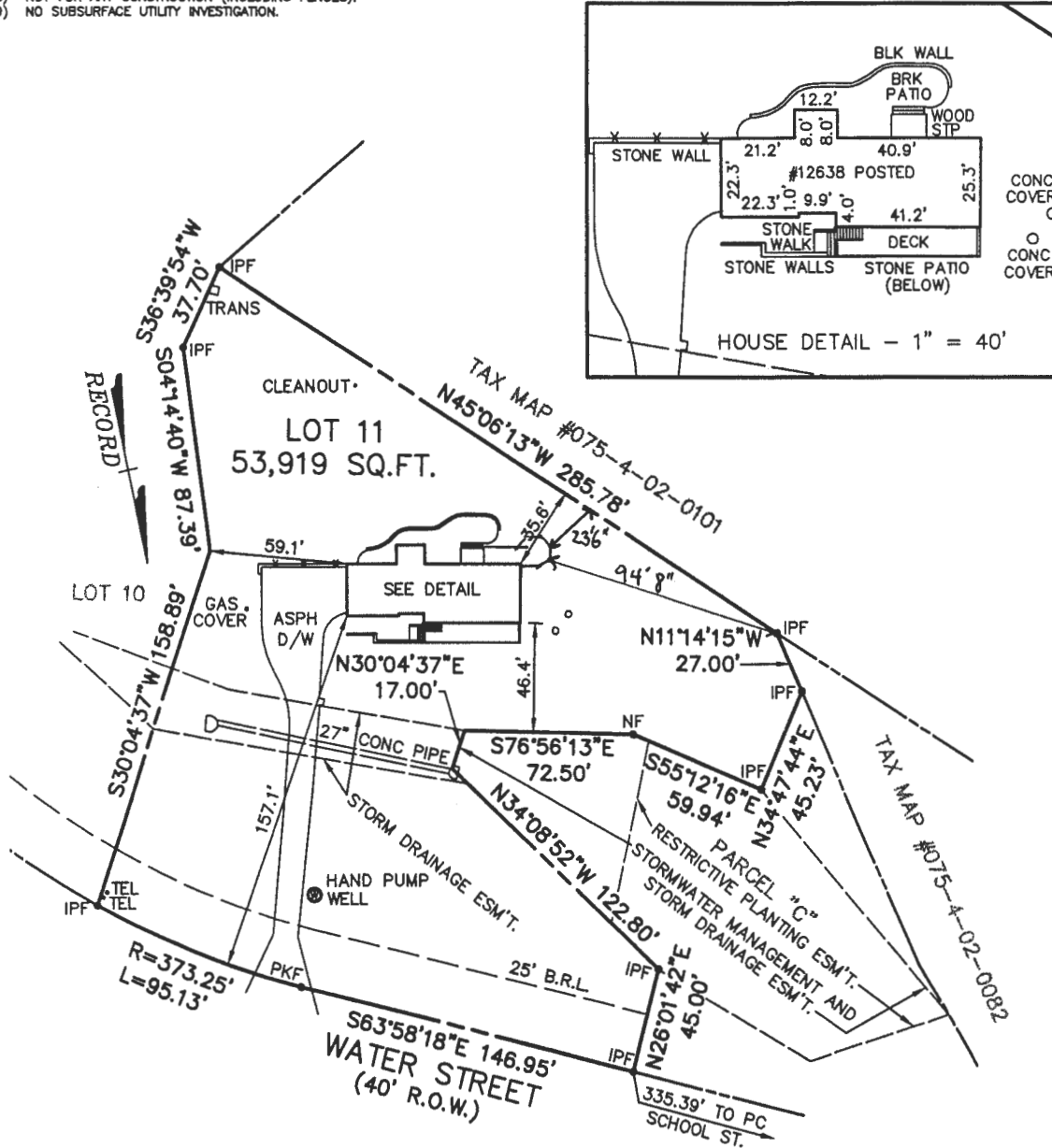
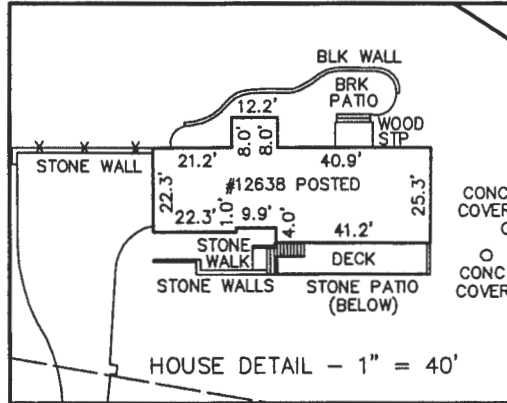
We all have a responsibility to maintain the historic integrity of this unique part of Virginia's history and I strongly recommend we move forward on this proposal or any others decently and orderly. As Chairperson of the Fairfax County History Commission, I can not, also, be a passive participant on plans to change the scope and landscape of our beautiful, historic town and am eager to ensure all our citizens are duly educated on how any change will affect their daily lives. Thank you for the opportunity to share this important request.

All the best for a Happy & Peaceful Holiday Season,


Lynne Garvey Wark

NOTES:

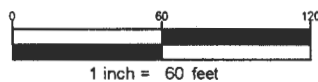
- 1) NO TITLE REPORT FURNISHED.
- 2) BOUNDARY BY OTHERS.
- 3) THIS PLAT WAS FORWARDED ELECTRONICALLY IN READ ONLY FORMAT. ANY ATTEMPT AT ALTERATION INVALIDATES THE SEAL AND SIGNATURE. AN ORIGINAL HARD COPY REMAINS ON FILE AT RICE ASSOCIATES.
- 4) COPYRIGHT 2004, RICE ASSOCIATES - THIS IS A SERVICE DOCUMENT AND IS VALID FOR SIX MONTHS FROM DATE ISSUED.
- 5) LOCATION OF FENCES (IF SHOWN) ARE APPROXIMATE AND DO NOT CERTIFY OWNERSHIP.
- 6) THE SUBJECT DWELLING IS LOCATED IN F.I.R.M. ZONE 'C', AS SHOWN ON COMMUNITY PANEL NUMBER 510188A DATED MAY 2, 1977.
- 7) LOCATION OF IMPROVEMENTS BASED ON MONUMENTATION FOUND IN THE SUBDIVISION. DHF, IRF, IPF, PKF, NF DENOTES FOUND MONUMENTATION.
- 8) NOT FOR ANY CONSTRUCTION (INCLUDING FENCES).
- 9) NO SUBSURFACE UTILITY INVESTIGATION.



LOT 11
FROG HILL

D.B. 10402, PG. 194
TOWN OF CLIFTON, VIRGINIA
TAX MAP #075-4-16-0011

GRAPHIC SCALE



HOUSE LOCATION

DATE: 05/20/04 SCALE: 1" = 60'
DRAWN BY: LC CHECKED BY: JEK

RICE ASSOCIATES

4001 WESTFAX DRIVE SUITE 100
CHANTILLY, VIRGINIA 20151
(703) 968-3200 FAX (703) 968-2705

HL003696



MILLER / CHAKRAVARTI, HASTINGS
PB405021

Clifton Candlelight Tour – 2004

Preliminary Financial Reconciliation & Financial Report – December 7, 2004

Total Preliminary Summary – Income & Expenses – as of 12/7/04

Total Income - \$171.00 – Raffle

\$280.00 – Advertising
\$ 30.00 – Sharon Hitzelberg
\$330.00 – All That Glitters
\$285.00 – Basket & Boughs
\$1,540.00 - Clifton Store
\$ 400.00 - Cottage Art (outstanding)
\$325.00 – Heart in Hand
\$ 0 The Hermitage
\$300.00 - Noodles & Noggins
\$ 85.00 - Coffee Time
n/a Paynes Restaurant (outstanding)
\$ 0 Picture Place
\$415.00 – Temptations – Burke
\$690.00 - Temptations – Clifton

Grand Total \$4,851.00 (preliminary – some revenue still outstanding)

Gross Receipts

Total Expenses - \$ 60.00 – Elaine Creigh – 3 Gazebo Ornaments for Home Owners

\$ 53.89 – Lynne Garvey Wark (Kinko's costs)
\$15.00 – Signs by Tomorrow – (clean & re-do date on banner)
\$440.00 – Executive Press (Tickets & posters-2004; ordered 500)
\$465.00 - Executive press (Tickets & posters-2003; had ordered 750 tickets)
\$384.16 – Jim Chesley (food & paper products for Docent party & 3 poinsettias as thank you gifts for Home Owners who had already received Elaine Creigh gifts in the past)

Grand Total \$1,418.05

Expenses

NET REVENUE GENERATION - \$3,432.95

Back-up Information

Raffles – 171 Tickets sold - \$171.00 collected

Winners (all winners were notified 12/6/04):

Deb Flint (703) 968-0675 – Heart in Hand Dinner
Karen MacIntosh (703) 764-2123 – \$100.00 Gift certificate - The Hermitage (still need Gift certificate from them)
Shannon Frazier (703) 368-4235 – Gift certificate for the Canary Cottage – 1 night Alice Rae Rose Room
The Comlos Family (sp.?) – (703) 590-9796 – \$25.00 Gift Certificate – Basket & Boughs
The Hutto Family (703) 830-1762 – Gift certificate from Noodles & Noggins

Ticket Advertising - \$280.00 collected; \$70.00 due

Participants:

Cottage Art – Paid \$35.00/check #2580
Deb Dillard - " " " #1119
Canary Cottage – " " #2669
Noodles & Noggins " " #1356
Coffee Time Shop " " #0108
Basket & Boughs " " #6414
A Flower Blooms in Clifton - cash
Heart in Hand (JC has check??)
All That Glitters – \$ still outstanding
The Hermitage - " "

Cash/Check rec'd. - \$280.00; \$70.00 remaining due

Tickets Sold

Gift Tickets

Thank You – Jo Watts: #259 & 260
Welcome to Clifton: #487 & 486 – Gary & Tessa Anderson
Home Owners: Baber's-#329 & 330
Keene's-#328 & 327
Peterson-#326 & 325
Mills-#324 & 323
Worsham-#322 & 321
Deb Dillard - #490
(decorated Primitive Baptist Church)

Individual Purchases

Sharon Hitzelberg – 2 Tickets - \$30.00

VENDORS

Each Vendor received 25 Adult tickets = \$375.00 & 10 children tickets = \$50.00

(1) All That Glitters \$330.00

Adult ticket #'s 261-285 [out of 25-3 not returned]; Gift Tickets: #256 & 257
Children #171-180 (returned 9; 1 not returned)
\$240.00 – Cash;
\$90.00 – Checks - \$330.00 in cash returned

(2) Basket & Boughs - \$285.00

25 Adult Tickets - #176-200; 10 Children's Tickets: #81-90; Gift Tickets: #230 & 461
\$110.00 – Cash
\$165.00 – Checks = \$285.00 (no Children's tickets sold; 6 tickets not returned)

(3) Clifton Store - \$1,540.00 * not all tickets were sold at the time of a new drop off

(4th drop off-3:30pm-12/4/04 - *no tickets sold* – Old Tickets #'s-#31-50;
Gift Tickets: #471 & 472

reprints: #101-130 & 21-50)

picked up:

\$195.00 - Cash

\$105.00 – Checks = \$300.00

(3rd drop off)

30 tickets: #286-295; 436-451 & 452-460 + 8 from previous batch =

\$510.00 – Cash

\$70.00 – Checks = \$580.00

(2nd drop off)

25 tickets: Adult #'s – 336-360

\$345.00 – Cash

\$30.00 – Checks = \$375.00

(1st drop off)

Adult #'s – 231-255; Children's - # 191-200

\$150.00 - Cash

\$135.00 – Checks = \$285.00

(4) Cottage Art - \$400.00

Adult Tickets - #76-100; Children's: 41-50; Gift Tickets: #228 & 229
5 children's tickets returned

\$255.00 – Cash

\$145.00 – Checks = \$400.00

(5) Heart in Hand - \$325.00

Adult #'s – 101-125; Children's #51-60; Gift Tickets: #475-476

22 Adults sold; 3 not returned; only 2 Children's sold; 8 returned

\$135.00 – Cash

\$190.00 – Checks = \$325.00

(6) The Hermitage – 0 tickets sold

Adult #'s – 126-150; children's #61-70; Gift Tickets: #473-474

(7) Noodles & Noggins - \$300.00

25 Adult Tickets: #51-75; Children's #31-40; Gift Tickets: #2256-227

\$300.00 – Cash (6 Adult tickets returned; 0 children tickets returned)

(8) Coffee Time - Shop – \$85.00

25 Adult Tickets - #26-50; (no children's tickets)

\$30.00 – Cash

\$55.00 – Checks

(9) Picture Place – W. Ox Rd. – 0 Sales

(10) Temptations – Burke - \$415.00

Extra batch of 20 new tickets – 18 returned; 8 Children's tickets returned;

2 Gift tickets Returned - #463 & #462

\$175.00 – Cash

\$240.00 – Checks = \$415.00

(11) Temptations – Clifton-\$690.00

(2nd Drop off-11/30/04); Gift Tickets: #464-465

Adult Ticket #'s – 362&361; 392-410 + 1 from previous batch =

20-none not returned];

\$270.00-Cash;

\$45.00-Checks = \$315.00

8 children's tickets returned [out of 10-2 not returned]

(1st drop off)

Adult Ticket #'s – 201-225; Children's #91-100;

\$270.00-Checks;

\$105.00-Cash = \$375.00

[none adult tickets not returned]



Clifton Candlelight Tour - Time Line

"Preliminary Lessons Learned":

- * Keep Clifton Store as a Vendor – our biggest seller of tickets by far!
- * This is an Adult event – very few Children's tickets sold
- * Need to better advertise the Grand Illumination of the Town tree
- * Each home owner must have a Host/Hostess who checks tickets as people come in; a family ended up at Baber's asking where to get "the brochure"
- * Distribute 50 tickets to all vendors early on – have extras available the day of - for all local vendors; Order at least 1,000 tickets!
- * Continue to distribute 10 children's to all vendors (even tho' not really a children's event)
- * Make sure media knows of ALL vendors in town that are selling tickets – "Basket & Boughs" was not mentioned in the newspapers (& they were upset)
- * Use check info for Thank you notes?????

Three Months Before

- * Identify Date (1st Sat. in December)
- * Change date on banner if not already done
- * Identify Home owners & ask for home description/decorations summary
- * Check w/ churches to see if available
- * Check with choirs to see if available

Two Months Before

- * Solicit Advertising & collect \$
- * Determine Tickets Sellers
- * Design Ticket layout w/ Exec. Press (Get summaries & ads for Tickets)
- * Identify Thank you gift for homeowners
- * Have fun!!

One Month Before

- * Put up Banner as Haunted Trail Banner comes down
- * Distribute tickets to vendors
- * Put signs up around town
- * Work with media for coverage
- * Ensure everything is well communicated to homeowners – especially to check tickets at the door
- * Have fun!!

Week of

- * Decorate Primitive Baptist Church
- * Decorate Barrels in Town
- * Distribute extra tickets as needed to vendors
- * Continue work with media
- * Plan for Volunteer Thank you party
- * Have fun!!!

The Town of Clifton, Virginia
 Affordable Housing Program
 Monthly Activity Summary
 As of November 30, 2004

	<u>Month of</u> <u>Nov</u>	<u>Fiscal</u> <u>Year to</u> <u>Date</u>	<u>Program</u> <u>to Date</u>
<u>Bidding Activity Summary</u>			
Homes Reviewed	0	0	487
Homes Rejected for Bid	0	0	109
Homes Selected for Bid	0	0	378
Winning Bids	0	0	98
Conversion Ratio	0.0%	0.0%	25.9%
<u>Purchase and Sales Activity Summary</u>			
Homes Under Contract for Purchase from HUD	0		
Sales Contracts Accepted from Qualified Buyers	0	2	98
<u>Inventory Activity Summary</u>			
Inventory, Beginning of Period	1	7	0
Homes Purchased	0	0	98
Homes Sold	1	7	98
Inventory, End of Period	<u>0</u>	<u>0</u>	<u>0</u>
<u>Volume and Profit Summary</u>			
Total Sales Volume	\$ 136,000	\$ 825,600	\$ 11,686,423
Town Profit	\$ 10,804	\$ 52,388	\$ 786,667
CLC Management Fee	\$ 4,862	\$ 23,575	\$ 351,598
Net Profit to Town	\$ 5,942	\$ 28,813	\$ 445,069

Town of Clifton		
Net Profit Calculation		
NDC Certification	501 <u>D Street</u>	<u>Totals</u>
Sales Price	136,000	136,000
Base Puchase Cost	76,600	76,600
HUD Discount	-11,490	-11,490
Misc Acq Costs	1,316	1,316
Loan Discount CLC	2,298	2,298
Repairs	40,000	40,000
Carrying Costs	1,903	1,903
Interest	5,363	5,363
Commission	8,160	8,160
Selling Costs	1,046	1,046
Total NDC	125,196	125,196
Total Profit	10,804	10,804
Buyer Credits	0	0
Town Profit	10,804	10,804
CLC Mgmt Fee	4,862	4,862
Net Profit to Town	<u>5,942</u>	<u>5,942</u>
NDC X 110%	137,716	
Sales Price	136,000	

**Town of Clifton
A/R Aging Summary
As of December 7, 2004**

**Town of Clifton
A/R Aging Summary
As of November 30, 2004**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
All That Glitters	0	0	0	0	196	196
Burdette, Thomas E.	0	0	0	0	10	10
Clifton Cleaners	0	0	0	0	15	15
Clifton Exercise Studio	0	0	0	0	30	30
Commercial Lending Corp., LLC	0	0	0	0	5,075	5,075
Cuticchia, Paul A.	0	0	0	0	10	10
Engel, Merle & Geoffrey	0	0	0	0	10	10
Frog Hill	0	0	0	0	701	701
Gregory, Francis & Mary	0	0	0	0	10	10
No. Va. Electric Coop.	0	0	(194)	0	357	163
Swing & Barbe Partnership	0	0	0	0	735	735
Swing, James	0	0	0	0	10	10
Tiscione, Monica PhD	0	0	0	0	5	5
Verizon Virginia, Inc.	0	0	0	0	11	11
TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>(194)</u></u>	<u><u>0</u></u>	<u><u>7,176</u></u>	<u><u>6,981</u></u>
Accrual Reversal Made:						285
Balance on Report Copied:						7,266

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From: TownofClifton@aol.com Add to Address Book
Date: Mon, 3 Jan 2005 19:20:10 EST
Subject: Re: December 7, 2004 Town Council Meeting Minutes
To: freemanfawn@yahoo.com

Hi Fawn,
 It was fun talking with you. :o)
 Thanks for sending the minutes. I like your idea of using the Agenda's format. Well done! A couple of minor FYI's for future reference..... It's Margo Buckley instead of Burkley and Ayre Square instead of The Mayor's Square (Which would be nice actually!)

Jim and are going to go over all your notes now.

Thanks again, Jennifer

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Town of Clifton
November 2004 Planning Commission Meeting

In attendance: Michelle Stein, Lev Buller, Kathy Kalinowski, Richard King
Absent: Travis Worsham, Judy McNamara

- 1. Decision postponed on use permit for fence for Witt at 12728 Clifton Heights Ln. (applicant not present)**
- 2. Recommends approval of use permit for deck for Miller at 12638 Water St subject to applicant providing setbacks on plat.**
- 3. Decision postponed on use permit for addition for Clifton Presbyterian Church at 12748 Richards Ln. (plans are being reviewed by engineer)**

Old Business:

Parking (waiting for Town Council to advise)

Clifton Planning Commission 2004-5 Dates

apps due	Plan Comm meeting	Town Council meeting
Nov 15th	Nov 29th	Dec 7th
Dec 15th	Dec 20th	Jan 4th
Jan 15th	Jan 24th	Feb 1st
Feb 15th	Feb 28th	Mar 1st
Mar 15th	Mar 28th	April 5th
Apr 15th	Apr 25th	May 3rd
May 15th	May 30th	Jun 7th

Town of Clifton
Balance Sheet
As of November 30, 2004

	Nov 30, 04
ASSETS	
Current Assets	
Checking/Savings	
Checking	4,269
Investments	
Playground Reserve Fund	
Playground - Patty Moore Fund	11,463
Playground Reserve Fund - Other	1,025
Total Playground Reserve Fund	12,488
Investments - Other	469,387
Total Investments	481,875
Total Checking/Savings	486,144
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	258
Accounts Receivable - Other	7,009
Total Accounts Receivable	7,267
Total Accounts Receivable	7,267
Total Current Assets	493,410
Fixed Assets	
Fixed Assets	
Buildings	11,354
Equipment	21,058
Improvements	77,957
Land	113,469
Total Fixed Assets	223,838
Total Fixed Assets	223,838
TOTAL ASSETS	717,248
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	456
Total Accounts Payable	456
Total Current Liabilities	456
Total Liabilities	456
Equity	
Opening Bal CIF Equity	220,902
Opening Bal G.F. Equity	21,125
Retained Earnings	449,446
Net Income	25,318
Total Equity	716,792
TOTAL LIABILITIES & EQUITY	717,248

Town of Clifton
Profit & Loss Budget vs. Actual
July through November 2004

	Jul - Nov 04	Budget	\$ Over Budget	% of Budget
BZA	0	208	(208)	0%
Planning Commission	421	1,106	(685)	38%
Total Town Government	421	1,752	(1,331)	24%
Professional Fees				
Accounting	0	0	0	0%
Legal Fees	8,623	3,333	5,289	259%
Special Counsel	7,472	4,792	2,681	156%
Total Professional Fees	16,095	8,125	7,970	198%
Rent				
Ayre Square Rental	300	551	(251)	54%
Railroad Siding Rental	100	368	(268)	27%
Total Rent	400	919	(519)	44%
Town Maintenance				
Beautification Comm.	785	1,042	(256)	75%
Grounds Maintenance	0	1,667	(1,667)	0%
Town Hall Maintenance	643	4,375	(3,732)	15%
Total Town Maintenance	1,428	7,083	(5,655)	20%
Town Services				
Fire Program	18,000	6,000	12,000	300%
Grass Mowing	2,550	1,929	621	132%
Trash Collection	636	778	(142)	82%
Total Town Services	21,186	8,707	12,479	243%
Utilities				
Gas and Electric	67	1,148	(1,081)	6%
Water	157	166	(9)	95%
Total Utilities	224	1,314	(1,090)	17%
Dues and Subscriptions				
Va. Municipal League	306	342	(36)	89%
Dues and Subscriptions - Other	18	232	(214)	8%
Total Dues and Subscriptions	324	574	(250)	56%
Caboose Expenses				
Caboose - Trentane Gas	145	138	7	105%
Caboose Electric	26	138	(112)	19%
Caboose Maintenance	299	2,500	(2,201)	12%
Total Caboose Expenses	469	2,776	(2,306)	17%
Community Hall Expenses				
C.H.-Cleaning	450	827	(377)	54%
C.H.-Equipment	85	833	(748)	10%
C.H.-General Maintenance	549	1,332	(783)	41%
C.H.-Management Fee	943	1,942	(998)	49%
C.H. - Electric	1,295	4,422	(3,126)	29%
C.H. Floors	0	1,103	(1,103)	0%
Total Community Hall Expenses	3,323	10,458	(7,135)	32%
Clifton Day Expenses				
Legal Advertising	0	1,048	(1,048)	0%
Mayoral Reimbursement	736	460	276	160%
Miscellaneous	302	827	(525)	36%
Printing and Reproduction	338	2,297	(1,959)	15%
Printing and Reproduction	165	276	(111)	60%
Total Contractual	50,409	52,310	(1,901)	96%
Haunted Trail Expenses	2,760	2,205	555	125%
Summer in the Parks Event	0	300	(300)	0%
Commodities				
Computer Supplies	364	551	(187)	66%
Copies	0	1,388	(1,388)	0%
License Plates	0	607	(607)	0%
Miscellaneous	0	460	(460)	0%
Office Supplies	155	413	(258)	38%

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12/05/04

Actual Basis

Town of Clifton
Profit & Loss Budget vs. Actual
July through November 2004

	Jul - Nov 04	Budget	\$ Over Budget	% of Budget
Postage and Delivery	207	199	8	104%
Total Commodities	726	3,618	(2,891)	20%
CIF Expenses				
CIF-Miscellaneous	0	3,125	(3,125)	0%
CIF-Playground Impr.	0	4,167	(4,167)	0%
Total CIF Expenses	0	7,292	(7,292)	0%
Fed Fund-Transportation Proj				
F. F.-Transp - Inkind Svcs	0	1,885	(1,885)	0%
F.F.- Transp. Project-Trails	0	16,965	(16,965)	0%
Fed Trans.Land - Town Match	1,453	50,000	(48,547)	3%
Total Fed Fund-Transportation Proj	1,453	68,850	(67,397)	2%
Total Expense	58,052	134,575	(76,523)	43%
Net Ordinary Income	25,318	(32,013)	57,331	(79)%
Net Income	25,318	(32,013)	57,331	(79)%

Commonwealth of Virginia
Department of Conservation and Recreation
Division of Chesapeake Bay Local Assistance
James Monroe Building
101 North 14th Street, 17th Floor
Richmond, Virginia 23219



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THE HONORABLE JAMES C CHESLEY MAYOR
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