

NOTICE

SPECIAL TOWN COUNCIL MEETING

Notice is hereby given that the Clifton Town Council and Clifton Town Planning Commission will hold a joint Public Hearing on Tuesday, January 3, 2006, at 7:00 p.m. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, VA 20124 to consider zoning change to Low Impact Commercial. Copies of the zoning change are available from the Town of Clifton Clerk by calling 266-2885 and will be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the zoning change. Town residents are strongly urged to attend. A Town Council meeting will immediately follow the Public Hearing to include the adoption of Town's zoning change to Low Impact Commercial.

By order of the Town Council, Clifton, VA

Fawn Freeman, Town Clerk



Historic Clifton Candlelight Tour – 2005

Preliminary Financials

(monies have already been turned over to Marilyn Barton – 12/6/05)

Raffle Monies:

Caboose - \$52.00

Primitive Baptist Church - \$162.00 = \$214.00

Clifton Coffee Mill

\$275.00 – Checks

\$705.00 - Cash = \$980.00

Basket & Boughs

\$515.00 – Checks

\$395.00 – Cash = \$910.00

Clifton Store

\$215.00 – Checks (+ one made to Clifton Store – needs to be endorsed)

\$535.00 – Cash = \$750.00

Temptations – Clifton

\$345.00 – Checks

\$370.00 – Cash = \$715.00

Cottage Art

\$90.00 – Checks

\$220.00 – Cash = \$310.00

Noodles & Noggins

\$165.00 – Checks (made out to CBA – need to be endorsed by Michelle Stein)

\$140.00 – Cash = \$305.00

Temptations – Burke

\$75.00 – Checks

\$225.00 – Cash = \$300.00

All That Glitters

\$195.00 – Check

\$105.00 – Cash = \$300.00

Centreville Hallmark - \$60.00 (cash)

Miscellaneous - \$550.00 - Fairfax Auto Dealers Association, \$75.00 - Fawn Freeman (tickets), SunWise (Deb Dillard – ad) - \$40.00; A Flower Blooms in Clifton (Ad) - \$40.00, Kathleen Mckee (ticket) -\$15.00, Rita Robertson - \$225.00 = \$945.00

Gross Receipts = \$5,789.00

(Still need to deduct expenses for: Shuttle rental (should be close to a wash), \$325.00 – additional tickets, ?\$ - shuttle signage, food, Petersons & Kinko's expenses – Lynne)

Please run on Tuesday, October 17, 2000.

PUBLIC HEARING
TOWN OF CLIFTON
October 24, 2000

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, October 24, 2000 at 7:00 P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Va. 20124 to consider the following proposed change to the Town Ordinance, Section 4-32, Heat, Light, Power and Gas Companies; License Tax Rate, and, Section 8-2, Levy and Rate (Cigarette Tax). Copies are available from the Town of Clifton Clerk by calling 830-9619. Copies will also be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the proposed revision. Town residents are strongly urged to attend. A special Town Council meeting will immediately follow to consider the adoption of the changes to the Town's tax levies discussed at the preceding public hearing.

By order of the Town Council, Clifton, VA.

Pamela Wallace, Town Clerk

Billing should be forwarded to:

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

Monday, December 12, 2005

Dear Andrea Smith,

As discussed today, please run the Public Hearing Notice as described below in the next two publications of the Centreview and Connection (Fairfax Station and Clifton)

Happy Holidays,

Fawn Freeman

**PUBLIC HEARING
TOWN OF CLIFTON
January 3, 2006**

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By order of the Town Council, Clifton, VA

Fawn Freeman, Town Clerk

Billing should be forwarded to:

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

Sec. 9 23B .LOW IMPACT COMMERCIAL DISTRICT

a. The permitted uses in a Low Impact Commercial District shall be offices. One or more businesses shall be permitted, for each of which a separate use permit must be obtained, provided the following requirements are met for all such businesses:

1. All use shall be conducted entirely within a building, or operated primarily from said building, or in any structure appurtenant thereto.
2. No sales of goods, provision of services, pickups or deliveries, or other activities occur in connection with all such businesses which result in visits to the premises by more than fifteen people per day, (exclusive of employees of such business);
3. All such businesses may operate within those hours approved by the Town Council and set forth on the use permit; provided, however, the hours of business during which clients or customers may visit, or pick-ups and deliveries be made to the premises, are to be not earlier than 8 a.m. and not later than 9 p.m..
4. all work and storage in connection with any such businesses must be within a completely enclosed building and screened from public view as noted in the use permit;
5. no noxious, dangerous, harmful or offensive dust, odors or fumes shall be generated in connection with any such businesses; and
6. no dangerous or explosive materials may be stored on the premises in connection with any such businesses.

b. The minimum lot size requirement for the Low Impact Commercial District shall be 10,000 square feet.

c. The height, lot width, frontage and setback restrictions of the Low Impact 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 Low Impact Commercial District side yard property line abuts a parcel zoned residential.

check for Mitchell when approved
January 3, 2006, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

PUBLIC HEARING (Town Council and Planning Commission): Zoning Change to Low Impact Commercial *Mayor - Brant seconded*

1. Reading of minutes of last regular and any subsequent Town Council meetings

*Charles travel
Brant second
unanimous*

2. Report from the Town Treasurer

~ Balance Sheet, Profits /Loss and Account Balances *3 rpts*

3. Reading of Communications to the Mayor

4. Reports of Standing / Special Committees

- ~ Planning Commission - *Mitchelle*
- ~ Old Town Hall Sale Committee - *Jim - Rozce* - *Commissioned land dev. to do feasibility study*
- ~ Town Meeting Hall Committee
- ~ Playground Committee
- ~ Haunted Trail Committee

5. Citizen's Remarks

- *Mitchelle - sat - ritual tree sacrifice 7:00-7:30
Wed. 11 - CBA mtg @ Koinonia Baptist Church*

6. Old / Unfinished Business

- ~ HUD Update
- ~ 2003 Haunted Trail Missing Money Update
- ~ Town Website
- ~ School St. and Clifton Road line of sight Issue - *VDOT - NO authority*
- ~ Verizon Cable

*- error numbers
- town put new plants in
- asked to Carter/Mac*

7. New Business

- ~ Establishment of Town History Commission
- ~ Town Council Member Commission Duties - *bill in next month*
- ~ Disposition of Remaining ISTEIA Funds - *1956-1994/1995 med. 64k.*
- ~ County Grant of 20,000 for Meeting Hall Management

*Joe McCuller
Jim: Consultants for
Town
possibly soil not feasible
street 7k on school
hope to have it
funded 1/15/06
- lost basement
issue - due
to flood plane
imposed
slab req is 18" higher than
existing situation
& Not over
height*

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

*- park issue & land
- accommodate*

*301C - carbon
lights of
area
165-132 - fed
33 - local
motel
64,532 - of
132,000
67,463 - committed
been approved for
project to do sidewalk*

*Jim water
w/ flood plane
in conjunction*

*Hefted
site plan
there*

*- next month
agenda
put in draft
- session wanted
around meeting
- Jim said to
ask for letter of
recognition*

- rain guard
- required because of town code not FFC code
- ? why town have restriction then FFC for phosphorus ^{removal} near off.
- ? town may be going on state req.

Crit
action
RAIN guard - area on site dedicated to granite hole lined
w/ percolates thru sand/etc - to filter phosphorus.

Division
& settlement
1974
stated by

- trail around circle of treed interior - decks @
battlefield - driveway to back stop of new property
we just bought.

- paper work needs to be done - 67,000K
- do application
- advertise
- Margo interested

- need to follow process to
- need to get list of improvements
- Main Street pedestrian ^{jump pad} improvement
- match 20% - is about 11,000K
- charged (Jim & Margo) - copy 3 to 4 yrs

200K - ^{cost} ^{Ohio}
Main St park way & sidewalk improvement
costing in Richmond - may get in May
calate
Jim would turn to administrative.
- paving food lane
- town clock
- road near trash can
- lamp by caboose
Action Jim burb back later
month
could use \$ for sidewalk to
Clifton Hts.
1500K - little central response

Grant volunteer
make application by March - per Jim
M.B. - audit - wants lease agreement such as
insurance policy - etc -
Grants, money exchange -
20K you back to out. help
committee

J.C. - equal
per town for
American mortgage fund 15
4/30/06 - more to approve
Mae - more to approve
J.C. second
concrete
per 1/2 yr on
audit

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, December 6, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Brant Baber, Mac Arnold, Lev Buller, Trish Robertson, Margo Buckley
Absent: Jim Chesley, Giff Hampshire
Attendees: Fawn Freeman, Marilyn Barton, 17 citizens, 1 representative from League of Women Voters

The meeting was called to order at 7:13 pm. Vice Mayor Baber led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Trish Robertson made a Motion to approve the meeting minutes. Lev Buller seconded the Motion.

Motion passed, unanimously.

2. Report from the Town Treasurer

Motion

Mac Arnold made a Motion to approve the September, October, and November financial reports. Lev Buller seconded the Motion.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

- Ms. Marilyn Stoney wrote letters to the Mayor and Town requesting the Town build a sidewalk between Clifton Creek and Coffee Mill.
- The Presbyterian Church wrote a letter requesting approval of the installation of an above ground propane tank.
- The Clamon's wrote a letter they had no objections to the installation of an above ground propane tank at Presbyterian Church

4. Reports of Standing / Special Committees

Planning Commission

• Presentation

Rick Peterson presented a proposal to create a master plan of a proposed trail within the perimeter of the corporate Town limits along the railroad, Main Street and Newman Road. He provided a map for illustrative purposes.

- Michelle Stein requested the approval of the use permit application for Fannon's new business (antique shop) at 7145 Main Street.

Motion

Mac Arnold made a Motion to approve Ms. Fannon's use permit application and Trish Robertson seconded the Motion.

Motion passed, unanimously

- Clifton Presbyterian Church

Bill Holloway remarked that there is no ordinance for propane tanks and the Clifton Presbyterian Church needs to replace theirs, as it is their only source of heat.

Motion

Lev Buller made a Motion if the plans submitted to the ARB did not include the Propane Tank then the church needs to be resubmit plans showing tank and any shielding – they will not be required to pay any additional fee. Mac Arnold seconded the Motion.

Motion passed.

Lev Buller, Margo Buckley and Mac Arnold approved and Brant Baber and Trish Robertson opposed

- The Silva's conditional approval is on hold due to additional wetland information needed.
- Lev Buller is compiling ideas presented such as parking, traffic, safety, ordinances, and enforcement.
- Lev Buller and Michelle Stein met with Tom McNamara to discuss Clifton Store parking. There is no documentation as to what was approved therefore they are working on a solution.
- The Clifton Heights path to downtown is a work in progress.
- The Planning Commission requested a joint public hearing with the Town Council at the January 3, 2006, Town Council Meeting regarding the a zoning change to Low Impact Commercial for the Old Town Hall.

Motion

Mac Arnold made a Motion for a joint public hearing regarding the Old Town Hall, Commission at the January 3, 2006 Town Council Meeting. Trish Robertson seconded the Motion.

Motion passed, unanimously.

Old Town Hall Sale Committee

Lev Buller stated he has met with Royce Jarrendt.

Thanks Fawn!

Town Meeting Hall Committee

The TMHC — one among selves one w/ county. — current proposal by county for \$20K what acceptable. TMHC would like to cont. negotiations

Bill Holloway stated he held two meetings. Michelle Stein remarked that she is working on a door lock solution since the existing Town Meeting Hall Doors are not conducive to cipher locks and if a cipher lock is the preferred method then the doors may need to be replaced to accommodate a cipher lock.

Lane Johnston asked if we went to a county cooperative would they charge for our meetings — get free meeting space? The county is aware we have limited parking — committee felt important for town to retain control over policy and procedures. Trish Robertson mentioned writing a policy to encourage usage. Lane Johnston stated she understands we are not bringing enough money to pay for utility bills and the facility is valuable to the community. Lev Buller remarked the electric bills have exceeded our revenue. Lane Johnston asked what is incentive for the county — community and recreation services — the county spent a lot of time looking at the use of this facility.

TMHC is drafting policies to discourage inappropriate uses — allowing comm. to use it for activities would like to see in the Com.

Motion

Requested a motion to be able to negotiate with the county

* Trish Robertson made a Motion to V- and Mac Arnold seconded the Motion.

Motion passed.

authorize the TMHC to negotiate w/ county understanding that 1) @ TR to county 2) ToC hires / pays staff

Playground Committee

Bill Holloway stated the basketball court was resurfaced and painted. The children's playground equipment is frozen and will ^{install} start in spring. The playground equipment pieces were custom built and we have ^{all in storage} all the equipment and are not required to pay for it until ~~spring~~ ^{delivery}. Equipment was ordered early to get pieces that were going out of production and it is presently stored in barn.

old equip. slated for refurbishment is

Michelle Stein reported that the CBA is meeting January 11, suggest monies rose for playground for a total of 30K to go to the town's account.

Haunted Trail Committee

Presentation

Kathy Kinter thanked the town council for letting the committee go ahead with the haunted trail event. Trish Robertson provided a handout that included a summary of the event highlights. Noted highlights are 8 skits and scenes, over 140 volunteers, 2, 365 tickets sold in three hours grossing \$17,188, \$4,642 was expended of the \$6,000 seed money, income \$12,653, \$994 raised and dedicated to the playground fund, sponsors were Bagel Buddies, Care of Trees, Cox Communications, Dominoes Pizza, Food Lion, Giant, Greens ^{Mansions} Florist, Manhattan Bagels, Starbucks, and Tony's NY Pizza. Financial and narrative reports were provided to the Town to include an execution plan, skit/scene descriptions, lessons learned, and prop inventory.

* to authorize the Town Mtg. Hall Cmtee to continue negotiations w/ the county re: the \$20,000 understanding that 1) revenues from TMH rentals will be payable to the ToC and 2) ToC will retain responsibility for hiring; paying any ^{management} staff

Historic Clifton Candlelight Tour – 2005

Presentation

Lynne Wark reported that the tour grossed receipts for a total of \$5,789 and need to deduct expenses for the shuttle rental, additional tickets, signage, food, Peterson's party, and Kinkos. This year's tour grossed about \$200 less than last year.

5. Citizen's Remarks

- There will be a Clifton Children's Holiday Party in the Town Meeting Hall. Seeking toy donations.
- Clifton Presbyterian Church celebrated its 100-year anniversary in the Town hall
- Deb Dillard took the eagle off the flag to restore it. Can we get a new flag or new pole?
- The auditor can come out to town week of January 23, 2005.

6. Old / Unfinished Business

HUD Update

None reported.

2003 Haunted Trail Missing Money Update

None reported

Town Website

Lynne Garvey Wark will email Brant Baber the name of the individual who created her website and Mark Khosravi will provide Brant the name of a website person he knows.

Verizon Cable

Mac Arnold mentioned they put lines under ground - put in DSL and there are technological limitations where they can get reception for about 1 mile.

Continue Town Parking Discussion

Tabled

7. New Business

Discussion of the request for proposals by the VA Department of Historic Resources and making application funds to conduct an updated survey of historic resources in Town and to create a website for use of that data.

Presentation

Lynne Garvey Wark and Brant Baber attended a workshop on the matching funds program for surveys and data collection. Since the town received National Register status in 1985 there may now be more buildings and necessary editing of that original document. The application deadline for this program is December 20, 2005. Brant Baber will be working with Lynne Garvey Wark to complete the application. Also, under consideration is the Certified Local Government status that will allow the Town access to National Historic Grants. We have most components in place and need to make application for this program as well. Dollars amounts for the survey program go up to

\$40,000. The survey could be used to tie Town historic information to the proposed Town website.

Establishment of Town History Commission

Brant Baber spoke of design activities. Lynne Garvey Wark is the Chair of Fairfax County History Commission and asked if she would help to establish the Town's History Commission.

Discussion of Town Meeting Hall Procedures

Bill Holloway mentioned there are a number of ideas and he rather presents them at the meeting.

Discussion of upgrading the Town Hall HVAC system

Presentation

Mr. Turner of Coastal Building stated the present unit is oversized. Proposal is to install a CO2 sensor. When the air conditioning first starts up the unit will cool down and cool the building down at a cheaper and more efficient rate. Recommend staggering AC units since they are over sized to give them equal run time. There is too much humidity due to the over sized unit and recommend installing a humidity sensor. Heating is 8 stages of which are 4 stages of heat pump and 4 stages of electric, which can improve comfort and lower electric bills. This savings is dependent on building usage.

The town has up to 120 days to pay and test-drive unit to see if they are saving money. De-humidification is part of the AC and the cost is \$9,330; proposal is good for 30 days. Brant Baber asked if case payment or is it taken from offered share savings since use is sporadic and shared savings is hard to calculate. If not saving enough money, we will take it out. Spending \$1000 a month in utilities for the building. Consider installing a dedicated phone line or using the internet since the system is set up via alarm could be done via an email or telephone call; for an additional \$1,500 an email could be sent. System can be installed and operated without a phone line and system can be programmed for events.

Discussion

Lev Buller asked if the contractor looked at hot water heater and wants to see demand charge. The contractor is going to supply the demand charge and how much electricity is used. Mac Arnold asked about the range - if the solution is to take out the hot water tank? Contractor stated that the system can be linked with the timing of events. Jeff Stein stated the system proposed is a good solution.

License Plates Update

Prepared a letter to the Sully District Police Station for Mayor Chesley's signature providing them a list of Town residents who have not purchased or renewed their FY2006 vehicle tag.

Farmers Market Update

Tabled until January meeting

Discussion of Riparian Buffer Grant

Michelle Stein recommended postponement until Rick Peterson completes the Master Plan.

Request from the Presbyterian Church for placement of a propane tank

Addressed in the Planning Commission report.

8. Adjournment

The meeting adjourned at approximately 10:03. Mac Arnold motion to adjourn and Trish Robertson seconded motion.

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Financials

(monies turned over to Marilyn Barton – 12/6/05)

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Gross Receipts = \$5,789.00

Deduct enclosed expenses for:

* G. Gillespie - \$100.00

* K. Grimsey - \$300.00

* Elaine Creigh - \$86.25

* L. G. Wark – add’l. van expenses charged to c.c. - \$176.18

* Chantilly HS Choir - \$400.00

* Signs by Tomorrow - \$320.00

* Kinko’s - \$167.03

Net Revenue = \$3,839.54

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Attendees: Fawn Freeman, Marilyn Barton, 17 citizens, 1 representative from League of Women Voters

The meeting was called to order at 7:13 pm. Vice Mayor Baber led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

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Motion passed, unanimously.

2. Report from the Town Treasurer

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Town Meeting Hall Committee

entire Town Hall
one w/ county

- current proposal
- continue neg. w/
County

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for dis. coverage
use of town hall

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Motion

Requested a motion to be able to negotiate with the county
Trish Robertson made a Motion to --- and Mac Arnold seconded the Motion.

get from park
-> dis. coverage town hall
committee recog.
that

Motion passed.

Playground Committee

Bill Holloway stated the basketball court was resurfaced and painted. The children's playground equipment is frozen and will restart in spring. The playground equipment pieces were custom built and we have all the equipment and are not required to pay for it until spring. Equipment was ordered early to get pieces that were going out of production and it is presently stored in barn.

delivery

in storage
install
old for refurbishment

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Haunted Trail Committee

Presentation

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Green Mansions
- Chris

Historic Clifton Candlelight Tour – 2005

Presentation

Lynne Wark reported that the tour grossed receipts for a total of \$5,789 and need to deduct expenses for the shuttle rental, additional tickets, signage, food, Peterson's party, and Kinkos. This year's tour grossed about \$200 less than last year.

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6. Old / Unfinished Business

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Continue Town Parking Discussion

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Presentation

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Discussion of upgrading the Town Hall HVAC system

Presentation

Mr. Turner of Coastal Building stated the present unit is oversized. Proposal is to install a CO2 sensor. When the air conditioning first starts up the unit will cool down and cool the building down at a cheaper and more efficient rate. Recommend staggering AC units since they are over sized to give them equal run time. There is too much humidity due to the over sized unit and recommend installing a humidity sensor. Heating is 8 stages of which are 4 stages of heat pump and 4 stages of electric, which can improve comfort and lower electric bills. This savings is dependent on building usage.

The town has up to 120 days to pay and test-drive unit to see if they are saving money. De-humidification is part of the AC and the cost is \$9,330; proposal is good for 30 days. Brant Baber asked if case payment or is it taken from offered share savings since use is sporadic and shared savings is hard to calculate. If not saving enough money, we will take it out. Spending \$1000 a month in utilities for the building. Consider installing a dedicated phone line or using the internet since the system is set up via alarm could be done via an email or telephone call; for an additional \$1,500 an email could be sent. System can be installed and operated without a phone line and system can be programmed for events.

Discussion

Lev Buller asked if the contractor looked at hot water heater and wants to see demand charge. The contractor is going to supply the demand charge and how much electricity is used. Mac Arnold asked about the range - if the solution is to take out the hot water tank? Contractor stated that the system can be linked with the timing of events. Jeff Stein stated the system proposed is a good solution.

License Plates Update

Prepared a letter to the Sully District Police Station for Mayor Chesley's signature providing them a list of Town residents who have not purchased or renewed their FY2006 vehicle tag.

Farmers Market Update

Tabled until January meeting

Discussion of Riparian Buffer Grant

Michelle Stein recommended postponement until Rick Peterson completes the Master Plan.

Request from the Presbyterian Church for placement of a propane tank

Addressed in the Planning Commission report.

8. Adjournment

The meeting adjourned at approximately 10:03. Mac Arnold motion to adjourn and Trish Robertson seconded motion.

Sec. 2-3. POWERS AND DUTIES OF MAYOR.

- a. The Mayor shall see that the ordinances of the Town are faithfully executed and shall be the chief executive officer and the head of the administrative branch of the Town government. The Mayor shall be responsible for the administration of the Town's affairs to the Council and to the voters of the Town.
- b. The Mayor shall prepare or cause to be prepared annually, on the first Monday in July, a report to the Council in the name of the government of the Town. This report shall deal with the financial condition of the Town, and with the accomplishments of the Town and its various departments and agencies. In the report the Mayor shall make whatever recommendations he deems proper for the public good and welfare of the Town. The report shall be published and printed for distribution as may be deemed advisable by the Council.
- c. The Mayor shall have complete supervision over the financial administration of the Town government. He shall prepare or have prepared annually a budget and submit it to the Council. He shall supervise the disbursement of all moneys and have control over all expenditures to assure that budget appropriations are not exceeded.
- d. The Mayor shall have such other powers and perform such other duties as may be provided by the Charter or as may be required of him by the Council, not inconsistent with the Charter or State law.

Sec. 2-4. POWERS AND DUTIES OF COUNCIL.

- a. In addition to any other powers authorized by State law and the Town Charter, the Council may:
 1. Make ordinances and prescribe fines or other punishment for violation thereof.
 2. Appoint a collector of its taxes and levies, and such other officers, as they may deem proper, define their powers, prescribe their duties and compensation.
 3. Lay off streets, walks or alleys, alter, improve and light the same and have them kept in good order.
 4. Provide off-street automobile parking facilities and open the same to the public, with or without charge.
 5. Lay off public grounds and provide all buildings proper for the Town.
 6. Prescribe the time for holding markets and regulate the markets.
 7. Prevent injury or annoyance from anything dangerous, offensive or unhealthy and cause any nuisance to be abated.
 8. Regulate the keeping of gunpowder or other combustibles and provide magazines for the same.

Sec. 2-5. DESIGNATION OF RESPONSIBILITY FOR SERVICES.

- a. The Council shall designate which of its members shall be responsible for proper performance in the Town of each of the following functions:
 1. Police and fire protection.
 2. Streets and roads.
 3. Street lights.
 4. Health and welfare.
 5. Sanitation and sewerage.
 6. Zoning and restoration.
 7. County Liaison.
 8. Provide places for the interment of the dead in or near the Town.
 9. Make regulations concerning the building of houses in the Town.

10. Establish and maintain parks, playgrounds and boulevards.
11. Acquire and preserve things of historical interest.

Sec. 2-6. POWERS AND DUTIES OF CLERK.

- a. The Clerk shall:
 1. Serve as clerk of the Council and perform such other duties of a like nature as shall be required by that body.
 2. Be responsible for the recording, filing, indexing and safekeeping of all proceedings of the Council.
 3. Record in full, uniformly and permanently, all ordinances and shall authenticate the same.
 4. Publish all adopted ordinances and resolutions of the Council, and all legal notices required by law or ordinance.
 5. Prepare, attest and report on the vital statistics of the Town.
 6. Be the custodian of the official seal of the Town.

Sec. 2-7. CLERK; VACANCY.

- a. In case of vacancy in the office of Clerk for any cause, the Council shall fill the office. Any person so appointed shall serve in an interim capacity until duly qualified. Such person shall take the oath and have all powers and perform all the duties of such office.
- b. In case of absence or temporary incapacity in the office of Clerk, the Council shall fill the office for such period of temporary absence.

Sec. 2-8. SUCCESSOR IN OFFICE OF CLERK.

All books, documents and papers, accounts, credits and deposits belonging to the Clerk's office, or in the custody of the Clerk, shall immediately be delivered up and transferred by him to his successor in office.

Sec. 2-9. TOWN SERGEANT. *

In addition to any other power conferred by State law, the Town Sergeant if appointed shall see that all Town ordinances are enforced.

Sec. 2-10. PAYMENTS BY TOWN TREASURER; LIMITS; EXCEPTIONS; TOWN TREASURER.

- a. Apart from items specifically appropriated for in the Budget adopted for the fiscal year, no payments shall be made from the Town Treasury except in liquidation of charges for services or supplies specifically contracted for, including the amount of expenditure, by resolution of a majority of the members of the Council present in advance of the rendering of the services or the furnishing of the supplies. For an amount in excess of \$500, an approval by two-thirds of the Council is required.
- b. The Treasurer shall be the custodian of all Town funds and shall disburse the funds only upon direction by the Council or in any other manner according to law.

*State law reference: As to Sergeants generally, see Code of Va., 1950, Sec. 15.2-1700 et. seq.

Main Identity

From: "Marilyn Barton" <pawsnfins@cox.net>
To: "trish" <rtrishr@aol.com>; <TownofClifton@aol.com>; <MARNOLD@MCCANDLAW.COM>; "Margo & Mark" <MARKY@EROLS.COM>; "Fawn Freeman" <freemanfawn@yahoo.com>; <ghampshire@blankeith.com>; <CHESLEYJC@NSWCCD.NAVY.MIL>; "Buller, Lev" <lbuller@cns.gov>; "Brant Baber" <bb@baberkal.com>
Cc: "Barton, Marilyn" <mbarton@comres.org>
Sent: Monday, January 02, 2006 10:06 PM
Attach: 05 Dec Treasurer's Report.xls
Subject: Treasurer's Reports Dec 2005



Happy New Year to all!

Attached are your December 2005 Financials. Let me know if you have any questions. See you at the meeting.

Sincerely,

Marilyn

Town of Clifton
Balance Sheet
As of December 31, 2005

Dec 31, 05

ASSETS

Current Assets

Checking/Savings

Checking-SunTrust	(371.56)
Investments-LGIP	100,876.49
Investments - SunTrust	
CPC PC Escrow Fund	2,749.32
Haunted Trail Funds	863.76
Playground Reserve Fund	20,744.11
Investments - SunTrust - Other	333,878.01
Total Investments - SunTrust	<u>358,235.20</u>

Total Checking/Savings 458,740.13

Accounts Receivable

Accounts Receivable	
BPOL Receivable	285.37
Accounts Receivable - Other	14,696.76
Total Accounts Receivable	<u>14,982.13</u>

Total Accounts Receivable 14,982.13

Other Current Assets

Other Current Assets	
Undeposited Funds	2,325.08
Total Other Current Assets	<u>2,325.08</u>

Total Other Current Assets 2,325.08

Total Current Assets 476,047.34

Fixed Assets

Fixed Assets

Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	113,469.06
Total Land	<u>194,134.06</u>

Total Fixed Assets 304,502.59

Total Fixed Assets 304,502.59

TOTAL ASSETS 780,549.93

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Town of Clifton
Balance Sheet
As of December 31, 2005

	<u>Dec 31, 05</u>
Accounts Payable	
Accounts Payable	3,471.35
CPC Escrow Fund Balance	<u>1,033.15</u>
Total Accounts Payable	<u>4,504.50</u>
Total Current Liabilities	<u>4,504.50</u>
Total Liabilities	4,504.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,125.16
Retained Earnings	479,779.15
Net Income	<u>54,239.44</u>
Total Equity	<u>776,045.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>780,549.93</u></u>

Town of Clifton
Income Statement for Period Ended December 31, 2005

	Actuals YTD @ 12/31/05	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
		6				
Taxes & Permits Revenues:						
Sales Tax	5,764	9,800	4,036	41%	19,600	13,836
BPOL Tax	-	10,800	10,800	100%	21,600	21,600
Utility Consumption Tax	473	560	87	16%	1,120	647
Motor Vehicle Tags	5,555	2,500	(3,055)	-122%	5,000	(555)
No. Va. Cigarette Tax	1,400	900	(500)	-56%	1,800	400
Use Permits	300	500	200	40%	1,000	700
Cox franchise revenue	2300	5,000	2,700	54%	10,000	7,700
PC Subdivision Permits	-	-	-	-	-	-
ABC Tax	222	150	(72)	-48%	300	78
ARB Permits	30	40	10	25%	80	50
Railroad Tax	1,262	752	(510)	-68%	1,504	242
TOTAL TAXES & PERMITS:	17,305	31,002	13,697	44%	62,004	48,307
Town Facilities Rentals:						
Community Hall	6,230	7,000	770	11%	14,000	7,770
Park/Square/Gazebo	-	200	200	100%	400	400
						-
Other Revenues:						
Interest Income	1,826	1,250	(576)	-46%	2,500	674
Haunted Trail Event	13,647	8,000	(5,647)	-71%	16,000	2,353
Clifton Day Revenues	445	500	55	11%	1,000	555
Homes Tour	6,344	3,050	(3,294)	-108%	6,100	(244)
Farmers' Market Income	-	350	350	100%	700	700
HUD Homes	-	-	-	-	-	-
Other income-refunds	-	-	-	-	-	-
TOTAL OTHER REVENUE:	22,262	13,150	(9,112)	-69%	26,300	4,038
TOTAL REVENUES:	45,797	51,352	5,555	11%	102,704	60,516
<i>NOTE: Haunted Trail & Concessions income is booked based upon Committee Report-Transfer of funds is pending.</i>						
EXPENSES:						
Payroll Expenses:						
Town Clerk Salary	1,500	1,500	-	0%	3,000	1,500
Town Treasurer Salary	4,000	4,000	-	0%	8,000	4,000
Payroll Taxes	0	842	842	100%	1,683	1,683
Payroll Miscellaneous	-	-	-	-	-	-
TOTAL PAYROLL EXPENSES:	5,500	6,342	842	13%	12,683	11,842
CONTRACTUAL EXPENSES:						
Insurance	5,674	1,842	(3,832)	-208%	3,684	7,516
Town Government:						
ARB Expenses	0	526	526	100%	1,051	1,051
BZA Expenses	0	50	50	100%	100	100
Planning Commission Expenses	2,250	500	(1,750)	-350%	1,000	(1,250)
TOTAL GOVERNMENT:	2,250	1,076	(1,175)	-109%	2,151	3,326
Professional Fees:						
Accounting - Multi Year Audit Review	0	6,500	6,500	100%	13,000	13,000
Legal Fees	3,772	5,000	1,228	25%	10,000	6,228
Special Counsel	3,270	5,000	1,730	35%	10,000	6,730
Professional fees - other	0	-	-	-	-	-
Web site hosting/maintenance	0	750	750	100%	1,500	1,500
TOTAL PROFESSIONAL FEES:	7,042	17,250	10,208	59%	34,500	24,292

Town of Clifton
Income Statement for Period Ended December 31, 2005

	Actuals YTD @ 12/31/05	Budget YTD Annualized	Change Amount	Change %	Approved 6/7/05 Budget FY2006	Budget Remaining
Town Facilities:						
Railroad Siding Rent	100	450	350	78%	900	800
Ayre Square Rent	270	300	30	10%	600	330
Beautification Committee	232	1,250	1,018	81%	2,500	2,268
Grounds	0	250	250	100%	500	500
Town Hall	1,164	750	(414)	-55%	1,500	336
Caboose Expenses:						
Equipment	0	-	-		-	-
Electric	80	80	-	0%	160	80
Gas	127	169	42	25%	338	211
Maintenance - Painting	218	-	(218)		-	(218)
Subtotal - Facilities:	2,192	3,249	1,057	33%	6,498	5,441
Town Meeting Hall Expenses:						
General Maintenance	939	1,631	692	42%	3,261	2,322
Cleaning	0	2,600	2,600	100%	5,200	5,200
Equipment & Supplies	117	-	(117)		-	(117)
Electric	5,875	3,000	(2,875)	-96%	6,000	125
Mgt Fee - 20% gross rental incorr	1,246	1,500	254	17%	3,000	1,754
TOTAL MEETING HALL EXPENSES:	8,177	8,731	554	6%	17,461	16,907
TOTAL TOWN FACILITIES:	10,368	11,980	1,611	13%	23,959	22,348
Town Services:						
Elections	0	-	-		-	-
Fire Hall Tree Watering	0	-	-		-	-
Grass Mowing	2,400	1,968	(432)	-22%	3,936	1,536
Trash Collections	384	500	116	23%	1,000	616
TOTAL TOWN SERVICES:	2,784	2,468	(316)	-13%	4,936	5,252
Utilities:						
Utilities - Gas and Electric	-36	300	336	112%	600	636
Utilities - Water and Sewer	82	169	87	51%	338	256
TOTAL UTILITIES:	46	469	423	90%	938	515
Dues & Subscriptions:						
Va Municipal League	318	175	(144)	-82%	349	31
Other Dues & Subscriptions	53	175	122	70%	350	297
TOTAL DUES & SUBSCRIPTIONS:	371	350	(22)	-6%	699	721
Other Contractual Expenses:						
Legal Advertising	72	563	491	87%	1,125	1,053
Printing & Publication	0	338	338	100%	675	675
Clifton Web Site Design	0	2,500	2,500	100%	5,000	5,000
Mayoral Reimbursement	224	500	276	55%	1,000	776
Clifton Day Expenses	0	100	100	100%	200	200
Homes Tour Expense	2,420	1,250	(1,170)	-94%	2,500	80
Farmers' Market Expense	0	300	300	100%	600	600
Haunted Trails Event	4,642	1,500	(3,142)	-209%	3,000	(1,642)
Summer in the Parks Event	0	250	250	100%	500	500
Miscellaneous Contractual Expense:	447	500	53	11%	1,000	553
TOTAL OTHER CONTRACTUAL:	7,805	7,800	(5)	0%	15,600	15,605
<i>Note: Haunted Trail Expenses adjusted per Committee Report, final transfer of funds from H.T. Account pending.</i>						
Commodities:						
Calendars & Posters Expense	-	-	-		-	-
Copies	0	25	25	100%	50	50
Postage & Delivery	208	244	36	15%	487	279
Computer Supplies	405	250	(155)	-62%	500	95
Office Supplies	100	250	150	60%	500	400
License Plates	641	310	(332)	-107%	619	(22)
Miscellaneous Commodities	147	250	103	41%	500	353
TOTAL COMMODITIES:	1,501	1,328	(173)	-13%	2,656	2,829
HUD Homes Program:	0	7,125	7,125	100%	14,250	14,250
TOTAL EXPENSES:	43,341	58,028	14,687	25%	116,056	108,494
NET INCOME (LOSS):	2,456	(6,676)	(9,132)	137%	(13,352)	(4,220)

The majority of the budget variance is reflective of the timing of receipt of documentation.

CAPITAL/GRANT Income Statement for Period ended 12/31/05

	Actuals YTD @ 12/31/05	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
		6				
CBA contribution-playground		5,000	5,000	100%	10,000	10,000
Fundraising-Playground		10,000	10,000	100%	20,000	20,000
Federal Grants - Land	64,352	48,000	(16,352)	-34%	96,000	31,648
Town Match - Land		-	-	#DIV/0!	-	-
CBA Match - Land	10,000	6,000	(4,000)	-67%	12,000	2,000
Total Land Grants	74,352	69,000	(5,352)	-8%	138,000	63,648
Federal Trans. Project - Trails		18,096	18,096	100%	36,192	36,192
Town Match - Trails		-	-	#DIV/0!	-	-
Town Inkind - Trails		2,262	2,262	100%	4,524	4,524
CBA match - Trails		2,262	2,262	100%	4,524	4,524
Total Trails Grants	-	22,620	22,620	100%	45,240	45,240
Fire Programs Grant	-	3,000	3,000	100%	6,000	6,000
Litter Control Grant	-	550	550	100%	1,100	1,100
Total Revenues	74,352	95,170	20,818	22%	190,340	115,988
Costs:						
Land Purchase - Fed Proj-Town Match	789	54,000	53,211	99%	108,000	107,211
Trails Improvements	0	22,620	22,620	100%	45,240	45,240
Fire Program - FCFD	0	3,000	3,000	100%	6,000	6,000
Litter Control	0	550	550	100%	1,100	1,100
Town Meeting Hall:						
Physical Improvements		11,000	11,000	100%	22,000	22,000
Equipment	0	250	250	100%	500	500
TOTAL MEETING HALL	-	11,250	11,250	100%	22,500	22,500
Playground	7,495	15,000	7,505	50%	30,000	22,505
Caboose Parking Lot/Ford Lane Paving	0	4,000	4,000	100%	8,000	8,000
Underground Utility (Main St.)	0	3,500	3,500	100%	7,000	7,000
Miscellaneous	12,927	500	(12,427)	-2485%	1,000	(11,927)
Total Costs	21,211	114,420	93,209	81%	228,840	207,629
Net Revenues/(Cost)	53,141	(19,250)	(72,391)	376%	(38,500)	(91,641)

11/19/05 Received a check for \$64,352 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza.

\$994 has been designated from the Haunted Trail Concessions Income to the Playground Fund. Once received, these funds will be adjusted to the Playground Fund from the Haunted Trail fund.

Playground Improvements of \$7,495 are funded by the Town's Playground Fund. This will be capitalized as an improvement and reflected on the Balance Sheet accordingly.

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, January 3, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller, Trish Robertson,
Margo Buckley, Mac Arnold

Absent:

Attendees: Fawn Freeman, Marilyn Barton, Giff Hampshire, 14 citizens, 1
representative from League of Women Voters

Public Hearing: The Low Impact Commercial Zoning documentation was read and Michelle Stein provided a copy of the application for zoning map amendment. It was determined that another Public Hearing be held next month to address permit uses.

Motion

Jim Chesley made a Motion to close the Public Hearing and Brant Baber seconded the Motion.

Motion passed, unanimously

The meeting was called to order at 7:13 pm. Mayor Chesley led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Jim Chesley made a Motion to approve the meeting minutes with Trish Robertson's and citizen suggested changes. Brant Baber seconded the Motion.

Motion passed, unanimously.

Trish Robertson changes to the December meeting minutes are addressed below.

Town Meeting Hall Committee

1st paragraph, 1st sentence: remove "he" and insert "the TMHC"; insert the phrase "one among themselves and one with the county" after the word meetings. Then add the sentences as follows; "Current proposal by county for \$20,000 is unacceptable. The TMHC would like to continue negotiations."

2nd paragraph, 3rd sentence: insert the sentence as follows: TMHC is drafting policies to discourage inappropriate undesirable uses allowing community to use it for activities we would like to see in the community."

Motion: after the word "to" insert the phrase as follows: "authorize the TMHC to negotiate with county reference the \$20,000 understanding that 1) revenues from the

Town Meeting Hall rentals will be payable to the Town Council and, 2) Town Council will retain responsibility for hiring and paying management staff”

Playground Committee

1st paragraph, 2nd sentence to read: Trish Robertson reported the children’s playground will be installed in spring. The playground equipment pieces were custom built and are in storage. The Town is not required to pay for it until delivery. Equipment was ordered early to get pieces that were going out of production. Old equipment slated for refurbishment is presently stored in the barn.”

Haunted Trail Committee

Line 7, “Greensleeves Florist’ to read “Green Mansions Florist”

2. Report from the Town Treasurer

Marilyn Barton stated the auditor will be here the week of the 23 of January, 2006.

Motion

Brant Baber made a Motion to approve the December financial reports and Mac Arnold seconded the Motion.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

None Reported

4. Reports of Standing / Special Committees

Planning Commission

Motion

Jim Chesley made a Motion to authorize a joint public hearing to insert residential as permitted uses in the Low Impact Commercial District section language and Brant Baber seconded the Motion.

Motion passed, unanimously

Old Town Hall Sale Committee

Royce Jarrendt stated he commissioned a land developer to conduct a feasibility study. Some issues have been noted such as the flood plane and its impact on his proposed design.

Motion

Lev Buller made a Motion for a 60-day extension of the feasibility study since the first 60-day period ended December 28, 2005 and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Town Meeting Hall Committee

Mac Arnold to provide a report at the February Town Council meeting.

Playground Committee

None reported

Haunted Trail Committee

Deposit slip was given to Marilyn Barton at the December Town Council Meeting.

Historic Clifton Candlelight Tour – 2005

Lynne Garvey Wark provided a final financial accounting document and stated monies collected were turned over to Marilyn Barton on December 6, 2005. Net revenue is \$3,839.54.

5. Citizen's Remarks

Michelle Stein remarked the "ritual sacrifice" would commence this Saturday around 7:00 to 7:30 p.m. Wednesday, January 11, 2006 is the Clifton Betterment Association (CBA) meeting at the Primitive Baptist Church.

6. Old / Unfinished Business

HUD Update

None reported

2003 Haunted Trail Missing Money Update

None reported

Town Website

Jason and Lynne reported they sent Brant Baber their website designer information.

School Street and Clifton Road line of sight issue

Melvin MC Ilyre

Jim Chesley asked Carolyn and Mac if they consider the town paying for removal of bamboo and the town could put in new plants.

Verizon Cable

None reported

On agenda next month – additional cable

Actions for Cox Cable

no update yet

- 1. Jim Chesley to follow up with Cox Cable on additional conduit and related items and report back at the February Town Council meeting.
- 2. Giff Hampshire and Mac Arnold to follow-up with share of revenue

7. New Business

Establishment of Town History Commission

Motion

Note: check for last Revenue given to M. Barton ~ 719K

Brant Baber made a Motion to establish a town History Commission with Lynne Garvey Wark as a member and Jim Chesley recommended that Brant too serve as town council member and that there is a 5-person minimum to serve on committee. Jim Chesley seconded the motion.

Motion passed, unanimously

Town Council Member Commission Duties

Complete and report out at the February Town Council Meeting

Disposition of Remaining ISTEAFunds

Lev Buller, Margo Buckley, Marty Moore, Lane Johnston, and Fawn Freeman volunteered to review the VDOT Enhancement Program Procedure Manual to complete application by March 2006.

County Grant of 20,000 for Meeting Hall Management

None reported.

Federal Railroad

Brant Baber addressed the Department of Transportation, Federal Railroad Administration 49 CFR Parts 222 and 229 Use of Locomotive Horns at Highway-Rail Grade Crossings; Final Rule. Jim Chesley inquired if the town can control what comes through it. Mac Arnold remarked congress has power to overturn any ordinance and the town should inquire about the type of chemicals the trains are passing through the town.

Motion

Brant Baber made a Motion that the town approves a committee to review the railroad administration report and that he wants to be member of committee and Mac Arnold seconded the Motion.

Motion passed, unanimously

Action

Jim Chesley will contact the "railroad safety officer cop."

- Waiting for HAZMAT Dept. to get back on this

Securities

Brant Baber recommended the town invest money in savings to money market account to obtain better savings.

Motion

Brant Baber made a Motion that Payne Weber provide specific securities and Mac Arnold seconded the Motion.

Motion passed, unanimously

American Motorcycle Fun Run

Motion

Mac Arnold made a Motion to approve the American Motorcycle Fun Run participants use of the Town Meeting Hall on April 30, 2006 and Jim Chesley seconded the Motion.

Motion passed, unanimously

8. Adjournment

The meeting adjourned at approximately 9:54. Mac Arnold seconded motion to adjourn and Trish Robertson seconded motion.

Main Identity

From: "Marilyn Barton" <pawsnfins@cox.net>
To: <TownofClifton@aol.com>; "Brant Baber" <bb@baberkal.com>; "Fawn Freeman" <freemanfawn@yahoo.com>; <ghampshire@blankeith.com>; <MARNOLD@MCCANDLAW.COM>; "Margo & Mark" <MARKY@EROLS.COM>; "Levon Buller" <lbullder@earthlink.net>; "trish" <rtrishr@aol.com>
Cc: "Barton, Marilyn" <mbarton@comres.org>
Sent: Monday, February 06, 2006 9:27 PM
Attach: 06 Jan Treasurers Reports.xls
Subject: Jan 06 Financial Reports



Hello everyone,

Attached is the file that includes the Financial Reports for the period ended Jan 31, 2006. The highlighted tabs are the reports for review. Please let me know if you have any questions or need further information.

I haven't yet adjusted the handling of the Conservancy Property - it's currently reflected on the Balance Sheet as an asset, with the Fed and CBA grant funding on the Capital Grants Profit and Loss Statement. I'll contact Andy Cannaday to discuss the best way to reflect this activity on the Financials and then I'll make adjustments in accordance with his recommendations. I'll report the adjustments with a note on the future report.

Hope everyone is well and peaceful - See you tomorrow night.

Sincerely,

Marilyn

Town of Clifton
Balance Sheet
As of January 31, 2006

	<u>Jan 31, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	1,317.13
Investments-LGIP	101,200.50
Investments - SunTrust	
CPC PC Escrow Fund	2,749.32
Haunted Trail Funds	863.76
Playground Reserve Fund	20,744.11
Investments - SunTrust - Other	346,301.75
Total Investments - SunTrust	<u>370,658.94</u>
Total Checking/Savings	473,176.57
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	285.37
Accounts Receivable - Other	14,696.76
Total Accounts Receivable	<u>14,982.13</u>
Total Accounts Receivable	14,982.13
Other Current Assets	
Other Current Assets	
Undeposited Funds	2,325.08
Total Other Current Assets	<u>2,325.08</u>
Total Other Current Assets	<u>2,325.08</u>
Total Current Assets	490,483.78
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	113,469.06
Total Land	<u>194,134.06</u>
Total Fixed Assets	<u>304,502.59</u>
Total Fixed Assets	<u>304,502.59</u>
TOTAL ASSETS	<u><u>794,986.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Town of Clifton
Balance Sheet
As of January 31, 2006

	<u>Jan 31, 06</u>
Accounts Payable	
Accounts Payable	3,471.35
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	<u>4,504.50</u>
Total Current Liabilities	<u>4,504.50</u>
Total Liabilities	4,504.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,125.16
Retained Earnings	479,779.15
Net Income	67,931.53
Total Equity	<u>789,737.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>794,242.02</u></u>

Town of Clifton
Income Statement for Period Ended January 31, 2005

	Actuals YTD @ 1/31/06	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
						7
Taxes & Permits Revenues:						
Sales Tax	9,414	11,433	2,020	18%	19,600	10,186
BPOL Tax	208	12,600	12,392	98%	21,600	21,392
Utility Consumption Tax	560	653	94	14%	1,120	560
Motor Vehicle Tags	5,710	2,917	(2,793)	-96%	5,000	(710)
No. Va. Cigarette Tax	1,748	1,050	(698)	-66%	1,800	52
Use Permits	325	583	258	44%	1,000	675
Cox franchise revenue	2300	5,833	3,534	61%	10,000	7,700
PC Subdivision Permits	-	-	-	-	-	-
ABC Tax	222	175	(47)	-27%	300	78
ARB Permits	50	47	(3)	-7%	80	30
Railroad Tax	1,262	877	(385)	-44%	1,504	242
TOTAL TAXES & PERMITS:	21,799	36,169	14,370	40%	62,004	47,634
Town Facilities Rentals:						
Community Hall	8,508	8,167	(341)	-4%	14,000	5,492
Park/Square/Gazebo	-	233	233	100%	400	400
Other Revenues:						
Interest Income	2,570	1,458	(1,112)	-76%	2,500	(70)
Haunted Trail Event	12,653	9,333	(3,320)	-36%	16,000	3,347
Clifton Day Revenues	445	583	138	24%	1,000	555
Homes Tour	6,424	3,558	(2,866)	-81%	6,100	(324)
Farmers' Market Income	-	408	408	100%	700	700
HUD Homes	-	-	-	-	-	-
Other income-refunds	-	-	-	-	-	-
TOTAL OTHER REVENUE:	22,092	15,342	(6,751)	-44%	26,300	4,208
TOTAL REVENUES:	52,399	59,911	7,512	13%	102,704	57,734
EXPENSES:						
Payroll Expenses:						
Town Clerk Salary	1,500	1,750	250	14%	3,000	1,500
Town Treasurer Salary	4,000	4,667	667	14%	8,000	4,000
Payroll Taxes	842	982	140	14%	1,683	842
Payroll Miscellaneous	0	-	-	-	-	-
TOTAL PAYROLL EXPENSES:	6,342	7,398	1,057	14%	12,683	11,626
CONTRACTUAL EXPENSES:						
Insurance	5,674	2,149	(3,525)	-164%	3,684	7,209
Town Government:						
ARB Expenses	0	613	613	100%	1,051	1,051
BZA Expenses	0	58	58	100%	100	100
Planning Commission Expenses	3,330	583	(2,747)	-471%	1,000	(2,330)
TOTAL GOVERNMENT:	3,330	1,255	(2,075)	-165%	2,151	4,226
Professional Fees:						
Accounting - Multi Year Audit Review	0	7,583	7,583	100%	13,000	13,000
Legal Fees	3,772	5,833	2,062	35%	10,000	6,228
Special Counsel	3,470	5,833	2,363	41%	10,000	6,530
Professional fees - other	0	-	-	-	-	-
Web site hosting/maintenance	0	875	875	100%	1,500	1,500
TOTAL PROFESSIONAL FEES:	7,242	20,125	12,883	64%	34,500	21,617

Town of Clifton
Income Statement for Period Ended January 31, 2005

	Actuals YTD @ 1/31/06	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
Town Facilities:						
Railroad Siding Rent	775	525	(250)	-48%	900	125
Ayre Square Rent	270	350	80	23%	600	330
Beautification Committee	232	1,458	1,226	84%	2,500	2,268
Grounds	0	292	292	100%	500	500
Town Hall	1,235	875	(360)	-41%	1,500	265
Caboose Expenses:						
Equipment	0	-	-	-	-	-
Electric	121	93	(28)	-30%	160	39
Gas	127	197	71	36%	338	211
Maintenance - Painting	223	-	(223)	-	-	(223)
Subtotal - Facilities:	2,984	3,791	807	21%	6,498	5,691
Town Meeting Hall Expenses:						
General Maintenance	1,413	1,902	489	26%	3,261	1,848
Cleaning	0	3,033	3,033	100%	5,200	5,200
Equipment & Supplies	124	-	(124)	-	-	(124)
Electric	6,966	3,500	(3,466)	-99%	6,000	(966)
CH Floors	52	-	(52)	-	-	(52)
Mgt Fee - 20% gross rental incorr	1,702	1,750	48	3%	3,000	1,298
TOTAL MEETING HALL EXPENSES:	10,256	10,186	(71)	-1%	17,461	17,532
TOTAL TOWN FACILITIES:	13,240	13,976	736	5%	23,959	23,223
Town Services:						
Elections	0	-	-	-	-	-
Fire Hall Tree Watering	0	-	-	-	-	-
Grass Mowing	2,400	2,296	(104)	-5%	3,936	1,536
Trash Collections	576	583	7	1%	1,000	424
TOTAL TOWN SERVICES:	2,976	2,879	(97)	-3%	4,936	5,033
Utilities:						
Utilities - Gas and Electric	11	350	339	97%	600	589
Utilities - Water and Sewer	164	197	33	17%	338	174
TOTAL UTILITIES:	175	547	372	68%	938	566
Dues & Subscriptions:						
Va Municipal League	318	204	(114)	-56%	349	31
Other Dues & Subscriptions	98	204	106	52%	350	252
TOTAL DUES & SUBSCRIPTIONS:	416	408	(8)	-2%	699	707
Other Contractual Expenses:						
Legal Advertising	216	656	440	67%	1,125	909
Printing & Publication	0	394	394	100%	675	675
Clifton Web Site Design	0	2,917	2,917	100%	5,000	5,000
Mayoral Reimbursement	424	583	159	27%	1,000	576
Clifton Day Expenses	0	117	117	100%	200	200
Homes Tour Expense	2,740	1,458	(1,282)	-88%	2,500	(240)
Farmers' Market Expense	0	350	350	100%	600	600
Haunted Trails Event	4,642	1,750	(2,892)	-165%	3,000	(1,642)
Summer in the Parks Event	0	292	292	100%	500	500
Miscellaneous Contractual Expenses	897	583	(314)	-54%	1,000	103
TOTAL OTHER CONTRACTUAL:	8,920	9,100	180	2%	15,600	15,420
Commodities:						
Calendars & Posters Expense	-	-	-	-	-	-
Copies	0	29	29	100%	50	50
Postage & Delivery	210	284	74	26%	487	277
Computer Supplies	479	292	(187)	-64%	500	21
Office Supplies	165	292	126	43%	500	335
License Plates	641	361	(280)	-78%	619	(22)
Miscellaneous Commodities	147	292	145	50%	500	353
TOTAL COMMODITIES:	1,642	1,549	(93)	-6%	2,656	2,749
HUD Homes Program:	0	8,313	8,313	100%	14,250	14,250
TOTAL EXPENSES:	49,956	67,699	17,744	26%	116,056	106,625
NET INCOME (LOSS):	2,443	(7,789)	(10,232)	131%	(13,352)	(3,120)

The majority of the budget variance is reflective of the timing of receipt of documentation.

CAPITAL/GRANT Income Statement for Period ended 1/31/06

	Actuals YTD @ 1/31/06	Budget YTD Annualized	Change Amount	Change %	Approved 6/7/05 Budget FY2006	Budget Remaining
REVENUES:						
CBA contribution-playground		7 5,833	5,833	100%	10,000	10,000
Fundraising-Playground	994	11,667	10,673	91%	20,000	19,006
Federal Grants - Land	64,352	56,000	(8,352)	-15%	96,000	31,648
Town Match - Land		-	-	#DIV/0!	-	-
CBA Match - Land	10,000	7,000	(3,000)	-43%	12,000	2,000
Total Land Grants	74,352	80,500	6,148	8%	138,000	63,648
Federal Trans. Project - Trails		21,112	21,112	100%	36,192	36,192
Town Match - Trails		-	-	#DIV/0!	-	-
Town Inkind - Trails		2,639	2,639	100%	4,524	4,524
CBA match - Trails		2,639	2,639	100%	4,524	4,524
Total Trails Grants	-	26,390	26,390	100%	45,240	45,240
Fire Programs Grant	-	3,500	3,500	100%	6,000	6,000
Litter Control Grant	1,500	642	(858)	-134%	1,100	(400)
Total Revenues	76,846	111,032	34,186	31%	190,340	113,494
Costs:						
Land Purchase - Fed Proj-Town Match	789	63,000	62,211	99%	108,000	107,211
Trails Improvements	0	26,390	26,390	100%	45,240	45,240
Fire Program - FCFD	0	3,500	3,500	100%	6,000	6,000
Litter Control	0	642	642	100%	1,100	1,100
Town Meeting Hall:						
Physical Improvements		12,833	12,833	100%	22,000	22,000
Equipment	0	292	292	100%	500	500
TOTAL MEETING HALL	-	13,125	13,125	100%	22,500	22,500
Playground	8,192	17,500	9,308	53%	30,000	21,808
Caboose Parking Lot/Ford Lane Paving	0	4,667	4,667	100%	8,000	8,000
Underground Utility (Main St.)	0	4,083	4,083	100%	7,000	7,000
Miscellaneous	12,927	583	(12,344)	-2116%	1,000	(11,927)
Total Costs	21,908	133,490	111,582	84%	228,840	206,932
Net Revenues/(Cost)	54,938	(22,458)	(77,397)	345%	(38,500)	(93,438)

11/19/05 Received a check for \$64,352 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza.

\$994 has been designated from the Haunted Trail Concessions Income to the Playground Fund.

Playground improvements of \$8,192 are funded by the Town's Playground Fund. This will be capitalized as an improvement and reflected on the Balance Sheet accordingly.

Town of Clifton
Community Hall Report
July 2005 through January 2006

	<u>Jul '05 - Jan 06</u>	<u>Jul '04 - Jan 05</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	8,507.75	6,607.00
Total Community Hall Revenues	<u>8,507.75</u>	<u>6,607.00</u>
Total Income	8,507.75	6,607.00
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	51.88	1,050.00
C.H.-Equipment	124.20	152.86
C.H.-General Maintenance	1,413.00	810.00
C.H.-Management Fee	1,701.55	1,321.40
C.H. - Electric	6,965.70	1,295.46
Total Community Hall Expenses	<u>10,256.33</u>	<u>4,629.72</u>
Total Contractual	<u>10,256.33</u>	<u>4,629.72</u>
Total Expense	<u>10,256.33</u>	<u>4,629.72</u>
Net Ordinary Income	<u>(1,748.58)</u>	<u>1,977.28</u>
Net Income	<u><u>(1,748.58)</u></u>	<u><u>1,977.28</u></u>

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Date: Fri, 03 Feb 2006 12:34:17 -0500

From: "Michelle Stein" <mcampau@algxmail.com> View Contact Details Add Mobile Alert

Subject: Planning commission report

To: "Brant Baber" <bb@amervillage.org>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Gifford Hampshire" <ghampshire@blankeith.com>, "Jim Chesley" <james.chesley@navy.mil>, "Lev Buller" <lbuller@earthlink.net>, "Mac Arnold" <marnold@mccandlaw.com>, "MARGO BUCKLEY" <MARKY@EROLS.COM>, rtrishr@gmail.com

The Planning Commission will recommend on Tuesday that a letter be written to Fairfax County and VDOT about drainage, culverts and ditches on Clifton Creek Rd and Wesley Tyler.

Could you all try to go over to the Wesley Tyler/Clifton Creek Rd intersection and see what is going on with the road. Look into the big hole under the traffic cone.

Michelle Stein michellestein@cox.net
Town of Clifton, Planning Commission Chairman
PO Box 307, 7227 Dell Ave, Clifton, VA 20124
703-912-6300 office 703-830-4908 home

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BSA Troop 1104 Service Hour in Clifton for 2005

Date	Activity	Youth	Adults	Hours
March 12, 2005	Road Cleanup	27	8	52.5
July 2, 2005	Eagle Project Eight Acre Park	15	9	85
July 9, 2005	Litter Cleanup and Beautification	14	5	28.5
August 22, 2005	Clifton Elementary School Cleanup	4	2	21
September 11, 2005	Road Cleanup	4	2	9
November 7, 2005	Barn Door	6	1	27
October 10, 2005	Clifton Day Cleanup	21	5	39
November 7, 2005	Road Cleanup	13	3	20.8
	Total Hours			282.8

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CLIFTON TOWN COUNCIL, COMMISSIONS, BOARDS & COMMITTEES

2002-2004

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JAMES C. CHESLEY, MAYOR, POLICE & VDOT
WILLIAM ARNOLD, FINANCE & SEWER
MARGO BUCKLEY, SEWER, FINANCE & ENVIRONMENT
LAURA HARRINGTON, ARB & PARKS (COUNTY)
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: ROD WILLIAMS

PLANNING COMMISSION:

WILLIAM R. HOLLOWAY, CHAIRPERSON (06-30-04)
MICHELLE STEIN (06-30-05)
LEV BULLER (06-30-04)
RANDY THOMPSON (06-30-03)
RICHARD KING (06-30-03)
TAYA ABBOTT (06-30-05)
TRAVIS WORSHAM (06-30-06)

BOARD OF ZONING APPEALS:

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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)

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)~~

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PHYLLIS LOVETT (06-30-04)

Jeff Stein
Tom McNamara
Team
Nolan Kibuka

OTHER COMMITTEES:

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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

Dawna

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

Town of Clifton, Virginia
12640 Chapel Road
Clifton, Va. 20124

January 26, 2006

Marcus and Colette Silva
6766 BURKE TOWN CT
BURKE VA 22015

Re: Hetzel House, 7151 Pendleton St, Clifton, Virginia (the "Property")

Dear Mr. and Mrs. Silva:

The Town has been informed that you have made application to the Town of Clifton Architectural Review Board (the "ARB") to raze the structure located on the Property. The ARB is scheduled to meet on January 26, and the next Town Council meeting is scheduled for February 7, 2006.

We understand that the process of determining what to do with the structure has been an arduous one and assume your application was made after determining that the structure cannot be rehabilitated or that it is not economic to do so. However, the Town is interested in the outcome of this matter, given the importance of the structure to the Town's designation as a National Historic District and its historical significance. The Town Code provides that:

In reviewing the application for a Certificate to raze or demolish any building or structure in the historic district, the ARB shall review the circumstances and the condition of the structure or part proposed for demolition and shall report its finding based on consideration of any or all of the following criteria:

1. Is the building of such architectural or historical interest that its removal would be to the detriment of the overall historic nature of the district?
2. Is the building of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?
3. Would retention of the building help preserve and protect the historic character of the district?

The Town Council is interested in receiving the report of the ARB on those questions. Since the structure on the Property is one of the contributing structures that permitted the Town of Clifton to obtain its designation as a National Historic District, we would be aggrieved to find that any action is taken to raze or materially alter the structure prior to

having the opportunity to consider this matter at our next meeting. **Therefore, the Town Council requests that no action be taken to raze or materially alter the structure prior to February 7, and requests your and your architect's attendance at its meeting to discuss the status of the structure and the ARB's decision.**

Very truly yours,

Brant Baber
Vice Mayor

cc: Mayor and Town Council
Royce Jarrendt

Subj: **Public Hearing Notice**
Date: 1/18/2006 2:05:24 PM Eastern Standard Time
From: Fawnfreeman
To: classified@connectionnewspapers.com
CC: freemanfawn@yahoo.com, mcampau@alxmail.com, michellestein@cox.net

Attn: Andrea Smith

Dear Andrea,

I hope this email finds you feeling better. Please run the Public Hearing Notice as described below on Thursday, January 26, 2006 in the Connection (Clifton) and Centreview.

**PUBLIC HEARING
TOWN OF CLIFTON**

Notice is hereby given that the Clifton Town Council and Clifton Town Planning Commission will hold a joint Public Hearing on Tuesday, February 7, 2006, at 7:00 p.m. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, VA 20124 to amend the Low Impact Commercial District to include the uses permitted in the Residential District. All interested parties are invited to attend to express their views with respect to the zoning change. Town residents are strongly urged to attend. The Town Council Meeting will immediately follow the Public Hearing and include considering the zoning change to Low Impact Commercial.

By order of the Town Council, Clifton, VA

Fawn Freeman, Town Clerk

Billing should be forwarded to:

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

Please call me at 703-266-2885 if you have questions regarding this request.

Sincerely,

Fawn Freeman
Town Clerk, Clifton, Virginia

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, January 3, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller, Trish Robertson,
Margo Buckley, Mac Arnold

Absent:

Attendees: Fawn Freeman, Marilyn Barton, Giff Hampshire, 14 citizens, 1
representative from League of Women Voters

Public Hearing: The Low Impact Commercial Zoning documentation was read and Michelle Stein provided a copy of the application for zoning map amendment to Low Impact Commercial Zoning with respect to the Town Hall property.

Motion

Jim Chesley made a Motion to close the Public Hearing and Brant Baber seconded the Motion.

Motion passed, unanimously

The meeting was called to order at 7:13 pm. Mayor Chesley led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Jim Chesley made a Motion to approve the meeting minutes with Trish Robertson's and citizen suggested changes. Brant Baber seconded the Motion.

Motion passed, unanimously.

Trish Robertson changes to the December meeting minutes are addressed below.

Town Meeting Hall Committee

1st paragraph, 1st sentence: remove "he" and insert "the TMHC"; insert the phrase "one among themselves and one with the county" after the word meetings. Then add the sentences as follows; "Current proposal by county for \$20,000 is unacceptable. The TMHC would like to continue negotiations."

2nd paragraph, 3rd sentence: insert the sentence as follows: "TMHC is drafting policies to discourage inappropriate undesirable uses and allowing community to use it for activities we would like to see in the community."

Motion: after the word "to" insert the phrase as follows: "authorize the TMHC to negotiate with Fairfax County with reference to the \$20,000 with the understanding that

1) revenues from the Town Meeting Hall rentals will be payable to the Town and, 2) Town Council will retain responsibility for hiring and paying management staff.”

Playground Committee

1st paragraph, 2nd sentence to read: “Trish Robertson reported the children’s playground will be installed in spring. The playground equipment pieces were custom built and are in storage. The Town is not required to pay for it until delivery. Equipment was ordered early to get pieces that were going out of production. Old equipment slated for refurbishment is presently stored in the barn.”

Haunted Trail Committee

Line 7, “Greensleeves Florist’ to read “Green Mansions Florist”

2. Report from the Town Treasurer

Marilyn Barton presented the December financial report and stated the auditor will be here the week of the 23 of January, 2006.

Motion

Brant Baber made a Motion to approve the December financial reports and Mac Arnold seconded the Motion.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

None Reported

4. Reports of Standing / Special Committees

Planning Commission

Motion

Jim Chesley made a Motion to authorize a joint public hearing to insert “residential” as a permitted use in the Low Impact Commercial District section language and Brant Baber seconded the Motion.

Motion passed, unanimously

Old Town Hall Sale Committee

Royce Jarrendt stated he commissioned a land developer to conduct a feasibility study. Some issues have been noted such as the flood plain and its impact on his proposed design.

Motion

Lev Buller made a Motion for a 60-day extension of the feasibility period under the Town Hall purchase contract, since the first 60-day period ended December 28, 2005 and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Town Meeting Hall Committee

Mac Arnold to provide a report at the February Town Council meeting.

Playground Committee

None reported

Haunted Trail Committee

Deposit slip for cash receipts from the event was given to Marilyn Barton at the December Town Council Meeting.

Historic Clifton Candlelight Tour – 2005

Lynne Garvey Wark provided a final financial accounting document and stated monies collected were turned over to Marilyn Barton on December 6, 2005. Net revenue is \$3,839.54.

5. Citizen's Remarks

Michelle Stein remarked the holiday tree "ritual sacrifice" would commence this Saturday around 7:00 to 7:30 p.m. Wednesday, January 11, 2006 is the Clifton Betterment Association (CBA) meeting at the Primitive Baptist Church.

6. Old / Unfinished Business

HUD Update

None reported

2003 Haunted Trail Missing Money Update

None reported

Town Website

Jason and Lynne reported they sent Brant Baber their website designer information.

School Street and Clifton Road line of sight issue

Jim Chesley asked Carolyn and Mac if they consider the town paying for removal of bamboo and the town could put in new plants.

Verizon Cable

None reported

On agenda next month – additional cable

Actions for Cox Cable

1. Jim Chesley to follow up with Cox Cable on additional conduit under Main Street and related items and report back at the February Town Council meeting.
2. Giff Hampshire and Mac Arnold to follow-up with re receiving retroactive share of Fairfax County's cable tax and report back.

7. New Business

Establishment of Town History Commission

Motion

Brant Baber made a Motion to establish a town History Commission with Lynne Garvey Wark as a member and Chair. Jim Chesley recommended that Brant too serve as town council member and that there is a 5-person minimum to serve on committee. Jim Chesley seconded the motion.

Motion passed, unanimously

Town Council Member Commission Duties

Complete and report out at the February Town Council Meeting

Disposition of Remaining ISTE A Funds

Lev Buller, Margo Buckley, Marty Moore, Lane Johnston, and Fawn Freeman volunteered to review the VDOT Enhancement Program Procedure Manual to complete application by March 2006.

County Grant of 20,000 for Meeting Hall Management

None reported.

Federal Railroad

Brant Baber addressed the Department of Transportation, Federal Railroad Administration 49 CFR Parts 222 and 229 Use of Locomotive Horns at Highway-Rail Grade Crossings; Final Rule. Jim Chesley inquired if the town can control what comes through it. Mac Arnold remarked congress has power to overturn any ordnance and the town should inquire about the type of chemicals the trains are passing through the town.

Motion

Brant Baber made a Motion that the town approves a committee to review the railroad administration report and that he wants to be member of committee and Mac Arnold seconded the Motion.

Motion passed, unanimously

Action

Jim Chesley will contact the "railroad safety officer cop."

Securities

Brant Baber recommended the town invest money now in a bank savings account in securities to obtain better investment rate and more security, since federal insurance only covers \$100,000 principal and interest of one depositor in each bank.

Motion

Brant Baber made a Motion that UBA Paine Webber provide specific securities recommendations for purchase by the Town, and Mac Arnold seconded the Motion.

Motion passed, unanimously

American Motorcycle Fun Run

Motion

Mac Arnold made a Motion to approve the American Motorcycle Fun Run participants use of the Town Meeting Hall on April 30, 2006 and Jim Chesley seconded the Motion.

Motion passed, unanimously

8. Adjournment

The meeting adjourned at approximately 9:54. Mac Arnold seconded motion to adjourn and Trish Robertson seconded motion. Motion passed, unanimously.

D r a f t

Clifton History Commission

Clifton, Virginia

PO Box 110

Clifton, Virginia 20124

Established 2006

The Commission was officially created at the January 3, 2006 Town of Clifton, Virginia Town Council Meeting.

The Commission's function is to advise the Town and other local government entities and to generally promote the public interest in all matters bearing on the history of Clifton, Virginia.

Commission members are officially appointed by the Town Council for a three year term and may be re-appointed.

The Commission will meet the first Monday of every month on an as-needed basis. All meetings will be open to the public and citizen questions and comments are welcome.

The following are a summary of our activities:

- * Present findings and recommendations to the Town Council on issues of historic preservation**
- * Maintain information on the inventory of historic properties on the Inventory of Historic Properties as identified in the 1985 document filed with the United States Department of the Interior, National Park Service, "National Register of Historic Places Inventory"**
 - * Works with the Virginia Department of Historic Resources to secure funding, seek guidance and counsel and generally promote the preservation of the Town of Clifton's Historic resources**
- * Gives advise and assistance to local historical societies, churches and citizens' groups on matters of historic preservation**
- * Supports and encourages activities at all educational levels which will stimulate interest in the archaeological and historical background of Fairfax County**
 - * supports the County Archaeology program**
- * Publishes maps and books on the history of Clifton, and in cooperation with other organizations, as appropriate**
- * Participates with other local, state and national organizations in joint programs**
- * Maintains a program to mark appropriate properties and sites throughout the Town of Clifton**

Commission Members, as of February, 2006

Lynne Garvey Wark, Chairperson

Brant Baber, (Representative from Town Council)

Chris Booth

Fawn Freeman

Marti A. Moore

Clifton History Commission

Clifton, Virginia

PO Box 110

Clifton, Virginia 20124

Established 2006

January 25, 2006

To: Town Council of Clifton, Virginia
Architectural Review Board

From: Lynne Garvey Wark, Chairperson, Clifton History Commission

In Re: The Hetzel House

The recently formed Clifton History Commission's mission is to advise the Town of Clifton government and generally promote the interest in all matters bearing on the history of Clifton, Virginia.

Therefore, please note our concern in regards to the proposed razing to be voted on at the January 26, 2006 ARB meeting – with a razing date set for February 6, 2006 of the Hetzel House at 7151 Pendleton St. The property is listed as #43 on the National Register of Historic Places Inventory and was described in 1985 at, "7151 Pendleton Ave., Hetzel House, 1870. A gable front and wing structure, frame and weatherboard with metal seamed roof. This is a good example of its style and both historically and architecturally important to the district." It is referred to several times in the Clifton: Brigadoon in Virginia book written by Northern Virginia historian, Nan Netherton on p. 47, "*As if to underscore the Clifton citizens' concern for historical preservation, the Susan Riviere Hetzel D.C. Chapter of the DAR obtained permission from the owners to install a cement monument surmounted by a bronze plaque in the yard of the Hetzel House on Chapel Road. The ceremony took place on Sunday, May, 4, 1969; Hon. Fred Schwengel (R-Iowa) was the main guest speaker. Fine weather and the smartly uniformed US Marine Drum and Bugle Corps, who made the surrounding hills reverberate with their music, added to the memorable day.*" The caption under a photo of the house & dedication ceremony reads: "*The Hetzel House plaque ceremony. In May, 1969, a commemorative plaque was placed in the front yard of the Hetzel house on Chapel Road, honoring Susan Riviere Hetzel as one of the organizers of the National Society of Daughters of the American Revolution, in 1890.*" On page 23, "*Clifton's first school was organized at Mrs. Hetzel's home on Chapel Road where elementary school and Sunday School were taught from 1869 on.*"

The owners of the Hetzel home in 1969 were the Fairfax family. Widow Christine Fairfax sold it to "Heart in Hand, Inc." in April of 1989 according to the county deed books.

The Hetzel House has held a significant place in the history of Clifton – the second story rafters still bear the reflection of it having been built shortly after the Civil War as they are actual tree trunks as opposed to mechanically sawn wood that would have been used at the turn of the century. (noted &

photographed by county Historian, Susan Hellman, January 24, 2006) That the property has been savagely abandoned for nearly 15 years is unforgivable. If there is a lesson here, it is that we have been charged with maintaining the historicity of our unique town and that is a high and very costly expectation. The Clifton Creed says that we "hold the preservation of our unique historic character in the highest regard." - a Creed both the CBA and the Town passed. I am confident that whatever plans are in place for replacement will reflect the architectural character and initial design of this property, as would the replacement of all our homes.

As Immediate Past Chair of the Fairfax County History Commission, I am compelled to comment on any prospective changes and proposed razing. On November 4, 2004, Mr. C. Richard Bierce, wrote a complete review of his initial recommendations to preserve as much of the structure as possible. Mr. Bierce is a former Senior Architect with the National Trust for Historic Preservation and is nationally known for his skills and credentials in the renovation of historic architecture. He has also served for many years as the Chairperson of the Fairfax County Architectural Review Board. At the end of October, 2004 he made a trip to Clifton and carefully detailed his findings at the Hetzel home in a letter that was passed on to both the new owners, Marcus & Collette Silva and the Chair of the Town ARB, Royce Jarrendt. An excerpt follows:

"I believe that a number of specific elements in the house retain sufficient integrity to warrant consideration for re-use in the new house. Clearly, those intended for interior use would have to be tested and the (likely presence of) lead paint abated before installation.

Re-useable elements, at a minimum could include the following:

- stair ensemble: railing, newel and balusters;*
- window sash; most of the existing appear to be sound, and they could be brought up to energy code by either interior or exterior storm sash;*
- doors and most of the original hardware appear to be useable;*
- wood paneling on the upper level;*
- mantel;*
- interior window and door trim; although it appears to originate from two different periods, all of it is generally appropriate to the period of construction, and could be reinstalled with little difficulty;*
- picture rail molding in the front room, which you referred to as the chapel;*

Some of the flooring could be salvaged as it has not yet been subject to any water damage, and the stair treads and risers appear to be sound as well. Exterior widow surrounds are plain boards but have patina which authenticates their age should you choose to salvage them.

As discussed, I concur with your thought that the rear wing, 1-1/2 story shed roof, with a small dormer to illuminate the stair, is probably original to the date of the main two story block. The single story front wing appears to be an addition, but it also seems to be a very early one. Overall, the house retains a great deal of its basic integrity and in fact is an unusual plan in its arrangement of spaces and service functions.

If you have not yet engaged an architect for the new construction, and design I would like to offer my services pro bono to undertake the documentation of the historic structure prior to its demolition. That would include plans elevations and photos, at no cost to you. I would donate the drawings and photos to the public library as well as to the history commission in Fairfax County. I would also give you a copy of everything produced.

If you already have an architect, it would not be appropriate for me to intervene in this process, but you might ask if they would be willing to produce a basic set of as-built plans and at least two elevations, as well as photographs of the exterior, and principal features of the interior.

Again, I thank you for the chance to see the house and I wish you well in the project. Let me know if you would like for me to prepare the as-built plans, at no cost to you.”

What is disturbing is that *no one* from the Town of Clifton ARB or the owner ever responded to Mr. Bierce’s offer and now yet two additional winters have added to the ravages of time and decay. An opportunity for extensive documentation has been neglected and now there is a request to - within the week - raze this significant building – losing its status and presence on the National Register. It is an erosion of a significant historical designation. It is not a sound precedent for a town that has prided itself on its historicity and is, in fact, the only town with such historical integrity in all of Northern Virginia. (containing over 63 such National Register properties)

The Clifton History Commission therefore requests the following:

- (1) Placement of the request for razing be put on the Town Council Agenda for the February 6, 2006 meeting.
- (2) Documentation as minimally prescribed by Mr. Bierce be a condition of any potential razing plan.
- (3) That the significant interior as well as exterior architectural elements be incorporated into the final plans for the proposed home.

A final thought on this situation is to re-state the enormous responsibility each home owner in this beautiful little town for maintaining and caring for a property that quite frankly belongs to the past, is a gift to the present and an authentic document of our colorful post Civil War history, for future generations of citizens who will call themselves, “Cliftonians”.

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- Sent
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- Trash [Empty]

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Date: Tue, 7 Feb 2006 16:10:26 -0500

From: "t robertson" <rtrishr@gmail.com> [View Contact Details](#) [Add Mobile Alert](#)
Yahoo! DomainKeys has confirmed that this message was sent by gmail.com. [Learn more](#)

To: "Michelle Stein" <mcampau@algxmail.com>

Subject: Re: Planning commission report

CC: "Brant Baber" <bb@amervillage.org>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Gifford Hampshire" <ghampshire@blankeith.com>, "Jim Chesley" <james.chesley@navy.mil>, "Lev Bulier" <lbuller@earthlink.net>, "Mac Arnold" <marnold@mccandlaw.com>, "MARGO BUCKLEY" <MARKY@erols.com>

Thanks, Michelle.
I've seen the big hole at the intersection you referenced and it's disturbing. Clearly something more than patch-work to fill the hole is required to stabilize the road. A better solution is needed for the Wesley Tyler rain run-off.
-- Trish

On 2/3/06, Michelle Stein <mcampau@algxmail.com> wrote:

```
>
>
> The Planning Commission will recommend on Tuesday that a letter be
written
> to Fairfax County and VDOT about drainage, culverts and ditches on
Clifton
> Creek Rd and Wesley Tyler.
>
> Could you all try to go over to the Wesley Tyler/Clifton Creek Rd
> intersection and see what is going on with the road. Look into the
big hole
> under the traffic cone.
>
> Michelle Stein      michellestein@cox.net
> Town of Clifton, Planning Commission Chairman
> PO Box 307, 7227 Dell Ave, Clifton, VA 20124
> 703-912-6300 office 703-830-4908 home
```

▾ ▾ ▾

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*Mac Arnold } absent
Jim Chesley }*

February 7, 2006, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

PUBLIC HEARING (Town Council and Planning Commission): Zoning Change to Low Impact Commercial District

1. Reading of minutes of last regular and any subsequent Town Council meetings

2. Report from the Town Treasurer

~ Balance Sheet, Profits /Loss and Account Balances

3. Reading of Communications to the Mayor

*① - get copy of state special bump
1/17/06 - VML - sent via email to Council
\$250 by migrant*

4. Reports of Standing / Special Committees

- ~ Planning Commission - send the to *superior*
- ~ ARB
- ~ Old Town Hall Sale Committee
- ~ Town Meeting Hall Committee
- ~ Playground Committee - *much donated*
- ~ Finance Committee
- ~ Town History Commission - *check for cert fee*
- ~ ISTEA Funds Committee

*1/31/06 - New Hill and ltr.
- 2005 Farmers Market
- add 400 names to
Clifton History Commission
- Heytel those
- 1/27/06 - Commercial ltr
Regulatory Actions*

5. Citizen's Remarks

6. Old / Unfinished Business

- ~ 2003 Haunted Trail Missing Money Update ✓ *none*
- ~ Town Website ✓ *none*
- ~ School St. and Clifton Road line of sight Issue ✓ *none*
- ~ Verizon Cable - *underground work at 5/11/06*
- ~ Town Council Member Commission Duties
- ~ County Grant of 20,000 for Meeting Hall Management

*pat plain
grate for site by road
35K + 10K
notion - have
transport remain
of east -*

7. New Business

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

*T.C.
arrange council
jersey wall
rpt. com
to Board
w*

*Advis
Mac
1/27/06*

- 7:14

Planning Commission

- elected not appropriate to change

BB. closed

Motion-

NONE

Minute - BRANT

Trish moved - Len second - none

Q
LEU, Maryo

Clerk

Town of Clifton
Planning Commission Report 1/30/2006

In attendance: Lev Buller, Kathy Kalinowski, Patrick Pline, Michelle Stein,
Judy McNamara, Rob Clark, Richard King

1. Michelle Stein resigned as chair(still on PC), Kathy Kalinowski voted as new chair
2. Silva conditional approval change- 7151 Pendleton, one condition remains, recordation of storm drainage easement plat, see McClellan comments
3. Recommend approval of use permit application for Tursky - 12647 Water St, site grading subject to McClellan comments
4. Stoney/Charneco - Wesley Tyler/Clifton Creek Road, drainage issue
5. Recommend approval of use permit for Diffenbaugh - 7145 Main Street #2B, subject to current tenant moving out

Old Business:

1. Recommend a consultant to review items including but not limited to: parking, traffic, safety, ordinances, enforcement. Ideas to be presented.
2. Clifton Presbyterian Church progress report
3. No change needed to Low Impact Commercial Zoning
4. Old Town Hall lot consolidation (waiting to complete new survey), zoning change *- wait a*
5. Clifton Heights Road acceptance by VDOT, see letter
6. Pump and Haul contractor selection- Martin & Gass, Bill Holloway to attend pre-construction meeting -
7. Clifton Heights path to downtown - *pad pave*
8. Clifton Store parking/Ford Lane paving & parking - *participation of Ford Lane*
yes/eda

*- if we
? do we need an easement*

Storm Water Management Issues Associated w/ Clifton Creek Rd.

Background.

Clifton Creek Rd. was once a narrow private road (pre-1938) with a driveway to 12820 Clifton Creek Rd. An electric sub-station was installed on Clifton Creek Rd, circa 1993 (about 1 mile from Clifton Rd. intersection.) The road was then designated county Rt. T5591 from Clifton Rd. to the sub-station. VDOT is responsible for maintenance of Rt. T5591.

Around 1988 a county permit was approved for Jim Swing to develop land off Clifton Creek Rd. (Young Property) An ingress/egress easement was granted from Clifton Creek Rd. across what is private property now owned by Bert and Dianne Charneco, to the land to be developed and to 12820 Clifton Creek Rd. A dirt/gravel private access road was built to access sub-divided 5 acre lots in the Swing development.

Wesley Tyler Rd. as it is known to the county, was often in disrepair due to poor engineering. Ruts, wash-outs, and high maintenance were causing resident dissatisfaction. Around 1998 residents of Wesley Tyler Rd. (then 6 houses) agreed to pave the road. No engineering was done and the road was graded and paved over existing contours.

In 2002, the Town and county approved building 5 houses on a 7 acre lot that sat between Clifton Elementary School and Charneco & Cahill properties (Taylor Property). Pawtomac Builders were granted a permit to build. Their site plan was approved with ingress/egress over Wesley Tyler Rd. Although the builders plan included storm water management engineering, only the 7 acre property was considered. No down-stream impact was evaluated nor was traffic volume over Wesley Tyler Rd. and Clifton Creek Rd. evaluated.

Today's Problems.

Clifton Creek Rd. is not engineered to withstand the environmental impacts of storm water run-off or flooding of Popes Head Creek. In the last three years:

- The road edge has failed twice. It took VDOT 6-9 months to make temporary repairs.
- The road floods after Popes Head Creek rises to levels that are less-than 35 year flood stage.
- Charneco property is severely eroding due to damming where Charneco and Stoney swales meet and cross over Clifton Creek Rd.
- Storm waters from Charneco and Stoney swales flow across the road bed, leaving significant debris (large rocks, large limbs) and creating a safety hazard.

The hill leading to Wesley Tyler Rd. (ingress/egress easement) is not engineered to provide adequate drainage of storm water. Currently, storm waters race down the hill causing erosion at the base and, during freezing temperatures, freeze on the road surface causing extremely dangerous driving conditions.

Current Actions by Residents

- A sink hole, created by storm waters racing down Wesley Tyler Rd. and flowing onto the road bed from Charneco swale, is in the process of being filled (ETR 2/9).
- Silt and debris that re-channeled Charneco swale storm waters onto the road bed has been cleared and a channel re-established (completed 2/6).
- Residents plan to install 3 trench drains across Wesley Tyler Rd. hill to channel storm water to the Charneco swale (pends final approval by neighborhood).

Requested Actions

Residents of Wesley Tyler Rd. and Clifton Creek Rd. (in the Town of Clifton) request the Town of Clifton:

Require the appropriate authority to conduct a down-stream impact evaluation and traffic volume study over Wesley Tyler Rd. and Clifton Creek Rd.

Require the county/VDOT to install adequate storm water drainage culverts under Clifton Creek Rd.

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, March 7, 2006

12641 Chapel Road

Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller, Trish Robertson,
Margo Buckley, Mac Arnold

Absent:

Attendees: Fawn Freeman, Marilyn Barton, Giff Hampshire, 23 citizens, Robert Beach Chairperson of The Fairfax County History Commission, and Amber Healy a reporter for The Connection Newspapers

The meeting was called to order at 7:11 p.m. Mayor Chesley led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Brant Baber made a Motion to accept the February Meeting Minutes and Jim Chesley seconded the Motion.

Motion passed, unanimously.

2. Report from the Town Treasurer

Motion

Brant Baber made a Motion to approve the financial reports and Lev Buller seconded the Motion.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

Fairfax County Fire and Rescue Department, Michael Neuhard, Fire Chief's letter to Mr. E G. Cody, Norfolk Southern Railroad Piedmont Division, December 22, 2005.

The Virginia Department of Transportation camera robot was run through the storm sewer system on Main Street showed the integrity of the storm sewer system was breached. Mr. Neuhard stated in his letter it is his belief that the section of the pipe was replaced during the remediation and over several years there could be continued erosion under the track bed dependent on water flow.

Fairfax County Fire Prevention Division, Hazardous Materials and Investigative Services Complaint Report, December 8, 2005, Terrence L. Jenkins, Investigator, Complaint Number: 2004HM0005.

Petroleum Odors: The investigation revealed the cause of the petroleum odors from the storm water system on Main Street was due to the breach of concrete and metal piping in the vicinity of the Norfolk Southern crossing. Meter readings did not result in the detectible hydrocarbon vapors and there is no significant fire or health risk at this time. A greater threat is the lack of integrity of the storm water drainage system in the vicinity of the Norfolk Southern Railroad causing erosion and weakening of the soil structure under the tracks.

Norfolk Southern Railway Company, Engineering Department, W.K. Woody's letter to the Mayor in reference to the Storm Sewer on Main Street, Clifton, VA, March 3, 2006

Mr. Woody's letter stated he concurred with the concern expressed by Mr. Jenkins, Hazardous Materials and Investigative Services letter of the condition of the portion of this sewer that passes under the main line and request to be advised of scheduled replacement to arrange for on site representative.

Virginia Game and Fisheries (Deer Open Season)
Margo Buckley offered to serve as the Town's POC.

Motion

Brant Baber made a Motion that the Town send a letter to the Virginia Game and Fisheries to express their interest in discussing participate in their deer open season and Mac Arnold seconded the Motion.

Motion, passed unanimously

4. Reports of Standing / Special Committees

Planning Commission

Motion

Trish Robertson made a Motion to approve the use permit (changing location within the building) for Ms. Lambertson and Lev Buller seconded the Motion.

Motion passed, unanimously

Lev Buller made a Motion to approve the use permit (business) for Ms. Ahn at 12644 Chapel Road and Lev Buller seconded the Motion.

Motion

Trish Robertson made a Motion to approve the use permit (home addition) for the Peterson's at 12627 Water Street and Lev Buller seconded the Motion.

Motion passed, unanimously

Motion

Lev Buller made a Motion to approve the use permit (new deck) for Robin Graine at 12752 Chapel Street and _____ seconded the Motion.

Motion passed, unanimously

Architectural Review Board (ARB)

None reported.

Old Town Hall Sale Committee

Giff Hampshire reported he contacted the County's attorney office in reference to the Fairfax County flood map and FEMA flood plan map. He learned the map is to be updated in a month to 60 days. This update should address Royce's issue that the Town references FEMA flood plan map he would have to go through the DCA if they still exist because the major fill required in the flood plan.

Motion

Lev Buller made a Motion to extend to extend the feasibility study to the end of June (study period) and Trish Robertson seconded the Motion.

Motion passed, unanimously.

Town Meeting Hall Committee

Mac Arnold provided a report for presentation and comments at the next council meeting.

Playground Committee

Trish Robertson reported on the G6 Committee and remarked that they had the monies to install the equipment and thanked everyone who contributed to the efforts. Phase 1 was reported as an income of \$62,537.35 and expenditures of \$62,515.25 for a balance of \$22.10. Phase 2 Income is dependent on the revenue incurred from the CBA membership mailing, Yard Sale, KidFest, and CBA Dance. The Phase 2 expenditures are estimated at \$10,750 and include the restoration of the saved equipment, new benches and tables, children's garden, and landscape improvements.

Motion

Jim Chesley made a Motion to approve the five vendors and issuance of six checks to be cut this month for playground efforts and Trish Robertson seconded the Motion

Motion, passed unanimously

Town History Commission

Ms. Lynne Garvey Wark presented the draft Clifton History Commission for comments. She presented a letter sent to Raymond VanLienden acknowledging his video footage of

the Hentzel House which will be copied as a historic documentary and be retained in the Fairfax County library Virginia Room. Mr. Robert Beach, Chairperson of The Fairfax County History Commission presented their brochure for dissemination.

Motion

Jim Chesley made a Motion to approve the persons named on the Clifton History Commission and to add Pam Wallace, Diane Dygve, and Margo Buckley to the list of commissioned members. Trish Robertson seconded the Motion.

Motion passed, unanimously.

Finance Committee

None reported.

ISTEA Funds Committee

Lev Buller stated the committee is meeting next week to report on efforts to date.

5. Citizen's Remarks

6. Old / Unfinished Business

2003 Haunted Trail Missing Money Update

None reported

School Street and Clifton Road line of sight issue

None reported

Verizon Cable

None reported

Town Council Member Commission Duties

Brant Baber presented a Resolutions Concerning Appointment of Members to Town of Clifton None "Industrial Development Authority" and Board of Zoning Appeals" for adoption by the Mayor and Town Council at the March 7, 2006 Clifton Town Council Meeting.

Motion

Brant Baber made a Motion to approve the resolution Concerning Appointment of Members to Town of Clifton Board of Zoning Appeals and Trish Robertson seconded the Motion.

Motion, passed unanimously

Motion

Brant Baber made a Motion to approve the resolution Concerning Appointment of Members to Town of Clifton Industrial Development Authority Lev Buller seconded the Motion.

Motion, passed unanimously

County Grant of 20,000 for Meeting Hall Management

Mac Arnold provided a report for presentation and comments at the next council meeting.

Update on Town Website

A copy of the webpages for the Clifton Betterment Association and Town of Clifton created by Erich RussekRobbins were made a available. Mr. RussekRobbins encouraged CBA and town citizens to view the sites and provide comments to him.

Update on Clifton Creek Road Deterioration

None reported.

Update on \$200,000 Federal Appropriation for Street Improvements

Brant Baber briefed and provided the council a copy of his notes from the VDOT Northern Virginia meeting on March 3, 2006 at their headquarters to learn about the process for accessing the \$200,000 earmarked for the Town in the recent transportation legislation. In summary, he stated that the "...approval project process to acquire funds is complicated and time consuming. Success is dependent on one or more person dedicated to the task." Mr. Baber recommends the Council hire a part time Town administrator and require them to follow through with this effort.

7. New Business

Town Resolution on Yearly Event

Brant Baber presented a resolution of the Town's sponsored events to adopted authorizing the Town Events, a written list of volunteers for such events, and local nonprofit or community organization sponsoring a Town Event is required to have liability insurance not less than \$1,000,000.

8. Adjournment

Motion

Jim Chesley made a Motion to adjourn the meeting at 9:59 p.m. and Trish Robertson seconded the Motion

Motion passed, unanimously.

CLIFTON TOWN COUNCIL MEETING AGENDA

Clifton Town Meeting Hall

12641 Chapel Road

Clifton, VA 20124

March 7, 2006, 7:00 P.M.

1. Reading of minutes of last regular and any subsequent Town Council meetings

2. Report from the Town Treasurer

~ Balance Sheet, Profits /Loss and Account Balances

3. Reading of Communications to the Mayor

4. Reports of Standing / Special Committees

~ Planning Commission

~ ARB

~ Old Town Hall Sale Committee

~ Town Meeting Hall Committee

~ Playground Committee

X~ Finance Committee

X~ Town History Commission

~ ISTEAFunds Committee

~ Town Mtg Hall Committee

5. Citizen's Remarks

6. Old / Unfinished Business

X ~ 2003 Haunted Trail Missing Money Update

X ~ School St. and Clifton Road line of sight Issue

X ~ Verizon Cable

X ~ Town Council Member Commission Duties

X ~ County Grant of 20,000 for Meeting Hall Management

X ~ Update on Town Website

~ Update on Clifton Creek Road deterioration

~ Update on \$200,000 federal appropriation for street improvements

~ Town stormwater system report

7. New Business

~ Town Resolution on Yearly Event

Fairfax County

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

• Fairfax County Fire Hazardous Material Dept
Battalion Chief

- Petroleum Spill Rpt
- What do ^{to} in case derailment etc.
train rel.
- Storm water drainage

? Write in candidate (

① Name needs to be unmistakable

CLIFTON TOWN COUNCIL MEETING AGENDA

Clifton Town Meeting Hall

12641 Chapel Road

Clifton, VA 20124

April 4, 2006, 7:00 P.M.

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of Communications to the Mayor
4. Reports of Standing / Special Committees
 - ~ Planning Commission
 - ~ ARB
 - ~ Old Town Hall Sale Committee
 - ~ Town Meeting Hall Committee
 - ~ Playground Committee
 - ~ ISTE A Funds Committee
5. Citizen's Remarks
6. Old / Unfinished Business
 - ~ Town Storm Water Drainage System Report
 - ~ Update on Clifton Creek Road deterioration
 - ~ Update on \$200,000 federal appropriation for street improvements
7. New Business
 - ~ Fairfax County Fire Hazardous Material Department
8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

**RESOLUTION CONCERNING APPOINTMENT OF MEMBERS TO
TOWN OF CLIFTON BOARD OF ZONING APPEALS**

The Mayor and Council of the Town of Clifton, Virginia hereby resolve that the following persons are appointed as directors of the Town of Clifton Board of Zoning Appeals for the terms of office specified below:

<u>Name</u>	<u>Term</u>
Steve Effros	7/4/06-7/3/10
Diane Dygve	4/11/05-4/10/09
Ken Buckley	9/29/04-9/28/08
Tom Barton	4/11/03-4/10/07

Michelle Stein

The term of Brant Baber ends 4/20/08.

Brant / Mae

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on March 7, 2006.

Name: Fawn Freeman
Title: Clerk

**RESOLUTION CONCERNING APPOINTMENT OF MEMBERS TO
TOWN OF CLIFTON INDUSTRIAL DEVELOPMENT AUTHORITY**

The Mayor and Council of the Town of Clifton, Virginia hereby resolve that the following persons are appointed as directors of the Town of Clifton Industrial Development Authority for the terms of office specified below:

<u>Name</u>	<u>Term</u>	
William Ridenour	3/5/06-3/4/10	
<i>Mae Arnold</i> Margo Buckley	3/5/04-3/4/08	3/7/06
Steve Effros	3/5/05-3/4/09	
Pete Mills	3/5/05-3/4/09	<i>Brant Baber</i>
Jeff Stein	3/5/06-3/4/10	
Kirk Wiles	3/5/04-3/4/08 - <i>confirm</i>	
<i>Michelle Stein</i>		

The term of Brant Baber ends 3/4/07.

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on March 7, 2006.

Name: Fawn Freeman
Title: Clerk

Playground Fundraising Report 3/7/2006

Phase 1 Income

Patty Moore Fund	11,462.68
CBA donation ('04)	10,000.00
Individual donations (received)	2,385.00
Individual donations (pledged)	1,750.00
Yard Sale ('05)	1,056.00
CBA donation ('05 includes CBA events KidFest, 5K, etc.)	35,000.00
Haunted Trail '05 concessions	883.67
<i>total income</i>	62,537.35

Phase 1 Expenses

Demolition (paid April '05)	2,800.00
Equipment purchase	28,631.00
Freight	1,882.00
Installation	8,950.00
Site preparation / timber installation	14,375.00
Mulch (225 cubic yds)	2,810.25
All Recreation (spring ponies)	3,067.00
New trees/pruning	
Children's garden	
<i>total expenses</i>	62,515.25

Phase 1 Balance **22.10**

Phase 2 Income

Mailing to CBA membership	
Yard Sale ('06)	
KidFest ('06)	
CBA Dance	
<i>total income</i>	0.00

Phase 2 Expenses

Restoration of saved equipment	
New benches & tables	7,500.00
Children's garden	3,250.00
Improvements to landscaping	
<i>total expenses</i>	10,750.00

Phase 2 Balance **-10,750.00**

Town of Clifton
Planning Commission Report 2/27/2006

In attendance: Lev Buller, Patrick Pline, Michelle Stein, Judy McNamara, Rob Clark, Richard King
Absent: Kathy Kalinowski

1. **Recommend approval of use permit for Lambertson – 7145 Main St #2A, changing location within building**

Unit#	Tenant	Required # of parking spaces
1A	Fannon	3
1B	Heart In Hand	9
1C	Noodles & Noggins	3
2A	Noodles & Noggins	2
2B	Diffenbaugh	2
2C	storage	0
2D	Fairfax Capital	3

22 of 24 spaces on site

2. **Recommend approval of use permit for Ahn – 12644A Chapel Rd, new business owner**
3. **Recommend approval of use permit for Peterson – 12627 Water St, addition**
4. **Recommend approval of use permit for Graine – 12752 Chapel St, new deck**

Old Business:

1. **Recommend a consultant to review items including but not limited to: parking, traffic, safety, ordinances, enforcement. Tabled until March**
2. **Clifton Presbyterian Church progress report**
3. **Old Town Hall lot consolidation (waiting to complete new survey), zoning change**
4. **Pump and Haul contractor selection- Martin & Gass, Bill Holloway and Pat Layden to attend pre-construction meeting**
5. **Clifton Heights path to downtown. Tabled until more info available.**
6. **Clifton Store parking/Ford Lane paving & parking. Tabled until more info available.**
7. **Letter from Dept of Conservation. Tabled until March.**

Amber Seely
The Connection Newspapers
Reporter
7913 Woodpark Dr
McLean, VA 22102
703-917-6458

Lynne's guest
Fauquier County History Commission
County "Robert Beech"

CLIFTON TOWN COUNCIL MEETING AGENDA

Clifton Town Meeting Hall
12641 Chapel Road
Clifton, VA 20124
March 7, 2006, 7:00 P.M.

20
21
22
23
citizens

1. Reading of minutes of last regular and any subsequent Town Council meetings
Jim moved BRANT second
2. Report from the Town Treasurer
~ Balance Sheet, Profits /Loss and Account Balances *BRANT - Leo End*
3. Reading of Communications to the Mayor - *delay until*
4. Reports of Standing / Special Committees
~ Planning Commission - *state law*
~ ARB - *state law*
~ Old Town Hall Sale Committee -
~ Town Meeting Hall Committee -
~ Playground Committee -
~ Finance Committee -
~ Town History Commission - *Lynne Ward*
~ ISTE A Funds Committee - *NO activity -*
5. Citizen's Remarks - *Pan*
6. Old / Unfinished Business
~ 2003 Haunted Trail Missing Money Update -
~ School St. and Clifton Road line of sight Issue -
~ Verizon Cable - *none rptd.*
~ Town Council Member Commission Duties - *Jim*
~ County Grant of 20,000 for Meeting Hall Management - *Mac Arnold*
~ Update on Town Website - *ERICH*
~ Update on Clifton Creek Road deterioration - *BRANT*
~ Update on \$200,000 federal appropriation for street improvements - *see BRANT'S memo*
7. New Business
~ Town Resolution on Yearly Event
8. Adjournment

Thursday

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

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

Pat Snyder
(friends w/ Tom Peterson)
Pygves?
Wayne
a month or more ago

When I spoke with him [↑] about running
for mayor, he said he wasn't interested but
he might be interested in a Council seat.
I don't know if he has changed his mind.

who is he?)

Chuck Ragnu
REZNIK (sp?)

Clifton History Commission

Clifton, Virginia

PO Box 110

Clifton, Virginia 20124

Established 2006

March 6, 2006

To: Raymond VanLienden

cc: Town Council of Clifton, Virginia
Architectural Review Board

From: Lynne Garvey Wark, Chairperson, Clifton History Commission

In Re: The Hetzel House

The recently formed Clifton History Commission's mission is to advise the Town of Clifton government and generally promote the interest in all matters bearing on the history of Clifton, Virginia.

The video that you created documenting the last few standing days of the Hetzel House, is absolutely stellar! The 110 minutes and 23 seconds of footage that you captured walking around, through and upstairs the home is a superb documentation of this historic property. Your commentary – complete with quips and stories about the town is fantastic. The footage you captured on the day of its demolition on February 9 was wonderful – including your comment, “She really was a strong old girl!” The subsequent footage of Clifton in the snow is beautiful!

Raymond, your commitment to film ^{ing} such an extensive documentary is extremely appreciated! We will make sure the Virginia Room at the Fairfax City library has a copy. Thank you so much, again, for your time and patience in making sure the Town of Clifton has a “living legacy” of this historic property!

- Based on the nature of the project, VDOT will tell us what level of third party environmental investigation must be achieved
- The Town must provide written updates on the status of each project during June and December of each year until all funds are spent
- Records must be kept, subject to audit by VDOT and US DOT, to demonstrate compliance with the foregoing requirements, and the Town must certify as to compliance
- The cost of VDOT's review process will be charged to the Town and deducted 20% from funds to be reimbursed to the Town and 80% from the grant amount

The process for obtaining approval for projects and accessing funds is complicated and will be time consuming. Successful implementation requires one or more persons who are dedicated to the task of achieving results. **I recommend that the Council hire a part time Town administrator and place this burden on that position.**

TO: MAYOR AND COUNCIL
FROM: BRANT BABER
RE: VDOT MEETING 3-2-06 RE \$200,000 EARMARK
DATE: 3-3-06

I attended an informational meeting at VDOT Northern Virginia headquarters to learn about the process for accessing the \$200,000 that was earmarked for the Town in the recent transportation legislation. There appears to be an involved process that will take coordination and persistence on our part. Here is a summary of my learning:

- The Town is responsible for initiating and pursuing the process, with oversight by VDOT
- For earmarked projects, VDOT will interpret strictly the legislative language in the authorizing bill to determine if the scope of each proposed project is authorized to be funded
- Before commencing work on any project, the Town and VDOT must enter into a project agreement, a draft of which will be sent out in early April. The scope of each project, and cost estimates based on expert input, must be approved at this time. Each different type of activity (i.e. underground conduit, sidewalk construction, clock acquisition and installation) must be specified, and each must be separately reviewed and approved.
- The Town must meet with VDOT before commencing work on any project
- Funds spent after entering this agreement are eligible for reimbursement by VDOT from grant proceeds if all VDOT requirements have been complied with. Funds must be spent by the Town in order to be reimbursed 80% by VDOT; the Town can get credit for its 20% match requirement either by not being reimbursed that amount or by valuing donated goods or services in a manner acceptable to VDOT
- No consultant or contractor can be retained or goods be purchased without going through a formal advertised request for proposals process and complying with federally mandated requirements for minority participation, payment of Davis-Bacon federal minimum wages for construction work, review and approval of each project by the Virginia Department of Historic Resources and accepting the lowest responsive and responsible bid. It is possible to get exemption from VDOT's establishment of a minority participation requirement, but not other requirements, if the cost of a project is \$100,000 or less
- Each contract and bidder must be reviewed and approved by VDOT, and any changes to contracts required by VDOT must be made
- Each project must be based on plans prepared by an engineer or architect, which must be submitted to VDOT for approval
- The cost of each project cannot exceed the estimate by more than 7% without good justification being demonstrated



Norfolk Southern Railway Company
Engineering Department
1120 West Washington Street
Greenville, South Carolina 29601
864-255-4223

W.K. Woody
Asst. Division Engineer Bridges
Piedmont Division

March 3, 2006

Mr. James Chesley, Mayor
Town Of Clifton Virginia
P. O. Box 309
Clifton, VA 20124

RE: Storm Sewer on Main Street, Clifton, VA

Mr. Chesley:

Lieutenant Terrence L. Jenkins of the Hazardous Materials and Investigative Services advised by December 22, 2005 letter, copy attached, of concerns about subject storm sewer that goes under our main line near Main Street in Clifton, VA.

After review of the photographs and CD video received with Mr. Jenkins' letter, I share his concern regarding the condition of the portion of this sewer that passes under our main line. Partial failure of this pipe is already evident, and it appears that complete failure may occur in the near future. Failure of this pipe could result in substantial operational problems for Norfolk Southern Corporation and possible liability to the owner.

Please take necessary action to have this pipe replaced. Please advise me of scheduled replacement so that I can arrange for the necessary representative to be on site to protect the construction from our train operations.

W. K. Woody



**FAIRFAX COUNTY
FIRE AND RESCUE DEPARTMENT**

4100 Chain Bridge Road
Fairfax, Virginia 22030
(703) 246-2126



*Michael P. Neuhard
Fire Chief*

December 22, 2005

Mr. E. G. Cody
Norfolk Southern Railroad
Piedmont Division
1120 Washington Street
Greenville, SC 29601

Dear Mr. Cody:

Thank you for taking time on Thursday, December 8, 2005, reviewing our concerns of the track bed at the crossing on Main Street in the town of Clifton, Virginia.

On January 2004, our office opened an investigation concerning diesel fuel or gasoline fumes in the storm sewer system on Main Street in downtown Clifton. During this investigation, the discovery was made that in 1990 -1991 there was a remediation of contaminated soil at 7140 Main Street, the Clifton Store. The Clifton Store at one time was a gasoline station which had several leaking underground storage tanks (UST). A plume of fuel from these leaking tanks had migrated across Norfolk Southern Tracks. The Virginia Department of Environmental Quality ordered a cleanup to remove the tanks and contaminated soils.

As part of our investigation, the Virginia Department of Transportation ran a camera robot through the storm sewer system on Main Street. At the approximate location of the Norfolk Southern tracks it was discovered that the integrity of the storm sewer system has been breached.

It is my belief that this section of pipe was replaced during the remediation. I believe that over several years there could be continued erosion underneath the track bed dependent on water flow.

I am sending you a partial copy of my investigation report. Included is the cover letter of the report and the section that deals specifically with the camera observations. Also included is a CD containing still pictures taken from the video and a copy of the video tape from the camera robot for Norfolk Southern's review.

Mr. E. G. Cody
December 20, 2005
Page 2

I must add that Norfolk Southern is not considered the source of the petroleum odors in the storm sewer system.

If you should have any questions, please contact me at 703-246-4386.

Sincerely,



Terrence L. Jenkins
Lieutenant
Hazardous Materials and Investigative Services

TLJ/lmc
Enclosures

cc: Battalion Chief Garrett Dyer, HMIS
Captain Charles Hile, HMIS
File

COMPLAINT RECORD SUMMARY

COMP NUMBER: 2004HM0005

LOCATION: 7100 Blk Main Street, Clifton

Activity Date: 12/8/2005

Investigator: FM414

Fairfax County Fire Prevention Division

Hazardous Materials and Investigative Services

Complaint Report

Investigator: Terrence L. Jenkins

Complaint #: 2004HM0005

The investigation of petroleum odors in storm water drainage system in the Town of Clifton has been ongoing for almost two years. This Investigator was required to remove himself from an active part of this investigation from September 1, 2004 through March 2005 while attending the Fairfax County Criminal Justice Academy. During this time frame, Code Enforcement Officer W. Burgess was given the case to manage.

It is this Investigator's opinion that the cause of the petroleum odors emanating from the storm water system on Main Street is due to the breach of the concrete and metal piping in the vicinity of the Norfolk Southern crossing.

The breach of the piping is in an area of Main Street where a remediation was ordered by the Virginia State Water Control Board (SWCB) in the fall of 1989. The remediation was ordered due to a number of leaking underground storage tanks (UST) that contained petroleum hydrocarbons, gasoline, diesel, and kerosene. Virginia Department of Environmental Quality (DEQ) now has jurisdiction of the project. This incident has been closed by DEQ.

The area remediated was located at 7140 Main Street Clifton, The Clifton Store. An area extending across Main Street and traveling north across the Norfolk and Western Railroad tracks was also in the remediation plan due to a plume of released petroleum product mixture.

This determination is based on the following:

1. All residences and businesses within the geographic area that feeds Main Street storm water system were surveyed for the presence of storage tanks and possibility of leaks. No evidence of leaking tanks was found.

2. Laboratory testing of water samples taken from the storm system outfall, next to 7135 Main Street determined that trace amounts of what is described as "old" gasoline was found.

3. Lack of complete engineering drawings of the storm water system of the Main Street drainage.

4. A video inspection of the storm water drainage system on Main Street by the Virginia Department of Transportation was incomplete due to the following

- Blockages were found from debris on the West side of Main Street.
- On the East side of Main Street, South of the railroad crossing, the inspection camera fell into a hole from a breakage in the concrete pipe.
- The camera was not able to inspect the East side of Main Street, North of the railroad crossing due to large breaks in the pipe and from deep water in the breaks.
- All blockages due to pipe failures are in the area where remediation was done as ordered by DEQ in early 1990
- No indication of petroleum products leaking into the storm drain system was noted.

COMPLAINT RECORD SUMMARY

COMP NUMBER: 2004HM0005

LOCATION: 7100 Blk Main Street, Clifton

5. Virginia DEQ does not require a "complete" cleaning of an effected area. Contaminated soil may remain if the level of petroleum contamination is at or below 100 parts per million (ppm) of petroleum product.

The Odor threshold of common petroleum products is as follows;

- Gasoline 0.25 ppm
- Kerosene 1 ppm
- Diesel Fuel Not Available
- Home Heating Oil Not Available

The following are major components of diesel fuel and home heating oil and their odor thresholds.

- Benzene 4.68 ppm
- Toluene 0.17 ppm
- Xylene 0.05 ppm

6. The summer of 2003 was a very wet year resulting in an increase of the water table. The high water table could have forced petroleum particles remaining in the soil into the breached storm sewer pipe.

7. During 2005 until this complaint was closed there have not been any further complaints of petroleum odors that have been reported to the Hazardous Materials Enforcement Branch.

Meter readings were taken over an expanded time frame under various weather conditions. At no time has the levels of the atmosphere of the storm drainage system approached the Lower Explosive Level (LEL). Benzene was the gas selected for monitoring due to metering limitations. To reach the LEL there would need to be approximately 1.3% or 13,000 ppm present. The highest readings found to date 32 ppm. Meter readings would change easily due to temperature and wind direction.

Final Meter readings taken on November 29, 2005 indicated no presence of detectable hydrocarbon vapors.

It must be noted that during this investigation there was a discrepancy discovered with the documentation provided from DEQ. DEQ documentation reported that seven tanks were removed from the site. However, engineering drawings show that there were eight tanks originally. DEQ representative R. Chapman reports that all tanks have been removed from the site.

It is the opinion of this Investigator that there is no significant fire or health risk at this time. The greatest threat is the lack of integrity of the storm water drainage system in the vicinity of the Norfolk Southern Railroad causing further erosion and weakening of the soil structure under the tracks. Continued weakening could eventually result in the derailment of a passenger or freight train.

Follow-up notification needed to:
Norfolk Southern Railroad
Virginia Department of Transportation
Virginia Department of Environmental Quality
Town of Clifton

Complaint Closed: TLJ

Clifton History Commission

Clifton, Virginia

PO Box 110

Clifton, Virginia 20124

Established 2006

The Commission was officially created at the January 3, 2006 Town of Clifton, Virginia Town Council Meeting.

The Commission's function is to advise the Town and other local government entities and to generally promote the public interest in all matters bearing on the history of the buildings, land and residents of Clifton, Virginia.

Commission members are officially appointed by the Town Council for a three year term and may be re-appointed.

The Commission will meet the first Monday of every month on an as-needed basis. All meetings will be open to the public and citizen questions and comments are welcome.

The following are a summary of our activities:

- * Present findings and recommendations to the Town Council and Clifton Betterment Association on issues of historic preservation consistent with the Town Plan
- * Maintain information on the buildings listed on the Inventory of Historic Properties as identified in the 1985 document filed with the United States Department of the Interior, National Park Service, "National Register of Historic Places Inventory"
- * Works with the Virginia Department of Historic Resources to secure funding, seek guidance and counsel and generally promote the preservation of the Town of Clifton's Historic resources
- * Gives advice and assistance to local homeowners, architects, CBA, ARB, Planning Commission, historical societies, churches and citizens' groups on matters of historic preservation
- * Supports and encourages activities at all educational levels which will stimulate interest in the archaeological and historical background of the Town of Clifton and its surrounding area
 - * Supports the County Archaeology program
- * Publishes maps and books on the history of Clifton, and in cooperation with other organizations, as appropriate
 - * Participates with other local, state and national organizations in joint programs
- * Maintains a program to place historic marker signs on historic properties and sites throughout the Town of Clifton

Commission Members, as of February, 2006

- 1 Lynne Garvey Wark, Chairperson
- 2 Brant Baber, (Representative from Town Council)
- 3 Jennifer Chesley
- 4 Fawn Freeman
- 5 Marti A. Moore
- 6 Lane Johnston
- 7 Terri Walker (2nd Baptist Church) & tbd

Clifton VA Web Site : www.cliftonva.us

Summary:

The Clifton site is a dynamic interactive role based website. Meaning that the experience with the website is enhanced based upon your relationship with the town and that content can be posted without any technical knowledge or special software by users in the assigned role.

Levels of security:

Anonymous: Default user. Not logged in and able to see basic content about the town.

Visitor: Registered for the site. The "Visitor" section becomes visible. Special offers from the town or local businesses maybe offered on this page. Visitors are people who want to stay informed about town events and who may want to receive promotional emails about events in the town.

Resident: After you have registered for the site you can be converted to a resident user by the webmaster. Residents see a section that can not be viewed by visitor access. It includes a phone book, a forum, and a gallery. Residents also can post content in special areas throughout the site. You post content much like you use a word processor.

Organization: Active members of the community such as the Town council can be granted access to a section where they can exchange documents, post content, and make corrections in limited areas of the site.

Webmaster: The Webmaster has ability to edit the content of site. The Webmaster can add pages in certain areas and make limited structural changes to the site.

Admin and Host: Two other levels exist. Admin and Host are the only levels which can damage the integrity of the site. Knowledge of web development should be understood at these levels.

Issues addressed by this site:

- Websites become outdated because only one person can update content. – Created a site where multiple people can update the content without any technical knowledge.
- Websites become stale unless new and timely information is presented. – Allow town residents to post content and provide useful information.
- Publicity tool for town activities and events – A place for special offers to entice visitors to sign up. With their information they can become part of our network of people we invite to town events. Newsletter's can be sent from the site to registered visitors.

Clifton VA Web Site : www.cliftonva.us

URL: currently has only one URL. www.cliftonva.us

Technical:

Dot Net 2.0, Sql 2000, Nuke, JavaScript, css, xml, html.

Hosted: Webhost4life

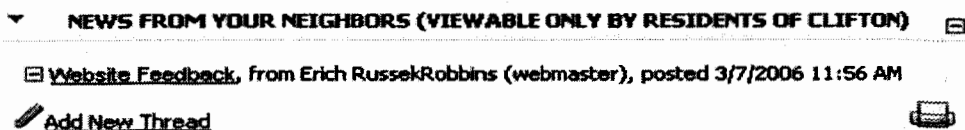
Sitemap:

Home	
FAQ	
Contact Us:	Form to email the webmaster.
Links	
Webmaster's Note	
Clifton News Feed	Real time newswire search for "Clifton, VA" i.e. if the Washington Post has an article that has "Clifton, VA" in it, it will show up on this page.
Weather:	Real time: 5 day forecast
Our Town:	blurb about our town
History:	Historic articles and news clippings. Residents can post articles about the history of the town or their home.
Maps of Clifton	Arial, Topozone, Census etc...
Attractions	Parks; Needs content
Town Council	
Agendas and Minutes	Uploaded by Town Council.
Budget	
Letter from Our Mayor	
Gallery	Photo Gallery.
Random Facts: Census info	
Legislation	
Boards, Committees etc.	
Architectural Review Board	
Board of Zoning Appeals	
Industrial Dev Authority	
Planning Commission	
Town Meeting Hall Comm	
Use of Clifton Facilities	
Application	
Events:	Calendar. Events can be exported to your personal calendar.
Visitors area	
Residents area	
Town Organization area	

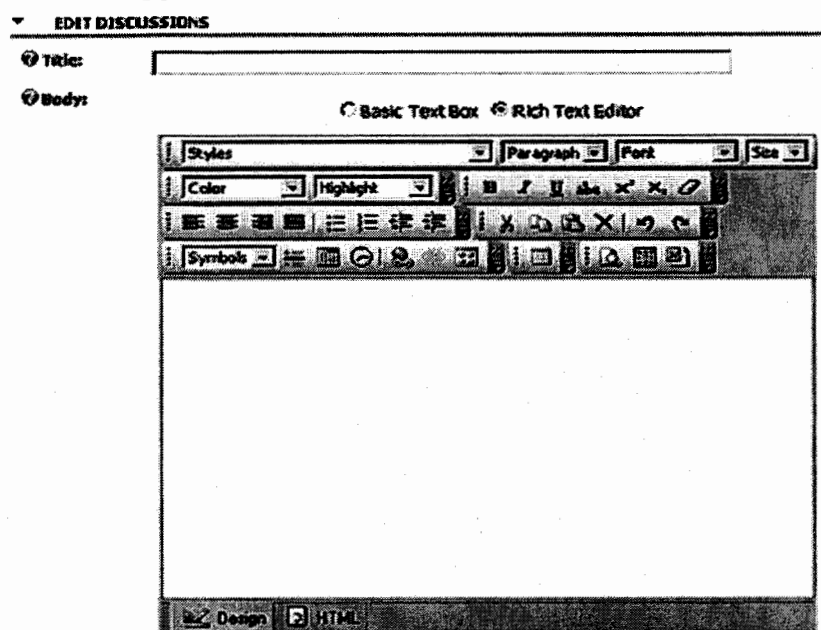
Reusable content: Much of the content on this website is stored in a database or by other means enabling it to be re-used on multiple pages. For example, the menu, or the Town Council and Committee member list is used on more than one page but it can be updated from any page and the changes are automatically broadcast throughout the site.

So how hard is it to post or edit content?

Click "Add New Thread" to post a comment on the Residents forum.



Window appears:



Edit like you would a MS word document.

Other Features:

- Content can be set to appear or expire on a certain day.
- Newsletters can be sent from the site to any security group.



March 7, 2006

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Welcome To the Town of Clifton

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Clifton has maintained the charm and feeling of a Norman Rockwell painting. The town has been around since the 1700's—initially as a plantation and earlier as Indian hunting grounds. The railroad started Clifton on its way to the town we know. The Civil War played an important part in the journey also. During the war Clifton was known as Devereux Station. In 1868 Devereux Station became known as Clifton Station. In 1869 a Post Office was established and the town started growing with stores, schools and a

community feeling. On March 10, 1902 Clifton Station was established as a town by Charter from the General Assembly.



Please Read Webmaster's Note

[Security Information](#)

Announcements

- [Any member of the town can post a message here.](#), from Erich RussekRobbins, posted 2/2/2006 8:50 PM
- [Please provide content!](#), from Michelle Stein, posted 2/13/2006 2:16 PM

[Add New Thread](#)

Next Event

3/7/2006 7:00 PM **Town Council Meeting**
 (UTC -05:00) Eastern Time (US & Canada)

49°F
 Feels like 44°F
Sunny Day

[Get Extended Forecast!](#)

Online Now

People Online:
 Visitors: 2
 Members: 2
 Total: 4

Questions or Concerns?
 Contact the webmaster
 Erich M RussekRobbins
erich@videodc.com

The Clifton community affirms a desire to interact with one another in an environment of respect and integrity.

- are a community that:
- is committed to the dignity and value of one another.
 - assumes the best in each other.
 - communicates clearly and directly.
 - provides open forums to address difficult issues in an orderly, respectful manner.
 - behaves towards one another, both individually and collectively, with honesty, decency and responsibility.
 - holds the preservation of our unique historic character in the highest regard.
 - participates in community activities, organizations and events in the best interest of all.

Anonymous view

Historic
CLIFTON
VA 20124

Register Login Search:

Home Our Town Events

March 7, 2006 [Home](#)

Welcome To the Town of Clifton

Other views include (Visitor, Resident, and Organization). These tabs become available once you login.

Historic
CLIFTON
VA 20124

Town Council Logout Search:

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Welcome To the Town of Clifton

Resolution

WHEREAS, the Town of Clifton sponsors various events each year, including Spring cleanup, Town Birthday celebration, Fourth of July parade, Haunted Park and Holiday homes tour, and permits local nonprofit and community organizations to use Town facilities for various events each year, including Fourth of July picnic in the Town park, Clifton Day, Labor Day car show, 5K Race and Horseback Caroling (individually and collectively, "Town Events"); and

WHEREAS, it is necessary for the Town to assure that insurance coverage is available to the Town, its elected and appointed officers and volunteers for all Town Events;

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

1. The Town hereby authorizes the Town Events.
2. The Town shall cause a written list of volunteers to be created contemporaneously with all Town Events sponsored by the Town.
3. Each local nonprofit or community organization sponsoring a Town Event is required to obtain liability insurance with coverage of not less than \$1,000,000 per occurrence, to name the Town as an additional insured on such insurance and to provide the Town written evidence of such insurance coverage prior to the occurrence of such Town Event as a condition to holding such Town Event.

This resolution shall be effective as of its adoption.

CLIFTON TOWN COUNCIL, COMMISSIONS, BOARDS & COMMITTEES

2004-2006

MAYOR AND COUNCIL :

JAMES C. CHESLEY, MAYOR
BRANT BABER, VICE-MAYOR
WILLIAM ARNOLD
LEV BULLER
MARGO BUCKLEY
TRISH ROBERTSON

TOWN COUNCIL OFFICIALS:

TOWN CLERK: FAWN FREEMAN
TOWN TREASURER: MARILYN BARTON
TOWN ATTORNEY: GIFFORD HAMPSHIRE

PLANNING COMMISSION:

KATHY KALINOWSKI, CHAIRPERSON (06-30-06)
TOM BARTON (07-03-06)
LEV BULLER (06-30-04)
MICHELLE STEIN (06-30-05)
PATRICK PLINE ()
ROB CLARK ()
JUDY MCNAMARA ()
RICHARD KING (06-30-03)

BOARD OF ZONING APPEALS:

STEVE EFFROS ,CHAIRPERSON (07-03-10)
DIANE DYGVE (04-10-09)
KENNETH D. BUCKLEY (09-28-08)
BRANT BABER (04-19-08)
TOM BARTON (04/10/07)

ARCHITECTURAL REVIEW BOARD:

ROYCE JARRENDT, CHAIRPERSON (06-30-04)
TOM MCNAMARA (06-30-04)
SUZIE WORSHAM (06-30-04)
TRISHA ROBERTSON (06-30-04)
RAY VANLENDEN (06-30-04) *VanLenden*
PHYLLIS LOVETT (06-30-04)
JEFF STEIN (-)

INDUSTRIAL DEVELOPMENT AUTHORITY:

BRANT BABER, CHAIRPERSON (03-04-07)
WILLIAM RIDENOUR (03-04-10)
MARGO BUCKLEY (03-04-08)
PETE MILLS (03-04-09)
JEFF STEIN (03-04-10)
STEVE EFFROS (03-04-09)
KIRK WILES (03-04-08)

HISTORY COMMISSION:

LYNNE GARVEY WARK, CHAIRPERSON
BRANT BABER

OTHER COMMITTEES:

BEAUTIFICATION:

LYNNE GARVEY WARK
CHRIS O'DONNELL
JENNIFER CHESLEY

CABLE FRANCHISE:

WILLIAM ARNOLD
TOM MCNAMARA

CLIFTON AREA PARK REP:

WAYNE NICKUM

ISTEA/SAFETEA-LU:

LEV BULLER

COMMUNITY HALL RESERVATION REP:

MARGO BUCKLEY

FAIRFAX COUNTY ATHLETIC COUNCIL REP:

JEFF STEIN

FINANCIAL:

WILLIAM ARNOLD, CHAIRPERSON
MARLYN BARTON
MARGO BUCKLEY
BRANT BABER

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

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

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, February 7, 2006

12641 Chapel Road

Clifton, VA 20124

Council Members

Present: Brant Baber, Mac Arnold, Lev Buller, Trish Robertson, Margo Buckley,
Mac Arnold

Absent: Jim Chesley

Attendees: Fawn Freeman, Marilyn Barton, Giff Hampshire, 28 citizens, 1
representative from League of Women Voters, Boy Scout Troop 1104

Public Hearing – Low Impact Commercial Zoning

Michelle Stein, former Planning Commission Chair, reported the committee elected not to add residential uses to the commercial impact zone.

The public hearing closed at 7:14.

The meeting was called to order at 7:15 pm. The Boy Scout Troop 1104 led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Lev Buller made a Motion to accept the January Meeting Minutes and Trish Robertson seconded the Motion.

Motion ~~passed~~, unanimously.

2. Report from the Town Treasurer

Motion

Brant Baber moved to approve the financial reports. Lev Buller made a Motion and Trish Robertson seconded the Motion.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

- Farmers Market: Deb Dillard wrote vendors happy to participate, added 400 names to her email list to send out market news stating in response to the 2005
- Commonwealth of VA VDOT: Submitted their report about the speed bumps --- traffic devices – the implementation of multi-way stop on Main Street as not feasible as a calming effect – a one way is not recommended on Pendleton Street - a raised center island on Chapel Road is not recommended.

- VML Insurance Program Grant application package: The grants are so small that they are not worth the effort.
- Clifton History Commission: Addressed concerns about the razing of the Hetzel House.
- Commonwealth Department of Tax and Revenue: Regulatory actions.

4. Reports of Standing / Special Committees

Planning Commission

Michelle Stein stated she resigned as the Planning Commission Chairman effective February 2006 and Kathy Kalinowski has been voted as the new chairperson.

Motion

Trish Robertson made a Motion to approve Kathy Kalinowski as the new Planning Commission Chairperson and Lev Buller seconded the Motion.

Motion passed, unanimously

Silva Residence

Joe McCellan wrote he reviewed the drawings and recommends approval pending recordation of storm draining easement plat and appropriate permits. Royce Jarrendt stated permission was obtained by the Health Department to abandon the well, a permit was received to disconnect sewer, and permit from VDOT for driveway entrances. Item remaining is recording maintenance agreement on the ditch which is deemed in wetlands. Requesting permission from the Town Council to proceed with construction until wetland permit is approved by the Army Corp of Engineers and the approval is about a 4 month process. The grading plan was changed to not have any grading or construction activities in the wetland area. It is premature to grant easement of things in the wetlands area until maintenance is allowed by Army Corp of Engineers. Wetland area will be fenced off. The "use permit application" was approved by the Planning Commission with conditions and the Planning Commission stated that the remaining condition is the "recordation of storm drainage easement plat."

Motion

Trish Robertson made a Motion to approve recommendations made by the Planning Commission and Margo Buckley seconded the Motion.

Motion passed, unanimously

Tursky Residence

As noted on the application, the Tursky's are not building a screen porch and deck extension which has been crossed off. Joe McCellan of William H. Gordon Associates, Inc. wrote a letter to the Planning Commission Chairperson, stating his only comment is to add the comment, "...contractor shall be responsible for adequate means of cleaning

trucks and / or equipment of mud prior to entering Water Street Right of Way; the street should be cleaned by means of shovel and / or broom prior to washing; and it will be the contractor's responsibility to take whatever measures are necessary to ensure that the street is kept in a clean and dust free condition at all times."

Motion

Trish Robertson made a Motion to accept recommended approval of "use permit application" and Lev Buller seconded the Motion

Motion passed, unanimously

Heart-n-Hand Building

Recommend approval of "use permit application" for Diffenbaugh who will be moving into the space 2B following the current tenant moving out.

Motion

Trish Robertson moved to approve the "use permit application" and Lev Buller seconded the Motion.

Motion passed, unanimously

Wesley Tyler and Clifton Creek Road

Marilyn Stoney gave a presentation about the storm water drainage issues, noting that when there is a bad storm rocks and tree limbs have blocked the roadway and during the winter water run off goes down the road, causes it to ice up and remains iced up for a long period of time. Recommend the Town support getting VDOT to do a study to resolve the drainage culverts going under Clifton Creek Road. VDOT said to get the culvert you need to get the County involved; the County said the culvert is in Town and it is the lowest priority and may not get funded. Ms. Stoney inquired about the priorities which he stated were 7 and following their description it seems this issue would be priority 4. Installing anything new is a County issue. Erich RussekRobbins stated if home sites are named in the study then include his home.

Motion

Brant Baber made a Motion that the Town write VDOT to set up a meeting with them, the County, homeowners, and Clifton Town Council to discuss Creek Road storm water drainage issues and solutions and a Town Council member will facilitate the meeting. Trish Robertson seconded the Motion.

Motion passed, unanimously

Lot Consolidation of Old Town Hall

A new survey is needed prior to zoning change.

Clifton Heights Road

VDOT needs to make a decision. Michelle Stein sent the developer of Clifton Heights a letter.

Pump and Hall

Martin and Gass were awarded the contract. Bill Holloway will attend the preconstruction meeting with the County and the contractor to oversee activities.

Clifton Store Parking

A portion of it was paved. Discussed putting in lines, signs, angled parking, want to put parking next to railroad do we need an easement next to the railroad?

Architectural Review Board (ARB)

Silva Residence (Hetzel House)

The ARB met on the 7151 Pendleton Avenue, the Silva residence and Royce Jarrendt stated as the Chairman he stepped aside for that meeting as he is the Silva's architect. Phyllis Lovett served as Chairman for the subject meeting. The ARB reviewed the application for the proposed new residence including re-construction of the existing home. The structure represents a new building while rebuilding the core of the existing building in the same location, same size and same design with an addition as was approved by the ARB for the Harlow home a few years back. The committee considered the Town regulations regarding razing the structure and the letter from the History commission on the importance of the building. The ARB addressed the stability of the building both historically and architecturally. Natural materials will be used such wooden siding and metal roof. Can not replicate the historical building but the new structure will be a reasonable facsimile of the historical building as the current building is beyond repair. The ARB recommended that applicants be given permission to take down the existing building and construct a facsimile of the building in its place with the addition previously mentioned. The ARB members present who approved the application are Phyllis Lovett, Tom McNamara, Jeff Stein, and Raymond VanLienden.

The Town Council asked the ARB for their application meeting date which was stated as January 26, 2006 and if meeting minutes were taken to memorialize their decisions. Lynne Garvey Wark, the Clifton History Commission Chairperson sent a letter to the Town Council and ARB on January 25, 2006 addressing the history of the Hetzel building, Mr. Bierce a former Senior Architect with the National Trust for Historic Preservation and Fairfax Architectural Review Board Chairperson review of the Hetzel building salvageable elements during his tour of the home in October 2004. Royce stated he did not receive a copy of Mr. Bierce's letter therefore he was not able to respond to it. Royce stated there is much blame to be spread. In 1989 the property was purchased by the Worsham's, Royce lived here and the property was considered to be converted to a B&B but the application was denied and building maintenance seemed to diminish; the building could have been saved at that time. The Harlow's purchased the property and commissioned Royce in 2001 to do an addition saving the main gable and first story addition that came off of Chapel Road. The drawing was completed in 2002. The property sat even though the ARB did approve the drawings but the owner felt the

application did not require the Planning Commission's approval despite encouragement from him – again the property could have been saved. Hurricane Isabelle blew off large portion of the roof on the main gable. Several items do not meet code as mentioned in Mr. Bierce's documentation such as the stairs. The Silva's are salvaging a few items. Lynne stated Royce did receive an email on October 26, 2004 and an indication that something was coming from Mr. Bierce and Trish Robertson was forwarded the email a few months ago as she is an ARB member. Lynne read the elements that Mr. Bierce stated in his October review could be salvaged and that he offered his services pro bono. According to the code the ARB approves architecture application. And, all permits are to be in place at time of demolition for final approval.

Lev Buller reviewed the Clifton History Commission requests and remarked his opinion of the ARB should be with the exterior and not interior of a building. Mentioned the ARB decision is final and no appeal was brought forward to the Town. Therefore, the Town council has no action to take. The demolition of the Hetzel building was initially addressed at the ARB May meeting and several times since then and at the Planning Commission. Giff Hampshire stated an appeal has to be brought to the Town Council within 10 days of an ARB application approval. No appeals for demolition of the Hetzel building were brought to the Town Council. Brant Baber inquired how an ARB decision can be appealed if is not made public. Brant read subsection "J" of Section 9-23 – Historic Overlay District in the Town Code under which the ARB approves or disapproves the application for razing a historic building and subsection "K" states an appeal has to be brought before the Council in 10 days of an ARB approval. Giff Hampshire stated there is nothing the Town can do under the Town Code currently if the property is properly maintained. Trish Robertson stated we need to consider the power given to a governing body such as the Council in terms of authority over our residence. The ARB meets the last Thursday of the month. Giff Hampshire mentioned that Prince William County has a Spot / Blight Program and ordinance to go with it and he will send the ordinance to the Vice Mayor.

Actions

1. Royce Jarrendt asked the Vice Mayor to sign the demolition permit application noting the four (4) conditions were satisfied.
2. Brant Baber asked the ARB to examine changes to the Town's ordinance to compel Town residents to preserve their historic structures.

Old Town Hall Sale Committee

Royce Jarrendt reported that he hired and commissioned land development consultants. There are 2 flood plain assessments that Royce is aware of 1) Fairfax County and 2) FEMA. The Fairfax County flood plain map does not show the subject plat but the FEMA flood plain map shows about 60 % of the subject plat on their map. The Town references the FEMA flood plain map. If Royce were dealing with the County he would not have to conduct a flood plain study but be able to fill the area where the parking lot is proposed to be with no major fill permits. Because the Town references FEMA flood plain map he would have to go through the DCA if they still exist because the major fill

required in the flood plain. His engineer's opinion is storm water management deals with the quantity of water coming onto the site. Because of the low intensity development proposed for the site, the storm water projected to be generated on the site is not an issue but because of current Town standards, he would have to do storm water management requirements to deal with storm water produced both on his site and from up the road towards "Water Street". The engineers told him that typically they would seek a waiver but did not see a waiver potential since the Town Code applies. Best Management Practice (BMP) addresses water quality. BMP requirement is a bio retention pond requiring maybe 2 to 4 on the site. A bio retention pond should not be too difficult to achieve because the area between parking lot and the railroad tracks are wetlands. Wetlands are a good example of BMP. He could raise the parking lot and use the bio retention ponds but may need approval that they are acceptable and compliant with BMP a Fairfax County engineering standard. He is under the impression that Joe McCellan uses the Town Code standards and if they are not available then he uses the County standards. Michelle Stein suggested to Royce that he meet with the County. The Town Code provision that references flood insurance study of 1977 is 9-28 c1.

Actions

1. Royce Jarrendt is to prepare a bulleted list of issues and submit it to the Town Council.
2. Giff Hampshire will contact the County's attorney office.

Motion

Lev Buller made a Motion for another 60 day extension of the feasibility study and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Town Meeting Hall Committee

Mac Arnold will make a copy of the report and distribute it to the Town Council members. Trish Robertson stated she wanted to resign from the committee due to lack of returned phone calls and emails. Mac Arnold, Royce Jarrendt, and Bill Holloway are the current committee members and Brant Baber offered to replace Trish. Trish provided Brant her draft report.

Playground Committee

Near to getting confirmation on the mulch (reengineering fibers) being donated which will save about \$25,000 and member of the community (Patrick Pline) volunteered to do the grading on the site which will save about \$10,000.

Town History Commission

Lynne Garvey Wark, Chairperson, provided the Council with a draft Town History Commission Charter and requested their comments to implement the Charter next month. A motion was made to establish a five person minimum for membership on the Commission. From the January meeting a request was made for persons to state their interest to serve on the committee. The Council has not appointed members, other than Mrs. Wark and Brant Baber. Giff Hampshire stated the Town Council is the governing body and decides the committee purpose. A committee / board / and / or commission is appointed by the Town Council but the committee / commission / board is not governed by statutes. Town Council created and nominated Lynne Garvey Wark as the chairperson at its January meeting. Brant remarked that he is relying on Lynne's experience as the Fairfax County History Commission Chairperson.

Finance Committee

Brant Baber stated he emailed recommended securities by Paine Weber from 6 months to 2 years AAA government, securities, or CD's in federally insured accounts and each account would be below the \$100,000 principal and interest level that is insured by the FDIC.

Motion

Brant Baber made a Motion to recommend \$200,000 of the \$300,000 in the general account be invested in the CD fund at higher rate with Paine Weber and Mac Arnold seconded the Motion.

Motion passed, unanimously

Discussion

Marilyn Barton stated the Town Auditor pointed out the funds in Suntrust Bank is public funds and covered under the VA Security Funds Act. The Town needs to ensure the bank knows your funds are public and listed as such on the account. Brant Baber will review the statute and report back on the security section.

ISTEA Funds Committee

Lev Buller reported that the committee met last night and realized a few questions maybe answered by Jim Chesley. A March deadline for requesting funds was suggested by Jim Chesley, since by the end of fiscal year, the funds will no longer be available. If we have the bucks to do it, use Town money to make the walkway around the Park and make it a raised wooden walkway as those in Bull Run. The committee is conducting a cost analysis for the walkway. Three unfunded phases one was a path around the park another was for improving the path from hermitage to the bottom of school trail and third phase was doing more work around the caboose such as lighting, clock, trash containers. The committee felt the priority should be for folks to enjoy the flood plain as option one then look at the 2 other options. Assignments were made to the committee members.

5. Citizen's Remarks

Boy Scout Troop 1104

Chris Messier reported that in 2005 the troop contributed 282.8 hour of service to the Town of and completed the activities as listed: 3 Road Cleanup activities, Eagle Project Eight Acre Park, Litter Cleanup and Beautification, Clifton Elementary School Cleanup, Clifton Day Cleanup.

6. Old / Unfinished Business

2003 Haunted Trail Missing Money Update

None reported

Town Website

Erich RussekRobbins, created a Town website, will act as the Clifton Town Website Webmaster and is requesting Town photos to be sent to him at erich@video.com.

School Street and Clifton Road line of sight issue

None reported.

Verizon Cable

None reported.

Town Council Member Commission Duties

Jim Chesley asked about 2 months ago for the Town listing of committee members to be updated.

County Grant of 20,000 for Meeting Hall Management

None reported.

7. New Business

None reported.

8. Adjournment

Motion

Mac Arnold made a Motion to adjourn the meeting at 9:59 p.m. and Lev Buller seconded the Motion.

Motion passed, unanimously.

Main Identity

From: "Marilyn Barton" <pawsnfins@cox.net>
To: "Fawn Freeman" <freemanfawn@yahoo.com>; <ghampshire@blankeith.com>;
<MARNOLD@MCCANDLAW.COM>; "Margo & Mark" <MARKY@EROLS.COM>; "Levon Buller"
<llbuller@earthlink.net>; "Brant Baber" <bb@baberkal.com>; "Chesley, James C CIV NSWCCD W. Bethesda,
2120" <james.chesley@navy.mil>; <trishr@gmail.com>
Cc: "Barton, Marilyn" <mbarton@comres.org>
Sent: Monday, March 06, 2006 10:34 PM
Attach: 06 Feb Treasurer's Reports.xls
Subject: Town Financial Reports Feb 2006



Attached are the Town Financial Reports with supplementary schedules for your review. I'll have copies for distribution tomorrow at the Town Council Meeting.

Please let me know if you have any questions by reply email and I'll do my best to have an answer by the time of the meeting.

See you tomorrow.

Marilyn

Main Identity

From: "Andrew L. Cannaday - Anderson, White & Company, P.C." <awco@ntelos.net>
To: <mbarton@comres.org>
Cc: <pawsnfins@cox.net>
Sent: Monday, March 06, 2006 7:11 PM
Subject: Audit

Marilyn,

I am sending you this e-mail as we discussed to give you an update on our progress. I am getting very concerned about finishing up before the end of tax season. I have one audit that we traveled to before you that I have to finish up this week and I'm getting behind on my tax work as a result of the audits. I want to explain to you that it is not normal procedure to have audits to complete during tax season. The standards changed effective 6/30/04 and it took a lot longer to complete the '04 jobs than normal and this delayed our travel schedule for the '05 jobs, which we are now trying to complete. I anticipate a much smoother audit season this year.

We will plan on finishing as soon as possible after 4/17/06 and then travel to do the 6/05 and 6/06 jobs as soon after 6/30/06 as possible. I know there will be some questions for you in order for us to complete '03 & '04 but I don't think there will be any major projects we will need from you. I will get with you as soon as I can after 4/17 to wrap up '03 & '04.

Thanks,
Andy

Town of Clifton
Balance Sheet
As of February 28, 2006

	Feb 28, 06
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	2,202.58
Investments-LGIP	101,924.65
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	863.76
Playground Reserve Fund	20,744.11
Investments - SunTrust - Other	327,207.74
Total Investments - SunTrust	<u>349,848.76</u>
Total Checking/Savings	453,975.99
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	285.37
Accounts Receivable - Other	2,043.76
Total Accounts Receivable	<u>2,329.13</u>
Total Accounts Receivable	2,329.13
Other Current Assets	
Other Current Assets	
Undeposited Funds	2,325.08
Total Other Current Assets	<u>2,325.08</u>
Total Other Current Assets	2,325.08
Total Current Assets	<u>458,630.20</u>
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	113,469.06
Total Land	<u>194,134.06</u>
Total Fixed Assets	<u>304,502.59</u>
Total Fixed Assets	304,502.59
TOTAL ASSETS	<u><u>763,132.79</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,471.35
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	<u>4,504.50</u>
Total Current Liabilities	<u>4,504.50</u>
Total Liabilities	4,504.50

8:36 PM
03/06/06
Accrual Basis

Town of Clifton
Balance Sheet
As of February 28, 2006

	<u>Feb 28, 06</u>
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,125.16
Retained Earnings	479,779.15
Net Income	36,822.30
Total Equity	<u>758,628.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>763,132.79</u></u>

Town of Clifton
Income Statement for Period Ended February 28, 2006

	Actuals YTD @ 2/28/06	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
				8		
Taxes & Permits Revenues:						
Sales Tax	9,414	13,067	3,653	28%	19,600	10,186
BPOL Tax	208	14,400	14,192	99%	21,600	21,392
Utility Consumption Tax	560	747	187	25%	1,120	560
Motor Vehicle Tags	5,710	3,333	(2,377)	-71%	5,000	(710)
No. Va. Cigarette Tax	1,748	1,200	(548)	-46%	1,800	52
Use Permits	325	667	342	51%	1,000	675
Cox franchise revenue	2300	6,667	4,367	66%	10,000	7,700
PC Subdivision Permits	-	-	-	-	-	-
ABC Tax	222	200	(22)	-11%	300	78
ARB Permits	50	53	3	6%	80	30
Railroad Tax	1,262	1,003	(260)	-26%	1,504	242
TOTAL TAXES & PERMITS:	21,799	41,336	19,537	47%	62,004	42,467
Town Facilities Rentals:						
Community Hall	8,508	9,333	826	9%	14,000	5,492
Park/Square/Gazebo	-	267	267	100%	400	400
Other Revenues:						
Interest Income	3,554	1,667	(1,887)	-113%	2,500	(1,054)
Haunted Trail Event	17,296	10,667	(6,629)	-62%	16,000	(1,296)
Clifton Day Revenues	445	667	222	33%	1,000	555
Homes Tour	6,394	4,067	(2,327)	-57%	6,100	(294)
Farmers' Market Income	-	467	467	100%	700	700
HUD Homes	-	-	-	-	-	-
Other income-refunds	-	-	-	-	-	-
TOTAL OTHER REVENUE:	27,689	17,533	(10,156)	-58%	26,300	(1,389)
TOTAL REVENUES:	57,996	68,469	10,473	15%	102,704	46,970
EXPENSES:						
Payroll Expenses:						
Town Clerk Salary	1,500	2,000	500	25%	3,000	1,500
Town Treasurer Salary	4,000	5,333	1,333	25%	8,000	4,000
Payroll Taxes	842	1,122	281	25%	1,683	842
Payroll Miscellaneous	0	-	-	-	-	-
TOTAL PAYROLL EXPENSES:	6,342	8,455	2,114	25%	12,683	10,569
CONTRACTUAL EXPENSES:						
Insurance	5,674	2,456	(3,218)	-131%	3,684	6,902
Town Government:						
ARB Expenses	0	701	701	100%	1,051	1,051
BZA Expenses	0	67	67	100%	100	100
Planning Commission Expenses	3,330	667	(2,663)	-400%	1,000	(2,330)
TOTAL GOVERNMENT:	3,330	1,434	(1,896)	-132%	2,151	4,047
Professional Fees:						
Accounting - Multi Year Audit Review	8,672	8,667	(5)	0%	13,000	4,328
Legal Fees	5,560	6,667	1,107	17%	10,000	4,440
Special Counsel	4,550	6,667	2,117	32%	10,000	5,450
Professional fees - other	0	-	-	-	-	-
Web site hosting/maintenance	0	1,000	1,000	100%	1,500	1,500
TOTAL PROFESSIONAL FEES:	18,782	23,000	4,218	18%	34,500	30,282

when did Treasury salary increase to 8000 a yr.
 I thought it was \$6000.00

Town of Clifton
Income Statement for Period Ended February 28, 2006

	Actuals YTD @ 2/28/06	Budget YTD Annualized	Change		Approved 6/7/05 Budget FY2006	Budget Remaining
			Amount	Change %		
Town Facilities:						
Railroad Siding Rent	775	600	(175)	-29%	900	125
Ayre Square Rent	270	400	130	32%	600	330
Beautification Committee	232	1,667	1,435	86%	2,500	2,268
Grounds	0	333	333	100%	500	500
Town Hall	1,320	1,000	(320)	-32%	1,500	180
Caboose Expenses:						
Equipment	0	-	-	-	-	-
Electric	149	107	(42)	-40%	160	11
Gas	127	225	99	44%	338	211
Maintenance - Painting	223	-	(223)	-	-	(223)
Subtotal - Facilities:	3,096	4,332	1,236	29%	6,498	5,262
Town Meeting Hall Expenses:						
General Maintenance	1,477	2,174	697	32%	3,261	1,784
Cleaning		3,467	3,467	100%	5,200	5,200
Equipment & Supplies	124	-	(124)	-	-	(124)
Electric	7,720	4,000	(3,720)	-93%	6,000	(1,720)
CH Floors	552	-	(552)	-	-	(552)
Mgt Fee - 20% gross rental incorr	1,702	2,000	298	15%	3,000	1,298
TOTAL MEETING HALL EXPENSES:	11,575	11,641	66	1%	17,461	17,395
TOTAL TOWN FACILITIES:	14,671	15,973	1,302	8%	23,959	22,657
Town Services:						
Elections	0	-	-	-	-	-
Fire Hall Tree Watering	0	-	-	-	-	-
Grass Mowing	2,400	2,624	224	9%	3,936	1,536
Trash Collections	576	667	91	14%	1,000	424
TOTAL TOWN SERVICES:	2,976	3,291	315	10%	4,936	4,621
Utilities:						
Utilities - Gas and Electric	144	400	256	64%	600	456
Utilities - Water and Sewer	164	225	61	27%	338	174
TOTAL UTILITIES:	308	625	317	51%	938	621
Dues & Subscriptions:						
Va Municipal League	318	233	(85)	-37%	349	31
Other Dues & Subscriptions	98	233	135	58%	350	252
TOTAL DUES & SUBSCRIPTIONS:	416	466	50	11%	699	649
Other Contractual Expenses:						
Legal Advertising	302	750	448	60%	1,125	823
Printing & Publication	0	450	450	100%	675	675
Clifton Web Site Design	0	3,333	3,333	100%	5,000	5,000
Mayoral Reimbursement	533	667	134	20%	1,000	467
Clifton Day Expenses	0	133	133	100%	200	200
Homes Tour Expense	2,907	1,667	(1,240)	-74%	2,500	(407)
Farmers' Market Expense	0	400	400	100%	600	600
Haunted Trails Event	10,642	2,000	(8,642)	-432%	3,000	(7,642)
Summer in the Parks Event	0	333	333	100%	500	500
Miscellaneous Contractual Expenses	936	667	(269)	-40%	1,000	64
TOTAL OTHER CONTRACTUAL:	15,320	10,400	(4,920)	-47%	15,600	20,520
<i>The Haunted Trail Expense account reflects the \$6,000 in seed money that was netted against the proceeds.</i>						
Commodities: <i>These funds will be adjusted to H.T. Cash account once ret'd for deposit.</i>						
Calendars & Posters Expense		-	-	-	-	-
Copies	0	33	33	100%	50	50
Postage & Delivery	210	325	115	35%	487	277
Computer Supplies	479	333	(146)	-44%	500	21
Office Supplies	236	333	97	29%	500	264
License Plates	641	413	(228)	-55%	619	(22)
Miscellaneous Commodities	147	333	186	56%	500	353
TOTAL COMMODITIES:	1,713	1,771	58	3%	2,656	2,598
HUD Homes Program:	0	9,500	9,500	100%	14,250	14,250
TOTAL EXPENSES:	69,531	77,371	7,840	10%	116,056	117,716
NET INCOME (LOSS):	-11,535	(8,901)	2,634	-30%	(13,352)	(15,986)

*paying
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 for this?*

The majority of the budget variance is reflective of the timing of receipt of documentation.

CAPITAL/GRANT Income Statement for Period ended 2/28/06

	Actuals YTD @ 2/28/06	Budget YTD Annualized	Change Amount	Change %	Approved 6/7/05 Budget FY2006	Budget Remaining
REVENUES:						
CBA contribution-playground		6,667	6,667	100%	10,000	10,000
Fundraising-Playground	994	13,333	12,339	93%	20,000	19,006
Federal Grants - Land	64,352	64,000	(352)	-1%	96,000	31,648
Town Match - Land		-	-	#DIV/0!	-	-
CBA Match - Land	10,000	8,000	(2,000)	-25%	12,000	2,000
Total Land Grants	74,352	92,000	17,648	19%	138,000	63,648
Federal Trans. Project - Trails		24,128	24,128	100%	36,192	36,192
Town Match - Trails		-	-	#DIV/0!	-	-
Town Inkind - Trails		3,016	3,016	100%	4,524	4,524
CBA match - Trails		3,016	3,016	100%	4,524	4,524
Total Trails Grants	-	30,160	30,160	100%	45,240	45,240
Fire Programs Grant	-	4,000	4,000	100%	6,000	6,000
Litter Control Grant	1,500	733	(767)	-105%	1,100	(400)
Total Revenues	76,846	126,893	50,047	39%	190,340	113,494
Costs:						
Land Purchase - Fed Proj-Town Match	789	72,000	71,211	99%	108,000	107,211
Trails Improvements	0	30,160	30,160	100%	45,240	45,240
Fire Program - FCFD	0	4,000	4,000	100%	6,000	6,000
Litter Control	0	733	733	100%	1,100	1,100
Town Meeting Hall:						
Physical Improvements		14,667	14,667	100%	22,000	22,000
Equipment	0	333	333	100%	500	500
TOTAL MEETING HALL	-	15,000	15,000	100%	22,500	22,500
Playground	9,292	20,000	10,708	54%	30,000	20,708
Caboose Parking Lot/Ford Lane Paving	0	5,333	5,333	100%	8,000	8,000
Underground Utility (Main St.)	0	4,667	4,667	100%	7,000	7,000
Miscellaneous (Parking areas asphalt)	18,407	667	(17,740)	-2661%	1,000	(17,407)
Total Costs	28,488	152,560	124,072	81%	228,840	200,352
Net Revenues/(Cost)	48,358	(25,667)	(74,025)	288%	(38,500)	(86,858)

11/19/05 Received a check for \$64,352 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza. \$80,665 is capitalized as a Land Asset on the Balance Sheet Report. \$994 has been designated from the Haunted Trail Concessions Income to the Playground Fund.

Playground Improvements of \$8,192 are funded by the Town's Playground Fund. This will be capitalized as an improvement and reflected on the Balance Sheet accordingly.

10:18 PM
03/08/08
Accrual Basis

Town of Clifton
Transaction Detail By Account
July 2005 through February 2006

	Type	Date	Num	Name	Memo	Class	Clr	Amount	Balance
Contractual									
Professional Fees									
Accounting									
	Check	02/24/2006	4484	Anderson, White & Company, P.C.	Work in Progress Audits FYE 6/30/03-04			8,671.68	8,671.68
Total Accounting								8,671.68	8,671.68
Legal Fees									
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61572 Town business matters			607.34	607.34
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61573 HUD Program	HUD Homes		120.00	727.34
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61574 Conservancy Trust Property			867.39	1,594.73
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61576 CBLAD Issues			200.00	1,794.73
	General Journal	07/01/2005		Blankingship & Keith, Law Offices	Reverse FY05 accrual			(1,794.73)	0.00
	General Journal	07/01/2005		Blankingship & Keith, Law Offices	reverse FY05 accrual			(3,094.59)	(3,094.59)
	Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61928 Town business matters			841.80	(2,252.79)
	Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61929 HUD Program	HUD Homes		1,046.50	(1,206.29)
	Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61930 Conservancy Trust Property			1,206.29	0.00
	Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62319 Town business matters			822.22	822.22
	Check	09/28/2005	4406	Blankingship & Keith, Law Offices	#62616 Town business matters			1,135.00	1,957.22
	Check	11/05/2005	4425	Blankingship & Keith, Law Offices	#63068 Town business matters			1,104.20	3,061.42
	Check	11/28/2005	4435	Blankingship & Keith, Law Offices	Inv # 63573 Town Matters Oct 2005			410.34	3,471.76
	Check	12/30/2005	4451	Blankingship & Keith, Law Offices	Inv # 63686 Town Matters Nov 2005			300.00	3,771.76
	Check	02/24/2006	4486	Blankingship & Keith, Law Offices	Inv# 56794 balance due			527.70	4,299.46
	Check	02/24/2006	4488	Blankingship & Keith, Law Offices	Inv# 64403			1,260.00	5,559.46
Total Legal Fees								5,559.46	5,559.46
Special Counsel									
	Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62320 HUD Program	HUD Homes		57.62	57.62
	Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62321 Conservancy Trust Property			442.25	499.87
	Check	09/28/2005	4406	Blankingship & Keith, Law Offices	#62617 HUD Program	HUD Homes		680.00	1,179.87
	Check	09/28/2005	4406	Blankingship & Keith, Law Offices	#62618 Conservancy Trust Property			680.00	1,859.87
	Check	11/05/2005	4425	Blankingship & Keith, Law Offices	#63069 HUD Program	HUD Homes		1,130.12	2,989.99
	Check	11/19/2005	4432	Blankingship & Keith, Law Offices	Inv 63482 HUD Program	HUD Homes		180.00	3,169.99
	Check	11/19/2005	4432	Blankingship & Keith, Law Offices	Inv 63483 Conservancy Trust			60.00	3,229.99
	Check	12/30/2005	4451	Blankingship & Keith, Law Offices	Inv #63687 Conservancy Trust Property			40.00	3,269.99
	Check	01/31/2006	4472	Blankingship & Keith, Law Offices	Inv #64076 HUD Homes	HUD Homes		200.00	3,469.99
	Check	02/24/2006	4488	Blankingship & Keith, Law Offices	Inv # 64404 HUD Program	HUD Homes		40.00	3,509.99
	Check	02/24/2006	4488	Blankingship & Keith, Law Offices	Inv # 64405 Conservancy Trust Property			1,040.00	4,549.99
Total Special Counsel								4,549.99	4,549.99
Total Professional Fees								18,781.13	18,781.13
Total Contractual								18,781.13	18,781.13
TOTAL								18,781.13	18,781.13

10:13 PM
03/08/08
Accrual Basis

Town of Clifton
Transaction Detail By Account
July 2005 through February 2006

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
CIF Expenses							
CIF-Miscellaneous							
Check	09/28/2005	4403	Gossom & Costello Pv. Co.	Repaving Caboose Parking lot Inv #146	9,130.00	9,130.00	
Check	11/05/2005	4419	American Express	5 generators-Haunted trail and emergency prepare	3,797.00	12,927.00	
Check	02/24/2006	4480	Gossom & Costello Pv. Co.	Asphalt parking area-Clifton Store Inv 9	5,480.00	18,407.00	
Total CIF-Miscellaneous					<u>18,407.00</u>	<u>18,407.00</u>	
Total CIF Expenses					<u>18,407.00</u>	<u>18,407.00</u>	
TOTAL					<u><u>18,407.00</u></u>	<u><u>18,407.00</u></u>	

10:15 PM
 03/06/06
 Accrual Basis

Town of Clifton
Transaction Detail By Account
 July 2005 through February 2006

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Contractual							
Community Hall Expenses							
C.H. - Electric							
	Check	07/01/2005	4345	NoVEC	1475045-002 C.H.	1,282.86	1,282.86
	General Journal	07/01/2005		NoVEC	Reverse FY05 accrual	(1,282.86)	0.00
	General Journal	07/01/2005		NoVEC	reverse FY05 accrual	(308.39)	(308.39)
	Check	07/31/2005	4376	NoVEC	1475045-002 C.H.	308.39	0.00
<i>See Note Below</i>	Check	09/06/2005	4383	NoVEC	1475045-002 C.H.	4,063.86	4,063.86
	Check	09/28/2005	4407	NoVEC	1475045-002 C.H.	712.63	4,776.49
	Check	11/05/2005	4424	NoVEC	1475045-002 C.H.	712.63	5,489.12
	Check	11/28/2005	4437	NoVEC	1475045-002 C.H.	386.09	5,875.21
	Check	01/31/2006	4474	NoVEC	1475045-002 C.H.	1,090.49	6,965.70
	Check	02/24/2006	4489	NoVEC	1475045-002 C.H.	754.65	7,720.35
						7,720.35	7,720.35
Total C.H. - Electric						7,720.35	7,720.35
Total Community Hall Expenses						7,720.35	7,720.35
Total Contractual						7,720.35	7,720.35
TOTAL						7,720.35	7,720.35

NOTE: This invoice included both NOVEC Distribution Services Charges of 928.55 and Electricity Supply Services Charges of 2,822. Also included was a balance forward of \$308.

Main Identity

From: "Marilyn Barton" <pawsnfins@cox.net>
To: "Fawn Freeman" <freemanfawn@yahoo.com>; <ghampshire@blankeith.com>; <MARNOLD@MCCANDLAW.COM>; "Margo & Mark" <MARKY@EROLS.COM>; "Levon Buller" <llbuller@earthlink.net>; "Brant Baber" <bb@baberkal.com>; "Chesley, James C CIV NSWCCD W. Bethesda, 2120" <james.chesley@navy.mil>; <rtrishr@gmail.com>
Cc: "Barton, Marilyn" <mbarton@comres.org>
Sent: Monday, March 06, 2006 10:34 PM
Attach: 06 Feb Treasurer's Reports.xls
Subject: Town Financial Reports Feb 2006



Attached are the Town Financial Reports with supplementary schedules for your review. I'll have copies for distribution tomorrow at the Town Council Meeting.

Please let me know if you have any questions by reply email and I'll do my best to have an answer by the time of the meeting.

See you tomorrow.

Marilyn

Main Identity

From: "Andrew L. Cannaday - Anderson, White & Company, P.C." <awco@ntelos.net>
To: <mbarton@comres.org>
Cc: <pawsnfins@cox.net>
Sent: Monday, March 06, 2006 7:11 PM
Subject: Audit

Marilyn,

I am sending you this e-mail as we discussed to give you an update on our progress. I am getting very concerned about finishing up before the end of tax season. I have one audit that we traveled to before you that I have to finish up this week and I'm getting behind on my tax work as a result of the audits. I want to explain to you that it is not normal procedure to have audits to complete during tax season. The standards changed effective 6/30/04 and it took a lot longer to complete the '04 jobs than normal and this delayed our travel schedule for the '05 jobs, which we are now trying to complete. I anticipate a much smoother audit season this year.

We will plan on finishing as soon as possible after 4/17/06 and then travel to do the 6/05 and 6/06 jobs as soon after 6/30/06 as possible. I know there will be some questions for you in order for us to complete '03 & '04 but I don't think there will be any major projects we will need from you. I will get with you as soon as I can after 4/17 to wrap up '03 & '04.

Thanks,
Andy

3/6/2006

**Town of Clifton
 Balance Sheet
 As of February 28, 2006**

	Feb 28, 06
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	2,202.58
Investments-LGIP	101,924.65
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	863.76
Playground Reserve Fund	20,744.11
Investments - SunTrust - Other	327,207.74
Total Investments - SunTrust	349,848.76
Total Checking/Savings	453,975.99
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	285.37
Accounts Receivable - Other	2,043.76
Total Accounts Receivable	2,329.13
Total Accounts Receivable	2,329.13
Other Current Assets	
Other Current Assets	
Undeposited Funds	2,325.08
Total Other Current Assets	2,325.08
Total Other Current Assets	2,325.08
Total Current Assets	458,630.20
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	113,469.06
Total Land	194,134.06
Total Fixed Assets	304,502.59
Total Fixed Assets	304,502.59
TOTAL ASSETS	763,132.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,471.35
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	4,504.50
Total Current Liabilities	4,504.50
Total Liabilities	4,504.50

8:36 PM

03/06/06

Accrual Basis

Town of Clifton
Balance Sheet
As of February 28, 2006

	<u>Feb 28, 06</u>
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,125.16
Retained Earnings	479,779.15
Net Income	36,822.30
Total Equity	<u>758,628.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>763,132.79</u></u>

Town of Clifton
Income Statement for Period Ended February 28, 2006

	Actuals YTD @ 2/28/06	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
		8				
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Farmers' Market Income	-	467	467	100%	700	700
HUD Homes	-	-	-	-	-	-
Other income-refunds	-	-	-	-	-	-
TOTAL OTHER REVENUE:	27,689	17,533	(10,156)	-58%	26,300	(1,389)
TOTAL REVENUES:	57,996	68,469	10,473	15%	102,704	46,970
EXPENSES:						
Payroll Expenses:						
Town Clerk Salary	1,500	2,000	500	25%	3,000	1,500
Town Treasurer Salary	4,000	5,333	1,333	25%	8,000	4,000
Payroll Taxes	842	1,122	281	25%	1,683	842
Payroll Miscellaneous	0	-	-	-	-	-
TOTAL PAYROLL EXPENSES:	6,342	8,455	2,114	25%	12,683	10,569
CONTRACTUAL EXPENSES:						
Insurance	5,674	2,456	(3,218)	-131%	3,684	6,902
Town Government:						
ARB Expenses	0	701	701	100%	1,051	1,051
BZA Expenses	0	67	67	100%	100	100
Planning Commission Expenses	3,330	667	(2,663)	-400%	1,000	(2,330)
TOTAL GOVERNMENT:	3,330	1,434	(1,896)	-132%	2,151	4,047
Professional Fees:						
Accounting - Multi Year Audit Review	8,672	8,667	(5)	0%	13,000	4,328
Legal Fees	5,560	6,667	1,107	17%	10,000	4,440
Special Counsel	4,550	6,667	2,117	32%	10,000	5,450
Professional fees - other	0	-	-	-	-	-
Web site hosting/maintenance	0	1,000	1,000	100%	1,500	1,500
TOTAL PROFESSIONAL FEES:	18,782	23,000	4,218	18%	34,500	30,282

Town of Clifton
Income Statement for Period Ended February 28, 2006

	Actuals YTD @ 2/28/06	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
Town Facilities:						
Railroad Siding Rent	775	600	(175)	-29%	900	125
Ayre Square Rent	270	400	130	32%	600	330
Beautification Committee	232	1,667	1,435	86%	2,500	2,268
Grounds	0	333	333	100%	500	500
Town Hall	1,320	1,000	(320)	-32%	1,500	180
Caboose Expenses:						
Equipment	0	-	-	-	-	-
Electric	149	107	(42)	-40%	160	11
Gas	127	225	99	44%	338	211
Maintenance - Painting	223	-	(223)	-	-	(223)
Subtotal - Facilities:	3,096	4,332	1,236	29%	6,498	5,262
Town Meeting Hall Expenses:						
General Maintenance	1,477	2,174	697	32%	3,261	1,784
Cleaning	-	3,467	3,467	100%	5,200	5,200
Equipment & Supplies	124	-	(124)	-	-	(124)
Electric	7,720	4,000	(3,720)	-93%	6,000	(1,720)
CH Floors	552	-	(552)	-	-	(552)
Mgt Fee - 20% gross rental incorr	1,702	2,000	298	15%	3,000	1,298
TOTAL MEETING HALL EXPENSES:	11,575	11,641	66	1%	17,461	17,395
TOTAL TOWN FACILITIES:	14,671	15,973	1,302	8%	23,959	22,657
Town Services:						
Elections	0	-	-	-	-	-
Fire Hall Tree Watering	0	-	-	-	-	-
Grass Mowing	2,400	2,624	224	9%	3,936	1,536
Trash Collections	576	667	91	14%	1,000	424
TOTAL TOWN SERVICES:	2,976	3,291	315	10%	4,936	4,621
Utilities:						
Utilities - Gas and Electric	144	400	256	64%	600	456
Utilities - Water and Sewer	164	225	61	27%	338	174
TOTAL UTILITIES:	308	625	317	51%	938	621
Dues & Subscriptions:						
Va Municipal League	318	233	(85)	-37%	349	31
Other Dues & Subscriptions	98	233	135	58%	350	252
TOTAL DUES & SUBSCRIPTIONS:	416	466	50	11%	699	649
Other Contractual Expenses:						
Legal Advertising	302	750	448	60%	1,125	823
Printing & Publication	0	450	450	100%	675	675
Clifton Web Site Design	0	3,333	3,333	100%	5,000	5,000
Mayoral Reimbursement	533	667	134	20%	1,000	467
Clifton Day Expenses	0	133	133	100%	200	200
Homes Tour Expense	2,907	1,667	(1,240)	-74%	2,500	(407)
Farmers' Market Expense	0	400	400	100%	600	600
Haunted Trails Event	10,642	2,000	(8,642)	-432%	3,000	(7,642)
Summer in the Parks Event	0	333	333	100%	500	500
Miscellaneous Contractual Expenses	936	667	(269)	-40%	1,000	64
TOTAL OTHER CONTRACTUAL:	15,320	10,400	(4,920)	-47%	15,600	20,520
<i>The Haunted Trail Expense account reflects the \$6,000 in seed money that was netted against the proceeds.</i>						
Commodities: <i>These funds will be adjusted to H.T. Cash account once ret'd for deposit.</i>						
Calendars & Posters Expense	-	-	-	-	-	-
Copies	0	33	33	100%	50	50
Postage & Delivery	210	325	115	35%	487	277
Computer Supplies	479	333	(146)	-44%	500	21
Office Supplies	236	333	97	29%	500	264
License Plates	641	413	(228)	-55%	619	(22)
Miscellaneous Commodities	147	333	186	56%	500	353
TOTAL COMMODITIES:	1,713	1,771	58	3%	2,656	2,598
HUD Homes Program:	0	9,500	9,500	100%	14,250	14,250
TOTAL EXPENSES:	69,531	77,371	7,840	10%	116,056	117,716
NET INCOME (LOSS):	-11,535	(8,901)	2,634	-30%	(13,352)	(15,986)

The majority of the budget variance is reflective of the timing of receipt of documentation.

CAPITAL/GRANT Income Statement for Period ended 2/28/06

	Actuals YTD @ 2/28/06	Budget YTD Annualized	Change Amount	Change %	Approved 6/7/05 Budget FY2006	Budget Remaining
REVENUES:						
CBA contribution-playground		6,667	6,667	100%	10,000	10,000
Fundraising-Playground	994	13,333	12,339	93%	20,000	19,006
Federal Grants - Land	64,352	64,000	(352)	-1%	96,000	31,648
Town Match - Land		-	-	#DIV/0!	-	-
CBA Match - Land	10,000	8,000	(2,000)	-25%	12,000	2,000
Total Land Grants	74,352	92,000	17,648	19%	138,000	63,648
Federal Trans. Project - Trails		24,128	24,128	100%	36,192	36,192
Town Match - Trails		-	-	#DIV/0!	-	-
Town Inkind - Trails		3,016	3,016	100%	4,524	4,524
CBA match - Trails		3,016	3,016	100%	4,524	4,524
Total Trails Grants	-	30,160	30,160	100%	45,240	45,240
Fire Programs Grant	-	4,000	4,000	100%	6,000	6,000
Litter Control Grant	1,500	733	(767)	-105%	1,100	(400)
Total Revenues	76,846	126,893	50,047	39%	190,340	113,494
Costs:						
Land Purchase - Fed Proj-Town Match	789	72,000	71,211	99%	108,000	107,211
Trails Improvements	0	30,160	30,160	100%	45,240	45,240
Fire Program - FCFD	0	4,000	4,000	100%	6,000	6,000
Litter Control	0	733	733	100%	1,100	1,100
Town Meeting Hall:						
Physical Improvements		14,667	14,667	100%	22,000	22,000
Equipment	0	333	333	100%	500	500
TOTAL MEETING HALL	-	15,000	15,000	100%	22,500	22,500
Playground	9,292	20,000	10,708	54%	30,000	20,708
Caboose Parking Lot/Ford Lane Paving	0	5,333	5,333	100%	8,000	8,000
Underground Utility (Main St.)	0	4,667	4,667	100%	7,000	7,000
Miscellaneous (Parking areas asphalt)	18,407	667	(17,740)	-2661%	1,000	(17,407)
Total Costs	28,488	152,560	124,072	81%	228,840	200,352
Net Revenues/(Cost)	48,358	(25,667)	(74,025)	288%	(38,500)	(86,858)

11/19/05 Received a check for \$64,352 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza. \$80,665 is capitalized as a Land Asset on the Balance Sheet Report. \$994 has been designated from the Haunted Trail Concessions income to the Playground Fund.

Playground Improvements of \$8,192 are funded by the Town's Playground Fund. This will be capitalized as an improvement and reflected on the Balance Sheet accordingly.

10:18 PM
03/08/06
Accrual Basis

Town of Clifton
Transaction Detail By Account
July 2005 through February 2006

	Type	Date	Num	Name	Memo	Class	Cir	Amount	Balance
Contractual									
Professional Fees									
Accounting									
	Check	02/24/2006	4484	Anderson, White & Company, P.C.	Work in Progress Audits FYE 6/30/03-04			8,671.68	8,671.68
	Total Accounting							8,671.68	8,671.68
Legal Fees									
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61572 Town business matters			607.34	607.34
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61573 HUD Program	HUD Homes		120.00	727.34
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61574 Conservancy Trust Property			867.39	1,594.73
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61576 CBLAD Issues			200.00	1,794.73
	General Journal	07/01/2005		Blankingship & Keith, Law Offices	Reverse FY05 accrual			(1,794.73)	0.00
	General Journal	07/01/2005		Blankingship & Keith, Law Offices	reverse FY05 accrual			(3,094.59)	(3,094.59)
	Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61928 Town business matters			841.80	(2,252.79)
	Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61929 HUD Program	HUD Homes		1,046.50	(1,206.29)
	Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61930 Conservancy Trust Property			1,206.29	0.00
	Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62319 Town business matters			822.22	822.22
	Check	09/28/2005	4406	Blankingship & Keith, Law Offices	#62616 Town business matters			1,135.00	1,957.22
	Check	11/05/2005	4425	Blankingship & Keith, Law Offices	#63068 Town business matters			1,104.20	3,061.42
	Check	11/28/2005	4435	Blankingship & Keith, Law Offices	Inv # 63573 Town Matters Oct 2005			410.34	3,471.76
	Check	12/30/2005	4451	Blankingship & Keith, Law Offices	Inv # 63686 Town Matters Nov 2005			300.00	3,771.76
	Check	02/24/2006	4486	Blankingship & Keith, Law Offices	Inv# 56794 balance due			527.70	4,299.46
	Check	02/24/2006	4488	Blankingship & Keith, Law Offices	Inv# 64403			1,260.00	5,559.46
	Total Legal Fees							5,559.46	5,559.46
Special Counsel									
	Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62320 HUD Program	HUD Homes		57.62	57.62
	Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62321 Conservancy Trust Property			442.25	499.87
	Check	09/28/2005	4406	Blankingship & Keith, Law Offices	#62617 HUD Program	HUD Homes		680.00	1,179.87
	Check	09/28/2005	4406	Blankingship & Keith, Law Offices	#62618 Conservancy Trust Property			680.00	1,859.87
	Check	11/05/2005	4425	Blankingship & Keith, Law Offices	#63069 HUD Program	HUD Homes		1,130.12	2,989.99
	Check	11/19/2005	4432	Blankingship & Keith, Law Offices	Inv 63482 HUD Program	HUD Homes		180.00	3,169.99
	Check	11/19/2005	4432	Blankingship & Keith, Law Offices	Inv 63483 Conservancy Trust			60.00	3,229.99
	Check	12/30/2005	4451	Blankingship & Keith, Law Offices	Inv #63687 Conservancy Trust Property			40.00	3,269.99
	Check	01/31/2006	4472	Blankingship & Keith, Law Offices	Inv #64076 HUD Homes	HUD Homes		200.00	3,469.99
	Check	02/24/2006	4488	Blankingship & Keith, Law Offices	Inv # 64404 HUD Program	HUD Homes		40.00	3,509.99
	Check	02/24/2006	4488	Blankingship & Keith, Law Offices	Inv # 64405 Conservancy Trust Property			1,040.00	4,549.99
	Total Special Counsel							4,549.99	4,549.99
Total Professional Fees								18,781.13	18,781.13
Total Contractual								18,781.13	18,781.13
TOTAL								18,781.13	18,781.13

10:13 PM
03/06/06
Accrual Basis

Town of Clifton
Transaction Detail By Account
July 2005 through February 2006

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
CIF Expenses							
CIF-Miscellaneous							
Check	09/28/2005	4403	Gossom & Costello Pv. Co.	Repaving Caboose Parking lot Inv #146	9,130.00	9,130.00	
Check	11/05/2005	4419	American Express	5 generators-Haunted trail and emergency prepare	3,797.00	12,927.00	
Check	02/24/2006	4480	Gossom & Costello Pv. Co.	Asphalt parking area-Clifton Store Inv 9	5,480.00	18,407.00	
Total CIF-Miscellaneous					<u>18,407.00</u>	<u>18,407.00</u>	
Total CIF Expenses					<u>18,407.00</u>	<u>18,407.00</u>	
TOTAL					<u>18,407.00</u>	<u>18,407.00</u>	

10:15 PM
 03/08/06
 Accrual Basis

Town of Clifton
Transaction Detail By Account
 July 2005 through February 2006

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Contractual							
Community Hall Expenses							
C.H. - Electric							
	Check	07/01/2005	4345	NoVEC	1475045-002 C.H.	1,282.86	1,282.86
	General Journal	07/01/2005		NoVEC	Reverse FY05 accrual	(1,282.86)	0.00
	General Journal	07/01/2005		NoVEC	reverse FY05 accrual	(308.39)	(308.39)
	Check	07/31/2005	4376	NoVEC	1475045-002 C.H.	308.39	0.00
See Note Below	Check	09/06/2005	4383	NoVEC	1475045-002 C.H.	4,063.86	4,063.86
	Check	09/28/2005	4407	NoVEC	1475045-002 C.H.	712.63	4,776.49
	Check	11/05/2005	4424	NoVEC	1475045-002 C.H.	712.63	5,489.12
	Check	11/28/2005	4437	NoVEC	1475045-002 C.H.	386.09	5,875.21
	Check	01/31/2006	4474	NoVEC	1475045-002 C.H.	1,090.49	6,965.70
	Check	02/24/2006	4489	NoVEC	1475045-002 C.H.	754.65	7,720.35
Total C.H. - Electric						<u>7,720.35</u>	<u>7,720.35</u>
Total Community Hall Expenses						<u>7,720.35</u>	<u>7,720.35</u>
Total Contractual						<u>7,720.35</u>	<u>7,720.35</u>
TOTAL						<u><u>7,720.35</u></u>	<u><u>7,720.35</u></u>

NOTE: This invoice included both NOVEC Distribution Services Charges of 928.55 and Electricity Supply Services Charges of 2,822. Also included was a balance forward of \$308.

REPORT OF CLIFTON TOWN COMMUNITY HALL COMMITTEE

MARCH 6, 2006

In early 1994 the community hall was nearing completion. The Town Council had appointed a committee to recommend regulations for the use of the structure. A set of Rules was proposed. A copy of the report of the committee and the proposed Rules are attached hereto for your consideration.

After considerable negotiation a lease between the Town and the County was signed. A copy of the lease is attached.

In August of 2002 a committee was created by the Town to study and make recommendations for the use of Town properties (Clifton Town Hall, Clifton Town Community Hall, Town Playground, Ayre Square, Randolph Buckley Park, and Clifton Caboose) and for guidelines, charges, and standards for their use. On August 24, 2002, a meeting of the committee was held and a copy of the minutes of that meeting is attached. Also enclosed is a set of proposed Rules and a rental agreement. Also enclosed is an analysis of the lease prepared by Brant Baber dated September 17, 2002.

On February 4, 2003, these rules and rental agreement were discussed at a regular meeting of the Town Council and certain revisions were requested. On June 6, 2003, the matter was again discussed and certain changes to the Rental Agreement were suggested.

On August 5, 2003, the revised Rules and Rental Agreement were adopted by the Town Council. A copy of the Rules and Rental Agreement are attached hereto.

In April of 2005, the Town Council appointed a committee to review the Rules and regulations for the town community meeting hall. The report of the committee was presented in May of 2005. A copy is attached.

In June of 2005 the Town Council adopted the policies and procedures recommended by the Stein Community Hall Committee.

In November of 2005 the Town Council appointed a committee to investigate how Fairfax County's funds could be used to pay a portion of the Clifton Town Community Hall's expenses and maintenance and to propose revised Rules and Regulations for the Clifton Town Community Hall.

In regards to the Fairfax County funds it is the Committee's recommendations that: 1. rental revenues be payable to the Town, not the County. 2. a facility manager needs to be hired by the town, paid by the Town, and supervised by the Town, and 3. the County's money be used for infrastructural maintenance and utility expenses.

The Committee proposes the attached policies and procedures. A proposed job description for the facility manager is attached. Also attached is a sample of an on line reservation form.

Committee
Clifton Town Meeting Hall
Policies & Procedures

DRAFT

Committee
Note to Town Meeting Hall Committee Members : The text in *italics* indicates new language for the policies & procedures. The regular text is copied from the rate schedule approved by Town Council in June, effective August 2005. Please add/change/comment at will. This is just a quick draft taken from our meeting notes and also from other community hall policies found thru the Fairfax County website.

The Clifton Town Meeting Hall is available to Fairfax County residents to host small receptions, meetings, and parties.

The following items are available at the facility: tables(#?), chairs(#?), kitchen, coffee urns (#?).

Hours:

Monday – Thursday: 9 am - 10 pm

Friday - Saturday: 9 am – 11 pm

Sunday: 10 am – 8 pm

Special arrangements can be made for overnight lock-in / retreats.

Maximum Occupancy: 100 (need to check fire code at door.)

Rate Schedule: (Effective August 2005)

Basic Rate: \$25 per hour (without kitchen) / \$50 per hour (with kitchen)

Discounts:	Monday – Friday before 3 pm	20% discount
	Incorporated Non-profits	20% discount
	Community Associations	20% discount

Frequent users

4+ times per month	10% discount
8+ times per month	20% discount
12 + times per month	25% discount

Rentals must be booked and paid in advance, in-full to receive the discounted rate.

Fee Waiver

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Town of Clifton and is unavailable

elsewhere in the community. Fee waivers are granted at the discretion of the Clifton Town Council.

Reservations:

Reservations shall be made through the Town Meeting Hall Manager. Reservations must be confirmed within 7 days with receipt of signed rental agreement and deposit payment (Full payment is if using a discounted rate). If reservation is made 14 days or fewer before the event, full payment is required at that time.

Security Deposit:

In addition to the rental fee, a security/cleaning deposit must be made at the time of reservation.

\$100 without use of the kitchen

\$150 with use of the kitchen

Deposit refunds are issued by the Town of Clifton in the form of a check and sent by mail within four to six weeks.

Room Setup:

The renter is responsible for room set-up and clean-up. Time required for these activities must be factored into your booking request.

Cleaning:

Renters are responsible for cleaning the hall and leaving it in the condition in which they found it. Renters failing to do so will be charged a cleaning fee to be determined by what cleaning /repairs are required.

Cancellations:

Cancellations are subject to cancellation fees as follows:

30 + days prior to event	\$25
7 – 30 days prior to event	50 % of rental fee (\$25 minimum)
7 or fewer days prior to event	75% of rental fee

Refunds are issued by the Town of Clifton in the form of a check and sent by mail within four to six weeks.

Alcohol Policy:

Alcohol is not allowed on the premises except for events officially sponsored by the Town of Clifton.

No Smoking:

The Clifton Town Meeting Hall is a smoke-free facility.

Noise Restrictions:

The Clifton Community Meeting Hall is located in a residential area. As such, care must be taken not to disturb the neighboring residents. Any music/entertainment shall be

limited to volume that is inaudible once the doors are closed. Violations will be reported to local law enforcement, as a disturbance to the peace.

Inclement Weather

In the event of inclement weather, please call the Clifton Town Meeting Hall Manager to learn of the operating status. Please note that the Meeting Hall generally follows the Fairfax County Government's operating decision regarding inclement weather. If Fairfax County is "open" or "open with staff on unscheduled leave," all rental agreements will be honored. Cancellation will be at the discretion of the patron; however, no refunds will be issued. If Fairfax County is "closed," all rentals are cancelled and we will either refund all rental fees paid or attempt to reschedule the event on an alternate date.

Commercial and Third-party Rentals

The Town of Clifton does not permit the rental of Community Hall for commercial purposes. Furthermore, patrons may not book its rooms for the purposes of renting them to another party ("third-party rental"). Third-party rentals will result in the loss of rental privileges for all parties involved.

Storage:

No permanent equipment storage is permitted on site. Hall users may be permitted to store items to be used for an event 48 hours in advance, subject to availability. Any exceptions to this policy, must be negotiated on a case-by-case basis and considered as an additional rental fee. The Town reserves the right to determine where such items will be stored.

Parking:

Limited parking (8 spaces? Need to count) is available in front of the Town Meeting Hall. Additional street parking on Main Street and in the lot across the street after business hours. Parking on the grass or blocking access to driveways is not permitted.

Community
**Clifton Town Meeting Hall Manager
Job Description
DRAFT**

Note to Meeting Hall Committee Members: This is a rough draft taken from our meeting notes. Please add/comment/change at will. We had talked about the recommending that the job duties become effective as soon as approved by Town Council ... with the exception of the exclusion of elected officials ... in the next election cycle, the current manager would have the opportunity to either run for Town Council re-election or continue serving as manager.

Job Qualifications:

- Clifton resident (CBA boundary)
- Computer skills: including internet communications, word processing, excel spreadsheets, basic website maintenance.
- Shall not hold an elected or paid Town office.

Availability:

- Internet access to maintain web-based calendar and a commitment to check email account regularly and respond to email inquiries in a timely fashion.
- Willingness to answer phone calls / return messages within one business day.
- Available to open/close the facility for renters.

Duties:

(1) Manage Meeting Hall Maintenance

- Coordination with contractors for cleaning, maintenance and repairs as needed.
- Submit purchase orders for payment to Town Treasurer.
- Purchases related to the Town Meeting Hall as needed.

(2) Manage Rentals

- Reservations and fee collection -- Reservations should be possible via email, fax or telephone. The manager shall adhere to the approved standard rate schedule, security deposit policy, and general rental policies for all rental arrangements.
- Assist potential renters in making reservations and understanding the policies and procedures.
- Deposit/cleaning charges shall be withheld from renters at the discretion of the manager.
- Opening/closing facility for events – Unless the user is a regular renter or official town meeting, the Facilities Manager must open the facility for the user and provide them with the check-in/check-out list. If they are unavailable, due to travel or other personal schedule conflict they must arrange for a replacement.

(3) Maintain records and generate quarterly reports.

- Computerized records of the following should be developed and maintained so that the Facilities Committee and Town Council can better provide oversight and make management decisions related to the operation of the Town Meeting Hall.
 - Rentals (who, what type of function, how many hours)
 - Fees collected (rental, security deposits withheld)
 - Expenditures (supplies, maintenance, repairs)These reports should be made available to the Facilities Committee on a monthly basis and reported to Town Council on a quarterly basis.

(4) Basic Maintenance of Town Meeting Hall Website Information:

- Maintenance of on-line reservation system to include live calendar of events, rental policies/rate schedule, reservation form, check-in/check-out procedures.

Oversight:

The Town Meeting Hall Manager shall be hired by and report to the Clifton Town Council. A standing Facilities Committee shall provide addition oversight and guidance as needed.

Compensation:

\$5,000 – 6,000 annually to be determined by Town Council

Note:

At some point, this position and systems/procedures should be expanded to include all Town Facilities.

Sample

Web-based Reservation Form/Procedure (Reston Community Center)

Note: The idea behind making reservations information web accessible isn't to promote the space and increase revenue. Rather, it would be to make policy/rate information and forms readily available to potential renters ... making the job easier and less time consuming for the Meeting Hall Manager.

How to Request Rental Space

To rent a room at the Reston Community Center, follow this simple five-step process.

Step Click [here](#) and search the facility calendar for room availability.

1.

Step Click [here](#) to print a Meeting Room Use Request form and RCC's

2. rental policies and procedures. Carefully review the policies and procedures

Step Complete the Meeting Room Use Request form and return it to the
3. attention of the Facility Booking Manager. The forms can be faxed to 703.476.2488 or returned via mail to:

Reston Community Center
Attn: Facility Booking Manager
2310 Colts Neck Road
Reston, VA 20191

Please Note: RCC cannot reserve any rooms until the Meeting Room Use Request form has been submitted and received.

Step RCC will process the request and will notify you by mail within a
4. week regarding the availability of space. If the requested rental space is available, the user will receive a rental agreement, liability waiver, and room setup worksheet in the mail.

Reservations are not guaranteed until you have received your rental agreement.

Step Return the signed rental agreement, along with payment, a signed
5. liability waiver, and room setup instructions to RCC within 21 days of receipt (within 48 hours of receipt for events booked less than 21 days in advance).

**CLIFTON TOWN MEETING HALL
PROPOSED RATE SCHEDULE**

The basic rate shall be \$25 per hour without kitchen
\$50 per hour with kitchen (4 hour minimum)

Non-prime time use receives a 20% discount off the base hourly rate. Non-prime time use is any use Monday through Friday before 3 p.m.

Incorporated Non-profit groups and Community Associations receive a 20% discount off the base hourly rate.

Renters are responsible for clean-up. Renters failing to (or choosing not to) clean up will be charged a cleaning fee. Cleaning fees to be determined.

Deposit: \$150 with Kitchen / \$100 without kitchen

Frequent user discount:

Any user who rents the Hall for 4 or more unique times per month shall receive a 10% discount. Any user who rents the hall for 8 or more unique times per month shall receive a 20% discount. Any user who rents the Hall for 12 or more unique times per month shall receive a 25% discount.

All rentals must be booked and paid in advance to receive the discounted rate.

Minimum rent: The minimum discounted rent shall be \$16/ per hour.

Reservations will be held for 7 days. Payment must be received within 7 days of making the reservation to confirm space. Reservations made within 14 days of the event must be paid at time of reservation.

Cancellations on confirmed reservations are subject to a cancellation fee. The cancellation fees are as follows:

More than 30 days from the event:	\$25
Between 7 and 30 days from the event:	50% of the rental fee (minimum \$25)
Less than 7 days from the event:	75% of the rental fee

Equipment Storage:

No permanent equipment storage is permitted on site. Hall users may be permitted to store items to be used at the event 48 hours prior to the event subject to space availability.

Clifton Town Meeting Hall Rate Sheet

		Frequent User A 4 times per month	Frequent User B 4 times per month	Frequent User C 12 times per month
Base Rate w/ Kitchen	\$50/hr	\$45/hr	\$40/hr	\$37.50/hr
Base Rate w/ Kitchen non-prime	\$40/hr	\$36/hr	\$32/hr	\$30/hr
Non-Profit w/ Kitchen	\$40/hr	\$36/hr	\$32/hr	\$30/hr
Non-Profit w/ Kitchen non-prime	\$32/hr	\$28.80/hr	\$25.60/hr	\$24/hr
Base Rate no Kitchen	\$25/hr	\$22.50/hr	\$20/hr	\$18.75/hr
Base Rate no Kitchen non-prime	\$20/hr	\$18/hr	\$16/hr	\$16/hr
Non-Profit no Kitchen	\$20/hr	\$18/hr	\$16/hr	\$16/hr
Non-Profit no Kitchen non-prime	\$16/hr	\$16/hr	\$16/hr	\$16/hr

MINUTES OF MEETING OF TOWN OF CLIFTON PROPERTY
COMMITTEE

DATE: AUGUST 24, 2002

PRESENT: ARNOLD, BABER, BUCKLEY, HOLLOWAY, NICKUM

List of Town Properties:

- Caboose
- Community Hall
- Town Hall
- Ayer Square
- Buckley Park
- Children's Playground

At the present time the Community Hall, Ayer Square, and the Children's Playground are available for rent. The other properties are not available for rent. The Town Hall can only be used for the Town office use. The caboose does not meet the standards for a public use. Buckley Park has had no requests for rental.

Currently the rentals for the Community Hall are handled by a paid Town Rental Agent, Margo Buckley. A list of the duties of the Community Hall Manager is attached. The other properties are rented through a Town volunteer, Bill Holloway.

List of regular uses for the Town properties:

- Clifton Day
- Lions Club Cruise through
- Womens Club Homes Tour
- Motorcycle tour
- Town Christmas Candlelight Tour
- Town Haunted Park
- Lions Pancake breakfast
- Christmas Horseback Caroling
- July 4th celebration
- Labor Day celebration
- CBA 5K race
- Potential for summer events in the park

There is no Town policy or set of rules available for renters or users. There needs to be some regulation of the noise/music, times of use, number of people, use of tables and chairs, alcohol and parking.

There is no rate sheet available to potential renters. The current rates for the Community Hall is \$75 an hour for parties, \$20 an hour for regular classes, and \$50 an hour for home owners associations. There is no set policy on deposits.

The Town should market the facilities to increase the usage. There should be a brochure available and the web site should mention the facilities.

The security of the facilities is a concern. The locks should be changed on the caboose, the Community Hall, and the Town Hall. This should be done on a regular basis. Margo will check on the cost of this requirement.

Next meeting date-September 15, 2002. Public Notice will be posted.

TOWN OF CLIFTON

RULES CONCERNING CLIFTON TOWN MEETING HALL

1. No alcoholic beverages are allowed unless an ABC permit is obtained by the Renter. The permit must be available when the keys are picked up.
2. Hours: Sunday through Thursday 8:00 a.m. to 9:30 p.m.
Saturday and Sunday 8:00 a.m. to 11:00 p.m.
3. No amplified sound which can be heard beyond the bounds of the property.
4. Rates:
Fairfax County Residents: \$25.00 per hour without Kitchen
\$50.00 per hour with Kitchen
Minimum \$100.00 Charge

Non-Fairfax County Residents: \$35.00 per hour without Kitchen
\$60.00 per hour with Kitchen
Minimum \$100.00 Charge
5. Deposit: \$150.00 without Kitchen
\$250.00 with Kitchen
6. No commercial uses are allowed.
7. A minimum of two weeks notice of cancellation must be given for the deposit to be refunded.
8. Damage to the hall and unusual cleaning charges will be deducted from the deposit. No nails, tape, tacks, candles or substances that will cause damage shall be placed on the wall or window surfaces.
9. Youths must be properly chaperoned.
10. All guests are to remain in the hall.
11. Facility must be left clean, which may require sweeping, mopping and other general maintenance.

TOWN OF CLIFTON
RENTAL AGREEMENT

This Rental Agreement is entered into this ____ day of _____, 2003, between the Town of Clifton, Lessor, and _____, Lessee, for the rental of the Clifton Town Meeting Hall.

1. The Lessee agrees to pay \$_____ per hour for the use of the said facility. Payment is due with the reservation of the facility. The Lessee hereby reserves the hall from _____ .M. to _____ .M. on the ____ day of _____, 2003. The rental time must include the time necessary to set up and clean up.

2. A deposit of \$_____ is required to be paid in addition to the rental fee. If the facility is not left reasonably clean and in good repair, a deduction from the deposit will be made to pay for the cleaning and repairs. If the cost of cleaning and repairs exceeds the deposit, the Lessee agrees to pay all costs. If the reservation is cancelled less than four weeks before the event, the deposit will be returned less the \$100.00 minimum charge.

3. The Lessee has read the Rules for the facility and agrees to abide by the Rules.

4. In the event of a breach of this Rental Agreement, the Lessee agrees that a legal claim may be filed in the Court of the County of Fairfax and that the Lessee shall pay the Lessor's attorney's fees.

AGREED: _____ (Date)

LESSEE: _____ (Name) LESSOR: TOWN OF CLIFTON

_____ (Address) By: _____

_____ (Home Phone) _____ (Business Phone)

_____ (Driver's License Number)

Type of Activity: _____

Duties of the Town Hall Manager

I receive approximately \$2500.00 year to manage the Town Hall. For this sum, I am expected to answer all phone calls and inquiries about rentals, handle all of the scheduling, try to ensure that the floors and the facility are reasonably clean, and schedule any routine maintenance or otherwise make arrangements for any repairs that are needed, either with the county or outside contractors. All of this sounds easy enough and fairly straightforward, but in actuality is more involved and time consuming than you would think.

For instance when the floors need to be cleaned it usually requires a period of 24 hours when the hall is not being used. The floor man does not work Sundays so scheduling a time for this work to be done sometimes requires that scheduled activities be postponed or rescheduled. In addition the floor man can be somewhat temperamental and has to be dealt with very diplomatically. He actually quit once because of a problem receiving his check and I had a terrible time replacing him. In fact the only company I was able to find who would handle a job of this type on an occasional basis could not come close to the quality of Joe's work. Luckily after a period of time, and with promises that he would be paid in advance, I was able to persuade him to come back to work for us.

The cleaning woman we use, Luzia, is a very nice lady and she does a good job, but we are only able to afford her every other week even though the hall definitely should be cleaned weekly. I get complaints, especially from the yoga classes, that the hall isn't clean enough, and I do what I can to spruce it up. However, a large number of people on a daily basis use the building, and I can't afford to put in more time than the maid does cleaning the facility. Luzia speaks little English and I have a difficult time communicating with her. If I have to make a change in scheduling or otherwise have a request sometimes she gets it and sometimes she doesn't. She usually cleans the hall late at night and leaves empty cleaning supply bottles for me to replace. Cleaning supplies and paper products are items which cannot be kept in the hall in any great quantity because they tend to disappear. One of the things I have learned from this job is that you would be amazed at what people will steal. She leaves a bill in the closet for me every few months, which I give to Marilyn and I assume she gets paid since she hasn't quit.

Although cleaning the hall isn't technically one of my duties, if I like someone I have been known to come in at night and clean the kitchen and bathrooms or put plants and flowers out. There are certain groups who routinely use the hall who are notorious for leaving the building in not very good condition and I try as often as I can to check the hall when they have been using it. Sometimes this isn't possible though. For instance this spring the women's club used the hall for their homes tour boutique and unfortunately the maid had not cleaned the building that week since she had come the week before. Admittedly, the bathrooms were dirty. I had been away for the day and came home at 10:30 that night to find six angry messages from Vickie Lucchini demanding that I immediately come to the hall and clean the bathrooms because she certainly wasn't going to do it. I had to explain to her that the town only had the funds to have the hall cleaned on a bi-weekly basis and the women's club would have to make

their own arrangements because I was not a maid. As I said, generally I'm pretty accommodating, but I'm not going to be rudely ordered to do something that was never part of my job description. You have to put up with this type of thing, though, as well as lots of complaints about the rates we charge which really are very competitive. Also, you can go for weeks without any calls regarding rentals and then get several calls a day for a week. It's somewhat cyclical, with summer and January and February being the slow months and the rest of the year being busier. I think probably 90% of the inquiries do not result in a rental; either because the caller had unrealistic expectations about our rates or because the date or time they wanted wasn't available. Because people know I work at the Clifton Store I receive a fair number of calls there, which is a pain since I usually don't have my schedule book with me, but I always call them back when I get home. They also change their minds about the dates or forget to tell you that they cancelled their event. If our facility can't work for someone I try to be helpful about alternatives, too, since I feel I'm representing our town. Someone from the GOP called recently hoping to use the hall for a primary. However they required a weekday from 6:30 a.m. to 9:30 p.m. and our hall didn't have any free days like that in August. Knowing that, I could have simply not returned the call, but instead I rang them back and gave them the number for Clifton Elementary and suggested they try there. Hard to believe, but I do try my best to be polite and helpful. I've even booked the hall for wedding receptions and then helped to arrange the entire package, from catering to flowers to the Primitive Baptist Church. I've also gotten several thank you calls and a nice letter and one lady even gave the town an extra \$100 on top of the rental fee because she was so happy with my suggestions.

Regarding why I should be paid a percentage of the Lions, Women's Club, and Clifton Day Donations, I have several justifications. When I initially met with Brenda to go over the particulars of the job I was told I would receive 20% of all rentals. After I was hired I found out that there were certain fees or "donations" that Brenda did not take a percentage of. I felt that this was not fair for a couple of reasons. First of all I consider money received in exchange for the use of the hall by an individual or an organization on a date or series of dates to be a rental fee not a donation. Obviously when the hall is being used by these groups I am not able to rent it out to another person or group and thereby earn my commission. In most cases the town would even be receiving a higher rate for that rental because groups like the Lions pay much less than the regular rate. Now on the other hand if an individual or a business gave the town hall a check and didn't expect the use of the hall in return, that would be a bona fide donation that I should not and would not receive a percentage of. The time slots that these organizations claim in return for their "donations" are some of the most desirable and easiest slots to fill, i.e. weekday evenings, New Years Eve, etc.

Specifically for the Clifton Day rental by the CBA, I always need to check the hall once the vendors are gone because they leave boxes of trash in the building and the trash cans have to be emptied. The CBA has a volunteer who is supposed to be responsible for the hall that day, but I've found that that responsibility seems to end the second they unlock the door and let the vendors in. That lack of responsibility also extends to locking the doors and returning the keys to me once the event is over. The Clifton Day before last I arrived at the Hall at dusk to find it hadn't been locked at all and was full of

skateboarding teenagers who had broken all the locks off the women's bathroom stalls. Of course I am the one who has to call the county the next day and schedule the repairs and deal with any complaints from others who might be renting the facility afterwards. For instance, this year a health screening organization is renting the hall the day after Clifton Day, so I have entered on the calendar a notation that I will need to go down at 6:00 that evening to make sure that everything is in order for them to come in at 7:00 a.m. the following morning. I also usually get complaints from Yoga and some of the other renters about the condition of the floors after Clifton Day so I always try to schedule a floor cleaning with Joe for mid October. This isn't always possible though. The really fun part of all of this is trying to collect the check from the CBA. This usually takes a minimum of fifteen phone calls and I am not kidding. I believe we should change our policy here and ask for payment in advance as we do with all other rentals. Frankly, I also could do without the volunteer help from the CBA and would prefer to work directly with the person in charge of crafts, who I believe is Kathy Baber.

Another group that makes a yearly "donation" is The Lions. They are basically a good group of guys, but lately they haven't been cleaning up after their meetings very well. For instance before the last Town Council meeting I had to go in for an hour and remove trash, clean the kitchen, sweep up confetti, etc. Again, this was not part of my job description when I agreed to accept this position, but I do it anyway, as time allows. I would also like to suggest the \$1200.00 a year fee that the Town receives from the Lions to cover their bimonthly use of the Hall for their meetings and occasional special events is a little on the low side. For instance if the Lions were to rent the Fairfax Station museum for their bimonthly meetings it would cost them \$2,400.00 a year. To rent that space for the occasional Saturday evening or for a Sunday pancake breakfast event would cost approximately \$300.00 per use.

I hope this helps you to understand a little of what is involved in managing the hall and why I feel I am entitled to receive my percentage on all rentals of the building. I am also willing to talk with any of you regarding this matter and to answer any of your questions.

TOWN OF CLIFTON
RENTAL AGREEMENT

This Rental Agreement is entered into this ____ day of _____, 19____, between the Town of Clifton, Lessor, and _____, Lessee, for the rental of the Clifton Town Meeting Hall.

1. The Lessee agrees to pay \$ _____ per hour for the use of the said facility. Payment is due with the reservation of the facility. The Lessee hereby reserves the hall from _____ .M. to _____ .M. on the ____ day of _____, 19____.

The rental includes time must include the time necessary to set up and clean up.
2. A deposit of \$ _____ is required to be paid in addition to the rental fee. If the facility is not left reasonably clean and in good repair, a deduction from the deposit will be made to pay for the cleaning and repairs. If the cost of cleaning and repairs exceeds the deposit, the Lessee agrees to pay all costs. If the reservation is cancelled less than four weeks before the event, the deposit will be ~~forfeited unless the facility is rented to another Lessee for at least an equivalent fee.~~

3. The Lessee has read the Rules for the facility and agrees to abide by the Rules. *returned less the \$100.00 minimum charge.*

4. In the event of a breach of this Rental Agreement, the Lessee agrees that a legal claim may be filed in the Court of the County of Fairfax and that the Lessee shall pay the Lessor's attorney's fees.

AGREED: Date _____

Date _____

LESSEE: _____
Name

LESSOR: TOWN OF CLIFTON

Address

By: _____

Driver's License Number



TOWN OF CLIFTON
RULES CONCERNING CLIFTON TOWN MEETING HALL

- 1. No alcoholic beverages are allowed.
- 2. Hours: Sunday through Thursday - 8:00 a.m. to 9:30 p.m.
Friday and Saturday - 8:00 a.m. to 11:00 p.m.
- 3. No amplified ^{sound} music which can be heard beyond the bounds of the property.

- 4. Rates - \$25.00 per hour without kitchen
for - \$50.00 per hour if kitchen used
Minimum \$100.00 charge

Town Meeting Hall

- 5. Deposit - \$150.00 without kitchen
- \$250.00 with kitchen

non-Durham County residents
~~non-Durham County residents~~

35.00 per hour w/o kitchen
60.00 per hour if kitchen used
minimum \$100.00 charge

- 6. No commercial uses are allowed.
 - 7. Special rates and conditions are available for non-profit groups with regular meetings of at least 12 per year.
and governmental entities body
- 84
Parking on site is limited to six spaces and two handicapped places. Additional parking is available in the municipal lot approximately two blocks away.

LEASE AGREEMENT

THIS LEASE made and entered into this 29th day of June, 1994, by and between the BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA (hereinafter, "County," "Lessor") and the TOWN OF CLIFTON, VIRGINIA (hereinafter, "Town," "Lessee").

W I T N E S S E T H ;

WHEREAS, the County is the owner of certain real property located in the Town of Clifton, which property is shown on the Real Property Identification Map of Fairfax County, Virginia, as Tax Map No. 75-4((2)) parcel 68-A (formerly parcels 68, 69 and 72) and is also known as 12641 Chapel Road (hereinafter "subject property"); and

WHEREAS, the County has constructed a Town Meeting Hall/Community Building (hereinafter "Town Meeting Hall") on a portion of the subject property which it desires to lease to the Town and which the Town desires to lease from the County in consideration of the terms and conditions of this Lease Agreement.

NOW, THEREFORE, in consideration of the Lessee's annual payment of one dollar to the Lessor and in further consideration of the mutual promises contained herein, Lessor hereby leases and the Lessee hereby rents the Town Meeting Hall and the grounds and parking area appurtenant thereto generally located on that portion of the subject property which was formerly known as parcel 72 (hereinafter "the premises") and

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which is a portion of a larger parcel currently identified as Fairfax County Real Property Identification Map No. 75-4((2)) parcel 68-A, situate, lying and being in the Town of Clifton, Fairfax County, Virginia, also known as 12641 Chapel Road, subject to the following terms and conditions:

1. This Lease Agreement applies only to that portion of the subject property upon which the Town Meeting Hall has been constructed, the parking area in front of the Town Meeting Hall, and the grounds appurtenant thereto. This lease conveys no interest to the Town in either the remainder of the subject property upon which the County has constructed a fire station and a rear parking area or the appurtenant grounds.

2. This lease commences upon execution and runs for a term of twenty-five (25) years, unless sooner terminated for cause or by agreement between the parties. This lease is subject to renewal for five (5) year periods at the option of the Town or their successors in interest. This lease may be terminated at any time by the Lessor upon breach of any term hereof by the Lessee provided that the Lessor has given the Lessee thirty (30) days written notice of such violation and the Lessee has failed to correct the violation within such time. This lease may be terminated by either party prior to the termination date by either party giving sixty (60) days written notice of termination to the other party.

3. Lessee may use the premises for the sole purpose of operating a Town Meeting Hall facility. No commercial activity of any kind shall be conducted by the Lessee on said

Page 3

premises, including but not limited to receipt of payment for the rental of said facility for functions, meetings or events. However, this provision shall not preclude non-commercial community use of the facility or non-profit groups, clubs and organizations, other than the Lessee, from charging admission to functions or events held in said facility or on said premises, operating bingo games in accordance with State laws and regulations, or selling crafts, baked goods, and other such items in conjunction with a non-profit community function. The Town may require such non-commercial community use or non-profit group to cover costs, such as maintenance costs, related to the use of the Town Meeting Hall. The approval of this Lease Agreement is conditioned upon the submission by the Town to the Board of Supervisors of Fairfax County for its approval a uniform schedule of fees and a list of rules for the use of the facility which would be applicable to all Town and County non-profit community activities. The use of the Town Meeting Hall shall not interfere with the operations of the fire station.

4. The possession and consumption of alcoholic beverages, as defined by Va. Code § 4-2 (1992), as amended, may be permitted on the premises provided all necessary State licenses and permits are obtained and provide further that such activities are conducted in accordance with applicable State laws and regulations.

5. All costs and work associated with the operation and maintenance of said facility, including the payment of gas,

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electric, water, sewer, telephone and other such utility charges, shall be the responsibility and obligation of the Lessee.

6. Lessee shall have the sole responsibility for the operation, interior and exterior maintenance of the Town Meeting Hall facility, including removal of snow from the parking lot and sidewalk, and shall maintain the safety and appearance of the building, parking area and grounds of the premises. Lessee shall maintain an adequate temperature inside the Town Meeting Hall during winter months in order to ensure that water pipes do not freeze. Lessee shall not make any interior or exterior modifications without first obtaining the written consent of the Lessor, which consent will not be unreasonably withheld by the Lessor. The Lessor will enforce all warranties on construction against the builder of the Town Meeting Hall facility.

7. Lessee shall not erect any temporary or permanent structures on the premises without first obtaining the written consent of the Lessor.

8. Lessee may not assign this lease or any interest therein, or sublet the premises or any part thereof without first obtaining the written consent of the Lessor. Lessor shall have no obligation to approve such assignment or sublease.

9. Lessee shall, at the termination of this lease, vacate the premises in as good a condition as they were at the beginning of the term except for normal wear and tear and on vacating shall leave the premises free and clear of all trash and debris.

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10. Lessor shall not be liable for any act or omission of Lessee, its employees, agents, successors or assigns.

11. All personal property of the Lessee, its employees, agents, invitees, licensees, guests or trespassers, in and on the premises, shall be and remain at the sole risk of the Lessee, and the County shall not be liable to them or the Lessee for any damage to, or loss of such personal property arising from any act of any other persons nor from the leaking of the roof, or from the bursting, leaking or overflowing of water, sewer or steam pipes, or from heating or plumbing fixtures, or from electrical wires or fixtures, or from air-conditioning failure, nor shall the County be liable for any loss resulting from the interruption of Lessee's activities arising from any of the above described acts or causes. The County shall not be liable for any personal injury to the Lessee, its employees, agents, invitees, licensees, guests or trespassers arising from the use, occupancy and condition of the premises.

12. During the Lease Term, Lessee will maintain a policy of commercial general liability insurance insuring the County and Lessee against liability arising out of the ownership, use, occupancy or maintenance of the premises. The insurance will be for not less than \$500,000 for bodily injury or personal injury to or death of one person in any one accident or occurrence and for not less than \$1,000,000 for bodily injury or personal injury to or death of more than one

Page 6

person in any one accident or occurrence. The insurance shall insure the County and Lessee against liability for property damage of at least \$100,000. The limits of the insurance will not limit the liability of Lessee. If the Lessee fails to maintain the required insurance the County may, but does not have to, maintain the insurance at Lessee's expense. The policy shall expressly provide that it is not subject to invalidation of the County's interest by reason of any act or omission on the part of Lessee. The County shall be named as an "additional insured" on the commercial general liability policy and it shall be stated on the Insurance Certificate that this coverage "is primary to all other coverage the County may possess.

13. Insurance carried by Lessee will be with companies acceptable to the County. The Lessee will deliver to the County a certificate evidencing the existence and amounts of the insurance. No policy shall be cancelable or subject to reduction of coverage or other modification except after 60 days prior written notice to the County. Lessee shall, at least 60 days prior to the expiration of the policies, furnish County with renewals or "binders" for the policies, or County may order the required insurance and charge the cost of Lessee.

14. If Lessee self insures risks for which commercial insurance is required under provisions of this Lease Agreement, Lessee shall provide a statement guaranteeing equivalent coverage through self insurance.

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15. Lessee will not do anything or permit anything to be done or any hazardous condition to exist ("Increased Risk" which shall invalidate or cause the cancellation of the insurance policies carried by Lessee. If Lessee does or permits any Increased Risk which causes an increase in the cost of insurance policies carried by the County, then Lessee shall reimburse the County for additional premiums attributable to any act, omission or operation of Lessee causing the increase in the premiums. Payment of additional premiums will not excuse Lessee from terminating or removing the Increased Risk unless the County agrees in writing. Absent agreement, Lessee shall promptly terminate or remove the Increased Risk.

16. If an "ACORD" Insurance Certificate form is used by the Contractor's insurance agent, the words, "endeavor to and . . . but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted or crossed out.

17. The Lessee hereby agrees to indemnify and hold harmless Fairfax County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for bodily injuries and personal injuries to the public, including cost of investigation, all expenses of litigation, including reasonable attorney fees and the cost of appeals arising out of any claims or suits because of the Lessee, including his agents, servants, employees, volunteers, invitees, guests or trespassers arising from the use, occupancy and condition of the premises.

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18. If any provision of this Lease Agreement is declared to be invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

19. Lessee hereby grants to Lessor, its agents, employees or representatives the right of entry on the premises upon request by Lessor in advance.

20. Each and every provision of this lease is intended solely for the benefit of the parties hereto, and none is to be interpreted or applied for the benefit of any third party, including without limitation, for the purpose of establishing any standard of care owed to any third party.

21. The parties hereto expressly intend that the facility that is the subject of this lease is a "recreational facility" within the meaning of Section 15.1-291 of the Code of Virginia (Supp. 1993).

22. This Lease Agreement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof. This instrument may be amended or modified only by an instrument of equal formality signed by the respective parties.

23. The point of contact for the purposes of this lease for the lessee is the Mayor of the Town of Clifton or the Mayor's designee. The point of contact for the County of Fairfax is the Director of Facilities Management, 12000 Government Center Parkway, Suite 424, Fairfax, Virginia 22035-0011.

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

THE TOWN OF CLIFTON, VIRGINIA

By James C. Chesley
MAYOR
TOWN OF CLIFTON, VIRGINIA

BOARD OF SUPERVISORS OF
FAIRFAX COUNTY, VIRGINIA

By William J. Leiding
WILLIAM J. LEIDINGER
COUNTY EXECUTIVE

APPROVED AS TO FORM:

DAVID P. BOBZIEN
COUNTY ATTORNEY

By David P. Bobzien
Assistant County Attorney

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

Phone 703-591-2323 Writer's Email:
Fax 703-591-9347

bb@baberkal.com

TO: MAYOR AND TOWN COUNCIL
FROM: BRANT BABER
DATE: September 17, 2002
RE: TOWN MEETING HALL

As part of the Facilities Committee's analyzing the ability to raise revenue for the Town from rental of the Town Meeting Hall, I reviewed the Lease Agreement, dated June 27, 1994. The Lease provides in Section 3 that

"[n]o commercial activity of any kind shall be conducted by the Lessee on said premises, including but not limited to receipt of payment for the rental of said facility for functions, meetings or events, however, this provision shall not preclude non-commercial community use of the facility or non-profit groups, clubs and organizations, other than the Lessee, from charging admission to functions or events held in said facility or on said premises, operating bingo games ..., or selling crafts, baked goods, and other such items in conjunction with a non-profit community function."

Section 3 of the Lease goes on to provide that the Town may charge for use so as to "cover costs, such as maintenance costs, related to the use of the Town Meeting Hall" as long as the Town submits to the Fairfax County Board of Supervisors, for approval, a "uniform schedule of fees and a list of rules for the use of the facility which would be applicable to all Town and County non-profit community activities."

Section 5 of the Lease states that "[a]ll costs and work associated with the operation and maintenance of said facility ... shall be the responsibility and obligation of the Lessee [Town]", and Section 6 of the Lease states that "Lessee shall have the sole responsibility for the operation, interior and exterior maintenance of the Town Meeting Hall facility." The Lease does not impose any obligation on the County to replace or rehabilitate any portion of the facility.

Questions that need to be answered about the Lease are:

Uses:

- What is a proscribed “commercial activity” and a permitted “non-commercial community use”?
- Do the activities now occurring at the Hall comply with the use restrictions contained in the Lease?
- Has the Town established a “uniform schedules of fees and a list of rules” and had them approved by the County Board of Supervisors?
- How should future changes to the fees and rules be dealt with?

Costs:

- What does “maintenance” of the facility include, and whose responsibility it will be to replace or overhaul the HVAC compressor, water heater, roofs, siding and/or plumbing system?
- Do the fees charged for use of the Hall cover the Town’s “costs,” and should “costs” include creating a reserve for increasing maintenance cost due to aging of the facility?

Commercial Activity – The Lease contains no definition of “commercial.” That term is defined in Webster’s Encyclopedic Unabridged Dictionary of the English Language as “engaged in commerce” and “prepared, done, or acting with sole or chief emphasis on salability, profit” of a venture or product. “Commerce” is defined as “an interchange of goods or commodities, esp. on a large scale.” Giving common meaning to the term, it is reasonable to conclude that the “commercial use” proscribed under the Lease involves a large-scale activity whose principal purpose is to make money.

Non-Commercial Community Use - The activities for which the Town Meeting Hall has been and is being used involve the following: classes for children [Cotillion and self-defense]; classes for adults [various dance, exercise and self-defense]; periodic display and sale of hand-crafted or specialty items by residents of the Town or County or during community gatherings (i.e. Clifton Day); meetings of Town and County community residents, organizations and nonprofits; social events sponsored by any of the Town, various nonprofits, community organizations or residents of the Town or County; and meetings of the Mayor and Town Council and other Clifton governmental bodies. None of these activities has as its “sole or chief emphasis” the salability of or profit from a venture or product, and all of these activities have a nexus to the Clifton community. Even those activities conducted by individuals or organizations that are neither governmental bodies nor nonprofits are not “commercial use,” since the principal purpose of those activities is educational or social, those activities are not conducted on a large scale and the sole or chief emphasis of those activities is not profit-oriented. Therefore, the Town’s continued rental of the meeting hall to these folks for these purposes constitutes “non-commercial community use” and does not violate the Lease.

Uniform Schedule of Fees and Rules – Either the current fee schedule and rules have, or have not, been approved by action of the County Board of Supervisors, as required by the Lease.

Assuming that they have, any changes to those fees or rules also require such approval. It is administratively burdensome to put any change before the Board of Supervisors every time it is made, so either the Town should adopt fees and rules that are sufficiently flexible to not need future changes, seek amendment of the Lease to turn this requirement into notice rather than approval, or be prepared to request approval for all changes.

Costs – The Lease does not permit the Town to make a profit on the operation of the Town Meeting Hall, but only to cover its costs. Those costs include the obvious ones: cleaning the facility, waxing the floors, replacing light bulbs, unclogging plumbing, fixing equipment, cutting grass, plowing snow, but also certain less obvious ones: remedying the mildew situation of the south wall, repairing the roof when it leaks, replacing parts of the HVAC system to make it work reliably, repairing the water heater, replacing any window panes that get broken from the outside by vandals, repairing portions of the parking lot, curbs and drainage system.... It is uncertain whether “maintenance” costs would include cost for replacing major components of systems, i.e. roof, HVAC, foundation, tile floor, plumbing, siding, repaving the parking lot, replacing curbs and drainage, but the better argument is that costs of this type are not “maintenance” but “replacement” in nature and therefore not the obligation of the Town. The County has not undertaken in the Lease any obligation with respect to any replacement of facility components.

The Town should take into account in setting fees the need to establish a reserve (i) for future maintenance costs, which will increase as the facility ages, (ii) for replacement of various items used in connection with operation of the facility, i.e. tables, chairs and (iii) for obtaining various items that could be used with the facility, i.e. audio-visual system. Taking these costs into account means that, as a practical matter, the limit on fees to be charged for facility use is whatever folks are willing to pay in the market. A budget for the Town Meeting Hall’s projected revenues and expenses should be done as a separate “enterprise” and then incorporated into the annual Town budget.

*BRANT Motion to approve
Mae seconded*

**MINUTES
CLIFTON TOWN COUNCIL MEETING**

Wednesday, May 3, 2006

12641 Chapel Road

Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller, Trish Robertson, Margo Buckley, Mac Arnold

Absent:

Attendees: Fawn Freeman, Marilyn Barton, Giff Hampshire, 12 citizens, Amber Healy of The Connection Newspapers, Fairfax County representative, League of Women Voter representative

Presentation: Fairfax County Virginia website (fxva.com) with emphasis on the discovering Fairfax County using the vacation planner tool, and the treasure hunt promotion "FX Marks the Spot" starting April 17th through labor day.

Public Hearing: FY2007 Town Budget

The FY2007 Town Budget hearing began at 8:27 and ended at 8:54. Reviewed budgetary line items which included suggested items such as a restaurant meal tax, reimbursement to cover Planning Commission expenses, website hosting, a Town Office, and a Safety Administrator

Motion

Jim Chesley made a Motion to close the hearing and Trish Robertson seconded the Motion.

Motion passed, unanimously.

The meeting was called to order at 8:55 p.m. Mayor Chesley led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Brant Baber made a Motion to accept the May meeting minutes with the notion that Lev Buller will incorporate the suggested changes and post minutes. Jim Chesley seconded the Motion.

Motion passed, unanimously.

2. Report from the Town Treasurer

Motion

Brant Baber made a Motion to approve the financial reports and Mac Arnold seconded the Motion.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

None reported.

4. Reports of Standing / Special Committees

Planning Commission (PC)

Kathy Kalinowski reported that the PC wrote Mr. McClellan asking for his review and recommendation regarding the relationship of the Flood Plain ordinance to the CBLAD ordinance, the relationship of the Clifton Flood Plain to the Fairfax County Flood Plain map and the Clifton CBLAD RPA map. This request was made as a result of a letter from Mr. Murphy, Jr. Commonwealth of Virginia Department of Conservation and Recreation in reference to his review of the Town Ordinance Flood Plain Controls and the Establishment of the Flood Plain District effective October 2003. She mentioned changes in the map could affect Town citizens that have flood insurance.

She also presented PC's report on Clifton's traffic, parking, and enforcement issues which includes input by the Town's citizens. Jim Chesley.

Mac Arnold mentioned he recently attended a Perennial Stream seminar. A perennial stream was defined as an area that retains water for an extremely brief amount of time. His interpretation was no new building within 100 feet of a perennial stream.

Action

Mac Arnold will provide the Perennial Stream seminar material to council members.

Architectural Review Board (ARB)

None reported.

Old Town Hall Sale Committee

Motion

Brant made a Motion to adopt a resolution concerning Sale of Old Town Hall: Diligence period under the letter of intent is extended to December 31, 2006 and Mac Arnold seconded the Motion.

Motion passed unanimously.

Town Meeting Hall Committee

Motion

Brant Baber made a Motion to adopt the Clifton Town Meeting Hall Manager Job Description” with suggested changes and Mac Arnold seconded the Motion.

Discussion

Should the inclement weather policy follow Fairfax County’s weather policy or should it be at the discretion of the user and facility manager? Should the alcohol policy be omitted? Should the hours be extended?

Motion Amended

1. Jim Chesley made a Motion for the removal of “compensation” located on page 2 and Brant Baber seconded the Motion.

Motion passed unanimously.

2. Brant Baber made a Motion to that additional hours would be authorized by the Town Council upon approval of written application to the Council, strike alcohol policy on page 3, and inclement weather on page 3 second to last sentence if Fairfax County is closed then user can elect to hold or cancel the meeting and no refund will be issued, and if the Meeting Hall Manager decides to close the facility then a refund will be issued. Lev Buller seconded the Motion.

Motion passed. Mac Arnold and Margo Buckley opposed.

Playground Committee

Trish Robertson reported 2 checks for 6,000 in seed money. Community Yard Sale revenue was 679.34. Next fund raiser is Kid Fest scheduled for June 24.

ISTEA Funds Committee

None reported.

5. Citizen’s Remarks

Resolution concerning Town Playground

Motion

Brant made a Motion to adopt the resolution naming the playground in the Town Park in honor of Patti Moore and Bryce Anderson and erecting a plaque near the playground as a memorial to both of them. Lev Buller seconded the Motion.

Motion passed, unanimously.

Motion

omit
Brant made a Motion to adopt the Bryce Anderson Memorial Fund memorial and Mac Arnold seconded the Motion.

Motion passed, unanimously.

6. Old / Unfinished Business

Town Storm Water Drainage System Report

Jim Chesley stated he is awaiting final report from VDOT.

Update on Clifton Creek Road Deterioration

None reported.

Update on \$200,000 Federal Appropriation for Street Improvements on Main Street

None reported.

VML

None reported.

Haunted Trail Missing Funds

Giff Hampshire reported that the Town has until July 28 to submit a claim.

Motion

Brant Baber made a resolution concerning Financial Transactions that all checks, wire transfer direction or other instruction with respect to investment or transfer of Town funds shall be signed by the persons holding the offices of Mayor and Treasurer of the Town. Such persons as of the date of this resolution are James C. Chesley, Mayor and Marilyn Barton, Treasurer. Mac Arnold seconded the Motion.

Motion passed, unanimously.

7. New Business

VML seminar on May 25 in Culpepper, Virginia

8. Adjournment

Motion

Jim Chesley made a Motion to adjourn the meeting at 10:34 p.m. and Lev Buller seconded the Motion

Motion passed, unanimously.

RESOLUTION THANKING TOM DAVIS

WHEREAS, the Hon. Tom Davis has been a consistent friend and supporter of the Town of Clifton during his tenure as Chair of the Fairfax County Board of Supervisors and Member of the United States House of Representatives; and

WHEREAS, the Town wishes to express its gratitude to Mr. Davis for his support and assistance.

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

1. The Town hereby expresses its appreciation to Tom Davis for his and assistance to the Town.
2. The Town Clerk hereby is directed to provide an original of this resolution, executed by the Mayor and Council members, to Mr. Davis.
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted and executed as of this June 6, 2006.

James C. Chesley
Mayor

Levon Buller
Council Member

William McCauley Arnold
Council Member

Marguerite Buckley
Council Member

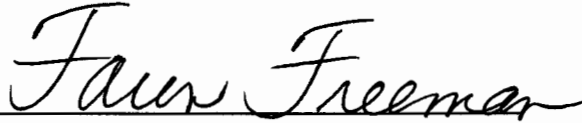
Brant Baber
Council Member

Trish Robertson
Council Member

BRANT
Mac-sect pass

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on June 6, 2006.

A handwritten signature in cursive script that reads "Fawn Freeman". The signature is written in black ink and is positioned above a horizontal line.

Name: Fawn Freeman

Title: Clerk

RESOLUTION THANKING ELAINE McCONNELL

WHEREAS, the Hon. Elaine McConnell has been a consistent friend and supporter of the Town of Clifton during her tenure; and

WHEREAS, the Town wishes to express its gratitude to Mrs. McConnell for her support and assistance.

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

1. The Town hereby expresses its appreciation to Elaine McConnell for her support and assistance to the Town.
2. The Town Clerk hereby is directed to provide an original of this resolution, executed by the Mayor and Council members, to Mrs. McConnell.
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted and executed as of this June 6, 2006.

James C. Chesley
Mayor

Levon Buller
Council Member

William McCauley Arnold
Council Member

Marguerite Buckley
Council Member

Brant Baber
Council Member

Trish Robertson
Council Member

*BRANT
Mac*

*Discussion - owe her heartfelt gratitude
- good friend, bad enemy*

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on June 6, 2006.

A handwritten signature in cursive script that reads "Fawn Freeman". The signature is written in black ink and is positioned above the printed name and title.

Name: Fawn Freeman

Title: Clerk

RESOLUTION CONCERNING TOWN PARK

WHEREAS, improvement of the Town park was to occur over a period of time, starting with removal and storage of three pieces of equipment from the childrens' playground (the spider, the teeter-totter and the truck), acquisition and installation of new childrens' playground facilities, refurbishment of the spider, the teeter-totter and the truck and installation of new landscaping; and

WHEREAS, the three pieces of equipment have been removed and stored, and the new equipment has been acquired and installed; and

WHEREAS, it is in the best interest of the residents of the Town to complete the scope of work in the Town park.

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

1. A contractor is authorized and directed to be retained to refurbish and install the spider, teeter-totter and truck at a cost not exceeding \$3,500.
2. A contractor is authorized and directed to be retained to install landscaping in the Town park of the type contemplated by the park plans approved by the Mayor and Council at a cost not exceeding \$20,000.
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this June 6, 2006.

BRANT / Jim - passed
BN

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on June 6, 2006.

A handwritten signature in cursive script that reads "Fawn Freeman". The signature is written in black ink and is positioned above the printed name and title.

Name: Fawn Freeman

Title: Clerk

RESOLUTION CONCERNING TOWN CLERK

WHEREAS, Fawn Freeman, a resident of suburban Clifton, accepted the responsibility to act as Town Clerk in 2004 and has performed that task admirably; and

WHEREAS, the Town wishes to express its gratitude to Mrs. Freeman for her services.

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

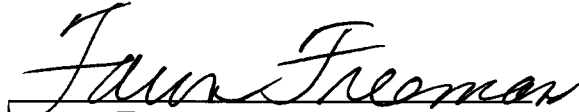
1. The Town hereby expresses its appreciation to Fawn Freeman for her services to the Town as Town Clerk.
2. The Town hereby is authorized to obtain and present a plaque to Fawn Freeman member to express the Town's appreciation for her services, and to pay or reimburse the cost thereof, not to exceed \$50.
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this June 6, 2006.

Brant - motion
Mike seconds

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on June 6, 2006.

A handwritten signature in black ink that reads "Fawn Freeman". The signature is written in a cursive style with a large initial "F".

Name: Fawn Freeman

Title: Clerk

RESOLUTION CONCERNING TOWN COUNCIL MEMBERS

WHEREAS, the current members of the Town Council during the July 2004-June 2006 period have performed significant service to the Town; and

WHEREAS, the Town wishes to express its gratitude to the current Town Council members for their services.

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

1. The Town hereby expresses its appreciation to the following Town Council members for their services to the Town:

Mac Arnold
Brant Baber
Margo Buckley
Lev Buller
Trish Robertson

2. The Town hereby is authorized to obtain and present plaques in the name of each Town Council member to express the Town's appreciation for their services, and to pay or reimburse the cost thereof, not to exceed \$50 per plaque.
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this June 6, 2006.

• Brant - Trish seconded
Lev - Yes
• Plaque - current / old @ Old Town Hall

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on June 6, 2006.

A handwritten signature in cursive script that reads "Fawn Freeman". The signature is written in black ink and is positioned above a horizontal line.

Name: Fawn Freeman

Title: Clerk

BRANTS
Mac

RESOLUTION CONCERNING TOWN TRIANGLE GARDEN

WHEREAS, the entrance area to Town at the intersection of Clifton Road and Newman Road and known as the "Town Triangle" has been maintained and gardened for many years by Mary Hampshire; and

WHEREAS, Mary Hampshire has performed her services at the Town Triangle in memory of Margaret and Willard Webb, who maintained fabulous flower gardens at their home at the end of Chestnut Street and made significant contributions to the Town; and

WHEREAS, the Town wishes to express its gratitude to the Webbs and Mrs. Hampshire for their services.

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

1. The Town Triangle hereby is named the "Margaret and Willard Webb Town Triangle."
2. A sign or plaque should be obtained and affixed at the Town Triangle to honor the Webbs and express the Town's appreciation for the beautiful memorial to the Webbs created and maintained by Mary Hampshire.
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this June 6, 2006.

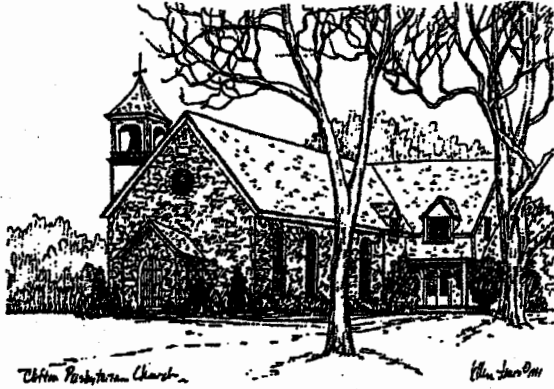
CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on June 6, 2006.

A handwritten signature in cursive script that reads "Fawn Freeman". The signature is written in black ink and is positioned above a horizontal line.

Name: Fawn Freeman

Title: Clerk



Tax ID# 54-0972882

Clifton Presbyterian Church
12748 Richards Lane
P. O. Box 320
Clifton, Virginia 20124

Tel: 703-830-3175 Fax: 703-830-6618
Email: jane-cliftonpc@vacoxmail.com
Website: www.cliftonpc.org

Dr. Lynn J. Stanton-Hoyle, Pastor

May 31, 2006

Katherine Kalinowski, Chair
Clifton Planning Commission
P.O. Box 126
Clifton, VA 20124

Dear Katherine Kalinowski,

Good day. We have exchanged several phone calls. I requested the opportunity to brief the Planning Commission at your June 6 meeting on the construction schedule at the Clifton Presbyterian Church. Over the next several months, we will be completing phases of the overall project. We need to have a mutual understanding of the final steps required for occupancy of the building and related site plan.

We are aiming for the completion and inspection of the new building in August. This would allow occupancy in time to begin the new preschool year in the new building in early September and also accommodate the full activity schedule of worship, Christian education, and community programs. At that time, aspects of the site plan will remain to be completed. We will also need to remove the temporary modular trailers. In the period September to November, we plan to complete the remodeling in the sanctuary and the final work on the site plan. As occurred with the building and site plans, approval by the mayor will be required by Fairfax County in final occupancy approval. We expect all work to be completed in accord with the approved plans.

Thank you for your consideration.

Sincerely yours,

Mark A. Reimers, chair
Building Committee
703-830-8677

Cc: Rev. Lynn Stanton-Hoyle

RESOLUTION CONCERNING JAMES C. CHESLEY

WHEREAS, James C. Chesley has served as a member of the Town Council during the period July 1984 through June 1992 and as Mayor during the period July 1992 through June 2006; and

WHEREAS, Mr. Chesley has provided outstanding service in such capacities and contributed significantly to the improvement and well-being of the Town and its residents, including the development of the Caboose Plaza; and

WHEREAS, the Town wishes to express its gratitude to Mr. Chesley for his services.

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

1. The Town hereby expresses its appreciation to James C. Chesley for his services to the Town.
2. The Town hereby is authorized and directed to obtain a plaque in honor of Mr. Chesley, having substantially the language attached to this resolution, to affix the plaque at the plaza contiguous to the railroad tracks and the Buckley Store building on Main Street ("Caboose Plaza") ~~and to pay or reimburse the cost thereof, not to exceed \$300.~~
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this June 6, 2006.

THE TOWN OF CLIFTON, VIRGINIA

honors

JAMES C. CHESLEY

**FOR HIS OUTSTANDING SERVICE
AND CONTRIBUTION AS**

Mayor: 1992-2006

Council Member: 1984-1992

**Authorized by Resolution of Mayor and Town Council
June 6, 2006**

June 6, 2006

Dear Jim and Members of the Clifton Town Council,

I would like to request that the Town Council reconsider its May vote to permit, without limitation, alcohol use at the Clifton Community Meeting Hall.

In the past, nearby residents have experienced problems when alcohol has been permitted in the hall. This has been particularly true for larger functions and celebrations such as wedding receptions and community parties. Adult celebrants at these events tend to ignore rules for community hall use: windows and doors are often opened and the music and conversation from within the hall becomes much more audible, ...particularly as the night wears on and music and voices get louder and louder. Events have often overflowed onto the front porch and side yard as well. Parents also tend to lose track of their children at these events, with the result being that kids leave the community hall and entertain themselves outside by running or biking around the hall and in neighbors yards in back of the hall, yelling loudly and just being kids. In the past, this impact on nearby residents has been quite negative.

I realize that we and others live near a facility that has historically been the center of community gatherings and celebrations. There should not have to be an absolute ban on alcohol use at the Community Meeting Hall, but there should be rules for its permitted use. For instance, I would like the Town Council to consider a limitation as to the number of such occasions per month. I would also like to make sure that there is a Town Council contact person who can be called if problems arise during such a function at the Community Meeting Hall.

Unfortunately I am teaching an English as a Second Language class tonight and will not be able to attend the Town Council meeting. I ask, if at all possible, that the Town Council reconsider the May motion on this issue and defer discussion and a final decision to the July meeting. The deferred decision would also provide an opportunity for the new members of the Town Council to consider the issue, hear nearby neighbor concerns, and work to find a balanced solution for permitting alcohol use at Community Meeting Hall functions.

Many thanks for your consideration of this matter.

Sincerely,



Karen Arnold

CLIFTON TOWN COUNCIL MEETING AGENDA

Clifton Town Meeting Hall

12641 Chapel Road

Clifton, VA 20124

Wednesday, May 3, 2006, 7:30 P.M.

Public Hearing: FY2007 Town Budget

1. Reading of minutes of last regular and any subsequent Town Council meetings

2. Report from the Town Treasurer

~ Balance Sheet, Profits /Loss and Account Balances

3. Reading of Communications to the Mayor

4. Reports of Standing / Special Committees

~ Planning Commission

~ ARB

~ Old Town Hall Sale Committee

~ Town Meeting Hall Committee

~ Playground Committee

~ ISTEPA Funds Committee

5. Citizens Remarks

6. Old / Unfinished Business

~ Town Storm Water Drainage System Report

~ Update on Clifton Creek Road deterioration

~ Update on \$200,000 federal appropriation for street improvements

7. New Business

8. 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 Mayor Jim Chesley at 703-830-2129.

A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

CLIFTON TOWN COUNCIL MEETING AGENDA
Clifton Town Meeting Hall
12641 Chapel Road
Clifton, VA 20124
Wednesday, May 3, 2006, 7:30 P.M.

8:53 Public mtg.
10:34 adjourn
JC - Love

Public Hearing: FY2007 Town Budget

1. Reading of minutes of last regular and any subsequent Town Council meetings

2. Report from the Town Treasurer

~ Balance Sheet, Profits /Loss and Account Balances

3. Reading of Communications to the Mayor

None Had, Lita Ingram Lloyd
Sun Trust - 47,6 - @ - HUD out to hear if we will
to reply - build for next council

4. Reports of Standing / Special Committees

Personnel
Streams
RPA map
needs to be changed.

- ~ Planning Commission - Kathy - safety press -
- ~ ARB - House - Payne
- ~ Old Town Hall Sale Committee - why a/hrs - needs more - motion to Dec see resolution
- ~ Town Meeting Hall Committee - BRANT more - Mae - second
- ~ Playground Committee - Trish - 679,34 - revenue
- ~ ISTE A Funds Committee - ND

5. Citizens Remarks

6. Old / Unfinished Business

- ~ Town Storm Water Drainage System Report - No final copy from UDOT
- ~ Update on Clifton Creek Road deterioration - None - JA / FFE - from to gov
- ~ Update on \$200,000 federal appropriation for street improvements - none
- VML - Giff - Haunted trail - 7/28 to submit claim

7. New Business

May 18 - Culpeper - Check

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

Bozce
Anderson
memorial fund
match grant

Check resolution
BRANT - more
Mae - end

Presentation by
On: O
Ofxva

Start date 7:37
8:17
Pressure Hunt
12
1 - Amber
Conrad
1 League of Women
voter
Margo - absent
arrived 8:27
@

To Do: hyperlink to Clifton website
Can: Click on 13 questions on website
answer - sorry for Clifton
9. herzog@Wolf Trap

Public Hearing @ 8:27 - BRANT

Proposed 2% restaurant tax
5000K - for Plan
Town is on a monthly cash basis
- but @ end of year does monthly
accrual

Special Counsel

Website Hosting

Budget for Town Office @ 4900 a yr.

• Prints done - need some copies

Promiss budget / actual budget
Motrow

J.C. - Close Hearing

FR - Recorded Hearings

Minutes - done to update
report to include

James comments
Motrow - BRANT, Mae - second

Treasury - annual revenue; expenses
capital grant rpt.

- Motrow (B) Chk formula budget yr to
- (M) date annual rpt
- (M) authorized budget yr to date
- (B) Intg. hall expenses
- electric bill
- (M) distribute copy of all files

Planning 5/1/06
To Do - ltr to goe McCella
- yield sign (more)

Subj: PUBLIC HEARING NOTICE: FY2007 Town Budget for The Town of Clifton
Date: 4/23/2006 6:40:43 PM Eastern Standard Time
From: Freemanfawn
To: Freemanfawn, pawsnfins@cox.net, chesleyjc@nswccd.navy.mil, freemanfawn@yahoo.com, Town of Clifton, bb@baberkal.com

Sunday, April 23, 2006

Dear Andrea,

Please run the Public Hearing Notice as described in the attachment for the next/upcoming publication of the Centreview and Connection Newspapers for "Fairfax Station and Clifton". Please address inquiries regarding this request to Ms. Marilyn Barton at 703-830-8075 or Mayor James Chesley at 703-830-2129, as I will be on business travel this Monday through Friday.

Thank you,

Fawn Freeman
Town Clerk

*The Town of Clifton
P. O. Box 309
Clifton, Virginia 20124*

Ms. Andrea Smith
Classified Advertising
c/o The Connection Newspaper of Fairfax Station, Laurel Hill & Clifton
7913 Westpark Drive
McLean, Virginia 22102
703-917-6401
classified@connectionnewspapers.com

Sunday, April 23, 2006

Dear Andrea,

Please run the Public Hearing Notice as described below in the next/upcoming publication of the Centreview and Connection Newspapers for "Fairfax Station and Clifton". Please address inquiries regarding this request to Ms. Marilyn Barton at 703-830-8075 or Mayor James Chesley at 703-830-2129, as I will be on business travel this week.

Thank you,

Fawn Freeman
Town Clerk

PUBLIC HEARING
TOWN OF CLIFTON
May 3, 2006

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Wednesday, May 3, 2006 at 7:30 P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Va. 20124 to consider the proposed FY2007 Town Budget. The Treasurer will post the 2007 Town Budget on the Town's website. All interested parties are invited to attend to express their views with respect to the proposed new FY2007 Town Budget. Town residents are strongly urged to attend. The May Council meeting will immediately follow.

By order of the Town Council, Clifton, VA

Fawn Freeman, Town Clerk

*The Town of Clifton
P. O. Box 309
Clifton, Virginia 20124*

Billing should be forwarded to:

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

Low to post

*BART - one
Mac - second*

Draft **Clifton Town Council Meeting - April 4, 2006** Draft

Members present: Baber, Robertson, Buckley, Chesley, Buller, Arnold
Also present: Giff Hampshire and Marilyn Barton and approximately
15 members of the public.

The mayor led the Pledge of Allegiance at 7:08.

- **Minutes:** Minutes of the March meeting were approved unanimously with minor amendments (Baber moved, Robertson 2nded)
- **Chemical Emergency:** Representatives from Fairfax County's Hazmat Fire Team gave a presentation and answered questions regarding the processes and procedures in place in the event of a railroad accident involving chemicals in the Clifton area. They were invited to the meeting as a result of the recent report that suggested the storm water pipe under the railroad tracks was in disarray and could potentially cause an accident. Some of the representatives included Dave McKernan (Deputy Chief, Fire Prevention), John Diamantes (Chief, Battalion III), Becky McCain (technical Rescue Team), AJ Walsh, and Jackie Landon (National Medical Response Team).
- Main points of their presentation were:
 - Top 3 potentially dangerous chemicals passing through Clifton via rail are: chlorine, vinyl chloride, and propane, all of which could cause health and safety problems.
 - All three are heavier than air and would hang near the ground until dispersed by wind; Clifton is in a low spot
 - The county's Hazmat unit would respond and a command center would be set up from which they would direct operations.
 - Depending upon the situation the Hazmat unit could tell Clifton residents to remain inside their homes for a certain period of time or to evacuate the area.
 - The police in cooperation with the hazmat unit would notify residents of the action they are to take.
 - The county is working on a "reverse 911" system, whereby residents with land line phones could be notified of an emergency situation in a specific area.
 - If an evacuation is necessary, the county's Search and Rescue Team would help in the evacuation. They would help evacuate the elderly and disabled. They would give instructions for how pets should be handled in the situation.

- If an evacuation were required, several evacuation routes have been identified for Clifton residents. Local destinations have been identified for people to go to, usually schools in the area.
- In response to a question about the cell phone service in Town, Chief Landon said that “we’ve come a long way” in resolving the reception problems of a few years ago.
- When asked what the Town and what individuals could do to prepare for an emergency,
 - the Town should have an evacuation plan
 - families should keep a general emergency response kit in their homes that would include water and food for several days; families should plan for ways to communicate with family members outside the area
- Mayor Chesley suggested that the Hazmat Unit give an instructional class to residents at 6:30 on the evening of the Town Council meeting in June.
- **Treasurer’s Report:**
 - Marilyn gave the Treasurer’s Report (attached). After some minor discussion, it was accepted unanimously. (Baber moved, Arnold 2nded) [06 March Treasurer’s Reports.xls](#)
 - The budget for the (2006/07) fiscal year will be developed and presented at the May Town Council meeting. Input, feedback, and suggestions should be given to Marilyn to include in the proposed budget.
 - There will be a Public Hearing for the budget before the May meeting. The Council will consider the Budget at the June meeting. A week prior to the May meeting the proposed budget should be posted at the normal public posting spots and on the Town’s website.
- **May Town Council Meeting Date:** The next regularly scheduled Town Council meeting is scheduled for Election Day. It was agreed that it would be rescheduled for Monday, May 1st, instead. (Later, due to a conflict with May 1st, it was rescheduled to Wednesday, May 3rd).
- **Election:** The mayor had a sample ballot for the upcoming election and praised the number of people who were running for

office. It was the largest number for council positions in recent memory.

- **Planning Commission:**

- The Presbyterian Church asked that a new tree that they intend to plant be moved to another location than the site on their original plan. (From near the Church itself to closer to Main Street). The Planning Commission had recommended approval. The Council unanimously approved the change. (Buller moved, Robertson 2nded)
- The County requested that the new Pump and Haul facility be moved about 12 feet south and 5 feet east of the location they had originally intended. The location in their original plan is too close to the tree line and the new location would protect the trees. The Council unanimously approved the change. (Robertson moved, Buller 2nded)
- The revisions to the Town's Chesapeake Bay Preservation ordinance which were approved in December of 2003 were never incorporated into the version of the Town Ordinance that is on the web site. Kathy Kalinowski is going to have her secretary incorporate the revisions into the version on the internet.
- The Planning Commission is working on a list of issues affecting Parking/Traffic/Safety that were suggested by residents and will have recommendations at the new Town council meeting.

ARB The ARB did not meet in March.

- **Town Hall Sales Committee** Royce Jerrandt said that he will be replacing his original engineers within the month. They are the individuals who voiced the concern that the Town's floodplain ordinance was stricter than the county's and that could prevent Jerrandt from pursuing plans to develop the property as he had proposed. Town Attorney Hampshire said, again, that there were plans for FEMA to adopt the county's definition of floodplain and that might resolve the problem.
- **Town Meeting Hall** – Councilmember Arnold distributed a draft report on the Town Meeting Hall--“Report of Clifton Town

*Done - address comments to minutes
Wanna of ordinance
sent FF@ms*

Community Hall Committee". It includes a history of the meeting hall, proposed policies and procedures, the lease with the county, the approved Rules and Rental Agreement, recommendations for the funds that Fairfax county has set aside for the hall, and a proposed job description for the facility manager.

The Council and the Public were invited to submit suggestions and concerns to Councilmember Arnold at his email address.

- **Playground Committee** – Councilmember Robertson reported that the playground was officially reopened the previous Friday (March 3rd). About 20 CBA families were represented. She thanked the two dozen people who had spread mulch in time for the opening. Thus, Phase I was concluded.

We now need to raise money for items in Phase II—landscaping, refurbishing and re-installing the old playground equipment, trash cans, benches.

- **Kidfest** – The Town received a request to hold, *Kidfest*, a child-oriented event in Town in June (?). This is a CBA sponsored event that would take place in the Town Park. The request was to place a banner across Main Street and to have some type of traffic control on Chapel Street while the even was taking place.

There was a discussion over insurance coverage (which the CBA has for the event) and the nature of the traffic control on Chapel Street. It was agreed that the organizers would come back to the Town with more specifics regarding Chapel Street. The Council voted unanimously that the event could be held and the banner displayed. The Council would consider any necessary action regarding Chapel Road at the next meeting. (Baber moved, Robertson 2^{nded}).

- **Playground** – Tree maintenance is needed in the park. Signage is needed for the playground. The Playground Committee will look into both items.

Councilmember Baber asked that an arborist be contacted to determine the general tree planning needs throughout the Town. Councilmember Robertson will get bids. The motion was approved unanimously. (Baber moved, Robertson 2^{nded}).

- **ISTEA Committee** – There was no report.

- **Citizens Remarks**

- Chuck Rusnak submitted a letter asking to be considered for a position on the Architectural Review Board.
- A WMAL “welcome home wagon” van will be in Town at 6:00 pm on April 6th for the George Mason University Patriots basketball team. The van is making the rounds of locations in the county. Citizens will be able to sign a sign on the side of the van showing support for the team. A motion was made to call April 6th George Mason Patriots Day. It was passed unanimously. (Chesley moved, Arnold 2nded)
- There was discussion of the Yield sign coming into Town on Clifton Road from the north. It has been moved to the triangle area and is in such a position as to make it confusing which traffic is to yield. Mayor Chesley will find out from VDOT their intentions for the change and to express the Town’s concern that the placement is confusing.

- **Old Unfinished Business**

- Councilmember Baber reported that he had accompanied the VDOT folks when they revisited the storm sewer under the railroad tracks. Mayor Chesley brought numerous photographs of the sewer to the meeting that had been taken by their mobile camera. The camera was not able to do the exploration they had hoped because it got stuck in the mud. No known being has seen the actual pipe under the tracks. There is an old brick vault under the tracks that VDOT said was in good condition. VDOT claims that the railroad owns the land; the railroad claims that they own just the rails. The Town will send a copy of the VDOT letter claiming railroad ownership to Norfolk Southern and ask them how they will rectify problems under the tracks, since they say it needs to be fixed.
- Dominion Power wrote to Elaine McConnell expressing concern for the erosion that had occurred along Clifton Creek Drive and the potential impact it might have on their substation.
- A motion to adjourn the meeting was approved unanimously. (Robertson moved, Baber 2nded)

The meeting adjourned at 9:25.

Addendum to section entitled Town Meeting Hall

Councilmember Buckley stated that she had recently received a check for her services that included items for which she was previously reimbursed. She asked if she should return the check and get a new one or deposit the check and reimburse the Town. She was advised by the Mayor to deposit the check and settle any overpayment with the Town Treasurer.

Town of Clifton
Planning Commission Report 4/24/2006

In attendance: Lev Buller, Michelle Stein, Judy McNamara, and Kathy Kalinowski
Absent: Richard King, Rob Clark and Patrick Pline

- 1. The Planning Commission recommended that the November 14, 2005 letter from the Department of Conservation and Recreation of the Commonwealth of Virginia concerning recommended changes to our Floodplain Ordinance based on their review of that ordinance be sent to Mr. McClellan for his review and recommendations and that he also advise as to the relationship of the Flood Plain ordinance to our CBLAD ordinance, the relationship of the Clifton Flood Plain to the Fairfax County Flood Plain map and our Clifton CBLAD RPA map, all of which are somewhat different.**
2. Recommend approval of the attached parking/traffic report.

*Your person who has flood insurance
o Safety traffic issue*

TOWN OF CLIFTON PLANNING COMMISSION

May 1, 2006

Mr. Joe McClellan
William H. Gordon Associates, Inc.
12204 Dumfries Road
Manassas, VA 20112

Re: Town of Clifton Flood Plain Ordinance

Dear Joe:

We would request the assistance of you and your firm to review the attached letter concerning recommended changes in our Flood Plain Ordinance from the Department of Conservation and Recreation of the Commonwealth of Virginia. We reviewed this letter at our April meeting and would appreciate your prompt input on all the areas raised in the letter. In addition to some of our specific concerns about each of these proposals, we have some general concerns we would like you to address:

1. Should our existing flood plain map be revised to conform with the flood plain map being proposed by Fairfax County. Our existing map, appears to be the Flood Hazard Boundary Map H-01, Panel H&I-01, Effective Date of May 2, 1977 Community Number 510186A from U.S. Dept of Housing and Urban Development. The County map which is new and being proposed is map number PHA-12. I am attaching a copy.
2. Does the flood plain ordinance conflict with our CBLAD ordinance and if so, what should be done. I have our CBLAD changes which have not as yet been typed into the existing ordinance, in case you do not have it. Specifically, should the flood plain map be the same as the CBLAD RPA map? I am attaching a copy.

In addition to the above general issues, we have some specific concerns and issues:

1. In number 1, we do not understand the reason for this proposed change and it seems overly expansive in covering ditches.
2. In comment number 3, we do not understand why we notification should be given by an applicant to all jurisdictions listed. We believe it would be sufficient to give notification to adjacent landowners.
3. In number 4, we are not sure of the correct date.
4. In number 5, we believe the definition of fill should be revised, though we are not quite sure how, but we do not believe there should be a separate definition for minor and major fills, or that studies must be done for any fill to be used.
5. In number 6, we are concerned with the scope of the revisions being proposed and their impact on our CBLAD ordinance.

6. In number 7, we do not believe the first comment should be incorporated; the definition of "Historic Structure" is already in the ordinance; and the following three comments concerning manufactured homes should not be incorporated, since we do not allow trailer parks.

7. In number 8, we already have our own definition of violation and do not want any presumed violation concept. In addition, we do not know what an elevation certificate is.

We would also appreciate any other comments you may have concerning our subdivision ordinance. Feel free to call me at my office any time with any questions or requests for information. I can be reached at 703-591-2323 or by email at khk@baberkal.com. Until we finalize a box for the Planning Commission correspondence, please send any correspondence to me at P.O. Box 126, Clifton, VA 20124, so it does not go astray. I look forward to hearing from you at your earliest convenience.

Sincerely,

Katherine Kalinowski
Chair, Planning Commission

enclosures

PLANNING COMMISSION REPORT ON TRAFFIC, PARKING, AND ENFORCEMENT ISSUES IN CLIFTON

The Planning Commission solicited Clifton residents' input as to parking concerns. After a review and discussion of the various issues identified as a result of the residents' responses, the Planning Commission makes the following recommendations:

ROAD ISSUES

The Town Council create and maintain a list of items that need to be addressed by VDOT within the Town in their order of priority, and consistently and regularly communicate our requests and concerns to VDOT and other pertinent County or State officials. The following is a list of items which should be addressed:

1. Action needs to continue by Fairfax County Department of Public Works and Environmental Services and VDOT on addressing the collapsing roadbed and related drainage problems on Clifton Creek Road.
2. At the three way stop on Main Street, a cross walk be painted on the street.
3. The drain grate holes on the street be eliminated and these areas made more level with the street.
4. That portion of Kincheloe Road/Main Street northbound after the three way stop signs be rebuilt and better banked near the Buller and Chesley houses so that traffic does not get "thrown into" those houses.
5. The trees and vegetation on the VDOT right of way near the Hecket property, and anywhere else in Town where such vegetation is within the VDOT right of way and obstructs vehicular or pedestrian visibility, be cut back for enhanced visibility.
6. A sign be installed at the corner of Dell and Main Street indicating the direction of the Kincheloe soccer fields.
7. Water Street from Chapel Road to School Street should be repaved to eliminate the large holes and crumbling roadbed.
8. VDOT should dig out and better maintain the ditch which is constantly covered and clogged next to the walking path to the Clifton Elementary school.
9. A directional sign indicating that traffic bound for the Town of Clifton should bear to the right should be installed for traffic prior to the triangle at Clifton and Newman Road, to prevent confusion at that intersection.

ENFORCEMENT ISSUES

The Town should recommend to the Fairfax County Police certain areas in Town identified by residents which require increased enforcement by the police. Those areas include:

1. Enforcement of regulations when vehicles block roadways, are parked too close to intersections, thus impacting visibility of oncoming or turning traffic, or are parked on the sidewalks in Town or otherwise parked in violation of the law.
2. Increased enforcement of speed limits in the following areas:
 - cars speeding up and down the Kincheloe Road hill adjacent to Clifton Heights
 - cars speeding in out of Dell Avenue to and from Main Street
 - cars speeding from Clifton Road onto Pendleton Avenue
 - cars failing to stop at the stop sign at Water Street

TOWN ACTION ISSUES

The following are areas of recommended action by the Town:

1. Locate funding to upgrade and expand sidewalks throughout the Town in those locations that have room for sidewalk installation.
- ~~2.~~ The triangle area at the intersection of Clifton and Newman Roads be rebuilt, using volunteer landscaping if available and paid landscaping if necessary, and replace the posts which are frequently downed by traffic with something stronger to prevent driving into the triangle area.
- ~~3.~~ The "Welcome to Historic Clifton" signs posted at all entrances to the Town also say, "Drive Slowly".
4. The Town request that the Clifton Elementary School maintain the path to the school and remove the debris clogging that area.
5. Draw lines on the asphalt path which goes over the RR tracks to delineate it clearly as a walking path over the tracks.

AREAS OF NO RECOMMENDATION

There were various issues raised by residents and Planning Commission members which did not result in any recommendations by the Planning Commission. Those general areas were:

1. The Parking Ordinance – while no residents emailed any comments on the ordinance, the Planning Commission did discuss the ordinance and a majority believed that, absent any specific input concerning how it should be improved or amended, it is a workable ordinance and allows considerable discretion to the Town Council to fashion appropriate parking solutions in light of the Town’s needs.
2. A majority of the Planning Commission believed the speed bump issue had already been thoroughly discussed in Town meetings, that they should be left in place and that no further action was warranted, and did not recommend any additional speed bumps or rumble strips or the creation of any chokers to direct traffic.
3. The Planning Commission believes that the repaving of the Clifton Store front and side area, the creation of lined parking spaces, both in front of the store and parallel on the side of the store, the installation of signs concerning parking and the placement of planters to delineate parking and roadway adequately addressed traffic issues around the Store.
4. While the Planning Commission is in favor of all reasonable ideas that enhance pedestrian traffic in Town and recommends that sidewalks be installed when possible and that they be maintained appropriately, the Planning Commission recognizes that certain locations such as the path to the Clifton School, the area from the Coffee Shop to the Hermitage, along Pendleton Avenue, across parking areas, along the road after the three way stop to Clifton Road, among others do not lend themselves to sidewalk installation.
5. The Planning Commission also does not make any recommendations concerning additional parking areas for residents and visitors, since there are no areas suitable or available for parking lots presently known to the Commission.
6. No recommendations are made concerning creating lined spaces on Main Street for parking, installing parking meters or creating a system of resident parking permits. The Planning Commission believes any problems with Main Street parking can be adequately addressed by increased enforcement by County Police of existing laws.
7. The Planning Commission does not recommend the hiring of a consultant to review the foregoing issues and believes that would not be an appropriate or useful expenditure of the Town’s resources.
8. The Planning Commission also believes that those parking areas that abut the road such as the Post Office, the adjacent shops and Clifton Store and the difficulties of backing out into oncoming traffic are inherent difficulties of an historic Town such as Clifton, where many of the residences and businesses are close to the existing road and parking options are limited. The Planning Commission recognizes that if drivers exercise care and patience, this should not be a difficult problem, just an inconvenient problem.

9. The Planning Commission has no recommendations with respect to Clifton Heights Lane concerning the grade, since VDOT approved the grade on that public road and the Commission also understands that the gravel problem is under control.

10. The Planning Commission does not believe that junk cars are a problem, but if they are, the Town can receive complaints and enforce its ordinance in the usual manner.

11. The Planning Commission does not believe that Chestnut Street should be widened or a cul de sac installed.

W. Tayloe Murphy, Jr.
Secretary of Natural
Resources



Joseph H. Maroon
Director

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

203 Governor Street, Suite 206
Richmond, Virginia 23219-2010
Phone: (804) 371-6095 Fax: (804) 786-1798

November 14, 2005

Ms. Michelle Stein
Town of Clifton, Planning Commission Chairman
PO Box 307
7227 Dell Ave,
Clifton, VA 20124

RE: Town of Clifton Floodplain Ordinance Review

Dear Ms. Stein:

I have reviewed the Town Ordinance *Flood Plain Controls and the Establishment of the Flood Plain District* (effective October 2003) and find that the ordinance captures most, but not all, of the federal regulations for participation in the National Flood Insurance Program. While many elements of the federal regulations are not specifically presented in the ordinance, they are addressed through the enforcement of the Virginia Statewide Uniform Building Code (VSUBC) by the Clifton and Fairfax County.

Based on a review of the Ordinance, I have the following comments. If these items are addressed elsewhere in the County code, please provide that information to me. While some comments do not have to be addressed, I believe them to be beneficial in clarifying your ordinance. At this time, comments 1, 4, 5, 6, and 7 need to be addressed in a revision of the ordinance. Comment number '5' may not be an issue if the Town or County can show how both major and minor fill activities are regulated to ensure the federal criteria are always addressed.

1. Section 9-28.b.2.A – Please add the following sentence.
 - *Under no circumstances shall any use, activity and/or development adversely affect the capacity of the channels or floodways or any watercourse, drainage ditch or any other drainage facility or system.*
2. Though I suspect the Town maintains all records through various departments or administrative mechanisms, you may want to add the following language as part of Section 9-28.b.2.

- *Records of actions associated with administering this ordinance will be kept on file and maintained in the offices of the (insert name or title of locality appointed official).*
3. Section 9-28.b.2.B – Please revise the second sentence to read as follows.
 - *Furthermore, notification of the proposal shall be given by the applicant to all affected adjacent jurisdictions, the Department of Conservation and Recreation (Floodplain Management Program) and the Federal Insurance Administration.*
 4. Section 9-28.c.1 – The copy of the Flood Insurance Study in our files and on FEMA’s website is dated November 1976. It appears that the date currently in the ordinance is for the Flood Insurance Rate Maps instead. Please revise to the November date.
 5. Section 9-29 – There are several references to ‘major’ and ‘minor’ fill. It is apparent the Town is trying to minimize the opportunity for placing fill within a floodplain. However, the federal regulations do not make this distinction, it only describes fill. Depending on which flood zone the fill is being placed into modifies the actions that must be taken. I recommend removing the terms ‘major’ and ‘minor’ when referring to fill. I also recommend that all references (except for the acreage in a.1) to size, amount, square footage, etc. be deleted from this section.

In order to place any fill in an area designated as a floodway, the applicant must conduct hydraulic and hydrologic studies to determine the impact of the fill on the floodway. The floodway is that area to experience a one foot rise in water levels should the adjacent flood ‘fringe’ area be filled in. Once the studies are complete application must be made to the Flood Insurance Administration for review and approval.

Within the flood fringe area, which is shown as a shaded area on the flood insurance rate map with a number in it (i.e., A8), a similar process must also be addressed. Any amount of fill must be shown to not cause a one-foot increase in flood elevations. This too would require studies and application to FEMA for approval.

6. Section 9-29.8 – This section needs to be revised to capture the full intent of the federal regulations regarding existing uses. The federal regulations are applicable to exterior and interior activities. Below is the language contained in our model ordinance.

A structure or use of a structure or premises which lawfully existed before the enactment of these provisions, but which is not in conformity with these provisions, may be continued subject to the following conditions:

A. Existing structures in the Floodway District shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed expansion would not result in any increase in the one hundred-year flood elevation.

B. Any modifications, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any floodplain area to an extent or amount of less than fifty (50) percent of its market value, elevation and/or flood-proofing should be considered to the greatest extent possible.

C. The modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use, regardless of its locations in a floodplain area, to an extent or amount of

fifty (50) percent or more of its market value shall be undertaken only in full compliance with the provisions of this ordinance and the Virginia Uniform Statewide Building Code.

7. While there are many definitions contained in the federal regulations available for your use, based on your current ordinance I recommend adding the following definitions from the federal regulations to Article II.

- *Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.*
- *Historic Structure means any structure that is:*
 - (a) *Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;*
 - (b) *Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;*
 - (c) *Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or*
 - (d) *Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:*
 - (1) *By an approved state program as determined by the Secretary of the Interior or*
 - (2) *Directly by the Secretary of the Interior in states without approved programs.*
- *Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle".*
- *Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.*
- *New manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.*

8. The following definition should be considered for inclusion in the ordinance.

- *Violation means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance is presumed to be in violation until such time as that documentation is provided.*

Please inform me of a tentative schedule for revising the ordinance, as we are required to provide FEMA with ordinance evaluation reports. This should be accomplished within 90 days. If I can be of further assistance please do not hesitate to contact me at either (804) 371-6135 or at mark.slauter@dcr.virginia.gov.

Sincerely,



Mark Slauter
Floodplain Management Program Planner

Safety/Traffic/Parking/Beauty/Ordinances/Enforcement

ISSUES BY LOCATION

Throughout town

Upgrade sidewalks throughout town. Add curbs and make more appealing, possibly brick or brick-like vice grey concrete.

Brick sidewalks at Main St & prominent intersections.

Main from town limit to triangle

The triangle needs better protection to prevent errant vehicles from going onto the grass or garden area.

Some of the plants are overgrown in the triangle. Many posts are down.

Rebuild triangle. Hire landscaping company to maintain it.

Put up a three way stop sign at the triangle. It's confusing for those coming from town and making a left to stay on Clifton Road when someone is coming from Newman Road and making a right turn onto Clifton. There is a yield sign.

At the triangle, direct traffic coming from town going north on Clifton Road differently. It's confusing taking a left when traffic is coming into town on Newman. Maybe, a stop sign for the Newman folks. They currently have a yield sign. A stop sign would do the same thing when there is traffic coming out of town; it would cause people to come to a complete stop (and waste 2 seconds) when there is no traffic coming from town.

Main from Triangle to RR tracks

Sidewalk up to the school.

Flat portion of path (on North side of CC Drive) at bottom of the hill needs to be cleaned up and water drained.

The road b/t Triangle to Main Street: there should be some sort of sidewalk or path for safety and beautification concerns. It's dangerous for runners and walkers. The gravel path is wide enough for pedestrians & auto traffic. Because sidewalk is the same level as the street, the cars use it as part of the road. The bush in front of the Hermitage should be trimmed.

There is no side walk from the coffee shop to the Hermitage Restaurant. No sidewalk from Coffee Mill to Clifton Creek Drive.

Sidewalks from tracks to Clifton Creek Drive.

Dig out ditch which is constantly covered and clogged by the walking trail up to the elementary school. Devise a trail solution which does not impact road. This is a bad place to be crossing the road from either direction. The trail should not come so temptingly close.

Pave sidewalk from bridge to tracks.

Main from train tracks to Chapel

The traffic to and from Ford Lane at Main Street is often blocked by stopped or parked vehicles.

The pull-in parking in front of the Clifton Store front causes the vehicles' rear ends to stick out into Main Street. This slows Main St. traffic as it comes over the RR tracks and prevents turning left from Ford Lane without pulling completely out in front of oncoming Main St. traffic. It also hinders turning right from Ford Lane onto Main Street, since it is sometimes necessary to cross the center line in order to go around parked vehicles.

There is no side walk from the coffee shop to the Hermitage Restaurant.

The speed hump makes noise and may cause damage by vibration.

Main Street is not very attractive.

There should be some sort of pedestrian sign. There are times that you cannot cross the street or you have to rush your kids across before cars race by. Very few people yield to pedestrians. It should be mandatory to yield to pedestrians standing in the roadway. They do it in Vienna and other areas around DC.

Clifton Store should have paved parking in the back and a tasteful sign or painted directions on the side of the building directing folks to park back there. When the front is full of cars, you have to walk around at the same time waiting for on-coming traffic. There isn't enough room for pedestrians, parking and traffic in that area.

Back of Clifton Store and Coffee Mill should be connected and have shared parking space. There is wasted space in the back of both places that could be tastefully done so neighbors would not be affected by change.

Line the parking spaces on the street.

Continue the sidewalk in front of the Clifton Store.

Eliminate the hazardous back-out parking in front of the Clifton Store.

Main from Chapel to 3 way stop

The speed hump makes noise and may cause damage by vibration. Remove them.

At three-way stop, a cross walk should be painted on the street to force cars to yield to pedestrians.

Line the parking spaces on the street.

Eliminate the speed hump.

Create raised sidewalks and/or lower the street.

Eliminate the body-damaging drain grate holes.

Create chokers (narrowing of the street) in front of the Mills house and/or at the intersection.

Place a pedestrian crosswalk in that choker.

Main from 3 way stop to Clifton Heights

The deep drain at the corner of Main and Clifton Road (Main & School) does slow cars down but it also damages cars, including residents' cars. It should be fixed.

There is no sidewalk on Main Street. Pedestrians have to walk on the roadway. It's very dangerous due to the hill.

Cars speed up and down the hill.

Bank the road correctly, such that northbound traffic does not get "thrown into" the Buller and Chesley houses.

Cut back the trees AND bank in front of the Heket property to provide better visibility for southbound traffic.

Combine the sidewalk/crossing proposal and the speed bump. DO NOT DO BOTH as separate projects (at different locations).

Paint over the break in the double yellow line in front of Dell Avenue so that people who are lost will not go there.

Intersection of Kincheloe and Clifton Heights Lane is horrible. It's awful that the developer of Clifton Heights wasn't required to reduce the grade/peak of Main Street/Kincheloe or that VDOT hasn't taken this on yet. There is ZERO visibility over the hill there and very often there are deer or straying traffic coming in the opposite direction.

Clifton Heights Lane continuously "drips" gravel out on to Main Street/Kincheloe to create a slick surface that is hard to maneuver on.

Newman Rd

Put up a three way stop sign at the triangle. It's confusing for those coming from town and making a left to stay on Clifton Road when someone is coming from Newman Road and making a right turn onto Clifton. There is a yield sign.

At the triangle, direct traffic coming from town going north on Clifton Road differently. It's confusing taking a left when traffic is coming into town on Newman. Maybe, a stop sign for the Newman folks. They currently have a yield sign. A stop sign would do the same thing when there is traffic coming out of town; it would cause people to come to a complete stop (and waste 2 seconds) when there is no traffic coming from town.

Clifton Creek Rd

The town should request that VDOT correct the drainage problem (two culverts underneath the road and drainage to the culverts on the hill side of the road. If this cannot correct the erosion problem in the creek, do something mutually acceptable to correct that problem.

Ford Lane

Some kind of divider (like a container that holds flowers) between Ford Lane and the parking for the Clifton Store to prevent people from parking so close to the lane that outcoming traffic cannot see to turn.

Chapel St

Chestnut St

Widen this road and pave a cul-de-sac at the end.

Enforce the abandoned cars provision of the ordinance. Clean up Chestnut

Dell Ave

Once known as the seedy side of town, Dell Avenue has been transformed into a quaint, highly desirable neighborhood with small, but warm and fuzzy, homes.

Cars speed into Dell Avenue from Main Street. Cars speed out of Dell Avenue onto Main Street.

Pave a cul-de-sac at the end.

Pendleton Ave

Cars coming down Clifton Road into town speed onto Pendleton Avenue. Cars do not signal that they are going onto Pendleton. Since they really go straight onto Pendleton, it is an awkward intersection for cars to signal.

Chapel Rd from Main St to Pendleton

Cars parked on Main Street near the intersection make visibility difficult for vehicles turning onto Main Street from Clifton Road.

Chapel Rd from Pendleton to Water St

Safer parking solution in front of Post Office. Now there's the fear of backing out into a person or car or fire truck. Visibility especially bad with mail trucks and huge SUVs there.

Relocate the speed hump to a location not bordered by parking lots.

Provide a sidewalk in front of the fire house/town meeting hall.

Chapel Rd from Water St to town limits

People run the stop sign at Water Street (a friend of Peter Noonan's is a cop who frequently writes tickets at that intersection).

Opposed to another speed bump or (traffic) light. Put rumble strips up the hill at around the Cold Point Road intersection or a flashing yellow light around Cold Point indicating that there is a stop sign coming or a combination of both.

Water St from Chapel Rd to School St

There are large holes and divots in the road; part of the road is crumbling. Rpoad needs repaving..

Water St from School St to cul de sac

School St from Main to Clifton Rd

There is no side walk from Main Street to Clifton Road. Pedestrians are forced to walk in the street and this is a very dangerous location.

School St from Clifton Rd to Water St

There is no sidewalk along School Street. Pedestrians are forced to walk in the street.

Corner of School, Pendleton, Clifton Road South: foliage on the right is blocking views for people who are coming from Main Street on School and want to continue on School or turn left on Pendleton. Cars are racing down the hill into town on Clifton Road and don't signal (don't know how to signal) when they are going straight onto School.

Clifton Rd from School St to town limits

Cars speed up and down the hill.

Amend

**Clifton Town Meeting Hall Manager
Job Description
DRAFT**

~~Note to Meeting Hall Committee Members: This is a rough draft taken from our meeting notes. Please add/comment/change at will. We had talked about the recommending that the job duties become effective as soon as approved by Town Council ... with the exception of the exclusion of elected officials ... in the next election cycle, the current manager would have the opportunity to either run for Town Council re-election or continue serving as manager.~~

Job Qualifications:

- ~~Clifton~~ Resident of the area served by the Clifton Elementary School (CBA boundary)
- Computer skills: including internet communications, word processing, excel spreadsheets, basic website maintenance.
- Shall not hold an elected or paid Town office.
- Must be willing to work from office space provided by the Town

Availability:

- Internet access to maintain web-based calendar and a commitment to check email account multiple times daily~~regularly~~ and respond to email inquiries within one business day~~in a timely fashion.~~
- Willingness to answer phone calls / return messages within one business day.
- Available to open/close the facility for users and to inspect the Meeting Hall prior to its next scheduled use to determine whether all or any portion of the security/cleaning deposit will be retained or additional charges will be assessed~~renters.~~

Duties:

(1) Manage Meeting Hall Maintenance

- Coordination with contractors for cleaning, maintenance and repairs as needed.
- Submit purchase orders for payment to Town Treasurer.
- Purchases related to the Town Meeting Hall as needed.

(2) Manage Rentals

- Reservations and fee collection -- Reservations should be possible via email, fax or telephone. The manager shall adhere to the approved standard rate schedule, ~~security~~ security/cleaning deposit policy, and general rental policies for all rental arrangements. Any exceptions must be brought to the Mayor and Council for decision at a public meeting.
- Assist potential renters in making reservations and understanding the policies and procedures.

- Deposit/cleaning charges shall be withheld from renters at the discretion of the manager.
- ~~Opening/closing~~ facility for events – Unless the user is a regular renter or official town meeting, the Facilities Manager must open the facility for the user and provide them with the check-in/check-out list. If they are unavailable, due to travel or other personal schedule conflict they must arrange for a replacement.

(3) Maintain records and generate quarterly reports.

- Computerized records of the following should be developed and maintained so that the Facilities Committee and Town Council can better provide oversight and make management decisions related to the operation of the Town Meeting Hall.

Rentals (who, what type of function, how many hours)

Fees collected (rental, basis for determining rental rate, security/cleaning deposits charged and withheld)

Expenditures (supplies, maintenance, repairs)

These reports should be made ~~made~~available to the Mayor and Council Facilities Committee on a monthly basis ~~and reported to Town Council on a quarterly basis.~~

(4) Basic Maintenance of Town Meeting Hall Website Information:

- Copies of all rental agreements shall be retained by the Hall Manager for inspection by the Mayor, any Council member or Treasurer.
- Maintenance of on-line reservation system to include live calendar of events, rental policies/rate schedule, reservation form, check-in/check-out procedures.

Oversight:

The Town Meeting Hall Manager shall be hired by and report to the Clifton Mayor and Town Council. A standing Facilities Committee, chaired by a Town Council member, shall provide additional oversight and guidance as needed.

Compensation:

~~\$5,000 – 6,000 annually to be determined by Mayor and Town Council~~

omit

Note:

~~At some point, this position and systems/procedures should be expanded to include all Town Facilities.~~

Clifton Town Meeting Hall
Policies & Procedures

DRAFT

*Brant
Mac S*

~~Note to Town Meeting Hall Committee Members : The text in *italics* indicates new language for the policies & procedures. The regular text is copied from the rate schedule approved by Town Council in June, effective August 2005. Please add/change/comment at will. This is just a quick draft taken from our meeting notes and also from other community hall policies found thru the Fairfax County website.~~

The Clifton Town Meeting Hall is available to Fairfax County residents to host small receptions, meetings, and parties, classes and educational activities.

Use of all available ~~The following items are available at the facility: tables(4-2' Wx6'L(#?); and metal folding chairs(approximately 70#?)is included in the base rental rate; use of, kitchen facilities is available for an additional hourly rate., coffee urns (#?)~~

Hours:

Monday – Thursday: 9 am - 10 pm
Friday - Saturday: 9 am – 11 pm
Sunday: 10 am – 8 pm

want hrs for special events by town car

you write applicat to the council for approval

Special arrangements can be made for overnight lock-in / retreats.

Maximum Occupancy: 100 ~~(need to check fire code at door.)~~

Rate Schedule: ~~(Effective August 2005)~~

Basic Rate: \$25 per hour (without kitchen) / \$50 per hour (with kitchen)

<u>Discounts:</u>	Monday – Friday before 3 pm	20% discount
	Incorporated Non-profits	20% discount
	<u>Clifton</u> Community Associations	20% discount

Frequent users

4+ times per month	10% discount
8+ times per month	20% discount
12 + times per month	25% discount

Rentals must be booked and paid in advance, in-full, to receive the discounted rate.

- apply standard rates

7 – 30 days prior to event
7 or fewer days prior to event

50 % of rental fee (\$25 minimum)
75% of rental fee

Refunds ~~will be made~~ ~~are issued~~ by the Town of Clifton in the form of a check and sent by mail within four to six weeks after the reservation date.

Alcohol Policy:

Alcohol is not allowed on the premises except for events officially sponsored by the Town of Clifton.

No Smoking:

The Clifton Town Meeting Hall is a smoke-free facility. Smoking is permitted out of doors, and Users will be responsible for cleaning up all debris, including cigarette butts on the sidewalk and parking lot.

Noise Restrictions:

The Clifton Community Meeting Hall is located in a residential area. As such, care must be taken not to disturb the neighboring residents. Any music/entertainment shall be limited to volume that is inaudible once the doors are closed. Violations will be reported to local law enforcement, as a disturbance to the peace, who will be authorized to terminate use of the Hall.

Inclement Weather:

In the event of inclement weather, please call the Clifton Town Meeting Hall Manager to learn of the operating status. Please note that the Meeting Hall generally follows the Fairfax County Government's operating decision regarding inclement weather. If Fairfax County is "open" or "open with staff on unscheduled leave," all rental agreements will be honored. Cancellation will be at the discretion of the scheduled User; however, no refunds will be issued. If Fairfax County is "closed," all rentals are cancelled and we will either refund all rental fees paid or attempt to reschedule the event on an alternate date.

Commercial and Third-party Rentals:

The Town of Clifton does not permit the rental of Community Hall for commercial purposes. Furthermore, patrons may not book its rooms for the purposes of renting them to another party ("third-party rental"). Third-party rentals will result in the loss of rental privileges for all parties involved.

Storage:

No permanent equipment storage is permitted on site. Hall users may be permitted to store items to be used for an event 48-24 hours in advance, subject to space availability. Any exceptions to this policy require written application to the Mayor and Council and approval granted at a Council meeting; ~~must be negotiated on a case-by-case basis and considered as payment of an additional rental fee to be negotiated.~~ The Town as reserves

See

the right to determine where such items will be stored and to have access to all such areas at all times.

Parking:

Limited parking (68 spaces, 2 handicapped spaces? Need to count) is available in front of the Town Meeting Hall. Additional street parking on Main Street and in the lot across the street from the Meeting Hall is available after business hours. Parking on the grass or blocking access to driveways is not permitted.

Resolutions

Playground less mtg
not time to be mtg
second best
discuss 105 - passed

Town Meeting

Meeting

- Compensator removed

(M) (S)
pass

- Hrs - additional hrs. authorized by the Town

- Alcohol policy - omit

• implement weather policy

- discretion of user

- mtg. hall mgn close facilities then we would issue

- if FCC closed user decides if to keep mtg.

- if mtg hall mgr decides to close

- refund or reschedule event

Brant (M)

Len (S)

pass

Mae/Margo - opposed

Trail
• 2 checks for 6K in seed & provided by TC for 2005

Haunted Trail

• Community Yard Sale

- ~~005~~ revenue \$679.34

ISTEA

RESOLUTION CONCERNING FINANCIAL TRANSACTIONS

WHEREAS, it has been the practice of the Town to require that all checks be signed both by its Mayor and Treasurer; and

WHEREAS, the Town has requested that UBS PaineWebber accept Town funds for the purpose of investment; and

WHEREAS, UBS PaineWebber has requested that the Town's financial policy be memorialized by resolution of the Mayor and Town Council:

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

1. All checks, wire transfer direction or other instruction with respect to investment or transfer of Town funds shall be signed by the persons holding the offices of Mayor and Treasurer of the Town. Such persons as of the date of this resolution are James C. Chesley, Mayor and Marilyn Barton, Treasurer.
2. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this May 3, 2006.

RESOLUTION CONCERNING TOWN PLAYGROUND

WHEREAS, children are the Town's most valued assets; and

WHEREAS, the Town has constructed new childrens' playground facilities, using funds derived in part from the Patti Moore Fund, which was set up for the benefit of a deceased child who was resident of the Town; and

WHEREAS, one of the Town's children, Bryce Anderson, is an inspiration to all residents of the Town and recently passed; and

WHEREAS, it is in the best interest of the residents of the Town to honor the memories of Patty Moore and Bryce Anderson:

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

1. The playground in the Town Park hereby is named in honor of Patti Moore and Bryce Anderson.
2. A plaque shall be erected near the playground as a memorial to Patti Moore and Bryce Anderson.
3. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this May 3, 2006.

RESOLUTION CONCERNING SALE OF OLD TOWN HALL

WHEREAS, the Town and Lexington Group, LLC (the "Purchaser") have entered into a letter of intent, dated October 2005, with respect to the Old Town Hall building and three lots related thereto; and

WHEREAS, the Purchaser has been working toward resolving various building and environmental issues that impede development of an office structure on the properties; and

WHEREAS, it is in the best interest of the Town to provide the Purchaser the opportunity to resolve outstanding issues and purchase the Old Town Hall so as to preserve its use for the Town:

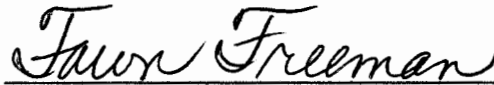
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL AS FOLLOWS:

- 1. The diligence period under the letter of intent is extended to December 31, 2006.**
- 2. This resolution shall be effective as of its adoption.**

IN WITNESS WHEREOF, this resolution hereby is adopted as of this May 3, 2006.

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on May 3, 2006.

A handwritten signature in cursive script that reads "Fawn Freeman". The signature is written in black ink and is positioned above a horizontal line.

Name: Fawn Freeman

Title: Clerk

CLIFTON TOWN COUNCIL MEETING AGENDA
Clifton Town Meeting Hall
12641 Chapel Road
Clifton, VA 20124
Tuesday June 6, 2006, 7:30 P.M.

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of Communications to the Mayor
4. Reports of Standing / Special Committees
 - ~ Planning Commission
 - ~ ARB
 - ~ Old Town Hall Sale Committee
 - ~ Town Meeting Hall Committee
 - ~ Playground Committee
 - ~ ISTEА Funds Committee
5. Citizens Remarks
6. Old / Unfinished Business
 - ~ Update on Clifton Creek Road deterioration
 - ~ Haunted Trail Missing Funds
7. New Business
 - ~ Proposed improvements to CBA and Northern Virginia Conservation Trust (NVCT) / Town flood plain properties presentation by Michael Rolband of Wetland Solutions
 - ~ Eagle Scout Project on NVCT
 - ~ Resolution in support of proposed improvements to CBA and NVCT/Town flood plain properties proposed by Rick Peterson and Wetlands Solutions
 - ~ Resolution to designate the Town Triangle as the "Margaret and Willard Webb Memorial Garden", and to honor Mary Hampshire for creating and maintaining it
 - ~ Resolution thanking Council Members, Town Attorney, Town Treasurer, and Town Clerk for service to Town and authorizing and directing plaques be obtained and presented indicating position and years of service
 - ~ Resolution authorizing \$20,000 to be expended for landscaping of Town playground and refurbishment of spider, teeter-totter and truck
 - ~ Resolution thanking Hon. Elaine McConnell for her assistance to the Town
 - ~ Resolution thanking Hon. Thomas Davis for his assistance to the Town
8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

Minutes of 20 June, 2006 Special Clifton Town Council Meeting

Present: Mayor Jim Chesley, Mac Arnold, Lev Buller, Trisha Robertson,
And Council-elect Wayne Nickum and Lane Johnston

The Special meeting was called to discuss one item: the 2006-2007 Town Budget

1. The special Council Meeting was called to order shortly after 7 PM in the town park next to the gazebo.
2. A motion was made and seconded (T. Robertson / J. Chesley / Unanimous) to approve the 2006-2007 Town Budget that had been properly advertised and a public hearing held to discuss same.
- 3.. Motion to adjourn (l. Buller / T. Robertson / Unanimous)

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, June 6, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller, Trish Robertson, Mac Arnold,

Absent: Margo Buckley

Attendees: Fawn Freeman, Marilyn Barton, Giff Hampshire, 16 citizens, Amber Healy of The Connection Newspapers, League of Women Voter representative

The meeting was called to order at 7:17 p.m. Mayor Chesley led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Brant Baber made a Motion to accept the May meeting minutes and to remove the Motion at the top of page 4 as this was not made by him. Mac Arnold seconded the Motion.

Motion passed, unanimously.

2. Report from the Town Treasurer

Motion

Mayor Chesely made moved to accept the Treasurer Report.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

Read letters of resignation from Fawn Freeman as Town Clerk on May 10 and Gifford Hampshire as Town Attorney on May 4. Mr. Hampshire agreed to stay on with the new Council through September or until a new Town Attorney is selected.

Karen Arnold wrote a letter requesting the Council to reconsider the abandonment of alcohol use at the Town Meeting Hall. Mayor Chesley suggested the letter be forwarded to the next Town Council for their action.

4. Reports of Standing / Special Committees

Change

Planning Commission (PC)

Motion

Brant Baber made a Motion to approve the Sim's Use Permit and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Motion

Trish Robertson made a Motion to approve the "Parking Recommendations" and Brant Baber seconded the Motion.

Motion passed, unanimously.

Motion ✓

Lev Buller made a Motion to approve the Turskey's Use Permit and Mac Arnold seconded the Motion

Motion passed, unanimously.

Motion

Brant Baber made a Motion to accept the (4) year appointment of the persons named to the Planning Commission Lev Buller, Mac Arnold, and Susan Yantis and Trish Robertson seconded the Motion. Brant Baber amended his Motion to include Marilyn Stoney and Trish Robertson seconded the amendment.

Motion passed. Mac Arnold and Lev Buller abstained.

Architectural Review Board (ARB)

None reported.

Old Town Hall Sale Committee

None reported.

Town Meeting Hall Committee

None reported.

Playground Committee

None reported.

ISTEA Funds Committee

None reported.

5. Citizen's Remarks

Lynne Garvey Wark passed around a book by Michael "Mike" Foley, author of "A Country Boys View" and a sign up sheet for those persons wanting to procure a copy at \$25. She is coordinating his book signing on April 25. The book is about Mike's childhood years spent in Clifton during the 1950's. She further mentioned that Mike will be a guest at the "Canary Cottage" during "Clifton Day".

Tom Peterson thanked the Council for their services.

Michelle Stein thanked the Council as the President of the CBA. She further stated the 5K is on Saturday and Richards Lane needs a sign.

6. Old / Unfinished Business

Update on Clifton Creek Road Deterioration

Marilyn stated that VDOT paved a side of Clifton Creek but it was not the solution desired. A pot hole has been on Chestnut Street since September 19, 2005. Mayor Chesley stated to call VDOT at 383-VDOT, ask for Bob Driscoll resident engineer.

Haunted Trail Missing Funds

Giff Hampshire stated July 28 is the new deadline to submit a proof of claim.

7. New Business

Proposed improvements to CBA and NVCT / Town flood plain properties presentation by Michael Rolband of Wetland Solutions

None reported.

Eagle Scout Project on NVCT

The first enhancement project to the park was completed last weekend by the eagle scouts which is a bridge 8' x 18'. This is an example to the new Council what they can get done for nothing in Labor. The Town provides the materials.

Resolution in support of proposed improvements to CBA and NVCT/Town flood plain properties by Rick Peterson and Wetlands Solutions.

No action taken.

Resolution to designate the Town Triangle as the "Margaret and Willard Webb Memorial Garden" and to honor Mary Hampshire for creating and maintaining it.

Motion

Brant Baber made a Motion to approve and *Mac Arnold* seconded the Motion.

Motion passed, unanimously.

Resolution thanking Town Council Members for their services to the Town

Motion

Brant Baber made a Motion to approve and Trish Robertson seconded the Motion.

Motion passed. 1 nay – Lev Buller.

Discussion

Lev Buller recommended posting a plaque at the Old Town Hall that illustrates all Council members past and present.

Resolution thanking the Town Clerk for her service to the Town

Motion

Brant Baber made a Motion to approve and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Resolution thanking Pam Wallace (former Town Clerk) for her service to the Town

Motion

Brant Baber made a Motion to approve and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Resolution authorizing \$20,000 to be expended for landscaping of Town playground and refurbishment of spider, teeter-totter and truck.

Motion

Brant Baber made a Motion to approve and Mayor Chesley seconded the Motion.

Motion passed, unanimously.

Resolution by Council members thanking Elaine McConnell for her support

Motion

Brant Baber made a Motion to approve and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Resolution by Council members thanking Tom Davis for his support

Motion

Brant Baber made a Motion to approve and Mac Arnold seconded the Motion.

Motion passed, unanimously.

Resolution to obtain a plaque commemorating James Chesley services to the Town using funds raised from the party held in his honor. The plaque will be affixed at the plaza next to the railroad tracks commonly known as the "Caboose Plaza" and pay a reimbursement cost not to exceed \$300.00.

Motion

Trish Robertson made a Motion to approve and Brant Baber seconded the Motion. Trish Robertson amended her Motion to strike the reimbursement using Town funds and Brant Baber seconded the amendment.

Motion passed, Mayor Chesley abstained. .

Discussion

8. Adjournment

Motion

Trish Robertson made a Motion to adjourn the meeting at 8:44 p.m. and Brant Baber seconded the Motion

Motion passed, unanimously.

Town of Clifton
Planning Commission Report 6/05/2006

In attendance: Lev Buller, Michelle Stein, Judy McNamara, and Kathy Kalinowski, Patrick Pline, Rob Clark

Absent: Richard King

1. Update letter from the Clifton Presbyterian Church.
2. Recommendation for approval by Town Council of application of Mae Garrison Sims for a commercial use of a gift shop at 7150B Main Street, provided the hours are changed to Monday – Saturday from 10 – 6, Tom Peterson signs the application and a parking plat is provided to the Planning Commission and Town Council at the meeting.
3. Recommendation of approval by Town Council of the Turskys for a retaining wall with the application amended to read height of wall 5feet – 6 feet.
4. Recommendation of the appointment of Mac Arnold and Susan Yantis to the Planning Commission and the reappointment of Lev Buller for new four year terms. These appointments if approved will result in the Planning Commission having 9 members.
5. Recommendation of approval of the parking/traffic report, presented and discussed at the May 2006 Town Council meeting.
6. The Planning Commission expects to receive comments from Joe McClellan concerning the November 14, 2005 letter from the Department of Conservation and Recreation of the Commonwealth of Virginia concerning recommended changes to the Town's Floodplain Ordinance, and his advice as to the relationship of the Flood Plain ordinance to our CBLAD ordinance, the relationship of the Clifton Flood Plain to the Fairfax County Flood Plain map and our Clifton CBLAD RPA map, all of which are somewhat different, in time for the next Town Council meeting.

Town of Clifton, Virginia
Presentation of 6/30/03 Audited Financial Statements
6/6/06 Council Meeting

To the Honorable Mayor and Members of Town Council:

Please accept this outline as my presentation of the results of our audit of the Town financial statements as of June 30, 2003.

Thank you for the opportunity to work with the Town in catching up its audited financial statements for June 30, 2003 to 2006. The format of the financial statements is quite different than you may be used to seeing. Governmental Accounting Standards Board Statement #34 (GASB 34) significantly changed the reporting standards for local governments. The standard takes effect for fiscal year 2004 for Towns of your size. We decided it was best to early implement since we are doing the 2003 and 2004 audits at essentially the same time. We did not want to spend time setting up the format for 2003 based on the old standards and then have to start over when the 2004 financial statements are drafted under the new format. Following I will present highlights and my comments on the financial statements.

I. Independent Auditor's Report – Page 1

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

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

- a. This report addresses our consideration of internal control over financial reporting and compliance. We do not audit internal controls or compliance, thus no opinion is expressed. We do state we noted no matters that we considered to be material weaknesses and we noted no issues of noncompliance required to be reported.
- b. The report references that we prepared a Management Letter giving our comments and suggestions as a result of our audit that do not impact our opinion.
- c. Please be advised we researched the HUD Homes Program the Town participated in and determined that no additional audit testing and reporting was required under OMB Circular A-133 (Single Audit).

III. Statement of Net Assets – Page 5

- a. This statement is a new statement required as a result of GASB #34. It is intended to provide a balance sheet for the Town on the true accrual basis of accounting. This includes reporting capital assets and calculating depreciation just like a business does on its statements.

- b. We have included the assets and liabilities related to the HUD program on this statement, including the houses owned, funds held in escrow by Commercial Lending Corporation, mortgages payable, and interest that had accrued on these mortgages as of year end.

IV. Statement of Activities – Page 6

- a. This statement is also a new statement required by GASB 34. It is intended to provide an income statement for the Town on the true accrual basis of accounting.
- b. This format is unique to governments. The purpose of government is to provide services to the citizens, thus expenses are reported first and are offset by specific program revenues. The last column shows a deficit in total Governmental Activities of \$15,185, as there is on any government statement. The deficit is funded by the Town's general revenues, which are shown below.
- c. The HUD program revenues are included under Special Items. We have shown the profit from house sales, the incentive fees earned from Commercial Lending Corporation (\$1,000 for the first 10 homes sold) and the management fees paid to Commercial Lending Corporation. Special items are defined as unusual activities under the control of the Town.
- d. The Change in Net Assets (net income) amounted to \$131,850.

V. Balance Sheet – Governmental Funds – Page 7

- a. This statement is based on the old reporting standards. While GASB #34 requires a new approach to financial reporting, it did not eliminate the old approach. As a result there are two sets of financial statements required in the audit report. This fund based approach is on the modified accrual basis of accounting. Only current assets and liabilities are included, thus the capital assets on the Statement of Net Assets do not appear here. The mortgages payable are included because we think they are short term since the average turn around time for the houses is about three months.
- b. Page 8 is a reconciliation of fund balance on this statement to total net assets on page 5.

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

- a. This statement is an income statement for the Town based on the fund based approach as discussed in item V. It is prepared on the modified accrual basis of accounting. Depreciation on capital assets is not recorded. Capital assets purchased are expensed as acquired. For example, the \$4,100 in public safety was for equipment bought through the Department of Criminal Justice Services grant. This equipment was capitalized and depreciated under the accrual basis of accounting used in Statements 1 and 2.
- b. See Schedules 1 and 2 on pages 19 to 22 for a detail of revenues and expenditures.
- c. The net change in fund balance (net income) amounted to \$137,133.
- d. Page 10 is a reconciliation of the net change in fund balance on this statement to the change in net assets on page 6.

VII. Notes to Financial Statements – Pages 11 to 17

- a. The notes to the financial statements provide detail explanation of accounting policies and supporting information for some of the line items in the financial statements.
- b. We prepared a note (Note 7 on page 16) on the HUD Homes Program as these are the most significant numbers in your statements.

VIII. Budgetary Comparison Schedules - Page 18

- a. This schedule is required supplementary information under GASB #34. We prepared based on the budget posted to Quickbooks. The Treasurer is currently checking to see if these are the correct numbers to use. If a more up to date budget is located we will account for any necessary changes before we bind the final reports.

IX. Schedule of Revenues – Budget and Actual – Page 19

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

X. Schedule of Expenditures – Budget and Actual – Page 21

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

We enjoyed visiting your Town and working with Marilyn. We will complete the 6/30/04 statements by the end of June and look forward to completing the 2005 and 2006 audits this year. The first year of an audit is always the most time consuming due to the time necessary to gain an understanding of the client and setting up the necessary depreciation schedules, grouping schedules needed to draft the financial statements, and setting up the financial statement format. I appreciate your patience. Please let me know if there are any questions or concerns regarding our audit. I can be reached by e-mail at awco@ntelos.net or telephone at (540) 886-2341.

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

Barton, Marilyn

From: Andrew L. Cannaday - Anderson, White & Company, P.C. [awco@ntelos.net]
Sent: Monday, June 05, 2006 5:21 PM
To: Barton, Marilyn
Cc: pawsnfins@cox.net
Subject: Financial Statements and Management Letter

Marilyn,

Attached is a draft of the 6/30/03 financial statements, our management letter, and the grouping schedules used to draft the financial statements. Please review and let me know if there are any questions or concerns about them. Since this is our first report I would like you and council to see the draft before we bind it and make it official. Please let me know how many bound copies you will need.

I used the budget amounts that I found in Quickbooks for the financial statements. I would like to get an official copy of the adopted budget to be sure these are the proper amounts. I will need the original budget and amendments made, if any.

We will finish the 6/30/04 adjustments and report by the end of June. It will not be as involved since we will not have to do as much work on the fixed assets and we have the format of the statements established. We will want to come do the fieldwork for 6/05 & 6/06 as soon as possible in July. Be thinking about how soon you will be ready for us and let me know.

Thanks,
Andy

6/6/2006

ANDERSON, WHITE & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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**510 NORTH COALTER STREET
STAUNTON, VIRGINIA 24401
(540) 886-2341
FAX: (540) 886-4944
EMAIL: awco@ntelos.net**

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STUARTS DRAFT, VIRGINIA 24477
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**THOMAS A. WHITE, CPA
ANDREW L. CANNADAY, CPA**

**LAYTON W. YANCEY, CPA
HOWARD H. ANDERSON, CPA**

**MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS**

**VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS**

June 2, 2006

To The Honorable Mayor and Members of the Town Council
Town of Clifton, Virginia

In planning and performing our audit of the financial statements of the Town of Clifton, Virginia for the year ended June 30, 2003, we considered the Town's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 2, 2006.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely yours,

Anderson, White & Company, P.C.

MANAGEMENT LETTER COMMENTS

Review of Prior Years

As part of our engagement to audit June 30, 2003 and 2004 we were requested to review the Town's records for the fiscal years 1998 to 2002. A "review" has very specific requirements in the accounting standards, including the preparation of financial statements with an accountant's report attached. During our negotiations it was decided you would not require the reviewed financial statements and as a result we lowered our bid from a total of \$25,000 to \$15,000.

Please be advised that as part of doing an audit for the first time we are required to audit the opening balances for the year. Such work is required to be able to express an unqualified opinion on fund balances and on the income statement. In other words, we have to know the year we are reporting on started out with the correct balances in order to report on the period as a whole. In any audit we do, it is usually necessary to propose various adjustments. We performed extensive work in order to be sure the beginning balances for fiscal year 2003 were proper, and as a result have proposed some adjustments that have been provided to the Town Treasurer. The cumulative effect of any necessary adjustments for fiscal years 1998 to 2002 have been handled through these proposed adjustments.

Insured Cash Balances

The Town Treasurer requested we explain how the Town's cash balances are insured. As you know, balances up to \$100,000 per bank are covered by the Federal Deposit Insurance Corporation (FDIC). As a Town, any balances in excess of \$100,000 in a bank are insured by the Virginia Security for Public Deposits Act (Section 2.2-4400 et. seq. of the Code of Virginia) provided the funds are identified as public deposits and the bank is a qualified depository. As of June 30, 2003, all the Town's accounts were held at SunTrust Bank. SunTrust was a qualified depository as of June 30, 2003 and all the Town's accounts have been listed as public deposits per a letter from SunTrust dated January 27, 2004 we found during our audit of cash. As a result, all of the Town's cash balances were insured as of June 30, 2003.

Town Payroll

In our audit of payroll we discovered the Town did not withhold social security and Medicare taxes from salaries paid. The taxes turned over to the IRS were calculated based on the wages paid and then doubled to cover the employer match. In other words, the Town paid both the employee and employer share of the tax.

We recommend the Town Council determine the net pay for its employees and then gross it up to cover the taxes so the withholdings can be handled properly. For example, if Town Council wanted net pay to be \$1,000, the gross would be computed as follows:

$\$1,000.00 / .9235 = \$1,082.84$ Gross	
\$ 1,082.84	Gross Pay
(67.14)	Social Security @ 6.2%
<u>(15.70)</u>	Medicare @ 1.45%
\$ <u>1,000.00</u>	Net Pay

The .9235 above is 100% - 6.2% - 1.45%.

Taking this approach would allow the W-2 forms to be prepared properly and the correct amount of social security and Medicare wages reported to the Social Security Administration.

Bank Reconciliations

In our audit of cash we discovered three balance adjustments made to the bank accounts that QuickBooks posted to the Opening Balance Equity account. This problem is very common with our QuickBooks clients. If there is an unknown difference once all items are marked as cleared when doing the bank reconciliation, QuickBooks asked if you want to correct the difference. If you respond "yes", QuickBooks adjusts cash and puts the offsetting entry to the Opening Balance Equity account. This account is not an income or expense account, thus the income statements generated through QuickBooks do not reflect the adjustment. We recommend responding "no" to the question from QuickBooks, determining why the difference exists, and correcting it at the source of the problem.

Capital Assets

Accounting for capital assets in the General Fund of a Town is very unusual compared to traditional accounting. Assets acquired are expensed in the appropriate department when purchased. A second entry is then required to record the asset in the appropriate balance sheet account with an offsetting entry to the Investment in Fixed Assets account. The amount in the Investment in Fixed Assets account should always be the total of the fixed asset accounts less the depreciation that has been recorded. We recommend expensing all fixed assets as they are acquired and keeping a separate file folder to accumulate the invoices of those assets with an estimated useful life of more than one year and deemed significant enough to capitalize. We can assist in capitalizing the necessary assets at year end and determining the amount of depreciation to record.

DRAFT

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2003

DRAFT

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INDEPENDENT AUDITOR'S REPORTS

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INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of June 30, 2003, and the respective changes in the financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2006, on our consideration of the Town's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. The management's discussion and analysis has not been presented in these financial statements. The budgetary comparison is presented in Exhibit 1. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

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Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying information listed as Other Supplementary Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Other Supplementary Information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

June 2, 2006

DRAFT

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June 2, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performed our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Town of Clifton, Virginia, in a separate letter dated June 2, 2006.

DRAFT

This report is intended solely for the information and use of the Town Council, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

June 2, 2006

DRAFT

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET ASSETS
As of June 30, 2003**DRAFT**

ASSETS	<u>Governmental Activities</u>
CURRENT ASSETS	
Cash and cash equivalents	\$ 179 864
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	<u>155 922</u>
Total Current Assets	\$ <u>2 766 678</u>
NONCURRENT ASSETS	
Restricted cash and cash equivalents	\$ 6 231
Capital assets, net of accumulated depreciation	<u>140 194</u>
Total Noncurrent Assets	\$ <u>146 425</u>
Total Assets	\$ <u>2 913 103</u>
LIABILITIES	
CURRENT LIABILITIES	
Accounts payable	\$ 2 459
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	<u>26 740</u>
Total Current Liabilities	\$ <u>2 576 799</u>
NONCURRENT LIABILITIES	
Escrow monies held	\$ <u>5 206</u>
Total Noncurrent Liabilities	\$ <u>5 206</u>
Total Liabilities	\$ <u>2 582 005</u>
NET ASSETS	
Invested in capital assets, net of related debt	\$ 140 194
Restricted	1 025
Unrestricted	<u>189 879</u>
Total Net Assets	\$ <u><u>331 098</u></u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF CLIFTON, VIRGINIA

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003

DRAFT

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities					
General government administration	\$ 25 025	\$ 20 451	\$ 500	\$ -	\$ (4 074)
Public safety	205	-	-	4 100	3 895
Public works	38 553	18 365	1 000	-	(19 188)
Parks, recreation and cultural	1 405	75	1 025	-	(305)
Community development	4 226	8 713	-	-	4 487
Total Governmental Activities	\$ 69 414	\$ 47 604	\$ 2 525	\$ 4 100	\$ (15 185)

General Revenues:

Cigarette tax	\$ 1 442
Interest income	637
Miscellaneous income	83
Railroad rolling stock tax	1 377
Sales tax	15 872
Utility consumption tax	1 197

Total General Revenues \$ 20 608

Special Items:

HUD Homes Program	
Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	(93 638)

Total Special Items \$ 126 427

Change in Net Assets \$ 131 850

Net Assets, Beginning of Year 199 248

Net Assets, End of Year \$ 331 098

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF CLIFTON, VIRGINIA

7
STATEMENT 3

BALANCE SHEET - GOVERNMENTAL FUNDS
As of June 30, 2003

DRAFT

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 179 864
Restricted cash and cash equivalents	6 231
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	<u>155 922</u>
Total Assets	\$ <u>2 772 909</u>
LIABILITIES	
Accounts payable	\$ 2 459
Escrow monies held	5 206
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	<u>26 740</u>
Total Liabilities	\$ <u>2 582 005</u>
FUND BALANCE	
Fund balance	
Unreserved	\$ 189 879
Reserved	<u>1 025</u>
Total Fund Balance	\$ <u>190 904</u>
Total Liabilities and Fund Balance	\$ <u>2 772 909</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF CLIFTON, VIRGINIA

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS
As of June 30, 2003**

DRAFT

**Amounts reported for governmental activities in the Statement of Net Assets
are different because of the following:**

Fund balances of Governmental Funds	\$	190 904
Capital assets, net of depreciation , are not current financial resources and are not included in the Governmental Funds		<u>140 194</u>
Net assets of Governmental Activities	\$	<u><u>331 098</u></u>

TOWN OF CLIFTON, VIRGINIA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2003

DRAFT

	<u>General Fund</u>
REVENUES	
Local taxes	\$ 38 531
Permits, privilege fees and regulatory licenses	1 075
Revenues from the use of money	637
Revenues from the use of property	18 440
Donations and special events	9 163
Miscellaneous	83
Intergovernmental	<u>6 908</u>
Total Revenues	\$ <u>74 837</u>
EXPENDITURES	
General government administration	\$ 24 861
Public safety	4 100
Public works	30 212
Parks, recreation, and cultural	732
Community development	4 226
Capital outlay	<u>-</u>
Total Expenditures	\$ <u>64 131</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ <u>10 706</u>
SPECIAL ITEMS	
HUD Homes Program	
Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	<u>(93 638)</u>
Total Special Items	\$ <u>126 427</u>
NET CHANGE IN FUND BALANCE	\$ 137 133
FUND BALANCE (DEFICIT), Beginning of Year	<u>53 771</u>
FUND BALANCE (DEFICIT), End of Year	\$ <u><u>190 904</u></u>

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003

DRAFT

**Amounts reported for Governmental Activities in the Statement of Activities
are different because of the following:**

Net change in fund balance - Governmental Funds	\$	137 133
Governmental Funds report capital outlays as expenditures. However in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$9,383) exceeded capital outlays (\$4,100) in the current year		<u>(5 283)</u>
Change in net assets - Governmental Activities	\$	<u>131 850</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2003**DRAFT****NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The financial statements of the Town of Clifton, Virginia (the "Town") have been prepared to conform to generally accepted accounting principles (GAAP) as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting and reporting policies and practices used by the Town are described below.

A. New Accounting Standards Adopted

In fiscal year 2003, the Town adopted three new statements of financial accounting standards and one new interpretation issued by the Governmental Accounting Standards Board (GASB):

- *Statement No. 34 – Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*
- *Statement No. 37 – Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus*
- *Statement No. 38 – Certain Financial Statement Disclosures*
- *Interpretation No. 6 – Recognition and Measurements of Certain Liabilities & Expenditures in Governmental Fund Financial Statements*

Statement No. 34 (as amended by Statement No. 37) represents a very significant change in the financial reporting model used by state and local governments.

Statement No. 34 requires government-wide financial statements to be prepared using the accrual basis of accounting and the economic resources measurement focus. Government-wide financial statements do not provide information by fund or account group, but distinguish between the Town's governmental activities and business-type activities on the statement of net assets and statement of activities. Significantly, the Town's statement of net assets includes both noncurrent assets and noncurrent liabilities of the Town, which were previously recorded in the General Fixed Assets Account Group and the General Long-term Debt Account Group.

The Town's implementation of these standards had the following effect on the Town's financial statements:

- The Town has historically capitalized all capital assets, excluding infrastructure. The Town also has not recorded annual depreciation expense or the related accumulated depreciation. As of July 1, 2002, the Town began to record infrastructure assets and recognized accumulated depreciation on all governmental activity assets that had not previously been recognized.

In addition to the government-wide financial statements, the Town has prepared fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Accordingly, the accounting and financial reporting of the Town's General Fund is similar to that previously presented in the Town's financial statements, although the format of financial statements has been modified by Statement No. 34 to focus on major funds, as opposed to presenting fund types.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFTNOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)A. New Accounting Standards Adopted (Continued)

Statement No. 34 also requires a budgetary comparison statement to be presented that compares the adopted and modified budget with actual results.

Statement No. 37 amends GASB Statements No. 21 and No. 34. The amendments either (1) clarify certain provisions that, in retrospect, may not be sufficiently clear for consistent application or (2) modify other provisions that the GASB Board believes may have unintended consequences in some circumstances.

GASB has issued Statement No. 38, *Certain Financial Statement Note Disclosures* which modifies, establishes and rescinds certain financial statement disclosure requirements.

Interpretation 6 is an interpretation of NCGA Statements 1, 4, and 5; NCGA Interpretation 8; and GASB Statement Nos. 10, 16, and 18. It clarifies the existing modified accrual standards for distinguishing the portion of a liability that should be reported as a governmental fund liability/expenditure from the portion that should be reported as a general long-term liability (i.e., government-wide reporting only).

B. Reporting Entity

The Town, located in Fairfax County, Virginia, was incorporated in 1902 under the laws of the Commonwealth of Virginia. The Town is managed by a mayor and five council members, each of whom is elected at large for a two-year term.

As required by generally accepted accounting principles these financial statements present the Town (primary government) and any reportable component units. No separate government units meet the criteria for inclusion as a component unit.

C. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which to a significant extent rely on fees and charges for support. The previous reporting model emphasized fund types (the total of all funds of a particular type). In the new reporting model, as defined by GASB Statement No. 34, the focus is either the Town as a whole or major individual funds (within the fund financial statements).

The government-wide statement of activities demonstrates the degree to which the direct expenses of a functional category (Public Safety, Public Works, etc.) or activity are offset by program revenues. Direct expenses are those that are clearly identifiable with specific function or activity. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) grants and contributions that are restricted to meeting the operational requirements of a particular function or activity and 3) grants and contributions that are restricted to meeting the capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported instead as general revenues.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**C. Government-wide and Fund Financial Statements (Continued)**

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales, franchise taxes, intergovernmental revenues, interest income, etc.).

Separate fund based financial statements are provided for governmental funds. Individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The focus of the fund financial statements is on the individual funds. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

D. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Government fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 45 days of the end of the current fiscal period. Grant revenues availability period is generally considered to be one year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured and payment is due.

Ad valorem, franchise and sales tax revenues in the General Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, contributions, and miscellaneous revenues are recorded as revenues when received in cash as the resulting receivable is immaterial. Investment earnings are recorded as earned since they are measurable and available. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:** (Continued)D. Measurement Focus and Basis of Accounting (Continued)

The following funds are used by the Town:

1. Governmental Funds:

The following is a description of the Governmental Funds of the Town:

General Fund

The General Fund is the operating fund of the Town. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

2. Non-Current Governmental Assets/Liabilities:

GASB Statement No. 34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

E. Capital Assets

Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Public domain (infrastructure) fixed assets owned by the Town consisting of roads, curbs and gutters, streets, drainage systems and lighting systems will be recorded at historical cost on a prospective basis as the Town has elected out of recording such assets retrospectively as allowed for Phase 3 governments.

Major outlays for capital assets and improvements are capitalized as projects are constructed and shown as construction in progress in the basic financial statements.

Property, plant, and equipment of the Town is depreciated using the straight line method over estimated useful lives ranging from five to forty years.

F. Use of Restricted/Unrestricted Net Assets

When an expense is incurred for purposes for which both restricted and unrestricted assets are available, the Town's policy is to apply restricted assets first.

G. Budgetary Comparison Schedules

The Town adopts budgets for the General Fund by July 1 of each year. All revisions to the budget must be approved by the Town Council.

GASB Statement No. 34 requires budgetary comparison information to be presented in the basic financial statements or as required supplementary information. Exhibit 1 presents the original and final budget, actual results, and variance amounts.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT**NOTE 2—CASH:**

All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

Restricted cash shown in the basic financial statements is comprised of the following:

Escrow monies held	\$ 5 206
Playground improvement funds	<u>1 025</u>
Total restricted cash	<u>\$ 6 231</u>

NOTE 3—CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2003 was as follows:

	<u>Balance at Beginning of Year</u>	<u>Additions</u>	<u>Retirements</u>	<u>Transfers</u>	<u>Balance at End of Year</u>
Capital assets not being depreciated:					
Land	\$ 53 987	\$ -	\$ -	\$ -	\$ 53 987
Subtotal	<u>\$ 53 987</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53 987</u>
Capital assets being depreciated:					
Buildings	\$ 77 381	\$ -	\$ -	\$ -	\$ 77 381
Furniture and equipment	31 611	4 100	-	-	35 711
Improvements	<u>107 128</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>107 128</u>
Subtotal	<u>\$ 216 120</u>	<u>\$ 4 100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 220 220</u>
Less accumulated depreciation for:					
Buildings	\$ (31 504)	\$ (2 156)	\$ -	\$ -	\$ (33 660)
Furniture and equipment	(24 035)	(1 870)	-	-	(25 905)
Improvements	<u>(69 091)</u>	<u>(5 357)</u>	<u>-</u>	<u>-</u>	<u>(74 448)</u>
Subtotal	<u>\$ (124 630)</u>	<u>\$ (9 383)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (134 013)</u>
Total capital assets being depreciated, net	<u>\$ 91 490</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 86 207</u>
Governmental activities capital assets, net	<u>\$ 145 477</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140 194</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government administration	\$ 164
Public safety	205
Public works	8 341
Parks, recreation, and culture	<u>673</u>
Total depreciation expense – governmental activities	<u>\$ 9 383</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFTNOTE 4—OPERATING LEASE:

The Town entered into a lease agreement on June 27, 1994 with the Board of Supervisors of Fairfax County to rent the Town Meeting Hall. The term of the lease is for 25 years with 5 year optional renewal periods. In consideration for the use of the building, the Town agrees to pay \$1 annually plus have the sole responsibility for its operation, interior and exterior maintenance, and the safety and appearance of the building, parking area and grounds.

NOTE 5—RESTRICTED NET ASSETS/RESERVED FUND BALANCES:A. General Fund

The General Fund is holding the following restricted cash included in equity at June 30, 2003:

\$ <u>1 025</u>	Playground Improvement Funds (restricted donation)
\$ <u>1 025</u>	Total

NOTE 6—CONTINGENT LIABILITIES (INCLUDING FEDERALLY ASSISTED PROGRAMS):

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 7—SPECIAL ITEM:

Pursuant to resolutions adopted November 17 and December 3, 2002, the Town authorized participation in the Department of Housing and Urban Development (HUD) Single Family Property Disposition Discount Sales Program (HUD Homes Program). Under the program, the Town purchases homes from HUD, causes such homes to be repaired so as to be decent, safe and sanitary, and sells such homes to qualifying buyers (per HUD guidelines) to provide owner – occupied housing for low and moderate income persons exclusively in the Commonwealth of Virginia. The resolutions adopted by the Town also approved the Contract for Services with Commercial Lending Corporation, LLC (CLC) dated November 19, 2002, the purpose of which was to engage them to manage and administer the Town's participation in the HUD Home Program.

Under terms of the Contract for Services, CLC will act as the agent of the Town in the purchase, repair and rehabilitation, management and sale of HUD foreclosed residential properties. The stated goal is to purchase 5 or more Units at one time from HUD in order to receive the benefit of a 15% discount on the successful bid price for each of the Units purchased by the Town and to maintain an inventory of ten to thirty Units located in the Commonwealth of Virginia. The total financing available per the contract initially was set at \$3,000,000 but was increased by amendment to the contract to \$6,000,000, with not more than \$1,500,000 advanced at any time, effective June 30, 2003. All such financing is to be non-recourse to the Town, where in the event of default by the borrower, the sole remedy of the lender will be against the Unit and not the Town. The terms of the financing include interest at 8.5% per annum with no compounding, payable at the time of sale of each Unit to a qualified buyer, and discount points at 3% of the loan amount, payable at the time of loan closing. The term of this contract was for one year, to November 19, 2003. However, subsequent to June 30, 2003, the term was extended by amendment to the contract to June 30, 2005, effective November 19, 2003.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFTNOTE 7—SPECIAL ITEM: (Continued)

Per Exhibit B of the Contract for Services, the Net Profit of each Unit sale is to be divided as follows:

Town of Clifton – 55%, but not less than 1% of the Gross Sales Price of the Unit.

Commercial Lending Corporation, LLC – 45% as management fee (exclusive of other financing or settlement fees).

Payments are due each party within 30 days of the settlement and closing of the sale of each Unit. In addition, the Town received \$1,000 incentive fee from CLC for each of the first ten Units sold.

Activity for the fiscal year ended June 30, 2003 for the HUD Homes Program is as follows:

	<u># Units</u>	<u>Amount</u>	
HUD foreclosed homes purchased	51	N/A	
HUD homes sold	<u>(26)</u>	<u>\$ 210 065</u>	Net Profit
Inventory of HUD homes at 6/30/03	<u>25</u>	\$ 2 418 418	
Escrow monies held by CLC, LLC	<u>25</u>	<u>155 922</u>	
		<u>\$ 2 574 340</u>	
Mortgages payable	<u>25</u>	\$ 2 547 600	
Accrued interest payable	<u>25</u>	<u>26 740</u>	
		<u>\$ 2 574 340</u>	

HUD Homes Program real estate inventory is valued at acquisition cost (net of purchase discount) plus rehabilitation/repair costs. Carrying costs, including interest expense are capitalized into inventory cost as incurred. Inventory cost at June 30, 2003 includes \$26,740 of accrued interest payable.

HUD Homes Program mortgages payable are considered short term debt as the average turn around time on homes purchased is less than three months.

Net Profit on HUD Homes sold for the year ended June 30, 2003 includes \$93,368 that was paid to CLC, LLC as management fees per the contract.

DRAFT

REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULES
For the Year Ended June 30, 2003**DRAFT**

	General Fund		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local taxes	\$ 37 629	\$ 38 531	\$ 902
Permits, privilege fees and regulatory licenses	3 270	1 075	(2 195)
Revenues from the use of money	645	637	(8)
Revenues from the use of property	12 820	18 440	5 620
Donations and special events	31 049	9 163	(21 886)
Miscellaneous	-	83	83
Intergovernmental	139 444	6 908	(132 536)
Total Revenues	\$ 224 857	\$ 74 837	\$ (150 020)
EXPENDITURES			
General government administration	\$ 44 890	\$ 24 861	\$ 20 029
Public safety	4 000	4 100	(100)
Public works	51 617	30 212	21 405
Parks, recreation, and cultural	-	732	(732)
Community development	5 925	4 226	1 699
Capital outlay	150 524	-	150 524
Total Expenditures	\$ 256 956	\$ 64 131	\$ 192 825
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (32 099)	\$ 10 706	\$ 42 805
SPECIAL ITEMS			
HUD Homes Program			
Profits from real estate sales	\$ -	\$ 210 065	\$ 210 065
Incentive fees earned	-	10 000	10 000
Management fees paid	-	(93 638)	(93 638)
Total Special Items	\$ -	\$ 126 427	\$ 126 427
NET CHANGE IN FUND BALANCE	\$ (32 099)	\$ 137 133	\$ 169 232
FUND BALANCE (DEFICIT), Beginning of Year	32 099	53 771	21 672
FUND BALANCE (DEFICIT), End of Year	\$ -	\$ 190 904	\$ 190 904

The accompanying notes to financial statements are an integral part of this statement.

DRAFT

OTHER SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003**DRAFT**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues:			
Revenue from Local Sources:			
Local Taxes:			
BPOL tax	\$ 15 000	\$ 14 867	\$ (133)
Cigarette tax	1 800	1 442	(358)
Motor vehicle tags	4 713	5 153	440
Sales tax	15 000	15 872	872
Utility consumption tax	1 116	1 197	81
Total Local Taxes	<u>\$ 37 629</u>	<u>\$ 38 531</u>	<u>\$ 902</u>
Permits, Privilege Fees and Regulatory Licenses:			
ARB permits	\$ 120	\$ 100	\$ (20)
Planning Commission-subdivision	1 500	-	(1 500)
Use permits	1 650	975	(675)
Total Permits, Privilege Fees and Regulatory Licenses	<u>\$ 3 270</u>	<u>\$ 1 075</u>	<u>\$ (2 195)</u>
Revenue from Use of Money:			
Interest income	\$ 645	\$ 637	\$ (8)
Total Revenue from Use of Money	<u>\$ 645</u>	<u>\$ 637</u>	<u>\$ (8)</u>
Revenue from Use of Property:			
Community Hall rental	\$ 12 420	\$ 18 365	\$ 5 945
Park rental	400	75	(325)
Total Revenue from Use of Property	<u>\$ 12 820</u>	<u>\$ 18 440</u>	<u>\$ 5 620</u>
Donations and Special Events:			
Donations-general	\$ -	\$ 500	\$ 500
Donations-Community Hall	4 600	-	(4 600)
Donations-Playground	-	1 025	1 025
Clifton Betterment Association - grant match	16 524	-	(16 524)
Car Show income	125	-	(125)
Clifton Day revenues	1 000	262	(738)
Farmers' Market income	600	-	(600)
Haunted Trail Event	6 000	5 075	(925)
Homes Tour	2 200	2 301	101
Total Donations and Special Events	<u>\$ 31 049</u>	<u>\$ 9 163</u>	<u>\$ (21 886)</u>
Miscellaneous:			
Miscellaneous revenue	\$ -	\$ 83	\$ 83
Total Miscellaneous Revenue	<u>\$ -</u>	<u>\$ 83</u>	<u>\$ 83</u>
Total Revenue from Local Sources	<u>\$ 85 413</u>	<u>\$ 67 929</u>	<u>\$ (17 484)</u>

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

DRAFT

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Intergovernmental:			
Revenue from the Federal Government:			
Categorical Aid:			
Department of Criminal Justice Services - One Time Special Funds	\$ -	\$ 4 100	\$ 4 100
Department of Transportation - Main Street Pedestrian and Bicycle Plaza and Pathways Grant	<u>132 000</u>	<u>-</u>	<u>(132 000)</u>
Total Categorical Aid	<u>\$ 132 000</u>	<u>\$ 4 100</u>	<u>\$ (127 900)</u>
Total Revenue from the Federal Government	<u>\$ 132 000</u>	<u>\$ 4 100</u>	<u>\$ (127 900)</u>
Revenue from the Commonwealth:			
Noncategorical Aid:			
ABC profits	\$ 840	\$ 431	\$ (409)
Railroad rolling stock tax	<u>1 504</u>	<u>1 377</u>	<u>(127)</u>
Total Noncategorical Aid	<u>\$ 2 344</u>	<u>\$ 1 808</u>	<u>\$ (536)</u>
Categorical Aid:			
Fire Program funds	\$ 4 000	\$ -	\$ (4 000)
Litter grant	<u>1 100</u>	<u>1 000</u>	<u>(100)</u>
Total Categorical Aid	<u>\$ 5 100</u>	<u>\$ 1 000</u>	<u>\$ (4 100)</u>
Total Revenue from the Commonwealth	<u>\$ 7 444</u>	<u>\$ 2 808</u>	<u>\$ (4 636)</u>
Total Intergovernmental	<u>\$ 139 444</u>	<u>\$ 6 908</u>	<u>\$ (132 536)</u>
Total General Fund	<u>\$ 224 857</u>	<u>\$ 74 837</u>	<u>\$ (150 020)</u>

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003**DRAFT**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government Administration:			
Advertising	\$ 1 000	\$ 1 216	\$ (216)
Dues and subscriptions	520	552	(32)
Insurance	3 440	4 486	(1 046)
Mayoral reimbursement	1 800	1 393	407
Miscellaneous	5 000	926	4 074
Office supplies and expenses	4 382	3 440	942
Payroll and payroll taxes	8 648	8 648	-
Printing and reproduction	600	-	600
Professional fees	19 500	4 200	15 300
Total General Government Administration	\$ 44 890	\$ 24 861	\$ 20 029
Public Safety:			
Fire Fund Program	\$ 4 000	\$ -	\$ 4 000
Radar equipment	-	4 100	(4 100)
Total Public Safety	\$ 4 000	\$ 4 100	\$ (100)
Public Works:			
Caboose expenses	\$ 3 100	\$ 495	\$ 2 605
Community Hall expenses	22 125	20 145	1 980
Grounds and maintenance	20 600	6 546	14 054
Rents	1 300	1 096	204
Utilities	4 492	1 930	2 562
Total Public Works	\$ 51 617	\$ 30 212	\$ 21 405
Parks, Recreation, and Cultural:			
Materials, supplies, and services	\$ -	\$ 732	\$ (732)
Total Parks, Recreation, and Cultural	\$ -	\$ 732	\$ (732)
Community Development:			
Architectural Review Board	\$ 500	\$ -	\$ 500
Car Show expenses	125	-	125
Clifton Day expenses	950	-	950
Farmers' Market expenses	250	463	(213)
Haunted Trail expenses	2 000	1 080	920
Homes Tour/Bazaar expenses	600	1 794	(1 194)
Planning Commission	1 500	889	611
Total Community Development	\$ 5 925	\$ 4 226	\$ 1 699

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

DRAFT

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Capital Outlay:			
Miscellaneous	\$ 1 000	\$ -	\$ 1 000
Playground improvements	1 000	-	1 000
Main Street Pedestrian and Bicycle Plaza and Pathways Grant Project	<u>148 524</u>	<u>-</u>	<u>148 524</u>
Total Capital Outlay	<u>\$ 150 524</u>	<u>\$ -</u>	<u>\$ 150 524</u>
Total General Fund	<u>\$ 256 956</u>	<u>\$ 64 131</u>	<u>\$ 192 825</u>

TOWN OF CLIFTON (GF)
Financial Stmt Groupings

REVERSED

Account Name	Account #	Budget Amount	Ending Amount	\$ Variance
100 CASH AND CASH EQUIVALENTS				
CHECKING - SUNTRUST	1000.000	0.00	(41.02)	(41.02)
INVESTMENTS-SUNTRUST	1100.000	0.00	179,904.71	179,904.71
OTHER CURRENT ASSETS:UNDEP FDS	1300.000	0.00	0.00	0.00
		0.00	179,863.69	179,863.69
110 RESTRICTED CASH				
INVESTMENTS-SUNTRUST:CLIFTON HEIGHTS ESC	1105.000	0.00	5,205.60	5,205.60
INVESTMENTS-SUNTRUST:PLAYGRD RES FD	1110.000	0.00	1,025.00	1,025.00
		0.00	6,230.60	6,230.60
120 RECEIVABLES				
ACCOUNTS RECEIVABLE	1200.000	0.00	7,538.93	7,538.93
ACCT REC:BPOL	1205.000	0.00	133.33	133.33
ACCT REC:CIGARETTE TAX	1210.000	0.00	249.66	249.66
ACCT REC:SALES TAX	1215.000	0.00	4,160.51	4,160.51
DUE FROM CLC LLC ESCROW ACCOUNT	1250.000	0.00	155,921.89	155,921.89
		0.00	168,004.32	168,004.32
130 REAL ESTATE OWNED				
REAL ESTATE OWNED- HUD HOMES	1350.000	0.00	2,418,418.11	2,418,418.11
		0.00	2,418,418.11	2,418,418.11
140 PREPAID EXPENSES				
OTHER ASSET:PREPAID EXPENSES	1500.000	0.00	0.00	0.00
OTHER ASSET:PREPAID INSURANCE	1505.000	0.00	391.00	391.00
		0.00	391.00	391.00
200 ACCOUNTS PAYABLE				
ACCOUNTS PAYABLE	2000.000	0.00	(2,458.60)	(2,458.60)
SALES TAX PAYABLE	2200.000	0.00	0.00	0.00
		0.00	(2,458.60)	(2,458.60)
205 ACCRUED INTEREST				
ACCRUED INTEREST ON MORTGAGES PAYABLE	2155.000	0.00	(26,740.00)	(26,740.00)
		0.00	(26,740.00)	(26,740.00)
210 ESCROW MONIES HELD				
ESCROW FOR PC-CLIFTON HEIGHTS	2100.000	0.00	(5,205.60)	(5,205.60)
		0.00	(5,205.60)	(5,205.60)
220 MORTGAGES PAYABLE				
MORTGAGES PAYABLE- HUD HOMES	2150.000	0.00	(2,547,600.00)	(2,547,600.00)
		0.00	(2,547,600.00)	(2,547,600.00)
300 FUND BALANCE				
OPENING BAL CIF EQUITY	3000.000	0.00	0.00	0.00
OPENING BAL G.F. EQUITY	3005.000	(32,098.36)	(53,770.44)	(21,672.08)
RETAINED EARNINGS	3010.000	0.00	0.00	0.00
		(32,098.36)	(53,770.44)	(21,672.08)
400 OTHER LOCAL TAXES				
TAX AND PERMITS REVENUE	4050.000	0.00	0.00	0.00
BPOL TAX	4050.015	(15,000.00)	(14,867.11)	132.89

TOWN OF CLIFTON (GF)
Financial Stmt Groupings

Account Name	Account #	Budget Amount	Ending Amount	\$ Variance
CIGARETTE TAX	4050.020	(1,800.00)	(1,442.02)	357.98
MOTOR VEHICLE TAGS	4050.025	(4,713.00)	(5,153.00)	(440.00)
SALES TAX	4050.040	(15,000.00)	(15,871.62)	(871.62)
UTILITY CONSUMPTION TAX	4050.050	(1,116.00)	(1,196.89)	(80.89)
		(37,629.00)	(38,530.64)	(901.64)
410 PERMITS, PRIVILEGE FEES & REGULAT				
ARB PERMITS	4050.010	(120.00)	(100.00)	20.00
PC-SUBDIVISION	4050.030	(1,500.00)	0.00	1,500.00
USE PERMITS	4050.045	(1,650.00)	(975.00)	675.00
		(3,270.00)	(1,075.00)	2,195.00
420 REVENUE FROM THE USE OF MONEY				
INTEREST INCOME	4000.000	(645.00)	(636.65)	8.35
		(645.00)	(636.65)	8.35
425 REVENUE FROM THE USE OF PROPERI				
COMM HALL REV:COMM HALL RENTALS	4015.000	(12,420.00)	(18,365.00)	(5,945.00)
PARK RENTAL	4040.000	(400.00)	(75.00)	325.00
		(12,820.00)	(18,440.00)	(5,620.00)
430 DONATIONS AND SPECIAL EVENTS				
CAR SHOW INCOME	4002.000	(125.00)	0.00	125.00
BOOK SALES INCOME	4005.000	0.00	0.00	0.00
CLIFTON DAY REVENUES	4010.000	(1,000.00)	(262.00)	738.00
COMM HALL REV:COMM HALL DONATIONS	4014.000	(4,600.00)	0.00	4,600.00
GENERAL DONATIONS	4016.000	0.00	(500.00)	(500.00)
FARMERS' MARKET INCOME	4017.000	(600.00)	0.00	600.00
CBA MATCH-LAND	4018.005	(12,000.00)	0.00	12,000.00
CBA MATCH-TRAILS	4019.005	(4,524.00)	0.00	4,524.00
HAUNTED TRAIL EVENT	4025.000	(6,000.00)	(5,074.70)	925.30
HOMES TOUR	4030.000	(2,200.00)	(2,301.00)	(101.00)
PLAYGROUND RESERVE DONATIONS	4041.000	0.00	(1,025.00)	(1,025.00)
		(31,049.00)	(9,162.70)	21,886.30
440 MISCELLANEOUS				
OTHER INCOME	4035.000	0.00	(76.63)	(76.63)
RETURNED CHECK CHARGES	4042.000	0.00	(6.00)	(6.00)
		0.00	(82.63)	(82.63)
445 REVENUE FROM THE FEDERAL GOVT				
FEDERAL GRANT-LAND	4018.000	0.00	0.00	0.00
FEDERAL GRANT-LAND-OTHER	4018.015	(96,000.00)	0.00	96,000.00
TRANSPORTATION PROJ-TRAILS-OTHER	4019.000	0.00	0.00	0.00
TRANSPORTATION PROJ-TRAILS-OTHER	4019.015	(36,192.00)	0.00	36,192.00
GRANTS:STATE:DEPT CRIMINAL JUSTICE	4020.005	0.00	(4,100.00)	(4,100.00)
		(132,192.00)	(4,100.00)	128,092.00
450 REVENUE FROM THE COMMONWEALTH				
GRANTS:STATE:FIRE PROG FD	4020.000	(4,000.00)	0.00	4,000.00
S.R.-LITTER CONTROL GRANT	4045.000	(1,100.00)	(1,000.00)	100.00
ABC PROFITS	4050.005	(840.00)	(431.14)	408.86
RAILROAD TAX	4050.035	(1,504.00)	(1,377.07)	126.93
		(7,444.00)	(2,808.21)	4,635.79

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TOWN OF CLIFTON (GF)
Financial Stmt Groupings

Account Name	Account #	Budget Amount	Ending Amount	\$ Variance
500 GENERAL GOVERNMENT				
CONTRACTUAL	5100.000	0.00	0.00	0.00
INSURANCE	5100.005	3,440.00	4,486.00	1,046.00
TOWN SERVICES:ELECTIONS	5100.050	0.00	0.00	0.00
LEGAL ADVERTISING	5100.145	999.96	1,216.00	216.04
MAYORAL REIMBURSEMENT	5100.150	1,800.00	1,392.59	(407.41)
PRINTING AND REPRODUCTION	5100.160	600.00	0.00	(600.00)
RETURNED CHECK BANK CHARGES	5500.005	0.00	0.00	0.00
		6,839.96	7,094.59	254.63
505 GG-PAYROLL & PAYROLL TAXES				
PAYROLL EXPENSES	5000.000	0.00	0.00	0.00
GROSS WAGES:TOWN CLERK(ADM)	5000.005	0.00	1,875.00	1,875.00
GROSS WAGES:TOWN CLERK(REC)	5000.006	3,750.00	1,875.00	(1,875.00)
GROSS WAGES:TOWN TREASURER	5000.010	3,750.00	3,750.00	0.00
PAYROLL TAXES:FICA	5000.015	930.00	1,147.50	217.50
PAYROLL TAXES:MEDICARE	5000.020	217.50	0.00	(217.50)
		8,647.50	8,647.50	0.00
510 GG-PROFESSIONAL FEES				
PROFESSIONAL FEES:ACCOUNTING	5100.014	2,500.00	0.00	(2,500.00)
PROFESSIONAL FEES:LEGAL FEES	5100.015	5,500.00	4,200.00	(1,300.00)
PROFESSIONAL FEES:SPECIAL COUNCIL	5100.016	11,499.96	0.00	(11,499.96)
		19,499.96	4,200.00	(15,299.96)
515 GG-DUES & SUBSCRIPTIONS				
DUES AND SUBSCRIPTIONS	5100.080	0.00	248.64	248.64
DUES AND SUBSCRIPTIONS:VA MUN.LEAGUE	5100.085	310.00	306.00	(4.00)
DUES AND SUBSCRIPTIONS:OTHER	5100.086	210.00	0.00	(210.00)
		520.00	552.64	32.64
520 GG-MISCELLANEOUS				
MISCELLANEOUS	5100.011	0.00	0.00	0.00
MISCELLANEOUS	5100.155	4,999.92	925.87	(4,074.05)
UNCATEGORIZED EXPENSES	5800.000	0.00	0.00	0.00
		4,999.92	925.87	(4,074.05)
525 GG-OFFICE SUPPLIES & EXPENSES				
COMMODITIES	5600.000	0.00	0.00	0.00
COMPUTER SUPPLIES	5600.005	1,200.00	590.85	(609.15)
COPIES	5600.010	300.00	431.19	131.19
LICENSE PLATES	5600.015	550.00	0.00	(550.00)
MISCELLANEOUS	5600.020	999.96	1,399.09	399.13
OFFICE SUPPLIES	5600.025	900.00	602.34	(297.66)
POSTAGE AND DELIVERY	5600.030	432.00	416.54	(15.46)
		4,381.96	3,440.01	(941.95)
600 PUBLIC SAFETY				
TOWN SERVICES:FIRE PROGRAM	5100.055	4,000.00	0.00	(4,000.00)
		4,000.00	0.00	(4,000.00)
		4,381.96	3,440.01	(941.95)
		44,889.30	27,860.61	(17,028.69)
		4,000.00	0.00	(4,000.00)
705 PW-RENTS				
RENT:AYRE SQUARE RENTAL	5100.020	500.00	320.65	(179.35)
RENT:RAILROAD SIDING RENTAL	5100.025	800.00	775.00	(25.00)

Total 66

↳ Also incl Radar IR from Group 1000

TOWN OF CLIFTON (GF)
Financial Stmt Groupings

Account Name	Account #	Budget Amount	Ending Amount	\$ Variance
		1,300.00	1,095.65	(204.35)
710 PW-TOWN MAINTENANCE				
TOWN MAINT:AYRE SQUARE MAINT	5100.030	0.00	27.00	27.00
TOWN MAINT:BEAUTIFICATION COMM	5100.035	2,499.96	1,075.00	(1,424.96)
TOWN MAINT:GROUNDS MAINT	5100.040	3,499.92	1,187.94	(2,311.98)
TOWN MAINT:TOWN HALL MAINT	5100.045	9,999.96	506.22	(9,493.74)
TOWN SERVICES:GRASS MOWING	5100.060	3,499.98	3,750.00	250.02
S.R.-LITTER CONTROL	5850.000	1,100.00	0.00	(1,100.00)
		20,599.82	6,546.16	(14,053.66)
715 PW-UTILITIES				
TOWN SERVICES:TRASH COLLECTION	5100.065	1,692.00	1,685.52	(6.48)
UTILITIES:GAS AND ELECTRIC	5100.070	2,499.96	(50.82)	(2,550.78)
UTILITIES:WATER	5100.075	300.00	295.00	(5.00)
		4,491.96	1,929.70	(2,562.26)
720 PW-CABOOSE EXPENSES				
CABOOSE EXP::TRENTANE GAS	5100.090	300.00	236.53	(63.47)
CABOOSE EXP:ELECTRIC	5100.095	300.00	258.20	(41.80)
CABOOSE EXP:MAINTENANCE	5100.100	2,499.96	0.00	(2,499.96)
		3,099.96	494.73	(2,605.23)
725 PW-COMMUNITY HALL EXPENSES				
COMMUNITY HALL EXPENSES	5100.101	0.00	330.85	330.85
COMM HALL EXP:C.H.-CLEANING	5100.105	1,800.00	3,400.00	1,600.00
COMM HALL EXP:C.H.-EQUIPMENT	5100.110	1,999.92	0.00	(1,999.92)
COMM HALL EXP:C.H.-GENERAL MAINT	5100.115	2,899.92	2,166.36	(733.56)
COMM HALL EXP:C.H.-MANAGEMENT FEE	5100.120	3,399.96	3,616.22	216.26
COMM HALL EXP:C.H.-ELECTRIC	5100.125	9,625.68	9,131.60	(494.08)
COMM HALL EXP:C.H.-FLOORS	5100.130	2,400.00	1,500.00	(900.00)
		22,125.48	20,145.03	(1,980.45)
800 COMMUNITY DEVELOPMENT				
TOWN GOVERNMENT:ARCH REVIEW BD	5100.008	499.92	0.00	(499.92)
TOWN GOVERNMENT:PLANNING COM	5100.010	1,500.00	889.46	(610.54)
CLIFTON DAY EXPENSES	5100.135	950.00	0.00	(950.00)
HOMES TOUR/BAZAAR EXP	5100.140	600.00	1,794.11	1,194.11
CAR SHOW EXPENSE	5200.000	125.00	0.00	(125.00)
CENTENIAL BIRTHDAY CELEBRATION	5300.000	0.00	0.00	0.00
FARMERS' MARKET EXPENSE	5400.000	250.00	462.50	212.50
HAUNTED TRAIL EXPENSE	5500.000	2,000.00	1,080.00	(920.00)
		5,924.92	4,226.07	(1,698.85)
1000 CAPITAL OUTLAY				
TOWN MATCH-LAND	4018.010	(12,000.00)	0.00	12,000.00
TOWN INKIND-TRAILS	4019.010	(4,524.00)	0.00	4,524.00
CIF EXPENSES	5650.000	0.00	0.00	0.00
CIF-MISCELLANEOUS	5650.005	999.96	0.00	(999.96)
CIP-PLAYGROUND IMPR	5650.010	999.96	0.00	(999.96)
FED FUND-TRANSPORTATION PROJ.	5700.000	0.00	0.00	0.00
F.F.-TRANSP-INKIND SRVS	5700.005	4,524.00	0.00	(4,524.00)
F.F.-TRANSP-PROJECT-TRAILS	5700.010	40,716.00	731.80	(39,984.20)
F.F.-TRANSP-PROJECT-LAND	5700.015	120,000.00	0.00	(120,000.00)
		51,672.22	30,211.27	(21,460.95)

TOWN OF CLIFTON (GF)
Financial Stmt Groupings

Account Name	Account #	Budget Amount	Ending Amount	\$ Variance
CAPITAL IMPROVEMENTS-EQUIPMENT	5900.050	0.00	4,100.00	4,100.00
				731.80
1100 SPECIAL ITEM - HUD HOMES PROGRAM		150,715.92	4,831.80	(145,884.12)
HUD HOMES	4031.000	<u>150,715.92</u>	(209,239.50)	(209,239.50)
HUD HOMES - DEPOSIT FORFEITURE	4032.000	0.00	(825.00)	(825.00)
HUD HOMES - CLC INCENTIVE FEES	4033.000	0.00	(10,000.00)	(10,000.00)
HUD HOMES MANAGEMENT FEES	4050.055	0.00	93,637.50	93,637.50
		0.00	(126,427.00)	(126,427.00)
2000 GFAAG				
FIXED ASSETS:BUILDINGS-OLD TOWN HALL	1400.000	0.00	24,495.46	24,495.46
FIXED ASSETS:BUILDINGS-CABOOSE	1401.000	0.00	52,885.18	52,885.18
FIXED ASSETS:EQUIPMENT	1405.000	0.00	21,568.76	21,568.76
FIXED ASSETS:PLAYGROUND EQUIPMENT	1406.000	0.00	14,142.22	14,142.22
FIXED ASSETS:IMPROVEMENTS	1410.000	0.00	1,783.43	1,783.43
FIXED ASSETS:BUCKLEY PARK BRIDGE	1411.000	0.00	18,233.45	18,233.45
FIXED ASSETS:MAIN STREET BRIDGE FENCE	1412.000	0.00	6,338.00	6,338.00
FIXED ASSETS:SIDEWALKS	1413.000	0.00	45,733.00	45,733.00
FIXED ASSETS:CABOOSE PLAZA	1414.000	0.00	35,040.00	35,040.00
FIXED ASSETS:LAND	1415.000	0.00	53,987.30	53,987.30
ACCUMULATED DEPRECIATION-BUILDINGS	1481.000	0.00	(33,660.00)	(33,660.00)
ACCUMULATED DEPRECIATION-IMPROVEMENTS	1482.000	0.00	(74,448.00)	(74,448.00)
ACCUMULATED DEPRECIATION-EQUIPMENT	1483.000	0.00	(25,905.00)	(25,905.00)
INVESTMENT IN FIXED ASSETS	1490.000	0.00	(140,193.80)	(140,193.80)
		0.00	0.00	0.00
Grand Total		0.00	0.00	0.00

TOWN OF CLIFTON (GF)
GENERAL FUND
Financial Stmt Groupings - Status Sheet
for the period ended June 30, 2003

Account #

Description

General Ledger is in Balance

All accounts are grouped.

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Tuesday, June 06, 2006 12:07 AM
To: Barton, Marilyn
Subject: Fw: May 06 Treasurer's Reports and Schedules
Importance: High

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

From: Marilyn Barton

To: Levon Buller ; TownofClifton@aol.com ; Fawn Freeman ; Chesley, James C CIV NSWCCD W. Bethesda, 2120 ; Brant Baber ; Brant Baber ; ghampshire@blankeith.com ; Margo & Mark ; MARNOLD@MCCANDLAW.COM ; t robertson

Sent: Monday, June 05, 2006 11:05 PM

Subject: May 06 Treasurer's Reports and Schedules



Hello everyone.

Attached are files for your review for the meeting tomorrow night. The main file is the May 06 Treasurer's Reports and supporting schedules.

I am also attaching two files from Andy Cannaday of Anderson & White, the Town's Audit Firm. He has sent a presentation letter, a management letter and the FY2003 Audit in Preliminary Draft. He requests the Council's review and acceptance, prior to finalizing the report since it is their firm's first audit for the Town. The FY2004 audit will be presented at the following TC meeting. The reason for the delay was that the research and documentation of the Town's assets took much longer than they anticipated - to comply with the new auditing requirements.

If you have any questions, please let me know during the day tomorrow. I will contact Andy to facilitate providing answers for the meeting.

Thank you for your time and consideration of these reports.

Sincerely,

Marilyn

Town of Clifton
Balance Sheet
As of May 31, 2006

	<u>May 31, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	521.22
Investments-LGIP	103,060.78
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	<u>365,009.29</u>
Total Investments - SunTrust	<u>378,255.02</u>
Total Checking/Savings	481,837.02
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	473.30
Accounts Receivable - Other	<u>2,043.76</u>
Total Accounts Receivable	<u>2,517.06</u>
Total Accounts Receivable	<u>2,517.06</u>
Total Current Assets	484,354.08
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	<u>113,469.06</u>
Total Land	<u>194,134.06</u>
Total Fixed Assets	<u>304,502.59</u>
Total Fixed Assets	<u>304,502.59</u>
TOTAL ASSETS	<u><u>788,856.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,471.35
CPC Escrow Fund Balance	<u>1,033.15</u>
Total Accounts Payable	<u>4,504.50</u>

10:03 AM
06/05/06
Accrual Basis

Town of Clifton
Balance Sheet
As of May 31, 2006

	<u>May 31, 06</u>
Total Current Liabilities	<u>4,504.50</u>
Total Liabilities	4,504.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,305.16
Retained Earnings	479,779.15
Net Income	<u>60,759.69</u>
Total Equity	<u>782,745.68</u>
TOTAL LIABILITIES & EQUITY	<u>787,250.18</u>

Town of Clifton
Income Statement for Period Ended May 31, 2006

	Actuals YTD @ 5/31/06	Budget YTD Annualized	Change		Approved 6/7/05 Budget FY2006	Budget Remaining
			Amount	Change %		
REVENUES:						
		11				
Taxes & Permits Revenues:						
Sales Tax	15,400	17,967	2,567	14%	19,600	4,200
BPOL Tax	17,862	19,800	1,938	10%	21,600	3,738
Utility Consumption Tax	1,010	1,027	16	2%	1,120	110
Motor Vehicle Tags	5,835	4,583	(1,252)	-27%	5,000	(835)
No. Va. Cigarette Tax	2,532	1,650	(882)	-53%	1,800	(732)
Use Permits	575	917	342	37%	1,000	425
Cox franchise revenue	23,313	9,167	(14,146)	-154%	10,000	(13,313)
PC Subdivision Permits	-	-	-		-	-
ABC Tax	222	275	53	19%	300	78
ARB Permits	50	73	23	32%	80	30
Railroad Tax	1,262	1,379	116	8%	1,504	242
TOTAL TAXES & PERMITS:	68,062	56,837	(11,225)	-20%	62,004	73,229
Town Facilities Rentals:						
Community Hall	12,518	12,833	315	2%	14,000	1,482
Park/Square/Gazebo	-	367	367	100%	400	400
Other Revenues:						
Interest Income	5,508	2,292	(3,216)	-140%	2,500	(3,008)
Haunted Trail Event	17,296	14,667	(2,629)	-18%	16,000	(1,296)
Clifton Day Revenues	445	917	472	51%	1,000	555
Homes Tour	6,394	5,592	(802)	-14%	6,100	(294)
Farmers' Market Income	-	642	642	100%	700	700
HUD Homes	-	-	-		-	-
Other income-refunds	31	-	(31)		-	(31)
TOTAL OTHER REVENUE:	29,674	24,108	(5,566)	-23%	26,300	(3,374)
TOTAL REVENUES:	110,254	94,145	(16,109)	-17%	102,704	71,737
EXPENSES:						
Payroll Expenses:						
Town Clerk Salary	1,500	2,750	1,250	45%	3,000	1,500
Town Treasurer Salary	4,000	7,333	3,333	45%	8,000	4,000
Payroll Taxes	842	1,543	701	45%	1,683	842
Payroll Miscellaneous	0	-	-		-	-
TOTAL PAYROLL EXPENSES:	6,342	11,626	5,285	45%	12,683	7,398
CONTRACTUAL EXPENSES:						
Insurance	5,674	3,377	(2,297)	-68%	3,684	5,981
Town Government:						
ARB Expenses	0	963	963	100%	1,051	1,051
BZA Expenses	0	92	92	100%	100	100
Planning Commission Expenses	4,860	917	(3,943)	-430%	1,000	(3,860)
TOTAL GOVERNMENT:	4,860	1,972	(2,888)	-146%	2,151	5,039
Professional Fees:						
Accounting - Multi Year Audit Review	8,672	11,917	3,245	27%	13,000	4,328
Legal Fees	6,967	9,167	2,200	24%	10,000	3,033
Special Counsel	4,930	9,167	4,237	46%	10,000	5,070
Professional fees - other	0	-	-		-	-
Web site hosting/maintenance	0	1,375	1,375	100%	1,500	1,500
TOTAL PROFESSIONAL FEES:	20,569	31,625	11,056	35%	34,500	23,444

Town of Clifton
Income Statement for Period Ended May 31, 2006

Approved 6/7/05

	Actuals YTD @ 5/31/06	Budget YTD Annualized	Change Amount	Change %	Budget FY2006	Budget Remaining
Town Facilities:						
Railroad Siding Rent	775	825	50	6%	900	125
Ayre Square Rent	270	550	280	51%	600	330
Beautification Committee	232	2,292	2,060	90%	2,500	2,268
Grounds	0	458	458	100%	500	500
Town Hall	1,395	1,375	(20)	-1%	1,500	105
Caboose Expenses:						
Equipment	0	-	-		-	-
Electric	199	147	(52)	-36%	160	(39)
Gas	286	310	23	8%	338	52
Maintenance - Painting	223	-	(223)		-	(223)
Subtotal - Facilities:	3,380	5,957	2,576	43%	6,498	3,922
Town Meeting Hall Expenses:						
General Maintenance	2,187	2,989	802	27%	3,261	1,074
Cleaning	802	4,767	3,965	83%	5,200	4,398
Equipment & Supplies	348	-	(348)		-	(348)
Electric	11,977	5,500	(6,477)	-118%	6,000	(5,977)
CH Floors	2,000	-	(2,000)		-	(2,000)
Mgt Fee - 20% gross rental income	2,495	2,750	255	9%	3,000	505
TOTAL MEETING HALL EXPENSES:	19,808	16,006	(3,802)	-24%	17,461	21,263
TOTAL TOWN FACILITIES:	23,189	21,962	(1,226)	-6%	23,959	25,185
Town Services:						
Elections	375	-	(375)		-	(375)
Fire Hall Tree Watering	0	-	-		-	-
Grass Mowing	2,850	3,608	758	21%	3,936	1,086
Trash Collections	768	917	149	16%	1,000	232
TOTAL TOWN SERVICES:	3,993	4,525	532	12%	4,936	4,404
Utilities:						
Utilities - Gas and Electric	474	550	76	14%	600	126
Utilities - Water and Sewer	246	310	64	21%	338	92
TOTAL UTILITIES:	720	860	140	16%	938	798
Dues & Subscriptions:						
Va Municipal League	318	320	2	1%	349	31
Other Dues & Subscriptions	123	321	198	62%	350	227
TOTAL DUES & SUBSCRIPTIONS:	441	641	200	31%	699	499
Other Contractual Expenses:						
Legal Advertising	302	1,031	729	71%	1,125	823
Printing & Publication	132	619	486	79%	675	543
Clifton Web Site Design	0	4,583	4,583	100%	5,000	5,000
Mayoral Reimbursement	613	917	303	33%	1,000	387
Clifton Day Expenses	0	183	183	100%	200	200
Homes Tour Expense	2,907	2,292	(615)	-27%	2,500	(407)
Farmers' Market Expense	0	550	550	100%	600	600
Haunted Trails Event	4,642	2,750	(1,892)	-69%	3,000	(1,642)
Summer in the Parks Event	0	458	458	100%	500	500
Miscellaneous Contractual Expenses	943	917	(27)	-3%	1,000	57
TOTAL OTHER CONTRACTUAL:	9,540	14,300	4,760	33%	15,600	10,840
<i>The Haunted Trail Expense account reflects the \$6,000 in seed money that was netted against the proceeds of the event deposit to Sun</i>						
Commodities:						
Calendars & Posters Expense	-	-	-		-	-
Copies	0	46	46	100%	50	50
Postage & Delivery	265	446	182	41%	487	222
Computer Supplies	479	458	(21)	-4%	500	21
Office Supplies	250	458	209	46%	500	250
License Plates	641	567	(74)	-13%	619	(22)
Miscellaneous Commodities	512	458	(53)	-12%	500	(12)
TOTAL COMMODITIES:	2,146	2,435	289	12%	2,656	2,367
HUD Homes Program:	0	13,063	13,063	100%	14,250	14,250
TOTAL EXPENSES:	77,473	106,385	28,912	27%	116,056	100,207
NET INCOME (LOSS):	32,781	(12,239)	(45,020)	368%	(13,352)	31,668

The majority of the budget variance is reflective of the timing of receipt of documentation.

CAPITAL/GRANT Income Statement for Period ended 5/31/06

	Actuals YTD @ 5/31/06	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
		11				
CBA contribution-playground	10,000	9,167	(833)	-9%	10,000	-
Fundraising-Playground	27,501	18,333	(9,168)	-50%	20,000	(7,501)
Federal Grants - Land	64,352	88,000	23,648	27%	96,000	31,648
Town Match - Land		-	-	#DIV/0!	-	-
CBA Match - Land	10,000	11,000	1,000	9%	12,000	2,000
Total Land Grants	74,352	99,000	24,648	25%	108,000	33,648
						-
Federal Trans. Project - Trails		33,176	33,176	100%	36,192	36,192
Town Match - Trails		-	-	#DIV/0!	-	-
Town Inkind - Trails		4,147	4,147	100%	4,524	4,524
CBA match - Trails		4,147	4,147	100%	4,524	4,524
Total Trails Grants	-	41,470	41,470	100%	45,240	45,240
Fire Programs Grant	6,000	5,500	(500)	-9%	6,000	-
Litter Control Grant	1,500	1,008	(492)	-49%	1,100	(400)
Total Revenues	119,353	174,478	55,125	32%	190,340	70,987
Costs:						
Land Purchase - Fed Proj-Town Match	1728	99,000	97,272	98%	108,000	106,272
Trails Improvements	0	41,470	41,470	100%	45,240	45,240
Fire Program - FCFD	0	5,500	5,500	100%	6,000	6,000
Litter Control	0	1,008	1,008	100%	1,100	1,100
Town Meeting Hall:						-
Physical Improvements		20,167	20,167	100%	22,000	22,000
Equipment	0	458	458	100%	500	500
TOTAL MEETING HALL	-	20,625	20,625	100%	22,500	22,500
Playground	68,343	27,500	(40,843)	-149%	30,000	(38,343)
Caboose Parking Lot/Ford Lane Paving	0	7,333	7,333	100%	8,000	8,000
Underground Utility (Main St.)	0	6,417	6,417	100%	7,000	7,000
Miscellaneous (Parking areas asphalt)	19,697	917	(18,780)	-2049%	1,000	(18,697)
Total Costs	89,767	209,770	120,003	57%	228,840	139,073
Net Revenues/(Cost)	29,586	(35,292)	(64,878)	184%	(38,500)	(68,086)

11/19/05 Received a check for \$64,352 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza. \$80,665 is capitalized as a Land Asset on the Balance Sheet Report. \$994 has been designated from the Haunted Trail Concessions income to the Playground Fund. \$6,000 paid to Fairfax County Fire Dept. in June 06
 Playground Improvements of \$68,343 are funded by the Town's Playground Fund. This will be capitalized as an Improvement and reflected on the Balance Sheet accordingly.

06/05/06

Town of Clifton
Community Hall Report
July 2005 through May 2006

	<u>Jul '05 - May 06</u>	<u>Jul '04 - May 05</u>	
Ordinary Income/Expense			
Income			
Community Hall Revenues			
Community Hall Rentals	12,518.25	10,807.00	
Total Community Hall Revenues	<u>12,518.25</u>	<u>10,807.00</u>	
Total Income	12,518.25	10,807.00	
Expense			
Contractual			
Community Hall Expenses			
C.H.-Cleaning	801.88	1,050.00	
C.H.-Equipment	347.72	271.01	
C.H.-General Maintenance	2,187.00	1,775.00	
C.H.-Management Fee	2,494.65	2,161.40	
C.H. - Electric	11,976.84	6,547.86	??
C.H. Floors	2,000.00	1,000.00	
Total Community Hall Expenses	<u>19,808.09</u>	<u>12,805.27</u>	
Total Contractual	<u>19,808.09</u>	<u>12,805.27</u>	
Total Expense	<u>19,808.09</u>	<u>12,805.27</u>	
Net Ordinary Income	<u>(7,289.84)</u>	<u>(1,998.27)</u>	
Net Income	<u><u>(7,289.84)</u></u>	<u><u>(1,998.27)</u></u>	

11:00 AM
 06/05/06
 Accrual Basis

Town of Clifton
Custom Transaction Detail Report
 July 2005 through May 2006

Type	Date	Num	Name	Memo	Account	Amount	Balance
Jul '05 - May 06							
Check	07/01/2005	4345	NoVEC	1475045-002 C.H.	C.H. - Electric	1,282.86	1,282.86
General Journal	07/01/2005		NoVEC	Reverse FY05 accrual	C.H. - Electric	(1,282.86)	0.00
General Journal	07/01/2005		NoVEC	reverse FY05 accrual	C.H. - Electric	(308.39)	(308.39)
Check	07/31/2005	4376	NoVEC	1475045-002 C.H.	C.H. - Electric	308.39	0.00
Check	09/06/2005	4383	NoVEC	1475045-002 C.H.	C.H. - Electric	4,063.86	4,063.86
Check	09/28/2005	4407	NoVEC	1475045-002 C.H.	C.H. - Electric	712.63	4,776.49
Check	11/05/2005	4424	NoVEC	1475045-002 C.H.	C.H. - Electric	712.63	5,489.12
Check	11/28/2005	4437	NoVEC	1475045-002 C.H.	C.H. - Electric	386.09	5,875.21
Check	01/31/2006	4474	NoVEC	1475045-002 C.H.	C.H. - Electric	1,090.49	6,965.70
Check	02/24/2006	4489	NoVEC	1475045-002 C.H.	C.H. - Electric	754.65	7,720.35
Check	03/31/2006	4506	NoVEC	1475045-002 C.H.	C.H. - Electric	0.00	7,720.35
Check	03/31/2006	4510	NoVEC	1475045-002 C.H.	C.H. - Electric	1,454.74	9,175.09
Check	05/31/2006	4540	NoVEC	1475045-002 C.H.	C.H. - Electric	2,801.75	11,976.84
Jul '05 - May 06						<u>11,976.84</u>	<u>11,976.84</u>
				Monthly Average 10 mos:		<u>1,197.68</u>	

Check 4383 covered mid summer June 16-July 18, 2005-the height of AC season.
 Check 4540 covers Feb 16-April 16 - two months.

Because NoVEC often misposts the payments to the Town's various accounts, the payment amounts each month fluctuate.

11:03 AM
06/05/06
Accrual Basis

Town of Clifton
Clifton Presbyterian Church Escrow Report
All Transactions

	Type	Date	Num	Name	Memo	Amount	Balance
Investments - SunTrust							
CPC PC Escrow Fund							
	Sales Receipt	12/30/2004	00-1641	Clifton Presbyterian Church	Required escrow set up to cover future charges rel	(7,000.00)	(7,000.00)
	General Journal	12/31/2004		CPC	Initialize CPC Escrow AP Liability	7,000.00	0.00
	General Journal	12/31/2004		CPC	Segregate CPC Escrow from Investments	7,000.00	7,000.00
	Deposit	01/21/2005			Deposit		7,000.00
	Transfer	02/26/2005			Funds Transfer	(3,246.73)	3,753.27
	Transfer	03/31/2005			VOID: Funds Transfer	0.00	3,753.27
	Transfer	03/31/2005			VOID: Funds Transfer	0.00	3,753.27
	Transfer	05/14/2005			Funds Transfer	(1,003.95)	2,749.32
	Transfer	01/31/2006			Funds Transfer	(1,716.17)	1,033.15
	Total CPC PC Escrow Fund					<u>1,033.15</u>	<u>1,033.15</u>
Total Investments - SunTrust						1,033.15	1,033.15
CPC Escrow Fund Balance							
	General Journal	12/31/2004		CPC	Initialize CPC Escrow AP liability	(7,000.00)	(7,000.00)
	Check	02/13/2005	4251	William Gordon Associates, Inc.	Inv 0404143 2 19 05	481.92	(6,518.08)
	Check	02/26/2005	4274	Blankingship & Keith, Law Offices	Inv 60114 - CPC matters	441.05	(6,077.03)
	Check	02/26/2005	4278	William Gordon Associates, Inc.	Inv 0500130 2/22/05	2,830.30	(3,246.73)
	Check	03/21/2005	4288	Blankingship & Keith, Law Offices	Inv 60550 - CPC matters	400.00	(2,846.73)
	Check	03/31/2005	4297	William Gordon Associates, Inc.	Inv 0500478 3/25/05	673.58	(2,173.15)
	Check	05/09/2005	4313	William Gordon Associates, Inc.	Inv 0500853 4/1/05	380.00	(1,813.15)
	Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61575 CPC Escrow	360.00	(1,453.15)
	Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61931 CPC Escrow	40.00	(1,413.15)
	Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62322 CPC Escrow	380.00	(1,033.15)
	Total CPC Escrow Fund Balance					<u>(1,033.15)</u>	<u>(1,033.15)</u>
TOTAL						<u>0.00</u>	<u>0.00</u>



COMMONWEALTH of VIRGINIA

Auditor of Public Accounts

WALTER J. KUCHARSKI
AUDITOR

POST OFFICE BOX 1295
RICHMOND, VIRGINIA 23218
(804) 225-3350

May 31, 2006

Marilyn L. Barton
Town Treasurer
Town of Clifton
7207 Main St.
Clifton, VA 20124

Dear Marilyn L. Barton:

RE: Required Reporting of Communication Taxes

The Auditor of Public Accounts will determine each locality's proportional share of the Communication Sales and Use Tax adopted during the 2006 General Assembly Session. If you are to receive your portion of this revenue, we need the information requested by October 1, 2006.

If we do not receive this information by October 1, 2006, your locality may not receive any distribution of the Communication Sales and Use Tax.

Beginning January 1, 2007, a sales and use tax on communication services in the amount of 5% of the sales price of each communications service, will replace the following taxes and fees:

- local consumer utility tax on telephone service (land line and wireless)
- state and local E-911 taxes and fees
- portion of gross receipts tax in excess of 0.5%
- cable television system franchise fee
- video programming excise tax
- local consumer utility tax on cable services (by local general charters)

The statute requires every county, city, and town prepare a schedule of receipts for the fiscal year ending June 30, 2006, at rates adopted on or before January 1, 2006 for each of the repealed taxes and fees. An independent certified public accountant must verify the schedule and send the schedule and the verification to the Auditor of Public Accounts by October 1, 2006.

Using this information, the Auditor of Public Accounts will calculate each locality's percentage share of future distributions of the new communications sales and use tax by the

Department of Taxation. Any locality that fails to furnish the information required to make this calculation shall not be entitled to participate in the distribution of this local tax.

We have prepared sample documents to assist you in reporting the communication service taxes and fees. The enclosed Schedule of Communication Service Taxes and Fees and Examination Report are also available on the Auditor of Public Accounts internet at http://www.apa.virginia.gov/local_government.htm.

Please ensure you have procedures in place to prepare the Schedule of Communication Service Taxes and Fees and have contracted with an independent certified public accountant to prepare the examination report in sufficient time to submit to the Auditor of Public Accounts by October 1, 2006. You must submit the schedule and examination report to the Auditor of Public Accounts to receive your portion of the distribution of the tax effective January 1, 2007.

If you have any questions or need additional information regarding this request, please contact Kim Via at (804)225-3350, or e-mail Kimberly.via@apa.virginia.gov. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter J. Kucharski". The signature is fluid and cursive, with a prominent initial "W".

Walter J. Kucharski
Auditor of Public Accounts

Enclosure

[NAME OF LOCALITY], VIRGINIA
 SCHEDULE OF COMMUNICATION SERVICE TAXES AND FEES
 For the fiscal year ended June 30, 2006

	Amount	Applicable Rate Adopted as of January 1, 2006 or Before *
Local consumer utility tax on telephone service (amount includes land line and wireless combined)	\$ -	
Tax rate for land line service		-
Tax rate for wireless service		-
Local E-911 service tax	-	-
Gross receipt tax in excess of 0.5%	-	-
Local consumer utility tax on cable service (only applicable to cities and towns)	-	-
Cable franchise fee	-	-
Video program excise tax	-	-
Total	\$ -	

* Provide description of basis for the individual rates.

For example:

- LCUT on Residential Telephone is 20% on first \$15
- LCUT on Commercial Telephone is 20% on first \$300
- LCUT on Industrial Telephone is 20% on first \$300
- LCUT on wireless - 10% on first \$30

**Sample Examination Report on the
Schedule of Communication Taxes and Fees**

Governing Body

Independent Accountant's Report

We have examined the accompanying Schedule of Communication Service Taxes and Fees of *[Name of Locality]*, Virginia, for the fiscal year ended June 30, 2006. *[Name of Locality's]* management is responsible for the Schedule of Communication Service Taxes and Fees. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the *[Name of Locality's]* Schedule of Communication Service Taxes and Fees and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Chapter 780 of the 2006 Acts of Assembly requires that every county, city, and town prepare a schedule of receipts for the fiscal year ending June 30, 2006, at rates adopted on or before January 1, 2006 for each of the following taxes and fees collected by the service providers: gross receipts tax in excess of 0.5%, local consumer utility tax, video program excise tax, cable franchise fee, and 911 taxes.

In our opinion, based on our examination, the schedule referred to above presents, in all material respects, the communication service taxes and fees of *[Name of Locality]*, for the fiscal year ended June 30, 2006, at rates adopted on or before January 1, 2006.

[Signature]

[Date]



NORTHERN VIRGINIA ELECTRIC COOPERATIVE

**** FINAL NOTICE BILL ****

Account Summary

Previous Balance		2,909.87
Last Payment Received	04/24/2006	<u>1,454.74</u>
Balance Forward		1,455.13

NOVEC Distribution Services: Government Regulated

Distribution	03/16/2006 - 04/17/2006	326.15
--------------	-------------------------	--------

NOVEC Electricity Supply Services: Government Regulated

998.64

NOVEC Fees: Other Charges and Credits

21.83

Date Billed	05/10/2006
Amount Due by 2:00 P.M. On	06/09/2006
Bill Is Due And Payable Upon Receipt	
Amount Due After 2:00 P.M. On	06/09/2006
1.5% Penalty If Not Paid by 2:00 P.M.	

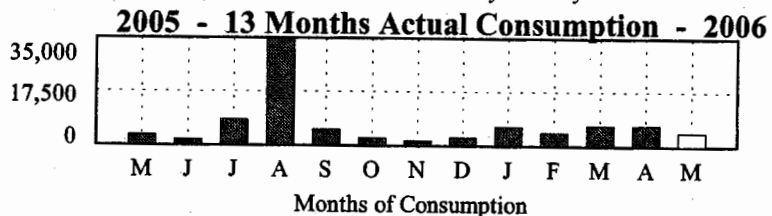
2,801.75

2,843.78

\$1,455.13 MUST BE PAID BY 05/22/2006 TO AVOID DISCONNECTION

A correct home phone # (or cell phone # if you prefer) will expedite your outage reporting. To verify/update our records call 703-335-0500 or 1-888-335-0500. Please have your account number handy when you call.

Max kWh Usage 34,864
 Avg kWh Usage 6,925
 Min kWh Usage 1,859



Bill Is Due And Payable Upon Receipt

Amount Due After 2:00 P.M. On	06/09/2006
1.5 % Penalty If Not Paid by 2:00 P.M.	

2,843.78

Distribution Service - Is the government-regulated delivery of electricity that must be purchased through the distribution facilities of the local distribution company (NOVEC), by a retail cooperative member-customer.
Electricity Supply Service - Is the generation of electricity and its transmission to the local distribution company (NOVEC), on behalf of the retail cooperative member-customer. It may be purchased from any licensed provider in the competitive market but, if applicable, may result in a competitive transition charge.
Price To Compare: If you were to choose an alternate energy supplier, your price to compare this month is: \$0.2268 per kWh. You can use this price to evaluate offers from alternative energy suppliers.



NORTHERN VIRGINIA ELECTRIC COOPERATIVE

Account Number	Payments Credited Through		Billing Period Date From To		Bill Mailed	Billing Days	Amount Due		
1475045-002	05/10/2006		03/16/2006 - 04/17/2006		05/12/2006	32	2,801.75		
kWh Meter Reading Present	kWh Meter Reading Previous	kW Reading	Multiplier	kWh Usage/ SL Usage	kW	Meter Number	Code(s)	Cycle	Rate(s)
0	0	.00	1	4402	124.34	21292838	R	7	LP5
Property Address								Tax Code	
12641 CHAPEL RD / MTG HALL								FX	

Balance Forward 1,455.13
 Power Factor - 0.88%
 Power Factor Penalty - 124.34 X 0.0200 = 2.49 KW
 Billing Demand - 124.34 + 2.49 = 126.83

NOVEC Distribution Services: Government Regulated

NOVEC Service Charge 35.00
 Demand Charge 126.82 X 1.27 161.07
 First 4402 kWh X 0.02955 130.08
 Subtotal 326.15

NOVEC Electricity Supply Services: Government Regulated

Demand Charge 126.82 X 5.23 663.30
 First 4402 kWh X 0.05016 220.80
 Wholesale Power Cost Adjustment Charge (4402 x 0.0260200) 114.54
 Subtotal 998.64

NOVEC Fees: Other Charges and Credits

Late Charge 21.83
 Subtotal 21.83

Date Billed 05/10/2006
 Amount Due by 2:00 P.M. On 06/09/2006 2,801.75
 Bill Is Due And Payable Upon Receipt
 Amount Due After 2:00 P.M. On 06/09/2006 2,843.78
 1.5 % Penalty If Not Paid by 2:00 P.M.

Distribution Service - Is the government-regulated delivery of electricity that must be purchased through the distribution facilities of the local distribution company (NOVEC), by a retail cooperative member-customer.
Electricity Supply Service - Is the generation of electricity and its transmission to the local distribution company (NOVEC), on behalf of the retail cooperative member-customer. It may be purchased from any licensed provider in the competitive market but, if applicable, may result in a competitive transition charge.
Price To Compare: If you were to choose an alternate energy supplier, your price to compare this month is: \$0.2268 per kWh. You can use this price to evaluate offers from alternative energy suppliers.



NORTHERN VIRGINIA ELECTRIC COOPERATIVE

**** FINAL NOTICE BILL ****

Account Summary

Previous Balance		1,591.25
Last Payment Received	08/02/2005	<u>1,282.86</u>
Balance Forward		308.39

NOVEC Distribution Services: Government Regulated

Distribution	06/16/2005 - 07/18/2005	928.55
--------------	-------------------------	--------

NOVEC Electricity Supply Services: Government Regulated

2,822.29

NOVEC Fees: Other Charges and Credits

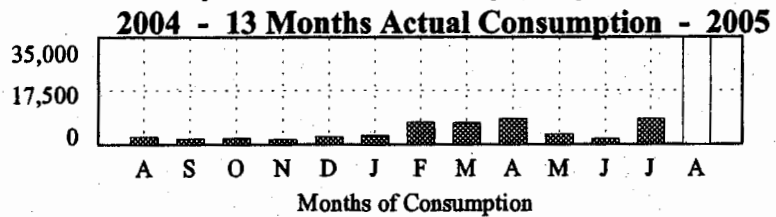
4.63

Date Billed	08/10/2005	
Amount Due by 2:00 P.M. On	09/12/2005	4,063.86
Bill Is Due And Payable Upon Receipt		
Amount Due After 2:00 P.M. On	09/12/2005	4,124.82
1.5% Penalty If Not Paid by 2:00 P.M.		

\$308.39 MUST BE PAID BY 08/22/2005 TO AVOID DISCONNECTION

A correct home phone # (or cell phone # if you prefer) will expedite your outage reporting. To verify/update our records call 703-335-0500 or 1-888-335-0500. Please have your account number handy when you call.

Max kWh Usage 34,864
 Avg kWh Usage 6,622
 Min kWh Usage 1,680



Distribution Service - Is the government-regulated delivery of electricity that must be purchased through the distribution facilities of the local distribution company (NOVEC), by a retail cooperative member-customer.
Electricity Supply Service - Is the generation of electricity and its transmission to the local distribution company (NOVEC), on behalf of the retail cooperative member-customer. It may be purchased from any licensed provider in the competitive market but, if applicable, may result in a competitive transition charge.
Price To Compare: If you were to choose an alternate energy supplier, your price to compare this month is: \$0.0614 per kWh. You can use this price to evaluate offers from alternative energy suppliers.



NORTHERN VIRGINIA ELECTRIC COOPERATIVE

Account Number		Payments Credited Through		Billing Period Date From To		Bill Mailed	Billing Days	Amount Due	
1475045-002		08/10/2005		06/16/2005 - 07/18/2005		08/12/2005	32	4,063.86	
kWh Meter Reading Present Previous		kW Reading	Multiplier	kWh Usage/ SL Usage	kW	Meter Number	Code(s)	Cycle	Rate(s)
0 0		.00	1	34864	108.98	21292838	R	7	LP5
Property Address									Tax Code
12641 CHAPEL RD / MTG HALL									FX

Balance Forward 308.39

NOVEC Distribution Services: Government Regulated

NOVEC Service Charge 35.00
 Demand Charge 108.98 X 1.27 138.40
 First 10898 kWh X 0.02955 322.04
 21796 kWh X 0.01825 397.78
 2170 kWh X 0.01628 35.33
 Subtotal 928.55

NOVEC Electricity Supply Services: Government Regulated

Demand Charge 108.98 X 5.23 569.97
 First 10898 kWh X 0.05016 546.64
 21796 kWh X 0.03156 687.88
 2170 kWh X 0.02833 61.48
 Wholesale Power Cost Adjustment Charge (34864 x 0.0274300) 956.32
 Subtotal 2,822.29

NOVEC Fees: Other Charges and Credits

Late Charge 4.63
 Subtotal 4.63

Date Billed 08/10/2005
 Amount Due by 2:00 P.M. On 09/12/2005 4,063.86
 Bill Is Due And Payable Upon Receipt
 Amount Due After 2:00 P.M. On 09/12/2005 4,124.82
 1.5 % Penalty If Not Paid by 2:00 P.M.

Distribution Service - Is the government-regulated delivery of electricity that must be purchased through the distribution facilities of the local distribution company (NOVEC), by a retail cooperative member-customer.
Electricity Supply Service - Is the generation of electricity and its transmission to the local distribution company (NOVEC), on behalf of the retail cooperative member-customer. It may be purchased from any licensed provider in the competitive market but, if applicable, may result in a competitive transition charge.
Price To Compare: If you were to choose an alternate energy supplier, your price to compare this month is: \$0.0614 per kWh. You can use this price to evaluate offers from alternative energy suppliers.

Main Identity

From: "Andrew L. Cannaday - Anderson, White & Company, P.C." <awco@ntelos.net>
To: <mbarton@comres.org>
Cc: <pawsnfins@cox.net>
Sent: Friday, June 02, 2006 4:08 PM
Attach: Clifton-Adj.pdf
Subject: Audit adjustments

Marilyn,

Attached are our FY 2003 proposed audit adjustments. Please let Bruce or myself if you have any questions. You should post these adjustments to Quickbooks and date 6/30/03. I think you will need our help with the receivables and payables adjustments so you know which customers and vendors to adjust.

We are drafting the FY 2003 financial statements today and this weekend. I will e-mail you a copy of the body of the statements as soon as they are complete so you can start your review. We will overnight the reports to you on Monday after they are assembled. It does not look like FY 2004 will be done at the same time but should not be long. It took a lot longer to pull together the history of the fixed assets than we anticipated. Also, 2004 will not require the same amount of preliminary work as 2003 did.

Also, I need the Town's original and final budgets for 2003 and 2004 as soon as possible. Please e-mail to me or fax to (540) 886-4944. The budget numbers need to be included in the financial statements.

6/5/2006

TOWN OF CLIFTON (GF)
GENERAL FUND
Adjusted Trial Balance
for the period ended June 30, 2003

Account # / Description	Prior Period (Adjusted) 06/30/2002	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
1000.000 CHECKING - SUNTRUST	(1,168.04)	(1,046.08)	AJE-1	504.41	(41.02)	C-1 r
			AJE-3	475.65		
			AJE-4	25.00		
1100.000 INVESTMENTS-SUNTRUST	53,614.66	179,910.58	AJE-2	(11.87)	179,904.71	C-1 r
			AJE-5	6.00		
1105.000 INVESTMENTS-SUNTRUST:CLIFTON HEI	5,430.80	5,205.60			5,205.60	C-1 r
1110.000 INVESTMENTS-SUNTRUST:PLAYGRD RE		1,025.00			1,025.00	C-1 r
1200.000 ACCOUNTS RECEIVABLE	205.18	758.11	AJE-7	(0.18)	7,538.93	R-1
			AJE-10	6,781.00		
1205.000 ACCT REC:BPOL	46.61	149.94	AJE-7	(16.61)	133.33	R-1
1210.000 ACCT REC:CIGARETTE TAX	150.04	249.66			249.66	R-1
1215.000 ACCT REC:SALES TAX	2,319.25	2,697.14	AJE-6	1,463.37	4,160.51	R-1
1250.000 DUE FROM CLC LLC ESCROW ACCOUNT			AJE-31	155,921.89	155,921.89	R-8
1300.000 OTHER CURRENT ASSETS:UNDEP FDS						
1350.000 REAL ESTATE OWNED- HUD HOMES			AJE-31	2,391,678.11	2,418,418.11	R-8
			AJE-32	26,740.00		
1400.000 FIXED ASSETS:BUILDINGS-OLD TOWN H	11,353.56	11,353.56	AJE-14	1,265.88	24,495.46	CE-1
			AJE-19	1,750.00		
			AJE-20	7,290.27		
			AJE-27	2,835.75		
1401.000 FIXED ASSETS:BUILDINGS-CABOOSE			AJE-14	2,885.18	52,885.18	CE-1
			AJE-18	50,000.00		
1405.000 FIXED ASSETS:EQUIPMENT	13,024.22	17,124.22	AJE-15	4,141.00	21,568.76	CE-1
			AJE-20	303.54		
1406.000 FIXED ASSETS:PLAYGROUND EQUIPMEN			AJE-14	5,099.79	14,142.22	CE-1
			AJE-19	3,753.31		
			AJE-20	1,322.55		
			AJE-27	3,966.57		
1410.000 FIXED ASSETS:IMPROVEMENTS	77,956.75	77,956.75	AJE-27	(76,173.32)	1,783.43	CE-1
1411.000 FIXED ASSETS:BUCKLEY PARK BRIDGE			AJE-19	933.45	18,233.45	CE-1
			AJE-27	17,300.00		
1412.000 FIXED ASSETS:MAIN STREET BRIDGE FE			AJE-27	6,338.00	6,338.00	CE-1
1413.000 FIXED ASSETS:SIDEWALKS			AJE-27	45,733.00	45,733.00	CE-1
1414.000 FIXED ASSETS:CABOOSE PLAZA			AJE-26	35,040.00	35,040.00	CE-1
1415.000 FIXED ASSETS:LAND	113,469.06	113,469.06	AJE-19	(6,436.76)	53,987.30	CE-1
			AJE-28	(53,045.00)		
1481.000 ACCUMULATED DEPRECIATION-BUILDIN			AJE-29	(31,504.00)	(33,660.00)	CE-5
			AJE-30	(2,156.00)		
1482.000 ACCUMULATED DEPRECIATION-IMPROV			AJE-29	(69,091.00)	(74,448.00)	CE-5
			AJE-30	(5,357.00)		
1483.000 ACCUMULATED DEPRECIATION-EQUIPM			AJE-29	(24,035.00)	(25,905.00)	CE-5
			AJE-30	(1,870.00)		
1490.000 INVESTMENT IN FIXED ASSETS			AJE-14	(7,050.85)	(140,193.80)	CE-1
			AJE-14	(2,200.00)		
			AJE-15	(4,141.00)		
			AJE-17	(219,903.59)		
			AJE-18	(50,000.00)		
			AJE-20	(8,916.36)		
			AJE-26	(35,040.00)		
			AJE-28	53,045.00		
			AJE-29	124,630.00		
			AJE-30	9,383.00		
1500.000 OTHER ASSET:PREPAID EXPENSES	136.00	136.00	AJE-22	(136.00)		P/R-3 r

TOWN OF CLIFTON (GF)
GENERAL FUND

06/02/2006

Adjusted Trial Balance

04:40 PM

for the period ended June 30, 2003

Account # / Description	Prior Period (Adjusted) 06/30/2002	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
1505.000 OTHER ASSET:PREPAID INSURANCE	270.11	661.11	AJE-22	(270.11)	391.00	P/R-3 r
			AJE-23	0.00		
2000.000 ACCOUNTS PAYABLE	117.54	(456.21)	AJE-9	(117.54)	(2,458.60)	AP-1
			AJE-34	(1,884.85)		
2100.000 ESCROW FOR PC-CLIFTON HEIGHTS	(5,355.60)	(5,205.60)			(5,205.60)	
2150.000 MORTGAGES PAYABLE- HUD HOMES			AJE-31	(2,547,600.00)	(2,547,600.00)	R-9
2155.000 ACCRUED INTEREST ON MORTGAGES P			AJE-32	(26,740.00)	(26,740.00)	R-9
2200.000 SALES TAX PAYABLE						
3000.000 OPENING BAL CIF EQUITY	(220,901.68)	(220,901.68)	AJE-13	998.09		
			AJE-17	219,903.59		
3005.000 OPENING BAL G.F. EQUITY	(22,342.95)	(22,037.96)	AJE-1	(504.41)	(53,770.44)	FE-1 r
			AJE-2	11.87		
			AJE-7	16.79		
			AJE-8	(86.39)		
			AJE-9	117.54		
			AJE-13	(998.09)		
			AJE-16	(28,325.31)		
			AJE-21	(4,100.00)		
			AJE-22	406.11		
			AJE-24	(304.99)		
			AJE-25	75.00		
			AJE-33	1,959.40		
3010.000 RETAINED EARNINGS	(24,408.33)	(28,325.31)	AJE-16	28,325.31		
(Profit) Loss	(3,916.98)	(132,723.89)		(4,409.19)	(137,133.08)	
	0.00	0.00		0.00	0.00	

GENERAL FUND

06/02/2006

Adjusted Trial Balance

Reviewed by _____

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for the period ended June 30, 2003

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Account # / Description	Prior Period (Adjusted) 06/30/2002	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
4000.000 INTEREST INCOME	(891.51)	(636.65)			(636.65)	
4005.000 BOOK SALES INCOME	60.00					
4010.000 CLIFTON DAY REVENUES	(1,813.40)	(262.00)			(262.00)	R-5
4015.000 COMM HALL REV:COMM HALL RENTALS	(12,120.00)	(18,365.00)			(18,365.00)	R-5
4016.000 GENERAL DONATIONS		(500.00)			(500.00)	R-5
4020.000 GRANTS:STATE:FIRE PROG FD	(14,000.00)	(4,100.00)			(4,100.00)	R-5
4025.000 HAUNTED TRAIL EVENT	(5,149.00)	(5,074.70)			(5,074.70)	R-5
4030.000 HOMES TOUR	(140.00)	(2,301.00)			(2,301.00)	R-5
4031.000 HUD HOMES		(213,283.50)	AJE-10	(7,456.00)	(209,239.50)	R-5
			AJE-11	1,500.00		
			AJE-12	10,000.00		
4032.000 HUD HOMES - DEPOSIT FORFEITURE			AJE-10	675.00	(825.00)	R-5
			AJE-11	(1,500.00)		
4033.000 HUD HOMES - CLC INCENTIVE FEES			AJE-12	(10,000.00)	(10,000.00)	R-5
4035.000 OTHER INCOME	(1,126.65)	(76.63)			(76.63)	R-5
4040.000 PARK RENTAL	(100.00)	(75.00)			(75.00)	R-5
4041.000 PLAYGROUND RESERVE DONATIONS		(1,025.00)			(1,025.00)	R-5
4042.000 RETURNED CHECK CHARGES		(6.00)			(6.00)	R-5
4045.000 S.R.-LITTER CONTROL GRANT	(1,100.00)	(1,000.00)			(1,000.00)	R-5
4050.000 ***TAX AND PERMITS REVENUE***						
4050.005 ABC PROFITS	(763.65)	(431.14)			(431.14)	R-5
4050.010 ARB PERMITS	(215.00)	(100.00)			(100.00)	R-5
4050.015 BPOL TAX	(13,556.21)	(14,867.11)			(14,867.11)	R-5
4050.020 CIGARETTE TAX	(1,657.80)	(1,442.02)			(1,442.02)	R-5
4050.025 MOTOR VEHICLE TAGS	(4,899.00)	(5,153.00)			(5,153.00)	R-5
4050.030 PC SUBDIVISION	(1,500.00)					
4050.035 RAILROAD TAX	(1,504.48)	(1,377.07)			(1,377.07)	R-5
4050.040 SALES TAX	(14,178.44)	(14,408.25)	AJE-6	(1,463.37)	(15,871.62)	R-5
4050.045 USE PERMITS	(1,475.00)	(975.00)			(975.00)	R-5
4050.050 UTILITY CONSUMPTION TAX	(1,051.07)	(1,283.28)	AJE-8	86.39	(1,196.89)	R-5
4050.055 HUD HOMES MANAGEMENT FEES		93,637.50			93,637.50	R-10
5000.000 ***PAYROLL EXPENSES***						
5000.005 GROSS WAGES:TOWN CLERK(ADM)	3,500.00	1,875.00			1,875.00	P/R-1 r
5000.006 GROSS WAGES:TOWN CLERK(REC)		1,875.00			1,875.00	P/R-1 r
5000.010 GROSS WAGES:TOWN TREASURER	3,500.00	3,750.00			3,750.00	P/R-1 r
5000.015 PAYROLL TAXES:FICA	1,071.00	1,147.50			1,147.50	P/R-1 r
5100.000 ***CONTRACTUAL***						
5100.005 INSURANCE	1,820.00	4,486.00	AJE-23	0.00	4,486.00	
5100.010 TOWN GOVERNMENT:PLANNING COM	3,645.50	889.46			889.46	
5100.011 MISCELLANEOUS						
5100.015 PROFESSIONAL FEES:LEGAL FEES	3,830.00	4,200.00			4,200.00	AP-9
5100.020 RENT:AYRE SQUARE RENTAL	456.70	320.65			320.65	AP-9
5100.025 RENTRAILROAD SIDING RENTAL	775.00	775.00			775.00	AP-9
5100.030 TOWN MAINT:AYRE SQUARE MAINT	104.00	27.00			27.00	
5100.035 TOWN MAINT:BEAUTIFICATION COMM	715.25	1,075.00			1,075.00	AP-9
5100.040 TOWN MAINT:GROUNDS MAINT	1,431.66	1,187.94			1,187.94	
5100.045 TOWN MAINT:TOWN HALL MAINT	433.90	506.22			506.22	
5100.050 TOWN SERVICES:ELECTIONS	384.60					
5100.055 TOWN SERVICES:FIRE PROGRAM	14,000.00					
5100.060 TOWN SERVICES:GRASS MOWING	3,600.00	3,900.00	AJE-33	(600.00)	3,750.00	AP-9
			AJE-34	450.00		
5100.065 TOWN SERVICES:TRASH COLLECTION	1,689.78	1,685.52			1,685.52	AP-9
5100.070 UTILITIES:GAS AND ELECTRIC	1,057.60	(198.33)	AJE-3	(18.61)	(50.82)	

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TOWN OF CLIFTON (GF)
GENERAL FUND
Adjusted Trial Balance
for the period ended June 30, 2003

Prepared by _____
Reviewed by _____
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Account # / Description	Prior Period (Adjusted) 06/30/2002	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
			AJE-3	183.56		
			AJE-33	(8.97)		
			AJE-34	(8.47)		
5100.075 UTILITIES:WATER	286.25	293.25	AJE-33	(72.00)	295.00	AP-9
			AJE-34	73.75		
5100.080 DUES AND SUBSCRIPTIONS	180.00	271.64	AJE-4	(25.00)	246.64	
5100.085 DUES AND SUBSCRIPTIONS:VA MUN.LEA	306.00	306.00			306.00	
5100.090 CABOOSE EXP::TRENTANE GAS	189.71	236.53			236.53	
5100.095 CABOOSE EXP:ELECTRIC	271.07	260.31	AJE-3	(25.11)	258.20	
			AJE-34	23.00		
5100.100 CABOOSE EXP:MAINTENANCE	400.00					
5100.101 COMMUNITY HALL EXPENSES		330.85			330.85	
5100.105 COMM HALL EXP:C.H.-CLEANING	1,800.00	3,900.00	AJE-33	(900.00)	3,400.00	AP-9
			AJE-34	400.00		
5100.110 COMM HALL EXP:C.H.-EQUIPMENT	213.78					
5100.115 COMM HALL EXP:C.H.-GENERAL MAINT	2,362.02	2,166.36			2,166.36	
5100.120 COMM HALL EXP:C.H.-MANAGEMENT FEI	3,454.00	3,616.22			3,616.22	
5100.125 COMM HALL EXP:C.H.-ELECTRIC	9,276.00	9,550.07	AJE-3	(615.49)	9,131.60	
			AJE-33	(264.55)		
			AJE-34	461.57		
5100.130 COMM HALL EXP:C.H.-FLOORS	1,450.00	1,500.00			1,500.00	AP-9
5100.135 CLIFTON DAY EXPENSES	939.00					
5100.140 HOMES TOUR/BAZAAR EXP	390.00	1,794.11			1,794.11	
5100.145 LEGAL ADVERTISING	322.32	1,216.00			1,216.00	
5100.150 MAYORIAL REIMBURSEMENT	1,658.19	1,506.47	AJE-33	(113.88)	1,392.59	
5100.155 MISCELLANEOUS	1,086.63	695.88	AJE-24	304.99	925.87	
			AJE-25	(75.00)		
5200.000 CAR SHOW EXPENSE	125.00					
5300.000 CENTENIAL BIRTHDAY CELEBRATION	2,000.00					
5400.000 FARMERS' MARKET EXPENSE	330.00	462.50			462.50	
5500.000 HAUNTED TRAIL EXPENSE	408.10	1,080.00			1,080.00	
5500.005 RETURNED CHECK BANK CHARGES		6.00	AJE-5	(6.00)		
5600.000 ***COMMODITIES***						
5600.005 COMPUTER SUPPLIES	107.98	590.85			590.85	
5600.010 COPIES	119.83	431.19			431.19	
5600.015 LICENSE PLATES	520.00					
5600.020 MISCELLANEOUS	892.12	1,399.09			1,399.09	
5600.025 OFFICE SUPPLIES	103.15	602.34			602.34	
5600.030 POSTAGE AND DELIVERY	287.33	416.54			416.54	
5700.000 ***FED FUND-TRANSPORTATION PROJ.**						
5700.005 F.F.-TRANSP-INKIND SRVS	667.51					
5700.010 F.F.-TRANSP-PROJECT-TRAILS	1,103.25	246.80	AJE-34	485.00	731.80	
5800.000 UNCATEGORIZED EXPENSES						
5900.050 CAPITAL IMPROVEMENTS-EQUIPMENT			AJE-21	4,100.00	4,100.00	CE-7
(Profit) Loss	(3,916.98)	(132,723.89)		(4,409.19)	(137,133.08)	

Account #	Account Name / Description	Debits	Credits
06/30/2003		<u>AJE 1</u>	
1000.000	CHECKING - SUNTRUST	504.41	
3005.000	OPENING BAL G.F. EQUITY		504.41
TO CORRECT CHECKING BALANCE AT BEGINNING OF YEAR PER C-2			
06/30/2003		<u>AJE 2</u>	
3005.000	OPENING BAL G.F. EQUITY	11.87	
1100.000	INVESTMENTS-SUNTRUST		11.87
TO ADJUST INVESTMENT BALANCE AT BEGINNING OF YEAR PER C-3			
06/30/2003		<u>AJE 3</u>	
1000.000	CHECKING - SUNTRUST	475.65	
5100.125	COMM HALL EXP:C.H.-ELECTRIC		615.49
5100.095	CABOOSE EXP:ELECTRIC		25.11
5100.070	UTILITIES:GAS AND ELECTRIC		18.61
5100.070	UTILITIES:GAS AND ELECTRIC	183.56	
TO VOID CHECK #3763 PER C-4b			
06/30/2003		<u>AJE 4</u>	
1000.000	CHECKING - SUNTRUST	25.00	
5100.080	DUES AND SUBSCRIPTIONS		25.00
TO VOID CHECK #3862 PER C-4			
06/30/2003		<u>AJE 5</u>	
1100.000	INVESTMENTS-SUNTRUST	6.00	
5500.005	RETURNED CHECK BANK CHARGES		6.00
TO W/O OUTSTANDING ITEM PER C-5			
06/30/2003		<u>AJE 6</u>	
1215.000	ACCT REC:SALES TAX	1,463.37	
4050.040	SALES TAX		1,463.37
TO ACCRUE 6/03 SALES TAX RECEIPT DATED 8/18/03.			

Account #	Account Name / Description	Debits	Credits
06/30/2003	AJE 7		
3005.000	OPENING BAL G.F. EQUITY	16.79	
1200.000	ACCOUNTS RECEIVABLE		0.18
1205.000	ACCT REC:BPOL		16.61
TO WRITE OFF MISCELLANEOUS SMALL ITEMS FROM 6/30/02.			
06/30/2003	AJE 8		
4050.050	UTILITY CONSUMPTION TAX	86.39	
3005.000	OPENING BAL G.F. EQUITY		86.39
TO CORRECT 6/30/02 A/REC FOR UTILITY CONSUMPTION TAX.			
06/30/2003	AJE 9		
3005.000	OPENING BAL G.F. EQUITY	117.54	
2000.000	ACCOUNTS PAYABLE		117.54
TO CORRECT 6/30/02 A/PAY FOR INCORRECT BALANCES FOR CHRIS REHDER, HORRORFIND.COM LLC, MARGO BUCKLEY, & NOVEC.			
06/30/2003	AJE 10		
1200.000	ACCOUNTS RECEIVABLE	6,781.00	
4032.000	HUD HOMES - DEPOSIT FORFEITURE	675.00	
4031.000	HUD HOMES		7,456.00
TO ACCRUE NET INCOME ON 3 HOMES CLOSED IN JUNE '03 PER INVENTORY DETAIL REPORT PROVIDED BY CLC LLC, NET OF PAYABLE TO CLC LLC OF \$675. (DEPOSITED 7-30-03)			
06/30/2003	AJE 11		
4031.000	HUD HOMES	1,500.00	
4032.000	HUD HOMES - DEPOSIT FORFEITURE		1,500.00
TO RECLASSIFY DEPOSIT FORFEITURES RECEIVED FROM LONG & FOSTER REALTORS.			
06/30/2003	AJE 12		
4031.000	HUD HOMES	10,000.00	
4033.000	HUD HOMES - CLC INCENTIVE FEES		10,000.00
TO RECLASSIFY INCENTIVE FEES.			

TOWN OF CLIFTON (GF)
GENERAL FUND
Adjusting Journal Entries
for the period ended June 30, 2003

Account #	Account Name / Description	Debits	Credits
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06/30/2003 AJE 13

3005.000	OPENING BAL G.F. EQUITY		998.09
3000.000	OPENING BAL CIF EQUITY	998.09	

TO CORRECT BEGINNING BALANCE EQUITY FOR ERROR ON 6-30-93 F/S (1528.91) AND ADJUST FOR NET TRANSACTIONS FOR FY '94 THRU FY'02.

06/30/2003 AJE 14

1406.000	FIXED ASSETS:PLAYGROUND EQUIPMENT	5,099.79	
1490.000	INVESTMENT IN FIXED ASSETS		7,050.85
1490.000	INVESTMENT IN FIXED ASSETS		2,200.00
1401.000	FIXED ASSETS:BUILDINGS-CABOOSE	2,885.18	
1400.000	FIXED ASSETS:BUILDINGS-OLD TOWN HALL	1,265.88	

TO RECLASSIFY FY 6-30-93 IMPROVEMENTS PER F/S AND RECORD B/B COURT CONSTRUCTED 7-8-97.

06/30/2003 AJE 15

1405.000	FIXED ASSETS:EQUIPMENT	4,141.00	
1490.000	INVESTMENT IN FIXED ASSETS		4,141.00

TO RECLASSIFY 21 TABLES PURCHASED FY 2000,2001,& 2002 FOR COMMUNITY HALL.

06/30/2003 AJE 16

3010.000	RETAINED EARNINGS	28,325.31	
3005.000	OPENING BAL G.F. EQUITY		28,325.31

TO RECLASSIFY FY '95 THRU FY '02 NET INCOME (AFTER AJE'S 14 &15).

06/30/2003 AJE 17

3000.000	OPENING BAL CIF EQUITY	219,903.59	
1490.000	INVESTMENT IN FIXED ASSETS		219,903.59

TO RECLASSIFY TO PROPER A/C.

06/30/2003 AJE 18

1401.000	FIXED ASSETS:BUILDINGS-CABOOSE	50,000.00	
1490.000	INVESTMENT IN FIXED ASSETS		50,000.00

TO RECORD FMV OF CABOOSE DONATED IN 1992 (PER MAYOR CHELSEY).

TOWN OF CLIFTON (GF)
 GENERAL FUND
 Adjusting Journal Entries
 for the period ended June 30, 2003

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Account #	Account Name / Description	Debits	Credits
06/30/2003	AJE 19		
1406.000	FIXED ASSETS:PLAYGROUND EQUIPMENT	3,753.31	
1415.000	FIXED ASSETS:LAND		6,436.76
1411.000	FIXED ASSETS:BUCKLEY PARK BRIDGE	933.45	
1400.000	FIXED ASSETS:BUILDINGS-OLD TOWN HALL	1,750.00	
TO RECLASSIFY FY 6-30-85 THRU FY 6-30-89 PLAYGROUND IMPROVEMENTS, BUCKLEY PARK IMPROVEMENTS & TOWN HALL IMPROVEMENTS.			
06/30/2003	AJE 20		
1400.000	FIXED ASSETS:BUILDINGS-OLD TOWN HALL	7,290.27	
1405.000	FIXED ASSETS:EQUIPMENT	303.54	
1406.000	FIXED ASSETS:PLAYGROUND EQUIPMENT	1,322.55	
1490.000	INVESTMENT IN FIXED ASSETS		8,916.36
TO RECORD FY 6-30-83 EXPENDITURES.			
06/30/2003	AJE 21		
5900.050	CAPITAL IMPROVEMENTS-EQUIPMENT	4,100.00	
3005.000	OPENING BAL G.F. EQUITY		4,100.00
TO RECORD EXPENDITURE FOR 2 SPEED SIGNS.(PREVIOUSLY RECORDED IN FIXED ASSETS)			
06/30/2003	AJE 22		
3005.000	OPENING BAL G.F. EQUITY	406.11	
1500.000	OTHER ASSET:PREPAID EXPENSES		136.00
1505.000	OTHER ASSET:PREPAID INSURANCE		270.11
TO ZERO OUT PREPAID INSURANCE AND EXPENSES AS OF 7/1/02 PER P/R-3			
06/30/2003	AJE 23		
5100.005	INSURANCE	0.00	
1505.000	OTHER ASSET:PREPAID INSURANCE	0.00	
TO RECLASS CK #3890 FROM PREPAID INSURANCE TO INSURANCE EXPENSE PER P/R-3 ***REMOVED THIS ENTRY AS THE \$391 IS PREPAID INSURANCE***			
06/30/2003	AJE 24		
5100.155	MISCELLANEOUS	304.99	
3005.000	OPENING BAL G.F. EQUITY		304.99
TO RECLASS CLIENT CASH ADJUSTMENTS POSTED TO FUND EQUITY PER FE-2			

Account #	Account Name / Description	Debits	Credits
06/30/2003	AJE 25		
3005.000	OPENING BAL G.F. EQUITY	75.00	
5100.155	MISCELLANEOUS		75.00
TO ADJUST CLIFTON HEIGHTS ESCROW BALANCE TO CASH AMOUNT AT 7/1/02 (5430.60-5355.60)			
06/30/2003	AJE 26		
1414.000	FIXED ASSETS:CABOOSE PLAZA	35,040.00	
1490.000	INVESTMENT IN FIXED ASSETS		35,040.00
TO RECORD EXPENDITURES RELATED TO CABOOSE PLAZA PER MAYOR CHELSEY.			
06/30/2003	AJE 27		
1411.000	FIXED ASSETS:BUCKLEY PARK BRIDGE	17,300.00	
1412.000	FIXED ASSETS:MAIN STREET BRIDGE FENCE	6,338.00	
1413.000	FIXED ASSETS:SIDEWALKS	45,733.00	
1400.000	FIXED ASSETS:BUILDINGS-OLD TOWN HALL	2,835.75	
1406.000	FIXED ASSETS:PLAYGROUND EQUIPMENT	3,966.57	
1410.000	FIXED ASSETS:IMPROVEMENTS		76,173.32
TO RECLASSIFY PER ANALYSIS.			
06/30/2003	AJE 28		
1490.000	INVESTMENT IN FIXED ASSETS	53,045.00	
1415.000	FIXED ASSETS:LAND		53,045.00
TO ADJUST TO HISTORICAL COST (FMV OF DONATIONS) FOR LAND.			
06/30/2003	AJE 29		
1490.000	INVESTMENT IN FIXED ASSETS	124,630.00	
1481.000	ACCUMULATED DEPRECIATION-BUILDINGS		31,504.00
1482.000	ACCUMULATED DEPRECIATION-IMPROVEMENTS		69,091.00
1483.000	ACCUMULATED DEPRECIATION-EQUIPMENT		24,035.00
TO RECORD ACCUMULATED DEPRECIATION @ 6-30-02 PER SCHEDULE.			
06/30/2003	AJE 30		
1490.000	INVESTMENT IN FIXED ASSETS	9,383.00	
1481.000	ACCUMULATED DEPRECIATION-BUILDINGS		2,156.00
1482.000	ACCUMULATED DEPRECIATION-IMPROVEMENTS		5,357.00
1483.000	ACCUMULATED DEPRECIATION-EQUIPMENT		1,870.00

Account #	Account Name / Description	Debits	Credits
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TO RECORD DEPRECIATION EXPENSE FY 6-30-03 PER SCHEDULE.

06/30/2003 AJE 31

1250.000	DUE FROM CLC LLC ESCROW ACCOUNT	155,921.89	
1350.000	REAL ESTATE OWNED- HUD HOMES	2,391,678.11	
2150.000	MORTGAGES PAYABLE- HUD HOMES		2,547,600.00

TO SET UP BALANCES @ 6-30-03 ON HUD HOMES PURCHASES.

06/30/2003 AJE 32

1350.000	REAL ESTATE OWNED- HUD HOMES	26,740.00	
2155.000	ACCRUED INTEREST ON MORTGAGES PAYABLE		26,740.00

TO RECORD LIABILITY @ 6-30-03 FOR INTEREST PAYABLE ON HUD HOMES MORTGAGES PER W/P.

06/30/2003 AJE 33

3005.000	OPENING BAL G.F. EQUITY	1,959.40	
5100.060	TOWN SERVICES:GRASS MOWING		600.00
5100.070	UTILITIES:GAS AND ELECTRIC		8.97
5100.075	UTILITIES:WATER		72.00
5100.105	COMM HALL EXP:C.H.-CLEANING		900.00
5100.125	COMM HALL EXP:C.H.-ELECTRIC		264.55
5100.150	MAYORIAL REIMBURSEMENT		113.88

TO CORRECT BEGINNING FUND BALANCE FOR ADDITIONAL ACCOUNTS PAYABLE @ 6-30-02 PER TESTING @ W/P AP-8.

06/30/2003 AJE 34

5100.060	TOWN SERVICES:GRASS MOWING	450.00	
5100.075	UTILITIES:WATER	73.75	
5100.095	CABOOSE EXP:ELECTRIC	23.00	
5100.105	COMM HALL EXP:C.H.-CLEANING	400.00	
5100.125	COMM HALL EXP:C.H.-ELECTRIC	461.57	
5700.010	F.F.-TRANSP-PROJECT-TRAILS	485.00	
2000.000	ACCOUNTS PAYABLE		1,884.85
5100.070	UTILITIES:GAS AND ELECTRIC		8.47

TO RECORD ADDITIONAL ACCOUNTS PAYABLE @ 6-30-03 PER W/P AP-4.

Totals	3,231,168.68	3,231,168.68
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Meeting Minutes
Special Town Council Meeting
July 1, 2006

The first meeting for the new Clifton VA Town governing body was held on July 1, 2006 at the Clifton Store outdoor patio deck area.

In attendance: The Mayor, full Council and Treasurer.

8:00 AM, The Mayor called the meeting to order to address and take action on the following agenda items:

Appoint Town positions.

Group discussion led by W. Nickum that included the following key points.

Nominations that will serve through 06/30/2008 included:

Town Clerk - Carolyn Leetch

Town Treasurer - Marilyn Barton

Town Attorney - Gifford Hampshire

Motion made by W. Nickum and seconded by L. Johnston to approve the three nominees. Unanimous approval

Schedule July Town Council meeting.

Group discussion led by C. Rusnak that included the following key points.

The regular July meeting currently scheduled for July 4th was moved to July 11, 2006, at 7:30 PM in the Town Meeting Hall. The agenda will be set and posted no later than July 8th, three days before the July 11th, meeting.

Motion made by C. Rusnak and seconded by L. Johnston to approve. Unanimous approval

Designate Town officials to sign checks and financial documents.

Group discussion led by M. Anton that included the following key points.

Designated allowable signatories for all financial documents are three, Mayor, Vice Mayor and Treasurer.

Designated signatories for all checks are two of the following, Treasurer ^{OR} Mayor or Vice Mayor.

Designees to transfer of funds between accounts are ~~two~~ ^{one} of the following, Treasurer ~~and~~ ^{OR} Mayor or Vice Mayor.

The Treasurer is authorized to initiate banking documents for authorized name changes when the Vice Mayor position is rotated between Council Members on a six-month interval through 06/30/2008.

Motion made by M. Anton and seconded by P. Layden to approve the financial criteria outlined above. Unanimous approval

Designate person(s) for Vice Mayor.

Group discussion led by W. Nickum that included the following key points.

The position of Vice Mayor will rotate among Council Members over the next twenty-four months on a six-month interval starting today, July 1, 2006. First six months, Michael Anton; second six months, Lane Johnston; third six months, Patrick J. Layden; fourth six months Chuck Rusnak.

Motion made by W. Nickum and seconded by P. Layden to approve. Unanimous approval

Authorize Town property lock changes and designate holders of keys.

Group discussion led by M. Anton and P. Layden that included the following key points.

All access and interior locks will be changed at the Old Town Hall, Town Meeting Hall and Caboose. The Post Office box lock will be changed also.

Holders of keys will be as follows:

A complete set of keys (except Post Office Box keys) - Mayor and Vice Mayor

Post Office Box - Mayor and Town Clerk

Old Town Hall – Architecture Review Board Chairman

Old Town Hall – Planning Commission Chairman

Old Town Hall – Board of Zoning Appeals, contact the Mayor.

Old Town Hall and Town Meeting Hall – Margo Buckley, Town Meeting Hall Manager and Lane

Johnston, Property Manager.

Caboose – Mayor and Lane Johnston, Property Manager.

Motion made by M. Anton and seconded by L. Johnston to approve the changing of locks and holders of keys as outlined above. Unanimous approval

Flood damage to the bridge at Buckley Park

Group discussion led by W. Nickum that included the following key points.

The bridge has been damaged to the extent that it is unsafe and cannot be used. Two activities will be initiated immediately. A work party will meet today at noon at the bridge to block the bridge entrance at both ends and post no trespassing signs. Wayne Nickum will take the lead on the investigation phase, which he has already started.

Motion made by T. Peterson and seconded by P. Layden to approve. Unanimous approval

9:00 AM, Motion made by W. Nickum and seconded by C. Rusnak to adjourn. Unanimous approval

**Meeting Minutes
Special Town Council Meeting
July 1, 2006**

The first meeting for the new Clifton VA Town governing body was held on July 1, 2006 at the Clifton Store outdoor patio deck area.

In attendance: The Mayor, full Council and Treasurer.

8:00 AM, The Mayor called the meeting to order to address and take action on the following agenda items:

Appoint Town positions.

Group discussion led by W. Nickum that included the following key points.

Nominations that will serve through 06/30/2008 included:

Town Clerk - Carolyn Leetch

Town Treasurer - Marilyn Barton

Town Attorney - Gifford Hampshire

Motion made by W. Nickum and seconded by L. Johnston to approve the three nominees. Unanimous approval

Schedule July Town Council meeting.

Group discussion led by C. Rusnak that included the following key points.

The regular July meeting currently scheduled for July 4th was moved to July 11, 2006, at 7:30 PM in the Town Meeting Hall. The agenda will be set and posted no later than July 8th, three days before the July 11th, meeting.

Motion made by C. Rusnak and seconded by L. Johnston to approve. Unanimous approval

Designate Town officials to sign checks and financial documents.

Group discussion led by M. Anton that included the following key points.

Designated allowable signatories for all financial documents are three, Mayor, Vice Mayor and Treasurer.

Designated signatories for all checks are two of the following, Treasurer ^{PR} and Mayor or Vice Mayor.

Designees to transfer of funds between accounts are two of the following, Treasurer ~~and~~ ^{OR} Mayor or Vice Mayor.

The Treasurer is authorized to initiate banking documents for authorized name changes when the Vice Mayor position is rotated between Council Members on a six-month interval through 06/30/2008.

Motion made by M. Anton and seconded by P. Layden to approve the financial criteria outlined above. Unanimous approval

Designate person(s) for Vice Mayor.

Group discussion led by W. Nickum that included the following key points.

The position of Vice Mayor will rotate among Council Members over the next twenty-four months on a six-month interval starting today, July 1, 2006. First six months, Michael Anton; second six months, Lane Johnston; third six months, Patrick J. Layden; fourth six months Chuck Rusnak.

Motion made by W. Nickum and seconded by P. Layden to approve. Unanimous approval



Authorize Town property lock changes and designate holders of keys.

Group discussion led by M. Anton and P. Layden that included the following key points.

All access and interior locks will be changed at the Old Town Hall, Town Meeting Hall and Caboose. The Post Office box lock will be changed also.

Holders of keys will be as follows:

A complete set of keys (except Post Office Box keys) - Mayor and Vice Mayor

Post Office Box - Mayor and Town Clerk

Old Town Hall – Architecture Review Board Chairman

Old Town Hall – Planning Commission Chairman

Old Town Hall – Board of Zoning Appeals, contact the Mayor.

Old Town Hall and Town Meeting Hall – Margo Buckley, Town Meeting Hall Manager and Lane Johnston, Property Manager.

Caboose – Mayor and Lane Johnston, Property Manager.

Motion made by M. Anton and seconded by L. Johnston to approve the changing of locks and holders of keys as outlined above. Unanimous approval

Flood damage to the bridge at Buckley Park

Group discussion led by W. Nickum that included the following key points.

The bridge has been damaged to the extent that it is unsafe and cannot be used. Two activities will be initiated immediately. A work party will meet today at noon at the bridge to block the bridge entrance at both ends and post no trespassing signs. Wayne Nickum will take the lead on the investigation phase, which he has already started.

Motion made by T. Peterson and seconded by P. Layden to approve. Unanimous approval

9:00 AM, Motion made by W. Nickum and seconded by C. Rusnak to adjourn. Unanimous approval



OFFICERS

PRESIDENT

FRENCH H. MOORE JR.
ABINGDON VICE MAYOR

PRESIDENT-ELECT

RAYETTA M. WEBB

ALTAVISTA COUNCIL MEMBER

VICE PRESIDENT

JAY FISETTE

ARLINGTON BOARD CHAIR

IMMEDIATE PAST PRESIDENT

THOMAS L. STARNES
RADFORD MAYOR

EXECUTIVE DIRECTOR

R. MICHAEL AMYX

MAGAZINE

VIRGINIA TOWN & CITY

VIRGINIA TOWN & CITY LISTING

Attached is a list of people from your locality who receive *Virginia Town & City*. Please add, delete or make name and address changes on this list as you deem appropriate for the new fiscal year, July 1, 2006 - June 30, 2007. If you appoint a new mayor in July, please advise us immediately so we can update our database.

Members of our affiliate groups (VLGMA, MEPAV & VBCOA) receive *Virginia Town & City* through their membership in those organizations. In order to avoid duplication, VLGMA & MEPAV members are listed on the attached sheet(s).

NOTE: (Read Carefully)

Please print additions or changes on the enclosed list, and please mark through your deletions with a simple X. **DO NOT** use magic markers, white-out, labels or any other method of covering up the names. It is important for us to be able to read the deleted names as well as the added names. Also, please do not re-type. Work from our listing.

Signature

For VTC use only
TAG _____

Locality

Telephone No. or E-Mail Address

Please sign above and return
either by fax 804/343-3758
or mail
to:

Sherall Dementi
VTC Subscription
P. O. Box 12164
Richmond, VA 23241

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471

FAX 804/343-3758

E-MAIL e-mail@vml.org

www.vml.org

Virginia Town & City Mailing List

Locality: TOWN OF CLIFTON

Recipient

Mailing Address

Arnold, William
Council Member

12641 School St.

Clifton, VA 20124-1723

Baber, J. Brant
Vice Mayor

3937C University Drive

Fairfax, VA 22030

Barton, Marilyn
Treasurer

P O Box 121

Clifton, VA 20124-0121

Buckley, Marguerite
Council Member

7155 Main Street

Clifton, VA 20124

Buller, Levon L.
Council Member

PO Box 229

Clifton, VA 20124

Chesley, James C.
Mayor

PO Box 225

Clifton, VA 20124-0225

Hampshire, Gifford
Town Attorney

TOWN OF CLIFTON
PO Box 309
Clifton, VA 20124

Robertson, Trisha R.
Council Member

7222 Dell Ave.
Clifton, VA 20124

**TOWN OF CLIFTON
PO BOX 309
CLIFTON, VA 20124-0309**



July 1, 2006

Patrick Tolbert
Postmaster, Clifton, VA
Clifton, VA 20124

Dear Pat:

The authorized persons to access the Town of Clifton PO Box 309 are Tom Peterson, Mayor and Carolyn S. Leetch, Town Clerk.

If you have any questions, you may contact me at 703-830-6769.

Sincerely,

Tom Peterson
Mayor

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, July 11, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Tom Peterson, Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak

Attendees: Carolyn Leetch, Marilyn Barton, 10 citizens

The Clifton Town Council Meeting was called to order at 7:30 p.m. Mayor Peterson led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Wayne Nickum moved to accept the June meeting minutes and to delete the names of Lev Buller and Mac Arnold from Section 4, fourth Motion. Lane Johnston seconded.

Motion passed, unanimously.

Wayne Nickum moved to appoint Lev Buller and Mac Arnold to the Clifton Planning Commission for four year terms beginning on July 11, 2006. Lane Johnson seconded.

Motion passed, unanimously.

Mayor Peterson proposed to amend the minutes of Special Town Council Meeting of July 1, 2006, regarding designation of Town officials to sign checks and financial documents. It was proposed that the word "**and**" be changed to "**or**" in the third item, so that it reads, "Designated signatories for all checks are two of the following, Treasurer **or** Mayor or Vice Mayor," and that in the fourth item, "Designees to transfer of funds between accounts are **one** of the following, Treasurer **or** Mayor or Vice Mayor," "two" be changed to "one" and "and" be changed to "or."

Motion

Wayne Nickum moved to approve the minutes with the changes. Lane Johnston seconded the motion.

Motion passed, unanimously.

Discussion ensued regarding Special Meeting the end of June with former Mayor and four Town Council members from previous administration present at the gazebo for which there are no minutes.

2. Report from the Town Treasurer

Marilyn Barton summarized preliminary financial reports for FY ended 06/30/06 and stated they are preliminary as there will be further accruals for the fiscal year-end. When finalized, they will be placed on the Town web site. Also submitted were draft audited financial statements, Management Letters, and Presentation Letters for FY03 and FY04. Lane Johnston requested electric bill copies, which Marilyn Barton will email.

Motion

Wayne Nickum made motion to change formulas for the last column on the financial reports. Lane Johnston seconded the motion.

Motion passed, unanimously.

Motion

Wayne Nickum moved to accept the format for the draft audited financial statements for 2003 and 2004 and any years under audit. It was seconded by Lane Johnston.

The motion passed, unanimously.

Motion

Wayne Nickum moved to have FY05 and FY06 audited. The motion was seconded by Pat Layden.

The motion passed, unanimously.

3. Reading of Communications to the Mayor

None reported.

4. Citizens' Remarks

Acacia Lodge: Lynn Garvey-Wark stated Acacia Lodge was damaged extensively by water. Lodge 16 is accepted donations for repair. Mayor Peterson stated the Acacia matter will be posted on the Clifton web site.

League of Women Voters: There will be a rededication ceremony at 10 a.m., July 15, 2006 at Griffith Water Treatment Plant, with a marker being placed.

5. Unfinished Business

Pat Layden stated the July 1, 2006 minutes were submitted last week.

Pump and Haul Project: Pat Layden stated the project area flooded, with damage to the crane and will take two weeks to clean up. The County will give a date for completion of the project, which had been mid September. This is a park site for Clifton Day. The County will provide two archaeologists.

6. Reports of Special Committees

None reported.

7. Reports of Standing Committees

Planning Commission

Pat Pline submitted the Planning Commission report of June 28, 2006, stated that Town approval is needed for the concept of placement of a drainage pipe at 7151 Pendleton Avenue, and that the pipe runs through the new house lot and must meet Town grade and landscape plan, and that they have the preliminary design plan. Wayne Nickum stated the Town has no application; therefore, no need to take action, and that the Town has no Wetlands approval authority.

8. New Business

A. Official Town records.

Mayor Peterson asked the Town Clerk to compose letters for his signature to each member of the previous Town Council asking each individual to contact Lane Johnston as Property Manager for the Town to arrange to submit Town Records in their possession, as well as advise her of the combination to the Town safe, and that they please respond within ten days of the letter date. It was also requested that an acknowledgment of receipt of the documents be written.

B. Assignment of Mayor and Town Council Duties.

A list of primary and secondary Town Council assignments was submitted for approval. It was noted that Mayor Peterson will be away for the August Town Council meeting and that Mike Anton will be Vice Mayor for that meeting.

Motion

Wayne Nickum moved that the primary and secondary duties of the Town Council members be approved. Lane Johnston seconded the motion.

Motion approved, unanimously.

C. Appointment of Town Council Representative to ARB and Town Planning Commission two-year term ending 06/30/08.

Motion

Wayne Nickum nominated Chuck Rusnak for ARB Town Council Representative. It was seconded by Pat Layden.

Motion passed, unanimously.

Wayne Nickum nominated Lane Johnston for Planning Commission Town Council Representative. It was seconded by Pat Layden.

Motion passed, unanimously.

D. Appointment of ARB members for two-year term ending 06/30/08.

Motion

Wayne Nickum nominated Royce Jarrendt, Phyllis Lovett, Jeff Stein, Tom McNamara and Ray Vanlenden as ARB members. Seconded by Chuck Rusnak.

Motion passed, unanimously.

One vacancy remains for the ARB. Vacancy announcement will be posted.

E. Appointment TC representative to Northern Virginia Tobacco Tax Board.

Motion

Lane Johnston nominated Wayne Nickum as Town Council representative to the Northern Virginia Tobacco Tax Board. It was seconded by Chuck Rusnak.

Motion approved, unanimously.

F. Status of Town committees/membership and method to determine chairperson.

Discussion. Mayor Peterson suggested we start from scratch and form new committees, and that committee recruiting be done on the web site and that all except standing committees will be repopulated and that former members could sign up again. It was suggested that the number of members be determined by the chairperson. Mayor Peterson stated that at the next meeting the individual guidelines for specific committees be decided, with the minimum number of members being 3 and the maximum based on needs. Committee meetings will be governed by the parliamentary guidelines of Robert's Rules of Order. The budget of committee to be determined by Town Council with financial accountability being the same as Town Council guidelines. Pat Layden shall prepare a report for guidelines and that if a committee member has more than three consecutive absences, he would be replaced. Mayor Peterson stated the committees should be populated by the September Town Council meeting. It was stated that the members geographic location be based on Clifton Elementary School district.

Motion

Mayor Peterson moved to accept the guidelines as approved. It was seconded by Pat Layden.

Motion approved, unanimously.

G. Authorize placement of Town bulletin board.

Discussion regarding placement of board at Clifton Store or post office. The Town will pay for

the board. Chuck Rusnak will call to get approval.

Motion

Mike Anton moved to authorize placement of bulletin board. It was seconded by Lane Johnston.

Motion approved, unanimously.

H. Consideration of letter to VDOT on various pothole/drainage issues.

Motion

Wayne Nickum moved that the Mayor write a letter to VDOT regarding pothole/drainage issues. Seconded by Pat Layden.

Motion approved, unanimously.

I. Discussion of the ordinance change - add cell phone tax in lieu of County of Fairfax cell phone tax, add Chapter 15.

Wayne Nickum proposed that this be added to an advertised budget hearing at a future meeting.

J. Discuss replacement of Town street signs (white on black signs).

Wayne Nickum shall evaluate signs and get the cost.

K. Discuss signage clean-up.

Wayne Nickum suggested the VDOT traffic signs be consolidated, so that there are fewer signs.

L. and M. Authorize set-up of Town voice phone number.

Motion

Wayne Nickum moved that a Town phone number be established with voice box 703, and that the Clifton web site list all Town Council members so that citizens can leave voice message. Seconded by Mayor Peterson.

Motion passed, unanimously.

N. Safetea-Lu Project - Main Street parking and sidewalk improvements.

Wayne Nickum stated he and Mike Anton had a meeting with VDOT, and that there is \$53K left, and that we must use the funds or we will lose them. \$200K is not matched by VDOT. VDOT manages projects. VDOT will not spend money unless the Town owns the property. Mayor Peterson stated Verizon wants to meet regarding fiber. Mike Anton and Wayne Nickum will

discuss this.

O. Discuss replacement or upgrade of street planters.

Lane Johnston suggested a subcommittee be formed with two business owners and citizens to discuss what is there. It was suggested that Ms. Hampshire be invited to the meeting.

P. Discuss addresses/road issues Clifton Creek Drive/Wesley Tyler Road.

Lane Johnston stated that is a problem with emergency personnel finding homes and called Fairfax County to replace the street map. She will bring report.

Q. Discuss drainage issue on Pendleton Road.

Lynn Garvey-Wark spoke to VDOT. VDOT is not responsible for her side of Pendleton Road. Mr. Stroup at VDOT suggested she check with Miss Utility.

R. Giff Hampshire's email dated July 11, 2006 regarding Haunted Trail missing money.

Motion

Wayne Nickum moved to authorize town attorney to seek extension through January 2007 to present proof of claim to VML Insurance for missing Haunted Halloween Funds.

August 1, 2006 Town Council Meeting Agenda:

Signage

History Commission

Town Tags - Historic Landmark

Budget - changes to budget regarding computer, need approval over \$600

Revenue-generating ideas (Clifton calendar)

Bridge

8. Adjournment

The meeting adjourned at 10:00 p.m.

CLIFTON TOWN COUNCIL, COMMISSIONS, BOARDS & COMMITTEES

2006-2008

TOWN COUNCIL (06-30-08): PRIMARY/SECONDARY DUTY

THOMAS PETERSON, MAYOR

QUALITY OF LIFE (TRAFFIC-PARKING-SAFETY)/
COMMUNICATION

MICHAEL ANTON, COUNCILMAN

BEAUTIFICATION/HISTORIC PRESERVATION AND ENVIRONMENTAL

LANE JOHNSTON, COUNCILMAN

TOWN PROPERTY/QUALITY OF LIFE (TRAFFIC-PARKING-SAFETY)

PATRICK LAYDEN, COUNCILMAN

HISTORIC PRESERVATION AND ENVIRONMENTAL/REVENUE & FINANCE

WAYNE H. NICKUM, COUNCILMAN

FINANCE/TOWN PROPERTY

C. M. CHUCK RUSNAK, JR., COUNCILMAN

COMMUNICATION/BEAUTIFICATION

TOWN COUNCIL OFFICIALS (06-30-08):

TOWN CLERK: CAROLYN S. LEETCH

TOWN TREASURER: MARILYN BARTON

TOWN ATTORNEY: GIFFORD HAMPSHIRE

PLANNING COMMISSION:

KATHY KALINOWSKI (01-04-09), CHAIRPERSON

LANE JOHNSTON (TC REP) (06-30-08)

JUDY MCNAMARA (06-30-07)

RICHARD KING (06-30-07)

MICHELLE STEIN (06-01-08)

PATRICK PLINE (02-01-09)

ROB CLARK (04-05-09)

SUSAN YANTIS (06-06-10)

MARILYN STONEY (06-06-10)

MAC ARNOLD (06-06-10)

LEV BULLER (06-06-10)

BOARD OF ZONING APPEALS:

STEVE EFFROS, CHAIRPERSON (07-03-10)

BRANT BABER (04-20-08)

TOM BARTON (04-03-07)

KENNETH D. BUCKLEY (09-28-08)

DIANE DYGVE (04-10-09)

MICHELLE STEIN (07-03-10)

ARCHITECTURAL REVIEW BOARD:

(ARB 5 OR 7 MEMBERS)

ROYCE JARRENDT, CHAIRPERSON (06-30-08)

C. M. CHUCK RUSNAK, JR (TC REP)(06-30-08)

PHYLLIS LOVETT (06-30-08)

TOM MCNAMARA (06-30-08)

RAY VANLENDEN (06-30-08)

JEFF STEIN (06-30-08)

(06-30-08)

**TOWN OF CLIFTON INDUSTRIAL BOND
AUTHORITY**

BRANT BABER, CHAIRPERSON (03-04-07)

WILLAM ARNOLD (03-04-08)

STEVE EFFROS (03-04-09)

PETE MILLS (03-04-09)

JEFF STEIN (03-04-10)

WILLIAM RIDENOUR (03-04-10)

KIRK WILES (03-04-08)

TOWN COUNCIL REPRESENTATIVES:

CLIFTON AREA PARK REP:

LANE JOHNSTON

COMMUNITY DEV. BLOCK GRANT REP:

LEV BULLER

COMMUNITY HALL RESERVATION REP:

MARGO BUCKLEY

FAIRFAX COUNTY ATHLETIC COUNCIL REP:

JEFF STEIN

NO. VA. TOBACCO TAX BD. REP:

WAYNE NICKUM

POPEHEAD'S CREEK WATERSHED ADVISORY COMMITTEE REP:

COMMITTEES:

FINANCIAL GRANTS AND FUNDRAISING COMMITTEES:

FRANCHISES:

GRANTS AND FUNDRAISING:

HUD COMMITTEE:

ISTEA/SAFETEA-VU:

PRESERVATION COMMITTEES:

HISTORY:

MUSEUM/TOWN HALL:

PROPERTY COMMITTEES:

BEAUTIFICATION:

SIDEWALKS:

PLAYGROUND(LANDSCAPING)

UTILITIES LINE BURIAL

TOWN PARK COMMITTEES:

AYRE SQUARE PARK:

BUCKLEY PARK:

CHILDRENS' PARK:

FLOODPLAIN PARK:

TOWN COMMUNITY HALL:

TRAFFIC AND PARKING COMMITTEE:

SAFETY COMMITTEE:

CLIFTON LIFE COMMITTEE:

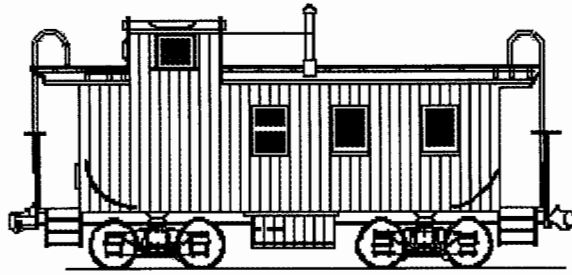
CULTURE AND ARTS COMMITTEE:

SUNSHINE/WELCOME COMMITTEE:

COMMUNICATION COMMITTEE:

WEBSITE:

HAUNTED TRAIL COMMITTEE:

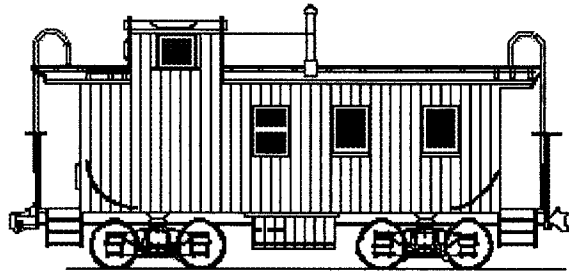


AGENDA

CLIFTON TOWN COUNCIL SPECIAL MEETING FOR SATURDAY, JULY 1, 2006 8:00 AM AT CLIFTON STORE

1. Appoint persons to the town positions of Town Clerk, Town Treasurer and Town Attorney for two year terms ending June 30, 2008.
2. Cancel monthly regular Town Council meeting scheduled for July 4, 2006 for lack of quorum and reschedule monthly regular Town Council meeting for Tuesday, July 11, 2006 at 7:30 PM at the Clifton Town Meeting Hall and set agenda.
3. Designation of specific town officials to sign checks and other financial documents on behalf of the Town.
4. Designation of person(s) for the position of Vice Mayor.
5. Authorization to change the locks on Town Properties (Old Town Hall, Clifton Community Hall, Town Caboose and PO Box 309) and designate holders of keys.
6. Discussion of the damage to the bridge at Buckley Park.

Posted June 28, 2006
Clifton Post Office
Clifton Store
Clifton Coffee Shop



Date: July 1, 2006

To: Clifton Town Council

From: Tom Peterson
Mayor

Subject: Special Town Council Meeting

I have called a special Town Council Meeting for Saturday, July 1, 2006 at 8:00 AM at the Clifton Store to discuss the following:

Appoint persons to the town positions of Town Clerk, Town Treasurer and Town Attorney for two year terms ending June 30, 2008.

Cancel monthly regular Town Council meeting scheduled for July 4, 2006 for lack of quorum and reschedule monthly regular Town Council meeting for Tuesday, July 11, 2006 at 7:30 PM at the Clifton Town Meeting Hall and set agenda.

Designation of specific town officials to sign checks and other financial documents on behalf of the Town.

Designation of person(s) for the position of Vice Mayor.

Authorization to change the locks on Town Properties (Old Town Hall, Clifton Community Hall, Town Caboose and PO Box 309) and designate holders of keys.

Discussion of the damage to the bridge at Buckley Park.

From: Marilyn Barton [mailto:pawnsfins@cox.net]
Sent: Monday, July 10, 2006 11:39 PM
To: mayorofcliftonva@aol.com; michael.anton@cox.net; lgjohnston@cox.net; CLIFNICK@att.net; pjlayden@verizon.net; crusnak@cox.net; lampbulb@aol.com; Gifford Hampshire
Cc: mbarton@comres.org
Subject: June 06 Treasurer's Reports & Draft Audits FY03 & FY04
Importance: High



Hello everyone.

I apologize for not being able to send the June 2006 Reports to you earlier. I will have copies available at the meeting tomorrow also.

The June 2006 Treasurer's Report is considered preliminary, as there will be further accruals for the fiscal year ended June 30, 2006. The final report will be provided after completion of the audit in about September, if not earlier.

Also attached are the draft audited Financial Statements, Management Letters and Presentation Letters for FY03 and FY04 from our auditing firm, Anderson, White & Company. They have requested that the Town Council review and accept the draft prior to the final printing of the statements which will be done shortly after T.C. acceptance has been communicated.

The good news is that the Town of Clifton received unqualified audits of both years which is the highest standing that can be reported. The Audit Presentation letters will provide you with a comprehensive overview of the Financials.

Please feel free to reply with your questions and comments. I look forward to seeing you all tomorrow!

P.S. Lane, I'll try to prepare for tomorrow a supplemental report for you providing you with more information on the properties as we emailed about. If not by tomorrow, I'll get it to you very soon.

Sincerely,

Marilyn

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Ph (703) 817-6444

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Clifton Council Takes Office

Call for participation, promises of communication abound at ceremony.

By Amber Healy

June 28, 2006

Surrounded by family and friends, and under the watchful but rested eyes of their predecessors, members of the Clifton Town Council stopped simply being residents and started being elected officials when they were sworn into office by the Fairfax County Clerk of the Courts Monday night.

"This is a special time for Clifton," said new mayor Tom Peterson, who compared the tiny town with the famed bar in the TV show "Cheers," as a "place where everyone knows your name."

Over the six weeks since the election, Peterson said he and his new council, including Lane Johnston, Mike Anton, Pat Layden, Wayne Nickum and Chuck Rusnak, have been meeting twice a week to discuss ways to make the town a better place to live and how to carry over some of the good work accomplished by the previous council.

Peterson, after taking the oath of office with his wife and their three children by his side, asked the residents of Clifton to help out the new council by getting involved in committees to make the town a better place.

"Six people can't accomplish everything we want to get done here," he said. "We're going to need your help. We've got big plans and we're dedicated."

AFTER ISSUING the oath to the new council, Clerk of the Court John Frey said this was the first time he'd ever sworn in a childhood friend and thanked Peterson's parents, Phil and Delores Peterson, for all the times they didn't get angry at their young son and his friends for breaking windows in their house when playing baseball.

"I hope he does a good job," said Delores Peterson, wishing her son luck.

"It seems that this is what he wants," said Phil Peterson. "He really enjoys Clifton. I used to wonder why he bought that old house here but it really makes him happy."

The new council members, each of whom has been assigned to lead a certain aspect of town life, said they were more excited about their new responsibilities than nervous about their positions.

"I'm really hoping to enhance the communication between the council and the town," said council member Chuck Rusnak, who has been put in charge of doing just that.



Photo by Amber Healy/
Repeating the oath
him by Fairfax Cou
the Court and child
John Frey, Clifton
Peterson is sworn
on Monday, June 2

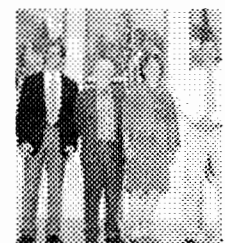


Photo by Amber Healy/
Nearly two months
were elected, men
Clifton Town Coun
sworn into office. I
are council membe
Anton, Chuck Rusn
Johnston, mayor T
Peterson, Wayne N
Pat Layden.

[Printable Version](#)

Vienna/Oakton Connection



"I want to work with the fellow who made our Web site and use the technology we currently do. I'm interested in it, we have it, and now we're going to use it." Mike Anton, a relative newcomer to Clifton, said he was hoping to "improve the beat the town" now that he's officially in office.

"Certain committees in the town have already started working on beautification projects, sidewalks, parks and garden committees, but I'd like to put everything to go to one said.

Before she was sworn in, Lane Johnston said she was ready to get to work.

"There's a \$2,000 grant for the beginning of the Main Street renovation project that preliminary engineering," said Johnston, who is in charge of roads and sidewalks in to see us improve the look of Main Street. Anything we can do to preserve our villa life, which means improving sidewalks for mothers with strollers so they can walk from office to the store to the park easier, I'm ready to go to work."

At the end of her two-year term, Johnston said she hopes "everyone will feel their better than it is now."

Council member Pat Layden said his top priority for the next two years will be to make historic preservation codes tighter to prevent the loss of important structures.

"I want to see what our objectives are, as a historic district, and make sure we don't miss an opportunity to tighten up the code," Layden said. He referred to the Hetzel House, that deteriorated over the years and was recently torn down, and said he'd "hate to see that happen again."

In addition, Layden said he plans to look into securing restoration and preservation of historic buildings and hopes to revive the town's museum committee which "hasn't done much in a few years.

Layden and Wayne Nickum have both served on the Town Council in the past for several years. Peterson said he's counting on them to provide insight and expertise to their council.

DESPITE HAVING served in the past, Nickum said the swearing in process still affects him. "After 30 years, the chills still go up the spine when saying the oath," he said, trade dress with a conductor's hat on his head.

Peterson will "really be our leader," said Nickum. "He's the spokesman of this town. However, because everyone has their own specific responsibilities, Nickum said they will have a "greater sense of ownership" over their work.

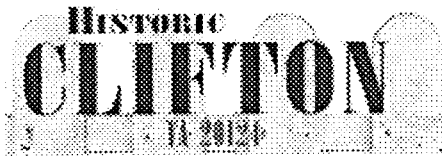
"You have a new group that has never been on the council and it's just bubbly," he said, praising the council's enthusiasm and willingness to get to work. "This is the most enthusiastic group I've ever been at and the support of the populace of Clifton will go a long way to help make that a good sign."

After more than a decade as mayor, Jim Chesley attended the ceremony as an observer. "I was walking down the street the other day and noticed the sewers were all clogged," he said. "I said to myself, why are you looking? You don't have to deal with that anymore." His advice to the new council is to remember their sense of humor and to keep the town involved.

"Keep abreast of each other and don't try to do it alone," Chesley said. "People will ask them the right way and if they know it's important. After that, everything will fall into place there."

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July 11, 2006

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LETTER FROM OUR MAYOR

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 - Industrial Development Authority
 - Planning Commission
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 - Town Meeting Hall Committee
- Use of Clifton Facilities
 - Car Tag Application
- Events

Welcome to Clifton!

Once every 100 years comes the opportunity to celebrate a place where time has stood still, where Americana reigns, where history has been made, where people still visit across their fences and front porches, where American flags fly proud and where commitment to community and family abound. Such a place—is Clifton, Virginia. We celebrated the 100th Anniversary of our incorporation during the summer of 2002! We are located within 30 minutes of Washington, DC. Our pastoral and picturesque "jewel" of a town is "home" to some 225 residents and we are proud of our heritage, which includes:



- Fairfax County's first black Baptist Church - 1871
- Susan Riviere Hetzel's home (4/7/1886 – 6/4/08) [One of the original founders of the Daughter's of the American Revolution]
- The Clifton Hotel – Where Presidents, Garfield, Grant & Hayes visited (now The Hermitage Restaurant)
- Fairfax County's first municipality with electricity - 1905
- Fairfax County's first high school - 1909
- The shooting of the opening scene in Hollywood's "Broadcast News"
- The writing of, "Sleepless in Seattle" by writer, Jeff Arch
- Oscar Woody, Postal Clerk of the White Star Lines (the line that launched the Titanic) at on the Titanic, 1910
- Nancy' Reagan's favorite restaurant, "Heart in Hand"
- Summer home of actress Helen Hayes
- The center of the Occoquan Watershed
- Some 225 people who call themselves proud to be "Cliftonians"!!

The Clifton Community affirms a desire to interact with one another in an environment of respect

We are a Community that:

- is committed to the dignity and value of one another.
- assumes the best in each other.
- communicates clearly and directly.
- provides open forums to address difficult issues in an orderly, respectful manner.
- behaves towards one another, both individually and collectively, with honesty, decency and respect.
- holds the preservation of our unique historic character in the highest regard.
- participates in community activities, organizations and events in the best interest of all.

We know you will enjoy your time visiting this special stage of Virginia history! Please come visit often to enjoy our unique character, shops, restaurants & beautiful location!

Mayor Jim Chesley

Questions or Concerns?

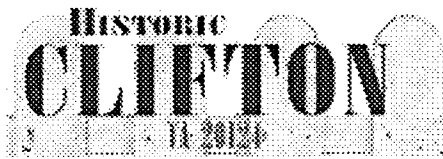
Contact the webmaster
Erich M Ruszek/Robbins
erich@videodc.com

ONLINE NOW

People Online:
Visitors: 0
Members: 1
Total: 1

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BUDGET

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Agendas and Minutes
Budget

Town Budget F

Actuals YTD @ 3/31/05 FY05 Actuals 3/31 Annualized

REVENUES:

Taxes & Permits Revenues:

Sales Tax	14,678	19,571
BPOL Tax	15,504	16,979
Utility Consumption Tax	839	1,119
Motor Vehicle Tags	4,926	5,000
No. Va. Cigarette Tax	1,013	1,351
Use Permits	524	609
Cox franchise revenue	-	-
PC Subdivision Permits	701	935
ABC Tax	222	296
ARB Permits	60	80
Railroad Tax	1,278	1,704
TOTAL TAXES & PERMITS:	39,745	47,732

Town Facilities Rentals:

Community Hall	8,637	11,516
Park/Square/Gazebo	150	200

Other Revenues:

Interest income	1,654	2,205
Haunted Trail Event	15,671	16,000
Clifton Day Revenues	714	714
Homes Tour	6,066	6,100
Farmers' Market Income	-	-
HUD Homes	55,297	55,297
Other income-refunds	241	-
TOTAL OTHER REVENUE:	79,643	80,316

TOTAL REVENUES:

128,175	139,765
----------------	----------------

Questions or Concerns?

Contact the webmaster
Erich M Ruzsek/Robbins
erich@videodc.com

ONLINE NOW

People Online:

- Visitors: 0
- Members: 1
- Total: 1

Treasurer's Time Estimates Projected 04 to 05

Weekly basic for checks, calls, deposits,

Monthly TC meetir 12X 3

Monthly Preparation for TC meetings

Annual Cycles

BPOL Preparation and Mailing

BPOL deposits and mailings and follow up

Auto tags reconciliation and deposits

Haunted trail event banking, deposits and reporting

Clifton Homes Tours 2 X annually

Reconciliation, deposits, reports, and expenditures

Annual reports, close outs, set up of new year

Annual Audit - preparation, meetings, schedules, etc
(Work with HUD auditors not included)

Annual budget preparation, invitation, proposal and final

Accounting Software & computer system management

Preparation of Audit RFP, research and coordination

Supplemental reporting requirements

Meeting with PC

Meetings regarding finance issues

Fire Funds coordination and reporting- County/State

Investments review and reporting

Increased requirements and expectations:

ANDERSON, WHITE & COMPANY, P.C.

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June 2, 2006

To The Honorable Mayor and Members of the Town Council
Town of Clifton, Virginia

In planning and performing our audit of the financial statements of the Town of Clifton, Virginia for the year ended June 30, 2003, we considered the Town's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 2, 2006.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely yours,

Anderson, White & Company, P.C.

MANAGEMENT LETTER COMMENTS

Review of Prior Years

As part of our engagement to audit June 30, 2003 and 2004 we were requested to review the Town's records for the fiscal years 1998 to 2002. A "review" has very specific requirements in the accounting standards, including the preparation of financial statements with an accountant's report attached. During our negotiations it was decided you would not require the reviewed financial statements and as a result we lowered our bid from a total of \$25,000 to \$15,000.

Please be advised that as part of doing an audit for the first time we are required to audit the opening balances for the year. Such work is required to be able to express an unqualified opinion on fund balances and on the income statement. In other words, we have to know the year we are reporting on started out with the correct balances in order to report on the period as a whole. In any audit we do, it is usually necessary to propose various adjustments. We performed extensive work in order to be sure the beginning balances for fiscal year 2003 were proper, and as a result have proposed some adjustments that have been provided to the Town Treasurer. The cumulative effect of any necessary adjustments for fiscal years 1998 to 2002 have been handled through these proposed adjustments.

Insured Cash Balances

The Town Treasurer requested we explain how the Town's cash balances are insured. As you know, balances up to \$100,000 per bank are covered by the Federal Deposit Insurance Corporation (FDIC). As a Town, any balances in excess of \$100,000 in a bank are insured by the Virginia Security for Public Deposits Act (Section 2.2-4400 et. seq. of the Code of Virginia) provided the funds are identified as public deposits and the bank is a qualified depository. As of June 30, 2003, all the Town's accounts were held at SunTrust Bank. SunTrust was a qualified depository as of June 30, 2003 and all the Town's accounts have been listed as public deposits per a letter from SunTrust dated January 27, 2004 we found during our audit of cash. As a result, all of the Town's cash balances were insured as of June 30, 2003.

Town Payroll

In our audit of payroll we discovered the Town did not withhold social security and Medicare taxes from salaries paid. The taxes turned over to the IRS were calculated based on the wages paid and then doubled to cover the employer match. In other words, the Town paid both the employee and employer share of the tax.

We recommend the Town Council determine the net pay for its employees and then gross it up to cover the taxes so the withholdings can be handled properly. For example, if Town Council wanted net pay to be \$1,000, the gross would be computed as follows:

$$\$1,000.00 / .9235 = \$1,082.84 \text{ Gross}$$

\$ 1,082.84	Gross Pay
(67.14)	Social Security @ 6.2%
(15.70)	Medicare @ 1.45%
<u>\$ 1,000.00</u>	Net Pay

The .9235 above is 100% - 6.2% - 1.45%.

Taking this approach would allow the W-2 forms to be prepared properly and the correct amount of social security and Medicare wages reported to the Social Security Administration.

Bank Reconciliations

In our audit of cash we discovered three balance adjustments made to the bank accounts that QuickBooks posted to the Opening Balance Equity account. This problem is very common with our QuickBooks clients. If there is an unknown difference once all items are marked as cleared when doing the bank reconciliation, QuickBooks asked if you want to correct the difference. If you respond "yes", QuickBooks adjusts cash and puts the offsetting entry to the Opening Balance Equity account. This account is not an income or expense account, thus the income statements generated through QuickBooks do not reflect the adjustment. We recommend responding "no" to the question from QuickBooks, determining why the difference exists, and correcting it at the source of the problem.

Capital Assets

Accounting for capital assets in the General Fund of a Town is very unusual compared to traditional accounting. Assets acquired are expensed in the appropriate department when purchased. A second entry is then required to record the asset in the appropriate balance sheet account with an offsetting entry to the Investment in Fixed Assets account. The amount in the Investment in Fixed Assets account should always be the total of the fixed asset accounts less the depreciation that has been recorded. We recommend expensing all fixed assets as they are acquired and keeping a separate file folder to accumulate the invoices of those assets with an estimated useful life of more than one year and deemed significant enough to capitalize. We can assist in capitalizing the necessary assets at year end and determining the amount of depreciation to record.

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2003

ANDERSON, WHITE & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

STAUNTON, VIRGINIA

STUARTS DRAFT, VIRGINIA

FOR THE YEAR ENDED JUNE 30, 2003

FINANCIAL STATEMENTS

TOWN OF CLIFTON, VIRGINIA

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INDEPENDENT AUDITOR'S REPORTS

ANDERSON, WHITE & COMPANY, P.C.

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INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of June 30, 2003, and the respective changes in the financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2006, on our consideration of the Town's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. The management's discussion and analysis has not been presented in these financial statements. The budgetary comparison is presented in Exhibit 1. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying information listed as Other Supplementary Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Other Supplementary Information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Anderson, White & Company, P. C.

June 2, 2006

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June 2, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Town of Clifton, Virginia, in a separate letter dated June 2, 2006.

This report is intended solely for the information and use of the Town Council, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Anderson, White & Company, P.C.

June 2, 2006

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET ASSETS
As of June 30, 2003

ASSETS	Governmental Activities
CURRENT ASSETS	
Cash and cash equivalents	\$ 179 864
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	<u>155 922</u>
Total Current Assets	\$ <u>2 766 678</u>
NONCURRENT ASSETS	
Restricted cash and cash equivalents	\$ 6 231
Capital assets, net of accumulated depreciation	<u>140 194</u>
Total Noncurrent Assets	\$ <u>146 425</u>
Total Assets	\$ <u>2 913 103</u>
LIABILITIES	
CURRENT LIABILITIES	
Accounts payable	\$ 2 459
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	<u>26 740</u>
Total Current Liabilities	\$ <u>2 576 799</u>
NONCURRENT LIABILITIES	
Escrow monies held	<u>5 206</u>
Total Noncurrent Liabilities	\$ <u>5 206</u>
Total Liabilities	\$ <u>2 582 005</u>
NET ASSETS	
Invested in capital assets, net of related debt	\$ 140 194
Restricted	1 025
Unrestricted	<u>189 879</u>
Total Net Assets	\$ <u><u>331 098</u></u>

The accompanying notes to financial statements are an integral part of this statement.

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STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities					
General government administration	\$ 25 025	\$ 20 451	\$ 500	\$ -	\$ (4 074)
Public safety	205	-	-	4 100	3 895
Public works	38 553	18 365	1 000	-	(19 188)
Parks, recreation and cultural	1 405	75	1 025	-	(305)
Community development	4 226	8 713	-	-	4 487
Total Governmental Activities	\$ 69 414	\$ 47 604	\$ 2 525	\$ 4 100	\$ (15 185)

General Revenues:

Cigarette tax	\$ 1 442
Interest income	637
Miscellaneous income	83
Railroad rolling stock tax	1 377
Sales tax	15 872
Utility consumption tax	1 197

Total General Revenues \$ 20 608

Special Items:**HUD Homes Program**

Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	(93 638)

Total Special Items \$ 126 427

Change in Net Assets \$ 131 850

Net Assets, Beginning of Year 199 248

Net Assets, End of Year \$ 331 098

The accompanying notes to financial statements are an integral part of this statement.

BALANCE SHEET - GOVERNMENTAL FUNDS
As of June 30, 2003

ASSETS	General Fund
Cash and cash equivalents	\$ 179 864
Restricted cash and cash equivalents	6 231
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	155 922
	<u> </u>
Total Assets	\$ <u>2 772 909</u>
LIABILITIES	
Accounts payable	\$ 2 459
Escrow monies held	5 206
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	26 740
	<u> </u>
Total Liabilities	\$ <u>2 582 005</u>
FUND BALANCE	
Fund balance	
Unreserved	\$ 189 879
Reserved	1 025
	<u> </u>
Total Fund Balance	\$ <u>190 904</u>
Total Liabilities and Fund Balance	\$ <u>2 772 909</u>

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS
As of June 30, 2003

**Amounts reported for governmental activities in the Statement of Net Assets
are different because of the following:**

Fund balances of Governmental Funds	\$	190 904
Capital assets, net of depreciation , are not current financial resources and are not included in the Governmental Funds		<u>140 194</u>
Net assets of Governmental Activities	\$	<u><u>331 098</u></u>

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2003

	<u>General Fund</u>
REVENUES	
Local taxes	\$ 38 531
Permits, privilege fees and regulatory licenses	1 075
Revenues from the use of money	637
Revenues from the use of property	18 440
Donations and special events	9 163
Miscellaneous	83
Intergovernmental	<u>6 908</u>
Total Revenues	\$ <u>74 837</u>
EXPENDITURES	
General government administration	\$ 24 861
Public safety	4 100
Public works	30 212
Parks, recreation, and cultural	732
Community development	4 226
Capital outlay	<u>-</u>
Total Expenditures	\$ <u>64 131</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ <u>10 706</u>
SPECIAL ITEMS	
HUD Homes Program	
Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	<u>(93 638)</u>
Total Special Items	\$ <u>126 427</u>
NET CHANGE IN FUND BALANCE	\$ 137 133
FUND BALANCE (DEFICIT), Beginning of Year	<u>53 771</u>
FUND BALANCE (DEFICIT), End of Year	\$ <u><u>190 904</u></u>

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003

**Amounts reported for Governmental Activities in the Statement of Activities
are different because of the following:**

Net change in fund balance - Governmental Funds	\$	137 133
Governmental Funds report capital outlays as expenditures. However in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$9,383) exceeded capital outlays (\$4,100) in the current year		<u>(5 283)</u>
Change in net assets - Governmental Activities	\$	<u><u>131 850</u></u>

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TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The financial statements of the Town of Clifton, Virginia (the "Town") have been prepared to conform to generally accepted accounting principles (GAAP) as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting and reporting policies and practices used by the Town are described below.

A. New Accounting Standards Adopted

In fiscal year 2003, the Town adopted three new statements of financial accounting standards and one new interpretation issued by the Governmental Accounting Standards Board (GASB):

- Statement No. 34 – *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*
- Statement No. 37 – *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments: Omnibus*
- Statement No. 38 – *Certain Financial Statement Disclosures*
- Interpretation No. 6 – *Recognition and Measurements of Certain Liabilities & Expenditures in Governmental Fund Financial Statements*

Statement No. 34 (as amended by Statement No. 37) represents a very significant change in the financial reporting model used by state and local governments.

Statement No. 34 requires government-wide financial statements to be prepared using the accrual basis of accounting and the economic resources measurement focus. Government-wide financial statements do not provide information by fund or account group, but distinguish between the Town’s governmental activities and business-type activities on the statement of net assets and statement of activities. Significantly, the Town’s statement of net assets includes both noncurrent assets and noncurrent liabilities of the Town, which were previously recorded in the General Fixed Assets Account Group and the General Long-term Debt Account Group.

The Town’s implementation of these standards had the following effect on the Town’s financial statements:

- The Town has historically capitalized all capital assets, excluding infrastructure. The Town also has not recorded annual depreciation expense or the related accumulated depreciation. As of July 1, 2002, the Town began to record infrastructure assets and recognized accumulated depreciation on all governmental activity assets that had not previously been recognized.

In addition to the government-wide financial statements, the Town has prepared fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Accordingly, the accounting and financial reporting of the Town’s General Fund is similar to that previously presented in the Town’s financial statements, although the format of financial statements has been modified by Statement No. 34 to focus on major funds, as opposed to presenting fund types.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**A. New Accounting Standards Adopted (Continued)**

Statement No. 34 also requires a budgetary comparison statement to be presented that compares the adopted and modified budget with actual results.

Statement No. 37 amends GASB Statements No. 21 and No. 34. The amendments either (1) clarify certain provisions that, in retrospect, may not be sufficiently clear for consistent application or (2) modify other provisions that the GASB Board believes may have unintended consequences in some circumstances.

GASB has issued Statement No. 38, *Certain Financial Statement Note Disclosures* which modifies, establishes and rescinds certain financial statement disclosure requirements.

Interpretation 6 is an interpretation of NCGA Statements 1, 4, and 5; NCGA Interpretation 8; and GASB Statement Nos. 10, 16, and 18. It clarifies the existing modified accrual standards for distinguishing the portion of a liability that should be reported as a governmental fund liability/expenditure from the portion that should be reported as a general long-term liability (i.e., government-wide reporting only).

B. Reporting Entity

The Town, located in Fairfax County, Virginia, was incorporated in 1902 under the laws of the Commonwealth of Virginia. The Town is managed by a mayor and five council members, each of whom is elected at large for a two-year term.

As required by generally accepted accounting principles these financial statements present the Town (primary government) and any reportable component units. No separate government units meet the criteria for inclusion as a component unit.

C. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which to a significant extent rely on fees and charges for support. The previous reporting model emphasized fund types (the total of all funds of a particular type). In the new reporting model, as defined by GASB Statement No. 34, the focus is either the Town as a whole or major individual funds (within the fund financial statements).

The government-wide statement of activities demonstrates the degree to which the direct expenses of a functional category (Public Safety, Public Works, etc.) or activity are offset by program revenues. Direct expenses are those that are clearly identifiable with specific function or activity. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) grants and contributions that are restricted to meeting the operational requirements of a particular function or activity and 3) grants and contributions that are restricted to meeting the capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported instead as general revenues.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

C. Government-wide and Fund Financial Statements (Continued)

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales, franchise taxes, intergovernmental revenues, interest income, etc.).

Separate fund based financial statements are provided for governmental funds. Individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The focus of the fund financial statements is on the individual funds. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

D. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Government fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 45 days of the end of the current fiscal period. Grant revenues availability period is generally considered to be one year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured and payment is due.

Ad valorem, franchise and sales tax revenues in the General Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, contributions, and miscellaneous revenues are recorded as revenues when received in cash as the resulting receivable is immaterial. Investment earnings are recorded as earned since they are measurable and available. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**D. Measurement Focus and Basis of Accounting** (Continued)

The following funds are used by the Town:

1. Governmental Funds:

The following is a description of the Governmental Funds of the Town:

General Fund

The General Fund is the operating fund of the Town. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

2. Non-Current Governmental Assets/Liabilities:

GASB Statement No. 34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

E. Capital Assets

Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Public domain (infrastructure) fixed assets owned by the Town consisting of roads, curbs and gutters, streets, drainage systems and lighting systems will be recorded at historical cost on a prospective basis as the Town has elected out of recording such assets retrospectively as allowed for Phase 3 governments.

Major outlays for capital assets and improvements are capitalized as projects are constructed and shown as construction in progress in the basic financial statements.

Property, plant, and equipment of the Town is depreciated using the straight line method over estimated useful lives ranging from five to forty years.

F. Use of Restricted/Unrestricted Net Assets

When an expense is incurred for purposes for which both restricted and unrestricted assets are available, the Town's policy is to apply restricted assets first.

G. Budgetary Comparison Schedules

The Town adopts budgets for the General Fund by July 1 of each year. All revisions to the budget must be approved by the Town Council.

GASB Statement No. 34 requires budgetary comparison information to be presented in the basic financial statements or as required supplementary information. Exhibit 1 presents the original and final budget, actual results, and variance amounts.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003NOTE 2—CASH:

All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

Restricted cash shown in the basic financial statements is comprised of the following:

Escrow monies held	\$ 5 206
Playground improvement funds	<u>1 025</u>
Total restricted cash	<u>\$ 6 231</u>

NOTE 3—CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2003 was as follows:

	<u>Balance at Beginning of Year</u>	<u>Additions</u>	<u>Retirements</u>	<u>Transfers</u>	<u>Balance at End of Year</u>
Capital assets not being depreciated:					
Land	\$ 53 987	\$ -	\$ -	\$ -	\$ 53 987
Subtotal	<u>\$ 53 987</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53 987</u>
Capital assets being depreciated:					
Buildings	\$ 77 381	\$ -	\$ -	\$ -	\$ 77 381
Furniture and equipment	31 611	4 100	-	-	35 711
Improvements	<u>107 128</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>107 128</u>
Subtotal	<u>\$ 216 120</u>	<u>\$ 4 100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 220 220</u>
Less accumulated depreciation for:					
Buildings	\$ (31 504)	\$ (2 156)	\$ -	\$ -	\$ (33 660)
Furniture and equipment	(24 035)	(1 870)	-	-	(25 905)
Improvements	<u>(69 091)</u>	<u>(5 357)</u>	<u>-</u>	<u>-</u>	<u>(74 448)</u>
Subtotal	<u>\$ (124 630)</u>	<u>\$ (9 383)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (134 013)</u>
Total capital assets being depreciated, net	<u>\$ 91 490</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 86 207</u>
Governmental activities capital assets, net	<u>\$ 145 477</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140 194</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government administration	\$ 164
Public safety	205
Public works	8 341
Parks, recreation, and culture	<u>673</u>
Total depreciation expense – governmental activities	<u>\$ 9 383</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 4—OPERATING LEASE:

The Town entered into a lease agreement on June 27, 1994 with the Board of Supervisors of Fairfax County to rent the Town Meeting Hall. The term of the lease is for 25 years with 5 year optional renewal periods. In consideration for the use of the building, the Town agrees to pay \$1 annually plus have the sole responsibility for its operation, interior and exterior maintenance, and the safety and appearance of the building, parking area and grounds.

NOTE 5—RESTRICTED NET ASSETS/RESERVED FUND BALANCES:

A. General Fund

The General Fund is holding the following restricted cash included in equity at June 30, 2003:

\$ <u> 1 025</u>	Playground Improvement Funds (restricted donation)
\$ <u> 1 025</u>	Total

NOTE 6—CONTINGENT LIABILITIES (INCLUDING FEDERALLY ASSISTED PROGRAMS):

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 7—SPECIAL ITEM:

Pursuant to resolutions adopted November 17 and December 3, 2002, the Town authorized participation in the Department of Housing and Urban Development (HUD) Single Family Property Disposition Discount Sales Program (HUD Homes Program). Under the program, the Town purchases homes from HUD, causes such homes to be repaired so as to be decent, safe and sanitary, and sells such homes to qualifying buyers (per HUD guidelines) to provide owner – occupied housing for low and moderate income persons exclusively in the Commonwealth of Virginia. The resolutions adopted by the Town also approved the Contract for Services with Commercial Lending Corporation, LLC (CLC) dated November 19, 2002, the purpose of which was to engage them to manage and administer the Town's participation in the HUD Home Program.

Under terms of the Contract for Services, CLC will act as the agent of the Town in the purchase, repair and rehabilitation, management and sale of HUD foreclosed residential properties. The stated goal is to purchase 5 or more Units at one time from HUD in order to receive the benefit of a 15% discount on the successful bid price for each of the Units purchased by the Town and to maintain an inventory of ten to thirty Units located in the Commonwealth of Virginia. The total financing available per the contract initially was set at \$3,000,000 but was increased by amendment to the contract to \$6,000,000, with not more than \$1,500,000 advanced at any time, effective June 30, 2003. All such financing is to be non-recourse to the Town, where in the event of default by the borrower, the sole remedy of the lender will be against the Unit and not the Town. The terms of the financing include interest at 8.5% per annum with no compounding, payable at the time of sale of each Unit to a qualified buyer, and discount points at 3% of the loan amount, payable at the time of loan closing. The term of this contract was for one year, to November 19, 2003. However, subsequent to June 30, 2003, the term was extended by amendment to the contract to June 30, 2005, effective November 19, 2003.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003NOTE 7—SPECIAL ITEM: (Continued)

Per Exhibit B of the Contract for Services, the Net Profit of each Unit sale is to be divided as follows:

Town of Clifton – 55%, but not less than 1% of the Gross Sales Price of the Unit.

Commercial Lending Corporation, LLC – 45% as management fee (exclusive of other financing or settlement fees).

Payments are due each party within 30 days of the settlement and closing of the sale of each Unit. In addition, the Town received \$1,000 incentive fee from CLC for each of the first ten Units sold.

Activity for the fiscal year ended June 30, 2003 for the HUD Homes Program is as follows:

	<u># Units</u>	<u>Amount</u>	
HUD foreclosed homes purchased	51	N/A	
HUD homes sold	<u>(26)</u>	<u>\$ 210 065</u>	Net Profit
Inventory of HUD homes, June 30, 2003	<u>25</u>	\$ 2 418 418	
Escrow monies held by CLC, LLC	<u>25</u>	<u>155 922</u>	
		<u>\$ 2 574 340</u>	
Mortgages payable, July 1, 2002		\$ -	
Current year increase		<u>2 547 600</u>	
Mortgages payable, June 30, 2003	<u>25</u>	\$ 2 547 600	
Accrued interest payable	<u>25</u>	<u>26 740</u>	
		<u>\$ 2 574 340</u>	

HUD Homes Program real estate inventory is valued at acquisition cost (net of purchase discount) plus rehabilitation/repair costs. Carrying costs, including interest expense are capitalized into inventory cost as incurred. Inventory cost at June 30, 2003 includes \$26,740 of accrued interest payable.

HUD Homes Program mortgages payable are considered short term debt as the average turn around time on homes purchased is less than three months.

Net Profit on HUD Homes sold for the year ended June 30, 2003 includes \$93,368 that was paid to CLC, LLC as management fees per the contract.

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REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULES
For the Year Ended June 30, 2003

	General Fund		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local taxes	\$ 37 629	\$ 38 531	\$ 902
Permits, privilege fees and regulatory licenses	3 270	1 075	(2 195)
Revenues from the use of money	645	637	(8)
Revenues from the use of property	12 820	18 440	5 620
Donations and special events	31 049	9 163	(21 886)
Miscellaneous	-	83	83
Intergovernmental	139 444	6 908	(132 536)
Total Revenues	\$ 224 857	\$ 74 837	\$ (150 020)
EXPENDITURES			
General government administration	\$ 44 890	\$ 24 861	\$ 20 029
Public safety	4 000	4 100	(100)
Public works	51 617	30 212	21 405
Parks, recreation, and cultural	-	732	(732)
Community development	5 925	4 226	1 699
Capital outlay	150 524	-	150 524
Total Expenditures	\$ 256 956	\$ 64 131	\$ 192 825
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (32 099)	\$ 10 706	\$ 42 805
SPECIAL ITEMS			
HUD Homes Program			
Profits from real estate sales	\$ -	\$ 210 065	\$ 210 065
Incentive fees earned	-	10 000	10 000
Management fees paid	-	(93 638)	(93 638)
Total Special Items	\$ -	\$ 126 427	\$ 126 427
NET CHANGE IN FUND BALANCE	\$ (32 099)	\$ 137 133	\$ 169 232
FUND BALANCE (DEFICIT), Beginning of Year	32 099	53 771	21 672
FUND BALANCE (DEFICIT), End of Year	\$ -	\$ 190 904	\$ 190 904

The accompanying notes to financial statements are an integral part of this statement.

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OTHER SUPPLEMENTARY INFORMATION

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TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
 GENERAL FUND
 For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues:			
Revenue from Local Sources:			
Local Taxes:			
BPOL tax	\$ 15 000	\$ 14 867	\$ (133)
Cigarette tax	1 800	1 442	(358)
Motor vehicle tags	4 713	5 153	440
Sales tax	15 000	15 872	872
Utility consumption tax	1 116	1 197	81
Total Local Taxes	<u>\$ 37 629</u>	<u>\$ 38 531</u>	<u>\$ 902</u>
Permits, Privilege Fees and Regulatory Licenses:			
ARB permits	\$ 120	\$ 100	\$ (20)
Planning Commission-subdivision	1 500	-	(1 500)
Use permits	1 650	975	(675)
Total Permits, Privilege Fees and Regulatory Licenses	<u>\$ 3 270</u>	<u>\$ 1 075</u>	<u>\$ (2 195)</u>
Revenue from Use of Money:			
Interest income	\$ 645	\$ 637	\$ (8)
Total Revenue from Use of Money	<u>\$ 645</u>	<u>\$ 637</u>	<u>\$ (8)</u>
Revenue from Use of Property:			
Community Hall rental	\$ 12 420	\$ 18 365	\$ 5 945
Park rental	400	75	(325)
Total Revenue from Use of Property	<u>\$ 12 820</u>	<u>\$ 18 440</u>	<u>\$ 5 620</u>
Donations and Special Events:			
Donations-general	\$ -	\$ 500	\$ 500
Donations-Community Hall	4 600	-	(4 600)
Donations-Playground	-	1 025	1 025
Clifton Betterment Association - grant match	16 524	-	(16 524)
Car Show income	125	-	(125)
Clifton Day revenues	1 000	262	(738)
Farmers' Market income	600	-	(600)
Haunted Trail Event	6 000	5 075	(925)
Homes Tour	2 200	2 301	101
Total Donations and Special Events	<u>\$ 31 049</u>	<u>\$ 9 163</u>	<u>\$ (21 886)</u>
Miscellaneous:			
Miscellaneous revenue	\$ -	\$ 83	\$ 83
Total Miscellaneous Revenue	<u>\$ -</u>	<u>\$ 83</u>	<u>\$ 83</u>
Total Revenue from Local Sources	<u>\$ 85 413</u>	<u>\$ 67 929</u>	<u>\$ (17 484)</u>

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Intergovernmental:			
Revenue from the Federal Government:			
Categorical Aid:			
Department of Criminal Justice Services - One Time Special Funds	\$ -	\$ 4 100	\$ 4 100
Department of Transportation - Main Street Pedestrian and Bicycle Plaza and Pathways Grant	<u>132 000</u>	<u>-</u>	<u>(132 000)</u>
Total Categorical Aid	<u>\$ 132 000</u>	<u>\$ 4 100</u>	<u>\$ (127 900)</u>
Total Revenue from the Federal Government	<u>\$ 132 000</u>	<u>\$ 4 100</u>	<u>\$ (127 900)</u>
Revenue from the Commonwealth:			
Noncategorical Aid:			
ABC profits	\$ 840	\$ 431	\$ (409)
Railroad rolling stock tax	<u>1 504</u>	<u>1 377</u>	<u>(127)</u>
Total Noncategorical Aid	<u>\$ 2 344</u>	<u>\$ 1 808</u>	<u>\$ (536)</u>
Categorical Aid:			
Fire Program funds	\$ 4 000	\$ -	\$ (4 000)
Litter grant	<u>1 100</u>	<u>1 000</u>	<u>(100)</u>
Total Categorical Aid	<u>\$ 5 100</u>	<u>\$ 1 000</u>	<u>\$ (4 100)</u>
Total Revenue from the Commonwealth	<u>\$ 7 444</u>	<u>\$ 2 808</u>	<u>\$ (4 636)</u>
Total Intergovernmental	<u>\$ 139 444</u>	<u>\$ 6 908</u>	<u>\$ (132 536)</u>
Total General Fund	<u>\$ 224 857</u>	<u>\$ 74 837</u>	<u>\$ (150 020)</u>

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government Administration:			
Advertising	\$ 1 000	\$ 1 216	\$ (216)
Dues and subscriptions	520	552	(32)
Insurance	3 440	4 486	(1 046)
Mayoral reimbursement	1 800	1 393	407
Miscellaneous	5 000	926	4 074
Office supplies and expenses	4 382	3 440	942
Payroll and payroll taxes	8 648	8 648	-
Printing and reproduction	600	-	600
Professional fees	19 500	4 200	15 300
Total General Government Administration	\$ 44 890	\$ 24 861	\$ 20 029
Public Safety:			
Fire Fund Program	\$ 4 000	\$ -	\$ 4 000
Radar equipment	-	4 100	(4 100)
Total Public Safety	\$ 4 000	\$ 4 100	\$ (100)
Public Works:			
Caboose expenses	\$ 3 100	\$ 495	\$ 2 605
Community Hall expenses	22 125	20 145	1 980
Grounds and maintenance	20 600	6 546	14 054
Rents	1 300	1 096	204
Utilities	4 492	1 930	2 562
Total Public Works	\$ 51 617	\$ 30 212	\$ 21 405
Parks, Recreation, and Cultural:			
Materials, supplies, and services	\$ -	\$ 732	\$ (732)
Total Parks, Recreation, and Cultural	\$ -	\$ 732	\$ (732)
Community Development:			
Architectural Review Board	\$ 500	\$ -	\$ 500
Car Show expenses	125	-	125
Clifton Day expenses	950	-	950
Farmers' Market expenses	250	463	(213)
Haunted Trail expenses	2 000	1 080	920
Homes Tour/Bazaar expenses	600	1 794	(1 194)
Planning Commission	1 500	889	611
Total Community Development	\$ 5 925	\$ 4 226	\$ 1 699

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Capital Outlay:			
Miscellaneous	\$ 1 000	\$ -	\$ 1 000
Playground improvements	1 000	-	1 000
Main Street Pedestrian and Bicycle Plaza and Pathways Grant Project	<u>148 524</u>	<u>-</u>	<u>148 524</u>
Total Capital Outlay	<u>\$ 150 524</u>	<u>\$ -</u>	<u>\$ 150 524</u>
Total General Fund	<u>\$ 256 956</u>	<u>\$ 64 131</u>	<u>\$ 192 825</u>

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Subj: RE: June 06 Treasurer's Reports & Draft Audits FY03 & FY04
Date: 7/11/2006 9:09:05 AM Eastern Standard Time
From: ghampshire@blankeith.com
To: pawnsfins@cox.net, mayorofcliftonva@aol.com, michael.anton@cox.net, lgjohnston@cox.net, CLIFNICK@att.net, pjayden@verizon.net, crusnak@cox.net, lampbulb@aol.com
CC: mbarton@comres.org
Sent from the Internet (Details)

Hello all

I am working on an attorney letter to the auditors going to pending and anticipated litigation as of June 2004 and from June 2004 to present. There is none that I know of. I need to decide how to report the potential claim that we anticipated at that time relating to the HUD program but which never materialized.

Per my new engagement, I understand that my presence is not needed tonight. So I will not attend unless you want me to. I could be there on short notice if you change your collective mind. I will take my marching orders from the Mayor in this regard. I understand that the usual arrangement is for 10 days notice.

Wayne asked me to let him know about any additions to the Agenda last Friday. But I was consumed with other matters and the opening of our new satellite office in Manassas. So I am sorry for the delay. There are, however, a couple things that should be discussed under "Unfinished Business" One is whether the Town wishes to reapply for admission in the HUD Homes program. The Town is clear to do so if it so chooses. The Old Council decided to let this Council make that decision. HUD directed that the Town cannot use CLC as a contractor if it chooses to reapply. HUD has supplied a model form application for reapplication. My contact at HUD is waiting to hearing as to whether the Town wishes to re-apply and I have been telling her for some time now that the new Council will make that decision. She is also waiting for a letter from me demonstrating reimbursement to the few homeowners for whom joint inspection from the HUD contractor and the Town contractor were deemed entitled to reimbursement. I am in receipt of cancelled checks from Tim Lewis of CLC and will be getting that letter out today, I hope.

Another matter is follow through on the resolutions passed by the Old Town Council at the June meeting. I sent those resolutions on the Wayne by email and are reflected under Item # 7, New Business on the draft minutes from the June meeting.

I can also report that there is nothing new on the Haunted Trail missing money investigation. I will call my contact at the State Police today. Our deadline for extending the time to file an insurance claim has been extended multiple times pending the outcome of the investigation of the FBI and, now, the Virginia State Police. I will let you know by email if I learn anything new today when I call the State Police. As reflected in last month's meeting minutes, the deadline for filing a proof of claim comes up again on July 28. If I am told that the State Police are still investigating, I will ask for another extension.

On the Old Town Hall sale, we are waiting to hear from Royce and his engineers as to whether there really is problem with the flood plain given that the new maps do not appear to show the backwater on the Old Town Hall property but on the Boyton (sp?) property. It appears that Royce may have gotten bad information that there is a problem when, in fact, there is not. Given the uncertainty as to whether there is a problem, the Old Council decided to wait on any change to the subdivision ordinance to accommodate the sale of the Hall.

Draft 7/11/06

Clifton History Commission

Clifton, Virginia

PO Box 110

Clifton, Virginia 20124

Established 2006

The Commission was officially created at the January 3, 2006 Town of Clifton, Virginia Town Council Meeting.

The Commission's function is to advise the Town and other local government entities and to generally promote the public interest in all matters bearing on the history of the buildings, land and residents of Clifton, Virginia.

Commission members are officially appointed by the Town Council for a two year term and a resigning member's position may be re-filled by a newly appointed member for the remaining time of the original term.

The Commission will meet the second Monday of every month on an as-needed basis. All meetings will be open to the public and citizen questions and comments are welcome.

The following are a summary of our activities:

- * Present findings and recommendations to the Town Council and Clifton Betterment Association on issues of historic preservation consistent with the Town Plan
- * Works with the Virginia Department of Historic Resources to secure funding, seek guidance and counsel and generally promote the preservation of the Town of Clifton's Historic resources
- * Acts as a resource to local homeowners, architects, CBA, ARB, Planning Commission, historical societies, churches and citizens' groups on matters of historic preservation
- * Supports and encourages activities at all educational levels which will stimulate interest in the archaeological and historical background of the Town of Clifton and its surrounding area
 - * Supports the County Archaeology program and initiate a Clifton archaeology program
 - * Participates with other local, state and national organizations in joint programs



Commission Members, as of February, 2006

Lynne Garvey Wark, Chairperson

Brant Baber, (Representative from Town Council – to be replaced by Pat Layden effective 7/1/06)

Margo Buckley

Jennifer Chesley

Diane Dygve

Fawn Freeman

Lane Johnston

Marti A. Moore

Terri Walker (2nd Baptist Church) & others, tbd

Pam Wallace

**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, JULY 11, 2006 7:30PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer ✓ *MB*
3. Reading of communications ✓
4. Citizens' remarks *Lynn Garvey - Aracia Lodesl*
 - 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 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
 - A.
 - B.
 - C.
 - D.
 - E.
6. Reports of special committees
7. Reports of standing committees, in the order as may be determined by the Mayor

8. New business

- A. OFFICIAL TOWN RECORDS. *not all records*
- B. ASSIGNMENT OF MAYOR AND TOWN COUNCIL DUTIES.
- C. APPOINTMENT OF TOWN COUNCIL REPRESENTATIVE TO ARB AND TOWN PLANNING COMMISSION TWO YEAR TERM ENDING 06-30-08
- D. APPOINTMENT OF ARB MEMBERS FOR TWO YEAR TERM ENDING 06-30-08 - *check*
- E. APPOINTMENT TC REPRESENTATIVE TO NO. VA. TOBACCO TAX BD. *WJ*
- F. STATUS OF TOWN COMMITTEES / MEMBERSHIP AND METHOD TO DETERMINE CHAIRPERSON. *Wesley Tyler Lane*
- G. AUTHORIZE PLACEMENT OF TOWN BULLETIN BOARD.
- H. CONSIDERATION OF LETTER TO VDOT ON VARIOUS POT HOLE/DRAINAGE ISSUES.
- I. DISCUSSION OF THE ORDINANCE CHANGE – ADD CELL PHONE CELL TAX IN LIEU OF COUNTY OF FAIRFAX CELL PHONE TAX ADD CHAPTER 15 AND AUTHORIZE PUBLIC HEARING FOR SEPTEMBER TOWN COUNCIL MEETING.
- J. DISCUSS REPLACEMENT OF TOWN STREET SIGNS (WHITE ON BLACK SIGNS).
- K. DISCUSS SIGNAGE CLEAN UP.
- L. AUTHORIZE SET UP TOWN VOICE PHONE NUMBER.
- M. AUTHORIZE SET UP TOWN VOICE PHOEN NUMBER.
- N. SAFETEA-LU PROJECT – MAIN STREET PARKING & SIDEWALK IMPROVEMENTS.
- O. DISCUSS REPLACEMENT OR UPGRADE OF STREET PLANTERS.
- P. DISCUSS ADDRESSES / ROAD ISSUES CLIFTON CREEK DRIVE / WESLEY TYLER ROAD.
- Q. DISCUSS DRAINAGE ISSUE ON PENDLETON ROAD.

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 Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED JULY 6, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL

CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, JULY 11, 2006 7:30PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings ✓
2. Report of the Treasurer 06/30/06 AUDIT-03-04
3. Reading of communications NONE
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 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

A.

B.

C.

D.

E.

? UNK/AT/THIS/TIME

6. Reports of special committees NONE

7. Reports of standing committees, in the order as may be determined by the Mayor

PAT PLINE



PIPE ON
WARREN
FAIRFAX PROT

AK LODGE
#16
NEEDS \$

8. New business

- ✓ A. OFFICIAL TOWN RECORDS, **WHO GOT WHAT**
- ✓ B. ASSIGNMENT OF MAYOR AND TOWN COUNCIL DUTIES.
- ✓ C. APPOINTMENT OF TOWN COUNCIL REPRESENTATIVE TO ARB AND TOWN PLANNING COMMISSION TWO YEAR TERM ENDING 06-30-08
- ✓ D. APPOINTMENT OF ARB MEMBERS FOR TWO YEAR TERM ENDING 06-30-08
- ✓ E. APPOINTMENT TC REPRESENTATIVE TO NO. VA. TOBACCO TAX BD.
- ✓ F. STATUS OF TOWN COMMITTEES **I** MEMBERSHIP AND METHOD TO DETERMINE CHAIRPERSON.
- ✓ G. AUTHORIZE PLACEMENT OF TOWN BULLETIN BOARD.
- ✓ H. CONSIDERATION OF LETTER TO VDOT ON VARIOUS POT HOLE/DRAINAGE ISSUES. **UNDER SCHOOL AT MAIN ST.**
- ? I. DISCUSSION OF THE ORDINANCE CHANGE - ADD CELL PHONE CELL TAX IN LIEU OF COUNTY OF FAIRFAX CELL PHONE TAX ADD CHAPTER 15 AND AUTHORIZE PUBLIC HEARING FOR SEPTEMBER TOWN COUNCIL MEETING. ?
- J. DISCUSS REPLACEMENT OF TOWN STREET SIGNS (WHITE ON BLACK SIGNS).
- TABLED K. DISCUSS SIGNAGE CLEAN UP. **VDOT MOSTY**
- ✓ L. AUTHORIZE SET UP TOWN VOICE PHONE NUMBER.
- ~~M. AUTHORIZE SET UP TOWN VOICE PHONE NUMBER.~~
- TABLED N. SAFETEA-LU PROJECT - MAIN STREET PARKING & SIDEWALK IMPROVEMENTS.
- O. DISCUSS REPLACEMENT OR UPGRADE OF STREET PLANTERS.
- TABLED P. DISCUSS ADDRESSES / ROAD ISSUES CLIFTON CREEK DRIVE / WESLEY TYLER ROAD.
- ✓ Q. DISCUSS DRAINAGE ISSUE ON PENDLETON ROAD.

Adjournment



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POSTED JULY 6.2006 - CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL

Handwritten initials 'da'.



Town of Clifton
Planning Commission Report 7/11/2006

In attendance at Planning Commission meeting of June 28, 2006: Michelle Stein, Judy McNamara, Kathy Kalinowski, Patrick Pline, Mac Arnold, Susan Yantis
Absent: Richard King, Rob Clark, Lev Buller, Marilyn Stoney

1. Recommendation for approval by Town Council of that portion of the application of the Silvas at 7151 Pendleton Ave. submitted for review: namely, the general placement of the drainage pipe and the maintenance easement. With respect to the drainage, the initial approval of the concept by the Town enables the applicant to submit the drainage concept for approval to the Army Corps of Engineers. With respect to the maintenance easement, Fairfax County needs to sign off on it prior to its recordation. The applicant needs to return to the Planning Commission with a final landscaping plan in order to ascertain compliance with the Town's CBLAD ordinance, as well as update the Town with respect to the Corps' decision concerning the drainage and that the easement has been filed.

2. Recommendation for approval of a joint Town Council and Planning Commission meeting at a time to be ascertained when FEMA representatives could be present in order at the meeting to discuss the proposed FEMA flood insurance rate map, discuss our Town's participation in the National Flood Insurance Program, and give the Town community a chance to comment or ask questions concerning the FEMA report. We would further recommend that the Town advertise this meeting, make copies of the FEMA proposals and maps to be available at a designated location to the public prior to the meeting, and since the proposed map is different from the former map, send letters to all property owners who currently have property in the flood plain under the present map.

Page 9

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, July 10, 2006 11:39 PM
To: mayorofcliftonva@aol.com; michael.anton@cox.net; lgjohnston@cox.net; CLIFNICK@att.net; pjlayden@verizon.net; crusnak@cox.net; lampbulb@aol.com; ghampshire@blankeith.com
Cc: Barton, Marilyn
Subject: June 06 Treasurer's Reports & Draft Audits FY03 & FY04
Importance: High



Hello everyone.

I apologize for not being able to send the June 2006 Reports to you earlier. I will have copies available at the meeting tomorrow also.

The June 2006 Treasurer's Report is considered preliminary, as there will be further accruals for the fiscal year ended June 30, 2006. The final report will be provided after completion of the audit in about September, if not earlier.

Also attached are the draft audited Financial Statements, Management Letters and Presentation Letters for FY03 and FY04 from our auditing firm, Anderson, White & Company. They have requested that the Town Council review and accept the draft prior to the final printing of the statements which will be done shortly after T.C. acceptance has been communicated.

The good news is that the Town of Clifton received unqualified audits of both years which is the highest standing that can be reported. The Audit Presentation letters will provide you with a comprehensive overview of the Financials.

Please feel free to reply with your questions and comments. I look forward to seeing you all tomorrow!

P.S. Lane, I'll try to prepare for tomorrow a supplemental report for you providing you with more information on the properties as we emailed about. If not by tomorrow, I'll get it to you very soon.

Sincerely,

Marilyn

Town of Clifton
Balance Sheet
As of June 30, 2006

	<u>Jun 30, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	2,231.25
Investments-LGIP	103,486.68
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	<u>145,584.28</u>
Total Investments - SunTrust	158,830.01
UBS Investment	<u>200,000.00</u>
Total Checking/Savings	464,547.94
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	420.51
Accounts Receivable - Other	<u>2,043.76</u>
Total Accounts Receivable	2,464.27
Total Accounts Receivable	2,464.27
Other Current Assets	
Other Current Assets	
Undeposited Funds	<u>6,665.07</u>
Total Other Current Assets	6,665.07
Total Other Current Assets	6,665.07
Total Current Assets	473,677.28
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	<u>113,469.06</u>
Total Land	194,134.06
Total Fixed Assets	304,502.59
Total Fixed Assets	304,502.59
TOTAL ASSETS	<u>778,179.87</u>

1st July

LIABILITIES & EQUITY
Liabilities

Town of Clifton
Balance Sheet
As of June 30, 2006

	<u>Jun 30, 06</u>
Current Liabilities	
Accounts Payable	
Accounts Payable	2,307.35
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	<u>3,340.50</u>
Total Current Liabilities	<u>3,340.50</u>
Total Liabilities	3,340.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,305.16
Retained Earnings	479,779.15
Net Income	52,853.38
Total Equity	<u>774,839.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>778,179.87</u></u>

Town of Clifton
Preliminary Income Statement for Period Ended June 30, 2006

Approved 6/7/05

	Actuals YTD @ 6/30/06	Budget YTD Annualized	Change		Budget FY2006	Budget Remaining
			Amount	Change %		
REVENUES:						
		12				
Taxes & Permits Revenues:						
Sales Tax	19,342	19,600	258	1%	19,600	258
BPOL Tax	17,862	21,600	3,738	17%	21,600	3,738
Utility Consumption Tax	1,109	1,120	11	1%	1,120	11
Motor Vehicle Tags	5,835	5,000	(835)	-17%	5,000	(835)
No. Va. Cigarette Tax	3,130	1,800	(1,330)	-74%	1,800	(1,330)
Use Permits	625	1,000	375	38%	1,000	375
Cox franchise revenue	23,313	10,000	(13,313)	-133%	10,000	(13,313)
PC Subdivision Permits	-	-	-		-	-
ABC Tax	222	300	78	26%	300	78
ARB Permits	50	80	30	38%	80	30
Railroad Tax	1,262	1,504	242	16%	1,504	242
TOTAL TAXES & PERMITS:	72,751	62,004	(10,747)	-17%	62,004	72,751
Town Facilities Rentals:						
Community Hall	15,067	14,000	(1,067)	-8%	14,000	(1,067)
Park/Square/Gazebo	-	400	400	100%	400	400
Other Revenues:						
Interest Income	5,934	2,500	(3,434)	-137%	2,500	(3,434)
Haunted Trail Event	17,296	16,000	(1,296)	-8%	16,000	(1,296)
Clifton Day Revenues	445	1,000	555	56%	1,000	555
Homes Tour	6,394	6,100	(294)	-5%	6,100	(294)
Farmers' Market Income	-	700	700	100%	700	700
HUD Homes	-	-	-		-	-
Other income-refunds	106	-	(106)		-	(106)
TOTAL OTHER REVENUE:	30,175	26,300	(3,875)	-15%	26,300	(3,875)
TOTAL REVENUES:	117,993	102,704	(15,289)	-15%	102,704	68,209
EXPENSES:						
Payroll Expenses:						
Town Clerk Salary	3,000	3,000	-	0%	3,000	-
Town Treasurer Salary	8,000	8,000	-	0%	8,000	-
Payroll Taxes	842	1,683	842	50%	1,683	842
Payroll Miscellaneous	0	-	-		-	-
TOTAL PAYROLL EXPENSES:	11,842	12,683	842	7%	12,683	11,842
CONTRACTUAL EXPENSES:						
Insurance	5,674	3,684	(1,990)	-54%	3,684	5,674
Town Government:						
ARB Expenses	0	1,051	1,051	100%	1,051	1,051
BZA Expenses	0	100	100	100%	100	100
Planning Commission Expenses	4,860	1,000	(3,860)	-386%	1,000	(3,860)
TOTAL GOVERNMENT:	4,860	2,151	(2,709)	-126%	2,151	4,860
Professional Fees:						
Accounting - Multi Year Audit Review	8,672	13,000	4,328	33%	13,000	4,328
Legal Fees	7,639	10,000	2,361	24%	10,000	2,361
Special Counsel	4,930	10,000	5,070	51%	10,000	5,070
Professional fees - other	0	-	-		-	-
Web site hosting/maintenance	0	1,500	1,500	100%	1,500	1,500
TOTAL PROFESSIONAL FEES:	21,241	34,500	13,259	38%	34,500	21,241

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Town of Clifton
Preliminary Income Statement for Period Ended June 30, 2006

	Actuals YTD @ 6/30/06	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
Town Facilities:						
Railroad Siding Rent	775	900	125	14%	900	125
Ayre Square Rent	270	600	330	55%	600	330
Beautification Committee	232	2,500	2,268	91%	2,500	2,268
Grounds	0	500	500	100%	500	500
Town Hall	2,220	1,500	(720)	-48%	1,500	(720)
Caboose Expenses:						
Equipment	0	-	-		-	-
Electric	196	160	(36)	-22%	160	(36)
Gas	286	338	52	15%	338	52
Maintenance - Painting	223	-	(223)		-	(223)
Subtotal - Facilities:	4,202	6,498	2,296	35%	6,498	4,202
Town Meeting Hall Expenses:						
General Maintenance	2,309	3,261	952	29%	3,261	952
Cleaning	1,852	5,200	3,348	64%	5,200	3,348
Equipment & Supplies	398	-	(398)		-	(398)
Electric	12,926	6,000	(6,926)	-115%	6,000	(6,926)
CH Floors	2,000	-	(2,000)		-	(2,000)
Mgt Fee - 20% gross rental incorr	3,004	3,000	(4)	0%	3,000	(4)
TOTAL MEETING HALL EXPENSES:	22,489	17,461	(5,028)	-29%	17,461	22,489
TOTAL TOWN FACILITIES:	26,692	23,959	(2,733)	-11%	23,959	26,692
Town Services:						
Elections	375	-	(375)		-	(375)
Fire Hall Tree Watering	0	-	-		-	-
Grass Mowing	3,600	3,936	336	9%	3,936	336
Trash Collections	768	1,000	232	23%	1,000	232
TOTAL TOWN SERVICES:	4,743	4,936	193	4%	4,936	4,743
Utilities:						
Utilities - Gas and Electric	462	600	138	23%	600	138
Utilities - Water and Sewer	246	338	92	27%	338	92
TOTAL UTILITIES:	708	938	230	25%	938	708
Dues & Subscriptions:						
Va Municipal League	318	349	31	9%	349	31
Other Dues & Subscriptions	123	350	227	65%	350	227
TOTAL DUES & SUBSCRIPTIONS:	441	699	258	37%	699	441
Other Contractual Expenses:						
Legal Advertising	302	1,125	823	73%	1,125	823
Printing & Publication	132	675	543	80%	675	543
Clifton Web Site Design	0	5,000	5,000	100%	5,000	5,000
Mayoral Reimbursement	929	1,000	71	7%	1,000	71
Clifton Day Expenses	0	200	200	100%	200	200
Homes Tour Expense	3,175	2,500	(675)	-27%	2,500	(675)
Farmers' Market Expense	0	600	600	100%	600	600
Haunted Trails Event	4,642	3,000	(1,642)	-55%	3,000	(1,642)
Summer in the Parks Event	0	500	500	100%	500	500
Miscellaneous Contractual Expense:	1,104	1,000	(104)	-10%	1,000	(104)
TOTAL OTHER CONTRACTUAL:	10,285	15,600	5,316	34%	15,600	10,285
Commodities:						
Calendars & Posters Expense		-	-		-	-
Copies	0	50	50	100%	50	50
Postage & Delivery	306	487	181	37%	487	181
Computer Supplies	479	500	21	4%	500	21
Office Supplies	250	500	250	50%	500	250
License Plates	641	619	(22)	-4%	619	(22)
Miscellaneous Commodities	565	500	(65)	-13%	500	(65)
TOTAL COMMODITIES:	2,241	2,656	415	16%	2,656	2,241
HUD Homes Program:	0	14,250	14,250	100%	14,250	14,250
TOTAL EXPENSES:	88,725	116,056	27,331	24%	116,056	102,975
NET INCOME (LOSS):	29,268	(13,352)	(42,620)	319%	(13,352)	29,268

The majority of the budget variance is reflective of the timing of receipt of documentation.

CAPITAL/GRANT Income Statement for Period ended 5/31/06

Preliminary Report

Approved 6/7/05

	Actuals YTD @ 6/30/06	Budget YTD Annualized	Change Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
CBA contribution-playground	10,000	12 10,000	-	0%	10,000	-
Fundraising-Playground	27,501	20,000	(7,501)	-38%	20,000	(7,501)
Federal Grants - Land	64,352	96,000	31,648	33%	96,000	31,648
Town Match - Land	-	-	-	#DIV/0!	-	-
CBA Match - Land	10,000	12,000	2,000	17%	12,000	2,000
Total Land Grants	74,352	108,000	33,648	31%	108,000	33,648
Federal Trans. Project - Trails		36,192	36,192	100%	36,192	36,192
Town Match - Trails		-	-	#DIV/0!	-	-
Town Inkind - Trails		4,524	4,524	100%	4,524	4,524
CBA match - Trails		4,524	4,524	100%	4,524	4,524
Total Trails Grants	-	45,240	45,240	100%	45,240	45,240
Fire Programs Grant	6,000	6,000	-	0%	6,000	-
Litter Control Grant	1,500	1,100	(400)	-36%	1,100	(400)
Total Revenues	119,353	190,340	70,987	37%	190,340	70,987
Costs:						
Land Purchase - Fed Proj-Town Match	1728	108,000	106,272	98%	108,000	106,272
Trails Improvements	0	45,240	45,240	100%	45,240	45,240
Fire Program - FCFD	6,000	6,000	-	0%	6,000	-
Litter Control	0	1,100	1,100	100%	1,100	1,100
Town Meeting Hall:						
Physical Improvements		22,000	22,000	100%	22,000	22,000
Equipment	0	500	500	100%	500	500
TOTAL MEETING HALL	-	22,500	22,500	100%	22,500	22,500
Playground	68,343	30,000	(38,343)	-128%	30,000	(38,343)
Caboose Parking Lot/Ford Lane Paving	0	8,000	8,000	100%	8,000	8,000
Underground Utility (Main St.)	0	7,000	7,000	100%	7,000	7,000
Miscellaneous (Parking areas asphalt)	19,697	1,000	(18,697)	-1870%	1,000	(18,697)
Total Costs	95,767	228,840	133,073	58%	228,840	133,073
Net Revenues/(Cost)	23,586	(38,500)	(62,086)	161%	(38,500)	(62,086)

11/19/05 Received a check for \$64,352 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza. \$80,665 is capitalized as a Land Asset on the Balance Sheet Report. \$994 has been designated from the Haunted Trail Concessions Income to the Playground Fund. \$6,000 paid to Fairfax County Fire Dept. in June 06
 Playground Improvements of \$68,343 are funded by the Town's Playground Fund. This will be capitalized as an improvement and reflected on the Balance Sheet accordingly.

Town Clifton
Transaction Detail by Account
 July 2005 through June 2006

Type	Date	Num	Name	Memo	Class	Amount	Balance
Tax and Permits Revenue							
Use Permits							
Sales Receipt	08/30/2005	00-1819	Animal Muscle & Joint Therapies	Use Permit	Planning Comm	25.00	25.00
Sales Receipt	08/30/2005	00-1820	Lexington Group	Use Permit	Planning Comm	250.00	275.00
Sales Receipt	09/28/2005	00-1828	Canary Cottage Bed & Breakfast	Use Permit	Planning Comm	25.00	300.00
Sales Receipt	01/30/2006	00-1969	Fannon, Teresa	Use Permit - Antiques of Clifton - new owner	Planning Comm	25.00	325.00
Sales Receipt	03/04/2006	00-1990	Tursky, Stephen & Lisa	Use Permit	Planning Comm	25.00	350.00
Sales Receipt	03/04/2006	00-1991	Nicholas Diffenbaugh	Use Permit	Planning Comm	25.00	375.00
Sales Receipt	03/12/2006	00-2039	Clifton Cleaners	Use Permit - Change of ownership to HM & KS, Inc	Planning Comm	25.00	400.00
Sales Receipt	03/12/2006	00-2040	Graine, Robin L. & Alan E. Feldenkris	Use Permit - deck	Planning Comm	25.00	425.00
Sales Receipt	03/31/2006	00-2059	Pheobe Peterson	Use Permit	Planning Comm	150.00	575.00
Sales Receipt	08/10/2006	00-2083	Landscape Construction Services, Inc.	Use Permit	Planning Comm	25.00	600.00
Sales Receipt	06/10/2006	00-2084	Sims, Mac Garrison	Use Permit	Planning Comm	25.00	625.00
Total Use Permits						625.00	625.00
Total Tax and Permits Revenue						625.00	625.00
Contractual							
Town Government							
Planning Commission							
Check	07/31/2005	4369	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0502040-Rev plans by The Lex	Planning Comm	-360.00	-360.00
Check	09/08/2005	4387	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0502416-	Planning Comm	-450.00	-810.00
Check	09/28/2005	4408	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0502786	Planning Comm	-1,170.00	-1,980.00
Check	12/30/2005	4448	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0503543	Planning Comm	-270.00	-2,250.00
Check	01/31/2006	4468	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0504073	Planning Comm	-180.00	-2,430.00
Check	01/31/2006	4469	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0504371 (7151 Pendleton)	Planning Comm	-900.00	-3,330.00
Check	03/31/2006	4508	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0600080	Planning Comm	-810.00	-4,140.00
Check	04/21/2006	4515	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0600584-drainage Clifton Creel	Planning Comm	-720.00	-4,860.00
Total Planning Commission						-4,860.00	-4,860.00
Total Town Government						-4,860.00	-4,860.00
Total Contractual						-4,860.00	-4,860.00
TOTAL						-4,235.00	-4,235.00

Town Clifton
Clifton Presbyterian Church Escrow Report
 All Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Investments - SunTrust						
CPC PC Escrow Fund						
Sales Receipt	12/30/2004	00-1641	Clifton Presbyterian Church	Required escrow set up to cover future charges re	(7,000.00)	(7,000.00)
General Journal	12/31/2004		CPC	Initialize CPC Escrow AP Liability	7,000.00	0.00
General Journal	12/31/2004		CPC	Segregate CPC Escrow from Investments	7,000.00	7,000.00
Deposit	01/21/2005			Deposit		7,000.00
Transfer	02/26/2005			Funds Transfer	(3,246.73)	3,753.27
Transfer	03/31/2005			VOID: Funds Transfer	0.00	3,753.27
Transfer	03/31/2005			VOID: Funds Transfer	0.00	3,753.27
Transfer	05/14/2005			Funds Transfer	(1,003.95)	2,749.32
Transfer	01/31/2006			Funds Transfer	(1,716.17)	1,033.15
Total CPC PC Escrow Fund					1,033.15	1,033.15
Total Investments - SunTrust					1,033.15	1,033.15
CPC Escrow Fund Balance						
General Journal	12/31/2004		CPC	Initialize CPC Escrow AP liability	(7,000.00)	(7,000.00)
Check	02/13/2005	4251	William Gordon Associates, Inc.	Inv 0404143 2 19 05	481.92	(6,518.08)
Check	02/26/2005	4274	Blankingship & Keith, Law Offices	Inv 60114 - CPC matters	441.05	(6,077.03)
Check	02/26/2005	4278	William Gordon Associates, Inc.	Inv 0500130 2/22/05	2,830.30	(3,246.73)
Check	03/21/2005	4288	Blankingship & Keith, Law Offices	Inv 60550 - CPC matters	400.00	(2,846.73)
Check	03/31/2005	4297	William Gordon Associates, Inc.	Inv 0500478 3/25/05	673.58	(2,173.15)
Check	05/09/2005	4313	William Gordon Associates, Inc.	Inv 0500853 4/1/05	360.00	(1,813.15)
Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61575 CPC Escrow	360.00	(1,453.15)
Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61931 CPC Escrow	40.00	(1,413.15)
Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62322 CPC Escrow	380.00	(1,033.15)
Total CPC Escrow Fund Balance					(1,033.15)	(1,033.15)
TOTAL					0.00	0.00

Town of Clifton
Community Hall Report
July 2005 through June 2006

	<u>Jul '05 - Jun 06</u>	<u>Jul '04 - Jun 05</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	15,066.75	12,132.00
Total Community Hall Revenues	<u>15,066.75</u>	<u>12,132.00</u>
Total Income	15,066.75	12,132.00
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	1,851.88	1,950.00
C.H.-Equipment	397.85	372.84
C.H.-General Maintenance	2,309.00	1,805.00
C.H.-Management Fee	3,004.35	2,860.40
C.H. - Electric	12,926.27	9,100.23
C.H. Floors	2,000.00	2,000.00
Total Community Hall Expenses	<u>22,489.35</u>	<u>18,088.47</u>
Total Contractual	<u>22,489.35</u>	<u>18,088.47</u>
Total Expense	<u>22,489.35</u>	<u>18,088.47</u>
Net Ordinary Income	<u>(7,422.60)</u>	<u>(5,956.47)</u>
Net Income	<u>(7,422.60)</u>	<u>(5,956.47)</u>

9:35 PM
 07/10/06
 Accrual Basis

Town of Clifton
Account QuickReport
 July 2005 through June 2006

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Contractual							
Community Hall Expenses							
C.H. - Electric							
	Check	07/01/2005	4345	NoVEC	1475045-002 C.H.	Checking-SunTrust	1,282.86
	General Journal	07/01/2005		NoVEC	Reverse FY05 accrual	Accounts Payable	(1,282.86)
	General Journal	07/01/2005		NoVEC	reverse FY05 accrual	Accounts Payable	(308.39)
	Check	07/31/2005	4376	NoVEC	1475045-002 C.H.	Checking-SunTrust	308.39
	Check	09/06/2005	4383	NoVEC	1475045-002 C.H.	Checking-SunTrust	4,063.86
	Check	09/28/2005	4407	NoVEC	1475045-002 C.H.	Checking-SunTrust	712.63
	Check	11/05/2005	4424	NoVEC	1475045-002 C.H.	Checking-SunTrust	712.63
	Check	11/28/2005	4437	NoVEC	1475045-002 C.H.	Checking-SunTrust	386.09
	Check	01/31/2006	4474	NoVEC	1475045-002 C.H.	Checking-SunTrust	1,090.49
	Check	02/24/2006	4489	NoVEC	1475045-002 C.H.	Checking-SunTrust	754.65
	Check	03/31/2006	4506	NoVEC	1475045-002 C.H.	Checking-SunTrust	0.00
	Check	03/31/2006	4510	NoVEC	1475045-002 C.H.	Checking-SunTrust	1,454.74
	Check	05/31/2006	4540	NoVEC	1475045-002 C.H.	Checking-SunTrust	2,801.75
	Check	06/28/2006	4549	NoVEC	1475045-002 C.H.	Checking-SunTrust	949.43
	Total C.H. - Electric						12,926.27
	Total Community Hall Expenses						12,926.27
	Total Contractual						12,926.27
TOTAL							12,926.27

Town of Clifton, Virginia
Presentation of 6/30/04 Audited Financial Statements
7/11/06 Council Meeting

To the Honorable Mayor and Members of Town Council:

Please accept this outline as my presentation of the results of our audit of the Town financial statements as of June 30, 2004.

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

I. Independent Auditor's Report – Page 1

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

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

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

III. Statement of Net Assets – Page 5

- a. This statement is a balance sheet for the Town on the accrual basis of accounting, which includes reporting capital assets net of depreciation just like a business does on its statements.
- b. We have included the assets and liabilities related to the HUD program on this statement, including the houses owned, funds held in escrow by Commercial Lending Corporation, mortgages payable, and interest that had accrued on these mortgages as of year end.
- c. Total assets of the Town decreased \$1,672,728. This decrease is mainly due to the inventory of HUD houses owned at year end decreasing from 25 to 7 units.
- d. Total liabilities of the Town decreased \$1,946,110. This decrease is mainly due to the inventory of HUD houses with mortgages decreasing from 25 to 7 units.
- e. Net assets of the Town are up \$274,382 as the result of the profits from the HUD homes program.

IV. Statement of Activities – Page 6

- a. This statement is an income statement for the Town on the accrual basis of accounting.
- b. This format is unique to governments. The purpose of government is to provide services to the citizens, thus expenses are reported first and are offset by specific program revenues. The last column shows a deficit in total Governmental Activities of \$43,192, as there is on any government's statement. The deficit is funded by the Town's general revenues and the HUD homes program profits, which are shown on the bottom half of the page.
- c. The HUD program revenues are included under Special Items. We have shown the profit from house sales and the management fees paid to Commercial Lending Corporation. Special items are defined as unusual activities under the control of the Town.
- d. The Change in Net Assets (net income) amounted to \$274,382 for FY 04 vs. \$131,850 for FY 03.

V. Balance Sheet – Governmental Funds – Page 7

- a. This statement is a balance sheet for the Town on the modified accrual basis of accounting. Only current assets and liabilities are included, thus the capital assets on the Statement of Net Assets do not appear here. The mortgages payable are included because they are short term since the average turn around time for the houses is about three months.
- b. Total assets of the Town are down \$1,665,644, mainly for the reason discussed in item III c above.
- c. Page 8 is a reconciliation of fund balance on this statement to total net assets on page 5.

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

- a. This statement is an income statement for the Town on the modified accrual basis of accounting. Capital assets purchased are expensed as acquired instead of being capitalized and depreciated as they are on the Statement of Activities.
- b. See Schedules 1 and 2 on pages 19 to 22 for a detail of revenues and expenditures.
- c. The net change in fund balance (net income) amounted to \$280,466 for FY 04 vs. 137,133 for FY 03.
- d. Page 10 is a reconciliation of the net change in fund balance on this statement to the change in net assets on page 6.

VII. Notes to Financial Statements – Pages 11 to 17

- a. The notes to the financial statements provide detail explanation of accounting policies and supporting information for some of the line items in the financial statements.
- b. We prepared a note (Note 7 on page 16) on the HUD Homes Program as these are the most significant numbers in your statements.

VIII. Budgetary Comparison Schedules - Page 18

- a. This schedule is required supplementary information under GASB #34. We reported the budget numbers based on the budget posted to Quickbooks.

IX. Schedule of Revenues – Budget and Actual – Page 19

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

X. Schedule of Expenditures – Budget and Actual – Page 21

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

We enjoyed visiting your Town and working with Marilyn and look forward to performing the audits for June 30, 2005 and 2006. Please let me know if there are any questions or concerns regarding our audit. I can be reached by e-mail at awco@ntelos.net or telephone at (540) 886-2341.

DRAFT

June 23, 2006

To The Honorable Mayor and Members of the Town Council
Town of Clifton, Virginia

In planning and performing our audit of the financial statements of the Town of Clifton, Virginia for the year ended June 30, 2004, we considered the Town's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 23, 2006.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely yours,

MANAGEMENT LETTER COMMENTS

DRAFT

June 30, 2003 Management Letter Comments

Since we did audits for June 30, 2003 and 2004 at essentially the same time, our comments for 2003 still apply for 2004. We elected to not rewrite the comments made with our June 30, 2003 audit. After we get the audits done for 2005 and 2006, we believe the Treasurer will be in a position to address our comments appropriately.

Accounts Payable

In our audit of accounts payable we noted several outstanding payables greater than ninety days old. The largest of these items was \$2,546 to Gateway Computers. In investigating the invoice we discovered that both the payable and check paying the bill were both posted on January 12, 2004. Thus there was no payable to Gateway as of June 30, 2004. The payable continued to exist in the Town general ledger because the check was not identified as payment on the invoice entered. As a result, not only was the payable not released, but the computer purchased was recorded twice in the equipment account (once when the payable was recorded and once when the check was cut).

We recommend the accounts payable aging report be reviewed on a periodic basis to ensure payables have been recorded accurately and removed once paid.

Haunted Trail Receipts

As you are aware, the receipts from the 2003 Haunted Trail event are unaccounted for in the June 30, 2004 financial statements. This issue was addressed in the August 11, 2004 special council meeting. We believe this issue to be an isolated incident and the amount involved is not material to the financial statements, thus we have not modified our audit opinion as a result of the incident. The Town Council adopted the Clifton Money Management Policies and Procedures. We concur with these policies and procedures adopted and stress the need to ensure they are complied with in order to establish good internal controls over cash receipts.

DRAFT

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2004

DRAFT

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BASIC FINANCIAL STATEMENTS:

Statement

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REQUIRED SUPPLEMENTARY INFORMATION:

Exhibit

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OTHER SUPPLEMENTARY INFORMATION:

Schedule

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2	Schedule of Expenditures – Budget and Actual – General Fund	21-22

INDEPENDENT AUDITOR'S REPORTS

DRAFT

INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2004, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of June 30, 2004, and the respective changes in the financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2006, on our consideration of the Town's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. The management's discussion and analysis has not been presented in these financial statements. The budgetary comparison is presented in Exhibit 1. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying information listed as Other Supplementary Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Other Supplementary Information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

June 23, 2006

DRAFT

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2004, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June 23, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Town of Clifton, Virginia, in a separate letter dated June 23, 2006.

DRAFT

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This report is intended solely for the information and use of the Town Council, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

June 23, 2006

BASIC FINANCIAL STATEMENTS

TOWN OF CLIFTON, VIRGINIA

5
STATEMENT 1STATEMENT OF NET ASSETS
As of June 30, 2004**DRAFT**

ASSETS	Governmental Activities
CURRENT ASSETS	
Cash and cash equivalents	\$ 448 898
Receivables:	
HUD Homes Program - proceeds from sales	6 951
Sales tax	3 275
Other	6 624
HUD Homes Program - real estate	598 494
HUD Homes Program - escrow account	<u>25 330</u>
Total Current Assets	\$ <u>1 089 572</u>
NONCURRENT ASSETS	
Restricted cash and cash equivalents	\$ 17 693
Capital assets, net of accumulated depreciation	<u>134 110</u>
Total Noncurrent Assets	\$ <u>151 803</u>
Total Assets	\$ <u>1 241 375</u>
LIABILITIES	
CURRENT LIABILITIES	
Accounts payable	\$ 6 865
HUD Homes Program - mortgages payable	611 900
HUD Homes Program - accrued interest	<u>11 924</u>
Total Current Liabilities	\$ <u>630 689</u>
NONCURRENT LIABILITIES	
Escrow monies held	\$ <u>5 206</u>
Total Noncurrent Liabilities	\$ <u>5 206</u>
Total Liabilities	\$ <u>635 895</u>
NET ASSETS	
Invested in capital assets, net of related debt	\$ 134 110
Restricted	12 487
Unrestricted	<u>458 883</u>
Total Net Assets	\$ <u><u>605 480</u></u>

The accompanying notes to financial statements are an integral part of this statement.

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2004**DRAFT**

Functions/Programs	Expenses	Program Revenues			Governmental Activities	Net (Expenses) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions		
Governmental Activities						
General government administration	\$ 43 998	\$ 18 689	\$ -	\$ -		\$ (25 309)
Public safety	410	-	-	-		(410)
Public works	42 179	14 832	1 000	-		(26 347)
Parks, recreation and cultural	4 017	-	-	11 463		7 446
Community development	5 491	6 919	-	-		1 428
Total Governmental Activities	\$ 96 095	\$ 40 440	\$ 1 000	\$ 11 463		\$ (43 192)

General Revenues:

Cigarette tax	\$ 1 518
Interest income	1 411
Miscellaneous income	2 997
Railroad rolling stock tax	1 277
Sales tax	18 525
Utility consumption tax	1 192

Total General Revenues

\$ 26 920

Special Items:**HUD Homes Program**

Profits from real estate sales	\$ 525 040
Management fees paid	(234 386)

Total Special Items

\$ 290 654

Change in Net Assets

\$ 274 382

Net Assets, Beginning of Year

331 098

Net Assets, End of Year

\$ 605 480

The accompanying notes to financial statements are an integral part of this statement.

BALANCE SHEET - GOVERNMENTAL FUNDS
As of June 30, 2004**DRAFT**

ASSETS	General Fund
Cash and cash equivalents	\$ 448 898
Restricted cash and cash equivalents	17 693
Receivables:	
HUD Homes Program - proceeds from sales	6 951
Sales tax	3 275
Other	6 624
HUD Homes Program - real estate	598 494
HUD Homes Program - escrow account	25 330
Total Assets	\$ 1 107 265
LIABILITIES	
Accounts payable	\$ 6 865
Escrow monies held	5 206
HUD Homes Program - mortgages payable	611 900
HUD Homes Program - accrued interest	11 924
Total Liabilities	\$ 635 895
FUND BALANCE	
Fund balance	
Unreserved	\$ 458 883
Reserved	12 487
Total Fund Balance	\$ 471 370
Total Liabilities and Fund Balance	\$ 1 107 265

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF CLIFTON, VIRGINIA

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS**
As of June 30, 2004

DRAFT

**Amounts reported for governmental activities in the Statement of Net Assets
are different because of the following:**

Fund balances of Governmental Funds	\$	471 370
Capital assets, net of depreciation , are not current financial resources and are not included in the Governmental Funds		<u>134 110</u>
Net assets of Governmental Activities	\$	<u><u>605 480</u></u>

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2004**DRAFT**

	<u>General Fund</u>
REVENUES	
Local taxes	\$ 39 467
Permits, privilege fees and regulatory licenses	2 965
Revenues from the use of money	1 411
Revenues from the use of property	14 832
Donations and special events	15 417
Miscellaneous	2 997
Intergovernmental	2 734
	<u>79 823</u>
Total Revenues	\$ 79 823
EXPENDITURES	
General government administration	\$ 43 801
Public safety	-
Public works	35 316
Parks, recreation, and cultural	3 436
Community development	5 491
Capital outlay	1 967
	<u>90 011</u>
Total Expenditures	\$ 90 011
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (10 188)
SPECIAL ITEMS	
HUD Homes Program	
Profits from real estate sales	\$ 525 040
Management fees paid	(234 386)
Contingency	-
	<u>290 654</u>
Total Special Items	\$ 290 654
NET CHANGE IN FUND BALANCE	\$ 280 466
FUND BALANCE (DEFICIT), Beginning of Year	<u>190 904</u>
FUND BALANCE (DEFICIT), End of Year	\$ <u>471 370</u>

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2004

DRAFT

**Amounts reported for Governmental Activities in the Statement of Activities
are different because of the following:**

Net change in fund balance - Governmental Funds	\$	280 466
Governmental Funds report capital outlays as expenditures. However in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$9,479) exceeded capital outlays (\$3,395) in the current year		<u>(6 084)</u>
Change in net assets - Governmental Activities	\$	<u><u>274 382</u></u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2004

DRAFT**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The financial statements of the Town of Clifton, Virginia (the "Town") have been prepared to conform to generally accepted accounting principles (GAAP) as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting and reporting policies and practices used by the Town are described below.

A. New Accounting Standards Adopted

In fiscal year 2003, the Town adopted three new statements of financial accounting standards and one new interpretation issued by the Governmental Accounting Standards Board (GASB):

- *Statement No. 34 – Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*
- *Statement No. 37 – Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus*
- *Statement No. 38 – Certain Financial Statement Disclosures*
- *Interpretation No. 6 – Recognition and Measurements of Certain Liabilities & Expenditures in Governmental Fund Financial Statements*

Statement No. 34 (as amended by Statement No. 37) represents a very significant change in the financial reporting model used by state and local governments.

Statement No. 34 requires government-wide financial statements to be prepared using the accrual basis of accounting and the economic resources measurement focus. Government-wide financial statements do not provide information by fund or account group, but distinguish between the Town's governmental activities and business-type activities on the statement of net assets and statement of activities. Significantly, the Town's statement of net assets includes both noncurrent assets and noncurrent liabilities of the Town, which were previously recorded in the General Fixed Assets Account Group and the General Long-term Debt Account Group.

The Town's implementation of these standards had the following effect on the Town's financial statements:

- The Town had historically capitalized all capital assets, excluding infrastructure. The Town also had not recorded annual depreciation expense or the related accumulated depreciation. As of July 1, 2002, the Town began to record infrastructure assets and recognized accumulated depreciation on all governmental activity assets that had not previously been recognized.

In addition to the government-wide financial statements, the Town has prepared fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Accordingly, the accounting and financial reporting of the Town's General Fund is similar to that previously presented in the Town's financial statements, although the format of financial statements has been modified by Statement No. 34 to focus on major funds, as opposed to presenting fund types.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**A. New Accounting Standards Adopted (Continued)**

Statement No. 34 also requires a budgetary comparison statement to be presented that compares the adopted and modified budget with actual results.

Statement No. 37 amends GASB Statements No. 21 and No. 34. The amendments either (1) clarify certain provisions that, in retrospect, may not be sufficiently clear for consistent application or (2) modify other provisions that the GASB Board believes may have unintended consequences in some circumstances.

GASB has issued Statement No. 38, *Certain Financial Statement Note Disclosures* which modifies, establishes and rescinds certain financial statement disclosure requirements.

Interpretation 6 is an interpretation of NCGA Statements 1, 4, and 5; NCGA Interpretation 8; and GASB Statement Nos. 10, 16, and 18. It clarifies the existing modified accrual standards for distinguishing the portion of a liability that should be reported as a governmental fund liability/expenditure from the portion that should be reported as a general long-term liability (i.e., government-wide reporting only).

B. Reporting Entity

The Town, located in Fairfax County, Virginia, was incorporated in 1902 under the laws of the Commonwealth of Virginia. The Town is managed by a mayor and five council members, each of whom is elected at large for a two-year term.

As required by generally accepted accounting principles these financial statements present the Town (primary government) and any reportable component units. No separate government units meet the criteria for inclusion as a component unit.

C. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which to a significant extent rely on fees and charges for support. The previous reporting model emphasized fund types (the total of all funds of a particular type). In the new reporting model, as defined by GASB Statement No. 34, the focus is either the Town as a whole or major individual funds (within the fund financial statements).

The government-wide statement of activities demonstrates the degree to which the direct expenses of a functional category (Public Safety, Public Works, etc.) or activity are offset by program revenues. Direct expenses are those that are clearly identifiable with specific function or activity. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) grants and contributions that are restricted to meeting the operational requirements of a particular function or activity and 3) grants and contributions that are restricted to meeting the capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported instead as general revenues.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**C. Government-wide and Fund Financial Statements (Continued)**

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales, franchise taxes, intergovernmental revenues, interest income, etc.).

Separate fund based financial statements are provided for governmental funds. Individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The focus of the fund financial statements is on the individual funds. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

D. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Government fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 45 days of the end of the current fiscal period. Grant revenues availability period is generally considered to be one year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured and payment is due.

Ad valorem, franchise and sales tax revenues in the General Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, contributions, and miscellaneous revenues are recorded as revenues when received in cash as the resulting receivable is immaterial. Investment earnings are recorded as earned since they are measurable and available. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**D. Measurement Focus and Basis of Accounting (Continued)**

The following funds are used by the Town:

1. Governmental Funds:

The following is a description of the Governmental Funds of the Town:

General Fund

The General Fund is the operating fund of the Town. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

2. Non-Current Governmental Assets/Liabilities:

GASB Statement No. 34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

E. Capital Assets

Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Public domain (infrastructure) fixed assets owned by the Town consisting of roads, curbs and gutters, streets, drainage systems and lighting systems will be recorded at historical cost on a prospective basis as the Town has elected out of recording such assets retrospectively as allowed for Phase 3 governments.

Major outlays for capital assets and improvements are capitalized as projects are constructed and shown as construction in progress in the basic financial statements.

Property, plant, and equipment of the Town is depreciated using the straight line method over estimated useful lives ranging from five to forty years.

F. Use of Restricted/Unrestricted Net Assets

When an expense is incurred for purposes for which both restricted and unrestricted assets are available, the Town's policy is to apply restricted assets first.

G. Budgetary Comparison Schedules

The Town adopts budgets for the General Fund by July 1 of each year. All revisions to the budget must be approved by the Town Council.

GASB Statement No. 34 requires budgetary comparison information to be presented in the basic financial statements or as required supplementary information. Exhibit 1 presents the original and final budget, actual results, and variance amounts.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

DRAFT**NOTE 2—CASH:**

All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

Restricted cash shown in the basic financial statements is comprised of the following:

Escrow monies held	\$ 5 206
Playground improvement funds	<u>12 487</u>
Total restricted cash	<u>\$ 17 693</u>

NOTE 3—CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2004 was as follows:

	Balance at Beginning of Year	Additions	Retirements	Transfers	Balance at End of Year
Capital assets not being depreciated:					
Land	\$ 53 987	\$ -	\$ -	\$ -	\$ 53 987
Subtotal	<u>\$ 53 987</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53 987</u>
Capital assets being depreciated:					
Buildings	\$ 77 381	\$ -	\$ -	\$ -	\$ 77 381
Furniture and equipment	35 711	3 395	-	-	39 106
Improvements	107 128	-	-	-	107 128
Subtotal	<u>\$ 220 220</u>	<u>\$ 3 395</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 223 615</u>
Less accumulated depreciation for:					
Buildings	\$ (33 660)	\$ (1 963)	\$ -	\$ -	\$ (35 623)
Furniture and equipment	(25 905)	(2 159)	-	-	(28 064)
Improvements	(74 448)	(5 357)	-	-	(79 805)
Subtotal	<u>\$ (134 013)</u>	<u>\$ (9 479)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (143 492)</u>
Total capital assets being depreciated, net	<u>\$ 86 207</u>	<u>\$ (6 084)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80 123</u>
Governmental activities capital assets, net	<u>\$ 140 194</u>	<u>\$ (6 084)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 134 110</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government administration	\$ 197
Public safety	410
Public works	8 291
Parks, recreation, and culture	<u>581</u>
Total depreciation expense – governmental activities	<u>\$ 9 479</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

DRAFTNOTE 4—OPERATING LEASE:

The Town entered into a lease agreement on June 27, 1994 with the Board of Supervisors of Fairfax County to rent the Town Meeting Hall. The term of the lease is for 25 years with 5 year optional renewal periods. In consideration for the use of the building, the Town agrees to pay \$1 annually plus have the sole responsibility for its operation, interior and exterior maintenance, and the safety and appearance of the building, parking area and grounds.

NOTE 5—RESTRICTED NET ASSETS/RESERVED FUND BALANCES:A. General Fund

The General Fund is holding the following restricted cash included in equity at June 30, 2004:

\$ <u>12 487</u>	Playground Improvement Funds (restricted donations)
\$ <u>12 487</u>	Total

NOTE 6—CONTINGENT LIABILITIES (INCLUDING FEDERALLY ASSISTED PROGRAMS):

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 7—SPECIAL ITEM:

Pursuant to resolutions adopted November 17 and December 3, 2002, the Town authorized participation in the Department of Housing and Urban Development (HUD) Single Family Property Disposition Discount Sales Program (HUD Homes Program). Under the program, the Town purchases homes from HUD, causes such homes to be repaired so as to be decent, safe and sanitary, and sells such homes to qualifying buyers (per HUD guidelines) to provide owner – occupied housing for low and moderate income persons exclusively in the Commonwealth of Virginia. The resolutions adopted by the Town also approved the Contract for Services with Commercial Lending Corporation, LLC (CLC) dated November 19, 2002, the purpose of which was to engage them to manage and administer the Town's participation in the HUD Home Program.

Under terms of the Contract for Services, CLC will act as the agent of the Town in the purchase, repair and rehabilitation, management and sale of HUD foreclosed residential properties. The stated goal is to purchase 5 or more Units at one time from HUD in order to receive the benefit of a 15% discount on the successful bid price for each of the Units purchased by the Town and to maintain an inventory of ten to thirty Units located in the Commonwealth of Virginia. The total financing available per the contract initially was set at \$3,000,000 but was increased by amendment to the contract to \$6,000,000, with not more than \$1,500,000 advanced at any time, effective June 30, 2003. All such financing is to be non-recourse to the Town, where in the event of default by the borrower, the sole remedy of the lender will be against the Unit and not the Town. The terms of the financing include interest at 8.5% per annum with no compounding, payable at the time of sale of each Unit to a qualified buyer, and discount points at 3% of the loan amount, payable at the time of loan closing. The term of this contract was for one year, to November 19, 2003. However, the term was extended by amendment to the contract to June 30, 2005, effective November 19, 2003.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

DRAFT**NOTE 7—SPECIAL ITEM:** (Continued)

Per Exhibit B of the Contract for Services, the Net Profit of each Unit sale is to be divided as follows:

Town of Clifton – 55%, but not less than 1% of the Gross Sales Price of the Unit.

Commercial Lending Corporation, LLC – 45% as management fee (exclusive of other financing or settlement fees).

Payments are due each party within 30 days of the settlement and closing of the sale of each Unit.

Activity for the fiscal year ended June 30, 2004 for the HUD Homes Program is as follows:

	<u># Units</u>	<u>Amount</u>	
Inventory of HUD homes at 6/30/03	25	\$ <u>2,418,418</u>	
HUD foreclosed homes purchased	47	N/A	
HUD homes sold	<u>(65)</u>	\$ <u>290,654</u>	Net Profit
Inventory of HUD homes at 6/30/04	<u>7</u>	\$ 598,494	
Escrow monies held by CLC, LLC	<u>7</u>	<u>25,330</u> \$ <u>623,824</u>	
Mortgages payable	<u>7</u>	\$ 611,900	
Accrued interest payable	<u>7</u>	<u>11,924</u> \$ <u>623,824</u>	

HUD Homes Program real estate inventory is valued at acquisition cost (net of purchase discount) plus rehabilitation/repair costs. Carrying costs, including interest expense are capitalized into inventory cost as incurred. Inventory cost at June 30, 2004 includes \$11,924 of accrued interest payable.

HUD Homes Program mortgages payable are considered short term debt as the average turn around time on homes purchased is less than three months.

Net Profit on HUD Homes sold for the year ended June 30, 2004 includes \$234,386 that was paid to CLC, LLC as management fees per the contract.

REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULES
For the Year Ended June 30, 2004**DRAFT**

	General Fund		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local taxes	\$ 37 629	\$ 39 467	\$ 1 838
Permits, privilege fees and regulatory licenses	2 620	2 965	345
Revenues from the use of money	645	1 411	766
Revenues from the use of property	12 820	14 832	2 012
Donations and special events	30 924	15 417	(15 507)
Miscellaneous	-	2 997	2 997
Intergovernmental	141 444	2 734	(138 710)
Total Revenues	\$ 226 082	\$ 79 823	\$ (146 259)
EXPENDITURES			
General government administration	\$ 47 472	\$ 43 801	\$ 3 671
Public safety	6 000	-	6 000
Public works	53 954	35 316	18 638
Parks, recreation, and cultural	-	3 436	(3 436)
Community development	6 928	5 491	1 437
Capital outlay	170 524	1 967	168 557
Total Expenditures	\$ 284 878	\$ 90 011	\$ 194 867
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (58 796)	\$ (10 188)	\$ 48 608
SPECIAL ITEMS			
HUD Homes Program			
Profits from real estate sales	\$ 100 000	\$ 525 040	\$ 425 040
Management fees paid	-	(234 386)	(234 386)
Contingency	(100 000)	-	100 000
Total Special Items	\$ -	\$ 290 654	\$ 290 654
NET CHANGE IN FUND BALANCE	\$ (58 796)	\$ 280 466	\$ 339 262
FUND BALANCE (DEFICIT), Beginning of Year	58 796	190 904	132 108
FUND BALANCE (DEFICIT), End of Year	\$ -	\$ 471 370	\$ 471 370

The accompanying notes to financial statements are an integral part of this statement.

OTHER SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2004**DRAFT**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues:			
Revenue from Local Sources:			
Local Taxes:			
BPOL tax	\$ 15 000	\$ 12 876	\$ (2 124)
Cigarette tax	1 800	1 518	(282)
Motor vehicle tags	4 713	5 356	643
Sales tax	15 000	18 525	3 525
Utility consumption tax	1 116	1 192	76
Total Local Taxes	\$ 37 629	\$ 39 467	\$ 1 838
Permits, Privilege Fees and Regulatory Licenses:			
ARB permits	\$ 120	\$ 475	\$ 355
BZA fees	-	750	750
Planning Commission-subdivision	1 500	790	(710)
Use permits	1 000	950	(50)
Total Permits, Privilege Fees and Regulatory Licenses	\$ 2 620	\$ 2 965	\$ 345
Revenue from Use of Money:			
Interest income	\$ 645	\$ 1 411	\$ 766
Total Revenue from Use of Money	\$ 645	\$ 1 411	\$ 766
Revenue from Use of Property:			
Community Hall rental	\$ 12 420	\$ 14 832	\$ 2 412
Park rental	400	-	(400)
Total Revenue from Use of Property	\$ 12 820	\$ 14 832	\$ 2 012
Donations and Special Events:			
Donations-Community Hall	\$ 4 600	\$ -	\$ (4 600)
Donations-Playground	-	11 463	11 463
Clifton Betterment Association - grant match	16 524	-	(16 524)
Clifton Day revenues	1 000	524	(476)
Farmers' Market income	600	525	(75)
Haunted Trail Event	6 000	-	(6 000)
Homes Tour	2 200	2 905	705
Total Donations and Special Events	\$ 30 924	\$ 15 417	\$ (15 507)
Miscellaneous:			
Miscellaneous revenue	\$ -	\$ 2 997	\$ 2 997
Total Miscellaneous Revenue	\$ -	\$ 2 997	\$ 2 997
Total Revenue from Local Sources	\$ 84 638	\$ 77 089	\$ (7 549)

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2004

DRAFT

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Intergovernmental:			
Revenue from the Federal Government:			
Categorical Aid:			
Department of Transportation - Main Street Pedestrian and Bicycle Plaza and Pathways Grant	\$ 132 000	\$ -	\$ (132 000)
Total Categorical Aid	<u>\$ 132 000</u>	<u>\$ -</u>	<u>\$ (132 000)</u>
Total Revenue from the Federal Government	<u>\$ 132 000</u>	<u>\$ -</u>	<u>\$ (132 000)</u>
Revenue from the Commonwealth:			
Noncategorical Aid:			
ABC profits	\$ 840	\$ 457	\$ (383)
Railroad rolling stock tax	<u>1 504</u>	<u>1 277</u>	<u>(227)</u>
Total Noncategorical Aid	<u>\$ 2 344</u>	<u>\$ 1 734</u>	<u>\$ (610)</u>
Categorical Aid:			
Fire Program funds	\$ 6 000	\$ -	\$ (6 000)
Litter grant	<u>1 100</u>	<u>1 000</u>	<u>(100)</u>
Total Categorical Aid	<u>\$ 7 100</u>	<u>\$ 1 000</u>	<u>\$ (6 100)</u>
Total Revenue from the Commonwealth	<u>\$ 9 444</u>	<u>\$ 2 734</u>	<u>\$ (6 710)</u>
Total Intergovernmental	<u>\$ 141 444</u>	<u>\$ 2 734</u>	<u>\$ (138 710)</u>
Total General Fund	<u>\$ 226 082</u>	<u>\$ 79 823</u>	<u>\$ (146 259)</u>

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2004**DRAFT**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government Administration:			
Advertising	\$ 1 050	\$ 399	\$ 651
Dues and subscriptions	547	566	(19)
Elections	700	495	205
Insurance	3 612	2 844	768
Mayoral reimbursement	1 890	1 655	235
Miscellaneous	5 250	1 172	4 078
Office supplies and expenses	4 602	3 729	873
Payroll and payroll taxes	10 378	10 357	21
Printing and reproduction	630	153	477
Professional fees	18 813	22 431	(3 618)
Total General Government Administration	\$ 47 472	\$ 43 801	\$ 3 671
Public Safety:			
Fire Fund Program	\$ 6 000	\$ -	\$ 6 000
Total Public Safety	\$ 6 000	\$ -	\$ 6 000
Public Works:			
Caboose expenses	\$ 3 130	\$ 501	\$ 2 629
Community Hall expenses	22 967	22 643	324
Grounds and maintenance	21 775	8 577	13 198
Rents	1 365	1 083	282
Utilities	4 717	2 512	2 205
Total Public Works	\$ 53 954	\$ 35 316	\$ 18 638
Parks, Recreation, and Cultural:			
Materials, supplies, and services	\$ -	\$ 3 436	\$ (3 436)
Total Parks, Recreation, and Cultural	\$ -	\$ 3 436	\$ (3 436)
Community Development:			
Architectural Review Board	\$ 525	\$ 5	\$ 520
Clifton Day expenses	998	191	807
Farmers' Market expenses	600	-	600
Haunted Trail expenses	2 100	1 379	721
Homes Tour/Bazaar expenses	630	680	(50)
Planning Commission	1 575	3 236	(1 661)
Summer in the Parks Event	500	-	500
Total Community Development	\$ 6 928	\$ 5 491	\$ 1 437

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2004

DRAFT

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Capital Outlay:			
Cable burial	\$ 10 000	\$ -	\$ 10 000
Community Hall improvements	10 000	-	10 000
Equipment	-	1 967	(1 967)
Miscellaneous	1 000	-	1 000
Playground improvements	1 000	-	1 000
Main Street Pedestrian and Bicycle Plaza and Pathways Grant Project	<u>148 524</u>	<u>-</u>	<u>148 524</u>
Total Capital Outlay	<u>\$ 170 524</u>	<u>\$ 1 967</u>	<u>\$ 168 557</u>
Total General Fund	<u>\$ 284 878</u>	<u>\$ 90 011</u>	<u>\$ 194 867</u>

Town of Clifton, Virginia
Presentation of 6/30/03 Audited Financial Statements
6/6/06 Council Meeting

To the Honorable Mayor and Members of Town Council:

Please accept this outline as my presentation of the results of our audit of the Town financial statements as of June 30, 2003.

Thank you for the opportunity to work with the Town in catching up its audited financial statements for June 30, 2003 to 2006. The format of the financial statements is quite different than you may be used to seeing. Governmental Accounting Standards Board Statement #34 (GASB 34) significantly changed the reporting standards for local governments. The standard takes effect for fiscal year 2004 for Towns of your size. We decided it was best to early implement since we are doing the 2003 and 2004 audits at essentially the same time. We did not want to spend time setting up the format for 2003 based on the old standards and then have to start over when the 2004 financial statements are drafted under the new format. Following I will present highlights and my comments on the financial statements.

I. Independent Auditor's Report – Page 1

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

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

- a. This report addresses our consideration of internal control over financial reporting and compliance. We do not audit internal controls or compliance, thus no opinion is expressed. We do state we noted no matters that we considered to be material weaknesses and we noted no issues of noncompliance required to be reported.
- b. The report references that we prepared a Management Letter giving our comments and suggestions as a result of our audit that do not impact our opinion.
- c. Please be advised we researched the HUD Homes Program the Town participated in and determined that no additional audit testing and reporting was required under OMB Circular A-133 (Single Audit).

III. Statement of Net Assets – Page 5

- a. This statement is a new statement required as a result of GASB #34. It is intended to provide a balance sheet for the Town on the true accrual basis of accounting. This includes reporting capital assets and calculating depreciation just like a business does on its statements.

- b. We have included the assets and liabilities related to the HUD program on this statement, including the houses owned, funds held in escrow by Commercial Lending Corporation, mortgages payable, and interest that had accrued on these mortgages as of year end.

IV. Statement of Activities – Page 6

- a. This statement is also a new statement required by GASB 34. It is intended to provide an income statement for the Town on the true accrual basis of accounting.
- b. This format is unique to governments. The purpose of government is to provide services to the citizens, thus expenses are reported first and are offset by specific program revenues. The last column shows a deficit in total Governmental Activities of \$15,185, as there is on any government statement. The deficit is funded by the Town's general revenues, which are shown below.
- c. The HUD program revenues are included under Special Items. We have shown the profit from house sales, the incentive fees earned from Commercial Lending Corporation (\$1,000 for the first 10 homes sold) and the management fees paid to Commercial Lending Corporation. Special items are defined as unusual activities under the control of the Town.
- d. The Change in Net Assets (net income) amounted to \$131,850.

V. Balance Sheet – Governmental Funds – Page 7

- a. This statement is based on the old reporting standards. While GASB #34 requires a new approach to financial reporting, it did not eliminate the old approach. As a result there are two sets of financial statements required in the audit report. This fund based approach is on the modified accrual basis of accounting. Only current assets and liabilities are included, thus the capital assets on the Statement of Net Assets do not appear here. The mortgages payable are included because we think they are short term since the average turn around time for the houses is about three months.
- b. Page 8 is a reconciliation of fund balance on this statement to total net assets on page 5.

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

- a. This statement is an income statement for the Town based on the fund based approach as discussed in item V. It is prepared on the modified accrual basis of accounting. Depreciation on capital assets is not recorded. Capital assets purchased are expensed as acquired. For example, the \$4,100 in public safety was for equipment bought through the Department of Criminal Justice Services grant. This equipment was capitalized and depreciated under the accrual basis of accounting used in Statements 1 and 2.
- b. See Schedules 1 and 2 on pages 19 to 22 for a detail of revenues and expenditures.
- c. The net change in fund balance (net income) amounted to \$137,133.
- d. Page 10 is a reconciliation of the net change in fund balance on this statement to the change in net assets on page 6.

VII. Notes to Financial Statements – Pages 11 to 17

- a. The notes to the financial statements provide detail explanation of accounting policies and supporting information for some of the line items in the financial statements.
- b. We prepared a note (Note 7 on page 16) on the HUD Homes Program as these are the most significant numbers in your statements.

VIII. Budgetary Comparison Schedules - Page 18

- a. This schedule is required supplementary information under GASB #34. We prepared based on the budget posted to Quickbooks. The Treasurer is currently checking to see if these are the correct numbers to use. If a more up to date budget is located we will account for any necessary changes before we bind the final reports.

IX. Schedule of Revenues – Budget and Actual – Page 19

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

X. Schedule of Expenditures – Budget and Actual – Page 21

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

We enjoyed visiting your Town and working with Marilyn. We will complete the 6/30/04 statements by the end of June and look forward to completing the 2005 and 2006 audits this year. The first year of an audit is always the most time consuming due to the time necessary to gain an understanding of the client and setting up the necessary depreciation schedules, grouping schedules needed to draft the financial statements, and setting up the financial statement format. I appreciate your patience. Please let me know if there are any questions or concerns regarding our audit. I can be reached by e-mail at awco@ntelos.net or telephone at (540) 886-2341.

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

ANDERSON, WHITE & COMPANY, P.C.

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MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

June 2, 2006

To The Honorable Mayor and Members of the Town Council
Town of Clifton, Virginia

In planning and performing our audit of the financial statements of the Town of Clifton, Virginia for the year ended June 30, 2003, we considered the Town's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 2, 2006.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely yours,

Anderson, White & Company, P. C.

MANAGEMENT LETTER COMMENTS

Review of Prior Years

As part of our engagement to audit June 30, 2003 and 2004 we were requested to review the Town's records for the fiscal years 1998 to 2002. A "review" has very specific requirements in the accounting standards, including the preparation of financial statements with an accountant's report attached. During our negotiations it was decided you would not require the reviewed financial statements and as a result we lowered our bid from a total of \$25,000 to \$15,000.

Please be advised that as part of doing an audit for the first time we are required to audit the opening balances for the year. Such work is required to be able to express an unqualified opinion on fund balances and on the income statement. In other words, we have to know the year we are reporting on started out with the correct balances in order to report on the period as a whole. In any audit we do, it is usually necessary to propose various adjustments. We performed extensive work in order to be sure the beginning balances for fiscal year 2003 were proper, and as a result have proposed some adjustments that have been provided to the Town Treasurer. The cumulative effect of any necessary adjustments for fiscal years 1998 to 2002 have been handled through these proposed adjustments.

Insured Cash Balances

The Town Treasurer requested we explain how the Town's cash balances are insured. As you know, balances up to \$100,000 per bank are covered by the Federal Deposit Insurance Corporation (FDIC). As a Town, any balances in excess of \$100,000 in a bank are insured by the Virginia Security for Public Deposits Act (Section 2.2-4400 et. seq. of the Code of Virginia) provided the funds are identified as public deposits and the bank is a qualified depository. As of June 30, 2003, all the Town's accounts were held at SunTrust Bank. SunTrust was a qualified depository as of June 30, 2003 and all the Town's accounts have been listed as public deposits per a letter from SunTrust dated January 27, 2004 we found during our audit of cash. As a result, all of the Town's cash balances were insured as of June 30, 2003.

Town Payroll

In our audit of payroll we discovered the Town did not withhold social security and Medicare taxes from salaries paid. The taxes turned over to the IRS were calculated based on the wages paid and then doubled to cover the employer match. In other words, the Town paid both the employee and employer share of the tax.

We recommend the Town Council determine the net pay for its employees and then gross it up to cover the taxes so the withholdings can be handled properly. For example, if Town Council wanted net pay to be \$1,000, the gross would be computed as follows:

$\$1,000.00 / .9235 = \$1,082.84$ Gross	
\$ 1,082.84	Gross Pay
(67.14)	Social Security @ 6.2%
<u>(15.70)</u>	Medicare @ 1.45%
\$ <u>1,000.00</u>	Net Pay

The .9235 above is 100% - 6.2% - 1.45%.

Taking this approach would allow the W-2 forms to be prepared properly and the correct amount of social security and Medicare wages reported to the Social Security Administration.

Bank Reconciliations

In our audit of cash we discovered three balance adjustments made to the bank accounts that QuickBooks posted to the Opening Balance Equity account. This problem is very common with our QuickBooks clients. If there is an unknown difference once all items are marked as cleared when doing the bank reconciliation, QuickBooks asked if you want to correct the difference. If you respond "yes", QuickBooks adjusts cash and puts the offsetting entry to the Opening Balance Equity account. This account is not an income or expense account, thus the income statements generated through QuickBooks do not reflect the adjustment. We recommend responding "no" to the question from QuickBooks, determining why the difference exists, and correcting it at the source of the problem.

Capital Assets

Accounting for capital assets in the General Fund of a Town is very unusual compared to traditional accounting. Assets acquired are expensed in the appropriate department when purchased. A second entry is then required to record the asset in the appropriate balance sheet account with an offsetting entry to the Investment in Fixed Assets account. The amount in the Investment in Fixed Assets account should always be the total of the fixed asset accounts less the depreciation that has been recorded. We recommend expensing all fixed assets as they are acquired and keeping a separate file folder to accumulate the invoices of those assets with an estimated useful life of more than one year and deemed significant enough to capitalize. We can assist in capitalizing the necessary assets at year end and determining the amount of depreciation to record.

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TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2003

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INDEPENDENT AUDITOR'S REPORTS

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INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of June 30, 2003, and the respective changes in the financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2006, on our consideration of the Town's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. The management's discussion and analysis has not been presented in these financial statements. The budgetary comparison is presented in Exhibit 1. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

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Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying information listed as Other Supplementary Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Other Supplementary Information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

June 2, 2006

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June 2, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performed our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Town of Clifton, Virginia, in a separate letter dated June 2, 2006.

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This report is intended solely for the information and use of the Town Council, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

June 2, 2006

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BASIC FINANCIAL STATEMENTS

STATEMENT OF NET ASSETS
As of June 30, 2003**DRAFT**

ASSETS	<u>Governmental Activities</u>
CURRENT ASSETS	
Cash and cash equivalents	\$ 179 864
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	<u>155 922</u>
Total Current Assets	\$ <u>2 766 678</u>
NONCURRENT ASSETS	
Restricted cash and cash equivalents	\$ 6 231
Capital assets, net of accumulated depreciation	<u>140 194</u>
Total Noncurrent Assets	\$ <u>146 425</u>
Total Assets	\$ <u>2 913 103</u>
LIABILITIES	
CURRENT LIABILITIES	
Accounts payable	\$ 2 459
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	<u>26 740</u>
Total Current Liabilities	\$ <u>2 576 799</u>
NONCURRENT LIABILITIES	
Escrow monies held	<u>5 206</u>
Total Noncurrent Liabilities	\$ <u>5 206</u>
Total Liabilities	\$ <u>2 582 005</u>
NET ASSETS	
Invested in capital assets, net of related debt	\$ 140 194
Restricted	1 025
Unrestricted	<u>189 879</u>
Total Net Assets	\$ <u><u>331 098</u></u>

The accompanying notes to financial statements are an integral part of this statement.

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003**DRAFT**

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities					Governmental Activities
General government administration	\$ 25 025	\$ 20 451	\$ 500	\$ -	(4 074)
Public safety	205	-	-	4 100	3 895
Public works	38 553	18 365	1 000	-	(19 188)
Parks, recreation and cultural	1 405	75	1 025	-	(305)
Community development	4 226	8 713	-	-	4 487
Total Governmental Activities	\$ 69 414	\$ 47 604	\$ 2 525	\$ 4 100	\$ (15 185)

General Revenues:

Cigarette tax	\$ 1 442
Interest income	637
Miscellaneous income	83
Railroad rolling stock tax	1 377
Sales tax	15 872
Utility consumption tax	1 197
Total General Revenues	\$ 20 608

Special Items:**HUD Homes Program**

Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	(93 638)

Total Special Items \$ 126 427**Change in Net Assets** \$ 131 850**Net Assets, Beginning of Year** 199 248**Net Assets, End of Year** \$ 331 098

The accompanying notes to financial statements are an integral part of this statement.

BALANCE SHEET - GOVERNMENTAL FUNDS
As of June 30, 2003**DRAFT**

ASSETS	<u>General Fund</u>
Cash and cash equivalents	\$ 179 864
Restricted cash and cash equivalents	6 231
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	<u>155 922</u>
Total Assets	\$ <u>2 772 909</u>
LIABILITIES	
Accounts payable	\$ 2 459
Escrow monies held	5 206
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	<u>26 740</u>
Total Liabilities	\$ <u>2 582 005</u>
FUND BALANCE	
Fund balance	
Unreserved	\$ 189 879
Reserved	<u>1 025</u>
Total Fund Balance	\$ <u>190 904</u>
Total Liabilities and Fund Balance	\$ <u>2 772 909</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF CLIFTON, VIRGINIA

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS
As of June 30, 2003**

DRAFT

**Amounts reported for governmental activities in the Statement of Net Assets
are different because of the following:**

Fund balances of Governmental Funds	\$	190 904
Capital assets, net of depreciation , are not current financial resources and are not included in the Governmental Funds		<u>140 194</u>
Net assets of Governmental Activities	\$	<u><u>331 098</u></u>

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2003**DRAFT**

	General Fund
REVENUES	
Local taxes	\$ 38 531
Permits, privilege fees and regulatory licenses	1 075
Revenues from the use of money	637
Revenues from the use of property	18 440
Donations and special events	9 163
Miscellaneous	83
Intergovernmental	6 908
Total Revenues	\$ 74 837
EXPENDITURES	
General government administration	\$ 24 861
Public safety	4 100
Public works	30 212
Parks, recreation, and cultural	732
Community development	4 226
Capital outlay	-
Total Expenditures	\$ 64 131
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 10 706
SPECIAL ITEMS	
HUD Homes Program	
Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	(93 638)
Total Special Items	\$ 126 427
NET CHANGE IN FUND BALANCE	\$ 137 133
FUND BALANCE (DEFICIT), Beginning of Year	53 771
FUND BALANCE (DEFICIT), End of Year	\$ 190 904

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003

DRAFT

**Amounts reported for Governmental Activities in the Statement of Activities
are different because of the following:**

Net change in fund balance - Governmental Funds	\$	137 133
Governmental Funds report capital outlays as expenditures. However in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$9,383) exceeded capital outlays (\$4,100) in the current year		<u>(5 283)</u>
Change in net assets - Governmental Activities	\$	<u><u>131 850</u></u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2003

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The financial statements of the Town of Clifton, Virginia (the "Town") have been prepared to conform to generally accepted accounting principles (GAAP) as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting and reporting policies and practices used by the Town are described below.

A. New Accounting Standards Adopted

In fiscal year 2003, the Town adopted three new statements of financial accounting standards and one new interpretation issued by the Governmental Accounting Standards Board (GASB):

- *Statement No. 34 – Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*
- *Statement No. 37 – Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments: Omnibus*
- *Statement No. 38 – Certain Financial Statement Disclosures*
- *Interpretation No. 6 – Recognition and Measurements of Certain Liabilities & Expenditures in Governmental Fund Financial Statements*

Statement No. 34 (as amended by Statement No. 37) represents a very significant change in the financial reporting model used by state and local governments.

Statement No. 34 requires government-wide financial statements to be prepared using the accrual basis of accounting and the economic resources measurement focus. Government-wide financial statements do not provide information by fund or account group, but distinguish between the Town’s governmental activities and business-type activities on the statement of net assets and statement of activities. Significantly, the Town’s statement of net assets includes both noncurrent assets and noncurrent liabilities of the Town, which were previously recorded in the General Fixed Assets Account Group and the General Long-term Debt Account Group.

The Town’s implementation of these standards had the following effect on the Town’s financial statements:

- The Town has historically capitalized all capital assets, excluding infrastructure. The Town also has not recorded annual depreciation expense or the related accumulated depreciation. As of July 1, 2002, the Town began to record infrastructure assets and recognized accumulated depreciation on all governmental activity assets that had not previously been recognized.

In addition to the government-wide financial statements, the Town has prepared fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Accordingly, the accounting and financial reporting of the Town’s General Fund is similar to that previously presented in the Town’s financial statements, although the format of financial statements has been modified by Statement No. 34 to focus on major funds, as opposed to presenting fund types.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**A. New Accounting Standards Adopted (Continued)**

Statement No. 34 also requires a budgetary comparison statement to be presented that compares the adopted and modified budget with actual results.

Statement No. 37 amends GASB Statements No. 21 and No. 34. The amendments either (1) clarify certain provisions that, in retrospect, may not be sufficiently clear for consistent application or (2) modify other provisions that the GASB Board believes may have unintended consequences in some circumstances.

GASB has issued Statement No. 38, *Certain Financial Statement Note Disclosures* which modifies, establishes and rescinds certain financial statement disclosure requirements.

Interpretation 6 is an interpretation of NCGA Statements 1, 4, and 5; NCGA Interpretation 8; and GASB Statement Nos. 10, 16, and 18. It clarifies the existing modified accrual standards for distinguishing the portion of a liability that should be reported as a governmental fund liability/expenditure from the portion that should be reported as a general long-term liability (i.e., government-wide reporting only).

B. Reporting Entity

The Town, located in Fairfax County, Virginia, was incorporated in 1902 under the laws of the Commonwealth of Virginia. The Town is managed by a mayor and five council members, each of whom is elected at large for a two-year term.

As required by generally accepted accounting principles these financial statements present the Town (primary government) and any reportable component units. No separate government units meet the criteria for inclusion as a component unit.

C. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which to a significant extent rely on fees and charges for support. The previous reporting model emphasized fund types (the total of all funds of a particular type). In the new reporting model, as defined by GASB Statement No. 34, the focus is either the Town as a whole or major individual funds (within the fund financial statements).

The government-wide statement of activities demonstrates the degree to which the direct expenses of a functional category (Public Safety, Public Works, etc.) or activity are offset by program revenues. Direct expenses are those that are clearly identifiable with specific function or activity. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) grants and contributions that are restricted to meeting the operational requirements of a particular function or activity and 3) grants and contributions that are restricted to meeting the capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported instead as general revenues.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**C. Government-wide and Fund Financial Statements (Continued)**

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales, franchise taxes, intergovernmental revenues, interest income, etc.).

Separate fund based financial statements are provided for governmental funds. Individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The focus of the fund financial statements is on the individual funds. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

D. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Government fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 45 days of the end of the current fiscal period. Grant revenues availability period is generally considered to be one year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured and payment is due.

Ad valorem, franchise and sales tax revenues in the General Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, contributions, and miscellaneous revenues are recorded as revenues when received in cash as the resulting receivable is immaterial. Investment earnings are recorded as earned since they are measurable and available. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**D. Measurement Focus and Basis of Accounting (Continued)**

The following funds are used by the Town:

1. Governmental Funds:

The following is a description of the Governmental Funds of the Town:

General Fund

The General Fund is the operating fund of the Town. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

2. Non-Current Governmental Assets/Liabilities:

GASB Statement No. 34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

E. Capital Assets

Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Public domain (infrastructure) fixed assets owned by the Town consisting of roads, curbs and gutters, streets, drainage systems and lighting systems will be recorded at historical cost on a prospective basis as the Town has elected out of recording such assets retrospectively as allowed for Phase 3 governments.

Major outlays for capital assets and improvements are capitalized as projects are constructed and shown as construction in progress in the basic financial statements.

Property, plant, and equipment of the Town is depreciated using the straight line method over estimated useful lives ranging from five to forty years.

F. Use of Restricted/Unrestricted Net Assets

When an expense is incurred for purposes for which both restricted and unrestricted assets are available, the Town's policy is to apply restricted assets first.

G. Budgetary Comparison Schedules

The Town adopts budgets for the General Fund by July 1 of each year. All revisions to the budget must be approved by the Town Council.

GASB Statement No. 34 requires budgetary comparison information to be presented in the basic financial statements or as required supplementary information. Exhibit 1 presents the original and final budget, actual results, and variance amounts.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFTNOTE 2—CASH:

All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

Restricted cash shown in the basic financial statements is comprised of the following:

Escrow monies held	\$	5 206
Playground improvement funds		<u>1 025</u>
Total restricted cash	\$	<u>6 231</u>

NOTE 3—CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2003 was as follows:

	Balance at Beginning of Year	Additions	Retirements	Transfers	Balance at End of Year
Capital assets not being depreciated:					
Land	\$ 53 987	\$ -	\$ -	\$ -	\$ 53 987
Subtotal	<u>\$ 53 987</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53 987</u>
Capital assets being depreciated:					
Buildings	\$ 77 381	\$ -	\$ -	\$ -	\$ 77 381
Furniture and equipment	31 611	4 100	-	-	35 711
Improvements	107 128	-	-	-	107 128
Subtotal	<u>\$ 216 120</u>	<u>\$ 4 100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 220 220</u>
Less accumulated depreciation for:					
Buildings	\$ (31 504)	\$ (2 156)	\$ -	\$ -	\$ (33 660)
Furniture and equipment	(24 035)	(1 870)	-	-	(25 905)
Improvements	(69 091)	(5 357)	-	-	(74 448)
Subtotal	<u>\$ (124 630)</u>	<u>\$ (9 383)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (134 013)</u>
Total capital assets being depreciated, net	<u>\$ 91 490</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 86 207</u>
Governmental activities capital assets, net	<u>\$ 145 477</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140 194</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government administration	\$ 164
Public safety	205
Public works	8 341
Parks, recreation, and culture	<u>673</u>
Total depreciation expense – governmental activities	<u>\$ 9 383</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT**NOTE 4—OPERATING LEASE:**

The Town entered into a lease agreement on June 27, 1994 with the Board of Supervisors of Fairfax County to rent the Town Meeting Hall. The term of the lease is for 25 years with 5 year optional renewal periods. In consideration for the use of the building, the Town agrees to pay \$1 annually plus have the sole responsibility for its operation, interior and exterior maintenance, and the safety and appearance of the building, parking area and grounds.

NOTE 5—RESTRICTED NET ASSETS/RESERVED FUND BALANCES:**A. General Fund**

The General Fund is holding the following restricted cash included in equity at June 30, 2003:

\$ <u>1 025</u>	Playground Improvement Funds (restricted donation)
\$ <u>1 025</u>	Total

NOTE 6—CONTINGENT LIABILITIES (INCLUDING FEDERALLY ASSISTED PROGRAMS):

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 7—SPECIAL ITEM:

Pursuant to resolutions adopted November 17 and December 3, 2002, the Town authorized participation in the Department of Housing and Urban Development (HUD) Single Family Property Disposition Discount Sales Program (HUD Homes Program). Under the program, the Town purchases homes from HUD, causes such homes to be repaired so as to be decent, safe and sanitary, and sells such homes to qualifying buyers (per HUD guidelines) to provide owner – occupied housing for low and moderate income persons exclusively in the Commonwealth of Virginia. The resolutions adopted by the Town also approved the Contract for Services with Commercial Lending Corporation, LLC (CLC) dated November 19, 2002, the purpose of which was to engage them to manage and administer the Town's participation in the HUD Home Program.

Under terms of the Contract for Services, CLC will act as the agent of the Town in the purchase, repair and rehabilitation, management and sale of HUD foreclosed residential properties. The stated goal is to purchase 5 or more Units at one time from HUD in order to receive the benefit of a 15% discount on the successful bid price for each of the Units purchased by the Town and to maintain an inventory of ten to thirty Units located in the Commonwealth of Virginia. The total financing available per the contract initially was set at \$3,000,000 but was increased by amendment to the contract to \$6,000,000, with not more than \$1,500,000 advanced at any time, effective June 30, 2003. All such financing is to be non-recourse to the Town, where in the event of default by the borrower, the sole remedy of the lender will be against the Unit and not the Town. The terms of the financing include interest at 8.5% per annum with no compounding, payable at the time of sale of each Unit to a qualified buyer, and discount points at 3% of the loan amount, payable at the time of loan closing. The term of this contract was for one year, to November 19, 2003. However, subsequent to June 30, 2003, the term was extended by amendment to the contract to June 30, 2005, effective November 19, 2003.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

DRAFT**NOTE 7—SPECIAL ITEM:** (Continued)

Per Exhibit B of the Contract for Services, the Net Profit of each Unit sale is to be divided as follows:

Town of Clifton – 55%, but not less than 1% of the Gross Sales Price of the Unit.

Commercial Lending Corporation, LLC – 45% as management fee (exclusive of other financing or settlement fees).

Payments are due each party within 30 days of the settlement and closing of the sale of each Unit. In addition, the Town received \$1,000 incentive fee from CLC for each of the first ten Units sold.

Activity for the fiscal year ended June 30, 2003 for the HUD Homes Program is as follows:

	<u># Units</u>	<u>Amount</u>	
HUD foreclosed homes purchased	51	N/A	
HUD homes sold	<u>(26)</u>	<u>\$ 210 065</u>	Net Profit
Inventory of HUD homes at 6/30/03	<u>25</u>	\$ 2 418 418	
Escrow monies held by CLC, LLC	<u>25</u>	<u>155 922</u>	
		<u>\$ 2 574 340</u>	
Mortgages payable	<u>25</u>	\$ 2 547 600	
Accrued interest payable	<u>25</u>	<u>26 740</u>	
		<u>\$ 2 574 340</u>	

HUD Homes Program real estate inventory is valued at acquisition cost (net of purchase discount) plus rehabilitation/repair costs. Carrying costs, including interest expense are capitalized into inventory cost as incurred. Inventory cost at June 30, 2003 includes \$26,740 of accrued interest payable.

HUD Homes Program mortgages payable are considered short term debt as the average turn around time on homes purchased is less than three months.

Net Profit on HUD Homes sold for the year ended June 30, 2003 includes \$93,368 that was paid to CLC, LLC as management fees per the contract.

DRAFT

REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULES
For the Year Ended June 30, 2003**DRAFT**

	General Fund		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local taxes	\$ 37 629	\$ 38 531	\$ 902
Permits, privilege fees and regulatory licenses	3 270	1 075	(2 195)
Revenues from the use of money	645	637	(8)
Revenues from the use of property	12 820	18 440	5 620
Donations and special events	31 049	9 163	(21 886)
Miscellaneous	-	83	83
Intergovernmental	139 444	6 908	(132 536)
Total Revenues	\$ 224 857	\$ 74 837	\$ (150 020)
EXPENDITURES			
General government administration	\$ 44 890	\$ 24 861	\$ 20 029
Public safety	4 000	4 100	(100)
Public works	51 617	30 212	21 405
Parks, recreation, and cultural	-	732	(732)
Community development	5 925	4 226	1 699
Capital outlay	150 524	-	150 524
Total Expenditures	\$ 256 956	\$ 64 131	\$ 192 825
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (32 099)	\$ 10 706	\$ 42 805
SPECIAL ITEMS			
HUD Homes Program			
Profits from real estate sales	\$ -	\$ 210 065	\$ 210 065
Incentive fees earned	-	10 000	10 000
Management fees paid	-	(93 638)	(93 638)
Total Special Items	\$ -	\$ 126 427	\$ 126 427
NET CHANGE IN FUND BALANCE	\$ (32 099)	\$ 137 133	\$ 169 232
FUND BALANCE (DEFICIT), Beginning of Year	32 099	53 771	21 672
FUND BALANCE (DEFICIT), End of Year	\$ -	\$ 190 904	\$ 190 904

The accompanying notes to financial statements are an integral part of this statement.

DRAFT

OTHER SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003**DRAFT**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues:			
Revenue from Local Sources:			
Local Taxes:			
BPOL tax	\$ 15 000	\$ 14 867	\$ (133)
Cigarette tax	1 800	1 442	(358)
Motor vehicle tags	4 713	5 153	440
Sales tax	15 000	15 872	872
Utility consumption tax	1 116	1 197	81
Total Local Taxes	\$ 37 629	\$ 38 531	\$ 902
Permits, Privilege Fees and Regulatory Licenses:			
ARB permits	\$ 120	\$ 100	\$ (20)
Planning Commission-subdivision	1 500	-	(1 500)
Use permits	1 650	975	(675)
Total Permits, Privilege Fees and Regulatory Licenses	\$ 3 270	\$ 1 075	\$ (2 195)
Revenue from Use of Money:			
Interest income	\$ 645	\$ 637	\$ (8)
Total Revenue from Use of Money	\$ 645	\$ 637	\$ (8)
Revenue from Use of Property:			
Community Hall rental	\$ 12 420	\$ 18 365	\$ 5 945
Park rental	400	75	(325)
Total Revenue from Use of Property	\$ 12 820	\$ 18 440	\$ 5 620
Donations and Special Events:			
Donations-general	\$ -	\$ 500	\$ 500
Donations-Community Hall	4 600	-	(4 600)
Donations-Playground	-	1 025	1 025
Clifton Betterment Association - grant match	16 524	-	(16 524)
Car Show income	125	-	(125)
Clifton Day revenues	1 000	262	(738)
Farmers' Market income	600	-	(600)
Haunted Trail Event	6 000	5 075	(925)
Homes Tour	2 200	2 301	101
Total Donations and Special Events	\$ 31 049	\$ 9 163	\$ (21 886)
Miscellaneous:			
Miscellaneous revenue	\$ -	\$ 83	\$ 83
Total Miscellaneous Revenue	\$ -	\$ 83	\$ 83
Total Revenue from Local Sources	\$ 85 413	\$ 67 929	\$ (17 484)

TOWN OF CLIFTON, VIRGINIA

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SCHEDULE 1
(Continued)SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003**DRAFT**

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Intergovernmental:			
Revenue from the Federal Government:			
Categorical Aid:			
Department of Criminal Justice Services - One Time Special Funds	\$ -	\$ 4 100	\$ 4 100
Department of Transportation - Main Street Pedestrian and Bicycle Plaza and Pathways Grant	<u>132 000</u>	<u>-</u>	<u>(132 000)</u>
Total Categorical Aid	<u>\$ 132 000</u>	<u>\$ 4 100</u>	<u>\$ (127 900)</u>
Total Revenue from the Federal Government	<u>\$ 132 000</u>	<u>\$ 4 100</u>	<u>\$ (127 900)</u>
Revenue from the Commonwealth:			
Noncategorical Aid:			
ABC profits	\$ 840	\$ 431	\$ (409)
Railroad rolling stock tax	<u>1 504</u>	<u>1 377</u>	<u>(127)</u>
Total Noncategorical Aid	<u>\$ 2 344</u>	<u>\$ 1 808</u>	<u>\$ (536)</u>
Categorical Aid:			
Fire Program funds	\$ 4 000	\$ -	\$ (4 000)
Litter grant	<u>1 100</u>	<u>1 000</u>	<u>(100)</u>
Total Categorical Aid	<u>\$ 5 100</u>	<u>\$ 1 000</u>	<u>\$ (4 100)</u>
Total Revenue from the Commonwealth	<u>\$ 7 444</u>	<u>\$ 2 808</u>	<u>\$ (4 636)</u>
Total Intergovernmental	<u>\$ 139 444</u>	<u>\$ 6 908</u>	<u>\$ (132 536)</u>
Total General Fund	<u>\$ 224 857</u>	<u>\$ 74 837</u>	<u>\$ (150 020)</u>

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

DRAFT

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government Administration:			
Advertising	\$ 1 000	\$ 1 216	\$ (216)
Dues and subscriptions	520	552	(32)
Insurance	3 440	4 486	(1 046)
Mayoral reimbursement	1 800	1 393	407
Miscellaneous	5 000	926	4 074
Office supplies and expenses	4 382	3 440	942
Payroll and payroll taxes	8 648	8 648	-
Printing and reproduction	600	-	600
Professional fees	19 500	4 200	15 300
Total General Government Administration	\$ 44 890	\$ 24 861	\$ 20 029
Public Safety:			
Fire Fund Program	\$ 4 000	\$ -	\$ 4 000
Radar equipment	-	4 100	(4 100)
Total Public Safety	\$ 4 000	\$ 4 100	\$ (100)
Public Works:			
Caboose expenses	\$ 3 100	\$ 495	\$ 2 605
Community Hall expenses	22 125	20 145	1 980
Grounds and maintenance	20 600	6 546	14 054
Rents	1 300	1 096	204
Utilities	4 492	1 930	2 562
Total Public Works	\$ 51 617	\$ 30 212	\$ 21 405
Parks, Recreation, and Cultural:			
Materials, supplies, and services	\$ -	\$ 732	\$ (732)
Total Parks, Recreation, and Cultural	\$ -	\$ 732	\$ (732)
Community Development:			
Architectural Review Board	\$ 500	\$ -	\$ 500
Car Show expenses	125	-	125
Clifton Day expenses	950	-	950
Farmers' Market expenses	250	463	(213)
Haunted Trail expenses	2 000	1 080	920
Homes Tour/Bazaar expenses	600	1 794	(1 194)
Planning Commission	1 500	889	611
Total Community Development	\$ 5 925	\$ 4 226	\$ 1 699

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

DRAFT

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Capital Outlay:			
Miscellaneous	\$ 1 000	\$ -	\$ 1 000
Playground improvements	1 000	-	1 000
Main Street Pedestrian and Bicycle Plaza and Pathways Grant Project	<u>148 524</u>	<u>-</u>	<u>148 524</u>
Total Capital Outlay	<u>\$ 150 524</u>	<u>\$ -</u>	<u>\$ 150 524</u>
Total General Fund	<u>\$ 256 956</u>	<u>\$ 64 131</u>	<u>\$ 192 825</u>

DETAILED TRIAL BALANCE FOR 2006
 Community Residences, Inc.
 General Ledger

Ranges: From: To: Subtotal By: No Subtotals Include: Posting
 Date: 7/1/2004 6/30/2006 Sorted By: Department
 Account: AD101- -7806- AD101- -7806-

			AD101-00-7806-00	Description: Vehicle Insurance	Beginning Balance:		\$0.00		
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Reference	Debit	Credit	
7/1/2005	11,748	ICTRX00000871				Expense auto insurance	\$140.67		
8/1/2005	11,748	ICTRX00000872				Expense auto insurance	\$140.67		
11/30/2005	34,023	GLTRX00003872	expense auto			correct 34019	\$37,416.87		
12/31/2005	34,750	GLTRX00004087				insurance for December	\$5,612.53		
12/31/2005	34,751	GLTRX00004088				8-10/05 insurance expense	\$16,837.59		
						Net Change	Ending Balance		
Account: AD101-00-7806-00			Totals:			\$60,148.33	\$60,148.33	\$60,148.33	\$0.00

sci	<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>
	Grand Totals:	1	\$0.00	\$60,148.33	\$60,148.33	\$0.00

CLIFTON TOWN COUNCIL, COMMISSIONS, BOARDS & COMMITTEES

2006-2008

TOWN COUNCIL (06-30-08): PRIMARY/SECONDARY DUTY

THOMAS PETERSON, MAYOR
QUALITY OF LIFE (TRAFFIC-PARKING-SAFETY)/
COMMUNICATION

MICHAEL ANTON, COUNCILMAN
BEAUTIFICATION/HISTORIC PRESERVATION AND ENVIRONMENTAL

LANE JOHNSTON, COUNCILMAN
TOWN PROPERTY/QUALITY OF LIFE (TRAFFIC-PARKING-SAFETY)

PATRICK LAYDEN, COUNCILMAN
HISTORIC PRESERVATION AND ENVIRONMENTAL/REVENUE & FINANCE

WAYNE H. NICKUM, COUNCILMAN
FINANCE/TOWN PROPERTY

C. M. CHUCK RUSNAK, JR., COUNCILMAN
COMMUNICATION/BEAUTIFICATION

TOWN COUNCIL OFFICIALS (06-30-08):

TOWN CLERK: CAROLYN S. LEETCH
TOWN TREASURER: MARILYN BARTON
TOWN ATTORNEY: GIFFORD HAMPSHIRE

PLANNING COMMISSION:

KATHY KALINOWSKI (01-04-09), CHAIRPERSON

LANE JOHNSTON (TC REP) (06-30-08)

JUDY MCNAMARA (06-30-07)

RICHARD KING (06-30-07)

MICHELLE STEIN (06-01-08)

PATRICK PLINE (02-01-09)

ROB CLARK (04-05-09)

SUSAN YANTIS (06-06-10)

MARILYN STONEY (06-06-10)

MAC ARNOLD (06-06-10)

LEV BULLER (06-06-10)

BOARD OF ZONING APPEALS:

STEVE EFFROS, CHAIRPERSON (07-03-10)

BRANT BABER (04-20-08)

TOM BARTON (04-03-07)

KENNETH D. BUCKLEY (09-28-08)

DIANE DYGVE (04-10-09)

MICHELLE STEIN (07-03-10)

ARCHITECTURAL REVIEW BOARD:

(ARB 5 OR 7 MEMBERS)

ROYCE JARRENDT, CHAIRPERSON (06-30-08)

C. M. CHUCK RUSNAK, JR (TC REP)(06-30-08)

PHYLLIS LOVETT (06-30-08)

TOM MCNAMARA (06-30-08)

RAY VANLENDEN (06-30-08)

JEFF STEIN (06-30-08)

(06-30-08)

**TOWN OF CLIFTON INDUSTRIAL BOND
AUTHORITY**

BRANT BABER, CHAIRPERSON (03-04-07)

WILLAM ARNOLD (03-04-08)

STEVE EFFROS (03-04-09)

PETE MILLS (03-04-09)

JEFF STEIN (03-04-10)

WILLIAM RIDENOUR (03-04-10)

KIRK WILES (03-04-08)

TOWN COUNCIL REPRESENTATIVES:

CLIFTON AREA PARK REP:

LANE JOHNSTON

COMMUNITY DEV. BLOCK GRANT REP:

LEV BULLER

COMMUNITY HALL RESERVATION REP:

MARGO BUCKLEY

FAIRFAX COUNTY ATHLETIC COUNCIL REP:

JEFF STEIN

NO. VA. TOBACCO TAX BD. REP:

WAYNE NICKUM

POPEHEAD'S CREEK WATERSHED ADVISORY COMMITTEE REP:

COMMITTEES:

FINANCIAL GRANTS AND FUNDRAISING COMMITTEES:

FRANCHISES:

GRANTS AND FUNDRAISING:

HUD COMMITTEE:

ISTEA/SAFETEA-VU:

PRESERVATION COMMITTEES:

HISTORY:

MUSEUM/TOWN HALL:

PROPERTY COMMITTEES:

BEAUTIFICATION:

SIDEWALKS:

PLAYGROUND(LANDSCAPING)

UTILITIES LINE BURIAL

TOWN PARK COMMITTEES:

AYRE SQUARE PARK:

BUCKLEY PARK:

CHILDRENS' PARK:

FLOODPLAIN PARK:

TOWN COMMUNITY HALL:

TRAFFIC AND PARKING COMMITTEE:

SAFETY COMMITTEE:

CLIFTON LIFE COMMITTEE:

CULTURE AND ARTS COMMITTEE:

SUNSHINE/WELCOME COMMITTEE:

COMMUNICATION COMMITTEE:

WEBSITE:

HAUNTED TRAIL COMMITTEE:

⑦ ELECTRIC #9100 SPEND
6000-BUDGET

Final

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, August 1, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak
Absent: Tom Peterson
Attendees: Marilyn Barton, Carolyn Leetch, six citizens

The Clifton Town Council Meeting was called to order at 7:30 p.m. Mike Anton led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Motion was made by Wayne Nickum to accept the July minutes. Pat Layden seconded.

Motion passed, unanimously.

2. Report from the Town Treasurer

Marilyn Barton distributed the FY 2003 and 2004 bound final audit reports with two copies for the permanent record. In reference to preliminary financials, audit adjustments need to be posted through July 31, 2006; accrual entries need to be posted and balanced to the prior audit. Regarding the FY 2005 and 2006 audits, minutes are needed for two meetings. Draft financial reports should be completed by the end of September. Distributed were preliminary financials for period ended July 31, 2006. Marilyn summarized the financial report and the Properties Report.

Lane Johnston noted the \$3,200 electric bill for the previous month for the Town Meeting Hall and stated it was rented only 38 times which does not seem to warrant such a high bill and stated the thermostat would be lowered. She stated a new system to correct this would cost \$12,000 to \$15,000 and that the current system is 1960's technology. Chuck Rusnak questioned the feasibility of an electronic thermostat. Lane Johnston will research current options.

Motion

Wayne Nickum moved to approve the financial report. Pat Layden seconded.

Motion passed, unanimously.

3. Reading of Communications to the Mayor

None reported.

4. Citizens' Remarks

Michelle Stein asked if audit reports will be on the Clifton web site. Wayne Nickum stated they all will be on the web site when finalized. Michelle also asked if a list of committees would be on the web site. Wayne Nickum stated the committees will be finalized in September and will then be placed on the web site. Wayne will give Chuck Rusnak the current list and Chuck will delete current web listing, which will be replaced with the new final September listing. Mike Anton stated that Tom Peterson is in the process of populating two committees. Wayne stated that the committee listing from the last Town Council meeting could be used.

Lynn Garvey-Wark discussed cemeteries listed on the County map and referred to the Union Cemetery at the intersection of Yates Ford Road and Clifton Road, and the Confederate Cemetery at the end of Balmoral Forest.

5. Unfinished Business

A. Clifton Creek/Wesley Tyler issue and planter upgrade update.

Acting Mayor Anton stated this will be tabled until the September meeting.

B. Pump and Haul project update.

Pat Layden stated this is behind the scheduled completion date of September 29, 2006, and should be completed in the following week after that. He stated King's lot can be used for parking for Clifton Day and also has space for a dumpster. Regarding the tank, the concrete construction is done and that backfilling the tank and pit is 85% done; the site is almost filled and should be finished this week. Next, will be electrical work for pumps, sewer pipe for new tank, grading of the road and landscaping. It will be clear for Clifton Day, October 8th and there should not be a problem for parking and a dumpster for that day. He will have a better projection at the September meeting.

C. Town voice phone number.

Chuck Rusnak has the number, and tried to use 703, but no phone companies can give that; an 800 number would be prohibitive in cost. So, it is through American Voice Mail with six mail boxes, voice mail only, for mayor and town council. Michelle Stein asked if there could be one for the Planning Commission and it was stated there is none for the PC, and none for Marilyn Barton. Marilyn Barton stated there is a need for official town address location. Wayne Nickum stated it is the old Town Hall, 12640 Chapel Road, P. O. Box 309.

D. Town street signs.

Wayne Nickum stated there are 43 damaged signs and he has pictures of these. He submitted a quote from Lamb Sign. He stated that "saddles" between signage for 20 signs would be \$3 each. Wayne Nickum stated he needs approval for \$1,620 for signs and that \$2,000 is budgeted for this. Pay Layden asked when the installation is proposed to be done. Wayne stated in 4-5 weeks, with delivery by Clifton Day. Michelle Stein asked if the old signs could be sold. Wayne

Nickum stated, yes, we could put pictures of them on the web site and sell by auction or fixed price. Michelle Stein asked if the Richards Lane sign was going to be reinstalled and that the residents need a sign. Wayne Nickum stated none was ordered for Richards Lane, but can add it for \$54, plus it would need a pole and, if so, would need approval for \$1,750. He also stated a tall sign bracket/pole would be needed if Richards Lane is done.

Motion

Wayne Nickum proposed that up to \$2,000 be approved for replacement of 44 street name signs and accompanying equipment. Lane Johnston seconded.

Motion passed, unanimously.

6. Reports of Special Committees

Committee Guidelines

Pat Layden submitted a Committee Guidelines report and stated the first five items were approved at the July meeting, and the next four items would be considered today for adoption or revision. Lane Johnston asked if a secretary would be in committee structures. Pat Layden stated that would be left up to the committees to determine the structure and that, at the first meeting of the committees, administrative rules would be decided. Michelle Stein stated citizens can own property in town and not live here and that if the committee feels someone from outside boundaries, they could present to the Town Council for approval. Wayne Nickum stated, on recommendation of the committee, the Town Council may appoint someone from outside. Pat Layden recommended asking for exception in Item 2. Wayne Nickum proposed, "generally, members drawn from," and any exception to any should be presented to Town Council for approval. Pat Layden proposed, "Upon recommendation of the committee, the Town Council may consider exceptions to the membership rules," be added to Item 5.

Motion

Wayne Nickum proposed that, "Upon recommendation of the committee, the Town Council may consider exceptions to the membership rules," be added to Item 5. Seconded by Pat Layden.

Motion approved, unanimously.

7. Report of standing committees

Historic Clifton History Commission

Ms. Wark stated on January 30, 2006, she was appointed chair of the committee, and that committees are being repopulated at the August 23rd meeting. She submitted minutes for the July 17th meeting. Pat Layden stated the History Commission focus should be 70 percent on Clifton and 30 percent outside Clifton and that certified local government status would allow Federal and State grant funds. Ms. Wark discussed Balmoral Forest Community Association and the Home for Unwed Mothers and the possibility of an Ivakota sign. She stated a group of Clifton citizens met regarding the Jamestown 2007 celebration of their last 400 years of history and that she will write a letter regarding Ivakota and will work with the CBA regarding oral history. Wayne

Nickum stated that when the History Committee approves the minutes, due to the fact that three members of the Town Council attended the meeting, this constitutes a meeting of the Town Council; therefore, she should submit the minutes to the Town Council for approval, and that the Freedom of Information Act states that the presence of Town Council members, even if during a conference call, constitutes a meeting. Ms. Wark asked if Town Council could appoint Second Baptist Church member for the History Committee. Chuck Rusnak asked if appointment was requested. Pat Layden stated it should be brought to the September Town Council meeting.

Planning Commission

Wayne Anton stated there is nothing new to report.

8. New Business

a. How agenda items are to be handled.

Chuck Rusnak stated that proposed agenda item process and making official decrees should be based on forethought; i.e., Who, What, When, Where, and Why, and that the individual who proposes them should be responsible for leading the action which should be clearly described to the citizens. He presented a report of his proposed guidelines and stated a draft should be prepared before the meeting. Wayne Nickum stated a draft motion could not be prepared without discussion at Town Council meeting. Discussion continued between TC members. Wayne Anton stated this would be placed on the Agenda for the September TC meeting.

b. 2007 Town of Clifton calendar

Lane Johnston distributed Ellen Jones calendars from the past and suggested a small, special subcommittee be formed with 3-5 persons with art background. Chuck Rusnak stated it would need to be expedited for a 2007 calendar. Mike Anton stated this would be discussed at the next meeting.

c. Labor Day car show

James Chesley discussed the car show slated for Labor Day and stated prior Town Council gave blanket resolution which Mr. Chesley read and for which he submitted a copy and a copy of the Certificate of Liability Insurance. He also submitted a copy of the letter the mayor sent to town residents in the past. Wayne Nickum stated the leader of the event should send a letter to the citizens and that any signage would need approval of the Town Council with removal in one week after the event. He also stated complaints had been received in the past regarding the noise generated by the DJ and suggested the DJ not begin until 10:00 a.m., and that the TC would need a copy of the VDOT road permit. Mr. Chesley submitted the VDOT permit. Malcolm McIntyre stated the revving of the engines in the past was very annoying. Mr. Chesley stated he would notify the residents regarding parking and the time of 8:00 a.m. to 4:00 p.m., with a banner installed two weeks before the scheduled event which will be removed one week following the event.

Motion

Wayne Nickum moved that the past Resolution be adopted, with no on-street parking by residents whose houses are adjacent to the Reserved Area from 8:00 a.m. until 4:00 p.m., and that recorded amplified music is only allowed between the hours of 10:00 a.m. and 3:00 p.m.. Signage for the event approved must be removed within one week from the close of the event. He also moved that a letter be sent by the event sponsor two weeks prior to the event. Mike Anton seconded.

Motion passed, unanimously.

Wayne Nickum also stated to Mr. Chesley that the September 2004 through December 2004 minutes were missing and requested that Mr. Chesley, as former mayor, please submit all records in his possession. Mr. Chesley stated he had nothing.

Lane Johnston discussed Main Street storm drainage and franchise agreements with Verizon for burying cables. A letter will be sent to VDOT regarding this. Pat Layden suggested that at the September meeting the TC followup regarding Town records and the letter to VDOT.

d. Buckley Bridge update.

Wayne Nickum stated this would not be covered by insurance. If FEMA designates this area for assistance, they would finance it; incident occurred June 25th. A report from structural engineer stated \$80,000 would be needed to repair bridge and that cost to replace bridge with a new bridge would be \$75,000 which would not include takedown of the old bridge. Wayne did not know if FEMA proclaimed this a disaster area and that he needs to show it is not covered by insurance and is getting pictures and documents together and is meeting with Tom Peterson regarding this. If we must make our own claim to FEMA and not through the county, the request must be faxed before August 13th. He also stated there must be authorization to request public assistance and that the primary person responsible for handling this is Wayne Nickum and secondary person is Lane Johnston. If there is not a claim request, then a request must be made for public assistance. They will then schedule a meeting with the TC and get a letter authorizing Tom Peterson on behalf of the town to make the request. Chuck Rusnak said he was told we are a separate municipality. Michelle Stein suggested calling Elaine McConnell. Wayne Nickum stated FEMA has an office in Fairfax County to handle all of the County, including Clifton. Chuck Rusnak asked if we put in a request, are we then committed? Wayne Nickum said we can drop it anytime and that FEMA would cover 75% and this might be supplemented by the State. Wayne also stated the Corps of Engineers would need to be involved. He said it is owned by the Town, even though it is outside Town limits, that the land was given to the Town for sewer by R. Randolph Buckley with easement to the County for sewer.

Motion

Pat Layden moved for approval to submit form to FEMA with the primary person responsible being Wayne Nickum and secondary person is Lane Johnston to start the process. Seconded by Lane Johnston.

Motion passed, unanimously.

William Baumbach stated that on the Clifton website, there is no contact statement for contributions for the Acacia Lodge and that the members of the Acacia 16 want to know how to get a sign at the Triangle. Michelle Stein stated sign applications must go to the ARB. Wayne Nickum stated the Town has control of Triangle as it is a safety issue.

Wayne Nickum stated authorization needs to be given for the mayor to send letter for public assistance.

Chuck Rusnak asked if there were alternatives for the bridge. Wayne Nickum said we could ask for donations and that, unless a benefactor comes along, FEMA is the only answer. Lane Johnston suggested the Boy Scouts build a swinging bridge floating on barrels. Chuck Rusnak asked if the Town funds repairs, could it get reimbursed by FEMA later. Wayne Nickum said that could be asked at the kickoff meeting, and that FEMA or ourselves must go through Corps of Engineers for a new bridge. He said it may be 9-12 months. Chuck Rusnak suggested we start with Corps of Engineers this week. Wayne Nickum stated we should get bids.

Motion

Wayne Anton moved to approve letter giving authorization by the Town to request public assistance. Seconded by Wayne Nickum.

Motion passed, unanimously.

Pat Layden stated the contractor offered to lift the tree off the bridge and cut it to firewood length logs at no charge before the heavy equipment is removed on Monday. Discussion ensued with Wayne Nickum stating dirt could be placed near where ramp goes over the bridge.

Motion

Wayne Nickum proposed removal of the tree from Buckley Bridge and the placement of dirt for safety reasons. Pat Layden seconded.

Motion passed, unanimously.

Discussion ensued regarding whether the Haunted Trail would be able to use the bridge, and it was decided to discuss this at the September meeting. Chuck Rusnak suggested seeking something less expensive regarding repair or rebuilding of the bridge. He will gather information for the September meeting.

e. ARB opening.

Motion

Wayne Nickum moved that Diane Dygve be appointed for ARB position until June 30, 2008. Pat Layden seconded.

Motion passed, unanimously.

f. Signage cleanup.
Tabled.

g. History Committee
Pat Layden gave History Committee status and submitted report for consideration. Discussion ensued.

Motion

Chuck Rusnak moved for acceptance of the membership recommendations for establishing History and Preservation Committee. Pat Layden seconded.

Motion passed, unanimously.

h. Town Tags

Wayne Nickum said we need to order 300 Town tags to state Historic Clifton, VA and needs authorization to change Historic Landmark. Mike Anton stated the tags generate \$5,500 in revenue. Since the County does not require County sticker any longer, it was stated that we need to communicate to citizens why the tag is being continued. Wayne Nickum stated we are carrying over the wishes of the previous Town Council and that the tags cost \$855.

Motion

Pat Layden moved to approve purchase of the tags and change the wording to Historic Clifton VA. Seconded by Lane Johnston.

Motion passed, unanimously.

i. Beautification and Triangle renovation

Mike Anton proposed plan to redesign the Triangle using \$53,000 Istea funds. He met with VDOT and there is a limit as to what can be done. He mentioned the broken wires. Chuck Rusnak stated there is no time limit for the remainder of the funds. Wayne Nickum stated this would be slated for next meeting agenda.

Motion

Wayne Nickum moved that Mike Anton be authorized to get VDOT to reprogram \$20,000 for this project at the triangle. Seconded by Lane Johnston.

The motion passed, unanimously.

j. Budget changes.

Wayne Nickum stated the current budget is on the web site and at the next meeting any changes could be discussed. An amended budget would be proposed and discussed at the next meeting for a public hearing before our October TC meeting.

k. Revenue-generating ideas.

Pat Layden suggested there be an application form for use of assets, that the County asks for 15 percent for any event using their land or roads. Wayne Nickum stated these events do tie up the Town for whole days.

l. Removal of trash compactor from Town Community Hall for storage.

Wayne Nickum stated this had been accomplished.

Motion

Lane Johnston moved that Margo Buckley be given two keys to the Town Hall. Mike Anton seconded.

Motion passed, unanimously.

September 5, 2006 Town Council Meeting Agenda:

Official town records

VDOT letters

Haunted Trail status

Buckley Bridge

Signage

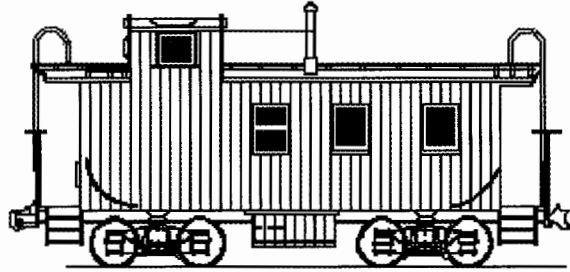
Town Triangle

Budget

Benefits of Verizon fiber optics (franchise agreement)

Adjournment

The meeting adjourned at 10:35 p.m.



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, AUGUST 1, 2006 7:30PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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 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 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
 - A. Clifton Creek / Wesley Tyler issue and planter upgrade update. (Lane Johnston)
 - B. Pump and Haul project update (Pat Layden)
 - C. Town voice phone number (Chuck Rusnak)
 - D. Town Street signs (white on black signs) (Wayne Nickum)

6. Reports of special committees and commissions.
7. Reports of standing committees, in the order as may be determined by the Mayor
8. New business
 - a. How agenda items are to be handled (Chuck Rusnak)
 - b. 2007 Town of Clifton calendar (Lane Johnston)
 - c. Labor Day car show (Tom Peterson)
 - d. Buckley Bridge update (Wayne Nickum)
 - e. ARB opening (Tom Peterson)
 - f. Signage cleanup (Tom Peterson)
 - g. History Committee (Pat Layden)
 - h. Town Tags (Wayne Nickum)
 - i. Beautification and Triangle renovation (Mike Anton)
 - j. Budget changes (Wayne Nickum)
 - k. Revenue generating ideas (Wayne Nickum)
 - l. Removal of trash compactor from Town Community Hall for storage. (Wayne Nickum))

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 Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED JULY 22, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL

Barton, Marilyn

m: Marilyn Barton [pawsnfins@cox.net]
Sent: Sunday, July 30, 2006 10:12 PM
To: mayorofcliftonva@aol.com; michael.anton@cox.net; lgjohnston@cox.net; CLIFNICK@att.net; pjlayden@verizon.net; crusnak@cox.net; lampbulb@aol.com; ghampshire@blankeith.com; TOMMYPCLIFTON@aol.com
Cc: Barton, Marilyn
Subject: July 31, 2006 Preliminary Financials
Importance: High



Hello Clifton Leaders,

Attached are preliminary Financials for the period ended July 31, 2006. They are cash basis at this point in time. The auditors just completed their field work last Friday evening for Fiscal Years 2005 and 2006. Once I have the accrual entries booked, I will provide the full accrual reports. The reports are also preliminary, because they include several checks that are pending signature by the Vice Mayor.

I want to extend a special thanks to those who helped to facilitate the field audit! Andy and Bruce from Anderson, White and Company were here for three days last week. They completed the field work for FY05 and FY06, and also delivered the finalized audited Financials for FY03 and FY04. These will be available at the meeting Tuesday night for those who would like the final copy.

I won't be able to stay for the full meeting on Tuesday, but will be happy to follow-up with you as necessary to address any financial issues that may arise.

Let me know if you have any questions. The next report will include the approved budget for comparison.

Sincerely,

Marilyn

cell 703 967 6602
work 703 842 2333

Town of Clifton
Balance Sheet
As of July 31, 2006

	<u>Jul 31, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	1,313.36
Investments-LGIP	103,912.21
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	<u>134,428.67</u>
Total Investments - SunTrust	147,674.40
UBS Investment	<u>200,000.00</u>
Total Checking/Savings	452,899.97
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	420.51
Accounts Receivable - Other	<u>2,043.76</u>
Total Accounts Receivable	2,464.27
Total Accounts Receivable	2,464.27
Total Current Assets	455,364.24
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	<u>113,469.06</u>
Total Land	194,134.06
Total Fixed Assets	304,502.59
Total Fixed Assets	304,502.59
TOTAL ASSETS	<u>759,866.83</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,307.35
CPC Escrow Fund Balance	<u>1,033.15</u>
Total Accounts Payable	3,340.50
Total Current Liabilities	3,340.50

**Town of Clifton
Balance Sheet
As of July 31, 2006**

	<u>Jul 31, 06</u>
Total Liabilities	3,340.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,305.16
Retained Earnings	533,957.09
Net Income	<u>(19,637.60)</u>
Total Equity	<u>756,526.33</u>
TOTAL LIABILITIES & EQUITY	<u>759,866.83</u>

Town of Clifton
Profit & Loss
July 1 - 30, 2006

	<u>Jul 1 - 30, 06</u>
Ordinary Income/Expense	
Income	
Tax and Permits Revenue	
ARB Permits	45.00
Sales Tax	2,001.08
Utility Consumption Tax	81.03
Total Tax and Permits Revenue	<u>2,127.11</u>
Total Income	2,127.11
Expense	
Payroll Expenses	
Payroll Taxes	
FICA	841.50
Total Payroll Taxes	<u>841.50</u>
Total Payroll Expenses	841.50
Contractual	
Insurance	5,269.00
Town Government	
Planning Commission	2,300.00
Total Town Government	<u>2,300.00</u>
Professional Fees	
Accounting	7,500.00
Legal Fees	1,166.91
Special Counsel	180.00
Total Professional Fees	<u>8,846.91</u>
Rent	
Ayre Square Rental	413.24
Total Rent	<u>413.24</u>
Town Maintenance	
Grounds Maintenance	12.45
Town Hall Maintenance	219.07
Total Town Maintenance	<u>231.52</u>
Town Services	
Grass Mowing	600.00
Total Town Services	<u>600.00</u>
Utilities	
Gas and Electric	6.54
Water	82.00
Total Utilities	<u>88.54</u>
Caboose Expenses	
Caboose Electric	20.91

Town of Clifton
Profit & Loss
July 1 - 30, 2006

	<u>Jul 1 - 30, 06</u>
Caboose Maintenance	24.91
Total Caboose Expenses	<u>45.82</u>
Community Hall Expenses	
C.H.-General Maintenance	1.98
C.H. - Electric	3,126.20
Total Community Hall Expenses	<u>3,128.18</u>
Total Contractual	<u>20,923.21</u>
Total Expense	<u>21,764.71</u>
Net Ordinary Income	<u>(19,637.60)</u>
Net Income	<u><u>(19,637.60)</u></u>

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, July 31, 2006 9:16 PM
To: mayorofcliftonva@aol.com; michael.anton@cox.net; lgjohnston@cox.net; CLIFNICK@att.net; pjlayden@verizon.net; crusnak@cox.net; lampbulb@aol.com; ghampshire@blankeith.com; TOMMYPCLIFTON@aol.com
Cc: Barton, Marilyn
Subject: Multi-year Properties Report
Importance: High



Attached is a multi-year Properties Report that covers FY02 through FY06 transactions on all town properties, other than Capital Improvements. Also not included is the Homes Tour and Beautification Comm. transactions. If you would like additional transactions included, please just let me know. It won't take long at all to include them.

Lane, thank you for your patience in waiting for this report. I know it's not giving you all that you are looking for, but we'll get there. I'll also try to prepare a report that will give you the more detailed information that you are looking for and send separately. I thought that everyone would probably be interested in reviewing the information.

Please note that these numbers are pre-audit numbers. There will be some adjustments once the audit entries are booked to our accounting software.

See you tomorrow.

Marilyn

Town of Clifton
Properties Report
July 2003 through June 2004

	<u>Jul '03 - Jun 04</u>	<u>Jul '02 - Jun 03</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	14,832.50	18,365.00
Total Community Hall Revenues	<u>14,832.50</u>	<u>18,365.00</u>
Park Rental	0.00	75.00
S.R. - Litter Control Grant	1,000.00	1,000.00
Total Income	<u>15,832.50</u>	<u>19,440.00</u>
Expense		
Contractual		
Rent		
Ayre Square Rental	307.67	320.65
Railroad Siding Rental	775.00	775.00
Total Rent	<u>1,082.67</u>	<u>1,095.65</u>
Town Maintenance		
Ayre Square Maintenance	0.00	27.00
Grounds Maintenance	1,549.58	1,187.94
Town Hall Maintenance	2,032.43	506.22
Total Town Maintenance	<u>3,582.01</u>	<u>1,721.16</u>
Town Services		
Grass Mowing	4,500.00	3,900.00
Trash Collection	1,687.08	1,685.52
Total Town Services	<u>6,187.08</u>	<u>5,585.52</u>
Utilities		
Gas and Electric	511.85	(198.33)
Water	301.00	293.25
Total Utilities	<u>812.85</u>	<u>94.92</u>
Caboose Expenses		
Caboose - Trentane Gas	263.89	236.53
Caboose Electric	260.26	260.31
Total Caboose Expenses	<u>524.15</u>	<u>496.84</u>
Community Hall Expenses		
C.H.-Cleaning	2,175.00	3,900.00
C.H.-Equipment	1,562.47	0.00
C.H.-General Maintenance	2,337.21	2,166.36
C.H.-Management Fee	3,113.50	3,616.22
C.H. - Electric	10,456.74	9,550.07
C.H. Floors	3,499.00	1,500.00
Community Hall Expenses - Other	115.54	330.85
Total Community Hall Expenses	<u>23,259.46</u>	<u>21,063.50</u>
Total Contractual	<u>35,448.22</u>	<u>30,057.59</u>
Total Expense	<u>35,448.22</u>	<u>30,057.59</u>
Net Ordinary Income	<u>(19,615.72)</u>	<u>(10,617.59)</u>
Net Income	<u>(19,615.72)</u>	<u>(10,617.59)</u>

Town of Clifton
Properties Report
 July 2005 through June 2006

	<u>Jul '05 - Jun 06</u>	<u>Jul '04 - Jun 05</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	15,066.75	12,132.00
Total Community Hall Revenues	<u>15,066.75</u>	<u>12,132.00</u>
Park Rental	0.00	150.00
S.R. - Litter Control Grant	1,500.00	1,000.00
Total Income	<u>16,566.75</u>	<u>13,282.00</u>
Expense		
Contractual		
Rent		
Ayre Square Rental	270.27	299.72
Railroad Siding Rental	775.00	775.00
Total Rent	<u>1,045.27</u>	<u>1,074.72</u>
Town Maintenance		
Grounds Maintenance	0.00	3,022.48
Town Hall Maintenance	2,219.60	2,681.19
Total Town Maintenance	<u>2,219.60</u>	<u>5,703.67</u>
Town Services		
Grass Mowing	3,600.00	4,350.00
Trash Collection	768.00	1,020.00
Total Town Services	<u>4,368.00</u>	<u>5,370.00</u>
Utilities		
Gas and Electric	481.83	351.93
Water	246.00	397.50
Total Utilities	<u>707.83</u>	<u>749.43</u>
Caboose Expenses		
Caboose - Trentane Gas	286.43	254.11
Caboose Electric	195.76	176.20
Caboose Maintenance	223.40	298.88
Total Caboose Expenses	<u>705.59</u>	<u>729.19</u>
Community Hall Expenses		
C.H.-Cleaning	1,851.88	1,950.00
C.H.-Equipment	397.85	372.84
C.H.-General Maintenance	2,309.00	1,805.00
C.H.-Management Fee	3,004.35	2,860.40
C.H. - Electric	12,926.27	9,100.23
C.H. Floors	2,000.00	2,000.00
Total Community Hall Expenses	<u>22,489.35</u>	<u>18,088.47</u>
Total Contractual	<u>31,535.64</u>	<u>31,715.48</u>
Total Expense	<u>31,535.64</u>	<u>31,715.48</u>
Net Ordinary Income	<u>(14,968.89)</u>	<u>(18,433.48)</u>
Net Income	<u>(14,968.89)</u>	<u>(18,433.48)</u>

HISTORY COMMITTEE STATUS

August 1, 2006

Previous committees that would come under the new History committee include the History Commission, Town Museum and old Town Hall. Discussions and meetings were held with known members of these committees to determine the feasibility of combining the old committees and recruiting members for the new committee.

Recommendation: establish a new committee as follows:

Committee items below are based on the Town of Clifton Committee Guidelines. Please refer to those guidelines for additional information.

Name - Historic Preservation Committee

Type - Standing

Council expectations -

1. Work with Town's legislative bodies to identify and implement preservation recommendations.
2. Assist in the development and implementation of historic initiatives.
3. Pursue grants that may be available for Historic / Preservation projects.
4. Committee may add additional items.

Members drawn from - Clifton Elementary School district boundaries.

Members - Ten at this time.

1. Margo Buckley
2. Jennifer Chesley
3. Diane Dygve
4. Fawn Freeman
5. Lane Johnston
6. Mark Khosarvi
7. Pat Layden
8. Marti Moore
9. Jan Schneiderman
10. Lynne Garvey Wark

Chairman - Determined by the Committee.

Budget - None

Reporting - Written report at least once a quarter.

Attendance - Members with more than three consecutive absences would be replaced.

Parliamentary authority - Roberts Rules of Order.

Date established - At the August 1, 2006 Town Council Meeting.

Town of Clifton
Properties Report
 July 2002 through June 2006

	Jul '05 - Jun 06	Jul '04 - Jun 05	Jul '03 - Jun 04	Jul '02 - Jun 03	AVERAGES
Ordinary Income/Expense					
Income					
Community Hall Revenues					
Community Hall Rentals	\$15,067	\$12,132	\$14,833	\$18,365	\$15,099
Total Community Hall Revenues	\$15,067	\$12,132	\$14,833	\$18,365	\$15,099
Park Rental	\$0	\$150	\$0	\$75	\$56
S.R. - Litter Control Grant	\$1,500	\$1,000	\$1,000	\$1,000	\$1,125
Total Income	\$16,567	\$13,282	\$15,833	\$19,440	\$16,280
Expense					
Contractual					
Rent					
Ayre Square Rental	\$270	\$300	\$308	\$321	\$300
Railroad Siding Rental	\$775	\$775	\$775	\$775	\$775
Total Rent	\$1,045	\$1,075	\$1,083	\$1,096	\$1,075
Town Maintenance					
Ayre Square Maintenance	\$0	\$0	\$0	\$27	\$7
Grounds Maintenance	\$0	\$3,022	\$1,550	\$1,188	\$1,440
Town Hall Maintenance	\$2,220	\$2,681	\$2,032	\$506	\$1,860
Total Town Maintenance	\$2,220	\$5,704	\$3,582	\$1,721	\$3,307
Town Services					
Grass Mowing	\$3,600	\$4,350	\$4,500	\$3,900	\$4,088
Trash Collection	\$768	\$1,020	\$1,687	\$1,686	\$1,290
Total Town Services	\$4,368	\$5,370	\$6,187	\$5,586	\$5,378
Utilities					
Gas and Electric	\$462	\$352	\$512	(\$198)	\$282
Water	\$246	\$398	\$301	\$293	\$309
Total Utilities	\$708	\$749	\$813	\$95	\$591
Caboose Expenses					
Caboose - Trentane Gas	\$286	\$254	\$264	\$237	\$260
Caboose Electric	\$196	\$176	\$260	\$260	\$223
Caboose Maintenance	\$223	\$299	\$0	\$0	\$131
Total Caboose Expenses	\$706	\$729	\$524	\$497	\$614
Community Hall Expenses					
C.H.-Cleaning	\$1,852	\$1,950	\$2,175	\$3,900	\$2,469
C.H.-Equipment	\$398	\$373	\$1,562	\$0	\$583
C.H.-General Maintenance	\$2,309	\$1,805	\$2,337	\$2,166	\$2,154
C.H.-Management Fee	\$3,004	\$2,860	\$3,114	\$3,616	\$3,149
C.H. - Electric	\$12,926	\$9,100	\$10,457	\$9,550	\$10,508
C.H. Floors	\$2,000	\$2,000	\$3,499	\$1,500	\$2,250
Community Hall Expenses - Other	\$0	\$0	\$116	\$331	\$112
Total Community Hall Expenses	\$22,489	\$18,088	\$23,259	\$21,064	\$21,225
Total Contractual	\$31,536	\$31,715	\$35,448	\$30,058	\$32,189
Total Expense	\$31,536	\$31,715	\$35,448	\$30,058	\$32,189
Net Ordinary Income	(\$14,969)	(\$18,433)	(\$19,616)	(\$10,618)	(\$15,909)
Net Income	(\$14,969)	(\$18,433)	(\$19,616)	(\$10,618)	(\$15,909)

	Type	Date	Name	Account	Amount		Balance
Jul '05 - Jun 06							
	Sales Receipt	04/30/2006	Alberico, Laura E.	Community Hall Rentals	\$100	\$100	\$100
	Sales Receipt	10/23/2005	Ann Group, LLC	Community Hall Rentals	\$113		\$213
	Sales Receipt	10/23/2005	Ann Group, LLC	Community Hall Rentals	\$90		\$303
	Sales Receipt	12/30/2005	Ann Group, LLC	Community Hall Rentals	\$88		\$391
	Sales Receipt	01/30/2006	Ann Group, LLC	Community Hall Rentals	\$90		\$481
	Sales Receipt	03/12/2006	Ann Group, LLC	Community Hall Rentals	\$100	\$481	\$581
	Sales Receipt	01/30/2006	Boy Scout Troop #1104	Community Hall Rentals	\$100		\$681
	Sales Receipt	10/23/2005	Boy Scouts of America	Community Hall Rentals	\$60	\$160	\$741
	Sales Receipt	07/30/2005	Clifton Betterment Association	Community Hall Rentals	\$200		\$941
	Sales Receipt	01/30/2006	Clifton Betterment Association	Community Hall Rentals	\$160		\$1,101
	Sales Receipt	06/30/2006	Clifton Betterment Association	Community Hall Rentals	\$200	\$560	\$1,301
	Sales Receipt	07/30/2005	Clifton Exercise Studio	Community Hall Rentals	\$385		\$1,686
	Sales Receipt	10/23/2005	Clifton Exercise Studio	Community Hall Rentals	\$251		\$1,937
	Sales Receipt	10/23/2005	Clifton Exercise Studio	Community Hall Rentals	\$394		\$2,331
	Sales Receipt	10/23/2005	Clifton Exercise Studio	Community Hall Rentals	\$300		\$2,631
	Sales Receipt	12/30/2005	Clifton Exercise Studio	Community Hall Rentals	\$440		\$3,071
	Sales Receipt	01/30/2006	Clifton Exercise Studio	Community Hall Rentals	\$210		\$3,281
	Sales Receipt	03/12/2006	Clifton Exercise Studio	Community Hall Rentals	\$228		\$3,508
	Sales Receipt	04/30/2006	Clifton Exercise Studio	Community Hall Rentals	\$281		\$3,789
	Sales Receipt	06/30/2006	Clifton Exercise Studio	Community Hall Rentals	\$413	\$2,901	\$4,202
	Sales Receipt	07/30/2005	Clifton Horse Society	Community Hall Rentals	\$50		\$4,252
	Sales Receipt	10/23/2005	Clifton Horse Society	Community Hall Rentals	\$75		\$4,327
	Sales Receipt	03/12/2006	Clifton Horse Society	Community Hall Rentals	\$150	\$275	\$4,477
	Sales Receipt	03/12/2006	Clifton Hunt Homeowners Assoc.	Community Hall Rentals	\$50	\$50	\$4,527
	Sales Receipt	03/12/2006	Clifton Lions Club	Community Hall Rentals	\$200	\$200	\$4,727
	Sales Receipt	10/23/2005	Clifton Presbyterian Church	Community Hall Rentals	\$200	\$200	\$4,927
	Sales Receipt	06/30/2006	Clifton Women's Club	Community Hall Rentals	\$700	\$700	\$5,627
	Sales Receipt	10/23/2005	Cole, Jacqueline A.	Community Hall Rentals	\$50	\$50	\$5,677
	Sales Receipt	01/30/2006	Conroy, Paul and Judith	Community Hall Rentals	\$160	\$160	\$5,837
	Sales Receipt	10/23/2005	Democratic Women of Clifton	Community Hall Rentals	\$100		\$5,937
	Sales Receipt	12/30/2005	Democratic Women of Clifton	Community Hall Rentals	\$50		\$5,987
	Sales Receipt	01/30/2006	Democratic Women of Clifton	Community Hall Rentals	\$50		\$6,037
	Sales Receipt	03/12/2006	Democratic Women of Clifton	Community Hall Rentals	\$50		\$6,087
	Sales Receipt	06/30/2006	Democratic Women of Clifton	Community Hall Rentals	\$50	\$300	\$6,137
	Sales Receipt	01/30/2006	Dominion Valley Garden Club	Community Hall Rentals	\$160	\$160	\$6,297
	Sales Receipt	01/30/2006	Gogoel, Michael & Mary	Community Hall Rentals	\$150	\$150	\$6,447
	Sales Receipt	10/23/2005	Graine, Lisa R.	Community Hall Rentals	\$75	\$75	\$6,522
	Sales Receipt	07/30/2005	Hahl, Charles & Carol	Community Hall Rentals	\$100	\$100	\$6,622
	Sales Receipt	06/30/2006	Heart in Hand Restaurant	Community Hall Rentals	\$150	\$150	\$6,772
	Sales Receipt	03/12/2006	Hollaway, William & Phyllis Lovett	Community Hall Rentals	\$150	\$150	\$6,922
	Sales Receipt	07/30/2005	Holmes, Doug & Emma	Community Hall Rentals	\$120		\$7,042
	Sales Receipt	07/30/2005	Holmes, Doug & Emma	Community Hall Rentals	\$120		\$7,162
	Sales Receipt	07/30/2005	Holmes, Doug & Emma	Community Hall Rentals	\$120		\$7,282
	Sales Receipt	10/23/2005	Holmes, Doug & Emma	Community Hall Rentals	\$252		\$7,534
	Sales Receipt	10/23/2005	Holmes, Doug & Emma	Community Hall Rentals	\$282		\$7,816
	Sales Receipt	12/30/2005	Holmes, Doug & Emma	Community Hall Rentals	\$155		\$7,971
	Sales Receipt	12/30/2005	Holmes, Doug & Emma	Community Hall Rentals	\$252		\$8,223
	Sales Receipt	03/12/2006	Holmes, Doug & Emma	Community Hall Rentals	\$889		\$9,112
	Sales Receipt	06/30/2006	Holmes, Doug & Emma	Community Hall Rentals	\$630	\$2,820	\$9,742
	Sales Receipt	07/30/2005	Janczewski, Dianne N.	Community Hall Rentals	\$25	\$25	\$9,767
	Sales Receipt	01/30/2006	Joy of Dance, LLC	Community Hall Rentals	\$150		\$9,917
	Sales Receipt	03/12/2006	Joy of Dance, LLC	Community Hall Rentals	\$150	\$300	\$10,067
	Sales Receipt	10/23/2005	Keen, Vernon & Virginia	Community Hall Rentals	\$64	\$64	\$10,131
	Sales Receipt	03/12/2006	Life Line Screening of America LLC	Community Hall Rentals	\$150	\$150	\$10,281
	Sales Receipt	12/30/2005	Mason, J Derek & Catherine	Community Hall Rentals	\$150	\$150	\$10,431

Sales Receipt	03/12/2006	Mathews, Justin N. & Sheela Justin	Community Hall Rentals	\$150	\$150	\$10,581
Sales Receipt	03/12/2006	Mulholland, Mark F.	Community Hall Rentals	\$150	\$150	\$10,731
Sales Receipt	01/30/2006	Netschert, Jamie & Donna	Community Hall Rentals	\$150		\$10,881
Sales Receipt	04/30/2006	Netschert, Jamie & Donna	Community Hall Rentals	\$300	\$450	\$11,181
Sales Receipt	07/30/2005	Noodles & Noggins	Community Hall Rentals	\$165		\$11,346
Sales Receipt	07/30/2005	Noodles & Noggins	Community Hall Rentals	\$180		\$11,526
Sales Receipt	07/30/2005	Noodles & Noggins	Community Hall Rentals	\$60		\$11,586
Sales Receipt	10/23/2005	Noodles & Noggins	Community Hall Rentals	\$416		\$12,002
Sales Receipt	10/23/2005	Noodles & Noggins	Community Hall Rentals	\$208		\$12,210
Sales Receipt	12/30/2005	Noodles & Noggins	Community Hall Rentals	\$165		\$12,375
Sales Receipt	01/30/2006	Noodles & Noggins	Community Hall Rentals	\$240		\$12,615
Sales Receipt	01/30/2006	Noodles & Noggins	Community Hall Rentals	\$208		\$12,823
Sales Receipt	03/12/2006	Noodles & Noggins	Community Hall Rentals	\$147		\$12,970
Sales Receipt	04/30/2006	Noodles & Noggins	Community Hall Rentals	\$192		\$13,162
Sales Receipt	04/30/2006	Noodles & Noggins	Community Hall Rentals	\$224		\$13,386
Sales Receipt	06/30/2006	Noodles & Noggins	Community Hall Rentals	\$256	\$2,461	\$13,642
Sales Receipt	06/30/2006	Pearson, Keith	Community Hall Rentals	\$100	\$100	\$13,742
Sales Receipt	06/30/2006	Potomac Vintage Riders, LTD	Community Hall Rentals	\$50	\$50	\$13,792
Sales Receipt	12/30/2005	Richardson, Andrew & Diane	Community Hall Rentals	\$150	\$150	\$13,942
Sales Receipt	01/30/2006	Rose Hall Homeowners Assn, Inc.	Community Hall Rentals	\$50	\$50	\$13,992
Sales Receipt	01/30/2006	Shadowalk Home Assoc	Community Hall Rentals	\$50	\$50	\$14,042
Sales Receipt	01/30/2006	Singing Woods HOA	Community Hall Rentals	\$50	\$50	\$14,092
Sales Receipt	01/30/2006	St. Andrew The Apostle School PTO	Community Hall Rentals	\$150		\$14,242
Sales Receipt	03/12/2006	St. Andrew The Apostle School PTO	Community Hall Rentals	\$50	\$200	\$14,292
Sales Receipt	07/30/2005	Swim, Michael & Jean	Community Hall Rentals	\$50	\$50	\$14,342
Sales Receipt	10/23/2005	Thompson, David & Dawna	Community Hall Rentals	\$75	\$75	\$14,417
Sales Receipt	12/30/2005	Tillie, John J.	Community Hall Rentals	\$150	\$150	\$14,567
Sales Receipt	10/23/2005	Timberlane Homeowners Assn, Inc.	Community Hall Rentals	\$50	\$50	\$14,617
Sales Receipt	01/30/2006	Topaz Vaulters 4-H Team	Community Hall Rentals	\$150		\$14,767
Sales Receipt	04/30/2006	Topaz Vaulters 4-H Team	Community Hall Rentals	\$150	\$300	\$14,917
Sales Receipt	04/30/2006	Vanvonno, Karl & Catherine	Community Hall Rentals	\$150	\$150	\$15,067
Jul '05 - Jun 06				\$15,067	\$15,067	\$15,067

	Type	Date	Num	Name	Account	Amount		Balance
Jul '05 - Jun 06								
	Check	09/28/2005	4394	Cii Service	C.H.-General Maintenance	\$261		\$261
	Check	09/28/2005	4394	Cii Service	C.H.-General Maintenance	\$270		\$531
	Check	01/31/2006	4463	Cii Service	C.H.-General Maintenance	\$270		\$801
	Check	03/31/2006	4505	Cii Service	C.H.-General Maintenance	\$270		\$1,071
	Check	06/28/2006	4547	Cii Service	C.H.-General Maintenance	\$90	\$1,161	\$1,161
	Check	02/24/2006	4481	Conspicuous Cleaning	C.H. Floors	\$500		\$1,661
	Check	04/21/2006	4518	Conspicuous Cleaning	C.H. Floors	\$500		\$2,161
	Check	05/23/2006	4522	Conspicuous Cleaning	C.H. Floors	\$1,000		\$3,161
	Check	01/31/2006	4473	Conspicuous Cleaning	C.H.-Cleaning	\$52	\$2,052	\$3,213
	Check	07/01/2005	4343	Home Paramount	C.H.-General Maintenance	\$30		\$3,243
	General Journal	07/01/2005		Home Paramount	C.H.-General Maintenance	-\$30		\$3,213
	Check	02/24/2006	4487	Home Paramount	C.H.-General Maintenance	\$64		\$3,277
	Check	05/31/2006	4536	Home Paramount	C.H.-General Maintenance	\$32		\$3,309
	Check	06/28/2006	4546	Home Paramount	C.H.-General Maintenance	\$32	\$128	\$3,341
	General Journal	07/01/2005		Luzia Nunes	C.H.-Cleaning	-\$900		\$2,441
	Check	07/30/2005	4361	Luzia Nunes	C.H.-Cleaning	\$900		\$3,341
	Check	05/31/2006	4523	Luzia Nunes	C.H.-Cleaning	\$750		\$4,091
	Check	06/29/2006	4550	Luzia Nunes	C.H.-Cleaning	\$1,050	\$1,800	\$5,141
	Check	07/30/2005	4360	Margo Buckley	C.H.-Equipment	\$16		\$5,157
	Check	07/30/2005	4360	Margo Buckley	C.H.-Management Fee	\$315		\$5,472
	Check	11/19/2005	4426	Margo Buckley	C.H.-Equipment	\$57		\$5,529
	Check	11/19/2005	4426	Margo Buckley	C.H.-Management Fee	\$611		\$6,140
	Check	12/30/2005	4446	Margo Buckley	C.H.-Equipment	\$43		\$6,183
	Check	12/30/2005	4446	Margo Buckley	C.H.-Management Fee	\$320		\$6,503
	Check	01/31/2006	4466	Margo Buckley	C.H.-Equipment	\$8		\$6,511
	Check	01/31/2006	4466	Margo Buckley	C.H.-Management Fee	\$456		\$6,967
	Check	03/12/2006	4494	Margo Buckley	C.H.-Equipment	\$85		\$7,051
	Check	03/12/2006	4494	Margo Buckley	C.H.-Management Fee	\$523		\$7,574
	Check	03/22/2006	4501	Margo Buckley	C.H.-Equipment	\$85		\$7,659
	Check	04/30/2006	4519	Margo Buckley	C.H.-Equipment	\$54		\$7,713
	Check	04/30/2006	4519	Margo Buckley	C.H.-Management Fee	\$270		\$7,983
	Check	06/30/2006	4567	Margo Buckley	C.H.-Equipment	\$50		\$8,033
	Check	06/30/2006	4567	Margo Buckley	C.H.-Management Fee	\$510	\$3,402	\$8,543
	Check	07/01/2005	4345	NoVEC	C.H. - Electric	\$1,283		\$9,826
	General Journal	07/01/2005		NoVEC	C.H. - Electric	-\$1,283		\$8,543
	General Journal	07/01/2005		NoVEC	C.H. - Electric	-\$308		\$8,235
	Check	07/31/2005	4376	NoVEC	C.H. - Electric	\$308		\$8,543
	Check	09/06/2005	4383	NoVEC	C.H. - Electric	\$4,064		\$12,607
	Check	09/28/2005	4407	NoVEC	C.H. - Electric	\$713		\$13,320
	Check	11/05/2005	4424	NoVEC	C.H. - Electric	\$713		\$14,032
	Check	11/28/2005	4437	NoVEC	C.H. - Electric	\$386		\$14,418
	Check	01/31/2006	4474	NoVEC	C.H. - Electric	\$1,090		\$15,509
	Check	02/24/2006	4489	NoVEC	C.H. - Electric	\$755		\$16,263
	Check	03/31/2006	4506	NoVEC	C.H. - Electric	\$0		\$16,263
	Check	03/31/2006	4510	NoVEC	C.H. - Electric	\$1,455		\$17,718
	Check	05/31/2006	4540	NoVEC	C.H. - Electric	\$2,802		\$20,520
	Check	06/28/2006	4549	NoVEC	C.H. - Electric	\$949	\$12,926	\$21,469
	Check	09/06/2005	4386	SCS Engineers	C.H.-General Maintenance	\$204		\$21,673
	Check	11/19/2005	4430	SCS Engineers	C.H.-General Maintenance	\$204		\$21,877
	Check	01/31/2006	4470	SCS Engineers	C.H.-General Maintenance	\$204		\$22,081
	Check	04/21/2006	4516	SCS Engineers	C.H.-General Maintenance	\$204		\$22,285
	Check	05/31/2006	4524	SCS Engineers	C.H.-General Maintenance	\$204	\$1,020	\$22,489
Jul '05 - Jun 06						\$22,489	\$22,489	\$22,489

COMMITTEE GUIDELINES

1. Number of members - a minimum of three, and a maximum based on needs.
2. Members drawn from where - member's geographic location based on the Clifton Elementary School district boundaries.
3. Budget - the Town Council would determine the budget, with financial accountability being the same as Town Council guidelines.
4. Attendance - members with more than three consecutive absences would be replaced.
5. Parliamentary authority - meetings will be governed by the parliamentary guidelines in Roberts Rules of Order.
6. Define Committee types - Standing, serves indefinitely at Town Council discretion. Special, discharged when their work is completed.
7. Council expectations - define the committee function, responsibilities, etc.
8. Selection of chairman - the committee will determine the chairman.
9. Reporting - at a minimum a written report of activities should be provided to the Town Council once each quarter.
10. Upon recommendation of the committee, the Town Council may consider exceptions to the membership rules.

Items one through five were adopted at the July 11, 2006 Town Council meeting.

Items six through ten were adopted at the August 1, 2006 Town Council meeting.



USER INSTRUCTIONS FOR SETTING UP 4-1TYPE MAILBOXES

TO SET UP MENU MAILBOX FOLLOW THESE INSTRUCTIONS (USERS WITH EXTENSION MAILBOX WILL NOT BE ABLE TO ACCESS THEIR EXT'S UNTIL THE MENU MAILBOX IS SET UP)

1. Dial The Menu Mailbox Number
2. Press "*" During the greeting (When asked for log-in digit)
3. Enter the 4-digit temporary pass code you were given
4. Follow the tutorial. **NOTE:** When recording the greeting, remember to tell callers to press the extension of the person they're calling. *E.g.; For John press 1, for Lisa press 2, etc.*

IF YOU HAVE AN EXTENSION MAILBOX FOLLOW THESE INSTRUCTIONS

1. DIAL THE MENU MAILBOX #		703-923-3500
2. ENTER YOUR EXTENSION MAILBOX NUMBER		
3. ENTER YOUR LOG IN DIGIT	**	(PRESS "*" DURING THE GREETING)
4. ENTER THE 4-DIGIT PASSCODE AND FOLLOW TUTORIAL	1717	First time callers setting up their extension mailbox must follow through the tutorial and not hang up until the tutorial confirms the voice mailbox has been set up.

TO RECORD OR RE-RECORD YOUR GREETING

DIAL THE MENU MAILBOX #		
ENTER YOUR EXTENSION MAILBOX NUMBER		
ENTER YOUR LOG-IN DIGIT	*	
ENTER YOUR PASS CODE		
PRESS	8	(FOR USER OPTIONS)
PRESS	1	(FOR PERSONAL GREETING OPTIONS)
PRESS	2	(TO RERECORD YOUR GREETING)
PRESS	9	(WHEN FINISHED)

TO LISTEN TO YOUR MESSAGES

DIAL THE MENU MAILBOX #		
ENTER YOUR EXTENSION MAILBOX NUMBER		
ENTER YOUR LOG IN DIGIT	*	(DURING YOUR GREETING)
ENTER YOUR PASSCODE		
PRESS	1	(TO LISTEN TO YOUR NEW MESSAGES)
PRESS	3	(TO DELETE THE PLAYED MESSAGE) (PRESS 5 TO SAVE THE PLAYED MESSAGE)

TO CHANGE YOUR PASSCODE

DIAL THE MENU MAILBOX #		
ENTER YOUR EXTENSION MAILBOX NUMBER		
ENTER YOUR LOG IN DIGIT	*	DURING YOUR GREETING
ENTER YOUR PASSCODE		
PRESS	8	FOR USER OPTIONS
PRESS	3	TO CHANGE YOUR PASSCODE (YOU CAN CHOOSE 4-10 DIGITS)

TOWN OF CLIFTON
PO BOX 309
CLIFTON, VA 20124-0309

August 1, 2006

Ms. Nealia Dabney
State Public Assistance Officer
Joint Field Office
4800 Cox Road
Glen Allen, Virginia 23060

Dear Ms. Dabney:

Mr. Thomas C. Peterson, Mayor Town of Clifton, VA was authorized by the Clifton Town Council at its August 1, 2006 meeting to execute on behalf of the Town of Clifton, VA the request for disaster assistance for FEMA-1655-DR-VA (Severe Storms, Tornadoes, and Flooding) that occurred between June 23 – July 6, 2006. Mr. Peterson was authorized to file such application in the appropriate State office for purposes of obtaining Federal financial assistance under the Disaster Relief Act (PL 288), or relief otherwise available from the President's Disaster Relief Fund.

Mr. Peterson was also authorized by the Clifton Town Council at its August 1, 2006 meeting to provide necessary documentation and materials to the State and the Federal Emergency Management Agency for matters pertaining to FEMA-1655-DR-VA and to fulfill assurances and agreements contained in MA Form 90-63, Mar 81 as provided by the Virginia Department of Emergency Management Public Assistance Branch.

Sincerely,

Thomas C. Peterson
Mayor

FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151
 Expires September 30, 2005

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

APPLICANT (Political subdivision or eligible applicant.)
 TOWN OF CLIFTON

DATE SUBMITTED
 08-01-06

COUNTY (Location of Damages. If located in multiple counties, please indicate.)
 FAIRFAX

APPLICANT PHYSICAL LOCATION

STREET ADDRESS
 12640 CHAPEL ROAD

CITY
 CLIFTON

COUNTY
 FAIRFAX

STATE
 VA

ZIP CODE
 20124-0309

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

POST OFFICE BOX
 PO BOX 309

CITY
 CLIFTON

STATE
 VA

ZIP CODE
 20124-0309

Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME
 WAYNE H. NICKUM

NAME
 LANE JOHNSTON

TITLE
 COUNCILMAN

TITLE
 COUNCILMAN

BUSINESS PHONE
 202-442-6586

BUSINESS PHONE
 703-222-9872

FAX NUMBER
 202-442-6882

FAX NUMBER

HOME PHONE (Optional)
 703-830-1430

HOME PHONE (Optional)
 703-222-9872

CELL PHONE

CELL PHONE

E-MAIL ADDRESS
 CLIFNICK@ATT.NET

E-MAIL ADDRESS
 LGJOHNSTON@COX.NET

PAGER & PIN NUMBER

PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? Yes No

Private Non-Profit Organization? Yes No

If yes, which of the facilities below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA- 1655 -DR- VA - FIPS # Date Received:

Resolution

WHEREAS, the Town of Clifton has been requested to permit Main Street to be used from 8 a.m. until 4 p.m. on Monday, September 4, 2006 (the "Event Day") by the Clifton Lions Club and the Custom Cruisers of Northern Virginia (together, the "Event Sponsors") to sponsor a classic car show; and

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

WHEREAS, the custom car show is a welcome addition to the activities of the Clifton community;

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

1. The Town hereby authorizes that portion of Main Street from Clifton Creek Drive to Chestnut Street (the "Reserved Area") to be closed to through traffic with appropriate VDOT approvals and to be free from on-street parking by residents whose houses are adjacent to the Reserved Area ("Affected Residents") from 8 a.m. until ~~3~~⁴ p.m. on the Event Day (the "Event Period"). In addition, ^{permitted} amplified music is only allowed between the hours of ~~10~~¹¹ a.m. and 3 pm. Signage for the event approved by the Town must be removed within ~~72~~^{one week} hours from the close of the event.
2. The Town authorizes and directs the Event Sponsors to inform in writing at least two weeks in advance all Affected Residents requesting them to not park on Main Street in the Reserved Area during the Event Period, that the Event Sponsors and entrants in the car show shall have the exclusive right to park in the Reserved Area during the Event Period, and that off-street parking has been arranged for Affected Residents during the Event Period on the Boynton's parking lot across from the Fire House.
3. As a condition of the Town's permission granted hereby, the Event Sponsors shall be required to obtain liability insurance with coverage of not less than \$1,000,000 per occurrence, to name the Town as an additional insured on such insurance and to provide the Town written evidence of such insurance coverage.

This resolution shall be effective as of its adoption.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

KJL
R022 DATE
05-16-2006

PRODUCER
SNEED ROBINSON & GERBER INC/PHS
245436 P: (866) 467-8730 F: (877) 538-8526
PO BOX 29611
CHARLOTTE NC 28229

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
CUSTOM CRUISERS OF NORTHERN VIRGINIA
62 ASPEN LN.
BLUEMONT VA 20135


INSURER A: Hartford Fire Ins Co
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	20 SBM TA6106	04/30/06	04/30/07	EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC				FIRE DAMAGE (Any one fire) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Those usual to the Insured's Operations. Ref: Event on 09/04/2006.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
The Town of Clifton PO Box 309 Clifton, VA 20124-0309		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE (10 DAYS FOR NON-PAYMENT) TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

Historic Clifton History Commission

Meeting – M I N U T E S

July 17, 2006

**Present: Town Council Members Pat Layden, Lane Johnston, Chuck Rusnak,
Interested Commission members: Margo Buckley, Mark Khosravi, Diane Dygve,
Lynne Garvey Wark, & Marti Moore**

Absent: Jennifer Chesley, Fawn Freeman, Pam Wallace & Terri Walker**

I. Welcome – We discussed the content of the July 11, 2006 TC meeting wherein Town committees were discussed & TC decided that all Town committees would be disbanded & reformed after the August TC meeting. At that time new officers would be chosen – so this 7/17 meeting is a preliminary meeting to the next “official” meeting which will be scheduled for **Wed., August 23, 2006, 7:30pm – Clifton Primitive Baptist Church**; Since Pat Layden is the TC poc for the History Commission, he shared with us his perspectives for moving forward. They included: a limit on number of members – at the moment there are 10. Considerable discussion was had as to whether or not Terri Walker from the 2nd Baptist Church should be a voting member, since she lives outside the Clifton Elementary School limits. Diane & Margo had strong opinions that we should not set a precedent in allowing non-residents to vote – even if they sit on a committee. Lynne had a strong opinion that since a member from this church represents the very history of the town, not to mention the church in which we were all meeting, that they should most certainly have a voting right. This will need to be a TC decision at the 8/1 TC meeting. Pat indicated an interest in our work being 70% “in town” and 30% “outside of town”. He is interested in spending the first six months reviewing the Town Historic Overlay Code – ARB (lifted & cut & pasted into the ARB code from the County HO district language – Clifton is not a Historic Overlay District) and ensuring we are doing “first things first” in preventing the loss of another structure such as the Hetzel House. We discussed the expectation to use Robert’s Rules and that we have an opportunity to really help to maintain and protect Clifton’s historic heritage. Mark Khosravi brought a box of Union & Confederate buttons & belt buckles he had discovered in the Clifton area – very fascinating and an excellent item to include in a museum. Apparently, there were two other “history” committees in the past: A Museum Committee and Old Town Hall Committee. Pat believes they should now all be combined into one committee – particularly since they have not met for many years. We discussed the Charter that we had previously crafted and decided to leave it alone until after the 8/1 TC meeting and at the next opportunity, build into it a reflection of the History Commission now being a blending of the Museum Committee and the Old Town Hall Committee.

II. Certified Local Government Status (via VDHR) – essential for Clifton to receive national & state preservation grants & monies (has there been discussion w/ TC)

Pat was interested in pursuing this further, as it will provide Clifton with the opportunity to gather additional monies to protect the historic heritage of the Town.

III. Update from TC mtg., 7/11 (see Welcome)

IV. Clifton Reunion - Oral History – potential interviewees:

A. Mike Foley, Josephine Andes, Shirley Mock, Harvey Mather, Harry Crouch

B. Continued work with Chris Booth

Lynne suggested that this be something we should consider organizing with the CBA – particularly since she is co-chair of the Oral History Committee with Chris Booth on the CBA. Diane believes this should be something that the CBA should do alone without the assistance of the Town History Commission. Lynne mentioned the devastation at the Acacia Lodge and how much they might need our help in securing some funding to help restore and renovate their damaged space – due to the floods from June & July. Lane indicated she had gone to their web site and printed off the photos of the damage & information on the damage to the building.

V. IVAKOTA, update

Lynne is continuing her work with the Balmoral Forest HOA in order to place a historic marker on their property. She will be meeting with the Marker Committee from the FCHC in order to finalize the wording and plan the purchase of the marker – to meet the standards already in place within the County.

VI. Jamestown 2007 – writing project – due September 1, 2006

A quick reminder was given on this important project. Lynne plans to write up a story on Ivakaota Farm – information was emailed to Commission members & copies of information on the project were also distributed.

VII. FCHC – History Conference – 11/11/06 – our participation

Lynne provided additional information on the location of the Conference: Elmore Conference Center at Frying Pan Park (same location as the 2005 conference)

VIII. March to Victory Schedule – 9/16-9/17 (info. had been passed out at previous mtg.)

XI. Our charter – was presented to Town Council – 7/11 & will be on August, 2006 agenda (see above)

XII. Miscellaneous – there were no Miscellaneous items to discuss

XIII. Adjourn – the meeting was adjourned at 8:50pm.

Respectfully submitted,
Lynne Garvey Wark, Acting Chairperson

Town Council Meeting – Aug 1, 2006

Proposed Agenda Item Process

- Presenting of Agenda Items
 - Adopt Best Practices of Business and Industry
 - Professional and Succinct
 - Official Decrees with Forethought
 - Develop Issues Based on Who, What, When, Where, Why
 - Clearly described for the Citizens
 - Effort Leads to Action
 - Proposal for Consideration
 - Development Plan
 - Motion

Town Council Meeting – Aug 1, 2006

Proposed Agenda Item Process

- Leadership of Council Member
 - Member Submitting Agenda Item Leads Presentation
 - After Facts and Ideas, Member Leads Discussion
 - Invite Guests and Citizens to Expound on Ideas
 - Become Accustomed to Visual Aides
 - Use an easel
 - Provide PowerPoint Slides
 - Have Handouts for the Council and Citizens
 - Lead us to a Closing
 - Further Consideration by Committee
 - Additional Research by Council
 - Request Assistance from State/County Entities
 - A draft Motion

Town Council Meeting – Aug 1, 2006

Proposed Agenda Item Process

- **Best Practices Recommendation**
 - Council Adopt This Form of Agenda Processing
 - Obtain Additional Visual Aides within Budget
 - Promote Citizen Participation

Chuck Keenan

HISTORY COMMITTEE STATUS

August 1, 2006

Previous committees that would come under the new History committee included the History Commission, Town Museum and old Town Hall. Discussions and meetings were held with known members of these committees to determine the feasibility of combining the old committees and recruiting members for the new committee.

Recommendation: establish a new committee as follows:

Committee criteria:

Name - Historic Preservation Committee

Type - Standing

Council expectations -

1. Work with Town's legislative bodies to identify and implement preservation recommendations.
2. Assist in the development and implementation of historic initiatives.
3. Pursue grants that may be available for Historic / Preservation projects.
4. Committee may add additional items.

Members drawn from - Clifton Elementary School district boundaries.

Members - Ten at this time.

1. Margo Buckley
2. Jennifer Chesley
3. Diane Dygve
4. Fawn Freeman
5. Lane Johnston
6. Mark Khosarvi
7. Pat Layden
8. Marti Moore
9. Jan Schneiderman
10. Lynne Garvey Wark

Chairman - Determined by the Committee.

Budget - None

Reporting - Written report at least once a quarter.

Attendance - members with more than three consecutive absences would be replaced.

Parliamentary authority - Roberts Rules of Order.

Date established -

PL

**** Note: The following is an excerpt from the VFOIA:**

“VFOIA defines “public body” as “any...authority, board, bureau, commission, district or agency...of any political subdivision of the Commonwealth, including...counties...and other organizations, corporations or agencies in the Commonwealth principally supported by public funds.” Va. Code Ann. § 2.23701. That definition applies to all boards, authorities, and commissions established by the Board of Supervisors. VFOIA also defines “meeting” or “meetings” as “meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes taken, whether or not votes are cast, of any public body.” Va. Code Ann. § 2.2-3701. Finally, requirements of VFOIA apply to committees and subcommittees of any board, authority and commission. Va. Code Ann. § 2.23701. In short, given these broad definitions, any meeting of three or more members of any County board, authority, or commission or any meeting of two members of a two or three member public body or committee should be considered a meeting for the purposes of VFOIA.

VFOIA requires public bodies to give advance notice of regular meetings at least three days prior to such meetings, but special or emergency meetings may be conducted following notice that is reasonable under the circumstances. Va. Code Ann. § 2.2-3707. VFOIA also requires that all meetings be open to the public, unless the public body elects to conduct a closed session in accordance with VA. Code Ann. § 2.23711. Closed session may be conducted for specific purposes only, *e.g.*, for the consideration of personnel actions and for consultation with legal counsel pertaining to actual or probable litigation where such consultation in a public meeting would adversely affect the negotiating or litigation posture of the public body.

Generally, minutes should be recorded at all open meetings of public bodies, but minutes are not required for study commissions, study committees or any other committees appointed by the Board of Supervisors.”....

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“VFOIA defines “public body” as “any...authority, board, bureau, commission, district or agency...of any political subdivision of the Commonwealth, including...counties...and other organizations, corporations or agencies in the Commonwealth principally supported by public funds.” Va. Code Ann. § 2.23701. That definition applies to all boards, authorities, and commissions established by the Board of Supervisors. VFOIA also defines “meeting” or “meetings” as “meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes taken, whether or not votes are cast, of any public body.” Va. Code Ann. § 2.2-3701. Finally, requirements of VFOIA apply to committees and subcommittees of any board, authority and commission. Va. Code Ann. § 2.23701. In short, given these broad definitions, any meeting of three or more members of any County board, authority, or commission or any meeting of two members of a two or three member public body or committee should be considered a meeting for the purposes of VFOIA.

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Generally, minutes should be recorded at all open meetings of public bodies, but minutes are not required for study commissions, study committees or any other committees appointed by the Board of Supervisors.”....

Subj: Town Committees
Date: 9/1/2006 10:18:38 AM Eastern Standard Time
From: Mayorofcliftonva
To: Mgybay, karenw1210@cox.net, Randyct, dawnathomps@cox.net, michellestein@cox.net, P sampso, WRIDEN, susanricci@msn.com, posnerp@cox.net, peter.noonan@fcps.edu, dnitz@cox.net, CLIFTRAILS, king.richard@epa.gov, Nonrev 96, emmiholmes@cox.net, lghassoc@erols.com, LEffros, steve@effros.com, chesleyjc@nswccd.navy.mil, burdette@bsgpc.com, llbulla@earthlink.net, mbooth@bellatlantic.net, khk@baberkal.com, bb@baberkal.com, Mikefanton, claudia.anton@cox.net, singhass@principals.org, ltursky@cox.net, Jen2beach, Williams_peter@bah.com, Phoebetp, Millseast5, RobinGraine@cox.net, marnold@mccandlaw.com, whollawa@skadden.com, Pete_Mills@countrywide.com, pawnsfins@cox.net, RGraine@cox.net, clifnick@worldnet.att.net, esterpline@cox.net, Lampbulb, lgjohnston@cox.net, chuckles3293@hotmail.com, pjlayden@verizon.net, cwyant@juniper.net, ddygve@cox.net, rdygve@jsinsurance.com, JulGord7@aim.com, marky@erols.com, marilynstone@cox.net, bob@millerorthodontics.com, rpeterson@petersoncos.com, rtrishr@gmail.com, jeffstein@cox.net, vetharp@hotmail.com, pamwallace@msn.com, nichec@earthlink.net, ricklayfield@comcast.net, klayfield@yahoo.com, nitzsa@cox.net, athomewithmargie@cox.net, merle@mindspring.com

Hello All,

Just wanted to let everyone know how the Committee Sign up is going. We would like to complete the process by the end of the TC meeting this coming Tuesday. If you are interested but have not yet signed up, you may do so by dropping by my house at the Labor Day Car Show, send me an email, or sign up at the TC meeting.

Parks Committee (Lane Johnston)

1. Dwayne Nitz
2. Mark Khosravi
3. Margo Buckley
4. Brenda Ference
5. Jeff Sealy

Fundraising (Wayne Nickum)

1. Vern Keen
2. Tom Peterson

Grants, Franchise, & ISTE A (Wayne Nickum)

1. Brandt Baber
2. Marilyn Stoney
3. Mike Anton
4. Vern Keen

Beautification (Mike Anton)

1. Gary Tvrdik
2. Rick Layfield
3. Jennifer Chesley
4. Lynn Wark
5. Bill Wark
6. Fawn Freeman
7. Jim Chesley

Special Projects (Mike Anton)

1. Rick Dygve
2. Tom Peterson
3. Rick Layfield
4. Tom Burdette
5. Geri Yantis
6. Rick Peterson
7. Mike Anton
8. Bill Jasien

9.Susan Yantis

Council for the Arts (Tom Peterson)

- 1.Merle Engel
- 2.Sarah Nitz
- 3.Jacquie Lambertson
- 4.Ginny Keen

Traffic, Parking, and Safety (Tom Peterson)

- 1.Dwayne Nitz
- 2.Kelly Layfield
- 3.Peter Noonan
- 4.Judy McNamara

Clifton Life (Tom Peterson)

- 1.Margie Jarrendt
- 2.Kelly Layfield
- 3.Jean Peterson
- 4.Bob Miller
- 5.Julianna miller
- 6.Lynne Wark
- 7.Claudia Anton
- 8.Susan Yantis

Welcoming (Tom Peterson)

1. Donna Netschert (and others but I misplaced her email with the other names!)

Commercial District (Tom Peterson) (Hopefully this will evolve into a Clifton Chamber of Commerce)

- 1.Tom & Judy McNamara
- 2.Dr. Ray
- 3.Jeff Stein
- 4.Randy Thompson

Wayne H. Nickum
Town of Clifton

Mr. Nickum

We quote as follows on replacing street signs per your visit to our office:

42 Street Name Signs, embossed 18 ga. steel, white on black with 4" letters, as previously furnished. All signs would be 6" high x required length @\$27.00 per sign - Total \$1134.00

Unit prices for post brackets (black)

4 Way \$62.00 each

6 Way \$72.00 each

Delivery Approx. 4-5 weeks from receipt of order

Please advise if any questions.

Thanks,

Bob Schneider
LAMB SIGN, INC.
703/263-1760
lambsign@aol.com

FAX

LAMB SIGN, INC.
4399A Henninger Court
Chantilly, VA 20151
Phone: 703/263-1760
FAX 703/263-1761
e-mail: lambsign@aol.com

(Pages including this cover sheet 1)

Date 7/31/06

To:

Wayne Nickum
Town of Clifton

Fax # 202/442-6882

From:

Bob Schneider

MESSAGE

Re:

Mr. Nickum

Each price for replacement "saddles" for use with your existing
street sign brackets would be \$3.00 each.

Thanks

Bob

Wayne H. Nickum
Town of Clifton

Mr. Nickum

We quote as follows on replacing street signs per your visit to our office:

42 Street Name Signs, embossed 18 ga. steel, white on black with 4" letters, as previously furnished. All signs would be 6" high x required length @\$27.00 per sign - Total \$1134.00

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Please advise if any questions.

Thanks,

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4399A Henninger Court
Chantilly, VA 20151
Phone: 703/263-1760
FAX 703/263-1761
e-mail: lambsign@aol.com

(Pages including this cover sheet 1)

Date 7/31/06

To:

Wayne Nickum
Town of Clifton

Fax # 202/442-6882

From:

Bob Schneider

MESSAGE

Re: _____

Mr. Nickum
Each price for replacement "saddles" for use with your existing
street sign brackets would be \$3.00 each.
Thanks

Bob

Subj: Fw: Acacia Public Use Letter
Date: 8/4/2006 6:49:12 PM Eastern Standard Time
From: CLIFNICK@worldnet.att.net
To: PAMWALLACE@MSN.COM, MBOOTH@BELLATLANTIC.NET, MARKY@EROLS.COM, JulGord8@aol.com, jrg@jrg.algxmail.com, jim@fullertonlaw.com, ghampshire@blankeith.com, dawnathomps@aol.com, CFULLERTON@k12.com, lampbulb@aol.com, WHOLLAWA@SKADDEN.COM
CC: TOWNOFCLIFTON@AOL.COM
Sent from the Internet (Details)

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

From: "William Baumbach" <William@Baumbach.com>
To: "William Baumbach" <William@Baumbach.com>
Sent: Friday, August 04, 2006 11:08 AM
Subject: Acacia Public Use Letter

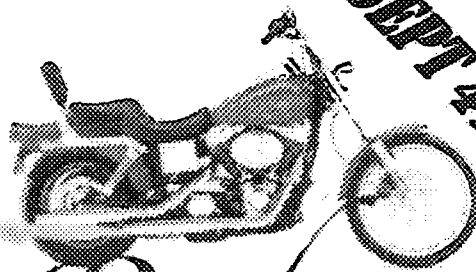
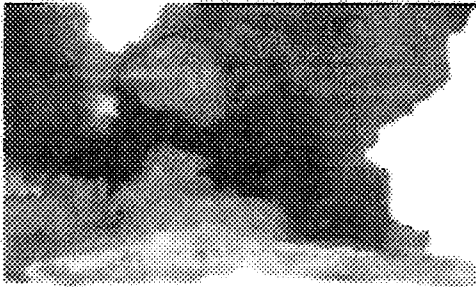
> Please pass this on to anyone whom you think can provide this type of
 > information.
 >
 > Acacia Lodge No. 16 in Clifton, Va is applying for funds from the Virginia
 > Department of Emergency Management. We meet next week with our VDEM
 > representative and need to give him letters or emails from you showing
 > that
 > over the past 86 years Acacia has been used for your public and or
 > governmental, Church, Community Center Type functions and or events.
 >
 > A sample of the type of and wording of this letter/email is at
 > <http://www.acacia16.org/Acacia%20Sample%20Letter.doc>
 >
 > To whom it may concern
 >
 > I understand that there is a lack of documentation to indicate how over
 > the
 > past 86 years Acacia Lodge No. 16 has been an important integral part of
 > the
 > Historic Town of Clifton Public Community. Therefore I attest to the fact
 > that it is readily available and has been used by ____NAME____ as a
 > Community Center for the purpose of meetings, events and other functions.
 >
 > If you need more information contact me or visit
 > <http://www.acacia16.org/Flood2006.htm>
 >
 > Because of the nature of this deadlines and cut-off dates for filing
 > applications have been imposed and we must act now for our chance to save
 > Acacia.
 >
 > Please send this information to me, contact info is below
 >
 > Thanks you for your help and support in this matter.
 >
 >
 >
 > William J. Baumbach II, Building Committe Chairman
 > William@Baumbach.com www.Baumbach.com
 >
 > Home: 2380 Mountain Rd. Haymarket Virginia 20169
 > Ph: 703-323-1939 Cell: 703-932-9763 Fax: 703-323-1939

> -----
> Work: 9975 Pennsylvania Ave. Manassas Virginia. 20110
> Ph: 703-367-7900 ext:1708 Fax: 703-691-0946
> -----
>

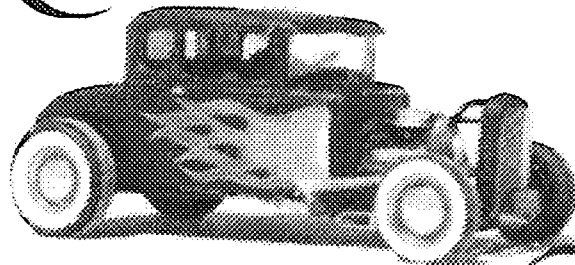
Subj: **Oct. 16 National Black Caucus-Local Elected Officials Breakfast**
Date: 8/10/2006 10:56:07 AM Eastern Standard Time
From: JTerry@vml.org
File: **06ConfForms.pdf** (159701 bytes) DL Time (49333 bps): < 1 minute
Sent from the Internet (Details)

- > TO: VML Key Officials and Clerks
- > FROM: R. Michael Amyx, Executive Director
- > RE: National Black Caucus of Local Elected Officials Breakfast
- > DATE: August 10, 2006
- >
- > A breakfast of the National Black Caucus of Local Elected Officials (NBC-LEO) will be held Monday, October 16, at 7:30 a.m. at the Virginia Beach Convention Center, 1000 19th Street, Virginia Beach. The breakfast is being held in conjunction with the VML's Annual Conference, which will take place October 15-17 at the Virginia Beach Convention Center.
- >
- > NBC-LEO is a caucus of the National League of Cities working to influence national policy positions to promote the special interests and needs of the African American community.
- >
- > You do not have to be a member of NBC-LEO or of NLC to attend the breakfast.
- >
- > We hope that you will forward information on the breakfast to council members, mayors, and staff who may be interested in attending the event.
- >
- > Conference participants can register for the breakfast by checking the appropriate box on the VML Annual Conference registration form. The cost of the breakfast is \$18.
- >
- > Jackie Jackson, vice president of the council of Richmond, will preside at the breakfast. Vice Mayor Jackson is the regional director of Region 3 of the NBC-LEO. (Region 3 is made up of the states of Virginia, Kentucky, West Virginia, Maryland, and Delaware, and the District of Columbia.) The program will include welcoming remarks by Representative Robert C. Scott, 3rd District, U. S. Congress; Felicia Moore, council member, city of Atlanta; and Sharon Scott, council member, Newport News. Delegate Dwight C. Jones, 70th district, Virginia House of Delegates and chair, Virginia Legislative Black Caucus, will give the keynote address.
- >
- > Annual conference registration information is attached.
- >
- >
- > <<06ConfForms.pdf>>
- >
- >
- >

Hot Bikes



Hot Rods



Hot Chili

CLIFTON RD., VA
MONDAY, SEPT 4TH 10 AM TIL 6PM

Clifton Car & Bike Show

AND CHILE COOK OFF

Live Music Featuring

JIMBO MANION BAND

LOST HIGHWAY

MAGNOLIA BLUE

Opening Bands:

Fairfax County Police Rock Band
Clean up in Aisle Three

Car and Bike Registration 8 am
Custom Motorcycles displays by

Solo Cycles
Hell Raiser Cycles
American Custom Classics
U.S. Angels

SPONSORED BY:



RESPONSIBILITY MATTERS™

Custom Cruisers of Northern VA.

Clifton Betterment Association, Old Dominion Chili Pod

Subj: ARB Vacancy Date: 7/24/2006 2:36:56 PM Eastern Daylight Time From: ddygve@cox.net (Diane Dygve) To: tommypclifton@aol.com, michael.anton@cox.net, lgjohnston@cox.net, pjlayden@verizon.net, cliffnick@worldnet.att.net, helensings@cox.net

July 24, 2005

To: Tom Peterson, Mayor, and Town Council Members: Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum and Chuck Rusnak

From: Diane Dygve

Please accept this letter as my request to be considered for the vacant ARB position. I am unable to attend the August Council meeting since I will be on a long planned vacation.

As a 31 year resident of the Town of Clifton, I was here during the formation of the Historic District, and I understand the importance of maintaining and sustaining that entity. Thank you for your consideration.

Sincerely,
Diane Dygve

----- Headers -----

Return-Path: <ddygve@cox.net>
Received: from rly-xl01.mx.aol.com (rly-xl01.mail.aol.com [172.20.83.50]) by air-xl03.mail.aol.com (v110.15) with ESMTP id MAILINXL34-5ad44c513393c1; Mon, 24 Jul 2006 14:36:55 -0400
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From: "Diane Dygve" <ddygve@cox.net>
To: <tommypclifton@aol.com>, <michael.anton@cox.net>, <lgjohnston@cox.net>, <pjlayden@verizon.net>, <cliffnick@worldnet.att.net>, <helensings@cox.net>
Subject: ARB Vacancy
Date: Mon, 24 Jul 2006 14:36:30 -0400
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X-MSMail-Priority: Normal
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Importance: Normal
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VML
Insurance
Programs

July 21, 2006

Town of Clifton
PO Box 309
Clifton, VA 20124
Attn: Wayne Nikum

RE: VML Member: Town of Clifton
Date of Occurrence: 6/19/06
Our Claim Number: 050289001PR

Dear Mr. Nikum:

We are in receipt of the claim you filed for damage to a walking bridge on the above date. As you are aware, we hired Crawford & Company to complete an inspection of the bridge at the end of Chapel Street. The adjuster, John Goff, then retained Global Forensic Investigations, an engineering firm to also inspect the bridge. I have enclosed a copy of the engineering report, which explains that the bridge was damaged by flooding not by the tree and therefore this type of loss is not covered.

I must refer you to the VMLP Property Policy issued to the Town of Clifton by the VML Insurance Program.

I direct your attention to the following sections of the policy.

SECTION III-EXCLUSIONS

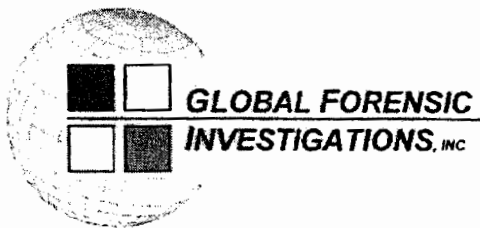
D. FLOOD AND EARTHQUAKE EXCLUSION – This policy does not insure against the following types of loss or damage:

- 2. Flood, surface water, mudslide or mudflow, waves, tidal water or tidal waves, overflow of streams or other bodies of water or spray from any of the foregoing, all whether driven by wind or not (all whether or not naturally occurring), unless specifically endorsed herein as being insured.**

I am sorry we cannot provide coverage for this matter. If you have any questions do not hesitate to contact me at your convenience.

Sincerely yours,

Debbie Celiberti
Claims Representative



July 20, 2006

Ms. Tiffany Clouse
VML Insurance Programs
4329 Cox Rd
PO Box 5340
Glen Allen, VA 23058

Re: Pedestrian Bridge Inspection after Flood
Insured: Town of Clifton
Date of Loss: June 25, 2006
Location of Loss: Pedestrian Bridge Over Popes Head Creek
Chapel Road
Clifton, Virginia
File No: 0502890 (VMLP)
Our File No: 46-06-01-0124-PD

Dear Ms. Clouse:

After inspecting the referenced loss site on July 13 and 15, 2006, it is our opinion that water flow in Popes Head Creek overran its banks and rose above the pedestrian bridge, which caused erosion in the east bank and undermined the bridge abutment. The lack of support caused the concrete abutment to tilt.

The evidence also showed that the fallen tree struck the bridge railings, but was not sufficient to cause the observed tilting or rotation in the concrete abutment. The absence of broken wood handrails beneath the impact area suggested the tree leaned against the bridge rather than striking it.

OBSERVATIONS

Mr. Wayne Nikum, a member of the town council, was present during the inspections and provided a bridge plan for informational use. We understood that the bridge was designed in 1983 and built shortly thereafter.

The bridge, with dimensions of 54 feet long by 6 feet wide, consists of the three linear, braced steel girders topped with wood deck and railings. The super structure, which spans Popes Head Creek, rests on two concrete abutments with wing walls. The creek divides the jurisdictions of Fairfax County and the Town of Clifton. The bridge provided

pedestrian path linking the end of Chapel Road in the Town of Clifton on the east; and the park on the other side of the Creek to the west. The bridge was closed at the time of the inspection due to tilting and the fallen tree.

Both banks of Pope Heads Creek were examined within the vicinity of the bridge. Sediment and creek stones accumulated along the west bank were examined, which appeared consistent with the direction of flow (directly toward the east bank). The bank sustained considerable erosion and scour encroached five feet into original ground line. Large logs and debris deposited between the bridge girders were examined. The water level was five to six feet below the bottom of the east concrete wing wall at the time of inspection. The creek bed was four to five feet below the water surface around the failed wing wall area.

Photographs taken at the time of the inspections and Climatic Data from the National Climatic Data Center (NCDC) were used as part of the collected data for our analysis and are attached in this report.

RESEARCH & CONCLUSION

The evidence showed that the rise of water transported sediment and debris, which changed the configuration of the creek banks in the vicinity of the bridge. The change in the creek bed caused erosion in the east bank and beneath the east bridge abutment.

The evidence further showed that the velocity had increased after water passed through the abutments (narrower width) of the bridge and undermined the support underneath the concrete wing wall of the east abutment on the downstream side.

The high water mark and presence of debris in the bridge railing further suggested that the water level had reached approximately 30 inches above the deck of the bridge. The condition showed that a massive volume of water with high velocity flowed down the creek was obstructed by an 18 inches height steel bridge girder (outermost, upstream side) and diverted to and flowed over the east approach of the bridge causing erosion behind the abutment. The water elevation then continued to rise above the deck of the bridge and was impeded by the railings of the bridge, collected logs and debris.

The sequence and progressive change to the flow over the bridge abutments occurred at the interval from when the water level reached the bottom of the steel girder to the maximum water level sustained in the bridge railings forced the bridge structure to absorb a considerable excessive lateral force and torque. During that interval, the multiplied hydrodynamic force was continuously imposed on the rigid steel girder. The force eventually transferred to the east abutment and caused it to tilt or rotate at the toe



(point of rotation) of the concrete wing wall located downstream. The toe rotated because it had no support underneath during particular interval.

The rising creek also affected the root of the fallen tree located downstream (east bank), which eroded and was undermined by the flow. The fallen tree struck the railings of the bridge. However, the impact was not sufficient in force to cause the observed tilting or rotation in the concrete east abutment. The absence of severe deformation in the bridge railings or broken wood railing posts further showed that the energy from the fallen tree disappeared at the point of impact. Additionally, the position of the fallen tree contributed to the stability of the bridge in preventing the concrete wing wall to further rotate and to resist some of the hydrodynamic force imposed on the bridge during the high water.

The collected evidence and data obtained from visual inspection were not sufficient to prepare a precise cost analysis because the nature of the work that involve the disturbance of the creek; therefore, our opinion of cost should be used for budgetary planning purpose only.

Option A- Bridge Repair with Required Modifications

The absence of deformation in the bridge superstructure (girders) and the intact of the west abutment and approach of the bridge suggested that the bridge in itself can be repaired to restore the bridge to its pre-loss condition. The scope of repair would include the reconstruction of the east abutment and approach; reset the girder and bridge deck and repair of the railings. The cost associated with this scope of repair would be in the range of \$25,000-\$30,000.

However, the reconstruction of the abutment will require the Corp of Engineers Permit (Section 404- The Clean Water Act) and applicable Fairfax County Permits. Since Popes Head Creek lies in the domain of the Chesapeake Bay Water Shed, all work must be conformed to the Chesapeake Bay Ordinance.

Given the condition of the creek bed, its geometry and flow characteristics changed after the event, it is also our opinion the reconstruction of the abutment will be difficult and costly. The cost associated with the studies (survey, subsurface investigations, hydrology and hydraulics), design, permitting, and the required protocols for the protection and modification of the stream bed alone would be in the range of \$35,000-\$50,000 in addition to the repair cost of the bridge.



Option B- Bridge Replacement with Modifications

The evidence of the high water flow 30 inches above the level of the bridge deck should be taken into consideration for the construction of the new bridge. This option will minimize the impact of Popes Head Creek to the bear minimum if the existing abutments are to remain undisturbed. Nonetheless, some disturbance of the stream will occur during the removal of the old bridge.

The preliminary cost to construct a similar or in kind bridge would cost \$120 to \$130 per square feet. A longer bridge (70 feet long by 6 feet wide) would cost \$50,400 to \$54,600. A higher bridge would cost \$8,000 additionally to account for earthwork on both bridge approaches. A budget should also be set aside for studies, design and construction inspection which usually cost around 15 to 20 percent of the project cost.

Our opinions are based on a reasonable degree of engineering certainty, site visits and were confined to a structural evaluation. We were not given the scope of work to perform an in-depth structural, hydrology and hydraulic study to include Water Surface Profile Analysis, Natural Open Channel Scour Analysis. We reserve the right to modify or amend our opinions should more information become available. If you have any questions on the above, or the case in general, please give us a call.

Sincerely,


Global Forensic Investigations, Inc.



Phil H. Dawson, P.E.

Principal Engineer

Va. Professional Engineering License No. 7721


for Kiet T. Nguyen, P.E.

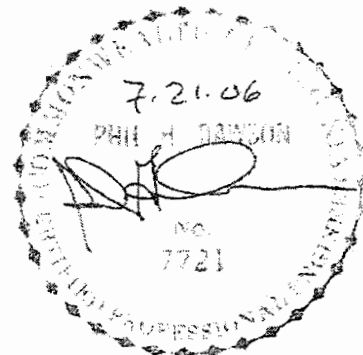
Va. Professional Engineer License No. 25597

Va. Registered Contractor No. 2705 053013A

Copy: John Goff, Crawford & Company

Enclosures:

- Photographic Log
- NCDC Weather Report





VMI
Insurance
Programs

April 7, 2006

Dear VMLP Member:

Enclosed is your Virginia Municipal Liability Pool July 1, 2006-07 renewal quote. If you have questions about the quote, please contact either Cathie Moreland-Hasty or Karen Nuckols at 800-963-6800. Please complete and return the coverage checklist so that we may correctly issue your policies.

For members that purchase property insurance and have mobile equipment there is an important change. In the renewal questionnaire we asked that you list all equipment with a value of \$5,000 or greater. Effective July 1, 2006, coverage for equipment that is not scheduled is limited to \$5,000. Mobile equipment includes items that are not licensed for road use. If there are additional items that need to be scheduled please let us know.

For members with vehicles with a cost new value of \$50,000 or greater, there is a change in the auto physical damage coverage. At renewal the threshold for providing replacement cost coverage is \$75,000 unless indications on your quote differ. If you want a quote for the replacement cost coverage to apply as in the past, please contact your underwriter. We can provide alternative options.

We appreciate your membership in our program. Again, feel free to contact your underwriter or me if you have questions.

Yours truly,

Greg Dickie
Director of Member Services

VIRGINIA MUNICIPAL LIABILITY POOL

Town of Clifton--490

Renewal Proposal

7/1/2006 through 7/1/2007

	<u>Options</u>	<u>Annual Contribution</u>
Automobile Coverage:		\$101
<i>\$1,000,000 Combined Single Limit</i>		
<i>\$25,000/\$50,000/\$20,000 Uninsured Motorist Coverage</i>		
Local Government Liability		\$2,531
<i>Includes general liability, public officials, and law enforcement liability</i>		
<i>\$1,000,000 Occurrence Limit; \$10,000 Medical Payments, \$100,000 fire damage</i>		
<i>\$100,000 Defense of certain excluded occurrences; \$100,000 land use coverage limit</i>		
No Fault Property Damage		\$156
<i>\$10,000 limit</i>		
Excess Coverage		\$1,000
<i>\$4,000,000</i>		
<i>Other options available upon request.</i>		
Real and Personal Property:		\$914
<i>Blanket building & contents: \$230,109; \$1,000 deductible</i>		
<i>Items over \$5,000 must be scheduled.</i>		
<i>Optional:</i>		
<i>Flood for hazard zones B, C, and X only: \$190,400; \$25,000 deductible</i>	\$105	
<i>Earthquake: \$190,400; \$25,000 deductible</i>	\$42	
Boiler & Machinery Coverage:	\$289	
<i>\$1,000,000 limit; \$1,000 deductible except \$5,000 on all transformers >5,000 KVA but ≤ 20,000 KVA, \$10,000 on all transformers >20,000 KVA.</i>		
Crime/Bond Coverage		\$567
<i>Form O with Faithful Performance includes treasurer, \$50,000, \$250 deductible</i>		
TOTAL 2006 RENEWAL CONTRIBUTION		\$5,269

Other options available upon request

VIRGINIA MUNICIPAL LIABILITY POOL

Town of Clifton--490

Coverage Checklist

7/1/2006 through 7/1/2007

Renew as expires (no changes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If renewing as expiring, skip section below and sign form.</i>		

Options	Yes	No
Automobile Liability Coverage (required)	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Comprehensive and Collision Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Deductible:		
Local Government Liability Coverage	<input type="checkbox"/>	<input type="checkbox"/>
General Liability Coverage Only	<input type="checkbox"/>	<input type="checkbox"/>
No-Fault Property Damage Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Excess Liability Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Limit:		
Property Coverage		
Deductible Option:		
Flood (Special Flood Hazard Zones B, C & X)	<input type="checkbox"/>	<input type="checkbox"/>
Flood (Special Flood Hazard Zones A&V) -NFIP	<input type="checkbox"/>	<input type="checkbox"/>
Earthquake	<input type="checkbox"/>	<input type="checkbox"/>
Boiler & Machinery	<input type="checkbox"/>	<input type="checkbox"/>
Limit:		
Blanket Fidelity Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Limit:		

Name	Title	Date
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**Virginia Municipal Self Insurance Association
Virginia Municipal Liability Pool**

2005-06 Renewal Cover Page to Member Agreement

Town of Clifton

490

I. Coverages and Limits of Liability

<input checked="" type="checkbox"/> Local Government Liability	
Each Occurrence Limit	\$1,000,000
Damages to Premises Rented to You	\$100,000
Medical Expense Limit	\$10,000
<input type="checkbox"/> No Fault Property Damage	\$10,000
<input type="checkbox"/> Deductible	\$
<input checked="" type="checkbox"/> Automobile Liability	\$1,000,000 Combined Single Limit
<input type="checkbox"/> Deductible	\$
<input checked="" type="checkbox"/> Uninsured Motorists	\$25,000/\$50,000/\$20,000
<input type="checkbox"/> Automobile Medical Payments	\$
<input checked="" type="checkbox"/> No Fault Property Damage	\$10,000
<input type="checkbox"/> Automobile Physical Damage	
<input type="checkbox"/> Comprehensive	Actual Cash Value per vehicle per schedule
<input type="checkbox"/> Collision	Actual Cash Value per vehicle per schedule
<input type="checkbox"/> Deductible/Comprehensive	n/a
<input type="checkbox"/> Deductible/Collision	n/a
<input checked="" type="checkbox"/> Excess Liability	\$4,000,000

Local Government Liability is on a "occurrence" basis for all claims that occur and are reported or the period from July 1, 2005 to July 1, 2006 subject to the Coverage Forms.

Automobile Liability and Automobile Physical Damage, if checked, are on an "occurrence basis" for all occurrences from July 1, 2005 to July 1, 2006 subject to the Coverage Forms.

Excess Liability, if checked, for the period July 1, 2005 to July 1, 2006 subject to the Coverage Forms.

With respect to Local Government Liability and Automobile Liability the Pool will retain coverage on \$1,000,000 per occurrence on each line of coverage subject to a Pool retention of \$1,000,000. Excess Coverage is 100% reinsured to the extent it is selected by the member and reflected here. Automobile physical damage coverage is reinsured on all vehicles with a cost new of \$50,000 or greater excess of \$150,000. The limit of the reinsurance is the replacement cost of the vehicle.

- Property Coverage
- Boiler and Machinery Coverage
- Fidelity/Crime/Surety Coverage

Property Coverage and Boiler and Machinery Coverage, if checked, is provided for all occurrences from July 1, 2005 to July 1, 2006, pursuant to the attached declaration pages, member agreement and coverage forms.

For the period of July 1, 2005 to July 1, 2006 Property Coverage reinsurance is purchased excess of a \$500,000 retention on a per occurrence basis. The windstorm occurrence limit is \$1,000,000. Boiler and Machinery Coverage is reinsured with a \$25,000 retention.

Fidelity, crime and surety coverage will be a part of the VMLP. This coverage is reinsured with a \$300,000 retention.

II. Contribution

\$5,197 due July 1, 2005. See Declaration Pages attached to Coverage Forms for contributions by individual coverage lines. The contribution was determined based on actuarially approved rates. In the event of a deficit in the Pool's fund, additional assessments may be imposed by the Members' Supervisory Board.

III. Servicing Company

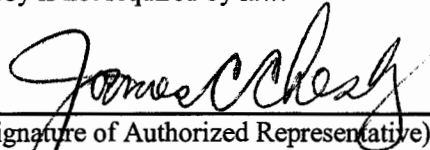
Virginia Municipal League.

IV. Virginia Insurance Guaranty Association

A local government group self-insurance pool is not protected by the Virginia Insurance Guaranty Association against default due to insolvency. In the event of insolvency, members and persons filing claims against members may be unable to collect any amount owed to them by the Pool regardless of the terms of the member agreement. In the event the Pool is in a deficit position, a member may be liable for any and all unpaid claims against such member.

V. Virginia Uninsured Motorist Rejection

The Virginia Municipal Liability Pool, by resolution of its Supervisory Board, has elected not to be governed by the provisions of Virginia Code §38.2-2206 or to offer to its Members uninsured or underinsured motorist coverage in excess of the limits therefor shown in the Primary Automobile Liability Section on the front of this cover page. The uninsured and underinsured motorist coverage provided hereby is limited to the minimum statutory amounts specified by Virginia law. Inasmuch as Virginia Code §38.2-2206 is inapplicable to this coverage, the provisions of Virginia Code §38.2-2202 B are also inapplicable and rejection of limits in excess of said minimum statutory coverage by the Member who is covered hereby is not required by law.



(Signature of Authorized Representative)

1/31/2006

(Date)

TOWN OF CLIFTON
PO BOX 309
CLIFTON, VA 20124-0309

August 1, 2006

Ms. Nealia Dabney
State Public Assistance Officer
Joint Field Office
4800 Cox Road
Glen Allen, Virginia 23060

Dear Ms. Dabney:

Mr. Thomas C. Peterson, Mayor Town of Clifton, VA was authorized by the Clifton Town Council at its August 1, 2006 meeting to execute on behalf of the Town of Clifton, VA the request for disaster assistance for FEMA-1655-DR-VA (Severe Storms, Tornadoes, and Flooding) that occurred between June 23 – July 6, 2006. Mr. Peterson was authorized to file such application in the appropriate State office for purposes of obtaining Federal financial assistance under the Disaster Relief Act (PL 288), or relief otherwise available from the President's Disaster Relief Fund.

Mr. Peterson was also authorized by the Clifton Town Council at its August 1, 2006 meeting to provide necessary documentation and materials to the State and the Federal Emergency Management Agency for matters pertaining to FEMA-1655-DR-VA and to fulfill assurances and agreements contained in MA Form 90-63, Mar 81 as provided by the Virginia Department of Emergency Management Public Assistance Branch.

Sincerely,

Thomas C. Peterson
Mayor

**Town of Clifton
Income Statement**

**BUDGET
FYE 0706**

REVENUES:

Taxes & Permits Revenues:

Sales Tax	\$19,153
BPOL Tax	\$18,000
Utility Consumption Tax	\$1,100
Motor Vehicle Tags	\$5,800
No. Va. Cigarette Tax	\$3,050
Use Permits	\$800
Cox franchise revenue	\$8,000
PC Subdivision Permits	\$0
Cell phone franchise revenue	\$2,000
ABC Tax	\$300
ARB Permits	\$80
Railroad Tax	\$1,700
Meals tax (1%)	\$20,000

TOTAL TAXES & PERMITS: \$79,983

Town Facilities Rentals:

Community Hall	\$15,000
Park/Square/Gazebo	\$300

TOTAL FACILITIES RENTALS: \$15,300

Other Revenues:

Interest Income	\$6,000
Haunted Trail Event	\$18,000
Clifton Day Revenues	\$450
Homes Tour	\$6,400
Farmers' Market Income	\$0
Other income-refunds	\$0

TOTAL OTHER REVENUE: \$30,850

TOTAL REVENUES: \$126,133

EXPENSES:

Payroll Expenses:

Town Clerk Salary	\$3,000
Town Treasurer Salary	\$8,000
Payroll Taxes	\$1,683
Payroll Miscellaneous	\$0

TOTAL PAYROLL EXPENSES: \$12,683

CONTRACTUAL EXPENSES:

Insurance \$6,442

Town Government:

ARB Expenses	\$200
BZA Expenses	\$100
Planning Commission Expenses	\$5,000

TOTAL GOVERNMENT: \$5,300

Professional Fees:

Accounting - Multi Year Audit Review	\$15,000
Legal Fees	\$8,000
Special Counsel	\$3,000
Professional fees - other	\$3,000
Web site hosting/maintenance	\$1,500

TOTAL PROFESSIONAL FEES: \$30,500

Town Facilities:	
Railroad Siding Rent	\$775
Ayre Square Rent	\$600
Beautification Committee	\$2,500
Grounds	\$500
Town Hall	\$1,800
Town Office	\$4,900
Caboose Expenses:	
Equipment	\$0
Electric	\$250
Gas	\$250
Maintenance - Painting	\$300
Subtotal - Facilities:	\$11,875
Town Meeting Hall Expenses:	
General Maintenance	\$3,300
Cleaning	\$3,900
Equipment & Supplies	\$400
Electric	\$12,000
CH Floors	\$2,100
Mgt Fee	\$6,000
TOTAL MEETING HALL EXPENSES:	\$27,700
TOTAL TOWN FACILITIES:	\$39,575
Town Services:	
Elections	\$0
Grass Mowing	\$4,800
Trash Collections	\$1,100
TOTAL TOWN SERVICES:	\$5,900
Utilities:	
Utilities - Gas and Electric	\$500
Utilities - Water and Sewer	\$300
TOTAL UTILITIES:	\$800
Dues & Subscriptions:	
Va Municipal League	\$450
Other Dues & Subscriptions	\$350
Conference Attendance	\$2,000
TOTAL DUES & SUBSCRIPTIONS:	\$2,800
Other Contractual Expenses:	
Legal Advertising	\$1,125
Printing & Publication	\$300
Clifton Web Site Design	\$0
Mayoral Reimbursement	\$500
Clifton Day Expenses	\$200
Homes Tour Expense	\$2,900
Farmers' Market Expense	\$0
Haunted Trails Event	\$6,000
Summer in the Parks Event	\$500
Miscellaneous Contractual Expenses	\$1,300
TOTAL OTHER CONTRACTUAL:	\$12,825
Commodities:	
Calendars & Posters Expense	
Copies	\$50
Postage & Delivery	\$500
Computer Supplies	\$700
Office Supplies	\$500
License Plates	\$855
Miscellaneous Commodities	\$500
TOTAL COMMODITIES:	\$3,105
HUD Homes Program:	\$0
TOTAL EXPENSES:	\$119,930
NET INCOME (LOSS):	\$6,203

Town of Clifton
CAPITAL/GRANT
REVENUE/COST STATEMENT

BUDGET
FYE 0706

REVENUES:

CBA contribution-playground	\$0
Fundraisers-Playground	\$20,000
Federal Grants - Land	\$0
Town Match - Land	\$0
CBA Match - Land	\$0
SAFET-LU Grant	\$80,000
Town Match/In-Kind	\$20,000
Federal Trans. Project - Trails	\$51,000
Town Match - Trails	\$0
Town Inkind - Trails	\$10,200
CBA match - Trails	\$0
Total Trails Grants	<u>\$61,200</u>
Fire Programs Grant	\$6,000
Litter Control Grant	\$0
TOTAL REVENUES:	<u><u>\$187,200</u></u>

COSTS:

Land Purchase - Fed Proj-Town Match	\$0
Trails Improvements	\$51,000
SAFET-LU Improvements	\$80,000
SAFET-LU grant administrator	\$20,000
Fire Program - FCFD	\$6,000
Litter Control	\$0
Town Meeting Hall:	
Physical Improvements	\$18,000
Equipment	\$4,000
TOTAL MEETING HALL	<u><u>\$22,000</u></u>

Playground	\$20,000
Underground Utility (Main St.)	\$7,000
Miscellaneous (<i>Parking areas asphalt</i>)	\$0
Clifton Entrance Triangle	\$2,000
Signage	\$2,000
TOTAL COSTS	<u><u>\$210,000</u></u>

NET REVENUES/(COST)	<u><u>-\$22,800</u></u>
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TOWN MEETING HALL:
TOWN OFFICE COSTS

Office space can be constructed in the left corner of the community hall upon entering, consisting of one office in the existing closets and one extending from the entrance door to the wall and 15' long

Annual Expenses:

Telephone [2 lines]	\$1,500
Electricity	\$2,000
Photocopier rental	\$800
Cable/internet	\$600
TOTAL	<u><u>\$4,900</u></u>

Capital Start Up Costs:

Construction of expansion to storage closet, i.e framing, wall board, ceiling lights, doors, window, carpet, hvac, electric	\$18,000
furniture [2 desks, table, telephone, fax, computer, printer, cable	\$4,000
TOTAL	<u><u>\$22,000</u></u>

The Honorable Mayor-Elect
Town of Clifton, Va

Dear Sir,

I have prepared a preliminary drawing for landscape improvements at the intersection of Clifton Rd and Newman Rd. After speaking at length with Mary Hampshire about the work she does there, I would be reluctant to propose anything that would have a significant impact on the planting that she has done. She told me that the planting is based on gardens that were done by Margaret Webb, some of Mrs. Webbs plants are there, and a plaque is proposed. The scheme I have proposed would have the following components:

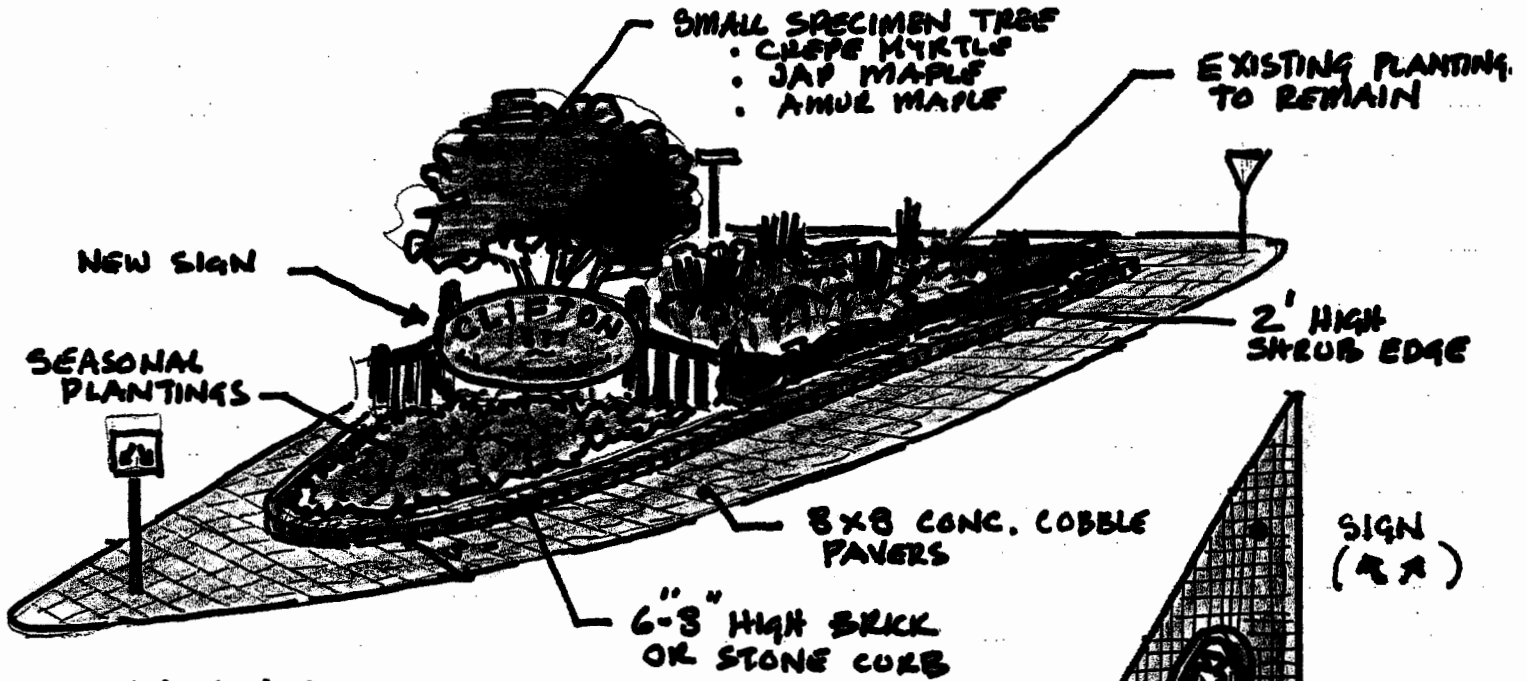
- Most of Mary's planting would be saved
- There would be a 3' wide strip of cobble pavers and a curb between the travel lanes and the plantings. This would not only be a visual attraction, but would offer a bit of a "forgiveness" zone for drivers who swerve off of the travel lanes.
- Some new plantings would be added to give the bed some structure and year round interest.
- Grass would be kept at a minimum. The conditions here will always prevent turf from doing well unless there was irrigation.
- A new, simpler, more readable sign would be installed. The current sign has too much information and the text is too small for such a location. Perhaps the old sign could be relocated.

There is room for compromise in this plan; the pavers could be eliminated (VDOT will initially say that that don't like them), the brick curb could be designed with a more serpentine layout, Marys planting could be further reduced, etc. VDOT will argue against any plantings that are over 30" high for sight distance reasons, although certain trees can be accommodated if handled correctly.

I have also included a basic renovation plan if the desire would be to just fix up what is there now.

When the proper people have reviewed and commented on this preliminary plan, just let me know and I will draw up a final plan to submit to Mark Comer at VDOT for their approval.

Bill



VIEW LOOKING SOUTH

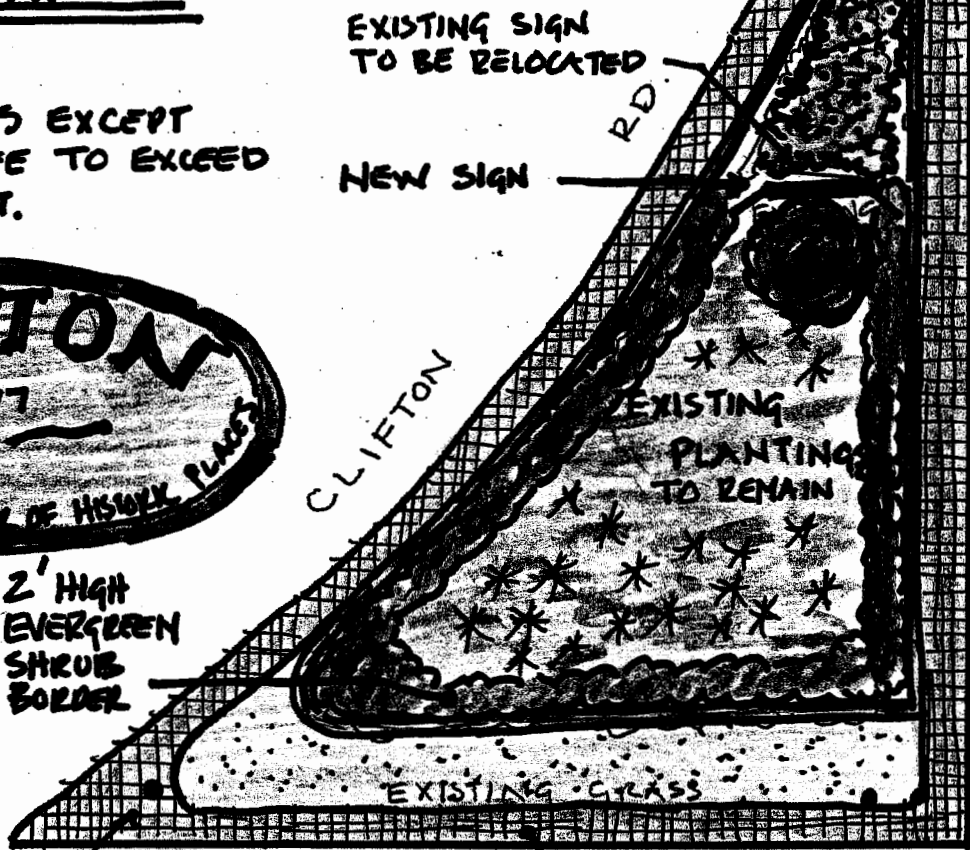
NO PLANTINGS EXCEPT SPECIMEN TREE TO EXCEED 30" IN HEIGHT.



SIGN DETAIL

- SIGN SHALL NOT EXCEED 20 SQ FT AS PER VDOT SPECIFICATIONS
- SIGN TO BE SANDBLASTED REDWOOD PAINTED WITH 3 COLORS

2' HIGH EVERGREEN SHRUB BORDER



SIGN (R.A)

CLIFTON RD
POSTED SPEED 25 MPH

SIGNS(2)
(STOP, STREET)

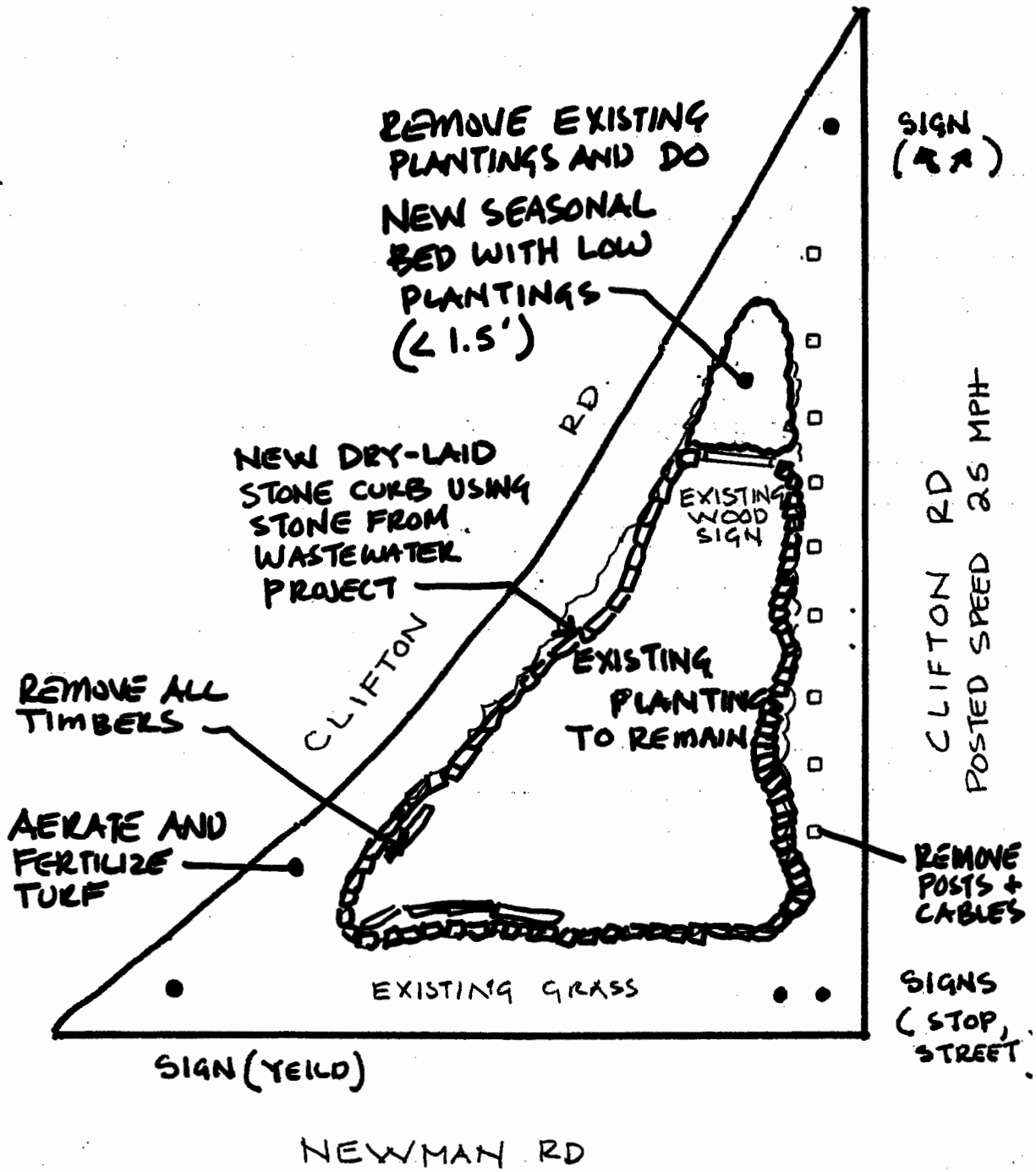
NEWMAN RD

PLAN VIEW

TOWN OF CLIFTON
GATEWAY TRIANGLE ENTRY FEATURE
SCALE: 1" = 10'



BASIC BED RENOVATION PLAN



TOWN OF CLIFTON
 GATEWAY TRIANGLE ENTRY FEATURE
 1" = 12'



COMMITTEE GUIDELINES

The following items were adopted at the July 11, 2006 Town Council meeting:

1. Number of members - a minimum of three, and a maximum based on needs.
2. Members drawn from where - member's geographic location based on the Clifton Elementary School district boundaries.
3. Budget - the Town Council would determine the budget, with financial accountability being the same as Town Council guidelines.
4. Attendance - members with more than three consecutive absences would be replaced.
5. Parliamentary authority - meetings will be governed by the parliamentary guidelines in Roberts Rules of Order.

The following are items that should be consideration at the August 1, 2006 Town Council meeting. Adoption of these or changes made at the August 1, 2006 meeting would complete the "Committee Guidelines".

1. Define Committee types - Standing, serves indefinitely at Town Council discretion. Special, discharged when their work is completed.
2. Council expectations - define the committee function, responsibilities, etc.
3. Selection of chairman - the committee will determine the chairman.
4. Reporting - at a minimum a written report of activities should be provided to the Town Council once each quarter.

**Town of Clifton
Properties Report
July 2002 through June 2006**

	Jul '05 - Jun 06	Jul '04 - Jun 05	Jul '03 - Jun 04	Jul '02 - Jun 03	AVERAGES
Ordinary Income/Expense					
Income					
Community Hall Revenues					
Community Hall Rentals	\$15,067	\$12,132	\$14,833	\$18,365	\$15,099
Total Community Hall Revenues	\$15,067	\$12,132	\$14,833	\$18,365	\$15,099
Park Rental	\$0	\$150	\$0	\$75	\$56
S.R. - Litter Control Grant	\$1,500	\$1,000	\$1,000	\$1,000	\$1,125
Total Income	\$16,567	\$13,282	\$15,833	\$19,440	\$16,280
Expense					
Contractual					
Rent					
Ayre Square Rental	\$270	\$300	\$308	\$321	\$300
Railroad Siding Rental	\$775	\$775	\$775	\$775	\$775
Total Rent	\$1,045	\$1,075	\$1,083	\$1,096	\$1,075
Town Maintenance					
Ayre Square Maintenance	\$0	\$0	\$0	\$27	\$7
Grounds Maintenance	\$0	\$3,022	\$1,550	\$1,188	\$1,440
Town Hall Maintenance	\$2,220	\$2,681	\$2,032	\$506	\$1,860
Total Town Maintenance	\$2,220	\$5,704	\$3,582	\$1,721	\$3,307
Town Services					
Grass Mowing	\$3,600	\$4,350	\$4,500	\$3,900	\$4,088
Trash Collection	\$768	\$1,020	\$1,687	\$1,686	\$1,290
Total Town Services	\$4,368	\$5,370	\$6,187	\$5,586	\$5,378
Utilities					
Gas and Electric	\$462	\$352	\$512	(\$198)	\$282
Water	\$246	\$398	\$301	\$293	\$309
Total Utilities	\$708	\$749	\$813	\$95	\$591
Caboose Expenses					
Caboose - Trentane Gas	\$286	\$254	\$264	\$237	\$260
Caboose Electric	\$196	\$176	\$260	\$260	\$223
Caboose Maintenance	\$223	\$299	\$0	\$0	\$131
Total Caboose Expenses	\$706	\$729	\$524	\$497	\$614
Community Hall Expenses					
C.H.-Cleaning	\$1,852	\$1,950	\$2,175	\$3,900	\$2,469
C.H.-Equipment	\$398	\$373	\$1,562	\$0	\$583
C.H.-General Maintenance	\$2,309	\$1,805	\$2,337	\$2,166	\$2,154
C.H.-Management Fee	\$3,004	\$2,860	\$3,114	\$3,616	\$3,149
C.H. - Electric	\$12,926	\$9,100	\$10,457	\$9,550	\$10,508
C.H. Floors	\$2,000	\$2,000	\$3,499	\$1,500	\$2,250
Community Hall Expenses - Other	\$0	\$0	\$116	\$331	\$112
Total Community Hall Expenses	\$22,489	\$18,088	\$23,259	\$21,064	\$21,225
Total Contractual	\$31,536	\$31,715	\$35,448	\$30,058	\$32,189
Total Expense	\$31,536	\$31,715	\$35,448	\$30,058	\$32,189
Net Ordinary Income	(\$14,969)	(\$18,433)	(\$19,616)	(\$10,618)	(\$15,909)
Net Income	(\$14,969)	(\$18,433)	(\$19,616)	(\$10,618)	(\$15,909)

Town of Clifton
Properties Report
 July 2002 through June 2006

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Park Rental	\$0	\$150	\$0	\$75	\$56
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Total Income	\$16,567	\$13,282	\$15,833	\$19,440	\$16,280
Expense					
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Net Income	(\$14,969)	(\$18,433)	(\$19,616)	(\$10,618)	(\$15,909)

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VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

June 23, 2006

To The Honorable Mayor and Members of the Town Council
Town of Clifton, Virginia

In planning and performing our audit of the financial statements of the Town of Clifton, Virginia for the year ended June 30, 2004, we considered the Town's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 23, 2006.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely yours,

Anderson, White & Company, P.C.

MANAGEMENT LETTER COMMENTS

June 30, 2003 Management Letter Comments

Since we did audits for June 30, 2003 and 2004 at essentially the same time, our comments for 2003 still apply for 2004. We elected to not rewrite the comments made with our June 30, 2003 audit. After we get the audits done for 2005 and 2006, we believe the Treasurer will be in a position to address our comments appropriately.

Accounts Payable

In our audit of accounts payable we noted several outstanding payables greater than ninety days old. The largest of these items was \$2,546 to Gateway Computers. In investigating the invoice we discovered that both the payable and check paying the bill were both posted on January 12, 2004. Thus there was no payable to Gateway as of June 30, 2004. The payable continued to exist in the Town general ledger because the check was not identified as payment on the invoice entered. As a result, not only was the payable not released, but the computer purchased was recorded twice in the equipment account (once when the payable was recorded and once when the check was cut).

We recommend the accounts payable aging report be reviewed on a periodic basis to ensure payables have been recorded accurately and removed once paid.

Haunted Trail Receipts

As you are aware, the receipts from the 2003 Haunted Trail event are unaccounted for in the June 30, 2004 financial statements. This issue was addressed in the August 11, 2004 special council meeting. We believe this issue to be an isolated incident and the amount involved is not material to the financial statements, thus we have not modified our audit opinion as a result of the incident. The Town Council adopted the Clifton Money Management Policies and Procedures. We concur with these policies and procedures adopted and stress the need to ensure they are complied with in order to establish good internal controls over cash receipts.

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2004

ANDERSON, WHITE & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

STAUNTON, VIRGINIA

STUARTS DRAFT, VIRGINIA

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2004

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INDEPENDENT AUDITOR'S REPORTS

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INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2004, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of June 30, 2004, and the respective changes in the financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2006, on our consideration of the Town's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. The management's discussion and analysis has not been presented in these financial statements. The budgetary comparison is presented in Exhibit 1. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying information listed as Other Supplementary Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Other Supplementary Information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Anderson, White & Company, P. C.

June 23, 2006

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2004, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June 23, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Town of Clifton, Virginia, in a separate letter dated June 23, 2006.

This report is intended solely for the information and use of the Town Council, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Anderson, White & Company, P. C.

June 23, 2006

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET ASSETS
As of June 30, 2004

ASSETS	Governmental Activities
CURRENT ASSETS	
Cash and cash equivalents	\$ 448 898
Receivables:	
HUD Homes Program - proceeds from sales	6 951
Sales tax	3 275
Other	6 624
HUD Homes Program - real estate	598 494
HUD Homes Program - escrow account	<u>25 330</u>
Total Current Assets	\$ <u>1 089 572</u>
NONCURRENT ASSETS	
Restricted cash and cash equivalents	\$ 17 693
Capital assets, net of accumulated depreciation	<u>134 110</u>
Total Noncurrent Assets	\$ <u>151 803</u>
Total Assets	\$ <u>1 241 375</u>
LIABILITIES	
CURRENT LIABILITIES	
Accounts payable	\$ 6 865
HUD Homes Program - mortgages payable	611 900
HUD Homes Program - accrued interest	<u>11 924</u>
Total Current Liabilities	\$ <u>630 689</u>
NONCURRENT LIABILITIES	
Escrow monies held	\$ <u>5 206</u>
Total Noncurrent Liabilities	\$ <u>5 206</u>
Total Liabilities	\$ <u>635 895</u>
NET ASSETS	
Invested in capital assets, net of related debt	\$ 134 110
Restricted	12 487
Unrestricted	<u>458 883</u>
Total Net Assets	\$ <u><u>605 480</u></u>

The accompanying notes to financial statements are an integral part of this statement.

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STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2004

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities					
General government administration	\$ 43 998	\$ 18 689	\$ -	\$ -	\$ (25 309)
Public safety	410	-	-	-	(410)
Public works	42 179	14 832	1 000	-	(26 347)
Parks, recreation and cultural	4 017	-	-	11 463	7 446
Community development	5 491	6 919	-	-	1 428
Total Governmental Activities	\$ 96 095	\$ 40 440	\$ 1 000	\$ 11 463	\$ (43 192)

General Revenues:

Cigarette tax	\$ 1 518
Interest income	1 411
Miscellaneous income	2 997
Railroad rolling stock tax	1 277
Sales tax	18 525
Utility consumption tax	1 192

Total General Revenues \$ 26 920

Special Items:**HUD Homes Program**

Profits from real estate sales	\$ 525 040
Management fees paid	(234 386)

Total Special Items \$ 290 654

Change in Net Assets \$ 274 382

Net Assets, Beginning of Year 331 098

Net Assets, End of Year \$ 605 480

The accompanying notes to financial statements are an integral part of this statement.

BALANCE SHEET - GOVERNMENTAL FUNDS
As of June 30, 2004

ASSETS	General Fund
Cash and cash equivalents	\$ 448 898
Restricted cash and cash equivalents	17 693
Receivables:	
HUD Homes Program - proceeds from sales	6 951
Sales tax	3 275
Other	6 624
HUD Homes Program - real estate	598 494
HUD Homes Program - escrow account	25 330
Total Assets	\$ 1 107 265
LIABILITIES	
Accounts payable	\$ 6 865
Escrow monies held	5 206
HUD Homes Program - mortgages payable	611 900
HUD Homes Program - accrued interest	11 924
Total Liabilities	\$ 635 895
FUND BALANCE	
Fund balance	
Unreserved	\$ 458 883
Reserved	12 487
Total Fund Balance	\$ 471 370
Total Liabilities and Fund Balance	\$ 1 107 265

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS
As of June 30, 2004

**Amounts reported for governmental activities in the Statement of Net Assets
are different because of the following:**

Fund balances of Governmental Funds	\$	471 370
Capital assets, net of depreciation , are not current financial resources and are not included in the Governmental Funds		<u>134 110</u>
Net assets of Governmental Activities	\$	<u><u>605 480</u></u>

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2004

	<u>General Fund</u>
REVENUES	
Local taxes	\$ 39 467
Permits, privilege fees and regulatory licenses	2 965
Revenues from the use of money	1 411
Revenues from the use of property	14 832
Donations and special events	15 417
Miscellaneous	2 997
Intergovernmental	<u>2 734</u>
Total Revenues	\$ <u>79 823</u>
EXPENDITURES	
General government administration	\$ 43 801
Public safety	-
Public works	35 316
Parks, recreation, and cultural	3 436
Community development	5 491
Capital outlay	<u>1 967</u>
Total Expenditures	\$ <u>90 011</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ <u>(10 188)</u>
SPECIAL ITEMS	
HUD Homes Program	
Profits from real estate sales	\$ 525 040
Management fees paid	(234 386)
Contingency	<u>-</u>
Total Special Items	\$ <u>290 654</u>
NET CHANGE IN FUND BALANCE	\$ 280 466
FUND BALANCE (DEFICIT), Beginning of Year	<u>190 904</u>
FUND BALANCE (DEFICIT), End of Year	\$ <u><u>471 370</u></u>

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2004

**Amounts reported for Governmental Activities in the Statement of Activities
are different because of the following:**

Net change in fund balance - Governmental Funds \$ 280 466

Governmental Funds report capital outlays as expenditures. However in the
Statement of Activities the cost of those assets is allocated over their estimated
useful lives and reported as depreciation expense. This is the amount by
which depreciation (\$9,479) exceeded capital outlays (\$3,395) in the current year (6 084)

Change in net assets - Governmental Activities \$ 274 382

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TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2004

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The financial statements of the Town of Clifton, Virginia (the "Town") have been prepared to conform to generally accepted accounting principles (GAAP) as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting and reporting policies and practices used by the Town are described below.

A. New Accounting Standards Adopted

In fiscal year 2003, the Town adopted three new statements of financial accounting standards and one new interpretation issued by the Governmental Accounting Standards Board (GASB):

- Statement No. 34 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*
- Statement No. 37 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus*
- Statement No. 38 – *Certain Financial Statement Disclosures*
- Interpretation No. 6 – *Recognition and Measurements of Certain Liabilities & Expenditures in Governmental Fund Financial Statements*

Statement No. 34 (as amended by Statement No. 37) represents a very significant change in the financial reporting model used by state and local governments.

Statement No. 34 requires government-wide financial statements to be prepared using the accrual basis of accounting and the economic resources measurement focus. Government-wide financial statements do not provide information by fund or account group, but distinguish between the Town's governmental activities and business-type activities on the statement of net assets and statement of activities. Significantly, the Town's statement of net assets includes both noncurrent assets and noncurrent liabilities of the Town, which were previously recorded in the General Fixed Assets Account Group and the General Long-term Debt Account Group.

The Town's implementation of these standards had the following effect on the Town's financial statements:

- The Town had historically capitalized all capital assets, excluding infrastructure. The Town also had not recorded annual depreciation expense or the related accumulated depreciation. As of July 1, 2002, the Town began to record infrastructure assets and recognized accumulated depreciation on all governmental activity assets that had not previously been recognized.

In addition to the government-wide financial statements, the Town has prepared fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Accordingly, the accounting and financial reporting of the Town's General Fund is similar to that previously presented in the Town's financial statements, although the format of financial statements has been modified by Statement No. 34 to focus on major funds, as opposed to presenting fund types.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)A. New Accounting Standards Adopted (Continued)

Statement No. 34 also requires a budgetary comparison statement to be presented that compares the adopted and modified budget with actual results.

Statement No. 37 amends GASB Statements No. 21 and No. 34. The amendments either (1) clarify certain provisions that, in retrospect, may not be sufficiently clear for consistent application or (2) modify other provisions that the GASB Board believes may have unintended consequences in some circumstances.

GASB has issued Statement No. 38, *Certain Financial Statement Note Disclosures* which modifies, establishes and rescinds certain financial statement disclosure requirements.

Interpretation 6 is an interpretation of NCGA Statements 1, 4, and 5; NCGA Interpretation 8; and GASB Statement Nos. 10, 16, and 18. It clarifies the existing modified accrual standards for distinguishing the portion of a liability that should be reported as a governmental fund liability/expenditure from the portion that should be reported as a general long-term liability (i.e., government-wide reporting only).

B. Reporting Entity

The Town, located in Fairfax County, Virginia, was incorporated in 1902 under the laws of the Commonwealth of Virginia. The Town is managed by a mayor and five council members, each of whom is elected at large for a two-year term.

As required by generally accepted accounting principles these financial statements present the Town (primary government) and any reportable component units. No separate government units meet the criteria for inclusion as a component unit.

C. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which to a significant extent rely on fees and charges for support. The previous reporting model emphasized fund types (the total of all funds of a particular type). In the new reporting model, as defined by GASB Statement No. 34, the focus is either the Town as a whole or major individual funds (within the fund financial statements).

The government-wide statement of activities demonstrates the degree to which the direct expenses of a functional category (Public Safety, Public Works, etc.) or activity are offset by program revenues. Direct expenses are those that are clearly identifiable with specific function or activity. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) grants and contributions that are restricted to meeting the operational requirements of a particular function or activity and 3) grants and contributions that are restricted to meeting the capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported instead as general revenues.

TOWN OF CLIFTON, VIRGINIANOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**C. Government-wide and Fund Financial Statements (Continued)**

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales, franchise taxes, intergovernmental revenues, interest income, etc.).

Separate fund based financial statements are provided for governmental funds. Individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The focus of the fund financial statements is on the individual funds. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

D. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Government fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 45 days of the end of the current fiscal period. Grant revenues availability period is generally considered to be one year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured and payment is due.

Ad valorem, franchise and sales tax revenues in the General Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, contributions, and miscellaneous revenues are recorded as revenues when received in cash as the resulting receivable is immaterial. Investment earnings are recorded as earned since they are measurable and available. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**D. Measurement Focus and Basis of Accounting (Continued)**

The following funds are used by the Town:

1. Governmental Funds:

The following is a description of the Governmental Funds of the Town:

General Fund

The General Fund is the operating fund of the Town. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

2. Non-Current Governmental Assets/Liabilities:

GASB Statement No. 34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

E. Capital Assets

Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Public domain (infrastructure) fixed assets owned by the Town consisting of roads, curbs and gutters, streets, drainage systems and lighting systems will be recorded at historical cost on a prospective basis as the Town has elected out of recording such assets retrospectively as allowed for Phase 3 governments.

Major outlays for capital assets and improvements are capitalized as projects are constructed and shown as construction in progress in the basic financial statements.

Property, plant, and equipment of the Town is depreciated using the straight line method over estimated useful lives ranging from five to forty years.

F. Use of Restricted/Unrestricted Net Assets

When an expense is incurred for purposes for which both restricted and unrestricted assets are available, the Town's policy is to apply restricted assets first.

G. Budgetary Comparison Schedules

The Town adopts budgets for the General Fund by July 1 of each year. All revisions to the budget must be approved by the Town Council.

GASB Statement No. 34 requires budgetary comparison information to be presented in the basic financial statements or as required supplementary information. Exhibit 1 presents the original and final budget, actual results, and variance amounts.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004NOTE 2—CASH:

All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

Restricted cash shown in the basic financial statements is comprised of the following:

Escrow monies held	\$ 5 206
Playground improvement funds	<u>12 487</u>
Total restricted cash	<u>\$ 17 693</u>

NOTE 3—CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2004 was as follows:

	<u>Balance at Beginning of Year</u>	<u>Additions</u>	<u>Retirements</u>	<u>Transfers</u>	<u>Balance at End of Year</u>
Capital assets not being depreciated:					
Land	\$ 53 987	\$ -	\$ -	\$ -	\$ 53 987
Subtotal	<u>\$ 53 987</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53 987</u>
Capital assets being depreciated:					
Buildings	\$ 77 381	\$ -	\$ -	\$ -	\$ 77 381
Furniture and equipment	35 711	3 395	-	-	39 106
Improvements	107 128	-	-	-	107 128
Subtotal	<u>\$ 220 220</u>	<u>\$ 3 395</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 223 615</u>
Less accumulated depreciation for:					
Buildings	\$ (33 660)	\$ (1 963)	\$ -	\$ -	\$ (35 623)
Furniture and equipment	(25 905)	(2 159)	-	-	(28 064)
Improvements	(74 448)	(5 357)	-	-	(79 805)
Subtotal	<u>\$ (134 013)</u>	<u>\$ (9 479)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (143 492)</u>
Total capital assets being depreciated, net	<u>\$ 86 207</u>	<u>\$ (6 084)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80 123</u>
Governmental activities capital assets, net	<u>\$ 140 194</u>	<u>\$ (6 084)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 134 110</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government administration	\$ 197
Public safety	410
Public works	8 291
Parks, recreation, and culture	<u>581</u>
Total depreciation expense – governmental activities	<u>\$ 9 479</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004

NOTE 4—OPERATING LEASE:

The Town entered into a lease agreement on June 27, 1994 with the Board of Supervisors of Fairfax County to rent the Town Meeting Hall. The term of the lease is for 25 years with 5 year optional renewal periods. In consideration for the use of the building, the Town agrees to pay \$1 annually plus have the sole responsibility for its operation, interior and exterior maintenance, and the safety and appearance of the building, parking area and grounds.

NOTE 5—RESTRICTED NET ASSETS/RESERVED FUND BALANCES:

A. General Fund

The General Fund is holding the following restricted cash included in equity at June 30, 2004:

\$ <u>12 487</u>	Playground Improvement Funds (restricted donations)
\$ <u>12 487</u>	Total

NOTE 6—CONTINGENT LIABILITIES (INCLUDING FEDERALLY ASSISTED PROGRAMS):

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 7—SPECIAL ITEM:

Pursuant to resolutions adopted November 17 and December 3, 2002, the Town authorized participation in the Department of Housing and Urban Development (HUD) Single Family Property Disposition Discount Sales Program (HUD Homes Program). Under the program, the Town purchases homes from HUD, causes such homes to be repaired so as to be decent, safe and sanitary, and sells such homes to qualifying buyers (per HUD guidelines) to provide owner – occupied housing for low and moderate income persons exclusively in the Commonwealth of Virginia. The resolutions adopted by the Town also approved the Contract for Services with Commercial Lending Corporation, LLC (CLC) dated November 19, 2002, the purpose of which was to engage them to manage and administer the Town's participation in the HUD Home Program.

Under terms of the Contract for Services, CLC will act as the agent of the Town in the purchase, repair and rehabilitation, management and sale of HUD foreclosed residential properties. The stated goal is to purchase 5 or more Units at one time from HUD in order to receive the benefit of a 15% discount on the successful bid price for each of the Units purchased by the Town and to maintain an inventory of ten to thirty Units located in the Commonwealth of Virginia. The total financing available per the contract initially was set at \$3,000,000 but was increased by amendment to the contract to \$6,000,000, with not more than \$1,500,000 advanced at any time, effective June 30, 2003. All such financing is to be non-recourse to the Town, where in the event of default by the borrower, the sole remedy of the lender will be against the Unit and not the Town. The terms of the financing include interest at 8.5% per annum with no compounding, payable at the time of sale of each Unit to a qualified buyer, and discount points at 3% of the loan amount, payable at the time of loan closing. The term of this contract was for one year, to November 19, 2003. However, the term was extended by amendment to the contract to June 30, 2005, effective November 19, 2003.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2004NOTE 7—SPECIAL ITEM: (Continued)

Per Exhibit B of the Contract for Services, the Net Profit of each Unit sale is to be divided as follows:

Town of Clifton – 55%, but not less than 1% of the Gross Sales Price of the Unit.

Commercial Lending Corporation, LLC – 45% as management fee (exclusive of other financing or settlement fees).

Payments are due each party within 30 days of the settlement and closing of the sale of each Unit.

Activity for the fiscal year ended June 30, 2004 for the HUD Homes Program is as follows:

	<u># Units</u>	<u>Amount</u>	
Inventory of HUD homes at June 30, 2003	25	\$ <u>2 418 418</u>	
HUD foreclosed homes purchased	47	N/A	
HUD homes sold	<u>(65)</u>	\$ <u>290 654</u>	Net Profit
Inventory of HUD homes, June 30, 2004	<u>7</u>	\$ 598 494	
Escrow monies held by CLC, LLC	<u>7</u>	<u>25 330</u>	
		\$ <u>623 824</u>	
Mortgages payable, July 1, 2003		\$ 2 547 600	
Current year decrease		<u>(1 935 700)</u>	
Mortgages payable, June 30, 2004	<u>7</u>	\$ 611 900	
Accrued interest payable	<u>7</u>	<u>11 924</u>	
		\$ <u>623 824</u>	

HUD Homes Program real estate inventory is valued at acquisition cost (net of purchase discount) plus rehabilitation/repair costs. Carrying costs, including interest expense are capitalized into inventory cost as incurred. Inventory cost at June 30, 2004 includes \$11,924 of accrued interest payable.

HUD Homes Program mortgages payable are considered short term debt as the average turn around time on homes purchased is less than three months.

Net Profit on HUD Homes sold for the year ended June 30, 2004 includes \$234,386 that was paid to CLC, LLC as management fees per the contract.

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REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULES
For the Year Ended June 30, 2004

	General Fund		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local taxes	\$ 37 629	\$ 39 467	\$ 1 838
Permits, privilege fees and regulatory licenses	2 620	2 965	345
Revenues from the use of money	645	1 411	766
Revenues from the use of property	12 820	14 832	2 012
Donations and special events	30 924	15 417	(15 507)
Miscellaneous	-	2 997	2 997
Intergovernmental	141 444	2 734	(138 710)
Total Revenues	\$ 226 082	\$ 79 823	\$ (146 259)
EXPENDITURES			
General government administration	\$ 47 472	\$ 43 801	\$ 3 671
Public safety	6 000	-	6 000
Public works	53 954	35 316	18 638
Parks, recreation, and cultural	-	3 436	(3 436)
Community development	6 928	5 491	1 437
Capital outlay	170 524	1 967	168 557
Total Expenditures	\$ 284 878	\$ 90 011	\$ 194 867
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (58 796)	\$ (10 188)	\$ 48 608
SPECIAL ITEMS			
HUD Homes Program			
Profits from real estate sales	\$ 100 000	\$ 525 040	\$ 425 040
Management fees paid	-	(234 386)	(234 386)
Contingency	(100 000)	-	100 000
Total Special Items	\$ -	\$ 290 654	\$ 290 654
NET CHANGE IN FUND BALANCE	\$ (58 796)	\$ 280 466	\$ 339 262
FUND BALANCE (DEFICIT), Beginning of Year	58 796	190 904	132 108
FUND BALANCE (DEFICIT), End of Year	\$ -	\$ 471 370	\$ 471 370

The accompanying notes to financial statements are an integral part of this statement.

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OTHER SUPPLEMENTARY INFORMATION

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SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues:			
Revenue from Local Sources:			
Local Taxes:			
BPOL tax	\$ 15 000	\$ 12 876	\$ (2 124)
Cigarette tax	1 800	1 518	(282)
Motor vehicle tags	4 713	5 356	643
Sales tax	15 000	18 525	3 525
Utility consumption tax	1 116	1 192	76
Total Local Taxes	<u>\$ 37 629</u>	<u>\$ 39 467</u>	<u>\$ 1 838</u>
Permits, Privilege Fees and Regulatory Licenses:			
ARB permits	\$ 120	\$ 475	\$ 355
BZA fees	-	750	750
Planning Commission-subdivision	1 500	790	(710)
Use permits	1 000	950	(50)
Total Permits, Privilege Fees and Regulatory Licenses	<u>\$ 2 620</u>	<u>\$ 2 965</u>	<u>\$ 345</u>
Revenue from Use of Money:			
Interest income	\$ 645	\$ 1 411	\$ 766
Total Revenue from Use of Money	<u>\$ 645</u>	<u>\$ 1 411</u>	<u>\$ 766</u>
Revenue from Use of Property:			
Community Hall rental	\$ 12 420	\$ 14 832	\$ 2 412
Park rental	400	-	(400)
Total Revenue from Use of Property	<u>\$ 12 820</u>	<u>\$ 14 832</u>	<u>\$ 2 012</u>
Donations and Special Events:			
Donations-Community Hall	\$ 4 600	\$ -	\$ (4 600)
Donations-Playground	-	11 463	11 463
Clifton Betterment Association - grant match	16 524	-	(16 524)
Clifton Day revenues	1 000	524	(476)
Farmers' Market income	600	525	(75)
Haunted Trail Event	6 000	-	(6 000)
Homes Tour	2 200	2 905	705
Total Donations and Special Events	<u>\$ 30 924</u>	<u>\$ 15 417</u>	<u>\$ (15 507)</u>
Miscellaneous:			
Miscellaneous revenue	\$ -	\$ 2 997	\$ 2 997
Total Miscellaneous Revenue	<u>\$ -</u>	<u>\$ 2 997</u>	<u>\$ 2 997</u>
Total Revenue from Local Sources	<u>\$ 84 638</u>	<u>\$ 77 089</u>	<u>\$ (7 549)</u>

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2004

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Intergovernmental:			
Revenue from the Federal Government:			
Categorical Aid:			
Department of Transportation - Main Street Pedestrian and Bicycle Plaza and Pathways Grant	\$ 132 000	\$ -	\$ (132 000)
Total Categorical Aid	\$ 132 000	\$ -	\$ (132 000)
Total Revenue from the Federal Government	\$ 132 000	\$ -	\$ (132 000)
Revenue from the Commonwealth:			
Noncategorical Aid:			
ABC profits	\$ 840	\$ 457	\$ (383)
Railroad rolling stock tax	1 504	1 277	(227)
Total Noncategorical Aid	\$ 2 344	\$ 1 734	\$ (610)
Categorical Aid:			
Fire Program funds	\$ 6 000	\$ -	\$ (6 000)
Litter grant	1 100	1 000	(100)
Total Categorical Aid	\$ 7 100	\$ 1 000	\$ (6 100)
Total Revenue from the Commonwealth	\$ 9 444	\$ 2 734	\$ (6 710)
Total Intergovernmental	\$ 141 444	\$ 2 734	\$ (138 710)
Total General Fund	\$ 226 082	\$ 79 823	\$ (146 259)

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government Administration:			
Advertising	\$ 1 050	\$ 399	\$ 651
Dues and subscriptions	547	566	(19)
Elections	700	495	205
Insurance	3 612	2 844	768
Mayoral reimbursement	1 890	1 655	235
Miscellaneous	5 250	1 172	4 078
Office supplies and expenses	4 602	3 729	873
Payroll and payroll taxes	10 378	10 357	21
Printing and reproduction	630	153	477
Professional fees	18 813	22 431	(3 618)
Total General Government Administration	\$ 47 472	\$ 43 801	\$ 3 671
Public Safety:			
Fire Fund Program	\$ 6 000	\$ -	\$ 6 000
Total Public Safety	\$ 6 000	\$ -	\$ 6 000
Public Works:			
Caboose expenses	\$ 3 130	\$ 501	\$ 2 629
Community Hall expenses	22 967	22 643	324
Grounds and maintenance	21 775	8 577	13 198
Rents	1 365	1 083	282
Utilities	4 717	2 512	2 205
Total Public Works	\$ 53 954	\$ 35 316	\$ 18 638
Parks, Recreation, and Cultural:			
Materials, supplies, and services	\$ -	\$ 3 436	\$ (3 436)
Total Parks, Recreation, and Cultural	\$ -	\$ 3 436	\$ (3 436)
Community Development:			
Architectural Review Board	\$ 525	\$ 5	\$ 520
Clifton Day expenses	998	191	807
Farmers' Market expenses	600	-	600
Haunted Trail expenses	2 100	1 379	721
Homes Tour/Bazaar expenses	630	680	(50)
Planning Commission	1 575	3 236	(1 661)
Summer in the Parks Event	500	-	500
Total Community Development	\$ 6 928	\$ 5 491	\$ 1 437

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
 GENERAL FUND
 For the Year Ended June 30, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Capital Outlay:			
Cable burial	\$ 10 000	\$ -	\$ 10 000
Community Hall improvements	10 000	-	10 000
Equipment	-	1 967	(1 967)
Miscellaneous	1 000	-	1 000
Playground improvements	1 000	-	1 000
Main Street Pedestrian and Bicycle Plaza and Pathways Grant Project	<u>148 524</u>	<u>-</u>	<u>148 524</u>
Total Capital Outlay	<u>\$ 170 524</u>	<u>\$ 1 967</u>	<u>\$ 168 557</u>
Total General Fund	<u>\$ 284 878</u>	<u>\$ 90 011</u>	<u>\$ 194 867</u>

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ANDERSON, WHITE & COMPANY, P.C.

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AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

June 2, 2006

To The Honorable Mayor and Members of the Town Council
Town of Clifton, Virginia

In planning and performing our audit of the financial statements of the Town of Clifton, Virginia for the year ended June 30, 2003, we considered the Town's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 2, 2006.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely yours,

Anderson, White & Company, P.C.

MANAGEMENT LETTER COMMENTS

Review of Prior Years

As part of our engagement to audit June 30, 2003 and 2004 we were requested to review the Town's records for the fiscal years 1998 to 2002. A "review" has very specific requirements in the accounting standards, including the preparation of financial statements with an accountant's report attached. During our negotiations it was decided you would not require the reviewed financial statements and as a result we lowered our bid from a total of \$25,000 to \$15,000.

Please be advised that as part of doing an audit for the first time we are required to audit the opening balances for the year. Such work is required to be able to express an unqualified opinion on fund balances and on the income statement. In other words, we have to know the year we are reporting on started out with the correct balances in order to report on the period as a whole. In any audit we do, it is usually necessary to propose various adjustments. We performed extensive work in order to be sure the beginning balances for fiscal year 2003 were proper, and as a result have proposed some adjustments that have been provided to the Town Treasurer. The cumulative effect of any necessary adjustments for fiscal years 1998 to 2002 have been handled through these proposed adjustments.

Insured Cash Balances

The Town Treasurer requested we explain how the Town's cash balances are insured. As you know, balances up to \$100,000 per bank are covered by the Federal Deposit Insurance Corporation (FDIC). As a Town, any balances in excess of \$100,000 in a bank are insured by the Virginia Security for Public Deposits Act (Section 2.2-4400 et. seq. of the Code of Virginia) provided the funds are identified as public deposits and the bank is a qualified depository. As of June 30, 2003, all the Town's accounts were held at SunTrust Bank. SunTrust was a qualified depository as of June 30, 2003 and all the Town's accounts have been listed as public deposits per a letter from SunTrust dated January 27, 2004 we found during our audit of cash. As a result, all of the Town's cash balances were insured as of June 30, 2003.

Town Payroll

In our audit of payroll we discovered the Town did not withhold social security and Medicare taxes from salaries paid. The taxes turned over to the IRS were calculated based on the wages paid and then doubled to cover the employer match. In other words, the Town paid both the employee and employer share of the tax.

We recommend the Town Council determine the net pay for its employees and then gross it up to cover the taxes so the withholdings can be handled properly. For example, if Town Council wanted net pay to be \$1,000, the gross would be computed as follows:

$\$1,000.00 / .9235 = \$1,082.84$ Gross	
\$ 1,082.84	Gross Pay
(67.14)	Social Security @ 6.2%
<u>(15.70)</u>	Medicare @ 1.45%
\$ <u>1,000.00</u>	Net Pay

The .9235 above is 100% - 6.2% - 1.45%.

Taking this approach would allow the W-2 forms to be prepared properly and the correct amount of social security and Medicare wages reported to the Social Security Administration.

Bank Reconciliations

In our audit of cash we discovered three balance adjustments made to the bank accounts that QuickBooks posted to the Opening Balance Equity account. This problem is very common with our QuickBooks clients. If there is an unknown difference once all items are marked as cleared when doing the bank reconciliation, QuickBooks asked if you want to correct the difference. If you respond "yes", QuickBooks adjusts cash and puts the offsetting entry to the Opening Balance Equity account. This account is not an income or expense account, thus the income statements generated through QuickBooks do not reflect the adjustment. We recommend responding "no" to the question from QuickBooks, determining why the difference exists, and correcting it at the source of the problem.

Capital Assets

Accounting for capital assets in the General Fund of a Town is very unusual compared to traditional accounting. Assets acquired are expensed in the appropriate department when purchased. A second entry is then required to record the asset in the appropriate balance sheet account with an offsetting entry to the Investment in Fixed Assets account. The amount in the Investment in Fixed Assets account should always be the total of the fixed asset accounts less the depreciation that has been recorded. We recommend expensing all fixed assets as they are acquired and keeping a separate file folder to accumulate the invoices of those assets with an estimated useful life of more than one year and deemed significant enough to capitalize. We can assist in capitalizing the necessary assets at year end and determining the amount of depreciation to record.

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2003

ANDERSON, WHITE & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

STAUNTON, VIRGINIA

STUARTS DRAFT, VIRGINIA

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2003

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INDEPENDENT AUDITOR'S REPORTS

ANDERSON, WHITE & COMPANY, P.C.

1

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INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of June 30, 2003, and the respective changes in the financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2006, on our consideration of the Town's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. The management's discussion and analysis has not been presented in these financial statements. The budgetary comparison is presented in Exhibit 1. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying information listed as Other Supplementary Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Other Supplementary Information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Anderson, White & Company, P. C.

June 2, 2006

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Clifton, Virginia, as of and for the year ended June 30, 2003, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June 2, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Town of Clifton, Virginia, in a separate letter dated June 2, 2006.

This report is intended solely for the information and use of the Town Council, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Anderson, White & Company, P.C.

June 2, 2006

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET ASSETS
As of June 30, 2003

ASSETS	Governmental Activities
CURRENT ASSETS	
Cash and cash equivalents	\$ 179 864
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	<u>155 922</u>
Total Current Assets	\$ <u>2 766 678</u>
NONCURRENT ASSETS	
Restricted cash and cash equivalents	\$ 6 231
Capital assets, net of accumulated depreciation	<u>140 194</u>
Total Noncurrent Assets	\$ <u>146 425</u>
Total Assets	\$ <u>2 913 103</u>
 LIABILITIES	
CURRENT LIABILITIES	
Accounts payable	\$ 2 459
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	<u>26 740</u>
Total Current Liabilities	\$ <u>2 576 799</u>
NONCURRENT LIABILITIES	
Escrow monies held	<u>\$ 5 206</u>
Total Noncurrent Liabilities	\$ <u>5 206</u>
Total Liabilities	\$ <u>2 582 005</u>
 NET ASSETS	
Invested in capital assets, net of related debt	\$ 140 194
Restricted	1 025
Unrestricted	<u>189 879</u>
Total Net Assets	\$ <u><u>331 098</u></u>

The accompanying notes to financial statements are an integral part of this statement.

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STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities					Governmental Activities
General government administration	\$ 25 025	\$ 20 451	\$ 500	\$ -	\$ (4 074)
Public safety	205	-	-	4 100	3 895
Public works	38 553	18 365	1 000	-	(19 188)
Parks, recreation and cultural	1 405	75	1 025	-	(305)
Community development	4 226	8 713	-	-	4 487
Total Governmental Activities	\$ 69 414	\$ 47 604	\$ 2 525	\$ 4 100	\$ (15 185)

General Revenues:

Cigarette tax	\$ 1 442
Interest income	637
Miscellaneous income	83
Railroad rolling stock tax	1 377
Sales tax	15 872
Utility consumption tax	1 197

Total General Revenues \$ 20 608

Special Items:**HUD Homes Program**

Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	(93 638)

Total Special Items \$ 126 427

Change in Net Assets \$ 131 850

Net Assets, Beginning of Year 199 248

Net Assets, End of Year \$ 331 098

The accompanying notes to financial statements are an integral part of this statement.

BALANCE SHEET - GOVERNMENTAL FUNDS
As of June 30, 2003

ASSETS	General Fund
Cash and cash equivalents	\$ 179 864
Restricted cash and cash equivalents	6 231
Receivables:	
HUD Homes Program - proceeds from sales	6 781
Sales tax	4 161
Other	1 141
Prepaid insurance	391
HUD Homes Program - real estate	2 418 418
HUD Homes Program - escrow account	<u>155 922</u>
Total Assets	\$ <u><u>2 772 909</u></u>
LIABILITIES	
Accounts payable	\$ 2 459
Escrow monies held	5 206
HUD Homes Program - mortgages payable	2 547 600
HUD Homes Program - accrued interest	<u>26 740</u>
Total Liabilities	\$ <u><u>2 582 005</u></u>
FUND BALANCE	
Fund balance	
Unreserved	\$ 189 879
Reserved	<u>1 025</u>
Total Fund Balance	\$ <u><u>190 904</u></u>
Total Liabilities and Fund Balance	\$ <u><u>2 772 909</u></u>

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS
As of June 30, 2003

**Amounts reported for governmental activities in the Statement of Net Assets
are different because of the following:**

Fund balances of Governmental Funds	\$	190 904
Capital assets, net of depreciation , are not current financial resources and are not included in the Governmental Funds		<u>140 194</u>
Net assets of Governmental Activities	\$	<u><u>331 098</u></u>

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2003

	<u>General Fund</u>
REVENUES	
Local taxes	\$ 38 531
Permits, privilege fees and regulatory licenses	1 075
Revenues from the use of money	637
Revenues from the use of property	18 440
Donations and special events	9 163
Miscellaneous	83
Intergovernmental	<u>6 908</u>
Total Revenues	\$ <u>74 837</u>
EXPENDITURES	
General government administration	\$ 24 861
Public safety	4 100
Public works	30 212
Parks, recreation, and cultural	732
Community development	4 226
Capital outlay	<u>-</u>
Total Expenditures	\$ <u>64 131</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ <u>10 706</u>
SPECIAL ITEMS	
HUD Homes Program	
Profits from real estate sales	\$ 210 065
Incentive fees earned	10 000
Management fees paid	<u>(93 638)</u>
Total Special Items	\$ <u>126 427</u>
NET CHANGE IN FUND BALANCE	\$ 137 133
FUND BALANCE (DEFICIT), Beginning of Year	<u>53 771</u>
FUND BALANCE (DEFICIT), End of Year	\$ <u><u>190 904</u></u>

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2003

**Amounts reported for Governmental Activities in the Statement of Activities
are different because of the following:**

Net change in fund balance - Governmental Funds	\$	137 133
Governmental Funds report capital outlays as expenditures. However in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$9,383) exceeded capital outlays (\$4,100) in the current year		<u>(5 283)</u>
Change in net assets - Governmental Activities	\$	<u><u>131 850</u></u>

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TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The financial statements of the Town of Clifton, Virginia (the "Town") have been prepared to conform to generally accepted accounting principles (GAAP) as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting and reporting policies and practices used by the Town are described below.

A. New Accounting Standards Adopted

In fiscal year 2003, the Town adopted three new statements of financial accounting standards and one new interpretation issued by the Governmental Accounting Standards Board (GASB):

- *Statement No. 34 – Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*
- *Statement No. 37 – Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments: Omnibus*
- *Statement No. 38 – Certain Financial Statement Disclosures*
- *Interpretation No. 6 – Recognition and Measurements of Certain Liabilities & Expenditures in Governmental Fund Financial Statements*

Statement No. 34 (as amended by Statement No. 37) represents a very significant change in the financial reporting model used by state and local governments.

Statement No. 34 requires government-wide financial statements to be prepared using the accrual basis of accounting and the economic resources measurement focus. Government-wide financial statements do not provide information by fund or account group, but distinguish between the Town’s governmental activities and business-type activities on the statement of net assets and statement of activities. Significantly, the Town’s statement of net assets includes both noncurrent assets and noncurrent liabilities of the Town, which were previously recorded in the General Fixed Assets Account Group and the General Long-term Debt Account Group.

The Town’s implementation of these standards had the following effect on the Town’s financial statements:

- The Town has historically capitalized all capital assets, excluding infrastructure. The Town also has not recorded annual depreciation expense or the related accumulated depreciation. As of July 1, 2002, the Town began to record infrastructure assets and recognized accumulated depreciation on all governmental activity assets that had not previously been recognized.

In addition to the government-wide financial statements, the Town has prepared fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Accordingly, the accounting and financial reporting of the Town’s General Fund is similar to that previously presented in the Town’s financial statements, although the format of financial statements has been modified by Statement No. 34 to focus on major funds, as opposed to presenting fund types.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**A. New Accounting Standards Adopted (Continued)**

Statement No. 34 also requires a budgetary comparison statement to be presented that compares the adopted and modified budget with actual results.

Statement No. 37 amends GASB Statements No. 21 and No. 34. The amendments either (1) clarify certain provisions that, in retrospect, may not be sufficiently clear for consistent application or (2) modify other provisions that the GASB Board believes may have unintended consequences in some circumstances.

GASB has issued Statement No. 38, *Certain Financial Statement Note Disclosures* which modifies, establishes and rescinds certain financial statement disclosure requirements.

Interpretation 6 is an interpretation of NCGA Statements 1, 4, and 5; NCGA Interpretation 8; and GASB Statement Nos. 10, 16, and 18. It clarifies the existing modified accrual standards for distinguishing the portion of a liability that should be reported as a governmental fund liability/expenditure from the portion that should be reported as a general long-term liability (i.e., government-wide reporting only).

B. Reporting Entity

The Town, located in Fairfax County, Virginia, was incorporated in 1902 under the laws of the Commonwealth of Virginia. The Town is managed by a mayor and five council members, each of whom is elected at large for a two-year term.

As required by generally accepted accounting principles these financial statements present the Town (primary government) and any reportable component units. No separate government units meet the criteria for inclusion as a component unit.

C. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which to a significant extent rely on fees and charges for support. The previous reporting model emphasized fund types (the total of all funds of a particular type). In the new reporting model, as defined by GASB Statement No. 34, the focus is either the Town as a whole or major individual funds (within the fund financial statements).

The government-wide statement of activities demonstrates the degree to which the direct expenses of a functional category (Public Safety, Public Works, etc.) or activity are offset by program revenues. Direct expenses are those that are clearly identifiable with specific function or activity. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) grants and contributions that are restricted to meeting the operational requirements of a particular function or activity and 3) grants and contributions that are restricted to meeting the capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported instead as general revenues.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**C. Government-wide and Fund Financial Statements (Continued)**

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales, franchise taxes, intergovernmental revenues, interest income, etc.).

Separate fund based financial statements are provided for governmental funds. Individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The focus of the fund financial statements is on the individual funds. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

D. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Government fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 45 days of the end of the current fiscal period. Grant revenues availability period is generally considered to be one year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured and payment is due.

Ad valorem, franchise and sales tax revenues in the General Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, contributions, and miscellaneous revenues are recorded as revenues when received in cash as the resulting receivable is immaterial. Investment earnings are recorded as earned since they are measurable and available. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**D. Measurement Focus and Basis of Accounting** (Continued)

The following funds are used by the Town:

1. Governmental Funds:

The following is a description of the Governmental Funds of the Town:

General Fund

The General Fund is the operating fund of the Town. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

2. Non-Current Governmental Assets/Liabilities:

GASB Statement No. 34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

E. Capital Assets

Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Public domain (infrastructure) fixed assets owned by the Town consisting of roads, curbs and gutters, streets, drainage systems and lighting systems will be recorded at historical cost on a prospective basis as the Town has elected out of recording such assets retrospectively as allowed for Phase 3 governments.

Major outlays for capital assets and improvements are capitalized as projects are constructed and shown as construction in progress in the basic financial statements.

Property, plant, and equipment of the Town is depreciated using the straight line method over estimated useful lives ranging from five to forty years.

F. Use of Restricted/Unrestricted Net Assets

When an expense is incurred for purposes for which both restricted and unrestricted assets are available, the Town's policy is to apply restricted assets first.

G. Budgetary Comparison Schedules

The Town adopts budgets for the General Fund by July 1 of each year. All revisions to the budget must be approved by the Town Council.

GASB Statement No. 34 requires budgetary comparison information to be presented in the basic financial statements or as required supplementary information. Exhibit 1 presents the original and final budget, actual results, and variance amounts.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003NOTE 2—CASH:

All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

Restricted cash shown in the basic financial statements is comprised of the following:

Escrow monies held	\$ 5 206
Playground improvement funds	<u>1 025</u>
Total restricted cash	<u>\$ 6 231</u>

NOTE 3—CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2003 was as follows:

	Balance at Beginning of Year	Additions	Retirements	Transfers	Balance at End of Year
Capital assets not being depreciated:					
Land	\$ 53 987	\$ -	\$ -	\$ -	\$ 53 987
Subtotal	<u>\$ 53 987</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53 987</u>
Capital assets being depreciated:					
Buildings	\$ 77 381	\$ -	\$ -	\$ -	\$ 77 381
Furniture and equipment	31 611	4 100	-	-	35 711
Improvements	107 128	-	-	-	107 128
Subtotal	<u>\$ 216 120</u>	<u>\$ 4 100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 220 220</u>
Less accumulated depreciation for:					
Buildings	\$ (31 504)	\$ (2 156)	\$ -	\$ -	\$ (33 660)
Furniture and equipment	(24 035)	(1 870)	-	-	(25 905)
Improvements	(69 091)	(5 357)	-	-	(74 448)
Subtotal	<u>\$ (124 630)</u>	<u>\$ (9 383)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (134 013)</u>
Total capital assets being depreciated, net	<u>\$ 91 490</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 86 207</u>
Governmental activities capital assets, net	<u>\$ 145 477</u>	<u>\$ (5 283)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140 194</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government administration	\$ 164
Public safety	205
Public works	8 341
Parks, recreation, and culture	<u>673</u>
Total depreciation expense – governmental activities	<u>\$ 9 383</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003NOTE 4—OPERATING LEASE:

The Town entered into a lease agreement on June 27, 1994 with the Board of Supervisors of Fairfax County to rent the Town Meeting Hall. The term of the lease is for 25 years with 5 year optional renewal periods. In consideration for the use of the building, the Town agrees to pay \$1 annually plus have the sole responsibility for its operation, interior and exterior maintenance, and the safety and appearance of the building, parking area and grounds.

NOTE 5—RESTRICTED NET ASSETS/RESERVED FUND BALANCES:A. General Fund

The General Fund is holding the following restricted cash included in equity at June 30, 2003:

\$ <u> 1 025</u>	Playground Improvement Funds (restricted donation)
\$ <u> 1 025</u>	Total

NOTE 6—CONTINGENT LIABILITIES (INCLUDING FEDERALLY ASSISTED PROGRAMS):

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 7—SPECIAL ITEM:

Pursuant to resolutions adopted November 17 and December 3, 2002, the Town authorized participation in the Department of Housing and Urban Development (HUD) Single Family Property Disposition Discount Sales Program (HUD Homes Program). Under the program, the Town purchases homes from HUD, causes such homes to be repaired so as to be decent, safe and sanitary, and sells such homes to qualifying buyers (per HUD guidelines) to provide owner – occupied housing for low and moderate income persons exclusively in the Commonwealth of Virginia. The resolutions adopted by the Town also approved the Contract for Services with Commercial Lending Corporation, LLC (CLC) dated November 19, 2002, the purpose of which was to engage them to manage and administer the Town's participation in the HUD Home Program.

Under terms of the Contract for Services, CLC will act as the agent of the Town in the purchase, repair and rehabilitation, management and sale of HUD foreclosed residential properties. The stated goal is to purchase 5 or more Units at one time from HUD in order to receive the benefit of a 15% discount on the successful bid price for each of the Units purchased by the Town and to maintain an inventory of ten to thirty Units located in the Commonwealth of Virginia. The total financing available per the contract initially was set at \$3,000,000 but was increased by amendment to the contract to \$6,000,000, with not more than \$1,500,000 advanced at any time, effective June 30, 2003. All such financing is to be non-recourse to the Town, where in the event of default by the borrower, the sole remedy of the lender will be against the Unit and not the Town. The terms of the financing include interest at 8.5% per annum with no compounding, payable at the time of sale of each Unit to a qualified buyer, and discount points at 3% of the loan amount, payable at the time of loan closing. The term of this contract was for one year, to November 19, 2003. However, subsequent to June 30, 2003, the term was extended by amendment to the contract to June 30, 2005, effective November 19, 2003.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2003

NOTE 7—SPECIAL ITEM: (Continued)

Per Exhibit B of the Contract for Services, the Net Profit of each Unit sale is to be divided as follows:

Town of Clifton – 55%, but not less than 1% of the Gross Sales Price of the Unit.

Commercial Lending Corporation, LLC – 45% as management fee (exclusive of other financing or settlement fees).

Payments are due each party within 30 days of the settlement and closing of the sale of each Unit. In addition, the Town received \$1,000 incentive fee from CLC for each of the first ten Units sold.

Activity for the fiscal year ended June 30, 2003 for the HUD Homes Program is as follows:

	<u># Units</u>	<u>Amount</u>	
HUD foreclosed homes purchased	51	N/A	
HUD homes sold	<u>(26)</u>	<u>\$ 210 065</u>	Net Profit
Inventory of HUD homes, June 30, 2003	<u>25</u>	\$ 2 418 418	
Escrow monies held by CLC, LLC	<u>25</u>	<u>155 922</u>	
		<u>\$ 2 574 340</u>	
Mortgages payable, July 1, 2002		\$ -	
Current year increase		<u>2 547 600</u>	
Mortgages payable, June 30, 2003	<u>25</u>	\$ 2 547 600	
Accrued interest payable	<u>25</u>	<u>26 740</u>	
		<u>\$ 2 574 340</u>	

HUD Homes Program real estate inventory is valued at acquisition cost (net of purchase discount) plus rehabilitation/repair costs. Carrying costs, including interest expense are capitalized into inventory cost as incurred. Inventory cost at June 30, 2003 includes \$26,740 of accrued interest payable.

HUD Homes Program mortgages payable are considered short term debt as the average turn around time on homes purchased is less than three months.

Net Profit on HUD Homes sold for the year ended June 30, 2003 includes \$93,368 that was paid to CLC, LLC as management fees per the contract.

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REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULES
For the Year Ended June 30, 2003

	General Fund		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local taxes	\$ 37 629	\$ 38 531	\$ 902
Permits, privilege fees and regulatory licenses	3 270	1 075	(2 195)
Revenues from the use of money	645	637	(8)
Revenues from the use of property	12 820	18 440	5 620
Donations and special events	31 049	9 163	(21 886)
Miscellaneous	-	83	83
Intergovernmental	139 444	6 908	(132 536)
Total Revenues	\$ 224 857	\$ 74 837	\$ (150 020)
EXPENDITURES			
General government administration	\$ 44 890	\$ 24 861	\$ 20 029
Public safety	4 000	4 100	(100)
Public works	51 617	30 212	21 405
Parks, recreation, and cultural	-	732	(732)
Community development	5 925	4 226	1 699
Capital outlay	150 524	-	150 524
Total Expenditures	\$ 256 956	\$ 64 131	\$ 192 825
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (32 099)	\$ 10 706	\$ 42 805
SPECIAL ITEMS			
HUD Homes Program			
Profits from real estate sales	\$ -	\$ 210 065	\$ 210 065
Incentive fees earned	-	10 000	10 000
Management fees paid	-	(93 638)	(93 638)
Total Special Items	\$ -	\$ 126 427	\$ 126 427
NET CHANGE IN FUND BALANCE	\$ (32 099)	\$ 137 133	\$ 169 232
FUND BALANCE (DEFICIT), Beginning of Year	32 099	53 771	21 672
FUND BALANCE (DEFICIT), End of Year	\$ -	\$ 190 904	\$ 190 904

The accompanying notes to financial statements are an integral part of this statement.

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OTHER SUPPLEMENTARY INFORMATION

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TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
 GENERAL FUND
 For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues:			
Revenue from Local Sources:			
Local Taxes:			
BPOL tax	\$ 15 000	\$ 14 867	\$ (133)
Cigarette tax	1 800	1 442	(358)
Motor vehicle tags	4 713	5 153	440
Sales tax	15 000	15 872	872
Utility consumption tax	1 116	1 197	81
Total Local Taxes	<u>\$ 37 629</u>	<u>\$ 38 531</u>	<u>\$ 902</u>
Permits, Privilege Fees and Regulatory Licenses:			
ARB permits	\$ 120	\$ 100	\$ (20)
Planning Commission-subdivision	1 500	-	(1 500)
Use permits	1 650	975	(675)
Total Permits, Privilege Fees and Regulatory Licenses	<u>\$ 3 270</u>	<u>\$ 1 075</u>	<u>\$ (2 195)</u>
Revenue from Use of Money:			
Interest income	\$ 645	\$ 637	\$ (8)
Total Revenue from Use of Money	<u>\$ 645</u>	<u>\$ 637</u>	<u>\$ (8)</u>
Revenue from Use of Property:			
Community Hall rental	\$ 12 420	\$ 18 365	\$ 5 945
Park rental	400	75	(325)
Total Revenue from Use of Property	<u>\$ 12 820</u>	<u>\$ 18 440</u>	<u>\$ 5 620</u>
Donations and Special Events:			
Donations-general	\$ -	\$ 500	\$ 500
Donations-Community Hall	4 600	-	(4 600)
Donations-Playground	-	1 025	1 025
Clifton Betterment Association - grant match	16 524	-	(16 524)
Car Show income	125	-	(125)
Clifton Day revenues	1 000	262	(738)
Farmers' Market income	600	-	(600)
Haunted Trail Event	6 000	5 075	(925)
Homes Tour	2 200	2 301	101
Total Donations and Special Events	<u>\$ 31 049</u>	<u>\$ 9 163</u>	<u>\$ (21 886)</u>
Miscellaneous:			
Miscellaneous revenue	\$ -	\$ 83	\$ 83
Total Miscellaneous Revenue	<u>\$ -</u>	<u>\$ 83</u>	<u>\$ 83</u>
Total Revenue from Local Sources	<u>\$ 85 413</u>	<u>\$ 67 929</u>	<u>\$ (17 484)</u>

TOWN OF CLIFTON, VIRGINIA

20
SCHEDULE 1
(Continued)SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Intergovernmental:			
Revenue from the Federal Government:			
Categorical Aid:			
Department of Criminal Justice Services - One Time Special Funds	\$ -	\$ 4 100	\$ 4 100
Department of Transportation - Main Street Pedestrian and Bicycle Plaza and Pathways Grant	<u>132 000</u>	<u>-</u>	<u>(132 000)</u>
Total Categorical Aid	\$ <u>132 000</u>	\$ <u>4 100</u>	\$ <u>(127 900)</u>
Total Revenue from the Federal Government	\$ <u>132 000</u>	\$ <u>4 100</u>	\$ <u>(127 900)</u>
Revenue from the Commonwealth:			
Noncategorical Aid:			
ABC profits	\$ 840	\$ 431	\$ (409)
Railroad rolling stock tax	<u>1 504</u>	<u>1 377</u>	<u>(127)</u>
Total Noncategorical Aid	\$ <u>2 344</u>	\$ <u>1 808</u>	\$ <u>(536)</u>
Categorical Aid:			
Fire Program funds	\$ 4 000	\$ -	\$ (4 000)
Litter grant	<u>1 100</u>	<u>1 000</u>	<u>(100)</u>
Total Categorical Aid	\$ <u>5 100</u>	\$ <u>1 000</u>	\$ <u>(4 100)</u>
Total Revenue from the Commonwealth	\$ <u>7 444</u>	\$ <u>2 808</u>	\$ <u>(4 636)</u>
Total Intergovernmental	\$ <u>139 444</u>	\$ <u>6 908</u>	\$ <u>(132 536)</u>
Total General Fund	\$ <u><u>224 857</u></u>	\$ <u><u>74 837</u></u>	\$ <u><u>(150 020)</u></u>

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government Administration:			
Advertising	\$ 1 000	\$ 1 216	\$ (216)
Dues and subscriptions	520	552	(32)
Insurance	3 440	4 486	(1 046)
Mayoral reimbursement	1 800	1 393	407
Miscellaneous	5 000	926	4 074
Office supplies and expenses	4 382	3 440	942
Payroll and payroll taxes	8 648	8 648	-
Printing and reproduction	600	-	600
Professional fees	19 500	4 200	15 300
Total General Government Administration	<u>\$ 44 890</u>	<u>\$ 24 861</u>	<u>\$ 20 029</u>
Public Safety:			
Fire Fund Program	\$ 4 000	\$ -	\$ 4 000
Radar equipment	-	4 100	(4 100)
Total Public Safety	<u>\$ 4 000</u>	<u>\$ 4 100</u>	<u>\$ (100)</u>
Public Works:			
Caboose expenses	\$ 3 100	\$ 495	\$ 2 605
Community Hall expenses	22 125	20 145	1 980
Grounds and maintenance	20 600	6 546	14 054
Rents	1 300	1 096	204
Utilities	4 492	1 930	2 562
Total Public Works	<u>\$ 51 617</u>	<u>\$ 30 212</u>	<u>\$ 21 405</u>
Parks, Recreation, and Cultural:			
Materials, supplies, and services	\$ -	\$ 732	\$ (732)
Total Parks, Recreation, and Cultural	<u>\$ -</u>	<u>\$ 732</u>	<u>\$ (732)</u>
Community Development:			
Architectural Review Board	\$ 500	\$ -	\$ 500
Car Show expenses	125	-	125
Clifton Day expenses	950	-	950
Farmers' Market expenses	250	463	(213)
Haunted Trail expenses	2 000	1 080	920
Homes Tour/Bazaar expenses	600	1 794	(1 194)
Planning Commission	1 500	889	611
Total Community Development	<u>\$ 5 925</u>	<u>\$ 4 226</u>	<u>\$ 1 699</u>

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Capital Outlay:			
Miscellaneous	\$ 1 000	\$ -	\$ 1 000
Playground improvements	1 000	-	1 000
Main Street Pedestrian and Bicycle Plaza and Pathways Grant Project	<u>148 524</u>	<u>-</u>	<u>148 524</u>
Total Capital Outlay	<u>\$ 150 524</u>	<u>\$ -</u>	<u>\$ 150 524</u>
Total General Fund	<u>\$ 256 956</u>	<u>\$ 64 131</u>	<u>\$ 192 825</u>

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Barton, Marilyn

m: Marilyn Barton [pawsnfins@cox.net]
Sent: Sunday, July 30, 2006 10:12 PM
To: mayorofcliftonva@aol.com; michael.anton@cox.net; ljohnston@cox.net; CLIFNICK@att.net; pjlayden@verizon.net; crusnak@cox.net; lampbulb@aol.com; ghampshire@blankeith.com; TOMMYPCLIFTON@aol.com
Cc: Barton, Marilyn
Subject: July 31, 2006 Preliminary Financials
Importance: High



Hello Clifton Leaders,

Attached are preliminary Financials for the period ended July 31, 2006. They are cash basis at this point in time. The auditors just completed their field work last Friday evening for Fiscal Years 2005 and 2006. Once I have the accrual entries booked, I will provide the full accrual reports. The reports are also preliminary, because they include several checks that are pending signature by the Vice Mayor.

I want to extend a special thanks to those who helped to facilitate the field audit! Andy and Bruce from Anderson, White and Company were here for three days last week. They completed the field work for FY05 and FY06, and also delivered the finalized audited Financials for FY03 and FY04. These will be available at the meeting Tuesday night for those who would like the final copy.

I won't be able to stay for the full meeting on Tuesday, but will be happy to follow-up with you as necessary to address any financial issues that may arise.

Let me know if you have any questions. The next report will include the approved budget for comparison.

Sincerely,

Marilyn

cell 703 967 6602
work 703 842 2333

Town of Clifton
Balance Sheet
As of July 31, 2006

	<u>Jul 31, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	1,313.36
Investments-LGIP	103,912.21
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	134,428.67
Total Investments - SunTrust	<u>147,674.40</u>
UBS Investment	200,000.00
Total Checking/Savings	<u>452,899.97</u>
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	420.51
Accounts Receivable - Other	2,043.76
Total Accounts Receivable	<u>2,464.27</u>
Total Accounts Receivable	<u>2,464.27</u>
Total Current Assets	<u>455,364.24</u>
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	113,469.06
Total Land	<u>194,134.06</u>
Total Fixed Assets	<u>304,502.59</u>
Total Fixed Assets	<u>304,502.59</u>
TOTAL ASSETS	<u><u>759,866.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,307.35
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	<u>3,340.50</u>
Total Current Liabilities	<u>3,340.50</u>

Town of Clifton
Balance Sheet
As of July 31, 2006

	<u>Jul 31, 06</u>
Total Liabilities	3,340.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,305.16
Retained Earnings	533,957.09
Net Income	<u>(19,637.60)</u>
Total Equity	<u>756,526.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>759,866.83</u></u>

Town of Clifton
Profit & Loss
July 1 - 30, 2006

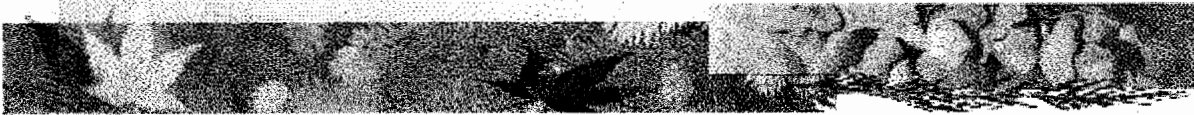
	<u>Jul 1 - 30, 06</u>
Ordinary Income/Expense	
Income	
Tax and Permits Revenue	
ARB Permits	45.00
Sales Tax	2,001.08
Utility Consumption Tax	81.03
Total Tax and Permits Revenue	<u>2,127.11</u>
Total Income	2,127.11
Expense	
Payroll Expenses	
Payroll Taxes	
FICA	841.50
Total Payroll Taxes	<u>841.50</u>
Total Payroll Expenses	841.50
Contractual	
Insurance	5,269.00
Town Government	
Planning Commission	2,300.00
Total Town Government	<u>2,300.00</u>
Professional Fees	
Accounting	7,500.00
Legal Fees	1,166.91
Special Counsel	180.00
Total Professional Fees	<u>8,846.91</u>
Rent	
Ayre Square Rental	413.24
Total Rent	<u>413.24</u>
Town Maintenance	
Grounds Maintenance	12.45
Town Hall Maintenance	219.07
Total Town Maintenance	<u>231.52</u>
Town Services	
Grass Mowing	600.00
Total Town Services	<u>600.00</u>
Utilities	
Gas and Electric	6.54
Water	82.00
Total Utilities	<u>88.54</u>
Caboose Expenses	
Caboose Electric	20.91

Town of Clifton
Profit & Loss
July 1 - 30, 2006

	<u>Jul 1 - 30, 06</u>
Caboose Maintenance	24.91
Total Caboose Expenses	<u>45.82</u>
Community Hall Expenses	
C.H.-General Maintenance	1.98
C.H. - Electric	3,126.20
Total Community Hall Expenses	<u>3,128.18</u>
Total Contractual	<u>20,923.21</u>
Total Expense	<u>21,764.71</u>
Net Ordinary Income	<u>(19,637.60)</u>
Net Income	<u><u>(19,637.60)</u></u>

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, July 31, 2006 9:16 PM
To: mayorofcliftonva@aol.com; michael.anton@cox.net; lgjohnston@cox.net; CLIFNICK@att.net; pjlayden@verizon.net; crusnak@cox.net; lampbulb@aol.com; ghampshire@blankeith.com; TOMMYPCLIFTON@aol.com
Cc: Barton, Marilyn
Subject: Multi-year Properties Report
Importance: High



Attached is a multi-year Properties Report that covers FY02 through FY06 transactions on all town properties, other than Capital Improvements. Also not included is the Homes Tour and Beautification Comm. transactions. If you would like additional transactions included, please just let me know. It won't take long at all to include them.

Lane, thank you for your patience in waiting for this report. I know it's not giving you all that you are looking for, but we'll get there. I'll also try to prepare a report that will give you the more detailed information that you are looking for and send separately. I thought that everyone would probably be interested in reviewing the information.

Please note that these numbers are pre-audit numbers. There will be some adjustments once the audit entries are booked to our accounting software.

See you tomorrow.

Marilyn

Town of Clifton
Properties Report
 July 2003 through June 2004

	<u>Jul '03 - Jun 04</u>	<u>Jul '02 - Jun 03</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	14,832.50	18,365.00
Total Community Hall Revenues	<u>14,832.50</u>	<u>18,365.00</u>
Park Rental	0.00	75.00
S.R. - Litter Control Grant	1,000.00	1,000.00
Total Income	<u>15,832.50</u>	<u>19,440.00</u>
Expense		
Contractual		
Rent		
Ayre Square Rental	307.67	320.65
Railroad Siding Rental	775.00	775.00
Total Rent	<u>1,082.67</u>	<u>1,095.65</u>
Town Maintenance		
Ayre Square Maintenance	0.00	27.00
Grounds Maintenance	1,549.58	1,187.94
Town Hall Maintenance	2,032.43	506.22
Total Town Maintenance	<u>3,582.01</u>	<u>1,721.16</u>
Town Services		
Grass Mowing	4,500.00	3,900.00
Trash Collection	1,687.08	1,685.52
Total Town Services	<u>6,187.08</u>	<u>5,585.52</u>
Utilities		
Gas and Electric	511.85	(198.33)
Water	301.00	293.25
Total Utilities	<u>812.85</u>	<u>94.92</u>
Caboose Expenses		
Caboose - Trentane Gas	263.89	236.53
Caboose Electric	260.26	260.31
Total Caboose Expenses	<u>524.15</u>	<u>496.84</u>
Community Hall Expenses		
C.H.-Cleaning	2,175.00	3,900.00
C.H.-Equipment	1,562.47	0.00
C.H.-General Maintenance	2,337.21	2,166.36
C.H.-Management Fee	3,113.50	3,616.22
C.H. - Electric	10,456.74	9,550.07
C.H. Floors	3,499.00	1,500.00
Community Hall Expenses - Other	115.54	330.85
Total Community Hall Expenses	<u>23,259.46</u>	<u>21,083.50</u>
Total Contractual	<u>35,448.22</u>	<u>30,057.59</u>
Total Expense	<u>35,448.22</u>	<u>30,057.59</u>
Net Ordinary Income	<u>(19,615.72)</u>	<u>(10,617.59)</u>
Net Income	<u>(19,615.72)</u>	<u>(10,617.59)</u>

Town of Clifton
Properties Report
July 2005 through June 2006

	<u>Jul '05 - Jun 06</u>	<u>Jul '04 - Jun 05</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	15,066.75	12,132.00
Total Community Hall Revenues	<u>15,066.75</u>	<u>12,132.00</u>
Park Rental	0.00	150.00
S.R. - Litter Control Grant	1,500.00	1,000.00
Total Income	<u>16,566.75</u>	<u>13,282.00</u>
Expense		
Contractual		
Rent		
Ayre Square Rental	270.27	299.72
Railroad Siding Rental	775.00	775.00
Total Rent	<u>1,045.27</u>	<u>1,074.72</u>
Town Maintenance		
Grounds Maintenance	0.00	3,022.48
Town Hall Maintenance	2,219.60	2,681.19
Total Town Maintenance	<u>2,219.60</u>	<u>5,703.67</u>
Town Services		
Grass Mowing	3,600.00	4,350.00
Trash Collection	768.00	1,020.00
Total Town Services	<u>4,368.00</u>	<u>5,370.00</u>
Utilities		
Gas and Electric	461.83	351.93
Water	246.00	397.50
Total Utilities	<u>707.83</u>	<u>749.43</u>
Caboose Expenses		
Caboose - Trentane Gas	286.43	254.11
Caboose Electric	195.76	176.20
Caboose Maintenance	223.40	298.88
Total Caboose Expenses	<u>705.59</u>	<u>729.19</u>
Community Hall Expenses		
C.H.-Cleaning	1,851.88	1,950.00
C.H.-Equipment	397.85	372.84
C.H.-General Maintenance	2,309.00	1,805.00
C.H.-Management Fee	3,004.35	2,860.40
C.H. - Electric	12,926.27	9,100.23
C.H. Floors	2,000.00	2,000.00
Total Community Hall Expenses	<u>22,489.35</u>	<u>18,088.47</u>
Total Contractual	<u>31,535.64</u>	<u>31,715.48</u>
Total Expense	<u>31,535.64</u>	<u>31,715.48</u>
Net Ordinary Income	<u>(14,968.89)</u>	<u>(18,433.48)</u>
Net Income	<u>(14,968.89)</u>	<u>(18,433.48)</u>

Subj: Special Town Council Meeting
Date: 8/29/2006 10:56:01 AM Eastern Standard Time
From: Mayorofcliftonva
To: michellestein@cox.net, ppline@himesassociates.com, jeffstein@cox.net, Mgybay, karenw1210@cox.net, Randyct, dawnathomps@cox.net, P sampso, WRIDEN, susanricci@msn.com, posnerp@cox.net, peter.noonan@fcps.edu, dnitz@cox.net, CLIFTRAILS, king.richard@epa.gov, Nonrev 96, emmiholmes@cox.net, lghassoc@erols.com, LEffros, steve@effros.com, chesleyjc@nswccd.navy.mil, burdette@bsgpc.com, llbuller@earthlink.net, mbooth@bellatlantic.net, khk@baberkal.com, bb@baberkal.com, Mikefanton, claudia.anton@cox.net, singhass@principals.org, ltursky@cox.net, Jen2beach, Williams_peter@bah.com, Phoebetp, mcampau@algxmail.com, Millseast5, RobinGraine@cox.net, marnold@mccandlaw.com, whollawa@skadden.com, Pete_Mills@countrywide.com, pawsnfins@cox.net, RGraine@cox.net, clifnick@worldnet.att.net, esterpline@cox.net, Lampbulb, lgjohnston@cox.net, crusnak@cox.net, pjlayden@verizon.net, cwyant@juniper.net, ddygve@cox.net, rdygve@jsinsurance.com, JulGord7@aim.com, marky@erols.com, marilynstone@cox.net, bob@millerorthodontics.com, rpeteron@peteroncos.com, rtrishr@gmail.com, vetharp@hotmail.com, pamwallace@msn.com
File: SPECIAL MEETING Agenda - August 29 - 06- final.doc (27136 bytes) DL Time (46667 bps): < 1 minute

Hello,

I have called a Special Town Council meeting for tonight on my patio (see attachment). There are 2 items that must be discussed in order to meet an August 31 deadline that we found out about last Friday. As dictated by our Town Charter, the call for the Special Meeting was posted at the Clifton Store, Clifton Coffee Mill, and Post Office. All are welcome and the meeting should be brief.

Have a great day.

Tom

Subj: Clifton Committee "Signing Up" Party
Date: 8/9/2006 11:59:23 AM Eastern Standard Time
From: Mayorofcliftonva
To: Mayorofcliftonva
BCC: Lampbulb

Hello,

The Town Council is hosting a Clifton Committee "Signing Up" Party at our house (Tom and Jean Peterson) on Saturday, August 19th from 5:00 - 8:00. The purpose (or excuse) for holding the get together is to give interested people in the Clifton area a chance to discover and find out information about the Committees we have, and to provide the first opportunity to join a Committee they may be interested in. We will provide the adult refreshments and ask that you bring sodas for the children (children are always invited to the parties we host!) and a light appetizer to share.

In order for the Town to function efficiently, we need people in the greater Town of Clifton area (Clifton Elementary school district) to get involved so we can get things done. But, if you are unable to sign up to participate on a Committee (for what ever reason), please come to the gathering and have a great time and get to know your neighbors a little better.

I have spent a great deal of time in compiling a Town email address book but it is far from complete. Please tell your neighbors and friends in the area about the party (and ask them to send me their contact information.

Have a great day.

Tom, Jean and the Clifton Town Council

September minutes taken by Pam Wallace.
Therefore, these minutes not on CD.

Carolyn Leetch

September minutes taken by Pam Wallace.
Therefore, financial reports not in this file for September.
Marilyn Barton would have those.

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, September 5, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members:

Present: Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, Tom Peterson, Chuck Rusnak

The Clifton Town Council was called to order at 7:30 P.M.

1. Reading of minutes

- a. Motion made by Wayne Nickum to approve August, 2006, Town Council minutes, seconded by Mike Anton. Passed unanimously.
- b. Motion made by Wayne Nickum to approve minutes of Special Town Council meeting. Passed unanimously.

2. Report from Town Treasurer, Marilyn Barton

- a. July NOVEC bill for community hall still being looked into due to excessive amount
- b. Motion made by Wayne Nickum to approve report, seconded by Lane Johnston. Passed unanimously.

3. Communication to mayor

- a. According to Giff Hampshire, theft of Haunted Trail monies from 2004 is still being looked into. The investigation remains ongoing with State Police.
- b. Acacia Lodge has requested a waiver of fees for permits concerning the moving of the building off its foundation and the demolishing of kitchen and bathroom. Giff was not sure such a waiver could be granted. Motion made by Wayne Nickum to table to October Town Council meeting, seconded by Pat Layden. Passed unanimously.
- c. FY 05 & 06 audit cannot be completed due to missing minutes from that period of time. A letter has been sent to former Mayor Jim Chesley requesting copies of these minutes.

4. Citizens' remarks

- a. Michelle Stein: question of key distribution and matter of trust. Royce would like key to Old Town Hall for his ARB meetings, and Kathy Baber for her Planning Commission meetings. Lane Johnston mentioned the problems with the utility bills for Town Community Hall with a \$3000 bill for July, and a \$6000 bill in August. Until these bills are resolved, she wants to be careful about the issuing of keys. So far, no vendor has requested a key for the building. It was recommended that vendors attend Town Hall meetings. Pat Layden

feels it is very important for this new town council to get a handle on keys and how they are distributed. Brant Baber suggested that a town facilities committee be formed regarding commercial events and that codes should replace keys.

- b. **Discussion of where to store Planning Commission files and records.** Tom Peterson moved to store these papers in Town Community Hall and that Kathy Baber be issued a key to the same. In addition, he moved to issue the Old Town Hall key Royce Jarrendt. Seconded by Wayne Nickum. Passed unanimously.
- c. **Bill Wark: Main Street speed bump issue.** Pete Mills will be drawing up a petition concerning the removal of this bump and is scheduled to present it at the October Town Council meeting. Only residents living by the bump and being affected by the noise are to be involved.

5. Unfinished business

- a. **Buckley Park Bridge:** Wayne Nickum has signed off on \$3200 to be used in the clean-up of debris and \$62,000 to repair the bridge with mitigation. One abutment has to be replaced. Wayne Nitz and Bill Ference are to assist in the building of this. FEMA will absorb 75% of the cost of the new bridge. Advertising for bids must be started.
- b. **Bridge alternatives:** Chuck Rusnak presented some ideas and pictures for bridge alternatives, or for the redesigning of what was there. A suspension bridge might be looked into as an alternative. Lane will talk to engineers regarding such possibilities. The money (\$62,000) has been approved. If new bridge design is considered, it must be handicapped accessible; the old design would be grandfathered in.
- c. **Pump and haul project progress:** Pat Layden. This month phone and electric lines will be buried, and the switch from old to new tanks will be completed. The landscaping phase is on schedule. Parking for Clifton Day vendors will still be possible. Good relationship between town and Pump and Haul contractor. (Contractor has removed tree that fell on bridge and cut it up free of charge.)
- d. **Official records:** Tom Peterson. Again, FY 05 & 06 audit cannot be completed without Town Council minutes. Letter sent to Chesley 9/2/06.
- e. **Calendar Committees:** Lane Johnston. Tabled to October Town Council meeting.
- f. **Halloween Haunted Trail update:** Mike Anton stated that there is no interest presently in holding a replacement event. He suggested a movie in the park so people know there is still something being offered.

6. Reports of committees/commissions

Motion made by Tom Peterson to establish committees and accept nominations as entered on membership sign-up sheets, seconded by Wayne Nickum. Passed unanimously.

7. Reports of standing committees

Planning Commission (Kathy Baber)

- a. Request from Presbyterian Church for temporary occupancy permit for church addition; final landscaping still pending, but should not affect occupancy. Question of whether mayor can sign off so permit can be issued. Motion made by Tom Peterson to allow him to sign off, seconded by Wayne Nickum. Passed unanimously.**
- b. Use permit application from Tom and Jean Peterson for ice-cream parlor with hours of operation from 9 A.M. to 9 P.M., and with total of four parking places, two on site, and two off. Motion made by Lane Johnston to approve, seconded by Wayne Nickum. Passed unanimously.**
- c. Proposal for Old Town Hall by Royce Jarrendt: dependent upon new FEMA flood plain map. Draining is necessary, and Royce cannot fill plain until map is finalized. Will be discussed further at October Town Council meeting. Motion made by Wayne Nickum to send letter concerning this issue to FEMA with a copy to Tom Davis. Seconded by Mike Anton. Passed unanimously.**

Historic Preservation Committee (Pat Layden)

Meeting held on 8/23/06. Pat reviewed purpose of committee, documents, grants, educational material and museum initiative. Reverend Vaughn spoke at length, mentioned historical marker sign, and feeling that committee was excluding his church and taking control over church and related issues. Motion made by Pat Layden to include Reverend Vaughn, as well as other Clifton churches and pastors, to serve as important advisors to committee. Seconded by Lane Johnston. Passed unanimously.

8. New business:

a. AC/heating problem in Community Hall: presentation from Joe Turner, representing Coastal Building Automation Company. Mr. Turner pointed out that AC for building is over sized and recommended CO2 detector to control dampers and a humidity sensor be installed. As a consequence, the stages of heating and cooling will be more economical. Mr. Turner gave an estimate of \$10,000 for installation, with a one year warranty, and said installation time would be 4-6 weeks. Lane Johnston said she would like to check with Fairfax County first. Wayne Nickum made motion to approve Turner's contract pending county approval, with stipulation that there be a six-month, 100% money back guarantee

after installation. Motion seconded by Tom Peterson, passed unanimously.

b. **Verizon fiber optic proposal:** Verizon representatives presented two projects: the first dealing with the fiber optic network that is presently being deployed throughout Fairfax County, and which will mean greater speed and capability. The second project involves video services that can be tied into the fiber optic network. Current cable providers such as Cox Communications would have to be replaced. Verizon offers many more additional channels and bundles of choice. It would take six months to install system. Question posed about the possibility of burying the line. Verizon said okay to this, wants to do what municipality wants. Michelle Stein suggested involving Steve Effros to represent the town due to his many years of expertise in this field. It is Steve's opinion that this would be an excellent deal with Verizon and agreed to assist in writing the franchise. It was decided that Steve will look into where poles are located, and that Mike Anton will chair the franchise committee with Wayne being a member. Giff will advise on legal matter, Mike will be the contact person.

c. **Beautification and Triangle renovation:** CBA has agreed to donate some money toward this project, and there might be ISTEIA money available as well. Mike Anton will supervise funding efforts. Meantime, information will be sent out to residents about the triangle project.

d. **Letters to VDOT:** Lane will be looking at town areas where draining is not sufficient and sending letters to VDOT when necessary.

e. **Budget Amendments, Cigarette Code change Chapter 8 and Chapter 15 Cell Phone tax :**

- Budget review/amendments discussed/changes recommended
- Motion made by Mike Anton to hold public hearing about budget, code changes (Chapter 8 and Chapter 15) at October Town Council meeting, seconded by Wayne Nickum. Passed unanimously.

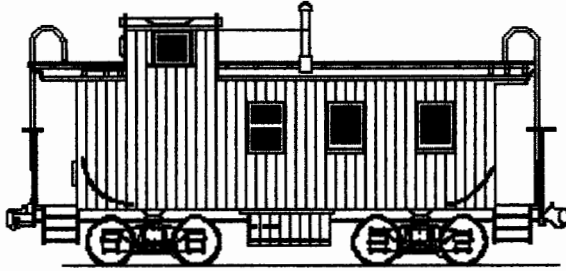
f. **Motion made by Wayne Nickum, seconded by Tom Peterson to enter executive session to discuss legal matters on sponsorship program income from links placed on the Town web site and Verizon franchise agreement. Passed unanimously. Motion adopted in compliance with Section 2.2-3712 of the Virginia Code (The Virginia Freedom of Information Act).**

Motion made by Wayne Nickum, seconded by Tom Peterson that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
2. Only such public business matters as were identified in the

motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Passed unanimously.

- g. Motion made by Wayne Nickum, seconded by Tom Peterson to adjourn. Passed unanimously.**



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, SEPTEMBER 5, 2006 7:30PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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 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 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
 - A. Buckley Bridge update (Wayne Nickum)
 - B. Buckley Bridge alternatives to repair (Chuck Rusnak)
 - C. Pump and Haul project update (Pat Layden)
 - D. Official records (Tom Peterson)
 - E. Calendar committee (Lane Johnson)
 - F. Halloween trail update (Mike Anton)

6. Reports of committees and commissions.
7. Reports of standing committees, in the order as may be determined by the Mayor
8. New business
 - a. AC/Heating problem at the Community Hall (Tom Peterson)
 - b. Clifton Pres. Church update (Tom Peterson)
 - c. Verizon fiber optic proposal (Tom Peterson)
 - d. Corporate Sponsorship for Clifton (Tom Peterson)
 - e. Signage cleanup (Mike Anton)
 - f. Beautification and Triangle renovation (Mike Anton)
 - g. Town property rental application/process (Lane Johnson)
 - h. Letters to VDOT (Lane Johnson)
 - i. Budget Amendments, Cigarette Code change Chapter 8 and Chapter 15 Cell Phone tax Authorize Public Hearing on changes for Oct TC Mtg(Wayne Nickum)

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 Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED August 30, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL

EVERYONE's INVITED

To Our First Community-wide Town Hall Meeting

Your New Town Council Will Be There Too

Attend To Make Your Voice Heard

No Decisions Only Dialogue

Bring Your Ideas, Problems and Solutions

Let's work together to manage and direct the Town of Clifton's business in an open, friendly, effective and innovative manner; providing residents with services, historical preservation, beautification, and family oriented activities.

Pack a snack and stay awhile; hear what your neighbors are thinking and please contribute to our amicable discourse.

Thanks for coming

Regards,
Tom Peterson
Mayor, Town of Clifton

Subj: Town Council Meeting Agenda and FYI
Date: 8/31/2006 4:48:35 PM Eastern Standard Time
From: Mayorofcliftonva
To: Mgybay, karenw1210@cox.net, Randyct, dawnathomps@cox.net, michellestein@cox.net, P sampso, WRIDEN, susanricci@msn.com, posnerp@cox.net, peter.noonan@fcps.edu, dnitz@cox.net, CLIFTRAILS, king.richard@epa.gov, Nonrev 96, emmiholmes@cox.net, lghassoc@erols.com, LEffros, steve@effros.com, chesleyjc@nswccd.navy.mil, burdette@bsgpc.com, llbuller@earthlink.net, mbooth@bellatlantic.net, khk@baberkal.com, bb@baberkal.com, Mikefanton, claudia.anton@cox.net, singhass@principals.org, ltursky@cox.net, Jen2beach, Williams_peter@bah.com, Phoebetp, Millseast5, RobinGraine@cox.net, marnold@mccandlaw.com, whollawa@skadden.com, Pete_Mills@countrywide.com, pawnsfins@cox.net, RGraine@cox.net, clfnick@worldnet.att.net, esterpline@cox.net, Lampbulb, lgjohnston@cox.net, chuckles3293@hotmail.com, pjlayden@verizon.net, cwyant@juniper.net, ddygve@cox.net, rdygve@jsinsurance.com, JulGord7@aim.com, marky@erols.com, marilynstone@cox.net, bob@millerorthodontics.com, rpeteron@peteroncos.com, rtrishr@gmail.com, jeffstein@cox.net, vetharp@hotmail.com, pamwallace@msn.com, nichec@earthlink.net, ricklayfield@comcast.net, klayfield@yahoo.com, nitzsa@cox.net, athomewithmargie@cox.net, merle@mindspring.com
File: Clifton-AGENDASept06(draft).doc (34304 bytes) DL Time (49333 bps): < 1 minute

Hello,

Please find attached the Agenda for next week's Town Council Meeting. The information is also posted at the Clifton Store, Clifton Coffee Mill, and Post Office. There are still volunteers needed for several of the Committee's we have restructured/created. If you would like to get involved, please contact me or sign up at the TC Meeting.

I am waiting for a return call from VDOT about the sign posted at the RR tracks for a road closure on 2 days beginning Sept. 2. If you don't hear back from me, it's a mistake.

Have a great day.

Tom

Subj: **Town Hall Meeting, Tuesday Sep 12, 2006, 7:30 pm**
Date: 9/10/2006 3:12:19 PM Eastern Standard Time
From: chuckles3293@hotmail.com
To: mikefanton@aol.com
File: **TownMeetingFlyer.doc** (27136 bytes) DL Time (49333 bps): < 1 minute
Sent from the Internet (Details)

You are invited to Clifton's first **Town Hall Meeting** with the new Mayor and Town Council.
Please read the attached flyer for details.
Ask your neighbors to join us also, if they are not included in our current e-mail list.

Regards,
Mayor Tom Peterson and Clifton Town Council

Search from any Web page with powerful protection. Get the FREE Windows Live Toolbar Today! Try it now! =

Clifton Town Meeting Notes – September 12, 2006

In attendance – 13 residents and Councilmen Chuck Rusnak (Chair), Wayne Nickum, Mike Anton, Pat Layden, Tom Peterson.

Items of discussion

1. Chuck spoke of why we're here. To share ideas and get feedback on how we're doing.
2. Each Councilman gave a short talk of their responsibilities.
3. Talked about the website and the need to get people to visit the website.
4. Possibility of local businesses providing coupons to encourage visitation.
5. Need to update the Town Plan which was last done in 1996.
6. A discussion of keeping a continued police presence in town. Generally agreed that a sporadic presence would be sufficient.
7. Explained the Verizon proposal and what we are doing with the plan.
8. Discussed the benefits in directing people to the Town website (www.cliftonva.us) by including the address/link on Town emails, banners, etc.
9. Having an "Opt out" note at the bottom of emails so residents could choose to have their address removed from Town email address book.
10. Creating a vision for the Town through the updated Town Plan, the need to accomplish tasks through an organized plan, and recruiting businesses that are good for the Town so we can be ready when space becomes available.
11. Need to ask the Planning Committee to develop the Town Plan.
12. The importance of the Commercial District Committee for our businesses and in making our town a destination.
13. Royce's proposal for the Old Town Hall and Lev and Jeff's ability to help.
14. What the aim is (and problems we have encountered) for posting of Town Council Meetings drafts of minutes.
15. Redheaded Woodpecker problem in The Clifton Store.

Please note: There was no action taken on any of the items discussed at the meeting as this was a discussion and brainstorming session.

Subj: Clifton information
Date: 9/29/2006 12:06:07 PM Eastern Standard Time
From: Mayorofcliftonva
To: Mgybay, karenw1210@cox.net, Randyct, dawnathomps@cox.net, michellestein@cox.net, P sampso, WRIDEN, susanricci@msn.com, posnerp@cox.net, peter.noonan@fcps.edu, dnitz@cox.net, CLIFTRAILS, kingfish@wncrew.org, Nonrev 96, emmiholmes@cox.net, lghassoc@erols.com, LEffros, steve@effros.com, chesleyjc@nswccd.navy.mil, burdette@bsgpc.com, lbuller@earthlink.net, mbooth@bellatlantic.net, khk@baberkal.com, bb@baberkal.com, Mikefanton, claudia.anton@cox.net, singhass@principals.org, ltursky@cox.net, Jen2beach, Williams_peter@bah.com, Phoebetp, Millseast5, RobinGraine@cox.net, marnold@mccandlaw.com, whollawa@skadden.com, Pete_Mills@countrywide.com, pawsnfins@cox.net, RGraine@cox.net, clfnick@worldnet.att.net, esterpline@cox.net, Lampbulb, lgjohnston@cox.net, chuckles3293@hotmail.com, pijayden@verizon.net, cwyant@juniper.net, ddygve@cox.net, rdygve@jsinsurance.com, JulGord7@aim.com, coragyps@cox.net, marilynstone@cox.net, bob@millerorthodontics.com, rpeteron@petersoncos.com, rtrishr@gmail.com, jeffstein@cox.net, vetharp@hotmail.com, pamwallace@msn.com, nichec@earthlink.net, ricklayfield@comcast.net, klayfield@yahoo.com, nitzsa@cox.net, athomewithmargie@cox.net, merle@mindspring.com, Plum1881, andersonbear@earthlink.net, gyantis@syaa.com, turskeys@cox.net, pauleboy@cox, jsealy@flinthill.org, cynthia.sealy@fcps.edu
File: Clifton TC AGENDA Oct. 3 2006 MEETING-final.doc (38400 bytes) DL Time (46667 bps): < 1 minute

Good morning,

I have attached a copy of the agenda for the October 3 TownCouncil meeting for your review. The entire Town Council invites you to attendthe meeting.

We have been in office for almost 3 months now and everyone on the Council is working hard in continuing to make Clifton a great place to live. The previous Town Council did a tremendous job in making Clifton special and we are trying our best to carry on their good work. We ask your patience as we get comfortable in our roles. t I would like you to take a few minutes to review some of our accomplishments in the brief time we have been in office.

1. **Buckley Bridge flood damage** - Through the dedication and hard work of Lane Johnston and Wayne Nickum, a FEMA grant (about \$62,000) has been secured to cover most of the repair for the bridge. You would have needed to have been involved in the grant process to understand the amount of time and effort that was needed to secure the funding.
2. **Triangle Renovation** - At the request of the Town Council, Bill Ference (at no charge to the Town) developed a plan for the renovation. It is fantastic! Thanks also to the CBA for agreeing to cover a good portion of the cost. The renovation is scheduled for early Spring.
3. **Town Hall Meeting** - For the first time in years, a meeting was held to hear from citizens about their ideas and concerns. The response to the meeting was very positive and we plan on holding these meetings every other month. Thanks to Councilman Chuck Rusnak for Chairing the meeting.
4. **Town web page** - Erich RussekRobbins and the previous Council deserve all the credit for instituting the web site and Erich and Chuck are to be congratulated for continuing the development. It is a great source of information about the Town and what is going on. Please make it a point to visit the site on a regular basis (www.cliftonva.us).
5. **Town Hall HVAC replacement** - Due to some outrageous electric bills over the past year, the Town Council voted to replace the outdated system that was in place. Thanks to Dave Simpson for referring a contractor who has provided a money back guarentee if it does not significantly reduce our bills.
6. **Street Sign replacement** - Wayne Nickum and Mike Anton spearheaded the effort in replacing the signs. And they di the work themselves!
7. **Committees reformed** - The Town Council found it necessary to create/reform the committees in order to

blend in with the leadership style of the Council. Most of the Committees are off and running and will be responsible for making things happen in Clifton. Please note that we want (and need) the participation of all citizens and Friends of Clifton. If you are interested in helping out, please let us know and get involved. Listed below are the Committees and the Chairpersons that were chosen by the members.

Beautification - Jennifer Chesley
Clifton Life - Juliana Miller
Commercial District - Tom McNamara
Council for the Arts - (Meeting is scheduled but has not met)
Fundraising, Grants, & Franchise - Brant Baber and Marilyn Stoney
Historic Preservation - Margo Buckley
Special Projects - (Meeting to be scheduled)
Town Parks -
Traffic, Parking, & Safety - Dwayne Nitz
Welcoming and Sunshine - (Meeting is scheduled)

Please realize that we need everyone to pitch in so that we can get things done in town. Please consider;

1. Getting involved with a committee
2. Attending Town Meetings.
3. Regularly visiting the website.

Have a great day.

Tom

Subj: Town meeting notes
Date: 9/15/2006 9:10:47 AM Eastern Standard Time
From: Mayorofcliftonva
To: Mgybay, karenw1210@cox.net, Randyct, dawnathomps@cox.net, michellestein@cox.net, P sampso, WRIDEN, susanricci@msn.com, posnerp@cox.net, peter.noonan@fcps.edu, dnitz@cox.net, CLIFTRAILS, king.richard@epa.gov, Nonrev 96, emmiholmes@cox.net, lghassoc@erols.com, LEffros, steve@effros.com, chesleyjc@nswccd.navy.mil, burdette@bsgpc.com, llbulla@earthlink.net, mbooth@bellatlantic.net, khk@baberkal.com, bb@baberkal.com, Mikefanton, claudia.anton@cox.net, singhass@principals.org, ltursky@cox.net, Jen2beach, Williams_peter@bah.com, Phoebetp, Millseast5, RobinGraine@cox.net, marnold@mccandlaw.com, whollawa@skadden.com, Pete_Mills@countrywide.com, pawsnfins@cox.net, RGraine@cox.net, clifnick@worldnet.att.net, esterpline@cox.net, Lampbulb, lgjohnston@cox.net, chuckles3293@hotmail.com, pjlayden@verizon.net, cwyant@juniper.net, ddygve@cox.net, rdygve@jsinsurance.com, JulGord7@aim.com, marky@erols.com, marilynstone@cox.net, bob@millerorthodontics.com, rpeteron@petersoncos.com, rtrishr@gmail.com, jeffstein@cox.net, vetharp@hotmail.com, pamwallace@msn.com, nichec@earthlink.net, ricklayfield@comcast.net, klayfield@yahoo.com, nitzsa@cox.net, athomewithmargie@cox.net, merle@mindspring.com, anchormon@cox.net, jentoben@yahoo.com, erich@videodc.com
File: Clifton - Town Meeting Notes 9-12-2006.doc (25088 bytes) DL Time (46667 bps): < 1 minute

Hello,

The first Clifton Town Meeting was held this past Tuesday at the Community Hall. The meeting was a big success and the attendees agreed that it is something we will do again during the coming years. Attached are the notes from the meeting.

One of the big issues discussed was the need to encourage Town residents and the Friends of Clifton to regularly visit the Town website. The website is; www.cliftonva.us and it a very informative site. Many thanks to Erich and Chuck for all the hard work they have put in to developing and updating the site.

We are continuing to develop our Town email address book. Please forward this email to anyone who may not be receiving it and we are asking that residents send their address to this email address if we do not have their contact information. If anyone would like their name removed from this list, please notify us and we will comply with your wishes.

Have a great day,

Clifton Town Council

Subj: **STANDIN TOWN CLERK FOR SEPT MTG**
Date: 8/31/2006 6:20:33 PM Eastern Standard Time
From: CLIFNICK@worldnet.att.net
To: tommypclifton@aol.com, Mayorofcliftonva@aol.com
CC: lampbulb@aol.com
Sent from the Internet (Details)

PAM HAS INDICATED SHE WILL SUB CLERK FOR THE MTG.
HER PHONE # IS 703-830-9619.

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, October 3, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Tom Peterson, Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum,
Chuck Rusnak

The Clifton Town Council Meeting was called to order at 7:30 p.m.

Public Hearing

A. Amended budget FY 06-07

After no comments regarding the proposed changes to the budget, Wayne Nickum made motion to move to next item, which was seconded by Chuck Rusnak. Passed unanimously.

B. Code Changes Chapter 8 Cigarette Tax

Wayne Nickum stated the Cigarette Tax Ordinance will be posted on the Town web site, and made a motion to move on to next item, seconded by Chuck Rusnak. Passed unanimously.

C. New code Chapter 15 Mobile Phone Tax

As previous Town Council did not adopt this by January 1, 2006, even if it were adopted now, no revenue would be forthcoming to the Town because of this.

Wayne Nickum made motion to close public hearing, which was seconded by Tom Peterson. Passed unanimously.

1. Reading of minutes.

- a. Motion made by Wayne Nickum to approve September 5, 2006 Town Council minutes, seconded by Pat Layden. Passed unanimously.
- b. Motion made by Wayne Nickum to approve June minutes of Special Meeting of former Town Council. Seconded by Lane Johnston. Passed unanimously.

2. Report from Town Treasurer, Marilyn Barton.

- a. Wayne Nickum has NOVEC bill.
- b. Wayne Nickum suggested the signage should be under Beautification Committee.
- c. Wayne Nickum made motion to approve report with one adjustment. Seconded by Chuck Rusnak. Passed unanimously.

3. Reading of Communications to Mayor.

- a. Verizon External Affairs regarding cell tower.
- b. Citizen letter regarding excessive signs which will be referred to Beautification

Committee.

- c. Email from Gif Hampshire regarding FEMA, digital map.
- d. Acacia Lodge was denied FEMA grants; will appeal.
- e. Cox Communications estimates 4,700 conduit holes.
- f. Insurance for bridge which will be discussed later.

4. Citizens' remarks.

- a. Royce Jarrendt: Bill to Silvas for engineering consultant, \$2,300. Planning Commission application, will be liable for \$250 fee and, if drawings submitted to Fairfax County, \$700-750. Tom Peterson will talk to Planning Commission.
- b. Noise from power station due to 3 added transformers, citizen requested Town Council write letter to Dominion Power asking them to minimize noise. Wayne Nickum suggested it placed on next agenda and asked citizen to draft letter from his neighborhood.
- c. Emmi Holmes requested key to Town Hall for renters. Tom Peterson will investigate code lock.
- d. Wayne Nickum stated three agenda additions tonight: Discussion county tax, extend time for town tags 1 month, generation of letter to Dominion Power regarding noise.

5. Unfinished Business.

Wayne Nickum made motion to add Pump and Hall to the agenda. Seconded by Pat Layden. Passed unanimously.

- a. Lane Johnston led discussion regarding Letter of Intent on old Town Hall sale. Discussion ensued regarding previous Town Council actions and whether public hearing is needed. Tom Peterson stated this will be discussed at next special meeting and that previous records and reports are needed. Lane Johnston will provide.
- b. Chuck Rusnak stated one monthly award for residents and supporters; first awardee, Eric Robbins; award will be saved till next meeting to be presented.
- c. Verizon Cable Franchise proposal: Mike Anton spoke with Verizon. Mike Anton made motion to authorize Gif Hampshire to negotiate with Verizon for franchise. Seconded by Wayne Nickum. Approved unanimously.
- d. Community Hall HVAC issues: Lane Johnston, after 3 meetings with County, will know by end of week why \$6,000 bill for June to July 15th. Novec's investigation will be complete in two weeks.
- e. Buckley Park Bridge: Lane Johnston stated FEMA will fund debris cleanup, \$3,200. Pat Layden stated FEMA requires bid process and that we have 18 months to complete. Mike Anton made motion to add Gary Tvrdik to the Buckley Bridge Committee in addition to Dwayne Nitz and Bill Ference. Seconded by Tom Peterson. Passed unanimously.
- f. Amended budget FY 06-07: Wayne Nickum made motion to defer approval till after Haunted Trail decision.
- g. Minute approval: Approved earlier in meeting.
- h. Update on Town Committee organization: Tom Peterson stated committees are operating Chuck Rusnak made motion to establish committee on communication

populated by Chuck Rusnak, Erich Robbins and Michelle Stein. Seconded by Wayne Nickum. Approved unanimously.

- I. Town records: Wayne Nickum made motion that Tom Peterson and Mike Anton be authorized to procure previous records in accordance with Virginia law. Seconded by Chuck Rusnak.
- j. Traffic committee is working on speed bump issue.
- k. Acacia Lodge waiver of fees request: Tom Peterson stated Gif Hampshire stated by Virginia law cannot waive fees, declined, appealing. Wayne Nickum made motion to deny fee. Pat Layden seconded. Passed unanimously.
- l. Pump and Haul: Pat Layden stated new tank test successful; next week, will direct to new tank. Three tanks will be destroyed. Final grading, new gate at entrance and cleanup in 2-3 weeks. Pumps noiseless.

7. Special Committee Reports.

Planning Commission report submitted regarding paving the side of Clifton Baptist Church adjacent to Chapel Street. Wayne Nickum moved to approve the paving. Seconded by Tom Peterson. Passed unanimously. Tom Peterson also moved to request Planning Commission to generate new plan. Seconded by Wayne Nickum. Passed unanimously.

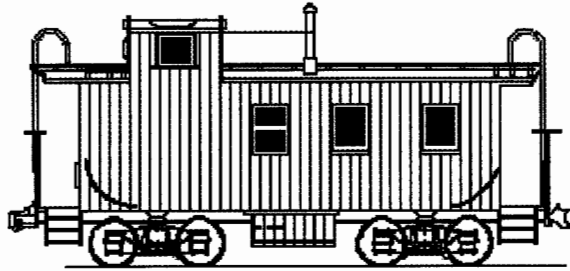
8. Reports of standing committees.

- a. Architectural Review Board: No issues.
- b. Margo Buckley stated the Historical Committee met and discussed Primitive Baptist Church needs floor renovation. Margo will check with Michelle Stein regarding Home Paramount warranty.

9. New Business.

- a. Mike Anton stated Beautification Committee needs to address signage.
- b. Chuck Rusnak stated minutes of Town Meeting of September 12 is on web site, and need to give town forum to discuss concerns. Tom Peterson stated another meeting will be called in October, and the goal is to have a meeting every quarter, and that Royce Jarrendt's project will be discussed at the October Town Meeting.
- c. Calendar Committee: Tabled.
- d. Amended budget: Wayne Nickum made motion to approve amended budget as discussed. Seconded by Tom Peterson. Passed unanimously.
- e. Cigarette Tax: Wayne Nickum made motion to approve cigarette tax. Seconded by Tom Peterson. Passed unanimously.
- f. Mobile phone tax: Discussed earlier.
- g. Check Signature Authorizations: Tom Peterson made motion to change signature authorization to finance person in place of the Vice Mayor position. Mike Anton seconded. Passed 4 to 2. Pat Layden and Chuck Rusnak voted against.
- h. Old town street signs: Disposition will be placed on next TC meeting agenda.
- i. Buckley Park. Discussed earlier, have 6 months for cleanup, placed on special meeting agenda.
- j. Web site issues: Chuck Rusnak stated privacy notice needed. Voice mailboxes and email will be added to web site.

- k.** Discussed earlier.
- l.** Request Planning Commission to update Town Plan: Discussed earlier.
- m.** Haunted Trail: Wayne Nickum made motion to cancel for 2006 and renew efforts for 2007. Seconded by Tom Peterson. Passed unanimously.
- n.** Clifton Day: Wayne Nickum made motion to authorize CBA to use town property for Clifton Day 2006 and moved that town be added as additional insured with the times being from 9:00 am to 5:00 pm, on October 8th, with rain date of October 15, 2006 and sign takedown timetable of 7 days from date event occurs and police and VDOT be contacted regarding use of roads. Seconded by Mike Anton. Passed unanimously.
- o.** Signature Authorization for Town documents: Discussed earlier.
- p.** Renewal of county inspection agreement. Chuck Rusnak will represent Town Council and Planning Commission member will contact county.
- q.** Town Tags: Wayne Nickum made motion to extend time to file for town tags to November 6, 2006. Seconded by Mike Anton. Approved unanimously.
- r.** Transformer noise: Wayne Nickum made motion that letter to Dominion Power regarding noise be drafted by citizens in that neighborhood, and then Mayor Peterson will generate letter to Dominion Power.
- s.** Pat Layden made motion to authorize check for up to \$300 for Historical Society membership as determined by committee. Seconded by Wayne Nickum. Passed unanimously.
- t.** Motion made by Wayne Nickum and seconded by Tom Peterson to adjourn at 10:25 p.m. Passed unanimously.



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, October 3, 2006 7:30PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of business

Public Hearing Items

- A. Amended budget FY 06-07
 - B. Code changes Chapter 8 Cigarette Tax
 - C. New code Chapter 15 Mobile Phone Tax
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 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
 - A. Update on sale of Old Town Hall and Town commitment to letter of intent (Lane Johnston)
 - B. Recognition of Town Volunteers (Previous Town Council, Town Clerks) – Chuck Rusnak

- C. Verizon Cable Franchise proposal.- Mike Anton
 - D. Update of Community Hall HVAC issues. – Lane Johnston
 - E. Buckley Park Bridge (update on footbridge) – Lane Johnston
 - F. Amended budget FY 06-07 – Wayne Nickum
 - G. Minute approval of June 06 special TC meeting (Budget FYE 0706) – Tom Peterson
 - H. Update on Town Committee organization - Tom Peterson
 - I. Town records – Tom Peterson
 - J. Speed bump on Main Street – Tom Peterson
 - K. Acacia Lodge waiver of fees request – Tom Peterson
7. Reports of special committees and commissions
8. Reports of standing committees, in the order as may be determined by the Mayor
9. New business
- a. Signage in Town. – (Mike Anton)
 - b. Town Meetings discussion – (Chuck Rusnak)
 - c. Calendar Committee. – (Lane Johnston)
 - d. Amended budget FY 0706- (Wayne Nickum)
 - e. Code changes Chapter 8 Cigarette Tax. – (Wayne Nickum)
 - f. New Code Chapter 15 Mobile Phone Tax – (Wayne Nickum)
 - g. Discussion of Signature Authorizations for the Town – (Tom Peterson)
 - h. Disposition of old town street signs (auction, other ideas) – (Wayne Nickum)
 - i. Authorize cleanup expenditure for Buckley Park (FEMA) grant, \$3,200. – (Lane Johnston)
 - j. Website issues (Privacy notice, public forum, links, email addresses, opt in/opt out. (Chuck)
 - k. Public records – Privacy of individual records. (Chuck Rusnak)
 - l. Request Planning Commission to update Town Plan (Tom Peterson)
 - m. Buckley Bridge status and the Haunted Trail Walk – (Lane Johnston)
 - n. Clifton Day – Authorize use of Town properties, insurance requirement, time of event, sign take down timetable (Tom Peterson)
 - o. Signature authorization for Town documents – (Tom Peterson)

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 Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED SEPTEMBER 27, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL, TOWN WEBSITE (www.cliftonva.us)



ONE COMPANY
Many Solutions®

Fax

Date: SEPT 14, 2006

Number of pages (include cover):

5

Message To

Name: KATHY KALINOWSKI

Fax No:

703-591-9347

Firm:

Phone No:

City:

State:

Re:

Project:

Message From:

Name: CARL STAATS

Fax No:

CC:

Phone No:

Notes:

1. REVISED PAVING REQUEST.
2. REVISED PAVING SKETCH
3. APPROVED SIDEWALK AND RAMP PAPERS FROM ARB.



Clifton Baptist Church

7152 Main Street, Box 107

Clifton, Virginia 20124

703-263-1161

1875 - 2006

September 13, 2006

Clifton Planning Commission
Ms. Katherine Kalinowski, Chairperson

Dear Planning Commission Members,

We are submitting a revised plan for your consideration of the church paving. I've enclosed a print showing the proposed area to be paved. Also enclosed is the enlarged plan showing the detail for the sidewalk and ramp that was approved by the ARB.

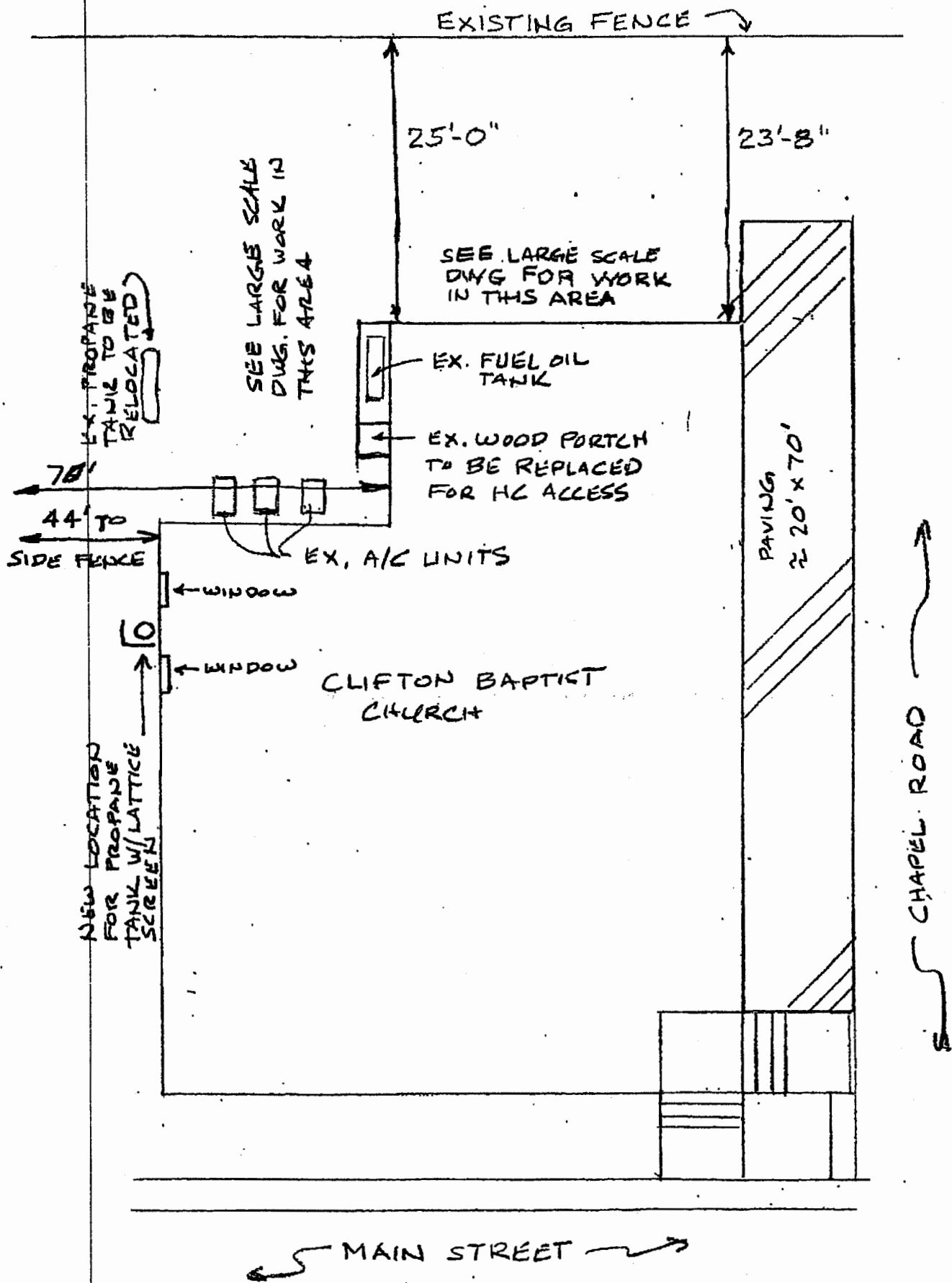
The area on the side of the church adjoining Chapel Road is now the only area we're requesting to be paved with asphalt. As previously stated it is currently covered with ground stone and is basically impervious. It is the primary parking area used for those attending the Sunday morning and Wednesday evening services. During the winter months the stone makes snow removal difficult. Paving this area will facilitate snow removal when needed. It is approximately 70 ft long by 20 ft wide, or 1400 square ft.

As you can see on the attached drawing approved by the ARB, the intention is to provide a new 4 foot wide concrete sidewalk along the back edge of the church from the paved area to a ramp that eventually leads to the existing back door.

We trust these revisions will meet with your approval. Please let me know if there are any questions. I am planning on attending your meeting on September 25th.

Respectfully,

Rev. Carl Staats, Pastor



CLIFTON ARCHITECTURAL REVIEW BOARD
TOWN OF CLIFTON, VIRGINIA

Revised by Clifton ARB 01/24/2002

CLIFTON ARCHITECTURAL REVIEW BOARD TOWN OF CLIFTON, VIRGINIA

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

DATE OF APPLICATION: 7/31/06

NAME OF APPLICANT OR AGENT: REV. Carl Staats - CLIFTON BAPTIST CHURCH

ADDRESS: 7152 MAIN ST.

TELEPHONE: (day) 703-518-8510 (evening) 703-815-8453

LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP NUMBER: _____

7152 MAIN STREET

GENERAL DESCRIPTION OF PROPOSAL: IF PAVING IS APPROVED AT REAR OF CHURCH FOR HANDICAP ENTRANCE, WOULD LIKE TO REPLACE OLD WOOD PORTCH WITH CONCRETE AND INCLUDE A SMALL RAMP FOR WHEELCHAIRS TO USE. (PLANNING COMMISSION IS REVIEWING THIS PAVING REQUEST ON 7/31/06)

ATTACHMENTS:

APPLICATION FEE

*SEVEN (7) COPIES OF APPLICATION WITH PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE THE ARB

WILL REVIEW AN APPLICATION

Carl Staats 7/31/06

SIGNATURE OF APPLICANT OR AGENT DATE

CERTIFICATE ISSUED YES NO ~

(When marked "YES" and signed, this document becomes the "Certificate of Appropriateness")

BY: [Signature]

CHAIRMAN, ARB DATE: 8/31/06

ARB MEMBERS' INITIALS: [Initials] yes yes

CONDITIONS: [Initials] 8/31/06

Guard rail design to be submitted for approval

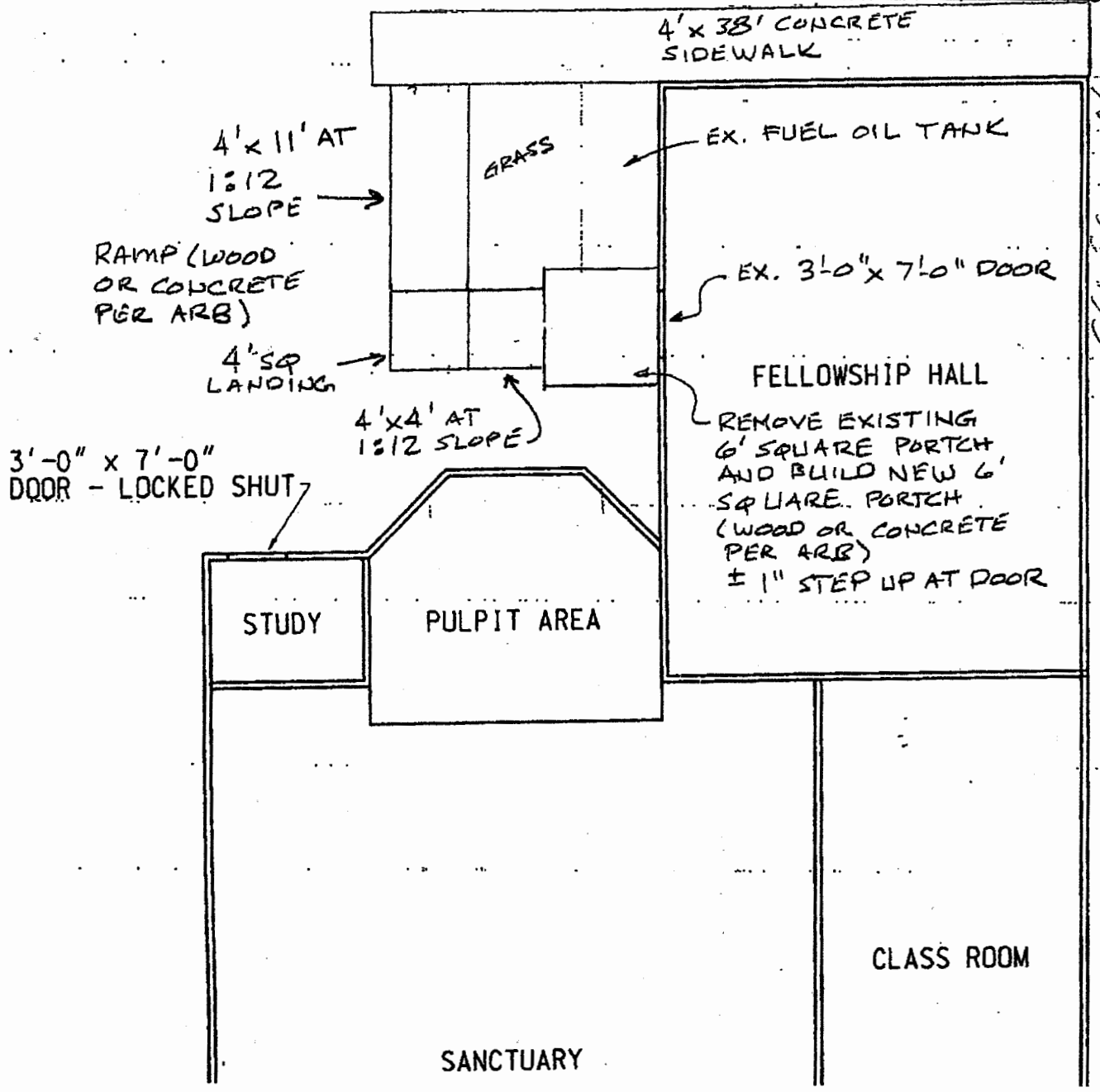
RJG (yes)

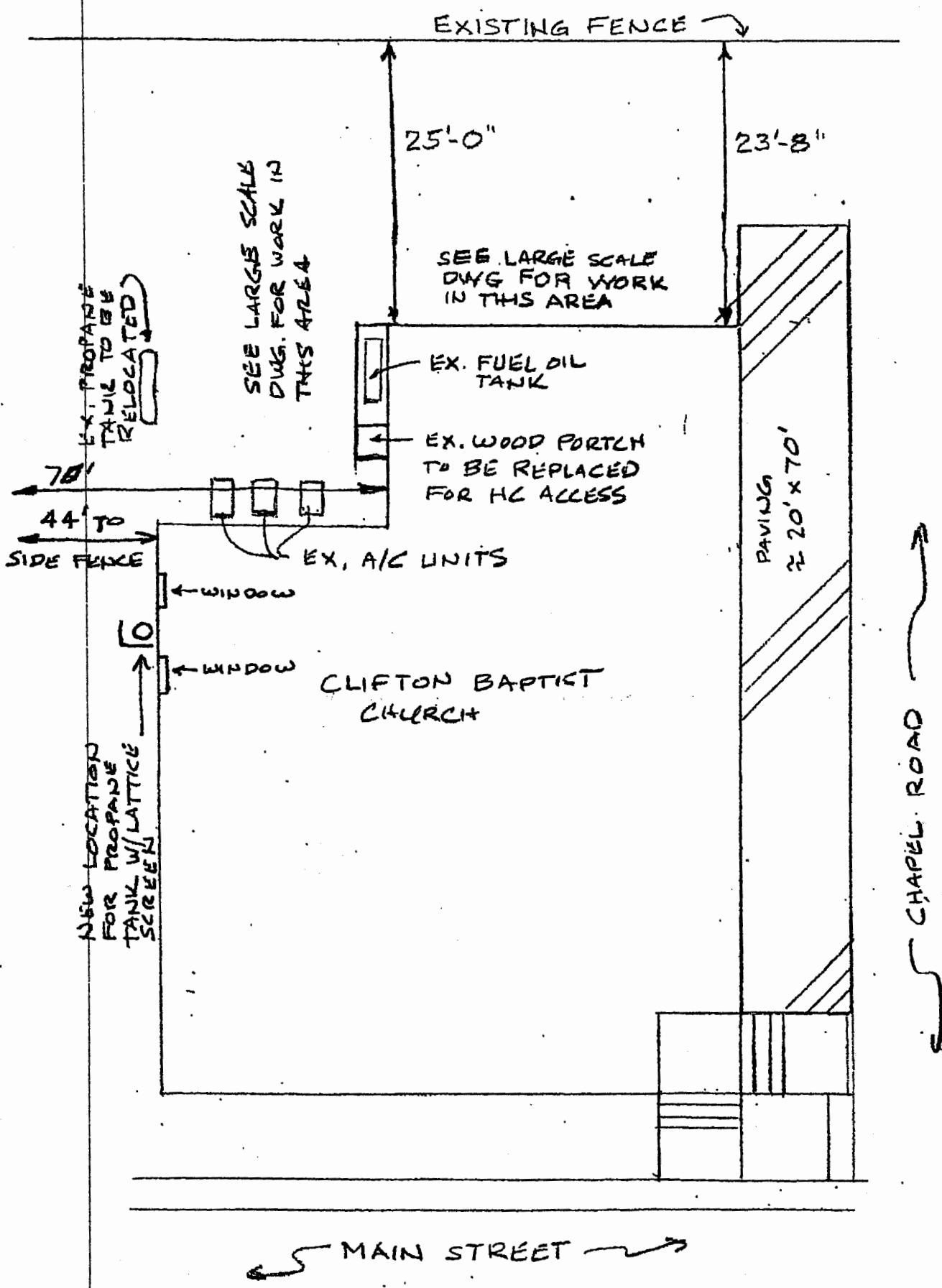
Ramp to be concrete, wood, or synth

HANDICAP VEHICLE

HANDICAP VEHICLE

NEW ASPHALT PAVING





CLIFTON ARCHITECTURAL REVIEW BOARD
TOWN OF CLIFTON, VIRGINIA

Revised by Clifton ARB 01/24/2002

CLIFTON ARCHITECTURAL REVIEW BOARD TOWN OF CLIFTON, VIRGINIA

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

DATE OF APPLICATION: 7/31/06

NAME OF APPLICANT OR AGENT: REV. Carl Staats - CLIFTON BAPTIST CHURCH

ADDRESS: 7152 MAIN ST.

TELEPHONE: (day) 703-518-8510 (evening) 703-815-8453

LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP NUMBER: _____

7152 MAIN STREET

GENERAL DESCRIPTION OF PROPOSAL: IF PAVING IS APPROVED AT REAR OF CHURCH FOR HANDICAP ENTRANCE, WOULD LIKE TO REPLACE OLD WOOD PORCH WITH CONCRETE AND INCLUDE A SMALL RAMP FOR WHEELCHAIRS TO USE. (PLANNING COMMISSION IS REVIEWING THE PAVING REQUEST ON 7/31/06)

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*SEVEN (7) COPIES OF APPLICATION WITH PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE THE ARB

WILL REVIEW AN APPLICATION

Carl Staats 7/31/06

SIGNATURE OF APPLICANT OR AGENT DATE

CERTIFICATE ISSUED YES NO ~

(When marked "YES" and signed, this document becomes the "Certificate of Appropriateness")

BY: [Signature] Chairman

CHAIRMAN, ARB DATE 8/31/06

ARB MEMBERS' INITIALS: [Initials] yes [Initials] yes [Initials] yes

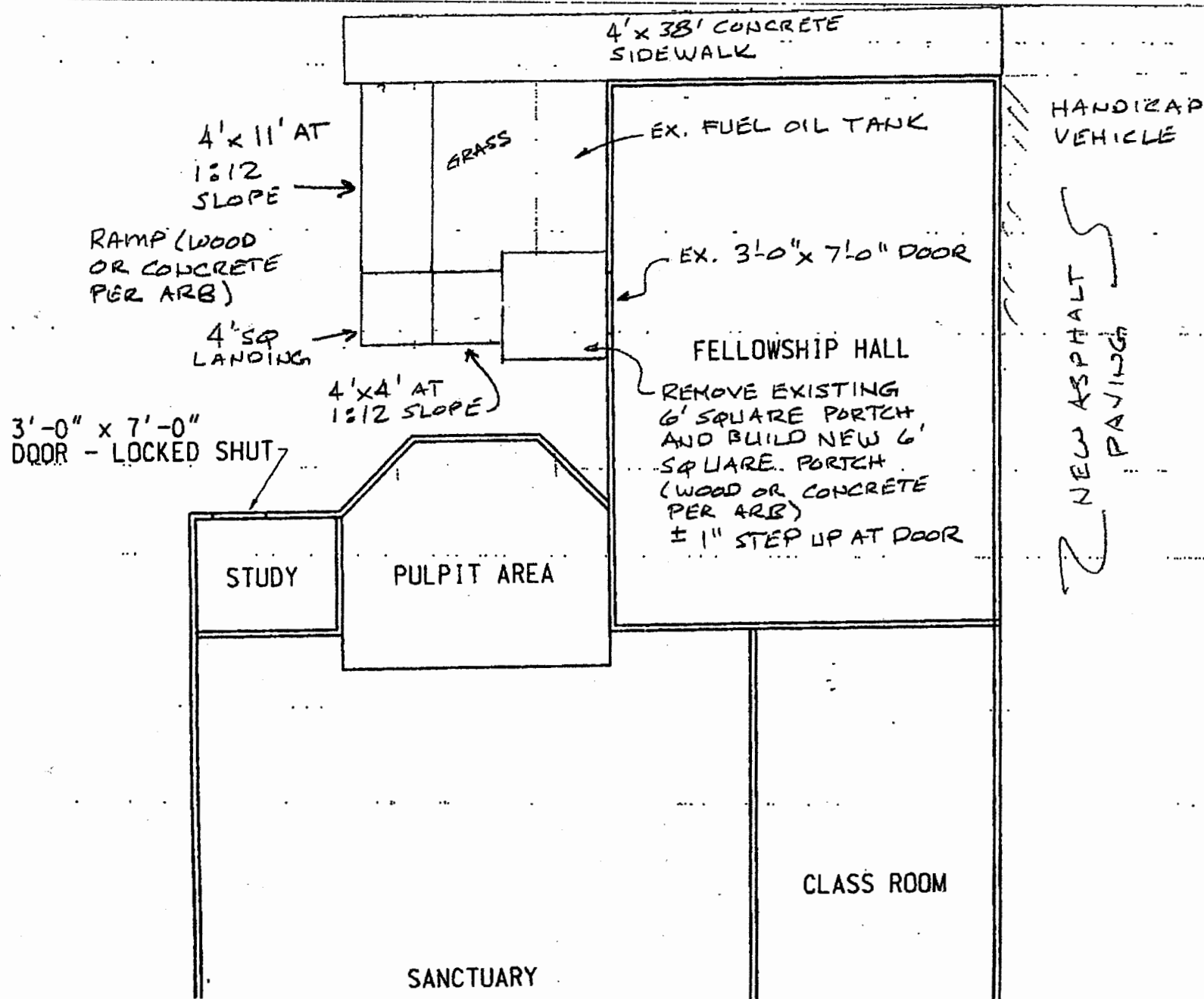
CONDITIONS: [Initials] 8/31/06

Guard rail design to be submitted for approval

[Signature] yes

Ramp to be concrete, wood, or synthetic

HANDICAP
VEHICLE



Town of Clifton		
Income Statement		
	PROPOSED AMENDED BUDGET FYE 0706	
REVENUES:		
Taxes & Permits Revenues:		
Sales Tax	\$19,153	
BPOL Tax	\$18,000	
Utility Consumption Tax	\$1,100	
Motor Vehicle Tags	\$5,800	
No. Va. Cigarette Tax	\$3,050	
Use Permits	\$800	
Cox franchise revenue	\$8,000	
PC Subdivision Permits	\$0	
Cell phone franchise revenue	\$2,000	
ABC Tax	\$300	
ARB Permits	\$80	
Railroad Tax	\$1,700	
Meals tax (1%)	\$0	
Buckley Park (FEMA-CLEANUP)	\$3,200	FEMA CATEGORY A
TOTAL TAXES & PERMITS:	\$63,183	
Town Facilities Rentals:		
Community Hall	\$15,000	
Park/Square/Gazebo	\$300	
TOTAL FACILITIES RENTALS:	\$15,300	
Other Revenues:		
Interest Income	\$6,000	
Haunted Trail Event	\$5,000	
Clifton Day Revenues	\$450	
Homes Tour	\$6,400	
Farmers' Market Income	\$0	
Other income-refunds	\$0	
TOTAL OTHER REVENUE:	\$17,850	
TOTAL REVENUES:	\$96,333	
EXPENSES:		
Payroll Expenses:		
Town Clerk Salary	\$3,000	
Town Treasurer Salary	\$8,000	
Payroll Taxes	\$1,683	
Payroll Miscellaneous	\$0	
TOTAL PAYROLL EXPENSES:	\$12,683	
CONTRACTUAL EXPENSES:		
Insurance	\$6,442	
Town Government:		
ARB Expenses	\$200	
BZA Expenses	\$100	
Planning Commission Expenses	\$5,000	
TOTAL GOVERNMENT:	\$5,300	
Professional Fees:		
Accounting - Multi Year Audit Review	\$15,000	
Legal Fees	\$8,000	
Special Counsel	\$3,000	
Professional fees - other	\$3,000	
Web site hosting/maintenance	\$2,400	
TOTAL PROFESSIONAL FEES:	\$31,400	

delete not adopted

Town Facilities:			
Railroad Siding Rent	\$775		
Ayre Square Rent	\$600		
Beautification Committee	\$4,250		
Grounds	\$1,500		
Town Hall	\$5,000		
Town Office	\$4,900		
Office Equipment Expense	\$5,200		INCLUDES AUDIO-VISUAL, LAPTOP COMPUTER, COPIER ETC
Caboose Expenses:			
Equipment	\$0		
Electric	\$250		
Gas	\$250		
Maintenance - Painting	\$300		
Subtotal - Facilities:	\$23,025		
Town Meeting Hall Expenses:			
General Maintenance	\$3,300		
Cleaning	\$3,900		
Equipment & Supplies	\$400		
Electric	\$20,000		
CH Floors	\$2,100		
Mgt Fee	\$6,000		
TOTAL MEETING HALL EXPENSE	\$35,700		
TOTAL TOWN FACILITIES:	\$58,725		
Town Services:			
Elections	\$0		
Grass Mowing	\$4,800		
Trash Collections	\$1,100		
TOTAL TOWN SERVICES:	\$5,900		
Utilities:			
Utilities - Gas and Electric	\$500		
Utilities - Water and Sewer	\$300		
TOTAL UTILITIES:	\$800		
Dues & Subscriptions:			
Va Municipal League	\$450		
Other Dues & Subscriptions	\$350		
Conference Attendance	\$2,000		
TOTAL DUES & SUBSCRIPTIONS:	\$2,800		
Other Contractual Expenses:			
Legal Advertising	\$1,125		
Printing & Publication	\$300		
Clifton Web Site Design	\$0		
Mayoral Reimbursement	\$500		
Clifton Day Expenses	\$200		
Homes Tour Expense	\$2,900		
Farmers' Market Expense	\$0		
Haunted Trails Event	\$1,000		
Summer in the Parks Event	\$500		
Miscellaneous Contractual Expenses	\$1,300		
Buckley Park (FEMA-CLEANUP)	\$3,200		FEMA CATEGORY A
General Committee Fund	\$2,000		
Citizen Recognition Fund	\$1,800		
TOTAL OTHER CONTRACTUAL:	\$14,825		
Commodities:			
Calendars & Posters Expense			
Copies	\$50		
Postage & Delivery	\$500		
Computer Supplies	\$700		
Office Supplies	\$500		
License Plates	\$855		
Miscellaneous Commodities	\$500		
Miscellaneous	\$10,000		FOR EMERGENCY PURPOSES
TOTAL COMMODITIES:	\$13,105		
HUD Homes Program:	\$0		
TOTAL EXPENSES:	\$151,980		
NET INCOME (LOSS):	-\$55,647		
	-57		

Town of Clifton		
CAPITAL/GRANT		
REVENUE/COST STATEMENT		
PROPOSED		
AMENDED BUDGET		
FYE 0706		
REVENUES:		
CBA contribution-playground	\$0	
Fundraisers-Playground	\$20,000	
Federal Grants - Land	\$0	
Town Match - Land	\$0	
CBA Match - Land	\$0	
FEMA - Buckley Bridge Restoration	\$80,000	FEMA Retoration and Mitigation includes State 12% share
Other - Various Projects	\$200,000	TRANSPORTATION BILL
SAFET-LU Grant	\$80,000	
Town Match/In-Kind	\$20,000	
Federal Trans. Project - Trails	\$51,000	
Town Match - Trails	\$0	
Town Inkind - Trails	\$10,200	
CBA match - Trails	\$0	
Total Trails Grants	\$61,200	
Fire Programs Grant	\$6,000	
Litter Control Grant	\$0	
CBA contribution-Clifton Entrance Triangle	\$6,000	
TOTAL REVENUES:	\$467,200	
COSTS:		
Land Purchase - Fed Proj-Town Match	\$0	
Trails Improvements	\$51,000	
SAFET-LU Improvements	\$80,000	
SAFET-LU grant administrator	\$20,000	
Fire Program - FCFD	\$6,000	
Litter Control	\$0	
Town Meeting Hall:		
Physical Improvements	\$18,000	
Equipment	\$4,000	
TOTAL MEETING HALL	\$22,000	
FEMA - Buckley Bridge Restoration	\$80,000	FEMA Retoration and Mitigation includes Town 12% share
Playground	\$23,500	Landscaping and Old equipment restoration
Other - Various Projects	\$200,000	TRANSPORTATION BILL
Underground Utility (Main St.)	\$7,000	
Miscellaneous (<i>Parking areas asphalt</i>)	\$0	
Clifton Entrance Triangle	\$2,000	
Signage	\$2,000	
TOTAL COSTS	\$493,500	
NET REVENUES/(COST)	-\$26,300	
TOWN MEETING HALL:		
TOWN OFFICE COSTS		
Office space can be constructed in the left corner of the community hall upon entering, consisting of one office in the existing closets and one extending from the entrance door to the wall and 15' long		
Annual Expenses:		
Telephone [2 lines]	\$1,500	
Electricity	\$2,000	
Photocopier rental	\$800	
Cable/internet	\$600	
TOTAL	\$4,900	
Capital Start Up Costs:		
Construction of expansion to storage closet, i.e framing, wall board, ceiling lights, doors, window, carpet, hvac & electric	\$18,000	
furniture [2 desks, table, telephone, fax, computer, printer & cable	\$4,000	
TOTAL	\$22,000	

Town of Clifton
Planning Commission Report 9/26/2006

In attendance: members Lev Buller, Patrick Pline, Michelle Stein, Marilyn Stoney, Susan Yantis, Lane Johnston, Kathy Kalinowski, Judy McNamara and Planning Commission consultant, Joe McClellan.

1. Clifton Baptist Church application concerning the paving of the graveled area by the church and installation of new handicapped paved area was held over from the August meeting to make suggested changes of only paving area by Chapel Street that is presently graveled and installing a sidewalk and ramp for handicapped. The Revised Plan was approved by the Planning Commission.
2. The Acacia Lodge application for a permit to raise the building's elevation to repair the foundation of the flood damaged building was discussed. The Lodge has not yet determined on a definite course of action and a number of options were discussed.
3. October meeting will be scheduled on October 24.
4. Clifton Town Plan review has begun and the Planning Commission is ascertaining whether review funds or expertise will be available from the Northern Virginia Planning District Commission or any other sources.
5. The Planning Commission is attempting to locate agreements between the Town and the County with respect to the County's agreement to enforce certain aspects of our zoning ordinances. Presently, we have in hand a Building Inspection Agreement dated March 4, 1997 which runs for a ten year term. We believe there may be an agreement concerning various inspection and review requirements for the Town CBLAD and Subdivision ordinances and would ascertain whether those agreements exist.

Town of Clifton
Planning Commission Report 10/24/2006

In attendance: members Lev Buller, Patrick Pline, Susan Yantis, Lane Johnston, Kathy Kalinowski, Judy McNamara, Mac Arnold, Marilyn Stoney.

1. Silva application: recommended revised plat for approval contingent on incorporation of Joe McClellan's comments in his letter dated October 30, 2006.

2. Recommend review of Memorandum between NVRC and Town by Town Attorney and pending his approval, recommend Town agreement to Memorandum and allocation of \$5,000 cost to participate in Water Study as part of the NVRC group of municipalities.

"TIME TABLE ON PAYMENT"

{ MINIMUM OVERSHOUL
TO TOWN \$5000 - }

{ ? ADDON COSTS }

"FINAL DRAFT"

~~THE~~
MOTION BY TOWN TO DELIBERATE ON

INTENT TO PARTICIPATE WITHIN

DEVELOPMENT OF A REGIONAL WATER SUPPLY

PLAN CONFORMANCE WITH COMMONWEALTH OF VA'S

REG 9 VAC 25-780-10 BY ~~MEMO OF AGREEMENT~~

PRELIMINARY DRAFT DATED 10-18-06

Motion
WN →

Tom, et. al;



The Traffic and Safety will submit official minutes of our most recent meeting in the coming week. I am pleased to report we have been productive, and are in the process of analyzing several issues relating to Main Street Improvements, and a wide range of town-wide traffic and safety issues. We are also in the process of reviewing the documented history of these issues as recorded by previous councils, committees, and professional traffic engineers hired by the town. We are planning a strategy to work with the fund-raising committee for the purpose of acquiring additional grant funds earmarked for improvements which would be recommended by our committee in the future.

Please find the following (2) recommendations made by the Traffic and Safety Committee to the Mayor and Town Council. As these are our first recommendations, please advise if you prefer an alternate format.

Recommendation #1

The Town of Clifton Traffic and Safety Committee hereby recommends to the Mayor and Town Council that our committee, or another entity of the Council's choosing, be tasked at the next Council Meeting with initiating the process of accessing funds from the ISETEA Grant previously approved with the assistance of Representative Tom Davis. Our committee, if tasked, will assign an individual, or individuals from our committee to manage the grant process and report monthly, or as required, to the Town Council on progress made. Subsequent to acquisition of this grant funding The Traffic and Safety Committee anticipates making recommendations to the Council as to its use.

Recommendation #2

The Town of Clifton Traffic and Safety Committee hereby recommends to the Mayor and Town Council that the Town make immediate request of Delegate Tim Hugo for assistance in revising our Town Charter for the purpose of gaining authority to institute a town-wide speed limit between 15-20 MPH. The ability to institute an enforceable speed limit within this range will help the town restore balance to the relationship between pedestrian and motorist. Given that Clifton has an unusual mix of commercial, residential, institutional, and park uses which promote high pedestrian activity, and inasmuch as the scale of Clifton pre-dates widespread use of the automobile there is much concern within the town that current speed limits are not doing enough to restrict motorists who frequently drive at potentially dangerous speeds. Furthermore, the intimate proportions of houses and sidewalks to streets, and the lack of elevated curb and gutter, and limited sidewalk widths all combine to make the pedestrian vulnerable. Additionally, the proximity of housing to street traffic makes slower motorist speeds preferable for the purpose of maintaining a quality of life which becomes a functional neighborhood. For these reasons the Town of Clifton should immediately seek authority to set a town-wide speed limit, of our choosing, between 15-20 MPH which shall be enforceable by law, and supported by VDOT.


These recommendations are made on behalf of the members of the Traffic and Safety Committee.

Sincerely,

Dwayne Nitz
Chairman Clifton Traffic and Safety Committee

Town of Clifton
Planning Commission Report 10/24/2006

In attendance: members Lev Buller, Patrick Pline, Susan Yantis, Lane Johnston, Kathy Kalinowski, Judy McNamara, Mac Arnold, Marilyn Stoney.

1.  Silva application: recommended revised plat for approval contingent on incorporation of Joe McClellan's comments in his letter dated October 30, 2006.
2. Recommend review of Memorandum between NVRC and Town by Town Attorney and pending his approval, recommend Town agreement to Memorandum and allocation of \$5,000 cost to participate in Water Study as part of the NVRC group of municipalities.

BLANKINSHIP & KEITH

Memorandum

TO: Town Council

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

DATE: October 3, 2006

RE: Draft Verizon Cable Franchise Agreement

The Town Council has asked me to review the draft cable franchise agreement submitted to it by Verizon Virginia, Inc. My Associate, Petula C. Metzler, Esq., and I have reviewed it and compared it to the existing Cox Cable Franchise. In general, we find it to be an acceptable agreement, although there are some aspects of it that are not as advantageous to the Town as the existing franchise with Cox. It appears that the 45-day window for negotiation may have already expired if measured from the August 14, 2006 email from Jennifer Huber to the Mayor; however, my understanding--based on my discussions with my local government attorney colleagues--is that Verizon is not likely to demand an ordinance as long as some attempt by the locality is being made to negotiate. For the reasons set forth below, we also recommend that the Town go about adopting its own franchise ordinance that incorporates the more advantageous provisions of the Cox Franchise, while it negotiates with Verizon. As stated below, this manner of proceeding will enable the Town to establish a floor level of service if Verizon should demand an ordinance in the event negotiations on the improvements fail. For this reason, having such an ordinance in place will provide leverage during negotiations. If at all possible, Verizon should not know about the Town's efforts to adopt such an ordinance until after it is adopted, although this may be impossible because of the requirement for public hearings, etc. We recommend that the Town Council authorize us at its October meeting to contact the attorney for Verizon to begin the negotiation process. I also recommend that the Council appoint a committee of the Town Council to assist in that effort and to report back to the full Council at the November, 2006 meeting.

Prior to outlining the issues with the Verizon draft, this memorandum provides the Council with what we hope is useful background information stemming from the new legislation that has allowed telephone companies to provide cable service. We have learned this information from a seminar we attended sponsored by the local government attorneys in the Stafford/Fredericksburg/Orange region. Verizon is also seeking to negotiate franchises with localities in that region. We have also undertaken our own research into the new State Legislation allowing telephone companies to provide cable service and have undertaken a

detailed comparison between the draft Verizon franchise and the existing Franchise between the Town and Cox Cable. That comparison is also set forth below with a suggested course of action.

Rights of the Telephone Company

A public utility seeking a cable television franchise in the town of Clifton may, pursuant to Va. Code Ann. § 15.2-2108.20, obtain either a negotiated cable franchise or an ordinance cable franchise. A negotiated cable franchise is granted after negotiation between the locality and the cable operator. An ordinance cable franchise, by contrast, is granted after negotiation has failed and the cable operator elects, pursuant to Va. Code Ann. § 15.2-2108.21(C), to receive an ordinance cable franchise. Whether through negotiation or the adoption of an ordinance, the public utility (i.e. Verizon) is, pursuant to Va. Code Ann. § 15.2-2108.19 *et seq.*, entitled to a cable franchise in the Town of Clifton.

Ordinance Should be Adopted Prior to Negotiation

To create a stronger position from which to negotiate, the Town of Clifton should adopt a cable franchise ordinance prior to negotiating with the public utility.

Before seeking an ordinance cable franchise, the telephone company must first “request to negotiate the terms and conditions of a negotiated cable franchise.” Va. Code Ann. § 15.2-2108.21.(C). Thereafter the public utility must make itself available for negotiations for 45 days prior to filing an election for an ordinance cable franchise. Nothing more is required. The statute makes no provision for how long negotiations must be conducted. The only requirement is that the public utility *attempt* to negotiate. Once negotiation fails, then “the applicant, through its president or chief executive officer, shall file notice with the locality that it elects to receive an ordinance cable franchise at least 30 days prior to offering cable in such locality.” *Id.* Without a carefully drafted ordinance already in place, the public utility may be inclined to make only a cursory attempt at negotiation and proceed immediately to an ordinance franchise that it anticipates may contain more favorable terms.

An ideal ordinance would, subject to the limitations found in Va. Code Ann. § 15.2-2108.19 *et seq.*, track the language in the negotiated cable franchise agreement already in place between the locality and the existing cable provider. While Va. Code Ann. § 15.2-2108.20(B) provides that the locality cannot adopt ordinances that are “*more* onerous than ordinances or regulations adopted for existing cable operators,” the statute does not prohibit ordinances that are just as onerous as the regulations adopted for existing cable operators. A properly drafted ordinance adopted prior to negotiation would put the public utility on notice that a cursory attempt at negotiation followed by a hastily filed notice of election to receive an ordinance cable franchise will not result in a sweetheart deal for the public utility. The utility would, therefore, be more inclined to negotiate in good faith toward a mutually-agreeable cable franchise.

Model Cable Franchise Ordinance

The Virginia Municipal League (VML) and the Virginia Association of Counties (VACO) drafted a model cable franchise ordinance following the General Assembly's passage of Va. Code Ann. § 15.2-2108.19 *et seq.* The model ordinance incorporates these statutory provisions and, where applicable, allows for the incorporation of provisions from a locality's existing negotiated cable franchise agreement.

The model ordinance, as drafted, should meet the needs of the town of Clifton. The model ordinance contains only one provision that could potentially prove problematic. Va. Code Ann. § 15.2-2108.22.12(h) provides that a cable operator shall not be required to make cable service available "in areas where the average occupied residential household density is less than 30 occupied residential dwelling units per mile . . ." **The model ordinance incorporates this provision as does Verizon's proposed cable franchise agreement. However, since the town of Clifton, is only one square mile, the minimum density provision would be inapplicable and it appears, therefore, that 100% service is guaranteed to the Town, based on the Town's unusually small size.** The Council may consider a commitment to 100% important enough that it desires to go ahead and sign the Verizon draft. There are, however, some improvements to the ordinance that will make it as advantageous to the Town as the existing Cox Franchise

Recommended Changes to Make Verizon's Agreement Comparable to the Cox Franchise

The proposed Verizon agreement and the existing cable franchise agreement between Cox and the town of Clifton contain some material differences.

- **Material alterations required due to Clifton's exercise of its police powers:** Both agreements provide that any resulting need to amend the franchise agreement will be done by agreement between the cable provider and the town. However, differences arise if the parties cannot agree. The Cox agreement provides that the dispute will be resolved by a court (p. 12; para. 2.8). The Verizon agreement provides for termination of the franchise agreement or binding arbitration, both at Verizon's election.
- **Continuity of Service:** Cox agrees to provide service during any transition period from Cox to another franchisee (p. 17; para. c). Verizon makes no promise of continuity of service.
- **Construction:** The Cox agreement contains nine pages of very detailed construction and repair provisions (p. 20; para. b). The Verizon agreement does not contain any construction and repair provisions.
- **System tests:** The Cox agreement provides for routine tests to ensure its system continues to function properly (p. 30; para. c). The Verizon agreement does not provide for tests of its system.

CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE

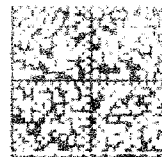
- **Franchise fee:** Both agreements provide that the fees shall be paid quarterly. However, under the Cox agreement, fees are due 30 days after the end of the quarter (p. 45; para. a) while Verizon's fees are due 45 days after the end of the quarter (p. 11; para. 7.1).

As Va. Code Ann. § 15.2-2108.19 *et seq.* permits the adoption of ordinances that are not "more onerous than ordinances or regulations adopted for existing cable operators," the town of Clifton should consider incorporating into its cable franchise ordinance the provisions of the Cox agreement reference above. As stated above, the Town Council should also consider appointing a committee to work with my office in attempting to negotiate changes to the draft agreement that will ensure the level of service currently being provided by Cox while efforts to adopt this model ordinance are underway. Please feel free to contact Ms. Metzler or me directly with any questions.

Petula C. Metzler, Esq.

Blankingship  Keith^{pc}

9300 West Courthouse Road
Suite 201
Manassas, Virginia 20110



UNITED STATES POSTAGE
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Carolyn S. Leetch, Town Clerk
Po Box 2
Clifton, VA 20124-0002

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Virginia's Local and Regional Water Supply
Planning Regulation
and the
Northern Virginia Regional Water Supply Plan

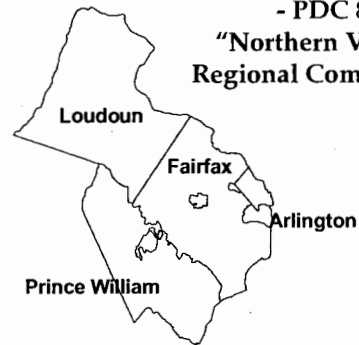
Town of Clifton
November 7, 2006

Normand Goulet

Northern Virginia Regional Commission



- PDC 8 -
"Northern Virginia
Regional Commission"



The *Northern Virginia Regional Commission (NVRC)* is a regional council of local governments in Northern Virginia.

NVRC's programs and policies:

- represents 14 cities, towns and counties on regional issues including the environment, human services, regional planning and emergency preparedness.

NVRC serves as a:

- neutral forum for decision-making;
- provide information and analyses necessary to make sound local and regionally beneficially decisions;
- provide professional and technical services to enable member governments to plan for their future, both individually and as a region.



Local and Regional Water Supply Planning
Regulation, 9 VAC 25-780

- Effective November 2, 2005
- Establishes comprehensive water supply planning process
- Outlines criteria for water supply plan development



Water Supply Planning Regulation: State Wide Goals

Development of a comprehensive statewide water supply planning process

- Ensures availability of drinking water
- Protects all beneficial uses
- Encourages alternative water sources
- Promotes conservation



Northern Virginia Regional Commission

Water Supply Planning Regulation: Local Goals

- Create water planning partnerships
- Increase public involvement, & support, in resource decisions
- Improve understanding of:
 - Our long-term water needs,
 - Our water resources, and
 - Their sustainability.



nvrc
Northern Virginia Regional Commission

Water Supply Planning Regulation: Implementation Role - Local

ALL Localities (counties, cities and towns) -- or the regional groups they form -- are expected to take the lead role in planning for their future water needs -- for a minimum of 30 and a maximum of 50 years.



nvrc
Northern Virginia Regional Commission

Water Supply Planning Regulation: Requirements

- Local governments and community water systems will **coordinate and cooperate** with each other in the **development** of the plan.
- Local, regional & state-wide plans address **all** beneficial water uses and **all** users, including:
 - those who are self-supplied, plus those who are served by a community water system, and
 - those who rely on groundwater, surface water or alternative sources.

nvrc
Northern Virginia Regional Commission

Water Supply Planning Regulation: Requirements

- A water supply plan with 7 elements (§70 - §130), plus,
- A copy of the adopted documents, e.g. plans, ordinances, etc.
- A resolution approving the plan from each local government that is party to the plan; and
- A record of the local public hearing, a copy of all written comments and the submitter's response to all written comments received.



Water Supply Planning Regulation: Required Elements



- A description of **existing water sources**;

- A description of **existing water use** for the most recent complete calendar year that is available on date of submittal;



Water Supply Planning Regulation: Required Elements

- An assessment of **projected water demand**, for a min. of 30 to a max. of 50 years
- A statement of **future need** i.e. comparison of projected demand vs. available supply;
- An analysis that identifies **potential alternatives to address projected deficits** in water supplies;



Water Supply Planning Regulation: Required Elements

- A description of **existing water resource conditions** (eg., **environmental**);



- A description of **potential water management actions**



Water Supply Planning Regulation: Plan Deadlines

- Localities with populations > 35,000
– November 2, 2008
- Localities with populations of 35,000 - 15,000
– November 2, 2009
- Localities with populations < 15,000
– November 2, 2010
- Regional water plans
– November 2, 2011



Water Supply Planning Regulation: Requirements

- **DEQ will review all local and regional plans to determine compliance** with this regulation and consistency with the State Water Resources Plan.
- Localities will review their plans within **five years** of compliance to assess adequacy. Plan resubmission required every 10 years.
- Significant changes require DEQ review.



Northern Virginia Regional Plan

- Commission Requested to investigate Regional Plan
- Northern Virginia Water Supply Workgroup established June, 2006
- Workgroup affirmed the recommendation that NVRC take the lead for the region to develop a regional WSP for those participating jurisdictions; and had requested an affirmation from each jurisdiction in their willingness to participate



Northern Virginia Regional Plan Oversight

- Executive Committee comprised of the CAO's and Water Utility CEO's
- Technical Advisory Committee (TAC) comprised of staff from the appropriate jurisdictional agencies and Water Utilities
 - facilitate the exchange of required information, review the regional WSP, and to shepherd the WSP through the public hearing process.



Northern Virginia Regional Plan Participation

- Participation is being extended to ALL independent Towns, Cities and Counties in Northern Virginia
- Verbal commitment received from all Commission Members for end of December
- Resolutions
 - Loudoun County
 - Prince William County
 - Town of Vienna
 - Town of Leesburg



Northern Virginia Regional Plan Benefits

- Compliance with State Regulations;
- Economy of Scale;
- Examining planning issue overlooked;
- Integrated into regional water supply response plan;
- Document Clifton's
 - Current water uses
 - Future needs and trends



Northern Virginia Regional Plan Benefits

“When the well is dry, we
[will] learn the worth of
water [and good water
supply planning].”

Ben Franklin, Poor Richards Almanac, 1746



D R A F T
TOWN OF CLIFTON
CIGARETTE TAX ORDINANCE
CHAPTER 8

- 8-1 DEFINITIONS.
- 8-2 LEVY AND RATE.
- 8-3 METHODS OF COLLECTION.
- 8-4 REGISTERED AGENTS.
- 8-5 REQUIREMENTS FOR RETAIL DEALERS.
- 8-6 PRESUMPTION OF ILLEGALITY; SEIZURE OF CONTRABAND GOODS,
SEALING/SEIZING OF MACHINES.
- 8-7 ILLEGAL ACTS.
- 8-8 POWERS OF THE NORTHERN VIRGINIA CIGARETTE TAX BOARD.
- 8-9 JEOPARDY ASSESSMENT.
- 8-10 ERRONEOUS ASSESSMENT: NOTICES AND HEARINGS IN EVENT OF
SEALING OF VENDING MACHINES OR SEIZURES OF CONTRABAND
PROPERTY.
- 8-11 DISPOSAL OF SEIZED PROPERTY.
- 8-12 EXTENSIONS.
- 8-13 PENALTY FOR VIOLATIONS OF CHAPTERS.
- 8-14 EACH VIOLATION A SEPARATE OFFENSE.
- 8-15 SEVERABILITY.

Sec. 8-1. DEFINITIONS.

For the purposes of this Chapter, the following words and phrases have the meanings respectively ascribed to them by this section, except in those instances where the context clearly indicates a different meaning:

Board or NVCTB shall mean the Northern Virginia Cigarette Tax Board.

Carton means any container, regardless of material used in its construction, in which packages of cigarettes are placed.

Cigarette shall mean and include any roll of any size or shape for smoking, whether filtered or unfiltered, with or without a mouthpiece, made wholly or partly of cut, shredded or crimped tobacco or other plant or substitute for tobacco, whether the same is flavored, adulterated or mixed with another ingredient, if the wrapper or cover is made of any material other than leaf tobacco or homogenized leaf tobacco, regardless of whether the roll is labeled or sold as a cigarette or by any other name.

Cigarette Machine Operator means any individual, partnership or corporation engaged in the sale of packages of cigarettes from vending machines.

Dealer shall mean and include every manufacturer's representative, wholesaler, retailer, cigarette machine operator, public warehouseman or other person who shall sell, receive, store, possess, distribute or transport cigarettes within or into the Town.

Package shall mean and include any container, regardless of the material used in its construction in which separate cigarettes are placed without such cigarettes being placed into any container within the package. Packages are those containers of cigarettes from which individual cigarettes are ordinarily taken when they are consumed by their ultimate user. Ordinarily a package contains twenty (20) cigarettes; however, "package" includes those containers in which fewer or more than twenty (20) cigarettes are placed.

Person shall mean and include any individual, firm, unincorporated association, company, corporation, joint stock company, group, agency, syndicate, trust or trustee, receiver, fiduciary, partnership and conservator. The word "person" as applied to a partnership, unincorporated association or other joint venture means the partners or members thereof, and as applied to a corporation, shall include all the officers and directors thereof.

Place of Business shall mean and include any place where cigarettes are sold, placed, stored, offered for sale or displayed for sale or where cigarettes are brought or kept for the purpose of sale, consumption or distribution, including vending machines, by a dealer within the Town.

Registered Agent shall mean and include every dealer and other person who shall be required to report and collect the tax on cigarettes under the provisions of this Chapter.

Retailer dealer shall mean and include every person who, in the usual course of business, purchases or receives cigarettes from any source whatsoever for the purpose of sale within the Town to the ultimate consumer; or any person who, in the usual course of business, owns, leases or otherwise operates within his own place of business, one or more cigarette vending machines for the purpose of sale of cigarettes within the Town to the ultimate consumer; or any person who, in any manner, buys, sells, stores, transfers or deals in cigarettes for the purpose of sale within the Town to the ultimate consumer, who is not licensed as a wholesaler or vending machine operator.

Sale or sell shall mean and include every act or transaction, regardless of the method or means employed, including barter, exchange or the use of vending machines or other mechanical devices or a criminal or tortious act whereby either ownership or possession, or both, of any cigarettes shall be transferred within the Town from a dealer as herein defined to any other person for a consideration.

Stamp shall mean a small gummed piece of paper or decal used to evidence provision for payment of the tax as authorized by the Northern Virginia Cigarette Tax Board, required to be affixed to every package of cigarettes sold, distributed, or used within the Town.

Store or storage shall mean and include the keeping or retention of cigarettes in this Town for any purpose except sale in the regular course of business.

Town means Town of Clifton, Virginia.

Use shall mean and include the exercise of any right or power over any cigarettes or packages of cigarettes incident to the ownership or possession of those cigarettes or packages of cigarettes including any transaction where possession is given or received or otherwise transferred, other than a sale.

User shall mean any person who exercises any right or power over any cigarettes or packages of cigarettes subject to the provisions of this Chapter incident to the ownership or possession of those cigarettes or packages of cigarettes or any transaction where possession is given or received or otherwise transferred, other than a sale.

Wholesale Dealer shall mean any individual, partnership or corporation engaged in the sale of cigarettes for resale into or within the Town.

Sec. 8-2. LEVY AND RATE.

In addition to all other taxes of every kind now or hereafter imposed by law, there is hereby levied and imposed by the Town upon every person who sells or uses cigarettes within the Town from and after the effective date of this Chapter an excise tax equivalent to thirty (30) cents for each package of cigarettes sold or used within the Town. The tax shall be paid and collected in the manner and at the time hereinafter prescribed; provided, that the tax payable for each cigarette or cigarette package sold or used within the Town shall be paid but once. The tax hereby levied shall not apply to free distribution of sample cigarettes in packages containing five or fewer cigarettes.

Sec. 8-3. METHODS OF COLLECTION.

The tax imposed by this Chapter shall be evidenced by the use of a tax stamp and shall be paid by each dealer or other person liable for the tax under a reporting method deemed by the Board to carry out the provisions of this Chapter. The stamps shall be affixed in such a manner that their removal will require continued application of water or steam. Each dealer or other person liable for the tax is hereby required, and it shall be his duty, to collect and pay the tax and report all packages of cigarettes on forms prescribed for this purpose by the Board, (1) the quantity of NVCTB stamped cigarettes sold or delivered to (a) each registered agent appointed by the Board for which no tax was collected, (b) each manufacturer's representative and (c) each separate person and place of business within the Town during the preceding calendar month, and (2) the quantity of NVCTB stamps on hand, both affixed and unaffixed on the first and the last day of the preceding calendar month and the quantity of NVCTB stamps or NVCTB stamped cigarettes received during the preceding calendar month, and (3) the quantity of cigarettes on hand to which the NVCTB stamp had not been affixed on the first and last day of the preceding calendar month and the quantity of cigarettes received during the preceding calendar month to which the NVCTB stamp had not been affixed, and (4) such further information as the Administrator for the Board may require for the proper administration and enforcement of this Chapter for the determination of the exact number of cigarettes in the possession of each dealer or user.

Each dealer or other person liable for the tax shall file such reports with the Board and pay the tax due to the Board between the first (1st) and twentieth (20th) of each month, and shall furnish copies of all cigarette tax reports submitted to the Virginia Department of Taxation.

When, upon examination and audit of any invoices, records, books, cancelled checks or other memoranda touching on the purchase, sale, receipt, storage or possession of tobacco products taxed herein, any dealer or other person liable for the tax is unable to furnish evidence to the Board of sufficient tax payments and stamp purchases to cover cigarettes which were sold, used, stored, received, purchased or possessed by him, the prima facie presumption shall arise that such cigarettes were received, sold, used, stored, purchased or possessed by him without the proper tax having been paid. The Board shall, from the results of such examination and audit based upon such

direct or indirect information available, assess the tax due and impose a penalty of ten (10) per cent and may impose interest of three-quarters (3/4) per cent per month of the gross tax due.

When any dealer or other person liable for the tax files a false or fraudulent report or fails to file a report or fails to perform any act or performs any act to evade payment of the tax, the Board shall revoke such dealer's permit to affix revenue stamps. Additionally, a dealer may be subject to a civil penalty of \$500.00 for each day after the due date that a dealer fails or refuses to file a report required under this ordinance.

The dealer or other person liable for the tax shall be notified by certified mail of such deficiency and such tax, penalty and interest assessed shall be due and payable within ten (10) days after notice of such deficiency has been issued. Every dealer or other person liable for the tax shall examine each package of cigarettes to insure that the NVCTB stamp has been affixed thereto prior to offering them for sale.

Any dealer or other person liable for the tax who shall receive cigarettes not bearing the NVCTB stamp shall, within one hour of receipt of such cigarettes, commence and with all reasonable diligence continue to affix the NVCTB stamp to each and every package of cigarettes until all unstamped packages of cigarettes have been stamped and before offering such cigarettes for sale. Any dealer or other person liable for the tax who has notified the Board that he is engaged in interstate or intrastate business shall be permitted to set aside such part of his stock as may be legally kept for the conduct of such interstate or intrastate business (that is, cigarettes held for sale outside the jurisdiction of the Board) without affixing the stamps required by this Chapter. Any such interstate or intrastate stock shall be kept entirely separate and apart from the NVCTB stamped stock, in such a manner as to prevent the commingling of the interstate or intrastate stock with the NVCTB stock. Any dealer or other person liable for the tax found to have had untaxed cigarettes which have been lost, whether by negligence, theft or any other unaccountable loss, shall be liable for and shall pay the tax due thereon.

It shall also be the duty of each dealer or other person liable for the tax to maintain and keep for a period of three (3) years, not including the current calendar year, records of all cigarettes received, sold, stored, possessed, transferred or handled by him in any manner whatsoever, whether the same were stamped or unstamped, and to make all such records available for audit, inspection and examination at all reasonable times, as well as provide the means, facilities and opportunity for making such audit, inspection or examination upon demand by the Board.

Sec. 8-4. REGISTERED AGENTS.

Any dealer or other person liable for the tax who shall sell, use, store, possess, distribute or transport cigarettes within or into the Town shall first make application to the Board to qualify as a Registered Agent. Such application blank, which shall be supplied upon request, shall require such information relative to the nature of the

business engaged in by said applicant, as the Board deems necessary for the administration and enforcement of this Chapter. There is a yearly Registration Fee for all Wholesale Dealers and for all Cigarette Machine Operators. Such applicant shall provide a surety bond to the Board of one hundred and fifty (150) per cent of his average monthly tax liability with a surety company authorized to do business in the Commonwealth of Virginia. Such bond shall be so written that, on timely payment of the premium thereon, it shall continue in force from year to year. Any applicant whose place of business is outside the Town shall automatically, by filing his application, submit himself to the Board's legal jurisdiction and appoint the Administrator for the Board as his agent for any service of lawful process.

Upon receipt of the properly completed required application forms, and the required surety bond executed, the Board shall determine whether the said applicant qualifies to be a registered agent. The board will issue to said qualified applicant a yearly Registered Agent Permit to qualify him to purchase, sell, use, store, possess, distribute or transport within or into the Town, NVCTB stamped cigarettes. Registered agents shall agree to the reporting and payment requirements placed upon him by this Chapter and the rules and regulations as from time to time may be promulgated by the board. When any registered agent's monthly report and payment of the tax is not received within the dates prescribed, the board shall impose a late reporting penalty of ten per cent of the gross tax due or ten dollars whichever is greater, but in no event more than one thousand (1,000) dollars. The Board may also require such registered agent to provide proof that he has complied with all applicable laws of the Commonwealth of Virginia to legally conduct such business and to file financial statements showing all assets and liabilities. The Board may revoke or suspend any registered agent's permit due to failure to file tax reports in a timely manner, non-payment of taxes due or if the cigarette tax surety bond should become impaired for any reason.

All money collected as cigarette taxes under this ordinance shall be deemed to be held in trust by the dealer collecting the same until remitted to the Board.

Registered agents must account for all NVCTB authorized tax stamps purchased. Periodic audits may be conducted to determine any unaccounted variance between the number of stamps purchased and the number of stamps reported and an assessment will be made for all unaccounted for stamps. Any assessment of registered agents located outside the jurisdictions of the Board will be based upon the average sales of packages of cigarettes by jurisdiction during the audit period. For registered agents located within the jurisdictions of the Board, any assessment will be based upon the tax rate of the jurisdiction in which they are located. In addition, there will be a penalty for non-reporting of ten per cent of the gross tax due.

Sec. 8-5. REQUIREMENTS FOR RETAIL DEALERS.

Retail dealers who shall sell, offer for sale, store, possess, distribute, purchase, receive or transport cigarettes for the purpose of sale within the Town, shall purchase

cigarettes only from registered agents giving or supplying the business trade name and business address of the location where the cigarettes will be placed for sale to the public. Cigarettes purchased for personal use cannot be brought into a business for resale. Only properly registered and licensed retail stores may sell cigarettes to the public. To be properly registered and licensed, a retail store must first have a valid Virginia State Sales and Use Tax Certificate and valid retail business license.

Cigarettes must be purchased and stored separately for each business location. All copies of cigarette purchase invoices/receipts must be retained by the retailer for a period of three years and shall be made available to agents of the NVCTB upon request for use in conducting audits and investigations. All copies of cigarette purchase invoices/receipts must be stored at the business retail location for a period of one year from date of purchase. Failure to provide cigarette invoices/receipts may result in confiscation of cigarettes until receipts can be reviewed by the Board to verify the proper tax has been paid. It is the responsibility of each retail location to insure that all cigarettes placed for sale or stored at that location be properly taxed and stamped. Cigarettes found without the NVCTB stamp or the proper jurisdictional tax paid will be seized by the agents of the Board.

Retail dealers must make their place of business available for inspection by tobacco revenue agents to insure that all cigarettes are properly stamped and all cigarettes taxes are properly paid.

Sec. 8-6. PRESUMPTION OF ILLEGALITY; SEIZURE OF CONTRABAND GOODS, SEALING/SEIZING OF MACHINES.

If any cigarette machine operator or other person liable for the tax imposed by this article is found to possess any cigarettes without the jurisdictional tax paid or the proper tax stamp affixed, there shall be a rebuttable presumption that any such operator or other person shall be in possession of untaxed cigarettes in violation of this section.

If any cigarettes placed in any vending machines within the town, then there shall be a rebuttable presumption that such cigarettes were placed in that machine for sale within the town. If any vending machine located within the town contains cigarettes upon which the NVCTB tax stamp has not been affixed or on which the jurisdictional tax has not been paid or containing cigarettes placed so as to not allow visual inspection of the NVCTB tax stamp through the viewing area as provided for by the vending machine manufacturer, then there shall be a rebuttable presumption that the machine contains untaxed cigarettes in violation of this article.

Any cigarettes, vending machines, cigarette tax stamps or other property found in violation of this Chapter shall be declared contraband goods and may be seized by the Board. In addition to any tax due, the dealer or other person liable for the tax possessing such untaxed cigarettes or tax stamps shall be subject to civil and criminal penalties herein provided.

In lieu of seizure, the Board may seal such vending machines to prevent continued illegal sale or removal of such cigarettes. The removal of such seal from a vending machine by any unauthorized person shall be a violation of this Chapter. Nothing in this Chapter shall prevent the seizure of any vending machine at any time after it is sealed.

All cigarette vending machines shall be plainly marked with the name, address and telephone number of owner of said machine.

Sec. 8-7. ILLEGAL ACTS.

It shall be unlawful and a violation of this Chapter for any dealer or other person liable for the tax:

- a. To perform any act or fail to perform any act for the purpose of evading the payment of any tax imposed by this Chapter or of any part thereof, or to fail or refuse to perform any of the duties imposed upon him under the provisions of this Chapter or to fail or refuse to obey any lawful order which may be issued under this Chapter.
- b. To falsely or fraudulently make, or cause to be made, any invoices or reports, or to falsely or fraudulently forge, alter or counterfeit any stamp, or to procure or cause to be made, forged, altered or counterfeited any such stamp, or knowingly and willfully to alter, publish, pass or tender as true any false, altered, forged or counterfeited stamp or stamps.
- c. To sell, offer for sale, or distribute any cigarettes upon which the NVCTB tax stamp has not been affixed or upon which the jurisdictional tax has not been paid.
- d. To possess, store, use, authorize or approve the possession, storage or use of any cigarette packages upon which the NVCTB tax stamp has not been affixed or upon which the jurisdictional tax has not been paid.
- e. To transport, authorize or approve the transportation of any cigarette packages in quantities of more than sixty (60) packages into or within the Town upon which the NVCTB tax stamp has not been affixed, if they are:
 1. Not accompanied by a receipt/bill of lading or other document indicating the true name and address of the consignor or seller and the consignee or purchaser and the brands and quantity of cigarettes transported; or
 2. Accompanied by a receipt/bill of lading or other document which is false or fraudulent in whole or part; or
 3. Accompanied by a receipt/bill of lading or other document indicating:

- A. A consignee or purchaser in another State or the District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such tobacco products on which the taxes imposed by such other jurisdiction have not been paid unless the tax of the jurisdiction of destination has been paid and said cigarettes bear the tax stamps of that jurisdiction; or
 - B. A consignee or purchaser in the Commonwealth of Virginia but outside the taxing jurisdiction who does not possess a Virginia Sales and Use Tax Certificate and, where applicable, local jurisdiction of destination.
- f. To re-use or refill with cigarettes any package, from which cigarettes have been removed, for which the tax imposed has been theretofore paid.
 - g. To remove from any package any stamp with intent to use or cause the same to be used after same has already been used or to buy, sell, or offer for sale or give away any used, removed, altered or restored stamps to any person, or to re-use any stamp which had theretofore been used for evidence of the payment of any tax prescribed by this Chapter or to sell, or offer to sell, any stamp provided for herein.
 - i. To sell, offer for sale or distribute any loose or single cigarettes.
 - j. To perform any act that violates the resolutions promulgated by the Board.
 - k. To transport, possess, store, use, authorize or approve the possession, storage or use of any cigarettes in quantities of more than sixty (60) packages upon which the NVCTB tax stamp has not been affixed or upon which the jurisdictional tax has not been paid.

Sec. 8-8. POWERS OF THE NORTHERN VIRGINIA CIGARETTE TAX BOARD.

The board may delegate any of its powers to its Administrator or employees and may adopt regulations regarding the administration and enforcement of the provisions of this Chapter.

The Board shall be granted the following powers:

- a. To assess, collect and disburse the cigarette tax for each participating jurisdiction;
- b. To audit dealer sales of cigarettes for each participating jurisdiction;

- c. To provide information to Commonwealth's attorneys, County, City or Town attorneys for each participating jurisdiction;
- d. To designate an Administrator;
- e. To manage the Northern Virginia Cigarette Tax Board Funds;
- f. To retain a certified public accountant to audit its books;
- g. To designate a depository bank or banks;
- h. To contract with member jurisdictions for administrative services;
- i. To hold and convey real and personal property;
- j. To enter into contracts;
- k. To hire, supervise and discharge its own employees;
- l. To sue and be sued in its own name;
- m. To prescribe the design of a stamp(s) and to issue and sell said stamps to authorized dealers;
- n. To establish different classes of taxpayers ;
- o. To promulgate resolutions for the assessment and collection of cigarette taxes and the enforcement of this ordinance; and
- p. To conduct inspections of any place of business in order to enforce the provisions of this ordinance and all resolutions of the Board.

The Board may employ legal counsel, bring appropriate Court action in its own name to enforce payment of the cigarette tax or penalties owed, and file tax liens against property of taxpayers hereunder.

The Board is authorized to enter into an agreement with the Virginia Department of Taxation under which a registered agent with the NVCTB who is also qualified to purchase Virginia Revenue Stamps, may qualify to purchase Dual Virginia-NVCTB stamps from the Virginia Department of Taxation Authority to purchase dual Virginia-NVCTB stamps is granted solely by the Board and may be revoked or suspended for violations of this ordinance or resolutions adopted by the board.

The Board may appoint certain employees as Tobacco Revenue Agents, who shall be required to carry proper identification while performing their duties. Tobacco Revenue Agents are further authorized to conduct inspections of any place of

business and shall have the power to seize or seal any vending machines, seize any cigarettes, counterfeit stamps or other property found in violation of this Chapter and shall have the power of arrest upon reasonable and probable cause that a violation of this Chapter has been committed. The Board is authorized to provide its Tobacco Revenue Agents with (1) firearms for their protection; (2) emergency equipped vehicles while on duty; and (3) other equipment deemed necessary and proper.

The Board may exchange information relative to the sale, use, transportation or shipment of cigarettes with an official of any other jurisdiction entrusted with the enforcement of the cigarette tax laws of said other jurisdiction.

Sec. 8-9. JEOPARDY ASSESSMENT.

If the Administrator for the Board determines that the collection of any tax or any amount of tax required to be collected and paid under this Chapter will be jeopardized by delay, he shall make an assessment of the tax or amount of tax required to be collected and shall mail or issue a notice of such assessment to the taxpayer, together with a demand for immediate payment of the tax or of the deficiency in tax declared to be in jeopardy, including penalties and interest. In the case of a current period, for which the tax is in jeopardy, the Administrator may declare the taxable period of the taxpayer immediately terminated and shall cause notice of such finding and declaration to be mailed or issued to the taxpayer together with a demand for immediate payment of the tax based on the period declared terminated and such tax shall be immediately due and payable, whether or not the terms otherwise allowed by this Chapter for filing a return and paying the tax has expired.

Sec. 8-10. ERRONEOUS ASSESSMENT: NOTICES AND HEARINGS IN THE EVENT OF SEALING OF VENDING MACHINES OR SEIZURE OF CONTRABAND PROPERTY.

Any person assessed by the Board with a cigarettes tax, penalties and interest or any person whose cigarettes, vending machines and other property have been sealed or seized under processes of this Chapter, who has been aggrieved by such assessment, seizure or sealing may file a request for a hearing before the Administrator for the Board for a correction of such assessment and the return of such property seized or sealed.

Where holders of property interest in cigarettes, vending machines or other property are known at time of seizure or sealing, notice of seizure or sealing shall be sent to them by certified mail within twenty-four (24) hours. Where such holders of property interests are unknown at time of seizure or sealing, it shall be sufficient notice to such unknown interest holders to post such notice to a door or wall of the room or building which contained such seized or sealed property. Any such notice of seizure or sealing shall include procedures for an administrative hearing for return of such property seized or sealed as well as affirmative defenses set forth in this section which may be asserted.

Such hearing shall be requested within ten (10) days of the notice of such assessment, seizure or sealing and shall set forth the reasons why said tax, penalties and interest and cigarettes, vending machines or other property should be returned or released. Within five (5) days after receipt of such hearing request the Administrator shall notify the petitioner by certified mail of a date and time for the informal presentation of evidence at a hearing to be held within fifteen (15) days of the date notification is mailed. Any such request for hearing shall be denied if the assessed tax, penalties and interest has not been paid as required or if the request is received more than ten (10) days from first notice to the petitioner of such seizure or sealing. Within five (5) days after the hearing, the Administrator shall notify the petitioner, by registered mail, whether his request for a correction has been granted or refused.

Appropriate relief shall be given by the Administrator if he is convinced by the preponderance of the evidence that and that said seized cigarettes were in the possession of a person other than the petitioner without the petitioner's consent at the time said cigarettes, vending machines or other property were seized or sealed or that petitioner was authorized to possess such untaxed cigarettes. If the Administrator is satisfied that the tax was erroneously assessed, he shall refund the amount erroneously assessed, together with any interest and penalties paid thereon and shall return any cigarettes, vending machines or other property seized or sealed to the petitioner. Any petitioner who is dissatisfied with the written decision of the Board may within thirty (30) days of the date of such decision, appeal such decision to the appropriate Court in the jurisdiction where the seizure or sealing occurred.

Sec. 8-11. DISPOSAL OF SEIZED PROPERTY.

Any seized and confiscated cigarettes, vending machines or other property used in the furtherance of any illegal evasion of the tax may be disposed of by sale or other method deemed appropriate by the Board after any petitioner has exhausted all administrative appeal procedures. No credit from any sale of cigarettes, vending machines or other property seized shall be allowed toward any tax and penalties assessed.

Sec. 8-12. EXTENSIONS.

The Administrator, upon a finding of good cause may grant an extension of time to file a tax report upon written application for a period not exceeding thirty (30) days. Except as hereinafter provided, no interest or penalty shall be charged, assessed or collected by reason of the granting of such an extension.

Sec. 8-13. PENALTY FOR VIOLATIONS OF CHAPTER.

Any person violating any of the provisions of this Chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than two thousand, five hundred (2,500) dollars or imprisonment for not more than

twelve (12) months or by both such fine and imprisonment. Such fine and/or imprisonment shall not relieve any such person from the payment of any tax, penalty or interest imposed by this article.

Sec. 8-14. EACH VIOLATION A SEPARATE OFFENSE.

The sale of any quantity or the use, possession, storage or transportation of more than sixty (60) packages of cigarettes upon which the NVCTB tax stamp has not been affixed, nor provision for the jurisdictional tax to be paid shall be and constitute a separate offense. Each continuing day of violation shall be deemed to constitute a separate offense.

Sec. 8-15. SEVERABILITY.

If any section, phrase or part of this Chapter should for any reason be held invalid by a Court of competent jurisdiction, such decision shall not affect the remainder of the Chapter; and every remaining section, clause, phrase or part thereof shall continue in full force and effect.

CHAPTER 15

LOCAL MOBILE TELEPHONE TAX

Sec. 15-1. TITLE

This Ordinance (hereinafter "the Ordinance") shall be known and may be cited as the Town of Clifton Local Mobile Telecommunication Tax Ordinance.

Sec. 15-2. GENERAL PROVISIONS

- a. A tax is imposed on local mobile telecommunication services used by consumers with a place of primary use within the Town of Clifton. This tax is imposed at a rate of ten percent (10%) of the monthly gross charge to a consumer of local mobile telecommunications services, but this tax shall not be imposed on any monthly gross charge in excess of \$30.00 per month for each mobile service consumer. A provider of local mobile telecommunications services shall collect the tax from each mobile service consumer by adding the tax to the monthly gross charge for such services. This tax shall, when collected by a mobile service provider, be stated as a distinct item separate and apart from the monthly gross charge. All taxes paid to and collected by the mobile service provider shall be deemed to be held in trust by the mobile service provider until remitted to the Town of Clifton. All taxes paid to and collected by a mobile service provider shall be remitted on a monthly basis to the Town Treasurer.
- b. Any consumer shall be entitled to a refund from the Town equal to the amount of any tax the consumer paid to a jurisdiction outside of the Commonwealth if such tax was legally imposed in such other jurisdiction. The amount of any such refund shall not exceed the tax paid to the Town.
- c. The term "primary place of residence" means the street address representative of where the customer's use of the mobile telecommunication service primarily occurs, which must be the residential street address or primary business street address of the customer and within the licensed service area of the home service provider.
- d. The terms "consumer," "gross charge," "local mobile telecommunications service," "mobile service consumer," "mobile service provider," "service address," and "service provider" have the definitions specified in Virginia Code Section 58.1-3812.

October 25, 2005

Town Council
Town of Clifton
c/o Mayor James Chesley
P.O. Box 225
Clifton, Virginia 20124

LETTER OF INTENT

Re: 12640 Chapel Road, Clifton, Virginia 20124, Parcel Id. Nos. 75-4-2-19,
75-4-2-20, 75-4-2-21

Dear Town Council Members:

On behalf of the Lexington Group, LLC (Purchaser) I am pleased to present this outline of terms for the purchase of the Clifton Town Hall properties, Fairfax County Parcel Identification Nos. 75-4-2-19, 75-4-2-20, and 75-4-2-21 (collectively, the "Properties") from the Town of Clifton (Seller). The purpose of this letter is to set forth those general terms and conditions under which Purchaser will proceed should Seller accept this letter of intent. I understand that the Seller's agreement to the sale of this property is conditioned on its compliance with all legal requirements, including a public hearing pursuant to Va. Code Ann. § 15.2-1800 and negotiation and execution of a definitive Agreement of Sale.

Basic Terms

1. The Properties shall be conveyed by special warranty deed.
2. The purchase price shall be \$217, 751.
3. Upon the Town's acceptance of this proposal, Purchaser shall be entitled to a sixty (60)-day study period for the purpose of conducting necessary studies to determine the feasibility of the project described below. It is understood that the study period may be extended an additional thirty (30) upon mutual agreement of the parties if necessary to accommodate delayed governmental response. Any such extension shall be in writing. The Mayor will be authorized to so extend the Study period for an additional thirty (30) days only without action of the Town Council. Such sixty (60) day period, together with any extension thereof, shall constitute the "Study Period". During this period, or during any extension thereof, Purchaser shall have access to the Properties for the purpose of conducting said studies. Purchaser shall indemnify and hold the Town harmless from any claims or liability resulting from its actions or omissions or those of its agents, while conducting these studies and Purchaser shall maintain general

liability coverage for Purchaser's activities and those of its agents in connection with these studies, naming the Seller as an insured.

4. If at any time during the Study Period, Purchaser determines, in its sole discretion, that the acquisition of the Properties is not economically feasible, it may elect not to proceed with the purchase of same. In such event it shall deliver to the Seller, care of the Mayor, any and all studies and plans which may have been prepared for and in connection with the project described below free of cost to the Seller.
5. It is understood that unless Purchaser decides not to proceed with the purchase of the Properties in accordance with paragraph 4 hereinabove, the Seller may not supply any plans or studies for this project to any person, other than independent professionals retained by Seller to assist it in consummating the transaction with Purchaser. If the Town enters into any agreement with respect to disposition of the Properties with a third party prior to termination of the Study Period or during the pendency of any Contract (as defined below), the Town shall reimburse the Purchaser any and all expenses the Purchaser has incurred in the development of this proposal and design concept, including any costs associated with the feasibility study.

The Contract

6. At the conclusion of the Study Period, Purchaser shall have the option to purchase the Properties pursuant to a contract containing terms substantially the same as those set forth herein (the "Contract"). Such Contract must be entered into by Purchaser and Seller not later than forty-five (45) days after the end of the Study Period. Upon execution of the Contract, Purchaser shall pay into escrow with Colchester Title and Escrow a deposit in the amount of \$20,000 that shall be applied to the purchase price at closing and which shall be retained by Seller as its sole remedy if no closing occurs because of breach of the Contract by Purchaser. The Contract shall not contain any financing contingency, and failure of Purchaser to close due to unavailability of financing shall constitute a breach of the Contract by Purchaser.
7. The Contract will condition closing on delivery by Seller of a special warranty deed for the Properties, on necessary lot consolidation, rezoning, certification of appropriateness, final site and construction plan approval and necessary approvals, easements or permission from the Town of Clifton, Fairfax County, the Commonwealth of Virginia, the federal government and Southern Railroad.
8. It is expressly understood that Seller has not hereby contracted to rezone the property or to grant any other legislative or administrative permits in order to facilitate the work described herein and that Seller is not required and may not, in fact, rezone the property in connection with the work described herein. Any contract shall repeat this understanding that Seller has not contracted to rezone the property or grant any other legislative or administrative approval.

9. The Contract will detail the design and construction of premises to include the renovation of the existing building, construction of exterior space for a gathering plaza and landscaping, and necessary repairs to the foundation, the first and second floors, roof, exterior finish, heating and cooling and interior finish work.
10. The Contract shall obligate Purchaser to design and construct an addition to the existing structure substantially in accord with the design attached hereto and incorporated by reference herein as Exhibit 1. The design shall include an addition of approximately 2500 square feet on two (2) levels with a basement and parking generally as shown on Exhibit 1. The design will include a conference room, and the instrument conveying Purchaser's rights shall provide that the conference room will be available to the Town for use by the Town Council on the first and third Tuesdays of each month from 7 p.m. until 11 p.m., by the Planning Commission from 7:30 p.m. until 10 p.m. on the last Monday of each month, by the Architectural Review Board from 7:30 p.m. until 10 p.m. on the last Thursday of each month and by other committees and instrumentalities of the Town not more often than two additional times each month at times and on dates and at times mutually convenient to such entities and Purchaser (individually and collectively, "Town Uses"). Purchaser may establish reasonable rules and regulations for the use of the conference room. The Town shall indemnify Purchaser against all liability related to Town Uses.
11. The Contract shall provide that Purchaser's obligations to go to settlement or perform any of the work referenced herein shall be subject to Purchaser securing all necessary governmental permits and easements. The Contract shall provide that Purchaser will diligently pursue all necessary permits and easements and that, until the date of settlement, Seller, as title owner, will cooperate in assisting to Purchaser obtain permits and easements within the bounds of the law.
12. The Contract shall contain an obligation that Purchaser install in the existing building heating and air conditioning system that is independent from that of the addition described below, that potable water shall be provided from the same source that supplies the addition, and that one handicapped-accessible bathroom will be constructed inside the existing building.
13. The instrument conveying Purchaser's rights shall provide that Seller shall have sole access and use of the renovated existing Town Hall.
14. The instrument conveying Purchaser's rights shall provide that that Purchaser will be responsible for all maintenance and utilities for the renovated Town Hall, including electric, potable water, heating and cooling, repair/maintenance, garbage disposal and security. It will also provide that Purchaser will be responsible for all taxes (if any) and insurance, and that Purchaser will maintain premises liability insurance for any activities in the addition, and structural insurance for the entire structure at replacement value both of which policies shall

name Seller as an insured in proportion to its retained ownership interest as evidenced by the instrument conveying Purchaser's rights.

15. The instrument conveying Purchaser's rights shall require the Seller to maintain premises liability insurance for its use of any portion of the Properties naming Purchaser as an additional insured.
16. The instrument conveying Purchaser's rights shall impose upon Seller the responsibility for maintaining a clean, orderly environment in the renovated existing Town Hall building and the conference room during Town Use and prohibit any storage in the conference room at any time.


No Binding Contract

17. Purchaser and Seller acknowledge and agree that this letter does not constitute a binding contract on either party, but represents their basic understanding upon which a binding contract shall be negotiated promptly and in good faith following the Study Period. The terms and conditions as described above in this letter shall be set forth in the Contract. Upon execution of this letter, Purchaser shall provide a financial statement to Seller and Seller shall review same to determine Purchaser's ability to perform the obligations set forth herein.

AGREED AND ACCEPTED

PURCHASER

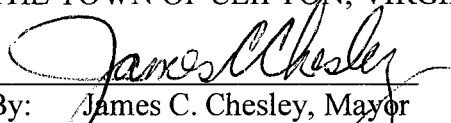
THE LEXINGTON GROUP, LLC


By: Royce Jarrendt, Manager

Date: October 25, 2005

SELLER

THE TOWN OF CLIFTON, VIRGINIA


By: James C. Chesley, Mayor

Date: October 26, 2005

RESOLUTION CONCERNING SALE OF OLD TOWN HALL

WHEREAS, the Town and Lexington Group, LLC (the "Purchaser") have entered into a letter of intent, dated October 2005, with respect to the Old Town Hall building and three lots related thereto; and

WHEREAS, the Purchaser has been working toward resolving various building and environmental issues that impede development of an office structure on the properties; and

WHEREAS, it is in the best interest of the Town to provide the Purchaser the opportunity to resolve outstanding issues and purchase the Old Town Hall so as to preserve its use for the Town:

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

1. The diligence period under the letter of intent is extended to December 31, 2006.
2. This resolution shall be effective as of its adoption.

IN WITNESS WHEREOF, this resolution hereby is adopted as of this May 3, 2006.

FEATURING:

INTRODUCTORY COMMENTS BY
Gerald E. Connolly, Chairman,
Fairfax County Board of Supervisors

KEYNOTE SPEAKER **Harris Andrews**

Nationally Renowned Key Researcher &
Historian, *The Time-Life Civil War Series*
"Fairfax County & The Civil War"

Sharon Bulova, Supervisor,
Braddock District,
*"Lessons Learned: The Making of
Braddock's True Gold"*

C. Brian Kelly, Author of
*"Best Little Ironies, Oddities & Mysteries
of the Civil War"* & *"Best Little Stories
from the American Revolution"*

Optional Lunchtime Field Trip
to the Newly Preserved
Frying Pan Baptist Meeting House

PRESENTATIONS:

*"Use of Historic Photographs in
Historic Preservation"*



Mount Gilead and Union Troops

*"Preserving Fairfax County's
Historic Gems: Mills and the
Roles They Played in History",*
Panel Discussion



Colvin Run Mill

HISTORIC VIDEOS of FAIRFAX COUNTY

Concurrent Workshops to include:

- ★ *Mason District: An Oral History*
- ★ *Lessons Learned: National Register
Status for the Lorton/Laurel Hill Site*
- ★ *Using Our County Resources: The
Virginia Room & the Circuit Archives*

Book signings by local historians!
Exhibitions of interest!

Registration Form
**MUST be completed & returned with your
registration fee by October 15, 2006!**

Questions? Please contact
Lynne Garvey Wark,
Conference Chairperson
(703) 322-1811 or lgwark@erols.com

REGISTRATION FORM

No registration at the door.
Limited to first 115 registrants, only.
\$25.00 per person. Register by October 15, 2006.

Please make checks payable to:
"FCPA, History Conference"

and send with this Registration Form to:
Michael C. Rierson,
Resource Management Division
Fairfax County Park Authority
12055 Government Center Parkway, Suite 936
Fairfax, Virginia 22035-1118

(Please use separate form for each registrant)

Name: _____

Group
Represented: _____
(if applicable)

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Phone#: _____

Interested in exhibiting?

Only first 15 respondents will be accepted.

Name & Title of Exhibitor:

one (1) 6'x 3' table will be provided

If you are an author:

Only first 7 authors will be accepted.

Name & Title of Book(s):

*(Please note: For any books sold there is a 15% sales commis-
sion that is shared with the Fairfax County Park Authority)*

SHARE YOUR HISTORY

Bring a marked and dated copy of an historic Fairfax County photograph to share and be a part of our continuing efforts to preserve and document the history of Fairfax County.

These photographs will be made available to the public on a future historic website sponsored by the Fairfax County Park Authority.

- Hear of history groups' plans for 2006-2007!
- Continue to network and learn of more historical places in the county
- Address preservation issues with a collective voice
- Learn Fairfax County trivia
- Book signings by local historians

Sponsored by the Fairfax County History Commission & Architectural Review Board, Fairfax County Park Authority, Fairfax Museum & Visitor Center and the Northern Virginia Association for History



A publication of Fairfax County Virginia.

ADA/Access Coordinator 703-324-8563

TTY 703-803-3354

www.fairfaxcounty.gov/parks/ada.htm

Fairfax County History Conference
Fairfax County Park Authority
12055 Government Center Parkway, Suite 936
Fairfax, Virginia 22035-1118



FAIRFAX COUNTY'S SECOND ANNUAL HISTORY CONFERENCE

"Preserving & Documenting Our History"



Saturday, November 11, 2006

8:30 AM - 4:30 PM

**The Visitor Center
at Frying Pan Farm Park
2739 West Ox Road
Herndon, Virginia 20171**

Breakfast & Lunch included!

\$25.00 per person
Limited to first 115 registrants.
Register by October 15, 2006.

**Save the
Date!**

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, October 02, 2006 10:24 PM
To: WAYNE NICKUM; TOMMYPCLIFTON@aol.com; Tom Peterson; lgjohnston@cox.net; pjlayden@verizon.net; CLIFNICK@att.net; Chuck Rusnak; michael.anton@cox.net
Cc: ghampshire@blankeith.com; Barton, Marilyn
Subject: Sept 06 Treasurer's Reports
Importance: High



Good evening!

Attached are the Treasurer's Reports for the period ended Sept 30, 2006. Please forward this to Carolyn Leech. (I apologize that I can't locate your email address.) Please add me to your list too, Carolyn, so that I can receive the Minutes too.

In addition to the Balance Sheet and the Profit and Loss Budget Comparison Reports, I have included some additional selected history reports that Pat requested. Please note that I haven't modified the Budget numbers in the Accounting system with the proposed changes from the last meeting as yet.

Please note that I am awaiting receipt of the C.H. Electric bill. I received the smaller bills, but they netted out to a refund to the Town. This occurs when NoVEC doesn't post the payments to the correct accounts. Once I receive the C.H. NoVec bill, I'll be able to call and straighten it out with them. This always has to be done a few times a year. If anyone has the bill, please bring it to the meeting tomorrow for me.

If you have any questions or need more information, please feel free to shoot me a reply to pawsnfins@cox.net and to mbarton@comres.org.

See you tomorrow night.

Sincerely,

Marilyn

Town of Clifton
Balance Sheet
 As of September 30, 2006

	Sep 30, 06
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	2,177.02
Investments-LGIP	104,839.89
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	123,576.75
Total Investments - SunTrust	136,822.48
UBS Investment	199,565.89
Total Checking/Savings	443,405.28
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	1,655.34
Due from CLC LLC Escrow Acct	(130,591.58)
Sales Tax Receivable	3,274.94
Accounts Receivable - Other	6,842.94
Total Accounts Receivable	(118,818.36)
Total Accounts Receivable	(118,818.36)
Other Current Assets	
Other Current Assets	
Undeposited Funds	(937.45)
Total Other Current Assets	(937.45)
Total Other Current Assets	(937.45)
Total Current Assets	323,649.47
Fixed Assets	
Fixed Assets	
Buckley Park Bridge	18,233.45
Buildings	
Caboose	52,885.18
Old Town Hall	13,141.90
Buildings - Other	11,353.56
Total Buildings	77,380.64
Caboose Plaza	35,040.00
Equipment	24,963.96
Improvements	1,783.43
Land	
NVCT-No Va Conservancy Trust	80,665.00

Town of Clifton
Balance Sheet
As of September 30, 2006

	<u>Sep 30, 06</u>
Land - Other	53,987.30
Total Land	<u>134,652.30</u>
Main St. Bridge	6,338.00
Playground Equipment	14,142.22
Real Estate Owned-HUD Homes	598,493.69
Sidewalks	45,733.00
Total Fixed Assets	<u>956,760.69</u>
Total Fixed Assets	956,760.69
Other Assets	
Accumulated Depreciation	
Buildings	(35,623.00)
Equipment	(28,064.00)
Improvements	(79,805.00)
Total Accumulated Depreciation	<u>(143,492.00)</u>
Investment in Fixed Assets	<u>(134,110.00)</u>
Total Other Assets	<u>(277,602.00)</u>
TOTAL ASSETS	<u>1,002,808.16</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,620.31
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	<u>4,653.46</u>
Other Current Liabilities	
Accrued Interest on Mortgages	11,924.00
Due to CLC LLC Escrow Acct	(155,921.89)
Mortgages Payable-HUD Homes	611,900.00
Total Other Current Liabilities	<u>467,902.11</u>
Total Current Liabilities	<u>472,555.57</u>
Total Liabilities	472,555.57
Equity	
Opening Bal G.F. Equity	188,808.66
Retained Earnings	371,260.72
Net Income	(27,816.79)
Total Equity	<u>530,252.59</u>
TOTAL LIABILITIES & EQUITY	<u>1,002,808.16</u>

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

	<u>Jul - Sep 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	1,643	1,500	143	110%
Community Hall Revenues				
Community Hall Rentals	2,201	3,750	(1,549)	59%
Total Community Hall Revenues	<u>2,201</u>	<u>3,750</u>	<u>(1,549)</u>	<u>59%</u>
Grants				
Federal				
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	5,000	(5,000)	0%
SAFET-LU Grant - Other	0	20,000	(20,000)	0%
Total SAFET-LU Grant	<u>0</u>	<u>25,000</u>	<u>(25,000)</u>	<u>0%</u>
Transportation Project-Trails				
Town Match-Trails	0	2,550	(2,550)	0%
Transportation Project-Trails - Other	0	12,750	(12,750)	0%
Total Transportation Project-Trails	<u>0</u>	<u>15,300</u>	<u>(15,300)</u>	<u>0%</u>
Total Federal	<u>0</u>	<u>40,300</u>	<u>(40,300)</u>	<u>0%</u>
Total Grants	0	40,300	(40,300)	0%
Other Income	2,300			
Playground Reserve Donations	0	5,000	(5,000)	0%
Tax and Permits Revenue				
Franchise Fees - Cox Cable	1,605	2,000	(395)	80%
Franchise Fees - Cell Phones	0	500	(500)	0%
Meals Tax (1%)	0	5,000	(5,000)	0%
ABC Profits	222	300	(78)	74%
ARB Permits	65	20	45	325%
Cigarette Tax	576	763	(187)	75%
Motor Vehicle Tags	50			
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	4,154	4,788	(634)	87%
Use Permits	175	200	(25)	88%
Utility Consumption Tax	283	124	159	228%
Total Tax and Permits Revenue	<u>8,324</u>	<u>15,395</u>	<u>(7,071)</u>	<u>54%</u>
Total Income	14,468	65,945	(51,477)	22%
Expense				
Payroll Expenses				
Payroll Taxes				
FICA	842	0	842	100%
Total Payroll Taxes	<u>842</u>	<u>0</u>	<u>842</u>	<u>100%</u>
Total Payroll Expenses	842	0	842	100%
Contractual				
Insurance	5,369	6,422	(1,053)	84%

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

	<u>Jul - Sep 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Town Government				
Architectural Review Board	0	50	(50)	0%
BZA	0	25	(25)	0%
Planning Commission	2,500	1,250	1,250	200%
Total Town Government	<u>2,500</u>	<u>1,325</u>	<u>1,175</u>	<u>189%</u>
Professional Fees				
Web site maintenance	0	375	(375)	0%
Professional fees - Other	0	750	(750)	0%
Accounting	14,081			
Legal Fees	2,796	2,000	796	140%
Special Counsel	940	750	190	125%
Total Professional Fees	<u>17,817</u>	<u>3,875</u>	<u>13,942</u>	<u>460%</u>
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	0	100	(100)	0%
Total Rent	<u>413</u>	<u>700</u>	<u>(287)</u>	<u>59%</u>
Town Maintenance				
Beautification Comm.	0	625	(625)	0%
Grounds Maintenance	12	125	(113)	10%
Town Hall Maintenance	219	450	(231)	49%
Town Office	0	1,225	(1,225)	0%
Total Town Maintenance	<u>231</u>	<u>2,425</u>	<u>(2,194)</u>	<u>10%</u>
Town Services				
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	1,950	2,400	(450)	81%
Trash Collection	192	275	(83)	70%
Total Town Services	<u>2,142</u>	<u>8,675</u>	<u>(6,533)</u>	<u>25%</u>
UBS Investment Loss				
	909			
Utilities				
Gas and Electric	5	125	(120)	4%
Water	82	75	7	109%
Total Utilities	<u>87</u>	<u>200</u>	<u>(113)</u>	<u>44%</u>
Dues and Subscriptions				
Conference Attendance	0	500	(500)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	87	(87)	0%
Total Dues and Subscriptions	<u>0</u>	<u>1,037</u>	<u>(1,037)</u>	<u>0%</u>
Caboose Expenses				
Caboose - Trentane Gas	96	63	33	152%
Caboose Electric	24	63	(39)	38%
Caboose Maintenance	25	75	(50)	33%
Total Caboose Expenses	<u>145</u>	<u>201</u>	<u>(56)</u>	<u>72%</u>
Community Hall Expenses				

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

	<u>Jul - Sep 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
C.H.-Cleaning	0	975	(975)	0%
C.H.-Equipment	56	100	(44)	56%
C.H.-General Maintenance	66	825	(759)	8%
C.H.-Management Fee	440	1,500	(1,060)	29%
C.H. - Electric	8,874	3,000	5,874	296%
C.H. Floors	0	100	(100)	0%
Total Community Hall Expenses	9,436	6,500	2,936	145%
Legal Advertising	96	281	(185)	34%
Mayoral Reimbursement	42	125	(83)	34%
Miscellaneous	170	325	(155)	52%
Printing and Reproduction	0	75	(75)	0%
Total Contractual	39,357	32,166	7,191	122%
Summer in the Parks Event	0	200	(200)	0%
Commodities				
Computer Supplies	0	175	(175)	0%
Copies	4	13	(9)	31%
License Plates	829	855	(26)	97%
Miscellaneous	53	125	(72)	42%
Office Supplies	0	125	(125)	0%
Postage and Delivery	5	125	(120)	4%
Total Commodities	891	1,418	(527)	63%
CIF Expenses				
Comm Hall Equipment	0	1,000	(1,000)	0%
Comm Hall Improvements	0	4,500	(4,500)	0%
Signage	1,194	500	694	239%
Clifton Entrance Triangle	0	500	(500)	0%
CIF-Playground Impr.	0	5,000	(5,000)	0%
CIF Cable Burial Undergrnd Util	0	1,750	(1,750)	0%
Total CIF Expenses	1,194	13,250	(12,056)	9%
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	12,750	(12,750)	0%
Total Fed Fund-Transportation Proj	0	12,750	(12,750)	0%
SAFET-LU Grant Administrator	0	5,000	(5,000)	0%
SAFET-LU Improvements	0	20,000	(20,000)	0%
Total Expense	42,284	84,784	(42,500)	50%
Net Ordinary Income	(27,816)	(18,839)	(8,977)	148%
Net Income	(27,816)	(18,839)	(8,977)	148%

Town of Clifton
Community Hall Report
July through September 2006

	<u>Jul - Sep 06</u>	<u>Jul - Sep 05</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	2,201.00	1,575.00
Total Community Hall Revenues	<u>2,201.00</u>	<u>1,575.00</u>
Total Income	2,201.00	1,575.00
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	0.00	0.00
C.H.-Equipment	55.55	15.94
C.H.-General Maintenance	65.98	735.00
C.H.-Management Fee	440.20	315.00
C.H. - Electric	8,873.77	4,776.49
Total Community Hall Expenses	<u>9,435.50</u>	<u>5,842.43</u>
Total Contractual	<u>9,435.50</u>	<u>5,842.43</u>
Total Expense	<u>9,435.50</u>	<u>5,842.43</u>
Net Ordinary Income	<u>(7,234.50)</u>	<u>(4,267.43)</u>
Net Income	<u><u>(7,234.50)</u></u>	<u><u>(4,267.43)</u></u>

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Town of Clifton
 Account QuickReport
 All Transactions

	Type	Date	Num	Name	Memo	Split	Amount
Contractual							
Town Maintenance							
Town Hall Maintenance							
	General Journal	08/31/1994	16		Condensed transaction.		52.50
	General Journal	09/30/1994	17		Condensed transaction.		163.25
	General Journal	11/30/1994	19		Condensed transaction.		52.50
	General Journal	12/31/1994	20		Condensed transaction.		26.25
	General Journal	01/31/1995	21		Condensed transaction.		137.75
	General Journal	02/28/1995	22		Condensed transaction.		26.25
	General Journal	04/30/1995	24		Condensed transaction.		26.25
	General Journal	05/31/1995	25		Condensed transaction.		45.05
	General Journal	06/30/1995	26		Condensed transaction.		301.99
	General Journal	09/30/1995	29		Condensed transaction.		52.50
	General Journal	11/30/1995	31		Condensed transaction.		26.25
	General Journal	12/31/1995	32		Condensed transaction.		63.50
	General Journal	01/31/1996	33		Condensed transaction.		26.25
	General Journal	02/29/1996	34		Condensed transaction.		26.25
	General Journal	03/31/1996	35		Condensed transaction.		26.25
	General Journal	04/30/1996	36		Condensed transaction.		96.25
	General Journal	05/31/1996	37		Condensed transaction.		221.21
	General Journal	06/30/1996			AP97 #2573	Accounts Payable	26.25
	General Journal	06/30/1996	38		Condensed transaction.		391.61
	General Journal	09/30/1996	41		Condensed transaction.		96.25
	General Journal	10/31/1996	42		Condensed transaction.		70.00
	General Journal	11/30/1996	43		Condensed transaction.		50.00
	General Journal	12/31/1996	44		Condensed transaction.		65.50
	General Journal	01/31/1997	45		Condensed transaction.		78.75
	General Journal	02/28/1997	46		Condensed transaction.		26.25
	General Journal	04/30/1997	48		Condensed transaction.		122.50
	General Journal	06/30/1997	50		Condensed transaction.		52.50
	Check	09/02/1997	2812	Wayne H. Nickum	Town Hall Maint	Checking-SunTrust	60.00
	Check	09/17/1997	2820	P & H Landscaping	Town Hall fertilizer	Checking-SunTrust	317.00
	Check	09/17/1997	2823	Home Paramount	Town Hall Maint	Checking-SunTrust	26.39
	Check	10/18/1997	2849	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25
	Check	11/08/1997	2862	P & H Landscaping	Town Hall fertilizer	Checking-SunTrust	317.00
	Check	11/08/1997	2871	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25

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Town of Clifton Account QuickReport All Transactions

Type	Date	Num	Name	Memo	Split	Amount
Check	11/27/1997	2884	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25
Check	12/23/1997	2908	Home Paramount	Town Hall Maint	Checking-SunTrust	65.50
Check	01/06/1998	2914	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25
Check	02/03/1998	2918	Wayne H. Nickum	Buckley Bridge	Checking-SunTrust	15.00
Check	02/03/1998	2924	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25
Check	03/06/1998	2948	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25
Check	04/18/1998	2956	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25
Check	04/18/1998	2968	P & H Landscaping	Town Hall fertilizer	Checking-SunTrust	325.00
Check	05/05/1998	2974	Home Paramount	Town Hall Maint	Checking-SunTrust	26.25
Bill	06/30/1998	1010130	Home Paramount	Town Hall Maint	Accounts Payable	26.64
Bill	08/25/1998		Scott Wallace	gazebo & town hall	Accounts Payable	334.00
Bill	08/25/1998		Charlie Nickum	gazebo & town hall	Accounts Payable	333.00
Bill	08/25/1998		Saami Yazdani	paint gazebo & town hall	Accounts Payable	333.00
Bill	09/13/1998		T.L.C. Cleaning	Town Hall Cleaning	Accounts Payable	35.00
Bill	10/07/1998		Home Paramount	Town Hall Maint	Accounts Payable	26.25
Bill	11/07/1998	1010130	Home Paramount	Town Hall Maint	Accounts Payable	26.25
Bill	12/01/1998	11/21	Home Paramount	Town Hall Maint	Accounts Payable	26.25
Bill	12/26/1998	1999 Renew	Home Paramount	1999 Renewal	Accounts Payable	65.50
Bill	12/26/1998	1010130	Home Paramount	12/19/98 Service	Accounts Payable	26.25
Bill	02/02/1999	1/16/99	Home Paramount	1/16/99 service	Accounts Payable	26.25
Bill	03/24/1999	2/20/99	Home Paramount	2/20/99 service	Accounts Payable	26.25
Bill	04/05/1999	1010130	Home Paramount	3/20/99 service	Accounts Payable	26.25
Bill	05/31/1999	5/15/99	Home Paramount	5/15/99 invoice	Accounts Payable	26.25
Check	07/30/1999	3187	American Eagle Energy Control	Insurance Claim	Checking-SunTrust	1,000.00
Bill	07/30/1999	7/12/99	Home Paramount	7/12/99 closing date	Accounts Payable	53.28
Bill	08/28/1999	8/4/99	Wayne H. Nickum	watering sod	Accounts Payable	20.00
Bill	10/03/1999	2nd payment	American Eagle Energy Control	painting Old Town Hall	Accounts Payable	1,000.00
Bill	10/03/1999	8/99	Home Paramount	8/21/99 closing date	Accounts Payable	26.25
Bill	10/18/1999	final	American Eagle Energy Control	painting Old Town Hall	Accounts Payable	250.00
Bill	12/01/1999	11/11/99	James Chesley	reimb-Town Hall paint	Accounts Payable	65.19
Bill	12/01/1999	past due	Home Paramount	closing date 11/09/99	Accounts Payable	53.28
Bill	12/30/1999	36-2868750	Home Paramount	4/1/00 termite contract	Accounts Payable	65.50
Bill	03/13/2000	Town Hall	Moore Enterprizes	invoices 270757, 270760	Accounts Payable	350.00
Bill	03/13/2000	2/19/00	Home Paramount	2/19/00 Town Hall	Accounts Payable	26.25
Bill	05/04/2000	1010130	Home Paramount	4/16/00 Town Hall	Accounts Payable	26.25
Bill	06/30/2000	C.H. Door	Glen Longerbeam	Town Hall Door	Accounts Payable	85.00

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Town of Clifton
Account QuickReport
All Transactions

Type	Date	Num	Name	Memo	Split	Amount
Bill	06/30/2000	Town Hall	Glen Longerbeam	Dead bolt & installation	Accounts Payable	268.40
Bill	01/05/2001	1010130	Home Paramount	Acct # 1010130	Accounts Payable	55.00
Bill	03/06/2001	1010130	Home Paramount	Acct # 1010130	Accounts Payable	52.89
Bill	06/05/2001	1010130	Home Paramount	Acct # 1010130	Accounts Payable	26.25
Bill	09/28/2001	9/14/01	Home Paramount	Acct # 1010130	Accounts Payable	11.40
Bill	11/09/2001	10/12/01	Home Paramount	Acct # 1010130	Accounts Payable	26.25
Bill	11/30/2001	11/09/01	Home Paramount	Acct # 1010130	Accounts Payable	26.25
Check	01/06/2002	3640	P & H Landscaping	Town Hall fertilizer	Checking-SunTrust	80.00
Check	01/06/2002	3642	Home Paramount	12/11/01	Checking-SunTrust	26.25
Bill	01/30/2002	1/9/02	Home Paramount	Acct # 1010130	Accounts Payable	26.25
Bill	03/10/2002	1010130	Home Paramount	Acct # 1010130	Accounts Payable	26.25
Check	04/02/2002	3680	P & H Landscaping	Town Hall fertilizer	Checking-SunTrust	80.00
Check	04/02/2002	3682	Home Paramount	3/12/02	Checking-SunTrust	0.00
Check	04/02/2002	3683	Home Paramount	3/13/02 #1010130	Checking-SunTrust	26.25
Bill	04/30/2002	4/9/02	Home Paramount	Acct # 1010130	Accounts Payable	52.50
Check	05/21/2002	3705	Home Paramount	5/14/02 #1010130	Checking-SunTrust	26.25
Bill	06/30/2002	1010130	Home Paramount	Acct # 1010130-6/11/02	Accounts Payable	26.25
Bill	08/25/2002	1810060	Home Paramount	Acct # 1810060 CH	Accounts Payable	30.00
Bill	09/26/2002	1010130	Home Paramount	Acct # 1010130	Accounts Payable	52.50
Bill	10/19/2002	1010130	Home Paramount	Acct # 1010130 10/8/02	Accounts Payable	26.25
Check	12/03/2002	3803	Home Paramount	11/12/02 #1010130	Checking-SunTrust	26.25
Bill	12/30/2002	12/02	Home Paramount	Acct # 1010130 12/10/02	Accounts Payable	26.25
Bill	01/26/2003	1010130-1/14/03	Home Paramount	Acct # 1010130 1/14/03	Accounts Payable	26.25
Bill	02/03/2003	1/27/03 statement	Hunter Hardware	1/27/03 Statement	Accounts Payable	121.24
Bill	02/28/2003	1010130 2/11/03	Home Paramount	Acct # 1010130 2/11/03	Accounts Payable	26.25
Bill	03/01/2003	177870	Hunter Hardware	#177870	Accounts Payable	12.48
Bill	03/27/2003	3/12/03 1010130	Home Paramount	Acct # 1010130 3/11/03	Accounts Payable	52.50
Bill	05/05/2003	4/08/03 Old Town H.	Home Paramount	Acct # 1010130 4/8/03	Accounts Payable	26.25
Check	05/31/2003	3886	P & H Landscaping	Town Hall fertilizer	Checking-SunTrust	80.00
Bill	07/30/2003	1010130-7/11/03	Home Paramount	Acct # 1010130 7/11/03	Accounts Payable	22.50
Bill	09/28/2003	1010130-9/9/03	Home Paramount	Acct # 1010130 9/09/03	Accounts Payable	52.50
Bill	09/28/2003	8/7/03- 1010130	Home Paramount	Acct # 1010130 8/7/03	Accounts Payable	26.25
Check	09/28/2003	3963	Joseph Baber	Maint & Clean Up Town hall	Checking-SunTrust	250.00
Check	10/10/2003	3967	James Chesley	Dehumidifier	Checking-SunTrust	164.07
Bill	10/31/2003	Old Town Hall Maint	Joseph Baber	Old Town Hall Clean up	Accounts Payable	60.00
Bill	10/31/2003	Inv 15947	Bell Pump & Well	Inv 15947 Old Town Hall	Accounts Payable	1,084.64

Town of Clifton Account QuickReport All Transactions

Type	Date	Num	Name	Memo	Split	Amount
Bill	11/17/2003	180233,180130,180	Hunter Hardware	Inv 180233,180130,180200	Accounts Payable	78.04
Check	01/13/2004	4021	Luzia Nunes	Old Town Hall Cleaning	Checking-SunTrust	225.00
Bill	01/19/2004	180569	Hunter Hardware	Inv 180569 supplies	Accounts Payable	10.78
Check	05/10/2004	4100	Home Paramount	1010130 4/21/04 statement	Checking-SunTrust	7.50
Check	05/10/2004	4102	Hunter Hardware	Town Hall Maint supplies	Checking-SunTrust	17.40
Check	05/25/2004	4113	Home Paramount	1010130 5/11/04 statement	Checking-SunTrust	33.75
Check	07/19/2004	4148	Hunter Hardware	Town Hall Maint supplies - 6/04	Checking-SunTrust	68.93
Check	08/30/2004	4168	Luzia Nunes	Old Town Hall Cleaning - 1/5/04	Checking-SunTrust	75.00
Check	08/30/2004	4169	Home Paramount	1010130 8/10/04 statement	Checking-SunTrust	71.25
Check	09/14/2004	4182	Bell Pump & Well	Inv 17890 Old Town Hall service	Checking-SunTrust	108.00
Check	10/05/2004	4190	Home Paramount	1010130 9/15/04 statement	Checking-SunTrust	26.25
Check	10/16/2004	4195	Luzia Nunes	Old Town Hall Cleaning -7/11-9/8/04	Checking-SunTrust	225.00
Check	10/16/2004	4196	Hunter Hardware	Town Hall Maint supplies - 9/13/04	Checking-SunTrust	16.24
Check	10/30/2004	4203	Home Paramount	1010130 10/13/04 statement	Checking-SunTrust	26.25
Check	11/26/2004	4220	Home Paramount	1010130 11/10/04 INVOICE	Checking-SunTrust	26.25
Check	12/31/2004	4238	Home Paramount	12/08/04 service	Checking-SunTrust	26.25
Check	12/31/2004	4242	Hunter Hardware	Town Hall Maint supplies - 12/23/04	Checking-SunTrust	58.71
Check	01/28/2005	4248	Luzia Nunes	Old Town Hall Cleaning -10/5/04-12/28/04. 4@\$75	Checking-SunTrust	300.00
Check	02/13/2005	4259	Home Paramount	1-12-05 service 1010130 Old Town Hall	Checking-SunTrust	26.25
Check	02/26/2005	4271	Home Paramount	2/9/05 service 1010130 Old Town Hall	Checking-SunTrust	26.25
Check	03/21/2005	4282	Hunter Hardware	Town Hall Maint supplies - 1/29/05	Checking-SunTrust	0.99
Check	03/21/2005	4286	Home Paramount	3/9/05 service 1010130 Old Town Hall	Checking-SunTrust	26.25
Check	03/31/2005	4298	Hunter Hardware	Town Hall Maint supplies -3/29/05 Inv 184226	Checking-SunTrust	11.99
Check	05/09/2005	4310	State Chemical Manufacturing Co.	Inv 92656657	Checking-SunTrust	71.84
Check	05/09/2005	4312	Home Paramount	Acct 1010130 3/05 Town Hall Maint	Checking-SunTrust	26.25
Check	06/11/2005	4327	Home Paramount	Acct 1010130 5/11/05 Town Hall Maint	Checking-SunTrust	26.25
Check	06/11/2005	4328	Hunter Hardware	Town Hall Maint supplies -5/13/05 #184552	Checking-SunTrust	10.74
Check	06/22/2005	4339	Bruce W. Reyle & Company, Inc.	1/2 Old Town Hall Appraisal fee	Checking-SunTrust	950.00
General Journal	06/30/2005		Home Paramount	Accrue costs - check 4342	Mayoral Reimbursement	26.25
General Journal	06/30/2005		Luzia Nunes	Accrue 05 - check 4361 Town Hall Cleaning	Mayoral Reimbursement	450.00
Check	07/01/2005	4342	Home Paramount	Acct 1010130 6/08/05 Town Hall Maint	Checking-SunTrust	26.25
General Journal	07/01/2005		Home Paramount	Reverse FY05 accrual	Accounts Payable	(26.25)
General Journal	07/01/2005		Luzia Nunes	reverse FY05 accrual	Accounts Payable	(450.00)
Check	07/30/2005	4358	Home Paramount	Acct 1010130 7/13/05 Town Hall Maint	Checking-SunTrust	26.25
Check	07/30/2005	4361	Luzia Nunes	Old Town Hall Cleaning -10/26-6/28/05. 6@\$75	Checking-SunTrust	450.00
Check	07/31/2005	4377	Hunter Hardware	Town Hall Maint supplies -7/21/05 Inv 185141	Checking-SunTrust	29.94

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Town of Clifton Account QuickReport All Transactions

Type	Date	Num	Name	Memo	Split	Amount
Check	09/06/2005	4384	Home Paramount	Acct 1810060 balance due 8/1 statement	Checking-SunTrust	60.00
Check	09/11/2005	4391	Home Paramount	Town Hall Acct 1010130 8/10/05	Checking-SunTrust	26.25
Check	09/11/2005	4393	Bruce W. Reyle & Company, Inc.	final 1/2 Old Town Hall Appraisal fee	Checking-SunTrust	950.00
Check	09/28/2005	4397	Home Paramount	Town Hall Acct 1010130 9/14/05	Checking-SunTrust	26.25
Check	09/28/2005	4401	Hunter Hardware	Old Town Hall Maint - Inv 185175	Checking-SunTrust	38.91
Check	12/30/2005	4447	Hunter Hardware	Statement 11/23/05	Checking-SunTrust	6.78
Check	01/31/2006	4460	Home Paramount	C.H. Acct 1810060 12/05 prev balance	Checking-SunTrust	64.00
Check	01/31/2006	4462	Hunter Hardware	Statement 12/28/05	Checking-SunTrust	6.78
Check	02/24/2006	4487	Home Paramount	Acct 1010130 2/06 prev balance	Checking-SunTrust	84.75
Check	03/31/2006	4503	Hunter Hardware	186703/186724	Checking-SunTrust	18.19
Check	03/31/2006	4509	Home Paramount	Acct 1010130 3/8/06 service	Checking-SunTrust	28.25
Check	05/31/2006	4525	Home Paramount	Acct 1010130 4/12/06 service	Checking-SunTrust	28.25
Check	06/29/2006	4550	Luzia Nunes	Old Town Hall Cleaning 6 @ \$75 7/05-12/05	Checking-SunTrust	450.00
Check	06/29/2006	4550	Luzia Nunes	Old Town Hall Cleaning 5 @ \$75 1/06-5/16/06	Checking-SunTrust	375.00
Check	07/24/2006	4573	Wayne H. Nickum	Old Town Hall inside door lock	Checking-SunTrust	33.58
Check	07/24/2006	4575	Wayne H. Nickum	3 Locks for Old Town Hall	Checking-SunTrust	100.74
Check	07/24/2006	4577	Home Paramount	Old Town Hall Acct 1010130 7/5/06	Checking-SunTrust	28.25
Check	07/24/2006	4577	Home Paramount	Old Town Hall Acct 1010130 prev balance	Checking-SunTrust	56.50
Total Town Hall Maintenance						16,558.84
Total Town Maintenance						16,558.84
Total Contractual						16,558.84
TOTAL						16,558.84

**Town of Clifton
Customer QuickReport
All Transactions**

Type	Date	Num	Memo	Account	Clr	Split	Amount
Clifton Betterment Association							
Sales Receipt	09/02/1997	1		Undeposited Funds	√	-SPLIT-	4,500.00
Sales Receipt	11/08/1997	98		Undeposited Funds	√	Planning Charrette Revenue	500.00
Check	12/23/1997	2899	Clifton Day Rev-VRE	Checking-SunTrust	√	Clifton Day Revenues	(2,134.00)
Sales Receipt	02/28/1998	68		Undeposited Funds	√	Community Hall Donations	75.00
Invoice	01/19/1999	23		Accounts Receivable		-SPLIT-	500.00
Invoice	04/05/1999	24		Accounts Receivable		-SPLIT-	147.10
Payment	10/30/1999	1387	1999 Comm. Hall Rental	Undeposited Funds	√	Accounts Receivable	500.00
Sales Receipt	05/19/2000	00-231		Undeposited Funds	√	-SPLIT-	1,315.00
Sales Receipt	05/28/2000	00-275		Undeposited Funds	√	-SPLIT-	800.00
Invoice	11/07/2000	25		Accounts Receivable		-SPLIT-	800.00
Sales Receipt	11/30/2000	00-348		Undeposited Funds	√	-SPLIT-	800.00
Payment	02/05/2001	1553	Inv 24 and 25	Undeposited Funds	√	Accounts Receivable	947.10
Invoice	03/05/2001	27		Accounts Receivable		-SPLIT-	1,000.00
Payment	04/12/2001	1568	Community Hall Donation	Undeposited Funds	√	Accounts Receivable	1,000.00
Sales Receipt	10/01/2001	00-563		Undeposited Funds	√	-SPLIT-	10.00
Sales Receipt	10/01/2001	00-564		Undeposited Funds	√	-SPLIT-	25.00
Sales Receipt	10/01/2001	00-565		Undeposited Funds	√	-SPLIT-	25.00
Sales Receipt	06/28/2002	00-790		Undeposited Funds	√	-SPLIT-	850.00
Sales Receipt	04/12/2003	00-1087	CH Rental - Clifton Day 2002	Undeposited Funds	√	-SPLIT-	500.00
Sales Receipt	04/12/2003	00-1088	CH Rental 3/22/03	Undeposited Funds	√	-SPLIT-	250.00
Sales Receipt	06/28/2003	00-1143	Donation by CBA	Undeposited Funds	√	-SPLIT-	500.00
Sales Receipt	02/22/2004	00-1349		Undeposited Funds	√	-SPLIT-	1,050.00
Sales Receipt	02/22/2004	00-1355	Zoning Map Amendment fee	Undeposited Funds	√	-SPLIT-	500.00
Sales Receipt	06/01/2004	00-1434	CH rental	Undeposited Funds	√	-SPLIT-	250.00
Sales Receipt	08/30/2004	00-1469	CH rental 7/04	Undeposited Funds	√	-SPLIT-	300.00
Sales Receipt	10/30/2004	00-1505	CH rental	Undeposited Funds	√	-SPLIT-	175.00
Sales Receipt	01/21/2005	00-1686	CH rental	Undeposited Funds	√	-SPLIT-	175.00
Sales Receipt	04/10/2005	00-1749	Playground Donation	Undeposited Funds	√	-SPLIT-	10,000.00
Sales Receipt	07/30/2005	00-1816	CH rental	Undeposited Funds	√	-SPLIT-	200.00
Sales Receipt	09/04/2005	00-1826	Fed Project-Town Match Conservancy Property pu	Undeposited Funds	√	-SPLIT-	10,000.00
General Journal	11/08/2005		Haunted Trail Concessions due from CBA for Playg	Accounts Receivable		Haunted Trail Event	110.33
Sales Receipt	01/30/2006	00-1975	CH rental	Undeposited Funds	√	-SPLIT-	160.00
Sales Receipt	03/04/2006	00-1992	Playground Fund Donation	Undeposited Funds	√	-SPLIT-	35,000.00
Sales Receipt	06/30/2006	00-2093	CH rental	Undeposited Funds	√	-SPLIT-	200.00

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Town of Clifton
Customer QuickReport
All Transactions

Clifton Gentlemen's Club

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>
Sales Receipt	05/19/2000	00-232		Undeposited Funds	√	-SPLIT-	300.00
Invoice	03/18/2001	29		Accounts Receivable		-SPLIT-	500.00
Credit Memo	06/30/2001	00-46		Accounts Receivable		-SPLIT-	(500.00)

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**Town of Clifton
Customer QuickReport
All Transactions**

Type	Date	Num	Memo	Account	Clr	Split	Amount
Clifton Lions Club							
Invoice	06/19/1997	7		Accounts Receivable		Community Hall Donations	1,200.00
Payment	07/17/1997		Community Hall Donation	Undeposited Funds	√	Accounts Receivable	1,200.00
Sales Receipt	09/02/1997	1		Undeposited Funds	√	Community Hall Donations	1,200.00
Sales Receipt	09/02/1997	1		Undeposited Funds	√	Planning Charrette Revenue	300.00
Invoice	08/31/1998	19		Accounts Receivable		-SPLIT-	1,200.00
Payment	09/30/1998	1095	Donation - Use of Comm Hall	Investments - SunTrust	√	Accounts Receivable	1,200.00
Invoice	01/19/1999	22		Accounts Receivable		-SPLIT-	1,200.00
Payment	02/22/1999	1112	Comm Hall Donation 1999	Undeposited Funds	√	Accounts Receivable	1,200.00
Sales Receipt	10/02/2000	00-272		Undeposited Funds	√	-SPLIT-	62.50
Sales Receipt	03/05/2001	00-427		Undeposited Funds	√	-SPLIT-	38.00
Invoice	03/05/2001	26		Accounts Receivable		-SPLIT-	2,400.00
Payment	05/13/2001	1239	Comm Hall Donation 2000 & 2001	Undeposited Funds	√	Accounts Receivable	2,400.00
Sales Receipt	03/06/2003	00-1058	C.H. Rental	Undeposited Funds	√	-SPLIT-	1,650.00
Sales Receipt	03/21/2005	00-1741	CH rental	Undeposited Funds	√	-SPLIT-	250.00
Sales Receipt	03/31/2005	00-1743	Donation - Clifton Day 2004	Undeposited Funds	√	-SPLIT-	200.00
Sales Receipt	03/12/2006	00-2044	CH rental	Undeposited Funds	√	-SPLIT-	200.00

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Town of Clifton
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Clifton Women's Club

Type	Date	Num	Memo	Account	Clr	Split	Amount
Invoice	03/05/2001	28		Accounts Receivable		-SPLIT-	500.00
Sales Receipt	03/31/2001	00-470		Undeposited Funds	√	-SPLIT-	350.00
Credit Memo	06/30/2001	00-45		Accounts Receivable		-SPLIT-	(500.00)
Sales Receipt	09/28/2001	00-552		Undeposited Funds	√	-SPLIT-	65.00
Sales Receipt	06/28/2002	00-771		Undeposited Funds	√	-SPLIT-	90.00
Sales Receipt	06/28/2002	00-773		Undeposited Funds	√	-SPLIT-	320.00
Sales Receipt	06/28/2003	00-1135	CH-Rental Homes Tour	Undeposited Funds	√	-SPLIT-	625.00
Sales Receipt	10/31/2003	00-1188	CH Rental	Undeposited Funds	√	-SPLIT-	75.00
Sales Receipt	08/30/2004	00-1463	5/04 CH Rental	Undeposited Funds	√	-SPLIT-	450.00
Sales Receipt	10/30/2004	00-1497	CH rental	Undeposited Funds	√	-SPLIT-	75.00
Sales Receipt	06/11/2005	00-1794	CH rental - Homes Tour	Undeposited Funds	√	-SPLIT-	650.00
Sales Receipt	06/30/2006	00-2096	CH rental	Undeposited Funds	√	-SPLIT-	700.00

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Sep 30, 06

ASSETS

Current Assets

Checking/Savings

Checking-SunTrust	2,177.02
Investments-LGIP	104,839.89
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	<u>123,576.75</u>
Total Investments - SunTrust	136,822.48

UBS Investment	<u>199,565.89</u>
Total Checking/Savings	443,405.28

Accounts Receivable

Accounts Receivable	
BPOL Receivable	1,655.34
Due from CLC LLC Escrow Acct	-130,591.58
Sales Tax Receivable	3,274.94
Accounts Receivable - Other	<u>6,842.94</u>
Total Accounts Receivable	<u>-118,818.36</u>

Total Accounts Receivable	-118,818.36
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Other Current Assets

Other Current Assets	
Undeposited Funds	<u>-937.45</u>
Total Other Current Assets	<u>-937.45</u>

Total Other Current Assets	<u>-937.45</u>
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Total Current Assets	323,649.47
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Fixed Assets

Fixed Assets

Buckley Park Bridge	18,233.45
Buildings	
Caboose	52,885.18
Old Town Hall	13,141.90
Buildings - Other	<u>11,353.56</u>
Total Buildings	77,380.64

Caboose Plaza	35,040.00
Equipment	24,963.96
Improvements	1,783.43
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	<u>53,987.30</u>
Total Land	134,652.30

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Main St. Bridge	6,338.00
Playground Equipment	14,142.22
Real Estate Owned-HUD Homes	598,493.69
Sidewalks	45,733.00
Total Fixed Assets	<u>956,760.69</u>
Total Fixed Assets	956,760.69
Other Assets	
Accumulated Depreciation	
Buildings	-35,623.00
Equipment	-28,064.00
Improvements	-79,805.00
Total Accumulated Depreciation	<u>-143,492.00</u>
Investment in Fixed Assets	<u>-134,110.00</u>
Total Other Assets	<u>-277,602.00</u>
TOTAL ASSETS	<u><u>1,002,808.16</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,620.31
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	<u>4,653.46</u>
Other Current Liabilities	
Accrued Interest on Mortgages	11,924.00
Due to CLC LLC Escrow Acct	-155,921.89
Mortgages Payable-HUD Homes	611,900.00
Total Other Current Liabilities	<u>467,902.11</u>
Total Current Liabilities	<u>472,555.57</u>
Total Liabilities	472,555.57
Equity	
Opening Bal G.F. Equity	186,808.66
Retained Earnings	371,260.72
Net Income	-27,816.79
Total Equity	<u>530,252.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,002,808.16</u></u>

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	<u>Jul - Sep 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	1,643	1,500	143	110%
Community Hall Revenues				
Community Hall Rentals	2,201	3,750	-1,549	59%
Total Community Hall Revenues	<u>2,201</u>	<u>3,750</u>	<u>-1,549</u>	<u>59%</u>
Grants				
Federal				
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	5,000	-5,000	0%
SAFET-LU Grant - Other	0	20,000	-20,000	0%
Total SAFET-LU Grant	<u>0</u>	<u>25,000</u>	<u>-25,000</u>	<u>0%</u>
Transportation Project-Trails				
Town Match-Trails	0	2,550	-2,550	0%
Transportation Project-Trails - Other	0	12,750	-12,750	0%
Total Transportation Project-Trails	<u>0</u>	<u>15,300</u>	<u>-15,300</u>	<u>0%</u>
Total Federal	<u>0</u>	<u>40,300</u>	<u>-40,300</u>	<u>0%</u>
Total Grants	0	40,300	-40,300	0%
Other Income	2,300			
Playground Reserve Donations	0	5,000	-5,000	0%
Tax and Permits Revenue				
Franchise Fees - Cox Cable	1,605	2,000	-395	80%
Franchise Fees - Cell Phones	0	500	-500	0%
Meals Tax (1%)	0	5,000	-5,000	0%
ABC Profits	222	300	-78	74%
ARB Permits	65	20	45	325%
Cigarette Tax	576	763	-187	75%
Motor Vehicle Tags	50			
Railroad Tax	1,194	1,700	-506	70%
Sales Tax	4,154	4,788	-634	87%

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Use Permits	175	200	-25	88%
Utility Consumption Tax	283	124	159	228%
Total Tax and Permits Revenue	8,324	15,395	-7,071	54%
Total Income	14,468	65,945	-51,477	22%
Expense				
Payroll Expenses				
Payroll Taxes				
FICA	842	0	842	100%
Total Payroll Taxes	842	0	842	100%
Total Payroll Expenses	842	0	842	100%
Contractual				
Insurance	5,369	6,422	-1,053	84%
Town Government				
Architectural Review Board	0	50	-50	0%
BZA	0	25	-25	0%
Planning Commission	2,500	1,250	1,250	200%
Total Town Government	2,500	1,325	1,175	189%
Professional Fees				
Web site maintenance	0	375	-375	0%
Professional fees - Other	0	750	-750	0%
Accounting	14,081			
Legal Fees	2,796	2,000	796	140%
Special Counsel	940	750	190	125%
Total Professional Fees	17,817	3,875	13,942	460%
Rent				
Ayre Square Rental	413	600	-187	69%
Railroad Siding Rental	0	100	-100	0%
Total Rent	413	700	-287	59%
Town Maintenance				
Beautification Comm.	0	625	-625	0%

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Grounds Maintenance	12	125	-113	10%
Town Hall Maintenance	219	450	-231	49%
Town Office	0	1,225	-1,225	0%
Total Town Maintenance	231	2,425	-2,194	10%
Town Services				
Fire Program	0	6,000	-6,000	0%
Grass Mowing	1,950	2,400	-450	81%
Trash Collection	192	275	-83	70%
Total Town Services	2,142	8,675	-6,533	25%
UBS Investment Loss				
	909			
Utilities				
Gas and Electric	5	125	-120	4%
Water	82	75	7	109%
Total Utilities	87	200	-113	44%
Dues and Subscriptions				
Conference Attendance	0	500	-500	0%
Va. Municipal League	0	450	-450	0%
Dues and Subscriptions - Other	0	87	-87	0%
Total Dues and Subscriptions	0	1,037	-1,037	0%
Caboose Expenses				
Caboose - Trentane Gas	96	63	33	152%
Caboose Electric	24	63	-39	38%
Caboose Maintenance	25	75	-50	33%
Total Caboose Expenses	145	201	-56	72%
Community Hall Expenses				
C.H.-Cleaning	0	975	-975	0%
C.H.-Equipment	56	100	-44	56%
C.H.-General Maintenance	66	825	-759	8%
C.H.-Management Fee	440	1,500	-1,060	29%
C.H. - Electric	8,874	3,000	5,874	296%
C.H. Floors	0	100	-100	0%
Total Community Hall Expenses	9,436	6,500	2,936	145%

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Legal Advertising	96	281	-185	34%
Mayoral Reimbursement	42	125	-83	34%
Miscellaneous	170	325	-155	52%
Printing and Reproduction	0	75	-75	0%
Total Contractual	39,357	32,166	7,191	122%
Summer in the Parks Event	0	200	-200	0%
Commodities				
Computer Supplies	0	175	-175	0%
Copies	4	13	-9	31%
License Plates	829	855	-26	97%
Miscellaneous	53	125	-72	42%
Office Supplies	0	125	-125	0%
Postage and Delivery	5	125	-120	4%
Total Commodities	891	1,418	-527	63%
CIF Expenses				
Comm Hall Equipment	0	1,000	-1,000	0%
Comm Hall Improvements	0	4,500	-4,500	0%
Signage	1,194	500	694	239%
Clifton Entrance Triangle	0	500	-500	0%
CIF-Playground Impr.	0	5,000	-5,000	0%
CIF Cable Burial Undergrnd Util	0	1,750	-1,750	0%
Total CIF Expenses	1,194	13,250	-12,056	9%
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	12,750	-12,750	0%
Total Fed Fund-Transportation Proj	0	12,750	-12,750	0%
SAFET-LU Grant Administrator	0	5,000	-5,000	0%
SAFET-LU Improvements	0	20,000	-20,000	0%
Total Expense	42,284	84,784	-42,500	50%
Net Ordinary Income	-27,816	-18,839	-8,977	148%
Net Income	-27,816	-18,839	-8,977	148%

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, November 7, 2006
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Tom Peterson, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak.

The Town Council Meeting was called to order at 7:30 p.m.

1. Reading of minutes.

a. Motion made by Wayne Nickum to approve October 3, 2006 Town Council minutes as amended, seconded by Tom Peterson. Passed unanimously.

2. Recognition of Volunteers.

- a. Chuck Rusnak presented award to Erich Robbins for his website work.
- b. Motion made by Chuck Rusnak that Brant Baber prepare list of previous Town Council and terms of office so that plaques can be made and presented. Seconded by Wayne Nickum, passed unanimously.

3. Treasurer's Report.

- a. Marilyn Barton summarized the PE 10/31/06 report and stated prior accruals from prior FY 05 and 06 audit not included and audit firm will have report for December meeting. Wayne Nickum moved to approve treasurer's report. Seconded by Chuck Rusnak, passed unanimously.
- b. Discussion ensued regarding investment of funds. Tom Peterson moved to appoint Wayne Nickum, Marilyn Barton and Tom Peterson as committee to create investment policy. Seconded by Lane Johnston, passed unanimously.

4. Reading of Communications to Mayor.

- a. The Mayor received a letter regarding FEMA denial of claim. Consideration is being given to appeal of denial.
- b. Tom Peterson requested that Gif Hampshire contact Virginia State Police and get documents regarding investigation of Haunted Trail funds. Wayne Nickum moved to extend time to get proof of claim through 2007 and to get money from insurance company. Seconded by Tom Peterson, passed unanimously.
- c. Tom Peterson received letter regarding cut-through traffic at caboose parking lot and is referring letter to Traffic and Safety Committee.
- d. Tom Peterson moved to pay \$1,000 which includes cleaning and waxing of town hall floors quarterly to Joe the floor man. Lane Johnston seconded, passed unanimously.

5. Citizens' remarks.

- a. Judy McNamara suggested the planting of a tree at Ayer Square. Motion made by Lane Johnston to plant tree at Ayer Square. Seconded by Wayne Nickum, pending owner approval. Passed unanimously.
- b. Kathy Kalinowsky suggested the Verizon contract and water supply discussions be moved up on the agenda. Pat Layden moved to do so, seconded by Tom Peterson, passed unanimously.

6. Unfinished business.

B. Motion made by Wayne Nickum to have Gif Hampshire advertise public hearing regarding Verizon franchise. Seconded by Pat Layden. Passed unanimously.

Normand Goulet from Northern Virginia Regional Commission discussed water supply regulations and the Northern Virginia Regional Water Supply Plan and asked for \$5,000 from each local government. Motion made by Wayne Nickum that the Town declare intent to participate with water supply plan in conformance with Commonwealth of Virginia's 9 VAC 25-780-10 by memorandum of agreement to be drafted by Gif Hampshire dated 10/19/06. Seconded by Lane Johnston. Passed unanimously.

A. Lane Johnston met with Royce Jarrendt, discussed sale of Old Town Hall. Gif Hampshire stated legal advise on sale of real property by the town must be in closed session, which will take place immediately after this meeting.

C. Lane Johnston reported that HVAC is installed and that hot water heater was shut off. Lane Johnston moved to appoint Town Community Hall committee to manage hall. Seconded by Wayne Nickum. Passed unanimously.

D. Wayne Nickum moved to approve Freedom Tree at Buckley Bridge and clean-up performed in accordance with FEMA's scope of work. Seconded by Pat Layden. Passed unanimously. Lane Johnston moved to form Bridge Committee and appoint Lane Johnston, Wayne Nickum, Dwayne Nitz, Gary Tvrdik and Bill Ference. Seconded by Chuck Rusnak. Passed unanimously.

E. Tabled.

F. Under Planning Commission report.

G. Wayne reported no progress.

H. Tabled.

I. Lane Johnston will bring sample at next meeting.

J. Discussion regarding bulletin boards. Lane Johnston stated there is an existing glass one.

K. Pat Layden wrote letter to power company regarding noise.

L. Tabled.

M. Pump and Hall added to agenda. Pat Layden reported new system will be operational early in October.

7. Planning Commission and ARB Reports.

a. Reports were submitted.

8. New Business.

a. Motion made by Wayne Nickum to approve authorization for Gif Hampshire to review and draft memo regarding the water study as recommended by the Planning Commission report. Lane Johnston seconded. Passed unanimously.

b. Discussed previously.

c. Wayne Nickum moved to authorize Tom Peterson to contact Tim Hugo requesting 15-20 mph speed signs. Seconded by Chuck Rusnak. Passed unanimously.

d. Wayne Nickum made motion to approve \$600 from miscellaneous account for Welcoming Committee gift baskets. Seconded by Chuck Rusnak. Passed unanimously.

e. Chuck Rusnak to form Communication Committee to develop criteria.

f. Added to agenda. Pat Layden stated Buckley Bridge had vandalism. Tom Peterson and Wayne Nickum will clean up this week-end.

9. Executive session.

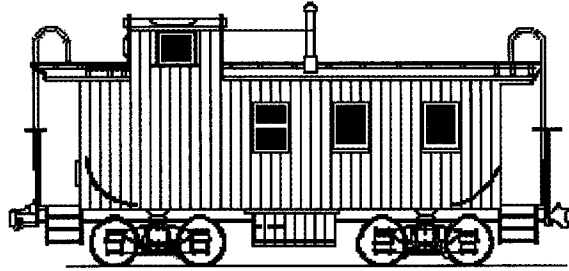
a. Motion made by Wayne Nickum, seconded by Pat Layden, to enter executive session to discuss legal matters on sale of old town hall. Passed unanimously. Motion adopted in compliance with Section 2.2-3712 of the Virginia Code (The Virginia Freedom of Information Act).

b. Motion made by Wayne Nickum, seconded by Tom Peterson, that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and

2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Passed unanimously.

Motion made by Wayne Nickum and seconded by Tom Peterson to adjourn at 10:30. Passed unanimously.



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, November 7, 2006 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Recognition of volunteers (Chuck Rusnak)
3. Report of the Treasurer
4. Reading of communication
5. 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 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
 - ✓ A. Update on sale of Old Town Hall and Town commitment to letter of intent (Lane Johnston/Royce Jarrendt)
 - ✓ B. Verizon discussions - Mike Anton
 - ✓ C. Update of Community Hall HVAC replacement and new key entry system. – (Lane Johnston)
 - ✓ D. Buckley Bridge (FEMA grant / Cleanup expenditure) presentation of bids – (Lane Johnston)
 - ✓ E. Disposal of old street signs (Wayne Nickum) *Tabled*
 - F. Town Plan revision update

- G. FEMA Flood Plain map
- H. Triangle renovation (Mike Anton)
- I. Calendar Committee (Lane Johnston)
- J. Upgrade of bulletin boards (Chuck Rusnak)
- K. Power plant noise
- L. Town records

7. Reports of Planning Commission and ARB

8. New business

- a. ✓ No. Va. Regional Commission presentation
- b. Current town investments (Wayne Nickum/ Marilyn Barton)
- c. Town Charter change -Speed limit (Tom Peterson)
- d. Committee budget requests for fiscal year (Tom Peetreson)
- e. Town Council volunteer recognition criteria

Adjournment

10. Executive session – Sale of Old Town Hall and other legal matters

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

POSTED November 1, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL,
TOWN WEBSITE (www.cliftonva.us)

Town of Clifton

Special Town Council Meeting

November 29, 2006

The purpose of the meeting is to appoint no more than 2 Town Council members to the negotiating team for the proposed sale of the Old Town hall to Royce Jarrendt who has exercised his Letter of Intent for the sale which was passed by the previous Town Council.

In Attendance- Tom Peterson, Mike Anton, Wayne Nickum, Lane Johnston, Chuck Rusnak, and several town residents.

Absent – Pat Layden.

Several ideas for completing the negotiating team.

1. Having a someone with a Real Estate background.
2. Having a member from the previous Town Council.

It was brought up that an up to date cost analysis should be performed and that Royce should provide a written request to exercise the Letter of Intent. Also discussed that it needs to be clarified to the team that it is set up to act in the best interests of the Town.

The Town Council in attendance were asked who had an interest in serving on the negotiating team. Tom stated that Pat Layden was interested and Mike and Chuck also said they were interested.

Motion made by Wayne to have Pat and Chuck represent the Town Council.

In favor – Chuck and Wayne

Opposed – Layne, Mike, and Tom

The motion did not pass.

Motion made by Layne to have Mike and Pat represent the Town Council

In Favor – Mike, Layne, and Tom.

Opposed – Chuck

Abstained – Wayne

The motion passed and Mike and Pat will represent the Town Council.

An issue was presented about a possible violation of a Use Permit by the Heart & Hand over the Holiday weekend. Although the members of the Town Council present at the Special Meeting voted to address the issue by sending letters to the parties involved, it was discovered on Monday through discussion with Giff Hampshire (Town Attorney) that the motion was invalid as it was not part of the Special Meeting Agenda and not all Town Council members were in attendance as is required to address additional issues that are brought up at Special Meetings. No action was taken by the Town Council.

Subj: **Re: November DRAFT TC Minutes.**
Date: 12/5/2006 7:55:00 AM Eastern Standard Time
From: CLIFNICK@att.net
To: Lampbulb@aol.com
File: **TCMinutesNov06DRAFT.wpd** (11736 bytes) DL Time (49333 bps): < 1 minute
Sent from the Internet (Details)

a. Motion made by Wayne Nickum, seconded by Pat Layden to enter executive session to discuss legal matters on sale of old town hall Passed unanimously. Motion adopted in compliance with Section 2.2-3712 of the Virginia Code (The Virginia Freedom of Information Act).

Motion made by Wayne Nickum, seconded by Tom Peterson that certifies to the best of each member's knowledge:

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

PLEASE ADDED UNDER EXECUTIVE SESSION

THANKS

----- Original message from Lampbulb@aol.com: -----

Attached.

From: Lampbulb@aol.com
To: CLIFNICK@worldnet.att.net, Mayorofcliftonva@aol.com, michael.anton@cox.net, lgjohnston@cox.net, pjlayden@verizon.net, crusnak@cox.net
Subject: November DRAFT TC Minutes.
Date: Tue, 5 Dec 2006 11:56:11 +0000
Content-Type: Multipart/mixed;
boundary="NextPart_Webmail_9m3u9jI4I_25327_1165323272_2"

Gifford R. Hampshire
Email: ghampshire@bklawva.com

November 7, 2006

Department of State Police
P.O. Box 27472
Richmond, VA 23261-7472


Re: VFOIA Request
Investigation into Money Missing from the Town of Clifton, Virginia

Dear Sir or Madam:

I serve as Town Attorney for the Town of Clifton, Virginia. Please regard this as a Virginia Freedom of Information Act ("VFOIA") request pursuant to Va. Code Ann. § 2.2-3704 to the Virginia State Police, ("the VSP") for all public records and documents in the possession of the VSP, its employees, or other agents in any way referring or relating to the investigation conducted by the VSP into money missing from the Town of Clifton, Virginia arising from a Town-sponsored Halloween event in 2003. The term "public records" shall be as defined by Va. Code Ann. § 2.2-3701 and shall include writings and recordings generated or received since January 1, 2003. Detective Bill Guyton (retired) and 1st Sgt. Mike Smith investigated this matter.

This request is being submitted on behalf of Tom Peterson, Mayor of the Town of Clifton and a citizen of the Commonwealth of Virginia. Mayor Peterson requests that the VSP respond in the manner and within the time frame provided by VFOIA. The response should be made to me, as the Town of Clifton's attorney, at the address set forth on this letterhead.

Sincerely,



Gifford R. Hampshire
Town Attorney

GRH/pcm
cc: Town Council

Approved Nov 7, 2007

Proposed Bridge Committee

Lane Johnston
Wayne Nickum
Dwayne Nitz
Gary Tvrdik
Bill Ference

Community Hall Report

November 7, 2006

--Lane Johnston

HVAC Control System

The HVAC computer control system is installed and working according to Joe Turner of Coastal Automation. There are no wall controls. A telephone line was installed in the mechanical room, and Joe will control the heating and air conditioning temperatures via that modem. In about two months, probably the January meeting, Joe will make a formal presentation to us on how the system is working.

Hot Water Heater

I am going to look into replacing our existing hot water heater with another instantaneous heater system, recommended by Joe Turner. Here's why:

- A NOVEC staff person commented that our hot water heater is large enough to run 4 hot tubs. . .
- Joe Turner estimates it costs us about \$5.40 an hour to run the hot water heater, which multiplies out to \$345 per month just to get the water hot and keep it hot if no hot water is used

Following are excerpts from a Nov. 3, 2006 email from Joe Turner:

"So assuming the water in the tank is cold when it is first turned ON & it takes 2 hrs ??? to heat the water in the tank, and no water is drawn off all day, and it has to run a cumulative time of 2 hrs ??? during the next 22 hrs to replace the heat lost by convection. That would be about \$21.60 for the first day and \$10.80 for each additional day if no hot water is used. Of course if hot water is used it would increase the run time. Then during the summer the heat that is lost to the air by convection has to be removed by the AC which is a few more dollars per day.

The \$5.40 per hour is a fairly accurate number because I can calculate the watts used by the cost per watt. However, the hours of runtime are estimates and could be way off, and will of course vary due to water temperature settings, etc.

My recommendation is to have instantaneous heaters installed at each faucet, 1 in the kitchen and 1 in each restroom. Unless you are not concerned with hot water in the restrooms in which case just one in the kitchen. An instantaneous heater only energizes when water is drawn through the hot water faucet. Another advantage is that you don't have to wait for the hot water to get from the water heater to the faucet because the instantaneous heater is located under the sink only a few inches from the faucet. "

Keys to Community Hall

I have installed a reprogrammable \$30 lock box on the left wall outside the front door. Renters will be given the combination and they may access the Hall using that key.

Town of Clifton
Planning Commission Report 10/24/2006

In attendance: members Lev Buller, Patrick Pline, Susan Yantis, Lane Johnston, Kathy Kalinowski, Judy McNamara, Mac Arnold, Marilyn Stoney.

1. Silva application: recommended revised plat for approval contingent on incorporation of Joe McClellan's comments in his letter dated October 30, 2006.
2. Recommend review of Memorandum between NVRC and Town by Town Attorney and pending his approval, recommend Town agreement to Memorandum and allocation of \$5,000 cost to participate in Water Study as part of the NVRC group of municipalities.

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, November 06, 2006 10:52 PM
To: Nickum, Wayne (OCFO); pjlayden@verizon.net; Mikefanton@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; Lampbulb@aol.com; clifnick@worldnet.att.net; chuckles3293@hotmail.com; crusnak@cox.net; ghampshire@blankeith.com
Cc: Barton, Marilyn
Subject: Oct 06 Financial Reports
Importance: High



Good evening all,

I'm attaching the Treasurer's Reports for the YTD period ended October 31, 2006 for your comments and review.

Please note that I have entered the appropriate pre-audited accrual entries for the year ended 6/30/06. These entries reflect revenues and expenses that were incurred in FY06, yet paid during the current FY07 in the appropriate periods. These entries will effect the Balance Sheet and the P&L. Also the report now reflects the most recently approved Amended Budget.

I will be recommending that the majority of the savings funds currently at SunTrust be invested in the LGIP account to maximum investment returns. After further analysis an investment policy will be developed for consideration at a future Town Council meeting.

Please let me know if you have any questions or comments. Look forward to seeing you at the meeting.

Sincerely,

Marilyn

cell 703 967 6602

Town of Clifton
Balance Sheet
 As of October 31, 2006

Oct 31, 06 Notes:

ASSETS

Current Assets

Checking/Savings

Checking-SunTrust	(2,535.42)	<i>Check float</i>
Investments-LGIP	105,293.48	
Investments - SunTrust		
CPC PC Escrow Fund	1,033.15	
Haunted Trail Funds	6,863.76	
Playground Reserve Fund	5,348.82	
Investments - SunTrust - Other	<u>124,516.23</u>	
Total Investments - SunTrust	<u>137,761.96</u>	

UBS Investment 199,924.59

Total Checking/Savings 440,444.61

Accounts Receivable

Accounts Receivable

BPOL Receivable	1,655.34	
Due from CLC LLC Escrow Acct	(130,591.58)	<i>Pending FY05 audit adjustments</i>
Sales Tax Receivable	3,274.94	
Accounts Receivable - Other	<u>6,842.94</u>	
Total Accounts Receivable	<u>(118,818.36)</u>	

Total Accounts Receivable (118,818.36)

Other Current Assets

Other Current Assets

Undeposited Funds	<u>(937.45)</u>	<i>Pending FY05 audit adjustment</i>
Total Other Current Assets	<u>(937.45)</u>	

Total Other Current Assets (937.45)

Total Current Assets 320,688.80

Fixed Assets

Fixed Assets

Buckley Park Bridge	18,233.45	
Buildings		
Caboose	52,885.18	
Old Town Hall	13,141.90	
Buildings - Other	<u>11,353.56</u>	
Total Buildings	<u>77,380.64</u>	

Caboose Plaza 35,040.00

Equipment 24,963.96

Improvements 1,783.43

Land

NVCT-No Va Conservancy Trust 80,665.00

Land - Other 53,987.30

Total Land 134,652.30

**Town of Clifton
 Balance Sheet
 As of October 31, 2006**

	<u>Oct 31, 06</u>	<i>Notes:</i>
Main St. Bridge	6,338.00	
Playground Equipment	14,142.22	
Real Estate Owned-HUD Homes	598,493.69	
Sidewalks	45,733.00	
Total Fixed Assets	<u>956,760.69</u>	
Total Fixed Assets	956,760.69	
Other Assets		
Accumulated Depreciation		
Buildings	(35,623.00)	
Equipment	(28,064.00)	
Improvements	(79,805.00)	
Total Accumulated Depreciation	<u>(143,492.00)</u>	
Investment in Fixed Assets	(134,110.00)	<i>Pending FY05 audit adjustments</i>
Total Other Assets	<u>(277,602.00)</u>	
TOTAL ASSETS	<u>999,847.49</u>	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	3,620.31	
CPC Escrow Fund Balance	1,033.15	
Total Accounts Payable	<u>4,653.46</u>	
Other Current Liabilities		
Accrued Interest on Mortgages	11,924.00	
Due to CLC LLC Escrow Acct	(155,921.89)	<i>Pending FY05 audit adjustments</i>
Mortgages Payable-HUD Homes	611,900.00	
Payroll Liabilities		
FICA	(841.50)	
Total Payroll Liabilities	<u>(841.50)</u>	
Total Other Current Liabilities	<u>467,060.61</u>	
Total Current Liabilities	<u>471,714.07</u>	
Total Liabilities	471,714.07	
Equity		
Opening Bal G.F. Equity	186,808.66	
Retained Earnings	366,141.50	
Net Income	(24,816.74)	
Total Equity	<u>528,133.42</u>	
TOTAL LIABILITIES & EQUITY	<u>999,847.49</u>	

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

This report now reflects FY06 accruals and amended FY07 Budget

Ordinary Income/Expense	Jul - Oct 06	Budget	\$ Over Budget	% of Budget
Income				
Interest Income	2,559	2,000	559	128%
Community Hall Revenues				
Community Hall Rentals	3,857	5,000	(1,143)	77%
Total Community Hall Revenues	3,857	5,000	(1,143)	77%
Grants				
Federal				
FEMA	0	26,667	(26,667)	0%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	6,667	(6,667)	0%
SAFET-LU Grant - Other	0	26,667	(26,667)	0%
Total SAFET-LU Grant	0	33,334	(33,334)	0%
Transportation Project-Trails				
Town Match-Trails	0	3,400	(3,400)	0%
Transportation Project-Trails - Other	0	17,000	(17,000)	0%
Total Transportation Project-Trails	0	20,400	(20,400)	0%
Federal - Other	0			
Total Federal	0	80,401	(80,401)	0%
Other				
CBA Grant	0	2,000	(2,000)	0%
Donations	0	66,667	(66,667)	0%
Total Other	0	68,667	(68,667)	0%
Total Grants	0	149,068	(149,068)	0%
Haunted Trail Event	0	0	0	0%
Other Income	2,300			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	0	6,667	(6,667)	0%
Tax and Permits Revenue				
Franchise Fees - Cox Cable	1,605	2,667	(1,062)	60%
ABC Profits	222	300	(78)	74%
ARB Permits	65	30	35	217%
Cigarette Tax	957	1,017	(60)	94%
Motor Vehicle Tags	200	5,800	(5,600)	3%
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	1,901	6,384	(4,483)	30%
Use Permits	175	267	(92)	66%
Utility Consumption Tax	242	247	(5)	98%
Total Tax and Permits Revenue	6,561	18,412	(11,851)	36%
Total Income	15,277	181,347	(166,070)	8%
Expense				
Payroll Expenses				
Payroll Taxes				
FICA	0	0	0	0%
Total Payroll Taxes	0	0	0	0%
Total Payroll Expenses	0	0	0	0%
Contractual				
Citizens' REcognition Fund	0	600	(600)	0%
Insurance	5,369	6,442	(1,073)	83%

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

This report now reflects FY06 accruals and amended FY07 Budget

	<u>Jul - Oct 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Town Government				
Architectural Review Board	0	67	(67)	0%
BZA	0	33	(33)	0%
Planning Commission	2,500	1,667	833	150%
Town Committees Expense	95	667	(572)	14%
Total Town Government	2,595	2,434	161	107%
Professional Fees				
Web site maintenance	0	800	(800)	0%
Professional fees - Other	0	1,000	(1,000)	0%
Accounting	6,581	15,000	(8,419)	44%
Legal Fees	5,562	2,667	2,895	209%
Special Counsel	760	1,000	(240)	76%
Total Professional Fees	12,903	20,467	(7,564)	63%
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	100	100	0	100%
Total Rent	513	700	(187)	73%
Town Facilities				
Beautification Comm.	1,194	1,417	(223)	84%
Buckley Park FEMA Cleanup	0	1,067	(1,067)	0%
Grounds Maintenance	1,057	500	557	211%
Town Hall Maintenance	298	1,667	(1,369)	18%
Town Office	0	1,633	(1,633)	0%
Office Equipment Expense	0	1,733	(1,733)	0%
Total Town Facilities	2,549	8,017	(5,468)	32%
Town Services				
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	1,350	3,200	(1,850)	42%
Trash Collection	192	367	(175)	52%
Total Town Services	1,542	9,567	(8,025)	16%
UBS Investment Loss				
	909			
Utilities				
Gas and Electric	(519)	167	(686)	(311%)
Town Voice Mail	76			
Water	170	150	20	113%
Total Utilities	(273)	317	(590)	(86%)
Dues and Subscriptions				
Conference Attendance	0	667	(667)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	117	(117)	0%
Total Dues and Subscriptions	0	1,234	(1,234)	0%
Caboose Expenses				
Caboose - Trentane Gas	96	83	13	116%
Caboose Electric	48	83	(35)	58%
Caboose Maintenance	25	100	(75)	25%
Total Caboose Expenses	169	266	(97)	64%

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

This report now reflects FY06 accruals and amended FY07 Budget

	<u>Jul - Oct 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Community Hall Expenses				
C.H.-Cleaning	0	1,300	(1,300)	0%
C.H.-Equipment	109	133	(24)	82%
C.H.-General Maintenance	98	1,100	(1,002)	9%
C.H.-Management Fee	771	2,000	(1,229)	39%
C.H. - Electric	10,728	6,667	4,061	161%
C.H. Floors	500	100	400	500%
Total Community Hall Expenses	12,206	11,300	906	108%
Clifton Day Expenses	0	200	(200)	0%
Legal Advertising	192	375	(183)	51%
Mayoral Reimbursement	42	167	(125)	25%
Miscellaneous	285	433	(148)	66%
Printing and Reproduction	0	100	(100)	0%
Total Contractual	39,001	62,619	(23,618)	62%
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	200	(200)	0%
Commodities				
Computer Supplies	0	233	(233)	0%
Copies	11	17	(6)	65%
License Plates	829	855	(26)	97%
Miscellaneous	0	3,333	(3,333)	0%
Miscellaneous - Commodities	107	167	(60)	64%
Office Supplies	61	167	(106)	37%
Postage and Delivery	83	167	(84)	50%
Total Commodities	1,091	4,939	(3,848)	22%
CIF Expenses				
Comm Hall Equipment	0	1,333	(1,333)	0%
Comm Hall Improvements	0	6,000	(6,000)	0%
FEMA - Buckley Bridge Repair	0	26,667	(26,667)	0%
Signage	0	667	(667)	0%
Clifton Entrance Triangle	0	667	(667)	0%
CIF-Miscellaneous	0	66,667	(66,667)	0%
CIF-Playground Impr.	0	7,833	(7,833)	0%
CIF Cable Burial Undergrnd Util	0	2,333	(2,333)	0%
Total CIF Expenses	0	112,167	(112,167)	0%
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	17,000	(17,000)	0%
Total Fed Fund-Transportation Proj	0	17,000	(17,000)	0%
SAFET-LU Grant Administrator	0	6,667	(6,667)	0%
SAFET-LU Improvements	0	26,667	(26,667)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	3			
Total Expense	40,095	231,259	(191,164)	17%
Net Ordinary Income	(24,818)	(49,912)	25,094	50%
Net Income	(24,818)	(49,912)	25,094	50%

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, November 06, 2006 10:52 PM
To: Nickum, Wayne (OCFO); pjlayden@verizon.net; Mikefanton@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; Lampbulb@aol.com; clifnick@worldnet.att.net; chuckles3293@hotmail.com; crusnak@cox.net; ghampshire@blankeith.com
Cc: Barton, Marilyn
Subject: Oct 06 Financial Reports
Importance: High



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Marilyn

cell 703 967 6602

Town of Clifton
Balance Sheet
As of October 31, 2006

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Due to CLC LLC Escrow Acct	(155,921.89)	<i>Pending FY05 audit adjustments</i>
Mortgages Payable-HUD Homes	611,900.00	
Payroll Liabilities		
FICA	(841.50)	
Total Payroll Liabilities	<u>(841.50)</u>	
Total Other Current Liabilities	<u>467,060.61</u>	
Total Current Liabilities	<u>471,714.07</u>	
Total Liabilities	471,714.07	
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Town of Clifton
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July through October 2006

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SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	6,667	(6,667)	0%
SAFET-LU Grant - Other	0	26,667	(26,667)	0%
Total SAFET-LU Grant	0	33,334	(33,334)	0%
Transportation Project-Trails				
Town Match-Trails	0	3,400	(3,400)	0%
Transportation Project-Trails - Other	0	17,000	(17,000)	0%
Total Transportation Project-Trails	0	20,400	(20,400)	0%
Federal - Other	0			
Total Federal	0	80,401	(80,401)	0%
Other				
CBA Grant	0	2,000	(2,000)	0%
Donations	0	66,667	(66,667)	0%
Total Other	0	68,667	(68,667)	0%
Total Grants	0	149,068	(149,068)	0%
Haunted Trail Event	0	0	0	0%
Other Income	2,300			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	0	6,667	(6,667)	0%
Tax and Permits Revenue				
Franchise Fees - Cox Cable	1,605	2,667	(1,062)	60%
ABC Profits	222	300	(78)	74%
ARB Permits	65	30	35	217%
Cigarette Tax	957	1,017	(60)	94%
Motor Vehicle Tags	200	5,800	(5,600)	3%
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	1,901	6,384	(4,483)	30%
Use Permits	175	267	(92)	66%
Utility Consumption Tax	242	247	(5)	98%
Total Tax and Permits Revenue	6,561	18,412	(11,851)	36%
Total Income	15,277	181,347	(166,070)	8%
Expense				
Payroll Expenses				
Payroll Taxes				
FICA	0	0	0	0%
Total Payroll Taxes	0	0	0	0%
Total Payroll Expenses	0	0	0	0%
Contractual				
Citizens' REcognition Fund	0	600	(600)	0%
Insurance	5,369	6,442	(1,073)	83%

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

This report now reflects FY06 accruals and amended FY07 Budget

	<u>Jul - Oct 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Town Government				
Architectural Review Board	0	67	(67)	0%
BZA	0	33	(33)	0%
Planning Commission	2,500	1,667	833	150%
Town Committees Expense	95	667	(572)	14%
Total Town Government	2,595	2,434	161	107%
Professional Fees				
Web site maintenance	0	800	(800)	0%
Professional fees - Other	0	1,000	(1,000)	0%
Accounting	8,581	15,000	(8,419)	44%
Legal Fees	5,562	2,687	2,895	209%
Special Counsel	760	1,000	(240)	76%
Total Professional Fees	12,903	20,467	(7,564)	83%
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	100	100	0	100%
Total Rent	513	700	(187)	73%
Town Facilities				
Beautification Comm.	1,194	1,417	(223)	84%
Buckley Park FEMA Cleanup	0	1,067	(1,067)	0%
Grounds Maintenance	1,057	500	557	211%
Town Hall Maintenance	298	1,667	(1,369)	18%
Town Office	0	1,633	(1,633)	0%
Office Equipment Expense	0	1,733	(1,733)	0%
Total Town Facilities	2,549	8,017	(5,468)	32%
Town Services				
Fire Program	0	8,000	(8,000)	0%
Grass Mowing	1,350	3,200	(1,850)	42%
Trash Collection	192	367	(175)	52%
Total Town Services	1,542	9,567	(8,025)	16%
UBS Investment Loss	909			
Utilities				
Gas and Electric	(519)	167	(686)	(311%)
Town Voice Mail	76			
Water	170	150	20	113%
Total Utilities	(273)	317	(590)	(86%)
Dues and Subscriptions				
Conference Attendance	0	667	(667)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	117	(117)	0%
Total Dues and Subscriptions	0	1,234	(1,234)	0%
Caboose Expenses				
Caboose - Trentane Gas	96	83	13	116%
Caboose Electric	48	83	(35)	58%
Caboose Maintenance	25	100	(75)	25%
Total Caboose Expenses	169	266	(97)	84%

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

This report now reflects FY06 accruals and amended FY07 Budget

	<u>Jul - Oct 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Community Hall Expenses				
C.H.-Cleaning	0	1,300	(1,300)	0%
C.H.-Equipment	109	133	(24)	82%
C.H.-General Maintenance	98	1,100	(1,002)	9%
C.H.-Management Fee	771	2,000	(1,229)	39%
C.H. - Electric	10,728	6,667	4,061	161%
C.H. Floors	500	100	400	500%
Total Community Hall Expenses	12,206	11,300	906	108%
Clifton Day Expenses				
Clifton Day Expenses	0	200	(200)	0%
Legal Advertising	192	375	(183)	51%
Mayoral Reimbursement	42	167	(125)	25%
Miscellaneous	285	433	(148)	66%
Printing and Reproduction	0	100	(100)	0%
Total Contractual	39,001	62,619	(23,618)	62%
Haunted Trail Expenses				
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event				
Summer in the Parks Event	0	200	(200)	0%
Commodities				
Computer Supplies	0	233	(233)	0%
Copies	11	17	(6)	65%
License Plates	829	855	(26)	97%
Miscellaneous	0	3,333	(3,333)	0%
Miscellaneous - Commodities	107	167	(60)	64%
Office Supplies	61	167	(106)	37%
Postage and Delivery	83	167	(84)	50%
Total Commodities	1,091	4,939	(3,848)	22%
CIF Expenses				
Comm Hall Equipment	0	1,333	(1,333)	0%
Comm Hall Improvements	0	6,000	(6,000)	0%
FEMA - Buckley Bridge Repair	0	26,667	(26,667)	0%
Signage	0	667	(667)	0%
Clifton Entrance Triangle	0	667	(667)	0%
CIF-Miscellaneous	0	66,667	(66,667)	0%
CIF-Playground Impr.	0	7,833	(7,833)	0%
CIF Cable Burial Undergrnd Util	0	2,333	(2,333)	0%
Total CIF Expenses	0	112,167	(112,167)	0%
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	17,000	(17,000)	0%
Total Fed Fund-Transportation Proj	0	17,000	(17,000)	0%
SAFET-LU Grant Administrator				
SAFET-LU Grant Administrator	0	6,667	(6,667)	0%
SAFET-LU Improvements				
SAFET-LU Improvements	0	26,667	(26,667)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	3			
Total Expense	40,095	231,259	(191,164)	17%
Net Ordinary Income	(24,818)	(49,912)	25,094	50%
Net Income	(24,818)	(49,912)	25,094	50%

The Lexington Group, L.L.C.

Architects Builders Developers
Member NVBIA Custom Builders Council

Katherine Kalinowski
Town of Clifton
Planning Commission
12801 Ford La.
Clifton, VA 20124

October 12, 2006

Ref: Silva Residence
7151 Pendleton Ave.

Dear Ms Kalinowski

Attached are drawings for the storm sewer pipe at 7151 Pendleton Ave. These drawings have been revised incorporating Mr. McClellan's comments. He asked for grading which would direct drainage from the upper lot into the open grate located at the upper end of this pipe.

I have also enclosed a copy of the U.S. Army Corp of Engineers approval and permit for this work to take place. Should you have any questions please contact me at 703 266-0767.

Sincerely,



Royce C. Jarrendt, member
The Lexington Group, L.L.C.

Cc. Joseph W. McClellan



William H. Gordon Associates, Inc.

4340 Prince William Parkway, Suite 101
Prince William, Virginia 22192
phone 703-580-0409
fax 703-551-1008

October 30, 2006

Ms. Katherine Kalinowski, Chair
TOWN OF CLIFTON
PLANNING COMMISSION
P.O. Box 126
Clifton, Virginia 20124

RE: Silva Property (Parcel A Division of the Christine F. Fairfax Property, AKA
Pendleton Ave)
WHGA Job # 1620-0101

Dear Ms. Kalinowski:

William H. Gordon Associates (WHGA), Inc. is pleased to provide our recommendations concerning the application by The Lexington Group to modify the previously approved grading plan and install a 30" storm sewer through the property. The following comments are provided:

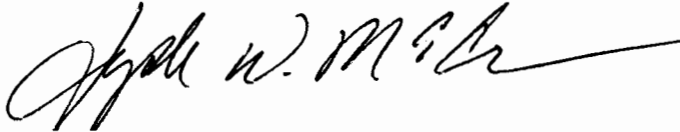
1. The engineer should provide the drainage area to the inlet (Proposed Str. #5) along with the computations that reflect the depth of ponding over the inlet. The ponded depth should be investigated to insure that there is no impact on the adjoining property.
 - a. The inlet is referenced in the drawings as a DI-7 with a Type A grate, the grate should be a Type A II. This designation will result in a bar spacing of 1" while a Type A I would have 3" spacing between the bars.
 - b. Permission will need to be obtained from Fairfax County for construction of the new inlet on their property.
2. The wetlands certificate was not signed on this set of drawings.
3. The drainage along Chapel Road is shown at a slope of 0.5%, when 2% minimum slope must be maintained to insure positive drainage in a grass area. A previous comment in June was to add inlets to insure that the lot was able to drain. The designer needs to evaluate the drainage along Chapel Road to insure positive drainage.
4. The grading shown on Parcel B reflects approximately one foot of cut through the drip line of an existing tree. The applicant should have an arborist look at the tree and evaluate the impact of this grading to insure survival of the tree. A review of the Fairfax County Tax Records indicates that the same individual owns both parcels, otherwise permission would need to be obtained to perform the grading shown.

Ms. Katherine Kalinowski
Acacia Lodge
Page 2

I recommend approval of the application subject to the above comments. If you should have any questions or need additional information please do not hesitate to contact me.

Sincerely,

WILLIAM H. GORDON ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Joseph W. McClellan", with a long horizontal flourish extending to the right.

Joseph W. McClellan, P.E.
Vice President

G:\Project\Admin\1620 Town of Clifton\0101\Silva Property\061030 Grading Plan.doc



DEPARTMENT OF THE ARMY
NORFOLK DISTRICT, CORPS OF ENGINEERS
FORT NORFOLK, 803 FRONT STREET
NORFOLK, VIRGINIA 23510-1096

REPLY TO
ATTENTION OF:

September 11, 2006

Northern Virginia Regulatory Section
NAO-2006-5856 (7151 Pendleton Avenue)

The Lexington Group, L.L.C.
Attn: Royce C. Jarrendt
12644 Chapel Road, Suite 215
Clifton, Virginia 20124

Gentlemen:

This is in response to your pre-construction notification to perform certain work in waters of the United States located at 7151 Pendleton Avenue, in Clifton, Virginia, in Fairfax County, Virginia. Your proposal has been reviewed.

We have determined that your request to install a storm sewer in an unnamed tributary associated with the construction of a proposed single-family residence satisfies the criteria contained in the Corps' Nationwide Permit Number 12 (copy enclosed). You are authorized to permanently impact approximately 180 linear feet of an unnamed tributary to for the installation of a storm sewer in accordance with your plans dated July 1, 2005.

The Corps Nationwide Permits were published in the Federal Register (67 FR 2020) on January 15, 2002 as corrected by Federal Register (67 FR 6692) on February 13, 2002 and Federal Register (67 FR 8579) on February 25, 2002 and the regulations governing their use can be found in 33 CFR 330 published in Volume 56, Number 226 of the Federal Register dated November 22, 1991. Enclosed is a "Compliance Certification" form, which must be signed and returned within 30 days of completion of the project. Your signature on this form certifies that you have completed the work in accordance with the terms and conditions of the Nationwide Permit Program. Provided your proposal is carried out in accordance with your pre-construction notification and the stated contingencies and enclosed "General Conditions" are met, an individual Department of the Army permit will not be required. Any additional impacts to wetlands or other waters of the United States within the current project area or any additional parts or parcels thereof may require an individual permit.

You must also adhere to the 401 certification conditions issued by the Virginia Department of Environmental Quality (DEQ) outlined in their letter of March 29, 2002 or obtain an individual permit from DEQ. The Corps' Nationwide Permit conditions and 401 certification conditions are attached. Also, a permit may be required from the Virginia Marine Resources Commission and/or your local wetlands board, and this verification is not valid until you obtain their approval, if necessary. You may contact the Virginia Marine Resources Commission at (757) 247-2200 for further information concerning their permit requirements.


RECEIVED SEP 11 2006

This authorization does not relieve your responsibility to comply with local requirements pursuant to the Chesapeake Bay Preservation Act (CBPA), nor does it supercede local government authority and responsibilities pursuant to the Act. You should contact your local government before you begin work to find out how the CBPA applies to your project.

This verification is valid until the nationwide permit is modified, reissued, or revoked. All of the existing nationwide permits are scheduled to be modified, reissued, or revoked prior to March 18, 2007. If the nationwide permit(s) verified in this letter are reissued without modification or if your activity complies with any subsequent nationwide permit, the expiration date of this verification will not change. However, if the nationwide permit(s) verified in the letter are modified or revoked so that the activity listed above would no longer be authorized and you have commenced or are under contract to commence the work, you will have twelve months from the date of that permit change to complete the activity. Activities completed under the authorization of a nationwide permit which was in effect at the time the activity was completed continue to be authorized by that nationwide permit. It is your responsibility to remain informed of changes to the nationwide permits. We will issue a special public notice announcing any changes to the nationwide permits when they occur.

If you have any questions, please contact Ms. Theresita Crockett-Augustine in the Northern Virginia Field Office at 18139 Triangle Plaza, Suite 213, Dumfries, Virginia 22026, (703) 221-9736.

Sincerely,



Bruce Williams
Chief, Northern Virginia
Regulatory Section

Enclosures



U.S. Army Corps
Of Engineers
Norfolk District

**CERTIFICATE OF COMPLIANCE
WITH
U.S. ARMY CORPS OF ENGINEERS' PERMIT**

Permit Number: NAO-2006-5856

Name of Permittee: The Lexington Group, L.L.C.

Date of Issuance: September 11, 2006

Permit Type: Nationwide Permit Number 12

Within 30 days of completion of the activity authorized by this permit, sign this certification and return it to the following address:

U.S. Army Corps of Engineers - Norfolk District
Northern Virginia Field Office
18139 Triangle Plaza, Suite 213
Dumfries, Virginia 22026
Attn: Ms. Theresita Crockett-Augustine

Please note that your permitted activity is subject to a compliance inspection by an U.S. Army Corps of Engineers representative. If you fail to comply with this permit you are subject to permit suspension, modification or revocation.

I hereby certify that the work authorized by the above referenced permit has been completed in accordance with the terms and conditions of the said permit.

Signature of Permittee

Date



U.S. Army Corps
Of Engineers
Norfolk District

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WITH
U.S. ARMY CORPS OF ENGINEERS' PERMIT**

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Signature of Permittee

Date

FREEDOM TREE SERVICE, INC.

Service for all your arboreal needs

5004 Gum Spring Road
Manassas, Virginia 20109
Telephone (703) 753-4900
frdmtree@aol.com
www.freedomtreeservice.com



**Freedom Tree Service Proposal
Buckley Bridge**

Customer: Town of Clifton 90 Lane Johnston
Phone: (703) 222-9872 Work Phone: _____ Date: 10/18/06
Street Job Location: 12820 Clifton Creek Dr.
City, State, Zip: Clifton, VA 20124

We hereby submit the following specifications and estimate for:

Remove trees in creek.

Remove trees leaning over trail.

Mowing, as discussed.

All tree debris will be spread in woods naturally.

Estimate total: \$3,200.00

FREEDOM TREE SERVICE, INC.

by: John B. Curt

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to TCIA standard practices. Any alteration or deviation from the above specifications will involve extra cost and will be billed as an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, acts of God or delays beyond our control. Freedom Tree Service, Inc. will not be responsible for any underground or subterranean conditions or obstacles (septic tank, sprinkler systems, electric dog fences, etc.) not brought to the attention of the above representative of Freedom Tree Service, Inc..

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Should payment not be made as outlined above, I hereby agree to pay all cost of collection including a reasonable attorney's fee of not less than 25% of the amount outstanding and due.

Please make note of any underground obstacles:

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Please make note of any underground obstacles:

Care of Trees Proposal

Buckley Bridge

Subject: RE: Clifton Proposal

>> Date: Fri, 20 Oct 2006 06:14:20 -0500

>> From: "Walton, Jeff" <jwalton@thecareoftrees.com>

>> To: "Michael Anton" <michael.anton@cox.net>

>>

>> Hello Mr. Anton,

>>

>> Sorry it took me a few days to get back to you. What I am basing my
>> proposal on is using that gravel access path on the other side of the
>> creek to bring a chip truck and chipper (chipping debris into the chip
>> truck and dumping it nearby), or, pulling the chipper behind a pick-up
>> truck and blowing the chips into the wooded area along the path. As far
>> as the wood is concerned (basically anything that can't be fed through
>> the chipper) it would be cut up into manageable lengths and left on the
>> closest bank.

Either way it will be a time and materials proposal to
>> provide two men with equipment for approximately seven 10 hour days,
>> portal to portal, at a cost of \$ 12,600.00.

>>

>> Jeff Walton

Care of Trees Proposal

Buckley Bridge

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>>

>> Jeff Walton

Subj: RE: Confidential Attorney Client Communication/Attorney Work Product
Date: 10/17/2006 12:54:08 PM Eastern Standard Time
From: ghampshire@blankeith.com
To: pjlayden@verizon.net, michael.anton@cox.net, chuckles3293@hotmail.com, lgjohnston@cox.net, clifnick@worldnet.att.net, tommypclifton@aol.com, lampbulb@aol.com
Sent from the Internet (Details)

I can answer some of these questions now and would be glad to attend for any follow up, if that is the Council's desire.

1. I have not looked at the letter of intent in a while, but my recollection, consistent with the nature of letters of intent, is that neither party is bound to do any thing by virtue of it. It just set up some parameters that gave Royce some comfort to pursue engineering, etc. during which time the Town would not market the property or sell it to someone else. A contract of sale would still need to be hammered out to commit the Town to sell and Royce to buy.

2. An advertised public hearing is required for the sale of the Town Hall pursuant to Va. Code Ann. 15.2-1800. Wayne has called to my attention an additional requirement for Towns and cities (that is not applicable to counties) that the Town Council must pass an ordinance by a recorded affirmative vote of three-fourths of all members elected to the Council. See Va. Code Ann. 15.2-2100. The Mayor can veto the ordinance, but that veto can be overridden by another recorded affirmative vote of three fourths of the members elected to Council.

3. Public hearings would be required by both the Planning commission and the Town Council to rezone the property. Both public hearings would need to be advertised. Advertising a joint hearing of both bodies is an option. The Planning Commission recommends but the Town Council is not obligated to follow the recommendation in deciding whether to rezone. Both the Planning Commission and the Town Council make their respective decisions by majority vote.

4. In the way of additional concerns and advice, I repeat the same advice that I gave the former Council that there should be no link between the desire to sell the Town Hall and the merits of the rezoning. Otherwise, the rezoning might be subject to attack as illegal contract zoning, with the perception being that the only reason the Town is rezoning the property is for the money the sale will bring. The minutes of the Planning Commission and Town Council public hearings on the rezoning should speak to the good or bad land use reasons for change or no change in zoning classification of the property and should not reflect that the rezoning is being done to facilitate a sale to Royce or anyone else.

Again, I am happy to attend the November meeting if that is the Council's desire. Giff

—Original Message—

From: pjlayden@verizon.net [mailto:pjlayden@verizon.net] Sent: Tuesday, October 17, 2006 11:41 AM
 To: michael.anton@cox.net; chuckles3293@hotmail.com; lgjohnston@cox.net; clifnick@worldnet.att.net; tommypclifton@aol.com; lampbulb@aol.com; pjlayden@verizon.net

Cc: Gifford Hampshire
Subject: Old Town Hall

Tom,

RE: Legal Advice

Will you ask Giff to attend our November 7 Town Council meeting. I think we need some guidance related to the potential sale of the Old Town Hall. Other Council members may have additional questions.

1. Letter of Intent signed by Royce Jarrendt and Jim Chesley, October 25, 26, 2005. What is this Council's obligation regarding the Letter of Intent?
2. Sale of the Old Town Hall. Are notification and a public hearing required? Voting requirements for the sale, majority or two thirds?
3. Rezone Old Town Hall property. Are notification and a public hearing required? Voting requirements for the rezone, majority or two thirds?
4. Additional concerns and advice that we should consider regarding this matter.

Thanks,

Pat

Subj: **Old Town Hall**
Date: 10/17/2006 10:41:01 AM Eastern Standard Time
From: pjlayden@verizon.net
To: michael.anton@cox.net, chuckles3293@hotmail.com, lgjohnston@cox.net, clifnick@worldnet.att.net,
tommypclifton@aol.com, lampbulb@aol.com, pjlayden@verizon.net
CC: ghampshire@blankeith.com
Sent from the Internet (Details)

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RE: Legal Advice

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4. Additional concerns and advice that we should consider regarding this matter.

Thanks,

Pat

Gifford R. Hampshire
Email: ghampshire@bklawva.com

November 7, 2006

Department of State Police
P.O. Box 27472
Richmond, VA 23261-7472

Re: VFOIA Request
Investigation into Money Missing from the Town of Clifton, Virginia

Dear Sir or Madam:

I serve as Town Attorney for the Town of Clifton, Virginia. Please regard this as a Virginia Freedom of Information Act ("VFOIA") request pursuant to Va. Code Ann. § 2.2-3704 to the Virginia State Police, ("the VSP") for all public records and documents in the possession of the VSP, its employees, or other agents in any way referring or relating to the investigation conducted by the VSP into money missing from the Town of Clifton, Virginia arising from a Town-sponsored Halloween event in 2003. The term "public records" shall be as defined by Va. Code Ann. § 2.2-3701 and shall include writings and recordings generated or received since January 1, 2003. Detective Bill Guyton (retired) and 1st Sgt. Mike Smith investigated this matter.

This request is being submitted on behalf of Tom Peterson, Mayor of the Town of Clifton and a citizen of the Commonwealth of Virginia. Mayor Peterson requests that the VSP respond in the manner and within the time frame provided by VFOIA. The response should be made to me, as the Town of Clifton's attorney, at the address set forth on this letterhead.

Sincerely,



Gifford R. Hampshire
Town Attorney

GRH/pcm
cc: Town Council

Final

**MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, December 5, 2006
12641 Chapel Road
Clifton, VA 20124**

Council Members

Present: Tom Peterson, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Mike Anton.

The Town Council Meeting was called to order at 7:30 p.m.

Public Hearing.

Mike Anton discussed meeting he had with Verizon Franchise Committee and that their recommendation is to pass the agreement. Four representatives from Verizon, Scott Sisk, Richard Beville, George Cuthrie and Douglas Brammer were present to answer any questions. After citizens' questions were answered, Tom Peterson made a motion to move the franchise agreement to Unfinished Business. Seconded by Pat Layden. Passed unanimously.

1. Reading of minutes.

- a. Motion made by Wayne Nickum to approve November 6, 2006 Town Council minutes, seconded by Lane Johnston. Passed with one opposed, Chuck Rusnak, who stated minutes need to be submitted sooner.
- b. Wayne Nickum moved to approve the minutes from the special November 29, 2006 town council meeting. Seconded by Chuck Rusnak. Passed unanimously.

2. Recognition of Volunteers.

Chuck Rusnak stated the committee will meet next week. Tabled until next meeting.

3. Treasurer's Report.

- a. Marilyn Barton recommended the town council approve the draft audit for FY05. She discussed the notes to financial statements for period ending November 30, 2006. Wayne Nickum made motion to approve 6-30-05 audit report. Seconded by Chuck Rusnak. Passed unanimously. Wayne Nickum moved to approve the treasurer's report. Seconded by Mike Anton. Passed unanimously.

4. Reading of Communications to Mayor.

- a. The Mayor received a memo regarding property maintenance code from Fairfax County Department of Planning and Zoning.
- b. Letter from Denise Murphy regarding noise ordinance involving her son Paul playing bagpipes. Lane Johnston read the noise ordinance, which was very general. Wayne Nickum stated two households must complain. Denise Murphy

stated that if the police arrive, she wanted to know that the town supports her.
c. Chuck Rusnak asked if there had been a power station noise response? No.

5. Citizens' remarks.

M. Stein stated that Saturday from noon to 3 p.m., citizens will meet at the barn to remove invasive plants.

6. Unfinished business.

Motion made by Wayne Nickum to approve the Verizon franchise agreement. Seconded by Tom Peterson. Passed unanimously.

a. Regarding Clifton Presbyterian Church renovation, the sanctuary may be finished by Christmas.

b. Discussion ensued regarding investment and cash management. Wayne Nickum will investigate whether the state will back the funds. Wayne Nickum moved to approve investment and cash management policy. Seconded by Tom Peterson. Passed, with Chuck Rusnak opposed. Chuck Rusnak moved to have Marilyn Barton report monthly on rate of return on investments. Seconded by Lane Johnston. Passed unanimously. Wayne Nickum stated the mayor, Marilyn Barton and Wayne Nickum to manage investments. Marilyn Barton stated she would include transfer of funds in treasurer's report each month.

c. Wayne Nickum stated Notice of Public Hearing January 2, 2007 given December 20, 2006. Wayne Nickum moved that if we had Town Sergeant, speed could be enforced. Seconded by Tom Peterson. Passed unanimously. Wayne Nickum made motion to hold public hearing regarding speed limit. Seconded by Tom Peterson. Passed unanimously.

d. Lane Johnston stated debris clean-up must be completed by January or February.

e. Tom Peterson moved to appoint Brant Baber to negotiation team for sale of Old Town Hall. Seconded by Lane Johnston. Passed with Pat Layden and Chuck Rusnak opposed.

f. Lane Johnston stated Joe Turner will give full report on HVAC system at a later date.

g. Mike Anton met with Jim Chesley regarding Town records. Kathy Kalinowski stated the records are in disarray. Tom Peterson said this will be placed on next month's agenda.

h. Lane Johnston stated she has 100 photos, but will wait until next year. She stated postcards will be done and that Tom McNamara will sell in the Clifton Store. She found a company who will produce 100 at a time.

I. Wayne Nickum stated he has 20 to 40 street signs and suggested they be put in website for \$25 each. Tom Peterson moved to sell them on the website at \$25 each on a first-come, first-served basis. Seconded by Lane Johnston. Passed unanimously.

j. Tom Peterson stated he must withdraw from the Fundraising and Grants Committees. Lane Johnston moved to appoint Wayne Nickum to Finance Committee. Mike Anton seconded. Passed unanimously.

k. Wayne Nickum moved to table change in name of committees. Seconded by Pat Layden. Passed unanimously.

l. Mike Anton reported on the status of the triangle renovation. Met with Beautification Committee as well as Special Projects Committee regarding incorporating all Main Street in triangle renovation and will post comments on website.

m. Marilyn Barton presented a price from Best Buy to purchase a new computer for the treasurer and give treasurer's old computer to town clerk for her use in preparing minutes. Wayne Nickum moved to allot \$1500 for new computer with Vista already installed and office suite. Lane Johnston seconded. Passed unanimously.

7. Planning Commission and ARB Reports.

a. Kathy Kalinowski presented Use Permit application from Mary Mills and recommended approval and two parking spaces allotted. Wayne Nickum moved to approve recommendation of Planning Commission. Seconded by Tom Peterson. Passed unanimously.

b. Kathy Kalinowski stated ten-year Building Inspection Agreement expires 3-3-07 and needs to be extended, and that in 1978 Board of Supervisors voted to use county personnel for building inspections.

c. ARB had no meeting and no report.

8. New Business.

a. Dwayne Nitz offered to do paperwork to make ISTEPA funding available. Mike Anton stated VDOT wants to meet with Town to see plan, and they recommended we need to spend before asking for more funds.

b. Due to recent storm, Margo Buckley stated drainage pipe on Pendleton Road is either clogged or too small, and that she had water in her hour from the pipe under driveway on Pendleton Road. Pat Layden will contact VDOT.

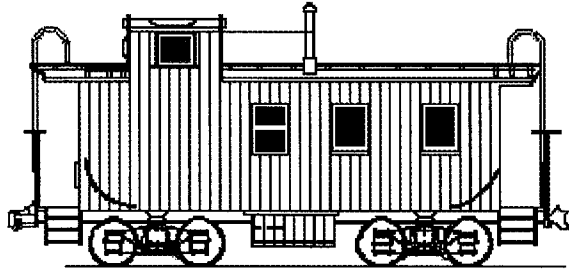
c. Ratified previously this evening.

d. Chuck Rusnak stated neighbors reported large concrete pieces deposited at Webb Sanctuary.

e. Chuck Rusnak stated timely minutes and proposals are needed and that the Town Council needs to meet mid-month to discuss what will be discussed at TC meetings. Kathy Kalinowsky stated if there are too many meetings, attendance will drop. Chuck Rusnak stated if on agenda, needs backup. Tom Peterson agreed.

f. Chuck Rusnak stated web server contract needs to be renewed and capacity needs to be increased and that Erich paid previously, and that we need to pay \$1,000 annually. Chuck Rusnak will get data and present at next TC meeting. Wayne Nickum stated documentation is needed. Chuck Rusnak also stated calendar is now on website and asked Margo Buckley to get December and January schedule for Town Hall.

Motion made by Wayne Nickum and seconded by Tom Peterson to adjourn at 10:00 p.m.. Passed unanimously.



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, December 5, 2006 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Public Hearing

Verizon franchise agreement

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Recognition of volunteers (Chuck Rusnak)
3. Report of the Treasurer
4. Reading of communication
5. 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: Give name and address, direct remarks to the Council, be limited to no more than 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
 - a. Clifton Pres. Church renovation
 - b. Investment & cash management policies (Appoint Mayor, Treasurer, and TC Financial Rep. to manage)
 - c. Charter change for speed limit. Review change and set Public Hearing
 - d. Buckley Park and Bridge cleanup and repair status-update
 - e. Old Town hall sale-update
 - f. Town Community Hall-update

- g. Town records-update
- h. Calendar Committee. (Sample)
- i. Disposition of street signs
- j. Appointment of Town Committee members (Discussion of process)
- k. Change in name of Fundraising, Grants, Franchise and ISTEIA Committee to Finance Committee and appoint new member
- l. Triangle renovation-update
- m. Purchase new computer notebook computer and software for Town Officials (Town Treasurer/Town Clerk)

7. Reports of Planning Commission and ARB

8. New business

- a. ISETEA Funding tasked to Traffic & Safety Committee.
- b. Flooding concern on Pendleton Rd.
- c. Verizon franchise agreement
- d. Dumping on private properties.
- e. Addition of other Town Council Meetings prior to regularly scheduled, monthly meetings.
- f. Web site needs and Town Meeting Hall calendar on the website.

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 Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED November 29, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL,
TOWN WEBSITE (www.cliftonva.us)

Town of Clifton
Planning Commission Report 11/28/2006

In attendance: members Lev Buller, Rob Clark, Susan Yantis, Lane Johnston, Kathy Kalinowski, Judy McNamara, Mac Arnold, Marilyn Stoney.


1. Mary Mills application for a use permit for a gift and interior design shop to be located at 7145 Main Street (the Buckley Store) in the premises formerly occupied by tenant Teresa Fannon is recommended for approval for the times set forth in the application and the allocation of two parking spaces.

2. Recommend that the Town Council implement the renewal of the Building Inspection Agreement with Fairfax County dated March 4, 1997 and expiring March 3, 2007.

BLANKINGSHIP & KEITH

Memorandum

TO: Town Council

FROM: Gifford R. Hampshire
Town Attorney 

DATE: December 4, 2006

RE: Update on FEMA Floodplain Map

This is to advise the Council on the status of FEMA's adoption of the Digital Flood Insurance Rate Map ("DFIRM"). We received this information from Don Lacquemont of the Stormwater Division of Fairfax County Department of Environmental Management. The status, according to Mr. Lacquemont, is as follows:

1. Fairfax made comments on the final draft DFIRM on September 29, 2006 and sent those comments to FEMA.
2. FEMA will respond to those comments in December.
3. FEMA will start the 90-day appeal period in January.
4. If the appeal period actually begins in January 2007 as scheduled, it will be nine months before the maps are finished. It appears, therefore, that September 2007 is the earliest date that the DFIRM maps will be finalized according to comments and any appeals.

I have also confirmed that there is a Fairfax County Floodplain Map, as Mr. Jarrett has been advised by his engineers. Mr. Lacquemont says that there is such a map which includes the Town of Clifton. This map was adopted in approximately 1973 for the Popes Head Creek Basin, which includes Clifton.

Please feel free to contact me with any questions.

Clifton-6

BUILDING INSPECTION AGREEMENT

THIS AGREEMENT made and entered into this 4th day of March, 1997, by and between the BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA (hereinafter "Board"), the Director of the Fairfax County Department of Environmental Management (hereinafter "DEM"), and the TOWN OF CLIFTON, VIRGINIA (hereinafter "Town").

W I T N E S S E T H :

WHEREAS, the County of Fairfax, Virginia, has been granted by the Commonwealth the authority to adopt and enforce such measures as it may deem expedient to secure and promote the health, safety, and general welfare of its inhabitants pursuant to Va. Code § 15.1-510; and

WHEREAS, the Board has adopted and enforces such measures in accordance with the authority granted it pursuant to Va. Code § 15.1-510, and

WHEREAS, the Virginia Uniform Statewide Building Code, Volume 1 ("VUSBC"), as amended, charges the Board and DEM with the administration and enforcement of that Code; and

WHEREAS, the Town desires to utilize the services of the Inspection Services Division of DEM and to designate the Director of DEM as the Clifton Building Official for the purpose of administering and enforcing the VUSBC, as amended, as provided for in Va. Code § 36-105; and

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

NOW, THEREFORE, BE IT MUTUALLY AGREED THAT:

1. The Department of Environmental Management will provide inspection services under the VUSBC, as amended, Va. Code § 10.1-562, and The Code of the County of Fairfax, Virginia (hereinafter "The Code"), Chapters 61, 64, 65, and 66, within the Town for all building, plumbing, mechanical and electrical work.

2. The Board, its designated agents and employees, shall administer and enforce in the Town the VUSBC, as amended, and the related provisions of The Code.

3. Building permit application forms shall be provided by DEM. All applications shall be processed initially by the Town prior to submission to DEM. Among the required forms for a building permit shall be a certificate of appropriateness and/or a use permit, issued by the Town verifying that submitted plans comply with the Town's duly adopted zoning ordinance, including the historic overlay district provisions, if the plans so comply. Prior to submission of such application and plans to DEM, the appropriate Town official shall have first reviewed the submission and, if it complies with the Town Ordinances, shall so indicate on the form submitted to DEM and affix the Town stamp to the plans.

4. Permit and inspection fees as set forth in The Code shall be paid to the Director of Finance of Fairfax County. The Town may separately charge a permit fee and impose bond requirements upon the applicant.

5. The application forms as processed by the Town will be forwarded by the Town, together with the stamped plans required by

DEM and certification/use permit, to the Inspection Services Division of the Fairfax County Department of Environmental Management. No application for approval of any plumbing, mechanical or electrical work in the Town will be processed by DEM without submission of required plans stamped by the Town, and the required certificate/use permit from the Town. No extension of any permit shall be approved by DEM without an extension of the Town's certification/use permit approved by the Town.

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

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

8. The Mayor or his agent is authorized to report all information concerning this agreement and violations of VUSBC to DEM.

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

10. Construction in violation of a County permit and/or the Town's certificate/use permit shall be a basis for enforcement,

including without limitation, issuance of stop work orders and permit revocation. Violations of the VUSBC and related provisions shall be prosecuted at the discretion of the Director of DEM. Fees may be levied by the Board in order to defray the cost of such enforcement and appeals.

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

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

THE TOWN OF CLIFTON, VIRGINIA

By


MAYOR

TOWN OF CLIFTON, VIRGINIA, PURSUANT
TO RESOLUTION OF TOWN COUNCIL
ADOPTED ON January 7-1997

BOARD OF SUPERVISORS OF
FAIRFAX COUNTY, VIRGINIA

By


CHAIRMAN, BOARD OF SUPERVISORS
OF FAIRFAX COUNTY, VIRGINIA

FAIRFAX COUNTY DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT

By


DIRECTOR

APPROVED AS TO FORM:

DAVID P. BOBZIEN
COUNTY ATTORNEY

By 
Assistant County Attorney

BY HAND

Golden Phoenix L. P.
P.O. Box 350
Fairfax Station, VA 22039
November 28, 2006

Ms. Kathy Kalinowski, Chairman
Town of Clifton Planning Commission
Clifton, VA

Dear Kathy,

This will advise you that Teresa Fannon has vacated her leased antique shop space in the Buckley Store Building at 7145-47 Main Street. However, her lease is still in effect and she continues to pay rent for the space. Yesterday I learned that Heart in Hand had moved tables and chairs into the space and has been serving meals in it. As the owner of the building, I know what use permits mean, and I can assure you that this action was taken without my knowledge or consent.


I informed Travis Worsham last evening of my concerns and spoke with Sherry Harlow this morning. She told me that she had Ms. Fannon's permission to use the space and claimed that the restaurant's existing use permit authorizes its use of this space. At my insistence, she said she would speak to Mayor Peterson and Ms. Fannon and get written authorization from both of them and forward the same to me. Mayor Peterson's response is attached, and while it does not constitute lawful authority to use the space, it is somewhat comforting to me as the building owner. As yet I have nothing either in writing or orally from Ms. Fannon.

In any event, should Mary Mills' new use permit application for the space be granted at next week's town meeting, I expect she will lawfully take over possession of the space as of January 1, 2007. Thank you for your consideration.

Sincerely,



Sheldon C. Hoffer
General Partner

 Viewing attachment of: "Fwd: Heart in Hand"

 Print  Close Window

TOMMYPCLIFTON@aol.com

10:24 AM 11/28/06

To: SWYHarlow@aol.com

Subject: Re: Heart in Hand

Hi Sherry,

I don't have any concerns at all with you using the antique store. Glad you are putting it to good use! Also glad that Wyatt is playing and as he has the experience already, I know he'll do great. Any plans for having a New Year's Party at the restaurant?

TP

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, December 04, 2006 10:22 PM
To: Mayorofcliftonva@aol.com; pjlayden@verizon.net; Nickum, Wayne (OCFO); Mikefanton@aol.com; lgjohnston@cox.net; Lampbulb@aol.com; ghampshire@blankeith.com; crusnak@cox.net; CLIFNICK@ATT.NET
Cc: Barton, Marilyn
Subject: Treasurer's Reports Nov 06 & FY05 Drafted Audit
Importance: High



Hello everyone.

Attached are the Financial Reports and supplemental schedules for the period ended November 30, 2006. I regret that I'm sending this the night prior to the meeting, but with the meeting so early in the month, it is difficult to get everything done much earlier. *I'll keep trying!*

I have added notes and supplemental information for your review. I hope this will make your review easier.

I received the attached FY05 Drafted Audit from Andy Cannaday of Anderson & White, CPAs. He has agreed to send a presentation summary for you. I asked him to send it via email by tomorrow so that I will have the opportunity to copy it for you. Hopefully, I'll receive it in the morning and can email it along to you for review. He will also be sending me the audit adjustments for FY05 which I'll get entered before the next reporting period. Once he receives acceptance by the Town Council and he receives the attorney letters requested for 6/30/05 and 6/30/06, he will finalize the audit and send printed copies for the Town Council.

I will be forwarding my email concerning the proposed purchase of a town computer to you shortly. I sent this previously for attachment to the agenda, but was unable to email the actual data sheet so I'm not sure the summary was attached to the agenda.

Please reply with your comments and questions. I look forward to seeing you all tomorrow night.

Thank you,

Marilyn

Town of Clifton
Balance Sheet
As of November 30, 2006

Nov 30, 06

ASSETS

Current Assets

Checking/Savings

Checking-SunTrust	14,459.64
Investments-LGIP	205,763.81
UBS Investment	202,642.39
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	29,538.59
Total Investments - SunTrust	<u>42,784.32</u>

Total Checking/Savings 465,650.16

Accounts Receivable

Accounts Receivable	
BPOL Receivable	1,655.34
Due from CLC LLC Escrow Acct	(130,591.58) <i>To be adjusted with upcoming audit entries</i>
Sales Tax Receivable	3,274.94
Accounts Receivable - Other	6,842.94
Total Accounts Receivable	<u>(118,818.36)</u>

Total Accounts Receivable (118,818.36)

Other Current Assets

Other Current Assets	
Undeposited Funds	1,172.98 <i>Rec'd 11/30, deposited as Dec transactions</i>
Total Other Current Assets	<u>1,172.98</u>

Total Other Current Assets 1,172.98

Total Current Assets 348,004.78

Fixed Assets

Fixed Assets

Buckley Park Bridge	18,233.45
Buildings	
Caboose	52,885.18
Old Town Hall	13,141.90
Buildings - Other	11,353.56
Total Buildings	<u>77,380.64</u>
Caboose Plaza	35,040.00
Equipment	24,963.96
Improvements	1,783.43
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	53,987.30
Total Land	<u>134,652.30</u>

Town of Clifton
Balance Sheet
 As of November 30, 2006

	Nov 30, 06
Main St. Bridge	6,338.00
Playground Equipment	14,142.22
Real Estate Owned-HUD Homes	598,493.69
Sidewalks	45,733.00
Total Fixed Assets	956,760.69
Total Fixed Assets	956,760.69
Other Assets	
Accumulated Depreciation	
Buildings	(35,623.00)
Equipment	(28,064.00)
Improvements	(79,805.00)
Total Accumulated Depreciation	(143,492.00)
Investment in Fixed Assets	(134,110.00) <i>To be adjusted with upcoming audit entries</i>
Total Other Assets	(277,602.00)
TOTAL ASSETS	1,027,163.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,620.31
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	4,653.46
Other Current Liabilities	
Accrued Interest on Mortgages	11,924.00
Due to CLC LLC Escrow Acct	(155,921.89) <i>To be adjusted with upcoming audit entries</i>
Mortgages Payable-HUD Homes	611,900.00
Payroll Liabilities	
FICA	(841.50) <i>Paid July 06- to reverse.</i>
Total Payroll Liabilities	(841.50)
Total Other Current Liabilities	467,060.61
Total Current Liabilities	471,714.07
Total Liabilities	471,714.07
Equity	
Opening Bal G.F. Equity	186,808.66
Retained Earnings	366,141.50
Net Income	2,499.24
Total Equity	555,449.40
TOTAL LIABILITIES & EQUITY	1,027,163.47

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

		<u>Jul - Nov 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
1	Interest Income	5,836	2,500	3,336	233%
	Clifton Day Revenues	0	450	(450)	0%
	Community Hall Revenues				
	Community Hall Rentals	5,590	6,250	(660)	89%
	Total Community Hall Revenues	<u>5,590</u>	<u>6,250</u>	<u>(660)</u>	<u>89%</u>
Grants					
Federal					
	FEMA	30,873	33,333	(2,460)	93%
	SAFET-LU Grant				
	SAFET-LU Town Match/In-Kind	0	8,333	(8,333)	0%
	SAFET-LU Grant - Other	0	33,333	(33,333)	0%
	Total SAFET-LU Grant	<u>0</u>	<u>41,666</u>	<u>(41,666)</u>	<u>0%</u>
	Transportation Project-Trails				
	Town Match-Trails	0	4,250	(4,250)	0%
	Transportation Project-Trails - Other	0	21,250	(21,250)	0%
	Total Transportation Project-Trails	<u>0</u>	<u>25,500</u>	<u>(25,500)</u>	<u>0%</u>
	Federal - Other	0			
	Total Federal	<u>30,873</u>	<u>100,499</u>	<u>(69,626)</u>	<u>31%</u>
	Other				
	CBA Grant	0	2,500	(2,500)	0%
	Donations	0	83,333	(83,333)	0%
	Total Other	<u>0</u>	<u>85,833</u>	<u>(85,833)</u>	<u>0%</u>
	Total Grants	<u>30,873</u>	<u>186,332</u>	<u>(155,459)</u>	<u>17%</u>
	Haunted Trail Event	0	0	0	0%
2	Other Income	2,300			
	Park Rental	0	200	(200)	0%
	Playground Reserve Donations	0	8,333	(8,333)	0%
	S.R. - Litter Control Grant	1,000			
	Tax and Permits Revenue				
	FEMA - Buckley Park	0	3,200	(3,200)	0%
	Franchise Fees - Cox Cable	3,176	3,333	(157)	95%
	ABC Profits	222	300	(78)	74%
	ARB Permits	65	30	35	217%
	Cigarette Tax	1,515	1,271	244	119%
3	Motor Vehicle Tags	2,236	5,800	(3,564)	39%
	Railroad Tax	1,194	1,700	(506)	70%
4	Sales Tax <i>Sept & rec. funds</i>	5,891	7,980	(2,089)	74%
	Use Permits	175	333	(158)	53%
	Utility Consumption Tax	481	369	92	125%
	Total Tax and Permits Revenue	<u>14,935</u>	<u>24,316</u>	<u>(9,381)</u>	<u>61%</u>
	Total Income	<u>60,534</u>	<u>228,381</u>	<u>(167,847)</u>	<u>27%</u>

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

	<u>Jul - Nov 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
Payroll Expenses				
Payroll Taxes				
FICA	0	0	0	0%
Total Payroll Taxes	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Payroll Expenses	0	0	0	0%
Contractual				
Citizens' REcognition Fund	0	750	(750)	0%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	83	(83)	0%
BZA	0	42	(42)	0%
Planning Commission	2,500	2,083	417	120%
Town Committees Expense	95	833	(738)	11%
Total Town Government	<u>2,595</u>	<u>3,041</u>	<u>(446)</u>	<u>85%</u>
Professional Fees				
Web site maintenance	0	1,000	(1,000)	0%
Professional fees - Other	0	1,250	(1,250)	0%
Accounting	7,431	15,000	(7,569)	50%
Legal Fees	7,442	3,333	4,109	223%
Special Counsel	760	1,250	(490)	61%
Total Professional Fees	<u>15,633</u>	<u>21,833</u>	<u>(6,200)</u>	<u>72%</u>
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	100	100	0	100%
Total Rent	<u>513</u>	<u>700</u>	<u>(187)</u>	<u>73%</u>
Town Facilities				
Beautification Comm.	1,302	1,771	(469)	74%
Buckley Park FEMA Cleanup	0	1,333	(1,333)	0%
Grounds Maintenance	1,057	625	432	169%
Town Hall Maintenance	323	2,083	(1,760)	16%
Town Office	0	2,042	(2,042)	0%
Office Equipment Expense	0	2,167	(2,167)	0%
Total Town Facilities	<u>2,682</u>	<u>10,021</u>	<u>(7,339)</u>	<u>27%</u>
Town Services				
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	1,950	3,200	(1,250)	61%
Trash Collection	192	458	(266)	42%
Total Town Services	<u>2,142</u>	<u>9,658</u>	<u>(7,516)</u>	<u>22%</u>

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

	Jul - Nov 06	Budget	\$ Over Budget	% of Budget
UBS Investment Loss	909			
Utilities				
5 Gas and Electric	(990)	208	(1,198)	(476%)
Town Voice Mail	188			
Water	170	150	20	113%
Total Utilities	(632)	358	(990)	(177%)
Dues and Subscriptions				
Conference Attendance	0	833	(833)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	146	(146)	0%
Total Dues and Subscriptions	0	1,429	(1,429)	0%
Caboose Expenses				
Caboose - Trentane Gas	98	104	(8)	92%
Caboose Electric	98	104	(6)	94%
Caboose Maintenance	25	125	(100)	20%
Total Caboose Expenses	219	333	(114)	66%
Community Hall Expenses				
C.H.-Cleaning	422	1,625	(1,203)	26%
C.H.-Equipment	127	167	(40)	76%
C.H.-General Maintenance	832	1,375	(543)	61%
C.H.-Management Fee	1,118	2,500	(1,382)	45%
6 C.H. - Electric	12,895	8,333	4,562	155%
C.H. Floors	500	100	400	500%
Total Community Hall Expenses	15,894	14,100	1,794	113%
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	595	1,450	(855)	41%
Legal Advertising	196	469	(273)	42%
Mayoral Reimbursement	42	208	(166)	20%
Miscellaneous	449	542	(93)	83%
Printing and Reproduction	144	125	19	115%
Total Contractual	46,750	71,659	(24,909)	65%
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	200	(200)	0%
Commodities				
Computer Supplies	0	292	(292)	0%
Copies	14	21	(7)	67%
License Plates	829	855	(26)	97%
Miscellaneous	0	4,167	(4,167)	0%
Miscellaneous - Commodities	213	208	5	102%
Office Supplies	61	208	(147)	29%
Postage and Delivery	83	208	(125)	40%
Total Commodities	1,200	5,959	(4,759)	20%

+ they applied wrong acct

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

	<u>Jul - Nov 06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
CIF Expenses				
	0	1,667	(1,667)	0%
7 Comm Hall Equipment				
Comm Hall Improvements	9,930	7,500	2,430	132%
FEMA - Buckley Bridge Repair	0	33,333	(33,333)	0%
Signage	0	833	(833)	0%
Clifton Entrance Triangle	0	833	(833)	0%
CIF-Miscellaneous	0	83,333	(83,333)	0%
CIF-Playground Impr.	0	9,792	(9,792)	0%
CIF Cable Burial Undergrnd Util	0	2,917	(2,917)	0%
Total CIF Expenses	<u>9,930</u>	<u>140,208</u>	<u>(130,278)</u>	<u>7%</u>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	21,250	(21,250)	0%
Total Fed Fund-Transportation Proj	<u>0</u>	<u>21,250</u>	<u>(21,250)</u>	<u>0%</u>
SAFET-LU Grant Administrator	0	8,333	(8,333)	0%
SAFET-LU Improvements	0	33,333	(33,333)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	<u>3</u>			
Total Expense	<u>57,883</u>	<u>261,942</u>	<u>(224,059)</u>	<u>21%</u>
Net Ordinary Income	<u>2,651</u>	<u>(53,561)</u>	<u>56,212</u>	<u>(5%)</u>
Income	<u>2,651</u>	<u>(53,561)</u>	<u>56,212</u>	<u>(5%)</u>

Notes;

- 1 Interest income on LGIP and UBS funds not yet recorded.
- 2 Reflects invoice issued for reimbursement of Planning Commission costs - Silva Property
- 3 Revenues under budgeted projection for Motor Vehicle tags
- 4 Reflects sales tax received to date for periods up to Sept 2006
- 5 Electric bill payments applied by NoVEC to incorrect accounts- correction requested
- 6 C.H. Electric - see detailed supplemental report
- 7 Reflects payment of Coastal Building Automation system for C.H.

Town of Clifton
Community Hall Report
July through November 2006

	<u>Jul - Nov 06</u>	<u>Jul - Nov 05</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	5,589.75	4,629.50
Total Community Hall Revenues	<u>5,589.75</u>	<u>4,629.50</u>
Total Income	5,589.75	4,629.50
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	421.78	0.00
C.H.-Equipment	127.27	73.40
C.H.-General Maintenance	831.60	939.00
C.H.-Management Fee	1,117.80	925.90
C.H. - Electric	12,894.65	5,875.21
C.H. Floors	500.00	0.00
Total Community Hall Expenses	<u>15,893.10</u>	<u>7,813.51</u>
Total Contractual	<u>15,893.10</u>	<u>7,813.51</u>
Total Expense	<u>15,893.10</u>	<u>7,813.51</u>
Net Ordinary Income	<u>(10,303.35)</u>	<u>(3,184.01)</u>
Net Income	<u><u>(10,303.35)</u></u>	<u><u>(3,184.01)</u></u>

9:56 PM
12/04/06
Accrual Basis

Town of Clifton
Custom Transaction Detail Report
July through November 2006

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Jul - Nov 06	Check	07/30/2006	4582	NoVEC	1475045-002 C.H.	C.H. - Electric	Checking-SunTrust	3,126.20	3,126.20
	Check	08/26/2006	4595	NoVEC	1475045-002 C.H.	C.H. - Electric	Checking-SunTrust	5,747.57	8,873.77
	Check	10/14/2006	4620	NoVEC	1475045-002 C.H.	C.H. - Electric	Checking-SunTrust	1,853.79	10,727.56
	Check	11/29/2006	4635	NoVEC	1475045-002 C.H.	C.H. - Electric	Checking-SunTrust	2,167.09	12,894.65
	Check	11/30/2006	4645	NoVEC	1475045-002 C.H.	C.H. - Electric	Checking-SunTrust		12,894.65
Jul - Nov 06								<u>12,894.65</u>	<u>12,894.65</u>

NOTE: *The 11/30/06 check # 4645 did not include a payment for the CH.*

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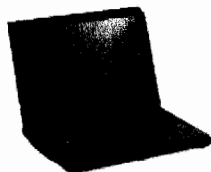


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IEEE 1394 (FireWire) interface and 4 high-speed USB 2.0 ports for fast digital video, audio and data transfer

Built-in 10/100 Ethernet LAN with RJ-45 connector; SecureEasySetup; V.92 high-speed data/fax modem

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Microsoft Windows XP Media Center Edition 2005 with Update Rollup 2 operating system preinstalled; software package included with CyberLink PowerDVD, Microsoft Digital Image Starter Edition 2006, QuickTime and more

Microsoft Windows Vista Premium Ready — learn more

*Battery life will vary depending on the product: model, loaded applications, features and power management settings. The maximum capacity of the battery will decrease with time and usage.

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Product Details

Warranty Terms - Parts	1 year
Warranty Terms - Labor	1 year
Product Height	1.4"
Product Width	16.1"
Product Weight	7.6 lbs.
Product Depth	10.9"
Processor Brand	Intel® Core(TM)2 Duo Mobile
Processor Speed	2.0GHz
Display Type	WXGA widescreen TFT-LCD with Ultrabright technology (1440 x 900)
Screen Size	17"
System Bus	667MHz
Cache Memory	4MB on die Level 2
System Memory (RAM)	2GB
System Memory (RAM) Expandable To	Nonexpandable
Type of Memory (RAM)	PC4200 DDR2
Hard Drive Type	SATA (5400 rpm)
Hard Drive Size	160GB
Optical Drive	Double-layer DVD±RW/CD-RW
Optical Drive Speeds	2.4x DVD+R DL; 2x DVD-R DL; 8x8x8 DVD+RW; 8x6x8 DVD-RW; 24x16x24 CD-RW
LightScribe Compatibility	No
Digital Media Reader or Slots	Yes, digital media card reader
Diskette Drive	No
Graphics	Intel® Graphics Media Accelerator 950
Video Memory	Up to 128MB (shared)
Personal Video Recorder (PVR)	No
TV Tuner	No

MPEG	Yes
Modem	56 Kbps* ITU V.92 *Capable of receiving 56 Kbps downloads. However, current regulations limit download speed to 53 Kbps.
Networking	Built-in 10/100 Ethernet LAN (RJ-45)
Wireless Networking	Built-in Intel® PRO/Wireless LAN 3945ABG (802.11a/b/g)
S-Video Outputs	1
Audio	High-definition (2-channel)
Speakers	Built-in stereo
PCMCIA Slots	1 Type I/Type II; CardBus
USB 2.0 Ports	4
IEEE 1394 FireWire Ports	1
Parallel Ports	None
Serial Ports	None
Game Ports	None
Notebook Weight	Standard (more than 6 lbs.)
Battery Type	8-cell lithium-ion
Pointing Device	Synaptics touchpad with vertical scroll zone
Operating System	Windows XP Media Center 2005
Included Software	Microsoft 8.5, Money 2006, Digital Image Starter Edition 2006, Windows Media Player 10; Adobe Acrobat Reader 7; CyberLink PowerDVD, Power2Go; RealNetworks RealPlayer; QuickTime; Big Fix and more

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Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, December 04, 2006 11:02 PM
To: Mayorofcliftonva@aol.com; pjlayden@verizon.net; Nickum, Wayne (OCFO); Mikefanton@aol.com; lgjohnston@cox.net; Lampbulb@aol.com; ghampshire@blankeith.com; crusnak@cox.net; CLIFNICK@ATT.NET
Cc: Barton, Marilyn
Subject: town computer narrative
Importance: High



As promised, here's the file for your review.

Sincerely,
Marilyn

Treasurer's Proposal for Purchase of a Town Computer:
For Consideration by the Town Council at the December 2006
Meeting:

The Town Clerk, Carolyn, mentioned to me a couple meetings ago that she would like to have a laptop computer to ease her preparation of the minutes at the meetings. I spoke with Carolyn last week about the possibility of my giving her the laptop that I have been using and purchasing a larger laptop that will provide a faster processor and keyboard calculator pad to assist me with better processing time for the town's accounting and reporting system. Carolyn indicated her agreement that this idea will work well and provide her with the needed ease of preparing minutes on a laptop at the meetings and would also provide me with an improved computer.

I checked at Best Buy for possibilities. Their computer rep recommended the Gateway Notebook model MP8708 as the best deal - on sale from \$1,600 to 1,199.99. It has the processing memory for working in multiple software functions and also has the built in numbers pad for ease and speed with entering #s. These are the features that will be real-time savers for me. I would need to add the Microsoft Office Suite, which won't copy from the system we now have. I understand that it's only \$150 for a student version that allows 3 copies.

I have a data sheet that I printed from the Best Buy site, but I wasn't able to save it to use as an attachment. I will make some copies to have at the meeting. I checked the website for Gateway, but their prices were higher than Best Buy. I'm not sure how long the sale will be in effect at Best Buy, but hopefully long enough.

This proposal was been reviewed via email on Nov 12th by Tom, Wayne and Carolyn and it has been added to the agenda for the next meeting. Thank you for your consideration.

Sincerely,
Marilyn
cell 703 967 6602
work 703 842 2333

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

Revised by Planning Commission 08/06

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

Date Submitted to Town Clerk: _____

Date Submitted to Chairman of Planning Commission: _____

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

2. Name of Applicant: Mary Mills

3. Owner of Property: Golden Phoenix L.P.

4. Name of Business/Organization: Filigree Home Accents & Interiors

5. Owner of Business/Organization: Mary Mills

6. Address of Premises: 7145 Main Street

7. Tax Map Number: 075-4-02-0030

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:

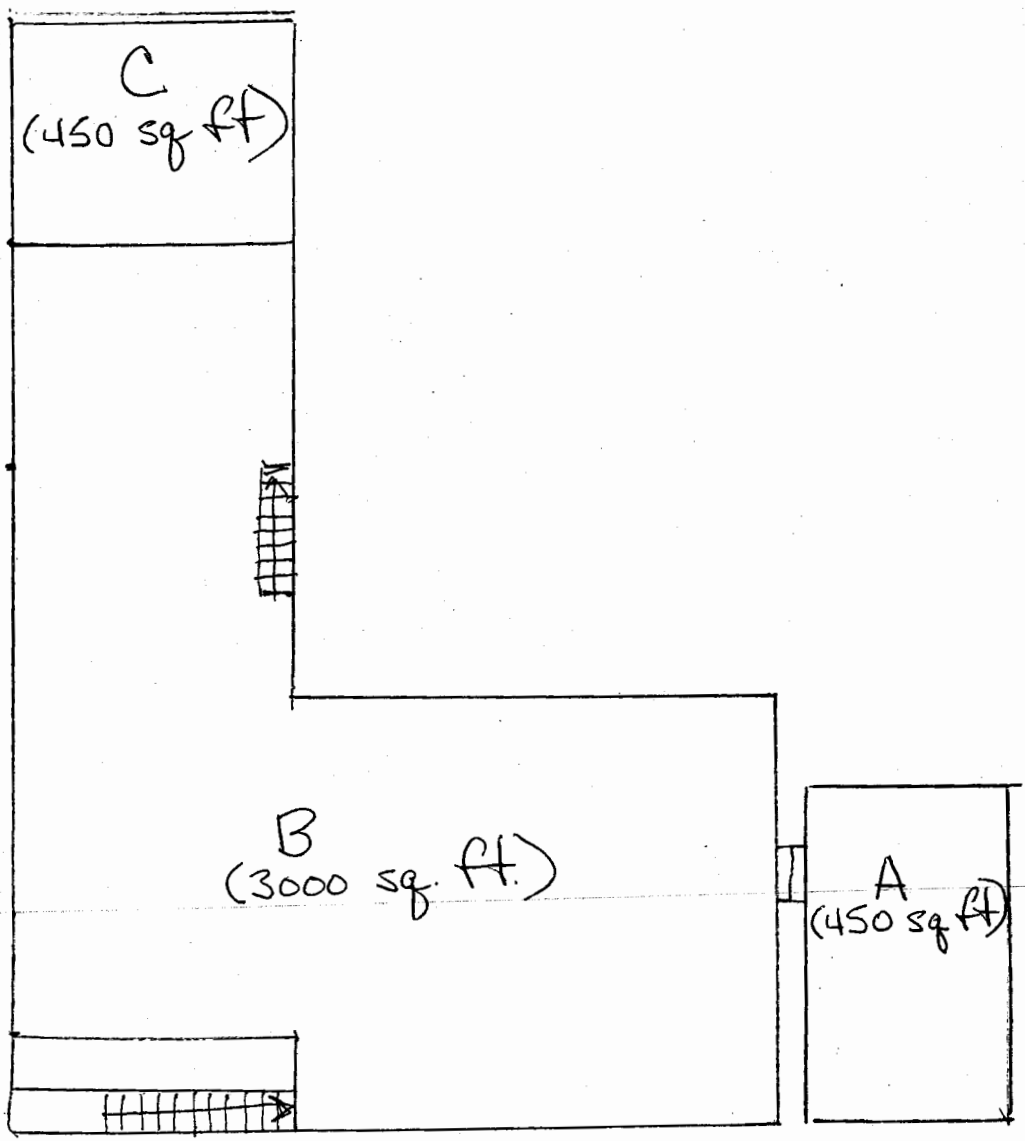
Gift and interior design shop
First floor "A"

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

- Describe Operation: Retail - gift and int. design
- Number of Employees: 2 - one at a time
- Days and Hours of Operation: 7 days/week - 8 am - 8 pm
- Number of Client Visits per Day: 1-6
- Square Footage of Premises: 950
- Number of Off-Street Parking Spaces Available: 2 or more

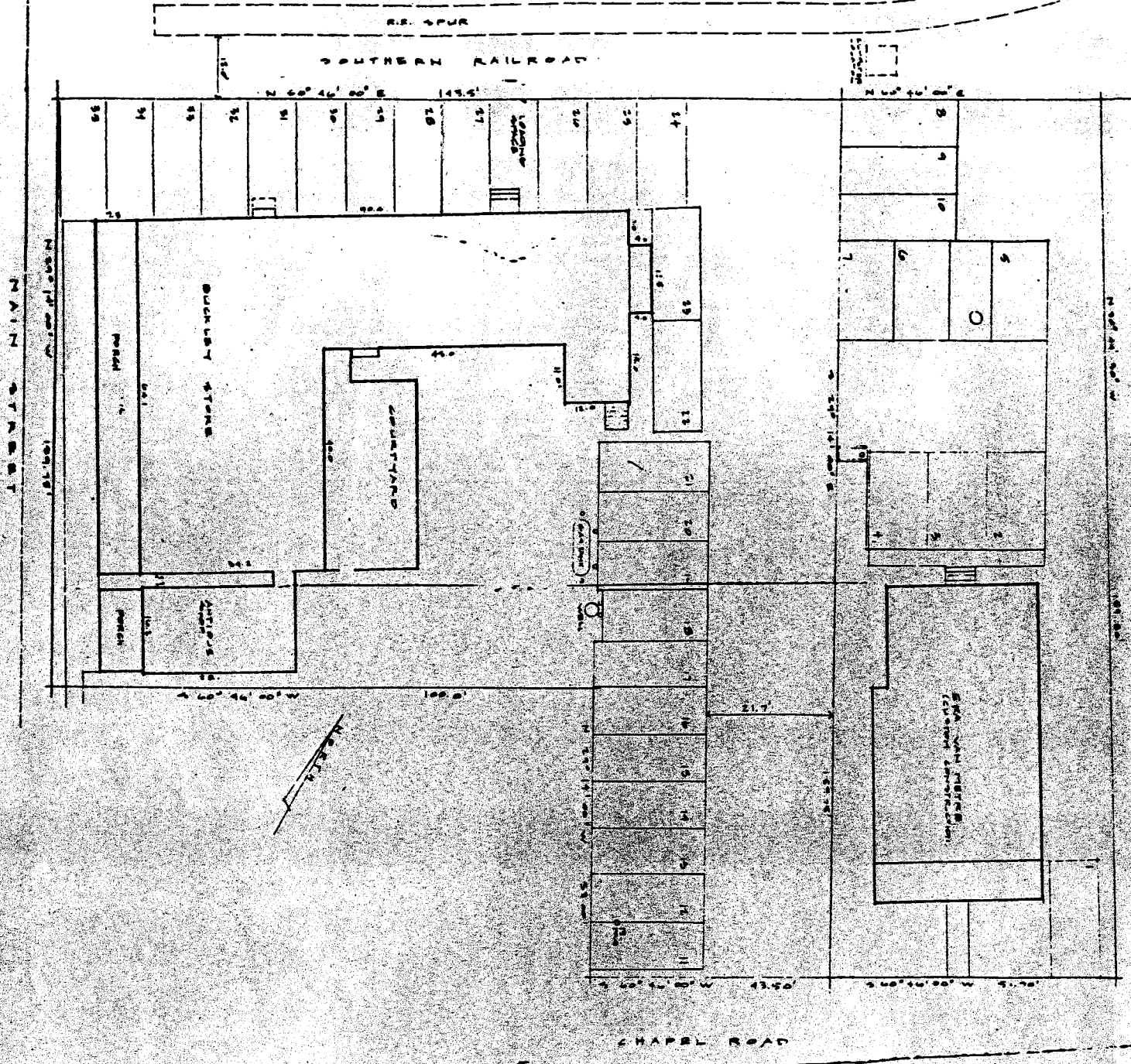
BUCKLEY STORE
FIRST FLOOR LAYOUT
 $\frac{1}{16}'' = 1'$

Railway Side



Main Street Side

PARKING PLAN



Approximate 100' scale

STALL NO.	SIZE
1	8' x 18'
2	8' x 18'
3	8' x 18'
4	8' x 18'
5	8' x 18'
6	8' x 18'
7	8' x 18'
8	8' x 18'
9	8' x 18'
10	8' x 18'
11	8' x 18'
12	8' x 18'
13	8' x 18'
14	8' x 18'
15	8' x 18'



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- Alexandria Opinion ▾
- Newcomers' Guide ▾
- Pain Doctor's Trial ▾
- Senior Send-Off ▾
- 101 Ways to Have Fun ▾
- Community ▾
- Election 2006 ▾
- Top 100 Athletes ▾
- September 11th ▾
- 2006-2007 Hoops Scouting Report ▾
- Alexandria Gazette Packet ▾
- Arlington Connection ▾
- Burke Connection ▾
- Centre View ▾
- Election Guide 2006 ▾
- Fairfax Connection ▾
- Fairfax Station-Clifton ▾
- Great Falls Connection ▾
- Herndon Connection ▾
- Laurel Hill Connection ▾
- Loudoun Connection ▾
- McLean Connection ▾
- Mount Vernon Gazette ▾
- Potomac Almanac ▾
- Reston Connection ▾
- Springfield Connection ▾
- Vienna/Oakton Connection ▾

A Good Deed Gone Bad

New, old council face off about placement of plaque honoring former mayor.

By Amber Healy
January 3, 2007

Does a newly-elected town council have any obligation to honor a decision made by its predecessor? Perhaps not in Clifton.

During a Town Council meeting Tuesday night, Councilmember Wayne Nickum wanted to discuss the recent installation of a tall plaque that was installed in the same plaza as the town's historic train caboose. The plaque, honoring former mayor Jim Chesley for his 30 years of service, appeared overnight, he said, to the confusion of the current council.

"I noticed that the previous council didn't approve where it was supposed to be placed," Nickum said of the monument. "I don't remember this council approving any particular siting. It just appeared."

Referring to the minutes from the last council's final meeting in June, Nickum read the council's decision to approve the plaque at no cost to the town.

Councilmember Lane Johnston suggested the monument be removed and stored until a new location was determined. "We need to discuss this," she said.

Mayor Tom Peterson said that while he had no desire to remove the monument, he'd prefer to give the Architectural Review Board and the Planning Commission of the town the chance to do their jobs and determine where the plaque would best be located.

"Removing this is not the right thing to do," said Councilmember Chuck Rusnak. "It's creating too much animosity. Visually, it's not the right thing to do either. I'm wary to move it."

CHESLEY, HIS wife Jennifer, and three members of the former council were at the meeting and were quick to express their disappointment.

Presenting the council with his own copies of the minutes from the June meeting, Chesley pointed out that the resolution was sent to Peterson on July 17, indicating that the previous council had selected the plaza for the plaque.

"We are not asking to rename the plaza because the person who was being honored thought it was a little too much," Chesley said. "Everything was done in accordance and approved by the council. The base it sets on is the same one that was used at the Hetzel House [another historic building in Clifton] and in front of the Sully District Station to honor the Garden Club."

Chesley said he was also disappointed to find that the plaque has been vandalized – it appears someone had tried to pull the monument out of the ground.

"Honestly, you do what you want," Chesley said to the council.

Johnston made a substitute motion to move the plaque to the Ayre Square, adding that other mayors in the town's history should be honored in some way.

"This plaque approval shows we've probably neglected other mayors who deserve recognition," she said.

Nickum said that if the renovation of Old Town Hall had been completed already, there would be a place for the type of recognition deserving of all former mayors and council members.

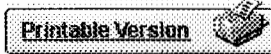
"I'm not attempting to take away from what he [Chesley] did for the town, but it's a judgment call," Nickum said.

Former councilmember Michelle Stein asked the council if they were prepared to set a precedent in deciding to move the plaque, that any decision made by a previous council can be overturned by a sitting council.

"One of the reasons they chose that location is that plaza wouldn't exist if it weren't for Jim," said Jennifer Chesley. Her voice was choked with tears as she said the whole discussion was a shame. "It's so wrong to put Jim through this," she said.

Peterson said his council would not "sit here and be attacked. If something is brought to this council, it will be discussed."

THE PROBLEM was more the "sudden appearance" of the monument, not its existence, Peterson





said. "We're trying to follow the process and get this straightened out. I respect the previous council and all their efforts."

Steve Effros, a resident of Clifton, acted as the voice of reason by asking the current council to consider their actions and the consequences thereof.

"It's stuff like this that has torn this town apart," Effros said. "Stop wasting time and get back to the business at hand."

His comments were greeted with a round of enthusiastic applause.

The motion to move the plaque was dropped.

In other business, the council voted to request an extension to close a deal with developer Royce Jarrendt for the sale and restoration of the Old Town Hall, as Councilmembers Mike Anton and Pat Layden said they had not completed all the required legal documents to sell the property to Jarrendt.

The current deadline is Jan. 18. If Jarrendt, who has previously submitted a letter of intent to purchase the property from the town, accepts the request for an extension, the council will have until March 2 to finalize the deal.

Anton also told the council that Cox will begin to install its fiber optic cables underground on Main Street on Jan. 10. Work is expected to take about a week and should not cause any street closings, only minor traffic delays, Anton said.

The council also approved a charter for the town's finance committee, stating that the committee will help to secure new sources of renewable income, totaling \$12,000 per fiscal year. The committee may be asked to help the council prepare a budget and work with other committees on their financial needs.

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