

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, APRIL 3, 2018, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Jennifer Heilmann; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Wayne Nickum; Councilmember Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Councilmember Nickum, for the Executive Session and Adjournment.

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Report of the Town Clerk:

- a. Reading of the Minutes (previous regular meetings and any special meetings).
 - **Councilmember Nickum moved to approve the March 2018 Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**

2. Report of the Treasurer.

See attached report.

- **Councilmember Nickum moved to approve the Treasurer's report as presented, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**

3. Citizen's Remarks.

Sheldon Hofferma: reported that the parking lot and siding paving is scheduled for April 16th-17th. Adjacent businesses and neighbors will be given notice in advance. The lot will be closed for one night after the paving is completed.

4. Unfinished Business:

- a. Status/Actions re: Carport on Chestnut Street.

Councilmember Poe reported on his conversation with the Bennett family. The Council provided guidance on how he should advise the residents on the next steps in their efforts to obtain approval for the carport.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

a. Planning Commission.
See attached report.

- **OSAIR Technologies:** Councilmember Nickum moved to approve the recommendations of the Planning Commission, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.
- **Core Outdoor Living:** Councilmember Poe moved to approve the recommendations of the Planning Commission, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.
- **Bake and Brew:** Councilmember Nickum moved to approve the recommendations of the Planning Commission, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.
- **George Mason Mortgage:** Councilmember Nickum moved to approve the recommendations of the Planning Commission, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.
- **Preliminary Construction Use Permit for 12725 Clifton Heights Lane:** Councilmember Nickum moved to approve the recommendations of the Planning Commission, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.

Jim Fullerton: co-owner of the Clifton Professional Office Building and owner of the Fullerton & Knowles law firm located therein, introduced himself and presented an argument supporting his interpretation of the Town Code as it relates to Use Permit applications and parking allocations. The Council took the comments under advisement.

b. Architectural Review Board.
See attached report.

c. Other Committees:

i. Clifton Industrial Development Authority – Appointment of Directors.

- **Mayor Hollaway moved to add three members and confirm the remaining four members to the IDA, seconded by Councilmember Poe:**

<u>Name</u>	<u>Term Commencing</u>	<u>Term Ending</u>
Steven R. Effros	4/2/18	3/4/21
Wayne Nickum	4/2/18	3/4/22
Sarah Nitz	4/2/18	3/4/22
John Brantley Baber	3/4/15	3/4/19
William J. Ridenour	3/4/18	3/4/22
James C. Chesley	3/4/16	3/4/20
Jeffrey E. Stein	3/4/18	3/4/22

The motion was approved by poll vote, 5-0-1 (Councilmember Nickum abstained).

ii. Committee on the Environment.

Councilmember McDonald updated the Town on the Clifton Earth Day Clean Up, which is scheduled for April 22nd from 8-10 AM.

7. New Business:

a. Use of Community Hall for Student SAT/ACT Preparation Classes.

Julia Ross, who operates a professional tutoring service: introduced herself to the Council and requested to use the Community Hall facility on Sunday evenings, from September – June, 5:15-9:15 PM, in addition to four Saturdays during the school year. She reported that there would be approximately 15 students per class. Some will drive, some will carpool, some will come with parents.

John Powell: noted that all four of his kids went through the program and attested to the quality of the class. He argued that an educational component for the community is a desirable service for the Town.

Erich Russek-Robbins: a resident of the Town, said his daughter uses the service and considers it to be a community service.

Brant Baber: asked if the question of the lease with the County has ever been clarified as to the nature of “commercial use” as stated. He recommended asking the Town Attorney to review the lease and render an opinion regarding the “commercial use” aspect.

Steve Effros: wondered if this service takes all the Sunday evenings over the course of 8 months, what other events would be turned away, due to scheduling conflicts? It would appear to block out a lot of weekend use for 8 months. Councilmember Poe noted that nothing has been scheduled that would be bumped off except for the Film Festival, which is one weekend.

Councilmember Nickum: reiterated that insurance is required by any renters of the Town Hall. He asked about the Irish Dance classes – Poe answered that those classes are non-profit.

Mayor Hollaway: noted that the lease ends in 2019 and that the language should be clarified in the renewed agreement at that time.

Kathy Kalinowski: reminded the Council that a Use Permit is required for long-term use of the Town Hall.

- **Mayor Hollaway moved to allow the rental of the Community Hall, as has been requested and discussed based on the facts, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 6-0.**

b. Clifton Women’s Club Homes Tour – Banner Request.

The Clifton Women’s Club requested to post a banner advertising the tour two weeks prior to the event, which is planned for May 18th, and to be removed within a week afterward.

- **Councilmember Nickum moved to approve the banner request, seconded by Councilmember Milne. The motion was approved by poll vote, 5-0 (Darrell absent).**

8. Executive Session – Legal Matters.

- **Mayor Hollaway moved to go into Executive Session to discuss only legal matters that are appropriate for discussion in Executive Session, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**
- **Mayor Hollaway moved to come out of Executive Session, certifying that only matters appropriate for Executive Session were discussed, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**

- **Mayor Hollaway moved to allocate \$1,000 per month for the Town Clerk to work with Kathy Kalinowski to work on the review of Town Records, including Use Permits, for the remaining three months of Fiscal Year 2018, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Heilmann: Aye; McDonald: Aye; Milne: Aye; Poe: Aye (Councilmember Nickum was absent).**

9. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Milne. The motion was approved by poll vote, 5-0.**

Marilyn Lane Barton

From: Marilyn Lane Barton <clifton.treasurer@cox.net>
Sent: Tuesday, April 3, 2018 4:39 PM
To: William R. Hollaway, Ph.D.; Jennifer Heilmann; WAYNE; 'mcdonald.regan@gmail.com';
Melissa Milne (Melissa.milne9@gmail.com); 'darrell.poe@gmail.com'
Cc: Amanda Christman cliftonclerkva@gmail.com; 'Barton, Marilyn'
Subject: April 2, 2018 Town Council Meeting - Treasurer's Report for period ended 03/31/2018
Attachments: 2018 03 31 FY18 BPOL Revenue Report.xlsx
Importance: High

Hello everyone,

Attached are the **Financial Reports for the period ended March 31, 2018**. The Financial Reports include:

- The Summary of **Cash Balances Report as of March 31, 2018** reflects total funds of **\$1,213,278.58**. The Town's Certificates of Deposit totaling \$610,392.88 with John Marshall Bank matured on March 19, 2018. The Treasurer met and talked with John Marshall Bank and United Bank who recommended their best offers for reinvesting the Town's funds. As approved at the March Town Council meeting, \$400,000 plus \$771 interest was withdrawn from John Marshall Bank and deposited into United Bank on March 19, 2018. **United Bank has issued four \$100,000, 2-year CDs to earn 2% APR (up from 1.19%). John Marshall Bank renewed the other two CDs for \$105,000 each plus \$107 interest for 18months @ 1.56% APR (up from 1.19%). See the detailed Cash Balance Report.**
- **Profit & Loss Summary by Fund** for period ended 03/01/2018. **Highlights of March** transactions are noted on this summary report. The main items for the month include:
- **Pink House Rental:** **Tim Hugo** exercised his option to extend his lease for **2 years to December 2019 @ \$1,300 per month**. The March report reflects an additional \$1,200 remaining due, which will be paid in the near future.
- **Taxes & Permits** highlights include receipt of \$24,095.84 in BPOLs for March – totaling \$41,673.56 for FY18 YTD, \$121.99 received in March in new Motor Vehicle Fees from Fairfax County, for a YTD total of \$9,454.22; 27% greater than FY17 for the same period. \$2,415.06 was received in March from Fairfax County for Jan. 2018 Local Sales Taxes, reflecting the usual two-month delay in Sales tax revenues.
- **Contractual Expense:** The highlights for March include \$755.35 expended for Community Hall electricity, \$613.41 for Ayre Square rental, \$1,000 for Planning Commission general consulting and \$499.35 for Town Services – for 3 months trash collection.
- **Haunted Trail Expenses:** An additional expense of \$428.35 was reimbursed for the Haunted Trail Event during March, bringing the net event proceeds to \$37,157.63. *See the supplemental Haunted Trail Report.*
- **CIF – CIF Special Project Streetscape Phase 2** – March activity reflects a payment to J2 Engineering in the amount of \$1,463.10, bringing the YTD expenditures to \$ 29,674.45.
- **Supplemental Detail Reports are provided as follows:**
- **Haunted Trail Report** updated as of 3/31/18.
- **Community Hall Comparative Report**

- **Profit & Loss Detail Export Report** for period ended 03/31/2018. This report is a detailed export of the income and expenses from the accounting system. Notes and supplementary schedules are provided on the Profit & Loss Summary report and as additional tabs which highlight items of interest.

Other updates:

- The due date for filing BPOL Applications and payments was be March 1st. \$24,095.84 was received in March. This reflects a total of \$31,809.98 for 2018 receipts from 42 businesses – 76%. FY18 total received to date: \$41,673.56 represents 69% of the \$46,000 total budgeted.
- An addition VISA credit card in the name of the Town of Clifton, Amanda Christman, Clerk, is being initiated with a credit limit of \$500 as authorized by Mayor Hollaway and the Town Council at the January meeting. The new card will be mailed directly to the Clerk within about 4 weeks. 30 to 60 days is the normal processing time.
- **Final Bound Audited Financial Statements for FY17, ended 6/30/17**, are being issued. The electronic copies will be emailed to you within a few days.
- The email for initiating the process for developing the **Budget for FY19** was sent following the February Town Council meeting, with responses requested by March 15th. To date we have received only 3 responses. The scheduled of meeting dates for the Budget Work Sessions confirmed as available by Darrell Poe follow:
 1. March 21 – Wednesday 7:30 – 8:30 Proposed Budget Work Session #1 – *cancelled due to snow*
 2. April 11 – Wednesday 7:30 – 8:30 Proposed Budget Work Session #2
 3. April 18 – Wednesday 7:30 – 8:30 Proposed Budget Work Session # 3 if needed
 4. April 24 – Advertise – FY19 Budget Public Hearing on 5/1/18 – one ad required at least 7 days in advance of hearing.
 5. May 1 or regular TC meeting – Public Hearing for review of the FY19 Budget in advance of the Regular Town Council Meeting. - Public Hearing ad required at least 7 days prior to the adoption of the Budget.
 6. June 6 –FY19 Budget Adoption by Town Council at Regular Town Council meeting.

After your review, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know.

Thank you.

IMPORTANT: Please let me know if you DO NOT wish to receive a paper copy of these documents provided to you at the meeting. Thanks so much!

Sincerely,

Marilyn

Marilyn Barton
Treasurer

Town of Clifton
P.O. Box 309
Clifton, VA 20124-0309
Cell 703 678 8607

04/02/18

Town of Clifton
Cash Balance Report
 As of March 31, 2018

<u>3/31/2018</u>		<u>Bank Rates Effective March 19, 2018</u>		<u>Negotiated Increases</u>
		<u>CD Term</u>	<u>Maturity Date</u>	<u>APR %</u>
ASSETS				
Current Assets				
Checking/Savings				
John Marshall Bank CDs	302,334.66	1 yr	7/31/2018	1.17%
John Marshall Bank CDs	210,107.00	18 months	9/19/2019	1.56% Up from 1.19% @ 3/19/18
C.D. - United Bank 1	100,000.00	2 yrs	3/19/2020	2.00% Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	100,000.00	2 yrs	3/19/2020	2.00% Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	100,000.00	2 yrs	3/19/2020	2.00% Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	100,000.00	2 yrs	3/19/2020	2.00% Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	100.00			
Checking-United Bank	43,590.36	Min Bal \$2,500	"Chairman's Club"	0.10%
Investments-LGIP	934.23			
Money Market Savings-United	251,810.05		July 2017	
Security Deposit - United Bank	4,402.28		negotiated rate	0.20% This is being reviewed for potential increase
Total Checking/Savings	1,213,278.58			

NOTE: The Treasurer worked with both of the Town's Banks to secure the best investment return.

Town of Clifton

Profit & Loss Budget Performance

March 2018

<u>Operating Funds</u>		Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
Income						
	State Funding	0.00		10,000.00	10,000.00	10,000.00
	Clifton Public Parking Rental	0.00	0.00	0.00	450.00	450.00
1	Committees Fundraising	74.75	166.67	11,044.38	17,699.99	18,200.00
2	Community Hall Revenues	675.00	500.00	4,432.52	4,500.00	6,000.00
	Haunted Trail Event	0.00		49,790.53	30,000.00	30,000.00
	Interest Income	837.37	1,166.67	8,289.61	10,499.99	14,000.00
	Other Income	0.00		0.00	26,364.00	26,364.00
3	Pink House Rental	1,900.00	3,400.00	25,200.00	30,600.00	40,800.00
4	Tax and Permits Revenue	28,020.28	49,958.33	82,766.45	90,325.01	102,200.00
	Total Income	31,507.40	55,191.67	191,523.49	220,438.99	248,014.00
	Gross Profit	31,507.40	55,191.67	191,523.49	220,438.99	248,014.00
Expense						
	Citizens' Recognition Expense	0.00	62.50	0.00	562.50	750.00
	Bank Service Charges	0.00		20.00		
	Commodities	52.38	435.84	1,278.02	4,422.48	5,730.00
5	Contractual	2,973.00	7,316.69	57,762.46	136,549.93	158,750.00
6	Haunted Trail Expenses	428.35		12,632.90	15,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	5,625.00	7,500.00
	Payroll Expenses	4,508.16	5,023.67	35,524.44	45,212.99	60,284.00
	Total Expense	7,961.89	13,463.70	107,217.82	207,372.90	248,014.00
	Net Income	23,545.51	41,727.97	84,305.67	13,066.09	0.00
<u>CIF FUNDS:</u>						
CIF Income						
	CIF - Capital Improvements Fund	0.00	60,625.00	4,886.43	545,625.00	727,500.00
CIF Expenses						
7	CIF Expenses	1,463.10		29,674.45	1,110,500.00	1,110,500.00
	Net Income - CIF Funds	(1,463.10)	60,625.00	(24,788.02)	(564,875.00)	(383,000.00)
	Consolidated Net Income	22,082.41	102,352.97	59,517.65	(551,808.91)	(383,000.00)

NOTES:

- 1 Committee Fundraising: The final Clifton Film Festival Report and payment to the Town is anticipated to be received in the near future.
- 2 Community Hall Revenues reflect receipts through February which were turned in at the March meeting. (See the C.H. Report included.)
- 3 Tim Hugo has opted to extend his lease of space at the Pink House for an additional two years @ \$1,300 per month. He will be paying an additional 200.00 to cover the increase for Jan & Feb. Response regarding March's rent is pending.
- 4 Taxes & Permits highlights include receipt in March of \$24,095.84 in BPOLs for 2018 - totaling \$41,673.56 for FY18, \$ 121.99 received in March for new Motor Vehicle Fees from Fairfax County, for a YTD total of \$ 9,454.22. \$2,415.06 was received in March from Fairfax County for January 2018 Local Sales Taxes, reflecting the usual 2 month delay in Sales tax revenues.

Town of Clifton
Profit & Loss Budget Performance
March 2018

<u>Operating Funds</u>		Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
5	<i>Contractual Expense: The highlights for March include \$755.35 expended for Community Hall electricity, \$613.41 for Ayre Square rental, \$1,000 for Planning Commission general consulting and 499.35 for Town services - for 3 months trash collection.</i>					
6	<i>Haunted Trail Event: An additional expense of \$428.35 was reimbursed for the Haunted Trail Event during March, bringing the net event proceeds to \$37,157.63. See the supplemental Haunted Trail Report.</i>					
7	<i>CIF Special Project Streetscape Phase 2 - March activity reflects a payment to J2 Engineering in the amount of \$1,463.10, bringing the YTD expenditures to \$ 29,674.45.</i>					

Town of Clifton
Comparative Community Hall Report
July 2017 through March 2018

	Jul '17 - Mar 18	Jul '16 - Mar 17
Income		
Community Hall Revenues		
Community Hall Rentals	4,432.52	5,165.00
Total Community Hall Revenues	4,432.52	5,165.00
Total Income	4,432.52	5,165.00
Gross Profit	4,432.52	5,165.00
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	750.00	1,130.22
C.H.-Equipment & Supplies	0.00	639.53
C.H.-Management Fee	1,008.91	1,186.25
C.H. - Electric	4,045.41	3,534.30
Total Community Hall Expenses	5,804.32	6,490.30
Total Contractual	5,804.32	6,490.30
Total Expense	5,804.32	6,490.30
Net Income	(1,371.80)	(1,325.30)

Town of Clifton
Haunted Trail Event Report
July 2017 through March 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Haunted Trail Event							
Deposit	10/02/2017		Square Inc.	Haunted Trail income	Haunted Trail	216.97	216.97
Deposit	10/02/2017		Square Inc.	Haunted Trail income	Haunted Trail	515.56	732.53
Deposit	10/03/2017		Square Inc.	Haunted Trail income	Haunted Trail	120.47	853.00
Deposit	10/04/2017		Square Inc.	Haunted Trail income	Haunted Trail	86.97	939.97
Deposit	10/05/2017		Square Inc.	Haunted Trail income	Haunted Trail	163.59	1,103.56
Deposit	10/06/2017		Square Inc.	Haunted Trail income	Haunted Trail	145.34	1,248.90
Sales Receipt	10/09/2017	00-4285	Environmental Consultants/Contractors	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	1,748.90
Deposit	10/10/2017		Square Inc.	Haunted Trail income	Haunted Trail	164.21	1,913.11
Deposit	10/10/2017		Square Inc.	Haunted Trail income	Haunted Trail	168.76	2,081.87
Deposit	10/10/2017		Square Inc.	Haunted Trail income	Haunted Trail	318.06	2,399.93
Deposit	10/11/2017		Square Inc.	Haunted Trail income	Haunted Trail	155.38	2,555.31
Deposit	10/12/2017		Square Inc.	Haunted Trail income	Haunted Trail	82.10	2,637.41
Sales Receipt	10/13/2017	00-4287	William & Pheobe Peterson	Halloween Haunted Trail - Zombie Sponsor	Haunted Trail	1,500.00	4,137.41
Sales Receipt	10/13/2017	00-4288	Hermandorfer, Carol S.	Halloween Haunted Trail - Mummy Sponsorship	Haunted Trail	500.00	4,637.41
Deposit	10/13/2017		Square Inc.	Haunted Trail income	Haunted Trail	140.18	4,777.59
Deposit	10/16/2017		Square Inc.	Haunted Trail income	Haunted Trail	19.16	4,796.75
Deposit	10/16/2017		Square Inc.	Haunted Trail income	Haunted Trail	343.31	5,140.06
Deposit	10/17/2017		Square Inc.	Haunted Trail income	Haunted Trail	294.05	5,434.11
Deposit	10/18/2017		Square Inc.	Haunted Trail income	Haunted Trail	217.72	5,651.83
Deposit	10/19/2017		Square Inc.	Haunted Trail income	Haunted Trail	401.99	6,053.82
Deposit	10/20/2017		Square Inc.	Haunted Trail income	Haunted Trail	299.21	6,353.03
Deposit	10/23/2017		Square Inc.	Haunted Trail income	Haunted Trail	420.24	6,773.27
Deposit	10/23/2017		Square Inc.	Haunted Trail income	Haunted Trail	671.10	7,444.37
Deposit	10/24/2017		Square Inc.	Haunted Trail income	Haunted Trail	786.94	8,231.31
Deposit	10/25/2017		Square Inc.	Haunted Trail income	Haunted Trail	1,050.26	9,281.57
Deposit	10/26/2017		Square Inc.	Haunted Trail income	Haunted Trail	2,146.53	11,428.10
Deposit	10/27/2017		Square Inc.	Haunted Trail income	Haunted Trail	4,398.78	15,826.88
Deposit	10/30/2017		Square Inc.	Haunted Trail income	Haunted Trail	1,354.66	17,181.54
Deposit	10/30/2017		Square Inc.	Haunted Trail income	Haunted Trail	10,915.99	28,097.53
Sales Receipt	10/31/2017	00-4292	Professional Tutoring, LLC	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	28,347.53
Sales Receipt	10/31/2017	00-4296	Clifton Cafe'	Halloween Haunted Trail - Mummy Sponsorship	Haunted Trail	500.00	28,847.53
Deposit	11/15/2017		Haunted Trail Event	2017 H.T. cash proceeds	Haunted Trail	19,493.00	48,340.53

Town of Clifton

Haunted Trail Event Report

July 2017 through March 2018

Type	Date	Numb	Name	Memo	Class	Amount	Balance
Sales Receipt	11/18/2017	00-4307	McNamara Enterprises, Inc.	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	48,840.53
Sales Receipt	11/18/2017	00-4308	Ciao Osteria	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	49,340.53
Sales Receipt	11/18/2017	00-4309	The Wine Attic	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	49,590.53
Sales Receipt	11/18/2017	00-4310	Smoke-N-Shine, LLC	Halloween Haunted Trail - Sponsorship	Haunted Trail	200.00	49,790.53
Total Haunted Trail Event							49,790.53
Haunted Trail Expenses							49,790.53
Check	10/16/2017	7415	Steve Bittner	ADVANCE - 2017 Haunted Trail Event Expense: Haunted Trail		(5,000.00)	(5,000.00)
Check	11/30/2017	7433	Steve Bittner	Reimb balance - 2017 Haunted Trail Event Expe	Haunted Trail	(248.45)	(5,248.45)
Check	11/30/2017	7434	Gary Anderson	Reimb - 2017 Haunted Trail Expenses: Blueline Rental for genei		0.00	(5,248.45)
Check	11/30/2017	7434	Gary Anderson	Reimb - 2017 Haunted Trail Expenses: Amazon - tiki fuel		0.00	(5,248.45)
Check	11/30/2017	7434	Gary Anderson	Reimb - 2017 Haunted Trail Expenses: Amazon - Gas		0.00	(5,248.45)
Check	11/30/2017	7435	Michelle Stein	Reimb: Haunted Trail 2017 - Expenses: gravel		(375.00)	(5,623.45)
Check	11/30/2017	7435	Michelle Stein	Reimb: Haunted Trail 2017 - Expenses: miscellaneous		(87.96)	(5,711.41)
Check	11/30/2017	7436	Caroline Vicars Finnerger	Reimb: 2017 Haunted Trail - expenses including Haunted Trail		(94.99)	(5,806.40)
Check	11/30/2017	7437	Jennifer Congdon	reimb: 2017 Haunted Trail Expenses: fog mach	Haunted Trail	(192.88)	(5,999.28)
Check	11/30/2017	7438	Boris Popoluh	reimb: 2017 Haunted Trail Expense - Union Mill	Haunted Trail	(58.00)	(6,057.28)
Check	12/10/2017	7440	Steve Bittner	Reimb - 2017 Haunted Trail Event - Dumpster E	Haunted Trail	(493.00)	(6,550.28)
Check	12/13/2017	7441	Mona Harrington	reimb: H.T. Kevin Jackson -Gallows lumber and	Haunted Trail	(303.52)	(6,853.80)
Check	12/13/2017	7441	Mona Harrington	reimb: H.T. Amazon- Fire Pit Skull decor	Haunted Trail	(83.72)	(6,937.52)
Check	12/13/2017	7441	Mona Harrington	reimb: H.T. Amazon - Graceart Pioneer Woman	Haunted Trail	(42.50)	(6,980.02)
Check	12/13/2017	7441	Mona Harrington	reimb: H.T. Amazon -Gemmy LED Lightshow	Haunted Trail	(28.94)	(7,008.96)
Check	12/13/2017	7441	Mona Harrington	reimb: H.T. Google Apps for domain - 1 year	Haunted Trail	(45.00)	(7,053.96)
Check	12/13/2017	7441	Mona Harrington	reimb: H.T. Weebly Business site - 1 month	Haunted Trail	(35.00)	(7,088.96)
Check	12/13/2017	7442	Fred Ansick	reimb: H.T. - Home Depot - Graveyard - motorcy	Haunted Trail	0.00	(7,088.96)
Check	12/31/2017	7463	Gary Anderson	H.T. Reimb for Blueline rental of Generators & T	Haunted Trail	(2,016.99)	(9,105.95)
Check	12/31/2017	7463	Gary Anderson	H.T. Reimb for Tiki fuel	Haunted Trail	(158.90)	(9,264.85)
Check	12/31/2017	7463	Gary Anderson	H.T. Reimb for gas	Haunted Trail	(11.08)	(9,275.93)
Check	01/07/2018	7470	Maryland Screen Printers, Inc.	Inv # 30173, Acct #21271, PO No Haunted Trail	Haunted Trail	(2,683.75)	(11,959.68)
Check	01/24/2018	7471	Gary Anderson	Reimb - Haunted Trail Expenses: Blueline - addi	Haunted Trail	(244.87)	(12,204.55)
Check	03/17/2018	7494	Sydney Sawyer	Reimb for 2017 Haunted Trail Expense for shirts	Haunted Trail	(428.35)	(12,632.90)
Total Haunted Trail Expenses							(12,632.90)
TOTAL							37,157.63

Town of Clifton
Profit & Loss Budget Performance
March 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
3			Income										
4				State Funding									
5				Fire Program Funds				0.00			10,000.00	10,000.00	10,000.00
6				Total State Funding				0.00			10,000.00	10,000.00	10,000.00
7				CIF - Capital Improvements Fund									
8				Grants									
9				Federal									
10				ISTEA-Clifton Streetscape				0.00	12,125.00	0.00	109,125.00	145,500.00	
11				Total Federal				0.00	12,125.00	0.00	109,125.00	145,500.00	
12				VDOT- MAP21 Streetscape Phase 2				0.00	48,500.00	4,886.43	436,500.00	582,000.00	
13				Total Grants				0.00	60,625.00	4,886.43	545,625.00	727,500.00	
14				Total CIF - Capital Improvements Fund				0.00	60,625.00	4,886.43	545,625.00	727,500.00	
15				Clifton Public Parking Rental				0.00	0.00	0.00	450.00	450.00	
16				Committees Fundraising									
17				Homes Tour Income				0.00		9,298.21	4,000.00	4,000.00	
18				Clifton Business Coalition									
19				Celebrate Clifton Gala				0.00		0.00	10,000.00	10,000.00	
20				Total Clifton Business Coalition				0.00		0.00	10,000.00	10,000.00	
21				Council of the Arts									
22				Clifton Film Festival				74.75		1,386.17	2,000.00	2,000.00	
23				Annual Summer Play Event				0.00	0.00	0.00	0.00	0.00	
24				Calendar Sales				0.00	0.00	0.00	0.00	0.00	
25				Community Arts Programs-CGT Inc				0.00	125.00	135.00	1,125.00	1,500.00	
26				Total Council of the Arts				74.75	125.00	1,521.17	3,125.00	3,500.00	
27				Environmental Committee									
28				Environmental Event				0.00	41.67	0.00	374.99	500.00	
29				Total Environmental Committee				0.00	41.67	0.00	374.99	500.00	
30				Parks Committee									
31				Park Rental				0.00		225.00	200.00	200.00	
32				Total Parks Committee				0.00		225.00	200.00	200.00	
33				Total Committees Fundraising				74.75	166.67	11,044.38	17,699.99	18,200.00	
34				Community Hall Revenues									
35				Community Hall Rentals				675.00	500.00	4,432.52	4,500.00	6,000.00	
36				Total Community Hall Revenues				675.00	500.00	4,432.52	4,500.00	6,000.00	
37				Haunted Trail Event				0.00		49,790.53	30,000.00	30,000.00	
38				Interest Income				837.37	1,166.67	8,289.61	10,499.99	14,000.00	
39				Other Income									
40				Carry Frwd - Prior Year Surplus				0.00		0.00	26,314.00	26,314.00	
41				Other Income - Other				0.00		0.00	50.00	50.00	
42				Total Other Income				0.00		0.00	26,364.00	26,364.00	
43				Pink House Rental				1,900.00	3,400.00	25,200.00	30,600.00	40,800.00	
44				Tax and Permits Revenue									
45				ARB Permits				325.00	16.67	435.00	149.99	200.00	
46				BPOL tax				24,095.84	46,000.00	41,673.56	46,000.00	46,000.00	
47				Cigarette Tax				169.64	183.33	1,766.66	1,650.01	2,200.00	

Town of Clifton
Profit & Loss Budget Performance
March 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
48								Communications Sales Tax -Va	492.75	458.33	4,099.59	4,125.01	5,500.00
49								Franchise Fees - Cox & Verizon	0.00	316.67	2,539.54	2,849.99	3,800.00
50								Motor Vehicle Tags	121.99		9,454.22	7,000.00	7,000.00
51								Railroad Tax	0.00		1,619.59	1,700.00	1,700.00
52								Sales Tax	2,415.06	2,833.33	19,295.77	25,500.01	34,000.00
53								Use Permits	400.00	58.33	1,075.00	525.01	700.00
54								Utility Consumption Tax	0.00	91.67	807.52	824.99	1,100.00
55								Total Tax and Permits Revenue	28,020.28	49,958.33	82,766.45	90,325.01	102,200.00
56								Total Income	31,507.40	115,816.67	196,409.92	766,063.99	975,514.00
57								Gross Profit	31,507.40	115,816.67	196,409.92	766,063.99	975,514.00
58								Expense					
59								Citizens' Recognition Expense	0.00	62.50	0.00	562.50	750.00
60								Bank Service Charges	0.00		20.00		
61								CIF Expenses					
62								Hist Property Acquisition & Imp	0.00		0.00	50,000.00	50,000.00
63								Engineering /Design - Sidewalks	0.00		0.00	3,000.00	3,000.00
64								Caboose Renovation	0.00		0.00	15,000.00	15,000.00
65								CIF-Town Parks Committee					
66								CIF-Playground Impr.	0.00		0.00	10,000.00	10,000.00
67								Total CIF-Town Parks Committee	0.00		0.00	10,000.00	10,000.00
68								CIF - Land Purchase	0.00		0.00	200,000.00	200,000.00
69								Clifton Creek Park - Trails	0.00		0.00	20,000.00	20,000.00
70								RR Siding Parking Facility	0.00		0.00	35,000.00	35,000.00
71								Special Projects Committee					
72								Dev. of Streetscape Phase 2	1,463.10		29,674.45		
73								VDOT EN- Main St Improvements	0.00		0.00	727,500.00	727,500.00
74								Total Special Projects Committee	1,463.10		29,674.45	727,500.00	727,500.00
75								Storage Facility	0.00		0.00	50,000.00	50,000.00
76								Total CIF Expenses	1,463.10		29,674.45	1,110,500.00	1,110,500.00
77								Commodities					
78								Office Equipment	0.00		0.00	500.00	500.00
79								Calendars/Posters Expense	0.00		0.00	0.00	0.00
80								Computer Supplies	0.00	106.67	285.10	959.99	1,280.00
81								Copies	0.00	16.67	35.44	149.99	200.00
82								License Plates	0.00		39.75	0.00	0.00
83								Miscellaneous	0.00	208.33	135.60	1,875.01	2,500.00
84								Miscellaneous - Commodities	0.00	0.00	0.00	0.00	0.00
85								Office Supplies	0.00	62.50	326.77	562.50	750.00
86								Postage and Delivery	52.38	41.67	455.36	374.99	500.00
87								Total Commodities	52.38	435.84	1,278.02	4,422.48	5,730.00
88								Contractual					
89								Fire Program	0.00		10,000.00	10,000.00	10,000.00
90								Caboose Expenses					
91								Caboose Equipment	0.00	41.67	0.00	374.99	500.00
92								Caboose Maintenance	0.00	125.00	0.00	1,125.00	1,500.00

Town of Clifton
Profit & Loss Budget Performance
March 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
									Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
93								Total Caboose Expenses	0.00	166.67	0.00	1,499.99	2,000.00
94								Community Hall Expenses					
95								C.H.-Cleaning	0.00	166.67	750.00	1,499.99	2,000.00
96								C.H.-Equipment & Supplies	0.00	62.50	0.00	562.50	750.00
97								C.H.-General Maintenance	0.00	166.67	0.00	1,499.99	2,000.00
98								C.H.-Management Fee	0.00	125.00	1,008.91	1,125.00	1,500.00
99								C.H. - Electric	755.35	666.67	4,045.41	5,999.99	8,000.00
100								C.H. Interior Improvements	0.00	416.67	0.00	3,749.99	5,000.00
101								Total Community Hall Expenses	755.35	1,604.18	5,804.32	14,437.46	19,250.00
102								Dues and Subscriptions					
103								Conference Attendance	0.00		0.00	500.00	500.00
104								Va. Municipal League	0.00		396.00	600.00	600.00
105								Dues and Subscriptions - Other	0.00		0.00	100.00	100.00
106								Total Dues and Subscriptions	0.00		396.00	1,200.00	1,200.00
107								Insurance	0.00		6,820.00	6,600.00	6,600.00
108								Legal Advertising	0.00	166.67	0.00	1,499.99	2,000.00
109								Mayoral Reimbursement	0.00	41.67	0.00	374.99	500.00
110								Miscellaneous	0.00	208.33	20.00	1,875.01	2,500.00
111								Professional Fees					
112								Accounting	0.00		3,881.13	7,500.00	7,500.00
113								Legal Fees	0.00	1,666.67	0.00	14,999.99	20,000.00
114								Total Professional Fees	0.00	1,666.67	3,881.13	22,499.99	27,500.00
115								Rent					
116								Ayre Square Rental	613.41		1,226.84	1,400.00	1,400.00
117								Railroad Siding Rental	0.00		1,679.12	1,700.00	1,700.00
118								Total Rent	613.41		2,905.96	3,100.00	3,100.00
119								Town Assoc of Northern Va Event	0.00		0.00	600.00	600.00
120								Town Facilities					
121								Ayre Square Maintenance	0.00	41.67	0.00	374.99	500.00
122								Pink House Expenses					
123								Pink House Maintenance	0.00	1,250.00	45.61	11,250.00	15,000.00
124								Pink House Repairs	0.00	0.00	0.00	0.00	0.00
125								Total Pink House Expenses	0.00	1,250.00	45.61	11,250.00	15,000.00
126								Town Handyman - 1099 vendor	0.00	333.33	0.00	3,000.01	4,000.00
127								Total Town Facilities	0.00	1,625.00	45.61	14,625.00	19,500.00
128								Town Government					
129								Architectural Review Board	0.00	25.00	0.00	225.00	300.00
130								Beautification Comm.					
131								Banner Replacement	0.00		0.00	3,000.00	3,000.00
132								Christmas Tree Lighting Event	0.00		0.00	1,000.00	1,000.00
133								Flower Receptacles	0.00		233.11	800.00	800.00
134								Railroad Siding Boxes-plantings	0.00		0.00	1,000.00	1,000.00
135								Total Beautification Comm.	0.00		233.11	5,800.00	5,800.00
136								Planning Commission					
137								Consulting-Capital/Town & Zng	0.00	250.00	0.00	2,250.00	3,000.00

Town of Clifton
Profit & Loss Budget Performance
March 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
138								General Admin Costs	0.00	50.00	135.60	450.00	600.00
139								General Consulting	1,000.00	250.00	4,468.75	2,250.00	3,000.00
140								PC Hearings, Ads and copies	0.00	100.00	0.00	900.00	1,200.00
141								Total Planning Commission	1,000.00	650.00	4,604.35	5,850.00	7,800.00
142								Town Committees Expense					
143								Clifton Business Coalition Exp					
144								Commercial Directional Signs	0.00		0.00	1,500.00	1,500.00
145								Celebrate Clifton Gala	0.00		0.00	1,000.00	1,000.00
146								Welcome Ctr- Walking Tour Pampl	0.00		0.00	500.00	500.00
147								Winter Holidays	0.00		0.00	0.00	0.00
148								Total Clifton Business Coalition Exp	0.00		0.00	3,000.00	3,000.00
149								Communication Committee					
150								Town email system	0.00		0.00	800.00	800.00
151								Web Server Maint & Domain Subsc	12.45	0.00	99.65	600.00	600.00
152								Web site updating & config	0.00		715.00	2,500.00	2,500.00
153								Total Communication Committee	12.45	0.00	814.65	3,900.00	3,900.00
154								Council for the Arts Committee					
155								Clifton Film Festival Exp	0.00		1,765.83	3,000.00	3,000.00
156								Audio/Video Equipment Expenses	0.00		0.00	2,150.00	2,150.00
157								Calendar Expense	0.00		0.00	0.00	0.00
158								Community Arts Events-CGT exp	0.00	125.00	0.00	1,125.00	1,500.00
159								Annual Summer Play Event	0.00		0.00	0.00	0.00
160								Total Council for the Arts Committee	0.00	125.00	1,765.83	6,275.00	6,650.00
161								Environmental Comm					
162								Environmental Event Expense	0.00		125.00	250.00	250.00
163								Environmental Comm - Other	0.00		21.97	250.00	250.00
164								Total Environmental Comm	0.00		146.97	500.00	500.00
165								Historic Preservation Comm Exp					
166								Historic Town Documents exp	0.00		0.00	250.00	250.00
167								Civil War Walking Tour Pamphlet	0.00		0.00	500.00	500.00
168								Historic Events	0.00		0.00	1,000.00	1,000.00
169								Town Museum	0.00		0.00	1,000.00	1,000.00
170								Total Historic Preservation Comm Exp	0.00		0.00	2,750.00	2,750.00
171								Homes Tour Committee	0.00		5,459.19	2,500.00	2,500.00
172								Sunshine Committee					
173								Easter Egg Hunt Expense	0.00	250.00	0.00	250.00	250.00
174								Welcome Baskets & Sympathy	0.00	41.67	0.00	374.99	500.00
175								Total Sunshine Committee	0.00	291.67	0.00	624.99	750.00
176								Town Parks Committee Exp					
177								Gazebo Garden Refurbishment	0.00		0.00	0.00	0.00
178								Landscape/Ground Maint expense	0.00	354.17	2,578.00	3,187.49	4,250.00
179								Fall Zone Mulching	0.00		2,450.00	2,500.00	2,500.00
180								Parks Mgt Fee	0.00		56.25	50.00	50.00
181								Playground Equip. Maintenance	0.00		688.46	1,000.00	1,000.00
182								Tree Trimming & Replacement	0.00		3,685.00	5,000.00	5,000.00

Town of Clifton
Profit & Loss Budget Performance
March 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 18	Budget	Jul '17 - Mar 18	YTD Budget	Annual Budget
183								Total Town Parks Committee Exp	0.00	354.17	9,457.71	11,737.49	12,800.00
184								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
185								Total Town Committees Expense	12.45	770.84	17,644.35	31,787.48	33,350.00
186								Total Town Government	1,012.45	1,445.84	22,481.81	43,662.48	47,250.00
187								Town Services					
188								Recepticle Trash Maintenance	0.00	0.00	0.00	0.00	0.00
189								Elections	0.00	0.00	0.00	0.00	1,000.00
190								Grass Mowing	0.00		2,700.00	6,050.00	6,050.00
191								Town Park Lawn Maintenance	0.00		0.00	5,000.00	5,000.00
192								Trash Collection	499.65	308.33	2,156.85	2,775.01	3,700.00
193								Utilities					
194								Gas and Electric	92.14	83.33	550.78	750.01	1,000.00
195								Total Utilities	92.14	83.33	550.78	750.01	1,000.00
196								Total Town Services	591.79	391.66	5,407.63	14,575.02	16,750.00
197								Total Contractual	2,973.00	7,316.69	57,762.46	136,549.93	158,750.00
198								Haunted Trail Expenses	428.35		12,632.90	15,000.00	15,000.00
199								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	5,625.00	7,500.00
200								Payroll Expenses					
201								Gross Wages					
202								Assistant Project Manager	333.34	333.33	3,000.06	3,000.01	4,000.00
203								Community Hall Manager	0.00		0.00	0.00	0.00
204								Town Clerk (Administrative)	1,166.66	1,166.67	10,499.94	10,499.99	14,000.00
205								Town Manager	0.00	833.33	0.00	7,500.01	10,000.00
206								Town Treasurer	1,666.66	1,666.67	14,999.94	14,999.99	20,000.00
207								Zoning Clerk	500.00	500.00	4,500.00	4,500.00	6,000.00
208								Employee Incentives	0.00	166.67	0.00	1,499.99	2,000.00
209								Total Gross Wages	3,666.66	4,666.67	32,999.94	41,999.99	56,000.00
210								Payroll Taxes					
211								FICA	682.02		2,046.06		
212								Medicare	159.48		478.44		
213								Payroll Taxes - Other	0.00	357.00	0.00	3,213.00	4,284.00
214								Total Payroll Taxes	841.50	357.00	2,524.50	3,213.00	4,284.00
215								Total Payroll Expenses	4,508.16	5,023.67	35,524.44	45,212.99	60,284.00
216								Total Expense	9,424.99	13,463.70	136,892.27	1,317,872.90	1,358,514.00
217								Net Income	22,082.41	102,352.97	59,517.65	(551,808.91)	(383,000.00)

PLANNING COMMISSION REPORT March 27, 2018

Present: Kathy Kalinowski, Jennifer Heilmann, Mac Arnold, Michelle Stein, Terry Winkowski, Susan Yantis;

Absent: Pat Pline

1. The Planning Commission recommends that the Town Council grant a use permit for the operation of Osair Technologies, a business located at 12642 Chapel Road, with the following conditions: their business which consists of consulting and IT solutions for clients at the client location, is not a retail business involving the regular visits of clients at the premises; the business hours and days of operation are to be Monday through Friday, 8AM to 4 PM, as set forth in their use permit application; one off street parking space is to be allocated to the business which includes 146 square feet of office space (a minimum of 1 parking space for 220 net square feet or less for an office use).
2. The Planning Commission recommends that the Town Council grant a use permit for the enlargement of the space being used by Core Outdoor Living, a business involving the sale of outdoor furniture, patios, screen porches, decks, patios located at 12642 Chapel Road. The following conditions apply to the use permit: this location is not a retail location for the business with regular client visits or the storage of equipment or merchandise; hours and days of operation should be as set forth in the use permit application, namely, Monday thru Friday from 7 AM to 5 PM; the number of employees on site at one time should not exceed 4 persons; the square footage of office space of the business is 736 square feet (increased from the 575 square feet authorized by their previous use permit dated October 7, 2014) with the allocation of 3 parking on site spaces (1 parking place for every 220 square feet of net square footage).
3. The Planning Commission recommends that the Town Council grant a use permit for operation of the Bake and Brew business located at 12644 Chapel Road, under the following conditions: the business consists of the sale for off site consumption of bakery goods and coffee, with 14 seats (inside or out) for on site consumption but not table service; with the allowance of twelve events involving wine and or beer per year, with a maximum of four employees on site at any one time; to be operated Tuesday thru Sunday from 7AM to 10 PM, to include 936 square feet of space and the to be allocated 11 parking spaces on site (9 for every 100 square feet, the take out requirement plus 2 for the 4 employees maximum to be on site at any one time).
4. The Planning Commission recommends that the Town Council grant a use permit for the operation of a business for residential mortgage lending for George Mason Mortgage, LLC at 12700 Chapel Road, under the following conditions: the business utilizes the entire premises of 2,054 gross square feet; the premises will no longer be used as a residence; the business will operate Monday thru Friday from 8:30 am to 5 pm; 7 parking spaces will be allocated to the business (1 parking space for every 275 gross square feet of office space); from the onsite parking plat of 28 spaces, 12 of

which have been previously allocated to the owner's offsite restaurant business of Villagio's).

5. The Planning Commission recommends that the Town Council grant a preliminary construction residential use permit for Reed Hall at 12725 Clifton Heights Road for construction of a pool, fence, retaining walls, patio and deck, which construction is in excess of 10,000 square feet of land disturbance; with the following conditions: that the conditions of Joe McClellan's letter of March 26, 2019 outlining his review of this application on behalf of the Town be met and complied with; that the ARB approve the fence and retaining wall construction; that the applicant pay Mr. McClellan's fee prior to the issuance of the use permit; that the applicant provide the Planning Commission with all permits applied for and received for the construction; that the applicant return to the Planning Commission and apply for a final use permit when construction is completed and demonstrates that construction was completed in compliance with all approvals and permits granted.

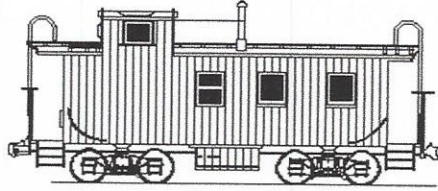
Town of Clifton

Architectural Review Board

March 29, 2018 Meeting Agenda

1. Victoria Trummer
7134 Main St. Install retractable awnings
The retractable awnings are approved as submitted.
2. Thomas & Marilyn Barton
12705 Chapel Rd. Fence modifications
The fence modifications are approved per the application and drawing
3. Acacia Lodge
7135 Main St. Window replacement
The new wood windows are approved as submitted.
4. Juan Navarro
7145 Main St. Signage
The sign submitted was approved. There are at times other signs for the Wine Attic that are not approved and should not be displayed at any time.
5. New Born Korean Baptist Church Signage
The sign was approved with one exception...no phone numbers can be included in the sign.

This meeting will be held 7:30 pm 3.29.18 at 12642 B Chapel Road.
If you have any questions please call 703 266-8500



Town of Clifton, Virginia

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

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

<u>Name</u>	<u>Term Commencing</u>	<u>Term Ending</u>
Steven R. Effros	4/2/18	3/4/21
Wayne Nickum	4/2/18	3/4/22
Sarah Nitz	4/2/18	3/4/22

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

<u>Name</u>	<u>Term Commencing</u>	<u>Term Ending</u>
John Brantley Baber	3/4/15	3/4/19

William J. Ridenour

3/4/18

3/4/22

James C. Chesley

3/4/16

3/4/20

Jeffrey E. Stein

3/4/18

3/4/22



William R. Hollaway, Mayor

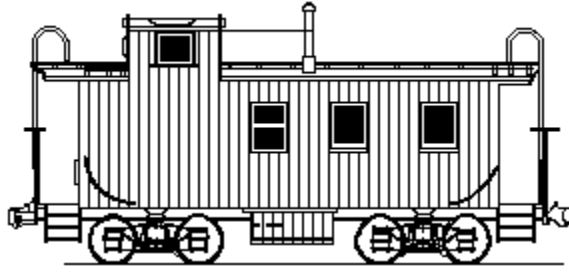
ATTEST:



Amanda Christman, Town Clerk

Adopted at the April 3 Regular Meeting.





**CLIFTON TOWN COUNCIL MEETING
TUESDAY, APRIL 3, 2018, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Reading of the Minutes (previous regular meetings and any special meetings).
2. Report of the Treasurer.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

 - (i) Give her name and address;
 - (ii) Direct her remarks to the Council and not to other citizens present;
 - (iii) Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.

Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
4. Unfinished Business:
 - a. Status/Actions re: Carport on Chestnut Street.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Clifton Industrial Development Authority – Appointment of Directors.
7. New Business:
 - a. Use of Community Hall for Student SAT/ACT Preparation Classes.
 - b. Clifton Women's Club Homes Tour – Banner Request.
8. Executive Session – Legal Matters.
9. Adjournment.