

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 6, 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: Marilyn Barton, from 8:10 – 9:09 PM.

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

Order of Business:

A moment of silence was held for Tom McNamara, a long-time, active community member who recently passed away.

1. Report of the Town Clerk:

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

a. Status of Reimbursement for Haunted Trail Expenses.

The status was included as a break-out report in the attached Treasurer's report.

b. Budget FYE1906 – Process and Schedule for Budget Work Sessions.

The Treasurer will work with the Manager of the Community Meeting Hall to develop a list of days when the Hall would be available for the upcoming meetings, so that dates and times can be set and announced to the public.

3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Beth Ghodsi: introduced herself and presented on behalf of Robinson High School's planned all-night graduation party. She asked if the Town of Clifton could support the event, either through sponsorship or through donations, due to Robinson being the base school for the Clifton community.

- **Councilmember Nickum moved to place the item on the Agenda for the March Meeting for further discussion, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**

Marilyn Stoney: reported on community efforts to urge VDOT to address the condition of Clifton Creek Drive, which exhibits signs of erosion from Popes Head Creek and the periodic flooding that occurs. A meeting with VDOT representatives is tentatively set for February 27th. VDOT discovered environmental work that has been done and is investigating. She will send additional information to the Clerk, to be distributed to the Council.

4. Unfinished Business:

- a. Gravel for Pink House Parking Lot.

Councilmembers Milne and McDonald will continue to pursue a reasonable price for the gravel and will keep the tenant informed. The results will be reported at a forthcoming meeting.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

- a. Planning Commission.

No report.

- b. Architectural Review Board.

- i. Sign Ordinance Violation Letters.

Councilmember McDonald reported that 6-7 letters have been drafted and are ready to be mailed. The Clerk will review the Town Code to ascertain the proper mailing procedure.

- **Councilmember Nickum moved to authorize the ARB to send the letters on behalf of the town, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**
- **Councilmember Nickum moved to amend the motion to specify that the letters are authorized to be sent as revised, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**
- **Councilmember Poe moved to add the Town Clerk as an authorized user of the Town credit card, seconded by Councilmember Milne. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Heilmann: Aye; Poe: Aye.**

- ii. Signs on Parked Trucks.

Vice Mayor Heilmann noted that several residents have commented on parked truck signage, and whether such signs are being reviewed, and whether a vehicle with signage that is continually parked in one location is considered a sign. The Council noted that no specific complaint has been received.

- c. Other Committees.

- i. Request for Boy Scout Annual Shut-In at Community Hall.

Boy Scout Troop 1104 members introduced themselves and requested to use the Town Hall from March 10th – March 11th for their annual lock-in, and described their planned activities, which includes team-building and community service.

- **Councilmember Poe moved to allow the use of the Community Hall, free of charge in recognition to the community contributions they make, as is done each year, seconded by Councilmember Milne. The motion was approved by poll vote, 6-0.**

7. New Business:

a. Dominion Transformer Oil Spill at Clifton Substation.

Scott Reamy, of Dominion Energy: introduced himself and presented information to the Town regarding the January 5th rupture of a transformer that resulted in the leak on 11,000 gallons of non-toxic mineral oil. He also reported on the containment, clean-up, reporting and investigative efforts performed by Dominion Energy.

Rodney Martin, of Dominion Energy: reported on the inspections that are performed on transformers, the function of the alarm system, and the capabilities of the leak-containment systems.

John Black, an environmental compliance representative for Dominion Energy: spoke about the oil containment system, the characteristics of the type of oil that was spilled, and the planned enlargement of the containment systems to accommodate the larger replacement transformers.

A local resident noted that some of the solvents can permeate the liner. She would like soil sample from under the liner and would like to see exactly what was in the oil, according to the lab tests.

Alan Lacy, Pollution Response Manager for VDEQ: reported that he was onsite during the clean-up efforts and saw during his inspection that the nonpermeable liner was dry when the impacted material above it was removed.

Mark Miller, Regional Manager for VDEQ: spoke about the primary concern for the nearby Occoquan river and Popes Head Creek. He reported that, from what they could discern, everything was contained on site. They have requested a report from dominion which is expected in March and will be made available to the public.

b. Clifton Lions' Club Pancake Breakfast (April 29) – Banner Request (April 22-29).

- **Councilmember Poe moved to authorize the placement of the banner over Main Street, provided it is taken down within a week after the event, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

c. Nominate and Re-nominate Members for Board of Zoning Appeals.

- **Mayor Hollaway moved to recommend approval of the following members for the following terms on the Board of Zoning Appeals:**

<u>Name</u>	<u>Term Commencing</u>	<u>Term Ending</u>
Marilyn Stoney	2/6/18	7/1/20
John Brantley Baber	3/1/16	3/1/21
William J. Ridenour	3/4/17	3/4/22
Jeffrey E. Stein	3/4/18	3/4/23
Steven Effros, Chair	7/1/14	7/1/19

seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.

- **Mayor Hollaway moved to appoint the following members to the Industrial Development Authority for the following terms:**

<u>Name</u>	<u>Term Commencing</u>	<u>Term Ending</u>
William J. Ridenour	3/4/18	3/4/22
Jeffrey E. Stein	3/4/18	3/4/22

seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.

d. Involving Young People in Clifton Town Government.

The Council discussed the need to involve more young people in the Town government.

8. Agenda – Adding Additional Items for Discussion.

- **Mayor Hollaway moved to add the discussion of the Belle Jar Design lease and the Town mowing contract items to the Agenda, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**
- **Councilmember Nickum moved to approve the Town mowing contract for the coming season at the current rate, seconded by Councilmember Poe. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Heilmann: Aye; Poe: Aye.**
- **Councilmember Nickum moved to grant a 6-month extension to the month-to-month lease for Belle Jar Design's rental of the Pink House at current rate, and authorize Mayor Hollaway to sign the extended lease, seconded by Mayor Hollaway. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Heilmann: Aye; Poe: Aye.**

9. Adjournment.

- **Councilmember Nickum moved to adjourn, seconded by Councilmember Milne. The motion was approved by poll vote, 6-0.**

The Meeting was adjourned at 9:09 PM.



Amanda Christman <cliftonclerkva@gmail.com>

February 5, 2018 Town Council Meeting - Treasurer's Report for period ended 01/31/2018

5 messages

Marilyn Lane Barton <clifton.treasurer@cox.net>

Tue, Feb 6, 2018 at 11:33 AM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, Jennifer Heilmann <jbheilmann@gmail.com>, WAYNE <clifnick@yahoo.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@comres.org>

Hello everyone,

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

- The Summary of **Cash Balances Report as of January 31, 2018** reflects total funds of **\$1,181,435.95**.
- **Profit & Loss Summary by Fund** for period ended 01/31/2018. **Highlights of January** transactions are noted on this summary report. The main items for the month include:
 - **Committee Fundraising** reflects receipt of **\$7,887** for the **Homes Tour in January, for a total revenue of \$9,298.21**. See the supplemental Homes Tour Event Report.
- The **2017 Haunted Trail Event** has generated **revenues of \$49,790.53**. **Expenses as of January 31st reflect \$12,204.55**, leaving **net income from the event of \$37,585.98**. (See the Haunted Trail Event Report included.)
- **Taxes & Permits** highlights include receipt of **\$1,105.79** in **BPOLs for 2018 – totaling \$10,969 for FY18 @ Jan 31st, \$111.32 received in January in new Motor Vehicle Fees** from Fairfax County, **for a YTD total of \$9,041; 25% greater than FY17 for the same period**. (See the supplemental Vehicle Registrations Report.) **\$2,783** was received in Jan. from **Fairfax County for Nov. 2017 Local Sales Taxes**, reflecting the **usual two-month delay** in Sales tax revenues.
- **Contractual Expense**: The highlights for January include **\$4,617 expended in January for the Homes Tour expenses**. (See the Homes Tour Event Report for supplemental details.)
- **CIF – CIF Special Project Streetscape Phase 2** – January activity reflects a **payment to J2 Engineering in the amount of \$939.70, bringing the YTD expenditures to \$ 26,057.87**.
- **Supplemental Detail Reports are provided as follows**:
 - **2017 Home Tour Report** as of January 31, 2018
 - **2017 Haunted Trail Transactions Report** as of January 31, 2018
 - **Vehicle Registration Comparative Report** – reflecting a 25% increase in FY18 at January 31st over the same period in FY17
 - **Community Hall Comparative Report**
 - **Profit & Loss Detail Export** Report for period ended 01/31/018. 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 2018 BPOL Application forms have been updated and will be provided for the Town website and will be mailed in early January and mailed to all businesses. The **due date for filing and payment will be March 1st**.
- The email for initiating the process for developing the **Budget for FY19** will be sent following the February Town Council meeting, with **responses requested by March 15th**. A schedule of **proposed meeting dates for the Budget Work Sessions** follow:
 1. March 20 – Tuesday 7:30 – 8:30 Proposed Budget Work Session #1
 2. April 10 – Tuesday 7:30 – 8:30 Proposed Budget Work Session #2
 3. April 17 – Tuesday 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 – Public Hearing for 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](tel:703-678-8607)



2018 01 31 Financial Statements.xlsx

122K

Marilyn Lane Barton <clifton.treasurer@cox.net>

Tue, Feb 6, 2018 at 11:45 AM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, Jennifer Heilmann <jbheilmann@gmail.com>, WAYNE <clifnick@yahoo.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@comres.org>

Hello all,

I apologize that I wasn't able to send out the financials when they were ready last night. I hope that you all received them now. It went through from my end.

My internet access went out again last night – I guess it wasn't the router, since we went to Cox and purchased a new one. It worked better for a day or two, then as I was trying to send out your financials last night it went out again. It just now came back on to allow me to send the file.

I was sick last night and am home sick today. Hopefully I'll be feeling well enough to come to the meeting and bring your copies. If I make it, I will only be able to stay for the Treasurer's Report and budget planning.

Thank you for your understanding.

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607

02/04/18

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

	<u>1/31/2018</u>	<u>Bank Rates Effective July 31, 2017</u>		
		<u>CD Term</u>	<u>Maturity Date</u>	<u>APR %</u>
ASSETS				
Current Assets				
Checking/Savings				
John Marshall Bank CDs	609,836.16	18 months	3/19/2018	1.19%
C.D. - John Marshall Bank CD 1	100,588.71	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
C.D. - John Marshall Bank CD 2	100,588.71	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
C.D. - John Marshall Bank CD 3	100,588.71	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
United Bank - Events Acct	1,310.76			Homes Tour @ \$1,210.76
Checking-United Bank	12,691.01	Min Bal \$2,500	"Chairman's Club"	0.10%
Investments-LGIP	931.92			
			July 2017	
Money Market Savings-United	250,498.05		negotiated rate	0.20% Down from .45% at Cardinal
Security Deposit - United Bank	4,401.92			
Total Checking/Savings	1,181,435.95			

Town of Clifton

Profit & Loss Budget Performance

January 2018

	Jan 18	Budget	Jul '17 - Jan 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	450.00	0.00	450.00	450.00
1 Committees Fundraising	7,887.45	166.67	10,969.63	17,366.65	18,200.00
2 Community Hall Revenues	843.76	500.00	3,757.52	3,500.00	6,000.00
3 Haunted Trail Event	0.00		49,790.53	30,000.00	30,000.00
Interest Income	967.83	1,166.67	6,574.08	8,166.65	14,000.00
Other Income	0.00		0.00	26,364.00	26,364.00
Pink House Rental	2,800.00	3,400.00	20,500.00	23,800.00	40,800.00
4 Tax and Permits Revenue	5,241.70	3,958.33	43,103.77	36,408.35	102,200.00
Total Income	17,740.74	9,641.67	144,695.53	156,055.65	248,014.00
Gross Profit	17,740.74	9,641.67	144,695.53	156,055.65	248,014.00
Expense					
Citizens' Recognition Expense	0.00	62.50	0.00	437.50	750.00
5 Bank Service Charges	0.00		20.00		
Commodities	254.42	435.84	1,162.27	3,550.80	5,730.00
6 Contractual	5,580.89	7,066.69	53,939.77	122,166.55	158,750.00
3 Haunted Trail Expenses	2,928.62		12,204.55	15,000.00	15,000.00
OTHER - TC approval req'd +\$500	0.00	625.00	0.00	4,375.00	7,500.00
Payroll Expenses	3,666.66	5,023.67	27,349.62	35,165.65	60,284.00
Total Expense	12,430.59	13,213.70	94,676.21	180,695.50	248,014.00
Net Income	5,310.15	(3,572.03)	50,019.32	(24,639.85)	0.00
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0.00	60,625.00	4,886.43	424,375.00	727,500.00
CIF Expenses					
7 CIF Expenses	939.70		26,057.87	1,110,500.00	1,110,500.00
Net Income - CIF Funds	(939.70)	60,625.00	(21,171.44)	(686,125.00)	(383,000.00)
Consolidated Net Income	4,370.45	110,644.32	(21,171.44)	(686,125.00)	(383,000.00)

NOTES:

- 1 *Committee Fundraising reflects Jan. receipt of \$7,887 for Homes Tour, for a total revenue of \$9,298.21. Total expenses were \$5,459 for a net income of \$3,839.02@ 1/31/18. (See the supplemental Homes Tour Event Report)*
- 2 *Community Hall Revenues reflect rentals turned in at the Dec. Town Council Meeting. (See the C.H. Report included.)*
- 3 *The 2017 Haunted Trail Event has generated revenues of \$49,790.53. Expenses as of Jan. 31st reflect \$12,204.55, leaving a net income from the event of \$37,585.98. (See the Haunted Trail Event Report included.)*
- 4 *Taxes & Permits highlights include receipt in January of \$1,105.79 in BPOLs for 2018 - totaling \$10,969 for FY18, \$ 111.32 received in January for new Motor Vehicle Fees from Fairfax County, for a YTD total of \$ 9,041; 25% greater than FY17 for the same period. (See the supplemental Vehicle Registrations Report). \$2,783 was received in Jan. from Fairfax County for Nov. 2017 Local Sales Taxes, reflecting the usual 2 month delay in Sales tax revenues.*

Town of Clifton
Profit & Loss Budget Performance
January 2018

		Jan 18	Budget	Jul '17 - Jan 18	YTD Budget	Annual Budget
5	<i>In November United Bank charged \$20 for processing the required bank balance confirmation for the Town's audit.</i>					
6	<i>Contractual Expense: The highlights for December include \$4,617 expended in January for Homes Tour expenses . See the Homes Tour Event Report for supplemental details.</i>					
7	<i>CIF Special Project Streetscape Phase 2 - January activity reflects a payment to J2 Engineering in the amount of \$939.70 , bringing the YTD expenditures to \$ 26,057.87.</i>					

February 4, 2018

Town of Clifton
Comparative Vehicle Registration Fee Report
FY2016 to FY2017

	Jul '17 - Jan 18	Jul '16 - Jan 17	\$ Change	% Change
Income				
Tax and Permits Revenue				
Motor Vehicle Tags	9,041	7,231	1,810	25%
Total Tax and Permits Revenue	9,041	7,231	1,810	25%
Total Income	9,041	7,231	1,810	25%
Gross Profit	9,041	7,231	1,810	25%
Expense	0	0	0	0%
Net Income	9,041	7,231	1,810	25%

Note: Amanda Christman reported that the Golf Cart tag renewals are completed for this year.

Town of Clifton

Homes Tour Event Report

July 2017 through January 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Committees Fundraising							
Homes Tour Income							
Sales Receipt	11/18/2017	00-4311	The Wine Attic	Homes Tour Fundraiser - Ad	Homes Tour	50.00	50.00
Sales Receipt	11/18/2017	00-4312	Hydrangea of Clifton	Homes Tour Fundraiser - Ad	Homes Tour	50.00	100.00
Sales Receipt	11/18/2017	00-4313	Villagio of Clifton	Homes Tour Fundraiser - 2 ads	Homes Tour	100.00	200.00
Deposit	11/20/2017		Square Inc.	Direct deposit to Events Acct	Homes Tour	55.43	255.43
Deposit	11/27/2017		Square Inc.	Direct deposit to Events acct	Homes Tour	75.85	331.28
Deposit	11/27/2017		Square Inc.	Direct Deposit to Events acct	Homes Tour	101.14	432.42
Deposit	11/29/2017		Square Inc.	Direct deposit to Events acct	Homes Tour	50.57	482.99
Deposit	11/30/2017		Square Inc.	Direct deposit to events acct	Homes Tour	50.57	533.56
Deposit	12/04/2017		Square Inc.	Direct deposit to Event acct	Homes Tour	462.92	996.48
Deposit	12/04/2017		Square Inc.	Direct Deposit to events acct	Homes Tour	414.28	1,410.76
General Journal	01/02/2018			Homes Tour - Cash ticket sales	Homes Tour	3,452.45	4,863.21
General Journal	01/02/2018			GoldenHill - Cash for Homes Tour Ad	Homes Tour	50.00	4,913.21
Deposit	01/07/2018	1836	Homes Tour	Rebecca Mooney - Homes tour tickets	Homes Tour	125.00	5,038.21
Deposit	01/07/2018	730	Homes Tour	Elizabeth Stathis-Homes tour tickets	Homes Tour	60.00	5,098.21
Deposit	01/07/2018	11675	Homes Tour	Marlene Peterson-Homes Tour tickets	Homes Tour	60.00	5,158.21
Deposit	01/07/2018	2147	Keen, Vernon & Virginia	Keens-Homes Tour tickets	Homes Tour	50.00	5,208.21
Deposit	01/07/2018	1183	Homes Tour	Deniece Johnson-Homes tour tickets	Homes Tour	50.00	5,258.21
Deposit	01/07/2018	11760	Homes Tour	Lorraine Ballard-Homes tour tickets	Homes Tour	100.00	5,358.21
Deposit	01/07/2018	1734	Homes Tour	Janet Shalestik-Homes tour tickets	Homes Tour	100.00	5,458.21
Deposit	01/07/2018	1924	Homes Tour	Barbara Selnick-homes tour tickets	Homes Tour	50.00	5,508.21
Deposit	01/07/2018	3106	Homes Tour	Lori Gibson-homes tour tickets	Homes Tour	75.00	5,583.21
Deposit	01/07/2018	4015	Homes Tour	Theresa Siggins-homes tour tickets	Homes Tour	60.00	5,643.21
Deposit	01/07/2018	369	Homes Tour	Paulette Bergstedt-homes tour tickets	Homes Tour	150.00	5,793.21
Deposit	01/07/2018	7174	Homes Tour	Nina Hodges-Homes tour tickets	Homes Tour	100.00	5,893.21
Deposit	01/07/2018	8763	Homes Tour	Gayle Peterson-homes tour tickets	Homes Tour	75.00	5,968.21
Deposit	01/07/2018	5638	Homes Tour	Lorie Baranowski-homes tour tickets	Homes Tour	75.00	6,043.21
Deposit	01/07/2018	4336	Homes Tour	Heidi Frego- Homes tickets	Homes Tour	100.00	6,143.21
Deposit	01/07/2018	1170	Hollaway, William & Phyllis Lovett	Homes tour tickets	Homes Tour	55.00	6,198.21
Deposit	01/07/2018	385	Homes Tour	Marjorie Bozek- Homes tickets	Homes Tour	50.00	6,248.21
Deposit	01/07/2018	3794	Homes Tour	Denise Syrek-homes tour tickets	Homes Tour	100.00	6,348.21
Deposit	01/07/2018	578	Homes Tour	Letitia Harrison-homes tour tickets	Homes Tour	30.00	6,378.21
Deposit	01/07/2018	7343	Homes Tour	Susan Sweet-homes tour tickets	Homes Tour	100.00	6,478.21

Town of Clifton
Homes Tour Event Report
July 2017 through January 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Deposit	01/07/2018	1086	Homes Tour	Sully McCrory-homes tour tickets	Homes Tour	75.00	6,553.21
Deposit	01/07/2018	4292	Homes Tour	Tiffany Reddinger-homes tour tickets	Homes Tour	90.00	6,643.21
Deposit	01/07/2018	117	Homes Tour	Chang Xiang-homes tour tickets	Homes Tour	60.00	6,703.21
Deposit	01/07/2018	6249	Homes Tour	Nancy Roper-homes tour tickets	Homes Tour	60.00	6,763.21
Deposit	01/07/2018	5971	Homes Tour	Heidi Uffelman-homes tour tickets	Homes Tour	50.00	6,813.21
Deposit	01/07/2018	301	Homes Tour	Carol Gardiner-homes tour tickets	Homes Tour	75.00	6,888.21
Deposit	01/07/2018	0510	Belle Jar Design, LLC	Homes Tour tickets	Homes Tour	1,960.00	8,848.21
Deposit	01/07/2018	23963	McNamara Enterprises	Homes Tour Ad	Homes Tour	100.00	8,948.21
Deposit	01/07/2018	116	Horse Hippie	Homes Tour Ad	Homes Tour	50.00	8,998.21
Deposit	01/07/2018	1946	Lexington Group	Homes Tour Ad	Homes Tour	50.00	9,048.21
Deposit	01/07/2018	1421	Wheelhouse	Homes Tour Ad	Homes Tour	50.00	9,098.21
Deposit	01/07/2018	5803	Clifton Cafe'	Homes Tour Ad	Homes Tour	50.00	9,148.21
Deposit	01/07/2018	10266	Peterson's Ice Cream Depot	Homes Tour Ad	Homes Tour	50.00	9,198.21
Sales Receipt	01/20/2018	00-4340	Trummers' on Main	Homes Tour Fundraiser - Ad	Homes Tour	100.00	9,298.21
Total Homes Tour Income						9,298.21	9,298.21
Total Committees Fundraising						9,298.21	9,298.21
Contractual							
Town Government							
Town Committees Expense							
Homes Tour Committee							
Check	11/24/2017	7423	Executive Press Inc.	2017 Candlelight Homes Tour Inv 30476 -tickets	Homes Tour	(842.00)	(842.00)
General Journal	01/02/2018			Homes Tour Donation expense to charities sele	Homes Tour	(3,452.45)	(4,294.45)
General Journal	01/02/2018			Homes Tour - Cash tips to drivers	Homes Tour	(50.00)	(4,344.45)
Check	01/02/2018	7464	Curran, Robert M. & Darah W.	Reimb for 2017 Homes Tour expenses: Costco	Homes Tour	(626.92)	(4,971.37)
Check	01/07/2018	7465	Sydney Sawyer	Reimb for 2017 Homes Tour Expense for after p	Homes Tour	(252.95)	(5,224.32)
Check	01/07/2018	7466	Melissa Milne	Reimb for 2017 Homes Tour expense: tips	Homes Tour	(30.00)	(5,254.32)
Check	01/24/2018	7472	Sydney Sawyer	Reimb for 2017 Homes Tour Expense for after p	Homes Tour	(204.87)	(5,459.19)
Total Homes Tour Committee						(5,459.19)	(5,459.19)
Total Town Committees Expense						(5,459.19)	(5,459.19)
Total Town Government						(5,459.19)	(5,459.19)
Total Contractual						(5,459.19)	(5,459.19)
TOTAL						3,839.02	3,839.02

Town of Clifton

Haunted Trail Event Report

July 2017 through January 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	Hermendorfer, 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 January 2018

Type	Date	Num	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	49,790.53
Haunted Trail Expenses							
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 Expense	Haunted Trail	(248.45)	(5,248.45)
Check	11/30/2017	7434	Gary Anderson	Reimb - 2017 Haunted Trail Expenses: Blueline Rental for generator		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 Finninger	Reimb: 2017 Haunted Trail - expenses including generator	Haunted Trail	(94.99)	(5,806.40)
Check	11/30/2017	7437	Jennifer Congdon	reimb: 2017 Haunted Trail Expenses: fog machine	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	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 - motorc	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 - add	Haunted Trail	(244.87)	(12,204.55)
Total Haunted Trail Expenses						(12,204.55)	(12,204.55)
TOTAL						37,585.98	37,585.98

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

	Jul '17 - Jan 18	Jul '16 - Jan 17
Income		
Community Hall Revenues		
Community Hall Rentals	3,757.52	3,465.00
Total Community Hall Revenues	3,757.52	3,465.00
Total Income	3,757.52	3,465.00
Gross Profit	3,757.52	3,465.00
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	750.00	675.00
C.H.-Equipment & Supplies	0.00	639.53
C.H.-Management Fee	1,008.91	783.75
C.H. - Electric	2,644.33	2,407.98
Total Community Hall Expenses	4,403.24	4,506.26
Total Contractual	4,403.24	4,506.26
Total Expense	4,403.24	4,506.26
Net Income	(645.72)	(1,041.26)

Town of Clifton
Profit & Loss Budget Performance
January 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 18	Budget	Jul '17 - Jan 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	84,875.00	145,500.00
11			Total Federal						0.00	12,125.00	0.00	84,875.00	145,500.00
12			VDOT- MAP21 Streetscape Phase 2						0.00	48,500.00	4,886.43	339,500.00	582,000.00
13			Total Grants						0.00	60,625.00	4,886.43	424,375.00	727,500.00
14			Total CIF - Capital Improvements Fund						0.00	60,625.00	4,886.43	424,375.00	727,500.00
15			Clifton Public Parking Rental						0.00	450.00	0.00	450.00	450.00
16			Committees Fundraising										
17			Homes Tour Income						7,887.45		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						0.00		1,311.42	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	875.00	1,500.00
26			Total Council of the Arts						0.00	125.00	1,446.42	2,875.00	3,500.00
27			Environmental Committee										
28			Environmental Event						0.00	41.67	0.00	291.65	500.00
29			Total Environmental Committee						0.00	41.67	0.00	291.65	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						7,887.45	166.67	10,969.63	17,366.65	18,200.00
34			Community Hall Revenues										
35			Community Hall Rentals						843.76	500.00	3,757.52	3,500.00	6,000.00
36			Total Community Hall Revenues						843.76	500.00	3,757.52	3,500.00	6,000.00
37			Haunted Trail Event						0.00		49,790.53	30,000.00	30,000.00
38			Interest Income						967.83	1,166.67	6,574.08	8,166.65	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						2,800.00	3,400.00	20,500.00	23,800.00	40,800.00
44			Tax and Permits Revenue										
45			ARB Permits						100.00	16.67	110.00	116.65	200.00
46			BPOL tax						1,105.79	0.00	10,969.37	0.00	46,000.00

Town of Clifton
Profit & Loss Budget Performance
January 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 18	Budget	Jul '17 - Jan 18	YTD Budget	Annual Budget
47								Cigarette Tax	165.34	183.33	1,448.78	1,283.35	2,200.00
48								Communications Sales Tax -Va	446.87	458.33	3,161.98	3,208.35	5,500.00
49								Franchise Fees - Cox & Verizon	268.00	316.67	1,886.77	2,216.65	3,800.00
50								Motor Vehicle Tags	111.32		9,041.41	7,000.00	7,000.00
51								Railroad Tax	0.00		1,619.59	1,700.00	1,700.00
52								Sales Tax	2,782.94	2,833.33	13,524.13	19,833.35	34,000.00
53								Use Permits	150.00	58.33	675.00	408.35	700.00
54								Utility Consumption Tax	111.44	91.67	666.74	641.65	1,100.00
55								Total Tax and Permits Revenue	5,241.70	3,958.33	43,103.77	36,408.35	102,200.00
56								Total Income	17,740.74	70,266.67	149,581.96	580,430.65	975,514.00
57								Gross Profit	17,740.74	70,266.67	149,581.96	580,430.65	975,514.00
58								Expense					
59								Citizens' Recognition Expense	0.00	62.50	0.00	437.50	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	939.70		26,057.87		
73								VDOT EN- Main St Improvements	0.00		0.00	727,500.00	727,500.00
74								Total Special Projects Committee	939.70		26,057.87	727,500.00	727,500.00
75								Storage Facility	0.00		0.00	50,000.00	50,000.00
76								Total CIF Expenses	939.70		26,057.87	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	129.22	106.67	285.10	746.65	1,280.00
81								Copies	16.40	16.67	35.44	116.65	200.00
82								License Plates	0.00		39.75	0.00	0.00
83								Miscellaneous	0.00	208.33	135.60	1,458.35	2,500.00
84								Miscellaneous - Commodities	0.00	0.00	0.00	0.00	0.00
85								Office Supplies	102.21	62.50	276.80	437.50	750.00
86								Postage and Delivery	6.59	41.67	389.58	291.65	500.00
87								Total Commodities	254.42	435.84	1,162.27	3,550.80	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	291.65	500.00

Town of Clifton
Profit & Loss Budget Performance
January 2018

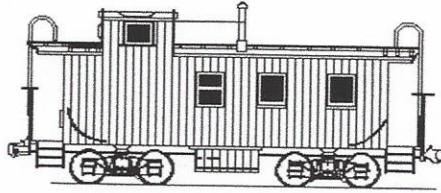
	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 18	Budget	Jul '17 - Jan 18	YTD Budget	Annual Budget
92								Caboose Maintenance	0.00	125.00	0.00	875.00	1,500.00
93								Total Caboose Expenses	0.00	166.67	0.00	1,166.65	2,000.00
94								Community Hall Expenses					
95								C.H.-Cleaning	150.00	166.67	750.00	1,166.65	2,000.00
96								C.H.-Equipment & Supplies	0.00	62.50	0.00	437.50	750.00
97								C.H.-General Maintenance	0.00	166.67	0.00	1,166.65	2,000.00
98								C.H.-Management Fee	130.47	125.00	1,008.91	875.00	1,500.00
99								C.H. - Electric	497.71	666.67	2,644.33	4,666.65	8,000.00
100								C.H. Interior Improvements	0.00	416.67	0.00	2,916.65	5,000.00
101								Total Community Hall Expenses	778.18	1,604.18	4,403.24	11,229.10	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	1,166.65	2,000.00
109								Mayoral Reimbursement	0.00	41.67	0.00	291.65	500.00
110								Miscellaneous	0.00	208.33	20.00	1,458.35	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	11,666.65	20,000.00
114								Total Professional Fees	0.00	1,666.67	3,881.13	19,166.65	27,500.00
115								Rent					
116								Ayre Square Rental	0.00		613.43	1,400.00	1,400.00
117								Railroad Siding Rental	0.00		1,679.12	1,700.00	1,700.00
118								Total Rent	0.00		2,292.55	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	291.65	500.00
122								Pink House Expenses					
123								Pink House Maintenance	0.00	1,250.00	45.61	8,750.00	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	8,750.00	15,000.00
126								Town Handyman - 1099 vendor	0.00	333.33	0.00	2,333.35	4,000.00
127								Total Town Facilities	0.00	1,625.00	45.61	11,375.00	19,500.00
128								Town Government					
129								Architectural Review Board	0.00	25.00	0.00	175.00	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					

Town of Clifton
Profit & Loss Budget Performance
January 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 18	Budget	Jul '17 - Jan 18	YTD Budget	Annual Budget
137								Consulting-Capital/Town & Zng	0.00	250.00	0.00	1,750.00	3,000.00
138								General Admin Costs	0.00	50.00	135.60	350.00	600.00
139								General Consulting	0.00	250.00	3,468.75	1,750.00	3,000.00
140								PC Hearings, Ads and copies	0.00	100.00	0.00	700.00	1,200.00
141								Total Planning Commission	0.00	650.00	3,604.35	4,550.00	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	11.95	0.00	74.75	600.00	600.00
152								Web site updating & config	0.00		715.00	2,500.00	2,500.00
153								Total Communication Committee	11.95	0.00	789.75	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	875.00	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	6,025.00	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	4,617.19		5,459.19	2,500.00	2,500.00
172								Sunshine Committe					
173								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00
174								Welcome Baskets & Sympathy	0.00	41.67	0.00	291.65	500.00
175								Total Sunshine Committe	0.00	41.67	0.00	291.65	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	2,479.15	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

Town of Clifton
Profit & Loss Budget Performance
January 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 18	Budget	Jul '17 - Jan 18	YTD Budget	Annual Budget
182								Tree Trimming & Replacement	0.00		3,685.00	5,000.00	5,000.00
183								Total Town Parks Committee Exp	0.00	354.17	9,457.71	11,029.15	12,800.00
184								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
185								Total Town Committees Expense	4,629.14	520.84	17,619.45	30,495.80	33,350.00
186								Total Town Government	4,629.14	1,195.84	21,456.91	41,020.80	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	109.65	308.33	1,547.55	2,158.35	3,700.00
193								Utilities					
194								Gas and Electric	63.92	83.33	376.78	583.35	1,000.00
195								Total Utilities	63.92	83.33	376.78	583.35	1,000.00
196								Total Town Services	173.57	391.66	4,624.33	13,791.70	16,750.00
197								Total Contractual	5,580.89	7,066.69	53,939.77	122,166.55	158,750.00
198								Haunted Trail Expenses	2,928.62		12,204.55	15,000.00	15,000.00
199								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	4,375.00	7,500.00
200								Payroll Expenses					
201								Gross Wages					
202								Assistant Project Manager	333.34	333.33	2,333.38	2,333.35	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	8,166.62	8,166.65	14,000.00
205								Town Manager	0.00	833.33	0.00	5,833.35	10,000.00
206								Town Treasurer	1,666.66	1,666.67	11,666.62	11,666.65	20,000.00
207								Zoning Clerk	500.00	500.00	3,500.00	3,500.00	6,000.00
208								Employee Incentives	0.00	166.67	0.00	1,166.65	2,000.00
209								Total Gross Wages	3,666.66	4,666.67	25,666.62	32,666.65	56,000.00
210								Payroll Taxes					
211								FICA	0.00		1,364.04		
212								Medicare	0.00		318.96		
213								Payroll Taxes - Other	0.00	357.00	0.00	2,499.00	4,284.00
214								Total Payroll Taxes	0.00	357.00	1,683.00	2,499.00	4,284.00
215								Total Payroll Expenses	3,666.66	5,023.67	27,349.62	35,165.65	60,284.00
216								Total Expense	13,370.29	13,213.70	120,734.08	1,291,195.50	1,358,514.00
217								Net Income	4,370.45	57,052.97	28,847.88	(710,764.85)	(383,000.00)



RESOLUTION CONCERNING APPOINTMENT OF MEMBERS TO THE BOARD OF
ZONING APPEALS OF THE TOWN OF CLIFTON, VIRGINIA

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

<u>Name</u>	<u>Term Commencing</u>	<u>Term Ending</u>
Marilyn Stoney	2/6/18	7/1/20
John Brantley Baber	3/1/16	3/1/21
William J. Ridenour	3/4/17	3/4/22
Jeffrey E. Stein	3/4/18	3/4/23
^{PH} Steven Effros, Chair	7/1/14	7/1/19

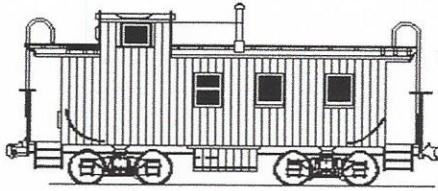
AW

William R. Hollaway, Mayor

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 February 6, 2018.

Amanda Christman, Town Clerk



RESOLUTION CONCERNING APPOINTMENT OF MEMBERS TO THE 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:

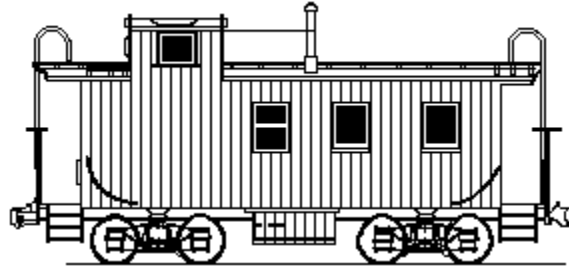
<u>Name</u>	<u>Term Commencing</u>	<u>Term Ending</u>
William J. Ridenour	3/4/18	3/4/22
Jeffrey E. Stein	3/4/18	3/4/22

William R. Hollaway, Mayor

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 February 6, 2018.

Amanda Christman, Town Clerk



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 6, 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.
 - a. Status of Reimbursement for Haunted Trail Expenses.
 - b. Budget FYE1906 – Process and Schedule for Budget Work Sessions.
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. Gravel for Pink House Parking Lot.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - i. Sign Ordinance Violation Letters.
 - ii. Signs on Parked Trucks.
 - c. Other Committees.
 - i. Request for Boy Scout Annual Shut-In at Community Hall.
7. New Business:
 - a. Dominion Transformer Oil Spill at Clifton Substation.
 - b. Clifton Lions' Club Pancake Breakfast (April 29) – Banner Request (April 22-29).
 - c. Nominate and Renominate Members for Board of Zoning Appeals.
 - d. Involving Young People in Clifton Town Government.
8. Closed Session – Legal Matters.
9. Adjournment.