

**CLIFTON TOWN COUNCIL
MEETING TUESDAY, JUNE 4, 7:30 PM
COMMUNITY MEETING HALL 12641
CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Steve Effros; Councilmember Chase Hinderstein; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

The Regular Meeting was called to order by Mayor Hollaway at 7:36 PM.

Order of Business:

1. Report of the Town Clerk.

a. Approval of the Minutes (previous regular meetings and any work sessions or special meetings).

- **Councilmember Poe moved to approve the May 2019 Regular Minutes and the two FY20 Budget Work Session Minutes from April 2019 as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

2. Reports of the Treasurer.

See attached reports.

a. Presentation of Treasurer's Report for Period Ending April 30, 2019 (not presented at May meeting).

b. Presentation of Treasurer's Report for Period Ending May 31, 2019.

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

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

See additional public comments under item 8.d.

The Northern Virginia Therapeutic Riding Program (NVTRP): is thankful of the support from Clifton community and is holding a reception hosted by John Marshall Bank this Sunday June 9th from 3-5 PM. Residents are invited to attend and enjoy wine and cheese at the O'Shaughnessy farm while touring the facility and learning about the next phase in their capital improvement project.

Corey Hinderstein: asked for guidance on how to provide the necessary invoicing to outstanding sponsorships for the Haunted Trail. The Treasurer advised that the sponsors need to complete the sponsorship form in order to generate the invoices.

4. Unfinished Business.

a. Resolutions to Approve Budget for Fiscal Year Ending June 2020.

- **Mayor Hollaway moved to adopt the FY20 Budget, adopt the tax rates, and authorize the expenditure of funds as advertised, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

a. Planning Commission.

See attached report and DEQ documentation.

b. Architectural Review Board.

The Council noted that they have fielded questions regarding the new windows installed in the Community Meeting Hall. The design and material used for the new windows were selected by Fairfax County to address the constant humidity and condensation problems that were causing mold and property damage in the facility. The fixed nature of the sashes improve energy conservation and decrease noise pollution, as well.

Royce Jarrendt reported that the ARB is evaluating the guidelines for acceptable materials in Town, with a focus on acknowledging the many improvements in materials that could contribute to the historical fabric of the Town's contributing structures. The updating process will take time, and a draft will be circulated for review at a later date.

c. Other Committees:

i. Special Projects Committee – Results of Verizon Engineering Analysis.

Susan Yantis sent a report on the progress of the Verizon Engineering Analysis, which has so far yielded encouraging news regarding the feasibility of relocating the existing copper cables. Two design options with cost estimates will be produced within the next few weeks for the Council to consider.

7. Report of the Zoning Administrator:

a. Update on Enforcement Matters.

The Zoning Administrator updated the Council on the status of an application for appeal that was received by the BZA regarding a structure located at 7151 Main Street.

8. New Business:

a. Re-Appointment of Michael Anton to New 4-Year Term on Board of Zoning Appeals.

- **Vice Mayor Effros moved to recommend the re-appointment of Michael Anton to a new 5-year term on the Board of Zoning Appeals, seconded by Councilmember Hinderstein. The motion was approved by poll, 6-0.**

b. Buddy Bench Proposal.

See attached picture.

Donna Netschert gave a presentation on the nature of Buddy Benches, which have been around for a while and are meant to prevent bullying and loneliness. Jackie Lambertson has offered to contribute funds to defray the cost of \$399 and would like to affix a plaque in memory of her husband, Greg. The 8-foot long bench is constructed of rainbow-colored recycled plastic,

isn't permanently to the ground, and would be located near the playground equipment in the park.

- **Councilmember Hinderstein moved to approve the cost of the bench up to \$500, with the understanding that Ms. Lambertson will contribute a meaningful amount of the funds, seconded by Councilmember Milne. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

c. Setting a Price for Clifton Historic Vehicle Plates.

- **Councilmember Hinderstein moved to approve a fee of \$33 for the purchase of Clifton historic metal plates for vehicles by Town residents, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

d. Actions to Prevent Cars Parking on Sidewalks – Including Main Street towards Dell Avenue.

Graham Milne, of Dell Avenue: Every weekend cars park on the left-hand side of the street on the sidewalk so close to the fence that it forces pedestrians to walk in the road and the curve is dangerous. The police are called on a regular basis, but they don't respond.

Councilmember Milne noted that meetings with various public officials were previously held regarding this issue. The Town should form a committee to find some solutions that can be implemented quickly. This could include looking at measures that other towns have implemented, and could include the placement of heavy planters, a sign, permitting, etc. The Town Code may require updating to reflect the new measures. She advised that residents wishing to report illegal parking should call the Sully station directly and press zero (0) to get specific response.

Jackie Lambertson, of Dell Avenue: has the largest driveway on Dell at the end of the sidewalks. Many visitors to the Town turn into her driveway in order to park on the left-hand side of the street which causes an unsafe situation for her family and pets. She noted that it is impossible to navigate on the sidewalk when in a wheelchair.

Jennifer Chesley, of Main Street: is concerned by the people who park on the sidewalks on the weekend and sometimes block her driveway. She wonders about the possibility of adding raised curbs and worries that the planned Streetscape project may push additional parking up the street into the residential section. The speed of cars going past her driveway is terrifying and her fence has been hit several times.

Lynn: has young kids and lives close to the park. Oftentimes there is a car parked on the sidewalk, which forces her family to walk in the street, making it dangerous for her family to walk to the park, and difficult for her to teach her kids how to safely walk through Town.

Eileen: is deaf and can't hear cars coming down the road, so she feels extremely unsafe when she is not able to use the sidewalk due to the illegally parked cars.

Christine: was forced to walk in the street a few days ago and it was terrifying, because you can't see the cars when they're coming. She reiterated that it's an ADA issue.

Another Citizen: suffers from vertigo and needs to be able to use the sidewalk in order to be safe. Cars are parked on the crosswalks at the intersection of Chapel and Main, and traffic is flying through the intersection at unsafe speeds, as well.

Rick Dygve: as bad as the walking is, the parked cars are also out in the road, and you almost can't get through when you're driving. You just can't have parking there. How are you going to enforce the parking, if the cops won't come to ticket? Possibly pay overtime for policeman to come during certain hours to ticket or tow. We don't have our own police force and are dependent on the county. You can have all the signs you want (opposed to more), there used to be a policy against any signs. Barrels blocking that side of the road would be attractive way to block the parking while the Committee is evaluating other more permanent solutions.

Marilyn Barton: it's also an issue right in the middle of Main Street, where people are living – it's dangerous to pull out of your driveway, there are kids playing in Ayre Square and nobody's watching – everyone seems unaware of how dangerous the intersection is. Huge tourist buses sometimes park in front of her driveway and just sit there while they get their lunch. It happens all the time and they're blocking the road, too. Some motorists stop by ice cream to run in for an order, with traffic backed up outside of town and even stopped on the railroad tracks.

Mayor Hollaway reiterated that parking on sidewalks must stop. In the portions of streets that are too narrow to allow safe parking, it should be prohibited. There must be clear signage saying "no parking, violators will be towed," and there should be physical barriers as well. We need to set up a meeting with the police and bring some residents and making the requests very concrete, as in: "We need you to come out on the weekends and ticket and tow any violators, particularly on upper Main Street and Dell Avenue." We're not big sign people, but this is a very real issue involving safety and we need to take steps. Over time, people will get the message.

Donna Netschert, of Chestnut Street: want signs for no parking on Chestnut because the street is 1 ½ cars wide and more cars are going to try to park there, and the problem will be shifted to other side streets, too.

Lorena, of Main Street: has had to park on lawn just to get groceries out of her car. When people are coming from Kincheloe, they're flying over the speedbump. We're parked on both sides and there's no place to go.

Councilmember Hinderstein added that the floodplain is open for public parking and people should be encouraged to park there. The Town is required to allow public parking in the lot, though Graham Milne replied that currently there is a no parking sign up at the entrance of the flood plain which is confusing for drivers.

Vice Mayor Effros agreed that the problem needs to be solved and noted that VDOT should be involved in the process. Perhaps a guardrail could be erected between the sidewalk and the road, or possibly hitching posts would be more historic. The Town should consider using a constable in town and consider a possible revenue stream from parking enforcement. Painting parking spaces on the road to show people where they can park has been very effective in other areas of the town in the past.

- **Councilmember Milne moved to form a Committee to study the unsafe and illegal parking problem on Main Street south of Clifton Road and develop short and long-term solutions, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

9. Executive Session – Report on Legal Matters.

- **Mayor Hollaway then moved that the Clifton Town Council recess its open meeting and convene a closed session as authorized by Code of Virginia Section 2.2-3711(A)(7) to consult with the Town Zoning Administrator about enforcement options, including but not limited to, court action for the removal of the structure at 12722 Chestnut Street, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Councilmember Hinderstein moved that the Clifton Town Council adjourn its closed session and reconvene its open meeting and certify that while in closed session, only the matter that was set forth in the motion convening the closed session was discussed, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

10. Adjournment.

- **Vice Mayor Effros moved to adjourn, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

The Meeting was adjourned at 10:02 PM.



Amanda Christman <cliftonclerkva@gmail.com>

June 4, 2019 Town Council Meeting - Treasurer's Reports for periods ended April 30 & May 31, 2019; FY2020 Proposed Budget for approval

2 messages

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

Sun, Jun 2, 2019 at 4:20 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com, Steve Effros <Steve@effros.com>, chasehinderstein@gmail.com
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@mycri.org>

Hello everyone,

Attached are the **Financial Reports for the periods ended April 30 & May 31, 2019**. Also attached for your approval is the Proposed FY2020 Budget as presented to the May 7th Public Hearing. The April Financial Reports include:

- The Summary of **Cash Balances Report as of April 30, 2019** reflects total funds of **\$1,195,777.92**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 04/30/2019. **Highlights of April transactions** are noted on this summary report. The main items for the month include:

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

- 1 **Taxes & Permits Revenue: Highlights** Include BPOL revenue from 4 additional businesses in April - for 44 businesses in the amount of \$27,934.84, representing 63% of the businesses of record; Vehicle Registration Fees from Fairfax County for February in the amount of \$232.56, and Sales Tax for February of \$2,125.
- 2 **Contractual Expenses:** Includes \$515.49 for C.H. electric, \$5,125 for legal fees covering Oct 2018 - April 2019, Planning Commission Consulting of \$1,237.50 and Tree trimming & replacement \$3,590.
- 3 **Payroll Expenses:** The April budget variance of \$2,000 reflects the timing of the distribution of employee incentives in prior years.
- 4 **CIF Funds:** April expenses include a payment to J2 Engineering for invoice #12918 in the amount of \$11,638.85 and to Verizon Va., LLC for the study on undergrounding the aerial facilities in the Town in the amount of \$2,500.

The May Financial Reports include:

- The Summary of **Cash Balances Report as of May 31, 2019** reflects total funds of **\$1,171,918.61**. *See the detailed Cash Balance Report.*

Profit & Loss Summary by Fund for period ended 05/31/2019. **Highlights of May transactions** are noted on this summary report. The main items for the month include:

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

- 1 **Planning Commission Reimbursements:** Received reimbursement from the Clifton Café for payment of legal ads related to Special Use Permit Public Hearings.
- 2 **Taxes & Permits Revenue:** Highlights for May include quarterly franchise fees received @ \$870.36, motor vehicle tag of \$33 and Sales Tax for March of \$2,919.83.
- 3 **Contractual Expenses: Highlights for May** include \$313.26 for C.H. electric (a reduction from 515.49 in April), Planning Commission Consulting of \$550, the annual fee of \$400 for the .gov website, \$1,100 for grounds maintenance and \$1,200 for April & May mowing.
- 4 **CIF Funds:** May expense includes a payment to J2 Engineering for invoice #12984 in the amount of \$649.90.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 04/30 & 5/31/2019. These reports provide the detailed accounts that are summarized on the P&L Summary by Fund Report.

Looking forward to June:

- **FY 2020 Budget Process** – The Public Hearing to consider the proposed FY2020 Budget was held at the May 7, 2019 Regular Town Council Meeting. The attached Proposed Budget is provided for your consideration and approval at the June 4th Town Council meeting.
- **BPOL Submissions for FY19** – The Treasurer is providing written and telephone follow up to the remaining businesses who have not yet responded.

After your review of the reports, 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: *If anyone needs a paper copy of the reports, please let me know and I will provide it to you.*

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607

3 attachments



2019 04 30 Financial Reports.xlsx

56K



2019 05 31 Financial Reports.xlsx

57K



Proposed FY2020 Budget - Approved by Town Council for 5 7 19 Public Hearing.xlsx

42K

Barton, Marilyn <mbarton@mycri.org>

Mon, Jun 3, 2019 at 1:44 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, "mcdonald.regan@gmail.com" <mcdonald.regan@gmail.com>, Melissa Milne <Melissa.milne9@gmail.com>, "darrell.poe@gmail.com" <darrell.poe@gmail.com>, Steve Effros <Steve@effros.com>, "chasehinderstein@gmail.com" <chasehinderstein@gmail.com>

Cc: "cliftonclerkva@gmail.com" <cliftonclerkva@gmail.com>, Marilyn Lane Barton <clifton.treasurer@cox.net>

Hello Council Members,

I am reaching out to you today to inquire whether you would like me to provide you with a paper print out of the attachments that I emailed to you yesterday. I know that some of you like receiving the paper copy and some would rather not.

Please reply with your confirmation and I'll honor your requests. Thank you!!

Sincerely,

Marilyn

Marilyn Barton

Finance Manager

CRi – Choice. Respect. Independence.

14160 Newbrook Drive, 1st Floor

Chantilly, Virginia 20151

Direct: (703) 842-2333 | Fax: (703) 842-2341

Email: mbarton@MyCRi.org | Website: www.MyCRi.org

BECOME A MONTHLY DONOR!

[Quoted text hidden]

This message is intended only for the use of the addressee and may contain information that is privileged, confidential and exempt from disclosure under applicable law. NOTE WHERE INFORMATION ACCOMPANIES THIS DISCLOSURE FORM: This information may have been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you!

ASSETS	5/31/2019	<u>Bank Rates Effective July 31, 2018</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	309,198.18	1 yr	7/31/2019	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	213,940.00	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	102,015.05	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	30,004.30	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	958.95				
Money Market Savings-United	205,252.13		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,404.85				
Total Checking/Savings	1,171,918.61				

NOTE: The United Bank CDs accrue interest quarterly.

Town of Clifton

Profit & Loss Budget Performance

May 2019

	May 19	Budget	Jul '18 - May 19	YTD Budget	Annual Budget
Income					
State Funding	0.00		10,923.32	11,000.00	11,000.00
Clifton Public Parking Rental	0.00		0.00	0.00	0.00
Committees Fundraising	100.00	500.00	10,003.51	10,600.00	11,100.00
Community Hall Revenues	448.80	500.00	748.80	5,500.00	6,000.00
General Donations	0.00		785.00	0.00	0.00
Haunted Trail Event	0.00		43,222.30	35,000.00	35,000.00
Interest Income	1,146.10	1,083.33	17,948.79	11,916.67	13,000.00
Other Income	0.00		0.00	50.00	50.00
1 PC - Reimbursements	480.00	0.00	480.00	0.00	0.00
Pink House Rental	2,900.00	2,833.33	30,900.00	31,166.67	34,000.00
2 Tax and Permits Revenue	4,837.23	3,958.33	75,995.89	100,241.67	104,200.00
Total Income	9,912.13	8,874.99	191,007.61	205,475.01	214,350.00
Gross Profit	9,912.13	8,874.99	191,007.61	205,475.01	214,350.00
Expense					
Citizens' Recognition Expense	0.00	83.33	0.00	916.67	1,000.00
Bank Service Charges	2.82	0.00	104.18	0.00	0.00
Commodities	99.00	573.33	2,065.39	6,706.67	7,280.00
3 Contractual	4,149.09	8,812.52	56,843.79	150,987.48	159,800.00
Haunted Trail Expenses	0.00	0.00	20,208.00	15,000.00	15,000.00
OTHER - TC approval req'd +\$500	0.00		0.00	0.00	0.00
Other Expenses	0.00		12,304.93	7,500.00	7,500.00
Payroll Expenses	5,000.00	5,395.26	59,640.10	61,347.74	66,743.00
Total Expense	9,250.91	14,864.44	151,166.39	242,458.56	257,323.00
Net Income	661.22	(5,989.45)	39,841.22	(36,983.55)	(42,973.00)
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0.00	60,625.00	62,301.56	666,875.00	727,500.00
CIF Expenses					
4 CIF Expenses	649.90	60,625.00	134,878.02	1,139,875.00	1,200,500.00
Net Income - CIF Funds	(649.90)	0.00	(72,576.46)	(473,000.00)	(473,000.00)
Consolidated Net Income	11.32	(5,989.45)	(32,735.24)	(509,983.55)	(515,973.00)

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

- 1 **Planning Commission Reimbursements:** Received reimbursement from the Clifton Café for payment of legal ads related to Special Use Permit Public Hearings.
- 2 **Taxes & Permits Revenue:** Highlights for May include quarterly franchise fees received @ \$870.36, motor vehicle tag of \$33 and Sales Tax for March of \$2,919.83.
- 3 **Contractual Expenses: Highlights for May** include \$313.26 for C.H. electric (a reduction from 515.49 in April), Planning Commission Consulting of \$550, the annual fee of \$400 for the .gov website, \$1,100 for grounds maintenance and \$1,200 for April & May mowing.
- 4 **CIF Funds:** May expense includes a payment to J2 Engineering for invoice #12984 in the amount of \$649.90.

Town of Clifton
Profit & Loss Budget Performance
May 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 19	Budget	Jul '18 - May 19	YTD Budget	Annual Budget
3			Income										
4				State Funding									
5					Fire Program Funds			0.00			10,700.00	11,000.00	11,000.00
6					State Funding - Other			0.00			223.32		
7					Total State Funding			0.00			10,923.32	11,000.00	11,000.00
8					CIF - Capital Improvements Fund								
9				Grants									
10					Federal								
11						ISTEA-Clifton Streetscape		0.00	12,125.00	0.00	133,375.00		145,500.00
12						Total Federal		0.00	12,125.00	0.00	133,375.00		145,500.00
13						VDOT- MAP21 Streetscape Phase 2		0.00	48,500.00	62,301.56	533,500.00		582,000.00
14						Total Grants		0.00	60,625.00	62,301.56	666,875.00		727,500.00
15						Total CIF - Capital Improvements Fund		0.00	60,625.00	62,301.56	666,875.00		727,500.00
16						Clifton Public Parking Rental		0.00		0.00	0.00		0.00
17						Committees Fundraising							
18						Homes Tour Income		0.00	0.00	6,271.02	5,000.00		5,000.00
19						Council of the Arts							
20						Clifton Film Festival		0.00	500.00	3,632.49	5,500.00		6,000.00
21						Annual Summer Play Event		0.00		0.00	0.00		0.00
22						Calendar Sales		0.00		0.00	0.00		0.00
23						Community Arts Programs-CGT inc		0.00	0.00	0.00	0.00		0.00
24						Total Council of the Arts		0.00	500.00	3,632.49	5,500.00		6,000.00
25						Environmental Committee							
26						Environmental Event		0.00		0.00	0.00		0.00
27						Total Environmental Committee		0.00		0.00	0.00		0.00
28						Parks Committee							
29						Park Rental		100.00	0.00	100.00	100.00		100.00
30						Total Parks Committee		100.00	0.00	100.00	100.00		100.00
31						Total Committees Fundraising		100.00	500.00	10,003.51	10,600.00		11,100.00
32						Community Hall Revenues							
33						Community Hall Rentals		448.80	500.00	748.80	5,500.00		6,000.00
34						Total Community Hall Revenues		448.80	500.00	748.80	5,500.00		6,000.00
35						General Donations		0.00		785.00	0.00		0.00
36						Haunted Trail Event		0.00		43,222.30	35,000.00		35,000.00
37						Interest Income		1,146.10	1,083.33	17,948.79	11,916.67		13,000.00
38						Other Income		0.00		0.00	50.00		50.00
39						PC - Reimbursements		480.00	0.00	480.00	0.00		0.00
40						Pink House Rental		2,900.00	2,833.33	30,900.00	31,166.67		34,000.00
41						Tax and Permits Revenue							
42						VA - Car Rental Distribution		87.11		159.43			
43						ARB Permits		0.00	0.00	1,130.00	100.00		100.00
44						BPOL tax		0.00	0.00	27,934.84	46,000.00		46,000.00
45						BZA Fee		100.00		100.00			
46						Cigarette Tax		185.31	191.67	1,889.42	2,108.33		2,300.00
47						Communications Sales Tax -Va		424.21	450.00	4,726.63	4,950.00		5,400.00
48						Franchise Fees - Cox & Verizon		870.36	316.67	3,195.26	3,483.33		3,800.00
49						Motor Vehicle Tags		33.00	0.00	7,498.91	9,000.00		9,000.00
50						Railroad Tax		0.00		1,605.24	1,600.00		1,600.00
51						Sales Tax		2,919.83	2,833.33	25,328.92	31,166.67		34,000.00
52						Use Permits		0.00	58.33	1,250.00	641.67		700.00

Town of Clifton
Profit & Loss Budget Performance
May 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 19	Budget	Jul '18 - May 19	YTD Budget	Annual Budget
53								Utility Consumption Tax	217.41	108.33	1,177.24	1,191.67	1,300.00
54								Total Tax and Permits Revenue	4,837.23	3,958.33	75,995.89	100,241.67	104,200.00
55								Total Income	9,912.13	69,499.99	253,309.17	872,350.01	941,850.00
56								Gross Profit	9,912.13	69,499.99	253,309.17	872,350.01	941,850.00
57								Expense					
58								Citizens' Recognition Expense	0.00	83.33	0.00	916.67	1,000.00
59								Bank Service Charges	2.82	0.00	104.18	0.00	0.00
60								CIF Expenses					
61								Hist Property Acquisition & Imp	0.00		0.00	50,000.00	50,000.00
62								Engineering /Design - Sidewalks	0.00		0.00	3,000.00	3,000.00
63								Caboose Renovation	0.00		0.00	15,000.00	15,000.00
64								CIF - Land Purchase	0.00		0.00	300,000.00	300,000.00
65								Clifton Creek Park - Trails	0.00		0.00	20,000.00	20,000.00
66								RR Siding Parking Facility	0.00	0.00	0.00	35,000.00	35,000.00
67								Special Projects Committee					
68								Dev. of Streetscape Phase 2	649.90	60,625.00	134,878.02	666,875.00	727,500.00
69								Total Special Projects Committee	649.90	60,625.00	134,878.02	666,875.00	727,500.00
70								Storage Facility	0.00		0.00	50,000.00	50,000.00
71								Total CIF Expenses	649.90	60,625.00	134,878.02	1,139,875.00	1,200,500.00
72								Commodities					
73								Office Equipment	0.00	41.67	216.97	458.33	500.00
74								Computer Supplies	0.00	106.67	651.38	1,173.33	1,280.00
75								Copies	0.00	83.33	40.76	916.67	1,000.00
76								Internet Service	0.00		0.00	300.00	300.00
77								License Plates	0.00		53.00	100.00	100.00
78								Miscellaneous	0.00	0.00	0.00	0.00	0.00
79								Miscellaneous - Commodities	99.00	208.33	162.26	2,291.67	2,500.00
80								Office Supplies	0.00	83.33	546.57	916.67	1,000.00
81								Postage and Delivery	0.00	50.00	394.45	550.00	600.00
82								Total Commodities	99.00	573.33	2,065.39	6,706.67	7,280.00
83								Contractual					
84								Fire Program	0.00	0.00	10,000.00	10,000.00	11,000.00
85								Caboose Expenses					
86								Caboose Equipment	0.00		0.00	500.00	500.00
87								Caboose Maintenance	0.00		0.00	1,500.00	1,500.00
88								Total Caboose Expenses	0.00		0.00	2,000.00	2,000.00
89								Community Hall Expenses					
90								C.H.-Cleaning	0.00	166.67	0.00	1,833.33	2,000.00
91								C.H.-Equipment & Supplies	0.00	62.50	0.00	687.50	750.00
92								C.H.-General Maintenance	0.00		0.00	0.00	0.00
93								C.H.-Management Fee	0.00	125.00	0.00	1,375.00	1,500.00
94								C.H. - Electric	313.26	666.67	5,244.87	7,333.33	8,000.00
95								C.H. Floors	0.00	166.67	0.00	1,833.33	2,000.00
96								CH-Equip Replacement & Hall Ref	0.00	0.00	0.00	0.00	0.00
97								C.H. Interior Improvements	0.00	416.67	0.00	4,583.33	5,000.00
98								Total Community Hall Expenses	313.26	1,604.18	5,244.87	17,645.82	19,250.00
99								Dues and Subscriptions					
100								Conference Attendance	0.00		38.50	500.00	500.00
101								Va. Municipal League	0.00		408.00	600.00	600.00
102								Dues and Subscriptions - Other	0.00	83.33	0.00	916.67	1,000.00

Town of Clifton
Profit & Loss Budget Performance
May 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 19	Budget	Jul '18 - May 19	YTD Budget	Annual Budget
103								Total Dues and Subscriptions	0.00	83.33	446.50	2,016.67	2,100.00
104								Insurance	0.00		5,809.00	7,000.00	7,000.00
105								Legal Advertising	120.00	166.67	580.00	1,833.33	2,000.00
106								Mayoral Reimbursement	0.00	41.67	0.00	458.33	500.00
107								Miscellaneous	0.00	208.33	45.00	2,291.67	2,500.00
108								Professional Fees					
109								Accounting	0.00	0.00	3,781.42	7,500.00	7,500.00
110								Legal Fees	0.00	2,500.00	5,125.00	27,500.00	30,000.00
111								Total Professional Fees	0.00	2,500.00	8,906.42	35,000.00	37,500.00
112								Rent					
113								Ayre Square Rental	0.00	0.00	1,248.31	1,500.00	1,500.00
114								Railroad Siding Rental	0.00	0.00	1,742.28	1,700.00	1,700.00
115								Total Rent	0.00	0.00	2,990.59	3,200.00	3,200.00
116								Town Assoc of Northern Va Event	0.00		0.00	600.00	600.00
117								Town Facilities					
118								Ayre Square Maintenance	0.00	41.67	0.00	458.33	500.00
119								Pink House Expenses					
120								Pink House Maintenance	0.00	0.00	0.00	0.00	0.00
121								Pink House Repairs	0.00	416.67	0.00	4,583.33	5,000.00
122								Total Pink House Expenses	0.00	416.67	0.00	4,583.33	5,000.00
123								Town Handyman - 1099 vendor	0.00	500.00	0.00	5,500.00	6,000.00
124								Total Town Facilities	0.00	958.34	0.00	10,541.66	11,500.00
125								Town Government					
126								Architectural Review Board	0.00		0.00	300.00	300.00
127								Beautification Comm.					
128								Banner Replacement	0.00		397.69		
129								Christmas Tree Lighting Event	0.00		0.00	1,000.00	1,000.00
130								Flower Receptacles	0.00	0.00	67.50	800.00	800.00
131								Railroad Siding Boxes-plantings	0.00	0.00	0.00	1,000.00	1,000.00
132								Total Beautification Comm.	0.00	0.00	465.19	2,800.00	2,800.00
133								BZA	12.50		12.50		
134								Planning Commission					
135								Consulting-Capital/Town & Zng	0.00	250.00	0.00	2,750.00	3,000.00
136								General Admin Costs	0.00	0.00	0.00	300.00	300.00
137								General Consulting	550.00	333.33	1,787.50	3,666.67	4,000.00
138								PC Hearings, Ads and copies	240.00	100.00	480.00	1,100.00	1,200.00
139								Total Planning Commission	790.00	683.33	2,267.50	7,816.67	8,500.00
140								Town Committees Expense					
141								Clifton Business Coalition Exp					
142								Commercial Directional Signs	0.00		0.00	1,500.00	1,500.00
143								Celebrate Clifton Gala	0.00		0.00	1,000.00	1,000.00
144								Welcome Ctr- Walking Tour Pamp	0.00		0.00	500.00	500.00
145								Total Clifton Business Coalition Exp	0.00		0.00	3,000.00	3,000.00
146								Communication Committee					
147								Town email system	0.00	66.67	0.00	733.33	800.00
148								Web Server Maint & Domain Subsc	411.95	0.00	522.55	600.00	600.00
149								Web site updating & config	0.00	208.33	0.00	2,291.67	2,500.00
150								Total Communication Committee	411.95	275.00	522.55	3,625.00	3,900.00
151								Council for the Arts Committee					
152								Clifton Film Festival Exp	0.00	0.00	959.33	3,000.00	3,000.00

Town of Clifton
Profit & Loss Budget Performance
May 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 19	Budget	Jul '18 - May 19	YTD Budget	Annual Budget
153								Community Arts Events-CGT exp	0.00		0.00	0.00	0.00
154								Total Council for the Arts Committee	0.00	0.00	959.33	3,000.00	3,000.00
155								Environmental Comm					
156								Environmental Event Expense	0.00	0.00	12.83	600.00	600.00
157								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
158								Total Environmental Comm	0.00	0.00	12.83	600.00	600.00
159								Historic Preservation Comm Exp					
160								Historic Town Documents exp	0.00		0.00	250.00	250.00
161								Historic Events	0.00		0.00	1,000.00	1,000.00
162								Town Museum	0.00		0.00	1,000.00	1,000.00
163								Historic Preservation Comm Exp - Other	0.00		0.00	1,000.00	1,000.00
164								Total Historic Preservation Comm Exp	0.00		0.00	3,250.00	3,250.00
165								Homes Tour Committee	0.00	0.00	4,673.50	3,000.00	3,000.00
166								Sunshine Committee					
167								Easter Egg Hunt Expense	0.00	0.00	0.00	250.00	250.00
168								Welcome Baskets & Sympathy	0.00	41.67	0.00	458.33	500.00
169								Total Sunshine Committee	0.00	41.67	0.00	708.33	750.00
170								Town Parks Committee Exp					
171								Landscape/Ground Maint expense	1,100.00	354.17	2,650.00	3,895.83	4,250.00
172								Fall Zone Mulching	0.00		0.00	3,000.00	3,000.00
173								Parks Mgt Fee	0.00	0.00	0.00	50.00	50.00
174								Playground Equip. Maintenance	25.00	0.00	336.32	2,000.00	2,000.00
175								Tree Trimming & Replacement	0.00		3,590.00	5,000.00	5,000.00
176								Total Town Parks Committee Exp	1,125.00	354.17	6,576.32	13,945.83	14,300.00
177								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
178								Total Town Committees Expense	1,536.95	670.84	12,744.53	31,629.16	32,300.00
179								Total Town Government	2,339.45	1,354.17	15,489.72	42,545.83	43,900.00
180								Town Services					
181								Recepticle Trash Maintenance	0.00		0.00	0.00	0.00
182								Elections	0.00	1,000.00	0.00	1,000.00	1,000.00
183								Grass Mowing	1,200.00	504.17	3,850.00	5,545.83	6,050.00
184								Town Park Lawn Maintenance	0.00		0.00	5,000.00	5,000.00
185								Trash Collection	118.13	308.33	2,707.07	3,391.67	3,700.00
186								Utilities					
187								Gas and Electric	58.25	83.33	774.62	916.67	1,000.00
188								Total Utilities	58.25	83.33	774.62	916.67	1,000.00
189								Total Town Services	1,376.38	1,895.83	7,331.69	15,854.17	16,750.00
190								Total Contractual	4,149.09	8,812.52	56,843.79	150,987.48	159,800.00
191								Haunted Trail Expenses	0.00	0.00	20,208.00	15,000.00	15,000.00
192								OTHER - TC approval req'd +\$500	0.00		0.00	0.00	0.00
193								Other Expenses	0.00		12,304.93	7,500.00	7,500.00
194								Payroll Expenses					
195								Gross Wages					
196								Assistant Project Manager	333.34	333.34	3,666.74	3,666.66	4,000.00
197								Town Clerk (Administrative)	1,166.66	1,166.67	12,833.26	12,833.33	14,000.00
198								Town Clerk - Records Review	1,000.00	1,000.00	11,000.00	11,000.00	12,000.00
199								Town Manager	0.00		0.00	0.00	0.00
200								Town Treasurer	2,000.00	2,000.00	22,000.00	22,000.00	24,000.00
201								Zoning Clerk	500.00	500.00	5,500.00	5,500.00	6,000.00
202								Employee Incentives	0.00	0.00	0.00	2,000.00	2,000.00

Town of Clifton
Profit & Loss Budget Performance
May 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 19	Budget	Jul '18 - May 19	YTD Budget	Annual Budget
203								Total Gross Wages	5,000.00	5,000.01	55,000.00	56,999.99	62,000.00
204								Payroll Taxes					
205								FICA	0.00	0.00	3,100.00	0.00	0.00
206								Medicare	0.00	0.00	725.00	0.00	0.00
207								Payroll Taxes - Other	0.00	395.25	815.10	4,347.75	4,743.00
208								Total Payroll Taxes	0.00	395.25	4,640.10	4,347.75	4,743.00
209								Total Payroll Expenses	5,000.00	5,395.26	59,640.10	61,347.74	66,743.00
210								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
211								Total Expense	9,900.81	75,489.44	286,044.41	1,382,333.56	1,457,823.00
212								Net Income	11.32	(5,989.45)	(32,735.24)	(509,983.55)	(515,973.00)

ASSETS	4/30/2019	<u>Bank Rates Effective July 31, 2018</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	308,613.69	1 yr	7/31/2019	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	213,658.74	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	102,015.05	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	55,006.18	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	958.95				
Money Market Savings-United	204,975.50		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,404.66				
Total Checking/Savings	1,195,777.92				

NOTE: The United Bank CDs accrue interest quarterly.

Town of Clifton

Profit & Loss Budget Performance

April 2019

	Apr 19	Budget	Jul '18 - Apr 19	YTD Budget	Annual Budget
Income					
State Funding	700.00		10,923.32	11,000.00	11,000.00
Committees Fundraising	0.00	500.00	9,903.51	10,100.00	11,100.00
Community Hall Revenues	200.00	500.00	300.00	5,000.00	6,000.00
General Donations	5.00	0.00	785.00	0.00	0.00
Haunted Trail Event	0.00		43,222.30	35,000.00	35,000.00
Interest Income	1,110.70	1,083.33	16,802.69	10,833.34	13,000.00
Other Income	0.00		0.00	50.00	50.00
Pink House Rental	2,900.00	2,833.33	28,000.00	28,333.34	34,000.00
1 Tax and Permits Revenue	5,048.08	3,958.33	71,158.66	96,283.34	104,200.00
Total Income	9,963.78	8,874.99	181,095.48	196,600.02	214,350.00
Gross Profit	9,963.78	8,874.99	181,095.48	196,600.02	214,350.00
Expense					
Citizens' Recognition Expense	0.00	83.33	0.00	833.34	1,000.00
Bank Service Charges	2.81	0.00	101.36	0.00	0.00
Commodities	290.62	573.33	1,966.39	6,133.34	7,280.00
2 Contractual	11,445.91	7,812.52	52,694.70	142,174.96	159,800.00
3 Haunted Trail Expenses	7,500.00	0.00	20,208.00	15,000.00	15,000.00
Other Expenses	0.00		12,304.93	7,500.00	7,500.00
Payroll Expenses	5,382.50	7,395.26	54,640.10	55,952.48	66,743.00
Total Expense	24,621.84	15,864.44	141,915.48	227,594.12	257,323.00
Net Income	(14,658.06)	(6,989.45)	39,180.00	(30,994.10)	(42,973.00)
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0.00	60,625.00	62,301.56	606,250.00	727,500.00
CIF Expenses					
6 CIF Expenses	11,638.85	60,625.00	134,228.12	1,079,250.00	1,200,500.00
Net Income - CIF Funds	(11,638.85)	0.00	(71,926.56)	(473,000.00)	(473,000.00)
Consolidated Net Income	(26,296.91)	(6,989.45)	(32,746.56)	(503,994.10)	(515,973.00)

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 **Taxes & Permits Revenue: Highlights** Include BPOL revenue from 4 additional businesses in April - for 44 businesses in the amount of \$27,934.84, representing 63% of the businesses of record; Vehicle Registration Fees from Fairfax County for February in the amount of \$232.56, and Sales Tax for February of \$2,125.

2 **Contractual Expenses:** Includes \$515.49 for C.H. electric, \$5,125 for legal fees covering Oct 2018 - April 2019, Planning Commission Consulting of \$1,237.50 and Tree trimming & replacement \$3,590.

3 **Payroll Expenses:** The April budget variance of \$2,000 reflects the timing of the distribution of employee incentives in prior years.

4 **CIF Funds:** April expenses include a payment to J2 Engineering for invoice #12918 in the amount of \$11,638.85 and to Verizon Va., LLC for the study on undergrounding the aerial facilities in the Town in the amount of \$2,500.

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Town of Clifton
Profit & Loss Budget Performance
April 2019

[illegible]

TOWN OF CLIFTON
FAIRFAX COUNTY, VIRGINIA

PRESENTED: June 4, 2019

ADOPTED: June 4, 2019

A RESOLUTION: ADOPTING THE FY 2020 BUDGET

WHEREAS, The Clifton Town Council duly advertised its proposed FY 2020 budget with taxes, motor vehicle registration, Use Permit and other fees on April 25, 2019; and

WHEREAS, On May 7, 2019, the Clifton Town Council held a Public Hearing on its proposed FY 2020 Budget, taxes, motor vehicle registration, Use Permit and other fees.

NOW THEREFORE, Be it resolved, that pursuant to Code of Virginia of 1950, as amended, § 15.2-2503, the Clifton Town Council hereby adopts its Budget for FY 2020, as attached to this Resolution.

ADOPTED THIS 4TH DAY OF JUNE 2019.



William R. Hollaway, Mayor

Recorded Vote:

Motion by: *Hollaway*
Seconded by: *POE*

Yeas: *6*

Nays: *0*

Abstentions: *0*

Absent for Vote: *0*

ATTEST:



Amanda Christman, Town Clerk

TOWN OF CLIFTON
FAIRFAX COUNTY, VIRGINIA

PRESENTED: June 4, 2019

ADOPTED: June 4, 2019

A RESOLUTION: ADOPTING THE FY 2017 TAX RATES, MOTOR VEHICLE REGISTRATION AND USE PERMIT FEES.

WHEREAS, The Clifton Town Council duly advertised its proposed FY 2020 Budget with taxes, motor vehicle registration, Use Permit and other fees on April 25, 2019; and

WHEREAS, The proposed Budget contains taxes for communications sales, railroads, utility consumption, business licenses, cigarettes, meals, motor vehicle registration, Use Permit and other fees; and

WHEREAS, On May 7, 2019, the Clifton Town Council held a Public Hearing on its proposed FY 2020 Budget, taxes, motor vehicle registration, Use Permit and other fees.

NOW THEREFORE, Be it resolved that pursuant to Code of Virginia of 1950, as amended, § 15.2-2503, and §§ 15.2-2108.1:1, -2286, §§ 58.1-662, -648, -2607, 2900, -3703, -3830, -3840, and § 46.2-752, the Clifton Town Council hereby adopts the taxes, motor vehicle registration, Use Permit and other fees contained in its FY 2020 Budget, as attached to this Resolution.

ADOPTED THIS 4TH DAY OF JUNE 2019.



William R. Hollaway, Mayor

Recorded Vote:

Motion by: *Hollaway*
Seconded by: *Poe*

Yeas: *6*
Nays: *0*
Abstentions: *0*
Absent for Vote: *0*

ATTEST:



Amanda Christman, Town Clerk

**TOWN OF CLIFTON
FAIRFAX COUNTY, VIRGINIA**

PRESENTED: June 4, 2020

ADOPTED: June 4, 2020

A RESOLUTION: AUTHORIZING APPROPRIATION AND EXPENDITURE FOR RELEASE OF FY 2020 FUNDS

WHEREAS, Pursuant to Code of Virginia of 1950, as amended, § 15.2-2506, the governing body must appropriate money prior to the Town of Clifton obligating revenue for contemplated expenditures; and

WHEREAS, The Clifton Town Council has adopted the FY 2020 Budget.

NOW THEREFORE, Be it resolved, that the Clifton Town Council hereby approves an annual appropriation for the release of FY 2020 funds.

ADOPTED THIS 4TH DAY OF JUNE 2019.



William R. Hollaway, Mayor

Recorded Vote:

Motion by: *Hollaway*
Seconded by: *foe*

Yeas: *6*

Nays: *0*

Abstentions: *0*

Absent for Vote: *0*

ATTEST:



Amanda Christman, Town Clerk

TOWN OF CLIFTON

TOWN OF CLIFTON - Approved Income/Expense Budget

Adopted FY2020 Budget - Approved by Town Council 6/4/19 FY20 06

NOTES:

Comments & Considerations

Received input from Brant Baber of the BZA only. The request was for \$9,000 - \$4,000 for seminars and \$5,000 for legal fees regarding interpretation of Va Code.

Adjustment is a projection of o/s current businesses filings based upon FY18 returns - mlb

New revenue received in FY19 & Other State

Acct # REVENUES:

Taxes & Permits Revenues:

ARB Permits	500.00	
BPOL	40,000.00	
Va Communications Sales Tax	5,200.00	
Va Car Rental Distribution	250.00	
Cox & Verizon PEG Franchise Revenue & State Communication		
Sales and Use Tax	3,500.00	
Motor Vehicle Tags	7,000.00	
No. Va. Cigarette Tax	2,100.00	
Railroad Tax	1,600.00	
Sales Tax	35,500.00	
Meals Tax	0.00	
Use Permits	700.00	
Utility Consumption Tax	1,200.00	

TOTAL TAXES & PERMITS:

Town Facilities Rentals:

Community Hall	6,000.00	
Pink House	34,800.00	

TOTAL FACILITIES RENTALS:

Other Revenues:

Wine Festival (NET)	0.00	0.00
Clifton Arts Council		
Clifton Film Festival	3,500.00	
Total Clifton Arts Council		3,500.00
Environmental Comiittee		
Environmental Event	0.00	
Total Environmental Committee		0.00
Haunted Trail Event	45,000.00	45,000.00
Historic Preservation Committee		
Historic Events in Town	0.00	
Total Historic Preservation Committee		0.00
HOMES TOUR COMMITTEE		
Homes Tour	6,000.00	
TOTAL HOMES TOUR COMMITTEE		6,000.00
Interest Income	18,000.00	18,000.00

\$2,900 monthly - Belle Jar @ 1,600; Hugo @ 1300

TOWN OF CLIFTON

TOWN OF CLIFTON - Approved Income/Expense Budget

Adopted FY2020 Budget - Approved by Town Council 6/4/19 FY20 06

NOTES:

Comments & Considerations

Town Parks Committee		
Property Rental-Park/Square/Gazebo	0.00	
Total Town Parks Committee		0.00
Clifton Business Committee		
Celebrate Clifton Gala	0.00	
Total Clifton Business Committee		0.00
Fire Program State Grant- FCFD	10,000.00	10,000.00
Other income (Donations)	0.00	0.00
TOTAL OTHER REVENUE:		82,500.00
TOTAL REVENUES:		220,850.00
EXPENSES:		
Payroll Expenses:		
Town Manager Salary	0.00	
Town Clerk Salary	14,000.00	
Zoning Clerk Salary	6,000.00	
ADDED by TC Aug 2016 FY17: Assistant Project Manager-Streets	4,000.00	
Town Clerk- Records Review Salary	12,000.00	
Town Treasurer Salary	24,000.00	
Payroll Taxes	4,743.00	
Employee Incentives	2,000.00	
TOTAL PAYROLL EXPENSES:		66,743.00
CONTRACTUAL EXPENSES:		
Insurance	7,000.00	7,000.00
Town Government:		
ARB	300.00	300.00
Board of Zoning Appeals		
BZA - Seminars	2,000.00	
BZA - Legal fees regarding interpretation of Va Code	5,000.00	
TOTAL BZA		7,000.00
Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Consulting & Related expenses for Town Plan, Capital Plan, Zoning Ordinances	5,000.00	
Advertising for Public Hearings for Use Permits	500.00	
General Consulting	8,000.00	
General Admin/Education	300.00	
Total Planning Commission		13,800.00
TOTAL GOVERNMENT:		28,100.00
Professional Fees:		
Accounting - Year Audit Review	7,500.00	
Legal Fees	30,000.00	
TOTAL PROFESSIONAL FEES:		37,500.00

Added \$1,000 per month by TC action effective Aug 2016 during FY17. Offset for Streetscape Special Projects - match Extended for 2020

Added % calc on this- includes incentives Compensation adjustment

Planning Commission: Kathy Kalinowski

KK: review of code changes required by VA DEQ

KK: Additional state requirements from DEQ and forms review processes and code review by person versed in CBLAD, flood plain & engineering areas of work.

TOWN OF CLIFTON

TOWN OF CLIFTON - Approved Income/Expense Budget

Adopted FY2020 Budget - Approved by Town Council 6/4/19 FY20 06

NOTES: Comments & Considerations

Town Facilities:			
Town Handyman - 1099 vendor for maintenance services	6,000.00	6,000.00	
Ayre Square Rent	1,500.00	1,500.00	
Ayre Square Maintenance	500.00	500.00	
Caboose Expenses:			
Equipment	500.00		
Maintenance	1,500.00		
Total Caboose Expenses:		2,000.00	
Railroad Siding Rent	1,750.00	1,750.00	
Subtotal - Facilities:		11,750.00	
Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Cleaning	2,000.00		
Electric	8,000.00		
Supplies	750.00		
General Maintenance - including floors	4,400.00		floors & mechanical HVAC
Mgt Fee (25% of Community Hall Rentals)	1,500.00		25% of 6,000 budgeted revenue
Interior Improvements - Over \$500 requires TC approval	2,000.00		mechanical maint HVAC
TOTAL MEETING HALL EXPENSES		18,650.00	
Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Maintenance & Repairs	5,000.00		
Total Pink House Expenses:		5,000.00	
TOTAL TOWN FACILITIES:		35,400.00	
Town Services:			
Town Elections	1,000.00		
Town Park Lawn Maintenance	5,000.00		
Grass Mowing	6,050.00		
Trash Collections	3,700.00		American Disposal @ 115.13; Art Guild @ 50 per week
Fire Program State Grant Expense - passthrough to FCFD	10,000.00		
TOTAL TOWN SERVICES:		25,750.00	
Utilities:			
Utilities - Electric (RR Siding, Gazebo & Ayre Sq. & street lights)	1,100.00		
TOTAL UTILITIES:		1,100.00	
Dues & Subscriptions:			
Conference Attendance	500.00		
Other Dues & Subscriptions & Training	1,000.00		Requires Council approval
Va Municipal League	600.00		
TOTAL DUES & SUBSCRIPTIONS:		2,100.00	
Other Contractual Expenses:			
Beautification Committee			
Flowers/Barrels & Flag Pole planter-Ayre Square	800.00		Barrels 300, Flagpole plantings 500
Christmas Tree Lighting	1,000.00		
Banner Replacement	500.00		
Railroad Siding Boxes - North & South Sides	1,000.00		
Total Beautification Committee		3,300.00	

TOWN OF CLIFTON

TOWN OF CLIFTON - Approved Income/Expense Budget	Adopted FY2020 Budget - Approved by Town Council 6/4/19 FY20 06		NOTES: Comments & Considerations
Citizen Recognition Fund	1,000.00	1,000.00	
Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	1,000.00		Town email system new GL account - <i>status?</i> Amanda: <i>Gsuite through google "town email accts"</i>
Web Server Annual Maintenance with Domain Subscriptions	600.00		
Web Site Updating & Configuration	500.00		<i>Domain Registrations</i> <i>website maint</i>
Total Communication Committee		2,100.00	
Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			<u>Darrell Poe - Clifton Arts Council</u> <i>Amanda - new line item</i> <i>Working w outside contractor</i>
Clifton Halloween Night	200.00		
Clifton Film Festival	2,000.00		
	0.00		
Total Clifton Arts Council		2,200.00	
Committee on the Environment			
Town Clean Up	150.00		<i>\$150 for Town Clean up</i>
Camp Fire Event	250.00		<i>\$250 for Camp Out Event</i>
Environmental Events	200.00		<i>\$200 for Environmental Presentations</i>
Total Environmental Committee		600.00	
Haunted Trail Event	15,000.00	15,000.00	<i>Advanced \$7,500 in FY19</i>
Historic Preservation Committee			
Historic Events in Town	500.00		
Oral History Proj	500.00		
Town Museum	1,000.00		<i>Requires TC approval if > 500.00</i>
Historic Town Documents	250.00		
Total Historic Preservation Committee		2,250.00	
Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Homes Tour	4,500.00		<i>donations up to 500 (avoid 1099 misc)</i>
Total Homes Tour Committee		4,500.00	
Legal Advertising	2,000.00	2,000.00	
Mayoral Reimbursement	500.00	500.00	<i>Council Member Event Reimbursements</i>
Town Association of Northern Virginia Event	600.00	600.00	
Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	2,500.00	2,500.00	
Park Committee Expense			
Town Parks Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8 acre Park & Triangle Maintenance	9,250.00		<i>Melissa Milne: Recommended additional \$5,000 for a company to maintain and water the triangle & Ayre Square plantings - 3.5 hrs wk @ 60.00 may-sept</i>
Gazebo Garden Refurbishment	0.00		
Tree Trimming and Replacement Planting - playground, Ayre Sq &	5,000.00		
Playground Equipment Maintenance	2,000.00		
Fall Zone Mulching	3,000.00		
Mgt Fee (25% of Property Rentals)	25.00		
Total Town Parks Committee		19,275.00	<i>See Town Services on Line 112 also</i>
Traffic, Parking and Safety Committee	500.00	500.00	

TOWN OF CLIFTON

TOWN OF CLIFTON - Approved Income/Expense Budget

Adopted FY2020 Budget - Approved by Town Council 6/4/19 FY20 06

NOTES:

Comments & Considerations

Welcoming & Sunshine Committee		
Welcome Baskets & Expressions of Sympathy	0.00	
Spring Egg Hunt	250.00	
Total Welcoming & Sunshine Committee		250.00
MISC - Emergency Repairs - new line item	7,500.00	
MISC Other (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	7,500.00	15,000.00
Clifton Business Committee		
Celebrate Clifton Gala	0.00	
Commercial District Directional Signage	0.00	
Total Clifton Business Committee		0.00
TOTAL OTHER CONTRACTUAL:		71,575.00
Commodities:		
Computer Supplies - Hardware & Software	1,280.00	
Copies	200.00	
License Plates	100.00	
Miscellaneous Commodities - office services	300.00	
Office Supplies	1,000.00	
Office Equipment	500.00	
Postage & Delivery	600.00	
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	0.00	
TOTAL COMMODITIES:		3,980.00
TOTAL EXPENSES:		272,248.00
NET INCOME (LOSS):		(51,398.00)
Allocation of Prior Year Funds to Offset Budgeted Deficit:	51,398.00	0.00

split out emergency repairs @ 7500

Quickbooks update, Annual renewals of software
including Payroll Module
and scanning

office services - to include shredding
Office Supplies & Commodities
FY19 Input - Lateral file cabinet, with locks, fire
resilient, or other needs that could arise

Set aside of Prior Year Funding to cover budget deficit

TOWN OF CLIFTON

**TOWN OF CLIFTON - Approved Income/Expense
Budget**

Town of Clifton CAPITAL IMPROVEMENTS/GRANT INCOME REVENUE/COST STATEMENT

REVENUES:

FEDERAL GRANTS

Federal Trans. Project -ISTEA- Clifton Streetscape (100% MATCH GRANT) 145,500.00
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT) 582,000.00
TOTAL VDOT TA - MAIN ST IMPROVEMENTS

TOTAL REVENUES:

COSTS:

VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT) 727,500.00

Total Main Street - Special Projects Committee

TOTAL SPECIAL PROJECTS COMMITTEE:

Preliminary engineering and design for new sidewalk 3,000.00
Purchase of Green Space 300,000.00
Clifton Creek Park - Trails 20,000.00
Public Parking Improvements 10,000.00
Caboose renovation 1,000.00
Storage Facility 50,000.00

TOTAL CAPITAL PROJECTS from Town Equity Funds

TOTAL COSTS

NET REVENUES/(COST)

**Adopted FY2020 Budget - Approved by
Town Council 6/4/19
FY20 06**

NOTES:

Comments & Considerations

Green space

To include lights

PLANNING COMMISSION Report for May 28, 2019

Present: Kathy Kalinowski, Patrick Pline, Melissa Milne, Michelle Stein; absent: Terry Winkowski, Susan Yantis, Mac Arnold

1. There were no applications on the agenda. The Planning Commission met to discuss revising the zoning ordinance, specifically Chapter 11, the Chesapeake Bay Preservation Ordinance. On May 14, 2019, Amanda Christman and Kathy Kalinowski met with Daniel Moore from DEQ to discuss the results of the compliance review by DEQ of the Town of Clifton's Chesapeake Bay Preservation Act program, which was conducted from July 2017 to November 2018, as set forth in Mr. Moore's letter to the Mayor of December 7, 2018 and the attached Compliance Review Report and Draft Correction Plan also dated December 7, 2018. At the meeting, various ordinance revisions were discussed as well as the necessity of having the Town or the County do a meaningful septic review of all tanks in Clifton, as well as keeping the necessary records. DEQ was unable to obtain any response from Fairfax County as to their history of septic tank inspections in the Town of Clifton. DEQ hopes to have a draft of the ordinance changes by the end of June to review. DEQ would also like a resolution of the septic tank review issue as soon as possible.
2. The Planning Commission also discussed soliciting and making some additional changes to the zoning ordinance as well; such as including the requirement to pay for a Town Engineer consultant to review all final construction use permit applications, those construction applications which are less than 2500 square feet in land disturbance but involve specialized knowledge such as doing lot infill, retaining walls, and the like; additional use permit application requirement and clarifications; and the like.
3. The Planning Commission also discussed the need to accomplish one of the goals set forth in the 2009 Town Plan, namely,

LU 3.1.2 - Eliminate the Industrial Zoning District. Rezone existing industrially zoned properties to a commercial zoning designation, and/or Community Open Space and Recreation District, in order to protect Pope's Head Creek and prevent activities which may produce hazardous fumes, odors, wastes, runoff, or noise from operation, production or manufacturing activities.

DEQ has made it clear that land in the RPA, which contains the Town's only two industrially zoned sites, namely, the Acacia Lodge, and Town owned property, should not be zoned industrially.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 1111 East Main Street, Suite 1400, Richmond, VA 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

www.deq.virginia.gov

Matthew J. Strickler
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

December 7, 2018

Mr. William R. Holloway
Mayor, Town of Clifton
P.O. Box 309
Clifton, Virginia 20124

RE: Town of Clifton Chesapeake Bay Preservation Act Program – Compliance Review with Recommended Conditions

Dear Mayor Holloway:

Pursuant to §§ 62.1-44.15:69 and 62.1-44.15:71 of the Chesapeake Bay Preservation Act and 9 VAC25-830-260 of the Chesapeake Bay Preservation Area Designation and Management Regulations, the Department of Environmental Quality (DEQ) on behalf of the State Water Control Board (Board) has conducted a compliance review of the Town of Clifton's Chesapeake Bay Preservation Act program. The compliance review was conducted from July 2017 through November 2018 and was conducted in accordance with DEQ's Chesapeake Bay Preservation Act Compliance Evaluations Procedures. (Note: DEQ has not included an assessment of the Town of Clifton's stormwater requirements in this compliance review.)

Based on a review of all available documentation, approved plans, annual reports and field visits, DEQ has developed the attached staff report and Draft Corrective Action Plan (Plan). Please note that the staff report and Plan identify seven (7) recommended conditions for compliance and a timeframe for addressing the conditions. This letter is not intended as a case decision under the Virginia Administrative Process Act, Va. Code 2.2-4000 et seq. DEQ will re-evaluate the Town of Clifton's Chesapeake Bay Preservation Act program at the end of the timeframe indicated in the staff report. We appreciate the Town's cooperation in undergoing a compliance review of the local Bay Act program and look forward to continuing to work to ensure that its Bay Act program is compliant with the Act and its Regulations.

DEQ, on behalf of the Board, will make a final determination of compliance at the end of the timeframe provided in the staff report based upon the submittals and information provided. Please be advised that failure of the Town of Clifton to comply with §§ 62.1-44.15:74 and 62.1-44.15:76 of the Act and the Regulations may subject the Town to the compliance and enforcement provisions as set forth in §§ 62.1-44.15:69 and 62.1-44.15:71 of the Act and 9VAC 25-830-260 and -270 of the Regulations.

Please provide a response to this correspondence within 30 days of the date of this letter. If you have questions or need additional information, please contact Daniel Moore at (804) 698-4520 or me at 804-698-4230.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joan Salvati", written over a horizontal line.

Joan Salvati
Manager, Local Government Assistance Programs

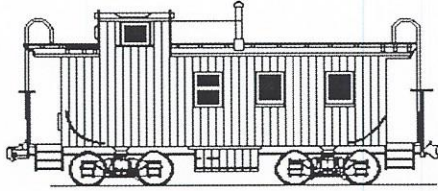
Cc: John Kennedy, Manager, Office of Ecology, DEQ
Amanda Christman, Zoning Administrator/Town Clerk



Draft Corrective Action Plan
Town of Clifton
Chesapeake Bay Preservation Act Compliance Review
Date: December 7, 2018
Page 1 of 1

Requested Deadline for completion of the recommended conditions: June 30, 2019

Regulatory Reference	Recommended Conditions
9VAC25-830-260(1)(a)	1. DEQ staff recommends that the Town consistently submit to DEQ a Chesapeake Bay Preservation Act Implementation Report each year, starting with the 2018 Annual Report.
9 VAC 25-830-190(A)(4)(i)	2. DEQ staff recommends that the Town amend its local ordinances to include the requirement for the depiction of Resource Protection Area (RPA) and Resource Management Area (RMA) boundaries on submitted plats and site plans, including the requirement to retain an undisturbed and vegetated 100-foot wide buffer area.
9 VAC 25-830-190(A)(4)(ii)	3. DEQ staff recommends that the Town amend its local ordinances to include the requirement of notation on submitted plats and site plans, regarding the pump-out and 100% reserve drainfield sites for on-site septic systems.
9VAC25-830-190(A)(4)(iii)	4. DEQ staff recommends that the Town amend its local ordinances to include the requirement for a notation on plats indicating that permitted development in the RPA is limited to water dependent facilities or redevelopment in Resource Protection Areas, including the 100-foot wide vegetated buffer.
9VAC25-830-130 1	5. DEQ staff recommends that the Town amend its local ordinances to include specific standards to minimize land disturbance and to implement those standards/ DEQ staff also recommends that the Town ensure that land disturbance is minimized for the proposed use or development by implementing Section 11-12 (a) (2) of the Town's CBPO.
9VAC25-830-60	6. DEQ staff recommends that the Town a formally adopt specific elements of the site plan templates referenced in the <i>Plan of Development Review Process</i> section of the December 7, 2018 Compliance Review staff report.
9VAC25-830-130(6)(a)(1)	7. DEQ staff recommends that the Town implement Sec. 11-12 (a) (8) of its CBPA Ordinance and maintain a septic tank pump-out program for all properties with on-site septic systems located within the Town.



Town of Clifton, Virginia
P.O. Box 309
Clifton, VA 20124

RESOLUTION CONCERNING REAPPOINTMENT OF A MEMBER TO THE BOARD OF
ZONING APPEALS OF THE TOWN OF CLIFTON, VIRGINIA

The Mayor and Council of the Town of Clifton, Virginia hereby recommend that the following person be reappointed as a member of the Board of Zoning Appeals of the Town of Clifton, Virginia for the term of office specified below:

Name

Michael Anton

Term Commencing

7/2/2019

Term Ending

7/1/2023 ~~2024~~

(Signature)

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 June 4, 2019.

Amanda Christman, Town Clerk



Amanda Christman <cliftonclerkva@gmail.com>

Fwd: Buddy Bench Project

Donna Boyd Netschert <villagetimesaver@aol.com>

Sat, May 18, 2019 at 2:01 PM

To: whollaway@gibsondunn.com, chasehinderstein@gmail.com, melissa.milne9@gmail.com, henckeninclifton@gmail.com, poe4clifton@gmail.com, cliftonclerkva@gmail.com, Regan McDonald <mcdonald.regan@gmail.com>

Please add this to the agenda for June meeting.

Sent from my iPad

Begin forwarded message:

From: "J. DeCanio" <jjdecanio@gmail.com>**Date:** May 18, 2019 at 12:54:55 PM EDT**To:** villagetimesaver@aol.com**Subject:** Buddy Bench Project

Hi Donna! Here is the bench. You can either forward this email or copy and paste the link from the browser!

[Buddy Bench—Friendship happens here](#)

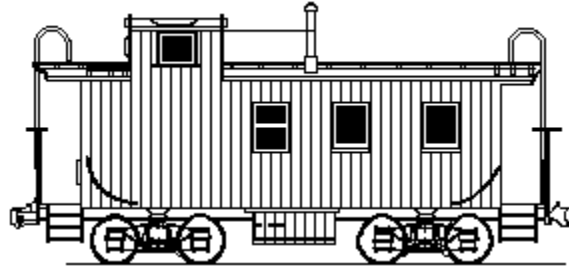
\$450.00



Thanks!

Jenn DeCanio DiBari

Sent from my iPhone



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JUNE 4, 2019, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous regular meetings and any work sessions or special meetings).
2. Report of the Treasurer.
 - a. Presentation of Treasurer's Report for Period Ending April 30, 2019 (not presented at May meeting).
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. Resolutions to Approve Budget for Fiscal Year Ending June 2020.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - i. Application for Special Use Permit for Clifton Café.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Special Projects Committee – Results of Verizon Engineering Analysis.
7. Report of the Zoning Administrator:
 - a. Update on Enforcement Matters.
8. New Business:
 - a. Re-Appointment of Michael Anton to New 4-Year Term on Board of Zoning Appeals.
 - b. Buddy Bench Proposal.
 - c. Actions to Prevent Cars Parking on Sidewalks – Including Main Street towards Dell Avenue.
9. Executive Session – Report on Legal Matters.
10. Adjournment.

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at cliftonclerkva@gmail.com. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to an individual with a demonstrated need for such services.