

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JULY 2, 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 7:38 PM.

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes.

- **Mayor Hollaway moved to approve the June 2019 Minutes with minor revisions made for clarity, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.

See attached report.

- **Councilmember Poe moved to approve the Treasurer's Report as presented, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the payment of \$2,200 for recent legal fees submitted by the Town Attorney, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**
- **Mayor Hollaway moved to approve the payment of the annual Virginia Municipal League (VML) insurance bill in the amount of \$5,817, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**
 - a. Renewal of Certificates of Deposit (CDs) for Town funds.
- **Mayor Hollaway moved to reinvest the current CDs at John Marshall Bank for twelve months to mature at the end of July 2020, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

3. Citizen's Remarks.

None.

4. Unfinished Business.

a. Parks Committee.
See attached proposal.

- **Mayor Hollaway moved to approve a payment of \$750.00 to Florencio Contreras to repair the train in children's playground, seconded by Vice Mayor Effros. The motion was approved by roll-call 6-0.**

5. Reports of Special Committees.

None.

6. Reports of Standing Committees.

a. Planning Commission.

No report.

b. Architectural Review Board.

No report.

c. Other Committees:

i. Parking Solutions Committee – Update and Proposals.

See attached report.

- **Mayor Hollaway moved to approve up to \$2,000 in expenditures for items listed on the initial cost estimate as presented, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

ii. Special Projects Committee/Streetscape Project – Verizon Engineering

Analysis.

- **Mayor Hollaway moved to approve the additional funds requested on the work order for J2 Engineers, Inc. dated April 29, 2019 in amounts not to exceed an additional \$5,000 for 100% Design – Final Submission and \$3,000 for VDOT Design Waivers, seconded by Councilmember Hinderstein. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

7. Report of the Zoning Administrator:

a. Update on Enforcement Matters.

A status update on enforcement matters was given and the Council directed the Zoning Administrator to email a notice of the upcoming Board of Zoning Appeals (BZA) hearing to the community at large, which is scheduled to take place on July 24th at 7:30 PM located at 7135 Main Street regarding a structure located at 7151 Main Street.

8. New Business.

None.

9. Adjournment.

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

The meeting was adjourned at 8:54 PM.



Amanda Christman <cliftonclerkva@gmail.com>

July 2, 2019 Town Council Meeting - Treasurer's Reports for period ended June 30, 2019; FY2020 Adopted Budget; CD reinvestment proposal for maturing CDs 7/31/19

1 message

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

Mon, Jul 1, 2019 at 12:34 AM

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 Town Council Members,

Attached are the **Financial Reports for the period ended June 30, 2019**. Also attached for your convenience is the Adopted FY2020 Budget, approved at the June 4 meeting, and a proposal for the reinvestment of the Town's John Marshall Bank CDs which are maturing at the end of the month, July 31. (The CD proposal is included in the Financial Reports file.)

The June Financial Reports include:

- The Summary of **Cash Balances Report as of June 30, 2019** reflects total funds of **\$1,174,495.83**. *See the detailed Cash Balance Report.*

Profit & Loss Summary by Fund for period ended 06/30/2019. **Highlights of June transactions** are noted on this summary report. The main items for the month include:

NOTES & Highlights: *This is a preliminary report for fiscal year ended June 30, 2019. The final report will be issued after the remaining revenues and expenses are received for the fiscal year. Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.*

1 Interest Income: United Bank posts interest earned on CDs on a quarterly basis.

2 Taxes & Permits Revenue: Highlights for June include Commonwealth of VA, Car Rental Distribution received @ \$272.29, BPOL taxes received in June @ \$982.47, motor vehicle tag & Historical tag @ \$33 each. Va. Communication Sales Tax @ \$395.60 and Sales Tax for April of \$2,768.99.

3 Contractual Expenses: Highlights for June include \$643.51 for C.H. electric (an increase from 313.26 in May), Legal Services for April 18-May 31 @ \$2,200, Web service domain fees of \$311.95, Environmental Clean-up Event reimbursement of \$ 194.21 and \$499 for the purchase of the Buddy Bench.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 06/30/2019. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.

Looking forward to July:

- **FY 2020 CD Investments** – As the Town's CD investments reach the maturity dates, proposals are requested from John Marshall Bank and United Bank to ensure the best returns on the Town's investments. A proposal of comparative rates is provided for consideration and approval for the reinvestment of \$309,764.94 which matures July 31st. United Bank has offered the best rates for investment as shown on the proposal.
- **BPOL Submissions for FY19** – The remaining BPOL filings are coming in and I expect to reach the budgeted level soon.
- **Audited Financials are completed for FY18** – They are being sent in draft form tomorrow for the Town Council's review prior to the final issuance. I will forward them to you separately, as soon as they are received.

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

2 attachments



2019 06 30 Financial Reports - Preliminary Pre-audit Reports.xlsx
61K



Adopted FY2020 Budget - Approved by Town Council 6 4 2019.xlsx
34K

ASSETS	6/30/2019	<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	309,764.91	1 yr	7/31/2019	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	214,212.56	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	102,529.32	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	102,529.32	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	102,529.32	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	102,529.32	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	29,414.78	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	961.07				
Money Market Savings-United	205,520.20		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,405.03				
Total Checking/Savings	1,174,495.83				

NOTE: See next tab regarding John Marshall Bank CD Reinvestment Proposal. The United Bank CDs accrue interest quarterly.

Proposed investment rates for maturing CDs - Due 7/31/19

John Marshall Bank 12 month CDs valued @ \$308,613.69 as of 5/31 will mature 7/31/19. John Marshall Bank is not able to provide favorable CD renewal rates at this time (See note below). Both of the Town's banks provided the following rates for NEW funds. Given that the cashed CDs would be new funds to United Bank and the rates offered are higher than the current yeild at John Marshall or their new funds rates, I propose transferring the maturing CDs as new investments with United Bank. The remaining investments with John Marshall will be the 18 month CDs valued @ 213,658.74 as of 5/31 - these will be maturing 9/19/19.

United Bank has offered rates to compete for these new funds. They have also offered to raise the rate on the Money Market funds from 1.25% to 2.15% APY.

Term	John Marshall Proposal	Term	United Bank Proposal	Variance
	APY		APY	
		9 mo (no penalty)	2.00%	
12 months	2.17%	13 month	2.30%	0.13%
18 months	2.17%	19 month	2.35%	0.18%
24 months	2.22%	25 months	2.40%	0.18%
		Money Market	2.15%	

NOTE: Rates narrative from John Marshall Bank: *"yields between 1 and 2 years term have decreased 50 basis points during this second quarter and with this market rate reduction, there is an overwhelming expectation that the Fed is going to cut (s) rates in July. With about 5 weeks out from the cd maturity for ToC, the bank is not able to provide a renewal rate at this time. I understand that the board wants to review rates and take their time for 2 weeks before deciding. Unfortunately I won't be able to give you a renewal rate for the existing account today.*

Town of Clifton
Profit & Loss Budget Performance
June 2019

	Jun 19	Budget	Jul '18 - Jun 19	YTD Budget	Annual Budget
Income					
State Funding	0.00		10,923.32	11,000.00	11,000.00
Committees Fundraising	25.00	500.00	10,028.51	11,100.00	11,100.00
Community Hall Revenues	400.00	500.00	1,148.80	6,000.00	6,000.00
General Donations	20.00		805.00	0.00	0.00
Haunted Trail Event	0.00		43,222.30	35,000.00	35,000.00
1 Interest Income	3,167.06	1,083.33	21,117.97	13,000.00	13,000.00
Other Income	0.00		0.00	50.00	50.00
PC - Reimbursements	0.00	0.00	480.00	0.00	0.00
Pink House Rental	2,900.00	2,833.33	33,800.00	34,000.00	34,000.00
2 Tax and Permits Revenue	4,566.68	3,958.33	80,562.57	104,200.00	104,200.00
Total Income	11,078.74	8,874.99	202,088.47	214,350.00	214,350.00
Gross Profit	11,078.74	8,874.99	202,088.47	214,350.00	214,350.00
Expense					
Citizens' Recognition Expense	0.00	83.33	0.00	1,000.00	1,000.00
Bank Service Charges	1.99	0.00	106.17	0.00	0.00
Commodities	497.00	573.33	2,562.39	7,280.00	7,280.00
3 Contractual	4,072.66	8,812.52	60,916.55	159,800.00	159,800.00
Haunted Trail Expenses	0.00	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	5,000.00	5,395.26	64,640.10	66,743.00	66,743.00
Total Expense	9,571.65	14,864.44	160,738.14	257,323.00	257,323.00
Net Income	1,507.09	(5,989.45)	41,350.33	(42,973.00)	(42,973.00)
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0.00	60,625.00	62,301.56	727,500.00	727,500.00
CIF Expenses					
CIF Expenses	0.00	60,625.00	134,878.02	1,200,500.00	1,200,500.00
Net Income - CIF Funds	0.00	0.00	(72,576.46)	(473,000.00)	(473,000.00)
Consolidated Net Income	1,507.09	(5,989.45)	(31,226.13)	(515,973.00)	(515,973.00)

NOTES & Highlights: This is a preliminary report for fiscal year ended June 30, 2019. The final report will be issued after the remaining revenues and expenses are received for the fiscal year. Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis.

2 **Taxes & Permits Revenue:** Highlights for June include Commonwealth of VA, Car Rental Distribution received @ \$272.29, BPOL taxes received in June @ \$982.47, motor vehicle tag & Historical tag @ \$33 each. Va Communication Sales Tax @ \$395.60 and Sales Tax for April of \$2,768.99.

3 **Contractual Expenses: Highlights for June** include \$643.51 for C.H. electric (an increase from 313.26 in May), Legal Services for April 18-May 31 @ \$2,200, Web service domain fees of \$311.95, Environmental Clean up Event reimbursement of \$ 194.21 and \$499 for the purchase of the Buddy Bench.

Town of Clifton
Profit & Loss Budget Performance
June 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jun 19	Budget	Jul '18 - Jun 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	145,500.00		145,500.00
12							Total Federal	0.00	12,125.00	0.00	145,500.00		145,500.00
13							VDOT- MAP21 Streetscape Phase 2	0.00	48,500.00	62,301.56	582,000.00		582,000.00
14							Total Grants	0.00	60,625.00	62,301.56	727,500.00		727,500.00
15							Total CIF - Capital Improvements Fund	0.00	60,625.00	62,301.56	727,500.00		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	6,000.00		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	6,000.00		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	25.00	0.00	125.00	100.00		100.00
30							Total Parks Committee	25.00	0.00	125.00	100.00		100.00
31							Total Committees Fundraising	25.00	500.00	10,028.51	11,100.00		11,100.00
32							Community Hall Revenues						
33							Community Hall Rentals	400.00	500.00	1,148.80	6,000.00		6,000.00
34							Total Community Hall Revenues	400.00	500.00	1,148.80	6,000.00		6,000.00
35							General Donations	20.00		805.00	0.00		0.00
36							Haunted Trail Event	0.00		43,222.30	35,000.00		35,000.00
37							Interest Income	3,167.06	1,083.33	21,117.97	13,000.00		13,000.00
38							Other Income	0.00		0.00	50.00		50.00
39							PC - Reimbursements	0.00	0.00	480.00	0.00		0.00
40							Pink House Rental	2,900.00	2,833.33	33,800.00	34,000.00		34,000.00
41							Tax and Permits Revenue						
42							VA - Car Rental Distribution	272.29		431.72			
43							ARB Permits	0.00	0.00	1,130.00	100.00		100.00
44							BPOL tax	982.47	0.00	28,917.31	46,000.00		46,000.00
45							BZA Fee	0.00		100.00			
46							Cigarette Tax	0.00	191.67	1,889.42	2,300.00		2,300.00
47							Communications Sales Tax -Va	395.60	450.00	5,122.23	5,400.00		5,400.00
48							Franchise Fees - Cox & Verizon	0.00	316.67	3,195.26	3,800.00		3,800.00
49							Motor Vehicle Tags	66.00	0.00	7,564.91	9,000.00		9,000.00

Town of Clifton
Profit & Loss Budget Performance
June 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jun 19	Budget	Jul '18 - Jun 19	YTD Budget	Annual Budget
50								Railroad Tax	0.00		1,605.24	1,600.00	1,600.00
51								Sales Tax	2,768.99	2,833.33	28,097.91	34,000.00	34,000.00
52								Use Permits	0.00	58.33	1,250.00	700.00	700.00
53								Utility Consumption Tax	81.33	108.33	1,258.57	1,300.00	1,300.00
54								Total Tax and Permits Revenue	4,566.68	3,958.33	80,562.57	104,200.00	104,200.00
55								Total Income	11,078.74	69,499.99	264,390.03	941,850.00	941,850.00
56								Gross Profit	11,078.74	69,499.99	264,390.03	941,850.00	941,850.00
57								Expense					
58								Citizens' Recognition Expense	0.00	83.33	0.00	1,000.00	1,000.00
59								Bank Service Charges	1.99	0.00	106.17	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	0.00	60,625.00	134,878.02	727,500.00	727,500.00
69								Total Special Projects Committee	0.00	60,625.00	134,878.02	727,500.00	727,500.00
70								Storage Facility	0.00		0.00	50,000.00	50,000.00
71								Total CIF Expenses	0.00	60,625.00	134,878.02	1,200,500.00	1,200,500.00
72								Commodities					
73								Office Equipment	0.00	41.67	216.97	500.00	500.00
74								Computer Supplies	497.00	106.67	1,148.38	1,280.00	1,280.00
75								Copies	0.00	83.33	40.76	1,000.00	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	0.00	208.33	162.26	2,500.00	2,500.00
80								Office Supplies	0.00	83.33	546.57	1,000.00	1,000.00
81								Postage and Delivery	0.00	50.00	394.45	600.00	600.00
82								Total Commodities	497.00	573.33	2,562.39	7,280.00	7,280.00
83								Contractual					
84								Fire Program	0.00	1,000.00	10,000.00	11,000.00	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	2,000.00	2,000.00
91								C.H.-Equipment & Supplies	0.00	62.50	0.00	750.00	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	1,500.00	1,500.00
94								C.H. - Electric	643.51	666.67	5,888.48	8,000.00	8,000.00
95								C.H. Floors	0.00	166.67	0.00	2,000.00	2,000.00
96								CH-Equip Replacement & Hall Ref	0.00	0.00	0.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
June 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jun 19	Budget	Jul '18 - Jun 19	YTD Budget	Annual Budget
97								C.H. Interior Improvements	0.00	416.67	0.00	5,000.00	5,000.00
98								Total Community Hall Expenses	643.51	1,604.18	5,888.48	19,250.00	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	1,000.00	1,000.00
103								Total Dues and Subscriptions	0.00	83.33	446.50	2,100.00	2,100.00
104								Insurance	0.00		5,809.00	7,000.00	7,000.00
105								Legal Advertising	0.00	166.67	580.00	2,000.00	2,000.00
106								Mayoral Reimbursement	0.00	41.67	0.00	500.00	500.00
107								Miscellaneous	0.00	208.33	45.00	2,500.00	2,500.00
108								Professional Fees					
109								Accounting	0.00	0.00	3,781.42	7,500.00	7,500.00
110								Legal Fees	2,200.00	2,500.00	7,325.00	30,000.00	30,000.00
111								Total Professional Fees	2,200.00	2,500.00	11,106.42	37,500.00	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	500.00	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	5,000.00	5,000.00
122								Total Pink House Expenses	0.00	416.67	0.00	5,000.00	5,000.00
123								Town Handyman - 1099 vendor	0.00	500.00	0.00	6,000.00	6,000.00
124								Total Town Facilities	0.00	958.34	0.00	11,500.00	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	16.20		28.70		
134								Planning Commission					
135								Consulting-Capital/Town & Zng	0.00	250.00	0.00	3,000.00	3,000.00
136								General Admin Costs	0.00	0.00	0.00	300.00	300.00
137								General Consulting	0.00	333.33	1,787.50	4,000.00	4,000.00
138								PC Hearings, Ads and copies	0.00	100.00	480.00	1,200.00	1,200.00
139								Total Planning Commission	0.00	683.33	2,267.50	8,500.00	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

Town of Clifton
Profit & Loss Budget Performance
June 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jun 19	Budget	Jul '18 - Jun 19	YTD Budget	Annual Budget
144								Welcome Ctr- Walking Tour Pampl	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	800.00	800.00
148								Web Server Maint & Domain Subsc	311.95	0.00	834.50	600.00	600.00
149								Web site updating & config	0.00	208.33	0.00	2,500.00	2,500.00
150								Total Communication Committee	311.95	275.00	834.50	3,900.00	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
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	194.21	0.00	207.04	600.00	600.00
157								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
158								Total Environmental Comm	194.21	0.00	207.04	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 Committe					
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	500.00	500.00
169								Total Sunshine Committee	0.00	41.67	0.00	750.00	750.00
170								Town Parks Committee Exp					
171								Landscape/Ground Maint expense	0.00	354.17	2,650.00	4,250.00	4,250.00
172								Fall Zone Mulching	0.00		0.00	3,000.00	3,000.00
173								Parks Mgt Fee	6.25	0.00	6.25	50.00	50.00
174								Playground Equip. Maintenance	499.00	0.00	835.32	2,000.00	2,000.00
175								Tree Triming & Replacement	0.00		3,590.00	5,000.00	5,000.00
176								Total Town Parks Committee Exp	505.25	354.17	7,081.57	14,300.00	14,300.00
177								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
178								Total Town Committees Expense	1,011.41	670.84	13,755.94	32,300.00	32,300.00
179								Total Town Government	1,027.61	1,354.17	16,517.33	43,900.00	43,900.00
180								Town Services					
181								Recepticle Trash Maintenance	0.00		0.00	0.00	0.00
182								Elections	0.00	0.00	0.00	1,000.00	1,000.00
183								Grass Mowing	0.00	504.17	3,850.00	6,050.00	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	2,825.20	3,700.00	3,700.00
186								Utilities					
187								Gas and Electric	83.41	83.33	858.03	1,000.00	1,000.00
188								Total Utilities	83.41	83.33	858.03	1,000.00	1,000.00
189								Total Town Services	201.54	895.83	7,533.23	16,750.00	16,750.00
190								Total Contractual	4,072.66	8,812.52	60,916.55	159,800.00	159,800.00

Town of Clifton
Profit & Loss Budget Performance
June 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jun 19	Budget	Jul '18 - Jun 19	YTD Budget	Annual Budget
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	4,000.08	4,000.00	4,000.00
197								Town Clerk (Administrative)	1,166.66	1,166.67	13,999.92	14,000.00	14,000.00
198								Town Clerk - Records Review	1,000.00	1,000.00	12,000.00	12,000.00	12,000.00
199								Town Manager	0.00		0.00	0.00	0.00
200								Town Treasurer	2,000.00	2,000.00	24,000.00	24,000.00	24,000.00
201								Zoning Clerk	500.00	500.00	6,000.00	6,000.00	6,000.00
202								Employee Incentives	0.00	0.00	0.00	2,000.00	2,000.00
203								Total Gross Wages	5,000.00	5,000.01	60,000.00	62,000.00	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	4,743.00	4,743.00
208								Total Payroll Taxes	0.00	395.25	4,640.10	4,743.00	4,743.00
209								Total Payroll Expenses	5,000.00	5,395.26	64,640.10	66,743.00	66,743.00
210								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
211								Total Expense	9,571.65	75,489.44	295,616.16	1,457,823.00	1,457,823.00
212								Net Income	1,507.09	(5,989.45)	(31,226.13)	(515,973.00)	(515,973.00)

Florencio Contreras
9701 47th Place
College Park, MD 20740
7036757019

Donna B Netschert
Bill to Clifton town

Invoice

Train in playground

- Repair all areas needed on roof on the trains on the playground
- Repairs will be done with a wood bundle (sand, prime and paint)
- Scrape, sand, prime and paint the train smoke pipe

Total:

\$750.00

This job will include labor and materials. The job will have a one year guarantee. 50% due at the beginning of the job and the rest will be due at the completion of the job

Customer signature: _____

Date: _____

Florencio Contreras: _____

Date: _____

Town of Clifton Parking and Traffic Solutions Committee Update and Recommendations

July 2, 2019 Clifton Town Council Meeting

Committee Update

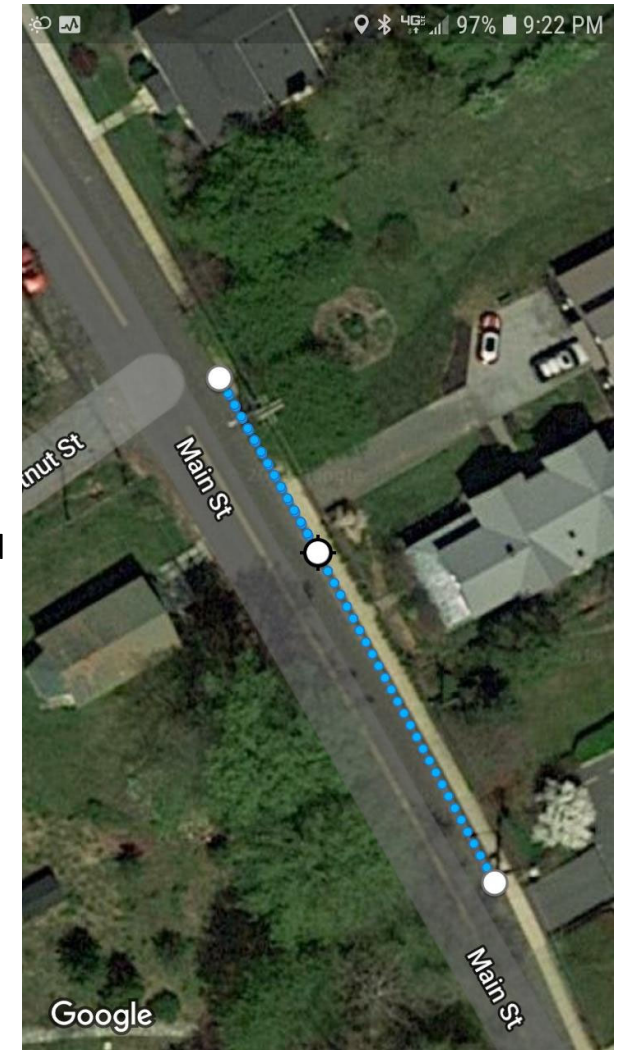
- Met twice between 4 June and 2 July 2019 Town Council meetings
- Reviewed various parking and other traffic issues raised by residents at 4 June Town Council meeting; unanimously agreed to focus initially on parking on sidewalk issue based on immediate safety concerns raised by residents
- Developed incremental plan to provide an immediate remedy while at the same time pursuing a more long-term fix with VDOT (see pages 4 – 8)
- Met in-person with residents in the egregious parking on sidewalk zone to gather input
- Communicated with all residents who had expressed interest in the parking on sidewalk issue to gather input
- Met with the CBA President to agree a solution for parking signs at floodplain
- Submitted work order to VDOT requesting parking and no parking lining on Main Street, headed south towards Dell Avenue and Kincheloe Road
- Contacted Delegate Tim Hugo, Supervisor Pat Herrity, VDOT Allison Richtor, and Officer Brian Rochefort, Fairfax County Police to alert them to sidewalk parking issue and gather their support for meeting and timely VDOT study
 - VDOT completed their study on 1 July, thanks to support from Delegate Tim Hugo and Allison Richtor, VDOT.
 - Meeting tentatively scheduled for week of 8 July for VDOT to present their engineering results and recommendations

Parking and Traffic Solutions for Future Research

- Resident and guest only parking on narrow, dead-end roads: Dell Ave and Chestnut Street
- Restricted through-way for residents and guests only on Yates Ford Road (short piece behind Dell only) and Kincheloe Road, similar to Town of Vienna and Town of Herndon traffic calming measures and other US towns
 - Restricted north bound during am rush hour; restricted south bound during pm rush hour
 - Once implemented, routes are no longer part of Waze, Google Maps and other GPS directional programs during the restricted time
 - See <https://www.npr.org/2018/05/08/609437180/new-jersey-town-restricts-streets-from-commuters-to-stop-waze-traffic-nightmare>
- 3-way stop sign that was previously approved by VDOT for Dell Ave, Main Street, and Kincheloe Road intersection
- Through truck restrictions through the Town of Clifton (current policy and signage states through-way trucks not recommended)
- Parking signage directing visitors to free floodplain parking
- Increased speeding fines in and around the Town of Clifton

Overview of Parking on Sidewalk Solutions

1. Immediate solutions
 - Free Parking sign erected on floodplain parking (portable, no parking sign still utilized when chain is in place when floodplain is flooded)
 - Fairfax County Police committed to routinely monitor parking on sidewalks and crosswalks on weekends and to respond in a timely manner when called about a vehicle obstructing the sidewalk or crosswalk
2. Immediate solutions awaiting outcome of VDOT's study of designated zone
 - One speed monitor attached to NOVEC utility pole in designated zone; second monitor location TBD
 - No Parking Signs with arrows attached to two NOVEC utility poles in designated zone
 - Five planters placed at sidewalk edge in designated zone blocking ability to park on sidewalk
3. Long-term solutions awaiting outcome of VDOT's study of designated zone
 - White-boxes denoting legal parking spaces and yellow lines and hatching denoting no parking areas added on Main Street, headed south from stop sign towards Dell Ave. and Kincheloe Rd.



Signs for NOVEC Utility Poles



Pole 375 18 2 047

- 12" x 18" standard, reflective aluminum (materials, shape, and size required by NOVEC)
- Awaiting approval from NOVEC



Pole 375 18 2 046

Speed Monitors

- Awaiting approval from NOVEC to re-install the two speed monitors that were acquired for the Town by Mayor Jim Chesley in the mid-1990s using a grant from VA
- Attach to NOVEC poles
 - ✓ 375 18 2 046 and TBD
- Monitors do not take pictures nor collect any other identifiable information



Planter



- Royce Jarrendt reviewed planter and stated that he agreed planter selection is compatible with overall character of Town; does not believe ARB needs to review planter or placement because not attached to any contributing structures in historic district
- Sturdy and frost and crack resistant for cold temperatures and extreme heat to last longer than a wooden planter, thus reducing long-term costs
- Well insulated to protect roots during winter and summer months and provide more durability so proposed perennials do not have to be replaced each year
- Narrow at the base (10") so as not to obstruct the street; high enough (16") to provide blockage yet low enough to not obstruct view; and long enough (32") to reduce the amount of planters required to reduce cost (5 to 7 planters estimated – start with 5)
- Aesthetically pleasing to blend in well with the historic environment of the Town
- Reflectors will be added to road facing side of planter

Plants



- Perennial, ornamental grass
- Drought and heat resistant, require very little upkeep and care, and survive with rain water versus manual watering
- Rocks will form a base in the planter for drainage and weight, then dirt, then mulch
- Flat stones will be used to shimmy the base to accommodate varying unevenness in slope between the road and the sidewalk in the targeted zone
- Two perennials per planter, in the 32" planters
- One perennial per planter in the existing six planters on Ayre Square

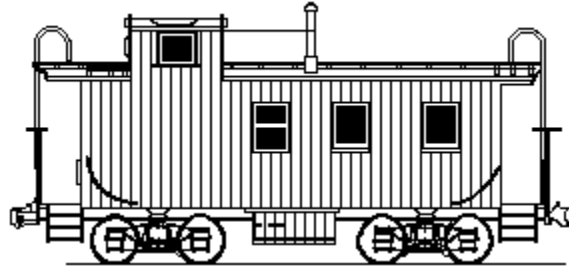
Free Parking Sign at Floodplain

- Current sign is mobile and is supposed to face backwards when parking is allowed and forward, stating No Parking Allowed on Floodplain only when floodplain is closed but method does not work
- Obtain approval from ARB for fixed wooden sign similar to other historic district signs in Town for Free Parking Sign to be erected on floodplain
- Utilize existing, moveable sign stating No Parking on Floodplain when floodplain is closed and chain is in place



Estimate Initial Parking on Sidewalk Solution

ITEM	COST PER UNIT	# OF UNITS	TOTAL
Purchase On Hold Awaiting VDOT Review Outcome			
No Parking signs for NOVEC poles	\$20.00	2	\$40.00
Mounting hardware for No Parking signs	\$7.00	2	\$14.00
Planters	\$154.00	5	\$770.00
Rocks	\$45.00	1 ton	\$45.00
Dirt	\$15.00	4	\$60.00
Mulch	\$4.00	4	\$16.00
Plants	\$23.00	10	\$230.00
Reflectors	\$2.00	10	\$20.00
Subtotal			\$1195.00
Items to Purchase Immediately			
Free Parking at floodplain sign and pole, installed	\$400	1	\$400.00
Plants for Ayre Square Planters	\$23.00	6	\$138.00
Dirt for Ayre Square Planters	\$15.00	1	\$15.00
Mulch for Ayre Square Planters	\$4.00	1	\$4.00
Subtotal			\$557.00
TOTAL COST			\$1752.00



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JULY 2, 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. Renewal of Certificates of Deposit (CDs) for Town funds.
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 their name and address;
 - (ii) Direct their 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:
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Parking Solutions Committee – Update and Proposals.
 - ii. Special Projects Committee/Streetscape Project – Verizon Engineering Analysis.
7. Report of the Zoning Administrator:
 - a. Update on Enforcement Matters.
8. New Business:
9. Adjournment.

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please 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.