

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 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 7:30 PM.

Order of Business:

1. Report of the Town Clerk.

a. Approval of the Minutes.

- **Mayor Hollaway moved to approve the August 6, 2019 Minutes as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.

See attached report.

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

a. Presentation regarding Security of Town Funds.

The Treasurer updated the Council on the security of the Town's funds which are secured municipal funds under the SPDA changes to the Security Act.

b. Renewal or Reinvestment of Certificates of Deposit (CDs) for Town Funds Maturing September 2019.

- **Mayor Hollaway moved to transfer the 18-month CDs with a combined value of \$214,212.56 currently held at John Marshall Bank to United Bank for a term of seven months at a 2.1 percent yield rate, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

c. Approval of Invoices for Legal Services.

Three legal service invoices have been received, consisting of two from the BZA's legal counsel totaling \$5,970.41 and one from the Town Attorney, Maureen Gilmore, for \$850.

- **Mayor Hollaway moved to authorize the payment of the three attorney invoices as set forth on the financial report, seconded by Councilmember Hinderstein. 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.

None.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees.

a. Planning Commission.

The Clerk read aloud a report from Kathy Kalinowski as follows: The Planning Commission had its August meeting, reviewed two items: boundary line adjustment between Noonan and Peterson properties and a redevelopment of the old Town Hall property and has adjourned both applications until the Planning Commission's next meeting pending receipt of additional information.

b. Architectural Review Board.

None.

c. Other Committees.

i. Special Projects Committee/Streetscape Project.

The Clerk summarized a report from Susan Yantis to the Council: We have started the request for Right of Way (ROW) authorization with VDOT. This phase is when we can begin discussions for the two easements with the property owners. As you are aware, we performed the appraisals for each parcel. We need to decide who the appropriate persons are to reach out to discuss this with the two property owners (Sheldon Hoffermand and the Lyon family).

As part of ROW phase, the Mayor needs to sign the cover page of the site plan in the "recommended for approval ROW acquisition" as part of this phase.

A. Application for Additional Funding for Project.

It was noted that project funding applications are only accepted once every two years for Transportation Alternative funding. The Town's pre-screening application was successfully completed in mid-August. Now we need to complete the full application which must be submitted no later than November 1st. The last funding application submitted by the Town was submitted in the fall of 2016 and was not acted upon by VDOT because the agency wanted to see more progress being made first. Since that time, a significant amount of progress has been demonstrated by the Town.

B. Resolution in Support of Transportation Enhancement Funding Application.

The Clerk notified the Council that a Resolution in support of the application for additional funding is required to be submitted to VDOT no later than October 1st as part of the additional funding application. The Resolution must contain language confirming the Town's commitment to match funding up to a specified amount. The Special Projects Committee is still in the process of determining how much in additional funding it would be feasible to request.

- **Mayor Hollaway moved to authorize the Mayor to work with the SPC to approve the finalized Resolution, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

C. Franchise Agreements/Wiring Relocation - Update.

Vice Mayor Effros provided an update on the utility franchise agreements and the effort to relocate wiring and poles related to the Streetscape project.

ii. Haunted Trail – Update.

Councilmember Poe reported that the Haunted Trail Committee tasks are well ahead of schedule and sponsorships are being committed now. A short publicity film has been produced for dissemination on social media.

7. New Business.

- a. Request for Approval of Tree Trimming in Children’s Park.

See attached service quote.

Tabled until October.

8. Report of the Zoning Administrator.

- a. Update on Enforcement Matters.

An application for a zoning variance was received by the BZA regarding the Notice of Violation issued to 7151 Main Street and the Public Hearing has been scheduled for September 25th at 7:30 PM at the Acacia Lodge.

- **Vice Mayor Effros moved to authorize Mayor Hollaway to submit the Town’s position on the variance application to the BZA in cooperation with the Town Attorney, seconded by Councilmember Poe. The motion was approved by poll, 5-0-1 (Mayor Hollaway abstained).**

9. Adjournment.

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

The meeting was adjourned at 8:23 PM.



Amanda Christman <cliftonclerkva@gmail.com>

September 3, 2019 Town Council Meeting - Treasurer's Reports for period ended August 31, 2019; CD reinvestment proposal for maturing CDs 9/19/19

1 message

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

Mon, Sep 2, 2019 at 1:53 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 Town Council Members,

Attached are the **Financial Reports for the period ended August 31, 2019**. Please note that transactions received that affect the FY19 Final Financial Report were accrued to June 2019. The significant transactions are noted below, and on the P&L Summary by Fund Report. The FY2020 Budget has now been input to the accounting system for reporting.

The August Financial Reports include:

- The Summary of **Cash Balances Report as of August 31, 2019** reflects total funds of **\$1,236,855.64**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 08/31/2019. **Highlights of August 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. Interest Income: United Bank posts interest earned on CDs on a quarterly basis. On this date 9/1/19, John Marshall Bank's on line banking for renewed CDs is not available.

2. Taxes & Permits Revenue: Highlights for August include Commonwealth of VA. Car Rental Distribution of \$649.40, Franchise Fees of \$615.31 and Motor Vehicle Fees of \$621.50. Received and accrued to June 2019 were Franchise Fees of 254.36 and Sales Tax for June 2019 of \$2,872.71.

3. Contractual Expenses: Highlights for August include \$850 for Attorney Fees, \$3,260.66 for July BZA attorney Fees. Invoiced in August and accrued to June 2019: \$2,709.75 for BZA Attorney fees for services performed in June 2019. Payment of these attorney fees are recommended for Town Council approval by roll call votes at the meeting 9/3/19.

4. Payroll Expenses: Of note for August - The payroll taxes for July and August were paid in August, which explains the slight amount over the monthly budget.

5. Capital Improvements Fund Income: Streetscape Phase II: Significant note from last month: Payments were received in July, with the revenue to be accrued to June 2019 from the Commonwealth of Va., Dept of Transportation for the Town's Streetscape Invoice # 9 @ \$33,199.62 and Invoice # 10 @ \$20,583.42. This reimbursement income will be accrued to FY19. The Town's invoice # 11 in the amount of \$12,288.75 was submitted 7/26/19 for March - May expenditures - this will also be accrued to FY19. The entry for these accruals will be reviewed with our auditors, prior to entry and reversal from the September 2019 Financials.

6. Capital Improvements Fund Expense: Streetscape Phase II: J2 Engineers' invoice #13500 in the amount of \$3608.85 dated 8/13/19 and awaits Streetscape Committee approval prior to release of the payment.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 08/31/2019. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.

Looking forward to September:

- **FY 2020 CD Investments** – The John Marshall Bank 18-month CDs matured 9/19/19. Please refer to the second tab in the report file attached for the proposed investment rates for Sept. 2019. Additionally, I have also, for your convenience and reference, attached the email that I sent you last month regarding the security of the Town's funds.
- **BPOL Submissions for FY19** – Follow up for the few remaining BPOL applications and payments will continue.
- **Audited Financials are completed for FY18 & Engagement Letter for FY19** – The Town's auditing firm recently received the remaining documents needed to issue the Final FY18 Audited Financial Statements. I will forward them to you as soon as I receive them. I will be scheduling the on site audit dates this month with White, Withers, Masincup & Cannaday, P.C. for the audit and preparation of the Financial Statements for FY19.
- **Treasurer's vacation schedule** – I will be on leave in the Outer Banks for the 3rd week of September – Sept. 13 – 22. I will make arrangements with our banks to handle the required paperwork for the Town Council's approved reinvestment plans following the 9/3 Town Council meeting. Please let me know if there is anything else coming up during this time, so we can make arrangements for handling it in advance. *Thank you for your consideration.*

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: Please let me know if you do NOT want a printed copy of the materials at the meeting.

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607

----- Forwarded message -----

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

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

Cc: <cliftonclerkva@gmail.com>

Bcc:

Date: Mon, 12 Aug 2019 21:31:38 -0400

Subject: FW: Security of Public Funds Act

Hello everyone,

In follow up of our discussion at the July Town Council Meeting, I have attached documents that explain the Virginia Security of Public Deposits Act (SPDA), along with a letter from United Bank in response to my request for their statement of assurance that all the Town's funds deposited are secured as municipal funds. John Marshall Bank is also listed as a qualified depository. I will also request an assurance statement from John Marshall Bank that all funds deposited are secured as municipal funds.

The discussion arose in consideration of the Town's future reinvestment of maturing CDs. The consensus at the meeting was to identify a third investment bank to diversify investments and ensure the funds were secure and within the FDIC insurance limit of \$250,000. With the Town's funds secured as municipal funds under the SPDA, I am confident that they are not at risk.

As reported, we have two 18-month CDs maturing with John Marshall Bank on September 19th at a value of \$214,212.56 as of 8/31/19. If you wish to have the funds moved to a third bank, please let me know. I will appreciate your input and recommendations. I will prepare a response for your consideration at the Sept. 3rd Town Council meeting. I will make every effort to have it to you in advance of the meeting.

Thank you for your consideration. I look forward to your responses and input.

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

5 attachments



2019 08 31 Financial Reports.xlsx

61K



VA Treasury - Operations - Security for Public Deposits Act SPDA.docx

16K



Public Funds banks - Qualified Depositories May 2019.pdf

112K



United Bank - Response to inquiry to confirm security of public funds.pdf

154K



FW: Security of Public Funds Act.eml

392K

ASSETS	8/31/2019	<u>Bank Rates Effective August 1, 2019</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	310,351.59	1 yr	8/1/2019	2.17%	Down from 2.25% APR @ 7/31/18
John Marshall Bank CDs	214,776.92	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	90,090.50	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	964.89				
Money Market Savings-United	206,049.36		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,405.10				
Total Checking/Savings	1,236,855.64				

NOTE: The John Marshall Bank 12 month CDs valued at \$310,351.59 were renewed 8/1/19 for a 12 month term @ APR of 2.17%; down from 2.25%. The upcoming 18 month CDs with John Marshall Bank valued @ \$214,776.92 will be maturing Sept 19th. In response to the Town Council's request, a third bank, PNC Bank, is presented for consideration for reinvestment of the 18 month maturing CDs. JMB interest for August is not available for reporting at this time. The United Bank CDs accrue interest quarterly. The Treasurer will be transferring \$60,000 from the checking account to the money market savings in early Sept. The funds represent reimbursement from VDOT for the Streetscape Project.

Proposed investment rates for maturing CDs - Due 9/19/19

The Town's John Marshall Bank 18 month CDs valued @ \$214,776.92 as of 8/31 will mature 9/19/19. John Marshall Bank, United Bank & PNC Bank have reported their concerns regarding the expectations of another rate decrease by the end of the year and presented the following rates and terms for consideration. As requested by the Town Council at the July meeting, I reached out to a third bank, PNC Bank, that I have a established relationship with through my employer, CRI. PNC Bank is included below as a third option. *Also, as promised, I provided you with the documentation on 8/12 that the Town's municipal funds are secured in accordance with the Virginia Security of Public Deposits Act (SPDA).* United Bank, has further recommended moving funds from the Town's Money Market Fund to a 9 months (no penalty) CD in an effort to stabilize the Town's earnings while still providing a level of liquidity. *I respectfully recommend your consideration and approval of United Bank's proposals for the best returns on investments. A cash flow projection will be needed from the Special Projects Committee, to ensure that funds will be easily available to meet the needs for funding the Streetscape Project Plans; should the Council decide to invest in the 9 months (no penalty) CD.*

Second Highest Yield Offer		Highest Yield Offer			New Bank - lowest offer	
Term	John Marshall Proposal	Term	United Bank Proposal	Variance to JMB	Term	PNC Bank Proposal
	APY		APY			APY
		7 months	2.10%	0.18%		
12 months	1.92%	13 months	2.00%	0.08%	12 months	1.76%
15 months	1.92%				18 months	1.60%
18 months	1.92%					
		Money Market	1.39%			
		9 mo (no penalty)	1.85%	0.46%		

NOTE: The Town has \$297K in cash between the Checking and Money Market accounts at United Bank.

Town of Clifton

Profit & Loss Budget Performance

August 2019

	Aug 19	Budget	Jul - Aug 19	YTD Budget	Annual Budget
Income					
State Funding	0.00	0.00	0.00	0.00	10,000.00
Committees Fundraising	0.00	0.00	0.00	0.00	9,500.00
Community Hall Revenues	0.00	500.00	0.00	1,000.00	6,000.00
General Donations	0.00	0.00	0.00	0.00	0.00
Haunted Trail Event	0.00	0.00	750.00	0.00	45,000.00
1 Interest Income	289.60	1,500.00	1,440.14	3,000.00	18,000.00
PC - Reimbursements	0.00	0.00	0.00	0.00	0.00
Pink House Rental	2,900.00	2,900.00	5,800.00	5,800.00	34,800.00
2 Tax and Permits Revenue	3,513.15	4,079.16	12,905.15	8,158.40	97,550.00
Total Income	6,702.75	8,979.16	20,895.29	17,958.40	220,850.00
Gross Profit	6,702.75	8,979.16	20,895.29	17,958.40	220,850.00
Expense					
Citizens' Recognition Expense	0.00	83.33	0.00	166.70	1,000.00
Bank Service Charges	15.17	0.00	15.17	0.00	0.00
Commodities	0.00	323.34	300.65	646.60	3,980.00
3 Contractual	9,325.78	10,825.04	15,987.53	32,574.60	170,525.00
Haunted Trail Expenses	0.00	0.00	0.00	0.00	15,000.00
OTHER - TC approval req'd +\$500	0.00	625.00	0.00	1,250.00	7,500.00
Other Expenses	0.00	625.00	0.00	1,250.00	7,500.00
4 Payroll Expenses	5,765.00	5,395.25	10,765.00	12,790.50	66,743.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
Total Expense	15,105.95	17,876.96	27,068.35	48,678.40	272,248.00
Net Income	(8,403.20)	(8,897.80)	(6,173.06)	(30,720.00)	(51,398.00)
CIF FUNDS:					
CIF Income					
5 CIF - Capital Improvements Fund	0.00	60,625.00	53,738.05	121,250.00	727,500.00
CIF Expenses					
6 CIF Expenses	4,203.15	60,625.00	4,203.15	505,250.00	1,111,500.00
Net Income - CIF Funds	(4,203.15)	0.00	49,534.90	(384,000.00)	(384,000.00)
Consolidated Net Income	(12,606.35)	(8,897.80)	43,361.84	(414,720.00)	(435,398.00)

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

1 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis. On this date 9/1/19, John Marshall Bank's on line banking for renewed CDs is not available.

2 **Taxes & Permits Revenue:** Highlights for August include Commonwealth of VA. Car Rental Distribution of \$649.40, Franchise Fees of \$615.31 and Motor Vehicle Fees of \$621.50. Received and accrued to June 2019 were Franchise Fees of 254.36 and Sales Tax for June 2019 of \$2,872.71.

Town of Clifton
Profit & Loss Budget Performance
August 2019

		Aug 19	Budget	Jul - Aug 19	YTD Budget	Annual Budget
3	Contractual Expenses: Highlights for August include \$850 for Attorney Fees, \$3,260.66 for July BZA attorney Fees. Invoiced in August and accrued to June 2019: \$2,709.75 for BZA Attorney fees for services performed in June 2019. <i>Payment of these attorney fees are recommended for Town Council approval by roll call votes at the meeting 9/3/19.</i>					
4	Payroll Expenses: Of note for August - The payroll taxes for July and August were paid in August, which explains the slight amount over the monthly budget.					
5	Capital Improvements Fund Income: Streetscape Phase II: <i>Significant note from last month:</i> Payments were received in July, with the revenue to be accrued to June 2019 from the Commonwealth of Va., Dept of Transportation for the Town's Streetscape Invoice # 9 @ \$33,199.62 and Invoice # 10 @ \$20,583.42. This reimbursement income will be accrued to FY19. The Town's invoice # 11 in the amount of \$12,288.75 was submitted 7/26/19 for March - May expenditures - this will also be accrued to FY19. <i>The entry for these accruals will be reviewed with out auditors, prior to entry and reversal from the September 2019 Financials.</i>					
6	Capital Improvements Fund Expense: Streetscape Phase II: J2 Engineers' invoice #13500 in the amount of \$3608.85 dated 8/13/19 and awaits Streetscape Committee approval prior to release of the payment.					

Town of Clifton
Profit & Loss Budget Performance
August 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Aug 19	Budget	Jul - Aug 19	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5				Fire Program Funds				0.00	0.00	0.00	0.00	10,000.00	
6				State Funding - Other				0.00	0.00	0.00	0.00	0.00	
7			Total State Funding					0.00	0.00	0.00	0.00	10,000.00	
8			CIF - Capital Improvements Fund										
9				Grants									
10				Federal									
11					ISTEA-Clifton Streetscape			0.00	12,125.00	0.00	24,250.00	145,500.00	
12				Total Federal				0.00	12,125.00	0.00	24,250.00	145,500.00	
13				VDOT- MAP21 Streetscape Phase 2									
14					VDOT- MAP21 Streetscape Phase 2 - Other			0.00	48,500.00	53,738.05	97,000.00	582,000.00	
15				Total VDOT- MAP21 Streetscape Phase 2				0.00	48,500.00	53,738.05	97,000.00	582,000.00	
16				Total Grants				0.00	60,625.00	53,738.05	121,250.00	727,500.00	
17			Total CIF - Capital Improvements Fund					0.00	60,625.00	53,738.05	121,250.00	727,500.00	
18			Committees Fundraising										
19				Homes Tour Income				0.00	0.00	0.00	0.00	6,000.00	
20				Clifton Business Coalition									
21				CBC Wreath Contest				0.00	0.00	0.00	0.00	0.00	
22				Total Clifton Business Coalition				0.00	0.00	0.00	0.00	0.00	
23			Council of the Arts										
24				Clifton Film Festival				0.00	0.00	0.00	0.00	3,500.00	
25				Community Arts Programs-CGT inc				0.00	0.00	0.00	0.00	0.00	
26			Total Council of the Arts					0.00	0.00	0.00	0.00	3,500.00	
27			Parks Committee										
28				Park Rental				0.00	0.00	0.00	0.00	0.00	
29			Total Parks Committee					0.00	0.00	0.00	0.00	0.00	
30			Total Committees Fundraising					0.00	0.00	0.00	0.00	9,500.00	
31			Community Hall Revenues										
32				Community Hall Rentals				0.00	500.00	0.00	1,000.00	6,000.00	
33			Total Community Hall Revenues					0.00	500.00	0.00	1,000.00	6,000.00	
34			General Donations					0.00	0.00	0.00	0.00	0.00	
35			Haunted Trail Event					0.00	0.00	750.00	0.00	45,000.00	
36			Interest Income										
37				Interest Income - Other				289.60	1,500.00	1,440.14	3,000.00	18,000.00	
38			Total Interest Income					289.60	1,500.00	1,440.14	3,000.00	18,000.00	
39			PC - Reimbursements					0.00	0.00	0.00	0.00	0.00	
40			Pink House Rental					2,900.00	2,900.00	5,800.00	5,800.00	34,800.00	
41			Tax and Permits Revenue										
42				VA - Car Rental Distribution				649.40	20.83	649.40	41.70	250.00	
43			ARB Permits					260.00	41.67	260.00	83.30	500.00	
44			BPOL tax					0.00	0.00	7,168.00	0.00	40,000.00	
45			BZA Fee					250.00	0.00	250.00	0.00	0.00	
46			Cigarette Tax					371.73	175.00	587.78	350.00	2,100.00	
47			Communications Sales Tax -Va					379.66	433.33	790.82	866.70	5,200.00	
48			Franchise Fees - Cox & Verizon					615.31	291.67	615.31	583.30	3,500.00	
49			Motor Vehicle Tags					621.50	0.00	621.50	0.00	7,000.00	
50			Railroad Tax					0.00	0.00	1,596.79	0.00	1,600.00	
51			Sales Tax					0.00	2,958.33	0.00	5,916.70	35,500.00	

Town of Clifton
Profit & Loss Budget Performance
August 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Aug 19	Budget	Jul - Aug 19	YTD Budget	Annual Budget
52					Use Permits				250.00	58.33	250.00	116.70	700.00
53					Utility Consumption Tax				115.55	100.00	115.55	200.00	1,200.00
54				Total Tax and Permits Revenue					3,513.15	4,079.16	12,905.15	8,158.40	97,550.00
55			Total Income						6,702.75	69,604.16	74,633.34	139,208.40	948,350.00
56		Gross Profit							6,702.75	69,604.16	74,633.34	139,208.40	948,350.00
57		Expense											
58			Citizens' Recognition Expense						0.00	83.33	0.00	166.70	1,000.00
59			Bank Service Charges						15.17	0.00	15.17	0.00	0.00
60			CIF Expenses										
61				Engineering /Design - Sidewalks					0.00	0.00	0.00	3,000.00	3,000.00
62				Caboose Renovation					0.00	0.00	0.00	1,000.00	1,000.00
63				CIF - Land Purchase					0.00	0.00	0.00	300,000.00	300,000.00
64				Clifton Creek Park - Trails					0.00	0.00	0.00	20,000.00	20,000.00
65				RR Siding Parking Facility					0.00	0.00	0.00	10,000.00	10,000.00
66				Special Projects Committee									
67					Dev. of Streetscape Phase 2				4,203.15	60,625.00	4,203.15	121,250.00	727,500.00
68				Total Special Projects Committee					4,203.15	60,625.00	4,203.15	121,250.00	727,500.00
69				Storage Facility					0.00	0.00	0.00	50,000.00	50,000.00
70				Total CIF Expenses					4,203.15	60,625.00	4,203.15	505,250.00	1,111,500.00
71			Commodities										
72				Office Equipment					0.00	41.67	0.00	83.30	500.00
73				Computer Supplies					0.00	106.67	52.95	213.30	1,280.00
74				Copies					0.00	16.67	0.00	33.30	200.00
75				License Plates					0.00	0.00	0.00	0.00	100.00
76				Miscellaneous					0.00	0.00	0.00	0.00	0.00
77				Miscellaneous - Commodities					0.00	25.00	0.00	50.00	300.00
78				Office Supplies					0.00	83.33	0.00	166.70	1,000.00
79				Postage and Delivery					0.00	50.00	247.70	100.00	600.00
80				Total Commodities					0.00	323.34	300.65	646.60	3,980.00
81			Contractual										
82				Fire Program					0.00	0.00	0.00	0.00	10,000.00
83				Caboose Expenses									
84					Caboose Equipment				0.00	41.67	0.00	83.30	500.00
85					Caboose Maintenance				0.00	125.00	0.00	250.00	1,500.00
86				Total Caboose Expenses					0.00	166.67	0.00	333.30	2,000.00
87				Community Hall Expenses									
88					C.H.-Cleaning				0.00	166.67	0.00	333.30	2,000.00
89					C.H.-Equipment & Supplies				0.00	62.50	0.00	125.00	750.00
90					C.H.-General Maintenance				0.00	366.67	0.00	733.30	4,400.00
91					C.H.-Management Fee				0.00	125.00	0.00	250.00	1,500.00
92					C.H. - Electric				337.18	666.67	337.18	1,333.30	8,000.00
93					C.H. Floors				0.00	0.00	0.00	0.00	0.00
94					CH-Equip Replacement & Hall Ref				0.00	0.00	0.00	0.00	0.00
95					C.H. Interior Improvements				0.00	166.67	0.00	333.30	2,000.00
96				Total Community Hall Expenses					337.18	1,554.18	337.18	3,108.20	18,650.00
97				Dues and Subscriptions									
98					Conference Attendance				0.00	41.67	0.00	83.30	500.00
99					Va. Municipal League				0.00	0.00	408.00	600.00	600.00
100					Dues and Subscriptions - Other				0.00	83.33	0.00	166.70	1,000.00

Town of Clifton
Profit & Loss Budget Performance
August 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Aug 19	Budget	Jul - Aug 19	YTD Budget	Annual Budget
101					Total Dues and Subscriptions				0.00	125.00	408.00	850.00	2,100.00
102					Insurance				0.00	0.00	5,817.00	7,000.00	7,000.00
103					Legal Advertising				0.00	166.67	240.00	333.30	2,000.00
104					Mayoral Reimbursement				0.00	41.67	0.00	83.30	500.00
105					Miscellaneous				0.00	208.33	0.00	416.70	2,500.00
106					Professional Fees								
107					Accounting				0.00	0.00	0.00	0.00	7,500.00
108					Legal Fees				850.00	2,500.00	850.00	5,000.00	30,000.00
109					Total Professional Fees				850.00	2,500.00	850.00	5,000.00	37,500.00
110					Rent								
111					Ayre Square Rental				0.00	0.00	0.00	0.00	1,500.00
112					Railroad Siding Rental				0.00	0.00	0.00	0.00	1,750.00
113					Total Rent				0.00	0.00	0.00	0.00	3,250.00
114					Town Assoc of Northern Va Event				0.00	50.00	0.00	100.00	600.00
115					Town Facilities								
116					Ayre Square Maintenance				0.00	41.67	0.00	83.30	500.00
117					Pink House Expenses								
118					Pink House Maintenance				0.00	416.67	0.00	833.30	5,000.00
119					Pink House Repairs				0.00	0.00	0.00	0.00	0.00
120					Total Pink House Expenses				0.00	416.67	0.00	833.30	5,000.00
121					Town Handyman - 1099 vendor				0.00	500.00	0.00	1,000.00	6,000.00
122					Total Town Facilities				0.00	958.34	0.00	1,916.60	11,500.00
123					Town Government								
124					Architectural Review Board				0.00	25.00	0.00	50.00	300.00
125					Beautification Comm.								
126					Banner Replacement				0.00	0.00	0.00	500.00	500.00
127					Christmas Tree Lighting Event				0.00	0.00	0.00	0.00	1,000.00
128					Flower Receptacles				332.43	0.00	332.43	800.00	800.00
129					Railroad Siding Boxes-plantings				0.00	0.00	0.00	1,000.00	1,000.00
130					Total Beautification Comm.				332.43	0.00	332.43	2,300.00	3,300.00
131					BZA				5,970.41	583.33	5,970.41	1,166.70	7,000.00
132					Planning Commission								
133					Consulting-Capital/Town & Zng				0.00	416.67	0.00	833.30	5,000.00
134					General Admin Costs				0.00	25.00	0.00	50.00	300.00
135					General Consulting				0.00	666.67	0.00	1,333.30	8,000.00
136					PC Hearings, Ads and copies				0.00	41.67	0.00	83.30	500.00
137					Total Planning Commission				0.00	1,150.01	0.00	2,299.90	13,800.00
138					Town Committees Expense								
139					Communication Committee								
140					Town email system				0.00	0.00	0.00	0.00	0.00
141					Web Server Maint & Domain Subsc				11.95	50.00	11.95	100.00	600.00
142					Web site updating & config				0.00	41.67	0.00	83.30	500.00
143					Communication Committee - Other				0.00	83.33	0.00	166.70	1,000.00
144					Total Communication Committee				11.95	175.00	11.95	350.00	2,100.00
145					Council for the Arts Committee								
146					Clifton Film Festival Exp				0.00	0.00	0.00	0.00	2,000.00
147					Council for the Arts Committee - Other				0.00	0.00	0.00	0.00	200.00
148					Total Council for the Arts Committee				0.00	0.00	0.00	0.00	2,200.00
149					Environmental Comm								

Town of Clifton
Profit & Loss Budget Performance
August 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Aug 19	Budget	Jul - Aug 19	YTD Budget	Annual Budget
150								Environmental Event Expense	0.00	50.00	0.00	100.00	600.00
151								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
152								Total Environmental Comm	0.00	50.00	0.00	100.00	600.00
153								Historic Preservation Comm Exp					
154								Historic Town Documents exp	0.00	20.83	0.00	41.70	250.00
155								Historic Events	0.00	0.00	0.00	500.00	500.00
156								Town Museum	0.00	83.33	0.00	166.70	1,000.00
157								Historic Preservation Comm Exp - Other	0.00	41.67	0.00	83.30	500.00
158								Total Historic Preservation Comm Exp	0.00	145.83	0.00	791.70	2,250.00
159								Homes Tour Committee	0.00	0.00	0.00	0.00	4,500.00
160								Sunshine Committe					
161								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00
162								Welcome Baskets & Sympathy	0.00	0.00	0.00	0.00	0.00
163								Total Sunshine Committe	0.00	0.00	0.00	0.00	250.00
164								Town Parks Committee Exp					
165								Landscape/Ground Maint expense	0.00	770.83	0.00	1,541.70	9,250.00
166								Fall Zone Mulching	0.00	250.00	0.00	500.00	3,000.00
167								Parks Mgt Fee	0.00	0.00	0.00	25.00	25.00
168								Playground Equip. Maintenance	750.00	166.67	750.00	333.30	2,000.00
169								Tree Trimming & Replacement	0.00	416.67	0.00	833.30	5,000.00
170								Total Town Parks Committee Exp	750.00	1,604.17	750.00	3,233.30	19,275.00
171								Traffic, Parking & Safety Comm	0.00	0.00	0.00	500.00	500.00
172								Total Town Committees Expense	761.95	1,975.00	761.95	4,975.00	31,675.00
173								Total Town Government	7,064.79	3,733.34	7,064.79	10,791.60	56,075.00
174								Town Services					
175								Elections	0.00	0.00	0.00	0.00	1,000.00
176								Grass Mowing	900.00	504.17	900.00	1,008.30	6,050.00
177								Town Park Lawn Maintenance	0.00	416.67	0.00	833.30	5,000.00
178								Trash Collection	115.13	308.33	233.26	616.70	3,700.00
179								Utilities					
180								Gas and Electric	58.68	91.67	68.40	183.30	1,100.00
181								Utilities - Other	0.00		68.90		
182								Total Utilities	58.68	91.67	137.30	183.30	1,100.00
183								Total Town Services	1,073.81	1,320.84	1,270.56	2,641.60	16,850.00
184								Total Contractual	9,325.78	10,825.04	15,987.53	32,574.60	170,525.00
185								Haunted Trail Expenses	0.00	0.00	0.00	0.00	15,000.00
186								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	1,250.00	7,500.00
187								Other Expenses	0.00	625.00	0.00	1,250.00	7,500.00
188								Payroll Expenses					
189								Gross Wages					
190								Assistant Project Manager	333.34	333.30	666.68	666.60	4,000.00
191								Town Clerk (Administrative)	1,166.66	1,166.70	2,333.32	2,333.40	14,000.00
192								Town Clerk - Records Review	1,000.00	1,000.00	2,000.00	2,000.00	12,000.00
193								Town Treasurer	2,000.00	2,000.00	4,000.00	4,000.00	24,000.00
194								Zoning Clerk	500.00	500.00	1,000.00	1,000.00	6,000.00
195								Employee Incentives	0.00	0.00	0.00	2,000.00	2,000.00
196								Total Gross Wages	5,000.00	5,000.00	10,000.00	12,000.00	62,000.00
197								Payroll Taxes					
198								FICA	620.00	0.00	620.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
August 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Aug 19	Budget	Jul - Aug 19	YTD Budget	Annual Budget
199								Medicare	145.00	0.00	145.00	0.00	0.00
200								Payroll Taxes - Other	0.00	395.25	0.00	790.50	4,743.00
201								Total Payroll Taxes	765.00	395.25	765.00	790.50	4,743.00
202								Total Payroll Expenses	5,765.00	5,395.25	10,765.00	12,790.50	66,743.00
203								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
204								Total Expense	19,309.10	78,501.96	31,271.50	553,928.40	1,383,748.00
205								Net Income	(12,606.35)	(8,897.80)	43,361.84	(414,720.00)	(435,398.00)



Amanda Christman <cliftonclerkva@gmail.com>

Fwd: Estimate from Freedom Tree Service, Inc. Playground

Donna Boyd Netschert <villagetimesaver@aol.com>

Tue, Aug 20, 2019 at 3:32 PM

To: cliftonclerkva@gmail.com

Cc: chasehinderstein@gmail.com

Please put on next Town Council Agenda for Playground Parks expenditure.

Thank you,

Donna Netschert

Sent from my iPad

Begin forwarded message:

From: Wayne Nickum <clifnick@yahoo.com>

Date: August 20, 2019 at 2:49:08 PM EDT

To: Donna Netschert <villagetimesaver@aol.com>

Subject: Re: Estimate from Freedom Tree Service, Inc.dv

Looks good to me forward to for town approval

Sent from my iPhone

On Aug 20, 2019, at 1:26 PM, Donna Netschert <villagetimesaver@aol.com> wrote:

Sent from my iPhone

Begin forwarded message:

From: "Melissa Kovacs w/ Freedom Tree Service, Inc." <frdmtree@gmail.com>

Date: August 20, 2019 at 12:47:50 PM EDT

To: ftq <villagetimesaver@aol.com>

Subject: Estimate from Freedom Tree Service, Inc.

**ESTIMATE FOR DONNA NETSCHERT (TOWN OF CLIFTON)
(703-830-2727) AT: CLIFTON PLAYGROUND**

Please review the following estimate:

A1-	Remove apple tree far back right corner	\$290
	-	
A2-		\$240
	Grind stump -	
B1-	Remove small sour gum on back property	\$30

line -
B2- \$80
Grind stump -
C1- Remove sour gum by Mr. Nickum's fence - \$50
C2- Grind stump - \$80

IMPORTANT CUSTOMER NOTES:

- *Prices are based on a majority of work done at the same time.
- *All debris will be removed from site, unless otherwise noted.
- *If you're approving any option to grind a stump listed above, the grindings will be left in mound at grinding site.

OFFICE NOTES:

****If you would like to approve any of the work listed above, please reply to this email and specify anything you'd like to change, add or remove.**

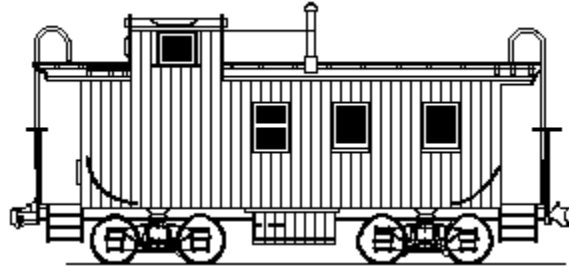
Call me at 571-238-5076 to discuss any questions you might have.

Thank you,

Howard Curtis
ISA Certified Arborist #MA-5072A
Freedom Tree Service, Inc.
571-238-5076, c
703-753-4900, w

<Company Logo.jpg>





**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 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 regarding Security of Town Funds;
 - b. Renewal or Reinvestment of Certificates of Deposit (CDs) for Town Funds Maturing September 2019.
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. Special Projects Committee/Streetscape Project:
 - A. Application for Additional Funding for Project;
 - B. Resolution Confirming Cost-Sharing by Town;
 - C. Franchise Agreements/Wiring Relocation - Update.
7. New Business:
 - a. Request for Approval of Tree Trimming in Children's Park.
8. Report of the Zoning Administrator:
 - a. Update on Enforcement Matters.
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.