CLIFTON TOWN COUNCIL
BUDGET WORK SESSION MINUTES
WEDNESDAY, APRIL 15, 2015, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Town Council Present:	Mayor Bill Hollaway; Deborah Dillard; Jennifer Heilmann; Eric Hencken; and, Wayne Nickum.	**Absent:**	Vice Mayor Dwayne Nitz
Town Officials Present:	Town Clerk/Manager: Sandra Scales-Siwek Treasurer: Marilyn Barton	**Absent:**	

Summary of Work Session:

1.	**Open the Work Session at 7:35 p.m.**	**Motion:**	W. Nickum	**2nd:**	W. Hollaway	**Vote:**	Unanimous

2. **Re: Agenda for Work Session and Special Meeting on April 22, 2015, <u>add closed session</u> to consider Personnel Matters and re-post agenda/meeting notice. (Treasurer)**

3. **Town Council members worked through draft budget line-by-line, reviewing associated submitted requests and comparing year-to-date results to projections.**

4. **Requested Treasurer and Town Manager/Clerk provide additional details for next Work Session on April 22, 2015. List of tasks will be circulated.**

5.	**Adjournment**	**Motion:**	W.Hollaway	**2nd:**	W.Nickum	**Vote:**	Approve -- Unanimous

Budget Work Session #1

List of Tasks

April 15, 2015

1.1.   **Assign General Ledger Account Numbers – Treasurer**

1.2.   **Reflect Pro-rata vs actual for 2015 results – Treasurer**

1.3.   **Re-classify some accounts from Capital Improvements to Operations – Treasurer**

1.4.   **Re-name some accounts for clarity – Treasurer**

1.5.   **Re-align and break-out some sub-accounts under other master account headings – Treasurer**

1.6.   **Add missing line item for CBA Triangle funds to Capital Improvements -- Treasurer**

1.7.   **Add Greenspace Acquisition to Capital Improvements – Treasurer**

1.8.   **Remove closed-out projects from report – Treasurer**

1.9.   **Request clarification on budget request (Clifton Arts Council) – Council Member Dillard**

1.10.   **Report Code requirements for Use Permit fees -– Clerk**

1.11.   **Confirm license renewal fees for computer software – Manager**

1.12.   **Vehicle Counts – Clerk**

1.13   **Compile data on tasking / hours (prior 3 months) – Treasurer and Manager**