

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 8, 2019, 7:30 PM
ACACIA LODGE
7135 MAIN STREET
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 (previous regular meetings and any special meetings).

- **Mayor Hollaway moved to approve the December 2018 Minutes with minor revisions, seconded by Councilmember McDonald. The motion was approved by poll, 4-0-1 (Councilmember Poe abstained).**

The Clerk reported to the Council that the recent ordinance changes as approved by the Council have been made to the published Town Code. An update to the Council on the notary services now being offered to the Town and surrounding-area residents was also given.

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.**

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

None.

4. Unfinished Business.

None.

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. Clifton Film Celebration: Councilmember Poe reported that there were approximately 300 attendees at the event, which was similar to the previous year. He will provide a detailed financial report at the next meeting.

ii. Streetscape Project Committee.

A. Design Waivers.

Susan Yantis presented a status report to the Council on Phase II of the Main Street enhancement project. J2 Engineers has prepared and submitted the 90% design plan, and VDOT will require design waivers for several aspects of the design. Ms. Yantis and SPC member Doug Miller will review the waivers needed and request that the Town authorize the expenditure of up to \$3,000 in case assistance from J2 Engineers is needed in order to justify the design waivers. If assistance is needed, it would be approved as a supplement to the original contract through the small purchase procurement process and would be eligible for reimbursement by VDOT at 80%.

- **Mayor Hollaway moved to approve the SPC's request to authorize an amendment to the contract with J2 Engineers to include coordination and assistance with design waivers justification up to a cost of \$3,000, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

B. Utility Coordination Analysis.

Davis Utility and Richter have both provided proposals for utility coordination analysis, for due diligence purposes and to evaluate the potential for utility relocation the utility two poles alongside the Peterson residence. Richter, the preferred candidate, proposed a cost between \$3,000-\$4,000. It is estimated that, if the Town opts for utility relocation, the total cost including the actual relocation in the construction phase would approach \$50,000. Results from the feasibility study would provide information for negotiating the future Verizon franchise renewal. If the Town ultimately decides to pursue the utility relocation during Phase II, then the cost of the analysis would be eligible for 80% reimbursement by VDOT.

Councilmember McDonald summarized his contact with NOVEC and reported that the utility would be willing to move the Peterson pole about 10 feet out of scope of the project, at the utility's expense, but would not pay for undergrounding.

- **Mayor Hollaway moved to authorize the contract with Richter for utility coordination analysis services up to \$4,000, 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. Storm Drains – Next Steps.

Ms. Yantis reported on the results of the previously-authorized CCTV inspection of the storm drains under Main Street, which was performed by 5 Star. The cameras could not traverse the storm drain network due to the deteriorated condition of the pipes. Councilmember Milne will provide contact information for the staff at VDOT who could help coordinate the storm sewer replacement to be concurrent with the construction phase of Main Street enhancement.

The Council encouraged the SPC to contact them if more assistance is needed, especially with respect to scheduling a meeting with VDOT and appropriate elected representatives for addressing the necessary storm drain replacement.

7. New Business:

See attached report.

Fairfax County Supervisor Pat Herrity updated the Council on three proposed enforcement locations to address ongoing traffic violations, which include pole-mounted radar.

The Council expressed appreciation for the efforts, and also provided feedback that has been received from the community with respect to the new signs erected by the County regarding bicyclists using the entire road. It was noted that, although the signs reflect state law, they are not legally required, and may unintentionally encourage unsafe behavior.

- **Councilmember Poe moved to request Fairfax County to remove the new signs, in the interest of public safety, and in light of the Town's desire for less signage in the area, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

Supervisor Herrity reported that the restoration of the Town Hall is planned to be completed on March 14th and will make sure that the Council receives status updates. He noted that the HVAC, LED lighting, ceiling fans and thermal, fixed windows have all been installed.

8. Adjournment.

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

The Meeting was adjourned at 8:32 PM.



Amanda Christman <cliftonclerkva@gmail.com>

January 8, 2019 Town Council Meeting - Treasurer's Report for period ended 12/31/2018

1 message

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

Mon, Jan 7, 2019 at

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.chasehinderstein@gmail.com

Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@comres.org>

Hello everyone,

Attached are the **Financial Reports for the period ended December 31, 2018**. I have also included a copy of the J2 Engineering Invoice 12199 for your call action, given the amount of the invoice is \$19,210.90. The December Financial Reports include:

- The Summary of **Cash Balances Report as of December, 2018** reflects total funds of **\$1,215,362.02**. See the *detailed Cash Balance Report*.
- **Profit & Loss Summary by Fund** for period ended 12/31/2018. **Highlights of December** transactions are noted on this summary report. The main 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 **State Funding:** \$10,000 was received from the Commonwealth of Virginia for FY19 Fire Programs - to be confirmed with contract.
- 2 **Committee's Fundraising: Homes Tour Event** raised \$6,271.02 from advertising and ticket sales, generating net income of \$1,598 in December. Homes Tour expenses of \$4,674 included donations to charities in the amount of \$2,346.66. The Film Festival Event is pending receipt of the report. (See supplemental Homes Tour report.)
- 3 **Haunted Trail Event:** The final receipts of the Haunted Trail Event were received after issuance of the 12 31 18 Financial Reports and will therefore be included in the January Financials. Of the \$10,000 cash advanced, there remains \$313.54 of the advance in a Wells Fargo Bank account opened by the H.T. Committee. (See supplemental Haunted Trail Expenses Report received 1/7/19.)
- 4 **Taxes & Permits Revenue:** Includes Vehicle Registration Fees from Fairfax County for November in the amount of \$180.23, and Sales Tax for October of \$2,829.15.
- 5 **Contractual Expenses - December expenses** include \$4,673.50 for Homes Tour expenses. (See the supplemental Homes Tour Report provided.)
- 6 **CIF Funds:** \$23,028.45 was received from VDOT for the Town's Requisition #7. J2 Engineering invoice #12199 in the amount of \$19,210.90 for the Streetscape Project has been authorized by Regan McDonald, Town Council Member, and will be presented to the 1/8/19 Town Council for approval. This expense will be reflected on the January Financials.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 12/31/2018. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- Haunted Trail Event Report – *Reflects transactions provided by the Haunted Trail Committee.*
- Homes Tour Event Report – *Final Report*
- J2 Engineering Invoice - *attached for proposed Town Council roll call vote 1/8/19.*

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



2018 12 31 Financial Reports.xlsx
72K



J2 Engineering - CT1601 Invoice 12199 for \$19,210.90.pdf
223K

ASSETS	12/31/2018	Bank Rates Effective July 31, 2018			Negotiated Increases
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	306,361.41	1 yr	7/31/2019	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	212,573.42	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	101,514.43	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	101,514.43	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	101,514.43	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	101,514.43	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	544.36				
Checking-United Bank	81,006.84	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	948.77				
Money Market Savings-United	203,465.56		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,403.94				
Total Checking/Savings	1,215,362.02				

NOTE: The Treasurer will be making a transfer from the checking account to the money market savings of \$50,000 in early January.

Town of Clifton
2018 12 31 Financial Reports
Profit Loss Summary by Fund

	Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Budget
Income					
1	10,000.00	0.00	10,223.32	11,000.00	11,000.00
	State Funding				
	CIF - Capital Improvements Fund				
	0.00	0.00	0.00	0.00	0.00
	Clifton Public Parking Rental				
2	5,370.92	5,500.00	7,375.76	8,100.00	11,100.00
	Committees Fundraising				
	0.00	500.00	0.00	3,000.00	6,000.00
	Community Hall Revenues				
	20.00		20.00		
	General Donations				
3	0.00	0.00	43,222.30	35,000.00	35,000.00
	Haunted Trail Event				
	3,152.81	1,083.33	10,363.16	6,500.02	13,000.00
	Interest Income - CDs are quarterly				
	0.00	0.00	0.00	50.00	50.00
	Other Income				
	0.00		0.00		0.00
	PC - Reimbursements				
	2,900.00	2,833.33	16,400.00	17,000.02	34,000.00
	Pink House Rental				
4	3,724.50	3,958.33	26,613.26	34,450.02	104,200.00
	Tax and Permits Revenue				
	25,168.23	13,874.99	114,217.80	115,100.06	214,350.00
	Total Income				
	25,168.23	13,874.99	114,217.80	115,100.06	214,350.00
	Gross Profit				
	Expense				
	0.00	83.33	0.00	500.02	1,000.00
	Citizens' Recognition Expense				
	6.53	0.00	84.11	0.00	0.00
	Bank Service Charges				
	CIF Expenses				
	0.00	573.33	1,112.03	3,840.02	7,280.00
	Commodities				
5	5,389.97	11,812.52	27,857.51	106,174.88	159,800.00
	Contractual				
	0.00	0.00	12,708.00	15,000.00	15,000.00
	Haunted Trail Expenses				
	0.00	0.00	0.00	0.00	0.00
	OTHER - TC approval req'd +\$500				
	0.00	0.00	12,304.93	7,500.00	7,500.00
	Other Expenses				
	5,000.00	5,395.26	31,147.50	32,371.44	66,743.00
	Payroll Expenses				
	0.00		0.00		0.00
	Reconciliation Discrepancies				
	10,396.50	17,864.44	85,214.08	165,386.36	257,323.00
	Total Expense				
	14,771.73	(3,989.45)	29,003.72	(50,286.30)	(42,973.00)
	Net Income				
	CIF FUNDS:				
6	CIF Income				
	23,028.45	60,625.00	36,840.46	363,750.00	727,500.00
	CIF - Capital Improvements Fund				
	CIF Expenses				
	0.00	60,625.00	56,674.57	836,750.00	1,200,500.00
	CIF Expenses				
	23,028.45	0.00	(19,834.11)	(473,000.00)	(473,000.00)
	Net Income - CIF Funds				
	37,800.18	(3,989.45)	9,169.61	(523,286.30)	(515,973.00)
	Consolidated Net Income				

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Town of Clifton
2018 12 31 Financial Reports
Profit Loss Summary by Fund

Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Budget
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Town of Clifton Homes Tour Event Report July through December 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Committees Fundraising							
Homes Tour Income							
Sales Receipt	11/06/2018	00-4506	VA Spa	Homes Tour Fundraiser - Sponsorship	Homes Tour	50.00	50.00
Sales Receipt	11/06/2018	00-4507	Bake & Brew, LLC	Homes Tour Fundraiser - sponsorship	Homes Tour	50.00	100.00
Sales Receipt	11/06/2018	00-4508	Friends of Tim Hugo	Homes Tour Fundraiser - Sponsorship	Homes Tour	100.00	200.00
Sales Receipt	11/06/2018	00-4509	Goldens Hills Papercrafts	Homes Tour Fundraiser - Sponsorship	Homes Tour	50.00	250.00
Deposit	11/13/2018		Square Inc.	ACH deposit for Homes Tour	Homes Tour	350.10	600.10
Sales Receipt	11/27/2018	00-4517	Villagio of Clifton	Homes Tour Fundraiser - sponsorship	Homes Tour	100.00	700.10
Sales Receipt	11/27/2018	00-4518	2 Silos Brewing Co., LLC	Homes Tour Fundraiser - sponsorship	Homes Tour	100.00	800.10
Sales Receipt	11/27/2018	00-4519	Shokrael, Carrie	Homes Tour Fundraiser - sponsorship	Homes Tour	100.00	900.10
Deposit	12/03/2018		Square Inc.	Homes Tour - ticket sales	Homes Tour	94.26	994.36
Sales Receipt	12/22/2018	00-4528	Horse Hippie	Homes Tour Fundraiser - Advertising	Homes Tour	50.00	1,044.36
Sales Receipt	12/22/2018	00-4529	Belle Jar Design, LLC	Homes Tour Fundraiser - Advertising	Homes Tour	50.00	1,094.36
Sales Receipt	12/22/2018	00-4530	Clifton Cafe'	Homes Tour Fundraiser - Advertising	Homes Tour	50.00	1,144.36
Sales Receipt	12/22/2018	00-4531	Wheelhouse	Homes Tour Fundraiser - Advertising	Homes Tour	50.00	1,194.36
Sales Receipt	12/22/2018	00-4532	Hydrangea of Clifton	Homes Tour Fundraiser - advertising	Homes Tour	100.00	1,294.36
Sales Receipt	12/22/2018	00-4533	The Wine Attic	Homes Tour Fundraiser - advertising	Homes Tour	50.00	1,344.36
Deposit	12/22/2018	692	Belle Jar Design, LLC	Homes tour ticket sales	Homes Tour	675.00	2,019.36
Deposit	12/22/2018	1010	Homes Tour	Susan Sweet - ticket sales	Homes Tour	50.00	2,069.36
Deposit	12/22/2018	602	Homes Tour	Kimberly Crosby - ticket sales	Homes Tour	90.00	2,159.36
Deposit	12/22/2018	1647	Homes Tour	Timothy & Becky Earhart - ticket sales	Homes Tour	60.00	2,219.36
Deposit	12/22/2018	753	Homes Tour	Elizabeth Ernest - ticket sales	Homes Tour	50.00	2,269.36
Deposit	12/22/2018	1254	Homes Tour	Tara & Ryan Fisher - ticket sales	Homes Tour	65.00	2,334.36
Deposit	12/22/2018	1169	Homes Tour	Janet & Jeffrey Rockenbaugh - tickets	Homes Tour	100.00	2,434.36
Deposit	12/22/2018	361	Homes Tour	Laura Norod - ticket	Homes Tour	25.00	2,459.36
Deposit	12/22/2018	7876	Homes Tour	Suzanne Swain - tickets	Homes Tour	50.00	2,509.36
Deposit	12/22/2018	3834	Homes Tour	Michelle Whitener - tickets	Homes Tour	100.00	2,609.36
Deposit	12/22/2018	8492	Homes Tour	Barbara Corcoran - tickets	Homes Tour	50.00	2,659.36
Deposit	12/22/2018	363	Homes Tour	Carol Gardiner - tickets	Homes Tour	125.00	2,784.36
Deposit	12/22/2018	6748	Homes Tour	Lori Pickford - ticket	Homes Tour	25.00	2,809.36
Deposit	12/22/2018	3280	Homes Tour	Paula Kelley - tickets	Homes Tour	60.00	2,869.36
Deposit	12/22/2018	3958	Homes Tour	Barbara Scanlan - ticket	Homes Tour	30.00	2,899.36
Deposit	12/22/2018	4130	Homes Tour	Tracey Sanderson - tickets	Homes Tour	60.00	2,959.36
Deposit	12/22/2018	588	Homes Tour	Eileen Fulk - ticket	Homes Tour	25.00	2,984.36
Deposit	12/22/2018	2073	Homes Tour	Dirk & Terri Meyer - tickets	Homes Tour	80.00	3,064.36
Deposit	12/22/2018	1061	Homes Tour	Rosemary Ferry - tickets	Homes Tour	50.00	3,114.36
Deposit	12/22/2018	1659	Homes Tour	Joseph & Nichol Atwell - tickets	Homes Tour	75.00	3,189.36
Deposit	12/22/2018	9813	Homes Tour	Joya M. Cottington - tickets	Homes Tour	50.00	3,239.36

Town of Clifton
Homes Tour Event Report
July through December 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Deposit	12/22/2018	9250	Homes Tour	Bonnie Kusters - tickets	Homes Tour	60.00	3,299.36
Deposit	12/22/2018	2168	Homes Tour	Carol Richards - tickets	Homes Tour	75.00	3,374.36
Deposit	12/22/2018	5545	Homes Tour	Michele Boland - tickets	Homes Tour	50.00	3,424.36
Deposit	12/22/2018	6734	Homes Tour	Maura Quinn - ticket	Homes Tour	30.00	3,454.36
Deposit	12/22/2018	263	Homes Tour	Matthew & Susan Wright - tickets	Homes Tour	80.00	3,534.36
Deposit	12/22/2018	2217	Homes Tour	Virginia Keen - tickets	Homes Tour	60.00	3,594.36
Deposit	12/22/2018	9674	Homes Tour	Christine Booth - ticket	Homes Tour	30.00	3,624.36
Deposit	12/22/2018	3026	Homes Tour	Leslie Preble - tickets	Homes Tour	50.00	3,674.36
Sales Receipt	12/26/2018	00-4534	McNamara Enterprises, Inc.	Homes Tour Fundraiser - advertising	Homes Tour	100.00	3,774.36
Sales Receipt	12/26/2018	00-4535	Trummers' on Main	Homes Tour Fundraiser - advertising	Homes Tour	100.00	3,874.36
Sales Receipt	12/26/2018	00-4536	Wheelhouse Yoga	Homes Tour Fundraiser - advertising	Homes Tour	50.00	3,924.36
General Journal	12/26/2018			Homes Tour cash received for tickets	Homes Tour	2,346.66	6,271.02
Total Homes Tour Income						6,271.02	6,271.02
Total Committees Fundraising						6,271.02	6,271.02
Contractual							
Town Government							
Town Committees Expense							
Homes Tour Committee							
Check	12/26/2018	7613	Melissa Milne	Reimb for 2018 Homes Tour - Costco expenses	Homes Tour	(86.81)	(86.81)
Check	12/26/2018	7614	Darah Curran	Reimb for 2018 Homes Tour - Papa John's pizza	Homes Tour	(657.66)	(744.47)
Check	12/26/2018	7615	Nicol Young	Reimb for 2018 Homes Tour - Anita's catering @	Homes Tour	(291.21)	(1,035.68)
Check	12/26/2018	7616	Darah Curran	Reimb for 2018 Homes Tour - Expense of 386.6	Homes Tour	(386.66)	(1,422.34)
General Journal	12/26/2018			Homes Tour Donation to Lu's Labs (Young/Mull	Homes Tour	(391.11)	(1,813.45)
General Journal	12/26/2018			Homes Tour Donation to The Lamb Center (Kin	Homes Tour	(391.11)	(2,204.56)
General Journal	12/26/2018			Homes Tour Donation to Manna Global Ministrie	Homes Tour	(391.11)	(2,595.67)
General Journal	12/26/2018			Homes Tour Donation to Band of Parents (Fran	Homes Tour	(391.11)	(2,986.78)
General Journal	12/26/2018			Homes Tour Donation to American Cancer Soci	Homes Tour	(391.11)	(3,377.89)
General Journal	12/26/2018			Homes Tour Donation to St. Coletta of Greater \	Homes Tour	(391.11)	(3,769.00)
Check	12/31/2018	7621	Executive Press Inc.	2018 Candlelight Homes Tour Inv 31355 -tickets	Homes Tour	(904.50)	(4,673.50)
Total Homes Tour Committee						(4,673.50)	(4,673.50)
Total Town Committees Expense						(4,673.50)	(4,673.50)
Total Town Government						(4,673.50)	(4,673.50)
Total Contractual						(4,673.50)	(4,673.50)
TOTAL						1,597.52	1,597.52

Haunted Trail Expenses 2018

Type	Date	Check #	Payer	Recipient	Purpose	Credit	Debit	Balance
Deposit			TOC	Steve Bittner	Cash Advance	5000		5000
Tickets				Michelle Stein	Cash for ticket sales/returned to TOC		1500	3500
Dumpsters			Steve Bittner		Dumpster rental		599	2901
Power			Steve Bittner		Light poles and generators		1977.39	923.61
Porta Potties			Steve Bittner	Dons Johns	Portapotties		799.2	124.41
Power			Steve Bittner	Home Depot	Flashlights		154.91	-30.5
Power			Steve Bittner		Gas		19.11	-49.61
Power			Steve Bittner	Costco	Flashlights		55.08	-104.69
Deposit			TOC	Ester Pline	Cash Advance	5000		4895.31
Skit 1	25-Oct		Ester Pline	Party City	Props for bridge and skit		93.24	4802.07
Skit 2	25-Oct		Ester Pline	Wal-Mart	Props for Nun		44.49	4757.58
Skit 3	30-Oct	101	Ester Pline	Sara Nitz	props for spiders		163.33	4594.25
	30-Oct	102	Ester Pline	Ester Pline	480.97 total			4594.25
Marketing					flyers/labels/fonts/banners		327.02	4267.23
Clifton Day					Clifton Day Décor (Pumpkin)		99	4168.23
Movies					Movies		20	4148.23
Skit 2					Nun skit		34.95	4113.28
Skit 4	31-Oct	103	Ester Pline	Christ McIntosh	Mossmen Skit Suits		154.39	3958.89
Skit 5	31-Oct	104	Ester Pline	Fred Ansick	Graveyard Skit		157.96	3800.93
Power	1-Nov	105	Ester Pline	Gary Anderson	Gas		76.01	3724.92
	1-Nov	106	Ester Pline	Mona Harrington	781.07 Total			3724.92
Website					Website		399.07	3325.85
Skit 1					Bridge		382	2943.85
Movies	4-Nov	107	Ester Pline	John Powell	Movies		619.95	2323.9
	4-Nov	108	Ester Pline	Steve Bittner	(reimburse loss) 104.69			2323.9
Skit 3	5-Nov	109	Ester Pline	Eric Henchen	Spider skit		67.64	2256.26
Security Guard	5-Nov	110	Ester Pline	Steve Bittner	Security Guard		400	1856.26
Afterparty	9-Nov	111	Ester Pline	Darah	Afterparty		52.46	1803.8
Skit 1	12-Nov	112	Ester Pline	Julie Thompson	Bridge		66.85	1736.95
Skit 6	12-Nov	113	Ester Pline	Caroline Fenninger	Clifton Creek Assylum		185.65	1551.3
Skit 7	12-Nov	114	Ester Pline	Jennifer Congdon			229	1322.3
T-shirts reorder	4-Dec	116	Ester Pline	Maryland Screen Printers	Reorder t-shirts		726.5	595.8
Sign update	4-Dec	117	Ester Pline	Design Techniques	Update Triangle Sign		25	570.8
Checks	30-Oct			Wells Fargo	Checks		18	552.8
Misc	9-Dec	119	Ester Pline	Sydney Sawyer	Misc		239.26	313.54
								313.54
								313.54

(check to Steve)

Mulch	Marilyn Barton	RulyScapes	Mulch for mud	200
T-shirts	Marilyn Barton	Maryland Screen Printers	Initial t-shirt order	2265

Town of Clifton Profit & Loss Budget Performance December 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5			Fire Program Funds					10,000.00	0.00	10,000.00	11,000.00	11,000.00	
6			State Funding - Other					0.00		223.32			
7			Total State Funding					10,000.00	0.00	10,223.32	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	72,750.00	145,500.00	
12			Total Federal					0.00	12,125.00	0.00	72,750.00	145,500.00	
13			VDOT- MAP21 Streetscape Phase 2					23,028.45	48,500.00	36,840.46	291,000.00	582,000.00	
14			Total Grants					23,028.45	60,625.00	36,840.46	363,750.00	727,500.00	
15			Total CIF - Capital Improvements Fund					23,028.45	60,625.00	36,840.46	363,750.00	727,500.00	
16			Clifton Public Parking Rental					0.00	0.00	0.00	0.00	0.00	
17			Committees Fundraising										
18			Homes Tour Income					5,370.92	5,000.00	6,271.02	5,000.00	5,000.00	
19			Council of the Arts										
20			Clifton Film Festival					0.00	500.00	1,104.74	3,000.00	6,000.00	
21			Annual Summer Play Event					0.00	0.00	0.00	0.00	0.00	
22			Calendar Sales					0.00	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	1,104.74	3,000.00	6,000.00	
25			Environmental Committee										
26			Environmental Event					0.00	0.00	0.00	0.00	0.00	
27			Total Environmental Committee					0.00	0.00	0.00	0.00	0.00	
28			Parks Committee										
29			Park Rental					0.00	0.00	0.00	100.00	100.00	
30			Total Parks Committee					0.00	0.00	0.00	100.00	100.00	
31			Total Committees Fundraising					5,370.92	5,500.00	7,375.76	8,100.00	11,100.00	
32			Community Hall Revenues										
33			Community Hall Rentals					0.00	500.00	0.00	3,000.00	6,000.00	
34			Total Community Hall Revenues					0.00	500.00	0.00	3,000.00	6,000.00	
35			General Donations					20.00		20.00			
36			Haunted Trail Event					0.00	0.00	43,222.30	35,000.00	35,000.00	
37			Interest Income					3,152.81	1,083.33	10,363.16	6,500.02	13,000.00	
38			Other Income					0.00	0.00	0.00	50.00	50.00	
39			PC - Reimbursements					0.00		0.00		0.00	
40			Pink House Rental					2,900.00	2,833.33	16,400.00	17,000.02	34,000.00	
41			Tax and Permits Revenue										
42			ARB Permits					0.00	0.00	630.00	100.00	100.00	
43			BPOL tax					0.00	0.00	25.00	0.00	46,000.00	
44			Cigarette Tax					193.09	191.67	1,116.36	1,149.98	2,300.00	
45			Communications Sales Tax -Va					522.03	450.00	2,648.71	2,700.00	5,400.00	
46			Franchise Fees - Cox & Verizon					0.00	316.67	1,515.18	1,899.98	3,800.00	
47			Motor Vehicle Tags					180.23	0.00	6,869.78	9,000.00	9,000.00	
48			Railroad Tax					0.00	0.00	1,605.24	1,600.00	1,600.00	
49			Sales Tax					2,829.15	2,833.33	11,203.41	17,000.02	34,000.00	
50			Use Permits					0.00	58.33	525.00	350.02	700.00	
51			Utility Consumption Tax					0.00	108.33	474.58	650.02	1,300.00	
52			Total Tax and Permits Revenue					3,724.50	3,958.33	26,613.26	34,450.02	104,200.00	
53			Total Income					48,196.68	74,499.99	151,058.26	478,850.06	941,850.00	

Town of Clifton
Profit & Loss Budget Performance
December 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Budget
54								Gross Profit	48,196.68	74,499.99	151,058.26	478,850.06	941,850.00
55								Expense					
56								Citizens' Recognition Expense	0.00	83.33	0.00	500.02	1,000.00
57								Bank Service Charges	6.53	0.00	84.11	0.00	0.00
58								CIF Expenses					
59								Hist Property Acquisition & Imp	0.00	0.00	0.00	50,000.00	50,000.00
60								Engineering /Design - Sidewalks	0.00	0.00	0.00	3,000.00	3,000.00
61								Caboose Renovation	0.00	0.00	0.00	15,000.00	15,000.00
62								CIF - Land Purchase	0.00	0.00	0.00	300,000.00	300,000.00
63								Clifton Creek Park - Trails	0.00	0.00	0.00	20,000.00	20,000.00
64								RR Siding Parking Facility	0.00	0.00	0.00	35,000.00	35,000.00
65								Special Projects Committee					
66								Dev. of Streetscape Phase 2	0.00	60,625.00	56,674.57	363,750.00	727,500.00
67								Total Special Projects Committee	0.00	60,625.00	56,674.57	363,750.00	727,500.00
68								Storage Facility	0.00	0.00	0.00	50,000.00	50,000.00
69								Total CIF Expenses	0.00	60,625.00	56,674.57	836,750.00	1,200,500.00
70								Commodities					
71								Office Equipment	0.00	41.67	216.97	249.98	500.00
72								Computer Supplies	0.00	106.67	382.86	639.98	1,280.00
73								Copies	0.00	83.33	0.00	500.02	1,000.00
74								Internet Service	0.00	0.00	0.00	300.00	300.00
75								License Plates	0.00	0.00	53.00	100.00	100.00
76								Miscellaneous	0.00	0.00	0.00	0.00	0.00
77								Miscellaneous - Commodities	0.00	208.33	0.00	1,250.02	2,500.00
78								Office Supplies	0.00	83.33	373.75	500.02	1,000.00
79								Postage and Delivery	0.00	50.00	85.45	300.00	600.00
80								Total Commodities	0.00	573.33	1,112.03	3,840.02	7,280.00
81								Contractual					
82								Fire Program	0.00	0.00	0.00	10,000.00	11,000.00
83								Caboose Expenses					
84								Caboose Equipment	0.00	0.00	0.00	500.00	500.00
85								Caboose Maintenance	0.00	0.00	0.00	1,500.00	1,500.00
86								Total Caboose Expenses	0.00	0.00	0.00	2,000.00	2,000.00
87								Community Hall Expenses					
88								C.H.-Cleaning	0.00	166.67	0.00	999.98	2,000.00
89								C.H.-Equipment & Supplies	0.00	62.50	0.00	375.00	750.00
90								C.H.-General Maintenance	0.00	0.00	0.00	0.00	0.00
91								C.H.-Management Fee	0.00	125.00	0.00	750.00	1,500.00
92								C.H. - Electric	312.46	666.67	2,290.97	3,999.98	8,000.00
93								C.H. Floors	0.00	166.67	0.00	999.98	2,000.00
94								CH-Equip Replacement & Hall Ref	0.00	0.00	0.00	0.00	0.00
95								C.H. Interior Improvements	0.00	416.67	0.00	2,499.98	5,000.00
96								Total Community Hall Expenses	312.46	1,604.18	2,290.97	9,624.92	19,250.00
97								Dues and Subscriptions					
98								Conference Attendance	0.00	0.00	0.00	500.00	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	500.02	1,000.00
101								Total Dues and Subscriptions	0.00	83.33	408.00	1,600.02	2,100.00
102								Insurance	0.00	0.00	5,809.00	7,000.00	7,000.00
103								Legal Advertising	0.00	166.67	460.00	999.98	2,000.00
104								Mayoral Reimbursement	0.00	41.67	0.00	249.98	500.00
105								Miscellaneous	0.00	208.33	45.00	1,250.02	2,500.00

Town of Clifton
Profit & Loss Budget Performance
December 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Budget
106								Professional Fees					
107								Accounting	0.00	0.00	3,781.42	3,750.00	7,500.00
108								Legal Fees	0.00	2,500.00	0.00	15,000.00	30,000.00
109								Total Professional Fees	0.00	2,500.00	3,781.42	18,750.00	37,500.00
110								Rent					
111								Ayre Square Rental	0.00	0.00	1,248.31	750.00	1,500.00
112								Railroad Siding Rental	0.00	0.00	1,742.28	1,700.00	1,700.00
113								Total Rent	0.00	0.00	2,990.59	2,450.00	3,200.00
114								Town Assoc of Northern Va Event	0.00	0.00	0.00	600.00	600.00
115								Town Facilities					
116								Ayre Square Maintenance	0.00	41.67	0.00	249.98	500.00
117								Pink House Expenses					
118								Pink House Maintenance	0.00	0.00	0.00	0.00	0.00
119								Pink House Repairs	0.00	416.67	0.00	2,499.98	5,000.00
120								Total Pink House Expenses	0.00	416.67	0.00	2,499.98	5,000.00
121								Town Handyman - 1099 vendor	0.00	500.00	0.00	3,000.00	6,000.00
122								Total Town Facilities	0.00	958.34	0.00	5,749.96	11,500.00
123								Town Government					
124								Architectural Review Board	0.00	0.00	0.00	300.00	300.00
125								Beautification Comm.					
126								Banner Replacement	0.00		397.69		
127								Christmas Tree Lighting Event	0.00	1,000.00	0.00	1,000.00	1,000.00
128								Flower Receptacles	0.00	0.00	67.50	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.	0.00	1,000.00	465.19	2,800.00	2,800.00
131								Planning Commission					
132								Consulting-Capital/Town & Zng	0.00	250.00	0.00	1,500.00	3,000.00
133								General Admin Costs	0.00	0.00	0.00	300.00	300.00
134								General Consulting	0.00	333.33	0.00	2,000.02	4,000.00
135								PC Hearings, Ads and copies	0.00	100.00	0.00	600.00	1,200.00
136								Total Planning Commission	0.00	683.33	0.00	4,400.02	8,500.00
137								Town Committees Expense					
138								Clifton Business Coalition Exp					
139								Commercial Directional Signs	0.00	0.00	0.00	1,500.00	1,500.00
140								Celebrate Clifton Gala	0.00	0.00	0.00	1,000.00	1,000.00
141								Welcome Ctr- Walking Tour PampI	0.00	0.00	0.00	500.00	500.00
142								Total Clifton Business Coalition Exp	0.00	0.00	0.00	3,000.00	3,000.00
143								Communication Committee					
144								Town email system	0.00	66.67	0.00	399.98	800.00
145								Web Server Maint & Domain Subsc	11.95	0.00	74.75	600.00	600.00
146								Web site updating & config	0.00	208.33	0.00	1,250.02	2,500.00
147								Total Communication Committee	11.95	275.00	74.75	2,250.00	3,900.00
148								Council for the Arts Committee					
149								Clifton Film Festival Exp	0.00	0.00	712.50	3,000.00	3,000.00
150								Community Arts Events-CGT exp	0.00	0.00	0.00	0.00	0.00
151								Total Council for the Arts Committee	0.00	0.00	712.50	3,000.00	3,000.00
152								Environmental Comm					
153								Environmental Event Expense	0.00	0.00	12.83	600.00	600.00
154								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
155								Total Environmental Comm	0.00	0.00	12.83	600.00	600.00
156								Historic Preservation Comm Exp					

Town of Clifton
Profit & Loss Budget Performance
December 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Budget
157								Historic Town Documents exp	0.00	0.00	0.00	250.00	250.00
158								Historic Events	0.00	0.00	0.00	1,000.00	1,000.00
159								Town Museum	0.00	0.00	0.00	1,000.00	1,000.00
160								Historic Preservation Comm Exp - Other	0.00	0.00	0.00	1,000.00	1,000.00
161								Total Historic Preservation Comm Exp	0.00	0.00	0.00	3,250.00	3,250.00
162								Homes Tour Committee	4,673.50	3,000.00	4,673.50	3,000.00	3,000.00
163								Sunshine Committe					
164								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00
165								Welcome Baskets & Sympathy	0.00	41.67	0.00	249.98	500.00
166								Total Sunshine Committe	0.00	41.67	0.00	249.98	750.00
167								Town Parks Committee Exp					
168								Landscape/Ground Maint expense	0.00	354.17	1,550.00	2,124.98	4,250.00
169								Fall Zone Mulching	0.00	0.00	0.00	3,000.00	3,000.00
170								Parks Mgt Fee	0.00	0.00	0.00	50.00	50.00
171								Playground Equip. Maintenance	0.00	0.00	311.32	2,000.00	2,000.00
172								Tree Trimming & Replacement	0.00	0.00	0.00	5,000.00	5,000.00
173								Total Town Parks Committee Exp	0.00	354.17	1,861.32	12,174.98	14,300.00
174								Traffic, Parking & Safety Comm	0.00	0.00	0.00	500.00	500.00
175								Total Town Committees Expense	4,685.45	3,670.84	7,334.90	28,024.96	32,300.00
176								Total Town Government	4,685.45	5,354.17	7,800.09	35,524.98	43,900.00
177								Town Services					
178								Recepticle Trash Maintenance	0.00	0.00	0.00	0.00	0.00
179								Elections	0.00	0.00	0.00	0.00	1,000.00
180								Grass Mowing	0.00	504.17	2,650.00	3,024.98	6,050.00
181								Town Park Lawn Maintenance	0.00	0.00	0.00	5,000.00	5,000.00
182								Trash Collection	349.65	308.33	1,287.90	1,850.02	3,700.00
183								Utilities					
184								Gas and Electric	42.41	83.33	334.54	500.02	1,000.00
185								Total Utilities	42.41	83.33	334.54	500.02	1,000.00
186								Total Town Services	392.06	895.83	4,272.44	10,375.02	16,750.00
187								Total Contractual	5,389.97	11,812.52	27,857.51	106,174.88	159,800.00
188								Haunted Trail Expenses	0.00	0.00	12,708.00	15,000.00	15,000.00
189								OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
190								Other Expenses	0.00	0.00	12,304.93	7,500.00	7,500.00
191								Payroll Expenses					
192								Gross Wages					
193								Assistant Project Manager	333.34	333.34	2,000.04	1,999.96	4,000.00
194								Town Clerk (Administrative)	1,166.66	1,166.67	6,999.96	6,999.98	14,000.00
195								Town Clerk - Records Review	1,000.00	1,000.00	6,000.00	6,000.00	12,000.00
196								Town Manager	0.00	0.00	0.00	0.00	0.00
197								Town Treasurer	2,000.00	2,000.00	12,000.00	12,000.00	24,000.00
198								Zoning Clerk	500.00	500.00	3,000.00	3,000.00	6,000.00
199								Employee Incentives	0.00	0.00	0.00	0.00	2,000.00
200								Total Gross Wages	5,000.00	5,000.01	30,000.00	29,999.94	62,000.00
201								Payroll Taxes					
202								FICA	0.00	0.00	930.00	0.00	0.00
203								Medicare	0.00	0.00	217.50	0.00	0.00
204								Payroll Taxes - Other	0.00	395.25	0.00	2,371.50	4,743.00
205								Total Payroll Taxes	0.00	395.25	1,147.50	2,371.50	4,743.00
206								Total Payroll Expenses	5,000.00	5,395.26	31,147.50	32,371.44	66,743.00
207								Reconciliation Discrepancies	0.00		0.00		0.00

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Profit & Loss Budget Performance
 December 2018

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1													
2									Dec 18	Budget	Jul - Dec 18	YTD Budget	Annual Budget
208			Total Expense						10,396.50	78,489.44	141,888.65	1,002,136.36	1,457,823.00
209	Net Income								37,800.18	(3,989.45)	9,169.61	(523,286.30)	(515,973.00)

Clifton Town Council Meeting 1-8-19

1) **Enforcement areas**

VDOT and FCPD drove to various locations this past fall to assess for potential use as pulloff areas for enforcement

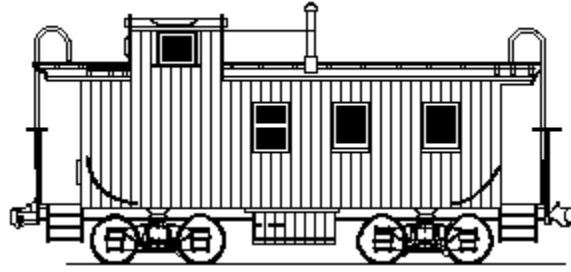
Three locations –work can be done by VDOT within ROW.

*Clifton Rd at Twin Lakes golf course maintenance entrance (near 6198 Clifton Rd)

*Near 7315 Clifton Rd (heading south out of the Town, on left before Yates Ford)

*Yates Ford Rd at Bull Run Regional Park

VDOT would like to know if the Town Council has any objections to any of the location. VDOT's goal is to build out later this year.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 8, 2019, 7:30 PM
ACACIA LODGE NO. 16
7135 MAIN STREET
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous regular meetings and any special meetings).
2. Report of the Treasurer.
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:
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Streetscape Project Committee.
7. New Business:
8. Adjournment.