

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 5, 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 Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Councilmember Melissa Milne.

The Regular Meeting was called to order by Mayor Hollaway at 7:33 PM.

Order of Business:

1. Report of the Town Clerk.

a. Approval of the Minutes.

- **Mayor Hollaway moved to approve the February 2019 Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

b. Report on Professional Training at Leesburg Town Hall.

The Clerk reported on the recent training that took place in Leesburg, which covered the Freedom of Information Act, the Conflict of Interest Act and the most common parliamentary procedures governed by Roberts Rules.

c. Update of Board of Zoning Appeals.

The Clerk confirmed that all five members have been duly sworn in and that their first meeting is scheduled for Tuesday, March 12 at 7 PM at the Acacia Lodge, located at 7135 Main Street. The event has been advertised on the Town's website and the post office bulletin board, and orientation binders have been created and distributed in advance.

2. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to accept the Treasurer's report as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 5-0.**

3. Citizen's Remarks.

Jennifer Heilmann: People are climbing up on the roof of the caboose. The plexiglass covers have been taken off the ladders, which has created a scary situation. Councilmember Hinderstein replied that the covers will be replaced as soon as the weather improves.

Robert Ihrig (Ms. Heilmann spoke on behalf of Mr. Ihrig, who did not attend the Meeting): The drainage pipe that travels down Pendleton Street and under Chapel Road is

progressively filling up with debris and therefore isn't draining well. The Council noted that this is a VDOT issue and will provide the VDOT staff members' contact info to Mr. Ihrig so that he can give them a call to report the situation.

Mr. Ihrig also submitted a request for a FY20 Budget line item for improving the trash can problem in Ayre Square, because he thinks the current cans aren't obvious enough, and should only be semi-covered so that it's easier to deposit trash.

4. Unfinished Business.

a. Cox Communications Request to Renew Franchise Agreement – Council Member Review.

Vice Mayor Effros noted for the record that the submitted proposal from COX is for a twenty-year franchise renewal which should be changed to a maximum of ten years. There is no mention in the document of franchise fees, but there is in the County's agreement, and the Town should be receiving a pro rata share of those fees. The proposal doesn't contain any provisions that would interfere with the Streetscape project, and additional information needs to be obtained from COX and the County. Additionally, the Council would like to hear from the Special Projects Committee with respect to what the Committee would like to be added to the proposal.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees.

a. Planning Commission.

No report.

b. Architectural Review Board.

Royce Jarrendt reported that the ARB has approved the COA application submitted by the Mullen/Young family for a proposed barn and fence addition at 12800 Chapel Street, as noted on the application.

c. Other Committees.

i. Streetscape Project Committee – Status.

Vice Mayor Effros noted that the lighting pole on the corner of Ford Lane is the only light on the south side of the Railroad track and was just replaced to emit additional lighting to the area, and now the Town is considering removing it. Councilmember McDonald replied that J2 Engineers will be producing a lighting conduit plan to assist with that and other lighting issues.

It was reported that VDOT has approved the \$2,500 expenditure which was first authorized by the Town Council for Verizon to perform a utility analysis, and so the cost will be eligible for the 80/20 cost-share reimbursement. The SPC has initiated the analysis from Verizon and continues to work with NOVEC on similar issues.

ii. Parks Committee – Maintenance/Beautification.

A request has been received to remove the lights on the tree in Ayre Square based on the recommendation of the arborist. The Council understands that this needs to happen sooner rather than later. Councilmember Hinderstein reported that the planned removal of the tree in the Children's Park (approved at a previous Meeting) has been delayed until the ground has dried out sufficiently to drive a truck onto the surface.

The Council received a request to renew the existing mowing contract on the same terms as the previous year, in the interest of having an agreement in place by the time mowing will be required, which would typically be in April.

- **Mayor Hollaway moved to approve the existing mowing contract on the same terms as the previous year, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

iii. Haunted Trail Committee – Update & Funding.

The Haunted Trail Committee reported that they had their first meeting for the 2019 event last month and would like to receive advance funding so that they don't have to do things last-minute. They requested \$7,500, which is expected to be a substantial portion of the over-all costs. The Treasurer noted that there might be residual funds in the Haunted Trail Committee's account from the current FY19, as well.

- **Mayor Hollaway moved to return \$7,500 in proceeds to the Haunted Trail Committee from the 2018 event for use in making expenditures for the 2019 Haunted Trail Event, seconded by Councilmember McDonald. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

iv. History Committee.

The History Committee requested that the Town purchase a new 11" x 17" scanner that could be used to scan the large collection of historical newspaper articles and clippings that have been amassed over the years in order to preserve them for posterity.

- **Councilmember Poe moved to approve up to \$300 to purchase the scanner for documentation preservation, seconded by Councilmember Hinderstein. The motion was approved by poll, 5-0.**

Mayor Hollaway reported that there is a renewed desire from long-time residents to give their oral histories to the History Committee, and the Art Guild of Clifton would like to partner with the History Committee in getting the project started.

v. Committee on the Environment.

Councilmember McDonald announced that the annual Town Clean-up event will take place on April 7th from 8 AM – 10 AM. Thirty-five volunteers participated last year, which allowed for significant clean-up to include the flower beds and trash removal.

7. New Business.

a. Banner Request: Clifton Presbyterian Church Annual Spaghetti Dinner March 30, 2019.

- **Councilmember Poe moved to authorize the placement of a banner over Main Street to advertise the Spaghetti Dinner event, to be erected no more than two weeks in advance, and to be taken down within one week of event, seconded by Vice Mayor Effros. The motion was approved by poll, 5-0.**

The Council asked representatives of the Church about the nature and extent of the new signs for the Clifton Presbyterian Church that have been recently erected outside Town, Mr. Bill Watts replied that they are new replacements for existing signs that were in disrepair.

b. Banner Request: Clifton Lions Club Annual Pancake Breakfast April 28, 2019.

- **Mayor Hollaway moved to authorize the placement of a banner over Main Street to advertise the Pancake Breakfast event, to be erected no more than two weeks in**

advance, and to be taken down within one week of the event, seconded by Vice Mayor Effros. The motion was approved by poll, 5-0.

c. Proposal for Short Film Shooting in Clifton.

Councilmember Poe reported that the request to film inside the Town would be low-impact. The director would work with a store-owner in order film inside the shop, and there will be no traffic disruption. There will be approximately eight people working in the Town for a total of four hours on the last weekend in April.

d. Deterioration of Chapel Street – Request for VDOT Action.

Councilmember Hinderstein noted that the edges of Chapel Street are collapsing where the heavy work trucks drive back and forth to the pump & haul station, and that significant damage is occurring. He continues to ask VDOT to fix this and other roads in Town. He noted that VDOT usually makes repair decisions around this time of year, and that, though VDOT has funding for such projects, there is a large backlog.

Mayor Hollaway will make calls to Fairfax County Supervisor Pat Herrity or State Delegate Tim Hugo’s office to see if they can lend some weight to the request. Also in need of repair are Dell Avenue, Chestnut Street and the section of School Street behind the fire station.

e. Co-Op Litter Grant Application – Opportunity to Request Grant.

The Clerk reminded the Council that it is time to consider submitting an application to request annual grant funding for litter removal and will ask Councilmember Milne if she can look into submitting this year’s application.

8. Executive Session – Enforcement Matters and Franchise Agreement Proposal.

- **Mayor Hollaway moved to enter Executive Session only to discuss enforcement matters and a proposed franchise agreement renewal, which are appropriately discussed in Executive Session, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**
- **Mayor Hollaway moved to exit the Executive Session, and certified that only enforcement and franchise agreement proposal matters were discussed, seconded by Councilmember Hinderstein. The motion was approved by poll, 5-0.**

9. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Hinderstein. The motion was approved by poll, 5-0.**

The Meeting was adjourned at 9:15 PM.



Amanda Christman <cliftonclerkva@gmail.com>

March 5, 2019 Town Council Meeting - Treasurer's Report for period ended February 28, 2019

1 message

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

Mon, Mar 4, 2019 at 11:03 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@comres.org>

Hello everyone,

Attached are the **Financial Reports for the period ended February 28, 2019**. The January Financial Reports include:

- The Summary of **Cash Balances Report as of February 2019** reflects total funds of **\$1,198,018.99**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 02/28/2019. **Highlights of February transactions** are noted on this summary report. The main items for the month include:

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

- 1 Taxes & Permits Revenue: Highlights Include BPOL revenue from 6 businesses in the amount of \$23,696.78; Vehicle Registration Fees from Fairfax County for January in the amount of \$37.41, and Sales Tax for December of \$3,409.25.
- 2 Contractual Expenses: Includes \$701.09 for C.H. electric, up from \$577 in January.
- 3 CIF Revenue Funds: February CIF revenue reflects VDOT payment of Town of Clifton Invoice # 8 for the Streetscape Project, Phase 2.
- 4 CIF Funds: February expenses include three payments for the Streetscape Project. A payment to J2 Engineering for invoice #12594 in the amount of \$10,501.63, an Invoice 266252 in the amount of \$1,500 to Bowman Consulting Group, and an invoice # A-22289 to Five Star Septic for \$1,700.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 02/28/2019. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.

Looking forward to March:

- **FY 2020 Budget Process** – The Budget Process was initiated following the approval of the January 31, 2019 Financial Reports. The input from the Town Council, Committees & Commissions, and employees is **due by March 15th**. **The following dates are proposed for Town Council consideration and scheduling of the Community Hall:**
 1. March 15: Budget Input is due back to the Treasurer for the development of the proposed FY2020 Budget.
 2. March 26: Budget Work Session #1 – 7:30 – 9:30
 3. April 9: Budget Work Session #2 – 7:30 – 9:30
 4. April 16: Budget Work Session # 3 – 7:30 – 9:30 – *if required*
 5. April 23: Advertise Public Hearing on May 7 for the proposed FY2020 Budget – *one ad required at least 7 days prior to the Public Hearing*
 6. May 7: Town Council Public Hearing at regular meeting – *The Treasurer will be out of the country from May 4-11.*
 7. June 4: Town Council regular meeting – Approval and adoption of the FY2020 Proposed Budget.
- **BPOL Submissions deadline was March 1** – A full report will be provided with the March Financials next month. BPOs of \$24,356 were received YTD as of 2/28/19. This represents 53% of the \$46,000 budgeted.

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



2019 02 28 Financial Reports.xlsx

57K

ASSETS	2/28/2019	Bank Rates Effective July 31, 2018			Negotiated Increases
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	307,466.73	1 yr	7/31/2019	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	213,106.36	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	61,498.19	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	952.85				
Money Market Savings-United	203,988.49		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,404.29				
Total Checking/Savings	1,198,018.99				

NOTE: The Treasurer will be requesting a projection of cash flow requirements from the SPC prior to making a transfer from the checking account to the money market savings.

Town of Clifton Profit & Loss Budget Performance February 2019

	Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
Income					
State Funding	0.00		10,223.32	11,000.00	11,000.00
Clifton Public Parking Rental	0.00		0.00	0.00	0.00
Committees Fundraising	0.00	500.00	9,903.51	9,100.00	11,100.00
Community Hall Revenues	0.00	500.00	0.00	4,000.00	6,000.00
General Donations	10.00		30.00		
Haunted Trail Event	0.00		43,222.30	35,000.00	35,000.00
Interest Income	1,031.03	1,083.33	12,541.12	8,666.68	13,000.00
Other Income	0.00		0.00	50.00	50.00
PC - Reimbursements	0.00	0.00	0.00	0.00	0.00
Pink House Rental	2,900.00	2,833.33	22,200.00	22,666.68	34,000.00
1 Tax and Permits Revenue	28,638.14	3,958.33	60,367.24	42,366.68	104,200.00
Total Income	32,579.17	8,874.99	158,487.49	132,850.04	214,350.00
Gross Profit	32,579.17	8,874.99	158,487.49	132,850.04	214,350.00
Expense					
Citizens' Recognition Expense	0.00	83.33	0.00	666.68	1,000.00
Bank Service Charges	0.00	0.00	104.57	0.00	0.00
Commodities	68.02	573.33	1,401.97	4,986.68	7,280.00
2 Contractual	927.53	11,562.52	39,786.04	125,549.92	159,800.00
Haunted Trail Expenses	0.00	0.00	12,708.00	15,000.00	15,000.00
Other Expenses	0.00		12,304.93	7,500.00	7,500.00
Payroll Expenses	5,765.00	5,395.26	43,551.16	43,161.96	66,743.00
Total Expense	6,760.55	17,614.44	109,856.67	196,865.24	257,323.00
Net Income	25,818.62	(8,739.45)	48,630.82	(64,015.20)	(42,973.00)
CIF FUNDS:					
CIF Income					
3 CIF - Capital Improvements Fund	25,461.10	60,625.00	62,301.56	485,000.00	727,500.00
CIF Expenses					
4 CIF Expenses	13,701.63	60,625.00	102,280.47	958,000.00	1,200,500.00
Net Income - CIF Funds	11,759.47	0.00	(39,978.91)	(473,000.00)	(473,000.00)
Consolidated Net Income	37,578.09	(8,739.45)	8,651.91	(537,015.20)	(515,973.00)

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

- 1 Taxes & Permits Revenue: Highlights** Include BPOL revenue from 6 businesses in the amount of \$23,696.78; Vehicle Registration Fees from Fairfax County for January in the amount of \$37.41, and Sales Tax for December of \$3,409.25.
- 2 Contractual Expenses:** Includes \$701.09 for C.H. electric, up from \$577 in January.
- 3 CIF Revenue Funds:** February CIF revenue reflects VDOT payment of Town of Clifton Invoice # 8 for the Streetscape Project, Phase 2.
- 4 CIF Funds:** February expenses include three payments for the Streetscape Project. A payment to J2 Engineering for invoice #12594 in the amount of \$10,501.63, an Invoice 266252 in the amount of \$1,500 to Bowman Consulting Group, and an invoice # A-22289 to Five Star Septic for \$1,700.

Town of Clifton
Profit & Loss Budget Performance
February 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5			Fire Program Funds					0.00			10,000.00	11,000.00	11,000.00
6			State Funding - Other					0.00			223.32		
7			Total State Funding					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		97,000.00	145,500.00
12			Total Federal					0.00	12,125.00	0.00		97,000.00	145,500.00
13			VDOT- MAP21 Streetscape Phase 2					25,461.10	48,500.00	62,301.56		388,000.00	582,000.00
14			Total Grants					25,461.10	60,625.00	62,301.56		485,000.00	727,500.00
15			Total CIF - Capital Improvements Fund					25,461.10	60,625.00	62,301.56		485,000.00	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		4,000.00	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		4,000.00	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					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					0.00	500.00	9,903.51		9,100.00	11,100.00
32			Community Hall Revenues										
33			Community Hall Rentals					0.00	500.00	0.00		4,000.00	6,000.00
34			Total Community Hall Revenues					0.00	500.00	0.00		4,000.00	6,000.00
35			General Donations					10.00			30.00		
36			Haunted Trail Event					0.00			43,222.30	35,000.00	35,000.00
37			Interest Income					1,031.03	1,083.33	12,541.12		8,666.68	13,000.00
38			Other Income					0.00		0.00		50.00	50.00
39			PC - Reimbursements					0.00	0.00	0.00		0.00	0.00
40			Pink House Rental					2,900.00	2,833.33	22,200.00		22,666.68	34,000.00
41			Tax and Permits Revenue										
42			VA - Car Rental Distribution					0.00			22.38		
43			ARB Permits					250.00	0.00	880.00		100.00	100.00
44			BPOL tax					23,696.78	0.00	24,356.08		0.00	46,000.00
45			Cigarette Tax					161.23	191.67	1,417.32		1,533.32	2,300.00
46			Communications Sales Tax -Va					421.58	450.00	3,484.68		3,600.00	5,400.00
47			Franchise Fees - Cox & Verizon					534.87	316.67	2,324.90		2,533.32	3,800.00
48			Motor Vehicle Tags					37.41	0.00	7,040.44		9,000.00	9,000.00
49			Railroad Tax					0.00		1,605.24		1,600.00	1,600.00
50			Sales Tax					3,409.25	2,833.33	17,744.46		22,666.68	34,000.00
51			Use Permits					0.00	58.33	675.00		466.68	700.00
52			Utility Consumption Tax					127.02	108.33	816.74		866.68	1,300.00
53			Total Tax and Permits Revenue					28,638.14	3,958.33	60,367.24		42,366.68	104,200.00

Town of Clifton Profit & Loss Budget Performance February 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
54			Total Income						58,040.27	69,499.99	220,789.05	617,850.04	941,850.00
55			Gross Profit						58,040.27	69,499.99	220,789.05	617,850.04	941,850.00
56			Expense										
57			Citizens' Recognition Expense						0.00	83.33	0.00	666.68	1,000.00
58			Bank Service Charges						0.00	0.00	104.57	0.00	0.00
59			CIF Expenses										
60			Hist Property Acquisition & Imp						0.00		0.00	50,000.00	50,000.00
61			Engineering /Design - Sidewalks						0.00		0.00	3,000.00	3,000.00
62			Caboose Renovation						0.00		0.00	15,000.00	15,000.00
63			CIF - Land Purchase						0.00		0.00	300,000.00	300,000.00
64			Clifton Creek Park - Trails						0.00		0.00	20,000.00	20,000.00
65			RR Siding Parking Facility						0.00	0.00	0.00	35,000.00	35,000.00
66			Special Projects Committee										
67			Dev. of Streetscape Phase 2						13,701.63	60,625.00	102,280.47	485,000.00	727,500.00
68			Total Special Projects Committee						13,701.63	60,625.00	102,280.47	485,000.00	727,500.00
69			Storage Facility						0.00		0.00	50,000.00	50,000.00
70			Total CIF Expenses						13,701.63	60,625.00	102,280.47	958,000.00	1,200,500.00
71			Commodities										
72			Office Equipment						0.00	41.67	216.97	333.32	500.00
73			Computer Supplies						0.00	106.67	382.86	853.32	1,280.00
74			Copies						0.00	83.33	40.76	666.68	1,000.00
75			Internet Service						0.00		0.00	300.00	300.00
76			License Plates						0.00		53.00	100.00	100.00
77			Miscellaneous						0.00	0.00	0.00	0.00	0.00
78			Miscellaneous - Commodities						0.00	208.33	63.26	1,666.68	2,500.00
79			Office Supplies						62.52	83.33	436.27	666.68	1,000.00
80			Postage and Delivery						5.50	50.00	208.85	400.00	600.00
81			Total Commodities						68.02	573.33	1,401.97	4,986.68	7,280.00
82			Contractual										
83			Fire Program						0.00	0.00	10,000.00	10,000.00	11,000.00
84			Caboose Expenses										
85			Caboose Equipment						0.00		0.00	500.00	500.00
86			Caboose Maintenance						0.00		0.00	1,500.00	1,500.00
87			Total Caboose Expenses						0.00		0.00	2,000.00	2,000.00
88			Community Hall Expenses										
89			C.H.-Cleaning						0.00	166.67	0.00	1,333.32	2,000.00
90			C.H.-Equipment & Supplies						0.00	62.50	0.00	500.00	750.00
91			C.H.-General Maintenance						0.00		0.00	0.00	0.00
92			C.H.-Management Fee						0.00	125.00	0.00	1,000.00	1,500.00
93			C.H. - Electric						701.09	666.67	3,569.52	5,333.32	8,000.00
94			C.H. Floors						0.00	166.67	0.00	1,333.32	2,000.00
95			CH-Equip Replacement & Hall Ref						0.00	0.00	0.00	0.00	0.00
96			C.H. Interior Improvements						0.00	416.67	0.00	3,333.32	5,000.00
97			Total Community Hall Expenses						701.09	1,604.18	3,569.52	12,833.28	19,250.00
98			Dues and Subscriptions										
99			Conference Attendance						38.50		38.50	500.00	500.00
100			Va. Municipal League						0.00		408.00	600.00	600.00
101			Dues and Subscriptions - Other						0.00	83.33	0.00	666.68	1,000.00
102			Total Dues and Subscriptions						38.50	83.33	446.50	1,766.68	2,100.00
103			Insurance						0.00		5,809.00	7,000.00	7,000.00
104			Legal Advertising						0.00	166.67	460.00	1,333.32	2,000.00
105			Mayoral Reimbursement						0.00	41.67	0.00	333.32	500.00

Town of Clifton
Profit & Loss Budget Performance
February 2019

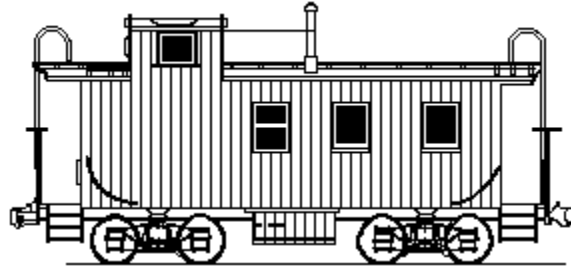
	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
106								Miscellaneous	0.00	208.33	45.00	1,666.68	2,500.00
107								Professional Fees					
108								Accounting	0.00	3,750.00	3,781.42	7,500.00	7,500.00
109								Legal Fees	0.00	2,500.00	0.00	20,000.00	30,000.00
110								Total Professional Fees	0.00	6,250.00	3,781.42	27,500.00	37,500.00
111								Rent					
112								Ayre Square Rental	0.00	0.00	1,248.31	750.00	1,500.00
113								Railroad Siding Rental	0.00	0.00	1,742.28	1,700.00	1,700.00
114								Total Rent	0.00	0.00	2,990.59	2,450.00	3,200.00
115								Town Assoc of Northern Va Event	0.00		0.00	600.00	600.00
116								Town Facilities					
117								Ayre Square Maintenance	0.00	41.67	0.00	333.32	500.00
118								Pink House Expenses					
119								Pink House Maintenance	0.00	0.00	0.00	0.00	0.00
120								Pink House Repairs	0.00	416.67	0.00	3,333.32	5,000.00
121								Total Pink House Expenses	0.00	416.67	0.00	3,333.32	5,000.00
122								Town Handyman - 1099 vendor	0.00	500.00	0.00	4,000.00	6,000.00
123								Total Town Facilities	0.00	958.34	0.00	7,666.64	11,500.00
124								Town Government					
125								Architectural Review Board	0.00		0.00	300.00	300.00
126								Beautification Comm.					
127								Banner Replacement	0.00		397.69		
128								Christmas Tree Lighting Event	0.00		0.00	1,000.00	1,000.00
129								Flower Receptacles	0.00	0.00	67.50	800.00	800.00
130								Railroad Siding Boxes-plantings	0.00	0.00	0.00	1,000.00	1,000.00
131								Total Beautification Comm.	0.00	0.00	465.19	2,800.00	2,800.00
132								Planning Commission					
133								Consulting-Capital/Town & Zng	0.00	250.00	0.00	2,000.00	3,000.00
134								General Admin Costs	0.00	0.00	0.00	300.00	300.00
135								General Consulting	0.00	333.33	0.00	2,666.68	4,000.00
136								PC Hearings, Ads and copies	0.00	100.00	0.00	800.00	1,200.00
137								Total Planning Commission	0.00	683.33	0.00	5,766.68	8,500.00
138								Town Committees Expense					
139								Clifton Business Coalition Exp					
140								Commercial Directional Signs	0.00		0.00	1,500.00	1,500.00
141								Celebrate Clifton Gala	0.00		0.00	1,000.00	1,000.00
142								Welcome Ctr- Walking Tour Pampl	0.00		0.00	500.00	500.00
143								Total Clifton Business Coalition Exp	0.00		0.00	3,000.00	3,000.00
144								Communication Committee					
145								Town email system	0.00	66.67	0.00	533.32	800.00
146								Web Server Maint & Domain Subsc	0.00	0.00	86.70	600.00	600.00
147								Web site updating & config	0.00	208.33	0.00	1,666.68	2,500.00
148								Total Communication Committee	0.00	275.00	86.70	2,800.00	3,900.00
149								Council for the Arts Committee					
150								Clifton Film Festival Exp	0.00	0.00	712.50	3,000.00	3,000.00
151								Community Arts Events-CGT exp	0.00		0.00	0.00	0.00
152								Total Council for the Arts Committee	0.00	0.00	712.50	3,000.00	3,000.00
153								Environmental Comm					
154								Environmental Event Expense	0.00	0.00	12.83	600.00	600.00
155								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
156								Total Environmental Comm	0.00	0.00	12.83	600.00	600.00
157								Historic Preservation Comm Exp					

Town of Clifton
Profit & Loss Budget Performance
February 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
158								Historic Town Documents exp	0.00		0.00	250.00	250.00
159								Historic Events	0.00		0.00	1,000.00	1,000.00
160								Town Museum	0.00		0.00	1,000.00	1,000.00
161								Historic Preservation Comm Exp - Other	0.00		0.00	1,000.00	1,000.00
162								Total Historic Preservation Comm Exp	0.00		0.00	3,250.00	3,250.00
163								Homes Tour Committee	0.00	0.00	4,673.50	3,000.00	3,000.00
164								Sunshine Committe					
165								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00
166								Welcome Baskets & Sympathy	0.00	41.67	0.00	333.32	500.00
167								Total Sunshine Committe	0.00	41.67	0.00	333.32	750.00
168								Town Parks Committee Exp					
169								Landscape/Ground Maint expense	0.00	354.17	1,550.00	2,833.32	4,250.00
170								Fall Zone Mulching	0.00		0.00	3,000.00	3,000.00
171								Parks Mgt Fee	0.00	0.00	0.00	50.00	50.00
172								Playground Equip. Maintenance	0.00	0.00	311.32	2,000.00	2,000.00
173								Tree Triming & Replacement	0.00		0.00	5,000.00	5,000.00
174								Total Town Parks Committee Exp	0.00	354.17	1,861.32	12,883.32	14,300.00
175								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
176								Total Town Committees Expense	0.00	670.84	7,346.85	29,366.64	32,300.00
177								Total Town Government	0.00	1,354.17	7,812.04	38,233.32	43,900.00
178								Town Services					
179								Recepticle Trash Maintenance	0.00		0.00	0.00	0.00
180								Elections	0.00	0.00	0.00	0.00	1,000.00
181								Grass Mowing	0.00	504.17	2,650.00	4,033.32	6,050.00
182								Town Park Lawn Maintenance	0.00		0.00	5,000.00	5,000.00
183								Trash Collection	115.13	308.33	1,702.68	2,466.68	3,700.00
184								Utilities					
185								Gas and Electric	72.81	83.33	519.29	666.68	1,000.00
186								Total Utilities	72.81	83.33	519.29	666.68	1,000.00
187								Total Town Services	187.94	895.83	4,871.97	12,166.68	16,750.00
188								Total Contractual	927.53	11,562.52	39,786.04	125,549.92	159,800.00
189								Haunted Trail Expenses	0.00	0.00	12,708.00	15,000.00	15,000.00
190								OTHER - TC approval req'd +\$500	0.00		0.00	0.00	0.00
191								Other Expenses	0.00		12,304.93	7,500.00	7,500.00
192								Payroll Expenses					
193								Gross Wages					
194								Assistant Project Manager	333.34	333.34	2,666.72	2,666.64	4,000.00
195								Town Clerk (Administrative)	1,166.66	1,166.67	9,333.28	9,333.32	14,000.00
196								Town Clerk - Records Review	1,000.00	1,000.00	8,000.00	8,000.00	12,000.00
197								Town Manager	0.00		0.00	0.00	0.00
198								Town Treasurer	2,000.00	2,000.00	16,000.00	16,000.00	24,000.00
199								Zoning Clerk	500.00	500.00	4,000.00	4,000.00	6,000.00
200								Employee Incentives	0.00	0.00	0.00	0.00	2,000.00
201								Total Gross Wages	5,000.00	5,000.01	40,000.00	39,999.96	62,000.00
202								Payroll Taxes					
203								FICA	620.00	0.00	2,480.00	0.00	0.00
204								Medicare	145.00	0.00	580.00	0.00	0.00
205								Payroll Taxes - Other	0.00	395.25	491.16	3,162.00	4,743.00
206								Total Payroll Taxes	765.00	395.25	3,551.16	3,162.00	4,743.00
207								Total Payroll Expenses	5,765.00	5,395.26	43,551.16	43,161.96	66,743.00
208								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
 February 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Feb 19	Budget	Jul '18 - Feb 19	YTD Budget	Annual Budget
209			Total Expense						20,462.18	78,239.44	212,137.14	1,154,865.24	1,457,823.00
210	Net Income								37,578.09	(8,739.45)	8,651.91	(537,015.20)	(515,973.00)



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 5, 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 special meetings).
 - b. Report on Professional Training at Leesburg Town Hall.
 - c. Update of Board of Zoning Appeals.
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:
 - a. Cox Communications Request to Renew Franchise Agreement – Council Member Review.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Streetscape Project Committee – Status.
7. New Business:
 - a. Banner Request: Clifton Presbyterian Church Annual Spaghetti Dinner March 30, 2019.
 - b. Banner Request: Clifton Lions Club Annual Pancake Breakfast April 28, 2019.
 - c. Proposal for Short Film Shooting in Clifton.
 - d. Deterioration of Chapel Street – Request for VDOT Action.
 - e. Co-Op Litter Grant Application – Opportunity to Request Grant.
8. Executive Session – Enforcement Matters.
9. Adjournment.