

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MAY 8, 2018, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Councilmember Regan McDonald; Councilmember Melissa Milne;
Councilmember Wayne Nickum; Councilmember Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Mayor Bill Hollaway; Vice Mayor Jennifer Heilmann.

The Public Hearing and Regular Meeting were called to order by Councilmember Nickum at 7:30 PM.

- **Councilmember Milne moved to appoint Councilmember Nickum to lead the meeting, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

1. Public Hearing on FY2019 Annual Budget.
No comments were submitted to the Council.

- **Councilmember Nickum moved to close the Public Hearing, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

2. Report of the Town Clerk:

a. Approval of the Minutes (previous regular meetings and any special meetings).

- **Councilmember Poe moved to approve the April 3rd Regular Minutes and the April 11th Budget Work Session Minutes as presented, seconded by Councilmember Milne. The motion was approved by poll vote, 4-0.**

3. Report of the Treasurer.

See attached report.

Councilmember Poe moved to approve the Treasurer's report as presented, seconded by Councilmember Milne. The motion was approved by poll vote, 4-0.

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

None.

5. Unfinished Business:

None.

6. Reports of Special Committees.
None.

7. Reports of Standing Committees:

a. Planning Commission.

See attached report.

- **Councilmember Milne moved to approve the recommendations of the Planning Commission as set forth in its April 24th report, seconded by Councilmember McDonald. The motion was approved by poll vote, 4-0.**

b. Architectural Review Board.

See attached report.

The ARB requested that a letter be sent from the Town to the Bennetts regarding the unpermitted structure on their property, and also offered to provide guidance to the residents on how to retro-fit the structure for the purpose of receiving a COA.

- **Councilmember Milne moved to authorize Councilmember Poe to speak with the Bennetts to help them submit an application to the ARB, and to report on their progress at the next Town Council meeting, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**
- **Councilmember Nickum moved to place the discussion of code violations on the agenda for the next Town Council meeting, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

Royce Jarrendt said that the ARB will provide a list of known Code violations to the Council at the next meeting.

c. Other Committees:

i. Special Projects Committee – Streetscape Phase II

Councilmember McDonald reported on the need for the Town to hold a Public Information Meeting in order to update everyone on the project's progress and current design concepts. He recommended that 30 minutes would be needed for the public to view the exhibits, followed by additional time for a presentation and Q&A session. The Council discussed starting prior to the usual time of 7:30 PM, in order to accommodate the Information Meeting.

- **Councilmember McDonald moved to set the beginning of the Public Information Meeting at 7:00 PM, with the first 30 minutes set aside for public review of exhibits, with the Regular Meeting to follow directly after the presentation and Q&A session, seconded by Councilmember Nickum. The motion was approved by poll vote, 4-0.**
- **Councilmember Nickum moved to add the approval of the proposed FY19 Budget, as advertised, to the next month's Agenda, seconded by Councilmember McDonald. The motion was approved by poll vote, 4-0.**

ii. Committee on the Environment – Update on Earth Day Clean-Up and

Upcoming Events.

Laura McDonald reported on the success of the clean-up event, which was covered on page 2 of the Connection Newspaper. She noted that there was good turn-out for the event, and that the Girl Scouts worked to plant a large quantity of bluebells.

Adopted as presented by the Town Council on June 5, 2018

The next COTE events are Pollinator Week (June 18-24), followed by The Great Sunflower Project (planting sunflowers and counting honeybees). The Great American Camp-out (in partnership with the CBA) is scheduled for July 21st. Finally, several presentations are in the planning stage for next winter.

8. New Business:

- a. Pollinator Resolution – Designating June 18-24, 2018 as Pollinator Week.
 - **Councilmember McDonald moved to approve the Resolution, seconded by Councilmember Milne. The motion was approved by poll vote, 4-0.**
- b. Funding for Retirement Party.
Tabled.
- c. Bonus Determination for Town of Clifton Staff.
 - **Councilmember Nickum moved to authorize a \$1000 bonus each for the Treasurer and Clerk, seconded by Councilmember Milne. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Milne: Aye; Poe: Aye.**

9. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Nickum. The motion was approved by poll vote, 4-0.**

The Meeting was adjourned at 8:12 PM.



Amanda Christman <cliftonclerkva@gmail.com>

May 8, 2018 Town Council Meeting - Treasurer's Report for period ended 04/30/2018

2 messages

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

Sun, May 6, 2018 at 10:39 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, Jennifer Heilmann <jbheilmann@gmail.com>, WAYNE <clifnick@yahoo.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@comres.org>

Hello everyone,

Attached are the **Financial Reports for the period ended April 30, 2018**. The Financial Reports include:

- The Summary of **Cash Balances Report as of April 30, 2018** reflects total funds of **\$1,203,726.54**. The Town's Certificates of Deposit totaling \$610,392.88 with John Marshall Bank matured on March 19, 2018. The Treasurer met and talked with John Marshall Bank and United Bank who recommended their best offers for reinvesting the Town's funds. As approved at the March Town Council meeting, \$400,000 plus \$771 interest was withdrawn from John Marshall Bank and deposited into United Bank on March 19, 2018. **United Bank has issued four \$100,000, 2-year CDs to earn 2% APR (up from 1.19%). John Marshall Bank renewed the other two CDs for \$105,000 each plus \$107 interest for 18months @ 1.56% APR (up from 1.19%). See the detailed Cash Balance Report.**
- **Profit & Loss Summary by Fund** for period ended 04/30/2018. **Highlights of April** transactions are noted on this summary report. The main items for the month include:
- **Clifton Film Festival:** Receipt of \$3,376.23 for proceeds from the Film Festival. *See the supplemental Film Festival Report.*
- **Pink House Rental:** **Tim Hugo** exercised his option to extend his lease for **2 years to December 2019 @ \$1,300 per month**. The April report reflects an additional \$1,200 bringing the rental income up-to-date.
- **Taxes & Permits** highlights include receipt in April of **\$314.91 in BPOLs for April – totaling \$41,988.47 for FY18 YTD, \$425 was received for ARB fees, \$66.91 was received in April for new Motor Vehicle Fees from Fairfax County, for a YTD total of \$9,521; 27% greater than FY17 for the same period. \$2,355.23 was received in April from Fairfax County for Feb. 2018 Local Sales Taxes, reflecting the usual two-month delay in Sales tax revenues.**
- **Contractual Expense:** The highlights for April include **\$450 expended for C.H. Cleaning; \$501.71 expended for Community Hall electricity** (down from \$755 in March), **\$2,337.50 for Planning Commission general consulting** (offset by payment by owners), and **\$1,033 for Town Parks Committee expenses.**
- **CIF – CIF Special Project Streetscape Phase 2 –** April activity reflects a **payment to J2 Engineering in the amount of \$1,085.60; \$19,799 was expended for the paving of the RR Siding Parking Facility project** as approved by the Town Council, **bringing the YTD CIF expenditures to \$50,559.**
- **Supplemental Detail Reports are provided as follows:**
- **Clifton Film Festival Report –** Net proceeds for the event are \$2,996.57 as of April 30th.
- **Community Hall Comparative Report**
- **Profit & Loss Detail Export Report** for period ended 04/30/2018. This report is a detailed export of the income and expenses from the accounting system. Notes and supplementary

schedules are provided on the Profit & Loss Summary report and as additional tabs which highlight items of interest.

Other updates:

- The **due date for filing BPOL Applications and payments was be March 1st. \$24,095.84 was received in March and \$314.91 was received in April.** This reflects a **total of \$32,124.89 for 2018 receipts from 45 businesses – 82%.** FY18 total received to date: **\$41,998 represents 70% of the \$46,000 total budgeted.**
- An addition VISA credit card in the name of the Town of Clifton, Amanda Christman, Clerk, was initiated with a credit limit of \$500 as authorized by Mayor Hollaway and the Town Council at the January meeting. The new card was mailed directly to the Clerk.
- **Final Bound Audited Financial Statements for FY17, ended 6/30/17,** were received and are being distributed at the meeting. The electronic copies will be emailed to you within a few days.
- **The public hearing for the FY19 Proposed Budget will be held prior to the May 8th Regular Town Council Meeting. The budget will be approved at the June 6th Town Council meeting.**

After your review, 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 wish to receive a paper copy of these documents provided to you at the meeting. Thanks so much!

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607



2018 04 30 Financial Statements.xlsx

79K

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

Sun, May 6, 2018 at 10:43 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, Jennifer Heilmann <jbheilmann@gmail.com>, WAYNE

<clifnick@yahoo.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com

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

Hello everyone,

Attached are the **Financial Reports for the period ended April 30, 2018**. The Financial Reports include:

- The Summary of **Cash Balances Report as of April 30, 2018** reflects total funds of **\$1,203,726.54**. The Town's Certificates of Deposit totaling \$610,392.88 with John Marshall Bank matured on March 19, 2018. The Treasurer met and talked with John Marshall Bank and United Bank who recommended their best offers for reinvesting the Town's funds. As approved at the March Town Council meeting, \$400,000 plus \$771 interest was withdrawn from John Marshall Bank and deposited into United Bank on March 19, 2018. **United Bank has issued four \$100,000, 2-year CDs to earn 2% APR (up from 1.19%). John Marshall Bank renewed the other two CDs for \$105,000 each plus \$107 interest for 18months @ 1.56% APR (up from 1.19%. See the detailed Cash Balance Report. *Please note that the interest for the new CDs at United is not yet available on line, so I will be updating the report to include the interest, once received tomorrow. It will be included on the reports distributed at the meeting.***

[Quoted text hidden]

[Quoted text hidden]



2018 04 30 Financial Statements.xlsx

79K

Town of Clifton
Cash Balances Report

ASSETS	4/30/2018	<u>Bank Rates Effective March 19, 2018</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	302,624.16	1 yr	7/31/2018	1.17%	
John Marshall Bank CDs	210,374.68	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	100,000.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	100,000.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	100,000.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	100,000.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	100				
Checking-United Bank	33,427.95	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	935.51				
Money Market Savings-United	251,861.78		July 2017 negotiated rate	0.20%	This is being reviewed for potential increase
Security Deposit - United Bank	4,402.46				
Total Checking/Savings	1,203,726.54				

NOTE: The Treasurer worked with both of the Town's Banks to secure the best investment return.

Town of Clifton
Profit & Loss Budget Performance
April 2018

<u>Operating Funds:</u>	<u>Apr 18</u>	<u>Budget</u>	<u>Jul '17 - Apr 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
State Funding	0.00		10,000.00	10,000.00	10,000.00
Clifton Public Parking Rental	0.00	0.00	0.00	450.00	450.00
1 Committees Fundraising	3,421.23	166.67	14,465.61	17,866.66	18,200.00
2 Community Hall Revenues	461.87	500.00	4,894.39	5,000.00	6,000.00
Haunted Trail Event	0.00		49,790.53	30,000.00	30,000.00
Interest Income	613.13	1,166.67	8,907.16	11,666.66	14,000.00
Other Income	0.00		0.00	26,364.00	26,364.00
3 PC - Reimbursements	2,337.50		2,337.50		
4 Pink House Rental	4,100.00	3,400.00	29,300.00	34,000.00	40,800.00
5 Tax and Permits Revenue	4,174.40	3,958.33	86,940.85	94,283.34	102,200.00
Total Income	15,108.13	9,191.67	206,636.04	229,630.66	248,014.00
Gross Profit	15,108.13	9,191.67	206,636.04	229,630.66	248,014.00
Expense					
Citizens' Recognition Expense	0.00	62.50	0.00	625.00	750.00
Bank Service Charges	0.00		20.00		
Commodities	6.70	435.84	1,284.72	4,858.32	5,730.00
6 Contractual	4,863.24	7,066.69	62,651.20	143,616.62	158,750.00
Haunted Trail Expenses	0.00		12,632.90	15,000.00	15,000.00
OTHER - TC approval req'd +\$500	0.00	625.00	0.00	6,250.00	7,500.00
Payroll Expenses	4,666.66	5,023.67	40,191.10	50,236.66	60,284.00
Total Expense	9,536.60	13,213.70	116,779.92	220,586.60	248,014.00
Net Operating Income	5,571.53	(4,022.03)	89,856.12	9,044.06	0.00
<u>CIF FUNDS:</u>					
CIF Income					
CIF - Capital Improvements Fund	0.00	60,625.00	4,886.43	606,250.00	727,500.00
CIF Expenses					
7 CIF Expenses	20,884.60		50,559.05	1,110,500.00	1,110,500.00
Net Income - CIF Funds	-20,884.60	60,625.00	-45,672.62	-504,250.00	-383,000.00
Consolidated Net Income	-15,313.07	56,602.97	44,183.50	-495,205.94	-383,000.00

NOTES:

- 1** Committee Fundraising: The final Clifton Film Festival Report and payment to the Town was received.
- Community Hall Revenues reflect receipts through March which were turned in at the April meeting. (See the C.H. Report included.)
- 2**
- The Town received reimbursement from the owner for William Gordan Associates expenditure for Planning Commission consultation.
- 3**
- Tim Hugo extended his lease of space at the Pink House for an additional two years @ \$1,300 per month. The added revenue
- 4**
- Taxes & Permits highlights include receipt in April of \$314.9 in BPOs for 2018 - totaling \$41,988.47 for FY18, \$425 was received for ARB fees, \$ 66.91 received in April for new Motor Vehicle Fees from Fairfax County, for a YTD total of \$ 9,521. \$2,355.23 was received in April from Fairfax County for February 2018 Local Sales Taxes, reflecting the usual 2 month delay in Sales tax revenues.
- 5**

Town of Clifton
Profit & Loss Budget Performance
April 2018

Operating Funds:

Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
--------	--------	------------------	------------	---------------

6 Contractual Expense: The highlights for April include \$450 expended for C.H. cleaning for two months, \$501.71 expended for Community Hall electricity (down from \$755 in March), \$364.69 for C.H. Management fees, \$2,337.50 for Planning Commission general consulting (offset by payment from owners), and \$1,033 for Town Parks Committee expenses.

7 CIF Special Project Streetscape Phase 2 - April activity reflects a payment to J2 Engineering in the amount of \$1,085,60, \$19,799 was expended for the paving project the RR Siding Parking Facility project. The YTD CIF expenditures are \$ 50,559.

Town of Clifton
Council of the Arts
Clifton Film Festival Event Report

Type	Date	Num	Name	Memo	Class	Amount	Balance
Committees Fundraising							
Council of the Arts							
Clifton Film Festival							
Sales Receipt	10/21/2017	00-4291	William & Pheobe Peterson	Clifton Film Festival Income - Sponsor	Committees:Council for the Arts	1,000.00	1,000.00
Sales Receipt	11/18/2017	00-4301	Clifton Cafe'	Clifton Film Festival Income- sponsorship	Committees:Council for the Arts	200	1,200.00
Sales Receipt	12/14/2017	00-4321	Navarro & Family, LLC	2017 Clifton Film Festival Income - Bar proceeds	Committees:Council for the Arts	111.42	1,311.42
Deposit	3/6/2018	11472		0988166 B.C. LTD-film #340547	Committees:Council for the Arts	74.75	1,386.17
Sales Receipt	4/11/2018	00-4420	Council for the Arts Comm.	Clifton Film Festival Income - proceeds	Committees:Council for the Arts	3,376.23	4,762.40
Total Clifton Film Festival						4,762.40	4,762.40
Total Council of the Arts						4,762.40	4,762.40
Total Committees Fundraising						4,762.40	4,762.40
Contractual							
Town Government							
Town Committees Expense							
Council for the Arts Committee							
Clifton Film Festival Exp							
Check	9/20/2017	7396	W. J. Alatis	Council for Arts - Film Festival - Lowes, materials for window inserts for C.H.	Committees:Council for the Arts	-105.83	-105.83
Check	10/21/2017	7420	Darrell Poe	Advance for Clifton Film Festival @ \$1,000	Committees:Council for the Arts	-1,000.00	-1,105.83
Check	11/24/2017	7425	Infinity Promotions, Inc.	Invoice 10956, Clifton Film Festival - 100 T-Shirts & 2 screens	Committees:Council for the Arts	-660	-1,765.83
Total Clifton Film Festival Exp						-1,765.83	-1,765.83
Total Council for the Arts Committee						-1,765.83	-1,765.83
Total Town Committees Expense						-1,765.83	-1,765.83
Total Town Government						-1,765.83	-1,765.83
Total Contractual						-1,765.83	-1,765.83
TOTAL						2,996.57	2,996.57

05/06/18

Town of Clifton
Community Hall Report
July 2017 through April 2018

	<u>Jul '17 - Apr 18</u>	<u>Jul '16 - Apr 17</u>
Income		
Community Hall Revenues		
Community Hall Rentals	4,894.39	5,540.00
Total Community Hall Revenues	<u>4,894.39</u>	<u>5,540.00</u>
Total Income	<u>4,894.39</u>	<u>5,540.00</u>
Gross Profit	4,894.39	5,540.00
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	1,200.00	1,430.22
C.H.-Equipment & Supplies	0.00	639.53
C.H.-Management Fee	1,373.60	1,466.25
C.H. - Electric	4,547.12	4,225.31
Total Community Hall Expenses	<u>7,120.72</u>	<u>7,761.31</u>
Total Contractual	<u>7,120.72</u>	<u>7,761.31</u>
Total Expense	<u>7,120.72</u>	<u>7,761.31</u>
Net Income	<u><u>(2,226.33)</u></u>	<u><u>(2,221.31)</u></u>

Town of Clifton
Profit & Loss Budget Performance
April 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5							Fire Program Funds		0.00		10,000.00	10,000.00	10,000.00
6							Total State Funding		0.00		10,000.00	10,000.00	10,000.00
7							CIF - Capital Improvements Fund						
8							Grants						
9							Federal						
10							ISTEA-Clifton Streetscape		0.00	12,125.00	0.00	121,250.00	145,500.00
11							Total Federal		0.00	12,125.00	0.00	121,250.00	145,500.00
12							VDOT- MAP21 Streetscape Phase 2		0.00	48,500.00	4,886.43	485,000.00	582,000.00
13							Total Grants		0.00	60,625.00	4,886.43	606,250.00	727,500.00
14							Total CIF - Capital Improvements Fund		0.00	60,625.00	4,886.43	606,250.00	727,500.00
15							Clifton Public Parking Rental		0.00	0.00	0.00	450.00	450.00
16							Committees Fundraising						
17							Homes Tour Income		0.00		9,298.21	4,000.00	4,000.00
18							Clifton Business Coalition						
19							Celebrate Clifton Gala		0.00		0.00	10,000.00	10,000.00
20							Total Clifton Business Coalition		0.00		0.00	10,000.00	10,000.00
21							Council of the Arts						
22							Clifton Film Festival		3,376.23		4,762.40	2,000.00	2,000.00
23							Annual Summer Play Event		0.00	0.00	0.00	0.00	0.00
24							Calendar Sales		0.00	0.00	0.00	0.00	0.00
25							Community Arts Programs-CGT inc		45.00	125.00	180.00	1,250.00	1,500.00
26							Total Council of the Arts		3,421.23	125.00	4,942.40	3,250.00	3,500.00
27							Environmental Committee						
28							Environmental Event		0.00	41.67	0.00	416.66	500.00
29							Total Environmental Committee		0.00	41.67	0.00	416.66	500.00
30							Parks Committee						
31							Park Rental		0.00		225.00	200.00	200.00
32							Total Parks Committee		0.00		225.00	200.00	200.00
33							Total Committees Fundraising		3,421.23	166.67	14,465.61	17,866.66	18,200.00
34							Community Hall Revenues						
35							Community Hall Rentals		461.87	500.00	4,894.39	5,000.00	6,000.00
36							Total Community Hall Revenues		461.87	500.00	4,894.39	5,000.00	6,000.00
37							Haunted Trail Event		0.00		49,790.53	30,000.00	30,000.00
38							Interest Income		613.13	1,166.67	8,907.16	11,666.66	14,000.00
39							Other Income						
40							Carry Frwd - Prior Year Surplus		0.00		0.00	26,314.00	26,314.00
41							Other Income - Other		0.00		0.00	50.00	50.00
42							Total Other Income		0.00		0.00	26,364.00	26,364.00
43							PC - Reimbursements		2,337.50		2,337.50		

Town of Clifton
Profit & Loss Budget Performance
April 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
44								Pink House Rental	4,100.00	3,400.00	29,300.00	34,000.00	40,800.00
45								Tax and Permits Revenue					
46								ARB Permits	425.00	16.67	860.00	166.66	200.00
47								BPOL tax	314.91	0.00	41,988.47	46,000.00	46,000.00
48								Cigarette Tax	215.94	183.33	1,982.60	1,833.34	2,200.00
49								Communications Sales Tax -Va	420.28	458.33	4,519.87	4,583.34	5,500.00
50								Franchise Fees - Cox & Verizon	0.00	316.67	2,539.54	3,166.66	3,800.00
51								Motor Vehicle Tags	66.91		9,521.13	7,000.00	7,000.00
52								Railroad Tax	0.00		1,619.59	1,700.00	1,700.00
53								Sales Tax	2,355.23	2,833.33	21,651.00	28,333.34	34,000.00
54								Use Permits	250.00	58.33	1,325.00	583.34	700.00
55								Utility Consumption Tax	126.13	91.67	933.65	916.66	1,100.00
56								Total Tax and Permits Revenue	4,174.40	3,958.33	86,940.85	94,283.34	102,200.00
57								Total Income	15,108.13	69,816.67	211,522.47	835,880.66	975,514.00
58								Gross Profit	15,108.13	69,816.67	211,522.47	835,880.66	975,514.00
59								Expense					
60								Citizens' Recognition Expense	0.00	62.50	0.00	625.00	750.00
61								Bank Service Charges	0.00		20.00		
62								CIF Expenses					
63								Hist Property Acquisition & Imp	0.00		0.00	50,000.00	50,000.00
64								Engineering /Design - Sidewalks	0.00		0.00	3,000.00	3,000.00
65								Caboose Renovation	0.00		0.00	15,000.00	15,000.00
66								CIF-Town Parks Committee					
67								CIF-Playground Impr.	0.00		0.00	10,000.00	10,000.00
68								Total CIF-Town Parks Committee	0.00		0.00	10,000.00	10,000.00
69								CIF - Land Purchase	0.00		0.00	200,000.00	200,000.00
70								Clifton Creek Park - Trails	0.00		0.00	20,000.00	20,000.00
71								RR Siding Parking Facility	19,799.00		19,799.00	35,000.00	35,000.00
72								Special Projects Committee					
73								Dev. of Streetscape Phase 2	1,085.60		30,760.05		
74								VDOT EN- Main St Improvements	0.00		0.00	727,500.00	727,500.00
75								Total Special Projects Committee	1,085.60		30,760.05	727,500.00	727,500.00
76								Storage Facility	0.00		0.00	50,000.00	50,000.00
77								Total CIF Expenses	20,884.60		50,559.05	1,110,500.00	1,110,500.00
78								Commodities					
79								Office Equipment	0.00		0.00	500.00	500.00
80								Calendars/Posters Expense	0.00		0.00	0.00	0.00
81								Computer Supplies	0.00	106.67	285.10	1,066.66	1,280.00
82								Copies	0.00	16.67	35.44	166.66	200.00
83								License Plates	0.00		39.75	0.00	0.00
84								Miscellaneous	0.00	208.33	135.60	2,083.34	2,500.00

Town of Clifton
Profit & Loss Budget Performance
April 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
85								Miscellaneous - Commodities	0.00	0.00	0.00	0.00	0.00
86								Office Supplies	0.00	62.50	326.77	625.00	750.00
87								Postage and Delivery	6.70	41.67	462.06	416.66	500.00
88								Total Commodities	6.70	435.84	1,284.72	4,858.32	5,730.00
89								Contractual					
90								Fire Program	0.00		10,000.00	10,000.00	10,000.00
91								Caboose Expenses					
92								Caboose Equipment	0.00	41.67	0.00	416.66	500.00
93								Caboose Maintenance	0.00	125.00	0.00	1,250.00	1,500.00
94								Total Caboose Expenses	0.00	166.67	0.00	1,666.66	2,000.00
95								Community Hall Expenses					
96								C.H.-Cleaning	450.00	166.67	1,200.00	1,666.66	2,000.00
97								C.H.-Equipment & Supplies	0.00	62.50	0.00	625.00	750.00
98								C.H.-General Maintenance	0.00	166.67	0.00	1,666.66	2,000.00
99								C.H.-Management Fee	364.69	125.00	1,373.60	1,250.00	1,500.00
100								C.H. - Electric	501.71	666.67	4,547.12	6,666.66	8,000.00
101								C.H. Interior Improvements	0.00	416.67	0.00	4,166.66	5,000.00
102								Total Community Hall Expenses	1,316.40	1,604.18	7,120.72	16,041.64	19,250.00
103								Dues and Subscriptions					
104								Conference Attendance	0.00		0.00	500.00	500.00
105								Va. Municipal League	0.00		396.00	600.00	600.00
106								Dues and Subscriptions - Other	0.00		0.00	100.00	100.00
107								Total Dues and Subscriptions	0.00		396.00	1,200.00	1,200.00
108								Insurance	0.00		6,820.00	6,600.00	6,600.00
109								Legal Advertising	0.00	166.67	0.00	1,666.66	2,000.00
110								Mayoral Reimbursement	0.00	41.67	0.00	416.66	500.00
111								Miscellaneous	0.00	208.33	20.00	2,083.34	2,500.00
112								Professional Fees					
113								Accounting	0.00		3,881.13	7,500.00	7,500.00
114								Legal Fees	0.00	1,666.67	0.00	16,666.66	20,000.00
115								Total Professional Fees	0.00	1,666.67	3,881.13	24,166.66	27,500.00
116								Rent					
117								Ayre Square Rental	0.00		1,226.84	1,400.00	1,400.00
118								Railroad Siding Rental	0.00		1,679.12	1,700.00	1,700.00
119								Total Rent	0.00		2,905.96	3,100.00	3,100.00
120								Town Assoc of Northern Va Event	0.00		0.00	600.00	600.00
121								Town Facilities					
122								Ayre Square Maintenance	0.00	41.67	0.00	416.66	500.00
123								Pink House Expenses					
124								Pink House Maintenance	0.00	1,250.00	45.61	12,500.00	15,000.00
125								Pink House Repairs	0.00	0.00	0.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
April 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
126								Total Pink House Expenses	0.00	1,250.00	45.61	12,500.00	15,000.00
127								Town Handyman - 1099 vendor	0.00	333.33	0.00	3,333.34	4,000.00
128								Total Town Facilities	0.00	1,625.00	45.61	16,250.00	19,500.00
129								Town Government					
130								Architectural Review Board	0.00	25.00	0.00	250.00	300.00
131								Beautification Comm.					
132								Banner Replacement	0.00		0.00	3,000.00	3,000.00
133								Christmas Tree Lighting Event	0.00		0.00	1,000.00	1,000.00
134								Flower Receptacles	0.00		233.11	800.00	800.00
135								Railroad Siding Boxes-plantings	0.00		0.00	1,000.00	1,000.00
136								Total Beautification Comm.	0.00		233.11	5,800.00	5,800.00
137								Planning Commission					
138								Consulting-Capital/Town & Zng	0.00	250.00	0.00	2,500.00	3,000.00
139								General Admin Costs	0.00	50.00	135.60	500.00	600.00
140								General Consulting	2,337.50	250.00	6,806.25	2,500.00	3,000.00
141								PC Hearings, Ads and copies	0.00	100.00	0.00	1,000.00	1,200.00
142								Total Planning Commission	2,337.50	650.00	6,941.85	6,500.00	7,800.00
143								Town Committees Expense					
144								Clifton Business Coalition Exp					
145								Commercial Directional Signs	0.00		0.00	1,500.00	1,500.00
146								Celebrate Clifton Gala	0.00		0.00	1,000.00	1,000.00
147								Welcome Ctr- Walking Tour Par	0.00		0.00	500.00	500.00
148								Winter Holidays	0.00		0.00	0.00	0.00
149								Total Clifton Business Coalition Exp	0.00		0.00	3,000.00	3,000.00
150								Communication Committee					
151								Town email system	0.00		0.00	800.00	800.00
152								Web Server Maint & Domain Su	12.45	0.00	112.10	600.00	600.00
153								Web site updating & config	0.00		715.00	2,500.00	2,500.00
154								Total Communication Committee	12.45	0.00	827.10	3,900.00	3,900.00
155								Council for the Arts Committee					
156								Clifton Film Festival Exp	0.00		1,765.83	3,000.00	3,000.00
157								Audio/Video Equipment Expens	0.00		0.00	2,150.00	2,150.00
158								Calendar Expense	0.00		0.00	0.00	0.00
159								Community Arts Events-CGT e)	0.00	125.00	0.00	1,250.00	1,500.00
160								Annual Summer Play Event	0.00		0.00	0.00	0.00
161								Total Council for the Arts Committe	0.00	125.00	1,765.83	6,400.00	6,650.00
162								Environmental Comm					
163								Environmental Event Expense	0.00		125.00	250.00	250.00
164								Environmental Comm - Other	0.00		21.97	250.00	250.00
165								Total Environmental Comm	0.00		146.97	500.00	500.00
166								Historic Preservation Comm Exp					

Town of Clifton
Profit & Loss Budget Performance
April 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
167								Historic Town Documents exp	0.00		0.00	250.00	250.00
168								Civil War Walking Tour Pamphl	0.00		0.00	500.00	500.00
169								Historic Events	0.00		0.00	1,000.00	1,000.00
170								Town Museum	0.00		0.00	1,000.00	1,000.00
171								Total Historic Preservation Comm E	0.00		0.00	2,750.00	2,750.00
172								Homes Tour Committee	0.00		5,459.19	2,500.00	2,500.00
173								Sunshine Committe					
174								Easter Egg Hunt Expense	0.00	0.00	0.00	250.00	250.00
175								Welcome Baskets & Sympathy	0.00	41.67	0.00	416.66	500.00
176								Total Sunshine Committe	0.00	41.67	0.00	666.66	750.00
177								Town Parks Committee Exp					
178								Gazebo Garden Refurbishment	0.00		0.00	0.00	0.00
179								Landscape/Ground Maint exper	900.00	354.17	3,478.00	3,541.66	4,250.00
180								Fall Zone Mulching	0.00		2,450.00	2,500.00	2,500.00
181								Parks Mgt Fee	0.00		56.25	50.00	50.00
182								Playground Equip. Maintenance	133.18		821.64	1,000.00	1,000.00
183								Tree Trimming & Replacement	0.00		3,685.00	5,000.00	5,000.00
184								Total Town Parks Committee Exp	1,033.18	354.17	10,490.89	12,091.66	12,800.00
185								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
186								Total Town Committees Expense	1,045.63	520.84	18,689.98	32,308.32	33,350.00
187								Total Town Government	3,383.13	1,195.84	25,864.94	44,858.32	47,250.00
188								Town Services					
189								Recepticle Trash Maintenance	0.00	0.00	0.00	0.00	0.00
190								Elections	0.00	0.00	0.00	0.00	1,000.00
191								Grass Mowing	0.00		2,700.00	6,050.00	6,050.00
192								Town Park Lawn Maintenance	0.00		0.00	5,000.00	5,000.00
193								Trash Collection	109.65	308.33	2,266.50	3,083.34	3,700.00
194								Utilities					
195								Gas and Electric	54.06	83.33	630.34	833.34	1,000.00
196								Total Utilities	54.06	83.33	630.34	833.34	1,000.00
197								Total Town Services	163.71	391.66	5,596.84	14,966.68	16,750.00
198								Total Contractual	4,863.24	7,066.69	62,651.20	143,616.62	158,750.00
199								Haunted Trail Expenses	0.00		12,632.90	15,000.00	15,000.00
200								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	6,250.00	7,500.00
201								Payroll Expenses					
202								Gross Wages					
203								Assistant Project Manager	333.34	333.33	3,333.40	3,333.34	4,000.00
204								Community Hall Manager	0.00		0.00	0.00	0.00
205								Town Clerk (Administrative)	1,166.66	1,166.67	11,666.60	11,666.66	14,000.00
206								Town Clerk - Records Review	1,000.00		1,000.00		
207								Town Manager	0.00	833.33	0.00	8,333.34	10,000.00

Town of Clifton
Profit & Loss Budget Performance
 April 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
208								Town Treasurer	1,666.66	1,666.67	16,666.60	16,666.66	20,000.00
209								Zoning Clerk	500.00	500.00	5,000.00	5,000.00	6,000.00
210								Employee Incentives	0.00	166.67	0.00	1,666.66	2,000.00
211								Total Gross Wages	4,666.66	4,666.67	37,666.60	46,666.66	56,000.00
212								Payroll Taxes					
213								FICA	0.00		2,046.06		
214								Medicare	0.00		478.44		
215								Payroll Taxes - Other	0.00	357.00	0.00	3,570.00	4,284.00
216								Total Payroll Taxes	0.00	357.00	2,524.50	3,570.00	4,284.00
217								Total Payroll Expenses	4,666.66	5,023.67	40,191.10	50,236.66	60,284.00
218								Total Expense	30,421.20	13,213.70	167,338.97	1,331,086.60	1,358,514.00
219								Net Income	(15,313.07)	56,602.97	44,183.50	(495,205.94)	(383,000.00)

PLANNING COMMISSION REPORT FOR April 24, 2018

Present: Kathy Kalinowski, Terry Winkowski, Jennifer Heilmann, Susan Yantis, Patrick Pline, Michelle Stein; Absent: Mac Arnold

1. The Planning Commission reviewed the use permit application for Paul and Marilyn Stoney of 12847 Redbird Ridge, Clifton for the construction of an inground pool and patio. The Planning Commission recommends that the Town Council approve a preliminary use permit with the following conditions: that the requirements of Joe McClellan, the Town Engineer, which are set forth in his letter of April 16, 2018 are met during construction, that ARB approval if necessary be received, that if Fairfax County does not allow the proposed pool cover, a fence meeting ARB requirements and safety requirements will be constructed around the pool, that the applicant return to obtain a final use permit at the conclusion of construction and the applicant demonstrate that all use permit requirements and Fairfax County requirements are met, that the applicant provide copies of all permits, and that all costs of review of the Town Engineer be paid.

Town of Clifton

Architectural Review Board

April 26, 2018 Meeting Agenda Meeting Report

1. Marilyn Stoney New Pool
12847 Redbird Ridge

The pool has an automatic cover which according to the owner excludes the need for any fencing. No fence was reviewed. A small lattice screen around the pool equipment was approved. Patio and pool deck paving on the ground level is not reviewed by the ARB.

2. Kelly Layfield Sign Replacement
12644 Chapel Rd

A new sign to replace the existing Wheelhouse sign was reviewed and approved.

3. 12722 Chestnut St. Carport Structure

The ARB has never received an application for the aluminum carport structure that has been erected. Several complaints regarding the structure have been received. A motion was made and approved to request the Town Council take enforcement actions to have the structure removed. It is the opinion of the ARB that the structure is not compliant with the ARB guidelines and is not approvable because the materials and design are not consistent with the historic character of the town.

This meeting will be held 7:30 pm 4.26.18 at 12642 B Chapel Road.
If you have any questions please call 703 266-8500

**TOWN OF CLIFTON, VIRGINIA
POLLINATOR WEEK 2018**

WHEREAS, pollinator species such as birds, bees and other insects are essential partners of farmers and ranchers in producing much of our food supply; and

WHEREAS, pollination plays a vital role in the health of our national forests and grasslands, which provide forage, fish and wildlife, timber, water, mineral resources, and recreational opportunities as well as enhanced economic development opportunities for communities; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, biodiverse ecosystems; and

WHEREAS, the Town of Clifton has owned and managed wildlife habitats and public lands such as forests and grasslands for decades; and

WHEREAS, the Town of Clifton provides community members with conservation education and opportunities to promote wise conservation stewardship, including the protection and maintenance of pollinators and their habitats in the Clifton area; and

WHEREAS, the Town of Clifton sponsors and maintains a Town Pollinator Garden for all the aforementioned reasons;

NOW, THEREFORE, the Town Council of the Town of Clifton, Virginia does hereby proclaim the week of June 18-24, 2018 as


Clifton Pollinator Week

throughout the Town of Clifton, Virginia and urge all citizens and community residence to recognize this observance.

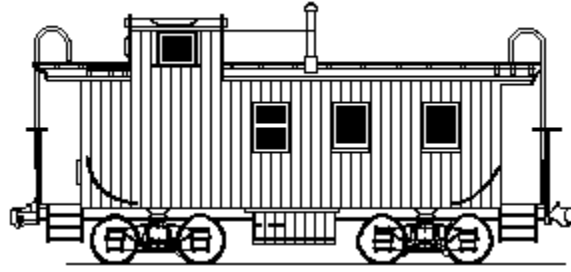
ADOPTED THIS 8TH DAY OF MAY, 2018.



ATTEST:



Amanda Christman, Town Clerk



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MAY 8, 2018, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Public Hearing on FY2019 Annual Budget.
2. Report of the Town Clerk:
 - a. Approval of the Minutes (previous regular meetings and any special meetings).
3. Report of the Treasurer.
4. 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.
5. Unfinished Business:
6. Reports of Special Committees.
7. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Committee on the Environment:
 - Update on Earth Day Clean-Up and Upcoming Events.
8. New Business:
 - a. Pollinator Resolution – Designating June 18-24, 2018 as Pollinator Week.
 - b. Funding for Retirement Party.
 - c. Bonus Determination for Town of Clifton Staff.
9. Adjournment.