

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 6, 2018, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Vice Mayor Steve Effros; Councilmember Chase Hinderstein.

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Report of the Town Clerk.

- Approval of the Minutes (previous regular meetings and any special meetings).
Councilmember Poe moved to approve the October 2, 2018 Regular Minutes as presented, seconded by Councilmember Milne. The motion was approved by poll, 4-0.
- **Councilmember Milne moved to add the discussion of the approval of an expenditure for tree removal to the Agenda, seconded by Councilmember Poe. The motion was approved by poll, 4-0.**
- **Mayor Hollaway moved to approve the October 18, 2018 Special Meeting Minutes as presented, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

2. Report of the Treasurer.

See attached report.

a. Presentation of Treasurer's Report dated October 31, 2018.

- **Councilmember Poe moved to approve the Treasurer's Report ending October 31, 2018, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

b. Presentation of Treasurer's Report dated September 30, 2018.

The Treasurer will present the Report ending September 30, 2018 for review and approval at the December Council Meeting. This report would ordinarily have been presented and approved at the October 4, 2018 Council meeting, except that the Treasurer was absent at that time.

- **Councilmember Poe moved to table the September Treasurer's Report, seconded by Mayor Hollaway. The motion was approved by poll, 4-0.**

c. New Agenda Item – Tree Removal Expenditure Increase.

Councilmember Milne reminded the Council that up to \$3,200 was approved by the Council at the August 2018 Meeting for the necessary removal of two trees in the Children’s Park. The estimate provided at the time didn’t include the cost of stump removal. Therefore, the Committee on the Environment (COTE) requests the authorization of an additional \$500 in expenditure to allow for this additional service.

- **Councilmember Milne moved to approve an additional \$500 to be added to the previously-approved \$3,200, for a total of \$3,700, (for the removal of the large Maple tree near the basketball court and the tree near the fence at the corner of the park, nearest the road), seconded by Councilmember Poe. The motion was approved by roll-call: McDonald: Aye; Milne: Aye; Hollaway: Aye; Poe: Aye.**

3. Citizen’s Remarks.

Michelle Stein: Indicated that the Town is doing a horrible job with communicating essential information to the community and needs to do better. She just found out Town Hall will be closed for 4 months for renovation, and it’s too late to change the date. This information should have communicated better, and people shouldn’t have to come to the meeting to get that information. The good news is that there will be a new baby on Dell Avenue, as the Rash family is expecting a baby in the spring.

Zoe Miller: Spoke in favor of the Town keeping the image of the “Bunnyman Bridge” as a part of the annual Haunted Trail event, as it is a unique, cultural aspect that distinguishes this local event from those of neighboring localities. The inclusion of the concept of “Bunnyman Bridge” in skits and on marketable items doesn’t necessarily mean the Town condones criminal trespass on railroad property.

Peter Noonan: Spoke in support of the proposed changes of the lot line adjustment ordinance. He is hopeful that the Council can work through and pass the ordinance so that he can adjust his property’s boundary line in order to have his well on his property.

Alannah Boyle: Ms. Boyle owns and operates the Boyle’s School of Irish Dance, and holds a lease to conduct classes in Clifton’s Community Meeting Hall most Tuesday evenings, from approximately 4PM – 9PM. Her students, who come from far and wide each week, have an important regional competition in December, and need a place to practice during the month of November. She asked if the scheduled Town Hall renovation could be moved to November 28th. This would be a delay of two weeks and would include the Thanksgiving holiday weekend. The Council responded that they would ask the County if the two-week delay would be feasible.

4. Unfinished Business.

a. Town Trash Management Plan – Update.

None.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees.

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a letter to the County Health Department indicating preliminary approval of up to seventy (70) students at any given time for the church to submit, seconded by Councilmember McDonald. The motion was approved by poll, 4-0.**

i. Discussion of Proposed Ordinance Changes for Lot Line Adjustments.

Mayor Hollaway noted a few needed clarification changes to the proposed ordinance changes and also asserted that it would be ideal to retain the condition from the current ordinance which allows that an adjustment can be done for any reason if the net size of both lots remain the same, and to retain the language that no non-conforming lot can be made more non-conforming.

- **Councilmember Milne moved to approve the recommendations of the Planning Commission to set a Joint Public Hearing on December 3rd, 2018 regarding the proposed ordinance changes, with the specific revisions noted by the Council to be included, seconded by Councilmember McDonald. The motion was approved by poll, 4-0.**

The Clerk requested that the Council consider advertising a Public Hearing on adjusting the amount of the golf cart plate decal fee from \$5.00 per year to an amount that is revenue-neutral or positive, given that the Town loses money with the current fee schedule as established in the Code.

- **Mayor Hollaway moved to propose that the annual golf cart registration fee be increased from \$5.00 to \$20.00 and to include this proposal in legal advertising for the December 3rd, 2018 Public Hearing, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

The Council noted that, although the Regular Town Council Meetings for January, February and March will be on the normal days and times, it will be held at a different location – the Acacia Lodge – and therefore instructed the Clerk to make extra effort to notify the community of this significant change by posting a prominently-placed notice on the website, emailing the global distribution list, posting a sign on the door of the Community Meeting Hall, posting on Facebook, and on the bulletin board in the post office as soon as possible.

b. Architectural Review Board.

None.

c. Other Committees.

i. Homes Tour – Banner Request and Update.

Councilmember Milne reported that five houses have been arranged for the tour and a shuttle bus has been secured for the event. The Baptist church will be open and accessible, as well. The Tour is scheduled for Saturday, December 1st, from 4PM – 7PM, with tickets to be sold at local businesses. The Town Tree Lighting event will be the night before, at 7 PM, and the annual Holliday Horse Parade will take place earlier in the day on Saturday, December 1st.

- **Councilmember Milne moved to approve the hanging of a banner over Main Street to advertise the event, to be erected no more than two weeks prior and to be removed no more than one week after, seconded by Councilmember Poe. The motion was approved by poll, 4-0.**

ii. Film Festival – Update.

Councilmember Poe announced that sixty films will be screened over the course of the three-day festival, which is in partnership with the Art Guild of Clifton. The event kicks off on Friday afternoon, with the screening set to begin at 8PM. Saturday's screenings are from 10AM – 11:30 PM, resume on Sunday at 10AM, with awards to start at 8 pm on Sunday. For more information, please visit CliftonFilmCelebration.com.

iii. Streetscape Committee – Payment of E&S Plan Filing Fee to Fairfax County.

- **Councilmember McDonald reported that the Town is required to pay a \$792 fee to Fairfax County for the required Erosion & Sedimentation filing and made a motion to approve the payment, seconded by Mayor Hollaway. The motion was approved by roll-call: McDonald: Aye; Milne: Aye; Hollaway: Aye; Poe: Aye.**

The payment of this fee by the Town will count toward the 80-20 cost-share agreement currently in place with VDOT.

7. New Business.

a. Change of Venue for Town Council Meetings – December to March.

- **Mayor Hollaway moved to reschedule the next Town Council Meeting for Monday, December 3rd, 2018 at the Acacia Lodge located at 7135 Main Street due to the four-month renovations planned at the Community Meeting Hall, seconded by Councilmember Poe. The motion was approved by poll, 4-0.**

8. Communications to the Mayor.

Mayor Hollaway indicated that he received a letter from a group of residents who live outside the Town boundary, adjacent to the Colchester overpass railroad bridge, colloquially referred to as “Bunnyman Bridge.” He noted that the top twenty web search results relating to the bridge had nothing to do with the Town of Clifton, and that George Mason University recently produced a documentary with respect to the bridge, which incidentally has nothing to do with the town. Although the location of the bridge is shown prominently on Google Maps, the Town recognizes that safety is important, and the Town doesn't encourage people to trespass on private property, especially railroad property, because it's incredibly dangerous.

The Council recognized that public education about railroad safety is important, given that curiosity-seekers are legally allowed to go and view the bridge, which the letter writer conceded. Mayor Hollaway referred the issue to the Haunted Trail Committee to examine how the Town can best encourage safety and discourage trespassing. The Council concluded by commending the neighborhood group's efforts to increase safety around the bridge.

9. Adjournment.

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

The meeting was adjourned at 8:47 PM.



Amanda Christman <cliftonclerkva@gmail.com>

November 5, 2018 Town Council Meeting - Treasurer's Report for period ended 10/31/18

1 message

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

Mon, Nov 5, 2018 at 5:58 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com, Steve Effros <Steve@effros.com>, chasehinderstein@gmail.com
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@comres.org>

Hello everyone,

Attached are the **Financial Reports for the period ended October 31, 2018**. The Financial Reports include:

- The Summary of **Cash Balances Report as of October 31, 2018** reflects total funds of **\$1,178,340.94**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 10/31/2018. **Highlights of October** transactions are noted on this summary report. The main items for the month include:

NOTES: *Only major items are highlighted at the Town Council's request. Please refer to the P&L Detail Export - if additional detail is needed, please let me know.*

Haunted Trail Results: The net proceeds from the Haunted Trail Event as of today Nov. 5th is \$30,214.30. Note that expenses are not yet completed. *A supplemental Haunted Trail Event Detail Report is included.*

Taxes & Permits Revenue: Includes payment of \$1,446.15 for Vehicle Registration Fees received from Fairfax County for Sept. and Sales Tax for August of \$2,856.67.

Other Expense – This expense reflects the completion of the Main St Bridge repairs and painting and the Caboose painting. The YTD also includes the repair of the 8-Acre Park bridge.

CIF Expense reflects payment of \$15,474.15 to J2 Engineering for invoice 11925 for the Streetscape Project.

- **Supplemental Detail Reports are provided as follows:**

- **Profit & Loss Detail Export** Report for period ended 10/31/2018. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Supplemental Haunted Trail Event Report** – *Reflects transactions completed through November 5, 2018*

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



2018 10 31 Financial Reports.xlsx

70K

ASSETS	10/31/2018	Bank Rates Effective July 31, 2018			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	305,222.85	1 yr	7/31/2018	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	212,023.84	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	101,010.76	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	101,010.76	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	101,010.76	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	101,010.76	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	25,753.55				
Checking-United Bank	23,024.43	in Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	943.35				
Money Market Savings-United	202,926.31		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,403.57				
Total Checking/Savings	1,178,340.94				

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

Town of Clifton Profit & Loss Budget Performance October 2018

<u>Operating Funds:</u>		<u>Oct 18</u>	<u>Budget</u>	<u>Jul - Oct 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income						
	State Funding	0.00	0.00	0.00	11,000.00	11,000.00
	Clifton Public Parking Rental	0.00	0.00	0.00	0.00	0.00
	Committees Fundraising	0.00	500.00	115.94	2,100.00	11,100.00
	Community Hall Revenues	0.00	500.00	0.00	2,000.00	6,000.00
1	Haunted Trail Event	39,472.30	35,000.00	42,722.30	35,000.00	35,000.00
	Interest Income	1,158.21	1,083.33	4,081.82	4,333.36	13,000.00
	Other Income	0.00	0.00	0.00	50.00	50.00
	PC - Reimbursements	0.00		0.00		0.00
2	Pink House Rental	1,900.00	2,833.33	9,600.00	11,333.36	34,000.00
3	Tax and Permits Revenue	5,297.34	3,958.33	15,506.22	26,533.36	104,200.00
Total Income		47,827.85	43,874.99	72,026.28	92,350.08	214,350.00
Gross Profit		47,827.85	43,874.99	72,026.28	92,350.08	214,350.00
Expense						
	Citizens' Recognition Expense	0.00	83.33	0.00	333.36	1,000.00
	Bank Service Charges	46.74	0.00	77.02	0.00	0.00
	Commodities	108.99	573.33	450.41	2,693.36	7,280.00
	Contractual	1,750.48	11,562.52	12,769.29	86,549.84	159,800.00
1	Haunted Trail Expenses	7,508.00	15,000.00	12,508.00	15,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
4	Other Expenses	3,475.00	0.00	12,304.93	7,500.00	7,500.00
5	Payroll Expenses	6,147.50	5,395.26	21,147.50	21,580.92	66,743.00
	Reconciliation Discrepancies	0.00		0.00		0.00
Total Expense		19,036.71	32,614.44	59,257.15	133,657.48	257,323.00
Net Income		28,791.14	11,260.55	12,769.13	(41,307.40)	(42,973.00)
CIF FUNDS:						
CIF Income						
	CIF - Capital Improvements Fund	0.00	60,625.00	4,556.28	242,500.00	727,500.00
CIF Expenses						
6	CIF Expenses	15,474.15	60,625.00	48,424.62	715,500.00	1,200,500.00
Net Income - CIF Funds		(15,474.15)	0.00	(43,868.34)	(473,000.00)	(473,000.00)
Consolidated Net Income		13,316.99	11,260.55	(31,099.21)	(514,307.40)	(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 **Haunted Trail Income:** Results from a very successful H.T. Event - See the supplemental H.T. report for details.
- 2 **Pink House Rental Revenue:** Under budget as of 10/31/18. Treasurer will contact the tenant for catch up payment.
- 3 **Taxes & Permits Revenue:** Includes Vehicle Registration Fees from Fairfax County for Sept. in the amount of \$1,446.15, and Sales Tax for August of \$2,856.67.
- 4 **Other Expenses:** Reflects payment for the completion of the repair & painting of the Main Street Bridge railings and the Caboose.
- 5 **Payroll Expenses** - October includes the payment of payroll taxes for the 3rd quarter ended September 30, 2018.
- 6 **CIF Expense** reflects payment of J2 Engineering invoice 11925 for the Streetscape Project.

Town of Clifton
Haunted Trail Event Report
 July 1 through November 5, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Haunted Trail Event						
Sales Receipt	08/31/2018	00-4472	Hermandorfer, Carol S.	Halloween Haunted Trail - sponsorship	750.00	750.00
Sales Receipt	09/16/2018	00-4480	Professional Tutoring, LLC	Halloween Haunted Trail - Sponsorship	250.00	1,000.00
Sales Receipt	09/16/2018	00-4482	Environmental Consultants/Contractors	Halloween Haunted Trail - Sponsorship Level 3 - Ghost	750.00	1,750.00
Sales Receipt	09/30/2018	00-4484	William & Pheobe Peterson	Halloween Haunted Trail - Sponsorship - Level 4 - Zombie	1,500.00	3,250.00
Deposit	10/15/2018		Haunted Trail Event	Stripe transfer for H.T.	1,750.63	5,000.63
Deposit	10/16/2018		Haunted Trail Event	Stripe transfer	86.49	5,087.12
Deposit	10/17/2018		Haunted Trail Event	Strike transfer	872.43	5,959.55
Sales Receipt	10/18/2018	00-4486	The Wine Attic	Halloween Haunted Trail - Sponsorship	250.00	6,209.55
Sales Receipt	10/18/2018	00-4487	Trummers' on Main	Halloween Haunted Trail - Sponsorship "Witch"	250.00	6,459.55
Sales Receipt	10/18/2018	00-4488	McNamara Enterprises, Inc.	Halloween Haunted Trail - Sponsorship	500.00	6,959.55
Deposit	10/18/2018		Haunted Trail Event	strike transfer	303.45	7,263.00
Deposit	10/19/2018		Haunted Trail Event	strike transfer	158.70	7,421.70
Deposit	10/22/2018		Haunted Trail Event	strike transfer	236.39	7,658.09
Deposit	10/23/2018		Haunted Trail Event	strike transfer	346.83	8,004.92
Deposit	10/24/2018		Haunted Trail Event	strike transfer	1,411.79	9,416.71
Deposit	10/25/2018		Haunted Trail Event	strike transfer	542.87	9,959.58
Deposit	10/26/2018		Haunted Trail Event	strike transfer	926.10	10,885.68
Deposit	10/29/2018		Haunted Trail Event	strike transfer	923.38	11,809.06
Deposit	10/29/2018		Haunted Trail Event	strike transfer	8,358.13	20,167.19
Sales Receipt	10/30/2018	00-4493	Goldens Hills Papercrafts	Halloween Haunted Trail - Sponsorship	250.00	20,417.19
Sales Receipt	10/30/2018	00-4494	Villagio of Clifton	Halloween Haunted Trail - Sponsorship	250.00	20,667.19
Sales Receipt	10/30/2018	00-4495	Clifton Cafe'	Halloween Haunted Trail - Sponsorship	500.00	21,167.19
Deposit	10/30/2018		Haunted Trail Event	Cash received from Haunted Trail	11,818.75	32,985.94
Deposit	10/30/2018		Haunted Trail Event	strike transfer	2,043.09	35,029.03
Deposit	10/31/2018		Haunted Trail Event	strike transfer	7,693.27	42,722.30
Total Haunted Trail Event					42,722.30	42,722.30
Haunted Trail Expenses						
Check	09/29/2018	7572	Steve Bittner	ADVANCE - 2017 Haunted Trail Event	(5,000.00)	(5,000.00)
Check	10/18/2018	7593	Ester Pline	2018 Haunted Trail - Advance # 2	(5,000.00)	(10,000.00)
Check	10/31/2018	7597	Maryland Screen Printers, Inc.	Inv # 310716, Acct #21271, PO No Haunted Trail 2018- Tee shirts	(2,508.00)	(12,508.00)
Total Haunted Trail Expenses					(12,508.00)	(12,508.00)
TOTAL					30,214.30	30,214.30

Town of Clifton
Profit & Loss Budget Performance
October 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 18	Budget	Jul - Oct 18	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5			Fire Program Funds						0.00	0.00	0.00	11,000.00	11,000.00
6			Total State Funding						0.00	0.00	0.00	11,000.00	11,000.00
7			CIF - Capital Improvements Fund										
8			Grants										
9			Federal										
10			ISTEA-Clifton Streetscape						0.00	12,125.00	0.00	48,500.00	145,500.00
11			Total Federal						0.00	12,125.00	0.00	48,500.00	145,500.00
12			VDOT- MAP21 Streetscape Phase 2						0.00	48,500.00	4,556.28	194,000.00	582,000.00
13			Total Grants						0.00	60,625.00	4,556.28	242,500.00	727,500.00
14			Total CIF - Capital Improvements Fund						0.00	60,625.00	4,556.28	242,500.00	727,500.00
15			Clifton Public Parking Rental						0.00	0.00	0.00	0.00	0.00
16			Committees Fundraising										
17			Homes Tour Income						0.00	0.00	0.00	0.00	5,000.00
18			Council of the Arts										
19			Clifton Film Festival						0.00	500.00	115.94	2,000.00	6,000.00
20			Annual Summer Play Event						0.00	0.00	0.00	0.00	0.00
21			Calendar Sales						0.00	0.00	0.00	0.00	0.00
22			Community Arts Programs-CGT inc						0.00	0.00	0.00	0.00	0.00
23			Total Council of the Arts						0.00	500.00	115.94	2,000.00	6,000.00
24			Environmental Committee										
25			Environmental Event						0.00	0.00	0.00	0.00	0.00
26			Total Environmental Committee						0.00	0.00	0.00	0.00	0.00
27			Parks Committee										
28			Park Rental						0.00	0.00	0.00	100.00	100.00
29			Total Parks Committee						0.00	0.00	0.00	100.00	100.00
30			Total Committees Fundraising						0.00	500.00	115.94	2,100.00	11,100.00
31			Community Hall Revenues										
32			Community Hall Rentals						0.00	500.00	0.00	2,000.00	6,000.00
33			Total Community Hall Revenues						0.00	500.00	0.00	2,000.00	6,000.00
34			Haunted Trail Event						39,472.30	35,000.00	42,722.30	35,000.00	35,000.00
35			Interest Income						1,158.21	1,083.33	4,081.82	4,333.36	13,000.00
36			Other Income						0.00	0.00	0.00	50.00	50.00
37			PC - Reimbursements						0.00		0.00		0.00
38			Pink House Rental						1,900.00	2,833.33	9,600.00	11,333.36	34,000.00
39			Tax and Permits Revenue										
40			ARB Permits						10.00	0.00	620.00	100.00	100.00
41			BPOL tax						0.00	0.00	25.00	0.00	46,000.00
42			Cigarette Tax						174.61	191.67	763.08	766.64	2,300.00
43			Communications Sales Tax -Va						412.64	450.00	1,699.26	1,800.00	5,400.00
44			Franchise Fees - Cox & Verizon						269.96	316.67	892.38	1,266.64	3,800.00
45			Motor Vehicle Tags						1,446.15	0.00	3,430.15	9,000.00	9,000.00
46			Railroad Tax						0.00	0.00	1,605.24	1,600.00	1,600.00
47			Sales Tax						2,856.67	2,833.33	5,579.68	11,333.36	34,000.00
48			Use Permits						0.00	58.33	525.00	233.36	700.00
49			Utility Consumption Tax						127.31	108.33	366.43	433.36	1,300.00
50			Total Tax and Permits Revenue						5,297.34	3,958.33	15,506.22	26,533.36	104,200.00
51			Total Income						47,827.85	104,499.99	76,582.56	334,850.08	941,850.00
52			Gross Profit						47,827.85	104,499.99	76,582.56	334,850.08	941,850.00
53			Expense										

Town of Clifton
Profit & Loss Budget Performance
October 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 18	Budget	Jul - Oct 18	YTD Budget	Annual Budget
54								Citizens' Recognition Expense	0.00	83.33	0.00	333.36	1,000.00
55								Bank Service Charges	46.74	0.00	77.02	0.00	0.00
56								CIF Expenses					
57								Hist Property Acquisition & Imp	0.00	0.00	0.00	50,000.00	50,000.00
58								Engineering /Design - Sidewalks	0.00	0.00	0.00	3,000.00	3,000.00
59								Caboose Renovation	0.00	0.00	0.00	15,000.00	15,000.00
60								CIF - Land Purchase	0.00	0.00	0.00	300,000.00	300,000.00
61								Clifton Creek Park - Trails	0.00	0.00	0.00	20,000.00	20,000.00
62								RR Siding Parking Facility	0.00	0.00	0.00	35,000.00	35,000.00
63								Special Projects Committee					
64								Dev. of Streetscape Phase 2	15,474.15	60,625.00	48,424.62	242,500.00	727,500.00
65								Total Special Projects Committee	15,474.15	60,625.00	48,424.62	242,500.00	727,500.00
66								Storage Facility	0.00	0.00	0.00	50,000.00	50,000.00
67								Total CIF Expenses	15,474.15	60,625.00	48,424.62	715,500.00	1,200,500.00
68								Commodities					
69								Office Equipment	0.00	41.67	216.97	166.64	500.00
70								Computer Supplies	0.00	106.67	0.00	426.64	1,280.00
71								Copies	0.00	83.33	0.00	333.36	1,000.00
72								Internet Service	0.00	0.00	0.00	300.00	300.00
73								License Plates	53.00	0.00	53.00	100.00	100.00
74								Miscellaneous	0.00	0.00	0.00	0.00	0.00
75								Miscellaneous - Commodities	0.00	208.33	0.00	833.36	2,500.00
76								Office Supplies	55.99	83.33	106.84	333.36	1,000.00
77								Postage and Delivery	0.00	50.00	73.60	200.00	600.00
78								Total Commodities	108.99	573.33	450.41	2,693.36	7,280.00
79								Contractual					
80								Fire Program	0.00	0.00	0.00	10,000.00	11,000.00
81								Caboose Expenses					
82								Caboose Equipment	0.00	0.00	0.00	500.00	500.00
83								Caboose Maintenance	0.00	0.00	0.00	1,500.00	1,500.00
84								Total Caboose Expenses	0.00	0.00	0.00	2,000.00	2,000.00
85								Community Hall Expenses					
86								C.H.-Cleaning	0.00	166.67	0.00	666.64	2,000.00
87								C.H.-Equipment & Supplies	0.00	62.50	0.00	250.00	750.00
88								C.H.-General Maintenance	0.00	0.00	0.00	0.00	0.00
89								C.H.-Management Fee	0.00	125.00	0.00	500.00	1,500.00
90								C.H. - Electric	544.59	666.67	1,652.48	2,666.64	8,000.00
91								C.H. Floors	0.00	166.67	0.00	666.64	2,000.00
92								CH-Equip Replacement & Hall Ref	0.00	0.00	0.00	0.00	0.00
93								C.H. Interior Improvements	0.00	416.67	0.00	1,666.64	5,000.00
94								Total Community Hall Expenses	544.59	1,604.18	1,652.48	6,416.56	19,250.00
95								Dues and Subscriptions					
96								Conference Attendance	0.00	0.00	0.00	500.00	500.00
97								Va. Municipal League	0.00	0.00	408.00	600.00	600.00
98								Dues and Subscriptions - Other	0.00	83.33	0.00	333.36	1,000.00
99								Total Dues and Subscriptions	0.00	83.33	408.00	1,433.36	2,100.00
100								Insurance	0.00	0.00	5,809.00	7,000.00	7,000.00
101								Legal Advertising	0.00	166.67	0.00	666.64	2,000.00
102								Mayoral Reimbursement	0.00	41.67	0.00	166.64	500.00
103								Miscellaneous	0.00	208.33	0.00	833.36	2,500.00
104								Professional Fees					
105								Accounting	0.00	3,750.00	0.00	3,750.00	7,500.00

Town of Clifton
Profit & Loss Budget Performance
October 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 18	Budget	Jul - Oct 18	YTD Budget	Annual Budget
106								Legal Fees	0.00	2,500.00	0.00	10,000.00	30,000.00
107								Total Professional Fees	0.00	6,250.00	0.00	13,750.00	37,500.00
108								Rent					
109								Ayre Square Rental	0.00	0.00	0.00	750.00	1,500.00
110								Railroad Siding Rental	0.00	0.00	100.00	1,700.00	1,700.00
111								Total Rent	0.00	0.00	100.00	2,450.00	3,200.00
112								Town Assoc of Northern Va Event	0.00	0.00	0.00	600.00	600.00
113								Town Facilities					
114								Ayre Square Maintenance	0.00	41.67	0.00	166.64	500.00
115								Pink House Expenses					
116								Pink House Maintenance	0.00	0.00	0.00	0.00	0.00
117								Pink House Repairs	0.00	416.67	0.00	1,666.64	5,000.00
118								Total Pink House Expenses	0.00	416.67	0.00	1,666.64	5,000.00
119								Town Handyman - 1099 vendor	0.00	500.00	0.00	2,000.00	6,000.00
120								Total Town Facilities	0.00	958.34	0.00	3,833.28	11,500.00
121								Town Government					
122								Architectural Review Board	0.00	0.00	0.00	300.00	300.00
123								Beautification Comm.					
124								Banner Replacement	0.00		397.69		
125								Christmas Tree Lighting Event	0.00	0.00	0.00	0.00	1,000.00
126								Flower Receptacles	67.50	0.00	67.50	800.00	800.00
127								Railroad Siding Boxes-plantings	0.00	0.00	0.00	1,000.00	1,000.00
128								Total Beautification Comm.	67.50	0.00	465.19	1,800.00	2,800.00
129								Planning Commission					
130								Consulting-Capital/Town & Zng	0.00	250.00	0.00	1,000.00	3,000.00
131								General Admin Costs	0.00	0.00	0.00	300.00	300.00
132								General Consulting	0.00	333.33	0.00	1,333.36	4,000.00
133								PC Hearings, Ads and copies	0.00	100.00	0.00	400.00	1,200.00
134								Total Planning Commission	0.00	683.33	0.00	3,033.36	8,500.00
135								Town Committees Expense					
136								Clifton Business Coalition Exp					
137								Commercial Directional Signs	0.00	0.00	0.00	1,500.00	1,500.00
138								Celebrate Clifton Gala	0.00	0.00	0.00	1,000.00	1,000.00
139								Welcome Ctr- Walking Tour Pampl	0.00	0.00	0.00	500.00	500.00
140								Total Clifton Business Coalition Exp	0.00	0.00	0.00	3,000.00	3,000.00
141								Communication Committee					
142								Town email system	0.00	66.67	0.00	266.64	800.00
143								Web Server Maint & Domain Subsc	11.95	0.00	35.85	600.00	600.00
144								Web site updating & config	0.00	208.33	0.00	833.36	2,500.00
145								Total Communication Committee	11.95	275.00	35.85	1,700.00	3,900.00
146								Council for the Arts Committee					
147								Clifton Film Festival Exp	0.00	0.00	0.00	3,000.00	3,000.00
148								Community Arts Events-CGT exp	0.00	0.00	0.00	0.00	0.00
149								Total Council for the Arts Committee	0.00	0.00	0.00	3,000.00	3,000.00
150								Environmental Comm					
151								Environmental Event Expense	12.83	0.00	12.83	600.00	600.00
152								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
153								Total Environmental Comm	12.83	0.00	12.83	600.00	600.00
154								Historic Preservation Comm Exp					
155								Historic Town Documents exp	0.00	0.00	0.00	250.00	250.00
156								Historic Events	0.00	0.00	0.00	1,000.00	1,000.00
157								Town Museum	0.00	0.00	0.00	1,000.00	1,000.00

Town of Clifton
Profit & Loss Budget Performance
October 2018

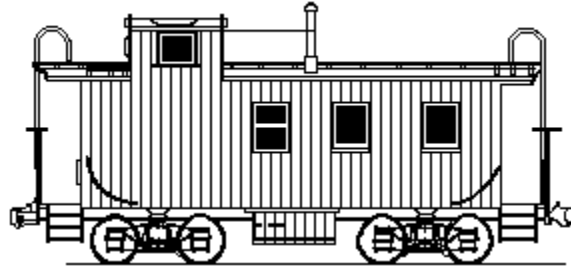
	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 18	Budget	Jul - Oct 18	YTD Budget	Annual Budget
158								Historic Preservation Comm Exp - Other	0.00	0.00	0.00	1,000.00	1,000.00
159								Total Historic Preservation Comm Exp	0.00	0.00	0.00	3,250.00	3,250.00
160								Homes Tour Committee	0.00	0.00	0.00	0.00	3,000.00
161								Sunshine Committe					
162								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00
163								Welcome Baskets & Sympathy	0.00	41.67	0.00	166.64	500.00
164								Total Sunshine Committe	0.00	41.67	0.00	166.64	750.00
165								Town Parks Committee Exp					
166								Landscape/Ground Maint expense	800.00	354.17	800.00	1,416.64	4,250.00
167								Fall Zone Mulching	0.00	0.00	0.00	3,000.00	3,000.00
168								Parks Mgt Fee	0.00	0.00	0.00	50.00	50.00
169								Playground Equip. Maintenance	0.00	0.00	224.00	2,000.00	2,000.00
170								Tree Triming & Replacement	0.00	0.00	0.00	5,000.00	5,000.00
171								Total Town Parks Committee Exp	800.00	354.17	1,024.00	11,466.64	14,300.00
172								Traffic, Parking & Safety Comm	0.00	0.00	0.00	500.00	500.00
173								Total Town Committees Expense	824.78	670.84	1,072.68	23,683.28	32,300.00
174								Total Town Government	892.28	1,354.17	1,537.87	28,816.64	43,900.00
175								Town Services					
176								Recepticle Trash Maintenance	0.00	0.00	0.00	0.00	0.00
177								Elections	0.00	0.00	0.00	0.00	1,000.00
178								Grass Mowing	0.00	504.17	2,200.00	2,016.64	6,050.00
179								Town Park Lawn Maintenance	0.00	0.00	0.00	5,000.00	5,000.00
180								Trash Collection	229.65	308.33	828.60	1,233.36	3,700.00
181								Utilities					
182								Gas and Electric	83.96	83.33	233.34	333.36	1,000.00
183								Total Utilities	83.96	83.33	233.34	333.36	1,000.00
184								Total Town Services	313.61	895.83	3,261.94	8,583.36	16,750.00
185								Total Contractual	1,750.48	11,562.52	12,769.29	86,549.84	159,800.00
186								Haunted Trail Expenses	7,508.00	15,000.00	12,508.00	15,000.00	15,000.00
187								OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
188								Other Expenses	3,475.00	0.00	12,304.93	7,500.00	7,500.00
189								Payroll Expenses					
190								Gross Wages					
191								Assistant Project Manager	333.34	333.34	1,333.36	1,333.28	4,000.00
192								Town Clerk (Administrative)	1,166.66	1,166.67	4,666.64	4,666.64	14,000.00
193								Town Clerk - Records Review	1,000.00	1,000.00	4,000.00	4,000.00	12,000.00
194								Town Manager	0.00	0.00	0.00	0.00	0.00
195								Town Treasurer	2,000.00	2,000.00	8,000.00	8,000.00	24,000.00
196								Zoning Clerk	500.00	500.00	2,000.00	2,000.00	6,000.00
197								Employee Incentives	0.00	0.00	0.00	0.00	2,000.00
198								Total Gross Wages	5,000.00	5,000.01	20,000.00	19,999.92	62,000.00
199								Payroll Taxes					
200								FICA	930.00	0.00	930.00	0.00	0.00
201								Medicare	217.50	0.00	217.50	0.00	0.00
202								Payroll Taxes - Other	0.00	395.25	0.00	1,581.00	4,743.00
203								Total Payroll Taxes	1,147.50	395.25	1,147.50	1,581.00	4,743.00
204								Total Payroll Expenses	6,147.50	5,395.26	21,147.50	21,580.92	66,743.00
205								Reconciliation Discrepancies	0.00		0.00		0.00
206								Total Expense	34,510.86	93,239.44	107,681.77	849,157.48	1,457,823.00
207								Net Income	13,316.99	11,260.55	(31,099.21)	(514,307.40)	(515,973.00)

PLANNING COMMISSION REPORT for October 30, 2018

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

1. The Planning Commission reviewed the residential use permit application by Clifton Presbyterian Church for the Clifton Presbyterian Preschool, located at 12748 Richards Lane, for authorization for up to seventy (70) preschool students at any one time from Monday to Friday during the hours of 8:30AM to 5 PM and recommends that the Town Council preliminarily approve the application pending confirmation and approval from the Fairfax County Health Department that seventy (70) students may be present at the Clifton Presbyterian Church Preschool at any one time during those days and hours. The Town Council is requested to indicate any such preliminary approval by letter to the County Health Department signed by the Mayor, and after such approval by the County Health Department of no more than seventy students, to issue the use permit.

2. The Planning Commission is proposing that the submitted changes to the subdivision ordinance, which include previous Town Council comments at previous meetings and the comments of the Town attorney, be noticed for a joint public hearing by the Town Council and the Planning Commission at the December 2018 Town Council meeting.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 6, 2018, 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).
2. Report of the Treasurer.
 - a. Presentation of Treasurer's Report dated October 2, 2018.
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. Town Trash Management Plan – Update.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - i. Discussion of Proposed Ordinance Changes for Lot Line Adjustments.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Homes Tour – Banner Request and Update;
 - ii. Streetscape Committee – Payment of E&S Plan Filing Fee to Fairfax County.
7. New Business:
 - a. Change of Venue for Town Council Meetings – December to March.
8. Adjournment.