

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, OCTOBER 3, 2017, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

**Present:** Mayor Bill Hollaway; Vice Mayor Jennifer Heilmann; Councilmember Regan McDonald; Councilmember Wayne Nickum; Councilmember Darrell Poe.  
**Staff:** Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.  
**Absent:** Mayor Hollaway, from 7:30 PM – 7:36 PM; Councilmember Melissa Milne.

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**The Regular Meeting was called to order by Vice Mayor Heilmann at 7:30 PM.**

Order of Business:

- **Vice Mayor Heilmann moved to authorize Councilmember Nickum to lead the meeting until Mayor Hollaway arrives, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0. (Mayor Hollaway was absent).**

1. Report of the Town Clerk:

- a. Reading of the Minutes (previous regular meeting).
- **Councilmember Poe moved to approve the September Minutes as presented, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 4-0. (Mayor Hollaway was absent).**

2. Report of the Treasurer.

See attached report.

- **Councilmember Poe moved to approve the Treasurer's Report as presented, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 4-0. (Mayor Hollaway was absent).**
- **Councilmember Nickum moved to approve the expenditure of \$10,000 for, and in accordance with, the Fire Department Pass-Through Agreement, seconded by Councilmember Poe. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Heilmann: Aye; Poe: Aye. (Mayor Hollaway was absent).**
- **Councilmember Nickum moved to approve the payment of the \$1,500 Gordon & Associates invoice, which was authorized by Kathy Kalinowski for the Planning Commission, seconded by Councilmember McDonald. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Heilmann: Aye; Poe: Aye. (Mayor Hollaway was absent).**
- **Councilmember Nickum moved to approve the payment of the \$3,300.60 J2 Engineers, Inc. invoice, which was authorized by Susan Yantis for the Special**

**Projects Committee, seconded by Councilmember McDonald. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Heilmann: Aye; Poe: Aye. (Mayor Hollaway was absent).**

- **Councilmember Poe moved to approve adding a request to the Agenda to prohibit parking on certain sections of Main Street on October 31<sup>st</sup>, seconded by Councilmember McDonald. The motion was approved by poll vote, 5-0.**
- **Councilmember Nickum moved to approve adding a request to the Agenda to discuss a communication from Del. Tim Hugo, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**

3. Citizen's Remarks.

**None.**

4. Unfinished Business.

a. Railroad Siding Parking Lot Drainage and Paving.

**See attached estimate.**

Sheldon Hofferma submitted two estimates for paving the primary lot and gravel lot, which were submitted to the Council for review prior to the meeting. The Town's portion of the primary lot improvement would cost \$7,500, and the paving would occur before the weather turns too cold. Mayor Hollaway also received an estimate for \$11,500 to pave and stripe the gravel lot.

Kathy Kalinowski will talk to the Town Engineer about the consulting on the grading requirements in order to achieve the desired drainage improvement. If using the Town Engineer is not financially feasible, then Marcus Silva will investigate a suitable alternative.

- **Councilmember Poe moved to allocate up to \$20,000 for the two separate contracts and associated grading costs, to pave the railroad siding parking lot and gravel parking lot, with Mayor Hollaway authorized to sign the contracts where necessary, seconded by Councilmember Nickum. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Hollaway: Aye; Heilmann: Aye; Poe: Aye.**

5. Reports of Special Committees.

**None.**

6. Reports of Standing Committees.

a. Planning Commission.

**See attached report.**

- **Councilmember Nickum moved to approve the recommendations of the Planning Commission, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0.**

Kathy Kalinowski reminded everyone of the upcoming Joint Meeting of the Town Council and the Planning Commission on Tuesday, Oct. 24<sup>th</sup> at 7:30 PM at the Acacia Lodge for a presentation from the Department of Environmental Quality (DEQ).

b. Architectural Review Board.

**No report.**

Vice Mayor Heilmann will follow up with Councilmember McDonald in his role as a member of the ARB on the previously-discussed signage issues in Town.

c. Streetscape Committee – Update, Payment of Invoices, Application for Additional Funds.

Councilmember McDonald updated the Council on the Streetscape design progress to gain consensus on key items before allowing the designers to progress to 30%.

VDOT has indicated they would not approve angled street parking on Main Street.

The Council and Residents provided feedback on the proposed concept change to the master plan that would add a parking space in front of the General Store. It was noted that the Town is not in favor of installing a parking space here, as it would present safety issues for vehicles exiting Ford Lane. The council concurred with the recommendation to reduce the VDOT standard 22' parking spaces to 20' on the east side of Main Street to create an additional space. Spaces on the west side will remain at 22', as there is insufficient space to add a parking space and maintain 20'. The counsel acknowledged this will result in 12 parking spaces in the project area.

The Town Council clarified that invoices from J2 Engineers, Inc. that are part of the executed contract do not need to be approved by a roll-call vote from the Council, provided they have been authorized by Susan Yantis.

d. Other Committees.

i. Pedestrian Safety Committee – Update.

Kathy Kalinowski reported that Vice Mayor Heilmann has communicated with many interested individuals regarding traffic and pedestrian safety issues. The Committee has reached out to the Facebook group to join individuals in their collective efforts. A meeting is scheduled for November 1st.

ii. Haunted Trail Committee – Status.

Councilmember Poe reported that tickets are available and selling, the volunteer sign-up sheet is live, and operations are in full-swing.

iii. Film Festival – Update.

Councilmember Poe reported that fifty films have been submitted for the film festival, and the submission deadline is Friday, October 6<sup>th</sup>. The Festival is scheduled to take place Friday, November 10<sup>th</sup> – Sunday, November 12<sup>th</sup>.

7. New Business.

a. Request to Move Committees Nearer to the Beginning of the Agenda – Code Change.

By agreement, the Council will adjust the order of business as needed, at the beginning of each meeting. The Town code will be changed to reflect this policy next time a code change is scheduled.

b. No Parking Sign on Chapel Road Near Pendleton.

- **Councilmember Poe moved to authorize the placement of the no parking sign in the public right of way, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 5-0.**

c. Improving Foot Path between Bridge and Acacia Lodge.

Councilmember McDonald will investigate options for improving the path.

d. Temporary Parking Prohibition on Section of Main Street on October 31, 2017.

- **Councilmember Nickum moved to authorize the placement of traffic cones on both sides of Main Street between Peterson's and Chestnut Street to prohibit parking on October 31<sup>st</sup>, from 5-8 PM, as has been done in the past, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**

Adopted as revised by the Town Council on November 7, 2017

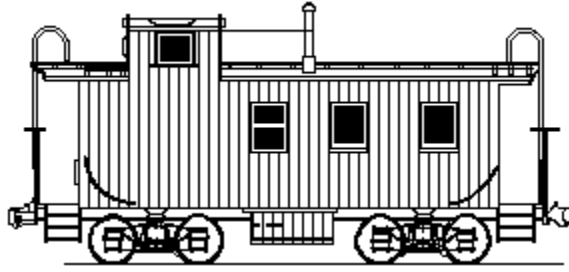
e. Communication from Del. Tim Hugo regarding CBA letter on Clifton Day.

Mayor Hollaway will follow up with the CBA and with the letter recipients regarding the clarification of what restrictions are appropriate during the event, such as limiting litter, balloons and large groups of volunteers.

8. Adjournment.

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

The Meeting was adjourned at 8:59 PM.



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, OCTOBER 3, 2017, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
  - a. Reading of the Minutes (previous regular meetings and any special meetings).
2. Report of the Treasurer.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

  - (i) Give her name and address;
  - (ii) Direct her remarks to the Council and not to other citizens present;
  - (iii) Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.

Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
4. Unfinished Business.
  - a. Railroad Siding Parking Lot Drainage and Paving.
5. Reports of Special Committees.
6. Reports of Standing Committees
  - a. Planning Commission.
  - b. Architectural Review Board.
  - c. Streetscape Committee – Update, Payment of Invoices, Application for Additional Funds.
  - d. Other Committees.
7. New Business.
  - a. Request to Move Committees Nearer to the Beginning of the Agenda – Code Change.
  - b. No Parking Sign on Chapel Road Near Pendleton.
  - c. Improving Foot Path between Bridge and Acacia Lodge.
8. Adjournment.



Amanda Christman &lt;cliftonclerkva@gmail.com&gt;

## October 3 , 2017 Town Council Meeting - Treasurer's Report for period ended 9/30/17

1 message

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

Tue, Oct 3, 2017 at 12:06 AM

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 September 30, 2017**. The Financial Reports include:

- The Summary of **Cash Balances Report as of September 30, 2017**, reflects total funds of **\$1,148,762.49**.
- **Profit & Loss Summary by Fund** for period ended 09/30/2017. Highlights of September transactions are noted on this summary report. The main items for the month include:
- **Fire Program - Pass through funding of \$10,000 was received in Sept. and expensed as a pass through to the Fairfax Fire Dept. in accordance with the signed Agreement.**
- **Tax & Permits** include collection of new BPOL Revenues of \$8,357.92 were received in July, August and Sept, of which \$8,021.92 will be accrued to FY17. \$336 will remain as FY18 revenue. **The FY17 to date received is \$51,970.60 reflects 113% of the Budgeted BPOL revenue.** \$1,011.74 was collected for FY16 BPOLs, leaving **\$50,958.86 collected for 2017 BPOLs; 110% of the budget.** This reflects **46 BPOLs issued (96% of businesses)**. There are 3 businesses (4%) that have not yet filed. State Sales Tax received in July & August were for collections through June 2017 and therefore accrued to FY17, leaving a two-month delay compared to budget. In Sept. the Town received \$556.25 in new Motor Vehicle Fees from Fairfax County. **Use Permit of \$75 was received from The Coticelli Group LLC.** For additional details please refer to the Detailed Export Report.
- **Contractual Expenditures** include: **Contractual Expense: A supplemental Contractual Expense Detail Report** has been included to provide the break out of this large expense category. **The pass through of the \$10,000 Fire Program Funds to Fairfax Fire Dept. are reflected in Sept. Community Hall electricity expenses are \$527.62 in Sept, reflecting services billed through 8/13/17. The Planning Commission expended \$1500 for Gordon Engineering fees.** See the C. H. P&L Report for supplemental details. **A Supplemental Contractual Expense Detail Report is provided for added detail.**
- **Supplemental Comparative Community Hall Report – attached for added detail comparison.**
- **CIF – Special Projects Committee: A check issued to J2 Engineering for \$3,300.60 will be proposed to the Town Council for approval as recommended by Susan Yantis.** Additionally, the Special Projects Committee has submitted the first requisition for reimbursement by VDOT.
- **Profit & Loss Detail Export** Report for period ended 09/30/2017. 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 Town's auditors are scheduled to conduct the on-site audit of the Town's FY17 accounting and related records on Oct 19-20 at the Community Hall.

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](tel:703-678-8607)



**2017 09 30 Financial Statements.xlsx**  
105K

09/30/17

**Town of Clifton  
Cash Balance Report**

As of Sept 30, 2017

Bank Rates Effective July 31, 2017

**ASSETS**

9/30/17

CD Term

Maturity Date

APR %

**Current Assets**

**Checking/Savings**

John Marshall Bank CDs	607,396.80	18 months	3/19/2018	1.19%
C.D. - John Marshall Bank CD 1	100,194.77	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
C.D. - John Marshall Bank CD 2	100,194.77	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
C.D. - John Marshall Bank CD 3	100,194.77	1 yr	7/31/2018	1.17% <i>Up from .85% at United Bank</i>
United Bank - Events Acct	100.00			
Checking-United Bank	10,114.67	Min Bal \$2,500	"Chairman's Club"	0.10%
Investments-LGIP	928.14			
Money Market Savings-United Bank	225,217.39		July 2017 negotiated rate	20.00% <i>Down from .45% at Cardinal</i>
Security Deposit - United Bank	4,421.18			
<b>Total Checking/Savings</b>	<b>1,148,762.49</b>			

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**September 2017**

	<u>Sep 17</u>	<u>Budget</u>	<u>Jul - Sep 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
1	State Funding	10,000.00	10,000.00	10,000.00	10,000.00
	Clifton Public Parking Rental	0.00	0.00	0.00	450.00
2	Committees Fundraising	60.00	166.67	285.00	12,699.97
3	Community Hall Revenues	900.00	500.00	1,785.00	1,500.00
	Haunted Trail Event	0.00	0.00	0.00	30,000.00
	Interest Income	928.93	1,166.67	2,551.93	3,499.97
	Other Income	0.00	0.00	0.00	26,364.00
	Pink House Rental	2,800.00	3,400.00	9,600.00	10,200.00
4	Tax and Permits Revenue	4,270.58	10,958.33	16,280.52	20,575.03
	<b>Total Income</b>	<u>18,959.51</u>	<u>26,191.67</u>	<u>40,502.45</u>	<u>84,838.97</u>
	<b>Gross Profit</b>	18,959.51	26,191.67	40,502.45	84,838.97
<b>Expense</b>					
	Citizens' Recognition Expense	0.00	62.50	0.00	187.50
	Commodities	135.60	435.84	347.97	1,807.44
5	Contractual	15,436.65	17,066.69	30,015.53	90,399.79
	Haunted Trail Expenses	0.00	0.00	0.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	1,875.00
	Payroll Expenses	3,666.66	5,023.67	10,999.98	15,070.97
	<b>Total Expense</b>	<u>19,238.91</u>	<u>23,213.70</u>	<u>41,363.48</u>	<u>109,340.70</u>
	<b>Net Income</b>	<u>(279.40)</u>	<u>2,977.97</u>	<u>(861.03)</u>	<u>0.00</u>
<b>CIF FUNDS:</b>					
<b>CIF Income</b>					
	CIF - Capital Improvements Fund	0.00	60,625.00	0.00	181,875.00
<b>CIF Expenses</b>					
6	CIF Expenses	3,300.60	0.00	5,150.27	1,110,500.00
	<b>Net Income - CIF Funds</b>	<u>(3,300.60)</u>	<u>60,625.00</u>	<u>(5,150.27)</u>	<u>(928,625.00)</u>
	<b>Consolidated Net Income</b>	<u>(3,580.00)</u>	<u>63,602.97</u>	<u>(6,011.30)</u>	<u>(953,126.73)</u>

**NOTES:**

1 *Fire Program - Pass through* funding of \$10,000 was received in Sept. and expensed as a pass through to the Fairfax Fire Dept. in accordance with the signed Agreement.

2 *Committee Fundraising* reflects \$60 received from the Arts Council Community Arts event.

3 *Community Hall Revenues* reflect receipts turned in Sept. for August rentals. ( See the C.H. Report included.)

4 *Taxes & Permits* include **BPOL tax revenues of \$8,357.92 were received in July, August and Sept, of which \$8,021.92 will be accrued to FY17. \$336 will remain as FY18 revenue. The FY17 to date received is \$51,970.60 reflects 113% of the Budgeted BPOL revenue. \$1,011.74 was collected for FY16 BPOLs, leaving \$50,958.86 collected for 2017 BPOLs; 110% of the budget. This reflects 46 BPOLs issued (96% of businesses). There are 3 businesses (4%) that have not yet filed. State Sales Tax** received in July & August were for collections through June 2017 and therefore accrued to FY17. \$2,599.22 was received in Sept for July, leaving a **two month delay** compared to budget. In Sept. the Town received **\$556.25 in new Motor Vehicle Fees from Fairfax County** .

5 *Contractual Expense:* A supplemental **Contractual Expense Detail Report** has been included to provide the break out of this large expense category. The **pass through of the \$10,000 Fire Program Funds to Fairfax Fire Dept.** are reflected in Sept. **Community Hall electricity expenses are \$527.62** in Sept., reflecting services billed through 8/13/17. See the C. H. P&L Report for supplemental details. The **Planning Commission** expended **\$1500 for Gordon Engineering fees.**

6 *CIF Special Project Streetscape Phase 2 -* The Special Projects Committee has submitted a requisition to VDOT for reimbursement of the first draw for FY18.

**Town of Clifton**  
**Community Hall Report**  
 July through September 2017

	<u>Jul - Sep 17</u>	<u>Jul - Sep 16</u>
<b>Income</b>		
<b>Community Hall Revenues</b>		
<b>Community Hall Rentals</b>	1,785.00	1,825.00
<b>Total Community Hall Revenues</b>	<u>1,785.00</u>	<u>1,825.00</u>
<b>Total Income</b>	<u>1,785.00</u>	<u>1,825.00</u>
<b>Gross Profit</b>	1,785.00	1,825.00
<b>Expense</b>		
<b>Contractual</b>		
<b>Community Hall Expenses</b>		
<b>C.H.-Cleaning</b>	300.00	375.00
<b>C.H.-Equipment &amp; Supplies</b>	0.00	850.00
<b>C.H.-Management Fee</b>	446.25	373.75
<b>C.H. - Electric</b>	943.40	890.68
<b>Total Community Hall Expenses</b>	<u>1,689.65</u>	<u>2,489.43</u>
<b>Total Contractual</b>	<u>1,689.65</u>	<u>2,489.43</u>
<b>Total Expense</b>	<u>1,689.65</u>	<u>2,489.43</u>
<b>Net Income</b>	<u><u>95.35</u></u>	<u><u>(664.43)</u></u>

**Town of Clifton**  
**Transaction Detail By Account**  
July through September 2017

	Type	Date	Num	Name	Memo	Class	Clr	Amount	Balance
<b>Contractual</b>									
<b>Fire Program</b>									
	Check	09/30/2017	7399	Fairfax Co. Fire Dept.	FY18 - Fire Funds final pass through - from Town of Clifton to Fairfax Co.	State		10,000.00	10,000.00
Total Fire Program								10,000.00	10,000.00
<b>Community Hall Expenses</b>									
<b>C.H.-Cleaning</b>									
	Check	08/08/2017	7383	Darrell Poe	C.H. general cleaning services: 7/8 & 7/29/17 @ 75.00	Community Hall		150.00	150.00
	Check	09/10/2017	7390	Darrell Poe	C.H. general cleaning services: 8/8 & 8/23/17 @ 75.00	Community Hall		150.00	300.00
Total C.H.-Cleaning								300.00	300.00
<b>C.H.-Management Fee</b>									
	Check	08/08/2017	7382	Darrell Poe	C.H. Rentals collected in July 2017 - \$885 rentals @ 25%	Community Hall		221.25	221.25
	Check	09/10/2017	7391	Darrell Poe	C.H. management fee: Aug 2017 receipts of \$900 @ 25% = \$225	Community Hall		225.00	446.25
Total C.H.-Management Fee								446.25	446.25
<b>C.H. - Electric</b>									
	Bill	08/07/2017	FY18 - 13 days	NOVEC * - 1475045-002	7/1/17 - 7/13/17 CH Electric - FY18 13 days	Community Hall		415.78	415.78
	Bill	09/08/2017		NOVEC * - 1475045-002	7/13/17 - 8/14/17 CH Electric	Community Hall		527.62	943.40
Total C.H. - Electric								943.40	943.40
Total Community Hall Expenses								1,689.65	1,689.65
<b>Dues and Subscriptions</b>									
<b>Va. Municipal League</b>									
	Check	07/01/2017	7371	VML	FY2018 membership - VML due 7/1/17 - ref # 043987			396.00	396.00
Total Va. Municipal League								396.00	396.00
Total Dues and Subscriptions								396.00	396.00
<b>Insurance</b>									
	Check	07/01/2017	7366	Virginia Municipal Liability Pool	Policy P-2017-2018 VML-0490-1			6,820.00	6,820.00
	Check	07/01/2017	7369	Virginia Municipal Liability Pool	Policy P-2017-2018 VML-0490-1 - REF # 043582		√	0.00	6,820.00
Total Insurance								6,820.00	6,820.00
<b>Rent</b>									
<b>Ayre Square Rental</b>									
	Check	07/31/2017	7380	Jane A. Lion	Ayre Square RE tax bill- 2017 - first half tax year			613.43	613.43
Total Ayre Square Rental								613.43	613.43
<b>Railroad Siding Rental</b>									
	Check	09/30/2017	7404	Norfolk Southern Railway Co.	INV 90459516, Customer ID 108178- Recurring Agreement R/W for Pedestrian WW #C-1022769			100.00	100.00
Total Railroad Siding Rental								100.00	100.00
Total Rent								713.43	713.43
<b>Town Facilities</b>									
<b>Pink House Expenses</b>									
<b>Pink House Maintenance</b>									
	Check	07/31/2017	7379	Wayne H. Nickum	Reimb - front door lock on Hugo's Office - Pink House	Pink House		45.61	45.61
Total Pink House Maintenance								45.61	45.61
Total Pink House Expenses								45.61	45.61
Total Town Facilities								45.61	45.61
<b>Town Government</b>									

**Town of Clifton**  
**Transaction Detail By Account**  
July through September 2017

	Type	Date	Num	Name	Memo	Class	Clr	Amount	Balance
<b>Planning Commission</b>									
<b>General Consulting</b>									
	Check	09/20/2017	7395	William Gordon Associates, Inc.	Inv # 1/01690 - Project 1620-0101 - Meet w DEQ Daniel Moore, review docs & req'd info	Planning Comm		1,500.00	1,500.00
Total General Consulting								1,500.00	1,500.00
Total Planning Commission								1,500.00	1,500.00
<b>Town Committees Expense</b>									
<b>Communication Committee</b>									
<b>Web site updating &amp; config</b>									
	Check	07/25/2017	7377	Growth Media	invoice # 2420 - 50% Deposit on website design contract	Committees:Communication Comm		715.00	715.00
Total Web site updating & config								715.00	715.00
Total Communication Committee								715.00	715.00
<b>Council for the Arts Committee</b>									
<b>Clifton Film Festival Exp</b>									
	Check	09/20/2017	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
Total Clifton Film Festival Exp								105.83	105.83
Total Council for the Arts Committee								105.83	105.83
<b>Environmental Comm</b>									
<b>Environmental Event Expense</b>									
	Check	09/20/2017	7394	Georgina Chin	Committee on the Environment - Presentation & Art Project - The Magnificent Monarch			125.00	125.00
Total Environmental Event Expense								125.00	125.00
Total Environmental Comm								125.00	125.00
<b>Town Parks Committee Exp</b>									
<b>Landscape/Ground Maint expense</b>									
	Check	08/27/2017	7385	M. Anton	reimb. for 24 ft drainage for Town Park, Chapel St	Committees:Parks Committee		396.00	396.00
	Check	09/30/2017	7401	Green Valley Landscaping	inv 43404 - Core aeration, reseeding @700	Committees:Parks Committee		1,550.00	1,946.00
Total Landscape/Ground Maint expense								1,946.00	1,946.00
<b>Fall Zone Mulching</b>									
	Check	07/31/2017	7381	JK Enterprise Landscape Supply,	Invoice 288188 - Clifton Town Park - 100 yards Tot Lot chips installation @ 25.50	Committees:Parks Committee		2,450.00	2,450.00
Total Fall Zone Mulching								2,450.00	2,450.00
<b>Parks Mgt Fee</b>									
	Check	08/31/2017	7389	D. Netschert	Parks manager - Park Rental by Ana Lyon 8/27/17- \$150 @ 25%	Committees:Parks Committee		37.50	37.50
Total Parks Mgt Fee								37.50	37.50
<b>Playground Equip. Maintenance</b>									
	Check	07/04/2017	7373	Michael R. Davis	Reimb for materials purchased at Home Depot - Repair of Park picnic tables	Parks Rental		68.60	68.60
	Check	07/25/2017	7376	Melissa Milne	Playground equipment repairs: Rehabmart.com Order # RM11931 - Reimbursement	Committees:Parks Committee		619.86	688.46
Total Playground Equip. Maintenance								688.46	688.46
Total Town Parks Committee Exp								5,121.96	5,121.96
Total Town Committees Expense								6,067.79	6,067.79
Total Town Government								7,567.79	7,567.79
<b>Town Services</b>									
<b>Grass Mowing</b>									
	Check	08/08/2017	7384	Green Valley Landscaping	Invoice 42889 Lawn mowing 7/5, 7/11, 7/18, 7/25/17: 4 @ 150.00			600.00	600.00

**Town of Clifton**  
**Transaction Detail By Account**  
July through September 2017

	Type	Date	Num	Name	Memo	Class	Clr	Amount	Balance
	Check	08/31/2017	7388	Green Valley Landscaping	Invoice 42889 Lawn mowing 8/1, 8/8, 8/15, 8/22, 8/28/17: 5 @ 150.00			750.00	1,350.00
	Check	09/30/2017	7401	Green Valley Landscaping	Invoice 43404 Lawn mowing 9/6, 9/12, 9/18, 9/26/17: 4 @ 150.00	Committees:Parks Committee		600.00	1,950.00
Total Grass Mowing								1,950.00	1,950.00
<b>Trash Collection</b>									
	Check	07/01/2017	7372	American Disposal Services Com	Invoice 0006568887 for July 2017 Services			109.65	109.65
	Check	08/27/2017	7387	American Disposal Services Com	Invoice 0006637831 for Aug 2017 Services			109.65	219.30
	Check	09/20/2017	7393	American Disposal Services Com	Invoice 0006732090 for Sept 2017 Services			109.65	328.95
	Check	09/30/2017	7405	Art Guild - Clifton	Trash Consolidation Services July 2 to Sept 30, 2017, 13 weeks @ \$30			390.00	718.95
Total Trash Collection								718.95	718.95
<b>Utilities</b>									
<b>Gas and Electric</b>									
	Bill	08/07/2017	FY18 - 7 days	NoVEC -1475045-001	7/117 - 7/7/17 -7145 Main St - 7 days			6.00	6.00
	Bill	08/10/2017		NoVEC - 1475045-003	7/13/17 - 8/10/17 Chapel Road			12.85	18.85
	Bill	08/10/2017		NoVEC - 883514-001	7/1/17 - 7/31/17 Gazebo			16.00	34.85
	Bill	08/28/2017		NoVEC - 1475045-000	7/1/17 - 7/31/17 Main & Chapel			25.70	60.55
	Bill	09/08/2017		NoVEC -1475045-001	7/9/17 - 8/10/17 -7145 Main St			25.70	86.25
	Bill	09/08/2017		NoVEC - 1475045-003	8/10/17 - 9/13/17 Chapel Road			12.85	99.10
	Bill	09/13/2017		NoVEC - 883514-001	7/31/17 - 8/31/17 Gazebo			15.00	114.10
Total Gas and Electric								114.10	114.10
Total Utilities								114.10	114.10
Total Town Services								2,783.05	2,783.05
Total Contractual								30,015.53	30,015.53
<b>TOTAL</b>								<b>30,015.53</b>	<b>30,015.53</b>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
September 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1																		
2									Sep 17	Budget	Jul - Sep 17	YTD Budget	Annual Budget					
3			Income															
4			State Funding															
5			Fire Program Funds						10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00				
6			Total State Funding						10,000.00	10,000.00	10,000.00	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	36,375.00	145,500.00					
11			Total Federal						0.00	12,125.00	0.00	36,375.00	145,500.00					
12			VDOT- MAP21 Streetscape Phase 2						0.00	48,500.00	0.00	145,500.00	582,000.00					
13			Total Grants						0.00	60,625.00	0.00	181,875.00	727,500.00					
14			Total CIF - Capital Improvements Fund						0.00	60,625.00	0.00	181,875.00	727,500.00					
15			Clifton Public Parking Rental						0.00	0.00	0.00	0.00	450.00					
16			Committees Fundraising															
17			Homes Tour Income						0.00	0.00	0.00	0.00	4,000.00					
18			Clifton Business Coalition															
19			Celebrate Clifton Gala						0.00	0.00	0.00	10,000.00	10,000.00					
20			Total Clifton Business Coalition						0.00	0.00	0.00	10,000.00	10,000.00					
21			Council of the Arts															
22			Clifton Film Festival						0.00	0.00	0.00	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						60.00	125.00	135.00	375.00	1,500.00					
26			Total Council of the Arts						60.00	125.00	135.00	2,375.00	3,500.00					
27			Environmental Committee															
28			Environmental Event						0.00	41.67	0.00	124.97	500.00					
29			Total Environmental Committee						0.00	41.67	0.00	124.97	500.00					
30			Parks Committee															
31			Park Rental						0.00	0.00	150.00	200.00	200.00					
32			Total Parks Committee						0.00	0.00	150.00	200.00	200.00					
33			Total Committees Fundraising						60.00	166.67	285.00	12,699.97	18,200.00					
34			Community Hall Revenues															
35			Community Hall Rentals						900.00	500.00	1,785.00	1,500.00	6,000.00					
36			Total Community Hall Revenues						900.00	500.00	1,785.00	1,500.00	6,000.00					
37			Haunted Trail Event						0.00	0.00	0.00	0.00	30,000.00					
38			Interest Income						928.93	1,166.67	2,551.93	3,499.97	14,000.00					
39			Other Income															
40			Carry Frwd - Prior Year Surplus						0.00	0.00	0.00	26,314.00	26,314.00					
41			Other Income - Other						0.00	0.00	0.00	50.00	50.00					
42			Total Other Income						0.00	0.00	0.00	26,364.00	26,364.00					
43			Pink House Rental						2,800.00	3,400.00	9,600.00	10,200.00	40,800.00					
44			Tax and Permits Revenue															
45			ARB Permits						0.00	16.67	0.00	49.97	200.00					
46			BPOL tax						234.00	0.00	8,357.92	0.00	46,000.00					
47			Cigarette Tax						237.61	183.33	641.86	550.03	2,200.00					
48			Communications Sales Tax -Va						439.52	458.33	1,345.89	1,375.03	5,500.00					
49			Franchise Fees - Cox & Verizon						0.00	316.67	691.72	949.97	3,800.00					
50			Motor Vehicle Tags						556.25	7,000.00	556.25	7,000.00	7,000.00					
51			Railroad Tax						0.00	0.00	1,619.59	1,700.00	1,700.00					
52			Sales Tax						2,599.22	2,833.33	2,599.22	8,500.03	34,000.00					
53			Use Permits						75.00	58.33	225.00	175.03	700.00					
54			Utility Consumption Tax						128.98	91.67	243.07	274.97	1,100.00					
55			Total Tax and Permits Revenue						4,270.58	10,958.33	16,280.52	20,575.03	102,200.00					
56			Total Income						18,959.51	86,816.67	40,502.45	266,713.97	975,514.00					
57			Gross Profit						18,959.51	86,816.67	40,502.45	266,713.97	975,514.00					
58			Expense															
59			Citizens' Recognition Expense						0.00	62.50	0.00	187.50	750.00					

**Town of Clifton**  
**Profit & Loss Budget Performance**  
September 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1																		
2									Sep 17	Budget	Jul - Sep 17	YTD Budget	Annual Budget					
60				CIF Expenses														
61				Hist Property Acquisition & Imp				0.00	0.00	0.00	50,000.00	50,000.00						
62				Engineering /Design - Sidewalks				0.00	0.00	0.00	3,000.00	3,000.00						
63				Caboose Renovation				0.00	0.00	0.00	15,000.00	15,000.00						
64				CIF-Town Parks Committee														
65				CIF-Playground Impr.				0.00	0.00	0.00	10,000.00	10,000.00						
66				Total CIF-Town Parks Committee				0.00	0.00	0.00	10,000.00	10,000.00						
67				CIF - Land Purchase				0.00	0.00	0.00	200,000.00	200,000.00						
68				Clifton Creek Park - Trails				0.00	0.00	0.00	20,000.00	20,000.00						
69				RR Siding Parking Facility				0.00	0.00	0.00	35,000.00	35,000.00						
70				Special Projects Committee														
71				Dev. of Streetscape Phase 2				3,300.60			5,150.27							
72				TOC Flood Plain Park				0.00			0.00							
73				VDOT EN- Main St Improvements				0.00	0.00	0.00	727,500.00	727,500.00						
74				Total Special Projects Committee				3,300.60	0.00	5,150.27	727,500.00	727,500.00						
75				Storage Facility				0.00	0.00	0.00	50,000.00	50,000.00						
76				Total CIF Expenses				3,300.60	0.00	5,150.27	1,110,500.00	1,110,500.00						
77				Commodities														
78				Office Equipment				0.00	0.00	0.00	500.00	500.00						
79				Calendars/Posters Expense				0.00	0.00	0.00	0.00	0.00						
80				Computer Supplies				0.00	106.67	0.00	319.97	1,280.00						
81				Copies				0.00	16.67	0.00	49.97	200.00						
82				License Plates				0.00	0.00	0.00	0.00	0.00						
83				Miscellaneous				135.60	208.33	135.60	625.03	2,500.00						
84				Miscellaneous - Commodities				0.00	0.00	0.00	0.00	0.00						
85				Office Supplies				0.00	62.50	0.00	187.50	750.00						
86				Postage and Delivery				0.00	41.67	212.37	124.97	500.00						
87				Total Commodities				135.60	435.84	347.97	1,807.44	5,730.00						
88				Contractual														
89				Fire Program				10,000.00	10,000.00	10,000.00	10,000.00	10,000.00						
90				Caboose Expenses														
91				Caboose Equipment				0.00	41.67	0.00	124.97	500.00						
92				Caboose Maintenance				0.00	125.00	0.00	375.00	1,500.00						
93				Total Caboose Expenses				0.00	166.67	0.00	499.97	2,000.00						
94				Community Hall Expenses														
95				C.H.-Cleaning				150.00	166.67	300.00	499.97	2,000.00						
96				C.H.-Equipment & Supplies				0.00	62.50	0.00	187.50	750.00						
97				C.H.-General Maintenance				0.00	166.67	0.00	499.97	2,000.00						
98				C.H.-Management Fee				225.00	125.00	446.25	375.00	1,500.00						
99				C.H. - Electric				527.62	666.67	943.40	1,999.97	8,000.00						
100				C.H. Interior Improvements				0.00	416.67	0.00	1,249.97	5,000.00						
101				Total Community Hall Expenses				902.62	1,604.18	1,689.65	4,812.38	19,250.00						
102				Dues and Subscriptions														
103				Conference Attendance				0.00	0.00	0.00	500.00	500.00						
104				Va. Municipal League				0.00	0.00	396.00	600.00	600.00						
105				Dues and Subscriptions - Other				0.00	0.00	0.00	100.00	100.00						
106				Total Dues and Subscriptions				0.00	0.00	396.00	1,200.00	1,200.00						
107				Insurance				0.00	0.00	6,820.00	6,600.00	6,600.00						
108				Legal Advertising				0.00	166.67	0.00	499.97	2,000.00						
109				Mayoral Reimbursement				0.00	41.67	0.00	124.97	500.00						
110				Miscellaneous				0.00	208.33	0.00	625.03	2,500.00						
111				Professional Fees														
112				Accounting				0.00	0.00	0.00	7,500.00	7,500.00						
113				Legal Fees				0.00	1,666.67	0.00	4,999.97	20,000.00						
114				Total Professional Fees				0.00	1,666.67	0.00	12,499.97	27,500.00						
115				Rent														
116				Ayre Square Rental				0.00	0.00	613.43	1,400.00	1,400.00						

**Town of Clifton**  
**Profit & Loss Budget Performance**  
September 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									<b>Sep 17</b>	<b>Budget</b>	<b>Jul - Sep 17</b>	<b>YTD Budget</b>	<b>Annual Budget</b>				
117								Railroad Siding Rental	100.00	0.00	100.00	1,700.00	1,700.00				
118								Total Rent	100.00	0.00	713.43	3,100.00	3,100.00				
119								Town Assoc of Northern Va Event	0.00	0.00	0.00	600.00	600.00				
120								Town Facilities									
121								Ayre Square Maintenance	0.00	41.67	0.00	124.97	500.00				
122								Pink House Expenses									
123								Pink House Maintenance	0.00	1,250.00	45.61	3,750.00	15,000.00				
124								Pink House Repairs	0.00	0.00	0.00	0.00	0.00				
125								Total Pink House Expenses	0.00	1,250.00	45.61	3,750.00	15,000.00				
126								Town Handyman - 1099 vendor	0.00	333.33	0.00	1,000.03	4,000.00				
127								Total Town Facilities	0.00	1,625.00	45.61	4,875.00	19,500.00				
128								Town Government									
129								Architectural Review Board	0.00	25.00	0.00	75.00	300.00				
130								Beautification Comm.									
131								Banner Replacement	0.00	0.00	0.00	3,000.00	3,000.00				
132								Christmas Tree Lighting Event	0.00	0.00	0.00	0.00	1,000.00				
133								Flower Receptacles	0.00	0.00	0.00	800.00	800.00				
134								Railroad Siding Boxes-plantings	0.00	0.00	0.00	1,000.00	1,000.00				
135								Total Beautification Comm.	0.00	0.00	0.00	4,800.00	5,800.00				
136								Planning Commission									
137								Consulting-Capital/Town & Zng	0.00	250.00	0.00	750.00	3,000.00				
138								General Admin Costs	0.00	50.00	0.00	150.00	600.00				
139								General Consulting	1,500.00	250.00	1,500.00	750.00	3,000.00				
140								PC Hearings, Ads and copies	0.00	100.00	0.00	300.00	1,200.00				
141								Total Planning Commission	1,500.00	650.00	1,500.00	1,950.00	7,800.00				
142								Town Committees Expense									
143								Clifton Business Coalition Exp									
144								Commercial Directional Signs	0.00	0.00	0.00	1,500.00	1,500.00				
145								Celebrate Clifton Gala	0.00	0.00	0.00	1,000.00	1,000.00				
146								Welcome Ctr- Walking Tour Pampl	0.00	0.00	0.00	500.00	500.00				
147								Winter Holidays	0.00	0.00	0.00	0.00	0.00				
148								Total Clifton Business Coalition Exp	0.00	0.00	0.00	3,000.00	3,000.00				
149								Communication Committee									
150								Town email system	0.00	0.00	0.00	800.00	800.00				
151								Web Server Maint & Domain Subsc	0.00	0.00	0.00	600.00	600.00				
152								Web site updating & config	0.00	0.00	715.00	2,500.00	2,500.00				
153								Total Communication Committee	0.00	0.00	715.00	3,900.00	3,900.00				
154								Council for the Arts Committee									
155								Clifton Film Festival Exp	105.83	0.00	105.83	3,000.00	3,000.00				
156								Audio/Video Equipment Expenses	0.00	0.00	0.00	2,150.00	2,150.00				
157								Calendar Expense	0.00	0.00	0.00	0.00	0.00				
158								Community Arts Events-CGT exp	0.00	125.00	0.00	375.00	1,500.00				
159								Annual Summer Play Event	0.00	0.00	0.00	0.00	0.00				
160								Total Council for the Arts Committee	105.83	125.00	105.83	5,525.00	6,650.00				
161								Environmental Comm									
162								Environmental Event Expense	125.00	0.00	125.00	250.00	250.00				
163								Environmental Comm - Other	0.00	0.00	0.00	250.00	250.00				
164								Total Environmental Comm	125.00	0.00	125.00	500.00	500.00				
165								Historic Preservation Comm Exp									
166								Historic Town Documents exp	0.00	0.00	0.00	250.00	250.00				
167								Civil War Walking Tour Pamphlet	0.00	0.00	0.00	500.00	500.00				
168								Historic Events	0.00	0.00	0.00	1,000.00	1,000.00				
169								Town Museum	0.00	0.00	0.00	1,000.00	1,000.00				
170								Total Historic Preservation Comm Exp	0.00	0.00	0.00	2,750.00	2,750.00				
171								Homes Tour Committee	0.00	0.00	0.00	0.00	2,500.00				
172								Sunshine Committee									
173								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00				

**Town of Clifton**  
**Profit & Loss Budget Performance**  
September 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Sep 17	Budget	Jul - Sep 17		YTD Budget		Annual Budget		
174								Welcome Baskets & Sympathy	0.00	41.67	0.00		124.97		500.00		
175								Total Sunshine Committe	0.00	41.67	0.00		124.97		750.00		
176								Town Parks Committee Exp									
177								Gazebo Garden Refurbishment	0.00	0.00	0.00		0.00		0.00		
178								Landscape/Ground Maint expense	1,550.00	354.17	1,946.00		1,062.47		4,250.00		
179								Fall Zone Mulching	0.00	0.00	2,450.00		2,500.00		2,500.00		
180								Parks Mgt Fee	0.00	0.00	37.50		50.00		50.00		
181								Playground Equip. Maintenance	0.00	0.00	688.46		1,000.00		1,000.00		
182								Tree Triming & Replacement	0.00	0.00	0.00		5,000.00		5,000.00		
183								Total Town Parks Committee Exp	1,550.00	354.17	5,121.96		9,612.47		12,800.00		
184								Traffic, Parking & Safety Comm	0.00	0.00	0.00		500.00		500.00		
185								Total Town Committees Expense	1,780.83	520.84	6,067.79		25,912.44		33,350.00		
186								Total Town Government	3,280.83	1,195.84	7,567.79		32,737.44		47,250.00		
187								Town Services									
188								Recepticle Trash Maintenance	0.00	0.00	0.00		0.00		0.00		
189								Elections	0.00		0.00				1,000.00		
190								Grass Mowing	600.00	0.00	1,950.00		6,050.00		6,050.00		
191								Town Park Lawn Maintenance	0.00	0.00	0.00		5,000.00		5,000.00		
192								Trash Collection	499.65	308.33	718.95		925.03		3,700.00		
193								Utilities									
194								Gas and Electric	53.55	83.33	114.10		250.03		1,000.00		
195								Total Utilities	53.55	83.33	114.10		250.03		1,000.00		
196								Total Town Services	1,153.20	391.66	2,783.05		12,225.06		16,750.00		
197								Total Contractual	15,436.65	17,066.69	30,015.53		90,399.79		158,750.00		
198								Haunted Trail Expenses	0.00	0.00	0.00		0.00		15,000.00		
199								OTHER - TC approval req'd +\$500	0.00	625.00	0.00		1,875.00		7,500.00		
200								Payroll Expenses									
201								Gross Wages									
202								Assistant Project Manager	333.34	333.33	1,000.02		1,000.03		4,000.00		
203								Community Hall Manager	0.00	0.00	0.00		0.00		0.00		
204								Town Clerk (Administrative)	1,166.66	1,166.67	3,499.98		3,499.97		14,000.00		
205								Town Manager	0.00	833.33	0.00		2,500.03		10,000.00		
206								Town Treasurer	1,666.66	1,666.67	4,999.98		4,999.97		20,000.00		
207								Zoning Clerk	500.00	500.00	1,500.00		1,500.00		6,000.00		
208								Employee Incentives	0.00	166.67	0.00		499.97		2,000.00		
209								Total Gross Wages	3,666.66	4,666.67	10,999.98		13,999.97		56,000.00		
210								Payroll Taxes	0.00	357.00	0.00		1,071.00		4,284.00		
211								Total Payroll Expenses	3,666.66	5,023.67	10,999.98		15,070.97		60,284.00		
212								Total Expense	22,539.51	23,213.70	46,513.75		1,219,840.70		1,358,514.00		
213								Net Income	(3,580.00)	63,602.97	(6,011.30)		(953,126.73)		(383,000.00)		

# GOSSOM & COSTELLO

## PAVING INC.

### Estimate

Date	Estimate #
4/20/2017	3789

Customer Phone	571-278-6687
Customer Alt. Phone	
Customer E-mail	koolpaw@hotmail.com
Customer Fax	

Name / Address
Sheldon Hofferma 7145 Main ST Clifton, Va. 20124

Project

Description	Total
Resurface existing asphalt parking lot Size: 1445 sq.yds. Thickness: 2" Scope of Work One day job Remove concrete parking stops. Asphalt next to existing surfaces will be milled or saw cut to allow for a neat flush tie-in. Approximately: 190sqyds of perimeter milling. All debris will be hauled to nearest landfill. Badly alligator areas will be milled down. Apply undiluted tack coat to help with bonding between surfaces. After completion of all prep work we will install 2" of VDOT approved SM-9.5 surface asphalt and compact to no less than 1.5". NOTE: Traffic may resume upon completion of work.	17,980.00
Re-install concrete parking stop with rebar pins.	950.00
Re-stripe parking lot per existing lay out	940.00
Pick up and purchase 5 additional concrete parking stops. Install parking stops	400.00
	<b>Total</b>
	<b>\$20,270.00</b>

All material is guaranteed to be specified. All work is to be completed in a workmanlike manner according to standard practices. We extend a warranty of 1 year after job completion, on materials and workmanship. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by worker's compensation insurance.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Terms: Total amount due on completion of work. The customer and guarantors of the proposal hereby waive the benefit to all exemptions as to this obligation and agree to pay all expenses incurred in collecting same if not paid on completion of work, including all attorney fees, court costs and interest on late payments of 1.75% per month.

Phone #	Fax #	E-mail	Web Site
(703) 754-0930	(703) 754-4897	eddypleytez@gossompaving.com	www.gossompaving.com

**PLANNING COMMISSION REPORT September 26, 2017**

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

1. The applicant, Phil Coticelli, doing business as The Coticelli Group, is applying for a Use Permit for a public relations business at 12642 Chapel Road Suite H, which is 155 net square feet. The Planning Commission recommends that the Town approve the Use Permit setting forth the business activities at that location, with hours of 8:30 AM to 5 PM Monday – Friday, with an allocation of 1 parking space, provided that 1 parking space is available to be allocated, and subject to a final, approved, updated parking tabulation.