

**TOWN OF CLIFTON**

**TOWN OF CLIFTON - Approved Income/Expense Budget**

**Adopted FY2020 Budget - Approved by  
Town Council 6/4/19  
FY20 06**

**Acct # REVENUES:**

**Taxes & Permits Revenues:**

ARB Permits	500.00	
BPOL	40,000.00	
Va Communications Sales Tax	5,200.00	
Va Car Rental Distribution	250.00	
Cox & Verizon PEG Franchise Revenue & State Communication		
Sales and Use Tax	3,500.00	
Motor Vehicle Tags	7,000.00	
No. Va. Cigarette Tax	2,100.00	
Railroad Tax	1,600.00	
Sales Tax	35,500.00	
Meals Tax	0.00	
Use Permits	700.00	
Utility Consumption Tax	1,200.00	
<b>TOTAL TAXES &amp; PERMITS:</b>		<b>97,550.00</b>

**Town Facilities Rentals:**

Community Hall	6,000.00	
Pink House	34,800.00	
<b>TOTAL FACILITIES RENTALS:</b>		<b>40,800.00</b>

**Other Revenues:**

<b>Wine Festival (NET)</b>	0.00	<b>0.00</b>
<b>Clifton Arts Council</b>		
Clifton Film Festival	3,500.00	
<b>Total Clifton Arts Council</b>		<b>3,500.00</b>
<b>Environmental Committee</b>		
Environmental Event	0.00	
<b>Total Environmental Committee</b>		<b>0.00</b>
<b>Haunted Trail Event</b>	45,000.00	<b>45,000.00</b>
<b>Historic Preservation Committee</b>		
Historic Events in Town	0.00	
<b>Total Historic Preservation Committee</b>		<b>0.00</b>
<b>HOMES TOUR COMMITTEE</b>		
Homes Tour	6,000.00	
<b>TOTAL HOMES TOUR COMMITTEE</b>		<b>6,000.00</b>
Interest Income	18,000.00	<b>18,000.00</b>

**NOTES:**

**Comments & Considerations**

Received input from Brant Baber of the BZA only. The request was for \$9,000 - \$4,000 for seminars and \$5,000 for legal fees regarding interpretation of Va Code.

Adjustment is a projection of o/s current businesses filings based upon FY18 returns - mlb

New revenue received in FY19 & Other State

\$2,900 monthly - Belle Jar @ 1,600; Hugo @ 1300

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<b>Town Parks Committee</b>		
Property Rental-Park/Square/Gazebo	0.00	
<b>Total Town Parks Committee</b>		<b>0.00</b>
<b>Clifton Business Committee</b>		
Celebrate Clifton Gala	0.00	
<b>Total Clifton Business Committee</b>		<b>0.00</b>
<b>Fire Program State Grant- FCFD</b>	<b>10,000.00</b>	<b>10,000.00</b>
Other income (Donations)	0.00	0.00
<b>TOTAL OTHER REVENUE:</b>		<b>82,500.00</b>
<b>TOTAL REVENUES:</b>		<b>220,850.00</b>
<b>EXPENSES:</b>		
<b>Payroll Expenses:</b>		
Town Manager Salary	0.00	
Town Clerk Salary	14,000.00	
Zoning Clerk Salary	6,000.00	
ADDED by TC Aug 2016 FY17: Assistant Project Manager-Streets	4,000.00	
Town Clerk- Records Review Salary	12,000.00	
Town Treasurer Salary	24,000.00	
Payroll Taxes	4,743.00	
Employee Incentives	2,000.00	
<b>TOTAL PAYROLL EXPENSES:</b>		<b>66,743.00</b>
<b>CONTRACTUAL EXPENSES:</b>		
<b>Insurance</b>	<b>7,000.00</b>	<b>7,000.00</b>
<b>Town Government:</b>		
ARB	300.00	300.00
Board of Zoning Appeals		
BZA - Seminars	2,000.00	
BZA - Legal fees regarding interpretation of Va Code	5,000.00	
<b>TOTAL BZA</b>		<b>7,000.00</b>
<b>Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Consulting & Related expenses for Town Plan, Capital Plan, Zoning Ordinances	5,000.00	
Advertising for Public Hearings for Use Permits	500.00	
General Consulting	8,000.00	
General Admin/Education	300.00	
<b>Total Planning Commission</b>		<b>13,800.00</b>
<b>TOTAL GOVERNMENT:</b>		<b>28,100.00</b>
<b>Professional Fees:</b>		
Accounting - Year Audit Review	7,500.00	
Legal Fees	30,000.00	
<b>TOTAL PROFESSIONAL FEES:</b>		<b>37,500.00</b>

*Added \$1,000 per month by TC action effective Aug 2016 during FY17. Offset for Streetscape Special Projects - match Extended for 2020*

*Added % calc on this- includes incentives Compensation adjustment*

**Planning Commission: Kathy Kalinowski**

*KK: review of code changes required by VA DEQ*

*KK: Additional state requirements from DEQ and forms review processes and code review by person versed in CBLAD, flood plain & engineering areas of work.*

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<b>Town Facilities:</b>		
Town Handyman - 1099 vendor for maintenance services	6,000.00	6,000.00
Ayre Square Rent	1,500.00	1,500.00
Ayre Square Maintenance	500.00	500.00
<b>Caboose Expenses:</b>		
Equipment	500.00	
Maintenance	1,500.00	
<b>Total Caboose Expenses:</b>		2,000.00
Railroad Siding Rent	1,750.00	1,750.00
<b>Subtotal - Facilities:</b>		11,750.00
<b>Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Cleaning	2,000.00	
Electric	8,000.00	
Supplies	750.00	
General Maintenance - including floors	4,400.00	
Mgt Fee (25% of Community Hall Rentals)	1,500.00	
<i>Interior Improvements - Over \$500 requires TC approval</i>	2,000.00	
<b>TOTAL MEETING HALL EXPENSES</b>		18,650.00
<b>Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Maintenance & Repairs	5,000.00	
<b>Total Pink House Expenses:</b>		5,000.00
<b>TOTAL TOWN FACILITIES:</b>		35,400.00
<b>Town Services:</b>		
Town Elections	1,000.00	
Town Park Lawn Maintenance	5,000.00	
Grass Mowing	6,050.00	
Trash Collections	3,700.00	
Fire Program State Grant Expense - passthrough to FCFD	10,000.00	
<b>TOTAL TOWN SERVICES:</b>		25,750.00
<b>Utilities:</b>		
Utilities - Electric (RR Siding, Gazebo & Ayre Sq. & street lights)	1,100.00	
<b>TOTAL UTILITIES:</b>		1,100.00
<b>Dues &amp; Subscriptions:</b>		
Conference Attendance	500.00	
Other Dues & Subscriptions & Training	1,000.00	
Va Municipal League	600.00	
<b>TOTAL DUES &amp; SUBSCRIPTIONS:</b>		2,100.00
<b>Other Contractual Expenses:</b>		
<b>Beautification Committee</b>		
Flowers/Barrels & Flag Pole planter-Ayre Square	800.00	
Christmas Tree Lighting	1,000.00	
Banner Replacement	500.00	
Railroad Siding Boxes - North & South Sides	1,000.00	
<b>Total Beautification Committee</b>		3,300.00

Darrell Poe: Community Hall Input

*floors & mechanical HVAC  
25% of 6,000 budgeted revenue*

*mechanical maint HVAC*

*American Disposal @ 115.13; Art Guild @ 50 per week*

*Requires Council approval*

*Barrels 300, Flagpole plantings 500*

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Town email system new GL account - status?  
Amanda: *Gsuite through google* "town email accts"

*Domain Registrations*  
website maint

**Darrell Poe - Clifton Arts Council**

*Amanda - new line item*  
Working w outside contractor

\$150 for Town Clean up  
\$250 for Camp Out Event  
\$200 for Environmental Presentations

*Advanced \$7,500 in FY19*

*Requires TC approval if > 500.00*

*donations up to 500 (avoid 1099 misc)*

*Council Member Event Reimbursements*

*Melissa Milne: Recommended additional \$5,000 for a company to maintain and water the triangle & Ayre Square plantings - 3.5 hrs wk @ 60.00 may-sept*

*See Town Services on Line 112 also*

Citizen Recognition Fund	1,000.00	1,000.00
<b>Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>	1,000.00	
Web Server Annual Maintenance with Domain Subscriptions	600.00	
Web Site Updating & Configuration	500.00	
<b>Total Communication Committee</b>		<b>2,100.00</b>
<b>Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Clifton Halloween Night	200.00	
Clifton Film Festival	2,000.00	
	0.00	
<b>Total Clifton Arts Council</b>		<b>2,200.00</b>
<b>Committee on the Environment</b>		
Town Clean Up	150.00	
Camp Fire Event	250.00	
Environmental Events	200.00	
<b>Total Environmental Committee</b>		<b>600.00</b>
Haunted Trail Event	15,000.00	<b>15,000.00</b>
<b>Historic Preservation Committee</b>		
Historic Events in Town	500.00	
Oral History Proj	500.00	
Town Museum	1,000.00	
Historic Town Documents	250.00	
<b>Total Historic Preservation Committee</b>		<b>2,250.00</b>
<b>Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Homes Tour	4,500.00	
<b>Total Homes Tour Committee</b>		<b>4,500.00</b>
Legal Advertising	2,000.00	<b>2,000.00</b>
Mayoral Reimbursement	500.00	<b>500.00</b>
Town Association of Northern Virginia Event	600.00	<b>600.00</b>
Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	2,500.00	<b>2,500.00</b>
<b>Park Committee Expense</b>		
<b>Town Parks Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8 acre Park & Triangle Maintenance	9,250.00	
Gazebo Garden Refurbishment	0.00	
Tree Trimming and Replacement Planting - playground, Ayre Sq &	5,000.00	
Playground Equipment Maintenance	2,000.00	
Fall Zone Mulching	3,000.00	
Mgt Fee (25% of Property Rentals)	25.00	
<b>Total Town Parks Committee</b>		<b>19,275.00</b>
<b>Traffic, Parking and Safety Committee</b>	500.00	<b>500.00</b>

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<b>Welcoming &amp; Sunshine Committee</b>		
Welcome Baskets & Expressions of Sympathy	0.00	
Spring Egg Hunt	250.00	
<b>Total Welcoming &amp; Sunshine Committee</b>		<b>250.00</b>
<b>MISC - Emergency Repairs - new line item</b>	7,500.00	
<b>MISC Other (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500-EXPENSE)</b>	7,500.00	<b>15,000.00</b>
<b>Clifton Business Committee</b>		
Celebrate Clifton Gala	0.00	
Commercial District Directional Signage	0.00	
<b>Total Clifton Business Committee</b>		<b>0.00</b>
<b>TOTAL OTHER CONTRACTUAL:</b>		<b>71,575.00</b>
<b>Commodities:</b>		
Computer Supplies - Hardware & Software	1,280.00	
Copies	200.00	
License Plates	100.00	
Miscellaneous Commodities - office services	300.00	
Office Supplies	1,000.00	
Office Equipment	500.00	
Postage & Delivery	600.00	
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	0.00	
<b>TOTAL COMMODITIES:</b>		<b>3,980.00</b>
<b>TOTAL EXPENSES:</b>		<b>272,248.00</b>
<b>NET INCOME (LOSS):</b>		<b>(51,398.00)</b>
<b>Allocation of Prior Year Funds to Offset Budgeted Deficit:</b>	51,398.00	<b>0.00</b>

*split out emergency repairs @ 7500*

*Quickbooks update, Annual renewals of software including Payroll Module and scanning*

*office services - to include shredding  
Office Supplies & Commodities  
FY19 Input - Lateral file cabinet, with locks, fire resilient, or other needs that could arise*

**Set aside of Prior Year Funding to cover budget deficit**

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## Town of Clifton CAPITAL IMPROVEMENTS/GRANT INCOME REVENUE/COST STATEMENT

**REVENUES:**

**FEDERAL GRANTS**

Federal Trans. Project -ISTEA- Clifton Streetscape (100% MATCH GRANT)

VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)

**TOTAL VDOT TA - MAIN ST IMPROVEMENTS**

**TOTAL REVENUES:**

**COSTS:**

VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)

**Total Main Street - Special Projects Committee**

**TOTAL SPECIAL PROJECTS COMMITTEE:**

Preliminary engineering and design for new sidewalk

Purchase of Green Space

Clifton Creek Park - Trails

Public Parking Improvements

Caboose renovation

Storage Facility

**TOTAL CAPITAL PROJECTS from Town Equity Funds**

**TOTAL COSTS**

**NET REVENUES/(COST)**

0.00	
0.00	
145,500.00	
582,000.00	
	<b>727,500.00</b>
0.00	<b>0.00</b>
	<b>727,500.00</b>
0.00	
727,500.00	
	<b>727,500.00</b>
	<b>727,500.00</b>
3,000.00	
300,000.00	
20,000.00	
10,000.00	
1,000.00	
50,000.00	
	<b>384,000.00</b>
	<b>1,111,500.00</b>
	<b>(384,000.00)</b>

Green space

To include lights