

**CLIFTON TOWN COUNCIL MEETING
MONDAY, DECEMBER 3, 7:30 PM
ACACIA LODGE
7135 MAIN STREET
CLIFTON, VA 20124**

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

The Joint Public Hearing, Town Council Public Hearing and Regular Meeting were called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Joint Public Hearing with Planning Commission on Changes to Subdivision Ordinance regarding Boundary Line Adjustments.

See attached proposed amendment.

Chuck Rusnak: asked if there were any substantive changes to be aware of. Kathy Kalinowski answered that, previously, you couldn't increase a lot size by 25%. But in order to accommodate for other situations, the ordinance has been clarified and broadened for individuals who have issues with their lots, such as when a well or parts of a driveway/retaining wall are on someone else's property.

No further questions or comments were received.

- **Mayor Hollaway moved to close the Joint Public Hearing with the Planning Commission, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

2. Public Hearing regarding Change to Golf Cart Registration Fees.

See attached proposed amendment.

No comments.

- **Mayor Hollaway moved to close the Public Hearing, seconded by Councilmember McDonald. The motion was approved by poll, 4-0.**

3. Report of the Town Clerk:

a. Approval of the Minutes.

- **Vice Mayor Effros moved to approve the November 6, 2018 Minutes as presented, seconded by Mayor Hollaway. The motion was approved by poll, 4-0.**

4. Report of the Treasurer.

See attached reports.

a. Presentation and Approval of Treasurer's Report for Month Ending September 30, 2018.

- **Mayor Hollaway moved to approve the Treasurer's Report for the month ending September 30, 2018, seconded by Councilmember McDonald. The motion was approved by poll, 4-0.**

b. Presentation and Approval of Treasurer's Report for Month Ending November 30, 2018.

- **Mayor Hollaway moved to approve the Treasurer's Report for the month ending November 30, 2018, seconded by Vice Mayor Effros. The motion was approved by poll, 4-0.**

c. Authorization of expenditure for auditors.

- **Mayor Hollaway moved to approve the expense of \$3,781.42 by check #7611 to pay the invoice for the auditing work already in progress, in accordance with the approved engagement agreement, seconded by Councilmember Milne. The motion was approved by roll-call: McDonald: Aye; Effros: Aye; Hollaway: Aye; Milne: Aye.**

5. Citizen's Remarks.

None.

6. Communications.

Mayor Hollaway reported that he was contacted by a Clifton prayer group, which has collected monetary donations and has requested to place a bench with a plaque to memorialize Tom McNamara in the caboose plaza.

- **Mayor Hollaway moved to accept the proposal to fund a memorial bench in the caboose plaza, to be reviewed and approved by the Council, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

Mayor Hollaway noted that he was contacted by an individual inquiring about the Anton house, which is currently for sale, wondering if it could be converted to a law office. Kathy Kalinowski advised that the individual would have to submit an application for re-zoning, although converting a residence to commercial space is contrary to the Town's comprehensive town plan. She also pointed out that only the current owner can submit such an application, not a prospective owner.

6. Unfinished Business.

None.

7. Reports of Special Committees.

None.

8. Reports of Standing Committees:

a. Planning Commission.

Kathy Kalinowski reported that the Planning Commission voted to recommend that the Town Council adopt the proposed changes that were the subject of the Joint Public Hearing.

- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve the changes to the subdivision ordinance regarding boundary line adjustments as advertised, seconded by Vice Mayor Effros. The motion was approved by poll, 4-0.**

b. Architectural Review Board.

Councilmember McDonald reported that the ARB provisionally approved the retaining wall for the house at 7184 Clifton Road, approved a sign application for C|S Design, and indicated some agreement with the preliminary designs for the old town hall building.

c. Other Committees.

i. Clifton Film Celebration – Report.

Mayor Hollaway noted that the event was a success, and generated income for the Town.

ii. Candlelight Homes Tour – Report.

Councilmember Milne reported that turn-out for the event was good, even though the weather was not as nice as last year. A detailed financial report is forthcoming. She expressed appreciation to the Town for all the community effort that contributed to making the evening a success.

iii. Holiday Tree Lighting – Report.

Councilmember Milne and Mayor Hollaway noted that a large crowd assembled for the tree lighting ceremony.

9. New Business.

a. Art Guild of Clifton Trash Collection Agreement – Proposed Expansion.

See attached proposal.

In light of the general increase in trash production within the Town, the Art Guild of Clifton has proposed to expand the trash collection service that they currently provide, per the existing agreement, which currently covers eight trashcans and five trash totes. The materials are put into the totes and moved to the curb for trash pickup by the trucks.

One hundred per cent of the proceeds from the collection service goes toward funding scholarships for local high school seniors. Chuck Rusnak reported that several scholarships were disbursed this year.

Mr. Rusnak proposed adding one can in front of Peterson's and one in front of the pub, to be collected seven days per week for \$5 extra per week, per can. Vice Mayor Effros proposed doubling the cost to \$10 per can, per week.

- **Mayor Hollaway moved to approve two extra cans at a cost of \$10 per week, to be collected seven days per week, seconded by Councilmember Milne. The motion was approved by roll-call: McDonald: Aye; Effros: Aye; Hollaway: Aye; Milne: Aye.**

The Council requested that the Guild report if more totes are needed, and if so, how many, and would like input from the Guild regarding suggested additional trash can locations for the future.

b. Golf Cart Application Fees – Proposed Ordinance Amendment.

- **Mayor Hollaway moved to approve the amendment to the golf cart ordinance regarding application fees, as advertised, seconded by Councilmember McDonald. The motion was approved by poll, 4-0.**

c. January Town Council Meeting – Holiday Schedule.

The Clerk noted that the first Tuesday in January falls on New Year's Day. However, the Acacia Lodge is available on the following Tuesday, January 8th, and is reserved for the Council meeting, if the Council would like to approve the change.

- **Mayor Hollaway moved to change the January Council meeting to the 8th, at 7:30 PM, seconded by Vice Mayor Effros. The motion was approved by poll, 4-0.**

10. Executive Session – Records.

- **Mayor Hollaway moved for the Council to go into Executive Session in order to discuss Records, which is a matter that is appropriately addressed in Executive Session, seconded by Vice Mayor Effros. The motion was approved by poll vote, 4-0.**
- **After concluding the discussion, Mayor Hollaway moved to come out of Executive Session, having only discussed Records, which is a matter that was appropriately addressed in Executive Session, seconded by Vice Mayor Effros. The motion was approved by poll vote, 4-0.**

11. Adjournment

- **Vice Mayor Effros moved to adjourn, seconded by Mayor Hollaway. The motion was approved by poll, 4-0.**

AN AMENDMENT TO CHAPTER 10, SUBDIVISION ORDINANCE, ADOPTED DECEMBER __, 2018, AMENDING AND RESTATING ARTICLE 16 THEREOF, AS FOLLOWS:

ARTICLE 16 BOUNDARY LINE ADJUSTMENTS AND CONSOLIDATION OF LOTS

Sec. 10-57. GENERAL PROVISIONS – BOUNDARY LINE ADJUSTMENTS

- a. Boundary line adjustments are considered subdivisions and applications for such are subject to the provisions of this Ordinance. However, where the Planning Commission finds that there may be no need for public improvements, and the boundary line adjustment proposes a realignment as set forth in subsection d of this section, an expedited review process may be permitted.
- b. When the Planning Commission deems that the advice of a consultant is necessary for application review, the cost to the applicant shall be as is set forth in section 10-26 and section 10-58.b of this Ordinance.
- c. In the event that a boundary line adjustment, or lot consolidation, involves parcels of land owned by more than one owner of record, a combined application shall be made and signed by each property owner of record, who are jointly and severally responsible for paying any required fees or costs pursuant to this Chapter.
- d. Where a boundary line adjustment proposes to realign any private wells, septic systems, driveways, accessory structures, dwelling additions, retaining walls, underground or above ground utility tanks located on adjacent lots, which are existing on or before the date of this ordinance amendment on such lot, or when a boundary line adjustment proposes to change the boundary between two lots while not changing the square footage of each lot, the Planning Commission may provide an expedited review process provided that the applicant satisfies the following requirements:
 - i. No conforming lot or parcel is made nonconforming as a result of the boundary line adjustment.
 - ii. Any existing non-conforming lot pursuant to Section 9-16(f) shall remain non-conforming notwithstanding any boundary line adjustment pursuant to this Section.
 - iii. Only two parcels or lots may adjust their boundaries by this process.
 - iv. The boundary line adjustment shall not result in any additional buildable lots or parcels.
 - v. The boundary line adjustment shall be designed to ensure that any private wells, septic systems, driveways, accessory structures, additions to the dwelling or to buildings on the parcel, retaining walls, and/or above ground or underground utility tanks, which are existing on such lot on or before the date of this ordinance amendment, are located on the same lot as the existing primary structure so served, and such boundary line adjustment shall involve the minimum change in lot size necessary to achieve such purpose.
 - vi. The boundary line adjustment shall not relocate or alter any existing easements or utility right-of-ways without the written express consent of all persons holding interest(s) therein, as evidenced by the signatures on a boundary line adjustment deed recorded in the land records

of Fairfax County, with a plat showing the realigned parcels. The owner(s) shall provide copies of the recorded document to the Town of Clifton.

vii. If the application for the boundary line adjustment is approved, a deed and plat showing the boundary line adjustment shall be duly recorded in the land records of Fairfax County, and the owner(s) shall provide copies of the recorded documents to the Town of Clifton.

Section. 10-58. GENERAL PROVISIONS – CONSOLIDATION OF LOTS

- a. Consolidation of lots requires review and approval by the Planning Commission.
- b. The consolidation of lots shall not be allowed in the event that the lots to be consolidated are of different zoning classifications.
- c. If an application for consolidation of lots is approved, a deed and plat showing the newly consolidated lot shall be duly recorded in the land records of Fairfax County, and the owner(s) shall provide copies of the recorded documents to the Town of Clifton.

Section. 10-59. PROCEDURE FOR BOUNDARY LINE ADJUSTMENTS AND CONSOLIDATION OF LOTS

a. Application

An application for a boundary line adjustment or a consolidation of lots shall be submitted as an application to the Secretary of the Planning Commission at least twenty one (21) days prior to the next scheduled Planning Commission meeting date. The application form and the number of such copies shall be as set forth in the Planning Commission's administrative procedures. The request will state the reason for the boundary line adjustment or the consolidation of lots and will state that the provisions of section 10-57 or 10-58, as applicable of the Subdivision Ordinance have been met. A plat prepared and certified by a Virginia licensed land surveyor drawn no smaller than at a scale of fifty (50) feet to the inch and showing the location of all existing structures, easements, and existing and proposed boundary lines together with setbacks to existing buildings shall be submitted as part of the application. Notice shall be provided to property owners in the area as required by section 10-27 of this Ordinance.

b. Deposit

The initial review and inspection fee deposit for an application to adjust an existing boundary line, or to consolidate lots shall be \$150.00. The applicant shall also be responsible for those costs and fees incurred by the Planning Commission or its consulting engineer in the examination of the application.

c. County Health Department

If existing or proposed building sites are involved in the case of a boundary line adjustment, or a lot consolidation, approval of the plat by the County Health Department will be required prior to approval by the Planning Commission.

d. Restrictions and Requirements

The Planning Commission may require construction of street widening, dedication of right of way, easements and construction for storm drainage, walks, trails, and other public uses, and may impose other appropriate restrictions or requirements on the plat.

e. Determination

A determination will be made by the Planning Commission within sixty (60) days that the proposed boundary line adjustment or consolidation of lots meets the requirements set forth in Sections 10-57, 10-58 and/or 10-59, and the application may be approved or denied. If the application is denied in the case of a boundary line adjustment, an application for subdivision of the parcels in question may be filed.

AN AMENDMENT TO CHAPTER 7, VEHICLES ORDINANCE, ADOPTED DECEMBER __, 2018, AMENDING AND RESTATING ARTICLE 3 THEREOF, AS FOLLOWS:

ARTICLE 3 GOLF CART OPERATION

Sec. 7-18. LICENCE AND DECAL AND TRANSFER

- a. Application for Golf Cart vehicle license shall be made to the Clerk.
- b. License year for Golf Carts follows calendar year.
- c. It is unlawful to operate a golf cart on the streets of the Town of Clifton without a current license decal displayed-
- d. Any owner who sells or transfers a registered Golf Cart vehicle license, previously registered under the provisions of this Article, may have the license and the registration number thereon assigned to another vehicle of like design and titled in such owner's name, upon application to the Clerk on forms providing for the name and address of the applicant, and a description of the Golf Cart for which such license has been issued, as well as a description of the Golf Cart for which such license is to be transferred.
- e. The application shall be accompanied by a fee of Twenty Dollars (\$20.00).
- f. Disposition of Fee Revenue. Fee revenue derived from the fee levied by this article shall be used as prescribed by 46.2-916.2 amended of the Code of Virginia to recover and offset costs incurred to post signs and mark crossings for golf carts. All remaining revenue will be placed in the Town of Clifton General Fund.



Amanda Christman <cliftonclerkva@gmail.com>

October 2, 2018 Town Council Meeting - Treasurer's Report for period ended 09/30/18

1 message

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

Tue, Oct 2, 2018 at 3:27 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 September 30, 2018**. The Financial Reports include:

- The Summary of **Cash Balances Report as of September 30, 2018** reflects total funds of **\$1,184,752.40**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 09/30/2018. **Highlights of September** 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 Income: The first sponsorship was received in the amount of \$2,500 in support of the Oct 2018 Haunted Trail event.

Taxes & Permits Revenue: Includes payment of \$1,145.58 for Vehicle Registration Fees received from Fairfax County for July, Railroad Rolling Stock in the amount of \$1,602.16, and Sales Tax for July of \$2,723.01.

Contractual Expenses - Of note this month, NoVEC sent notice of a rate change on the C.H. Account effective October 31. *See the attached letter.* It appears that the rates should drop based upon the low usage for the last year. I will contact NoVEC to request consideration of a retroactive rate adjustment if it appears in the Town's best interest. As follow up, the July check payment of \$1,787.50 to Gordon Associates was returned and voided. The CBA paid the invoice directly.

Haunted Trail Expense reflects issuance at month end of the Town Council approved Haunted Trail advance of \$5,000. Steve Bittner will be receiving the check as arranged on Wednesday.

CIF Income – Approval was received by letter dated 9/27/18 from VDOT for full payment of the Town's Invoice #6 for the Streetscape Project. The Town should be receiving the payment of \$7,404.58 in October.

CIF Expense reflects payment of \$9,194.45 to J2 Engineering for invoice 11801 for the Streetscape Project.

- **Supplemental Detail Reports are provided as follows:**
 - **Profit & Loss Detail Export** Report for period ended 09/30/2018. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
 - **NOTE the FY18 Audit Engagement** – *Please note & recognize our appreciation to the Acacia Lodge for hosting our auditors for their site work on September 6-7.* The Community Hall was unavailable due to unexpected work being done by the County.

I am sorry to report that I am not able to attend the meeting tonight due to illness. This said, I want to assure you all that I will provide the requested time study for the Streetscape Project.

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 these 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

2 attachments



2018 09 30 Financial Reports.xlsx

60K



NoVEC Notice of Rate Change for C.H. Account.pdf

1777K

Town of Clifton
Cash Balances Report

ASSETS	9/30/2018	<u>Bank Rates Effective July 31, 2018</u>		<u>Negotiated Increases</u>	
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	304,645.86	1 yr	7/31/2018	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	211,745.08	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	100.00				
Checking-United Bank	6,246.26	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	943.35				
Money Market Savings-United	252,625.43		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,403.38				
Total Checking/Savings	1,184,752.40				

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

Town of Clifton Profit & Loss Budget Performance September 2018

Operating Funds	Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
Income					
State Funding	0.00	11,000.00	0.00	11,000.00	11,000.00
Clifton Public Parking Rental	0.00	0.00	0.00	0.00	0.00
Committees Fundraising	115.94	500.00	115.94	1,600.00	11,100.00
Community Hall Revenues	0.00	500.00	0.00	1,500.00	6,000.00
1 Haunted Trail Event	2,500.00	0.00	3,250.00	0.00	35,000.00
Interest Income	1,157.18	1,083.33	2,923.61	3,250.03	13,000.00
Other Income	0.00	0.00	0.00	50.00	50.00
PC - Reimbursements	0.00		0.00		0.00
Pink House Rental	2,900.00	2,833.33	7,700.00	8,500.03	34,000.00
2 Tax and Permits Revenue	6,576.39	12,958.33	10,208.88	22,575.03	104,200.00
Total Income	13,249.51	28,874.99	24,198.43	48,475.09	214,350.00
Gross Profit	13,249.51	28,874.99	24,198.43	48,475.09	214,350.00
Expense					
Citizens' Recognition Expense	0.00	83.33	0.00	250.03	1,000.00
Bank Service Charges	28.21	0.00	30.28	0.00	0.00
Commodities	70.10	573.33	341.42	2,120.03	7,280.00
3 Contractual	3,139.38	17,812.52	11,018.81	74,987.32	159,800.00
4 Haunted Trail Expenses	5,000.00	0.00	5,000.00	0.00	15,000.00
OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
Other Expenses	104.93	0.00	8,829.93	7,500.00	7,500.00
Payroll Expenses	5,000.00	5,395.26	15,000.00	16,185.66	66,743.00
Reconciliation Discrepancies	0.00		0.00		0.00
Total Expense	13,342.62	23,864.44	40,220.44	101,043.04	257,323.00
Net Income	(93.11)	5,010.55	(16,022.01)	(52,567.95)	(42,973.00)
CIF FUNDS:					
CIF Income					
5 CIF - Capital Improvements Fund	0.00	60,625.00	4,556.28	181,875.00	727,500.00
CIF Expenses					
6 CIF Expenses	9,194.45	60,625.00	32,950.47	654,875.00	1,200,500.00
Net Income - CIF Funds	(9,194.45)	0.00	(28,394.19)	(473,000.00)	(473,000.00)
Consolidated Net Income	(9,287.56)	5,010.55	(44,416.20)	(525,567.95)	(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:** Three sponsorship donations received for \$2,500 in support of the Oct 2018 Haunted Trail Event.
- 2 **Taxes & Permits Revenue:** Includes Vehicle Registration Fees from Fairfax County for July in the amount of \$1,145.58, Railroad Rolling Stock in the amount of \$1,602.16, and Sales Tax for July of \$2,723.01.

Town of Clifton
Profit & Loss Budget Performance
September 2018

Operating Funds

Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
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- 3 **Contractual Expenses** - Of note for September, the Town received notice from NoVec that due to the low usage of electricity by the Community Hall, they will be changing the rate structure on the account from the large power service rate to the small commercial service rate effective October 31, 2018. A copy of the letter will be provided as part of this report. **The Treasurer will be contacting NoVEC for more information.**

- 4 **Haunted Trail Expenses:** The check for the \$5,000 advance for the Haunted Trail expenses has been issued to Steve Bittner as approved by the Town Council.

- 5 **CIF Income** - Approval was received 9/27/18 from VDOT for full payment of the Town's Streetscape Invoice #6 in the amount of \$7,404.58. The payment should come through in October.

- 6 **CIF Expense** reflects payment of J2 Engineering invoice 11801 for the Streetscape Project.

Town of Clifton
Profit & Loss Budget Performance
September 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
3								Income					
4								State Funding					
5								Fire Program Funds	0.00	11,000.00	0.00	11,000.00	11,000.00
6								Total State Funding	0.00	11,000.00	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	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	4,556.28	145,500.00	582,000.00
13								Total Grants	0.00	60,625.00	4,556.28	181,875.00	727,500.00
14								Total CIF - Capital Improvements Fund	0.00	60,625.00	4,556.28	181,875.00	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	115.94	500.00	115.94	1,500.00	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	115.94	500.00	115.94	1,500.00	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	115.94	500.00	115.94	1,600.00	11,100.00
31								Community Hall Revenues					
32								Community Hall Rentals	0.00	500.00	0.00	1,500.00	6,000.00
33								Total Community Hall Revenues	0.00	500.00	0.00	1,500.00	6,000.00
34								Haunted Trail Event	2,500.00	0.00	3,250.00	0.00	35,000.00
35								Interest Income	1,157.18	1,083.33	2,923.61	3,250.03	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	2,900.00	2,833.33	7,700.00	8,500.03	34,000.00
39								Tax and Permits Revenue					
40								ARB Permits	240.00	0.00	610.00	100.00	100.00
41								BPOL tax	25.00	0.00	25.00	0.00	46,000.00
42								Cigarette Tax	217.12	191.67	588.47	574.97	2,300.00
43								Communications Sales Tax -Va	428.97	450.00	1,286.62	1,350.00	5,400.00
44								Franchise Fees - Cox & Verizon	0.00	316.67	622.42	949.97	3,800.00
45								Motor Vehicle Tags	1,145.58	9,000.00	1,984.00	9,000.00	9,000.00
46								Railroad Tax	1,602.16	0.00	1,605.24	1,600.00	1,600.00
47								Sales Tax	2,723.01	2,833.33	2,723.01	8,500.03	34,000.00
48								Use Permits	75.00	58.33	525.00	175.03	700.00
49								Utility Consumption Tax	119.55	108.33	239.12	325.03	1,300.00

Town of Clifton
Profit & Loss Budget Performance
September 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
50			Total Tax and Permits Revenue						6,576.39	12,958.33	10,208.88	22,575.03	104,200.00
51			Total Income						13,249.51	89,499.99	28,754.71	230,350.09	941,850.00
52			Gross Profit						13,249.51	89,499.99	28,754.71	230,350.09	941,850.00
53			Expense										
54			Citizens' Recognition Expense						0.00	83.33	0.00	250.03	1,000.00
55			Bank Service Charges						28.21	0.00	30.28	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					9,194.45	60,625.00	32,950.47	181,875.00	727,500.00
65				Total Special Projects Committee					9,194.45	60,625.00	32,950.47	181,875.00	727,500.00
66				Storage Facility					0.00	0.00	0.00	50,000.00	50,000.00
67				Total CIF Expenses					9,194.45	60,625.00	32,950.47	654,875.00	1,200,500.00
68				Commodities									
69				Office Equipment					0.00	41.67	216.97	124.97	500.00
70				Computer Supplies					0.00	106.67	0.00	319.97	1,280.00
71				Copies					0.00	83.33	0.00	250.03	1,000.00
72				Internet Service					0.00	0.00	0.00	300.00	300.00
73				License Plates					0.00	0.00	0.00	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	625.03	2,500.00
76				Office Supplies					0.00	83.33	50.85	250.03	1,000.00
77				Postage and Delivery					70.10	50.00	73.60	150.00	600.00
78				Total Commodities					70.10	573.33	341.42	2,120.03	7,280.00
79				Contractual									
80				Fire Program					0.00	10,000.00	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	499.97	2,000.00
87				C.H.-Equipment & Supplies					0.00	62.50	0.00	187.50	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	375.00	1,500.00
90				C.H. - Electric					865.15	666.67	1,107.89	1,999.97	8,000.00
91				C.H. Floors					0.00	166.67	0.00	499.97	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	1,249.97	5,000.00
94				Total Community Hall Expenses					865.15	1,604.18	1,107.89	4,812.38	19,250.00
95				Dues and Subscriptions									
96				Conference Attendance					0.00	0.00	0.00	500.00	500.00

Town of Clifton
Profit & Loss Budget Performance
September 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
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	250.03	1,000.00
99								Total Dues and Subscriptions	0.00	83.33	408.00	1,350.03	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	499.97	2,000.00
102								Mayoral Reimbursement	0.00	41.67	0.00	124.97	500.00
103								Miscellaneous	0.00	208.33	0.00	625.03	2,500.00
104								Professional Fees					
105								Accounting	0.00	0.00	0.00	0.00	7,500.00
106								Legal Fees	0.00	2,500.00	0.00	7,500.00	30,000.00
107								Total Professional Fees	0.00	2,500.00	0.00	7,500.00	37,500.00
108								Rent					
109								Ayre Square Rental	0.00	0.00	0.00	750.00	1,500.00
110								Railroad Siding Rental	100.00	0.00	100.00	1,700.00	1,700.00
111								Total Rent	100.00	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	124.97	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	1,249.97	5,000.00
118								Total Pink House Expenses	0.00	416.67	0.00	1,249.97	5,000.00
119								Town Handyman - 1099 vendor	0.00	500.00	0.00	1,500.00	6,000.00
120								Total Town Facilities	0.00	958.34	0.00	2,874.94	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	0.00	0.00	0.00	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.	0.00	0.00	397.69	1,800.00	2,800.00
129								Planning Commission					
130								Consulting-Capital/Town & Zng	0.00	250.00	0.00	750.00	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	1,000.03	4,000.00
133								PC Hearings, Ads and copies	0.00	100.00	0.00	300.00	1,200.00
134								Total Planning Commission	0.00	683.33	0.00	2,350.03	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 PampI	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	199.97	800.00
143								Web Server Maint & Domain Subsc	11.95	0.00	23.90	600.00	600.00

Town of Clifton
Profit & Loss Budget Performance
September 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
144								Web site updating & config	0.00	208.33	0.00	625.03	2,500.00
145								Total Communication Committee	11.95	275.00	23.90	1,425.00	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	0.00	0.00	0.00	600.00	600.00
152								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
153								Total Environmental Comm	0.00	0.00	0.00	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
158								Historic Preservation Comm Exp - Oth	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 Committee					
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	124.97	500.00
164								Total Sunshine Committee	0.00	41.67	0.00	124.97	750.00
165								Town Parks Committee Exp					
166								Landscape/Ground Maint expense	0.00	354.17	0.00	1,062.47	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	224.00	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	224.00	354.17	224.00	11,112.47	14,300.00
172								Traffic, Parking & Safety Comm	0.00	0.00	0.00	500.00	500.00
173								Total Town Committees Expense	235.95	670.84	247.90	23,012.44	32,300.00
174								Total Town Government	235.95	1,354.17	645.59	27,462.47	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	1,450.00	504.17	2,200.00	1,512.47	6,050.00
179								Town Park Lawn Maintenance	0.00	0.00	0.00	5,000.00	5,000.00
180								Trash Collection	379.65	308.33	598.95	925.03	3,700.00
181								Utilities					
182								Gas and Electric	108.63	83.33	149.38	250.03	1,000.00
183								Total Utilities	108.63	83.33	149.38	250.03	1,000.00
184								Total Town Services	1,938.28	895.83	2,948.33	7,687.53	16,750.00
185								Total Contractual	3,139.38	17,812.52	11,018.81	74,987.32	159,800.00
186								Haunted Trail Expenses	5,000.00	0.00	5,000.00	0.00	15,000.00
187								OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
188								Other Expenses	104.93	0.00	8,829.93	7,500.00	7,500.00
189								Payroll Expenses					
190								Gross Wages					

Town of Clifton
Profit & Loss Budget Performance
 September 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Sep 18	Budget	Jul - Sep 18	YTD Budget	Annual Budget
191								Assistant Project Manager	333.34	333.34	1,000.02	999.94	4,000.00
192								Town Clerk (Administrative)	1,166.66	1,166.67	3,499.98	3,499.97	14,000.00
193								Town Clerk - Records Review	1,000.00	1,000.00	3,000.00	3,000.00	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	6,000.00	6,000.00	24,000.00
196								Zoning Clerk	500.00	500.00	1,500.00	1,500.00	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	15,000.00	14,999.91	62,000.00
199								Payroll Taxes					
200								FICA	0.00	0.00	0.00	0.00	0.00
201								Medicare	0.00	0.00	0.00	0.00	0.00
202								Payroll Taxes - Other	0.00	395.25	0.00	1,185.75	4,743.00
203								Total Payroll Taxes	0.00	395.25	0.00	1,185.75	4,743.00
204								Total Payroll Expenses	5,000.00	5,395.26	15,000.00	16,185.66	66,743.00
205								Reconciliation Discrepancies	0.00		0.00		0.00
206								Total Expense	22,537.07	84,489.44	73,170.91	755,918.04	1,457,823.00
207								Net Income	(9,287.56)	5,010.55	(44,416.20)	(525,567.95)	(515,973.00)



Amanda Christman <cliftonclerkva@gmail.com>

December 3, 2018 Town Council Meeting - Treasurer's Report for period ended 11/30/18; 9/30/18

1 message

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

Sun, Dec 2, 2018 at 7:35 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 November 30, 2018**. I have also included the report for the period ended Sept. 30, 2018 that was submitted to you at the October meeting which will also be presented as I was not able to attend the meeting due to sickness. The November Financial Reports include:

- The Summary of **Cash Balances Report as of November 30, 2018** reflects total funds of **\$1,189,634.08**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 11/30/2018. **Highlights of November** transactions are noted on this summary report. The main items for the month include:

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

1 **Committee's Fundraising: Homes Tour Event** raised \$900 in November. **Clifton Film Festival** raised \$989 November; \$1404.74 YTD. The net for the Film Festival after cost of 712.50 for T Shirts is currently \$692. *Both events are pending receipt of their reports. (See supplemental reports.)*

2 **Haunted Trail Event:** Results from a very successful H.T. Event, (See H.T. Report update) - *This accounting report is pending submission of the Haunted Trail Final Report.*

3 **Taxes & Permits Revenue:** Includes Vehicle Registration Fees from Fairfax County for October in the amount of \$3,259.40, and Sales Tax for September of \$2,794.58.

4 **Commodities Expenses:** Reflects \$662 for computer software renewals and purchase of office & printing supplies, including the reorder of checks.

5 **Contractual Expenses - November expenses** include \$3,781 for audit fees for the work-in -process for the FY18 Audit, the balance will be paid when the audit is completed. Also reflected in November is the Ayre Square RE taxes for 2018 @ 1248.31 and the Railroad annual lease of \$1642.28.

6 **CIF Funds:** \$9,255.73 received from VDOT for the Town's Requisition #6. Expense reflects payment of J2 Engineering invoices for the Streetscape Project.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 11/30/2018. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- Haunted Trail Event Report – *Reflects transactions completed through November 30, 2018*
- Homes Tour Event Report - *Reflects transactions completed through November 30, 2018*
- Film Festival Event Report - *Reflects transactions completed through November 30, 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

2 attachments



2018 11 30 Financial Reports.xlsx

169K



2018 09 30 Financial Reports.xlsx

60K

ASSETS	11/30/2018	<u>Bank Rates Effective July 31, 2018</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	305,782.26	1 yr	7/31/2018	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	212,293.94	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	450.10				
Checking-United Bank	58,522.68	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	946.97				
Money Market Savings-United	203,191.34		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,403.75				
Total Checking/Savings	1,189,634.08				

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

Town of Clifton Profit & Loss Budget Performance November 2018

	Nov 18	Budget	Jul - Nov 18	YTD Budget	Annual Budget
Income					
	223.32	0.00	223.32	11,000.00	11,000.00
1	1,888.90	500.00	2,004.84	2,600.00	11,100.00
	0.00	500.00	0.00	2,500.00	6,000.00
2	500.00	0.00	43,222.30	35,000.00	35,000.00
	1,098.31	1,083.33	5,183.75	5,416.69	13,000.00
	0.00	0.00	0.00	50.00	50.00
	3,900.00	2,833.33	13,500.00	14,166.69	34,000.00
3	7,382.54	3,958.33	22,888.76	30,491.69	104,200.00
Total Income	14,993.07	8,874.99	87,022.97	101,225.07	214,350.00
Gross Profit	14,993.07	8,874.99	87,022.97	101,225.07	214,350.00
Expense					
	0.00	83.33	0.00	416.69	1,000.00
	0.56	0.00	77.58	0.00	0.00
4	661.62	573.33	1,112.03	3,266.69	7,280.00
5	9,698.25	7,812.52	22,467.54	94,362.36	159,800.00
2	200.00	0.00	12,708.00	15,000.00	15,000.00
	0.00	0.00	12,304.93	7,500.00	7,500.00
	5,000.00	5,395.26	26,147.50	26,976.18	66,743.00
Total Expense	15,560.43	13,864.44	74,817.58	147,521.92	257,323.00
Net Income	(567.36)	(4,989.45)	12,205.39	(46,296.85)	(42,973.00)
6	CIF FUNDS:				
	CIF Income				
	9,255.73	60,625.00	13,812.01	303,125.00	727,500.00
	CIF Expenses				
	8,249.95	60,625.00	56,674.57	776,125.00	1,200,500.00
Net Income - CIF Funds	1,005.78	0.00	(42,862.56)	(473,000.00)	(473,000.00)
Consolidated Net Income	438.42	(4,989.45)	(30,657.17)	(519,296.85)	(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 **Committee's Fundraising: Homes Tour Event** raised \$900 in November. **Clifton Film Festival** raised \$989 November; \$1404.74 YTD. The net for the Film Festival after cost of 712.50 for T Shirts is currently \$692. *Both events are pending receipt of their reports. (See supplemental reports.)*
- 2 **Haunted Trail Event:** Results from a very successful H.T. Event, (See H.T. Report update) - *This accounting report is pending submission of the Haunted Trail Final Report.*
- 3 **Taxes & Permits Revenue:** Includes Vehicle Registration Fees from Fairfax County for October in the amount of \$3,259.40, and Sales Tax for September of \$2,794.58.
- 4 **Commodities Expenses:** Reflects \$662 for computer software renewals and purchase of office & printing supplies, including the reorder of checks.
- 5 **Contractual Expenses - November expenses** include \$3,781 for audit fees for the work-in -process for the FY18 Audit, the balance will be paid when the audit is completed. Also reflected in November is the Ayre Square RE taxes for 2018 @ 1248.31 and the Railroad annual lease of \$1642.28.
- 6 **CIF Funds:** \$9,255.73 received from VDOT for the Town's Requisition #6. Expense reflects payment of J2 Engineering invoices for the Streetscape Project.

6:36 PM
 12/02/18
 Accrual Basis

Town of Clifton Homes Tour Event Report July through November 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Committees Fundraising							
Homes Tour Income							
Sales Receipt	11/06/2018	00-4506	VA Spa	Homes Tour Fundraiser - Sponsorship	Homes Tour	50.00	50.00
Sales Receipt	11/06/2018	00-4507	Bake & Brew, LLC	Homes Tour Fundraiser - sponsorship	Homes Tour	50.00	100.00
Sales Receipt	11/06/2018	00-4508	Friends of Tim Hugo	Homes Tour Fundraiser - Sponsorship	Homes Tour	100.00	200.00
Sales Receipt	11/06/2018	00-4509	Goldens Hills Papercrafts	Homes Tour Fundraiser - Sponsorship	Homes Tour	50.00	250.00
Deposit	11/13/2018		Square Inc.	ACH deposit for Homes Tour	Homes Tour	350.10	600.10
Sales Receipt	11/27/2018	00-4517	Villagio of Clifton	Homes Tour Fundraiser - sponsorship	Homes Tour	100.00	700.10
Sales Receipt	11/27/2018	00-4518	2 Silos Brewing Co., LLC	Homes Tour Fundraiser - sponsorship	Homes Tour	100.00	800.10
Sales Receipt	11/27/2018	00-4519	Shokrael, Carrie	Homes Tour Fundraiser - sponsorship	Homes Tour	100.00	900.10
Total Homes Tour Income						<u>900.10</u>	<u>900.10</u>
Total Committees Fundraising						<u>900.10</u>	<u>900.10</u>
TOTAL						<u>900.10</u>	<u>900.10</u>

Town of Clifton Haunted Trail Event Report July through November 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Haunted Trail Event							
Sales Receipt	08/31/2018	00-4472	Hermendorfer, Carol S.	Halloween Haunted Trail - sponsorship	Haunted Trail	750.00	750.00
Sales Receipt	09/16/2018	00-4480	Professional Tutoring, LLC	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	1,000.00
Sales Receipt	09/16/2018	00-4482	Environmental Consultants/Contractors	Halloween Haunted Trail - Sponsorship Level 3	Haunted Trail	750.00	1,750.00
Sales Receipt	09/30/2018	00-4484	William & Pheobe Peterson	Halloween Haunted Trail - Sponsorship - Level 4	Haunted Trail	1,500.00	3,250.00
Deposit	10/15/2018		Haunted Trail Event	Stripe transfer for H.T.	Haunted Trail	1,750.63	5,000.63
Deposit	10/16/2018		Haunted Trail Event	Stripe transfer	Haunted Trail	86.49	5,087.12
Deposit	10/17/2018		Haunted Trail Event	Strike transfer	Haunted Trail	872.43	5,959.55
Sales Receipt	10/18/2018	00-4486	The Wine Attic	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	6,209.55
Sales Receipt	10/18/2018	00-4487	Trummers' on Main	Halloween Haunted Trail - Sponsorship "Witch"	Haunted Trail	250.00	6,459.55
Sales Receipt	10/18/2018	00-4488	McNamara Enterprises, Inc.	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	6,959.55
Deposit	10/18/2018		Haunted Trail Event	strike transfer	Haunted Trail	303.45	7,263.00
Deposit	10/19/2018		Haunted Trail Event	strike transfer	Haunted Trail	158.70	7,421.70
Deposit	10/22/2018		Haunted Trail Event	strike transfer	Haunted Trail	236.39	7,658.09
Deposit	10/23/2018		Haunted Trail Event	strike transfer	Haunted Trail	346.83	8,004.92
Deposit	10/24/2018		Haunted Trail Event	strike transfer	Haunted Trail	1,411.79	9,416.71
Deposit	10/25/2018		Haunted Trail Event	strike transfer	Haunted Trail	542.87	9,959.58
Deposit	10/26/2018		Haunted Trail Event	strike transfer	Haunted Trail	926.10	10,885.68
Deposit	10/29/2018		Haunted Trail Event	strike transfer	Haunted Trail	923.38	11,809.06
Deposit	10/29/2018		Haunted Trail Event	strike transfer	Haunted Trail	8,358.13	20,167.19
Sales Receipt	10/30/2018	00-4493	Goldens Hills Papercrafts	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	20,417.19
Sales Receipt	10/30/2018	00-4494	Villagio of Clifton	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	20,667.19
Sales Receipt	10/30/2018	00-4495	Clifton Cafe'	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	21,167.19
Deposit	10/30/2018		Haunted Trail Event	Cash received from Haunted Trail	Haunted Trail	11,818.75	32,985.94
Deposit	10/30/2018		Haunted Trail Event	strike transfer	Haunted Trail	2,043.09	35,029.03
Deposit	10/31/2018		Haunted Trail Event	strike transfer	Haunted Trail	7,693.27	42,722.30
Sales Receipt	11/06/2018	00-4502	BAO Systems, LLC	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	43,222.30
Total Haunted Trail Event						43,222.30	43,222.30
Haunted Trail Expenses							
Check	09/29/2018	7572	Steve Bittner	ADVANCE - 2017 Haunted Trail Event	Haunted Trail	(5,000.00)	(5,000.00)
Check	10/18/2018	7593	Ester Pline	2018 Haunted Trail - Advance # 2	Haunted Trail	(5,000.00)	(10,000.00)
Check	10/31/2018	7597	Maryland Screen Printers, Inc.	Inv # 310716, Acct #21271, PO No Haunted Tra	Haunted Trail	(2,508.00)	(12,508.00)
Check	11/15/2018	7600	Rulyscapes Inc.	Invoice 12830 - 10/27/18 Mulch Delivery - Haun	Haunted Trail	(200.00)	(12,708.00)
Total Haunted Trail Expenses						(12,708.00)	(12,708.00)
TOTAL						30,514.30	30,514.30

Town of Clifton Clifton Film Festival Event Report July through November 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Committees Fundraising							
Council of the Arts							
Clifton Film Festival							
Sales Receipt	09/04/2018	00-4478	098166 B.C. LTD	Clifton Film Festival Income - international checl	Committees:Council for the Arts	115.94	115.94
Sales Receipt	11/06/2018	00-4510	098166 B.C. LTD	Clifton Film Festival Income	Committees:Council for the Arts	138.80	254.74
Sales Receipt	11/06/2018	00-4511	Town & Country Animal Hospital	Clifton Film Festival Income - Sponsorship	Committees:Council for the Arts	200.00	454.74
Sales Receipt	11/06/2018	00-4512	Wheelhouse Yoga	Clifton Film Festival Income - Sponsorship	Committees:Council for the Arts	100.00	554.74
Sales Receipt	11/06/2018	00-4513	Hydrangea of Clifton	Clifton Film Festival Income - Sponsorship	Committees:Council for the Arts	50.00	604.74
Sales Receipt	11/06/2018	00-4514	Wheelhouse	Clifton Film Festival Income - sponsorship		100.00	704.74
Sales Receipt	11/06/2018	00-4515	Boyle School of Irish Dance	Clifton Film Festival Income - sponsorship	Committees:Council for the Arts	200.00	904.74
Sales Receipt	11/06/2018	00-4516	McNamara Enterprises, Inc.	Clifton Film Festival Income - sponsorship	Committees:Council for the Arts	200.00	1,104.74
Total Clifton Film Festival						<u>1,104.74</u>	<u>1,104.74</u>
Total Council of the Arts						<u>1,104.74</u>	<u>1,104.74</u>
Total Committees Fundraising						1,104.74	1,104.74
Contractual							
Town Government							
Town Committees Expense							
Council for the Arts Committee							
Clifton Film Festival Exp							
Check	11/30/2018	7608	Infinity Promotions, Inc.	Invoice 11688, Clifton Film Festival - 100 T-Shir	Committees:Council for the Arts	(712.50)	(712.50)
Total Clifton Film Festival Exp						<u>(712.50)</u>	<u>(712.50)</u>
Net						<u><u>392.24</u></u>	<u><u>392.24</u></u>

Town of Clifton
Profit & Loss Budget Performance
November 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 18	Budget	Jul - Nov 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					State Funding - Other			223.32		223.32			
7					Total State Funding			223.32	0.00	223.32	11,000.00	11,000.00	
8					CIF - Capital Improvements Fund								
9					Grants								
10					Federal								
11					ISTEA-Clifton Streetscape			0.00	12,125.00	0.00	60,625.00	145,500.00	
12					Total Federal			0.00	12,125.00	0.00	60,625.00	145,500.00	
13					VDOT- MAP21 Streetscape Phase 2			9,255.73	48,500.00	13,812.01	242,500.00	582,000.00	
14					Total Grants			9,255.73	60,625.00	13,812.01	303,125.00	727,500.00	
15					Total CIF - Capital Improvements Fund			9,255.73	60,625.00	13,812.01	303,125.00	727,500.00	
16					Committees Fundraising								
17					Homes Tour Income			900.10	0.00	900.10	0.00	5,000.00	
18					Council of the Arts								
19					Clifton Film Festival			988.80	500.00	1,104.74	2,500.00	6,000.00	
20					Total Council of the Arts			988.80	500.00	1,104.74	2,500.00	6,000.00	
21					Parks Committee								
22					Park Rental			0.00	0.00	0.00	100.00	100.00	
23					Total Parks Committee			0.00	0.00	0.00	100.00	100.00	
24					Total Committees Fundraising			1,888.90	500.00	2,004.84	2,600.00	11,100.00	
25					Community Hall Revenues								
26					Community Hall Rentals			0.00	500.00	0.00	2,500.00	6,000.00	
27					Total Community Hall Revenues			0.00	500.00	0.00	2,500.00	6,000.00	
28					Haunted Trail Event			500.00	0.00	43,222.30	35,000.00	35,000.00	
29					Interest Income			1,098.31	1,083.33	5,183.75	5,416.69	13,000.00	
30					Other Income			0.00	0.00	0.00	50.00	50.00	
31					Pink House Rental			3,900.00	2,833.33	13,500.00	14,166.69	34,000.00	
32					Tax and Permits Revenue								
33					ARB Permits			10.00	0.00	630.00	100.00	100.00	
34					BPOL tax			0.00	0.00	25.00	0.00	46,000.00	
35					Cigarette Tax			160.19	191.67	923.27	958.31	2,300.00	
36					Communications Sales Tax -Va			427.42	450.00	2,126.68	2,250.00	5,400.00	
37					Franchise Fees - Cox & Verizon			622.80	316.67	1,515.18	1,583.31	3,800.00	
38					Motor Vehicle Tags			3,259.40	0.00	6,689.55	9,000.00	9,000.00	
39					Railroad Tax			0.00	0.00	1,605.24	1,600.00	1,600.00	
40					Sales Tax			2,794.58	2,833.33	8,374.26	14,166.69	34,000.00	
41					Use Permits			0.00	58.33	525.00	291.69	700.00	
42					Utility Consumption Tax			108.15	108.33	474.58	541.69	1,300.00	
43					Total Tax and Permits Revenue			7,382.54	3,958.33	22,888.76	30,491.69	104,200.00	
44					Total Income			24,248.80	69,499.99	100,834.98	404,350.07	941,850.00	
45					Gross Profit			24,248.80	69,499.99	100,834.98	404,350.07	941,850.00	
46					Expense								
47					Citizens' Recognition Expense			0.00	83.33	0.00	416.69	1,000.00	
48					Bank Service Charges			0.56	0.00	77.58	0.00	0.00	
49					CIF Expenses								
50					Hist Property Acquisition & Imp			0.00	0.00	0.00	50,000.00	50,000.00	
51					Engineering /Design - Sidewalks			0.00	0.00	0.00	3,000.00	3,000.00	

Town of Clifton Profit & Loss Budget Performance November 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 18	Budget	Jul - Nov 18	YTD Budget	Annual Budget
52								Caboose Renovation	0.00	0.00	0.00	15,000.00	15,000.00
53								CIF - Land Purchase	0.00	0.00	0.00	300,000.00	300,000.00
54								Clifton Creek Park - Trails	0.00	0.00	0.00	20,000.00	20,000.00
55								RR Siding Parking Facility	0.00	0.00	0.00	35,000.00	35,000.00
56								Special Projects Committee					
57								Dev. of Streetscape Phase 2	8,249.95	60,625.00	56,674.57	303,125.00	727,500.00
58								Total Special Projects Committee	8,249.95	60,625.00	56,674.57	303,125.00	727,500.00
59								Storage Facility	0.00	0.00	0.00	50,000.00	50,000.00
60								Total CIF Expenses	8,249.95	60,625.00	56,674.57	776,125.00	1,200,500.00
61								Commodities					
62								Office Equipment	0.00	41.67	216.97	208.31	500.00
63								Computer Supplies	382.86	106.67	382.86	533.31	1,280.00
64								Copies	0.00	83.33	0.00	416.69	1,000.00
65								Internet Service	0.00	0.00	0.00	300.00	300.00
66								License Plates	0.00	0.00	53.00	100.00	100.00
67								Miscellaneous - Commodities	0.00	208.33	0.00	1,041.69	2,500.00
68								Office Supplies	266.91	83.33	373.75	416.69	1,000.00
69								Postage and Delivery	11.85	50.00	85.45	250.00	600.00
70								Total Commodities	661.62	573.33	1,112.03	3,266.69	7,280.00
71								Contractual					
72								Fire Program	0.00	0.00	0.00	10,000.00	11,000.00
73								Caboose Expenses					
74								Caboose Equipment	0.00	0.00	0.00	500.00	500.00
75								Caboose Maintenance	0.00	0.00	0.00	1,500.00	1,500.00
76								Total Caboose Expenses	0.00	0.00	0.00	2,000.00	2,000.00
77								Community Hall Expenses					
78								C.H.-Cleaning	0.00	166.67	0.00	833.31	2,000.00
79								C.H.-Equipment & Supplies	0.00	62.50	0.00	312.50	750.00
80								C.H.-Management Fee	0.00	125.00	0.00	625.00	1,500.00
81								C.H. - Electric	326.03	666.67	1,978.51	3,333.31	8,000.00
82								C.H. Floors	0.00	166.67	0.00	833.31	2,000.00
83								C.H. Interior Improvements	0.00	416.67	0.00	2,083.31	5,000.00
84								Total Community Hall Expenses	326.03	1,604.18	1,978.51	8,020.74	19,250.00
85								Dues and Subscriptions					
86								Conference Attendance	0.00	0.00	0.00	500.00	500.00
87								Va. Municipal League	0.00	0.00	408.00	600.00	600.00
88								Dues and Subscriptions - Other	0.00	83.33	0.00	416.69	1,000.00
89								Total Dues and Subscriptions	0.00	83.33	408.00	1,516.69	2,100.00
90								Insurance	0.00	0.00	5,809.00	7,000.00	7,000.00
91								Legal Advertising	460.00	166.67	460.00	833.31	2,000.00
92								Mayoral Reimbursement	0.00	41.67	0.00	208.31	500.00
93								Miscellaneous	45.00	208.33	45.00	1,041.69	2,500.00
94								Professional Fees					
95								Accounting	3,781.42	0.00	3,781.42	3,750.00	7,500.00
96								Legal Fees	0.00	2,500.00	0.00	12,500.00	30,000.00
97								Total Professional Fees	3,781.42	2,500.00	3,781.42	16,250.00	37,500.00
98								Rent					
99								Ayre Square Rental	1,248.31	0.00	1,248.31	750.00	1,500.00
100								Railroad Siding Rental	1,642.28	0.00	1,742.28	1,700.00	1,700.00

Town of Clifton
Profit & Loss Budget Performance
November 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 18	Budget	Jul - Nov 18	YTD Budget	Annual Budget
101								Total Rent	2,890.59	0.00	2,990.59	2,450.00	3,200.00
102								Town Assoc of Northern Va Event	0.00	0.00	0.00	600.00	600.00
103								Town Facilities					
104								Ayre Square Maintenance	0.00	41.67	0.00	208.31	500.00
105								Pink House Expenses					
106								Pink House Repairs	0.00	416.67	0.00	2,083.31	5,000.00
107								Total Pink House Expenses	0.00	416.67	0.00	2,083.31	5,000.00
108								Town Handyman - 1099 vendor	0.00	500.00	0.00	2,500.00	6,000.00
109								Total Town Facilities	0.00	958.34	0.00	4,791.62	11,500.00
110								Town Government					
111								Architectural Review Board	0.00	0.00	0.00	300.00	300.00
112								Beautification Comm.					
113								Banner Replacement	0.00		397.69		
114								Christmas Tree Lighting Event	0.00	0.00	0.00	0.00	1,000.00
115								Flower Receptacles	0.00	0.00	67.50	800.00	800.00
116								Railroad Siding Boxes-plantings	0.00	0.00	0.00	1,000.00	1,000.00
117								Total Beautification Comm.	0.00	0.00	465.19	1,800.00	2,800.00
118								Planning Commission					
119								Consulting-Capital/Town & Zng	0.00	250.00	0.00	1,250.00	3,000.00
120								General Admin Costs	0.00	0.00	0.00	300.00	300.00
121								General Consulting	0.00	333.33	0.00	1,666.69	4,000.00
122								PC Hearings, Ads and copies	0.00	100.00	0.00	500.00	1,200.00
123								Total Planning Commission	0.00	683.33	0.00	3,716.69	8,500.00
124								Town Committees Expense					
125								Clifton Business Coalition Exp					
126								Commercial Directional Signs	0.00	0.00	0.00	1,500.00	1,500.00
127								Celebrate Clifton Gala	0.00	0.00	0.00	1,000.00	1,000.00
128								Welcome Ctr- Walking Tour Pampl	0.00	0.00	0.00	500.00	500.00
129								Total Clifton Business Coalition Exp	0.00	0.00	0.00	3,000.00	3,000.00
130								Communication Committee					
131								Town email system	0.00	66.67	0.00	333.31	800.00
132								Web Server Maint & Domain Subsc	26.95	0.00	62.80	600.00	600.00
133								Web site updating & config	0.00	208.33	0.00	1,041.69	2,500.00
134								Total Communication Committee	26.95	275.00	62.80	1,975.00	3,900.00
135								Council for the Arts Committee					
136								Clifton Film Festival Exp	712.50	0.00	712.50	3,000.00	3,000.00
137								Total Council for the Arts Committee	712.50	0.00	712.50	3,000.00	3,000.00
138								Environmental Comm					
139								Environmental Event Expense	0.00	0.00	12.83	600.00	600.00
140								Total Environmental Comm	0.00	0.00	12.83	600.00	600.00
141								Historic Preservation Comm Exp					
142								Historic Town Documents exp	0.00	0.00	0.00	250.00	250.00
143								Historic Events	0.00	0.00	0.00	1,000.00	1,000.00
144								Town Museum	0.00	0.00	0.00	1,000.00	1,000.00
145								Historic Preservation Comm Exp - Other	0.00	0.00	0.00	1,000.00	1,000.00
146								Total Historic Preservation Comm Exp	0.00	0.00	0.00	3,250.00	3,250.00
147								Homes Tour Committee	0.00	0.00	0.00	0.00	3,000.00
148								Sunshine Committe					
149								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00

Town of Clifton
Profit & Loss Budget Performance
November 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 18	Budget	Jul - Nov 18	YTD Budget	Annual Budget
150								Welcome Baskets & Sympathy	0.00	41.67	0.00	208.31	500.00
151								Total Sunshine Committe	0.00	41.67	0.00	208.31	750.00
152								Town Parks Committee Exp					
153								Landscape/Ground Maint expense	750.00	354.17	1,550.00	1,770.81	4,250.00
154								Fall Zone Mulching	0.00	0.00	0.00	3,000.00	3,000.00
155								Parks Mgt Fee	0.00	0.00	0.00	50.00	50.00
156								Playground Equip. Maintenance	87.32	0.00	311.32	2,000.00	2,000.00
157								Tree Trimming & Replacement	0.00	0.00	0.00	5,000.00	5,000.00
158								Total Town Parks Committee Exp	837.32	354.17	1,861.32	11,820.81	14,300.00
159								Traffic, Parking & Safety Comm	0.00	0.00	0.00	500.00	500.00
160								Total Town Committees Expense	1,576.77	670.84	2,649.45	24,354.12	32,300.00
161								Total Town Government	1,576.77	1,354.17	3,114.64	30,170.81	43,900.00
162								Town Services					
163								Elections	0.00	0.00	0.00	0.00	1,000.00
164								Grass Mowing	450.00	504.17	2,650.00	2,520.81	6,050.00
165								Town Park Lawn Maintenance	0.00	0.00	0.00	5,000.00	5,000.00
166								Trash Collection	109.65	308.33	938.25	1,541.69	3,700.00
167								Utilities					
168								Gas and Electric	58.79	83.33	292.13	416.69	1,000.00
169								Total Utilities	58.79	83.33	292.13	416.69	1,000.00
170								Total Town Services	618.44	895.83	3,880.38	9,479.19	16,750.00
171								Total Contractual	9,698.25	7,812.52	22,467.54	94,362.36	159,800.00
172								Haunted Trail Expenses	200.00	0.00	12,708.00	15,000.00	15,000.00
173								Other Expenses	0.00	0.00	12,304.93	7,500.00	7,500.00
174								Payroll Expenses					
175								Gross Wages					
176								Assistant Project Manager	333.34	333.34	1,666.70	1,666.62	4,000.00
177								Town Clerk (Administrative)	1,166.66	1,166.67	5,833.30	5,833.31	14,000.00
178								Town Clerk - Records Review	1,000.00	1,000.00	5,000.00	5,000.00	12,000.00
179								Town Treasurer	2,000.00	2,000.00	10,000.00	10,000.00	24,000.00
180								Zoning Clerk	500.00	500.00	2,500.00	2,500.00	6,000.00
181								Employee Incentives	0.00	0.00	0.00	0.00	2,000.00
182								Total Gross Wages	5,000.00	5,000.01	25,000.00	24,999.93	62,000.00
183								Payroll Taxes					
184								FICA	0.00	0.00	930.00	0.00	0.00
185								Medicare	0.00	0.00	217.50	0.00	0.00
186								Payroll Taxes - Other	0.00	395.25	0.00	1,976.25	4,743.00
187								Total Payroll Taxes	0.00	395.25	1,147.50	1,976.25	4,743.00
188								Total Payroll Expenses	5,000.00	5,395.26	26,147.50	26,976.18	66,743.00
189								Total Expense	23,810.38	74,489.44	131,492.15	923,646.92	1,457,823.00
190								Net Income	438.42	(4,989.45)	(30,657.17)	(519,296.85)	(515,973.00)



Amanda Christman <cliftonclerkva@gmail.com>

Trash Collection Proposal, Revised 12/3/18

1 message

Art Guild of Clifton <artguildofclifton@gmail.com>

Fri, Dec 21, 2018 at 11:45 AM

To: cliftonclerkva@gmail.com

Cc: Melissa Milne <Melissa.milne9@gmail.com>, Regan McDonald <mcdonald.regan@gmail.com>, Bill Hollaway <whollaway@gibsondunn.com>, Darrell Poe <poe4clifton@gmail.com>, Steve Effros <steve@effros.com>, Chase Hinderstein <chasehinderstein@gmail.com>

Art Guild of Clifton <artguildofclifton@gmail.com>

Tue, Nov 6, 5:41 PM

to Bill, Melissa, Regan, Darrell, steve, chasehinderstein

Town Council:

Here is the current agreement that our Art Guild of Clifton has been operating with the Town of Clifton to ensure trash about town is kept orderly and consolidated for pickup by the designated collection service. We have been performing this service for more than two years with no complaints. It should be noted that this service as evolved beyond our initial concept. As members of this community, we are walking about town as many daily and willingly pickup trash left by the public outside the containers; we live here and take pride in the town's appearance. With this daily attention in all seasons, we also are exceeding the number of times we attend to full containers and recycle materials where it is obvious.

We eagerly look forward to continuing our service as the proceeds go directly to our art scholarship program for Fairfax County high school students attending under-graduate arts curriculum. This year we were able to offer four scholarships of \$750 each, mostly as a result of the work we are doing for the Town of Clifton.

To further assist the Town with addressing trash overflows from several businesses, we are proposing to expand these services to include attending to trash containers at retail businesses with public receptacles on their property. The service would include daily inspections and removing overflow as required. Review costs below.

Current Trash Consolidation Agreement with Town of Clifton

The Art Guild of Clifton, a 501(c)(3) organization, agrees to consolidate trash accumulated at the locations listed below and at the frequency specified. We will place the consolidated trash into Clifton contracted Trash Removal Company Totes for collection at the curb by said company once a week.

Terms and conditions for this agreement are noted below.

Location	No. of Receptacles	Frequency/Wk	Cost/Wk
Caboose Pl	2	3	\$ 12.00
Ayre Sq	2	3	\$ 12.00
Childrens Park	3	1	\$ 3.00
Buckley Park	2	1	\$ 3.00 \$ 30.00

Terms and Conditions:

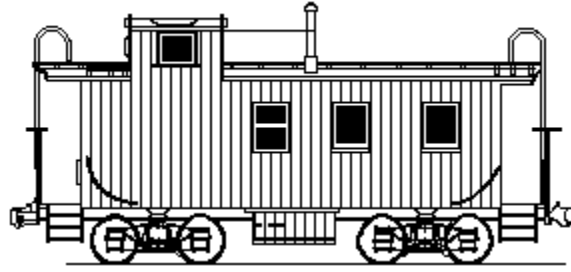
- Caboose Plaza & Ayre Square - Consolidate receptacles into Tote 3 times per week, or more frequently as dictated by volume. Place Tote at the curb for Trash Co. pickup one time per week. Return Tote to original location.
- Children's Park - Consolidate receptacles into Tote one time per week, or more frequently as dictated by volume. Place Tote at the curb for Trash Co. pickup one time per week. Return Tote to original location.
- Buckley Park - Consolidate receptacles into Tote once per week, or more frequently as dictated by volume. Place Tote at the curb for Trash Co. pickup one time per week. Return Tote to original location.
- Provide plastic liners for receptacles only.
- Either party can terminate this agreement with 30 days' notice.
- Monthly invoices submitted to Town Treasurer for payment to:

Art Guild of Clifton
PO Box 288
Clifton, VA 20124

Proposed Additional Trash Consolidation for Town of Clifton

Location	Frequency/Wk	Cost/Wk
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	No. of Receptacles		
Peterson's Ice Cream	1	7	\$10.00
Clifton Cafe & Main St Pub	1	7	\$ 10.00
Proposed Total Trash Consolidation Services for Town of Clifton			\$ 50.00/wk



**CLIFTON TOWN COUNCIL MEETING
MONDAY, DECEMBER 3, 2018, 7:30 PM
ACACIA LODGE NO. 16
7135 MAIN STREET
CLIFTON, VA 20124**

Order of Business:

1. Joint Public Hearing with Planning Commission on Changes to Subdivision Ordinance regarding Boundary Line Adjustments.
2. Public Hearing regarding Change to Golf Cart Registration Fees.
3. Report of the Town Clerk:
 - a. Approval of the Minutes (previous regular meetings and any special meetings).
4. Report of the Treasurer.
 - a. Presentation and Approval of Treasurer's Report for Month Ending September 30, 2018.
5. 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.
6. Unfinished Business:
7. Reports of Special Committees.
8. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Clifton Film Celebration – Report.
9. New Business:
 - a. Art Guild of Clifton Trash Collection Agreement – Proposed Expansion.
10. Executive Session – Records.
11. Adjournment.