

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 5, 7:30 PM
ACACIA LODGE
7135 MAIN STREET
CLIFTON, VA 20124**

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

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

Order of Business:

1. Report of the Town Clerk.
 - **Mayor Hollaway moved to approve the January 8, 2019 Minutes as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**
2. Report of the Treasurer.
See attached report.
 - **Mayor Hollaway moved to approve the Treasurer's Report as presented, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
3. Citizen's Remarks.

Robert Ihrig: commented that the placement of salt or sand on the Town's parking lot, when it is icy, might reduce the Town's potential liability for accidents.

Michelle Stein: reported that she closed the parking lot at the flood plain because of a recent surge in the number of motorists driving inappropriately on the surface and causing damage. She asks that people call her if additional incidents are witnessed by the community.
4. Unfinished Business:
 - a. Zoning Enforcement for Illegal Structure – Enforcement Process.
 - **Mayor Hollaway moved to enter into Executive Session, in order to discuss only matters that are appropriately addressed in Executive Session, seconded by Councilmember Milne. The motion was approved by poll, 6-0.**

- **Vice Mayor Effros moved to exit the Executive Session, having only discussed matters that are appropriately addressed in Executive Session, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to confirm the appointment of the Town Clerk to serve as the Zoning Administrator for the enforcement of the Town Zoning Ordinance and in particular for zoning violations, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

5. Reports of Special Committees.
None.

6. Reports of Standing Committees:
a. Planning Commission.

Kathy Kalinowski reported on the Use Permit application submitted by Royce Jarrendt for his home business, One Dwelling, Inc., and recommended that the Town Council approve the application with the following conditions:

1. Compliance with §9-19 (c) of the Code of the Town of Clifton;
2. One employee in addition to any full-time residents of the property;
3. No more than 6 client visits per day;
4. No regular business deliveries necessitating a loading space;
5. Hours of operation 8AM to 9 PM; and
6. The business is “Home office for the design and construction of properties.”

- **Mayor Hollaway moved to approve the recommendation of the Planning Commission for the Use Permit for One Dwelling, Inc., with the state conditions, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

Ms. Kalinowski also reported to the Council that Clifton Presbyterian Church Preschool provided proof that it obtained the required letter from Fairfax County which matched the maximum number of students to be allowed at any one time (seventy), which the Town preliminarily approved at a previous meeting.

b. Architectural Review Board.

Royce Jarrendt reported that the ARB approved Matthew Hill’s application to add a porch roof over the existing wooden deck on the rear of his house. The Clerk will work to produce a building letter for the applicant to submit to the County Building Services Department, as is the usual practice.

Mr. Jarrendt also reported to the Council that the ARB has provided feedback to the applicant who has proposed exterior work to be done at the Clifton House, located at 12644 Chapel Road. Additional information but will be forthcoming at a future meeting.

c. Clifton Film Celebration.

i. Movie Shooting Request and Council Liaison.

The Council discussed a recently received request to film several scenes in Town for the production of an independent movie. It was determined that the Clifton Arts Council should evaluate the request, with Councilmember Poe to act as the liaison. Councilmember Poe will report to the Council with more specific information regarding the filming request at a future meeting.

d. Streetscape Project Committee.

i. Analysis of Moving Utility Poles – Report and Recommendations.

See attached report with illustrations.

Susan and Geri Yantis reported on the results of the study done by Richter and recommended that the Town ask Verizon to prepare an engineering analysis of their existing cables. The cost for this analysis would be \$2,500 and would help guide the rest of the relocation project.

- **Mayor Hollaway moved to authorize the expenditure of \$2,500 for Verizon to perform an analysis of its existing cables within the project scope, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

Ms. Yantis also reported to the Council that VDOT currently requires that construction on Phase 2a of the Streetscape project begin no later than April 1, 2020. Given the complex nature of evaluating and planning the utilities relocation, she recommended that the Town work to obtain support from members of the Commonwealth Transportation Board (CTB) in order to assist with gaining an extended time-frame from VDOT. Several Councilmembers will work to bring in state-level elected officials to assist with the coordination, when needed.

ii. Request for Additional Funding for J2 Engineers.

See attached proposed work order addenda.

Ms. Yantis reported that the \$3,000 in funds approved by the Council at the January 2019 meeting to cover J2 Engineers, Inc.'s design waiver justification assistance is not be sufficient to meet the project's needs, and that additional funding is also needed for extra work by J2E on lighting issues and future meetings and coordination with VDOT.

- **Mayor Hollaway moved to approve the expenditures for the three new work orders for Design Waivers, Lighting Conduit Design, and Additional Meeting & Coordination with VDOT as presented by the Special Projects Committee, in the amounts presented (which are hourly, and not to exceed): \$8,910; \$8,690; and \$7,500, respectively, seconded by Councilmember Hinderstein. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

7. New Business:

a. Cox Communications Request to Renew Franchise Agreement.

It was noted that the Town has received a proposed request from Cox Communications to renew its franchise agreement, which is set to expire in December 2019. The Special Projects Committee plans to review the proposal and provide feedback to the Council at an upcoming meeting.

8. Adjournment.

- **Vice Mayor Effros moved to adjourn, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

The Meeting was adjourned at 9:30 PM.



Amanda Christman <cliftonclerkva@gmail.com>

February 5, 2019 Town Council Meeting - Treasurer's Report for period ended January 31, 2019

1 message

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

Mon, Feb 4, 2019 at 4:39 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 January 31, 2019**. The January Financial Reports include:

- The Summary of **Cash Balances Report as of January 2018** reflects total funds of **\$1,191,499.62**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 01/31/2019. **Highlights of January 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 | | State Funding: \$10,000 was received from the Commonwealth of Virginia for FY19 Fire Programs - <i>These funds are pass-through funds to support the services provided to the Town.</i> This pass-through disbursement is included under Contractual Expenses. |
| | 2 | | Committee's Fundraising: The Film Festival Event provided additional funds from the event at the January Town Council Meeting in the amount of \$2,527.75. |
| | 3 | | Taxes & Permits Revenue: Highlights Include BPOL revenue from 6 businesses in the amount of \$634.30; Vehicle Registration Fees from Fairfax County for December in the amount of \$133.25, and Sales Tax for November of \$3,131.80. |
| | 4 | | Payroll Expenses - January expenses include \$1,638.66 for Qtr 2 payroll taxes expenses. Moving forward, payroll taxes are required to be deposited online monthly. |
| | 5 | | CIF Funds: January expenses include two payments to J2 Engineering for invoice #12199 in the amount of \$19,210.90 and Invoice 12397 in the amount of \$12,693.37 for the Streetscape Project has been authorized by Regan McDonald, Town Council Member. A requisition for reimbursement by VDOT will be prepared and submitted by the SPC Asst Project Manager on behalf of the Town. |

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 01/31/2019. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.

Looking forward to February:

- **FY 2020 Budget Process** – The Budget Process will be initiated following the approval of the January 31, 2019 Financial Reports. I hope to have the materials prepared for distribution my mid-month.

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



2019 01 31 Financial Reports.xlsx

| ASSETS | 1/31/2019 | <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 | 306,941.67 | 1 yr | 7/31/2019 | 2.25% | Up from 1.17% @ 7/31/18 |
| John Marshall Bank CDs | 212,853.26 | 18 months | 9/19/2019 | 1.56% | Up from 1.19% @ 3/19/18 |
| C.D. - United Bank 1 | 101,514.43 | 2 yrs | 3/19/2020 | 2.00% | Up from 1.19% @ 3/19/18 J.Marshall Bank |
| C.D. - United Bank 2 | 101,514.43 | 2 yrs | 3/19/2020 | 2.00% | Up from 1.19% @ 3/19/18 J.Marshall Bank |
| C.D. - United Bank 3 | 101,514.43 | 2 yrs | 3/19/2020 | 2.00% | Up from 1.19% @ 3/19/18 J.Marshall Bank |
| C.D. - United Bank 4 | 101,514.43 | 2 yrs | 3/19/2020 | 2.00% | Up from 1.19% @ 3/19/18 J.Marshall Bank |
| United Bank - Events Acct | 544.36 | | | | |
| Checking-United Bank | 56,007.63 | Min Bal \$2,500 | "Chairman's Club" | 0.10% | |
| Investments-LGIP | 950.72 | | | | |
| Money Market Savings-United | 203,740.14 | | 7/31/2018 | 1.59% | Up from .20% @ 7/31/18 |
| Security Deposit - United Bank | 4,404.12 | | | | |
| Total Checking/Savings | 1,191,499.62 | | | | |

NOTE: The Treasurer will be making a transfer from the checking account to the money market savings of \$25,000 in early February, pending cash flow needs of SPC.

Town of Clifton

Profit & Loss Budget Performance

January 2019

| | Jan 19 | Budget | Jul '18 - Jan 19 | YTD Budget | Annual Budget |
|---------------------------------|--------------------|-------------------|--------------------|---------------------|---------------------|
| Income | | | | | |
| 1 State Funding | 0.00 | | 10,223.32 | 11,000.00 | 11,000.00 |
| 2 Committees Fundraising | 2,527.75 | 500.00 | 9,903.51 | 8,600.00 | 11,100.00 |
| Community Hall Revenues | 0.00 | 500.00 | 0.00 | 3,500.00 | 6,000.00 |
| General Donations | 0.00 | | 20.00 | | |
| Haunted Trail Event | 0.00 | | 43,222.30 | 35,000.00 | 35,000.00 |
| Interest Income | 1,141.05 | 1,083.33 | 11,507.96 | 7,583.35 | 13,000.00 |
| Other Income | 0.00 | | 0.00 | 50.00 | 50.00 |
| Pink House Rental | 2,900.00 | 2,833.33 | 19,300.00 | 19,833.35 | 34,000.00 |
| 3 Tax and Permits Revenue | 5,116.04 | 3,958.33 | 31,729.30 | 38,408.35 | 104,200.00 |
| Total Income | 11,684.84 | 8,874.99 | 125,906.39 | 123,975.05 | 214,350.00 |
| Gross Profit | 11,684.84 | 8,874.99 | 125,906.39 | 123,975.05 | 214,350.00 |
| Expense | | | | | |
| Citizens' Recognition Expense | 0.00 | 83.33 | 0.00 | 583.35 | 1,000.00 |
| Bank Service Charges | 20.46 | 0.00 | 104.57 | 0.00 | 0.00 |
| Commodities | 221.92 | 573.33 | 1,333.95 | 4,413.35 | 7,280.00 |
| 1 Contractual | 11,001.00 | 7,812.52 | 38,858.51 | 113,987.40 | 159,800.00 |
| Haunted Trail Expenses | 0.00 | 0.00 | 12,708.00 | 15,000.00 | 15,000.00 |
| Other Expenses | 0.00 | | 12,304.93 | 7,500.00 | 7,500.00 |
| 4 Payroll Expenses | 6,638.66 | 5,395.26 | 37,786.16 | 37,766.70 | 66,743.00 |
| Total Expense | 17,882.04 | 13,864.44 | 103,096.12 | 179,250.80 | 257,323.00 |
| Net Income | (6,197.20) | (4,989.45) | 22,810.27 | (55,275.75) | (42,973.00) |
| CIF FUNDS: | | | | | |
| CIF Income | | | | | |
| CIF - Capital Improvements Fund | 0.00 | 60,625.00 | 36,840.46 | 424,375.00 | 727,500.00 |
| CIF Expenses | | | | | |
| 5 CIF Expenses | 31,904.27 | 60,625.00 | 88,578.84 | 897,375.00 | 1,200,500.00 |
| Net Income - CIF Funds | (31,904.27) | 0.00 | (51,738.38) | (473,000.00) | (473,000.00) |
| Consolidated Net Income | (38,101.47) | (4,989.45) | (28,928.11) | (528,275.75) | (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 **State Funding:** \$10,000 was received from the Commonwealth of Virginia for FY19 Fire Programs - These funds are pass-through funds to support the services provided to the Town. This pass-through disbursement is included under Contractual Expenses.
- 2 **Committee's Fundraising:** The Film Festival Event provided additional funds from the event at the January Town Council Meeting in the amount of \$2,527.75.
- 3 **Taxes & Permits Revenue: Highlights** Include BPOL revenue from 6 businesses in the amount of \$634.30; Vehicle Registration Fees from Fairfax County for December in the amount of \$133.25, and Sales Tax for November of \$3,131.80.
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Town of Clifton
Profit & Loss Budget Performance
January 2019

| Jan 19 | Budget | Jul '18 - Jan 19 | YTD Budget | Annual Budget |
|--------|--------|------------------|------------|---------------|
|--------|--------|------------------|------------|---------------|

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- 5

Town of Clifton
Profit & Loss Budget Performance
January 2019

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|---|---|---------------|---|---------------------------------------|---|---|----------|-----------|-----------|------------------|------------|---------------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | Jan 19 | Budget | Jul '18 - Jan 19 | YTD Budget | Annual Budget |
| 3 | | | Income | | | | | | | | | | |
| 4 | | | State Funding | | | | | | | | | | |
| 5 | | | | | Fire Program Funds | | | 0.00 | | | 10,000.00 | 11,000.00 | 11,000.00 |
| 6 | | | | | State Funding - Other | | | 0.00 | | | 223.32 | | |
| 7 | | | | | Total State Funding | | | 0.00 | | | 10,223.32 | 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 | 84,875.00 | 145,500.00 | 145,500.00 |
| 12 | | | | | Total Federal | | | 0.00 | 12,125.00 | 0.00 | 84,875.00 | 145,500.00 | 145,500.00 |
| 13 | | | | | VDOT- MAP21 Streetscape Phase 2 | | | 0.00 | 48,500.00 | 36,840.46 | 339,500.00 | 582,000.00 | 582,000.00 |
| 14 | | | | | Total Grants | | | 0.00 | 60,625.00 | 36,840.46 | 424,375.00 | 727,500.00 | 727,500.00 |
| 15 | | | | | Total CIF - Capital Improvements Fund | | | 0.00 | 60,625.00 | 36,840.46 | 424,375.00 | 727,500.00 | 727,500.00 |
| 16 | | | | | Clifton Public Parking Rental | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 | | | | | Committees Fundraising | | | | | | | | |
| 18 | | | | | Homes Tour Income | | | 0.00 | 0.00 | 6,271.02 | 5,000.00 | 5,000.00 | 5,000.00 |
| 19 | | | | | Council of the Arts | | | | | | | | |
| 20 | | | | | Clifton Film Festival | | | 2,527.75 | 500.00 | 3,632.49 | 3,500.00 | 6,000.00 | 6,000.00 |
| 21 | | | | | Annual Summer Play Event | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 22 | | | | | Calendar Sales | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | | | | | Community Arts Programs-CGT inc | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24 | | | | | Total Council of the Arts | | | 2,527.75 | 500.00 | 3,632.49 | 3,500.00 | 6,000.00 | 6,000.00 |
| 25 | | | | | Environmental Committee | | | | | | | | |
| 26 | | | | | Environmental Event | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | | | | | Total Environmental Committee | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 28 | | | | | Parks Committee | | | | | | | | |
| 29 | | | | | Park Rental | | | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 30 | | | | | Total Parks Committee | | | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 31 | | | | | Total Committees Fundraising | | | 2,527.75 | 500.00 | 9,903.51 | 8,600.00 | 11,100.00 | 11,100.00 |
| 32 | | | | | Community Hall Revenues | | | | | | | | |
| 33 | | | | | Community Hall Rentals | | | 0.00 | 500.00 | 0.00 | 3,500.00 | 6,000.00 | 6,000.00 |
| 34 | | | | | Total Community Hall Revenues | | | 0.00 | 500.00 | 0.00 | 3,500.00 | 6,000.00 | 6,000.00 |
| 35 | | | | | General Donations | | | 0.00 | | 20.00 | | | |
| 36 | | | | | Haunted Trail Event | | | 0.00 | | 43,222.30 | 35,000.00 | 35,000.00 | 35,000.00 |
| 37 | | | | | Interest Income | | | 1,141.05 | 1,083.33 | 11,507.96 | 7,583.35 | 13,000.00 | 13,000.00 |
| 38 | | | | | Other Income | | | 0.00 | | 0.00 | 50.00 | 50.00 | 50.00 |
| 39 | | | | | PC - Reimbursements | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40 | | | | | Pink House Rental | | | 2,900.00 | 2,833.33 | 19,300.00 | 19,833.35 | 34,000.00 | 34,000.00 |
| 41 | | | | | Tax and Permits Revenue | | | | | | | | |
| 42 | | | | | VA - Car Rental Distribution | | | 22.38 | | 22.38 | | | |
| 43 | | | | | ARB Permits | | | 0.00 | 0.00 | 630.00 | 100.00 | 100.00 | 100.00 |
| 44 | | | | | BPOL tax | | | 634.30 | 0.00 | 659.30 | 0.00 | 46,000.00 | 46,000.00 |
| 45 | | | | | Cigarette Tax | | | 139.73 | 191.67 | 1,256.09 | 1,341.65 | 2,300.00 | 2,300.00 |
| 46 | | | | | Communications Sales Tax -Va | | | 414.39 | 450.00 | 3,063.10 | 3,150.00 | 5,400.00 | 5,400.00 |
| 47 | | | | | Franchise Fees - Cox & Verizon | | | 275.05 | 316.67 | 1,790.23 | 2,216.65 | 3,800.00 | 3,800.00 |
| 48 | | | | | Motor Vehicle Tags | | | 133.25 | 0.00 | 7,003.03 | 9,000.00 | 9,000.00 | 9,000.00 |
| 49 | | | | | Railroad Tax | | | 0.00 | | 1,605.24 | 1,600.00 | 1,600.00 | 1,600.00 |
| 50 | | | | | Sales Tax | | | 3,131.80 | 2,833.33 | 14,335.21 | 19,833.35 | 34,000.00 | 34,000.00 |
| 51 | | | | | Use Permits | | | 150.00 | 58.33 | 675.00 | 408.35 | 700.00 | 700.00 |

Town of Clifton

Profit & Loss Budget Performance

January 2019

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----|---|---|---|---|---|---|---|----------------------------------|-----------|-----------|------------------|------------|---------------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | Jan 19 | Budget | Jul '18 - Jan 19 | YTD Budget | Annual Budget |
| 52 | | | | | | | | Utility Consumption Tax | 215.14 | 108.33 | 689.72 | 758.35 | 1,300.00 |
| 53 | | | | | | | | Total Tax and Permits Revenue | 5,116.04 | 3,958.33 | 31,729.30 | 38,408.35 | 104,200.00 |
| 54 | | | | | | | | Total Income | 11,684.84 | 69,499.99 | 162,746.85 | 548,350.05 | 941,850.00 |
| 55 | | | | | | | | Gross Profit | 11,684.84 | 69,499.99 | 162,746.85 | 548,350.05 | 941,850.00 |
| 56 | | | | | | | | Expense | | | | | |
| 57 | | | | | | | | Citizens' Recognition Expense | 0.00 | 83.33 | 0.00 | 583.35 | 1,000.00 |
| 58 | | | | | | | | Bank Service Charges | 20.46 | 0.00 | 104.57 | 0.00 | 0.00 |
| 59 | | | | | | | | CIF Expenses | | | | | |
| 60 | | | | | | | | Hist Property Acquisition & Imp | 0.00 | | 0.00 | 50,000.00 | 50,000.00 |
| 61 | | | | | | | | Engineering /Design - Sidewalks | 0.00 | | 0.00 | 3,000.00 | 3,000.00 |
| 62 | | | | | | | | Caboose Renovation | 0.00 | | 0.00 | 15,000.00 | 15,000.00 |
| 63 | | | | | | | | CIF - Land Purchase | 0.00 | | 0.00 | 300,000.00 | 300,000.00 |
| 64 | | | | | | | | Clifton Creek Park - Trails | 0.00 | | 0.00 | 20,000.00 | 20,000.00 |
| 65 | | | | | | | | RR Siding Parking Facility | 0.00 | 0.00 | 0.00 | 35,000.00 | 35,000.00 |
| 66 | | | | | | | | Special Projects Committee | | | | | |
| 67 | | | | | | | | Dev. of Streetscape Phase 2 | 31,904.27 | 60,625.00 | 88,578.84 | 424,375.00 | 727,500.00 |
| 68 | | | | | | | | Total Special Projects Committee | 31,904.27 | 60,625.00 | 88,578.84 | 424,375.00 | 727,500.00 |
| 69 | | | | | | | | Storage Facility | 0.00 | | 0.00 | 50,000.00 | 50,000.00 |
| 70 | | | | | | | | Total CIF Expenses | 31,904.27 | 60,625.00 | 88,578.84 | 897,375.00 | 1,200,500.00 |
| 71 | | | | | | | | Commodities | | | | | |
| 72 | | | | | | | | Office Equipment | 0.00 | 41.67 | 216.97 | 291.65 | 500.00 |
| 73 | | | | | | | | Computer Supplies | 0.00 | 106.67 | 382.86 | 746.65 | 1,280.00 |
| 74 | | | | | | | | Copies | 40.76 | 83.33 | 40.76 | 583.35 | 1,000.00 |
| 75 | | | | | | | | Internet Service | 0.00 | | 0.00 | 300.00 | 300.00 |
| 76 | | | | | | | | License Plates | 0.00 | | 53.00 | 100.00 | 100.00 |
| 77 | | | | | | | | Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 78 | | | | | | | | Miscellaneous - Commodities | 63.26 | 208.33 | 63.26 | 1,458.35 | 2,500.00 |
| 79 | | | | | | | | Office Supplies | 0.00 | 83.33 | 373.75 | 583.35 | 1,000.00 |
| 80 | | | | | | | | Postage and Delivery | 117.90 | 50.00 | 203.35 | 350.00 | 600.00 |
| 81 | | | | | | | | Total Commodities | 221.92 | 573.33 | 1,333.95 | 4,413.35 | 7,280.00 |
| 82 | | | | | | | | Contractual | | | | | |
| 83 | | | | | | | | Fire Program | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 | 11,000.00 |
| 84 | | | | | | | | Caboose Expenses | | | | | |
| 85 | | | | | | | | Caboose Equipment | 0.00 | | 0.00 | 500.00 | 500.00 |
| 86 | | | | | | | | Caboose Maintenance | 0.00 | | 0.00 | 1,500.00 | 1,500.00 |
| 87 | | | | | | | | Total Caboose Expenses | 0.00 | | 0.00 | 2,000.00 | 2,000.00 |
| 88 | | | | | | | | Community Hall Expenses | | | | | |
| 89 | | | | | | | | C.H.-Cleaning | 0.00 | 166.67 | 0.00 | 1,166.65 | 2,000.00 |
| 90 | | | | | | | | C.H.-Equipment & Supplies | 0.00 | 62.50 | 0.00 | 437.50 | 750.00 |
| 91 | | | | | | | | C.H.-General Maintenance | 0.00 | | 0.00 | 0.00 | 0.00 |
| 92 | | | | | | | | C.H.-Management Fee | 0.00 | 125.00 | 0.00 | 875.00 | 1,500.00 |
| 93 | | | | | | | | C.H. - Electric | 577.46 | 666.67 | 2,868.43 | 4,666.65 | 8,000.00 |
| 94 | | | | | | | | C.H. Floors | 0.00 | 166.67 | 0.00 | 1,166.65 | 2,000.00 |
| 95 | | | | | | | | CH-Equip Replacement & Hall Ref | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 96 | | | | | | | | C.H. Interior Improvements | 0.00 | 416.67 | 0.00 | 2,916.65 | 5,000.00 |
| 97 | | | | | | | | Total Community Hall Expenses | 577.46 | 1,604.18 | 2,868.43 | 11,229.10 | 19,250.00 |
| 98 | | | | | | | | Dues and Subscriptions | | | | | |
| 99 | | | | | | | | Conference Attendance | 0.00 | | 0.00 | 500.00 | 500.00 |
| 100 | | | | | | | | Va. Municipal League | 0.00 | | 408.00 | 600.00 | 600.00 |

Town of Clifton

Profit & Loss Budget Performance

January 2019

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----|---|---|---|---|---|---|---|--------------------------------------|--------|----------|------------------|------------|---------------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | Jan 19 | Budget | Jul '18 - Jan 19 | YTD Budget | Annual Budget |
| 101 | | | | | | | | Dues and Subscriptions - Other | 0.00 | 83.33 | 0.00 | 583.35 | 1,000.00 |
| 102 | | | | | | | | Total Dues and Subscriptions | 0.00 | 83.33 | 408.00 | 1,683.35 | 2,100.00 |
| 103 | | | | | | | | Insurance | 0.00 | | 5,809.00 | 7,000.00 | 7,000.00 |
| 104 | | | | | | | | Legal Advertising | 0.00 | 166.67 | 460.00 | 1,166.65 | 2,000.00 |
| 105 | | | | | | | | Mayoral Reimbursement | 0.00 | 41.67 | 0.00 | 291.65 | 500.00 |
| 106 | | | | | | | | Miscellaneous | 0.00 | 208.33 | 45.00 | 1,458.35 | 2,500.00 |
| 107 | | | | | | | | Professional Fees | | | | | |
| 108 | | | | | | | | Accounting | 0.00 | 0.00 | 3,781.42 | 3,750.00 | 7,500.00 |
| 109 | | | | | | | | Legal Fees | 0.00 | 2,500.00 | 0.00 | 17,500.00 | 30,000.00 |
| 110 | | | | | | | | Total Professional Fees | 0.00 | 2,500.00 | 3,781.42 | 21,250.00 | 37,500.00 |
| 111 | | | | | | | | Rent | | | | | |
| 112 | | | | | | | | Ayre Square Rental | 0.00 | 0.00 | 1,248.31 | 750.00 | 1,500.00 |
| 113 | | | | | | | | Railroad Siding Rental | 0.00 | 0.00 | 1,742.28 | 1,700.00 | 1,700.00 |
| 114 | | | | | | | | Total Rent | 0.00 | 0.00 | 2,990.59 | 2,450.00 | 3,200.00 |
| 115 | | | | | | | | Town Assoc of Northern Va Event | 0.00 | | 0.00 | 600.00 | 600.00 |
| 116 | | | | | | | | Town Facilities | | | | | |
| 117 | | | | | | | | Ayre Square Maintenance | 0.00 | 41.67 | 0.00 | 291.65 | 500.00 |
| 118 | | | | | | | | Pink House Expenses | | | | | |
| 119 | | | | | | | | Pink House Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 120 | | | | | | | | Pink House Repairs | 0.00 | 416.67 | 0.00 | 2,916.65 | 5,000.00 |
| 121 | | | | | | | | Total Pink House Expenses | 0.00 | 416.67 | 0.00 | 2,916.65 | 5,000.00 |
| 122 | | | | | | | | Town Handyman - 1099 vendor | 0.00 | 500.00 | 0.00 | 3,500.00 | 6,000.00 |
| 123 | | | | | | | | Total Town Facilities | 0.00 | 958.34 | 0.00 | 6,708.30 | 11,500.00 |
| 124 | | | | | | | | Town Government | | | | | |
| 125 | | | | | | | | Architectural Review Board | 0.00 | | 0.00 | 300.00 | 300.00 |
| 126 | | | | | | | | Beautification Comm. | | | | | |
| 127 | | | | | | | | Banner Replacement | 0.00 | | 397.69 | | |
| 128 | | | | | | | | Christmas Tree Lighting Event | 0.00 | | 0.00 | 1,000.00 | 1,000.00 |
| 129 | | | | | | | | Flower Receptacles | 0.00 | 0.00 | 67.50 | 800.00 | 800.00 |
| 130 | | | | | | | | Railroad Siding Boxes-plantings | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 131 | | | | | | | | Total Beautification Comm. | 0.00 | 0.00 | 465.19 | 2,800.00 | 2,800.00 |
| 132 | | | | | | | | Planning Commission | | | | | |
| 133 | | | | | | | | Consulting-Capital/Town & Zng | 0.00 | 250.00 | 0.00 | 1,750.00 | 3,000.00 |
| 134 | | | | | | | | General Admin Costs | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |
| 135 | | | | | | | | General Consulting | 0.00 | 333.33 | 0.00 | 2,333.35 | 4,000.00 |
| 136 | | | | | | | | PC Hearings, Ads and copies | 0.00 | 100.00 | 0.00 | 700.00 | 1,200.00 |
| 137 | | | | | | | | Total Planning Commission | 0.00 | 683.33 | 0.00 | 5,083.35 | 8,500.00 |
| 138 | | | | | | | | Town Committees Expense | | | | | |
| 139 | | | | | | | | Clifton Business Coalition Exp | | | | | |
| 140 | | | | | | | | Commercial Directional Signs | 0.00 | | 0.00 | 1,500.00 | 1,500.00 |
| 141 | | | | | | | | Celebrate Clifton Gala | 0.00 | | 0.00 | 1,000.00 | 1,000.00 |
| 142 | | | | | | | | Welcome Ctr- Walking Tour Pamp | 0.00 | | 0.00 | 500.00 | 500.00 |
| 143 | | | | | | | | Total Clifton Business Coalition Exp | 0.00 | | 0.00 | 3,000.00 | 3,000.00 |
| 144 | | | | | | | | Communication Committee | | | | | |
| 145 | | | | | | | | Town email system | 0.00 | 66.67 | 0.00 | 466.65 | 800.00 |
| 146 | | | | | | | | Web Server Maint & Domain Subsc | 11.95 | 0.00 | 86.70 | 600.00 | 600.00 |
| 147 | | | | | | | | Web site updating & config | 0.00 | 208.33 | 0.00 | 1,458.35 | 2,500.00 |
| 148 | | | | | | | | Total Communication Committee | 11.95 | 275.00 | 86.70 | 2,525.00 | 3,900.00 |
| 149 | | | | | | | | Council for the Arts Committee | | | | | |

Town of Clifton

Profit & Loss Budget Performance

January 2019

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----|---|---|---|---|---|---|---|--|-----------|----------|------------------|------------|---------------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | Jan 19 | Budget | Jul '18 - Jan 19 | YTD Budget | Annual Budget |
| 150 | | | | | | | | Clifton Film Festival Exp | 0.00 | 0.00 | 712.50 | 3,000.00 | 3,000.00 |
| 151 | | | | | | | | Community Arts Events-CGT exp | 0.00 | | 0.00 | 0.00 | 0.00 |
| 152 | | | | | | | | Total Council for the Arts Committee | 0.00 | 0.00 | 712.50 | 3,000.00 | 3,000.00 |
| 153 | | | | | | | | Environmental Comm | | | | | |
| 154 | | | | | | | | Environmental Event Expense | 0.00 | 0.00 | 12.83 | 600.00 | 600.00 |
| 155 | | | | | | | | Environmental Comm - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 156 | | | | | | | | Total Environmental Comm | 0.00 | 0.00 | 12.83 | 600.00 | 600.00 |
| 157 | | | | | | | | Historic Preservation Comm Exp | | | | | |
| 158 | | | | | | | | Historic Town Documents exp | 0.00 | | 0.00 | 250.00 | 250.00 |
| 159 | | | | | | | | Historic Events | 0.00 | | 0.00 | 1,000.00 | 1,000.00 |
| 160 | | | | | | | | Town Museum | 0.00 | | 0.00 | 1,000.00 | 1,000.00 |
| 161 | | | | | | | | Historic Preservation Comm Exp - Other | 0.00 | | 0.00 | 1,000.00 | 1,000.00 |
| 162 | | | | | | | | Total Historic Preservation Comm Exp | 0.00 | | 0.00 | 3,250.00 | 3,250.00 |
| 163 | | | | | | | | Homes Tour Committee | 0.00 | 0.00 | 4,673.50 | 3,000.00 | 3,000.00 |
| 164 | | | | | | | | Sunshine Committe | | | | | |
| 165 | | | | | | | | Easter Egg Hunt Expense | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| 166 | | | | | | | | Welcome Baskets & Sympathy | 0.00 | 41.67 | 0.00 | 291.65 | 500.00 |
| 167 | | | | | | | | Total Sunshine Committe | 0.00 | 41.67 | 0.00 | 291.65 | 750.00 |
| 168 | | | | | | | | Town Parks Committee Exp | | | | | |
| 169 | | | | | | | | Landscape/Ground Maint expense | 0.00 | 354.17 | 1,550.00 | 2,479.15 | 4,250.00 |
| 170 | | | | | | | | Fall Zone Mulching | 0.00 | | 0.00 | 3,000.00 | 3,000.00 |
| 171 | | | | | | | | Parks Mgt Fee | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 |
| 172 | | | | | | | | Playground Equip. Maintenance | 0.00 | 0.00 | 311.32 | 2,000.00 | 2,000.00 |
| 173 | | | | | | | | Tree Triming & Replacement | 0.00 | | 0.00 | 5,000.00 | 5,000.00 |
| 174 | | | | | | | | Total Town Parks Committee Exp | 0.00 | 354.17 | 1,861.32 | 12,529.15 | 14,300.00 |
| 175 | | | | | | | | Traffic, Parking & Safety Comm | 0.00 | | 0.00 | 500.00 | 500.00 |
| 176 | | | | | | | | Total Town Committees Expense | 11.95 | 670.84 | 7,346.85 | 28,695.80 | 32,300.00 |
| 177 | | | | | | | | Total Town Government | 11.95 | 1,354.17 | 7,812.04 | 36,879.15 | 43,900.00 |
| 178 | | | | | | | | Town Services | | | | | |
| 179 | | | | | | | | Recepticle Trash Maintenance | 0.00 | | 0.00 | 0.00 | 0.00 |
| 180 | | | | | | | | Elections | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 181 | | | | | | | | Grass Mowing | 0.00 | 504.17 | 2,650.00 | 3,529.15 | 6,050.00 |
| 182 | | | | | | | | Town Park Lawn Maintenance | 0.00 | | 0.00 | 5,000.00 | 5,000.00 |
| 183 | | | | | | | | Trash Collection | 299.65 | 308.33 | 1,587.55 | 2,158.35 | 3,700.00 |
| 184 | | | | | | | | Utilities | | | | | |
| 185 | | | | | | | | Gas and Electric | 111.94 | 83.33 | 446.48 | 583.35 | 1,000.00 |
| 186 | | | | | | | | Total Utilities | 111.94 | 83.33 | 446.48 | 583.35 | 1,000.00 |
| 187 | | | | | | | | Total Town Services | 411.59 | 895.83 | 4,684.03 | 11,270.85 | 16,750.00 |
| 188 | | | | | | | | Total Contractual | 11,001.00 | 7,812.52 | 38,858.51 | 113,987.40 | 159,800.00 |
| 189 | | | | | | | | Haunted Trail Expenses | 0.00 | 0.00 | 12,708.00 | 15,000.00 | 15,000.00 |
| 190 | | | | | | | | OTHER - TC approval req'd +\$500 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 191 | | | | | | | | Other Expenses | 0.00 | | 12,304.93 | 7,500.00 | 7,500.00 |
| 192 | | | | | | | | Payroll Expenses | | | | | |
| 193 | | | | | | | | Gross Wages | | | | | |
| 194 | | | | | | | | Assistant Project Manager | 333.34 | 333.34 | 2,333.38 | 2,333.30 | 4,000.00 |
| 195 | | | | | | | | Town Clerk (Administrative) | 1,166.66 | 1,166.67 | 8,166.62 | 8,166.65 | 14,000.00 |
| 196 | | | | | | | | Town Clerk - Records Review | 1,000.00 | 1,000.00 | 7,000.00 | 7,000.00 | 12,000.00 |
| 197 | | | | | | | | Town Manager | 0.00 | | 0.00 | 0.00 | 0.00 |
| 198 | | | | | | | | Town Treasurer | 2,000.00 | 2,000.00 | 14,000.00 | 14,000.00 | 24,000.00 |

Town of Clifton
Profit & Loss Budget Performance
January 2019

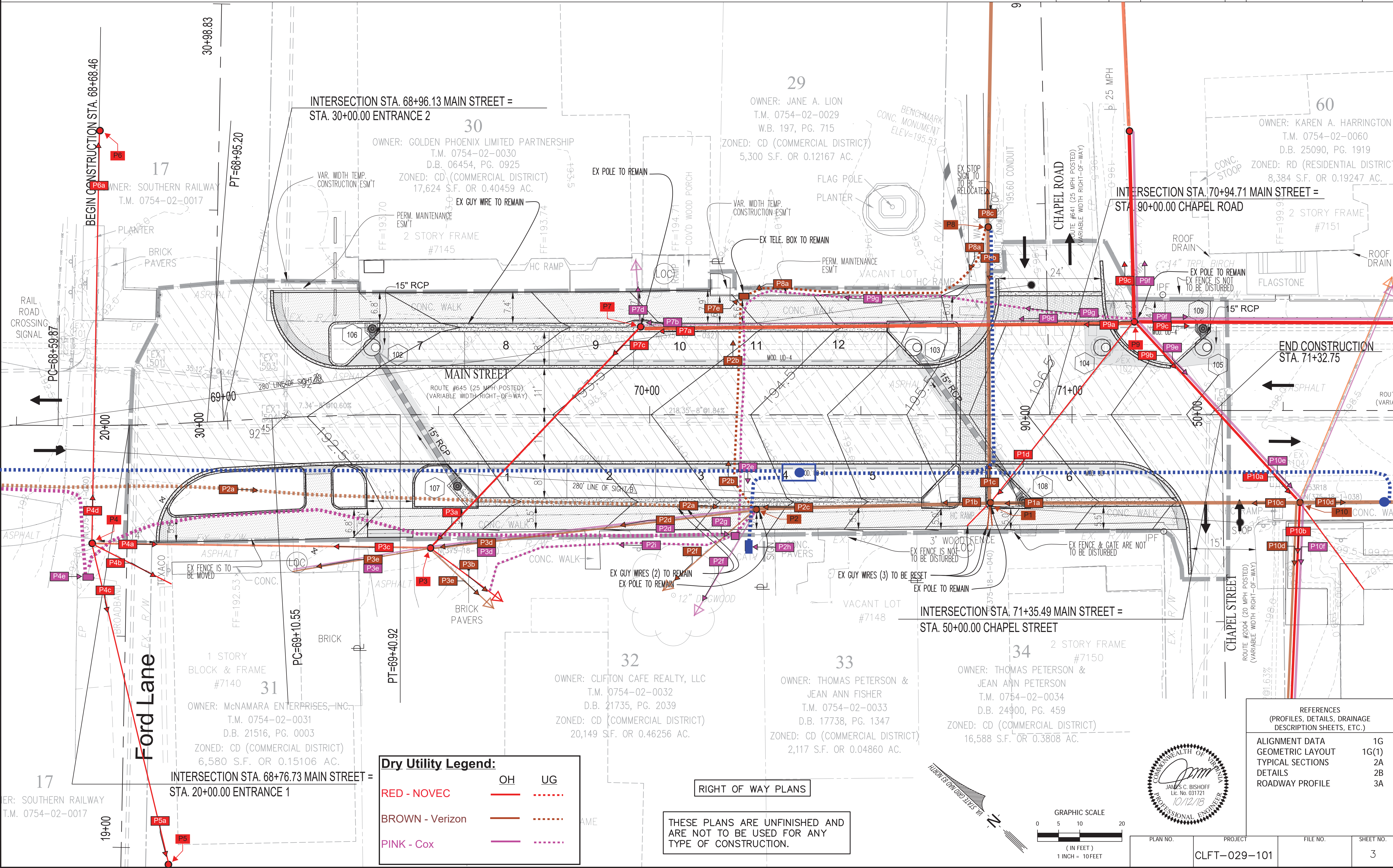
| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----|---|---|---|---|---|---|---|-------------------------------------|--------------------|-------------------|-------------------------|---------------------|----------------------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | Jan 19 | Budget | Jul '18 - Jan 19 | YTD Budget | Annual Budget |
| 199 | | | | | | | | Zoning Clerk | 500.00 | 500.00 | 3,500.00 | 3,500.00 | 6,000.00 |
| 200 | | | | | | | | Employee Incentives | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 201 | | | | | | | | Total Gross Wages | 5,000.00 | 5,000.01 | 35,000.00 | 34,999.95 | 62,000.00 |
| 202 | | | | | | | | Payroll Taxes | | | | | |
| 203 | | | | | | | | FICA | 930.00 | 0.00 | 1,860.00 | 0.00 | 0.00 |
| 204 | | | | | | | | Medicare | 217.50 | 0.00 | 435.00 | 0.00 | 0.00 |
| 205 | | | | | | | | Payroll Taxes - Other | 491.16 | 395.25 | 491.16 | 2,766.75 | 4,743.00 |
| 206 | | | | | | | | Total Payroll Taxes | 1,638.66 | 395.25 | 2,786.16 | 2,766.75 | 4,743.00 |
| 207 | | | | | | | | Total Payroll Expenses | 6,638.66 | 5,395.26 | 37,786.16 | 37,766.70 | 66,743.00 |
| 208 | | | | | | | | Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 209 | | | | | | | | Total Expense | 49,786.31 | 74,489.44 | 191,674.96 | 1,076,625.80 | 1,457,823.00 |
| 210 | | | | | | | | Net Income | (38,101.47) | (4,989.45) | (28,928.11) | (528,275.75) | (515,973.00) |

PROJECT MANAGER: SUSAN YANTIS, CLIFTON SPECIAL PROJECTS
SURVEYED BY: J2 ENGINEERS, INC.
DESIGN SUPERVISED BY: JAMES C. BISHOFF, PE
DESIGNED BY: J2 ENGINEERS, INC.

GRADING PLAN

DESIGN FEATURES RELATING TO CONSTRUCTION OR REGULATION AND CONTROL TO TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

| REVISED | STATE | FEDERAL AID PROJECT | ROUTE | STATE PROJECT | SHEET NO. |
|---------|-------|---------------------|-------|---------------|-----------|
| | VA | | 645 | CLFT-029-101 | 3 |



Town of Clifton Virginia

**Verizon Facilities Relocation Analysis
for
Main Street Streetscape Project**

Dry Utility Existing Conditions Review
with
Focus on Elimination of Verizon Poles

February 5, 2019

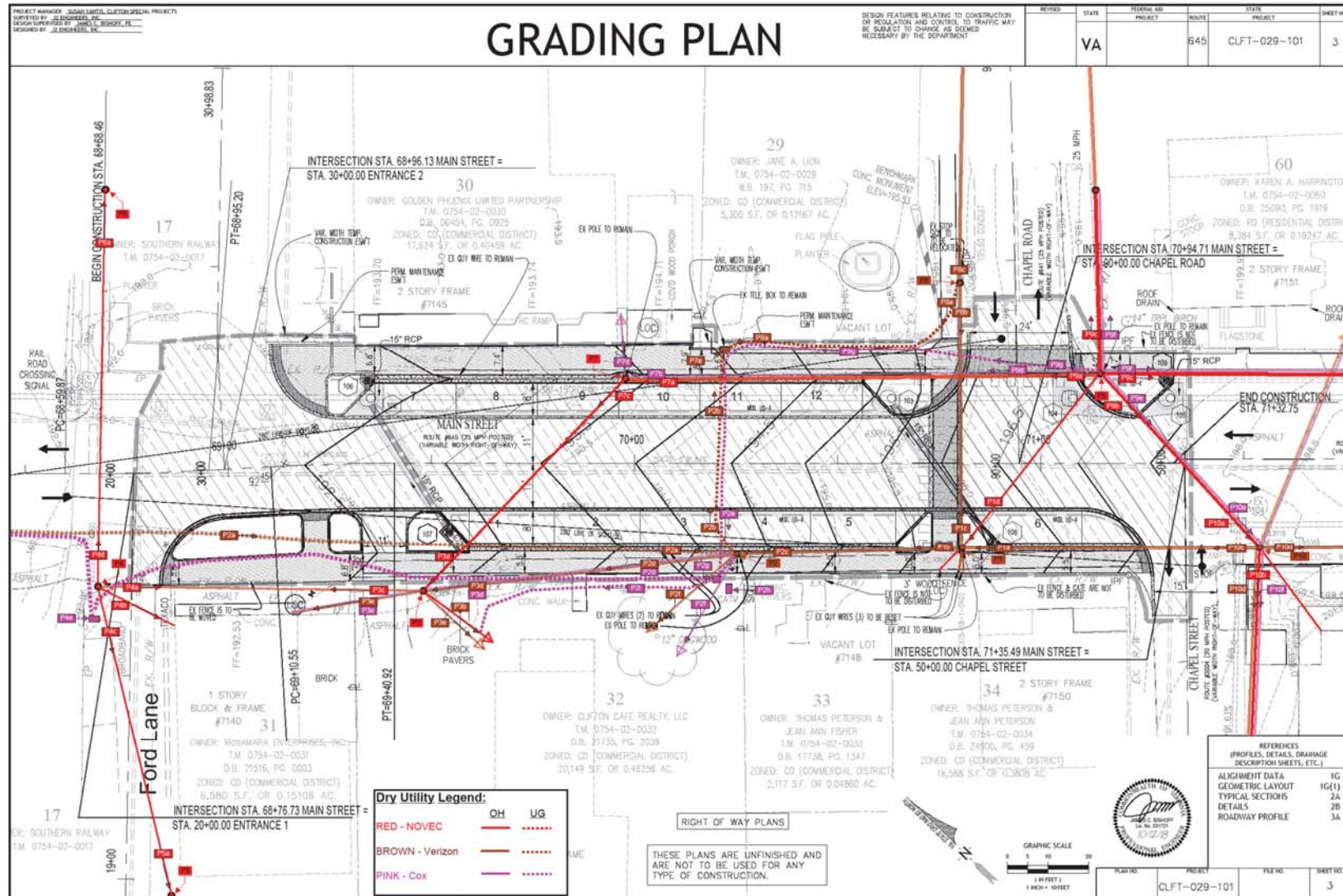
Situation Summary

- Scope of analysis kept within boundaries of streetscape project
- NOVEC owns poles along both east-side and west-side of Main Street
- Verizon owns poles along west-side of Main Street
- NOVEC poles recently replaced to allow heightening and rearrangement of NOVEC and Cox facilities
- Verizon poles have remained “as-is” along Main Street
- Verizon added fiber cables in 2007 timeframe to deliver FiOS service to Town
- **Key Question:** Can two Verizon poles between train tracks and Chapel Street be eliminated?

Dry Utility Existing Conditions

- NOVEC, Cox, and Verizon facilities are all present within scope of streetscape project
- NOVEC facilities are all overhead
- Cox & Verizon have cables BOTH overhead and underground

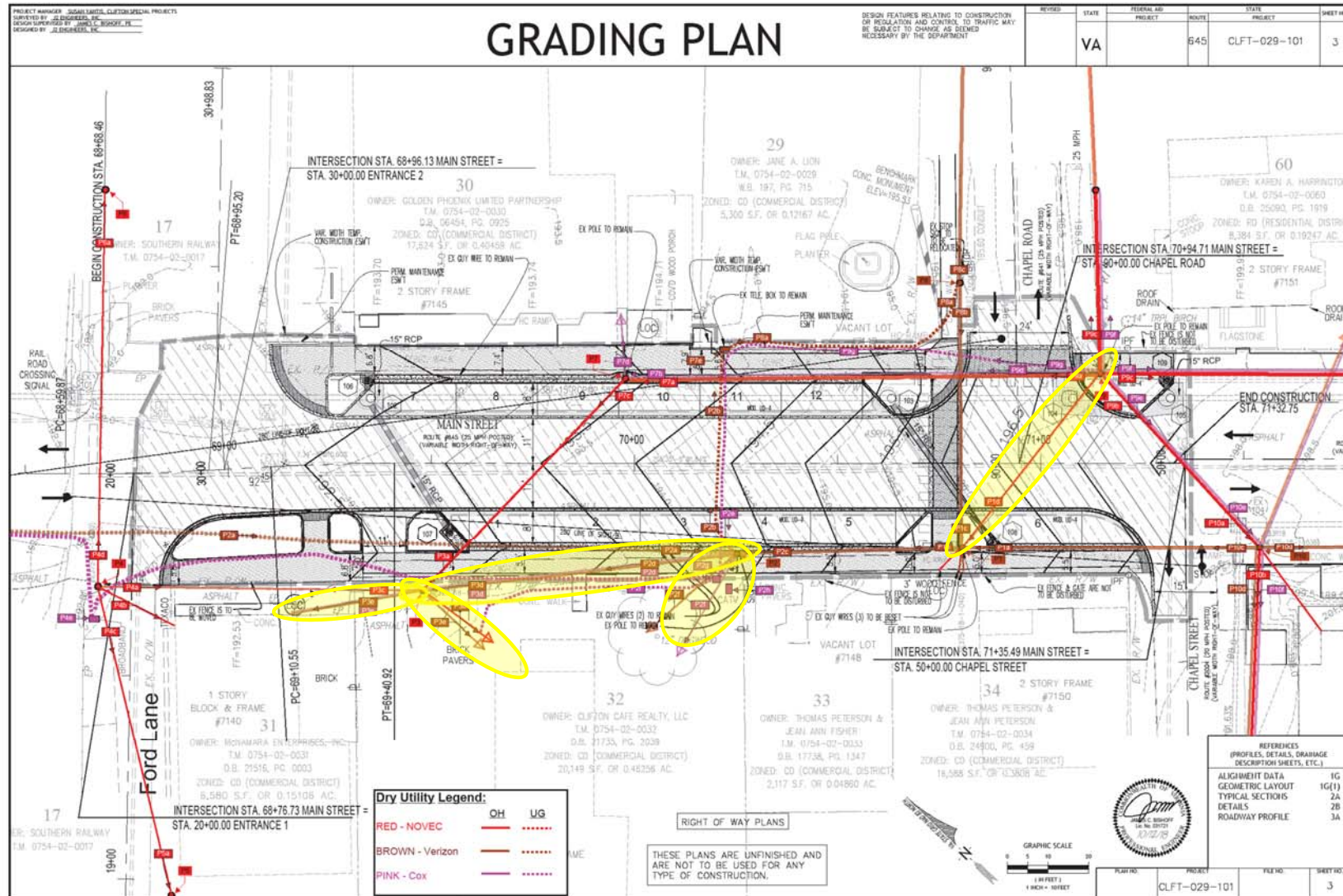
Dry Utility Existing Conditions



Dry Utility Existing Conditions

- Eliminating Verizon Pole P1 Impacts NOVEC Pole P9
- Eliminating Verizon Pole P2 Impacts Delivery of Cox and Verizon Services to Café and General Store

Dry Utility Existing Conditions



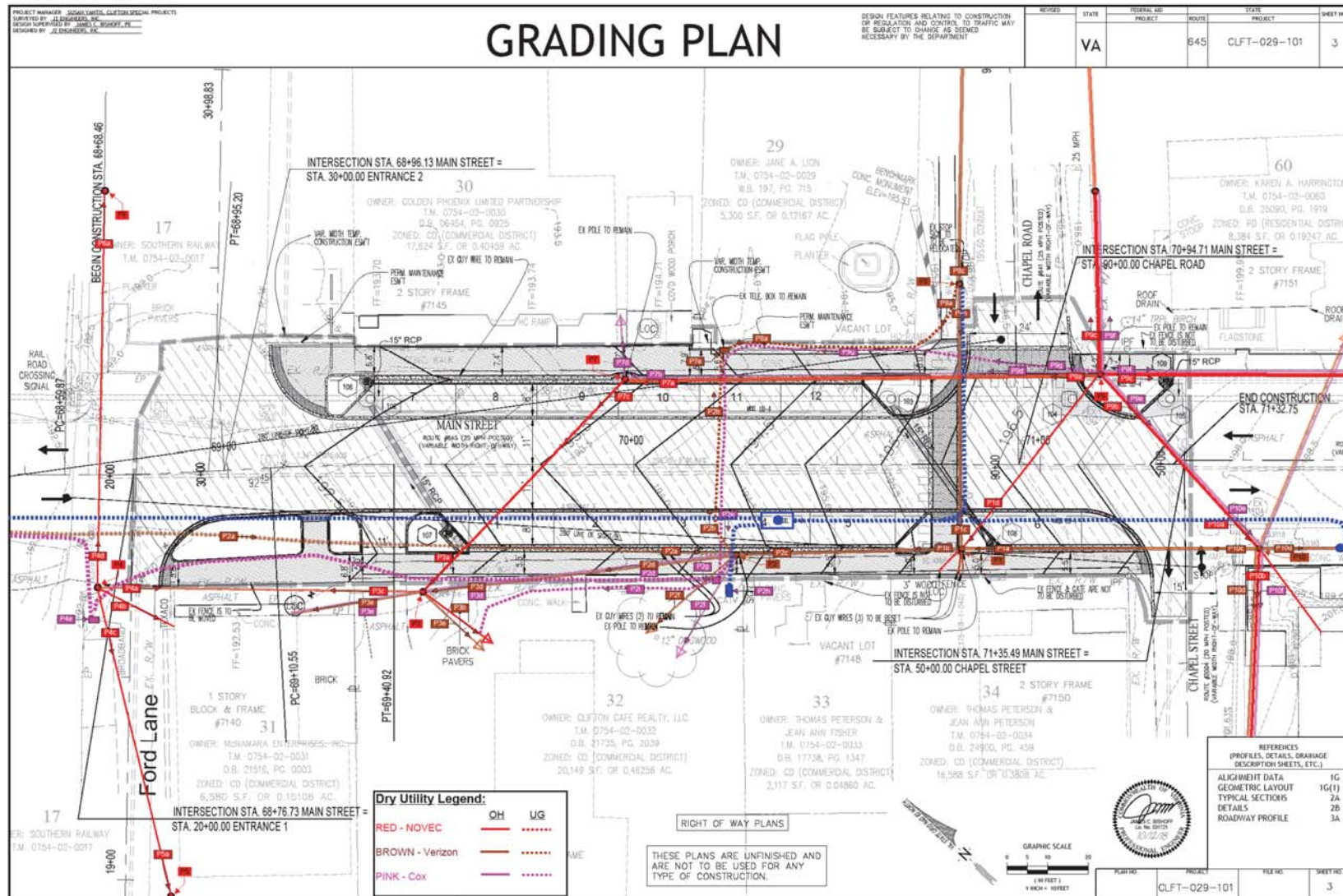
Verizon Facilities Analysis

- Town is fed from the north from Verizon's Centerville Central Office near Braddock Road
- Feeder cables traverse VA-645 underground most of the way then transition to overhead before entering the Town
- Two(2) copper cables contain about 2500 pairs
- Fiber cables for FiOS service are over-lashed to copper cables
- Cables transition underground across train tracks which complicates pole elimination design because there is no existing manhole to intercept underground cables

Pole Elimination Infrastructure

- Pole elimination would require a 6'x12'x7' manhole @ Pole P2
- New conduit in a ductbank would be placed along Main Street from pole at Trummers to past Baptist Church
- A new pole would be placed along Main Street south of the Baptist Church

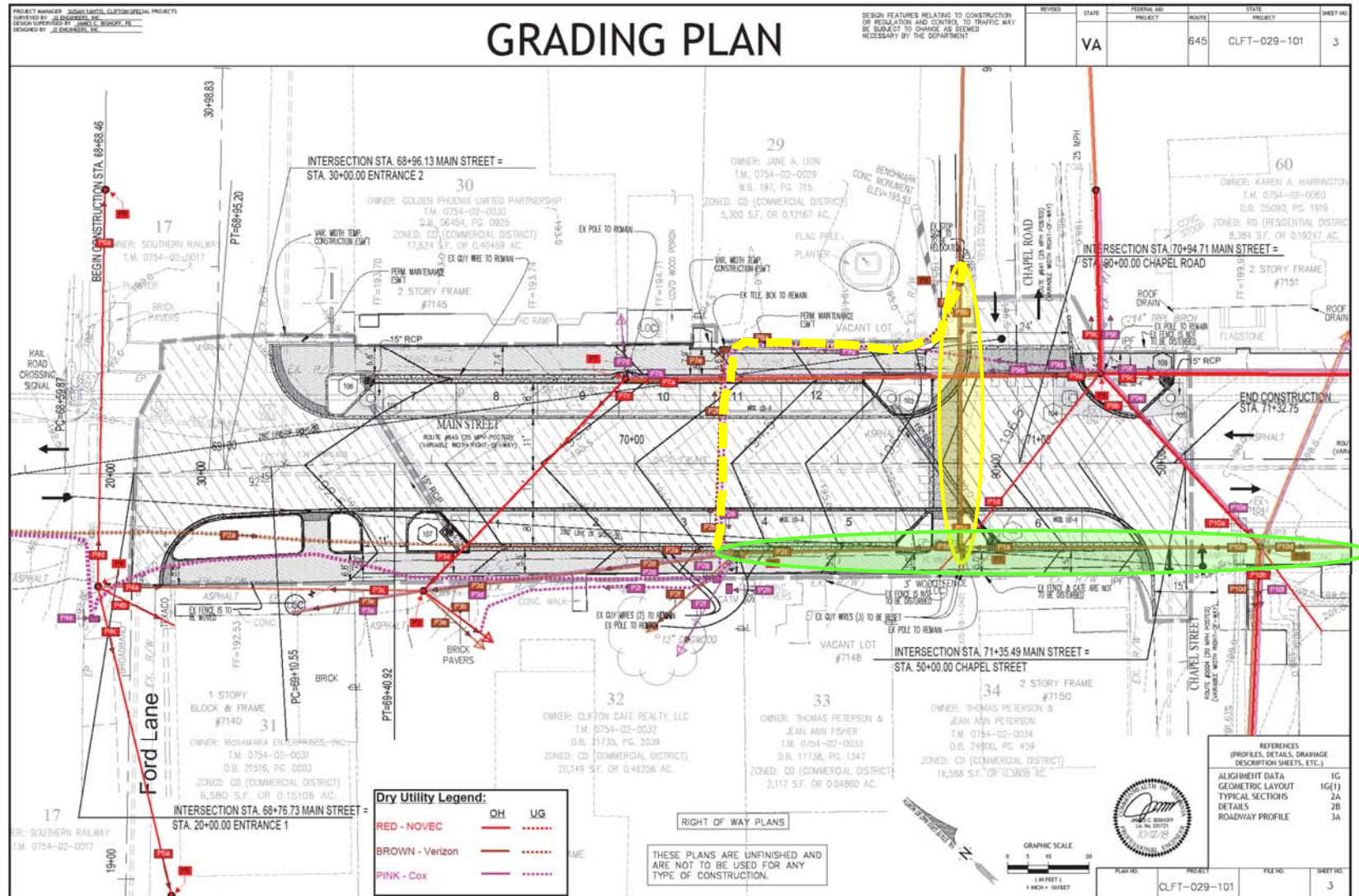
Dry Utility Existing Conditions



Verizon Pole Elimination Will Be Expensive

| Item | Work By | |
|---------------------------|--------------------------------|---|
| Manhole and conduits | Town Contractor | <ul style="list-style-type: none"> • CONDUIT DUCTBANK AND MANHOLE: Includes 6x12x7 Verizon manhole; Concrete-encased ductbank along Main Street from Trummers pole to new pole past Baptist Church; Ductbank extensions for Chapel Street and Pole 2 service drops. Cost Estimate: \$90K • OTHER RESERVE ITEMS: Permit from railroad to drill under tracks; Soil issues affecting conduit trenching. Reserve: \$30K |
| Verizon Cable Relocations | Verizon | <ul style="list-style-type: none"> • Verizon to study cable records and consolidate existing cables; Engineer copper and cable relocation plan; Place new fiber and copper cables in ductbank; Splice fiber and copper cables at four poles and in manhole; Refeed OH service drops via new UG lateral conduits; Remove old aerial cables and poles. • Cost Estimate: \$140K - \$160K |
| NOVEC Collateral Impacts | NOVEC | <ul style="list-style-type: none"> • NOVEC RESERVE: Budget line item to address potential for NOVEC guy-wire rearrangement work due to Pole 1 removal. Reserve: \$20K |
| Cox Collateral Impacts | Cox | <ul style="list-style-type: none"> • COX RESERVE: Budget line item to address Cox service drop relocation work due to Pole 2 removal. Reserve: \$10K |
| Service Drops Relo | Town Contractor/ Drop Owner | <ul style="list-style-type: none"> • SERVICE RELO RESERVE: Budget line item to address potential conduit and service relocation issues to convert overhead service drops to underground. • Reserve: \$15K (\$5K per business) |

Verizon Aesthetic Aerial Alternative



Aerial Alternative Cost Estimates

- Authorize Verizon to perform engineering analysis on existing cables -- \$2,500
 - Confirm cable consolidation is feasible and sufficiently aesthetic
 - Verizon to provide cost estimate to perform final engineering work and deliver construction cost letter
- From prior Verizon relocation projects of similar complexity, Richter estimates Verizon project cost to be in the range of \$50K to \$75K

TOWN OF CLIFTON
STREETSCAPE MASTER PLAN – PHASE 1

POLES & DRY UTILITY EXISTING CONDITIONS SUMMARY

Pole #1 Peterson Pole (P1: owned by Verizon)

- **P1a** -- Receives Verizon from Pole#10 Baptist Church
- ~~Receives Cox from Pole#10 Baptist Church~~ (All Verizon cables between Poles 1 & 10)
- **P1b** -- Transfers Verizon & Cox to Pole#2 Ice Cream (All Verizon to Pole 2)
- **P1c** -- Transfers Verizon & Cox? to Pole#8 Town Square (All Verizon to Pole 8)
- **P1d** -- NOVEC guy-wire from P9 to sidewalk down-guy anchor on P1

Pole #2 Ice Cream Pole (P2: owned by Verizon)

- **P2a** -- Underground Conduit termination for Verizon from Trummers
- **P2b** -- Underground open conduit to Pole #8 Town Square
- **P2c** -- Receives Verizon & Cox from Pole #1 Peterson
- **P2d** -- Transfers Verizon & Cox to Pole#3 Clifton Café
- **P2e** -- Cox underground conduit termination at pedestal from Pole 9
- **P2f** -- Overhead service drops for Verizon and Cox from pole to Clifton Café
- **P2g** -- Cox service pedestal
- **P2h** -- Empty Cox handhole
- **P2i** -- Underground Cox service to Café building

Pole #3 Clifton Cafe Pole (P3: owned by NOVEC)

- **P3a** -- Receives NOVEC from Pole#7@Villagio (Low voltage 120/240V service drop cable)
- **P3b** -- Drop pole NOVEC to Clifton Café (Low voltage 120/240V service drop cable)
- **P3c** -- Transfers NOVEC to Pole #4 General Store (Low voltage 120/240V service drop cable)
- **P3d** -- Receives Verizon & Cox from Pole#2 Ice Cream (All VZ/Cox cables are service drop to properties)
- **P3e** -- Drop Pole Verizon & Cox to Clifton Cafe & General Store (All VZ/Cox cables are service drop to properties)

Pole #4 General Store (P4: owned by NOVEC)

(All cables are NOVEC low voltage 120/240V service drops)

- Street Light on pole
- **P4a** -- Receives NOVEC from Pole #3 Clifton cafe
- **P4b** -- Drop pole NOVEC to General Store
- **P4c** -- Transfers NOVEC to pole #5 at back of General Store
- **P4d** -- Transfers NOVEC to pole #6 at Caboose
- **P4e** -- Cox cable vault (Could not be opened. Best assessment of cable route shown to north to Pedestal at Pole 2 and to south to Trummers pole to the south.)

Pole #5 Back of General Store (P5: owned by NOVEC)

(All cables are NOVEC low voltage 120/240V service drops)

- Street Light on pole
- **P1a** -- Receives NOVEC from Pole #4 General Store

TOWN OF CLIFTON
STREETSCAPE MASTER PLAN – PHASE 1

POLES & DRY UTILITY EXISTING CONDITIONS SUMMARY

Pole #6 Caboose (P6: owned by NOVEC)

(All cables are NOVEC low voltage 120/240V service drops)

- **P6a** -- Receives NOVEC from Pole #4 General Store
- Provides electric service drop for metered private street lighting at the Caboose

Pole #7 Villagio (Tall Pole) (P7: owned by NOVEC)

- **P7a** -- Receives NOVEC from Pole #9 Chapel
- **P7b** -- Receives Cox from Pole #9 Chapel
- **P7c** -- Transfers NOVEC to Pole #3 Clifton Cafe
- **P7d** -- Drop Pole Cox to Villagio
- **P7e** -- Empty Verizon handhole adjacent to Villagio tying together conduits from Poles 2 & 8

Pole #8 Town Square (P8: owned by Verizon)

- **P8a** -- Underground Verizon conduits to Pole #2 Ice Cream (Via handhole P7e next to Villagio)
- **P8b** -- Transfers Verizon to Pole #1 Peterson
- **P8c** -- Transfers Verizon east on Chapel

Pole #9 Chapel (Tall Pole) (P9: owned by NOVEC)

- **P9a** -- Transfers NOVEC to Pole #7 Villagio (3-phase primary voltage cables at top/12.5KV)
- **P9b** -- Transfers NOVEC to Pole #10 Baptist Church (1-phase primary voltage cables at top/7.6KV)
- **P9c** -- Transfers NOVEC East and South (3-phase primary voltage cables at top/12.5KV)
- **P9d** -- Transfer Cox to Pole #7 Villagio
- **P9e** -- Transfers Cox to Pole #10 Baptist Church and continues west to deliver service
- **P9f** -- Transfers Cox East and South
- **P9g** -- Underground Cox cable path to service pedestal P2g at Pole 2

Pole #10 Baptist Church (P10: owned by Verizon)

- **P10a** -- Receives NOVEC from Pole #9 Chapel (1-phase primary voltage cables at top/7.6KV continues west)
- **P10b** -- Transfers NOVEC West on Chapel (Low voltage 120/240V service drop cable)
- **P10c** -- Transfers Verizon & Cox to Pole #1 Peterson (All Verizon cables to Pole #1)
- **P10d** -- Transfers Verizon south along Main Street and west along Chapel Street
- **P10e** -- Receives Cox cables from Pole #9 @ Chapel
- **P10f** -- Transfers Cox cables to west on Chapel Street



Professional Services Contract Work Order

January 16, 2019

Town of Clifton

syantis@hunton.com

703.623.2198

Attention: **Susan Yantis, Project Coordinator**

RFP: CT1601

Work Order Number: **CT1601.100**
Project Name: **Clifton Streetscape (Phase 2)**
Client Name: **Town of Clifton**
Requested By: **Susan Yantis**
Phone: **703.623.2198**

Signature: 

(Please fax back a signed copy – 703.956.6845)

Description:

INCREASE - TASK 100 – MEETING AND COORDINATION

Due to the unforeseen number of items requiring coordination, this is to increase the fees approved with the original contract. Task includes attend meetings and coordinate with Client, VDOT LAP, Fairfax County, if required - Department of Rail and Public Transportation and other design consultants as necessary during the engineering phase. Service includes meetings and coordination with regulatory review agencies as necessary to facilitate plan preparation and approval.

Contracted Fee: \$11,270.00

Increase fee: \$ 7,500.00

New fee amount: \$18,770.00

NTE, Harry



Professional Services Contract Work Order

January 8, 2019

Town of Clifton

syantis@hunton.com

703.623.2198

Attention: **Susan Yantis, Project Coordinator**

RFP: CT1601

Work Order Number: **CT1601.5001**
Project Name: **Clifton Streetscape (Phase 2)**
Client Name: **Town of Clifton**
Requested By: **Susan Yantis**
Phone: **703.623.2198**

Signature: 

(Please fax back a signed copy – 703.956.6845)

Description:

Task 5001 – Lighting Conduit Plan

J2E will prepare the design of the conduit for a future lighting plan along Main Street within the limits of the Phase 2 project. The plans will be prepared in a manner suitable for inclusion into the roadway plans for the final plan submission.

The project will begin at Ford Lane and terminate at the eastern project limits.

The plans will include:

- typical sections (4 hours)
- general notes (4 hours)
- quantity summary (4 hours)
- conduit layout (8 hours)
- conduit profiles (8 hours)
- project estimate (2 hours)
- Special provisions (8 hours)

The design will be accomplished using AutoCAD software. This task will include: special details, project specifications; quantity summary, and coordination with LPDA concept design of the pole locations, fixtures and identification of the sidewalk repairs. Assume 16 hours coordination with client, design, plan organization and to address additional comment (provide response).

Fee: Lump Sum \$5,940.00

NTE Hourly

Task 5011 – Lighting Layout

LPDA as a subconsultant to J2E will develop a lighting layout, support the Town with selecting light fixtures and light poles and provide the associated specifications and details necessary for approval.

Fee: Lump Sum \$2,750.00





Professional Services Contract Work Order

January 31, 2019

Town of Clifton

syantis@hunton.com

703.623.2198

Attention: **Susan Yantis, Project Coordinator**

RFP: CT1601

Work Order Number: **CT1601.801**
Project Name: **Clifton Streetscape (Phase 2)**
Client Name: **Town of Clifton**
Requested By: **Susan Yantis**
Phone: **703.623.2198**

Signature: _____

(Please fax back a signed copy – 703.956.6845)

Description:

TASK 801 – VDOT DESIGN WAIVERS

J2E will prepare design waivers for locations the design cannot meet VDOT minimum criteria. This task may include requests for a reduction to the utility buffer strip and sidewalk width, entrance widths, handicap ramp landing area, etc.

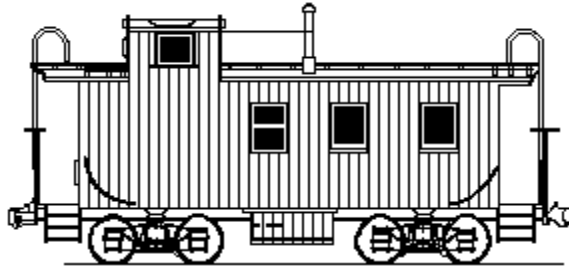
We understand that VDOT may require detailed studies and information to support these requests from VDOT – Location & Design.

Each Waiver may will include:

- Completion of LD448 Form (2 hours)
- Background - Project Description (1 hours)
- Establish Design Criteria: Proposed vs. Existing (2 hours)
- Summarizing each location deficiencies occur, with graphic depiction (2 hours)
- Reason criteria cannot be met, with graphic depiction (4 hours)
- Accident History (2 hours)
- Justification for proposed criteria (4 hours)
- Mitigation Measures with estimate to meet current criteria (4 hours)
- Meetings with VDOT (2 hours)
- Address VDOT comments (4 hours)
- Total Estimated Hours – 27 hours (@ \$110/hour) = \$2,970.00 per waiver

Fee: \$8,910.00 Hourly (Not to exceed)

NTE, Hourly



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 5, 2019, 7:30 PM
ACACIA LODGE NO. 16
7135 MAIN STREET
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous regular meetings and any special meetings).
2. Report of the Treasurer.
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. Zoning Enforcement for Illegal Structure – Enforcement Process.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Clifton Film Celebration:
 - Movie Shooting Request and Council Liaison.
 - ii. Streetscape Project Committee:
 - Analysis of Moving Utility Poles – Report and Recommendations.
 - Request for Additional Funding for J2 Engineers.
7. New Business:
 - a. Cox Communications Request to Renew Franchise Agreement.
8. Adjournment.