

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, APRIL 2, 2019, 7:30 PM  
COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
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.

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**The Regular Meeting was called to order by Mayor Hollaway at 7:32 PM.**

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes (previous regular meetings and any special meetings).

- **Mayor Hollaway moved to approve the March 5, 2019 Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.

**See attached report.**

- **Mayor Hollaway moved to accept the Treasurer's Report as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to schedule the FY2020 Budget Work Sessions for Tuesday, April 9<sup>th</sup>, Tuesday, April 23<sup>rd</sup> and a third session for Monday, April 29<sup>th</sup> if needed, with all three meetings to be held at 7:30 PM at the Community Meeting Hall, 12641 Chapel Road, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to set a Public Hearing on the proposed FY2020 Budget on Tuesday, May 7<sup>th</sup> at 7:30 PM, prior to the Regular Town Council Meeting, seconded by Councilmember Milne. The motion was approved by poll, 6-0.**

3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

a. Clifton Community Woman's Club Homes Tour Banner Request

- **Mayor Hollaway moved to approve the Clifton Community Woman's Club's request to place a banner over Main Street to advertise the annual Homes Tour, which is scheduled to take place on May 17<sup>th</sup>, 2019, with the banner to be placed no**

**more than two weeks prior to the event and to be removed not more than one week after, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

Margaret Fisher: Requested a new resolution for pollinator week 2019.

- **Mayor Hollaway moved to pass the Resolution proclaiming June 17-23, 2019 as Clifton Pollinator Week, as presented by Clerk, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

Jennifer Heilmann: Expressed that the holiday lights on the Town tree in Ayre Square appear to be in poor condition and wondered if there's a plan to take the lights down.

4. Unfinished Business:

- a. Co-Op Litter Grant Application – Opportunity to Request Grant – Status Update.

Councilmember Milne indicated that she will submit the application before the June 2019 deadline.

- b. Cox Communications Request to Renew Franchise Agreement – Status Update.

Vice Mayor Effros reported on the details of his recent conversation with a Cox Communications staff member. Feedback will be submitted by the Special Projects Committee (SPC) in the near future.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

- a. Planning Commission.

**See attached report.**

- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a Preliminary Use Permit to Mike Mullen and Nichol Young for the construction of a barn at 12800 Chapel Street with the conditions as set forth on the Planning Commission's report, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to ask the Zoning Administrator to issue a Notice of Violation to the owner of 7151 Main Street for the unpermitted construction of a structure within the setback limits, seconded by Councilmember Hinderstein. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to set a Public Hearing with respect to the Special Use Permit application that has been submitted by the new owner of the Clifton Café, located at 7144 Main Street, on Tuesday, May 7<sup>th</sup>, prior to the commencement of the Regular Council Meeting, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

- b. Architectural Review Board.

No report.

- c. Other Committees:

- i. Clifton Arts Council – Inquiry re Television Show Filming in Town.

Councilmember Poe reported on the specific interest of the television show's producers and the guidance he gave them, which is to reconsider giving any further publicity to the overpass railroad bridge at Colchester Road, given the feelings of the surrounding property-owners.

ii. Deterioration of Clifton Side Streets – Request for VDOT Action – Update.

Mayor Hollaway reported that State Delegate Tim Hugo has been in touch with VDOT regarding Chestnut Street, Chapel Street, School Street and Dell Avenue and has confirmed that those roads are on the repair request list. VDOT responded that they will continue to advocate that the roads in question be included on future repair plan lists. Marilyn Barton added that the drainage ditch along Pendleton has been completely washed out and will continue to deteriorate if actions aren't taken to repair it.

iii. Committee on the Environment (COTE) – Update.

Laura McDonald has stepped down from her position as Committee Chair. The Council expressed their thanks for her many efforts for the environment over the past years. Councilmember Milne noted that a new volunteer Committee Chair will need to be found, or else a paid company may need to be engaged to take over some of the duties, and an expense placeholder should be added to the Budget for this contingency.

iv. Streetscape Project Committee – Status.

Geri Yantis reported on the progress made during the meetings recently held with NOVEC and Verizon with respect to the needed utility relocation and indicated that there is a real possibility for cooperation in developing the new utility lay-out.

Susan Yantis reported that J2 Engineers has recently submitted the project's final plan to VDOT and received immediate feedback requesting the addition of handicapped parking to the plan. The Council noted that the Town could make a commitment to VDOT that a handicapped parking space will be installed on the railroad siding that is leased by the Town.

7. New Business.

None.

8. Executive Session – Enforcement Matters.

- **Councilmember Poe move to enter Executive Session only to discuss enforcement matters, which are appropriately discussed in Executive Session, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**
- **Councilmember Hinderstein moved to exit the Executive Session, having only discussed enforcement matters appropriate for Executive Session, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

9. Adjournment.

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

The Meeting was adjourned at 9:20 PM.



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

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**April 2, 2019 Town Council Meeting - Treasurer's Report for period ended March 31, 2019**

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

Mon, Apr 1, 2019 at 7:22 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 March 31, 2019**. The March Financial Reports include:

- The Summary of **Cash Balances Report as of March 31, 2019** reflects total funds of **\$1,220,100.98**. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 03/31/2019. **Highlights of March 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.*

- General Donations:** The Clifton Presbyterian Church Prayer Group donated \$750 to the Town of Clifton the purchase of a bench in memory of Tom McNamara.
- Interest Income:** March interest income includes interest received for quarter ended 3/31/19 from United Bank for the four CDs.
- Taxes & Permits Revenue: Highlights** Include ARB permits of \$250; BPOL revenue from 40 businesses in the amount of \$26,237, representing 57% of the businesses of record; Vehicle Registration Fees from Fairfax County for February in the amount of \$192.91, and Sales Tax for January of \$2,539.
- Contractual Expenses:** Includes \$847 for C.H. electric, trash collection costs include 2 months Dec - Jan for \$400 receptacle consolidation.
- Payroll Expenses:** Payroll taxes are now being deposited electronically on a monthly basis.
- CIF Funds:** March expenses include a payment to J2 Engineering for invoice #12613 in the amount of \$16,331.30 and to Richter & Associates for invoice 19-161 in the amount of \$3,977.50 for utility analysis.

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

- **Profit & Loss Detail Export** Report for period ended 03/31/2019. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.

### Looking forward to April:

- **FY 2020 Budget Process** – The Budget Process was initiated following the approval of the January 31, 2019 Financial Reports. The input from the Town Council, Committees & Commissions, and employees was **due by March 15<sup>th</sup>**. *The only budget input received to date was received from the BZA. The following dates were approved for Town Council consideration and scheduling of the Community Hall:*
  1. March 15: Budget Input is due back to the Treasurer for the development of the proposed FY2020 Budget.
  2. March 26: Budget Work Session #1 – 7:30 – 9:30 *Cancelled on March 25<sup>th</sup>.*
  3. April 9: Budget Work Session #2 – 7:30 – 9:30 *Revised to Work Session # 1*
  4. April 16: Budget Work Session # 3 – 7:30 – 9:30 – *if required Revised to Work Session # 2*
  5. April 23: Advertise Public Hearing on May 7 for the proposed FY2020 Budget – *one ad required at least 7 days prior to the Public Hearing*
  6. May 7: Town Council Public Hearing at regular meeting – *The Treasurer will be out of the country from May 4-11.*
  7. June 4: Town Council regular meeting – Approval and adoption of the FY2020 Proposed Budget.
- **BPOL Submissions deadline was March 1** – The Treasurer will follow up with the remaining businesses.

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 03 31 Financial Reports.xlsx**

57K

ASSETS	3/31/2019	<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	308,049.06	1 yr	7/31/2019	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	213,386.90	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	102,015.05	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	102,015.05	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	80,881.78	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	954.77				
Money Market Savings-United	204,263.79		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,404.48				
<b>Total Checking/Savings</b>	<b>1,220,100.98</b>				

*NOTE: The Treasurer will be requesting a projection of cash flow requirements from the SPC prior to making a transfer from the checking account to the money market savings.*

# Town of Clifton

## Profit & Loss Budget Performance

### March 2019

	Mar 19	Budget	Jul '18 - Mar 19	YTD Budget	Annual Budget
<b>Income</b>					
State Funding	0.00		10,223.32	11,000.00	11,000.00
Committees Fundraising	0.00	500.00	9,903.51	9,600.00	11,100.00
Community Hall Revenues	100.00	500.00	100.00	4,500.00	6,000.00
1 General Donations	750.00		780.00		
Haunted Trail Event	0.00		43,222.30	35,000.00	35,000.00
2 Interest Income	3,148.75	1,083.33	15,689.87	9,750.01	13,000.00
Other Income	0.00		0.00	50.00	50.00
Pink House Rental	2,900.00	2,833.33	25,100.00	25,500.01	34,000.00
3 Tax and Permits Revenue	5,743.35	49,958.33	66,110.58	92,325.01	104,200.00
<b>Total Income</b>	<b>12,642.10</b>	<b>54,874.99</b>	<b>171,129.58</b>	<b>187,725.03</b>	<b>214,350.00</b>
<b>Gross Profit</b>	<b>12,642.10</b>	<b>54,874.99</b>	<b>171,129.58</b>	<b>187,725.03</b>	<b>214,350.00</b>
<b>Expense</b>					
Citizens' Recognition Expense	0.00	83.33	0.00	750.01	1,000.00
Bank Service Charges	(6.02)	0.00	98.55	0.00	0.00
Commodities	273.80	573.33	1,675.77	5,560.01	7,280.00
4 Contractual	1,462.75	8,812.52	41,248.79	134,362.44	159,800.00
Haunted Trail Expenses	0.00	0.00	12,708.00	15,000.00	15,000.00
OTHER - TC approval req'd +\$500	0.00		0.00	0.00	0.00
Other Expenses	0.00		12,304.93	7,500.00	7,500.00
5 Payroll Expenses	5,706.44	5,395.26	49,257.60	48,557.22	66,743.00
<b>Total Expense</b>	<b>7,436.97</b>	<b>14,864.44</b>	<b>117,293.64</b>	<b>211,729.68</b>	<b>257,323.00</b>
<b>Net Income</b>	<b>5,205.13</b>	<b>40,010.55</b>	<b>53,835.94</b>	<b>(24,004.65)</b>	<b>(42,973.00)</b>
<b>CIF FUNDS:</b>					
<b>CIF Income</b>					
CIF - Capital Improvements Fund	0.00	60,625.00	62,301.56	545,625.00	727,500.00
<b>CIF Expenses</b>					
6 CIF Expenses	20,308.80	60,625.00	122,589.27	1,018,625.00	1,200,500.00
<b>Net Income - CIF Funds</b>	<b>(20,308.80)</b>	<b>0.00</b>	<b>(60,287.71)</b>	<b>(473,000.00)</b>	<b>(473,000.00)</b>
<b>Consolidated Net Income</b>	<b>(15,103.67)</b>	<b>40,010.55</b>	<b>(6,451.77)</b>	<b>(497,004.65)</b>	<b>(515,973.00)</b>

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Town of Clifton  
**Profit & Loss Budget Performance**  
March 2019

		Mar 19	Budget	Jul '18 - Mar 19	YTD Budget	Annual Budget
4	<b>Contractual Expenses:</b> Includes \$847 for C.H. electric, trash collection costs include 2 months Dec - Jan for \$400 receptacle consolidation.					
5	<b>Payroll Expenses:</b> Payroll taxes are now being deposited electronically on a monthly basis.					
6	<b>CIF Funds:</b> March expenses include a payment to J2 Engineering for invoice #12613 in the amount of \$16,331.30 and to Richter & Associates for invoice 19-161 in the amount of \$3,977.50 for utility analysis.					

**Town of Clifton**  
**Profit & Loss Budget Performance**  
March 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 19	Budget	Jul '18 - Mar 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	109,125.00		145,500.00
12			Total Federal					0.00	12,125.00	0.00	109,125.00		145,500.00
13			VDOT- MAP21 Streetscape Phase 2					0.00	48,500.00	62,301.56	436,500.00		582,000.00
14			Total Grants					0.00	60,625.00	62,301.56	545,625.00		727,500.00
15			Total CIF - Capital Improvements Fund					0.00	60,625.00	62,301.56	545,625.00		727,500.00
16			Clifton Public Parking Rental					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
19			Council of the Arts										
20			Clifton Film Festival					0.00	500.00	3,632.49	4,500.00		6,000.00
21			Annual Summer Play Event					0.00		0.00	0.00		0.00
22			Calendar Sales					0.00		0.00	0.00		0.00
23			Community Arts Programs-CGT inc					0.00	0.00	0.00	0.00		0.00
24			Total Council of the Arts					0.00	500.00	3,632.49	4,500.00		6,000.00
25			Environmental Committee										
26			Environmental Event					0.00		0.00	0.00		0.00
27			Total Environmental Committee					0.00		0.00	0.00		0.00
28			Parks Committee										
29			Park Rental					0.00	0.00	0.00	100.00		100.00
30			Total Parks Committee					0.00	0.00	0.00	100.00		100.00
31			Total Committees Fundraising					0.00	500.00	9,903.51	9,600.00		11,100.00
32			Community Hall Revenues										
33			Community Hall Rentals					100.00	500.00	100.00	4,500.00		6,000.00
34			Total Community Hall Revenues					100.00	500.00	100.00	4,500.00		6,000.00
35			General Donations -\$750 for Memorial bench for Tom McNamara					750.00		780.00			
36			Haunted Trail Event					0.00		43,222.30	35,000.00		35,000.00
37			Interest Income					3,148.75	1,083.33	15,689.87	9,750.01		13,000.00
38			Other Income					0.00		0.00	50.00		50.00
39			PC - Reimbursements					0.00	0.00	0.00	0.00		0.00
40			Pink House Rental					2,900.00	2,833.33	25,100.00	25,500.01		34,000.00
41			Tax and Permits Revenue										
42			VA - Car Rental Distribution					0.00		22.38			
43			ARB Permits					250.00	0.00	1,130.00	100.00		100.00
44			BPOL tax					1,880.87	46,000.00	26,236.94	46,000.00		46,000.00
45			Cigarette Tax					139.39	191.67	1,556.71	1,724.99		2,300.00
46			Communications Sales Tax -Va					415.87	450.00	3,900.55	4,050.00		5,400.00
47			Franchise Fees - Cox & Verizon					0.00	316.67	2,324.90	2,849.99		3,800.00
48			Motor Vehicle Tags					192.91	0.00	7,233.35	9,000.00		9,000.00
49			Railroad Tax					0.00		1,605.24	1,600.00		1,600.00
50			Sales Tax					2,539.31	2,833.33	20,283.77	25,500.01		34,000.00
51			Use Permits					325.00	58.33	1,000.00	525.01		700.00
52			Utility Consumption Tax					0.00	108.33	816.74	975.01		1,300.00
53			Total Tax and Permits Revenue					5,743.35	49,958.33	66,110.58	92,325.01		104,200.00
54			Total Income					12,642.10	115,499.99	233,431.14	733,350.03		941,850.00
55			Gross Profit					12,642.10	115,499.99	233,431.14	733,350.03		941,850.00

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**March 2019**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 19	Budget	Jul '18 - Mar 19	YTD Budget	Annual Budget
56			Expense										
57			Citizens' Recognition Expense					0.00	83.33	0.00	750.01	1,000.00	
58			Bank Service Charges					(6.02)	0.00	98.55	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			20,308.80	60,625.00	122,589.27	545,625.00	727,500.00	
68			Total Special Projects Committee					20,308.80	60,625.00	122,589.27	545,625.00	727,500.00	
69			Storage Facility					0.00		0.00	50,000.00	50,000.00	
70			Total CIF Expenses					20,308.80	60,625.00	122,589.27	1,018,625.00	1,200,500.00	
71			Commodities										
72					Office Equipment			0.00	41.67	216.97	374.99	500.00	
73					Computer Supplies			0.00	106.67	382.86	959.99	1,280.00	
74					Copies			0.00	83.33	40.76	750.01	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			0.00	208.33	63.26	1,875.01	2,500.00	
79					Office Supplies			110.30	83.33	546.57	750.01	1,000.00	
80					Postage and Delivery			163.50	50.00	372.35	450.00	600.00	
81			Total Commodities					273.80	573.33	1,675.77	5,560.01	7,280.00	
82			Contractual										
83					Fire Program			0.00	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	1,499.99	2,000.00	
90					C.H.-Equipment & Supplies			0.00	62.50	0.00	562.50	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	1,125.00	1,500.00	
93					C.H. - Electric			846.60	666.67	4,416.12	5,999.99	8,000.00	
94					C.H. Floors			0.00	166.67	0.00	1,499.99	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	3,749.99	5,000.00	
97			Total Community Hall Expenses					846.60	1,604.18	4,416.12	14,437.46	19,250.00	
98			Dues and Subscriptions										
99					Conference Attendance			0.00		38.50	500.00	500.00	
100					Va. Municipal League			0.00		408.00	600.00	600.00	
101					Dues and Subscriptions - Other			0.00	83.33	0.00	750.01	1,000.00	
102			Total Dues and Subscriptions					0.00	83.33	446.50	1,850.01	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	1,499.99	2,000.00	
105			Mayoral Reimbursement					0.00	41.67	0.00	374.99	500.00	
106			Miscellaneous					0.00	208.33	45.00	1,875.01	2,500.00	
107			Professional Fees										
108					Accounting			0.00	0.00	3,781.42	7,500.00	7,500.00	

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**March 2019**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 19	Budget	Jul '18 - Mar 19	YTD Budget	Annual Budget
109								Legal Fees	0.00	2,500.00	0.00	22,500.00	30,000.00
110								Total Professional Fees	0.00	2,500.00	3,781.42	30,000.00	37,500.00
111								Rent					
112								Ayre Square Rental	0.00	750.00	1,248.31	1,500.00	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	750.00	2,990.59	3,200.00	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	374.99	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	3,749.99	5,000.00
121								Total Pink House Expenses	0.00	416.67	0.00	3,749.99	5,000.00
122								Town Handyman - 1099 vendor	0.00	500.00	0.00	4,500.00	6,000.00
123								Total Town Facilities	0.00	958.34	0.00	8,624.98	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	2,250.00	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	3,000.01	4,000.00
136								PC Hearings, Ads and copies	0.00	100.00	0.00	900.00	1,200.00
137								Total Planning Commission	0.00	683.33	0.00	6,450.01	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 Pampl	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	599.99	800.00
146								Web Server Maint & Domain Subsc	11.95	0.00	98.65	600.00	600.00
147								Web site updating & config	0.00	208.33	0.00	1,875.01	2,500.00
148								Total Communication Committee	11.95	275.00	98.65	3,075.00	3,900.00
149								Council for the Arts Committee					
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

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**March 2019**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 19	Budget	Jul '18 - Mar 19	YTD Budget	Annual Budget
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	250.00	0.00	250.00	250.00
166								Welcome Baskets & Sympathy	0.00	41.67	0.00	374.99	500.00
167								Total Sunshine Committe	0.00	291.67	0.00	624.99	750.00
168								Town Parks Committee Exp					
169								Landscape/Ground Maint expense	0.00	354.17	1,550.00	3,187.49	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	13,237.49	14,300.00
175								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
176								Total Town Committees Expense	11.95	920.84	7,358.80	30,287.48	32,300.00
177								Total Town Government	11.95	1,604.17	7,823.99	39,837.49	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	4,537.49	6,050.00
182								Town Park Lawn Maintenance	0.00		0.00	5,000.00	5,000.00
183								Trash Collection	518.13	308.33	2,220.81	2,775.01	3,700.00
184								Utilities					
185								Gas and Electric	86.07	83.33	605.36	750.01	1,000.00
186								Total Utilities	86.07	83.33	605.36	750.01	1,000.00
187								Total Town Services	604.20	895.83	5,476.17	13,062.51	16,750.00
188								Total Contractual	1,462.75	8,812.52	41,248.79	134,362.44	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	3,000.06	2,999.98	4,000.00
195								Town Clerk (Administrative)	1,166.66	1,166.67	10,499.94	10,499.99	14,000.00
196								Town Clerk - Records Review	1,000.00	1,000.00	9,000.00	9,000.00	12,000.00
197								Town Manager	0.00		0.00	0.00	0.00
198								Town Treasurer	2,000.00	2,000.00	18,000.00	18,000.00	24,000.00
199								Zoning Clerk	500.00	500.00	4,500.00	4,500.00	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	45,000.00	44,999.97	62,000.00
202								Payroll Taxes					
203								FICA	310.00	0.00	2,790.00	0.00	0.00
204								Medicare	72.50	0.00	652.50	0.00	0.00
205								Payroll Taxes - Other	323.94	395.25	815.10	3,557.25	4,743.00
206								Total Payroll Taxes	706.44	395.25	4,257.60	3,557.25	4,743.00
207								Total Payroll Expenses	5,706.44	5,395.26	49,257.60	48,557.22	66,743.00
208								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
209								Total Expense	27,745.77	75,489.44	239,882.91	1,230,354.68	1,457,823.00
210	Net Income								(15,103.67)	40,010.55	(6,451.77)	(497,004.65)	(515,973.00)

**TOWN OF CLIFTON, VIRGINIA  
POLLINATOR WEEK 2019**

**WHEREAS**, pollinator species such as birds and insects are essential partners of farmers and ranchers in producing much of our food supply; and

**WHEREAS**, pollination plays a vital role in the health of our national forests and grasslands, which provide forage, fish and wildlife, timber, water, mineral resources, and recreational opportunities as well as enhanced economic development opportunities for communities; and

**WHEREAS**, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, biodiverse ecosystems; and

**WHEREAS**, the Town of Clifton has managed wildlife habitats and public lands such as forests and grasslands for decades; and

**WHEREAS**, the Town of Clifton provides community members with conservation education and opportunities to promote wise conservation stewardship, including the protection and maintenance of pollinators and their habitats in the Clifton area; and


**WHEREAS**, the Town of Clifton sponsors a Town Pollinator Garden for all the aforementioned reasons;

**NOW, THEREFORE**, the Town Council of the Town of Clifton, Virginia does hereby proclaim the week of June 17-23, 2019 as

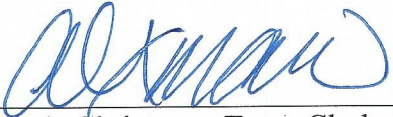
**Clifton Pollinator Week**

throughout the Town of Clifton, Virginia and urge all citizens and community residents to recognize this observance.

**ADOPTED THIS 2nd DAY OF APRIL, 2019.**

  
\_\_\_\_\_  
**William R. Hollaway, Mayor**

ATTEST:

  
\_\_\_\_\_  
Amanda Christman, Town Clerk

**PLANNING COMMISSION REPORT for March 26, 2019**

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

1. The Planning Commission reviewed the residential use permit application by Nichol Young and Mike Mullen at their residence located at 12800 Chapel Street, to construct a 4 stall barn for personal use on their property. The Town Engineer also reviewed the application since the initial barn placement was within a designated flood area and because this property also has land that the Town Plan designates as a Resource Protection Area. ARB approval of the barn has also been obtained by the applicant.

The Planning Commission recommends that a Preliminary Use Permit be authorized for the construction of the barn with the following conditions and requirements:

- The barn must be constructed as indicated on the plat and positioned with respect to the setbacks as indicated on the plat.
- The barn shall be no larger than 28 feet by 30 feet, but can be smaller.
- The barn must be constructed in accordance with the ARB requirements and approvals.
- A building permit must be obtained for construction from Fairfax County, as well as any other County required permits and copies of all such permits shall be supplied to the Town Clerk within thirty (30) days of receipt.
- The height of the barn shall not exceed twenty two (22) feet.
- The total land disturbance shall not exceed 2400 square feet in the construction of the barn, which means no additional grading of an access road or other grading or land disturbance around the barn except for the immediate construction of the barn.
- The barn shall be constructed completely off the flood plain area as indicated on the attached plat.
- There shall be no more than 4 horses on the property at any one time; and this preliminary use permit does not authorize any business use of the property, including, but not limited to, riding lessons, boarding of horses for other owners. Such activities will require an additional use permit.
- An effective and reasonable manure and fly management program shall be implemented in order to minimize odor and insects resulting from the horses.
- Electrical to the barn will be run from the shed.
- There shall be no outdoor spotlighting of the barn and any lights installed on the barn shall be pointed down, shall be arranged so as not to cause glare on abutting or facing properties, and shall be minimal and only provide lighting for the structure.
- The applicant shall return to the Planning Commission and apply for a Final Use Permit when construction is completed, but not more than two

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HC



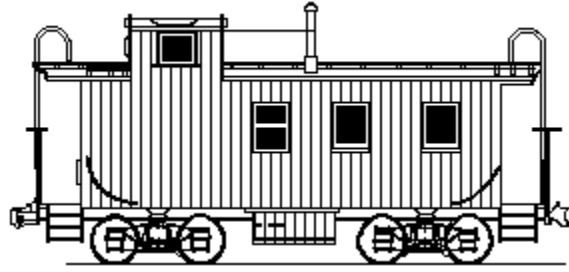
years after the date of the issuance of the Preliminary Use Permit and demonstrate that construction was completed in compliance with the ARB approvals, in accordance with the Preliminary Use Permit and all approvals and permits granted in accordance with Town Code Section 9-10(d)(2).

2. The Planning Commission reviewed the application submitted by Karen Harrington for a 10 foot by 10 foot shed located on 7151 Main Street. The application was received after notification by the Town Zoning Administrator by letter and email dated February 18, 2019 that the new shed built on Ms. Harrington's property requires a use permit for its construction and location, and that the Town did not have a use permit on record as being issued for that particular shed. Ms. Harrington with her application, provided a plat which did not provide any setback information for the shed location, despite being requested to do so by email dated March 11, 2019 by the Town Clerk. A review of the plat indicates that the side of the applicant's house is 13.2 feet from the Speziale's property line which would mean that the shed that was constructed by Ms. Harrington is within the 10 foot side setback for a corner residential lot as set forth in Code Section 9-19 (b)(3). Ms. Harrington indicated at the meeting that she thought it was about 2 feet from the side lot line and that she constructed the shed to house her decorations.

At the Planning Commission's January 2019 meeting, The Planning commission reviewed an application by Royce Jarrendt on behalf of Ms. Harrington for the expansion of her existing shed on her property, doubling its size. Since the existing shed is nonconforming as to both side and rear lot line setbacks, the Planning Commission explained to Mr. Jarrendt, who was appearing as Ms. Harrington's agent, that neither the Planning Commission or the Town Council has the authority to issue zoning waivers, and that the proper procedure would be go through the application process and if approval were denied, to apply for a waiver to the BZA. Mr. Jarrendt withdrew the application pending discussions with Ms. Harrington.

With respect to the new shed constructed by Ms. Harrington without a use permit and without conformance to required setbacks, the Planning Commission recommends that the Town Council direct the Zoning Administrator to send Ms. Harrington a Notice of Violation.





**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, APRIL 2, 2019, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
  - a. Approval of the Minutes (previous regular meetings and any special meetings).
2. Report of the Treasurer.
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. Schedule Working Sessions for FYE2020 Annual Budget.
  - b. Co-Op Litter Grant Application – Opportunity to Request Grant – Status Update.
  - c. Cox Communications Request to Renew Franchise Agreement – Status Update.
5. Reports of Special Committees.
6. Reports of Standing Committees:
  - a. Planning Commission.
  - b. Architectural Review Board.
  - c. Other Committees:
    - i. Clifton Arts Council – Inquiry re Television Show Filming in Town.
7. New Business:
8. Executive Session – Enforcement Matters.
9. Adjournment.