

**CLIFTON TOWN COUNCIL SPECIAL MEETING
FY2021 BUDGET WORK SESSION
WEDNESDAY, APRIL 15, 2020, 7:30 PM
ELECTRONIC MEETING**

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.
Absent: Councilmember Hinderstein, from 7:30 – 7:46 PM.

The Special Meeting and Budget Work Session were called to order by Mayor Hollaway at 7:30 PM.

In accordance with the Town of Clifton's Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in the Town of Clifton Government and Conduct of Town Council Members Meetings During the Novel Coronavirus Disease 2019 (COVID-19) Emergency under Virginia Code § 15.2-1413, the Town of Clifton is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting was conducted using Zoom teleconferencing audio and video service, and connection information was provided by the Town Clerk to members of the public who requested access to afford the opportunity to citizens to witness the operation of the Town of Clifton government.

Order of Business:

1. Resolutions for Electronic Meetings – Planning Commission and ARB.

See attached Resolutions.

a. Adoption of Town of Clifton Planning Commission and ARB Members' Policy for Participation in Meetings by Electronic Communication under Virginia Code § 2.2-3708.2.

b. Adoption of an Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in the Town of Clifton Government and Conduct Town Planning Commission and ARB Members' Meetings During the Novel Coronavirus Disease 2019 (COVID-19) Emergency under Virginia Code § 15.2-1413.

- **Vice Mayor Effros moved to adopt both Resolutions as presented, seconded by Councilmember Poe. The motion was approved by roll-call: Effros: Aye; Poe: Aye; Milne: Aye; Hollaway: Aye; (Councilmember McDonald was present but not yet audible; Councilmember Hinderstein had not yet joined the Meeting).**

Mayor Hollaway noted that the Town Council will hold a Public Hearing on June 2, 2020 to consider renewing this policy for up to six months, as per the State requirements.

2. Letter from the Mayor to VDOT Regarding Utility Poles Removal.

See attached revised letter.

The Town is interested in having the option to remove several utility poles from the public right of way in phase 2A of the Streetscape project, which would necessitate additional review and approvals.

- **Vice Mayor Effros moved that the Council approve the proposal for a letter regarding the option to include removal of poles as part of the phase 2A Streetscape to be signed by the Mayor prior to the next meeting if he finds it to be acceptable, seconded by Mayor Hollaway. The motion was approved by roll-call: Poe: Aye; Effros: Aye; Milne: Aye; Hollaway: Aye; McDonald: Aye; (Councilmember Hinderstein had not yet joined the meeting).**

3. Request from Belle Jar Design for Temporary Rent Reduction.

See attached request.

- **Mayor Hollaway moved to reduce the rental rate for Belle Jar Design from \$1,600 per month to \$800 per month for May and June 2020 as requested by the tenants to address the COVID-19 emergency, seconded by Councilmember Poe. The motion was approved by roll-call: Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; Hollaway: Aye; McDonald: Aye.**

4. New Business.

See attached proposed budget.

- a. Review proposed input for FY2021 Town Budget for July 1, 2020 – June 30, 2021.

The Town Councilmembers worked through the proposed draft budget line by line and compared year-to-date results to projections.

- b. Approve Proposed FY2021 Town Budget for Advertising and Public Hearing.

- **Councilmember Poe moved to approve the proposed FY2021 Budget as discussed and revised by the Council during this work session for advertising, seconded by Vice Mayor Effros. The motion was approved by roll-call: Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye; Hollaway: Aye.**

5. Adjournment.

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

Adopted as revised by the Town Council on May 6, 2020

The Meeting and Work Session were adjourned at 9:47 PM. The Public Hearing on the proposed Budget will be duly advertised as required by statute and is scheduled to take place electronically on Wednesday, May 6th at 7:30 PM, with the Regular Town Council Meeting to follow directly thereafter.

Resolution regarding Meetings to Address Emergencies under Virginia Code § 2.2-3708.2

Adoption of a Written Policy Governing Participation by Electronic Communication of Town of Clifton Planning Commission and Architectural Review Board ("ARB") Members in Public Meetings.

ISSUE:

Virginia Code § 2.2-3708.2 authorizes the electronic participation of members of public bodies in public meetings under certain conditions. Prior to any member of the Town of Clifton Planning Commission and ARB Members attending a public meeting by electronic communication, however, the Town Council must adopt a written policy on behalf of the Planning Commission and ARB allowing for, and governing participation by electronic communication means.

RECOMMENDATION:

That the Council adopt a written policy (Attachment 1) allowing for and governing participation of Planning Commission and ARB Members by electronic communication means.

TIMING:

Council action is requested on April 15, 2020 to promptly provide for remote participation of Planning Commission and ARB Members in public meetings.

BACKGROUND:

The Virginia Freedom of Information Act (FOIA) generally prohibits meetings of public bodies, including meetings of the Planning Commission and ARB Members, from being conducted through telephonic, video, electronic, or other electronic communication means where the members of the public body are not physically assembled to discuss or transact public business. Va. Code § 2.2-3707(B).

However, a 2018 amendment to FOIA authorized public bodies to adopt a written policy allowing for and governing participation by electronic communication in limited circumstances. Va. Code § 2.2-3708.2(C). The Council has adopted a policy authorizing its members to participate in the Council's public meetings by electronic communication but has not yet done so for the Planning Commission and ARB Members.

After the Council adopts a written policy, and the Chair of the Planning Commission and ARB implements the policy as set forth herein, individual Planning Commission and ARB Members may remotely participate in meetings under limited circumstances. Those circumstances include:

- A quorum of the public body is physically assembled at a primary meeting location; Va. Code § 2.2-3708.2(C)(2);
- The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary location; Va. Code § 2.2-3708.2(C)(3); and the member of the public body requesting remote participation is unable to attend

the meeting either due to (1) a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or (2) a personal matter that is identified with specificity. Va. Code § 2.2-3708.2(A)(1). Remote participation due to a personal matter is limited each calendar year to two meetings. *Id.* "Personal matter" is not defined in the statute.

Adopting a written policy is recommended at this time, due to the Governor, Fairfax County, and the Mayor's recent State of Emergency declarations regarding the spread of COVID-19. The Governor is encouraging Virginians who are over age 65 to self-quarantine. The Governor is also discouraging public gatherings of more than ten people. While under a State of Emergency, the Planning Commission and ARB may conduct a meeting *entirely* through electronic means only if it is impracticable or unsafe to assemble a quorum in a single location, and the meeting solely addresses the emergency. Va. Code § 2.2-3708.2(A)(3). This policy, however, will allow individual members to participate remotely if they meet the requirements of the policy and it will continue to be in effect once the State of Emergency concludes, unless it is later affirmatively rescinded by the Council.

FISCAL IMPACT:

There is no anticipated fiscal impact.

ENCLOSED DOCUMENTS:

Attachment 1 – The Town of Clifton Planning Commission and ARB Members' Policy for Participation in Meetings by Electronic Communication under Virginia Code § 2.2-3708.2

THE TOWN OF CLIFTON PLANNING COMMISSION AND ARB MEMBERS' POLICY FOR PARTICIPATION IN MEETINGS BY ELECTRONIC COMMUNICATION UNDER VIRGINIA CODE § 2.2-3708.2

1. AUTHORITY AND SCOPE.

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2- 3708.2 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2(A)(3).

2. DEFINITIONS.

a. **"Planning Commission"** means the Town of Clifton Planning Commission.

b. **"Board" or "ARB"** means the Town of Clifton Architectural Review Board ("ARB").

b. **"Member"** means any member of the Planning Commission or ARB.

c. **"Remote participation", "remotely participate", or "participate remotely"** mean participation by a member of the Board or Commission via telephonic, video, or other audio or combined audio and video electronic communication.

d. **"Meeting"** means a meeting as defined by Va. Code § 2.2-3701.

e. **"Notify" or "notifies,"** for purposes of this policy, means actual notice, including, but not limited to, email, text, telephone, or in-person notice.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the Member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the Planning Commission or ARB must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating Member shall no longer be permitted to participate remotely.

4. PROCESS TO REQUEST REMOTE PARTICIPATION

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting Member must notify the Chair of the Planning Commission or ARB that they are unable to physically attend a meeting due to a personal matter or a temporary or permanent disability or other medical condition that prevents their physical attendance at the meeting.

b. The requesting Member shall also notify the Town Clerk of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting Member is unable to physically attend the meeting due to a personal matter, the requesting Member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited to two times per calendar year. There is no limit to the number of times that a Member may participate remotely due to a temporary or permanent disability or other medical condition.

d. The requesting Member is not obligated to provide independent verification regarding the reason that they are not able to physically attend the meeting.

e. The Chair of the Planning Commission or ARB shall promptly notify the requesting Member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the Planning Commission or ARB has assembled for the meeting, the Planning Commission or ARB shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting Member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating Member can be heard by all persons at the primary or central meeting location.

6. RECORDING IN MINUTES:

a. If the Member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, the Planning Commission or ARB shall record in its minutes (1) the Planning Commission or ARB's approval of the Member's remote participation; and (2) the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as whether this is the first or second meeting of the calendar year in which the member has participated remotely due to a personal matter, and the remote location from which the Member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. CLOSED SESSION

If the Planning Commission or ARB goes into closed session, the Member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. STRICT AND UNIFORM APPLICATION OF THIS POLICY

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the Member requesting remote participation or the matters that will be considered or voted on at the meeting.

GIVEN under my hand this 15th day of April, 2020.


Amanda Christman
Town Clerk, Clifton, Virginia

Resolution regarding Adoption of an Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in The Town of Clifton Government and Conduct of Planning Commission and Architectural Review Board (“ARB”) Meetings During the Novel Coronavirus 2019 (COVID-19) Emergency under Virginia Code § 15.2-1413

ISSUE:

Virginia Code § 15.2-1413 authorizes localities to adopt an ordinance that will “assure continuity in its government” in the event of a disaster. The COVID-19 emergency is a type of disaster contemplated by this statute, has been determined by the Governor to be a disaster, and this ordinance establishes additional methods for ensuring that public business related to continuity in government may continue.

RECOMMENDATION:

That the Council adopt the emergency ordinance for continuity of government for the Town of Clifton Planning Commission and Architectural Review Board (“ARB”) provided as Attachment 1.

TIMING:

Council action is requested on April 15, 2020, to assure that adequate methods are available in a timely manner to assure continuity in the Town of Clifton government with respect to the Planning Commission and ARB.

BACKGROUND:

The Virginia Freedom of Information Act (VFOIA), Virginia Code §§ 2.2-3700 to -3714, allows for fully electronic meetings to discuss the emergency itself. VFOIA makes no provision for addressing business related to the continuity of the Town government if a quorum cannot be physically assembled. Under the current circumstances, the Planning Commission and ARB Members should have all available tools at their disposal to best position them to address matters relating to the ongoing continuity of Town government during the COVID-19 pandemic. As the Virginia Attorney General has determined, Virginia Code Section 15.2-1413 expressly authorizes the adoption of the attached ordinance, which provide a method for the Planning Commission and ARB Members to be able to address such matters in the event it is unsafe to assemble a physical quorum.

The ordinance establishes that the Planning Commission and ARB Members will follow FOIA’s usual procedures (including the provisions of its electronic meeting policy) whenever possible. If, in the Commission or Board Chair’s judgment, it is unsafe to assemble a physical quorum, a fully electronic meeting may be held in accordance with FOIA’s existing provisions to address the emergency itself. If the Chair determines that any meeting is being conducted for the purpose of assuring continuity in the Town of Clifton government and the usual procedures cannot be implemented safely or practically, then the ordinance provides a method for conducting an electronic meeting

to address matters related to the continuity of the Town Government. For any matter that requires a public hearing, the Planning Commission and ARB would allow the receipt of public comment by written or electronic communication rather than in-person testimony.

The proposed ordinance will become effective upon adoption, but it may only be enforced for 60 days from the date of adoption unless it is readopted by the Council before then. The ordinance contains an enactment clause directing the Town Clerk to advertise a public hearing within the 60-day period, at which time the Council will consider readopting the emergency ordinance or a similar ordinance that assures continuity in the Town of Clifton Government during the COVID-19 pandemic.

FISCAL IMPACT:

There is no anticipated fiscal impact.

ENCLOSED DOCUMENTS:

Attachment 1- Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in the Town of Clifton Government and Conduct of Planning Commission and ARB Members Meetings During the COVID-2019 Emergency under Virginia Code § 15.2-1413

AN EMERGENCY UNCODIFIED ORDINANCE TO ESTABLISH METHODS TO ASSURE CONTINUITY IN THE TOWN OF CLIFTON GOVERNMENT AND CONDUCT OF PLANNING COMMISSION AND ARB MEMBERS MEETINGS DURING THE NOVEL CORONAVIRUS DISEASE 2019 (COVID-19) EMERGENCY UNDER VIRGINIA CODE § 15.2-1413

AN EMERGENCY UNCODIFIED ORDINANCE to establish methods to assure continuity in The Town of Clifton government and conduct of Town of Clifton Planning Commission and Architectural Review Board ("ARB") Members meetings during the COVID-19 Emergency, as authorized by Virginia Code §§ 15.2-1413 and -1427.

Be it ordained by the Town Council Members of The Town of Clifton:

1. That the following uncoded ordinance is hereby adopted:

A. Purpose of the Ordinance.

This ordinance establishes methods to assure continuity in The Town of Clifton government, including the Planning Commission and ARB Members' procedures for meetings, during the COVID-19 emergency. These provisions are intended to ensure the Planning Commission and ARB's ability to conduct necessary public business in a manner consistent with Virginia state law and federal, state, and local health directives and guidance, all while maintaining transparency and public participation to the greatest extent feasible.

This ordinance is being adopted in response to the COVID-19 outbreak. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020. On March 13, 2020, the President of the United States declared that the COVID-19 outbreak in the United States constitutes a National Emergency beginning March 1, 2020. On March 12, 2020, Governor Ralph Northam issued a Declaration of a State of Emergency due to Novel Coronavirus (COVID-19). The Governor declared the emergency "to continue to prepare and coordinate our response to the potential spread of COVID-19, a communicable disease of public health threat" and he found that "[t]he anticipated effects of COVID-19 constitute a disaster as described in § 44-146.16 of the Code of Virginia." The Governor's Declaration of a State of Emergency remains in effect until June 10, 2020, unless sooner amended or rescinded. Effective March 16, 2020, Governor Northam and the State Health Commissioner jointly issued an Order declaring a state public health emergency.

The Public Health Emergency Order issued jointly by the Governor and the State Health Commissioner effective March 16, 2020, consistent with all other expert opinions, observes that COVID-19 spreads from person to person, transmitted via respiratory droplets, and can be spread from an infected person who does not have symptoms to another person. No vaccine or known treatment options exist at this time.

B. Virginia Statutory Authority for the Ordinance.

Virginia Code § 15.2-1413 authorizes localities to adopt an ordinance to “provide a method to assure continuity in its government, in the event of an enemy attack or other disaster,” “[n]otwithstanding any contrary provision of law, general or special.” The Governor’s Declaration of a State of Emergency found that “[t]he anticipated effects of COVID-19 constitute a disaster as described in § 44-146.16 of the Code of Virginia.”

Virginia Code § 15.2-1427 authorizes localities to adopt emergency ordinances without prior notice; however, no such ordinance may be enforced for more than 60 days unless readopted in conformity with the provisions of the Virginia Code.

Virginia Code § 2.2-3708.2(A)(3) allows the Town of Clifton Planning Commission and ARB Members to meet via electronic communications without a quorum physically assembled together “when the Governor has declared a state of emergency,” “the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location,” and “the purpose of the meeting is to address the emergency.” Public notice must be given using the best available method, in light of the nature of the emergency, and it must be provided contemporaneously with the notice provided to the members of the public body. Finally, arrangements must be made for the public to access the meeting.

Virginia Code § 2.2-3708.2(A)(1) allows members of the Planning Commission and ARB to participate in a meeting via electronic communications if (1) the Town of Clifton has a written policy allowing for such electronic participation; (2) a quorum of the Planning Commission or ARB is physically assembled at the primary meeting location; (3) the Planning Commission and ARB Members makes arrangements for the voice of the remote participant to be heard by all persons at the primary location; and (4) any member requesting remote participation is unable to attend the meeting due either to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, or to a personal matter that is identified with specificity. The Council adopted an electronic communications policy on behalf of the Planning Commission and ARB on April 15, 2020.

C. Definitions.

“Continuity in The Town of Clifton government” includes, without limitation, those actions, and the coordination of actions, that are necessary to assure the continuation of the Town’s essential functions and services.

"Electronic communication" means the use of technology having electrical, telephonic, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Emergency" means the outbreak of the respiratory illness referred to as the novel coronavirus or COVID-19, as described in the Governor's Declaration of a State of Emergency, and the spread and effects of COVID-19, which constitute a disaster as defined in Virginia Code § 44-146.16.

"Meeting" means a regular meeting of the Planning Commission or ARB Members, any public hearing scheduled and held by the Planning Commission or ARB, and any special or emergency meeting called by the Planning Commission or ARB as allowed by Virginia Code §§ 15.2-1417 and -1418.

"Usual procedures" means the requirements and procedures established by the Virginia Freedom of Information Act for public meetings, including remote participation by a Planning Commission or ARB member as long as a quorum of the Planning Commission or ARB is physically assembled at the meeting location, as allowed by Virginia Code § 2.2-3708.2(A)(1) and the policy adopted by the Council on April 15, 2020.

D. Town Planning Commission and ARB Members' Meeting Procedures.

1. For any meeting at which the Planning Commission and ARB transact public business with any purpose other than addressing the emergency or assuring continuity in the Town of Clifton government, the Planning Commission and ARB will meet in accordance with all usual procedures established by the Virginia Freedom of Information Act.
2. If the purpose of a meeting of the Planning Commission and ARB is to address the emergency, the Town Planning Commission and ARB Members will meet in accordance with all usual procedures established by the Virginia Freedom of Information Act unless, in the judgment of the Planning Commission Chair or ARB Chair, as appropriate, the catastrophic nature of the declared emergency makes it impracticable or unsafe to physically assemble a quorum at one location, in which case the Planning Commission or ARB will meet solely through electronic communication means to discuss the emergency in accordance with the emergency procedures established by FOIA and specifically Virginia Code § 2.2-3708.2(A)(3). In no event shall any action be taken by the Planning Commission or ARB in an electronic meeting unless a quorum is participating remotely. If the Planning Commission and ARB follow the procedures established by Virginia Code § 2.2-3708.2(A)(3), the Planning Commission or ARB will state on the record the nature of the emergency, the fact that the meeting is being held electronically, and the type of electronic communication means being used, and the Planning

Commission or ARB will make arrangement for public access to the meeting.

3. (A) In addition, if any meeting or any part of a meeting of the Town of Clifton Planning Commission or ARB is being conducted for the purpose of assuring continuity in the Town of Clifton government, the Town of Clifton Planning Commission and ARB Members, as appropriate, will meet in accordance with all usual procedures established by the Virginia Freedom of Information Act to the extent possible.

(B) If, in the judgment of the Planning Commission or ARB Chair, as appropriate, items proposed to be considered are necessary to assure continuity in the Town of Clifton government and the usual procedures cannot be implemented safely or practically, then, under the authority granted to the Town of Clifton and its Planning Commission and ARB by Virginia Code § 15.2-1413, the method by which the Planning Commission and ARB will conduct any meeting to consider the items will be as follows.

(1) The meeting may be held solely through electronic communication means without a quorum of members physically assembled at one location, but only after notice of the meeting is given in accordance with applicable laws. In no event shall any action be taken by the Planning Commission and ARB in an electronic meeting unless a quorum is participating remotely.

(2) The meeting may be held without permitting members of the public to be physically present in the same location as any of the Planning Commission and ARB members, but alternative arrangements for public access will be made. Such alternative public access may be through electronic communication, including but not limited to audio, telephonic, or video broadcast.

(3) Before action may be taken on any item, the Planning Commission and ARB must first approve that the item or items are necessary to assure continuity in the Town of Clifton government and that the usual procedures cannot be implemented safely or practically. A motion may be made and voted upon before each item or as to the entire agenda, as may be determined by the Planning Commission or ARB Chair, as appropriate.

(4) For any such matter requiring a public hearing by law, public comment will be solicited and received via written or electronic communication prior to the vote on the matter. All such comments will be provided to the members of the Planning Commission and ARB and made a part of the record of the meeting.

E. Suspension of Certain Policies

Any policies or procedures previously adopted by the Planning Commission and ARB are suspended to the extent they are inconsistent with this Ordinance.

2. That this ordinance will become effective upon adoption by the Town Council of the Town of Clifton.

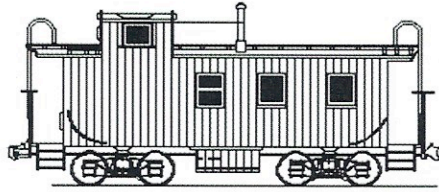
3. That this ordinance is being adopted on an emergency basis as allowed by Virginia Code § 15.2-1427(F), and may be enforced for no more than 60 days from the date of adoption, unless the Town Council readopts this ordinance in conformity with all applicable provisions of state law and following the procedures established in this ordinance.

4. That the Clerk for the Town Council will schedule a public hearing on June 2, 2020, at which the Council will consider readopting this ordinance or a similar ordinance that assures continuity in the Town of Clifton Government, including the Planning Commission and ARB, during the COVID-19 pandemic. Such ordinance will be limited in its effect to a period not exceeding six months after the emergency and will provide for a method for the resumption of normal governmental authority by the end of the six-month period. The Clerk will publish descriptive notice of the Council's intention to propose the ordinance for passage once a week for two successive weeks as required by Virginia Code § 15.2-1427.

GIVEN under my hand this 15th day of April, 2020.



Amanda Christman
Town Clerk
Clifton, Virginia



Town of Clifton, Virginia
P.O. Box 309
Clifton, VA 20124

April 21, 2020

Mr. Saif-ur Qargha, Project Manager
VDOT, Northern Virginia District
4975 Alliance Drive
Fairfax, VA 22030

**Re: Request for Additional Review of Project with Respect to Pedestrian Needs
UPC 109949 – Clifton Streetscape – Phase II
State Project: CLFT-029-101, P101, R201, C501**

Dear Mr. Qargha:

The Town of Clifton Special Projects Committee would like to extend our heartfelt thanks to you and your colleagues at VDOT for providing a never-ending supply of guidance and patience as we continue to navigate through the process of bringing the streetscape project to fruition. Although our progress has been slow, it has nonetheless been steady despite the fact that our team is essentially all volunteers.

As was discussed on the conference call on March 25th with you and your colleagues, the Town has been evaluating the potential for the removal of four (4) utility poles that are impacting our streetscape project. While we were initially unsure of the possibility of removing these utility poles, the Town has learned through our research with Richter & Associates, as authorized by VDOT, how this could be accomplished within the scope of the project to further enhance the safety and walkability in the Town.

During this same timeframe, the Town Council received testimony from many residents with disabilities who have trouble navigating the sidewalks – a copy of the Council Minutes regarding comments at the meeting held on July 2, 2019 is attached for your information. In addition, there was a recent incident when a vehicle struck a guy-wire attached to a utility pole located along Main Street (within the streetscape project limits), which caused an unsafe situation. This incident is likely to be repeated if the utility poles are not removed from within the pedestrian and vehicular travelways, and in some cases, the poles are located in the middle of the existing sidewalk. The utility poles and their appurtenances conflict with the cars parked along Main Street and interfere with the individuals getting in and out of the cars. The Town is concerned about the potential issues these conflicts may present and would like to remove the utility poles and their appurtenances as they interfere with the objective to provide safety and functionality while meeting recognized engineering standards.

Mr. Saif-ur Qargha, Project Manager

April 21, 2020

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The Town would prefer to proceed with a design that removes four (4) utility poles from the public right-of-way. We understand that VDOT has reviewed the site plan prepared by J2 Engineers and granted design waivers for the existing conditions that were reflected in that site plan. However, given the feedback we have received from residents and understanding the potential to remove the poles, the Town feels the current design could be revised to improve pedestrian safety and accessibility for the public. Therefore, the Town is requesting VDOT to agree that the removal of the four (4) utility poles and their appurtenances can be included as part of the streetscape project and also qualify for Transportation Alternatives ("TA") funding.

During our conversations with the utility companies (Verizon, Northern Virginia Electric Cooperative ("NOVEC") and Cox Communications), questions arose in terms of the rights for the locations of the current utilities. We would appreciate if you could provide us with any information you may have for the current utility rights these companies may have along Main Street. If there is an individual in the VDOT Right of Way ("ROW") section that handles Locally Administered Projects ("LAP"), and could assist us in this endeavor, please let us know how best to contact him or her.

Per your recommendations, the Town is looking into the current franchise agreements for each utility company. Mr. Terry Yates mentioned he may be able to provide some examples of language from other jurisdictions to see how the franchise agreements have been written regarding relocation of utilities.

We would appreciate consideration of these concerns in order to help make a determination that it is appropriate to construct sidewalks that reflect the best interests of pedestrian safety, particularly for residents with disabilities, which in the case of the Town's project could include removal of the existing utility poles.

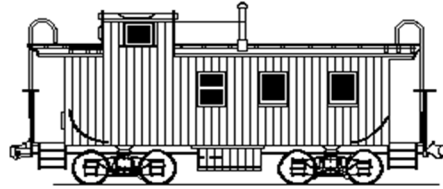
Sincerely,



William R. Hollaway, Ph.D.
Mayor, Town of Clifton, Virginia

Attachment – Clifton Town Council Meeting Minutes, July 2, 2019

cc: Terry Yates, NOVA District Local Assistance Manager, VDOT
Amir Salahshoor, NOVA District, Engineering Manager, VDOT
Pam Liston, Local Assistance Division, VDOT
Susan Yantis, Chair, Special Projects Committee, Town of Clifton



**CLIFTON TOWN COUNCIL
MEETING TUESDAY, JUNE 4, 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.

The Regular Meeting was called to order by Mayor Hollaway at 7:36 PM.

Order of Business:

1. Report of the Town Clerk.

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

- **Councilmember Poe moved to approve the May 2019 Regular Minutes and the two FY20 Budget Work Session Minutes from April 2019 as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 6-0.**

2. Reports of the Treasurer.

See attached reports.

a. Presentation of Treasurer's Report for Period Ending April 30, 2019 (not presented at May meeting).

b. Presentation of Treasurer's Report for Period Ending May 31, 2019.

- **Mayor Hollaway moved to approve the Treasurer's Reports as presented, seconded by Councilmember Poe. 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.

See additional public comments under item 8.d.

The Northern Virginia Therapeutic Riding Program (NVTRP): is thankful of the support from Clifton community and is holding a reception hosted by John Marshall Bank this Sunday June 9th from 3-5 PM. Residents are invited to attend and enjoy wine and cheese at the O'Shaughnessy farm while touring the facility and learning about the next phase in their capital improvement project.

Corey Hinderstein: asked for guidance on how to provide the necessary invoicing to outstanding sponsorships for the Haunted Trail. The Treasurer advised that the sponsors need to complete the sponsorship form in order to generate the invoices.

4. Unfinished Business.

a. Resolutions to Approve Budget for Fiscal Year Ending June 2020.

- **Mayor Hollaway moved to adopt the FY20 Budget, adopt the tax rates, and authorize the expenditure of funds as advertised, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

a. Planning Commission.

See attached report and DEQ documentation.

b. Architectural Review Board.

The Council noted that they have fielded questions regarding the new windows installed in the Community Meeting Hall. The design and material used for the new windows were selected by Fairfax County to address the constant humidity and condensation problems that were causing mold and property damage in the facility. The fixed nature of the sashes improve energy conservation and decrease noise pollution, as well.

Royce Jarrendt reported that the ARB is evaluating the guidelines for acceptable materials in Town, with a focus on acknowledging the many improvements in materials that could contribute to the historical fabric of the Town's contributing structures. The updating process will take time, and a draft will be circulated for review at a later date.

c. Other Committees:

i. Special Projects Committee – Results of Verizon Engineering Analysis.

Susan Yantis sent a report on the progress of the Verizon Engineering Analysis, which has so far yielded encouraging news regarding the feasibility of relocating the existing copper cables. Two design options with cost estimates will be produced within the next few weeks for the Council to consider.

7. Report of the Zoning Administrator:

a. Update on Enforcement Matters.

The Zoning Administrator updated the Council on the status of an application for appeal that was received by the BZA regarding a structure located at 7151 Main Street.

8. New Business:

a. Re-Appointment of Michael Anton to New 4-Year Term on Board of Zoning Appeals.

- **Vice Mayor Effros moved to recommend the re-appointment of Michael Anton to a new 5-year term on the Board of Zoning Appeals, seconded by Councilmember Hinderstein. The motion was approved by poll, 6-0.**

b. Buddy Bench Proposal.

See attached picture.

Donna Netschert gave a presentation on the nature of Buddy Benches, which have been around for a while and are meant to prevent bullying and loneliness. Jackie Lambertson has offered to contribute funds to defray the cost of \$399 and would like to affix a plaque in memory of her husband, Greg. The 8-foot long bench is constructed of rainbow-colored recycled plastic,

isn't permanently to the ground, and would be located near the playground equipment in the park.

- **Councilmember Hinderstein moved to approve the cost of the bench up to \$500, with the understanding that Ms. Lambertson will contribute a meaningful amount of the funds, seconded by Councilmember Milne. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

c. Setting a Price for Clifton Historic Vehicle Plates.

- **Councilmember Hinderstein moved to approve a fee of \$33 for the purchase of Clifton historic metal plates for vehicles by Town residents, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

d. Actions to Prevent Cars Parking on Sidewalks – Including Main Street towards Dell Avenue.

Graham Milne, of Dell Avenue: Every weekend cars park on the left-hand side of the street on the sidewalk so close to the fence that it forces pedestrians to walk in the road and the curve is dangerous. The police are called on a regular basis, but they don't respond.

Councilmember Milne noted that meetings with various public officials were previously held regarding this issue. The Town should form a committee to find some solutions that can be implemented quickly. This could include looking at measures that other towns have implemented, and could include the placement of heavy planters, a sign, permitting, etc. The Town Code may require updating to reflect the new measures. She advised that residents wishing to report illegal parking should call the Sully station directly and press zero (0) to get specific response.

Jackie Lambertson, of Dell Avenue: has the largest driveway on Dell at the end of the sidewalks. Many visitors to the Town turn into her driveway in order to park on the left-hand side of the street which causes an unsafe situation for her family and pets. She noted that it is impossible to navigate on the sidewalk when in a wheelchair.

Jennifer Chesley, of Main Street: is concerned by the people who park on the sidewalks on the weekend and sometimes block her driveway. She wonders about the possibility of adding raised curbs and worries that the planned Streetscape project may push additional parking up the street into the residential section. The speed of cars going past her driveway is terrifying and her fence has been hit several times.

Lynn: has young kids and lives close to the park. Oftentimes there is a car parked on the sidewalk, which forces her family to walk in the street, making it dangerous for her family to walk to the park, and difficult for her to teach her kids how to safely walk through Town.

Eileen: is deaf and can't hear cars coming down the road, so she feels extremely unsafe when she is not able to use the sidewalk due to the illegally parked cars.

Christine: was forced to walk in the street a few days ago and it was terrifying, because you can't see the cars when they're coming. She reiterated that it's an ADA issue.

Another Citizen: suffers from vertigo and needs to be able to use the sidewalk in order to be safe. Cars are parked on the crosswalks at the intersection of Chapel and Main, and traffic is flying through the intersection at unsafe speeds, as well.

Rick Dygve: as bad as the walking is, the parked cars are also out in the road, and you almost can't get through when you're driving. You just can't have parking there. How are you going to enforce the parking, if the cops won't come to ticket? Possibly pay overtime for policeman to come during certain hours to ticket or tow. We don't have our own police force and are dependent on the county. You can have all the signs you want (opposed to more), there used to be a policy against any signs. Barrels blocking that side of the road would be attractive way to block the parking while the Committee is evaluating other more permanent solutions.

Marilyn Barton: it's also an issue right in the middle of Main Street, where people are living – it's dangerous to pull out of your driveway, there are kids playing in Ayre Square and nobody's watching – everyone seems unaware of how dangerous the intersection is. Huge tourist buses sometimes park in front of her driveway and just sit there while they get their lunch. It happens all the time and they're blocking the road, too. Some motorists stop by ice cream to run in for an order, with traffic backed up outside of town and even stopped on the railroad tracks.

Mayor Hollaway reiterated that parking on sidewalks must stop. In the portions of streets that are too narrow to allow safe parking, it should be prohibited. There must be clear signage saying "no parking, violators will be towed," and there should be physical barriers as well. We need to set up a meeting with the police and bring some residents and making the requests very concrete, as in: "We need you to come out on the weekends and ticket and tow any violators, particularly on upper Main Street and Dell Avenue." We're not big sign people, but this is a very real issue involving safety and we need to take steps. Over time, people will get the message.

Donna Netschert, of Chestnut Street: want signs for no parking on Chestnut because the street is 1 ½ cars wide and more cars are going to try to park there, and the problem will be shifted to other side streets, too.

Lorena, of Main Street: has had to park on lawn just to get groceries out of her car. When people are coming from Kincheloe, they're flying over the speedbump. We're parked on both sides and there's no place to go.

Councilmember Hinderstein added that the floodplain is open for public parking and people should be encouraged to park there. The Town is required to allow public parking in the lot, though Graham Milne replied that currently there is a no parking sign up at the entrance of the flood plain which is confusing for drivers.

Vice Mayor Effros agreed that the problem needs to be solved and noted that VDOT should be involved in the process. Perhaps a guardrail could be erected between the sidewalk and the road, or possibly hitching posts would be more historic. The Town should consider using a constable in town and consider a possible revenue stream from parking enforcement. Painting parking spaces on the road to show people where they can park has been very effective in other areas of the town in the past.

- **Councilmember Milne moved to form a Committee to study the unsafe and illegal parking problem on Main Street south of Clifton Road and develop short and long-term solutions, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

9. Executive Session – Report on Legal Matters.

- **Mayor Hollaway then moved that the Clifton Town Council recess its open meeting and convene a closed session as authorized by Code of Virginia Section 2.2-3711(A)(7) to consult with the Town Zoning Administrator about enforcement options, including but not limited to, court action for the removal of the structure at 12722 Chestnut Street, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Councilmember Hinderstein moved that the Clifton Town Council adjourn its closed session and reconvene its open meeting and certify that while in closed session, only the matter that was set forth in the motion convening the closed session was discussed, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

10. Adjournment.

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

The Meeting was adjourned at 10:02 PM.



Clifton Clerk <clerk@cliftonva.gov>

FW: Pink house rent

1 message

Hollaway Ph.D., William R. <WHollaway@gibsondunn.com>

Tue, Apr 7, 2020 at 4:15 PM

To: Steve Effros <steve@effros.com>, Melissa Milne <melissa.milne9@gmail.com>, The Judge <mcdonald.regan@gmail.com>, "Chase (chasehinderstein@gmail.com)" <chasehinderstein@gmail.com>, Darrell Poe <poe4clifton@gmail.com>

Cc: "Amanda Christman (clerk@cliftonva.gov)" <clerk@cliftonva.gov>, "Marilyn Lane Barton (clifton.treasurer@cox.net)" <clifton.treasurer@cox.net>

All,

Below is Belle Jar Design's proposal and request to reduce their rental rate by 50% for the months of May and June during the COVID-19 state of emergency.

This request will be addressed by the Town Council at the April 15 Meeting.

Please let me know if you have any questions.

Best regards,
Bill

-----Original Message-----

From: Belle Jar Design <bellejardesign@gmail.com>

Sent: Sunday, April 5, 2020 10:03 PM

To: Hollaway Ph.D., William R. <WHollaway@gibsondunn.com>

Cc: Kerry Powers <kerry_powers@hotmail.com>

Subject: Re: Pink house rent

[External Email]

Hi, Bill-

Thanks again for the conversation Friday evening. I had a chance to talk to Kerry this weekend and we are hopeful that the Town Council will consider helping us get through the next few months until hopefully, we are able to recover from this crisis.

We would respectfully ask that the town council consider splitting the rent (\$800 each) with us for May and June. In the event that the retail closure is extended by the Governor, we are hopeful you would consider having another conversation.

In the meantime, we have applied for a federal grant and will apply for any state or county aid when/if it becomes available.

Thank you for considering our request-
Laura Jane (and Kerry)

Laura Jane Cohen
Co-owner, Belle Jar Design
www.facebook.com/bellejardesign
www.bellejardesign.com

This message may contain confidential and privileged information for the sole use of the intended recipient. Any review, disclosure, distribution by others or forwarding without express permission is strictly prohibited. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

5/11/2020

cliftonva.gov Mail - FW: Pink house rent

Please see our website at <https://www.gibsondunn.com/> for information regarding the firm and/or our privacy policy.

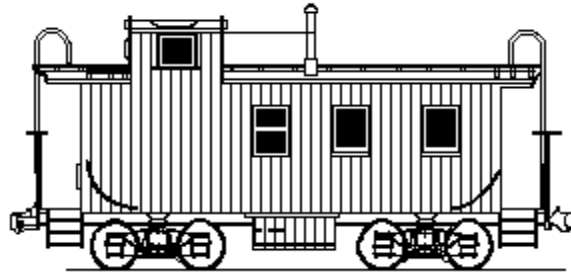
TOWN OF CLIFTON, VIRGINIA		Proposed FY2021 Budget for April 15, 2020 Budget Work Session FY21 06	
TOWN OF CLIFTON - Proposed Income/Expense Budget			
REVENUES:			
Taxes & Permits Revenues:			
ARB Permits	500.00		
BPOL	40,000.00		
BZA Fees	0.00		
Va Communications Sales Tax	4,800.00		
Va Car Rental Distribution	2,200.00		
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	3,500.00		
Motor Vehicle Tags	7,000.00		
No. Va. Cigarette Tax	2,500.00		
Railroad Tax	1,600.00		
Sales Tax	32,000.00		
Meals Tax	0.00		
Use Permits	700.00		
Utility Consumption Tax	1,200.00		
TOTAL TAXES & PERMITS:			96,000.00
Town Facilities Rentals:			
Community Hall	5,000.00		
Pink House	32,000.00		
TOTAL FACILITIES RENTALS:			37,000.00
Other Revenues:			
Clifton Arts Council			
Clifton Film Festival	1,500.00		
Total Clifton Arts Council			1,500.00
Environmental Comiittee			
Environmental Event	0.00		
Total Environmental Committee			0.00
Haunted Trail Event			
Historic Preservation Committee	45,000.00		
Historic Events in Town	0.00		
Total Historic Preservation Committee			0.00
HOMES TOUR COMMITTEE			
Homes Tour	0.00		
TOTAL HOMES TOUR COMMITTEE			0.00
Interest Income	12,000.00		
Town Parks Committee			
Property Rental-Park/Square/Gazebo	0.00		
Total Town Parks Committee			0.00
Clifton Business Committee			
Celebrate Clifton Gala	0.00		
Total Clifton Business Committee			0.00
Fire Program State Grant- FCFD	10,000.00		10,000.00
Litter Control Grant	800.00		800.00
Other income (Donations)	0.00		0.00
TOTAL OTHER REVENUE:			69,300.00
TOTAL REVENUES:			202,300.00

TOWN OF CLIFTON, VIRGINIA		Proposed FY2021 Budget for April 15, 2020 Budget Work Session FY21 06	
TOWN OF CLIFTON - Proposed Income/Expense Budget			
EXPENSES:			
Payroll Expenses:			
Town Clerk Salary	14,000.00		
Zoning Clerk Salary	6,000.00		
ADDED by TC Aug 2016 FY17: Assistant Project Manager-Streetscape	4,000.00		
Town Clerk- Records Review Salary	12,000.00		
Town Treasurer Salary	24,000.00		
Payroll Taxes	4,743.00		
Employee Incentives	2,000.00		
TOTAL PAYROLL EXPENSES:			66,743.00
CONTRACTUAL EXPENSES:			
Insurance	6,000.00		6,000.00
Town Government:			
ARB	300.00		300.00
Board of Zoning Appeals			
BZA - Seminars	0.00		
BZA - Legal fees - see line 94	0.00		
TOTAL BZA			0.00
Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Consulting & Related expenses for Town Plan, Capital Plan, Zoning Ordinances	5,000.00		
Advertising for Public Hearings for Use Permits	500.00		
General Consulting	8,000.00		
General Admin/Education	300.00		
Total Planning Commission			13,800.00
TOTAL GOVERNMENT:			20,100.00
Professional Fees:			
Accounting - Year Audit Review	7,500.00		
Legal Fees	30,000.00		
TOTAL PROFESSIONAL FEES:			37,500.00
Town Facilities:			
Town Handyman - 1099 vendor for maintenance services	6,000.00		6,000.00
Ayre Square Rent	1,500.00		1,500.00
Ayre Square Maintenance	1,500.00		1,500.00
Caboose Expenses:			
Equipment	500.00		
Maintenance	1,500.00		
Total Caboose Expenses:			2,000.00
Railroad Siding Rent	1,825.00		1,825.00
Subtotal - Facilities:			12,825.00
Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Cleaning	2,400.00		
Electric	6,500.00		
Supplies	750.00		
General Maintenance - including floors	4,400.00		
Mgt Fee (25% of Community Hall Rentals)	1,250.00		
Interior Improvements - Over \$500 requires TC approval	1,000.00		
TOTAL MEETING HALL EXPENSES			16,300.00

TOWN OF CLIFTON, VIRGINIA		Proposed FY2021 Budget for April 15, 2020 Budget Work Session FY21 06	
TOWN OF CLIFTON - Proposed Income/Expense Budget			
Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Maintenance & Repairs	10,000.00		
Total Pink House Expenses:			10,000.00
TOTAL TOWN FACILITIES:			39,125.00
Town Services:			
Town Elections	0.00		
Town Park Lawn Maintenance	5,000.00		
Grass Mowing	6,050.00		
Trash Collections	5,334.00		
	0.00		
Fire Program State Grant Expense - passthrough to FCFD	10,000.00		
TOTAL TOWN SERVICES:			26,384.00
Utilities:			
Utilities - Electric (RR Siding,Gazebo & Ayre Sq. & street lights)	1,300.00		
TOTAL UTILITIES:			1,300.00
Dues & Subscriptions:			
Conference Attendance	500.00		
Other Dues & Subscriptions & Training	500.00		
Va Municipal League	450.00		
TOTAL DUES & SUBSCRIPTIONS:			1,450.00
Other Contractual Expenses:			
Beautification Committee			
Flowers/Barrels & Flag Pole planter-Ayre Square	800.00		
Christmas Tree Lighting	1,000.00		
Banner Replacement	500.00		
Railroad Siding Boxes - North & South Sides	750.00		
Total Beautification Committee			3,050.00
Citizen Recognition Fund	750.00		750.00
Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Web Server Annual Maintenance with Domain Subscriptions	1,100.00		
Web Site Updating & Configuration	500.00		
Total Communication Committee			1,600.00
Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Clifton Halloween Night	200.00		
Clifton Film Festival	1,000.00		
Total Clifton Arts Council			1,200.00
Committee on the Environment			
Town Clean Up	150.00		
Camp Fire Event	250.00		
Environmental Events	200.00		
NEW: Wildlife preservation - Mark K equipment	500.00		
Total Environmental Committee			1,100.00
Haunted Trail Event	17,000.00		17,000.00
Historic Preservation Committee			
Historic Events in Town	500.00		
Oral History Proj	500.00		
Town Museum	1,000.00		
Historic Town Documents	500.00		
Total Historic Preservation Committee			2,500.00

TOWN OF CLIFTON, VIRGINIA		Proposed FY2021 Budget for April 15, 2020 Budget Work Session FY21 06	
TOWN OF CLIFTON - Proposed Income/Expense Budget			
Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Homes Tour	0.00		
Total Homes Tour Committee			0.00
Legal Advertising	2,000.00		2,000.00
Mayoral Reimbursement	500.00		500.00
Town Association of Northern Virginia Event	600.00		600.00
Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	2,500.00		2,500.00
Park Committee Expense			
Town Parks Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8 acre Park & Triangle Maintenance	7,500.00		
Gazebo Garden Refurbishment	0.00		
Tree Trimming and Replacement Planting - playground, Ayre Sq & Chapel St	5,000.00		
Playground Equipment Maintenance	3,000.00		
Fall Zone Mulching	3,000.00		
Mgt Fee (25% of Property Rentals)	25.00		
Total Town Parks Committee			18,525.00
Traffic, Parking and Safety Committee	500.00		500.00
Welcoming & Sunshine Committee			
Welcome Baskets & Expressions of Sympathy	0.00		
Spring Egg Hunt	250.00		
Total Welcoming & Sunshine Committee			250.00
MISC - Emergency Repairs - new line item	7,500.00		
MISC Other (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	7,500.00		15,000.00
Bank Fees			
Clifton Business Committee			
Celebrate Clifton Gala	0.00		
Commercial District Directional Signage	0.00		
Total Clifton Business Committee			0.00
TOTAL OTHER CONTRACTUAL:			67,075.00
Commodities:			
Computer Supplies - Hardware & Software	1,580.00		
Copies	200.00		
License Plates	100.00		
Miscellaneous Commodities - office services	300.00		
Office Supplies	1,000.00		
Office Equipment	500.00		
Postage & Delivery	600.00		
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	0.00		
TOTAL COMMODITIES:			4,280.00
TOTAL EXPENSES:			263,957.00
NET INCOME (LOSS):			(61,657.00)
Allocation of Prior Year Funds to Offset Budgeted Deficit:	61,657.00		0.00

TOWN OF CLIFTON, VIRGINIA	
TOWN OF CLIFTON - Proposed Income/Expense Budget	Proposed FY2021 Budget for April 15, 2020 Budget Work Session FY21 06
Town of Clifton	
CAPITAL IMPROVEMENTS/GRANT INCOME	
REVENUE/COST STATEMENT	
REVENUES:	
FEDERAL GRANTS	
Federal Trans. Project -ISTEA- Clifton Streetscape (100% MATCH GRANT)	0.00
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)	442,800.00
TOTAL VDOT TA - MAIN ST IMPROVEMENTS	442,800.00
	0.00
TOTAL REVENUES:	442,800.00
COSTS:	
Streetscape 2A - Design	58,000.00
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)	0.00
Streetscape 2A - Contruction	877,775.00
Total Main Street - Special Projects Committee	935,775.00
TOTAL SPECIAL PROJECTS COMMITTEE:	935,775.00
NET REVENUES/(COST)	(492,975.00)
Allocation of Prior Year Funds to Offset Streetscape Budgeted Deficit:	492,975.00
Preliminary engineering and design for new sidewalk	3,000.00
Purchase of Green Space	300,000.00
Clifton Creek Park - Trails	20,000.00
Public Parking Improvements	10,000.00
Caboose renovation	0.00
Museum Visitor Center & Town Office & Storage Facility	80,000.00
TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds	413,000.00
NET REVENUES/(COST)	(413,000.00)
Allocation of Prior Year Funds to Offset Capital Projects Budget Deficit:	413,000.00
TOTAL COSTS	1,348,775.00
NET REVENUES/(COST)	(905,975.00)
OVERALL Allocation of Town Equity Dollars to Fund Capital Projects	905,975.00



**CLIFTON TOWN COUNCIL SPECIAL MEETING
FY2021 BUDGET WORK SESSION
WEDNESDAY, APRIL 15, 2020, 7:30 PM
ELECTRONIC MEETING**

In accordance with the Town of Clifton's Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in the Town of Clifton Government and Conduct of Town Council Members Meetings During the Novel Coronavirus Disease 2019 (COVID-19) Emergency under Virginia Code § 15.2-1413, the Town of Clifton is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by the Town Clerk.

Order of Business:

1. Resolutions for Electronic Meetings – Planning Commission and ARB.
 - a. Adoption of Town of Clifton Planning Commission and ARB Members' Policy for Participation in Meetings by Electronic Communication under Virginia Code § 2.2-3708.2.
 - b. Adoption of an Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in the Town of Clifton Government and Conduct of Town Planning Commission and ARB Members Meetings During the Novel Coronavirus Disease 2019 (COVID-19) Emergency under Virginia Code § 15.2-1413.
2. Letter from the Mayor to VDOT Regarding Utility Poles Removal.
3. Request from Belle Jar Design for Temporary Rent Reduction.
4. New Business:
 - a. Review proposed input for FY2021 Town Budget for July 1, 2020 – June 30, 2021.
 - b. Approve Proposed FY2021 Town Budget for Advertising and Public Hearing.
5. Adjournment.