

**CLIFTON TOWN COUNCIL
PUBLIC HEARING RE: PROPOSED FY2021 BUDGET and
REGULAR TOWN COUNCIL MEETING
WEDNESDAY, MAY 6TH, 2020, 7:30 PM
ELECTRONIC MEETING, VIA ZOOM**

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 Public Hearing and Regular Meeting 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 Public Hearing and Regular 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.

1. Resolution Adopting Remote Electronic Meeting and Other Actions During a State of Emergency

See attached Resolution.

- **Mayor Hollaway moved to add the consideration of the proposed Resolution to the Agenda, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye.**
- **Councilmember Poe moved to approve the Resolution, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye.**
- **Councilmember Poe move to appoint Mayor Hollaway to the position of Director of Emergency Management. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye.**

Order of Business:

1. Public Hearing - Comments on Proposed Budget for Fiscal Year Ending June 2021.

See attached Proposed Budget as advertised.

Vice Mayor Effros: asked if the Public Hearing and Regular Meeting were being recorded. It was noted that the Minutes would be captured in the usual manner (written Minutes) in lieu of electronic recordings.

Councilmember Poe: Reported that the Haunted Trail Committee is concerned about the projected revenue and recommends reducing the amount of that line item to \$37,000.

- **Vice Mayor Effros moved to close the Public Hearing, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye.**

2. Report of the Town Clerk:

a. Approval of the Minutes (previous meetings and work sessions):

- i. March 3, 2020 Regular Meeting Minutes;
- ii. April 6, 2020 Special Meeting Minutes;
- iii. April 15, 2020 Special Meeting & Budget Work Session Minutes.
- **Mayor Hollaway moved to approve the Minutes with minor revisions for clarification, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye.**

3. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to approve the payment of the Town Attorney's invoice for \$1,900, seconded by Councilmember Milne. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye.**
- **Mayor Hollaway moved to approve the Treasurer's Report as presented, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; Hinderstein: Aye; McDonald: Aye.**

4. Citizen's Remarks.

Jennifer Heilmann: remarked that there was a large crowd of people gathering in Ayre Square. When the weather gets nice, people come to visit. She noticed numerous cars parking in the flood plain parking lot. She asked that the Council consider emulating Fairfax County by closing public parking lots near trails. She suggested that Villagio's employees should revert to using their designated employee parking lot rather than parking into customer spaces as they are currently doing.

Marilyn Barton: remarked that many race cars were parked at Clifton House and they were extremely loud, racing around through Town. It seemed like it was a group that moved in concert. She noticed that Villagio's curbside pick-up configuration is causing a significant traffic back-up on Chapel Road.

Kathy Kalinowski: Asked if the Town can have its own rules regarding social distancing, events or masks. She also wondered if Ayre Square could be closed off during the pandemic.

Laura McDonald: remarked that street parking near her home has been problematic lately, and that she observed people loitering and drinking alcohol in the parking lot near the caboose. She added that she's frustrated that she can't leave her yard on a weekend, though she wants to support the businesses. She wondered if Ayre Square could be closed off during the pandemic, or could temporary signage governing physical distancing be installed.

Steve Effros: remarked that Ayre Square is getting crowded at times due to customers purchasing take-out food from nearby businesses. He noted that the alcohol consumption in public places and the car situation has gotten out of hand. The Town needs to talk to the Police Department about having more supervision on the weekends due to being a destination location. The Town has retained police officers to help supervise situations in the past, and he wondered if maybe CARES Act funding could be used to enforce physical distancing in public spaces on weekends.

Chase Hinderstein: wondered if anyone has called the Sully Station police department. He noted that the crowding doesn't necessarily constitute a problem, given that people who congregate are putting themselves at risk, not necessarily the residents of the Town.

Melissa Milne: remarked that the Town must remain aware of how hard the businesses are trying to stay open. However, drinking alcohol in the parking lots is illegal, and the Town should talk to the police and they will be responsive as they were with the parking issue on Dell sidewalks, recently.

Regan McDonald: noted that he has called the police department's non-emergency line when seeing alcohol consumption has been observed near the caboose. However, this situation is happening every night at dinner time. Villagio should be asked to move their pick-up point down the block to prevent the traffic backup.

Wayne Nickum: pointed out that the flood plain parking lot is intended for parking, not drinking.

Bill Hollaway: noted that the Town has not closed Ayre Square because it would lead to people waiting for take-out on crowded sidewalks.

Councilmember Poe: suggested that the Town ask businesses to encourage customers to wait in their cars for takeout and wondered if Villagio could use the adjacent parking lot for take-out rather than having cars parked on the curb.

It was concluded that Vice Mayor Effros will draft a letter to the police department, Councilmember McDonald will reach out to the local motorcycle club that may be contributing to weekend engine noise, and Vice Mayor Effros will reach out to Marcus Silva about possible changes that Villagio could make to reduce traffic build-up along Villagio's curb.

5. Unfinished Business:

See attached final version of letter.

- a. Letter Regarding Rural Resorts, ADUs and Agri-Tourism - Status.

Vice Mayor Effros reported that the draft had been revised and recirculated, although not everyone has had a chance to review it by the time of the Meeting.

6. Reports of Special Committees.

None.

7. Reports of Standing Committees:

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the recommendation of the Planning Commission to issue a Use Permit to WY Leadership, LLC, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Hinderstein: Aye.**
- **Mayor Hollaway moved to approve the recommendation of the Planning Commission to issue a Final Use Permit for 7215 Dell Avenue as soon as the applicant has provided documentation showing that the conservation easement has been recorded, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; McDonald: Aye; Hinderstein: Aye; Milne: Aye.**

b. Architectural Review Board.

No report.

c. Other Committees.

None.

8. New Business:

a. Proposal to Replace Heat Pumps for Back Building at Pink House.

Mayor Hollaway reported that several proposals have been evaluated to improve the efficiency of the heat pumps, but that several more are currently being solicited from area contractors in order to get a competitive price for services.

b. Confirm Boundary Map of Clifton in Response to Census Bureau Request – Proposal to Engage Town Engineer.

See attached final response.

- **Mayor Hollaway moved that the Council authorize the Mayor to respond to the Census Bureau's request to say that the map "appears to be correct to the best of [his] knowledge," seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Poe: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Hinderstein: Aye.**

c. CARES Act Funding – Discuss Eligible Uses for CARES Act Funds.

Mayor Hollaway reported on the eligible uses for the CARES Act funding that has been granted to the Town for specific uses during the COVID-19 pandemic. Eligible expenses for the funding include certain Town Attorney fees, the Zoom subscription, signage, barricades, facility sanitation, and assistance to those affected by business or employment (which includes expenses related to provision of grants to businesses caused by loss of income). Food delivery to residents affected. The \$1,600 rent-relief grant to Belle Jar Design would also be eligible.

The Town will form a sub-committee consisting of the Mayor and Vice Mayor to consult with the Town Attorney and to develop a policy regarding CARES Act grants to be approved at the June Council meeting.

d. Potential Additional Steps by Town of Clifton re: Safety Requirements or Conditions during Current Health Emergency - Discuss.

The Town will ask its Attorney if the Town has the right to require that public-facing employees wear masks. Vice Mayor Effros indicated that he would consider requesting an emergency Council meeting to approve such a motion, if possible.

9. Report of the Zoning Administrator:

a. 7184 Clifton Road – Update.

The Zoning Administrator and ARB Chair are currently working to schedule a meeting with the applicant to conduct a site inspection.

b. 12752 Chapel Street.

A second communication will be sent to the applicant requesting that they come back for their Final Use Permit.

c. 12727 Clifton Heights Lane.

A second communication will be sent to the applicant requesting that they come back for their Final Use Permit.

10. Adjournment.

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

**TOWN OF CLIFTON, VIRGINIA
TOWN COUNCIL**

PRESENTED: MAY 6, 2020

ADOPTED: MAY 6, 2020

**A RESOLUTION: ADOPTING REMOTE ELECTRONIC MEETING AND
PUBLIC HEARING PROCEDURES DURING AN
EMERGENCY/DISASTER AND OTHER ACTIONS TO
ALLOW THE TRANSACTATION OF BUSINESS
REQUIRED FOR THE CONTINUED OPERATIONS OF THE
TOWN OF CLIFTON, VIRGINIA.**

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on April 2, 2020, the Clifton Mayor, as the local Director of Emergency Management, and Town liaison to the Fairfax Department of Emergency Management, declared a local emergency specifically finding that the COVID-19 pandemic constitutes a “disaster” as defined in Virginia Code § 44-146.16, being a “communicable disease of public health threat”; and

WHEREAS, by Executive Order Fifty-Three, effective March 24, 2020, Virginia Governor Northam prohibited public gatherings of greater than ten (10) persons in an effort to implement social distancing during the pandemic emergency; and

WHEREAS, by Executive Order Fifty-Five, effective March 30, 2020, Virginia Governor Northam issued a Stay at Home Order, and emphasized the prohibition on public gatherings of greater than ten (10) persons; and

WHEREAS, at a meeting on April 6, 2020, the Town Council, while practicing physical

distancing, adopted a policy for the remote participation of individual Town Council Members by electronic means while a physical quorum is present, pursuant to Code of Virginia § 2.2-3708.2; and

WHEREAS, at its April 6, 2020 meeting, the Town Council, while practicing physical distancing, enacted an Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in Town of Town Council Government and to Conduct Town Council Member Meetings During Novel Coronavirus Disease 2019 Emergency and such methods include the ability to conduct fully remote electronic participation meetings; and

WHEREAS, on April 24, 2020, Virginia Governor Northam signed amendments to Code of Virginia § 2.2-3708.2 which allow public bodies to conduct electronic meetings without the necessity of a physical quorum during a declared emergency/disaster in order to transact business statutorily required or necessary to continue operations of the public body; and

WHEREAS, the Town Council desires to protect the health and safety of the public, its elected appointed members and employees; abide by the Governor's Stay-at-Home Order; and follow the Federal and State social distancing and congregating directives; and

WHEREAS, the Town Council desires to undertake fully remote electronic meetings to continue the Town's business that is statutorily required and necessary for the continued operations of the Town.

NOW THEREFORE, BE IT ORDAINED by the Clifton Town Council that the Covid-19 pandemic emergency/disaster makes it unsafe to assemble in one location, a physical quorum for public bodies, including the Clifton Town Council, the Planning Commission, Architectural Review Board, Board of Zoning Appeals, and all other boards, commissions, and committees created by the Clifton Town Council or to which the Clifton Town Council appoints all or a portion of its members (collectively "Public Entities" and individually "Public Entity"), or for such Public Entities to conduct meetings in accordance with normal practices and procedures; and.

BE IT FURTHER RESOLVED that the Clifton Town Council hereby requests its officers and staff to take all steps reasonably necessary or appropriate to implement such procedures and to develop any specific procedures as applicable and appropriate for the Town Council, provided that such specific procedures are consistent with the terms and conditions of this Resolution and Virginia law.

PART A--PROCEDURES FOR MEETINGS

Sec. A-1. Procedures for public meetings during the emergency.

For the duration of the emergency/disaster, the following procedures shall govern the meetings of the Clifton Town Council and any of its Public Entities:

- a. Any meetings or activities which require the physical presence of members of the Town Council or Public Entities may be held through real time electronic means

(including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and

- b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of the electronic meeting as required by law and identify how the public may participate or otherwise offer comment; and ^{[[1]]}_{SEP}
- c. At the beginning of each such meeting, the following shall be stated:
 - 1. the nature of the declared emergency makes it impracticable or unsafe for the public entity to assemble in a single location; and
 - 2. the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public and the discharge of its lawful purposes, duties, and responsibilities; and
 - 3. the public entity shall make available a recording or transcript of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia.
- d. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Resolution and State Law; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and ^{[[1]]}_{SEP}
- e. Any such electronic meeting of a Public Entity shall be open to electronic participation by the public and closed to in-person participation by the public; and ^{[[1]]}_{SEP}
- f. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and ^{[[1]]}_{SEP}
- g. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, identify members participating, and specify what actions were taken at the meeting. A Public Entity may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended. ^{[[1]]}_{SEP}

PART B—DESIGNATION OF SUCCESSORS AUTHORIZED TO ACT DURING EMERGENCY DISASTER

Sec. B-1. Council, Boards, Commissions and Committees.

- a. At any time the Mayor is unable to discharge the duties of his office, the Vice Mayor is authorized to discharge the same for the duration of any such disability. In the event a meeting of the Town Council is convened and neither the Mayor nor Vice Mayor is available to preside over such meeting, the Council shall elect from its members a chair pro tem to preside during such meeting.
- b. Whenever the chair of any board, commission or committee of the Town is unable to discharge the duties of office, the vice chair of such board, commission or committee is authorized to discharge the same for the duration of any such disability. In the event that neither the chair nor vice chair is available to preside over a meeting of a board, commission or committee, then the remaining members of such board, commission or committee then present may appoint a chair pro tem from among their membership to preside during such meeting.
- c. The provisions of Part A of this ordinance shall apply, *mutatis mutandis*, to the conduct of meetings of any board, commission or committee for the duration of the emergency disaster.

Sec. B-2. Town Council authorized to designate successors to exercise powers and discharge duties.

To the extent authorized by law, the Town Council, by ordinance or resolution as appropriate, may designate successors to exercise any power conferred and discharge any duties imposed upon the Town, its officers and employees. Any such ordinance/resolution shall be limited to a time specified therein. The ordinance/resolution shall be filed with the official records of the Town and shall be maintained by the Town Recorder.

PART C—SUSPENSION OF INCONSISTENT LAWS, ETC.

Sec. C-1 – Suspension of Inconsistent Ordinances and Policies

To the extent permitted by law, all ordinances and policies heretofore enacted by the Town Council or its subordinate committees, commissions or boards, are hereby suspended for the duration of the emergency disaster, but only to the extent that they are inconsistent with this Resolution and its authorizations. The provisions of this suspension are effective immediately and shall remain so until six (6) months from the date of adoption; and further, that normal governmental activity shall resume subsequent to expiration of this Resolution should no further emergency be declared hereafter.

PART D—SPECIFIC EMERGENCY ACTIONS AUTHORIZED

Sec. D-1 - Emergency procurements authorized.

The Town Council hereby authorizes the emergency procurement of personnel services to supplement the personnel services provided by the Town and emergency procurement of specialized services intended to respond to the unique attributes of the emergency or

disaster relief necessitated under a declaration of emergency or disaster. The Director of Emergency Management shall engage in such competition for such services as he deems appropriate in his sole reasonable judgment under the circumstances.

Sec. D-3. Allowing use of Town facilities.

The Town Council declares it to be necessary and appropriate to offer use of Town-owned property to federal, state and County or regional emergency response forces as the Town reasonably can accommodate and the Director of Emergency Management is authorized to offer such use on the Town's behalf. When determined to be necessary in the Director's sole reasonable judgment, such use of Town property may be offered even though it may displace other users of the Town's facilities during some part or all of the emergency or disaster.

Sec. D-4. Authority to seek grants or reimbursements.

The Mayor or his designee, is hereby authorized to seek grants for emergency or disaster response purposes and may apply for reimbursement on behalf of the Town of its costs incurred in making response to emergency or disaster-created circumstances.

Sec. D-5. Supplemental policies authorized.

To the extent not inconsistent with law, the provisions of this Resolution may be supplemented by policies promulgated by the Mayor and Town Council or by a subsequently appointed Director of Emergency Management. All such policies are deemed to be incorporated herein and shall be attached to this Resolution and filed with the records of the Town Recorder.

Sec. D-6. Enumeration not to be deemed to prohibit other action.

The enumeration or specification of emergency actions allowed by the foregoing provisions of Part D shall not be deemed to prohibit the undertaking of actions not therein specified, it being the intent of this Resolution to authorize all conduct and activities reasonably necessary and prudent under the circumstances to protect the health, safety and welfare of the citizens of Clifton and to provide for the continuity of government within the Town for the duration of the emergency/disaster.

PART E—USE OF PUBLIC FACILITIES, ETC.

Sec. E-1 – Public Buildings, Facilities, and Real Property

The Director of Emergency Management is empowered and directed to restrict the public from entering or congregating around Town-owned buildings, facilities, and real property in the least restrictive manner as reasonably necessary to ensure the health, safety, and welfare of the public and Town staff.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon

adoption and shall remain in effect during the pendency of the Emergency including for any applicable period upon the re-adoption of such Resolution by the Town Council.

VOTE:

AYES: 6

NAYS: 0

ABSTENTIONS: 0

ABSENT FOR VOTE: 0

ADOPTED: May 6, 2020



William R. Hollaway , Mayor

CERTIFIED:



Town Clerk

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			
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		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			
TOWN OF CLIFTON - Proposed Income/Expense Budget		Proposed FY2021 Budget for April 15, 2020 Budget Work Session FY21 06	
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

Legals

PUBLIC NOTICE

AT&T proposes to replace an existing 41.9' wood utility pole with a new 51' wood utility pole and install a top-mounted antenna at 54.4' at 8858 Lee Hwy, Fairfax, VA (20200384). Interested parties may contact Scott Horn (856-809-1202) (1012 Industrial Dr., West Berlin, NJ 08091) with comments regarding potential effects on historic properties.

Legals

ABC LICENSE

Welcome California Market, Inc. trading as 99 Ranch Market 622, 10780 Fairfax Blvd. Fairfax, VA 22030-4323. The above establishment is applying to the VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC) for a Wine and Beer Off Premises license to sell or manufacture alcoholic beverages. Alice Chen/CFO. NOTE: Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at www.abc.virginia.gov or 800-552-3200.

Legals

ABC LICENSE

Burke Centre Texaco INC trading as Burke Centre Texaco, 6054 Burke Commons Rd, Burke, VA 22015. The above establishment is applying to the VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC) for a Wine And Beer Off Premises license to sell or manufacture alcoholic beverages. Robin M Haar, President authorizing advertisement. NOTE: Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at www.abc.virginia.gov or 800-552-3200

Legals

Notice of Initiation of the Section 106 Process: Public Participation

Sprint proposes the construction of a rooftop telecommunications facility at 6120 Franconia Rd, Alexandria, Fairfax County, VA. Members of the public interested in submitting comments on the possible effects on historic properties included in or eligible for inclusion in the National Register of Historic Places may send their comments to Andrew Smith, RESCOM Environmental Corp., PO Box 361 Petoskey, MI 49770 or call 260-385-6999.

Legals

Legals

**Public Hearing for the Town of Clifton, Virginia
Proposed FY2021 Town Budget
May 6, 2020**

Notice is hereby given that the Town Council of the Town of Clifton, Virginia will conduct an electronic Public Hearing on Wednesday, May 6, 2020 at 7:30 p.m. using Zoom teleconferencing audio and video service to consider the proposed FY2021 Town Budget. The Public Hearing will be conducted 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 FY2021 proposed Town Budget will be posted on the Town's website cliftonva.gov and a hardcopy will be posted at the Clifton Post Office, 12644 Chapel Road, Clifton, VA 20124. All interested parties are encouraged to contact the Town Clerk to receive instructions on how to access the electronic forum in order to express their views with respect to the proposed FY2021 Town Budget. Written comments on the proposed Budget can also be submitted via email to the Town Clerk and via regular U.S. mail by sending them to P.O. Box 309, Clifton, VA, 20124.

Employment

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An expert is someone who knows some of the worst mistakes that can be made in his subject and how to avoid them.
-Werner Heisenberg

NEWS

Volunteer Uncovers Brickwork Mystery

Extensive brickwork pathways, lined culverts, and walls found at Laurel Hill Park.

By SUSAN LAUME
THE CONNECTION

PHOTOS BY SUSAN LAUME/ THE CONNECTION



Volunteer Adam Freeman discovers hidden brick work at Laurel Hill Park.



Brickwork pathways and walls suggest a one-time garden.

A mystery was waiting to be rediscovered among invasive vines in a section of Laurel Hill Park in Lorton. This past January, a volunteer, working in a section heavily infested with dead kudzu vines, noticed a portion of brick wall poking through the debris. The volunteer, Adam Freeman, of Alexandria, wanted to see more of what was hidden by the vines.

Further delving beneath the overgrowth revealed extensive brickwork pathways, lined culverts, and walls. Freeman described the features as an "extremely well-designed, carefully laid structure." The layout suggested a formal, terraced garden. However, without a nearby structure its historical use was not immediately clear. An inquiry to the County suggested the area might have been a garden area, part of animal processing, or even animal troughs.

THE SECTION is targeted for reforestation; possibly a controlled burn for final eradication of the kudzu, removal of invasive plants, and planting native trees in the Fall 2020. County Park Authority managers reviewed the site with volunteer team members in early March after the brick work discovery to determine if changes to the reforestation plan were necessary. Their initial assessment suggested that reforestation plans could likely proceed with care around the bricked portion of the area. The county also might reserve a portion of the site to serve as an open air archaeology class room. No final determination had been made by the county when contacted for this story.

Those who know the history of Lorton will remember that the Lorton Workhouse was built in 1910 and encompassed over 500 acres. It began as a prison farm for non-violent offenders, established for the District of Columbia justice system. About 20 years later, the Lorton Reformatory construction began and continued from 1931 to 1938 as a walled prison, constructed by the inmates with heightened security features. The complex expanded to 3,500 acres at its peak and was in service for 92 years, until it closed in late 1990. The area was sold to Fairfax County in July 2002 for \$4.2 million with a requirement that the county plan use for maximum open space, parkland, or recreation. Recently construction began on pathways and picnic

pavilions expected to open in Fall 2020.

Bricks used in the classically inspired symmetrical prison dormitory complexes and walls were made on site by inmates. Brick material was clay dredged from the nearby Occoquan River. The prison maintained its own internal railroad line, the Lorton & Occoquan from 1911 to 1977, and was used to transport raw and finished brick materials. Inmate brick work is common throughout the park area.

From 1940 to 1960, the prison farm operation included cows, chickens, and turkeys. For a time, there was a hog ranch located on the present grounds of Occoquan Regional Park. The hog ranch was hit by an outbreak of hog cholera in the early 1950s and approximately 3,000 pigs had to be destroyed. The hog ranch was never able to recover from the epidemic. The dairy and poultry operations continued to provide food for prison and DC school consumption.

FREEMAN, a local school teacher and amateur naturalist, who lives in Alexandria, often stops by to enjoy Laurel Hill during his work commute. He is part of a team of park volunteers who share their love for the natural resources found there. The park volunteer team (PVT) sanctioned by the Fairfax County Park Authority, normally holds monthly events to remove trash or invasive vines. The PVT was recognized for their work with an Ellie Doyle Service Award in November 2019. Official information about the Laurel Hill PVT can be found at <https://www.fairfaxcounty.gov/parks/laurel-hill-volunteer-team>; informal information is on their Facebook page: Laurel Hill Park Ents.

— The author serves as Laurel Hill Park PVT Leader



Fairfax County Park Authority managers, John Burke, Dr. Elizabeth Crowell, and Aimee Wells meet with Adam Freeman.



Amanda Christman <cliftonclerkva@gmail.com>

May 6, 2020 Town Council Meeting - Treasurer's Reports for fiscal year period ended April 30, 2020

1 message

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

Tue, May 5, 2020 at 9:42 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, Steve Effros <Steve@effros.com>, chasehinderstein@gmail.com, Darrell Poe <dpoe@cliftonva.gov>

Cc: "Barton, Marilyn" <mbarton@mycri.org>, cliftonclerkva@gmail.com

Hello Town Council Members,

Attached are the **Financial Reports for the fiscal year period ended April 30, 2020**. Please note that transactions received that affect the FY19 Final Financial Report were accrued to June 2019. The significant transactions are noted below, and on the P&L Summary by Fund Report.

The April Financial Reports include:

- The Summary of **Cash Balances Report as of April 30, 2020** reflects total funds of \$1,371,136.73. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 04/30/2020. **Highlights of March & April transactions** are noted on this summary report. The main items for the month include:

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

1 **Federal COVID-19 Revenues:** Received \$51,433 in Federal COVID-19 funding allocation based upon the 2018 US Census and submitted as part of Fairfax County's application. Funding must be used for reimbursement for COVID-19 related costs incurred from March 1 - December 21, 2020. I have participated in two meetings with Fairfax County, Towns of Herndon & Vienna Finance Directors and other Fairfax Co. staff. These meetings were coordinated by Fairfax County to ensure consistent handling of the COVID-19 funds, expenditures and Federal reporting requirements.

2 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis.

3 **Taxes & Permits Revenue:** Highlights for March & April include BPOL receipts of \$17,357, Franchise Fees from Verizon & Cox of \$256.89, Motor Vehicle Fees of \$295.57, and Sales Tax of 5,193 for Jan & Feb. The BPOL revenues received to date reflect 1.37% of the Annual Budget.

4 **Contractual Expenses:** Highlights for March & April include the C.H. Electric bill of \$1,106, and Accounting Fees for the FY19 first invoice of \$3,860 for work in progress. Also included was payment to Mark Khosravi for reimbursement of his rabies vaccinations

@ \$969; Landscape Grounds Maintenance of \$1250 and Freedom Tree removal @ \$780.
Art Guild Trash invoices for Jan - March were paid in Mar & April.

Supplemental Detail Reports are provided as follows:

- **Investment of maturing CD funds:** On March 26, with the Mayor's approval, the Treasurer closed 4 matured United Bank CDs and moved \$416,310.68 into the Town's Super Money Market Account. These funds are intended for investment into 4 new 7-month CDs @ a rate similar to that received for the reinvestment of the \$214,823 CDs which matured 4/17/20 and were reinvested @ .75% APR, as approved by the Mayor.
- **Profit & Loss Detail Export** Report for period ended 04/30/2020. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Special Projects Committee** requested that the scanned copies of the SPC canceled Town checks be submitted with the Treasurer's Report monthly. Attached is the cleared Town check # 7791 issued to J2 Engineers for \$1,134.
- **Looking forward to May:**
- **FY2021 Town Budget Proposal:** The legal notice for a Town Council Public Hearing on the Proposed FY2021 Town Budget to be held on May 6, 2020 was advertised on April 23rd. With funding received from the Federal CARES Act covering allowable related expenses incurred from March 1, 2020 to December 31, 2020, the Town Council will need to consider the impact of this on the FY21 Proposed Budget prior to final approval.
- **COVID-19:** The Treasurer has been participating in weekly meetings with Finance Directors from Fairfax County, the Towns of Vienna and Herndon, and other support staff. Everyone is working to clarify and identify what expenses are considered eligible for reimbursement by the CARE Act funds. It is clear that the funds cannot be used to replace lost revenues, even though the cause is COVID-19 related. Some of the expenses that our town has incurred related to COVID-19 include Legal Services of 3.8 hours @ \$250 equaling \$950. For part time employees, time required for specific COVID-19 duties may be allowed if adequately documented. Sanitation of community buildings such as the Community Hall and the Town Park equipment and caboose is eligible. If additional trash removal is required over and above the normal contract, due to COVID-19 impacts, this is viewed as eligible. There is a provision for grants to troubled businesses, however, it was clarified that the funds can only be granted to non-profits, and further clarified that federal funds can't be used for religious organizations, such as churches. Many of the allowed expenses are not currently relevant for our Town, such as unemployment relief, leave wages, etc. – given that most of our public services are provided by Fairfax County. I will continue to provide information and updates as I receive them.
- The updated FAQ's are available on the Treasury website at: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>
- **Roll Call Vote** – A roll call vote is needed to approve the April 2020 Invoice from Maureen Gilmore for legal services performed for 7.6 hours at \$250 per hour for a total of \$1,900.

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.*

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607

3 attachments



TOC cancelled check 7791 for 1134.00 to J2 Engineers, Inc..jpg
60K



TOC check 7791 for 1134.00 to J2 Engineers, Inc..jpg
259K



2020 04 30 Financial Reports.xlsx
57K

	4/30/2020	<u>Bank Rates Effective 4/30/2020</u>		<u>Negotiated Increases</u>	
ASSETS		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	315,372.00	1 yr	8/1/2020	2.17%	Down from 2.25% APR @ 7/31/18
C-.D. - United Bank - 2 7 mos CDs	216,823.82	7 mos	11/17/2020	0.75%	Down from 2.10% due to COVID-19 beginning 4/17/20
C.D. - United Bank 1	50,000.00	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
C.D. - United Bank 2	50,000.00	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
C.D. - United Bank 3	50,000.00	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
C.D. - United Bank 4	50,000.00	9 mos	12/4/2020	1.40%	Down from 2% due to COVID-19 @ 3/04/2020 J.Marshall Bank
United Bank - Events Acct	29,737.16				
Checking-United Bank	129,159.32	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	977.15				
Money Market Savings-United	474,660.41		8/30/2019	1.39%	Down from 1.589% @ 7/31/18
Security Deposit - United Bank	4,406.87				
Total Checking/Savings	1,371,136.73				

NOTES: The primary increase in cash balances reflects receipt of BPOLs in March and COVID-19 funding of \$51,433 in April. The Haunted Trail funds have been transferred to the Money Market Account. The United Bank CDs accrue interest at the end of each quarter. With approval of the Mayor, the Treasurer closed 4 U.B. CDs which matured 3/26/20 moving \$416,310.68 into the Super Money Market Account. These funds are intended for investment into 4 new 7 month CDs @ a rate similar to that received for the reinvestment of the \$216,823 CDs which matured 4/17/20 and were reinvested @ .75% APR.

Town of Clifton

Profit & Loss Budget Performance

April 2020

		Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
Income						
1	Federal CARES Act - COVID-19	51,433.00		51,433.00		
	State Funding	0.00	0.00	10,000.00	10,000.00	10,000.00
	Committees Fundraising	0.00	0.00	1,565.63	9,500.00	9,500.00
	Community Hall Revenues	0.00	500.00	3,850.61	5,000.00	6,000.00
	General Donations	0.00	0.00	0.00	0.00	0.00
	Haunted Trail Event	0.00	0.00	60,402.24	45,000.00	45,000.00
2	Interest Income	1,060.24	1,500.00	15,746.22	15,000.00	18,000.00
	PC - Reimbursements	0.00	0.00	0.00	0.00	0.00
	Pink House Rental	2,250.00	2,900.00	30,000.00	29,000.00	34,800.00
	S.R. - Litter Control Grant	0.00		814.00		
3	Tax and Permits Revenue	5,452.33	4,079.16	100,457.33	89,391.68	97,550.00
	Total Income	60,195.57	8,979.16	274,269.03	202,891.68	220,850.00
	Gross Profit	60,195.57	8,979.16	274,269.03	202,891.68	220,850.00
Expense						
	Citizens' Recognition Expense	0.00	83.33	0.00	833.34	1,000.00
	Bank Service Charges	20.00	0.00	64.28	0.00	0.00
	Commodities	457.21	323.34	1,558.98	3,333.32	3,980.00
4	Contractual	2,416.46	11,075.04	86,865.21	147,874.92	170,525.00
	Haunted Trail Expenses	0.00	0.00	17,045.06	15,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	6,250.00	7,500.00
	Other Expenses	0.00	625.00	0.00	6,250.00	7,500.00
	Payroll Expenses	5,382.50	5,395.25	53,825.00	55,952.50	66,743.00
	Reconciliation Discrepancies	0.00		0.00	0.00	0.00
	Total Expense	8,276.17	18,126.96	159,358.53	235,494.08	272,248.00
	Net Income	51,919.40	(9,147.80)	114,910.50	(32,602.40)	(51,398.00)
CIF FUNDS:						
CIF Income						
	CIF - Capital Improvements Fund	0.00	60,625.00	79,924.95	606,250.00	727,500.00
CIF Expenses						
	CIF Expenses	0.00	60,625.00	15,470.15	990,250.00	1,111,500.00
	Net Income - CIF Funds	0.00	0.00	64,454.80	(384,000.00)	(384,000.00)
	Consolidated Net Income	51,919.40	(9,147.80)	179,365.30	(416,602.40)	(435,398.00)

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

1 **Federal COVID-19 Revenues:** Received \$51,433 in Federal COVID-19 funding allocation based upon the 2018 US Census and submitted as part of Fairfax County's application. Funding must be used for reimbursement for COVID-19 related costs incurred from March 1 - December 21, 2020. I have participated in two meetings with Fairfax County, Towns of Herndon & Vienna Finance Directors and other Fairfax Co. staff. These meetings were coordinated by Fairfax County to ensure consistent handling of the COVID-19 funds, expenditures and Federal reporting requirements.

Town of Clifton
Profit & Loss Budget Performance
April 2020

Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
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- 2 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis.
- 3 **Taxes & Permits Revenue:** Highlights for March & April include BPOL receipts of \$17,357, Franchise Fees from Verizon & Cox of \$256.89, Motor Vehicle Fees of \$295.57, and Sales Tax of 5,193 for Jan & Feb. The BPOL revenues received to date reflect 94% of the Annual Budget.
- 4 **Contractual Expenses:** Highlights for March & April include the C.H. Electric bill of \$1,106, and Accounting Fees for the FY19 first invoice of \$3,860 for work in progress. Also included was payment to Mark Khosravi for reimbursement of his rabies vaccinations @ \$969; Landscape Grounds Maint of \$1250 and Freedom Tree removal @ \$780. Art Guild Trash invoices for Jan - March were paid in Mar & April.

Town of Clifton

Profit & Loss Budget Performance

April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
3			Income										
4				Federal CARES Act - COVID-19				51,433.00			51,433.00		
5				State Funding									
6				Fire Program Funds				0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
7				State Funding - Other				0.00	0.00	0.00	0.00	0.00	0.00
8				Total State Funding				0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
9				CIF - Capital Improvements Fund									
10				Grants									
11				Federal									
12				ISTEA-Clifton Streetscape				0.00	12,125.00	0.00	121,250.00	145,500.00	145,500.00
13				Total Federal				0.00	12,125.00	0.00	121,250.00	145,500.00	145,500.00
14				VDOT- MAP21 Streetscape Phase 2				0.00	48,500.00	79,924.95	485,000.00	582,000.00	582,000.00
15				Total Grants				0.00	60,625.00	79,924.95	606,250.00	727,500.00	727,500.00
16				Total CIF - Capital Improvements Fund				0.00	60,625.00	79,924.95	606,250.00	727,500.00	727,500.00
17				Committees Fundraising									
18				Homes Tour Income				0.00	0.00	0.00	6,000.00	6,000.00	6,000.00
19				Clifton Business Coalition									
20				CBC Wreath Contest				0.00		0.00	0.00	0.00	0.00
21				Total Clifton Business Coalition				0.00		0.00	0.00	0.00	0.00
22				Council of the Arts									
23				Clifton Film Festival				0.00	0.00	1,315.63	3,500.00	3,500.00	3,500.00
24				Community Arts Programs-CGT inc				0.00		0.00	0.00	0.00	0.00
25				Total Council of the Arts				0.00	0.00	1,315.63	3,500.00	3,500.00	3,500.00
26				Parks Committee									
27				Park Rental				0.00	0.00	250.00	0.00	0.00	0.00
28				Total Parks Committee				0.00	0.00	250.00	0.00	0.00	0.00
29				Total Committees Fundraising				0.00	0.00	1,565.63	9,500.00	9,500.00	9,500.00
30				Community Hall Revenues									
31				Community Hall Rentals				0.00	500.00	3,850.61	5,000.00	6,000.00	6,000.00
32				Total Community Hall Revenues				0.00	500.00	3,850.61	5,000.00	6,000.00	6,000.00
33				General Donations				0.00	0.00	0.00	0.00	0.00	0.00
34				Haunted Trail Event				0.00	0.00	60,402.24	45,000.00	45,000.00	45,000.00
35				Interest Income				1,060.24	1,500.00	15,746.22	15,000.00	18,000.00	18,000.00
36				PC - Reimbursements				0.00	0.00	0.00	0.00	0.00	0.00
37				Pink House Rental				2,250.00	2,900.00	30,000.00	29,000.00	34,800.00	34,800.00
38				S.R. - Litter Control Grant				0.00		814.00			
39				Tax and Permits Revenue									
40				VA - Car Rental Distribution				107.86	20.83	4,133.17	208.34	250.00	250.00
41				ARB Permits				0.00	41.67	560.00	416.66	500.00	500.00
42				BPOL tax				1,741.36	0.00	54,836.34	40,000.00	40,000.00	40,000.00
43				BZA Fee				0.00	0.00	250.00	0.00	0.00	0.00
44				Cigarette Tax				143.32	175.00	1,819.55	1,750.00	2,100.00	2,100.00
45				Communications Sales Tax -Va				406.97	433.33	4,035.05	4,333.34	5,200.00	5,200.00
46				Franchise Fees - Cox & Verizon				256.89	291.67	2,598.60	2,916.66	3,500.00	3,500.00
47				Motor Vehicle Tags				133.49	0.00	7,396.62	7,000.00	7,000.00	7,000.00
48				Railroad Tax				0.00		1,596.79	1,600.00	1,600.00	1,600.00
49				Sales Tax				2,478.75	2,958.33	21,332.79	29,583.34	35,500.00	35,500.00
50				Use Permits				75.00	58.33	875.00	583.34	700.00	700.00
51				Utility Consumption Tax				108.69	100.00	1,023.42	1,000.00	1,200.00	1,200.00
52				Total Tax and Permits Revenue				5,452.33	4,079.16	100,457.33	89,391.68	97,550.00	97,550.00
53				Total Income				60,195.57	69,604.16	354,193.98	809,141.68	948,350.00	948,350.00
54				Gross Profit				60,195.57	69,604.16	354,193.98	809,141.68	948,350.00	948,350.00
55				Expense									

Town of Clifton
Profit & Loss Budget Performance
April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
56								Citizens' Recognition Expense	0.00	83.33	0.00	833.34	1,000.00
57								Bank Service Charges	20.00	0.00	64.28	0.00	0.00
58								CIF Expenses					
59								Engineering /Design - Sidewalks	0.00		0.00	3,000.00	3,000.00
60								Caboose Renovation	0.00		0.00	1,000.00	1,000.00
61								CIF - Land Purchase	0.00		0.00	300,000.00	300,000.00
62								Clifton Creek Park - Trails	0.00		0.00	20,000.00	20,000.00
63								RR Siding Parking Facility	0.00		0.00	10,000.00	10,000.00
64								Special Projects Committee					
65								Dev. of Streetscape Phase 2	0.00	60,625.00	15,470.15	606,250.00	727,500.00
66								Total Special Projects Committee	0.00	60,625.00	15,470.15	606,250.00	727,500.00
67								Storage Facility	0.00		0.00	50,000.00	50,000.00
68								Total CIF Expenses	0.00	60,625.00	15,470.15	990,250.00	1,111,500.00
69								Commodities					
70								Office Equipment	0.00	41.67	0.00	416.66	500.00
71								Computer Supplies	449.01	106.67	1,061.26	1,066.66	1,280.00
72								Copies	0.00	16.67	38.52	166.66	200.00
73								License Plates	0.00		40.30	100.00	100.00
74								Miscellaneous	0.00		0.00	0.00	0.00
75								Miscellaneous - Commodities	0.00	25.00	0.00	250.00	300.00
76								Office Supplies	0.00	83.33	0.00	833.34	1,000.00
77								Postage and Delivery	8.20	50.00	418.90	500.00	600.00
78								Total Commodities	457.21	323.34	1,558.98	3,333.32	3,980.00
79								Contractual					
80								Fire Program	0.00	0.00	10,000.00	10,000.00	10,000.00
81								Caboose Expenses					
82								Caboose Equipment	0.00	41.67	0.00	416.66	500.00
83								Caboose Maintenance	0.00	125.00	0.00	1,250.00	1,500.00
84								Total Caboose Expenses	0.00	166.67	0.00	1,666.66	2,000.00
85								Community Hall Expenses					
86								C.H.-Cleaning	100.00	166.67	629.14	1,666.66	2,000.00
87								C.H.-Equipment & Supplies	0.00	62.50	381.29	625.00	750.00
88								C.H.-General Maintenance	0.00	366.67	0.00	3,666.66	4,400.00
89								C.H.-Management Fee	0.00	125.00	0.00	1,250.00	1,500.00
90								C.H. - Electric	441.31	666.67	4,537.81	6,666.66	8,000.00
91								C.H. Floors	0.00		0.00	0.00	0.00
92								CH-Equip Replacement & Hall Ref	0.00		0.00	0.00	0.00
93								C.H. Interior Improvements	0.00	166.67	0.00	1,666.66	2,000.00
94								Total Community Hall Expenses	541.31	1,554.18	5,548.24	15,541.64	18,650.00
95								Dues and Subscriptions					
96								Conference Attendance	0.00	41.67	0.00	416.66	500.00
97								Va. Municipal League	0.00		408.00	600.00	600.00
98								Dues and Subscriptions - Other	0.00	83.33	0.00	833.34	1,000.00
99								Total Dues and Subscriptions	0.00	125.00	408.00	1,850.00	2,100.00
100								Insurance	0.00		5,817.00	7,000.00	7,000.00
101								Legal Advertising	160.00	166.67	960.00	1,666.66	2,000.00
102								Mayoral Reimbursement	0.00	41.67	0.00	416.66	500.00
103								Miscellaneous	0.00	208.33	0.00	2,083.34	2,500.00
104								Professional Fees					
105								Accounting	0.00		7,110.86	7,500.00	7,500.00
106								Legal Fees	0.00	2,500.00	10,175.00	25,000.00	30,000.00
107								Total Professional Fees	0.00	2,500.00	17,285.86	32,500.00	37,500.00
108								Rent					

Town of Clifton
Profit & Loss Budget Performance
April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
109								Ayre Square Rental	0.00		1,248.31	1,500.00	1,500.00
110								Railroad Siding Rental	0.00		1,807.97	1,750.00	1,750.00
111								Total Rent	0.00		3,056.28	3,250.00	3,250.00
112								Town Assoc of Northern Va Event	0.00	50.00	0.00	500.00	600.00
113								Town Facilities					
114								Ayre Square Maintenance	0.00	41.67	0.00	416.66	500.00
115								Pink House Expenses					
116								Pink House Maintenance	0.00	416.67	4,986.24	4,166.66	5,000.00
117								Pink House Repairs	0.00		0.00	0.00	0.00
118								Total Pink House Expenses	0.00	416.67	4,986.24	4,166.66	5,000.00
119								R.R. Siding/Caboose Maint.	0.00		3,575.00		
120								Town Handyman - 1099 vendor	0.00	500.00	0.00	5,000.00	6,000.00
121								Total Town Facilities	0.00	958.34	8,561.24	9,583.32	11,500.00
122								Town Government					
123								Architectural Review Board	0.00	25.00	0.00	250.00	300.00
124								Beautification Comm.					
125								Banner Replacement	0.00		0.00	500.00	500.00
126								Christmas Tree Lighting Event	0.00		1,500.00	1,000.00	1,000.00
127								Flower Receptacles	0.00		332.43	800.00	800.00
128								Railroad Siding Boxes-plantings	0.00		0.00	1,000.00	1,000.00
129								Total Beautification Comm.	0.00		1,832.43	3,300.00	3,300.00
130								BZA	35.72	583.33	15,798.00	5,833.34	7,000.00
131								Planning Commission					
132								Consulting-Capital/Town & Zng	0.00	416.67	0.00	4,166.66	5,000.00
133								General Admin Costs	0.00	25.00	0.00	250.00	300.00
134								General Consulting	102.50	666.67	102.50	6,666.66	8,000.00
135								PC Hearings, Ads and copies	0.00	41.67	0.00	416.66	500.00
136								Total Planning Commission	102.50	1,150.01	102.50	11,499.98	13,800.00
137								Town Committees Expense					
138								Communication Committee					
139								Town email system	0.00		0.00	0.00	0.00
140								Web Server Maint & Domain Subsc	0.00	50.00	1,013.73	500.00	600.00
141								Web site updating & config	0.00	41.67	0.00	416.66	500.00
142								Communication Committee - Other	0.00	83.33	0.00	833.34	1,000.00
143								Total Communication Committee	0.00	175.00	1,013.73	1,750.00	2,100.00
144								Council for the Arts Committee					
145								Clifton Film Festival Exp	0.00	0.00	0.00	2,000.00	2,000.00
146								Council for the Arts Committee - Other	0.00		0.00	200.00	200.00
147								Total Council for the Arts Committee	0.00	0.00	0.00	2,200.00	2,200.00
148								Environmental Comm					
149								Environmental Event Expense	0.00	50.00	0.00	500.00	600.00
150								Environmental Comm - Other	969.00		969.00	0.00	0.00
151								Total Environmental Comm	969.00	50.00	969.00	500.00	600.00
152								Historic Preservation Comm Exp					
153								Historic Town Documents exp	0.00	20.83	0.00	208.34	250.00
154								Historic Events	0.00		0.00	500.00	500.00
155								Town Museum	0.00	83.33	0.00	833.34	1,000.00
156								Historic Preservation Comm Exp - Other	0.00	41.67	0.00	416.66	500.00
157								Total Historic Preservation Comm Exp	0.00	145.83	0.00	1,958.34	2,250.00
158								Homes Tour Committee	0.00		0.00	4,500.00	4,500.00
159								Sunshine Committee					
160								Easter Egg Hunt Expense	0.00	250.00	0.00	250.00	250.00
161								Welcome Baskets & Sympathy	0.00		0.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
162								Total Sunshine Committe	0.00	250.00	0.00	250.00	250.00
163								Town Parks Committee Exp					
164								Landscape/Ground Maint expense	0.00	770.83	3,925.00	7,708.34	9,250.00
165								Fall Zone Mulching	0.00	250.00	0.00	2,500.00	3,000.00
166								Parks Mgt Fee	0.00	0.00	62.50	25.00	25.00
167								Playground Equip. Maintenance	0.00	166.67	2,250.00	1,666.66	2,000.00
168								Tree Trimming & Replacement	0.00	416.67	1,550.00	4,166.66	5,000.00
169								Total Town Parks Committee Exp	0.00	1,604.17	7,787.50	16,066.66	19,275.00
170								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
171								Total Town Committees Expense	969.00	2,225.00	9,770.23	27,725.00	31,675.00
172								Total Town Government	1,107.22	3,983.34	27,503.16	48,608.32	56,075.00
173								Town Services					
174								Elections	0.00	0.00	0.00	0.00	1,000.00
175								Grass Mowing	0.00	504.17	2,700.00	5,041.66	6,050.00
176								Town Park Lawn Maintenance	0.00	416.67	750.00	4,166.66	5,000.00
177								Trash Collection	518.13	308.33	3,388.21	3,083.34	3,700.00
178								Utilities					
179								Gas and Electric	89.80	91.67	818.32	916.66	1,100.00
180								Utilities - Other	0.00		68.90		
181								Total Utilities	89.80	91.67	887.22	916.66	1,100.00
182								Total Town Services	607.93	1,320.84	7,725.43	13,208.32	16,850.00
183								Total Contractual	2,416.46	11,075.04	86,865.21	147,874.92	170,525.00
184								Haunted Trail Expenses	0.00	0.00	17,045.06	15,000.00	15,000.00
185								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	6,250.00	7,500.00
186								Other Expenses	0.00	625.00	0.00	6,250.00	7,500.00
187								Payroll Expenses					
188								Gross Wages					
189								Assistant Project Manager	333.34	333.34	3,333.40	3,333.32	4,000.00
190								Town Clerk (Administrative)	1,166.66	1,166.66	11,666.60	11,666.68	14,000.00
191								Town Clerk - Records Review	1,000.00	1,000.00	10,000.00	10,000.00	12,000.00
192								Town Treasurer	2,000.00	2,000.00	20,000.00	20,000.00	24,000.00
193								Zoning Clerk	500.00	500.00	5,000.00	5,000.00	6,000.00
194								Employee Incentives	0.00		0.00	2,000.00	2,000.00
195								Total Gross Wages	5,000.00	5,000.00	50,000.00	52,000.00	62,000.00
196								Payroll Taxes					
197								FICA	310.00	0.00	3,100.00	0.00	0.00
198								Medicare	72.50	0.00	725.00	0.00	0.00
199								Payroll Taxes - Other	0.00	395.25	0.00	3,952.50	4,743.00
200								Total Payroll Taxes	382.50	395.25	3,825.00	3,952.50	4,743.00
201								Total Payroll Expenses	5,382.50	5,395.25	53,825.00	55,952.50	66,743.00
202								Reconciliation Discrepancies	0.00		0.00	0.00	0.00
203								Total Expense	8,276.17	78,751.96	174,828.68	1,225,744.08	1,383,748.00
204								Net Income	51,919.40	(9,147.80)	179,365.30	(416,602.40)	(435,398.00)

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TOWN OF CLIFTON
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CLIFTON, VA 20124-0309

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CLIFTON, VA 20124
68-444/560

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2/29/2020

PAY TO THE ORDER OF J2 Engineers, Inc. \$ **1,134.00

One Thousand One Hundred Thirty-Four and 00/100***** DOLLARS

PROTECTED AGAINST FRAUD

J2 Engineers, Inc.
4080 Lafayette Center Drive
Suite 330
Chantilly, VA 20151

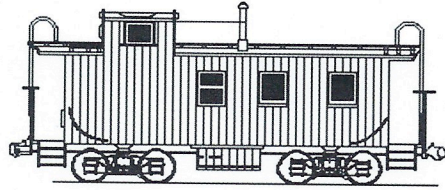
MEMO
Inv # 14786 CT1601 Clifton Streetscape - Phase 2

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149970689000050 3/10/2020



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

Supervisors of Fairfax County
Fairfax County Government Center
12000 Government Center Parkway, Suite 530
Fairfax, VA 22035-0079

May 28, 2020

Re: Town of Clifton Position on Proposed Zoning Ordinance Changes for the Occoquan Watershed

Honorable Members of the Board of Supervisors for Fairfax County:

The Town of Clifton and the surrounding residents were made aware of the proposed changes to the Fairfax County zoning ordinance regarding agritourism, rural resort/country inns and Accessory Dwelling Units by Supervisor Pat Herrity.

Supervisor Herrity held a meeting along with the Zoning staff to review the proposed changes. Each of the changes could result in a negative impact on the Occoquan Watershed and the R-C zoning district. The watershed was down-zoned to protect the water quality and quality of life for everyone in Fairfax County. Some of these proposed changes, particularly the addition of "Rural Resorts/Country Inns" effectively changes the entire nature of the Zoning designation.

The Town of Clifton has a great deal of experience with both the zoning considerations articulated by the staff and the primary issue of enforcement. It is of particular concern to us that there does not appear to be any realistic enforcement mechanism other than, as the staff stated, post-hoc reaction to complaints, which, in the case of building "Resorts/Country Inns" which are in essence hotels for conventions, weddings and other events would be superfluous since the facilities would already be built and the pressure on local residential areas would be ongoing. Almost all comments at the public meeting in Clifton reiterated that existing complaint calls on other Zoning violations have resulted in virtually no enforcement. Without a specific set of provisions, and a plan and funding for active, effective enforcement the Town does not believe the suggested changes, particularly as to "Rural Resorts/Country Inns" and expanded ADU's should go forward.

We also would like to specifically note the tentative suggestion that roadway access not be considered in the approval process. This is an invitation to serious difficulties and safety concerns on rural roads as we have already experienced. It totally ignores the State's own conclusions regarding the health, safety and general welfare of those living on those roads. The opposite should be the case if "Rural Resorts/Country Inns" are permitted at all. Without preexisting adequate roadways for high density traffic there cannot be a safe creation of a convention/wedding/event venue that would not adversely affect the health, safety and general welfare of the public. No mention was even made at the meeting of the potential effect of such facilities built adjacent to each other on adjoining 20 acre lots. The impact would obviously be exponential.

Therefore, on behalf of the Town Council of the Town of Clifton:

- Our community urges the Board of Supervisors to exclude the R-C zoned area from "Rural Resorts/Country Inns" provision considerations as they would present a significant impact to the health, safety, or general welfare of the public.
- Our community urges the Board of Supervisors to exclude the R-C zoned area from ADU's as they would present a significant impact to the health, safety, or general welfare of the public.
- Our community urges the Board of Supervisors to restrict the use limitations and permissions on farm festivals and events to under 100 people and 50 acres in the R-C zoning.

Thank you for protecting our residents and the intended purpose of the R-C designated area and watershed, which is critical to the entire County.

Respectfully submitted on behalf of
the Town Council of the Town of Clifton, Virginia,



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

cc: Honorable Members of the Town Council, Town of Clifton, Virginia
Amanda Christman, Town Clerk, Town of Clifton, Virginia

PLANNING COMMISSION Report for April 28, 2020
Present by Zoom: Kathy Kalinowski, Patrick Pline, Melissa Milne, Mac Arnold,
Terry Winkowski, Michelle Stein, Susan Yantis,

1. The Planning Commission reviewed the resolutions prepared by the Town Clerk and reviewed by the Town Attorney authorizing an electronic meeting of the Planning Commission and specifically authorized and ratified the Town of Clifton Planning Commission and ARB Members' Policy for Participation in Meetings by Electronic Communication under Virginia Code Section 2.2-3708.2; and ratified the 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 Section 15.2-1413.
2. The Planning Commission reviewed the parking plat for 12644 Chapel Road with Jim Foley, an owner of the property (who participated in the electronic meeting) and at the conclusion of the discussion, the Planning Commission approved a parking plat for the above property based on the tenancy as of April 30, 2020 and agreed to provide Mr. Foley and management of the property a copy of all approved use permits in order to inform them as to what amount of parking each use permit was allocated based on the Town Code. Mr. Foley agreed to assist in obtaining up to date use permits for Market Financial and Creative Counseling for which the Town does not have a copy of the use permits which were granted to these two businesses and a revised use permit for Anthony Reid who has expanded his space.
3. The Planning Commission reviewed a request for a commercial use permit by WY Leadership to be located at 12644 Chapel Road for an office use for executive coaching and leadership, at Suites 205 and 207, for usage of 425 net square feet for Monday thru Friday from 7AM-7PM with an allocation of 2 parking spaces, and recommends the use permit for approval.
4. The Planning Commission also reviewed the information gathered by the Town Clerk with respect to the final use permit for construction at 7215 Dell Avenue and has been informed that all requirements by the Town Engineer have been met, all necessary permits obtained and that the necessary Conservation Easement for the property has been reviewed by the Town Attorney and based on the foregoing recommends that a Final Use Permit be issued for this property.



**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau**

Office of the Director
Washington, DC 20233-0001 Mail Stop 7400

BAS ID: 15100017376
Sequence: 018096-010440



2020 Initial Boundary Validation Program (BVP)

The U.S. Census Bureau is now conducting the Initial BVP. The Initial BVP is your opportunity, as the Tribal Chair (TC)/Highest Elected Official (HEO), to review and ensure the Census Bureau's boundary data for your government is accurate. The enclosed paper maps or maps on the CD/DVD should reflect the legal boundary for your government effective on January 1, 2020.

Please review the maps for accuracy, then complete and return this form to the Census Bureau by March 1, 2020. (Please check a box. Sign below if the boundary is correct.)

<input checked="checked" type="checkbox"/>	The legal boundary for our government is correct. (Please sign below.) <i>to the best of my knowledge</i>
<input type="checkbox"/>	The legal boundary for our government is <u>NOT</u> correct.
I, as the Tribal Chair/Highest Elected Official, verify that the boundary for our governmental unit is correct. <i>to the best of my knowledge</i>	
Signature:	
Print Name: <u>William R. Hollaway, Mayor, Town of Clifton</u>	
Date: <u>5/19/2020</u>	
Tribal Reservation/Government Name: <u>Clifton</u> State: <u>VA</u>	

If the Census Bureau's boundary is incorrect, please work with your Boundary and Annexation Survey (BAS) contact to submit corrections through the BAS program. Information for your BAS contact is found on the cover letter in this package.

Please review and correct the contact information printed below. Our records indicate the TC/HEO contact is:

Name: The Honorable William Hollaway
Position: Mayor
Department: Office of the Mayor
Mailing Address: PO Box 309
Clifton, VA 20124-0309
Phone: 703-869-8830
Email: whollaway77@gmail.com

Form return options:

Email:

Scan and email the completed form to
<geo.bas@census.gov>.

Fax:

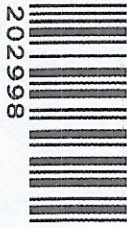
Fax the completed form to
1-800-972-5652

Mail:

Use the provided postage-paid envelope to mail the completed form to
**U.S. Census Bureau
National Processing Center
Attn: BVP Returns, Bldg. 63E
1201 East 10th Street
Jeffersonville, IN 47132**

ATTN: BVP Returns 63-E

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Penalty for Private Use \$300
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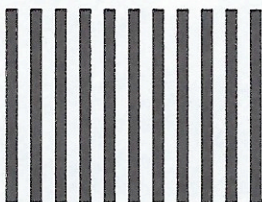
BUSINESS REPLY MAIL

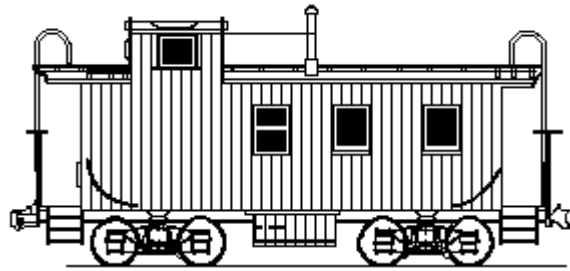
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**CLIFTON TOWN COUNCIL MEETING
WEDNESDAY, MAY 6, 2020, 7:30 PM
ELECTRONIC MEETING**

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. Public Hearing - Comments on Proposed Budget for Fiscal Year Ending June 2021.
2. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions):
 - i. March 3, 2020 Regular Meeting Minutes;
 - ii. April 6, 2020 Special Meeting Minutes;
 - iii. April 15, 2020 Special Meeting & Budget Work Session Minutes.
3. Report of the Treasurer.
4. 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 their name and address;
 - (ii) Direct their 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.
5. Unfinished Business:
 - a. Letter Regarding Rural Resorts, ADUs and Agri-Tourism - Status.
6. Reports of Special Committees.
7. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees.
8. New Business:
 - a. Proposal to Replace Heat Pumps for Back Building at Pink House;
 - b. Confirm Boundary Map of Clifton in Response to Census Bureau Request – Proposal to Engage Town Engineer;
 - c. CARES Act Funding – Discuss Eligible Uses for CARES Act Funds;

- d. Potential Additional Steps by Town of Clifton re: Safety Requirements or Conditions during Current Health Emergency - Discuss.
- 9. Report of the Zoning Administrator:
 - a. 7184 Clifton Road – Update;
 - b. 12752 Chapel Street;
 - c. 12727 Clifton Heights Lane.

10. Adjournment.

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at cliftonclerkva@gmail.com. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to an individual with a demonstrated need for such services.