

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, DECEMBER 1, 2020, 7:30 PM
ELECTRONIC MEETING BY ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Town Council regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Town Council 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.

Any member of the public wishing to observe or participate in the electronic meeting **must notify the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting** in order to register for the meeting.

Any member of the public requesting to speak or make comments during the electronic meeting **must register with the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting, providing their name and address and the subject matter of their comments,** in order to have an opportunity to speak and provide comments during the meeting. Any such comments will be **limited to three (3) minutes** per speaker and priority will be given to the citizens and tax-payers of the Town of Clifton. Members of the public may also submit written comments to the Town Clerk in advance of the meeting. Any such written comments will be included in the record for the meeting, but will not be read aloud during the meeting.

Present: Mayor William Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Darrell Poe; Councilmember Lynn Screen.

Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

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

Order of Business

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions).

- **Mayor Hollaway moved to approve the November 4, 2020 Minutes as revised with minor clarifications, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to approve the Treasurer's Report as presented, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the payment of the invoice for legal services from the Town Attorney in the amount of \$1,150, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Screen: Aye; Pline: Aye.**
 - a. Update on Funds Previously Allocated to Industrial Development Authority.
- **Councilmember Effros moved to approve the balance sheet transfer of \$45,000 from the IDA to the Town's general fund given that the IDA is no longer active, seconded by Mayor Hollaway. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Screen: Aye; Pline: Aye.**

3. Citizen's Remarks.

Mayor Hollaway reported that some of the property owners in the vicinity of the business district on Main Street are experiencing problems with low water-levels in their wells. The Council would like to hear from anyone else on Main Street having similar issues so that a solution can be reached, possibly with assistance from Fairfax County.

Gian Mazzi: introduced himself to the Council as the new owner of the Weaver House. He indicated that one tenant's lease will not be renewed, and he is working with the remaining tenant to update patron seating arrangements during the winter and is planning to work with the neighbors regarding the locations of employee parking and the dumpster.

4. Reports of Committees:

a. Planning Commission.

See attached report.

b. Report of the Zoning Administrator:

i. Update on Residential Construction Projects.

A detailed update on the remediations required by the ARB at 7184 Clifton Road was provided.

A report was shared stating that the deed of consolidation is in the process of being executed for 12752 and 12752T Chapel Street, and documentation showing that it has been filed with the County should be forthcoming in the next week or two.

ii. Update on Commercial Use Permits.

It was noted that four local businesses have been notified that they need to apply for new Use Permits to reflect changes such as in ownership and or location, and that all four are expected to submit the applications in time for the Planning Commission's December 29, 2020 meeting.

c. Architectural Review Board.

It was reported that the ARB intends to mail written notices to the owners of several residential properties that have been identified as having unapproved or prohibited signage.

d. Streetscape Planning Committee - Update.

Adopted as presented by the Town Council on January 5, 2021

Vice Mayor McDonald reported that the Special Projects Committee is working with the assistance of Jim Chesley to reengage with NOVEC regarding utility relocation, and that additional utility companies will be subsequently engaged. VDOT has indicated that progress on the project must be demonstrated.

5. Unfinished Business.

a. Clifton Museum and Visitor Center - Update.

Councilmembers and church representative Jay Palau discussed fundamental aspects of the proposal that must be established to make progress in the discussion, namely:

1. the terms of the lease to be offered, including the duration and assignments of liability;
2. the extent and cost of insurance that would be needed;
3. whether ADA requirements would apply to the renovation with a diminished scale;
4. whether an alternative location could be feasible; and
5. whether more public input should be sought.

Mayor Hollaway indicated that a Council work-session could be the next step in the evaluation process.

6. New Business:

a. None.

7. Adjournment.

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

The meeting was adjourned at 9:28 PM.



Clifton Clerk <clerk@cliftonva.gov>

Dec 1, 2020 Town Council Meeting - Treasurer's Report for period ended November 30, 2020

1 message

treasurer@cliftonva.gov <treasurer@cliftonva.gov> Tue, Dec 1, 2020 at 4:53 PM
To: William Hollaway <whollaway@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Pline Pat <ppline@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, lscreen@cliftonva.gov
Cc: Clifton Clerk <clerk@cliftonva.gov>

Hello Town Council Members,

Attached are the **Financial Reports for the fiscal year period ended November 30, 2020.**

The November 30, 2020 Financial Statements include:

- The Summary of **Cash Balances Report as of November 29, 2020** reflects total funds of **\$1,323,75.53**. The Town's United Bank CDs are maturing 12/4/20 and 12/8/20. The total value of the maturing CDs is \$820K. The Town's municipal funds are secured in accordance with the Virginia Security of Public Deposits Act (SPDA). Please refer to the *detailed Cash Balance Report and notes regarding the reinvestment plan for the maturing CDs – the Nov. 4th Town Council approval.*
- The **COVID-19 Detailed Report** – This report reflects the Clifton IDA CARES Act Grants funding of \$30,000, the Town's expenditures @ 11/30/20 of \$8,483.83. This includes the 11/30/20 payment of salary to the two COVID positions based upon documented hours to Oct 31 of 223.2 @ \$25 per hour or \$5,580. This leaves remaining CARES Act Funding for the Town's costs incurred to 12/30/20 in the amount of \$11,302. Fairfax County has requested that any remaining funds for the grant period be returned with the final report after the close of the grant. *Please refer to the COVID Detailed report tab.*
- **Profit & Loss Summary by Fund** for period ended 10/31/2020. **Highlights of November transactions** are noted on this summary report. The main items for the month include:

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

- | | |
|----|--|
| 1 | Federal CARES Act Revenues: In FY20 the town received \$51,433 in Federal COVID-19 funding through Fairfax County. The Town is a subrecipient of the funding. The allocation was 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 31, 2020. \$1,666.99 was expended and reported in FY20. The balance of \$49,766.01 is deferred to FY21. \$40,000 was allocated to the Clifton IDA that awarded grants on behalf of the town to eligible town businesses. One grant recipient received a Fairfax RISE Grant and therefore returned \$10,000 received by the Town Oct. 26. The balance remaining to cover the town's costs is \$7,382.71. See supplemental the COVID Report provided. |
| 1 | Va State Fire Program Revenues: The Town received \$15,000 in State Fire Program Pass-through funds for FY21. This is \$5,000 greater than last year. A check dated 10/4/20 was issued to pass these funds on to Fairfax County Fire Dept in accordance with the agreement signed by Mayor Hollaway. |
| 2 | Interest Income: Interest income was not available at the time of this report run. |
| 3 | Other income: The Town received a return of the Clifton IDA CARES Act Grant due to receiving a new RISE Grant from Fairfax County. Funds remaining unexpended by the Town will be returned to Fairfax County at the close of the grant. Also reflected is reimbursement of 197.50 for replacement of Ayre Square planter. |
| 4 | Pink House Rental: Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020. |
| 5 | S.R. Litter Control Grant - Received \$935 from the State for FY21. |
| 6 | Taxes & Permits Revenue: Highlights for November include Virginia Car Rental Distribution of \$351.74, NVCTB Cigarette tax of \$133.12, State Communications Sales Tax of \$365.3, Sales Tax of \$3,004.64 for Sept 2020, Motor Vehicle Tags of \$40 for golf carts, and Utility Consumption Tax of \$87.60. Total Motor Vehicle fees received to date is \$3,431. |
| 7 | Contractual Expenses: Highlights for November include Computer supplies - renewal of Adobe and Hostgator software for \$155.88, C.H. Cleaning of \$275 covering Aug-Oct, C.H. Electric expense of \$396.32 for Oct, Railroad land lease renewal for \$1,776.29 (which reflects a 4% increase), COVID 19 PPE and Zoom expenses of \$867.85, and Town trash collection of \$324. |
| 8 | Payroll Expenses: The payroll for the month of November reflects payment for the two COVID positions for services provided from March to October 31, based upon hours documented @ 223.2 @ \$25 per hour. Funding to cover the COVID positions will be distributed to the payroll budget line from the COVID Expense line. The salary to Oct 31 is \$5,580, with FICA and Medicare taxes of 7.65% bringing the total expended of \$6,006.87. |
| 9 | CIF Revenue: On Aug 5 the Town received payment for it's invoice 13 - This will need to be accrued to FY20 - to be confirmed with auditor. |
| 10 | CIF Expense: This expense reflects capital expenditures made for HVAC replacement on the Pink House in August. The expenses will be capitalized and depreciated annually. |

Supplemental Detail Reports are provided as follows:

- **CARES Act – COVID-19** supplemental report is provided to reflect the FY21 YTD expenses attributed to COVID-19 and the CARES Act funding. For July through November 2020, expenses total \$ 38,463.33, leaving a balance of \$ 11,302.18. The majority of this balance will be returned to Fairfax County at the close of the grant term. The remaining Town costs incurred for COVID will be salary and fringe for the two COVID positions for Nov and Dec based upon actual documented hours, and the continued funding of the ZOOM application. Fairfax County did confirm that the town could pay for the renewal of the software for the year, given that this is the Town's practice for payment of software applications.
- **Profit & Loss Detail Export** Report for period ended 11/30/2020. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Looking forward to December:**
 - **FY20 Financial Audit** – The Town's annual audit will be scheduled in the near future by the Treasurer.
 - **United Bank CDs maturing November 17th, December 4 & 8:** As noted on the Cash Balances Report, the Town's United Bank Certificates of Deposit will be maturing and will be reinvested in accordance with the Town Council's approval at the Nov 4th meeting.
 - **Maureen Gilmore, Attorney – Invoice for November services \$1,150** – Roll call vote is requested to approve payment of this invoice as recommended by Kathy Kalinowski and Bill Hollaway.
 - **Clifton IDA Interest of \$45,000 allocated in the past for contingencies such as legal and educational** – Roll call vote is requested to reassign these resources from the Clifton IDA to the Town's general fund, given that the IDA is no longer active, as recommended by Brant Baber and Steve Effros of the Clifton IDA.
 - **VRSA Risk Management Grant of \$500** – The documentation was submitted and it has been confirmed that the check has been mailed.

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


Email: treasurer@cliftonva.gov

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

www.cliftonva.gov

 **2020 11 30 Financial Statements.xlsx**

70K

ASSETS	11/29/2020	<u>Bank Rates Effective 11/29/2020</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	317,612.10	1 yr	8/1/2021	0.65%	Matured 8/1/20 New rate is down from 2.25% to .65% APR @ 8/1/20
C-.D. - United Bank - 2 13 mos CDs	217,637.72	13 months	12/17/2021	0.30%	Down from .75% due to COVID-19 beginning 4/17/20
C.D. - United Bank 1	50,351.73	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	50,351.73	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	50,351.73	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	50,351.73	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 7-month CDs	400,754.16	7 mos	12/8/2020	0.75%	Opened 5/8/2020
United Bank - Events Acct	100.00				
United Bank - Haunted Trail Account	3,255.63				
Checking-United Bank	73,117.60	Min Bal \$2,500	Chairman's Club	0.10%	
Investments-LGIP	979.63			0.22%	
Money Market Savings-United	104,473.80		10/31/2020	0.25%	Down from 1.39% @ 8/30/19
Security Deposit - United Bank	4,407.97				
Total Checking/Savings	1,323,745.53				

NOTES: The two United Bank 7 month CDs were reinvested @ .30% APR for 13 months. The remainder of the United Bank CDs that will be maturing in December 2020 will be reinvested for a 13 month term @ the current rate at maturity. This is in accordance with the Town Council's approval at the Nov 4th meeting. Due to the timing of the Town Council meeting 12/1, the interest earned is not updated for this report.

Town of Clifton
Profit & Loss Budget Performance
 November 2020

Operating Funds		Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget
Income						
1	State Funding	0.00	1,475.01	64,766.01	58,291.00	59,766.01
	Committees Fundraising	0.00	125.00	75.00	625.00	1,500.00
	Community Hall Revenues	1,377.52	416.67	1,377.52	2,083.33	5,000.00
	Haunted Trail Event	0.00	2,916.67	0.00	14,583.33	35,000.00
2	Interest Income	0.00	1,000.00	4,214.93	5,000.00	12,000.00
3	Other Income-IDA CARES Refund	0.00	0.00	10,197.50	0.00	0.00
4	Pink House Rental	2,900.00	2,666.67	12,900.00	13,333.33	32,000.00
5	S.R. - Litter Control Grant	935.00	800.00	935.00	800.00	800.00
6	Tax and Permits Revenue	4,839.58	8,000.00	23,800.52	40,000.00	96,000.00
	Total Income	10,052.10	17,400.01	118,266.48	134,716.00	242,066.01
	Gross Profit	10,052.10	17,400.01	118,266.48	134,716.00	242,066.01
Expense						
	Bank Service Charges	0.50	0.00	2.77	0.00	0.00
	Commodities	170.78	356.67	916.92	1,783.33	4,280.00
7	Contractual	3,743.55	19,102.08	81,854.21	95,510.42	229,225.00
	Haunted Trail Expenses	174.90	1,416.67	874.50	7,083.33	17,000.00
8	Payroll Expenses	10,962.50	5,561.92	32,492.50	27,809.58	66,743.00
	Total Expense	15,052.23	26,437.33	116,140.90	132,186.67	317,248.00
	Net Income	(5,000.13)	(9,037.32)	2,125.58	2,529.33	(75,181.99)
CIF FUNDS:						
CIF Income						
9	CIF - Capital Improvements Fund	0.00	36,900.00	631.51	147,600.00	442,800.00
CIF Expenses						
10	CIF Expenses	0.00	112,397.92	7,655.00	449,591.67	1,348,775.00
	Net Income - CIF Funds	0.00	(75,497.92)	(7,023.49)	(301,991.67)	(905,975.00)
	Consolidated Net Income	(5,000.13)	(84,535.24)	(4,897.91)	(299,462.33)	(981,156.99)

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

Federal CARES Act Revenues: In FY20 the town received \$51,433 in Federal COVID-19 funding through Fairfax County. The Town is a subrecipient of the funding. The allocation was 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 31, 2020. \$1,666.99 was expended and reported in FY20. The balance of \$49,766.01 is deferred to FY21. \$40,000 was allocated to the Clifton IDA that awarded grants on behalf of the town to eligible town businesses. One grant recipient received a Fairfax RISE Grant and therefore returned \$10,000 received by the Town Oct. 26. The balance remaining to cover the town's costs is \$7,382.71. See supplemental the COVID Report provided.

Va State Fire Program Revenues: The Town received \$15,000 in State Fire Program Pass-through funds for FY21. This is \$5,000 greater than last year. A check dated 10/4/20 was issued to pass these funds on to Fairfax County Fire Dept in accordance with the agreement signed by Mayor Hollaway.

Town of Clifton
Profit & Loss Budget Performance
 November 2020

Operating Funds	Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget
2	Interest Income: Interest income was not available at the time of this report run.				
3	Other income: The Town received a return of the Clifton IDA CARES Act Grant due to receiving a new RISE Grant from Fairfax County. Funds remaining unexpended by the Town will be returned to Fairfax County at the close of the grant. Also reflected is reimbursement of 197.50 for replacement of Ayre Square planter.				
4	Pink House Rental: Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020.				
5	S.R. Litter Control Grant - Received \$935 from the State for FY21.				
6	Taxes & Permits Revenue: Highlights for November include Virginia Car Rental Distribution of \$351.74, NVCTB Cigarette tax of \$133.12, State Communications Sales Tax of \$365.3, Sales Tax of \$3,004.64 for Sept 2020, Motor Vehicle Tags of \$40 for golf carts, and Utility Consumption Tax of \$87.60. Total Motor Vehicle fees received to date is \$3,431.				
7	Contractual Expenses: Highlights for November include Computer supplies - renewal of Adobe and Hostgator software for \$155.88, C.H. Cleaning of \$275 covering Aug-Oct, C.H. Electric expense of \$396.32 for Oct, Railroad land lease renewal for \$1,776.29 (which reflects a 4% increase), COVID 19 PPE and Zoom expenses of \$867.85, and Town trash collection of \$324.				
8	Payroll Expenses: The payroll for the month of November reflects payment for the two COVID positions for services provided from March to October 31, based upon hours documented @ 223.2 @ \$25 per hour. Funding to cover the COVID positions will be distributed to the payroll budget line from the COVID Expense line. The salary to Oct 31 is \$5,580, with FICA and Medicare taxes of 7.65% bringing the total expended of \$6,006.87.				
9	CIF Revenue: On Aug 5 the Town received payment for it's invoice 13 - This will need to be accrued to FY20 - to be confirmed with auditor.				
10	CIF Expense: This expense reflects capital expenditures made for HVAC replacement on the Pink House in August. The expenses will be capitalized and depreciated annually.				

Town of Clifton
COVID-19 Detailed Report
July through November 2020

Type	Date	Num	Name	Memo	Account	Class	Clr	Amount	Balance
Jul 20									
Bill	07/31/2020		United Bankcard Center -(VISA)	7/05/20 WAVE - Growth Media - COVID -mtg re COVID-19		COVID-19		(300.00)	(300.00)
Bill	07/31/2020		United Bankcard Center -(VISA)	7/5/20 ZOOM - COVID mtg related - Clerk's car COVID-19		COVID-19		(288.66)	(588.66)
Check	07/31/2020	7835	Wheelhouse Yoga, LLC	Clifton IDA - CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19		(10,000.00)	(10,588.66)
Check	07/31/2020	7836	Trummer's Restaurant	Clifton IDA - CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19		(10,000.00)	(20,588.66)
Check	07/31/2020	7837	GoldensHill Papercrafts	Clifton IDA - CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19		(10,000.00)	(30,588.66)
Check	07/31/2020	7838	Animal Clinic of Clifton	Clifton CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19		(10,000.00)	(40,588.66)
								(40,588.66)	(40,588.66)
Aug 20									
Check	08/30/2020	7850	Maureen K. Gilmore, Attorney-at-Law	Legal Services: July 2020 - re: COVID-19 for 2.		COVID-19		(725.00)	(725.00)
Bill	08/30/2020		United Bankcard Center -(VISA)	8/1/20 ZOOM - COVID mtg related - Clerk's car COVID-19		COVID-19		(288.66)	(1,013.66)
								(1,013.66)	(1,013.66)
Sep 20									
Check	09/04/2020	7855	Maureen K. Gilmore, Attorney-at-Law	Legal Services: Aug 2020 - re: COVID-19 for .5		COVID-19		(125.00)	(125.00)
Bill	09/30/2020		United Bankcard Center -(VISA)	9/1/20 ZOOM - COVID mtg related - Clerk's car COVID-19		COVID-19		(288.66)	(413.66)
								(413.66)	(413.66)
Oct 20									
Return	10/28/2020			Town business grantee	Return of Clifton IDA CARES Act Grant	IDA CARES Act		10,000.00	10,000.00
Nov 20									
Bill	11/01/2020		United Bankcard Center -(VISA)	10/1/20 ZOOM - COVID mtg related - Clerk's ca COVID-19		COVID-19		(183.66)	(183.66)
Bill	11/01/2020		United Bankcard Center -(VISA)	11/2/20 ZOOM - COVID mtg related - Clerk's ca COVID-19		COVID-19		(183.66)	(367.32)
Bill	11/01/2020		United Bankcard Center -(VISA)	11/10/20 PPE - VRSA Risk Management grant		COVID-19		(500.53)	(867.85)
Check	11/30/2020	PR-ACcovid1	Amanda Christman	COVID Response Coordinator - Mar 16 - Oct 31	Town COVID Response Coordinator	COVID-19		(2,795.00)	(3,662.85)
Check	11/30/2020	PR-MBcovid1	Marilyn Barton	Town COVID Financial Administrator - Apr 7 - C	Town COVID Financial Administra	COVID-19		(2,785.00)	(6,447.85)
								(6,447.85)	(6,447.85)
								(38,463.83)	(38,463.83)

FY21 Deferred CARES Act Funding from FY20 Grant	49,766.01
Remaining funding for Town's cost incurred to 12/30/20 - balance will be returned to Fairfax Co.	11,302.18

NOTE: Fairfax County has requested that the Town submit only one check for payment of the remaining funds, to be issued after the close of the grant and the processing of the final payments for costs incurred to 12/30/20. The final payment and report are requested by early to mid January 2021. This has been requested in writing.

Town of Clifton
Profit & Loss Budget Performance
November 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget
3			Income										
4			State Funding	<i>Deferred CARES Act Funding from FY20 to FY21</i>							49,766.01		
5			Fire Program Funds					0.00	0.00	15,000.00	0.00	0.00	
6			State Funding - Other					0.00	0.00	0.00	0.00	0.00	
7			Total State Funding					0.00	0.00	64,766.01	0.00	0.00	
8			CIF - Capital Improvements Fund										
9			Grants										
10			Federal										
11			ISTEA-Clifton Streetscape					0.00	0.00	0.00	0.00	0.00	
12			Total Federal					0.00	0.00	0.00	0.00	0.00	
13			VDOT- MAP21 Streetscape Phase 2					0.00	0.00	631.51	0.00	0.00	
14			Total Grants					0.00	0.00	631.51	0.00	0.00	
15			Total CIF - Capital Improvements Fund					0.00	0.00	631.51	0.00	0.00	
16			Committees Fundraising										
17			Homes Tour Income					0.00	0.00	0.00	0.00	0.00	
18			Council of the Arts										
19			Clifton Film Festival					0.00	0.00	0.00	0.00	0.00	
20			Total Council of the Arts					0.00	0.00	0.00	0.00	0.00	
21			Parks Committee										
22			Park Rental					0.00	0.00	75.00	0.00	0.00	
23			Total Parks Committee					0.00	0.00	75.00	0.00	0.00	
24			Total Committees Fundraising					0.00	0.00	75.00	0.00	0.00	
25			Community Hall Revenues										
26			Community Hall Rentals					1,377.52	0.00	1,377.52	0.00	0.00	
27			Total Community Hall Revenues					1,377.52	0.00	1,377.52	0.00	0.00	
28			General Donations					0.00	0.00	0.00	0.00	0.00	
29			Haunted Trail Event					0.00	0.00	0.00	0.00	0.00	
30			Interest Income					0.00	0.00	4,214.93	0.00	0.00	
31			Other Income	<i>Includes IDA CARES Grant Refunded>></i>					0.00		10,197.50		
32			PC - Reimbursements					0.00	0.00	0.00	0.00	0.00	
33			Pink House Rental					2,900.00	0.00	12,900.00	0.00	0.00	
34			S.R. - Litter Control Grant					935.00		935.00			
35			Tax and Permits Revenue										
36			VA - Car Rental Distribution					351.74	0.00	2,485.48	0.00	0.00	
37			ARB Permits					0.00	0.00	20.00	0.00	0.00	
38			BPOL tax					0.00	0.00	2,685.26	0.00	0.00	
39			BZA Fee					0.00	0.00	0.00	0.00	0.00	
40			Cigarette Tax					133.12	0.00	617.30	0.00	0.00	
41			Communications Sales Tax -Va					365.34	0.00	1,917.36	0.00	0.00	
42			Franchise Fees - Cox & Verizon					532.14	0.00	1,325.85	0.00	0.00	
43			Motor Vehicle Tags					40.00	0.00	3,430.67	0.00	0.00	
44			Railroad Tax					0.00		1,562.12			
45			Sales Tax					3,004.64	0.00	8,861.42	0.00	0.00	
46			Use Permits					325.00	0.00	475.00	0.00	0.00	
47			Utility Consumption Tax					87.60	0.00	420.06	0.00	0.00	
48			Total Tax and Permits Revenue					4,839.58	0.00	23,800.52	0.00	0.00	
49			Total Income					10,052.10	0.00	118,897.99	0.00	0.00	

Town of Clifton
Profit & Loss Budget Performance
November 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget
50			Gross Profit						10,052.10	0.00	118,897.99	0.00	0.00
51			Expense										
52							Citizens' Recognition Expense		0.00	0.00	0.00	0.00	0.00
53							Bank Service Charges		0.50	0.00	2.77	0.00	0.00
54							CIF Expenses						
55							Pink House Upgrade & Maint		0.00		7,655.00		
56							Special Projects Committee						
57							Dev. of Streetscape Phase 2		0.00	0.00	0.00	0.00	0.00
58							Total Special Projects Committee		0.00	0.00	0.00	0.00	0.00
59							Total CIF Expenses		0.00	0.00	7,655.00	0.00	0.00
60							Commodities						
61							Office Equipment		0.00	0.00	0.00	0.00	0.00
62							Computer Supplies		155.88	0.00	529.78	0.00	0.00
63							Copies		0.00	0.00	0.00	0.00	0.00
64							Miscellaneous - Commodities		0.00	0.00	0.00	0.00	0.00
65							Office Supplies		0.00	0.00	37.61	0.00	0.00
66							Postage and Delivery		14.90	0.00	349.53	0.00	0.00
67							Total Commodities		170.78	0.00	916.92	0.00	0.00
68							Contractual						
69							Fire Program		0.00	0.00	15,000.00	0.00	0.00
70							Caboose Expenses						
71							Caboose Equipment		0.00	0.00	0.00	0.00	0.00
72							Caboose Maintenance		0.00	0.00	0.00	0.00	0.00
73							Total Caboose Expenses		0.00	0.00	0.00	0.00	0.00
74							Community Hall Expenses						
75							C.H.-Cleaning		275.00	0.00	350.00	0.00	0.00
76							C.H.-Equipment & Supplies		0.00	0.00	0.00	0.00	0.00
77							C.H.-General Maintenance		0.00	0.00	0.00	0.00	0.00
78							C.H.-Management Fee		0.00	0.00	0.00	0.00	0.00
79							C.H. - Electric		396.32	0.00	1,620.79	0.00	0.00
80							C.H. Interior Improvements		0.00	0.00	0.00	0.00	0.00
81							Total Community Hall Expenses		671.32	0.00	1,970.79	0.00	0.00
82							Dues and Subscriptions						
83							Conference Attendance		0.00	0.00	0.00	0.00	0.00
84							Va. Municipal League		0.00		408.00		
85							Dues and Subscriptions - Other		0.00	0.00	0.00	0.00	0.00
86							Total Dues and Subscriptions		0.00	0.00	408.00	0.00	0.00
87							Insurance		0.00		5,394.00		
88							Legal Advertising		0.00	0.00	286.00	0.00	0.00
89							Mayoral Reimbursement		0.00	0.00	0.00	0.00	0.00
90							Miscellaneous		0.00	0.00	0.00	0.00	0.00
91							Professional Fees						
92							Legal Fees		0.00	0.00	3,200.00	0.00	0.00
93							Total Professional Fees		0.00	0.00	3,200.00	0.00	0.00
94							Rent						
95							Railroad Siding Rental		1,776.29		1,876.29		
96							Total Rent		1,776.29		1,876.29		

Town of Clifton
Profit & Loss Budget Performance
November 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget
97								Town Assoc of Northern Va Event	0.00	0.00	0.00	0.00	0.00
98								Town Facilities					
99								Ayre Square Maintenance	0.00	0.00	0.00	0.00	0.00
100								Pink House Expenses					
101								Pink House Maintenance	0.00	0.00	4,000.00	0.00	0.00
102								Pink House Repairs	0.00		227.00		
103								Total Pink House Expenses	0.00	0.00	4,227.00	0.00	0.00
104								Town Handyman - 1099 vendor	0.00	0.00	0.00	0.00	0.00
105								Total Town Facilities	0.00	0.00	4,227.00	0.00	0.00
106								Town Government					
107								Clifton IDA - CARES Act -Grants	0.00		40,000.00		
108								COVID-19	867.85		2,883.83		
109								Architectural Review Board	0.00	0.00	0.00	0.00	0.00
110								Beautification Comm.					
111								Banner Replacement	0.00		245.00		
112								Total Beautification Comm.	0.00		245.00		
113								BZA	0.00	0.00	0.00	0.00	0.00
114								Planning Commission					
115								Consulting-Capital/Town & Zng	0.00	0.00	0.00	0.00	0.00
116								General Admin Costs	0.00	0.00	0.00	0.00	0.00
117								General Consulting	0.00	0.00	0.00	0.00	0.00
118								PC Hearings, Ads and copies	0.00	0.00	0.00	0.00	0.00
119								Total Planning Commission	0.00	0.00	0.00	0.00	0.00
120								Town Committees Expense					
121								Communication Committee					
122								Web Server Maint & Domain Subsc	17.99	0.00	28.53	0.00	0.00
123								Web site updating & config	0.00	0.00	0.00	0.00	0.00
124								Communication Committee - Other	0.00	0.00	0.00	0.00	0.00
125								Total Communication Committee	17.99	0.00	28.53	0.00	0.00
126								Council for the Arts Committee					
127								Clifton Film Festival Exp	0.00	0.00	0.00	0.00	0.00
128								Total Council for the Arts Committee	0.00	0.00	0.00	0.00	0.00
129								Environmental Comm					
130								Environmental Event Expense	0.00	0.00	0.00	0.00	0.00
131								Total Environmental Comm	0.00	0.00	0.00	0.00	0.00
132								Historic Preservation Comm Exp					
133								Historic Town Documents exp	0.00	0.00	0.00	0.00	0.00
134								Town Museum	0.00	0.00	0.00	0.00	0.00
135								Historic Preservation Comm Exp - Other	0.00	0.00	0.00	0.00	0.00
136								Total Historic Preservation Comm Exp	0.00	0.00	0.00	0.00	0.00
137								Sunshine Committe					
138								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	0.00
139								Total Sunshine Committe	0.00	0.00	0.00	0.00	0.00
140								Town Parks Committee Exp					
141								Landscape/Ground Maint expense	0.00	0.00	0.00	0.00	0.00
142								Fall Zone Mulching	0.00	0.00	0.00	0.00	0.00
143								Grounds Maintenance	0.00		700.00		

Town of Clifton
Profit & Loss Budget Performance
 November 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget
144								Parks Mgt Fee	0.00	0.00	0.00	0.00	0.00
145								Playground Equip. Maintenance	0.00	0.00	0.00	0.00	0.00
146								Tree Trimming & Replacement	0.00	0.00	0.00	0.00	0.00
147								Total Town Parks Committee Exp	0.00	0.00	700.00	0.00	0.00
148								Total Town Committees Expense	17.99	0.00	728.53	0.00	0.00
149								Total Town Government	885.84	0.00	43,857.36	0.00	0.00
150								Town Services					
151								Elections	0.00	0.00	0.00	0.00	0.00
152								Grass Mowing	0.00	0.00	2,400.00	0.00	0.00
153								Town Park Lawn Maintenance	0.00	0.00	1,450.00	0.00	0.00
154								Trash Collection	323.89	0.00	1,463.69	0.00	0.00
155								Utilities					
156								Gas and Electric	86.21	0.00	321.08	0.00	0.00
157								Total Utilities	86.21	0.00	321.08	0.00	0.00
158								Total Town Services	410.10	0.00	5,634.77	0.00	0.00
159								Total Contractual	3,743.55	0.00	81,854.21	0.00	0.00
160								Haunted Trail Expenses - H.T. Monthly Storage	174.90	0.00	874.50	0.00	0.00
161								OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
162								Other Expenses	0.00	0.00	0.00	0.00	0.00
163								Payroll Expenses					
164								Gross Wages					
165								Town COVID Financial Administra	2,785.00		2,785.00		
166								Town COVID Response Coordinator	2,795.00		2,795.00		
167								Assistant Project Manager	333.34	0.00	1,666.70	0.00	0.00
168								Town Clerk (Administrative)	1,166.66	0.00	5,833.30	0.00	0.00
169								Town Clerk - Records Review	1,000.00	0.00	5,000.00	0.00	0.00
170								Town Treasurer	2,000.00	0.00	10,000.00	0.00	0.00
171								Zoning Clerk	500.00	0.00	2,500.00	0.00	0.00
172								Total Gross Wages	10,580.00	0.00	30,580.00	0.00	0.00
173								Payroll Taxes					
174								FICA	310.00	0.00	1,550.00	0.00	0.00
175								Medicare	72.50	0.00	362.50	0.00	0.00
176								Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
177								Total Payroll Taxes	382.50	0.00	1,912.50	0.00	0.00
178								Total Payroll Expenses	10,962.50	0.00	32,492.50	0.00	0.00
179								Total Expense	15,052.23	0.00	123,795.90	0.00	0.00
180								Net Income	(5,000.13)	0.00	(4,897.91)	0.00	0.00

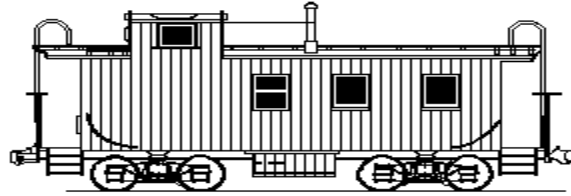
PLANNING COMMISSION REPORT for November 24, 2020

**Present: Kathy Kalinowski, Mac Arnold, Jennifer Heilmann, Susan Yantis,
Patrick Pline Absent: Terry Winkowski and Michelle Stein**

1. The Planning Commission reviewed a site plan revision to 7184 Clifton Road by owner D. Guglielmi. The Preliminary Use Permit dated July 7, 2015 included an approve Plan of Development for the construction occurring at the location, which construction was in excess of 2500 square feet and thus subject to Chapter 11 of the Town Code and its requirements. The owner made changes to the Plan of Development without Town approval. Those changes included changes to the size and location of the driveway and parking area, the well location and the size and scope and location of the retaining walls. Those changes have been reviewed by the Town Engineer, Scott Peterson, whose review letter states that these revisions must be shown on the approved Plan of Development as changes so that so that the Town has an accurate Plan of Development for its records (which records of land disturbing activity in excess of 2500 square feet are reviewed annually by DEQ for compliance with State regulations), as well as ensuring there are no other impacts on the approved limits of disturbance. In addition, the applicant was reminded that he needs to obtain a Final Use Permit for the construction, and needs to satisfy the remaining criteria of the Preliminary Use Permit including compliance with the ARB approvals and a certificate from the County for the location of the well on the property, as well as copies of all County permits issued for the property.

These issues were explained and detailed in a series of emails to the owner from November 3, 2020 through November 30, 2020, as well as during the Planning Commission meeting which was attended by the owner. Mr. Guglielmi assured the Planning Commission that he understood the requirements clearly. As to whether and when actual compliance will occur is unknown.

2. The Planning Commission also reviewed an updated parking tabulation list provided by the owner of 12644 Chapel Road, which includes a list of the present tenants, their allocated suites and the net square footage of their space.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, DECEMBER 1, 2020, 7:30 PM
ELECTRONIC MEETING BY ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Town Council regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Town Council 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.

Any member of the public wishing to observe or participate in the electronic meeting **must notify the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting** in order to register for the meeting.

Any member of the public requesting to speak or make comments during the electronic meeting **must register with the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting, providing their name and address and the subject matter of their comments**, in order to have an opportunity to speak and provide comments during the meeting. Any such comments will be **limited to three (3) minutes** per speaker and priority will be given to the citizens and tax-payers of the Town of Clifton. Members of the public may also submit written comments to the Town Clerk in advance of the meeting. Any such written comments will be included in the record for the meeting, but will not be read aloud during the meeting.

Town Council Meeting - Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions).
2. Report of the Treasurer:
 - a. Update on Funds Previously Allocated to Industrial Development Authority.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

- (i) Give 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 three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in the order that they registered with the Town Clerk.

4. Reports of Committees:

- a. Planning Commission.
- b. Report of the Zoning Administrator:
 - i. Update on Residential Construction Projects;
 - ii. Update on Commercial Use Permits.
- c. Architectural Review Board.
- d. Streetscape Planning Committee - Update.
- 5. Unfinished Business:
 - a. Clifton Museum and Visitor Center - Update.
- 6. New Business:
 - a. None.
- 7. Adjournment.