

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 5, 2021, 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 at 7:35 PM onward; Councilmember Lynn Screen.

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

Absent: Councilmember Poe, from 7:30 – 7:35 PM.

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 December 1, 2020 Regular Meeting Minutes and December 15, 2020 Special Meeting Minutes as presented, seconded by Vice Mayor McDonald. The motion was approved by poll, 5-0.**

b. Golf Cart Registrations – Update.

It was reported that only four golf cart owners have submitted 2021 registrations after two notices were mailed. A third notice will be sent to outstanding addresses in a few weeks.

2. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to approve the final payment of \$3,250 for the 2019 financial audit, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**
- **Mayor Hollaway moved to approve payment of the Town Attorney’s December invoice for \$975, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**
- **Councilmember Poe moved to approve the Treasurer’s Report, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

3. Citizen’s Remarks.

None.

4. Reports of Committees:

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the Use Permit for Coppermine Realty at 12644 Chapel Road, as recommended by the Planning Commission, second by Vice Mayor McDonald. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the Use Permit for Wheelhouse Pilates at 12644 Chapel Road, as recommended by the Planning Commission, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the Use Permit for Market Wealth Management at 12644 Chapel Road, as recommended by the Planning Commission, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the Use Permit for Belle Jar Design at 7137 Main Street, as recommended by the Planning Commission, seconded by Councilmember Screen. The motion was approved by poll, 6-0.**
- i. Renew Terms for Kathy Kalinowski and Jennifer Heilmann. (4-year terms).
 - **Mayor Hollaway moved to appoint Kathy Kalinowski and Jennifer Heilmann to new four-year terms, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

b. Report of the Zoning Administrator.

- i. Update on Residential Construction Projects.

It was reported that the following requirements remain outstanding for 7184 Clifton Road:

- \$250 application fee is overdue to the ARB.
- Demonstrate that the Town Engineer's invoice (and if applicable, any future such invoice(s)) has been paid in full.
- Demonstrate that the new well location has been approved by Fairfax County Health Department.
- Obtain ARB sign-off on all the items listed on your Preliminary COA dated 10/2020 - (this requires a site walk-through with at least two ARB members and then attending an ARB meeting).
- Provide documentation from the County showing that all final inspections have been passed.
- Obtain Planning Commission sign-off on the Final Use Permit - (this requires attending a Planning Commission meeting after items 1 through 5 have been complete, and providing documentation no later than the 15th day of that given month to demonstrate and certify that the project is complete and in compliance as discussed).

c. Architectural Review Board.

No report.

d. Streetscape Planning Committee.

Vice Mayor McDonald reported that the Committee has met with Jim Chesley in preparation to engage a utility company on the project's next step.

5. Unfinished Business:

a. Natural Landscaping Resolution – Review and Consider Adoption.

Mayor Hollaway reported that the draft Resolution will be circulated for review in the near future.

6. New Business:

a. Taco Food Truck Event – Town Requirements to Sell Meals from Food Trucks in Town of Clifton.

Sean McNamara, proprietor of the Main Street Pub: indicated that restaurants and other small business are having a really hard time right now. He understands why people would want to try food trucks in Town but is against it because of the economic strain restaurants are undergoing during the pandemic.

Councilmember Effros noted that there are existing rules and regulations in the Town Code governing businesses, which would have to be applied to any temporary, mobile businesses.

Kathy Kalinowski interjected that there are a significant number of rules for food trucks in the County, and VDOT might be an issue as well.

Donna Netschert, of Chestnut Street: noted that it was her idea to discuss the possibility of bringing a food truck to the Town but doesn't want to undermine restaurants in Town as a result.

Mayor Hollaway indicated that now is not a good time. Currently, a food truck would have to be on private property and would have to obtain a Special Use Permit as other restaurants are required to do.

Councilmember Poe noted that the Council does not want to encourage people to gather in large groups until the danger posed by the pandemic has passed.

Councilmember Screen added that it is important to channel the Town's energy into addressing the struggles of existing businesses located in the Town.

- **Mayor Hollaway moved to add the discussion of renaming the Community Meeting Hall in honor of long-time former Councilmember and Mayor Wayne Nickum to the Agenda, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- b. Renaming the Community Meeting Hall to Honor Former Mayor and Councilmember Wayne Nickum.

Mayor Hollaway reminded the Council that Wayne Nickum moved to the Town of Clifton almost 50 years ago and spent over four decades in service to the Town, and it is an important piece of history that should be recognized by the Town. He volunteered to check with the County regarding the feasibility of renaming the facility.

Councilmember Effros indicated that he supports the idea but agrees with the other Councilmembers that the item should be placed on the February Agenda to allow for a full public discussion.

7. Adjournment.

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

The meeting was adjourned at 8:47 PM.



Clifton Clerk <clerk@cliftonva.gov>

January 5, 2021 Town Council Meeting - Treasurer's Report for period ended December 31, 2020

1 message

treasurer@cliftonva.gov <treasurer@cliftonva.gov>

Mon, Jan 4, 2021 at 6:47 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 December 31, 2020.**

The December 31, 2020 Financial Statements include:

- The Summary of **Cash Balances Report as of December 31, 2020** reflects total funds of **\$1,321,803.82**. The Town's United Bank CDs matured 12/4/20 and 12/8/20. The total value of the maturing CDs was \$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 Report** – This report reflects the Clifton IDA CARES Act Grants funding of \$30,000, the Town's expenditures @ 12/31/20 of \$8,667.49. This includes the 12/02/20 payment of \$183.66 for the monthly ZOOM app. Salary for the two Town COVID positions will be paid in January, following the Mayor's review and signature on the COVID hours submitted. Fairfax County has requested that any remaining funds for the grant period be returned with the final report after the close of the grant or by January 29, 2021. The county is considering extending the timing to utilize the grant funding beyond December 30th, and they requested that costs related to COVID and COVID Staff hours continue to be documented past December 30, 2020. Also anticipated is additional CARES Act funding that is expected to be funneled through the State, rather than directly to the county. This would require that new subrecipient agreements be issued, if new funding becomes available.
- **Profit & Loss Summary by Fund** for period ended 12/31/2020. **Highlights of December 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	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	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.
3	Pink House Rental: Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020.
4	S.R. Litter Control Grant - Received \$935 from the State for FY21.
5	Taxes & Permits Revenue: Highlights for December include Virginia Car Rental Distribution of \$569.19, NVCTB Cigarette tax of \$119.78, State Communications Sales Tax of \$365.42, Sales Tax of \$2,963.27 for Oct 2020, Motor Vehicle Tags of \$3,047.68 for Nov & Dec, and Utility Consumption Tax of \$78.80. Total Motor Vehicle fees received to date is \$6,478.35.
6	Contractual Expenses: Highlights for December include C.H. Electric expense of \$411.98 for Nov, Accounting fees of \$3,250 for the final payment upon completion of the FY19 Audited Financials as approved by the TC with the signing of the engagement letter; legal fees of \$1,150 for Nov, COVID 19 Zoom expenses of \$183.66, Holiday Tree expenses of \$318.15, and Town trash collection of \$123.89. NOTE: The Holiday Tree lighting expense of \$1,200 was offset by collected donations of \$881.85.
7	CIF Revenue: On Aug 5 the Town received payment for its invoice 13 - This will need to be accrued to FY20 - to be confirmed with auditor.
8	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:

- **Profit & Loss Detail Export** Report for period ended 12/31/2020. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Looking forward to January 2021:**
- **FY20 Financial Audit** – The Town's annual audit will be scheduled in the near future by the Treasurer.
- **FY19 Final Invoice for completion of FY19 Audited Financial Statements – Roll call vote** is requested to approve the final payment for the FY19 Audit in the amount of \$3,250 as approved by the Town Council at the signing of the engagement letter. The audited financial statements were approved by the Town Council last month and provided to the Town Council.
- **Maureen Gilmore, Attorney – Invoice for December services \$975 – Roll call vote** is requested to approve payment of this invoice as recommended by Bill Hollaway.

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 12 31 Financial Reports.xlsx**

56K

ASSETS	12/31/2020	<u>Bank Rates Effective 12/1/2020</u>		<u>Negotiated Increases</u>	
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	317,957.22	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	217,776.00	13 months	1/17/2022	0.30%	Down from .75% to .3% due to COVID-19 beginning 12/17/20
C.D. - United Bank 1	50,526.60	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 2	50,526.60	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 3	50,526.60	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 4	50,526.60	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank - 4 7-month CDs	401,756.56	13 months	1/8/2022	0.75%	Down from .75% to .3% due to COVID-19 beginning 12/08/20
United Bank - Events Acct	100.00				
United Bank - Haunted Trail Account	3,280.73				
Checking-United Bank	68,921.51	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	979.83			0.15%	
Money Market Savings-United	104,517.33		10/31/2020	0.25%	Down from 1.39% @ 8/30/19
Security Deposit - United Bank	4,408.34				
Total Checking/Savings	1,321,803.92				

NOTES: The two United Bank 7 month CDs were reinvested @ .30% APR for 13 months. The remainder of the United Bank CDs that matured in December 2020 were reinvested for a 13 month term @ the current rate of .3% at maturity. This was in accordance with the Town Council's approval at the Nov 4th meeting.

Town of Clifton
Profit & Loss Budget Performance
December 2020

Operating Funds		Dec 20	Budget	Jul - Dec 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	750.00	1,500.00
	Community Hall Revenues	344.38	416.67	1,721.90	2,500.00	5,000.00
	Haunted Trail Event	0.00	2,916.67	0.00	17,500.00	35,000.00
	Interest Income	450.37	1,000.00	6,455.94	6,000.00	12,000.00
2	Other Income-IDA CARES Refund	0.00	0.00	10,197.50	0.00	0.00
3	Pink House Rental	2,900.00	2,666.67	15,800.00	16,000.00	32,000.00
4	S.R. - Litter Control Grant	0.00	66.67	935.00	400.00	800.00
5	Tax and Permits Revenue	7,444.14	8,000.00	31,244.66	48,000.00	96,000.00
	Total Income	11,138.89	16,666.68	131,196.01	149,441.00	242,066.01
	Gross Profit	11,138.89	16,666.68	131,196.01	149,441.00	242,066.01
Expense						
	Bank Service Charges	0.00	0.00	2.77	0.00	0.00
	Commodities	58.30	356.67	975.22	2,140.00	4,280.00
6	Contractual	5,502.07	19,102.08	87,381.81	114,612.50	229,225.00
	Haunted Trail Expenses	174.90	1,416.67	1,049.40	8,500.00	17,000.00
	Payroll Expenses	5,000.00	5,561.92	38,301.87	33,371.50	66,743.00
	Total Expense	10,735.27	26,437.33	127,711.07	158,624.00	317,248.00
	Net Income	403.62	(9,770.66)	3,484.94	(9,183.00)	(75,181.99)
CIF FUNDS:						
CIF Income						
7	CIF - Capital Improvements Fund	0.00	36,900.00	631.51	221,400.00	442,800.00
CIF Expenses						
8	CIF Expenses	0.00	112,397.92	7,655.00	674,387.50	1,348,775.00
	Net Income - CIF Funds	0.00	(75,497.92)	(7,023.49)	(452,987.50)	(905,975.00)
	Consolidated Net Income	403.62	(85,268.57)	(3,538.55)	(462,170.50)	(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.

Town of Clifton Profit & Loss Budget Performance December 2020

Operating Funds

Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
--------	--------	--------------	------------	---------------

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 **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.

3 **Pink House Rental:** Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020.

4 **S.R. Litter Control Grant** - Received \$935 from the State for FY21.

5 **Taxes & Permits Revenue:** Highlights for December include Virginia Car Rental Distribution of \$569.19, NVCTB Cigarette tax of \$119.78, State Communications Sales Tax of \$365.42, Sales Tax of \$2,963.27 for Oct 2020, Motor Vehicle Tags of \$3,047.68 for Nov & Dec, and Utility Consumption Tax of \$78.80. Total Motor Vehicle fees received to date is \$6,478.35.

6 **Contractual Expenses:** Highlights for December include C.H. Electric expense of \$411.98 for Nov, Accounting fees of \$3,250 for the final payment upon completion of the FY19 Audited Financials as approved by the TC with the signing of the engagement letter; legal fees of \$1,150 for Nov, COVID 19 Zoom expenses of \$183.66, Holiday Tree expenses of \$318.15, and Town trash collection of \$123.89.

NOTE: The Holiday Tree lighting expense of \$1,200 was offset by collected donations of \$881.85.

7 **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.

8 **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
Profit & Loss Budget Performance
December 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 20	Budget	Jul - Dec 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	344.38	0.00	1,721.90	0.00	0.00
27								Total Community Hall Revenues	344.38	0.00	1,721.90	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	450.37	0.00	6,455.94	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	15,800.00	0.00	0.00
34								S.R. - Litter Control Grant	0.00		935.00		
35								Tax and Permits Revenue					
36								VA - Car Rental Distribution	569.19	0.00	3,054.67	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	119.78	0.00	737.08	0.00	0.00
41								Communications Sales Tax -Va	365.42	0.00	2,282.78	0.00	0.00
42								Franchise Fees - Cox & Verizon	0.00	0.00	1,325.85	0.00	0.00
43								Motor Vehicle Tags	3,047.68	0.00	6,478.35	0.00	0.00
44								Railroad Tax	0.00		1,562.12		
45								Sales Tax	2,963.27	0.00	11,824.69	0.00	0.00
46								Use Permits	300.00	0.00	775.00	0.00	0.00
47								Utility Consumption Tax	78.80	0.00	498.86	0.00	0.00
48								Total Tax and Permits Revenue	7,444.14	0.00	31,244.66	0.00	0.00
49								Total Income	11,138.89	0.00	131,827.52	0.00	0.00
50								Gross Profit	11,138.89	0.00	131,827.52	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
December 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1														
2									Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget	
51			Expense											
52			Citizens' Recognition Expense						0.00	0.00	0.00	0.00	0.00	0.00
53			Bank Service Charges						0.00	0.00	2.77	0.00	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	0.00
58			Total Special Projects Committee						0.00	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	0.00
60			Commodities											
61			Office Equipment						0.00	0.00	0.00	0.00	0.00	0.00
62			Computer Supplies						0.00	0.00	529.78	0.00	0.00	0.00
63			Copies						0.00	0.00	0.00	0.00	0.00	0.00
64			License Plates						58.30		58.30			
65			Miscellaneous - Commodities						0.00	0.00	0.00	0.00	0.00	0.00
66			Office Supplies						0.00	0.00	37.61	0.00	0.00	0.00
67			Postage and Delivery						0.00	0.00	349.53	0.00	0.00	0.00
68			Total Commodities						58.30	0.00	975.22	0.00	0.00	0.00
69			Contractual											
70			Fire Program						0.00	0.00	15,000.00	0.00	0.00	0.00
71			Caboose Expenses											
72			Caboose Equipment						0.00	0.00	0.00	0.00	0.00	0.00
73			Caboose Maintenance						0.00	0.00	0.00	0.00	0.00	0.00
74			Total Caboose Expenses						0.00	0.00	0.00	0.00	0.00	0.00
75			Community Hall Expenses											
76			C.H.-Cleaning						0.00	0.00	350.00	0.00	0.00	0.00
77			C.H.-Equipment & Supplies						0.00	0.00	0.00	0.00	0.00	0.00
78			C.H.-General Maintenance						0.00	0.00	0.00	0.00	0.00	0.00
79			C.H.-Management Fee						0.00	0.00	0.00	0.00	0.00	0.00
80			C.H. - Electric						411.98	0.00	2,032.77	0.00	0.00	0.00
81			C.H. Interior Improvements						0.00	0.00	0.00	0.00	0.00	0.00
82			Total Community Hall Expenses						411.98	0.00	2,382.77	0.00	0.00	0.00
83			Dues and Subscriptions											
84			Conference Attendance						0.00	0.00	0.00	0.00	0.00	0.00
85			Va. Municipal League						0.00		408.00			
86			Dues and Subscriptions - Other						0.00	0.00	0.00	0.00	0.00	0.00
87			Total Dues and Subscriptions						0.00	0.00	408.00	0.00	0.00	0.00
88			Insurance						0.00		5,394.00			
89			Legal Advertising						0.00	0.00	286.00	0.00	0.00	0.00
90			Mayoral Reimbursement						0.00	0.00	0.00	0.00	0.00	0.00
91			Miscellaneous						0.00	0.00	0.00	0.00	0.00	0.00
92			Professional Fees											
93			Accounting						3,250.00		3,250.00			
94			Legal Fees						1,150.00	0.00	4,350.00	0.00	0.00	0.00
95			Total Professional Fees						4,400.00	0.00	7,600.00	0.00	0.00	0.00
96			Rent											
97			Railroad Siding Rental						0.00		1,876.29			
98			Total Rent						0.00		1,876.29			
99			Town Assoc of Northern Va Event						0.00	0.00	0.00	0.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
December 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
100								Town Facilities					
101								Ayre Square Maintenance	0.00	0.00	0.00	0.00	0.00
102								Pink House Expenses					
103								Pink House Maintenance	0.00	0.00	4,000.00	0.00	0.00
104								Pink House Repairs	0.00		227.00		
105								Total Pink House Expenses	0.00	0.00	4,227.00	0.00	0.00
106								Town Handyman - 1099 vendor	0.00	0.00	0.00	0.00	0.00
107								Total Town Facilities	0.00	0.00	4,227.00	0.00	0.00
108								Town Government					
109								Clifton IDA - CARES Act -Grants	0.00		40,000.00		
110								COVID-19	183.66		3,067.49		
111								Architectural Review Board	0.00	0.00	0.00	0.00	0.00
112								Beautification Comm.					
113								Banner Replacement	0.00		245.00		
114								Christmas Tree Lighting Event	318.15		318.15		
115								Total Beautification Comm.	318.15		563.15		
116								BZA	0.00	0.00	0.00	0.00	0.00
117								Planning Commission					
118								Consulting-Capital/Town & Zng	0.00	0.00	0.00	0.00	0.00
119								General Admin Costs	0.00	0.00	0.00	0.00	0.00
120								General Consulting	0.00	0.00	0.00	0.00	0.00
121								PC Hearings, Ads and copies	0.00	0.00	0.00	0.00	0.00
122								Total Planning Commission	0.00	0.00	0.00	0.00	0.00
123								Town Committees Expense					
124								Communication Committee					
125								Web Server Maint & Domain Subsc	0.00	0.00	28.53	0.00	0.00
126								Web site updating & config	0.00	0.00	0.00	0.00	0.00
127								Communication Committee - Other	0.00	0.00	0.00	0.00	0.00
128								Total Communication Committee	0.00	0.00	28.53	0.00	0.00
129								Council for the Arts Committee					
130								Clifton Film Festival Exp	0.00	0.00	0.00	0.00	0.00
131								Total Council for the Arts Committee	0.00	0.00	0.00	0.00	0.00
132								Environmental Comm					
133								Environmental Event Expense	0.00	0.00	0.00	0.00	0.00
134								Total Environmental Comm	0.00	0.00	0.00	0.00	0.00
135								Historic Preservation Comm Exp					
136								Historic Town Documents exp	0.00	0.00	0.00	0.00	0.00
137								Town Museum	0.00	0.00	0.00	0.00	0.00
138								Historic Preservation Comm Exp - Other	0.00	0.00	0.00	0.00	0.00
139								Total Historic Preservation Comm Exp	0.00	0.00	0.00	0.00	0.00
140								Sunshine Committee					
141								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	0.00
142								Total Sunshine Committee	0.00	0.00	0.00	0.00	0.00
143								Town Parks Committee Exp					
144								Landscape/Ground Maint expense	0.00	0.00	0.00	0.00	0.00
145								Fall Zone Mulching	0.00	0.00	0.00	0.00	0.00
146								Grounds Maintenance	0.00		700.00		
147								Parks Mgt Fee	0.00	0.00	0.00	0.00	0.00
148								Playground Equip. Maintenance	0.00	0.00	0.00	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
December 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
149								Tree Trimming & Replacement	0.00	0.00	0.00	0.00	0.00
150								Total Town Parks Committee Exp	0.00	0.00	700.00	0.00	0.00
151								Total Town Committees Expense	0.00	0.00	728.53	0.00	0.00
152								Total Town Government	501.81	0.00	44,359.17	0.00	0.00
153								Town Services					
154								Elections	0.00	0.00	0.00	0.00	0.00
155								Grass Mowing	0.00	0.00	2,400.00	0.00	0.00
156								Town Park Lawn Maintenance	0.00	0.00	1,450.00	0.00	0.00
157								Trash Collection	123.89	0.00	1,587.58	0.00	0.00
158								Utilities					
159								Gas and Electric	64.39	0.00	411.00	0.00	0.00
160								Total Utilities	64.39	0.00	411.00	0.00	0.00
161								Total Town Services	188.28	0.00	5,848.58	0.00	0.00
162								Total Contractual	5,502.07	0.00	87,381.81	0.00	0.00
163								Haunted Trail Expenses	174.90	0.00	1,049.40	0.00	0.00
164								OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
165								Other Expenses	0.00	0.00	0.00	0.00	0.00
166								Payroll Expenses					
167								Gross Wages					
168								Town COVID Financial Administra	0.00		2,785.00		
169								Town COVID Response Coordinator	0.00		2,795.00		
170								Assistant Project Manager	333.34	0.00	2,000.04	0.00	0.00
171								Town Clerk (Administrative)	1,166.66	0.00	6,999.96	0.00	0.00
172								Town Clerk - Records Review	1,000.00	0.00	6,000.00	0.00	0.00
173								Town Treasurer	2,000.00	0.00	12,000.00	0.00	0.00
174								Zoning Clerk	500.00	0.00	3,000.00	0.00	0.00
175								Total Gross Wages	5,000.00	0.00	35,580.00	0.00	0.00
176								Payroll Taxes					
177								FICA	0.00	0.00	2,205.96	0.00	0.00
178								Medicare	0.00	0.00	515.91	0.00	0.00
179								Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
180								Total Payroll Taxes	0.00	0.00	2,721.87	0.00	0.00
181								Total Payroll Expenses	5,000.00	0.00	38,301.87	0.00	0.00
182								Total Expense	10,735.27	0.00	135,366.07	0.00	0.00
183								Net Income	403.62	0.00	(3,538.55)	0.00	0.00

PLANNING COMMISSION REPORT for December 29, 2020

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

1. The Planning Commission reviewed a new use permit application for Coppermine Realty at 12644 Chapel Road reflecting their change in space at that location to Suite 214, 956 square feet, for a commercial office use for a real estate firm with hours from Sunday to Saturday of 8am to 9pm and determined that 5 parking spaces should be allocated to the use reflecting the new square footage. The Planning Commission recommends that the Town Council approve the use permit as set forth in the application December 1, 2020 and as set forth above.

2. The Planning Commission reviewed a new use permit application for Wheelhouse Pilates at 12644 Chapel Road reflecting a change in ownership to Tamar Crean and a change in space location to Suite 200, 885 square feet, for a commercial retail use for exercise classes, with no more than 2 employees on site at any one time and hours of Sunday to Saturday from 7am to 9pm and determined that 4 spaces should be allocated reflecting the new square footage and 1 space be allocated reflecting the number of employees on site at any one time, for a total of 5 spaces. The Planning Commission recommends that the Town Council approve the use permit as set forth in the application dated November 16, 2020 and set forth above.

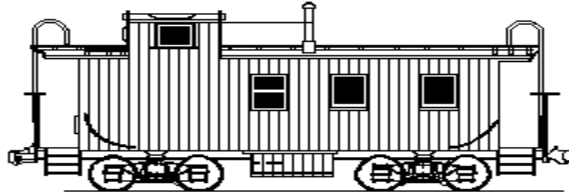
3. The Planning Commission reviewed a new use permit application for Market Wealth Management, LLC at 12644 Chapel Road, reflecting a change in space at that location to Suites 107, 108, 109, 111 and 112 for a total of 976 square feet, for a commercial office use for an insurance/investment consulting firm, with hours Monday through Saturday 8am to 8pm, and determined that 5 parking spaces should be allocated to the use reflecting the new square footage. The Planning Commission recommends that the Town Council approve the use permit as set forth in the application dated December 15, 2020 and as set forth above.

4. The Planning Commission reviewed a new use permit application for Belle Jar Design at 7137 Main Street, Front Building, reflecting a change of ownership to Kerry Powers, for a total of 1100 square feet and no more than two employees on site at any one time and hours of Sunday through Saturday from 9am to 9pm, and determine that 5 parking spaces should be allocated to use reflecting the square footage and one additional parking space reflecting the number of employees on site at any one time, for a total of 6 parking spaces. The Planning Commission recommends that the Town Council approve the use permit as set forth in the application dated December 11, 2020 and as set forth above.

5. The Planning Commission reviewed an application for a new use permit for the Clifton Café at 7144 Main Street, reflecting a change in spaces from a part of the building to the entire building and an increase in seating from 56 seats to 85 seats and an increase in employees from 8 employees on site at any one time to 10 employees and an expansion of the parking area. This is a special use permit

application which means this use is not a use by right in the Town commercial district, but only authorized pursuant to the special exception rule of the Town Code and VA Code and requires among other requirements, a public hearing to determine if the expanded use will be authorized, public response to the expansion and what, if any, conditions may be imposed if the use is authorized.

The Planning Commission postponed review of the application pending receipt from the applicant of a completed and signed application reflecting the actual proposed use (the application included an addendum that was not signed and included some discrepancies that need to be resolved); and that included a parking plan properly drawn to scale and properly certified, which includes the latest survey and shows the actual size of all the spaces, the aisles and setbacks, together with addressing the requirements in Section 9-13 of the Code.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 5, 2021, 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.
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.

- i. Renew Terms for Kathy Kalinowski and Jennifer Heilmann.
 - 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.
5. Unfinished Business:
 - a. Natural Landscaping Resolution – Review and Consider Adoption.
6. New Business:
 - a. Taco Food Truck Event – Town Requirements to Sell Meals from Food Trucks in Town of Clifton.
7. Adjournment.