

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, AUGUST 6, 2019, 7:30 PM  
COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

**Present:** Mayor Bill Hollaway; Vice Mayor Steve Effros; Councilmember Regan McDonald; Councilmember Melissa Milne.  
**Staff:** Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.  
**Absent:** Councilmember Chase Hinderstein; Councilmember Darrell Poe.

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**The Regular Meeting was called to order by Mayor Hollaway at 7:34 PM.**

Order of Business:

1. Report of the Town Clerk.

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

- **Mayor Hollaway moved to approve the July 2019 Minutes as presented, seconded by Vice Mayor Effros. The motion was approved by poll, 4-0.**

2. Report of the Treasurer.

**See attached report.**

- **Councilmember McDonald moved to approve the Treasurer's report as presented, seconded by Mayor Hollaway. The motion was approved by poll, 4-0.**
- **Mayor Hollaway moved to approve the proposal to select the same firm (White, Withers, Masincup & Cannaday, P.C.) to perform the audit of the fiscal year ending June 30, 2019 with the same cost as last year, not to exceed \$7,500, seconded by Councilmember Milne. The motion was approved by roll-call: McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye.**

3. Citizen's Remarks.

None.

4. Unfinished Business.

None.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees.

a. Planning Commission.

**See attached report.**

- **Mayor Hollaway moved to approve the recommendation of the Planning Commission to issue a Final Use Permit for the detached garage at 7203 Main Street, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

b. Architectural Review Board.

Royce Jarrendt reported on several applications reviewed and approved by the ARB at their July meeting:

- 1). 12644 Chapel Rd “Clifton House” siding replacement and windows;
- 2). Flood Plain parking sign for the CBA; and,
- 3). 12640 Chapel Road “Old Town Hall” modifications to the existing structure, a rear addition and detached garage.

The ARB also discussed potential amendments to the architectural guidelines.

c. Other Committees:

- i. Parking and Traffic Solutions Committee – Improvements Update.

**See attached report.**

Councilmember Milne reported that the “no parking” has been moved slightly north which will eliminate one spot but will maintain all parking in front of 7161 Main Street, as desired by the residents. There will be four signs, two on new poles, and two on existing. The configuration is similar to what was originally indicated in the long-term plan and should be completed in the next few weeks.

- ii. Special Projects Committee/Streetscape Project – Update.

Susan Yantis reported that VDOT has officially approved the 100% site plan with the completed design waivers. The Preliminary Engineering phase will continue until the utility assessment is complete.

Geri Yantis explained several options to relocate/minimize aerial utility equipment in front of the Clifton General Store and Villagio. As a result of the study that was previously approved by the Town, the original cost estimate for the Verizon relocation has been revised to \$170,000. Two options for the NOVEC pole in front of Villagio were provided: Option 1 would drop the pole and add another pole further south on Main Street to act as a guy line at a cost of \$120,000. Option 2 would drop the Verizon and NOVEC poles entirely at a cost of \$210K,000. To date, no negotiation over costs have been performed, and the estimated cost to the Town would be about \$90,000, given the 80%-20% split with VDOT.

7. Report of the Zoning Administrator:

- a. Update on Enforcement Matters.

It was reported that the BZA’s Public Hearing regarding a Notice of Violation for 7151 Main Street was continued from July 24, 2019 to August 9, 2019 at 7:30 PM at the Acacia Lodge located at 7135 Main Street.

8. New Business:

- a. CBA Request to Hang Banner for Clifton Day, October 13, 2019.

- **Mayor Hollaway moved to authorize the CBA to use Town properties for Clifton Day, which is scheduled to take place on Sunday, October 13th and to hang a banner over Main Street in advance and to be removed in the usual time frame, with the usual terms and conditions to apply to the event, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

Adopted as presented by the Town Council on September 3, 2019

b. Belle Jar Lease Renewal.

It was noted that the rental agreement between the Town and Belle Jar is due for renewal. Mayor Hollaway will draft a proposed lease to be circulated for review at next month's Meeting.

9. Adjournment.

- **Vice Mayor Effros moved to adjourn, seconded by Councilmember Milne. The motion was approved by poll, 4-0.**

The Meeting was adjourned at 8:45 PM.



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

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## August 6, 2019 Town Council Meeting - Treasurer's Reports for period ended July 31, 2019; CD reinvestment proposal for maturing CDs 7/31 & 9/19/19; FY18 Audit & FY19 Engagement Letter

1 message

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

Sun, Aug 4, 2019 at 11:00 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com, Steve Effros <Steve@effros.com>, chasehinderstein@gmail.com  
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@mycri.org>

Hello Town Council Members,

Attached are the **Financial Reports for the period ended July 31, 2019**. Please note that transactions received that affect the FY19 Final Financial Report were accrued to June 2019. The significant transactions are noted below and also on the P&L Summary by Fund Report. Due to time constraints, the FY2020 Budget has been input to the P&L Summary by Fund Report only. I will ensure that the detail FY2020 Budget is input into the accounting software prior to running the August reports.

The July Financial Reports include:

- The Summary of **Cash Balances Report as of July 31, 2019** reflects total funds of **\$1,229,073.90**. The increase in cash is largely due to the receipt of \$53,786.04 from the Commonwealth of Va., Dept of Transportation for the Streetscape Project. Also received was additional FY19 BPOL payments in the amount of \$11,902. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 07/31/2019. **Highlights of July 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. Due to time constraints, only the Profit & Loss Summary by fund has the FY20 budget totals input.

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

2 Taxes & Permits Revenue: Highlights for July include Commonwealth of VA. Railroad Tax in the amount of \$1,597 and Va. Communication Sales Tax @ \$411. Received and accrued to June 2019 were additional FY19 BPOL payments of \$11,902 for a total of \$40,816 and Sales Tax for May 2019 of \$3,109.

3 Contractual Expenses: Highlights for July include \$5,817 for annual insurance premiums. Paid in July and accrued to June 2019: Community Hall electric of \$692.

4 Capital Improvements Fund Income: Streetscape Phase II: Payments were received in July, with the revenue accrued to June 2019 from the Commonwealth of Va., Dept of Transportation for the Town's Streetscape Invoice # 9 @ \$33,199.62 and Invoice # 10 @ \$20,583.42. This reimbursement income will be accrued to FY19. The Town's invoice # 11 in the amount of \$12,288.75 was submitted 7/26/19 for March - May expenditures - this will also be accrued to FY19.

5 Capital Improvements Fund Expense: Streetscape Phase II: J2 Engineers' invoice #13333 in the amount of \$594.30 was received 7/17/19 and awaits Streetscape Committee approval prior to booking.

### Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 07/31/2019. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.

### Looking forward to August & September:

- **FY 2020 CD Investments** – The John Marshall Bank 12-month CDs matured 7/31/19. As approved by the Town Council at the July meeting, the maturing CDs were renewed for 12 months with John Marshall Bank on Aug. 1 @ 2.17% (down from 2.23%). The upcoming 18-month CDs with John Marshall Bank will be maturing Sept 19th. In response to the Town Council's request, a third bank will be considered for reinvestment of the 18-month maturing CDs. A proposal will be presented for review in advance of the Sept. Town Council meeting. The Treasurer will be transferring \$50,000 from the checking account to the money market savings in early August. The funds represent reimbursement from VDOT for the Streetscape Project.
- **BPOL Submissions for FY19** – To date \$40,816 (89%) has been received of the budgeted \$46,000 for FY19. The Treasurer will continue collection efforts with the few remaining businesses.
- **Audited Financials are completed for FY18 & Engagement Letter for FY19** – The Town's auditing firm received the legal representation letter from Town Attorney, Maureen Gilmore. The final issued Financial Statements are being mailed and sent electronically tomorrow. I also anticipate receiving the proposed engagement letter from White, Withers, Masincup & Cannaday, P.C. for the audit and preparation of the Financial Statements for FY19. I will forward them to you separately, as soon as they are received.
- **Treasurer's vacation schedule** – I will be on leave in the Outer Banks for the 3<sup>rd</sup> week of September – Sept. 13 – 22. Please let me know if there is anything coming up during this time, so we can make arrangements for handling it in advance. Thank you for your consideration.

After your review of the reports, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know. *Thank you.*

***IMPORTANT: If anyone needs a paper copy of the reports, please let me know and I will provide it to you.***

Sincerely,

*Marilyn*

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607



**2019 07 31 Financial Reports.xlsx**

52K

ASSETS	7/31/2019	<u>Bank Rates Effective July 31, 2018</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	310,351.59	1 yr	7/31/2019	2.25%	Up from 1.17% @ 7/31/18
John Marshall Bank CDs	214,494.56	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	102,529.32	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	102,529.32	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	102,529.32	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	102,529.32	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	100.00				
Checking-United Bank	82,844.71	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	962.98				
Money Market Savings-United	205,797.56		7/31/2018	1.59%	Up from .20% @ 7/31/18
Security Deposit - United Bank	4,405.22				
<b>Total Checking/Savings</b>	<b>1,229,073.90</b>				

**NOTE:** The John Marshall Bank 12 month CDs matured 7/31/19. As approved by the Town Council at the July meeting, the maturing CDs were renewed for 12 months with John Marshall Bank on Aug. 1 @ 2.17% (down from 2.23%). The upcoming 18 month CDs with John Marshall Bank will be maturing Sept 19th. In response to the Town Council's request, a third bank will be considered for reinvestment of the 18 month maturing CDs. A proposal will be presented for review in advance of the Sept. Town Council meeting. The United Bank CDs accrue interest quarterly. The Treasurer will be transferring \$50,000 from the checking account to the money market savings in early August. The funds represent reimbursement from VDOT for the Streetscape Project.

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

	Jul 19	Budget	Jul 19	YTD Budget	Annual Budget
<b>Income</b>					
Committees Fundraising	0.00	791.67	0.00	791.67	9,500.00
Community Hall Revenues	0.00	500.00	0.00	500.00	6,000.00
Haunted Trail Event	750.00	3,750.00	750.00	3,750.00	45,000.00
1 Interest Income	1,148.63	1,500.00	1,148.63	1,500.00	18,000.00
Fire Program State Grant-FCFD	0.00	833.33	0.00	833.33	10,000.00
Pink House Rental	2,900.00	2,900.00	2,900.00	2,900.00	34,800.00
2 Tax and Permits Revenue	2,224.00	8,129.17	2,224.00	8,129.17	97,550.00
<b>Total Income</b>	<b>7,022.63</b>	<b>18,404.17</b>	<b>7,022.63</b>	<b>18,404.17</b>	<b>220,850.00</b>
<b>Gross Profit</b>	<b>7,022.63</b>	<b>18,404.17</b>	<b>7,022.63</b>	<b>18,404.17</b>	<b>220,850.00</b>
<b>Expense</b>					
Citizens' Recognition Expense	0.00	83.33	0.00	83.33	1,000.00
Bank Service Charges	0.00	0.00	0.00	0.00	0.00
Commodities	300.65	331.67	300.65	331.67	3,980.00
3 Contractual	6,661.75	15,460.42	6,661.75	15,460.42	185,525.00
Haunted Trail Expenses	0.00	1,250.00	0.00	1,250.00	15,000.00
Payroll Expenses	5,000.00	5,561.92	5,000.00	5,561.92	66,743.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	
<b>Total Expense</b>	<b>11,962.40</b>	<b>22,687.33</b>	<b>11,962.40</b>	<b>22,687.33</b>	<b>272,248.00</b>
<b>Net Income - Operating Funds</b>	<b>(4,939.77)</b>	<b>(4,283.17)</b>	<b>(4,939.77)</b>	<b>(4,283.17)</b>	<b>(51,398.00)</b>
<b>CIF FUNDS:</b>					
<b>CIF Income</b>					
4 CIF - Capital Improvements Fund		60,625.00		60,625.00	727,500.00
<b>CIF Expenses</b>					
5 CIF Expenses	0.00	92,625.00	0.00	92,625.00	1,111,500.00
<b>Net Income - CIF Funds</b>	<b>0.00</b>	<b>(32,000.00)</b>	<b>0.00</b>	<b>(32,000.00)</b>	<b>(384,000.00)</b>
<b>Consolidated Net Income</b>	<b>(4,939.77)</b>	<b>(36,283.17)</b>	<b>(4,939.77)</b>	<b>(36,283.17)</b>	<b>(435,398.00)</b>

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

	Jul 19	Budget	Jul 19	YTD Budget	Annual Budget
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## Town of Clifton Profit & Loss Budget Performance July 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									<b>Jul 19</b>	<b>Budget</b>	<b>Jul 19</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
3			<b>Income</b>										
4				<b>CIF - Capital Improvements Fund</b>									
5				<b>Grants</b>									
6				<b>Federal</b>									
7					<b>ISTEA-Clifton Streetscape</b>				0.00	0.00	0.00	0.00	0.00
8					<b>Total Federal</b>				0.00	0.00	0.00	0.00	0.00
9					<b>VDOT- MAP21 Streetscape Phase 2</b>								
10					<b>VDOT- MAP21 Streetscape Phase 2 - Other</b>					0.00		0.00	0.00
11					<b>Total VDOT- MAP21 Streetscape Phase 2</b>				0.00	0.00	0.00	0.00	0.00
12				<b>Total Grants</b>				0.00	0.00	0.00	0.00	0.00	
13				<b>Total CIF - Capital Improvements Fund</b>				0.00	0.00	0.00	0.00	0.00	
14				<b>Committees Fundraising</b>									
15				<b>Homes Tour Income</b>				0.00	0.00	0.00	0.00	0.00	0.00
16				<b>Council of the Arts</b>									
17					<b>Clifton Film Festival</b>				0.00	0.00	0.00	0.00	0.00
18					<b>Community Arts Programs-CGT inc</b>				0.00	0.00	0.00	0.00	0.00
19					<b>Total Council of the Arts</b>				0.00	0.00	0.00	0.00	0.00
20				<b>Parks Committee</b>									
21					<b>Park Rental</b>				0.00	0.00	0.00	0.00	0.00
22					<b>Total Parks Committee</b>				0.00	0.00	0.00	0.00	0.00
23				<b>Total Committees Fundraising</b>				0.00	0.00	0.00	0.00	0.00	
24				<b>Community Hall Revenues</b>									
25					<b>Community Hall Rentals</b>				0.00	0.00	0.00	0.00	0.00
26					<b>Total Community Hall Revenues</b>				0.00	0.00	0.00	0.00	0.00
27					<b>Haunted Trail Event</b>				750.00		750.00		
28				<b>Interest Income</b>									
29					<b>Interest Income - Other</b>				1,148.63	0.00	1,148.63	0.00	0.00
30					<b>Total Interest Income</b>				1,148.63	0.00	1,148.63	0.00	0.00
31				<b>PC - Reimbursements</b>				0.00	0.00	0.00	0.00	0.00	0.00
32				<b>Pink House Rental</b>				2,900.00	0.00	2,900.00	0.00	0.00	0.00
33				<b>Tax and Permits Revenue</b>									
34					<b>ARB Permits</b>				0.00	0.00	0.00	0.00	0.00
35					<b>BPOL tax</b>				0.00	0.00	0.00	0.00	0.00
36					<b>Cigarette Tax</b>				216.05	0.00	216.05	0.00	0.00
37					<b>Communications Sales Tax -Va</b>				411.16	0.00	411.16	0.00	0.00
38					<b>Franchise Fees - Cox &amp; Verizon</b>				0.00	0.00	0.00	0.00	0.00
39					<b>Motor Vehicle Tags</b>				0.00	0.00	0.00	0.00	0.00
40					<b>Railroad Tax</b>				1,596.79		1,596.79		
41					<b>Sales Tax</b>				0.00	0.00	0.00	0.00	0.00
42					<b>Use Permits</b>				0.00	0.00	0.00	0.00	0.00
43					<b>Utility Consumption Tax</b>				0.00	0.00	0.00	0.00	0.00
44					<b>Total Tax and Permits Revenue</b>				2,224.00	0.00	2,224.00	0.00	0.00
45				<b>Total Income</b>				7,022.63	0.00	7,022.63	0.00	0.00	
46				<b>Gross Profit</b>				7,022.63	0.00	7,022.63	0.00	0.00	
47				<b>Expense</b>									
48					<b>Citizens' Recognition Expense</b>				0.00	0.00	0.00	0.00	0.00

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									<b>Jul 19</b>	<b>Budget</b>	<b>Jul 19</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
49								<b>Bank Service Charges</b>	0.00	0.00	0.00	0.00	0.00
50								<b>CIF Expenses</b>					
51								RR Siding Parking Facility	0.00	0.00	0.00	0.00	0.00
52								<b>Special Projects Committee</b>					
53								Dev. of Streetscape Phase 2	0.00	0.00	0.00	0.00	0.00
54								<b>Total Special Projects Committee</b>	0.00	0.00	0.00	0.00	0.00
55								<b>Total CIF Expenses</b>	0.00	0.00	0.00	0.00	0.00
56								<b>Commodities</b>					
57								Office Equipment	0.00	0.00	0.00	0.00	0.00
58								Computer Supplies	52.95	0.00	52.95	0.00	0.00
59								Copies	0.00	0.00	0.00	0.00	0.00
60								Miscellaneous	0.00	0.00	0.00	0.00	0.00
61								Miscellaneous - Commodities	0.00	0.00	0.00	0.00	0.00
62								Office Supplies	0.00	0.00	0.00	0.00	0.00
63								Postage and Delivery	247.70	0.00	247.70	0.00	0.00
64								<b>Total Commodities</b>	300.65	0.00	300.65	0.00	0.00
65								<b>Contractual</b>					
66								Fire Program	0.00	0.00	0.00	0.00	0.00
67								<b>Community Hall Expenses</b>					
68								C.H.-Cleaning	0.00	0.00	0.00	0.00	0.00
69								C.H.-Equipment & Supplies	0.00	0.00	0.00	0.00	0.00
70								C.H.-Management Fee	0.00	0.00	0.00	0.00	0.00
71								C.H. - Electric	0.00	0.00	0.00	0.00	0.00
72								C.H. Floors	0.00	0.00	0.00	0.00	0.00
73								CH-Equip Replacement & Hall Ref	0.00	0.00	0.00	0.00	0.00
74								C.H. Interior Improvements	0.00	0.00	0.00	0.00	0.00
75								<b>Total Community Hall Expenses</b>	0.00	0.00	0.00	0.00	0.00
76								<b>Dues and Subscriptions</b>					
77								Va. Municipal League	408.00		408.00		
78								Dues and Subscriptions - Other	0.00	0.00	0.00	0.00	0.00
79								<b>Total Dues and Subscriptions</b>	408.00	0.00	408.00	0.00	0.00
80								<b>Insurance</b>	5,817.00		5,817.00		
81								Legal Advertising	240.00	0.00	240.00	0.00	0.00
82								Mayoral Reimbursement	0.00	0.00	0.00	0.00	0.00
83								Miscellaneous	0.00	0.00	0.00	0.00	0.00
84								<b>Professional Fees</b>					
85								Accounting	0.00	0.00	0.00	0.00	0.00
86								Legal Fees	0.00	0.00	0.00	0.00	0.00
87								<b>Total Professional Fees</b>	0.00	0.00	0.00	0.00	0.00
88								<b>Rent</b>					
89								Ayre Square Rental	0.00	0.00	0.00	0.00	0.00
90								Railroad Siding Rental	0.00	0.00	0.00	0.00	0.00
91								<b>Total Rent</b>	0.00	0.00	0.00	0.00	0.00
92								<b>Town Facilities</b>					
93								Ayre Square Maintenance	0.00	0.00	0.00	0.00	0.00
94								Pink House Expenses					

## Town of Clifton Profit & Loss Budget Performance July 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									<b>Jul 19</b>	<b>Budget</b>	<b>Jul 19</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
95								Pink House Maintenance	0.00	0.00	0.00	0.00	0.00
96								Pink House Repairs	0.00	0.00	0.00	0.00	0.00
97								Total Pink House Expenses	0.00	0.00	0.00	0.00	0.00
98								Town Handyman - 1099 vendor	0.00	0.00	0.00	0.00	0.00
99								Total Town Facilities	0.00	0.00	0.00	0.00	0.00
100								Town Government					
101								Beautification Comm.					
102								Flower Receptacles	0.00	0.00	0.00	0.00	0.00
103								Railroad Siding Boxes-plantings	0.00	0.00	0.00	0.00	0.00
104								Total Beautification Comm.	0.00	0.00	0.00	0.00	0.00
105								Planning Commission					
106								Consulting-Capital/Town & Zng	0.00	0.00	0.00	0.00	0.00
107								General Admin Costs	0.00	0.00	0.00	0.00	0.00
108								General Consulting	0.00	0.00	0.00	0.00	0.00
109								PC Hearings, Ads and copies	0.00	0.00	0.00	0.00	0.00
110								Total Planning Commission	0.00	0.00	0.00	0.00	0.00
111								Town Committees Expense					
112								Communication Committee					
113								Town email system	0.00	0.00	0.00	0.00	0.00
114								Web Server Maint & Domain Subsc	0.00	0.00	0.00	0.00	0.00
115								Web site updating & config	0.00	0.00	0.00	0.00	0.00
116								Total Communication Committee	0.00	0.00	0.00	0.00	0.00
117								Council for the Arts Committee					
118								Clifton Film Festival Exp	0.00	0.00	0.00	0.00	0.00
119								Total Council for the Arts Committee	0.00	0.00	0.00	0.00	0.00
120								Environmental Comm					
121								Environmental Event Expense	0.00	0.00	0.00	0.00	0.00
122								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
123								Total Environmental Comm	0.00	0.00	0.00	0.00	0.00
124								Homes Tour Committee	0.00	0.00	0.00	0.00	0.00
125								Sunshine Committe					
126								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	0.00
127								Welcome Baskets & Sympathy	0.00	0.00	0.00	0.00	0.00
128								Total Sunshine Committe	0.00	0.00	0.00	0.00	0.00
129								Town Parks Committee Exp					
130								Landscape/Ground Maint expense	0.00	0.00	0.00	0.00	0.00
131								Parks Mgt Fee	0.00	0.00	0.00	0.00	0.00
132								Playground Equip. Maintenance	0.00	0.00	0.00	0.00	0.00
133								Total Town Parks Committee Exp	0.00	0.00	0.00	0.00	0.00
134								Total Town Committees Expense	0.00	0.00	0.00	0.00	0.00
135								Total Town Government	0.00	0.00	0.00	0.00	0.00
136								Town Services					
137								Elections	0.00	0.00	0.00	0.00	0.00
138								Grass Mowing	0.00	0.00	0.00	0.00	0.00
139								Trash Collection	118.13	0.00	118.13	0.00	0.00
140								Utilities					

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									<b>Jul 19</b>	<b>Budget</b>	<b>Jul 19</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
141								Gas and Electric	9.72	0.00	9.72	0.00	0.00
142								Utilities - Other	68.90		68.90		
143								Total Utilities	78.62	0.00	78.62	0.00	0.00
144								Total Town Services	196.75	0.00	196.75	0.00	0.00
145								Total Contractual	6,661.75	0.00	6,661.75	0.00	0.00
146								Haunted Trail Expenses	0.00	0.00	0.00	0.00	0.00
147								Payroll Expenses					
148								Gross Wages					
149								Assistant Project Manager	333.34	0.00	333.34	0.00	0.00
150								Town Clerk (Administrative)	1,166.66	0.00	1,166.66	0.00	0.00
151								Town Clerk - Records Review	1,000.00	0.00	1,000.00	0.00	0.00
152								Town Treasurer	2,000.00	0.00	2,000.00	0.00	0.00
153								Zoning Clerk	500.00	0.00	500.00	0.00	0.00
154								Employee Incentives	0.00	0.00	0.00	0.00	0.00
155								Total Gross Wages	5,000.00	0.00	5,000.00	0.00	0.00
156								Payroll Taxes					
157								FICA	0.00	0.00	0.00	0.00	0.00
158								Medicare	0.00	0.00	0.00	0.00	0.00
159								Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
160								Total Payroll Taxes	0.00	0.00	0.00	0.00	0.00
161								Total Payroll Expenses	5,000.00	0.00	5,000.00	0.00	0.00
162								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
163								Total Expense	11,962.40	0.00	11,962.40	0.00	0.00
164								Net Income	(4,939.77)	0.00	(4,939.77)	0.00	0.00

**PLANNING COMMISSION Report for July 30, 2019**

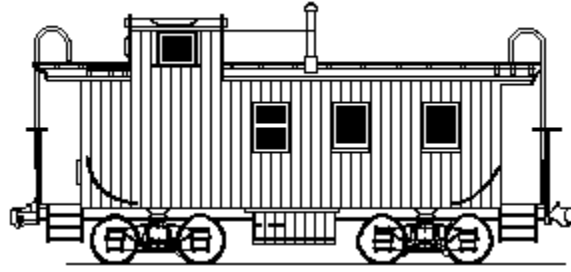
**Present: Kathy Kalinowski, Patrick Pline, Melissa Milne, Mac Arnold, Terry Winkowski absent: Michelle Stein, Susan Yantis,**

The Planning Commission reviewed the request by Patrick Pline for issuance of a final use permit for the construction of a garage building at 7203 Main Street in Clifton. The applicant presented proof that the preliminary use permit conditions were complied with, that all necessary permits were obtained, that construction has been completed, and that confirmation has been received that construction was completed in accordance with the ARB requirements. The Planning Commission recommends that a final use permit be issued for this construction at 7203 Main Street.

Pat Pline abstained from voting

## **Parking and Traffic Solutions Committee Update, Clifton Town Council Meeting, August 6, 2019**

- **Parking on sidewalks issue update:** After meeting with VDOT three times, there will be spaces left in front of 7161 Main Street to park with the remaining area extending from 7203 Main Street all the way to Dell Ave designated as no parking. There will be four no parking signs, spaced to meet requirements that allow reasonable notification to anyone attempting to park; two are new signs and two will be affixed to existing poles. This solution will be implemented in approximately four to six weeks. Thank you to the committee members, Town residents, Supervisor Herrity, Delegate Hugo, and VDOT for their help with this solution.
- **Parking at the floodplain update:** The new, permanent Town of Clifton parking sign for the floodplain to encourage visitors to park there was approved by the ARB and should be implemented by the September Town Council meeting.
- **Speed monitors update:** Jim Chesley received approval from NOVEC to affix two speed monitors to electrical poles in Town and the first has already been implemented, facing north-bound traffic in front of 7207 Main Street. The second is going to be installed on the pole at the v-intersection of Dell Avenue and Kincheloe Road, in front of 7222 Dell Avenue, facing south-bound traffic on Kincheloe Road.
- **No throughway truck restriction update:** Jim Chesley spearheaded a no throughway truck restriction and we met with VDOT on July 24<sup>th</sup> to request this restriction on Yates Ford Road, Henderson Road, and Clifton Road so trucks would no longer be able to use these roads unless they have specific deliveries that can be evidenced. VDOT has taken the action to look into a feasibility study for implementation.
- **Cut-through traffic restriction update:** Adhering to the Fairfax County Department of Transportation, Residential Traffic Administration Program requirements process, made a formal community request to VDOT and Supervisor Pat Herrity for cut-through traffic restrictions for Yates Ford Road (the residential portion connecting Clifton Road to Kincheloe Road) and all of Kincheloe Road. This would restrict access during peak times (am and pm rush hours) except for residents and their guests. This action, if approved per the process, would eventually remove the route from GPS applications, such as Waze and Google Maps, during these times and allow police enforcement.
- **Police enforcement update:** Met with a Fairfax County Police representative to discuss enforcement of the no parking on sidewalks issue and also the parking in crosswalk issues. He has alerted the Sully Station Supervisor and the other five officers who share responsibility for our area to regularly patrol the Town during peak times on weekends and during special events.



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, AUGUST 6, 2019, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
  - a. Approval of the Minutes (previous regular meetings and any work sessions or special meetings).
2. Report of the Treasurer:
  - a. Status Update on Renewal of Certificates of Deposit (CDs) for Town Funds.
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 five (5) minutes, unless granted additional time by unanimous consent of the Council.

Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
4. Unfinished Business:
5. Reports of Special Committees.
6. Reports of Standing Committees:
  - a. Planning Commission.
  - b. Architectural Review Board.
  - c. Other Committees:
    - i. Parking and Traffic Solutions Committee – Improvements Update.
    - ii. Special Projects Committee/Streetscape Project – Update.
7. Report of the Zoning Administrator:
  - a. Update on Enforcement Matters.
8. New Business:
  - a. CBA Request to Hang Banner for Clifton Day, October 13, 2019.
  - b. Belle Jar Lease Renewal.
9. 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](mailto: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.