

**CLIFTON TOWN COUNCIL MEETING
WEDNESDAY, NOVEMBER 4, 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.

Planning Commission: Kathy Kalinowski, Chair of the Planning Commission; Patrick Pline, Town Council Representative Member; Member Mac Arnold; Member Jennifer Heilmann; Member Michelle Stein; Member Terri Winkowski; Member Susan Yantis.

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

The Joint Public Hearing and Regular Meeting were called to order by Mayor Hollaway at 7:30 PM.

Joint Public Hearing with Planning Commission:

1. Joint Public Hearing on Changes to Zoning Ordinance to Address Virginia DEQ Corrective Action Agreement.

No public comments were submitted.

- **Mayor Hollaway moved to close the Joint Public Hearing, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

Planning Commission Meeting:

1. Changes to Zoning Ordinance to Address Virginia DEQ Corrective Action Agreement.

- **Chair Kalinowki moved to recommend that the proposed changes to Chapter 11 of the Town Code be adopted by the Town Council, seconded by Member Stein. The motion was approved by poll, 7-0.**

Town Council Meeting - 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 October 6, 2020 Minutes as revised, seconded by Councilmember Effros. Approved by poll, 6-0.**

b. Golf cart registrations.

Notices for golf cart registration renewals will go out at the end of the month and renewals are due by January 1, 2020.

2. Report of the Treasurer.

See attached report.

- **Councilmember Effros moved to reinvest the existing United Bank Certificates of Deposit at the rate of .30% interest for thirteen (13) months, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**
- **Councilmember Effros moved that the CARES ACT grant funding in the amount of \$10,000 that has been returned to the IDA account be returned to the Town's account and subsequently prepared to be returned to Fairfax County, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

a. FY19 Audit Draft Statement.

The audit indicates that the Industrial Development Authority (IDA) currently has \$45,000 allocated to them on their balance sheet, which should be returned to the Town of Clifton's account. Councilmember Effros will confer with Brant Baber and report back at the December Council meeting.

- **Mayor Hollaway moved to approve the final audited financial statements for the fiscal year ending June 30, 2019, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Councilmember Poe moved to approve the Treasurer's Report as submitted, seconded by Mayor Hollaway. 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 recommendation of the Planning Commission to approve a Final Use Permit for the construction of a barn at 12800 Chapel Street, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**

i. Changes to Zoning Ordinance to Address Virginia DEQ Corrective Action Agreement.

See attached Zoning Ordinance Changes and advertising proofs.

- **Mayor Hollaway moved to approve the changes to the Town's zoning ordinance in Chapter 11 of the Town Code to address the Corrective Action Agreement with DEQ as publicly advertised and as recommended by the Planning Commission, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

b. Report of the Zoning Administrator:

i. Update on Residential Construction Projects.

A. 7184 Clifton Road: new home and retaining walls.

ARB: The property owner must meet onsite with at least two (2) ARB members in order to demonstrate that the project is in full compliance with this COA on or before November 15, 2020 and the owner must then attend the ARB November meeting in order to certify compliance of the project and to obtain a Final COA.

Planning Commission: The owner has submitted the required Use Permit application for the site plan revision with respect to the regrading for the rear retaining wall, which has been sent to the Town Engineer for review. The owner is expected to attend the Planning Commission's November meeting in order for the review to take place.

Final Use Permit & Fairfax County Occupancy Permit: The builder must satisfy all requirements and pay all associated fees for the ARB and the Planning Commission in order to obtain a Final Use Permit and in order for the Town to sign off on the Occupancy Permit from the County.

B. 12752 Chapel Street & adjacent Lot 42: lot consolidation and Final Use Permit for detached garage.

Town Council: by a previous direction of the Council, a letter was sent to the property owners giving them sixty days to show proof that the consolidation paperwork has been filed. This was done to allow extra time for processing at the County due to COVID-19. The deadline passed two days ago, but the documentation has not been submitted to the Town showing that the process to consolidate has been initiated. The Zoning Administrator was directed to send another letter giving the property owners seven (7) more days after the date of the follow-up letter to either submit the documentation or to describe their plan going forward with respect to the lot consolidation requirement. Failure to respond could result in the Council taking enforcement action at the December meeting.

ii. Update on Commercial Use Permits.

None.

c. Architectural Review Board.

None.

d. Streetscape Planning Committee - Status.

Vice Mayor McDonald reported on the status of the Streetscape project including the recent, official award of additional funding for the continuation of the Right-of-Way phase.

5. Unfinished Business:

a. Resolution on Renaming the Playground Park to Harriet and William Harris Park.
See attached Resolution.

- **Mayor Hollaway moved to approve the Resolution on renaming the Playground Park to Harriet and William Harris Park, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

b. Natural Landscaping Resolution for Town-Controlled Properties - Status.
Tabled until further notice.

c. Zoning Ordinance Changes to Add Civil Penalties for Non-Compliance – Discussion.
Comments will be provided by the Planning Commission at the December Council meeting.

d. Additional Compensation for Staff for COVID-19 Related Work (Must be Allocated before November 30, 2020):

i. COVID-19 Response Coordinator Position;

ii. COVID-19 Financial Administrator Position.

- **Councilmember Effros moved to approve a \$25 per hour additional pay-rate for the newly-created COVID-19 Response Coordinator position for a total of \$3,545 and COVID-19 Financial Administrator position for a total of \$3,676, which is allocated based on their time spent working solely on tasks arising from the COVID-19 pandemic emergency as submitted, including an estimated number of hours for November and December projections based on an average worked over several months, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

6. New Business:

None.

7. Adjournment.

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

The Meeting was adjourned at 9:48 PM.



Clifton Clerk <clerk@cliftonva.gov>

Nov 4, 2020 Town Council Meeting - Treasurer's Report for period ended October, 2020

1 message

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

Wed, Nov 4, 2020 at 11:13 AM

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>

Cc: Clifton Clerk <clerk@cliftonva.gov>

Hello Town Council Members,

Attached are the **Financial Reports for the fiscal year period ended October 31, 2020.**

The October 2020 Financial Statements include:

- The Summary of **Cash Balances Report as of October 31, 2020** reflects total funds of \$1,323,920.43. The Town's United Bank CDs are maturing 11/17/20, 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 United Bank recommendation options for consideration*.
- The **COVID-19 Detailed Report** with estimated ZOOM costs through December 2020. This reflects the Clifton IDA CARES Act Grants funding of \$40,000, the Town's expenditures @ 10/31/20 of \$2,015.98, and estimated ZOOM costs for Nov and Dec @ \$183.66. This leaves remaining CARES Act Funding for allocation in the amount of \$7,382.71. Fairfax County has requested a report indicating the Town's planned uses of these funds by the end of the week 11/6/20.
- **Profit & Loss Summary by Fund** for period ended 10/31/2020. **Highlights of October 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	<p>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. These funds are being considered for reallocation. The balance remaining to cover the town's costs is \$7,382.71. See supplemental the COVID Report provided.</p>
1	<p>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.</p>
2	<p>Interest Income: Interest was posted October.</p>
3	<p>Other income: The Town received a return of the Clifton IDA CARES Act Grant due to receiving a new RISE Grant from Fairfax County. Regranting of the funds are being considered in November. Also reflected is reimbursement of 197.50 for replacement of Ayre Square planter.</p>
4	<p>Pink House Rental: Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020.</p>
5	<p>Taxes & Permits Revenue: Highlights for October include Virginia Car Rental Distribution of \$736.30, NVCTB Cigarette tax of \$119.71, State Communications Sales Tax of \$380.96, Sales Tax of \$2,966.15 for Aug 2020, Motor Vehicle Fees of \$1,601.33, and Utility Consumption Tax of \$113.22. Total Motor Vehicle fees received to date is \$3,391.</p>
6	<p>Contractual Expenses: Highlights for October include the passthrough of \$15,000 of Fire Program Funds; C.H. Electric expense of \$491.45 for Sept, Legal fees of \$175 for Oct, Legal Advertising for Joint Public Hearing of \$286.00; and Town Services for Mowing of \$450, Trash collection of \$373.89 and seasonal Lawn Maintenance of \$1,450.</p>
7	<p>CIF Revenue: On Aug 5 the Town received payment for invoice 13 - This will need to be accrued to FY20 - to be confirmed with auditor.</p>
8	<p>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.</p>

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 October 2020, expenses total \$ 42,015.98, leaving a balance of \$ 7,750.03. After projected ZOOM expenses for Nov. & Dec., the remaining balance is \$7,382.71.
- **Profit & Loss Detail Export** Report for period ended 10/31/2020. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Looking forward to November:**

11/4/2020

cliftonva.gov Mail - Nov 4, 2020 Town Council Meeting - Treasurer's Report for period ended October, 2020

- **Draft Audited Financial Statements** – are attached for the Town Council's review and approval. These statements were presented at the Oct 6, 2020 meeting.
- **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 in the next two months. A proposal for reinvestment is presented for 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.*

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Email: treasurer@cliftonva.gov


Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

www.cliftonva.gov

3 attachments

 **Clifton-FS19-Draft.pdf**
705K

 **Town of Clifton - COVID Financial Administrator Time Record.pdf**
239K

 **2020 10 31 Financial Statements.xlsx**
77K

ASSETS	10/31/2020	Bank Rates Effective 8/1/2020		Negotiated Increases	
		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 7 mos CDs	217,637.72	7 mos	11/17/2020	0.75%	Down from 2.10% due to COVID-19 beginning 4/17/20
C.D. - United Bank 1	50,351.73	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	3,430.53				
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	1,323,920.43				

NOTES: The Town's United Bank CDs are maturing 11/17/20, 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). See the recommendation below for your consideration from United Bank. Consideration should also be given for the remainder of the United Bank CDs that will be maturing in December 2020.

United Bank recommendation for maturing CDs:

Excerpt: See full email from William Vaughan on next tab.

Here is what the annual percentage yields look like in the current rate environment:
Certificates of Deposit

9 Month (No Penalty) – 0.20% APY

7 Month – 0.25% APY

13 Month – 0.30% APY

25 Month – 0.35% APY

37 Month – 0.40% APY

Super Money Market – 0.25% APY

We do not anticipate a rise in rates for a couple of years at least. With that in mind I suggest the following:

- A. If the Town does not anticipate any major projects or investments in the near future, renew the CDs for the 25 Month term at 0.35%. This will give time for rates to hopefully fluctuate to more favorable levels
- B. Deposit the proceeds of the CDs into the Super Money Market which is currently at 0.25% APY. This will Provide a level of liquidity should any projects arise that require use of the funds.

William Vaughan
Branch Manager/Bank Officer

From: William Vaughan <William.Vaughan@bankwithunited.com>

Sent: Thursday, October 29, 2020 4:26 PM

To: treasurer@cliftonva.gov

Cc: 'William Hollaway' <whollaway@cliftonva.gov>

Subject: RE: Town of Clifton - Maturing CDs - U.B. Rates needed

Hi Marilyn!

I have not received signatures from Patrick yet, but I have it noted to accept his signature until get all the signatures squared away. Once I get Patrick's signatures I can send all the forms over for Bill's signature.

Here is what the annual percentage yields look like in the current rate environment:
Certificates of Deposit

9 Month (No Penalty) – 0.20% APY

7 Month – 0.25% APY

13 Month – 0.30% APY

25 Month – 0.35% APY

37 Month – 0.40% APY

Super Money Market – 0.25% APY

We do not anticipate a rise in rates for a couple of years at least. With that in mind I suggest the follow

- A. If the Town does not anticipate any major projects or investments in the near future, renew the for the 25 Month term at 0.35%. This will give time for rates to hopefully fluctuate to more levels
- B. Deposit the proceeds of the CDs into the Super Money Market which is currently at 0.25% APY. Provide a level of liquidity should any projects arise that require use of the funds.

If I can provide more insight please let me know. Thank you!

Best Regards,

William Vaughan

Branch Manager/Bank Officer

NMLS #1811675

Union Mill Branch

5766 Union Mill Rd

Clifton, VA 20124

O: 703-584-3890

F: 703-988-0409





owing:

CDs
favorable

This will

Town of Clifton
COVID-19 Detailed Report
July 2020 through June 2021

	Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Jul 20									
	Bill	07/31/2020		United Bankcard Center -(VISA)	7/05/20 WAVE - Growth Media - COVID -mtg related-Treasurer's card	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 card	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)
								<u>(40,588.66)</u>	<u>(40,588.66)</u>
Aug 20									
	Check	08/30/2020	7850	Maureen K. Gilmore, Attorney-at-Law	Legal Services: July 2020 - re: COVID-19 for 2.9 hrs sub recipient agreement	COVID-19	COVID-19	(725.00)	(725.00)
	Bill	08/30/2020		United Bankcard Center -(VISA)	8/1/20 ZOOM - COVID mtg related - Clerk's card	COVID-19	COVID-19	(288.66)	(1,013.66)
								<u>(1,013.66)</u>	<u>(1,013.66)</u>
Sep 20									
	Check	09/04/2020	7855	Maureen K. Gilmore, Attorney-at-Law	Legal Services: Aug 2020 - re: COVID-19 for .5 hrs Wage reimb	COVID-19	COVID-19	(125.00)	(125.00)
	Bill	09/30/2020		United Bankcard Center -(VISA)	9/1/20 ZOOM - COVID mtg related - Clerk's card	COVID-19	COVID-19	(288.66)	(413.66)
								<u>(413.66)</u>	<u>(413.66)</u>
Oct 20									
	Return	10/28/2020		Town business grantee	Return of Clifton IDA CARES Act Grant	IDA CARES Act Grant Program		10,000.00	10,000.00
Nov 20									
	Bill	11/01/2020		United Bankcard Center -(VISA)	11/1/20 ZOOM - COVID mtg related - Clerk's card	COVID-19	COVID-19	(183.66)	(183.66)
					Possible regrant of \$10,000			<u>(10,000.00)</u>	<u>(10,000.00)</u>
Dec 20									
	Bill	12/01/2020		United Bankcard Center -(VISA)	12/1/20 through 6/30/21 ZOOM - COVID mtg related - Clerk's card	COVID-19	COVID-19	(183.66)	(183.66)
					<i>Note: If funds are left, advance payment of annual cost may be an option.</i>				
TOTAL								<u><u>(42,383.30)</u></u>	<u><u>(42,383.30)</u></u>
					FY21 Deferred CARES Act Funding from FY20 Grant			49,766.01	
					Remaining funding for allocation			7,382.71	

Town of Clifton Profit & Loss Budget Performance October 2020

Operating Funds		Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
Income						
1	State Funding	0.00	5,047.17	64,766.01	58,291.00	60,566.01
	Committees Fundraising	75.00	125.00	75.00	500.00	1,500.00
	Community Hall Revenues	0.00	416.67	0.00	1,666.67	5,000.00
	Haunted Trail Event	0.00	2,916.67	0.00	11,666.67	35,000.00
2	Interest Income	613.65	1,000.00	4,214.93	4,000.00	12,000.00
3	Other Income	10,000.00		10,197.50		
4	Pink House Rental	2,900.00	2,666.67	10,000.00	10,666.67	32,000.00
5	Tax and Permits Revenue	6,181.94	8,000.00	18,960.94	32,000.00	96,000.00
	Total Income	19,770.59	20,172.17	108,214.38	118,791.00	242,066.01
	Gross Profit	19,770.59	20,172.17	108,214.38	118,791.00	242,066.01
Expense						
	Citizens' Recognition Expense	0.00	0.00	0.00	0.00	0.00
	Bank Service Charges	0.00	0.00	2.27	0.00	0.00
	Commodities	290.97	356.67	746.14	1,426.67	4,280.00
6	Contractual	18,320.72	19,102.08	78,110.66	76,408.33	229,225.00
	Haunted Trail Expenses	0.00	1,416.67	0.00	5,666.67	17,000.00
	Payroll Expenses	5,382.50	5,561.92	21,530.00	22,247.67	66,743.00
	Total Expense	23,994.19	26,437.33	100,389.07	105,749.33	317,248.00
	Net Income	(4,223.60)	(6,265.17)	7,825.31	13,041.67	(75,181.99)
CIF FUNDS:						
CIF Income						
7	CIF - Capital Improvements Fund	0.00	36,900.00	631.51	147,600.00	442,800.00
CIF Expenses						
8	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	(4,223.60)	(81,763.08)	801.82	(288,950.00)	(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.

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. These funds are being considered for reallocation. 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 was posted October.

Town of Clifton
Profit & Loss Budget Performance
 October 2020

Operating Funds	Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
<p>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. Regranting of the funds are being considered in November. Also reflected is reimbursement of 197.50 for replacement of Ayre Square planter.</p> <p>4 Pink House Rental: Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020.</p> <p>5 Taxes & Permits Revenue: Highlights for October include Virginia Car Rental Distribution of \$736.30, NVCTB Cigarette tax of \$119.71, State Communications Sales Tax of \$380.96, Sales Tax of \$2,966.15 for Aug 2020, Motor Vehicle Fees of \$1,601.33, and Utility Consumption Tax of \$113.22. Total Motor Vehicle fees received to date is \$3,391.</p> <p>6 Contractual Expenses: Highlights for October include passthrough of Fire Program Funds of \$15,000; C.H. Electric expense of \$491.45 for Sept, Legal fees of \$175 for Oct, Legal Advertising for Joint Public Hearing of \$286.00; and Town Services for Mowing of \$450, Trash collection of \$373.89 and seasonal Lawn Maintenance of \$1,450.</p> <p>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.</p> <p>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.</p>					

Town of Clifton
Profit & Loss Budget Performance
October 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 20	Budget	Jul - Oct 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	0.00
6				State Funding - Other				0.00	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	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	0.00
12					Total Federal			0.00	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	0.00
14				Total Grants				0.00	0.00	631.51	0.00	0.00	0.00
15				Total CIF - Capital Improvements Fund				0.00	0.00	631.51	0.00	0.00	0.00
16				Committees Fundraising									
17				Homes Tour Income				0.00	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	0.00
20					Total Council of the Arts			0.00	0.00	0.00	0.00	0.00	0.00
21					Parks Committee								
22					Park Rental			75.00	0.00	75.00	0.00	0.00	0.00
23					Total Parks Committee			75.00	0.00	75.00	0.00	0.00	0.00
24				Total Committees Fundraising				75.00	0.00	75.00	0.00	0.00	0.00
25				Community Hall Revenues									
26					Community Hall Rentals			0.00	0.00	0.00	0.00	0.00	0.00
27					Total Community Hall Revenues			0.00	0.00	0.00	0.00	0.00	0.00
28				General Donations				0.00	0.00	0.00	0.00	0.00	0.00
29				Haunted Trail Event				0.00	0.00	0.00	0.00	0.00	0.00
30				Interest Income				613.65	0.00	4,214.93	0.00	0.00	0.00
31				Other Income				10,000.00		10,197.50			
32				PC - Reimbursements				0.00	0.00	0.00	0.00	0.00	0.00
33				Pink House Rental				2,900.00	0.00	10,000.00	0.00	0.00	0.00
34				Tax and Permits Revenue									
35					VA - Car Rental Distribution			736.30	0.00	2,133.74	0.00	0.00	0.00
36					ARB Permits			0.00	0.00	20.00	0.00	0.00	0.00
37					BPOL tax			0.00	0.00	2,685.26	0.00	0.00	0.00
38					BZA Fee			0.00	0.00	0.00	0.00	0.00	0.00
39					Cigarette Tax			119.71	0.00	484.18	0.00	0.00	0.00
40					Communications Sales Tax -Va			380.96	0.00	1,552.02	0.00	0.00	0.00
41					Franchise Fees - Cox & Verizon			264.27	0.00	793.71	0.00	0.00	0.00
42					Motor Vehicle Tags			1,601.33	0.00	3,390.67	0.00	0.00	0.00
43					Railroad Tax			0.00		1,562.12			
44					Sales Tax			2,966.15	0.00	5,856.78	0.00	0.00	0.00
45					Use Permits			0.00	0.00	150.00	0.00	0.00	0.00
46					Utility Consumption Tax			113.22	0.00	332.46	0.00	0.00	0.00
47					Total Tax and Permits Revenue			6,181.94	0.00	18,960.94	0.00	0.00	0.00
48				Total Income				19,770.59	0.00	108,845.89	0.00	0.00	0.00
49				Gross Profit				19,770.59	0.00	108,845.89	0.00	0.00	0.00
50				Expense									
51					Citizens' Recognition Expense			0.00	0.00	0.00	0.00	0.00	0.00
52					Bank Service Charges			0.00	0.00	2.27	0.00	0.00	0.00
53					CIF Expenses								

Town of Clifton
Profit & Loss Budget Performance
 October 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
54								Pink House Upgrade & Maint	0.00		7,655.00		
55								Special Projects Committee					
56								Dev. of Streetscape Phase 2	0.00	0.00	0.00	0.00	0.00
57								Total Special Projects Committee	0.00	0.00	0.00	0.00	0.00
58								Total CIF Expenses	0.00	0.00	7,655.00	0.00	0.00
59								Commodities					
60								Office Equipment	0.00	0.00	0.00	0.00	0.00
61								Computer Supplies	290.97	0.00	373.90	0.00	0.00
62								Copies	0.00	0.00	0.00	0.00	0.00
63								Miscellaneous - Commodities	0.00	0.00	0.00	0.00	0.00
64								Office Supplies	0.00	0.00	37.61	0.00	0.00
65								Postage and Delivery	0.00	0.00	334.63	0.00	0.00
66								Total Commodities	290.97	0.00	746.14	0.00	0.00
67								Contractual					
68								Fire Program	15,000.00	0.00	15,000.00	0.00	0.00
69								Caboose Expenses					
70								Caboose Equipment	0.00	0.00	0.00	0.00	0.00
71								Caboose Maintenance	0.00	0.00	0.00	0.00	0.00
72								Total Caboose Expenses	0.00	0.00	0.00	0.00	0.00
73								Community Hall Expenses					
74								C.H.-Cleaning	0.00	0.00	75.00	0.00	0.00
75								C.H.-Equipment & Supplies	0.00	0.00	0.00	0.00	0.00
76								C.H.-General Maintenance	0.00	0.00	0.00	0.00	0.00
77								C.H.-Management Fee	0.00	0.00	0.00	0.00	0.00
78								C.H. - Electric	491.45	0.00	1,224.47	0.00	0.00
79								C.H. Interior Improvements	0.00	0.00	0.00	0.00	0.00
80								Total Community Hall Expenses	491.45	0.00	1,299.47	0.00	0.00
81								Dues and Subscriptions					
82								Conference Attendance	0.00	0.00	0.00	0.00	0.00
83								Va. Municipal League	0.00		408.00		
84								Dues and Subscriptions - Other	0.00	0.00	0.00	0.00	0.00
85								Total Dues and Subscriptions	0.00	0.00	408.00	0.00	0.00
86								Insurance	0.00		5,394.00		
87								Legal Advertising	286.00	0.00	286.00	0.00	0.00
88								Mayoral Reimbursement	0.00	0.00	0.00	0.00	0.00
89								Miscellaneous	0.00	0.00	0.00	0.00	0.00
90								Professional Fees					
91								Legal Fees	175.00	0.00	3,200.00	0.00	0.00
92								Total Professional Fees	175.00	0.00	3,200.00	0.00	0.00
93								Rent					
94								Railroad Siding Rental	0.00		100.00		
95								Total Rent	0.00		100.00		
96								Town Assoc of Northern Va Event	0.00	0.00	0.00	0.00	0.00
97								Town Facilities					
98								Ayre Square Maintenance	0.00	0.00	0.00	0.00	0.00
99								Pink House Expenses					
100								Pink House Maintenance	0.00	0.00	4,000.00	0.00	0.00
101								Pink House Repairs	0.00		227.00		
102								Total Pink House Expenses	0.00	0.00	4,227.00	0.00	0.00
103								Town Handyman - 1099 vendor	0.00	0.00	0.00	0.00	0.00
104								Total Town Facilities	0.00	0.00	4,227.00	0.00	0.00
105								Town Government					

Town of Clifton
Profit & Loss Budget Performance
October 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
106								Clifton IDA - CARES Act -Grants	0.00		40,000.00		
107								COVID-19	0.00		2,015.98		
108								Architectural Review Board	0.00	0.00	0.00	0.00	0.00
109								Beautification Comm.					
110								Banner Replacement	0.00		245.00		
111								Total Beautification Comm.	0.00		245.00		
112								BZA	0.00	0.00	0.00	0.00	0.00
113								Planning Commission					
114								Consulting-Capital/Town & Zng	0.00	0.00	0.00	0.00	0.00
115								General Admin Costs	0.00	0.00	0.00	0.00	0.00
116								General Consulting	0.00	0.00	0.00	0.00	0.00
117								PC Hearings, Ads and copies	0.00	0.00	0.00	0.00	0.00
118								Total Planning Commission	0.00	0.00	0.00	0.00	0.00
119								Town Committees Expense					
120								Communication Committee					
121								Web Server Maint & Domain Subsc	10.54	0.00	10.54	0.00	0.00
122								Web site updating & config	0.00	0.00	0.00	0.00	0.00
123								Communication Committee - Other	0.00	0.00	0.00	0.00	0.00
124								Total Communication Committee	10.54	0.00	10.54	0.00	0.00
125								Council for the Arts Committee					
126								Clifton Film Festival Exp	0.00	0.00	0.00	0.00	0.00
127								Total Council for the Arts Committee	0.00	0.00	0.00	0.00	0.00
128								Environmental Comm					
129								Environmental Event Expense	0.00	0.00	0.00	0.00	0.00
130								Total Environmental Comm	0.00	0.00	0.00	0.00	0.00
131								Historic Preservation Comm Exp					
132								Historic Town Documents exp	0.00	0.00	0.00	0.00	0.00
133								Town Museum	0.00	0.00	0.00	0.00	0.00
134								Historic Preservation Comm Exp - Other	0.00	0.00	0.00	0.00	0.00
135								Total Historic Preservation Comm Exp	0.00	0.00	0.00	0.00	0.00
136								Sunshine Committe					
137								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	0.00
138								Total Sunshine Committe	0.00	0.00	0.00	0.00	0.00
139								Town Parks Committee Exp					
140								Landscape/Ground Maint expense	0.00	0.00	0.00	0.00	0.00
141								Fall Zone Mulching	0.00	0.00	0.00	0.00	0.00
142								Grounds Maintenance	0.00		700.00		
143								Parks Mgt Fee	0.00	0.00	0.00	0.00	0.00
144								Playground Equip. Maintenance	0.00	0.00	0.00	0.00	0.00
145								Tree Triming & Replacement	0.00	0.00	0.00	0.00	0.00
146								Total Town Parks Committee Exp	0.00	0.00	700.00	0.00	0.00
147								Total Town Committees Expense	10.54	0.00	710.54	0.00	0.00
148								Total Town Government	10.54	0.00	42,971.52	0.00	0.00
149								Town Services					
150								Elections	0.00	0.00	0.00	0.00	0.00
151								Grass Mowing	450.00	0.00	2,400.00	0.00	0.00
152								Town Park Lawn Maintenance	1,450.00	0.00	1,450.00	0.00	0.00
153								Trash Collection	373.89	0.00	1,139.80	0.00	0.00
154								Utilities					
155								Gas and Electric	83.84	0.00	234.87	0.00	0.00
156								Total Utilities	83.84	0.00	234.87	0.00	0.00
157								Total Town Services	2,357.73	0.00	5,224.67	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
 October 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
158								Total Contractual	18,320.72	0.00	78,110.66	0.00	0.00
159								Haunted Trail Expenses	0.00	0.00	0.00	0.00	0.00
160								OTHER - TC approval req'd +\$500	0.00	0.00	0.00	0.00	0.00
161								Other Expenses	0.00	0.00	0.00	0.00	0.00
162								Payroll Expenses					
163								Gross Wages					
164								Assistant Project Manager	333.34	0.00	1,333.36	0.00	0.00
165								Town Clerk (Administrative)	1,166.66	0.00	4,666.64	0.00	0.00
166								Town Clerk - Records Review	1,000.00	0.00	4,000.00	0.00	0.00
167								Town Treasurer	2,000.00	0.00	8,000.00	0.00	0.00
168								Zoning Clerk	500.00	0.00	2,000.00	0.00	0.00
169								Total Gross Wages	5,000.00	0.00	20,000.00	0.00	0.00
170								Payroll Taxes					
171								FICA	310.00	0.00	1,240.00	0.00	0.00
172								Medicare	72.50	0.00	290.00	0.00	0.00
173								Payroll Taxes - Other	0.00	0.00	0.00	0.00	0.00
174								Total Payroll Taxes	382.50	0.00	1,530.00	0.00	0.00
175								Total Payroll Expenses	5,382.50	0.00	21,530.00	0.00	0.00
176								Total Expense	23,994.19	0.00	108,044.07	0.00	0.00
177								Net Income	(4,223.60)	0.00	801.82	0.00	0.00

TOWN OF CLIFTON, VIRGINIA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2019

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INDEPENDENT AUDITOR'S REPORTS

White, Withers, Masincup & Cannaday, PC

Certified Public Accountants

THOMAS A. WHITE, CPA
JOHN W. WITHERS, CPA
ROBERT W. MASINCUP, CPA
ANDREW L. CANNADAY, CPA

MEMBERS
AMERICAN INSTITUTE OF C.P.A.
VIRGINIA SOCIETY OF C.P.A.

INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, and each major fund of the Town of Clifton, Virginia, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, and each major fund of the Town of Clifton, Virginia, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the budgetary comparison schedule on page 17 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying information listed as Other Supplementary Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Other Supplementary Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 6, 2020, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

White, Withers, Masineup + Connors, P.C.

Staunton, Virginia
October 6, 2020

White, Withers, Masincup & Cannaday, PC

Certified Public Accountants

THOMAS A. WHITE, CPA
JOHN W. WITHERS, CPA
ROBERT W. MASINCUP, CPA
ANDREW L. CANNADAY, CPA

MEMBERS
AMERICAN INSTITUTE OF C.P.A.
VIRGINIA SOCIETY OF C.P.A.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

TO THE HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL
TOWN OF CLIFTON, VIRGINIA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the aggregate discretely presented component units, and each major fund of the Town of Clifton, Virginia, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated October 6, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control that we consider to be significant deficiencies. The Town is a small municipality with a limited number of staff and therefore, as with many small Town's, has inadequate internal control over the preparation of the annual financial report with full note disclosures required to be in conformity with the U.S. Generally Accepted Accounting Principles. The Town has determined the costs to eliminate this deficiency exceed the benefits, and thus have engaged the auditing firm to assist in this process.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Town's Response to Findings

The Town's response to the findings identified in our audit is described previously. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

White, Withers, Masincup + Connaday, P.C.

Staunton, Virginia
October 6, 2020

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET POSITION
As of June 30, 2019

	<u>Primary Government</u>	<u>Component Unit</u>
	<u>Governmental Activities</u>	<u>Industrial Development Authority</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 196 622	\$ 45 248
Investments	935 058	-
Receivables:		
Grants	68 154	-
Sales tax	2 873	-
BPOL	7 799	-
Other	5 972	-
Prepaid expenses	7 814	-
Total Current Assets	\$ 1 224 292	\$ 45 248
NONCURRENT ASSETS		
Capital assets, net of accumulated depreciation	\$ 1 122 525	-
Total Noncurrent Assets	\$ 1 122 525	\$ -
Total Assets	\$ 2 346 817	\$ 45 248
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	\$ 11 024	\$ -
Deposits held	3 000	-
Payroll liabilities	4 102	-
Total Current Liabilities	\$ 18 126	\$ -
Total Liabilities	\$ 18 126	\$ -
NET POSITION		
Net investment in capital assets	\$ 1 122 525	\$ -
Unrestricted	1 206 166	45 248
Total Net Position	\$ 2 328 691	\$ 45 248

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF CLIFTON, VIRGINIA
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2019

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
Governmental Activities				
General government administration	\$ 89 838	\$ 48 622	\$ -	\$ -
Public safety	10 700	-	10 700	-
Public works	53 518	36 449	-	118 723
Community development	27 993	45 804	805	-
Total Governmental Activities	\$ 182 049	\$ 130 875	\$ 11 505	\$ 118 723
Component Unit				
Industrial Development Authority	\$ -	\$ -	\$ -	\$ -

General Revenues:

- Cigarette tax
- Communications tax
- Franchise fees
- Interest income
- Motor vehicle rental tax
- Railroad rolling stock tax
- Sales tax
- Utility consumption tax

Total General Revenues

Gain (Loss) on Disposal of Assets

Change in Net Position

Net Position, Beginning of Year

Net Position, End of Year

The accompanying notes to financial statements are an integral part of this statement.

**Net (Expense) Revenue
and Changes in
Net Position**

	<u>Governmental Activities</u>		<u>Industrial Development Authority</u>
\$	(41 216)	\$	-
	-		-
	101 654		-
	18 616		-
	<u>79 054</u>		<u>-</u>
\$	<u>-</u>	\$	<u>-</u>
\$	1 889	\$	-
	5 005		-
	3 443		-
	21 120		-
	756		-
	1 605		-
	34 080		-
	1 357		-
	<u>69 255</u>		<u>-</u>
\$	<u>-</u>	\$	<u>-</u>
\$	148 309	\$	-
	<u>2 180 382</u>		<u>45 248</u>
\$	<u><u>2 328 691</u></u>	\$	<u><u>45 248</u></u>

BALANCE SHEET - GOVERNMENTAL FUNDS
As of June 30, 2019

ASSETS	General Fund
Cash and cash equivalents	\$ 196 622
Investments	935 058
Receivables:	
Grants	68 154
Sales tax	2 873
BPOL	7 799
Other	5 972
Prepaid expenses	7 814
Total Assets	\$ 1 224 292
LIABILITIES	
Accounts payable	\$ 11 024
Deposits held	3 000
Payroll liabilities	4 102
Total Liabilities	\$ 18 126
FUND BALANCE	
Fund balance:	
Nonspendable	\$ 7 814
Unassigned	1 198 352
Total Fund Balance	\$ 1 206 166
Total Liabilities and Fund Balance	\$ 1 224 292

The accompanying notes to financial statements are an integral part of this statement.

RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION

As of June 30, 2019

**Amounts reported for Governmental Activities in the Statement of Net Position
are different because of the following:**

Fund balances of Governmental Funds	\$	1 206 166
Capital assets, net of depreciation, are not current financial resources and are not included in the Governmental Funds.		<u>1 122 525</u>
Net position of Governmental Activities	\$	<u><u>2 328 691</u></u>

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2019

	<u>General Fund</u>
REVENUES	
Local taxes	\$ 95 152
Permits, privilege fees and regulatory licenses	2 240
Revenues from the use of money	21 120
Revenues from the use of property	36 574
Donations and special events	44 244
Miscellaneous	-
Intergovernmental	<u>113 824</u>
Total Revenues	\$ <u>313 154</u>
EXPENDITURES	
General government administration	\$ 89 418
Public safety	10 700
Public works	22 284
Community development	21 906
Capital outlay	<u>128 784</u>
Total Expenditures	\$ <u>273 092</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ <u>40 062</u>
OTHER FINANCING SOURCES (USES)	
Proceeds from sale of assets	\$ <u>-</u>
Total Other Financing Sources (Uses)	\$ <u>-</u>
NET CHANGE IN FUND BALANCE	\$ 40 062
FUND BALANCE (DEFICIT), Beginning of Year	<u>1 166 104</u>
FUND BALANCE (DEFICIT), End of Year	\$ <u><u>1 206 166</u></u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF CLIFTON, VIRGINIA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2019

**Amounts reported for Governmental Activities in the Statement of Activities
are different because of the following:**

Net change in fund balance - Governmental Funds	\$	40 062
Governmental Funds report capital outlays as expenditures and do not report in-kind donations for capital projects. However, in the Statement of Activities, the cost of the expenditures and the value of the in-kind donations are capitalized and allocated over their estimated useful lives and reported as depreciation expense.		
Expenditures for capital assets		128 784
In-kind local match on projects		17 204
Current year depreciation		<u>(37 741)</u>
Change in net position - Governmental Activities	\$	<u><u>148 309</u></u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS For the Year Ended June 30, 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The financial statements of the Town of Clifton, Virginia (the "Town") have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting and reporting policies and practices used by the Town are described below.

A. Reporting Entity

The Town, located in Fairfax County, Virginia, was incorporated in 1902 under the laws of the Commonwealth of Virginia. The Town is managed by a mayor and five council members, each of whom is elected at large for a two-year term.

As required by generally accepted accounting principles these financial statements present the Town (primary government) and reportable component units. Discretely presented component units are entities that are legally separate from the Town, but for which the Town is financially accountable, or whose relationship with the Town is such that exclusion would cause the Town's financial statements to be misleading or incomplete. They are reported in a separate column in the government-wide financial statements to emphasize that they are legally separate from the Town. These financial statements present the following discretely presented component unit:

Industrial Development Authority of the Town of Clifton, Virginia

The Industrial Development Authority of the Town of Clifton, Virginia (IDA) was established under the Industrial Development and Revenue Bond Act of the *Code of Virginia* and has the responsibility to promote industry and develop trade by inducing enterprises to locate or remain in Virginia. The Town appoints all seven members of the IDA's Board of Directors, not more than three of which are permitted to be elected members of the Town Council.

B. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which to a significant extent rely on fees and charges for support.

The government-wide statement of activities demonstrates the degree to which the direct expenses of a functional category (Public Safety, Public Works, etc.) or activity are offset by program revenues. Direct expenses are those that are clearly identifiable with specific function or activity. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) grants and contributions that are restricted to meeting the operational requirements of a particular function or activity and 3) grants and contributions that are restricted to meeting the capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported instead as general revenues. The net cost (by function or business-type activity) is normally covered by general revenue (property, sales, franchise taxes, intergovernmental revenues, interest income, etc.).

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

B. Government-wide and Fund Financial Statements (Continued)

Separate fund based financial statements are provided for governmental funds. Individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The focus of the fund financial statements is on the individual funds. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

C. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are not assessed by the Town. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Government fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Grant revenues availability period is generally considered to be one year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured, and payment is due.

Ad valorem, franchise and sales tax revenues in the General Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, contributions, and miscellaneous revenues are recorded as revenues when received in cash unless the resulting receivable is material. Investment earnings are recorded as earned since they are measurable and available. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

The following funds are used by the Town:

1. **Governmental Funds:**

The following is a description of the Governmental Funds of the Town:

General Fund

The General Fund is the operating fund of the Town. This fund accounts for all financial resources of the general government, except those required to be accounted for in another fund.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)C. Measurement Focus and Basis of Accounting (Continued)

2. Non-Current Governmental Assets/Liabilities:

GASB Statement No. 34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

D. Capital Assets

Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed fixed assets are recorded at estimated fair market value at the time received. Public domain (infrastructure) fixed assets owned by the Town consisting of roads, curbs and gutters, streets, drainage systems and lighting systems will be recorded at historical cost on a prospective basis as the Town has elected out of recording such assets retrospectively as allowed for Phase 3 governments.

Major outlays for capital assets and improvements are capitalized as projects are constructed and shown as construction in progress in the basic financial statements.

Property, plant, and equipment of the Town is depreciated using the straight-line method over estimated useful lives ranging from five to forty years.

E. Budgetary Comparison Schedules

The Town adopts a budget for the General Fund by July 1 of each year. GASB Statement No. 34 requires budgetary comparison information to be presented in the basic financial statements or as required supplementary information. Exhibit 1 presents the original and final budget, actual results, and variance amounts.

F. Fund Equity

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

Restricted fund balance. This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance. These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Town Council – the government's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Town Council removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2019NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)F. Fund Equity

Assigned fund balance. This classification reflects the amounts constrained by the Town's "intent" to be used for specific purposes, but are neither restricted nor committed. The Town Council has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned fund balance. This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned – in order as needed.

NOTE 2—DEPOSITS AND INVESTMENTS:

Deposits: Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investments: Statutes authorize local governments and other public bodies to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements, and the State Treasurer's Local Government Investment Pool (LGIP).

Deposits and investments at June 30, 2019, consist of the following:

	<u>Primary Government</u>	<u>Component Unit</u>
Deposits		
Cash in bank	\$ 191 487	\$ 45 248
Undeposited funds	<u>5 135</u>	<u>-</u>
Total Deposits	<u>\$ 196 622</u>	<u>\$ 45 248</u>
Investments		
Certificates of deposit	\$ 934 095	\$ -
Local Government Investment Pool	<u>963</u>	<u>-</u>
Total Investments	<u>\$ 935 058</u>	<u>\$ -</u>

The Town's rated debt investments as of June 30, 2019, were rated by Standard & Poor's as follows:

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2019NOTE 2—DEPOSITS AND INVESTMENTS: (Continued)

	<u>Fair Quality Rating</u>
Local Government Investment Pool	AAAm

NOTE 3—CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2019, was as follows:

	<u>Balance at Beginning of Year</u>	<u>Additions</u>	<u>Retirements</u>	<u>Transfers</u>	<u>Balance at End of Year</u>
Capital assets not being depreciated:					
Land	\$ 292 482	\$ -	\$ -	\$ -	\$ 292 482
Construction in progress	<u>72 104</u>	<u>137 233</u>	<u>-</u>	<u>-</u>	<u>209 337</u>
Subtotal	<u>\$ 364 586</u>	<u>\$ 137 233</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 501 819</u>
Capital assets being depreciated:					
Buildings	\$ 293 565	\$ -	\$ -	\$ -	\$ 293 565
Furniture and equipment	126 215	-	-	-	126 215
Improvements	<u>645 871</u>	<u>8 755</u>	<u>-</u>	<u>-</u>	<u>654 626</u>
Subtotal	<u>\$ 1 065 651</u>	<u>\$ 8 755</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1 074 406</u>
Less accumulated depreciation for:					
Buildings	\$ (87 129)	\$ (7 984)	\$ -	\$ -	\$ (95 113)
Furniture and equipment	(85 907)	(5 434)	-	-	(91 341)
Improvements	<u>(242 923)</u>	<u>(24 323)</u>	<u>-</u>	<u>-</u>	<u>(267 246)</u>
Subtotal	<u>\$ (415 959)</u>	<u>\$ (37 741)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (453 700)</u>
Total capital assets being depreciated, net	<u>\$ 649 692</u>	<u>\$ (28 986)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 620 706</u>
Governmental activities capital assets, net	<u>\$ 1 014 278</u>	<u>\$ 108 247</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1 122 525</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government administration	\$ 420
Public safety	-
Public works	31 234
Community development	<u>6 087</u>
Total depreciation expense – governmental activities	<u>\$ 37 741</u>

TOWN OF CLIFTON, VIRGINIA

NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended June 30, 2019NOTE 4—OPERATING LEASES:

The Town (Lessee) entered into a lease agreement on June 27, 1994, with the Board of Supervisors of Fairfax County to rent the Town Meeting Hall. The term of the lease is for 25 years with 5-year optional renewal periods. In consideration for the use of the building, the Town agrees to pay \$1 annually plus have the sole responsibility for its operation, interior and exterior maintenance, and the safety and appearance of the building, parking area and grounds.

The Town (Lessor) has entered into two lease agreements for property it owns. One lease is essentially month-to-month and has been continued through at least August 2020. Rent has been temporarily reduced by 50% for the months of May 2020 to August 2020. The second lease expires in December 2021. The Town collected \$34,800 on its leases during the year ended June 30, 2019. Following is an estimate of the future lease payments:

<u>Year Ended June 30,</u>	<u>Lease Income</u>
2020	\$ 33 200
2021	17 200
2022	<u>7 800</u>
Total	<u>\$ 58 200</u>

The following is a schedule of the leased property under this operating lease:

Building and improvements	\$ 247 704
Land	189 357
Less accumulated depreciation	<u>(64 872)</u>
Total	<u>\$ 372 189</u>

NOTE 5—CONTINGENT LIABILITIES (INCLUDING FEDERALLY ASSISTED PROGRAMS):

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 6 – COMMITMENTS:

The Town has been awarded \$600,300 in federal and state funds for the Clifton Streetscape Improvements project in historic downtown Clifton. It is anticipated that the Town's match for this project will amount to \$457,938. The Town approved an engineering contract on June 6, 2017, of approximately \$199,000. Costs incurred on the contract through June 30, 2019, amounted to \$161,487.

NOTE 7—SUBSEQUENT EVENTS:

The Town received \$51,433 under the Cares Act through Fairfax County. The majority of the funds will be expended in the year ending June 30, 2021 and will be in the form of grants to businesses within the Town.

REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULES
For the Year Ended June 30, 2019

	General Fund			Variance Favorable (Unfavorable)
	Original Budget	Final Budget	Actual	
REVENUES				
Local taxes	\$ 101 800	\$ 101 800	\$ 95 152	\$ (6 648)
Permits, privilege fees and regulatory licenses	800	800	2 240	1 440
Revenues from the use of money	13 000	13 000	21 120	8 120
Revenues from the use of property	40 100	40 100	36 574	(3 526)
Donations and special events	46 000	46 000	44 244	(1 756)
Miscellaneous	50	50	-	(50)
Intergovernmental	740 100	740 100	113 824	(626 276)
Total Revenues	\$ 941 850	\$ 941 850	\$ 313 154	\$ (628 696)
EXPENDITURES				
General government administration	\$ 127 223	\$ 127 223	\$ 89 418	\$ 37 805
Public safety	11 000	11 000	10 700	300
Public works	51 700	51 700	22 284	29 416
Community development	59 900	59 900	21 906	37 994
Capital outlay	1 208 000	1 208 000	128 784	1 079 216
Total Expenditures	\$ 1 457 823	\$ 1 457 823	\$ 273 092	\$ 1 184 731
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (515 973)	\$ (515 973)	\$ 40 062	\$ 556 035
OTHER FINANCING SOURCES (USES)				
Proceeds from sale of assets	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ (515 973)	\$ (515 973)	\$ 40 062	\$ 556 035
FUND BALANCE (DEFICIT), Beginning of Year	515 973	515 973	1 166 104	650 131
FUND BALANCE (DEFICIT), End of Year	\$ -	\$ -	\$ 1 206 166	\$ 1 206 166

The accompanying notes to financial statements are an integral part of this statement.

OTHER SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2019

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues:			
Revenue from Local Sources:			
Local Taxes:			
BPOL tax	\$ 46 000	\$ 41 065	\$ (4 935)
Cigarette tax	2 300	1 889	(411)
Communications tax	5 400	5 005	(395)
Franchise fees	3 800	3 443	(357)
Motor vehicle rental tax	-	756	756
Motor vehicle tags	9 000	7 557	(1 443)
Sales tax	34 000	34 080	80
Utility consumption tax	1 300	1 357	57
Total Local Taxes	<u>\$ 101 800</u>	<u>\$ 95 152</u>	<u>\$ (6 648)</u>
Permits, Privilege Fees and Regulatory Licenses:			
ARB permits	\$ 100	\$ 890	\$ 790
BZA fees	-	100	100
Use permits	700	1 250	550
Total Permits, Privilege Fees and Regulatory Licenses	<u>\$ 800</u>	<u>\$ 2 240</u>	<u>\$ 1 440</u>
Revenue from Use of Money:			
Interest income	\$ 13 000	\$ 21 120	\$ 8 120
Total Revenue from Use of Money	<u>\$ 13 000</u>	<u>\$ 21 120</u>	<u>\$ 8 120</u>
Revenue from Use of Property:			
Community Hall rental	\$ 6 000	\$ 1 649	\$ (4 351)
Pink house rental	34 000	34 800	800
Park rental	100	125	25
Total Revenue from Use of Property	<u>\$ 40 100</u>	<u>\$ 36 574</u>	<u>\$ (3 526)</u>
Donations and Special Events:			
Clifton Film Festival	\$ 6 000	\$ 3 632	\$ (2 368)
Donations	-	805	805
Haunted Trail Event	35 000	33 536	(1 464)
Homes Tour	5 000	6 271	1 271
Total Donations and Special Events	<u>\$ 46 000</u>	<u>\$ 44 244</u>	<u>\$ (1 756)</u>

TOWN OF CLIFTON, VIRGINIA

SCHEDULE OF REVENUES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2019

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Sources of Revenues: (Continued)			
Revenue from Local Sources: (Continued)			
Miscellaneous:			
Miscellaneous revenue	\$ 50	\$ -	\$ (50)
Total Miscellaneous Revenue	\$ 50	\$ -	\$ (50)
Total Revenue from Local Sources	\$ 201 750	\$ 199 330	\$ (2 420)
Intergovernmental:			
Revenue from the Federal Government:			
Categorical Aid:			
Main Street Improvements	\$ 727 500	\$ 101 519	\$ (625 981)
Total Categorical Aid	\$ 727 500	\$ 101 519	\$ (625 981)
Total Revenue from the Federal Government	\$ 727 500	\$ 101 519	\$ (625 981)
Revenue from the Commonwealth:			
Noncategorical Aid:			
Railroad rolling stock tax	\$ 1 600	\$ 1 605	\$ 5
Total Noncategorical Aid	\$ 1 600	\$ 1 605	\$ 5
Categorical Aid:			
Fire Program funds	\$ 11 000	\$ 10 700	\$ (300)
Total Categorical Aid	\$ 11 000	\$ 10 700	\$ (300)
Total Revenue from the Commonwealth	\$ 12 600	\$ 12 305	\$ (295)
Total Intergovernmental	\$ 740 100	\$ 113 824	\$ (626 276)
Total General Fund	\$ 941 850	\$ 313 154	\$ (628 696)

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 2019

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government Administration:			
Advertising	\$ 2 000	\$ 580	\$ 1 420
Dues and subscriptions	2 100	446	1 654
Insurance	7 000	5 809	1 191
Miscellaneous	4 600	45	4 555
Office supplies and expenses	7 280	2 777	4 503
Payroll and payroll taxes	66 743	65 405	1 338
Professional fees	37 500	14 356	23 144
	<u>127 223</u>	<u>89 418</u>	<u>37 805</u>
Total General Government Administration	\$ 127 223	\$ 89 418	\$ 37 805
Public Safety:			
Fire Fund Program	\$ 11 000	\$ 10 700	\$ 300
	<u>11 000</u>	<u>10 700</u>	<u>300</u>
Total Public Safety	\$ 11 000	\$ 10 700	\$ 300
Public Works:			
Caboose expenses	\$ 2 000	\$ 3 550	\$ (1 550)
Community Hall expenses	19 250	6 875	12 375
Grounds and maintenance	22 550	4 450	18 100
Rents	3 200	2 990	210
Utilities	4 700	4 419	281
	<u>51 700</u>	<u>22 284</u>	<u>29 416</u>
Total Public Works	\$ 51 700	\$ 22 284	\$ 29 416
Community Development:			
Beautification Committee	\$ 2 800	\$ 465	\$ 2 335
Citizen Recognition Fund	1 000	-	1 000
Clifton Arts Council	3 000	959	2 041
Clifton Business Committee	3 000	-	3 000
Communication Committee	3 900	835	3 065
Environmental Committee	600	207	393
Haunted Trail Event	15 000	2 708	12 292
Historic Preservation Committee	3 250	-	3 250
Homes Tour Committee	3 000	4 674	(1 674)
Parks Committee	14 300	7 532	6 768
Planning Commission/ARB/BZA	8 800	4 526	4 274
Traffic, Parking, and Safety Committee	500	-	500
Welcoming and Sunshine Committee	750	-	750
	<u>59 900</u>	<u>21 906</u>	<u>37 994</u>
Total Community Development	\$ 59 900	\$ 21 906	\$ 37 994

TOWN OF CLIFTON, VIRGINIA

**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
 GENERAL FUND
 For the Year Ended June 30, 2019**

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Capital Outlay:			
Main Street improvements	\$ 727 500	\$ 120 029	\$ 607 471
Caboose renovation	15 000	-	15 000
Clifton Creek Park - trails	20 000	-	20 000
Historic property acquisition/improvements	50 000	-	50 000
Other purchases/improvements	7 500	8 755	(1 255)
Preliminary sidewalk engineering/design	3 000	-	3 000
Public parking improvements	35 000	-	35 000
Purchase of green space	300 000	-	300 000
Storage facility	50 000	-	50 000
Total Capital Outlay	\$ 1 208 000	\$ 128 784	\$ 1 079 216
Total General Fund	\$ 1 457 823	\$ 273 092	\$ 1 184 731

PLANNING COMMISSION REPORT for October 27, 2020

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

1. The Planning Commission reviewed an application for a final construction use permit for the construction of a barn located at 12800 Chapel Street. It was confirmed that construction is complete, all required County permits were obtained and that the barn was built as required by the Certificate of Appropriateness and the Preliminary Use permit, copies of which were reviewed by the Planning Commission. The Planning Commission recommends that a final use permit be approved.
2. The Planning Commission performed its initial review of a draft ordinance change for the Code enforcement provisions to add civil penalties to violations.

c. Lands Meeting Definition of CBPA Component Presumed to Exist.

Lands that meet the above definition of a component of a CBPA (section 11-8 of the Ordinance) but not identified on the Clifton CBPA map are presumed to exist in the Town of Clifton and are hereby designated to be within the CBPA and protected under all of the terms and provisions of this ordinance.

d. When this Ordinance Shall Govern.

Whenever any provision of this Ordinance imposes a greater requirement or a higher standard than is required in any State or Federal statute or other Town of Clifton or Fairfax County ordinance or regulation, the provision of this Ordinance shall govern. Whenever any provision of any State or Federal statute or other Town of Clifton or ordinance or regulation imposes a greater requirement or a higher standard than is required by this Ordinance, the provision of such State or Federal statute or other Town of Clifton ordinance or regulation shall govern.

Sec. 11-10. ALLOWED DEVELOPMENT IN RPA'S

Development shall be allowed in the RPA only when permitted by the Town Council and if it is water dependent as designated in this Ordinance, constitutes redevelopment as permitted in the underlying zoning district, and is in compliance with all requirements in this Ordinance. A water quality impact assessment shall be required for any proposed land distributing activity, redevelopment or development in accordance with Sec. 11-15.3 of this Ordinance.

Sec. 11-11. ALLOWED DEVELOPMENT IN RMA'S

Permitted uses, special permit uses, accessory uses, and special requirements shall be as established by the underlying zoning district, unless modified by the performance requirements set forth section 11-12.

Sec.11-12. GENERAL PERFORMANCE REQUIREMENTS FOR DEVELOPMENT AND REDEVELOPMENT IN CBPA'S

In order to attain the water quality objectives set forth in section 11-3 (the "purpose") of this ordinance, development and redevelopment in all components of CBPA's must meet and maintain the performance criteria set forth in sections 11-12 through 11-13.

a. When the Town Council Shall Approve a Development or Redevelopment.

The Town Council shall approve a proposed development or redevelopment greater than 2500 square feet only if it is found that the regulated activity is determined to be in accordance with this Ordinance and that the applicant has demonstrated to the Town Council by a preponderance of the evidence that the proposed development, or redevelopment meets or exceeds the following performance criteria:

1. Any land disturbing activity that exceeds an area of 2,500 square feet shall be subject to a plan of development process, including the approval of a site plan in accordance with the provisions of the Zoning Ordinance or a subdivision plat in accordance with the Subdivision Ordinance. The construction of single family dwellings, septic tanks and drainfields shall not be exempt from this requirement.
2. No more land shall be disturbed that is necessary to provide for the proposed use or development; including, but not limited to, setting limits on clearing and grading of the site, where applicable, and that any such clearing and grading limits be marked on site; utility installation plans shall be approved prior to land disturbance; a replanting plan be submitted when vegetation is removed for construction; and that existing drainage ways be incorporated, and natural drainage patterns be integrated, into site drainage plans, wherever possible.
3. Indigenous vegetation shall be preserved to the maximum extent practicable consistent with the use or development proposed;
4. Land development shall minimize impervious cover consistent with the proposed use or development or redevelopment.

and the written findings and rationale for the decision to the applicant, with a copy to the Town Council. The applicant may then apply to the Town Council for an exception.

4. The Town Council shall consider the water quality impact assessment and the findings and rationale of the Planning Commission in determining harmony with the intended spirit and purpose of this Ordinance.
3. The Town of Clifton shall notify the affected public of any such exception requests and shall consider these requests in a public hearing in accordance with §15.2-2204 of the Code of Virginia, except that only one hearing shall be required.
6. A request for an exception to the requirements of provisions of this Ordinance other than Sections 11-10 and 11-13 Additional Performance Requirements for RPAs, shall be made in writing to the Planning Commission. The Planning Commission may grant these exceptions provided that:
 - A. Exceptions to the requirements are the minimum necessary to afford relief; and
 - B. Reasonable and appropriate conditions are placed upon any exception that is granted, as necessary, so that the purposed and intent of this Ordinance is preserved.

Sec. 11-15. PLAN OF DEVELOPMENT CRITERIA, REQUIREMENTS AND EVALUATION PROCEDURES

a. Application Fees, Submission of Drawings and other Information.

1. Application for a Plan of Development approval shall be made to the Town Clerk and the fee for such application shall be as set forth in the instructions to the Use Permit application ~~\$25.00~~. The original of the application and the fee for the application shall be delivered to the Town Clerk. Twelve (12) copies of the Plan of Development application and twelve (12) copies of all site drawings and other applicable information incorporating the requirements of this Ordinance shall be submitted to the Planning Commission for review at least two weeks prior to the Commission hearing date. This Plan of Development application may be filed separately or in conjunction with a use permit or subdivision application.

2. All information required in this section shall be certified as complete and accurate by a professional engineer.

3. As part of its review of an application, the Planning Commission may require a review by its chosen consultants or by the ~~Chesapeake Bay Local Assistance Department (CBLAD)~~ DEQ Office of Local Government Assistance Programs (DEQ) to determine compliance with this ordinance. ~~CBLAD~~DEQ comments are advisory only. Any costs incurred in the application review process will be the responsibility of the applicant/Land owner and must be paid for prior to approval of the application.

4. When submitting a plan for review, an applicant shall include the following information as applicable. The Planning Commission may request additional information as necessary due to the scope and nature of the proposed project.

A. General Information:

i. Date and name of project.

ii. A Boundary survey of the site or site drawing showing north arrow, scale, property line measurements, and existing and proposed zoning (the "Plat"), which depicts the RMA and RPA boundaries.

- iii. A description of the proposed project including a description of the proposed use or uses, location, dimensions of proposed or existing structures including marine and temporary structures, and adjacent land uses.
- iv. Location of all building restriction lines, setbacks, easements, covenant restrictions, and rights-of-way on and adjacent to the site including off-site roads.
- v. Location and dimensions of all driveways, parking areas and other impervious surfaces with indication of the type of surface material.
- vi. Computations of total site area in acres, the amount and percent of the site to be cleared for the project, and the amount and percent to be covered by impervious surface after development.
- vii. Copies of all permits from applicable agencies necessary to develop the project, especially wetlands permits.
- viii. Existing and proposed topography and general soils information.
 - ix. The location of all RPA features on the Plat, including the requirement to retain an undisturbed and vegetated 100 foot wide buffer area; including the notation of the permissibility of only water dependent facilities or redevelopment in the RPA, including the 100 foot wide buffer area; and any water body with perennial flow.
 - x. Specifications for the preservation of existing vegetation, re-establishment of denuded areas, and supplemental planting.
 - xi. A plat and plan notation setting forth the location and description of all existing and proposed on-site sewage disposal systems including reserve sites, and of all existing and proposed wells, and the requirement for pump-out and 100% reserve drainfield sites for onsite sewage treatment systems, when applicable.
- xii. Location and description of all erosion and sediment control devices.

b. Stormwater Management.

NOTE: This information shall be submitted in addition to the General Information if stormwater management is required for water quality protection.

- 1. Stormwater management calculations (Virginia Stormwater Management Handbook).
- 2. A brief explanation of the selected Best Management Practices (including nonstructural practices and techniques) and how they were determined.
- 3. Location and design of planned stormwater control devices. In addition,
 - A. For structures involving embankments:
 - i. A typical cross-section through the embankment showing any necessary core, and all design elevations including any freeboard allowances;
 - ii. The composition of core material.
 - iii. Latitudinal and longitudinal cross-sections of any outlet structure.
 - B. For infiltration facilities:

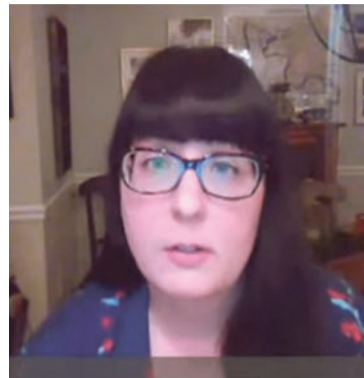
TJ Admissions Debate Continues

FROM PAGE 3

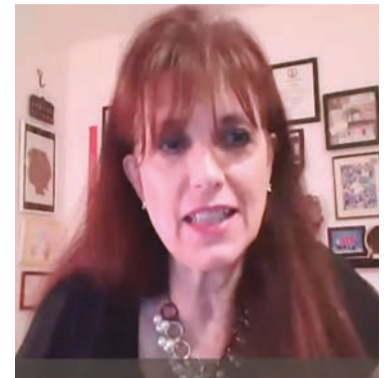
The Board also approved the purchase of teacher replacement laptops and expansion of FCPSON with student laptop purchases for grades 3, 4, and remaining to 5 up to the dollar amounts noted in the agenda item.

On the Return to School Timeline, motion on the final resolution carried. Still, Laura Jane H. Cohen, Springfield District Representative, Tamara D. Kaufax, Lee District Representative and Karl V. Frisch, Providence District Representative voted no, with Elaine V. Tholen abstaining. Cohen said, "We must get this right, and when our principals tell us it cannot be implemented properly, especially with the new concurrent model if we try to speed this timeline up, I think we have to listen...I will be voting against this."

The resolution read: "Consider bringing group 7 (ES 3-6, Secondary Public Day Programs-Spec. Ed; Burke MS, Cedar Lane, Quander Road, and students with targeted learner profiles at the Davis & Pulley Center) and group 8 (Middle and High School Students in Grades 6-12 and remaining students at the Davis & Pulley Career Centers) back earlier than the Superintendent's proposed schedule presented to the Board on Oct. 15. The Superintendent will provide a recommendation to the Board on Nov. 12 to see if there is a way to bring back 3-6th graders earlier than Jan. 4 (including 6h graders from the Mason district) and bringing High School students back earlier than Feb. 1."



Laura Jane H. Cohen, Springfield District Representative



Tamara D. Kaufax, Lee District Representative

The Board approved a second Return to School motion, directing the Superintendent to develop a clearly defined metric related to COVID positivity rates in the community. This metric would help dictate when schools would open or close. It needed to be easily understood and published regularly.

DURING THE PUBLIC HEARING portion of the meeting, more than a dozen speakers addressed the Board that evening. Harry Jackson, a member of the Coalition for TJ, said, "We encourage and embrace diversity. We want to see

more black and Hispanic children at TJ but this half-baked plan by the Superintendent, school board, and the school principal is not going to work. It will simply make TJ white again."

Vern Williams said, "The school board would never select a superintendent, or any other administrator based on a lottery...The aforementioned groups would expect their accomplishments (to be) considered as well as being able to demonstrate a passion for doing the job. Students demand the same consideration when applying to TJ."



Thomas Jefferson High School for Science and Technology

Announcements

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Tract 2: 112.96± with 3706' river frontage

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

Legals

JOINT PUBLIC HEARING FOR TOWN OF CLIFTON PROPOSED CHANGES TO THE TOWN CODE
 NOVEMBER 4, 2020

Notice is hereby given that the Town of Clifton Town Council and the Town of Clifton Planning Commission will hold an electronic Joint Public Hearing on Wednesday, November 4, 2020 7:30 P.M. via Zoom as permitted by law to review and implement changes required by the Department of Environmental Quality of the Commonwealth of Virginia (DEQ) with respect to certain provisions of the Chesapeake Bay Preservation Ordinance in the Town Code Chapter 11. The proposed changes are available for review and downloading on the Town's website at cliftonva.gov and a hard copy may be examined at the Clifton Post Office, 12644 Chapel Road, Clifton VA, 20124. All interested parties are invited to attend and express their views with respect to the proposed changes to Clifton's Town Code. To obtain access to the electronic Joint Public Hearing, contact the Town Clerk at clerk@cliftonva.gov no later than Noon on November 4, 2020.

Employment

Receptionist/Admin. Asst.
 Admin. Assistant needed for small, energetic office in Burke, VA. Approx 30-35 hrs/wk. Professional telephone skills, neat organizational skills and excellent attendance required. \$14-16/hr. Please email resume to capitoltcitysupply@gmail.com

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Professor Julianna Nickel conducts GMU's Dewberry School of Music Flute Ensemble.

PHOTOS BY BONNIE HOBBS/ THE CONNECTION



Breakfast, Balloons, Live Music and Fun

Fairfax City recently held its second annual Park(ing) Day, turning a Fair City Mall parking lot into a space for outdoor fun.



GMU flute players performing for Parking Day attendees.

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Announcements

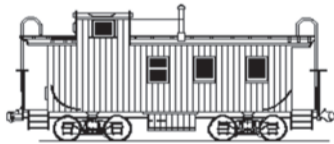
Announcements

Legals

In accordance with New York law, the **National Rifle Association of America** announces that its Annual Meeting of Members will be held October 24, 2020 at 9:00 a.m. in Tucson, Arizona in the Kiva Ballroom at the Loews Ventana Canyon Hotel.

Legals

Legals



JOINT PUBLIC HEARING FOR TOWN OF CLIFTON PROPOSED CHANGES TO THE TOWN CODE NOVEMBER 4, 2020

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Be a part of our *Wellbeing* pages, the first week of every month.

Delight in our *HomeLifeStyle* sections, the second week of every month. Peek at the top real estate sales, glimpse over-the-top remodeling projects, get practical suggestions for your home.

Celebrate students, camps, schools, enrichment programs, colleges and more in our *A-plus: Education, Learning, Fun* pages, the third week of every month.

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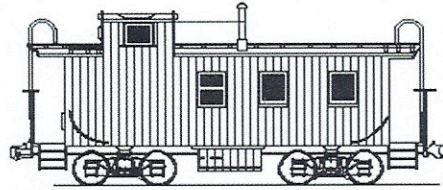
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An expert is someone who knows some of the worst mistakes that can be made in his subject and how to avoid them.
-Werner Heisenberg



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

PRESENTED: November 4, 2020

ADOPTED: November 4, 2020

A RESOLUTION: RENAMING THE PLAYGROUND PARK TO “HARRIET AND WILLIAM HARRIS PARK”

WHEREAS, the Clifton Historic Preservation Committee has long been interested in commemorating in some way the legacy of the African American Harris family in the Town of Clifton; and

WHEREAS, historically, one William E. Beckwith in the 1800s resided on a 1200 acre plantation, on the land where Clifton would be founded, with an African American slave partner named Sophie Ellzey, and between them they had a family consisting of seven children; and

WHEREAS, one of those children was a daughter named Harriet Ellzey, born to Sophie Ellzey about 1827; and

WHEREAS, Harriet Ellzey, slave of William and daughter of Sophie, went on to “marry” and begin a family with William Harris sometime in the late 1840s; and

WHEREAS, upon the death of William E. Beckwith in 1863, Harriet Ellzey Harris and her children inherited land from William’s estate adjacent to property where Harrison G. Otis was establishing a railroad station, hotel and post office that would be named Clifton Station; and

WHEREAS, Harriet and William Harris built a house on their land and were living there with their children sometime around 1868, thus being the first family to reside in the newly forming village; and

WHEREAS, Harriet and William significantly contributed to the formation of the town of Clifton by subdividing some of their property and selling lots, and by providing land for and helping to establish the Primitive Baptist Church, which still stands today, and which also served as the first schoolhouse for the African American children of the neighborhood;

WHEREAS, there is currently a movement to recognize the efforts and contributions of ex-slaves and African Americans to society, exemplified in Clifton by the actions of Harriet and William Harris; and

WHEREAS, numerous community groups including homeowners surrounding the playground park, homeowners on Chapel Street (which was previously known as Harris Street), the newly-formed Racial Justice Committee, and many others advocated for and supported renaming the park to Harriet and William Harris Park;

NOW THEREFORE, Be it resolved by the Town Council of the Town of Clifton that the Town of Clifton's playground park shall henceforth be known as Harriet and William Harris Park.

ADOPTED THIS 4TH DAY OF NOVEMBER 2020.

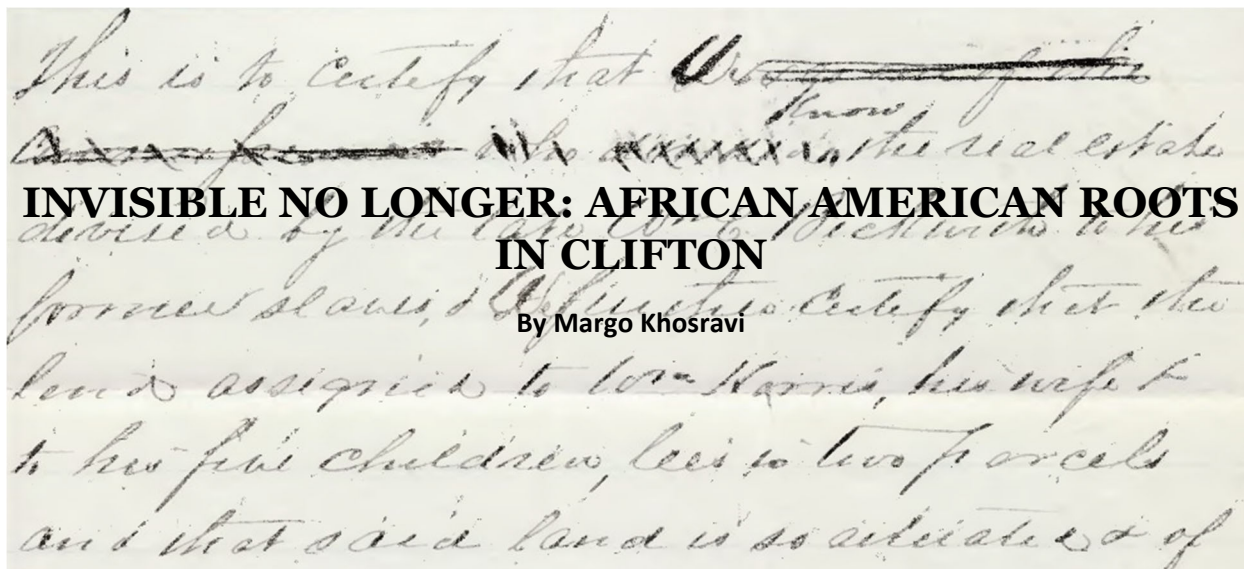


William R. Hollaway, Mayor

ATTEST:



Amanda Christman, Town Clerk



INVISIBLE NO LONGER: AFRICAN AMERICAN ROOTS IN CLIFTON

By Margo Khosravi

Certification in Fairfax County Chancery Court, courtesy of Fairfax County

Many people who are familiar with Clifton know that the picturesque little railroad town owes its existence to a northerner from New York who arrived on the scene shortly after the civil war ended. Much has been written about Harrison G. Otis, a man with a vision, who made the first payment on the purchase of a 1001 acre tract of land in 1867 that had been part of the estate of William E. Beckwith. Many also know that Beckwith, a white plantation owner, left the remaining 200 acres of his estate to his 16 slaves when he died in 1863. Fewer people realize though that Beckwith considered those slaves to be his family. Two of them of them were his actual children. Freed by the terms of his will, some of them went on to play an integral role in the formation of the village of Clifton.

I first became aware of the relationship between Beckwith and his slaves ten years ago when I came across the deposition of John Beckwith in which he stated, "...I am therefore the son and was the slave of William E. Beckwith, who never married but had four children born to him by my mother." Intrigued (and sobered) by the revelation I determined to learn more of the story.

Researching the history of African Americans can be challenging. Prior to the civil war there wasn't much in the way of record keeping and because so few were able to read or write, documents such as letters and diaries are rare. Like the title character of Ralph Ellison's novel they are seemingly invisible men.

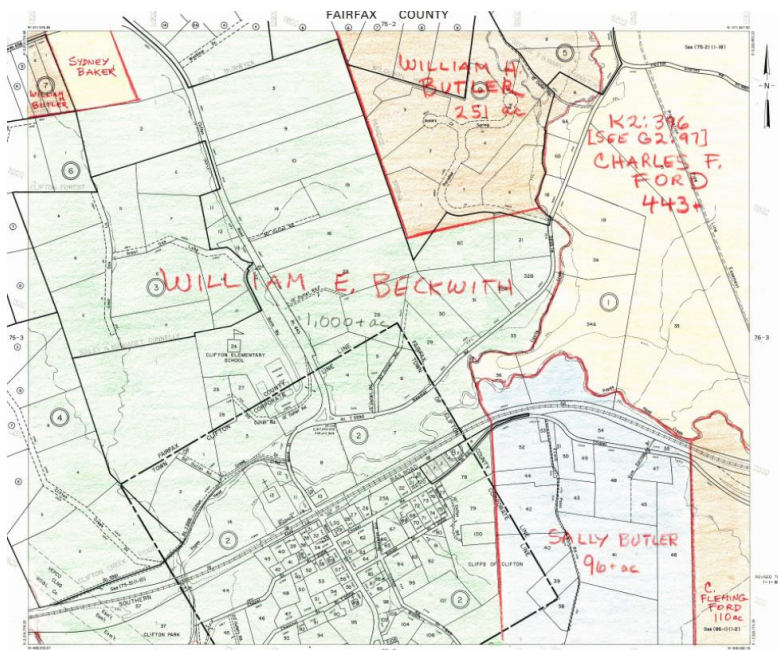
William E. Beckwith was born in Fairfax County in 1785. He was the grandson of Sir Marmaduke Beckwith of the Northern Neck and the son of Marmaduke the Younger and his wife Sybil Ellzey. William's father's plantation was located where Whitehall Farm is between Newman and Colchester Roads.

In 1810 William fathered a son, John, with a slave named Sophie belonging to William's mother, Sybil. Shortly thereafter Sophie was sent away by Sybil to a neighboring plantation. Sophie had three more children while living there - Willis, Harriet, and Cornelia. Upon the death of William's mother in 1825 he purchased Sophie from the estate and brought her back to live with him on land he had begun acquiring in the early 1800s. His home, a log cabin, was located behind where Clifton School is today. Three more children were born to William and Sophie - Caroline, Alfred, and Mary. Willis, Harriet, and Cornelia took the surname of "Ellzey," while John, Alfred, Caroline and Mary went by "Beckwith."

The relationship between William and Sophie was probably a love match, given the fact that William never married a white woman. He of course would not have been able to marry Sophie because miscegenation had been illegal in Virginia since 1691. Almost three centuries would pass before the Supreme Court of the United States, in the case of *Loving v. Virginia*, would strike down state laws prohibiting interracial marriage, and make a union like William and Sophie's legally possible.

In the 1850s William freed his daughters Mary and Caroline. When his son John inquired about the possibility of his freedom, he was told by his father that he couldn't spare him. He was needed to help run the plantation. John was permitted to come and go on the estate as he pleased and he functioned as an overseer. The second son, Alfred, must have been more scholarly because Beckwith taught him to read and write. These details were related to me by Alfred's great granddaughter Laurence Hughes Nolan, a recently retired law professor from Howard University.

Harriet had "married" William Harris in the 1840s. Little is known of William's background. He was not listed as a slave of Beckwith, but neither is he found in the Registration of Free Negroes in Fairfax County. Most likely he came from a community of Free Black people, many with the surname of Harris, who owned property nearby.



Beckwith Land Holdings, 1860 map, Courtesy of Fairfax County

By the time of Beckwith's death, William and Harriet had seven children together. The sixteen people listed in the will were Harriet and her children Joshua, Coleman, Sarah, Sophie, William, Llewellen, and Charlotte; Cornelia and her children Amanda, Lewis, Jane and Isaac; and John, Alfred, and Willis. Harriet and Cornelia apparently lived with their children as family units on the estate. All were living north of the railroad tracks.

After the war the 200 acres south of the tracks designated in the will was parceled out among the 16 formerly enslaved people. Harriet and her seven children were allotted an 8/16th portion. She and William constructed a house on part of their land and lived there with the

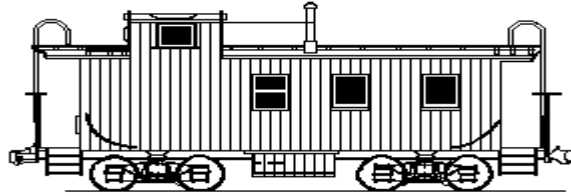
children, thus becoming the first family to live in the newly forming village of Clifton. They subdivided another part of their land into ten lots, which they began selling. They also provided a lot for the building of the Primitive Baptist Church, which still stands today, and which functioned as the first school house for the African American children of the area.



The house built by Harriet and William Harris, Chapel Street, courtesy of Mark Khosravi

The town recently renamed its playground park in honor of Harriet and William Harris. In light of the fact that the park land actually belonged to them, and the significant part that they played in the early history of Clifton, it is a well- deserved tribute. The town also plans to erect two informational markers which will list the names and detail some of the contributions of the others. The “invisible men” will be invisible no longer.

Margo Khosravi has served the Town in many capacities over the years on the Town Council, the CBA, and the Clifton Historic Preservation Committee (CHPC). She lives in Clifton with her snake wrangler husband Mark.



**CLIFTON TOWN COUNCIL MEETING
WEDNESDAY, NOVEMBER 4, 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.

Joint Public Hearing with Planning Commission:

1. Joint Public Hearing on Changes to Zoning Ordinance to Address Virginia DEQ Corrective Action Agreement.

Planning Commission Meeting:

1. Changes to Zoning Ordinance to Address Virginia DEQ Corrective Action Agreement.

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.
 - 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 - Status.
- 5. Unfinished Business:
 - a. Changes to Zoning Ordinance to Address Virginia DEQ Corrective Action Agreement.
 - b. Resolution on Renaming the Playground Park to Harriet and William Harris Park.
 - c. Natural Landscaping Resolution for Town-Controlled Properties - Status.
 - d. Zoning Ordinance Changes to Add Civil Penalties for Non-Compliance – Discussion.
 - d. Additional Compensation for Staff for COVID-19 Related Work (Must be Allocated before November 30, 2020):
 - i. COVID-19 Administrator Position;
 - ii. COVID-19 Financial Administrator Position.
- 6. New Business:
 - a. None.
- 7. Adjournment.