

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, APRIL 6, 2021, 7:30 PM  
\*\*ELECTRONIC MEETING BY ZOOM\*\*  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Town Council regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Town Council is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

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

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

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

**Absent:**

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

Order of Business:

1. Report of the Town Clerk:
  - a. Approval of the Minutes.
    - **Mayor Hollaway moved to approve the March 2, 2021 Regular Meeting Minutes as presented, seconded by Councilmember Effros. The motion was approved by poll, 5-0-1. (Councilmember Poe abstained).**

2. Report of the Treasurer.

**See attached report.**

- **Mayor Hollaway moved to approve the Treasurer's Report as presented, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to approve the payment of two invoices from the Town Attorney for legal services in February for \$1,150 and March for \$50 for a total of \$1,200, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

3. Citizen's Remarks.

None.

4. Reports of Committees:

a. Planning Commission.

Kathy Kalinowski reported that the Planning Commission reviewed a Use Permit application for the Virginia Mercantile, to be located at 12644 Chapel Road, Suite F, specializing in sustainable and local merchandise, needing four (4) parking spaces based on net square footage, with hours of operation to be 7AM-7PM, Sunday through Saturday, and recommended approval of the application with those terms.

- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve a Use Permit for Virginia Mercantile, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

It was reported that the Planning Commission received a Special Use Permit application for a restaurant business for Motier, to be located at 12644 Chapel Road, Suites A & B, with four (4) employees and 14 seats, which would require a Public Hearing on April 27, 2021 through the Planning Commission and a Public Hearing through the Town Council on May 4, 2021.

- **Mayor Hollaway moved to set a Public Hearing for May 4, 2021 to address the Special Use Permit application from Motier, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

b. Report of the Zoning Administrator:

i. Update on Residential Construction Projects.

It was reported that there have been no changes since last month's report as to the status of the project at 7184 Clifton Road.

ii. Update on Commercial Use Permits.

It was noted that businesses that have been contacted recently have been very cooperative in applying for new use permits as required.

c. Architectural Review Board.

It was reported that two applications were received by the ARB and will be voted on at the April 29, 2021 Regular Meeting.

d. Streetscape Planning Committee.

No report.

5. Unfinished Business:

- a. Nighttime Noise from Dumpster Emptying and Other Activities at Town Businesses.

Councilmember Effros indicated he would support the formation of a committee of residents and members of the business community to study adapting the noise ordinance to be more like Fairfax County. Kathy Kalinowski added that Use Permits contain conditions limiting the noise impacts on neighboring residents – especially Special Use Permits issued to restaurants in Town.

Marcus Silva: Indicated several instances when he has worked in the past to resolve resident complaints, such as replacing parking lot lights to minimize light pollution. He reiterated that if there is something that they can do to resolve an issue arising in a complaint, they will do whatever they can to oblige. He has repeatedly brought the pick-up/drop-off times and noise issues to the attention of the service providers, but changes in the schedule are affected by several circumstances, including parking lot use and dumpster location.

- **Councilmember Effros moved to authorize himself to lead an ad-hoc committee of residents and members of the business community to study adapting the noise ordinance to determine what can feasibly be done to resolve the situation, with consultation from Kathy Kalinowski regarding zoning concerns, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

b. Replacement of Town Sign and Repair of Triangle.

**See attached contracts.**

Vice Mayor McDonald reported on progress made with the insurance company to reimburse the replacement of the sign and repair of the landscaping (plantings and stone wall). The work can be started as soon as possible and could be completed within a month. An updated report will be forthcoming at the May meeting. Councilmember Screen noted that if there are small steps that can be taken to make the Triangle Gateway and other intersection safer for Clifton families, it would be prudent to investigate those.

- **Vice Mayor McDonald move to approve the two contracts for repair, seconded by Mayor Hollaway. The motion was approved by roll- call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

c. Replacement of Devereux Station Sign.

- **Vice Mayor McDonald moved to increase the previous authorization to \$2,750 as the total cost for the replacement and installation of the sign, which might not be completed until late summer, seconded by Mayor Hollaway. The motion was approved by roll- call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

d. Sign for Harriet and William Harris Park.

**See attached proposed sign language.**

Mayor Hollaway reported on the progress made in updating the draft sign language and effort to locate and secure appropriate images for the wayside-style markers. A price quote will be forthcoming.

- **Mayor Hollaway moved to approve the language on the sign for the park as revised, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

6. New Business:

a. New Federal Grant Funding.

Approved by the Town Council as presented on May 4, 2021

Mayor Hollaway provided a general update on the funding, the details of which haven't yet been released by the federal government. Information must be obtained regarding what the funds can be used for, and when they can be spent. A marker may need to be placed in the Budget so that the funds can be spent.

b. Use of Electronic Document Review and Signatures for Town Documents.

- **Mayor Hollaway moved to authorize the use of electronic document review and signatures for Town Documents, including Use Permits and Certificates of Appropriateness, to take effect retroactively from the beginning of holding electronic public meetings due to the COVID-19 pandemic, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

7. Adjournment.

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

The Meeting was adjourned at 9:19 PM.



Clifton Clerk &lt;clerk@cliftonva.gov&gt;

## April 6, 2021 Town Council Meeting - Treasurer's Report for period ended March 31, 2021

1 message

treasurer@cliftonva.gov &lt;treasurer@cliftonva.gov&gt;

Tue, Apr 6, 2021 at 4:12 PM

To: William Hollaway <whollaway@cliftonva.gov>, Steve Effros <Steve@effros.com>, Regan McDonald <rmcdonald@cliftonva.gov>, Pline Pat <ppline@cliftonva.gov>, Iscreen@cliftonva.gov, Darrell Poe <dpoe@cliftonva.gov>  
Cc: Clifton Clerk <clerk@cliftonva.gov>, "Barton, Marilyn" <mbarton@mycri.org>

Hello Town Council Members,

Attached are the **Financial Reports for the fiscal year period ended March 31, 2021.**

The March 31, 2021 Financial Statements include:

- The Summary of **Cash Balances Report as of March 31, 2021** reflects total funds of **\$1,357,600.44.**
- The **COVID-19 Report** – This report reflects the Clifton IDA CARES Act Grants funding of \$30,000, the Town's expenditures @ 3/31/21 of \$11,129.17. Salary for the two Town COVID positions will be paid in March for Nov-Dec, following the Mayor's review and signature on the COVID hours submitted. Fairfax County has requested that any remaining funds for the grant period be returned by May 31<sup>st</sup> with the final report after the close of the grant or by June 30, 2021. Fairfax County has approved extending the timing to utilize the grant funding beyond December 30<sup>th</sup>, as noted in the original subrecipient agreement, to June 30, 2021. The Subrecipient Agreement – Amendment #1 has been fully executed. **Consideration should be given to any additional needs that the town may identify, such as an air filtration system for the Community Hall or other Town properties.** The remaining CARES Act funding balance is \$8,636.
- **Profit & Loss Summary by Fund** for period ended 3/31/2021. **Highlights of March transactions** are noted on this summary report. The main items for the month include:

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

1 Federal CARES Act Revenues: In FY20 the town received \$51,433 in Federal COVID-19 funding through Fairfax County. The Town is a subrecipient of the funding. The allocation was based upon the 2018 US Census and submitted as part of Fairfax County's application. Funding must be used for reimbursement for COVID-19 related costs incurred from March 1 - December 31, 2020. \$1,666.99 was expended and reported in FY20. The balance of \$49,766.01 is deferred to FY21. \$40,000 was allocated to the Clifton IDA that awarded grants on behalf of the town to eligible town businesses. One grant recipient received a Fairfax RISE Grant and therefore returned \$10,000 received by the Town Oct. 26. The balance remaining to cover the town's costs is \$8,636.84. UPDATE: Fairfax County has extended the utilization period for the CARES Act funding from Dec 31, 2020 to June 30, 2021. The Subrecipient Amendment was approved by the Town Council 2/2/21 and has been fully signed by both parties.

2 Other income: The Town received a return of the Clifton IDA CARES Act Grant due to receiving a new RISE Grant from Fairfax County. This refund has been reclassified from other income to IDA CARES Grant Expense in March. Funds remaining unexpended by the Town will be returned to Fairfax County at the close of the grant. Also reflected is reimbursement of 197.50 for replacement of Ayre Square planter and a new payment of \$6,700 received from Geico Casualty Co. as first payment on a claim for property damage to the Town's historic sign. See the attached detail schedule.

- 3 Pink House Rental: Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020.
- 4 S.R. Litter Control Grant - Received \$935 from the State for FY21. These need to be expended and reported prior to June 30, 2021.
- 5 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.
- 6 Taxes & Permits Revenue: Highlights for March include Virginia Car Rental Distribution of \$289.39, NVCTB Cigarette tax of \$63, State Communications Sales Tax of \$349.44, Sales Tax of \$2,643.76 for Jan. 2020, Motor Vehicle Tags of \$19 for Feb, and Use Permits of \$575. BPOL taxes received in March were \$10,099 from 18 businesses. Filings from 34 businesses have been received thus far in the amount of \$35,203 for 2020 filings. July-Jan. the town received \$2,600 in PY filings. This is offset by a refund of (4,542) issued this month for a business that left Clifton in June 2020. PY accruals net to a reduction of (1,942).
- 7 Contractual Expenses: Highlights for March include C.H. Electric expense of only \$577 for Feb., C.H. cleaning of \$500 for Nov-March, COVID 19 Zoom expenses of \$857, Pink House plumbing repair of 175 and Town trash collection of \$123.89. The \$10,000 reclass of the IDA Grant funding refund, is now reclassified to reduce the IDA Grants Expense. This nets for a total reduction of (7,503).
- 8 CIF Revenue: On Aug 5 the Town received payment for its invoice 13 - This will need to be accrued to FY20 - to be confirmed with auditor.
- 9 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.

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**Supplemental Detailed Reports and Information are provided as follows:**

- **Profit & Loss Detail Export** Report for period ended 3/31/2021. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Looking forward to April 2021:**
- **FY20 Financial Audit** – The Town's annual audit will be scheduled in the near future by the Treasurer.
- **FY22 Annual Budget** – The Annual Budget process announcement will be distributed to the Town Council, Commissions and Committees following approval of the February Financials. The approved schedule for the Budget Work Sessions and meetings are:
  - Work Session #1 – Wednesday, April 17 at 7:00 pm
  - Work Session #2 – Wednesday, April 17 at 7:00 pm
  - Work Session # 3 (if needed) – Wednesday, April 21 at 7:00 pm
  - Notice of Public Hearing - 7 days prior – by April 26
  - Public Hearing in advance of Regular Town Council meeting – Tuesday, May 4 at 7:30 pm

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

4/6/2021

cliftonva.gov Mail - April 6, 2021 Town Council Meeting - Treasurer's Report for period ended March 31, 2021

Email: [treasurer@cliftonva.gov](mailto:treasurer@cliftonva.gov)

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

[www.cliftonva.gov](http://www.cliftonva.gov)



**2021 03 31 Financial Statements.xlsx**

86K

ASSETS	3/31/2021	<u>Bank Rates Effective 12/1/2020</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	318,467.07	1 yr	8/1/2021	0.65%	Matured 8/1/20 New rate is down from 2.25% to .65% APR @ 8/1/20
C-.D. - United Bank - 2 13 mos CDs	217,940.68	13 months	1/17/2022	0.30%	Down from .75% to .3% due to COVID-19 beginning 12/17/20
C.D. - United Bank 1	50,563.97	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 2	50,563.97	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 3	50,563.97	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 4	50,563.97	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank - 4 7-month CDs	402,053.76	13 months	1/8/2022	0.75%	Down from .75% to .3% due to COVID-19 beginning 12/08/20
United Bank - Events Acct	100.00				
United Bank - Haunted Trail Account	2,581.13				
Checking-United Bank	44,230.93	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	979.92			0.15%	
Money Market Savings-United	164,582.18		10/31/2020	0.25%	Down from 1.39% @ 8/30/19
Security Deposit - United Bank	4,408.89				
<b>Total Checking/Savings</b>	<b>1,357,600.44</b>				

**NOTES:** \$60,000 was transferred from the United Bank Checking Account to the United Bank Super Money Market Account on March 31, 2021.



**Town of Clifton**  
**Profit & Loss Budget Performance**  
**March 2021**

Operating Funds		Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
<b>Income</b>						
	Committees Fundraising	0.00		75.00	1,500.00	1,500.00
	Community Hall Revenues	344.38	416.67	3,855.04	3,749.99	5,000.00
1	Federal CARES Act - COVID-19	0.00	4,024.25	49,766.01	36,218.25	48,291.00
	Haunted Trail Event	0.00	0.00	0.00	35,000.00	35,000.00
	Interest Income	0.00	1,000.00	6,982.88	9,000.00	12,000.00
2	Other Income	(3,300.00)	0.00	6,897.50	0.00	0.00
3	Pink House Rental	3,550.00	2,666.67	25,150.00	23,999.99	32,000.00
4	S.R. - Litter Control Grant	0.00		935.00	800.00	800.00
	State Funding	0.00		15,000.00	10,000.00	10,000.00
5	Tax and Permits Revenue	14,203.03	44,533.33	76,319.99	82,400.01	96,000.00
	<b>Total Income</b>	<b>14,797.41</b>	<b>52,640.92</b>	<b>184,981.42</b>	<b>202,668.24</b>	<b>240,591.00</b>
	<b>Gross Profit</b>	<b>14,797.41</b>	<b>52,640.92</b>	<b>184,981.42</b>	<b>202,668.24</b>	<b>240,591.00</b>
<b>Expense</b>						
	*Payroll Expenses - Liab reclass	476.69		1,241.69		
	Bank Service Charges	0.00	0.00	2.77	0.00	0.00
	Citizens' Recognition Expense	0.00		0.00	750.00	750.00
	Commodities	543.00	281.67	1,910.53	3,434.99	4,280.00
6	Contractual	(7,502.75)	17,277.87	83,713.35	184,891.39	213,475.00
	Haunted Trail Expenses	0.00	0.00	0.00	17,000.00	17,000.00
	OTHER - TC approval req'd +\$500	0.00		0.00	7,500.00	7,500.00
	Other Expenses	0.00		0.00	7,500.00	7,500.00
	Payroll Expenses	6,231.25	5,395.25	54,915.62	50,557.25	66,743.00
	<b>Total Expense</b>	<b>(251.81)</b>	<b>22,954.79</b>	<b>141,783.96</b>	<b>271,633.63</b>	<b>317,248.00</b>
	<b>Net Income</b>	<b>15,049.22</b>	<b>29,686.13</b>	<b>43,197.46</b>	<b>(68,965.39)</b>	<b>(76,657.00)</b>
<b>CIF FUNDS:</b>						
<b>CIF Income</b>						
7	CIF - Capital Improvements Fund	0.00	36,900.00	631.51	332,100.00	442,800.00
<b>CIF Expenses</b>						
	CIF -Streetscape Phase 2 Constr	0.00	4,833.33	0.00	43,500.01	58,000.00
	CIF -Streetscape Phase 2 Design	0.00	73,147.92	0.00	658,331.24	877,775.00
	CIF Expenses	0.00	1,916.67	7,655.00	407,249.99	413,000.00
8	<b>Total CIF Expenses</b>	<b>0.00</b>	<b>79,897.92</b>	<b>7,655.00</b>	<b>1,109,081.24</b>	<b>1,348,775.00</b>
	<b>Net Income - CIF Funds</b>	<b>0.00</b>	<b>(42,997.92)</b>	<b>(7,023.49)</b>	<b>(776,981.24)</b>	<b>(905,975.00)</b>
	<b>Consolidated Net Income</b>	<b>15,049.22</b>	<b>(13,311.79)</b>	<b>36,173.97</b>	<b>(845,946.63)</b>	<b>(982,632.00)</b>

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Town of Clifton  
**Profit & Loss Budget Performance**  
March 2021

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1

**Federal CARES Act Revenues:** In FY20 the town received \$51,433 in Federal COVID-19 funding through Fairfax County. The Town is a subrecipient of the funding. The allocation was based upon the 2018 US Census and submitted as part of Fairfax County's application. Funding must be used for reimbursement for COVID-19 related costs incurred from March 1 - December 31, 2020. \$1,666.99 was expended and reported in FY20. The balance of \$49,766.01 is deferred to FY21. \$40,000 was allocated to the Clifton IDA that awarded grants on behalf of the town to eligible town businesses. One grant recipient received a Fairfax RISE Grant and therefore returned \$10,000 received by the Town Oct. 26. **The balance remaining to cover the town's costs is \$8,636.84. UPDATE: Fairfax County has extended the utilization period for the CARES Act funding from Dec 31, 2020 to June 30, 2021. The Subrecipient Amendment was approved by the Town Council 2/2/21 and has been fully signed by both parties.**

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**Other income:** The Town received a return of the Clifton IDA CARES Act Grant due to receiving a new RISE Grant from Fairfax County. This refund has been reclassified from other income to IDA CARES Grant Expense in March. Funds remaining unexpended by the Town will be returned to Fairfax County at the close of the grant. Also reflected is reimbursement of 197.50 for replacement of Ayre Square planter and a new payment of \$6,700 received from Geico Casualty Co. as first payment on a claim for property damage to the Town's historic sign. *See the attached detail schedule.*

3

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

4

**S.R. Litter Control Grant -** Received \$935 from the State for FY21. **These need to be expended and reported prior to June 30, 2021.**

5

**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.

6

**Taxes & Permits Revenue:** Highlights for March include Virginia Car Rental Distribution of \$289.39, NVCTB Cigarette tax of \$63, State Communications Sales Tax of \$349.44, Sales Tax of \$2,643.76 for Jan. 2020, Motor Vehicle Tags of \$19 for Feb, and Use Permits of \$575. **BPOL taxes** received in March were \$10,099 from 18 businesses. **Filings from 34 businesses have been received thus far in the amount of \$35,203 for 2020 filings. July-Jan. the town received \$2,600 is PY filings. This is offset by a refund of (4,542) issued this month for a business that left Clifton in June 2020. PY accruals net to a reduction of (1,942).**

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**Contractual Expenses:** Highlights for March include C.H. Electric expense of only \$577 for Feb., C.H. cleaning of \$500 for Nov-March, COVID 19 Zoom expenses of \$857, Pink House plumbing repair of 175 and Town trash collection of \$123.89. The \$10,000 reclass of the IDA Grant funding refund, is now reclassified to reduce the IDA Grants Expense. This nets for a total reduction of (7,503).

8

**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.

9

**CIF Expense:** This expense reflects capital expenditures made for HVAC replacement on the Pink House in August. The expenses will be capitalized and depreciated annually.

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

	Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
<b>Jul 20</b>	Bill	07/31/2020		United Bankcard Center -(VISA)	7/05/20 WAVE - Growth Media - COVID -mtg re COVID-19		COVID-19	(300.00)	(300.00)
	Bill	07/31/2020		United Bankcard Center -(VISA)	7/5/20 ZOOM - COVID mtg related - Clerk's car COVID-19		COVID-19	(288.66)	(588.66)
	Check	07/31/2020	7835	Wheelhouse Yoga, LLC	Clifton IDA - CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19	(10,000.00)	(10,588.66)
	Check	07/31/2020	7836	Trummer's Restaurant	Clifton IDA - CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19	(10,000.00)	(20,588.66)
	Check	07/31/2020	7837	GoldensHill Papercrafts	Clifton IDA - CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19	(10,000.00)	(30,588.66)
	Check	07/31/2020	7838	Animal Clinic of Clifton, Inc.	Clifton CARES Act Grant	Clifton IDA - CARES Act -Grants	COVID-19	(10,000.00)	(40,588.66)
Jul 20								(40,588.66)	(40,588.66)
<b>Aug 20</b>	Check	08/30/2020	7850	Maureen K. Gilmore, Attorney-at-Law	Legal Services: July 2020 - re: COVID-19 for 2.		COVID-19	(725.00)	(725.00)
	Bill	08/30/2020		United Bankcard Center -(VISA)	8/1/20 ZOOM - COVID mtg related - Clerk's car COVID-19		COVID-19	(288.66)	(1,013.66)
Aug 20								(1,013.66)	(1,013.66)
<b>Sep 20</b>	Check	09/04/2020	7855	Maureen K. Gilmore, Attorney-at-Law	Legal Services: Aug 2020 - re: COVID-19 for .5		COVID-19	(125.00)	(125.00)
	Bill	09/30/2020		United Bankcard Center -(VISA)	9/1/20 ZOOM - COVID mtg related - Clerk's car COVID-19		COVID-19	(288.66)	(413.66)
Sep 20								(413.66)	(413.66)
<b>Oct 20</b>									0.00
Oct 20									0.00
<b>Nov 20</b>	Bill	11/01/2020		United Bankcard Center -(VISA)	10/1/20 ZOOM - COVID mtg related - Clerk's ca COVID-19		COVID-19	(183.66)	(183.66)
	Bill	11/01/2020		United Bankcard Center -(VISA)	11/2/20 ZOOM - COVID mtg related - Clerk's ca COVID-19		COVID-19	(183.66)	(367.32)
	Bill	11/01/2020		United Bankcard Center -(VISA)	11/10/20 PPE - VRSA Risk Management grant		COVID-19	(500.53)	(867.85)
	Check	11/30/2020	7874	Amanda Christman	COVID Response Coordinator - Mar 16 - Oct 31 Town COVID Response Coordinator		COVID-19	(2,795.00)	(3,662.85)
	Check	11/30/2020	7875	Marilyn Barton	Town COVID Financial Administrator - Apr 7 - C Town COVID Financial Administra		COVID-19	(2,785.00)	(6,447.85)
Nov 20								(6,447.85)	(6,447.85)
<b>Dec 20</b>	Bill	12/30/2020		United Bankcard Center -(VISA)	12/2/20 ZOOM - COVID mtg related - Clerk's ca COVID-19		COVID-19	(183.66)	(183.66)
Dec 20								(183.66)	(183.66)
<b>Jan 21</b>	Bill	01/31/2021		United Bankcard Center -(VISA)	01/03/21 ZOOM - COVID mtg related - Clerk's c COVID-19		COVID-19	(183.66)	(183.66)
Jan 21								(183.66)	(183.66)
<b>Feb 21</b>	Bill	02/10/2021		United Bankcard Center -(VISA)	02/01/21 ZOOM - COVID mtg related - Clerk's c COVID-19		COVID-19	(183.66)	(183.66)
	Bill	02/10/2021		United Bankcard Center -(VISA)	02/03/21 ZOOM - COVID mtg related - Clerk's c COVID-19		COVID-19	(26.59)	(210.25)
Feb 21								(210.25)	(210.25)
<b>Mar 21</b>	Bill	03/31/2021		United Bankcard Center -(VISA)	03/01/21 ZOOM - COVID mtg related - Treasure COVID-19		COVID-19	(856.52)	(856.52)
	General Journal	03/31/2021		Trummer's Restaurant	AJE to reclass Refund of COVID Grant from Tru Clifton IDA - CARES Act -Grants		COVID-19	10,000.00	9,143.48
	Paycheck	03/31/2021	COV-AC33121	Amanda Christman	COVID Response Coordinator Nov-Dec 2020	Town COVID Response Coordinator	COVID-19	(300.00)	8,843.48
	Paycheck	03/31/2021	COV-MB33121	Marilyn Barton	COVID Financial Administrator - Nov-Dec 2020	Town COVID Financial Administra	COVID-19	(931.25)	7,912.23
Mar 21								7,912.23	7,912.23
<b>TOTAL</b>								<u>(41,129.17)</u>	<u>(41,129.17)</u>

Deferred CARES \$ 49,766.01  
**Remaining Balance: 8,636.84**

**Town of Clifton**  
**Transaction Detail By Account**  
 July 2020 through March 2021

Type	Date	Num	Name	Memo	Class	Amount	Balance	
<b>Other Income</b>								
Sales Receipt	07/05/2020	00-4811	Karen Harrington	Miscellaneous and Reimbursements - planter replacement	Beautification	197.50	197.50	
Sales Receipt	10/28/2020	00-4834	Trummers' on Main	Miscellaneous - CARES Act Grant RETURN	COVID-19	10,000.00	10,197.50	
Sales Receipt	03/10/2021	00-4925	Geico Casualty Company	Miscellaneous and Reimbursements - Property Damage Coverage - Town Historic Sign		6,700.00	16,897.50	
General Journal	03/31/2021		Trummer's Restaurant	AJE to reclass Refund of COVID Grant from Trummers	COVID-19	(10,000.00)	6,897.50	
Total Other Income				The sum of March transactions equals >>>		(3,300.00)	6,897.50	6,897.50
<b>TOTAL</b>						<b>6,897.50</b>	<b>6,897.50</b>	

**Town of Clifton**  
**Profit & Loss Budget Performance**  
March 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
3			Income										
4			CIF - Capital Improvements Fund										
5			Grants										
6			Federal										
7			ISTEA-Clifton Streetscape					0.00			0.00	0.00	0.00
8			Total Federal					0.00			0.00	0.00	0.00
9			VDOT- MAP21 Streetscape Phase 2					0.00	36,900.00		631.51	332,100.00	442,800.00
10			Total Grants					0.00	36,900.00		631.51	332,100.00	442,800.00
11			Total CIF - Capital Improvements Fund					0.00	36,900.00		631.51	332,100.00	442,800.00
12			Committees Fundraising										
13			Council of the Arts										
14			Clifton Film Festival					0.00			0.00	1,500.00	1,500.00
15			Total Council of the Arts					0.00			0.00	1,500.00	1,500.00
16			Homes Tour Income					0.00			0.00	0.00	0.00
17			Parks Committee										
18			Park Rental					0.00			75.00	0.00	0.00
19			Total Parks Committee					0.00			75.00	0.00	0.00
20			Total Committees Fundraising					0.00			75.00	1,500.00	1,500.00
21			Community Hall Revenues										
22			Community Hall Rentals					344.38	416.67		3,855.04	3,749.99	5,000.00
23			Total Community Hall Revenues					344.38	416.67		3,855.04	3,749.99	5,000.00
24			Deferred CARES Act Funding from FY20 to FY21					0.00	4,024.25		49,766.01	36,218.25	48,291.00
25			General Donations					0.00			0.00	0.00	0.00
26			Haunted Trail Event					0.00	0.00		0.00	35,000.00	35,000.00
27			Interest Income					0.00	1,000.00		6,982.88	9,000.00	12,000.00
28			Other Income					(3,300.00)	0.00		6,897.50	0.00	0.00
29			PC - Reimbursements					0.00			0.00	0.00	0.00
30			Pink House Rental					3,550.00	2,666.67		25,150.00	23,999.99	32,000.00
31			S.R. - Litter Control Grant					0.00			935.00	800.00	800.00
32			State Funding										
33			Fire Program Funds					0.00			15,000.00	10,000.00	10,000.00
34			State Funding - Other					0.00			0.00	0.00	0.00
35			Total State Funding					0.00			15,000.00	10,000.00	10,000.00
36			Tax and Permits Revenue										
37			ARB Permits					50.00	41.67		70.00	374.99	500.00
38			BPOL tax					10,098.99	40,000.00		33,262.84	40,000.00	40,000.00
39			BZA Fee					0.00			0.00	0.00	0.00
40			Cigarette Tax					63.03	208.33		1,038.21	1,875.01	2,500.00
41			Communications Sales Tax -Va					349.44	400.00		3,350.69	3,600.00	4,800.00
42			Franchise Fees - Cox & Verizon					0.00	291.67		2,119.56	2,624.99	3,500.00
43			Motor Vehicle Tags					19.00	583.33		6,983.04	5,250.01	7,000.00
44			Railroad Tax					0.00			1,562.12	1,600.00	1,600.00
45			Sales Tax					2,643.76	2,666.67		21,286.23	23,999.99	32,000.00
46			Use Permits					575.00	58.33		1,675.00	525.01	700.00
47			Utility Consumption Tax					114.42	100.00		831.81	900.00	1,200.00
48			VA - Car Rental Distribution					289.39	183.33		4,140.49	1,650.01	2,200.00
49			Total Tax and Permits Revenue					14,203.03	44,533.33		76,319.99	82,400.01	96,000.00
50			Total Income					14,797.41	89,540.92		185,612.93	534,768.24	683,391.00
51			Gross Profit					14,797.41	89,540.92		185,612.93	534,768.24	683,391.00
52			Expense										

**Town of Clifton**  
**Profit & Loss Budget Performance**  
March 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
53								*Payroll Expense Reclassed to P/R liabilities >>>	476.69		1,241.69		
54								Bank Service Charges	0.00	0.00	2.77	0.00	0.00
55								CIF -Streetscape Phase 2 Constr	0.00	4,833.33	0.00	43,500.01	58,000.00
56								CIF -Streetscape Phase 2 Design	0.00	73,147.92	0.00	658,331.24	877,775.00
57								CIF Expenses					
58								CIF - Land Purchase	0.00		0.00	300,000.00	300,000.00
59								Clifton Creek Park - Trails	0.00	1,666.67	0.00	14,999.99	20,000.00
60								Engineering /Design - Sidewalks	0.00	250.00	0.00	2,250.00	3,000.00
61								Pink House Upgrade & Maint	0.00		7,655.00		
62								RR Siding Parking Facility	0.00		0.00	10,000.00	10,000.00
63								Special Projects Committee					
64								Dev. of Streetscape Phase 2	0.00	0.00	0.00	0.00	0.00
65								Total Special Projects Committee	0.00	0.00	0.00	0.00	0.00
66								Storage Facility	0.00		0.00	80,000.00	80,000.00
67								Total CIF Expenses	0.00	1,916.67	7,655.00	407,249.99	413,000.00
68								Citizens' Recognition Expense	0.00		0.00	750.00	750.00
69								Commodities					
70								Computer Supplies	508.00	131.67	1,138.98	1,184.99	1,580.00
71								Copies	0.00	16.67	0.00	149.99	200.00
72								License Plates	0.00		58.30	100.00	100.00
73								Miscellaneous - Commodities	0.00		0.00	300.00	300.00
74								Office Equipment	0.00		0.00	500.00	500.00
75								Office Supplies	0.00	83.33	160.62	750.01	1,000.00
76								Postage and Delivery	35.00	50.00	552.63	450.00	600.00
77								Total Commodities	543.00	281.67	1,910.53	3,434.99	4,280.00
78								Contractual					
79								Caboose Expenses					
80								Caboose Equipment	0.00		0.00	500.00	500.00
81								Caboose Maintenance	0.00		0.00	1,500.00	1,500.00
82								Total Caboose Expenses	0.00		0.00	2,000.00	2,000.00
83								Community Hall Expenses					
84								C.H.-Cleaning	500.00	200.00	850.00	1,800.00	2,400.00
85								C.H.-Equipment & Supplies	0.00	62.50	0.00	562.50	750.00
86								C.H.-General Maintenance	0.00	366.67	0.00	3,299.99	4,400.00
87								C.H.-Management Fee	0.00	104.17	0.00	937.49	1,250.00
88								C.H. - Electric	577.12	541.67	3,111.43	4,874.99	6,500.00
89								C.H. Interior Improvements	0.00		0.00	1,000.00	1,000.00
90								Total Community Hall Expenses	1,077.12	1,275.01	3,961.43	12,474.97	16,300.00
91								Dues and Subscriptions					
92								Conference Attendance	0.00		0.00	500.00	500.00
93								Va. Municipal League	0.00		408.00	450.00	450.00
94								Dues and Subscriptions - Other	0.00		0.00	500.00	500.00
95								Total Dues and Subscriptions	0.00		408.00	1,450.00	1,450.00
96								Fire Program	0.00	0.00	15,000.00	10,000.00	10,000.00
97								Insurance	0.00		5,394.00	6,000.00	6,000.00
98								Legal Advertising	0.00	166.67	286.00	1,499.99	2,000.00
99								Mayoral Reimbursement	0.00	41.67	0.00	374.99	500.00
100								Miscellaneous	0.00	208.33	0.00	1,875.01	2,500.00
101								Professional Fees					
102								Accounting	0.00	3,750.00	3,250.00	7,500.00	7,500.00

**Town of Clifton**  
**Profit & Loss Budget Performance**  
March 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									<b>Mar 21</b>	<b>Budget</b>	<b>Jul '20 - Mar 21</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
103								Legal Fees	0.00	2,500.00	5,325.00	22,500.00	30,000.00
104								Total Professional Fees	0.00	6,250.00	8,575.00	30,000.00	37,500.00
105								Rent					
106								Ayre Square Rental	0.00	0.00	0.00	1,500.00	1,500.00
107								Railroad Siding Rental	0.00		1,876.29	1,825.00	1,825.00
108								Total Rent	0.00	0.00	1,876.29	3,325.00	3,325.00
109								Town Assoc of Northern Va Event	0.00		0.00	600.00	600.00
110								Town Facilities					
111								Ayre Square Maintenance	0.00	125.00	0.00	1,125.00	1,500.00
112								Pink House Expenses					
113								Pink House Maintenance	0.00	833.33	4,000.00	7,500.01	10,000.00
114								Pink House Repairs	175.00		402.00		
115								Total Pink House Expenses	175.00	833.33	4,402.00	7,500.01	10,000.00
116								R.R. Siding/Caboose Maint.	0.00	0.00	0.00	0.00	0.00
117								Town Handyman - 1099 vendor	0.00	500.00	0.00	4,500.00	6,000.00
118								Total Town Facilities	175.00	1,458.33	4,402.00	13,125.01	17,500.00
119								Town Government					
120								Architectural Review Board	0.00	25.00	0.00	225.00	300.00
121								Beautification Comm.					
122								Banner Replacement	0.00	0.00	245.00	500.00	500.00
123								Christmas Tree Lighting Event	0.00		318.15	1,000.00	1,000.00
124								Flower Receptacles	0.00		0.00	800.00	800.00
125								Railroad Siding Boxes-plantings	0.00		0.00	750.00	750.00
126								Total Beautification Comm.	0.00	0.00	563.15	3,050.00	3,050.00
127								BZA	0.00	0.00	0.00	0.00	0.00
128								Clifton IDA - CARES Act -Grants	(10,000.00)		30,000.00	30,000.00	30,000.00
129								COVID-19	856.52	0.00	4,317.92	18,291.00	18,291.00
130								Planning Commission					
131								Consulting-Capital/Town & Zng	0.00	416.67	0.00	3,749.99	5,000.00
132								General Admin Costs	0.00	25.00	0.00	225.00	300.00
133								General Consulting	102.50	666.67	102.50	5,999.99	8,000.00
134								PC Hearings, Ads and copies	0.00	41.67	0.00	374.99	500.00
135								Total Planning Commission	102.50	1,150.01	102.50	10,349.97	13,800.00
136								Town Committees Expense					
137								Communication Committee					
138								Town email system	0.00		840.00		
139								Web Server Maint & Domain Subsc	0.00	91.67	28.53	824.99	1,100.00
140								Web site updating & config	0.00		0.00	500.00	500.00
141								Communication Committee - Other	0.00		0.00	0.00	0.00
142								Total Communication Committee	0.00	91.67	868.53	1,324.99	1,600.00
143								Council for the Arts Committee					
144								Clifton Film Festival Exp	0.00		0.00	1,000.00	1,000.00
145								Community Arts Events-CGT exp	0.00		0.00	200.00	200.00
146								Council for the Arts Committee - Other	0.00		0.00	0.00	0.00
147								Total Council for the Arts Committee	0.00		0.00	1,200.00	1,200.00
148								Environmental Comm					
149								Environmental Event Expense	0.00		0.00	450.00	450.00
150								Environmental Comm - Other	0.00	54.17	0.00	487.49	650.00
151								Total Environmental Comm	0.00	54.17	0.00	937.49	1,100.00
152								Historic Preservation Comm Exp					

**Town of Clifton**  
**Profit & Loss Budget Performance**  
March 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
153								Historic Events	0.00		0.00	500.00	500.00
154								Historic Town Documents exp	0.00		0.00	500.00	500.00
155								Town Museum	0.00		0.00	1,000.00	1,000.00
156								Historic Preservation Comm Exp - Other	0.00		0.00	500.00	500.00
157								<b>Total Historic Preservation Comm Exp</b>	0.00		0.00	2,500.00	2,500.00
158								Sunshine Committe					
159								Easter Egg Hunt Expense	0.00	250.00	0.00	250.00	250.00
160								Welcome Baskets & Sympathy	0.00	0.00	0.00	0.00	0.00
161								<b>Total Sunshine Committe</b>	0.00	250.00	0.00	250.00	250.00
162								Town Parks Committee Exp					
163								Fall Zone Mulching	0.00		0.00	3,000.00	3,000.00
164								Grounds Maintenance	0.00		700.00		
165								Landscape/Ground Maint expense	0.00	3,750.00	0.00	7,500.00	7,500.00
166								Parks Mgt Fee	0.00		0.00	25.00	25.00
167								Playground Equip. Maintenance	0.00	250.00	0.00	2,250.00	3,000.00
168								Tree Trimming & Replacement	0.00	416.67	0.00	3,749.99	5,000.00
169								<b>Total Town Parks Committee Exp</b>	0.00	4,416.67	700.00	16,524.99	18,525.00
170								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
171								<b>Total Town Committees Expense</b>	0.00	4,812.51	1,568.53	23,237.47	25,675.00
172								<b>Total Town Government</b>	(9,040.98)	5,987.52	36,552.10	85,153.44	91,116.00
173								Town Services					
174								Elections	0.00	0.00	0.00	0.00	0.00
175								Grass Mowing	0.00	504.17	2,400.00	4,537.49	6,050.00
176								Recepticle Trash Maintenance	0.00	0.00	0.00	0.00	0.00
177								Town Park Lawn Maintenance	0.00	416.67	1,450.00	3,749.99	5,000.00
178								Trash Collection	123.89	444.50	2,609.25	4,000.50	5,334.00
179								Triangle & Barrel Maintenance	0.00	0.00	0.00	0.00	0.00
180								Utilities					
181								Gas and Electric	162.22	108.33	799.28	975.01	1,300.00
182								Utilities - Other	0.00		0.00	0.00	0.00
183								<b>Total Utilities</b>	162.22	108.33	799.28	975.01	1,300.00
184								Town Services - Other	0.00	416.67	0.00	3,749.99	5,000.00
185								<b>Total Town Services</b>	286.11	1,890.34	7,258.53	17,012.98	22,684.00
186								<b>Total Contractual</b>	(7,502.75)	17,277.87	83,713.35	184,891.39	213,475.00
187								Haunted Trail Expenses	0.00	0.00	0.00	17,000.00	17,000.00
188								OTHER - TC approval req'd +\$500	0.00		0.00	7,500.00	7,500.00
189								Other Expenses	0.00		0.00	7,500.00	7,500.00
190								Payroll Expenses					
191								Gross Wages					
192								Assistant Project Manager	333.34	333.34	3,000.06	2,999.98	4,000.00
193								Employee Incentives	0.00		0.00	2,000.00	2,000.00
194								Town Clerk - Records Review	1,000.00	1,000.00	9,000.00	9,000.00	12,000.00
195								Town Clerk (Administrative)	1,166.66	1,166.66	10,499.94	10,500.02	14,000.00
196								Town COVID Financial Administra	931.25		3,716.25		
197								Town COVID Response Coordinator	300.00		3,095.00		
198								Town Treasurer	2,000.00	2,000.00	18,000.00	18,000.00	24,000.00
199								Zoning Clerk	500.00	500.00	4,500.00	4,500.00	6,000.00
200								<b>Total Gross Wages</b>	6,231.25	5,000.00	51,811.25	47,000.00	62,000.00
201								Payroll Taxes					
202								FICA	0.00	0.00	2,515.96	0.00	0.00



**Town of Clifton**  
**Profit & Loss Budget Performance**  
 March 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									<b>Mar 21</b>	<b>Budget</b>	<b>Jul '20 - Mar 21</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
203								Medicare	0.00	0.00	588.41	0.00	0.00
204								Payroll Taxes - Other	0.00	395.25	0.00	3,557.25	4,743.00
205								Total Payroll Taxes	0.00	395.25	3,104.37	3,557.25	4,743.00
206								Total Payroll Expenses	6,231.25	5,395.25	54,915.62	50,557.25	66,743.00
207								Town Assoc of NoVA Event	0.00	0.00	0.00	0.00	0.00
208								Total Expense	(251.81)	102,852.71	149,438.96	1,380,714.87	1,666,023.00
209								Net Income	<b>15,049.22</b>	<b>(13,311.79)</b>	<b>36,173.97</b>	<b>(845,946.63)</b>	<b>(982,632.00)</b>





A Community Management Service Company

LCS Property Services, LLC  
 PO Box 22  
 Clifton, VA 20124  
 (703) 646-8220

## Proposal

March 15, 2021

**Town of Clifton**

PO Box 309

Clifton, VA 20124

Attn: Regan McDonald, [rmcdonald@cliftonva.gov](mailto:rmcdonald@cliftonva.gov)  
 (571) 242-3561

**LCS Contact:** Aaron Kuzemka

**Phone:** (240) 286-8804

**Email:** [aaronk@lcspropertyservices.com](mailto:aaronk@lcspropertyservices.com)

**Project:** North Triangle Gateway Planter Repairs

**Project Address:** Clifton Rd, Clifton, VA 20124

**Scope:** LCS Property Services has priced to furnish labor, materials, and equipment to repair and restore the damaged Planter area for the Town of Clifton entry Sign (North Triangle Gateway Improvements) to original Design & Plans dated April 16, 2013 by LPDA. LCS will repair the Hardscape and Landscape, others will install the Sign. Repairs include:

- Remove damaged wall and plant material and haul off site.
- Replace/restore dry stack stone wall to Plan Specifications.
- Repair ruts and seed as needed (no sod). Approx. 600sf
- Restore Landscape per below list of estimated amounts:
  - 3-5 Salvia 'May Night'
  - Compact Inkberry Holly (3)
  - Magnolia - prune only - it may recover
  - Liriope (3)
  - 2-3" double shred mulch – will not use dyed mulch
  - Remove the Spirea japonica (3-5) - replace with Clethera - coordinate with Town to find a suitable cultivar
  - Repair ruts and seed (no sod)
  - 2 week watering contract

**Price Breakdown:**

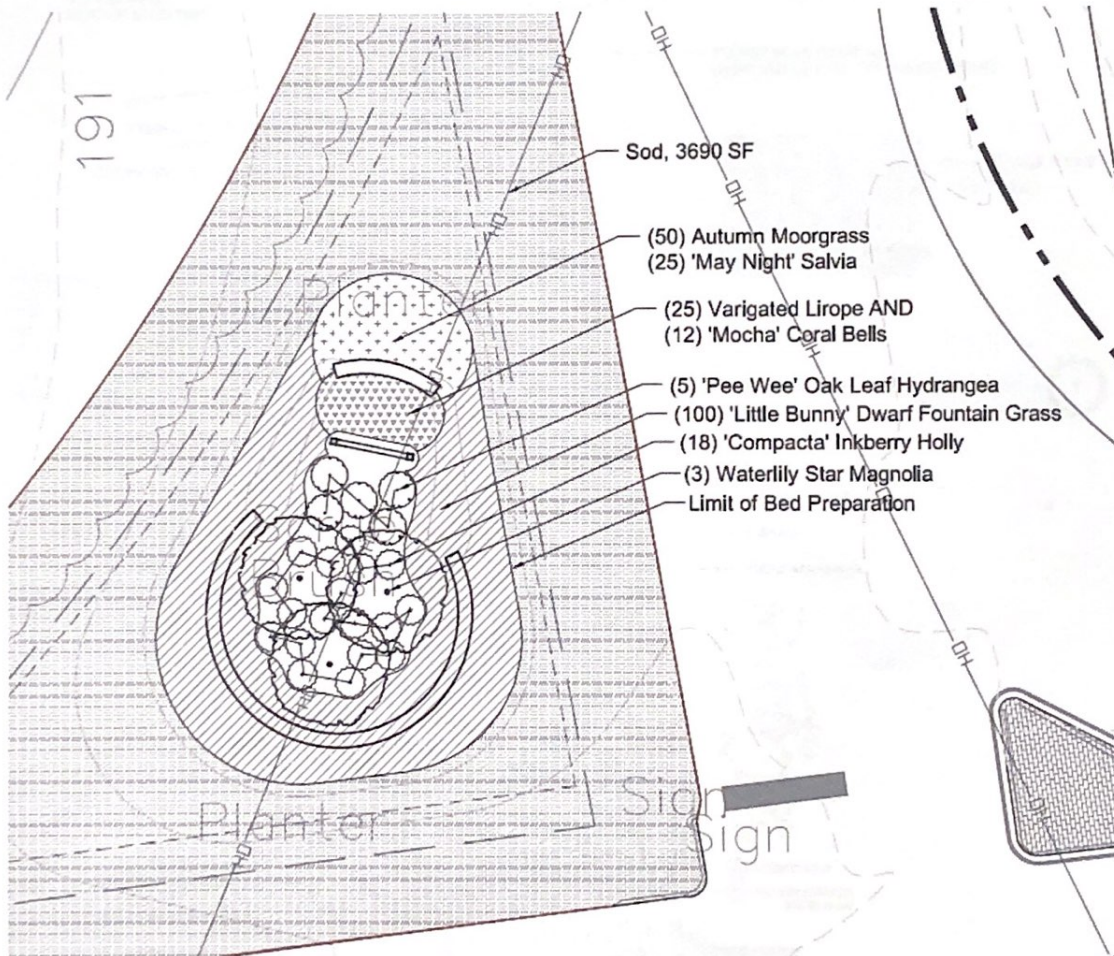
<b>Labor =</b>	<b>\$2,500</b>
<b>Materials/dump/haul =</b>	<b>\$1,850</b>
<b>TOTAL =</b>	<b>\$4,350</b>

# EXTERIOR PROJECTS. MADE EASY.

**Ask us! We're ON IT!**

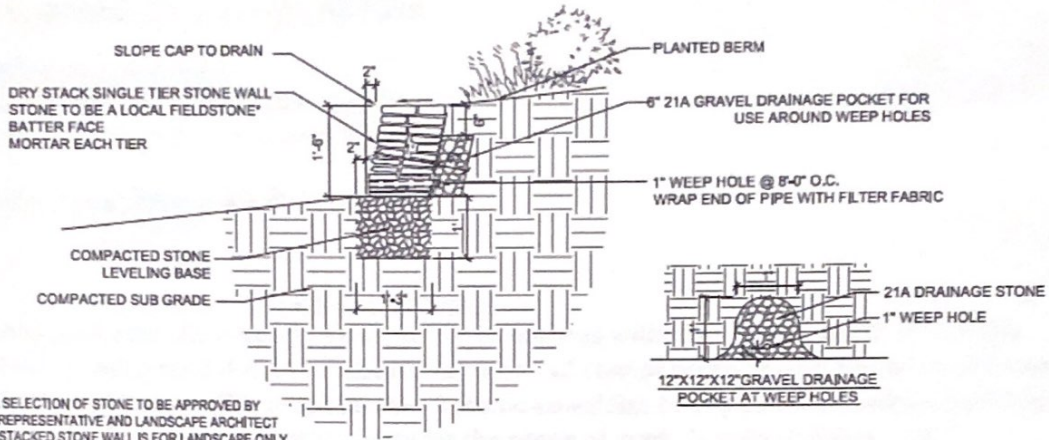
**(703) 646-8220**

Diagrams and Original Plant Material Description:



**EXTERIOR PROJECTS. MADE EASY.**

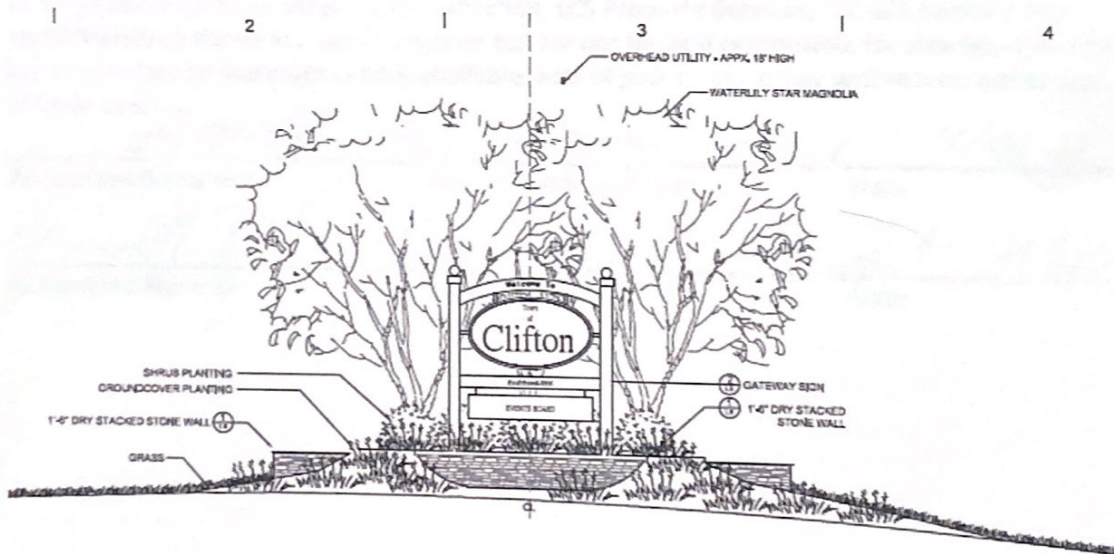
**Ask us! We're ON IT!**  
**(703) 646-8220**



\* FINAL SELECTION OF STONE TO BE APPROVED BY TOWN REPRESENTATIVE AND LANDSCAPE ARCHITECT  
\*\* DRY STACKED STONE WALL IS FOR LANDSCAPE ONLY AND IS NOT INTENDED TO SERVE A STRUCTURAL OR SOIL RETAINING FUNCTION.

DRY STACK STONE WALL\*\*  
SCALE: 3/4" = 1'-0"

1



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A Community Management Service Company

LCS Property Services, LLC  
PO Box 22  
Clifton, VA 20124  
(703) 646-8220

**Proposal**

**VA Class A Contractor: License #2705170719**

**Qualifications & Exclusions:**

- No Engineering, Permits, Surveying, Tree/stump removal.
- This Price is Valid for 30 days from date on Proposal.

**Payment Terms:** Balance due at completion of work.

**Proposal Acceptance**

I hereby authorize LCS Property Services, LLC to proceed with the work outlined within this proposal. I understand that LCS Property Services, LLC cannot proceed with the work without written authorization. This proposal shall become an exhibit to any contract written between LCS Property Services and another party for the scope of work described above. I also understand that all change orders will become due at the time of acceptance. All checks should be written to LCS Property Services, LLC. Any unpaid balances shall accrue interest at a rate of 5% per month from the day the payment is due. The customer also agrees to pay any and all attorney's fees incurred by LCS to collect said payments if it necessary for this contract to be turned over to an attorney for collection. LCS Property Services, LLC will perform the work described above in a timely manner but cannot be held responsible for shortages due to but not limited to materials readily available, acts of god, or any other unforeseen action out of their control.

*[Handwritten Signature]* REGAN M DONOHUE, Vice-Mayor 4/8/21  
 \_\_\_\_\_  
 Authorized Signature Printed Name and Title Date

*[Handwritten Signature]* Aaron Kuzemka President 4/8/21  
 \_\_\_\_\_  
 Authorized Signature Printed Name and Title Date

**EXTERIOR PROJECTS. MADE EASY.**

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# African American Roots in Clifton

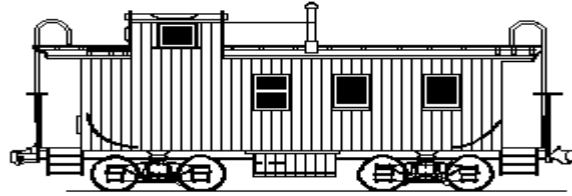
## Harriet and William Harris

The land you are standing on was once part of a 77 acre tract left to Harriet Harris and her seven children, Joshua, Coleman, Sarah, Sophy, William, Charlotte, and Luellen, as part of the division of William E. Beckwith's 1200 acre plantation. Born into slavery in the 1820s, Harriet was among the sixteen formerly enslaved people granted their freedom under the terms of Beckwith's will. When he died in 1863, in his will William left 200 acres of land south of the railroad tracks to these sixteen individuals. In 1868, each person received a 1/16<sup>th</sup> share of the property.

In 1847 Harriet had "married" William Harris. It is not known if Harris was a freed man, but he is not listed as an enslaved person in Beckwith's will. After the Civil War ended, William and Harriet built a home on their land where they raised their family.

The remaining 1001 acres of the Beckwith estate was purchased by New Yorker Harrison G. Otis in 1868. By 1869, Otis had opened a hotel and established a post office here. The Harris family sold Otis a 2 acre parcel where he constructed the Clifton railroad station and a sawmill.

Harriet and William Harris played a vital role in the formation of Clifton by subdividing some of their property located between the railroad tracks and the street leading to their home into 10 lots. They also gave land for, and helped establish the Clifton Primitive Baptist Church which served as the first school for the local African American children.



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, APRIL 6, 2021, 7:30 PM  
\*\*ELECTRONIC MEETING BY ZOOM\*\*  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Town Council regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Town Council is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

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

Town Council Meeting - Order of Business:

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

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

- (i) Give their name and address;
- (ii) Direct their remarks to the Council and not to other citizens present;
- (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

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

4. Reports of Committees:
  - a. Planning Commission.



- b. Report of the Zoning Administrator:
  - i. Update on Residential Construction Projects;
  - ii. Update on Commercial Use Permits.
- c. Architectural Review Board.
- d. Streetscape Planning Committee.
- 5. Unfinished Business:
  - a. Nighttime Noise from Dumpster Emptying and Other Activities at Town Businesses.
  - b. Replacement of Town Sign and Repair of Triangle.
  - c. Replacement of Devereux Station Sign.
  - d. Sign for Harriet and William Harris Park.
- 6. New Business:
  - a. New Federal Grant Funding.
  - b. Use of Electronic Document Review and Signatures for Town Documents.
- 7. Adjournment.