

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, MAY 4, 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.

**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:**

---

**The Regular Meeting was called to order by Mayor Hollaway at 7:37 PM.**

Order of Business:

Note – Public Hearing on 2021-2022 Annual Budget Rescheduled to June Meeting.

1. Report of the Town Clerk:

a. Approval of the Minutes.

- **Councilmember Poe moved to approve the April 6, 2021 Regular Meeting Minutes and April 7<sup>th</sup> & 14<sup>th</sup> Work Session Minutes as presented, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

b. New Laptop Needed.

It was reported that the Clerk's laptop is six years old and has become unstable. Price quotes for a replacement will be submitted for consideration prior to the next Council Meeting.

2. Report of the Treasurer.

**See attached report.**

- **Mayor Hollaway moved to reschedule the Public Hearing on the proposed FY2022 Budget for June 1, 2021 at 7:30 PM prior to the start of the Regular Meeting via Zoom, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to schedule a Special Meeting to adopt the FY2022 Budget, set the fee rates, and allocate and release the FY2022 funds on June 9, 2021 at 7:30 PM via Zoom, seconded by Councilmember Effros. The motion was approved by poll 6-0.**
- **Vice Mayor McDonald moved to approve the payment to LCS of \$4,350 for the repair of the Triangle Gateway, seconded by Councilmember Effros. The motion was**

**approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

- **Vice Mayor McDonald moved to approve the payment to Design Techniques of \$7,390 for the Triangle Gateway sign replacement, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**
- **Vice Mayor McDonald moved to approve the payment of the invoice to purchase a replacement of the historic sign marker in the Caboose Plaza when issued for a cost of \$1,945 (with \$945 of the cost to be reimbursed by insurance), seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**
- **Councilmember Poe moved to approve the Treasurer's Report as presented, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

3. Citizen's Remarks.  
None.

4. Communications to the Mayor.  
a. FEMA Flood Map Update.  
**See attached letter.**

Mayor Hollaway reported that FEMA has notified the Town that it is preparing a new flood map, and the details with regard to the process will be coordinated by Kathy Kalinowski, the Clerk and others, as needed.

b. Northern Virginia Regional Water Supply Survey.  
**See attached letter.**

Mayor Hollaway noted that an updated regional water supply plan survey is required by the State Code, and the Regional Commission is asking the Town to contribute \$4,150 to participate in the collective survey. He indicated he would obtain the results of the last survey in order to determine how much of the information is specific to the Town of Clifton.

5. Reports of Committees:  
a. Planning Commission.  
**See attached report.**

- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to issue a new Use Permit to Core Outdoor Living, LLC, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to schedule a Public Hearing on the Special Use Permit application submitted by the Clifton Café on June 1, 2021 at 7:30 PM via Zoom, prior to the Regular Meeting, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

b. Report of the Zoning Administrator:  
i. Update on Residential Construction Projects.

An update on the recent purchase of the property at 7184 Clifton Road was presented, and the Council asked that a letter welcoming the new owners and informing them of the outstanding issues with the construction be sent as soon as possible.

c. Architectural Review Board.

Royce Jarrendt reported that the ARB discussed a resident's request for guidance on installing metal porch roofs when it does not match the roofing on the main house, and determined that metal roofs on porches are desirable, even when the rest of the roof is comprised of a different material.

The ARB approved the following applications:

- Market Wealth Management sign to be posted in the courtyard area of 12644 Chapel Road;
  - Virginia Mercantile sign to be posted on the side elevation of 12644 Chapel Road;
  - Clifton Café bracket-mounted gable sign, existing sign on right stairwell and sandwich board sign at 7144 Main Street;
  - Safety deck with railing at 12725 Clifton Heights Road;
- and tabled the following applications pending additional information:
- The Hair Garage sign, which was not approved previously; and,
  - Addition to the existing structure at 12851 Redbird Ridge Road.
- d. Streetscape Planning Committee.
- None.

6. Unfinished Business:

a. Town Clean-up Day.

Mayor Hollaway thanked the Committee on the Environment (COTE) and community volunteers for the successful clean-ups of the Town and nearby cemetery.

b. Repair and Replacement of Town Entrance Triangle and Town Sign - Update.

Vice Mayor McDonald reported that the landscaping has been repaired and the replacement sign is being fabricated and should be erected in a couple weeks. The insurance payments have been collected. The replacement historic marker for the Caboose Plaza is on order but will not be fulfilled for several months. In the meantime, the old sign-post has been removed by DTI, which will also handle the new sign installation.

c. Clifton Ad Hoc Noise Committee - Update.

Councilmember Effros reported that he sent out invitations to businesses and neighboring residents, who all agreed to join the committee. A meeting will be set up after he is done researching the legal status of Fairfax County rules and enforcement procedures.

d. New Federal Grant Funding – Update.

Mayor Hollaway noted that the new funding can be spent over a period of years, which should make the process more orderly. No new information has been received yet.

e. Reschedule Public Hearing and Schedule Special Meeting of Town Council on 2021-2022 Town Annual Budget.

Due to a publication oversight, the Public Hearing was rescheduled for June 1, 2021. Additional information can be found under the Treasurer's Report.

7. New Business:

a. Car Theft from Clifton Heights.

Kathy Kalinowski recounted the information that Amanda Jones furnished at the Planning Commission meeting, namely that the theft appeared to be perpetrated by a team of people capable of remotely accessing keyless ignition systems. Other properties on that same street were reportedly targeted for possible thefts.

b. Town Naturalist Request for Funding to Purchase Equipment.

- **Mayor Hollaway moved to reimburse Town Naturalist Mark Khosravi in the amount of \$375.44 out of \$500 approved last year to purchase equipment for animal rescues**

**and removals, which is a valued service to the community, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

c. Trash Bin at Harris Park.

Vice Mayor McDonald noted that a new trash tote is needed at Harris Park, for a nominal cost to be added to the American Disposal Services trash contract. It will be removed when not needed anymore.

8. Adjournment.

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

The Regular Meeting was adjourned at 9:11 PM.



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

## May 4, 2021 Town Council Meeting - Treasurer's Report for period ended April 30, 2021

1 message

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

Tue, May 4, 2021 at 11:28 AM

To: William Hollaway <whollaway@cliftonva.gov>, seffros@cliftonva.gov, 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 April 30, 2021.**

The April 30, 2021 Financial Statements include:

- The Summary of **Cash Balances Report as of April 30, 2021** reflects total funds of **\$1,361,889.74**.
- The **COVID-19 Report** – This report reflects the Clifton IDA CARES Act Grants funding of \$30,000, the Town's expenditures @ 4/30/21 of \$11,129.17. Salary for the two Town COVID positions will be paid in early May for Jan - April, following the Mayor's review and signature on the COVID hours submitted. **Fairfax County is reconsidering extending the subrecipient agreement to allow the Town of Clifton to utilize the remaining CARES Funding. The Treasurer will keep the Town Council informed of the status. 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 4/30/2021. **Highlights of April 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 was 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. In April, the Town received \$4,350 from GEICO and \$935 from VRSA insurance claims for repair of the Triangle and the historic sign on the RR Siding. 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 April include ARB fees of \$320, Virginia Car Rental Distribution of \$269.50, NVCTB Cigarette tax of \$142.90, State Communications Sales Tax of \$359.21, Sales Tax of \$2,580.39 for Feb., Motor Vehicle Tags of \$37 for April, and Use Permits of \$75, less (\$175) refund. BPOL taxes received in April were \$850. Filings from 35 businesses have been received thus far in the amount of \$34,113 for FY21 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. This refund will be accrued to FY2020 accounting period.

7 **Contractual Expenses:** Highlights for April include C.H. Electric expense of \$633.72 for March, C.H. flags purchase of \$491.23, Legal Fees of \$1,200 as approved by the TC, \$245 for removal of the Historic signpost on the RR Siding and \$1,460 for grounds maintenance and mowing.

8 **CIF Revenue:** On Aug 5 the Town received payment for Streetscape 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.

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

- **Profit & Loss Detail Export** Report for period ended 4/30/2021. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Looking forward to May 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:
  - Notice of Public Hearing - 7 days prior – The legal notice was submitted to The Connection timely, however it was not published. The Connection was very apologetic and agreed to publish the Notice without charge to the Town. I just spoke to my contact with The Connection and she assured me that the Public Notice will be published on Thursday, May 6 for the June 1, 2021 Public Hearing for the Proposed FY22 Budget, prior to the Regular Town Council meeting.
  - Special Meeting for Approval of the FY22 Budget can be scheduled 8 days following the public hearing – Schedule after June 8<sup>th</sup>
- **Roll Call Action for Consideration**
  - Consideration of reimbursement to Mark Khosravi, Town Environmentalist, for purchase of tools and traps for handling wildlife in the amount of \$375.44. FY21 budget for this line item is \$500.
  - Roll Call vote for payment of \$4,350 to LCS Property Services, LLC for the Clifton Triangle gateway planter repair. The contract was reviewed and approved at the April Town Council meeting and Regan McDonald has authorized completion of the contract.
  - Roll Call vote to authorize payment of \$7,390 to Design Techniques, Inc. per the Town's signed contract approved at the April Town Council meeting. Payment will not be made until written authorization is received from Regan McDonald confirming that the work has been completed satisfactorily per the contract.

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](mailto:treasurer@cliftonva.gov)

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

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



**2021 04 30 Financial Statements.xlsx**

71K

ASSETS	4/30/2021	<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	318,637.23	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	48,315.99	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	980.00			0.15%	
Money Market Savings-United	164,616.00		10/31/2020	0.25%	Down from 1.39% @ 8/30/19
Security Deposit - United Bank	4,409.07				
<b>Total Checking/Savings</b>	<b>1,361,889.74</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**  
**April 2021**

Operating Funds		Apr 21	Budget	Jul '20 - Apr 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	4,199.42	4,166.66	5,000.00
	Federal CARES Act - COVID-19	0.00	4,024.25	0.00	40,242.50	48,291.00
	Haunted Trail Event	0.00	0.00	0.00	35,000.00	35,000.00
	Interest Income	207.20	1,000.00	7,867.83	10,000.00	12,000.00
	Other Income	5,295.00	0.00	12,192.50	0.00	0.00
	Pink House Rental	2,900.00	2,666.67	28,050.00	26,666.66	32,000.00
	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
	Tax and Permits Revenue	4,575.11	4,533.33	80,895.10	86,933.34	96,000.00
	<b>Total Income</b>	<b>13,321.69</b>	<b>12,640.92</b>	<b>149,214.85</b>	<b>215,309.16</b>	<b>240,591.00</b>
	<b>Gross Profit</b>	<b>13,321.69</b>	<b>12,640.92</b>	<b>149,214.85</b>	<b>215,309.16</b>	<b>240,591.00</b>
<b>Expense</b>						
	*Payroll Expenses - Liab reclass	382.50		1,624.19		
	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	0.00	281.67	1,910.53	3,716.66	4,280.00
	Contractual	4,148.54	9,527.87	87,861.89	194,419.26	213,475.00
	Haunted Trail Expenses	174.90	0.00	1,749.00	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	5,000.00	5,395.25	59,947.85	55,952.50	66,743.00
	<b>Total Expense</b>	<b>9,705.94</b>	<b>15,204.79</b>	<b>153,096.23</b>	<b>286,838.42</b>	<b>317,248.00</b>
	<b>Net Income</b>	<b>3,615.75</b>	<b>(2,563.87)</b>	<b>(3,881.38)</b>	<b>(71,529.26)</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	369,000.00	442,800.00
<b>CIF Expenses</b>						
	CIF -Streetscape Phase 2 Constr	0.00	4,833.33	0.00	48,333.34	58,000.00
	CIF -Streetscape Phase 2 Design	0.00	73,147.92	0.00	731,479.16	877,775.00
	CIF Expenses	0.00	1,916.67	7,655.00	409,166.66	413,000.00
8	<b>Total CIF Expenses</b>	<b>0.00</b>	<b>79,897.92</b>	<b>7,655.00</b>	<b>1,188,979.16</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>(819,979.16)</b>	<b>(905,975.00)</b>
	<b>Consolidated Net Income</b>	<b>3,615.75</b>	<b>(45,561.79)</b>	<b>(10,904.87)</b>	<b>(891,508.42)</b>	<b>(982,632.00)</b>

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

# Town of Clifton

## Profit & Loss Budget Performance

### April 2021

	Operating Funds					
		Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
1						
	<p><b>Federal CARES Act Revenues:</b> 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. <b>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.</b></p>					
2						
	<p><b>Other income:</b> The Town received a return of the Clifton IDA CARES Act Grant due to receiving a new RISE Grant from Fairfax County. This refund was 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. <b>In April, the Town received \$4,350 from GEICO and \$935 from VRSA insurance claims for repair of the Triangle and the historic sign on the RR Siding. See the attached detail schedule.</b></p>					
3						
	<p><b>Pink House Rental:</b> Reflects \$800 rent relief to Belle Jar, LLC for July &amp; August 2020.</p>					
4						
	<p><b>S.R. Litter Control Grant</b> - Received \$935 from the State for FY21. <b>These need to be expended and reported prior to June 30, 2021.</b></p>					
5						
	<p><b>Va State Fire Program Revenues:</b> 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>					
6						
	<p><b>Taxes &amp; Permits Revenue:</b> Highlights for April include ARB fees of \$320, Virginia Car Rental Distribution of \$269.50, NVCTB Cigarette tax of \$142.90, State Communications Sales Tax of \$359.21, Sales Tax of \$2,580.39 for Feb., Motor Vehicle Tags of \$37 for April, and Use Permits of \$75, less (\$175) refund. <b>BPOL taxes received in April were \$850. Filings from 35 businesses have been received thus far in the amount of \$34,113 for FY21 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. This refund will be accrued to FY2020 accounting period.</b></p>					
7						
	<p><b>Contractual Expenses:</b> Highlights for April include C.H. Electric expense of \$633.72 for March, C.H. flags purchase of \$491.23, Legal Fees of \$1,200 as approved by the TC, \$245 for removal of the Historic Sign post on the RR Siding and \$1,460 for grounds maintenance and mowing.</p>					
8						
	<p><b>CIF Revenue:</b> 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>					
9						
	<p><b>CIF Expense:</b> This expense reflects capital expenditures made for HVAC replacement on the Pink House in August. The expenses will be capitalized and depreciated annually.</p>					

10:09 AM  
05/04/21  
Accrual Basis

Town of Clifton  
**Transaction Detail By Account**  
April 2021

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>Tax and Permits Revenue</b>							
<b>ARB Permits</b>							
Sales Receipt	04/09/2021	00-4926	Virginia Mercantile	ARB Application - signage	ARB	10.00	10.00
Sales Receipt	04/09/2021	00-4927	Market Financial Services, LLC	ARB Application - signage	ARB	10.00	20.00
Sales Receipt	04/12/2021	00-4933	Columbia Pike Animal Hospital	ARB Application	ARB	250.00	270.00
Sales Receipt	04/19/2021	00-4934	Clifton Cafe'	ARB Application - Sign review	ARB	50.00	320.00
Total ARB Permits						320.00	320.00
Total Tax and Permits Revenue						320.00	320.00
<b>TOTAL</b>						<b>320.00</b>	<b>320.00</b>

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 21	Budget	Jul '20 - Apr 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	369,000.00	442,800.00
10			Total Grants					0.00	36,900.00		631.51	369,000.00	442,800.00
11			Total CIF - Capital Improvements Fund					0.00	36,900.00		631.51	369,000.00	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		4,199.42	4,166.66	5,000.00
23			Total Community Hall Revenues					344.38	416.67		4,199.42	4,166.66	5,000.00
24			Deferred CARES Act Funding from FY20 to Federal CARES Act FY21					0.00	4,024.25		49,766.01	40,242.50	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					207.20	1,000.00		7,867.83	10,000.00	12,000.00
28			Other Income See supplemental detail schedule					5,295.00	0.00		12,192.50	0.00	0.00
29			PC - Reimbursements					0.00			0.00	0.00	0.00
30			Pink House Rental					2,900.00	2,666.67		28,050.00	26,666.66	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					320.00	41.67		390.00	416.66	500.00
38			BPOL tax					850.00	0.00		34,112.84	40,000.00	40,000.00
39			BZA Fee					0.00			0.00	0.00	0.00
40			Cigarette Tax					142.90	208.33		1,181.11	2,083.34	2,500.00
41			Communications Sales Tax -Va					359.21	400.00		3,709.90	4,000.00	4,800.00
42			Franchise Fees - Cox & Verizon					0.00	291.67		2,119.56	2,916.66	3,500.00
43			Motor Vehicle Tags					37.41	583.33		7,020.45	5,833.34	7,000.00
44			Railroad Tax					0.00			1,562.12	1,600.00	1,600.00
45			Sales Tax					2,580.39	2,666.67		23,866.62	26,666.66	32,000.00
46			Use Permits					(100.00)	58.33		1,575.00	583.34	700.00
47			Utility Consumption Tax					115.70	100.00		947.51	1,000.00	1,200.00
48			VA - Car Rental Distribution					269.50	183.33		4,409.99	1,833.34	2,200.00
49			Total Tax and Permits Revenue					4,575.11	4,533.33		80,895.10	86,933.34	96,000.00
50			Total Income					13,321.69	49,540.92		199,612.37	584,309.16	683,391.00
51			Gross Profit					13,321.69	49,540.92		199,612.37	584,309.16	683,391.00
52			Expense										
53			*Payroll Expense Reclassed to P/R liabilities >>>					382.50			1,624.19		

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
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	48,333.34	58,000.00
56								CIF -Streetscape Phase 2 Design	0.00	73,147.92	0.00	731,479.16	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	16,666.66	20,000.00
60								Engineering /Design - Sidewalks	0.00	250.00	0.00	2,500.00	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	409,166.66	413,000.00
68								Citizens' Recognition Expense	0.00		0.00	750.00	750.00
69								Commodities					
70								Computer Supplies	0.00	131.67	1,138.98	1,316.66	1,580.00
71								Copies	0.00	16.67	0.00	166.66	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	833.34	1,000.00
76								Postage and Delivery	0.00	50.00	552.63	500.00	600.00
77								Total Commodities	0.00	281.67	1,910.53	3,716.66	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	0.00	200.00	850.00	2,000.00	2,400.00
85								C.H.-Equipment & Supplies	491.23	62.50	491.23	625.00	750.00
86								C.H.-General Maintenance	0.00	366.67	0.00	3,666.66	4,400.00
87								C.H.-Management Fee	0.00	104.17	0.00	1,041.66	1,250.00
88								C.H. - Electric	633.72	541.67	3,745.15	5,416.66	6,500.00
89								C.H. Interior Improvements	0.00		0.00	1,000.00	1,000.00
90								Total Community Hall Expenses	1,124.95	1,275.01	5,086.38	13,749.98	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	108.00	166.67	394.00	1,666.66	2,000.00
99								Mayoral Reimbursement	0.00	41.67	0.00	416.66	500.00
100								Miscellaneous	0.00	208.33	0.00	2,083.34	2,500.00
101								Professional Fees					
102								Accounting	0.00	0.00	3,250.00	7,500.00	7,500.00
103								Legal Fees	1,200.00	2,500.00	6,525.00	25,000.00	30,000.00
104								Total Professional Fees	1,200.00	2,500.00	9,775.00	32,500.00	37,500.00
105								Rent					

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
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	1,250.00	1,500.00
112								Pink House Expenses					
113								Pink House Maintenance	0.00	833.33	4,000.00	8,333.34	10,000.00
114								Pink House Repairs	0.00		402.00		
115								Total Pink House Expenses	0.00	833.33	4,402.00	8,333.34	10,000.00
116								R.R. Siding/Caboose Maint.	245.00	0.00	245.00	0.00	0.00
117								Town Handyman - 1099 vendor	0.00	500.00	0.00	5,000.00	6,000.00
118								Total Town Facilities	245.00	1,458.33	4,647.00	14,583.34	17,500.00
119								Town Government					
120								Architectural Review Board	0.00	25.00	0.00	250.00	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	0.00		30,000.00	30,000.00	30,000.00
129								COVID-19	0.00	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	4,166.66	5,000.00
132								General Admin Costs	0.00	25.00	0.00	250.00	300.00
133								General Consulting	0.00	666.67	102.50	6,666.66	8,000.00
134								PC Hearings, Ads and copies	0.00	41.67	0.00	416.66	500.00
135								Total Planning Commission	0.00	1,150.01	102.50	11,499.98	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	916.66	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	1,416.66	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	541.66	650.00
151								Total Environmental Comm	0.00	54.17	0.00	991.66	1,100.00
152								Historic Preservation Comm Exp					
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								Total Historic Preservation Comm Exp	0.00		0.00	2,500.00	2,500.00

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
158								Sunshine Committe					
159								Easter Egg Hunt Expense	0.00	0.00	0.00	250.00	250.00
160								Welcome Baskets & Sympathy	0.00	0.00	0.00	0.00	0.00
161								Total Sunshine Committe	0.00	0.00	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	10.59		710.59		
165								Landscape/Ground Maint expense	0.00	0.00	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	2,500.00	3,000.00
168								Tree Triming & Replacement	0.00	416.67	0.00	4,166.66	5,000.00
169								Total Town Parks Committee Exp	10.59	666.67	710.59	17,191.66	18,525.00
170								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
171								Total Town Committees Expense	10.59	812.51	1,579.12	24,049.98	25,675.00
172								Total Town Government	10.59	1,987.52	36,562.69	87,140.96	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	5,041.66	6,050.00
176								Recepticle Trash Maintenance	0.00	0.00	0.00	0.00	0.00
177								Town Park Lawn Maintenance	1,460.00	416.67	2,910.00	4,166.66	5,000.00
178								Trash Collection	0.00	444.50	2,609.25	4,445.00	5,334.00
179								Triangle & Barrel Maintenance	0.00	0.00	0.00	0.00	0.00
180								Utilities					
181								Gas and Electric	0.00	108.33	799.28	1,083.34	1,300.00
182								Utilities - Other	0.00		0.00	0.00	0.00
183								Total Utilities	0.00	108.33	799.28	1,083.34	1,300.00
184								Town Services - Other	0.00	416.67	0.00	4,166.66	5,000.00
185								Total Town Services	1,460.00	1,890.34	8,718.53	18,903.32	22,684.00
186								Total Contractual	4,148.54	9,527.87	87,861.89	194,419.26	213,475.00
187								Haunted Trail Expenses	174.90	0.00	1,749.00	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	3,333.40	3,333.32	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	10,000.00	10,000.00	12,000.00
195								Town Clerk (Administrative)	1,166.66	1,166.66	11,666.60	11,666.68	14,000.00
196								Town COVID Financial Administra	0.00		3,716.25		
197								Town COVID Response Coordinator	0.00		3,095.00		
198								Town Treasurer	2,000.00	2,000.00	20,000.00	20,000.00	24,000.00
199								Zoning Clerk	500.00	500.00	5,000.00	5,000.00	6,000.00
200								Total Gross Wages	5,000.00	5,000.00	56,811.25	52,000.00	62,000.00
201								Miscellaneous	0.00		32.23		
202								Payroll Taxes					
203								FICA	0.00	0.00	2,515.96	0.00	0.00
204								Medicare	0.00	0.00	588.41	0.00	0.00
205								Payroll Taxes - Other	0.00	395.25	0.00	3,952.50	4,743.00
206								Total Payroll Taxes	0.00	395.25	3,104.37	3,952.50	4,743.00
207								Total Payroll Expenses	5,000.00	5,395.25	59,947.85	55,952.50	66,743.00
208								Town Assoc of NoVA Event	0.00	0.00	0.00	0.00	0.00

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
209			Total Expense						9,705.94	95,102.71	160,751.23	1,475,817.58	1,666,023.00
210	Net Income								3,615.75	(45,561.79)	38,861.14	(891,508.42)	(982,632.00)



FEMA

April 30, 2021

The Honorable William R. Hollaway  
Mayor, Town of Clifton  
P.O. Box 309  
Clifton, Virginia 20124

Prelim-EAP

Community Name: Town of Clifton,  
Fairfax County,  
Virginia

Community No.: 510186

Dear Mayor Hollaway:

We are pleased to present your community with Preliminary copies of the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for Fairfax County, Virginia and Incorporated Areas for your review and comment. The enclosed FIS report for Fairfax County describes the flood hazard information updates made to the FIRM and FIS report and the source information used in making the updates. We have revised only those FIRM panels with updated flood hazard information.

We are sending the Preliminary copies at this time to give your community an opportunity to review them. Additionally, in an effort to assist you in circulating the information, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) has posted digital copies of the revised FIRM, FIS report, and supporting database on the following page of the Map Service Center: <https://www.fema.gov/preliminaryfloodhazarddata/>.

We will contact you shortly to schedule a formal community coordination meeting (a "Consultation Coordination Officer [CCO]" Meeting) to discuss the revised flood hazard information, ordinance adoption, and other frequently asked questions and concerns. In the meantime, we encourage you to circulate the enclosed copies as widely as possible among elected officials, staff, and other individuals or organizations in the community that would have an interest in the FIRM and FIS report so that they will have the opportunity to review them thoroughly before the formal community coordination meeting. The review period provides community officials and citizens in the affected communities with an opportunity to identify changes or corrections to non-technical information, such as corporate limits, road names, and stream names on the FIRM or in the FIS report. Comments may be sent to Brian Lee, at STARR II, either at 6110 Frost Place, Laurel, MD 20707 or by email at [brian.lee@stantec.com](mailto:brian.lee@stantec.com). Please submit comments (digital format such as shapefiles preferred) no later than 30 days from the date of this letter. All comments and changes received during this review period will be incorporated, as appropriate, before the FIRM and FIS report become effective.

We reviewed our records to determine if any previous Letters of Map Change (LOMCs) (i.e., Letters of Map Amendment, Letters of Map Revision [LOMRs]) for your community will be superseded when the FIRM becomes effective. According to our records, no LOMCs have been issued for your community.

Your community should be aware that recently approved LOMCs, specifically LOMRs, may have been issued for your community. The LOMR process is dynamic and FEMA is reviewing LOMR applications regularly. To complete production of the Preliminary FIRMs which includes incorporating the effects of

“mappable” LOMRs issued since the last map effective date, a specific cutoff was established. FEMA will address any approved LOMRs issued after the cutoff date when the final SOMA is distributed. If your community has concerns regarding a specific case, please submit the LOMR case number, as well as any appropriate documentation, to our FEMA Regional Office at 615 Chestnut Street, One Independence Mall, Sixth Floor, Philadelphia, Pennsylvania 19106-4404 before the end of the comment or appeal periods discussed below to assist us in keeping the map up to date.

After the CCO Meeting, we will initiate a statutory 90-day appeal period for certain communities within Fairfax County. A statutory 90-day appeal period is required when FEMA adds or modifies Base (1-percent-annual-chance) Flood Elevations, base flood depths, Special Flood Hazard Areas (SFHAs), flood zone designations, or regulatory floodways within a community, as shown on the Preliminary FIRM. If your community is identified as requiring an appeal period, we will send you a letter approximately 2 weeks before the start of the 90-day appeal period to detail the appeal process. The letter will forward information regarding notifications to be published in the *Federal Register* and local newspaper(s) and will provide the first and second publication dates. The appeal period will start on the second publication date. Additional information concerning the 90-day appeal period will be provided during the CCO Meeting.

After the 30-day review and appeal periods have ended and we have addressed all comments/appeals, we will initiate final preparation of the FIRM and FIS report. The new FIRM and FIS report for your community will become effective approximately 7 to 10 months later. Before the effective date, you will be notified in writing of the official FIRM and FIS report effective date and asked to adopt floodplain ordinances or modify existing ordinances as necessary that correspond with the new FIRM or FIS report. If you or other community officials have any questions regarding floodplain ordinances, you may raise them with our FEMA Regional Office or you may discuss those issues with your State National Flood Insurance Program (NFIP) Coordinator. Several months before the effective date, we will mail one set of printed copies of the finalized FIRM and FIS report and digital copies of the map and report products.

Your community’s comments on the Preliminary FIRM panels and FIS report are an important part of our review process, and we will consider them carefully before we publish the FIRM and FIS report in their final form. If you have any questions regarding the Preliminary copies of the FIRM and FIS report, please contact Lee Brancheau of FEMA’s Regional Office in Philadelphia, Pennsylvania at (215) 931-5729 or Brian Lee at STARR II, either by telephone at (301) 220-1880 or by email at [brian.lee@stantec.com](mailto:brian.lee@stantec.com). If you have general questions about mapping issues, please call our FEMA Mapping and Insurance eXchange (FMIX), toll free, at (877) 336-2627 (877-FEMA MAP) or e-mail our FMIX staff at [FEMA-FMIX@fema.dhs.gov](mailto:FEMA-FMIX@fema.dhs.gov).

Sincerely,



Luis Rodriguez, P.E., Director  
Engineering and Modeling Division  
Federal Insurance and Mitigation Administration

Enclosures:

Preliminary FIRM and FIS report

Floodplain Management Bulletin 1-98, *Use of Flood Insurance Study (FIS) Data  
as Available Data*

*Adoption of Flood Insurance Rate Maps by Participating Communities*

*Flood Hazard Mapping Fact Sheet*

Region III State Floodplain Coordinating Offices

cc: Ms. Kathleen Barton, Floodplain Administrator, Town of Clifton  
Ms. Angela Davis, CFM, Floodplain Program Planner, Virginia Department of Conservation &  
Recreation  
Ms. Wendy C Howard-Cooper, Director, State NFIP Coordinator and Director, Dam Safety and  
Floodplain Management, Virginia Department of Conservation & Recreation



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

---

**Fwd: Regional Water Supply Plan**

---

**William Hollaway** <whollaway@cliftonva.gov>

Thu, May 6, 2021 at 4:01 PM

To: Regan McDonald &lt;rmcdonald@cliftonva.gov&gt;, Effros Steve &lt;steve@effros.com&gt;, ppline@cliftonva.gov, Poe Darrell &lt;dpoe@cliftonva.gov&gt;, lscreen@cliftonva.gov

Cc: Christman Amanda &lt;clerk@cliftonva.gov&gt;, Clifton Treasurer &lt;treasurer@cliftonva.gov&gt;, "com" Kathy" &lt;khk@baberkal.com&gt;

All,

Attached is follow-up information from NVRC regarding the Regional Water Supply Plan study and the request for \$4,150 from the Town. The response includes links to the original study and the 5 year update (which has no specific information about Clifton).

There is no question that the study is needed. The only questions appear to be whether we participate in the NVRC group study, and whether they will reduce the cost.

I have asked about the cost, and will ask again.

We need to decide on this at the next meeting. I will put it on the Agenda.

Best regards,  
Bill

**William R. Hollaway**

Begin forwarded message:

**From:** Normand Goulet <NGoulet@novaregion.org>**Date:** May 4, 2021 at 9:58:40 PM EDT**To:** William Hollaway <whollaway@cliftonva.gov>, Robert Lazaro <rlazaro@novaregion.org>**Subject: RE: Regional Water Supply Plan**

Mayor Holloway,

For some context on the Regional Water Supply Plan I need to start with a little bit of history. In November 2005, the Commonwealth enacted the Local and Regional Water Supply Planning Regulation (9 VAC 25-780-10). This law was passed following the droughts of the late 90's and early 20's. The plan established a required planning process and criteria that localities were required to use in the development of either a Local or a Regional Water Supply Plan (WSP). Every Jurisdiction, regardless of size, was required to submit a Plan or participate in a Regional Plan. The plan must contain (i) Inventory of Existing Water Sources; (ii) Assessment of Existing Water Demand, Resource Conditions & Projected Water Demand at 2040; (iii) Description of Water Conservation Management Actions; (iv) Statement of Need if 2040 Demands Exceed Current Source Availability; (v) Analysis of Alternatives to Address Projected Source Deficits – in areas of deficit; and (vi) Drought Response Contingency Plans. The WSPs must be Reviewed every 5 years and Revised where necessary (Minor Update); all WSPs must be Reviewed, Revised, and Resubmitted to DEQ every 10 years (Major Update). Given that schedule the next Major Update for the Northern Virginia Plan is due to DEQ in December 2023.

I've attached to this email a copy of the PowerPoint presentation that I actually gave to the Town back in November of 2006. I believe I met with the Town Council once and the Planning Commission twice over the life of the original plan development. My point of contact at that time was Ms. Susan Yantis. I also discussed with DEQ staff back in 2006/2007 about the possibility for a waiver for the Town, given that 100% of the residents in the Town are all on private wells. That request was turned down given the specific language that the General Assembly included in the original law and DEQ's intent to identify areas within the Commonwealth where private wells are in use.

You can find a copy of the full Water Supply Plan at the following website: <https://www.novaregion.org/1214/Northern-Virginia-Water-Supply-Plan>. The report is broken down into downloadable Chapters given that the full report is over six inches thick. You will find sections specific to the Town throughout the individual Chapters. The 2018 Interim update memo can also be found at that same webpage. That memo has no information specific to the Town of Clifton.

Please feel free to give me a call at 703-599-2405 at any time, day or evening, if that works better for you. I suspect you will still have questions after reading this material.

Regards,

Norm Goulet

---

**Normand Goulet**  
**Director, Division of Environmental and Resiliency Planning**  
**Northern Virginia Regional Commission**  
**3040 Williams Drive, Suite 200**  
**Fairfax, VA 22031**

**Office: 703-642-4634**

**Cell: 703-599-2405**

**FAX: 703-642-5077**

**Email: [ngoulet@novaregion.org](mailto:ngoulet@novaregion.org)**

**Website: [www.novaregion.org](http://www.novaregion.org)**

*This e-mail may contain information that is protected by law. The use of this information by unauthorized persons is strictly prohibited. If you received this e-mail in error, please immediately notify the sender by telephone or reply e-mail and permanently delete this e-mail from your computer system.*

---

**From:** William Hollaway <[whollaway@cliftonva.gov](mailto:whollaway@cliftonva.gov)>  
**Sent:** Tuesday, May 4, 2021 8:39 PM  
**To:** Robert Lazaro <[rlazaro@novaregion.org](mailto:rlazaro@novaregion.org)>  
**Cc:** Normand Goulet <[NGoulet@novaregion.org](mailto:NGoulet@novaregion.org)>  
**Subject:** Re: Regional Water Supply Plan

Thanks Bob. I look forward to hearing from Norm.

Best regards,

Bob

**William R. Hollaway**

**Mayor, Town of a Clifton, Virginia**

On May 4, 2021, at 8:29 PM, Robert Lazaro <[rlazaro@novaregion.org](mailto:rlazaro@novaregion.org)> wrote:

Bill,

Good to hear from you. I hope you are well.

Let me connect you with my water person (Norm) to help provide information and context to this whole project. It is a DEQ requirement that rolls down to all our local governments. I understand your concern re: fiscal impact.

Regards,

Bob

Robert W. Lazaro, Jr.

Executive Director, NVRC

Sent via iPhone

---

**From:** William Hollaway <[whollaway@cliftonva.gov](mailto:whollaway@cliftonva.gov)>

**Sent:** Tuesday, May 4, 2021 20:25

**To:** Robert Lazaro

**Subject:** Re: Regional Water Supply Plan

Bob,

Can you send me a copy of the May 2012 Plan and the interim update? I am trying to get my arms around what the study includes and how the Town of Clifton fits in.

Thanks,

Bill

**William R. Hollaway**

**Mayor, Town of Clifton**

On May 4, 2021, at 7:33 PM, William Hollaway <[whollaway@cliftonva.gov](mailto:whollaway@cliftonva.gov)> wrote:

Bob,

Is there anything we can do about the allocation here? It is unbelievably inequitable. It works out to about \$15 per citizen, which for Fairfax County would be over \$15,000,000 (vs.\$41k). Our Town is 0.25 square miles, has no public water supply, and no changes. Moreover, all of our wells are regulated and approved by Fairfax County, we have no role in it.

We would like to provide something, but the proposed contribution level is disproportionate and unreasonable relative to the other jurisdictions. As proposed, it would be a significant hit to our budget.

Let me know if there is something you can do to make the contribution more reasonable for Clifton.

Best regards,

Bill

**William R. Hollaway**

**Mayor, Town of Clifton, Virginia**

On Apr 30, 2021, at 9:04 AM, Robert Lazaro <[rlazaro@novaregion.org](mailto:rlazaro@novaregion.org)> wrote:

Dear All:

Following up with you on this matter.

The Plan is a requirement of State regulation.

If you have any questions please contact Norm who is copied on this email.

Many thanks.

Bob

---

**From:** Robert Lazaro

**Sent:** Tuesday, December 1, 2020 9:30 AM

**To:** [mschwartz@arlingtonva.us](mailto:mschwartz@arlingtonva.us); [krogers@dumfriesva.gov](mailto:krogers@dumfriesva.gov); [rob.stalzer@fairfaxva.gov](mailto:rob.stalzer@fairfaxva.gov); [Bryan.Hill@fairfaxcounty.gov](mailto:Bryan.Hill@fairfaxcounty.gov); [wshields@fallschurchva.gov](mailto:wshields@fallschurchva.gov); [bill.ashton@herndon-va.gov](mailto:bill.ashton@herndon-va.gov); [l.palko@manassasparkva.gov](mailto:l.palko@manassasparkva.gov); [cmartino@pwcgov.org](mailto:cmartino@pwcgov.org); [Manager@viennava.gov](mailto:Manager@viennava.gov); [ccoon@townofhaymarket.org](mailto:ccoon@townofhaymarket.org); [townadmin@middleburgva.gov](mailto:townadmin@middleburgva.gov); [kjovanovich@occoquanva.gov](mailto:kjovanovich@occoquanva.gov); [townmanager@lovettsvilleva.gov](mailto:townmanager@lovettsvilleva.gov); [MayorVance@hillsborova.org](mailto:MayorVance@hillsborova.org); [mayor@hamiltonva.gov](mailto:mayor@hamiltonva.gov); [whollaway@cliftonva.gov](mailto:whollaway@cliftonva.gov)  
**Cc:** Normand Goulet <[NGoulet@novaregion.org](mailto:NGoulet@novaregion.org)>  
**Subject:** FW: Regional Water Supply Plan

Dear All,

Friendly reminder about the attached.

Apologies if your signed participation letter and this email have crossed in the mail.

Bob

---

**From:** Robert Lazaro  
**Sent:** Monday, November 2, 2020 8:29 AM  
**To:** [mark.jinks@alexandriava.gov](mailto:mark.jinks@alexandriava.gov); [mschwartz@arlingtonva.us](mailto:mschwartz@arlingtonva.us); [krogers@dumfriesva.gov](mailto:krogers@dumfriesva.gov); [rob.stalzer@fairfaxva.gov](mailto:rob.stalzer@fairfaxva.gov); [Bryan.Hill@fairfaxcounty.gov](mailto:Bryan.Hill@fairfaxcounty.gov); [wshields@fallschurchva.gov](mailto:wshields@fallschurchva.gov); [bill.ashton@herndon-va.gov](mailto:bill.ashton@herndon-va.gov); [kdentler@leesburgva.gov](mailto:kdentler@leesburgva.gov); [Tim.Hemstreet@loudoun.gov](mailto:Tim.Hemstreet@loudoun.gov); [ppate@ci.manassas.va.us](mailto:ppate@ci.manassas.va.us); [l.palko@manassasparkva.gov](mailto:l.palko@manassasparkva.gov); [cmartino@pwcgov.org](mailto:cmartino@pwcgov.org); [Manager@viennava.gov](mailto:Manager@viennava.gov); [ccoon@townofhaymarket.org](mailto:ccoon@townofhaymarket.org); [townadmin@middleburgva.gov](mailto:townadmin@middleburgva.gov); [kjovanovich@occoquanva.gov](mailto:kjovanovich@occoquanva.gov); [dmekarski@purcellvilleva.gov](mailto:dmekarski@purcellvilleva.gov); [rlohr@roundhillva.org](mailto:rlohr@roundhillva.org); [mhynes@roundhillva.org](mailto:mhynes@roundhillva.org); [townmanager@lovettsvilleva.gov](mailto:townmanager@lovettsvilleva.gov); [MayorVance@hillsborova.gov](mailto:MayorVance@hillsborova.gov); [mayor@hamiltonva.gov](mailto:mayor@hamiltonva.gov); [whollaway@cliftonva.gov](mailto:whollaway@cliftonva.gov)  
**Cc:** Normand Goulet <[NGoulet@novaregion.org](mailto:NGoulet@novaregion.org)>  
**Subject:** Regional Water Supply Plan

Dear All:

Attached please find a letter regarding the required update to the regional water supply plan for Northern Virginia. The Plan is a requirement of State regulation.

The letter goes into detail as to the history of this project, etc.

I have copied Norm Goulet of our staff who led this project previously for the Commission and will be doing so again this go round. Please direct any specific questions to Norm.

Regards,

Bob

Robert W. Lazaro, Jr.  
Executive Director

Northern Virginia Regional Commission

[3040 Williams Drive, Suite 200](#)

Fairfax, VA 22031

540-238-7715 (cell)

703-642-0700 (office)

[Twitter](#) or [Facebook](#)

[Coronavirus Resources](#)

Remember to beat COVID19 by:

1. Wearing a Mask
2. Washing your hands
3. Employing physical distancing
4. Staying home if you can

<Regional Water Supply Plan.pdf>

---

**2 attachments**



**image001.png**  
6K



**Virginia's Local and Regional Water Supply Planning Regulation.pdf**  
672K

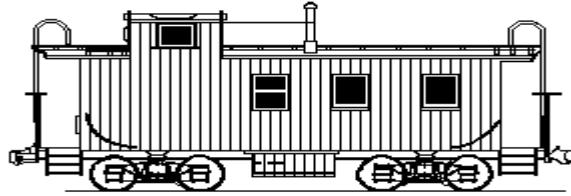
## **PLANNING COMMISSION REPORT for April 27, 2021**

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

1. A public hearing was scheduled for a special use permit for a restaurant use for Motier, LLC at 12644 Chapel Road Suites A & B. The hearing was cancelled based on information from the owner Mr. Setiawan and the landlord Mr. Foley that the business would be further expanding within the next two months into Suites C & D at the above location. Since Motier, LLC has a special use permit issued in March 2020 authorizing take out and 14 seats for dining and 11 parking spaces which were allocated and Motier indicated that until a new special use permit is issued, it would conduct its business in compliance with the existing issued use permit until it leases the aforementioned spaces at which time it would apply for a new special use permit.
2. Core Outdoor Living submitted a new use permit application for changed space at 12642 Chapel Road for an office use at these commercially zoned premises for a home improvement business for the hours of Monday thru Friday from 7AM to 5 PM for the use of offices 14, 15, 16, 17, 18 and 19 for a total of 642 square feet and the allocation of 3 parking spaces at this location which is recommended for approval.
3. Reed Hall and Amanda Jones, who have an outstanding preliminary use permit and plan of development for over 10,000 square feet of outdoor development, which includes a pool, deck, landscaping, among other items which was issued in 2018 and in 2020 was extended until May 31, 2021, have applied to revise their plan with respect to the deck. The new plans were submitted to the Town Engineer for review and the Town Engineer's comments were supplied to the applicants for review and response. Pending the review and response, this application was tabled until the May 2021 Planning Commission meeting.
4. The Clifton Café at 7144 Main Street applied for a special use permit for an expanded restaurant space. A brief history:
  - In April 2019 a special use permit was granted to the Clifton Café recognizing new ownership but upon the same terms and conditions as the existing special use permit which had been issued to the prior owner, including same number of seats, 56, and same hours and number of employees.
  - In November 2020, the Café applied for a new special use permit for expanded seating, 85 seats and expanded parking. At the Planning Commission's December 2020 meeting, the Planning Commission voted to require the applicant provide a final signed application (there had been written addendums) and an engineered parking plan, among other items.
  - In March 2020, the Café submitted an application for 84 seats, new hours, 10 employees and a new engineered parking plan indicating that the only changes

would be 6 new parking spaces, resulting in 2475 square feet of land disturbing activity. This new plan was submitted to the Town Engineer for comment and review and the comments were provided to the applicant.

- On April 20, 2021, the Café submitted a revised application for a total of 74 seats, 10 employees and the new hours and relied on the existing parking plan which had been in place since the Café began business under the prior owners. The Planning Commission after lengthy discussion, voted to set the matter for a public hearing at the May meeting of the Planning Commission if the applicant no later than May 10 (the advertising submission deadline), provides an engineered, drawn to scale parking plan on the latest surveyed plat for the parking lot in compliance with Section 9-13 of the Code, including, but not limited to, a plat indicating the location of the all the spaces, the size of the spaces, the size of the aisles, the size of the entries and exists, the location of entries and exits, the location of all existing and proposed lighting, all setbacks, how the spaces will be delineated, the surface of the lot, the dumpsters, a loading space or a waiver request indicating how loading can be accomplished, any proposed screening.



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, MAY 4, 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:**

Note – Public Hearing on 2021-2022 Annual Budget Rescheduled to June Meeting

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. Repair and Replacement of Town Entrance Triangle and Town Sign - Update.
  - b. Clifton Ad Hoc Noise Committee - Update.
  - c. New Federal Grant Funding – Update.
  - d. Reschedule Public Hearing and Schedule Special Meeting of Town Council on 2021-2022 Town Annual Budget.
6. New Business:
  - a. Car Theft from Clifton Heights.
  - b. Town Naturalist Request for Funding to Purchase Equipment.
7. Adjournment.