

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JUNE 1, 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: Steve Effros

The Public Hearings and Regular Meeting were called to order by Mayor Hollaway at 7:31 PM.

Public Hearings

1. Public Hearing on Proposed 2021-2022 Annual Budget for Town of Clifton.
 - **There being no public comments offered, Mayor Hollaway moved to close the Public Hearing on the proposed FY2022 Budget, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**
 - a. Reminder – Special Meeting on June 9, 2021 to Adopt 2021-2022 Annual Budget.
Mayor Hollaway reminded Council and Staff that a Special Meeting to adopt the FY2022 Budget is scheduled to take place on June 9, 2021 at 7:30 PM via Zoom. Resolutions to be considered will be circulated in advance.
2. Public Hearing on Clifton Café Special Use Permit, including Expanded Parking, Seating, Employees, and Hours of Operation.
 - **There being no public comments offered, Mayor Hollaway moved to close the Public Hearing on the proposed Special Use Permit for the Clifton Café, seconded by Vice Mayor McDonald. The motion was approved by poll, 5-0.**

Town Council Meeting - Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions).
 - **Mayor Hollaway moved to approve the May 2021 meeting Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

2. Report of the Treasurer.

See attached report.

Vice Mayor McDonald reported that is has been a few years since new wood chips were placed in the playground, which is an important safety measure. An expenditure of \$2,499 was requested for the wood chips, to be expended in the FY2021 fiscal year. The work is tentatively scheduled to be done on Friday, pending Council approval.

- **Mayor Hollaway moved to approve the expenditure of \$2,499 for new wood chips at the playground, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

A request for reimbursement has been received for Felicia Wright in the amount of \$629.27 for bluebird nesting boxes at the flood plain trail.

- **Mayor Hollaway moved to approve the reimbursement of \$629.27 for the purchase and installation of bluebird nesting boxes on the flood plain trail, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

An invoice in the amount of \$550 for routine HVAC maintenance at the Community Meeting Hall has been received, which was included in last year's budget. Going forward, the invoices are expected to be received on a quarterly basis, totaling \$2,200 annually.

- **Mayor Hollaway moved to approve the payment of the routine quarterly maintenance of the HVAC system at the Community Meeting Hall for \$550 per quarter on an ongoing basis, including the current invoice, with the understanding that these routine expenses will occur four times per year, seconded by Councilmember Poe. Vice Mayor McDonald added that the Treasurer should confirm with the responsible Town Councilmember that the work has been done before paying each invoice. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

Marilyn Barton announced that she will retire from her position as Town Treasurer effective July 1, 2021 and thanked the Council and the Town for the opportunity to serve the community for so many years.

- **Mayor Hollaway moved to approve the Treasurer's Report as presented, seconded by Councilmember Poe. The motion was approved by poll 5-0.**

3. Citizen's Remarks – Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

None.

4. Reports of Committees:

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a Special Use Permit for the Clifton Café, seconded by Councilmember Screen. The motion was approved by poll, 5-0.**
- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a Preliminary Use Permit for the construction of an addition to the existing structure for 12635 Water Street, seconded by Councilmember Pline. The motion was approved by poll, 5-0.**

- **Mayor Hollaway moved to approve the recommendations of the Planning Commission to issue a Final Use Permit for 12743 Chapel Street, seconded by Vice Mayor McDonald. The motion was approved by poll, 5-0.**

b. Report of the Zoning Administrator:

i. Update on Residential Construction Projects:

A. 7184 Clifton Road.

It was reported that the Town and County staff are working with the builder and the new owners of the property to bring the project into compliance so that final permits can be approved.

Review and approval of the black metal guardrail for the side retaining wall and a recommendation from the Planning Commission for approval of the revised grading plan and retaining walls will be addressed in June so that the applicants can move forward with County approvals for the retaining wall. Inspections by the ARB and County are expected at the middle of the month, as well.

The new owners have been informed that final Town approval will be required after all County inspections have passed prior to obtaining an occupancy permit from the County.

B. 12800 Chapel Street.

It was reported that the Town was made aware that a significant land-disturbing activity was taking place at the property, which is located within a flood plain, and part of which is designated as an RPA. The Town issued an emergency stop work order and directed the owner to prepare and submit a Plan of Development to the Town for the activity, which is required under the Chesapeake Bay protection act. The County issued a stop-work order as well, along with a Notice of Violation requiring immediate E&S controls be put into place until a Plan of Development has been approved.

ii. Update on Commercial Use Permits.

c. Architectural Review Board.

No report.

d. Streetscape Planning Committee.

A brief update was given on upcoming invoices and a recent in-kind submittal from the Town.

5. Unfinished Business:

a. NVRC Regional Water Supply Plan Study – Town of Clifton Contribution.

See attached letter.

- **Mayor Hollaway moved to approve the Town of Clifton's participation in the Northern Virginia Regional Commission's Water Supply Plan Study, at a cost of \$2,075, seconded by Councilmember Pline. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

b. Bluebird Boxes – Additions and Request for Reimbursement.

See Agenda item 2, Report of the Treasurer, for action taken.

c. Ad Hoc Noise Committee - Update.

See attached report.

d. FEMA Flood Plain Map Review and Update.

See attached email and drawing of contemplated changes.

Mayor Hollaway and Kathy Kalinowski provided a brief update on the FEMA flood plain map review and update. More information will be provided as the project gets under way.

6. New Business:

- a. Identify and Appoint New Treasurer – Starting July 1, 2021.

The Council discussed various possible recruitment efforts for a new Treasurer. Mayor Hollaway and the Clerk will work on developing an employment advertisement to be published on social media and through other methods.

- b. Payment of VRSA Annual Insurance Premium.

See attached booklet and report.

- **Mayor Hollaway moved to approve the payment of the annual premium for insurance coverage through the Virginia Risk Sharing Association pool (VRSA) in the amount of \$5,799, seconded by Councilmember Screen. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

- c. Acquisition of New Laptop for Town Clerk.

- **Mayor Hollaway moved to authorize the expenditure of up to \$1,100 to acquire a new laptop for the Clerk, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

- d. Straightening Flag Pole in Ayre Square.

The item was tabled until July, pending further information.

- e. Payment for New Wood Chips in Children's Playground.

See Agenda item 2, Report of the Treasurer, for action taken.

- f. Children's Playground Inspection Proposal.

A recommendation to inspect the playground equipment has been received from the Parks Committee, at a cost of \$425.

- **Mayor Hollaway moved to approve an expenditure of \$425 for the Children's Playground equipment inspection, seconded by Vice Mayor McDonald. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

- g. Confirmation of Harris Park Rules – Including No Motorized Vehicles.

Vice Mayor McDonald requested that the Town Council reiterate the Town's policy that no motorized vehicles, even those considered toys, are permitted in the park except for a those used as mobility aids.

- **Mayor Hollaway moved to reaffirm the Town's policy that no motorized vehicles, even those considered toys, are permitted in the park except for a those used as mobility aids for all parks located in the Town, seconded by Vice Mayor McDonald. The motion was approved by poll, 5-0.**

- h. Railroad Track Safety - How to Keep Pedestrians Off of Railroad Tracks in Town.

Concerns were raised regarding the recent increase in people seen trespassing on the railroad tracks. Councilmember Screen volunteered to investigate what measures can be taken to deter the dangerous activities taking place on the tracks.

7. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Screen. The motion was approved by poll, 5-0.**

The meeting was adjourned at 10:05 PM.

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Obituary

Salvador "Buddy" Aguilar Masanque

September 10, 1945 - April 18, 2021



Buddy was born in Donsol, Philippines and moved to the Northern Virginia area in 1975. He worked in men's retail as an accountant, owned Flash Quality Photo for 10+ years, and Carmax until he retired.

Buddy loved the piano, travelling the world, and spending time with his family. He leaves behind his wife of 38 years (Josephine), six children (Clarissa, Joseph, Michael, James, Francis, Mark), and seven grandchildren (Nick, Maddie, Miles, Gabriel, Rowan, Caleb, Caspian).

Buddy will forever be remembered for his shy smile, gentle eyes, loving heart, and unconditional love.

Obituary

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Public Hearing for the Town of Clifton, Virginia Proposed FY2022 Town Budget June 1, 2021

Notice is hereby given that the Town Council of the Town of Clifton, Virginia will conduct an electronic Public Hearing on Tuesday, June 1, 2021 at 7:30 p.m. using Zoom teleconferencing audio and video service as permitted by law to consider the proposed FYE2206 Town Budget. The Public Hearing will be conducted in accordance with the Town of Clifton's Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in the Town of Clifton Government and Conduct of Town Council Members Meetings During the Novel Coronavirus Disease 2019 (COVID-19) Emergency under Virginia Code § 15.2-1413.

The FY2022 proposed Town Budget will be posted on the Town's website cliftonva.gov and a hardcopy will be posted at the Clifton Post Office, 12644 Chapel Road, Clifton, VA 20124. All interested parties are encouraged to email the Town Clerk at clerk@cliftonva.gov to receive instructions on how to access the electronic forum in order to express their views with respect to the proposed FY2022 Town Budget. Written comments on the proposed Budget may be submitted via email to the Town Clerk and via regular U.S. mail by sending them to P.O. Box 309, Clifton, VA, 20124 no later than May 30, 2021.

Legals

City of Fairfax

Urgent Election Notice

The registration deadline to vote in the June 8, 2021 Democratic Primary Election is May 17, 2021.

Applications must be postmarked by this date or received in-person by 5 p.m. You may also apply online by 11:59 p.m. at <https://elections.virginia.gov>.

Office hours: M-F 8:30 a.m. - 5 p.m.
10455 Armstrong Street, Suite 300
Fairfax, VA 703-385-7890.

CALENDAR

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Be a part of our:

Wellbeing pages, the first week of every month.

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

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

Senior Living, fourth week of every month.

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PUBLIC HEARINGS FOR TOWN OF CLIFTON

**APPLICATION FOR SPECIAL USE PERMIT
PUBLIC HEARING OF TOWN OF CLIFTON PLANNING COMMISSION**

MAY 25, 2021

Notice is hereby given that the Town of Clifton Planning Commission will hold an electronic Public Hearing on Tuesday, May 25, 2021 at 7:30 P.M. via Zoom as permitted by law to consider the application for a Special Use Permit for Clifton Café d/b/a Clifton Eatery, LLC located at 7144 Main Street, to increase the number of restaurant seats from 56 to 74, to increase total employees on-site from 8 to 10, to increase the parking allocation from 17 to 21 off-street parking spaces, and to expand hours of operation. The application for the Special Use Permit is available for review and downloading on the Town's website at www.cliftonva.gov and a hard copy may be examined at the Clifton Post Office, 12644 Chapel Road, Clifton VA, 20124. All interested parties are invited to attend and express their views with respect to the application. To participate in the electronic Public Hearing, contact the Town Clerk at clerk@cliftonva.gov no later than Noon on May 25, 2021.

PUBLIC HEARING OF TOWN OF CLIFTON TOWN COUNCIL

JUNE 1, 2021

Notice is hereby given that the Town of Clifton Town Council will hold an electronic Public Hearing on Tuesday, June 1, 2021 at 7:30 P.M. via Zoom as permitted by law to consider the application for a Special Use Permit for Clifton Café d/b/a Clifton Eatery, LLC located at 7144 Main Street, to increase the number of restaurant seats from 56 to 74, to increase total employees on-site from 8 to 10, to increase the parking allocation from 17 to 21 off-street parking spaces, and to expand hours of operation. The application for the Special Use Permit is available for review and downloading on the Town's website at www.cliftonva.gov and a hard copy may be examined at the Clifton Post Office, 12644 Chapel Road, Clifton VA, 20124. All interested parties are invited to attend and express their views with respect to the application. To participate in the electronic Public Hearing, contact the Town Clerk at clerk@cliftonva.gov no later than Noon on June 1, 2021.

Legals

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**NOTICE OF AVAILABILITY
FOR THE ENVIRONMENTAL ASSESSMENT AND DRAFT FINDING OF NO
SIGNIFICANT IMPACT FOR THE PROPOSED RESTORATION OF INDUSTRIAL
STORMWATER OUTFALL #0015
FORT BELVOIR, VIRGINIA**

The U.S. Army Garrison Fort Belvoir hereby gives Notice of the Availability (NOA) for the Environmental Assessment (EA) and Draft Finding of No Significant Impact (FNSI) for the proposed restoration of industrial stormwater outfall #0015 (Outfall 0015), at the Fort Belvoir Main Post in Fairfax County, Virginia. Outfall 0015 is located at the head of a ravine in the southeast portion of the Fort Belvoir and discharges stormwater runoff from an approximately 70-acre watershed (part of the Accotink watershed) into an unnamed ravine west of Theote Road. Outfall 0015 has fallen into disrepair, allowing stormwater to discharge at high volumes and erode the downstream channel that ultimately leads to Accotink Bay. The Proposed Action would allow Fort Belvoir to repair, restore, and upgrade Outfall 0015 and the downstream channel using several engineering controls. The Proposed Action would comply with Virginia Department of Environmental Quality requirements to meet stormwater quality objectives.

The EA has been prepared in accordance with the regulations for implementing the procedural provisions of the National Environmental Policy Act (NEPA), (Public Law 91-190, 42 USC 4321-4347 January 1, 1970), amendments, regulations implementing the procedural provisions of the NEPA, 40 Code of Federal Regulations (CFR) 1500-1508, and the Army's Implementing Regulations (32 CFR Part 651, Environmental Analysis of Army Actions). Based on the analysis provided in the EA, no significant adverse direct, indirect or cumulative effects on the quality of the human or natural environment are expected. Therefore, at the conclusion of the public comment period, it is anticipated that a FNSI would be appropriate and would be signed for the proposed restoration of industrial stormwater outfall 0015.

The EA and Draft FNSI are available to view/download electronically at <https://home.army.mil/belvoir/index.php/about/Garrison/directorate-public-works/environmental-division> (click the "Programs and Documents" tab, then "National Environmental Policy Act (NEPA) Program"; information about this EA and links to download the various documents are provided under the "Open for Public/Agency Review & Comment" heading); or view in printed form at the Lorton Branch, Kingstowne Branch, and Sherwood Regional Branch of the Fairfax County Public Library system.

Comments or questions on the EA and Draft FNSI may be directed in writing to: Ms. Wilamena Harback, Chief, Environmental Division, Directorate of Public Works, Building 1442, 9430 Jackson Loop, Fort Belvoir, VA 22060, or by email to: usarmy.belvoir.imcomatlantic.mbx.enrd@mail.mil. Comments must be received no later than 30 days after publication of this NOA.

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in his subject and how to avoid them.
-Werner Heisenberg**

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Employment

The Closet of the Greater Herndon Area, Inc. has a position open for a volunteer for our non-profit thrift shop in downtown Herndon VA. A brief description of the job is as follows: The Volunteer Coordinator ensures that the interests of volunteers are served and that the volunteer force remains well staffed. The Volunteer Coordinator will work to actively recruit volunteers for The Closet Thrift Shop. The candidate must be skilled at using various marketing tools, including electronic databases, social media, e-mail, written communications of various types, and outreach events. The candidate must be detail-oriented and organized, requiring work on several projects at once. The Volunteer Coordinator must be outgoing and communicate effectively with a variety of people. The full job announcement is available on-line at our website: <http://theclosetofgreaterherndon.org/job-openings/>. Interested applicants should email a resume and cover letter to: Mr. Gene Wiley, President The Closet of the Greater Herndon Area, Inc. gwiley106@gmail.com

Be a part of our:

Wellbeing pages, the first week of every month.

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

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

Senior Living, fourth week of every month.

Questions?

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PHOTOS BY SUSAN LAUME/THE CONNECTION



David Drawdy (center) leads group in sword moves to address enemies in front, behind, or on either side. Sword handlers (from left) - Christopher Durr, Patrick Bannister, Drawdy, David McConnell, Angel Lebron.



David McConnell demonstrates the sharpness and power of the sword on wet rolled Japanese floor mats.



Rosa Caffi, Accountant, Arlington, a Merfolk group member, creates waves at the Workhouse Community Market to support her friend's handmade jewelry and hair adornments inspired by the ocean "for the mermaid within."

PHOTO BY SUSAN LAUME/THE CONNECTION

The Way of the Sword Demonstrated

Workhouse Observes Asian/Pacific American Heritage Month

BY SUSAN LAUME
THE CONNECTION

Lorton's Community Market took a choreographed step into the times of ancient Japanese martial arts last weekend, recognizing May's Asian/Pacific American Heritage Month. The Kenkonkai dojo, Alexandria, demonstrated Ken-

do, a Japanese sword martial art.

Nine of the group's 20 members, dressed in traditional keikogi (training robes), hakama (pants) and obi (belts) were led in a group exercise by the dojo's senior trainer David Drawdy. The group is part of the Capital Area Budokai, a registered non-profit organization of several Japanese weapon arts organizations, including jodo, naginata-do, kyudo and kendo, dedicated to training in and preserving the spirit of Japanese budo, or martial arts.

Workhouse Community Market Offers Unique Shopping Experience

"Simmering Seas Studio's" ocean themed creations dazzle and attract a variety of customers, not just mermaids, at Lorton Workhouse's Community Market. The Market attracts a variety of vendors too; held Saturdays from 10 a.m. to 2 p.m. In the coming weeks, look for regular food trucks, live music, and ticketed art events, such as "Collect 2021 - Pick-nic" on the lawn on May 16, 3-6 p.m. For more information see www.workhousearts.org

— SUSAN LAUME

Legals

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June 1, 2021 Town Council Meeting - Treasurer's Report for period ended May 31, 2021

1 message

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

Mon, May 31, 2021 at 1:38 PM

To: William Hollaway <whollaway@cliftonva.gov>, seffros@cliftonva.gov, Regan McDonald <rmcdonald@cliftonva.gov>, Pline Pat <ppline@cliftonva.gov>, lscreen@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 May 31, 2021.**

The May 31, 2021 Financial Statements include:

- The Summary of **Cash Balances Report as of May 31, 2021** reflects total funds of **\$1,360,277.14**.
- The **COVID-19 Report** – This report reflects the Clifton IDA CARES Act Grants funding of \$30,000, the Town's expenditures @ 5/31/21 of \$11,129.17. Salary for the two Town COVID positions will be paid in early June for Jan - April, following the Mayor's review and signature on the COVID hours submitted. **Fairfax County has approved extending the subrecipient agreement to allow the Town of Clifton to utilize the remaining CARES Funding, with the final June 30 report and return of unexpended funds in July 2021 . 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 5/31/2021. **Highlights of May 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. **An extension has been granted by Fairfax County to provide the final report and return of remaining CAREs Act funding in July 2021.**

2 **General Donations** - This category reflects the VRSA Grant payment received for PPE expenses incurred due to the COVID pandemic.

3 **Other income:** The Town received a return of the Clifton IDA CARES Act Grant due to receiving a new RISE Grant from Fairfax County. 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.

4 **Pink House Rental:** Reflects \$800 rent relief to Belle Jar, LLC for July & August 2020. The Treasurer has contacted two tenants regarding delay in their May rent payments.

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

6 **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.

7 **Taxes & Permits Revenue:** Highlights for May include Virginia Car Rental Distribution of \$110.83, State Communications Sales Tax of \$358.64, Sales Tax of \$3,236.56 for March, and franchise fees of \$789.85. BPOL taxes received in May were \$4,497.94. Filings from 37 businesses have been received thus far in the amount of \$38,610.78 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.

8 **Contractual Expenses:** Highlights for May include C.H. Electric expense of \$687.54 for April, C.H. HVAC Service fees of \$550 for Jan-March 2021, Triangle landscaping repair of \$4,350, \$660 for mowing and \$200 for tree trimming.

9 **Other:** Highlights for May include payment to LCS for landscaping repairs to the Triangle. This was approved by the Town Council at the May meeting.

10 **CIF Revenue:** On Aug 5 the Town received payment for Town invoice 13 - This will need to be accrued to FY20 - to be confirmed with auditor.

11 **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. J2 Engineers invoice for \$460 was paid in May.

Supplemental Detailed Reports and Information are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 5/31/2021. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Looking forward to June 2021:**
- **FY20 Financial Audit** – The Town’s annual audit will be scheduled in the near future by the Treasurer.
- **FY22 Annual Budget** –
 - Notice of Public Hearing - 7 days prior – The legal notice was published in The Connection 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 is June 9 at 7:30 p.m.
- **Roll Call Action for Consideration**
 - Consideration of Park Committee order of Tot Lot Chips installation at the Town Playground in the amount of \$2,499 as proposed and submitted for Town Council approval. FY21 budget for this line item is \$3,000.
 - Roll Call vote for payment of \$629.27 to Felicia Wright for reimbursement of supplies purchased for the Bluebird Trail.
 - Informational Note: The first Community Hall HVAC maintenance service invoice for \$550 was received from Service Mechanical Inc. for Jan – March 2021.

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

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Email: treasurer@cliftonva.gov

Town of Clifton

P.O. Box 309

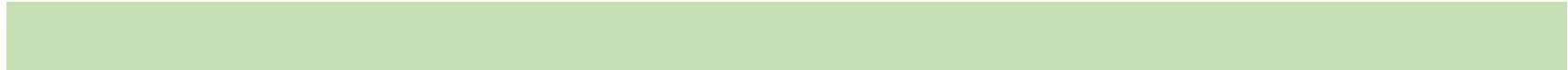
Clifton, VA 20124-0309

www.cliftonva.gov



2021 05 31 Financial Statements.xlsx
60K

ASSETS	5/30/2021	<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	318,813.12	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	218,100.10	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	2,406.23				
Checking-United Bank	46,507.81	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	980.04			0.15%	
Money Market Savings-United	164,650.95		10/31/2020	0.25%	Down from 1.39% @ 8/30/19
Security Deposit - United Bank	4,409.25				
Total Checking/Savings	1,360,277.14				



Town of Clifton Profit & Loss Budget Performance May 2021

	May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
Income					
Committees Fundraising	250.00		325.00	1,500.00	1,500.00
Community Hall Revenues	0.00	416.67	4,199.42	4,583.33	5,000.00
1 Federal CARES Act - COVID-19	0.00	4,024.25	49,766.01	44,266.75	48,291.00
2 General Donations	500.00		500.00	0.00	0.00
Haunted Trail Event	0.00	0.00	0.00	35,000.00	35,000.00
Interest Income	370.44	1,000.00	8,238.35	11,000.00	12,000.00
3 Other Income	0.00	0.00	12,192.50	0.00	0.00
4 Pink House Rental	650.00	2,666.67	28,700.00	29,333.33	32,000.00
5 S.R. - Litter Control Grant	0.00		935.00	800.00	800.00
6 State Funding	0.00		15,000.00	10,000.00	10,000.00
7 Tax and Permits Revenue	9,082.34	4,533.33	89,977.44	91,466.67	96,000.00
Total Income	10,852.78	12,640.92	209,833.72	227,950.08	240,591.00
Gross Profit	10,852.78	12,640.92	209,833.72	227,950.08	240,591.00
Expense					
*Payroll Expenses - Liab reclass	382.50		2,006.69		
Bank Service Charges	0.00	0.00	7.85	0.00	0.00
Citizens' Recognition Expense	0.00		0.00	750.00	750.00
Commodities	118.39	281.67	2,175.11	3,998.33	4,280.00
8 Contractual	2,980.41	9,527.87	90,842.30	203,947.13	213,475.00
Haunted Trail Expenses	174.90	0.00	1,923.90	17,000.00	17,000.00
9 OTHER - TC approval req'd +\$500	4,350.00		4,350.00	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	64,947.85	61,347.75	66,743.00
Town Assoc of NoVA Event	0.00	0.00	0.00	0.00	0.00
Total Expense	13,006.20	15,204.79	166,253.70	302,043.21	317,248.00
Net Income	(2,153.42)	(2,563.87)	43,580.02	(74,093.13)	(76,657.00)
CIF FUNDS:					
CIF Income					
10 CIF - Capital Improvements Fund	0.00	36,900.00	631.51	405,900.00	442,800.00
CIF Expenses					
CIF -Streetscape Phase 2 Constr	0.00	4,833.33	0.00	53,166.67	58,000.00
11 CIF -Streetscape Phase 2 Design	460.00	73,147.92	460.00	804,627.08	877,775.00
CIF Expenses	0.00	1,916.67	7,655.00	411,083.33	413,000.00
Total CIF Expenses	460.00	79,897.92	8,115.00	1,268,877.08	1,348,775.00
Net Income - CIF Funds	(460.00)	(42,997.92)	(7,483.49)	(862,977.08)	(905,975.00)
Consolidated Net Income	(2,613.42)	(45,561.79)	36,096.53	(937,070.21)	(982,632.00)

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Town of Clifton
Profit & Loss Budget Performance
May 2021

May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
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Town of Clifton
Profit & Loss Budget Performance
May 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1														
2									May 21	Budget	Jul '20 - May 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						36,900.00		631.51	405,900.00	442,800.00	
10			Total Grants					0.00	36,900.00		631.51	405,900.00	442,800.00	
11			Total CIF - Capital Improvements Fund						0.00	36,900.00		631.51	405,900.00	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					250.00			325.00	0.00	0.00	
19			Total Parks Committee					250.00			325.00	0.00	0.00	
20			Total Committees Fundraising						250.00			325.00	1,500.00	1,500.00
21			Community Hall Revenues											
22			Community Hall Rentals					0.00	416.67		4,199.42	4,583.33	5,000.00	
23			Total Community Hall Revenues						0.00	416.67		4,199.42	4,583.33	5,000.00
24			Federal CARES Act Funding from FY20 to FY21						0.00	4,024.25		49,766.01	44,266.75	48,291.00
25			General Donations					500.00			500.00	0.00	0.00	
26			Haunted Trail Event					0.00	0.00		0.00	35,000.00	35,000.00	
27			Interest Income					370.44	1,000.00		8,238.35	11,000.00	12,000.00	
28			Other Income	See supplemental detail schedule					0.00	0.00		12,192.50	0.00	0.00
29			PC - Reimbursements					0.00			0.00	0.00	0.00	
30			Pink House Rental					650.00	2,666.67		28,700.00	29,333.33	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					0.00	41.67		390.00	458.33	500.00	
38			BPOL tax					4,497.94	0.00		38,610.78	40,000.00	40,000.00	
39			BZA Fee					0.00			0.00	0.00	0.00	
40			Cigarette Tax					0.00	208.33		1,181.11	2,291.67	2,500.00	
41			Communications Sales Tax -Va					358.64	400.00		4,068.54	4,400.00	4,800.00	
42			Franchise Fees - Cox & Verizon					789.85	291.67		2,909.41	3,208.33	3,500.00	
43			Motor Vehicle Tags					0.00	583.33		7,020.45	6,416.67	7,000.00	
44			Railroad Tax					0.00			1,562.12	1,600.00	1,600.00	
45			Sales Tax					3,236.56	2,666.67		27,103.18	29,333.33	32,000.00	
46			Use Permits					0.00	58.33		1,575.00	641.67	700.00	
47			Utility Consumption Tax					88.72	100.00		1,036.23	1,100.00	1,200.00	
48			VA - Car Rental Distribution					110.63	183.33		4,520.62	2,016.67	2,200.00	
49			Total Tax and Permits Revenue						9,082.34	4,533.33		89,977.44	91,466.67	96,000.00
50			Total Income						10,852.78	49,540.92		210,465.23	633,850.08	683,391.00
51			Gross Profit						10,852.78	49,540.92		210,465.23	633,850.08	683,391.00
52			Expense											
53			*Payroll Expense Reclassed to P/R liabilities >>>						382.50			2,006.69		
54			Bank Service Charges						0.00	0.00		7.85	0.00	0.00

Town of Clifton
Profit & Loss Budget Performance
May 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
55								CIF -Streetscape Phase 2 Constr	0.00	4,833.33	0.00	53,166.67	58,000.00
56								CIF -Streetscape Phase 2 Design	460.00	73,147.92	460.00	804,627.08	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	18,333.33	20,000.00
60								Engineering /Design - Sidewalks	0.00	250.00	0.00	2,750.00	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	411,083.33	413,000.00
68								Citizens' Recognition Expense	0.00		0.00	750.00	750.00
69								Commodities					
70								Computer Supplies	99.99	131.67	1,357.96	1,448.33	1,580.00
71								Copies	0.00	16.67	0.00	183.33	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	916.67	1,000.00
76								Postage and Delivery	18.40	50.00	598.23	550.00	600.00
77								Total Commodities	118.39	281.67	2,175.11	3,998.33	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	2,200.00	2,400.00
85								C.H.-Equipment & Supplies	0.00	62.50	0.00	687.50	750.00
86								C.H.-General Maintenance	550.00	366.67	550.00	4,033.33	4,400.00
87								C.H.-Management Fee	0.00	104.17	0.00	1,145.83	1,250.00
88								C.H. - Electric	687.54	541.67	4,432.69	5,958.33	6,500.00
89								C.H. Interior Improvements	0.00		0.00	1,000.00	1,000.00
90								Total Community Hall Expenses	1,237.54	1,275.01	5,832.69	15,024.99	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	394.00	1,833.33	2,000.00
99								Mayoral Reimbursement	0.00	41.67	0.00	458.33	500.00
100								Miscellaneous	0.00	208.33	0.00	2,291.67	2,500.00
101								Professional Fees					
102								Accounting	0.00	0.00	3,250.00	7,500.00	7,500.00
103								Legal Fees	0.00	2,500.00	6,525.00	27,500.00	30,000.00
104								Total Professional Fees	0.00	2,500.00	9,775.00	35,000.00	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

Town of Clifton Profit & Loss Budget Performance May 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
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	1,375.00	1,500.00
112								Pink House Expenses					
113								Pink House Maintenance	0.00	833.33	4,000.00	9,166.67	10,000.00
114								Pink House Repairs	34.16		436.16		
115								Total Pink House Expenses	34.16	833.33	4,436.16	9,166.67	10,000.00
116								R.R. Siding/Caboose Maint.	0.00	0.00	245.00	0.00	0.00
117								Town Handyman - 1099 vendor	0.00	500.00	0.00	5,500.00	6,000.00
118								Total Town Facilities	34.16	1,458.33	4,681.16	16,041.67	17,500.00
119								Town Government					
120								Architectural Review Board	0.00	25.00	0.00	275.00	300.00
121								Beautification Comm.					
122								Banner Replacement	72.31	0.00	808.54	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.	72.31	0.00	1,126.69	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	4,583.33	5,000.00
132								General Admin Costs	0.00	25.00	0.00	275.00	300.00
133								General Consulting	0.00	666.67	102.50	7,333.33	8,000.00
134								PC Hearings, Ads and copies	0.00	41.67	0.00	458.33	500.00
135								Total Planning Commission	0.00	1,150.01	102.50	12,649.99	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	1,008.33	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	1,508.33	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	375.44	54.17	375.44	595.83	650.00
151								Total Environmental Comm	375.44	54.17	375.44	1,045.83	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
158								Sunshine Committee					
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

Town of Clifton
Profit & Loss Budget Performance
May 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
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	0.00		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	2,750.00	3,000.00
168								Tree Trimming & Replacement	200.00	416.67	200.00	4,583.33	5,000.00
169								Total Town Parks Committee Exp	200.00	666.67	910.59	17,858.33	18,525.00
170								Traffic, Parking & Safety Comm	0.00		0.00	500.00	500.00
171								Total Town Committees Expense	575.44	812.51	2,154.56	24,862.49	25,675.00
172								Total Town Government	647.75	1,987.52	37,701.67	89,128.48	91,116.00
173								Town Services					
174								Elections	0.00	0.00	0.00	0.00	0.00
175								Grass Mowing	660.00	504.17	3,060.00	5,545.83	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	2,910.00	4,583.33	5,000.00
178								Trash Collection	247.78	444.50	2,857.03	4,889.50	5,334.00
179								Triangle & Barrel Maintenance	0.00	0.00	0.00	0.00	0.00
180								Utilities					
181								Gas and Electric	153.18	108.33	952.46	1,191.67	1,300.00
182								Utilities - Other	0.00		0.00	0.00	0.00
183								Total Utilities	153.18	108.33	952.46	1,191.67	1,300.00
184								Town Services - Other	0.00	416.67	0.00	4,583.33	5,000.00
185								Total Town Services	1,060.96	1,890.34	9,779.49	20,793.66	22,684.00
186								Total Contractual	2,980.41	9,527.87	90,842.30	203,947.13	213,475.00
187								Haunted Trail Expenses	174.90	0.00	1,923.90	17,000.00	17,000.00
188								OTHER - TC appr LCS Property - Triangle Landscaping repair	4,350.00		4,350.00	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	3,666.74	3,666.66	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	11,000.00	11,000.00	12,000.00
195								Town Clerk (Administrative)	1,166.66	1,166.66	12,833.26	12,833.34	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	22,000.00	22,000.00	24,000.00
199								Zoning Clerk	500.00	500.00	5,500.00	5,500.00	6,000.00
200								Total Gross Wages	5,000.00	5,000.00	61,811.25	57,000.00	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	4,347.75	4,743.00
206								Total Payroll Taxes	0.00	395.25	3,104.37	4,347.75	4,743.00
207								Total Payroll Expenses	5,000.00	5,395.25	64,947.85	61,347.75	66,743.00
208								Town Assoc of NoVA Event	0.00	0.00	0.00	0.00	0.00
209								Total Expense	13,466.20	95,102.71	174,368.70	1,570,920.29	1,666,023.00
210								Net Income	(2,613.42)	(45,561.79)	36,096.53	(937,070.21)	(982,632.00)

PLANNING COMMISSION REPORT for May 25, 2021

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

1. A public hearing, previously advertised and noticed, was held concerning the special use permit application for expansion of the existing restaurant use by the Clifton Café at 7144 Main Street. The last action by the Town with respect to the Clifton Café, was May 7, 2019, when it approved the change in ownership of the Café, but no changes in operation or in the conditions attached to the previous owner's special use permit for the Café. The Café is presently requesting an increase in number of seats from 56 to 74, in number of employees from 8 to 10 and a slight change in weekend hours.

At the public hearing, two written comments were received from the Bartons and Rachel Howell, and these comments opposed the expansion of the Café on the basis of traffic and pedestrian congestion in Town, insufficient parking, noise concerns, safety including safe ingress and egress of various nearby streets, and the resulting contraction of retail space within the Town. Donna Netschert joined the discussion, and enumerated many of the same concerns. The Steins and Susan Yantis spoke in favor of the expansion primarily on the grounds that it would be more advantageous and less disruptive to the Town to have the entire building used for one use as opposed to multiple uses, such as restaurant, office and retail, which was the previous situation at this property.

After a lengthy discussion, the Planning Commission, recognized that while seating would expand by approximately 25%, only the existing 21 parking spaces would be used and required, and that the green space presently existing would remain. Also, Mr. Gian Piero, the owner of the building, was willing to work with the Town and improve the parking surfaces, so that each space would be clearly designated and hence could be utilized by patrons, was willing to contribute to the upkeep of Ford Lane (an abandoned RR right of way that is used by three residents and two businesses, including the Café), and improve the dumpster situation, by adding screening to its open side. Ms. Michelle Trainor, the owner of the business was willing to work with the Town and community on having timing restrictions with respect to her deliveries and dumpster pickups, and to coordinate deliveries with the Main Street Pub, for commonly shared vendors. The Planning Commission voted unanimously to recommend the application for the special use permit for approval with the inclusion of all of the conditions existing in the prior special use permit dated May 7, 2019 and additional conditions addressing the issues referenced above. The conditions set forth on the existing use permit and those of the recommended expanded use permit are combined and attached hereto.

2. Don and Monica Byrne of 12635 Water Street have applied for a preliminary use permit for construction of a small one story addition to their home. The applicants provided a surveyed plat indicating that the all setbacks for the proposed construction are within the Code requirements, the height is one story, and the land disturbance for the project is 903.3 square feet. Also, the application has been signed by Joe Atwell on behalf of the Frog Hill Homeowners Association. A Certificate of Appropriateness for the Project has been granted by the Clifton ARB as well. Therefore, the Planning Commission recommends that a preliminary use permit be granted for the construction of the addition with the conditions that the applicant complete the construction within two years and apply for a Final Use Permit, that construction be performed in accordance with the COA, in accordance with the setbacks and land disturbance set forth on the plat, in accordance with any Frog Hill Homeowner's Association requirements, and that all necessary inspections and building permits from Fairfax County be obtained and provided to the Town upon request for the Final Use Permit, and that if the retaining wall to be constructed by the garden is higher than two feet, that the applicant apply for a use permit for the retaining wall.

3. Adam Cirigliano of 12743 Chapel Street has applied for a final Use Permit for the construction of a garage on the property and the restoration of the existing shed, since both projects are complete. The Preliminary Use Permit for construction was granted in July 2020 and Mr. Cirigliano has provided copies of all County permits and approvals for construction which have been reviewed by the Town Clerk and has evidenced that the project has been built in compliance with the requirements of the Preliminary Use permit and the Certificate of Appropriateness. Therefore, the Planning Commission recommends a final use permit be approved.

CONDITIONS FOR THE ISSUANCE OF THE SPECIAL USE PERMIT FOR RESTAURANT USE BY THE CLIFTON CAFÉ AT 7144 MAIN STREET, CLIFTON, VA.

1. That the Clifton Café has an ABC license, and continues to operate as a restaurant/café business.
2. That the hours of operation are Monday – Thursday 7AM-10 PM; Friday and Saturday 7AM-11PM; Sunday 7AM-10PM
3. That a maximum of 10 employees be on site at any one time.
4. That the Clifton Café have a maximum of 74 seats total inside and outside with no more than 40 seats outside.
5. That the parking required for the Clifton Café are as follows:
 - Pre-approved 30 seats from use permit dated May 21, 2013 which require 5 parking spaces at a 6 seats to 1 parking space ratio.
 - An additional 44 seats requested by this application, which require 11 parking spaces at a 4 seats to 1 parking space ratio.
 - 10 employees which requires 5 parking spaces
 - A total of 21 parking spaces is therefore required to be on the property which is the total of parking spaces presently shown by the parking plan dated February 2021 and prepared by Professional Design Group, Inc. and the parking area be conformed as set forth on that plat.
6. That the 4 parking spaces abutting Ford Lane and accessed solely by Ford Lane be used solely by the employees of the Clifton Café and be so marked.
7. That the remaining 17 spaces located directly behind the Clifton Café will not access or exit the parking area through Ford Lane, except in case of an emergency. But in all other cases and as matter of routine will access and exit through Main Street.
8. That no outdoor music is allowed.
9. That the entrance to the parking area from Main Street be clearly delineated; and that any planters, signs, etc. that are used to delineate the entrance be located solely on the Clifton Café property and not on the sidewalk or Main Street.
10. That no additional lighting to the outside of the property used for restaurant seating, or parking be added without review by the Planning Commission and Town approval.
11. That ARB approval be obtained for any signs and if necessary, for the installation of any awnings or sails over the outdoor area.
12. That the dumpster be completely screened and that any screening be approved by the ARB; that there be adequate access to empty the dumpster; that all trash be fully contained within the dumpster and that the dumpster shall only be emptied between the hours of 6AM-10PM.
13. That the parking area will be re-paved and all spaces properly marked and delineated and sized by June 30, 2021.
14. That the area of Ford Lane which is used to access the four employee spaces and the dumpster, be properly maintained.
15. That the parking area drainage issues will be addressed.

16. That a designated loading space on the property requirement be waived as long as most of the deliveries can be made off street on the Clifton Café parking area between the hours of 6AM-9:30AM, or are made during business hours jointly with the Main Street Pub.

(Template)
Letter of Intent
Regarding Participation in the

Northern Virginia Water Supply Plan
2023 Update

I, the undersigned, confirm on behalf of my Jurisdiction our intent to participate in the 2023 Regional Update to the Northern Virginia Water Supply Plan, in partnership with Northern Virginia Regional Commission and other participating local governments.

I understand that the Plan update will meet the minimum requirements of the Water Supply Regulation (9 VAC 25-780-10) and will contain the required elements for my jurisdiction to include: (i) existing water sources; (ii) existing water use; (iii) existing water resource conditions; (iv) an assessment of projected water demand; (v) a description of water management actions; (vi) a statement of need if demands exceed source availability within the planning horizon; (vii) an analysis of alternatives to address projected source water deficits; and (viii) maps detailing program elements.

I am requesting that NVRC invoice my jurisdiction for:

- Entire Contribution in FY22: (\$ total amount) \$2,075⁰⁰
- Total Contribution split between FY22, FY23 and FY24: (\$ amount annually)


The invoice should be directed to the following.

Name and address of local agency or department:

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

Attention: William R. Holloway

Signed:


William R. Holloway, Mayor
Name and Title

Town of Clifton, Virginia
Jurisdiction



Clifton Clerk <clerk@cliftonva.gov>

Clifton Ad Hoc Noise Cmte First Meeting

Kathy Kalinowski <khk@baberkal.com>

Fri, May 28, 2021 at 11:36 AM

To: Steve Effros <steve@effros.com>, j.gardiner@villagiogroup.com, Jennifer Benford Heilmann <jbheilmann@gmail.com>, McNamara Judy <aflowerblooms@vacoxmail.com>, Victoria Trummer <VTrummer@trummersrestaurant.com>, Michelle Trainor <michelle.trainor@gmail.com>, Steve Bittner <sbittner@unanet.com>, Erich RussekRobbins <erussekrobbins@gmail.com>, Marilyn Barton <treasurer@cliftonva.gov>, Jim Foley <JFoley@nrpartnersllc.com>, Ivar Setiawan <ivar.s@motierclifton.com>, Marcus Silva <m.silva@villagiogroup.com>, whollaway@cliftonva.gov
Cc: Clifton Clerk <clerk@cliftonva.gov>

Thank those of you that were able to participate in our first meeting to discuss the noise and other issues that arise from commercial dumpster use and loading and delivery of goods. Our next meeting is scheduled at 7:30 on Thursday June 10, 2021 by zoom which once again will be arranged by Amanda, the Town Clerk.

Our discussion focused on the need to find solutions for the above issues. We recognized that our commercial spaces are often next door to or across the street from residences whether these residences are commercially zoned or residentially zoned. In short, our spaces are small in town. Since these are issues primarily affecting commercial ventures, we proposed to amend those sections of Chapter 9 of the Code dealing with loading and with dumpsters (Section 9-13 of the Code).

Dumpsters: since we cannot make the emptying of the dumpsters less noisy we discussed two solutions: limiting the timing of their emptying and/or moving the dumpsters to be more distant if possible from buildings. Owners of businesses using dumpsters committed to checking with their trash haulers whether such trash could be hauled during the hours of 6 am to 10 pm. Location of dumpsters was also discussed.

Deliveries: There were various issues and concerns discussed:

1. How many deliveries per day did each business have.
2. What times were the deliveries, how many were at peak business hours and how many after 10 pm and before 6am.
3. Where did the delivery vehicles park while delivering the goods.
4. Did the businesses have designated areas for the loading and unloading and were the vehicles able to park there.
5. Noise issues from the large delivery vehicles.
6. Length of time it took for delivery vehicles to make their delivery.

Prior to the next meeting, the business attendees agreed to ascertain whether the deliveries could also be made during the business hours; whether businesses that used the same vendors could arrange for deliveries to be at the same time and whether deliveries could be made in a location next to the business but not abutting any residences. We discussed the issues of how many deliveries per day the various business were having and the timing of those deliveries. The business attendees agreed to check with their vendors whether the deliveries could occur within business hours, reevaluate where the delivery vehicles could be

located while making the deliveries, and how to accommodate the delivery vehicles and customer vehicles in the same parking lot.

Feel free to circulate additional information to all prior to the next meeting.

Sincerely,

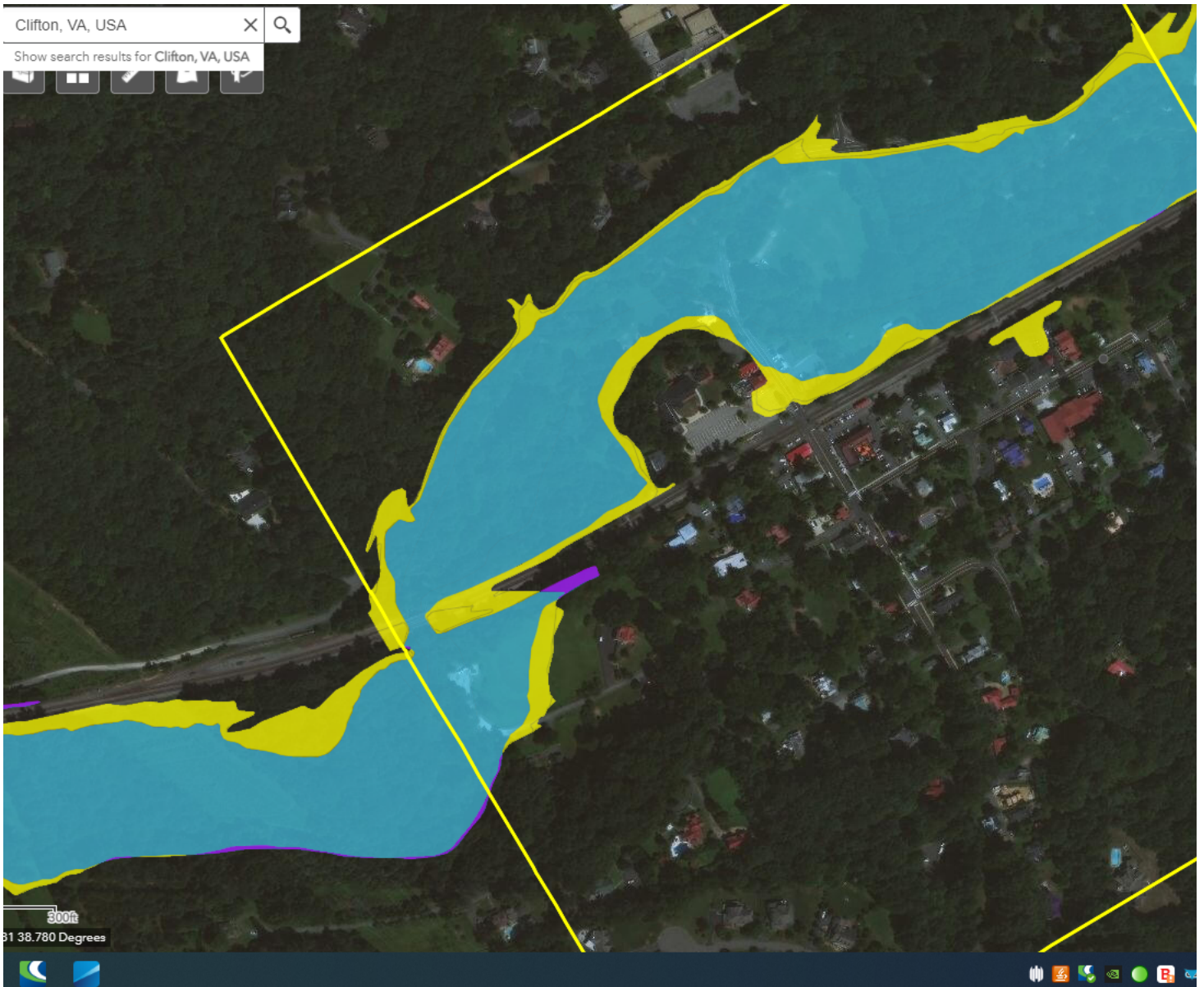
Kathy Kalinowski

Letter from FEMA

Scott Peterson <speterson@gordon.us.com>
To: Clifton Clerk <clerk@cliftonva.gov>
Cc: Kathy Kalinowski <khk@baberkal.com>, Planning Commission <planning@cliftonva.gov>

Amanda,

There was only one area of increase by the train tracks at the end of Ford Lane, there were several areas where there was a decrease in the flood extent. Below is a map showing the change and blue remains the same. Let me know if you need any additional information.



[Quoted text hidden]



VRSA

Virginia Risk Sharing Association



Town of Clifton

July 1, 2021
through
July 1, 2022



www.vrsa.us | 800-963-6800





VRSA

Virginia Risk Sharing Association

VRSA Members' Supervisory Board

VRSA is a member-owned and governed self-insurance risk pool through which a group of local political subdivisions - members - contribute to a shared fund that in turn pays claims and provides risk management services to the participating members. The VRSA Members' Supervisory Board is comprised of elected or appointed officials from member jurisdictions, as well as the executive director of the Virginia Municipal League.



Melinda Conner
Administrator, Mathews County



R. Clarke Wallcraft
Executive Director, Pepper's
Ferry Wastewater Authority



Bill Ashton
Manager, Town of Herndon



Dr. Walter R. Clemons
Superintendent, Gloucester
County Public Schools



Josh Farrar
Manager, Town of Ashland



Michelle Gowdy
Executive Director, Virginia
Municipal League



Rodney Hathaway
Administrator, New Kent County



Karen L. Pallansch
CEO, Alexandria Renew
Enterprises



Brian Thrower
Manager, Town of Crewe





VRSA

Virginia Risk Sharing Association

Town of Clifton Contribution Summary

Coverage	Deductible	Contribution
Automobile Liability	\$0	\$ 145
Automobile Physical Damage	PER SCHEDULE	N/A
Cyber Liability	\$0	N/A
General Liability	\$0	\$ 598
Public Officials/School Board Legal Liability	\$0	\$1,489
Law Enforcement Liability	\$0	N/A
No Fault Property Damage	\$0	N/A
Excess Liability	\$0	\$450
Property	\$1,000	\$2,126
Miscellaneous Items	\$0	N/A
Boiler & Machinery/Equipment Breakdown	\$0	N/A
Fidelity/Crime	\$250	\$491
Line of Duty Act Coverage	\$0	N/A
Workers' Compensation Coverage	\$0	\$500

Scheduled credit/debit: (included in above premiums, if applicable)	
Annual Contribution:	\$5,799

Coverage terms, conditions and exclusions are only briefly outlined. For complete provisions and wording, please refer to the policy.

The "Cover Page to Member Agreement" and "Coverage Checklist" must be signed and returned to VRSA in order to bind coverage.



VRSA is here to protect our members and their employees so they may effectively serve their communities.

We are committed to financial strength to ensure stable rates. VRSA is also committed to easing our members' worries. We do this by scanning for emerging risks arising out of new challenges or changed circumstances, keeping our members informed, and developing a dedicated, professional staff. Our comprehensive coverages, and robust tools and resources allow members to proactively manage their risk.

VRSA Highlights

- Strong financials, comprehensive coverages and stable rates - see our CAFR and target equity study.
- Dedicated service team for each member. 100% of staff time and effort singularly devoted to providing outstanding service to VRSA members.
- VRSA Consulting - Specialists providing services in human resources, communications, public safety, and local government operations.
- Risk Management Grants to support members' risk management efforts, including educational expenses for professional management, leadership and governance training.
- Informative and collaborative engagements including roundtables, trainings, and presentations.
- Free, unlimited online courses for managers, supervisors and employees.
- Risk management services tailored to members including site inspections, OSHA training, program and policy review and sample policies and procedures.
- Contract review, Tenant Users Liability Insurance Program and property appraisals.
- Online tools and applications such as member dashboards with peer analysis, an OSHA 300 Log Reporting Application, and Insight: A Strategic Decision Support Application.
- Injunctive relief, land use and no-fault coverages available with \$0 deductible.
- Member Portal with automated certificates of insurance, policy changes and view/configure reports.
- CompCare On-Call nurse triage and reporting services as well as telemedicine.
- Cyber security application with security health check tool, awareness training and program documentation and policies.
- Grievance procedure endorsement for upfront attorney fees and EPL Assist, an online employment law resource, both designed to mitigate employment practices liability claims.



Review our extensive coverages, services, resources and tools



VRSA

Virginia Risk Sharing Association

Town of Clifton

Automobile Coverage

Automobile Liability protects members from third party claims arising from the use of owned vehicles driven by member authorized drivers.

Combined single limit for bodily injury & property damage: \$1,000,000

Deductible: \$0

Uninsured/underinsured motorists limits: \$0

Automobile Physical Damage protects members from loss to owned or leased vehicles. Physical damage coverage includes both collision, which covers the vehicle if it collides with another object or overturns, and comprehensive, which covers the vehicle for other losses, such as fire, theft or vandalism. Coverage is at actual cash value or replacement cost, depending on the age and the value.

Comprehensive Deductible: \$0

Collision Deductible: \$0

Basis of contribution: 0 vehicles

Garage and GarageKeepers Liability, Hired and Nonowned Liability, and Rental Reimbursement coverages included.

Newly acquired vehicles covered automatically at no additional charge. Additional replacement cost options available, additional charge will apply. Excess limits are available.





VRSA

Virginia Risk Sharing Association

Town of Clifton

Local Government Liability

General Liability protects members from claims arising from negligent operations that result in bodily injury or property damage to third parties.

Public Officials Liability protects members from suits arising from alleged wrongful acts. Includes coverage for errors in judgement, covered contracts and employment practices.

Law Enforcement Liability protects members from suits arising from alleged wrongful acts as related to law enforcement operations. Use of excessive force and other civil rights violations are common examples.

Coverage for **Local Government Liability** includes defense costs as well as damages. Defense costs are outside of the limits. Excess limits available.

Each occurrence limit:	\$1,000,000
Medical expense limit:	\$10,000
Damages to premises rented to you:	\$1,000,000
Defense of certain excluded occurrences:	\$100,000
Land Use Limit:	\$100,000
Deductible:	\$0

Basis of Contribution:

Total Net Operating Expenditures: \$317,248	# of Students:	
Water Payroll: \$0	Sewer Payroll: \$0	Electric Payroll: \$0
Gas Payroll: \$0	# of Street Miles Maintained: 0	# of Housing Units: 0

VRSA provides **Land Use** and **Injunctive Relief** coverage to protect members from claims or suits arising out of a variety of issues including, but not limited to, land use, inverse condemnation and injunctive relief actions. (While Land Use and Injunctive Relief coverage may be offered by other pools, you should be aware that VRSA's coverage has no additional deductible or requirement to pay a pro-rata portion for each claim.)

VRSA also provides **Crisis Intervention/Violent Acts** coverage including on-site crisis and grief counseling for students and employees who have experienced a personal crisis. The coverage will also cover the expense of a media specialist to help handle the external communications following a crisis.





VRSA

Virginia Risk Sharing Association

Town of Clifton
Excess Liability Coverage

Following form over primary Automobile Liability and Local Government Liability.

Current limit: \$4,000,000

Current premium: \$450

Additional Excess options are available upon request. Please contact your Underwriter for more information.





VRSA

Virginia Risk Sharing Association

Town of Clifton

Environmental Impairment Liability

Coverage is only available to qualified members – see below

Environmental Impairment Liability protects environmental liabilities, including fixed-site pollution for owned locations and off-site covered operations. Provides coverage for transportation, bodily injury/property damage, pollution clean-up and more. Covers new pollution conditions only.

Per pollution condition (claim):	\$1,000,000
Per named insured aggregate limit:	\$1,000,000
Aggregate limit for all members:	\$10,000,000
Combined deductible:	\$100,000

The coverage is provided at no charge to members that purchase property and local government liability coverage.

Excludes landfills, airports and underground storage tanks. Coverages for these excluded exposures may be placed outside of this policy.





VRSA

Virginia Risk Sharing Association

Town of Clifton

Property Coverage

Property protects property such as buildings, contents and equipment from losses caused by fire, wind, and other perils except those specifically excluded. Coverage is on a blanket basis, allowing coverage up to the full limit of the policy.

Total building values: \$556,763

Total contents values: \$63,507

Total property in the open: \$13,802

Property deductible: \$1,000

Wind Tier deductible: \$1,000

Coverage included at no additional charge:

- Extra Expense, \$1,000,000 Limit
- Personal Property of Others, automatically covered in the definition of Covered Property
- Business Interruption, \$500,000 Limit
- Water damage, including backup of sewers and drains, covered up to blanket limit
- Debris Removal, \$500,000 Limit
- Newly Acquired Property: \$25,000,000 (up to 120 days) \$2,500,000 in Wind Tier 1
- Property in Transit, \$5,000,000
- Electronic Data Processing Equipment owned and used by member is included in blanket limit
- Collapse included
- Flood (Zones B, C & X): up to \$100,000,000 Pool Shared Limit, \$25,000 deductible applies
- Earthquake: up to \$100,000,000 Pool Shared Limit, \$25,000 deductible applies
- Unscheduled Property: \$1,000,000 limit for real and personal property combined

*Valuation is at replacement cost unless otherwise noted or endorsed on the policy.





VRSA

Virginia Risk Sharing Association

**Town of Clifton
Property Coverage**

<u>Property Subcoverage</u>	<u>Limit</u>	<u>Deductible</u>
Flood (Zones B, C & X only)	\$1,000,000	\$25,000
Extra Expense	\$1,000,000	\$1,000
Business Interruption - Property	\$100,000	\$1,000
Debris Removal	\$500,000	\$1,000
Earthquake	\$1,000,000	\$25,000





VRSA

Virginia Risk Sharing Association

Town of Clifton
Fidelity/Crime Coverage

Fidelity/Crime provides protection from loss of money and other negotiable securities due to acts such as theft or embezzlement by employees and volunteers.

CRIME FORM	LIMIT	DEDUCTIBLE
Form F – Computer Fraud	\$25,000	\$250
Form O - Public Employees Dishonesty	\$50,000	\$250
Form B - Forgery or Alteration	\$50,000	\$250
Form C - Theft, disappearance, and destruction	\$50,000	\$250
Form R - Money & Counterfeit Papers	\$50,000	\$250

Coverage forms include employee theft, faithful performance, employee dishonesty, money orders and counterfeit paper and loss inside.





VRSA

Virginia Risk Sharing Association

Town of Clifton

Workers' Compensation Coverage

Workers' Compensation protects employees and their dependents in the case of work-related injuries or diseases. Benefits for lost wages, related medical expenses and certain scheduled benefits for specific losses as set forth in the Virginia Workers' Compensation Act.

Employers Liability:

Bodily Injury By Accident:	\$1,000,000 each accident
Bodily Injury By Disease:	\$1,000,000 each employee
Bodily Injury By Disease:	\$1,000,000 policy limit

Classification	Code	Payroll	Rate*	Premium
Clerical	8810	\$78,756	0.08	\$63

Manual Premium	\$63
Experience Modification	1.00
Modified Premium	\$63
Premium Discount	\$
Deductible	\$0
Deductible Type	Specific Deductible Limit
Scheduled Credit/Debit	\$
Total Est Annual Premium	\$500

VRSA provides workers' compensation coverage in accordance with and limited to the Virginia Workers' Compensation Act and Employers Liability. Any other extensions of coverage requested in your specifications are not part of the coverage offered in the proposal.

*Rates have been filed with the State Corporation Commission and are subject to approval.



www.vrsa.us | 800-963-6800



Virginia Risk Sharing Association
2021-2022 Cover Page to Member Agreement

MEMBER NAME: Town of Clifton

MEMBER #: 0490

I. Coverages and Limits of Liability

<input checked="" type="checkbox"/>	Local Government Liability	
	Each Occurrence Limit	\$1,000,000
	Damages to Premises Rented to You.	\$1,000,000
	Medical Expense Limit	\$10,000
	Deductible	\$0
	 \$0	
	Uninsured Motorists	\$0
	Automobile Medical Payments	\$0
<input checked="" type="checkbox"/>	Auto Liability – Hired Non-Owned	
	Deductible	\$0
<input checked="" type="checkbox"/>	Excess Liability Coverage Property Coverage	\$4,000,000
<input checked="" type="checkbox"/>	Property Coverage	If checked, subject to the Coverage Forms
	Boiler and Machinery Coverage	If checked, subject to the Coverage Forms
<input checked="" type="checkbox"/>	Fidelity/Crime/Surety Coverage	If checked, subject to the Coverage Forms
<input checked="" type="checkbox"/>	Workers' Compensation	Statutory
	Line of Duty Act Liability	Statutory

For the period of July 1, 2021 to July 1, 2022 Local Government Liability and Automobile Liability is reinsured for amounts exceeding \$1,000,000 per occurrence on each line of coverage. Automobile physical damage coverage is reinsured excess of \$150,000.

For the period of July 1, 2021 to July 1, 2022 Property Coverage reinsurance is purchased excess of a \$1,000,000 retention on a per occurrence basis. The windstorm occurrence retention is \$1,000,000. Boiler and Machinery Coverage is reinsured with a \$100,000 retention except for objects over 350 hp, up to a \$350,000 retention.

For the period of July 1, 2021 to July 1, 2022 Fidelity, Crime and Surety coverage is fully retained by Virginia Risk Sharing Association.

For the period of July 1, 2021 to July 1, 2022 Workers' Compensation and Employers Liability Coverage statutory reinsurance is purchased excess of a \$1,500,000 retention on a per occurrence basis.

For the period of July 1, 2021 to July 1, 2022 Line of Duty Act Liability Coverage the Pool will retain 100% of the exposure.

II. Contribution

See Contribution Summary Page. Due 7/1/2021. See Declaration Pages attached to Coverage Forms for contributions by individual coverage lines. The contribution was determined based on actuarially approved rates. In the event of a deficit in the Pool's fund, additional assessments may be imposed by the Members' Supervisory Board.

III. Servicing Company

Virginia Risk Sharing Association

IV. Liability of Members

A LOCAL GOVERNMENT GROUP SELF-INSURANCE POOL IS NOT PROTECTED BY THE VIRGINIA INSURANCE GUARANTY ASSOCIATION AGAINST DEFAULT DUE TO INSOLVENCY. IN THE EVENT OF INSOLVENCY, MEMBERS AND PERSONS FILING CLAIMS AGAINST MEMBERS MAY BE UNABLE TO COLLECT ANY AMOUNT OWED TO THEM BY THE POOL, REGARDLESS OF THE

TERMS OF THE MEMBER AGREEMENT. IN THE EVENT THE POOL IS IN A DEFICIT POSITION, A MEMBER MAY BE LIABLE FOR ANY AND ALL UNPAID CLAIMS AGAINST SUCH MEMBER.

WITH REGARD TO WORKERS' COMPENSATION LIABILITY, EACH MEMBER AGREES TO ASSUME AND DISCHARGE, JOINTLY AND SEVERALLY, ANY LIABILITY UNDER THE VIRGINIA WORKERS' COMPENSATION ACT OF ANY AND ALL EMPLOYERS PARTY TO SUCH AGREEMENT AND WHICH PROVIDES THAT, IN ADDITION TO THE RIGHTS OF THE POOL, IN THE EVENT OF FAILURE OF THE POOL TO ENFORCE SUCH RIGHTS AFTER REASONABLE NOTICE TO THE POOL, THE COMMISSION SHALL HAVE THE RIGHT INDEPENDENTLY TO ENFORCE ON BEHALF OF THE POOL THE JOINT AND SEVERAL LIABILITY OF ITS MEMBERS UNDER THE VIRGINIA WORKERS' COMPENSATION ACT AND THE LIABILITY OF MEMBERS FOR ANY UNPAID CONTRIBUTIONS OR ASSESSMENTS.

V. Rejection of Higher Uninsured Motorists Limits

THE MEMBER HAS READ THE MEMBER AGREEMENT AND THIS RENEWAL COVER PAGE, WHICH IS EXPRESSLY MADE PART OF THE MEMBER AGREEMENT. THE MEMBER HAS ALSO READ THE BUSINESS AUTOMOBILE POLICY AND THE BUSINESS AUTOMOBILE COVERAGE/RENEWAL DECLARATIONS. THE MEMBER ACKNOWLEDGES THAT THE BOARD OF VIRGINIA RISK SHARING ASSOCIATION HAS NOT, BY RESOLUTION, OFFERED TO PROVIDE UNINSURED MOTORIST COVERAGE TO ITS MEMBERS. THE MEMBER UNDERSTANDS THAT IT IS POSSIBLE TO PURCHASE SUCH COVERAGE FROM OTHER COMMERCIAL CARRIERS, WITH COVERAGE LIMITS EQUAL TO THE POLICY'S LIABILITY COVERAGE LIMITS, UNLESS SUCH COVERAGE IS REJECTED BY THE MEMBER.

THE MEMBER UNDERSTANDS THAT IF ITS LIABILITY COVERAGE LIMIT EXCEEDS THE MINIMUM LIMIT SET BY VIRGINIA LAW, THE MEMBER MAY REJECT UNINSURED MOTORIST COVERAGE LIMITS EQUAL TO THE POLICY'S LIABILITY COVERAGE LIMIT, AND MAY SELECT LOWER LIMITS OF SUCH COVERAGE, PROVIDED THAT THE MEMBER MAY NOT SELECT UNINSURED MOTORIST COVERAGE IN AN AMOUNT LESS THAN THE MINIMUM LIABILITY COVERAGE LIMIT REQUIRED BY VIRGINIA LAW.

THE MEMBER HEREBY REJECTS UNINSURED MOTORIST COVERAGE AND UNDERINSURED MOTORIST COVERAGE IN THE AMOUNT EQUAL TO THE MEMBER'S LIABILITY COVERAGE LIMIT STATED IN THIS RENEWAL COVER PAGE, IN THE BUSINESS AUTOMOBILE POLICY, AND IN THE BUSINESS AUTOMOBILE COVERAGE/RENEWAL DECLARATIONS. THE MEMBER HEREBY SELECTS THE LOWER LIMIT OF UNINSURED MOTORIST AND UNDERINSURED MOTORIST COVERAGE STATED IN THIS RENEWAL COVER PAGE, IN THE BUSINESS AUTOMOBILE POLICY, AND IN THE BUSINESS AUTOMOBILE COVERAGE / RENEWAL DECLARATIONS.

(Signature of Authorized Member Representative)
Town of Clifton

(Date)



VRSA

Virginia Risk Sharing Association

Coverage Checklist

Member Name: **Town of Clifton**

Effective Date: **7/1/2021** Termination Date: **7/1/2022**

Renew as Expires: **Yes** **No**

----- *If renewing as expires, please skip to the signature line. Otherwise, indicate changes below.* -----

Automobile Liability Coverage

Automobile Comprehensive and
Collision Coverage

Please bind quoted options:
Deductible Amount: _____

Please remove physical damage coverage from all vehicles _____ years or older with a value in excess of \$_____.

Local Government Liability Coverage

General Liability Coverage Only Req. Limit Change of: \$ _____

No-Fault Property Damage Coverage.

Excess Liability Coverage Req. Limit Change of: \$ _____

Property Coverage
Please bind quoted deductible option of: \$ _____

Flood (Special Flood Hazards Zones B, C & X) Req. Limit Change of: \$ _____

Flood (Special Flood Hazards Zones A & V) NFIP

Earthquake Req. Limit Change of: \$ _____

Extra Expense Req. Limit Change of: \$ _____

Boiler & Machinery

Cyber Liability

Fidelity/Crime Coverage

Line of Duty Act Coverage

Workers' Compensation Coverage

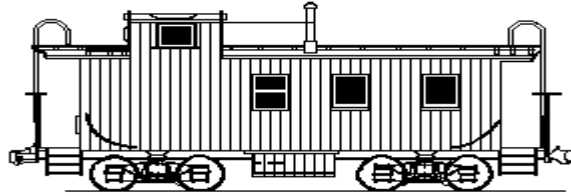
If you desire any increased limit, added coverage or deductible option that was not offered above, please state requested change here: _____

Name

Title

Date





**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JUNE 1, 2021, 7:30 PM
ELECTRONIC MEETING BY ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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

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

Any member of the public wishing to observe or participate in the electronic meeting **must notify the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting** in order to register for the meeting.

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

Public Hearings

1. Public Hearing on Proposed 2021-2022 Annual Budget for Town of Clifton;
 - a. Reminder – Special Meeting on June 9, 2021 to Adopt 2021-2022 Annual Budget.
2. Public Hearing on Clifton Café Special Use Permit, including Expanded Parking, Seating, Employees, and Hours of Operation.

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:
 - A. 7184 Clifton Road;
 - B. 12800 Chapel Street.
 - ii. Update on Commercial Use Permits.
 - c. Architectural Review Board.
 - d. Streetscape Planning Committee.
5. Unfinished Business:
 - a. NVRC Regional Water Supply Plan Study – Town of Clifton Contribution.
 - b. Bluebird Boxes – Additions and Request for Reimbursement.
 - c. Ad Hoc Noise Committee - Update.
 - c. FEMA Flood Plain Map Review and Update.
6. New Business:
 - a. Identify and Appoint New Treasurer – Starting July 1, 2021.
 - b. Payment of VRSA Annual Insurance Premium.
 - c. Acquisition of New Laptop for Town Clerk.
 - d. Straightening Flag Pole in Ayre Square.
 - e. Payment for New Wood Chips in Children’s Playground.
 - f. Children’s Playground Inspection Proposal.
 - g. Confirmation of Harris Park Rules – Including No Motorized Vehicles.
 - h. Railroad Track Safety - How to Keep Pedestrians Off of Railroad Tracks in Town.
7. Adjournment.