

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, June 4, 2024, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Order of Business

The meeting was called to order by Mayor Peterson at 7:32 PM.

Wayne & Donna Nickum Award Presentation

*Mayor Peterson recognized **Michelle & Jeff Stein** for their incredible dedication and service to the Town of Clifton. The Wayne & Donna Nickum Award was presented to Michelle and Jeff by Jay Davis.*

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).

2. Report of the Town Clerk:

a. Approval of the Minutes (previous meetings, special meetings, and work sessions).

Councilmember (CM) Effros moved to approve the May 7, 2024 meeting minutes as presented by CM Hess, seconded by CM Davis. The motion was approved by poll, 5-0.

3. Report of the Treasurer:

(see attached report for updates)

- ***FY25 Budget***

- ***CM Screen moved for 3 changes:***

- ***1) Put the maximum salary in the budget for the Director of Economic Development, Communication and Marketing per new Department Of Labor rule for exempt employees.***
 - ***2) Adjust the Town Clerk salary to reflect the new position plus room to take on additional responsibilities.***
 - ***3) Increase the website development budget from \$10,000 to \$20,000***
 - ***The motion was approved by roll-call: McDonald: Aye; Screen: Aye; Hess: Aye; Davis: Aye; Peterson: Aye; Effros: Aye.***

- ***CM Hess moved to approve the FY25 as advertised with the above three amendments, seconded by CM Effros. The motion was approved by roll-call: McDonald: Aye; Screen: Aye; Hess: Aye; Davis: Aye; Peterson: Aye; Effros: Aye.***

- ***Preparing for an Audit***

- ***The Treasurer will start researching a firm to conduct a formal audit.***

- ***Mayor Peterson moved to approve the Treasurer's report; seconded by CM McDonald. The motion was approved by poll, 5-0.***

4. 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:

- *Give their name and address;*
- *Direct their remarks to the Council and not to other citizens present;*
- *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 order registered with the Town Clerk.*
- ***There were no citizen remarks***

6. Reports of Committees: (Please note the recent finding of Brant: EVERY COMMITTEE of the town, i.e. parks, beautification, budget, finance, legal advisory, streetscape, etc., are required to have notice of its meetings of 3 or more of its members on the Town website and posted in the PO not later than 3 business days before the meeting.)

a. Planning Commission.

(See attached report)

- ***1- Mayor Peterson moved to approve the use permit for One Dwelling Inc. for office space at 12630 Chapel Road Clifton as recommended by the Planning Commission; seconded by Councilmember Davis. The motion was approved by poll, 5-0.***
- ***2- Mayor Peterson moved to approve a preliminary use permit as recommended by the Planning Commission for Sam Smith, owner of the residence located at 7156 Main Street, for a construction project; seconded by CM Screen. The motion was approved by poll, 5-0.***
- ***3- Mayor Peterson moved to approve the use permit as recommended by the Planning Commission for office/ commercial use by Robert and Ylva Ihrig for the Animal Clinic of Clifton, located at 12702 Chapel Road, Clifton; seconded by CM Screen. The motion was approved by poll, 5-0.***
- ***4- Mayor Peterson moved to approve the use permit as recommended by the Planning Commission by the Keens located at 12751 Chapel Street, Clifton, for the construction of a deck next to their home at that address; seconded by Councilmember Effros. The motion was approved by poll, 5-0.***
- ***There was an additional discussion about creating a letter to distribute highlighting the Town ARB approval and specific scope of work.***

Rezoning of Pink House

CM Effros moved to rezone 7137 Main Street from Industrial to Commercial Zoning; Seconded by CM Hess; The motion was approved by poll, 5-0.

b. Zoning Administrator.

The Town does not currently have a Zoning Administrator.

c. Architectural Review Board.

(see attached report)

d. Finance Committee.

- i. Pink House sale update and request to rezone from Industrial to Commercial (Motion and Public Hearing needed)

Mayor Peterson moved to look into a feasibility study for selling the 7137 Main Street. seconded by CM Davis; *The motion was approved by poll, 5-0.*

e. Special Projects Committee (Streetscape).

(see attached Streetscape report)

CM Davis moved to approve the expenditure of Streetscape funding for testing of soil and Utility location via Small Purchases Procedures for Goods and Services other than Professional Services for a maximum of \$9,999.00. Seconded by CM McDonald; *The motion was approved by roll-call: McDonald: Aye; Screen: Aye; Hess: Aye; Davis: Aye; Peterson: Aye; Effros: Aye.*

The council also discussed ensuring that the Streetscape leaders Susan & Geri Yantis have CliftonVA.gov email account to ensure all communications are discoverable for FOIA purposes. CM Davis will work with the Town webmasters

f. Committee on the Environment.

- i. COTE FIRA Request. (see attached FIRA document)

CM McDonald moved to approve the attached COTE FIRA request supporting the removal of invasive species. Seconded by CM Davis; *The motion was approved by poll, 5-0.*

g. “Wayne & Donna Nickum Community Service” Committee.

- i. Award Presentation at beginning of the meeting.

7. Unfinished Business:

- a. Town Attorney Options (To be decided by the Legal Advisory Committee).

CM Effros moved to establish a legal advisory committee to field inquiries prior to engaging the Town Attorney; Peterson seconded; *The motion was approved by poll, 5-0.*

- b. Town Clerk Search (Update from the Search Committee).

CM Hess updated the council that there are several applicants for the Town Clerk Position and that interviews will be conducted during the following week.

- c. HVAC Update (Darrell Poe).

Darrell Poe will continue to look into billing issues identified by the Treasurer with a recent repair visit.

d. Meal's Tax Update.

The Treasurer will adopt the following process for collection of Meals payments – The Meals Tax Form will be fillable online. Then businesses will need to send in the (attached) Form by email and send the payment via check by mail. We are looking to create an online payment process, but it will not be available immediately. For now the Treasurer will plan to mail out updates to the restaurants.

e. Report on Councilmember Stephen Effros' discussion with Tom Stokes regarding tree cleanup and safety in 8 acre park. *(Part of discussion of potential use of excess CARES grant funds if they really are available.)*

CM Effros updated Tom Stokes gave a quote for a comprehensive clean up for safety in 8-acre Park would take two days of work estimated between \$2500 - \$5000. This would fall under the CARES Act funds.

f. Report on what our FOIA obligations are regarding Committee notices and minutes of meetings. (Councilmember Stephen Effros).

CM Effros moved to adopt the (attached) resolution he circulated with regard to committee procedures; seconded by CM Davis. *The motion was approved by poll, 5-0.*

g. Website (Councilmember Stephen Effros). Need to have a fully functioning and up to date web site to stay compliant with the Open Meeting/FOIA rules.

- i. PROPOSAL; revisit the question of a professional firm/contract to design and maintain Clifton.gov.
- ii. Who does entry on a daily basis?
- iii. Who assigns email addresses (all Town communications MUST go through Clifton.gov).

CM Davis will work with Director Cohen and the Treasurer to investigate options for a new website and Content Management System. Additional budget funding is now available to support this project in FY25.

h. Review what's needed to modify the budget we are voting on at this meeting (Councilmember Stephen Effros).

- i. Complying with new Department of Labor requirements.
- ii. Potential Web Site increased costs.
- iii. Next steps for changing the budget to use the CARES money if available. (See budget motions above)

CM Hess moved to approve expenditure of up to \$3000 for repair of the Gazebo at Harris Park; seconded by CM Screen. *The motion was approved by roll-call: McDonald: Aye; Screen: Aye; Hess: Aye; Davis: Aye; Peterson: Aye; Effros: Aye.*

i. CARES ACT. Discussion of options for what the Town can do with the money.

As reported last month, the Town received Cares Act Covid Relief ~\$303,000. A portion of these funds (~\$165,000) was used to purchase Ayre Square and the Harrison Park Extension. The rest of the funds were received by the town and have not been used. These funds need to be obligated by December 31, 2024 or the town will need to pay back the remaining balance of

Adopted by the Town Council on July 2, 2024 as presented

\$138,354.50. Expenditures will need to be authorized by the TC for each project. The Town cannot use funds for prior expenditures and need contracts in place to obligate funds. The Treasurer circulated a proposal for costs to be obligated. Resolution drafted for signature against the terms and conditions. Treasurer identified projects that can fall under the CARES Act in the Treasurer report.

(see attached)

CM Effros moved to adopt a resolution as circulated by the Treasurer to obligate Cares Act Covid Relief funds by December 31, 2024 and to spend the funds by December 31, 2026; seconded by CM Davis. *The motion was approved by roll-call: McDonald: Aye; Screen: Aye; Hess: Aye; Davis: Aye; Peterson: Aye; Effros: Aye.*

j. Update on Expanded Polystyrene (EPS) campaign by Ed Ehlers.
(see attached report)

8. New Business:

a. Town Clerk Search.

(See notes in Unfinished Business section b above)

b. Adopting a Resolution (unless one has been adopted with specificity).
(see notes regarding Resolution in Unfinished Business section i above)

c. Treasurer Authorization to Sign Documents.

i. Required to assure compliance with the CARES ACT and use of funds.

(see notes regarding Resolution in Unfinished Business section i above)

9. Adjournment.

- **Mayor Peterson moved to adjourn the meeting; seconded Councilmember Effros. *The motion was approved by poll, 5-0.***

TREASURER MONTHLY REPORT

May 2024

COUNCIL MEETING – June 4, 2024

Invoice

- Update from last meeting re: Service Mechanical Invoice for \$625.00 for Town Hall unit. Contacted Service Mechanical disputing the amount given the lack of repair and incorrect actions performed. Offered to pay a routine service call fee. Received a response that didn't make sense. Will continue to explain to Service Mechanical that we should not be charged for labor and refrigerant.

Budget – Current FY24

- Town continues to run a significant surplus due to higher-than-budgeted BPOL and permit income and lower-than-budgeted Streetscape expenses in the current year

Budget – FY25

- Final updates?
- Vote to approve budget required

Meals Tax Implementation

- Form and draft letter to impacted businesses attached for Council review and comment.

Accounting Support

- The Town requires some accounting support to clean up the books, implement previous audit recommendations, and prepare for Streetscape-related audit of FY25 anticipated to occur in FY26.
- Recommend the Finance Committee explore options for accounting support and request capability statement and quotes from possible firms.

Online Payments Capability

- Inquired with Growth Media about the current capabilities of the Town website.
- Emailed Falls Church and Leesburg requesting to discuss their meals tax collections.
- Falls Church uses InvoiceCloud; Leesburg uses Paymentus Corporation. The Falls Church website is a good model – it is very simple. [Link to Falls Church site.](#)

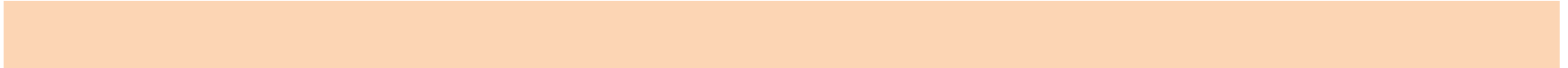
Town of Clifton
Profit & Loss Budget Performance
May 2024 (as of 6/1/24)

		May	Month Budget	Jul '23 - June '24	YTD Budget	Annual Budget
Income						
1	Committees Fundraising (Homes Tour, Park)	10,372	250	19,748	2,750	3,000
	Community Hall Revenues	0	958	7,088	10,542	11,500
	General Donations	0	0	0	0	0
	American Rescue Plan	0	0	0	0	0
	Haunted Trail Event	0	3,125	67,287	34,375	37,500
	Interest Income	6,707	4,583	55,542	50,417	55,000
	Other Income	0	13	1,154	138	150
	Pink House Rental	2,900	2,900	37,550	31,900	34,800
	S.R. - Litter Control Grant	0	111	14,990	1,218	1,329
	State Funding	0	1,250	15,000	13,750	15,000
	Tax and Permits Revenue - BPOL & Permits	175	3,417	67,138	37,583	41,000
	Tax and Permits Revenue - Other	3,495	4,308	43,462	47,392	51,700
	Total Income	23,648	20,915	328,960	230,064	250,979
	Gross Profit	23,648	20,915	328,960	230,064	250,979
Expense						
	Bank Service Charges	0	0	15	0	0
	Citizens' Recognition Expense	0	63	0	688	750
	Commodities	1,583	394	5,757	4,336	4,730
	Contractual	3,447	12,879	78,829	141,671	154,550
	Haunted Trail Expenses	186	175	19,646	1,925	2,100
	OTHER - TC approval req'd +\$500	0	1,250	0	13,750	15,000
2	Special Revenue Expenses	1,870	0	7,188	0	0
	Other Expenses	0	525	0	5,775	6,300
	Payroll Expenses	7,098	6,192	70,167	68,109	74,300
	Town Assoc of NoVA Event	0	0	0	0	0
	Total Expense	14,184	21,478	181,602	236,253	257,731
	Net Income	9,464	(563)	147,358	(6,189)	(6,752)
CIF FUNDS:						
CIF Income						
	CIF - Capital Improvements Fund	14,409	6,667	16,957	73,333	80,000
CIF Expenses						
	CIF -Streetscape Phase 2 Constr	0	0	0	0	0
	Processing Easements	0	3,500	0	38,500	42,000
	Streetscape 2A - Construction	0	4,833	0	53,167	58,000
	CIF -Streetscape Phase 2 Design	8,924	0	36,043	0	0
	CIF Expenses		32,500	0	357,500	390,000
	Total CIF Expenses	8,924	40,833	36,043	449,167	490,000
	Net Income - CIF Funds	5,485	(34,167)	(19,086)	(375,833)	(410,000)
	Consolidated Net Income	14,949	(34,729)	128,272	(382,022)	(416,752)

NOTES & Highlights: Only major items are highlighted.

- 1 Gala ticket sales (net of processing fees); park rental
- 2 Resource Recovery - SR Litter Control Grant

ASSETS	5/31/2024	CD Term	Maturity Date	APR %	<u>Notes</u>
Current Assets					
Checking/Savings					
United Bank - Haunted Trail Account	4,903.26				
United Bank - Events Acct	11,506.97				
United Bank - Checking	19,227.15	Min Bal \$2,500	"Chairman's Club"		
Untied Bank - Security Deposit	4,415.90				
United Bank - Money Market Savings	298,155.40	Min Bal \$15,000			
Investments-LGIP	1,260,941.13			5.57%	
Total Checking/Savings	1,599,149.81				



Town of Clifton - SLFRF
Project: Enhance Economic Development
April 15, 2024 - December 31, 2026

	FY24	FY25	FY26	Total
Director of Econ Development	8,333.35	40,000.00	20,000.00	68,333.35

Town of Clifton - SLFRF

Project: Green Space Improvement

July 1, 2024-December 31, 2026

FY25

Harris Park

Gazebo repair & paint, landscaping	8,000.00
Playground Equipment Maintenance and Renovation	15,000.00
Harris Park Extension Improvements - Storage shed for Town	15,000.00

8 Acre Park (aka Buckley Park)

8-Acre Park Entrance - Improvements; install split rail fence to prevent parking in FFX county easement	3,000.00
Invasive Species Management and Conservation, including tree replenishment and conservation area sign	9,000.00

Flood Plain

Clean and haul mud/debris from parking lot	4,000.00
Invasive Species Management	1,000.00

Ayre Square

Rebuild flagpole planter	3,000.00
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Caboose

Caboose & Luggage Cart Renovation	17,500.00
Caboose Window Repair	2,000.00

TOTAL 77,500.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - Proposed FY2025 Budget for Public Hearing, 5-7-2024

FY 2025

OPERATING REVENUES:

Taxes & Permits Revenues:

ARB Permits	500.00	
BPOL	50,000.00	
BZA Fees		
VA Communications Sales Tax	3,850.00	
VA Car Rental Distribution	2,250.00	
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	2,900.00	
Motor Vehicle Registration	12,000.00	
No. Va. Cigarette Tax	1,000.00	
Railroad Tax	1,600.00	
Sales Tax	28,000.00	
Meals Tax - NEW	250,000.00	
Use Permits	1,000.00	
Utility Consumption Tax	1,200.00	
TOTAL TAXES & PERMITS:		354,300.00
Town Facilities Rentals:		
Community Hall	8,000.00	
Pink House	34,800.00	
Property Rental-Park/Square/Gazebo	150.00	
TOTAL FACILITIES RENTALS:		42,950.00
Grants:		
Fire Program State Grant- FCFD	15,000.00	
Litter Control Grant - Non-competitive	6,000.00	
Litter Control Grant - Competitive	13,129.00	
TOTAL GRANTS:		34,129.00
Town Events:		
Celebrate Clifton Gala	4,000.00	
Community Arts Program	0.00	
Clifton Film Festival	0.00	
Environmental Event	0.00	
Haunted Trail Event	60,000.00	
Historic Events in Town	0.00	
Homes Tour	5,000.00	
TOTAL EVENTS:		69,000.00
Other Revenue:		
Interest Income	62,000.00	
Other income (Donations)		
TOTAL OTHER REVENUE:		62,000.00
TOTAL OPERATING REVENUES:		562,379.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - Proposed FY2025 Budget for Public Hearing, 5-7-2024

FY 2025

OPERATING EXPENSES:**Payroll Expenses:**

Town Clerk Salary	46,000.00
Town Treasurer Salary	31,000.00
Dir of Economic Development, Comms & Marketing - NEW	40,000.00
Additional support staff	11,700.00
Payroll Taxes	8,400.00
Employee Incentives	6,200.00

TOTAL PAYROLL EXPENSES:**143,300.00****CONTRACTUAL EXPENSES:****Town Government:**

ARB	500.00
Board of Zoning Appeals	10,000.00
Civil Rights Committee	0.00
Planning Commission	26,300.00
<i>Consulting & Related Expenses</i>	<i>5,000.00</i>
<i>Town (Comprehensive) Plan Revisions</i>	<i>15,000.00</i>
<i>Advertising for Public Hearings for Use Permits</i>	<i>500.00</i>
<i>Translation & Interpretive Services for Public Meetings</i>	<i>500.00</i>
<i>Legal Services</i>	<i>5,000.00</i>
<i>General Admin/Education</i>	<i>300.00</i>
Dues & Subscriptions:	1,750.00
<i>Conference Attendance</i>	<i>1,000.00</i>
<i>Other Dues & Subscriptions & Training</i>	<i>250.00</i>
<i>VA Municipal League</i>	<i>500.00</i>
Town Elections	
Insurance	6,854.00
Legal Advertising	2,000.00
Mayoral Reimbursement (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)	1,000.00
Citizen Recognition Fund (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)	500.00
Town Association of Northern Virginia Event	0.00
Bank Fees	0.00
Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)	2,500.00
Professional Fees:	66,500.00
<i>Accounting - Year Audit Review</i>	<i>30,000.00</i>
<i>Legal Fees</i>	<i>25,000.00</i>
<i>Web Server Annual Maintenance with Domain Subscriptions</i>	<i>1,500.00</i>
<i>Web Site Updating & Configuration</i>	<i>10,000.00</i>

TOTAL TOWN GOVERNMENT:**117,904.00****Town Facilities:**

Utilities	1,800.00
Caboose	2,000.00
Railroad Siding Rent	2,150.00
Town Meeting Hall:	18,900.00
<i>Cleaning</i>	<i>4,200.00</i>
<i>Electric</i>	<i>7,000.00</i>
<i>Supplies</i>	<i>500.00</i>
<i>General Maintenance - including floors</i>	<i>4,200.00</i>
<i>Mgt Fee (25% of Community Hall Rentals)</i>	<i>2,000.00</i>

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - Proposed FY2025 Budget for Public Hearing, 5-7-2024

FY 2025

<i>Interior Improvements (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)</i>	1,000.00	
Parks and Public Spaces	19,600.00	
<i>Ayre Square Maintenance</i>	3,000.00	
<i>Aye Square Plantings</i>	2,500.00	
<i>Ayre Square Christmas Tree replacement</i>	2,000.00	
<i>Banner Replacement</i>	1,000.00	
<i>Flag Replacement in Town</i>	1,000.00	
<i>Railroad Siding Boxes - North & South Sides</i>	0.00	
<i>Mgt Fee (25% of Property Rentals)</i>	100.00	
<i>Invasive species prevention and conservation management</i>	10,000.00	
Pink House: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)	5,000.00	
<i>Maintenance & Repairs</i>	5,000.00	
MISC Emergency Repairs (TOWN COUNCIL OR MAYORAL APPROVAL REQUIRED FOR OVER \$500)	7,500.00	
TOTAL TOWN FACILITIES		56,950.00
Town Services:		
Recurring services		
Town Lawn Maintenance and Mowing	10,000.00	
Tree Trimming and Replacement Planting	5,000.00	
Fall Zone Mulching - Annual	2,800.00	
Trash Collections	2,400.00	
Trash Consolidation - Art Guild (non-competitive litter grant)	3,000.00	
Non-recurring services (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)		
Landscape/Ground Maintenance - Playground, Ayre Square,		
8 acre Park & Triangle Maintenance, Harris Park, Flood Plain	12,000.00	
Playground Equipment Maintenance	15,000.00	
TOTAL TOWN SERVICES:		50,200.00
Grants:		
Litter Control Grant - Expense	13,129.00	
Fire Program State Grant Expense - passthrough to FCFD	15,000.00	
TOTAL GRANTS		28,129.00
Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)		
Celebrate Clifton Gala	2,500.00	
Christmas Tree Lighting	1,300.00	
Environmental Events (clean up, Camp Fire, TBD)	1,300.00	
Haunted Trail Event	20,000.00	
Historic Events		
Homes Tour	3,000.00	
TOTAL EVENTS		28,100.00
Committees: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)		
Clifton Arts Council	0.00	
Clifton Business Coalition	0.00	
Communication Committee	10,500.00	
<i>Website overhaul</i>	10,000.00	
<i>Welcome baskets</i>	500.00	
Committee on the Environment	1,150.00	
<i>Wildlife preservation - Mark K equipment</i>	500.00	
<i>Bluebird Trail - NEW</i>	650.00	
Historic Preservation Committee	0.00	

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - Proposed FY2025 Budget for Public Hearing, 5-7-2024

	FY 2025	
Finance	0.00	
Maintenance	0.00	
Mayor's Initiatives	20,000.00	
Parking and Traffic Committee	0.00	
TOTAL COMMITTEES		42,150.00
TOTAL CONTRACTUAL:		323,433.00
Commodities:		
Computer Supplies - Hardware & Software	2,580.00	
Copies	200.00	
License Plates	100.00	
Miscellaneous Commodities - office services	200.00	
Office Supplies	500.00	
Office Equipment	500.00	
Postage & Delivery	1,000.00	
Miscellaneous- <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)</i>	500.00	
TOTAL COMMODITIES:		5,580.00
TOTAL EXPENSES:		472,313.00
NET INCOME (LOSS):		90,066.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - Proposed FY2025 Budget for Public Hearing, 5-7-2024

FY 2025

Town of Clifton
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25
REVENUE/COST STATEMENT - Public Hearing, 5-7-2024

REVENUES:

FEDERAL GRANTS

MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20

MAP 21 TAP: TAP > 200K:

TOTAL VDOT TA - MAIN ST IMPROVEMENTS

TOTAL REVENUES:

COSTS:

Special Projects - Streetscape

Streetscape 2A - Preliminary Engineering

Streetscape 2A - Right of Way

VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)

Processing Easements

Streetscape 2A - Contruction

TOTAL SPECIAL PROJECTS COMMITTEE:

NET REVENUES/(COST)

FY 2025	
	880,000.00
	880,000.00
	880,000.00
227,000.00	
873,000.00	
0.00	
	1,100,000.00
	(220,000.00)

Town of Clifton
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25
REVENUE/COST STATEMENT - Public Hearing, 5-7-2024

COSTS:

Town-Funded Projects

Permanent Signs (Historic and Informational)

Safety Signs - Traffic Solutions

Harris Park Extension Improvements

8-Acre Park Entrance - Improvements

Purchase of Green Space

Public Parking Improvements

Caboose & Luggage Cart Renovation

Trash Enclosure

Pink House Improvements

Town Historic Building

TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds

NET REVENUES/(COST)

TOTAL CAPTIAL COSTS

TOTAL CAPITAL NET REVENUES/(COST)

FY 2025	
15,000.00	
3,000.00	
17,500.00	
2,500.00	
	38,000.00
	(38,000.00)
	1,138,000.00
	(258,000.00)

TOTAL FY2025 ANTICIPATED NET INCOME

(167,934.00)

PLANNING COMMISSION REPORT for May 28, 2024: in person

Present: Terry Winkowski, Michelle Stein, Jay Davis, Adam Trost, Susan Yantis;

Absent: Kathy Kalinowski, Paula Sampson

1. The Planning Commission reviewed the request for a use permit by One Dwelling Inc. (Royce Jarrendt) for office space at 12630 Chapel Road Clifton, a property owned by the Hollaways and zoned Low Impact Commercial. The use permit proposes using 255 square feet of office space with not more than 2 employees on site at any one time. The recommendation is to approve the application with the allocation of one parking space in the garage, space to be used 7 days a week from 6 am to 12 am, and with the application of the zoning restrictions set forth in Section 9-23Ba1-5 of the Code
2. The Planning Commission reviewed a request for a preliminary use permit by Royce Jarrendt on behalf of Sam Smith, owner of the residence located at 7156 Main Street, for construction of a dormer to the existing house and to provide hardscape for off street parking at the property, with a total of 2108 square feet of land disturbance. The recommendation is to approve the request for the preliminary use permit for the construction of the dormer on the second story of the house facing the Town Park with the dimensions of 12' by 9'; and for the installation of the proposed hardscape for off street parking as shown on the attached plat. The owner must also obtain a Certificate of Appropriateness must be obtained from the ARB. The applicant or owner must return after two years to request a final use permit and must show that the construction was completed in accordance with the application, with the issued Certificate of Appropriateness, and must provide copies of all required Fairfax County building permits, or other permits.
3. The Planning Commission reviewed a request for a use permit for office/commercial use by Robert and Ylva Ihrig for the Animal Clinic of Clifton, located at 12702 Chapel Road, Clifton. The application is for use of the entire building, 2155 gross square feet, as veterinary clinic, by appointment only, no retail sales, hours Monday thru Friday 8am to 8pm; Saturday 8am to 6pm, Sunday 8am to 5 pm, by appointment only, and with the allocation of 8 on site parking spaces. The recommendation is to approve the use permit.
4. The Planning Commission reviewed a request for a use permit by the Keens located at 12751 Chapel Street, Clifton, for the construction of a deck next to their home at that address. The recommendation is to approve the use permit for the construction of the deck, the size to be 16' by 14.5' in the format and the location shown on the attached plat, with all required property setbacks met, all necessary County permits obtained and ARB approval obtained if required.

**Clifton Architectural Review Board (ARB) Report
June Town Council Meeting**

The ARB met on 5/30 to review two applications.

12720 Clifton Heights Lane Christine Phillips New decking & rail on existing deck, no change in footprint.

This application was approved. The owner is waiting for the Town's permission for Fairfax County to review/issue a building permit.

7156 Main St. Sam Smith Add a dormer to the existing out building, enlarge one existing window, change existing door to a single door

The application was approved.

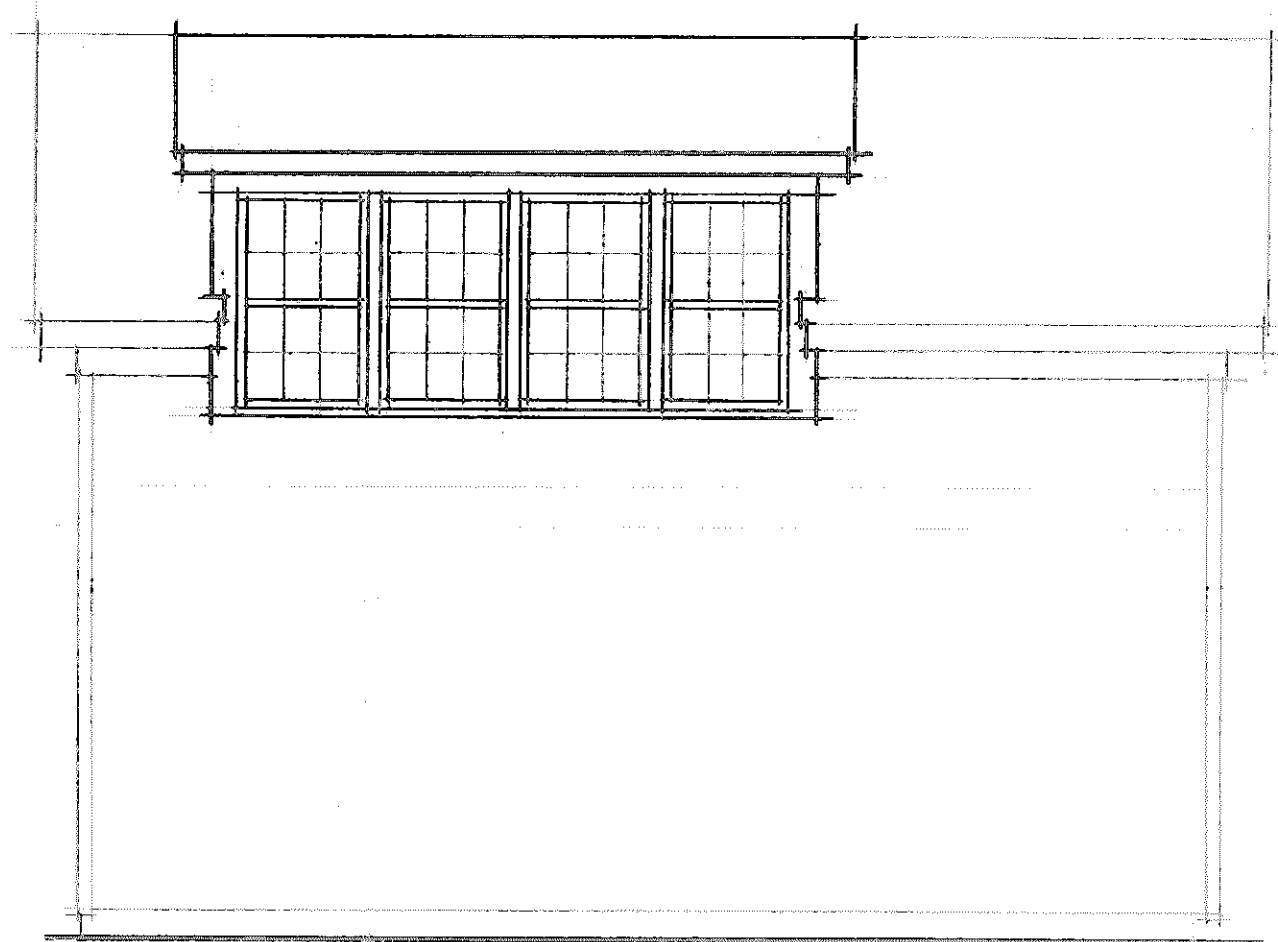
This work was also reviewed by the PC who is recommending approval to the TC on 6/4. With both approvals the owner is waiting for the permission letter to Fairfax County to review/issue a building permit.

Royce Jarrendt is acting as an agent for Sam Smith. Please send all correspondence to Royce at Royce.jarr@yahoo.com

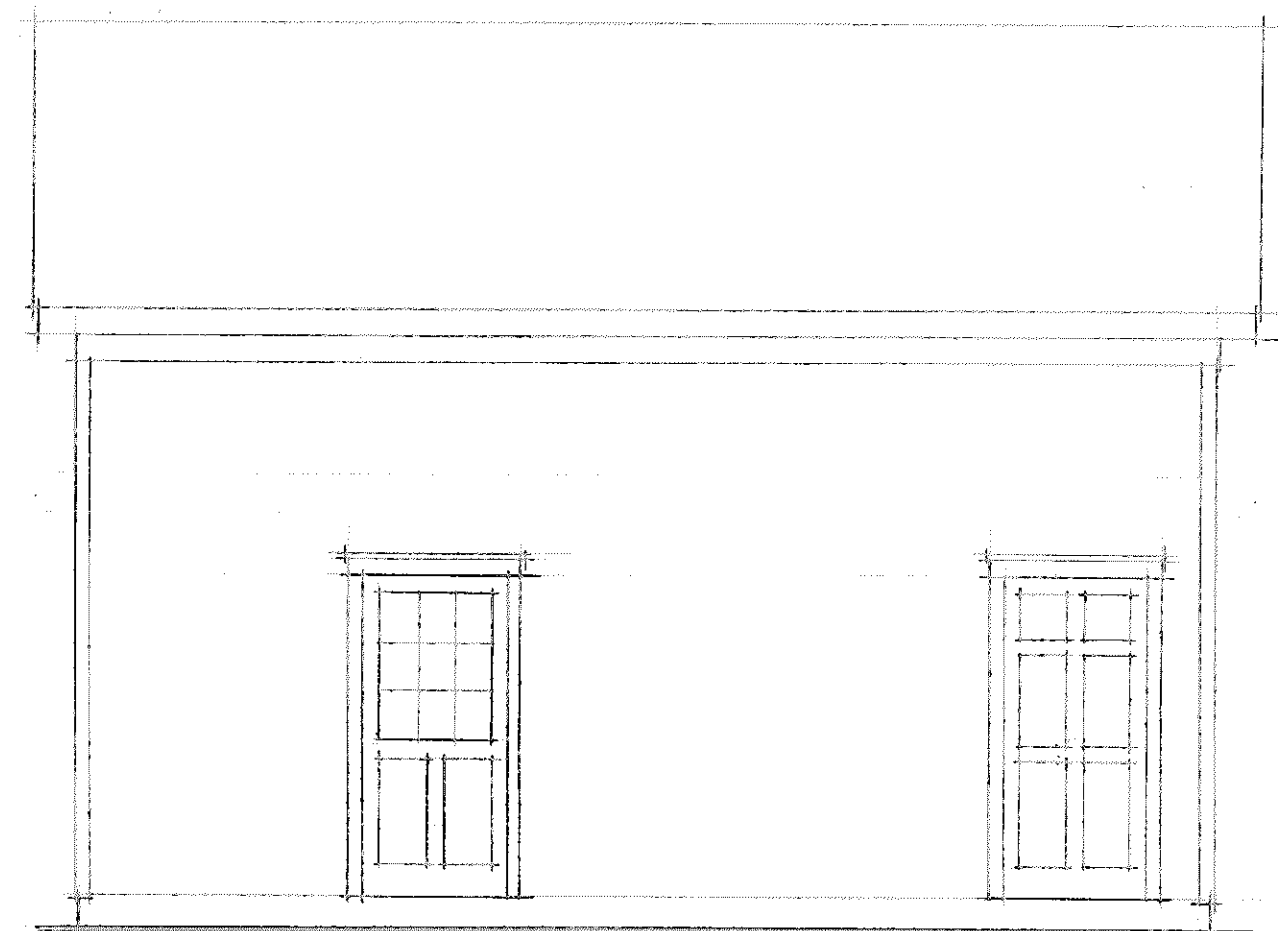
Let me know if you have any questions.

Regards,

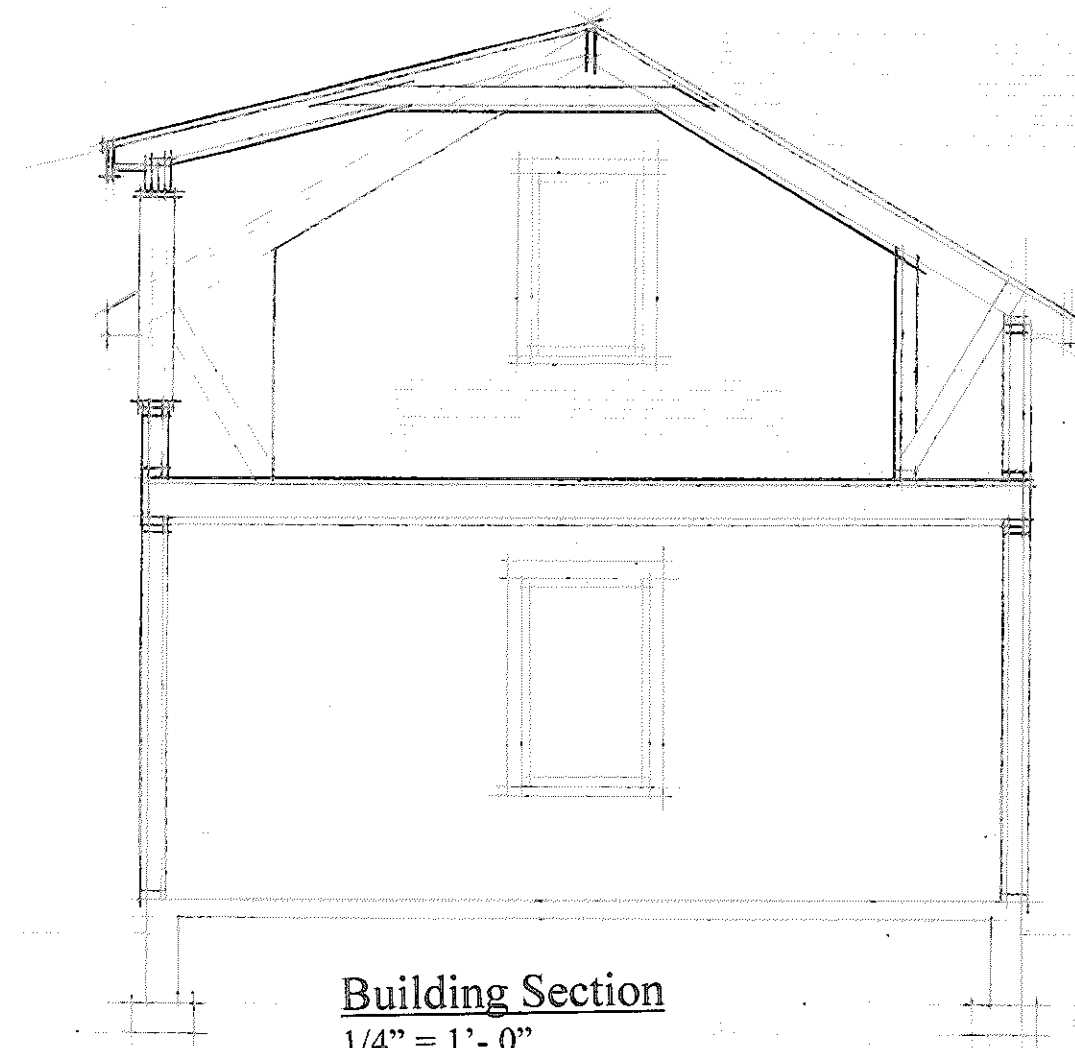
Royce Jarrendt



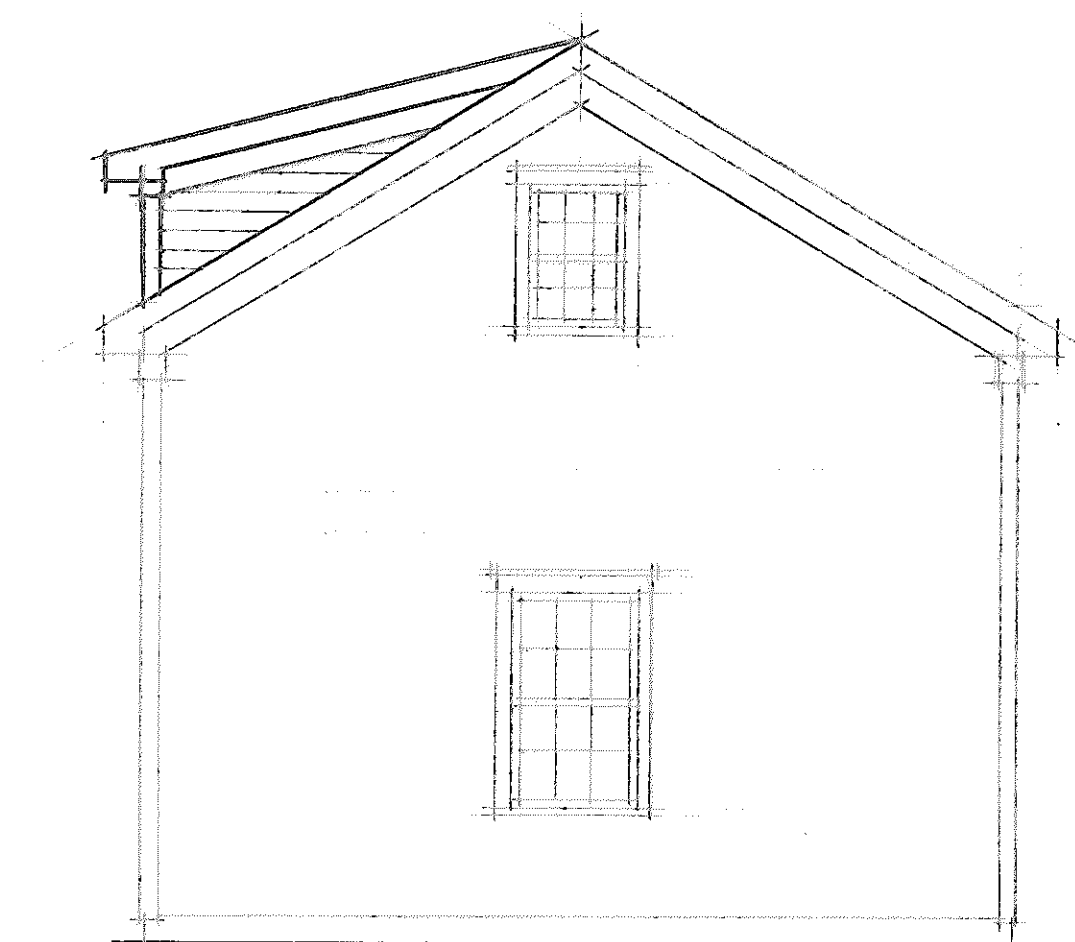
Rear Elevation
1/4" = 1'-0"



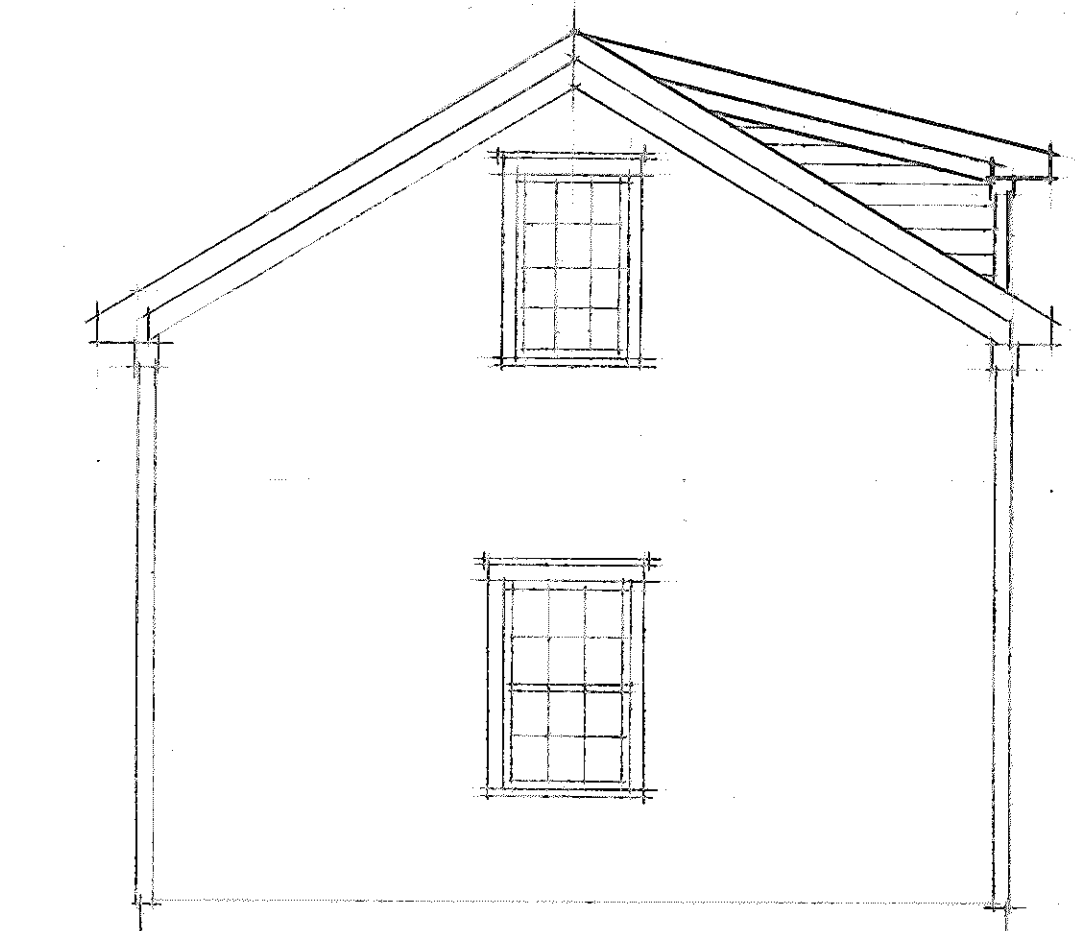
Front Elevation
1/4" = 1'-0"



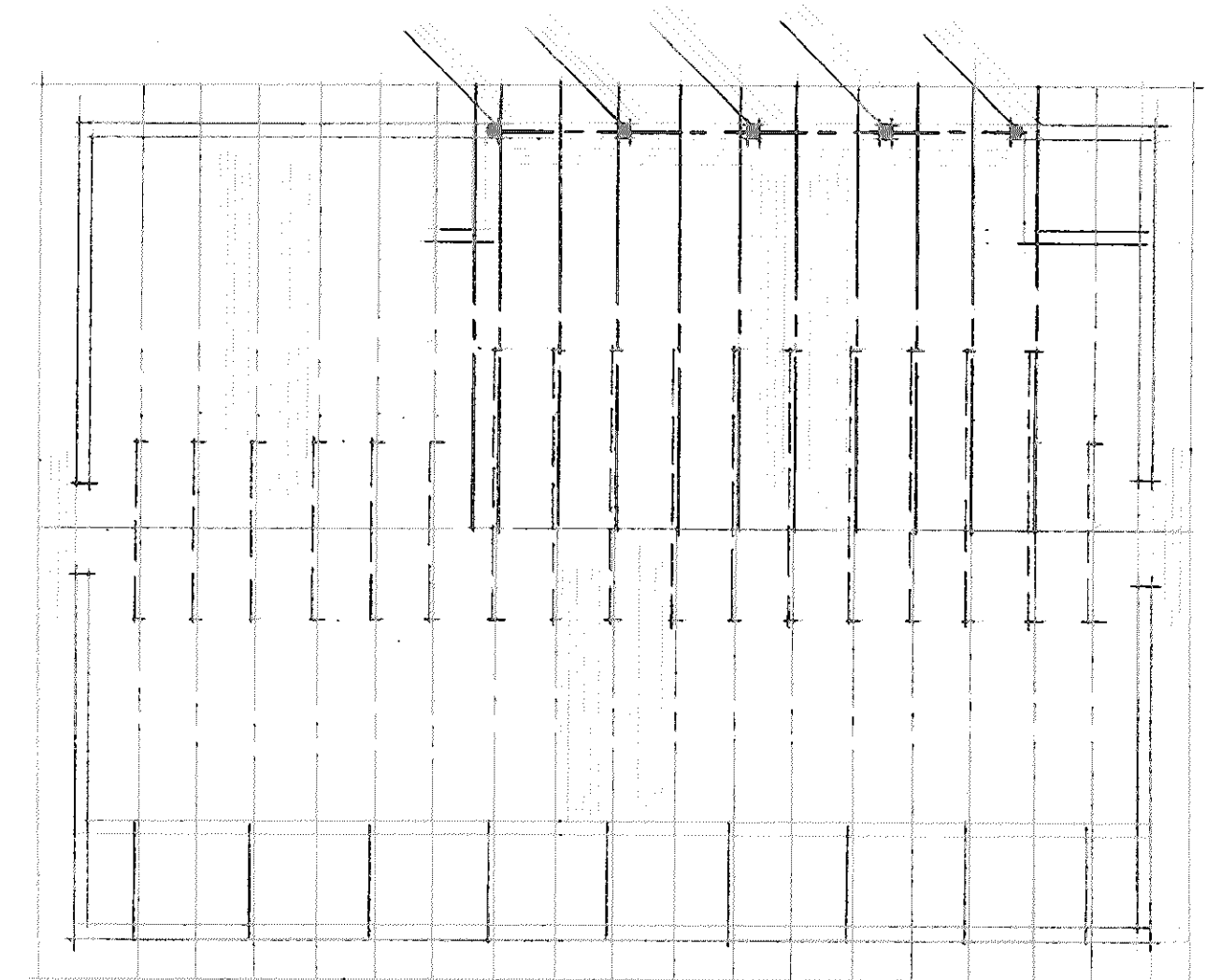
Building Section
1/4" = 1'-0"



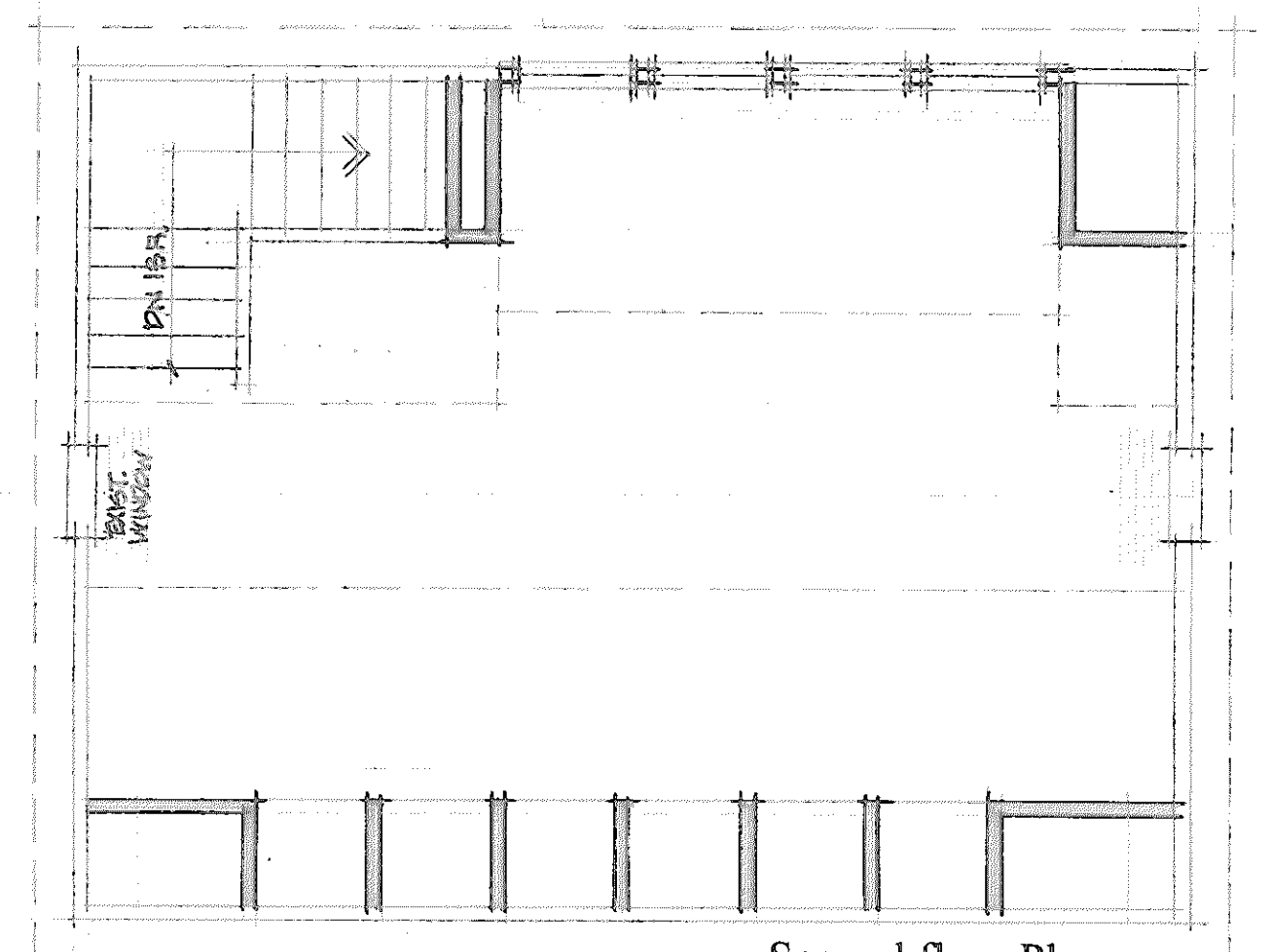
Left Side Elevation
1/4" = 1'-0"



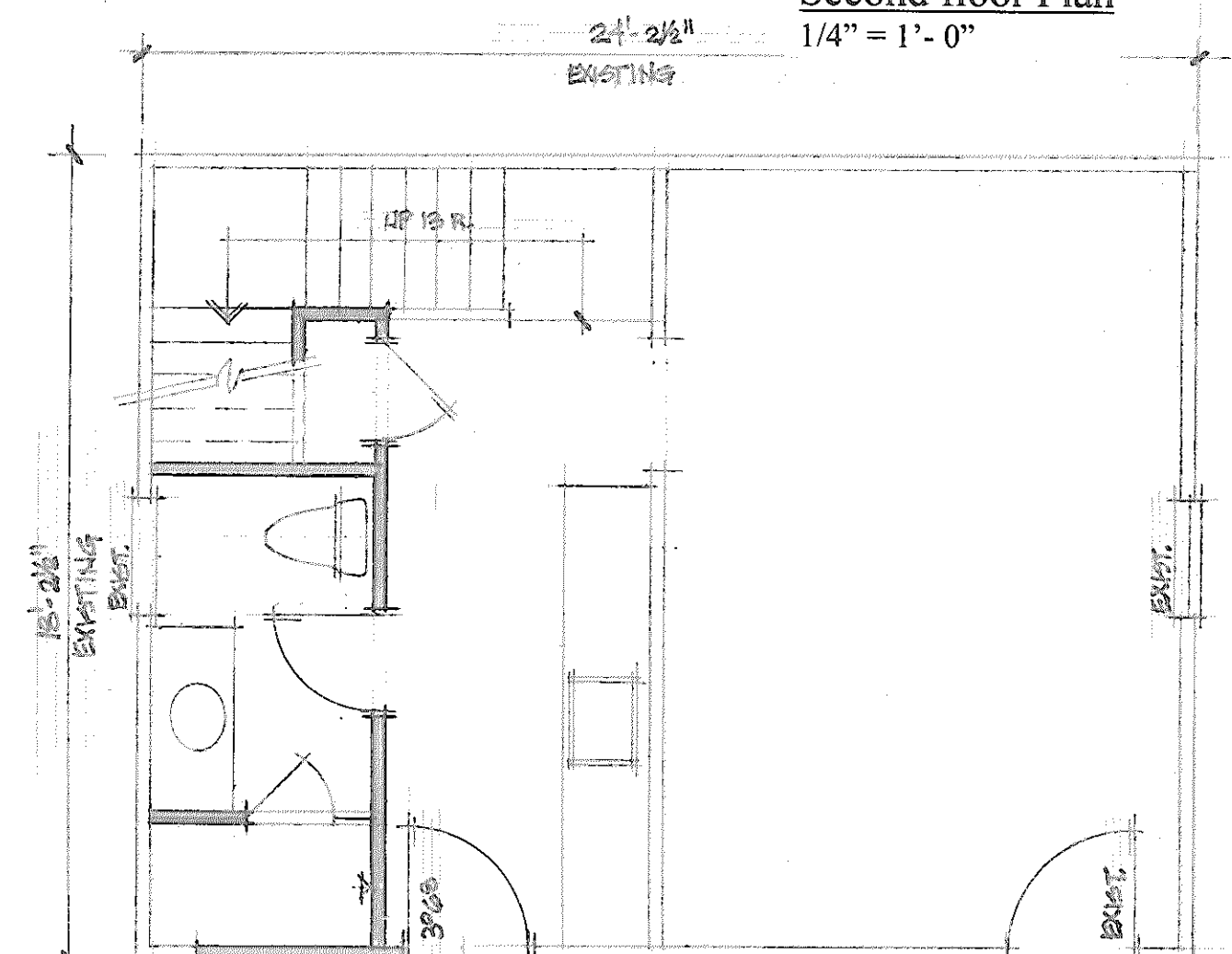
Right Side Elevation
1/4" = 1'-0"



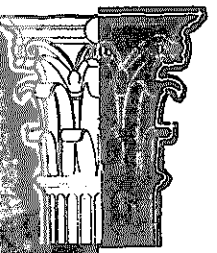
Roof Dormer Framing
1/4" = 1'-0"



Second floor Plan
1/4" = 1'-0"

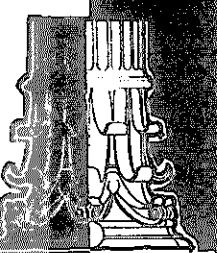


First Floor Plan
1/4" = 1'-0"

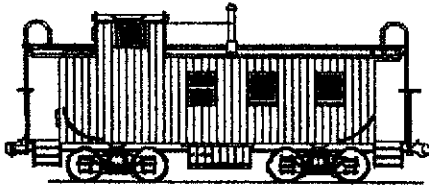


ROYCE CHARLES JARRENDT
Architect
Clifton, Virginia 20124
12639 Chapel Road
703-932-5762

7156 Main Street



Royce C. Jarrendt, Architect, expressly reserves its common law copyright and other property rights in these plans. These plans are not to be reproduced, changed or copied in any form or by any means without the written consent of Royce C. Jarrendt, Architect.



CLIFTON ARCHITECTURAL REVIEW BOARD
TOWN OF CLIFTON, VIRGINIA
APPLICATION FOR CERTIFICATE OF
APPROPRIATENESS

DATE OF APPLICATION: May 15, 2024

NAME OF APPLICANT OR AGENT: Royce Jarrendt

ADDRESS: 12639 Chapel Rd

TELEPHONE: 703 932-5762

Email Royce.jarr@yahoo.com

LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP

NUMBER: 7156 Main Street 0754-02-0057

GENERAL DESCRIPTION OF PROPOSAL:

Add a dormer to the existing structure. Wood windows, 5" exposure horizontal siding, metal roof

Fence modifications at the front to provide access for off street parking. Any new material will match the existing fence material.

Enlarge (1) window on north side, change door from double to single, roof to match eastrs.
ATTACHMENTS: Door material to be wood

☒ APPLICATION FEE*

☒ Two (2) HARD COPIES AND ONE ELECTRONIC COPY OF APPLICATION WITH
PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE
THE ARB WILL REVIEW AN APPLICATION

Royce Jarrendt

5/15/2024

SIGNATURE OF APPLICANT OR AGENT

DATE

Is the applicant or owner a member of a homeowners' association (HOA)? ☐ Yes ☒ No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE)

DATE OF HOA APPROVAL

CERTIFICATE ISSUED: YES

NO

(When marked "YES" and signed, this document becomes the "certificate of Appropriateness")

BY: *[Signature]*

5/30/24

CHAIRMAN, ARB

DATE

ARB MEMBERS' INITIALS: *[Initials]*

CONDITIONS: *[Initials]*

IF CERTIFICATE IS NOT TO BE ISSUED, THE ARB SHALL STATE THE BOARD'S
REASON: _____

*Application fee:

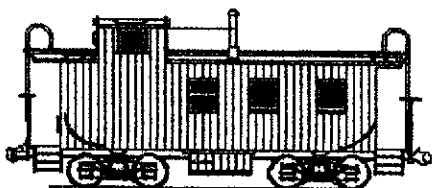
Sign/Fence: \$10.00; if after installation: \$50.00

Addition/remodeling project up to 200 SF: \$100.00

Addition/remodeling project exceeding 200 SF \$250.00

New home construction: \$250.00

The applicant shall also pay any actual costs of any review fees incurred by the ARB, including any consultant's fees and other costs set forth in Virginia State Code Section 15.2-2286.



CLIFTON ARCHITECTURAL REVIEW BOARD
TOWN OF CLIFTON, VIRGINIA
APPLICATION FOR CERTIFICATE OF
APPROPRIATENESS

DATE OF APPLICATION: May 15, 2024

NAME OF APPLICANT OR AGENT: Royce Jarrendt

ADDRESS: 12639 Chapel Rd

TELEPHONE: 703 932-5762

Email Royce.jarr@yahoo.com

LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP

NUMBER: 7156 Main Street 0754-02-0057

GENERAL DESCRIPTION OF PROPOSAL:

Add a dormer to the existing structure. Wood windows, 5" exposure horizontal siding, metal roof

Fence modifications at the front to provide access for off street parking. Any new material will match the existing fence material.

ATTACHMENTS: *Enlarge (1) window on north side, change door from double to single, roof to match existing. Door material to be wood*

☒ APPLICATION FEE*

☒ Two (2) HARD COPIES AND ONE ELECTRONIC COPY OF APPLICATION WITH PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE THE ARB WILL REVIEW AN APPLICATION

Royce Jarrendt
SIGNATURE OF APPLICANT OR AGENT

5/15/2024

DATE

Is the applicant or owner a member of a homeowners' association (HOA)? ☐ Yes ☒ No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE)

DATE OF HOA APPROVAL

CERTIFICATE ISSUED: YES

NO

(When marked "YES" and signed, this document becomes the "certificate of Appropriateness")

BY:

[Signature]
CHAIRMAN, ARB

5/30/24
DATE

ARB MEMBERS' INITIALS:

CONDITIONS:

IF CERTIFICATE IS NOT TO BE ISSUED, THE ARB SHALL STATE THE BOARD'S REASON:

*Application fee:

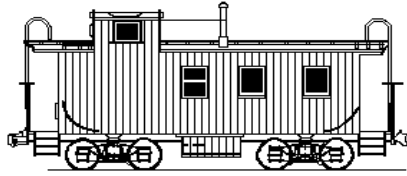
Sign/Fence: \$10.00; if after installation: \$50.00

Addition/remodeling project up to 200 SF: \$100.00

Addition/remodeling project exceeding 200 SF \$250.00

New home construction: \$250.00

The applicant shall also pay any actual costs of any review fees incurred by the ARB, including any consultant's fees and other costs set forth in Virginia State Code Section 15.2-2286.



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

June 4, 2024

TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II
VDOT Project: CLFT-029-101, P102, R201, C502
(UPC 109949)

PROJECT UPDATE

1. The Utility Pathway Design is progressing well. We will have our third meeting this week and should be close to finalizing the design. As a part of this process, it has been recommended to conduct some test pits to determine the location of the existing underground utilities. Mainly to determine the depth. This will help to mitigate unforeseen conditions.

It has also been recommended to conduct some test pits along the front of the Main Street Pub to determine if there are any contaminated soils due to the fuel tanks previously used on the site. Since excavation will occur in this area for the utility conduits, the information will again mitigate unforeseen conditions.

The contractor for this work can be properly procured through the VDOT Small Purchase Procedures as outlined in Chapter 9 of the VDOT Manual for the Procurement and Management of Professional Services. Specifically, Section 9.2 Small Purchases Procedures for Goods and Services other than Professional Services can be used when the amount is less than \$10,000.00. Per the procedures, the Project must solicit at least one Department of Small Business and Supplier Diversity (DSBSD) certified micro-business. They will be procured outside of the J2 Agreement to avoid management mark-ups. This procurement process has been confirmed by VDOT.

2. Verizon's responsibility for the costs of relocating their utilities – There have been a number of emails with Verizon. They have yet to provide a convincing argument to avoid their responsibility for the costs of relocating their utilities. VDOT has recently responded to Verizon through these emails and directed Verizon to provide any prior rights by the end of the week. We hope to conclude this matter by the end of the week.
3. The VDOT Submission for Reimbursement Request #16 submitted on April 26th, was approved and the funds were received by the Town on May 10th.
4. An Advanced Copy of the revised engineering drawings was provided on June 3. There are a few minor items still to be revised, but mainly the drawings are waiting for the final required easements for the utilities. This should be able to be finalized by the end of the week. The drawings would then be submitted to VDOT for their review.

5. Comprehensive Project Expenditure Summary – waiting for a response from VDOT to schedule a meeting to review the summary and provide a reconciliation.
6. The Project Management Plan for the Streetscape Project is still being finalized and will hopefully be presented to the TC next month.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers

Proposal for the Clifton Town Council:

Support the goals of the Fairfax Invasives Removal Alliance

The Committee on the Environment respectfully requests the Town Council formally join the [Fairfax Invasives Removal Alliance](#) (FIRA) coalition to support ridding our county of invasive plants. FIRA is a group of organizations, including municipalities, HOAs, condo and civic associations, that are calling for a comprehensive strategy in Fairfax County to address the negative impact of invasive plant species on trees and other habitats. Supporting this initiative requires no cost to the Town.

In FY2024 the Town has spent over \$1,250 on tree removal and clean up as a direct result of invasive vines. This does not include the repair work to the Pink House auxiliary building railing.

FIRA plans to approach the Board of Supervisors about authorizing a working group to come up with a list of needed actions, such as a public information campaign, workforce development, and incentive programs. They will also advocate with the General Assembly for state legislation where needed.

FIRA will be listing other organizations that support these general goals on their new website that is in development. The Clifton Betterment Association has already agreed to sign onto this campaign. It would be beneficial if the Clifton Town Council would take the same action.

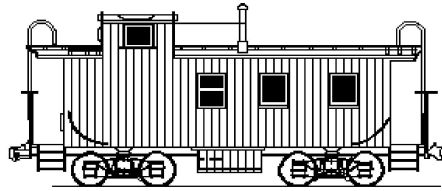
According to the [Plant NOVA Trees](#) campaign up to a million trees in Fairfax County are negatively impacted from undesirable vines including English ivy, Asian wisteria, Japanese honeysuckle, Oriental bittersweet and porcelain berry. In addition, noxious trees such as Callery pear and invasive shrubs like muliti-flora rose, that we are currently taking action against in the flood plain, are preventing new native trees from sprouting. These invasives are not confined by property boundaries and are infesting residential, commercial and public land alike.

This initiative has been successfully implemented in [Loudoun County](#).

Thank you for your time and consideration.

Wayne H. Nickum Hall
12641 Chapel Road
Clifton, VA 20124Clifton, VA 20124

Mailing Address:
P.O. Box 309



Town of Clifton, Virginia

June 4, 2024

Dear Business,

The Council of the Town of Clifton has voted to adopt a Meals Tax effective July 1, 2024. Detailed information may be found in Section 16 of the Town Code, located on the Town website <https://cliftonva.gov/towncouncil/legislation/>.

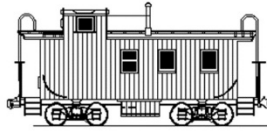
Please make note of the following:

- The Town of Clifton Meals Tax is due by the 20th of each month for the tax collected the preceding month. The first payment is due by August 20, 2024, for the taxes collected during the period July 1-31, 2024.
- The Meals Tax Collection Return Form shall be used to report the collection and payment of Meals Tax revenue. A copy of the form accompanies this letter. The form will be available on the Town of Clifton website. You may also contact me at treasurer@cliftonva.gov to receive a copy of the form via email.
- The Meals Tax Collection Return Form may be submitted by mail or electronically to treasurer@cliftonva.gov. Filing is not complete until **both** the form and the payment are received.
- Payment may be made by check made out to the Town of Clifton, or by ACH. Please contact me directly at treasurer@cliftonva.gov to obtain the bank details for the ACH.
- There are penalties for late submission. If a submission is late, please refer to Section 16-08 to calculate the appropriate penalty.

We appreciate the support of the business community in the Town. Please do not hesitate to contact me if you have any questions or need assistance regarding the Meals Tax.

Sincerely,

Lisa Wax
Treasurer, Town of Clifton

Date received:

Town of Clifton Meals Tax Collection Return Form

The Town of Clifton Meals Tax is due on the 20th of each month for the tax due and collected the preceding month.

The Meals Tax Collection Return Form may be submitted by mail or electronically to treasurer@cliftonva.gov. Filing is not complete until both form and payment are received. Make checks payable to Town of Clifton.

Mail form and payment to:

Town of Clifton
Attn: Meals Tax
P.O. Box 309
Clifton, VA 20124

Tax Report for Month: _____ Year: _20_____

Name of Business: _____

Business Address: _____

Name of Meals Tax Form Preparer: _____

Preparer Phone: _____

Preparer Email: _____

1. Total gross sales amount from meals, as defined in Code section 16-02	\$
2. Total gross sales amount times the tax rate • Multiply Line 1 by .02	\$
3. Late payment penalty, required if filing after the 20 th of the month • To calculate penalty, multiply Line 2 times .01 • If result is > \$10.00, enter result on Line 3 • If result is < \$10.00, enter \$10.00 on Line 3	\$
4. Additional penalty, required if filing more than more than one month past due • Refer to Code section 16-08 paragraphs b and c to calculate additional penalty	\$
5. Total Meals Tax Amount Due • Add Lines 2, 3 and 4 • This is the amount you owe	\$

Payment (check one): _____ Check enclosed _____ Transmitted via ACH

Declaration: I declare that the figures given herein are true, full, and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____ Title: _____

RESOLUTION CONCERNING COMMITTEES

WHEREAS, the Mayor and Council of the Town of Clifton, Virginia (the “Town”) has appointed various committees, a majority of whose members constitute private sector or citizen members (“Committees”), to advise the Town with respect to specific matters and to carry out functions specifically delegated to them by resolution of the Town; and

WHEREAS, § 2.2-3700 et seq. of the Virginia Code (the “Act”) requires all meetings of any “public body” be open to the public and that certain additional requirements be satisfied; and

WHEREAS, “public body” is defined in the Act as “any committee, subcommittee, or other entity however designated of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee, or entity because it has private sector or citizen members....”

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL that all Committees shall comply with the requirements of the Act, including but not limited to:

- (i) causing notice of the date, time and location meetings of a majority of its members to be posted on the website <https://cliftonva.gov/> and on the bulletin board at the Town of Clifton Post Office not later than 3 business days before the meeting;
- (ii) not conducting meetings through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled to discuss or transact public business (unless specifically permitted by the Act);
- (iii) making at least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a Committee for a meeting available for public inspection at the same time such documents are furnished to the members of the Committee;
- (iv) permitting any member of the public to photograph, film, record, or otherwise reproduce any portion of a meeting; and
- (v) causing all records of Committees to be open to public inspection or provided to persons requesting records, subject to the exclusions specified in the Act.

BE IT FURTHER RESOLVED, that, unless specifically authorized by resolution of the Town, Committees shall not have authority to take action in the name of or obligate the Town for contract or liability purposes.

ADOPTED this _____th day of June, 2024.

Tom Peterson, Mayor

Attest:

_____, Acting Town Clerk

RESOLUTION

WHEREAS, the Town of Clifton, Virginia (the “Town”) received a grant of \$303,992.00 Coronavirus State and Local Fiscal Recovery Funds (the “Funds”) under the American Rescue Plan Act (the “Act”); and

WHEREAS, as authorized by the Act and section 35.6(d) of the Rule, published by the United States Treasury Department (the “Treasury”) on January 27, 2022, interpreting the Act (the “Rule”), the Town made a one-time election to calculate the amount of the reduction in the Town’s general revenue due to the coronavirus emergency as a “standard allowance” of \$10,000,000 (the “Election”); and

WHEREAS the Town notified the Treasury of the Election by that certain SLFRF Compliance Report – VA0041 – P&E Report – 2022, submitted on April 30, 2022 (the “2022 Report”); and

WHEREAS, pursuant to the Rule, the Funds are authorized to be used by the Town to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency, and “government services” are stated to generally include any services traditionally provided by a government, without the necessity of specifying those services; and

WHEREAS the Town is obligated to file with the Treasury annual reports summarizing its use of the Funds, and the Town caused such reports to be submitted to the Treasury on April 30, 2022, May 17, 2023 and May 5, 2024; and

WHEREAS, pursuant to the Act and the Rule, the Town is required to cause all Funds to be obligated not later than December 31, 2024 and expended not later than December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN that the Town shall comply with all requirements of the Act and the Rule, including but not limited to filing all reports required to be filed with the Treasury by the Town under the Act and the Rule; and

BE IT FURTHER RESOLVED that the Town Treasurer or the Mayor may file such reports and take such other action as may be necessary or desirable to assure compliance with the Act and the Rule with respect to the Funds.

ADOPTED this ____th day of June. 2024.

Tom Peterson, Mayor

Attest:

_____, Acting Town Clerk

June 4, 2024

Ed Ehlers, Resource Recovery Project

Update on Expanded Polystyrene (EPS) campaign

Background: The Virginia Department of Environmental Quality (VADEQ) awarded the town of Clifton \$4,038.93 to execute a communication campaign about EPS. At the April meeting, the Town Council approved the Resource Recovery Project to perform the grant work.

According to the VADEQ website:

“The Virginia General Assembly passed legislation in 2021 that will ban the use of Expanded Polystyrene (EPS) by food vendors. The legislation also discourages the sale and use of EPS products and encourages the promotion of alternatives to EPS.

Currently, the ban is to take effect in two phases. By July 1, 2028, food establishments with 20 or more locations must stop using EPS containers. By July 1, 2030, remaining food establishments must comply.

The ban applies to any food vendors that serve prepared food, including restaurants, cafeterias, food trucks, catering companies, and grocery store salad bars.

For anyone who is currently using EPS products in any industry, the legislation encourages the use of alternative materials.

EPS isn't the best choice for people or the environment. It's time to learn about and plan for alternatives.”

Outcome: All town of Clifton food vendors were interviewed and stated they do not currently use EPS. However, rigid polystyrene is still in use and the largest event in town, Clifton Day, still allows food vendors to use EPS.

Next Steps:

- Provide sample compostable products to town food vendors to replace rigid polystyrene products
- Work with Clifton Day organizers to encourage food vendors not to use EPS
- Submit Performance and Accounting Report to VADEQ NLT August 1, 2024

Approved Budget Estimate:

TASK Numb	TASK	NOTES	Labor	Supplies	Total
1	Flyers	Print and distribute flyers & FAQ sheets	\$ 140	\$ 25	\$ 165
2	Social Media	Post campaign information	\$ 350	\$ -	\$ 350
3	Consult	Consult with local business owners	\$ 700	\$ 11	\$ 711
4	Products	Provide example products to businesses	\$ 210	\$ 1,500	\$ 1,710
5	Council	Attend town council to report	\$ 140	\$ -	\$ 140
6	Coordinate	Meet with VA DEQ, Clean Fairfax, and other local organizations	\$ 280	\$ -	\$ 280
7	Research	EPS campaigns performed in other states	\$ 280	\$ -	\$ 280
8	DEQ Reporting	Submit Performance and Accounting Reports NLT 1 Aug 2024	\$ 140	\$ -	\$ 140
TO TAL			\$ 2,240	\$ 1,536	\$3,776
				Grant	\$ 4,039
				Delta	\$ 263