

**CLIFTON TOWN COUNCIL**  
**\*\*ELECTRONIC WORK SESSIONS VIA ZOOM\*\***  
**APRIL 10 and APRIL 17, 2023, 7:00 PM**  
**FY2024 BUDGET WORK SESSIONS**  
**12641 CHAPEL ROAD**  
**CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council held the Work Sessions noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The Work Sessions were conducted using Zoom teleconferencing audio and video service, and connection information was provided by the Town Clerk to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government.

Any member of the public who wished to speak or make comments during the electronic Work Sessions were afforded the opportunity to pre-register by emailing the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov) by Noon on the day of the meeting. Any such comments will be limited to three (3) minutes per speaker and priority will be given to the citizens and taxpayers of the Town of Clifton. Members of the public were also permitted to submit written comments to the Town Clerk in advance of the meeting. Any such written comments will be included in the record for the Work Sessions but will not be read aloud.

**BUDGET WORK SESSION #1**  
**THURSDAY, APRIL 10, 2023, 7:00 PM**

**Present:** Mayor William Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros left at 9:32 PM; Councilmember Patrick Pline; Councilmember Darrell Poe; Councilmember Lynn Screen.

**Staff:** Amanda Christman, Town Clerk; Nick Orrison, Town Treasurer.

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**The First Work Session was called to order by Mayor Hollaway at 7:00 PM.**

Order of Business:

1. New Business:  
a. Review proposed input for FY2024 Town Budget for July 1, 2023 – June 30, 2024. The Town Council Members worked through the proposed draft budget line by line and compared year-to-date results to projections.

2. Adjournment.
- **Councilmember Poe move to adjourn, seconded by Mayor Hollaway. The motion was approved by poll, 5-0.**

Approved by the Town Council on May 2, 2023 as presented

The first Work Session was adjourned at 10:22 PM.

**BUDGET WORK SESSION #2**  
**MONDAY, APRIL 17, 2023, 7:00 PM**

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

**Staff:** Amanda Christman, Town Clerk; Nick Orrison, Town Treasurer.

**Absent:** Councilmember Pat Pline.

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**The Second Work Session was called to order by Mayor Hollaway at 7:00 PM.**

Order of Business:

1. Unfinished Business:

a. Review proposed input for FY2024 Town Budget for July 1, 2023 – June 30, 2024.

The Town Council Members continued to work through the proposed draft budget line by line and to compare year-to-date results to projections.

b. Approve Proposed FY2024 Town Budget for Advertising and Public Hearing.

See attached Proposed Town Budget for Advertising and Public Hearing.

- **Mayor Hollaway moved to approve the proposed FY2024 Budget as discussed and revised by the Council during this work session for advertising, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**
- **Mayor Hollaway moved to schedule a Public Hearing on the FY2024 Budget on May 2, 2023 at 7:30 PM, immediately preceding the regular Town Council meeting, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

2. Adjournment.

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

The second and final Work Session was adjourned at 8:31 PM.

# TOWN OF CLIFTON, VIRGINIA

## TOWN OF CLIFTON - Proposed Income/Expense Budget

**REVENUES:**

**Taxes & Permits Revenues:**

ARB Permits	500.00	
BPOL	40,000.00	
BZA Fees		
Va Communications Sales Tax	4,000.00	
Va Car Rental Distribution	3,200.00	
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	3,000.00	
Motor Vehicle Tags	7,000.00	
No. Va. Cigarette Tax	1,500.00	
Railroad Tax	1,500.00	
Sales Tax	30,000.00	
Meals Tax		
Use Permits	500.00	
Utility Consumption Tax	1,500.00	

**TOTAL TAXES & PERMITS:**

**92,700.00**

**Town Facilities Rentals:**

Community Hall	11,500.00	
Pink House	34,800.00	

**TOTAL FACILITIES RENTALS:**

**46,300.00**

**Other Revenues:**

**Clifton Arts Council**

Community Arts Program		
Clifton Film Festival	0.00	

**Total Clifton Arts Council**

**0.00      0.00**

**Environmental Comiittee**

Environmental Event	0.00	
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**Total Environmental Committee**

**0.00**

**Haunted Trail Event**

**37,500.00      37,500.00**

**Historic Preservation Committee**

Historic Events in Town	0.00	
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**Total Historic Preservation Committee**

**0.00      0.00**

**HOMES TOUR COMMITTEE**

Homes Tour	3,000.00	
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**TOTAL HOMES TOUR COMMITTEE**

**0.00      3,000.00**

Interest Income	55,000.00	<b>55,000.00</b>
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**Town Parks Committee**

Property Rental-Park/Square/Gazebo	150.00	
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**Total Town Parks Committee**

**150.00      150.00**

**Clifton Business Committee**

Celebrate Clifton Gala		
<b>Total Clifton Business Committee</b>		<b>0.00</b>
<b>Fire Program State Grant- FCFD</b>	15,000.00	<b>15,000.00</b>
<b>Litter Control Grant</b>	1,329.00	<b>1,329.00</b>
<b>American Rescue Plan (COVID \$\$\$)</b>	0.00	<b>0.00</b>
Other income (Donations)	0.00	<b>0.00</b>
<b>TOTAL OTHER REVENUE:</b>		<b>111,979.00</b>
<b>TOTAL REVENUES:</b>		<b>250,979.00</b>
<b>EXPENSES:</b>		
<b>Payroll Expenses:</b>		
Town Clerk Salary	28,000.00	
Zoning Clerk Salary	8,000.00	
ADDED by TC Aug 2016 FY17: Assistant Project Manager-Streetscape	4,000.00	
Town Clerk- Records Review Salary	0.00	
Town Treasurer Salary	27,000.00	
Town COVID Response Coordinator	0.00	
Town COVID Financial Administrator	0.00	
Town COVID - Payroll Txes	0.00	
Payroll Taxes	5,300.30	
Employee Incentives	2,000.00	
<b>TOTAL PAYROLL EXPENSES:</b>		<b>74,300.30</b>
<b>CONTRACTUAL EXPENSES:</b>		
<b>Insurance</b>	6,250.00	<b>6,250.00</b>
<b>Town Government:</b>		
ARB	300.00	<b>300.00</b>
Board of Zoning Appeals		
BZA - Seminars		
BZA - Legal fees - see line 94		
<b>TOTAL BZA</b>	0.00	<b>0.00</b>
<b>Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Consulting & Related Expenses	5,000.00	
Town (Comprehensive) Plan Revisions	15,000.00	
Advertising for Public Hearings for Use Permits	500.00	
Translation & Interpretive Services for Public Meetings	3,600.00	
Legal Services	5,000.00	
General Admin/Education	300.00	
<b>Total Planning Commission</b>		<b>29,400.00</b>
<b>TOTAL GOVERNMENT:</b>		<b>35,950.00</b>
<b>Professional Fees:</b>		
Accounting - Year Audit Review	7,500.00	

Legal Fees	18,000.00	
<b>TOTAL PROFESSIONAL FEES:</b>		<b>25,500.00</b>
<b>Town Facilities:</b>		
Town Handyman - 1099 vendor for maintenance services	6,000.00	<b>6,000.00</b>
Ayre Square Maintenance	1,500.00	<b>1,500.00</b>
<b>Caboose Expenses:</b>		
Equipment	500.00	
Maintenance	1,500.00	
<b>Total Caboose Expenses:</b>		<b>2,000.00</b>
Railroad Siding Rent	2,150.00	<b>2,150.00</b>
<b>Subtotal - Facilities:</b>		<b>11,650.00</b>
<b>Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Cleaning	4,200.00	
Electric	6,500.00	
Supplies	750.00	
General Maintenance - including floors	4,400.00	
Mgt Fee (25% of Community Hall Rentals)	2,875.00	
Interior Improvements - Over \$500 requires TC approval	1,000.00	
<b>TOTAL MEETING HALL EXPENSES</b>		<b>19,725.00</b>
<b>Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Maintenance (506005) & Repairs (506010)	5,000.00	
Repairs		
<b>Total Pink House Expenses:</b>		<b>5,000.00</b>
<b>TOTAL TOWN FACILITIES:</b>		<b>36,375.00</b>
<b>Town Services:</b>		
Town Elections	1,400.00	
Town Park Lawn Maintenance	2,500.00	
Grass Mowing	6,500.00	
Trash Collections	2,400.00	
Trash Consolidation - Art Guild (Split Trash)	2,600.00	
Litter Control Grant - Expense		
Fire Program State Grant Expense - passthrough to FCFD	15,000.00	
<b>TOTAL TOWN SERVICES:</b>		<b>30,400.00</b>
<b>Utilities:</b>		
Utilities - Electric (RR Siding,Gazebo & Ayre Sq. & street lights)	1,500.00	
<b>TOTAL UTILITIES:</b>		<b>1,500.00</b>
<b>Dues &amp; Subscriptions:</b>		
Conference Attendance	1,000.00	
Other Dues & Subscriptions & Training	1,000.00	
Va Municipal League	500.00	
<b>TOTAL DUES &amp; SUBSCRIPTIONS:</b>		<b>2,500.00</b>
<b>Other Contractual Expenses:</b>		
<b>Beautification Committee</b>		
Flowers/Barrels & Flag Pole planter-Ayre Square	1,000.00	
Christmas Tree Lighting	1,500.00	

Banner Replacement	2,000.00	
Flag Replacement in Town	500.00	
Railroad Siding Boxes - North & South Sides	750.00	
<b>Total Beautification Committee</b>		<b>5,750.00</b>
Citizen Recognition Fund	750.00	<b>750.00</b>
<b>Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Web Server Annual Maintenance with Domain Subscriptions	1,100.00	
Web Site Updating & Configuration	1,500.00	
<b>Total Communication Committee</b>		<b>2,600.00</b>
<b>Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Clifton Halloween Night	200.00	
Clifton Film Festival		
<b>Total Clifton Arts Council</b>		<b>200.00</b>
<b>Committee on the Environment</b>		
Town Clean Up	150.00	
Camp Fire Event	250.00	
Environmental Events	200.00	
Wildlife preservation - Mark K equipment	500.00	
<b>Total Environmental Committee</b>		<b>1,100.00</b>
Haunted Trail Event	17,100.00	<b>17,100.00</b>
<b>Historic Preservation Committee</b>		
Historic Events in Town	750.00	
Oral History Proj	500.00	
Town Museum	0.00	
Historic Town Documents	750.00	
ADD - Storage for historic artifacts	1,650.00	
<b>Total Historic Preservation Committee</b>		<b>3,650.00</b>
<b>Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Homes Tour	1,600.00	
<b>Total Homes Tour Committee</b>		<b>1,600.00</b>
Legal Advertising	2,000.00	<b>2,000.00</b>
Mayoral Reimbursement	500.00	<b>500.00</b>
Town Association of Northern Virginia Event	600.00	<b>600.00</b>
Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	2,500.00	<b>2,500.00</b>
<b>Park Committee Expense</b>		
<b>Town Parks Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</b>		
Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8 acre Park & Triangle Maintenance, Harris Park	5,000.00	
Ayre Square Christmas Tree replacement	2,000.00	
Signage Upgrade		
Tree Trimming and Replacement Planting - playground, Ayre Sq & Chapel	5,000.00	
Playground Equipment Maintenance	2,000.00	
Fall Zone Mulching	2,500.00	
Mgt Fee (25% of Property Rentals)	150.00	
<b>Total Town Parks Committee</b>		<b>16,650.00</b>
<b>Traffic, Parking and Safety Committee</b>	500.00	<b>500.00</b>

<b>Welcoming &amp; Sunshine Committee</b>		
Welcome Baskets & Expressions of Sympathy	500.00	
Spring Egg Hunt	250.00	
<b>Total Welcoming &amp; Sunshine Committee</b>		<b>750.00</b>
<b>MISC - Emergency Repairs - new line item</b>	7,500.00	
MISC Other <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i>	7,500.00	<b>15,000.00</b>
<b>Bank Fees</b>		
<b>Clifton Business Committee</b>		
Celebrate Clifton Gala		
Commercial District Directional Signage		
<b>Total Clifton Business Committee</b>		<b>0.00</b>
<b>TOTAL OTHER CONTRACTUAL:</b>		<b>71,250.00</b>
<b>Commodities:</b>		
Computer Supplies - Hardware & Software	1,580.00	
Zoom (Split)	900.00	
Adobe (Split)		
Copies	200.00	
License Plates	100.00	
Miscellaneous Commodities - office services	300.00	
Office Supplies	500.00	
Office Equipment	500.00	
Postage & Delivery	1,000.00	
Miscellaneous- <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i>		
<b>TOTAL COMMODITIES:</b>		<b>5,080.00</b>
<b>TOTAL EXPENSES:</b>		<b>282,855.30</b>
<b>NET INCOME (LOSS):</b>		<b>(31,876.30)</b>

**Town of Clifton**  
**CAPITAL IMPROVEMENTS/GRANT INCOME**  
**REVENUE/COST STATEMENT**

**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:**

Streetscape 2A - Design

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

Processing Easements

Streetscape 2A - Construction

**Total Main Street - Special Projects Committee**

**TOTAL SPECIAL PROJECTS COMMITTEE:**

**NET REVENUES/(COST)**

Preliminary engineering and design for new sidewalk

Permanent Signs (Historic and Informational)

Safety Signs - Traffic Solutions

Harris Park Extension Improvements

8-Acre Park Entrance - Improvements

Purchase of Green Space

Clifton Creek Park - Trails and Invasive Species

Public Parking Improvements

Caboose & Luggage Cart Renovation

Pink House Improvements

Town Historic Building

**TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds**

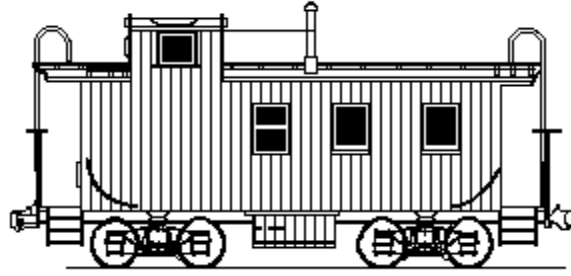
**NET REVENUES/(COST)**

**TOTAL COSTS**

**NET REVENUES/(COST)**

	80,000.00	
		<b>80,000.00</b>
		<b>80,000.00</b>
	58,000.00	
	42,000.00	
		<b>100,000.00</b>
		<b>100,000.00</b>
		<b>(20,000.00)</b>
	0.00	
	6,000.00	
	0.00	
	7,000.00	
	5,000.00	
	100,000.00	
	20,000.00	
	5,000.00	
	15,000.00	
		<b>158,000.00</b>
		<b>(158,000.00)</b>
		<b>258,000.00</b>
		<b>(178,000.00)</b>





**CLIFTON TOWN COUNCIL**  
**\*\*ELECTRONIC MEETINGS VIA ZOOM\*\***  
**7:00 PM ON APRIL 10, APRIL 17 AND, IF NEEDED, APRIL 20, 2023**  
**FY2024 BUDGET WORK SESSIONS**  
**12641 CHAPEL ROAD**  
**CLIFTON, VA 20124**

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Order of Business:

**BUDGET WORK SESSION #1**  
**MONDAY, APRIL 10, 2022, 7:00 PM**

1. New Business:
  - a. Review proposed input for FY2024 Town Budget for July 1, 2023 – June 30, 2024.
2. Adjournment.

**BUDGET WORK SESSION #2**  
**MONDAY, APRIL 17, 2023, 7:00 PM**

1. Unfinished Business:
  - a. Continue review of proposed input for FY2024 Town Budget for July 1, 2023 – June 30, 2024.
  - b. Approve Proposed FY2024 Town Budget for Advertising and Public Hearing.
2. Adjournment.

1| If anyone attending this meeting requires an ASL or English language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

**BUDGET WORK SESSION #3 (if needed)**  
**THURSDAY, APRIL 20, 2023, 7:00 PM**

1. Unfinished Business:
  - a. Continue review of proposed input for FY2024 Town Budget for July 1, 2023 – June 30, 2024.
  - b. Approve Proposed FY2024 Town Budget for Advertising and Public Hearing.
2. Adjournment.

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