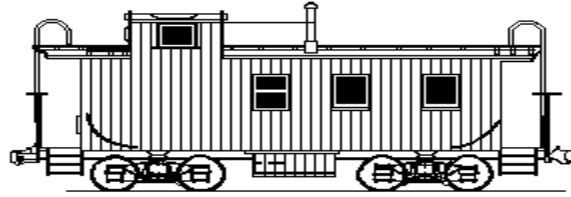


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

Mailing Address:
P.O. Box 309
Clifton, VA 20124



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2025, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Present: Mayor Tom Peterson; Vice Mayor Regan McDonald; Councilmember Mary Hess; Councilmember Lynn Screen; Councilmember Jay Davis; Councilmember Steve Effros

Staff: Laura Jane Cohen, Town Administrator (Remote); Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer

The Regular Meeting was called to order by Mayor Peterson at 7:30PM

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).
- **CM Effros made a motion to approve the minutes from the January Town Council meeting. The motion was seconded by CM Hess and approved by poll, 6-0.**
 - b. Discussion Regarding Committees
See attached report.
 - i. As part of an annual review and in preparation for the new website, the Clerk and CM Hess reviewed the current list of committees and brought questions and suggestions forth to the Town Council for clarification, as well as a draft agenda for a meeting with committee leads. The following changes were discussed and agreed upon:
 1. CM Screen noted that the Civil Rights committee is part of the Title VI plan and is written into that plan as part of the requirement. At least two more participants are needed.
 2. CM Effros noted that the Industrial Development Authority (IDA), a statutory committee, only meets as needed; however, members do need to be reinstated should there be a need to meet.
 3. Citizen Darrell Poe noted that the Arts committee is not currently active.
 4. The Clerk has an inquiry for clarification out to the currently listed chair of the Board of Zoning Appeals (BZA), another statutory

- committee, but it was generally noted that the process for this should be better publicized.
5. It was generally agreed upon that the Clifton Business Coalition should no longer be listed as a committee but should instead be incorporated into the Town Administrator's duties.
 6. While the Clerk and CM Hess suggested that perhaps the Town Maintenance committee should be moved under the Town Administrator duties, there was debate around this as it is a lot of work, and it may be deserving of a committee. The Town Administrator suggested that there be a trial period of 6 months to move it under their duties without the formality of a committee and this was agreed upon by the Council.
 7. It was agreed upon that the Mayor's Initiatives should not be listed as a committee.
 8. It was determined that the Streetscape Project should not be its own committee and should continue to be a sub-project under the Special Projects Committee.
- ii. CM Hess also inquired whether it would be admissible to grant committee members access to documents within Google Drive, the Clerk noted that this should be fine due to the fact that as long as work is done within the Drive, the Town retains auditability.
 - iii. There were no other questions or concerns about the other procedural and reporting suggestions within the document.
- c. Streetscape Email Report
See attached report.
- i. The Clerk was requested to investigate whether there were technology options within the Town Google Suite which could better support having a single point of contact for the Streetscape project. Three options were investigated as part of this effort: using Google Groups, setting up a single shared inbox, and continuing with the status quo with individual Town emails for those involved in the effort.
 - ii. CM Davis noted that this was developed because previously there had been a conclusion to set up a common single address for these communications to alleviate concerns brought up previously by the Legal Committee. CM Effros noted that using Google Groups makes sense for committees as then there is one email address and individuals parse out what is sent back, and external personnel know where to send information to ensure it gets to the right people.
 - iii. The Town Administrator inquired what the main issue that the Council is aiming to resolve is, and if it is simply having a central point where everything exists. They reported that they are included in all emails that are sent, so this is already resolved, and they are comfortable with their level of inclusivity and that they are looped in on everything and noted that as long as everyone uses their Town emails then all of the information can be obtained easily should there be a need. They noted that the Google

Groups solution sounds like it would be a good solution to implement at the beginning of a project, rather than at this point in an ongoing project. Streetscape Chair Yantis agreed.

- iv. CM Screen inquired whether everyone involved in the project has a Town email address and this was confirmed.
- v. CM Effros questioned whether centralized information is truly resolved as previously emails were going to different emails and it seems some documents list one individual but then the emails are coming from the Streetscape Chair instead. They indicated a concern about what to list on the Town website and inquired what the issue is with having a single email. The Town Administrator replied that because all of the people who are currently being coordinated with are used to emailing individuals as opposed to a new email, it would take time and effort to retrain everyone to do so and to ensure that all emails get captured in that system. CM Effros noted that this should not be an issue as everyone has experienced changing email addresses and it should be put as the point of contact moving forward.
- vi. CM Hess noted that when this issue first arose, there were two main factors: 1. That the Town was under the impression that there could only be one email with VDOT, and 2. There was a perception that key personnel were not being included. The Council has since discovered that these two items are no longer an issue, and CM Hess noted that they believe we have come to a place where all who need to be involved are properly included, and suggest that the Council proceed with the status quo, and that perhaps once more information is found out about the Google Groups emails that this be reviewed, but this arose based on facts that appear to not necessarily be the case.
- vii. Mayor Peterson agreed with the option to continue with the status quo, and this was determined as the path forward.
- viii. CM Davis agreed and noted that the Google Groups option may be a great tool to implement at the beginning of new projects.

3. Report of the Treasurer

See attached report.

- a. The Treasurer received an invasive plant invoice for \$5,700 which was corrected to \$1,500 and inquired whether this requires additional Town Council approval. It was noted that this line item is already in the budget, so it does not.
- b. BPOL:
 - i. The Treasurer noted that they are trying to find a better process to streamline tracking when businesses come and go. The Clerk suggested working with the Town Administrator on this effort.
 - ii. The Treasurer inquired how the Farmers Market Vendors should be handled with respect to BPOL, as they will not have their list of Vendors until April 1 (after the March 1 due date), and the list changes throughout the season. It appears they have not been included in the past. CM Hess noted that they believed that the Farmers Market Vendors were previously

determined as exempt from BPOL and Meals Tax, though the Treasurer indicated that they do pay Meals Tax. CM Hess reported that they will take action to research the Meals Tax minutes from last year and will provide that information to the Treasurer as soon as possible.

- b. The Treasurer noted that in order for them to get a Town Credit Card, United Bank needed updated information from the Town as their list of authorized signers and those who have access to credit card information was several years old. It was determined that the Mayor and Treasurer should have access to the system. CM Screen noted that the Finance Chair did have some suggestions here to improve transparency and that they would review and circle back. In the meantime, the Treasurer requested reimbursement for their receipts.
- **CM Effros made a motion to reimburse the Treasurer for their receipts, the motion was seconded by CM Hess and approved by poll, 6-0.**
 - c. The Treasurer reported that Rodefor Moss will be sending a list in the next two weeks to begin their audit and support services.
 - d. CM Hess requested that the Treasurer begin looking at dates for budgeting sessions in March and April and that they coordinate this effort.
- **CM Effros made a motion to approve the Treasurer's report, the motion was seconded by CM Hess and approved by poll, 6-0.**
4. Report of the Administrator
 - a. FCFD Removal of Clifton Ambulance:
 - i. The Town Administrator reported that County Executive will release the budget on February 18 and that is when it will be determined if this removal is truly in the budget. After that, the Town can sign up for public comment on April 23-24, and then the budget will become official in May.
 - ii. The Administrator noted that they had spoken to FCFD personnel, and it seems that this is possibly being used as a demonstrate that the budget cannot be cut as much as requested.
 - iii. The Administrator noted that Town Council has signed a letter expressing their disapproval of the proposal which will be going out the following day. They also noted that several HOAs have requested a copy of the letter to use as a template for their own letters, and that they intend to share this letter on the Town website etc. to highlight the Town's concerns. They also noted that they are meeting with CM Screen and Supervisor Herrity this week to discuss the Town Hall lease and will bring this topic up as well.
 - iv. CM Effros asked if there can be additional cuts after February 18 and the Administrator indicated that the budget is malleable in either direction, though typically cuts are not added after the fact. CM Davis expressed approval of sharing the letter publicly, with HOAs, in the Mayor's Scoop, and CBA newsletter.

- b. The Administrator inquired whether the Clerk could save off the signatures electronically of the Council members to better streamline collecting signatures on documents such as this in the future. CM Hess noted there should be no issue with this; however, requested that the Clerk look into technology options to allow the Council members to sign electronically themselves.
 - c. Clifton Elementary School (CES) Land Swap:
 - i. The Administrator provided an update and noted that there will be no action taken on this property until a referendum on the November ballot is presented and passes, as such there is less urgency on this topic. CM Davis noted that the Planning Commission is working on what this property shall ideally become as part of the Town Plan, and they would like to suggest this to the School Board as a suggestion. The Administrator noted that they had reached out to School Board members Sandy Anderson and Kyle McDaniel to see if they would be willing to come to a Town Council meeting. They indicated they were agreeable to attending and answering questions. The Administrator suggested that the School Board members be invited once the Planning Commission has organized their suggestions.
 - d. The Administrator noted that as reported below by the Streetscape Committee, meetings have been progressing positively.
 - e. The Administrator provided a gentle reminder regarding the Pink House that there is still an active business on the property. As such should people be planning to go to the property to discuss the path forward there, they requested that an appointment be made with the business owner as it is inappropriate to have those discussions in front of customers and the business owner has expressed justified frustration at these encounters.
 - f. Fencing at 8 acre park:
 - i. The Administrator reported that no action has been taken here yet as they want to be there in person to facilitate estimates.
 - g. Mayor Peterson inquired when the Administrator will return to the area and the Administrator replied that they will return on February 23.
5. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.
There were no citizen's remarks at this meeting.
6. Reports of Committees:
- a. Planning Commission
 - i. Chair Kalinowski reported that no applications were reviewed.
 - ii. Chair Kalinowski noted that as part of the Town Plan discussion, the aforementioned Clifton Elementary School property was discussed. It was noted that recommendations for the future of that property could be brought to the next Town Council meeting.
 - iii. They reported that there were two Streetscape matters also discussed that will impact existing Use Permits and as such will require Town Council approval. It was noted that Planning and Streetscape personnel would like

to get these sorted out as soon as possible, though these are not ready for action at this time. Streetscape Chair Yantis noted that the issue has been discussed with the property owners and the issue was identified, nobody seems to be against the ideas but needs to be aware of the issues and provide resolution. The two issues are as follows:

1. The loss of one parking space at the Buckley store. There was a possible solution discussed where the Town could allocate one of the Town parking spaces to the store to mitigate their loss of one space.
 2. The loss of the shared loading zone for the Main Street Pub and Clifton Café. The possible solution discussed was to denote two parking spaces in front of the Café as loading only and no parking from 6am to 9am.
- iv. Chair Kalinowski noted that it seems that the County is going to submit for renewal of the permit for the purple glass recycling bin at the CES property, and inquired whether the Town might want to notify those people who complained about it last year. CM Hess agreed that the Town should notify those personnel and indicated that the whole Town plus those who complained about it previously should be notified.

b. Communications Committee

- i. The Town Clerk reported that they have completed the design stage and entered HTML development which is a 2-4 week effort, followed by connecting the CMS which is a 5-6 week subsequent effort.

c. Parks Committee

- i. CM Screen reported that two of the three pieces of playground equipment have been delivered and that the other is to be arriving shortly. They noted that these are faux log materials and as such are very heavy and expensive. They noted that VM McDonald has the equipment and identified that it will require more of an installation than was previously expected. VM McDonald noted that they will be meeting with a contractor this week to discuss installation and begin collecting quotes. In preparation for that, VM McDonald requested that the Council approve up to \$4,000 in advance for the installation.

- **CM Davis made a motion to approve up to \$4,000 for the installation of the new playground equipment. The motion was seconded by CM Hess and approved by poll:**

CM Hess: Aye

VM McDonald: Aye

CM Screen: Aye

CM Davis: Aye

Mayor Peterson: Aye

CM Effros: Aye

d. Special Projects Committee (Streetscape).

See attached report.

- i. Chair Yantis noted that the ball is fully in VDOT's court at this time.
- ii. They reported that the required easement and letters of intent have been mailed and the project team has met with the property owners. As of this meeting, the team has received all letters of intent and every property owner is granting the easement. They noted that all but one owner is donating the easement, and they are waiting on the last one to confirm. They reported that the property owners have all been wonderful and they have had positive discussions with them with respect to logistics and construction. They reported that a meeting will be held soon with all property owners to formalize construction logistics. The initial phase of construction is the utility bank construction which is not anticipated to be as invasive, as such it will serve as a good test run.
- iii. Chair Yantis noted that they will need an agreement with each utility company for the utility bank construction that will outline that they have seen the drawings etc., and it will also outline the financial responsibility of that utility bank. VDOT provided a sample agreement that the Town Administrator indicated that they would share with the Town Council so that it can be reviewed and ideally used. It was noted that NOVEC will want the Town to provide a draft agreement, Cox will be providing their own, and that it is unclear whether Verizon will use the one provided by the Town or provide their own – it appeared that the initial thought by Verizon was that if they are paying for it all then what is the purpose of the agreement.
 1. CM Davis noted that at one point the project team was waiting on Verizon to confirm participation and inquired whether this was still the case and Chair Yantis replied that they are no longer waiting on Verizon.
 2. CM Effros inquired what the Town has in writing as an agreement with Verizon and Chair Yantis replied that this document will be that written agreement.

e. Traffic and Parking Committee

- i. CM Hess reported that this committee is beginning to have monthly meetings. They noted that the committee is setting priorities and goals for research as they will likely ask for budget in the upcoming budget sessions. Some example goals include: better signage, lowering the speed limits, how to better manage Halloween traffic, improving the walkway to the floodplain parking etc.
- ii. CM Hess noted that the committee is working with the Streetscape committee to ensure that they do not step on one another's toes, and also working with the CBA to potentially diffuse costs.

- iii. CM Davis inquired whether the committee is meeting with the local business owners as part of this. CM Hess reported that Kevin McNamara of the Main Street Pub is part of the committee and that they plan to meet with more of the businesses in the future. CM Davis wanted to ensure that the business owners are involved as part of their previously mentioned concerns about concessions.
 - iv. CM Hess also noted that they will include Streetscape Chair Yantis and VM McDonald to ensure that they aren't going down a path that has been previously walked.
7. Unfinished Business:
- a. Fencing at 8 acre park
See above Administrator report.
 - b. Ayre Square Christmas Tree replacement
 - i. Mayor Peterson noted that if this tree is going to be replaced, it needs to be done this spring, and inquired whether this is something the Town Council plans to pursue.
 - ii. CM Davis inquired whether this was in the budget.
 - iii. CM Screen reported that this is discussed every year, and that previously they have gotten reports that while the tree is not very full, it is perfectly healthy. They inquired if this is a discussion about whether the tree is liked or if it needs replacing.
 - iv. VM McDonald reported that while it is a healthy tree, it does cost \$1,200 to decorate it every year due to its large size.
 - v. CM Hess inquired whether there is a standard indicating that they cannot remove a healthy tree.
 - vi. It was generally noted that no action would be taken at this time.
 - c. Clifton Cup Golf Tournament
 - i. Mayor Peterson noted that this will be held in September, and there will be more to discuss at the next Council meeting.
 - d. Town Hall Lease
 - i. CM Screen reported that they have collected input from everyone and that as noted by the Town Administrator, they will be meeting with Supervisor Herrity this week.
 - e. Pink House
CM Effros noted that they have been coordinating with a variety of groups, including the CBA, in an attempt to find consensus on the goal end state of the property, more details will be forthcoming in the March Town Council meeting. They have reviewed three proposals, but the one seeming most promising at this point in time appears to be that there is an option to receive a private grant to rehabilitate the building; however, it would only be allowed to be used for government use, no commercial. Consensus has not yet been reached, but this

option would also increase Town parking as commercial parking at this location would be eliminated. CM Effros requested that people who care about this property to come to the next Town Council meeting to discuss. CM Effros reported that they will have a summary of their official recommendation prior to the March Town Council meeting for review.

The Town Administrator noted that the current business owner of the Belle Jar is likely ordering inventory and planning for the upcoming Spring and Summer season and that they should be coordinated with immediately and provide them with a firm timeline. CM Effros agreed and noted that as of right now it does appear that the options seem to be leaning towards an end state where the Town is not in the leasing business anymore. However, Mayor Peterson reported that any work done by the Town does not need to be immediate and that the Town will coordinate with the Belle Jar owner on the rollout to minimize impact on their business. CM Davis agreed that the Town would like to work with them on the timing but would like to have more firm details to provide before reaching out. CM Screen noted that the only concern with extending time that the business is in place is the continued liability of the Town with regards to the safety issue. Citizen Geri Yantis highlighted that they hope that the Town is cognizant of kicking another business out of Town, the Town has lost a fair number of businesses and it is a shame to lose another. They expressed a desire for the Town to make an effort to bring back businesses. Council noted that there was another option discussed to facilitate the business moving to another location in Town, but it did not make financial sense for the owner. Council also noted that if the Town cannot remedy the safety issues at the property then it is not necessarily kicking the business out.

CM Effros noted that they have looked but cannot find a solution at this time that makes sense for the Town to continue to use the property in its current manner as it would require a large amount of Town funds. CM Screen inquired whether the potential grant fund is exclusively for non-commercial use and CM Effros confirmed.

At this point in the meeting, CM Effros had to leave for a personal matter. All votes from this point forward include their abstention.

8. New Business:

- a. 2025 Farmers Market CES sign request
See attached request
 - i. CM Hess noted there should be no issue so long as the Town Council can still modify it should it be needed per the original agreement.
- **CM Hess made a motion to approve the request to give advance notice of the upcoming market as described. The motion was seconded by CM Davis and approved by poll, 5-0-1.**

- b. Purple Recycling Bin
See above Planning Commission report.
 - c. Emergency Preparedness development
 - i. Mayor Peterson expressed a desire to have more of a solid plan, and noted that citizens Margot and Mark Khosravi have indicated that they would be happy to lead this effort. Mayor Peterson reported more information to come in the March meeting.
 - ii. CM Screen reported that in 2022 the Town worked with Fairfax County to come up with a Hazard Mitigation plan and several related topics were analyzed. The Town has loosely committed to four different actions, and it is something that could lead to the Town getting funding in those different areas. They noted that they would be happy to be involved in this effort, and also that they have received invitations to free emergency preparedness trainings so there are resources out there that could be capitalized upon.
 - d. CES Land Swap
See above Administrator report.
Citizen Mike Davis noted that the CBA paid Jim Fullerton to do deed research and pulled up the deed, they have confirmed that the Town does have a right of way walkway to the school property. It was requested that Mr. Davis send this information to the Town Clerk.
 - e. FCFD Removal of Clifton Ambulance
See above Administrator report.
9. Adjournment.
- **CM Hess moved to adjourn the meeting, it was seconded by CM Davis and the motion was approved by poll, 5-0-1.**

Draft Agenda for Presentation:

- Confirm leads and members, as well as frequency of meeting (monthly, quarterly, as needed, etc.)
- FOIA Refresher
- Communication expectations and reporting process (i.e. what is the new template, due a week prior to TC meeting with exceptions of ARB and Planning)

Questions for Council:

- Suggest closing the following committees:
 - The following two should be incorporated into Laura Jane's duties, as these align with the goals set for her and with her job description: Town Maintenance, Clifton Business Coalition (it sounds like this doesn't meet anyways)
 - Mayor's Initiatives we don't believe needs to be a committee, it just is the Mayor's Initiative
- Do these committees actually meet? We can confirm with the leads but would like to verify here in case there is additional context:
 - Board of Zoning Appeals – this is a [statutory committee](#)
 - Industrial Development Authority – another [statutory committee](#), though it looks like we are authorized to have this but it isn't listed as a must, it listed as inactive?
 - Civil Rights
 - Arts
 - Clifton Business Coalition (see above)
- Which committee is responsible for Community Service Awards and Nominations?
- Procedural, Reporting, misc:
 - Reporting in Town Council should be led by the committee lead, if they are unable to do so then it should be the Town Council representative, and if for some reason neither is able to then the report shall be read by the Clerk.
 - Note that we would like to meet with the committees to establish correct POCs prior to the upcoming Town Council budget work sessions.
 - Are there other Special Projects? Or can we just call this committee the Streetscape committee?

No changes or questions for the committees listed below:

- Parks
- Parking and Traffic
- Planning – will likely continue as is, will offer them the use of the template should they choose to do so
- ARB – will likely continue as is, will offer them the use of the template should they choose to do so
- Communications

- Legal
- COTE
- Finance
- Town Events
- Haunted Trail – assume we will only receive reports from them July through November
- Historical Preservation

For the purposes of this document I will refer to VDOT/Verizon/Contractors/etc. simply as External. Streetscape Committee Leads + Laura Jane will be referred to as Internal.

Option A: Google Group

Summary: Create a new email for streetscape@cliftonva.gov, Internal users would be assigned to the Group, and External would be able to send there which would forward the emails on to members of the Group as well as post them in the Group itself. Internal can reply from the Group as themselves or as streetscape@cliftonva.gov, and should be trained to send as themselves for security and audit purposes. There is capability to assign tasks etc. within the Group and use it as a project management tool, which could be something of interest.

Pros:

- Eventually getting all emails into one place
- Can retain audit capability by requiring Internal to send as themselves, which can be done either from the Group itself or from their own email by replying all
- Additional Project Management capabilities may be of interest

Cons:

- Little bit of a learning curve
- External will still likely send emails straight to individuals
- Requires diligence on the part of Internal to ensure they keep streetscape@cliftonva.gov CC'd or access from the Group itself when sending important emails and meetings, which begs the question of how different is it than requiring Internal to CC one another on emails as is in Option C.

Option B: New Email Address for Multiple Users with Single Password

Summary: Create a new email account for streetscape@cliftonva.gov which will be accessible by all whom we determine. This will be the same as all our other emails with one single password. One person will have to have their phone number set up for two factor authentication, and other users will have to coordinate with them should they be prompted for security purposes. All External will need to be told to send emails here as opposed to the individual users. Should there be an email sent to Internal, they will need to either forward to the streetscape@cliftonva.gov email and respond from there, or CC them on the response.

Pros:

- Eventually getting all emails into one place

Cons:

Technology Options for Clifton Streetscape Email

- Should security question/two factor be prompted by the non-main user, they will not be able to access the email until they can coordinate with that person, slowing down work effort
- External will likely still send emails to individuals
- Lose accountability and transparency, as you cannot clearly determine without a shadow of a doubt who actually sent an email, this is a large risk that would likely not survive an audit

Option C: No Change

Summary: No new email address will be created, Internal will continue to be required to CC one another on all responses.

Pros:

- No learning curve as there is no change, less confusing for External

Cons:

- Requires diligence on the part of Internal to ensure that they are CC'ing one another.
- This is the current state

Options Not Investigated:

- Assigning Internal as Delegates to a new email account for streetscape@cliftonva.gov. I looked at this briefly but found that our use case would be better suited to Option A.

TREASURER MONTHLY REPORT

January 2025

COUNCIL MEETING – February 4, 2025

Major Payments – Budgeted items

Other Payments – Previously approved by Council

- J2 Engineers \$26,005.24 for invoice dated 01/08/25
- ECC \$1,000.00 for Transaction Screen Report

Requests for Approval of Payment

- Invasive Plant Invoice (Corrected) \$1500 – from October work

Grants

Other Funds Received

Special Tasks

- W2s were mailed January 21st
- 1099s were mailed January 27th
- BPOL letters and calculations sheets were mailed January 27th
 - Farmers Market Vendors? Exempt?
- End of year payroll reports were sent to Feds and VA

Accounting Support

- Rodefer Moss will be sending a list of information they will need to get our audit/support started. This list should be sent in the next week and I will be on a quick call with them sometime mid-month

	January	Month Budget	Jul '24 - Jan '25	YTD Budget	Annual Budget
OPERATIONS - FY25					
Income					
Taxes and Permits					
Town Permits and Licenses (ARB, Use, BPOL)		4,292	2,096	30,042	51,500
Town Meals Tax - NEW	22,973	20,833	136,162	145,833	250,000
All Other Tax and Permit (State, County, NVCTB)	3,044	4,400	29,968	30,800	52,800
Facility Rentals (Town Hall, Pink House, Parks)	1,600	3,579	15,238	25,054	42,950
Grants (Fire, Litter Control)		2,844	29,990	19,909	34,129
Events					
Celebrate Clifton Gala		333	0	2,333	4,000
Haunted Trail		5,000	55,332	35,000	60,000
Homes Tour		417	0	2,917	5,000
Interest Income	561	5,167	37,591	36,167	62,000
Other Income		0	609	0	0
Total Income	28,178	46,865	306,985	328,054	562,379
Expense					
Payroll Expenses	11,547	12,996	76,761	90,974	155,956
Contractual					
Town Government (Prof fees, dues, web, storage)	262	10,659	10,023	74,611	127,904
Facilities (Town Hall, Pink House)	70	4,746	13,486	33,221	56,950
Services (Landscape, trash, electric)	453	4,183	27,147	29,283	50,200
Grants (Fire, Litter)		2,344	17,634	16,409	28,129
Events		2,342	18,333	16,392	28,100
Committees		1,846	6,264	12,921	22,150
Commodities	41	465	990	3,255	5,580
Other (Council Approval Required)					0
Total Expense	12,373	39,581	170,638	277,065	474,969
Net Income from Operations	15,805	7,284	136,347	50,989	87,410
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25					
Expense					
Town-Funded Projects (Caboose)	0	3,167	9,500	22,167	38,000
Net Income - CIF Funds/Town Funded	0	(3,167)	(9,500)	(22,167)	(38,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25					
CIF Income					
CIF - Reimbursement from VDOT		73,333	50,043	513,333	880,000
CIF Expenses					
Processing Easements		0		0	0
Streetscape 2A - Preliminary Engineering	27,005	18,917	135,235	132,417	227,000
Streetscape 2A - Right of Way		72,750		509,250	873,000
Streetscape Phase 2A Construction					0
Total CIF Expenses	27,005	91,667	135,235	641,667	1,100,000
Net Income - CIF Funds/Grant	(27,005)	(18,333)	(85,191)	(128,333)	(220,000)
Consolidated Net Income	(11,200)	(14,216)	41,656	(99,511)	(170,590)

NOTES & Highlights:

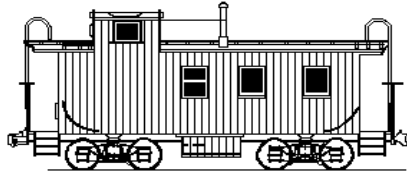
**Town of Clifton
Account Balances
FY25**

		1/31/2025			Notes
ASSETS				APR %	
	Current Assets				
	Checking/Savings				
	United Bank - Haunted Trail Account	10,626.97			
	United Bank - Events Acct	8,868.88			
	United Bank - Checking	17,307.06	Min Bal \$2,500	"Chairman's Club"	
	United Bank - Security Deposit	3,117.02			
	United Bank - Money Market Savings	235,765.83	Min Bal \$15,000		
	Investments-LGIP	1,299,404.76		4.92%	
	Total Checking/Savings	1,575,090.52			

Town of Clifton FY25 Budget Performance

	December	Month Budget	Jul '24 - Dec '24	YTD Budget	Annual Budget
OPERATIONS - FY25					
Income					
Taxes and Permits					
Town Permits and Licenses (ARB, Use, BPOL)	85	4,292	2,096	25,750	51,500
Town Meals Tax - NEW	22,474	20,833	113,189	125,000	250,000
All Other Tax and Permit (State, County, NVCTB)	3,576	4,400	26,923	26,400	52,800
Facility Rentals (Town Hall, Pink House, Parks)	1,925	3,579	13,638	21,475	42,950
Grants (Fire, Litter Control)	10,000	2,844	29,990	17,065	34,129
Events					
Celebrate Clifton Gala	0	333		2,000	4,000
Haunted Trail	0	5,000	55,332	30,000	60,000
Homes Tour	0	417		2,500	5,000
Interest Income	5,661	5,167	37,030	31,000	62,000
Other Income	609	0	609	0	0
Total Income	44,330	46,865	278,807	281,190	562,379
Expense					
Payroll Expenses	11,084	12,996	54,130	77,978	155,956
Contractual					
Town Government (Prof fees, dues, web, storage)	2,138	10,659	23,762	63,952	127,904
Facilities (Town Hall, Pink House)	859	4,746	13,416	28,475	56,950
Services (Landscape, trash, electric)	10,668	4,183	25,173	25,100	50,200
Grants (Fire, Litter)	432	2,344	2,634	14,065	28,129
Events	43	2,342	18,333	14,050	28,100
Committees	2,296	1,846	7,484	11,075	22,150
Commodities	85	465	949	2,790	5,580
Other (Council Approval Required)					0
Total Expense	27,605	39,581	145,881	237,485	474,969
Net Income from Operations	16,725	7,284	132,926	43,705	87,410
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25					
Expense					
Town-Funded Projects (Caboose)	0	3,167	9,500	19,000	38,000
Net Income - CIF Funds/Town Funded	0	(3,167)	(9,500)	(19,000)	(38,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25					
CIF Income					
CIF - Reimbursement from VDOT	50,043	73,333	50,043	440,000	880,000
CIF Expenses					
Processing Easements		0		0	0
Streetscape 2A - Preliminary Engineering	0	18,917	108,229	113,500	227,000
Streetscape 2A - Right of Way		72,750		436,500	873,000
Streetscape Phase 2A Construction					0
Total CIF Expenses	0	91,667	108,229	550,000	1,100,000
Net Income - CIF Funds/Grant	50,043	(18,333)	(58,186)	(110,000)	(220,000)
Consolidated Net Income	66,768	(14,216)	65,240	(85,295)	(170,590)

NOTES & Highlights:



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

February 2, 2025

TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II
VDOT Project: CLFT-029-101, P102, R201, C502
(UPC 109949) & (UPC 126584)

PROJECT UPDATE

- A. The 100% Submission of the Engineering Drawings were submitted to VDOT and accepted on December 6th. Approval is still pending.
- B. The Project Team received from VDOT the fully executed Project Agreement for new UPC 126584.
- C. The Utility Pathway Design (Duct Bank) drawings were submitted on January 9th. The Project Team is waiting for comments/approval.
- D. The Required Easements Letters of Intent have been provided to each Property Owner and the Project Team has met with each of them. It is expected to have all of the return letters of intent in hand over the next week. As soon as the letters are received the Project Team will prepare the required Plats.
- E. An Agreement will be required with each of the utility companies for the Duct Bank construction and transition of the utilities from above ground to underground. The agreement will outline scope of work and who is responsible for the related costs. A request has been made to each utility to provide an agreement if they have one. Otherwise, VDOT has provided a sample agreement that Laura Jane will provide to the TC.

Needed actions for Project by the Town Council

Have the sample agreement for the Duct Bank Construction reviewed in preparation of presenting it to each utility company as needed.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers



Clifton Clerk <clerk@cliftonva.gov>

Clifton elementary school sign

Virginie Rodriguez <townofcliftonfarmersmarket@gmail.com>
To: Clifton Clerk <clerk@cliftonva.gov>

Mon, Jan 20, 2025 at 5:58 PM

Hi Kerry,

I noticed that the school elementary sign is not being use at this time, we would like to request the possibility of using the school sign as soon as possible with the following announcement"

@CLIFTONFARMERSMARKET RETURNING SPRING 2025

Then 2 weeks before the market (this is already approved by the town council) the lettering will change accordingly.

And of course I am happy to communicate with Donna as necessary in case the school sign needs to be used by others and do what is necessary to put the lettering back up as needed.

I am going to try to be at the town council but I do know that I have a few meeting line up so I may require your help 😊 in case I am unable to attend.

Thank you so much!

Virginie

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