

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MAY 6, 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. Wayne and Donna Nickum Community Service Award
 - a. The award will be presented to Barbara and Kevin Hutto at the next Town Council meeting.
- **Mayor Peterson made a motion that the Town Council approve Barbara and Kevin Hutto as the recipients of the next Wayne and Donna Nickum Community Service Award. The motion was seconded by CM Davis and approved by poll, 6-0.**
3. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **CM Hess made a motion to approve the minutes from the April Town Council meeting. The motion was seconded by CM Davis and approved by poll, 6-0.**
 - b. The Clerk inquired whether there was an update on the parking and fence situation at the entrance to 8-acre park where the DPWES pump and haul teams need space to turn around. The Town Administrator noted that they reached out to DPWES to see about getting the pump and haul folks to close the gates behind them, and also requested that someone walk the properties with them so that they can ensure they are knowledgeable about the complexities of the property and easement lines. Citizen Brant Baber volunteered to assist. CM Screen inquired whether the Administrator has discussed this with anyone at the Board of

Supervisors and the Administrator noted that it seems across multiple topics it has been challenging to get responses from the Board. CM Hess and the Town Administrator asked the Mayor for support in this area. The topic of whether ARB approval would be required and VM McDonald noted that perhaps that could be simply discussed with ARB Chair Royce Jarrendt for advice, as the Council could override the ARB anyways, but the desire is to ensure it is in alignment with ARB guidelines. Citizen Brant Baber noted that the area is indeed complicated, with four different landowners or land managers, and it is important to ensure the Town is working with each of them and that the appropriate group submits any required ARB applications.

- c. The Clerk noted with regards to the previously discussed meeting with Committees that it has been challenging to align dates with the whole group, and CM Hess agreed and noted that given this and that there is a strong desire to maintain volunteers, that this could be sent out as a memo as opposed to having a meeting. The Town Council agreed with this approach.
 - d. The Clerk noted that they have submitted the paperwork required to become a notary as previously discussed by Council and await next steps from the County.
- 4. Report of the Treasurer
See attached report.
 - a. Several requests required Council approval for payment, as detailed in the report:
 - i. Rodefor Moss required an engagement letter signed for their pre-audit work in line with their proposal, this was sent in early April. The work was for FY23, ending June 30, 2024.
 - i. CM Screen inquired whether the total of the work is \$15,000 or \$30,000 in order to ensure that the Town budgeted appropriately, as it budgeted \$15,000 in this budget cycle. CM Screen wished to ensure that the bill will hit this FY. It was confirmed the total is \$30,000 and that it should.
- **CM Screen made a motion that the Town Council approve up to \$15,000 to Rodefor Moss for preaudit work for July 1, 2023 through June 30, 2024. The motion was seconded by CM Hess and approved by roll call:**
CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye
 - ii. Bowman regarding Streetscape Phase 2 ROW Acquisitions for a total of \$4,878.28.
- **CM Davis made a motion that the Town Council approve the requested \$4,878.28 for their consulting work. The motion was seconded by Mayor Peterson and approved by roll call:**

CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye

iii. Units invoice for Haunted Trail storage, for a total of \$1,049.46

- **CM Davis made a motion to approve \$1,049.46 to pay the Haunted Trail storage fees. The motion was seconded by CM Effros and approved by roll call:**

CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye

iv. Harrison and Johnston for legal counsel, for a total of \$870.

- **CM Effros made a motion to approve the requested payment. The motion was seconded by Mayor Peterson and approved by poll, 6-0.**

v. J2 Engineers for Streetscape work, for a total of \$25,275.97

- **CM Davis made a motion to approve payment of the J2 Engineers invoice for Streetscape activities in the amount of \$25,275.97. The motion was seconded by CM Hess and approved by roll call:**

CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye

vi. Green Valley

- **CM Screen made a motion to approve payment of the Green Valley invoice in the amount of \$1,175 to cover mowing fees, and also request that someone reach out to them to confirm that they are mowing the extension behind the playground. The motion was seconded by CM Davis and approved by roll call:**

CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye

Mayor Peterson: Aye
CM Effros: Aye

- **CM Effros made a motion to approve the Treasurer's report, the motion was seconded by Mayor Peterson and approved by poll, 6-0.**

5. Report of the Administrator

- a. The Administrator noted that they will be working with Supervisor Herrity's office to get clarity regarding the generator replacement at Town Hall, and that they are hoping that Mayor Peterson can assist them with obtaining a response from that office. The Administrator noted that they are also working with Supervisor Herrity's office with respect to the Town Hall lease and letting them know that having the Town be responsible for up to \$20,000 in fees to maintain the HVAC is not acceptable to the Town.
- b. The Administrator is working on obtaining estimate for painting the fence on the bridge over the creek on Main Street as requested.
- c. As noted above, the Administrator is working on the 8-acre park fence and parking situation as noted above.
- d. The Administrator noted that May 13 is the final adoption of the Fairfax County budget, at that point the matter of the ambulance and meals tax will be settled. Thus far, conversations held with the Administrator have sounded positive and the Administrator thanked all who participated in the public hearings. They noted that they will draft a thank you letter to the Board of Supervisors as well as provide something to be put on the website to the same effect.
 - i. Mayor Peterson inquired if the Town needs to do something with the Town meals tax in order to circumvent the extra 2% that the County has above the Town tax. CM Effros reported that they do not believe so, and that the Town's meal tax is not overridden by the County tax, and the County tax isn't put on top. CM Davis agreed that this has been clarified, that the County meals tax does not supersede or overlay that of the Town.

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

- a. Sheldon Hofferma, owner of 7145 Main Street.

Mr. Hofferma noted that he has been notified that there is a large group of motorcycle owners gathering in Town routinely on Sundays and that they use the Town parking lots to park their bikes and make a lot of noise. As Mr. Hofferma owns one of the properties that the bikers gather on, his tenants informed him in the hopes that something can be done about the issue. Mayor Peterson agreed that this has been ongoing for 20+ years, and that it isn't ideal or desirable, but most of where they park is public parking. CM Davis noted that there is an organizer, and asked whether the Town has had a discussion with them in the past about expected behavior. VM McDonald noted that yes there is an organizer, and posed the suggestion that perhaps they be required to have a use permit in order to organize an event. They continued that the Town has discussed expectations with

them, but that the group appears to simply organize and not enforce anything. CM Effros agreed that the discussions have been had previously, but at the point where it comes to taking responsibility for the event, nobody comes forward. VM McDonald reported that the Town cannot stop people from parking in public. Citizen Kathy Kalinowski added that Mr. Hofferma could however do something to prevent them from parking on his property. Mayor Peterson inquired with Clifton Café owner Greg Yount whether the bikers bring in business to the Café, and Mr. Young noted that it does not bring a lot of business. Citizen Brant Baber noted that years have gone by and the issue has never been resolved properly because people have not been open to being unfriendly, and suggested having the sheriff's office come. Mayor Peterson noted that they would reach out to the organizers as well as the sheriff's office. CM Effros suggested that the bikers park in the Clifton Elementary school parking lot.

7. Reports of Committees:

a. Planning Commission
See attached.

- i. The Planning Commission reviewed the use permit application for a request for the change of business ownership of Animal Clinic of Clifton located at 12702 Chapel Road, Clifton, zoned commercial, submitted by Davis Reeder Hall IV, the new owner. The applicant has affirmed that no changes in business hours or days, business purpose, parking, number of employees will occur and all the terms, restrictions and information, except for ownership, set forth on the previous use permit issued for Animal Clinic of Clifton on June 4, 2024, will remain unchanged and in full force and effect.

- **CM Davis made a motion to approve the amended use permit for the Animal Clinic of Clifton as detailed above. The motion was seconded by CM Effros and approved by poll, 6-0.**

- ii. At the Planning Commission meeting, the concept of changing the zoning of the Pink House was discussed. Chair Kalinowski reported that the process for this would be to draft a resolution, notify the appropriate neighbors and county, refer the proposed amendment to the Planning Commission for its recommendations, and that at least one public hearing should be held. Because the property is under 25 parcels, the adjoining neighbors and County would need to be notified. CM Davis reported that they would like to engage the Legal Committee for the drafting of the resolution. CM Screen inquired whether the resolution would need to be approved prior to the public hearing and Chair Kalinowski noted that they did not believe so.

b. Special Projects Committee (Streetscape).
See attached report.

- i. Chair Yantis noted that in the attached report in section A there is a comment referenced, and that the comment surrounds the required turning radius for fire trucks etc., and noted that due to available space, this topic is unsurprising.
- ii. Chair Yantis noted that as soon as section B is completed, then they can begin setting up meetings with the property owners as soon as possible.
- iii. CM Davis inquired as to the status of Cox's agreement and whether they have been responsive. Chair Yantis noted that they have been responsive and they keep providing updates that their legal department is still looking at it, they have been in touch. Their numbers are smaller than others. CM Davis inquired whether it is anticipated that Cox could delay the project like it is anticipated that Verizon will. Chair Yantis noted that at this point the answer is no, and that Verizon may delay the project, but that this is being worked through.
- iv. CM Effros noted that Verizon appears to be now saying the same thing that the Town ran into with NOVEC in the past where they wanted to do the work themselves, and inquired whether it is anticipated that they come to an end situation where the difference is hundreds of thousands of dollars. Chair Yantis reported that if all that Verizon pays for if the phase 2 portion, then the Town will save money. Their gut reaction and the reaction from VDOT is that the cost for in kind work is going to be greater than what the project is going to cost them, so it would not behoove them to perform in kind work. There are also options with Verizon, for example there are some situations where they are the only contractor going from point A to point B, so the work could simply stop at point A. CM Effros recalled that when this situation arose with NOVEC previously, their big cost was cutting the sidewalks etc., which now the contractors wouldn't need to do as this is already being done. Chair Yantis agreed and noted that they are getting a good deal from the Town's perspective. They are pushing to get an answer from them, as it has now been a month and the response was meant to take a couple of weeks. They reported that NOVEC is a good partner and they're on board, but Verizon doesn't have as much incentive.
- v. Mayor Peterson noted that a few days prior to the meeting, some white paint was sprayed on the sidewalk outside of their home and asked whether this was part of the Streetscape effort. Citizen Kathy Kalinowski noted that this is for the storm drain repair, and the Town Administrator confirmed this and reported that this long requested repair is scheduled for the third week of May.
- vi. Mayor Peterson reminded the team that businesses need to meet because there is going to be an ingress/egress problem for Café and Peterson's ice cream. Chair Yantis agreed and noted that it is their aim to have a meeting with the businesses adjacent to the work first, then a meeting with the larger extension of property owners. They plan to do one before there is a contractor on board, and then again when there is a contractor on board to discuss ideas/challenges and then they can bring their expertise in once

they're on board.

c. Legal Committee

- i. Chair Baber noted that in the April 30 memo from Town Attorney, Robert Sproul, it was confirmed that nobody has to file any Conflict of Interest and Ethics Advisory filings because the Town is exempted due to the population of less than 3,500. The only exception is members of the IDA, should the Town instate one. It was noted that this section should be removed from the Town Website.
 1. The Town Administrator noted that this is in reference to the financial disclosure forms, but there are still forms required to be submitted should someone be running for office.
- ii. Chair Baber noted that they have looked into the possibility of the Town annexing the Clifton Elementary School property. They noted that there is a Virginia statute that sets forth standards and requirements for annexation. Starts in one of two ways: either the Town Council votes to annex a specified area of ground, or else the voters by majority in number from the area (i.e. surrounding landowners) ask the Town Council to annex the area. The State statute goes on to specify what it takes to get this done; however, the bottom line is that there is a court case that would be brought to a judge. There are submissions that must be made with respect to rationale, what the benefit is etc., and then the judge makes the decision.
 1. Mayor Peterson noted that they don't see any negatives with annexing the property. They noted that it would be positive for the Town to be able to have control over what can be done with the property by others, and the annexed property would have to go by Town rules. CM Davis noted that the cost of razing the building alone could be in the millions, and this isn't something that the Town could take on. Chair Baber noted that the Town wouldn't be responsible for it, it would merely be redrawing the political boundaries, not the overall ownership. It would impact what political jurisdiction the impacted properties are in. CM Davis inquired what would cause the County to say no to this, and Chair Baber noted that it really comes down to the Town limiting their opportunities to do something with that property. CM Davis noted that the judge in question would likely work for the county and it would be safe to assume that there would be a rebuttal, and that potential arguments should be investigated. They also noted that this could be discussed further in a closed session as it relates to potential litigation.

d. Parking Committee

- i. CM Hess reported that in their investigations, should the Town wish to mark the Pink House as public parking, that certain rules need to be followed with respect to ADA and parking availability. Mayor Peterson

inquired whether the Town has to advertise it as public parking, as people already park there. CM Davis replied that it would show good faith that the Town is at least trying to resolve the parking issues. CM Hess noted that it is a matter of ensuring that there is an ADA parking spot, it might be more than what was previously said. CM Effros replied that the more people can be encouraged to park there, the better. CM Hess replied that there had been previous discussion about adding parking blocks, but in their investigation, it was determined that parking blocks are there but they need to be cleaned up.

8. Unfinished Business:

a. FY26 Budget Next Steps

- i. CM Davis reported that the final numbers required were received from the Streetscape Committee and these were recorded in the Capital Improvements Section. They indicated that as it seems not much is required for those numbers, unless there was concern then that was the last item the Council had to cover in the budget and suggested moving forward to ironing out the public hearing. CM Screen reported that previously the hearing has been held at the beginning of the next Town Council meeting. The Town Clerk inquired how much notice is required, because the June meeting would be less than 30 days from the date of this meeting. Citizen Kathy Kalinowski had the section of code handy due to the above referenced public hearings required for the Planning Commission, and reported that the first notice is to be no more than 28 days before the meeting, and the second should be no less than 7 days before the meeting. As such, it was determined that the Public Hearing regarding the FY26 Town of Clifton Budget would be held at the beginning of the Town Council meeting on June 3.

b. Town Hall Lease

- i. CM Screen noted that they spoke with Supervisor Herrity when they attended the Town birthday party, and the Supervisor indicated that they would be ready to discuss two weeks from then.
- ii. CM Screen highlighted that they'd like to ensure that not only does the Town have sufficient funds allocated in the budget to cover agreed upon expenses, but also noted that the budget will be public information, so it will be apparent to the County what the Town's budget for the property will be.
- iii. Mayor Peterson noted that they continue to be wary of the terms with respect to repairs versus replacements, and noted that as a former landlord, they were always responsible for repairs and replacements. Should the Town be hit with a \$20,000 bill for work needing to be done on the Town Hall, that is a lot. They also noted that in their opinion, with the Pink House property in play the Town doesn't necessarily need the Town Hall property, and as such the Town can use that to their advantage in negotiations. CM Effros disagreed and noted that they do not believe that the Town doesn't need the Town Hall property. They also highlighted that

the County is taking this stance because the Town does not pay for the use of the property and so they are trying to balance the scales. They noted that should the Town not have use of this property, then the Town will wind up engaged in a battle with the County where they have a facility that they cannot do anything with, and it would violate Town zoning should they do anything else with it. CM Davis agreed that the Town is doing the County a favor by taking care of the property somewhat. Town Hall Manager Darrell Poe indicated that with reference to CM Effros' comments, that should the Town give up the lease, the Town loses a semblance of control over what's done with the property. They also highlighted that the CBA and its members use the property several times a year and there appears to be an expectation that it will be available, in addition to various ongoing recurring rentals. They also noted that in their opinion there are things that can be done to increase the income the property brings to the Town which could help offset the fees, to be discussed later in the agenda. Citizen Geri Yantis suggested defining it by capital expenditures/improvements and something that's increasing the value of the property as opposed to things like replacing a floor/painting the exterior. VM McDonald inquired whether the mechanical of the Town's portion of the property is completely separate from that of the fire station and it was determined that yes it is separate.

c. Pink House

- i. Citizen Brant Baber provided the update that they expect the previously discussed report from Royce Jarrendt by the mid to end of May so that it can be made available prior to the June meeting. They paid Mr. Jarrendt to prepare the report and they are not requesting a refund from the Town for this effort. It was made clear to Mr. Jarrendt should prepare a report as a 3rd party professional, not as if they were bidding on doing the work, as such no commitment was made to him. This does not necessarily exclude Mr. Jarrendt and One Dwelling from bidding on the work should the Town move forward. The report will entail the following categories: must do, should do, would be nice to do. It was noted that Mr. Jarrendt said there wouldn't be much in the "nice to do" column. Mr. Baber will review and make sure it makes sense/is clear before it is passed along, but they are hoping to have report by June.
- ii. Mr. Baber also noted that the Acacia Lodge next door was put on a new foundation in 2010, and that NOVEC put in a new transformer etc. It was discovered that NOVEC used the same transformer that they supply the Lodge with for the Pink House and its back building. Every time they have a meeting at the Lodge, the lights dim. The line is undersized as well as the transformer is undersized. NOVEC has agreed to replace this. Mr. Jarrendt's electrician is also going to prepare a load letter confirming that the new work will be sufficient for all three buildings.

d. Regional Water Planning Stakeholders

- i. The Planning Commission and its chair noted that they continue to get emails from this group, and that they have now passed along the Town Administrator's email address to serve as primary POC moving forward.
9. New Business:
 - a. Creation of Lucia Effros Memorial Perseverance Award
 - i. Mayor Peterson highlighted that Lucia was going through a lot, but also always had a smile on her face and persevered. They indicated that they would like to work on this award and identify criteria and the official name of the award with CM Effros when they are ready, but would like Town Council to support the creation of the award.
- **Mayor Peterson made a motion to create the Lucia Effros Award, with the official title to be determined. The motion was seconded by CM Screen and approved by poll, 6-0.**
- b. Town Hall and Insurance
 - i. Town Hall Manager Darrell Poe brought forth that there is a requirement for the renters of the Town Hall to supply a certificate of insurance. They noted that some people inquire after this requirement, and then they are either confused or decide not to pursue rental. They highlighted that the Town does have insurance that would cover the property if anything happened, and it could possibly increase the number of people willing to rent should the Town offer a nominal fee to waive that certificate of insurance requirement. They also noted that in the decade that they have managed the property, there has only been one incident that required the Town's insurance.
 - ii. Citizen Brant Baber highlighted that the Town insurance covers Town of Clifton actions, but that would not include if someone has a party at the property and slips and falls, and that the Town insurance would not cover third party, non-Town actions. Mr. Poe noted that they were primarily concerned with property damage and agreed that in no circumstances would the Town cover personal injury, and highlighted that should someone damage the property and not have insurance to cover it then the Town insurance would. Mr. Baber agreed that the Town's leasehold insurance is the Town's property right and if someone damages the property that the Town leases, then the Town insurance would cover it. Mr. Baber inquired whether this would be a risk that the Town would wish to take on.
 - iii. CM Screen noted that members of the Council should ask themselves whether the Town wants to invest more in increasing rentals, and also noted that there is some language in the lease regarding non-profit use. They highlighted that the lease itself should be sorted out before considering this line of effort. Mr. Poe agreed, and CM Davis noted that

they would like to review this with Mr. Poe once the lease is sorted out.
Town Council members all generally agreed.

- iv. The Town Administrator also noted that this certificate of insurance requirement is also now something that schools across the County require as well.

- c. Clifton Elementary School annexation discussion
 - i. See above Legal committee report.

10. Adjournment.

The meeting was adjourned by general acclamation.

TREASURER MONTHLY REPORT

April 2025

COUNCIL MEETING – May 6, 2025

United Bank

- As a follow-up, United Bank now has all the paperwork to issue a cc to me for Town expenses. I have the paperwork this evening for Tom's signature

Other Payments – Previously approved by Council

- Willy Goat \$559.50, for playground equipment
- Stokes Tree Solutions \$1,825, for recent emergency tree work
- Mike Flecker \$2000, for caboose cart materials

Requests for Approval of Payment

- RoderferMoss, up to \$15,000 for pre-audit work on FY24, need engagement letter signed (sent to council for review early last month)
- Bowman – All for Streetscapes Phase 2 ROW Acquisitions
 - Current INV #486473 3/31/25 (rec'd in early April) for \$1,995.65
 - 5 additional invoices (received 5/2/25): These invoices were emailed to a previous Town employee's personal email, Amanda and were just routed to Geri
 - INV #460349 10/31/2024 for \$266.69
 - INV #465767 11/30/2024 for \$53.54
 - INV #468642 12/31/2024 for \$571.45
 - INV #474752 01/31/2025 for \$51.95
 - INV #480632 02/28/2025 for \$1,939.00

Total Due to Bowman: \$4,878.28

- Units, invoice #NVA157, Rental #25712015, \$1,049.46 – haunted trail storage for 11/2/24-5/1/25 which is \$174.91 per month
- Harrison & Johnston, legal outside counsel, INV#82585, federal funding questions help on 9/26/24 \$450 and response memorandum from legal committee on 4/29-30/25 \$420. Total Due: \$870.00
- J2 Engineers, INV #28411, 4/7/2025 corrected Amount Due: \$25,275.97

Town of Clifton						
Account Balances						
FY25						
			4/30/2025			Notes
ASSETS					APR %	
	Current Assets					
	Checking/Savings					
		United Bank - Haunted Trail Account	10,626.97			
		United Bank - Events Acct	5,031.17			
		United Bank - Checking	79,645.57	Min Bal \$2,500	"Chairman's Club"	
		Untied Bank - Security Deposit	3,117.40			
		United Bank - Money Market Savings	237,330.66	Min Bal \$15,000		
		Investments-LGIP	1,318,542.03		4.92%	
		Total Checking/Savings	1,654,293.80			

	April '25	Month Budget	Jul '24 - April '25	YTD Budget	Annual Budget
OPERATIONS - FY25					
Income					
Taxes and Permits					
Town Permits and Licenses (ARB, Use, BPOL)	4,497	4,292	52,485	42,917	51,500
Town Meals Tax - NEW	20,245	20,833	189,602	208,333	250,000
All Other Tax and Permit (State, County, NVCTB)	2,560	4,400	39,643	44,000	52,800
Facility Rentals (Town Hall, Pink House, Parks)	0	3,579	18,738	35,792	42,950
Grants (Fire, Litter Control)		2,844	29,990	28,441	34,129
Events					
Celebrate Clifton Gala		333	0	3,333	4,000
Haunted Trail		5,000	55,332	50,000	60,000
Homes Tour		417	0	4,167	5,000
Interest Income	5,319	5,167	58,307	51,667	62,000
Other Income		0	609	0	0
Total Income	32,621	46,865	444,705	468,649	562,379
Expense					
Payroll Expenses	11,443	12,996	111,112	129,963	155,956
Contractual					
Town Government (Prof fees, dues, web, storage)	0	10,659	10,702	106,587	127,904
Facilities (Town Hall, Pink House)	1,793	4,746	18,854	47,458	56,950
Services (Landscape, trash, electric)	4,231	4,183	29,802	41,833	50,200
Grants (Fire, Litter)	432	2,344	19,362	23,441	28,129
Events	151	2,342	18,484	23,417	28,100
Committees	0	1,846	11,677	18,458	22,150
Commodities	303	465	5,857	4,650	5,580
Other (Council Approval Required)					0
Total Expense	18,353	39,581	225,850	395,808	474,969
Net Income from Operations	14,268	7,284	218,855	72,842	87,410
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25					
Expense					
Town-Funded Projects (Caboose)	2,000	3,167	11,500	31,667	38,000
Net Income - CIF Funds/Town Funded	(2,000)	(3,167)	(11,500)	(31,667)	(38,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25					
CIF Income					
CIF - Reimbursement from VDOT		73,333	50,043	733,333	880,000
CIF Expenses					
Processing Easements		0	1,000	0	0
Streetscape 2A - Preliminary Engineering		18,917	137,810	189,167	227,000
Streetscape 2A - Right of Way		72,750		727,500	873,000
Streetscape Phase 2A Construction					0
Total CIF Expenses	0	91,667	138,810	916,667	1,100,000
Net Income - CIF Funds/Grant	0	(18,333)	(88,766)	(183,333)	(220,000)
Consolidated Net Income	12,268	(14,216)	118,589	(142,158)	(170,590)

NOTES & Highlights:

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- Bowman inv #486473 dated 3/31/25 (rec'd in early April) Streetscapes Phase 2 for Fall 2024 work – Current Owner Run-Down \$150 & Acquisition Appraisal Report \$962.50 (These invoices were emailed to a previous Town employee's personal email, Amanda) and March 2025 work – Prepare Offer Documents and Negotiations with Landowners \$883.15. Total Due: \$1,995.65
- Units, invoice #NVA157, Rental #25712015, \$1,049.46 – haunted trail storage for 11/2/24-5/1/25 which is \$174.91 per month
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Town Permits and Licenses (ARB, Use, BPOL)	4,497	4,292	52,485	42,917	51,500
Town Meals Tax - NEW	20,245	20,833	189,602	208,333	250,000
All Other Tax and Permit (State, County, NVCTB)	2,560	4,400	39,643	44,000	52,800
Facility Rentals (Town Hall, Pink House, Parks)	0	3,579	18,738	35,792	42,950
Grants (Fire, Litter Control)		2,844	29,990	28,441	34,129
Events					
Celebrate Clifton Gala		333	0	3,333	4,000
Haunted Trail		5,000	55,332	50,000	60,000
Homes Tour		417	0	4,167	5,000
Interest Income	5,319	5,167	58,307	51,667	62,000
Other Income		0	609	0	0
Total Income	32,621	46,865	444,705	468,649	562,379
Expense					
Payroll Expenses	11,443	12,996	111,112	129,963	155,956
Contractual					
Town Government (Prof fees, dues, web, storage)	0	10,659	10,702	106,587	127,904
Facilities (Town Hall, Pink House)	1,793	4,746	18,854	47,458	56,950
Services (Landscape, trash, electric)	4,231	4,183	29,802	41,833	50,200
Grants (Fire, Litter)	432	2,344	19,362	23,441	28,129
Events	151	2,342	18,484	23,417	28,100
Committees	0	1,846	11,677	18,458	22,150
Commodities	303	465	5,857	4,650	5,580
Other (Council Approval Required)					0
Total Expense	18,353	39,581	225,850	395,808	474,969
Net Income from Operations	14,268	7,284	218,855	72,842	87,410
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25					
Expense					
Town-Funded Projects (Caboose)	2,000	3,167	11,500	31,667	38,000
Net Income - CIF Funds/Town Funded	(2,000)	(3,167)	(11,500)	(31,667)	(38,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25					
CIF Income					
CIF - Reimbursement from VDOT		73,333	50,043	733,333	880,000
CIF Expenses					
Processing Easements		0	1,000	0	0
Streetscape 2A - Preliminary Engineering		18,917	137,810	189,167	227,000
Streetscape 2A - Right of Way		72,750		727,500	873,000
Streetscape Phase 2A Construction					0
Total CIF Expenses	0	91,667	138,810	916,667	1,100,000
Net Income - CIF Funds/Grant	0	(18,333)	(88,766)	(183,333)	(220,000)
Consolidated Net Income	12,268	(14,216)	118,589	(142,158)	(170,590)

NOTES & Highlights:

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)

FY 2026

OPERATING REVENUES:

Taxes & Permits Revenues:

ARB Permits	500.00
BPOL	50,000.00
BZA Fees	
VA Communications Sales Tax	3,500.00
VA Car Rental Distribution	
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	2,750.00
Motor Vehicle Registration	9,000.00
No. Va. Cigarette Tax	0.00
Railroad Tax	1,800.00
Sales Tax	25,000.00
Meals Tax - NEW	225,000.00
Use Permits	600.00
Utility Consumption Tax	1,200.00

TOTAL TAXES & PERMITS: 319,350.00

Town Facilities Rentals:

Community Hall	4,000.00
Pink House	0.00
Property Rental-Park/Square/Gazebo	150.00

TOTAL FACILITIES RENTALS: 4,150.00

Grants:

Fire Program State Grant- FCFD	15,000.00
Litter Control Grant - Non-competitive	4,000.00
Litter Control Grant - Competitive	10,000.00

TOTAL GRANTS: 29,000.00

Town Events:

Celebrate Clifton Gala	0.00
Environmental Event	0.00
Haunted Trail Event	35,000.00
Homes Tour	5,000.00

TOTAL EVENTS: 40,000.00

Other Revenue:

Interest Income	60,000.00
Other income (Donations)	

TOTAL OTHER REVENUE: 60,000.00

TOTAL OPERATING REVENUES: 452,500.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)

FY 2026

OPERATING EXPENSES:

Payroll Expenses:

Town Clerk Salary	30,250.00
Town Treasurer Salary	36,000.00
Dir of Economic Development, Comms & Marketing - NEW	58,656.00
Additional support staff	11,700.00
Payroll Taxes	13,600.00
Employee Incentives	6,200.00

TOTAL PAYROLL EXPENSES:	156,406.00
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CONTRACTUAL EXPENSES:

Town Government:

ARB	0.00
Board of Zoning Appeals	10,000.00
Civil Rights Committee	0.00
Planning Commission	
<i>update to town plan</i>	20,000.00
<i>Revisions to the Town Code</i>	5,000.00
<i>Advertising for Public Hearings for Use Permits</i>	
<i>Translation & Interpretive Services for Public Meetings</i>	
<i>Legal Services</i>	
<i>General Admin/Education</i>	5,000.00
Dues & Subscriptions:	
<i>Conference Attendance</i>	3,000.00
<i>Other Dues & Subscriptions & Training</i>	250.00
<i>VA Municipal League</i>	500.00
Insurance	7,000.00
Legal Advertising	2,000.00
Mayoral Reimbursement <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>	1,000.00
Citizen Recognition Fund <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>	500.00
Bank Fees	0.00
Miscellaneous Contractual Expenses <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>	2,500.00
Professional Fees:	
<i>Accounting - Year Audit Review</i>	30,000.00
<i>Legal Fees</i>	25,000.00
<i>Web Server Annual Maintenance with Domain Subscriptions</i>	2,500.00
<i>Web Site Updating & Configuration</i>	10,000.00

TOTAL TOWN GOVERNMENT:	124,250.00
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Town Facilities:

Utilities - verizon + electric	5,000.00
Caboose	5,000.00
Railroad Siding Rent	2,200.00
Town Meeting Hall:	
<i>Cleaning</i>	2,500.00
<i>Electric</i>	7,000.00
<i>Supplies</i>	500.00
<i>General Maintenance - including floors</i>	10,000.00
<i>Mgt Fee (25% of Community Hall Rentals)</i>	2,000.00
Parks and Public Spaces	
<i>Ayre Square Maintenance</i>	6,000.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)

	FY 2026
<i>Aye Square Plantings</i>	3,000.00
<i>Ayre Square Christmas Tree replacement</i>	0.00
<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>	
<i>Invasive species prevention and conservation management</i>	10,000.00
Pink House: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	
<i>Maintenance & Repairs</i>	5,000.00
MISC Emergency Repairs (TOWN COUNCIL OR MAYORAL APPROVAL REQUIRED FOR OVER \$1000)	7,500.00
TOTAL TOWN FACILITIES	67,700.00
Town Services:	
Recurring services	
Town Lawn Maintenance and Mowing	10,000.00
Tree Trimming and Replacement Planting	5,000.00
Fall Zone Mulching - Annual	3,000.00
Trash Collections	2,400.00
Trash Consolidation - Art Guild (non-competitive litter grant)	4,000.00
Non-recurring services (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	
Landscape/Ground Maintenance - Playground, Ayre Square,	
8 acre Park & Triangle Maintenance, Harris Park, Flood Plain	12,000.00
Playground Equipment Maintenance	2,500.00
TOTAL TOWN SERVICES:	38,900.00
Grants:	
Litter Control Grant - Expense	14,000.00
Fire Program State Grant Expense - passthrough to FCFD	15,000.00
TOTAL GRANTS	29,000.00
Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	
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	0.00
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	500.00
<i>Welcome baskets</i>	
Committee on the Environment	1,150.00
<i>Wildlife preservation - Mark K equipment</i>	
<i>Bluebird Trail - NEW</i>	
Historic Preservation Committee	0.00
Finance	0.00
Mayor's Initiatives - delete	0.00
Parking and Traffic Committee	15,000.00
TOTAL COMMITTEES	16,650.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)

FY 2026

TOTAL CONTRACTUAL:	304,600.00
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Commodities:

Computer Supplies - Hardware & Software	500.00
Copies	200.00
License Plates	100.00
Miscellaneous Commodities - storage	750.00
Office Supplies	500.00
Office Equipment	500.00
Postage & Delivery	500.00
Miscellaneous- <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>	

TOTAL COMMODITIES:	3,050.00
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TOTAL EXPENSES:	464,056.00
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NET INCOME (LOSS):	-11,556.00
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TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)

FY 2026

Town of Clifton
CAPITAL IMPROVEMENTS/GRANT INCOME - FY26
REVENUE/COST STATEMENT

REVENUES:

FEDERAL GRANTS

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

MAP 21 TAP: TAP > 200K:

1,600,000.00

TOTAL VDOT TA - MAIN ST IMPROVEMENTS

TOTAL REVENUES:

1,600,000.00

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

2,000,000.00

TOTAL SPECIAL PROJECTS COMMITTEE:

2,000,000.00

NET REVENUES/(COST)

-400,000.00

Town of Clifton
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY26
REVENUE/COST STATEMENT - Public Hearing

COSTS:

Town-Funded Projects

Permanent Signs (Historic and Informational)

5,000.00

Safety Signs - Traffic Solutions - delete

Harris Park Improvements

125,000.00

8-Acre Park Entrance - Improvements

3,000.00

Purchase of Green Space - delete

Public Parking Improvements

5,000.00

Caboose & Luggage Cart Renovation - delete

Trash Enclosure

4,000.00

Pink House Improvements

Town Historic Building -- delete

TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds

142,000.00

NET REVENUES/(COST)

TOTAL CAPTIAL COSTS

2,142,000.00

TOTAL CAPITAL NET REVENUES/(COST)

-542,000.00

TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)

-553,556.00

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

NOTES

FY 2026	FY 2025 App Budget
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Planning Commission
Board of Zoning Appeals
Architectural Review Board
Civil Rights (Title VI) Committee
Town Events Committee
Haunted Trail Committee
Special Projects Committee
Communications Committee
Parking and Traffic Committee
Town Maintenance Committee (Formerly Pink House Maintenance)
Finance Committee
Mayor's Initiatives Committee
Committee on the Environment
Clifton Business Coalition
The Arts Council
Historic Preservation Committee

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2025 Budget (July 1, 2024 - June 30, 2025)

FY 2025 APP Budget		
<u>OPERATING REVENUES:</u>		
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
<u>OPERATING EXPENSES:</u>		
Payroll Expenses:		
Town Clerk Salary	40,000.00	
Town Treasurer Salary	31,000.00	
Dir of Economic Development, Comms & Marketing	58,656.00	
Additional support staff	11,700.00	
Payroll Taxes	8,400.00	
Employee Incentives	6,200.00	
TOTAL PAYROLL EXPENSES:		155,956.00
<u>CONTRACTUAL EXPENSES:</u>		
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</i>		
<i>Permits</i>	<i>500.00</i>	
<i>Translation & Interpretive Services for Public</i>		
<i>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 <i>(TOWN COUNCIL APPROVAL)</i>	1,000.00	
Citizen Recognition Fund <i>(TOWN COUNCIL APPROVAL)</i>	500.00	
Town Association of Northern Virginia Event	0.00	
Bank Fees	0.00	

Miscellaneous Contractual Expenses <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)</i>	2,500.00	
Professional Fees:	76,500.00	
<i>Accounting - Year Audit Review</i>	30,000.00	
<i>Legal Fees</i>	25,000.00	
<i>Web Server Annual Maintenance with</i>	1,500.00	
<i>Web Site Updating & Configuration</i>	20,000.00	
TOTAL TOWN GOVERNMENT:		127,904.00
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>	4,200.00	
<i>Electric</i>	7,000.00	
<i>Supplies</i>	500.00	
<i>General Maintenance - including floors</i>	4,200.00	
<i>Mgt Fee (25% of Community Hall Rentals)</i>	2,000.00	
<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>Ayre 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 n</i>	10,000.00	
Pink House: <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)</i>	5,000.00	
<i>Maintenance & Repairs</i>	5,000.00	
MISC Emergency Repairs <i>(TOWN COUNCIL OR MAYOR APPROVAL REQUIRED FOR OVER \$500)</i>	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)	3,000.00	
Non-recurring services <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)</i>		
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	500.00	
<i>Welcome baskets</i>	<i>500.00</i>	
Committee on the Environment	1,150.00	
<i>Wildlife preservation - Mark K equipment</i>	<i>500.00</i>	
<i>Bluebird Trail - NEW</i>	<i>650.00</i>	
Historic Preservation Committee	0.00	
Finance	0.00	
Maintenance	0.00	
Mayor's Initiatives	20,000.00	
Parking and Traffic Committee	0.00	
TOTAL COMMITTEES		22,150.00
TOTAL CONTRACTUAL:		313,433.00
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)</i>	500.00	

Public Parking Improvements		
Caboose & Luggage Cart Renovation	17,500.00	
Trash Enclosure	2,500.00	
Pink House Improvements		
Town Historic Building		
TOTAL CAPITAL PROJECTS from Allocation of Town Equity Fu		38,000.00
NET REVENUES/(COST)		(38,000.00)
TOTAL CAPTIAL COSTS		1,138,000.00
TOTAL CAPITAL NET REVENUES/(COST)		(258,000.00)
TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)		(170,590.00)

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)
Budget meeting #1 4-14-25

	FY 2026	FY 2025 /
<u>OPERATING REVENUES:</u>		
Taxes & Permits Revenues:		
ARB Permits	500	500.00
BPOL	50000	50,000.00
BZA Fees		
VA Communications Sales Tax	3500	3,850.00
VA Car Rental Distribution		2,250.00
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	2750	2,900.00
Motor Vehicle Registration	9000	12,000.00
No. Va. Cigarette Tax	0	1,000.00
Railroad Tax	1800	1,600.00
Sales Tax	25000	28,000.00
Meals Tax - NEW	225000	250,000.00
Use Permits	600	1,000.00
Utility Consumption Tax	1200	1,200.00
TOTAL TAXES & PERMITS:	319350	
Town Facilities Rentals:		
Community Hall	4000	8,000.00
Pink House	0	34,800.00
Property Rental-Park/Square/Gazebo	150	150.00
TOTAL FACILITIES RENTALS:	4150	
Grants:		
Fire Program State Grant- FCFD	15000	15,000.00
Litter Control Grant - Non-competitive	4000	6,000.00
Litter Control Grant - Competitive	10000	13,129.00
TOTAL GRANTS:	29000	
Town Events:		
Celebrate Clifton Gala	0	4,000.00
Community Arts Program	0	0.00
Clifton Film Festival	0	0.00
Environmental Event	0	0.00
Haunted Trail Event	35000	60,000.00
Historic Events in Town	0	0.00
Homes Tour	5000	5,000.00
TOTAL EVENTS:	40000	

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)
Budget meeting #1 4-14-25

	FY 2026	FY 2025 /
Other Revenue:		
Interest Income	60000	62,000.00
Other income (Donations)		
TOTAL OTHER REVENUE:	60000	
TOTAL OPERATING REVENUES:	452500	
<u>OPERATING EXPENSES:</u>		
Payroll Expenses:		
Town Clerk Salary		40,000.00
Town Treasurer Salary		31,000.00
Dir of Economic Development, Comms & Marketing - NEW		58,656.00
Additional support staff		11,700.00
Payroll Taxes		8,400.00
Employee Incentives		6,200.00
TOTAL PAYROLL EXPENSES:		
CONTRACTUAL EXPENSES:		
Town Government:		
ARB	0	500.00
Board of Zoning Appeals	10000	10,000.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)
Budget meeting #1 4-14-25

	FY 2026	FY 2025 /
Civil Rights Committee	0	0.00
Planning Commission		26,300.00
<i>update to town plan</i>	20000	5,000.00
<i>Town (Comprehensive) Plan Revisions</i>	5000	15,000.00
<i>Advertising for Public Hearings for Use Permits</i>		500.00
<i>Translation & Interpretive Services for Public Meetings</i>		500.00
<i>Legal Services</i>		5,000.00
<i>General Admin/Education</i>	5000	300.00
Dues & Subscriptions:		1,750.00
<i>Conference Attendance</i>	3000	1,000.00
<i>Other Dues & Subscriptions & Training</i>	250	250.00
<i>VA Municipal League</i>	500	500.00
Town Elections		
Insurance	7000	6,854.00
Legal Advertising	2000	2,000.00
Mayoral Reimbursement <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>	1000	1,000.00
Citizen Recognition Fund <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>	500	500.00
Town Association of Northern Virginia Event		0.00
Bank Fees	0	0.00
Miscellaneous Contractual Expenses <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>	2500	2,500.00
Professional Fees:		76,500.00
<i>Accounting - Year Audit Review</i>	30000	30,000.00
<i>Legal Fees</i>	25000	25,000.00
<i>Web Server Annual Maintenance with Domain Subscriptions</i>	2500	1,500.00
<i>Web Site Updating & Configuration</i>	10000	20,000.00
TOTAL TOWN GOVERNMENT:	124250	
Town Facilities:		
Utilities - verizon + electric	5000	1,800.00
Caboose	5000	2,000.00
Railroad Siding Rent	2200	2,150.00
Town Meeting Hall:		18,900.00
<i>Cleaning</i>	2500	4,200.00
<i>Electric</i>	7000	7,000.00
<i>Supplies</i>	500	500.00
<i>General Maintenance - including floors</i>	10000	4,200.00
<i>Mgt Fee (25% of Community Hall Rentals)</i>	2000	2,000.00
<i>Interior Improvements (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)</i>	0	1,000.00
Parks and Public Spaces		19,600.00
<i>Ayre Square Maintenance</i>	6000	3,000.00

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)
Budget meeting #1 4-14-25

	FY 2026	FY 2025 /
<i>Aye Square Plantings</i>	3000	2,500.00
<i>Ayre Square Christmas Tree replacement</i>	0	2,000.00
<i>Banner Replacement</i>	1000	1,000.00
<i>Flag Replacement in Town</i>	1000	1,000.00
<i>Railroad Siding Boxes - North & South Sides</i>	0	0.00
<i>Mgt Fee (25% of Property Rentals)</i>		100.00
<i>Invasive species prevention and conservation management</i>	10000	10,000.00
Pink House: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)		5,000.00
<i>Maintenance & Repairs</i>	5000	5,000.00
MISC Emergency Repairs (TOWN COUNCIL OR MAYORAL APPROVAL REQUIRED FOR OVER \$1000)	7500	7,500.00
TOTAL TOWN FACILITIES	67700	
Town Services:		
Recurring services		
Town Lawn Maintenance and Mowing	10000	10,000.00
Tree Trimming and Replacement Planting	5000	5,000.00
Fall Zone Mulching - Annual	3000	2,800.00
Trash Collections	2400	2,400.00
Trash Consolidation - Art Guild (non-competitive litter grant)	4000	3,000.00
Non-recurring services (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)		
Landscape/Ground Maintenance - Playground, Ayre Square,		
8 acre Park & Triangle Maintenance, Harris Park, Flood Plain	12000	12,000.00
Playground Equipment Maintenance	2500	15,000.00
TOTAL TOWN SERVICES:	38900	
Grants:		
Litter Control Grant - Expense	14000	13,129.00
Fire Program State Grant Expense - passthrough to FCFD	15000	15,000.00
TOTAL GRANTS	29000	
Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)		
Celebrate Clifton Gala	2500	2,500.00
Christmas Tree Lighting	1300	1,300.00
Environmental Events (clean up, Camp Fire, TBD)	1300	1,300.00
Haunted Trail Event	20000	20,000.00
Historic Events	0	
Homes Tour	3000	3,000.00
TOTAL EVENTS	28100	
Committees: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)		

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)
Budget meeting #1 4-14-25

	FY 2026	FY 2025 /
Clifton Arts Council	0	0.00
Clifton Business Coalition	0	0.00
Communication Committee	500	500.00
<i>Welcome baskets</i>		<i>500.00</i>
Committee on the Environment	1150	1,150.00
<i>Wildlife preservation - Mark K equipment</i>		<i>500.00</i>
<i>Bluebird Trail - NEW</i>		<i>650.00</i>
Historic Preservation Committee	0	0.00
Finance	0	0.00
Maintenance		0.00
Mayor's Initiatives - delete	0	20,000.00
Parking and Traffic Committee	5000	0.00
TOTAL COMMITTEES	6650	
TOTAL CONTRACTUAL:	294600	
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:		
TOTAL EXPENSES:		
NET INCOME (LOSS):		

Town of Clifton
CAPITAL IMPROVEMENTS/GRANT INCOME - FY26
REVENUE/COST STATEMENT

REVENUES:

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)
Budget meeting #1 4-14-25

	FY 2026	FY 2025 /
		FY
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		227,000.00
Streetscape 2A - Right of Way		873,000.00
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)		
Processing Easements		
Streetscape 2A - Contruction		0.00
TOTAL SPECIAL PROJECTS COMMITTEE:		
NET REVENUES/(COST)		

Town of Clifton
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY26
REVENUE/COST STATEMENT - Public Hearing

	FY
COSTS:	
Town-Funded Projects	
Permanent Signs (Historic and Informational)	
Safety Signs - Traffic Solutions	
Harris Park Extension Improvements	15,000.00
8-Acre Park Entrance - Improvements	3,000.00
Purchase of Green Space	
Public Parking Improvements	
Caboose & Luggage Cart Renovation	17,500.00
Trash Enclosure	2,500.00
Pink House Improvements	
Town Historic Building	
TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds	
NET REVENUES/(COST)	

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)
Budget meeting #1 4-14-25

	FY 2026	FY 2025 /
TOTAL CAPTIAL COSTS		
TOTAL CAPITAL NET REVENUES/(COST)		
TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)		

TOWN OF CLIFTON, VIRGINIA

TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)

Budget meeting #1 4-14-25

FY 2026

FY 2025 /

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - FY2026 Budget (July 1,

	FY 2026	FY 2025 APP Budget Jul '24 -Mar '25	
OPERATING REVENUES:			
Taxes & Permits Revenues:			
ARB Permits	500	500.00	1,310.00
BPOL	50000	50,000.00	46,202.10
BZA Fees			
VA Communications Sale	3500	3,850.00	2,897.53
VA Car Rental Distribution		2,250.00	150.76 from Aug - Oct (3 sma
Cox & Verizon PEG	2750	2,900.00	2,098.58
Motor Vehicle Registrati	9000	12,000.00	6,730.41 varies, golf carts come
No. Va. Cigarette Tax	0	1,000.00	923.66
Railroad Tax	1800	1,600.00	1,857.25
Sales Tax	25000	28,000.00	21,448.15
Meals Tax - NEW	225000	#####	##### % to match fairfax cou
Use Permits	600	1,000.00	475.00
Utility Consumption Tax	1200	1,200.00	976.91
TOTAL TAXES & PERMITS:	319350	#####	#####
Town Facilities Rentals:			
Community Hall	4000	8,000.00	4,212.50
Pink House	0	34,800.00	14,400.00
Property Rental-Park/Sq	150	150.00	125.00
TOTAL FACILITIES RENTALS:	4150	42,950.00	18,737.50
Grants:			
Fire Program State Gran	15000	15,000.00	15,000.00
Litter Control Grant - No	4000	6,000.00	3,151.72
Litter Control Grant - Co	10000	13,129.00	11,838.00
TOTAL GRANTS:	29000	34,129.00	29,989.72
Town Events:			
Celebrate Clifton Gala	0	4,000.00	0.00
Environmental Event	0	0.00	0.00
Haunted Trail Event	35000	60,000.00	55,332.05
Homes Tour	5000	5,000.00	0.00 FY24 \$3000
TOTAL EVENTS:	40000	69,000.00	55,332.05
Other Revenue:			
Interest Income	60000	62,000.00	52,988.06
Other income (Donations)			608.99 reimbursement for tree
TOTAL OTHER REVENUE:	60000	62,000.00	53,597.05
TOTAL OPERATING REVENUES:	452500	#####	#####
OPERATING EXPENSES:			
Payroll Expenses:			
Town Clerk Salary	30250	40,000.00	22,500.00 based on 2024 W-2
Town Treasurer Salary	36000	31,000.00	24,250.02 based on my employm
Dir of Economic Develop	58656	58,656.00	42,761.34 at current rate

Additional support staff	11700	11,700.00	
Payroll Taxes	13600	8,400.00	10,200.12 at current rate
Employee Incentives	6200	6,200.00	
TOTAL PAYROLL EXPENSES:	156406		##### 99,711.48
CONTRACTUAL EXPENSES:			
Town Government:			
ARB	0	500.00	
Board of Zoning Appeals	10000	10,000.00	
Civil Rights Committee	0	0.00	
Planning Commission		26,300.00	1,580.00 consulting
<i>update to</i>			
<i>town plan</i>	20000	5,000.00	
<i>Revisions</i>			
<i>to the</i>			
<i>Town Code</i>	5000	15,000.00	
<i>Advertisin</i>			
<i>g for</i>			
<i>Public</i>			
<i>Hearings</i>			
<i>for Use</i>			
<i>Permits</i>		500.00	
<i>Translatio</i>			
<i>n &</i>			
<i>Interpretiv</i>			
<i>e Services</i>			
<i>for Public</i>			
<i>Meetings</i>		500.00	
<i>Legal Services</i>		5,000.00	
<i>General Adr</i>	5000	300.00	
Dues & Subscriptions:		1,750.00	
<i>Conference</i>	3000	1,000.00	693.77
<i>Other Dues</i>	250	250.00	
<i>VA Municip</i>	500	500.00	485.00
Insurance	7000	6,854.00	this is paid in June
Legal Advertising	2000	2,000.00	
Mayoral Reimbursemen	1000	1,000.00	
Citizen Recognition Func	500	500.00	
Bank Fees	0	0.00	
Miscellaneous Contract	2500	2,500.00	
Professional Fees:		76,500.00	
<i>Accounting</i>	30000	30,000.00	ask rodefer to specific:
<i>Legal Fees</i>	25000	25,000.00	30.00 notary fee - Kerrie to b
<i>Web</i>			
<i>Server</i>			
<i>Annual</i>			
<i>Maintenan</i>			
<i>ce with</i>			
<i>Domain</i>			
<i>Subscriptio</i>			
<i>ns</i>	2500	1,500.00	2,243.84 email and website sub

Web Site Up 10000		20,000.00		5,000.00 initial payment for desi
TOTAL TOWN GOVERNMENT: 124250			#####	10,032.61
Town Facilities:				
Ayre Square Rent (Remove)			0.00	
Utilities - verizon + elect	5000	1,800.00		1,310.68
Caboose	5000	2,000.00		
Railroad Siding Rent	2200	2,150.00		2,178.01
Town Meeting Hall:		17,900.00		
Cleaning	2500	4,200.00		1,950.00
Electric	7000	7,000.00		5,285.09
Supplies	500	500.00		279.43
General Ma	10000	4,200.00		2,000.00 service contract quarte
Mgt Fee (25	2000	2,000.00		
Parks and Public Spaces		19,600.00		
Ayre Square	6000	3,000.00		
Aye Square	3000	2,500.00		
Ayre				
Square				
Christmas				
Tree				
replaceme				
nt	0	2,000.00		
Banner Rep	1000	1,000.00		
Flag Replac	1000	1,000.00		
Railroad Sid	0	0.00		
Mgt Fee (25% of Property Rentals)		100.00		centralize position for
Invasive spe	10000	10,000.00		1,500.00
Pink House: (TOWN COUNCIL APPROVAL REQUIRED		5,000.00		7,546.56
Maintenanc	5000	5,000.00		
MISC Emergency Repair:	7500	7,500.00		
TOTAL TOWN FACILITIES 67700			55,950.00	22,049.77
Town Services:				
Recurring services				
Town Lawn	10000	10,000.00		5,160.00
Tree Trimm	5000	5,000.00		2,800.00
Fall Zone M	3000	2,800.00		
Trash Collec	2400	2,400.00		1,809.45
Trash Consc	4000	3,000.00		2,600.00
Non-recurring services (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)				

Landscape/ Ground Maintenan ce - Playground , Ayre Square, 8 acre Park & Triangle Maintenan ce, Harris Park, Flood Plain	12000	12,000.00	6,398.00
Playground	2500	15,000.00	3,913.00
TOTAL TOWN SERVICES:	38900	50,200.00	22,680.45
Grants:			
Litter Contr Fire Program State Grant Expense - passthrough to FCFD	14000	13,129.00	3930
	15000	15,000.00	15,000.00
TOTAL GRANTS	29000	28,129.00	18,930.00
Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)			
Celebrate Clifton Gala	2500	2,500.00	0.00
Christmas Tree Lighting	1300	1,300.00	1,200.00
Environmental Events (c	1300	1,300.00	0.00
Haunted Trail Event	20000	20,000.00	18,333.29
Historic Events	0		0.00
Homes Tour	3000	3,000.00	0.00
TOTAL EVENTS	28100	28,100.00	19,533.29
Committees: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)			
Clifton Arts Council	0	0.00	0.00
Clifton Business Coalitio	0	0.00	0.00
Communication Commit	500	500.00	0.00
<i>Welcome baskets</i>		<i>500.00</i>	
Committee on the Envir	1150	1,150.00	433.63
<i>Wildlife preservation - Mark K equip</i>		<i>500.00</i>	
<i>Bluebird Trail - NEW</i>		<i>650.00</i>	
Historic Preservation Co	0	0.00	0.00
Finance	0	0.00	0.00
Mayor's Initiatives - dele	0	20,000.00	0.00
Parking and Traffic Comi	15000	0.00	0.00
TOTAL COMMITTEES	16650	22,150.00	433.63
TOTAL CONTRACTUAL:	304600	#####	93,659.75
Commodities:			

Computer Supplies - Har	500	2,580.00		2,758.21
Copies	200	200.00		99.55
License Plates	100	100.00		131.00
Miscellaneous Commodi	750	200.00		2,065.00
Office Supplies	500	500.00		259.81
Office Equipment	500	500.00		
Postage & Delivery	500	1,000.00		240.73
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED)		500.00		
TOTAL COMMODITIES:	3050		5,580.00	5,554.30
TOTAL EXPENSES:	464056		#####	#####
NET INCOME (LOSS):	-11556		88,410.00	#####

Town of Clifton
CAPITAL IMPROVEMENTS/GRANT INCOME - FY26
REVENUE/COST STATEMENT

REVENUES:

FEDERAL GRANTS

FY 2025

MAP21			
TAP: TAP			
Statewide			
(Match to			
Expenditure			
s) 80/20		#####	50,043.43
MAP 21 TAP: TAP > 200K:			

TOTAL VDOT TA - MAIN ST IMPROVEMENTS

TOTAL REVENUES: 0 **##### 50,043.43**

COSTS:

Special Projects - Streetscape

Streetscape 2A - Preliminary Engineering	#####	#####	includes \$1000 from P
Streetscape 2A - Right of Way	#####		
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)			
Processing Easements			
Streetscape 2A - Construction	0.00		

TOTAL SPECIAL PROJECT 0 **#####**

NET REVENUES/(COST) 0 **##### (88,766.19)**

Town of Clifton
LOCAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT)
REVENUE/COST STATEMENT - Public Hearing

COSTS:

FY 2025

Town-Funded Projects

Permanent : 5000

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Safety Signs - Traffic Solutions - delete			
Harris Park	125000	15,000.00	
8-Acre Park	3000	3,000.00	
Purchase of Green Space - delete			
Public Parki	5000		
Caboose & Luggage Cart Renovation		17,500.00	9,500.00
Trash Enclo	4000	2,500.00	8,542.77 trash cans
Pink House Improvements			
Town Historic Building -- delete			
TOTAL CAPI	142000	38,000.00	18,042.77
NET REVENUES/(COST)		(38,000.00)	(18,042.77)
TOTAL CAPTIAL COSTS	142000	#####	#####
TOTAL CAPITAL NET REVENUES/(CO	-142000	#####	#####
TOTAL FY2025 ANTICIPATED N		#####	#####

in small batches, monthly from county

New flashing signs

Police overtime - private hire; enforcement

Alternative calming methods for traffic

Golf cart

TOWN OF CLIFTON, VIRGINIA
TOWN OF CLIFTON - Approved Income/Expense Budget

		FY 2024	
Acct #	REVENUES:		
	Taxes & Permits Revenues:		
406005	ARB Permits	500.00	
406010	BPOL	40,000.00	
406015	BZA Fees		
406025	Va Communications Sales Tax	4,000.00	
406000	Va Car Rental Distribution	3,200.00	
406030	and Use Tax	3,000.00	
406035	Motor Vehicle Tags	7,000.00	
406020	No. Va. Cigarette Tax	1,500.00	
406040	Railroad Tax	1,500.00	
406045	Sales Tax	30,000.00	
406060	Meals Tax		
406050	Use Permits	500.00	
406055	Utility Consumption Tax	1,500.00	
	TOTAL TAXES & PERMITS:		92,700.00
	Town Facilities Rentals:		
402000	Community Hall	11,500.00	
405000	Pink House	34,800.00	
	TOTAL FACILITIES RENTALS:		46,300.00
	Other Revenues:		
	Clifton Arts Council		
401515	Community Arts Program		
401510	Clifton Film Festival	0.00	
	Total Clifton Arts Council	0.00	0.00
	Environmental Comiittee		
	Environmental Event	0.00	
	Total Environmental Committee		0.00
403000	Haunted Trail Event	37,500.00	37,500.00
	Historic Preservation Committee		
	Historic Events in Town	0.00	
	Total Historic Preservation Committee	0.00	0.00
	HOMES TOUR COMMITTEE		
401500	Homes Tour	3,000.00	
	TOTAL HOMES TOUR COMMITTEE	0.00	3,000.00
403500	Interest Income	55,000.00	55,000.00
	Town Parks Committee		
401520	Property Rental-Park/Square/Gazebo	150.00	
	Total Town Parks Committee	150.00	150.00
	Clifton Business Committee		
401505	Celebrate Clifton Gala		
	Total Clifton Business Committee		0.00

400005	Fire Program State Grant- FCFD	15,000.00	15,000.00
400010	Litter Control Grant	1,329.00	1,329.00
400020	American Rescue Plan (COVID \$\$\$)	0.00	0.00
402500	Other income (Donations)	0.00	0.00
TOTAL OTHER REVENUE:			111,979.00
TOTAL REVENUES:			250,979.00
EXPENSES:			
Payroll Expenses:			
520005	Town Clerk Salary	28,000.00	
520020	Zoning Clerk Salary	8,000.00	
520000	ADDED by TC Aug 2016 FY17: Assistant Project Manager-Streetscape	4,000.00	
520010	Town Clerk- Records Review Salary	0.00	
520015	Town Treasurer Salary	27,000.00	
520030	Town COVID Response Coordinator	0.00	
520035	Town COVID Financial Administrator	0.00	
520530	Town COVID - Payroll Txes	0.00	
520500	Payroll Taxes	5,300.30	
520025	Employee Incentives	2,000.00	
TOTAL PAYROLL EXPENSES:			74,300.30
CONTRACTUAL EXPENSES:			
503500	Insurance	6,250.00	6,250.00
Town Government:			
506200	ARB	300.00	300.00
	Board of Zoning Appeals		
507010	BZA - Seminars		
507015	BZA - Legal fees - see line 94		
507000	TOTAL BZA	0.00	0.00
	Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
507500	Consulting & Related Expenses	5,000.00	
	Town (Comprehensive) Plan Revisions	15,000.00	
507515	Advertising for Public Hearings for Use Permits	500.00	
New	Translation & Interpretive Services for Public Meetings	3,600.00	
507510	Legal Services	5,000.00	
507505	General Admin/Education	300.00	
	Total Planning Commission		29,400.00
TOTAL GOVERNMENT:			35,950.00
Professional Fees:			
505000	Accounting - Year Audit Review	7,500.00	
505005	Legal Fees	18,000.00	

TOTAL PROFESSIONAL FEES:			25,500.00
Town Facilities:			
506020	Town Handyman - 1099 vendor for maintenance services	6,000.00	6,000.00
506000	Ayre Square Maintenance	1,500.00	1,500.00
Caboose Expenses:			
502000	Equipment	500.00	
502005	Maintenance	1,500.00	
Total Caboose Expenses:			2,000.00
505505	Railroad Siding Rent	2,150.00	2,150.00
Subtotal - Facilities:			11,650.00
Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
502500	Cleaning	4,200.00	
502515	Electric	6,500.00	
502505	Supplies	750.00	
502520	General Maintenance - including floors	4,400.00	
502510	Mgt Fee (25% of Community Hall Rentals)	2,875.00	
502530	<i>Interior Improvements - Over \$500 requires TC approval</i>	1,000.00	
TOTAL MEETING HALL EXPENSES			19,725.00
Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)			
506005	Maintenance (506005) & Repairs (506010)	5,000.00	
	Repairs		
Total Pink House Expenses:			5,000.00
TOTAL TOWN FACILITIES:			36,375.00
Town Services:			
511500	Town Elections	1,400.00	
511510	Town Park Lawn Maintenance	2,500.00	
511505	Grass Mowing	6,500.00	
511515	Trash Collections	2,400.00	
	Trash Consolidation - Art Guild (Split Trash)	2,600.00	
	Litter Control Grant - Expense		
501500	Fire Program State Grant Expense - passthrough to FCFD	15,000.00	
TOTAL TOWN SERVICES:			30,400.00
511520	Utilities:		
511525	Utilities - Electric (RR Siding,Gazebo & Ayre Sq. & street lights)	1,500.00	
TOTAL UTILITIES:			1,500.00
Dues & Subscriptions:			
503005	Conference Attendance	1,000.00	
503000	Other Dues & Subscriptions & Training	1,000.00	
503010	Va Municipal League	500.00	
TOTAL DUES & SUBSCRIPTIONS:			2,500.00
Other Contractual Expenses:			
Cover Flags	Beautification Committee		
506510	Flowers/Barrels & Flag Pole planter-Ayre Square	1,000.00	
506505	Christmas Tree Lighting	1,500.00	
506500	Banner Replacement	2,000.00	
	Flag Replacement in Town	500.00	

506515	Railroad Siding Boxes - North & South Sides	750.00	
	Total Beautification Committee		5,750.00
500000	Citizen Recognition Fund	750.00	750.00
	Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
508505	Web Server Annual Maintenance with Domain Subscriptions	1,100.00	
508510	Web Site Updating & Configuration	1,500.00	
	Total Communication Committee		2,600.00
	Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
509010	Clifton Halloween Night	200.00	
509000	Clifton Film Festival		
	Total Clifton Arts Council		200.00
	Committee on the Environment		
509505	Town Clean Up	150.00	
509510	Camp Fire Event	250.00	
509500	Environmental Events	200.00	
509520	Wildlife preservation - Mark K equipment	500.00	
	Total Environmental Committee		1,100.00
512000	Haunted Trail Event	17,100.00	17,100.00
	Historic Preservation Committee		
510010	Historic Events in Town	750.00	
510000	Oral History Proj	500.00	
510015	Town Museum	0.00	
510005	Historic Town Documents	750.00	
	ADD - Storage for historic artifacts	1,650.00	
	Total Historic Preservation Committee		3,650.00
	Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
510500	Homes Tour	1,600.00	
	Total Homes Tour Committee		1,600.00
504000	Legal Advertising	2,000.00	2,000.00
504200	Mayoral Reimbursement	500.00	500.00
505700	Town Association of Northern Virginia Event	600.00	600.00
	Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	2,500.00	2,500.00
	Park Committee Expense		
	Town Parks Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
	Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8		
511000	acre Park & Triangle Maintenance, Harris Park	5,000.00	
New	Ayre Square Christmas Tree replacement	2,000.00	
511020	Signage Upgrade		
511025	Tree Trimming and Replacement Planting - playground, Ayre Sq & Chapel	5,000.00	
511015	Playground Equipment Maintenance	2,000.00	
511005	Fall Zone Mulching	2,500.00	
511010	Mgt Fee (25% of Property Rentals)	150.00	
	Total Town Parks Committee		16,650.00
511200	Traffic, Parking and Safety Committee	500.00	500.00
	Welcoming & Sunshine Committee		

510705	Welcome Baskets & Expressions of Sympathy	500.00	
510700	Spring Egg Hunt	250.00	
	Total Welcoming & Sunshine Committee		750.00
512510	MISC - Emergency Repairs - new line item	7,500.00	
512500	MISC Other <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i>	7,500.00	15,000.00
500300	Bank Fees		
	Clifton Business Committee		
508005	Celebrate Clifton Gala		
508000	Commercial District Directional Signage		
	Total Clifton Business Committee		0.00
	TOTAL OTHER CONTRACTUAL:		71,250.00
	Commodities:		
501005	Computer Supplies - Hardware & Software	1,580.00	
New	Zoom (Split)	900.00	
New	Adobe (Split)		
501010	Copies	200.00	
501020	License Plates	100.00	
	Miscellaneous Commodities - office services	300.00	
501035	Office Supplies	500.00	
501000	Office Equipment	500.00	
501040	Postage & Delivery	1,000.00	
501030	Miscellaneous- <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)</i>		
	TOTAL COMMODITIES:		5,080.00
	TOTAL EXPENSES:		282,855.30
	NET INCOME (LOSS):		(31,876.30)

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

REVENUES:

FEDERAL GRANTS

CF6100 MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20

CF6M10 MAP 21 TAP: TAP > 200K:

TOTAL VDOT TA - MAIN ST IMPROVEMENTS

TOTAL REVENUES:

COSTS:

CIF500540 Streetscape 2A - Design

CIF500590 VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)

Processing Easements

CIF500560 Streetscape 2A - Contruction

Total Main Street - Special Projects Committee

TOTAL SPECIAL PROJECTS COMMITTEE:

NET REVENUES/(COST)

530000

500510 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

500525 Purchase of Green Space

500530 Clifton Creek Park - Trails and Invasive Species

500535 Public Parking Improvements

500515 Caboose & Luggage Cart Renovation

500518 Pink House Improvements

500505 Town Historic Building

TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds

NET REVENUES/(COST)

530000

TOTAL COSTS

NET REVENUES/(COST)

80,000.00	
	80,000.00
	80,000.00
58,000.00	
42,000.00	
	100,000.00
	100,000.00
	(20,000.00)
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	
	158,000.00
	(158,000.00)
	258,000.00
	(178,000.00)

TOWN OF CLIFTON BUDGET REQUEST FORM FOR F' FY 2025

DUE APRIL 1, 2024 TO TOWN TREASURER: email to treasurer@cliftonva.gov

NAME OF TOWN COMMITTEE, BOARD OR COMMISSION:

Planning Commission

DATE OF REQUEST

3/19/2024

CONTACT PERSON NAME:

Kathy Kalinowski

CONTACT TELEPHONE #

7039661030

CONTACT EMAIL ADDRESS

planning@cliftonva.gov

***NUMBER BY PRIORITY #1 HIGHEST**

****DESCRIBE IN DETAIL REASONS FOR PROJECT, SCHEDULE, & SPECIFIC RESPONSIBLE PARTIES**

#*	PROJECTS OR ITEMS	AMOUNT	SPECIFIC PURPOSE OF PROJECT OR ITEMS	PROJECTED EXPENDITURE TIMELINE**	ESTIMATE GENERATED REVENUE FROM PROJECTS OR ITEMS
1	Revisions to the Town Code	\$5,000	implement and review of proposed Code revisions by the Town Attorney, such revisions required by State law, or other Town proposals	thru 2025	unknown
2	required update to Town Plan 2009	\$15,000	VA Code requires a plan update every 5 years. In order to produce the necessary graphs and maps and find the necessary information, the Town will need to retain a consultant such as the Northern VA Regional Commission. The rest of the work on the Plan will be done by Town volunteers.	thru calendar year 2025	unknown
3	General consulting work by the Town Engineer Scott Peterson of Gordon & Associates for review of applications, interfacing with State and County officials to the extent not paid for by the applicant pursuant to Section 11-14(c) of the Town Code.	\$5,000	This consulting is for review of various construction use permit applications and other technical issue that involve engineering expertise, interfacing with the County and State DEQ officials from someone with the necessary expertise which the Zoning Administrator or Planning Commission do not have.	intermittently throughout FY 2024	unknown
4					
5					

6					
7					
8					
9					

TO ACCOMPLISH PROJECT

Comments
includes payments for any necessary legal review
statutorily required
necessary given our lack of expertise, and given the need to have someone who is qualified and independent provide this service.

TOWN OF CLIFTON BUDGET REQUEST FORM FOR FY2024

DUE APRIL 1, 2024 TO TOWN TREASURER: email to treasurer@cliftonva.gov

NAME OF TOWN COMMITTEE, BOARD OR COMMISSION:

DATE OF REQUEST

3/31/2024

CONTACT PERSON NAME:

Regan McDo

CONTACT TELEPHONE #

571.242.3561

CONTACT EMAIL ADDRESS

rmcdonald

*NUMBER BY PRIORITY #1 HIGHEST

**DESCRIBE IN DETAIL REASONS FOR PROJECT, SCHEDULE, & SPECIFIC R

#*	PROJECTS OR ITEMS	AMOUNT
Town Facilities		
1	Town handyman	\$10,000
2	Ayre Sq maintenance	\$3,000
3	Caboose equipment	\$500
4	Caboose Maintenance	\$1,500
Pink House		
5	Pink House maintenance & repairs	\$5,000
Town Services		
6	Town Park Lawn Maintenance	\$2,500
7	Grass Mowing	\$7,500
8	Trash consolidation - Art Guild	\$3,000
9	Harris Park maintenance	\$10,000
10	Litter control - Resource Recovery Proj	\$13,129
Beautification		
11	Beautification committee	\$2,500
12	Welcome to Clifton banner replacement	\$1,000
13	US flag replacement	\$1,000
Environment		
14	Town clean-up	\$300
15	Campfire events	\$500
16	Bluebird trail	\$650
17	Environmental events	\$500
Town Parks		
18	Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8acre Park & Triangle Maintenance, Harris Park	\$8,000
19	Ayre Sq Christmas Tree	\$5,000
20	Tree Trimming and Replacement Planting - playground, Ayre Sq & Chapel	\$5,000
21	Playground Equipment Maintenance	\$5,000
22	Fall Zone Mulching	\$2,500
Misc		
	MISC - Emergency repairs	\$7,500
Capital		
23	8 acre park entrance	\$3,000
24	Clifton Creek Park - Trails and Invasive	\$5,000
25	Caboose painting	\$15,000
26	Luggage cart	\$2,500
27	Trash enclosure	\$2,500
28	Floodplain parking area	\$4,000

Maintenance, Beautification, Parks, Pink House

nald
 @cliftonva.gov

RESPONSIBLE PARTIES TO ACCOMPLISH PROJECT

SPECIFIC PURPOSE OF PROJECT OR ITEMS	PROJECTED EXPENDITURE TIMELINE**	ESTIMATE GENERATED REVENUE FROM PROJECTS OR
Maintain/repair town property	all year	0
rebuild flagpole planter	fall 24	0
	all year	0
repair broken window	all year	0
repairs & deferred maintenance	summer 24	pink house rental income
weeding - as needed	seasonal	0
mowing for all town areas	seasonal	0
Art Guild agreement for weekly trash pick-up		\$1,200
repair playground equipment, picnic tables, gazebo	all year	0
pass through to Resource Recovery Proj	all year	\$13,129
plants for Ayre Sq, barrels & butterfly garden	all year	0
replace as needed	fall 24	0
replace flags throughout town	fall 24	0
supplise for Town clean-up	spring 25	\$300
support camp out with environmental education	fall 24	0
supplies, monitoring kits, nest box replacement, volunteer event	summer 24/sping 25	0
environmental education event	winter 24	0
Gazebo repair & paint, lanscaping,	seasonal	0
replace	fall 24	0
	all year	0
repair train	all year	0
playground mulch	fall 24	0
unexpected damage	all year	0
install split rail fence to prevent parking in FFX county easement	summer 24	0
manage 8-acre and floodplain trail	all year	0
prep & paint caboose	fall 24	0
refurbish luggage cart in caboose plaza	summer 24	0
construct wooden trash enclosure for bins near caboose	summer 24	0
clean mud/debris from parking lot and haul away	summer 24	0

PLANNING COMMISSION REPORT for April 29, 2025

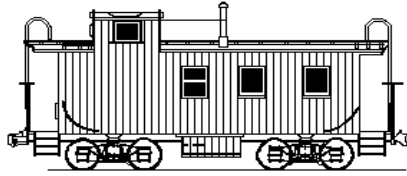
Present: Terry Winkowski, Adam Trost, Jay Davis, Kathy Kalinowski, Paula Sampson
Absent: Michelle Stein, Susan Yantis

1. The Planning Commission reviewed the use permit application for a request for the change of business ownership of Animal Clinic of Clifton located at 12702 Chapel Road, Clifton, zoned commercial, submitted by Davis Reeder Hall IV, the new owner. Applicant has affirmed that no changes in business hours or days, business purpose, parking, number of employees will occur and all the terms, restrictions and information, except for ownership, set forth on the previous use permit issued for Animal Clinic of Clifton on June 4, 2024, will remain unchanged and in full force and effect.
2. Planning Commission and Town Council member, Jay Davis requested the procedure for rezoning the property located at 7137 Main Street from Industrial to Low Impact Commercial District, in accordance with the elimination of Industrial Zoning set forth in the Clifton Town Plan dated 2009 and the proposed updated Plan.

The authority for zoning map amendments is generally set forth in Section 9-26 of the Town Code with respect to Zoning Amendments to the Zoning Map and in Section 15.2-2286(7) of the VA Code and allows such Zoning Map Amendment and classification of property to be initiated by resolution of the governing body, namely, the Town Council with respect to the Town of Clifton.

Pursuant to Section 15.2-2285(B) of the VA Code, the Town Council should then refer the proposed amendment to the Planning Commission for its recommendations.

Before approving and adopting the zoning amendment, the Town Council should hold at least one public hearing, pursuant to public notice as required by Section 15.2-2204 of the VA Code



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

May 6, 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 final signature set for the roadway construction was submitted to VDOT on April 16. A comment was received on May 2, which is currently being discussed. Hopefully, a resolution will be obtained without revision in the next few days.

The Utility Pathway Design (Duct Bank) drawings were re-submitted on April 30. Some of the final comments have been closed and hoping for closing of all comments in the next few days.

The VDOT Team has authorized the Project Team to move forward with preparing the documents for the advertisement for construction set. This has been conveyed to the consultants so they can begin their work.

The requirement from VDOT for the Project to purchase Nutrient Credits has been executed. VDOT approved the application and the nutrients were purchased. This cost will be deducted from the funding for the Project.

- B. Easements – VDOT provided ROW approval which allowed the Project Easements to be executed. The Offer Package for the Project's required easements at 7144 Main Street were presented to Gian Piero (property owner) on April 22. The Project Team is waiting for the fully executed documents to be returned.

The remaining easement documents will be presented to the rest of the property owners as soon as possible.

- C. Utilities – A response is still pending from each of the utility companies regarding the Utility Agreements.

NOVEC has provided their plan and estimate for the duct bank construction. Their estimate defines the responsibility of the costs for the Phase II portion of the Duct Bank Construction to be 100% the responsibility of NOVEC as per the Agreement.

Following a meeting with Verizon, the Project Team, and the VDOT Team, it was clarified that Verizon's cost responsibility for the utilities is limited to the cost of the relocation of the utilities "in-kind", meaning if the utilities were relocated above ground. The takeaway was Verizon was tasked to determine this cost so it could be evaluated

against the costs associated with the undergrounding of the utilities. This analysis is still pending. Verizon also discussed that they would not be able to directly pay a contractor hired by the Project. This was later discussed at a regional meeting between Verizon and VDOT.

Verizon nor COX have provided a plan and estimate for the Project.

- D. Railroad Coordination - The Town continues to have communication through Keyana Holloway with Norfolk Southern. NOVEC received an approved application for the location and the construction of the utility to be located in the RR right of way.

The Project Team is waiting for a final amendment to the existing lease between the Town and the railroad for the required mill and overlay in the railroad right-of-way, as well as the new Street Light that will be located in the railroad right-of-way.

Needed actions for Project by the Town Council

Approval of Project Invoices.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers