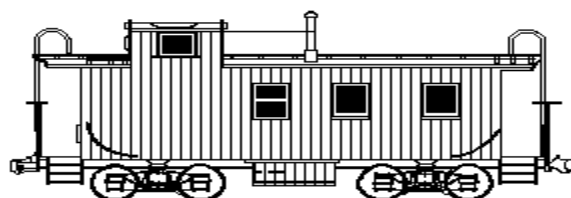


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING
FRIDAY, JUNE 13, 2025, 5:00 PM
CLIFTON BETTERMENT ASSOCIATION BARN
7139 MAIN STREET
CLIFTON, VIRGINIA 20124**

Present: Mayor Tom Peterson; Vice Mayor Regan McDonald; Councilmember Mary Hess; Councilmember Lynn Screen; Councilmember Jay Davis; Councilmember Steve Effros
Staff: Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer
Absent: Laura Jane Cohen, Town Administrator (Remote)

The Special Meeting was called to order by Mayor Peterson at 5:00PM

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
2. Discussion of FY26 Budget and call for Approval
 - a. Mayor Peterson noted that for the future Pink House renovation, the Town will have a contribution in addition to the private grant currently in discussion, so this will need to be kept in mind in the future. However, at this time the amount and timing of this is yet to be determined.
 - b. CM Screen noted that Fairfax County will be implementing a 4% meals tax in January, and the Town has not communicated formally whether this increase will also be reflected in the Town budget.
- **CM Effros made a motion to approve the budget as presented, and the motion was seconded by CM Hess. The motion was approved by roll call:**
CM Screen: Aye
CM Davis: Aye
CM Effros: Aye
CM Hess: Aye
VM McDonald: Aye
Mayor Peterson: Aye
3. Request to approve invoice from Bowman
 - a. The Treasurer noted that there is an additional invoice from Bowman Consultants that needed to be paid and required approval.

- **CM Davis made a motion to pay the invoice from Bowman for \$1,063.07 for services during the easement phase of the Streetscape project. The motion was seconded by CM Hess and approved by roll call:**
CM Screen: Aye
CM Davis: Aye
CM Effros: Aye
CM Hess: Aye
VM McDonald: Aye
Mayor Peterson: Aye
- 4. Letter required for Streetscape project
 - a. CM Davis noted that there was a conversation held with the VDOT Central Office and noted that there is currently a deadline of June 30 to advertise for construction; however, that date will not be met. As such, the Town needs to formally request with VDOT that the date be extended. A letter was drafted and provided by Streetscape project lead Geri Yantis which does not have a new proposed date. It was agreed by Town Council that the letter was acceptable and that the date will be updated to a mutually agreed upon reasonable date, and acknowledged that the NOVA district will work with the Town on this.
- **CM Davis made a motion to approve the letter to extend the advertisement deadline for phase 1 of the Streetscape project. The motion was seconded by Mayor Peterson and approved by poll, 6-0.**
- 5. Adjournment.
 - **Mayor Peterson made a motion to adjourn the meeting which was seconded by CM Effros, and approved by poll, 6-0.**

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
--------------------------------	-------------------

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 (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	1,000.00
Citizen Recognition Fund (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	500.00
Bank Fees	0.00
Miscellaneous Contractual Expenses (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	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
-------------------------------	-------------------

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
---------------------------	-------------------

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
---------------------------	-----------------

TOTAL EXPENSES:	464,056.00
------------------------	-------------------

NET INCOME (LOSS):	-11,556.00
---------------------------	-------------------

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)

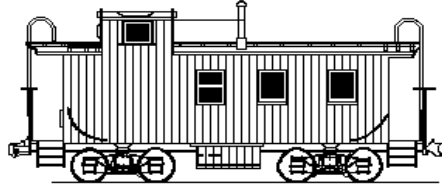
-542,000.00

Funds used from saving

553,556.00

TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)

0.00



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

June 12, 2025

Ms. Brittany D. Voll, ENV SP, CTPA
Assistant Division Administrator/ Local Assistance Division
Virginia Department of Transportation
1401 E. Broad Street
Richmond, VA 23219

RE: Town of Clifton Streetscape Improvements (UPC 126584)
State Project: CLFT-029-101, P 101, R-201, C501

Dear Ms. Voll,

On behalf of the Town of Clifton (the "Town"), we have appreciated the continued working relationship with both the VDOT NOVA District and the VDOT Central Office since April of last year when we updated our agreement to be able to continue the above referenced Project.

At the time we knew the advertisement date of June 30, 2025, was going to be a challenge, but we also knew we were committed to seeing this Project come to fruition. We have been diligently working to meet the advertisement date, but despite our best efforts it seems we are going to fall just short.

As you know, the original Project was split to create a new project for the Utility Duct Bank Construction. This new agreement was executed on January 17th, 2025. This added some complexity but was the right decision for the Project due to the limited space to relocate the utilities. Despite working with each of the utilities since April 2024 with our consultants, there were some delays in finalizing the utility relocation design and thus the submission of the plan documents to VDOT.

There have also been some delays through the VDOT review process as well, but both UPC 126584 as well as the Parent Project (UPC 109949) are finalized, and all comments are closed.

We are finalizing the IFB and a few of the other documents required for the PS&E package and are hoping to have the package submitted in the next week. All of the required easement

documents have been executed with the Property Owners. In coordination with VDOT NOVA District, we respectfully request a new Advertisement Date of ??????, 2025, for the Utility Duct Bank Construction Project.

Sincerely,
Tom Peterson, Mayor