

CLIFTON TOWN COUNCIL
****ELECTRONIC MEETING VIA ZOOM****
APRIL 7 & 14, 2021, 7:00 PM
FY2022 BUDGET WORK SESSION
12641 CHAPEL ROAD
CLIFTON, VA 20124

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Town Council regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Town Council is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

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Any member of the public requesting to speak or make comments during the electronic meeting **must register with the Town Clerk at clerk@cliftonva.gov in advance by Noon on the day of the meeting, providing their name and address and the subject matter of their comments**, in order to have an opportunity to speak and provide comments during the meeting. Any such comments will be **limited to three (3) minutes** per speaker and priority will be given to the citizens and tax-payers of the Town of Clifton. Members of the public may also submit written comments to the Town Clerk in advance of the meeting. Any such written comments will be included in the record for the meeting, but will not be read aloud during the meeting.

BUDGET WORK SESSION #1
WEDNESDAY, APRIL 7, 2021, 7:00 PM

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

Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

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

Order of Business:

1. New Business:

Approved by the Town Council as presented on May 4, 2021

a. Review proposed input for FY2022 Town Budget for July 1, 2021 – June 30, 2022.
The Town Council Members worked through the proposed draft budget line by line and compared year-to-date results to projections.

2. Adjournment.

- **Mayor Hollaway moved to adjourn, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

The Work Session was adjourned at 9:18 PM.

**BUDGET WORK SESSION #2
WEDNESDAY, APRIL 14, 2021, 7:00 PM**

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

Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

Absent: Councilmember Darrell Poe until 7:54 PM; Councilmember Patrick Pline.

The Second Work Session was called to order by Mayor Hollaway at 7:07 PM.

1. New Business:

a. Review proposed input for FY2022 Town Budget for July 1, 2021 – June 30, 2022.
The Town Council Members continued to work through the proposed draft budget line by line and compare year-to-date results to projections.

- b. Approve Proposed FY2022 Town Budget for Advertising and Public Hearing.
- **Mayor Hollaway moved to approve the proposed FY2022 Budget as discussed and revised by the Council during this work session for advertising, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**
 - **Mayor Hollaway moved to approve the existing rate charges as contained in the Town's ordinance, including vehicles registration fees, ARB and Planning Commission application fees and other such rates, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

2. Adjournment.

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

The Work Session was adjourned at 8:27 PM.

TOWN OF CLIFTON, VIRGINIA

TOWN OF CLIFTON - Proposed Income/Expense Budget

**APPROVED for Public Hearing May 4, 2021:
Proposed FY2022 Budget
FY 2022 06**

REVENUES:

Taxes & Permits Revenues:

ARB Permits	200.00
BPOL	38,000.00
BZA Fees	0.00
Va Communications Sales Tax	4,500.00
Va Car Rental Distribution	5,500.00
Cox & Verizon PEG Franchise Revenue & State Communication	
Sales and Use Tax	3,200.00
Motor Vehicle Tags	7,000.00
No. Va. Cigarette Tax	1,500.00
Railroad Tax	1,600.00
Sales Tax	35,000.00
Meals Tax	0.00
Use Permits	700.00
Utility Consumption Tax	1,000.00

TOTAL TAXES & PERMITS:

98,200.00

Town Facilities Rentals:

Community Hall	5,000.00
Pink House	34,800.00

TOTAL FACILITIES RENTALS:

39,800.00

Other Revenues:

Wine Festival (NET)	0.00	0.00
Clifton Arts Council		
Community Arts Program		
Clifton Film Festival	0.00	
Total Clifton Arts Council		0.00
Environmental Comiittee		
Environmental Event	0.00	
Total Environmental Committee		0.00
Haunted Trail Event	0.00	0.00
Historic Preservation Committee		
Historic Events in Town	0.00	
Total Historic Preservation Committee		0.00
HOMES TOUR COMMITTEE		
Homes Tour	0.00	
TOTAL HOMES TOUR COMMITTEE		0.00
Interest Income	9,500.00	9,500.00
Town Parks Committee		
Property Rental-Park/Square/Gazebo	0.00	
Total Town Parks Committee		0.00
Clifton Business Committee		

TOWN OF CLIFTON, VIRGINIA

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APPROVED for Public Hearing May 4, 2021: Proposed FY2022 Budget FY 2022 06

Celebrate Clifton Gala	0.00	
Total Clifton Business Committee		0.00
Fire Program State Grant- FCFD	15,000.00	15,000.00
Litter Control Grant	935.00	935.00
American Rescue Plan	270,000.00	270,000.00
Other income (Donations)	0.00	0.00
TOTAL OTHER REVENUE:		295,435.00
TOTAL REVENUES:		433,435.00
EXPENSES:		
Payroll Expenses:		
Town Clerk Salary	14,000.00	
Zoning Clerk Salary	6,000.00	
Assistant Project Manager-Streetscape	4,000.00	
Town Clerk- Records Review Salary	12,000.00	
Town Treasurer Salary	24,000.00	
Town COVID Response Coordinator	5,590.00	
Town COVID Financial Administrator	5,570.00	
Town COVID - Payroll Txes	853.74	
Payroll Taxes	4,743.00	
Employee Incentives	2,000.00	
TOTAL PAYROLL EXPENSES:		78,756.74
CONTRACTUAL EXPENSES:		
Insurance	6,000.00	6,000.00
Town Government:		
ARB	300.00	300.00
Board of Zoning Appeals		
BZA - Seminars	0.00	
BZA - Legal fees - see line 94	0.00	
TOTAL BZA		0.00
ARP -COVID - Zoom	900.00	
ARP -COVID - Adobe-Sign	300.00	
ARP -COVID - Legal Services	2,000.00	3,200.00
Planning Commission (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Consulting & Related expenses for Town Plan, Capital Plan, Zoning Ordinances	15,000.00	
Advertising for Public Hearings for Use Permits	500.00	
General Consulting	5,000.00	
General Admin/Education	300.00	
Total Planning Commission		20,800.00
TOTAL GOVERNMENT:		30,300.00

TOWN OF CLIFTON, VIRGINIA

TOWN OF CLIFTON - Proposed Income/Expense Budget

APPROVED for Public Hearing May 4, 2021: Proposed FY2022 Budget FY 2022 06

Professional Fees:		
Accounting - Year Audit Review	7,500.00	
Legal Fees	28,000.00	
TOTAL PROFESSIONAL FEES:		35,500.00
Town Facilities:		
Town Handyman - 1099 vendor for maintenance services	6,000.00	6,000.00
Ayre Square Rent	1,500.00	1,500.00
Ayre Square Maintenance	1,500.00	1,500.00
Caboose Expenses:		
Equipment	500.00	
Maintenance	1,500.00	
Total Caboose Expenses:		2,000.00
Railroad Siding Rent	1,900.00	1,900.00
Subtotal - Facilities:		12,900.00
Town Meeting Hall Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Cleaning	2,400.00	
Electric	6,500.00	
Supplies	750.00	
General Maintenance - including floors	4,400.00	
Mgt Fee (25% of Community Hall Rentals)	1,250.00	
<i>Interior Improvements - Over \$500 requires TC approval</i>	1,000.00	
TOTAL MEETING HALL EXPENSES		16,300.00
Pink House Expenses: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Maintenance (506005) & Repairs (506010)	5,000.00	
Total Pink House Expenses:		5,000.00
TOTAL TOWN FACILITIES:		34,200.00
Town Services:		
Town Elections	1,400.00	
Town Park Lawn Maintenance	2,500.00	
Grass Mowing	6,000.00	
Trash Collections	1,500.00	
Trash Consolidation - Art Guild	3,200.00	
Litter Control Grant - Expense	935.00	
Fire Program State Grant Expense - passthrough to FCFD	15,000.00	
TOTAL TOWN SERVICES:		30,535.00
Utilities:		
Utilities - Electric (RR Siding, Gazebo & Ayre Sq. & street lights)	1,300.00	
TOTAL UTILITIES:		1,300.00
Dues & Subscriptions:		
Conference Attendance	500.00	
Other Dues & Subscriptions & Training	500.00	
Va Municipal League	450.00	
TOTAL DUES & SUBSCRIPTIONS:		1,450.00

TOWN OF CLIFTON, VIRGINIA

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Other Contractual Expenses:		
Beautification Committee		
Flowers/Barrels & Flag Pole planter-Ayre Square	1,000.00	
Christmas Tree Lighting	1,000.00	
Banner Replacement	250.00	
Railroad Siding Boxes - North & South Sides	750.00	
Total Beautification Committee		3,000.00
Citizen Recognition Fund	750.00	750.00
Communication Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Web Server Annual Maintenance with Domain Subscriptions	1,100.00	
Web Site Updating & Configuration	500.00	
Total Communication Committee		1,600.00
Clifton Arts Council (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Clifton Halloween Night	200.00	
Clifton Film Festival	0.00	
	0.00	
Total Clifton Arts Council		200.00
Committee on the Environment		
Town Clean Up	150.00	
Camp Fire Event	250.00	
Environmental Events	200.00	
Wildlife preservation - Mark K equipment	500.00	
Total Environmental Committee		1,100.00
Haunted Trail Event	2,100.00	2,100.00
Historic Preservation Committee		
Historic Events in Town	500.00	
Oral History Proj	500.00	
Town Museum	1,000.00	
Historic Town Documents	750.00	
ADD - Storage for historic artifacts	2,400.00	
Total Historic Preservation Committee		5,150.00
Homes Tour Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Homes Tour	0.00	
Total Homes Tour Committee		0.00
Legal Advertising	2,000.00	2,000.00
Mayoral Reimbursement	500.00	500.00
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

TOWN OF CLIFTON, VIRGINIA

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APPROVED for Public Hearing May 4, 2021: Proposed FY2022 Budget FY 2022 06

Park Committee Expense		
Town Parks Committee (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)		
Landscape/Ground Maintenance - Includes Playground, Ayre Square, 8 acre Park & Triangle Maintenance	5,000.00	
Gazebo Garden Refurbishment	0.00	
Signage Upgrade		
Tree Trimming and Replacement Planting - playground, Ayre Sq	2,500.00	
Playground Equipment Maintenance	3,000.00	
Fall Zone Mulching	0.00	
Mgt Fee (25% of Property Rentals)	25.00	
Total Town Parks Committee		10,525.00
Traffic, Parking and Safety Committee	500.00	500.00
Welcoming & Sunshine Committee		
Welcome Baskets & Expressions of Sympathy	0.00	
Spring Egg Hunt	250.00	
Total Welcoming & Sunshine Committee		250.00
MISC - Emergency Repairs - new line item	7,500.00	
MISC Other (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	7,500.00	15,000.00
Bank Fees		
Clifton Business Committee		
Celebrate Clifton Gala	0.00	
Commercial District Directional Signage	0.00	
Total Clifton Business Committee		0.00
TOTAL OTHER CONTRACTUAL:		45,775.00
Commodities:		
Computer Supplies - Hardware & Software	1,580.00	
Copies	200.00	
License Plates	100.00	
Miscellaneous Commodities - office services	300.00	
Office Supplies	1,000.00	
Office Equipment	500.00	
Postage & Delivery	600.00	
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500- EXPENSE)	0.00	
TOTAL COMMODITIES:		4,280.00
TOTAL EXPENSES:		262,096.74
NET INCOME (LOSS):		171,338.26
Allocation of Prior Year Funds to Offset Budgeted Deficit:	(171,338.26)	0.00

TOWN OF CLIFTON, VIRGINIA

TOWN OF CLIFTON - Proposed Income/Expense Budget

**APPROVED for Public Hearing May 4, 2021:
Proposed FY2022 Budget
FY 2022 06**

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

REVENUES:

FEDERAL GRANTS

0.00
0.00

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

442,800.00

2020 VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)

453,259.00

TOTAL VDOT TA - MAIN ST IMPROVEMENTS

0.00

896,059.00

0.00

TOTAL REVENUES:

896,059.00

COSTS:

Streetscape 2A - Design

58,000.00

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

224,014.75

Processing Easements

20,000.00

Streetscape 2A - Construction

877,775.00

Total Main Street - Special Projects Committee

1,179,789.75

TOTAL SPECIAL PROJECTS COMMITTEE:

1,179,789.75

NET REVENUES/(COST)

(283,730.75)

Allocation of Prior Year Funds to Offset Streetscape Budgeted De

283,730.75

Preliminary engineering and design for new sidewalk

3,000.00

Permanent Signs

12,000.00

Purchase of Green Space

300,000.00

Clifton Creek Park - Trails

20,000.00

Public Parking Improvements

5,000.00

Caboose renovation

0.00

Pink House Improvements

80,000.00

Museum Visitor Center & Town Office & Storage Facility (500545)

80,000.00

TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds

420,000.00

NET REVENUES/(COST)

(420,000.00)

Allocation of Prior Year Funds to Offset Capital Projects Budget D

420,000.00

TOTAL COSTS

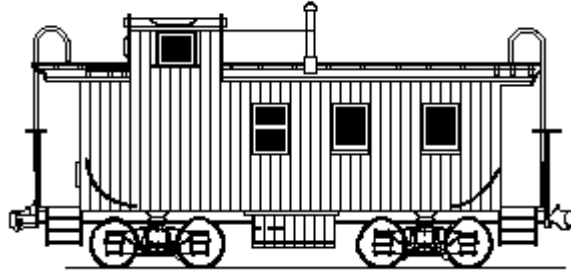
1,599,789.75

NET REVENUES/(COST)

(703,730.75)

OVERALL Allocation of Town Equity Dollars to Fund Capital Project

703,730.75



CLIFTON TOWN COUNCIL
****ELECTRONIC MEETING VIA ZOOM****
7:00 PM ON APRIL 7, APRIL 14 AND, IF NEEDED, APRIL 21, 2021
FY2022 BUDGET WORK SESSIONS
12641 CHAPEL ROAD
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Order of Business:

BUDGET WORK SESSION #1
WEDNESDAY, APRIL 7, 2021, 7:00 PM

1. New Business:
 - a. Review proposed input for FY2022 Town Budget for July 1, 2021 – June 30, 2022.
2. Adjournment.

BUDGET WORK SESSION #2
WEDNESDAY, APRIL 14, 2021, 7:00 PM

1. Unfinished Business:

- a. Continue review of proposed input for FY2022 Town Budget for July 1, 2021 – June 30, 2022.
 - b. Approve Proposed FY2022 Town Budget for Advertising and Public Hearing.
2. Adjournment.

BUDGET WORK SESSION #3 (if needed)

WEDNESDAY, APRIL 21, 2021, 7:00 PM

1. Unfinished Business:
 - a. Continue review of proposed input for FY2022 Town Budget for July 1, 2021 – June 30, 2022.
 - b. Approve Proposed FY2022 Town Budget for Advertising and Public Hearing.
2. Adjournment.