

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 5, 2023, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Present: Mayor Bill Hollaway; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Darrell Poe; Councilmember Lynn Screen.

Remote Attendance: Vice Mayor Regan McDonald.

Staff: Amanda Christman, Town Clerk; Lisa Wax, Town Treasurer.

The Regular Meeting was called to order by Mayor Hollaway at 7:31 PM.

Order of Business:

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.
 - a. Confirm and Declare Physical In-Person Quorum for Meeting.
 - b. Identify Remote Participants.
 - i. General Location of Remote Participant. Regan. In VA
 - ii. Reason for Remote Participation. For work.

Mayor Hollaway confirmed the presence of a physical quorum of Town Council Members in the room and Vice Mayor McDonald participated remotely from within the state of Virginia due to work reasons.

2. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **Mayor Hollaway moved to approve the July 11, 2023 Regular Town Council meeting minutes as corrected, seconded by Councilmember Poe. The motion was approved by poll, 5-0-1 (Councilmember Pline abstained).**
 - b. Reschedule November 7 Town Council Meeting (due to Election Day).
- **Councilmember Poe moved to reschedule the November Town Council Meeting to occur on Wednesday, November 8, 2023 at 7:30 PM at the Wayne H. Nickum Community Meeting Hall, seconded by Councilmember Pline. The motion was approved by poll, 6-0.**
 - c. Records Retention.

See attached report.
- **Councilmember Poe moved to appoint the Town Clerk to serve as Records Officer for the Town, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

3. Report of the Treasurer:

a. Financial Report.

See attached report.

4. Citizen's Remarks.

Mayor Hollaway reported that the current lease of the Pink House Rear Building Lease to Terminate December 31, 2023 and will not be renewed. Various options were discussed for the future use of this Town-owned property.

Mayor Hollaway reported that multiple individuals have suggested that the ingress/egress to and from the Caboose Plaza parking lot be limited to "exit only" onto Main Street to prevent traffic from stopping on the tracks due to motorists attempting to turn left into the plaza and noted that the travel way of the plaza is within the purview of the Town per its lease agreement with the railroad.

5. Reports of Committees:

a. Planning Commission.

See attached report.

- **Councilmember Poe moved to accept the recommendations of the Planning Commission to approve a Use Permit for the construction of a cooler and fence behind the Main Street Pub located at 7140 Main Street with the conditions as stated in the report of the Planning Commission, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- **Councilmember Effros moved to accept the recommendations of the Planning Commission to approve a Preliminary Use Permit for construction of a second-story addition at 7150 Main Street with the conditions as stated in the report of the Planning Commission, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

b. Zoning Administrator.

No report.

c. Architectural Review Board.

i. Virginia Mercantile – Request to Post Signs on Public Property.

See attached.

Robin Moser explained the challenges of drawing customer traffic to the Farmer's Market and requested permission to temporarily post a sign in Ayre Square only during the hours of the Farmer's Market, for the rest of the current season ending in November 2023, to run with the terms of the current, temporary Use Permit for the Farmer's Market.

Architectural Review Board Chair Royce Jarrendt noted that the ARB has no authority to approve a non-conforming request and indicated he had no objections to it. He added that a directional "Shops" sign used to hang under an existing street sign on Main Street to bring attention to the businesses located on Chapel Road.

- **Councilmember Effros moved to temporarily approve a Farmer's Market flag to be placed in Ayre Square and concurrently at the event itself during the time that the event takes place until the end of the current season in November, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

ii. Update Town List for Removal of Illegal Signs on Town Property.

The Council noted that individuals interested in being added to the list may request such authorization from the Council.

- **Mayor Hollaway moved to add all current Members of the Town Council and Phyllis Lovett, and remove everyone on the previously approved list, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

e. Special Projects Committee – Update.

See attached report.

Councilmember Screen noted that she thought the Public Hearing event was well-run, had great turnout, and was generally positive.

Councilmember Poe added that the community members appreciated being included in the discussion obviously wish for more involvement going forward.

Mayor Hollaway indicated he would review the proposed schedule reset letter before signing.

f. Clifton Haunted Trail Committee:

i. Main Street Banner Request - October 8 – 29.

- **Councilmember Poe moved to approve the request as presented, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

g. Homes Tour 2023 – Update.

Councilmember Screen reported that five houses in Town plus one bonus house outside of Town have been committed for the event, which is to take place the first Saturday in December. She added that the Homes Tour Committee is considering designating the Second Baptist Church to receive the charitable donations for building needed infrastructure, if ultimately approved by the Town Council.

6. Unfinished Business:

a. Final Title VI Plan Draft for Town of Clifton – Approve.

See attached plan.

- **Councilmember Screen moved to approve the Title VI Plan as distributed, to be submitted to VDOT, seconded by Mayor Hollaway. The motion was approved by poll, 6-0.**

b. FEMA Hazard Mitigation Plan – Update.

Councilmember Screen informed the Council that that the Hazard Mitigation Plan and Clifton Annex have been approved by FEMA. She noted that the plan will require updating every five years, although it is recommended for yearly updating with an eye toward prioritizing certain aspects for upcoming funding opportunities.

c. Replace Broken Window in Town Hall – Update.

Councilmember Poe reported that discussions with the County are at a standstill. Mr. Jarrendt agreed to assist with measuring the window and obtaining price quotes for its replacement.

7. New Business:

a. Art Guild of Clifton Children's Play at Clifton Town Hall Saturday, November 18, 2023 – Request for Use of Town Hall. 2-6 PM.

- **Councilmember Poe move to approve the use of the Town Hall as presented and to waive the usage fee for the Art Guild considering their significant services to the Town, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

b. Clifton Day 2023:

- i. Approval for Clifton Day – October 8.
- ii. Main Street Banner Request - September 23 – October 8.

- **Mayor Hollaway moved to authorize Clifton Day to take place on October 8, to authorize the use of Town properties as part of the event, and to approve the banner over Main Street as stated in the request, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

iii. Remove Pile of Railroad Ties Near Caboose Plaza – Status.

Councilmember Screen reported on her prior discussions with the railroad and indicated she would contact them again. Vice Mayor McDonald will also contact them to help underscore the safety issue presented by the pile of railroad ties.

c. Two Additional Solar-Powered Speed Detection Signs for Clifton Road and Main Street – Discussion.

See attached quote. Discussion was tabled until next month.

d. Approve Estimated Spending Plan for Virginia DEQ GY 2023 Litter Prevention and Recycling Competitive Grant for Town of Clifton.

See attached proposal.

- **Councilmember Effros moved to approve the estimated spending plan as presented in the event that the grant is approved, seconded by Councilmember Screen. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Pline: Aye; Poe: Aye; Screen: Aye.**

e. Alternative Sources of Revenue for Town of Clifton – Start Discussion.

Tabled until next month.

8. Adjournment.

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

The meeting was adjourned at 9:50 PM

MEMORANDUM

TO: Town Council
FROM: Amanda Christman, Town Clerk
DATE: August 1, 2023
SUBJECT: Records Retention
CC: Lisa Wax, Town Treasurer

Issue

The Fairfax County Archives department has asked Clifton to address the 71 boxes of Town records in their storage, which date back to 1902. The records primarily consist of Council minutes, budgets, correspondence, ordinances, Zoning, and ARB papers.

The County will require a Memorandum of Understanding (MOU) if the Town wishes to continue storing any amount of records in the Archives, as there will be a recurring cost for this service after this current fiscal year.

There are broadly 3 categories of records held at the Archives:

- 1). Original, historic Council Minutes (1902-1924 is already scanned and on the Town website, while 1931-1941 was previously believed lost, with no electronic versions available).
- 2). Town records that have been held past their retention schedule* and therefore could be shredded.
- 3). Town records that must be kept indefinitely,
 - a). some of which have already been scanned and could be shredded, and
 - b). some that must not be shredded unless they are scanned first.

*Pursuant to state code, different categories of records have different schedules for retention, after which time they may be destroyed. For example, Town Council meeting minutes, adopted budgets, and old ordinance versions must be permanently retained; likewise with subject file correspondence of the Chairs of certain boards, commissions and councils. In contrast, non-Chair members' correspondence can be destroyed after 3 years; most Treasurer's records after 3-5 years.

Recommendations

The Council should preliminarily consider:

- Appointing at least two Records Retention officers to assist in the design, implementation, and ongoing coordination of the records management program to meet regulatory requirements.
- Adopting a basic Records Retention policy that outlines high-level goals and expectations for compliance with state record retention requirements.
- Adopting guidelines for records retention procedures to address the goals in the policy, which would assist all Town officials in understanding retention schedules that are relevant for their individual collections.
- Initiating an MOU for some continued Archive storage, at least for the most historic records (kept safely in a climate-controlled vault), and possibly for the entire collection until further review can be accomplished.

- Developing a process to identify which of the 3 categories each of the records belong to so that the appropriate actions can be taken, such as hardcopy storage, scanning, and/or shredding.

Details

Thanks to the personal initiative of ret. Chief Fairfax County Archivist Brian Conley, most of the Town Council Minutes dating back to 1902 have been scanned and saved electronically. The originals are held by the department in a climate-controlled vault.

An original, bound set of Council Minutes from 1931-1941 is currently housed in the Archives that was microfilmed for storage in the Library of Virginia located in Richmond in the 1970s. No other copies are known to exist. It would be ideal to scan the original set and convert it to an electronic version that could be kept with the Town's permanent collection, published on the website. However, this would permanently damage the binding and would cost time and funding. Archive staff have advised that the 50-year-old microfilmed images are likely to be in poor condition.

Two years of Minutes have been clawed back from the Archives and will be scanned and published to the website as soon as possible (2008-2009). Approximately 35 years' worth of minutes scanned by the Archives have been packaged and published to the website; 30 years of scanned minutes are still waiting in the queue.

Virginia State Code Citations

§ 42.1-85 designates the Library of Virginia to administer the Public Records Act; requires Library to provide support and training; requires political subdivisions to appoint a Records Retention Officer.

§ 42.1-86.1. establishes requirements for the destruction of public records.

§ 42.1-88. requires custodians to deliver their records at the end of their terms.

TREASURER MONTHLY REPORT

AUGUST 2023

COUNCIL MEETING – September 5, 2023

Fiscal Year 2023 Financial Statements

There was a minor adjustment to year-end financials as of 6/30/23 to reflect the actual value of the interest earned on the United Bank CD. The amount increased from \$1,000.00 to \$8,940.13.

July 2023

Cash balance for John Marshall Bank CD is estimate; Treasurer still working access to this account.

United Bank Visa bill was paid twice, for a total overpayment of \$2,015.52.

August 2023

Cash balance for John Marshall Bank CD is estimate; Treasurer still working access to this account.

Local Government Investment Pool statement not yet received for August.

United Bank Visa carrying a credit of \$1,679.16 as of 8/31/23 due to July 2023 double payment.

Other

New Treasurer held initial meeting with Town attorney re: possible approaches to BPOL enforcement.

ASSETS	6/30/2023	CD Term	Maturity Date	APR %	<u>Negotiated Increases</u>	
Current Assets						
Checking/Savings						
John Marshall Bank CDs	320,613.93				Funds are remaining as is for Short Term	
United Bank - Haunted Trail Account	4,439.03					
United Bank - Events Acct	5,425.28					
United Bank - Checking	46,509.35	Min Bal \$2,500	"Chairman's Club"	0.10%		
United Bank - Security Deposit	4,413.85					
United Bank - Money Market Savings	182,092.71	Min Bal \$15,000	10/31/2020	3.50%	Funds are remaining as is for Short Term	3.50%
United Bank - CD	908,940.13			4.00%		4%
Investments-LGIP	1,021.34			0.15%		
Total Checking/Savings	1,473,455.62					

REV 1_8/27/23

Town of Clifton Profit & Loss Budget Performance June 2023

	June 2023	Budget	Jul '22 - June '23	YTD Budget	Annual Budget
Income					
	0	0	3,285	0	0
	0	417	10,650	5,000	5,000
1	0	6,902	151,996	82,819	82,819
	0	0	0	0	0
	0	0	0	0	0
	0	0	49,514	0	0
	559	542	16,002	6,500	6,500
	0	13	0	150	150
	2,400	2,900	31,800	34,800	34,800
	0	111	3,025	1,329	1,329
2	0	1,250	15,000	15,000	15,000
	4,285	8,567	91,950	102,800	102,800
3	7,244	20,700	373,222	248,398	248,398
Gross Profit	7,244	20,700	373,222	248,398	248,398
Expense					
	0	0	134	0	0
	0	63	0	750	750
	18	394	1,695	4,730	4,730
	12,825	12,879	78,139	154,550	154,550
	186	175	13,300	2,100	2,100
	0	1,250	0	15,000	15,000
	0	525	0	6,300	6,300
	6,010	6,192	72,749	74,300	74,300
	0	0	0	0	0
Total Expense	19,039	21,478	166,016	257,731	257,731
Net Income	(11,795)	(778)	207,206	(9,333)	(9,333)
CIF FUNDS:					
CIF Income					
4	0	6,667		80,000	80,000
CIF Expenses					
	0	0	5,351	0	0
	0	3,500	0	42,000	42,000
	0	4,833	0	58,000	58,000
	0	0	0	0	0
	0	32,500	20,842	390,000	390,000
Total CIF Expenses	0	40,833	26,193	490,000	490,000
Net Income - CIF Funds	0	(34,167)	(26,193)	(410,000)	(410,000)
Consolidated Net Income	(11,795)	(34,944)	181,013	(419,333)	(419,333)

Town of Clifton
Profit & Loss Budget Performance
June 2023

NOTES & Highlights: Only major items are highlighted at the Town Council's request.

Our total NEU deposit for COVID relief is officially \$221,173.25. (FY21 deposit \$69,177.25 and FY22 deposit \$151,996.00)

As a reminder, these funds are allowed to be used broadly. The purchase of recent green spaces will cover \$196,805.00 (89%) of these funds reported usage. The remaining \$24,368.25 will likely be reported used for lost revenues on canceled events due to COVID (Homes tour, Haunted Trail, etc.). The look back period is currently 2 years – so the town will not be returning any of these funds.

1

Our first expenditure report was filed 04/30/2022 listing \$196,805.00. The next will be filed 04/30/2023 for the remaining \$24,368.25.

2

State Funding \$15,000 received in December 2022, and check cut to Fire Department January 2023

Actual v. Budget

- Haunted Trail and Homes tour events were uncertain at the time of budget. Revenue accumulively increased by \$47,474.

3

-NEU Deposit was budgeted at minimum expected amount \$82,819. As per note 1, additional revenue \$69,177.

Total increase in Revenue: \$199,470.

4

All Traffic Solutions \$16,092.00 for town speed control expensed to Capital Improvement Funds (CIF).

Town of Clifton Profit & Loss Budget Performance July 2023

	July 2023	Month Budget	Jul '23 - June '24	YTD Budget	Annual Budget
Income					
Committees Fundraising (Homes Tour)	0	250	0	250	3,000
Community Hall Revenues	375	958	375	958	11,500
General Donations	0	0	0	0	0
American Rescue Plan	0	0	0	0	0
Haunted Trail Event	0	3,125	0	3,125	37,500
1 Interest Income	578	4,583	578	4,583	55,000
Other Income	0	13	0	13	150
Pink House Rental	2,250	2,900	2,250	2,900	34,800
S.R. - Litter Control Grant	0	111	0	111	1,329
2 State Funding	0	1,250	0	1,250	15,000
Tax and Permits Revenue	3,281	7,725	3,281	7,725	92,700
Total Income	6,484	20,915	6,484	20,915	250,979
Gross Profit	6,484	20,915	6,484	20,915	250,979
Expense					
Bank Service Charges	0	0	0	0	0
Citizens' Recognition Expense	0	63	0	63	750
Commodities	406	394	406	394	4,730
Contractual	9,009	12,879	9,009	12,879	154,550
Haunted Trail Expenses	186	175	186	175	2,100
OTHER - TC approval req'd +\$500	0	1,250	0	1,250	15,000
Other Expenses	0	525	0	525	6,300
Payroll Expenses	7,087	6,192	7,087	6,192	74,300
Town Assoc of NoVA Event	0	0	0	0	0
Total Expense	16,687	21,478	16,687	21,478	257,731
Net Income	(10,204)	(563)	(10,204)	(563)	(6,752)
CIF FUNDS:					
CIF Income					
4 CIF - Capital Improvements Fund	0	6,667	0	6,667	80,000
CIF Expenses					
CIF -Streetscape Phase 2 Constr	0	0	0	0	0
Processing Easements	0	3,500	0	42,000	42,000
Streetscape 2A - Construction	0	4,833	0	58,000	58,000
CIF -Streetscape Phase 2 Design	0	0	0	0	0
CIF Expenses	0	32,500	0	390,000	390,000
Total CIF Expenses	0	40,833	0	490,000	490,000
Net Income - CIF Funds	0	(34,167)	0	(483,333)	(410,000)
Consolidated Net Income	(10,204)	(34,729)	(10,204)	(483,896)	(416,752)

Town of Clifton
Profit & Loss Budget Performance
July 2023

NOTES & Highlights: Only major items are highlighted at the Town Council's request.

- 1 Estimate is high; CD income estimated at \$45,000 for year. Balance of interest income dependent on money market and cash flow.
- 2 State Funding of \$15,000 anticipated receipt fall 2023

ASSETS	7/31/202	CD Term	Maturity Date	APR %	<u>Notes</u>	
Current Assets						
Checking/Savings						
John Marshall Bank CDs	320,613.93				Estimate - Still working transfer from Nick to Lisa	
United Bank - Haunted Trail Account	4,439.03					
United Bank - Events Acct	5,425.28					
United Bank - Checking	28,649.71	Min Bal \$2,500	"Chairman's Club"	0.10%		
United Bank - Security Deposit	4,414.03					
United Bank - Money Market Savings	182,662.62	Min Bal \$15,000	10/31/2020	3.50%	Funds are remaining as is for Short Term	3.50%
United Bank - CD	908,940.13			4.00%	Interest credited quarterly (Mar, Jun, Sep, Dec)	4%
Investments-LGIP				0.15%		
Total Checking/Savings	1,455,144.73					



Town of Clifton Profit & Loss Budget Performance August 2023 (est as of 9/4/23)

	August 2023	Month Budget	Jul '23 - June '24	YTD Budget	Annual Budget
Income					
Committees Fundraising (Homes Tour)		250	0	500	3,000
Community Hall Revenues	200	958	575	1,917	11,500
General Donations		0	0	0	0
American Rescue Plan		0	0	0	0
Haunted Trail Event	4,000	3,125	4,000	6,250	37,500
1 Interest Income	574	4,583	1,152	9,167	55,000
Other Income	125	13	125	25	150
Pink House Rental	2,050	2,900	4,300	5,800	34,800
S.R. - Litter Control Grant		111	0	222	1,329
2 State Funding		1,250	0	2,500	15,000
3 Tax and Permits Revenue	6,158	7,725	9,439	15,450	92,700
Total Income	13,107	20,915	19,591	41,830	250,979
Gross Profit	13,107	20,915	19,591	41,830	250,979
Expense					
Bank Service Charges		0	0	0	0
Citizens' Recognition Expense		63	0	125	750
Commodities	336	394	742	788	4,730
Contractual	5,153	12,879	14,162	25,758	154,550
Haunted Trail Expenses	186	175	371	350	2,100
OTHER - TC approval req'd +\$500		1,250	0	2,500	15,000
Other Expenses		525	0	1,050	6,300
Payroll Expenses	6,024	6,192	13,111	12,383	74,300
Town Assoc of NoVA Event		0	0	0	0
Total Expense	11,699	21,478	28,386	42,955	257,731
Net Income	1,408	(563)	(8,795)	(1,125)	(6,752)
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0	6,667	0	13,333	80,000
CIF Expenses					
CIF -Streetscape Phase 2 Constr	0	0	0	0	0
Processing Easements	0	3,500	0	7,000	42,000
Streetscape 2A - Construction	0	4,833	0	9,667	58,000
CIF -Streetscape Phase 2 Design	0	0	0	0	0
CIF Expenses	548	32,500	548	65,000	390,000
Total CIF Expenses	548	40,833	548	81,667	490,000
Net Income - CIF Funds	(548)	(34,167)	(548)	(68,333)	(410,000)
Consolidated Net Income	861	(34,729)	(9,343)	(69,459)	(416,752)

Town of Clifton
Profit & Loss Budget Performance
August 2023 (est as of 9/4/23)

NOTES & Highlights: Only major items are highlighted at the Town Council's request.

- 1 Budget estimate is high; CD income estimated at \$45,000 for year. Balance of interest income dependent on interest rates and cash flow.

August interest income is estimate. John Marshall CD and Local Govt Investment Pool statements not yet received.

- 2 State Funding of \$15,000 anticipated receipt fall 2023
- 3 Annual Railroad Tax payment of \$1,695.99 received

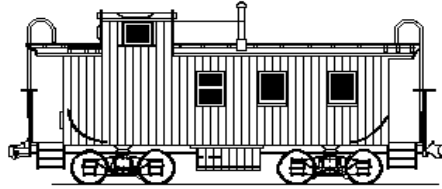
ASSETS	8/31/2023	est as of 9/4/23				<u>Notes</u>	
			CD Term	Maturity Date	APR %		
Current Assets							
Checking/Savings							
John Marshall Bank CDs	320,613.93					Estimate - Still working transfer from Nick to Lisa	
United Bank - Haunted Trail Account	8,253.53						
United Bank - Events Acct	5,425.28					Estimate - Statement not yet received	
United Bank - Checking	22,870.55	Min Bal \$2,500		"Chairman's Club"	0.10%		
United Bank - Security Deposit	4,414.22						
United Bank - Money Market Savings	183,234.30	Min Bal \$15,000		10/31/2020	3.50%		3.50%
United Bank - CD	908,940.13				4.00%	Interest credited quarterly (Mar, Jun, Sep, Dec)	4%
Investments-LGIP					0.15%		
Total Checking/Savings	1,453,751.94						



PLANNING COMMISSION REPORT for July 25, 2023 in person

Present: Terry Winkowski, Paula Sampson, Adam Trost, Kathy Kalinowski, Michelle Stein; Absent: Susan Yantis, Patrick Pline

1. The Planning Commission reviewed an application for a use permit for construction of a cooler (smaller than 10' by 10') next to the dumpsters in the paved area behind the Main Street Pub, to be fenced in, together with new fencing for the dumpsters by fencing 8' height. The Planning Commission recommends approval, pending receipt of an ARB COA, upon conditions of no deliveries to the cooler outside of business hours, that the cooler be secured and that parking spaces presently approved for behind the Pub not be disturbed or diminished.
2. The Planning Commission reviewed a preliminary use permit application from Royce Jarrendt on behalf of Tom and Jean Peterson for the construction of an addition to their premises at 7150 Main St. of a second floor addition over the existing one story space in the back of the premises, for use as a bedroom, bathroom and closet. The proposed plans show land disturbing activity of less than 500 square feet. The Planning Commission recommends approval of the preliminary construction use permit with the conditions that the construction is done in accordance with the submitted plans, that all necessary permits are obtained and that the applicant apply for a final use permit within two years or upon completion which ever occurs first.



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

Town of Clifton Cost Estimate Comparison June 2021/May 2023

Preliminary Engineering Phase (J2 Engineers and Sub-consultants)

Roadway – This represents Project Meetings and Coordination, revise right-of-way plans and final construction plans, coordinate VDOT review comments, traffic management plans, landscape architecture, electrical design, and reimbursables. Some of this work was a part of the original agreement with J2 Engineers and was not spent (approximately \$45,000.00).

Hydraulics – Redesign of the storm water management system. This is required by VDOT due to new regulations and given certain assumptions were made in the previous design since some of the existing storm water pipes were not able to be verified. The previously approved (by Town Council) work for scoping the existing storm sewer pipes is included here (Muller \$3,300.00)

Utilities – Inclusion of the easements required for the relocation of the utilities and general coordination with utility companies. This was not a part of the previous design since the utilities were not a part of the Project.

Survey/SUE/Quality Level A Sue – Potential additional survey work given the limits of the Project expanded from the previous design due to the relocation of the utilities.

Other – This represents the engineering fees spent previously under the original agreement.

VDOT PE Oversight on Local Assistance Projects – Oversight fees were not a part of the June 2021 Cost Estimate. They were allocated in the Appendix A documents provided by VDOT which reduced the actual Federal Funds available for the project.

Right-of-Way & Utility Phase

Right-of-Way Acquisition – The increase allocates for the full right-of way consultants fees. The previous cost estimate accounted for actual fees spent \$ 8,800.00. The total consultant agreement is \$23,000.00 (add \$14,200.00). The increase also allocates for additional potential easement costs. The previous allocation was \$11,200.00. The current allocation is \$25,000.00 (add \$13,800.00)

Utilities – This includes the total cost of the relocation of each of the three utilities as well as additional potential costs outlined below. The increase in the costs is due to Verizon's increased cost estimate. This

is due to the removal of the poles adjacent to Ayre Square and extending the utility to the existing pole adjacent to the entrance to the park on Main Street to avoid adding a pole in front of the Church.

NOVEC - \$750,000.00

Verizon - \$340,000.00 (add \$165,000.00)

Cox - \$20,000.00

Service Drops Relocation (3 properties) - \$60,000.00

Manhole & Conduits (possible duct bank installation) - \$120,000.00

Utilities Allowance (Consultant) – This represents the proposal provided for Utility Construction Coordination and oversight. This consultant will be the onsite day to day project manager representing the Town.

VDOT PE Oversight on Local Assistance Projects – Oversight fees were not a part of the June 2021 Cost Estimate. They were allocated in the Appendix A documents provided by VDOT which reduced the actual Federal Funds available for the project.

Construction Phase

Total Bid Items – Increase due to inflation

VDOT PE Oversight on Local Assistance Projects – Oversight fees were not a part of the June 2021 Cost Estimate. They were allocated in the Appendix A documents provided by VDOT which reduced the actual Federal Funds available for the project

Total Non-Bid Items – This is an added 5% construction contract contingency.

Phase Risk Type and Contingency – Contingency allowance of 10%. This was included in the previous estimate.

Construction Engineering (CEI) Source - This reflects actual proposals versus estimates provided in the previous estimate. This includes Constructability, Specification, and Bid Services as well as Construction Coordination. These consultants will be agents of the Town during the Bidding of the Project and the onsite day-to-day project management through construction closeout.

		<u>Town of Clifton Mainstreet Streetscape project</u>						
		<u>Cost Comparison June 2021/ May 2023</u>						
		June 2021		May 2023		Increase Amount	% Increase	
Preliminary Engineering Phase								
	Preliminary Engineering	254,931.00		331,682.53		76,751.53	30.11%	
	VDOT Oversight	Not Included in cost estimate		83,000.00		83,000.00	100.00%	
	Total Preliminary Engineering Phase		254,931.00		414,682.53			
Right-of-Way & Utilities Phase								
	Right-of-Way	19,600.00		48,000.00		28,400.00	144.90%	
	Utilities	1,125,000.00		1,290,000.00		165,000.00	14.67%	
	Utility Allowance (Consultant)			66,988.00		66,988.00	100.00%	
	VDOT Oversight	Not Included in cost estimate		5,000.00		5,000.00	100.00%	
	Total Right-of-Way & Utilities Phase		1,144,600.00		1,409,988.00			
Construction Phase								
	Construction	742,449.89		858,592.79		116,142.90	15.64%	
	Construction Engineering (CI&A/CEI)	185,612.47		299,975.68		114,363.21	61.61%	
	Contingency	74,244.99		85,859.28		11,614.29	15.64%	
	Contingency #2			42,929.64		42,929.64	100.00%	
	VDOT Oversight	Not Included in cost estimate		30,000.00		30,000.00		
	Total Construction Phase		1,002,307.35		1,317,357.39			
	Total Project		2,401,838.35		3,142,027.92	740,189.57	30.82%	
	Notes							
	#1 Total VDOT Oversight included in May 2023 Cost Estimate			118,000.00				

SYIP PROJECTS
DETAILED PROJECT COST ESTIMATE SUMMARY

Town Purposes Only - For Comparison to Previous Cost Estimate

Portal ID:	Clifton Streetscape		Project UPC:	109949
Prepared By:	Carlos Ayala		Milestone:	Pre Adv. Conference
Reviewed By:	Jonathan Wilfong		Tier Level:	1
Project Location:	County	Fairfax County (29)	Estimate Type:	Smart Portal
Project Complexity Classification	Non-Complex (Minor)			

Preliminary Engineering Phase 7

Do not enter a negative value for defined or allowance; Ensure input where required. If no value then enter "0"

Project Estimate Component					
Discipline	Source	Defined(\$)	Allowance*		Total
Roadway	Consultant	\$ 99,488.33			\$ 99,488.33
Hydraulics	Consultant	\$ 24,855.52			\$ 24,855.52
Utilities	Consultant	\$ 5,985.76			\$ 5,985.76
Traffic	Consultant				\$ -
Structures/Bridges	Select				\$ -
Materials/Geotech	Select				\$ -
Survey/SUE/Quality Level A SUE	Consultant	\$ 1,203.30			\$ 1,203.30
Environmental	Select				\$ -
Right of Way	Select				\$ -
Other	Other	\$ 200,149.62			\$ 200,149.62
VDOT Project PE Oversight	Other				\$ -
VDOT PE Oversight on Local Assistance Projects	<i>Total entered from LAD Spreadsheet</i>				\$ 83,000.00
	SUBTOTAL PE PHASE ESTIMATE (Without Contingency)	\$ 331,682.53	\$ -	Select Phase Risk Type Below	Contingency
Phase Risk Type and Contingency (Value of Risk):				Select	
<i>Use only if applying one contingency to entire phase. For Type 1 enter % amount; For Type 2 enter \$ amount</i>					
TOTAL PE PHASE ESTIMATE					\$ 414,682.53
Phase dates (XX/XX/XXXX)	PE Base Estimate Date	5/26/2023			
	Start Date	12/1/2023			
	End Date	8/1/2024			

Right-of-Way & Utilities Phase

Do not enter a negative value for defined or allowance costs; For Contingency Values please refer to the ROW Cost Estimate Guide Section 2

Discipline	Source	Defined (\$)	Allowance*	Select Phase Risk Type Here (when using different contingency values for each discipline)	Contingency (Value of Risk)	Total
Right-of-Way Acquisition	Other	\$ 48,000.00				\$ 48,000.00
Utilities	Other	\$ 1,290,000.00	\$ 66,988.00			\$ 1,356,988.00
VDOT Project RW Oversight	Select					\$ -
VDOT RW/UT Oversight on Local Assistance Projects	Total entered from LAD Spreadsheet					\$ 5,000.00
SUBTOTAL RW PHASE ESTIMATE (Without Contingency)		\$ 1,338,000.00	\$ 66,988.00	RW Contingency:	0.00%	
Phase Risk Type and Contingency (Value of Risk): Use only if applying <u>one</u> contingency to entire phase. For Type 1 enter % amount; For Type 2 enter \$ amount				Type 1 Percentage		\$ -
TOTAL RW PHASE ESTIMATE						\$ 1,409,988.00
Phase dates (XX/XX/XXXX)	RW Base Estimate Date	5/26/2023				
	Start Date	5/26/2023				
	End Date	9/30/2026				

Construction Phase							Do not enter a negative value for defined or allowance costs; Ensure input where required. If no value then enter "0"; "0" will result in a gray cell; Total shown is dependent on Risk Type (Phase or Discipline)	
Discipline	Source	Defined (\$)	Allowance*	Discipline Risk Type (Use when selecting many)	Contingency of Risk	(Value)	Total	
Mobilization/Constr. Survey	R/W Plans	\$ 78,067.25	Input Req'd	Select		\$	78,067.25	
MOT	Similar Project	Input Req'd	\$ 152,695.69	Select		\$	152,695.69	
Roadway	R/W Plans	\$ 436,013.45	Input Req'd	Select		\$	436,013.45	
Hydraulics	R/W Plans	\$ 100,297.25	Input Req'd	Select		\$	100,297.25	
In-plan Utilities	R/W Plans	\$ 3,960.05	Input Req'd	Select		\$	3,960.05	
Traffic	R/W Plans	\$ 14,115.87	Input Req'd	Select		\$	14,115.87	
Structures/Bridges	Select	Input Req'd	Input Req'd	Select		\$	-	
Earthwork/Geotech	R/W Plans	\$ 2,768.88	Input Req'd	Select		\$	2,768.88	
Environmental/Soundwalls	Select	Input Req'd	Input Req'd	Select		\$	-	
Other	R/W Plans	\$ 70,674.35	Input Req'd	Select		\$	70,674.35	
Total Bid Items		\$ 705,897.10	\$ 152,695.69			\$	858,592.79	
VDOT Project CN Oversight	Select		Input Req'd	Select		\$	-	
VDOT CN Oversight on Local Assistance Projects	Total entered from LAD Spreadsheet					\$	30,000.00	
						Oversight Total	\$ 30,000.00	
Construction Contract Contingency Per IIM-LD-249	5.00%	Cell C61 is multiplied by the Total Bid Items Cost (D57+ E57) to get H61				\$	42,929.64	
Railroad Flagging/Coordination		\$ -	\$ -	Select		\$	-	
State Forces		\$ -	\$ -	Select		\$	-	
State Police		\$ -	\$ -	Select		\$	-	
Contract Requirements (Incentive/Disincentive; 5% max)	0	Cell C65 is multiplied by the Total Bid Items Cost (D57+ E57) to get H65				\$	-	
Total Non-Bid Items		\$ -	\$ -			\$	42,929.64	
				Phase Risk Type and Contingency (Value of Risk):	Type 1 Percentage	10.00%	\$ 85,859.28	
				<i>Use only if applying one contingency to entire phase. For Type 1 enter % amount; For Type 2 enter \$ amount</i>				
See Section 5.4.3 in PreCON Manual						Total CN Estimate without CEI	\$ 1,017,381.71	
Construction Engineering (CEI) Source:		Lump Sum	<i>CEI is dependent on the Lump Sum input in Columns D and E by estimator</i>					
CEI Environmental Inspection (Enter Lump Sum)				Select				
CEI VDOT or Locality (Enter Lump Sum)	\$ 272,705.16	\$ 272,705.16		Type 1 Percentage	10.00%	\$	299,975.68	
CEI Oversight Costs (Enter Lump Sum)				Select				
						Total CEI	\$ 299,975.68	

			Total CN Estimate	\$	1,317,357.38	
Phase dates (XX/XX/XXXX)	CN Base Estimate Date	5/26/2023				
	Start Date	5/31/2027				
	End Date	11/27/2028				
TOTAL PROJECT COST ESTIMATE (excluding inflation) (PE+RW+CN)					\$	3,142,027.91

Total Project Cost Estimate Summary			Date of Current Cost	Inflation Factors	Future Cost (including inflation)
			5/26/2023		
Phase	Estimate (\$) without LAP OVERSIGHT COST	Contingency (\$)	Total Phase*	Inflation**	Total Cost***
PE Phase Estimate	\$ 331,682.53	\$ -	\$ 414,682.53	1.0609	\$ 439,936.70
RW Phase Estimate	\$ 1,404,988.00	\$ -	\$ 1,409,988.00	1.0300	\$ 1,452,287.64
CN Phase Estimate(without CEI)	\$ 901,522.43	\$ 85,859.28	\$ 1,017,381.71	1.2003	\$ 1,221,120.16
Total CEI	\$ 272,705.16	\$ 27,270.52	\$ 299,975.68	1.2003	\$ 360,048.09
CN Phase Estimate(with CEI)	\$ 1,174,227.59	\$ 113,129.80	\$ 1,317,357.38	1.2003	\$ 1,581,168.25
Total Estimate	\$ 2,910,898.12	\$ 113,129.80	\$ 3,142,027.91		\$ 3,473,392.59

* Use combined Defined, Allowance, Contingency Costs and LAP Oversight. Total Phase includes Oversight Costs and Contract Requirements.

** Inflation rates taken from SMART Portal.

*** Total Costs should match with total costs output from SMART Portal.

<i>Base Estimate Dollar amounts for SMART PORTAL entry:</i>	<i>Risks/Contingency/Unknowns Dollar amounts for SMART PORTAL entry</i>
PE Base Estimate = \$ 414,682.53	PE Phase Risk/Contingency/Unknowns = \$ -
RW Base Estimate = \$ 1,409,988.00	RW Phase Risk/Contingency/Unknowns = \$ -
CN Base Estimate = \$ 931,522.43	CN Phase Estimate Risk/Contingency = \$ 85,859.28
	CEI amount = \$ 299,975.68



Project Schedule Report

Project UPC

109949

PWA Template Type

LAPT1_PH_RFP_PE_RW_CN

Project Manager

Qargha; Saif (VDOT)

Task Name	Planned Start	Current Start	Actual Start	Planned Finish	Current Finish	Actual Finish	Resource Name
10-Project Agreement / County / State Agreement	6/27/2016	6/27/2016	6/27/2016	9/20/2016	9/20/2016	9/20/2016	Undan; Rhoderick (VDOT)
12-Authorize Preliminary Engineering	6/28/2016	6/28/2016	6/28/2016	9/23/2016	9/23/2016	9/23/2016	Qargha; Saif (VDOT)
12-Authorize Preliminary Engineering	6/28/2016	6/28/2016	6/28/2016	9/23/2016	9/23/2016	9/23/2016	Undan; Rhoderick (VDOT)
17E-Environmental Review Process (ERP)	4/5/2017	4/5/2017	4/5/2017	4/6/2017	4/6/2017	4/6/2017	
22-Scope Project	7/13/2017	7/13/2017	7/13/2017	2/21/2018	2/21/2018	2/21/2018	Qargha; Saif (VDOT)
33-Final Environmental Document	4/5/2017	4/5/2017	4/5/2017	4/5/2017	4/5/2017	4/5/2017	
52-Authorize RW & UT Funds	8/10/2018	9/10/2019	9/10/2019	8/30/2018	10/18/2019	10/18/2019	Qargha; Saif (VDOT)
52X-Right of Way and Utilities Authorization Date	8/31/2018	11/27/2019	11/27/2019	8/31/2018	11/27/2019	11/27/2019	Northern Virginia IID
65F-Plan Design/Field Inspection	2/22/2018	12/1/2023	2/22/2018	8/9/2018	8/1/2024	8/9/2018	Qargha; Saif (VDOT)
67-Clear Utility Agreements		1/1/2025			6/1/2025		Qargha; Saif (VDOT)
67U-Utility Relocations By Others		6/1/2025			9/30/2026		Qargha; Saif (VDOT)
69-Acquire Right of Way	9/4/2018	11/21/2021	11/21/2021	1/31/2019	9/30/2026		Qargha; Saif (VDOT)
69X-Right of Way / Utility Certification Date	2/4/2019	12/1/2026		2/15/2019	12/15/2026		Qargha; Saif (VDOT)
72-Prepare for Advertisement	2/1/2019	9/30/2026		2/1/2019	12/1/2026		Qargha; Saif (VDOT)
79-CN Funding Review/Authorization of Funds	2/4/2019	12/1/2026		2/15/2019	12/15/2026		Qargha; Saif (VDOT)
80-Advertise Project	2/19/2019	12/15/2026		3/18/2019	5/31/2027		Qargha; Saif (VDOT)
84-Award Contract	3/19/2019	5/31/2027		4/26/2019	12/1/2027		
91-Administer Contract	4/29/2019	12/1/2027		5/12/2020	11/27/2028		
95-District Closeout Completion Date	5/13/2020	11/27/2028		9/18/2020	4/2/2029		Northern Virginia PMC Sinner; Maria J.; P.E. (VDOT)
96-Central Office Closeout	9/21/2020	4/2/2029		12/17/2020	6/25/2029		Central Office IID

SYIP PROJECTS
DETAILED PROJECT COST ESTIMATE SUMMARY
(Version 1.0: April 1 2022)

Portal ID:	Clifton Streetscape	Project UPC:	109949	
Prepared By:	Carlos Ayala	Milestone:	Pre Adv. Conference	
Reviewed By:	Jonathan Wilfong			
Project Location:	County	Fairfax County (29)	Tier Level	1
Project Complexity Classification	Non-Complex (Minor)		Estimate Type	Smart Portal


Preliminary Engineering Phase ⁷ Do not enter a negative value for defined or allowance; Ensure input where required. If no value then enter "0"

Project Estimate Component		Defined(\$)	Allowance*			Total
Discipline	Source					
Roadway	Consultant	\$ 99,488.33				\$ 99,488.33
Hydraulics	Consultant	\$ 24,855.52				\$ 24,855.52
Utilities	Consultant	\$ 5,985.76				\$ 5,985.76
Traffic	Consultant					\$ -
Structures/Bridges	Select					\$ -
Materials/Geotech	Select					\$ -
Survey/SUE/Quality Level A SUE	Consultant	\$ 1,203.30				\$ 1,203.30
Environmental	Select					\$ -
Right of Way	Select					\$ -
Other	Other	\$ 200,149.62				\$ 200,149.62
VDOT Project PE Oversight	Other					\$ -
VDOT PE Oversight on Local Assistance Projects	Total entered from LAD Spreadsheet					\$ 83,000.00
	SUBTOTAL PE PHASE ESTIMATE (Without Contingency)	\$ 331,682.53	\$ -	Select Phase Risk Type Below	Contingency	
Phase Risk Type and Contingency (Value of Risk): Use only if applying <u>one</u> contingency to entire phase. For Type 1 enter % amount; For Type 2 enter \$ amount				Select		
TOTAL PE PHASE ESTIMATE						\$ 414,682.53

Phase dates (XX/XX/XXXX)	PE Base Estimate Date	5/26/2023
	Start Date	12/1/2023
	End Date	8/1/2024

Right-of-Way & Utilities Phase

Do not enter a negative value for defined or allowance costs; For Contingency Values please refer to the ROW Cost Estimate Guide Section 2

Discipline	Source	Defined (\$)	Allowance*	Select Phase Risk Type Here (when using different contingency values for each discipline)	Contingency (Value of Risk)	Total
Right-of-Way Acquisition	Other	\$ 48,000.00				\$ 48,000.00
Utilities	Other	\$ 713,274.09	\$ 66,988.00			\$ 780,262.09
VDOT Project RW Oversight	Select					\$ -
VDOT RW/UT Oversight on Local Assistance Projects	Total entered from LAD Spreadsheet					\$ 5,000.00
SUBTOTAL RW PHASE ESTIMATE (Without Contingency)		\$ 761,274.09	\$ 66,988.00	RW Contingency:	0.00%	
Phase Risk Type and Contingency (Value of Risk): Use only if applying <u>one</u> contingency to entire phase. For Type 1 enter % amount; For Type 2 enter \$ amount				Type 1 Percentage		\$ -
TOTAL RW PHASE ESTIMATE						\$ 833,262.09
Phase dates (XX/XX/XXXX)	RW Base Estimate Date	5/26/2023				
	Start Date	5/26/2023				
	End Date	9/30/2026				

Construction Phase							Do not enter a negative value for defined or allowance costs; Ensure input where required. If no value then enter "0"; "0" will result in a gray cell; Total shown is dependent on Risk Type (Phase or Discipline)	
Discipline	Source	Defined (\$)	Allowance*	Discipline Risk Type (Use when selecting many)	Contingency of Risk	(Value)	Total	
Mobilization/Constr. Survey	R/W Plans	\$ 78,067.25	Input Req'd	Select			\$ 78,067.25	
MOT	Similar Project	Input Req'd	\$ 152,695.69	Select			\$ 152,695.69	
Roadway	R/W Plans	\$ 436,013.45	Input Req'd	Select			\$ 436,013.45	
Hydraulics	R/W Plans	\$ 100,297.25	Input Req'd	Select			\$ 100,297.25	
In-plan Utilities	R/W Plans	\$ 3,960.05	Input Req'd	Select			\$ 3,960.05	
Traffic	R/W Plans	\$ 14,115.87	Input Req'd	Select			\$ 14,115.87	
Structures/Bridges	Select	Input Req'd	Input Req'd	Select			\$ -	
Earthwork/Geotech	R/W Plans	\$ 2,768.88	Input Req'd	Select			\$ 2,768.88	
Environmental/Soundwalls	Select	Input Req'd	Input Req'd	Select			\$ -	
Other	R/W Plans	\$ 70,674.35	Input Req'd	Select			\$ 70,674.35	
	Total Bid Items	\$ 705,897.10	\$ 152,695.69				\$ 858,592.79	
VDOT Project CN Oversight	Select		Input Req'd	Select			\$ -	
VDOT CN Oversight on Local Assistance Projects	Total entered from LAD Spreadsheet						\$ 30,000.00	
					Oversight Total		\$ 30,000.00	
Construction Contract Contingency Per IIM-LD-249	5.00%	Cell C61 is multiplied by the Total Bid Items Cost (D57+ E57) to get H61					\$ 42,929.64	
Railroad Flagging/Coordination		\$ -	\$ -	Select			\$ -	
State Forces		\$ -	\$ -	Select			\$ -	
State Police		\$ -	\$ -	Select			\$ -	
Contract Requirements (Incentive/Disincentive; 5% max)	0	Cell C65 is multiplied by the Total Bid Items Cost (D57+ E57) to get H65					\$ -	
	Total Non-Bid Items	\$ -	\$ -				\$ 42,929.64	
Phase Risk Type and Contingency (Value of Risk):				Type 1 Percentage	10.00%		\$ 85,859.28	
Use only if applying <u>one</u> contingency to entire phase. For Type 1 enter % amount; For Type 2 enter \$ amount								
See Section 5.4.3 in PreCON Manual							Total CN Estimate without CEI	\$ 1,017,381.71

Construction Engineering (CEI) Source:		Lump Sum	CEI is dependent on the Lump Sum input in Columns D and E by estimator			
CEI Environmental Inspection (Enter Lump Sum)				Select		
CEI VDOT or Locality (Enter Lump Sum)	\$ 272,705.16	\$ 272,705.16		Type 1 Percentage	10.00%	\$ 299,975.68
CEI Oversight Costs (Enter Lump Sum)				Select		
					Total CEI	\$ 299,975.68
					Total CN Estimate	\$ 1,317,357.38
Phase dates (XX/XX/XXXX)	CN Base Estimate Date	5/26/2023				
	Start Date	5/31/2027				
	End Date	11/27/2028				
					TOTAL PROJECT COST ESTIMATE (excluding inflation) (PE+RW+CN)	\$ 2,565,302.00

Total Project Cost Estimate Summary				Date of Current Cost	Inflation Factors	Future Cost (including inflation)
				5/26/2023		
Phase	Estimate (\$) without LAP OVERSIGHT COST	Contingency (\$)		Total Phase*	Inflation**	Total Cost***
PE Phase Estimate	\$ 331,682.53	\$ -		\$ 414,682.53	1.0609	\$ 439,936.70
RW Phase Estimate	\$ 828,262.09	\$ -		\$ 833,262.09	1.0300	\$ 858,259.95
CN Phase Estimate(without CEI)	\$ 901,522.43	\$ 85,859.28		\$ 1,017,381.71	1.2003	\$ 1,221,120.16
Total CEI	\$ 272,705.16	\$ 27,270.52		\$ 299,975.68	1.2003	\$ 360,048.09
CN Phase Estimate(with CEI)	\$ 1,174,227.59	\$ 113,129.80		\$ 1,317,357.38	1.2003	\$ 1,581,168.25
Total Estimate	\$ 2,334,172.21	\$ 113,129.80		\$ 2,565,302.00		\$ 2,879,364.90

* Use combined Defined, Allowance, Contingency Costs and LAP Oversight. Total Phase includes Oversight Costs and Contract Requirements.

** Inflation rates taken from SMART Portal.

*** Total Costs should match with total costs output from SMART Portal.

Base Estimate Dollar amounts for SMART PORTAL entry:		Risks/Contingency/Unknowns Dollar amounts for SMART PORTAL entry	
PE Base Estimate =	\$ 414,682.53	PE Phase Risk/Contingency/Unknowns =	\$ -
RW Base Estimate =	\$ 833,262.09	RW Phase Risk/Contingency/Unknowns =	\$ -
CN Base Estimate =	\$ 931,522.43	CN Phase Estimate Risk/Contingency =	\$ 85,859.28
		CEI amount =	\$ 299,975.68

Purpose: To obtain Clifton Town Council approval on estimated spending plan for Virginia DEQ GY 2023 Litter Prevention and Recycling Competitive Grant.

Background: At the February 2023 Council Meeting, the council approved submitting a grant application for a Resource Recovery Program. The grant application is attached. Notification of award is imminent.

Discussion: Assuming the town is awarded the grant, the below is offered as an estimate of the activities and associated costs. The Town Council has full authority over the disbursement of all funds and may direct any changes.

Subscriptions:

- Any residence or business within the town limits may subscribe to the program as the program is outlined, i.e., no liquids, food or organics, or used medical equipment.
- The grant will fund the one-time setup and 50% of the subscription.
- At the grant conclusion and another grant is not submitted or approved, subscribers will have the opportunity to stay in the program at the normal rate or terminate their subscription.
- Incentivized subscriptions will only be accepted up to the grant amount.
- Below is an estimate by month of new subscriptions and associated costs.

Month	Subscribers		Set up Fee	Monthly
	New	Current		
1	12	0	240	342
2	3	12	60	408
3	2	15	40	462
4	1	17	20	495
5	2	18	40	528
6	2	20	40	528
7	0	22	0	595
8	1	22	20	608
9	1	23	20	628
10	1	24	20	662
11	0	25	0	662
12	1	25	20	696
		Sub	520	6613
		Total		7133

Events:

- The below list of events is suggested and is open for discussion.
- The costs are estimated.
- If subscriptions are significantly higher than projected, some events may not be funded.

- Close coordination with the council grant manager will be required to adjust events based on actual subscriptions and available grant funds.
- The Resource Recovery Project may elect to participate in events even if grant funds are exhausted.
- The town is not liable for any expenses incurred beyond the grant amount.

Category/Event	Estimate
Subscriptions	7,133
Clifton Birthday	500
July 4th	500
Clifton 5K	500
Clifton Day	1,250
Glass Take Back Day	500
Total	10,383
Grant Total	10,296
Delta	(87)

Funding:

- The Resource Recovery Project Manager will provide a monthly statement of New & Current Subscribers and Events executed.
- The Council Grant Manager will distribute funds for approved statements.

Reporting:

- The Resource Recovery Project Manager will provide reports as directed by VA DEQ to the Council Grant Manager.



GY 2023 APPLICATION FOR THE VIRGINIA LITTER PREVENTION AND RECYCLING COMPETITIVE GRANT

Grant Period: July 1, 2022 through June 30, 2023

Deadline for application: July 15, 2022

Single Locality or Co-Op Single Co-Op

Primary Agency: Town of Clifton, VA

Localities Represented: Town of Clifton, VA

1. Project Description:

Residential Resource Recovery - expanded curbside recycling program to include all resources except liquids, food & organics, and used medical supplies

2. Describe the purpose and need for the project:

- 1.) Reduce the amount of resources going to the landfill or WTE
- 2.) Return resources to the supply chain
- 3.) Change people's perception to trash, waste, and garbage into valuable resources

3. Describe the goals and objectives of the project:

- 1.) 25% household participation
- 2.) 96% recovery rate
- 3.) Showcase resource recovery at major town events

4. Describe who will implement the project (weightage will be given to localities who partner with other localities or regions):

Town of Clifton, VA in coordination with the Resource Recovery Project

5. Describe who will be the beneficiaries of the project and how they will be educated.

- 1.) Participating Households receive education via website, emails, social media, and videos.
- 2.) Public-at-large receives education via websites and social media.
- 3.) Northern Virginia Participants and Attendees of Town Events receive education during event planning and via in person collection activity at event booth.

6. Describe how this project will improve litter prevention and recycling efforts. Also, explain how other localities can implement this as part of their litter prevention and recycling programs:

The Resource Recovery Project focuses on developing a relationship with its customers combined with a simple process of resource collection, e.g. all resources are put in a single green bag. Through social media and the Resource Recovery web-site, recovery statistics are posted each week allowing its customers to participate in the success of the program. Since April 2021, the program has recovered over 30,000 lbs of resources which were hand sorted into 29 recovery streams. These resources were triaged for highest & best use and did not go to the landfill or waste-to-energy programs.

Other localities may contact Resource Recovery Project to be coached on establishing a project of their own.

7. Describe the time frame of the project:

The project is on-going but the grant funded portion of the project will commence as soon as the grant is awarded.

8. Additional information (to clarify anything not included above):

The Resource Recovery Project has provided services since April 2021. Currently, 40 households in the greater Clifton area participate. The grant will help defray the costs of the collection and sorting process enabling the Resource Recovery Project to target a larger geographic area.

9. Please provide a short summary of the overall project:

The Resource Recovery Project is a project that aims to provide a single-stream resource recovery service with a 96% recovery rate. This level of recovery transforms the positive environmental impact of recycling. Through education and continuous feedback, customers can see the impact of their efforts and are more attached to its outcomes. This emotional investment drives a higher level of recovery within each household and ultimately reduces customer churn.

The Resource Recovery Team feels this is a program that can be replicated in other jurisdictions and are excited about creating a template to do so.

Estimated Cost of Project: \$ 15,600

Amount of Grant Requested from DEQ: \$ 10,296

CERTIFICATION:

The Authorized Official certifies that the information provided in this application is correct and agrees to the terms and conditions contained herein and in the DEQ Guidelines for this competitive grant program.

Name of Organization: _____

Authorized Official:

Name of Authorized Official: _____ **Title:** _____

Authorized Signature: _____ **Date:** _____

Address: _____

Primary Phone: _____

Email: _____

Finance:

FIPS: _____

FIN: _____

Name of Organization: _____

Remit To Address: _____

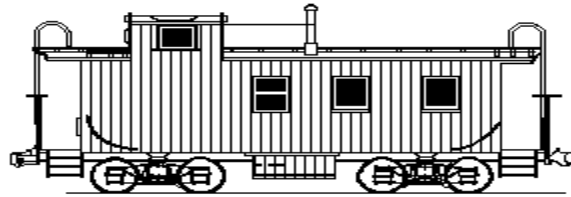
DEPARTMENT OF ENVIRONMENTAL QUALITY USE ONLY

Signature of DEQ Official: _____ **Date:** _____

**DEQ
USE
ONLY**

AGENCY NUMBER	FUND NUMBER	PROGRAM NUMBER	COST CODE	PROJECT CODE	GRANT YEAR	GRANT AMOUNT
44000	0925	515009	502	900250000	2023	
INVOICE NUMBER				DESCRIPTION		
GRANTS				LITTER PREVENTION AND RECYCLING		

Note: All remaining unspent funds will be deducted from future non-competitive grants.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 5, 2023, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Order of Business

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.
 - a. Confirm and Declare Physical In-Person Quorum for Meeting.
 - b. Identify Remote Participants.
 - i. General Location of Remote Participant.
 - ii. Reason for Remote Participation.
2. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
 - b. Reschedule November 7 Town Council Meeting (due to Election Day).
 - c. Records Retention.
3. Report of the Treasurer:
 - a. Financial Report.
4. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

 - (i) Give their name and address;
 - (ii) Direct their remarks to the Council and not to other citizens present;
 - (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in order registered with the Town Clerk.

 - a. Pink House Rear Building Lease to Terminate December 31, 2023.
5. Reports of Committees:
 - a. Planning Commission.
 - b. Zoning Administrator.
 - c. Architectural Review Board.
 - d. Parks Committee.
 - e. Special Projects Committee – Update.
 - f. Clifton Haunted Trail Committee:
 - i. Main Street Banner Request - October 8 – 29.
 - g. Homes Tour 2023 – Update.

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

- h. Update Town List for Removal of Illegal Signs on Town Property.
- 6. Unfinished Business:
 - a. Final Title VI Plan Draft for Town of Clifton – Approve.
 - b. FEMA Hazard Mitigation Plan – Update.
 - c. Replace Broken Window in Town Hall – Update.
- 7. New Business:
 - a. Art Guild of Clifton Children’s Play at Clifton Town Hall Saturday, November 18, 2023
– Request for Use of Town Hall.
 - b. Clifton Day 2023:
 - i. Approval for Clifton Day – October 8.
 - ii. Main Street Banner Request - September 23 – October 8.
 - iii. Remove Pile of Railroad Ties Near Caboose Plaza – Status.
 - c. Two Additional Solar-Powered Speed Detection Signs for Clifton Road and Main Street
– Discussion.
 - d. Virginia Mercantile – Request to Post Signs on Public Property.
 - e. Approve Estimated Spending Plan for Virginia DEQ GY 2023 Litter Prevention and Recycling Competitive Grant for Town of Clifton.
 - f. Alternative Sources of Revenue for Town of Clifton – Start Discussion.
- 8. Adjournment.

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