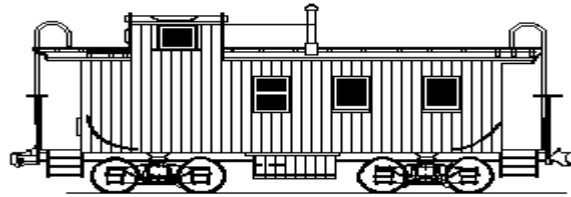


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, APRIL 7, 2026, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Present: Mayor Lynn Screen; Vice Mayor Jay Davis; Councilmember JP Hess;
Councilmember Darrell Poe; Councilmember Amanda Hencken; Councilmember
Steve Effros

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

Meeting was called to order by Mayor Screen at 7:30PM followed by the pledge of allegiance

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
2. Mayor's Remarks
 - a. A busy month was had, including the Town Cleanup led by CM Hess, budget meetings, and a tree rescue event. Mayor Screen reported meeting with the Clifton Presbyterian Church leader, as well as that the Councilmembers are acquiring bids and evaluating routine work that occurs around Town to get organized. Updates going forward include that the final FY27 budget work session will be held on April 14, the Town birthday party is coming up, the Council hopes to go out for bid for the Streetscape project, and the farmers market is returning on April 26.
3. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **CM Effros made a motion to approve the minutes from the regular Town Council meeting on March 3, 2026. The motion was seconded by VM Davis and approved by poll, 5-0.**

*Note that CM Poe arrived late to the Council meeting, as such he was not present for this vote. All subsequent votes include his input.

 - b. The Clerk reported that they worked with the Administrator to train them on Constant Contact and supported getting the newsletter out.
 - c. The Clerk reported that they posted the required public notices for the FY27 Budget work sessions.

- d. The Clerk inquired whether it would be helpful to re-circulate the memo provided to the committees in May 2025 to the Council to assist with FOIA questions and reporting expectations, it was noted that it would be helpful.
 - e. The Clerk reported that they developed a draft process using Constant Contact that could be used to incorporate payments into the website and provided details about how that process would work.
4. Report of the Treasurer:
See attached report.
- a. The Treasurer requested approval for the payments listed in the attached report.
- **CM Effros made motion to approve the requested invoices. The motion was seconded by CM Poe and approved by roll call.**
CM Hess: Aye
CM Poe: Aye
CM Hencken: Aye
VM Davis: Aye
Mayor Screen: Aye
CM Effros: Aye
5. Report of the Administrator –
See attached report.
- a. The Administrator noted that they are working on compiling a list of all contractors being used by the Town to consolidate this information.
 - b. The Administrator noted that the Green Valley Landscaping bill was not authorized and only included mulching the beds, though it is good that the work is completed. This did not include playground mulch or some of the other work that needs to be done in this area and she is hoping to find contractors who can provide a more comprehensive landscaping package.
 - c. The Administrator has followed up with Supervisor Herrity's office regarding the timeline for painting the outside of the Town Hall and has not received word back yet.
 - d. The Administrator noted that the Town used to use Service Mechanical for servicing the HVAC but that the Town let the contract lapse about a year prior. This group also installed the most recent components when the building was renovated, including UV filters that will need to be checked. These were previously installed due to concerns about the building not being a temperature controlled building. This company works exclusively for county properties, and the Administrator is working to get a quote for both the Town Hall and Pink House. She is happy to obtain more quotes, but she inquired whether the Council had been happy with these folks and wanted to renew their existing contract. CM Poe noted that he has not had any complaints working with them over the years, though he did note that they can be rather expensive, and he would not be opposed to renewing the contract. Mayor Screen noted that it used to be a quarterly contract, but we could consider every six months, as there is still a

- service agreement in place should an issue arise. She suggested that we should review the lease to determine frequency. VM Davis agreed that he has no issue renewing the relationship. CM Hess noted that the Council has not yet adopted a small purchase procedure policy, and that there should be a brief memo drafted explaining why the Council is not soliciting other quotes to document the history. The Administrator noted she will draft the memo and work with CM Hess on that.
- e. The Administrator discussed with Flag Disposal the correct bins that they need to be emptying and cleared up the misunderstanding. They have also completed additional work to fix the cans and power wash them as well. They currently come to collect garbage on Tuesdays and Thursdays, but will likely increase that as summer approaches. The Administrator will work with CM Hess to draft a contract agreement with them.
 - f. The Administrator sent out the monthly newsletter and received feedback from citizen Greg Young of the Clifton Café, who noted that he feels that the businesses are the economic engine of the Town and as such would like to see more of a feature on the businesses. Also to note that citizen Sydney Sawyer is working on a historic homes project, so information from that will go out in the upcoming newsletter. Lastly, the Administrator hopes to get a history fun fact from citizen Margo Khosravi of the Historic Preservation committee.
 - g. The Administrator highlighted that they sent out a draft procurement policy and that they would like to have all feedback from the Council by April 15 so that it can be discussed at the next Council meeting.
 - h. The Administrator spoke with VML and they have code updates packaged together that would get the Town Code up to date with this year's general assembly session and help facilitate getting all the new language up to date. This may be something that gets handed over to the Town Attorney, but this may streamline the process. In the future, these revisions will have a cost associated. The Administrator also noted that VML has many opportunities for councilmembers to join policy committees, and that they would very much like small town participation. VML also noted that because Clifton's population is less than 35,000, a yearly audit is not required; however, it is deemed best practice. They noted that there are only three firms in Virginia that all municipalities use for this, so it is suggested to get on their calendar early.
 - i. The Administrator noted that our insurance provider, VRSA, will come and do a playground safety audit for free. This may help guide planning processes, and they'll also provide a free strategic planning session for the council. VM Davis inquired whether the safety audits include accessibility, and CM Poe expressed concern for having the insurance company find issues that we then don't address in a timely fashion due to the planned overhaul of the playground itself. The Clerk noted that she spoke with one playground employee and he highlighted that there were safety concerns that the Town should be aware of, for example that there should be no tree limb less than seven feet above any playable surface. She noted that there are likely things that we aren't aware of that perhaps the playground companies wouldn't take into consideration in their quotes, so this could be

useful. Mayor Lynn noted that this could provide more impetus to make forward progress on the new playground.

6. Citizens' Remarks:

a. Dave Zimmerman of the Clifton Baptist Church:

- i. Mr. Zimmerman formally thanked the Town for supporting the steeple renovation project, they were able to raise over \$100,000 and the renovations are nearly complete. They plan to host a 'thank you' birthday party for the Town in May, likely the afternoon of the 16th, and will have ice cream and music. They wanted to ensure there were no permissions required of them to host such an event. Mayor Screen thanked the group for the investment that they have put into the renovation into the church and also for the invitation to the event. She noted that it is private property and not a business, she also confirmed that it was not going to conflict with another event happening in Town, and so there were no issues.

b. Ed Ehlers of Resource Recovery Project:

- i. Mr. Ehlers noted that it is Joel Byrne Memorial Glass Recovery month and that any clean and dry glass containers can be dropped off at various locations around Town, including the Main Street Pub, Goldenshill Papercraft, and the Wine Attic. They aim to get 300,000lbs, last time they were off by only 3lbs.
- ii. Mr. Ehlers noted that on April 18, Liberty Middle School is having an environmental fair and Resource Recovery Project will be there with a water refill station. On that day, they will also be at the Town Birthday Party at the Barn, where they will also be collecting glass.
- iii. CM Hess thanked Mr. Ehlers for all of his support in March at the Town cleanup event, and for all that he does for the community. CM Effros noted that this project is such an asset to the community and inquired how the Council can help further with publicity.

7. Reports of Committees:

a. Planning Commission

See attached report

- i. Regarding the Railroad lease, Mayor Screen inquired when it expired and it was identified that it does not expire, and that the Town should be able to amend it. It was noted that the effort to expand the parking would potentially add 22 parking spaces to the Town. She inquired who is taking the lead on this effort, and it was identified that citizen Mike Davis and the Parking and Traffic Committee is, so he and VM Davis will keep the process moving along. Citizen Geri Yantis of the Streetscape effort noted that they already have to get the railroad lease amended for Streetscape so he has been talking to them for a year and a half to get that done. VM Davis replied that then we can reengage and get the effort unstuck and that this should be a very straightforward request and amendment.

- ii. VM Davis highlighted that he would like to understand and clarify a path forward for businesses in Town to host outdoor events that may impact the space that they need to conduct business (i.e. if you take up parking spaces or if your lot is outside of your immediate vicinity). He also discussed updating the Town Code to further review the enforcement section, as right now it isn't enforceable. CM Effros noted that since this impacts both Planning and Legal committees, both are working together to identify the code changes that need to be done. CM Hess noted that it is currently difficult to track down the current restaurant use permits, and VM Davis agreed and noted that he would like to prioritize getting the Planning hardcopy files from the Planning Commission Chair.
- b. Environmental Committee
 - i. CM Hencken reported that while the committee did not meet, she is talking to Laura McDonald about the invasive species plan with respect to the floodplain. They are waiting for maps to be completed.
 - ii. She also noted that for the native plants landscaping plan, they have been reaching out to the designer and have not yet gotten a response.
 - iii. CM Hencken noted that she has identified some challenges with the memorial bench efforts. She met with citizen Jean Peterson and they walked around Town to find all of the benches that we have, and found that there are benches that have been there for a very long time. This brought up a discussion about how before moving forward, the Town should have a more formal application process so that the Town can define design standards, timelines, etc. for the memorial. They would like someone from the Parks committee to help and they plan to speak with Donna Netschert.
- c. Parks Committee
 - See attached report
 - i. CM Hess reported that the committee did not meet, but they continue to make progress on the activities tasked out from the February meeting. These activities are centered around preliminary budget analysis on tree work in 8-acre park as well as removing the big stump in Harris park, and working with the Town Administrator to get mulching quotes for the playground. He noted that the quotes received regarding tree work validate what have been put into the working budget. His next steps would be to engage with other committees, including environmental and legal, to ensure that they are proceeding appropriately. CM Effros inquired whether there is a member of the Environmental committee on the Parks committee and whether there should be to better facilitate communication.
- d. Special Projects Committee (Streetscape).
 - See attached report
 - i. Citizen Geri Yantis noted that primarily at this point, we are waiting on VDOT. CM Effros clarified that the length of the bid process was moved from 45 days to 60 days, and it will start as soon as we hear from VDOT.

That will be getting into June and this will need to be accounted for in the budget. Mayor Screen noted that the next Town Council meeting will occur while it is out for bid, and we will hope that bids come in before the June meeting so we can set the review of the bids. She noted that she and the Treasurer would like to meet with Mr. Yantis to plan appropriately.

- ii. VM Davis noted that regarding the railroad, the report indicates that the Town is waiting for language from Norfolk Southern and inquired whether we could propose language, it was confirmed that we are waiting on information from them and they will coordinate offline.

e. Legal Committee

- i. CM Effros noted that the committee worked with Planning Commission Chair Kalinowski as noted above.

f. Communications Committee

- i. The Clerk inquired whether there is tasking for the Communications committee. CM Hencken inquired whether there is a Town directory, and it was noted that the Administrator is working on it and is meeting with Mayor Screen next week on this topic.

8. Unfinished Business:

a. Pink House

- i. Royce Jarrendt (One Dwelling) Dwayne Nitz noted that bids are coming in under budget. They suggest an 8-10% owner-controlled contingency be added to the contract to allow for flexibility down the line. It was requested that an itemized budget be provided to the Treasurer by April 12.
- ii. Discussion was held surrounding whether there will be a separate public hearing on this topic, or if it will be combined with the budget public hearing. It was decided to set a separate date in May for this topic to have its own public hearing. It was noted that for this public hearing, the Council would like to have a handout with numbers, as well as something visual for attendees to look at.
- iii. It was determined that as there are costs associated with the County permit process, Mr. Jarrendt doesn't plan to submit to Fairfax County for permits until it is determined that the project is going forward and has funding allocated. This will not happen until June 2.
- iv. Mayor Screen inquired about the option for having a larger kitchen as opposed to the current kitchenette, Mr. Nitz noted that this is an option and that they can provide numbers for that option as well.
- v. The Town Administrator noted that the property is still zoned industrial, and whether the rezoning process should begin note. VM Davis noted that nothing has happened on that front since the resolution was made to rezone it. Mr. Nitz inquired whether that should happen before the Town

Council signs off on the project, VM Davis noted that he doesn't believe it would hold up the approval of the use permit.

- b. Meals Tax
 - i. On hold.
- c. Trash Collection / Art Guild
 - i. CM Poe noted that he spoke with Chuck Rusnack of the Art Guild and requested that Mr. Rusnack share his thoughts with the Legal Committee. CM Poe noted that the specifics of what the Council asks of the Art Guild may need to be clarified, and CM Effros noted that the amount will be clarified after the budget meetings.
- d. Flooring in the Town Hall
 - i. The Town Administrator noted that we still have the initial quote from Pinnacle Flooring. Clarity was provided that the Council would like to go with the higher quality option of 9" Diamond Stone Plastic Composite Core LVP, at the cost of \$18,400. They would like to ideally spend the money this FY. The Administrator noted that she will work to get two more quotes for this work. CM Hess highlighted that there is money in the Parking and Traffic Committee budget that can be moved to help pay for this.
- **Mayor Screen made a motion to transfer \$10,000 to Town Hall Maintenance from the Parking and Traffic Committee. The motion was seconded by CM Hess and approved by roll call.**
 - CM Hess: Aye**
 - CM Poe: Aye**
 - CM Hencken: Aye**
 - VM Davis: Aye**
 - Mayor Screen: Aye**
 - CM Effros: Aye**
- e. Caboose and CARES Act Funds:
 - i. Citizen John Powell provided background on the history of the caboose and its previous restoration efforts. His goal is to return the caboose to its historic state for educational use. Current priorities for remediation include windows, covering the chairs and seat cushions. He estimates \$4,000 just for window glass, not including installation, as the historically accurate glass is a specialty glass. Generally speaking, all of the work is specialty work. It was noted that there is \$3,000 in CARES Act funding that has to be spent by June 30.
 - ii. VM Davis suggested that the Town orders the glass to use up the XARES funding and it can be installed at a later time. Mr. Powell noted that he believes that up to \$25,000 should be allocated towards caboose restoration.
 - iii. CM Effros inquired whether the Council is making a mistake in ordering such expensive windows when they are being broken due to intentional

vandalism. It was noted that this is a concern, however the windows were broken almost 20 years ago and there is no need to replace them again quickly. The Administrator noted also that it would be possible to make insurance claims. CM Poe noted that he would like to see line items to consider to see what Mr. Powell suggests would be accomplished with this funding.

- iv. The Clerk noted that Mr. Powell was discussing the work that's been done as being part of the "caboose committee", which it hasn't historically been, and asked how this should be addressed. It was determined that this would fall under the Maintenance committee.

- **VM Davis made a motion to approve up to \$4,500 for the purchase of window glass for the caboose to finish the allocation of the CARES Funds. The motion was seconded by CM Poe and approved by roll call.**

CM Hess inquired where the additional \$1,500 would be coming from, and the Treasurer confirmed that there are funds available.

CM Hess: Aye

CM Poe: Aye

CM Hencken: Aye

VM Davis: Aye

Mayor Screen: Aye

CM Effros: Aye

9. New Business:

a. Business Events and Enforcement in Code

- i. VM Davis noted that he would like to enact financial penalties for violations. In the future, they will need to decide what an appropriate amount is, and suggested the group think on this for future discussion. It was acknowledged that this would require a change to the Town Code.
- ii. The Clerk inquired as to who will be in charge of the enforcement and how this will happen.

10. Adjournment.

- **VM Davis made a motion to adjourn. The motion was seconded by CM Poe and approved by poll, 6-0.**

TREASURER MONTHLY REPORT

March 2026

COUNCIL MEETING – April 7, 2026

Other Payments – Previously approved by Council

- Stephen Effros, \$2200.48, reimbursement for PA system purchase

Requests for Approval of Payment

- Green Valley Landscaping, INV#59526, \$2200 – for mulching, pulling weeds and general cleanup
- Resource Recovery, INV#2026-03, \$1834 – for March subscription, education materials, electronics town hall and event
- Flag Disposal, INV#11307, \$3600 – for 1st quarter and 2nd quarter trash pickup

Of NOTE:

- NOVEC sent a notice that due to the Town usage of power for the Town Hall our rate will increase as of March 25, 2026.
- BPOL forms continue to come in. Another email will be sent by week's end
- Pre-Audit folks anticipate FY24 to be complete in April – getting closer

TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)				
Month and YTD information				
		Mar-26	July 2025-March 2026	FY 2026 Budget
OPERATING REVENUES:				
Taxes & Permits Revenues:				
ARB Permits			1,010.00	500.00
BPOL		36,466.85	58,645.56	50,000.00
BZA Fees				
VA Communications Sales Tax		295.92	2,766.64	3,500.00
VA Car Rental Distribution		-	1,774.24	
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax			2,158.98	2,750.00
Motor Vehicle Registration		97.92	5,479.99	9,000.00
No. Va. Cigarette Tax		23.52	292.70	0.00
Railroad Tax			383.79	1,800.00
Sales Tax		1,975.98	21,609.45	25,000.00
Meals Tax - NEW		14,279.34	204,555.67	225,000.00
Use Permits			575.00	600.00
Utility Consumption Tax		130.82	978.37	1,200.00
TOTAL TAXES & PERMITS:		53,270.35	300,230.39	319,350.00
Town Facilities Rentals:				
Community Hall		150.00	1,400.00	4,000.00
Pink House				0.00
Property Rental-Park/Square/Gazebo			550.00	150.00
TOTAL FACILITIES RENTALS:		150.00	1,950.00	4,150.00
Grants:				
Fire Program State Grant- FCFD			15,000.00	15,000.00
Litter Control Grant - Non-competitive			1,000.00	4,000.00
Litter Control Grant - Competitive			15,308.25	10,000.00
TOTAL GRANTS:		-	31,308.25	29,000.00
Town Events:				
Celebrate Clifton Gala				0.00
Environmental Event				0.00
Haunted Trail Event			72,627.51	35,000.00
Homes Tour				5,000.00
TOTAL EVENTS:		-	72,627.51	40,000.00
Other Revenue:				
Interest Income		4,800.73	45,628.67	60,000.00
Other income (Donations)				
TOTAL OTHER REVENUE:		4,800.73	45,628.67	60,000.00
TOTAL OPERATING REVENUES:		58,221.08	451,744.82	452,500.00
OPERATING EXPENSES:				
Payroll Expenses:				
Town Clerk Salary		2,500.00	22,500.00	30,250.00
Town Treasurer Salary		2,916.66	26,249.94	36,000.00
Dir of Economic Development, Comms & Marketing - NEW		4,888.00	43,992.00	58,656.00
Additional support staff				11,700.00
Payroll Taxes		1,157.31	10,496.75	13,600.00
Employee Incentives				6,200.00
TOTAL PAYROLL EXPENSES:		11,461.97	103,238.69	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>	-	360.00		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		500.00
Insurance	-	7,367.00		7,000.00
Legal Advertising	-			2,000.00
Mayoral Reimbursement				1,000.00
Citizen Recognition Fund				500.00
Bank Fees				0.00
Miscellaneous Contractual Expenses - bell		500.00		2,500.00
Professional Fees:				
<i>Accounting - Year Audit Review</i>	-	7,772.50		30,000.00
<i>Legal Fees</i>		4,440.00		25,000.00
<i>Web Server Annual Maintenance with Domain Subscriptions</i>				2,500.00
<i>Web Site Updating & Configuration</i>	-	7,880.00		10,000.00
TOTAL TOWN GOVERNMENT:	-	28,819.50		124,250.00
Town Facilities:				
Utilities - verizon + electric	76.13	1,285.21		5,000.00
Caboose	-	-		5,000.00
Railroad Siding Rent	-	2,261.13		2,200.00
Town Meeting Hall:				
<i>Electric</i>	1,046.96	4,095.35		7,000.00
<i>Supplies</i>				500.00
<i>General Maintenance - including floors</i>		3,150.00		10,000.00
<i>Mgt Fee (25% of Community Hall Rentals)</i>				2,000.00
Parks and Public Spaces				
<i>Town Parks Committee</i>		10,349.13		6,000.00
<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>	-	1,650.00		10,000.00
Pink House:				
<i>Maintenance & Repairs</i>	606.17	3,253.53		5,000.00
MISC Emergency Repairs		6,772.00		7,500.00
TOTAL TOWN FACILITIES	1,729.26	32,816.35		67,700.00

Town Services:				
Recurring services				
	Town Lawn Maintenance and Mowing	-	6,800.00	10,000.00
	Tree Trimming and Replacement Planting	-	-	5,000.00
	Fall Zone Mulching - Annual	-	-	3,000.00
	Trash Collections	-	3,766.85	2,400.00
	Trash Consolidation - Art Guild (non-comp litter grant)	100.00	3,050.00	4,000.00
Non-recurring services				
	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:		100.00	13,616.85	38,900.00
Grants:				
	Litter Control Grant - Expense	437.00	7,738.00	14,000.00
	Fire Program State Grant Expense - passthrough to FCFD	-	15,000.00	15,000.00
TOTAL GRANTS		437.00	22,738.00	29,000.00
Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)				
	Celebrate Clifton Gala			2,500.00
	Christmas Tree Lighting		1,200.00	1,300.00
	Environmental Events (clean up, Camp Fire, TBD)	-	588.27	1,300.00
	Haunted Trail Event	-	15,591.12	20,000.00
	Historic Events			0.00
	Homes Tour			3,000.00
TOTAL EVENTS		-	17,379.39	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
TOTAL CONTRACTUAL:				304,600.00
Commodities:				
	Computer Supplies - Hardware & Software	1,009.05	4,088.00	500.00
	Copies	-	-	200.00
	License Plates	-	42.36	100.00
	Miscellaneous Commodities - storage & constant contact	279.30	4,256.41	750.00
	Office Supplies	19.98	298.65	500.00
	Office Equipment	2,200.48	2,200.48	500.00
	Postage & Delivery		159.80	500.00
	Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	-	0.03	
TOTAL COMMODITIES:		3,508.81	11,045.73	3,050.00
TOTAL EXPENSES:		17,237.04	229,654.51	464,056.00
NET INCOME (LOSS):		40,984.04	222,090.31	-11,556.00

Town of Clifton			
CAPITAL IMPROVEMENTS/GRANT INCOME - FY26			
REVENUE/COST STATEMENT			
REVENUES:			
FEDERAL GRANTS			
MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20		104,440.31	
MAP 21 TAP: TAP > 200K:			1,600,000.00
TOTAL VDOT TA - MAIN ST IMPROVEMENTS			
TOTAL REVENUES:	-	104,440.31	1,600,000.00
COSTS:			
Special Projects - Streetscape			
Streetscape 2A - Preliminary Engineering			
Streetscape 2A - Right of Way		15,241.69	
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)			
Processing Easements			
Streetscape 2A - Construction			2,000,000.00
TOTAL SPECIAL PROJECTS COMMITTEE:	-	15,241.69	2,000,000.00
NET REVENUES/(COST)	-	89,198.62	-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		(500.00)	125,000.00
8-Acre Park Entrance - Improvements	-	1,168.27	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		25,000.00	
Town Historic Building -- delete			
TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds	-	25,668.27	142,000.00
NET REVENUES/(COST)	-		
TOTAL CAPITAL COSTS		40,909.96	2,142,000.00
TOTAL CAPITAL NET REVENUES/(COST)	-	63,530.35	-542,000.00
Funds used from saving			553,556.00
TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)	40,984.04	285,620.66	0.00

**Town of Clifton
Account Balances
FY26**

		3/31/2026			<u>Notes</u>
ASSETS					
Current Assets					
Checking/Savings					
	United Bank - Haunted Trail Account	32,447.32			
	United Bank - Events Acct	58,025.58			
	United Bank - Checking	226,178.47	Min Bal \$2,500	"Chairman's Club"	
	United Bank - Security Deposit	3,118.83			
	United Bank - Money Market Savings	242,570.19	Min Bal \$15,000		
	Investments-LGIP	1,369,608.20			
	Total Checking/Savings	1,931,948.59			

Town of Clifton CARES Summary - SLGRF

Total Received SLGRF 303,992.00

	Obligated as of 12/31/24	Expended as of 3/31/2026	Dates	
Ayre Square Purchase	\$ 91,184.55	\$ 91,184.55	12/21/2021	
Harris Park Extension Purchase	\$ 74,452.95	\$ 74,452.95	12/21/2021	
Harris Park Extension Cleanup	\$ 11,500.00	\$ 11,500.00	4/1/22-5/31/22	
Administrator Position	\$ 108,670.85	\$ 108,498.75	4/16/24-12/31/26	
Floodplain Park Invasive Plant Control	\$ 775.00	\$ 775.00	9/1/23-3/31/24	
Gazebo Repair	\$ 3,050.00	\$ 3,050.00	7/1/24-7/31/24	
Caboose Repairs	\$ 9,500.00	\$ 6,500.00	8/6/24-6/30/26	
Flood Plain Parking Lot Rehab	\$ 4,858.65	\$ 4,858.65	9/1/24-6/30/26	portion of bridge repairs
	\$ 303,992.00	\$ 300,819.90		
Remaining	-	as of 12/31/24		

LJC update 4/8/26

- 1) Project Oversight-Clifton ES path-
 - a) Meeting with Dr. Reid on Friday-since the school has been determined to be demolished, she isn't certain about any further work on the pathway
 - b) MOU so we can improve it??

- 2) Maintenance
 - a) New mulch for playground-last meeting is tomorrow morning (also for more comprehensive landscaping)
 - b) Town hall-I have followed up to ask for a timeline on painting.
 - c) Flooring-I will get two more quotes
 - d) HVAC-spoke with the people (service mechanical)we previously had a contract with (Darrell was the only contact they had). We let the contract lapse about a year ago. They installed the most recent components and also do extensive work for FFX county (including the fire station). They will give us a quote for service twice a year (he believes it does not need to be quarterly) for both the town hall and town offices. I would recommend that we go ahead and sign a contract for a year since they already have the firehouse contract, unless Darrell feels otherwise.
 - e) Trash-Flag is adding the additional cans and I will work with JP on a written agreement

- 3) Communications
 - a) April newsletter underway
 - i) Feedback from Greg on the March newsletter is to better highlight town restaurants as they are the economic engine for the town
 - ii) Sydney Sawyer photo project
 - iii) Margo Khosravi town history tidbit
 - iv) Upcoming events-
 - (1) Town Birthday- April 18th
 - (2) Caboose 5k-May 30
 - (3) ?

- 4) Governmental, Business, and External Relations
 - a) Procurement policy-sent a draft out to TC yesterday
 - b) VML-code updates up to 2026-further revisions will \$\$

- c) VML-opportunities for TC members-policy cmtees-any interest in joining?
<https://www.vml.org/Advocacy/Policy-Development>
- d) Under 35k population, yearly audit not required but is deemed best practice (3 firms in Commonwealth, so if TC agrees, likely need to get on their calendar for next year)
- e) VRSA-will come do playground safety audit if we'd like (Thomas Bullock). ALSO offer a free strategic planning session with the Board (Thomas Bullock and Peter Stevenson).
- f) Virginia Local Gov't Managers Association

**TRANSPORTATION ALTERNATIVES / ENHANCEMENT PROGRAM
QUARTERLY PROJECT STATUS REPORT**

Project Name: Town Of Clifton Streetscape Project for Main Street – Phase II **Month:** April
Project Number: CLFT029-101, P102, R201, C502 **Year:** 2026
(UPC 1099949) and (UPC 126584)
Sponsor: Town Of Clifton

Current Project Phase: (Check each activity that applies)

PE Consultant Acquisition

- Not Applicable
- RFP Advertised
- Consultant Selected
- Pre-Award audit complete

Construction Authorization

- Requested authorization from VDOT
- Authorization received

Design

- Preparing Plans
- 50% Plans submitted to VDOT for review
- 100% Plans submitted to VDOT for review
- Bid document submitted to VDOT for review

Contractor Acquisition

- Project advertised
- Recommended award to VDOT
- Construction contract awarded

Environmental

- Preparing NEPA Document
- NEPA document approved

Construction

- Project under construction

Right-of-Way

- Requested authorization from VDOT
- RW acquisition complete
- Utility relocation complete
- RW certification received

Project Completed

- Requested final inspection by VDOT

Provide a brief description of progress made since last report:

The Project has Right-of-Way authorization and is currently in a revision to the ROW Phase.

1. VDOT requirements for the Project moving forward:
 - a. Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024 – **On or about May 15 all VDOT comments were closed for both the Streetscape Project (UPC109949) and the Duct Bank Construction (UPC 126584).**
 - b. Advertise Project for Construction Date to be completed by the end of June 2025 **A letter requesting an extension of the Project to Advertise Duct Bank Project by September 30th and the Roadway Project by April 30th 2026.**
 - c. Progress Reports to be done Quarterly – **2nd Quarter 2026 Report Complete.**
 - d. Update Agreement to reflect new costs **Completed.**
 - e. Resolution from the Town that covers the Town’s match and speaks to covering costs

above and beyond the award amount.

Completed

- f. Town's part time staff to attend locality qualification program within 6 months.
Laura Jane Cohen (full time employee) and Martin (Geri) Yantis (Project Manager) received the Certificate of Completion for the VDOT Qualification Program.

2. Results of Second Advertisement for Bid of the Duct Bank Project

As mentioned in the previous quarterly report, on December 22nd a public meeting was held to open the bids from the second advertisement of the Duct Bank Project. The project received 5 bids. One bid was for approximately \$380K and the other four bids were all over 1 million. The low bid was evaluated, and questions posed to the contractor, resulted in their inability to meet the required qualifications for the Project and they withdrew their bid. Thus, with this result and the other bids being excessively over the engineers estimate, the bids on a whole were considered nonresponsive.

Given the results above on February 11, 2026, the Town sent a letter to VDOT requesting the ability to advertise the Duct Bank Project (UPC 126584) and the Clifton Streetscape Project (UPC 109949) together as one advertisement package, while maintaining the two separate UPCs.

On March 2, 2026, notice was received that VDOT approving the combing of the projects for advertisement.

3. Authorization to Advertise

On March 24th the Design Team submitted the Combined PS&E to VDOT for review and to request authorization for advertisement of the combined Duct Bank Project and the Roadway Project.

On April 1st the Design Team received the first comments on the submitted PS&E Package.

4. Advertisement

Upon receiving authorization for advertisement, The Design Team is prepared to advertise the Project.

5. Utilities

On March 24, 2026 notice was received for Right of Way Certification for the Combined Projects.

6. Railroad Coordination

The Town continues to have communication through Keyana Holloway with Norfolk Southern. NOVEC received approval of their application for the location of their utility within the railroad 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.

7. Easements

Completed and recorded.

8. Sources for additional funding for the Project

- a. Discussions are ongoing with Fairfax County for possible sources of funding if required by the Project.

Explain any delays experienced and efforts made to correct:

Describe anticipated work efforts over the next three (3) months:

1. Advertise for Construction of the Combined Duct Bank Project and the Roadway Project.
2. Submit land use permit to VDOT for the combined projects
3. Receive bids from the advertisement.
4. Award the project to a qualified contractor.
5. Prepare for construction of the combined project beginning with Stage I Duct Bank Project.
6. Review received Utility Agreement with NOVEC. Receive utility agreements from Verizon and Cox.
7. Receive amended agreement from Norfolk Southern Railroad for the required work to be completed in the railroad right-of-way.

Completed by: Susan Yantis and Geri Yantis
Title: Project Managers

Complete the form quarterly and submit to VDOT District Coordinator in January, April, July and October

cc: Local Assistance Division – LAD PM

PARKS COMMITTEE MONTHLY UPDATE – APRIL 2026

*(*add “not applicable” or “no new updates” to any sections where no update is needed)*

1. KEY AND ONGOING ACTIVITIES/RECOMMENDATIONS (PLEASE INFORM IF COUNCIL NEEDS TO VOTE OR LEGAL REVIEW)

- A. **Activity 1:** Have obtained quotes for the proposed scope of work to grind the Harris Park stump and fell deadwood in 8-acre park for budget planning purposes; the amount that is in the current working version of the budget should be sufficient to cover final agreed upon scope, once we are at the point of moving forward (average cost of approximately 4.5k, setting aside outlier that came in at nearly 12k). Next steps are to engage with other committee partners, notably COTE and legal, and potentially with a county or independent arborist, to ensure we understand what other I’s and T’s we may need to be mindful of, and to establish a proposed schedule
- B. **Activity 2:** Continued efforts, spearheaded by the Town Administrator, to obtain quotes for playground mulching, to bring playground mulch up to required safety standards for playgrounds
- C. **Activity 3:** Continued efforts, spearheaded by the Town Administrator, to track down existing maintenance agreements/contracts/documentation as part of broader efforts to get the town organized, as well as to understand who our contractors are, what they are scoped to do, and what agreed upon prices are

2. ACCOMPLISHMENTS

- A. **Accomplishment 1:** Obtaining quotes to facilitate budgeting activities and planning.
- B. **Accomplishment 2:** Tracking down and saving documentation in furtherance of broader efforts to get the town organized.

3. CHALLENGES/ISSUES

- A. **Challenge/Issue 1:** Getting information and copies of any agreements/contracts/documentation has been exceptionally challenging for the Town Administrator. Town Administrator continues to demonstrate persistence in chasing down information, which includes working with the Town Clerk and the Town Accountant.

- B. **Challenge/Issue 2:** Description and impact. Any steps taken or proposed solutions.

4. UPCOMING PLANS

- A. **Plan 1:** Engage with COTE and legal regarding felling deadwood in 8-acre park, potentially engage with a county or independent arborist.
- B. **Plan 2:** Continue to support Town Administrator's efforts in obtaining playground mulch quotes, and tracking down existing maintenance agreements/contracts/documentation.

5. IMPORTANT DATES

- A. **Date 1:** none

6. ATTACHMENTS AND SUPPORTING DOCUMENTS

- A. **Document 1:** Quotes for stump removal and felling deadwood previously provided to the council as well as Town Clerk and Town Administrator via email.
- B. **Document 2:** Quotes for playground mulching have been provided to PC town council rep and Town Administrator is diligently working to obtain a 3rd quote