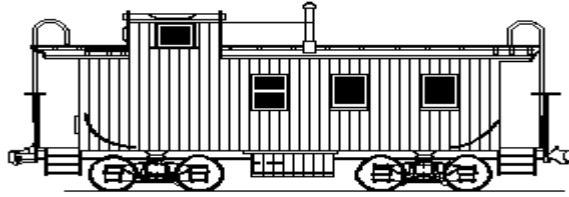


Wayne H. Nickum Town Hall  
12641 Chapel Road  
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, FEBRUARY 3, 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

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**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. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **Mayor Screen made a motion to approve the minutes from both the December 22, 2025 Streetscape bid opening session as well as those from the regular Town Council meeting on January 6, 2026. The motion was seconded by CM Poe and approved by poll, 6-0.**
  - b. The Clerk reported that she has sent out 7 golf cart registration stickers and 6 reminders.
  - c. The Clerk reported that she updated the Town Website for all new committee leads per the last Council meeting.
  - d. The Clerk reported that she worked with Mayor Screen on developing an operational calendar of annual or routine work to be completed by the Town (i.e. BPOL notices, golf cart registrations, Haunted Trail, budgeting, etc.), as well as a task tracking spreadsheet to help provide cross-council visibility, and held a ‘meet the mayor’ interview with Mayor Screen which will be included in a future newsletter.
  - e. The Clerk noted that the Council email accounts do not have two factor authentication turned on across the board and the group agreed it should be enabled.
  - f. The Clerk reminded the group to please take their FOIA training before they have been in office for 2 months.

3. Report of the Treasurer:

See attached report.

- a. The Treasurer noted that there are \$3,000 left in CARES funding that have to be spent by June on funds towards the caboose. Mayor Screen requested that the group bring ideas to the next meeting in March so that the group could make a decision at that time.
  - b. The Treasurer requested approval for the requests listed on the report, as well as the additional invoices noted below:
    - i. Clifton VIP Cleaning for \$1,200
    - ii. J2 Invoice #30824 for \$5,515.09
- **CM Davis made motion to approve expenses of \$1,200 to Clifton VIP Cleaning and the J2 invoice for \$5,515.09 to provide services to the Town. The motion was seconded by CM Hencken and approved by roll call:  
CM Hess: Aye  
CM Poe: Aye  
CM Hencken: Aye  
VM Davis: Aye  
Mayor Screen: Aye  
CM Effros: Aye**
- c. The Treasurer also requested approval for an invoice to LCS for snow removal services, discussion ensued. VM Davis and Mayor Screen reported an urgent need to take remediation action for the snow and engaged with LCS and capped their services at \$2,000, about 8 hours of work to clear space on Main Street from Ayre Square to Dell Avenue, which had already been completed at the time of the meeting. They reported that the Council needs to identify A) a more expedient and inclusive process to act on emergency actions like this in the future and B) what else, if anything, LCS should do to clear the rest of Town.
    - A) Discussion determined that clearing the roadways should be pushed back to VDOT and would not be responsibility of the Town, and that the Town would focus on clearing walkways. The Treasurer noted that there is a bucket for ‘miscellaneous emergency repairs’ of \$7,500 which was used for tree remediation last year, and it was noted that the work could also come out of the Parking and Traffic budget. It was discussed that there should have been an emergency meeting held on Saturday night to plan this out better and follow proper procedures, which would have been allowed as the governor had declared a state of emergency. The Clerk suggested in future that the Town go through a bidding process in ‘off’ times with potential companies to have these bids on hand and be able to act on them quickly. Mayor Screen suggested having an emergency management meeting outside of this Council meeting, participants include the Clerk and CMs Poe and Hencken.
    - B) The new scope of work for LCS was defined as having them clear as much as they can on walkways and pedestrian spaces on Chapel from the veterinarian’s office to the Hive, as well as access across the railroad track.

- **CM Effros made motion to approve expenses of \$2,000 to LCS for snow removal. 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**

4. Report of the Administrator –

See attached report.

- a. The Administrator noted that delegates have been on the phone with VDOT every day for the past week and have been assured that VDOT is continuing to get through what they can. She highlighted that if there is anyone who has an emergency situation or is a caregiver, that they should reach out as we can ensure they are a high priority.
- b. It was confirmed that the letter circulated by the Administrator regarding the speed project is approved and they requested that the Clerk help with facilitating signatures.
- c. The Administrator reported that Supervisor Herrity's office will come in early Spring and clean up outside of the Town Hall as well as paint. The County will not pay for replacing the interior flooring but they don't mind if the Town has it done.
- d. The Administrator reported that she is working with Greg Young of the Clifton Café to set up quarterly meetings with the restaurants and will try to have a Councilmember presence at those meetings.
- e. Regarding the Clifton Elementary School path, Mayor Screen inquired whether it was shared that there was an injury due to the work they did resurfacing the path and the Administrator reported that it was, and that they hope to hear back from facilities management soon with a path forward.

5. Citizens' Remarks:

- a. James Conyers, Neighborhood Conversion Manager for Washington Gas. Mr. Conyers reported that he does receive calls from folks in the Clifton area about getting gas hooked up to their homes and with the upcoming Streetscape project already digging up part of the road, he felt it was an opportunity to bring in a line down Main Street from Clifton Heights to Chapel Road. This would allow for homes in the area to obtain service and it would be less costly for those residents to hook up should they want to. He noted that many homes in Town are using propane which is more expensive than natural gas, so this would be a way to provide Town residents with a long term cost savings.  
CM Hess clarified that the Town would be paying for the installation of the Main and then the residents themselves would have to pay to get to the line. CM Effros

noted that it would take 8-9 months to obtain approvals and as such it wouldn't link with Streetscape due to timing. He noted that the cost is much higher than what the Town has in its budget and the Town would have to pay in advance, and it would not serve anyone until the individual residents paid to hook up.

b. Ivar Setiawan of Motier.

Mr. Setiawan came to discuss the potential increase in the meals tax, and having attended the meeting he has heard a lot about the financial needs of the Town. He noted that his customers typically take longer with their checks these days and give less to the workers as taxes increase. This gives restaurant owners less of a margin to increase prices if the need to in case of supply chain crises. He noted that he comes from France where they have a 10% meals tax and people typically do consume less there. He brought forth three ideas for the Town to obtain additional income in different ways: 1) the Town gets a lot of noise pollution from nearby airports, suggest obtaining compensation from the airport to account for this 2) take advantage of the traffic that comes through Town during rush hour via tolls 3) other local cities and areas have their own police, suggest doing the same and fining people for traffic and trash violations.

6. Reports of Committees:

a. Planning Commission

i. Applications:

1. 12700 Chapel Road, Inner Compass Healing

The applicant is a resident on site at this address and doing a remote business there with no on site clients. The hours are Monday through Friday, 9AM – 5PM, with no additional employees. Planning Commission recommends the application for the commercial use of the space be approved with the stated purposes and allocation of two parking spaces. The parking lot behind it has 29 spaces, 12-15 are already allocated to Villagio, and the property is zoned commercial.

- **Mayor Screen made a motion to approve the commercial use at 12700 Chapel Road as presented. The motion was seconded by CM Poe and approved by poll, 6-0.**

2. 12648 Water Street, Paula Sampson

The application is for the preliminary use permit for construction of a garage. The Planning Commission recommends approval, given that it is done within two years, that they return to the Planning Commission for final approval, the land disturbing activity doesn't exceed 2,100 square feet, that it meets HOA requirements and aligns with the plans provided.

- **Mayor Screen made a motion to approve the preliminary use permit for construction. The motion was seconded by VM Davis and approved by poll, 6-0.**

3. The final version of the MOU between the Town on NVRC for services to be provided by NVRC in the development of the Town Plan. They would develop the maps, tables, detailed information for writeups and completed this in 2009 for the last Town Plan. Last month the estimated cost was \$25,000 and it is now \$31,200. The budget provided for the Town Plan for this Fiscal Year was \$20,000 for the Plan and \$5,000 for consulting services, so an additional \$7,000 would be needed to be budgeted for next year. It was discussed that this is something that will need to be done every five years and budgeted for. The cost right now is so high because it has been so long since the last Plan was done, the scope of work would likely be smaller in a five year update.
- **VM Davis made a motion to approve the agreement with NVRC to contract services to support our Town Plan. 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**
- b. Architectural Review Board
    - i. The application for the garage referenced above at 12648 Water Street was reviewed and a Certificate of Appropriateness was approved.
  - c. Environmental Committee
    - i. CM Hencken reported that the committee met on 2/11 and there would be more to come, but today would be focusing on the 8 acre park sign.
    - ii. Citizen Laura McDonald reported that they will be replacing the old sign with one with a QR code which would link to the rules for the park, see attached, so that they could be enforced.
  - d. Special Projects Committee (Streetscape).

See attached report

    - i. Regarding Item B, VM Davis inquired if that potential additional funding would be comprised of grants, CM Effros noted it is his belief that it is unlikely that the Town could get additional funding via CTB. Mayor Screen noted that it was her understanding from the discussion that VDOT believes it is likely that the Town could get that additional funding. VDOT also noted that they are seeing on their roadway projects that their bids are coming in below the cost estimates provided.
    - ii. Chair Yantis requested that the Council provide a letter speaking to the following items:

1. Written request to advertise road and duct bank project as one project while maintaining separate UPCs.
  2. Note that depending on how bids are received it is the Town's intent to request up to the allowable funding limit at the time of the award, if necessary. (At this point we don't have a specific dollar yet, best to keep it generic until we have bids)
  3. Request a schedule extension in associated with rebidding the project
- iii. CM Effros noted it is his impression that if you are getting federal highway money directed by the state, then you could not get CTB funds. Chair Yantis noted that we are already getting CTB money as well as federal and state. CM Effros expressed concern that the Town has committed that it would cover additional costs and that the Town has an obligation to complete the project regardless of cost and inquired what happens if the Town does not get this additional funding. He expressed further concern that the Town seemed to be assuming obligations with these additional letters when the terms of those obligations aren't immediately clear at this time. Mayor Screen noted that the Town is not entering additional agreements, but is exploring other funding opportunities and also noted that VDOT is willing to help the Town ask for the money and find those funding sources, but we do have to go to bid in order to understand how much funding we will need.
- iv. VM Davis asked if once we go to advertisement with the single project and get that bid back whether we will be able to confirm the additional sources of funding before final decisions have to be made, and Chair Yantis confirmed that yes we would. CM Effros reported that the Town residents had been told that this project wouldn't cost more than \$450,000, and asked whether Council is now saying that it is reasonable to spend \$700,000 on one block of Main Street. Mayor Screen noted that we are not at that point yet. She suggested finding a way to move forward with the letter with the understanding that the Council will review and approve the text. CM Poe asked what the risk is with having VDOT help the Town pursue additional sources of funds and whether there would be any reason for the Town not to do that. CM Hess confirmed that the Town isn't being locked into anything new by virtue of sending this letter.
- **CM Poe made a motion that the Council develop and approve a letter based on the bullets listed below, the motion was seconded by VM Davis and approved by poll, 5-0-1, with CM Effros voting nay.**
    - **Written request to advertise road and duct bank project as one project while maintaining separate UPCs.**
    - **Note that depending on how bids are received it is the Town's intent to request up to the allowable funding limit at the time of the award, if necessary.**
    - **Request a schedule extension in associated with rebidding the project**

- e. Maintenance Committee
  - i. The Council continued the discussion held previously regarding snow removal services. They focused their discussion on three areas: Chapel Road, the walking path across the railroad tracks, and the walkable areas from the bridge to Town. CM Hess noted that there is a bus stop to consider, as well as supporting the businesses and their employees who need to cross the railroad tracks, and highlighted that depending on how long LCS estimates it would take to remove the snow that it may not be worth doing the area from the bridge into Town. CM Davis and CM Poe agreed that this is something that should be considered in future budgets, and Mayor Screen agreed that this should be considered in emergency management planning.
- **VM Davis made a motion to approve up to \$6,000 in additional services from LCS to clear snow for pedestrian walkways along Chapel Road, as well as the railroad tracks to allow people to cross there. 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**

7. Unfinished Business:

- a. Pink House
  - i. Royce Jarrendt reported that he is anticipating the property will need a new electrical meter, and feels it is likely that the health department will require a new well to be redrilled. He is working on new foundation plans as well as structural drawings to get a materials list. These will go towards construction and permit drawings, and this will help obtain accurate pricing. He stated that the goal is to come back to the Town with a total cost estimate and he is confident that the original cost estimate is still accurate. Mayor Screen noted that in the drawings the back utility room being removed shrinks the usage of the building and makes it more of a kitchenette. Mr. Jarrendt noted that this was the option selected by the Council, as rebuilding the current utility room was costly and it cannot be used in its current state as there is concrete poured directly onto wood which is now rotting. He noted that there are no anticipated floor plan changes on the second floor and also that it is his belief that there may be some settling which has occurred, resulting in a slope to the roof.
  - ii. Dwayne Nitz, who is coordinating between the Council and Mr. Jarrendt and was not present, had sent an email inquiring how the Council would

like to have him interface with them. It was determined that he will work with CM Effros as his primary point of contact.

- iii. CM Hess clarified that these efforts are all leading up to an estimated total cost and that this will result in a full public hearing before a decision is made as to whether or not to move forward.

- b. Meals Tax

- i. On hold.

- c. Ayre Square Benches

- i. CM Hencken reported that she is still waiting on word back from the designer.

- d. Playground

- i. VM Davis reported that he met with a playground company called Kompan that has done playgrounds in the area and they came back with preliminary design ideas. This will be wrapped into a cost estimate that can be discussed as a group and will be discussed at the upcoming strategy meeting on February 16.

## 8. New Business:

- a. AV Equipment for Town Hall

- i. The Council was testing new microphone equipment at the Town Hall during this meeting. CM Effros noted that there are more microphones coming so that each member will have one, and we will want to obtain better batteries for each one as they ran out by this time in the meeting. CM Poe inquired whether an additional speaker was needed and it was determined that it was not.

- ii. The Treasurer inquired whether we need to set aside money for this at this time and CM Effros replied that not yet, it is estimated to be about \$2,000 and will vote on it when we determine that this is the path forward.

- b. Natural Gas Pipeline Expansion Opportunity

- i. See citizens comments above

- c. Strategic Planning Session

- i. To be held on February 16, 2026 at 7PM. Highlight of the agenda is that there will be an executive session after the public session diving into the finances and project estimates.

- d. Newsletter

- i. Will be coming out on a monthly basis from the Town, with lots of possibilities about what to include. CM Hencken noted that the community always made a point to read the "Mayor's Scoop" from the previous administration because it was entertaining, suggest that we include personality and keep it lively.

- e. Eagle Scout Project Ideas

- i. Noted the suggestions provided by Margo Khosravi, specifically assisting with an inventory of the Clifton Cemetery.

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- ii. Mayor Screen requested that people send ideas to her. The Clerk suggested cleaning up the picnic tables in the park and CM Hess suggested doing something with the bell.

9. Adjournment.

- a. The meeting was adjourned by general acclamation

## TREASURER MONTHLY REPORT

January 2026

COUNCIL MEETING – February 3, 2026

### Other Payments – Previously approved by Council

- Clifton VIP Cleaning, biweekly July-Sept 2025, \$1050 (Treasurer has requested monthly invoices)
- Resource Recovery, invoice# 2025-10, subscription & event, \$1,772.00
- The Virginia Christmas Lighting Décor Co, invoice# 12102025MS, \$1,200
- LCS Property Srvs, invoice# 2226, \$3,100

### Requests for Approval of Payment

- \$2,000 to LCS for snow removal

### Of NOTE:

- W-2s, 1099s and BPOL letters/forms all went out in mid-January
- CARES funds – The Town has \$3000 to spend on Caboose renovations by 6/30/2026. The administrative expenses will be spent prior to the due date of 12/31/2026.

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

	Jan-26	July 2025-January 2026	FY 2026 Budget
<b>OPERATING REVENUES:</b>			
<b>Taxes &amp; Permits Revenues:</b>			
ARB Permits	250.00	1,010.00	500.00
BPOL	1,645.60	1,645.60	50,000.00
BZA Fees			
VA Communications Sales Tax	301.00	2,235.31	3,500.00
VA Car Rental Distribution	-	1,774.24	
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	-	1,451.02	2,750.00
Motor Vehicle Registration	245.33	5,074.49	9,000.00
No. Va. Cigarette Tax	-	269.18	0.00
Railroad Tax			1,800.00
Sales Tax	2,467.24	16,945.65	25,000.00
Meals Tax - NEW	24,146.71	172,891.60	225,000.00
Use Permits	325.00	575.00	600.00
Utility Consumption Tax	107.41	711.81	1,200.00
<b>TOTAL TAXES &amp; PERMITS:</b>	<b>29,488.29</b>	<b>204,583.90</b>	<b>319,350.00</b>
<b>Town Facilities Rentals:</b>			
Community Hall		1,000.00	4,000.00
Pink House			0.00
Property Rental-Park/Square/Gazebo	100.00	550.00	150.00
<b>TOTAL FACILITIES RENTALS:</b>	<b>100.00</b>	<b>1,550.00</b>	<b>4,150.00</b>
<b>Grants:</b>			
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			10,000.00
<b>TOTAL GRANTS:</b>	<b>-</b>	<b>16,000.00</b>	<b>29,000.00</b>
<b>Town Events:</b>			
Celebrate Clifton Gala			0.00
Environmental Event			0.00
Haunted Trail Event		72,627.51	35,000.00
Homes Tour			5,000.00
<b>TOTAL EVENTS:</b>	<b>-</b>	<b>72,627.51</b>	<b>40,000.00</b>
<b>Other Revenue:</b>			
Interest Income	4,830.97	36,478.57	60,000.00
Other income (Donations)			
<b>TOTAL OTHER REVENUE:</b>	<b>4,830.97</b>	<b>36,478.57</b>	<b>60,000.00</b>
<b>TOTAL OPERATING REVENUES:</b>	<b>34,419.26</b>	<b>331,239.98</b>	<b>452,500.00</b>
<b>OPERATING EXPENSES:</b>			
<b>Payroll Expenses:</b>			
Town Clerk Salary	2,500.00	17,500.00	30,250.00
Town Treasurer Salary	2,916.66	20,416.62	36,000.00
Dir of Economic Development, Comms & Marketing - NEW	4,888.00	34,216.00	58,656.00
Additional support staff			11,700.00
Payroll Taxes	1,326.14	8,155.97	13,600.00
Employee Incentives			6,200.00
<b>TOTAL PAYROLL EXPENSES:</b>	<b>11,630.80</b>	<b>80,288.59</b>	<b>156,406.00</b>

**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 &amp; 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 &amp; Subscriptions &amp; Training</i>			250.00
<i>VA Municipal League</i>	-	500.00	500.00
Insurance	-	7,367.00	7,000.00
Legal Advertising	-	4,440.00	2,000.00
Mayoral Reimbursement			1,000.00
Citizen Recognition Fund			500.00
Bank Fees			<b>0.00</b>
Miscellaneous Contractual Expenses			2,500.00
Professional Fees:			
<i>Accounting - Year Audit Review</i>	-	7,772.50	30,000.00
<i>Legal Fees</i>			25,000.00
<i>Web Server Annual Maintenance with Domain Subscriptions</i>			2,500.00
<i>Web Site Updating &amp; Configuration</i>	-	7,880.00	10,000.00
<b>TOTAL TOWN GOVERNMENT:</b>	-	<b>28,319.50</b>	<b>124,250.00</b>

**Town Facilities:**

Utilities - verizon + electric	244.44	1,118.16	5,000.00
Caboose	-	-	5,000.00
Railroad Siding Rent	-	2,261.13	2,200.00
Town Meeting Hall:			
<i>Electric</i>	87.53	1,933.88	7,000.00
<i>Supplies</i>			500.00
<i>General Maintenance - including floors</i>	1,050.00	1,950.00	10,000.00
<i>Mgt Fee (25% of Community Hall Rentals)</i>			2,000.00
Parks and Public Spaces			
<i>Ayre Square Maintenance</i>	4,300.00	11,549.13	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 &amp; 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 &amp; Repairs</i>	226.38	2,038.70	5,000.00
MISC Emergency Repairs			7,500.00

<b>TOTAL TOWN FACILITIES</b>	<b>5,908.35</b>	<b>22,501.00</b>	<b>67,700.00</b>
<b>Town Services:</b>			
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	-	5,716.85	2,400.00
Trash Consolidation - Art Guild (non-comp litter grant)			4,000.00
Non-recurring services			
Landscape/Ground Maintenance - Playground, Ayre Square, 8 acre Park & Triangle Maintenance, Harris Park, Flood Playground Equipment Maintenance			12,000.00 2,500.00
<b>TOTAL TOWN SERVICES:</b>	<b>-</b>	<b>12,516.85</b>	<b>38,900.00</b>
<b>Grants:</b>			
Litter Control Grant - Expense	2,194.00	6,844.00	14,000.00
Fire Program State Grant Expense - passthrough to FCFD	-	15,000.00	15,000.00
<b>TOTAL GRANTS</b>	<b>2,194.00</b>	<b>21,844.00</b>	<b>29,000.00</b>
<b>Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</b>			
Celebrate Clifton Gala			2,500.00
Christmas Tree Lighting			1,300.00
Environmental Events (clean up, Camp Fire, TBD)	-	663.99	1,300.00
Haunted Trail Event	-	14,444.67	20,000.00
Historic Events			0.00
Homes Tour			3,000.00
<b>TOTAL EVENTS</b>	<b>-</b>	<b>15,108.66</b>	<b>28,100.00</b>
<b>Committees: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)</b>			
Clifton Arts Council			0.00
Clifton Business Coalition			0.00
Communication Committee			500.00
Welcome baskets			
Committee on the Environment			1,150.00
Wildlife preservation - Mark K equipment			
Bluebird Trail - NEW			
Historic Preservation Committee			0.00
Finance			0.00
Mayor's Initiatives - delete			0.00
Parking and Traffic Committee			15,000.00
<b>TOTAL COMMITTEES</b>	<b>-</b>	<b>-</b>	<b>16,650.00</b>
<b>TOTAL CONTRACTUAL:</b>			<b>304,600.00</b>
<b>Commodities:</b>			
Computer Supplies - Hardware & Software	307.99	1,056.35	500.00
Copies	-	-	200.00
License Plates	-	42.36	100.00
Miscellaneous Commodities - storage	-	3,488.67	750.00
Office Supplies	220.42	220.42	500.00
Office Equipment	-	-	500.00
Postage & Delivery	81.80	159.80	500.00
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$10	-	0.03	
<b>TOTAL COMMODITIES:</b>	<b>610.21</b>	<b>4,967.63</b>	<b>3,050.00</b>
<b>TOTAL EXPENSES:</b>	<b>20,343.36</b>	<b>185,546.23</b>	<b>464,056.00</b>

<b>NET INCOME (LOSS):</b>	14,075.90	145,693.75	<b>-11,556.00</b>
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**Town of Clifton  
CAPITAL IMPROVEMENTS/GRANT INCOME - FY26  
REVENUE/COST STATEMENT**

<b>REVENUES:</b>			
<b>FEDERAL GRANTS</b>			
MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20		119,680.65	
MAP 21 TAP: TAP > 200K:			1,600,000.00
<b>TOTAL VDOT TA - MAIN ST IMPROVEMENTS</b>			
<b>TOTAL REVENUES:</b>		<b>119,680.65</b>	<b>1,600,000.00</b>
<b>COSTS:</b>			
<b>Special Projects - Streetscape</b>			
Streetscape 2A - Preliminary Engineering			
Streetscape 2A - Right of Way		9,726.60	
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)			
Processing Easements			
Streetscape 2A - Contruction			2,000,000.00
<b>TOTAL SPECIAL PROJECTS COMMITTEE:</b>		9,726.60	2,000,000.00
<b>NET REVENUES/(COST)</b>	-	<b>109,954.05</b>	<b>-400,000.00</b>

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

<b>COSTS:</b>			
<b>Town-Funded Projects</b>			
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			
<b>TOTAL CAPITAL PROJECTS from Allocation of Town Equity Fi</b>	-	<b>25,668.27</b>	<b>142,000.00</b>
<b>NET REVENUES/(COST)</b>			
<b>TOTAL CAPTIAL COSTS</b>		<b>35,394.87</b>	<b>2,142,000.00</b>
<b>TOTAL CAPITAL NET REVENUES/(COST)</b>	-	<b>74,559.18</b>	<b>-542,000.00</b>
Funds used from saving			553,556.00
<b>TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)</b>	14,075.90	229,979.53	<b>0.00</b>

**Town of Clifton CARES Summary - SLGRF**

Total Received SLGRF 303,992.00

	<b>Obligated as of 12/31/24</b>	<b>Expended as of 1/31/2026</b>	<b>Dates</b>	
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	\$ 98,722.75	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	\$ 291,043.90		
Remaining	-	as of 12/31/24		

**Town of Clifton**  
**Account Balances**  
**FY26**

		<b>1/31/2026</b>				<u>Notes</u>
<b>ASSETS</b>						
Current Assets						
Checking/Savings						
	United Bank - Haunted Trail Account	32,447.32				
	United Bank - Events Acct	53,000.79				
	United Bank - Checking	180,697.05	Min Bal \$2,500	"Chairman's Club"		
	United Bank - Security Deposit	3,118.58				
	United Bank - Money Market Savings	241,793.74	Min Bal \$15,000			
	Investments-LGIP	1,361,265.84				
	<b>Total Checking/Savings</b>	<b>1,872,323.32</b>				

## LJC update 2/3/26

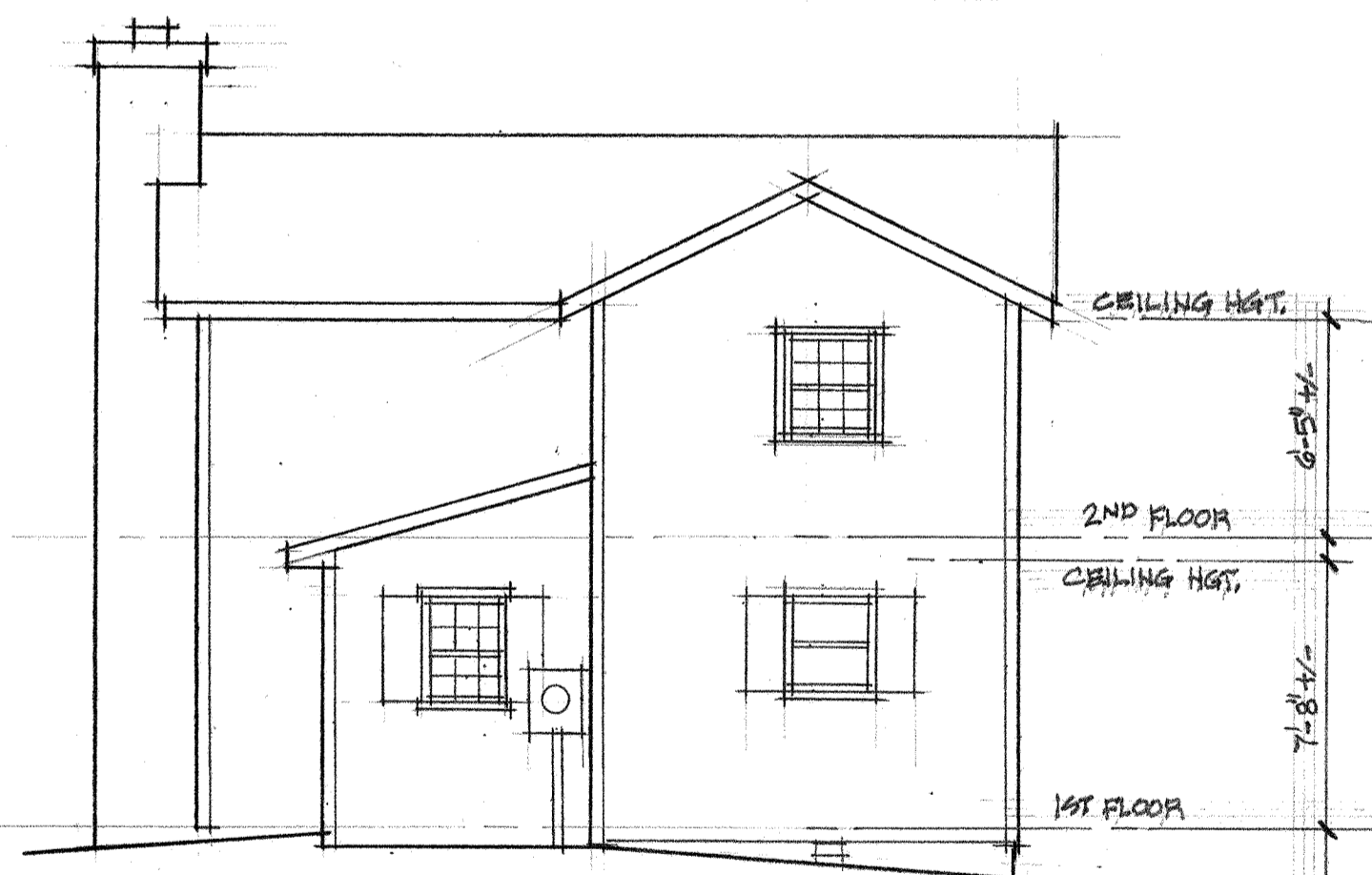
- 1) Onboarding of new members-
  - a) Materials from VML are on their way
  - b) Looking at conferences/meetings and will send any of interest to the TC list
  
- 2) Speed project-
  - a) letter to Herrity and McKay to ask for inclusion circulated to TC members, once approved with ask Kerrie to help with Adobe signatures
  
- 3) Clifton ES path-
  - a) FCPS is looking into who is in charge of making improvements
  - b) What changes/improvements would you like to see there?
  
- 4) Maintenance priorities for February
  - a) New mulch for playground-working with Donna when she gets back this week to start the process
  - b) Have HVAC person come out for seasonal service of Town office Bldg. (we have info on original installer, but I think a regular maintenance contract would be a good idea. Will call around)
  - c) Town hall-repaint exterior and repair/replace flooring—have inquiry into County
  - d) How to handle the next snow event?
  
- 5) Newsletter
  - a) Frequency?
  - b) What should be included?



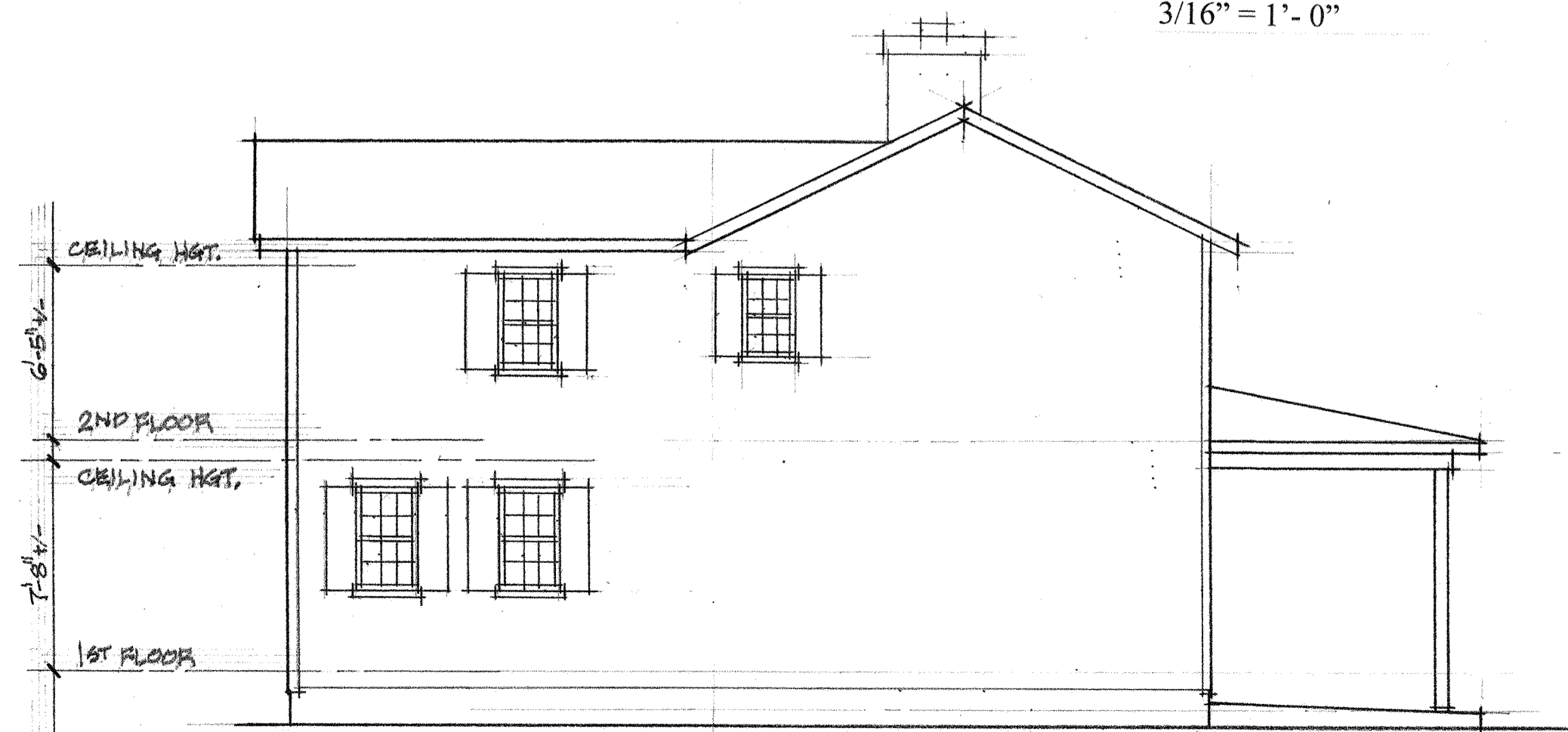
**Front Elevation**  
3/16" = 1'-0"



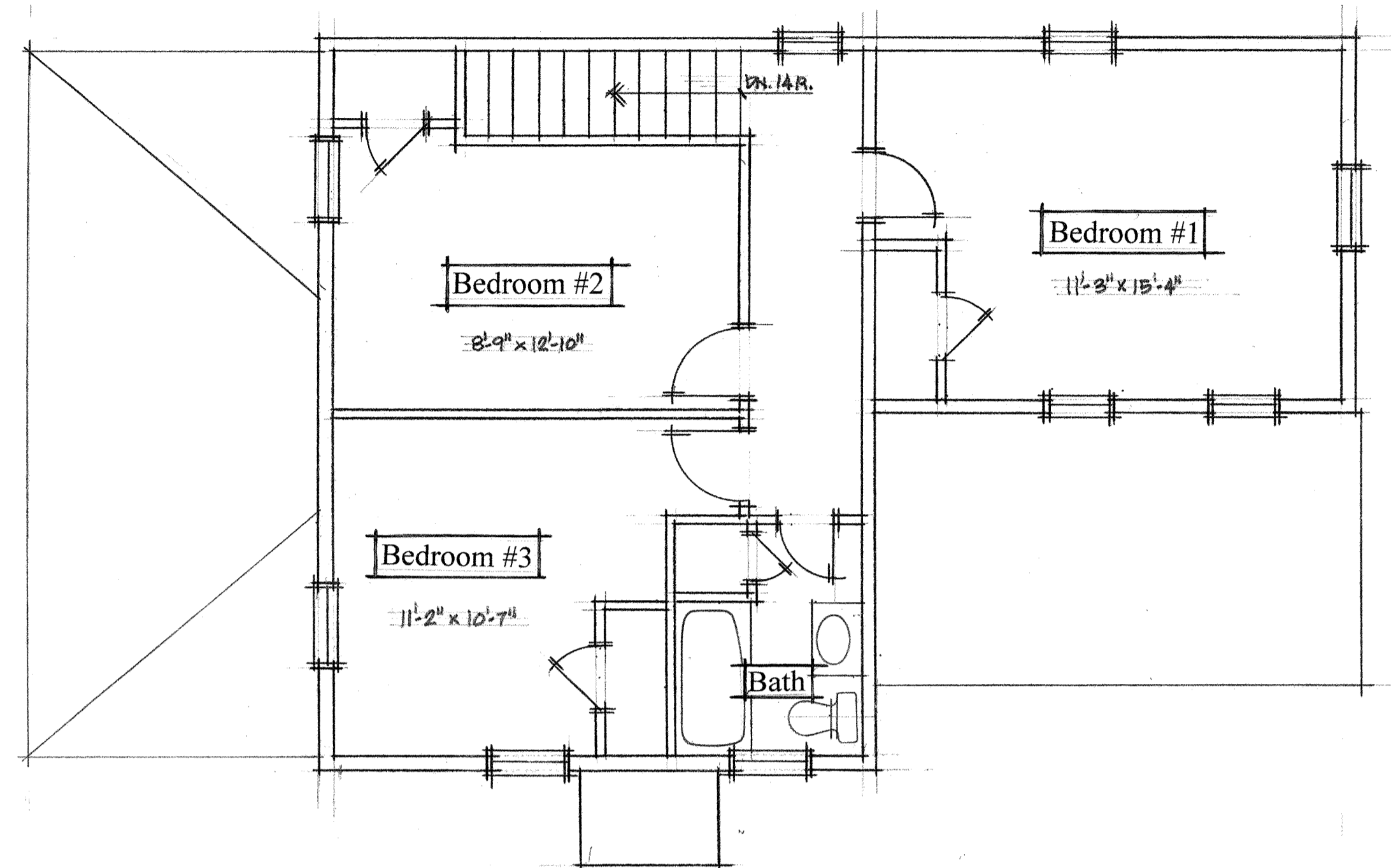
**Right Side Elevation**  
3/16" = 1'-0"



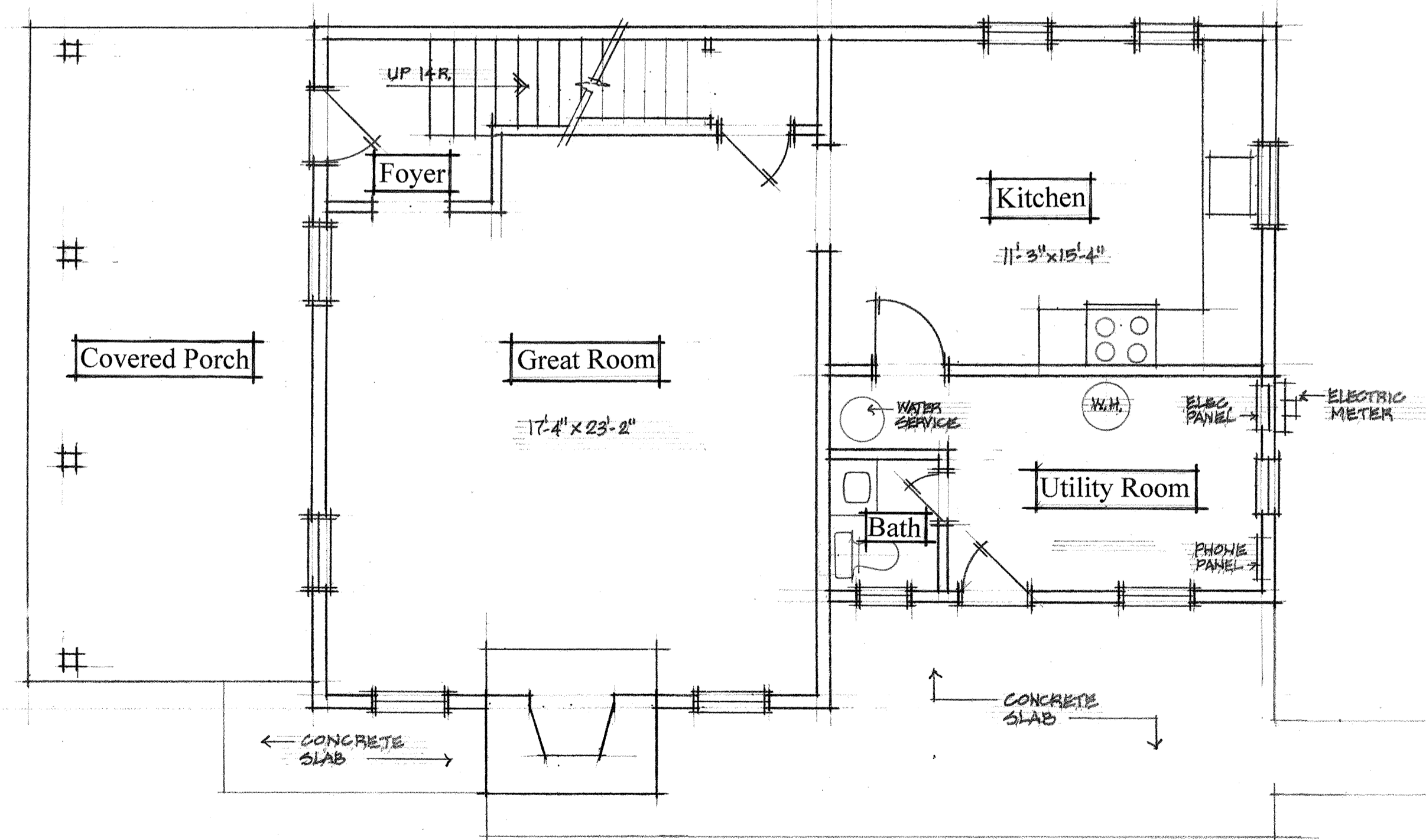
**Rear Elevation**  
3/16" = 1'-0"



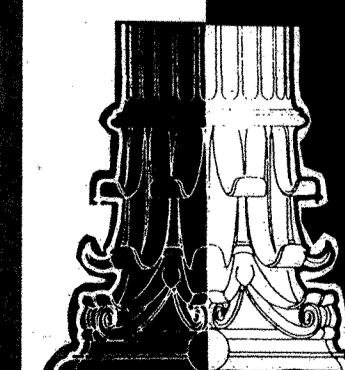
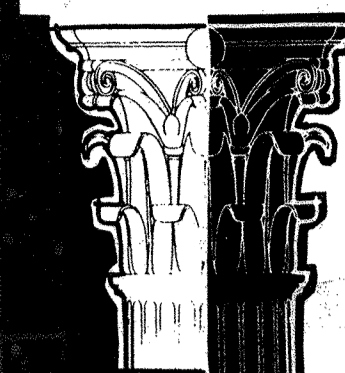
**Left Side Elevation**  
3/16" = 1'-0"

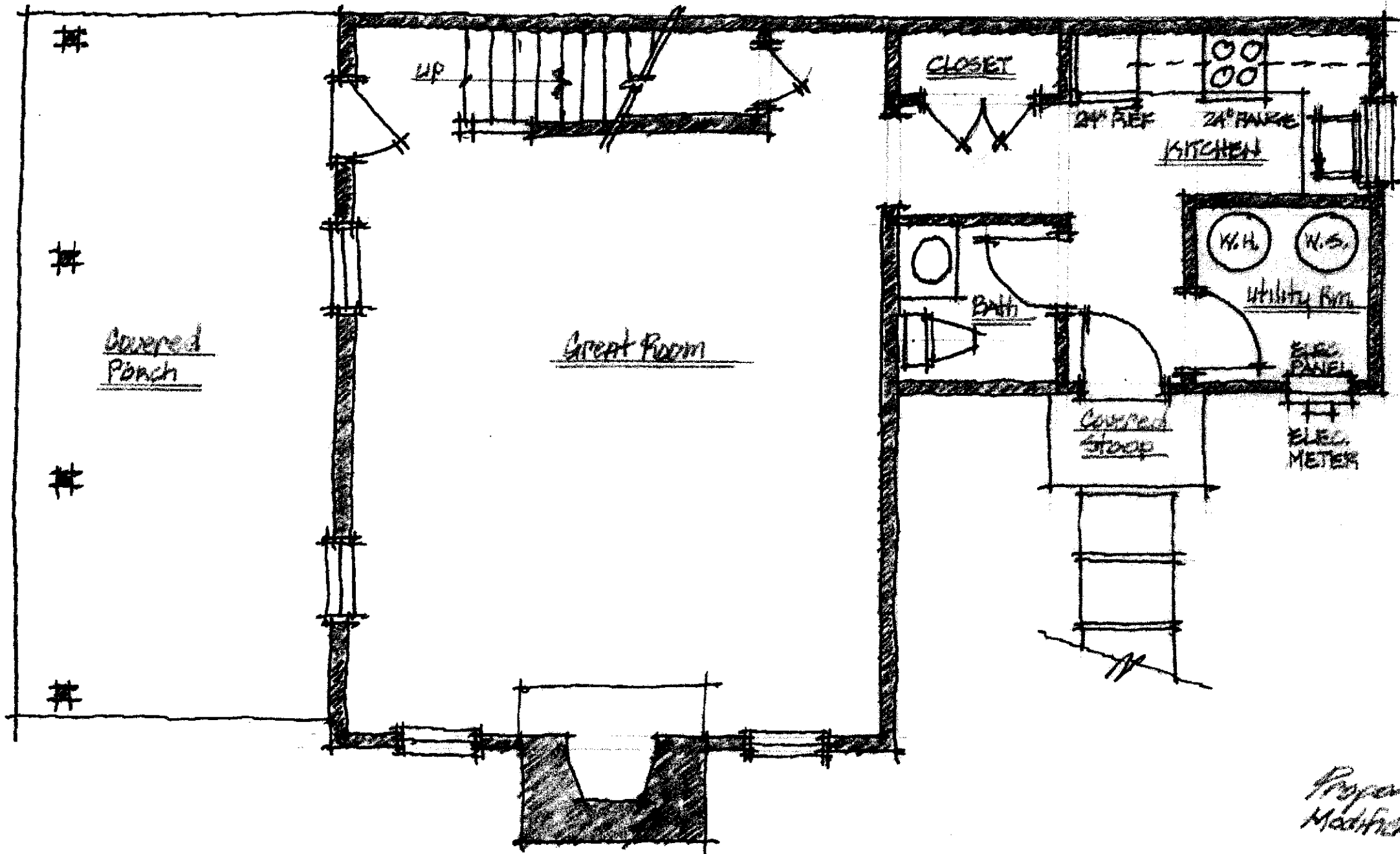


**Second Floor Plan**  
1/4" = 1'-0"

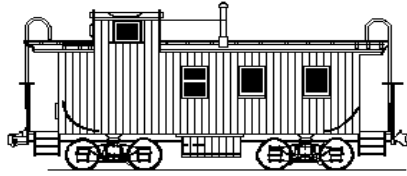


**First Floor Plan**  
1/4" = 1'-0"





Proposed  
Modifications 2-2-20



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

February 2, 2026

TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II  
VDOT Project: CLFT-029-101, P102, R201, C502  
(UPC 109949) & (UPC 126584)

PROJECT UPDATE

- A. Duct Bank Construction Project – The Design Team conducted an analysis of the low bid. A number of items were requested of the low bid contractor, and a deadline of January 9<sup>th</sup> was given to produce those items. On January 9<sup>th</sup> an email was received from the low bid contractor notifying the Town they were withdrawing their bid on the Project. The contractor determined they did not have the qualifications as required by VDOT and as outlined in the IFB. The next lowest bid and the other remaining bids were then deemed to be unresponsive by the Design Team due to the bids being excessively over the engineer's estimate.

A meeting was held with the VDOT Team on January 23<sup>rd</sup> to discuss the results of the advertisement and possible next steps. There was discussion on potentially moving forward with one of the 4 remaining bids, but it was expressed the Town would not be able to agree with that decision without knowing the amounts of the bids on the Roadway portion of the Project. After much discussion the VDOT Team agreed with this and recommended the Duct Bank Project and the Roadway Project be combined for Advertisement. VDOT was to reach out to Central Office for their recommendation.

- B. Additional Funding – During the VDOT meeting additional funding was discussed. VDOT provided information that there is the potential for an additional \$1.085 million dollars of funding from The Virginia Commonwealth Transportation Board (CTB). This represents the balance of funding available from the CTB which can provide up to a maximum of 2.5 million dollars for the Project. There is also the potential for additional funding from the National Capital Region Transportation Board (TPB). VDOT is to confirm this can be above the maximum funding provided by the CTB. There was also discussion about possible sources of funds from the State and County.
- C. Bids and Estimates – Some initial information has been gleaned about the reason for the excessive bids over the engineers estimate for the Duct Bank. The primary reason is due to the volume of utility work in the NOVA area. The driving force of this utility work is the high volume of new Data Centers. This was discussed

with VDOT, and they have experienced high bids with their utility projects. VDOT also offered information on bids for their roadway Projects. They are seeing bids coming in under their estimates. They pointed to current pricing being under the inflation adjusted numbers used in the estimates as the primary reason.

The revised estimate for the Roadway Portion of the Project is coming in unchanged from the previous estimate. There are portions of the estimate 10-12% higher and other portions lower. The lower estimates are due to scope change from the previous estimate. This includes material changes and design changes through the VDOT review process.

It was requested of VDOT for the estimates for the Duct Bank Project and the Roadway Project be reviewed by their Project Controls Team. This effort would be to get their evaluation and to determine if there are portions of the estimates that need adjusting. VDOT agreed and thus the estimates were sent to VDOT for review.

- D. Combining of the Projects for Advertisement – some initial discussions has taken place with the Design Team on combining the Projects for advertisement. Discussions have included minimizing the risks for costs due to delays in the transferring of the utilities, work that could possibly be completed during the utility transfer phase, having the utility companies conduct their transfers simultaneously and ways to adjust the schedule to reduce the overall project timeline.
- E. Easements – All easements have been recorded.
- F. Utilities – some initial discussion took place with NOVEC on their ability and availability to be as productive as possible on the transferring of their utility. Similar discussion will be held with Verizon and Cox.
- G. Railroad Coordination - The Town continues to have communication through Keyana Holloway with Norfolk Southern.

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

### **Needed actions for Project by the Town Council**

Approval of January Invoice for J2.

Susan Yantis & Geri Yantis  
Streetscape Project - Project Managers

**MEMORANDUM OF UNDERSTANDING AND AGREEMENT**  
**Services to be provided by Northern Virginia Regional Commission (Consultant) for**  
**Town of Clifton, Virginia**

**Purpose and Scope of Agreement**

The purpose of this Agreement is to set forth the terms of engagement for technical assistance to be provided by the Consultant to the Town of Clifton. The Consultant will assist the Town by updating maps, demographics, economics, land use, and environmental data, as well as other information and narrative text related to the update of the Town Comprehensive Plan. A detailed Scope of Work is provided in Attachment 1.

**Professional Relationship**

Consultant is an independent organization and not an employee of the Town of Clifton, Virginia. Consultant shall not act as an agent or representative of Town of Clifton, Virginia, unless agreed by the parties in writing. The Town of Clifton, Virginia shall not withhold any payroll taxes or in any manner treat Consultant as an employee in provision of payment or fringe benefits. Consultant is retained for the purpose of work described in the attached Scope of Work. Consultant shall provide a completed IRS Form W-9 for the Town of Clifton by the time this agreement is signed. Consultant shall abide by professional and ethical considerations characterizing this field of professional service. All finished documents and other materials shall become the property of the Town of Clifton upon completion of the work.

**Responsibilities of Town of Clifton**

Paula Sampson and Kathy Kalinowski, members of the Clifton Planning Commission, will serve as the Consultant's authorized points of contact regarding work under this Agreement, and will provide sufficient notice and timely responses in communicating with Consultant on any aspect of this Agreement.

Town of Clifton will provide Consultant with copies of the existing Town Comprehensive Plan; the draft of the updated Town Comprehensive Plan; and access to information or data the Town may hold related to the Town Comprehensive Plan and needed to complete the Scope of Work.

**Responsibilities of Northern Virginia Regional Commission (Consultant)**

Jill Kaneff, Senior Demographer/GIS Analyst of the Northern Virginia Regional Commission, will serve as the authorized point of contact for Northern Virginia Regional Commission (Consultant), regarding work under this Agreement, and will provide sufficient notice and timely responses in communicating with the Town of Clifton on any aspect of this Agreement.

Northern Virginia Regional Commission (Consultant) will provide the Town of Clifton with all items and formats identified in the Scope of Work.



**Attachment 1**

**Scope of Work  
Town of Clifton Comprehensive Plan**

Submitted by the Northern Virginia Regional Commission  
To the Town of Clifton

February 3, 2026

**1. Project Description**

The Town of Clifton has requested the technical assistance of Northern Virginia Regional Commission’s (NVRC) in updating maps, demographics, economics, land use, and environmental data, as well as other information and narrative text related to the update of the Town Comprehensive Plan. The project deliverable shall consist of updates to various sections of the draft 2026 Town Comprehensive Plan as requested by the Town of Clifton and stand-alone digital graphic files of the updated maps.

Clifton’s most recent Plan was adopted in 2009, for which NVRC provided past technical assistance. Part of the need to update the Plan rests in the Commonwealth of Virginia’s statutory requirements for periodic review.

**2. Scope of Work**

The scope of work involves a comprehensive, future-oriented review and update of the 2009 Town’s Comprehensive Plan. The Town of Clifton has provided NVRC with a 2026 draft update that NVRC will further update.

NVRC and the Town of Clifton’s authorized points of contact, Jill Kaneff and Paula Sampson, respectively, collaborated on multiple occasions starting October 22, 2025, to review the Town Comprehensive Plan and the Town of Clifton’s initial proposed list of tasks that needed NVRC’s technical assistance and expertise. These discussions shaped the scope of work outlined below.

The NVRC staff listed will provide technical assistance for the project.

Staff Member	Title
Jill Kaneff (Project Manager)	Senior Regional Demographer / GIS Analyst
Norm Goulet	Director, Environmental and Resiliency Planning
Rebecca Murphy	Environmental / Coastal Resources Program Manager
Nora Jackson	Resiliency Planner
Allie Wagner	Water Resources Planner/GIS Analyst

NVRC's tasks are to include:

- 1) Map updates throughout the Plan
- 2) Review, verification, and update of narratives and data of specific Plan sections

These updates will be integrated into the draft 2026 Town Comprehensive Plan by NVRC. Together, these tasks will provide the Town with a future-oriented, data-driven Comprehensive Plan that reflects current conditions, statutory requirements, and the Town's long-term vision.

### **A) Map Updates**

The 2009 Town Comprehensive Plan maps were developed by NVRC. The maps need to be refreshed and updated with the latest available information. This task includes researching, identifying, and collecting the most accurate, relevant, and latest GIS data sources for display on the maps and analysis. Fairfax County, state, national, and other GIS data sources will be researched and utilized. NVRC will create a map layout template that will be utilized to create consistent and refreshed map designs.

#### About Clifton Section

1. Town of Clifton Reference Map
2. Town of Clifton Aerial Photography Map
3. Clifton Historic District and National Register of Historic Places Map

#### Preserving and Enhancing the Character of Our Town Section

4. Zoning Map
5. Future Land Use Map - Based on the text of the draft Plan

#### Community Facilities and Services Section

6. Well/Sewage Map - Rename as Well/Wastewater Map

#### Transportation Section

7. Pedestrian Walkways Map

#### The Environment Section

8. Topography Map
9. Restrictive Topography Map
10. Soils Map
11. Highly Permeable Soils Map
12. Potential Erosion Hazard Map
13. Septic Field Soil Restrictions Map
14. Non-Tidal Wetlands Map
15. Flood Map - Based on latest FEMA maps

## 16. Chesapeake Bay Preservation Areas Map

### **B) Narrative and Data Updates**

Certain data, as outlined, will be verified and updated as deemed appropriate. Additionally, the narratives associated with these data components sections will be reviewed, verified, and updated appropriately. NVRC will conduct research and analysis, utilizing the most accurate, relevant, and latest GIS data sources and other data sources.

1. Calculate the vacant acreage in the Town, including the old Clifton School site. Calculate the acreage and percentage that is buildable.
2. Verify the geomorphology in the Town of Clifton and update if necessary.
3. Update the number of Northern Virginia residents who are dependent on the Occoquan River as their primary water source.
4. Update the “physical stream conditions” section based on the most recent DEQ water quality report and other watershed management plans/reports.
5. Update the list and provide a description of the improvement projects completed or proposed for Popes Head Creek per the most recent DEQ management plan.
6. Update the table related to Virginia water quality standards for Class III waters.
7. Update and expand the floodplain section, including the recent Chesapeake Bay Act regulations. Note, the Town’s flood plain regulations follow FEMA requirements, but not necessarily those of Fairfax County.
8. Update the results related to Popes Head Creek aquatic life use and E coli per the latest DEQ data collection.
9. Update the Groundwater section as necessary: a) water quality studies more recent than 1978; b) the most recent Health Department water testing; c) update data and conclusions in the Plan related to Groundwater as applicable.
10. Update and expand “Population Characteristics” section.
11. Update and expand “Housing Characteristics” section.
12. Update and expand “Economy” section.
13. Confirm the current number of properties zoned for commercial/industrial uses.
14. Confirm the number of properties currently served by the pump-and-haul system.
15. Confirm the current loads/gallons collected per day by the pump-and-haul system.
16. Confirm the maximum fixture units and gallons per day for the pump-and-haul system.
17. Confirm VDOT Average Annual Daily Trips Volume Estimates Table.
18. Update “Climate” section.

19. Update “Physical Stream Conditions” section.
20. Update date of most recent Virginia Water Quality Assessment.
21. Determine if there are any properties with no records on file regarding regular maintenance of septic field.
22. Verify if underground storage tanks are the primary source of groundwater contamination per DEQ.
23. Verify number and percentage of housing units that rely on: 1) oil or kerosene; 2) propane gas; 3) electricity; and 4) natural gas for home heating.

### **3. Deliverables**

Compile results in the draft 2026 Town Comprehensive Plan and produce mapping products.

2026 Town Comprehensive Plan Draft will include:

- a. Updated data
- b. Updated narratives associated with the data components

Mapping products will include:

- a. High-quality PNG digital image format maps that are made for an 8-1/2 x 11 page
- b. Insertion of maps into the appropriate section of the draft Plan document

### **4. Timeline**

This Agreement must be approved by the Commission of the NVRC and Clifton Town Council. Authorization for NVRC to sign the Agreement must be approved by resolution by the commission of the NVRC.

The term of this Agreement commences upon execution of the Agreement by the Town of Clifton and NVRC.

The Agreement extends through completion of the Scope of Work to the satisfaction of the Town of Clifton. Completion is expected to be reached within six months of the commencement date.

The following represents a tentative timetable for the completion of major project milestones. If milestones are reached earlier than listed, the timetable may be adjusted upon agreement by both parties.

Draft Maps to Clifton for Review ..... 2 months after start  
Draft Plan Updates to Clifton for Review ..... 3 months after start

Scope of Work  
2/3/2026

Draft Map Comments from Clifton .....	3 months after start
Draft Plan Comments from Clifton .....	4 months after start
Revised Maps to Clifton for Review.....	4 months after start
Revised Plan Updates to Clifton for Review .....	5 months after start
Completion.....	6 months after start