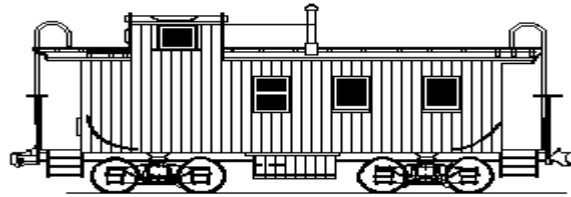


Wayne H. Nickum Town Hall  
12641 Chapel Road  
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL PUBLIC HEARING AND REGULAR MEETING  
TUESDAY, MAY 5, 2026, 7:00 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:** Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer  
**Absent:** Laura Jane Cohen, Town Administrator

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**Public Hearing Regarding FY2027 Budget**

**The Public Hearing regarding the FY2027 Town Budget was called to order by Mayor Screen at 7:09 PM followed by the pledge of allegiance.**

1. Mayor Screen reminded all attendees of the process and noted that the Council will hear the comments of the attendees and will not be voting on the budget until the June Town Council meeting. Should the Council need to meet to consider changes based on the feedback, then that will be discussed.
2. Public Comments:
  - a. Kevin McNamara of the Main Street Pub: Mr. McNamara noted that it appears that the Meals Tax will be raised from 2% to 3%. He stated that while he understands why there is a meals tax, he does not understand why it needs to be raised as it was not in play until two years ago and now makes up 60% of the Town's revenue. He noted that the upcoming projects in the budget look great, but appear to be one offs, so why the increase. He inquired whether the Town maintenance and landscaping services ever go out for bid and it was noted that they do.
    - i. CM Effros inquired whether Mr. McNamara had been at other Council meetings where other projects have been discussed that cannot be accomplished because of budget, he recognized that those listed in the budget now are one offs, but there are other projects that have been consistently put off due to lack of budget. For example, the sidewalk to the post office.
    - ii. VM Davis noted that there are a lot of projects that people want that have been put off for a long time due to lack of budget and that working off that backlog is going to take time. He stated that this tax is how the Council can better attack that backlog.

- iii. Mr. McNamara stated that the meals tax negatively impacts his business and those in Town due to competition. He noted that currently he can tell customers that the taxes he applies are less than in other areas and confirmed that this does come up frequently. He estimates that 2-5% of revenue is lost by non-repeat customers, and this hinders them from being able to raise their prices to sustain the cost increases that they are incurring.
- iv. CM Poe agreed that costs are going up all around, for the Town as well as the restaurants. CM Effros noted that the only other tax that can be imposed is a real estate tax. CM Poe noted that the Council is trying to meet the Town's financial needs without going to a real estate tax, but that it may be explored in the future.
- v. VM Davis noted that it is the belief of the Council that a lot of the projects are going to have a positive impact on the businesses as far as getting into and around Town, the Town being cleaner, improving sidewalks and access, and better playgrounds all attract people to Town and extend their stay. He noted that the meals tax is an effective tool to have the tourism part of the Town contribute.
- vi. Mr. McNamara agreed that the tax should be in the budget, his concern is that the Council is raising it. He inquired whether the Town would be open to updating the Town Code to help the businesses continue to grow, and provided the following suggestions:
  1. He noted that when you pay state taxes, you get a half percent of what you owe back to offset the accounting process and suggested including that rebate in the Town process.
  2. Amending the code to allow for 10 days a year to open the parking lots to have events, with stipulations that could be agreed upon. For example, no more than 3 events per quarter.
    - a. CM Effros replied that as everyone has parking lot areas, it would be a challenge to coordinate this. VM Davis noted it would simply be an amendment to the code for special use permits.
  3. Allowing music that stays within the noise ordinance.
  4. Reverting the use permit rules back to allowing 6 seats per parking space allocated to the building as opposed to the current 4 seats per space. He also noted that the Town is the only municipality that counts by seats as opposed to overall building occupancy.
- b. Greg Young of the Clifton Café: Mr. Young noted that he has shared his perspective with the Council previously, and that his focus is on parking in the Town in general, particularly on weekends. He notes that he often has customers come in saying that they could not find parking.
  - i. CM Effros inquired whether the parking is particularly an issue during the monthly bikes and breakfast events. Mr. Young responded that it is not, because the bikers typically arrive early and leave early.
  - ii. Mr. Young agreed with Mr. McNamara's point where even though the tax is on the guests as opposed to directly on the restaurants, it creates a

constraint on them when it comes to covering the cost of increased goods. Should they add on another 1-2%, its another 1-2% that they feel they cannot raise prices for. He noted that restaurants typically have very tight margins.

- iii. CM Effros inquired whether the Café has considered passing on the 2.9% credit card processing fee to guests and noted that there are other things that could be done to help protect their margins. Mr. Young replied that the Café does not currently pass that fee along to their guests, and he notes that he supports the initiative of having a meals tax as it is a necessary mechanism to raise revenue. His concern is finding the balance between benefitting the residents vs the restaurants as he feels that the emphasis is exclusively on the residents. CM Poe noted that many residents feel the opposite, and Mr. Young suggested that they poll residents to get that answer accurately.
  - iv. CM Effros noted that he feels it is a limited view to say that the money the Town is spending doesn't benefit the restaurants. For example, parking improvements aren't needed by residents, and the Council is looking to improve parking and redo the playground, which are all things that feed the tourism side of Town.
  - v. Mr. Young noted that to VM Davis' earlier point, it should be better promoted how these items benefit the restaurants, because the general feeling is that they do not. VM Davis replied that the Council has committed itself to improving the communications strategy this year, including the newsletter, new website, holding public strategy sessions, etc. and part of that strategy session was considering what each project does for the three major parts of Town. Mr. Young noted that the businesses are not mentioned in the newsletters and that it is entirely focused on the Town residents and called upon the Council to find a better balance.
- **CM Poe made a motion to close the public hearing. The motion was seconded by CM Effros and approved by poll, 6-0.**

### **Regular Town Council Meeting**

#### 1. Mayor's Remarks

- a. Mayor Screen noted that a large portion of the past month has been focused on closing out the budget process and thanked the Council for their dedication to this process. She noted that in the past month the Town has celebrated the Town's birthday and thanked the CBA for celebrating that with everyone. She noted that the Farmers Market is back and will be occurring through November. Several other events have returned this spring, including the bikes and breakfast as well as cars and coffee weekend vehicle events. She noted that the Streetscape project went out for bid and on June 25 the Town will have an open forum to open those bids. There will also be a brief report from Ed Ehlers of the Resource Recovery Project later in the meeting as well as reports about different actions from around Town, such as the Town Hall flooring, environmental and parks committees, Pink

House, Meals Tax, and a variety of new policies.

2. Report of the Town Clerk:

See attached report.

- a. The Council inquired whether it would be possible to get any discounts from Stripe and agreed that the old Stripe account should be deactivated and a new one created as recommended.
- b. The Clerk inquired how she can help with preparing for the upcoming Pink House public hearing. VM Davis replied that there is a draft and they need to decide how to deliver it and if the format is appropriate. He agreed to work with the Clerk on this effort.

3. 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 invoice for \$2,564 for Resource Recovery. 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. The Treasurer also noted that she received an invoice for four lawn mowing sessions from Green Valley Landscaping. This doesn't require approval since it is below \$1,000.
- c. The Treasurer stated that she had spoken with the last auditor who completed that work in 2017 and found that they no longer do that work. It was noted that most of them are out of the business of auditing localities, but she does have the name of somebody who could do the work and is looking into it.
  - i. CM Effros inquired whether the folks who performed the preaudit do auditing and it was noted that they do not.
  - ii. Mayor Screen noted that as the Council is working on the procurement policy, this would fall under professional services and we would need to get the appropriate number of bids according to that policy. The Treasurer agreed but noted that it may be difficult as there are only one or two companies that perform this work. Mayor Screen suggested asking Barbara Hutto for assistance.
  - iii. Mayor Screen inquired whether the pre-auditors had suggestions. The Treasurer replied that they do, such as helpful information regarding bookkeeping, as well as 'what a healthy town looks like' as far as policies and procedures. She is hoping to have a follow up call with them and the Mayor requested to join.

- d. The Treasurer noted that she will have two more CARES reports to do and will need the receipt from John Powell for the caboose glass. CMs Poe and Hencken said they would reach out to him.
4. Report of the Administrator –  
See attached report.
    - a. CM Hess highlighted that the Administrator negotiated a 25% savings on the HVAC contract, which was signed by Mayor Screen today.
    - b. CM Effros noted that regarding the procurement procedure, the Council does have to have something written but it isn't a part of the code, it is simply a procedure that the Council writes for itself. The difference for Clifton is that there has always been a procedure that the Council must approve any purchase over \$1,000 anyways. In his opinion, the numbers are not relevant to how the Town operates, but agrees that there must be a document. CM Hess noted for the good of the group that Virginia Code establishes that you can have small purchase procedures and the Council is working to establish reasonable thresholds to provide flexibility and allow the Council to move more efficiently.
5. Citizens' Remarks:
    - a. Ed Ehlers of Resource Recovery Project:
      - i. Mr. Ehlers reported that the Joel Byrne Memorial Glass Recovery month collected well over a ton of glass, totaling 2,493lbs, and thanked all who participated.
      - ii. Mr. Ehlers proposed some additional takeback events, with his next idea being a takeback of ink and toner cartridges but stated that he is looking for input. He noted that he would like to do the next takeback event right before the June Town Council meeting as has been done in the past. CM Poe suggested battery takebacks as well as aerosol cans. Mr. Ehlers noted that single use batteries can always go back to Staples.
      - iii. Mr. Ehlers noted that another upcoming event idea is to do a children's event where he would do a lecture on "recycling myths and legends" and host a sorting game for children. He noted he was looking at a Saturday in late May in the Town Hall.
    - b. Cars and Coffee representatives, Reed Hitchcock and Leo Kung:
      - i. Mr. Hitchcock and Mr. Kung reported that they have been running the event for just over a year and after outreach from VM Davis, wanted to attend a Council meeting to collaborate. They noted that they have attended other area car gatherings where events have gotten large and out of hand and also recognize that the Town is small and they intend to keep things intimate. They noted that they try to support donations to local charities, including Clifton Presbyterian Church and the Clifton Baptist Church donation drives. They noted that they arranged with Clifton Presbyterian Church as well as Villagio and Trummers to ensure their use of the parking lot was not impeding upon their operations. They

understand the concerns about parking. It was discussed that they were largely already enforcing the guidelines suggested by the Council but that they are happy to add those additional guidelines to their routine communications to ensure compliance. They confirmed for Mayor Screen that they would by the primary points of contact should there be an issue with the event.

- ii. CM Effros inquired why they don't want to become like the other local car events they mentioned and Mr. Hitchcock replied that those other events have grown too large and encouraged bad behavior such as loud noise and burnouts, and they have taken it upon themselves to manage that.
- iii. VM Davis reported that the pump and haul folks have reported that they have to turn down Chapel Street and have found that cars are being parked right at the edge of that intersection, making it difficult for the large trucks to make the turn safely. He requested that the organizers help with that to ensure the trucks don't inadvertently hit someone's car. The organizers replied that they would help.
- iv. Mayor Screen requested that the group patronize the businesses while they are in Town. The organizers replied that they moved their hours to better align with the times that the restaurants are open and that they would be interested in working with the restaurants to help promote them.
- v. CM Effros inquired whether their attendees tend to come because of outreach or word of mouth. Mr. Hitchcock replied that it seems to be both, that people come from over an hour away because they are looking for something quieter and more adult, and they do not want to encourage a big descension upon Town. He noted that the group manages its outreach and they put out less notices when they have had a busy month. CM Effros inquired if he could take a close note of attendees and whether they see a more controlled attendance when they reduce their distribution just as an experiment. Mr. Hitchcock replied that they would do so and that they try to do a count of attendees at every event.
- vi. CM Hencken inquired whether the Facebook group where they post distribution notices is a private group, and asked if they have concerns about the event getting out of their control or if they feel that they have processes in place to handle it. It was noted that the event has a private Facebook group, but they do advertise in other areas. The organizers reported that they feel that they have processes in place to manage the event's size and they do want to manage it well. They noted that the police do a good job of patrolling the event and they drive through periodically and they haven't seen any bad behavior. They noted that when there is bad behavior, its typically someone driving by and making a lot of noise, which causes the event attendees to roll their eyes. They noted they also have signs about appropriate overflow parking.
- vii. CM Poe inquired whether they have activities such as prizes or raffles at the event or if it is simply a gathering to look at the cars. Mr. Hitchcock

replied that no, they do not want prizes or raffles.

6. Reports of Committees:

- a. Planning Commission  
See attached report
- **Mayor Screen made a motion to approve the preliminary use permit for the Sealy residence in the attached report. The motion was seconded by CM Poe and approved by poll, 6-0.**
  - i. The Commission reviewed NVRC maps for the Town Plan, as well as met with the group and walked around Town with them which helped to put things into context for the maps. They noted that there would be more to come once a draft of the plan is pulled together.
  - ii. CM Effros reported that there are use permit applications on the bulletin board at the post office and inquired whether they can be removed. It was discussed that they could be.
- b. ARB
  - i. It was reported that there were three applications reviewed, for the Sealys, the Hills, and for Clifton Presbyterian Church. All were approved.
- c. Environmental Committee  
See attached report
  - i. Mayor Screen noted that the long term invasive plant management plan will help to ensure success and inquired how the Town can help to publicize. She noted it is a wonderful demonstration of how we can make a difference long term.
    1. CM Hencken replied that NVCT is willing to create educational signage for the area, and that they are going to take before and after pictures so that people can see the progress that is being made. She believes that people will really be surprised to see how much better the parks look after they've been cleaned up. She plans to put something in the next newsletter so that people aren't shocked when they go in the park and see something that looks like its dying. She noted that they are still checking with local experts to ensure that they are being respectful of other species but that they are on the schedule to start in June. She further noted that NVCT will put up signs regarding accessing the park and will have people there monitoring during treatment to help with managing the public.
  - ii. CM Hess inquired after the benefactor and how that plays with the Town's obligation. CM Hencken noted that the benefactor was for the management plan, not for the execution. It was also noted that while the Town is caring for its area of the floodplain, the CBA will also be doing their area.

- iii. The Town Clerk noted that she can help with communications and suggested a news item for the website.
  - d. Parks Committee  
See attached report
    - i. CM Hess reported that it will be between \$9-10,000 to get an adequate covering of play safe mulch in the playground. He detailed the three quotes received thus far, though they all had differing recommendations and it was proving challenging to compare directly. It was discussed that the priority is to get the work done in June and to the appropriate depth, and Mayor Screen requested that additional information be requested so that the group can compare directly better, but that they would move forward with preapproval.
- **Mayor Screen made a motion to approve the lowest bid up to \$10,500 that can do the work and invoice in the month of June, to the depth of 6". 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**
  - ii. CM Hess noted that after comparing the three quotes received for redoing the Town Hall flooring, his recommendation would be to go with B&B as they come with an extended product warranty of 30 years and the cost was \$18,273.98.
    1. The Treasurer noted the various areas where there are extra funds that have not been spent this FY and do not anticipate being expended and the Council agreed to move money to pay for the new floors.
  - **Mayor Screen made a motion to transfer \$4,300 from the Haunted Trail, \$3,000 from the Homes Tour, and \$2,500 from the Clifton Gala in the FY26 budget to Town Hall Maintenance. 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**
  - **Mayor Screen made a motion to approve the bid for B&B Flooring Company for \$18,273.98. 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**

- iii. CM Hess noted that he is working to meet with the Fairfax County Arborist to ensure that the plans they have for tree removal in 8 acre park are acceptable but would like to proceed with getting the stump in Harris Park ground out at the cost estimate of \$400. The Treasurer noted that there is funding remaining for tree trimming so they have budget for the stump.
- **Mayor Screen made a motion to approve up to \$500 for tree grinding in Harris Park. The motion was seconded by CM Effros and approved by poll, 6-0.**
  - iv. VM Davis noted that with respect to the playground, he has met with three companies and received two designs. He is waiting on quotes for two more companies. He is also meeting with Bowman as a fourth company and he hopes to have multiple quotes so that the Council can begin comparing designs. He would like to coordinate the next month's meetings so that this can be done in a Town Hall session and aims to make a decision by the next FY.
  - e. Special Projects Committee (Streetscape).  
See attached report
    - i. Citizen Geri Yantis noted that they have received authorization to advertise and go for bid with a bid due date of June 25. He further noted that they are making every effort to get this out to as many contractors as possible.
    - ii. Mr. Yantis noted that the Legal Committee reviewed the MOU with NOVEC and had minor edits and would like that lined up so that it can be signed. Mayor Screen inquired about who wrote the agreement and Mr. Yantis noted that he and Brant Baber had written it.
- **Mayor Screen made a motion to approve the NOVEC agreement as drafted, pending any final edits from the Legal Committee. The motion was seconded by VM Davis and approved by poll, 6-0.**
  - iii. Mayor Screen noted that the next Council meeting will be a good time to discuss various funding scenarios so that they have strategies lined up for the bid opening.
  - iv. CM Poe inquired whether the team is confident that should the Town need to get more funds that it can be accomplished within the bid windows. Mr. Yantis agreed that this would be tackled immediately with VDOT.

- f. Parking and Traffic Committee
    - i. Chair Mike Davis reported that their upcoming quarterly meeting will be June 9 at 8:15 PM at the CBA Barn. Items on the agenda include no parking signs for the Haunted Trail and Halloween, floodlight repairs, long term parking projects, and CM Effros requested that they also look at improving the parking signage at the floodplain.
7. Unfinished Business:
- a. Pink House
    - i. Mayor Screen reminded attendees that there will be a public hearing on this topic on May 11 and that this is an opportunity to see what's been done and the state of the house. The Council will distribute documentation to the Town and have a period for people to review it leading up to the June Town Council meeting, where the Council will vote on the budget and Pink House.
  - b. Meals Tax
    - i. CM Effros noted he had no proposal at this time. Mayor Screen noted this topic is tabled until the June Council meeting once additional information has been received with respect to the Pink House and they will be closer to the Streetscape bid opening.
  - c. Trash Collection / Art Guild
    - i. CM Effros noted that he has tried to get in contact with Mr. Rusnack but has not been able to. CM Poe noted that they have spoken and he seems reasonably comfortable with the language, but an amount has not been identified yet. He noted that in the budget it is still listed as trash collection and listed as \$4,000, and that should be cleaned up. They will continue to try to reach Mr. Rusnack.
  - d. Flooring in the Town Hall
    - i. See above
8. New Business:
- a. CBA Requests for 4<sup>th</sup> of July  
See attached
    - i. It was determined that the signs in the triangle will be hung from the sign to prevent concerns about blocking visibility. It was noted that the ARB has not reviewed the signs and that the CBA should attend ARB at the end of May. Mayor Screen noted that her only concern is that the signs are meant to advertise the upcoming events and encourage attendance and that she isn't sure that the signs adequately advertise the events.
- **Mayor Screen made a motion to approve signs requested by the CBA in the locations requested, pending ARB approval, to come down July 6, 2026. The motion was seconded by CM Effros and approved by poll, 6-0.**

b. Vehicle Events in Town

- i. Mayor Screen noted that outreach had been conducted to both the Cars and Coffee as well as Bike and Breakfast groups with the exact same request. She noted that VM Davis has been leading an effort to coordinate with the local businesses to establish rules and guidance to respect traffic laws, as well as requests from residents. The guidelines are as follows:
  1. We suggest a time window of 6 AM to 10 AM for the event. This allows for ample gathering time while respecting any Town restaurants that open for lunch/brunch at the end of this time period.
  2. Please park only in public parking spaces and avoid blocking driveways or walkways — congregations of pedestrians should avoid blocking active sidewalks.
  3. Please do not walk in the street and be mindful of traffic on active roadways.
  4. Please keep music and noise to a minimum to avoid disrupting residents and church services.
  5. Please do not set up tents; they pose potential safety hazards, obstruct views and traffic, and present sanitation, fire hazard, and liability issues.
  6. Please dispose of trash at the end of your event and keep the area clean.
  7. We appreciate you patronizing our businesses while you are in Clifton.
- ii. VM Davis noted that one of the biggest concerns highlighted by Villagio was the ability for them to use the parking lot to set up for brunch service at 11, thus the 10AM end time. He also noted that all businesses and property owners expressed that tents and vendor events could not be allowed as they view it as a safety hazard and liability for them. As the Cars and Coffee folks spoke during Citizens' Remarks, he provided an opportunity for the Bikes and Breakfast representative, John Esposito, to speak as well.
  1. Mr. Esposito noted that he began hosting this event in 2014 and initially he met with Tom Peterson and wanted to use two parking spaces for a group to meet. It grew to 248 motorcycles in May 2014 and has been growing ever since. It is his belief that the group has been very well behaved compared to other locations and noted that he didn't see how having a firm end time or beginning the start time at 6AM would be possible. He noted that he has policed an end time over the years and it has gotten beyond his ability to prevent it. Another representative noted that there is only one meetup per month, and it is weather dependent, so it winds up being more like only 9 times per year, and that the times where there are issues are only in the best weather. Mr. Esposito stressed

that there is no monetary value to this event for him and requested to extend the end time to 10:30AM. Another representative, Steve Rusko, noted that one of the biggest things is to build camaraderie amongst the community and motorcycling community. He noted that people will meet in Haymarket and then drive to Clifton together. He further noted that folks will meet in Clifton and around 10:30 and go for a drive in the surrounding area and then come back to frequent the Town later in the day. He stated that they have been policing the cutoff of 8-11AM and make an effort to ensure that bikes with people who aren't patronizing Villagio move their bikes. He noted that in his opinion it has evolved into community outreach and camaraderie and that on Mother's Day they will have families come by on their way to church or brunch and spend time learning about the motorcycles.

2. It was discussed as to how the representatives communicate with their group, and it was determined that it is through Facebook as well as a weekly email that goes out internationally telling subscribers where their locations will be in a given week. It was discussed whether the time could be adjusted on the website and it was determined that it could be, though there was disagreement on the time.
3. CM Effros noted that he has lived in Town for 45 years and found that there isn't an issue with behavior of the attendees, it is simply an issue of volume, where he believes the Town cannot support over a hundred bikes up and down Main Street with people congregating in the sidewalks and preventing easy access for residents. He inquired whether similar to the Cars and Coffee, it would be possible to back out on the advertising to reduce the numbers or let people know that the Town cannot support the volume of the event anymore. Mr. Rusko replied that they have scaled down the number of postings they do, and have also added more locations on other weekends of the month to pull away from Clifton.
4. CM Poe noted that his concern is that this has been presented as a public safety issue and it sounds like the organizers cannot police the group themselves anymore. Mr. Rusko replied that they believe they can, and that they have reached out to Fairfax County Police Department to send their motorcyclists control to Town to help with traffic management and they have indicated that they have only ever issued one citation, and that there have been no instances of unruly behavior. CM Poe replied that he would like to see the guidelines from the Town shared with the attendees. VM Davis noted also that when he spoke with Mr. Esposito prior to the meeting, he relayed that the event was too big and he was

struggling to enforce it. Mr. Esposito replied that the challenge he has is that nobody seems to read the emails they send out.

5. Mayor Screen closed the discussion with the request that the group consider the conversations that have been had tonight. She noted that they have not completely met as far as seeing eye to eye regarding the methods being taken to ensure that the Bikes and Breakfast event is a controlled event. She noted that the Council is serious about the requests that they have made. She further noted that they are occupying Villagio and other parking lots, and that is their bread and butter, and in order for them to work with you she suggests that they honor their requests. The organizers replied that they are in agreement with all guidelines except for the time. VM Davis requested that the Council be able to coordinate with them and perhaps jointly post things to the Facebook group or to the email subscriptions. He noted that what he wants to see is that the guidelines are being publicly supported.

9. Adjournment.

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

Accomplishments:

- Facilitated coordination for upcoming public hearings as well as ensured these were properly documented in newspaper circulations.
- Reviewed and provided comment on various documents, including those for public hearings, the maintenance calendar, procurement policies, etc.
- Supported the FY27 budget meeting and ensured proper posting.
- Identified POCs for vehicle events in Town.
- Worked with VM Davis on getting access to GoDaddy, as the credit card on file with them had expired.
- Met with the Treasurer to gain access to Stripe so that we can set things up for accepting payments on the website using Constant Contact.

Upcoming Decision Points:

- **Constant Contact Fees:** We will need to determine how we want to handle platform fees. There are two types of fees: those from Constant Contact and those from the credit card/Stripe. We can pass Constant Contact fees along to the payer's order total at checkout (2.9%). I assume we want to do that (vs. deducting the platform fee from the total revenue). Stripe will also add an additional 2.9% + \$0.30 which we do not seem to be able to pass along to the individual. We can increase the price online to account for this and note that people can always pay by check and it will be less if they pay by check. Based on their documentation, I am fairly certain this will be the case, but I would like to test this out myself to confirm.
- **Stripe:** Right now this account is associated with the [cliftonhauntedtrail@gmail.com](mailto:cliftonhauntedtrail@gmail.com) email address and it is listed as the overarching 'super administrator'. This is another account that requires two-factor authentication and goes to my predecessor's phone. It seems to be only used for the haunted trail at this point; however, based on the above, that may be changing. I would recommend that we toss that account if we can and create a new Stripe account associated with both [treasurer@cliftonva.gov](mailto:treasurer@cliftonva.gov) and [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov), with both of us listed as 'super administrators' to ensure that we will always have access to this account.

## TREASURER MONTHLY REPORT

April 2026

COUNCIL MEETING –May 5, 2026

### Other Payments – Previously approved by Council

- 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 1<sup>st</sup> quarter and 2<sup>nd</sup> quarter trash pickup
- VIP Cleaning, INV#397, 398 & 399, totaling \$900 – for Feb, Mar and April 2026

### Requests for Approval of Payment

- Resource Recovery, INV#2026-04, \$2,564 – for April subscription, Clifton Birthday event, and Glass Recycling event

### Of NOTE:

- NOVEC emailed that some of the meters will be switched out/exchanged over the month
- Pre-audit for FY24 is complete, I am still going over the adjustments. They are ready to start the FY25 and will cooperate with any auditor the Town chooses – our choices are limited, as not many firms do that work any longer. I will send the council the names of the firms
- CARES Act report for FY25 was submitted

<b>TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)</b>			
<b>Month and YTD information</b>			
	<b>Apr-26</b>	<b>July 2025-April 2026</b>	<b>FY 2026 Budget</b>
<b>OPERATING REVENUES:</b>			
<b>Taxes &amp; Permits Revenues:</b>			
ARB Permits	250.00	1,260.00	500.00
BPOL	1,580.89	60,226.45	50,000.00
BZA Fees			
VA Communications Sales Tax	306.39	3,073.03	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	175.00	5,654.99	9,000.00
No. Va. Cigarette Tax	23.52	316.22	0.00
Railroad Tax		383.79	1,800.00
Sales Tax	2,066.53	23,675.98	25,000.00
Meals Tax - NEW	11,390.34	215,946.01	225,000.00
Use Permits	250.00	825.00	600.00
Utility Consumption Tax	121.49	1,099.86	1,200.00
<b>TOTAL TAXES &amp; PERMITS:</b>	<b>16,164.16</b>	<b>316,394.55</b>	<b>319,350.00</b>
<b>Town Facilities Rentals:</b>			
Community Hall	790.00	2,190.00	4,000.00
Pink House			0.00
Property Rental-Park/Square/Gazebo		550.00	150.00
<b>TOTAL FACILITIES RENTALS:</b>	<b>790.00</b>	<b>2,740.00</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		15,308.25	10,000.00
<b>TOTAL GRANTS:</b>	<b>-</b>	<b>31,308.25</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	4,656.84	50,285.51	60,000.00
Other income (Donations)			
<b>TOTAL OTHER REVENUE:</b>	<b>4,656.84</b>	<b>50,285.51</b>	<b>60,000.00</b>
<b>TOTAL OPERATING REVENUES:</b>	<b>21,611.00</b>	<b>473,355.82</b>	<b>452,500.00</b>
<b>OPERATING EXPENSES:</b>			
<b>Payroll Expenses:</b>			
Town Clerk Salary	2,500.00	25,000.00	30,250.00
Town Treasurer Salary	2,916.66	29,166.60	36,000.00
Dir of Economic Development, Comms & Marketing - NEW	4,888.00	48,880.00	58,656.00
Additional support staff			11,700.00
Payroll Taxes	1,138.30	11,635.05	13,600.00
Employee Incentives			6,200.00
<b>TOTAL PAYROLL EXPENSES:</b>	<b>11,442.96</b>	<b>114,681.65</b>	<b>156,406.00</b>

<b>CONTRACTUAL EXPENSES:</b>				
<b>Town Government:</b>				
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>	585.00	945.00		5,000.00
<b>Dues &amp; Subscriptions:</b>				
<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	360.00	360.00		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
<b>Professional Fees:</b>				
<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 &amp; Configuration</i>	-	7,880.00		10,000.00
<b>TOTAL TOWN GOVERNMENT:</b>	<b>945.00</b>	<b>29,764.50</b>		<b>124,250.00</b>
<b>Town Facilities:</b>				
Utilities - verizon + electric	284.45	1,569.66		5,000.00
Caboose	-	-		5,000.00
Railroad Siding Rent	-	2,261.13		2,200.00
<b>Town Meeting Hall:</b>				
<i>Electric</i>	804.99	4,900.34		7,000.00
<i>Supplies</i>				500.00
<i>General Maintenance - including floors</i>	900.00	4,050.00		10,000.00
<i>Mgt Fee (25% of Community Hall Rentals)</i>				2,000.00
<b>Parks and Public Spaces</b>				
<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 &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
<b>Pink House:</b>				
<i>Maintenance &amp; Repairs</i>	567.95	3,821.48		5,000.00
MISC Emergency Repairs		6,772.00		7,500.00
<b>TOTAL TOWN FACILITIES</b>	<b>2,557.39</b>	<b>35,373.74</b>		<b>67,700.00</b>

<b>Town Services:</b>				
Recurring services				
	Town Lawn Maintenance and Mowing	2,200.00	9,000.00	10,000.00
	Tree Trimming and Replacement Planting	-	-	5,000.00
	Fall Zone Mulching - Annual	-	-	3,000.00
	Trash Collections	3,600.00	7,366.85	2,400.00
	Trash Consolidation - Art Guild (non-comp litter grant)		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
<b>TOTAL TOWN SERVICES:</b>		<b>5,800.00</b>	<b>19,416.85</b>	<b>38,900.00</b>
<b>Grants:</b>				
	Litter Control Grant - Expense	1,834.00	9,572.00	14,000.00
	Fire Program State Grant Expense - passthrough to FCFD	-	15,000.00	15,000.00
<b>TOTAL GRANTS</b>		<b>1,834.00</b>	<b>24,572.00</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		1,200.00	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
<b>TOTAL EVENTS</b>		<b>-</b>	<b>17,379.39</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
	<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
<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	204.05	4,292.05	500.00
	Copies	-	-	200.00
	License Plates	-	42.36	100.00
	Miscellaneous Commodities - storage & constanct contact	34.97	4,291.38	750.00
	Office Supplies		298.65	500.00
	Office Equipment		2,200.48	500.00
	Postage & Delivery	78.00	237.80	500.00
	Miscellaneous- <b>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</b>	-	0.03	
<b>TOTAL COMMODITIES:</b>		<b>317.02</b>	<b>11,362.75</b>	<b>3,050.00</b>
<b>TOTAL EXPENSES:</b>		<b>22,896.37</b>	<b>252,550.88</b>	<b>464,056.00</b>
<b>NET INCOME (LOSS):</b>		<b>(1,285.37)</b>	<b>220,804.94</b>	<b>-11,556.00</b>

<b>Town of Clifton</b>			
<b>CAPITAL IMPROVEMENTS/GRANT INCOME - FY26</b>			
<b>REVENUE/COST STATEMENT</b>			
<b>REVENUES:</b>			
<b>FEDERAL GRANTS</b>			
MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20		104,440.31	
MAP 21 TAP: TAP > 200K:			1,600,000.00
<b>TOTAL VDOT TA - MAIN ST IMPROVEMENTS</b>			
<b>TOTAL REVENUES:</b>	-	<b>104,440.31</b>	1,600,000.00
<b>COSTS:</b>			
<b>Special Projects - Streetscape</b>			
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
<b>TOTAL SPECIAL PROJECTS COMMITTEE:</b>	-	15,241.69	2,000,000.00
<b>NET REVENUES/(COST)</b>	-	<b>89,198.62</b>	<b>-400,000.00</b>
<b>Town of Clifton</b>			
<b>CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY26</b>			
<b>REVENUE/COST STATEMENT - Public Hearing</b>			
<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 Funds</b>	-	<b>25,668.27</b>	<b>142,000.00</b>
<b>NET REVENUES/(COST)</b>	-		
<b>TOTAL CAPITAL COSTS</b>		40,909.96	2,142,000.00
<b>TOTAL CAPITAL NET REVENUES/(COST)</b>	-	63,530.35	<b>-542,000.00</b>
Funds used from saving			553,556.00
<b>TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)</b>	<b>(1,285.37)</b>	<b>284,335.29</b>	<b>0.00</b>

**Town of Clifton  
Account Balances  
FY26**

		4/30/2026			<u>Notes</u>
<b>ASSETS</b>					
Current Assets					
Checking/Savings					
	United Bank - Haunted Trail Account	32,447.32			
	United Bank - Events Acct	60,181.58			
	United Bank - Checking	217,579.09	Min Bal \$2,500	"Chairman's Club"	
	United Bank - Security Deposit	3,118.96			
	United Bank - Money Market Savings	242,965.94	Min Bal \$15,000		
	Investments-LGIP	1,373,850.80			
	<b>Total Checking/Savings</b>	<b>1,930,143.69</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 4/30/2026</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	\$ 108,670.85	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	\$ 300,992.00		
Remaining	-	as of 12/31/24		

## LJC update 5/5/26

### 1) Project Oversight

- a) Procurement policy refinement. Have sent several draft versions and also created a companion document and “cheat sheet” for quick reference for town employees and TC members. Monetary thresholds should be decided by TC and Policy should be approved at June meeting to coincide with the new fiscal year

### 2) Maintenance

- a) New mulch for playground-bids are all in and JP will be recommending a vendor tonight and ask for approval.
- b) Flooring-all quotes are in. JP &/or Lynn will hopefully have a recommendation tonight and ask for TC approval.
- c) HVAC-awaiting Mayor’s signature
- d) Draft maintenance calendar sent to all-have received 2 comments for feedback. Please take a look and let me know what I have missed.

### 3) Communications

- a) April newsletter
  - i) 67% open rate! (more folks still viewing on desktop)
  - ii) May newsletter coming soon-
    - (1) Amanda Hencken is doing a piece on the Bluebird trail
    - (2) Update on glass recycling project
    - (3) Pics from Town bday party
    - (4) Pink House info session

### 4) Governmental, Business, and External Relations

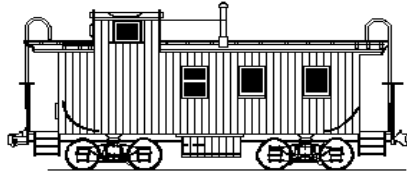
- a) VML conference (me & JP)- May 13-15th
- b) In communication with Sully PD re: Bikers and Breakfast. They stand ready to help and will put next meetup on their calendar (I will also flag for them)

## **PLANNING COMMISSION REPORT for April 28, 2026**

**Present: Terry Winkowski, Jay Davis, Kathy Kalinowski, Michelle Stein, Kerrie Gogoel (Town Clerk)**

**Absent: Adam Trost Susan Yantis, Paula Sampson, Laura Jane Cohen (Administrator)**

1. The Planning Commission reviewed the use permit application from Jeff and Cindy Sealy for a preliminary use permit for construction of a screened porch at their residence located at 12718 Chestnut St., Clifton. The Planning Commission voted to recommend to the Town Council approval of the preliminary use permit with the following conditions:
  - That the land disturbed in construction be less than 1500 square feet;
  - That any extension of retaining walls be less than 1 foot in height;
  - That ARB approval be obtained;
  - That the screen porch height not exceed 15 feet and be built in accordance with the attached plans;
  - That the applicant return within two years when construction is to be completed and provide all Fairfax County issued permits and that construction has been completed in accordance with ARB approval.



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

May 4, 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. Combined Projects for Advertisement. – On April 28 the Project received Authorization to advertise. On April 29<sup>th</sup> the Project was advertised on the eVA website. The Bid due date is June 25<sup>th</sup>.
- B. Easements – All easements have been recorded.
- C. Utilities – Review received Utility Agreement with NOVEC. Need to finalize the Utility Agreement with Verizon and Cox.
- D. Railroad Coordination – The Design Team is waiting on a response from Keyana Holloway with Norfolk Southern on the status of the required amendments 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**

Review NOVEC Agreement for preparation of signature.

Susan Yantis & Geri Yantis  
Streetscape Project - Project Managers

# ENVIRONMENTAL COMMITTEE MONTHLY UPDATE MAY 2026

## 1. KEY AND ONGOING ACTIVITIES/RECOMMENDATIONS

A. **Activity 1:** Have received the completed invasive plants management plan for the floodplain from Environmental Quality Resources, LLC. This plan was funded privately and has been in development for a few years. The plan outlines a 5 year management plan that can begin as early as June of 2026. Money has already been budgeted by the town for this project for FY2026 (\$10K) Met with a representative from the Northern Virginia Conservation Trust and they will be contributing an additional \$5k to the project and helping to oversee the implementation of the plan.

B. **Activity 2:** The native landscaping plan is almost complete and a meeting with the landscape architect is planned for later this month.

C. **Activity 3:** The litter grant application will be due for submission. An information session for applicants was rescheduled for Thursday, May 7th and will be attended by Amanda Hencken

## 2. ACCOMPLISHMENTS

A. **Accomplishment 1:** Completion of invasive plants management plan

B. **Accomplishment 2:** Native plant landscape plan should be available by the end of this month.

## 3. CHALLENGES/ISSUES

A. **Challenge/Issue 1:** begin treatment of flood plain by June of 2026-town council will need to approve and discuss issues such as safety, citizen concerns, etc.

B. **Challenge/Issue 2:** continued delayed response from the landscape architect of the native plants plan.

B. **Challenge/Issue 3:** Getting access to DEQ website for litter grant application submission-no response after multiple requests to DEQ contact.

#### 4. UPCOMING PLANS

A. **Plan 1:** Work with NVCT to schedule implementation of invasives plan

#### 5. IMPORTANT DATES

A. **Date 1:** May 7th -DEQ litter grant webinar

B. **Date 2:** June 2026-begin treatment for invasives in floodplain

#### 6. ATTACHMENTS AND SUPPORTING DOCUMENTS

A. **Document 1:** Laura McDonald sent a copy of the invasive plant management plan to the town council via email.

## Clifton Floodplain Park

### Non-Native Invasive Species (NNI) Management Plan

#### Board Outline and Executive Summary

##### Item 1 of 7

#### *1. Executive Summary*

Clifton Floodplain Park comprises approximately thirty acres of publicly accessible natural land with established trails, stream corridors, and adjacent roadway frontage. The site supports a mature oak hickory maple forest, a diverse native shrub layer, and an unusually rich native herbaceous community for a property of its size. These resources provide ecological value, recreational benefits, and visual character to the Clifton community.

Like many natural areas in Northern Virginia, the site is increasingly impacted by non-native invasive plant species. These species spread aggressively along trails, roads, and disturbed edges, displace native vegetation, alter forest structure, and increase long-term management costs if left unaddressed. Several invasive species present on site also pose public safety or public health concerns, including structurally weak invasive trees, dense thorny thickets near trails, and species associated with tick habitat.

This Non-Native Invasive Species Management Plan establishes a five-year, phased approach to invasive plant control that is systematic, measurable, and adaptable. While the plan is established for a five-year period, this is a long-term commitment that prioritizes high-risk and high-visibility areas first, protects high-quality native plant communities, and allocates resources efficiently across the project area. Treatments are implemented using Integrated Pest Management principles and are coordinated among multiple landholding partners.

#### *2. Project Structure and Participating Entities*

This plan is implemented as a coordinated effort among three entities, each responsible for different portions of the project area:

1. Clifton Betterment Association
2. Northern Virginia Conservation Trust/Town of Clifton
3. Peterson property

While each entity has distinct management responsibilities and land use contexts, all treatments follow the same management framework, technical standards, safety protocols, and reporting requirements. This structure ensures consistency across ownership boundaries and prevents untreated areas from functioning as sources of re-infestation.

### ***3. Management Goals***

The primary goals of this management plan are to:

1. Reduce the extent and impact of non-native invasive plant species
2. Protect and enhance existing native plant communities
3. Improve public safety and maintain safe trail access
4. Reduce invasive seed sources and long-term maintenance costs
5. Provide clear documentation and accountability through mapping and reporting

### ***4. Management Philosophy***

Management actions under this plan follow Integrated Pest Management principles. Emphasis is placed on prevention, early detection, targeted treatment, and follow-up monitoring. Broad-scale treatment methods are used only where invasive monocultures are well established and non-target impacts can be minimized. Precision methods are used in areas where invasive species are intermingled with native vegetation.

Management decisions are adaptive and are adjusted based on observed treatment effectiveness, weather conditions, public access constraints, and emerging site conditions.

### ***5. Management Area Classification Framework***

To avoid confusion with species-level priority rankings used in the technical treatment matrix, management areas within the park are classified by Management Area Type rather than numeric priority.

#### **Management Area Type A – Public Interface and High Visibility Areas**

These areas include trails, trailheads, parking areas, and road edges. They receive the greatest allocation of resources because work in these locations provides the most immediate and visible benefit to the public while also addressing primary pathways of invasive species introduction.

#### **Management Area Type B – Low-Quality, Highly Invaded Areas**

These areas are characterized by extremely low native plant presence and are dominated by dense invasive monocultures. They are managed using broad-scale hose-and-reel foliar application of a broad-spectrum herbicide and are expected to require future restoration once invasive pressure is reduced.

#### **Management Area Type C – High-Quality Native Areas**

These areas support intact native plant communities and are managed using precision treatment methods with Early Detection and Rapid Response as a primary objective.

Scouting and providing targeted invasive species along the margins of these areas in order to protect the intact native communities will be the main strategies in these areas.

### **Management Area Type D – Interior Woodland with Heavy Invasive Pressure**

These areas are managed through a combination of methods across all seasons. Type D areas are characterized by usually having an in-tack native overstory but a highly invaded understory. Multiflora rose, barberry, Japanese Honeysuckle and Autumn olive crowd out the native understory. These areas should be targeted heavily.

### **Management Area Type E – Utility and Powerline Corridors**

These areas generally fall under the management responsibility of the utility provider. The project team will make reasonable efforts to coordinate invasive species management activities with utility providers where possible.

#### ***6. Resource Allocation***

Approximately twenty-five percent of effort is directed to **Management Area Type A**.

Approximately twenty percent of effort is directed to **Management Area Type B**.

Approximately five percent of effort is directed to **Management Area Type C**.

Approximately thirty percent of effort is directed to **Management Area Type D**.

Approximately ten percent of effort is directed toward **Management Area Type E** (if local utilities won't make necessary efforts to control invasive species)

Approximately ten percent of total resources are dedicated to **mapping, monitoring, and reporting**.

#### ***7. Reporting and Accountability***

Reporting is organized by project entities, including Clifton Betterment Association, Northern Virginia Conservation Trust/Town of Clifton, and the Peterson property. Reports document work completed, effort expended, treatment effectiveness, and areas requiring follow-up. They will include before and after photos from repeatable photo locations. A report will be generated and submitted after each site visit period as outlined in the 5-year treatment calendar.

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## Clifton Floodplain Park

### Non-Native Invasive Species (NNI) Management Plan

#### Item 2 of 7 - Entity-Specific Management Chapters

##### 1. Purpose of Entity-Specific Management

This item defines how invasive species management responsibilities, treatment emphasis, and reporting are organized across the three primary project entities. While all work is guided by a unified management framework and technical standards, separating responsibilities by entity ensures clear accountability, prevents untreated areas from serving as sources of reinfestation, and allows adaptive reallocation of resources based on observed outcomes.

Reporting under this plan will track effort, treatments, and outcomes separately for each entity while maintaining a coordinated treatment strategy across the full project area.

##### 2. *Clifton Betterment Association (CBA)*

###### **Site Context**

Land managed by the Clifton Betterment Association includes the most publicly visible portions of Clifton Floodplain Park. These areas contain primary trailheads, parking areas, trail segments with high daily use, and frontage along Newman Road. Public interaction is frequent, and these areas represent the primary interface between the park and the surrounding community.

###### **Primary Management Area Types**

Management activities on CBA-managed land primarily fall within Management Area Types A and B, with limited portions of Type C where higher-quality native vegetation occurs adjacent to public access.

###### **Management Objectives**

Key objectives for CBA-managed areas include improving public safety, delivering visible ecological improvement, and reducing the likelihood of new invasive introductions along trails, roads, and gathering areas. Treating these areas first provides immediate benefit to park users while also limiting the spread of invasive species into interior forest areas through foot traffic, pets, and maintenance activities.

## **Typical Treatment Approaches**

Treatment methods commonly employed within CBA-managed areas include hose-and-reel foliar application in low-quality, highly invaded zones, cut-stump and basal bark treatments for woody invasives near trails, and intensive flagging, signage, and temporary path closures to ensure public safety during operations.

### *3. Northern Virginia Conservation Trust (NVCT)*

#### **Site Context**

The NVCT/Town of Clifton managed parcel within the project area are conservation-oriented but include a diverse range of site conditions. This land encompasses a substantial portion of the Clifton- Creek Loop trail where public interaction and visibility are high, as well as frontage along Newman Road. Portions of the NVCT/Town of Clifton parcel along Newman Road fall within Management Area Type B and are characterized by low-quality, highly invaded vegetation that will require active regenerative measures following successful invasive species control.

In addition to these high-interaction areas, the NVCT/Town of Clifton parcel also includes higher-quality native forest and floodplain habitats with lower levels of routine public disturbance. These interior areas play a critical role in maintaining habitat continuity, supporting native species persistence, and preserving long-term ecological function across the project area. Most of the utility and powerline corridors within the project footprint is also located on NVCT/Town of Clifton managed land.

#### **Primary Management Area Types**

Management activities on NVCT/Town of Clifton land occur across Management Area Types A, B, C, D, and E. Type A areas correspond to trail corridors with high public use, Type B areas include heavily invaded roadside and edge conditions requiring future restoration, Type C and D areas include higher-quality native forest and floodplain habitats, and Type E includes utility and powerline corridors managed in coordination with utility providers.

#### **Management Objectives**

Primary objectives on NVCT/Town of Clifton managed land include maintaining safe and accessible trail conditions, protecting high-quality native plant communities, implementing Early Detection and Rapid Response for emerging invasive species, and restoring ecological function in heavily degraded areas following invasive control. Emphasis is placed on preventing reinfestation from edge and corridor sources while preserving interior forest integrity.

#### **Typical Treatment Approaches**

Treatment approaches on NVCT/Town of Clifton land vary by management area type. Precision methods such as backpack foliar application, cut-stump, basal bark, injection, and manual removal are emphasized in higher-quality native areas and along trail corridors. Broad-scale hose- and-reel treatments may be used in Management Area Type B where invasive monocultures

dominate, with the understanding that these areas will require follow-up monitoring and active restoration. Treatment activities within utility corridors are coordinated with utility providers whenever possible to avoid duplication of effort.

#### *4. Peterson Property (Clifton Newman LLC)*

##### **Site Context**

The Peterson Property, also known as Clifton Newman LLC, occupies much of the eastern portion of the project area. The primary areas of concern on this property include the trail corridor that traverses the parcel and the adjacent woodland edge. These zones function as both public access routes and ecological transition areas between managed parkland and private ownership.

##### **Primary Management Area Types**

Management activities on the Peterson Property primarily fall within Management Area Types A, C, and D with some portions of Type B where invasive species dominate the woodland edge.

##### **Management Objectives**

Management objectives for the Peterson Property focus on maintaining safe and passable trail conditions, reducing invasive pressure along woodland edges, and preventing reinfestation of adjacent conservation and park land. Because these areas are highly visible from Newman Rd., effective management here is essential to the overall success of the project.

##### **Typical Treatment Approaches**

Treatment approaches on the Peterson Property include targeted cut-stump, basal bark, and foliar treatments along the trail corridor and woodland edge, combined with careful flagging and coordination to minimize impacts to adjacent native vegetation. Broad-scale treatments may be used selectively in areas where invasive monocultures are present and native vegetation is limited.

#### **5. Coordination Across Entities**

Despite differences in land ownership and management emphasis, all entities operate under a shared treatment calendar, mapping standards, flagging protocols, and safety requirements. Treatment sequencing is coordinated to ensure that work completed on one parcel is not undermined by untreated infestations on adjacent land.

#### **6. Reporting Alignment**

Post-treatment reporting will include a clear summary of work completed for each entity during the treatment period. Reports will document areas treated, species targeted, methods used, and observations regarding treatment effectiveness and follow-up needs.

This structure allows project partners to assess progress, compare effort across entities, and adjust resource allocation over time based on observed conditions.

## Clifton Floodplain Park

### Non-Native Invasive Species (NNI) Management Plan

#### Item 3 of 7 – Communication, Public Safety, and Reporting Protocols

##### **1. Purpose of This Item**

This item establishes clear communication, public safety, and reporting protocols for implementation of the Non-Native Invasive Species Management Plan at Clifton Floodplain Park. Because this project occurs in a publicly accessible park with active trails and road frontage, consistent communication and risk management are essential to protect park users, crew members, and adjacent properties.

The procedures outlined below support transparency with project partners, provide advance notice to the public, and ensure that all treatment activities are documented in a clear and repeatable manner.

##### **2. Client and Partner Communication**

Communication with project partners, including the Clifton Betterment Association, Northern Virginia Conservation Trust/Town of Clifton, and Clifton Newman LLC, follows a structured and predictable sequence.

An annual treatment calendar will be provided in advance outlining anticipated seasonal treatment windows. Written confirmation of scheduled work will be issued approximately seven days prior to each treatment period once weather conditions and site access considerations can be more accurately assessed.

Advance notifications will include the following information:

- Anticipated treatment dates and duration
- Areas proposed for treatment with associated maps
- Target species
- Treatment methods to be used
- Expected public access impacts

Coordination among all project entities will occur prior to treatment to confirm access permissions, staging areas, and sequencing across ownership boundaries.

### **3. Public Notification and Signage**

Public notification is a critical component of invasive species management in Clifton Floodplain Park. Temporary signage will be placed at trailheads, along affected trail segments, and near treatment areas prior to the start of work.

Where treatments require temporary trail closures, closures will be clearly marked and maintained only for the duration necessary to complete work safely. Trails will be reopened as soon as it is safe to do so following treatment.

Signage will be removed **by the client** promptly (24 hours) after treatment activities and safe reentry periods have concluded.

### **4. On-Site Safety and Crew Protocols**

All treatment activities will be conducted by trained personnel using appropriate personal protective equipment. All chemical labels will be strictly adhered to. Proper PPE will be always worn in accordance with chemical labels and best management practices when performing mechanical work. Treatment zones will be clearly flagged prior to work to identify active treatment areas, sensitive native plant locations, and exclusion zones.

Weather conditions, including wind speed and precipitation, will be evaluated prior to and during treatment to ensure applications are conducted safely and effectively. Spill response materials will be available on-site during herbicide applications.

### **5. Traffic Control and Roadway Safety**

In areas adjacent to Newman Road, additional safety measures may be required to protect crew members and the public. Traffic control measures may include the use of cones, high-visibility apparel, and flagging personnel where necessary. MOT (modification of traffic) will be set apart as a separate line item in the estimate for billing purposes as it will only affect certain the select parcel and targets.

Traffic control will be implemented only for the duration required to complete treatment safely and will be coordinated to minimize disruption.

### **6. Post-Treatment Reporting**

A written report will be prepared following each treatment period. Reports will be distributed to project partners and retained as part of the project record.

Post-treatment reports will include:

- Areas treated with associated maps
- Species targeted
- Treatment methods used

- Effort summarized by project entity
- Observations regarding treatment effectiveness
- Recommendations for follow-up or retreatment

Updated maps showing treated areas will be included where applicable and will be organized by date treatment occurred.

## **7. Public Interaction and Inquiry Handling**

Crew members may be approached by members of the public during treatment activities. Staff will provide general information regarding the purpose of the work and direct detailed questions or concerns to designated project contacts.

Any complaints or safety concerns raised by the public will be documented and communicated to project managers for follow-up.

## **8. Recordkeeping and Compliance**

All treatment records, including herbicide application logs, applicator credentials, and monitoring documentation, will be maintained in accordance with applicable state and local regulations. These records support regulatory compliance and provide a basis for evaluating long-term project performance and will be available upon request.

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## Clifton Floodplain Park

### Non-Native Invasive Species (NNI) Management Plan

#### Item 4 of 7 – Native Plant Community and Conservation Value Narrative

##### 1. Purpose of This Section

This section documents the native plant communities present at Clifton Floodplain Park and explains their ecological value, conservation significance, and sensitivity to invasive species pressure. Understanding the composition and structure of these communities is essential to selecting appropriate invasive species treatment methods, avoiding non-target impacts, and prioritizing management actions over the life of the project.

The presence of diverse and well-established native plant assemblages increases the urgency of invasive species management. Without intervention, invasive species will continue to displace native vegetation, simplify forest structure, and degrade habitat quality, ultimately increasing restoration costs and reducing ecological function.

##### 2. Overstory Forest Community

Clifton Floodplain Park is characterized by a mature oak–hickory–maple forest overstory typical of mesic upland and floodplain transition zones in northern Virginia. Dominant canopy species observed on site include black oak (*Quercus velutina*), red maple (*Acer rubrum*), black cherry (*Prunus serotina*), mockernut hickory (*Carya alba*), pignut hickory (*Carya glabra*), bitternut hickory (*Carya cordiformis*), box elder (*Acer negundo*), river birch (*Betula nigra*), common persimmon (*Diospyros virginiana*), and green ash (*Fraxinus pennsylvanica*).

This overstory provides critical functions including canopy shading, temperature moderation, soil stabilization, and long-term carbon storage. The age structure and species diversity observed suggest a forest that retains strong regenerative potential if invasive pressures are controlled.

##### 3. Understory and Shrub Layer

The understory and shrub layer within the park includes a mix of shade-tolerant small trees and woody shrubs that contribute to vertical forest structure and wildlife habitat. Species observed include American hornbeam (*Carpinus caroliniana*), spicebush (*Lindera benzoin*), pawpaw (*Asimina triloba*), smooth hydrangea (*Hydrangea arborescens*), and juvenile individuals of canopy species.

These species are particularly vulnerable to competition from invasive shrubs and vines that leaf out earlier, grow more aggressively, and alter light availability. Protection of this

layer is a primary reason that targeted treatment methods are emphasized in Management Area Types A, C, and D.

#### **4. Herbaceous Layer and Native Groundcover**

The herbaceous layer at Clifton Floodplain Park is notably diverse for a public park setting and includes a range of native forbs, ferns, and grasses indicative of relatively intact site conditions. Native graminoids of particular importance include eastern bottlebrush grass (*Elymus hystrix*) and whitegrass (*Leersia virginica*), both of which occur in limited populations and require careful mapping and flagging prior to invasive grass treatments.

Additional native herbaceous species observed include Canadian wood nettle (*Laportea canadensis*), false nettle (*Boehmeria cylindrica*), dead nettle (*Lamium purpureum*), garden phlox (*Phlox paniculata*), wrinkleleaf goldenrod (*Solidago rugosa*), Canada goldenrod (*Solidago canadensis*), tall goldenrod (*Solidago altissima*), grass-leaved goldenrod (*Euthamia graminifolia*), late boneset (*Eupatorium serotinum*), New York aster (*Symphytotrichum novi-belgii*), calico aster (*Symphytotrichum lateriflorum*), common evening primrose (*Oenothera biennis*), Indian hemp (*Apocynum cannabinum*), rhomboid mercury (*Acalypha virginica* var. *rhomboidea*), wingstem (*Verbesina alternifolia*), Allegheny blackberry (*Rubus allegheniensis*), sawtooth blackberry (*Rubus argutus*), deer-tongue grass (*Panicum clandestinum*), Christmas fern (*Polystichum acrostichoides*), and sensitive fern (*Onoclea sensibilis*).

The presence of these species indicates functioning soil processes, seasonal light availability, and hydrologic conditions that support native regeneration when invasive pressure is reduced.

#### **5. Species of Conservation Interest**

Clifton Floodplain Park supports native species that occur near the limits of their regional range or are otherwise sensitive to habitat degradation. Of particular note is butternut, also known as white walnut (*Juglans cinerea*), which is considered endangered in Virginia due to widespread mortality from butternut canker disease.

The continued presence of butternut on site underscores the importance of minimizing additional stressors such as invasive vine pressure, root competition, and altered soil chemistry. Management activities near butternut and other sensitive species require heightened care to avoid mechanical injury, herbicide exposure, or changes to surrounding vegetation that could exacerbate decline.

#### **6. Native Look-Alikes and Treatment Sensitivity**

Several native species present on site closely resemble invasive species targeted for control. Native locust species (*Robinia* spp.) may be confused with mimosa, and American bittersweet (*Celastrus scandens*) occurs alongside invasive oriental bittersweet. Native

grasses such as *Elymus hystrix* and *Leersia virginica* may be present within areas invaded by Japanese stiltgrass.

Accurate identification, pre-treatment mapping, and field flagging are required prior to implementing invasive species treatments in these areas. These measures are critical to preventing non-target impacts and maintaining native plant integrity.

## **7. Rationale for Active Management**

Without active invasive species management, the native plant communities at Clifton Floodplain Park will continue to experience displacement, reduced regeneration, and structural simplification. Invasive species alter light regimes, soil chemistry, and competitive dynamics in ways that favor continued invasion and limit native recovery.

A systematic, multi-year management approach allows invasive species populations to be reduced to levels that can be maintained through targeted treatments and Early Detection and Rapid Response. This approach preserves existing native vegetation, reduces long-term maintenance costs, and supports future restoration efforts where necessary.

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# Clifton Floodplain Park

## Non-Native Invasive Species (NNI) Management Plan

### Item 5 of 7 – Non-Native Invasive Species (NNI) Technical Treatment Matrix

#### 1. Purpose and Use

This technical treatment matrix documents all non-native invasive plant species observed at Clifton Floodplain Park and establishes standardized treatment recommendations for each species. This document is intended for use by project managers, licensed applicators, crew leads, and regulatory reviewers.

All treatment recommendations follow Integrated Pest Management principles and are designed to balance ecological effectiveness, public safety, and operational efficiency in a public park setting. Species priority rankings reflect biological urgency and management risk.

#### 2. Treatment Method Abbreviations

Code	Description
FOL	Foliar application
CS	Cut-stump or cut-stem application
BB	Basal bark application
INJ	Injection or hack-and-squirt
MEC	Mechanical cutback or mowing
MAN	Manual removal

#### 3. Species Priority Structure

Priority levels refer to biological urgency, invasiveness, and management risk rather than spatial location.

- Priority 1: High-risk woody invasives and public safety threats
- Priority 1A (EDRR): Early Detection and Rapid Response species
- Priority 2: Structural vines and aggressive competitors
- Priority 3: Secondary shrubs and forbs
- Priority 4 (Deferred): Widespread annual grasses addressed later in the management period

### *Trees*

<b>Priority</b>	<b>Common Name</b>	<b>Scientific Name</b>	<b>Primary Concerns</b>	<b>Recommended Methods</b>	<b>Optimal Treatment Window</b>	<b>Operational Notes</b>
1	Tree-of-heaven	Ailanthus altissima	Host for spotted lanternfly; aggressive clonal spread	INJ, BB, CS	Summer to early fall	Avoid foliar; >6 inch DBH flagged for contractor felling
1	Mimosa / Persian silk tree	Albizia julibrissin	Rapid spread; native locust look-alikes	INJ, BB (2-6 inch DBH)	Summer to fall	>6 inch DBH flagged to avoid standing dead hazards
1	Bradford pear	Pyrus calleryana	Structural failure risk; prolific seed production	INJ, BB, CS	Summer to fall	Apply same DBH thresholds as tree-of-heaven

### *Woody Shrubs*

<b>Priority</b>	<b>Common Name</b>	<b>Scientific Name</b>	<b>Primary Concerns</b>	<b>Recommended Methods</b>	<b>Optimal Treatment Window</b>	<b>Operational Notes</b>
1	Japanese barberry	Berberis thunbergii	Tick habitat; dense thickets	FOL, CS	Spring to fall	High public interface risk near trails
1	Autumn olive	Elaeagnus umbellata	Alters soil chemistry; heavy seed bank	CS, BB, FOL	Year-round	Persistent follow-up required

1	Amur honeysuckle	Lonicera maackii	Early leaf-out suppresses native species	CS, BB, FOL	Spring to fall	Flag native shrubs prior to treatment
1	Chinese privet	Ligustrum sinense	Dense understory	CS, BB, FOL	Year-round	Repeat treatments
3	Multiflora rose	Rosa multiflora	Thorny monocultures	CS, FOL	Spring to fall	Frequently treated in Type B areas
3	Wineberry	Rubus phoenicolasius	Edge-driven spread	CS, FOL	Spring to fall	Follow-up treatments common

*Woody and Semi-Woody Vines*

Priority	Common Name	Scientific Name	Primary Concerns	Recommended Methods	Optimal Treatment Window	Operational Notes
2	Oriental bittersweet	Celastrus orbiculatus	Canopy collapse and girdling	CS, FOL (juveniles)	Fall to winter CS	Flag American bittersweet prior to treatment
2	Porcelain berry	Ampelopsis heterophylla	Complete overstory smothering	CS, FOL	Summer to fall	Dominant species in Type B zones
2	Japanese honeysuckle	Lonicera japonica	Persistent vine competitor	CS, FOL	Spring to fall	Avoid native Lonicera species
2	English ivy	Hedera helix	Narrow treatment window; tree damage risk	MEC then FOL; CS	Late winter to spring	Avoid damage to host trees

#### *Annual and Biennial Forbs and Vines*

<b>Priority</b>	<b>Common Name</b>	<b>Scientific Name</b>	<b>Primary Concerns</b>	<b>Recommended Methods</b>	<b>Optimal Treatment Window</b>	<b>Operational Notes</b>
1A	Oriental false hawkbeard	Youngia japonica	EDRR species	FOL	As detected	Immediate response required
1A	Mile-a-minute	Persicaria perfoliata	Rapid growth and seed production	FOL	May to June	Treat prior to seed set
1A	Japanese Knot-weed	Reynoutria japonica	Disturbed soils	FOL	Summer	Immediate response required
3	Garlic mustard	Alliaria petiolata	Persistent seed bank	FOL, MAN	April to May	Treat before flowering
3	Common burdock	Arctium minus	Large taproot; prolific seed	MAN, FOL	Rosette stage	Prevent seed set
Monitor	Hairy bittercress	Cardamine hirsuta	Low ecological impact	None	Monitor	No active control

#### *Deferred Annual Grasses (Priority 4)*

<b>Priority</b>	<b>Common Name</b>	<b>Scientific Name</b>	<b>Primary Concerns</b>	<b>Recommended Methods</b>	<b>Optimal Treatment Window</b>	<b>Operational Notes</b>
4	Japanese stiltgrass	Microstegium vimineum	Deferred management	FOL (monocot selective)	Late summer to early fall	Years 4-5
4	Giant foxtail	Setaria faberi	Deferred management	FOL (monocot selective)	Summer	Coordinate with stiltgrass

### ***5. Native Look-Alike and Protection Notes***

Native species requiring special protection include native locusts (*Robinia* species), American bittersweet (*Celastrus scandens*), and native grasses such as *Elymus hystrix* and *Leersia virginica*. These species must be mapped and flagged prior to treatment activities to prevent non-target impacts.

### ***6. Adaptive Review***

This technical matrix will be reviewed annually and updated based on treatment effectiveness, new invasive species detections, and monitoring data. Species may be reclassified between priority tiers as site conditions change. Large diameter trees will be marked for future treatment when a felling crew can be scheduled to avoid hazardous standing dead near public paths.

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## Clifton Floodplain Park

### Non-Native Invasive Species (NNI) Management Plan

#### Item 6 of 7 – Five-Year Treatment Calendar, Milestones, and Performance Standards

##### 1. Purpose of This Item

This item establishes the five-year treatment sequence, annual milestones, and measurable performance standards for non-native invasive species management at Clifton Floodplain Park. The intent is to provide a clear roadmap for implementation while allowing adaptive adjustments based on treatment effectiveness, weather variability, public access constraints, and monitoring results.

The calendar and milestones are designed to align treatment timing with species-specific phenology, prioritize public-facing areas early, and progressively shift effort toward long-term stabilization, Early Detection and Rapid Response, and restoration readiness.

##### 2. Five-Year Management Phasing Overview

Management activities are organized into five annual phases. Each phase builds on prior work and is intended to reduce invasive pressure to levels that can be maintained through targeted treatments and monitoring. The majority of the work effort will be focused on the first 2 years of treatment. As the invasive population is addressed, resource allocation will become more fluid depending on site circumstances.

- Year 1 (25% work effort) focuses on high-visibility areas, primary invasion corridors, and rapid reduction of dominant woody invasives.
- Year 2 (25% work effort) expands treatment coverage, reinforces Year 1 gains, and begins addressing deferred infestations adjacent to treated zones.
- Year 3 (20% work effort) emphasizes consolidation, follow-up treatments, and transition from heavy removal to maintenance-level control in priority areas. Deferred annual grass management begins in the summer of Year 3 and continues in subsequent years where appropriate.
- Year 4 (20% work effort) continues deferred annual grass management and increased restoration preparation.
- Year 5 (10% work effort) emphasizes long-term stabilization, EDRR, and evaluation of future maintenance needs.

### **3. Annual Treatment Calendar by Season**

#### **Winter (January–March)**

- Cut-stump and basal bark treatment of woody invasives
- Vine severing and window cuts for climbing species
- Mechanical cutback where appropriate
- Planning, mapping updates, and permitting coordination

#### **Spring (April–May)**

- Early-season foliar treatments for garlic mustard and other spring-emerging species
- EDRR surveys along trails, roads, and disturbed soils
- Limited woody foliar treatments where appropriate
- Increased public notification and signage

#### **Summer (June–August)**

- Foliar treatment of actively growing woody and herbaceous invasives
- Hose-and-reel treatments in Management Area Type B
- Mile-a-minute treatment prior to seed set and Japanese knotweed after flowering
- Japanese stiltgrass and other deferred annual grass treatments in applicable project years
- Continued EDRR surveys and follow-up

#### **Fall (September–November)**

- Cut-stump treatments for woody invasives
- Late-season foliar opportunities for persistent leaf species
- Post-treatment monitoring and documentation
- Cut-stump treatments for woody invasives
- Late-season foliar opportunities for persistent leaf species. Hose and reel applications provide narrow target range at this time.

#### **4. Milestones by Management Area Type**

##### **Management Area Type A**

- Year 1: Substantial reduction of invasive cover along trails and public interfaces (85%)
- Year 2: Follow-up treatments and stabilization
- Years 3–5: Maintenance-level control and EDRR

##### **Management Area Type B**

- Years 1–2: Broad-scale reduction of invasive monocultures (90%)
- Year 3: Follow-up treatments and evaluation of regeneration
- Years 4–5: Preparation for and initiation of restoration activities where appropriate

##### **Management Area Types C and D**

- Year 1: Baseline surveys and targeted priority treatments
- Years 2–5: EDRR, selective control, and long-term maintenance

##### **Management Area Type E**

- Ongoing coordination with utility providers
- Supplemental treatment only where necessary and feasible

#### **5. Performance Standards**

Performance will be evaluated using measurable criteria appropriate to each management area type and species group. Standards include:

- Reduction in invasive species cover and density
- Absence of seed production in priority species
- Successful protection of native plant communities
- Completion of scheduled treatments within designated windows
- Accurate mapping and documentation of treated areas

Performance benchmarks will be reviewed annually and adjusted as necessary to reflect site conditions and observed outcomes.

## 6. Adaptive Management and Review

At the conclusion of each treatment year, results will be reviewed using field observations, mapping data, and treatment records. Species priorities, treatment methods, and resource allocation may be adjusted to address persistent infestations, new detections, or changing site conditions. This adaptive framework ensures that management remains effective and responsive throughout the five-year plan period.

## 7. Year One Seasonal Treatment Proposed Dates

The following proposed schedule illustrates the anticipated treatment cadence for the first and second project year. Each season includes two weeks of initial treatment at the beginning of the treatment window, followed by one week of follow-up treatments toward the middle of the window. Each treatment is performed by a 4-person crew and will be followed by a report. Years 3-5 will have a reduced number of site visits as the invasive species population diminishes.

Season (Year 1)	Weeks 1-2	Week3	Primary Activities
Summer (Jun–Aug)	6.1.26-6.12.26	7.13.26	Foliar treatments, hose-and-reel applications, mile-a-minute control, Multiflora stiltgrass treatment (as applicable), EDRR (Japanese Knotweed)
Late Summer-Fall (Aug-Oct)	8.3.26-9.11.26	10.5.26	Woody cut-stump treatments, late-season foliar opportunities, monitoring and documentation
Winter (Nov–Mar)	11.23.26-12.4.26	3.1.27	Cut Stump applications in Type A areas for woody shrubs and vines. Basal Bark TOH
Spring (Mar-May)	3.22.27-4.5.27	4.19.27	Galic Mustard and ephemeral EDRR Species. Cut Stump on Multiflora sections in Type A areas

## Clifton Floodplain Park

### Non-Native Invasive Species (NNI) Management Plan

#### Item 7 of 7- Mapping

##### *Purpose of This Item*

This item establishes the mapping framework used to support planning, implementation, reporting, and adaptive management for the Non-Native Invasive Species (NNI) Management Plan at Clifton Floodplain Park. Mapping is a core component of this plan and serves as the primary tool for visualizing treatment areas, tracking progress, coordinating across project entities, and communicating with stakeholders and the public.

The mapping system is designed to provide both high-level clarity for planning and detailed spatial records for ongoing management and reporting.

##### *Baseline Management Area Map*

A baseline management map has been developed to define treatment priorities and organize the project area into Management Area Types A through E. This map serves as the foundational spatial reference for all treatment planning and reporting activities.

The map identifies:

- Management Area Types A–E
- Priority zones based on invasion pressure and public interface
- Parcel boundaries and general treatment extents
- Trail corridors, road frontage, and key access points

Red and Blue Areas represent the highest priority treatment zones. Purple Areas represent medium-priority zones requiring a multi-season approach. Green Areas represent high-quality native vegetation areas (Type C) where treatment focuses on Early Detection and Rapid Response (EDRR).

##### *Mapping Standards and Data Collection*

All mapping associated with this project will follow consistent standards to ensure accuracy, usability, and repeatability over time.

Mapping will include:

- Treatment areas by date
- Target species and treatment methods
- Management Area Type classification
- Completed work and follow-up needs

Mapping will be developed using GIS-based platforms and high-resolution imagery where feasible. Field data may be collected using GPS-enabled devices and incorporated into project maps following each treatment period.

### *Treatment Mapping and Reporting Integration*

Mapping is directly integrated into the reporting framework. Following each treatment period, updated maps will be produced showing areas treated. Maps will be organized by date and treatment cycle and used to support treatment summaries, progress tracking, and identification of untreated or re-invaded areas.

### *Adaptive Management and Map Updates*

Mapping will be updated regularly to reflect completed treatments, changes in invasive distribution, new EDRR detections, and shifts in priority areas. As treatment progresses, mapping will become more refined, transitioning from broader zones to targeted treatment polygons.

### *Stakeholder Communication and Use*

Maps will serve as a key communication tool for project partners, Town representatives, and stakeholders. Maps may be provided in advance of treatments, included in post-treatment reports, and used during annual reviews to illustrate progress.

### *Limitations and Intended Use*

Mapping is intended for planning, coordination, and reporting purposes. Treatment boundaries may be adjusted in the field based on site conditions, safety considerations, and sensitive vegetation.

## Map Thumbnail

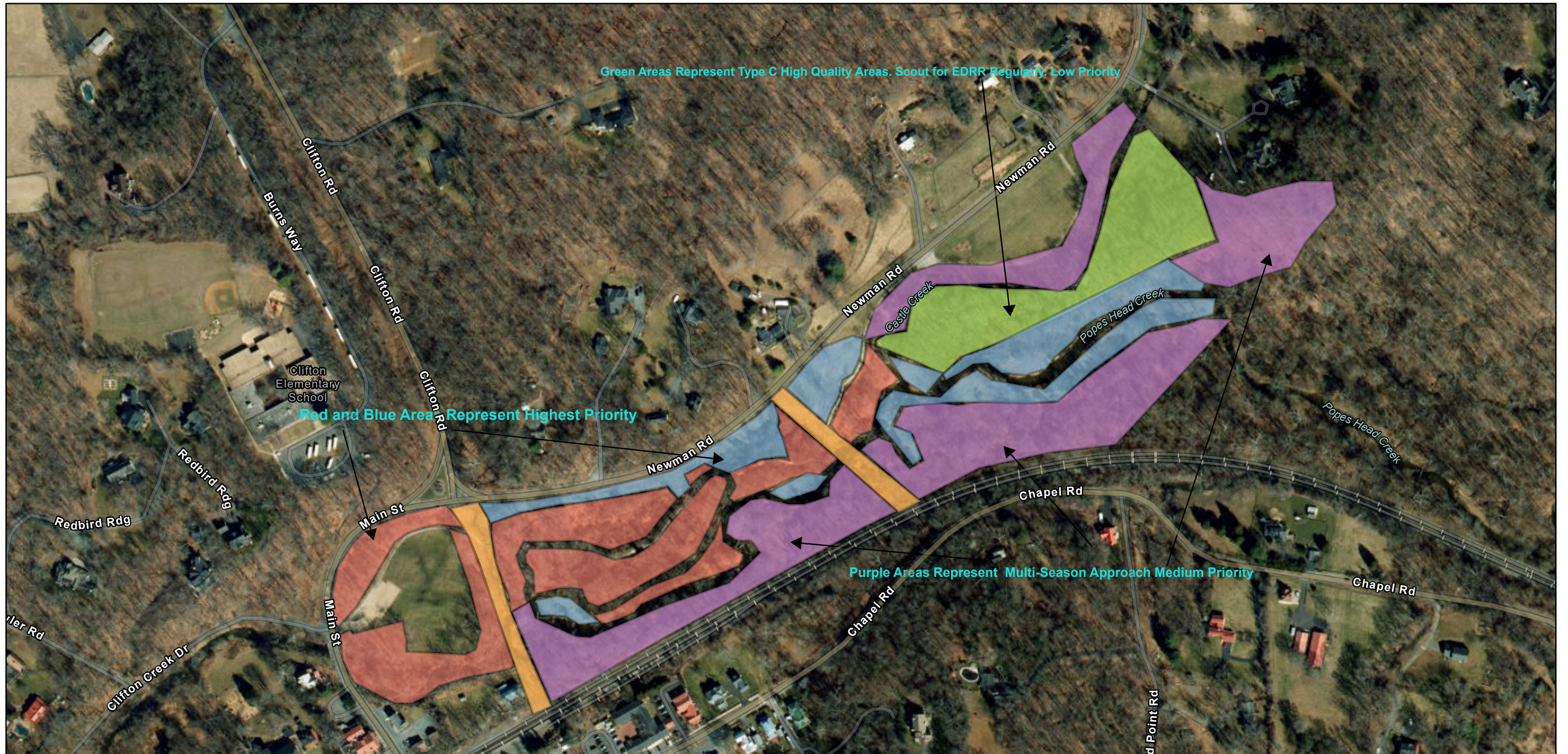
PDF of initial Treatment zone maps will be provided in separate attached document.

Clifton Invasives (4198)



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# Clifton Invasives (4198)



4/19/2026

Management Type

- Type A
- Type B
- Type C
- Type D
- Type E

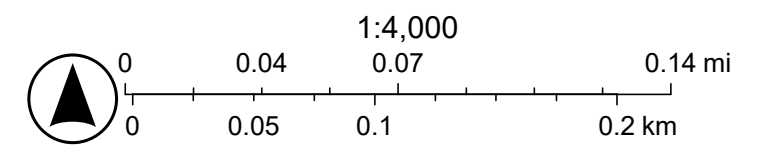
Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

1.2m Resolution Metadata



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, VGIN, Vantor

MEMORANDUM OF UNDERSTANDING  
between  
NORTHERN VIRGINIA ELECTRIC COOPERATIVE  
and  
TOWN OF CLIFTON, VIRGINIA  
for  
RELOCATION OF UTILITY FACILITIES INCLUDING  
DUCT BANK CONSTRUCTION  
AS A PART OF  
THE TOWN OF CLIFTON STREETScape PROJECT FOR MAIN STREET - PHASE II

THIS AGREEMENT, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between NORTHERN VIRGINIA ELECTRIC COOPERATIVE, hereinafter referred to as UTILITY and the TOWN OF CLIFTON, VIRGINIA, hereinafter referred to as TOWN:

WITNESSETH

WHEREAS, the TOWN has granted the UTILITY a Franchise dated November 4<sup>th</sup>, 2004 to operate, maintain and repair its facilities in public rights of way within the Town; and

WHEREAS, the TOWN has entered into a Standard Project Administration Agreement (Federal-aid Projects) with the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as VDOT, for the Town of Clifton Streetscape Project - Phase II, Project Number CLFT-029-101, UPC 109949, and a separate Standard Project Administration Agreement (Federal-aid Projects) with VDOT, for the Town of Clifton Streetscape Project - Phase II – DUCT BANK CONSTRUCTION, Project Number CLFT-029-101, UPC 126584, both together hereinafter referred to as the PROJECT: and,

WHEREAS, the design of the PROJECT requires the UTILITY’S existing aerial facilities to be relocated underground: and,

WHEREAS, the TOWN and UTILITY wish to agree upon the terms and conditions under which the facility changes necessitated by the PROJECT will be made : and,

WHEREAS, the Duct Bank and Pathway Construction, hereinafter referred to as “Phase I”, is the construction of an underground pathway and duct bank which is designed to include the placement of various conduits for the use of the UTILITY, as well as separate various conduits for the use of the utilities owned by Verizon and COX COMMUNICATIONS. The Duct Bank and Pathway Construction shall be in conformance with the attached plans completed by the TOWN’S Utility Construction Consultant (CES Consulting, LLC) and Titled “Town of Clifton Streetscape Phase II Duct Bank Construction”, Project CLFT-029,101, Sheets 1-22 in total 22 sheets dated June 24, 2025 (the “PLANS”): and,

WHEREAS, the parties acknowledge that it will be in the best interests of the TOWN and UTILITY for Phase I to be performed by a contractor selected and retained by the TOWN as required by the Project: and,

WHEREAS, the parties acknowledge that it will be in the best interest of the TOWN and UTILITY for the UTILITY to relocate the UTILITY'S aerial facilities as required once PHASE I is complete, including construction of the utility duct bank, furnishing, and installing cable/wires in the utility duct bank, transitioning from existing aerial facilities to the utility bank, furnishing, installing, and testing of all transformers, pads, switches, pedestals, wires, cables, splicing and all appurtenances, including incidentals as provided in the attached UTILITY'S Plan and Estimate, to successfully complete the relocation of the facilities and deliver a fully functional system, hereinafter referred to as PHASE II: and,

NOW THEREFORE, for and in consideration of the premises and of the mutual covenants herein contained, the TOWN and the UTILITY hereto agree as follows:

#### SECTION I

(a) The TOWN will cause its Utility Duct Bank and Pathway Construction contractor to construct Phase I once all the requirements of the Project to do so have been met. The TOWN will provide written notification to the UTILITY of the commencement of construction of Phase I and will also provide written notification to the UTILITY when Phase I has been completed.

#### SECTION II

(a) It has been determined that the TOWN is responsible for bearing 100% of the costs for the Phase I work allocated to the UTILITY as defined in the PLANS.

(b) It has been determined that the UTILITY is responsible for relocation of the existing aerial facilities to underground as detailed in UTILITY'S Plan and Estimate. Further, it is determined that the UTILITY shall remove any and all of the UTILITY's deactivated or deenergized equipment, poles, and cables from the public right of way, whether above or below ground, and dispose of such in accordance with the laws and regulations of the United States and the Commonwealth of Virginia.

#### SECTION III

(a) The UTILITY'S conduits constructed as a part of Phase I and the UTILITY'S facilities constructed as a part of PHASE II shall be and remain the property of the UTILITY with the obligation of maintaining and operating said facilities. Any future construction or maintenance operations to be performed by the UTILITY within the right-of-way or controlled by VDOT must provide prior notice to VDOT. When emergency conditions require immediate maintenance operations by the UTILITY, such operations may be performed by the UTILITY without advance notice to VDOT. The UTILITY will, to the best of its ability, perform all operations within the VDOT right of way and VDOT Utility Easement in a manner which will

reduce at a minimum interference to the flow of traffic, disturbance of the roadway, disturbance of adjacent properties, and which will provide maximum safety to traffic and pedestrians in the TOWN and to the UTILITY'S work crews.

#### SECTION IV

(a) The UTILITY in coordination with the Utility Duct Bank Construction contractor will install certain facilities in order to facilitate the work performed in Phase I as shown on the PLANS, and will inspect the work allocated to the UTILITY in Phase I, and UTILITY'S facilities relocation work in PHASE II. The UTILITY will further report through the PROJECT'S Utility Construction Consultant, and upon completion will certify to VDOT and the TOWN that the Utility's work included in PHASE I and PHASE II was performed satisfactory and in accordance with the PLANS.

#### SECTION V

After written notification to the UTILITY that Phase I has been completed, Phase II construction shall commence in a manner consistent with standard UTILITY scheduling and shall be completed in accordance with the schedule included in the Plan & Estimate.

In WITNESS WHEREOF, each party has caused this agreement to be executed in duplicate in its name and on its behalf by its duly authorized officer as of the day and year first written.

In the presence of:

NORTHERN VIRGINIA ELECTRIC COOPERATIVE

\_\_\_\_\_  
As to UTILITY

By: \_\_\_\_\_  
Title: \_\_\_\_\_

In the presence of:

TOWN OF CLIFTON, VA

\_\_\_\_\_  
Title: Town Clerk

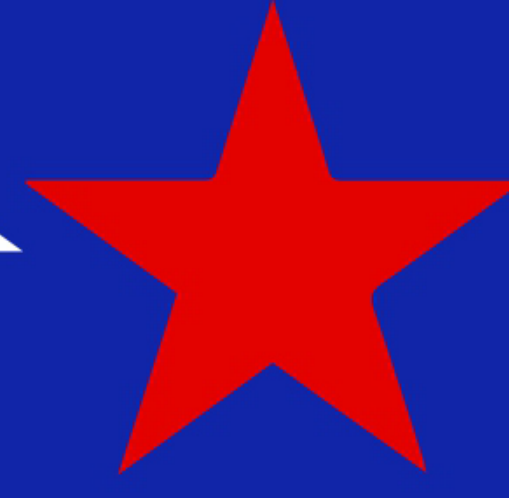
By: \_\_\_\_\_  
Title: Mayor, Town of Clifton

## **Parks & Maintenance Committee Monthly Update – May 2026**

- With the assistance of the Town Administrator leveraging relationships, made initial contact with the FFX County arborist, to coordinate a walk-through of 8-acre park to appropriately plan for deadwood removal and tree management. Will ask that COTE be a part of the walk-through.
- Through the Town Administrator's efforts, 3 Harris Park playground mulching quotes have been obtained, for playground certified mulch: Rushing - \$9,255, JK - \$9,000, ImageWorks - \$12,400. Recommend moving forward this month with JK given they are lowest-cost option and the town has previously utilized them.
- Through the Town Administrator's efforts, 3 Town Hall flooring quotes have been obtained, and will provide quote information separately. Recommend the council take this up and approve moving forward at the June council meeting, to incur the expense in this budget year.
- 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. Town Administrator has also initiated the process of obtaining comprehensive grounds maintenance contract quotes, which may simplify and make the town's annual maintenance procurements more efficient.
- Have begun collaborating with the Town Administrator on a town maintenance plan, with the goal of producing a draft for council review and comments within the next 2 months.

**AMERICA  
MADE IN VIRGINIA**

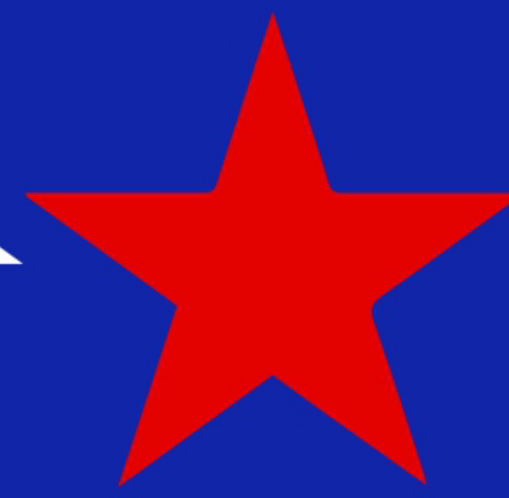
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**VA★250**

**AMERICA  
MADE IN VIRGINIA**

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**VA★250**





Clifton Clerk &lt;clerk@cliftonva.gov&gt;

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## 4th of July sign request

2 messages

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**themichellestein@gmail.com** <themichellestein@gmail.com>

Mon, Apr 20, 2026 at 2:27 PM

To: Clifton Clerk &lt;clerk@cliftonva.gov&gt;

Cc: Lynn Screen &lt;lscreen@cliftonva.gov&gt;, "Michael R. Davis" &lt;mrdvt92@yahoo.com&gt;

Can you place this on the Town Council agenda:

The CBA would like to promote the 250<sup>th</sup> July 4<sup>th</sup> Celebration by placing 3 signs around town.

One at the triangle – below the town sign (no QR code on this one) where we typically hang signs

One at Ayre Square – below the flagpole

One at the fire Department – below the flagpole

The artwork is from the state 250<sup>th</sup> committee (the CBA joined and received permission to use)

Signs would go up on May 20<sup>th</sup> and come down the 6<sup>th</sup> of July. May 20<sup>th</sup> is 45 days prior to the 4<sup>th</sup>.

See attached – the QR code goes to our 4<sup>th</sup> of July page that will be updated with all the 250<sup>th</sup> events.

Town code for events: Special Events. Temporary banners or signs intended to notify the public of special events, not of a recurring nature, may be erected for no more than forty-five (45) days upon the specific, written approval of the Town. Any such banner or sign must be removed within seven (7) days following the event announced.

Michelle Stein, President

Clifton Betterment Assoc [www.cliftonva.org](http://www.cliftonva.org)

[themichellestein@gmail.com](mailto:themichellestein@gmail.com)

703-539-8000 office

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 **250th signs.pdf**  
2759K

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**Clifton Clerk** <clerk@cliftonva.gov>

Mon, Apr 20, 2026 at 2:28 PM

To: themichellestein@gmail.com

Cc: Lynn Screen &lt;lscreen@cliftonva.gov&gt;, "Michael R. Davis" &lt;mrdvt92@yahoo.com&gt;

on it!

Sincerely,  
Kerrie Gogoel (she/her)  
Town Clerk, Clifton, VA  
[Quoted text hidden]