

# TOWN OF CLIFTON, VIRGINIA

## TOWN OF CLIFTON - Income/Expense Budget

APPROVED on June 9, 2021:

FY2022 Budget

FY 2022 06

**REVENUES:**

**Taxes & Permits Revenues:**

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

**TOTAL TAXES & PERMITS:**

**98,200.00**

**Town Facilities Rentals:**

Community Hall	5,000.00
Pink House	34,800.00

**TOTAL FACILITIES RENTALS:**

**39,800.00**

**Other Revenues:**

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

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

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

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

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

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

**REVENUES:**

**FEDERAL GRANTS**

VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT) 442,800.00  
 2020 VDOT TA -Main Street Improvements (80% - 20% MATCH GR. 453,259.00  
**TOTAL VDOT TA - MAIN ST IMPROVEMENTS**

**TOTAL REVENUES:**

**COSTS:**

Streetscape 2A - Design 58,000.00  
 VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT) 224,014.75  
 Processing Easements 20,000.00  
 Streetscape 2A - Construction 877,775.00  
**Total Main Street - Special Projects Committee**

**TOTAL SPECIAL PROJECTS COMMITTEE:**

**NET REVENUES/(COST)**

**Allocation of Prior Year Funds to Offset Streetscape Budgeted De** 283,730.75

Preliminary engineering and design for new sidewalk 3,000.00  
 Permanent Signs 12,000.00  
 Purchase of Green Space 300,000.00  
 Clifton Creek Park - Trails 20,000.00  
 Public Parking Improvements 5,000.00  
 Caboose renovation 0.00  
 Pink House Improvements  
 Museum Visitor Center & Town Office & Storage Facility (500545) 80,000.00

**TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds**

**NET REVENUES/(COST)**

**Allocation of Prior Year Funds to Offset Capital Projects Budget D** 420,000.00

**TOTAL COSTS**

**NET REVENUES/(COST)**

**OVERALL Allocation of Town Equity Dollars to Fund Capital Projec** 703,730.75

	0.00	
	0.00	
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)	442,800.00	
2020 VDOT TA -Main Street Improvements (80% - 20% MATCH GR.	453,259.00	
<b>TOTAL VDOT TA - MAIN ST IMPROVEMENTS</b>		<b>896,059.00</b>
	0.00	<b>0.00</b>
<b>TOTAL REVENUES:</b>		<b>896,059.00</b>
<b>COSTS:</b>		
Streetscape 2A - Design	58,000.00	
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)	224,014.75	
Processing Easements	20,000.00	
Streetscape 2A - Construction	877,775.00	
<b>Total Main Street - Special Projects Committee</b>		<b>1,179,789.75</b>
<b>TOTAL SPECIAL PROJECTS COMMITTEE:</b>		<b>1,179,789.75</b>
<b>NET REVENUES/(COST)</b>		<b>(283,730.75)</b>
<b>Allocation of Prior Year Funds to Offset Streetscape Budgeted De</b>	283,730.75	
Preliminary engineering and design for new sidewalk	3,000.00	
Permanent Signs	12,000.00	
Purchase of Green Space	300,000.00	
Clifton Creek Park - Trails	20,000.00	
Public Parking Improvements	5,000.00	
Caboose renovation	0.00	
Pink House Improvements		
Museum Visitor Center & Town Office & Storage Facility (500545)	80,000.00	
<b>TOTAL CAPITAL PROJECTS from Allocation of Town Equity Funds</b>		<b>420,000.00</b>
<b>NET REVENUES/(COST)</b>		<b>(420,000.00)</b>
<b>Allocation of Prior Year Funds to Offset Capital Projects Budget D</b>	420,000.00	
<b>TOTAL COSTS</b>		<b>1,599,789.75</b>
<b>NET REVENUES/(COST)</b>		<b>(703,730.75)</b>
<b>OVERALL Allocation of Town Equity Dollars to Fund Capital Projec</b>	703,730.75	