

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2020, 7:30 PM
COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Steve Effros; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Councilmember Chase Hinderstein.

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes (previous meetings and work sessions).

- **Councilmember Poe moved to approve the January 2020 Minutes with the revisions as provided by Mayor Hollaway and Councilmember McDonald, seconded by Mayor Hollaway. The motion was approved by poll, 5-0.**

b. Golf Cart Registrations - Update.

Of the nine households who registered golf carts last year, eight have now renewed their registrations for 2020. The Clerk will make another attempt to obtain confirmation from the ninth household on whether they would like to renew their registration.

2. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to accept the Treasurer's Report as presented, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**
 - a. Reconciliation of Haunted Trail Report, including Gross and Net.
See attached email
- **Councilmember Poe moved to establish a separate Haunted Trail checking account as requested, to include two single signature authority for Ester Pline and Sydney Sawyer, a bank/check card that can be used for online subscriptions such as Adobe & the website; authority to have merchandise sales linked to the account for tracing and to cover some merchandise costs; and authority to directly deposit merchandise sales proceeds received during the year, seconded by Councilmember Milne. The motion was approved by poll, 5-0.**

b. Establish Dates for Budget Work Sessions;

The Council scheduled Budget Work Sessions regarding FY2021 for 7:30 PM on Wednesday, March 25th and 7:30 PM on Wednesday, April 1st. If a third Work Session is needed, it will be held at 7:30 PM on Wednesday, April 15th. In order to accommodate election day on Tuesday, May 5th, the Council set the Public Hearing on the FY2021 Budget for 7:30 PM on Wednesday, May 6th, to be directly followed by the Regular Town Council Meeting. All Work Sessions, the Public Hearing and the Regular Council meeting will be held at the Community Meeting Hall located at 12641 Chapel Road.

c. Decision on Investing in CDs.

No action was taken.

3. Citizen's Remarks.

Chuck Rusnak: updated the Council on the progress made with the ongoing oral history project. Five people have been interviewed, so far. Marilyn Stoney suggested that media releases be signed by the interviewees before the material is published and recommended that the Committee contact the U.S. Library of Congress to see if they would be interested in gaining access to the interviews. Councilmember Milne encouraged Mr. Rusnak to request funds for additional equipment for more hard drives, *et cetera*, when needed.

Jennifer Heilmann: asked about the tree on Town property that is leaning on her fence. Mayor Hollaway indicated he would work with Councilmember Hinderstein to contact Freedom Tree Service to obtain a cost estimate for removal.

Mayor Hollaway reported to the Council that he was contacted by the owner of the Weaver House who is interested in leasing parking spaces from the Town at the Pink House so that the café can expand their business. The Council discussed several reasons why such an arrangement would not be feasible.

4. Unfinished Business:

a. Clifton Museum and Visitor Center; Proposal for Use of Historic Building – Update, Status, Next Steps;

See attached Committee Minutes and Report.

Lynne Garvey-Hodge and Jay Palau reported on the progress made by the Committee over the past month. Councilmember Milne asked if the mechanism for funding the proposal has been discussed. Ms. Garvey-Hodge and Mr. Palau answered that the information is still being assembled. Vice Mayor Effros reiterated his concerns on using taxpayer funding for the proposal, and Ms. Heilmann suggested that renovating the Pink House could be considered as an alternative, since it is already owned by the Town. The Committee members responded that they will continue to develop the proposal to include addressing the Council's questions and concerns and will report on their progress.

b. Boy Scout Troop 1104 Request for Use of 8 Acre Park – Update to March 5, 2020.

- **Mayor Hollaway moved to approve the rescheduling of the Boy Scout Troop 1104 campfire event to Thursday, March 5th, seconded by Vice Mayor Effros. The motion was approved by poll, 5-0.**

c. IT/Website Contract, New Email Addresses, and Updates to Website - Update.

The G-Suite accounts have been established and are ready to be distributed to Councilmembers, staff and Commission/Board Chairs.

d. Pink House Repairs – Update.

Councilmember Milne obtained price quotes for other types of flooring materials for the rear offices of the Pink House and reported that the carpet replacement price quote that she provided at last month's meeting has proven to be the most cost-effective. The carpet is rated to last fifteen years and has now been installed. Several plastic protectors will be obtained to protect carpet under office chairs.

Additionally, she reported that the front door was replaced and the exterior hand-railing was repaired and painted. The locks still need to be replaced. She will continue to obtain estimates for the other needed repairs, such as siding replacement.

5. Reports of Special Committees.

None.

6. Reports of Standing Committees:

a. Planning Commission:

No report.

i. Renew Planning Commission Term for Terry Winkowski.

- **Mayor Hollaway moved to renew the term for Terry Winkowski for an additional standard term on the Planning Commission, seconded by Vice Mayor Effros. The motion was approved by poll 5-0.**

b. Architectural Review Board.

Councilmember McDonald reported that an application for signage at the rear offices of the Pink House is pending.

7. New Business:

a. 2020 VDOT Paving Plan for Town Streets.

Councilmember McDonald reported that several streets are VDOT's paving list for 2020, namely: Chapel Street, Dell Avenue, Chestnut Street, School Street and Clifton Creek Road. He noted that VDOT recently repaired the heavily eroded embankments at the gateway triangle. VDOT's long-term plan is to replace the culvert in that area.

8. Report of the Zoning Administrator.

The unapproved signs at Horse Hippie have been removed.

9. Executive Session – Rights-of-Way, Property Acquisition, Building Lease.

- **Mayor Hollaway moved to enter Executive Session only to discuss rights of way, property acquisition and building lease, which are matters that are appropriately addressed in Executive Session, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**
- **After concluding the discussion, Mayor Hollaway moved to come out of Executive Session, having only discussed rights of way, property acquisition and building lease, which are matters that were appropriately addressed in Executive Session, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**
- **Mayor Hollaway moved to authorize the expenditure of up to \$3,000 on an appraisal and related activities in support of the Streetscape project, seconded by**

Councilmember Milne. The motion was approved by roll-call: McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.

10. Adjournment.

- **Mayor Hollaway moved to adjourn, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**



Amanda Christman <cliftonclerkva@gmail.com>

February 4, 2020 Town Council Meeting - Treasurer's Reports for fiscal year period ended January 31, 2020

1 message

Marilyn Lane Barton <clifton.treasurer@cox.net>

Mon, Feb 3, 2020 at 8:52 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com, Steve Effros <Steve@effros.com>, chasehinderstein@gmail.com
Cc: "Barton, Marilyn" <mbarton@mycri.org>, cliftonclerkva@gmail.com

Hello Town Council Members,

Attached are the **Financial Reports for the fiscal year period ended January 31, 2020**. Please note that transactions received that affect the FY19 Final Financial Report were accrued to June 2019. The significant transactions are noted below, and on the P&L Summary by Fund Report.

The December Financial Reports include:

- The Summary of **Cash Balances Report as of January 31, 2020** reflects total funds of \$1,269,533. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 01/31/2020. **Highlights of January transactions** are noted on this summary report. The main items for the month include:

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

1 **Haunted Trail Event:** Funding received from the Haunted Trail Event to the Town is \$60,402 for July 1 - January 31. FYTD expenses booked to the Town are \$17,045 for net proceeds now reconciled @ \$43,357.18. See the FY20 Haunted Trail Report Summary tab. The Haunted Trail Event transfer of funds from the Stripe website were received by the Town on Jan. 7th. The Events Committee Chair and the Treasurer will be meeting with the H.T. Chair, Ester Pline, to establish the H.T. Budget Proposal and documentation requirements for the year 2020. Ester has formally requested the opening of a separate Town Haunted Trail checking account, two single signature authority for Ester Pline and Sydney Sawyer, a bank/check card that can be used for online subscriptions such as Adobe & the website; authority to have merchandise sales linked to the account for tracing and to cover some merchandise costs; and authority to directly deposit merchandise sales proceeds received during the year. A copy of Ester's email request will be included with the Treasurer's Report email.

2 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis. A cash flow projection from the SPC indicates that they don't foresee needing funds from the Town until Spring 2021. Current CD Rates are provided for consideration to improve investment returns. See the applicable tab.

3 **Taxes & Permits Revenue:** Highlights for January include State Car Rentals of \$204, BPOL receipts of \$1,505, Motor Vehicle Fees of \$160, and Sales Tax of 3,139 for November. Also, please refer to a supplemental report on Franchise Fees provided.

4 **Contractual Expenses:** Highlights for January include C.H. Cleaning Services of \$100, C.H. Electric bill of \$754, Pink House Maintenance of \$4,842 for repairs completed as authorized by the Town Council, \$990 expense as authorized for the web server email accounts and maintenance, and 3 trash collection by the Art Guild for \$118.

5 **Capital Improvements Fund Income:** The Town received \$13,898 from VDOT for the Town's invoice #12 for reimbursement of Streetscape Phase 2 expenditures. The Treasurer notified the Streetscape Committee of the receipt of the funds.

6 **Capital Improvements Fund Expense:** Streetscape Phase II: The December payment of J2 Engineers invoice #14372 for \$438 cleared the Town's United Bank checking account and is attached to the Treasurer's email report as requested.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 01/31/2020. This report provides the detailed accounts that are summarized on the P&L Summary by Fund Report.
- **Haunted Trail Event Report Reconciliation Summary** The supplemental report is provided that has been reconciled with the Haunted Trail report received from Ester Pline. The report incorporates transactions of the event that flowed through the Town's accounts as well as the H.T. Event Account in Ester Pline's name. Please refer to the detailed note above for provides a formal request for a separate designated Town Haunted Trail checking account and the needs of the H.T. signers for managing the ongoing transactions during 2020. ***The Town Council will need to approve and authorize the opening of such account and the requests by the H.T. Committee, as noted above and presented in the attached email. The event proceeds for 2019 are now reconciled for \$43,357.***
- **Special Projects Committee** Report for the FY20 period ended 12/31/19. This report provides the detailed transactions related to the Streetscapes Phase 2.
- **Special Projects Committee** requested that the scanned copies of the SPC canceled Town checks be submitted with the Treasurer's Report monthly. Attached is the cleared Town check # 7760 issued to J2 Engineers for \$438.
- **Looking forward to February:**
- **FY 2020 Money Market Investments** – At the Sept 3rd Town Council Meeting, United Bank's proposal to improve returns was reviewed. The proposal recommended that the Money Market account be kept at \$50,000 or an amount determined as needed for planned capital expenditures, and the remaining \$200K be invested in no penalty CDs for improved returns. Input received from the Special Projects Committee, indicating that town cash will not be needed by SPC until spring 2021. The Treasurer has provided the current CD rates for consideration by the Town Council to improve the Town's return on investments.
- **Audit Onsite Review FY19** – The onsite audit was conducted Jan 23-24 with White, Withers, Masincup & Cannaday, P.C. for the audit and preparation of the Financial Statements for FY19. Appreciation is extended to Amanda for providing additional

documents related to the Special Projects Committee and to Darrell for his help with the Community Hall and access to the file room.

- **FY2021 Town Budget Preparation** –I will be sending the Budget Process and request for input for the FY2021 Proposed Budget following approval of the January 31 Financials. Please advise me of dates when you are not available for the scheduling of the 3 Budget Work Session meetings March – April. We usually can complete the work sessions in two meetings, but we schedule a 3rd meeting in the event it is needed. I will need to advertise the Public Hearing no later than the week of April 27th for the May 5th Town Council Meeting. Thank you for your input.

After your review of the reports, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know. *Thank you.*

IMPORTANT: Please let me know if you do NOT want a printed copy of the materials at the meeting.

Sincerely,

Marilyn

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607

----- Forwarded message -----

From: Ester Pline <esterpline@cox.net>

To: Marilyn Lane Barton <clifton.treasurer@cox.net>, darrell Poe Clifton Town Council <poe4clifton@gmail.com>, Bill Holloway <WHOLLAWA@skadden.com>, Melissa Milne <melissa.milne9@gmail.com>

Cc: Sydney Sawyer <sydneysawyer26@gmail.com>, Stephen Bittner <stephen.n.bittner@gmail.com>

Bcc:

Date: Sun, 26 Jan 2020 10:41:32 -0500

Subject: Haunted Trail Account

Good morning!

I am writing to request that the Town of Clifton open a checking account for the Haunted Trail.

To work as effectively and efficiently as my current personal account, I would like the account to have the following features:

- Sydney and I can write checks with a single signature.
- We have a bank/check card that can be used for online subscriptions such as Adobe and the website.
- We can have merchandise sales be linked to the account for tracking and to cover some merchandise costs.
- Sydney and I can directly deposit funds that trickle in from merchandise sales throughout the year.

The Haunted Trail has grown to be a year round activity. We are selling and planning 12 months a year. As such, I would also like to request that funds be released to the account according on the following schedule.

-\$7000 May 1

-\$7000 October 1

Our expenses last year were about \$19,000. We have \$5,747 remaining in the account (which I will switch over).

Lastly, it would be helpful to have a brief meeting with Marilyn and Darrell to talk about what kind of record keeping is needed for this coming year.

Thanks all!

Respectfully submitted,

Ester Pline=

3 attachments



2020 01 31 Financial Reports.xlsx
87K



Haunted Trail Account.eml
4K



TOC check # 7760 for \$438 to J2 Engineers for invoice 14372.pdf
225K

ASSETS	1/31/2020	<u>Bank Rates Effective Sept 19, 2019</u>		<u>Negotiated Increases</u>	
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	313,710.54	1 yr	8/1/2020	2.17%	Down from 2.25% APR @ 7/31/18
C-.D. - United Bank - 2 7 mos CDs	215,325.54	7 mos	4/17/2020	2.10%	Up from 1.56% @ 9/19/19 JMB
C.D. - United Bank 1	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	103,560.00	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	29,757.16				
Checking-United Bank	33,168.15	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	973.13				
Money Market Savings-United	257,952.62		8/30/2019	1.39%	Down from 1.589% @ 7/31/18
Security Deposit - United Bank	4,406.33				
Total Checking/Savings	1,269,533.47				

NOTE: The Haunted Trail funds were received into the Town's United Bank Events Account in the amount of \$ 29,657.16, The United Bank CDs accrue interest at the end of each quarter. The Treasurer proposed consideration of additional no penalty CDs for improved investment returns - this proposal from the Jan meeting was deferred for review at the February meeting.

Proposed investment rates for improving investment returns on Super Money Market funds

During our last review of the Town's investment returns, United Bank recommended improving the Town of Clifton's returns by investing funds in excess of \$50,000 into CDs. At the request of the Town Treasurer, the Special Projects Committee met in mid December and reported that they "will not needs funds from the Town to support construction until spring of 2021, at the earliest, due to incorporating the utility relocations into the project".

The following current rates are provided for Town Council consideration for the investment of \$200,000 currently deposited in the Town's United Bank Money Market Account which earns 1.40% APY for \$50k+. The Treasurer's recommendation is the 7 month United Bank CD @ 1.85%, in amounts of \$50K.

Term	John Marshall Proposal	Term	United Bank Proposal	Variance
	APY		APY	
6 month CD	1.40%	7 month CD	1.85%	0.45%
9 month CD		9 month CD	1.65%	1.65%
12 month CD	1.8%; No Pen 1.5%	12 month CD	1.10%	
13 month CD	1.80%	13 month CD	1.70%	-0.10%
18 month CD	1.85%			

Town of Clifton

Profit & Loss Budget Performance

January 2020

<u>Operating Funds</u>		<u>Jan 20</u>	<u>Budget</u>	<u>Jul '19 - Jan 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income						
	State Funding	0	0	10,000	10,000	10,000
	Committees Fundraising	0	3,500	1,566	9,500	9,500
	Community Hall Revenues	639	500	3,073	3,500	6,000
1	Haunted Trail Event	37,749	0	60,402	45,000	45,000
2	Interest Income	800	1,500	10,100	10,500	18,000
	Pink House Rental	2,900	2,900	20,300	20,300	34,800
	S.R. - Litter Control Grant	0		814		
3	Tax and Permits Revenue	5,938	4,079	41,552	37,154	97,550
Total Income		48,026	12,479	147,807	135,954	220,850
Gross Profit		48,026	12,479	147,807	135,954	220,850
Expense						
	Citizens' Recognition Expense	0	83	0	583	1,000
	Bank Service Charges	0	0	44	0	0
	Commodities	55	323	628	2,363	3,980
4	Contractual	6,888	12,825	74,572	115,150	170,525
1	Haunted Trail Expenses	9,698	0	17,045	15,000	15,000
	OTHER - TC approval req'd +\$500	0	625	0	4,375	7,500
	Other Expenses	0	625	0	4,375	7,500
	Payroll Expenses	5,383	5,395	37,678	39,767	66,743
Total Expense		22,024	19,876	129,967	181,613	272,248
Net Income		26,002	(7,397)	17,840	(45,659)	(51,398)
CIF FUNDS:						
CIF Income						
5	CIF - Capital Improvements Fund	13,898	60,625	79,925	424,375	727,500
CIF Expenses						
6	CIF Expenses	0	60,625	14,336	808,375	1,111,500
Net Income - CIF Funds		13,898.00	0.00	65,589.00	(384,000.00)	(384,000.00)
Consolidated Net Income		39,900.00	(7,397.00)	83,429.00	(429,659.00)	(435,398.00)

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

Town of Clifton

Profit & Loss Budget Performance

January 2020

Operating Funds

Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
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- 1 **Haunted Trail Event:** Funding received from the Haunted Trail Event to the Town is \$60,402 for July 1 - January 31. FYTD expenses booked to the Town are \$17,045 for net proceeds now reconciled @ \$43,357.18. See the FY20 Haunted Trail Report Summary tab. The Haunted Trail Event transfer of funds from the Stripe website were received by the Town on Jan. 7th. The Events Committee Chair and the Treasurer will be meeting with the H.T. Chair, Ester Pline, to establish the H.T. Budget Proposal and documentation requirements for the year 2020. Ester has formally requested the opening of a separate Town Haunted Trail checking account, two single signature authority for Ester Pline and Sydney Sawyer, a bank/check card that can be used for online subscriptions such as Adobe & the website; authority to have merchandise sales linked to the account for tracing and to cover some merchandise costs; and authority to directly deposit merchandise sales proceeds received during the year. A copy of Ester's email request will be included with the Treasurer's Report email.
- 2 **Interest Income:** United Bank posts interest earned on CDs on a quarterly basis. A cash flow projection from the SPC indicates that they don't foresee needing funds from the Town until Spring 2021. Current CD Rates are provided for consideration to improve investment returns. See the applicable tab.
- 3 **Taxes & Permits Revenue:** Highlights for January include State Car Rentals of \$204, BPOL receipts of \$1,505, Motor Vehicle Fees of \$160, and Sales Tax of 3,139 for November. Also, please refer to a supplemental report on Franchise Fees provided.
- 4 **Contractual Expenses:** Highlights for January include C.H. Cleaning Services of \$100, C.H. Electric bill of \$754, Pink House Maintenance of \$4,842 for repairs completed as authorized by the Town Council, \$990 expense as authorized for the web server email accounts and maintenance, and 3 trash collection by the Art Guild for \$118.
- 5 **Capital Improvements Fund Income:** The Town received \$13,898 from VDOT for the Town's invoice #12 for reimbursement of Streetscape Phase 2 expenditures. The Treasurer notified the Streetscape Committee of the receipt of the funds.
- 6 **Capital Improvements Fund Expense: Streetscape Phase II:** The December payment of J2 Engineers invoice #14372 for \$438 cleared the Town's United Bank checking account and is attached to the Treasurer's email report as requested.

Town of Clifton
Account QuickReport
July 2018 through June 2019

FY19	Type	Date	Num	Name	Memo	Split	Amount	COX	VERIZON
Tax and Permits Revenue									
Franchise Fees - Cox & Verizon									
	Sales Receipt	08/31/2018	00-4473	Verizon Virginia, Inc.	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		622.42		622.42
	Sales Receipt	10/30/2018	00-4497	Cox Communications, Inc.	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		269.96	269.96	
	Sales Receipt	11/30/2018	00-4520	Verizon Virginia Telephone	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		622.60		622.60
	Sales Receipt	01/28/2019	00-4545	Cox Communications, Inc.	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		275.05	275.05	
	Sales Receipt	02/16/2019	00-4560	Verizon Virginia Telephone	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		534.87		534.87
	Sales Receipt	05/25/2019	00-4616	Cox Communications, Inc.	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		264.95	264.95	
	Sales Receipt	05/25/2019	00-4617	Verizon Virginia Telephone	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		605.41		605.41
	Invoice	06/30/2019	127	Cox Communications, Inc.	Franchise Fee - Cox Comms & Verizon Va. FIO Accounts Receivable		254.36	254.36	
Total Franchise Fees - Cox & Verizon					FY19 Breakout of Cox & Verizon Fees		3,449.62	1,064.32	2,385.30
Total Tax and Permits Revenue							3,449.62		
TOTAL							3,449.62		
FY2020 to Dec 31 2019									
Tax and Permits Revenue									
Franchise Fees - Cox & Verizon									
	Sales Receipt	08/10/2019	00-4644	Verizon Virginia Telephone	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		615.31		615.31
	Sales Receipt	10/28/2019	00-4678	Cox Communications, Inc.	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		250.68	250.68	
	Sales Receipt	11/15/2019	00-4685	Verizon Virginia Telephone	Franchise Fee - Cox Comms & Verizon Va. FIO Undeposited Funds		607.91		607.91
Total Franchise Fees - Cox & Verizon					FY20 YTD as of 12/31/19 of Cox & Verizon fees		1,473.90	250.68	1,223.22
Calendar Year 2019: Jan - Dec 2019 Total Selected:								1,045.04	2,363.50

Town of Clifton
Haunted Trail Event Report
July 2019 through January 2020

		Type	Date	Num	Name	Memo	Class	Amount	Balance
		Haunted Trail Event							
		Sales Receipt	07/08/2019	00-4639	Environmental Consultants/Contractors	Halloween Haunted Trail - sponsorship "ghost"	Haunted Trail	750.00	750.00
		Sales Receipt	09/07/2019	00-4653	No. Va. Electric Coop.	Halloween Haunted Trail - sponsorship	Haunted Trail	750.00	1,500.00
		Sales Receipt	09/07/2019	00-4656	William & Pheobe Peterson	Halloween Haunted Trail - sponsorship	Haunted Trail	1,500.00	3,000.00
		Sales Receipt	09/07/2019	00-4665	APEX Electric Service, Inc.	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	3,250.00
		Sales Receipt	09/07/2019	00-4666	McNamara Enterprises, Inc.	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	3,750.00
		Sales Receipt	09/07/2019	00-4667	The Wine Attic	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	4,250.00
		Sales Receipt	09/07/2019	00-4668	Professional Tutoring, LLC	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	4,750.00
		Sales Receipt	09/07/2019	00-4669	Clifton Cafe'	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	5,250.00
		Sales Receipt	09/22/2019	00-4662	Shokrael, Carrie	Halloween Haunted Trail - Witch sponsorship	Haunted Trail	250.00	5,500.00
		Sales Receipt	09/22/2019	00-4663	NOVA Orthopedic & Spine Care	Halloween Haunted Trail - sponsorship	Haunted Trail	500.00	6,000.00
		Sales Receipt	09/22/2019	00-4664	Trummers' on Main	Halloween Haunted Trail - Sponsorship	Haunted Trail	500.00	6,500.00
		Sales Receipt	10/07/2019	00-4676	Wegman's Food Markets, Inc.	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	6,750.00
		Sales Receipt	10/28/2019	00-4682	Square Inc.	Halloween Haunted Trail - Ticket sales	Haunted Trail	6,306.06	13,056.06
		Sales Receipt	10/31/2019	00-4681	Haunted Trail Event	Halloween Haunted Trail - cash deposit from ev	Haunted Trail	9,279.00	22,335.06
		Sales Receipt	11/12/2019	00-4691	Square Inc.	Halloween Haunted Trail	Haunted Trail	67.88	22,402.94
		Sales Receipt	11/23/2019	00-4686	Villagio of Clifton	Halloween Haunted Trail - Sponsorship	Haunted Trail	250.00	22,652.94
		General Journal	01/06/2020			AJE to capture H.T. income rec'd in Wells Fargo	Haunted Trail	8,092.14	30,745.08
		Deposit	01/07/2020		Haunted Trail Event	Stripe Transfer 200107 for H.T. proceeds	Haunted Trail	29,657.16	60,402.24
		Total Haunted Trail Event						60,402.24	60,402.24
		Haunted Trail Expenses							
		Check	11/05/2019	7742	Ester Pline	2019 Haunted Trail - Advance per TC action 11/	Haunted Trail	(7,000.00)	(7,000.00)
		Check	11/23/2019	7749	Laura McDonald	Haunted Trail expense: Batteries @ 46.60 & 10	Haunted Trail	0.00	(7,000.00)
		Check	11/30/2019	7750	AR-JON Portable Toilets	Invoice 19402 Oct 25-27 Haunted Trail expense	Haunted Trail	(195.00)	(7,195.00)
		Check	11/30/2019	7758	Laura McDonald	Haunted Trail Expense: batteries @ 46.60	Haunted Trail	(46.60)	(7,241.60)
		Check	11/30/2019	7758	Laura McDonald	Haunted Trail Expense: 10 flashlights for 105.8	Haunted Trail	(105.80)	(7,347.40)
		General Journal	01/06/2020			AJE to capture H.T. expenses - Wells Fargo HT	Haunted Trail	(8,092.14)	(15,439.54)
		General Journal	01/06/2020			AJE to capture H.T. FY19 expenses - Wells Far	Haunted Trail	(1,605.52)	(17,045.06)
		Total Haunted Trail Expenses						(17,045.06)	(17,045.06)
		TOTAL				NET Haunted Trail Proceeds		43,357.18	43,357.18

Town of Clifton
Profit & Loss Budget Performance
January 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5					Fire Program Funds			0	0	10,000	10,000	10,000	
6					State Funding - Other			0	0	0	0	0	
7					Total State Funding			0	0	10,000	10,000	10,000	
8					CIF - Capital Improvements Fund								
9					Grants								
10					Federal								
11					ISTEA-Clifton Streetscape			0	12,125	0	84,875	145,500	
12					Total Federal			0	12,125	0	84,875	145,500	
13					VDOT- MAP21 Streetscape Phase 2			13,898	48,500	79,925	339,500	582,000	
14					Total Grants			13,898	60,625	79,925	424,375	727,500	
15					Total CIF - Capital Improvements Fund			13,898	60,625	79,925	424,375	727,500	
16					Committees Fundraising								
17					Homes Tour Income			0	0	0	6,000	6,000	
18					Clifton Business Coalition								
19					CBC Wreath Contest			0		0	0	0	
20					Total Clifton Business Coalition			0		0	0	0	
21					Council of the Arts								
22					Clifton Film Festival			0	3,500	1,316	3,500	3,500	
23					Community Arts Programs-CGT inc			0		0	0	0	
24					Total Council of the Arts			0	3,500	1,316	3,500	3,500	
25					Parks Committee								
26					Park Rental			0	0	250	0	0	
27					Total Parks Committee			0	0	250	0	0	
28					Total Committees Fundraising			0	3,500	1,566	9,500	9,500	
29					Community Hall Revenues								
30					Community Hall Rentals			639	500	3,073	3,500	6,000	
31					Total Community Hall Revenues			639	500	3,073	3,500	6,000	
32					General Donations			0	0	0	0	0	
33					Haunted Trail Event			37,749	0	60,402	45,000	45,000	
34					Interest Income			800	1,500	10,100	10,500	18,000	
35					PC - Reimbursements			0	0	0	0	0	
36					Pink House Rental			2,900	2,900	20,300	20,300	34,800	
37					S.R. - Litter Control Grant			0		814			
38					Tax and Permits Revenue								
39					VA - Car Rental Distribution			204	21	3,743	146	250	
40					ARB Permits			0	42	530	292	500	
41					BPOL tax			1,505	0	8,673	0	40,000	
42					BZA Fee			0	0	250	0	0	
43					Cigarette Tax			141	175	1,505	1,225	2,100	
44					Communications Sales Tax -Va			414	433	2,835	3,033	5,200	
45					Franchise Fees - Cox & Verizon			256	292	1,730	2,042	3,500	
46					Motor Vehicle Tags			160	0	6,979	7,000	7,000	
47					Railroad Tax			0		1,597	1,600	1,600	
48					Sales Tax			3,139	2,958	12,381	20,708	35,500	
49					Use Permits			0	58	650	408	700	
50					Utility Consumption Tax			119	100	679	700	1,200	
51					Total Tax and Permits Revenue			5,938	4,079	41,552	37,154	97,550	

Town of Clifton
Profit & Loss Budget Performance
January 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
52			Total Income						61,924	73,104	227,732	560,329	948,350
53			Gross Profit						61,924	73,104	227,732	560,329	948,350
54			Expense										
55			Citizens' Recognition Expense						0	83	0	583	1,000
56			Bank Service Charges						0	0	44	0	0
57			CIF Expenses										
58			Engineering /Design - Sidewalks						0		0	3,000	3,000
59			Caboose Renovation						0		0	1,000	1,000
60			CIF - Land Purchase						0		0	300,000	300,000
61			Clifton Creek Park - Trails						0		0	20,000	20,000
62			RR Siding Parking Facility						0		0	10,000	10,000
63			Special Projects Committee										
64							Dev. of Streetscape Phase 2		0	60,625	14,336	424,375	727,500
65			Total Special Projects Committee						0	60,625	14,336	424,375	727,500
66			Storage Facility						0		0	50,000	50,000
67			Total CIF Expenses						0	60,625	14,336	808,375	1,111,500
68			Commodities										
69			Office Equipment						0	42	0	292	500
70			Computer Supplies						0	107	209	747	1,280
71			Copies						0	17	39	117	200
72			License Plates						0		40	100	100
73			Miscellaneous						0		0	0	0
74			Miscellaneous - Commodities						0	25	0	175	300
75			Office Supplies						0	83	0	583	1,000
76			Postage and Delivery						55	50	340	350	600
77			Total Commodities						55	324	628	2,364	3,980
78			Contractual										
79			Fire Program						0	0	10,000	10,000	10,000
80			Caboose Expenses										
81			Caboose Equipment						0	42	0	292	500
82			Caboose Maintenance						0	125	0	875	1,500
83			Total Caboose Expenses						0	167	0	1,167	2,000
84			Community Hall Expenses										
85			C.H.-Cleaning						100	167	200	1,167	2,000
86			C.H.-Equipment & Supplies						0	63	381	438	750
87			C.H.-General Maintenance						0	367	0	2,567	4,400
88			C.H.-Management Fee						0	125	0	875	1,500
89			C.H. - Electric						754	667	2,734	4,667	8,000
90			C.H. Floors						0		0	0	0
91			CH-Equip Replacement & Hall Ref						0		0	0	0
92			C.H. Interior Improvements						0	167	0	1,167	2,000
93			Total Community Hall Expenses						854	1,556	3,315	10,881	18,650
94			Dues and Subscriptions										
95			Conference Attendance						0	42	0	292	500
96			Va. Municipal League						0		408	600	600
97			Dues and Subscriptions - Other						0	83	0	583	1,000
98			Total Dues and Subscriptions						0	125	408	1,475	2,100
99			Insurance						0		5,817	7,000	7,000
100			Legal Advertising						0	167	800	1,167	2,000

Town of Clifton
Profit & Loss Budget Performance
January 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
101								Mayoral Reimbursement	0	42	0	292	500
102								Miscellaneous	0	208	0	1,458	2,500
103								Professional Fees					
104								Accounting	0		3,250	7,500	7,500
105								Legal Fees	0	2,500	10,175	17,500	30,000
106								Total Professional Fees	0	2,500	13,425	25,000	37,500
107								Rent					
108								Ayre Square Rental	0		0	1,500	1,500
109								Railroad Siding Rental	0		1,808	1,750	1,750
110								Total Rent	0		1,808	3,250	3,250
111								Town Assoc of Northern Va Event	0	50	0	350	600
112								Town Facilities					
113								Ayre Square Maintenance	0	42	0	292	500
114								Pink House Expenses					
115								Pink House Maintenance	4,842	417	4,842	2,917	5,000
116								Pink House Repairs	0		0	0	0
117								Total Pink House Expenses	4,842	417	4,842	2,917	5,000
118								R.R. Siding/Caboose Maint.	0		3,575		
119								Town Handyman - 1099 vendor	0	500	0	3,500	6,000
120								Total Town Facilities	4,842	959	8,417	6,709	11,500
121								Town Government					
122								Architectural Review Board	0	25	0	175	300
123								Beautification Comm.					
124								Banner Replacement	0		0	500	500
125								Christmas Tree Lighting Event	0		1,500	1,000	1,000
126								Flower Receptacles	0		332	800	800
127								Railroad Siding Boxes-plantings	0		0	1,000	1,000
128								Total Beautification Comm.	0		1,832	3,300	3,300
129								BZA	0	583	15,762	4,083	7,000
130								Planning Commission					
131								Consulting-Capital/Town & Zng	0	417	0	2,917	5,000
132								General Admin Costs	0	25	0	175	300
133								General Consulting	0	667	0	4,667	8,000
134								PC Hearings, Ads and copies	0	42	0	292	500
135								Total Planning Commission	0	1,151	0	8,051	13,800
136								Town Committees Expense					
137								Communication Committee					
138								Town email system	0		0	0	0
139								Web Server Maint & Domain Subsc	990	50	1,068	350	600
140								Web site updating & config	0	42	0	292	500
141								Communication Committee - Other	0	83	0	583	1,000
142								Total Communication Committee	990	175	1,068	1,225	2,100
143								Council for the Arts Committee					
144								Clifton Film Festival Exp	0	2,000	0	2,000	2,000
145								Council for the Arts Committee - Other	0		0	200	200
146								Total Council for the Arts Committee	0	2,000	0	2,200	2,200
147								Environmental Comm					
148								Environmental Event Expense	0	50	0	350	600
149								Environmental Comm - Other	0		0	0	0

Town of Clifton
Profit & Loss Budget Performance
January 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
150								Total Environmental Comm	0	50	0	350	600
151								Historic Preservation Comm Exp					
152								Historic Town Documents exp	0	21	0	146	250
153								Historic Events	0		0	500	500
154								Town Museum	0	83	0	583	1,000
155								Historic Preservation Comm Exp - Other	0	42	0	292	500
156								Total Historic Preservation Comm Exp	0	146	0	1,521	2,250
157								Homes Tour Committee	0		0	4,500	4,500
158								Sunshine Committe					
159								Easter Egg Hunt Expense	0	0	0	0	250
160								Welcome Baskets & Sympathy	0		0	0	0
161								Total Sunshine Committe	0	0	0	0	250
162								Town Parks Committee Exp					
163								Landscape/Ground Maint expense	0	771	2,675	5,396	9,250
164								Fall Zone Mulching	0	250	0	1,750	3,000
165								Parks Mgt Fee	0	0	63	25	25
166								Playground Equip. Maintenance	0	167	2,250	1,167	2,000
167								Tree Trimming & Replacement	0	417	770	2,917	5,000
168								Total Town Parks Committee Exp	0	1,605	5,758	11,255	19,275
169								Traffic, Parking & Safety Comm	0		0	500	500
170								Total Town Committees Expense	990	3,976	6,826	21,551	31,675
171								Total Town Government	990	5,735	24,420	37,160	56,075
172								Town Services					
173								Elections	0	0	0	0	1,000
174								Grass Mowing	0	504	2,700	3,529	6,050
175								Town Park Lawn Maintenance	0	417	750	2,917	5,000
176								Trash Collection	118	308	2,184	2,158	3,700
177								Utilities					
178								Gas and Electric	84	92	458	642	1,100
179								Utilities - Other	0		69		
180								Total Utilities	84	92	527	642	1,100
181								Total Town Services	202	1,321	6,161	9,246	16,850
182								Total Contractual	6,888	12,830	74,571	115,155	170,525
183								Haunted Trail Expenses	9,698	0	17,045	15,000	15,000
184								OTHER - TC approval req'd +\$500	0	625	0	4,375	7,500
185								Other Expenses	0	625	0	4,375	7,500
186								Payroll Expenses					
187								Gross Wages					
188								Assistant Project Manager	333	333	2,333	2,333	4,000
189								Town Clerk (Administrative)	1,167	1,167	8,167	8,167	14,000
190								Town Clerk - Records Review	1,000	1,000	7,000	7,000	12,000
191								Town Treasurer	2,000	2,000	14,000	14,000	24,000
192								Zoning Clerk	500	500	3,500	3,500	6,000
193								Employee Incentives	0		0	2,000	2,000
194								Total Gross Wages	5,000	5,000	35,000	37,000	62,000
195								Payroll Taxes					
196								FICA	310	0	2,170	0	0
197								Medicare	73	0	508	0	0
198								Payroll Taxes - Other	0	395	0	2,767	4,743

Town of Clifton
Profit & Loss Budget Performance
January 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
199					Total Payroll Taxes				383	395	2,678	2,767	4,743
200					Total Payroll Expenses				5,383	5,395	37,678	39,767	66,743
201					Reconciliation Discrepancies				0		0	0	0
202			Total Expense						22,024	80,507	144,302	989,994	1,383,748
203	Net Income								39,900	(7,403)	83,430	(429,665)	(435,398)

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

TOWN OF CLIFTON
P.O. BOX 309
CLIFTON, VA 20124-0309

UNITED BANK
5768 UNION MILL ROAD
CLIFTON, VA 20124
68-444/560

7760

12/19/2019

PAY TO THE ORDER OF J2 Engineers, Inc. \$**438.00

Four Hundred Thirty-Eight and 00/100***** DOLLARS

PROTECTED AGAINST FRAUD

J2 Engineers, Inc.
4080 LafayetteCenter Drive
Suite 330
Chantilly, VA 20151

MEMO Inv # 14372- CT1601 Clifton Streetscape - Phase 2

0007760 05600445 5060045282

Details on Back

Intuit® CheckLock™ Secure Check

For Remote Deposit Only United Bank RTN 051500481

180648471000090 1/6/2020

For Deposit Only - United Bank, Inc
J2 Engineers Inc
To the Account of 20200250
01/06/2020

Subject: Haunted Trail Account



Ester Pline <esterpline@cox.net>

to Marilyn Lane Barton, darrell Poe Clifton Town Council, Bill Holloway, Melissa Milne, Sydney Sawyer, Stephen Bittr

You are viewing an attached message. Gmail can't verify the authenticity of attached message

Good morning!

I am writing to request that the Town of Clifton open a checking account for the Haunted Trail.

To work as effectively and efficiently as my current personal account, I would like the account to have the following features:

- Sydney and I can write checks with a single signature.
- We have a bank/check card that can be used for online subscriptions such as Adobe and the website.
- We can have merchandise sales be linked to the account for tracking and to cover some merchandise costs.
- Sydney and I can directly deposit funds that trickle in from merchandise sales throughout the year.

The Haunted Trail has grown to be a year round activity. We are selling and planning 12 months a year. As such, I would also like to request that funds be released to the account according on the following schedule.

-\$7000 May 1

-\$7000 October 1

Our expenses last year were about \$19,000. We have \$5,747 remaining in the account (which I will switch over).

Lastly, it would be helpful to have a brief meeting with Marilyn and Darrell to talk about what kind of record keeping is needed for this coming year.

Thanks all!

Respectfully submitted,

Ester Pline=

Activities of the Ad Hoc Clifton Museum Committee (the Committee)

January 8th to February 4th, 2020.

- **January 10** – Jay Palau had a conversation with Todd McCreight, Director of Business Affairs for the National Capital Presbytery. Topics included Requirements to offer a lease to the town, discussion of additional requirements to offer lease beyond a 5-year (renewable) term. The overall idea of the proposition was discussed, and he stated that while he would do further research, he “was not aware of anything that would preclude it”.
- **January 11th** – The Committee (Palau, Holloway, Garvey-Hodge, Baber, Stein) met at the manse and Brant Baber took an in-depth tour of all areas inside and out.
- **January 12th** – Brant Baber sent an email to committee members with a must do/should do format. He included estimated prices for such work.
- **January 17th** – Phone conversation between Jay Palau and Donna Henry (Chair of CPC trustees). Idea was well received; she would begin discussing possibilities with the Board of Trustees.
- **January 23rd** – Phone conversation between Jay Palau and Patrick Lennon, Director of Marketing for Visit Fairfax. Discussed resources available to the project. They would be invaluable for advertising and promotion.
- **January 25th** – Committee meeting (Holloway, Garvey-Hodge, Palau), brainstorming, visioning and next steps.
- **January 26th** – Jay Palau attended Monthly Meeting of the Session at CPC. At the meeting:
 - Further funds were authorized to complete 2 necessary projects for the Manse, namely, to finish work in the basement and to finish electrical to include final inspection.
 - Jay Palau was approved to be CPC’s representative on the Committee. (passed unanimously)
- **February 1st** – Meeting of the Committee (Holloway, Stein, Garvey-Hodge and Palau) to learn about some of the issues with starting and running a museum in the Town of Vienna. We met with Ann Stuntz, President of “Historic Vienna”. She was filled with expertise on the multi-layer topics and also brought items to share with the committee including a budget and tax return for Historic Vienna.
- **Also February 1st** – Jay Palau met with Dwayne Nitz at the Manse. He took an in depth look at all interior and exterior areas of the Manse with the goal of being able to provide the Committee with information similar to that previously provided by Brant Baber
- **February 6th** – Follow-up email to Todd McCreight asking to review and begin the process for being able to offer the Town of Clifton a 20-year lease.

This list is not comprehensive. It only includes activities of which I had first-hand knowledge. I am aware that there were other efforts made by other members of the Committee. I also spent many more hours than I listed on other conversations and research to include how to develop a non-profit (501c3).

Respectfully Submitted,

Jay Palau



Amanda Christman <cliftonclerkva@gmail.com>

updated - use this version, please RE: Summary of Clifton Museum Committee to date

1 message

lynnegarveyhodge@gmail.com <lynnegarveyhodge@gmail.com>

Tue, Feb 4, 2020 at 1:03 PM

To: Amanda Christman <cliftonclerkva@gmail.com>, William Holloway <wholloway77@gmail.com>, Jay Palau <roaddr@yahoo.com>, michellestein@cox.net, Brant Baber <bb@baberkal.com>

Cc: Anne Stuntz <stuntzag@aol.com>

See one additional piece of info from 1/25 mtg. – last 2 lines.

From: lynnegarveyhodge@gmail.com [mailto:lynnegarveyhodge@gmail.com]

Sent: Tuesday, February 4, 2020 12:57 PM

To: 'Amanda Christman' <cliftonclerkva@gmail.com>; 'William Holloway' <wholloway77@gmail.com>; 'Jay Palau' <roaddr@yahoo.com>; michellestein@cox.net; 'Brant Baber' <bb@baberkal.com>

Cc: 'Lynne GarveyHodge' <lynnegarveyhodge@gmail.com>; 'Anne Stuntz' <stuntzag@aol.com>

Subject: Summary of Clifton Museum Committee to date

Importance: High

The Clifton Museum Committee

Met on 1/11/2020 – 9am at the Clifton Presbyterian Church

(present:

Bill Holloway, Jay Paulau, Michelle Stein, Lynne Garvey-Hodge & Brant Baber)

*A walk through & discussion of the Manse building as a museum location was had

*A subsequent itemization of build out tasks necessary for completion was compiled by former Town Council member, attorney & member of Acacia Lodge #16, Brant Baber. It was complete in its overview with accompanying cost identification.

Met on 1/25/2020 – 9am at the Clifton Presbyterian Church

(Present: Jay Paulau, Lynne Garvey-Hodge & Bill Holloway)

Lynne had forwarded items for the group to review including the American Alliance of Museums pamphlet "Starting a Museum" and sample museum Mission Statements from local museums and national. She also suggested we meet with Anne Stuntz, President of Historic Vienna who could walk through with us the launch & purchase of the Freeman Store in 1975 & activities to date. Jay shared that the Clifton Presbyterian Church according to the PCUSA Book of Order can only rent a building for 5 years, but there was a possibility that with conversation with National Capital Presbytery that that time frame could be re-visited.

Met, again, February 1, 2020 at 1:00pm

(Present: (Present: Jay Paulau, Bill Holloway, Michelle Stein & Lynne Garvey-Hodge)

On 2/1 we were honored with a visit from Historic Vienna's President, Anne Stuntz who walked us through the start-up of the Freeman Store purchase by the Town of Vienna in 1975 – to date. Financials, budgets, volunteer information, staff information & event examples were discussed.

We also toured the CPC manse & another review by local construction professional, Dwayne Nitz was scheduled for 4:00pm on the same afternoon.

A mission statement was discussed & our draft reads as follows:

The Friends of the Clifton Museum Mission Statement:

Since January, 2020 the Friends of the Clifton Museum is a non-profit corporation dedicated to:

* Preserving and promoting Clifton's heritage through the identification, preservation and interpretation of historically significant places, events and persons

* Educating the public through permanent and revolving exhibits, outreach programs, special events and publications

*** Enhancing a spirit of community through an awareness of Clifton's past, present and future through pictures, artifacts and stories.**

To the Town Council - Please let us know what additional information/tasks you would like us to explore, initiate, accomplish with any accompanying timelines.

Thank you!
All good things,

Lynne Garvey - Hodge

Fairfax County History Commission

<https://www.fairfaxcounty.gov/history-commission/events>

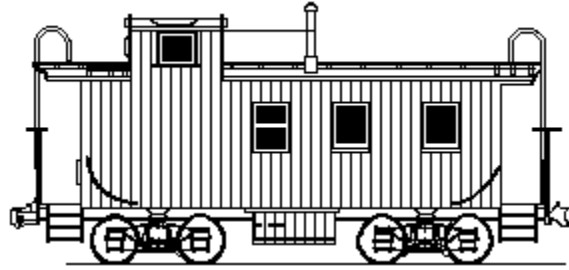
7017 Union Mill Rd.

Clifton, Virginia 20124

(571) 655-5630 cp - (703) 862-5154

*"We are not makers of history.
We are made by history."*

--Dr. Martin Luther King, Jr.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2020, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions);
 - b. Golf Cart Registrations - Update.
2. Report of the Treasurer:
 - a. Reconciliation of Haunted Trail Report, including Gross and Net;
 - b. Establish Dates for Budget Work Sessions;
 - c. Decision on Investing in CDs.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

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

 - (i) Give their name and address;
 - (ii) Direct their remarks to the Council and not to other citizens present;
 - (iii) Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.

Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
4. Unfinished Business:
 - a. Clifton Museum and Visitor Center; Proposal for Use of Historic Building – Update, Status, Next Steps;
 - b. Boy Scout Troop 1104 Request for Use of 8 Acre Park – Update to February 6, 2020;
 - c. IT/Website Contract, New Email Addresses, and Updates to Website - Update.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission:
 - i. Renew Planning Commission Term for Terry Winkowski.
 - b. Architectural Review Board.
 - c. Other Committees.
7. New Business:
 - a. 2020 VDOT Paving Plan for Town Streets.
8. Report of the Zoning Administrator.
9. Executive Session – Rights-of-Way, Property Acquisition, Building Lease.
10. Adjournment.

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at cliftonclerkva@gmail.com. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to an individual with a demonstrated need for such services.