

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 7, 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).

- **Mayor Hollaway moved to approve the December 2019 Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

b. Report on Commonwealth of Virginia Conflict of Interest Training Compliance. All Councilmembers have confirmed that they have completed the training. These confirmations will be kept in the Clerk's file collection as required by agency regulations.

c. Report on Golf Cart Registrations for 2020.

It was reported that the compliance rate for golf cart registrations (which pertains only to those golf cart owners who wish to operate golf carts on Town streets) is less than 50%. Registration applications and fees were due on January 1, 2020.

Enforcement on registrations will be discussed at the February meeting, and in the meantime, the Clerk will send letters to golf cart owners with expired registrations informing them that they are no longer registered to drive their golf carts on the streets within the Town.

2. Report of the Treasurer:

See attached report.

a. Reconciliation of Haunted Trail Report, including Gross and Net.

A lengthy discussion was held in order to ascertain the disposition of certain line items in the Haunted Trail Reports, based on the reconciliation report provided by the Treasurer. She will provide further reconciled numbers at the February meeting for gross revenue, expenses and net revenue. Additionally, the Treasurer will work with the Haunted Trail leadership to authorize sign off on one Town account earmarked solely for the Haunted Trail.

- **Mayor Hollaway moved to establish an Events Committee for the purpose of facilitating communications between the Town Council and the volunteer committees that manage Town events, and nominated Councilmember Poe as**

Committee Chair, seconded by Vice Mayor Effros. The motion was approved by poll, 4-0-1. (Councilmember Poe abstained).

- **Mayor Hollaway moved to accept the Treasurer's Report as presented, seconded by Councilmember Poe. The motion was approved by poll, 5-0.**

3. Citizen's Remarks.

John Powell: Recounted the recent attempts to refurbish the caboose, and apologized for the lack of communication between himself, the vendor and the Council with respect to obtaining a cost estimate and Council approval for expenses associated with the stenciling that was performed last summer. Councilmembers expressed consternation with the lack of coordination on the project. The Council request that Mr. Powell submit input on proposed future Caboose renovation efforts in advance of the upcoming Budget Work Sessions.

4. Unfinished Business.

a. Community Hall Cleaning Service – Update.

Zoe has accepted the offer to clean the Town Hall every two weeks and has now cleaned the Hall on three occasions. She will notify the Community Hall manager whenever supplies are needed.

b. Update on IT/Website Contract and New Email Addresses.

The Clerk reported that the remaining advertisements of closed business have been removed from the site's home page, leaving a remainder of eight ads in the slideshow.

Councilmember Poe reported on the estimated cost of providing G-Suite accounts through Growth Media for ten accounts (for Councilmembers, staff and two Committee Chairs).

- **Councilmember Poe moved to approve the expense of up to \$1,150 for Growth Media to establish and administer the ten G-Suite accounts, seconded by Councilmember Milne. The motion was approved by roll-call: McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

5. Reports of Special Committees.

None.

6. Reports of Standing Committees.

a. Planning Commission.

See attached report.

- **Councilmember Poe moved to approve the recommendations of the Planning Commission to approve a Use Permit for Delegate Dan Helmer and Senator George Barker at 7137-B Main Street, seconded by Vice Mayor Effros. The motion was approved by poll, 5-0.**

b. Architectural Review Board.

Councilmember McDonald reported that the ARB approved a business directory sign application for the Clifton House, located at 12644 Chapel Road. The sign will be placed near the corner of the cleaners and will be perpendicular to the road.

c. Other Committees.

i. Streetscape Special Projects Committee – Update.

Councilmember McDonald noted that test drilling should be completed tomorrow. The exact location of the stormwater drain line has not yet been located.

7. New Business.

a. Presentation by Jay Palau re: Proposal for Partnership on Use of Historic Building.

See attached draft proposal.

Sam Kinzer, Ashley Bybee and Lynne Garvey-Hodge spoke alongside Jay Palau about a nascent opportunity to partner with community stakeholders to establish a museum and visitors' center at the Manse. Michelle Stein commented that the project would be a good beneficiary of community resources.

The Council responded with feedback regarding the information needed to proceed with a feasibility study. Mayor Hollaway agreed to serve as the Town's representative on the exploratory committee that will be formed to discuss what the mission of the project would be, and Mr. Palau agreed to coordinate the meetings.

- **Mayor Hollaway moved that the Town participate with the planning group to explore the possibility of developing a partnership regarding the Manse and authorize the Mayor to act as the Town's representative, seconded by Vice Mayor Effros. The motion was approved by poll, 5-0.**

b. Repairs and Improvements to Pink House for New Renter.

See attached report.

Councilmember Milne presented a report on the condition of the rear building of the Pink House and provided details on the repairs of the highest priority.

- **Vice Mayor Effros moved to approve up to \$5,000 for repairs needed at the Pink House, seconded by Councilmember Poe. Councilmember Milne amended the motion to specify that the replacement of flooring material could be something besides carpet, and that she will investigate the options and prices. The amended motion was approved by roll-call: McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

c. Boy Scout Troop 1104 Request for Use of 8 Acre Park on January 16, 2020.

- **Councilmember Poe moved to approve the request for January 16th with the understanding that the Troop may change the date based on inclement weather if necessary, seconded by Mayor Hollaway. The motion was approved by poll, 5-0.**

d. Civil War Trails Signage Request for Annual Funding.

The Council discussed the request and determined that they are not interested in pursuing it.

8. Report of the Zoning Administrator.

Two signs have been erected in front of Horse Hippie that appear to need approval from the ARB. The Council requested that a letter be sent to the owner asking her to either obtain a Certificate of Appropriateness for the signs or remove them.

9. Executive Session – Rights of Way and Property Acquisition for Streetscape.

- **Mayor Hollaway moved to enter Executive Session only to discuss rights of way and property acquisition for Streetscape, which is a matter that is 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 and property acquisition for**

Streetscape, which is a matter that was appropriately addressed in Executive Session, seconded by Councilmember Poe. The motion was approved by poll, 5-0.

10. Adjournment.

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



Amanda Christman <cliftonclerkva@gmail.com>

January 7, 2020 Town Council Meeting - Treasurer's Reports for fiscal year period ended December 31, 2019

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

Sun, Jan 5, 2020 at 7:22 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 December 31, 2019**. 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 December 31, 2019** reflects total funds of \$1,231,258.35. *See the detailed Cash Balance Report.*
- **Profit & Loss Summary by Fund** for period ended 12/31/2019. **Highlights of December 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 State Funds - Reflects \$10,000 received for the Fire Programs Passthrough to Fairfax County Fire Department. These funds were disbursed to Fairfax County in October.

2 Committee Fundraising - December reflects \$90 received for the Clifton Film Festival. The final report has not been provided to date.

3 Haunted Trail Event Revenue: Funding received from the Haunted Trail Event to the Town is \$22,652.94 for July 1 - Dec 31. FYTD expenses booked to the Town are \$7,347.40 for net proceeds of \$ 15,305.54. See the FY20 Haunted Trail Report Summary. The Haunted Trail Event Report from Ester Pline covers the calendar year Jan - December 18, 2019. The documentation supporting the H.T. Event Report has been reviewed and reconciled within 3% of the H.T. Expenses reported. Receipts provided for issuance of checks from the HT Ester Pline Acct were reconciled to within 1% of the total expenses reported. The H.T. E. Pline Acct has been reconciled to a balance of 5,693.19. The missing component to the reports was that the Strike web account funds have not yet been released. The error has been corrected and the funds will be transferred. A variance of 2,192.89 in revenue is being researched.

4 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.

5 Taxes & Permits Revenue: Highlights for December include State Car Rentals of \$189.45, Motor Vehicle Fees of \$668.58, and Sales Tax of 3,062.26 for October.

6 Contractual Expenses: Highlights for December include C.H. Cleaning Services of \$100, C.H. Electric bill of \$543, Legal Fees for \$150, Caboose stenciling of \$3,575 and Christmas tree lighting @ \$1,500, tree work by Freedom Tree Services @ \$770, and 3 months of trash collection by the Art Guild for \$768. The Caboose stenciling expense is offset or covered by the Other Expense category budget on line 184 of the P&L Detail Report.

7 Capital Improvements Fund Expense: Streetscape Phase II: December reflects payment of J2 Engineers invoice #14372 for \$438. There were no SPC payments by the town to clear in December.

Supplemental Detail Reports are provided as follows:

- **Profit & Loss Detail Export** Report for period ended 12/31/2019. 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 provides the Town's Account Data and adds the Haunted Trail – Ester Pline Account and the H.T. Strike Web Account data together, to provide the full picture of the H.T. Event Report and assets. The balances remaining in the HT Ester Pline Account and the Strike Web Account total 35,350.35. The event proceeds are 43,204.60; with a 4% variance of \$2,029.44 being researched, prior to entering the HT transactions to the Town's Accounting database. The Treasurer will continue to work with Ester to resolve the variance in the report.
- **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. No transactions have cleared the bank in the month of December.

Looking forward to January:

- **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 On Site Review FY19** - I will be scheduling the onsite audit for third week of January with White, Withers, Masincup & Cannaday, P.C. for the audit and preparation of the Financial Statements for FY19.

- **Treasurer's leave of absence** – The Treasurer will be out of town from Saturday, Jan 10 – Thursday, Jan. 15th. If you anticipate needing anything during this time, please let me know early, so I can arrange to provide it prior to my absence.

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



2019 12 31 Financial Reports.xlsx

89K

ASSETS	12/31/2019	<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	313,140.24	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	100.00				
Checking-United Bank	25,348.99	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	971.63				
Money Market Savings-United	257,725.81		8/30/2019	1.39%	Down from 1.589% @ 7/31/18
Security Deposit - United Bank	4,406.14				
Total Checking/Savings	1,231,258.35				

NOTE: The United Bank CDs accrued interest of \$3,168.26 for quarter ended 12/31/19. The Treasurer requested a cash flow projection from the SPC to be used for consideration of additional no penalty CDs for improved investment returns.

Proposed investment rates for improving investment returns on Super Money M

During our last review of the Town's investment returns, United Bank recommended improving the Town by investing funds in excess of \$50,000 into CDs. At the request of the Town Treasurer, the Special Project was completed in mid December and reported that they "will not need funds from the Town to support construction until 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 in the Town's United Bank Money Market Account which earns 1.40% APY for \$50k+. The Treasurer's recommended 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%			

Market funds

on of Clifton's returns
acts Committee met
ntil spring of 2021, at

currently deposited
commendation is the

Town of Clifton

Profit & Loss Budget Performance

December 2019

<u>Operating Funds</u>		<u>Dec 19</u>	<u>Budget</u>	<u>Jul - Dec 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income						
1	State Funding	0.00	10,000.00	10,000.00	10,000.00	10,000.00
2	Committees Fundraising	90.00	6,000.00	1,565.63	6,000.00	9,500.00
	Community Hall Revenues	0.00	500.00	2,434.36	3,000.00	6,000.00
3	Haunted Trail Event	0.00	0.00	22,652.94	45,000.00	45,000.00
4	Interest Income	2,426.79	1,500.00	9,298.50	9,000.00	18,000.00
	Pink House Rental	4,900.00	2,900.00	17,400.00	17,400.00	34,800.00
	S.R. - Litter Control Grant	0.00		814.00		
5	Tax and Permits Revenue	4,647.41	4,079.16	35,613.66	33,075.04	97,550.00
Total Income		12,064.20	24,979.16	99,779.09	123,475.04	220,850.00
Gross Profit		12,064.20	24,979.16	99,779.09	123,475.04	220,850.00
Expense						
	Citizens' Recognition Expense	0.00	83.33	0.00	500.02	1,000.00
	Bank Service Charges	1.72	0.00	44.28	0.00	0.00
	Commodities	78.82	323.34	573.00	2,039.96	3,980.00
6	Contractual	7,466.99	26,325.04	67,683.41	102,324.76	170,525.00
3	Haunted Trail Expenses	0.00	0.00	7,347.40	15,000.00	15,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	3,750.00	7,500.00
	Other Expenses	0.00	625.00	0.00	3,750.00	7,500.00
	Payroll Expenses	5,382.50	5,395.25	32,295.00	34,371.50	66,743.00
Total Expense		12,930.03	33,376.96	107,943.09	161,736.24	272,248.00
Net Income		(865.83)	(8,397.80)	(8,164.00)	(38,261.20)	(51,398.00)
CIF FUNDS:						
CIF Income						
	CIF - Capital Improvements Fund	0.00	60,625.00	66,026.80	363,750.00	727,500.00
CIF Expenses						
7	CIF Expenses	438.00	60,625.00	14,336.15	747,750.00	1,111,500.00
Net Income - CIF Funds		(438.00)	0.00	51,690.65	(384,000.00)	(384,000.00)
Consolidated Net Income		(1,303.83)	(8,397.80)	43,526.65	(422,261.20)	(435,398.00)

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- 1 **State Funds** - Reflects \$10,000 received for the Fire Programs Passthrough to Fairfax County Fire Department. These funds were disbursed to Fairfax County in October.
- 2 **Committee Fundraising** - December reflects \$90 received for the Clifton Film Festival, The final report has not been provided to date.

Town of Clifton

Profit & Loss Budget Performance

December 2019

Operating Funds

Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
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- 3 **Haunted Trail Event Revenue:** Funding received from the Haunted Trail Event to the Town is \$22,652.94 for July 1 - Dec 31. FYTD expenses booked to the Town are \$7,347.40 for net proceeds of \$ 15,305.54. See the FY20 Haunted Trail Report Summary. **The Haunted Trail Event Report from Ester Pline covers the calendar year Jan - December 18, 2019.** The documentation supporting the H.T. Event Report has been reviewed and reconciled within 3% of the H.T. Expenses reported. Receipts provided for issuance of checks from the HT Ester Pline Acct were reconciled to within 1% of the total expenses reported. The H.T. E. Pline Acct has been reconciled to a balance of 5,693.19. The missing component to the reports was that the Strike web account funds have not yet been released. The error has been corrected and the funds will be transferred. A variance of 2,192.89 in revenue is being researched.
- 4 **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.
- 5 **Taxes & Permits Revenue:** Highlights for December include State Car Rentals of \$189.45, Motor Vehicle Fees of \$668.58, and Sales Tax of 3,062.26 for October.
- 6 **Contractual Expenses:** Highlights for December include C.H. Cleaning Services of \$100, C.H. Electric bill of \$543, Legal Fees for \$150, Caboose stenciling of \$3,575 and Christmas tree lighting @ \$1,500, tree work by Freedom Tree Services @ \$770, and 3 months of trash collection by the Art Guild for \$768. The Caboose stenciling expense is offset or covered by the Other Expense category budget on line 184 of the P&L Detail Report.
- 7 **Capital Improvements Fund Expense: Streetscape Phase II:** December reflects payment of J2 Engineers invoice #14372 for \$438. There were no SPC payments by the town to clear in December.

Town of Clifton

Haunted Trail Event Report

January through November 2019

Type	Date	Num	Name	Memo	Amount	Balance	H.T. E.P. Account	Strike Web Acct	Total 2019 H.T.
Retained Earnings							Town of Clifton Accts		
Closing Entry	06/30/2019		H.T. FY19 proceeds advanced for FY20 Expense		(7,500.00)	(7,500.00)			
			Total Retained Earnings		(7,500.00)	(7,500.00)			
Haunted Trail Event									
Sales Receipt	07/08/2019	00-4639	Environmental Consultants/Contractors	Halloween Haunted Trail - sponsorship "ghost"	750.00	750.00			
Sales Receipt	09/07/2019	00-4653	No. Va. Electric Coop.	Halloween Haunted Trail - sponsorship	750.00	1,500.00			
Sales Receipt	09/07/2019	00-4656	William & Pheobe Peterson	Halloween Haunted Trail - sponsorship	1,500.00	3,000.00			
Sales Receipt	09/07/2019	00-4665	APEX Electric Service, Inc.	Halloween Haunted Trail - Sponsorship	250.00	3,250.00			
Sales Receipt	09/07/2019	00-4666	McNamara Enterprises, Inc.	Halloween Haunted Trail - sponsorship	500.00	3,750.00			
Sales Receipt	09/07/2019	00-4667	The Wine Attic	Halloween Haunted Trail - sponsorship	500.00	4,250.00			
Sales Receipt	09/07/2019	00-4668	Professional Tutoring, LLC	Halloween Haunted Trail - sponsorship	500.00	4,750.00			
Sales Receipt	09/07/2019	00-4669	Clifton Cafe'	Halloween Haunted Trail - sponsorship	500.00	5,250.00			
Sales Receipt	09/22/2019	00-4662	Shokrael, Carrie	Halloween Haunted Trail - Witch sponsorship	250.00	5,500.00			
Sales Receipt	09/22/2019	00-4663	NOVA Orthopedic & Spine Care	Halloween Haunted Trail - sponsorship	500.00	6,000.00			
Sales Receipt	09/22/2019	00-4664	Trummers' on Main	Halloween Haunted Trail - Sponsorship	500.00	6,500.00			
Sales Receipt	10/07/2019	00-4676	Wegman's Food Markets, Inc.	Halloween Haunted Trail - Sponsorship	250.00	6,750.00			
Sales Receipt	10/28/2019	00-4682	Square Inc.	Halloween Haunted Trail - Ticket sales	6,306.06	13,056.06			
Sales Receipt	10/31/2019	00-4681	Haunted Trail Event	Halloween Haunted Trail - cash deposit from ev	9,279.00	22,335.06			
Sales Receipt	11/12/2019	00-4691	Square Inc.	Halloween Haunted Trail	67.88	22,402.94			
Sales Receipt	11/23/2019	00-4686	Villagio of Clifton	Halloween Haunted Trail - Sponsorship	250.00	22,652.94			
Total Haunted Trail Event					22,652.94	22,652.94	10,192.15	29,657.16	62,502.25
Haunted Trail Expenses									
Check	11/05/2019	7742	Ester Pline	2019 Haunted Trail - Advance per TC action 11/	(7,000.00)	(7,000.00)			
Check	11/23/2019	7749	Laura McDonald	Haunted Trail expense: Batteries @ 46.60 & 10	0.00	(7,000.00)			
Check	11/30/2019	7750	AR-JON Portable Toilets	Invoice 19402 Oct 25-27 Haunted Trail expense	(195.00)	(7,195.00)			
Check	11/30/2019	7758	Laura McDonald	Haunted Trail Expense: batteries @ 46.60	(46.60)	(7,241.60)			
Check	11/30/2019	7758	Laura McDonald	Haunted Trail Expense: 10 flashlights for 105.80	(105.80)	(7,347.40)			
Total Haunted Trail Expenses					(7,347.40)	(7,347.40)			
plus FY19 advance for FY20 expenses					(7,500.00)				
					(14,847.40)		(19,297.65)		(19,297.65)
TOTAL					7,805.54	7,805.54	(9,105.50)	29,657.16	43,204.60

Net Proceeds Haunted Trail Report from E Pline 41,175.16

Remaining variance is being researched prior to booking in Town Accounts: 2,029.44

Cash held by H.T. - Haunted Trail -Ester Pline Bank Account & Stike W 35,350.35

NOTE: Ester Pline reported that the Strike web funds were locked and have now been corrected to disburse funds.

Town of Clifton
Special Projects Committee -Transaction Detail by Account
July through December 2019

Type	Date	Num	Name	Memo	Class	Amount	Balance
CIF - Capital Improvements Fund							
Grants							
VDOT- MAP21 Streetscape Phase 2							
Deposit	07/29/2019		Virginia Dept. of Transportation	Payment received for Town Invoice #9	Committees:Special Projects	(33,199.62)	(33,199.62)
Deposit	07/29/2019		Virginia Dept. of Transportation	Payment for Town invoice #10	Committees:Special Projects	(20,538.43)	(53,738.05)
Deposit	09/09/2019		Virginia Dept. of Transportation	TOC Invoice 109949-11 - Reimb for Streetscape	Committees:Special Projects	(12,288.75)	(66,026.80)
Total VDOT- MAP21 Streetscape Phase 2						(66,026.80)	(66,026.80)
Total Grants						(66,026.80)	(66,026.80)
Total CIF - Capital Improvements Fund						(66,026.80)	(66,026.80)
CIF Expenses							
Special Projects Committee							
Dev. of Streetscape Phase 2							
Check	08/06/2019	7703	J2 Engineers, Inc.	Inv # 13333 - CT1601 Clifton Streetscape - Phase 2	Committees:Special Projects	594.30	594.30
Check	08/31/2019	7711	J2 Engineers, Inc.	Inv # 13500 - CT1601 Clifton Streetscape - Phase 2	Committees:Special Projects	3,608.85	4,203.15
Check	09/28/2019	7715	Richter & Associates, Inc.	Streetscape - Invoice 19-414 Utility Analysis re: options for elimination of Verizon poles	Committees:Special Projects	2,127.50	6,330.65
Check	09/28/2019	7716	Richter & Associates, Inc.	Streetscape - Invoice 19-544 Utility Analysis re: options for elimination of Verizon poles	Committees:Special Projects	832.50	7,163.15
Check	10/31/2019	7727	J2 Engineers, Inc.	Inv # 13887 - CT1601 Clifton Streetscape - Phase 2	Committees:Special Projects	10,326.00	17,489.15
Deposit	11/30/2019	9058		J2 Engineers, Inc. - Revised Invoice 13887 refund	Committees:Special Projects	(3,591.00)	13,898.15
Check	12/19/2019	7760	J2 Engineers, Inc.	Inv # 14372 - CT1601 Clifton Streetscape - Phase 2	Committees:Special Projects	438.00	14,336.15
Total Dev. of Streetscape Phase 2						14,336.15	14,336.15
Total Special Projects Committee						14,336.15	14,336.15
Total CIF Expenses						14,336.15	14,336.15
TOTAL						(51,690.65)	(51,690.65)

Town of Clifton

Profit & Loss Budget Performance

December 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
3			Income										
4			State Funding										
5				Fire Program Funds				0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
6				State Funding - Other				0.00	0.00	0.00	0.00	0.00	0.00
7				Total State Funding				0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
8				CIF - Capital Improvements Fund									
9				Grants									
10				Federal									
11					ISTEA-Clifton Streetscape			0.00	12,125.00	0.00	72,750.00	145,500.00	
12					Total Federal			0.00	12,125.00	0.00	72,750.00	145,500.00	
13					VDOT- MAP21 Streetscape Phase 2			0.00	48,500.00	66,026.80	291,000.00	582,000.00	
14					Total Grants			0.00	60,625.00	66,026.80	363,750.00	727,500.00	
15					Total CIF - Capital Improvements Fund			0.00	60,625.00	66,026.80	363,750.00	727,500.00	
16					Committees Fundraising								
17					Homes Tour Income			0.00	6,000.00	0.00	6,000.00	6,000.00	
18					Clifton Business Coalition								
19					CBC Wreath Contest			0.00	0.00	0.00	0.00	0.00	
20					Total Clifton Business Coalition			0.00	0.00	0.00	0.00	0.00	
21					Council of the Arts								
22					Clifton Film Festival			90.00	0.00	1,315.63	0.00	3,500.00	
23					Community Arts Programs-CGT inc			0.00	0.00	0.00	0.00	0.00	
24					Total Council of the Arts			90.00	0.00	1,315.63	0.00	3,500.00	
25					Parks Committee								
26					Park Rental			0.00	0.00	250.00	0.00	0.00	
27					Total Parks Committee			0.00	0.00	250.00	0.00	0.00	
28					Total Committees Fundraising			90.00	6,000.00	1,565.63	6,000.00	9,500.00	
29					Community Hall Revenues								
30					Community Hall Rentals			0.00	500.00	2,434.36	3,000.00	6,000.00	
31					Total Community Hall Revenues			0.00	500.00	2,434.36	3,000.00	6,000.00	
32					General Donations			0.00	0.00	0.00	0.00	0.00	
33					Haunted Trail Event			0.00	0.00	22,652.94	45,000.00	45,000.00	
34					Interest Income			2,426.79	1,500.00	9,298.50	9,000.00	18,000.00	
35					PC - Reimbursements			0.00	0.00	0.00	0.00	0.00	
36					Pink House Rental			4,900.00	2,900.00	17,400.00	17,400.00	34,800.00	
37					S.R. - Litter Control Grant			0.00		814.00			
38					Tax and Permits Revenue								
39					VA - Car Rental Distribution			189.45	20.83	3,539.62	125.02	250.00	
40					ARB Permits			0.00	41.67	530.00	249.98	500.00	
41					BPOL tax			0.00	0.00	7,168.00	0.00	40,000.00	
42					BZA Fee			0.00	0.00	250.00	0.00	0.00	
43					Cigarette Tax			161.39	175.00	1,363.16	1,050.00	2,100.00	
44					Communications Sales Tax -Va			402.53	433.33	2,421.13	2,600.02	5,200.00	
45					Franchise Fees - Cox & Verizon			0.00	291.67	1,473.90	1,749.98	3,500.00	
46					Motor Vehicle Tags			668.58	0.00	6,818.56	7,000.00	7,000.00	
47					Railroad Tax			0.00	0.00	1,596.79	1,600.00	1,600.00	
48					Sales Tax			3,062.26	2,958.33	9,242.81	17,750.02	35,500.00	
49					Use Permits			75.00	58.33	650.00	350.02	700.00	
50					Utility Consumption Tax			88.20	100.00	559.69	600.00	1,200.00	
51					Total Tax and Permits Revenue			4,647.41	4,079.16	35,613.66	33,075.04	97,550.00	
52					Total Income			12,064.20	85,604.16	165,805.89	487,225.04	948,350.00	
53					Gross Profit			12,064.20	85,604.16	165,805.89	487,225.04	948,350.00	

Town of Clifton
Profit & Loss Budget Performance
December 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
54			Expense										
55			Citizens' Recognition Expense						0.00	83.33	0.00	500.02	1,000.00
56			Bank Service Charges						1.72	0.00	44.28	0.00	0.00
57			CIF Expenses										
58			Engineering /Design - Sidewalks					0.00	0.00	0.00	3,000.00	3,000.00	
59			Caboose Renovation					0.00	0.00	0.00	1,000.00	1,000.00	
60			CIF - Land Purchase					0.00	0.00	0.00	300,000.00	300,000.00	
61			Clifton Creek Park - Trails					0.00	0.00	0.00	20,000.00	20,000.00	
62			RR Siding Parking Facility					0.00	0.00	0.00	10,000.00	10,000.00	
63			Special Projects Committee										
64					Dev. of Streetscape Phase 2			438.00	60,625.00	14,336.15	363,750.00	727,500.00	
65			Total Special Projects Committee						438.00	60,625.00	14,336.15	363,750.00	727,500.00
66			Storage Facility						0.00	0.00	0.00	50,000.00	50,000.00
67			Total CIF Expenses						438.00	60,625.00	14,336.15	747,750.00	1,111,500.00
68			Commodities										
69			Office Equipment					0.00	41.67	0.00	249.98	500.00	
70			Computer Supplies					0.00	106.67	208.83	639.98	1,280.00	
71			Copies				38.52	16.67	38.52	99.98	200.00		
72			License Plates					40.30	0.00	40.30	100.00	100.00	
73			Miscellaneous					0.00	0.00	0.00	0.00	0.00	
74			Miscellaneous - Commodities					0.00	25.00	0.00	150.00	300.00	
75			Office Supplies					0.00	83.33	0.00	500.02	1,000.00	
76			Postage and Delivery					0.00	50.00	285.35	300.00	600.00	
77			Total Commodities						78.82	323.34	573.00	2,039.96	3,980.00
78			Contractual										
79			Fire Program					0.00	10,000.00	10,000.00	10,000.00	10,000.00	
80			Caboose Expenses										
81			Caboose Equipment					0.00	41.67	0.00	249.98	500.00	
82			Caboose Maintenance					0.00	125.00	0.00	750.00	1,500.00	
83			Total Caboose Expenses						0.00	166.67	0.00	999.98	2,000.00
84			Community Hall Expenses										
85			C.H.-Cleaning					100.00	166.67	100.00	999.98	2,000.00	
86			C.H.-Equipment & Supplies					0.00	62.50	381.29	375.00	750.00	
87			C.H.-General Maintenance					0.00	366.67	0.00	2,199.98	4,400.00	
88			C.H.-Management Fee					0.00	125.00	0.00	750.00	1,500.00	
89			C.H. - Electric					543.39	666.67	1,980.26	3,999.98	8,000.00	
90			C.H. Floors					0.00	0.00	0.00	0.00	0.00	
91			CH-Equip Replacement & Hall Ref					0.00	0.00	0.00	0.00	0.00	
92			C.H. Interior Improvements					0.00	166.67	0.00	999.98	2,000.00	
93			Total Community Hall Expenses						643.39	1,554.18	2,461.55	9,324.92	18,650.00
94			Dues and Subscriptions										
95			Conference Attendance					0.00	41.67	0.00	249.98	500.00	
96			Va. Municipal League					0.00	0.00	408.00	600.00	600.00	
97			Dues and Subscriptions - Other					0.00	83.33	0.00	500.02	1,000.00	
98			Total Dues and Subscriptions						0.00	125.00	408.00	1,350.00	2,100.00
99			Insurance					0.00	0.00	5,817.00	7,000.00	7,000.00	
100			Legal Advertising						0.00	166.67	800.00	999.98	2,000.00
101			Mayoral Reimbursement						0.00	41.67	0.00	249.98	500.00
102			Miscellaneous						0.00	208.33	0.00	1,250.02	2,500.00
103			Professional Fees										
104			Accounting					0.00	0.00	3,250.00	7,500.00	7,500.00	
105			Legal Fees					150.00	2,500.00	10,175.00	15,000.00	30,000.00	

Town of Clifton
Profit & Loss Budget Performance
December 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
106								Total Professional Fees	150.00	2,500.00	13,425.00	22,500.00	37,500.00
107								Rent					
108								Ayre Square Rental	0.00	0.00	0.00	1,500.00	1,500.00
109								Railroad Siding Rental	0.00	0.00	1,807.97	1,750.00	1,750.00
110								Total Rent	0.00	0.00	1,807.97	3,250.00	3,250.00
111								Town Assoc of Northern Va Event	0.00	50.00	0.00	300.00	600.00
112								Town Facilities					
113								Ayre Square Maintenance	0.00	41.67	0.00	249.98	500.00
114								Pink House Expenses					
115								Pink House Maintenance	0.00	416.67	0.00	2,499.98	5,000.00
116								Pink House Repairs	0.00	0.00	0.00	0.00	0.00
117								Total Pink House Expenses	0.00	416.67	0.00	2,499.98	5,000.00
118								R.R. Siding/Caboose Maint.	3,575.00		3,575.00		
119								Town Handyman - 1099 vendor	0.00	500.00	0.00	3,000.00	6,000.00
120								Total Town Facilities	3,575.00	958.34	3,575.00	5,749.96	11,500.00
121								Town Government					
122								Architectural Review Board	0.00	25.00	0.00	150.00	300.00
123								Beautification Comm.					
124								Banner Replacement	0.00	0.00	0.00	500.00	500.00
125								Christmas Tree Lighting Event	1,500.00	1,000.00	1,500.00	1,000.00	1,000.00
126								Flower Receptacles	0.00	0.00	332.43	800.00	800.00
127								Railroad Siding Boxes-plantings	0.00	0.00	0.00	1,000.00	1,000.00
128								Total Beautification Comm.	1,500.00	1,000.00	1,832.43	3,300.00	3,300.00
129								BZA	0.00	583.33	15,762.28	3,500.02	7,000.00
130								Planning Commission					
131								Consulting-Capital/Town & Zng	0.00	416.67	0.00	2,499.98	5,000.00
132								General Admin Costs	0.00	25.00	0.00	150.00	300.00
133								General Consulting	0.00	666.67	0.00	3,999.98	8,000.00
134								PC Hearings, Ads and copies	0.00	41.67	0.00	249.98	500.00
135								Total Planning Commission	0.00	1,150.01	0.00	6,899.94	13,800.00
136								Town Committees Expense					
137								Communication Committee					
138								Town email system	0.00	0.00	0.00	0.00	0.00
139								Web Server Maint & Domain Subsc	11.95	50.00	77.74	300.00	600.00
140								Web site updating & config	0.00	41.67	0.00	249.98	500.00
141								Communication Committee - Other	0.00	83.33	0.00	500.02	1,000.00
142								Total Communication Committee	11.95	175.00	77.74	1,050.00	2,100.00
143								Council for the Arts Committee					
144								Clifton Film Festival Exp	0.00	0.00	0.00	0.00	2,000.00
145								Council for the Arts Committee - Other	0.00	0.00	0.00	200.00	200.00
146								Total Council for the Arts Committee	0.00	0.00	0.00	200.00	2,200.00
147								Environmental Comm					
148								Environmental Event Expense	0.00	50.00	0.00	300.00	600.00
149								Environmental Comm - Other	0.00	0.00	0.00	0.00	0.00
150								Total Environmental Comm	0.00	50.00	0.00	300.00	600.00
151								Historic Preservation Comm Exp					
152								Historic Town Documents exp	0.00	20.83	0.00	125.02	250.00
153								Historic Events	0.00	0.00	0.00	500.00	500.00
154								Town Museum	0.00	83.33	0.00	500.02	1,000.00
155								Historic Preservation Comm Exp - Other	0.00	41.67	0.00	249.98	500.00
156								Total Historic Preservation Comm Exp	0.00	145.83	0.00	1,375.02	2,250.00
157								Homes Tour Committee	0.00	4,500.00	0.00	4,500.00	4,500.00

Town of Clifton
Profit & Loss Budget Performance
December 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2									Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
158								Sunshine Committe					
159								Easter Egg Hunt Expense	0.00	0.00	0.00	0.00	250.00
160								Welcome Baskets & Sympathy	0.00	0.00	0.00	0.00	0.00
161								Total Sunshine Committe	0.00	0.00	0.00	0.00	250.00
162								Town Parks Committee Exp					
163								Landscape/Ground Maint expense	0.00	770.83	2,675.00	4,625.02	9,250.00
164								Fall Zone Mulching	0.00	250.00	0.00	1,500.00	3,000.00
165								Parks Mgt Fee	0.00	0.00	62.50	25.00	25.00
166								Playground Equip. Maintenance	0.00	166.67	2,250.00	999.98	2,000.00
167								Tree Trimming & Replacement	770.00	416.67	770.00	2,499.98	5,000.00
168								Total Town Parks Committee Exp	770.00	1,604.17	5,757.50	9,649.98	19,275.00
169								Traffic, Parking & Safety Comm	0.00	0.00	0.00	500.00	500.00
170								Total Town Committees Expense	781.95	6,475.00	5,835.24	17,575.00	31,675.00
171								Total Town Government	2,281.95	9,233.34	23,429.95	31,424.96	56,075.00
172								Town Services					
173								Elections	0.00	0.00	0.00	0.00	1,000.00
174								Grass Mowing	0.00	504.17	2,700.00	3,024.98	6,050.00
175								Town Park Lawn Maintenance	0.00	416.67	750.00	2,499.98	5,000.00
176								Trash Collection	768.13	308.33	2,065.69	1,850.02	3,700.00
177								Utilities					
178								Gas and Electric	48.52	91.67	374.35	549.98	1,100.00
179								Utilities - Other	0.00		68.90		
180								Total Utilities	48.52	91.67	443.25	549.98	1,100.00
181								Total Town Services	816.65	1,320.84	5,958.94	7,924.96	16,850.00
182								Total Contractual	7,466.99	26,325.04	67,683.41	102,324.76	170,525.00
183								Haunted Trail Expenses	0.00	0.00	7,347.40	15,000.00	15,000.00
184								OTHER - TC approval req'd +\$500	0.00	625.00	0.00	3,750.00	7,500.00
185								Other Expenses	0.00	625.00	0.00	3,750.00	7,500.00
186								Payroll Expenses					
187								Gross Wages					
188								Assistant Project Manager	333.34	333.34	2,000.04	1,999.96	4,000.00
189								Town Clerk (Administrative)	1,166.66	1,166.66	6,999.96	7,000.04	14,000.00
190								Town Clerk - Records Review	1,000.00	1,000.00	6,000.00	6,000.00	12,000.00
191								Town Treasurer	2,000.00	2,000.00	12,000.00	12,000.00	24,000.00
192								Zoning Clerk	500.00	500.00	3,000.00	3,000.00	6,000.00
193								Employee Incentives	0.00	0.00	0.00	2,000.00	2,000.00
194								Total Gross Wages	5,000.00	5,000.00	30,000.00	32,000.00	62,000.00
195								Payroll Taxes					
196								FICA	310.00	0.00	1,860.00	0.00	0.00
197								Medicare	72.50	0.00	435.00	0.00	0.00
198								Payroll Taxes - Other	0.00	395.25	0.00	2,371.50	4,743.00
199								Total Payroll Taxes	382.50	395.25	2,295.00	2,371.50	4,743.00
200								Total Payroll Expenses	5,382.50	5,395.25	32,295.00	34,371.50	66,743.00
201								Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
202								Total Expense	13,368.03	94,001.96	122,279.24	909,486.24	1,383,748.00
203								Net Income	(1,303.83)	(8,397.80)	43,526.65	(422,261.20)	(435,398.00)

PLANNING COMMISSION REPORT for January 6, 2020

**Present: Kathy Kalinowski, Melissa Milne, Terry Winkowski, Michelle Stein,
Susan Yantis, Mac Arnold; Absent: Patrick Pline**

1. The Planning Commission reviewed an application for a use permit from Helmer for Virginia and George Barker for an office space commercial use at 7137 Main Street, B, Clifton, VA. The Planning Commission recommends that the Town Council approve the application as follows:

- That the attached parking plat be accepted as the parking plat for the entire property
- That 690 net square feet of space is being utilized at the premises, which comprises the entire premises
- That the hours are Monday – Sunday 7AM to 11 pm
- The space be utilized only as commercial office space for the applicants
- That this commercial office use be allocated 3 parking spaces based on 1 space per 220 net square feet of space, of the 11 spaces total on the property

The Clifton Museum and Visitor Center (CMVC)

DRAFT Proposal – January, 2020

A Place of History, Pride, Fellowship and Reflection for The Historic Town of Clifton

What?

- To convert Clifton Presbyterian Church's (CPC) Manse into the Clifton Museum and Visitor Center.
- The Clifton Betterment Association (CBA) and/or the Town of Clifton would lease the Manse for an agreed upon length of time/cost.
- The Manse would be restored to its original condition as it is transformed to become the CMVC and it will remain as CPC property.
- A non-profit "Friends of the Clifton Museum" (FOCM) would be developed to support both the museum and the church. Board members would include town citizens, Masonic Lodge #16 members, Clifton Town Council member representative(s), church members (to include, but not limited to CPC, Clifton Baptist, & 2nd Baptist church), the Clifton Betterment Association, business representatives and Fairfax County History Commissioners.

When?

- Work would begin after a specific work plan and timeline are defined, bids received and approved by the FOCM. Agreement between the CBA, CPC and the Town of Clifton would involve agreement as to the scope, cost and timeline of the museum proposal. Costs would be born by the CBA, The Town of Clifton, historic grant funding, the County of Fairfax and possibly the Commonwealth of Virginia.
(Note: Town budget deliberations begin in March)
- A Grand Opening would coincide with the 150-year CPC celebration, prior to Clifton Day (2020).

Why?

- In order to provide a much-needed history museum for the town. Such museum would become a local, national and even international tourist attraction providing enrichment and education for all. It would also encourage collaborative relationships between the town, the CBA, the CPC, the town's residents, local businesses, the Masonic Lodge and any other local or Commonwealth of Virginia stakeholders.
- In order to attract new visitors to the town via the museum venue and in conjunction with the CPC, museum events would be hosted in the Fellowship Hall; (i.e. book signings, history lectures, art shows, etc.)
- To provide a venue to share and educate visitors about Clifton's history, in particular its role before and after the Civil War, through the WWI and WWII eras, the Great Depression and into the present.
- Said museum would provide a focal point and show case the history of the Town of Clifton and surrounding communities. It would be a genesis for walking tours of the town. Museum docents would provide continued research and preservation efforts for the Town. Local artifacts, maps, photographs, books, information, art work, awards, plaques, etc. would find a home in the museum
- Such items may take the form of donations from current and past town citizens, the fire station, businesses, the Post Office, CPC and the other churches, other museums, the Masonic lodge, and/or the Fairfax Station Railroad museum.
- The FOCM in conjunction with the Town & the CBA, et al, would further relieve CPC of further financial burden and fully restore an 80-year-old historic building. It is noteworthy that much needed work has already been initiated/completed by CPC volunteers. (including a new HVAC system and total rewiring of the building.)

Benefits:

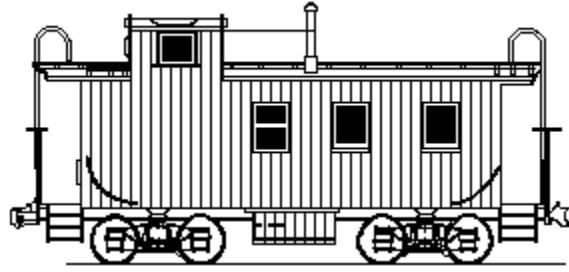
- The **Clifton Museum and Visitor Center** would be a tourist attraction that would benefit town business by increased revenue and notoriety.
- It would house an office and supply location for the Town Clerk and Town Mayor.
- The space could also be used by the CPC Preschool. Other youth organizations would visit and participate in its ongoing work, as a field trip destination.
- The Town of Clifton would have a venue in which to preserve, promote and share the ongoing history of the town and highlight its placement within the rich historical heritage of Fairfax County, Virginia and the United States of America.

Estimate for Pink House Repairs, Now

Item	Cost
Replace carpet, back building	3,300
Replace door, including priming, painting, and installing new lockset, back building	750
Repair railing and prime and paint, back building	450
Clean gutters	350
Lockset	150
TOTAL	5,000

Estimate for Pink House Repairs, Next FY

Item	Cost
Replace rotten column bases and prime, front porch, front building	TBD
Replace rotten siding and prime, both buildings	TBD
Replace rotten fascia board and prime, front building	TBD
Replace rotten window trim and prime, back building	TBD
Demolish rotten dog houses and remove debris	TBD
Paint replaced wood	TBD



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 7, 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. Report on Commonwealth of Virginia Conflict of Interest Training Compliance.
2. Report of the Treasurer:
 - a. Reconciliation of Haunted Trail Report, including Gross and Net.
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. Community Hall Cleaning Service - Update;
 - b. Update on IT/Website Contract and New Email Addresses.
5. Reports of Special Committees.
6. Reports of Standing Committees:
 - a. Planning Commission.
 - b. Architectural Review Board.
 - c. Other Committees:
 - i. Streetscape Special Projects Committee – Update.
7. New Business:
 - a. Presentation by Jay Palau re: Proposal for Partnership on Use of Historic Building;
 - b. Repairs and Improvements to Pink House for New Renter;
 - c. Boy Scout Troop 1104 Request for Use of 8 Acre Park on January 16, 2020;
 - d. Civil War Trails Signage Request for Annual Funding.
8. Report of the Zoning Administrator.
9. Executive Session – Rights of Way and Property Acquisition for Streetscape.
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.