



**TOWN OF IRVINGTON, VIRGINIA
TOWN COMMONS
TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, NOVEMBER 17, 2020 at 2PM
RAIN DATE: WEDNESDAY NOVEMBER 18, 2020 at 2PM**

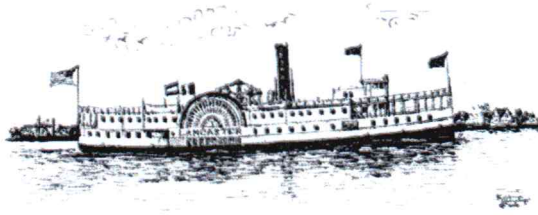
NOTICE: Notice is hereby given that the Irvington Town Council will hold a special called meeting on Tuesday, November 17, 2020; 2pm at the Irvington Town Commons. The purpose of the special called meeting is to conduct monthly business. If there is inclement weather on Tuesday at 2pm, then Wednesday November 18, 2020 2PM will be used as a rain date, same location.

AGENDA

- A. CALL TO ORDER** – Mayor Bugg
- B. ROLL CALL** – S. Phillips, Town Clerk
- C. REPORT FROM THE BUDGET & FINANCE COMMITTEE** – F. Westbrook, Chair
 - 1. Motion to approve materials and authorize release of Irvington CARES Small Business Grant Program
- D. OLD BUSINESS**
 - 1. Second Reading Ordinance 2020-07.uc Adopting Fee Rate Schedule
 - 2. Second Reading Ordinance 2020-08.uc Adopting Transient Occupancy Tax Rate
 - 3. Second Reading Ordinance 2020-09.uc Adopting Real Estate Tax Rate
 - 4. Second Reading Ordinance 2020-10.uc Adopting an Amended FY20/21 Budget
- E. NEW BUSINESS**
 - 1. Motion to adopt CUP schedule – L. Brown, Zoning Administrator
 - 2. Motion to appropriate FY20/21 general operating funds – F. Westbrook
 - 3. Motion to appropriate prepayment (December 2020 – June 2021) of rent – F. Westbrook
 - 4. Motion to appropriate funds from community support and tourism to purchase Christmas Lanterns - F. Westbrook
 - 5. Motion to appropriate October general operating expenses not previously appropriated - F. Westbrook
- F. ANNOUNCEMENTS**
 - 1. In observance of the Thanksgiving Holiday the town office will be closed November 26th and 27th.
 - 2. Lighting of the Christmas Trees; Saturday, November 28, 2020
 - 3. Santa is Coming to Towns – Friday, December 11, beginning 7PM
- G. CLOSED SESSION**
 - 1. Pursuant to 2.2-3711A3 of the Code of Virginia for real estate matters where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town.
 - 2. Pursuant to 2.2-3711A8 of the Code of Virginia for consultation with legal counsel employed or retained by the Council regarding specific legal matters requiring the provision of legal advice by such counsel involving real estate.
- H. RETURN TO OPEN SESSION**
 - 1. Action to be Determined
- I. ADJOURN**

TOWN OFFICIALS
Albert D. "Tripp" Bugg, III
Mayor
Nancyellen Keane, Esq.
Town Attorney
Lara M. Brown
Zoning Administrator
Sharon L. Phillips
Town Clerk
Treasurer
FOIA Officer

Town of Irvington



TOWN COUNCIL
Frances Westbrook
Vice Mayor
Jackie Brown
Bonnie Schaschek
R. Wayne Nunnally
Anthony Marchetti
Dudley Patteson

For Immediate Release

Town of Irvington Creates Irvington CARES Small Business Grant Program

The Town of Irvington has established a \$10,000 grant fund to support small business recovery following the COVID-19 outbreak. Grants of up to \$1,000 will be provided to small businesses to offset business interruption costs during the pandemic. The program will award grants to eligible business on a first-come, first-served basis and only for-profit businesses located within the town's corporate limits will be eligible for the grant program.

The money comes from the Coronavirus Relief Fund. (CRF) that was created by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The U.S. Treasury guidance allows the use of CRF dollars for expenditures "related to the provision of grants to small businesses to reimburse the costs of businesses interruption caused by required closures." Irvington has elected to use part of the Town's allocation of CRF funds to help preserve small business in Irvington providing grants to eligible businesses.

The grant program is possible through a partnership between the Town of Irvington and Lancaster County Economic Development Authority (EDA). "We are appreciative of the EDA's efforts in helping us get the CRF money to our small businesses," said, Mayor Bugg. "As a town, we cannot grant or loan money directly to businesses, so this partnership is vital. This grant program is part of the Town of Irvington Small Business Grant Program campaign to support businesses and residents during this pandemic."

The Town of Irvington will start accepting applications on November 18 at 9:00 am. Applications may be submitted via email. While many businesses will be eligible for the program, there are some categories of business or organizations that will not be eligible. Businesses must be current on all county and town taxes and fees as of the date of the application. Other Ineligible businesses include:

INELIGIBLE BUSINESSES/ORGANIZATIONS:

- Independent contractors operating multilevel or network marketing business (such as Avon, Mary Kay, etc.)
- Independent contractors working on gig platforms (such as Airbnb, Uber, Lyft, etc.)
- Home-based businesses
- Nonprofit organizations
- Banks, businesses engaged with speculation or real estate
- Businesses not physically located within the Town of Irvington corporate limits

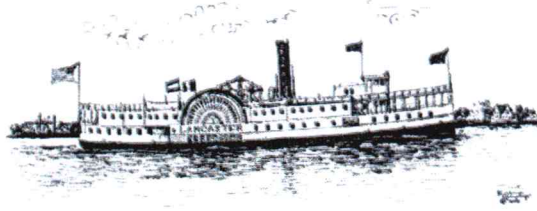
TIMELINE:

1. Start of Applications: November 18, 2020
2. Close of Applications: November 24, 2020
3. Application Review: November 30, 2020 – December 4, 2020
4. Forward of Approved List to EDA for Disbursements: December 4, 2020
5. Announcement to Business of Approval: December 7, 2020
6. Disbursement Date: December 7, 2020

For information regarding the Town of Irvington CARES Small Business Grant, please contact Sharon Phillips, Town Clerk, sphillips@town.irvington.va.us

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Town of Irvington CARES Small Business Grant Program

PROGRAM GOAL

The Town of Irvington has identified \$10,000 in emergency relief funds to support small businesses impacted by the COVID-19 pandemic. Funds are available in part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act federal stimulus package. The Town will provide emergency financial support through the Irvington COVID-19 CARES Small Business Grant Program for qualified businesses that are negatively impacted by the COVID-19 pandemic due to orders to limit or operations.

The Irvington CARES Small Business Grant Program is a partnership with the Town of Irvington and Lancaster County Economic Development Authority (EDA). While the EDA will disburse grants to awardees, the Town of Irvington will process and approve all grant applications in this program.

The emergency relief is targeted specifically to help local businesses with a commercial location within Town of Irvington limits to cover immediate financial needs due to business interruption. Grants are strictly limited to businesses that have a physical location within the Town of Irvington.

All applications and materials submitted will be public records and subject to the Freedom of Information Act (FOIA). Documents identified as proprietary are exempt under FOIA.

DISBURSEMENT OF FUNDS

The Town of Irvington CARES Small Business Grant Program will offer one-time grants of up to \$1,000 to qualifying small businesses to assist businesses through the COVID-19 pandemic.

There is a limited amount of funds for this program. Grants will be committed and funded on a first-come, first-served basis upon availability of funds, program

guidelines, and submission of a complete application and supporting documentation. Applicants will be required to demonstrate business interruption caused by COVID-19.

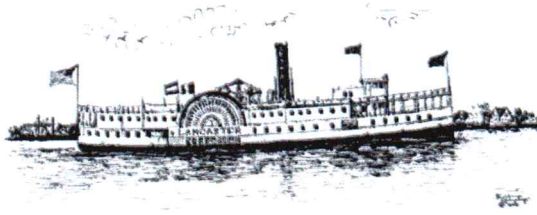
ELIGIBILITY REQUIREMENTS

- Applicants must be authorized representatives of small businesses with no more than 20 employees Full Time Equivalent (FTE) or fewer as of the date of the application with business physically located in the Town of Irvington corporate limits.
- Grant applicants must demonstrate business interruption from COVID-19 or revenue loss/business distress due to COVID-19.
- Must be in business for a year and in good standing with county and town taxes.

Visit www.town.irvington.va.us for more information.
Contact Sharon Phillips, Town Clerk at
804.438.6230, sphillips@town.irvington.va.us
for grant applications

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Irvington CARES Small Business Grant Program

INELIGIBLE ORGANIZATIONS

- Independent contractors operating multilevel or network marketing businesses (such as Avon, Mary Kay, etc.)
- Independent contractors working on gig platforms such as Airbnb, Uber, Lyft, etc.)
- Home-based businesses
- Nonprofit organizations
- Banks, businesses engaged with speculation or real estate
- Businesses not physically located in the Town of Irvington corporate limits.

ELIGIBLE USE OF FUNDS

The program will offer emergency grants of \$1,000 to qualifying small businesses to cover expenses such as employee wages and rent. The emergency relief is targeted specifically to help local businesses with a commercial location within the Town of Irvington to cover immediate financial needs.

Funds can only be used to reimburse the costs of business interruption caused by required closures provided those costs are not paid by insurance or by another federal program (such as the Payroll Protection Program.)

ELIGIBLE USES OF THE GRANT FUNDS INCLUDE, but are not limited to the following:

- Operations (payroll, rent, mortgage, supplies, utilities, working capital, insurance, etc.)
- Pivot to respond to new market conditions (i.e., develop online sales/e-commerce, delivery or take out; develop new product line, etc.)
- Deep cleaning services, PPE, protective barriers, etc..
- Purchase of equipment and inventory

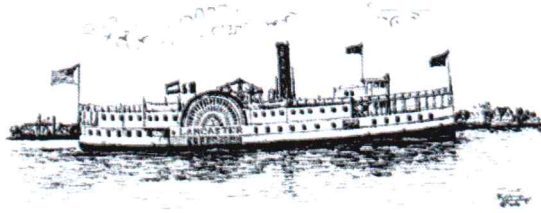
REQUIRED DOCUMENTATION

- Current W-9 Form
- Documentation to support business interruption caused by COVID-19 (profit & loss statements, closures by mandated executive orders, etc.)
- Documentation to support use of funds (receipts of purchased Personal Protective Equipment (PPE), invoices/receipts for operations (payroll, rent, mortgage; etc.)

Visit www.town.irvington.va.us for more information.
Contact Sharon Phillips at 804.438.6230, sphillips@town.irvington.va.us
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I AM NOT CURRENT WITH MY TAX OBLIGATIONS WITH THE COUNTY. WOULD I BE ELIGIBLE ONCE I AM CURRENT?

Yes. Businesses are eligible for grants as long as there are not outstanding balances owed to the county or town as of the date of the application. If a business submits an application and they are not current, their place in line is not held. Businesses are welcome to resubmit their application once the business outstanding balance is paid.

WHAT IS THE DEADLINE TO SUBMIT?

November 24, 2020

WHY IS MY APPLICATION GOING TO BE AVAILABLE FOR PUBLIC INSPECTION?

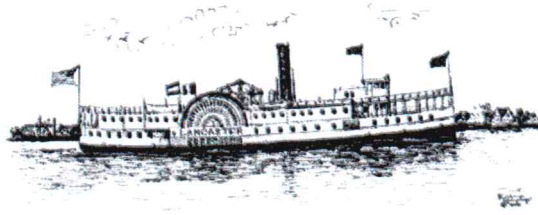
The Virginia Freedom of Information Act FOIA authorizes access to public records. Section 2.2-3701 of the Code of Virginia defines public records for purposes of FOIA to include "all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostetting, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business."

WHEN WOULD I RECEIVE MY GRANT FUNDS? HOW WILL I KNOW MY APPLICATION STATUS?

Applicants will receive an email once the application is submitted. Applicants will also receive an email notifying them whether or not the application has been approved or not approved. Grant funds will be sent via check within 2-3 weeks after the submission deadline.

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FAQ

MY BUSINESS IS NOT IN IRVINGTON. AM I ELIGIBLE FOR THIS PROGRAM?

No. Only businesses located within the Town of Irvington corporate limits are eligible. Contact your local jurisdiction for potential business relief aid.

WHAT BUSINESS ARE NOT ELIGIBLE FOR THE PROGRAM?

- Applicants must be authorized representatives of small businesses with no more than 20 employees Full Time Equivalent (FTE) or fewer as of the date of the application with business physically located in the Town of Irvington corporate limits.
- Independent contractors operating multilevel or network marketing business (such as Avon, Mary Kay, etc.)
- Independent contractors working on gig platforms (such as Airbnb, Uber, Lyft, etc.)
- Home-based businesses
- Nonprofit organizations
- Banks, businesses engaged with speculation or real estate
- Business not physically located in the Town of Irvington corporate limits.

WHO DO I CONTACT FOR QUESTIONS REGARDING THE GRANT PROGRAM OR MY ELIGIBILITY?

Please contact Sharon Phillips, Town Clerk at 804.438.6230

CAN I SUBMIT A PAPER COPY OF THE APPLICATION?

Yes. However, it is important to remember that grants will be a "cue line" as they are received and incomplete applications will not be returned to the applicant for resubmittal.

CAN I SUBMIT AN APPLICATION ONLINE?

No. Although you can email your completed application and supporting documents to sphillips@town.irvington.va.us. Please remember that grants will be a "cue line"

as they are received and incomplete applications will not be returned to the applicant for resubmittal.

I WAS UNABLE TO SUBMIT MY APPLICATION ON TIME. WILL THERE BE ADDITIONAL GRANTS IN THE FUTURE?

There may be additional funds available for future business grants. However, no official decision has been made at this time.

HOW DO I DEMONSTRATE BUSINESS INTERRUPTION?

Documentation can include an Executive Order mandating that your business close for a period of time, profit/loss indicating decrease in sales, or purchasing personal protective equipment to protect employees during the pandemic.

TOWN OF IRVINGTON BUSINESS GRANT PROGRAM

The Town of Irvington has established a \$10,000 grant fund to support small business recovery following the COVID-19 pandemic. Grant funds will be used to reimburse the costs of business interruption caused by required closures. One-time grants of \$1,000 will be awarded to eligible businesses on a first-come, first-served basis and subject to availability of funds.

DATE OF APPLICATION

BUSINESS NAME

STREET ADDRESS

ADDRESS LINE 2

CITY

STATE

ZIP CODE

MAILING ADDRESS (IF DIFFERENT)

STREET ADDRESS

ADDRESS LINE 2

CITY

STATE

ZIP CODE

PHYSICAL BUSINESS ADDRESS

STREET ADDRESS

ADDRESS LINE 2

CITY

STATE

ZIP CODE

TOWN OF IRVINGTON BUSINESS GRANT PROGRAM CONTINUED

I CERTIFY THAT MY BUSINESS

- Is a for-profit small business enterprise located business physically located in the Town of Irvington corporate limits.
- Suffered business interruption (mandated or voluntary, full or partial) in response to the COVID-19 pandemic
- Operational for at least one year prior to March 1, 2020

- Is current on fees, county and town taxes as of date of application

APPLICANT SIGNATURE & CHECKLIST

Applicant Signature and Certification

I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

The Applicant covenants to save, defend, hold harmless and indemnify the Town of Irvington and the Lancaster County Economic Development Authority, and all of its officers, departments, agencies, agents and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability or exposure, however caused, resulting from, arising out of, or in any way connected with this application.

The Applicant provides a waiver of confidential information provided to Lancaster County Economic Development Authority and the Town of Irvington, authorizes the internal use of this information for the grant analysis. The Applicant acknowledges that the Town of Irvington will keep all proprietary information voluntarily provided by the Applicant confidential to the extent permitted by the Virginia Freedom of Information Act and other applicable laws and regulations pertaining to the disclosure of records in its possession, and acknowledges that all grant award decisions are final and are not subject to appeal.

I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

Date:

Checklist:

- Proof of business address
- W-9 Request for Taxpayer Identification Number and Certification
- Signed and completed application
- I certify my business is current on all county and town taxes and fees as of the date of the application.

ORDINANCE 2020-07. uc

ADOPTING 2020-21 FEE RATE SCHEDULE; AMENDING TOWN CODE AND ESTABLISHING CERTAIN NEW FEES

WHEREAS, the Irvington Town Council (“Council”) previously adopted ordinances authorizing the levy of certain fees, namely an administrative fee on May 13, 2019, and three zoning-related fees (sign, subdivision and zoning permit fees) on April 10, 2003, as more particularly described on the attached Fee Rate Schedule, incorporated herein by this reference; and

WHEREAS, the administrative fee was set in May 2019, and the three above-referenced zoning-related fees were codified February 12, 2015 at Appendix A p. 77; and

WHEREAS, the Council desires to adopt two new fees for zoning, namely for a Conditional Use Permit (“CUP”) under Code §154.017 and for an Appeal to the Board of Zoning Appeals (“BZA”) under Code §154.234 (B); and

WHEREAS, the Council desires to adopt a new fee for golf cart registration under Code §75.15 *et seq*; and

WHEREAS, this ordinance was considered at an October 8, 2020 public hearing, and two readings by Council on October 8, 2020 and November 12, 2020.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA:

1. Council hereby repeals Ordinance 2020-02.uc Adopting a Fee Rate Schedule, passed June 11, 2020.
2. Council hereby adopts the attached FY 2020/21 Fee Rate Schedule, incorporated herein by this reference, with effect from passage.
3. Council hereby amends Town Code §154.017 Conditional Use Permit by adding a new subsection (L) as follows:

“(L) Council may assess an application fee for this permit in an amount to be established by Council from time to time.”
4. Council hereby amends Town Code §75.15 *et seq* Operation of Golf Carts and Utility Vehicles on Public Highways by adding a new section 75.100 as follows:

“75.100. LICENSE FEE. Council may assess a license fee for golf carts and utility vehicles in an amount to be established by Council from time to time.”
5. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance in the Minutes of its November 12, 2020 meeting.

Attachment – Fee Rate Schedule

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-07.uc was adopted at its November 12, 2020 Meeting, at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

Jackie Brown

Anthony Marchetti

R. Wayne Nunnally

Dudley M. Patteson

Bonnie Schaschek

Fran Westbrook

Albert D. Bugg, III, Mayor

ATTEST:

Sharon Phillips, Town Clerk

FY20/21 FEE RATE SCHEDULE(Amended)

ADMINISTRATIVE	FEE
PRECIOUS METALS DEALER REGISTRATION	\$200
ZONING RELATED PERMITS	FEE
SIGN	\$20
SUBDIVISION	\$200+\$30/LOT
ZONING	\$100
Board of Zoning Appeals	\$300
ADD ORDINANCE	FEE
Golf Cart	Fee
Individual	\$25
Commercial	\$200
Conditional Use Permit	\$200

- Anyone who applies for a permit after the fact for zoning related permits will be charged double the original fee.

ORDINANCE 2020-08. uc

ADOPTING TRANSIENT OCCUPANCY TAX RATE

WHEREAS, the Irvington Town Council (“Council”) adopted an ordinance authorizing a levy of taxes for transient occupancy in Irvington, on July 18, 2002, with effect from January 1, 2003 (the “2003 Ordinance”); and

WHEREAS, the 2003 Ordinance was codified in Town Code Section 34.01 *et seq.*, effective February 12, 2015; and

WHEREAS, Council intends to increase the transient occupancy tax rate from 2% to 4%; and

WHEREAS, notice of the increase in transient occupancy tax rate was advertised in the Rappahannock Record on October 1 and 8, 2020; and

WHEREAS, the public had the opportunity to comment on the tax increase on September 23, October 8, and November 12, 2020; and

WHEREAS, this ordinance was considered at a October 8, 2020 public hearing, and two readings by Council on October 8 and November 12, 2020.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA:

Council hereby adopts the following:

1. Ordinance 2020-03.,kl uc Adopting Transient Occupancy Tax Rate passed June 11, 2020, is repealed.
2. This Ordinance 2020-08.uc Adopting Transient Occupancy Tax Rate of 4% of the charge made for each room rented, with effect from date of passage.
3. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance in the Minutes of its November 12, 2020 meeting.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-08.uc was adopted at its November 12, 2020 Meeting, at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

Jackie Brown

R. Wayne Nunnally

Anthony Marchetti

Dudley M. Patteson

Bonnie Schaschek

Frances Westbrook

Albert D. Bugg, III, Mayor

ATTEST:

Sharon Phillips, Town Clerk

ORDINANCE 2020-09. uc
ADOPTING REAL ESTATE TAX RATE

WHEREAS, the Irvington Town Council (“Council”) adopted an ordinance authorizing a levy of real estate taxes on March 17, 2016, now codified as Town Code Sections 34.30-34.34; and

WHEREAS, the Council desires to adopt the real estate tax rate with effect from January 1, 2020; and

WHEREAS, this ordinance was considered at a October 8, 2020 public hearing, and two readings by Council on October 8 and November 12, 2020.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA:

Council hereby adopts the following:

1. The real estate tax rate in Irvington set at \$.03 per \$100 assessed value, with effect from January 1, 2020, is re-adopted..
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance in the Minutes of its November 12, 2020 meeting.

Certification

I, Albert D.Bugg, III, Mayor, do hereby certify that Ordinance 2020-09.uc was adopted at its November 12, 2020 Meeting, at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

Jackie Brown

R. Wayne Nunnally

Anthony Marchetti

Dudley M. Patteson

Bonnie Schaschek

Frances Westbrook

Albert D. Bugg, III, Mayor

ATTEST:

Sharon Phillips, Town Clerk

ORDINANCE 2020-10. uc
ADOPTING AN AMENDED 2020-21 BUDGET

WHEREAS, the Irvington Town Council (“Council”) proposes to adopt an Amended 2020-21 Budget for Irvington; and

WHEREAS, a synopsis of the proposed Amended 2020-21 Budget and a notice of a public hearing on the Amended Budget were advertised October 1, and October 8, 2020 pursuant to VA Code Ann. Section 15.2-2506; and

WHEREAS, a public hearing on the proposed Amended 2020-21 Budget was held on October 8, 2020 and the public also had the opportunity to speak about the Amended 2020-21 Budget at Council’s workshop held on September 23, 2020 and meetings held on October 8 and November 12, 2020; and

WHEREAS, this Ordinance was read twice before approval, at the October 8, 2020 and November 12, 2020 Council meetings.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby repeals Ordinance 2020-04.uc Adopting Budget 2020-21 on June 11, 2020.
2. Council hereby adopts as its replacement this Ordinance 2020-10.uc Adopting Amended 2020-21 Budget, attached hereto and incorporated herein by this reference.
3. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance, and the attached Amended 2020-21 Budget, in the Minutes of its November 12, 2020 meeting.

Attachment – Amended 2020-21 Budget

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-10.ue was adopted at the November 12, 2020 meeting at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

Jackie Brown
R. Wayne Nunnally
Anthony Marchetti
Dudley M. Patteson
Bonnie Schaschek
Frances Westbrook

Albert D. Bugg, III, Mayor

ATTEST:

Sharon Phillips, Town Clerk

Town of Irvington

Proposed Amended Budget FY 2020/21

	FY 2018/19		FY 2019/2020		FY 2020/21		FY 2020/21
	Budget Jul 2018 Jun 2019	Actuals Jul 2018 Jun 2019	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021	Proposed Amended Budget Jul 2020 - Jun 2021
Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show							
Revenue	\$230,240	\$217,252	\$203,689	\$191,692	\$203,689	\$78,768	\$312,790
Occupancy Tax	\$80,000	\$60,829	\$70,000	59,464	\$70,000	\$31,892	\$98,000
Real Estate Tax	\$87,000	\$88,215	\$64,239	62,615	\$64,239	\$115	\$63,000
Local Sales Tax (Sales Tax)	\$26,000	\$27,532	\$27,000	29,068	\$27,000	\$9,678	\$25,000
PP Tax (Auto/Golf Tags)	\$10,000	\$10,556	\$10,000	10,256	\$10,000	\$130	\$10,000
Bank Franchise	\$9,888	\$10,321	\$10,000	11,455	\$10,000		\$12,000
Cable TV / Communications	\$2,346	\$2,129	\$2,200	2,052	\$2,200	\$497	\$2,000
Town Property Rental	\$1,000	\$1,500	\$1,000	500	\$1,000	\$500	\$1,000
Permit / Zoning Fees	\$1,050	\$1,195	\$1,200	760	\$1,200	\$330	\$2,500
Interest Income	\$2,900	\$4,957	\$6,000	5,522	\$6,000	\$381	\$1,500
ATL Fire Grant	\$10,000	\$10,000	\$10,000	10,000	\$10,000		\$10,000
Lokey Wiley Fund	\$0	\$0	\$2,000		\$2,000		\$2,000
Misc. Income	\$56	\$18	\$50		\$50		\$50
VA Tourism Grant							\$15,250
COVID-19 Cares Act						\$35,245	\$70,490

**Cities and Towns
Chapter 25 - Budgets, Audits and
Reports
\$15.2-2504. What Budget to Show**

	Budget Jul 2018 Jun 2019	Actuals Jul 2018 Jun 2019	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021	Proposed Amended Budget Jul 2020 - Jun 2021
Operating Expenses	\$156,299	\$137,441	\$154,457	\$134,955	\$154,457	\$42,088	\$256,952
Employee Expense	\$64,725	\$61,471	\$64,478	\$63,019	\$64,478	\$14,170	\$65,000
Professional Services	\$12,000	\$12,000	\$15,000	\$15,000	\$15,000	\$5,000	\$25,000
Insurance (Insurance (VML))	\$3,863	\$3,863	\$4,189	\$4,189	\$4,189	\$4,884	\$4,500
Public Safety & Code Enforcement	\$15,500	\$12,120	\$10,500	\$10,000	\$10,500	\$7,517	\$11,000
Office Expenses	\$13,035	\$12,704	\$12,940	\$10,416	\$12,940		\$15,500
Municipal Expense	\$12,750	\$11,379	\$13,400	\$8,744	\$13,400	\$2,602	\$11,000
Town Council	\$3,540	\$1,388	\$3,000	\$865	\$3,000	\$981	\$2,000
Planning Commission	\$1,540	\$468	\$1,850	\$507	\$1,850	\$283	\$1,850
Utilities	\$14,396	\$13,523	\$13,600	\$12,447	\$13,600	\$3,169	\$15,000
Town Maintenance	\$14,950	\$8,525	\$15,500	\$9,768	\$15,500	\$2,619	\$15,500
Comprehensive Plan	\$0	\$0					\$0
Municipal Audit	\$0	\$0					\$0
Miscellaneous Expense	\$0	\$0					\$0
Website Tech Support	\$0	\$0					\$0
Public Notices	\$0	\$0					\$0
Commons Utilities & Maint	\$0	\$0					\$0
Mayor's Discretionary Fund	\$1,000	\$256	\$750	\$726	\$750	\$73	\$2,000
COVID-19 Cares Act						\$790	\$70,490
Town Office Rent							\$8,112
Reimburse Contingency Fund							\$10,000
1, 2 Allocated in Municipal Expense							
3 No longer a budget line item							
4 Allocated in Office Expense							
5 Allocated in Town Council Expense or Planning Commission Expense							
6 Allocated in Town Maintenance Expense or Town Utilities Expense							
7 Moved from Community Support							

Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Proposed Amended Budget
	Jul 2018 Jun 2019	Jul 2018 Jun 2019	Jul 2019 Jun 2020	Jul 2019 Jun 2020	Jul 2020 Jun 2021	Jul 2020 Jun 2021	Jul 2020 Jun 2021	Jul 2020 Jun 2021	Jul 2020 - Jun 2021
Community Support and Tourism Promotion	\$34,530	\$29,641	\$26,900	\$21,695	\$26,900	\$3,200	\$48,400		
Charitable Donations									
Fire and Rescue	\$2,100	\$2,100	\$2,500	\$2,100	\$2,500		\$2,500		\$2,500
Steamboat Era Museum			\$2,500	\$2,500	\$2,500		\$2,500		\$2,500
Lancaster Library	\$1,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		\$2,000
Other									
Community Events	\$13,830	\$10,292	\$10,000	\$4,489	\$10,000		\$10,000		\$10,000
Flags & Banners	\$7,900	\$7,949	\$3,200	\$4,190	\$3,200		\$4,200		\$4,200
Irvington Crab Festival	\$6,200	\$6,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		\$1,200
Wi-Fi	\$500	\$479	\$500	\$240	\$500		\$0		\$0
Trolley	\$250	\$250	\$250	\$250	\$250		\$0		\$0
Virginia River Realm	\$1,500	\$1,500	\$2,000	\$2,000	\$2,000		\$2,000		\$2,000
VA Tourism Grant Expenses									\$22,000
Mayor's Discretionary Fund ¹	\$1,000	\$256	\$750	\$726	\$750		\$0		\$0
Misc Support	\$250	(\$385)							
Irvington Golf Tournament			\$2,000	\$2,000	\$2,000		\$2,000		\$2,000
¹ Moved to General Operating Budget									
Capital Budget Contribution	\$39,411	\$50,170	\$22,332	\$35,042	\$22,332	\$33,480	\$7,438		
Total Revenue	\$230,240	\$217,252	\$203,689	\$191,692	\$203,689	\$78,768	\$312,790		
Total Expenditures	\$230,240	\$217,252	\$203,689	\$191,692	\$203,689	\$78,768	\$312,790		
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0

Contingency Reserves and Capital Improvements Funds	§ 15.2-2505. Any locality may include in its budget a reasonable reserve for contingencies and capital improvements.				
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Balance forwarded previous year					
Cash Assets On Hand 07/01/2020	382,228	124,195	(52,165)	(77,165)	(82,165)
Year End Contributions (Net Income)	7,438				
Restricted Funds	(5,761)				
Contingency Fund Balance	(58,640)	(80,000)			
Sale of Town Hall	85,000				
COVID-19 Cares Act Fund	4,755				
Total Funds Available	415,020	44,195	(52,165)	(77,165)	(82,165)
Contingency Fund Reimbursement					
Storage Shed	10,000	11,360			
Stump Removal	5,000				
Concrete Slab		10,000			
Building		40,000			
The Commons					
Tennis Court Repair	8,825				
Playground					
Landscaping					
Christmas Lights & Decorations					
Lighted Lanterns	5,000	5,000	5,000	5,000	5,000
Electrical Renovation					
Flags and Banners					
Town Hall Renovations & Repairs	12,000				
New Town Office	250,000	30,000	20,000		
Total Capital Improvements	290,825	96,360	25,000	5,000	5,000
Ending balance per year	124,195	(52,165)	(77,165)	(82,165)	(87,165)

PROPOSED SCHEDULE FOR THREE CUPS – November 17, 2020 Council Meeting

Location: Tax Map 34F 13; Zoning R-1; Address: 75 James Point Road

2020. CUP 7_ Alga

Property Owner: David and Nan Alga

Purpose: Replace and extend existing pier.

Completed application date: October 16, 2020

Location: Tax Map 27 22A; Zoning R-1; Address: 173 Virginia Road

2020. CUP 8 _Smith

Property Owner: Alan Smith

Purpose: Build new pool at residence outside the RPA.

Completed application date: October 8, 2020

Location: Tax Map 34-21D; Zoning R-1; Address: 391 The Lane

2020.CUP 9 _Webb

Property Owner: Ernie & Donna Webb

Purpose: Build new pool at residence inside the RPA. Redevelopment, no further encroachment & no increase in impervious cover.

Completed application date: November 12, 2020

PROPOSED CUP SCHEDULE - Ends January 14, 2021 (Approx 9 weeks from setting schedule) **Joint pub hearing, 1 special mtg (due to availability of mtg location)**

- Nov 17** 2:00 pm TC Reg Mtg - Adopt CUP Schedule
- Nov 23 All written notices shall have been provided to property owners w/in 300 ft**
- Nov 25 Ad Rapp Record Town Code §154.017 citing VA Code §15.2-2204
- Dec 3 Ad Rapp Record Town Code §154.017 citing VA Code §15.2-2204
- Dec 3 Certification and Listing shall have been received by Town VA Code §15.2-2206
- Dec 8** 5:30 pm Joint Pub Hearing of CUP VA Code §15.2-2204
- Immed follow PC Spec Mtg – 1st reading of Resolution recommending CUP
- Dec 10** 6:30 pm TC Reg Mtg – 1st reading of Resolution for decision on CUP
- Jan 12 6:30 pm PC Spec Mtg – 2nd reading of Resolution recommending CUP
- Jan 14** 6:30 pm TC Reg Mtg – 2nd reading of Resolution for decision on CUP

** Town Code §154.017(I)

Town of Irvington, Virginia
A/P Aging Summary
As of November 11, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
A/P Summary						
Barbour Printing Services Inc.	262.00					262.00
BMS Direct	347.70					347.70
ESC	500.00					800.00
Flackshack	5,556.00					5,556.00
Golden Eagle of Irvington LLC	2,000.00					2,000.00
Mosca Design	5,000.00					5,000.00
Mitchell Signs	320.00					320.00
River Glass & Tint LLC	305.37				0.00	305.37
TOTAL	14,291.07				0.00	14,291.07