



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING *to be held as Public Hearings*
THURSDAY, OCTOBER 8, 2020 5:00 PM**

NOTICE: Notice is hereby given pursuant to VA Code §15.2-2506, that the Town of Irvington is holding five (5) consecutive public hearings on Thursday, October 8, 2020 beginning at 5:00 PM at Irvington Baptist Church.

AGENDA

A. CALL TO ORDER – Mayor Bugg

B. ROLL CALL – S. Phillips, Town Clerk

C. PUBLIC HEARING #1

5:00 PM – The public may provide its views about the Town’s intent to adopt an ordinance containing certain existing fees, and imposing new or increased fees, effective as of passage, as part of the amended budget process via proposed Ordinance 2020-07.uc Adopting Fee Schedule.

D. PUBLIC HEARING #2

Immediately following – The public may provide its views about the Town’s intent to adopt a higher Transient Occupancy Tax rate of 4% as part of the amended budget process, pursuant to VA Code §58.1-3007.

E. PUBLIC HEARING #3

Immediately following – The public may provide its views about the Town’s intent to adopt an ordinance containing a Transient Occupancy Tax rate of 4%, effective upon passage, as part of the amended budget process via proposed Ordinance 2020-08.uc Adopting Transient Occupancy Tax.

F. PUBLIC HEARING #4

Immediately following – The public may provide its views about the Town’s intent to re-adopt the current real estate tax rate of 3% per \$100 value, as part of the recommended budget process, via proposed Ordinance 2020-09.uc Adopting Real Estate Tax Rate.

G. PUBLIC HEARING #5

Immediately following – The public may provide its views about the Town’s intent to adopt its amended budget via proposed Ordinance 2020-10.uc Adopting an Amended F&20/21 Budget.

H. ADJOURN

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.uc 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	\$0	\$312,790
Occupancy Tax	\$80,000	\$60,829	\$70,000	59,464	\$70,000		\$98,000
Real Estate Tax	\$87,000	\$88,215	\$64,239	62,615	\$64,239		\$63,000
Local Sales Tax (Sales Tax)	\$26,000	\$27,532	\$27,000	29,068	\$27,000		\$25,000
PP Tax (Auto/Golf Tags)	\$10,000	\$10,556	\$10,000	10,256	\$10,000		\$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		\$2,000
Town Property Rental	\$1,000	\$1,500	\$1,000	500	\$1,000		\$1,000
Permit / Zoning Fees	\$1,050	\$1,195	\$1,200	760	\$1,200		\$2,500
Interest Income	\$2,900	\$4,957	\$6,000	5,522	\$6,000		\$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							\$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	\$0	\$256,952
Employee Expense		\$64,725	\$61,471	\$64,478	\$63,019	\$64,478		\$65,000
Professional Services		\$12,000	\$12,000	\$15,000	\$15,000	\$15,000		\$25,000
Insurance (Insurance (VML))		\$3,863	\$3,863	\$4,189	\$4,189	\$4,189		\$4,500
Public Safety & Code Enforcement		\$15,500	\$12,120	\$10,500	\$10,000	\$10,500		\$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		\$11,000
Town Council		\$3,540	\$1,388	\$3,000	\$865	\$3,000		\$2,000
Planning Commission		\$1,540	\$468	\$1,850	\$507	\$1,850		\$1,850
Utilities		\$14,396	\$13,523	\$13,600	\$12,447	\$13,600		\$15,000
Town Maintenance		\$14,950	\$8,525	\$15,500	\$9,768	\$15,500		\$15,500
Comprehensive Plan	1	\$0	\$0					\$0
Municipal Audit	2	\$0	\$0					\$0
Miscellaneous Expense	3	\$0	\$0					\$0
Website Tech Support	4	\$0	\$0					\$0
Public Notices	5	\$0	\$0					\$0
Commons Utilities & Maint	6	\$0	\$0					\$0
Mayor's Discretionary Fund	7	\$1,000	\$256	\$750	\$726	\$750		\$2,000
COVID-19 Cares Act								\$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 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
Community Support and Tourism Promotion		\$34,530	\$29,641	\$26,900	\$21,695	\$26,900	\$0	\$51,400
Charitable Donations								
Fire and Rescue		\$2,100	\$2,100	\$2,500	\$2,100	\$2,500		\$2,500
Steamboat Era Museum				\$2,500	\$2,500	\$2,500		\$2,500
Lancaster Library		\$1,000	\$1,000	\$2,000	\$2,000	\$2,000		\$2,000
Other								
Community Events		\$13,830	\$10,292	\$10,000	\$4,489	\$10,000		\$10,000
Flags & Banners		\$7,900	\$7,949	\$3,200	\$4,190	\$3,200		\$4,200
Irvington Crab Festival		\$6,200	\$6,200	\$1,200	\$1,200	\$1,200		\$1,200
Wi-Fi		\$500	\$479	\$500	\$240	\$500		\$0
Trolley		\$250	\$250	\$250	\$250	\$250		\$0
Virginia River Realm		\$1,500	\$1,500	\$2,000	\$2,000	\$2,000		\$2,000
VA Tourism Grant Expenses								\$25,000
Mayor's Discretionary Fund ¹		\$1,000	\$256	\$750	\$726	\$750		\$0
Misc Support		\$250	(\$385)					
Irvington Golf Tournament				\$2,000	\$2,000	\$2,000		\$2,000
¹ Moved to General Operating Budget								
§ 15.2-2505. Any locality may include in its budget a reasonable reserve for contingencies and capital improvements.								
Capital Budget Contribution		\$39,411	\$50,170	\$22,332	\$35,042	\$22,332	\$0	\$4,438
Total Revenue		\$230,240	\$217,252				\$0	\$312,790
Total Expenditures		\$230,240	\$217,252				\$0	\$312,790
		\$0	\$0				\$0	\$0

Contingency Reserves Capital Improvements Funds	and	§ 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	156,440	(19,920)	(44,920)	(49,920)
	Year End Contributions (Net Income)	4,438				
	Restricted Funds	(5,761)				
	Contingency Fund Balance	(58,640)	(80,000)			
	Sale of Town Hall	85,000				
	COVID-19 Cares Act Fund	40,000				
	Total Funds Available	447,265	76,440	(19,920)	(44,920)	(49,920)
	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	156,440	(19,920)	(44,920)	(49,920)	(54,920)