



**TOWN OF IRVINGTON, VIRGINIA  
IRVINGTON BAPTIST CHURCH  
TOWN COUNCIL SPECIAL CALLED MEETING  
THURSDAY, OCTOBER 8, 2020  
IMMEDIATELY FOLLOWING THE PUBLIC HEARINGS**

NOTICE: Notice is hereby given that the Irvington Town Council will hold a special called meeting on Thursday, October 8, 2020 immediately following the public hearings. The purpose of the special called meeting is to conduct monthly business.

**AGENDA**

- A. CALL TO ORDER** – Mayor Bugg
- B. ROLL CALL** – S. Phillips, Town Clerk
- C. APPROVAL OF MINUTES AND ACCEPTANCE OF TRESURER’S REPORTS**
  - 1. August 13, 2020 Meeting Minutes - *tabled*
  - 2. September 10, 2020 Workshop Minutes - *tabled*
  - 3. September 10, 2020 Regular Monthly Meeting Minutes - *tabled*
  - 4. September 23, 2020 Workshop Minutes - *tabled*
  - 5. September 2020 Treasurer’s Reports (4)
- D. PUBLIC COMMENT**
- E. REPORT FROM THE ZONING ADMINISTRATOR** – L. Brown
- F. REPORT FROM THE TOWN ATTORNEY** – Nancyellen Keane, Esq.
- G. REPORT FROM THE MAYOR** – Mayor Bugg
- H. OLD BUSINESS**
  - 1. Virginia Tourism Grant Discussion
    - a. Motion to appropriate \$3,000 to Flack Shack
  - 2. Village Improvement Association – G. Kirkbride, Market Manager
    - a. Motion to authorize use of Town Commons for Farmers Market under existing contract; November 2020
  - 3. Centric Business Solutions Discussion
    - a. Motion to authorize Mayor Bugg to execute lease on printer
  - 4. Rennolds Tennis Court Repairs Discussion - S. Phillips, Town Clerk
    - a. Motion to authorize Option 1 from contract dated August 19
- I. NEW BUSINESS**
  - 1. First Reading Ordinance 2020-07.uc Adopting Fee Rate Schedule
  - 2. First Reading Ordinance 2020-08.uc Adopting Transient Occupancy Tax Rate
  - 3. First Reading Ordinance 2020-09.uc Adopting Real Estate Tax Rate
  - 4. First Reading Ordinance 2020-10.uc Adopting an Amended FY20/21 Budget
  - 5. First Reading Resolution 2020-13 (Emergency) Approving The Agreement For The Use of Federal Cares Coronavirus Relief Funds.
  - 6. Financial Assessment - update

7. Dominion Energy – dual utility poles
8. Discussion of use of tennis courts to teach tennis - Frédéric Cabocel
  - a. Motion to authorize the use of the Town tennis courts
  - b. Motion to authorize town attorney to draft contract and mayor to execute contract
9. Discussion of use of Town Commons for performance by Lancaster Players – Jackie Allen
  - a. Motion to authorize town attorney to draft contract and mayor to execute contract
10. Discussion of mold remediation proposal for 235 Steamboat Road - Bay Restoration
  - a. Motion to authorize mayor to execute contract
11. Discussion of audio visual proposal from Entertainment Systems
  - a. Discussion of whether to purchase audio visual equipment, potential motion
  - b. Motion to authorize mayor, town attorney and staff to negotiate with Irvington Baptist Church regarding installation/storage of equipment
12. Motion to appropriate October general operating expenses not previously appropriated
13. Motion to reappoint C. Braly to the Planning Commission for a term expire of June 30, 2024

**J. ANNOUNCEMENTS**

1. In observance of Columbus Day the Town Office will be closed on Monday, October 12

**K. CLOSED SESSION**

1. Pursuant to 2.2-3711A7 of the Code of Virginia for consultation with legal counsel for actual or probable litigation.
2. 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.

**L. RETURN TO OPEN SESSION**

1. Action to be Determined

**M. ADJOURN**

Town of Irvington, Virginia  
Profit & Loss Budget Performance

September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
<b>Income</b>					
CARES Fund Grant - Income			35,245.21		
Fire Grant/State					10,000.00
Bank Franchise Income					10,000.00
Cable TV/Comm Income	159.73	176.42	496.61	511.77	2,200.00
Interest Income	127.11	584.61	381.13	1,823.82	6,000.00
Permit Fees	240.00	100.00	330.00	300.00	1,200.00
Property Rental Fees			500.00		1,000.00
Real Estate Tax - Revenue	79.41		115.32	128.48	64,239.00
<b>Auto/Golf Tags - Revenue</b>					
Auto/Golf Tags - Collection Fee					10,000.00
Auto/Golf Tags - Revenue - Other	30.00	240.00	130.00	460.00	
<b>Total Auto/Golf Tags - Revenue</b>	<b>30.00</b>	<b>240.00</b>	<b>130.00</b>	<b>460.00</b>	<b>10,000.00</b>
Occupancy Tax	13,428.80	12,148.64	31,892.44	34,759.01	70,000.00
Local Sales & Use Tax	3,609.43	2,657.51	9,678.44	7,808.17	27,000.00
Lokey Funding					2,000.00
Miscellaneous Income					50.00
<b>Total Income</b>	<b>17,674.48</b>	<b>15,907.18</b>	<b>78,769.15</b>	<b>45,791.25</b>	<b>203,689.00</b>
<b>Gross Profit</b>	<b>17,674.48</b>	<b>15,907.18</b>	<b>78,769.15</b>	<b>45,791.25</b>	<b>203,689.00</b>
<b>Expense</b>					
CARES Fund Grant - Expenses	200.00		789.97		
<b>Employee Expenses</b>					
Employee Conference/Sem/Wkshp				425.00	1,300.00
Employee Bonding			178.00	178.00	178.00
Employer Payroll Taxes	313.80	358.27	1,279.40	1,074.71	4,500.00
Wages/Salaries	4,070.83	4,683.33	12,212.49	14,049.99	58,000.00
Workers Compensation Insurance			500.00	500.00	500.00
<b>Total Employee Expenses</b>	<b>4,384.63</b>	<b>5,041.60</b>	<b>14,169.89</b>	<b>16,227.70</b>	<b>64,478.00</b>
<b>Professional Services</b>					
<b>Legal</b>					
One Time Bonus	3,000.00		3,000.00	3,000.00	3,000.00
Legal - Other	1,000.00	1,000.00	2,000.00	3,000.00	12,000.00
<b>Total Legal</b>	<b>4,000.00</b>	<b>1,000.00</b>	<b>5,000.00</b>	<b>6,000.00</b>	<b>15,000.00</b>
<b>Total Professional Services</b>	<b>4,000.00</b>	<b>1,000.00</b>	<b>5,000.00</b>	<b>6,000.00</b>	<b>15,000.00</b>
<b>Insurance</b>					
Building/Property Insurance			1,433.00	1,474.00	1,474.00
General Liability Insurance			3,451.00	2,715.00	2,715.00
<b>Total Insurance</b>			<b>4,884.00</b>	<b>4,189.00</b>	<b>4,189.00</b>
<b>Public Safety</b>					
Traffic Control/LCSD					10,000.00
ATL Fire Grant					500.00
Code Enforcement					
<b>Total Public Safety</b>					<b>10,500.00</b>
<b>Office Expense</b>					
<b>Other</b>					
Dues & Subscriptions			433.00	1,019.00	1,200.00
Banking Fees					30.00
Equipment	900.00		900.00		1,500.00
Repairs & Maintenance	1,325.69		2,898.69	323.00	2,000.00
Janitorial	125.00		250.00	250.00	1,000.00
<b>Computer</b>					
Processing Fees	515.88	401.60	1,007.88	811.20	3,160.00
Maintenance/Repairs		100.00	735.00	100.00	1,000.00
Hardware		250.00		250.00	500.00
Software					250.00
<b>Total Computer</b>	<b>515.88</b>	<b>751.60</b>	<b>1,742.88</b>	<b>1,161.20</b>	<b>4,910.00</b>
Postage					500.00
Supplies	100.37		1,292.64	294.39	1,800.00
Website Maintenance					
Office Expense - Other					
<b>Total Office Expense</b>	<b>2,966.94</b>	<b>751.60</b>	<b>7,517.21</b>	<b>3,047.59</b>	<b>12,940.00</b>
<b>Municipal Expenses</b>					
PP - Collection Fee	2.00	24.00	12.00	46.00	1,000.00
RE Tax Collection Fee	7.94		11.53	12.85	6,900.00
Codification of Ordinances					1,000.00
Comprehensive Plan					1,000.00
Election Expenses			2,578.29		3,500.00
<b>Total Municipal Expenses</b>	<b>9.94</b>	<b>24.00</b>	<b>2,601.82</b>	<b>58.85</b>	<b>13,400.00</b>
<b>Town Council Expenses</b>					
Public Notices		200.00	772.80	500.00	2,000.00
Conferences/Seminars/Workshops		300.00	208.00	300.00	1,000.00
<b>Total Town Council Expenses</b>		<b>500.00</b>	<b>980.80</b>	<b>800.00</b>	<b>3,000.00</b>

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Planning Commission Expenses					
Public Notices		100.00	136.50	300.00	1,100.00
Conferences/Seminars/Workshops			146.00	250.00	750.00
Total Planning Commission Expenses		100.00	282.50	550.00	1,850.00
Utilities					
Heating Fuel					800.00
Electricity					
Street Lights	766.89	775.00	2,313.33	2,325.00	9,100.00
Town Office	71.73	10.00	71.73	150.00	600.00
Total Electricity	838.62	785.00	2,385.06	2,475.00	9,700.00
Internet	91.10	90.25	272.44	270.75	1,100.00
Telephone	96.24	100.00	285.27	300.00	1,200.00
Water	0.78	30.00	57.43	90.00	300.00
Utilities- Recreation	26.98	41.67	168.30	125.01	500.00
Total Utilities	1,053.72	1,046.92	3,168.50	3,260.76	13,600.00
Town Maintenance					
Refuse & Debris Removal	78.00	125.00	233.70	375.00	1,500.00
Grounds/Landscape	730.00	1,555.56	2,385.00	4,666.68	14,000.00
Street Cleaning					
Street Lighting					
Total Town Maintenance	808.00	1,680.56	2,618.70	5,041.68	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)					2,500.00
Lancaster Community Library					2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations					7,000.00
Community Events					
Christmas					
Irvington Golf Tourney					2,000.00
July 4th Parade/Concert				3,951.98	10,000.00
Community Events - Other					
Total Community Events				3,951.98	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair					
Hardware					
Flags/Banners - Other					3,200.00
Total Flags/Banners					3,200.00
Steamboat Era Museum			1,200.00	1,200.00	1,200.00
Town WiFi				250.00	500.00
Trolley, Town of Kilmarnock	2,000.00		2,000.00	250.00	250.00
Virginia River Realm				2,000.00	2,000.00
Mayor's Discretionary Fund	72.86		72.86	250.00	750.00
Misc Community Support & Touris					
Total Community Support /Tourism	2,072.86		3,272.86	7,901.98	26,900.00
Reconciliation Discrepancies					
Capital Expenses					
CONTINGENCY FUND					80,000.00
STORAGE SHED					5,000.00
Stump Removal					5,000.00
Common Landscaping					5,000.00
CHRISTMAS LIGHTS & DECORATI...					1,000.00
FLAGS AND BANNERS					5,000.00
Electrical Renovation					1,000.00
TOWN HALL RENOVATIONS					1,000.00
Hardware/Software					5,000.00
Municipal Information					3,000.00
Website Design					5,000.00
INFRASTRUCTURE					10,000.00
Planning/Downpayment					
15 Year Mortgage 400k					
Total Capital Expenses					126,000.00
Total Expense	15,496.09	10,144.68	45,286.25	47,077.56	307,357.00
Net Income	2,178.39	5,762.50	33,482.90	-1,286.31	-103,668.00



Town of Irvington, Virginia  
Balance Sheet  
As of September 30, 2020

	Sep 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CARES Fund Grant	35,245.21
Chesapeake Bank Money M...	87,407.96
Chesapeake Bank G/O Acco...	39,668.78
Chesapeake Bank - CDs	
CD2712 09/25/20	26,412.51
CD1368 03/21/21	103,210.05
CD2216 03/21/2021	113,531.05
Bike Path_CD7725 12/27/...	5,766.97
Total Chesapeake Bank - CDs	248,920.58
VCB - CD	4,422.93
Total Checking/Savings	415,665.46
Total Current Assets	415,665.46
Fixed Assets	
Buildings/Land	
North Commons	411,200.00
Main Commons	407,900.00
Town Office	85,200.00
Total Buildings/Land	904,300.00
Total Fixed Assets	904,300.00
<b>TOTAL ASSETS</b>	<b>1,319,965.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,807.19
Total Other Current Liabilities	1,807.19
Total Current Liabilities	1,807.19
Total Liabilities	1,807.19
Equity	
Opening Balance Equity	373,800.00
Retained Earnings	910,875.37
Net Income	33,482.90
Total Equity	1,318,158.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,319,965.46</b>

11:14 AM  
10/05/20

Town of Irvington, Virginia  
Profit & Loss Monthly/YTD  
September 2020

	Sep 20	Jul - Sep 20
Income		
CARES Fund Grant - Income		35,245.21
Cont_Cap_Finan_Plan		
Fire Grant/State		
Bank Franchise Income		
Cable TV/Comm Income	159.73	496.61
Interest Income	127.11	381.13
Permit Fees	240.00	330.00
Property Rental Fees		500.00
Real Estate Tax - Revenue		
RE Tax - Collection Fees		
Real Estate Tax - Revenue - Other	79.41	115.32
Total Real Estate Tax - Revenue	79.41	115.32
Auto/Golf Tags - Revenue		
Auto/Golf Tags - Collection Fee		
Auto/Golf Tags - Revenue - Other	30.00	130.00
Total Auto/Golf Tags - Revenue	30.00	130.00
Occupancy Tax	13,428.80	31,892.44
Local Sales & Use Tax	3,609.43	9,678.44
Lokey Funding		
Miscellaneous Income		
Total Income	17,674.48	78,769.15
Cost of Goods Sold		
Cost of Goods Sold		
Total COGS		
Gross Profit	17,674.48	78,769.15
Expense		
CARES Fund Grant - Expenses	200.00	789.97
COVID- CARES FUND Grant		
Employee Expenses		
Employee Conference/Sem/Wkshp		
Other		
Employee Bonding		178.00
Employer Payroll Taxes	313.80	1,279.40
Wages/Salaries	4,070.83	12,212.49
Workers Compensation Insurance		500.00
Employee Expenses - Other		
Total Employee Expenses	4,384.63	14,169.89
Professional Services		
Accounting		

	Sep 20	Jul - Sep 20
Legal		
One Time Bonus	3,000.00	3,000.00
Legal - Other	1,000.00	2,000.00
Total Legal	4,000.00	5,000.00
Professional Services - Other		
Total Professional Services	4,000.00	5,000.00
Insurance		
Building/Property Insurance		1,433.00
General Liability Insurance		3,451.00
Insurance - Other		
Total Insurance		4,884.00
Public Safety		
Traffic Control/LCSD		
ATL Fire Grant		
Code Enforcement		
Disaster Preparedness		
Public Safety - Other		
Total Public Safety		
Office Expense		
Other		
Dues & Subscriptions		433.00
Mileage & Travel		
Banking Fees		
Equipment	900.00	900.00
Repairs & Maintenance	1,325.69	2,898.69
Janitorial	125.00	250.00
Computer		
Processing Fees	515.88	1,007.88
Maintenance/Repairs		735.00
Hardware		
Software		
Computer - Other		
Total Computer	515.88	1,742.88
Postage		
Supplies	100.37	1,292.64
Website Maintenance		
Office Expense - Other		
Total Office Expense	2,966.94	7,517.21

	Sep 20	Jul - Sep 20
Municipal Expenses		
PP - Collection Fee	2.00	12.00
RE Tax Collection Fee	7.94	11.53
Codification of Ordinances		
Comprehensive Plan		
Election Expenses		2,578.29
Municipal Audit		
Municipal Expenses - Other		
<b>Total Municipal Expenses</b>	<b>9.94</b>	<b>2,601.82</b>
Town Council Expenses		
Public Notices		772.80
Conferences/Seminars/Workshops		208.00
Town Council Expenses - Other		
<b>Total Town Council Expenses</b>		<b>980.80</b>
Planning Commission Expenses		
Public Notices		136.50
Conferences/Seminars/Workshops		146.00
Planning Commission Expenses - Other		
<b>Total Planning Commission Expenses</b>		<b>282.50</b>
Utilities		
Heating Fuel		
Electricity		
Street Lights	766.89	2,313.33
Town Office	71.73	71.73
Electricity - Other		
<b>Total Electricity</b>	<b>838.62</b>	<b>2,385.06</b>
Internet	91.10	272.44
Telephone	96.24	285.27
Water	0.78	57.43
Utilities- Recreation	26.98	168.30
Utilities - Other		
<b>Total Utilities</b>	<b>1,053.72</b>	<b>3,168.50</b>



	Sep 20	Jul - Sep 20
Town Maintenance		
Refuse & Debris Removal	78.00	233.70
Grounds/Landscape	730.00	2,385.00
Sidewalks		
Street Cleaning		
Street Lighting		
Town Maintenance - Other		
<b>Total Town Maintenance</b>	<b>808.00</b>	<b>2,618.70</b>
Community Support /Tourism		
Charitable Donations		
Steamboat Era Museum (501c3)		
Lancaster Community Library		
Fire & Rescue		
Charitable Donations - Other		
<b>Total Charitable Donations</b>		
Community Events		
Christmas		
Irvington Golf Tourney		
July 4th Parade/Concert		
Community Events - Other		
<b>Total Community Events</b>		
Town Commons/Tennis Cts/Gazebo		
Flags/Banners		
Maintenance & Repair		
Hardware		
Flags/Banners - Other		
<b>Total Flags/Banners</b>		
Steamboat Era Museum		1,200.00
Town WiFi		
Trolley, Town of Kilmarnock	2,000.00	2,000.00
Virginia River Realm		
Mayor's Discretionary Fund	72.86	72.86
Misc Community Support & Touris		
Community Support /Tourism - Other		
<b>Total Community Support /Tourism</b>	<b>2,072.86</b>	<b>3,272.86</b>
Miscellaneous Expense		
Reconciliation Discrepancies		

	Sep 20	Jul - Sep 20
Capital Expenses		
CONTINGENCY FUND		
STORAGE SHED		
Building		
Concrete Slab		
Stump Removal		
THE COMMONS		
Common Landscaping		
Playground		
Tennis Court Repair		
CHRISTMAS LIGHTS & DECORATIONS		
FLAGS AND BANNERS		
Electrical Renovation		
TOWN HALL RENOVATIONS		
TECHNOLOGY		
Hardware/Software		
Municipal Information		
Website Design		
INFRASTRUCTURE		
LARGE PROJECT FINANCING 600k		
Planning/Downpayment		
15 Year Mortgage 400k		
Capital Expenses - Other		
Total Capital Expenses		
Total Expense	15,496.09	45,286.25
Net Income	2,178.39	33,482.90

**Town of Irvington, Virginia**  
**Check Detail**  
**September 2020**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DC	09/01/2020	Google		Chesapeake Bank G/O ...		<b>-264.00</b>
				Processing Fees		-264.00	264.00
TOTAL						-264.00	264.00
Check	DC	09/02/2020	River Market		Chesapeake Bank G/O ...		<b>-72.86</b>
				Mayor's Discretionary Fu...		-72.86	72.86
TOTAL						-72.86	72.86
Check	DC	09/21/2020	Northern Neck Ace Ha...		Chesapeake Bank G/O ...		<b>-68.39</b>
				Supplies		-68.39	68.39
TOTAL						-68.39	68.39
Check	DC	09/25/2020	Wix.com, Inc.		Chesapeake Bank G/O ...		<b>-204.00</b>
				Processing Fees		-204.00	204.00
TOTAL						-204.00	204.00
Check	DC	09/25/2020	Wix.com, Inc.		Chesapeake Bank G/O ...		<b>-47.88</b>
				Processing Fees		-47.88	47.88
TOTAL						-47.88	47.88
Check	DC	09/30/2020	Northern Neck Ace Ha...		Chesapeake Bank G/O ...		<b>-31.98</b>
				Supplies		-31.98	31.98
TOTAL						-31.98	31.98
Bill Pmt -Check	13831	09/07/2020	Foster & Three Sons		Chesapeake Bank G/O ...		<b>-125.00</b>
Bill	Septem...	09/03/2020		Janitorial		-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	13832	09/07/2020	Keane Law PLLC		Chesapeake Bank G/O ...		<b>-1,000.00</b>
Bill	August ...	09/03/2020		Legal		-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	13833	09/16/2020	Ambrose Disposal Ser...		Chesapeake Bank G/O ...		<b>-78.00</b>
Bill	*275-09...	09/01/2020		Refuse & Debris Removal		-19.50	19.50
Bill	*246-09...	09/01/2020		Refuse & Debris Removal		-58.50	58.50
TOTAL						-78.00	78.00
Bill Pmt -Check	13834	09/16/2020	Aqua Virginia		Chesapeake Bank G/O ...		<b>-12.16</b>
Bill	0247	08/26/2020		Water		-0.78	0.78
Bill	1979	08/26/2020		Utilities- Recreation		-11.38	11.38
TOTAL						-12.16	12.16

11:15 AM  
10/05/20

**Town of Irvington, Virginia**  
**Check Detail**  
**September 2020**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	13835	09/16/2020	Arrowhead Lawncare		Chesapeake Bank G/O ...		-730.00
Bill	3336	09/07/2020		Grounds/Landscape		-320.00	320.00
				Grounds/Landscape		-60.00	60.00
				Grounds/Landscape		-200.00	200.00
				Grounds/Landscape		-50.00	50.00
				Grounds/Landscape		-50.00	50.00
				Grounds/Landscape		-50.00	50.00
TOTAL						-730.00	730.00
Bill Pmt -Check	13836	09/16/2020	Atlantic Broadband		Chesapeake Bank G/O ...		-187.34
Bill	2828	09/07/2020		Internet		-91.10	91.10
				Telephone		-96.24	96.24
TOTAL						-187.34	187.34
Bill Pmt -Check	13837	09/16/2020	Bay Restoration & Air ...		Chesapeake Bank G/O ...		-620.69
Bill	102050	08/13/2020		Repairs & Maintenance		-620.69	620.69
TOTAL						-620.69	620.69
Bill Pmt -Check	13838	09/16/2020	Dominion Virginia Pow...		Chesapeake Bank G/O ...		-854.22
Bill	3404 St...	09/01/2020		Street Lights		-766.89	766.89
Bill	7505 X...	09/01/2020		Utilities- Recreation		-9.01	9.01
Bill	5000 R...	09/01/2020		Utilities- Recreation		-6.59	6.59
Bill	7507 T...	09/01/2020		Town Office		-71.73	71.73
TOTAL						-854.22	854.22
Bill Pmt -Check	13839	09/16/2020	Irvington Baptist Church		Chesapeake Bank G/O ...		-200.00
Bill	Septem...	09/01/2020		CARES Fund Grant - Ex...		-100.00	100.00
				CARES Fund Grant - Ex...		-100.00	100.00
TOTAL						-200.00	200.00
Bill Pmt -Check	13840	09/16/2020	Kilmarnock, Town of		Chesapeake Bank G/O ...		-2,000.00
Bill	21-00093	08/26/2020		Trolley, Town of Kilmarn...		-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	13841	09/23/2020	Keane Law PLLC		Chesapeake Bank G/O ...		-3,000.00
				One Time Bonus		-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Check	13842	09/23/2020	Lillian Merrill		Chesapeake Bank G/O ...		-400.00
				Equipment		-400.00	400.00
TOTAL						-400.00	400.00
Check	13843	09/23/2020	Bay Flooring		Chesapeake Bank G/O ...		-500.00
				Equipment		-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	13844	09/25/2020	D.F.C.		Chesapeake Bank G/O ...		-705.00
Bill		09/22/2020		Repairs & Maintenance		-705.00	705.00
TOTAL						-705.00	705.00



**Town of Irvington, Virginia**  
**Check Detail**  
**September 2020**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	13845	09/30/2020	Brown, Lara M.		Chesapeake Bank G/O ...		-1,459.08
				Wages/Salaries		-1,833.33	1,833.33
				Payroll Liabilities		169.00	-169.00
				Employer Payroll Taxes		-113.67	113.67
				Payroll Liabilities		113.67	-113.67
				Payroll Liabilities		113.67	-113.67
				Employer Payroll Taxes		-26.58	26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		65.00	-65.00
				Employer Payroll Taxes		-2.38	2.38
				Payroll Liabilities		2.38	-2.38
TOTAL						-1,459.08	1,459.08
Paycheck	13846	09/30/2020	Phillips, Sharon L.		Chesapeake Bank G/O ...		-1,759.33
				Wages/Salaries		-2,237.50	2,237.50
				Payroll Liabilities		213.00	-213.00
				Employer Payroll Taxes		-138.73	138.73
				Payroll Liabilities		138.73	-138.73
				Payroll Liabilities		138.73	-138.73
				Employer Payroll Taxes		-32.44	32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		94.00	-94.00
TOTAL						-1,759.33	1,759.33



## Town of Irvington

### Zoning Administrator Report for the Town Council

Prepared For: October 8, 2020, Town Council Meeting

Staff Contact: Lara M. Brown, Zoning Administrator

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### Planning Commission

At this time, the PC does not have any assigned tasks from TC.

### Site Visits

Review pool request

Lot maintenance concerning thinning trees and permissible landscape options in RPA

Lot maintenance concerning compromised tree removal and permissible landscape options in RPA

### Citizen complaints

Glebe Road resident complaint of a fallen tree in Carter's Creek. Called landowner and the landowner agreed to collect bids to have tree removed.

### Zoning Notice to Residents - Reminder

#### §92.15 Burning of Leaves Under Fire Protection and Prevention

The burning of leaves from trees originating on the premises of private or public property is permitted, provided:

- (A) The leaves are burned on the premises on which they originated
- (B) Such burning is done only during the periods October 15 through April 15;
- (C) (1) Such burning is done between 8:00 a.m. and 6:00 p.m. and all embers are totally extinguished at the end of this period; and  
(2) VA Code §10.1-1142 prohibits all open burning before 4:00 p.m. and after 12:00 midnight with 300 feet of woodlands, brush lands or field containing dry grass or other flammable material during the period February 15 through April 30 each year.
- (D) Such burning, at no time, shall be unattended.



## Solution Financials



### Solution Overview

- 25 Page Per Minute Printing
- High Quality Color Prints
- Automatic Print Reports
- 11"x17" Paper Handling
- Increased Scanning Speed
- Scan to email and network folders
- Fax Included

### Financials Include

- Ricoh Hardware
- Service Program
  - 3,500 B/W prints per month @ \$0.0129
  - 1,500 Color prints per month @ \$0.077
  - All labor, toner, developer, drums, parts, product training

### Agreement Details

- FMV lease options of 36-63 months
- Lease and service combined into single invoice
- Includes delivery, installation, networking
- Client will receive comprehensive live training on the technology

63-Month Lease	\$355.08
48-Month Lease	\$384.34
39-Month Lease	\$419.36
36-Month Lease	\$436.62



6772 Mount Landing Road  
Tappahannock, VA 22560  
804.513.9866

4

CLIENT: TOWN OF IRVINGTON  
235 STEAMBOAT ROAD  
IRVINGTON, VIRGINIA  
ATTN; SHARON PHILLIPS [sphillips@town.irvington.va.us](mailto:sphillips@town.irvington.va.us) 804-438-6230

@

DATE: 8/13/2020  
DESCRIPTION: TENNIS COURT OPTIONS FOR REPAIR

OPTION I CRACK REPAIR

1. CLEAN OUT NEW CRACKS.
2. FILL NEW CRACKS WITH SPORT MASTER ACRYLIC CRACK FILLER.NOTE: THERE IS NO CRACK REPAIR GUARANTEE IN THIS OPTION.
3. REPAIR AND TROWEL WHERE NEEDED IN OLDS CRACK REPAIR.
4. SCRAPE AND SAND REPAIRED CRACKS.
5. FURNISH AND INSTALL THE RITEWAY CRACK REPAIR SYSTEM OVER THE NEW REPAIRED CRACKS.
6. FURNISH AND INSTALL RTCC/RITEWAY 2 CRACK REPAIR SYSTEM ON THE OLD CRACKS.
7. COLOR AND LINE THE REPAIRED AREAS ONLY. NOTE: COLOR WILL NOT MATCH

COST OF OPTION I \$5675.00

OPTION II FULL COLOR AND LINES

1. FURNISH AND INSTALL ONE TEXTURED COAT OF ACRYLIC RESURFACER.
2. FURNISH AND INSTALL TWO TEXTURED COATS OF SPORT MASTER ACRYLIC TENNIS COURT COATINGS.
3. FURNISH AND INSTALL ONE LIGHTLY TEXTURED FINISH COAT OF SPORT MASTER TENNIS COURT COATINGS.
4. FURNISH AND INSTALL TWO TEXTURED COATS OF SPORT MASTER ACRYLIC LINE PAINT.

COST OF OPTION II \$8825.00

NOTE: RITEWAY AND RTCC/RITEWAY 2 CRACK REPAIR SYSTEM. THESE CRACK REPAIR SYSTEMS IS INSTALLED OVER THE REPAIRED CRACKS. THE RITE WAY CRACK REPAIR SYSTEM COMES WITH A TWO YEAR GUARANTEE THAT THE REPAIRED CRACKS WILL NOT RE-CRACK. YOU MAY SEE VERY SMALL HAIR LINE CRACK APPEAR IN THE TENNIS COURT COATINGS BUT NOT THE RITEWAY SYSTEM THIS IS BECAUSE THE RITE WAY SYSTEM IS MUCH STRONGER THAN THE TENNIS COURT COLORING MATERIAL. THESE HAIRLINE CRACK WILL NOT HARM YOUR GUARANTEE OR PLAY .

OPTION III BALL PARK PRICE FOR A BATTERY OF TWO NEW TENNIS COURTS ACROSS THE ROAD IN THE FIELD OR TO REBUILD PRESENT COURTS

1. ON OWNERS CLEARED PAD. RTCC WII DO THE FOLLOWING
2. FINE GRADE PAD TO ONE INCH FALL IN EVERY TEN FEET FALL (.83%) AND ROLL TO COMPACTION.(95%)
3. FURNISH AND INSTALL SIX INCHES OF 21A STONE.

Rennolds Tennis Court Construction, Inc.

Benjamin S. Rennolds  
President, CTCB  
[ben@rennoldstennis.net](mailto:ben@rennoldstennis.net)



## 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

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Albert D. Bugg, III, Mayor

ATTEST:

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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

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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
<b>Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show</b>							
<b>Revenue</b>	<b>\$230,240</b>	<b>\$217,252</b>	<b>\$203,689</b>	<b>\$191,692</b>	<b>\$203,689</b>	<b>\$0</b>	<b>\$312,790</b>
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
<b>Operating Expenses</b>	<b>\$156,299</b>	<b>\$137,441</b>	<b>\$154,457</b>	<b>\$134,955</b>	<b>\$154,457</b>	<b>\$0</b>	<b>\$256,952</b>
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	\$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		\$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							







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
	<i>Balance forwarded previous year</i>		156,440	(19,920)	(44,920)	(49,920)
	<b>Cash Assets On Hand 07/01/2020</b>	382,228				
	<b>Year End Contributions (Net Income)</b>	4,438				
	<b>Restricted Funds</b>	(5,761)				
	<b>Contingency Fund Balance</b>	(58,640)	(80,000)			
	<b>Sale of Town Hall</b>	85,000				
	<b>COVID-19 Cares Act Fund</b>	40,000				
	<b>Total Funds Available</b>	<b>447,265</b>	<b>76,440</b>	<b>(19,920)</b>	<b>(44,920)</b>	<b>(49,920)</b>
	<b>Contingency Fund Reimbursement</b>	10,000	11,360			
	<b>Storage Shed</b>					
	Stump Removal	5,000				
	Concrete Slab		10,000			
	Building		40,000			
	<b>The Commons</b>					
	Tennis Court Repair	8,825				
	Playground					
	Landscaping					
	<b>Christmas Lights &amp; Decorations</b>					
	Lighted Lanterns	5,000	5,000	5,000	5,000	5,000
	Electrical Renovation					
	Flags and Banners					
	<b>Town Hall Renovations &amp; Repairs</b>	12,000				
	<b>New Town Office</b>	250,000	30,000	20,000		
	<b>Total Capital Improvements</b>	<b>290,825</b>	<b>96,360</b>	<b>25,000</b>	<b>5,000</b>	<b>5,000</b>
	<i>Ending balance per year</i>	<b>156,440</b>	<b>(19,920)</b>	<b>(44,920)</b>	<b>(49,920)</b>	<b>(54,920)</b>

## **RESOLUTION 2020- 13 (Emergency)**

### **APPROVING THE AGREEMENT FOR THE USE OF FEDERAL CARES CORONAVIRUS RELIEF FUNDS, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ACCEPTING CARES ALLOTMENT**

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**WHEREAS**, the United States Congress passed, and the President signed, the Coronavirus Aid, Relief and Economic Security (“CARES”) Act of 2020 (the “Act”); and

**WHEREAS**, the Act establishes funding for programs to address the COVID-19 pandemic; and

**WHEREAS**, Lancaster County will receive an allocation of \$1,850,142 from the Coronavirus Relief Fund (“CRF”) established under the Act; and

**WHEREAS**, Irvington’s share of these funds is \$70,490.42; and

**WHEREAS**, expenditure of the funds is to be used only for qualifying expenses as defined by the Act, the expenditure of funds will be audited and any funds expended for purposes other than as provided by the Act will have to be repaid and returned to the Commonwealth of Virginia; and

**WHEREAS**, expenditure of the funds from CRF distributed to the Town will be subject to refund and return by the Town; and

**WHEREAS**, this Emergency Resolution is adopted pursuant to Town Code §30.15.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that Irvington Town Council hereby approves the attached “Agreement for the use of Federal CARES Coronavirus Relief Funds” presented by and previously approved by Lancaster County (“Agreement”) and directs the Mayor to execute the Agreement; and

**BE IT FURTHER RESOLVED** that the Irvington Town Council accepts the allotment from the CRF paid by Lancaster County of \$70,490.42, subject to terms of the Agreement (“Allotment”); and

**BE IT FURTHER RESOLVED** that the Irvington Town Council hereby directs the Allotment be deposited into and held in a separate Town of Irvington account at Chesapeake





**AGREEMENT FOR THE USE OF FEDERAL CARES  
CORONAVIRUS RELIEF FUNDS**

**THIS AGREEMENT**, made this the 8th day of October, 2020 by and between the County of Lancaster, a political subdivision of the Commonwealth of Virginia, (herein after referred to as the "County") party of the first part, and the Town of Irvington, a political subdivision of the Commonwealth of Virginia, (hereinafter referred to as the "Town") party of the second part;

**WITNESSETH**

**WHEREAS**, the United States Congress passed, and the President signed the *Coronavirus Aid, Relief and Economic Security ("CARES") Act of 2020* (the "Act"); and,

**WHEREAS**, the Act provided funding for a number of different programs to address the COVID-19 pandemic; and,

**WHEREAS**, a primary component of the Act is the provision of \$150 billion in assistance to state, local, territorial and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund ("CRF"); and,

**WHEREAS**, the County has been notified that it will receive two allocations totaling \$1,850,142 from the CRF and that it must share a portion of those funds with the Towns located in the County. Irvington's share of such funds is \$ 70,490.42 ("the Town distribution"); and,

**WHEREAS**, expenditure of the funds is subject to be used only for qualifying expenses as defined by the Act, the expenditure of the funds will be audited and any funds expended for purposes other than as provided by the Act will have to be repaid and returned to the Commonwealth of Virginia; and,

**WHEREAS**, the parties hereto wish to confirm that the expenditure of the funds from CRF is limited to the uses established in the Act and that the funds distributed to the Town will be subject to refund and return by the Town and not by the County;

**NOW THEREFORE THE PARTIES HERETO DO HEREBY AGREE AS FOLLOWS:**

- 1) That the County will distribute to the Town the sum of \$70,490.42 from the CRF funds distributed to the County within ten (10) days of receipt of the funds by the County.

- 2) That the funds distributed to the Town by the County may only be used for the direct costs associated with the response to the COVID-19 pandemic as those expenses qualify and as defined and limited by the Act. These are specifically limited to costs that:
  - a) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19;
  - b) were not accounted for in the budget most recently approved as of March 27, 2020 for the Town; and,
  - c) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- 3) That the Town shall keep and maintain all necessary documentation to ensure compliance with the federal, state and county requirements.
- 4) Expenditure of the Town distribution by the Town is at its sole risk. Should the appropriate federal or state authorities determine that the Town improperly expended such funds for purposes that do not qualify under the Act the Town must promptly return and repay the funds subject to the improper expenditure to the County. The County shall not be required to appeal or contest any determination by the federal or state authorities that such funds were improperly expended.
- 5) Should the Town not expend all the Town distribution on or before December 30, 2020 the Town shall promptly return such unexpended funds to the County.
- 6) The Town shall fully comply with all requirements of the Act and fully cooperate with the County, the Commonwealth of Virginia, and the United States of America in the use of the Town distribution., including any audit.
- 7) The parties agree that the Town shall be strictly liable in the use and expenditure of the Town distribution and shall reimburse the County for any expenditure of funds by the County necessitated by the failure of the Town to fully comply with the Act, including any costs, such as audit fees or other expenses and any amounts that the County may be required to refund because of the violation by the Town of the Act or the improper expenditure of the Town distribution.

- 8) In order to secure repayment of any amounts due hereunder to be reimbursed to the County by the Town, the Town agrees that any amount due hereunder, if not paid within ten days of notification and request to pay, may be withheld by the County from any funds due the Town which passes through the office of the County Treasurer. This may include sales taxes, real estate taxes, personal property taxes or other funds which the County Treasurer collects on behalf of the Town and remits to the Town.

This Agreement has been duly authorized and approved by the Town Council of the Town of Irvington and the Board of Supervisors of Lancaster County and the Chairman of the Board and the Mayor of the Town authorized to execute the same.

**WITNESS** the following signatures:

Chairman  
Board of Supervisors of  
Lancaster County, Virginia

Mayor  
Town of Irvington, Virginia

September 8, 2020

Mayor and Town Council  
Town of Irvington  
235 Steamboat Road  
Irvington, Virginia 22480

Dear Mayor and Town Council Members,

On behalf of my colleagues at Davenport & Company LLC (“Davenport”), we are pleased to provide this Letter Agreement to the Town of Irvington (the “Town”) to provide general financial advisory services including but not limited to financial reviews, capital planning and debt issuance for potential projects and initiatives as directed by the Mayor, Town Council and Town staff. The following outlines Davenport’s proposed Scope of Services for the potential engagement and the basis for compensation.

**Scope of Services:**

**Financial Review and Assessment Report (the “Report”)**

Davenport will complete a Financial Review and Assessment Report for the Town’s ongoing General Fund activities. In connection with the Report, Davenport will perform the following services, among others:

- 1) A Historic and Pro-Forma Review of Town Operational and Debt Related Activities:
  - Assess the Town's historical financial performance with respect to operations, debt-related and capital funding activities and fund balances over the past 5 years in order to determine cash-flow trends and historical fiscal strengths and vulnerabilities.
- 2) A Debt Profile - A comprehensive debt profile of the Town identifying the Town's obligations, if any, broken down by credit type, source of payment, timing and other factors.
- 3) A Debt Capacity Analysis of the Town to determine/provide the Mayor and Town Council with a range and upper limits of the level of debt which the Town could prudently undertake over the next 5 – 10 years under various debt/capital budgeting scenarios.



Town of Irvington, Virginia

September 8, 2020

- 4) A Debt Affordability Analysis of the Town i.e. cash flow implications of the undertaking of new debt based upon the above Debt Capacity findings, among other factors.
- 5) A Comprehensive Peer Comparison - Written delivery of a comprehensive comparison of the Town and other similarly sized and situated localities covering their economic, financial and debt profiles.
- 6) A Capital Improvement Plan Assessment and Funding Approach - Assist the Town in the development of a multi-year capital improvement funding strategy for tax supported projects. Assess the Town's existing Capital Improvement Plan and Comprehensive Plan and provide a series of financial analyses that illustrate a number of funding scenarios for the identified projects, initiatives and strategies. Measure the fiscal impact of individual projects and all projects collectively.
- 7) Review existing Financial Policy Guidelines and provide recommendations for amending and enhancing, where applicable, the Town's current policies in order to best position the Town for continued positive financial performance and enhancement of its creditworthiness.

#### **Transaction Related Services:**

As a natural extension and compliment to the Capital Planning work described above, Davenport could provide transaction related services necessary to effect the successful raising of funds as outlined in the chosen Plan of Finance. The scope of work associated with this phase of the engagement will be developed and mutually agreed upon by Davenport and the Town based upon the preferred funding approach and the tasks associated with that approach.

#### **Compensation:**

##### *Non-Transaction & Planning Related Services:*

For these services, Davenport will be compensated based on an hourly schedule of rates (shown below) subject to a not-to-exceed fee of \$10,000. Final billing will be based upon actual time spent on the project deliverable. Additionally, customary direct out-of-pocket expenses will be charged at cost and indirect expenses (e.g. conference calls, shipments and printing/binding materials) will be charged at an amount equal to 4% of the fee. These fees and the reimbursement for expenses will be paid upon the successful completion of the services as determined by the Town, or at such other time as mutually agreed upon.



Town of Irvington, Virginia  
September 8, 2020

<u>Professional</u>	<u>Hourly Rate</u>
Senior Vice President	\$300
First Vice President	\$275
Vice President	\$250
Analyst	\$225

*Transaction Related Services:*

For these services, compensation will be determined and agreed-upon by Davenport and the Town in advance of any financing based upon the adopted plan of finance and the advisory tasks / services associated with that funding approach.

**Termination:**

Either party may terminate this agreement with 30-day written notice. Davenport will be reimbursed for its out-of-pocket expenses and services provided prior to termination.

Please do not hesitate to reach out to us if you have any questions. We appreciate the opportunity to submit this proposal and we look forward to the opportunity to assist the Town.

Accepted by:

Town of Irvington, Virginia

Davenport & Company LLC

\_\_\_\_\_  
By

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

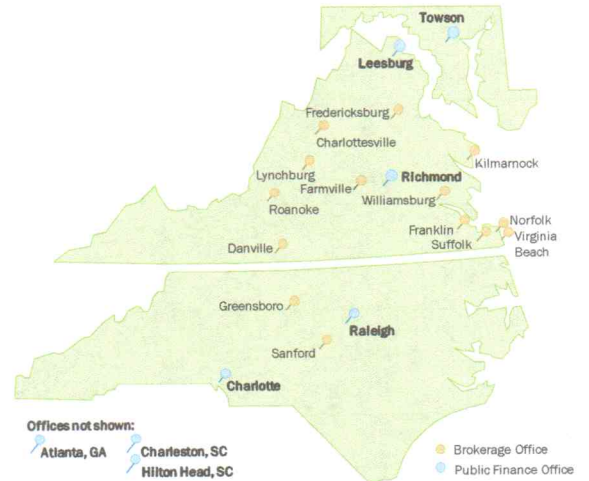
Town of Irvington, Virginia  
September 8, 2020

## Davenport Public Finance Overview

### Public Finance Professionals

Davenport provides our clients with one of the largest groups of public finance professionals in the Mid-Atlantic/Southeast. We have 29 professionals serving clients from our public finance offices throughout the region. This group provides the benefits of:

- **Depth** - 28 professionals and 1 research assistant provide in-depth account coverage, diverse expertise, and analytic support.
- **Expertise** - Staff includes professionals with prior experience as Senior Credit Rating Analysts, Auditor, Bond Counsel, and Chief Financial Officer of a major municipal authority.
- **Proven Experience** - Median professional finance tenure of 12 years per professional; nearly 200 years combined experience; 20+ years Wall St. Experience.



### Davenport Public Finance Professionals

- |  |  |   |
|--|--|---|
| ▪ <b>David Rose</b><br>Senior Vice President<br>Co-Manager of Public Finance | ▪ <b>Ted Cole</b><br>Senior Vice President<br>Co-Manager of Public Finance | ▪ <b>Jimmy Sanderson</b><br>Senior Vice President   |
| ▪ <b>Jamie Traudt</b><br>Senior Vice President                               | ▪ <b>Mitch Brigulio</b><br>Senior Vice President                           | ▪ <b>Bob O'Neill</b><br>Senior Vice President       |
| ▪ <b>Roland Kooch</b><br>Senior Vice President                               | ▪ <b>Courtney Rogers</b><br>Senior Vice President                          | ▪ <b>Kyle Laux</b><br>Senior Vice President         |
| ▪ <b>Joe Mason</b><br>Senior Vice President                                  | ▪ <b>Ty Wellford</b><br>Senior Vice President                              | ▪ <b>Jennifer Diercksen</b><br>First Vice President |
| ▪ <b>Ricardo Cornejo</b><br>First Vice President                             | ▪ <b>R.T. Taylor</b><br>Vice President                                     | ▪ <b>Doug Gebhardt</b><br>Vice President            |
| ▪ <b>Griffin Moore</b><br>Vice President                                     | ▪ <b>Susan Ostazeski</b><br>Vice President                                 | ▪ <b>Alex Hock</b><br>Associate Vice President      |
| ▪ <b>Ben Wilson</b><br>Associate Vice President                              | ▪ <b>Brandon DeCoste</b><br>Associate Vice President                       | ▪ <b>Linda Moran</b><br>Associate Vice President    |
| ▪ <b>Zach Lucanie</b><br>Analyst   | ▪ <b>Christopher Holt</b><br>Analyst                                       | ▪ <b>Cole Claiborne</b><br>Analyst                  |
| ▪ <b>Jesse Uriss</b><br>Analyst  | ▪ <b>Tyler Smith</b><br>Analyst  | ▪ <b>Frank Hock</b><br>Analyst                      |
| ▪ <b>Stephen Geisz</b><br>Analyst  |  |   |

### Support and Other Related Personnel

- |  |  |  |
|--|--|--|
| ▪ <b>Lucy Hooper</b><br>Executive Vice President | ▪ <b>Joseph W. "Joe" Paucke</b><br>Senior Vice President | ▪ <b>Caitlyn Melby</b><br>Research Assistant |
|--|--|--|

Town of Irvington, Virginia

September 8, 2020

## Experience

Davenport provides financial advisory services to a diverse group of more than 400 public sector clients including cities, counties, utility systems, state governments, public authorities, economic/industrial development authorities, transportation facilities, universities, museums, and other agencies responsible for public or not-for-profit activities. **Since 1998, the Public Finance department has provided financial advisory services on over 3,101 municipal transactions aggregating over \$74.4 billion in total volume.**

We assist our clients with strategic financial planning, debt management analysis, economic development strategies, project development for both revenue and tax supported ventures, credit ratings, peer group comparisons, credit enhancement, evaluation of new financing techniques, and arranging public offerings and direct bank loans. We provide clients with portfolio surveillance, derivative evaluation, cash flow forecasting, investment advice, assisting with investment strategy development, and other financial products. In addition, we assist clients with management of operating funds, reserve funds and the proceeds of bond issues.

## Team Philosophy

Davenport believes in a team approach in order to assure proper coverage of all client engagements. By assuring that more than one individual is familiar with each aspect of the Town's work, we are able to allocate project responsibility and support each other as circumstances dictate. This redundancy also enables us to meet even the most stringent demands of the Town in periods of increased activity. As such, our Financial Advisory Team approach will assure you that the Town's needs will be met.

## Top Financial Advisor in the Region

Davenport has consistently ranked as the top financial advisor in the region, based on the number of publicly issued transactions, according to the leading national database for the financial services industry maintained by Thomson Financial. The following table identifies the top ten Financial Advisors in Maryland, Virginia, North Carolina, South Carolina and Georgia since 2013.

Financial Advisor Transactions Maryland, Virginia, North Carolina, South Carolina, Georgia							
Rank	Company	2014	2015	2016	2017	2018	Total
1	Davenport & Company LLC	60	64	73	71	64	332
2	PFM Financial Advisors LLC	55	72	62	60		249
3	Compass Municipal Advisors LLC		57	43	26	20	146
4	First Tryon Securities LLC	13	27	37	31	31	139
5	Public Resources Advisory Group	25	22	32	32	16	127
6	DEC Associates Inc	13	19	14	13	9	68
7	Public Advisory Consultants	9	11	11	7	8	46
8	Hilltop Securities			16	16	8	40
9	Ponder & Co	6	5	9	8	11	39
10	FirstSouthwest	15	21				36

Source: Thomson Reuters

Note: Data shown is for tax-exempt public bond offerings and does not include bank loans or privately placed transactions.



Town of Irvington, Virginia  
September 8, 2020

### Top Financial Advisor in Virginia

Since 2013, Davenport has consistently ranked as the top Financial Advisor in Virginia, based on the number of publically issued transactions, according to the leading national database for the financial services industry maintained by Thomson Financial.

Financial Advisor Transactions Virginia							
Rank	Company	2014	2015	2016	2017	2018	Total
1	Davenport & Company LLC	32	33	35	29	27	156
2	Public Financial Management Inc	19	24	22	23	13	101
3	Public Resources Advisory Group	13	12	10	9	8	52
4	Ponder & Co	2	1	4	2	7	16
5	Raymond James	1	3	1	2	5	12
6	People First Financial Advisor			2	4	2	8
7	Strategic Solutions Center	4	4				8
8	Hamlin Capital Advisors	3					3
9	S P Yount Financial LLC				2	1	3
10	FirstSouthwest					2	2

Source: Thomson Reuters

Note: Data shown is for tax-exempt public bond offerings and does not include bank loans or privately placed transactions.

### Select Client Engagements

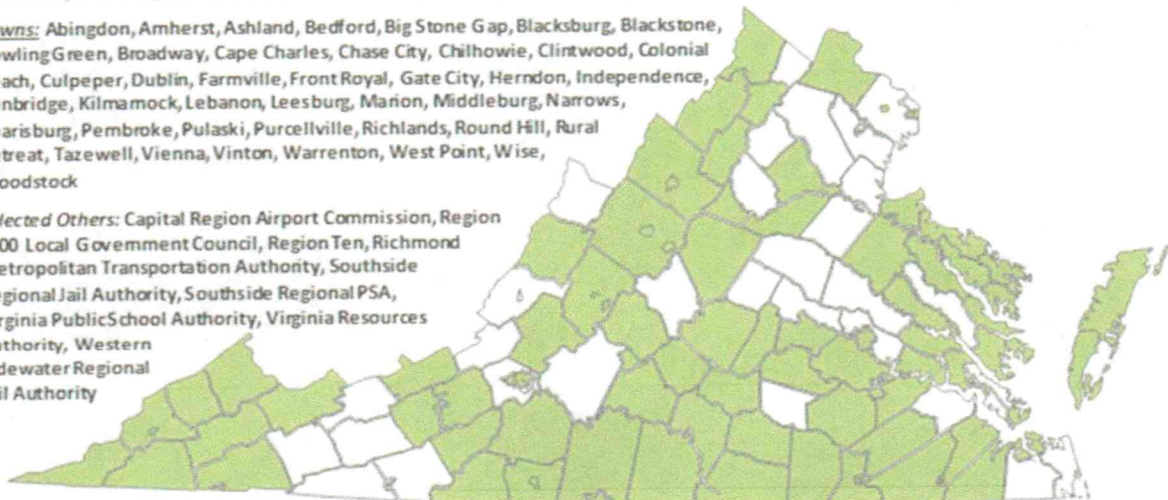
Over the past two decades, Davenport has represented more Virginia local governments than any other firm.

Counties: Accomack, Albemarle, Amelia, Amherst, Appomattox, Bath, Botetourt, Brunswick, Buchanan, Buckingham, Campbell, Caroline, Charles City, Charlotte, Chesterfield, Culpeper, Cumberland, Dickenson, Dinwiddie, Essex, Floyd, Franklin, Frederick, Giles, Gloucester, Greene, Greenville, Halifax, Henry, Isle of Wight, James City, King George, King William, Lancaster, Lee, Loudoun, Lunenburg, Mathews, Mecklenburg, Middlesex, Montgomery, New Kent, Northampton, Northumberland, Orange, Page, Patrick, Pittsylvania, Powhatan, Prince Edward, Prince George, Pulaski, Richmond, Rockbridge, Rockingham, Russell, Scott, Shenandoah, Smyth, Southampton, Sussex, Tazewell, Warren, Washington, Westmoreland, Wise

Cities: Alexandria, Bristol, Buena Vista, Danville, Emporia, Fairfax, Falls Church, Franklin, Galax, Hampton, Harrisonburg, Hopewell, Lexington, Lynchburg, Manassas, Manassas Park, Martinsville, Norfolk, Norton, Petersburg, Poquoson, Portsmouth, Radford, Richmond, Roanoke, Salem, Staunton, Suffolk, Waynesboro, Williamsburg

Towns: Abingdon, Amherst, Ashland, Bedford, Big Stone Gap, Blacksburg, Blackstone, Bowling Green, Broadway, Cape Charles, Chase City, Chilhowie, Clintwood, Colonial Beach, Culpeper, Dublin, Farmville, Front Royal, Gate City, Herndon, Independence, Kenbridge, Kilmamock, Lebanon, Leesburg, Marion, Middleburg, Narrows, Pearisburg, Pembroke, Pulaski, Purcellville, Richlands, Round Hill, Rural Retreat, Tazewell, Vienna, Vinton, Warrenton, West Point, Wise, Woodstock

Selected Others: Capital Region Airport Commission, Region 2000 Local Government Council, Region Ten, Richmond Metropolitan Transportation Authority, Southside Regional Jail Authority, Southside Regional PSA, Virginia Public School Authority, Virginia Resources Authority, Western Tidewater Regional Jail Authority







Virginia Local Government Finance Corporation  
8 E. Canal Street, Suite 100  
Richmond, Virginia 23219  
(804) 648-0635

Steven C. Mulroy  
Managing Director

October 5, 2020

Sharon L. Phillips, Clerk of Council/Treasurer  
Town of Irvington, Virginia  
4203 Irvington Road  
Irvington, VA 22480  
[sPhillips@town.irvington.va.us](mailto:sPhillips@town.irvington.va.us)

RE: Municipal Advisory Services Agreement

Dear Sharon:

On behalf of the Virginia Local Government Finance Corporation ("VLGFC," d/b/a VML/VACo Finance), I am pleased to present this proposed agreement for Municipal Advisory Services for the Town of Irvington, Virginia. The letter contains information about VML/VACo Finance's qualifications and describes the specific deliverables that we will develop pursuant to the agreement.

### **Scope of the Engagement**

I understand that the Town is interested in municipal advisory services in three primary areas: 1) Credit Analysis and Debt Capacity Study; 2) a Plan of Financing in connection with the Town's Capital Improvement Plan; and, 3) Financial Policies. In the Credit Analysis and Debt Capacity Study, VML/VACo Finance will analyze the Town's credit profile which entails a review of four key areas that determine the credit quality of a local government, specifically, a) economic base; b) finances, i.e., revenues, expenditures, and fund balance; c) management; and, d) existing debt. This analysis will include a comparison of key credit factors of the Town to peer localities. Our analysis will then evaluate the Town's ability to incur additional debt and the impact it would have on its credit profile.

In developing a Plan of Financing, VML/VACo Finance will review the Town's Capital Improvement Plan and evaluate the most cost-effective, efficient approach to funding the projects, whether that be with debt, cash from fund balances, or some combination thereof. We will consider various debt financing sources such as bond issues, bank loans, state bond pools, and USDA Rural Development. The analysis will take into consideration the Town's debt capacity, and its objectives with regards to its desired credit profile and future capital needs.

The third deliverable involves the development of Financial Policies that will serve as a guide and provide structure for the Town's governing body as it develops operating and capital

budgets. The guidelines will ensure that the Town is mindful of all of its objectives as it develops spending plans, and will help ensure that the Town maintains its desired credit profile.

VML/VACo Finance is registered as a municipal advisor with the Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC), and as such, is ideally qualified to assist the Town with these projects.

### **Qualifications of VML/VACo Finance**

VML/VACo Finance was founded by the Virginia Municipal League (VML) and Virginia Association of Counties (VACo) in 2003 as a provider of financial services for Virginia local governments and governmental entities. The program is administered by the Virginia Local Government Finance Corporation, a non-profit 501(c)(4) organization. Members of the VLGFC's Board of Directors are selected by VML and VACo. Our staff is headquartered in Richmond.

Since inception, VML/VACo Finance has assisted Virginia local governments and local government entities in financing capital projects and equipment through various means, including competitive and negotiated municipal bond issues, bank placements, equipment leases, government loan programs, and commercial paper. To date, we have closed on approximately 275 financings totaling more than \$1.1 billion. Our financing engagements commonly entail:

- Assisting localities in structuring their loans, scheduling debt service payments that meet their specific requirements;
- Performing credit analysis and making recommendations in order to meet the lending/investment criteria of banks, bond insurers, investors, and rating agencies;
- Leading the bond issuance team for major bond issues and coordinating the deliverables of underwriters, bond counsel, rating agencies, credit enhancement providers, and trustee banks;
- Issuing Requests for Proposals for bank placements and equipment leases, making vendor selection recommendations, reviewing loan documents, and assisting in closing activities;
- Identifying and executing refunding opportunities to generate debt service savings and/or reduce the number of years remaining on outstanding debt.

Other engagements have included conducting rating agency presentations with the three municipal bond rating agencies – including obtaining a first-time unpublished bond rating of “AA” from Standard & Poor’s for a small Virginia locality – and performing *ad hoc* research and developing fiscal policies for governmental entities.



VML/VACo Finance is registered as a municipal advisor with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB). MSRB rules establish a code of conduct and standards of professional qualification designed to protect the interests of municipal entities that rely on the services of municipal advisors. Municipal advisory activities we conduct on behalf of municipal clients are subject to a fiduciary duty, which means putting the client's interest first and providing thoughtful advice that considers all reasonably feasible alternatives that may be in the client's interest.

### **Staffing for this Engagement**

**Steve Mulroy** will be the Principal assigned to the engagement. Steve currently serves as Managing Director of VML/VACo Finance and has been with the program since 2006. In this capacity, he has oversight responsibility for the Program's financing and equipment leasing programs. Prior to joining VML/VACo Finance, Steve had thirteen years of public finance and financial advisory experience, including stints at Ferris, Baker Watts and Legg Mason Wood Walker. As an investment banker, he successfully closed on bond issues totaling more than \$800 million for a variety of tax-exempt borrowers, including municipalities, colleges, and health care providers. Steve earned an M.B.A. from New York University and graduated with a B.S. in Finance from Villanova University. He also successfully passed the Level 1 Chartered Financial Analyst exam. Steve is registered as a Municipal Advisor representative, having passed the Series 50 Municipal Advisor exam.

**Taylor Bryant** will handle the day-to-day responsibilities of this engagement. Taylor joined VML/VACo Finance in 2019 and has primary responsibility for VML/VACo's financing and municipal advisory programs. Previously, Taylor worked in the banking sector with several firms in Maryland and Virginia. He worked with Bay Bancorp in various credit roles through its successful sale and merger with Old Line Bankshares. Most recently, Taylor worked in portfolio management at Freedom Bank of Virginia where he was responsible for new debt origination across all asset classes and existing portfolio analysis. Taylor holds a B.A. from the University of Virginia and is registered as a Municipal Advisor representative, having passed the Series 50 Municipal Advisor exam.

**Robert Lauterberg** will be available as needed for this engagement. Bob has served as Managing Director of VML/VACo Finance since the program's inception in 2003. Previously, he served as Executive Director of the Virginia Resources Authority (VRA), during which time he introduced VRA's Pooled Loan Bond Program. He is also a former Director of the Virginia Department of Planning and Budget and the immediate past chair of the National League of Cities Public Finance Consortium. Bob holds a B.S. in Economics from the University of Florida and an M.B.A. from The George Washington University. He is registered as a Municipal Advisor representative, having passed the Series 50 Municipal Advisor exam.

We may substitute other, similarly qualified personnel during the course of the engagement after providing advance notice to the Town.

**Deliverables and Fees**

Credit Analysis and Debt Capacity Study: In the Credit Analysis and Debt Capacity Study, VML/VACo Finance will analyze the Town’s credit profile, which includes a review of four key areas: a) economic base; b) finances, i.e., revenues, expenditures, and fund balance; c) management; and, d) existing debt. This analysis will include a comparison of key credit factors of the Town to peer localities. Our analysis will then evaluate the Town’s ability to incur additional debt and the impact it would have on its credit profile.

Plan of Financing in connection with the Town’s Capital Improvement Plan: In developing a Plan of Financing, VML/VACo Finance will review the Town’s Capital Improvement Plan and evaluate the most cost-effective, efficient approach to funding the projects, whether that be with debt, cash from fund balances, or some combination thereof. The analysis will take into consideration the Town’s debt capacity, and its objectives with regards to its desired credit profile and future capital needs.

Financial Policies: The third deliverable involves the development of Financial Policies that will serve as a guide and provide structure for the Town’s governing body as it develops operating and capital budgets. This structure afforded by the financial policies will ensure that the Town is mindful of all of its objectives as it develops spending plans, and will help ensure that the Town maintains its desired credit profile.

Proposed Fees:

<i>Single Report</i>	
Credit Analysis & Debt Capacity Study	<b>\$6,000</b> due upon delivery of report (\$8,500 less \$2,500 grant*)
Plan of Financing	<b>\$7,000</b> due upon delivery of report (\$9,500 less \$2,500 grant*)
Develop Financial Policies	<b>\$6,000</b> due upon delivery of report (\$8,500 less \$2,500 grant*)
<i>Any two reports</i>	<b>\$11,000</b> , 50% due upon delivery of first report, 50% due upon delivery of second report (\$13,500 less \$2,500 grant*)
<i>All three reports</i>	<b>\$15,000</b> , 50% due upon delivery of first report, 25% due upon delivery of second report, and 25% due upon delivery of third report (\$17,500 less \$2,500 grant*)

\* VLGFC Board authorized grants of \$2,500 for municipal advisory clients. Grants are limited to one per participant per program, per 12-month period.



### **Additional Terms and Disclosures**

VML/VACo Finance will serve as the Town's municipal advisor without additional charge through June 30, 2022. During this period, we will be available to cover routine questions and support. A separate fee schedule will apply for assistance with financings, and for the delivery of additional reports such as for a plan of finance or a debt affordability analysis. The agreement may be terminated sooner by written notice provided by either party.

Should the Town wish to continue the Municipal Advisory agreement after the first year, a retainer fee (currently \$2,500) will be payable on July 1, 2022, and on July 1 of each subsequent year in which the agreement remains in effect. The retainer fee will cover routine questions and support. A separate fee schedule will apply to assist with financings, and for the delivery of additional reports such as for a credit analysis or plan of finance. VML/VACo Finance will apply the retainer fee to any such billing incurred within the same fiscal year ending June 30.

So long as this agreement is in effect, VML/VACo Finance will serve as the Town's exclusive municipal advisor. VML/VACo Finance agrees to make its best efforts to be available to the Town upon request, within requested timeframes, to assist with relevant financial matters. In its role as municipal advisor, VML/VACo Finance agrees to review unsolicited proposals from investment banking firms, pursuant to MSRB rules that otherwise prohibit investment banks from presenting unsolicited proposals to governments not represented by a municipal advisor.

Additional non-routine services may be provided with advance approval of both parties and will be billed at a rate of \$165.00 per hour for a Managing Director and \$115.00 per hour for a Municipal Advisor unless other compensation arrangements are agreed to in advance.

Pursuant to MSRB rules, VML/VACo Finance submits the following additional disclosure information:

- MSRB has available on its website an informational brochure for municipal advisory clients (Municipal Advisory Client Brochure). The MSRB website address is *msrb.org*.
- The MSRB collects information from each municipal advisor registrant regarding legal and disciplinary events, including information about criminal actions, regulatory actions, investigations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. None of these events apply to VML/VACo Finance, and there have been no material changes or additions to the event disclosures since our initial filing. The most recent copies of our reports (Forms MA and MA-I) are available at the U.S. Securities and Exchange Commission website: [sec.gov/edgar/searchedgar/companysearch.html](http://sec.gov/edgar/searchedgar/companysearch.html).
- VML/VACo Finance receives recurring compensation from participants for each successful closing in its Fixed Rate Loan Program (a bank loan program) and Commercial Paper Program. To ensure neutral financing recommendations, whether an in-house or external financing source is selected, we will provide a comparison to sources of financing that charge an upfront fee rather than a recurring fee.

Ms. Sharon L. Phillips, Clerk of Council/Treasurer

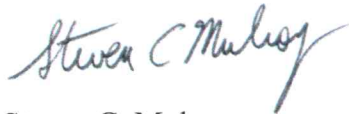
October 5, 2020

Page 6

To indicate your acceptance of this proposal, please sign below and return a copy of the letter by U.S. Mail or electronic mail ([smulroy@valocalfinance.org](mailto:smulroy@valocalfinance.org)).

We look forward to having the opportunity to work with the Town.

Sincerely,



Steven C. Mulroy

***Town of Irvington, Virginia, hereby engages VML/VACo Finance for the Municipal Advisory Services as outlined herein:***

---

Signature

Date

---

Name

Title

# ENTERTAINMENT SYSTEMS

210 PINE REACH DR  
KILMARNOCK VA 22482

# Estimate

Date	Estimate #
9/11/2020	3660

Name / Address

TOWN OF IRVINGTON  
PO BOX 174  
IRVINTON, VA 22480

P.O. No.	Terms	Project
	50% DEP/BAL NET	

Item	Description	Qty	Cost	Total
RX1202FX	12CH MIXER RACK MOUNT	1	299.99	299.99T
ATW-1366	DUAL CHANNEL DIGITAL WIRELESS BOUNDARY MICS	5	1,499.022	7,495.11T
AT8631	JOINING PLATE SYSTEM 10 PRO, 3000 & 2000 SYSTEMS	2	31.00	62.00T
T-18MRSS	10 SLANT OVER 18u CASE W/CASTERS	1	549.99	549.99T
X-PC10USB	Power Conditioner 10 Plug Rack Mount Power Switcher w 2x USB Charging Ports	1	49.00	49.00T
T-2RD-18	2u RACK DRAWER 18" DEEP	1	89.00	89.00T
T-3RD-18	3u RACK DRAWER 18" DEEP	1	104.00	104.00T
AM-USB-10PORT	10 PORT USB CHARGING TOWER	1	49.99	49.99T
T-SS26P	PAIR OF 8' HD SPEAKER STANDS W/CARRY CASE	1	99.00	99.00T
ZLX-12BT-US	ACTIVE 12" 2-WAY WITH BLUETOOTH	2	399.01	798.02T
ZLX-12-CVR	ZLX-12 PADDED COVER	2	59.00	118.00T
XC-PP03	TS TO TS 3'	2	9.00	18.00T
XC-MIC3	3' XLR CABLE	10	9.79	97.90T
XC-MIC50	50' MIC CABLE	1	39.95	39.95T
XC-MIC100	100' XLR CABLE	1	79.95	79.95T
LABOR	INSTALL AND INTEGRATE COMPONENTS INTO ROAD CASE, WIRE AND TEST	1	1,000.00	1,000.00
BC-15P	4K CAMERA	2	799.00	1,598.00T
KMU-100C	PRODUCTION KIT INCLUDES: 1 - KMU-100 MULTI VIEW CAMERA ENGINE 1 - RMC-185 CAMERA CONTROLLER W/PRESETS	1	3,948.00	3,948.00T

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

**ENTERTAINMENT SYSTEMS**

210 PINE REACH DR  
KILMARNOCK VA 22482

**Estimate**

Date	Estimate #
9/11/2020	3660

Name / Address

TOWN OF IRVINGTON  
PO BOX 174  
IRVINTON, VA 22480

P.O. No.	Terms	Project
	50% DEP/BAL NET	

Item	Description	Qty	Cost	Total
HS-3200	12 INPUT MOBILE STUDIO W/17.3" MONITOR, STREAMING ENCODER AND RECORDER	1	7,749.00	7,749.00T
BH-WM-C	CAMERA WALL MOUNT WHITE	2	39.50	79.00T
HBT-5	HDBASET TRANSMITTER POE	2	269.00	538.00T
HBT-6	HDBASET RECEIVER POE	2	269.00	538.00T
cat6 SOLID	CAT6 SOLID/FT	200	0.19	38.00T
HDMI 1.3a 1.5	1.5' HDMI IN-WALL RATED	2	9.99	19.98T
HARDWARE	CUSTOM WALL PLATES, PLUGS, INTERFACE CABLES, ETC.	1	550.00	550.00T
LABOR	DELIVER, INSTALL, TEST AND INSTRUCT	1	3,300.00	3,300.00
SATELLITE III	INDUCTION LOOP ALS SYSTEM	1	895.00	895.00T
HLR-111	LOOP RECEIVER W/HEADPHONES	2	99.00	198.00T
LABOR	INSTALLATION, INTERFACE AND INSTRUCTION	1	900.00	900.00

<b>Subtotal</b>	\$31,300.88
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$31,300.88

804-435-6858  
bill@entsyscorp.com



Town of Irvington, Virginia  
A/P Aging Summary

As of October 5, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>
Aqua Virginia				
ICN (Security Deposit)	2,600.00			
Lara Brown (office desk)	255.99			
Barbour Printing Services Inc.	96.00			
Rappahannock Record	82.88			
Quarles Energy Services	134.72			
TOTAL	<u>3,169.59</u>			