



Town of Irvington – Budget & Finance Committee Meeting
Town Office, Irvington Road
Monday, March 18, 2024 – 5:30 PM to no later than 7:30 PM
Summary Minutes

1. Call to Order at 5:35 pm.
2. Roll Call. Present: B. Schaschek, M.C. Bradley, and J. Harris
3. M. C. Bradley provided a brief orientation Google Drive, and shared the Budget and Finance folder located in her Google Drive.
 - a. Power of Google Drive - share files without emailing them, Town would be able to access.
 - b. Using MCB Google Drive, shared folder for Budget and Finance.
 - c. Google versions of MS Office programs, so slightly different BUT an option.
 - d. Can download files. [File | Download]. Work in local version (Downloads folder). Don't forget to upload! [In Drive, New | Upload]
 - e. If editing a file, can change to "Suggesting" so track changes.
4. Overview of current revenue, expenses, and missing information
 - a. Focus on the Summaries tab - pp 1 - 3 of handout.
 - b. Revenue.
 - i. Projected to be \$594,674, representing a nearly 40% increase.
 - ii. Town of Irvington real estate set at \$0.0215 per \$100 property value.
 - iii. Occupancy Tax - remains at 4% but may be low since no STR occupancy tax.
 - iv. Prepared Food (Meals) Tax - recommend continuing as is. Large increase because for the full year. Maybe a little light since do not have information from all entities.
 - c. Operating Expenses.
 - i. Projected to be \$436,990, representing a 34.%% increase
 - ii. Included salaries (and bonuses) for additional staff - this should be a topic for Town Council to discuss. However, the money being held for a part-time Treasurer will be removed as if we go that route the accounting line would be repurposed.
 - iii. Need to revisit the legal expenses - this should be a topic for Town Council to discuss.
 - iv. Public Safety & Code Enforcement - increased because both increased deputy hours and include all costs associated with the program
 - v. Office Expenses - missing printer lease information

- vi. Planning Commission - proposed to hold money for comprehensive plan and survey. These are represented in the Capital Budget and should not appear in the operating budget.
 - vii. Town Office Expenses / Rent - includes everything we need to pay based on lease not just monthly rent payments
 - d. Community Support and Tourism.
 - i. Projected \$33,350, representing a 29% decrease (only 71% of last year)
 - ii. Consider whether move Crab Festival under Community Events - yes we will remove the Crab Festival from the Summary page as it is part of Community Events
 - iii. Christmas represents July 4 and Christmas expenses. This was further divided between the two line items.
 - iv. The trolley was zeroed out, as it is not clear if it will run.
 - e. Capital Budget Contribution
 - i. Projected \$124,334 (during the meeting with some but not all changes was increased to 131,714)
 - ii. Currently 65% of projected meals tax, but if add the "holds" then 73% of the holds.
5. Identification and consensus on goal
- a. Focus on the Details pages (pp 4 - 11 of handout)
 - i. Green highlighted Notes means think point of discussion with full council and residents
 - ii. Brown/red highlighted Notes indicates B&F needs to do something
 - iii. Light blue highlighted Notes indicates missing information
 - b. Big questions
 - i. Possible contribution to capital funds goal: (1) meals tax revenue, at minimum, to capital funds OR (2) difference between revenue and expenses to capital funds. Those present agreed that this is something for the Town Council to discuss but that (2) makes more sense as legally tax revenue cannot be earmarked for a particular project. The group agreed it makes sense to try and set aside as much of the meals tax revenue as possible.
 - ii. Priority areas: (1) public safety (deputy program), (2) staff levels to support current efforts, and (3) minimize taxes (generally). The group agreed these were the top three priorities at this time.
6. Identification and discussion of potential line items to modify
- a. This work occurred during the earlier discussions. The group agreed another workshop with Town Council is needed (Weds March 27, 2024 at 5:30 pm) and that discussing the goal regarding capital funds and priorities first makes sense. Following that, the discussion would focus on line items that seemed high or low to individuals.

7. Round table. We discussed the setting of an additional workshop for the week of March 24, 2024.
8. Adjourned at 7:30 pm

As an interesting side note, the group discussed the history of the July 4th Parade. Ms. Audrey Lowrey and the Woman's Group started the parade. Mr. Bob Hardesty took it over before he worked for the Town. He brought it "into" the Town when he became staff.