



Summary Minutes for Budget & Finance Committee Meeting

Monday, November 3, 2025, at 2:30 pm at the Town Office

1. Call to Order @2:30 PM
2. Present were: Cay Bradley, Phil Robinson, Sam Van Saun, and Charles Dyson.
3. Old Business
 - a. It was shared that Illuminate Irvington figured out their budget for this year. It will be \$5,500 each from the Town and IVBA.
4. New Business
 - a. The group walked through the proposed schedule for development of FY 2026 - 2027 budget (see attachment). A few minor adjustments were made, such as having the public hearing as part of the Town Council meeting rather than before it.
 - b. Motions for Town Council Meeting
 - We will appropriate funds for the Mayor's Cup at the November Town Council meeting.
5. The meeting adjourned at 2:37 pm

Next meeting, Tuesday, December 2, 2025, 2:30 pm at the Town Office



Proposed timeline for development of FY2025-26 budget for Town of Irvington

Created 10/18/2025, for discussion at 11/03/2025 Budget & Finance

Updated 11/03/2025 at the Budget & Finance meeting

Date/Time	Authority	Description of Event	Input Needed
Monday, Nov 3	NA	Standing B&F Meeting	Discuss draft schedule, focusing on the timing and actions
Thursday, Dec 11	NA	Town Council Meeting	Present the schedule, emphasizing expectations the Budget & Finance Committee has of Town Council members and Planning Commission
During January	NA	Email communication between Budget & Finance Committee, Town Clerk, Zoning Administrator, and Town Treasurer (with FOIA officer cc'd)	Identification of companies from whom contracts and/or quotes need to be requested Prepare file to assist Planning Commission in developing the Capital Budget – including what is currently available funds, current plans for FY 2026 - 2027, and format for additional requests Develop budget shell, including documenting costs to date for current FY
Monday, Feb 2 2:30 pm	NA	Standing B&F Meeting Public, Town Council, and Planning Commission are invited to attend and share their initial thoughts, reactions, or wishes	Review current state of the budget Identify questions, issues, holes to be highlighted in Town Council meeting Agree on what information will be provided to residents^a and Town Council prior to the Town Council workshop
Thursday, Feb 12, 6:30 pm	NA	Standing Town Council Meeting	Identify critical questions and line items to be addressed by Town Council Discussion at the table and/or send thoughts via email to full B&F committee
Monday, Mar 2, 2:30 pm	NA	Standing B&F Meeting Public, Town Council, and Planning Commission are invited to attend and share their initial thoughts, reactions, or wishes	Review current state of the budget Identify questions, issues, holes to be highlighted in Town Council meeting Agree on what information will be provided to residents^a and Town Council prior to the Town Council workshop
Thursday, Apr 9 5:30 pm	VA Code §15.2-2503	Town Council Workshop on Budget prior to Town Council meeting	Public will be invited to speak B&F will present initial FY 2025- 26 budget to Council and public



Date/Time	Authority	Description of Event	Input Needed
Prior to Apr 20	NA	Prepare budget synopsis, proposed fees, tax rates, and supplemental materials to support discussion of the budget	Budget & Finance will provide the Town Clerk with budget synopsis Budget & Finance will prepare materials to support residents, Town Council, and Planning Commission members in engaging in discussions about the budget Town will draft necessary ordinances to adopt fees and tax rates for FY 2026 – 2027 budget
Submitted Apr 21 for publication on Thurs, Apr 24	VA Code § 15.2-2506	Budget synopsis and proposed fees and tax rates printed in Rapp Record	Prepared budget synopsis
Submitted May 5 for publication on Thurs, May 7	VA Code § 15.2-2506	Budget synopsis and proposed fees and tax rates printed in Rapp Record And ordinances related to the budget	Prepared budget synopsis
Thursday, May 7 6:30 pm	VA Code § 15.2-2506	Public Hearing on FY2026 – 27 proposed budget As part of the standing Town Council meeting	Opportunity for residents to ask questions and offer suggestions on the budget
Thursday, May 7 6:30 pm	VA Code § 15.2-2506	First Reading of FY2026 - 27 budget and related ordinances presenting fees and tax rates	
Thursday, June 11 6:30 pm	VA Code § 15.2-2506	Second reading, and vote, on FY2026-27 proposed budget and related ordinances presenting fees and tax rates	NOTE: The operating and capital budgets for FY 2026 – 2027 <u>must</u> be balanced before the budget may be adopted, even if the Town does not have the final numbers of funds available for the capital budget as the FY 2025 – 2026 books are not closed.

^aThe Budget and Finance Committee uses the term “resident” to be inclusive of registered voters, property owners, and business owners/operators.



Considerations for FY 2026 – 27 Budget

The following list of questions to consider when reviewing the budget was developed by VML.

Questions to ask when reviewing the budget

- Do the budget recommendations reflect the priorities of the governing body and constituents?
- Does the budget strike an appropriate balance among the many different constituencies served by the locality?
- Is the budget consistent with the long-term goals of the community?
- If tax reductions are contemplated, what effect will the reduced revenues have on the locality's ability to provide services?
- Is the proposed budget dependent on any revenue initiatives--tax or fee increases or the imposition of new taxes or fees? If so, what is the effect on the budget if the governing body does not enact the revenue measures?
- Are the assumptions underlying the revenue and expenditure estimates sound? Have all expenditures and foreseeable contingencies been included?
- Does the budget contain a reserve for contingencies that cannot be anticipated?
- Does the budget contain adequate funding for new mandates or local initiatives that must be absorbed (e.g., opening a new library, complying with recycling mandates)?
- Does the budget include programs or services that are not essential and therefore could be eliminated to provide funds for more pressing needs?
- What major programs are funded by the locality, what are the performance objectives associated with these programs, and what are the resources required to support these programs?
- Is it possible to identify and understand the trends in the largest line-item expenditures in the budget?
- Can any significant swings in expenditures from year-to-year be explained?