



Draft Agenda for Budget & Finance Committee Meeting

Tuesday, February 3, 2026, at 2:00 pm at the Town Office

1. Call to Order
2. Roll Call
3. Old Business
 - a. Continue to identify questions, holes, and issues with the budget to be raised at the Feb Town Council meeting
 - b. Review draft letter to IVBA (see attached)
4. New Business
 - a. Discussion about storage for IVBA Christmas Tree
 - b. Motions for Town Council Meeting
5. Adjourn
6. Next meeting, Tuesday, March 3, 2026, 2:00 pm at the Town Office

Key Budget Activity Dates

- March 3 - review draft budget
- April 9 - Town Council workshop on budget, with initial full draft FY 26 - 27 budget
- Prior to April 20 - prepare supplemental materials for discussion of budget
- May 14 - Public Hearing / First Reading of FY 2026 - 2027 budget
- June 11 - Second Reading and vote on FY 2026 - 2027 budget

Draft for discussion at February 3, 2026 Budget & Finance Meeting

Irvington Virginia Business Association

admin@visitirvington.com

The Town of Irvington appreciates its partnership with the Irvington Virginia Business Association (IVBA) - in particular the work around winter holidays. The purpose of this letter is to document our partnership regarding Illuminate Irvington and the Commons Christmas Tree.

Illuminate Irvington began, and continues, as a partnership between the IVBA and the Town of Irvington. We appreciate the work put into creating an event that brings the community together, supports local businesses, and kicks off the holiday season. The Town Council will continue to set aside funds for the event in our budget. Our plan is to appropriate the funds in September, to facilitate timely reimbursement for expenses. The actual contribution will not exceed the appropriation or 50% of the costs of Illuminate Irvington, whichever is larger.

As with other events held on the Commons, the Town requests the IVBA request the use of the Commons for Illuminate Irvington. The Town expects the Commons to be returned to "normal" within 1 week of the event. The Commons Christmas Tree should be removed from the Commons no later than January 15. Based on the activities planned, discussions regarding the need for additional insurance should be held.

Commons Christmas Tree is a wonderful addition to our holiday decor. The tree was purchased by, belongs to, and is put up and removed by the IVBA. The Town agrees to store the tree, at our cost, in a storage unit used for other holiday decor. If the Town's selection of a storage unit is not acceptable to the IVBA, they are free to provide storage for the tree themselves.