

**TOWN OF SOUTH BETHANY**  
**BUDGET AND FINANCE COMMITTEE MEETING MINUTES**  
**July 20, 2020 9:00am – Virtual Meeting**

**ATTENDANCE**

Randy Bartholomew (Chairperson), Christine Keefe (Committee Member), Don Boteler (Committee Member), Steve Farrow (Committee Member), Joe Mormando (Committee Member), Maureen Hartman (Town Manager), Renee McDorman (Finance Director).

**Review of FY 2021 June Financials/Budget Status**

The committee reviewed the June YTD financial statements. A discussion regarding the Transfer Tax Revenue indicated potential risk in achieving the budgeted amount. It was agreed that it is too early in the year to make any adjustments. It was noted that expense lines were showing savings. There were no other concerns regarding all other budget lines.

**Collection Status of Property Taxes (FY2021 vs FY2020)**

The Finance Director reviewed the status of FY 2021 property tax collections and stated that this year's collections are trending like prior years. Delinquent notices will be sent out later in the day. There is a 1.5% late fee associated with late payments. There were no concerns raised by the group.

**Review of Rental License Status (FY 2021 vs FY 2020)**

The Finance Director reviewed the status of the Rental License numbers issued and revenue. To date, 254 have been issued which is consistent with prior years. Upon the committee's discussion, it was concluded that although the number of licenses issued is consistent with prior years, the revenue side may be impacted significantly. At this point it is not reasonable to guess the magnitude of the lost income. The town staff will call various rental brokers to attempt to gain knowledge of lower rental rates and lower occupancies to better estimate the rental license income. It was also noted that the license and payments are on the honor system. Committee member, Chris Keefe, recalled that a 2016 study indicated that although more license were issued on the bayside, 2/3rds of the revenue was from the ocean side.

**Review of Fee Schedule**

The current schedule of fees was discussed with the staff recommending that several fees should be increased: including certain building related items and the fee for replacement parking permits. The staff agreed to make formal recommendations for the next meeting. It should be noted that there is still a big concern regarding parking and that fees and policies may need to be adjusted for the next year.

**Review on Status of FY 2020 year-end Audit**

The Finance Director updated the committee on the status of FY 2020 audit. The FY 2020 is underway with Zelenkofske Axelrod, LLC in their final year of the contract. At the conclusion of this audit, another firm will be interviewed to replace the current firm.

**Adjournment**

The meeting was adjourned at 10:00 am.