

FY 2025-26 Proposed Budget



August 19, 2025

The purpose of this agenda item is to provide an opportunity for staff to receive comments from the Town Council relating to the Fiscal Year 2025-26 Combined Operating and Capital Budget (the "FY 2026 Budget") process and/or any item(s) the Town Council would like the staff to consider, study, or incorporate into the FY 2026 Budget.

Review/discuss proposed revisions (amendments) to the FY 2026 Proposed Budget.

General Fund



Proposed Budget Amendments - General Fund Revenues

❖ Increase to operating revenues in the combined amount of **\$201,510**

- Additional Property Taxes with Final Voter Approval Rate: \$1,510 (+)
- Revised Sales Tax Revenue Forecast: \$75,000 (+)
- Estimated Parking Fines Revenue Forecast: \$125,000 (+)

Proposed Budget Amendments - General Fund Expenditures/Uses

❖ **Net increase to operating expenditures in the combined amount of \$256,486**

- Revised Property, Casualty, & Liability Insurance Allocations: \$8,566 (-)
- Revised Workers' Comp Insurance Allocations: \$7,410 (-)
- Copier Lease Contract Increase: \$3,084 (+)
- New Position- Records Manager: \$135,585 (+)
- New Position- Parking Enforcement Officer (Civilian): \$133,793 (+)

❖ **Increase to transfers out in the amount of \$50,000**

- Transfer out to the Equipment Replacement Fund for the purchase of a vehicle for the Parking Enforcement Officer: \$50,000 (+)

Proposed Budget Amendments - General Fund Net Impact

- ❖ **Net *reduction* to the General Fund's estimated ending Fund Balance in the amount of \$104,976** ↓
- Increase to revenues in the combined amount of \$201,510 ↑
- Net increase to expenditures & transfer out in the combined amount of \$306,486 ↓

Utility Fund



Proposed Budget Amendments - Utility Fund

❖ **Net *reduction* to the Utility Fund's estimated ending Fund Balance in the amount of \$10,419** ↓

- Revised Property, Casualty, & Liability Insurance Allocations: \$19,713 (+)
- Revised Workers' Comp Insurance Allocations: \$10,350 (-)
- Copier Lease Contract Increase: \$1,056 (+)

Building Maintenance &
Investment Fund
(Facilities)



Proposed Budget Amendments – Building Maintenance & Investment Fund

❖ **Net *reduction* to the Building Maintenance & Investment Fund's estimated ending Fund Balance in the amount of \$8,825** ↓

- Revised Property, Casualty, & Liability Insurance Allocations: \$8,815 (+)
- Revised Workers' Comp Insurance Allocations: \$10 (+)

Capital Projects Fund



Proposed Budget Amendments – Capital Projects Fund

- ❖ **Net *reduction* to the Capital Projects Fund’s estimated ending Fund Balance in the amount of \$96,480** ↓
 - Adjustment to FY 2024-25 (current fiscal year) capital expenditures for Town Facility Needs Assessment that was included in the FY2023-24 Capital Improvement Plan but not encumbered.
 - Corresponding revision to the Town’s 10-Year Capital Improvement Plan as well

Equipment Replacement Fund



Proposed Budget Amendments – Equipment Repl. Fund

❖ **Net zero to the Equipment Replacement Fund's estimated ending Fund Balance**

- Transfer in from General Fund (Vehicle for Parking Enforcement): \$50,000 (+)
- Capital Expenditure for Vehicle Purchase: \$50,000 (-)

All Other Funds



Proposed Budget Amendments – All Other Funds

- ❖ **Net *reduction* to All Other Funds' estimated ending Fund Balance in the amount of \$336** 
 - Copier Lease Contract Increase: \$336 (+)

Master Fee Schedule Amendments



Proposed Amendments to the Town's
Master Fee Schedule (Cont'd)

Fee Type/Description	Adjustment
Water Rates	3.9% Increase
Sewer Rates	3.0% Increase
Stormwater Drainage Rates	100% Increase
Solid Waste Rates (Trash/Recycling Service)	3.5% Increase
Backflow Prevention Program	TBD

Proposed Amendments to the Town's Master Fee Schedule

Fee Type/Description	Adjustment
Regular Open Season Pool Permit (May - Sept)	From \$60.00 to \$65.00
All-in-One Pool Permit (April - November)	\$125.00 (New)
Pool Family Discount (New)	50% discount given for each additional family member after four (4) resident pool permits are purchased at the same time.
Resident and Guest Day Pass	From \$7.00 to \$10.00

Next Steps



Proposed Budget – Next Steps (September 2, 2025 Council Meeting)

- ❖ Public hearing on Property Tax Rate
- ❖ Public hearing on Amendments to Master Fee Schedule
- ❖ Town Council Considers Approval of:
 - Ordinance Adopting (Approving) Property Tax Rate
 - Ordinance Adopting (Approving) Proposed Budget and 10-Year CIP
 - Ratification (requires separate vote) of the Property Tax Increase Reflected in the Proposed Budget
 - Resolution Adopting (Approving) Amendments to Master Fee Schedule
 - Resolution Adopting (Approving) Pay Plan

THE TOWN OF

Highland Park