

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

TO: Town Council

FROM: Clayton A. Anderson, Town Manager

DATE: January 27, 2026

SUBJECT: General Government budget adjustment for fiscal year 2026

Background

I am writing to formally request approval of a budget adjustment for Fiscal Year 2026 within the General Government budget to address unallocated and underfunded operating expenses. The requested adjustments are necessary to align the adopted budget with actual costs, correct structural funding gaps, and ensure continuity of essential administrative functions.

The proposed adjustments will be funded from the FY 2025 General Fund unassigned fund balance of \$317,983.00. The request is limited in scope, operational in nature, and does not create ongoing structural deficits.

Requested General Government Budget Adjustments

The following adjustments are requested:

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

-
- Accounting Budget (Line Item 5310):
Increase by \$10,000.00. This account was not funded at the appropriate level. Actual annual accounting costs are approximately \$36,000.00, and the current budget does not reflect contractual obligations.
 - IT Support and Equipment (Line Item 5350):
Increase by \$ 5,000.00 to account for new equipment purchases and previously miscoded IT-related expenditures charged to the wrong cost center.
 - Postage line item 5445:
Increase by \$1,000.00 to include mailing costs associated with *The Landings newsletter*.
 - Printing line item 5450:
Increase by \$1,600.00 to cover production costs for *The Landings newsletter*.
 - Government Relations (Line Item 5370):
Increase by \$18,500.00. This account was underfunded. The actual cost of services is approximately \$3,000.00 per month, or \$36,000.00 annually.
 - Dues and Subscriptions (Line Item 5440):
Increase by \$2,000.00 to cover required professional memberships and subscriptions.
 - Council Training:
Increase by \$3,500.00 to support team building and governance training.
 - Vehicle Fuel and Maintenance:
Create new line totaling \$15,000.00. This allocation will absorb the existing \$5,000.00 vehicle repair cost currently assigned to Line Item 5490 and consolidate prior fuel, gas, and routine maintenance costs into a dedicated, accurate cost center.
 - Staff Water, Coffee, and Refreshments:
Create a new line item for \$1,200.00 to support basic staff needs during daily operations and extended work hours.
 - Create a new line item for General Government vehicle purchase:

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

The purchase is funded from the FY 26 CIP budget. Transfer the \$12000.00 allocation from the CIP fund to the new line item. There will be no deductions this fiscal year.

Fiscal Impact

Excluding the pending adjustment to Line Item 5350, the total requested General Government budget increase is \$57,800.00, to be funded from the FY 2026 unassigned fund balance of \$317,983.00. Upon approval, sufficient unassigned fund balance will remain available, and the Town's fiscal stability will be preserved.

These adjustments do not require new revenue, do not impact the tax rate, and do not create any debt obligations. The proposed changes correct underfunded accounts, improve budget accuracy, and ensure that General Government operations are adequately supported.