

PALMER LAKE, COLORADO

EMERGENCY ORDINANCE NO. 26 - 2023

AN EMERGENCY ORDINANCE SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING THE 2024 BUDGET, AND APPROPRIATING SUMS OF MONEY TO THE FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN AND CERTIFYING THE GENERAL FUND AND FIRE DEPARTMENT MILL LEVIES FOR THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024, AND ENDING ON THE LAST DAY OF DECEMBER, 2024.

WHEREAS, the Board of Trustees of the Town of Palmer Lake (“Board”) has appointed the Town Administrator/Clerk to prepare and submit a proposed Budget for the next fiscal year to the Board on December 14, 2023, as required by C.R.S. Section 29-1-105; and

WHEREAS, the Town is authorized by Section 29-1-109, C.R.S., to establish and amend its annual budget and to make transfers and supplemental appropriations of budgeted funds; and

WHEREAS, the Town Administrator/Clerk submitted the proposed 2024 Budget to the Board for its consideration; and

WHEREAS, the 2024 Budget remains in balance, as required by Colorado State Budget Law (Section 29-1-103, C.R.S.); and

WHEREAS, upon due and proper notice, published or posted in accordance with Sections 29-1-106, C.R.S., the proposed 2024 Budget was available for inspection by the public at the Town office, 42 Valley Crescent, Palmer Lake, CO 80133, and a public hearing was conducted on November 9, 2023, at the Board of Trustees regular meeting at Town Hall, Palmer Lake, Colorado; and

WHEREAS, interested electors of the Town were given the opportunity to file or register any objections to said proposed Budget; and

WHEREAS, the Budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Article X, § 20 of the Colorado Constitution (“TABOR”).

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. Adoption of Budget for 2024. That the Budget as submitted and attached hereto as **Exhibit A** and incorporated herein by this reference and, if amended, then as amended, is hereby approved and adopted by the Board as the true and accurate budget of the Town of Palmer Lake for fiscal year 2024.

Section 2. Appropriations. That the amounts set forth as expenditures as specifically allocated in the Budget attached hereto as **Exhibit A**, in the column labeled Proposed 2024 Budget are hereby appropriated.

Section 3. 2023 Levy of Property Taxes.

- A. Assessed Valuation. The El Paso County Assessor has certified the total valuation for assessment for the taxable year 2023 is \$58,260,060.
- B. Levy for Operating Expense. For the purposes of meeting general operating expenses of the Town during the 2024 Budget year, there is hereby levied a tax of 11.238 mills upon each dollar of the total valuation of assessment of all taxable property within the Town, to raise \$654,000 in revenue.
- C. Levy for Volunteer Fire Department Expense. In addition, for the purpose of funding the Palmer Lake Fire Department (General Fund) during the 2024 Budget year, there is hereby levied a tax of 10.000 mills upon each dollar of total valuation for assessment of all taxable property within the Town, to raise \$582,000 in revenue.
- D. Total Mill Levy to be certified is 21.238 mills.
- E. The Town's Administrator/Clerk is hereby authorized and directed to immediately have certified, to the Board of County Commissioners of El Paso County, the mill levies for the Town hereinabove determined and set.

Section 4. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budget and mill levies do not result in a violation of any applicable property tax or fiscal year spending limitation.

Section 5. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 6. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this ordinance.


Section 7. Publication and Effective Date. This Ordinance is necessary for the immediate protection and preservation of the public health, safety, and welfare of the citizens of the

Town of Palmer Lake for the reasons described above, and therefore, shall become effective immediately as an emergency ordinance upon adoption by the Board of Trustees.

INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 14TH DAY OF DECEMBER, 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO



Dawn A. Collins
Town Administrator, Clerk

BY: 

Grant Havenar
Mayor

TOWN OF PALMER LAKE
GENERAL FUND
 2024 Budget DRAFT

Description	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
GENERAL FUND REVENUE							
Taxes							
Property Tax - General	\$ 512,393	\$ 510,451	\$ 503,417	\$ 503,277	\$ 505,269	\$ 654,000	Sec 2024 Property Tax Calc - use prelim valuation
Property Tax - Fire	455,948	452,664	447,960	446,302	448,068	582,000	Sec 2024 Property Tax Calc - use prelim valuation
Specific Ownership Tax/Motor Vehicle Registration	100,000	100,686	108,000	102,311	111,612	110,000	
Motor Vehicle Registrations	-	12,633	-	-	-	-	DNU - include with Spec Own Tax Auto (4103)
Use Tax - Building Materials	40,000	33,697	40,000	31,549	34,417	36,000	
Highway Users Tax Fund	90,000	103,546	100,000	85,883	93,691	90,000	
Sales/Use/Excise Tax - All Other	862,000	1,161,105	2,465,000	1,252,133	1,365,963	1,388,000	Estimated annualized total tax
	2,060,341	2,374,782	3,664,377	2,421,455	2,559,020	2,860,000	
Fees and Licenses							
Franchise Fee - Comcast	38,000	17,288	38,000	16,826	18,356	25,000	
Franchise Fee - CORE (IREA)	39,000	59,124	50,000	46,018	50,201	47,000	
Franchise Fee - Black Hills	35,000	77,899	50,000	59,212	64,595	74,000	
Franchise Fee - Century Link	1,300	-	-	-	-	-	DNU - can remove in 2025
Franchise Fee - Other	-	243	35	2,890	3,153	25	
Administration Fees	-	-	-	175	175	-	
Fees/Permits/Zoning/Subdivisions	60,000	28,985	40,000	33,445	36,485	45,000	Review Master Fee Schedule (propose increased Land Use fees)
Lodging Fees	30,000	40,946	40,000	49,182	49,182	45,000	
Business Licenses	5,200	28,392	30,000	22,954	25,041	25,000	
Impact Fees - Drainage	7,200	6,900	7,200	14,959	16,319	20,000	
Liquor/MJ License Fees	6,200	18,605	6,200	6,415	6,415	10,000	Liquor 1400 + MJ 8500 renewal
	221,900	278,382	261,435	252,076	269,922	291,025	
Intergovernmental							
Town Share State Surcharge	450	-	-	-	-	-	DNU - can remove in 2025
State Share Surcharge	450	-	-	-	-	-	DNU - can remove in 2025
El Paso Co Road & Bridge	6,000	7,317	6,000	7,352	7,000	7,000	Review receipts so far
	6,900	7,317	6,000	7,352	7,000	7,000	
Fines							
Citation Fines/Court Fees	70,000	46,821	70,000	42,390	46,244	45,000	
Citation Fines/Court Fees - STEP	-	20,085	20,000	33,482	36,526	20,000	
	70,000	66,906	90,000	75,872	82,769	65,000	
Interest							
Savings/Interest	2,000	-	3,000	-	-	-	DNU - can remove in 2026
Interest - Savings/Reserve	-	24,652	10,000	74,850	81,655	70,000	Estimating 4.75% on \$1,500,000 ColoTrust balances
Interest - Water Loan	10,000	10,000	30,000	10,000	10,000	10,000	
	12,000	34,652	43,000	84,850	91,655	80,000	
Departmental							
Library Revenue	12,000	2,613	5,000	-	5,095	-	DNU - can remove in 2026
Admin Revenue	-	38,081	-	403	440	5,000	Library utilities
Police Revenue	-	7,497	4,500	6,547	7,142	10,000	Extra duty
Fire Revenue	-	4,150	-	6,865	9,000	5,000	Inspections
Roads Revenue	-	50	-	791	791	-	
Parks Revenue	7,000	44,249	40,000	44,835	48,911	45,000	45k for Kiosk; new pickleball courts revenue
	19,000	96,640	49,500	59,441	71,379	65,000	

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget Draft

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Grants and Donations							
Admin Grants	-	-	-	-	-	25,000	DOLA land use update
Colo State Hist Society Town Hall ADA Door	-	-	42,000	-	-	-	DNU - can remove in 2026
PD Grants	-	81,861	5,000	13,176	10,150	199,000	2400 for Crimewatch; 4k POST; 7k HVE; BHCON 185k (Yr1of2)
Fire Grants	-	17,263	-	48,721	48,721	-	seeking DOLA planning for public safety facility
Roads Grants	-	-	-	-	-	354,311	SPRuce design 204k; MMOF sidewalk design 150k
CDOT PL Elementary Road Improvement	-	-	145,682	16,061	81,879	807,648	PLES remaining design funds (63k) plus construction (745k less 12% water line upgrade)
CDOT Overlay Miami	-	-	200,000	200,000	200,000	-	DNU - remove in 2026
Parks Grants	-	6,292	2,500	2,340	2,553	-	MHYC - 4wks labor (34k); applied CPW 60k
Donations	-	4,327	-	520	567	-	DNU - remove in 2026
Admin Donations	-	-	-	20	-	-	
PD Donations	-	-	-	5,501	-	-	
Fire Donations	-	500	-	-	-	-	
Roads Donations	-	-	-	-	-	-	
Parks Donations	-	-	-	-	-	-	
	-	110,243	395,182	286,339	343,870	1,385,959	
Miscellaneous							
FPPA Matching Funds (DOLA VFP)	8,100	-	17,100	-	-	-	DNU - remove in 2026. DOLA pays 90% match to FPPA directly
Land/Building Rent	10,000	24,003	20,000	31,381	31,381	30,000	12k for library; track; ER (50/mo); venue rental
Fire Deployment	-	20,860	80,000	17,469	58,000	40,000	Vehicle deployment 14-20k (2 wks), wage and exp reimb
Land/Equipment Sales	-	-	-	19,000	19,000	-	
Miscellaneous Income	100	18,585	100	9,779	9,779	-	
Insurance Income	160,000	107,389	-	2,364	2,364	-	
Fund Reserve-ColoTrust	400,000	-	-	-	-	-	DNU - remove in 2025 (Fund balance shown above Rev)
	578,200	170,837	117,200	79,993	120,524	70,000	
Other Sources							
Unassigned Fund Balance	-	-	-	2,880,403	2,880,403	3,270,613	Estimated ending fund balance FY2023
	-	-	-	2,880,403	2,880,403	3,270,613	
	-	-	-	-	-	-	
Total General Fund New Revenue	2,968,341	3,139,759	4,626,694	3,267,378	3,546,139	4,823,984	
Total General Fund Revenue	2,968,341	3,139,759	4,626,694	6,147,781	6,426,542	8,094,597	
GENERAL FUND EXPENDITURES							
Administration							
Salaries and Benefits	77,513	103,341	163,930	59,130	66,843	105,900	3 FT with increase; incl Deputy Town Clerk
Salaries/Wages, Full Time	70,501	68,377	56,709	85,191	96,303	96,486	4 PT; Removed 1; Added PT code enforcement included in PT wages
Salaries/Wages, Part Time	2,350	1,347	1,890	1,514	1,711	-	
Salaries/Wages, PT Sick	518	41	-	63	71	496	
Overtime	9,209	10,472	13,797	8,361	9,452	12,579	
Social Security ER	2,154	2,449	3,227	1,955	2,210	2,942	
Medicare ER	176	195	239	178	201	210	
FUTA	5,533	6,916	8,683	4,082	4,536	2,759	.25% match increase to 4.25% (5% max)
Workers Comp Ins	11,267	10,166	6,557	5,571	6,298	5,928	health ins avg inc 17%. Town will adjust ER-pd portion to assist.
Retirement ER Match	-	23,099	19,374	4,840	5,471	17,940	separating dental (from health) in 2024
Health Ins ER- pd	-	-	-	-	-	993	
Dental Ins ER- pd	-	-	-	-	-	-	

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Vision Ins ER- pd	148	749	590	300	339	483	157 separating vision (from health) in 2024
Life Ins ER- pd	179,369	227,152	274,996	171,185	193,435	246,873	
Professional Services							
Professional Svcs-Accounting	49,600	79,362	22,275	81,053	88,421	70,000	6k for Paycom + Acctg estimate, audit
Professional Svcs-IT	60,000	48,666	63,200	21,963	23,960	33,000	15k for CKT, 18k for CivicPlus+BlueBeam
Professional Svcs-Legal/OJW	47,000	51,559	60,000	37,934	60,000	60,000	Engineering (5% incr), Planning (LU update 50k), ADD Compensation Analysis (10k)
Professional Svcs-Other	159,185	167,264	160,000	70,032	76,399	210,000	DNU - remove in 2026
Professional Svcs - Other - Ped Bridge	-	21,763	-	-	-	-	DNU - remove in 2026
Professional Svcs	-	96,057	-	-	-	-	DNU - remove in 2026
Professional Svcs- Other - Elephant Rock	-	2,671	-	-	-	-	DNU - remove in 2026
	315,785	467,342	305,475	210,982	248,780	373,000	
Administrative/Operations							
Employee Clothing	800	-	800	-	-	500	
Employee/BOT/PC Training	4,000	1,651	6,900	1,679	1,832	5,000	CE - CMCA Institute, HR, ICMA
Employee/BOT/PC Travel	2,000	-	6,000	28	31	3,000	
Employee/BOT/PC Per Diem	2,000	1,338	5,000	1,240	1,353	2,000	DNU - Remove in 2025
State OJW Surcharge	450	-	-	-	-	-	
Advertising	2,000	162	2,000	1,175	1,282	2,000	
Bank Fees/Services	600	123	700	50	55	200	
Communications	16,000	23,954	28,000	23,236	25,348	1,800	1k for ATT, 800 for internet
County Treasurer Fees	10,000	9,659	18,000	9,523	10,389	13,000	1% of tax distributed
Election Expense	15,000	2,364	15,000	-	-	12,000	
Insurance	70,400	86,931	106,000	117,783	128,491	100,100	P&C (70% of 143k) - increased cost to group
Legal Notices/Recordings	5,000	2,072	5,000	2,532	2,762	5,000	
Memberships/Registrations	9,100	15,871	12,000	13,562	13,562	14,000	Added APA for PC (CML, PPACG, Chamber, etc.)
Postage	2,000	562	1,000	1,124	1,226	1,300	
Economic Development	3,187	1,420	13,000	1,255	1,369	5,000	Admin, town hall + camera, PC 1200
General Supplies	20,000	30,234	20,000	14,250	15,545	15,236	DNU - can remove in 2026
General Supplies- Elephant Rock	-	34	-	-	-	-	DNU - can remove in 2026
Medical Equip/Supplies	-	266	-	-	-	-	2100 Orkin (Admin, Town Hall, ER, Lib), landscape, cleaning, HVAC,
General Services	37,451	23,552	47,807	25,071	27,350	27,500	tree svc, municipal judge (3840)
General Service- 001	-	11,429	-	-	-	-	DNU - can remove in 2026
General Services- 005	-	2,005	-	-	-	-	DNU - can remove in 2026
General Service- Elephant Rock	-	1,006	-	473	516	100,000	ER - asbestos abatement, demo/removal - use fund balance
Utilities	31,500	13,064	14,500	10,037	10,949	19,000	all utilities admin, town hall, library
Utilities- Elephant Rock	-	3,394	-	2,867	3,128	1,000	Utility should be paid by Tenants--reimb
Utilities- Electric	-	5,801	6,600	5,769	6,293	-	DNU - can remove in 2026
Utilities- Electric Elephant Rock	-	696	-	3,148	3,434	-	DNU - can remove in 2026
Utilities- Water	-	9,813	7,400	8,736	9,530	-	DNU - can remove in 2026
Utilities- Water- Elephant Rock	-	1,542	-	1,013	1,105	-	DNU - can remove in 2026
Utilities- Sanitation	-	1,980	3,100	4,392	4,791	-	DNU - can remove in 2026
Utilities- Sanitation Elephant Rock	-	450	-	360	393	-	DNU - can remove in 2026
Building Maintenance	5,000	2,343	6,050	-	-	5,000	

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Equipment Maintenance	1,000	-	1,000	-	-	-	DNU - can remove in 2026
Building Maintenance- Elephant Rock	-	1,416	-	-	-	-	DNU - can remove in 2025
Miscellaneous Expense	-	804	-	776	847	-	
Fuel	500	99	500	213	232	300	
	237,988	256,035	326,357	250,292	271,813	332,936	
Capital Outlays							
Colo State Hist Society Town Hall ADA Door	-	-	42,000	-	-	-	DNU - can remove in 2026
Capital Improvement	17,344	38,675	220,000	59,529	64,941	-	
Capital Improvement- Town Hall	-	151,046	32,960	-	-	10,000	HVAC
Capital Improvement- Ped Bridge	347,898	5,190	-	-	-	-	DNU - can remove in 2025
Capital Equipment	2,500	-	6,000	-	-	-	
	367,742	194,911	300,960	59,529	64,941	10,000	
Total Administration Expenditures	1,100,885	1,145,440	1,207,788	691,988	778,968	962,809	
Police Department							
Salaries and Benefits	247,260	263,790	426,105	327,377	370,078	400,710	6 FT with increase
Salaries/Wages, Full Time	216,597	161,611	159,455	101,356	114,576	113,104	5 PT with increase; Reduced hours; Incl Records Tech included in PT wages
Salaries/Wages, Part Time	7,274	3,803	5,315	794	898	-	
Salaries/Wages, PT Sick	-	5,590	5,000	14,370	16,244	10,000	expense covered by STEP Revenue (2024 est 20k)
Salaries/Wages, STEP	-	4,359	5,000	8,465	9,569	8,000	expense covered by EXT Revenue (2024 est 10k)
Salaries/Wages, Extra Duty	1,623	149	-	-	-	-	DNU - can remove in 2025; combined w/ Overtime
Overtime, Sworn Sched	-	-	2,049	413	467	1,798	
Overtime	14,732	11,938	11,570	8,535	9,648	8,612	
Social Security ER	6,749	6,296	8,597	6,496	7,343	7,476	
Medicare ER	470	524	512	472	534	470	
FUTA	27,371	25,488	34,876	20,193	22,437	19,985	
Worker Comp Ins	38,466	5,261	17,044	6,530	7,382	17,030	
Retirement ER Match	20,507	21,847	38,599	28,735	32,483	37,671	increase .5% to 10% (max 1.2% in 2028)
FPPA	7,292	7,768	13,814	10,284	11,625	13,562	increase .2% to 3.6%
FPPA D&D	-	4,812	51,664	15,698	17,746	32,760	separating dental (from health) in 2024
Health Insurance	-	-	-	-	-	1,813	separating vision (from health) in 2024
Dental Ins ER- pd	-	-	-	-	-	287	
Vision Ins ER- pd	518	931	1,572	1,201	1,358	1,302	
Life Ins ER- pd	588,861	524,167	781,175	550,919	622,388	674,580	
Professional Services							
Professional Svcs-IT	-	-	-	5,093	5,093	16,200	11,100 for CKT, 5100 for EFORCE
Professional Svcs-Other	-	-	-	-	-	96,400	Clinician for BHCON +5k OT
	-	-	-	5,093	5,093	112,600	
Administrative/Operations							
Employee Clothing	2,000	3,644	7,077	3,895	4,249	4,120	Added BHCON clinician clothing (620)
Employee Training	3,300	2,877	5,300	1,750	1,909	3,000	
Employee Travel	1,600	972	4,160	179	195	3,400	Added BHCON clinician travel (2400)
Employee Per Diem	1,800	-	2,560	162	177	1,000	
Subject Testing	500	178	1,000	-	-	1,000	
Communications	5,200	6,402	8,400	-	-	20,525	12k for ATT, 800 for internet, 5625 PPRCN, 2100 BHCON phone

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget Draft

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	
Memberships/Registrations	4,440	442	3,940	12,136	13,239	13,000	2024 Budget Explanatory Notes
Postage	120	327	-	-	-	-	Visual Labs 12k, FBI-LEEDA, IACP, Investigation
General Supplies	1,500	4,743	12,292	7,996	8,723	10,000	DNU - remove in 2025
General Services	910	2,292	6,500	1,655	1,805	3,000	Add 2 BHCON MDC (9400) +500 supplies (300 BHCON);
Utilities	-	-	-	-	-	3,800	Orkin, Cleaning
Utilities- Sanitation	-	135	-	-	-	-	all utilities - PD
Building Maintenance	5,000	386	8,600	-	-	1,000	DNU - remove in 2025
Equipment Maintenance	500	-	2,280	-	-	-	DNU - remove in 2025
Repair & Maintenance	1,000	-	-	-	-	-	DNU - remove in 2025
Miscellaneous Expense	-	-	-	-	-	-	DNU - Code STEP expenses to appropriate expense line
STEP Expenditures	8,000	3,017	6,863	2,613	2,613	5,000	Vehicle times, routine
Vehicle Repair & Maintenance	14,500	17,732	28,000	6,462	7,049	18,000	5% increase
Fuel	6,200	40,614	-	14,996	16,359	-	DNU - remove in 2025
Vehicle Loan - Principal	1,900	1,888	-	-	-	-	DNU - remove in 2025
Vehicle Loan - Interest	-	-	-	-	-	-	DNU - remove in 2026 - Code grant expenses to appropriate expense line
Police Donations/ Grant Expense	58,470	40,091	5,000	7,271	7,932	-	line
Capital Outlays	-	125,764	101,972	59,115	64,252	86,845	
Capital Improvement	-	-	-	6,985	6,985	5,000	
Capital Equipment	2,000	-	25,428	-	-	75,000	Added BHCON vehicle (75k)
	2,000	-	25,428	6,985	6,985	80,000	
Total Police Department Expenditures	649,331	649,931	908,574	622,112	698,717	954,025	
Fire Department							
Salaries and Benefits	268,047	277,442	468,605	265,622	300,268	374,124	5 FT with increase
Salaries/Wages, Full Time	60,408	62,007	100,930	51,101	57,766	62,612	PT with increase; Reduced hours
Salaries/Wages, Part Time	-	1,968	-	-	-	-	DNU (duplicate) - remove in 2025
Fire Deployment	2,014	-	3,364	-	-	-	included in PT wages
Salaries/Wages, PT Sick	-	-	-	-	-	-	DNU - remove in 2025
Salaries/ Wages- Fire Deployment	23,645	14,539	44,805	24,777	28,009	31,909	reclass to/combine with Overtime and delete
Overtime	-	21,757	-	4,227	4,778	-	exp covered by fire deploy revenue (2024 est 40k for wages+exp)
Overtime Non-Pensionable	-	-	50,000	17,052	28,000	20,000	
Fire Deployment	4,948	5,042	7,694	5,294	5,985	5,370	
Social Security ER	5,105	5,238	8,957	5,042	5,700	6,795	
Medicare ER	512	452	638	403	456	344	
FUTA	26,023	24,238	45,203	19,199	21,332	21,903	
Workers Comp Ins	40,133	4,746	20,536	3,989	4,509	17,256	
Retirement ER Match	24,506	24,455	46,893	24,174	27,327	38,203	increase .5% to 10% (max 12% in 2028)
FPPA ER	8,713	12,503	16,783	8,652	9,781	13,753	increase .2% to 3.6%
FPPA D&D	-	-	-	3,808	3,808	2,519	new account code for 2023/2024
FPPA Volunteer Pension Fund	-	8,673	51,664	14,388	16,265	32,760	
Health Ins ER- pd	-	-	-	-	-	1,813	separating dental (from health) in 2024
Dental Ins ER- pd	-	-	-	-	-	287	separating vision (from health) in 2024
Vision Ins ER- pd	-	-	-	-	-	1,092	
Life Ins ER- pd	518	760	1,572	809	915	1,092	
	464,572	463,820	867,644	448,537	514,898	630,741	

TOWN OF PALMER LAKE
GENERAL FUND
 2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Professional Services							
Professional Svcs-IT	-	-	-	3,586	3,912	10,000	\$5,400 for CKT, \$4k+ for ESO
	-	-	-	3,586	3,912	10,000	
Administrative/Operations							
Employee Clothing	6,000	3,784	6,703	3,134	3,419	5,000	
Employee Training	4,850	914	17,473	6,861	7,485	10,000	
Employee Travel	-	204	4,000	198	216	2,000	
Employee Per Diem	-	1,176	3,500	230	251	2,000	
Communications	7,800	7,153	17,000	2,334	2,546	17,200	ATT 7k, internet 800, PPRCN 3k, County Dispatch 3k, City Radio 3k, Active 911 400
Memberships/Registrations	1,000	4,449	980	2,579	2,813	400	Fire Chief, IFC, State/Co
Postage	100	-	-	-	-	-	DNU - remove in 2025
General Supplies	12,800	859	17,500	18,160	19,811	15,000	
Medical Equip/Supplies	3,000	4,178	5,000	782	853	2,500	
General Services	8,000	12,265	31,764	6,300	6,873	16,000	Monument IGA 9k, Haz 450, Physicals 6k
Utilities	-	-	-	-	-	4,500	all utilities - FD
Utilities- Electric	-	90	-	-	-	-	DNU - remove in 2025
Building Maintenance	5,000	2,641	-	40	44	3,000	
Equipment Maintenance	1,000	817	7,000	2,060	2,247	5,000	
Repair & Maintenance - Building	2,000	6,748	4,500	-	-	-	
Fire Deployment Expenses	-	-	-	5,414	20,000	10,000	DNU - remove in 2026 - code to bldg or equip maint exp covered by fire deploy revenue (2024 est. 40k for wages+exp)
Vehicle Licenses/Fees	-	-	2,000	-	-	-	DNU - remove in 2026
Vehicle Repair & Maintenance	14,500	23,308	20,000	26,773	29,207	25,000	
Fuel	7,000	10,083	15,000	9,337	10,186	11,000	
Grant Expenses	-	105,902	-	-	-	-	DNU - remove in 2027 - Code grant expenses to appropriate expense line
El Pomar Grant	-	10,788	-	-	-	-	DNU - remove in 2026
	73,050	195,359	152,420	84,202	105,951	128,600	
Capital Outlays							
Capital Improvements	-	-	-	-	-	-	Seeking grants for unfunded items
Capital Equipment	-	46,223	137,000	-	-	-	
	-	46,223	137,000	-	-	-	
Total Fire Department Expenditures	537,622	705,402	1,157,064	536,325	624,761	769,341	<i>Confirmed w Fire Mill Levy</i>
Public Works Department - Roads							
Salaries and Benefits							
Salaries/Wages, Full Time	136,846	140,646	179,954	128,508	145,270	206,389	3 FT with increase; Added Equipment Operator
Salaries/Wages, Part Time	-	-	58,826	32,339	36,557	55,574	2 PT with increase; Removed 1 PT Parks Maint included in PT wages
Salaries/Wages, PT Sick	-	-	1,961	171	193	-	
Overtime	479	1,074	836	642	726	917	
Social Security ER	8,514	8,679	14,978	9,852	11,137	16,299	
Medicare ER	1,991	2,030	3,503	2,304	2,605	3,812	
FUTA	92	92	260	227	257	260	
Workers Comp Ins	18,366	17,088	23,977	14,300	15,889	15,537	
Retirement ER Match	20,442	2,659	7,232	3,137	3,546	8,810	
Health Insurance ER	-	(874)	22,962	3,553	4,016	24,960	
Dental Ins ER- pd	-	-	-	-	-	1,382	separating dental (from health) in 2024

TOWN OF PALMER LAKE
GENERAL FUND
 2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Vision Ins ER- pd	-	-	-	-	-	287	separating vision (from health) in 2024
Life Ins ER - pd	271	437	699	419	474	672	
	187,002	171,831	315,186	195,452	220,669	334,898	
Professional Services							
Professional Svcs-IT	-	-	-	-	-	1,300	1,300 for CKT
Professional Services - MS4	-	-	-	-	-	10,000	Stormwater Consultant
Professional Svcs Other	10,000	13,614	10,000	9,051	9,874	29,000	Engineering, stormwater enterprisrc rate study (18k)
Professional Svcs-Other-M4	10,000	1,906	10,000	-	-	-	DNU - remove in 2027
Professional Svcs-Other-Engineering	-	-	10,000	5,525	6,027	-	DNU - remove in 2027
	20,000	15,520	30,000	14,576	15,901	40,300	
Administrative/Operations							
Employee Clothing	500	474	750	913	996	700	
Employee Training	250	-	811	-	-	500	
Employee Travel	250	-	250	-	-	200	
Employee Per Diem	-	-	200	-	-	200	
Communications	-	-	-	-	-	2,000	ATT 2k
Memberships/Registrations	750	120	750	519	566	700	
Membership/ Registrations -001	-	515	-	-	-	-	DNU - remove in 2025
General Supplies	4,000	1,137	4,000	2,939	3,206	4,000	
Signs Parts/Supplies	2,000	2,024	5,000	2,501	2,728	3,500	
General Services	20,000	17,049	35,900	40,540	44,056	40,000	(No Orkin), hauling, tree svc, dumpster, porta rental, noxious weed, survey shlop for fence (20k split w/water)
Utilities	-	1,018	-	3,322	3,624	3,700	all utilities - shop
Street Lights- Road	13,000	12,025	13,200	7,550	8,236	13,000	CORE
Building Maintenance	1,000	198	6,000	1,949	2,126	5,000	gutters
Equipment Maintenance	-	48	-	246	268	1,000	
Road/Street Material	25,000	22,569	35,000	22,327	25,843	30,000	
Dust Control	15,500	16,823	18,000	13,807	15,062	18,000	
Culverts	4,221	2,882	5,000	5,044	5,503	5,000	
Vehicle Repair & Maintenance	4,000	2,323	4,000	5,542	6,046	6,000	
Repair - Heavy Equipment	20,000	23,944	20,000	10,604	11,568	20,000	
Fuel	15,000	14,112	18,000	8,735	11,615	14,000	
Vehicle Loan - Principal	6,000	38,700	-	-	-	-	DNU - remove in 2025
Vehicle Loan - Interest	1,600	1,784	-	-	-	-	DNU - remove in 2025
	133,071	157,745	166,861	126,538	141,444	167,500	
Capital Outlays							
Capital Improvements - Building	-	-	-	-	-	12,000	fence w/ gate (split w/water)
Capital Improvements - Roads	215,000	90,482	463,014	159,791	174,317	116,430	Other road improvement
Capital Improvement - Drainage	30,000	7,965	90,000	-	-	90,000	Aurelia, High St area, other
CDOT Overlay Maint.	-	-	200,000	244,842	267,100	-	DNU - remove in 2026
CDOT Overlay Maint.	-	16,576	-	-	-	-	DNU - remove in 2025
	-	-	145,682	83,900	99,000	1,006,580	Remaining design work (77k), construction (1,023,000 less 12% water line), temp casement work (8k)
CDOT PL Elementary Road Improvement	-	20	-	-	-	-	DNU - remove in 2025
CDOT PL Elementary Road Improvement	-	2,693	-	-	-	-	design only (TIP)
Capital Imp - Spruce Mtn Rd	-	-	-	2,209	2,410	247,000	
Capital Imp - Sidewalk Design	-	-	-	5,700	6,218	218,000	MMOF funds 150k
Capital Equipment	10,000	-	37,000	-	-	-	

TOWN OF PALMER LAKE

GENERAL FUND 2024 Budget Draft

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Total Public Works Dept - Roads Expenditures	595,073	462,832	1,447,743	833,008	927,060	2,232,708	
Public Works Department - Parks Expenditures							
Salaries and Benefits	37,440	-	-	-	-	-	DNU - remove in 2025
Salaries/ Wages, Full-time	10,875	18,046	-	-	-	-	DNU - remove in 2025
Salaries/ Wages, Full Time	363	-	-	-	-	-	DNU - remove in 2025
Salaries/ Wages, PT Sick	2,996	1,121	-	-	-	-	DNU - remove in 2025
Social Security	701	262	-	-	-	-	DNU - remove in 2025
Medicare ER	84	69	-	-	-	-	DNU - remove in 2025
FUTA	1,295	1,099	-	-	-	-	DNU - remove in 2025
Workers Comp Ins	8,355	-	-	-	-	-	DNU - remove in 2025
Employee Retirement/Benefits	123	-	-	-	-	-	DNU - remove in 2025
Life Insurance Premiums	62,231	20,597	-	-	-	-	
Administrative/Operations							
Employee Clothing	200	-	200	223	243	200	Volunteer shirt/vest
Employee Training	250	-	250	-	-	200	Trail training (30/p)
Memberships/Registrations	100	20	100	-	-	100	
Parks Committee	-	132	1,000	-	-	-	DNU - remove in 2026 - code expenses to appropriate expense line
General Supplies	3,700	5,391	7,090	11,551	12,601	8,000	porta potties; tree svc; noxious weeds
General Services	12,000	15,505	14,800	18,196	19,850	20,000	DNU - remove in 2025
General Service -001	-	300	-	-	-	-	all utilities - ballfield, gazcbo, centennial, parks
Utilities	-	-	-	-	-	4,600	
Equipment Maintenance	5,600	1,026	1,000	417	455	1,000	DNU - remove in 2025
Repair & Maintenance Supplies	250	479	-	-	-	-	
Vehicle Repair	300	-	1,000	460	502	1,000	
Fuel/Lubricants	800	1,066	1,600	2,184	2,438	3,500	
Parks Committee (donations)	-	-	2,500	-	-	-	DNU - remove in 2026
Parking Kiosk Expenses	-	-	-	3,361	3,667	3,500	New code for 2023/2024. Incl merchant fees.
Parks Grants	-	315	-	-	-	-	DNU - remove in 2027 - Code grant expenses to appropriate expense line
Capital Outlays							
Capital Improvements	23,200	24,234	29,540	36,392	39,756	42,100	
Capital Equipment	-	-	-	-	-	-	Trail bridge (20k); Ped bridge lighting (20k-9k CTF)
Total Public Works Dept - Parks Expenditures	85,431	44,831	85,665	93,101	126,422	73,100	
Total Departments Expenditures	1,867,456	1,862,996	3,599,046	2,084,546	2,376,960	4,029,175	
Total Admin and Dept Expenditures	2,968,341	3,008,436	4,806,833	2,776,534	3,155,928	4,991,984	
TOTAL REVENUE OVER (UNDER) EXPENDITURES	0	131,323	(180,139)	3,371,247	3,270,613	3,102,613	

TOWN OF PALMER LAKE

GENERAL FUND 2024 Budget Draft

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	
NEW REVENUE OVER (UNDER) EXPENDITURES	0	131,323	(180,139)	490,844	390,210	(168,000)	2024 Budget Explanatory Notes If Expenses are over Revenue, the difference may be covered by fund balance per Board's direction.
APPROPRIATE FROM (TO) UNASSIGNED FUND BALANCE	-	-	-	-	-	168,000	To cover revenues (under) expenditures, this does not affect ending fund balance for 2024, as these funds are pulled from beginning fund balance 2024.
FUND BALANCE - BEGINNING OF YEAR	2,968,341	2,749,080	2,749,080	2,880,403	2,880,403	3,270,613	
FUND BALANCE - END OF YEAR*	\$ 2,968,341	\$ 2,880,403	\$ 2,568,941	\$ 3,371,247	\$ 3,270,613	\$ 3,102,613	End Fund Balance = Beg Fund Balance + Revenue - Expenditures
*3 month Operating Reserve as recommended by State of Colorado \$752,109 in 2023							

TOWN OF PALMER LAKE

WATER FUND

2024 Budget Draft

Description	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
WATER FUND REVENUE							
Water Billing Revenue	\$ 985,000	\$ 952,704	\$ 940,000	\$ 950,724	\$ 1,037,153	\$ 1,375,000	1018 accts x mo op fee (61.13) x 12 mo + est usage (per study)
Water Improvement Fee	57,500	54,250	55,000	54,645	59,613	74,000	10% of monthly operating fee (new fee)
Water Loan Revenue	213,500	215,582	216,000	197,954	215,950	216,000	1018 accts x 17.76 debt service x 12 mo
Water Tap Fees	200,000	81,690	100,000	8,271	9,023	72,000	# of taps reduced due to economic slowdown
Water Meter/ Parts	6,500	1,950	3,000	3,330	3,633	2,550	Meter sales reduced due to supply chain issues -- increase meter charge to \$850 (currently 650)
Late Fees/ Service Fees	14,457	20,074	14,000	18,147	19,797	16,000	shutoff/late fees
Water Reserve/Savings Interest	1,500	9,113	7,000	28,305	30,878	24,000	Estimating 4.75% on \$500,000 ColoTrust balances
Water Revenue Interest	1,500	-	7,000	-	-	-	DNU - remove in 2026 (included in Water Reserve/Savings Interest line above)
Water Reserve Colo Trust	343,072	-	-	-	-	-	DNU - remove in 2025 (included in Water Reserve/Savings Interest line above)
Misc. Income	-	215	200	730	796	-	includes workers comp dividend
Water Dept. Misc. Revenue / TANK	-	-	10,000	-	-	-	DNU - remove in 2026
CDPHE 2020 QIF	-	25,300	-	-	-	-	DNU - remove in 2025
American Rescue Plan	-	249,789	259,238	218,333	218,333	117,390	total remaining after 2023 expenses
DOLA EIAF Water System-PER Grant	-	15,000	-	-	-	-	DNU - remove in 2025
PLES Upper Glenway Water Improvement	-	-	-	-	-	101,520	12% of PLES Upper Glenway grant award
Rural Water Apprentice Grant	-	-	-	-	-	7,500	Awarded for apprentice (non-wage; cost of program)
	1,823,029	1,625,667	1,611,438	1,480,439	1,595,176	2,005,960	
Other Sources							
Unassigned Fund Balance	-	-	-	958,494	958,494	1,173,080	Estimated ending fund balance FY2023
(Less) Restricted Fund Balance	-	-	-	(224,600)	(224,600)	(279,820)	Estimated ending restricted fund balance FY2023
	-	-	-	733,894	733,894	893,260	
Total Water Fund New Revenue	1,823,029	1,625,667	1,611,438	1,480,439	1,595,176	2,005,960	
Total Water Fund Revenue	1,823,029	1,625,667	1,611,438	2,214,333	2,329,070	2,899,220	
WATER FUND EXPENDITURES							
Salaries and Benefits							
Salaries/Wages, Full Time	296,627	310,179	423,291	260,315	294,269	373,082	3% staff wage increase
Salaries/Wages, Part Time	43,988	4,674	-	20,456	23,124	24,414	
Salaries/Wages, PT Sick	1,466	(507)	-	12	14	-	
On-call Pay	-	-	15,308	478	540	15,768	
Overtime	20,303	144	1,482	-	-	1,311	
Social Security ER	22,377	19,287	27,285	17,473	19,752	25,704	
Medicalcare ER	5,233	4,511	6,381	4,086	4,619	6,011	
FUTA	218	176	239	201	227	227	
Workers Comp Ins	22,988	19,075	29,172	16,960	18,844	12,703	
Retirement ER Match	41,079	60	17,603	2,769	3,130	17,185	.25% match increase to 4.25% (5% max)
Health Ins ER- pd	-	(797)	40,900	8,674	9,805	39,780	health ins avg inc 17%. Town will adjust ER-pd portion to assist
Dental Ins ER- pd	-	-	-	-	-	2,202	separating dental (from health) in 2024

TOWN OF PALMER LAKE

WATER FUND

2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Vision Ins ER- pd	-	-	-	-	-	348	separating vision (from health) in 2024
Life Ins ER- pd	518	522	1,245	812	918	1,014	
	454,797	357,324	562,906	332,236	375,243	519,749	
Professional Services							
Professional Svcs- Acctg	9,500	25,428	45,225	35,470	38,695	30,000	paycom and accounting services, audit
Professional Svcs IT/ Water Billing	58,000	56,637	78,000	53,910	58,811	62,000	4100 for CKT, 2400 for Scnsus (reclass laptop); Timberline support
Professional Svcs- Legal	20,000	13,529	20,000	5,002	5,457	10,000	
Professional Svcs- Other	40,000	23,401	40,000	18,221	19,877	35,000	engineering
Professional Svcs- Other-005	-	2,749	-	-	-	-	DNU - remove in 2026
	127,500	121,744	183,225	112,603	122,840	137,000	
Administrative/Operations							
Employee Clothing	500	1,036	1,000	548	598	1,000	
Employee Training	5,000	1,103	4,500	-	-	3,000	CE
Employee Travel	2,000	248	6,000	91	99	300	
Employee Per Diem	-	-	3,000	-	-	500	
Bank Fees/ Services	400	27	100	-	-	100	
Communications	4,500	2,341	3,100	2,208	2,650	3,000	3k for ATT
Insurance	12,000	13,366	13,400	11,081	12,088	42,900	P&C (30% of 143k)
Publication / Legal Notices	500	-	500	-	-	10,000	DNU - remove in 2026 (paid in Admin)
Membership/ Registrations	10,000	10,262	10,000	8,151	8,892	10,000	AWWA, CRW, Regional Water (Sensus moved to IT)
Postage	-	25	-	-	-	-	DNU - remove in 2025 (paid with water billing svc)
Misc. Expenses	800	-	800	-	-	-	
General Supplies	-	6,739	-	-	-	1,000	
General Services	27,000	20,653	27,870	10,887	11,877	39,000	800 Orkin, 25k UNCC, Airgas, nox weeds, 10k survey (fence)
Utilities	120,750	97,891	83,000	62,335	68,002	135,000	all utilities
Utilities - Natural Gas	-	4,821	18,400	2,266	2,472	-	DNU - remove in 2026 (all utilities in 5300)
Utilities- Water	-	10,602	12,500	18,052	19,693	-	DNU - remove in 2026
Utilities- Sanitation	-	17,227	16,400	13,354	14,568	-	DNU - remove in 2025
Vehicle Loan- Principal	2,976	-	-	-	-	-	DNU - remove in 2025
Vehicle Loan - Interest	945	228	-	-	-	-	
General Supplies - Distribution	-	1,485	3,000	6,666	7,272	8,000	
General Supplies- Treatment	45,000	33,214	49,000	39,874	43,499	50,000	
Utilities- Sanitation	37,000	15,822	45,000	-	-	-	DNU - remove in 2026 (all utilities in 5300)
General Svc/Maint - Treatment	65,000	24,118	22,000	51,472	56,151	45,000	Includes equipment maintenance
Equipment Maintenance	23,000	138	19,539	-	-	-	DNU - remove in 2026
Repair/Maint Supplies Treatment	-	15,943	-	-	-	-	DNU - remove in 2025
General Svc/Maint - Distribution	135,000	3,395	22,000	53,164	57,997	40,000	
Repair/ Maint Supplies Distribution	-	2,820	-	-	-	-	DNU - remove in 2025
Water Meters/ Parts Replace	5,000	19,721	2,000	1,053	1,149	10,000	
Water Meters/ Repairs	5,000	-	3,000	-	-	-	DNU - remove in 2025 - (coded to Dist#5212)
Building Maintenance	2,000	649	2,000	5,586	6,094	5,000	
Vehicle Repair/ Maint	6,000	11,286	8,000	14,125	15,409	12,000	
Fuel	10,000	8,196	10,000	8,245	8,995	9,500	5% increase

TOWN OF PALMER LAKE

WATER FUND 2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes
Water Lane Repair	79,030	700	-	-	-	-	DNU - remove in 2025
Water Quality Tests	27,949	3,756	23,731	9,086	9,912	10,000	
Reservoirs / Dam Maintenance	13,000	-	13,000	9,740	10,625	13,000	
	640,350	327,812	422,840	327,984	358,042	438,300	
Capital Outlays							
Capital Improvement - Building	323,254	83,226	262,541	-	-	12,000	Split fence (stop)
Capital Improvement - Distribution	-	-	-	-	-	150,000	Line cap. upgrade
Capital Improvement (Dist) - PLES Upper Glenway	-	-	-	-	-	141,900	PLES Upper Glenway improvement (grant)
Capital Improvement - Shady Ln	-	-	-	-	-	183,000	Order material
Capital Improvement - Treatment	-	-	-	44,824	44,824	5,000	
ARP - Expenses	-	240,285	-	218,333	218,333	117,390	infrastructure improvement (stub Shady Ln)
Capital- CL2	63,000	-	33,984	-	-	-	DNU - remove in 2026
Capital Equipment	26,400	-	92,000	-	-	40,000	Create 6100-000 in GP "Capital Equipment." 40K vehicle.
	412,654	323,511	388,525	263,157	263,157	649,290	
Debt Service							
CWRPDA 2009 Principal	89,078	89,078	89,078	90,417	92,696	101,229	updated from loan schedule
CWRPDA 2009 Interest	15,983	15,696	15,983	14,554	12,276	13,406	updated from loan schedule
CWRPDA 2018 Principal	48,845	48,845	48,845	49,579	99,158	50,829	updated from loan schedule
CWRPDA 2018 Interest	19,323	19,160	19,323	18,589	37,178	17,340	updated from loan schedule
General Fund Loan- Principal	-	-	-	-	-	14,375	updated from loan schedule
General Fund Loan- Interest	10,000	10,000	10,000	10,000	20,000	10,000	updated from loan schedule
Vehicle Loan- Principal	-	11,305	-	-	-	-	DNU - remove in 2025
	183,229	194,084	183,229	183,139	261,308	207,179	
Total Water Dept Expenditures	1,818,529	1,324,475	1,740,725	1,219,119	1,380,590	1,951,518	
TOTAL REVENUE OVER (UNDER) EXPENDITURES	4,500	301,192	(129,287)	995,214	948,480	947,701	Rev over (under) Exp increases (decreases) Fund Bal. If Expenses are over Revenue, the difference may be covered by fund balance per Board's direction.
NEW REVENUE OVER (UNDER) EXPENDITURES	4,500	301,192	(129,287)	261,320	214,586	54,442	To cover revenues (under) expenditures, this does not affect ending fund balance for 2024, as these funds are pulled from beginning fund balance 2024.
APPROPRIATE FROM (TO) UNASSIGNED FUND BAL							
FUND BALANCE - BEGINNING OF YEAR	770,007	657,302	958,494	958,494	958,494	1,173,080	
FUND BALANCE - END OF YEAR*	\$ 770,007	\$ 958,494	\$ 829,207	\$ 1,219,814	\$ 1,173,080	\$ 1,227,522	End Fund Balance = Beg Fund Balance + Revenue - Expenditures

*3 month Operating Reserve required by CWR&PDA
\$224,600 per 2022 audit

TOWN OF PALMER LAKE
CONSERVATION TRUST FUND
 2024 Budget Draft

Description	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 11.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	Notes
CTF REVENUE							
Interest Income- CTF	\$ -	\$ 474	\$ 400	\$ 1,336	\$ 1,457	\$ 1,200	Interest rates increase in 2023
CTF Revenue	44,406	33,726	36,140	26,472	28,879	36,140	
	44,406	34,200	36,540	27,808	30,336	37,340	
Other Sources							
Fund Balance	-	-	-	37,609	37,609	50,561	Estimated ending fund balance FY2023
	-	-	-	37,609	37,609	50,561	
Total New Revenue	44,406	34,200	36,540	27,808	30,336	37,340	
Total CTF Revenue	44,406	34,200	36,540	65,417	67,945	87,901	
CTF EXPENDITURES							
Salaries and Benefits							
Salaries/Wages, Part Time	16,480	17,658	18,720	7,808	7,808	13,000	
PT Sick Pay	549	264	624	-	-	-	DNU - remove in 2026
Social Security ER	1,022	1,111	1,199	484	484	806	
Medicare ER	239	260	280	113	113	189	
FUTA	43	71	42	42	42	21	
Workers Comp Ins	442	-	-	205	205	364	2024 rate = .028
	18,775	19,364	20,866	8,652	8,652	14,380	
Administrative/Operations							
General Supplies	11,000	4,183	4,150	236	236	-	
General Services	5,000	4,389	3,000	3,322	3,322	3,000	noxious weed abatement
Utilities	1,000	-	-	-	-	-	DNU - remove in 2025
Equipment Maintenance	2,500	-	350	-	-	-	DNU - remove in 2026
Repair/Maintenance Supplies	-	-	2,000	-	-	-	DNU - remove in 2026
Fuels/Lubricants	449	-	1,000	-	-	-	DNU - remove in 2026
	19,949	8,572	10,500	3,558	3,558	3,000	
Capital Outlays							
Capital Improvement	5,682	4,795	5,174	5,174	5,174	19,000	Playground resurface material at Centennial (10k) + Ped bridge lighting (9k)
	5,682	4,795	5,174	5,174	5,174	19,000	
Total CTF Expenditures	44,406	32,731	36,540	17,384	17,384	36,380	
TOTAL REVENUE OVER (UNDER) EXPENDITURES	-	1,469	0	48,033	50,561	51,522	
NEW REVENUE OVER (UNDER) EXPENDITURES	-	1,469	0	10,424	12,952	961	
APPROPRIATE FROM (TO) FUND BALANCE	-	-	-	-	-	-	
FUND BALANCE - BEGINNING OF YEAR	36,140	36,140	37,609	37,609	37,609	50,561	
FUND BALANCE - END OF YEAR	\$ 36,140	\$ 37,609	\$ 37,609	\$ 48,033	\$ 50,561	\$ 51,522	