



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: December 12, 2024	ITEM NO.	SUBJECT: Adoption of 2025 Budget and Certify Mill Levy
Presented by: Town Administrator Dawn Collins		

Background

The proposed draft budget for 2025 was initially presented to the Board in October with a department workshop to review the town department needs with each supervisor. Modifications were made following the compensation study, supporting half the increase for staff below the recommended wage. Much of the capital equipment or projects in the General Fund are suggested to be covered by the fund balance, unused revenue carried over from prior years. The revised draft budget was presented and reviewed at the November 14 workshop, and a public hearing was held at the regular meeting.

The final version is presented for adoption by ordinance. Included with this item is a letter summarizing 2024 and the proposed 2025 budget.

Modifications include the following:

- Workers compensation decreased overall due to improved experience modification rate

General Fund – revenue –

- Final 2025 assessed value and backfill estimated about \$70k
- Fire inspections adjusted
- Admin grant – added DOLA planning funds for public safety facility feasibility (\$12k)
- PD grant – added LE recruit training (\$48k)
- Land/building rent adjusted based on actuals reviewed

General Fund – expenditures –

- Admin - Salaries adjusted based on compensation study review, halfway to recommended wage
- Accounting professional services adjusted for future Accounting Clerk training (Great Plains) - split
- Professional services increased for public safety feasibility study (\$25k)
- PD – increased training for recruit training (grant funded)
- FD – reduced supplies of one device to be covered by deployment monies
- Parks – capital improvement reduced for AFA bridge – pavilion renovation/material purchased in 2024

Water Fund – expenditures –

- Salaries adjusted based on compensation study review, halfway to recommended wage
- Accounting professional services adjusted for future Accounting Clerk training (Great Plains) - split

Conservation Trust Fund – no change

Per code, a subsequent resolution follows to certify the mill levy for 2025.

Recommended Action

Staff recommends adoption of the 2025 budget as presented and approval of the resolution to certify the mill levies.