



BOARD OF TRUSTEES - SPECIAL MEETING

Wednesday, January 03, 2024 at 5:00 PM

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

LIVE STREAM available at Town website

AGENDA

This agenda is subject to revision 24 hours prior to commencement of the meeting.

Call to Order

Pledge of Allegiance

Roll Call

Business Items

- [1.](#) Emergency Ordinance to Adopt the Amended 2024 Budget

Adjourn

Americans with Disabilities Act

Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.

PALMER LAKE, COLORADO
EMERGENCY ORDINANCE NO. 1 - 2024

AN EMERGENCY ORDINANCE SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING THE AMENDED 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 DAY OF ADOPTION 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, 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 \$55,110,980.
- 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 \$619,337 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 \$551,110 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 3rd DAY OF JANUARY, 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE

Item 1.

GENERAL FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
	Description					
GENERAL FUND REVENUE						
<u>Taxes</u>						
	Property Tax - General	\$ 512,393	\$ 510,451	\$ 503,417	\$ 505,269	\$ 619,337
	Property Tax - Fire	455,948	452,664	447,960	448,068	551,110
	Registration	100,000	100,686	108,000	111,612	110,000
	Motor Vehicle Registrations	-	12,633	-	-	-
	Use Tax - Building Materials	40,000	33,697	40,000	34,417	36,000
	Highway Users Tax Fund	90,000	103,546	100,000	93,691	90,000
	Sales/Use/Excise Tax - All Other	862,000	1,161,105	2,465,000	1,365,963	1,388,000
		2,060,341	2,374,782	3,664,377	2,559,020	2,794,447
<u>Fees and Licenses</u>						
	Franchise Fee - Comcast	38,000	17,288	38,000	18,356	25,000
	Franchise Fee - CORE (IREA)	39,000	59,124	50,000	50,201	47,000
	Franchise Fee - Black Hills	35,000	77,899	50,000	64,595	74,000
	Franchise Fee - Century Link	1,300	-	-	-	-
	Franchise Fee - Other	-	243	35	3,153	25
	Administration Fees	-	-	-	175	-
	Fees/Permits/Zoning/Subdivisions	60,000	28,985	40,000	36,485	45,000
	Lodging Fees	30,000	40,946	40,000	49,182	45,000
	Business Licenses	5,200	28,392	30,000	25,041	25,000
	Impact Fees - Drainage	7,200	6,900	7,200	16,319	20,000
	Liquor/MJ License Fees	6,200	18,605	6,200	6,415	10,000
		221,900	278,382	261,435	269,922	291,025
<u>Intergovernmental</u>						
	Town Share State Surcharge	450	-	-	-	-
	State Share Surcharge	450	-	-	-	-
	El Paso Co Road & Bridge	6,000	7,317	6,000	7,000	7,000
		6,900	7,317	6,000	7,000	7,000
<u>Fines</u>						
	Citation Fines/Court Fees	70,000	46,821	70,000	46,244	45,000
	Citation Fines/Court Fees - STEP	-	20,085	20,000	36,526	20,000
		70,000	66,906	90,000	82,769	65,000
<u>Interest</u>						
	Savings/Interest	2,000	-	3,000	-	-
	Interest - Savings/Reserve	-	24,652	10,000	81,655	70,000
	Interest - Water Loan	10,000	10,000	30,000	10,000	10,000
		12,000	34,652	43,000	91,655	80,000

TOWN OF PALMER LAKE

Item 1.

GENERAL FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
Departmental						
	Library Revenue	12,000	2,613	5,000	5,095	-
	Admin Revenue	-	38,081	-	440	5,000
	Police Revenue	-	7,497	4,500	7,142	10,000
	Fire Revenue	-	4,150	-	9,000	5,000
	Roads Revenue	-	50	-	791	-
	Parks Revenue	7,000	44,249	40,000	48,911	45,000
		19,000	96,640	49,500	71,379	65,000
Grants and Donations						
	Admin Grants	-	-	-	-	25,000
	Colo State Hist Society Town Hall ADA Door	-	-	42,000	-	-
	PD Grants	-	81,861	5,000	10,150	199,000
	Fire Grants	-	17,263	-	48,721	-
	Roads Grants	-	-	-	-	354,311
	CDOT PL Elementary Road Improvement	-	-	145,682	81,879	807,648
	CDOT Overlay Maint.	-	-	200,000	200,000	-
	Parks Grants	-	6,292	2,500	2,553	-
	Donations	-	4,327	-	-	-
	Admin Donations	-	-	-	500	-
	PD Donations	-	-	-	5,501	-
	Fire Donations	-	500	-	-	-
	Roads Donations	-	-	-	-	-
	Parks Donations	-	-	-	20	-
		-	110,243	395,182	349,324	1,385,959
Miscellaneous						
	FPPA Matching Funds (DOLA VFP)	8,100	-	17,100	-	-
	Land/Building Rent	10,000	24,003	20,000	31,381	30,000
	Fire Deployment	-	20,860	80,000	58,000	40,000
	Land/Equipment Sales	-	-	-	19,000	-
	Miscellaneous Income	100	18,585	100	9,779	-
	Insurance Income	160,000	107,389	-	2,364	-
	Fund Reserve-ColoTrust	400,000	-	-	-	-
		578,200	170,837	117,200	120,524	70,000
Other Sources						
	Unassigned Fund Balance	-	-	-	2,880,403	3,276,067
		-	-	-	2,880,403	3,276,067
Total General Fund New Revenue		2,968,341	3,139,759	4,626,694	3,551,592	4,758,431
Total General Fund Revenue		2,968,341	3,139,759	4,626,694	6,431,995	8,034,498

TOWN OF PALMER LAKE

Item 1.

GENERAL FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
GENERAL FUND EXPENDITURES						
<u>Administration</u>						
<u>Salaries and Benefits</u>						
	Salaries/Wages, Full Time	77,513	103,341	163,930	66,843	105,900
	Salaries/Wages, Part Time	70,501	68,377	56,709	96,303	96,486
	Salaries/Wages, PT Sick	2,350	1,347	1,890	1,711	-
	Overtime	518	41	-	71	496
	Social Security ER	9,209	10,472	13,797	9,452	12,579
	Medicare ER	2,154	2,449	3,227	2,210	2,942
	FUTA	176	195	239	201	210
	Workers Comp Ins	5,533	6,916	8,683	4,536	2,759
	Retirement ER Match	11,267	10,166	6,557	6,298	5,928
	Health Ins ER- pd	-	23,099	19,374	5,471	17,940
	Dental Ins ER- pd	-	-	-	-	993
	Vision Ins ER- pd	-	-	-	-	157
	Life Ins ER- pd	148	749	590	339	483
		179,369	227,152	274,996	193,435	246,873
<u>Professional Services</u>						
	Professional Svcs-Accounting	49,600	79,362	22,275	88,421	70,000
	Professional Svcs-IT	60,000	48,666	63,200	23,960	33,000
	Professional Svcs-Legal/OJW	47,000	51,559	60,000	60,000	60,000
	Professional Svcs-Other	159,185	167,264	160,000	76,399	210,000
	Professional Svcs - Other - Ped Bridge	-	21,763	-	-	-
	Professional Svcs	-	96,057	-	-	-
	Professional Svcs- Other - Elephant Rock	-	2,671	-	-	-
		315,785	467,342	305,475	248,780	373,000
<u>Administrative/Operations</u>						
	Employee Clothing	800	-	800	-	500
	Employee/BOT/PC Training	4,000	1,651	6,900	1,832	5,000
	Employee/BOT/PC Travel	2,000	-	6,000	31	3,000
	Employee/BOT/PC Per Diem	2,000	1,338	5,000	1,353	2,000
	State OJW Surcharge	450	-	-	-	-
	Advertising	2,000	162	2,000	1,282	2,000
	Bank Fees/Services	600	123	700	55	200
	Communications	16,000	23,954	28,000	25,348	1,800
	County Treasurer Fees	10,000	9,659	18,000	10,389	13,000
	Election Expense	15,000	2,364	15,000	-	12,000
	Insurance	70,400	86,931	106,000	128,491	100,100
	Legal Notices/Recordings	5,000	2,072	5,000	2,762	5,000
	Memberships/Registrations	9,100	15,871	12,000	13,562	14,000
	Postage	2,000	562	1,000	1,226	1,300
	Economic Development	3,187	1,420	13,000	1,369	5,000
	General Supplies	20,000	30,234	20,000	15,545	15,236

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		FY2022	FY2022	FY2023	FY2023	FY2024
	General Supplies- Elephant Rock	-	34	-	-	-
	Medical Equip/Supplies	-	266	-	-	-
	General Services	37,451	23,552	47,807	27,350	27,500
	General Service- 001	-	11,429		-	
	General Services- 005	-	2,005	-	-	-
	General Service- Elephant Rock	-	1,006	-	516	100,000
	Utilities	31,500	13,064	14,500	10,949	19,000
	Utilities- Elephant Rock	-	3,394	-	3,128	1,000
	Utilities- Electric	-	5,801	6,600	6,293	-
	Utilities- Electric Elephant Rock	-	696	-	3,434	-
	Utilities- Water	-	9,813	7,400	9,530	-
	Utilities Water- Elephant Rock	-	1,542	-	1,105	-
	Utilities- Sanitation	-	1,980	3,100	4,791	-
	Utilities- Sanitation Elephant Rock	-	450	-	393	-
	Building Maintenance	5,000	2,343	6,050	-	5,000
	Equipment Maintenance	1,000	-	1,000	-	-
	Building Maintenance- Elephant Rock	-	1,416	-	-	-
	Miscellaneous Expense	-	804	-	847	-
	Fuel	500	99	500	232	300
		237,988	256,035	326,357	271,813	332,936
<u>Capital Outlays</u>						
	Colo State Hist Society Town Hall ADA Door	-	-	42,000	-	-
	Capital Improvement	17,344	38,675	220,000	64,941	-
	Capital Improvement- Town Hall	-	151,046	32,960	-	10,000
	Capital Improvement- Ped Bridge	347,898	5,190	-	-	-
	Capital Equipment	2,500	-	6,000	-	-
		367,742	194,911	300,960	64,941	10,000
Total Administration Expenditures		1,100,885	1,145,440	1,207,788	778,968	962,809
<u>Police Department</u>						
<u>Salaries and Benefits</u>						
	Salaries/Wages, Full Time	247,260	263,790	426,105	370,078	400,710
	Salaries/Wages, Part Time	216,597	161,611	159,455	114,576	113,104
	Salaries/Wages, PT Sick	7,274	3,803	5,315	898	-
	Salaries/Wages, STEP	-	5,590	5,000	16,244	10,000
	Salaries/Wages, Extra Duty	-	4,359	5,000	9,569	8,000
	Overtime, Sworn Sched	1,623	149	-	-	-
	Overtime	-	-	2,049	467	1,798
	Social Security ER	14,732	11,938	11,570	9,648	8,612
	Medicare ER	6,749	6,296	8,597	7,343	7,476
	FUTA	470	524	512	534	512
	Worker Comp Ins	27,371	25,488	34,876	22,437	19,985
	Retirement ER Match	38,466	5,261	17,044	7,382	17,030

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		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
	FPPA	20,507	21,847	38,599	32,483	37,671
	FPPA D&D	7,292	7,768	13,814	11,625	13,562
	Health Insurance	-	4,812	51,664	17,746	32,760
	Dental Ins ER- pd	-	-	-	-	1,813
	Vision Ins ER- pd	-	-	-	-	287
	Life Ins ER- pd	518	931	1,572	1,358	1,302
		588,861	524,167	781,175	622,388	674,622
<u>Professional Services</u>						
	Professional Svcs-IT	-	-	-	5,093	16,200
	Professional Svcs-Other	-	-	-	-	96,400
		-	-	-	5,093	112,600
<u>Administrative/Operations</u>						
	Employee Clothing	2,000	3,644	7,077	4,249	4,120
	Employee Training	3,300	2,877	5,300	1,909	3,000
	Employee Travel	1,600	972	4,160	195	3,400
	Employee Per Diem	1,800	-	2,560	177	1,000
	Subject Testing	500	178	1,000	-	1,000
	Communications	5,200	6,402	8,400	-	20,525
	Memberships/Registrations	4,440	442	3,940	13,239	13,000
	Postage	120	327	-	-	-
	General Supplies	1,500	4,743	12,292	8,723	10,000
	General Services	910	2,292	6,500	1,805	3,000
	Utilities	-	-	-	-	3,800
	Utilities- Sanitation	-	135	-	-	-
	Building Maintenance	5,000	386	8,600	-	1,000
	Equipment Maintenance	500	-	2,280	-	-
	Repair & Maintenance	1,000	-	-	-	-
	Miscellaneous Expense	-	-	-	-	-
	STEP Expenditures	-	24	-	2,613	-
	Vehicle Repair & Maintenance	8,000	3,017	6,863	7,049	5,000
	Fuel	14,500	17,732	28,000	16,359	18,000
	Vehicle Loan - Principal	6,200	40,614	-	-	-
	Vehicle Loan - Interest	1,900	1,888	-	-	-
	Police Donations/ Grant Expense	-	40,091	5,000	7,932	-
		58,470	125,764	101,972	64,252	86,845
<u>Capital Outlays</u>						
	Capital Improvement	-	-	-	6,985	5,000
	Capital Equipment	2,000	-	25,428	-	75,000
		2,000	-	25,428	6,985	80,000
Total Police Department Expenditures		649,331	649,931	908,574	698,717	954,067

TOWN OF PALMER LAKE

Item 1.

GENERAL FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
Fire Department						
Salaries and Benefits						
	Salaries/Wages, Full Time	268,047	277,442	468,605	300,268	374,124
	Salaries/Wages, Part Time	60,408	62,007	100,930	57,766	62,612
	Fire Deployment	-	1,968	-	-	-
	Salaries/Wages, PT Sick	2,014	-	3,364	-	-
	Salaries/ Wages- Fire Deployment	-	14,539	-	-	-
	Overtime	23,645	21,757	44,805	32,787	31,909
	Fire Deployment	-	-	50,000	28,000	20,000
	Social Security ER	4,948	5,042	7,694	5,985	5,370
	Medicare ER	5,105	5,238	8,957	5,700	6,795
	FUTA	512	452	638	456	344
	Workers Comp Ins	26,023	24,238	45,203	21,332	21,903
	Retirement ER Match	40,133	4,746	20,536	4,509	17,256
	FPPA ER	24,506	24,455	46,893	27,327	38,203
	FPPA D&D	8,713	12,503	16,783	9,781	13,753
	FPPA Volunteer Pension Fund	-	-	-	3,808	2,519
	Health Ins ER- pd	-	8,673	51,664	16,265	32,760
	Dental Ins ER- pd	-	-	-	-	1,813
	Vision Ins ER- pd	-	-	-	-	287
	Life Ins ER- pd	518	760	1,572	915	1,092
		464,572	463,820	867,644	514,898	630,741
Professional Services						
	Professional Svcs-IT	-	-	-	3,912	10,000
		-	-	-	3,912	10,000
Administrative/Operations						
	Employee Clothing	6,000	3,784	6,703	3,419	5,000
	Employee Training	4,850	914	17,473	7,485	10,000
	Employee Travel	-	204	4,000	216	2,000
	Employee Per Diem	-	1,176	3,500	251	2,000
	Communications	7,800	7,153	17,000	2,546	17,200
	Memberships/Registrations	1,000	4,449	980	2,813	400
	Postage	100	-	-	-	-
	General Supplies	12,800	859	17,500	19,811	15,000
	Medical Equip/Supplies	3,000	4,178	5,000	853	2,500
	General Services	8,000	12,265	31,764	6,873	16,000
	Utilities	-	-	-	-	4,500
	Utilities- Electric	-	90	-	-	-
	Building Maintenance	5,000	2,641	-	44	3,000
	Equipment Maintenance	1,000	817	7,000	2,247	5,000
	Repair & Maintenance - Building	2,000	6,748	4,500	-	-
	Fire Deployment Expenses	-	-	-	20,000	10,000

TOWN OF PALMER LAKE

Item 1.

GENERAL FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
	Vehicle Licenses/Fees	-	-	2,000	-	-
	Vehicle Repair & Maintenance	14,500	23,308	20,000	29,207	25,000
	Fuel	7,000	10,083	15,000	10,186	11,000
	Grant Expenses	-	105,902	-	-	-
	El Pomar Grant	-	10,788	-	-	-
		73,050	195,359	152,420	105,951	128,600
Capital Outlays						
	Capital Improvements	-	-	-	-	-
	Capital Equipment	-	46,223	137,000	-	-
		-	46,223	137,000	-	-
Total Fire Department Expenditures		537,622	705,402	1,157,064	624,761	769,341
Public Works Department - Roads						
Salaries and Benefits						
	Salaries/Wages, Full Time	136,846	140,646	179,954	145,270	206,389
	Salaries/Wages, Part Time	-	-	58,826	36,557	55,574
	Salaries/Wages, PT Sick	-	-	1,961	193	-
	Overtime	479	1,074	836	726	917
	Social Security ER	8,514	8,679	14,978	11,137	16,299
	Medicare ER	1,991	2,030	3,503	2,605	3,812
	FUTA	92	92	260	257	260
	Workers Comp Ins	18,366	17,088	23,977	15,889	15,537
	Retirement ER Match	20,442	2,659	7,232	3,546	8,810
	Health Insurance ER	-	(874)	22,962	4,016	24,960
	Dental Ins ER- pd	-	-	-	-	1,382
	Vision Ins ER- pd	-	-	-	-	287
	Life Ins ER - pd	271	437	699	474	672
		187,002	171,831	315,186	220,669	334,898
Professional Services						
	Professional Svcs-IT	-	-	-	-	1,300
	Professional Services - MS4	-	-	-	-	10,000
	Professional Svcs Other	10,000	13,614	10,000	9,874	29,000
	Professional Svcs-Other-M4	10,000	1,906	10,000	-	-
	Professional Svcs-Other-Engineering	-	-	10,000	6,027	-
		20,000	15,520	30,000	15,901	40,300
Administrative/Operations						
	Employee Clothing	500	474	750	996	700
	Employee Training	250	-	811	-	500
	Employee Travel	250	-	250	-	200
	Employee Per Diem	-	-	200	-	200
	Communications	-	-	-	-	2,000
	Memberships/Registrations	750	120	750	566	700
	Membership/ Registrations -001	-	515	-	-	-
	General Supplies	4,000	1,137	4,000	3,206	4,000

TOWN OF PALMER LAKE

Item 1.

GENERAL FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
	Signs Parts/Supplies	2,000	2,024	5,000	2,728	3,500
	General Services	20,000	17,049	35,900	44,056	40,000
	Utilities	-	1,018	-	3,624	3,700
	Street Lights- Road	13,000	12,025	13,200	8,236	13,000
	Building Maintenance	1,000	198	6,000	2,126	5,000
	Equipment Maintenance	-	48	-	268	1,000
	Road/Street Material	25,000	22,569	35,000	25,843	30,000
	Dust Control	15,500	16,823	18,000	15,062	18,000
	Culverts	4,221	2,882	5,000	5,503	5,000
	Vehicle Repair & Maintenance	4,000	2,323	4,000	6,046	6,000
	Repair - Heavy Equipment	20,000	23,944	20,000	11,568	20,000
	Fuel	15,000	14,112	18,000	11,615	14,000
	Vehicle Loan - Principal	6,000	38,700	-	-	-
	Vehicle Loan - Interest	1,600	1,784	-	-	-
		133,071	157,745	166,861	141,444	167,500
Capital Outlays						
	Capital Improvements - Building	-	-	-	-	12,000
	Capital Improvements - Roads	215,000	90,482	463,014	174,317	100,000
	Capital Improvement - Drainage	30,000	7,965	90,000	-	90,000
	CDOT Overlay Maint.	-	-	200,000	267,100	-
	CDOT Overlay Maint.	-	16,576	-	-	-
	CDOT PL Elementary Road Improvement	-	20	145,682	99,000	1,006,580
	CDOT PL Elementary Road Improvement	-	2,693	-	-	-
	Capital Imp - Spruce Mtn Rd	-	-	-	-	247,000
	Capital Imp - Sidewalk Design	-	-	-	2,410	218,000
	Capital Equipment	10,000	-	37,000	6,218	-
		255,000	117,736	935,696	549,046	1,673,580
Total Public Works Dept - Roads Expenditures		595,073	462,832	1,447,743	927,060	2,216,278
Public Works Department - Parks Expenditures						
Salaries and Benefits						
	Salaries/ Wages, Full-time	37,440	-	-	-	-
	Salaries/Wages, Full Time	10,875	18,046	-	-	-
	Salaries/ Wages, PT Sick	363	-	-	-	-
	Social Security	2,996	1,121	-	-	-
	Medicare ER	701	262	-	-	-
	FUTA	84	69	-	-	-
	Workers Comp Ins	1,295	1,099	-	-	-
	Employee Retirement/Benefits	8,355	-	-	-	-
	Life Insurance Premiums	123	-	-	-	-
		62,231	20,597	-	-	-

TOWN OF PALMER LAKE

Item 1.

GENERAL FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
Administrative/Operations						
	Employee Clothing	200	-	200	243	200
	Employee Training	250	-	250	-	200
	Memberships/Registrations	100	20	100	-	100
	Parks Committee	-	132	1,000	-	-
	General Supplies	3,700	5,391	7,090	12,601	8,000
	General Services	12,000	15,505	14,800	19,850	20,000
	General Service -001	-	300	-	-	-
	Utilities	-	-	-	-	4,600
	Equipment Maintenance	5,600	1,026	1,000	455	1,000
	Repair & Maintenance Supplies	250	479	-	-	-
	Vehicle Repair	300	-	1,000	502	1,000
	Fuel/Lubricants	800	1,066	1,600	2,438	3,500
	Parks Committee (donations)	-	-	2,500	-	-
	Parking Kiosk Expenses	-	-	-	3,667	3,500
	Parks Grants	-	315	-	-	-
		23,200	24,234	29,540	39,756	42,100
Capital Outlays						
	Capital Improvements	-	-	-	26,533	31,000
	Capital Equipment	-	-	56,125	60,133	-
		-	-	56,125	86,666	31,000
Total Public Works Dept - Parks Expenditures		85,431	44,831	85,665	126,422	73,100
Total Departments Expenditures		1,867,456	1,862,996	3,599,046	2,376,960	4,012,787
Total Admin and Dept Expenditures		2,968,341	3,008,436	4,806,833	3,155,928	4,975,596
TOTAL REVENUE OVER (UNDER) EXPENDITURES		0	131,323	(180,139)	3,276,067	3,058,902
NEW REVENUE OVER (UNDER) EXPENDITURES		0	131,323	(180,139)	395,664	(217,165)
APPROPRIATE FROM (TO) UNASSIGNED FUND BALANCE		-	-	-	-	217,165
FUND BALANCE - BEGINNING OF YEAR		2,968,341	2,749,080	2,749,080	2,880,403	3,276,067
FUND BALANCE - END OF YEAR*		\$ 2,968,341	\$ 2,880,403	\$ 2,568,941	\$ 3,276,067	\$ 3,058,902
*3 month Operating Reserve as recommended by State of Colorado						
\$752,109 in 2023						

TOWN OF PALMER LAKE

Item 1.

WATER FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
	Description					
WATER FUND REVENUE						
	Water Billing Revenue	\$ 985,000	\$ 952,704	\$ 940,000	\$ 1,037,153	\$ 1,375,000
	Water Improvement Fee	57,500	54,250	55,000	59,613	74,000
	Water Loan Revenue	213,500	215,582	216,000	215,950	216,000
	Water Tap Fees	200,000	81,690	100,000	9,023	72,000
	Water Meter/ Parts	6,500	1,950	3,000	3,633	2,550
	Late Fees/ Service Fees	14,457	20,074	14,000	19,797	16,000
	Water Reserve/Savings Interest	1,500	9,113	7,000	30,878	24,000
	Water Revenue Interest	1,500	-	7,000	-	-
	Water Reserve Colo Trust	343,072	-	-	-	-
	Misc. Income	-	215	200	796	-
	Water Dept. Misc. Revenue / TANK	-	-	10,000	-	-
	CDPHE 2020 QIF	-	25,300	-	-	-
	American Rescue Plan	-	249,789	259,238	218,333	117,390
	DOLA EIAF Water System-PER Grant	-	15,000	-	-	-
	PLES Upper Glenway Water Improvement	-	-	-	-	101,520
	Water Grants	-	-	-	-	-
		1,823,029	1,625,667	1,611,438	1,595,176	1,998,460
Other Sources						
	Unassigned Fund Balance	-	-	-	958,494	1,173,080
	(Less) Restricted Fund Balance	-	-	-	(224,600)	(279,820)
		-	-	-	733,894	893,260
	Total Water Fund New Revenue	1,823,029	1,625,667	1,611,438	1,595,176	1,998,460
	Total Water Fund Revenue	1,823,029	1,625,667	1,611,438	2,329,070	2,891,720
WATER FUND EXPENDITURES						
Salaries and Benefits						
	Salaries/Wages, Full Time	296,627	310,179	423,291	294,269	373,082
	Salaries/Wages, Part Time	43,988	4,674	-	23,124	24,414
	Salaries/Wages, PT Sick	1,466	(507)	-	14	-
	On-call Pay	-	-	15,308	-	15,768
	Overtime	20,303	144	1,482	540	1,311
	Social Security ER	22,377	19,287	27,285	19,752	25,704
	Medicare ER	5,233	4,511	6,381	4,619	6,011
	FUTA	218	176	239	227	227
	Workers Comp Ins	22,988	19,075	29,172	18,844	12,703
	Retirement ER Match	41,079	60	17,603	3,130	17,185
	Health Ins ER- pd	-	(797)	40,900	9,805	39,780
	Dental Ins ER- pd	-	-	-	-	2,202
	Vision Ins ER- pd	-	-	-	-	348
	Life Ins ER- pd	518	522	1,245	918	1,144
		454,797	357,324	562,906	375,243	519,100

TOWN OF PALMER LAKE

Item 1.

WATER FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
Professional Services						
	Professional Svcs- Acctg	9,500	25,428	45,225	38,695	30,000
	Professional Svcs IT/ Water Billing	58,000	56,637	78,000	58,811	62,000
	Professional Svcs- Legal	20,000	13,529	20,000	5,457	10,000
	Professional Svcs- Other	40,000	23,401	40,000	19,877	35,000
	Professional Svcs- Other-005	-	2,749	-	-	-
		127,500	121,744	183,225	122,840	137,000
Administrative/Operations						
	Employee Clothing	500	1,036	1,000	598	1,000
	Employee Training	5,000	1,103	4,500	-	3,000
	Employee Travel	2,000	248	6,000	99	300
	Employee Per Diem	-	-	3,000	-	500
	Bank Fees/ Services	400	27	100	-	100
	Communications	4,500	2,341	3,100	2,650	3,000
	Insurance	12,000	13,366	13,400	12,088	42,900
	Publication / Legal Notices	500	-	500	-	-
	Membership/ Registrations	10,000	10,262	10,000	8,892	10,000
	Postage	-	25	-	-	-
	Misc. Expenses	800	-	800	-	-
	General Supplies	-	6,739	-	-	1,000
	General Services	27,000	20,653	27,870	11,877	39,000
	Utilities	120,750	97,891	83,000	68,002	135,000
	Utilities - Natural Gas	-	4,821	18,400	2,472	-
	Utilities- Water	-	10,602	12,500	19,693	-
	Utilities- Sanitation	-	17,227	16,400	14,568	-
	Vehicle Loan- Principal	2,976	-	-	-	-
	Vehicle Loan - Interest	945	228	-	-	-
	General Supplies - Distribution	-	1,485	3,000	7,272	8,000
	General Supplies- Treatment	45,000	33,214	49,000	43,499	50,000
	Utilities- Sanitation	37,000	15,822	45,000	-	-
	General Svc/Maint - Treatment	65,000	24,118	22,000	56,151	45,000
	Equipment Maintenance	23,000	138	19,539	-	-
	Repair/Maint Supplies Treatment	-	15,943	-	-	-
	General Svc/Maint - Distribution	135,000	3,395	22,000	57,997	40,000
	Repair/ Maint Supplies Distribution	-	2,820	-	-	-
	Water Meters/ Parts Replace	5,000	19,721	2,000	1,149	10,000
	Water Meters / Repairs	5,000	-	3,000	-	-
	Building Maintenance	2,000	649	2,000	6,094	5,000
	Vehicle Repair/ Maint	6,000	11,286	8,000	15,409	12,000
	Fuel	10,000	8,196	10,000	8,995	9,500
	Water Line Repair	79,030	700	-	-	-
	Water Quality Tests	27,949	3,756	23,731	9,912	10,000
	Reservoirs / Dam Maintenance	13,000	-	13,000	10,625	13,000
		640,350	327,812	422,840	358,042	438,300

TOWN OF PALMER LAKE

Item 1.

WATER FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
Capital Outlays						
	Capital Improvement - Building	323,254	83,226	262,541	-	12,000
	Capital Improvement - Distribution	-	-	-	-	150,000
	Capital Improvement (Dist) - PLES Upper Glenway	-	-	-	-	141,900
	Capital Improvement - Shady Ln	-	-	-	-	183,000
	Capital Improvement - Treatment	-	-	-	44,824	5,000
	ARP - Expenses	-	240,285	-	218,333	117,390
	Capital- CL2	63,000	-	33,984	-	-
	Capital Equipment	26,400	-	92,000	-	40,000
		412,654	323,511	388,525	263,157	649,290
Debt Service						
	CWRPDA 2009 Principal	89,078	89,078	89,078	92,696	101,229
	CWRPDA 2009 Interest	15,983	15,696	15,983	12,276	13,406
	CWRPDA 2018 Principal	48,845	48,845	48,845	99,158	50,829
	CWRPDA 2018 Interest	19,323	19,160	19,323	37,178	17,340
	General Fund Loan- Principal	-	-	-	-	14,375
	General Fund Loan- Interest	10,000	10,000	10,000	20,000	10,000
	Vehicle Loan- Principal	-	11,305	-	-	-
		183,229	194,084	183,229	261,308	207,179
Total Water Dept Expenditures						
		1,818,529	1,324,475	1,740,725	1,380,590	1,951,518
TOTAL REVENUE OVER (UNDER) EXPENDITURES						
		4,500	301,192	(129,287)	948,480	940,201
NEW REVENUE OVER (UNDER) EXPENDITURES						
		4,500	301,192	(129,287)	214,586	46,942
APPROPRIATE FROM (TO) UNASSIGNED FUND BALANCE						
		-	-	-	-	-
FUND BALANCE - BEGINNING OF YEAR						
		770,007	657,302	958,494	958,494	1,173,080
FUND BALANCE - END OF YEAR*						
		\$ 770,007	\$ 958,494	\$ 829,207	\$ 1,173,080	\$ 1,220,022
*3 month Operating Reserve required by CWR&PDA						
	\$224,600 per 2022 audit					

TOWN OF PALMER LAKE

Item 1.

CONSERVATION TRUST FUND

2024 Budget

		Final		Final	YTD Estimate	Proposed
		Budget	Actual	Budget	Ending	Budget
		FY2022	FY2022	FY2023	FY2023	FY2024
	Description					
CTF REVENUE						
	Interest Income- CTF	\$ -	\$ 474	\$ 400	\$ 1,457	\$ 1,200
	CTF Revenue	44,406	33,726	36,140	28,879	36,140
		44,406	34,200	36,540	30,336	37,340
Other Sources						
	Fund Balance	-	-	-	37,609	50,561
		-	-	-	37,609	50,561
Total New Revenue		44,406	34,200	36,540	30,336	37,340
Total CTF Revenue		44,406	34,200	36,540	67,945	87,901
CTF EXPENDITURES						
Salaries and Benefits						
	Salaries/Wages, Part Time	16,480	17,658	18,720	7,808	13,000
	PT Sick Pay	549	264	624	-	-
	Social Security ER	1,022	1,111	1,199	484	806
	Medicare ER	239	260	280	113	189
	FUTA	43	71	42	42	21
	Workers Comp Ins	442	-	-	205	364
		18,775	19,364	20,866	8,652	14,380
Administrative/Operations						
	General Supplies	11,000	4,183	4,150	236	-
	General Services	5,000	4,389	3,000	3,322	3,000
	Utilities	1,000	-	-	-	-
	Equipment Maintenance	2,500	-	350	-	-
	Repair/Maintenance Supplies	-	-	2,000	-	-
	Fuels/Lubricants	449	-	1,000	-	-
		19,949	8,572	10,500	3,558	3,000
Capital Outlays						
	Capital Improvement	5,682	4,795	5,174	5,174	19,000
		5,682	4,795	5,174	5,174	19,000
Total CTF Expenditures		44,406	32,731	36,540	17,384	36,380
TOTAL REVENUE OVER (UNDER) EXPENDITURES						
		-	1,469	0	50,561	51,522
NEW REVENUE OVER (UNDER) EXPENDITURES						
		-	1,469	0	12,952	961
APPROPRIATE FROM (TO) FUND BALANCE		-	-	-	-	-
FUND BALANCE - BEGINNING OF YEAR		36,140	36,140	37,609	37,609	50,561
FUND BALANCE - END OF YEAR		\$ 36,140	\$ 37,609	\$ 37,609	\$ 50,561	\$ 51,522