TOWN OF
Palmer Lake
est. 1889
COLORADO

Board of Trustees Regular Meeting
Thursday, December 10, 2020 at 6:00 PM
Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado
In-person – masks & distancing required – LIVE STREAM available at Town website

Town Board Meeting Agenda

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Board Minutes from November 12, 2020**
5. **Ordinance 18-2020 to Approve Vacation and Replat of Property Along Hermosa Ave**
6. **Certificates of Appreciation**
7. **RECESS for DINNER (approximately 45 minutes)**
8. **Administer Oath of Office for Mayor (Bill Bass)**
9. **Administer Oath of Office for Trustees (Sam Padgett, Jessica Farr, Karen Stuth, Nicole Currier)**
10. **Roll Call**
11. **Proclamation for John Cressman**
12. **Nomination and Approval of Mayor Pro Tem**
13. **Consent Agenda**

Items under the consent agenda may be acted upon by one motion. If, in the judgment of a board member, a consent agenda item requires discussion, the item can be placed on the regular agenda for discussion and/or action.

a. **Financials/Bills**

b. **Checks over $15,000**

14. Public Comment

***Public comments are encouraged, at this time, to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment and any comments received 24 hours prior to the meeting time shall be announced and addressed respectively.*

15. Resolution 23-2020 to Summarize Revenues and Expenditures, Adopt the 2021 Budget and Certify Mill Levies

16. Staff/Department Reports

- Water
- Public Works including Roads, Park Maintenance
- Police
- Fire
- Attorney
- Administrator/Clerk
- Deputy Manager

17. Board Reports – *Other meetings attended*

- Parks meeting minutes
- Planning meeting minutes

18. Convene to Executive Session – *Pursuant to C.R.S. 24-6-402(4)(e); Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators (offer of building).*

19. Reconvene to Open Session

20. Next Meeting (January 14) and Future Items

21. Adjourn

Please note: 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.

RECORD OF MINUTES

Board of Trustees

Thursday, November 12, 2020, at 6 PM

PALMER LAKE TOWN HALL, 28 VALLEY CRESCENT, PALMER LAKE, COLORADO

1. Call to Order. Mayor Cressman announced his appreciation of the cooperation for additional COVID precautions taking place for the meeting and called it to order at 6:05 PM.

2. Pledge of Allegiance.

3. Roll call

Present	Mayor John Cressman
Present	Mayor Pro Tem Mark Schuler
Present	Trustee Paul Banta
Present	Trustee Glant Havenar
Present	Trustee Bob Mutu
Present	Trustee Susan Miner
Present	Trustee Patty Mettler

Mayor Cressman switched the order of agenda items 4 and 5.

4. Police Promotion to Lieutenant – Sgt Adam Lundy. Fire Chief McCarthy administered the oath of office to Sgt Lundy in promotion to Lieutenant for the Palmer Lake Police Department. Congratulations were offered.

5. PUBLIC HEARING – 2021 Budget Presentation. Mayor Cressman mentioned the special budget meeting that took place November 5th. Collins and Radosevich reviewed the modifications, including that sales tax revenue was increased, road improvement was increased, funds for public building maintenance was added, and Board questions clarifying workers compensation and employee wages distribution were addressed. Mayor Cressman opened it to the public and no person spoke to the budget. The hearing was closed.

6. Consent Agenda. The Consent Agenda included Approval of Agenda; Approval of Board Minutes from October 22 and Special Meeting Minutes from November 5, 2020; Financials and Checks over $15,000 (Bradley Excavating and Wells & West). MOTION (Havenar, Mutu) to approve the consent agenda items 6a, b, c and d. Motion passed.

7. Public Comment. No person offered any comment.

8. New Business License – Tri County Construction Services (677 B Hwy 105). Owner Mr. Johnson explained his construction services and the primary use of the space for bookwork and design work. Mayor Cressman welcomed Mr. Johnson to the community. MOTION (Havenar, Mettler) to approve the new business license. Roll call vote – aye (7); nay (0). Motion passed unanimously.

9. Tentative Plans for Yule Log 2020. Niall Byrne provided the background of the Yule Log tradition and addressed the Board with tentative planning to continue the Yule Log event this year. He stated they would like to utilize the Town Hall kitchen and restroom with limited access and distancing. Details will be finalized the week before and, depending upon the environment, he stated the hunt will take place, the burning of the log will take place, although activities may take place in an alternative fashion. The committee encourages citizens to stay updated from the Yule Log Facebook page.

10. Discussion and Direction for the Library (Ramp) Project. Radosevich reviewed the background of this bidding process and the design offered, along with the schedule and not to exceed amount to build the ramp. It was stated that this bid, along with the cost of ramp removal, is much lower than the original proposal for the full project. Consensus from the Board was for staff to move forward with Wells and West to complete the design-build.

11. Resolution 19-2020 to Approve Memo of Understanding with Tri Lakes Disc Golf Club. Trustee Mutu questioned the authorization of the club managing the maintenance and course. Discussion took place about the years of planning and managing by the Parks Commission. It was directed for staff to confirm a course rule not to cross the railroad tracks. Concern about overuse was raised. Board members discussed the positive perspective of the agreement and benefit to the Town. MOTION (Schuler, Havenar) to approve the memo of understanding with Tri Lakes Disc Golf Club. Roll call vote – aye (7); nay (0). Motion passed unanimously.

12. Resolution 20-2020 to Approve Policy Relating to Electronic Sign Content. Discussion took place about the sign in place and generally content was reviewed. Direction was given for staff to allow public to make requests in order to learn what requests are made. MOTION (Havenar, Mettler) to approve Resolution 20-2020 for the sign content policy. Roll call vote – aye (7); nay (0). Motion passed unanimously.

13. Resolution 21-2020 to Accept Donation of an Emergency Vehicle. Chief McCarthy provided the background of the emergency vehicle offered to the Town from Black Forest. Questions were addressed about the vehicle, including approximately $60,000 to complete the equipment. McCarthy is working on locating items. Trustee Miner suggested listing the items for donation to the Town. Trustee Schuler offered a thank you to Black Forest for the generous donation. MOTION (Schuler, Banta) to approve Resolution 21-2020 to accept the donation. Roll call vote – aye (7); nay (0). Motion passed unanimously.

14. Resolution 22-2020 to Adopt the Revised Employee Handbook. Mayor Cressman stated that the handbook was previously distributed for review. A question about the injury reporting for workers compensation was addressed as well as the acknowledgement for policies. MOTION (Mettler, Havenar) to approve Resolution 22-2020 for the revised handbook. Roll call vote – aye (7); nay (0). Motion passed unanimously.

15. Ordinance 18-2020 to Approve the Hermosa Creek Replat. This item was suggested to be continued to the next regular meeting. Mayor Cressman opened the floor for anyone to speak for or against the item. MOTION (Havenar, Mutu) to continue the Ordinance to the December 10th meeting. Roll call vote – aye (7); nay (0). Motion passed unanimously.

16. Ordinance 17-2020 to Approve the Vacation of Eaton Road ROW. This item was originally presented to the Planning Commission in March and recommended for approval, approved by the Board in April, and an ordinance was needed for a final approval. MOTION (Miner, Mutu) to approve Ordinance 17-2020 to approve the vacation of Eaton Road ROW. Roll call vote – aye (7); nay (0). Motion passed unanimously.

17. Ordinance 16-2020 to Amend Section 7.09 Relating to Chickens. This item was previously discussed. MOTION (Havenar, Miner) to approve Ordinance 16-2020 relating to chickens. Roll call vote – aye (7); nay (0). Motion passed unanimously.

18. Ordinance 19-2020 Creating Section 7.07 Relating to Keeping of Animals (specifically goats). Discussion ensued about the size of the area for keeping goats - 100 sq ft versus 250 sq ft – as well as balancing the language to be flexible while providing for care of animals. MOTION (Miner, Havenar) to approve Ordinance 19-2020 for keeping animals. Roll call vote – aye (6); nay (1 - Schuler). Motion passed.

19. Staff/Department Reports. Water, Roads, Police, Fire and Parks reports are provided in the packet.

Attorney Krob reported that, according to the representative for the former Living Word property, it is planned to close by the end of the month.

Collins provided an update of the unofficial election results as well as plans for new official orientation; an opening for a Water Tech position with the Town, applications due by 11/30 deadline; microphones are on back order and all officials are encouraged to speak into microphones for the Live Stream audience; communication tools being worked on; and additional precautions being taken due to COVID spikes.

Radosevich provided an update of the Town Hall activity to be bid; permission requested for additional fire mitigation on Town property from Sungs and needing a release; and Bob requested direction for the abundance of questions coming in about residents renting rooms in a single-family zoning district. Discussion took place and consensus, at this time, was to restate the code as it currently allows, and bring the item back for future discussion.

20. Board Reports. None.

21. Next Meeting (December 10).

22. Adjourn. MOTION (Mutu, Mettler) to adjourn at 8:05 PM. Motion passed.

John Cressman, Mayor

Dawn A. Collins, Town Clerk

Date Approved

PALMER LAKE, COLORADO

ORDINANCE NO. 18-2020

AN ORDINANCE VACATING AND REPLATTING PROPERTY ALONG HERMOSA AVENUE WITHIN THE TOWN OF PALMER LAKE, COLORADO

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town has received an application from the owner of certain real property to vacate and replat portions of owner's property along Hermosa Avenue, specifically located at 93 Hermosa Avenue within the Town of Palmer Lake; and

WHEREAS, the application seeks to vacate and replat 17 lots and portions of vacated road rights of way in order to create 3 lots, lots 1, 2 and 3; and

WHEREAS, on October 21, 2020 the Planning Commission recommended approval of the replat with a letter of approval from the Fire Chief addressing needs for Fire apparatus to maneuver on Hermosa Avenue prior to building on Lot 1 or 2.

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

1. The Hermosa Creek Replat attached hereto as Exhibit A is hereby approved.

2. Building on Lot 1 or 2 is subject to the approval from the Fire Chief addressing needs for Fire apparatus to maneuver on Hermosa Avenue.

3. 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.

4. 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.

INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 10TH DAY OF DECEMBER, 2020.

ATTEST: TOWN OF PALMER LAKE, COLORADO

______________________________ BY: ______________________________

Dawn A. Collins
Town Administrator / Clerk

John Cressman
Mayor

TOWN OF PALMER LAKE
Financial Statements
October 2020
Unaudited

CASH POSITION
October 31, 2020

TOWN OF PALMER LAKE

Schedule of Cash Position

October 31, 2020

UNAUDITED

FINANCIAL INSTITUTION	RATE	FUNDS
CoBank - General Operating	n/a	$ 733,539
CoBank - Water Operating	n/a	$ 1,216,482
ColoTrust - General Fund	0.18%	$ 976,299
ColoTrust - Water Reserve	0.18%	$ 177,194
ColoTrust - Water Loan Reserve	0.18%	$ 197,363
ColoTrust - Pedestrian Bridge	0.18%	$ 7
ColoTrust - Fire Fund	0.18%	$ 150,362
ColoTrust - CTF Reserves	0.18%	$ 27,066
Total - Cash Accounts		**$3,478,312**

GENERAL FUND

October 2020

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

Account Number	REVENUE	2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
10-10-2110-000	General Property Tax	$ 431,070	$ 430,256	$ (814)	100%
10-10-2112-000	Fire Mill Levy Property Tax	383,582	381,561	(2,021)	99%
10-10-2120-000	Specific Own Tax Auto / Use Tax Motor Vehicle	100,000	154,346	54,346	154%
10-10-2124-000	Use Tax Building Materials	100,000	42,228	(57,772)	42%
10-10-2126-000	Highway Users Tax Fund	125,000	74,040	(50,960)	59%
10-10-2128-000	Administration Fees	-	-	-	0%
10-10-2130-000	City Sales Tax	450,000	576,180	126,180	128%
10-10-2131-000	Marijuana Excise Tax	10,000	17,278	7,278	173%
10-10-2134-000	Open			-	0%
10-10-2136-000	Fees / Permits / Zoning / Subdivision Fees	50,000	74,692	24,692	149%
10-10-2138-000	Business Licenses Fees	5,000	4,580	(420)	92%
10-10-2139-000	Developer Fees	-	-	-	0%
10-10-2139-119	Engineering Retainer	-	-	-	0%
10-10-2142-000	Franchise Tax- IREA	28,000	39,106	11,106	140%
10-10-2144-000	Franchise Tax- Black Hills	35,000	33,294	(1,706)	95%
10-10-2146-000	Franchise Tax- Century Link	-	1,089	1,089	0%
10-10-2147-000	Franchise Tax- Granite	-	-	-	0%
10-10-2148-000	Franchise Tax- Expedius	-	-	-	0%
10-10-2149-000	Franchise Tax- Other/Cable	21,000	37,264	16,264	177%
10-10-2150-000	MMJ / Liquor License Fees	5,000	4,500	(500)	90%
10-10-2152-000	Tobacco Products Tax	1,000	1,151	151	115%
10-10-2154-000	Dog Licenses	-	-	-	0%
10-10-2156-000	Hotel Occupancy Tax	22,000	19,678	(2,322)	89%
10-10-2160-000	Land / Building Rents	14,000	7,980	(6,020)	57%
10-10-2164-000	Court Fines	60,000	62,466	2,466	104%
10-10-2166-000	Town Share State Surcharge	100	26	(74)	26%
10-10-2168-000	Savings / Interest	1,000	905	(95)	91%
10-10-2170-000	Miscellaneous Income	5,000	1,231	(3,769)	25%
10-10-2172-000	Insurance Income	5,000	42,908	37,908	858%
10-10-2174-000	Land / Equipment Sales	-	2,642	2,642	0%
10-10-2178-000	State Shared Income	-	-	-	0%
10-10-2180-000	Donations/Restricted Donation for Police ($30,000 in 2020)	30,100	25,119	(4,981)	83%
10-10-2184-000	Impact Fees / Drainage	-	2,210	2,210	0%
10-10-2186-000	FPPA Matching Funds	14,000	-	(14,000)	0%
10-10-2188-000	El Paso Co Road & Bridge	5,000	6,287	1,287	126%
10-10-2190-000	GOCO Grant	-	178,135	178,135	0%
10-10-2190-003	CARES Act Funding	-	221,154	221,154	0%
10-10-2250-003	COVID Employer Tax Credit	-	1,381	1,381	0%
10-10-2194-000	Library Revenue	2,500	2,701	201	108%
10-10-2195-000	Police Surcharge	-	-	-	0%
10-10-2196-000	State Police Surcharge	-	-	-	0%
10-10-2235-000	Douglas Grants	-	381,801	381,801	0%
10-10-3314-000	Fire Mitigation	-	-	-	0%
10-10-3631-000	Police Revenue	3,000	45,001	42,001	1500%
10-10-3641-000	Fire Revenue	2,000	29,524	27,524	1476%
10-10-3651-000	Roads Revenue	1,000	-	(1,000)	0%
10-10-3680-000	Parks Revenue	1,000	3,732	2,732	373%
10-19-2322-000	Interest	3,000	5,939	2,939	198%
	Total Revenue	**$ 1,913,352**	**$ 2,912,386**	**$ 999,034**	**152%**
	EXPENDITURES				
	General and Administrative				
	Salaries and Benefits				
10-21-3111-000	Salaries / Wages Regular	$ 85,896	$ 62,789	$ 23,107	73%
10-21-3112-000	Salaries / Wages Temp / Part Time	-	23,854	(23,854)	0%
10-21-3113-000	Restricted Wages	-	1,560	(1,560)	0%
10-21-3115-000	Overtime	-	1,418	(1,418)	0%
10-21-3119-000	FICA Employer	5,946	5,636	310	95%
10-21-3120-000	Medicare Employer	1,390	1,469	(79)	106%

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
10-20-3121-000	SUTA Employer	-	-	-	0%
10-21-3122-000	FUTA Employer	-	76	(76)	0%
10-21-3125-000	Employee Benefits	13,650	16,433	(2,783)	120%
10-21-3127-000	Life Insurance Premiums	114	112	2	98%
10-21-3131-000	Workers Compensation	3,701	5,721	(2,020)	155%
	Total Salaries and Benefits	$ 110,697	$ 119,067	$ (8,370)	108%
	Professional Services				
10-21-3161-000	Professional Services- Legal	$ 70,000	$ 29,053	$ 40,947	42%
10-21-3162-000	Professional Services- Acctg/Audit	25,000	12,364	12,636	49%
10-21-3163-000	Professional Services- Other	-	1,695	(1,695)	0%
10-21-3164-000	Professional Services- IT	22,000	10,436	11,564	47%
	Total Professional Services	$ 117,000	$ 53,548	$ 63,452	46%
	General Administration				
10-21-3141-000	Employee Clothing	$ 600	$ -	$ 600	0%
10-21-3145-000	Employee Training	2,000	140	1,860	7%
10-21-3149-000	Employee Travel	2,000	1,100	900	55%
10-21-3151-000	Employee Per Diem	775	112	663	0%
10-21-3153-000	Memberships / Registrations	5,000	3,835	1,165	77%
10-21-3168-000	Tax Payments	-	-	-	0%
10-21-3169-000	Bank Fees and Services	150	400	(250)	267%
10-21-3211-000	Contract Services	7,200	23,375	(16,175)	325%
10-21-3223-000	Operating Supplies	20,000	11,540	8,460	58%
10-21-3225-000	Building Maintenance	10,500	4,078	6,422	39%
10-21-3245-000	Utilities	18,900	13,576	5,324	72%
10-21-3253-000	Postage	2,250	1,116	1,134	50%
10-21-3269-000	Vehicle License / Fees	-	-	-	0%
10-21-3271-000	Vehicle Repair / Maintenance	-	300	(300)	0%
10-21-3275-000	Fuel	-	260	(260)	0%
10-21-3281-000	Insurance	14,800	23,517	(8,717)	159%
10-21-3289-000	Developer Expense	-	9,080	(9,080)	0%
10-21-3291-000	Capital Improvement Bldg	5,000	22,353	(17,353)	447%
10-21-3293-000	Capital Equipment	2,000	444	1,556	22%
10-21-3313-000	Equipment Maintenance	676	-	676	0%
10-21-3321-000	Election Expense	13,000	1,518	11,482	12%
10-21-3333-000	Legal Notices / Recordings	2,000	1,401	599	70%
10-21-3338-000	Communication	2,500	2,587	(87)	103%
10-21-3365-000	Advertising	350	175	175	50%
10-21-3391-000	Misc. Expenses	2,200	1,766	434	80%
10-21-3392-000	County Treasurer Fees	14,000	8,128	5,872	58%
	COVID Expenses	-	81,468	(81,468)	0%
	Living Word	-	2,121	(2,121)	0%
10-21-3513-000	Economic Development / Council Contingency	-	-	-	0%
10-21-3517-000	FEMA Grant Expenses	-	-	-	0%
10-21-3519-000	Fire Mitigation	-	-	-	0%
10-21-3523-000	Grants Expense- DOLA / GOCO	-	4,241	(4,241)	0%
10-21-3523-001	Pedestrian Bridge Expense		137,931	(137,931)	0%
10-21-1015-000	Fund Reserve Account	25,000	-	25,000	0%
	Total General Administration	$ 150,901	$ 356,564	$ (205,663)	236%
	Total General Administrative Expenditures	$ 378,598	$ 529,178	$ (150,580)	140%
	Operations				
	Police Department Expenditures				
	Salaries and Benefits- Police Department				
10-31-3111-000	Salaries / Wages Regular	$ 100,032	$ 109,938	$ (9,906)	110%
10-31-3112-000	Salaries / Wages Temp/Part-time	175,682	156,109	19,573	89%
10-31-3113-000	Restricted Wages	-	31,177	(31,177)	0%
10-31-3114-000	Restricted Benefits	-	1,013	(1,013)	0%
10-31-3115-000	Overtime	1,062	1,876	(814)	177%
10-31-3119-000	FICA Employer	10,898	11,853	(955)	109%
10-31-3120-000	Medicare Employer	4,144	6,222	(2,078)	150%
10-31-3121-000	SUTA Employer	-	-	-	0%

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
10-31-3122-000	FUTA Employer	-	127	(127)	0%
10-31-3123-000	FPPA	35,000	19,569	15,431	56%
10-31-3125-000	Employee Benefits	26,000	22,129	3,871	85%
10-31-3127-000	Life Insurance Premiums	228	189	39	83%
10-31-3131-000	Workers Compensation	570	17,279	(16,709)	3031%
10-31-3133-000	FPPA Death + Disability	2,000	-	2,000	0%
	Total Salaries and Benefits- Police Department	$ 355,616	$ 377,481	$ (21,865)	106%
	Professional Services- Police Department				
10-31-3161-000	Professional Services- Legal	$ 600	$ -	$ 600	0%
10-31-3162-000	Professional Services- Acctg/Audit	8,200	12,280	(4,080)	150%
10-31-3163-000	Professional Services- Other	-	-	-	0%
10-31-3164-000	Professional Services- IT	20,000	11,575	8,425	58%
	Total Professional Services- Police Department	$ 28,800	$ 23,856	$ 4,945	83%
	General Administration- Police Department				
10-31-3141-000	Employee Clothing / Uniform	$ 3,500	$ 2,498	$ 1,002	71%
10-31-3145-000	Employee Training	6,000	3,569	2,431	59%
10-31-3149-000	Employee Travel	750	-	750	0%
10-31-3151-000	Employee Per Diem	-	-	-	0%
10-31-3153-000	Memberships / Registrations	-	187	(187)	0%
10-31-3160-000	Special Investigation	100	-	100	0%
10-31-3211-000	Contract Services	1,500	1,395	105	93%
10-31-3223-000	Operating Supplies	6,300	5,879	421	93%
10-31-3225-000	Building Maintenance	5,000	3,199	1,801	64%
10-31-3226-000	Repair / Maintenance Supplies	1,000	26	974	3%
10-31-3245-000	Utilities	5,000	5,047	(47)	101%
10-31-3253-000	Postage	-	56	(56)	0%
10-31-3269-000	Vehicle License / Fees	-	14	(14)	0%
10-31-3276-000	Vehicle Loan- Principal	4,500	3,710	790	82%
10-31-3277-000	Vehicle Loan- Interest	2,100	2,824	(724)	134%
10-31-3271-000	Vehicle Repair / Maint	15,500	22,496	(6,996)	145%
10-31-3275-000	Fuel	11,200	6,159	5,041	55%
10-31-3281-000	Insurance	15,800	15,770	30	100%
10-31-3291-000	Capital Improvement Bldg	-	-	-	0%
10-31-3293-000	Capital Equipment	32,700	50,987	(18,287)	156%
10-31-3313-000	Equipment Maintenance	500	40	460	8%
10-31-3333-000	Publication / Legal Notices	-	-	-	0%
10-31-3337-000	State Police Surcharge	-	-	-	0%
10-31-3338-000	Communication	4,000	28,006	(24,006)	700%
10-31-3365-000	Advertising	-	-	-	0%
10-31-3391-000	Misc. Expenses	-	108	(108)	0%
	COVID Expenses	-	879	(879)	0%
	Living Word		827	(827)	0%
10-31-3393-000	Subject Testing	500	285	215	57%
10-31-3523-000	Grants Expense	-	63	(63)	0%
	Total General Administration- Police Department	$ 115,950	$ 154,025	$ (38,075)	133%
	Total Police Department Expenditures	$ 500,366	$ 555,361	$ (54,995)	111%
	Fire Department Expenditures				
	Salaries and Benefits- Fire Department				
10-41-3111-000	Salaries / Wages Regular	$ 249,674	$ 150,093	$ 99,581	60%
10-41-3112-000	Salaries / Wages Temp/Part-time	29,994	87,558	(57,564)	292%
10-41-3115-000	Restricted Wages	-	12,160	(12,160)	0%
10-41-3114-000	Restricted Benefits		-	-	0%
10-41-3119-000	FICA Employer	7,022	12,094	(5,072)	172%
10-41-3120-000	Medicare Employer	4,187	4,333	(146)	103%
10-41-3121-000	SUTA Employer	-	-	-	0%
10-41-3122-000	FUTA Employer	-	369	(369)	0%
10-41-3123-000	FPPA	40,000	26,918	13,082	67%
10-41-3125-000	Employee Benefits	68,650	18,012	50,638	26%
10-41-3127-000	Life Insurance Premiums	570	312	258	55%

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
10-41-3131-000	Workers Compensation	10,041	14,296	(4,255)	142%
10-41-3133-000	FPPA Death + Disability	1,000	-	1,000	0%
	Total Salaries and Benefits- Fire Department	$ 411,138	$ 326,146	$ 84,992	79%
	Professional Services- Fire Department				
10-41-3161-000	Professional Services- Legal	$ 3,000	$ 87	$ 2,913	3%
10-41-3162-000	Professional Services- Acctg/Audit	8,200	12,280	(4,080)	150%
10-41-3163-000	Professional Services- Other	20,000	-	20,000	0%
10-41-3164-000	Professional Services- IT	12,000	6,829	5,171	57%
	Total Professional Services- Fire Department	$ 43,200	$ 19,197	$ 24,003	44%
	General Administration- Fire Department				
10-41-3141-000	Employee Clothing / Uniform	$ 5,000	$ 2,426	$ 2,574	49%
10-41-3145-000	Employee Training	6,000	382	5,618	6%
10-41-3153-000	Memberships / Registrations	1,000	572	428	57%
10-41-3160-000	Open / Deployments	10,000	-	10,000	0%
10-41-3211-000	Contract Services	10,000	7,926	2,074	79%
10-41-3223-000	Operating Supplies	10,000	5,389	4,611	54%
10-41-3225-000	Building Maintenance	2,000	11,895	(9,895)	595%
10-41-3226-000	Repair / Maintenance Supplies	1,000	6	994	1%
10-41-3245-000	Utilities	6,000	6,453	(453)	108%
10-41-3253-000	Postage	-	-	-	0%
10-41-3269-000	Vehicle License / Fees	1,000	-	1,000	0%
10-41-3271-000	Vehicle Repair / Maint	15,000	11,531	3,469	77%
10-41-3275-000	Fuel	4,000	4,443	(443)	111%
10-41-3281-000	Insurance	15,800	11,391	4,409	72%
10-41-3291-000	Capital Improvement Bldg	-	-	-	0%
10-41-3293-000	Capital Equipment	-	-	-	0%
10-41-3313-000	Equipment Maintenance	1,000	473	527	47%
10-41-3314-000	Fire Mitigation	50,000	-	50,000	0%
10-41-3333-000	Publication / Legal Notices	-	-	-	0%
10-41-3338-000	Communication	5,000	14,183	(9,183)	284%
10-41-3351-000	Medical Equip / Supplies	3,000	2,896	104	97%
10-41-3365-000	Advertising	-	75	(75)	0%
10-41-3391-000	Misc. Expenses	500	-	500	0%
10-41-3393-000	Subject Testing	-	-	-	0%
10-41-3395-000	Electric Siren	-	-	-	0%
	COVID Expense	-	221	(221)	0%
10-41-3523-000	Grants Expense	-	63	(63)	0%
	Total General Administration- Fire Department	$ 146,300	$ 80,325	$ 65,975	55%
	Total Fire Department Expenditures	$ 600,638	$ 425,668	$ 174,970	71%
	Roads Department Expenditures				
	Salaries and Benefits- Roads Department				
10-51-3111-000	Salaries / Wages Regular	$ 98,072	$ 95,415	$ 2,657	97%
10-51-3112-000	Salaries / Wages Temp/Part-time	-	-	-	0%
10-51-3113-000	Restricted Wages	-	-	-	0%
10-51-3114-000	Restricted Benefits	-	-	-	0%
10-51-3115-000	Overtime	2,000	310	1,690	15%
10-51-3119-000	FICA Employer	6,080	6,114	(34)	101%
10-51-3120-000	Medicare Employer	1,422	2,074	(652)	146%
10-51-3121-000	SUTA Employer	-	-	-	0%
10-51-3122-000	FUTA Employer	-	8	(8)	0%
10-51-3125-000	Employee Benefits	27,000	18,427	8,573	68%
10-51-3127-000	Life Insurance Premiums	228	189	39	83%
10-51-3131-000	Workers Compensation	3,170	12,670	(9,500)	400%
	Total Salaries and Benefits- Roads Department	$ 137,972	$ 135,208	$ 2,764	98%

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
	Professional Services- Roads Department				
10-51-3161-000	Professional Services- Legal	$ -	$ -	$ -	0%
10-51-3162-000	Professional Services- Acctg/Audit	8,200	12,280	(4,080)	150%
10-51-3163-000	Professional Services- Other	10,000	1,313	8,688	13%
10-51-3164-000	Professional Services- IT	10,000	5,610	4,390	56%
	Total Professional Services- Roads Department	$ 28,200	$ 19,203	$ 8,997	68%
	General Administration- Roads Department				
10-51-3141-000	Employee Clothing / Uniform	$ 500	$ 180	$ 320	36%
10-51-3145-000	Employee Training	250	-	250	0%
10-51-3149-000	Employee Travel	250	-	250	0%
10-51-3153-000	Memberships / Registrations	-	1,066	(1,066)	0%
10-51-3211-000	Contract Services	12,000	20,226	(8,226)	169%
10-51-3223-000	Operating Supplies	5,000	2,226	2,774	45%
10-51-3225-000	Building Maintenance	3,750	2,589	1,161	69%
10-51-3226-000	Shop Maintenance	-	-	-	0%
10-51-3227-000	Road / Street Material	30,000	22,164	7,836	74%
10-51-3228-000	Open	-	-	-	0%
10-51-3229-000	Sign Parts / Supplies	1,000	657	343	66%
10-51-3243-000	Street Lights	16,000	10,700	5,300	67%
10-51-3245-000	Utilities	11,000	3,484	7,516	32%
10-51-3253-000	Postage	-	-	-	0%
10-51-3269-000	Vehicle License / Fees	100	-	100	0%
10-51-3276-000	Vehicle Loan- Principal	4,360	3,710	650	85%
10-51-3277-000	Vehicle Loan- Interest	2,174	2,824	(650)	130%
10-51-3271-000	Vehicle Repair / Maint	6,000	3,462	2,538	58%
10-51-3273-000	Heavy Equipment Repair	11,750	29,744	(17,994)	253%
10-51-3275-000	Fuel	15,000	4,085	10,915	27%
10-51-3281-000	Insurance	14,800	11,372	3,428	77%
10-51-3293-000	Capital Equipment	20,000	-	20,000	0%
10-51-3313-000	Equipment Maintenance	-	512	(512)	0%
10-51-3296-000	Capital Improvement Drainage	-	32,488	(32,488)	0%
10-51-3338-000	Communication	1,000	938	62	94%
10-51-3365-000	Advertising	-	-	-	0%
10-51-3391-000	Misc. Expenses	-	-	-	0%
	Living Word	-	700	(700)	0%
	COVID Expenses	-	518	(518)	0%
10-51-3523-000	Grants Expense- Douglas	20,000	18,428	1,572	92%
10-51-3230-000	Dust Control	10,000	14,856	(4,856)	149%
10-51-3231-000	Culverts	5,000	-	5,000	0%
10-51-3285-000	Capital Improvement- Colo Trust	-	-	-	0%
10-51-3294-000	Capital Improvement Buildings	-	-	-	0%
10-51-3295-000	Capital Improvement Roads	175,000	-	175,000	0%
10-51-3519-000	RMB SRTS Grant	-	-	-	0%
	Total General Administration- Roads Department	$ 364,934	$ 186,928	$ 178,006	51%
	Total Roads Department Expenditures	**$ 531,106**	**$ 341,339**	**$ 189,767**	**64%**
	Parks Department Expenditures				
	Salaries and Benefits- Parks Department				
10-80-3111-000	Salaries / Wages Regular	$ -	$ 134	$ (134)	0%
10-80-3112-000	Salaries / Wages Temp/Part-time	20,856	6,906	13,950	33%
10-80-3119-000	FICA Employer	1,266	403	863	32%
10-80-3120-000	Employer Taxes	296	144	152	49%
10-80-3121-000	SUTA Employer	-	-	-	0%
10-80-3122-000	FUTA Employer	-	20	(20)	0%
10-80-3125-000	Employee Benefits	-	-	-	0%
10-80-3127-000	Life Insurance	-	-	-	0%
10-80-3131-000	Workers Compensation	-	869	(869)	0%
	Total Salaries and Benefits- Parks Department	**$ 22,418**	**$ 8,476**	**$ 13,942**	**38%**

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
	General Administration- Parks Department				
10-80-3141-000	Employee Clothing / Uniform	$ -	$ -	$ -	0%
10-80-3145-000	Employee Training	-	-	-	0%
10-80-3153-000	Memberships / Registrations	-	-	-	0%
10-80-3211-000	Contract Services	8,964	5,953	3,011	66%
10-80-3223-000	Operating Supplies	6,770	2,970	3,800	44%
10-80-3226-000	Repair / Maint Supplies	250	95	155	38%
10-80-3245-000	Utilities	500	1330	(830)	266%
10-80-3253-000	Postage	-	-	-	0%
10-80-3269-000	Vehicle License / Fees	-	-	-	0%
10-80-3271-000	Vehicle Repair / Maint	250	28	222	11%
10-80-3275-000	Fuel	1,500	-	1,500	0%
10-80-3281-000	Insurance	8,500	-	8,500	0%
10-80-3293-000	Capital Equipment	8,200	7,049	1,151	86%
10-80-3313-000	Equipment Maintenance	1,400	1,336	64	95%
10-80-3314-000	Fire Mitigation		-	-	0%
10-80-3338-000	Communication	150	-	150	0%
10-80-3365-000	Advertising		-	-	0%
10-80-3370-000	Parks Committee	1,000	-	1,000	0%
	COVID Expenses	-	8,309	(8,309)	0%
	Living Word		51,176	(51,176)	0%
10-80-3391-000	Misc. Expenses	-	-	-	0%
10-80-3523-000	Grants Expense	-	-	-	0%
	Total General Administration- Parks Department	$ 37,484	$ 78,247	$ (40,763)	209%
	Total Parks Department Expenditures	**$ 59,902**	**$ 86,723**	**$ (26,821)**	**145%**
	Total Operations	**$ 1,692,012**	**$ 1,409,091**	**$ 282,921**	**83%**
	Total General Administrative and Operations	**$ 2,070,610**	**$ 1,938,270**	**$ 132,340**	**94%**
	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	**$ (157,258)**	**$ 974,117**	**$ 1,131,375**	

WATER ENTERPRISE FUND
October 2020

TOWN OF PALMER LAKE

WATER FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
Account Number	**REVENUE**				
20-19-2314-000	Water Tap Fees	$ 400,000	$ 120,000	$ (280,000)	30%
20-19-2320-000	Water Revenue	650,000	919,805	269,805	142%
20-19-2322-000	Water Revenue Interest	6,000	1,482	(4,518)	25%
20-19-2323-000	Water Reserve	-	-	-	0%
20-19-2324-000	Water Reserve Interest	-	1,246	1,246	0%
20-19-2325-000	Water Reserve Colo Trust	-	-	-	0%
20-19-2326-000	Water Meter Sales / Parts	-	-	-	0%
20-19-2328-000	Surcharge	-	-	-	0%
20-19-2330-000	Late Fees	16,000	19,552	3,552	122%
20-19-2335-000	Water Improvement Fee	42,450	43,983	1,533	104%
20-19-2340-000	Loan	181,665	189,896	8,231	105%
20-19-2360-000	Water Dept. Misc. Revenue / TANK	-	13,900	13,900	0%
	Total Revenue	**$ 1,296,115**	**$ 1,309,865**	**$ 13,750**	**101%**
	EXPENSES				
	General Administrative				
	Salaries and Benefits				
20-81-3111-000	Salaries / Wages Regular	$ 254,477	$ 189,559	$ 64,918	74%
20-81-3112-000	Salaries / Wages Temp/Part-time	-	317	(317)	0%
20-81-3115-000	Overtime	1,177	912	265	77%
20-81-3116-000	Vacation Payout	8,000	-	8,000	0%
20-81-3119-000	FICA Employer	15,778	12,578	3,200	80%
20-81-3120-000	Medicare Employer	3,690	4,266	(576)	116%
20-81-3121-000	SUTA Employer	-	-	-	0%
20-81-3122-000	FUTA Employer	-	8	(8)	0%
20-81-3125-000	Employee Benefits	53,650	29,684	23,966	55%
20-81-3127-000	Life Insurance Premiums	456	284	173	62%
20-81-3131-000	Workers Compensation	6,871	13,371	(6,500)	195%
	Total Salaries and Benefits	**$ 344,099**	**$ 250,978**	**$ 93,121**	**73%**
	Professional Services				
20-81-3161-000	Professional Services- Legal	$ 15,000	$ 1,414	$ 13,586	9%
20-81-3162-000	Professional Services- Acctg	8,200	12,280	(4,080)	150%
20-81-3163-000	Professional Services- Other	-	-	-	0%
20-81-3164-000	Professional Services- IT	83,000	29,585	53,415	36%
	Total Professional Services	**$ 106,200**	**$ 43,280**	**$ 62,920**	**41%**
	Administrative				
20-81-3141-000	Employee Clothing	$ 650	$ 206	$ 444	32%
20-81-3145-000	Employee Training	900	-	900	0%
20-81-3149-000	Employee Travel	-	-	-	0%
20-81-3153-000	Memberships / Registrations	12,900	8,294	4,606	64%
20-81-3167-000	Payment Processing	5,340	-	5,340	0%
20-81-3169-000	Bank Fees and Services	150	117	33	78%
20-81-3211-000	Contract Services	17,125	6,040	11,085	35%
20-81-3245-000	Utilities	82,320	97,934	(15,614)	119%
20-81-3253-000	Postage	3,900	7,465	(3,565)	191%
20-81-3281-000	Insurance	14,800	14,294	506	97%
20-81-3333-000	Publication / Legal Notices	-	435	(435)	0%
20-81-3338-000	Communication	170	1,697	(1,527)	998%
20-81-3523-000	Grant Expense- DOUG	-	171	(171)	0%
	COVID Expense	-	8,244	(8,244)	0%
	Living Word	-	63,281	(63,281)	0%
20-81-3391-000	Misc. Expenses	500	1,279	(779)	256%
20-81-3395-000	Electric Siren	-	-	-	0%
	Total Administration	**$ 138,755**	**$ 209,458**	**$ (70,703)**	**151%**
	Total General Administrative	**$ 589,054**	**$ 503,716**	**$ 85,338**	**86%**

TOWN OF PALMER LAKE

WATER FUND

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
	Operations				
20-81-3276-000	Vehicle Loan- Principal	$ 4,472	$ 3,710	$ 762	83%
20-81-3277-000	Vehicle Loan- Interest	2,062	2,824	(762)	137%
20-82-3223-000	Operating Supplies	23,000	53,706	(30,706)	234%
20-82-3225-000	Building Maintenance	2,500	2,685	(185)	107%
20-82-3226-000	Repairs / Maintenance Supplies	200	26,445	(26,245)	13223%
20-82-3233-000	Water Meters / Parts	7,000	-	7,000	0%
20-82-3269-000	Vehicle License / Fees	25	-	25	0%
20-82-3271-000	Vehicle Repair / Maint	9,200	4,710	4,491	51%
20-82-3273-000	Heavy Equipment Repairs	-	-	-	0%
20-82-3275-000	Fuel	5,500	3,975	1,525	72%
20-82-3291-000	Capital Improvement Bldgs.	-	-	-	0%
20-82-3292-000	Capital Improvement- Water	-	105,536	(105,536)	0%
20-82-3293-000	Capital Equipment / TANK	-	1,221	(1,221)	0%
20-82-3294-000	Water Line Repair	108,000	7,267	100,733	7%
20-82-3313-000	Equipment Maintenance	17,000	43,196	(26,196)	254%
20-82-3338-000	Communications	1,550	-	1,550	0%
20-82-3411-000	Reservoirs / Dam Maintenance	206,000	125,668	80,332	61%
20-82-3431-000	Water Quality Tests	26,000	19,958	6,042	77%
20-81-3600-000	Fund Reserve Account	18,000	-	18,000	0%
	Total Operations	**$ 430,509**	**$ 400,900**	**$ 29,609**	**93%**
	Total Administrative and Operations	**$ 1,019,563**	**$ 904,616**	**$ 114,947**	**89%**
	Debt Service				
20-81-3400-000	CWRPDA 2009 Principal	$ 84,000	$ 85,177	$ (1,177)	101%
20-81-3401-000	CWRPDA 2009 Interest	22,000	19,794	2,206	90%
20-81-3405-000	CWRPDA 2018 Principal	39,700	46,706	(7,006)	118%
20-81-3406-000	CWRPDA 2018 Interest	26,900	21,463	5,437	80%
	Total Debt Service	**$ 172,600**	**$ 173,139**	**$ (539)**	**100%**
	Total Expenditures	**$ 1,192,163**	**$ 1,077,756**	**$ 114,407**	**90%**
	EXCESS OF REVENUE OVER (UNDER) EXPENSES	**$ 103,952**	**$ 232,109**	**$ 128,157**	

CONSERVATION TRUST FUND

October 2020

TOWN OF PALMER LAKE

Conservation Trust Fund

Budget Status Report - GAAP Basis

For the Ten Months Ending October 31, 2020

Unaudited

		2020 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
Account Number	**REVENUE**				
50-10-2160-000	Carry Over	$ 22,808	$ -	$ (22,808)	0%
50-10-2170-000	Miscellaneous Income - CTF	-	-	-	0%
50-10-2180-000	Donations	-	-	-	0%
50-10-2210-000	Conservation Trust Interest	6,000	65	(5,935)	0%
50-10-2235-000	GOCO Grant	-	-	-	0%
50-10-2410-000	State Shared Revenue	7,800	27,090	19,290	347%
	Total Revenue Conservation Trust	**$ 36,608**	**$ 27,155**	**$ (9,453)**	**74%**
	EXPENDITURES				
	Administrative				
	Salaries and Benefits				
50-30-3111-000	Salaries / Wages Regular	$ -	$ 134	$ (134)	0%
50-30-3112-000	Salaries / Wages Temp/Part-time	20,000	14,095	5,905	70%
50-30-3119-000	FICA Employer	-	868	(868)	0%
50-30-3120-000	Medicare Employer	1,562	253	1,309	16%
50-30-3121-000	SUTA Employer	-	-	-	0%
50-30-3122-000	FUTA Employer	-	46	(46)	0%
	Total Salaries and Benefits	$ 21,562	$ 15,396	$ 6,166	71%
	Administrative				
50-30-3141-000	Employee Clothing / Uniforms	$ -	$ -	$ -	0%
50-30-3163-000	Consultant Services	-	-	-	0%
50-30-3211-000	Contract Services	7,000	-	7,000	0%
50-30-3223-000	Operating Supplies / Materials	1,000	374	626	37%
50-30-3226-000	Repair / Maintenance Supplies	250	343	(93)	137%
50-30-3245-000	Utilities	1,500	851	649	57%
50-30-3253-000	Postage		-	-	0%
50-30-3275-000	Fuels / Lubricants	500	-	500	0%
50-30-3281-000	Insurance	-	-	-	0%
50-30-3293-000	Capital Improvements	-	11,005	(11,005)	0%
	Total General Administration	$ 10,250	$ 12,573	$ (2,323)	123%
	Total General Administrative	**$ 31,812**	**$ 27,968**	**$ 3,844**	**88%**
	Total Expenditures	**$ 31,812**	**$ 27,968**	**$ 3,844**	**88%**
	EXCESS OF REVENUE OVER (UNDER)				
	EXPENDITURES	**$ 4,796**	**$ (813)**	**$ (5,609)**	

Check Register

October 2020

Ranges:	From:	To:		From:	To:
Check Number	First	Last	Check Date	10/1/2020	10/31/2020
Vendor ID	First	Last	Checkbook ID	GENERAL CHECKIN	GENERAL CHECKIN
Vendor Name	First	Last			

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
46572	4RIVERS	4Rivers Equipment	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$118.56
46573	ANGRYSQUIRREL	Dan Elders	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$350.00
46574	ELLISONTRUCKING	Ellison Trucking, Inc.	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$1,290.00
46575	EMERGENCYNETWOR	Emergency Network Security Sys	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$61.00
46576	FILTRONICSINC	Filtronics, Inc.	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$3,689.06
46577	FOUNTAINCREEKWA	Fountain Creek Watershed, Floo	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$545.00
46578	HABITATMANAGEME	Habitat Management	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$6,469.20
46579	IREA	IREA	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$8,802.64
46580	CICCOLELLAJOHN	John Ciccolella	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$320.00
46581	DORNONJUSTIN	Justin Dornon	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$300.00
46582	KURTEHRHARDT	Kurt Ehrhardt Construction Cor	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$13,400.00
46583	MGASTRUCTURAL	MGA Structural Engineers, Inc.	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$900.00
46584	CARROLMICHAEL	Michael Carroll	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$11.91
46585	ONEMANLITTLELAD	One Man & Little Lady Cleaning	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$600.00
46586	ORKIN	Orkin	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$363.86
46587	RHINEHARTOIL	Rhinehart Oil Co., LLC	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$837.65
46588	WARDROGER	Roger Ward	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$245.16
46589	STAUFFER&SONS	Stauffer & Sons Construction C	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$4,625.00
46590	UNIONPACIFICRAI	Union Pacific Railroad Company	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$462.50
46591	VERMEERCOLORADO	Vermeer Colorado	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$726.03
46592	XFINITY	Xfinity	10/1/2020	GENERAL CHECKIN	PMCHK00000182	$105.91
46593	CHAVEZCONSULTIN	Chavez Consulting Inc., LLC	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$1,812.50
46594	EVANSCHRIS	Chris Evans	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$117.99
46595	COLORADOSPRINGS	Colorado Springs Winwater Comp	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$122.95
46596	CKT	Common Knowledge Technology	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$1,053.50
46597	COREANDMAIN	Core & Main	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$19,930.15
46598	LEWANDOWSKIDARI	Darin Lewandowski	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$200.00
46599	EMERGENCYREPORT	Backdraft OPCO LLC	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$208.53
46600	EMPLOYERSCOUNC	Employers Council	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$420.00
46601	FROMMANDCOMPANY	Fromm & Company, LLC	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$5,850.00
46602	INTERSTATECHEMI	Interstate Chemical Co, Inc.	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$1,187.60
46603	KROBLAWOFFICELL	Krob Law Office, LLC	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$11,567.50
46604	CENTURYLINKLEVE	Level 3 Communications, LLC	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$490.96
46605	LYONSGADDISATTO	Lyons Gaddis Attorneys & Couns	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$1,180.00
46606	MEXICOLOCO	Mexico Loco LLC	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$6,255.00
46607	MONUMENTALMICRO	Monumental Microderm LLC	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$6,500.00
46608	MUNICIPALEMERGE	Municipal Emergency Services	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$355.00
46609	OREILLY	O'Reilly	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$689.15
46610	PALMERLAKESANIT	Palmer Lake Sanitation	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$2,264.98
46611	PLHS	PLHS	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$75.00
46612	SPRINGSMOUNTAIN	Springs Mountain Water	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$27.85
46613	HOMEDEPOT	Home Depot Credit Service	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$983.60
46614	TREEARTISANS	Tree Artisans Inc	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$1,012.50
46615	TRILAKESPRINTIN	Tri-Lakes Printing	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$177.10
46616	UNITEDSITESERVI	United Site Services	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$1,576.12
46617	UNCC	Utility Notification Center of	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$65.56
46618	WEX	WEX Fleet Universal	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$1,738.87
46619	WINTERROWDHEATI	Winterrowd Heating and Air Con	10/8/2020	GENERAL CHECKIN	PMCHK00000183	$242.50
46620	AIRGAS	Airgas USA, LLC	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$314.06
46621	CENTURYLINK	Century Link	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$62.95
46622	COMCAST	Comcast	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$194.67
46623	CKT	Common Knowledge Technology	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$500.00
46624	COMMUNITYBANKSO	Community Banks of Colorado	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$4,776.44
46625	CRAIGSPOWEREQUI	Craig's Power Equipment LLC	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$284.24
46626	ENGINEEREDPRODU	Engineered Products, LLC	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$25,972.00
46627	EVOQUA	Evoqua Water Technologies LLC	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$1,250.00
46628	FIDELITYNATIONA	Fidelity National Title Compan	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$5.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
46629	FISHERSCENTIFIC	Fisher Scientific	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$825.52
46630	GFLENVIRONMENTA	GFL Environmental	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$404.00
46631	IREA	IREA	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$990.00
46632	CICCOLELLAJOHN	John Ciccolella	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$320.00
46633	RAMSHURJOHN	John Ramshur	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$25.93
46634	LIGHTNINGELECTR	Lightning Electric	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$548.50
46635	LISTENUP	Listen Up	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$2,380.00
46636	ROCKYMOUNTAINOI	Rocky Mountain Oil Change M	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$271.40
46637	TLECC	Timber Line Electric & Control	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$1,515.00
46638	TOTALOFFICESOLU	Total Office Solutions	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$130.82
46639	TOWNOFPALMERLAK	Town of Palmer Lake	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$4,160.64
46640	USPS	United States Postal Service	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$412.16
46641	WATTSUPFITTING	Watts Up-Fitting	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$395.61
46642	WHITEMOUNTAINTE	White Mountain Technology & Co	10/15/2020	GENERAL CHECKIN	PMCHK00000184	$4,694.86
46643	5STARLIFEINSURA	5Star Life Insurance Company	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$119.55
46644	HARDERAMY	Amy Harder	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$168.96
46645	AT&TMOBILITY	AT & T Mobility	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$1,169.51
46646	B&LSERVICES	B&L Services	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$1,359.28
46647	BISONMEDIA	Bison Media, Inc.	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$348.00
46648	BRADLEYEXCAVATI	Bradley Excavating	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$51,176.00
46649	CENTURYLINK	Century Link	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$278.44
46650	CIRSA	Cirsa	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$1,897.66
46651	COLORADOSPRINGS	Colorado Springs Winwater Comp	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$122.95
46652	CKT	Common Knowledge Technology	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$19.00
46653	DPCINDUSTRIES,I	DPC Industries, Inc.	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$70.00
46654	ELPASOCLERK	El Paso County	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$0.17
46655	INLANDPOTABLESE	Inland Potable Services	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$3,450.00
46656	KONICAMINOLTA	Konica Minolta	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$2.02
46657	KROBLAWOFFICELL	Krob Law Office, LLC	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$6,527.50
46658	LEWANTECHNOLOGY	Lewan & Associates, Inc.	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$50.26
46659	WIECKSREID	Reid Wiecks	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$185.56
46660	ROCKYMOUNTAININ	Rocky Mountain Information Net	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$50.00
46661	SGS	SGS North America, Inc.	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$1,480.04
46662	GAZETTE	The Gazette	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$186.52
46663	TRILAKESCOLLISI	Tri-Lakes Collision Auto Body	10/28/2020	GENERAL CHECKIN	PMCHK00000185	$8,402.82

Total Checks: 92

Total Amount of Checks: $237,826.43

December 10, 2020

To Mayor Bass and the Town of Palmer Lake Board of Trustees:

The 2021 Town of Palmer Lake Final Budget is presented for approval on December 10, 2020. The Final Budget must be approved and sent to El Paso County by December 15, 2020 and delivered to the State by January 31, 2021.

In accordance with State Statues, this budget is a balanced budget, where expenditures do not exceed revenues plus beginning available fund balance. The Town uses the modified accrual basis of accounting for the Governmental Funds and full accrual basis of accounting in the Enterprise Fund. The services provided by each department are described at the start of each fund in the attached Budget document. As the Town's population continues to grow and citizen expectations remain high regarding the scope and quality of Town services, the needs of the community outweigh the available resources of the Town.

There are several large capital projects in 2021. The Town Hall building is undergoing repairs to the roof, which are being covered by Town insurance. However, this does not address the concerns of upgrading the historical structure's electrical, plumbing and restrooms to ADA compliance. There is also a required ADA compliance upgrade to the Town's Library/Museum in order that the library may occupy the building. Currently, these two projects are in the RFP process. The Town is in the process of acquiring the 28-acre property from the former Living Word Church. This will be a massive project and, upon the transfer of the property to the Town, an assessment will be done to determine how the property may be utilized by the Town. Until that information is attained, the funds needed to begin the project is unknown.

The following are slight modifications to the Town structure, specifically to create consistency throughout Town operations. The Roads and Maintenance staff shall be combined under the department of Public Works, in which the current Roads Supervisor is agreeable to oversee. This budget supports hiring seasonal maintenance staff for parks and town property in 2021. Additionally, the new position of Deputy Town Clerk will supervise the Administrative staff. This change entails that five department supervisors – Administration, Fire, Police, Public Works, Water – shall report to the Town Administrator/Clerk. Currently, there is one open position of Water Technician to be filled in the Water Department. Applications are in review.

REVENUES

Projected 2021 General Fund revenues and a projected carry over in the General Fund fund balance allows the budgeting expenditures to be funded. Economic growth may be impacted by the Corona Virus – COVID-19 in a variety of ways. The Town's sales tax revenues have increased year over year, due to an increase in online sales and sales tax collections from an influx of visitors due to COVID-19. It is anticipated that tax revenues will continue at the same level in the new year.

EXPENDITURES

Expenditures have been held over the past year to balance the budget by holding costs in check whenever possible across all Departments. The Town will balance this budget with a 3% Cost of Living increase and a 1% pay for performance increase for employees excluding the Fire Department part-time employees. The Town will provide a retirement program to eligible employees. The Town's contribution match to the retirement program will be up to five percent per employee. The cost of salaries and benefits represents 59% of budgeted expenditures.

CAPITAL EXPENDITURES & CAPITAL IMPROVEMENTS

In the 2021 budget year, carryover funds have been budgeted to cover one-time purchases. The Town will purchase a vehicle for the Roads Department to replace an aging vehicle. Funds are included in the budget for capital building improvements for the Town Hall and the administrative office building. These funds will assist with capital improvements for the newly acquired property for capital improvements. It is anticipated to re-evaluate available funds part way through the budget year and the Town may be able to pay off the lease-purchase loan for three vehicles previously purchased in 2018.

RESERVED FUNDS

Town is not subject to the TABOR amendment. Reserve funds were moved to balance the 2021 budget. In addition, the Town is holding a six-month cash reserve for operating and capital expenditures.

WATER ENTERPRISE FUND

Water Enterprise Fund revenues, together with a projected carryover, allows the budgeted expenditures to be funded.

Water sales and late fees are budgeted to increase in 2021, due to a base rate increase and projections based on 2020 revenues. Although, until further notice, the State of Colorado has prohibited the collection of late fees. Other revenues, tap fees, and water meter fees are budgeted to remain at current levels.

Expenditures were held in check to balance the budget. The cost of salaries and benefits represent 35% of the budgeted expenditures (less capital projects).

In 2021, the Water Department has identified the need to re-drill the D2 well. Capital improvement funds have been budgeted to address this project.

SPECIAL REVENUE FUNDS

The Conservation Trust Fund has a dedicated funding source, and the allocation of revenue is controlled by the funding source. The funds are earmarked for specified use for Parks to supplement funding needs. There are several ongoing grants including the GOCO grant, which provides funding for upgrades to the landscaping around Palmer Lake.

CONCLUSION

This budget allocates funding for necessary municipal services for the Town to continue to be a community of choice for the residents and visitors alike. Given the current challenges of COVID-19 and the impact on current revenue projections, this budget represents the best balance between the Town's fiscal responsibility and service needs of the community. The Town's increasing needs and uncertainty of the economy in the coming year have made the budget process more challenging but provided an opportunity to identify priorities of human and technological resources to better position servicing the community in the new year. I would like to give a special thanks to the department supervisors and staff of the Town who assisted and contributed to the preparation of this document for the 2021 budget year.

Dawn A. Collins

Dawn A. Collins
Town Administrator/Clerk

TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO

RESOLUTION NO. 23 - 2020

A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING THE 2021 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 VOLUNTEER 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, 2021, AND ENDING ON THE LAST DAY OF DECEMBER, 2021.

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 10, 2020, as required by C.R.S. Section 29-1-105; and

WHERAS, 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 2021 Budget to the Board for its consideration; and

WHEREAS, the 2021 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 2021 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 12, 2020 at the Town Hall, 28 Valley Crescent, Palmer Lake, CO 80133; 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 RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. <u>Adoption of Budget for 2021.</u> 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 2021.

Section 2. <u>Appropriations</u>. That the amounts set forth as expenditures as specifically allocated in the Budget attached hereto as **Exhibit A**, in the column labeled Proposed 2021 Budget are hereby appropriated.

Section 3. 2021 Levy of Property Taxes.

A. Assessed Valuation. The El Paso County Assessor has certified the total valuation for assessment for the taxable year 2020 is $38,305,310.

B. Levy for Operating Expense. For the purposes of meeting general operating expenses of the Town during the 2021 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 $430,475 in revenue.

C. Levy for Volunteer Fire Department Expense. In addition, for the purpose of funding the Palmer Lake Volunteer Fire Department (General Fund) during the 2021 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 $383,053 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 part, section, subsection, sentence, clause, phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining parts, sections, subsections, sentences, clauses, phrases or fees and charges adopted by this Resolution. The Board of Trustees hereby declares that it would have passed this Resolution, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses, phrases, fees or charges could subsequently be declared invalid.

Section 6. Repealer. All ordinance, resolutions, orders, fee schedules, or parts thereof, in conflict with this Resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance, resolution, order or fee schedule nor revive any of the same.

Adopted this 10th day of December 2020.

TOWN OF PALMER LAKE, COLORADO

____

Bill Bass, Mayor

ATTEST:

By: ______________________________

Dawn A. Collins, Town Administrator/Clerk

TOWN OF PALMER LAKE
2021 Proposed Budget

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

Account Number	Description	2019 Actual	2020 Estimated	Submitted 2021 Budget
	REVENUE			
10-10-2110-000	General Property Tax	$ 389,789	$ 431,070	$ 431,070
10-10-2112-000	Fire Mill Levy Property Tax	346,773	383,582	383,582
10-10-2120-000	Specific Own Tax Auto / Use Tax Motor Vehicle	103,543	188,645	95,000
10-10-2124-000	Use Tax Building Materials	142,364	51,612	50,000
10-10-2126-000	Highway Users Tax Fund	127,440	90,493	89,605
10-10-2128-000	Administration Fees	131	-	-
10-10-2130-000	City Sales Tax	718,894	704,220	600,000
10-10-2131-000	Tax - Other	17,077	21,118	-
10-10-2136-000	Fees / Permits / Zoning / Subdivision Fees	53,337	91,290	40,000
10-10-2138-000	Business Licenses Fees	6,955	5,598	7,000
10-10-2139-000	Developer Fees	13,471	-	-
10-10-2139-119	Engineering Retainer	5,000	-	-
10-10-2142-000	Franchise Tax- IREA	26,721	47,796	39,000
10-10-2144-000	Franchise Tax- Black Hills	33,917	40,693	35,000
10-10-2146-000	Franchise Tax- Century Link	1,332	1,331	1,300
10-10-2147-000	Franchise Tax- Comcast	9	-	44,600
10-10-2149-000	Franchise Tax- Other	44,678	44,717	9
10-10-2150-000	Liquor/MMJ License Fees	6,749	5,400	6,500
10-10-2152-000	Tobacco/Other Product Tax	1,157	1,381	18,200
10-10-2154-000	Dog Licenses	250	-	-
10-10-2156-000	Hotel Occupancy Tax	30,694	23,614	30,000
10-10-2160-000	Land / Building Rents	10,099	9,576	5,000
10-10-2164-000	Court Fines	62,024	74,959	50,000
10-10-2166-000	Town OJW Surcharge	-	31	900
10-10-2167-000	State OJW Surcharge	-	-	900
10-10-2168-000	Savings / Interest	-	1,086	2,000
10-10-2170-000	Miscellaneous Income	5,714	1,477	1,000
10-10-2172-000	Insurance Income	14,136	51,490	-
10-10-2174-000	Land / Equipment Sales	-	3,170	-
10-10-2184-000	Impact Fees / Drainage	164	2,652	5,000
10-10-2186-000	FPPA matching funds (DOLA VFP)	-	-	8,000
10-10-2188-000	El Paso Co Road & Bridge	5,594	7,544	5,500
10-10-2194-000	Library Revenue	2,465	3,241	12,000
10-10-2195-000	Police Surcharge	-	-	10,000
10-10-2250-000	COVID Employer Tax Credit	-	1,657	-
10-10-3621-000	Admin Revenue	-	-	-
10-10-3641-000	Fire Revenue	2,040	-	-
10-10-3651-000	Roads Revenue	15,326	-	-
10-10-3685-000	ATL Revenue	-	-	24,270
10-19-2320-000	Interest - Loan to Water Fund	6,035	10,000	10,000
10-19-2322-000	Fund Reserve-ColoTrust	11,504	-	728,539
	Total Revenue	**$ 2,205,383**	**$ 2,299,444**	**$ 2,733,975**

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
	EXPENDITURES			
	Total Legislative	**$ -**	**$ -**	**$ -**
	General and Administrative			
	Salaries and Benefits			
10-21-3111-000	Salaries / Wages Regular	$ 120,039	75,347	$ 103,330
10-21-3112-000	Salaries / Wages Temp / Part Time	-	28,625	35,000
10-21-3113-000	Restricted Wages	-	1,872	-
10-21-3115-000	Overtime	315	1,702	1,000
10-21-3119-000	FICA Employer	8,085	6,763	6,425
10-21-3120-000	Medicare Employer	1,846	1,763	1,500
10-21-3121-000	SUTA Employer	-	-	-
10-21-3122-000	FUTA Employer	163	76	-
10-21-3124-000	Sick Leave		-	4,100
10-21-3125-000	Employee Retirement Benefits	31,855	19,720	7,200
10-21-3127-000	Insurance Premiums	293	134	6,720
10-21-3131-000	Workers Compensation	8,214	6,865	6,000
	Total Salaries and Benefits	**$ 170,810**	**$ 142,866**	**$ 171,275**
	Professional Services			
10-21-3161-000	Professional Services- Legal	$ 56,047	34,864	$ 50,000
10-21-3162-000	Professional Services- Acctg/Audit	23,520	14,837	25,000
10-21-3163-000	Professional Services- Other	30,825	2,034	28,000
10-21-3164-000	Professional Services- IT	17,019	12,523	30,000
	Total Professional Services	**$ 127,411**	**$ 64,258**	**$ 133,000**
	General Administration			
10-21-3141-000	Employee Clothing	$ 300	-	$ 800
10-21-3145-000	Employee/BOT Training	2,047	168	4,000
10-21-3149-000	Employee/BOT Travel	2,258	1,320	2,000
10-21-3151-000	Employee/BOT Per Diem	389	134	2,000
10-21-3153-000	Memberships / Registrations	6,154	4,602	6,000
10-21-3169-000	Bank Fees and Services	78	480	600
10-21-3170-000	State OJW Surcharge	-	-	900
10-21-3211-000	General (Contract) Services	14,324	28,050	20,000
10-21-3223-000	Operating Supplies	18,198	13,848	20,000
10-21-3225-000	Building Maintenance	9,001	4,894	10,000
10-21-3245-000	Utilities	18,405	16,291	18,900
10-21-3253-000	Postage	1,682	1,339	2,000
10-21-3271-000	Vehicle Repair / Maintenance	-	360	-
10-21-3275-000	Fuel	-	312	500
10-21-3281-000	Insurance	12,362	28,220	20,000
10-21-3289-000	Developer Expense	21,954	10,896	-
10-21-3291-000	Capital Improvement Bldg	-	26,824	10,000
10-21-3292-000	Capital Improvement Bldg-Other	-	-	500,000

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
10-21-3293-000	Capital Equipment	-	533	1,000
10-21-3313-000	Equipment Maintenance	338	-	1,000
10-21-3321-000	Election Expense	-	1,822	-
10-21-3333-000	Legal Notices / Recordings	1,223	1,681	5,000
10-21-3338-000	Communication	3,008	3,104	3,500
10-21-3365-000	Advertising	433	210	500
10-21-3391-000	Misc. Expenses	4,322	2,119	-
10-21-3392-000	County Treasurer Fees	7,386	9,754	10,000
	COVID Expenses	-	97,762	-
	Living Word	-	-	-
10-21-3513-000	Economic Development	-	-	2,200
10-21-3519-000	Fire Mitigation	-	-	-
10-21-1015-000	Fund Reserve Account	-	-	-
	Total General Administration	**$ 123,863**	**$ 254,723**	**$ 640,900**
	Total General Administrative Expenditures	**$ 422,085**	**$ 461,847**	**$ 945,175**
	Operations			
	Police Department Expenditures			
	Salaries and Benefits- Police Department			
10-31-3111-000	Salaries / Wages Regular	$ 106,391	131,926	$ 157,564
10-31-3112-000	Salaries / Wages Temp/Part-time	174,039	187,331	261,375
10-31-3113-000	Restricted Wages	-	37,412	-
10-31-3114-000	Restricted Benefits	-	1,216	-
10-31-3115-000	Overtime	541	2,251	1,000
10-31-3119-000	FICA Employer	10,606	14,224	17,965
10-31-3120-000	Medicare Employer	4,284	7,466	4,202
10-31-3121-000	SUTA Employer	-	-	-
10-31-3122-000	FUTA Employer	420	127	-
10-31-3123-000	FPPA	12,490	23,483	10,335
10-31-3124-000	Sick Leave	-	-	7,650
10-31-3125-000	Employee Benefits	17,155	26,555	9,450
10-31-3127-000	Insurance Premiums	189	227	20
10-31-3131-000	Workers Compensation	8,214	20,735	18,000
10-31-3133-000	FPPA Death + Disability	1,006	-	3,620
	Total Salaries and Benefits- Police Department	**$ 335,336**	**$ 452,951**	**$ 491,181**
	Professional Services- Police Department			
10-31-3161-000	Professional Services- Legal	$ 389	-	$ 1,000
10-31-3162-000	Professional Services- Acctg/Audit	9,320	14,736	8,200
10-31-3163-000	Professional Services- Other	-	-	-
10-31-3164-000	Professional Services- IT	13,521	13,890	8,000
	Total Professional Services- Police Department	**$ 23,230**	**$ 28,626**	**$ 17,200**

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
	General Administration- Police Department			
10-31-3141-000	Employee Clothing / Uniform	$ 6,012	2,998	$ 7,000
10-31-3145-000	Employee Training	1,087	4,283	2,000
10-31-3149-000	Employee Travel	741	-	750
10-31-3151-000	Employee Per Diem	180	-	200
10-31-3153-000	Memberships / Registrations	-	224	500
10-31-3160-000	Special Investigation	29	-	-
10-31-3211-000	General (Contract) Services	1,164	1,674	1,500
10-31-3223-000	Operating Supplies	4,929	7,055	4,000
10-31-3225-000	Building Maintenance	4,523	3,839	5,000
10-31-3226-000	Repair / Maintenance Supplies	-	31	1,000
10-31-3245-000	Utilities	5,444	6,056	5,500
10-31-3253-000	Postage	106	67	120
10-31-3269-000	Vehicle License / Fees	-	17	-
10-31-3276-000	Vehicle Loan- Principal	16,418	4,452	16,418
10-31-3277-000	Vehicle Loan- Interest	2,598	3,389	2,598
10-31-3271-000	Vehicle Repair / Maint	12,117	26,995	11,000
10-31-3275-000	Fuel	10,348	7,391	11,000
10-31-3281-000	Insurance	10,362	18,924	14,000
10-31-3291-000	Capital Improvement Bldg	-	-	-
10-31-3293-000	Capital Equipment	7,854	61,185	5,000
10-31-3313-000	Equipment Maintenance	354	48	500
10-31-3333-000	Publication / Legal Notices	-	-	-
10-31-3337-000	State Police Surcharge	1,766	-	-
10-31-3338-000	Communication	7,559	33,607	7,600
10-31-3365-000	Advertising	-	-	-
10-31-3391-000	Misc. Expenses	-	130	-
	COVID Expenses	-	1,055	-
	Living Word	-	992	-
10-31-3393-000	Subject Testing	266	342	500
10-31-3395-000	Emergency Management	-	-	-
	Total General Administration- Police Department	**$ 93,857**	**$ 184,755**	**$ 96,186**
	Total Police Department Expenditures	**$ 452,422**	**$ 666,332**	**$ 604,567**

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
	Fire Department Expenditures			
	Salaries and Benefits- Fire Department			
10-41-3111-000	Salaries / Wages Regular	$ 106,533	180,112	$ 278,600
10-41-3112-000	Salaries / Wages Temp/Part-time	60,698	105,070	61,000
10-41-3113-000	Restricted Wages	-	14,592	-
10-41-3115-000	Overtime	-	-	18,000
10-41-3119-000	FICA Employer	6,734	14,513	5,540
10-41-3120-000	Medicare Employer	2,602	5,200	1,300
10-41-3121-000	SUTA Employer	-	-	-
10-41-3122-000	FUTA Employer	354	443	-
10-41-3123-000	FPPA	9,735	32,302	40,000
10-41-3124-000	Sick Leave	-	-	3,700
10-41-3125-000	Employee Benefits	14,517	21,614	16,000
10-41-3127-000	Insurance Premiums	312	374	734
10-41-3131-000	Workers Compensation	8,214	17,155	15,000
10-41-3133-000	FPPA Death + Disability	496	-	6,500
	Total Salaries and Benefits- Fire Department	**$ 210,196**	**$ 391,374**	**$ 446,374**
	Professional Services- Fire Department			
10-41-3161-000	Professional Services- Legal	$ 357	104	$ 1,000
10-41-3162-000	Professional Services- Acctg/Audit	11,003	14,736	8,200
10-41-3163-000	Professional Services- Other	16,257	-	-
10-41-3164-000	Professional Services- IT	8,707	8,195	8,000
	Total Professional Services- Fire Department	**$ 36,325**	**$ 23,035**	**$ 17,200**
	General Administration- Fire Department			
10-41-3141-000	Employee Clothing / Uniform	$ 1,332	2,911	$ 6,000
10-41-3145-000	Employee Training	3,340	458	3,500
10-41-3151-000	Employee Per Diem		-	
10-41-3151-000	Employee Per Diem	-	-	-
10-41-3153-000	Memberships / Registrations	146	686	1,000
10-41-3160-000	Open	-	-	-
10-41-3211-000	General (Contract) Services	12,770	9,511	15,000
10-41-3223-000	Operating Supplies	14,171	6,467	8,000
10-41-3225-000	Building Maintenance	22,045	14,274	5,000
10-41-3226-000	Repair / Maintenance Supplies	-	7	1,000
10-41-3245-000	Utilities	6,506	7,744	6,800
10-41-3253-000	Postage	139	-	250
10-41-3269-000	Vehicle License / Fees	-	-	-
10-41-3271-000	Vehicle Repair / Maint	23,929	13,837	15,000
10-41-3275-000	Fuel	4,417	5,332	5,000
10-41-3281-000	Insurance	10,362	13,669	16,500
10-41-3291-000	Capital Improvement Bldg	-	-	-
10-41-3293-000	Capital Equipment	-	-	-

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
10-41-3313-000	Equipment Maintenance	1,234	568	1,000
10-41-3333-000	Publication / Legal Notices	-	-	-
10-41-3338-000	Communication	6,177	17,020	6,100
10-41-3351-000	Medical Equip / Supplies	920	3,475	3,000
10-41-3365-000	Advertising	-	90	-
10-41-3391-000	Misc. Expenses	-	-	-
10-41-3393-000	Subject Testing	-	-	-
10-41-3395-000	Emergency Management	-	-	-
	COVID Expenses	-	265	-
	Total General Administration- Fire Department	**$ 107,488**	**$ 96,049**	**$ 93,150**
	Total Fire Department Expenditures	**$ 354,009**	**$ 510,458**	**$ 556,724**
	Roads Department Expenditures			
	Salaries and Benefits- Roads Department			
10-51-3111-000	Salaries / Wages Regular	$ 96,394	114,498	$ 142,000
10-51-3112-000	Salaries / Wages Temp/Part-time	-	-	-
10-51-3113-000	Restricted Wages	-	-	-
10-51-3115-000	Overtime	2,098	372	1,000
10-51-3119-000	FICA Employer	6,601	7,337	8,804
10-51-3120-000	Medicare Employer	1,544	2,489	2,060
10-51-3121-000	SUTA Employer	-	-	-
10-51-3122-000	FUTA Employer	84	10	-
10-51-3124-000	Sick Leave	-	-	-
10-51-3125-000	Employee Benefits	20,490	22,112	9,100
10-51-3127-000	Insurance Premiums	180	227	880
10-51-3131-000	Workers Compensation	8,214	15,204	13,000
	Total Salaries and Benefits- Roads Department	**$ 135,605**	**$ 162,249**	**$ 176,844**
	Professional Services- Roads Department			
10-51-3161-000	Professional Services- Legal	$ -	-	$ -
10-51-3162-000	Professional Services- Acctg/Audit	9,320	14,736	8,200
10-51-3163-000	Professional Services- Other	3,352	1,576	8,000
10-51-3163-001	Professional Services- MS4	-	-	10,000
10-51-3163-002	Professional Services- Engineering	-	-	20,000
10-51-3164-000	Professional Services- IT	8,856	6,732	4,000
	Total Professional Services- Roads Department	**$ 21,528**	**$ 23,044**	**$ 50,200**

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
	General Administration- Roads Department			
10-51-3141-000	Employee Clothing / Uniform	$ 199	216	$ 500
10-51-3145-000	Employee Training	-	-	250
10-51-3149-000	Employee Travel	-	-	250
10-51-3153-000	Memberships / Registrations	-	1,279	1,066
10-51-3211-000	General (Contract) Services	13,861	24,271	20,000
10-51-3223-000	Operating Supplies	3,904	2,671	4,000
10-51-3225-000	Building Maintenance	1,676	3,107	2,000
10-51-3226-000	Shop Maintenance	-	-	-
10-51-3227-000	Road / Street Material	28,737	26,597	25,000
10-51-3229-000	Sign Parts / Supplies	729	789	1,000
10-51-3243-000	Street Lights	13,566	12,840	16,000
10-51-3245-000	Utilities	5,054	4,181	8,000
10-51-3253-000	Postage	468	-	-
10-51-3269-000	Vehicle License / Fees	34	-	-
10-51-3276-000	Vehicle Loan- Principal	14,855	4,452	4,360
10-51-3277-000	Vehicle Loan- Interest	2,350	3,389	2,174
10-51-3271-000	Vehicle Repair / Maint	7,339	4,154	6,000
10-51-3273-000	Heavy Equipment Repair	10,492	35,693	10,000
10-51-3275-000	Fuel	10,692	4,902	15,000
10-51-3281-000	Insurance	9,862	13,646	9,800
10-51-3293-000	Capital Equipment	93,847	-	31,700
10-51-3296-000	Captial Improvement Drainage	-	38,986	-
10-51-3313-000	Equipment Maintanence	-	614	-
10-51-3338-000	Communication	1,202	1,126	5,379
10-51-3365-000	Advertising	-	-	-
10-51-3391-000	Misc. Expenses	-	-	-
	COVID Expenses	-	622	-
	Living Word	-	840	-
10-51-3230-000	Dust Control	14,266	17,827	15,000
10-51-3231-000	Culverts	3,317	-	3,500
10-51-3285-000	Capital Improvement- Colo Trust	-	-	-
10-51-3294-000	Capital Improvement Buildings	-	-	-
10-51-3295-000	Capital Improvement Roads	175,637	-	175,000
10-51-3296-000	Capital Improvement-Drainage	51,169	-	3,000
10-51-3296-003	Capital Improvement Drainage-MS4	-	-	2,000
	Total General Administration- Roads Department	**$ 463,257**	**$ 202,201**	**$ 360,979**
	Total Roads Department Expenditures	**$ 620,390**	**$ 387,494**	**$ 588,023**

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
	Parks Department Expenditures			
	Salaries and Benefits- Parks Department			
10-80-3111-000	Salaries / Wages Regular	$ 13,812	161	$ -
10-80-3112-000	Salaries / Wages Temp/Part-time	-	8,287	24,000
10-80-3119-000	FICA Employer	853	484	1,488
10-80-3120-000	Employer Taxes	199	173	348
10-80-3121-000	SUTA Employer	-	-	-
10-80-3122-000	FUTA Employer	47	24	-
10-80-3124-000	Sick Leave	-	-	900
10-80-3125-000	Employee Benefits	-	-	900
10-80-3127-000	Insurance Premiums	-	-	-
10-80-3131-000	Workers Compensation	-	1,043	900
	Total Salaries and Benefits- Parks Department	**$ 14,911**	**$ 10,172**	**$ 28,536**
	Professional Services- Parks Department			
10-80-3163-000	Professional Services- Other	$ -	$ -	$ -
	Total Professional Services- Parks Department	$ -	$ -	$ -
	General Administration- Parks Department			
10-80-3141-000	Employee Clothing / Uniform	$ 115	-	$ 200
10-80-3145-000	Employee Training	-	-	250
10-80-3153-000	Memberships / Registrations	-	-	100
10-80-3211-000	General (Contract) Services	202	7,144	3,000
10-80-3223-000	Operating Supplies	3,772	3,564	3,500
10-80-3226-000	Repair / Maint Supplies	224	114	250
10-80-3245-000	Utilities	651	1,596	1,200
10-80-3253-000	Postage	-	-	-
10-80-3269-000	Vehicle License / Fees	-	-	-
10-80-3271-000	Vehicle Repair / Maint	-	34	300
10-80-3275-000	Fuel	807	-	800
10-80-3281-000	Insurance	2,500	-	-
10-80-3293-000	Capital Equipment	-	8,459	-
10-80-3313-000	Equipment Maintenance	323	1,603	1,000
10-80-3338-000	Communication	-	-	150
10-80-3365-000	Advertising	-	-	-
10-80-3370-000	Parks Committee	1,499	-	-
	COVID Expenses	-	9,971	-
	Living Word	-	61,411	-
10-80-3391-000	Misc. Expenses-Volunteers	-	-	200
	Total General Administration- Parks Department	**$ 10,093**	**$ 93,895**	**$ 10,950**
	Total Parks Department Expenditures	**$ 25,005**	**$ 104,067**	**$ 39,486**

TOWN OF PALMER LAKE

GENERAL FUND

Submitted 2021 Budget

	2019 Actual	2020 Estimated	Submitted 2021 Budget
Total Operations	$ 1,451,826	$ 1,668,350	$ 1,788,800
Total General Administrative and Operations	$ 1,873,910	$ 2,130,197	$ 2,733,975
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	$ 331,473	$ 169,247	$ -
FUND BALANCE - BEGINNING OF YEAR	$ 2,493,507	$ 3,104,881	$ 3,274,128
FUND BALANCE - ENDING OF YEAR	$ 2,824,980	$ 3,274,128	$ 3,274,128

TOWN OF PALMER LAKE

WATER FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
Account Number	**REVENUE**			
20-19-2314-000	Water Tap Fees	$ 127,400	120,000	$ 200,000
20-19-2320-000	Water Revenue	818,530	930,000	990,000
20-19-2322-000	Water Revenue Interest	4,521	1,778	4,600
20-19-2323-000	Water Reserve	-	-	-
20-19-2324-000	Water Reserve Interest	4,059	1,495	4,200
20-19-2325-000	Water Reserve Colo Trust	-	-	345,147
20-19-2326-000	Water Meter Sales / Parts	-	-	6,500
20-19-2328-000	Surcharge	-	-	-
20-19-2330-000	Late Fees	18,522	23,462	18,500
20-19-2335-000	Water Improvement Fee	41,688	52,780	42,250
20-19-2340-000	Water Loan Revenue	190,232	227,875	190,200
20-19-2360-000	Water Dept. Misc. Revenue / TANK	50,000	16,680	-
	Total Revenue	**$ 1,254,953**	**$ 1,374,071**	**$ $1,801,397**
	EXPENSES			
	General Administrative			
	Salaries and Benefits			
20-81-3111-000	Salaries / Wages Regular	$ 248,882	227,471	$ 328,500
20-81-3112-000	Salaries / Wages Temp/Part-time	-	380	$ -
20-81-3115-000	Overtime	344	1,094	-
20-81-3116-000	Vacation Payout	1,111	-	-
20-81-3119-000	FICA Employer	16,510	15,094	20,370
20-81-3120-000	Medicare Employer	3,861	5,119	4,765
20-81-3121-000	SUTA Employer	-	-	-
20-81-3122-000	FUTA Employer	131	10	-
20-81-3124-000	Sick Leave	-	-	-
20-81-3125-000	Employee Benefits	20,295	35,621	18,430
20-81-3127-000	Insurance Premiums	255	341	100
20-81-3131-000	Workers Compensation	8,214	16,045	15,000
	Total Salaries and Benefits	**$ 299,603**	**$ 301,175**	**$ 387,165**
	Professional Services			
20-81-3161-000	Professional Services- Legal	$ 16,790	1,697	$ 20,000
20-81-3162-000	Professional Services- Acctg/Audit	9,320	14,736	9,500
20-81-3163-000	Professional Services- Other/Engineering,etc	-	-	40,000
20-81-3164-000	Professional Services- IT/Water billing	55,047	35,502	30,000
	Total Professional Services	**$ 81,158**	**$ 51,935**	**$ 99,500**
	General Administrative			
20-81-3141-000	Employee Clothing	$ 446	247	$ 500
20-81-3145-000	Employee Training	1,327	-	3,000
20-81-3149-000	Employee Travel	175	-	200
20-81-3153-000	Memberships / Registrations	8,255	9,953	8,300
20-81-3167-000	Payment Processing	-	-	10,037
20-81-3169-000	Bank Fees and Services	455	140	460
20-81-3211-000	General (Contract) Services	10,280	7,248	11,000
20-81-3245-000	Utilities	105,528	117,521	115,000

TOWN OF PALMER LAKE

WATER FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
20-81-3253-000	Postage	4,754	8,958	7,000
20-81-3281-000	Insurance	9,862	17,153	10,000
20-81-3333-000	Publication / Legal Notices	-	522	500
20-81-3338-000	Communication	5,749	2,036	5,500
	COVID Expenses	-	9,893	-
	Living Word	-	75,937	-
20-81-3391-000	Misc. Expenses	2,451	1,535	800
20-81-3395-000	Emergency Management (Electric Siren)	-	-	-
	Total Administration	$ 149,281	$ 251,143	$ 172,297
	Total General Administrative	**$ 530,042**	**$ 604,253**	**$ 658,962**
	Operations			
20-81-3276-000	Vehicle Loan- Principal	$ 7,818	4,452	$ 7,820
20-81-3277-000	Vehicle Loan- Interest	1,237	3,389	1,240
20-82-3223-000	Operating Supplies - Treatment	45,961	64,447	25,000
20-82-3224-000	Operating Supplies - Distribution	-	-	15,000
20-82-3225-000	Building Maintenance	440	3,223	1,000
20-82-3226-000	Repairs/ Maintenance Supplies - Treatment	17,320	31,734	40,000
20-82-3227-000	Repairs/ Maintenance Supplies - Distribution	-	-	12,500
20-82-3233-000	Water Meters / Replacements	14,166	-	5,000
20-82-3234-000	Water Meters / Supplies & Repairs	-	-	5,000
20-82-3269-000	Vehicle License / Fees	8	-	-
20-82-3271-000	Vehicle Repair / Maint	6,229	5,652	6,000
20-82-3275-000	Fuel	5,748	4,770	6,000
20-82-3291-000	Capital Improvement Bldgs.	-	-	-
20-82-3292-000	Capital Improvement- Water	-	126,643	700,000
20-82-3293-000	Capital Equipment / TANK	333,678	1,465	-
	Capital Equipment/IT	12,998	-	-
20-82-3294-000	Water Line Repair	7,564	8,720	100,000
20-82-3313-000	Equipment Maintenance	20,419	51,835	23,000
20-82-3338-000	Communications	1,460	-	1,550
20-82-3411-000	Reservoirs / Dam Maintenance	9,781	150,802	10,000
20-82-3431-000	Water Quality Tests	25,161	23,950	26,000
20-82-3900-000	Depreciation Expense	-	-	-
20-81-3600-000	Fund Reserve Account	-	-	-
	Total Operations	**$ 509,989**	**$ 481,082**	**$ 985,110**
	Total Administrative and Operations	**$ 1,040,031**	**$ 1,085,334**	**$ 1,644,072**

TOWN OF PALMER LAKE

WATER FUND

Submitted 2021 Budget

		2019 Actual	2020 Estimated	Submitted 2021 Budget
	Debt Service			
20-81-3400-000	CWRPDA 2009 Principal	$ 83,916	102,212	$ 83,916
20-81-3401-000	CWRPDA 2009 Interest	20,775	23,753	20,775
20-81-3405-000	CWRPDA 2018 Principal	26,872	56,047	26,872
20-81-3406-000	CWRPDA 2018 Interest	15,762	25,756	15,762
20-81-3426-000	General Fund Loan - Interest	6,035	-	10,000
	Total Debt Service	**$ 153,360**	**$ 207,768**	**$ 157,325**
	Total Expenditures	**$ 1,193,391**	**$ 1,293,102**	**$ $1,801,397**
	EXCESS OF REVENUE OVER (UNDER) EXPENSES	**$ 61,562**	**$ 80,969**	**$ -**
	OTHER FINANCING SOURCES			
	Loan from General Fund	$ 500,000	-	$ -
	Total Other Financing Sources	**$ 500,000**	**$ -**	**$ -**
	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES (USES)	**$ 561,562**	**$ 80,969**	**$ -**
	FUND BALANCE - BEGINNING OF YEAR	**$ 218,159**	**$ 1,012,001**	**$ 1,092,969**
	FUND BALANCE - ENDING OF YEAR*	**$ 779,721**	**$ 1,092,969**	**$ 1,092,969**

TOWN OF PALMER LAKE

Conservation Trust Fund

Submitted 2021 Budget

Account Number	Description	2019 Actual	YTD Actual 10/31/2020	Submitted 2021 Budget
	REVENUE			
50-10-2160-000	Carry Over	$ -	$ -	$ 30,000
50-10-2170-000	Miscellaneous Income - CTF	-	-	-
50-10-2180-000	Donations	-	-	-
50-10-2210-000	Conservation Trust Interest	-	65	-
50-10-2235-000	GOCO Grant	-	-	-
50-10-2410-000	State Shared Revenue	31,699	27,090	19,507
	Total Revenue Conservation Trust	**$ 31,699**	**$ 27,155**	**$ 49,507**
	EXPENDITURES			
	Administrative			
	Salaries and Benefits			
50-30-3111-000	Salaries / Wages Regular	$ 12,136	$ 134	$ -
50-30-3112-000	Salaries / Wages Temp/Part-time	-	14,095	24,000
50-30-3119-000	FICA Employer	752	868	1,488
50-30-3120-000	Medicare Employer	176	253	348
50-30-3121-000	SUTA Employer	-	-	-
50-30-3122-000	FUTA Employer	36	46	-
50-30-3211-000	Workers Compensation	-	-	-
	Total Salaries and Benefits	**$ 13,100**	**$ 15,396**	**$ 25,836**
	Administrative			
50-30-3141-000	Employee Clothing / Uniforms	$ -	$ -	$ -
50-30-3163-000	Consultant Services	-	-	-
50-30-3211-000	General (Contract) Services	10,222	-	-
50-30-3223-000	Operating Supplies / Materials	3,772	374	4,000
50-30-3226-000	Repair / Maintenance Supplies	341	343	2,500
50-30-3245-000	Utilities	1,223	851	1,000
50-30-3253-000	Postage	-	-	-
50-30-3275-000	Fuels / Lubricants	-	-	234
50-30-3281-000	Insurance	-	-	-
50-30-3293-000	Capital Improvements	4,840	11,005	15,937
50-30-3313-000	Equipment Maintenance	323	-	-
50-30-3525-000	Pedestrian Bridge	40,000	-	-
	Total General Administration	**$ 60,721**	**$ 12,573**	**$ 23,671**
	Total General Administrative	**$ 73,821**	**$ 27,969**	**$ 49,507**
	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	**$ (42,122)**	**$ (813)**	**$ -**
	BEGINNING FUND BALANCE	**$ 87,453**	**$ 45,331**	**$ 44,518**
	ENDING FUND BALANCE	**$ 45,331**	**$ 44,518**	**$ 44,518**

TOWN OF PALMER LAKE
GRANT & DONATION FUNDS

		Proposed		
		2019	2020	2021
		Actual	Estimated	Budget
Account Number	**Description**			
	REVENUE			
10-10-2180-000	Donations/Restricted Donation for Police ($30,000 in 2020)	1,330		-
10-10-2186-000	FPPA Matching Funds	-		14,000
10-10-2190-000	GOCO Grant	102,124		-
10-10-2190-003	CARES Act Funding	-		-
10-10-2191-000	Fire Mitigation Grant	-		50,000
10-10-2192-000	DOLA Grant	12,197		360,000
10-10-2235-000	Douglas Grants	124,753		-
10-10-3631-000	Police Donations/Grants	7,455	60,001	15,000
10-10-3680-000	Parks Donations/Grants	12,504		1,000
	Total Revenue	**$ 260,363**	**$ 60,001**	**$ 440,000**
	EXPENDITURES			
	General and Administrative			
10-21-3517-000	FEMA Grant Expenses	-		-
10-21-3523-001	Pedestrian Bridge Expense	578,825		-
10-21-3523-000	Grants Expense- DOLA / GOCO	29,430		360,000
	Total General Administrative Expenditures	**$ 608,255**	**$ -**	**$ 360,000**
	Police Department Expenditures			
10-31-3523-000	Grants Expense	-		15,100
		$ -	**$ -**	**$ 15,100**
	Fire Department Expenditures			
10-41-3523-000	Grants Expense	-		-
	Total Fire Department Expenditures	**$ -**	**$ -**	**$ -**
	Roads Department Expenditures			
10-51-3519-000	RMB SRTS Grant	-	-	-
10-51-3523-000	Grants Expense- Douglas	593,007	-	13,900
	Total Roads Department Expenditures	**$ 593,007**	**$ -**	**$ 13,900**
	Parks Department Expenditures			
10-80-3215-000	Parks Committee (donations)	-		1,000
10-80-3314-000	Fire Mitigation CUSP	-		50,000
10-80-3523-000	Grants Expense	-		-
	Total Parks Department Expenditures	**$ -**	**$ -**	**$ 51,000**
	Water Department Expenditures	-		-
20-81-3523-000	Grant Expense- DOUG	-		-
	Total Water Department Expenditures	**$ -**	**$ -**	**$ -**
	Total Operations	**$ 1,201,262**	**$ -**	**$ 440,000**
	Total Operations	**$ 1,201,262**	**$ -**	**$ 440,000**

TOWN OF PALMER LAKE
GRANT & DONATION FUNDS

	2019 Actual	2020 Estimated	Proposed 2021 Budget
EXCESS OF REVENUE OVER (UNDER)			$ -
EXPENDITURES AND OTHER FINANCING USES	$ (940,900)	$ 60,001	$ -
FUND BALANCE - BEGINNING OF YEAR	$ -	$ (940,900)	$ 440,000
FUND BALANCE - ENDING OF YEAR	$ (940,900)	$ (880,899)	$ 440,000

Town of Palmer Lake Monthly Water Usage

Month November
Year 2020

	Gallons	Acre Ft
Surface Water	3,041,000	9.33
Well A2	0	0
Well D2	1,850,000	5.68
Total	4,891,000	15.01
Avg. Gal/Day	163,000	0.5

Glen Park Resevoir Down 3 Ft 114.1 Af Remaining

Dawn Collins

From: Jason D.
Sent: Monday, November 30, 2020 10:19 AM
To: Dawn Collins
Subject: Nov. Rds Report

Follow Up Flag: Follow up
Flag Status: Flagged

Graded roads
Patched Potholes
Replaced and repaired street signs
Cleaned out drainage ditches
Cut brush to keep ROW clear
Continuing on paperwork to close out Douglas Ave Project
Worked with John Chavez for MS4 permit requirements.
Sanded icy roads
Planned and worked on 2021 budget
Received FHWA approval for Upper Glenway St. grant in fiscal years '23 and '24
Preformed routine maintenance on equipment
Assisted Water Dept. on a water break

Jason Dosch
Roads Dept. Supervisor
Town of Palmer Lake
719-499-3030

November Department Monthly Report

	Parks Department
Date	Meeting Date December 2020
Contact	Your Name: Reid Wiecks
Summary	
1.	Meetings with Town management re: 2021 budget for Parks 11/10 (2)
2.	Prepping area for Centennial Park swings (4)
3.	Parks Commission meeting 11/16 (15)
4.	Planning needs for Res. TH porta potty site 11/18 (2)

5. Putting up Christmas lights on the pedestrian bridge and along rte 105 (7)
6. Paperwork for Christmas lights contest (2)
7. Recording minutes, agendas, other reports (5)
8. Litter and trash pick-up around the Lake (4)
9. Disc golf course planning, budgeting, and maintenance (28)
10. Donation box collections (1)

Total volunteer hours (70)

Board of Trustees Summary Sheet

	Police
Title	**Monthly Report**
Action	N/A
Date	11/1-11/30/2020
Contact	J. Vanderpool
Summary	In the Month of November 2020, the PLPD conducted 137 traffic stops and issued 30 citations. Also, in the month of August, Officers have written 6 parking violation and towed 3 vehicles in violation of the new no parking ordinance and handled 2 traffic accidents. 3 Criminal Summons' and 1 Ordinance Violation Summons were issued.
Training	Officers attended different trainings to include CIT, and Building clearing.
Photographs	The attached Photograph(s) is/are of Damage to the fencing at the Reservoir.
Other Actions	Officers handled numerous other calls this month, to include 1 Criminal Trespass Auto case, 2 Theft cases, 1 Burglary cases, 2 assault cases, 1 Criminal Trespass case, 2 Theft cases and 1 Warrant service was also completed.
Active investigations	The Officers from the PLPD are actively investigating all of the Burglary, Assaults and Domestic Violence, as the suspect is still outstanding.
Calls for service	Officers responded to 415 calls for service this month. 340 of these calls were in the Town of Palmer Lake, 75 were outside of town.

Location
Latitude: 39.1094039300 / Longitude: -104.9420039100
Tags: None
Retention: Scheduled for deletion (US/Mountain): Fri Apr 30, 2021 10:32
PDF Printout: Generated by Jason Vanderpool on Thu Dec 03, 2020 08:27:48

Location
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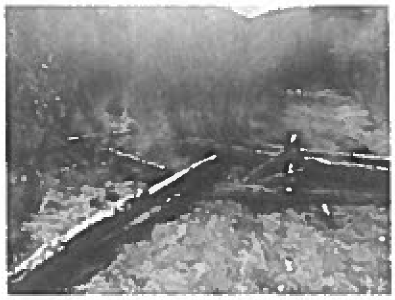
Tags: None
Retention: Scheduled for deletion (US/Mountain): Fri Apr 30, 2021 10:32
PDF Printout: Generated by Jason Vanderpool on Thu Dec 03, 2020 08:27:48



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PDF Printout: Generated by Jason Vanderpool on Thu Dec 03, 2020 08:27:48

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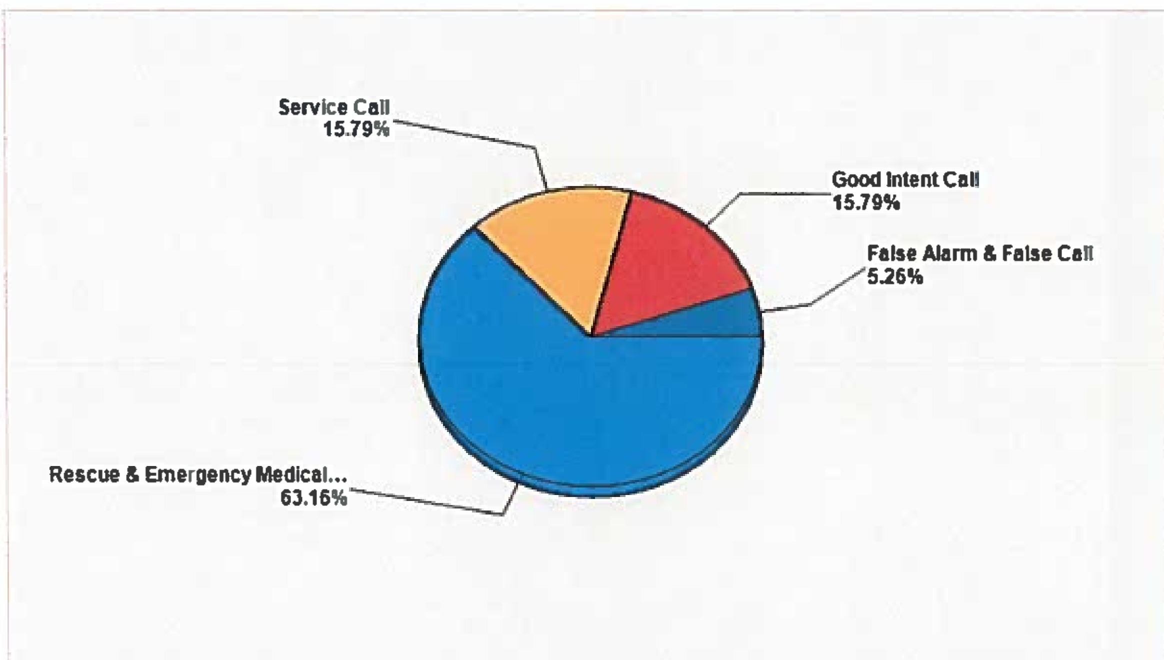
PDF Printout: Generated by Jason Vanderpool on Thu Dec 03, 2020 08:27:48

TOWN OF
Palmer Lake
est. 1889

Board of Trustees Summary Sheet

Title	**Palmer Lake Fire Department**
Action	To provide the most professional and highest level of emergency and prevention services to the citizens and visitors of the Town of Palmer Lake
Date	12/01/2020
Contact	Christopher McCarthy, Fire Chief
Summary	



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	12	63.16%
Service Call	3	15.79%
Good Intent Call	3	15.79%
False Alarm & False Call	1	5.26%
TOTAL	19	100%

	Significant Events: The Fire Protective successfully hosted the annual chili supper as a drive through event and the family of Chris and Adriana Pogar won the raffle to light the star. **Training:** EMS: Case Study and Protocol review, Medical and Trauma scenarios Fire: Firefighter I Academy, Live Fire Training, Fire Instructor I, II and III, Fire Officer I and II, Firefighter Skills, MAYDAY, Forcible Entry, Ventilation, and Wildland Training. Total: 141.0 hours
Issues	None at this time
Budget Implications	None at this time
Other Issues	None at this Time
Motion