**05/23 Report**

The PPLD will install an ADA door opener for the main entrance to the library, approximately $4000 and PPLD will cover the cost. The interior restroom door does not warrant enough weight to require an opener. I wanted to confirm you agree with the install.

DOLA has awarded the $25,000 planning funds for the critical issues of the land use code (subdivision and zoning code – which will get combined to land use regulations). We are working with DOLA for the set up and the next step is an RFP for the work.

PC has a rough draft of the Sign Code that they directed a review by CMI (current consultant planner) and complete illustrations.

The reservoir road damage from the heavy rains was repaired and as of this morning, it is re-opened. There is some new erosion but nothing that impacts walkers on the roadway.

Revenue has been reported for new retail stores and the May financials – which we will see the end of June – should be more telling.

At your tabletop is a memo describing the requirement of the state for a special event sales tax permit vendors are required to have on-site – good for 2 years. This will become part of the special event application packet.

At your tabletop is Town department graphics we will move forward with, noting the common image of the range with a star and each department varies slightly with new graphic for Public Works/Utilities (one look due to sharing vehicles).

Reminder: ER master plan workgroup has a *scheduled* kickoff meeting on Wed., 6/14 at TH at 1p.

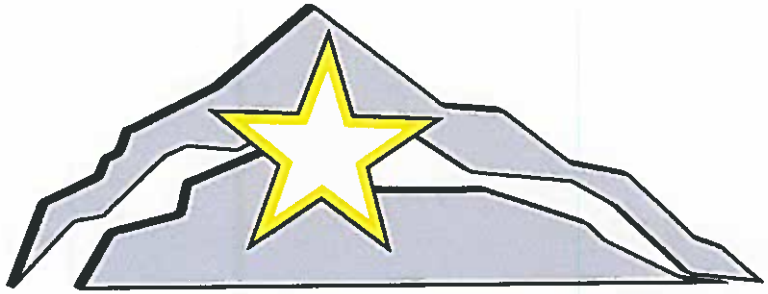
WATTS UPFITTING

# PROOF

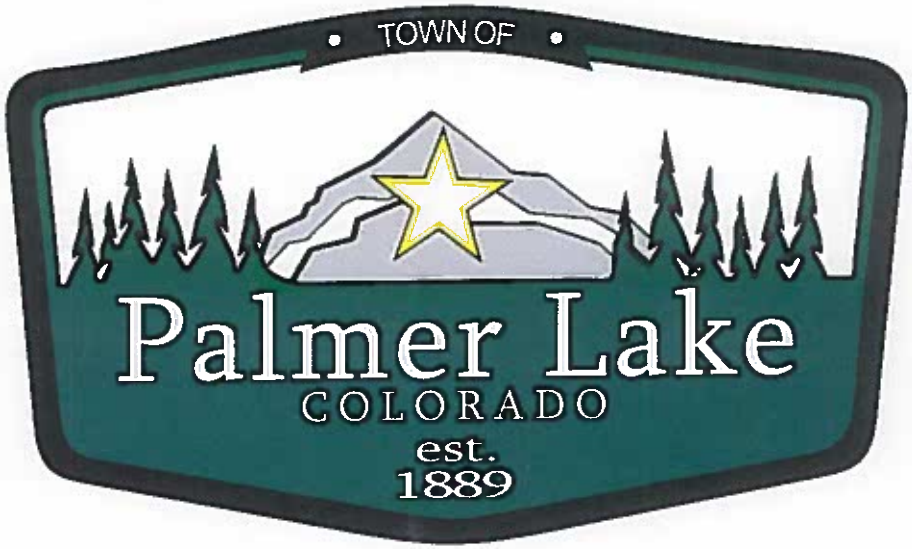
**Work Order#**

Please review your design and email back or call with any changes
If proof looks good, email back confirmation so we can begin production

**Year:** **Material:**
**Make:**
**Model:**



Town of Palmer Lake




**Comments:**

**Signature:**

**Approval Date:**

WATTS UPFITTING

# PROOF

## Work Order#

Please review your design and email back or call with any changes.
If proof looks good, email back confirmation so we can begin production.

**Year:** 2023
**Make:** Chevy
**Model:** Silverado 1500
**Material:**



PALMER LAKE

**Comments:**

**Signature:**

**Approval Date:**

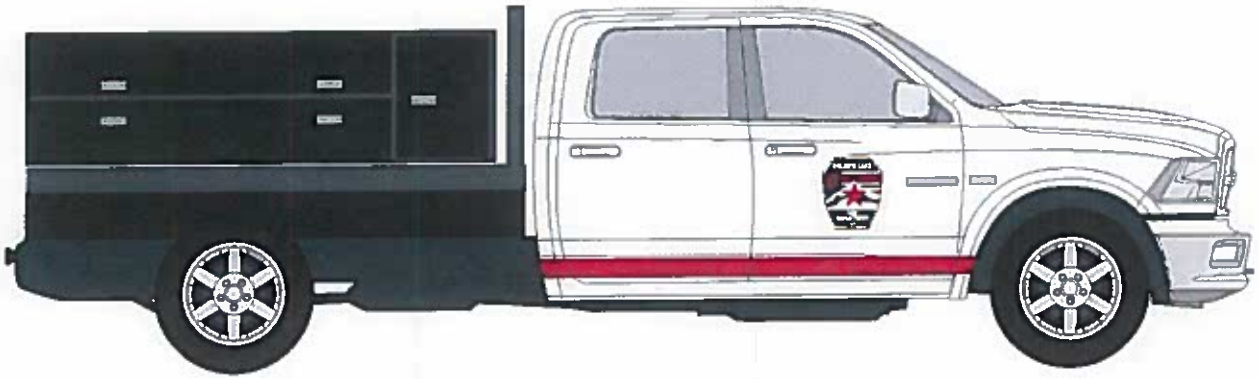
WATTS UPFITTING

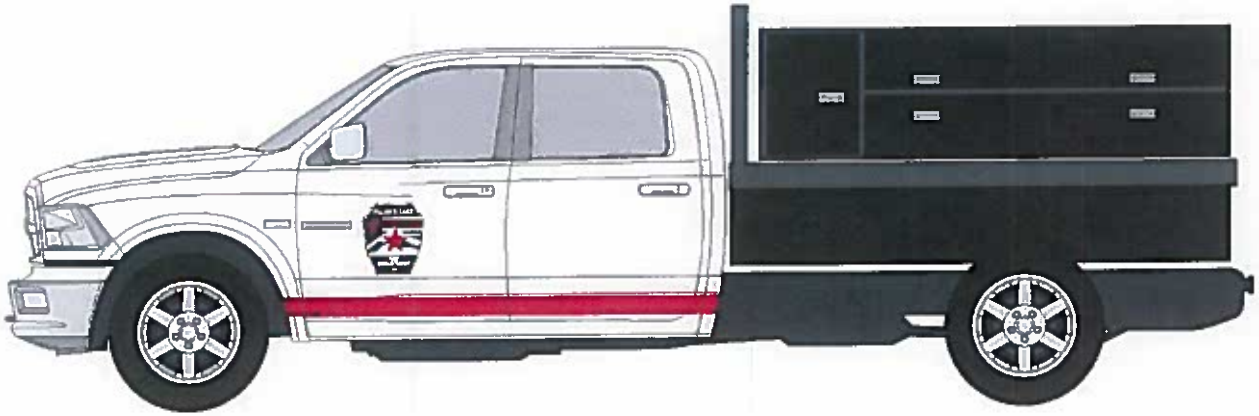
# PROOF

## Work Order# 3201

Please review your design and email back or call with any changes.
If proof looks good, email back confirmation so we can begin production

**Year:** 2012 **Material:** IJ680
**Make:** Dodge
**Model:** Ram 5500





**Comments:**

**Signature:**

**Approval Date:**

# Administrative Memo

Date: May 25, 2023

To: Dawn Collins, Town Administrator/Clerk

From: Julia Stambaugh, Deputy Town Clerk

Subject: Special Event Sales Tax License

---

Our office was informed that the State of Colorado has begun enforcing their state statute requiring vendors selling goods at fairs, festivals, bazaars, etc., to obtain a Special Event Sales Tax License. Click here to view CRS 39-26-103(b.5)(I) Sales Tax Licensing – Special Sales Event.

A per event license for $8, or a $16 multiple events license, good for two years, can be purchased. The cost is prorated by increments of 6 months. There is a fillable application online. The vendor must complete the DR-0589 application, which can be found on the Colorado Dept. of Revenue website: Special Event License | Department of Revenue - Taxation (colorado.gov). They can either mail in the signed application with payment, or they can visit one of the State's Taxpayer Service Centers. See instructions below.

> "Bring the completed DR 0589 Special Event Sales Tax Application along with a valid picture ID (see ID Requirements) and a check or money order for the applicable license fees to a service center location listed. You will receive your license during your visit."
>
> **Denver Metro** 1881 Pierce St - Entrance B Lakewood CO 80214
>
> **Colorado Springs** 2447 N Union Blvd Colorado Springs CO 80909
>
> **Pueblo** 827 W 4th St Suite A Pueblo CO 81003
>
> **Fort Collins** 3030 S College Ave Fort Collins CO 80525
>
> **Grand Junction** 222 S 6th St – 2nd Floor Grand Junction CO 81501
>
> Locations and hours of operation subject to change, please visit the DOR taxation website at Tax.Colorado.gov, click on Contact Us or call 303-238-SERV (7378)."

We have taken steps to contact all vendors involved in any upcoming special events to inform them of the issue. We will also incorporate into our applications the links to the Colorado Dept. Revenue's webpage for the requirements and the DR-0589 application. We will also include the subject in our department meetings with the special event coordinators.

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

| | | |
|---|---|---|
| **DATE:** May 25, 2023 | **ITEM NO.** | **SUBJECT:** Review and Direction on Issues Relating to New Trail<br>***REVISED*** |
| **Presented by:**<br>Town Administrator /Clerk | | |

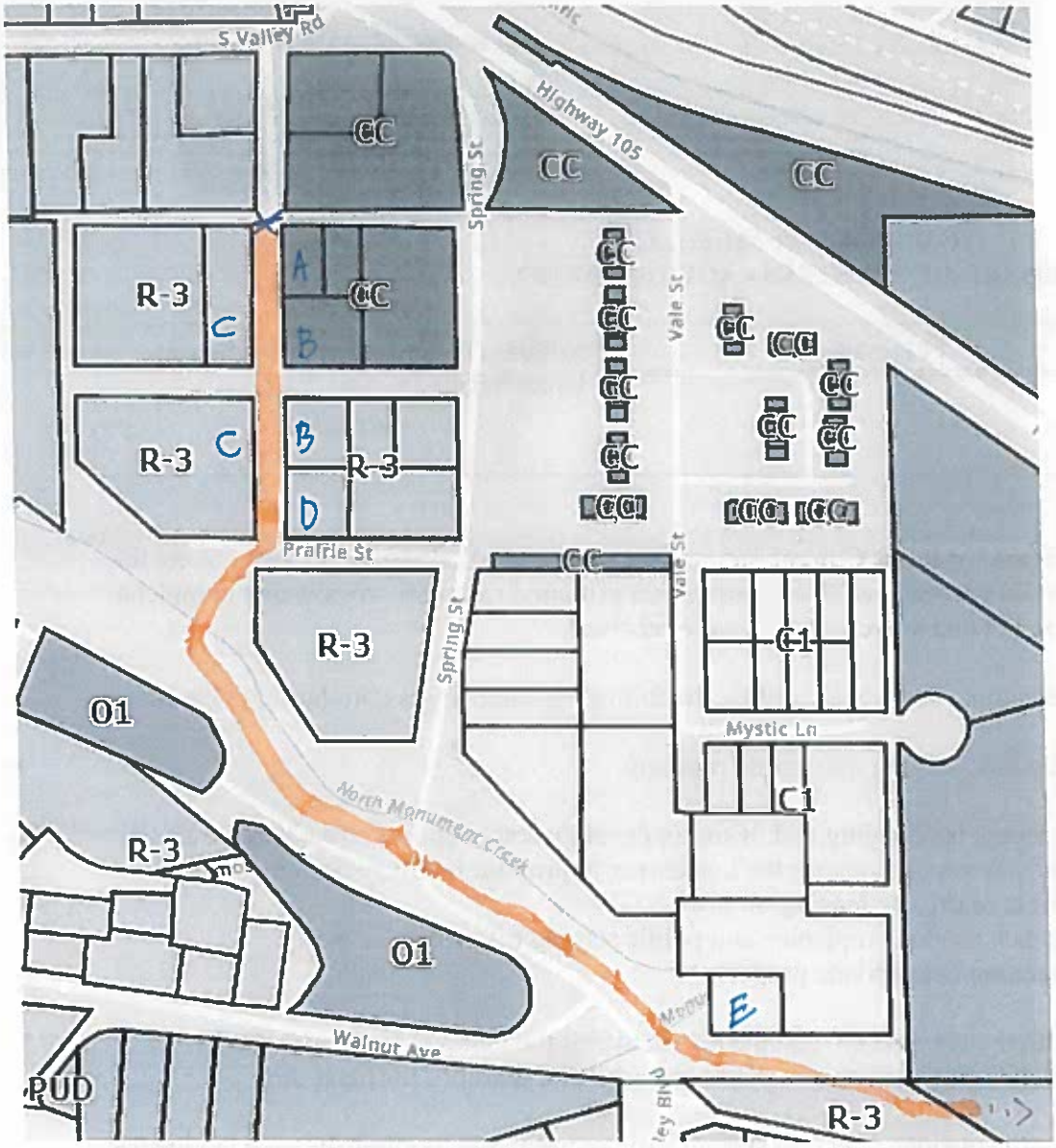
Following the Board authorization for Parks Commission to create a new trail along Kent ROW, along the creek and onto the Elephant Rock property, a 30-day notice was provided for public review and comment. Abutting property owners were noticed and comments were received.

Trustee Farr may speak to these concerns as well, noting the following landowners correlating to the map –

A) Concern of safety and public staying off private property
B) Concern of access
**Note that no ROW access is changing and, if future development proposes a roadway, town has adopted 2021 EPC roadway regulations for the landowner to propose roadway design.
C) Concern of encroachment of private fencing on town ROW
D) Concern of current setback not in compliance and public staying off private property
E) Concern of trail encroaching near private property

Note: nothing has changed with the town ROW and the alternative of the undeveloped town ROW becoming developed roadway will place not only walkers but vehicular and foot traffic at the

Staff suggestion is that the Board consider directing staff to explore individual options for each landowner and bring those back to the Board for respective action (ie., encroachment agreement).


S Valley Rd
Highway 105
CC
CC
CC
Spring St
R-3
A
CC
B
C
R-3
C
B
R-3
D
Prairie St
Vale St
CC
CC
CC
CC
CC
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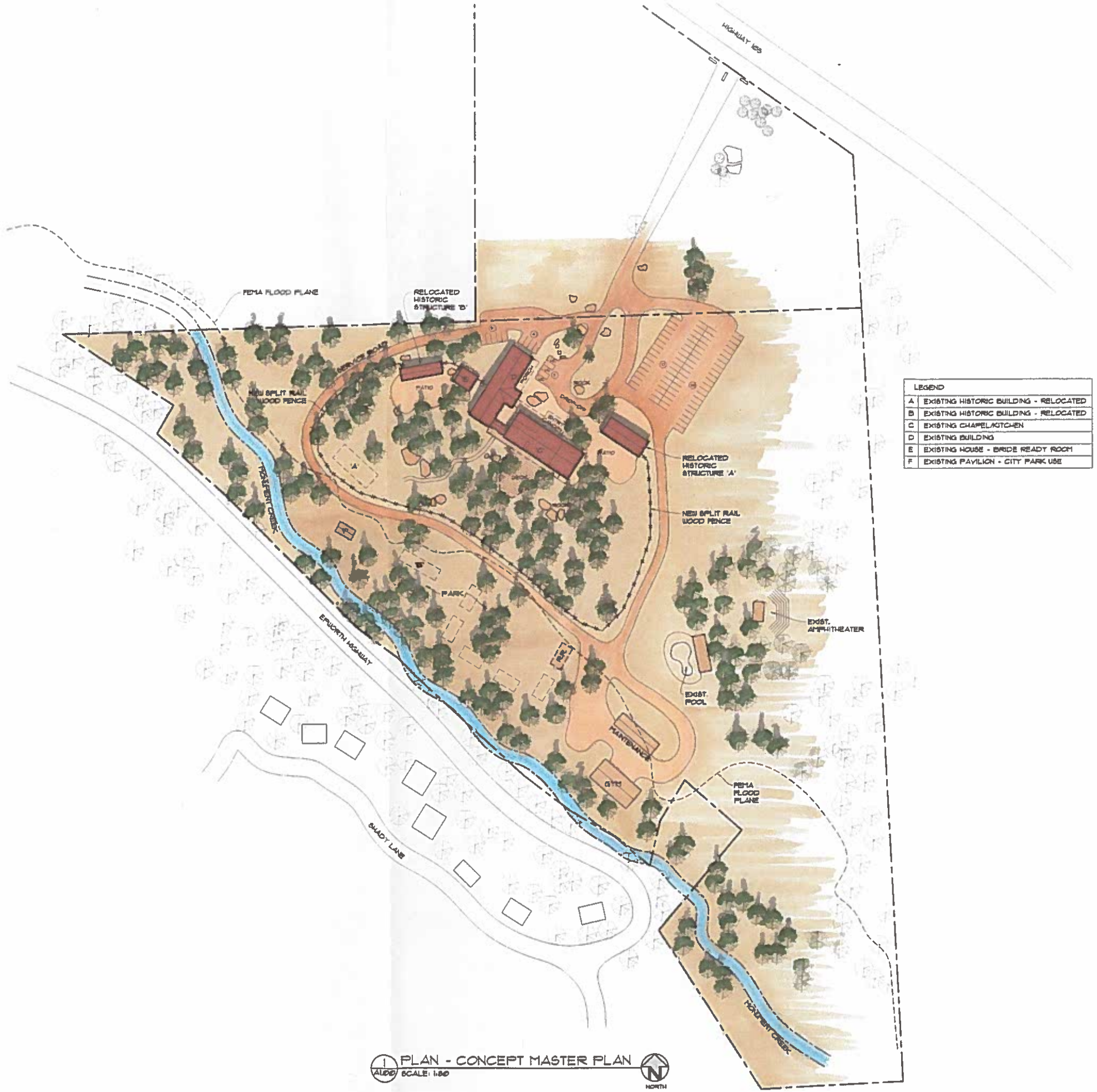
CC
CC
CC
CC
CC
CC
CC
Vale St
CC
R-3
Spring St
C-1
O1
Mystic Ln
C1
North Monument Creek
R-3
O1
E
Walnut Ave
PUD
R-3

| sales | Projected Revenue | forecasted rent | | forecasted sales tax | total yearly revenue | |
|---|---|---|---|---|---|---|
| year one | $ 750,000.00 | $ 15,000.00 | 2% | $ 52,500.00 | $ 67,500.00 | year 1 |
| year 2 | $ 950,000.00 | $ 19,000.00 | 2% | $ 66,500.00 | $ 85,500.00 | year 2 |
| year3 | $ 1,045,000.00 | $ 26,125.00 | 2.50% | $ 73,150.00 | $ 99,275.00 | year3 |
| year 4 | $ 1,149,500.00 | $ 28,737.50 | 2.50% | $ 80,465.00 | $ 109,202.50 | year 4 |
| year 5 | $ 1,264,450.00 | $ 37,933.50 | 3% | $ 88,511.50 | $ 126,445.00 | year 5 |
| year 6 | $ 1,327,672.00 | $ 39,830.16 | 3% | $ 92,937.04 | $ 132,767.20 | year 6 |
| year 7 | $ 1,394,056.00 | $ 48,791.96 | 3.50% | $ 97,583.92 | $ 146,375.88 | year 7 |
| year8 | $ 1,463,758.00 | $ 51,231.53 | 3.50% | $ 102,463.06 | $ 153,694.59 | year8 |
| year 9 | $ 1,536,946.00 | $ 61,477.84 | 4% | $ 107,586.22 | $ 169,064.06 | year 9 |
| year 10 | $ 1,613,794.00 | $ 64,551.76 | 4% | $ 112,965.58 | $ 177,517.34 | year 10 |
| | 10 year | $ 392,679.25 | | $ 874,662.32 | | |

10 year projection to the town $ 1,267,341.57




| LEGEND | |
|---|---|
| A | EXISTING HISTORIC BUILDING - RELOCATED |
| B | EXISTING HISTORIC BUILDING - RELOCATED |
| C | EXISTING CHAPEL/KITCHEN |
| D | EXISTING BUILDING |
| E | EXISTING HOUSE - BRIDE READY ROOM |
| F | EXISTING PAVILION - CITY PARK USE |

1 ALDEF PLAN - CONCEPT MASTER PLAN
SCALE: 1:80

NORTH

nelson ▫ ross ARCHITECTS

CONCEPT MASTER PLAN

# Elephant Rock Event Center - Concept Master Plan

290 CO-105
PALMER LAKE, COLORADO 80133

DRN. BY: L. ROSS

REVISIONS:

ISSUE DATE: 04-24-2023

SHEET:

CMP

# TOWN OF PALMER LAKE

## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL

## WATER ENTERPRISE FUND

For the Four Months Ended April 30, 2023

UNAUDITED

| | 2023 Adopted Budget | Actual | Variance Favorable (Unfavorable) | Percent of Budget (YTD 33%) |
|---|---|---|---|---|
| **REVENUE** | | | | |
| Water Revenue | $ 1,156,000 | $ 367,320 | $ (788,680) | 32% |
| Water Fees | 55,000 | 18,628 | (36,372) | 34% |
| Water Taps | 100,000 | 8,271 | (91,729) | 8% |
| Late Fees/ Service Fees | 14,000 | 6,098 | (7,902) | 44% |
| Water Meters | 3,000 | 650 | (2,350) | 22% |
| ARP Funds | 259,238 | 26,019 | (233,219) | 10% |
| Interest | 14,000 | 9,277 | (4,723) | 66% |
| Miscellaneous | 10,200 | 730 | (9,470) | 7% |
| Total Revenue | $ 1,611,438 | $ 436,993 | $ (1,174,445) | 27% |
| **EXPENDITURES** | | | | |
| Salaries and Benefits | $ 562,906 | $ 122,300 | $ 440,606 | 22% |
| Professional Services | 183,225 | 28,990 | 154,235 | 16% |
| Administrative | 200,570 | 61,325 | 139,245 | 31% |
| Operations | 222,270 | 27,527 | 194,743 | 12% |
| Capital | 259,238 | 26,019 | 233,219 | 10% |
| Debt Service | 183,229 | 86,570 | 96,659 | 47% |
| Total Expenditures | $ 1,611,438 | $ 352,731 | $ 1,258,707 | 22% |
| **EXCESS OF REVENUE OVER (UNDER) EXPENDITURES** | $ - | $ 84,262 | $ 84,262 | |
| **FUNDS AVAILABLE - BEGINNING OF YEAR -estimated** | | $ 818,331 | | |
| **FUNDS AVAILABLE - END OF YEAR** | | $ 902,593 | | |
| **Less:** | | | | |
| Restricted: | | | | |
| Operating Reserve - 3 months (CWR&PDA Loan Requirement) | | (236,018) | *Note 1* | |
| Water Loan Reserve | | (204,149) | | |
| Water Reserve - 2010 | | (184,275) | $233,000 | |
| **FUNDS AVAILABLE - END OF YEAR - Unrestricted** | | $ 278,151 | | |

$60,000

$160,000

?

***Note 1: A 12 Month Operating Reserve would be Optimum***

# TOWN OF PALMER LAKE

## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL

## WATER ENTERPRISE FUND

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| Water Loan Reserve | | (204,149) | | |
| Water Reserve - 2010 | | (184,275) | | |
| **FUNDS AVAILABLE - END OF YEAR - Unrestricted** | | $ 278,151 | | |

$60,000

$160,000

$233,000

?

***Note 1: A 12 Month Operating Reserve would be Optimum***

# 2022 Water
# Month Over Month
# & 2022 (Year End) Balance

| SOURCE | From Monthly Financial Reports | | | | From Submitted 2023 Budget |
|---|---|---|---|---|---|
| | Sep YTD | Oct YTD | Nov YTD | Dec YTD | 2022 Balance |
| **REVENUE** | | | | | |
| 2314 Water Taps (2314) | 54,222 | 54,222 | 54,222 | 54,222 | 84,521 |
| 2320 Water Revenue (2320 & 2340**) | 886,688 | 987,783 | 1,079,971 | 1,168,286 | 1,149,368 |
| 2322 Interest (2322 & 2324) | 2,944 | 4,700 | 6,984 | 9,113 | 8,000 |
| 2323 | | | | | |
| 2324 | | | | | |
| 2325 ARP Funds | | | | | 248,000 |
| 2326 Water Meters (2326) | 1,950 | 1,950 | 1,950 | 1,950 | 2,000 |
| 2328 | | | | | |
| 2330 Late Fees (2330) | 15,064 | 16,655 | 18,390 | 20,074 | 16,644 |
| 2335 Water Fees (2335 & 2340*) | 40,603 | 45,151 | 49,700 | 54,250 | 54,005 |
| 2340 | | | | | |
| 2360 Miscellaneous (2360) | 525 | 525 | 525 | 525 | 525 |
| TOTAL REVENUE | 1,001,996 | 1,110,986 | 1,211,742 | 1,308,420 | 1,563,063 |
| *monthly difference* | | 108,990 | 100,756 | 96,678 | |
| | | | | | |
| **EXPENSES** | | | | | |
| Salaries and Benefits | 302,578 | 330,661 | 358,967 | 414,662 | 529,511 |
| Professional Services | 98,060 | 104,647 | 140,440 | 148,271 | 152,151 |
| General Administrative | 198,725 | 167,047 | 185,484 | 195,030 | 175,806 |
| Operations | 264,877 | 191,557 | 98,767 | 110,705 | 216,053 |
| Capital | | 154,390 | 23,489 | 83,661 | 306,401 |
| Debt Service | 103,070 | 189,639 | 194,639 | 194,639 | 183,140 |
| TOTAL EXPENSES | 967,310 | 1,137,941 | 1,001,786 | 1,146,968 | 1,563,062 |
| *monthly difference* | | -73,320 | -92,790 | 11,938 | |

| | | | | | |
|---|---|---|---|---|---|
| **Excess of Revenue Over (Under) Expenses** | 34,686 | -26,955 | 209,956 | 161,452 | 1 |
| | | | | | |
| **Funds Available BOY** | 656,879 | 656,879 | 656,879 | 656,879 | |
| **Funds Available EOY – total** | 691,565 | 629,924 | 866,835 | 818,331 | |
| | | | | | |
| | -236,018 | -236,018 | -236,018 | -236,018 | |
| | -199,052 | -199,595 | -200,224 | -200,956 | |
| | -178,710 | -179,709 | -180,732 | -181,393 | |
| | | | | | |
| **Funds Available EOY – unrestricted** | 77,785 | 14,602 | 249,861 | 199,964 | |

mmb

As of 20 Feb 2023

# TOWN OF PALMER LAKE

## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL

## WATER ENTERPRISE FUND

For the Twelve Months Ended December 31, 2022

UNAUDITED

| | 2022 Adopted Budget | Actual | Variance Favorable (Unfavorable) |
|---|---|---|---|
| **REVENUE** | | | |
| Water Revenue | $ 1,198,500 | $ 1,168,286 | $ (30,214) |
| Water Fees | 71,957 | 54,250 | (17,707) |
| Water Taps | 200,000 | 54,222 | (145,778) |
| Late Fees/ Service Fees | - | 20,074 | 20,074 |
| Water Meters | 6,500 | 1,950 | (4,550) |
| Interest | 3,000 | 9,113 | 6,113 |
| Miscellaneous | - | 525 | 525 |
| Total Revenue | $ 1,479,957 | $ 1,308,420 | $ (171,537) |
| **EXPENDITURES** | | | |
| Salaries and Benefits | $ 454,797 | $ 414,662 | $ 40,135 |
| Professional Services | 127,500 | 148,271 | (20,771) |
| Administrative | 183,450 | 195,030 | (11,580) |
| Operations | $874K 461,400 | 110,705 | $194K 350,695 |
| Capital | 412,654 | 83,661 | 328,993 |
| Debt Service | 183,229 | 194,639 | (11,410) |
| Total Expenditures | $ 1,823,030 | $ 1,146,968 | $ 676,062 |
| **EXCESS OF REVENUE OVER (UNDER) EXPENDITURES** | $ (343,072) | $ 161,452 | $ 504,525 |
| **FUNDS AVAILABLE - BEGINNING OF YEAR** | | $ 656,879 | |
| **FUNDS AVAILABLE - END OF YEAR** | | $ 818,331 | |
| **Less:** | | | |
| Restricted: | | | |
| Operating Reserve - 3 months (CWR&PDA Loan Requirement) | | (236,018) | *Note 1* |
| Water Loan Reserve | | (200,956) | |
| Water Reserve - 2010 | | (181,393) | |
| **FUNDS AVAILABLE - END OF YEAR - Unrestricted** | | **$ 199,963** | |

***Note 1: A 12 Month Operating Reserve would be Optimum***