



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

<b>DATE:</b> December 11, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Adoption of the 2026 Final Budget and Certify Mill Levy
<b>Presented by:</b> Interim Town Administrator Glen Smith		

**As reference for the Board, please note the authority of the Board of Trustees and Town Administrator, per the Town of Palmer Lake employee handbook –**

**1.2 Authority of Town Board of Trustees & Town Administrator**

The Mayor and Board of Trustees shall exercise their authority to set legislative policy for the Town, and the management of daily operations is directed through the Town Administrator. The Town Administrator retains the right to operate the Town consistent with the authority provided by the Mayor and Board of Trustees, including, but not limited to, the right to direct the work of employees; hire, promote, demote, classify, evaluate, and retain employees in positions with the Town; demote, suspend, discharge, or otherwise discipline employees; transfer, assign and schedule employees; lay off employees; determine and implement the methods, equipment, facilities, personnel, and other means by which Town operations are to be conducted; take steps necessary to maintain the efficiency and safety of operations; determine the Town budget with department input and with Town Board approval; determine the level of activity and Town services provided with Town Board approval; and determine planning or staff levels impacting the overall budget with Town Board approval.

**Background**

The proposed draft budget for 2026 was initially presented to the Board in October and workshops were held to review the town department needs with each supervisor. Modifications were made following discussions about the compensation study, supporting half the increase for staff below the recommended wage. Much of the capital equipment or projects in the General Fund are suggested to be covered by the fund balance, unused revenue carried over from prior years. The revised draft budget was presented and reviewed at the November 6 workshop, and a public hearing was held at the regular meeting November 13. The final version is presented for adoption by ordinance. Included with this item is a letter summarizing 2025 and the proposed 2026 budget.

**Modifications include the following:**

- No backfill from state for property tax in 2025
- Property tax mills limited to 21.000 in 2026
- No DOLA grants planned for 2026
- Salaries adjusted for staff below the recommended wage per 2024 salary study and 3%COLA added.
- No DOLA grants planned for 2026
- PD - Purchase of vehicle removed for 2026 (completed in 2025)
- FD - deployments increased in 2025
- a resolution follows to certify the mill levy for 2025

**Recommended Action** - Staff recommend adoption of the 2026 budget as presented and approval of the resolution to certify the mill levy.