

**TOWN OF PALMER LAKE  
EL PASO COUNTY  
STATE OF COLORADO**

**RESOLUTION NO. 25 - 2023**

**A RESOLUTION TO AMEND THE 2023 BUDGET  
PALMER LAKE, COLORADO**

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake, Colorado, held a regular meeting on December 8, 2022, to adopt a budget for the 2023 fiscal year; and

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake appropriated funds for the fiscal year 2023 as follows:

General Fund	\$ 4,231,512
Water Enterprise Fund	\$ 1,611,438

and;

**WHEREAS**, it is necessary for a carryover appropriation for additional expenditures within the General Fund and Water Enterprise Fund in excess of those appropriated for the fiscal year 2023 for capital items; and

**WHEREAS**, the Town has funds available for such carryover appropriation.

**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.** The Board of Trustees shall, and hereby does, subsequently amend the budget for the fiscal year 2023 as follows:

General Fund	\$ 4,411,651
Water Enterprise Fund	\$ 1,740,725

**BE IT FURTHER RESOLVED**, that such sums are hereby appropriated to the General and Enterprise Funds for the purposes noted in Exhibit A.

**Section 2. Severability.** If any article, section, paragraph, sentence, clause, or phrase of this Resolution 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 Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 3. Repeal.** Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 23RD DAY OF MARCH 2023.**

TOWN OF PALMER LAKE, COLORADO

ATTEST:

  
\_\_\_\_\_  
Grant Havenar, Mayor

By:

  
\_\_\_\_\_  
Dawn A. Collins, Town Administrator/Clerk

**TOWN OF PALMER LAKE**  
**GENERAL FUND**  
**Proposed Amended 2023 Budget**

Description	Adopted 2023 Budget	Proposed Amended 2023 Budget
<b>REVENUE</b>		
General Property Tax	\$ 503,417	\$ 503,417
Fire Mill Levy Property Tax	447,960	447,960
Specific Own Tax Auto / Motor Vehicle Registration	108,000	108,000
City Sales Tax/Auto Use Tax	950,000	950,000
Use Tax - Building Materials	40,000	40,000
Highway Users Tax Fund	100,000	100,000
Tobacco/Other Product Tax	1,515,000	1,515,000
Lodging Fees	40,000	40,000
Franchise Fee - Comcast	38,000	38,000
Franchise Fee - CORE/IREA	50,000	50,000
Franchise Fee - Black Hills	50,000	50,000
Franchise Fee - Other	35	35
Fees / Permits / Zoning / Subdivision Fees	40,000	40,000
Business Licenses Fees	30,000	30,000
Impact Fees / Drainage	7,200	7,200
Liquor/MMJ License Fees	6,200	6,200
Court Fines	70,000	70,000
Court Fines - S.T.E.P.	20,000	20,000
FPPA matching funds (DOLA VFP)	8,100	8,100
El Paso Co Road & Bridge	6,000	6,000
Land / Building Rents	20,000	20,000
Library Revenue	5,000	5,000
FPPA Funds - Matching	9,000	9,000
Police Revenue	4,500	4,500
Fire Deployment	80,000	80,000
Parks Revenue	40,000	40,000
Miscellaneous Income	100	100
Savings / Interest	3,000	3,000
Interest - Loan to Water Fund	10,000	10,000
Interest	30,000	30,000
<b>Total Revenue</b>	<b>\$ 4,231,512</b>	<b>\$ 4,231,512</b>
<b>EXPENDITURES</b>		
<b><u>General and Administrative</u></b>		
<b><u>Salaries and Benefits</u></b>		
Salaries / Wages Regular	\$ 163,930	\$ 163,930
Salaries / Wages Temp / Part Time	56,709	56,709
Sick Leave	1,890	1,890
Social Security Employer	13,797	13,797
Medicare Employer	3,227	3,227
FUTA Employer	239	239
Workers Compensation	8,683	8,683
Employee Retirement	6,557	6,557
Employee Benefits	19,374	19,374
Life Insurance Premiums	590	590
<b>Total Salaries and Benefits</b>	<b>\$ 274,996</b>	<b>\$ 274,996</b>
<b><u>Professional Services</u></b>		
Professional Services- Acctg/Audit	\$ 22,275	\$ 22,275
Professional Services- IT	63,200	63,200
Professional Services- Legal	60,000	60,000
Professional Services- Other Engineering	160,000	160,000
<b>Total Professional Services</b>	<b>\$ 305,475</b>	<b>\$ 305,475</b>
<b><u>General Administration</u></b>		
Employee Clothing	\$ 800	\$ 800
Employee, BOT & PC Members Training	6,900	6,900
Employee, BOT & PC Members Travel	6,000	6,000
Employee, BOT & PC Members Per Diem	5,000	5,000

**TOWN OF PALMER LAKE**  
**GENERAL FUND**  
**Proposed Amended 2023 Budget**

Description	Adopted 2023 Budget	Proposed Amended 2023 Budget
Advertising	2,000	2,000
Bank Fees and Services	700	700
Communication	28,000	28,000
County Treasurer Fees	18,000	18,000
Election Expense	15,000	15,000
Insurance	106,000	106,000
Legal Notices / Recordings	5,000	5,000
Memberships / Registrations Employee, BOT & PC	12,000	12,000
Postage	1,000	1,000
Economic Development	13,000	13,000
General Supplies	20,000	20,000
General Services	47,807	47,807
Utilities - Electric - All Depts	14,500	14,500
Utilities - Natural Gas - All Depts	6,600	6,600
Utilities - Water - All Depts	7,400	7,400
Utilities - Sanitation - All Depts	3,100	3,100
Building Maintenance	6,050	6,050
Equipment Maintenance	1,000	1,000
Fuel	500	500
Capital Improvement Bldg	220,000	220,000
Capital Improvement Bldg Town Hall	32,960	32,960
Capital Equipment	6,000	6,000
Total General Administration	<u>\$ 585,317</u>	<u>\$ 585,317</u>
<b>Total General Administrative and Capital Expenditures</b>	<u><b>\$ 1,165,788</b></u>	<u><b>\$ 1,165,788</b></u>
 <b><u>Police Department Expenditures</u></b>		
<b><u>Salaries and Benefits- Police Department</u></b>		
Salaries / Wages Regular	\$ 426,105	\$ 426,105
Salaries / Wages Temp/Part-time	159,455	159,455
Salaries / Wages PT Sick	5,315	5,315
Salaries / Wages STEP	5,000	5,000
Salaries / Wages Extra Duty	5,000	5,000
Overtime, Sworn Unscheduled	2,049	2,049
Social Security Employer	11,570	11,570
Medicare Employer	8,597	8,597
FUTA Employer	512	512
Workers Compensation	34,876	34,876
Employee Retirement	17,044	17,044
FPPA Employer	38,599	38,599
FPPA Death + Disability	13,814	13,814
Employee Benefits	51,664	51,664
Life Insurance Premiums	1,572	1,572
Total Salaries and Benefits- Police Department	<u>\$ 781,175</u>	<u>\$ 781,175</u>
 <b><u>General Administration- Police Department</u></b>		
Employee Clothing / Uniform	\$ 7,077	\$ 7,077
Employee Training	5,300	5,300
Employee Travel	4,160	4,160
Employee Per Diem	2,560	2,560
Subject Testing	1,000	1,000
Communication/Radios/PPCRN	8,400	8,400
Membership/Registration	3,940	3,940
General Supplies	12,291	12,291
General Services	6,500	6,500
Building Maintenance	8,600	8,600
Equipment Maintenance	2,280	2,280
Vehicle Repair / Maint	6,863	6,863
Fuel	28,000	28,000
Capital Equipment	25,428	25,428
Total General Administration- Police Department	<u>\$ 122,399</u>	<u>\$ 122,399</u>

**TOWN OF PALMER LAKE**  
**GENERAL FUND**  
**Proposed Amended 2023 Budget**

Description	Adopted 2023 Budget	Proposed Amended 2023 Budget
Total Police Department Expenditures	<u>\$ 903,574</u>	<u>\$ 903,574</u>
<b><u>Fire Department Expenditures</u></b>		
<b><u>Salaries and Benefits- Fire Department</u></b>		
Salaries / Wages Regular	\$ 468,605	\$ 468,605
Salaries / Wages Temp/Part-time	100,930	100,930
Salaries / Wages PT Sick	3,364	3,364
Overtime, Sworn Scheduled	44,805	44,805
Fire Deployment	50,000	50,000
Social Security Employer	7,694	7,694
Medicare Employer	8,957	8,957
FUTA Employer	638	638
Workers Compensation	45,203	45,203
Employee Retirement	20,536	20,536
FPPA Employer	46,893	46,893
FPPA Death + Disability	16,783	16,783
Employee Benefits	51,664	51,664
Life Insurance Premiums	1,572	1,572
Total Salaries and Benefits- Fire Department	<u>\$ 867,644</u>	<u>\$ 867,644</u>
<b><u>General Administration- Fire Department</u></b>		
Employee Clothing / Uniform	\$ 6,703	\$ 6,703
Employee Training	17,473	17,473
Employee Travel	4,000	4,000
Employee Per Diem	3,500	3,500
Communication/Radios/PPCRN	17,000	17,000
Memberships / Registrations	980	980
General Supplies	17,500	17,500
Medical Equip / Supplies	5,000	5,000
General Services	31,764	31,764
Repair / Maintenance Supplies	4,500	4,500
Equipment Maintenance	7,000	7,000
Vehicle License / Fees	2,000	2,000
Vehicle Repair / Maint	20,000	20,000
Fuel	15,000	15,000
Capital Equipment	137,000	137,000
Total General Administration- Fire Department	<u>\$ 289,420</u>	<u>\$ 289,420</u>
<b>Total Fire Department Expenditures</b>	<u><b>\$ 1,157,064</b></u>	<u><b>\$ 1,157,064</b></u>
<b><u>Public Works Department - Roads Expenditures</u></b>		
<b><u>Salaries and Benefits- Public Works Department</u></b>		
Salaries / Wages Regular	\$ 179,954	\$ 179,954
Salaries / Wages Temp/Part-time	58,826	58,826
Salaries / Wages PT Sick	1,961	1,961
Overtime, Civilian Unscheduled	836	836
Social Security Employer	14,978	14,978
Medicare Employer	3,503	3,503
FUTA Employer	260	260
Workers Compensation	23,977	23,977
Employee Retirement	7,232	7,232
Employee Benefits	22,962	22,962
Life Insurance Premiums	699	699
Total Salaries and Benefits- Public Works	<u>\$ 315,186</u>	<u>\$ 315,186</u>
<b><u>Professional Services- Roads Department</u></b>		
Professional Services- Engineering	\$ 10,000	\$ 10,000
Professional Services- MS4	10,000	10,000
Professional Services- Other	10,000	10,000
Total Professional Services- Roads Department	<u>\$ 30,000</u>	<u>\$ 30,000</u>

**TOWN OF PALMER LAKE**  
**GENERAL FUND**  
**Proposed Amended 2023 Budget**

Description	Adopted 2023 Budget	Proposed Amended 2023 Budget	
<b>General Administration- Roads Department</b>			
Employee Clothing / Uniform	\$ 750	\$ 750	
Employee Training	811	811	
Employee Travel	250	250	
Employee Per Diem	200	200	
Memberships / Registrations	750	750	
General Supplies	4,000	4,000	
Sign Parts / Supplies	5,000	5,000	
General Services	35,900	35,900	
Road / Street Material	35,000	35,000	
Street Lights	13,200	13,200	
Building Maintenance	6,000	6,000	
Dust Control	18,000	18,000	
Culverts	5,000	5,000	
Vehicle Repair / Maint	4,000	4,000	
Heavy Equipment Repair	20,000	20,000	
Fuel	18,000	18,000	
Capital Improvement Roads	329,000	463,014	<i>Carryover Road project from 2022-\$134,014</i>
Capital Improvement-Drainage	90,000	90,000	
Capital Equipment	37,000	37,000	
Total General Administration- Roads Department	<u>\$ 622,861</u>	<u>\$ 756,875</u>	
<b>Total Public Works Department Roads Expenditures</b>	<u>\$ 968,047</u>	<u>\$ 1,102,061</u>	
<b>Public Works Department - Parks Expenditures</b>			
<b>General Administration- Parks Department</b>			
Employee Clothing / Uniform	\$ 200	\$ 200	
Employee Training	250	250	
Memberships / Registrations	100	100	
Parks Committee Expenses	1,000	1,000	
General Supplies	7,090	7,090	
General Services	14,800	14,800	
Equipment Maintenance	1,000	1,000	
Vehicle Repair / Maint	1,000	1,000	
Fuel	1,600	1,600	
Capital Equipment	10,000	56,125	<i>Tennis Court-Resurfacing \$46,125-Kiosk Revenue from 2022</i>
Total General Administration- Parks Department	<u>\$ 37,040</u>	<u>\$ 83,165</u>	
<b>Total Public Works Department - Parks Expenditures</b>	<u>\$ 37,040</u>	<u>\$ 83,165</u>	
<b>Total Operations and Capital Expenditures</b>	<u>\$ 3,065,725</u>	<u>\$ 3,245,864</u>	
<b>Total General Administrative, Operations and Capital Expenditures</b>	<u>\$ 4,231,512</u>	<u>\$ 4,411,651</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<u>\$ (0)</u>	<u>\$ (180,139)</u>	<i>Use of Fund Balance due to Carryover Road Project and Tennis Court Resurfacing</i>
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<u>\$ 2,749,080</u>	<u>\$ 2,749,080</u>	
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 2,749,080</u>	<u>\$ 2,568,941</u>	

**TOWN OF PALMER LAKE**  
**WATER FUND ENTERPRISE**  
Proposed Amended 2023 Budget

Description	Adopted 2023 Budget	Proposed Amended 2023 Budget
<b>REVENUE</b>		
Water Revenue	\$ 940,000	\$ 940,000
Water Improvement Fee	55,000	55,000
Water Loan Revenue	216,000	216,000
Water Tap Fees	100,000	100,000
Water Meter Sales / Parts	3,000	3,000
Service/Late Fees	14,000	14,000
Water Reserve Interest	7,000	7,000
Water Revenue Interest	7,000	7,000
Misc Income	200	200
ARP Funds	259,238	259,238
Water Dept. Misc. Revenue / TANK	10,000	10,000
<b>Total Revenue</b>	<b>\$ 1,611,438</b>	<b>\$ 1,611,438</b>
<b>EXPENSES</b>		
<u>General Administrative</u>		
<u>Salaries and Benefits</u>		
Salaries / Wages Regular	\$ 423,291	\$ 423,291
Overtime, Civilian Scheduled	15,308	15,308
Overtime, Civilian Unscheduled	1,482	1,482
FICA Employer	27,285	27,285
Medicare Employer	6,381	6,381
FUTA Employer	239	239
Workers Compensation	29,172	29,172
Employee Retirement	17,603	17,603
Employee Benefits	40,900	40,900
Life Insurance Premiums	1,245	1,245
<b>Total Salaries and Benefits</b>	<b>\$ 562,906</b>	<b>\$ 562,906</b>
<u>Professional Services</u>		
Professional Services- Acctg/Audit	\$ 45,225	\$ 45,225
Professional Services- IT/Water billing	78,000	78,000
Professional Services- Legal	20,000	20,000
Professional Services- Other/Engineering, etc	40,000	40,000
<b>Total Professional Services</b>	<b>\$ 183,225</b>	<b>\$ 183,225</b>
<u>General Administrative</u>		
Employee Clothing	\$ 1,000	\$ 1,000
Employee Training	4,500	4,500
Employee Travel	6,000	6,000
Per Diem	3,000	3,000
Bank Fees and Services	100	100
Communication	3,100	3,100
Insurance	13,400	13,400
Publication / Legal Notices	500	500
Memberships / Registrations	10,000	10,000
Misc. Expenses	800	800
General Services - Water Dept	27,870	27,870
Utilities - Electric	83,000	83,000
Utilities - Natural Gas	18,400	18,400
Utilities - Water	12,500	12,500
Utilities - Sanitation	16,400	16,400
<b>Total Administration</b>	<b>\$ 200,570</b>	<b>\$ 200,570</b>
<b>Total General Administrative</b>	<b>\$ 946,701</b>	<b>\$ 946,701</b>

**TOWN OF PALMER LAKE**  
**WATER FUND ENTERPRISE**  
**Proposed Amended 2023 Budget**

Description	Adopted 2023 Budget	Proposed Amended 2023 Budget	
Services/Maintenance - Distribution	22,000	22,000	
Water Meters / Parts Replacements	2,000	2,000	
Water Meters / Repairs	3,000	3,000	
Building Maintenance	2,000	2,000	
Vehicle Repair / Maint	8,000	8,000	
Fuel	10,000	10,000	
Equipment Maintenance	19,539	19,539	
Water Quality Tests	23,731	23,731	
Reservoirs / Dam Maintenance	13,000	13,000	
Total Operations	<u>\$ 222,270</u>	<u>\$ 222,270</u>	
Total Operations	<u>\$ 222,270</u>	<u>\$ 222,270</u>	
<b>Total Administrative and Operations</b>	<u>\$ 1,168,971</u>	<u>\$ 1,168,971</u>	
<b>Capital</b>			
Capital Improvement- Water	\$ 133,254	\$ 262,541	<i>Carryover Water Project from 2022-\$129,287</i>
Capital Equipment	33,984	33,984	
Capital Equipment/IT	92,000	92,000	
Total Capital	<u>\$ 259,238</u>	<u>\$ 388,525</u>	
<b>Debt Service</b>			
CWRPDA 2009 Principal	\$ 89,078	\$ 89,078	
CWRPDA 2009 Interest	15,983	15,983	
CWRPDA 2018 Principal	48,845	48,845	
CWRPDA 2018 Interest	19,323	19,323	
General Fund Loan - Interest	10,000	10,000	
Total Debt Service	<u>\$ 183,229</u>	<u>\$ 183,229</u>	
<b>Total Administrative, Operations, Debt Service and Capital Expenses</b>	<u>\$ 1,611,438</u>	<u>\$ 1,740,725</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENSES</b>	<u>\$ (0)</u>	<u>\$ (129,287)</u>	<i>Use of Fund Balance due to Carryover Water Project from 2022</i>
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<u>\$ 656,679</u>	<u>\$ 656,679</u>	
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 656,679</u>	<u>\$ 527,392</u>	