



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

DATE: November 17, 2022	ITEM NO.	SUBJECT: Direction to finalize the proposed 2023 budget
Presented by: Town Administrator /Clerk		

Background

The 2023 proposed budget will be further reviewed. Staff requests support for all staff modifications/additions supported in the 2023 budget as reviewed throughout the year including administration.

Enclosed are the functions that currently make up administration and the proposed positions – one additional f/t position with the modification of one f/t reducing to p/t and a f/t taking on regular accounting functions approximately Q2 of 2023. Hiring will only take place once this transition is fully made.

Along with these modifications, it is requested that p/t regularly scheduled 36 hours be eligible for benefits. This modification will be absorbed by the current budget and impacts two current employees.