

**Request for Additional Appropriation  
Operating Budget  
FY 2022/2023**

**TO:** Members of the Board of Finance and The Board of Representative  
**FROM:** Caroline Simmons, Mayor  
**DATE:** 8/9/2022  
**PURPOSE:** REORGANIZATION OF TOWN CLERKS OFFICE  
**DEPT:** 5050 - Town and City Clerk  
**REQUEST AMOUNT:** \$50,214.00  
**FUNDING SOURCE:** Contingency

**Part A - Description of Request**



Request to appropriate funds for a reorganization of the office to allow for further cross-training and sharing of duties. The description of Index Clerk was changed and updated to encompass both the current index clerks as well as the current OSS-staff. The updated description required an increase for the current index clerks as well.

**Part B - Computative Narrative**

**Part C - Account Information**

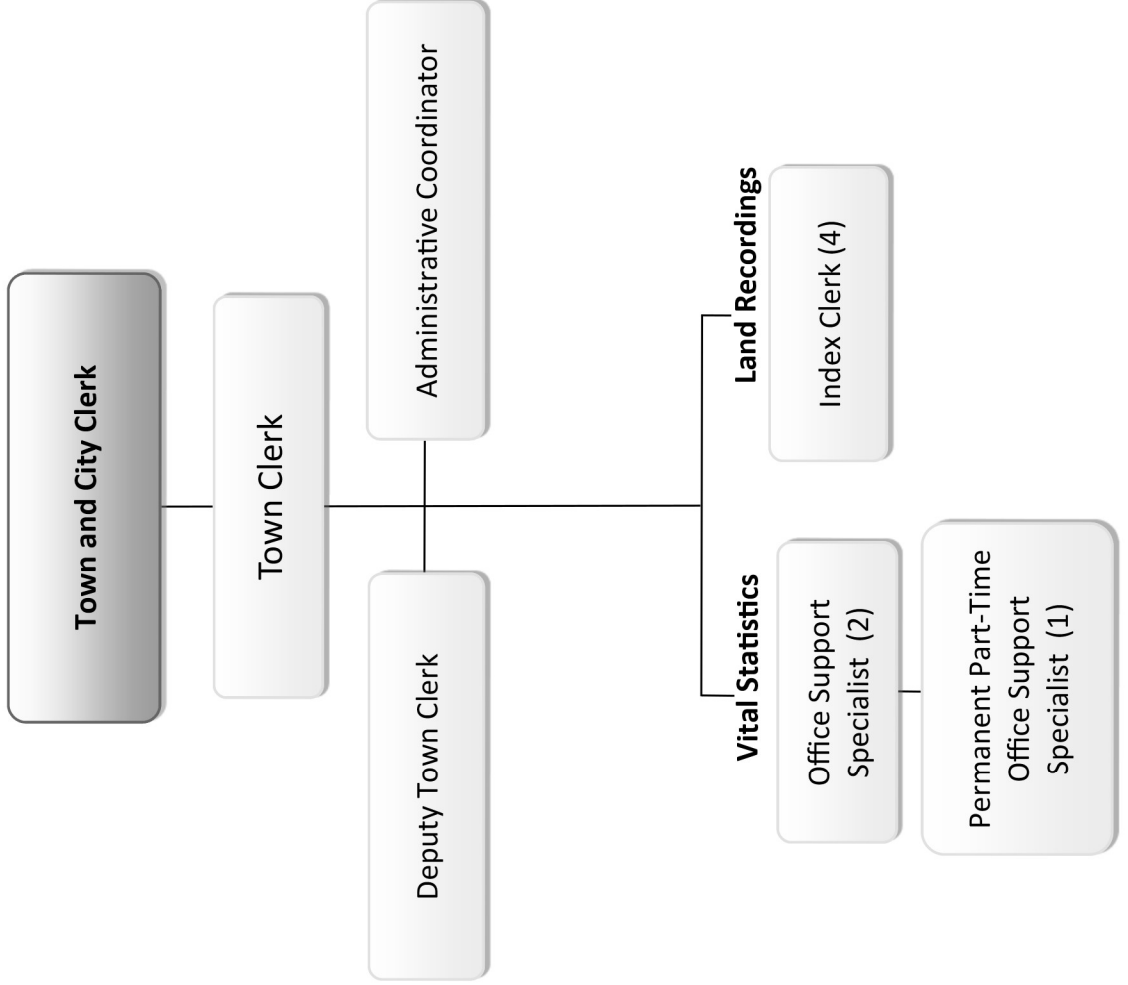
Ref #	Prior Year's Expenditure	Department Request	Approved by Mayor	Approved by BOF	Approved by BOR	Revised Budget	Balance In Account	Projected Exp	Requested Amount
01450501100	<b>Town Clerk/Salaries</b>								
	676,871	650,549	695,914	695,914	695,914	695,914	653,928	742,561	<b>46,647.00</b>
01450502200	<b>Town Clerk/Social Security</b>								
	57,554	55,492	59,639	59,639	59,639	59,639	59,639	63,206	<b>3,567.00</b>
								<b>Total</b>	<b>\$50,214.00</b>
								<b>Tax Impact</b>	<b>0.000002</b>

**Part D - Approvals**

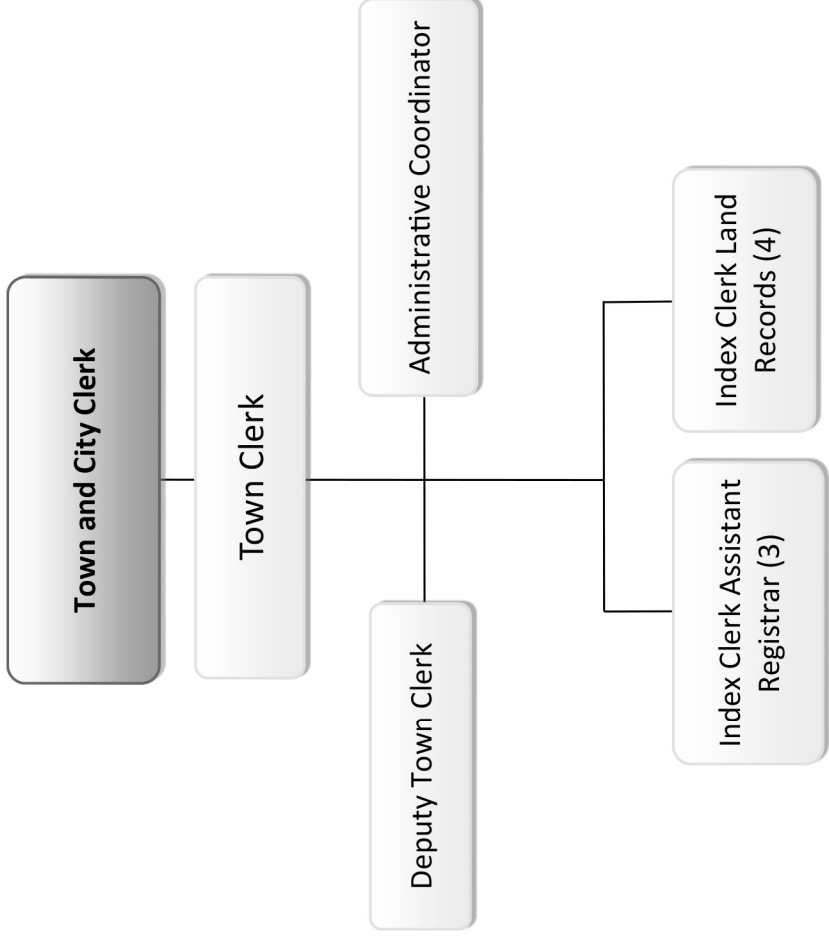
<b>Lyda Ruijter, Department Head/Director</b>  <small>Lyda Ruijter (Aug 9, 2022 12:50 EDT)</small> <b>OPM Director/OPM Asst Director</b> 	<b>Sandra L. Dennies, Director of Administration</b>  <b>Caroline Simmons, Mayor</b>
<b>Date</b> Aug 9, 2022	<b>Date</b>
<b>Date</b> Aug 9, 2022	<b>Date</b>

City of Stamford  
Office of Government Services  
Town Clerk

**Current Organization**



**Proposed Organization**



Town & City Clerk Reorganization Request

Job Title	Current		Revised Job Title	Revised Grade & Step	Reorganization Amt	Partial Year		Total
	FY23 Adopted Budget	Grade & Step				10/01/22-06/30/23 (01450501100)	FICA (01450502200)	
C Deputy Town Clerk	\$84,810.00	UAV1304	C Deputy Town Clerk	UAV1304	\$84,810.00	\$0.00	\$0.00	\$0.00
C Office Support Spec C558	\$62,267.00	UAV0707	C Index Clerk C454	UAV1007	\$74,932.00	\$9,499.00	\$727.00	\$10,226.00
C Index Clerk C454	\$70,357.00	UAS0905	C Index Clerk C454	UAS1005	\$74,932.00	\$3,431.00	\$262.00	\$3,693.00
C Office Support Spec C558	\$57,345.00	UAV0704	C Index Clerk C454	UAV1004	\$68,532.00	\$8,390.00	\$642.00	\$9,032.00
C Town Clerk C812	\$133,695.00	PP35TC01	C Town Clerk C812	PP35TC01	\$133,695.00	\$0.00	\$0.00	\$0.00
C Index Clerk C454	\$70,357.00	UAV0907	C Index Clerk C454	UAV1007	\$74,932.00	\$3,431.00	\$262.00	\$3,693.00
C Index Clerk C454	\$70,557.00	UAS0905	C Index Clerk C454	UAS1005	\$75,132.00	\$3,431.00	\$262.00	\$3,693.00
C Adm Coord-Town/City Clk C1037	\$76,619.00	UAV1105	C Adm Coord-Town/City Clk C1037	UAV1105	\$76,619.00	\$0.00	\$0.00	\$0.00
C Index Clerk C454	\$69,907.00	UAV0907	C Index Clerk C454	UAV1007	\$74,482.00	\$3,431.00	\$262.00	\$3,693.00
C Office Support Spec C558	\$44,787.00	UAV0702	C Index Clerk C454	UAV1008	\$64,832.40	\$15,034.00	\$1,150.00	\$16,184.00
<b>Total FY23 Salary</b>	<b>\$740,701.00</b>				<b>\$802,898.40</b>	<b>\$46,647.00</b>	<b>\$3,567.00</b>	<b>\$50,214.00</b>