

**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

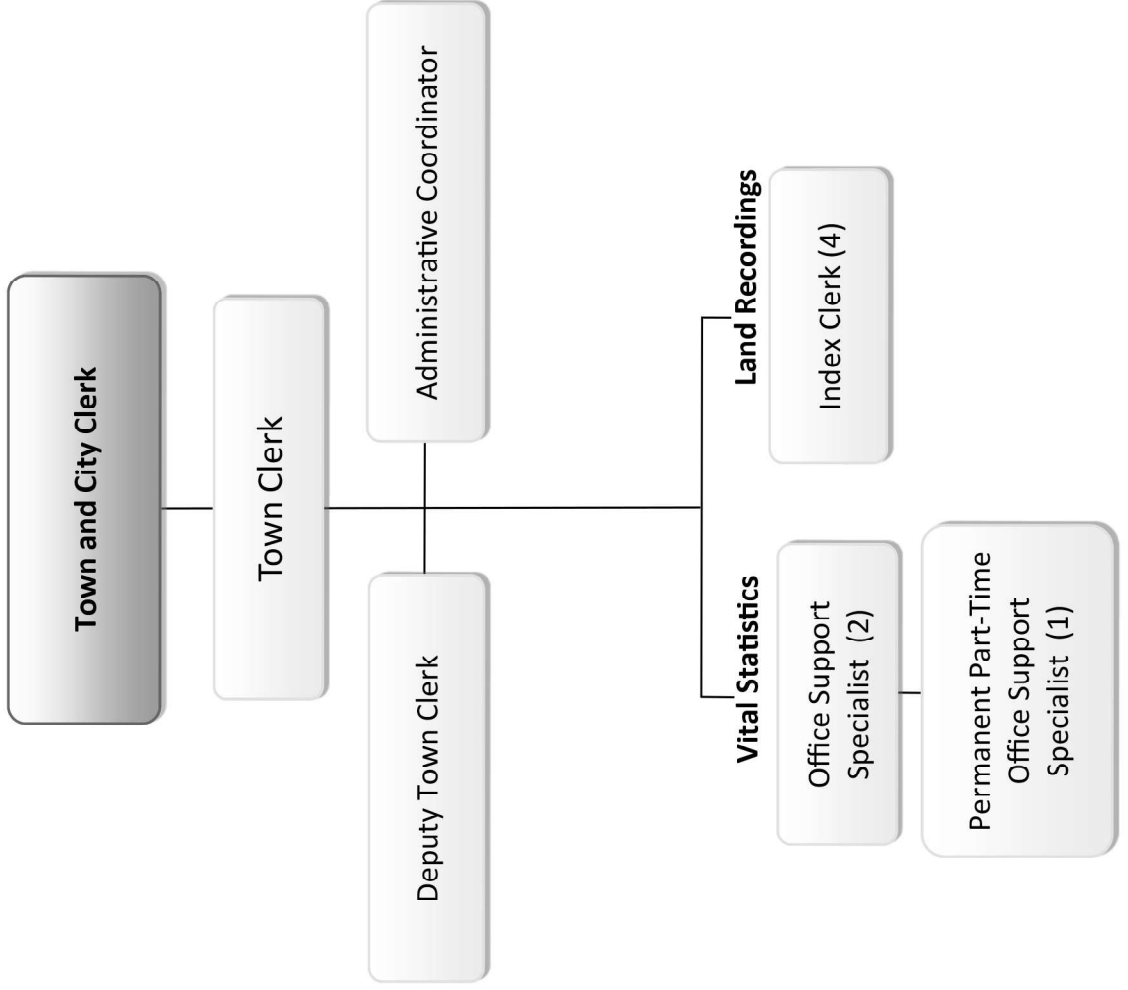
| Ref # | Prior Year's Expenditure | Department Request | Approved by Mayor | Approved by BOF | Approved by BOR | Revised Budget | Balance In Account | Projected Exp | Requested Amount |
|-------------|-----------------------------------|--------------------|-------------------|-----------------|-----------------|----------------|--------------------|-----------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

Part D - Approvals

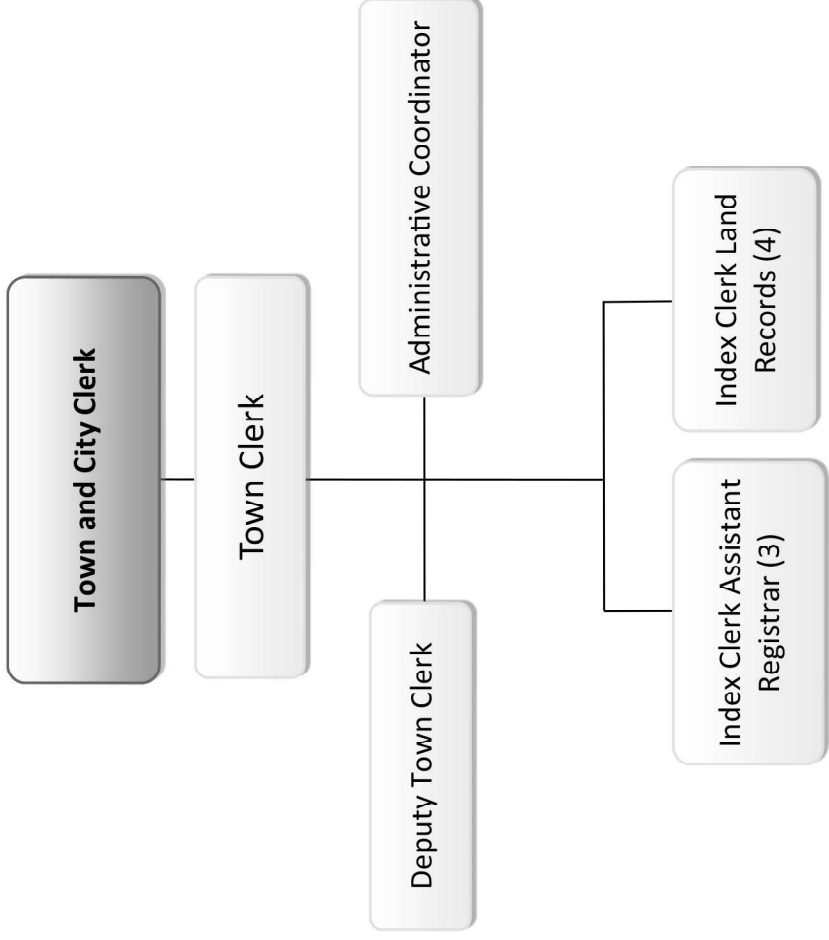
| | |
|---|---|
| Lyda Ruijter, Department Head/Director  <small>Lyda Ruijter (Aug 9, 2022 12:50 EDT)</small> Date Aug 9, 2022 | Sandra L. Dennies, Director of Administration  <small>Sandra Dennies (Aug 9, 2022 17:37 EDT)</small> Date Aug 9, 2022 |
| OPM Director/OPM Asst Director  <small>Lee Burt</small> Date Aug 9, 2022 | Caroline Simmons, Mayor  <small>Caroline Simmons (Aug 12, 2022 12:06 EDT)</small> Date Aug 12, 2022 |

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 |
| Total FY23 Salary | \$740,701.00 | | | | \$802,898.40 | \$46,647.00 | \$3,567.00 | \$50,214.00 |