

OFFICE OF THE TOWN CLERK

Response to Board of Finance Budget Presentation Format 2009/2010

Review of Budget Request

The 2009/1020 budget request is \$1,115,132. Increases in salary follow the union appointed contractual wage and step increases and elected official pay plan adjustment made in 2008. There are no changes in personnel. The budget is flat from 2008/2009.

Performance Measurement and Improvement

The Office of the Town Clerk is a 10 person operation, and one Town Clerk. The Office of the City and Town Clerk serves The City of Stamford, its residents and visitors, by providing a secure, permanent depository for all Vital Statistics, Land Transactions, Election Results, Government Affairs and Legal Actions. All records are maintained in accordance with Federal Regulations, State Statutes, the Municipal Charter, and Local Ordinances. As the Keeper of Records for the City, our greatest responsibility is to insure that all public information is readily accessible and available upon request. Providing efficient, friendly service, in a timely manner, is the goal of all employees of the Office of Town Clerk.

Budget Management 08/09

The office reduced its 2008/09 operating budget by giving back 3% and has resisted new expenditures. The total reduced for that operating year was \$33,084. We reduced \$8,000 in salary, and \$24,000 in non salary accounts. These were from contracted services, office supplies, equipment maintenance, and part-time election personnel.

Cost Analysis and Spending Priorities

During this year The Office of the Town Clerk has incurred no further spending. The department's priority is such as building a new vault for Vital Statistics, which is state mandated. The office utilized The Historic Preservation Funds in the amount of \$36,000 towards this project. Construction cost is currently \$332,456, which will come from Capital.

Funding Scenarios

Reductions of 3%, 6%, and 10% have been assessed. A reduction of 3% would be approximately, \$33,084 and we would look at reducing departmental supplies, and cutting temporary staff during election time. The Town Clerk's office could look into charging a minimal fee for services now provided to the public at no charge.

Cuts at the 6% level would reduce the total staff work schedule. Reducing the work schedule from its current 37.5 per hour work week to a 35 per hour work week would reduce the budget by \$66,906.

Cuts at the 10% level would necessitate reducing the office personnel.