



MEMORANDUM

To: Fiscal Committee, Board of Representatives

From: Lyda Ruijter, Town Clerk; lruijter@stamfordct.gov; 203.977.5852

Date: April 11, 2019

Re: Town Clerk's Budget - **an explanation for the "increase in other salary (Page 286 of the budget book)"**.

City and Town Clerk

Land Records

Archives

Dog Licenses

Justices of the Peace

Vitals

Agendas and Minutes

Elections

Notaries Public

Accounting

Claims against the City, and more

The Statutes of the State of Connecticut list 430 entries for duties of the Town Clerk.

The increase would start to alleviate many problems in the Town Clerk's Office.

Problems:

- Job descriptions for the clerks in the Town Clerk's office are narrowly defined by three of the core functions of the office. Please see a Chart of the functions of the office on the last page.
- Only the tasks mentioned in the **Blue Boxes** are captured by the job descriptions of the clerks.
- Clerks are strictly assigned to functions within their own division and are not supposed to share tasks across these divisions as per union rules.
- Many of the other regular tasks of the office, as shown in the **Red Boxes**, are not assigned at all.
- The Account Clerk, who's in charge of handling up to \$15 million a year has no back-up.
- There's no deputy to provide back-up for the City and Town Clerk; Stamford is alone among all towns in CT in not having a deputy.
- There's no office support staff for Kronos/HR data entry and customer reception tasks.
- There are no processes or protocols defined for any of the functions of the office. (Please note that the Statutes of the State of CT define 430 tasks for the Town Clerks in the State).

Solution: Allow for internal promotions for three clerks each representing one of the core departments of the Town Clerk's office and concomitantly change the function and job description for these clerks. These changes in job description would allow us to create a 'leadership team' across the divisions which would start to solve many of the problems described above:

- Allow cross-training to alleviate work-flow, increase efficiency and accountability,
- Start taking on some neglected tasks, such as the archives.
- Start developing protocols and procedures to describe the various functions and tasks
- Share human resource time management tasks.
- Develop professional training opportunities to update and modernize the functions of the office.