



CITY and TOWN CLERK

MISSION:

To serve the City of Stamford, the State of Connecticut, the residents and the business community efficiently, securely, and confidentially.

DUTIES: Land Records (deeds, liens, maps,) Birth-Adoption-Marriage-Death Certificates, Elections, Minutes, Agendas, Resolutions, Liquor Permits, Trade Names, Dog Licensing, Claims, Notary Public, other...

Accomplishments

➤ **New Integrated Recording System**

- Cyber Security

 - Allows online credit card processing

- Integration of Vital Statistics and Land Records

- Remote access

- Record Management

- Data tracking

- Online Dog License Renewal

- Revenue producing

➤ **Backfiling of 4 additional years**

➤ **Website overhaul**

➤ **Archival organization**

Pressure Points.

➤ **Staffing**

- Staff with improved skill sets
- Updated job descriptions requirements
- Backup and cross-training require shared job descriptions
- Compliance requires shared job descriptions

➤ **Technology**

- Staff with additional technological capabilities
- Dependence on IT for basic daily tech adjustments is unfeasible
- Continuous technological adjustments are constant interruptions for few staff members with that specific skill set.

CURRENT STAFFING

Town & City Clerk

Deputy Town Clerk

Administrative Coordinator

Index Clerks - 4

OSS – (2) FT
OSS – (1) Perm PT

PROPOSED STAFFING

Town & City Clerk

Deputy Town Clerk

Administrative Coordinator

Index Clerks - 4

Index Clerk – 1
OSS – (2)

Same number of staff; 1 upgrade; one PPT to FT. **Request \$17,125**

Budget Change Details

Position Title		Requested Change Title	Change	
OSS 1	\$56,661	Index Clerk/Assistant Registrar; \$64,076	\$7,415	
OSS 2		No change		
OSS (Perm P/T)	\$45,000	Remove Position	-\$45,400	
OSS 3	\$55,110	\$55,110	\$55,110	
		Total change:	<u>\$17,125</u>	