

# City of Stamford: Town Clerk's Office

## Budget Presentation 2024/25



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# Town Clerk's Office



## Mission:

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

## Goals:

*Continue to implement measures to increase efficiency, expediency, transparency on behalf of the public, and city/state government.*

# Organizational Chart



City & Town Clerk

Deputy Town Clerk

Administrative Coordinator

Vital Statistics  
Office Support Specialists (3)

Land Records  
Index Clerks (4)

# Sampling of Duties

(More than 300 duties listed in the statutes)  
\*projected



- **Land Records:** **12,500 +** documents recorded
- **City Conveyance Tax:** **\$3.76 million**
- **State Conveyance Tax:** **\$8.6 million**
- **Vitals:** **18,220** certified copies of birth, death, and marriage records
- **Marriage Licenses:** **736** licenses issued
- **Trade Names:** **662** new local businesses registered
- **Elections:** **17** primaries for the DCC – a record
- **Dog Licenses:** **3396** issued
- **Notary Public:** **349** sworn in
- **Liquor Licenses:** **209** recorded
- **Claims/Workers Comp:** **377** recorded
- **Duties for Good Government:** Minutes, agendas, calendars, vacancies, appointments, environmental notices, budget; political parties' information..

# Accomplishments



- A year with extraordinary challenges
- Back-scanning of 300,000 pages
  - ✓ Online revenue
- Website functionality
- Additional online services
  - ✓ Land records
  - ✓ Dog license renewal
- Advocacy
  - ✓ 'Over 10,000 ballot club'
  - ✓ Testimony to State Legislative re SEEC
- Democracy Cup by SOTS for elections
- Improved security/safety

# Goals for 2024/25



- Upgrading of staff
- Further utilization of capabilities of IQS
- Participate in simplification of budget process
- Continue back-scanning of land records
- Certification of clerks
- Custodian of the Seal



BUDGET 2024/25



# *Staffing issues*