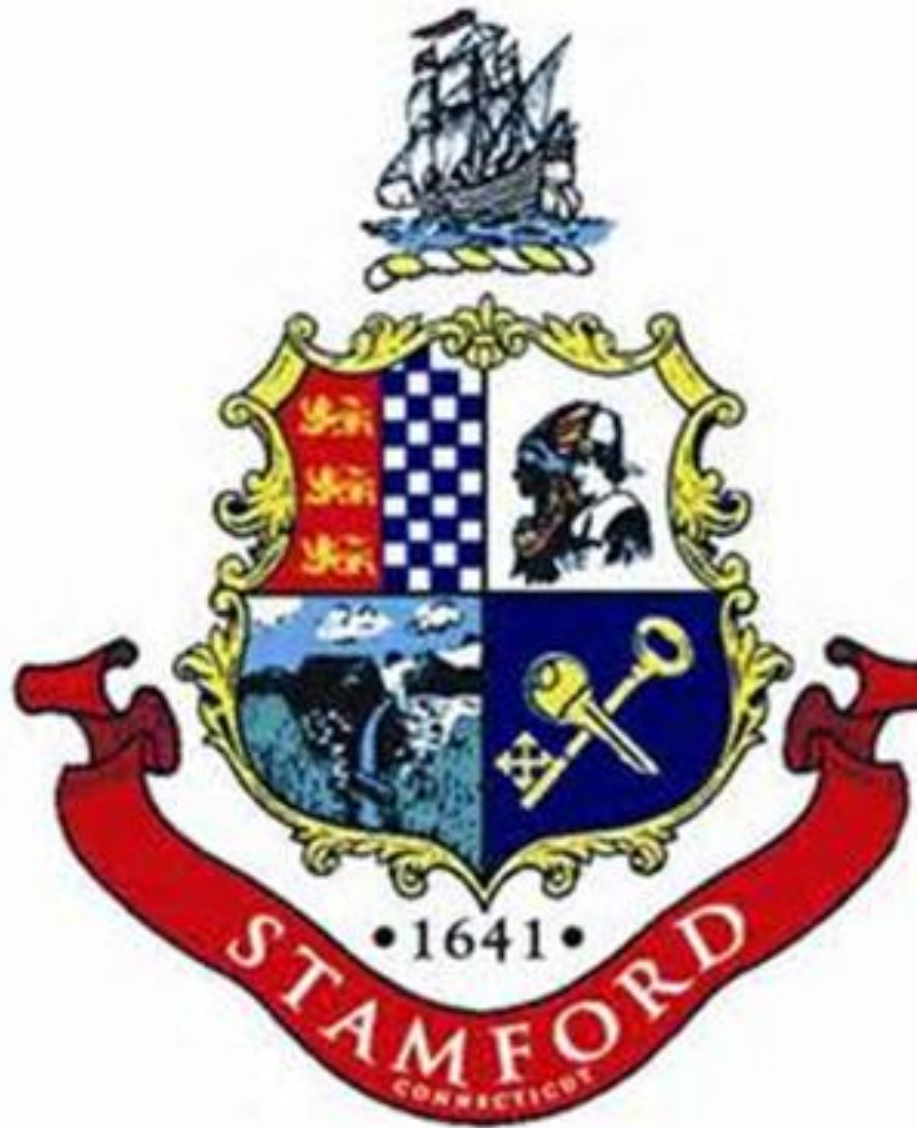
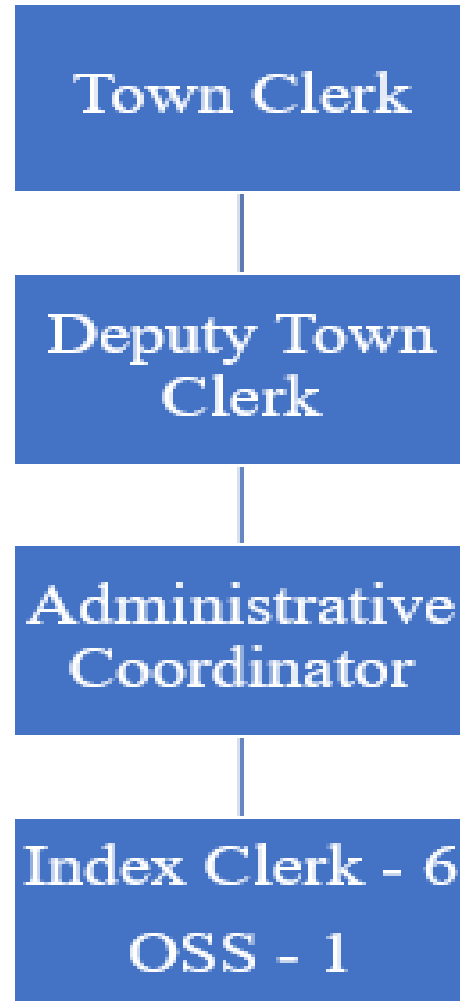


CITY OF STAMFORD  
City & Town Clerk

David Hoak  
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April 7, 2026



Department/Div.  
Organizational  
Chart



## Staffing Summary (FY 2026-27)

## Capital Request (FY 2026-27)

- **Reduction in Staff: (one position vacant; currently seeking replacement):**
  - Index Clerk was not retained at end of the probationary period.
- **Expansion of Staff Positions:**
  - Assistant/Deputy Town Clerk: Expanded title to reflect increased office and election responsibilities. Change to MAA for distinct supervisor capabilities of UAW staff.
  - Senior Administrative Coordinator Town Clerk: Expanded title to reflect increased office responsibilities of: i) financial management processes and analysis and ii) backup of Deputy Town Clerk and Town Clerk in their absence.
  - Index Clerk II: Removal of one Index Clerk position (currently 6 in office) and replacing position with upgraded role. New position has same duties as Index Clerk along with additional responsibilities of analytical reporting for land records, vital statistics, records management, and daily responsibilities for Board Agendas and Minutes.
- **Capital Expense Request:**
  - The Town Clerk office has no capital budget request for FY 2026/27.

## Budget Category Increases (FY 2026-27)

- **Seasonal:**
  - \$30K for seasonal help during critical, high demand periods such as dog license renewals, elections and special elections. 2026 entails both a State election and a rollout of new absentee ballot software. Seasonal staff require extensive training, given short periods of hire.
- **Professional Consultant:**
  - \$10K for specialized expertise of portal software development related to the posting of all Boards and Commissions Agendas and Minutes. Also needed is an archival specialist for assessing the condition of over 800 historical books and maps that require movement to new storage from their current space at Lathon Wider.
- **Education & Training:**
  - \$7K to support staff attendance at Connecticut Town Clerk Association certification classes to increase knowledge of statutory operational duties and assist in the cross-training and professional development of staff.
- **Contracted Services:**
  - \$40K to cover increased costs of the IQS integrated recording and cashiering system for Land Records and Vitals. The current three-year IQS contract expires in Oct 2026 with cost increases anticipated upon renewal, plus additional costs tied to higher recording volumes and increased microfilm creation and storage during the year.

## Budget Category Increases (FY 2026-27)

- **Facility Rental:**
  - \$6K to obtain secure and compliant storage of permanent records due to loss of space on 4<sup>th</sup> floor of Government Center and a large storage room at Lathon Wider. Of note, our current storage agreement at the Data Guard facility is cost effective, covering the additional costs of pick up, retrieval and managing document inventory.
- **Office Supplies & Expense:**
  - \$20K to support the additional purchases of archival materials of paper, hard cover binders and index page covers to remain compliant with State statutes, as both volume of recordings increase and older permanent records are repaired and attended to. Additionally, prices of supplies have increased due to supply chain inflation.
- **Election Expense:**
  - \$10K to cover essential election related expenses such as printed ballots, postage, supplies, updated absentee ballot application scanners, and language translation services. Given the increased voting anticipated due to the State election this year, we are expecting increased costs due to increased ballot printing, new State mandated software and language translation requirements.

## Potential Budget Adjustments (FY 2026-27)

## Revenue (FY 2025-26)

### **Potential Adjustments to Budget:**

- In the event that reductions are required to the Town Clerk's proposed budget, potential expense categories that could be partially reduced without creating significant challenges would be:
  - Contracted Services (10K)
  - Seasonal (10K)
  - Professional Consultant (6K)

### **Town Clerk Revenue collected for period 7/1/25 to 3/31/26:**

- **City Revenue - \$7.1 million**
  - Conveyance tax, vital records, recording fees and others.
- **State Revenue - \$13.9 million**
  - Funds collected for five CT State Departments as per statute.

# Performance Improvements & Efficiencies (FY2025-26)

- **Efficiencies and Service Improvements for 2025/26:**
  - Continued cross training of staff on various functions.
  - Another batch of land records dating back to 1992 is planned to be back-scanned and will be made available online, both improving accessibility and generating approximately \$40K+ in revenue for the City.
  - Continued improvements in the downstairs vault and map cage, making it compliant with state statues as well as improving document storage conditions and ease of use.
  - Conducted an awareness campaign for dog license registrations; increasing accessibility and the number of registrants online.

## New or Expanded Services/Programs (FY 2026-27)

- **Expanded Services:**
  - Continuation of back-scanning project of older land records and placement online to allow residents to search for information according to their schedule. This service generated \$43k in revenue for the City in a prior fiscal year.
  - Development of an internet portal to create ease and efficiency of posting of the Boards and Commissions Agendas and Minutes.
  - Initiation of State required security video coverage of all ballot boxes during the election period to protect the integrity of residents cast votes.
- **New Program:**
  - Training and implementation of the roll-out of a new election management software initiative from the State.
- **Initiative Undertaken:**
  - Assembled an invitation list of Stamford Veterans for the Connecticut Lt. Governor for a veteran initiative she is undertaking. Follow-ups for event anticipated in FY26/27.

## Key Challenges & Changes (FY 2026-27)

- **Key Challenges:**

- The Town Clerk office will be looking to fill a vacant position of Index Clerk.

- The assessment, potential restoration and re-location to secure storage of over 800 historical books and maps that need to be removed from Lathon Wider Community Center, and to meet State compliance statues.

- Renovation of the Town Clerk office customer counter interface to address security concerns and improve quality of interactions.

Thank You!