Capital Project Request FY 2026-2032

11/7/2024 10:54:01 AM

1417 001417 TOWN CLERK OFFICE SUITE RENOVATIONS

Agency: 5050 Government Services: Town Clerk

Contact: Lyda Ruijter - 203-977-5852 - Iruijter@stamfordct.gov

Location: 888 Washington Blvd

Neighborhood: Downtown Voting District: 06

	Dept Priority	1	Tier	0
Oracle Date	YTD Balance			
Encumbered	Amount Available			
Advanced	Unfunded			

Project Description - Renovation of the Town Clerk office, maximize work space; increase efficiency; increase confidentiality of transactions with clients; separate customer contact area from the back office operations.

Method Used in Estimating Cost:	Estimated change in annual operating cost:
Architects estimate	\$0

Request FY 25/26				Capital Forecasts									
Funding Source	Term	Dept	Planning	Mayor	BOF	Adopted	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	Total
Bond (City)		595,000	0	0	0	0	0	0	0	0	0	0	595,000
		595,000	0	0	0	0	0	0	0	0	0	0	595,000

Comments - We would continue our operations during the renovation, in addition to using additional space on the fourth floor for some back-office functions.

Capital Project Request FY 2026-2032

11/7/2024 10:54:03 AM

1419 001419 DIGITIZATION OF LAND RECORDS

Agency: 5050 Government Services: Town Clerk

Contact: Lyda Ruijter - 203-977-5852 - Iruijter@stamfordct.gov

Location: 888 Washington Blvd

Neighborhood: Downtown Voting District: 06

	Dept Priority	2	Tier	0
Oracle Date	YTD Balance			
Encumbered	Amount Available			
Advanced	Unfunded			

Project Description - IQS will digitize books to be loaded to the clerk's LRMS system, Solution, and linked to existing indexing. Solution is proprietary software, IQS is the sole provider for backfile conversion services. Digitizing land records will provide; • Accessibility - Easier searching online than coming in-person • Security - Less people in-person reduces the risk of stolen/damaged books • Disaster Plan - In case of a natural disaster, records are backed up online • Revenue - New revenue generated since the launch of online land records with IQS. Each project year should pay itself after 2-2.5 years of online record availability • Faster results - Retrieve records much faster and print at home • Longevity - Paper records could deteriorate overtime

Detailed Projec	t Cost	Justification for Inclusion in Capital Plan					
Design Development Construction Related Equipment Acquisition Miscellaneous Costs Professional Services Land Acquisition Art Work FY 25/26 Total	\$0 \$0 \$0 \$0 \$0 \$125,000 \$0 \$125,000	✓ Cost Savings ✓ Life Safety ✓ Continues On-Going Project Leverages Other Funds Infrastructure ✓ Quality of Life Plan Related ✓ Public Safety Health ✓ Mandated Legal ✓ Positive Revenue Impact ✓ Positive Operational Impact/Efficiency Sustainability/ Other					

Method Used in Estimating Cost:	Estimated change in annual operating cost:
	\$0

Request FY 25/26					Capital Forecasts								
Funding Source	Term	Dept	Planning	Mayor	BOF	Adopted	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	Total
Bond (City)	20	125,000	0	0	0	0	100,000	100,000	100,000	0	0	0	425,000
		125,000	0	0	0	0	100,000	100,000	100,000	0	0	0	425,000

Comments - Backfile Conversion of land record volume 4899 back to volume 1108 p120 (12/31/1997 – 7/3/1967). Other large cities such as New Haven has online records from 1951 and Waterbury has from 1950. ADA Compliant