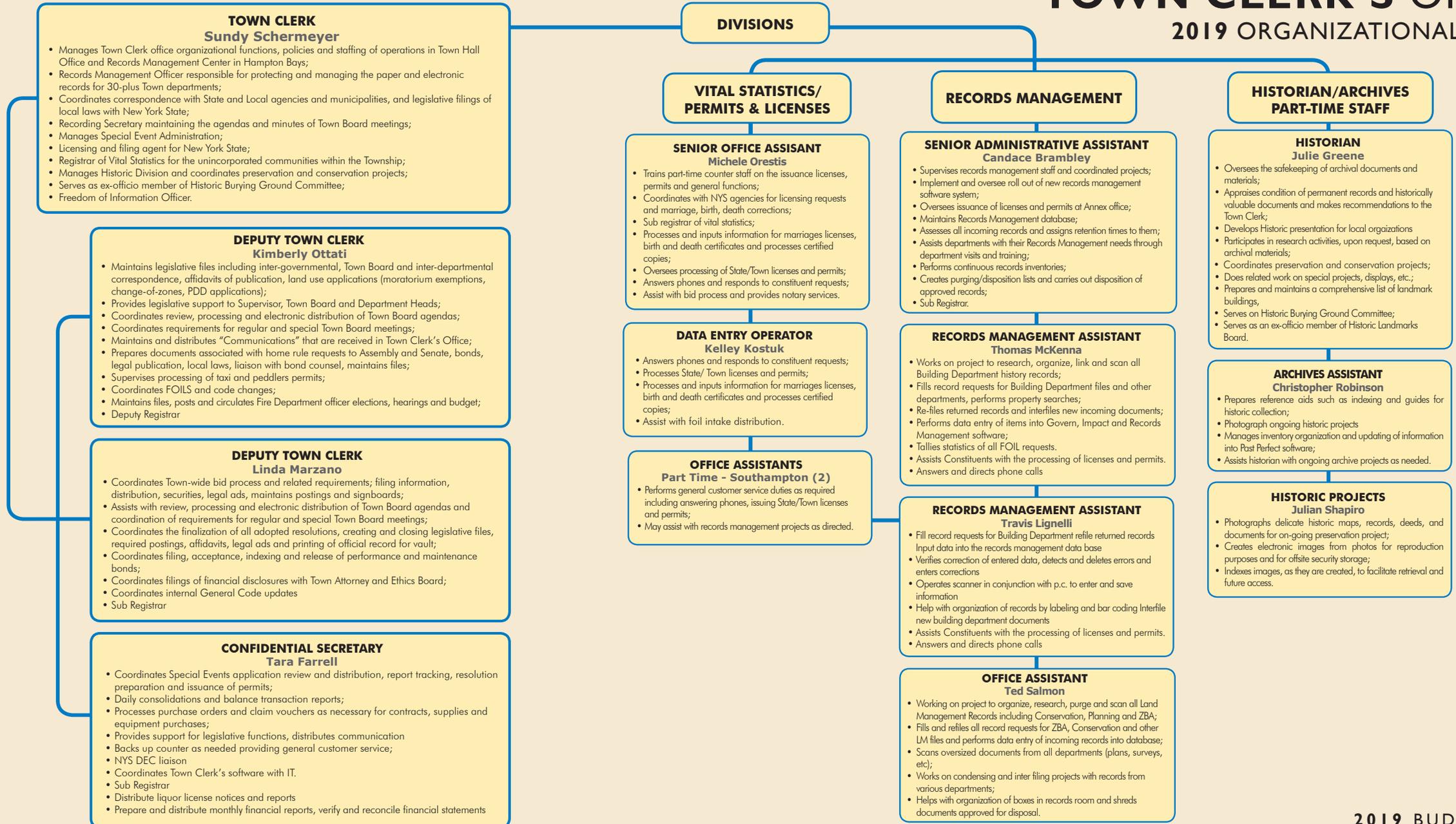


TOWN CLERK'S OFFICE

2019 ORGANIZATIONAL CHART



TOWN CLERK
Sundy Schermeyer

- Manages Town Clerk office organizational functions, policies and staffing of operations in Town Hall Office and Records Management Center in Hampton Bays;
- Records Management Officer responsible for protecting and managing the paper and electronic records for 30-plus Town departments;
- Coordinates correspondence with State and Local agencies and municipalities, and legislative filings of local laws with New York State;
- Recording Secretary maintaining the agendas and minutes of Town Board meetings;
- Manages Special Event Administration;
- Licensing and filing agent for New York State;
- Registrar of Vital Statistics for the unincorporated communities within the Township;
- Manages Historic Division and coordinates preservation and conservation projects;
- Serves as ex-officio member of Historic Burying Ground Committee;
- Freedom of Information Officer.

DEPUTY TOWN CLERK
Kimberly Ottati

- Maintains legislative files including inter-governmental, Town Board and inter-departmental correspondence, affidavits of publication, land use applications (moratorium exemptions, change-of-zones, PDD applications);
- Provides legislative support to Supervisor, Town Board and Department Heads;
- Coordinates review, processing and electronic distribution of Town Board agendas;
- Coordinates requirements for regular and special Town Board meetings;
- Maintains and distributes "Communications" that are received in Town Clerk's Office;
- Prepares documents associated with home rule requests to Assembly and Senate, bonds, legal publication, local laws, liaison with bond counsel, maintains files;
- Supervises processing of taxi and peddlers permits;
- Coordinates FOILS and code changes;
- Maintains files, posts and circulates Fire Department officer elections, hearings and budget;
- Deputy Registrar

DEPUTY TOWN CLERK
Linda Marzano

- Coordinates Town-wide bid process and related requirements; filing information, distribution, securities, legal ads, maintains postings and signboards;
- Assists with review, processing and electronic distribution of Town Board agendas and coordination of requirements for regular and special Town Board meetings;
- Coordinates the finalization of all adopted resolutions, creating and closing legislative files, required postings, affidavits, legal ads and printing of official record for vault;
- Coordinates filing, acceptance, indexing and release of performance and maintenance bonds;
- Coordinates filings of financial disclosures with Town Attorney and Ethics Board;
- Coordinates internal General Code updates
- Sub Registrar

CONFIDENTIAL SECRETARY
Tara Farrell

- Coordinates Special Events application review and distribution, report tracking, resolution preparation and issuance of permits;
- Daily consolidations and balance transaction reports;
- Processes purchase orders and claim vouchers as necessary for contracts, supplies and equipment purchases;
- Provides support for legislative functions, distributes communication
- Backs up counter as needed providing general customer service;
- NYS DEC liaison
- Coordinates Town Clerk's software with IT.
- Sub Registrar
- Distribute liquor license notices and reports
- Prepare and distribute monthly financial reports, verify and reconcile financial statements

DIVISIONS

**VITAL STATISTICS/
PERMITS & LICENSES**

SENIOR OFFICE ASSISTANT
Michele Orestis

- Trains part-time counter staff on the issuance licenses, permits and general functions;
- Coordinates with NYS agencies for licensing requests and marriage, birth, death corrections;
- Sub registrar of vital statistics;
- Processes and inputs information for marriages licenses, birth and death certificates and processes certified copies;
- Oversees processing of State/Town licenses and permits;
- Answers phones and responds to constituent requests;
- Assist with bid process and provides notary services.

DATA ENTRY OPERATOR
Kelley Kostuk

- Answers phones and responds to constituent requests;
- Processes State/ Town licenses and permits;
- Processes and inputs information for marriages licenses, birth and death certificates and processes certified copies;
- Assist with foil intake distribution.

OFFICE ASSISTANTS
Part Time - Southampton (2)

- Performs general customer service duties as required including answering phones, issuing State/Town licenses and permits;
- May assist with records management projects as directed.

RECORDS MANAGEMENT

SENIOR ADMINISTRATIVE ASSISTANT
Candace Brambley

- Supervises records management staff and coordinated projects;
- Implement and oversee roll out of new records management software system;
- Oversees issuance of licenses and permits at Annex office;
- Maintains Records Management database;
- Assesses all incoming records and assigns retention times to them;
- Assists departments with their Records Management needs through department visits and training;
- Performs continuous records inventories;
- Creates purging/disposition lists and carries out disposition of approved records;
- Sub Registrar.

RECORDS MANAGEMENT ASSISTANT
Thomas McKenna

- Works on project to research, organize, link and scan all Building Department history records;
- Fills record requests for Building Department files and other departments, performs property searches;
- Re-files returned records and interfiles new incoming documents;
- Performs data entry of items into Govern, Impact and Records Management software;
- Tallies statistics of all FOIL requests.
- Assists Constituents with the processing of licenses and permits.
- Answers and directs phone calls

RECORDS MANAGEMENT ASSISTANT
Travis Lignelli

- Fill record requests for Building Department refile returned records input data into the records management data base
- Verifies correction of entered data, detects and deletes errors and enters corrections
- Operates scanner in conjunction with p.c. to enter and save information
- Help with organization of records by labeling and bar coding Interfile new building department documents
- Assists Constituents with the processing of licenses and permits.
- Answers and directs phone calls

OFFICE ASSISTANT
Ted Salmon

- Working on project to organize, research, purge and scan all Land Management Records including Conservation, Planning and ZBA;
- Fills and refiles all record requests for ZBA, Conservation and other LM files and performs data entry of incoming records into database;
- Scans oversized documents from all departments (plans, surveys, etc);
- Works on condensing and inter filing projects with records from various departments;
- Helps with organization of boxes in records room and shreds documents approved for disposal.

**HISTORIAN/ARCHIVES
PART-TIME STAFF**

HISTORIAN
Julie Greene

- Oversees the safekeeping of archival documents and materials;
- Appraises condition of permanent records and historically valuable documents and makes recommendations to the Town Clerk;
- Develops Historic presentation for local organizations
- Participates in research activities, upon request, based on archival materials;
- Coordinates preservation and conservation projects;
- Does related work on special projects, displays, etc.;
- Prepares and maintains a comprehensive list of landmark buildings,
- Serves on Historic Burying Ground Committee;
- Serves as an ex-officio member of Historic Landmarks Board.

ARCHIVES ASSISTANT
Christopher Robinson

- Prepares reference aids such as indexing and guides for historic collection;
- Photograph ongoing historic projects
- Manages inventory organization and updating of information into Past Perfect software;
- Assists historian with ongoing archive projects as needed.

HISTORIC PROJECTS
Julian Shapiro

- Photographs delicate historic maps, records, deeds, and documents for on-going preservation project;
- Creates electronic images from photos for reproduction purposes and for offsite security storage;
- Indexes images, as they are created, to facilitate retrieval and future access.

Department Summary

Department: Town Clerk

Budget Year: 2019
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1410
Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

The Office of the Town Clerk's mission is to improve access to government information, expedite application processes and find ways to further upgrade the office to be more effective and more efficient in our service delivery while reducing resources required to accomplish those goals.

The Town Clerk serves as the Secretary to the Town Board, Records Management Officer, Registrar of Vital Statistics, NYS Licensing Agent and Marriage Officer for the Town of Southampton. In addition the Town Clerk manages the Town's Historic Division and serves as Liaison to the Historic Burying Ground Committee.

Workload:

The Office of the Town Clerk is responsible for accomplishing the following:

1. Preparing the Town Board agenda, attending and taking official minutes at all Town Board meetings.
2. Maintaining the content of the Town Clerk Portal that allows interested parties to access information about Town Board meetings, agendas and adopted legislation.
3. Serving as Records Management Officer, the Town Clerk is the custodian of all Town Records, coordinates procedures for retention and maintenance of inactive records.
4. Administering a Town wide bid process; coordinates associated legal ads, tracks acceptance and release of maintenance and performance bonds.
5. Filing Town budgets, annual financial reports, school, ambulance and fire district budgets.
6. Processing claims, notices of defect, petitions, law suits, and change of zone/planned development district applications.
7. Maintaining originals of all Town contracts, leases, agreements and mortgages.
8. Coordinating Freedom of Information requests received in Town Clerk's Office.
9. Coordinating inter-municipal required filings and liquor license renewals.
10. Overseeing oaths of office and acceptance of all financial disclosures.

Annually, the Town Clerk's Office administers and processes Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings and conducts bid openings, in addition to filing several local laws of adopted legislation with New York State.

Thousands of transactions are processed annually including but not limited to vital records, special events, peddlers, accessibility and long term parking permits, notarial services, marriage, livery, taxi, games of chance, hunting, fishing and dog licenses.

Department Summary

Department: Town Clerk

Budget Year: 2019
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1410
Manager: Sundy Schermeyer

NOTES:

Goals & Objectives:

An ongoing objective of the Town Clerk is to increase public access to government information. Using the Town's website to make information that is of public interest readily available continues to be a priority.

Continue upgrading the online bid packet and request for proposal system implemented by the Town Clerk's Office in cooperation with Information Technology to increase functionality to better serve the public and internal departments.

Upgrade Town Clerk software to expedite licensing initiatives.

Implement 3rd phase of new Records Management Software to include internal departmental records access online to expedite public records access.

Legal Authority:

The State mandate and/or Town Law, Section 30 establishing Town Clerk's Office.

2019 Town Clerk Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Special Event & Parade Application Fees (§283-5):		
For parades and 1 day events with less than	250 people: \$50 per event day; \$25 per set up day	
For events occurring over more than one day and/or events with	250 - 500 people: \$150 per event day; \$75 per set up day	
For events occurring over more than one day and/or events with	500 - 1000 people: \$300 per event day; \$150 per set up day	
For events occurring over more than one day and/or events with	1000 – 3000 people: \$500 per event day; \$250 per set up day	
For events occurring over more than one day and/or events with more than	3000 people: \$1000 per event day; \$500 per set up day	
Late Application Fee		\$10 / per day beyond the submission deadline and \$20 / per day more than 30 days late and application is accepted
Special Events held on parcels with PDD designation		
For parades and 1 day events with less than	250 people: \$50 per event day; \$25 per set up day	
For events occurring over more than one day and/or events with	250 - 500 people: \$100 per event day; \$50 per set up day	
For events occurring over more than one day and/or events with more than	500 people: \$200 per event day; \$100 per set up day	

NOTES:

2019 Town Clerk Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Fee for amendment to application (§283-8):		
Any amendment to the application for a parade or Special Event permit will be subject to an amendment fee of 25% of the applicable application fee. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments to Incident Action Plans or Parking Plans at the request of the Town are not considered amendments to the application.		
Late Application Fee (§283-5):		
Special Event & Parade Late Application Fee:	\$10/per day beyond the submission deadline in §283-2B.	
	\$20/per day. If more than 60 days late and application is accepted	
Liability Insurance (§283-3A):		
Pursuant to §283-3A, the applicant and/or property owner shall furnish the Town with a comprehensive liability insurance policy, naming the Town as an additional insured, in the amount of the Town's self-insured retention, which is currently \$1,000,000.00 General Aggregate and Each Occurrence. Also pursuant to §283-3A, if serving alcohol at an event, Liquor Liability Insurance Policy naming the Town as an additional insured in the amount of the \$1,000,000.00 General Aggregate and Each Occurrence, will also be required.		
Appeal Fee (§283-9B):		
Appeal before Public Safety Commission:	\$150/per application	

NOTES:

2019 Town Clerk Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Cost Reimbursement (§283-3B):		
Chapter 283 allows for cost reimbursement to the Town for all necessary staffing at an event or parade. Applicants will be billed at the highest going rate and highest overtime rate for any Police Officer, Traffic Control Officer, Traffic Control Specialist, Police Officer, Captain, Detective, Fire Marshal, Code Enforcement Officer, or Highway Department employee used at the event or parade. Also, applicants will be billed a 28% surcharge to reflect salary contributions towards FICA, Medicare, Workers Compensation, and retirement.		
Filming Permit Application Fees (§162-5):		
For films involving less than 25 people:	\$250 non-refundable application fee plus additional \$250 per day of filming.	(Exempt, unless filming is more than 3 days and/or filming obstructs a public roadway and/or sidewalk or portions thereof and/or use of any Town property or Town Facility.)
For films occurring over more than one day and/or films involving 26-100 people:	\$250 non-refundable application fee and additional \$500 fee per day of filming.	
For films occurring over more than one day and/or films involving 100-200 people:	\$250 non-refundable application fee and additional \$1000 fee per day of filming.	
For films occurring over more than one day and/or films involving more than 200 people:	\$250 non-refundable application fee and additional \$1500 fee per day of filming	
Fee for amendment to application (§162-6):		
Any amendment to the application for a Filming permit will be subject to an amendment fee of 25% of the applicable application fee. Amendments may include changes to the location, parking plan, number of people expected, etc. Amendments at the request of the Town are not considered amendments to the application.		
Late Application Fee (§162-5):		
Filming Late Application Fee:	\$50/per day beyond the submission deadline in §162-2B.	

NOTES:

2019 Town Clerk Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
<p>Liability Insurance (§162-3A): Pursuant to §162-3A, the applicant and/or property owner shall furnish the Town with a comprehensive liability insurance policy, naming the Town as an additional insured, in the amount of the Town's self-insured retention, which is currently \$2,000,000.00 General Aggregate/ \$1,000,000 Each Occurrence.</p>		
<p>Appeal Fee (§162-7): Appeal before Public Safety Commission:</p>	<p>\$150/per application</p>	
<p>Cost Reimbursement (§162-3B): Chapter 162 allows for cost reimbursement to the Town for all necessary staffing during filming activity. Applicants will be billed at the highest going rate and highest overtime rate for any Police Officer, Traffic Control Officer, Traffic Control Specialist, Police Officer, Captain, Detective, Fire Marshal, Code Enforcement Officer, or Highway Department employee used during filming. Also, applicants will be billed a 28% surcharge to reflect salary contributions towards FICA, Medicare, Workers Compensation, and retirement.</p>		

NOTES:

2019 Town Clerk Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase	
Bid Spec Deposit: (refundable)	\$50.00		
Code Books (Prices Set by General Code)			
Standard	\$544.00		
Land Use	\$527.00		
Zoning	\$559.00		
Set of 3 Volumes	\$1,462.00		
Commercial Permits			
Commercial Permits	\$100.00		
Dog Licenses: (Annual)			
Neutered/Spayed	\$7.50		
Un-neutered/Un-spayed	\$17.50		
Senior Citizen Fee	\$5.00		
Domestic Partnership			
Domestic Partnership	\$20.00		
Termination Fee	\$20.00		
Drop Off Bin Permit			
Drop Off Bin Permit	\$50.00		
Filming Applications			
Appeal Hearing Fee (Adopted in 2019 Budget)	\$150.00		
Games of Chance (set by state)			
Games of Chance (set by state)	\$25.00/Game		
Green Garbage Bags:			
13 gallon (5-bags)	\$7.50		
33 gallon (5-bags)	\$14.50		
Genealogy Searches			
Genealogy Searches	\$11.00		
Long Term Parking Permits			
Bridgehampton Parking District	\$75.00		
Town Resident	\$125.00		
Non Resident	\$300.00		

NOTES:

2019 Town Clerk Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase	
Replacement Sticker	\$20.00	Increase Fee \$15 (2018 Fee \$5 / 2019 Fee \$20)	
Marriage Application (set by state)			
	\$40.00		
Transcripts (set by state)			
	\$10.00		
Birth			
Death			
Marriage			
Peddler Permit:			
Individual	\$350.00		
Vehicle	\$350.00		
Vehicle for Hire:			
Business	\$750.00		
Livery Operator	\$100.00		
Livery Vehicle	\$150.00		
Taxi Operator	\$100.00		
Taxi Vehicle	\$150.00		
Application Late Fee	\$25.00		
DMV Plate Certifications	\$50.00 (deposit)		
Appeal Hearing Fee	\$100.00		
Replacement Sticker	\$20.00	Increase Fee \$5 (2018 Fee \$15/2019 Fee \$20)	
F.O.I.L.			
Copies (8.5x11 & 8.5x14)	\$0.25		
DVD/CD	\$3.00		
Maps:			
Zoning			
2x3 Individual Sheet	\$15.00		
3x5 Individual Sheet	\$25.00		
2x3 Full Set	\$50.00		
3x5 Full Set	\$100.00		

NOTES:

2019 Town Clerk Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase	
Trail Maps			
Both (East & West)	\$15.00 (East & West)		
Individual (East or West)	\$10.00 Each		
Historical (Belcher Hyde)	\$25.00		
Notary Service:	\$1.00		
Special Event Applications:			
(Adopted in 2019 Budget)			
Appeal Hearing Fee	\$150.00		

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Town Clerk													
Town Clerk Summary													
Town Clerk - 1410													
Confidential Secretary	ADMINSUPPORT	54,122	0	6,002	60,124	1,332	4,711	7,908	1,688	15,639	75,762	3.3	100.0
Deputy Town Clerk	ADMINSUPPORT	93,862	4,693	6,002	104,557	1,332	8,174	13,751	2,916	26,173	130,730	28.7	100.0
Deputy Town Clerk	ADMINSUPPORT	81,185	4,059	0	85,244	29,184	6,689	11,227	2,507	49,606	134,850	19.8	100.0
Data Entry Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 4	43,501	0	0	43,501	13,008	3,418	5,736	1,344	23,506	67,007	2.6	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 4	51,866	3,112	0	54,978	28,344	4,313	7,239	1,609	41,505	96,483	11.6	100.0
Town Clerk	ELECTOFFICIALS	113,655	4,546	3,000	121,201	29,184	8,424	15,956	3,509	57,072	178,274	16.9	100.0
Office Assistant	PART-TIME	13,005	0	0	13,005	0	1,022	0	414	1,436	14,441		100.0
Office Assistant	PART-TIME	13,005	0	0	13,005	0	1,022	0	414	1,436	14,441		100.0
Total Town Clerk - 1410		464,201	16,410	15,004	495,615	102,384	37,772	61,816	14,400	216,373	711,988		

NOTES:

Town of Southampton
2019 Adopted Budget
Town Clerk - 1410

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	380,775	380,775	467,368	468,811	468,811	504,188	500,788	500,788	500,788	31,977	6.82%	554,994	554,994	554,994	554,994
	Total Real Property Taxes	380,775	380,775	467,368	468,811	468,811	504,188	500,788	500,788	500,788	31,977	6.82%	554,994	554,994	554,994	554,994
Other Revenue:																
1255	Town Clerk Fees	105,000	168,703	150,000	150,000	180,767	150,000	150,000	150,000	150,000	0	0.00%	105,000	105,000	105,000	105,000
2544	Dog Licenses	9,000	10,768	9,000	9,000	7,698	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	200,000	99,140	85,000	85,000	46,515	85,000	85,000	85,000	85,000	0	0.00%	85,000	85,000	85,000	85,000
2554	LT Parking Permits	13,000	16,844	13,000	13,000	10,293	13,000	13,000	13,000	13,000	0	0.00%	13,000	13,000	13,000	13,000
2701	Miscellaneous Tax Receipts	0	0	0	0	50	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	0	0	0	1,100	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	327,000	295,454	257,000	257,000	246,422	257,000	257,000	257,000	257,000	0	0.00%	213,000	213,000	213,000	213,000
	Total Revenue	707,775	676,229	724,368	725,811	715,234	761,188	757,788	757,788	757,788	31,977	4.41%	767,994	767,994	767,994	767,994
Salaries:																
6100	Salaries	411,741	411,741	426,903	428,006	411,550	438,191	438,191	438,191	438,191	(10,186)	(2.38%)	448,660	448,660	448,660	448,660
6105	Part Time Salaries	25,500	23,245	25,500	25,500	18,227	26,010	26,010	26,010	26,010	(510)	(2.00%)	26,530	26,530	26,530	26,530
6110	Longevity	14,684	14,759	14,828	14,895	14,971	16,410	16,410	16,410	16,410	(1,515)	(10.17%)	16,536	16,536	16,536	16,536
6113	Other Pay	3,000	3,000	3,000	3,000	2,625	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6127	Cash in Lieu of Health Benefits	10,200	10,938	11,274	11,274	5,636	12,004	12,004	12,004	12,004	(730)	(6.48%)	12,004	12,004	12,004	12,004
	Total Salaries	465,125	463,683	481,504	482,674	453,009	495,615	495,615	495,615	495,615	(12,941)	(2.68%)	506,730	506,730	506,730	506,730
Employee Benefits - Current:																
6810	Employee Retirement - Active	62,207	62,509	63,376	63,539	53,003	61,816	61,816	61,816	61,816	1,722	2.71%	63,213	63,213	63,213	63,213
6830	FICA Tax Expenditure	34,997	34,878	36,433	36,525	34,050	37,772	37,772	37,772	37,772	(1,247)	(3.42%)	38,381	38,381	38,381	38,381
6835	MTA Tax	1,581	1,552	1,655	1,660	1,513	1,728	1,728	1,728	1,728	(68)	(4.09%)	1,767	1,767	1,767	1,767
6840	Worker's Compensation	4,882	4,846	5,203	5,216	4,298	12,533	12,533	12,533	12,533	(7,318)	(140.31%)	12,830	12,830	12,830	12,830
6860	Medical Insurance - Active Employees	79,392	79,061	88,512	88,512	82,650	94,392	94,392	94,392	94,392	(5,880)	(6.64%)	94,392	94,392	94,392	94,392
6865	Dental & Optical	7,811	6,406	7,906	7,906	6,478	7,992	7,992	7,992	7,992	(86)	(1.09%)	7,992	7,992	7,992	7,992
6875	Disability	230	125	230	230	77	139	139	139	139	91	39.58%	139	139	139	139
	Total Employee Benefits - Current	191,100	189,376	203,314	203,587	182,071	216,373	216,373	216,373	216,373	(12,786)	(6.28%)	218,714	218,714	218,714	218,714
	Total Employee Costs	656,225	653,059	684,818	686,261	635,080	711,988	711,988	711,988	711,988	(25,727)	(3.75%)	725,444	725,444	725,444	725,444
Contractual:																
6403	Gasoline	600	354	600	600	305	600	600	600	600	0	0.00%	600	600	600	600
6406	Repair Equipment	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6411	Printing and Stationery	10,000	6,608	7,000	3,880	3,738	7,000	7,000	7,000	7,000	(3,120)	(80.41%)	10,000	10,000	10,000	10,000
6412	Publications	15,500	13,491	10,000	12,350	10,585	16,150	13,150	13,150	13,150	(800)	(6.48%)	10,000	10,000	10,000	10,000
6416	Travel, Dues and Related	2,400	2,054	2,400	940	690	2,400	2,000	2,000	2,000	(1,060)	(112.77%)	2,400	2,400	2,400	2,400
6420	Other	250	76	250	250	132	250	250	250	250	0	0.00%	250	250	250	250
6421	Legal Notices	12,000	13,724	12,000	9,270	8,714	12,000	12,000	12,000	12,000	(2,730)	(29.45%)	12,000	12,000	12,000	12,000
6425	Office Supplies	1,500	1,588	1,500	2,500	1,776	1,500	1,500	1,500	1,500	1,000	40.00%	1,500	1,500	1,500	1,500
6451	Document Restoration	4,500	4,500	1,000	4,960	4,960	4,500	4,500	4,500	4,500	460	9.27%	1,000	1,000	1,000	1,000

Town of Southampton
2019 Adopted Budget
Town Clerk - 1410

Account Code	Description	2017	2017	2018	2018	2018	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2018 Amended Difference	Adopted / 2018 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6477	Copier Leases	4,500	1,910	4,500	4,500	1,771	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	4,500	4,500
	Total Contractual	51,550	44,306	39,550	39,550	32,672	49,200	45,800	45,800	45,800	(6,250)	(15.80%)	42,550	42,550	42,550	42,550
	Total Expenditures	707,775	697,365	724,368	725,811	667,752	761,188	757,788	757,788	757,788	(31,977)	(4.41%)	767,994	767,994	767,994	767,994
	Net Surplus (Deficit)	0	(21,136)	0	0	47,482	0	0	0	0			0	0	0	0

Department Summary

Department: Records Management

Budget Year: 2019
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1460
Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

By law, the Town Clerk serves as the Records Management Officer overseeing the archived records of over thirty plus Town Departments and Divisions. The Records Management Division maintains a complete record inventory of all archival files, takes measures to preserve historical records while instituting a professional, consistent records management program.

Records Management is also responsible for the following:

1. Development of policies and procedures for classifying, indexing and filing archives to provide the Town with an organized, effective records management program.
2. Providing training to Records Access Officers to ensure the policies and procedures are manageable in each department and identifying any special circumstances or individual department needs.
3. Identifying and disposing of records that have reached the end of their retention period according to the NYS MU-1 schedule.

Workload:

The Town Clerk is responsible for the coordination and oversight of the implementation of both a paper and electronic records management program. The Records Management Division located in the Hampton Bays Community Center serves as the Town's depository for archived records in addition to active land management and building department records.

The Records Management Office currently serves as an Annex to the Town Clerk's main office located in Southampton. Records Management is responsible for performing the following tasks:

1. Retrieval and daily transport of internal Town department records requests and for archived records from Records Center to Southampton Town Hall.
2. Maintain database in the Records Management software system to track the movement of records throughout the Town to ensure timely access to archived records.
3. The office is open two days a week to provide services to the western section of the Town which includes issuing licenses and permits. It also serves as an intake office for those wanting to do Town business but are unable to travel to Southampton.

Department Summary

Department: Records Management

Budget Year: 2019
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1460
Manager: Sundy Schermeyer

NOTES:

Goals & Objectives:

1. Continue the implementation of the Electronic Document Management System (EDMS) to identify departmental records that are not currently maintained in an organized easily locatable format. The EDMS allows departments to categorize, index, identify originals from duplicates, assign retention schedules and improve access. The electronic records need to follow the same retention schedule as the paper records that the Town maintains in its records management center and this EDMS system assists the Town in accomplishing that goal.
2. Continue digitization of the Land Management records to incorporate into the GIS/Govern software system increasing internal and public access of this record series.
3. Continue the implementation of the new Records Management Software which includes the complete modernization of records intake, retrieval and dissemination. The new software has enabled the Records Management Division of the Town Clerk's Office to pioneer a new process of utilizing a bar coding system for all Town records that are submitted to the Division.
4. Continue digitization of oversized archive maps to increase access and free up valuable records storage space.

Legal Authority:

Records Management was established in the Town Clerk's Office, per Resolution adopted June 26, 1993.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Town Clerk													
Town Clerk Summary													
Records Management - 1460													
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	49,486	0	0	49,486	13,008	3,888	6,526	1,526	24,948	74,434	0.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	49,486	0	0	49,486	28,344	3,888	6,526	1,526	40,284	89,770	0.6	100.0
Senior Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	63,839	0	0	63,839	28,344	5,016	8,418	1,964	43,742	107,581	4.9	100.0
Total Records Management - 1460		162,812	0	0	162,812	69,696	12,791	21,469	5,017	108,974	271,785		

NOTES:

Department Summary

Department: Archives & Historian

Budget Year: 2019
Division: Town Clerk
Tax District: Full Town

Cost Center #: 7520
Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

The mission of the Historic Division of the Southampton Town Clerk's office is to preserve and protect the town's historic holdings from elements that compromise their integrity, including the passage of time, while taking initiatives to improve the public's access to the collection.

The records are of great interest to researchers, historical organizations, and government agencies, and the on-going digitization projects of the Historic Division protect our records while making them more accessible. When it comes to preservation, time is of the essence, so it is important to continue the digitization of the collection to make research easier, while preserving and protecting the original documents.

Workload:

The Historic Division maintains records, photographs, books, maps, and artifacts. The collection's holdings are continuously inventoried and appraised to determine the need for conservation and preservation and how best to do it.

The Historic Division has been working on several important projects, cataloging the collection and linking information that will improve access for research and genealogy searches and make it less time-consuming to respond to requests.

The division continues to photograph and scan the most fragile documents in our possession, which preserves the town's history in the event of a disaster while improving electronic access and the ability to make reproductions for the public.

The division will continue to collaborate with the historical societies and school districts in Southampton Town to promote education about the town's past whenever possible.

Not only does the division assist our local historical entities, it provides access to historical records to other town departments, facilitating research and providing historical context for present-day governing.

The division also works on special projects, such as landmark identification, databases, and displays, promoting the town's historical significance.

Department Summary

Department: Archives & Historian

Budget Year: 2019
Division: Town Clerk
Tax District: Full Town

Cost Center #: 7520
Manager: Sundy Schermeyer

NOTES:

Goals & Objectives:

The Historic Division will continue the digitization of Southampton Town's historical holdings to preserve the town's heritage and treasures for future generations. The majority of the record books were transcribed in the late 1870's, and these books have been made digitally searchable on the town's website. This allows the public to do research from home or from a library, including genealogical searches into the town's more than 375 years of history.

The division works with the Historic Burying Grounds Committee in providing resources and guidance, helping with acquiring grant funding, overseeing restoration and preservation of the town's ten cemeteries, and providing educational opportunities.

To that end, the division assists in updating the town's cemetery website, a unique resource that offers an in-depth look at Southampton Town's ten Historic Cemeteries and the vital records to be found on the headstones there. The website has become a resource that has received over 100,000 unique hits from individuals doing genealogical research.

Legal Authority:

Town Law.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Town Clerk													
Town Clerk Summary													
Archives & Historian - 7520													
Secretarial Assistant	PART-TIME	12,240	0	0	12,240	0	962	0	391	1,352	13,592		100.0
Town Historian	PART-TIME	30,600	0	0	30,600	0	2,436	0	1,365	3,801	34,401		100.0
Total Archives & Historian - 7520		42,840	0	0	42,840	0	3,397	0	1,756	5,153	47,993		

NOTES:

Town of Southampton
2019 Adopted Budget
Archives & Historian - 7520

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	
Real Property Taxes:																	
1001	Property Taxes	50,936	50,936	51,042	51,042	51,042	52,193	52,193	52,193	52,193	1,151	2.25%	53,152	53,152	53,152	53,152	
	Total Real Property Taxes	50,936	50,936	51,042	51,042	51,042	52,193	52,193	52,193	52,193	1,151	2.25%	53,152	53,152	53,152	53,152	
Other Revenue:																	
2701	Miscellaneous Tax Receipts	0	0	0	0	13	0	0	0	0	0	0.00%	0	0	0	0	
	Total Other Revenue	0	0	0	0	13	0	0	0	0	0	0.00%	0	0	0	0	
	Total Revenue	50,936	50,936	51,042	51,042	51,055	52,193	52,193	52,193	52,193	1,151	2.25%	53,152	53,152	53,152	53,152	
Salaries:																	
6105	Part Time Salaries	42,000	29,778	42,000	42,000	28,467	42,840	42,840	42,840	42,840	(840)	(2.00%)	43,697	43,697	43,697	43,697	
	Total Salaries	42,000	29,778	42,000	42,000	28,467	42,840	42,840	42,840	42,840	(840)	(2.00%)	43,697	43,697	43,697	43,697	
Employee Benefits - Current:																	
6830	FICA Tax Expenditure	3,213	2,278	3,314	3,314	2,178	3,397	3,397	3,397	3,397	(83)	(2.51%)	3,465	3,465	3,465	3,465	
6835	MTA Tax	143	101	147	147	96	151	151	151	151	(4)	(2.51%)	154	154	154	154	
6840	Worker's Compensation	1,323	1,313	1,323	1,323	1,093	1,570	1,570	1,570	1,570	(247)	(18.65%)	1,601	1,601	1,601	1,601	
6875	Disability	58	49	58	58	31	35	35	35	35	23	39.58%	35	35	35	35	
	Total Employee Benefits - Current	4,736	3,742	4,842	4,842	3,398	5,153	5,153	5,153	5,153	(311)	(6.42%)	5,255	5,255	5,255	5,255	
	Total Employee Costs	46,736	33,520	46,842	46,842	31,864	47,993	47,993	47,993	47,993	(1,151)	(2.46%)	48,952	48,952	48,952	48,952	
Contractual:																	
6401	Contracts	3,000	2,903	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000	
6416	Travel, Dues and Related	600	296	600	200	143	600	600	600	600	(400)	(200.15%)	600	600	600	600	
6425	Office Supplies	600	586	600	1,000	897	600	600	600	600	400	40.00%	600	600	600	600	
	Total Contractual	4,200	3,785	4,200	4,200	1,040	4,200	4,200	4,200	4,200	0	(0.01%)	4,200	4,200	4,200	4,200	
	Total Expenditures	50,936	37,306	51,042	51,042	32,905	52,193	52,193	52,193	52,193	(1,151)	(2.26%)	53,152	53,152	53,152	53,152	
	Net Surplus (Deficit)	0	13,631	0	0	18,150	0	0	0	0			0	0	0	0	