

TOWN CLERK'S OFFICE

2020 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;
- Coordinates processing of taxi and peddlers permits;
- Coordinates FOILS and code changes;
- Maintains files, posts and circulates Fire District 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

RECORDS MANAGEMENT ASSISTANT
Renee Reilly

- 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: 2020
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: 2020
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1410
Manager: Sundy Schermeyer

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.

NOTES:

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
Bid Spec Deposit: (refundable)	\$50.00	
Code Books (Prices Set by General Code)*		
Standard*	\$544.00 \$585.00	\$41.00
Land Use*	\$527.00 \$573.00	\$46.00
Zoning*	\$559.00 \$778.00	\$219.00
Set of 3 Volumes*	\$1,462.00 \$1,820.00	\$358.00
* Prices constantly change due to Quarterly updates.		
Commercial Permits	\$100.00	
Dog Licenses: (Annual)		
Neutered/Spayed / Senior Rate:	\$7.50 / Senior Rate: \$5.00	
Un-neutered/Un-spayed/Senior Rate	\$17.50 / Senior Rate: \$15.00	
Unspayed/Unneutered under 4 months of age:	\$12.00	
Replacement Dog Tag:	\$3.00	
Domestic Partnership	\$20.00	
Termination Fee	\$20.00	
Drop Off Bin Permit	\$50.00	
Filming Applications		
Appeal Hearing Fee (Adopted in 2020 Budget)	\$150.00	
Games of Chance (set by state)	\$25.00/Game	

NOTES:

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
Green Garbage Bags:		
13 gallon (5-bags)	\$8.50	
33 gallon (5-bags)	\$15.50	
Genealogy Searches		
Genealogy Searches	\$11.00	
Long Term Parking Permits		
Bridgehampton Parking District	\$75.00	
Town Resident	\$125.00	
Non Resident	\$300.00	
Replacement Sticker	\$20.00	
Marriage Application (set by state)		
Marriage Application (set by state)	\$40.00	
Transcripts (set by state)		
Transcripts (set by state)	\$10.00	
Birth		
Death		
Marriage		

NOTES:

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
Peddler Permit:		
Individual	\$350.00	
Vehicle	\$350.00	
Appeal Hearing Fee	\$100.00	New Fee
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	
F.O.I.L.		
Copies (8.5x11 & 8.5x14)	\$0.25	
DVD/CD	\$3.00	

NOTES:

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
Maps:		
Zoning		
2x3 Individual Sheet	\$15.00	
3x5 Individual Sheet	\$25.00	
2x3 Full Set	\$50.00	
3x5 Full Set	\$100.00	
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 2020 Budget)		
Appeal Hearing Fee	\$150.00	

NOTES:

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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	

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
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	

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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 <u>within 30 days</u> beyond the submission deadline in §283-2B.	\$10/per day <u>within 30 days</u> beyond the submission deadline in §283-2B.
	\$20/per day. If more than 60 days late and application is accepted	\$20/per day if <u>more than 30 days</u> late & 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	

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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: (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.)	\$250 non-refundable application fee plus additional \$250 per day of filming.	
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.	

2020 Town Clerk Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
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.		
Appeal Fee (§162-7):		
Appeal before Public Safety Commission:	\$150/per application	
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.		

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 1/1/20	Alloc. %
Town Clerk													
Town Clerk Summary													
Town Clerk - 1410													
Confidential Secretary	ADMINSUPPORT	55,204	0	6,023	61,227	1,380	4,758	7,793	1,200	15,132	76,359	4.3	100.0
Deputy Town Clerk	ADMINSUPPORT	95,740	4,787	6,023	106,550	1,380	8,191	13,562	2,070	25,203	131,753	29.7	100.0
Deputy Town Clerk	ADMINSUPPORT	82,808	4,141	0	86,949	29,340	6,763	11,077	1,775	48,956	135,905	20.8	100.0
Data Entry Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 5	45,184	0	0	45,184	13,104	3,517	5,761	969	23,352	68,536	3.6	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 5	54,175	3,251	0	57,425	13,104	4,466	7,315	1,169	26,054	83,480	12.6	100.0
Town Clerk	ELECTOFFICIALS	115,928	4,638	3,000	123,566	29,340	8,443	15,739	2,485	56,006	179,573	17.9	100.0
Office Assistant	PART-TIME	13,265	0	0	13,265	0	1,033	0	297	1,329	14,595		100.0
Office Assistant	PART-TIME	13,265	0	0	13,265	0	1,033	0	297	1,329	14,595		100.0
Total Town Clerk - 1410		475,570	16,817	15,046	507,432	87,648	38,204	61,247	10,263	197,362	704,794		

NOTES:

Town of Southampton

2020 Tentative Budget

Town Clerk - 1410

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	467,368	468,811	500,788	500,788	500,788	543,222	508,494	7,706	1.54%	593,550	558,730	50,236	9.88%
	Total Real Property Taxes	467,368	468,811	500,788	500,788	500,788	543,222	508,494	7,706	1.54%	593,550	558,730	50,236	9.88%
Other Revenue:														
1255	Town Clerk Fees	150,000	198,382	150,000	150,000	148,773	150,000	150,000	0	0.00%	105,000	105,000	(45,000)	(30.00%)
2544	Dog Licenses	9,000	10,299	9,000	9,000	7,929	9,000	9,000	0	0.00%	10,000	10,000	1,000	11.11%
2551	Taxi Permits	85,000	47,040	85,000	85,000	28,720	60,000	60,000	(25,000)	(29.41%)	60,000	60,000	0	0.00%
2554	LT Parking Permits	13,000	16,941	13,000	13,000	8,695	13,000	13,000	0	0.00%	13,000	13,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	50	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	1,100	0	0	0	0	0	0	0.00%	0	0	0	0.00%
5031	Interfund Transfer - Revenue	0	0	0	0	0	10,000	10,000	10,000	100.00%	10,000	10,000	0	0.00%
	Total Other Revenue	257,000	273,811	257,000	257,000	194,116	242,000	242,000	(15,000)	(5.84%)	198,000	198,000	(44,000)	(18.18%)
	Total Revenue	724,368	742,623	757,788	757,788	694,904	785,222	750,494	(7,294)	(0.96%)	791,550	756,730	6,236	0.83%
Salaries:														
6100	Salaries	426,903	427,681	438,191	438,191	291,854	449,039	449,039	(10,848)	(2.48%)	459,192	459,192	(10,153)	(2.26%)
6105	Part Time Salaries	25,500	22,453	26,010	26,010	13,636	26,530	26,530	(520)	(2.00%)	27,061	27,061	(531)	(2.00%)
6110	Longevity	14,828	14,971	16,410	16,410	0	16,817	16,817	(407)	(2.48%)	16,914	16,914	(98)	(0.58%)
6113	Other Pay	3,000	3,000	3,000	3,000	2,000	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6127	Cash in Lieu of Health Benefits	11,274	11,271	12,004	12,004	5,791	12,046	12,046	(42)	(0.35%)	12,046	12,046	0	0.00%
	Total Salaries	481,504	479,377	495,615	495,615	313,281	507,432	507,432	(11,817)	(2.38%)	518,213	518,213	(10,781)	(2.12%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	63,376	58,985	61,816	61,816	35,702	61,664	61,247	569	0.92%	62,980	62,554	(1,307)	(2.13%)

Town of Southampton
2020 Tentative Budget
Town Clerk - 1410

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6830	FICA Tax Expenditure	36,433	36,054	37,772	37,772	23,618	38,376	38,204	(432)	(1.14%)	38,952	38,776	(572)	(1.50%)
6835	MTA Tax	1,655	1,603	1,728	1,728	1,050	1,766	1,754	(26)	(1.51%)	1,803	1,791	(37)	(2.13%)
6840	Worker's Compensation	5,203	4,661	12,533	12,533	7,002	11,889	8,370	4,163	33.22%	12,156	8,558	(188)	(2.25%)
6860	Medical Insurance - Active Employees	88,512	86,053	94,392	94,392	50,741	106,476	79,368	15,024	15.92%	106,476	79,368	0	0.00%
6865	Dental & Optical	7,906	6,730	7,992	7,992	4,464	8,280	8,280	(288)	(3.60%)	8,280	8,280	0	0.00%
6875	Disability	230	72	139	139	0	139	139	0	0.00%	139	139	0	0.00%
Total Employee Benefits - Current		203,314	194,158	216,373	216,373	122,577	228,590	197,362	19,011	8.79%	230,787	199,466	(2,104)	(1.07%)
Total Employee Costs		684,818	673,535	711,988	711,988	435,858	736,022	704,794	7,194	1.01%	749,000	717,680	(12,886)	(1.83%)
Contractual:														
6403	Gasoline	600	329	600	600	215	600	600	0	0.00%	600	600	0	0.00%
6406	Repair Equipment	300	0	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6411	Printing and Stationery	7,000	3,753	7,000	7,000	1,105	7,000	7,000	0	0.00%	10,000	10,000	(3,000)	(42.86%)
6412	Publications	10,000	13,498	13,150	13,150	3,042	16,150	16,150	(3,000)	(22.81%)	10,000	10,000	6,150	38.08%
6416	Travel, Dues and Related	2,400	690	2,000	1,630	305	2,400	2,400	(770)	(47.24%)	2,400	2,400	0	0.00%
6420	Other	250	1,232	250	620	568	250	250	370	59.68%	250	250	0	0.00%
6421	Legal Notices	12,000	11,198	12,000	12,000	8,045	12,000	12,000	0	0.00%	12,000	12,000	0	0.00%
6425	Office Supplies	1,500	2,382	1,500	1,500	980	1,500	1,500	0	0.00%	1,500	1,500	0	0.00%
6451	Document Restoration	1,000	4,960	4,500	4,500	0	4,500	4,500	0	0.00%	1,000	1,000	3,500	77.78%
6477	Copier Leases	4,500	1,850	4,500	4,500	167	4,500	1,000	3,500	77.78%	4,500	1,000	0	0.00%
Total Contractual		39,550	39,892	45,800	45,800	14,425	49,200	45,700	100	0.22%	42,550	39,050	6,650	14.55%
Total Expenditures		724,368	713,427	757,788	757,788	450,284	785,222	750,494	7,294	0.96%	791,550	756,730	(6,236)	(0.83%)

Town of Southampton

2020 Tentative Budget

Town Clerk - 1410

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
	Net Surplus (Deficit)	0	29,196	0	0	244,620	0	0			0	0		
	Net Surplus (Deficit)	0	29,196	0	0	244,620	0	0			0	0		

Department Summary

Department: Records Management

Budget Year: 2020
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: 2020

Division: Town Clerk

Tax District: Full Town

Cost Center #: 1460

Manager: Sundy Schermeyer

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.

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 1/1/20	Alloc. %
Town Clerk													
Town Clerk Summary													
Records Management - 1460													
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	51,425	0	0	51,425	13,104	4,003	6,557	1,100	24,765	76,190	1.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	51,425	0	0	51,425	13,104	4,003	6,557	1,100	24,765	76,190	1.6	100.0
Senior Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	66,303	0	0	66,303	28,488	5,161	8,454	1,414	43,517	109,820	5.9	100.0
Total Records Management - 1460		169,153	0	0	169,153	54,696	13,168	21,568	3,615	93,046	262,200		

NOTES:

Town of Southampton

2020 Tentative Budget

Records Management - 1460

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	235,293	233,321	274,063	274,063	274,063	293,794	265,178	(8,885)	(3.24%)	301,021	272,353	7,175	2.71%
	Total Real Property Taxes	235,293	233,321	274,063	274,063	274,063	293,794	265,178	(8,885)	(3.24%)	301,021	272,353	7,175	2.71%
Other Revenue:														
2701	Miscellaneous Tax Receipts	0	13	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	13	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	235,293	233,333	274,063	274,063	274,063	293,794	265,178	(8,885)	(3.24%)	301,021	272,353	7,175	2.71%
Salaries:														
6100	Salaries	150,769	146,221	162,812	162,812	108,141	169,153	169,153	(6,341)	(3.89%)	175,003	175,003	(5,850)	(3.46%)
6127	Cash in Lieu of Health Benefits	5,637	1,879	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Salaries	156,406	148,099	162,812	162,812	108,141	169,153	169,153	(6,341)	(3.89%)	175,003	175,003	(5,850)	(3.46%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	21,744	20,238	21,469	21,469	12,400	21,725	21,568	(98)	(0.46%)	22,476	22,314	(746)	(3.46%)
6830	FICA Tax Expenditure	12,098	10,877	12,791	12,791	7,997	13,264	13,168	(377)	(2.94%)	13,722	13,623	(455)	(3.46%)
6835	MTA Tax	538	489	569	569	364	590	585	(17)	(2.94%)	610	605	(20)	(3.46%)
6840	Worker's Compensation	1,734	1,553	4,396	4,396	2,456	4,229	2,977	1,419	32.28%	4,375	3,080	(103)	(3.46%)
6860	Medical Insurance - Active Employees	36,456	36,361	65,700	65,700	32,389	77,664	50,556	15,144	23.05%	77,664	50,556	0	0.00%
6865	Dental & Optical	3,953	3,255	3,996	3,996	2,678	4,140	4,140	(144)	(3.60%)	4,140	4,140	0	0.00%
6875	Disability	86	0	52	52	0	52	52	0	0.00%	52	52	0	0.00%
	Total Employee Benefits - Current	76,609	72,774	108,974	108,974	58,284	121,663	93,046	15,927	14.62%	123,040	94,371	(1,325)	(1.42%)
	Total Employee Costs	233,015	220,873	271,785	271,785	166,425	290,816	262,200	9,586	3.53%	298,043	269,375	(7,175)	(2.74%)

Town of Southampton
2020 Tentative Budget
Records Management - 1460

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
	Contractual:													
6401	Contracts	828	200	828	128	0	828	828	(700)	(546.88%)	828	828	0	0.00%
6425	Office Supplies	850	832	850	850	624	850	850	0	0.00%	850	850	0	0.00%
6426	Supplies - Other	600	534	600	600	449	600	600	0	0.00%	600	600	0	0.00%
6477	Copier Leases	0	0	0	700	198	700	700	0	0.00%	700	700	0	0.00%
	Total Contractual	2,278	1,566	2,278	2,278	1,271	2,978	2,978	(700)	(30.73%)	2,978	2,978	0	0.00%
	Total Expenditures	235,293	222,439	274,063	274,063	167,696	293,794	265,178	8,886	3.24%	301,021	272,353	(7,175)	(2.71%)
	Net Surplus (Deficit)	0	10,894	0	0	106,368	0	0			0	0		
	Net Surplus (Deficit)	0	10,894	0	0	106,368	0	0			0	0		

Department Summary

Department: Archives & Historian

Budget Year: 2020

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: 2020
Division: Town Clerk
Tax District: Full Town

Cost Center #: 7520
Manager: Sundy Schermeyer

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.

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 1/1/20	Alloc. %
Town Clerk													
Town Clerk Summary													
Archives & Historian - 7520													
Secretarial Assistant	PART-TIME	13,085	0	0	13,085	0	1,019	0	293	1,312	14,397		100.0
Town Historian	PART-TIME	31,212	0	0	31,212	0	2,484	0	1,392	3,876	35,088		100.0
Total Archives & Historian - 7520		44,297	0	0	44,297	0	3,503	0	1,685	5,188	49,485		

NOTES:

Town of Southampton

2020 Tentative Budget

Archives & Historian - 7520

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	51,042	49,442	52,193	52,193	52,193	53,125	53,685	1,492	2.86%	54,103	54,386	701	1.31%
	Total Real Property Taxes	51,042	49,442	52,193	52,193	52,193	53,125	53,685	1,492	2.86%	54,103	54,386	701	1.31%
Other Revenue:														
2701	Miscellaneous Tax Receipts	0	13	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	13	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	51,042	49,455	52,193	52,193	52,193	53,125	53,685	1,492	2.86%	54,103	54,386	701	1.31%
Salaries:														
6105	Part Time Salaries	42,000	36,615	42,840	42,840	22,140	43,697	44,297	(1,457)	(3.40%)	44,571	44,921	(624)	(1.41%)
	Total Salaries	42,000	36,615	42,840	42,840	22,140	43,697	44,297	(1,457)	(3.40%)	44,571	44,921	(624)	(1.41%)
Employee Benefits - Current:														
6830	FICA Tax Expenditure	3,314	2,801	3,397	3,397	1,694	3,463	3,503	(106)	(3.11%)	3,533	3,553	(50)	(1.42%)
6835	MTA Tax	147	124	151	151	75	154	156	(5)	(3.11%)	157	158	(2)	(1.42%)
6840	Worker's Compensation	1,323	1,185	1,570	1,570	877	1,576	1,494	75	4.80%	1,608	1,520	(25)	(1.69%)
6875	Disability	58	29	35	35	0	35	35	0	0.00%	35	35	0	0.00%
	Total Employee Benefits - Current	4,842	4,139	5,153	5,153	2,646	5,228	5,188	(35)	(0.68%)	5,332	5,265	(77)	(1.49%)
	Total Employee Costs	46,842	40,754	47,993	47,993	24,785	48,925	49,485	(1,492)	(3.11%)	49,903	50,186	(701)	(1.42%)
Contractual:														
6401	Contracts	3,000	1,998	3,000	3,000	836	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6416	Travel, Dues and Related	600	143	600	600	56	600	600	0	0.00%	600	600	0	0.05%

Town of Southampton
2020 Tentative Budget
Archives & Historian - 7520

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6425	Office Supplies	600	958	600	600	323	600	600	0	0.00%	600	600	0	0.00%
	Total Contractual	4,200	3,099	4,200	4,200	1,215	4,200	4,200	0	0.00%	4,200	4,200	0	0.01%
	Total Expenditures	51,042	43,853	52,193	52,193	26,000	53,125	53,685	(1,492)	(2.86%)	54,103	54,386	(701)	(1.31%)
	Net Surplus (Deficit)	0	5,602	0	0	26,193	0	0			0	0		
	Net Surplus (Deficit)	0	5,602	0	0	26,193	0	0			0	0		