

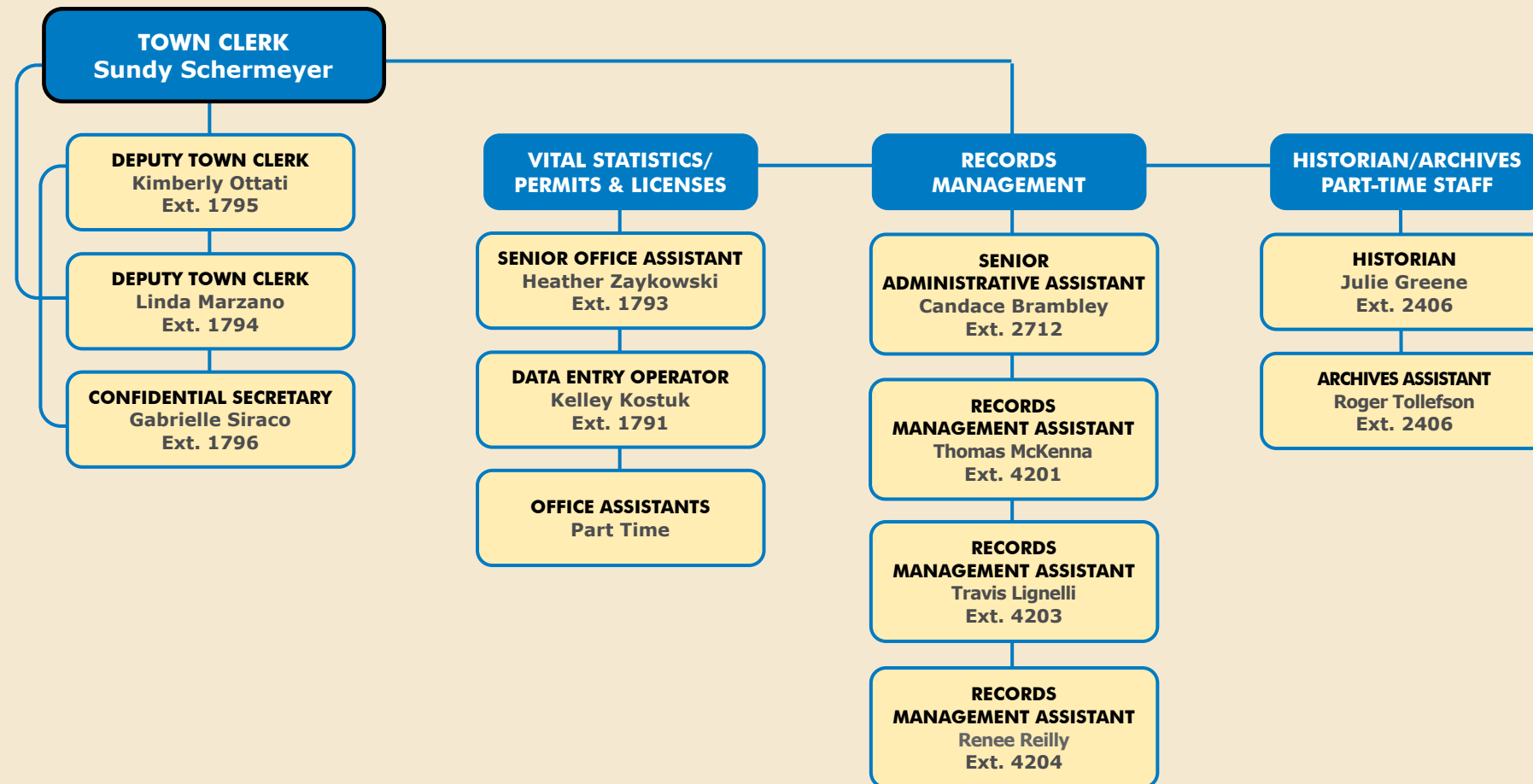
# 2021 ORGANIZATIONAL CHART TOWN CLERK'S OFFICE

Main Line: 287-5740

Fax: 283-5606

Hampton Bays Annex: 723-2712

Fax: 723-3080





# TOWN CLERK - SUMMARY

Department: Town Clerk

Budget Year: 2021

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

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*Department: Town Clerk*

**Budget Year:** 2021

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1410

**Manager:** Sundy Schermeyer

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## **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.

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**NOTES:**

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**2021 Town Clerk Fee Schedule**

<b>Fee Schedule</b>	<b>2021 Fee Schedule</b>	<b>Proposed Increase</b>
Bid Spec Deposit: (refundable)	\$50.00	
<b>Code Books (Prices Set by General Code)*</b>		
Standard*	<b>\$585.00</b>	
Land Use*	<b>\$573.00</b>	
Zoning*	<b>\$778.00</b>	
Set of 3 Volumes*	<b>\$1,820.00</b>	
<b>* Prices constantly change due to Quarterly updates.</b>		
Commercial Permits	\$100.00	
<b>Dog Licenses: (Annual)</b>		
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	
<b>Filming Applications</b>		
Appeal Hearing Fee	\$150.00	
Games of Chance (set by state)	\$25.00/Game	

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**NOTES:**

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**2021 Town Clerk Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Green Garbage Bags:</b>		
13 gallon (5-bags)	\$8.50	
33 gallon (5-bags)	\$15.50	
<b>Genealogy Searches</b>		
Genealogy Searches	\$11.00	
<b>Long Term Parking Permits</b>		
Bridgehampton Parking District	\$75.00	
Town Resident	\$125.00	
Non Resident	\$300.00	
<b>Replacement Sticker</b>	<b>\$20.00</b>	
<b>Marriage Application (set by state)</b>		
Marriage Application (set by state)	\$40.00	
<b>Transcripts (set by state)</b>		
Transcripts (set by state)	\$10.00	
Birth		
Death		
Marriage		

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**NOTES:**

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**2021 Town Clerk Fee Schedule**

<b>Fee Schedule</b>	<b>2021 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Peddler Permit:</b>		
Individual	\$350.00	
Vehicle	\$350.00	
Appeal Hearing Fee	\$100.00	
<b>Vehicle for Hire:</b>		
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	
<b>Replacement Sticker</b>	<b>\$20.00</b>	
<b>F.O.I.L.</b>		
Copies (8.5x11 & 8.5x14)	\$0.25	
DVD/CD	\$3.00	

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**NOTES:**

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**2021 Town Clerk Fee Schedule**

<b>Fee Schedule</b>	<b>2021 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Maps:</b>		
Zoning		
2x3 Individual Sheet	\$15.00	
3x5 Individual Sheet	\$25.00	
2x3 Full Set	\$50.00	
3x5 Full Set	\$100.00	
<b>Trail Maps</b>		
Both (East & West)	\$15.00 (East & West)	
Individual (East or West)	\$10.00 Each	
<b>Historical (Belcher Hyde)</b>		
Historical (Belcher Hyde)	\$25.00	
<b>Notary Service:</b>		
Notary Service:	\$1.00	
<b>Special Event Applications:</b>		
Appeal Hearing Fee	\$150.00	

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**NOTES:**

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**2021 Town Clerk Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Special Event &amp; Parade Application Fees (§283-5):</b>		
For parades and 1 day events with less than	<b>250 people: \$50 per event day; \$25 per set up day</b>	
For events occurring over more than one day and/or events with	<b>250 - 500 people: \$150 per event day; \$75 per set up day</b>	
For events occurring over more than one day and/or events with	<b>500 - 1000 people: \$300 per event day; \$150 per set up day</b>	
For events occurring over more than one day and/or events with	<b>1000 – 3000 people: \$500 per event day; \$250 per set up day</b>	
For events occurring over more than one day and/or events with more than	<b>3000 people: \$1000 per event day; \$500 per set up day</b>	
<b>Late Application Fee</b>	<b>\$10 / per day beyond the submission deadline and \$20 / per day more than 30 days</b>	

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**NOTES:**

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**2021 Town Clerk Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Special Events held on parcels with PDD designation</b>		
For parades and 1 day events with less than	<b>250 people: \$50 per event day; \$25 per set up day</b>	
For events occurring over more than one day and/or events with	<b>250 - 500 people: \$100 per event day; \$50 per set up day</b>	
For events occurring over more than one day and/or events with more than	<b>500 people: \$200 per event day; \$100 per set up day</b>	

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**NOTES:**

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**2021 Town Clerk Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Fee for amendment to application (§283-8):</b>		
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.		
<b>Late Application Fee (§283-5):</b>		
Special Event & Parade Late Application Fee:	<b>\$10/per day within 30 days beyond the submission deadline in §283-2B.</b>	
	<b>\$20/per day if more than 30 days late &amp; application is accepted.</b>	
<b>Liability Insurance (§283-3A):</b>		
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.		
<b>Appeal Fee (§283-9B):</b>		
Appeal before Public Safety Commission:	<b>\$150/per application</b>	

**NOTES:**

## 2021 Town Clerk Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Cost Reimbursement (§283-3B):</b>		
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.		
<b>Filming Permit Application Fees (§162-5):</b>		
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.)	<b>\$250 non-refundable application fee plus additional \$250 per day of filming.</b>	
For films occurring over more than one day and/or films involving 26-100 people:	<b>\$250 non-refundable application fee and additional \$500 fee per day of filming.</b>	
For films occurring over more than one day and/or films involving 100-200 people:	<b>\$250 non-refundable application fee and additional \$1000 fee per day of filming.</b>	
For films occurring over more than one day and/or films involving more than 200 people:	<b>\$250 non-refundable application fee and additional \$1500 fee per day of filming</b>	
<b>Fee for amendment to application (§162-6):</b>		
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.		
<b>Late Application Fee (§162-5):</b>		
Filming Late Application Fee:	<b>\$50/per day beyond the submission deadline in §162-2B.</b>	

NOTES:

**2021 Town Clerk Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Liability Insurance (§162-3A):</b>		
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.		
<b>Appeal Fee (§162-7):</b>		
Appeal before Public Safety Commission:	<b>\$150/per application</b>	
<b>Cost Reimbursement (§162-3B):</b>		
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.		

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**NOTES:**

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# 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 1/1/21	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Town Clerk - 1410</b>													
Confidential Secretary	ADMINSUPPORT	49,980	0	0	49,980	28,488	3,841	7,034	418	39,781	89,761	0.3	100.0
Deputy Town Clerk	ADMINSUPPORT	97,654	4,883	6,023	108,560	1,380	8,202	15,272	837	25,692	134,252	30.7	100.0
Deputy Town Clerk	ADMINSUPPORT	84,464	4,224	0	88,688	29,340	6,814	12,480	709	49,343	138,031	21.8	100.0
Data Entry Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 6	46,537	0	0	46,537	13,104	3,576	6,550	390	23,621	70,157	4.6	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	51,491	0	0	51,491	28,488	3,957	7,247	430	40,122	91,614	0.9	100.0
Town Clerk	ELECTOFFICIALS	118,247	4,730	4,000	126,977	29,340	8,471	17,866	995	56,671	183,648	18.9	100.0
Office Assistant	PART-TIME	10,000	0	0	10,000	0	769	0	98	866	10,866		100.0
Office Assistant	PART-TIME	10,000	0	0	10,000	0	769	0	98	866	10,866		100.0
<b>Total Town Clerk - 1410</b>		<b>468,374</b>	<b>13,837</b>	<b>10,023</b>	<b>492,234</b>	<b>130,140</b>	<b>36,399</b>	<b>66,449</b>	<b>3,975</b>	<b>236,963</b>	<b>729,196</b>		

**NOTES:**

# Town of Southampton

## 2021 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	500,788	500,788	508,494	490,791	490,791	569,758	532,896	532,896	532,896	42,105	8.58%	620,259	582,725	582,725	582,725
	<b>Total Real Property Taxes</b>	<b>500,788</b>	<b>500,788</b>	<b>508,494</b>	<b>490,791</b>	<b>490,791</b>	<b>569,758</b>	<b>532,896</b>	<b>532,896</b>	<b>532,896</b>	<b>42,105</b>	<b>8.58%</b>	<b>620,259</b>	<b>582,725</b>	<b>582,725</b>	<b>582,725</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	150,000	188,626	150,000	150,000	83,668	150,000	150,000	150,000	150,000	0	0.00%	105,000	105,000	105,000	105,000
2544	Dog Licenses	9,000	11,827	9,000	9,000	6,463	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	85,000	30,020	60,000	60,000	12,975	60,000	60,000	60,000	60,000	0	0.00%	60,000	60,000	60,000	60,000
2554	LT Parking Permits	13,000	15,903	13,000	13,000	5,330	13,000	13,000	13,000	13,000	0	0.00%	13,000	13,000	13,000	13,000
5031	Interfund Transfer - Revenue	0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	<b>Total Other Revenue</b>	<b>257,000</b>	<b>246,376</b>	<b>242,000</b>	<b>242,000</b>	<b>118,436</b>	<b>242,000</b>	<b>242,000</b>	<b>242,000</b>	<b>242,000</b>	<b>0</b>	<b>0.00%</b>	<b>198,000</b>	<b>198,000</b>	<b>198,000</b>	<b>198,000</b>
	<b>Total Revenue</b>	<b>757,788</b>	<b>747,164</b>	<b>750,494</b>	<b>732,791</b>	<b>609,227</b>	<b>811,758</b>	<b>774,896</b>	<b>774,896</b>	<b>774,896</b>	<b>42,105</b>	<b>5.75%</b>	<b>818,259</b>	<b>780,725</b>	<b>780,725</b>	<b>780,725</b>
<b>Salaries:</b>																
6100	Salaries	438,191	438,194	449,039	432,606	361,409	482,702	448,374	448,374	448,374	(15,767)	(3.64%)	493,785	458,775	458,775	458,775
6101	Overtime	0	0	0	1,000	201	0	0	0	0	1,000	100.00%	0	0	0	0
6105	Part Time Salaries	26,010	22,886	26,530	26,530	19,332	20,000	20,000	20,000	20,000	6,530	24.61%	20,000	20,000	20,000	20,000
6110	Longevity	16,410	16,411	16,817	16,817	134	13,837	13,837	13,837	13,837	2,980	17.72%	13,837	13,837	13,837	13,837
6113	Other Pay	3,000	3,000	3,000	3,000	2,500	3,000	4,000	4,000	4,000	(1,000)	(33.33%)	3,000	4,000	4,000	4,000
6127	Cash in Lieu of Health Benefits	12,004	11,581	12,046	12,046	5,730	8,432	6,023	6,023	6,023	6,023	50.00%	8,432	6,023	6,023	6,023
	<b>Total Salaries</b>	<b>495,615</b>	<b>492,071</b>	<b>507,432</b>	<b>491,999</b>	<b>389,306</b>	<b>527,971</b>	<b>492,234</b>	<b>492,234</b>	<b>492,234</b>	<b>(235)</b>	<b>(0.05%)</b>	<b>539,054</b>	<b>502,635</b>	<b>502,635</b>	<b>502,635</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	61,816	61,155	61,247	61,247	50,824	63,927	66,449	66,449	66,449	(5,202)	(8.49%)	65,322	67,913	67,913	67,913
6830	FICA Tax Expenditure	37,772	37,122	38,204	38,204	29,310	39,207	36,399	36,399	36,399	1,805	4.72%	39,790	36,929	36,929	36,929
6835	MTA Tax	1,728	1,650	1,754	1,754	1,309	1,803	1,681	1,681	1,681	73	4.15%	1,841	1,716	1,716	1,716
6840	Worker's Compensation	12,533	11,441	8,370	8,370	5,444	2,312	2,155	2,155	2,155	6,216	74.26%	2,363	2,202	2,202	2,202
6860	Medical Insurance - Active Employees	94,392	75,690	79,368	79,368	58,782	121,860	121,860	121,860	121,860	(42,492)	(53.54%)	121,860	121,860	121,860	121,860
6865	Dental & Optical	7,992	6,774	8,280	8,280	5,318	8,832	8,280	8,280	8,280	0	0.00%	8,832	8,280	8,280	8,280
6875	Disability	139	24	139	139	57	146	139	139	139	0	0.00%	146	139	139	139
	<b>Total Employee Benefits - Current</b>	<b>216,373</b>	<b>193,857</b>	<b>197,362</b>	<b>197,362</b>	<b>151,045</b>	<b>238,088</b>	<b>236,963</b>	<b>236,963</b>	<b>236,963</b>	<b>(39,600)</b>	<b>(20.06%)</b>	<b>240,154</b>	<b>239,040</b>	<b>239,040</b>	<b>239,040</b>
	<b>Total Employee Costs</b>	<b>711,988</b>	<b>685,928</b>	<b>704,794</b>	<b>689,361</b>	<b>540,351</b>	<b>766,058</b>	<b>729,196</b>	<b>729,196</b>	<b>729,196</b>	<b>(39,835)</b>	<b>(5.78%)</b>	<b>779,209</b>	<b>741,675</b>	<b>741,675</b>	<b>741,675</b>
<b>Contractual:</b>																
6403	Gasoline	600	351	600	600	171	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	7,000	6,282	7,000	6,900	5,442	7,000	7,000	7,000	7,000	(100)	(1.45%)	10,000	10,000	10,000	10,000
6412	Publications	13,150	10,280	16,150	16,150	4,861	16,150	16,150	16,150	16,150	0	0.00%	10,000	10,000	10,000	10,000
6416	Travel, Dues and Related	2,000	1,805	2,400	480	455	2,400	2,400	2,400	2,400	(1,920)	(400.00%)	2,400	2,400	2,400	2,400
6420	Other	250	568	250	0	0	250	250	250	250	(250)	(100.00%)	250	250	250	250
6421	Legal Notices	12,000	12,206	12,000	12,000	10,383	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
6425	Office Supplies	1,500	1,646	1,500	1,500	1,127	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6451	Document Restoration	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	0	0.00%	1,000	1,000	1,000	1,000

**Town of Southampton**  
**2021 Adopted Budget**  
**Town Clerk - 1410**

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
6477	Copier Leases	4,500	225	1,000	1,000	83	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
	<b>Total Contractual</b>	45,800	37,862	45,700	43,430	27,023	45,700	45,700	45,700	45,700	(2,270)	(5.23%)	39,050	39,050	39,050	39,050
	<b>Total Expenditures</b>	<b>757,788</b>	<b>723,791</b>	<b>750,494</b>	<b>732,791</b>	<b>567,374</b>	<b>811,758</b>	<b>774,896</b>	<b>774,896</b>	<b>774,896</b>	<b>(42,105)</b>	<b>(5.75%)</b>	<b>818,259</b>	<b>780,725</b>	<b>780,725</b>	<b>780,725</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>23,373</b>	<b>0</b>	<b>0</b>	<b>41,852</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Department Summary

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*Department: Records Management*

**Budget Year:** 2021

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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**NOTES:**

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## **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 Clerks 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

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*Department: Records Management*

**Budget Year:** 2021

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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## 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.

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**NOTES:**

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# 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 1/1/21	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Records Management - 1460</b>													
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	52,999	0	0	52,999	13,104	4,073	7,459	442	25,079	78,078	2.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	52,999	0	0	52,999	13,104	4,073	7,459	442	25,079	78,078	2.6	100.0
Senior Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	68,337	0	0	68,337	28,488	5,252	9,618	565	43,923	112,261	6.9	100.0
<b>Total Records Management - 1460</b>		<b>174,336</b>	<b>0</b>	<b>0</b>	<b>174,336</b>	<b>54,696</b>	<b>13,398</b>	<b>24,537</b>	<b>1,450</b>	<b>94,080</b>	<b>268,416</b>		

**NOTES:**

**Town of Southampton**  
**2021 Adopted Budget**  
**Records Management - 1460**

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	274,063	274,063	265,178	265,178	265,178	269,302	271,894	271,894	271,894	6,716	2.53%	276,085	278,766	278,766	278,766
	<b>Total Real Property Taxes</b>	<b>274,063</b>	<b>274,063</b>	<b>265,178</b>	<b>265,178</b>	<b>265,178</b>	<b>269,302</b>	<b>271,894</b>	<b>271,894</b>	<b>271,894</b>	<b>6,716</b>	<b>2.53%</b>	<b>276,085</b>	<b>278,766</b>	<b>278,766</b>	<b>278,766</b>
	<b>Total Revenue</b>	<b>274,063</b>	<b>274,063</b>	<b>265,178</b>	<b>265,178</b>	<b>265,178</b>	<b>269,302</b>	<b>271,894</b>	<b>271,894</b>	<b>271,894</b>	<b>6,716</b>	<b>2.53%</b>	<b>276,085</b>	<b>278,766</b>	<b>278,766</b>	<b>278,766</b>
<b>Salaries:</b>																
6100	Salaries	162,812	162,812	169,153	169,153	140,764	174,336	174,336	174,336	174,336	(5,182)	(3.06%)	180,351	180,351	180,351	180,351
	<b>Total Salaries</b>	<b>162,812</b>	<b>162,812</b>	<b>169,153</b>	<b>169,153</b>	<b>140,764</b>	<b>174,336</b>	<b>174,336</b>	<b>174,336</b>	<b>174,336</b>	<b>(5,182)</b>	<b>(3.06%)</b>	<b>180,351</b>	<b>180,351</b>	<b>180,351</b>	<b>180,351</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	21,469	21,240	21,568	21,568	17,898	21,945	24,537	24,537	24,537	(2,969)	(13.77%)	22,702	25,383	25,383	25,383
6830	FICA Tax Expenditure	12,791	12,042	13,168	13,168	10,428	13,398	13,398	13,398	13,398	(230)	(1.75%)	13,860	13,860	13,860	13,860
6835	MTA Tax	569	543	585	585	464	595	595	595	595	(10)	(1.75%)	616	616	616	616
6840	Worker's Compensation	4,396	4,013	2,977	2,977	1,936	802	802	802	802	2,175	73.06%	830	830	830	830
6860	Medical Insurance - Active Employees	65,700	48,314	50,556	50,556	39,900	50,556	50,556	50,556	50,556	0	0.00%	50,556	50,556	50,556	50,556
6865	Dental & Optical	3,996	4,065	4,140	4,140	3,357	4,140	4,140	4,140	4,140	0	0.00%	4,140	4,140	4,140	4,140
6875	Disability	52	0	52	52	0	52	52	52	52	0	0.00%	52	52	52	52
	<b>Total Employee Benefits - Current</b>	<b>108,974</b>	<b>90,217</b>	<b>93,046</b>	<b>93,046</b>	<b>73,983</b>	<b>91,488</b>	<b>94,080</b>	<b>94,080</b>	<b>94,080</b>	<b>(1,034)</b>	<b>(1.11%)</b>	<b>92,756</b>	<b>95,437</b>	<b>95,437</b>	<b>95,437</b>
	<b>Total Employee Costs</b>	<b>271,785</b>	<b>253,029</b>	<b>262,200</b>	<b>262,200</b>	<b>214,747</b>	<b>265,824</b>	<b>268,416</b>	<b>268,416</b>	<b>268,416</b>	<b>(6,216)</b>	<b>(2.37%)</b>	<b>273,107</b>	<b>275,788</b>	<b>275,788</b>	<b>275,788</b>
<b>Contractual:</b>																
6401	Contracts	828	200	828	328	200	828	828	828	828	(500)	(152.44%)	828	828	828	828
6425	Office Supplies	850	624	850	850	353	850	850	850	850	0	0.00%	850	850	850	850
6426	Supplies - Other	600	449	600	600	449	600	600	600	600	0	0.00%	600	600	600	600
6477	Copier Leases	0	613	700	1,200	1,144	1,200	1,200	1,200	1,200	0	0.00%	700	700	700	700
	<b>Total Contractual</b>	<b>2,278</b>	<b>1,886</b>	<b>2,978</b>	<b>2,978</b>	<b>2,146</b>	<b>3,478</b>	<b>3,478</b>	<b>3,478</b>	<b>3,478</b>	<b>(500)</b>	<b>(16.79%)</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>
	<b>Total Expenditures</b>	<b>274,063</b>	<b>254,914</b>	<b>265,178</b>	<b>265,178</b>	<b>216,893</b>	<b>269,302</b>	<b>271,894</b>	<b>271,894</b>	<b>271,894</b>	<b>(6,716)</b>	<b>(2.53%)</b>	<b>276,085</b>	<b>278,766</b>	<b>278,766</b>	<b>278,766</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>19,149</b>	<b>0</b>	<b>0</b>	<b>48,285</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2021  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 7520  
**Manager:** Sundy Schermeyer

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**NOTES:**

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## **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.

## **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.

# 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 1/1/21	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Archives &amp; Historian - 7520</b>													
Town Historian - Requested	ADMINSUPPORT	28,000	0	2,409	30,409	552	2,336	4,278	240	7,406	37,815		40.0
Secretarial Assistant	PART-TIME	12,347	0	0	12,347	0	949	0	116	1,065	13,412		100.0
Town Historian	PART-TIME	12,347	0	0	12,347	0	1,014	0	970	1,984	14,331		100.0
<b>Total Archives &amp; Historian - 7520</b>		<b>52,694</b>	<b>0</b>	<b>2,409</b>	<b>55,103</b>	<b>552</b>	<b>4,299</b>	<b>4,278</b>	<b>1,326</b>	<b>10,455</b>	<b>65,559</b>		

**NOTES:**

**Town of Southampton**  
**2021 Adopted Budget**  
**Archives & Historian - 7520**

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	52,193	52,193	53,685	66,155	66,155	55,337	69,759	69,759	69,759	3,604	5.45%	55,337	70,440	70,440	70,440
	<b>Total Real Property Taxes</b>	<b>52,193</b>	<b>52,193</b>	<b>53,685</b>	<b>66,155</b>	<b>66,155</b>	<b>55,337</b>	<b>69,759</b>	<b>69,759</b>	<b>69,759</b>	<b>3,604</b>	<b>5.45%</b>	<b>55,337</b>	<b>70,440</b>	<b>70,440</b>	<b>70,440</b>
	<b>Total Revenue</b>	<b>52,193</b>	<b>52,193</b>	<b>53,685</b>	<b>66,155</b>	<b>66,155</b>	<b>55,337</b>	<b>69,759</b>	<b>69,759</b>	<b>69,759</b>	<b>3,604</b>	<b>5.45%</b>	<b>55,337</b>	<b>70,440</b>	<b>70,440</b>	<b>70,440</b>
<b>Salaries:</b>																
6100	Salaries	0	0	0	0	0	0	28,000	28,000	28,000	(28,000)	(100.00%)	0	28,556	28,556	28,556
6105	Part Time Salaries	42,840	34,709	44,297	56,597	40,059	44,921	24,694	24,694	24,694	31,903	56.37%	44,921	24,694	24,694	24,694
6127	Cash in Lieu of Health Benefits	0	0	0	0	0	0	2,409	2,409	2,409	(2,409)	(100.00%)	0	2,409	2,409	2,409
	<b>Total Salaries</b>	<b>42,840</b>	<b>34,709</b>	<b>44,297</b>	<b>56,597</b>	<b>40,059</b>	<b>44,921</b>	<b>55,103</b>	<b>55,103</b>	<b>55,103</b>	<b>1,494</b>	<b>2.64%</b>	<b>44,921</b>	<b>55,659</b>	<b>55,659</b>	<b>55,659</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	0	0	0	0	0	0	4,278	4,278	4,278	(4,278)	(100.00%)	0	4,357	4,357	4,357
6830	FICA Tax Expenditure	3,397	2,655	3,503	3,664	3,064	3,620	4,299	4,299	4,299	(635)	(17.33%)	3,620	4,342	4,342	4,342
6835	MTA Tax	151	118	156	165	136	161	191	191	191	(26)	(16.02%)	161	193	193	193
6840	Worker's Compensation	1,570	1,433	1,494	1,494	972	2,400	1,093	1,093	1,093	401	26.85%	2,400	1,096	1,096	1,096
6865	Dental & Optical	0	0	0	0	0	0	552	552	552	(552)	(100.00%)	0	552	552	552
6875	Disability	35	8	35	35	20	35	42	42	42	(7)	(20.00%)	35	42	42	42
	<b>Total Employee Benefits - Current</b>	<b>5,153</b>	<b>4,214</b>	<b>5,188</b>	<b>5,358</b>	<b>4,192</b>	<b>6,216</b>	<b>10,455</b>	<b>10,455</b>	<b>10,455</b>	<b>(5,097)</b>	<b>(95.14%)</b>	<b>6,216</b>	<b>10,581</b>	<b>10,581</b>	<b>10,581</b>
	<b>Total Employee Costs</b>	<b>47,993</b>	<b>38,923</b>	<b>49,485</b>	<b>61,955</b>	<b>44,251</b>	<b>51,137</b>	<b>65,559</b>	<b>65,559</b>	<b>65,559</b>	<b>(3,604)</b>	<b>(5.82%)</b>	<b>51,137</b>	<b>66,240</b>	<b>66,240</b>	<b>66,240</b>
<b>Contractual:</b>																
6401	Contracts	3,000	9,933	3,000	3,000	3,000	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	437	600	600	180	600	600	600	600	0	0.00%	600	600	600	600
6425	Office Supplies	600	556	600	600	195	600	600	600	600	0	0.00%	600	600	600	600
	<b>Total Contractual</b>	<b>4,200</b>	<b>10,925</b>	<b>4,200</b>	<b>4,200</b>	<b>3,375</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>0</b>	<b>0.00%</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
	<b>Total Expenditures</b>	<b>52,193</b>	<b>49,848</b>	<b>53,685</b>	<b>66,155</b>	<b>47,626</b>	<b>55,337</b>	<b>69,759</b>	<b>69,759</b>	<b>69,759</b>	<b>(3,604)</b>	<b>(5.45%)</b>	<b>55,337</b>	<b>70,440</b>	<b>70,440</b>	<b>70,440</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>2,345</b>	<b>0</b>	<b>0</b>	<b>18,529</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>