

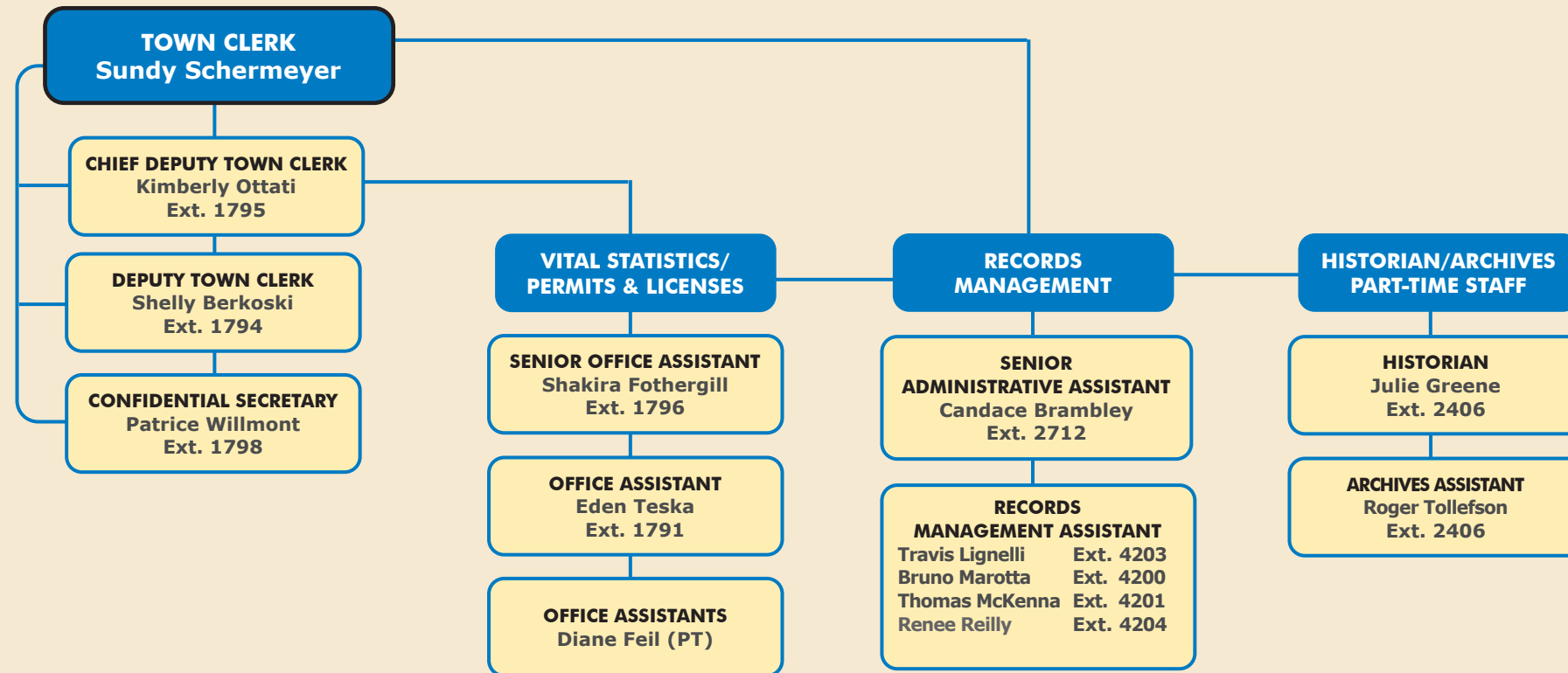
2023 ORGANIZATIONAL CHART TOWN CLERK'S OFFICE

Main Line: 287-5740

Fax: 283-5606

Hampton Bays Annex: 723-2712

Fax: 723-3080



TOWN CLERK - SUMMARY

Department: Town Clerk

Budget Year: 2023
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 governmental information, expedite application processes and find ways to further upgrade the office to be more effective and efficient in our service delivery while reducing resources required to accomplish those goals.

The Town Clerk serves as the Secretary to the Town Board, Registrar of Vital Statistics, Records Management Officer, NYS Licensing Agent, Town 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:

1. Recording Secretary for the Town Board and Commissioners of the Hampton Bays Water District
 - a. Attends all meetings and is the official record keeper of all Town Board agendas, legal notices, resolutions and minutes.
 - b. Maintains all Town Board Legislative Files
 - c. Maintains content of the Town Clerk Portal for public access.
2. Registrar of Vital Statistics
 - a. Records, files and issues birth and death records
3. Filing Agent
 - a. Emergency Orders, Ordinances, Local Laws, Notices of claim/defect, petitions, change of zone/special exception petitions, Oaths of Office, annual financial disclosure statements, annual Town budgets, inter-municipal filings, fire district: budgets, election results and financials, and ambulance districts financials
4. Licensing Agent
 - a. NYS Licensing-Birth, death and marriage licenses/certificates, Games of Chance, liquor license renewals, DEC hunting and fishing
 - b. Town Licenses/Permits - Disabled parking permits, dog licenses, domestic partners, filming, peddlers and solicitors, taxi, livery, long term parking and veteran permits
5. Records Management Officer - Custodian of all town records, Records Management Center/Town Clerk Annex in Hampton Bays
6. Marriage Officer
7. Conducts town-wide Bid/RFP openings, archives
8. Manages the acceptance & release of performance and maintenance bonds
9. Coordinates FOIL requests
10. Notary services

Department Summary

Department: Town Clerk

Budget Year: 2023

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.

Implement new Meeting Management software 2022-2023

Upgrade Town Clerk software to expedite licensing initiatives.

Implement additional functionality of Records Management Software to continue to improve the internal department 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:

2023 Town Clerk Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Code Books (Prices Set by General Code)*		
Standard General Legislation w/binder*	\$700.00	
Land Use w/binder*	\$675.00	
Zoning w/binder*	\$975.00	
Set of 3 Volumes w/binder*	\$2,200.00	
* Prices constantly change due to Quarterly updates.		
Commercial Permits	\$125.00	
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 \$30.00	\$10
Termination Fee	\$20.00 \$30.00	\$10
Drop Off Bin Permit	\$50.00 \$100.00	\$50
Filming Applications		
Appeal Hearing Fee (Adopted in 2020 Budget)	\$150.00	duplicative
Games of Chance (set by state)	\$25.00/Game	

NOTES:

2023 Town Clerk Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Green Garbage Bags:		
13 gallon (5-bags)	\$9.75	
33 gallon (5-bags)	\$17.50	
Genealogy Searches		
Genealogy Searches	\$11.00	
Long Term Parking Permits		
Bridgehampton Parking District	\$75.00 \$95.00	\$20
Town Resident	\$125.00 \$145.00	\$20
Non Resident	\$300.00 \$325.00	\$25
Replacement Sticker	\$20.00 \$25.00	\$5
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:

2023 Town Clerk Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Peddler Permit:		
Individual	\$350.00	
Vehicle	\$350.00	
Appeal Hearing Fee	\$100.00	
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 \$35.00	\$10
DMV Plate Certifications	\$50.00 (deposit)	
Appeal Hearing Fee	\$100.00	
Replacement Sticker	\$20.00 \$25.00	\$5
F.O.1.L.		
Copies (8.5x11 & 8.5x14)	\$0.25	
DVD/CD	\$3.00	

NOTES:

2023 Town Clerk Fee Schedule

Fee Schedule	2023 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)		
Historical (Belcher Hyde)	\$25.00	
Notary Service:		
Notary Service:	\$1.00 \$2.00	\$1
Special Event Applications:		
(Adopted in 2020 Budget)		
Appeal Hearing Fee	\$150.00	Fire Marshal

NOTES:

2023 Town Clerk Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
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.	
Film Students affiliated with an accredited educational institution up to 3-days of filming	\$25.00 one time fee	\$25.00
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.		

NOTES:

2023 Town Clerk Fee Schedule

Fee Schedule	2023 Fee Schedule	Proposed Increase
Late Application Fee (§162-5):		
Filming Late Application Fee:	\$50/per day beyond the submission deadline in §162-2B.	
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.		

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 1/1/23	Alloc. %
Town Clerk													
Town Clerk Summary													
Town Clerk - 1410													
Confidential Secretary	ADMINSUPPORT	55,060	0	0	55,060	32,664	4,229	6,412	426	43,731	98,791	1.0	100.0
Deputy Town Clerk	ADMINSUPPORT	105,640	5,183	8,992	119,815	1,620	8,365	13,948	849	24,782	144,597	32.7	100.0
Deputy Town Clerk	ADMINSUPPORT	84,817	0	6,899	91,716	1,620	7,042	10,678	670	20,011	111,727	0.3	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 2	47,805	0	0	47,805	32,664	3,672	5,568	372	42,275	90,080	0.7	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	55,624	0	6,899	62,523	1,620	4,800	7,279	453	14,152	76,675	1.2	100.0
Town Clerk	ELECTOFFICIALS	129,500	6,375	4,000	139,875	33,954	8,657	16,286	1,013	59,910	199,785	20.9	100.0
Office Assistant	PART-TIME	10,500	0	0	10,500	0	806	0	95	902	11,402		100.0
Office Assistant - Vacant	PART-TIME	10,500	0	0	10,500	0	806	0	95	902	11,402		100.0
Total Town Clerk - 1410		499,446	11,558	26,790	537,794	104,142	38,378	60,170	3,974	206,664	744,458		

NOTES:

Town of Southampton

2023 Tentative Budget

Town Clerk - 1410

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Difference	2024 Tentative/2023 % of Change
Real Property Taxes:														
1001	Property Taxes	532,896	472,497	661,845	669,435	628,137	691,651	688,008	18,573	2.77%	621,807	618,278	(69,730)	(10.14%)
	Total Real Property Taxes	532,896	472,497	661,845	669,435	628,137	691,651	688,008	18,573	2.77%	621,807	618,278	(69,730)	(10.14%)
Other Revenue:														
1255	Town Clerk Fees	150,000	148,471	70,000	70,000	80,819	70,000	70,000	0	0.00%	105,000	105,000	35,000	50.00%
2544	Dog Licenses	9,000	7,502	9,000	9,000	4,800	9,000	9,000	0	0.00%	10,000	10,000	1,000	11.11%
2551	Taxi Permits	60,000	7,325	15,000	15,000	2,600	15,000	15,000	0	0.00%	60,000	60,000	45,000	300.00%
2554	LT Parking Permits	13,000	10,706	11,000	11,000	9,210	11,000	11,000	0	0.00%	13,000	13,000	2,000	18.18%
5031	Interfund Transfer - Revenue	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
	Total Other Revenue	242,000	184,004	115,000	115,000	107,428	115,000	115,000	0	0.00%	198,000	198,000	83,000	72.17%
	Total Revenue	774,896	656,501	776,845	784,435	735,566	806,651	803,008	18,573	2.37%	819,807	816,278	13,270	1.65%
Salaries:														
6100	Salaries	448,374	430,010	455,251	454,872	313,829	474,446	478,446	(23,574)	(5.18%)	487,784	491,884	(13,438)	(2.81%)
6103	Accumulated Sick/Personal Days	0	0	2,173	2,048	1,197	2,093	2,093	(45)	(2.20%)	2,093	2,093	0	0.00%
6105	Part Time Salaries	20,000	19,590	28,000	28,000	14,233	28,560	21,000	7,000	25.00%	28,560	21,000	0	0.00%
6110	Longevity	13,837	13,836	11,231	11,231	0	11,558	11,558	(327)	(2.91%)	11,558	11,558	0	0.00%
6113	Other Pay	4,000	4,000	4,000	4,000	2,833	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
6127	Cash in Lieu of Health Benefits	6,023	9,184	8,720	8,845	8,844	20,697	20,697	(11,852)	(134.00%)	20,697	20,697	0	0.00%
	Total Salaries	492,234	476,619	509,375	508,996	340,937	541,354	537,794	(28,798)	(5.66%)	554,692	551,232	(13,438)	(2.50%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	66,449	64,626	55,803	55,803	43,303	59,704	60,170	(4,368)	(7.83%)	61,258	61,735	(1,565)	(2.60%)
6830	FICA Tax Expenditure	36,399	35,680	36,924	36,895	25,614	38,901	38,378	(1,483)	(4.02%)	39,565	39,044	(666)	(1.74%)

Town of Southampton
2023 Tentative Budget
Town Clerk - 1410

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Tentative Difference	2024 Tentative/2023 Tentative % of Change
6835	MTA Tax	1,681	1,584	1,759	1,757	1,066	1,847	1,835	(79)	(4.49%)	1,893	1,881	(46)	(2.50%)
6840	Worker's Compensation	2,155	1,984	1,981	1,981	1,556	2,012	1,998	(16)	(0.83%)	2,065	2,052	(54)	(2.69%)
6860	Medical Insurance - Active Employees	121,860	71,557	110,880	109,880	42,978	94,422	94,422	15,458	14.07%	94,422	94,422	0	0.00%
6865	Dental & Optical	8,280	7,780	9,432	9,432	4,337	9,720	9,720	(288)	(3.05%)	9,720	9,720	0	0.00%
6875	Disability	139	43	141	141	29	141	141	0	0.00%	141	141	0	0.00%
Total Employee Benefits - Current		236,963	183,255	216,920	215,889	118,882	206,747	206,664	9,224	4.27%	209,064	208,995	(2,331)	(1.13%)
Total Employee Costs		729,196	659,874	726,295	724,885	459,819	748,101	744,458	(19,573)	(2.70%)	763,756	760,227	(15,769)	(2.12%)
Contractual:														
6403	Gasoline	600	395	600	600	332	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	5,356	7,500	6,400	2,099	7,500	7,500	(1,100)	(17.19%)	10,000	10,000	(2,500)	(33.33%)
6412	Publications	16,150	13,388	16,150	17,250	13,959	16,150	16,150	1,100	6.38%	16,150	16,150	0	0.00%
6416	Travel, Dues and Related	2,400	523	2,400	2,400	798	2,400	2,400	0	0.00%	2,400	2,400	0	(0.02%)
6420	Other	250	150	250	250	0	250	250	0	0.00%	250	250	0	0.00%
6421	Legal Notices	12,000	19,091	12,000	22,000	12,134	20,000	20,000	2,000	9.09%	15,000	15,000	5,000	25.00%
6423	Small Equipment (Non-Capital	0	0	750	1,750	0	750	750	1,000	57.14%	750	750	0	0.00%
6425	Office Supplies	1,500	1,373	1,500	1,500	1,179	1,500	1,500	0	0.00%	1,500	1,500	0	0.00%
6451	Document Restoration	4,500	4,500	4,500	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	0	0.00%
6477	Copier Leases	1,000	87	4,600	2,600	38	4,600	4,600	(2,000)	(76.92%)	4,600	4,600	0	0.00%
Total Contractual		45,700	44,862	50,550	59,550	35,038	58,550	58,550	1,000	1.68%	56,051	56,051	2,499	4.27%
Total Expenditures		774,896	704,737	776,845	784,435	494,857	806,651	803,008	(18,573)	(2.37%)	819,807	816,278	(13,269)	(1.65%)

Town of Southampton
2023 Tentative Budget
Town Clerk - 1410

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Difference	2024 Tentative/2023 % of Change
	Net Surplus (Deficit)	0	(48,236)	0	0	240,709	0	0			0	0		
	Net Surplus (Deficit)	0	(48,236)	0	0	240,709	0	0			0	0		

TOWN CLERK - RECORDS MANAGEMENT SUMMARY

Department: Records Management

Budget Year: 2023

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 newly adopted NYS LGS-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. Respond to all building Department Foil Requests. Set appointments for the viewing of files and scan requested documents to Constituent.
4. Scan all pertinent documents in building files to be uploaded to Southampton Town GIS.
5. 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: 2023
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 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 1/1/23	Alloc. %
Town Clerk													
Town Clerk Summary													
Records Management - 1460													
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 6	58,798	0	0	58,798	15,060	4,516	6,848	454	26,877	85,676	4.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 6	58,798	0	0	58,798	15,060	4,516	6,848	454	26,877	85,676	4.6	100.0
Senior Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 6	75,137	3,005	0	78,142	32,664	6,001	9,099	585	48,349	126,491	8.9	100.0
Total Records Management - 1460		192,733	3,005	0	195,738	62,784	15,033	22,795	1,492	102,104	297,842		

NOTES:

Town of Southampton

2023 Tentative Budget

Records Management - 1460

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Tentative Difference	2024 Tentative/2023 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	271,894	274,628	279,856	279,856	262,394	301,620	301,492	21,636	7.73%	310,579	310,451	8,959	2.97%
	Total Real Property Taxes	271,894	274,628	279,856	279,856	262,394	301,620	301,492	21,636	7.73%	310,579	310,451	8,959	2.97%
	Total Revenue	271,894	274,628	279,856	279,856	262,394	301,620	301,492	21,636	7.73%	310,579	310,451	8,959	2.97%
Salaries:														
6100	Salaries	174,336	174,333	180,351	180,351	129,273	192,733	192,733	(12,382)	(6.87%)	200,119	200,119	(7,387)	(3.83%)
6103	Accumulated Sick/Personal Days	0	0	412	412	0	0	0	412	100.00%	0	0	0	0.00%
6110	Longevity	0	2,733	2,828	2,828	0	3,005	3,005	(178)	(6.29%)	3,123	3,123	(117)	(3.90%)
	Total Salaries	174,336	177,067	183,591	183,591	129,273	195,738	195,738	(12,148)	(6.62%)	203,242	203,242	(7,504)	(3.83%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	24,537	23,864	21,285	21,285	16,517	22,795	22,795	(1,510)	(7.09%)	23,669	23,669	(874)	(3.83%)
6830	FICA Tax Expenditure	13,398	13,123	14,101	14,101	9,559	15,033	15,033	(932)	(6.61%)	15,609	15,609	(576)	(3.83%)
6835	MTA Tax	595	583	627	627	399	668	668	(41)	(6.61%)	694	694	(26)	(3.83%)
6840	Worker's Compensation	802	739	739	739	581	771	771	(31)	(4.26%)	800	800	(30)	(3.83%)
6860	Medical Insurance - Active Employees	50,556	50,010	51,216	51,216	39,249	57,924	57,924	(6,708)	(13.10%)	57,924	57,924	0	0.00%
6865	Dental & Optical	4,140	4,551	4,716	4,716	3,336	4,860	4,860	(144)	(3.05%)	4,860	4,860	0	0.00%
6875	Disability	52	1	53	53	0	53	53	0	0.00%	53	53	0	0.00%
	Total Employee Benefits - Current	94,080	92,870	92,738	92,738	69,641	102,104	102,104	(9,366)	(10.10%)	103,609	103,609	(1,505)	(1.47%)
	Total Employee Costs	268,416	269,937	276,328	276,328	198,914	297,842	297,842	(21,514)	(7.79%)	306,851	306,851	(9,009)	(3.02%)

Town of Southampton
2023 Tentative Budget
Records Management - 1460

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Tentative Difference	2024 Tentative/2023 Tentative % of Change
	Contractual:													
6401	Contracts	828	200	828	828	0	828	700	128	15.46%	828	700	0	0.00%
6425	Office Supplies	850	1,331	850	1,050	1,036	1,000	1,000	50	4.76%	1,000	1,000	0	0.00%
6426	Supplies - Other	600	679	650	450	0	650	650	(200)	(44.44%)	600	600	50	7.69%
6477	Copier Leases	1,200	1,252	1,200	1,200	526	1,300	1,300	(100)	(8.33%)	1,300	1,300	0	0.00%
	Total Contractual	3,478	3,462	3,528	3,528	1,562	3,778	3,650	(122)	(3.46%)	3,728	3,600	50	1.37%
	Total Expenditures	271,894	273,398	279,856	279,856	200,476	301,620	301,492	(21,636)	(7.73%)	310,579	310,451	(8,959)	(2.97%)
	Net Surplus (Deficit)	0	1,230	0	0	61,918	0	0			0	0		
	Net Surplus (Deficit)	0	1,230	0	0	61,918	0	0			0	0		

TOWN CLERK - ARCHIVES & HISTORIAN SUMMARY

Department: Archives & Historian

Budget Year: 2023
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: 2023
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 380 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 eleven Historic 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 eleven 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 1/1/23	Alloc. %
Town Clerk													
Town Clerk Summary													
Archives & Historian - 7520													
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 7	30,464	0	0	30,464	13,066	2,340	3,548	233	19,186	49,650	1.9	40.0
Secretarial Assistant	PART-TIME	12,846	0	0	12,846	0	987	0	113	1,100	13,945		100.0
Town Historian	PART-TIME	12,846	0	0	12,846	0	1,057	0	1,031	2,087	14,933		100.0
Total Archives & Historian - 7520		56,156	0	0	56,156	13,066	4,383	3,548	1,376	22,373	78,529		

NOTES:

Town of Southampton
2023 Tentative Budget
Archives & Historian - 7520

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Tentative Difference	2024 Tentative/2023 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	69,759	72,859	78,505	70,505	65,606	82,864	82,864	12,359	17.53%	84,005	84,005	1,141	1.38%
	Total Real Property Taxes	69,759	72,859	78,505	70,505	65,606	82,864	82,864	12,359	17.53%	84,005	84,005	1,141	1.38%
	Total Revenue	69,759	72,859	78,505	70,505	65,606	82,864	82,864	12,359	17.53%	84,005	84,005	1,141	1.38%
Salaries:														
6100	Salaries	28,000	25,426	28,664	28,664	34,241	30,464	30,464	(1,800)	(6.28%)	31,444	31,444	(980)	(3.22%)
6105	Part Time Salaries	24,694	22,096	25,188	17,188	6,032	25,692	25,692	(8,504)	(49.48%)	25,692	25,692	0	0.00%
6127	Cash in Lieu of Health Benefits	2,409	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Salaries	55,103	47,523	53,852	45,852	40,273	56,156	56,156	(10,304)	(22.47%)	57,135	57,135	(980)	(1.74%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	4,278	4,161	3,323	3,323	2,579	3,548	3,548	(225)	(6.76%)	3,662	3,662	(114)	(3.22%)
6830	FICA Tax Expenditure	4,299	3,575	4,205	4,205	2,965	4,383	4,383	(178)	(4.23%)	4,458	4,458	(75)	(1.72%)
6835	MTA Tax	191	159	187	187	114	195	195	(8)	(4.23%)	198	198	(3)	(1.72%)
6840	Worker's Compensation	1,093	993	1,116	1,116	876	1,139	1,139	(23)	(2.06%)	1,143	1,143	(4)	(0.34%)
6860	Medical Insurance - Active Employees	0	7,111	10,915	10,915	13,754	12,418	12,418	(1,502)	(13.76%)	12,418	12,418	0	0.00%
6865	Dental & Optical	552	409	629	629	734	648	648	(19)	(3.05%)	648	648	0	0.00%
6875	Disability	42	12	42	42	6	42	42	0	0.00%	42	42	0	0.00%
	Total Employee Benefits - Current	10,455	16,420	20,418	20,418	21,027	22,373	22,373	(1,955)	(9.58%)	22,570	22,570	(197)	(0.88%)
	Total Employee Costs	65,559	63,942	74,270	66,270	61,300	78,529	78,529	(12,259)	(18.50%)	79,705	79,705	(1,177)	(1.50%)

Town of Southampton
2023 Tentative Budget
Archives & Historian - 7520

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Tentative Difference	2024 Tentative/2023 Tentative % of Change
Contractual:														
6401	Contracts	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6416	Travel, Dues and Related	600	0	635	635	401	635	635	0	0.01%	600	600	35	5.55%
6425	Office Supplies	600	1,149	600	600	420	700	700	(100)	(16.67%)	700	700	0	0.00%
	Total Contractual	4,200	4,149	4,235	4,235	3,821	4,335	4,335	(100)	(2.36%)	4,300	4,300	35	0.81%
	Total Expenditures	69,759	68,091	78,505	70,505	65,120	82,864	82,864	(12,359)	(17.53%)	84,005	84,005	(1,141)	(1.38%)
	Net Surplus (Deficit)	0	4,768	0	0	486	0	0			0	0		
	Net Surplus (Deficit)	0	4,768	0	0	486	0	0			0	0		