

TOWN OF WEST SENECA



AMY M. KOBLER
TOWN CLERK

RECEIVER OF TAXES
REGISTRAR OF VITAL STATISTICS
NOTARY PUBLIC
RECORDS MANAGEMENT OFFICER

TOWN SUPERVISOR
GARY A. DICKSON

TOWN COUNCIL
WILLIAM BAUER
JOSEPH J. CANTAFIO
WILLIAM P. HANLEY JR.
JEFF PIEKAREC

TO: West Seneca Town Board

FROM: West Seneca Town Clerk, Amy M Kobler

DATE: May 21, 2020

RE: Budget Transfer Request

Please authorize a budget transfer in the amount of \$9,500 from the part-time clerk line 1.1410.0138 to the office supply line 1.1410.0419 for the purchase of security glass surrounding the counter of the Town Clerk's Office.

During tax collection periods, it is not unusual to see a line of residents outside the office waiting to come in. There have been times when people have reached over our exposed counters, putting the staff at risk. The Town Clerk's office is responsible for the collection of Town & County taxes as well as collection on behalf of the three school districts that comprise West Seneca. Our office collects both by mail and in-person. All tax payments received by mail are processed in the Town Clerk's Office in between customers - this is due to increase efficiency in processing times in comparison to contracting out. The Town Clerk's office received \$58,916,530.78 in 2019 Town & County taxes. Town & County collection runs from approximately January 15th to July 1st. Payments processed by mail and at the counter for 2019 totaled 5,529 and 4,711 respectively. The 4,711 total for in-office payments is indicative of foot traffic in the office during that time. The school tax collection period runs from September to December. In 2019 the Town Clerk's office received \$46,673,705.38. Payments processed by mail and at the counter were 4,513 and 4,822, respectively. We are currently in the 2020 Town & County tax period. To date, \$60,186,745.09 has been collected, with 3,732 mail payments and 6,237 in-office payments

Outside of tax collection, the Town Clerk's office is extremely busy. We collect payments on the following: sewer taps, sporting licenses, recycling totes, police/fire alarms, permits (snow plow, building, electrical, plumbing and signs), dog licenses, Zoning Board of Appeals & Planning Board application fees, site plan review, racing & wagering licenses, plumber licenses, electrical contractor licenses, accessible parking permits, marriage licenses and certificates for all births and deaths occurring in the Town of West Seneca. The total for these fees in 2019 was \$590,513.08, and for 2020, as of May

12, 2020, \$209,383.05. The office in 2019 issued 1,363 accessible parking permits. Almost all of these payments/transactions occur in person.

Security glass is not unprecedented in Town Hall offices; the recreation department, Court clerks, and police records clerks function behind glass. The Town Clerk's office collects a substantially larger sum of money than these offices combined. Due to the current covid-19 pandemic, additional restrictions have been placed on the office and my hope is security glass will alleviate those restrictions and keep the staff and residents safe.

Should you have any questions, please feel free to contact me.

