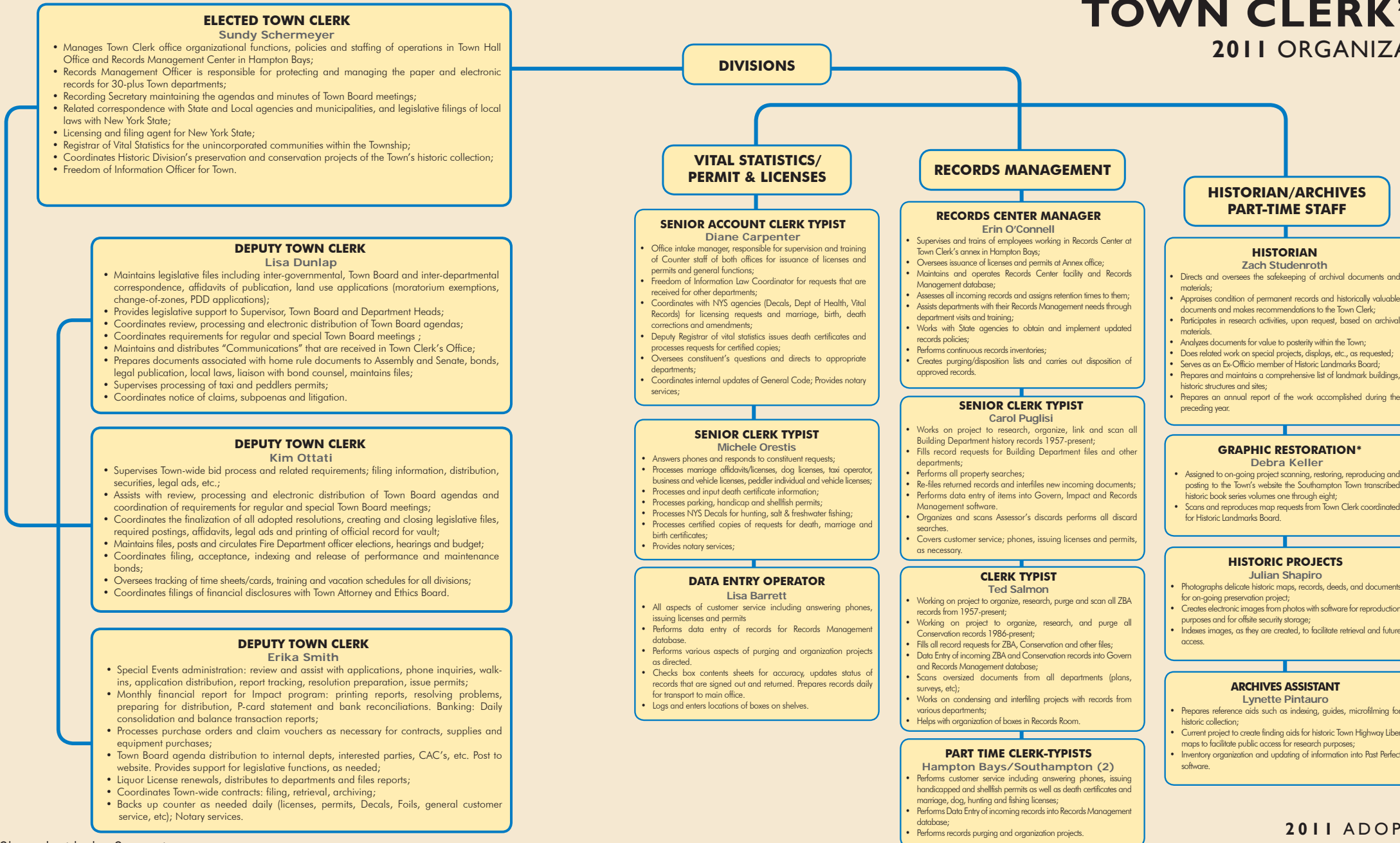


TOWN CLERK'S OFFICE

2011 ORGANIZATIONAL CHART



* Shared with the Supervisor

2011 SPECIAL EVENT AND PARADE PERMIT FEE SCHEDULE

2011 SPECIAL EVENT AND PARADE PERMIT FEE SCHEDULE

Special Event & Parade Application Fees (§283-5):

For parades and 1 day events with less than 250 people: \$50.00 per day

For events occurring over more than one day and/or events with 250 - 500 people: \$150.00 per day

For events occurring over more than one day and/or events with 500 - 1000 people: \$300.00 per day

For events occurring over more than one day and/or events with 1000 - 3000 people: \$500.00 per day

For events occurring over more than one day and/or events with more than 3000 people: \$1000.00 per day

Special Events held on parcels with PDD designation

For parades and 1 day events with less than 250 people: \$50.00 per day

For events occurring over more than one day and/or events with 250 - 500 people: \$100.00 per day

For events occurring over more than one day and/or events with more than 500 people: \$200.00 per day

Fee for amendment to application (§283-8):

Any amendment to the application for a parade or Special Event permit will be subject to an amendment fee of **25%** of the applicable application fee. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments to Incident Action Plans or Parking Plans at the request of the Town are not considered amendments to the application.

Late Application Fee (§283-5):

Special Event & Parade Late Application Fee: \$10/per day beyond the submission deadline in §283-2B.

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

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 part-time Police Officer, Traffic Control Officer, Traffic Control Specialist, Police Officer, Captain, Detective, Fire Marshal, or Code Enforcement Officer 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.

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 1/1/11
Town Clerk Summary												
Town Clerk - 1410												
Deputy Town Clerk	ADMINSUPPORT	51,000	0	0	51,000	19,207	3,902	5,865	265	29,239	80,239	3.3
Deputy Town Clerk	ADMINSUPPORT	69,291	0	2,500	71,791	1,080	5,492	8,256	361	15,189	86,980	20.7
Deputy Town Clerk	ADMINSUPPORT	80,111	0	0	80,111	19,207	6,128	9,213	400	34,948	115,059	10.3
Senior Clerk Typist	CSEA40HOUR-NEW / C / 4	41,875	0	0	41,875	17,250	3,203	4,816	223	25,492	67,366	3.6
Senior Account Clerk Typist	CSEA40HOURPROMO	67,964	6,797	736	75,498	19,207	5,776	8,682	378	34,043	109,541	21.9
Town Clerk	ELECTOFFICIALS	97,000	0	0	97,000	19,207	7,650	11,500	492	41,849	138,849	8.9
Clerk	PART-TIME	7,997	0	0	7,997	0	612	0	66	678	8,675	
Total Town Clerk - 1410		415,238	6,797	3,236	425,271	95,159	32,763	48,332	2,184	181,437	606,708	

NOTES:

Department Summary

Department: Town Clerk

Budget Year: 2011
Division: Town Clerk Summary
Tax District: Full Town

Cost Center #: 1410
Manager:

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 costs.

The Town Clerk continues to concentrate efforts on making efficiency upgrades to the Town business that is administered through this office. As a result the office has reduced the turn around time on everything from Freedom of Information requests and special events applications to taxi licenses, thus saving taxpayer time and money. The staff previously needed to accomplish these tasks has been reallocated to better serve our constituents and has improved our ability to respond to requests.

A prime example of our effort to increase efficiency is our new method of electronic delivery of the thousands of letters and correspondence generated from the Town Board resolutions and legislation to the proper agencies and interested parties including community organizations. Electronic delivery has reduced delivery time, improved the public's ability to participate in our government and increased transparency while reducing staff resources, postage and printing costs. The Town Clerk also oversees the functions of Vital Statistics, Records Management, Archives and the Historic Division.

Workload:

The Office of the Town Clerk is responsible to accomplish the following:

1. Prepare the Town Board agenda, attend and take official minutes at all Town Board meetings.
2. Maintain the content of the Town Clerk Portal to allow interested parties to access information about Town Board meetings, agendas and adopted legislation.
3. Act as custodian of all Town Records, as Records Management Officer, coordinating procedures for retention and maintenance of inactive records.
4. Maintain originals and database for all Town contracts, leases, agreements and mortgages.
5. Process change of zone/planned development district applications.
6. Issue licenses including but not limited to marriage, dog, taxi, hunting, fishing and games of chance.
7. Issue permits including but not limited to handicap and long term parking, shellfish and peddling.
8. Administer Town wide bid process, coordinate associated legal ads, track acceptance and release of maintenance and performance bonds.

Department Summary

Department: Town Clerk

Budget Year: 2011

Division: Town Clerk Summary

Tax District: Full Town

Cost Center #: 1410

Manager:

9. Oversee filing of Town budgets and annual financial reports and filing of school, ambulance and fire district budgets.

10. Process claims, notices of defect, petitions and law suits against the Town.

11. Coordinate inter-municipal required filings and liquor license renewals.

12. Oversee oaths of office and acceptance of all financial disclosures.

In 2009, the Town Clerk's Office administered and processed twenty-six (26) Regular Town Board meetings and twenty-three (23) Special Town Board meetings averaging one meeting per week, in addition to five (5) Hampton Bays Water District Meetings. Sixty-two (62) local laws were filed with the State as a result of adopted legislation.

Eight thousand two hundred (8,200) licenses and permits were issued, including three thousand seven hundred (3,700) shellfish, handicap and long term parking permits and four thousand five hundred (4,500) marriage, vital records, taxi, dog, hunting and fishing licenses.

Ninety-eight (98) special event applications were processed, tracked and issued and forty (40) bid openings were advertised and processed.

Ten thousand (10,000) photocopies were made for the public and over one thousand (1,000) miscellaneous receipts were processed for the sale of garbage bags, zoning maps, notary fees, etc.

The Town Clerk serves as the Records Management Officer overseeing the archived records of thirty two (32) Town Departments, as well as FOIL officer and Marriage Officer.

NOTES:

Department Summary

Department: Town Clerk

Budget Year: 2011

Division: Town Clerk Summary

Tax District: Full Town

Cost Center #: 1410

Manager:

Goals & Objectives:

An ongoing objective of the Town Clerk is to increase public access to government information. Using the website to make information that is of public interest readily available will continue to be a priority. Putting bid packages and requests for proposals on line, providing web access to current town contracts and targeting electronic submission of reports and applications of interest will be on the forefront of expected activity.

In addition the Town Clerk will incorporate dog licensing renewals into our operations as of January 1, 2011, as a result of New York State eliminating the service from the State budget and turning it over to municipalities.

Other goals include:

1. Continue to streamline the office operations to increase efficiency in processing all licenses and applications with the use of new technological advances.
2. Find innovative ways to reduce the resources necessary to run the office to make our contribution to help reduce the Town's carbon footprint.

Legal Authority:

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

NOTES:

Town of Southampton
2011 Adopted Budget
Town Clerk - 1410

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	537,724	483,513	514,536	514,536	514,536	525,036	514,734	514,734	497,888	(16,648)	(3.24%)	551,921	552,312	552,312	535,413
	Total Real Property Taxes	537,724	483,513	514,536	514,536	514,536	525,036	514,734	514,734	497,888	(16,648)	(3.24%)	551,921	552,312	552,312	535,413
Other Revenue:																
1255	Town Clerk Fees	135,000	88,320	70,000	70,000	78,493	90,000	90,000	90,000	90,000	20,000	28.57%	90,000	90,000	90,000	90,000
2544	Dog Licenses	0	9,001	6,000	6,000	5,749	9,000	9,000	9,000	9,000	3,000	50.00%	9,000	9,000	9,000	9,000
2551	Taxi Permits	25,000	38,250	35,000	35,000	35,600	40,000	40,000	40,000	40,000	5,000	14.29%	40,000	40,000	40,000	40,000
2554	LT Parking Permits	0	0	0	0	0	0	0	0	10,000	10,000	100.00%	0	0	0	10,000
5031	Interfund Transfer - Revenue	10,000	0	0	10,000	0	0	0	0	10,000	0	0.00%	0	0	0	10,000
	Total Other Revenue	170,000	135,570	111,000	121,000	119,842	139,000	139,000	139,000	159,000	38,000	31.40%	139,000	139,000	139,000	159,000
	Total Revenue	707,724	619,083	625,536	635,536	634,378	664,036	653,734	653,734	656,888	21,352	3.36%	690,921	691,312	691,312	694,413
Salaries:																
6100	Salaries	434,489	413,640	400,939	400,939	333,733	409,249	407,241	407,241	407,241	(6,302)	(1.57%)	415,909	413,860	413,860	413,860
6102	Severance Pay	0	1,766	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	847	1,229	1,373	1,373	913	736	736	736	736	637	46.37%	736	736	736	736
6105	Part Time Salaries	8,000	11,068	7,997	7,997	5,541	7,997	7,997	7,997	7,997	0	0.00%	7,997	7,997	7,997	7,997
6107	Pay Differential Special Units	0	3,000	3,000	3,000	1,875	0	0	0	0	3,000	100.00%	0	0	0	0
6110	Longevity	5,195	6,629	6,629	6,629	5,525	6,797	6,797	6,797	6,797	(167)	(2.52%)	6,927	6,959	6,959	6,959
6113	Other Pay	0	0	0	0	1,750	4,125	4,125	4,125	3,000	(3,000)	(100.00%)	4,125	4,125	4,125	3,000
6127	Cash in Lieu of Health Benefits	0	2,500	2,500	2,500	1,250	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
	Total Salaries	448,531	439,833	422,438	422,438	350,586	431,404	429,396	429,396	428,271	(5,833)	(1.38%)	438,194	436,178	436,178	435,053
Employee Benefits - Current:																
6810	Employee Retirement - Active	35,337	31,940	29,148	39,746	24,290	48,692	48,461	48,461	48,332	(8,585)	(21.60%)	71,426	71,097	71,097	70,914
6830	FICA Tax Expenditure	34,881	33,615	32,317	32,317	26,324	33,002	32,849	32,849	32,763	(446)	(1.38%)	33,522	33,368	33,368	33,282
6840	Worker's Compensation	6,993	6,759	8,976	8,976	7,480	1,997	1,987	1,987	1,982	6,994	77.92%	2,028	2,019	2,019	2,013
6860	Medical Insurance - Active Employees	78,689	80,729	76,311	76,311	64,183	88,679	88,679	88,679	88,679	(12,368)	(16.21%)	95,773	95,773	95,773	95,773
6865	Dental & Optical	6,093	0	5,904	5,904	4,862	6,480	6,480	6,480	6,480	(576)	(9.76%)	6,996	6,996	6,996	6,996
6870	NYS Unemployment Insurance	0	8,554	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6875	Disability	0	144	202	202	120	202	202	202	202	0	0.00%	202	202	202	202
	Total Employee Benefits - Current	161,993	161,743	152,858	163,456	127,260	179,051	178,657	178,657	178,437	(14,981)	(9.17%)	209,947	209,454	209,454	209,180
Employee Benefits - Retirees:																
6861	Health Insurance - Retirees	9,539	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6862	Medicare Part B - Retirees	2,400	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Benefits - Retirees	11,939	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Costs	622,463	601,575	575,296	585,894	477,846	610,456	608,054	608,054	606,708	(20,814)	(3.55%)	648,141	645,632	645,632	644,233

Town of Southampton
2011 Adopted Budget
Town Clerk - 1410

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
	Contractual:															
6401	Contracts	21,200	20,370	1,000	890	135	1,000	1,000	1,000	1,000	(110)	(12.36%)	1,000	1,000	1,000	1,000
6403	Gasoline	1,500	550	1,200	964	405	1,200	800	800	800	164	17.01%	1,200	800	800	800
6406	Repair Equipment	250	250	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6411	Printing and Stationery	5,000	4,991	5,000	5,059	2,498	7,500	5,000	5,000	6,500	(1,441)	(28.48%)	7,500	5,000	5,000	6,500
6412	Publications	13,500	13,500	15,000	15,000	14,995	18,000	15,000	15,000	18,000	(3,000)	(20.00%)	18,000	15,000	15,000	18,000
6415	Telephone	2,000	3,321	2,000	2,236	1,549	2,000	0	0	0	2,236	100.00%	2,000	0	0	0
6416	Travel, Dues and Related	360	166	360	470	440	1,200	1,200	1,200	1,200	(730)	(155.32%)	1,200	1,200	1,200	1,200
6421	Legal Notices	30,000	13,370	15,000	15,000	8,664	12,000	12,000	12,000	12,000	3,000	20.00%	1,200	12,000	12,000	12,000
6425	Office Supplies	2,000	1,500	1,200	1,200	917	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6451	Document Restoration	3,000	2,988	2,500	2,441	0	2,500	2,500	2,500	2,500	(59)	(2.42%)	2,500	2,500	2,500	2,500
6477	Copier Leases	0	0	6,780	6,780	5,552	6,780	6,780	6,780	6,780	0	0.00%	6,780	6,780	6,780	6,780
6899	Contingent	6,451	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	85,261	61,005	50,240	50,240	35,156	53,580	45,680	45,680	50,180	60	0.12%	42,780	45,680	45,680	50,180
	Total Expenditures	707,724	662,580	625,536	636,134	513,002	664,036	653,734	653,734	656,888	(20,754)	(3.26%)	690,921	691,312	691,312	694,413
	Net Surplus (Deficit)	0	(43,497)	0	(598)	121,376	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	598	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(43,497)	0	0	121,376	0	0	0	0			0	0	0	0

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 1/1/11
Town Clerk Summary												
Town Clerk Summary												
Records Management - 1460												
Records Service Manager	ADMINSUPPORT	59,511	0	0	59,511	9,420	4,553	6,844	304	21,121	80,632	11.2
Clerk Typist	CSEA40HOUR-NEW / B / 5	38,962	1,559	0	40,521	9,420	3,100	4,660	216	17,396	57,917	6.4
Data Entry Operator	CSEA40HOUR-NEW / B / 1	36,363	0	2,500	38,863	1,080	2,973	4,469	209	8,731	47,593	3.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	42,282	1,691	0	43,973	9,420	3,364	5,057	232	18,073	62,046	10.2
Clerk Typist	PART-TIME	12,496	0	0	12,496	0	956	1,437	87	2,480	14,976	
Total Records Management - 1460		189,614	3,250	2,500	195,364	29,340	14,945	22,467	1,048	67,800	263,164	

NOTES:

Department Summary

Department: Records Management

Budget Year: 2011

Division: Town Clerk Summary

Tax District: Full Town

Cost Center #: 1460

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Records Management Center maintains a complete record inventory of all files, takes measures to preserve historical records while instituting a professional, consistent records management program according to the adopted New York State MU-1 schedule for retention and disposition of the Town's records.

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. Establishing and publishing reference information for distribution to Records Access Officers to promote a cooperative effort in providing support for the Town's Records management program.
3. Provide training to Records Access Officers to ensure the policies and procedures are manageable in each department and identify any special circumstances or individual department needs.
4. Storing the inactive records of Town government in an orderly and efficient manner.
5. Identifying and disposing of records that have reached the end of their retention period according to the NYS MU-1 schedule.

Department Summary

Department: Records Management

Budget Year: 2011
Division: Town Clerk Summary
Tax District: Full Town

Cost Center #: 1460
Manager:

Workload:

By law, the Town Clerk serves as the Records Management Officer and is responsible for the coordination and oversight of the implementation of both a paper and electronic records management program. The Records Center located in the Hampton Bays Community Center serves as the Town's depository for records archived according to the adopted NYS MU-1 Retention and Disposition Schedule.

The Records Management Office also 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 departmental requests and for archived records from Records Center to Southampton Town Hall.
2. Research Freedom of Information applications, gather related documents, scan when possible or copy and send to Southampton Office.
3. Establish and maintain a program for Departmental Records Access Officers to provide supervision of their input to Records Management Program of writing records, transferring index lists as they prepare their records for archiving.
4. Maintenance and continual updating of the Records Management database to track the movement of records throughout the Town is essential to ensure timely access to archived records.
5. Serving as an Annex to the Town Clerk's Main office to provide services to the Western section of the Town issuing licenses and permits and as an intake office for those wanting to do Town business but are unable to travel to Southampton.

NOTES:

Department Summary

Department: Records Management

Budget Year: 2011

Division: Town Clerk Summary

Tax District: Full Town

Cost Center #: 1460

Manager:

NOTES:

Goals & Objectives:

1. The need to incorporate the electronic documents into the adopted New York State MU-1 schedule is essential to be able to continue to effectively manage the Town's records. The volume of electronic records that are being created warrant a software system put in place that has the capability to categorize, index, identify originals from duplicates and assign retention schedules. The electronic records, which also include email, that are being created daily need to follow the same schedule as the paper records that the Town maintains in its records management center and the only way to do that is to utilize a electronic records management software. The implementation of such a program would be cost effective by reducing staff resources that are currently required to research and locate electronic records that are not currently maintained in an organized easily locatable format.
2. Provide periodic training to Records Access Officers to ensure the policies and procedures in each department are manageable and identify any special circumstances or needs individual department may have.
3. Working with the Historic Division, publish procedures that contain criteria for evaluating documents being prepared for archives for historical significance and incorporate this information into training provided to Records Access Officers.
4. Continue to streamline the operations of the Records Management Center to increase efficiency and improve response times to records requests.
5. Complete digitization of oversized archive maps using the large scanner acquired with NYS Dept of Education grant 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.

Town of Southampton
2011 Adopted Budget
Records Management - 1460

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	3,946	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(110)	0	0	46,996	0	0	0	0			0	0	0	0

Department Summary

Department: Registrar of Vital Statistics

Budget Year: 2011

Division: Town Clerk Summary

Tax District: Full Town

Cost Center #: 4020

Manager:

Departmental Mission & Responsibilities:

The Registrar of Vital Statistics is responsible for recording, registering and providing certificates for births and deaths that occur within the Town of Southampton.

The Town Clerk receives a salary stipend of \$3,000 for serving as Registrar. The salary modifier has been added to the compensation in the Salaries line indicated on the budget page supporting the Office of the Town Clerk (cost center 1410).

Workload:

The Registrar is available 24 hours a day, 7 days a week to provide necessary services to funeral directors that need to have death certificates signed, and burial permits issued after business hours and on weekends.

Goals & Objectives:

Legal Authority:

Established pursuant to Article 4170 of the New York State Public Health Law.

NOTES:

Town of Southampton
2011 Adopted Budget
Registrar of Vital Statistics - 4020

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	5,050	4,977	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Real Property Taxes	5,050	4,977	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	5,050	4,977	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Salaries:															
6100	Salaries	3,125	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Salaries	3,125	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Employee Benefits - Current:															
6810	Employee Retirement - Active	341	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6830	FICA Tax Expenditure	337	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6840	Worker's Compensation	67	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Benefits - Current	745	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Costs	3,870	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Contractual:															
6401	Contracts	1,125	1,125	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6899	Contingent	55	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	1,180	1,125	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Expenditures	5,050	1,125	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Net Surplus (Deficit)	0	3,852	0	0	0	0	0	0	0	0	0.00%	0	0	0	0

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 1/1/11
Town Clerk Summary												
Town Clerk Summary												
Archives & Historian - 7520												
Confidential Secretary	ADMINSUPPORT	18,217	0	0	18,217	7,299	1,394	2,095	95	10,883	29,100	2.3
Town Historian	PART-TIME	20,000	0	0	20,000	0	1,530	0	794	2,324	22,324	
Total Archives & Historian - 7520		38,217	0	0	38,217	7,299	2,924	2,095	889	13,207	51,424	

NOTES:

Department Summary

Department: Archives & Historian

Budget Year: 2011
Division: Town Clerk Summary
Tax District: Full Town

Cost Center #: 7520
Manager:

NOTES:

Departmental Mission & Responsibilities:

The mission of the Historic Division of the 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 historic collection. The records contain a significant amount of information that is of great interest to researchers, historic organizations and government agencies. It is our responsibility to provide access to those that seek this information and in order to do that effectively, we need to complete the digitization projects that are in process. These projects have already proven their value in our ability to respond in a timely manner to requests for information by the Department of the Interior (DOI) this past year. We provided the DOI the ancient records requested electronically on a disc and they complimented the Historic Division for our efforts in protecting and preserving our historic documents, while providing access and facilitating research. They further stated that they wish other states and municipalities would take the same initiatives and follow our lead.

Time is of the essence when it comes to the preservation of some of the more fragile holdings. The projects in progress, in the Historic Division, have proven invaluable for accomplishing this goal and should be completed.

Workload:

The Historic Division maintains the Town's historic holdings, which is comprised of a collection of archives, records and artifacts. The inventory and appraisal of the items in the collection used to determine the needs and appropriate methods for their conservation and preservation is an ongoing project of utmost importance.

The Historic Division has been working on several important projects to catalog and link information that are intended to aid in improving access to facilitate research and requests for genealogy searches. With limited resources and staff, it is essential to continue efforts to organize the information in the collection to make it less time consuming to respond to requests.

The Historic Division has been working on an ongoing project of photographing the most fragile documents in our possession which accomplishes many goals, including the preservation of the Town's history in the event of a catastrophe, electronic access and ability to create reproductions that can be handled by the public. In a similar effort, we have also been scanning our transcribed volumes of the Town's historic record books. In addition, we are also posting the transcribed record books on our website. With the use of Optical Character Recognition, the electronic versions of the Town's volumes are now searchable, a major breakthrough for improving access to the Town's historic records and in turn, reducing the reliance on Town staff to process and fulfill those requests.

Department Summary

Department: Archives & Historian

Budget Year: 2011

Division: Town Clerk Summary

Tax District: Full Town

Cost Center #: 7520

Manager:

Goals & Objectives:

To complete the digitization of the Town's historic holdings to preserve and protect them in order to ensure that many generations to come will be able to enjoy the heritage and historic treasures that make up Southampton Town.

To post the entire collection of the Town's record books on the Town's website, as of this writing, Book seven has been posted and there are eight in total. The majority of the Town's records are transcribed in these record books and the completion of this project will significantly increase the public's ability to do their own research, including genealogy searches.

To expand the historic section of the website to include electronic copies of transcriptions and maps that are held in the Town's historic collection. Lack of any full time staff resources dedicated to this division has prevented the Town's archive from being a viable research destination; resources directed to expand offerings will be cost effective by facilitating public research.

To continue the development of a comprehensive approach to the preservation and conservation of the Town's historic collection by establishing procedures and policies for the evaluation of current archives for historical significance. Provide criteria and information on how to accomplish this goal for use in training. Develop cataloguing policies for intake of identified items.

Legal Authority:

Town Law.

NOTES:

Town of Southampton
2011 Adopted Budget
Archives & Historian - 7520

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	44,715	36,459	56,387	67,437	66,367	66,817	61,924	61,924	61,924	(5,513)	(8.18%)	71,982	67,095	67,095	67,095
	Total Real Property Taxes	44,715	36,459	56,387	67,437	66,367	66,817	61,924	61,924	61,924	(5,513)	(8.18%)	71,982	67,095	67,095	67,095
Other Revenue:																
5031	Interfund Transfer - Revenue	0	0	0	8,066	8,066	0	0	0	0	(8,066)	(100.00%)	0	0	0	0
	Total Other Revenue	0	0	0	8,066	8,066	0	0	0	0	(8,066)	(100.00%)	0	0	0	0
	Total Revenue	44,715	36,459	56,387	75,503	74,433	66,817	61,924	61,924	61,924	(13,579)	(17.99%)	71,982	67,095	67,095	67,095
Salaries:																
6100	Salaries	0	0	23,500	23,500	19,583	18,128	18,217	18,217	18,217	5,283	22.48%	18,490	18,582	18,582	18,582
6105	Part Time Salaries	0	63	0	15,925	12,613	20,000	20,000	20,000	20,000	(4,075)	(25.59%)	20,000	20,000	20,000	20,000
	Total Salaries	0	63	23,500	39,425	32,196	38,128	38,217	38,217	38,217	1,208	3.06%	38,490	38,582	38,582	38,582
Employee Benefits - Current:																
6810	Employee Retirement - Active	0	0	1,622	2,077	1,351	2,085	2,095	2,095	2,095	(18)	(0.89%)	6,274	6,289	6,289	6,289
6830	FICA Tax Expenditure	0	5	1,798	3,398	2,463	2,917	2,924	2,924	2,924	474	13.95%	2,945	2,951	2,951	2,951
6840	Worker's Compensation	0	1	499	952	794	849	850	850	850	103	10.79%	851	851	851	851
6860	Medical Insurance - Active Employees	0	0	7,962	7,962	6,837	6,888	6,888	6,888	6,888	1,074	13.49%	7,439	7,439	7,439	7,439
6865	Dental & Optical	0	0	492	1,476	405	410	410	410	410	1,066	72.20%	443	443	443	443
6875	Disability	0	0	14	43	31	40	40	40	40	4	8.42%	40	40	40	40
	Total Employee Benefits - Current	0	6	12,387	15,908	11,881	13,189	13,207	13,207	13,207	2,702	16.98%	17,991	18,014	18,014	18,014
	Total Employee Costs	0	69	35,887	55,333	44,077	51,317	51,424	51,424	51,424	3,909	7.07%	56,482	56,595	56,595	56,595
Contractual:																
6401	Contracts	43,000	29,296	20,000	20,125	4,854	15,000	10,000	10,000	10,000	10,125	50.31%	15,000	10,000	10,000	10,000
6425	Office Supplies	1,500	999	500	500	463	500	500	500	500	0	0.00%	500	500	500	500
6899	Contingent	215	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	44,715	30,296	20,500	20,625	5,317	15,500	10,500	10,500	10,500	10,125	49.09%	15,500	10,500	10,500	10,500
	Total Expenditures	44,715	30,364	56,387	75,958	49,394	66,817	61,924	61,924	61,924	14,034	18.48%	71,982	67,095	67,095	67,095
	Net Surplus (Deficit)	0	6,095	0	(455)	25,039	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	455	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	6,095	0	0	25,039	0	0	0	0			0	0	0	0

