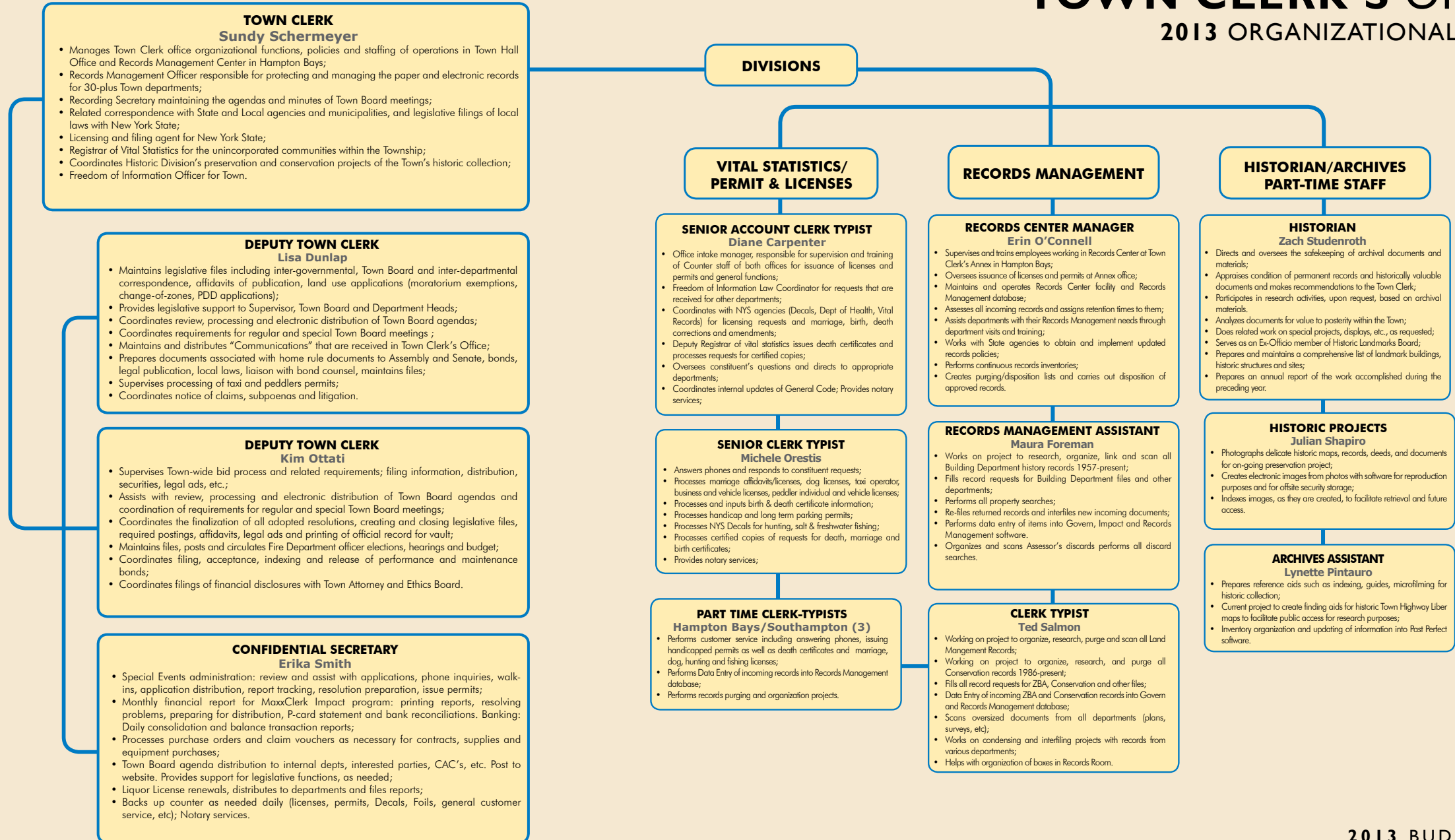


# TOWN CLERK'S OFFICE

## 2013 ORGANIZATIONAL CHART





# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2013

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1410

**Manager:** Sundy Schermeyer

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## **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 continues to reduce the processing 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.

A prime example of our effort to increase efficiency is our current 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 for accomplishing the following:

1. Preparing the Town Board agenda, attend and take 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. Acting as custodian of all Town Records, as Records Management Officer, coordinating procedures for retention and maintenance of inactive records.
4. Maintaining originals and database for all Town contracts, leases, agreements and mortgages.
5. Processing change of zone/planned development district applications.
6. Administering a Town wide bid process, coordinate associated legal ads, track acceptance and release of maintenance and performance bonds.
7. Issuing licenses including, but not limited to, marriage, dog, taxi, hunting, fishing and games of chance.
8. Issuing permits including, but not limited to, handicap, long term parking and peddling.

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## **NOTES:**

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# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2013  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 1410  
**Manager:** Sundy Schermeyer

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9. Overseeing the filing of Town budgets, annual financial reports, and school, ambulance and fire district budgets.
10. Processing claims, notices of defect, petitions and law suits against the Town.
11. Coordinating inter-municipal required filings and liquor license renewals.
12. Overseeing oaths of office and acceptance of all financial disclosures.

In 2011, the Town Clerk's Office administered and processed fifty-two (52) Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings. Forty-eight (48) local laws were filed with the State, as a result of adopted legislation.

Over ten-thousand (10,000) licenses, permits and certificates were issued in 2011, including Special Event, handicap, long term parking permits, marriage, vital records, taxi, dog, hunting and fishing licenses.

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

## **Goals & Objectives:**

An ongoing objective of the Town Clerk is to increase public access to government information. Using the Town website to make information that is of public interest readily available will continue to be a priority. The online bid packet and request for proposal system implemented by the Town Clerk's Office in cooperation with Information Technology has been a success, reducing bids picked up in person by close to 95% in the program's second year.

As legislation is reviewed and codes are updated requirements should be included for reports and applications of interest to be submitted electronically. This will increase public and internal access and allow interested parties to review reports on the Town's website.

Other goals include:

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

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## **NOTES:**

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# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2013

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1410

**Manager:** Sundy Schermeyer

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**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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**PROPOSED 2013 SPECIAL EVENT AND PARADE PERMIT FEE SCHEULE**

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

For parades and 1 day events with less than 250 people: \$50.00 per event day; \$25.00 per set up day

For events occurring over more than one day and/or events with 250 - 500 people: \$150.00 per event day; \$75.00 per set up day

For events occurring over more than one day and/or events with 500 - 1000 people: \$300.00 per event day; \$150.00 per set up day

For events occurring over more than one day and/or events with 1000 – 3000 people: \$500.00 per event day; \$250.00 per set up day

For events occurring over more than one day and/or events with more than 3000 people: \$1000.00 per event day; \$500.00 per set up day

**Special Events held on parcels with PDD designation**

For parades and 1 day events with less than 250 people: \$50.00 per event day; \$25.00 per set up day

For events occurring over more than one day and/or events with 250 - 500 people: \$100.00 per event day; \$50.00 per set up day

For events occurring over more than one day and/or events with more than 500 people: \$200.00 per event day; \$100.00 per set up 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. If more than 60 days late and application is accepted \$20/per day.

**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 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.

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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
<b>Town Clerk</b>											
<b>Town Clerk Summary</b>											
<b>Town Clerk - 1410</b>											
Confidential Secretary	ADMINSUPPORT	53,060	0	0	53,060	19,854	4,059	7,163	351	31,427	84,488
Deputy Town Clerk	ADMINSUPPORT	72,090	0	1,500	73,590	1,299	5,630	9,935	472	17,336	90,925
Deputy Town Clerk	ADMINSUPPORT	83,347	0	0	83,347	19,854	6,376	11,252	536	38,017	121,364
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	43,994	1,732	0	45,726	19,988	3,498	6,173	302	29,961	75,687
Senior Account Clerk Typist	CSEA40HOURPROMO	70,700	7,070	2,366	80,136	22,269	6,130	10,818	491	39,708	119,843
Town Clerk	ELECTOFFICIALS	97,000	0	0	97,000	19,854	7,650	13,500	629	44,632	141,632
Clerk Typist	PART-TIME	13,720	0	0	13,720	0	1,050	0	112	1,162	14,882
<b>Total Town Clerk - 1410</b>		<b>433,911</b>	<b>8,802</b>	<b>3,866</b>	<b>446,579</b>	<b>103,117</b>	<b>34,393</b>	<b>58,841</b>	<b>2,893</b>	<b>202,243</b>	<b>648,822</b>

**NOTES:**



# Town of Southampton

## 2013 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012 Amended Difference	2013 Adopted / 2012 % of Change	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	497,888	498,698	464,646	464,488	464,488	479,590	479,590	479,590	479,590	15,103	3.25%	485,568	490,645	490,645	490,645
	<b>Total Real Property Taxes</b>	<b>497,888</b>	<b>498,698</b>	<b>464,646</b>	<b>464,488</b>	<b>464,488</b>	<b>479,590</b>	<b>479,590</b>	<b>479,590</b>	<b>479,590</b>	<b>15,103</b>	<b>3.25%</b>	<b>485,568</b>	<b>490,645</b>	<b>490,645</b>	<b>490,645</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	90,000	95,070	107,500	107,500	86,658	91,000	91,000	91,000	91,000	(16,500)	(15.35%)	107,500	107,500	107,500	107,500
2544	Dog Licenses	9,000	13,536	14,000	14,000	9,175	10,000	10,000	10,000	10,000	(4,000)	(28.57%)	10,000	10,000	10,000	10,000
2551	Taxi Permits	40,000	50,575	66,000	66,000	82,550	90,000	90,000	90,000	90,000	24,000	36.36%	66,000	66,000	66,000	66,000
2554	LT Parking Permits	10,000	9,486	16,000	16,000	7,438	13,000	13,000	13,000	13,000	(3,000)	(18.75%)	16,000	16,000	16,000	16,000
2770	Miscellaneous	0	15	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	10,000	10,000	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>159,000</b>	<b>178,682</b>	<b>213,500</b>	<b>213,500</b>	<b>195,820</b>	<b>214,000</b>	<b>214,000</b>	<b>214,000</b>	<b>214,000</b>	<b>500</b>	<b>0.23%</b>	<b>209,500</b>	<b>209,500</b>	<b>209,500</b>	<b>209,500</b>
	<b>Total Revenue</b>	<b>656,888</b>	<b>677,380</b>	<b>678,146</b>	<b>677,988</b>	<b>660,308</b>	<b>693,590</b>	<b>693,590</b>	<b>693,590</b>	<b>693,590</b>	<b>15,603</b>	<b>2.30%</b>	<b>695,068</b>	<b>700,145</b>	<b>700,145</b>	<b>700,145</b>
<b>Salaries:</b>																
6100	Salaries	407,241	407,241	414,300	414,300	345,250	420,191	420,191	420,191	420,191	(5,892)	(1.42%)	422,485	426,655	426,655	426,655
6103	Accumulated Sick/Personal Days	736	244	1,324	1,166	1,154	2,366	2,366	2,366	2,366	(1,200)	(102.94%)	2,366	2,366	2,366	2,366
6105	Part Time Salaries	7,997	6,275	13,720	13,720	8,894	13,720	13,720	13,720	13,720	0	0.00%	13,720	13,720	13,720	13,720
6110	Longevity	6,797	6,796	6,959	6,959	0	8,802	8,802	8,802	8,802	(1,843)	(26.49%)	8,802	8,802	8,802	8,802
6113	Other Pay	3,000	3,000	3,000	3,000	2,500	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6127	Cash in Lieu of Health Benefits	2,500	2,500	1,500	1,500	750	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	<b>Total Salaries</b>	<b>428,271</b>	<b>426,057</b>	<b>440,802</b>	<b>440,644</b>	<b>358,547</b>	<b>449,579</b>	<b>449,579</b>	<b>449,579</b>	<b>449,579</b>	<b>(8,935)</b>	<b>(2.03%)</b>	<b>451,873</b>	<b>456,043</b>	<b>456,043</b>	<b>456,043</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	48,332	47,088	53,385	53,385	44,488	58,841	58,841	58,841	58,841	(5,456)	(10.22%)	59,151	59,714	59,714	59,714
6830	FICA Tax Expenditure	32,763	32,492	33,721	33,721	26,886	34,393	34,393	34,393	34,393	(671)	(1.99%)	34,568	34,887	34,887	34,887
6835	MTA Tax	0	0	1,499	1,499	1,196	1,529	1,529	1,529	1,529	(30)	(2.00%)	1,536	1,551	1,551	1,551
6840	Worker's Compensation	1,982	2,201	1,147	1,147	891	1,163	1,163	1,163	1,163	(16)	(1.39%)	1,169	1,180	1,180	1,180
6860	Medical Insurance - Active Employees	88,679	88,867	91,060	91,060	71,040	95,320	95,320	95,320	95,320	(4,260)	(4.68%)	95,320	95,320	95,320	95,320
6865	Dental & Optical	6,480	6,346	7,355	7,355	5,494	7,796	7,796	7,796	7,796	(441)	(6.00%)	6,497	6,497	6,497	6,497
6875	Disability	202	150	202	202	120	202	202	202	202	0	0.00%	202	202	202	202
	<b>Total Employee Benefits - Current</b>	<b>178,437</b>	<b>177,144</b>	<b>188,369</b>	<b>188,369</b>	<b>150,114</b>	<b>199,243</b>	<b>199,243</b>	<b>199,243</b>	<b>199,243</b>	<b>(10,875)</b>	<b>(5.77%)</b>	<b>198,443</b>	<b>199,350</b>	<b>199,350</b>	<b>199,350</b>
	<b>Total Employee Costs</b>	<b>606,708</b>	<b>603,202</b>	<b>629,171</b>	<b>629,013</b>	<b>508,661</b>	<b>648,822</b>	<b>648,822</b>	<b>648,822</b>	<b>648,822</b>	<b>(19,810)</b>	<b>(3.15%)</b>	<b>650,316</b>	<b>655,393</b>	<b>655,393</b>	<b>655,393</b>
<b>Contractual:</b>																
6401	Contracts	1,000	1,327	900	864	690	880	880	880	880	(16)	(1.85%)	880	880	880	880
6403	Gasoline	800	774	800	793	578	800	800	800	800	(7)	(0.88%)	784	784	784	784
6406	Repair Equipment	200	299	200	404	221	196	196	196	196	208	51.49%	196	196	196	196
6411	Printing and Stationery	6,500	6,769	5,500	5,317	1,225	5,500	5,500	5,500	5,500	(183)	(3.44%)	5,500	5,500	5,500	5,500
6412	Publications	18,000	15,831	16,000	16,000	7,273	15,680	15,680	15,680	15,680	320	2.00%	15,680	15,680	15,680	15,680
6416	Travel, Dues and Related	1,200	1,167	1,200	775	476	1,176	1,176	1,176	1,176	(401)	(51.74%)	1,176	1,176	1,176	1,176

# Town of Southampton

## 2013 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2011	2011	2012	2012	2012	2013		2013		2013	2013	2014	2014	2014	2014
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Oct YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2012 Amended Difference	Adopted / 2012 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6421	Legal Notices	12,000	12,107	12,000	12,000	5,606	11,760	11,760	11,760	11,760	240	2.00%	11,760	11,760	11,760	11,760
6423	Small Equipment (Non-Capital)	0	1,657	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6425	Office Supplies	1,200	1,101	1,200	1,222	1,222	1,176	1,176	1,176	1,176	46	3.76%	1,176	1,176	1,176	1,176
6451	Document Restoration	2,500	2,300	2,500	2,925	0	2,500	2,500	2,500	2,500	425	14.53%	2,500	2,500	2,500	2,500
6477	Copier Leases	6,780	7,274	8,675	8,675	5,566	5,100	5,100	5,100	5,100	3,575	41.21%	5,100	5,100	5,100	5,100
	<b>Total Contractual</b>	50,180	50,607	48,975	48,975	22,856	44,768	44,768	44,768	44,768	4,207	8.59%	44,752	44,752	44,752	44,752
	<b>Total Expenditures</b>	<b>656,888</b>	<b>653,809</b>	<b>678,146</b>	<b>677,988</b>	<b>531,517</b>	<b>693,590</b>	<b>693,590</b>	<b>693,590</b>	<b>693,590</b>	<b>(15,603)</b>	<b>(2.30%)</b>	<b>695,068</b>	<b>700,145</b>	<b>700,145</b>	<b>700,145</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>23,571</b>	<b>0</b>	<b>0</b>	<b>128,791</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:** 2013

**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:**

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. 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.
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

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*Department: Records Management*

**Budget Year:** 2013

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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## **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 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 departmental requests and for archived records from Records Center to Southampton Town Hall.
2. Researching Freedom of Information applications including: gathering related documents, copying or scanning, when possible, and sending same to the the Southampton Office.
3. Establishing and maintaining 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 to ensure timely access to archived records.
5. The office serves as an Annex to the Town Clerk's Main Office. It is open two (2) days a week to provide services to the western section of the Town including: 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.

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**NOTES:**

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# Department Summary

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*Department: Records Management*

**Budget Year:** 2013

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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**NOTES:**

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## **Goals & Objectives:**

1. Continue the incorporation of the electronic documents into the adopted New York State MU-1 schedule to continue to effectively manage the Town's records. The Electronic Document Management Software System (EDMS) Records Management introduced, allows departments to categorize, index, identify originals from duplicates and assign retention schedules. The electronic records, which also include email need to follow the same 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. Continue the implementation of the EDMS system to locate electronic records that are not currently maintained in an organized easily locatable format.
2. Write a grant application to acquire financial support to continue digitization of the Land Management records to incorporate the records into the Govern software system. This project will increase internal and public access and ultimately reduce staff resources required to respond to requests for this record series.
3. 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.
4. 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. Publish guidelines for emergency management developed from grant project.
5. Continue to streamline the operations of the Records Management Center to increase efficiency and improve response times to records requests.
6. 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.





# 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
<b>Town Clerk</b>											
<b>Records Management - 1460</b>											
Records Service Manager	ADMINSUPPORT	61,915	0	0	61,915	9,792	4,737	8,359	405	23,292	85,207
Clerk	PART-TIME	6,750	0	0	6,750	0	516	0	70	586	7,336
Clerk Typist	PART-TIME	12,180	0	0	12,180	0	932	0	103	1,035	13,215
<b>Total Records Management - 1460</b>		<b>80,845</b>	<b>0</b>	<b>0</b>	<b>80,845</b>	<b>9,792</b>	<b>6,185</b>	<b>8,359</b>	<b>578</b>	<b>24,913</b>	<b>105,758</b>

**NOTES:**



# Town of Southampton

## 2013 Adopted Budget

### Records Management - 1460

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012 Amended Difference	2013 Adopted / 2012 % of Change	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	148,501	149,347	109,908	109,908	109,908	110,518	110,518	110,518	110,518	610	0.55%	110,618	112,125	112,125	112,125
	<b>Total Real Property Taxes</b>	148,501	149,347	109,908	109,908	109,908	110,518	110,518	110,518	110,518	610	0.55%	110,618	112,125	112,125	112,125
<b>Other Revenue:</b>																
5031	Interfund Transfer - Revenue	119,963	119,963	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	119,963	119,963	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Revenue</b>	<b>268,464</b>	<b>269,310</b>	<b>109,908</b>	<b>109,908</b>	<b>109,908</b>	<b>110,518</b>	<b>110,518</b>	<b>110,518</b>	<b>110,518</b>	<b>610</b>	<b>0.55%</b>	<b>110,618</b>	<b>112,125</b>	<b>112,125</b>	<b>112,125</b>
<b>Salaries:</b>																
6100	Salaries	177,118	177,118	60,701	60,701	50,584	61,915	61,915	61,915	61,915	(1,214)	(2.00%)	61,915	63,153	63,153	63,153
6105	Part Time Salaries	12,496	11,050	20,612	20,612	9,121	18,930	18,930	18,930	18,930	1,682	8.16%	18,930	18,930	18,930	18,930
6110	Longevity	3,250	4,095	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	2,500	2,500	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Salaries</b>	195,364	194,763	81,313	81,313	59,705	80,845	80,845	80,845	80,845	468	0.58%	80,845	82,083	82,083	82,083
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	22,467	20,624	7,588	7,588	6,323	8,359	8,359	8,359	8,359	(771)	(10.16%)	8,359	8,526	8,526	8,526
6830	FICA Tax Expenditure	14,945	14,849	6,220	6,220	4,506	6,185	6,185	6,185	6,185	36	0.58%	6,185	6,279	6,279	6,279
6835	MTA Tax	0	0	276	276	199	275	275	275	275	2	0.58%	275	279	279	279
6840	Worker's Compensation	904	1,005	218	218	169	217	217	217	217	1	0.58%	217	220	220	220
6860	Medical Insurance - Active Employees	25,020	24,981	8,180	8,180	6,328	8,492	8,492	8,492	8,492	(312)	(3.82%)	8,492	8,492	8,492	8,492
6865	Dental & Optical	4,320	4,231	1,226	1,226	916	1,299	1,299	1,299	1,299	(74)	(6.00%)	1,299	1,299	1,299	1,299
6875	Disability	144	53	86	86	70	86	86	86	86	0	0.00%	86	86	86	86
	<b>Total Employee Benefits - Current</b>	67,800	65,743	23,795	23,795	18,510	24,913	24,913	24,913	24,913	(1,118)	(4.70%)	24,913	25,182	25,182	25,182
	<b>Total Employee Costs</b>	<b>263,164</b>	<b>260,505</b>	<b>105,108</b>	<b>105,108</b>	<b>78,215</b>	<b>105,758</b>	<b>105,758</b>	<b>105,758</b>	<b>105,758</b>	<b>(650)</b>	<b>(0.62%)</b>	<b>105,758</b>	<b>107,265</b>	<b>107,265</b>	<b>107,265</b>
<b>Equipment:</b>																
6200	Equipment	800	800	800	800	502	0	0	0	0	800	100.00%	0	0	0	0
	<b>Total Equipment</b>	800	800	800	800	502	0	0	0	0	800	100.00%	0	0	0	0
<b>Contractual:</b>																
6401	Contracts	800	764	800	800	252	800	800	800	800	0	0.00%	900	900	900	900
6419	Microfilming	2,500	2,500	2,000	2,000	0	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6425	Office Supplies	1,200	1,186	1,200	1,200	768	1,176	1,176	1,176	1,176	24	2.00%	1,176	1,176	1,176	1,176
6426	Supplies - Other	0	0	0	0	0	784	784	784	784	(784)	(100.00%)	784	784	784	784
	<b>Total Contractual</b>	4,500	4,450	4,000	4,000	1,020	4,760	4,760	4,760	4,760	(760)	(19.00%)	4,860	4,860	4,860	4,860
	<b>Total Expenditures</b>	<b>268,464</b>	<b>265,755</b>	<b>109,908</b>	<b>109,908</b>	<b>79,737</b>	<b>110,518</b>	<b>110,518</b>	<b>110,518</b>	<b>110,518</b>	<b>(610)</b>	<b>(0.55%)</b>	<b>110,618</b>	<b>112,125</b>	<b>112,125</b>	<b>112,125</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>3,555</b>	<b>0</b>	<b>0</b>	<b>30,171</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:** 2013

**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 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 continue the digitization projects that are in progress. These projects have already proven their value in our ability to respond in a timely manner to past requests for information by the Department of the Interior (DOI). 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. The DOI 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 will be continued to completion.

## **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

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*Department: Archives & Historian*

**Budget Year:** 2013  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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## 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 of the Town of Southampton.

The entire collection of the Town's record books has now been posted on the Town's website. The majority of the Town's records are transcribed in these record books and the completion of this project has significantly increased 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. This includes providing criteria and information on how to accomplish this goal for use in training and developing cataloguing policies for intake of identified items.

## Legal Authority:

Town Law.

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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
<b>Town Clerk</b>											
<b>Archives &amp; Historian - 7520</b>											
Secretarial Assistant	PART-TIME	7,700	0	0	7,700	0	589	0	76	665	8,365
Town Historian	PART-TIME	20,000	0	0	20,000	0	1,530	2,700	763	4,993	24,993
<b>Total Archives &amp; Historian - 7520</b>		<b>27,700</b>	<b>0</b>	<b>0</b>	<b>27,700</b>	<b>0</b>	<b>2,119</b>	<b>2,700</b>	<b>838</b>	<b>5,657</b>	<b>33,357</b>

**NOTES:**





**Town of Southampton**  
**2013 Adopted Budget**  
**Archives & Historian - 7520**

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012 Amended Difference	2013 Adopted / 2012 Amended % of Change	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	61,924	63,827	64,063	44,581	44,581	37,432	37,432	37,432	37,432	(7,149)	(16.04%)	38,314	38,314	38,314	38,314
	<b>Total Real Property Taxes</b>	<b>61,924</b>	<b>63,827</b>	<b>64,063</b>	<b>44,581</b>	<b>44,581</b>	<b>37,432</b>	<b>37,432</b>	<b>37,432</b>	<b>37,432</b>	<b>(7,149)</b>	<b>(16.04%)</b>	<b>38,314</b>	<b>38,314</b>	<b>38,314</b>	<b>38,314</b>
	<b>Total Revenue</b>	<b>61,924</b>	<b>63,827</b>	<b>64,063</b>	<b>44,581</b>	<b>44,581</b>	<b>37,432</b>	<b>37,432</b>	<b>37,432</b>	<b>37,432</b>	<b>(7,149)</b>	<b>(16.04%)</b>	<b>38,314</b>	<b>38,314</b>	<b>38,314</b>	<b>38,314</b>
<b>Salaries:</b>																
6100	Salaries	18,217	18,217	18,582	6,194	6,194	0	0	0	0	6,194	100.00%	0	0	0	0
6105	Part Time Salaries	20,000	25,482	25,376	25,376	16,643	27,700	27,700	27,700	27,700	(2,324)	(9.16%)	27,700	27,700	27,700	27,700
	<b>Total Salaries</b>	<b>38,217</b>	<b>43,699</b>	<b>43,958</b>	<b>31,570</b>	<b>22,837</b>	<b>27,700</b>	<b>27,700</b>	<b>27,700</b>	<b>27,700</b>	<b>3,870</b>	<b>12.26%</b>	<b>27,700</b>	<b>27,700</b>	<b>27,700</b>	<b>27,700</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	2,095	3,803	4,823	3,574	2,957	2,700	2,700	2,700	2,700	874	24.45%	2,700	2,700	2,700	2,700
6830	FICA Tax Expenditure	2,924	3,328	3,363	2,415	1,726	2,119	2,119	2,119	2,119	296	12.25%	2,119	2,119	2,119	2,119
6835	MTA Tax	0	0	149	107	72	94	94	94	94	13	12.31%	94	94	94	94
6840	Worker's Compensation	850	1,466	730	697	541	686	686	686	686	11	1.51%	686	686	686	686
6860	Medical Insurance - Active Employees	6,888	6,903	6,756	2,252	2,102	0	0	0	0	2,252	100.00%	0	0	0	0
6865	Dental & Optical	410	402	466	155	139	0	0	0	0	155	100.00%	0	0	0	0
6875	Disability	40	66	69	62	41	58	58	58	58	4	6.37%	58	58	58	58
	<b>Total Employee Benefits - Current</b>	<b>13,207</b>	<b>15,968</b>	<b>16,356</b>	<b>9,262</b>	<b>7,578</b>	<b>5,657</b>	<b>5,657</b>	<b>5,657</b>	<b>5,657</b>	<b>3,604</b>	<b>38.92%</b>	<b>5,657</b>	<b>5,657</b>	<b>5,657</b>	<b>5,657</b>
	<b>Total Employee Costs</b>	<b>51,424</b>	<b>59,667</b>	<b>60,313</b>	<b>40,831</b>	<b>30,415</b>	<b>33,357</b>	<b>33,357</b>	<b>33,357</b>	<b>33,357</b>	<b>7,474</b>	<b>18.30%</b>	<b>33,357</b>	<b>33,357</b>	<b>33,357</b>	<b>33,357</b>
<b>Contractual:</b>																
6401	Contracts	10,000	4,133	3,250	3,235	2,608	3,185	3,185	3,185	3,185	50	1.55%	4,067	4,067	4,067	4,067
6416	Travel, Dues and Related	0	0	0	0	0	400	400	400	400	(400)	(100.00%)	400	400	400	400
6425	Office Supplies	500	515	500	515	515	490	490	490	490	25	4.85%	490	490	490	490
	<b>Total Contractual</b>	<b>10,500</b>	<b>4,648</b>	<b>3,750</b>	<b>3,750</b>	<b>3,123</b>	<b>4,075</b>	<b>4,075</b>	<b>4,075</b>	<b>4,075</b>	<b>(325)</b>	<b>(8.67%)</b>	<b>4,957</b>	<b>4,957</b>	<b>4,957</b>	<b>4,957</b>
	<b>Total Expenditures</b>	<b>61,924</b>	<b>64,315</b>	<b>64,063</b>	<b>44,581</b>	<b>33,537</b>	<b>37,432</b>	<b>37,432</b>	<b>37,432</b>	<b>37,432</b>	<b>7,149</b>	<b>16.04%</b>	<b>38,314</b>	<b>38,314</b>	<b>38,314</b>	<b>38,314</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(489)</b>	<b>0</b>	<b>0</b>	<b>11,044</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>

