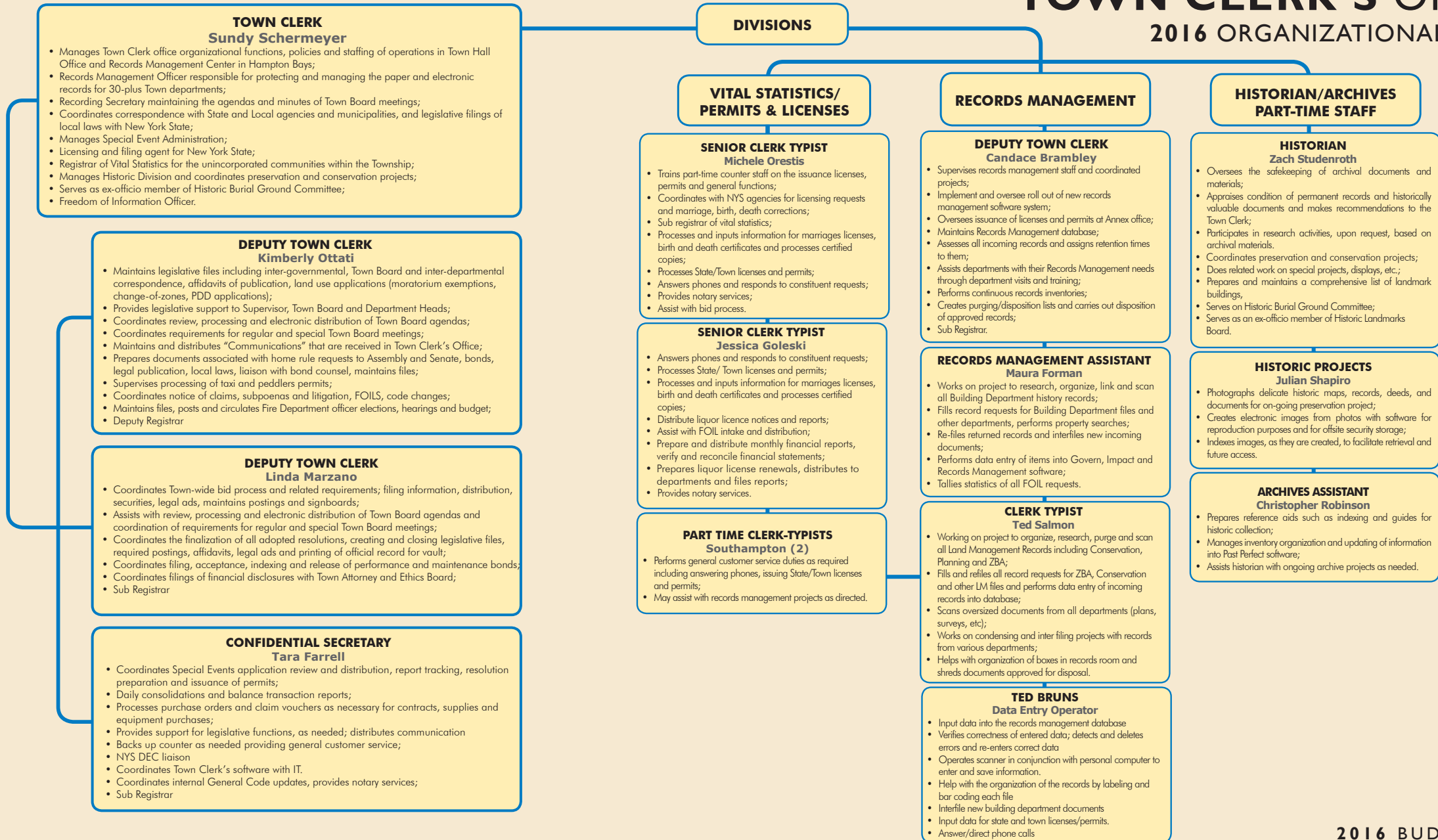


# TOWN CLERK'S OFFICE

## 2016 ORGANIZATIONAL CHART





# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2016  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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**NOTES:**

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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.

Prime examples of our efforts to increase efficiency are the current system 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, the online bid and RFP program and the upgrades to increase functionality to the Town Clerk portal for public access. 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 Historic Division.

## **Workload:**

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2016  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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## NOTES:

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The Office of the Town Clerk is responsible for accomplishing the following:

1. Preparing the Town Board agenda, attending and taking official minutes at all Town Board meetings.
2. Maintaining the content of the Town Clerk Portal that allows interested parties to access information about Town Board meetings, agendas and adopted legislation.
3. Acting as custodian of all Town Records, as Records Management Officer, coordinating procedures for retention and maintenance of inactive records.
4. Administering a Town wide bid process, coordinate associated legal ads, track acceptance and release of maintenance and performance bonds.
5. Issuing licenses including, but not limited to, marriage, dog, taxi, hunting, fishing and games of chance.
6. Issuing permits including, but not limited to, handicap, long term parking and peddling.
7. Overseeing the filing of Town budgets, annual financial reports, and school, ambulance and fire district budgets.
8. Processing claims, notices of defect, petitions and law suits against the Town.
9. Processing change of zone/planned development district applications.
10. Maintaining originals for all Town contracts, leases, agreements and mortgages.
11. Coordinating Freedom of Information requests received in Town Clerk's Office.
12. Coordinating inter-municipal required filings and liquor license renewals.
13. Overseeing oaths of office and acceptance of all financial disclosures.

Annually, the Town Clerk's Office administers and processes over forty (40) Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings and conducts over sixty (60) bid openings. and several local laws filings with the State, as a result of adopted legislation.

Over ten-thousand (10,000) transactions are processed annually including Special Event, handicap, long term parking permits, marriage, vital records, taxi, dog, hunting and fishing licenses.

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2016  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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**NOTES:**

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**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 continues 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 in 2011 was upgraded this year to increase functionality to better serve the public and internal departments.

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.

Continue to streamline the office operations to increase efficiency in processing all licenses and applications with the use of new technological advances.

**Legal Authority:**

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

## PROPOSED 2016 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	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/16	Alloc. %
<b>Town Clerk</b>									
<b>Town Clerk Summary</b>									
<b>Town Clerk - 1410</b>									
Confidential Secretary	ADMINSUPPORT	51,000	0	2,500	53,500	14,741	68,241	0.3	100.0
Deputy Town Clerk	ADMINSUPPORT	82,536	0	1,500	84,036	22,407	106,443	25.7	100.0
Deputy Town Clerk	ADMINSUPPORT	76,502	0	0	76,502	41,439	117,941	16.8	100.0
Senior Clerk Typist	CSEA40HOUR - 7-1-2010 / C / 1	43,374	0	0	43,374	22,824	66,197	1.6	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	46,866	1,875	0	48,740	34,207	82,947	8.6	100.0
Town Clerk	ELECTOFFICIALS	107,100	0	3,000	110,100	49,657	159,757	13.9	100.0
Clerk Typist	PART-TIME	11,000	0	0	11,000	952	11,952		100.0
Clerk Typist	PART-TIME	11,000	0	0	11,000	952	11,952		100.0
<b>Total Town Clerk - 1410</b>		<b>429,378</b>	<b>1,875</b>	<b>7,000</b>	<b>438,253</b>	<b>187,177</b>	<b>625,430</b>		

NOTES:





# Town of Southampton

## 2016 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	464,612	457,834	488,128	487,378	487,378	501,096	494,134	471,280	471,280	(16,098)	(3.30%)	496,227	501,636	478,633	478,633
	<b>Total Real Property Taxes</b>	<b>464,612</b>	<b>457,834</b>	<b>488,128</b>	<b>487,378</b>	<b>487,378</b>	<b>501,096</b>	<b>494,134</b>	<b>471,280</b>	<b>471,280</b>	<b>(16,098)</b>	<b>(3.30%)</b>	<b>496,227</b>	<b>501,636</b>	<b>478,633</b>	<b>478,633</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	110,000	115,767	110,000	110,000	86,814	105,000	105,000	105,000	105,000	(5,000)	(4.55%)	117,500	105,000	105,000	105,000
2544	Dog Licenses	10,000	12,400	9,000	9,000	6,576	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	95,000	70,600	85,000	85,000	66,350	75,000	75,000	75,000	75,000	(10,000)	(11.76%)	72,000	75,000	75,000	75,000
2554	LT Parking Permits	13,000	12,758	13,000	13,000	8,175	13,000	13,000	13,000	13,000	0	0.00%	16,000	13,000	13,000	13,000
2770	Miscellaneous	0	0	0	3,750	4,190	0	0	0	0	(3,750)	(100.00%)	0	0	0	0
5031	Interfund Transfer - Revenue	10,000	10,000	10,000	10,000	10,000	0	0	0	0	(10,000)	(100.00%)	0	0	0	0
	<b>Total Other Revenue</b>	<b>238,000</b>	<b>221,525</b>	<b>227,000</b>	<b>230,750</b>	<b>182,105</b>	<b>202,000</b>	<b>202,000</b>	<b>202,000</b>	<b>202,000</b>	<b>(28,750)</b>	<b>(12.46%)</b>	<b>215,500</b>	<b>203,000</b>	<b>203,000</b>	<b>203,000</b>
	<b>Total Revenue</b>	<b>702,612</b>	<b>679,359</b>	<b>715,128</b>	<b>718,128</b>	<b>669,483</b>	<b>703,096</b>	<b>696,134</b>	<b>673,280</b>	<b>673,280</b>	<b>(44,848)</b>	<b>(6.25%)</b>	<b>711,727</b>	<b>704,636</b>	<b>681,633</b>	<b>681,633</b>
<b>Salaries:</b>																
6100	Salaries	426,655	411,530	408,751	408,061	340,000	418,472	413,290	407,378	407,378	683	0.17%	425,335	420,049	414,019	414,019
6103	Accumulated Sick/Personal Days	1,100	64	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	13,720	23,482	37,000	37,000	11,604	22,000	22,000	22,000	22,000	15,000	40.54%	22,000	22,000	22,000	22,000
6110	Longevity	9,012	1,795	1,819	1,819	0	1,875	1,875	1,875	1,875	(56)	(3.06%)	1,912	1,912	1,912	1,912
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	1,500	1,500	1,500	1,500	750	1,500	1,500	4,000	4,000	(2,500)	(166.67%)	1,500	1,500	4,000	4,000
	<b>Total Salaries</b>	<b>454,987</b>	<b>441,370</b>	<b>452,069</b>	<b>451,379</b>	<b>354,854</b>	<b>446,847</b>	<b>441,665</b>	<b>438,253</b>	<b>438,253</b>	<b>13,127</b>	<b>2.91%</b>	<b>453,747</b>	<b>448,461</b>	<b>444,931</b>	<b>444,931</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	56,923	84,724	69,026	73,421	65,552	70,949	70,084	69,514	69,514	3,907	5.32%	72,102	71,219	70,629	70,629
6830	FICA Tax Expenditure	34,806	33,738	34,509	34,454	26,535	33,979	33,583	33,322	33,322	1,132	3.29%	34,507	34,103	33,833	33,833
6835	MTA Tax	1,547	1,499	1,537	1,532	1,179	1,519	1,502	1,490	1,490	42	2.74%	1,543	1,525	1,513	1,513
6840	Worker's Compensation	2,202	1,748	1,783	1,783	1,358	1,762	1,741	1,718	1,718	66	3.67%	1,789	1,768	1,744	1,744
6860	Medical Insurance - Active Employees	100,448	88,075	89,844	85,449	70,758	91,668	91,668	73,092	73,092	12,357	14.46%	91,668	91,668	73,092	73,092
6865	Dental & Optical	7,811	7,051	7,811	7,811	5,905	7,811	7,811	7,811	7,811	0	0.00%	7,811	7,811	7,811	7,811
6875	Disability	230	134	288	288	113	230	230	230	230	58	20.00%	230	230	230	230
	<b>Total Employee Benefits - Current</b>	<b>203,969</b>	<b>216,970</b>	<b>204,799</b>	<b>204,739</b>	<b>171,399</b>	<b>207,919</b>	<b>206,619</b>	<b>187,177</b>	<b>187,177</b>	<b>17,562</b>	<b>8.58%</b>	<b>209,650</b>	<b>208,324</b>	<b>188,853</b>	<b>188,853</b>
	<b>Total Employee Costs</b>	<b>658,956</b>	<b>658,341</b>	<b>656,868</b>	<b>656,118</b>	<b>526,253</b>	<b>654,766</b>	<b>648,284</b>	<b>625,430</b>	<b>625,430</b>	<b>30,688</b>	<b>4.68%</b>	<b>663,397</b>	<b>656,786</b>	<b>633,783</b>	<b>633,783</b>
<b>Contractual:</b>																
6401	Contracts	880	1,341	880	0	0	480	0	0	0	0	0.00%	480	0	0	0
6403	Gasoline	800	560	600	600	355	600	600	600	600	0	0.00%	600	600	600	600
6406	Repair Equipment	500	395	300	300	33	300	300	300	300	0	0.00%	300	300	300	300
6410	Postage	0	0	0	208	207	0	0	0	0	208	100.00%	0	0	0	0
6411	Printing and Stationery	5,500	4,707	6,400	6,700	756	6,400	6,400	6,400	6,400	300	4.48%	6,400	6,400	6,400	6,400
6412	Publications	15,000	9,092	15,680	16,580	11,732	15,500	15,500	15,500	15,500	1,080	6.51%	15,500	15,500	15,500	15,500
6416	Travel, Dues and Related	1,200	1,466	1,500	1,900	1,618	2,050	2,050	2,050	2,050	(150)	(7.89%)	2,050	2,050	2,050	2,050
6420	Other	0	0	10,000	12,250	2,167	0	0	0	0	12,250	100.00%	0	0	0	0
6421	Legal Notices	11,000	11,913	12,000	12,000	9,681	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
6425	Office Supplies	1,176	1,633	1,300	2,080	1,637	1,500	1,500	1,500	1,500	580	27.88%	1,500	1,500	1,500	1,500

**Town of Southampton**  
**2016 Adopted Budget**  
**Town Clerk - 1410**

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual						2016 Adopted / 2015 Amended	2016 Adopted / 2015 Amended	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
							2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	Difference	% of Change					
6451	Document Restoration	2,500	2,487	4,500	4,500	4,483	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	4,500	4,500	
6477	Copier Leases	5,100	4,681	5,100	4,892	1,680	5,000	5,000	5,000	5,000	(108)	(2.21%)	5,000	5,000	5,000	5,000	
	<b>Total Contractual</b>	43,656	38,273	58,260	62,010	34,350	48,330	47,850	47,850	47,850	14,160	22.84%	48,330	47,850	47,850	47,850	
	<b>Total Expenditures</b>	<b>702,612</b>	<b>696,614</b>	<b>715,128</b>	<b>718,128</b>	<b>560,603</b>	<b>703,096</b>	<b>696,134</b>	<b>673,280</b>	<b>673,280</b>	<b>44,848</b>	<b>6.25%</b>	<b>711,727</b>	<b>704,636</b>	<b>681,633</b>	<b>681,633</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(17,255)</b>	<b>0</b>	<b>0</b>	<b>108,880</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:** 2016

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

By law, the Town Clerk serves as the Records Management Officer overseeing the archived records of over thirty two (32) Town Departments and Divisions. The Records Management Division maintains a complete record inventory of all 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. 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:** 2016  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 1460  
**Manager:** Sundy Schermeyer

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**NOTES:**

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## **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.

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. 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.
3. Maintain database in the new Records Management software system to track the movement of records throughout the Town to ensure timely access to archived records.
4. The office serves as an Annex to the Town Clerk's Main Office. It is open three (3) 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.

## **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 Planning records to incorporate those records into the GIS/Govern software systems. This project will increase internal and public access and ultimately reduce staff resources required to respond to requests for this record series.
3. Continue the implementation of the new Records Management Software which includes the complete modernization of records intake, retrieval and dissemination. The new software has enabled the Records Management Division of the Town Clerk's Office to pioneer and begin utilizing a new 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	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/16	Alloc. %
<b>Town Clerk</b>									
<b>Town Clerk Summary</b>									
<b>Records Management - 1460</b>									
Deputy Town Clerk	ADMINSUPPORT	57,222	0	0	57,222	34,261	91,483	1.9	100.0
Data Entry Operator*	CSEA40HOUR - 7-1-2010 / B / 1	0	0	0	0	0	0		0.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / C / 3	44,619	0	0	44,619	33,180	77,799	3.4	100.0
Clerk Typist*	CSEA40HOUR-NEW / B / 5	0	0	0	0	0	0		0.0
<b>Total Records Management - 1460</b>		<b>101,841</b>	<b>0</b>	<b>0</b>	<b>101,841</b>	<b>67,441</b>	<b>169,283</b>		

\*Employees expensed to Part Town Zoning - Cost Center 9910

**NOTES:**





# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2016  
**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. Digitization of the historic collection allows us to provide access and facilitates research while preserving and protecting the original documents.

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 is 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 scanned our transcribed volumes of the Town's historic record books and posted them 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.

This past year the Town celebrated its 375th Anniversary and the Historic Division coordinated with the Town's Historic organizations and provided grant funding for many of the celebratory activities. The Town Historic division and the Geographical Information Systems department collaborated on a comprehensive Town-wide walking, biking, and driving tour for our residents and guests to enjoy, which was unveiled in August 2015.



# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2016  
**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 to facilitate public research. Provide necessary support to the development of the Town's Cemetery website that has become a resource and destination for those doing genealogical research. The website was developed by the inspiration that came from the Historic Burying Ground Committee members, who donated their time and energy to create a unique website that has provided an in depth look at the Town's historic cemeteries and the vital records that are contained on our historic headstones.

Work closely as liaison to Historic Burying Grounds Committee, expand website, provide resources and guidance to acquire grant funding, oversee restoration and preservation projects for the Town's ten historic cemeteries, and provide educational opportunities.

## 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	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/16	Alloc. %
<b>Town Clerk</b>									
<b>Town Clerk Summary</b>									
<b>Archives &amp; Historian - 7520</b>									
Secretarial Assistant	PART-TIME	12,000	0	0	12,000	1,036	13,036		100.0
Town Historian	PART-TIME	30,000	0	0	30,000	3,425	33,425		100.0
<b>Total Archives &amp; Historian - 7520</b>		<b>42,000</b>	<b>0</b>	<b>0</b>	<b>42,000</b>	<b>4,460</b>	<b>46,460</b>		

NOTES:



# Town of Southampton

## 2016 Adopted Budget

### Archives & Historian - 7520

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
	<b>Real Property Taxes:</b>															
1001	Property Taxes	37,647	38,361	53,389	53,389	53,389	50,460	50,460	50,460	50,460	(2,929)	(5.49%)	50,460	50,460	50,460	50,460
	<b>Total Real Property Taxes</b>	<b>37,647</b>	<b>38,361</b>	<b>53,389</b>	<b>53,389</b>	<b>53,389</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>(2,929)</b>	<b>(5.49%)</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>
	<b>Other Revenue:</b>															
3330	County Aid	0	5,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>5,000</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>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue</b>	<b>37,647</b>	<b>43,361</b>	<b>53,389</b>	<b>53,389</b>	<b>53,389</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>(2,929)</b>	<b>(5.49%)</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>
	<b>Salaries:</b>															
6105	Part Time Salaries	27,735	28,124	40,920	39,062	28,487	42,000	42,000	42,000	42,000	(2,938)	(7.52%)	42,000	42,000	42,000	42,000
	<b>Total Salaries</b>	<b>27,735</b>	<b>28,124</b>	<b>40,920</b>	<b>39,062</b>	<b>28,487</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>(2,938)</b>	<b>(7.52%)</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	2,808	4,179	4,050	4,308	3,846	0	0	0	0	4,308	100.00%	0	0	0	0
6830	FICA Tax Expenditure	2,122	2,151	3,130	3,130	2,179	3,213	3,213	3,213	3,213	(83)	(2.64%)	3,213	3,213	3,213	3,213
6835	MTA Tax	94	96	139	139	97	143	143	143	143	(4)	(2.64%)	143	143	143	143
6840	Worker's Compensation	727	577	1,042	1,042	794	1,047	1,047	1,047	1,047	(4)	(0.41%)	1,047	1,047	1,047	1,047
6875	Disability	86	49	58	58	41	58	58	58	58	0	0.00%	58	58	58	58
	<b>Total Employee Benefits - Current</b>	<b>5,838</b>	<b>7,053</b>	<b>8,419</b>	<b>8,677</b>	<b>6,957</b>	<b>4,460</b>	<b>4,460</b>	<b>4,460</b>	<b>4,460</b>	<b>4,217</b>	<b>48.60%</b>	<b>4,460</b>	<b>4,460</b>	<b>4,460</b>	<b>4,460</b>
	<b>Total Employee Costs</b>	<b>33,572</b>	<b>35,176</b>	<b>49,339</b>	<b>47,739</b>	<b>35,443</b>	<b>46,460</b>	<b>46,460</b>	<b>46,460</b>	<b>46,460</b>	<b>1,279</b>	<b>2.68%</b>	<b>46,460</b>	<b>46,460</b>	<b>46,460</b>	<b>46,460</b>
	<b>Contractual:</b>															
6401	Contracts	3,185	3,482	3,000	5,152	2,521	3,000	3,000	3,000	3,000	2,152	41.77%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	400	431	500	84	35	500	500	500	500	(416)	(495.24%)	500	500	500	500
6425	Office Supplies	490	484	550	414	414	500	500	500	500	(86)	(20.77%)	500	500	500	500
6490	Consultants	0	4,985	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>4,075</b>	<b>9,382</b>	<b>4,050</b>	<b>5,650</b>	<b>2,970</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>1,650</b>	<b>29.20%</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
	<b>Total Expenditures</b>	<b>37,647</b>	<b>44,559</b>	<b>53,389</b>	<b>53,389</b>	<b>38,413</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>2,929</b>	<b>5.49%</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(1,198)</b>	<b>0</b>	<b>0</b>	<b>14,976</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>