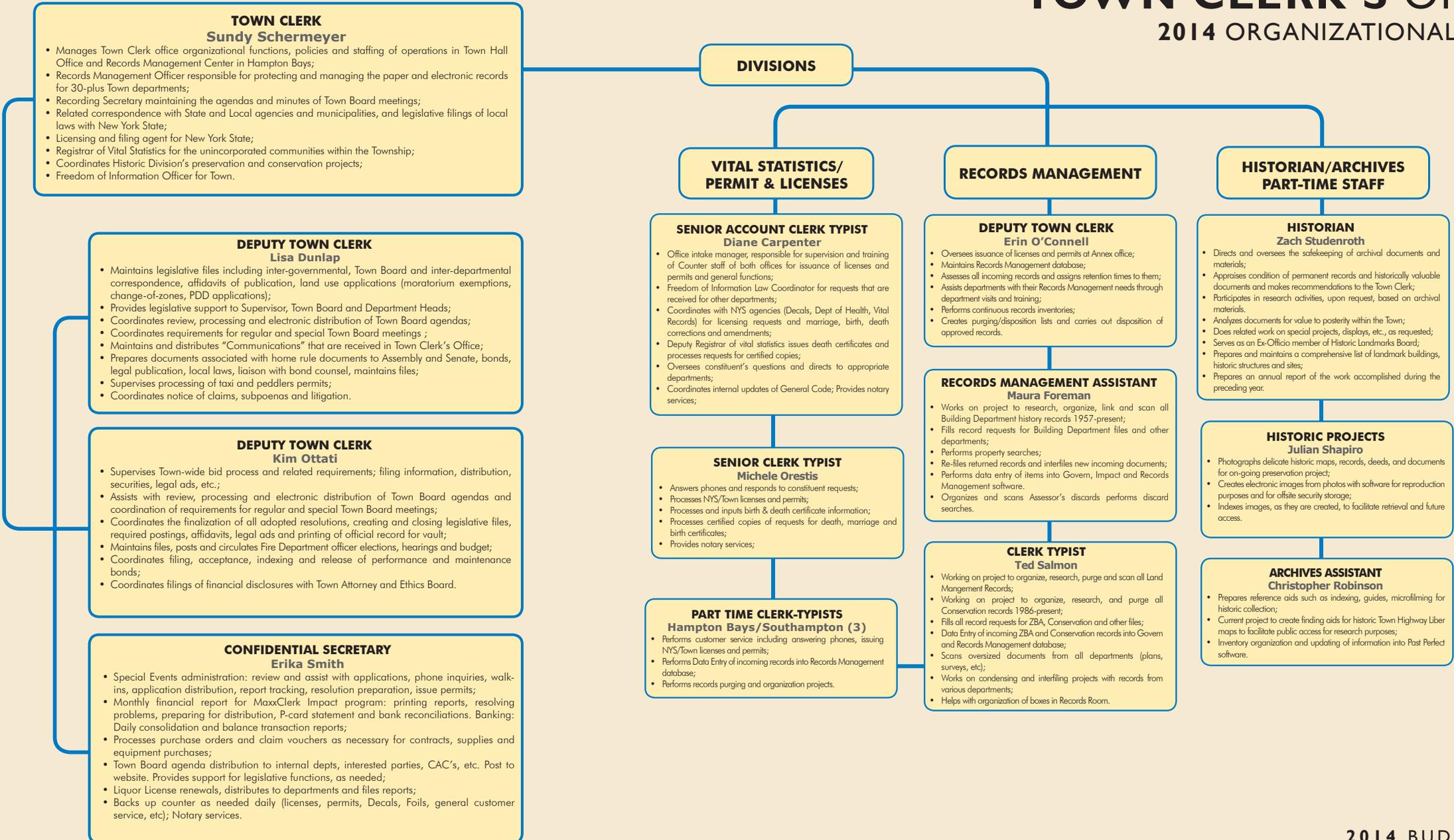


# TOWN CLERK'S OFFICE

## 2014 ORGANIZATIONAL CHART



# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2014  
**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 implemented in 2011 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 the Historic Division.

## **Workload:**

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.

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2014  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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## NOTES:

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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.

In 2012, the Town Clerk's Office administered and processed forty-eight (48) Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings. Sixteen (16) local laws were filed 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.

### 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 in 2011 has been a success and will be upgraded to increase functionality.

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.

### Legal Authority:

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

## PROPOSED 2014 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 - 1410</b>											
Confidential Secretary	ADMINSUPPORT	54,122	0	0	54,122	20,902	4,140	6,982	483	32,507	86,629
Deputy Town Clerk	ADMINSUPPORT	73,531	0	1,500	75,031	1,299	5,740	9,679	652	17,370	92,401
Deputy Town Clerk	ADMINSUPPORT	85,014	0	0	85,014	20,902	6,504	10,967	743	39,115	124,130
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	44,874	1,800	0	46,674	20,927	3,571	6,021	412	30,931	77,605
Senior Account Clerk Typist	CSEA40HOURPROMO	72,114	7,212	1,100	80,426	23,322	6,153	10,375	663	40,512	120,938
Town Clerk	ELECTOFFICIALS	97,000	0	3,000	100,000	20,907	7,650	12,900	854	42,311	142,311
Clerk Typist	PART-TIME	10,080	0	0	10,080	0	771	0	113	885	10,965
Clerk Typist	PART-TIME	3,640	0	0	3,640	0	278	0	59	338	3,978
<b>Total Town Clerk - 1410</b>		<b>440,375</b>	<b>9,012</b>	<b>5,600</b>	<b>454,987</b>	<b>108,260</b>	<b>34,806</b>	<b>56,923</b>	<b>3,979</b>	<b>203,969</b>	<b>658,956</b>

NOTES:

# Town of Southampton

## 2014 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	464,646	464,488	479,590	479,590	479,590	510,495	464,612	464,612	464,612	(14,979)	(3.12%)	531,770	485,451	485,451	485,451
	<b>Total Real Property Taxes</b>	<b>464,646</b>	<b>464,488</b>	<b>479,590</b>	<b>479,590</b>	<b>479,590</b>	<b>510,495</b>	<b>464,612</b>	<b>464,612</b>	<b>464,612</b>	<b>(14,979)</b>	<b>(3.12%)</b>	<b>531,770</b>	<b>485,451</b>	<b>485,451</b>	<b>485,451</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	107,500	97,347	91,000	91,000	127,236	100,000	110,000	110,000	110,000	19,000	20.88%	107,500	117,500	117,500	117,500
2544	Dog Licenses	14,000	18,561	10,000	10,000	7,777	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	66,000	96,450	90,000	90,000	77,325	89,000	95,000	95,000	95,000	5,000	5.56%	66,000	72,000	72,000	72,000
2554	LT Parking Permits	16,000	7,603	13,000	13,000	6,710	13,000	13,000	13,000	13,000	0	0.00%	16,000	16,000	16,000	16,000
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>213,500</b>	<b>229,961</b>	<b>214,000</b>	<b>214,000</b>	<b>229,047</b>	<b>222,000</b>	<b>238,000</b>	<b>238,000</b>	<b>238,000</b>	<b>24,000</b>	<b>11.21%</b>	<b>209,500</b>	<b>225,500</b>	<b>225,500</b>	<b>225,500</b>
	<b>Total Revenue</b>	<b>678,146</b>	<b>694,448</b>	<b>693,590</b>	<b>693,590</b>	<b>708,638</b>	<b>732,495</b>	<b>702,612</b>	<b>702,612</b>	<b>702,612</b>	<b>9,021</b>	<b>1.30%</b>	<b>741,270</b>	<b>710,951</b>	<b>710,951</b>	<b>710,951</b>
<b>Salaries:</b>																
6100	Salaries	414,300	414,300	420,191	420,191	350,159	426,655	426,655	426,655	426,655	(6,464)	(1.54%)	433,248	433,248	433,248	433,248
6103	Accumulated Sick/Personal Days	1,324	1,154	2,366	2,366	1,058	1,100	1,100	1,100	1,100	1,266	53.51%	1,100	1,100	1,100	1,100
6105	Part Time Salaries	13,720	11,046	13,720	13,720	7,184	13,720	13,720	13,720	13,720	0	0.00%	13,720	13,720	13,720	13,720
6110	Longevity	6,959	6,959	8,802	8,802	0	9,012	9,012	9,012	9,012	(210)	(2.39%)	9,012	9,012	9,012	9,012
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	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	<b>Total Salaries</b>	<b>440,802</b>	<b>437,958</b>	<b>449,579</b>	<b>449,579</b>	<b>361,651</b>	<b>454,987</b>	<b>454,987</b>	<b>454,987</b>	<b>454,987</b>	<b>(5,408)</b>	<b>(1.20%)</b>	<b>461,580</b>	<b>461,580</b>	<b>461,580</b>	<b>461,580</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	53,385	54,812	58,841	58,841	45,499	86,047	56,923	56,923	56,923	1,918	3.26%	87,333	57,774	57,774	57,774
6830	FICA Tax Expenditure	33,721	32,852	34,393	34,393	27,113	34,806	34,806	34,806	34,806	(414)	(1.20%)	35,311	35,311	35,311	35,311
6835	MTA Tax	1,499	1,461	1,529	1,529	1,205	1,547	1,547	1,547	1,547	(18)	(1.20%)	1,569	1,569	1,569	1,569
6840	Worker's Compensation	1,147	1,147	1,163	1,163	969	2,202	2,202	2,202	2,202	(1,039)	(89.35%)	2,235	2,235	2,235	2,235
6860	Medical Insurance - Active Employees	91,060	85,248	95,320	95,320	77,091	100,448	100,448	100,448	100,448	(5,128)	(5.38%)	100,448	100,448	100,448	100,448
6865	Dental & Optical	7,355	6,592	7,796	7,796	5,638	7,811	7,811	7,811	7,811	(15)	(0.19%)	7,811	7,811	7,811	7,811
6875	Disability	202	144	202	202	190	230	230	230	230	(29)	(14.29%)	230	230	230	230
	<b>Total Employee Benefits - Current</b>	<b>188,369</b>	<b>182,256</b>	<b>199,243</b>	<b>199,243</b>	<b>157,704</b>	<b>233,092</b>	<b>203,969</b>	<b>203,969</b>	<b>203,969</b>	<b>(4,725)</b>	<b>(2.37%)</b>	<b>234,938</b>	<b>205,379</b>	<b>205,379</b>	<b>205,379</b>
	<b>Total Employee Costs</b>	<b>629,171</b>	<b>620,215</b>	<b>648,822</b>	<b>648,822</b>	<b>519,355</b>	<b>688,079</b>	<b>658,956</b>	<b>658,956</b>	<b>658,956</b>	<b>(10,133)</b>	<b>(1.56%)</b>	<b>696,518</b>	<b>666,959</b>	<b>666,959</b>	<b>666,959</b>
<b>Contractual:</b>																
6401	Contracts	900	864	880	991	990	880	880	880	880	111	11.20%	880	880	880	880
6403	Gasoline	800	731	800	800	480	800	800	800	800	0	0.00%	784	784	784	784
6406	Repair Equipment	200	403	196	357	207	500	500	500	500	(143)	(40.06%)	196	196	196	196
6411	Printing and Stationery	5,500	5,328	5,500	5,500	1,495	5,500	5,500	5,500	5,500	0	0.00%	5,500	5,500	5,500	5,500
6412	Publications	16,000	9,354	15,680	15,680	8,117	15,000	15,000	15,000	15,000	680	4.34%	15,680	15,680	15,680	15,680
6416	Travel, Dues and Related	1,200	775	1,176	1,026	440	1,200	1,200	1,200	1,200	(174)	(16.96%)	1,176	1,176	1,176	1,176
6421	Legal Notices	12,000	10,663	11,760	11,638	7,511	11,760	11,000	11,000	11,000	638	5.48%	11,760	11,000	11,000	11,000
6425	Office Supplies	1,200	1,222	1,176	1,251	983	1,176	1,176	1,176	1,176	75	6.00%	1,176	1,176	1,176	1,176
6451	Document Restoration	2,500	2,925	2,500	2,425	0	2,500	2,500	2,500	2,500	(75)	(3.09%)	2,500	2,500	2,500	2,500

**Town of Southampton**  
**2014 Adopted Budget**  
**Town Clerk - 1410**

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014		2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended		2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
							Requested Budget	Tentative Budget			Difference	% of Change				
6477	Copier Leases	8,675	6,332	5,100	5,100	3,720	5,100	5,100	5,100	5,100	0	0.00%	5,100	5,100	5,100	5,100
	<b>Total Contractual</b>	48,975	38,597	44,768	44,768	23,943	44,416	43,656	43,656	43,656	1,112	2.48%	44,752	43,992	43,992	43,992
	<b>Total Expenditures</b>	<b>678,146</b>	<b>658,811</b>	<b>693,590</b>	<b>693,590</b>	<b>543,298</b>	<b>732,495</b>	<b>702,612</b>	<b>702,612</b>	<b>702,612</b>	<b>(9,021)</b>	<b>(1.30%)</b>	<b>741,270</b>	<b>710,951</b>	<b>710,951</b>	<b>710,951</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>35,637</b>	<b>0</b>	<b>0</b>	<b>165,339</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:** 2014  
**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 the thirty two (32) plus 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 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.

## **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 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. 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. 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.
4. 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.

# Department Summary

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*Department: Records Management*

**Budget Year:** 2014

**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 effectively manage the Town's records. The Electronic Document Management Software System (EDMS), first implemented in 2011, allows departments to categorize, index, identify originals from duplicates, assign retention schedules and improve access. The electronic records 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 identify departmental records that are not currently maintained in an organized easily locatable format.
2. Continue digitization of the Land Management Planning records to incorporate those 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. Working with the Historic Division, establish 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.
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.

# 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>											
Deputy Town Clerk	ADMINSUPPORT	55,998	0	0	55,998	10,216	4,284	7,224	499	22,223	78,221
Records Management Assistant	CSEA40HOUR - 7-1-2010 / C / 1	20,765	0	0	20,765	10,464	1,589	2,679	189	14,920	35,685
Clerk Typist	CSEA40HOUR-NEW / B / 5	20,680	828	0	21,508	5,674	1,645	2,775	191	10,285	31,793
Clerk	PART-TIME	5,430	0	0	5,430	0	415	0	74	490	5,920
Clerk Typist	PART-TIME	13,500	0	0	13,500	0	1,033	0	142	1,175	14,675
<b>Total Records Management - 1460</b>		<b>116,373</b>	<b>828</b>	<b>0</b>	<b>117,201</b>	<b>26,354</b>	<b>8,966</b>	<b>12,677</b>	<b>1,096</b>	<b>49,093</b>	<b>166,294</b>

**NOTES:**

**TOWN OF SOUTHAMPTON**  
**2014 Adopted Budget**  
**Records Management - 1460**

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	109,908	109,908	110,518	110,518	110,518	116,502	179,251	170,566	170,566	60,048	54.33%	118,146	182,188	173,329	173,329
	<b>Total Real Property Taxes</b>	<b>109,908</b>	<b>109,908</b>	<b>110,518</b>	<b>110,518</b>	<b>110,518</b>	<b>116,502</b>	<b>179,251</b>	<b>170,566</b>	<b>170,566</b>	<b>60,048</b>	<b>54.33%</b>	<b>118,146</b>	<b>182,188</b>	<b>173,329</b>	<b>173,329</b>
	<b>Total Revenue</b>	<b>109,908</b>	<b>109,908</b>	<b>110,518</b>	<b>110,518</b>	<b>110,518</b>	<b>116,502</b>	<b>179,251</b>	<b>170,566</b>	<b>170,566</b>	<b>60,048</b>	<b>54.33%</b>	<b>118,146</b>	<b>182,188</b>	<b>173,329</b>	<b>173,329</b>
<b>Salaries:</b>																
6100	Salaries	60,701	60,701	61,915	61,915	50,854	63,153	104,598	97,443	97,443	(35,528)	(57.38%)	64,416	106,995	99,696	99,696
6105	Part Time Salaries	20,612	12,363	18,930	18,930	12,450	18,930	18,930	18,930	18,930	0	0.00%	18,930	18,930	18,930	18,930
6110	Longevity	0	0	0	0	0	0	828	828	828	(828)	(100.00%)	0	828	828	828
	<b>Total Salaries</b>	<b>81,313</b>	<b>73,064</b>	<b>80,845</b>	<b>80,845</b>	<b>63,304</b>	<b>82,083</b>	<b>124,356</b>	<b>117,201</b>	<b>117,201</b>	<b>(36,356)</b>	<b>(44.97%)</b>	<b>83,346</b>	<b>126,753</b>	<b>119,454</b>	<b>119,454</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	7,588	7,790	8,359	8,359	6,463	12,315	13,600	12,677	12,677	(4,318)	(51.67%)	12,561	13,909	12,968	12,968
6830	FICA Tax Expenditure	6,220	5,516	6,185	6,185	4,782	6,279	9,513	8,966	8,966	(2,781)	(44.97%)	6,376	9,697	9,138	9,138
6835	MTA Tax	276	243	275	275	213	279	423	398	398	(124)	(44.97%)	283	431	406	406
6840	Worker's Compensation	218	218	217	217	181	410	618	582	582	(365)	(168.56%)	417	630	593	593
6860	Medical Insurance - Active Employees	8,180	7,593	8,492	8,492	6,880	8,917	23,750	23,750	23,750	(15,258)	(179.67%)	8,917	23,750	23,750	23,750
6865	Dental & Optical	1,226	1,099	1,299	1,299	940	1,299	2,604	2,604	2,604	(1,304)	(100.39%)	1,299	2,604	2,604	2,604
6875	Disability	86	84	86	86	97	86	115	115	115	(29)	(33.33%)	86	115	115	115
	<b>Total Employee Benefits - Current</b>	<b>23,795</b>	<b>22,543</b>	<b>24,913</b>	<b>24,913</b>	<b>19,555</b>	<b>29,586</b>	<b>50,623</b>	<b>49,093</b>	<b>49,093</b>	<b>(24,180)</b>	<b>(97.06%)</b>	<b>29,940</b>	<b>51,136</b>	<b>49,574</b>	<b>49,574</b>
	<b>Total Employee Costs</b>	<b>105,108</b>	<b>95,607</b>	<b>105,758</b>	<b>105,758</b>	<b>82,859</b>	<b>111,670</b>	<b>174,979</b>	<b>166,294</b>	<b>166,294</b>	<b>(60,536)</b>	<b>(57.24%)</b>	<b>113,286</b>	<b>177,888</b>	<b>169,029</b>	<b>169,029</b>
<b>Equipment:</b>																
6200	Equipment	800	800	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Equipment</b>	<b>800</b>	<b>800</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>Contractual:</b>																
6401	Contracts	800	811	800	879	678	872	872	872	872	7	0.80%	900	900	900	900
6419	Microfilming	2,000	2,000	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	1,181	1,176	1,176	851	1,176	800	800	800	376	31.97%	1,176	800	800	800
6426	Supplies - Other	0	0	784	705	383	784	600	600	600	105	14.89%	784	600	600	600
	<b>Total Contractual</b>	<b>4,000</b>	<b>3,992</b>	<b>4,760</b>	<b>4,760</b>	<b>1,912</b>	<b>4,832</b>	<b>4,272</b>	<b>4,272</b>	<b>4,272</b>	<b>488</b>	<b>10.25%</b>	<b>4,860</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>
	<b>Total Expenditures</b>	<b>109,908</b>	<b>100,399</b>	<b>110,518</b>	<b>110,518</b>	<b>84,771</b>	<b>116,502</b>	<b>179,251</b>	<b>170,566</b>	<b>170,566</b>	<b>(60,048)</b>	<b>(54.33%)</b>	<b>118,146</b>	<b>182,188</b>	<b>173,329</b>	<b>173,329</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>9,509</b>	<b>0</b>	<b>0</b>	<b>25,747</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:** 2014  
**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.

# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2014  
**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>											
Clerk	PART-TIME	3,550	0	0	3,550	0	272	0	59	330	3,880
Secretarial Assistant	PART-TIME	3,385	0	0	3,385	0	259	0	57	316	3,701
Town Historian	PART-TIME	20,800	0	0	20,800	0	1,591	2,808	792	5,191	25,991
<b>Total Archives &amp; Historian - 7520</b>		<b>27,735</b>	<b>0</b>	<b>0</b>	<b>27,735</b>	<b>0</b>	<b>2,122</b>	<b>2,808</b>	<b>908</b>	<b>5,838</b>	<b>33,572</b>

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