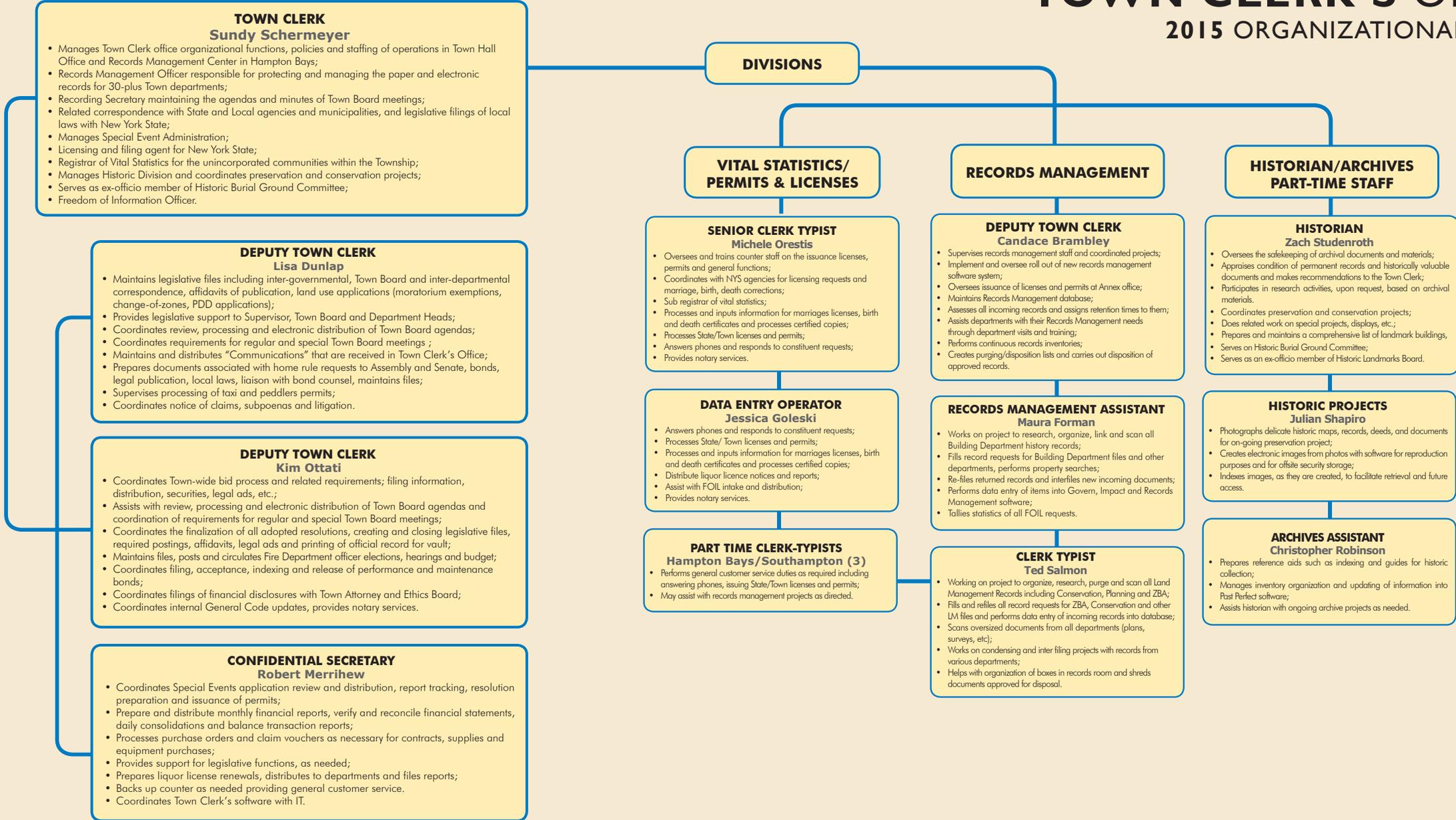


TOWN CLERK'S OFFICE

2015 ORGANIZATIONAL CHART



Department Summary

Department: Town Clerk

Budget Year: 2015
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1410
Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

The Office of the Town Clerk's mission is to improve access to government information, expedite application processes and find ways to further upgrade the office to be more effective and more efficient in our service delivery while reducing costs.

The Town Clerk continues to concentrate efforts on making efficiency upgrades to the Town business that is administered through this office. As a result, the office 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 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

Department: Town Clerk

Budget Year: 2015
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1410
Manager: Sundy Schermeyer

NOTES:

- 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 2013, the Town Clerk's Office administered and processed forty-seven (47) Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings and conducted sixty (60) bid openings. 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 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 2015 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.

NOTES:

Employee Compensation & Benefits Schedule

NOTES:

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Town Clerk									
Town Clerk Summary									
Town Clerk - 1410									
Confidential Secretary	ADMINSUPPORT	55,080	0	0	55,080	32,402	87,482	0.3	100.0
Deputy Town Clerk	ADMINSUPPORT	75,002	0	1,500	76,502	20,364	96,865	24.7	100.0
Deputy Town Clerk	ADMINSUPPORT	86,714	0	0	86,714	44,607	131,322	14.3	100.0
Data Entry Operator	CSEA40HOUR - 7-1-2010 / C / E	38,806	0	0	41,482	21,426	62,908	0.6	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	45,472	1,819	0	47,291	32,417	79,708	7.6	100.0
Town Clerk	ELECTOFFICIALS	105,000	0	3,000	108,000	50,364	158,364	12.9	100.0
Clerk	PART-TIME	9,250	0	0	9,250	805	10,055		100.0
Clerk Typist	PART-TIME	9,250	0	0	9,250	805	10,055		100.0
Clerk Typist	PART-TIME	9,250	0	0	9,250	805	10,055		100.0
Clerk Typist	PART-TIME	9,250	0	0	9,250	805	10,055		100.0
Total Town Clerk - 1410		445,751	1,819	4,500	452,069	204,799	656,868		

Town of Southampton

2015 Adopted Budget

Town Clerk - 1410

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	479,590	479,625	464,612	454,071	454,071	488,135	488,128	488,128	488,128	34,057	7.50%	489,095	419,265	489,430	489,430
	Total Real Property Taxes	479,590	479,625	464,612	454,071	454,071	488,135	488,128	488,128	488,128	34,057	7.50%	489,095	419,265	489,430	489,430
Other Revenue:																
1255	Town Clerk Fees	91,000	137,113	110,000	110,000	96,445	110,000	110,000	110,000	110,000	0	0.00%	117,500	117,500	117,500	117,500
2544	Dog Licenses	10,000	10,346	10,000	10,000	9,650	9,000	9,000	9,000	9,000	(1,000)	(10.00%)	9,000	9,000	9,000	9,000
2551	Taxi Permits	90,000	92,325	95,000	95,000	61,050	85,000	85,000	85,000	85,000	(10,000)	(10.53%)	72,000	72,000	72,000	72,000
2554	LT Parking Permits	13,000	13,526	13,000	13,000	6,800	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
	Total Other Revenue	214,000	263,309	238,000	238,000	183,945	227,000	227,000	227,000	227,000	(11,000)	(4.62%)	224,500	224,500	224,500	224,500
	Total Revenue	693,590	742,935	702,612	692,071	638,015	715,135	715,128	715,128	715,128	23,057	3.33%	713,595	643,765	713,930	713,930
Salaries:																
6100	Salaries	420,191	420,191	426,655	411,855	346,123	405,031	408,751	408,751	408,751	3,104	0.75%	411,769	359,260	415,442	415,442
6103	Accumulated Sick/Personal Days	2,366	1,058	1,100	64	64	0	0	0	0	64	100.00%	0	0	0	0
6105	Part Time Salaries	13,720	10,089	13,720	19,720	18,901	37,000	37,000	37,000	37,000	(17,280)	(87.63%)	37,000	37,000	37,000	37,000
6110	Longevity	8,802	8,830	9,012	9,012	0	1,819	1,819	1,819	1,819	7,193	79.82%	1,855	1,855	1,855	1,855
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
	Total Salaries	449,579	444,667	454,987	445,151	368,338	448,350	452,069	452,069	452,069	(6,919)	(1.55%)	455,124	402,616	458,797	458,797
Employee Benefits - Current:																
6810	Employee Retirement - Active	58,841	103,262	56,923	64,373	54,443	68,382	69,026	69,026	69,026	(4,653)	(7.23%)	69,500	60,867	70,137	70,137
6830	FICA Tax Expenditure	34,393	33,353	34,806	34,131	28,288	34,299	34,509	34,509	34,509	(377)	(1.11%)	34,817	30,726	35,024	35,024
6835	MTA Tax	1,529	1,482	1,547	1,517	1,257	1,524	1,537	1,537	1,537	(20)	(1.32%)	1,547	1,369	1,560	1,560
6840	Worker's Compensation	1,163	1,163	2,202	2,202	1,474	1,768	1,783	1,783	1,783	419	19.02%	1,795	1,585	1,810	1,810
6860	Medical Insurance - Active Employees	95,320	92,509	100,448	100,448	73,534	94,176	89,844	89,844	89,844	10,604	10.56%	94,176	89,844	89,844	89,844
6865	Dental & Optical	7,796	6,781	7,811	7,811	5,760	7,811	7,811	7,811	7,811	0	0.00%	7,811	7,811	7,811	7,811
6875	Disability	202	208	230	230	110	288	288	288	288	(58)	(25.00%)	288	288	288	288
	Total Employee Benefits - Current	199,243	238,758	203,969	210,714	164,867	208,249	204,799	204,799	204,799	5,915	2.81%	209,935	192,489	206,473	206,473
	Total Employee Costs	648,822	683,426	658,956	655,865	533,205	656,599	656,868	656,868	656,868	(1,003)	(0.15%)	665,059	595,105	665,270	665,270
Contractual:																
6401	Contracts	880	990	880	1,341	1,341	880	880	880	880	461	34.38%	880	880	880	880
6403	Gasoline	800	602	800	560	423	800	600	600	600	(40)	(7.14%)	800	600	600	600
6406	Repair Equipment	196	357	500	273	273	500	300	300	300	(27)	(9.89%)	500	700	700	700
6411	Printing and Stationery	5,500	5,506	5,500	5,200	2,539	6,500	6,500	6,500	6,500	(1,300)	(25.00%)	6,500	6,500	6,500	6,500
6412	Publications	15,680	10,771	15,000	14,528	8,236	15,680	15,680	15,680	15,680	(1,152)	(7.93%)	15,680	15,680	15,680	15,680
6416	Travel, Dues and Related	1,176	925	1,200	1,468	1,381	1,400	1,400	1,400	1,400	68	4.63%	1,400	1,400	1,400	1,400
6420	Other	0	0	0	0	0	10,000	10,000	10,000	10,000	(10,000)	(100.00%)	0	0	0	0
6421	Legal Notices	11,760	11,625	11,000	11,000	8,608	12,000	12,000	12,000	12,000	(1,000)	(9.09%)	12,000	12,000	12,000	12,000
6425	Office Supplies	1,176	1,251	1,176	1,699	1,399	1,176	1,300	1,300	1,300	399	23.48%	1,176	1,300	1,300	1,300
6451	Document Restoration	2,500	2,423	2,500	2,487	2,487	4,500	4,500	4,500	4,500	(2,013)	(80.94%)	4,500	4,500	4,500	4,500

Town of Southampton
2015 Adopted Budget
Town Clerk - 1410

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual						2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
							2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget							
6477	Copier Leases	5,100	5,114	5,100	5,100	3,633	5,100	5,100	5,100	5,100	0	0.00%	5,100	5,100	5,100	5,100	
	Total Contractual	44,768	39,564	43,656	43,656	30,319	58,536	58,260	58,260	58,260	(14,604)	(33.45%)	48,536	48,660	48,660	48,660	
	Total Expenditures	693,590	722,989	702,612	699,521	563,524	715,135	715,128	715,128	715,128	(15,607)	(2.23%)	713,595	643,765	713,930	713,930	
	Net Surplus (Deficit)	0	19,946	0	(7,450)	74,492	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	7,450	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	19,946	0	0	74,492	0	0	0	0			0	0	0	0	

Department Summary

Department: Records Management

Budget Year: 2015
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1460
Manager: Sundy Schermeyer

NOTES:

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

Department: Records Management

Budget Year: 2015

Division: Town Clerk

Tax District: Full Town

Cost Center #: 1460

Manager: Sundy Schermeyer

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) 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 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. With implementation of new software system in 2014, Records Management will reorganize the Records Center and streamline the operations of the Center to increase efficiency and improve response times to records requests.
4. Complete 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.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	yrs Srv 1/1/15	Alloc. %
Town Clerk									
Town Clerk Summary									
Records Management - 1460									
Deputy Town Clerk	ADMINSUPPORT	56,100	0	0	56,100	32,655	88,755	0.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / C / 2	21,345	0	0	21,345	15,639	36,985	2.4	50.0
Clerk Typist	CSEA40HOUR-NEW / B / 5	20,956	1,257	0	22,213	11,074	33,287	10.4	50.0
Total Records Management - 1460		98,401	1,257	0	99,658	59,369	159,027		

NOTES:

Town of Southampton

2015 Adopted Budget

Records Management - 1460

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	110,518	110,537	170,566	174,350	174,350	161,299	161,299	161,299	161,299	(13,050)	(7.49%)	164,202	164,202	164,202	164,202
	Total Real Property Taxes	110,518	110,537	170,566	174,350	174,350	161,299	161,299	161,299	161,299	(13,050)	(7.49%)	164,202	164,202	164,202	164,202
	Total Revenue	110,518	110,537	170,566	174,350	174,350	161,299	161,299	161,299	161,299	(13,050)	(7.49%)	164,202	164,202	164,202	164,202
Salaries:																
6100	Salaries	61,915	60,004	97,443	97,443	77,739	98,401	98,401	98,401	98,401	(958)	(0.98%)	100,677	100,677	100,677	100,677
6105	Part Time Salaries	18,930	16,605	18,930	18,930	11,171	0	0	0	0	18,930	100.00%	0	0	0	0
6110	Longevity	0	0	828	828	0	1,257	1,257	1,257	1,257	(429)	(51.85%)	1,282	1,282	1,282	1,282
	Total Salaries	80,845	76,609	117,201	117,201	88,910	99,658	99,658	99,658	99,658	17,543	14.97%	101,960	101,960	101,960	101,960
Employee Benefits - Current:																
6810	Employee Retirement - Active	8,359	16,471	12,677	14,337	12,125	16,444	16,444	16,444	16,444	(2,107)	(14.69%)	16,823	16,823	16,823	16,823
6830	FICA Tax Expenditure	6,185	5,787	8,966	8,966	9,073	7,624	7,624	7,624	7,624	1,342	14.97%	7,800	7,800	7,800	7,800
6835	MTA Tax	275	257	398	398	403	339	339	339	339	60	14.97%	347	347	347	347
6840	Worker's Compensation	217	217	582	582	390	394	394	394	394	188	32.36%	403	403	403	403
6860	Medical Insurance - Active Employees	8,492	8,256	23,750	27,534	23,714	31,908	31,908	31,908	31,908	(4,374)	(15.88%)	31,908	31,908	31,908	31,908
6865	Dental & Optical	1,299	1,130	2,604	2,604	1,940	2,604	2,604	2,604	2,604	0	0.00%	2,604	2,604	2,604	2,604
6875	Disability	86	105	115	115	53	58	58	58	58	58	50.00%	58	58	58	58
	Total Employee Benefits - Current	24,913	32,224	49,093	54,537	47,698	59,369	59,369	59,369	59,369	(4,833)	(8.86%)	59,942	59,942	59,942	59,942
	Total Employee Costs	105,758	108,833	166,294	171,738	136,608	159,027	159,027	159,027	159,027	12,710	7.40%	161,902	161,902	161,902	161,902
Contractual:																
6401	Contracts	800	878	872	872	407	872	872	872	872	0	0.00%	900	900	900	900
6419	Microfilming	2,000	2,000	2,000	2,000	480	0	0	0	0	2,000	100.00%	0	0	0	0
6425	Office Supplies	1,176	1,123	800	819	663	800	800	800	800	19	2.32%	800	800	800	800
6426	Supplies - Other	784	460	600	581	581	600	600	600	600	(19)	(3.27%)	600	600	600	600
	Total Contractual	4,760	4,461	4,272	4,272	2,131	2,272	2,272	2,272	2,272	2,000	46.82%	2,300	2,300	2,300	2,300
	Total Expenditures	110,518	113,294	170,566	176,010	138,738	161,299	161,299	161,299	161,299	14,710	8.36%	164,202	164,202	164,202	164,202
	Net Surplus (Deficit)	0	(2,757)	0	(1,660)	35,611	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	1,660	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(2,757)	0	0	35,611	0	0	0	0			0	0	0	0

Department Summary

Department: Archives & Historian

Budget Year: 2015
Division: Town Clerk
Tax District: Full Town

Cost Center #: 7520
Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

The mission of the Historic Division of the Town Clerk's Office is to preserve and protect the Town's historic holdings from elements that compromise their integrity, including the passage of time, while taking initiatives to improve the public's access to the historic collection. The records contain a significant amount of information that is of great interest to researchers, historic organizations and government agencies. It is our responsibility to provide access to those that seek this information and in order to do that effectively, we need to 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 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

Department: Archives & Historian

Budget Year: 2015
Division: Town Clerk
Tax District: Full Town

Cost Center #: 7520
Manager: Sundy Schermeyer

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 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 online will be cost effective by facilitating public research.

Work closely as liaison to Historic Cemeteries Committee, provide resources and guidance to acquire grant funding, oversee restoration and preservation projects and provide educational opportunities.

Provide resources and support to Town's Historic Cemetery website where historic burial ground and genealogical information can be researched by interested organizations and individuals.

Legal Authority:

Town Law.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Town Clerk									
Town Clerk Summary									
Archives & Historian - 7520									
Clerk	PART-TIME	10,920	0	0	10,920	945	11,865		100.0
Town Historian	PART-TIME	30,000	0	0	30,000	7,475	37,475		100.0
Total Archives & Historian - 7520		40,920	0	0	40,920	8,419	49,339		

NOTES:

Town of Southampton
2015 Adopted Budget
Archives & Historian - 7520

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Difference	2015 Adopted / 2014 % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	37,432	37,453	37,647	37,647	37,647	53,389	53,389	53,389	53,389	15,742	41.82%	50,289	50,289	50,289	50,289
	Total Real Property Taxes	37,432	37,453	37,647	37,647	37,647	53,389	53,389	53,389	53,389	15,742	41.82%	50,289	50,289	50,289	50,289
Other Revenue:																
2770	Miscellaneous	0	1,050	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
3330	County Aid	0	0	0	5,000	5,000	0	0	0	0	(5,000)	(100.00%)	0	0	0	0
4089	Federal Aid	0	4,152	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	5,202	0	5,000	5,000	0	0	0	0	(5,000)	(100.00%)	0	0	0	0
	Total Revenue	37,432	42,655	37,647	42,647	42,647	53,389	53,389	53,389	53,389	10,742	25.19%	50,289	50,289	50,289	50,289
Salaries:																
6105	Part Time Salaries	27,700	27,449	27,735	27,410	20,603	40,920	40,920	40,920	40,920	(13,510)	(49.29%)	40,920	40,920	40,920	40,920
	Total Salaries	27,700	27,449	27,735	27,410	20,603	40,920	40,920	40,920	40,920	(13,510)	(49.29%)	40,920	40,920	40,920	40,920
Employee Benefits - Current:																
6810	Employee Retirement - Active	2,700	4,815	2,808	3,176	2,686	4,050	4,050	4,050	4,050	(874)	(27.52%)	4,050	4,050	4,050	4,050
6830	FICA Tax Expenditure	2,119	2,100	2,122	2,122	1,576	3,130	3,130	3,130	3,130	(1,009)	(47.54%)	3,130	3,130	3,130	3,130
6835	MTA Tax	94	93	94	94	70	139	139	139	139	(45)	(47.54%)	139	139	139	139
6840	Worker's Compensation	686	686	727	727	487	1,042	1,042	1,042	1,042	(315)	(43.36%)	1,042	1,042	1,042	1,042
6875	Disability	58	78	86	86	41	58	58	58	58	29	33.33%	58	58	58	58
	Total Employee Benefits - Current	5,657	7,773	5,838	6,206	4,860	8,419	8,419	8,419	8,419	(2,214)	(35.68%)	8,419	8,419	8,419	8,419
	Total Employee Costs	33,357	35,222	33,572	33,615	25,463	49,339	49,339	49,339	49,339	(15,724)	(46.78%)	49,339	49,339	49,339	49,339
Contractual:																
6401	Contracts	3,185	2,374	3,185	3,485	2,982	3,000	3,000	3,000	3,000	485	13.92%	0	0	0	0
6416	Travel, Dues and Related	400	375	400	431	431	500	500	500	500	(69)	(16.01%)	400	400	400	400
6420	Other	0	1,050	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6425	Office Supplies	490	575	490	484	484	550	550	550	550	(66)	(13.64%)	550	550	550	550
6490	Consultants	0	4,152	0	5,000	4,985	0	0	0	0	5,000	100.00%	0	0	0	0
	Total Contractual	4,075	8,526	4,075	9,400	8,882	4,050	4,050	4,050	4,050	5,350	56.91%	950	950	950	950
	Total Expenditures	37,432	43,748	37,647	43,015	34,345	53,389	53,389	53,389	53,389	(10,374)	(24.12%)	50,289	50,289	50,289	50,289
	Net Surplus (Deficit)	0	(1,093)	0	(368)	8,302	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	368	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(1,093)	0	0	8,302	0	0	0	0			0	0	0	0