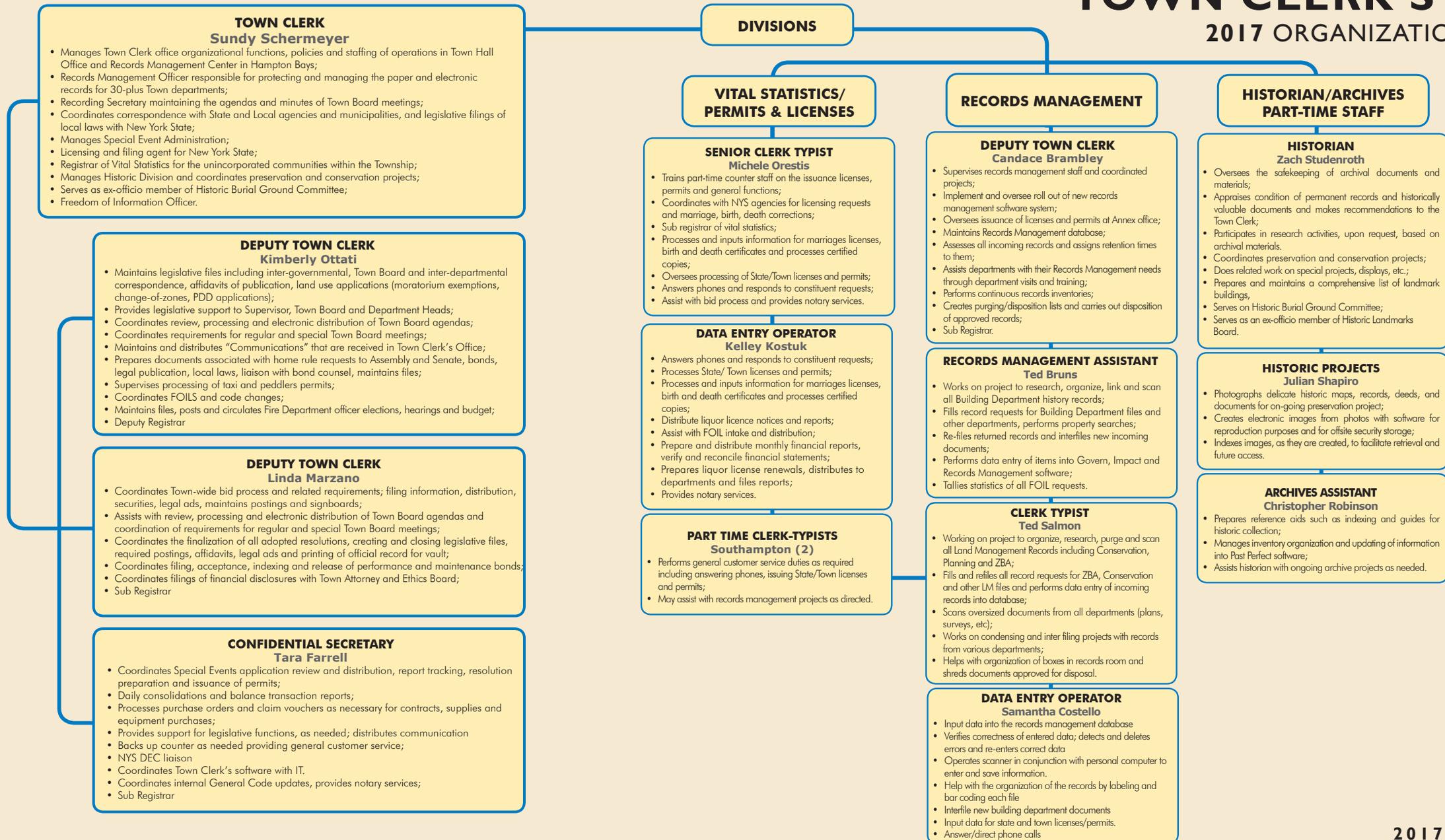


# TOWN CLERK'S OFFICE

## 2017 ORGANIZATIONAL CHART





# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2017

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1410

**Manager:** Sundy Schermeyer

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## **Departmental Mission & Responsibilities:**

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

The Town Clerk serves as the Secretary to the Town Board, Records Management Officer, Registrar of Vital Statistics and Marriage Officer for the Town of Southampton. In addition the Town Clerk manages the Town's Historic Division and serves as Liaison to the Historic Burying Ground Committee.

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**NOTES:**

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# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2017  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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**NOTES:**

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## **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. Filing Town budgets, annual financial reports, school, ambulance and fire district budgets.
6. Processing claims, notices of defect, petitions, law suits, and change of zone/planned development district applications.
7. Maintaining originals for all Town contracts, leases, agreements and mortgages.
8. Coordinating Freedom of Information requests received in Town Clerk's Office.
9. Coordinating inter-municipal required filings and liquor license renewals.
10. Overseeing oaths of office and acceptance of all financial disclosures.

Annually, the Town Clerk's Office administers and processes Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings and conducts bid openings, in addition to filing several local laws of adopted legislation with New York State.

Thousands of transactions are processed annually including but not limited to vital records, special event, peddlers, accessibility and long term parking permits, notaries, marriage, livery, taxi, games of chance, hunting, fishing and dog licenses.

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2017  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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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.

Continue upgrading the online bid packet and request for proposal system implemented by the Town Clerk's Office in cooperation with Information Technology to increase functionality to better serve the public and internal departments.

Upgrade Town Clerk software to expedite new livery licensing legislation.

Ensure smooth departmental transition of expansion from two to three Town Code books to accommodate inclusion of land management overlay districts.

Implement next phase of new Records Management Software to improve response turnaround of internal records retrieval and public records access.

## **Legal Authority:**

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

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**NOTES:**

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**2017 Town Clerk Fee Schedule**

Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
<b>Special Event &amp; Parade Application Fees (§283-5):</b>			
For parades and 1 day events with less than	250 people: \$50.00 per event day; \$25.00 per set up day	<b>250 people: \$50.00 per event day; \$25.00 per set up day</b>	
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	<b>250 - 500 people: \$150.00 per event day; \$75.00 per set up day</b>	
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	<b>500 - 1000 people: \$300.00 per event day; \$150.00 per set up day</b>	
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	<b>1000 – 3000 people: \$500.00 per event day; \$250.00 per set up day</b>	
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	<b>3000 people: \$1000.00 per event day; \$500.00 per set up day</b>	
<b>Special Events held on parcels with PDD designation</b>			
For parades and 1 day events with less than	250 people: \$50.00 per event day; \$25.00 per set up day	<b>250 people: \$50.00 per event day; \$25.00 per set up day</b>	
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	<b>250 - 500 people: \$100.00 per event day; \$50.00 per set up day</b>	
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	<b>500 people: \$200.00 per event day; \$100.00 per set up day</b>	
<b>Fee for amendment to application (§283-8):</b>			
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.			
<b>Late Application Fee (§283-5):</b>			
Special Event & Parade Late Application Fee:	\$10/per day beyond the submission deadline in §283-2B.	<b>\$10/per day beyond the submission deadline in §283-2B.</b>	
	\$20/per day. If more than 60 days late and application is accepted	<b>\$20/per day. If more than 60 days late and application is accepted</b>	
<b>Liability Insurance (§283-3A):</b>			

**NOTES:**

**2017 Town Clerk Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
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.			
<b>Appeal Fee (§283-9B):</b>			
Appeal before Public Safety Commission:	\$150/per application	<b>\$150/per application</b>	
<b>Cost Reimbursement (§283-3B):</b>			
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	Yrs Srv 1/1/17	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Town Clerk - 1410</b>													
Confidential Secretary	ADMINSUPPORT	52,020	0	5,100	57,120	1,299	4,370	8,082	821	14,573	71,693	1.3	100.0
Deputy Town Clerk	ADMINSUPPORT	84,187	4,000	5,100	93,287	1,299	7,136	13,200	1,314	22,950	116,237	26.7	100.0
Deputy Town Clerk	ADMINSUPPORT	78,032	3,826	0	81,858	24,615	6,262	11,583	1,204	43,665	125,523	17.8	100.0
Data Entry Operator	CSEA40HOUR - 7-1-2010 / B / 1	40,632	0	0	40,632	11,432	3,108	5,750	634	20,925	61,557	0.6	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	47,627	2,858	0	50,485	23,936	3,862	7,144	748	35,690	86,175	9.6	100.0
Town Clerk	ELECTOFFICIALS	109,242	4,000	3,000	116,242	24,620	8,307	16,448	1,680	51,056	167,298	14.9	100.0
Clerk Typist	PART-TIME	12,750	0	0	12,750	0	975	0	72	1,048	13,798		100.0
Clerk Typist	PART-TIME	12,750	0	0	12,750	0	975	0	219	1,194	13,944		100.0
<b>Total Town Clerk - 1410</b>		<b>437,241</b>	<b>14,684</b>	<b>13,200</b>	<b>465,125</b>	<b>87,203</b>	<b>34,997</b>	<b>62,207</b>	<b>6,693</b>	<b>191,100</b>	<b>656,225</b>		

**NOTES:**

# Town of Southampton

## 2017 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	488,128	487,378	471,280	474,315	474,315	378,078	380,775	380,775	380,775	(93,540)	(19.72%)	438,284	441,039	441,039	441,039
	<b>Total Real Property Taxes</b>	<b>488,128</b>	<b>487,378</b>	<b>471,280</b>	<b>474,315</b>	<b>474,315</b>	<b>378,078</b>	<b>380,775</b>	<b>380,775</b>	<b>380,775</b>	<b>(93,540)</b>	<b>(19.72%)</b>	<b>438,284</b>	<b>441,039</b>	<b>441,039</b>	<b>441,039</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	110,000	103,530	105,000	105,000	140,737	105,000	105,000	105,000	105,000	0	0.00%	105,000	105,000	105,000	105,000
2544	Dog Licenses	9,000	8,675	9,000	9,000	8,512	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	85,000	80,815	75,000	78,500	190,155	200,000	200,000	200,000	200,000	121,500	154.78%	150,000	150,000	150,000	150,000
2554	LT Parking Permits	13,000	14,815	13,000	13,000	8,849	13,000	13,000	13,000	13,000	0	0.00%	13,000	13,000	13,000	13,000
2770	Miscellaneous	0	4,190	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	10,000	10,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>227,000</b>	<b>222,025</b>	<b>202,000</b>	<b>205,500</b>	<b>348,252</b>	<b>327,000</b>	<b>327,000</b>	<b>327,000</b>	<b>327,000</b>	<b>121,500</b>	<b>59.12%</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
	<b>Total Revenue</b>	<b>715,128</b>	<b>709,404</b>	<b>673,280</b>	<b>679,815</b>	<b>822,567</b>	<b>705,078</b>	<b>707,775</b>	<b>707,775</b>	<b>707,775</b>	<b>27,960</b>	<b>4.11%</b>	<b>716,284</b>	<b>719,039</b>	<b>719,039</b>	<b>719,039</b>
<b>Salaries:</b>																
6100	Salaries	408,751	406,456	407,378	407,378	371,435	411,741	411,741	411,741	411,741	(4,363)	(1.07%)	420,920	420,920	420,920	420,920
6105	Part Time Salaries	37,000	17,240	22,000	22,000	17,479	25,500	25,500	25,500	25,500	(3,500)	(15.91%)	25,500	25,500	25,500	25,500
6110	Longevity	1,819	1,831	1,875	1,875	1,862	14,684	14,684	14,684	14,684	(12,809)	(88.28%)	14,752	14,752	14,752	14,752
6113	Other Pay	3,000	3,000	3,000	3,000	2,750	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	1,875	4,000	6,800	3,061	10,200	10,200	10,200	10,200	(3,400)	(33.33%)	10,200	10,200	10,200	10,200
	<b>Total Salaries</b>	<b>452,069</b>	<b>430,402</b>	<b>438,253</b>	<b>441,053</b>	<b>396,589</b>	<b>465,125</b>	<b>465,125</b>	<b>465,125</b>	<b>465,125</b>	<b>(24,072)</b>	<b>(5.16%)</b>	<b>474,372</b>	<b>474,372</b>	<b>474,372</b>	<b>474,372</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	69,026	73,421	69,514	69,514	63,708	61,547	62,207	62,207	62,207	7,307	10.51%	62,842	63,515	63,515	63,515
6830	FICA Tax Expenditure	34,509	32,228	33,322	33,542	29,848	34,997	34,997	34,997	34,997	(1,455)	(4.34%)	35,569	35,569	35,569	35,569
6835	MTA Tax	1,537	1,425	1,490	1,505	1,311	1,581	1,581	1,581	1,581	(76)	(4.81%)	1,613	1,613	1,613	1,613
6840	Worker's Compensation	1,783	1,610	1,718	1,718	1,690	2,844	4,882	4,882	4,882	(3,164)	(112.23%)	2,906	4,987	4,987	4,987
6860	Medical Insurance - Active Employees	89,844	82,221	73,092	73,092	61,916	79,392	79,392	79,392	79,392	(6,300)	(7.94%)	79,392	79,392	79,392	79,392
6865	Dental & Optical	7,811	7,054	7,811	7,811	5,387	7,811	7,811	7,811	7,811	0	0.00%	7,811	7,811	7,811	7,811
6875	Disability	288	159	230	230	124	230	230	230	230	0	0.00%	230	230	230	230
	<b>Total Employee Benefits - Current</b>	<b>204,799</b>	<b>198,119</b>	<b>187,177</b>	<b>187,412</b>	<b>163,984</b>	<b>188,403</b>	<b>191,100</b>	<b>191,100</b>	<b>191,100</b>	<b>(3,688)</b>	<b>(1.97%)</b>	<b>190,363</b>	<b>193,118</b>	<b>193,118</b>	<b>193,118</b>
	<b>Total Employee Costs</b>	<b>656,868</b>	<b>628,521</b>	<b>625,430</b>	<b>628,465</b>	<b>560,573</b>	<b>653,528</b>	<b>656,225</b>	<b>656,225</b>	<b>656,225</b>	<b>(27,760)</b>	<b>(4.22%)</b>	<b>664,734</b>	<b>667,489</b>	<b>667,489</b>	<b>667,489</b>
<b>Contractual:</b>																
6401	Contracts	880	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6403	Gasoline	600	399	600	600	279	600	600	600	600	0	0.00%	600	600	600	600
6406	Repair Equipment	300	33	300	0	0	300	300	300	300	(300)	(100.00%)	300	300	300	300
6410	Postage	0	207	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6411	Printing and Stationery	6,400	6,044	6,400	9,900	6,248	10,000	10,000	10,000	10,000	(100)	(1.01%)	10,000	10,000	10,000	10,000
6412	Publications	15,680	15,951	15,500	15,500	2,944	15,500	15,500	15,500	15,500	0	0.00%	15,500	15,500	15,500	15,500
6416	Travel, Dues and Related	1,500	1,773	2,050	2,229	2,187	2,400	2,400	2,400	2,400	(171)	(7.13%)	2,400	2,400	2,400	2,400
6420	Other	10,000	11,805	0	321	321	250	250	250	250	71	28.00%	250	250	250	250
6421	Legal Notices	12,000	13,121	12,000	12,000	5,683	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
6425	Office Supplies	1,300	2,092	1,500	1,800	1,537	1,500	1,500	1,500	1,500	300	20.00%	1,500	1,500	1,500	1,500
6451	Document Restoration	4,500	4,483	4,500	4,500	4,500	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	4,500	4,500



# Department Summary

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*Department: Records Management*

**Budget Year:** 2017  
**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 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.

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. 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.
3. 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 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. 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.
3. The office serves as an Annex to the Town Clerk's Main Office. It is open two 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:** 2017

**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 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 system increasing internal and public access of 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 a new process of utilizing a 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	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Records Management - 1460</b>													
Deputy Town Clerk	ADMINSUPPORT	58,366	1,145	0	59,511	24,231	4,553	8,421	902	38,107	97,619	2.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / C / 1	44,078	0	0	44,078	11,432	3,372	6,237	686	21,727	65,805	2.0	100.0
<b>Total Records Management - 1460</b>		<b>102,444</b>	<b>1,145</b>	<b>0</b>	<b>103,589</b>	<b>35,664</b>	<b>7,925</b>	<b>14,658</b>	<b>1,588</b>	<b>59,834</b>	<b>163,423</b>		

NOTES:

**Town of Southampton**  
**2017 Adopted Budget**  
**Records Management - 1460**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	161,299	188,735	171,511	171,511	171,511	165,054	165,701	165,701	165,701	(5,809)	(3.39%)	168,567	169,232	169,232	169,232
	<b>Total Real Property Taxes</b>	161,299	188,735	171,511	171,511	171,511	165,054	165,701	165,701	165,701	(5,809)	(3.39%)	168,567	169,232	169,232	169,232
	<b>Total Revenue</b>	<b>161,299</b>	<b>188,735</b>	<b>171,511</b>	<b>171,511</b>	<b>171,511</b>	<b>165,054</b>	<b>165,701</b>	<b>165,701</b>	<b>165,701</b>	<b>(5,809)</b>	<b>(3.39%)</b>	<b>168,567</b>	<b>169,232</b>	<b>169,232</b>	<b>169,232</b>
<b>Salaries:</b>																
6100	Salaries	98,401	117,915	101,841	101,841	88,483	102,444	102,444	102,444	102,444	(603)	(0.59%)	105,308	105,308	105,308	105,308
6110	Longevity	1,257	1,265	0	0	0	1,145	1,145	1,145	1,145	(1,145)	(100.00%)	1,145	1,145	1,145	1,145
	<b>Total Salaries</b>	99,658	119,181	101,841	101,841	88,483	103,589	103,589	103,589	103,589	(1,748)	(1.72%)	106,453	106,453	106,453	106,453
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	16,444	17,491	17,007	17,007	15,587	14,502	14,658	14,658	14,658	2,350	13.82%	14,903	15,063	15,063	15,063
6830	FICA Tax Expenditure	7,624	8,610	7,791	7,791	6,467	7,925	7,925	7,925	7,925	(134)	(1.72%)	8,144	8,144	8,144	8,144
6835	MTA Tax	339	383	346	346	287	352	352	352	352	(6)	(1.72%)	362	362	362	362
6840	Worker's Compensation	394	355	407	407	401	686	1,178	1,178	1,178	(771)	(189.20%)	706	1,211	1,211	1,211
6860	Medical Insurance - Active Employees	31,908	35,730	39,228	39,228	27,046	33,060	33,060	33,060	33,060	6,168	15.72%	33,060	33,060	33,060	33,060
6865	Dental & Optical	2,604	3,002	2,604	2,604	1,949	2,604	2,604	2,604	2,604	0	0.00%	2,604	2,604	2,604	2,604
6875	Disability	58	49	58	58	37	58	58	58	58	0	0.00%	58	58	58	58
	<b>Total Employee Benefits - Current</b>	59,369	65,619	67,441	67,441	51,774	59,187	59,834	59,834	59,834	7,607	11.28%	59,836	60,501	60,501	60,501
	<b>Total Employee Costs</b>	<b>159,027</b>	<b>184,799</b>	<b>169,283</b>	<b>169,283</b>	<b>140,257</b>	<b>162,776</b>	<b>163,423</b>	<b>163,423</b>	<b>163,423</b>	<b>5,859</b>	<b>3.46%</b>	<b>166,289</b>	<b>166,954</b>	<b>166,954</b>	<b>166,954</b>
<b>Contractual:</b>																
6401	Contracts	872	614	828	828	350	828	828	828	828	0	0.00%	828	828	828	828
6425	Office Supplies	800	949	800	800	790	850	850	850	850	(50)	(6.25%)	850	850	850	850
6426	Supplies - Other	600	674	600	600	511	600	600	600	600	0	0.00%	600	600	600	600
	<b>Total Contractual</b>	2,272	2,237	2,228	2,228	1,651	2,278	2,278	2,278	2,278	(50)	(2.24%)	2,278	2,278	2,278	2,278
	<b>Total Expenditures</b>	<b>161,299</b>	<b>187,037</b>	<b>171,511</b>	<b>171,511</b>	<b>141,909</b>	<b>165,054</b>	<b>165,701</b>	<b>165,701</b>	<b>165,701</b>	<b>5,809</b>	<b>3.39%</b>	<b>168,567</b>	<b>169,232</b>	<b>169,232</b>	<b>169,232</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>1,699</b>	<b>0</b>	<b>0</b>	<b>29,602</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:** 2017  
**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	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	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	0	918	0	208	1,126	13,126		100.0
Town Historian	PART-TIME	30,000	0	0	30,000	0	2,295	0	1,316	3,611	33,611		100.0
<b>Total Archives &amp; Historian - 7520</b>		<b>42,000</b>	<b>0</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>3,213</b>	<b>0</b>	<b>1,523</b>	<b>4,736</b>	<b>46,736</b>		

**NOTES:**

**Town of Southampton**  
**2017 Adopted Budget**  
**Archives & Historian - 7520**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	53,389	53,389	50,460	50,460	50,460	50,789	50,936	50,936	50,936	476	0.94%	50,789	50,936	50,936	50,936
	<b>Total Real Property Taxes</b>	<b>53,389</b>	<b>53,389</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,789</b>	<b>50,936</b>	<b>50,936</b>	<b>50,936</b>	<b>476</b>	<b>0.94%</b>	<b>50,789</b>	<b>50,936</b>	<b>50,936</b>	<b>50,936</b>
	<b>Total Revenue</b>	<b>53,389</b>	<b>53,389</b>	<b>50,460</b>	<b>50,460</b>	<b>50,460</b>	<b>50,789</b>	<b>50,936</b>	<b>50,936</b>	<b>50,936</b>	<b>476</b>	<b>0.94%</b>	<b>50,789</b>	<b>50,936</b>	<b>50,936</b>	<b>50,936</b>
<b>Salaries:</b>																
6105	Part Time Salaries	40,920	36,005	42,000	42,000	25,214	42,000	42,000	42,000	42,000	0	0.00%	42,000	42,000	42,000	42,000
	<b>Total Salaries</b>	<b>40,920</b>	<b>36,005</b>	<b>42,000</b>	<b>42,000</b>	<b>25,214</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>0</b>	<b>0.00%</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	4,050	4,308	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6830	FICA Tax Expenditure	3,130	2,754	3,213	3,213	1,929	3,213	3,213	3,213	3,213	0	0.00%	3,213	3,213	3,213	3,213
6835	MTA Tax	139	122	143	143	86	143	143	143	143	0	0.00%	143	143	143	143
6840	Worker's Compensation	1,042	941	1,047	1,047	1,030	1,175	1,323	1,323	1,323	(276)	(26.40%)	1,175	1,323	1,323	1,323
6875	Disability	58	57	58	58	45	58	58	58	58	0	0.00%	58	58	58	58
	<b>Total Employee Benefits - Current</b>	<b>8,419</b>	<b>8,183</b>	<b>4,460</b>	<b>4,460</b>	<b>3,090</b>	<b>4,589</b>	<b>4,736</b>	<b>4,736</b>	<b>4,736</b>	<b>(276)</b>	<b>(6.19%)</b>	<b>4,589</b>	<b>4,736</b>	<b>4,736</b>	<b>4,736</b>
	<b>Total Employee Costs</b>	<b>49,339</b>	<b>44,187</b>	<b>46,460</b>	<b>46,460</b>	<b>28,304</b>	<b>46,589</b>	<b>46,736</b>	<b>46,736</b>	<b>46,736</b>	<b>(276)</b>	<b>(0.59%)</b>	<b>46,589</b>	<b>46,736</b>	<b>46,736</b>	<b>46,736</b>
<b>Contractual:</b>																
6401	Contracts	3,000	4,854	3,000	3,000	2,990	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	500	70	500	500	440	600	600	600	600	(100)	(20.00%)	600	600	600	600
6425	Office Supplies	550	414	500	500	485	600	600	600	600	(100)	(20.00%)	600	600	600	600
	<b>Total Contractual</b>	<b>4,050</b>	<b>5,338</b>	<b>4,000</b>	<b>4,000</b>	<b>3,915</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>(200)</b>	<b>(5.00%)</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
	<b>Total Expenditures</b>	<b>53,389</b>	<b>49,525</b>	<b>50,460</b>	<b>50,460</b>	<b>32,219</b>	<b>50,789</b>	<b>50,936</b>	<b>50,936</b>	<b>50,936</b>	<b>(476)</b>	<b>(0.94%)</b>	<b>50,789</b>	<b>50,936</b>	<b>50,936</b>	<b>50,936</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>3,864</b>	<b>0</b>	<b>0</b>	<b>18,241</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>