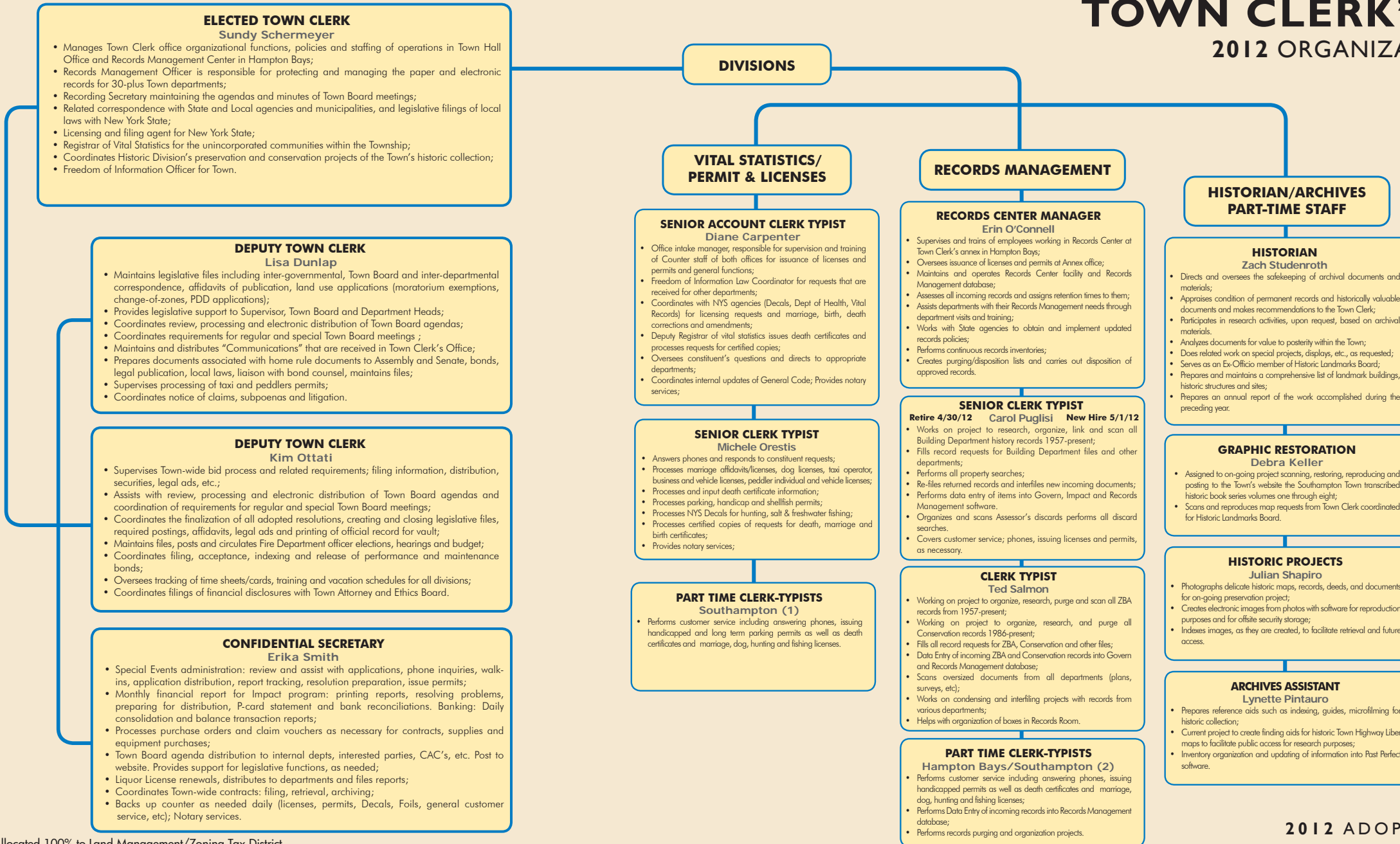


# TOWN CLERK'S OFFICE

## 2012 ORGANIZATIONAL CHART



\*Allocated 100% to Land Management/Zoning Tax District

2012 ADOPTED BUDGET

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2012  
**Division:** Town Clerk Summary  
**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 has reduced the turn around 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 improving our ability to respond to requests.

A prime example of our effort to increase efficiency is our current method of electronic delivery of the thousands of letters and correspondence generated from the Town Board resolutions and legislation to the proper agencies and interested parties including community organizations. Electronic delivery has reduced delivery time, improved the public's ability to participate in our government and increased transparency while reducing staff resources, postage and printing costs. The Town Clerk also oversees the functions of Vital Statistics, Records Management, Archives and the Historic Division.

## **Workload:**

The Office of the Town Clerk is responsible to accomplish the following:

1. To prepare the Town Board agenda, attend and take official minutes at all Town Board meetings.
2. To maintain the content of the Town Clerk Portal that allows interested parties to access information about Town Board meetings, agendas and adopted legislation.
3. To act as custodian of all Town Records, as Records Management Officer, coordinating procedures for retention and maintenance of inactive records.
4. To maintain originals and database for all Town contracts, leases, agreements and mortgages.
5. To process change of zone/planned development district applications.
6. To administer a Town wide bid process, coordinate associated legal ads, track acceptance and release of maintenance and performance bonds.
7. To issue licenses including, but not limited to, marriage, dog, taxi, hunting, fishing and games of chance.

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2012  
**Division:** Town Clerk Summary  
**Tax District:** Full Town

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

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## NOTES:

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8. To issue permits including, but not limited to, handicap, long term parking and peddling.
9. To oversee filing of Town budgets, annual financial reports, and school, ambulance and fire district budgets.
10. To process claims, notices of defect, petitions and law suits against the Town.
11. To coordinate inter-municipal required filings and liquor license renewals.
12. To oversee oaths of office and acceptance of all financial disclosures.

In 2010, the Town Clerk's Office administered and processed forty (40) Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings. Forty-one (41) local laws were filed with the State, as a result of adopted legislation.

Over ten-thousand (10,000) licenses and permits were issued in 2010, including Special Event, handicap, long term parking permits, marriage, vital records, taxi, dog, hunting and fishing licenses.

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

### **Goals & Objectives:**

An ongoing objective of the Town Clerk is to increase public access to government information. Using the Town website to make information that is of public interest readily available will continue to be a priority. The online bid packet and request for proposal system implemented by the Town Clerk's Office in cooperation with Information Technology has been a success, reducing bids picked up in person by close to 90% in the program's first year.

As legislation is reviewed reports and applications of interest will need to be submitted electronically to increase public and internal access. Many reports are now available 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.

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2012

**Division:** Town Clerk Summary

**Tax District:** Full Town

**Cost Center #:** 1410

**Manager:** Sundy Schermeyer

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**Legal Authority:**

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

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**NOTES:**

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## 2012 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 day

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

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

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

For events occurring over more than one day and/or events with more than 3000 people: \$1000.00 per day

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

For parades and 1 day events with less than 250 people: \$50.00 per day

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

For events occurring over more than one day and/or events with more than 500 people: \$200.00 per 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.

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**NOTES:**

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**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 part-time Police Officer, Traffic Control Officer, Traffic Control Specialist, Police Officer, Captain, Detective, Fire Marshal, or Code Enforcement Officer 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 1/1/12
<b>Town Clerk Summary</b>												
<b>Town Clerk - 1410</b>												
Confidential Secretary	ADMINSUPPORT	52,020	0	0	52,020	19,006	3,980	6,502	168	29,833	81,853	4.3
Deputy Town Clerk	ADMINSUPPORT	70,676	0	1,500	72,176	1,226	5,521	9,022	218	16,233	88,409	21.7
Deputy Town Clerk	ADMINSUPPORT	81,713	0	0	81,713	19,006	6,251	10,214	248	35,997	117,710	11.3
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	43,303	0	0	43,303	19,006	3,313	5,413	145	28,023	71,327	4.6
Senior Account Clerk Typist	CSEA40HOURPROMO	69,587	6,959	1,324	77,870	21,166	5,957	9,734	215	37,337	115,206	22.9
Town Clerk	ELECTOFFICIALS	97,000	0	0	97,000	19,006	7,650	12,500	289	42,785	139,785	9.9
Clerk Typist	PART-TIME	13,720	0	0	13,720	0	1,050	0	66	1,162	14,882	
<b>Total Town Clerk - 1410</b>		<b>428,019</b>	<b>6,959</b>	<b>2,824</b>	<b>437,802</b>	<b>98,415</b>	<b>33,721</b>	<b>53,385</b>	<b>1,349</b>	<b>191,369</b>	<b>629,171</b>	

**NOTES:**

**Town of Southampton**  
**2012 Adopted Budget**  
 Town Clerk - 1410

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	514,536	516,036	497,888	497,396	497,396	491,868	470,518	468,118	464,646	(32,750)	(6.58%)	720,602	489,600	486,000	481,343
	<b>Total Real Property Taxes</b>	<b>514,536</b>	<b>516,036</b>	<b>497,888</b>	<b>497,396</b>	<b>497,396</b>	<b>491,868</b>	<b>470,518</b>	<b>468,118</b>	<b>464,646</b>	<b>(32,750)</b>	<b>(6.58%)</b>	<b>720,602</b>	<b>489,600</b>	<b>486,000</b>	<b>481,343</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	70,000	91,210	90,000	90,000	87,402	107,500	107,500	107,500	107,500	17,500	19.44%	0	107,500	107,500	107,500
2544	Dog Licenses	6,000	7,435	9,000	9,000	10,888	14,000	14,000	14,000	14,000	5,000	55.56%	0	14,000	14,000	14,000
2551	Taxi Permits	35,000	42,475	40,000	40,000	37,975	59,000	66,000	66,000	66,000	26,000	65.00%	0	66,000	66,000	66,000
2554	LT Parking Permits	0	9,024	10,000	10,000	3,649	10,000	10,000	10,000	16,000	6,000	60.00%	0	10,000	10,000	16,000
2770	Miscellaneous	0	1,010	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	0	10,000	10,000	10,000
	<b>Total Other Revenue</b>	<b>111,000</b>	<b>161,155</b>	<b>159,000</b>	<b>159,000</b>	<b>149,913</b>	<b>200,500</b>	<b>207,500</b>	<b>207,500</b>	<b>213,500</b>	<b>54,500</b>	<b>34.28%</b>	<b>0</b>	<b>207,500</b>	<b>207,500</b>	<b>213,500</b>
	<b>Total Revenue</b>	<b>625,536</b>	<b>677,191</b>	<b>656,888</b>	<b>656,396</b>	<b>647,309</b>	<b>692,368</b>	<b>678,018</b>	<b>675,618</b>	<b>678,146</b>	<b>21,750</b>	<b>3.31%</b>	<b>720,602</b>	<b>697,100</b>	<b>693,500</b>	<b>694,843</b>
<b>Salaries:</b>																
6100	Salaries	400,939	400,635	407,241	407,241	339,300	414,300	414,300	414,300	414,300	(7,058)	(1.73%)	420,630	420,630	420,630	420,630
6103	Accumulated Sick/Personal Days	1,373	913	736	244	244	1,324	1,324	1,324	1,324	(1,079)	(441.58%)	2,366	2,366	2,366	2,366
6105	Part Time Salaries	7,997	7,995	7,997	7,997	6,776	13,720	13,720	13,720	13,720	(5,723)	(71.56%)	13,720	13,720	13,720	13,720
6107	Pay Differential Special Units	3,000	1,875	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	6,629	6,657	6,797	6,797	5,664	6,959	6,959	6,959	6,959	(162)	(2.38%)	8,802	8,802	8,802	8,802
6113	Other Pay	0	2,250	3,000	3,000	2,500	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	1,250	2,500	0	0	1,500	1,000	40.00%	2,500	0	0	1,500
	<b>Total Salaries</b>	<b>422,438</b>	<b>422,825</b>	<b>428,271</b>	<b>427,779</b>	<b>355,734</b>	<b>441,802</b>	<b>439,302</b>	<b>439,302</b>	<b>440,802</b>	<b>(13,023)</b>	<b>(3.04%)</b>	<b>451,018</b>	<b>448,518</b>	<b>448,518</b>	<b>450,018</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	29,148	39,746	48,332	48,332	40,186	53,510	53,198	53,198	53,385	(5,054)	(10.46%)	63,408	58,698	58,698	58,900
6830	FICA Tax Expenditure	32,317	32,251	32,763	32,763	26,655	33,798	33,607	33,607	33,721	(959)	(2.93%)	34,503	34,312	34,312	34,426
6835	MTA Tax	0	0	0	0	0	1,502	1,494	1,494	1,499	(1,499)	(100.00%)	1,533	1,525	1,525	1,530
6840	Worker's Compensation	8,976	1,644	1,982	2,259	1,883	2,360	1,147	1,147	1,147	1,112	49.23%	2,410	1,164	1,164	1,164
6860	Medical Insurance - Active Employees	76,311	77,205	88,679	88,679	74,056	100,864	92,740	90,340	91,060	(2,381)	(2.69%)	108,933	96,210	92,610	92,130
6865	Dental & Optical	5,904	5,835	6,480	6,480	5,288	7,355	7,355	7,355	7,355	(875)	(13.50%)	6,620	6,497	6,497	6,497
6875	Disability	202	145	202	202	126	202	202	202	202	0	0.00%	202	202	202	202
	<b>Total Employee Benefits - Current</b>	<b>152,858</b>	<b>156,826</b>	<b>178,437</b>	<b>178,714</b>	<b>148,193</b>	<b>199,591</b>	<b>189,741</b>	<b>187,341</b>	<b>188,369</b>	<b>(9,655)</b>	<b>(5.40%)</b>	<b>217,609</b>	<b>198,607</b>	<b>195,007</b>	<b>194,849</b>
	<b>Total Employee Costs</b>	<b>575,296</b>	<b>579,651</b>	<b>606,708</b>	<b>606,493</b>	<b>503,927</b>	<b>641,393</b>	<b>629,043</b>	<b>626,643</b>	<b>629,171</b>	<b>(22,678)</b>	<b>(3.74%)</b>	<b>668,627</b>	<b>647,125</b>	<b>643,525</b>	<b>644,868</b>
<b>Contractual:</b>																
6401	Contracts	1,000	885	1,000	1,328	937	900	900	900	900	428	32.23%	900	900	900	900
6403	Gasoline	1,200	570	800	800	540	800	800	800	800	0	0.00%	800	800	800	800
6406	Repair Equipment	200	0	200	299	299	200	200	200	200	99	33.11%	200	200	200	200
6411	Printing and Stationery	5,000	5,038	6,500	6,770	2,851	5,500	5,500	5,500	5,500	1,270	18.76%	6,500	6,500	6,500	6,500
6412	Publications	15,000	14,995	18,000	15,891	11,141	18,000	16,000	16,000	16,000	(109)	(0.69%)	18,000	16,000	16,000	16,000



**Town of Southampton**  
**2012 Adopted Budget**  
 Town Clerk - 1410

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual						2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
							2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change					
6415	Telephone	2,000	2,016	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	
6416	Travel, Dues and Related	360	465	1,200	1,111	1,110	1,200	1,200	1,200	1,200	(89)	(8.01%)	1,200	1,200	1,200	1,200	
6421	Legal Notices	15,000	16,210	12,000	12,000	8,437	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000	
6423	Small Equipment (Non-Capital)	0	0	0	1,800	0	0	0	0	0	1,800	100.00%	0	0	0	0	
6425	Office Supplies	1,200	1,200	1,200	1,101	1,060	1,200	1,200	1,200	1,200	(99)	(8.99%)	1,200	1,200	1,200	1,200	
6451	Document Restoration	2,500	2,418	2,500	2,300	2,300	2,500	2,500	2,500	2,500	(200)	(8.70%)	2,500	2,500	2,500	2,500	
6477	Copier Leases	6,780	6,662	6,780	6,780	6,385	8,675	8,675	8,675	8,675	(1,895)	(27.95%)	8,675	8,675	8,675	8,675	
	<b>Total Contractual</b>	50,240	50,461	50,180	50,180	35,060	50,975	48,975	48,975	48,975	1,205	2.40%	51,975	49,975	49,975	49,975	
	<b>Total Expenditures</b>	<b>625,536</b>	<b>630,112</b>	<b>656,888</b>	<b>656,673</b>	<b>538,987</b>	<b>692,368</b>	<b>678,018</b>	<b>675,618</b>	<b>678,146</b>	<b>(21,473)</b>	<b>(3.27%)</b>	<b>720,602</b>	<b>697,100</b>	<b>693,500</b>	<b>694,843</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>47,079</b>	<b>0</b>	<b>(277)</b>	<b>108,322</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>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	277	0	0	0	0	0			0	0	0	0	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>47,079</b>	<b>0</b>	<b>0</b>	<b>108,322</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:** 2012  
**Division:** Town Clerk Summary  
**Tax District:** Full Town

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

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Records Management Center maintains a complete record inventory of all files, takes measures to preserve historical records while instituting a professional, consistent records management program according to the adopted New York State MU-1 schedule for retention and disposition of the Town's records.

Records Management is also responsible for the following:

1. Development of policies and procedures for classifying, indexing and filing archives to provide the Town with an organized, effective records management program.
2. Establishing and publishing reference information for distribution to Records Access Officers to promote a cooperative effort in providing support for the Town's records management program.
3. Providing training to Records Access Officers to ensure the policies and procedures are manageable in each department and identifying any special circumstances or individual department needs.
4. Storing the inactive records of Town government in an orderly and efficient manner.
5. Identifying and disposing of records that have reached the end of their retention period according to the NYS MU-1 schedule.

# Department Summary

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*Department: Records Management*

**Budget Year:** 2012  
**Division:** Town Clerk Summary  
**Tax District:** Full Town

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

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**NOTES:**

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## **Workload:**

By law, the Town Clerk serves as the Records Management Officer and is responsible for the coordination and oversight of the implementation of both a paper and electronic records management program. The Records Center located in the Hampton Bays Community Center serves as the Town's depository for records archived according to the adopted NYS MU-1 Retention and Disposition Schedule.

The Records Management Office currently serves as an Annex to the Town Clerk's main office located in Southampton. Records Management is responsible for performing the following tasks:

1. Retrieval and daily transport of internal Town departmental requests and for archived records from Records Center to Southampton Town Hall.
2. Researching Freedom of Information applications including: gathering related documents, copying or scanning, when possible, and sending same to the the Southampton Office.
3. Establishing and maintaining a program for Departmental Records Access Officers to provide supervision of their input to Records Management Program of writing records, transferring index lists as they prepare their records for archiving.
4. Maintenance and continual updating of the Records Management database to track the movement of records throughout the Town to ensure timely access to archived records.
5. The office serves as an Annex to the Town Clerk's Main Office. It is open three (3) days a week to provide services to the western section of the Town including: issuing licenses and permits. It also serves as an intake office for those wanting to do Town business but are unable to travel to Southampton.

# Department Summary

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*Department: Records Management*

**Budget Year:** 2012

**Division:** Town Clerk Summary

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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**NOTES:**

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## **Goals & Objectives:**

1. Incorporate the electronic documents into the adopted New York State MU-1 schedule to continue to effectively manage the Town's records. The Electronic Document Management Software System (EDMS) in the initial departments, Personnel, Comptroller and Information Technology to categorize, index, identify originals from duplicates and assign retention schedules. The electronic records, which also include email need to follow the same schedule as the paper records that the Town maintains in its records management center and this EDMS system will assist the Town in accomplishing that goal. Continue the implementation of the EDMS system to locate electronic records that are not currently maintained in an organized easily locatable format.
2. Write a grant application to acquire financial support to digitize the Land Management Planning records, so the records can be incorporated into the Govern software system. This project would increase internal and public access and ultimately reduce staff resources required to respond to requests for this record series.
3. Provide periodic training to Records Access Officers to ensure the policies and procedures in each department are manageable and identify any special circumstances or needs individual department may have.
4. Working with the Historic Division, publish procedures that contain criteria for evaluating documents being prepared for archives for historical significance and incorporate this information into training provided to Records Access Officers.
5. Continue to streamline the operations of the Records Management Center to increase efficiency and improve response times to records requests.
6. Complete digitization of oversized archive maps using the large scanner acquired with NYS Dept of Education grant to increase access and free up valuable records storage space.

## **Legal Authority:**

Records Management was established in the Town Clerk's Office, per Resolution adopted June 26, 1993.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/12
<b>Town Clerk Summary</b>												
<b>Records Management - 1460</b>												
Records Service Manager	ADMINSUPPORT	60,701	0	0	60,701	9,406	4,644	7,588	192	22,035	82,736	12.2
Clerk Typist*	CSEA40HOUR-NEW / B / 5	0	0	0	0	0	0	0	0	0	0	
Data Entry Operator**	CSEA40HOUR-NEW / B / 2	0	0	0	0	0	0	0	0	0	0	
Senior Clerk Typist*	CSEA40HOUR-NEW / C / 5	0	0	0	0	0	0	0	0	0	0	
Clerk	PART-TIME	6,896	0	0	6,896	0	528	0	47	598	7,494	
Clerk Typist - Vacant	PART-TIME	13,716	0	0	13,716	0	1,049	0	66	1,161	14,877	
<b>Total Records Management - 1460</b>		<b>81,313</b>	<b>0</b>	<b>0</b>	<b>81,313</b>	<b>9,406</b>	<b>6,220</b>	<b>7,588</b>	<b>304</b>	<b>23,795</b>	<b>105,108</b>	

\* Allocated to Land Management/Zoning Tax District

\*\* Transferred to Comptroller's Office

**NOTES:**

**Town of Southampton**  
**2012 Adopted Budget**  
**Records Management - 1460**

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	257,531	246,958	148,501	149,347	148,501	110,891	109,668	109,668	109,908	(39,439)	(26.41%)	120,528	112,276	112,276	112,566
	<b>Total Real Property Taxes</b>	<b>257,531</b>	<b>246,958</b>	<b>148,501</b>	<b>149,347</b>	<b>148,501</b>	<b>110,891</b>	<b>109,668</b>	<b>109,668</b>	<b>109,908</b>	<b>(39,439)</b>	<b>(26.41%)</b>	<b>120,528</b>	<b>112,276</b>	<b>112,276</b>	<b>112,566</b>
<b>Other Revenue:</b>																
5031	Interfund Transfer - Revenue	0	0	119,963	119,963	119,963	127,699	0	0	0	(119,963)	(100.00%)	127,699	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>119,963</b>	<b>119,963</b>	<b>119,963</b>	<b>127,699</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(119,963)</b>	<b>(100.00%)</b>	<b>127,699</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue</b>	<b>257,531</b>	<b>246,958</b>	<b>268,464</b>	<b>269,310</b>	<b>268,464</b>	<b>238,590</b>	<b>109,668</b>	<b>109,668</b>	<b>109,908</b>	<b>(159,402)</b>	<b>(59.19%)</b>	<b>248,227</b>	<b>112,276</b>	<b>112,276</b>	<b>112,566</b>
<b>Salaries:</b>																
6100	Salaries	172,401	173,247	177,118	177,118	147,537	143,912	60,701	60,701	60,701	116,417	65.73%	146,782	61,915	61,915	61,915
6105	Part Time Salaries	18,496	6,375	12,496	12,496	6,573	20,612	20,612	20,612	20,612	(8,116)	(64.95%)	20,612	20,612	20,612	20,612
6110	Longevity	1,650	1,657	3,250	4,096	2,708	4,195	0	0	0	4,096	100.00%	4,262	0	0	0
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	1,250	0	0	0	0	2,500	100.00%	0	0	0	0
	<b>Total Salaries</b>	<b>195,048</b>	<b>183,778</b>	<b>195,364</b>	<b>196,210</b>	<b>158,069</b>	<b>168,719</b>	<b>81,313</b>	<b>81,313</b>	<b>81,313</b>	<b>114,896</b>	<b>58.56%</b>	<b>171,656</b>	<b>82,527</b>	<b>82,527</b>	<b>82,527</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	13,458	17,404	22,467	22,467	17,544	18,513	7,588	7,588	7,588	14,879	66.23%	21,901	8,358	8,358	8,358
6830	FICA Tax Expenditure	14,921	14,178	14,945	14,945	11,885	12,907	6,220	6,220	6,220	8,725	58.38%	13,131	6,313	6,313	6,313
6835	MTA Tax	0	0	0	0	0	574	276	276	276	(276)	(100.00%)	584	281	281	281
6840	Worker's Compensation	4,145	714	904	1,031	859	902	218	218	218	813	78.87%	917	221	221	221
6860	Medical Insurance - Active Employees	20,579	21,056	25,020	25,020	20,818	28,354	7,940	7,940	8,180	16,840	67.31%	30,622	7,890	7,890	8,180
6865	Dental & Optical	3,936	3,890	4,320	4,320	3,526	3,677	1,226	1,226	1,226	3,094	71.63%	3,972	1,299	1,299	1,299
6875	Disability	144	50	144	144	43	144	86	86	86	58	40.00%	144	86	86	86
	<b>Total Employee Benefits - Current</b>	<b>57,183</b>	<b>57,292</b>	<b>67,800</b>	<b>67,927</b>	<b>54,675</b>	<b>65,071</b>	<b>23,555</b>	<b>23,555</b>	<b>23,795</b>	<b>44,133</b>	<b>64.97%</b>	<b>71,271</b>	<b>24,449</b>	<b>24,449</b>	<b>24,739</b>
	<b>Total Employee Costs</b>	<b>252,231</b>	<b>241,070</b>	<b>263,164</b>	<b>264,137</b>	<b>212,743</b>	<b>233,790</b>	<b>104,868</b>	<b>104,868</b>	<b>105,108</b>	<b>159,029</b>	<b>60.21%</b>	<b>242,927</b>	<b>106,976</b>	<b>106,976</b>	<b>107,266</b>
<b>Equipment:</b>																
6200	Equipment	800	799	800	800	644	800	800	800	800	0	0.00%	800	800	800	800
	<b>Total Equipment</b>	<b>800</b>	<b>799</b>	<b>800</b>	<b>800</b>	<b>644</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>0</b>	<b>0.00%</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Contractual:</b>																
6401	Contracts	800	875	800	764	580	800	800	800	800	(36)	(4.71%)	800	800	800	800
6419	Microfilming	2,500	2,355	2,500	2,500	2,500	2,000	2,000	2,000	2,000	500	20.00%	2,500	2,500	2,500	2,500
6425	Office Supplies	1,200	1,266	1,200	1,236	812	1,200	1,200	1,200	1,200	36	2.91%	1,200	1,200	1,200	1,200
	<b>Total Contractual</b>	<b>4,500</b>	<b>4,496</b>	<b>4,500</b>	<b>4,500</b>	<b>3,892</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>500</b>	<b>11.11%</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
	<b>Total Expenditures</b>	<b>257,531</b>	<b>246,365</b>	<b>268,464</b>	<b>269,437</b>	<b>217,280</b>	<b>238,590</b>	<b>109,668</b>	<b>109,668</b>	<b>109,908</b>	<b>159,529</b>	<b>59.21%</b>	<b>248,227</b>	<b>112,276</b>	<b>112,276</b>	<b>112,566</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>592</b>	<b>0</b>	<b>(127)</b>	<b>51,184</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>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	127	0	0	0	0	0			0	0	0	0

**Town of Southampton**  
 2012 Adopted Budget  
 Records Management - 1460

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual						2012 Adopted / 2011	2012 Adopted / 2011	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
							2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	Amended Difference	% of Change	Amended				
	Net Surplus (Deficit)	0	592	0	0	51,184	0	0	0	0				0	0	0	0

# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2012  
**Division:** Town Clerk Summary  
**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 complete 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. They 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 should be continued to completion.

## **Workload:**

The Historic Division maintains the Town's historic holdings, which is comprised of a collection of archives, records and artifacts. The inventory and appraisal of the items in the collection used to determine the needs and appropriate methods for their conservation and preservation is an ongoing project of utmost importance.

The Historic Division has been working on several important projects to catalog and link information that are intended to aid in improving access to facilitate research and requests for genealogy searches. With limited resources and staff, it is essential to continue efforts to organize the information in the collection to make it less time consuming to respond to requests.

The Historic Division has been working on an ongoing project of photographing the most fragile documents in our possession, which accomplishes many goals, including the preservation of the Town's history in the event of a catastrophe, electronic access and ability to create reproductions that can be handled by the public. In a similar effort, we have also been scanning our transcribed volumes of the Town's historic record books. In addition, we are also posting the transcribed record books on our website. With the use of Optical Character Recognition, the electronic versions of the Town's volumes are now searchable, a major breakthrough for improving access to the Town's historic records and in turn, reducing the reliance on Town staff to process and fulfill those requests.



# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2012  
**Division:** Town Clerk Summary  
**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, as of this writing. 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 cataloging 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	Yrs Srv 1/1/12
<b>Town Clerk Summary</b>												
<b>Archives &amp; Historian - 7520</b>												
Confidential Secretary*	ADMINSUPPORT	18,582	0	0	18,582	7,222	1,422	2,323	61	11,090	29,672	3.3
Secretarial Assistant	PART-TIME	5,376	0	0	5,376	0	411	0	43	473	5,849	
Town Historian	PART-TIME	20,000	0	0	20,000	0	1,530	2,500	695	4,793	24,793	
<b>Total Archives &amp; Historian - 7520</b>		<b>43,958</b>	<b>0</b>	<b>0</b>	<b>43,958</b>	<b>7,222</b>	<b>3,363</b>	<b>4,823</b>	<b>798</b>	<b>16,356</b>	<b>60,313</b>	

\* Employee Allocated 40% Town Clerk - Archives and 60% Citizen Response Center

**NOTES:**

**Town of Southampton**  
 2012 Adopted Budget  
 Archives & Historian - 7520

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Amended Difference	2012 Adopted / 2011 Amended % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	56,387	67,037	61,924	63,704	61,924	65,913	63,972	63,972	64,063	359	0.56%	68,707	65,738	65,738	65,830
	<b>Total Real Property Taxes</b>	<b>56,387</b>	<b>67,037</b>	<b>61,924</b>	<b>63,704</b>	<b>61,924</b>	<b>65,913</b>	<b>63,972</b>	<b>63,972</b>	<b>64,063</b>	<b>359</b>	<b>0.56%</b>	<b>68,707</b>	<b>65,738</b>	<b>65,738</b>	<b>65,830</b>
<b>Other Revenue:</b>																
5031	Interfund Transfer - Revenue	0	8,066	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>8,066</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue</b>	<b>56,387</b>	<b>75,103</b>	<b>61,924</b>	<b>63,704</b>	<b>61,924</b>	<b>65,913</b>	<b>63,972</b>	<b>63,972</b>	<b>64,063</b>	<b>359</b>	<b>0.56%</b>	<b>68,707</b>	<b>65,738</b>	<b>65,738</b>	<b>65,830</b>
<b>Salaries:</b>																
6100	Salaries	23,500	23,500	18,217	18,217	15,181	18,582	18,582	18,582	18,582	(364)	(2.00%)	18,953	18,953	18,953	18,953
6105	Part Time Salaries	0	15,706	20,000	25,376	18,651	25,376	25,376	25,376	25,376	0	0.00%	25,376	25,376	25,376	25,376
	<b>Total Salaries</b>	<b>23,500</b>	<b>39,206</b>	<b>38,217</b>	<b>43,593</b>	<b>33,832</b>	<b>43,958</b>	<b>43,958</b>	<b>43,958</b>	<b>43,958</b>	<b>(364)</b>	<b>(0.84%)</b>	<b>44,329</b>	<b>44,329</b>	<b>44,329</b>	<b>44,329</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	1,622	2,077	2,095	3,875	3,151	4,823	4,823	4,823	4,823	(948)	(24.46%)	5,648	5,259	5,259	5,259
6830	FICA Tax Expenditure	1,798	2,999	2,924	3,335	2,573	3,363	3,363	3,363	3,363	(28)	(0.85%)	3,391	3,391	3,391	3,391
6835	MTA Tax	0	0	0	0	0	149	149	149	149	(149)	(100.00%)	151	151	151	151
6840	Worker's Compensation	499	732	850	1,505	1,254	1,501	730	730	730	775	51.48%	1,503	731	731	731
6860	Medical Insurance - Active Employees	7,962	8,168	6,888	6,888	5,753	7,835	6,665	6,665	6,756	132	1.92%	8,462	6,665	6,665	6,756
6865	Dental & Optical	492	486	410	410	335	466	466	466	466	(55)	(13.51%)	503	494	494	494
6875	Disability	14	38	40	69	55	69	69	69	69	0	0.33%	69	69	69	69
	<b>Total Employee Benefits - Current</b>	<b>12,387</b>	<b>14,500</b>	<b>13,207</b>	<b>16,082</b>	<b>13,120</b>	<b>18,206</b>	<b>16,264</b>	<b>16,264</b>	<b>16,356</b>	<b>(274)</b>	<b>(1.70%)</b>	<b>19,727</b>	<b>16,759</b>	<b>16,759</b>	<b>16,850</b>
	<b>Total Employee Costs</b>	<b>35,887</b>	<b>53,707</b>	<b>51,424</b>	<b>59,675</b>	<b>46,952</b>	<b>62,163</b>	<b>60,222</b>	<b>60,222</b>	<b>60,313</b>	<b>(638)</b>	<b>(1.07%)</b>	<b>64,057</b>	<b>61,088</b>	<b>61,088</b>	<b>61,180</b>
<b>Contractual:</b>																
6401	Contracts	20,000	20,124	10,000	4,135	4,133	3,250	3,250	3,250	3,250	885	21.40%	4,150	4,150	4,150	4,150
6425	Office Supplies	500	497	500	515	515	500	500	500	500	15	2.91%	500	500	500	500
	<b>Total Contractual</b>	<b>20,500</b>	<b>20,621</b>	<b>10,500</b>	<b>4,650</b>	<b>4,648</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>	<b>900</b>	<b>19.35%</b>	<b>4,650</b>	<b>4,650</b>	<b>4,650</b>	<b>4,650</b>
	<b>Total Expenditures</b>	<b>56,387</b>	<b>74,328</b>	<b>61,924</b>	<b>64,325</b>	<b>51,600</b>	<b>65,913</b>	<b>63,972</b>	<b>63,972</b>	<b>64,063</b>	<b>262</b>	<b>0.41%</b>	<b>68,707</b>	<b>65,738</b>	<b>65,738</b>	<b>65,830</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>775</b>	<b>0</b>	<b>(621)</b>	<b>10,324</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>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	621	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>775</b>	<b>0</b>	<b>0</b>	<b>10,324</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>