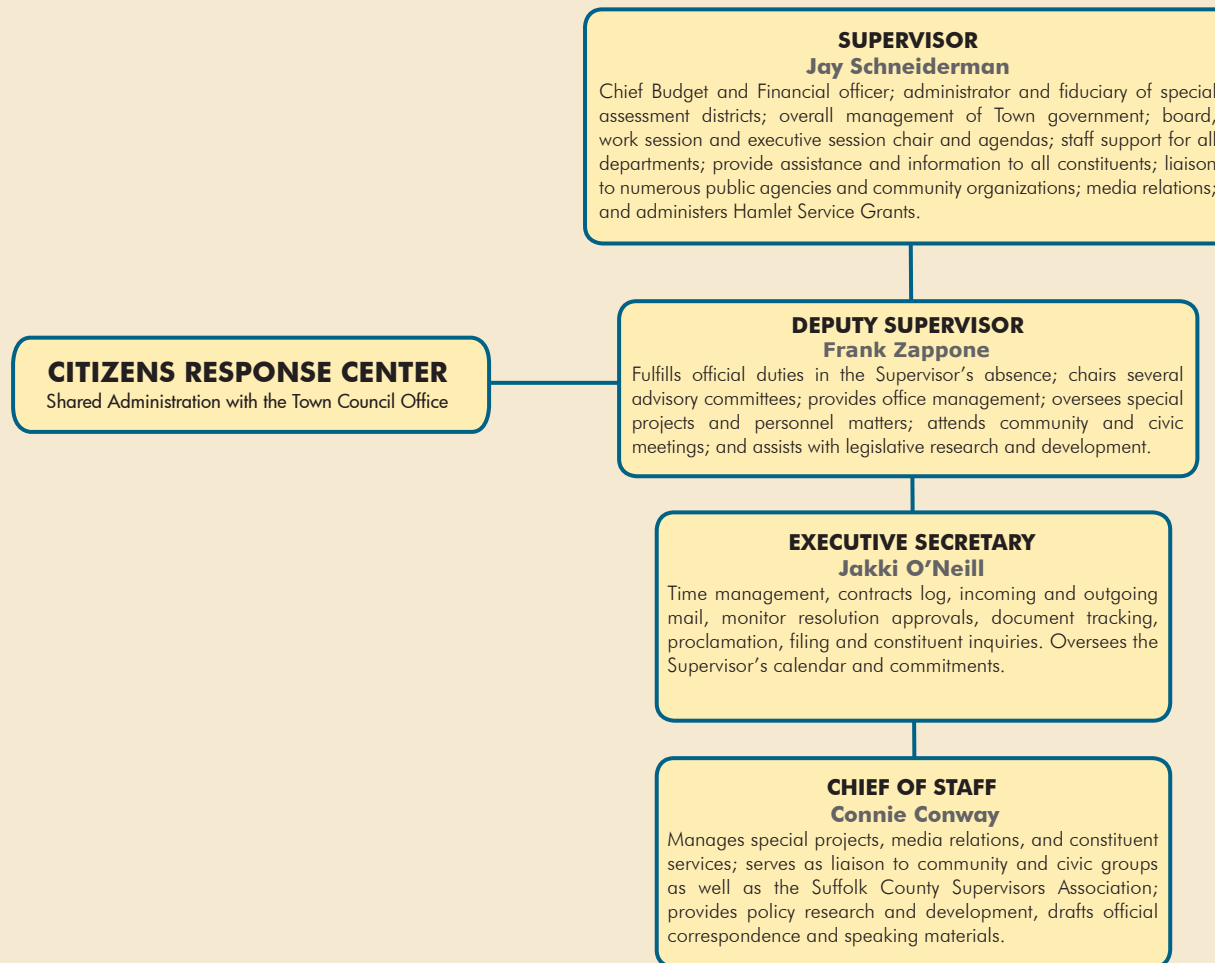


# SUPERVISOR'S OFFICE

## 2018 ORGANIZATIONAL CHART





# Department Summary

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*Department: Supervisor*

**Budget Year:** 2018  
**Division:** Supervisor  
**Tax District:** Full Town

**Cost Center #:** 1220  
**Manager:** Janice Wilson

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

Together with the Town Council, the Supervisor is responsible for the overall management of Town government. The Supervisor's Office provides a staff support function to all Town departments, Town appointed Boards and Committees. The Supervisor's Office serves a vital public information source for the public and the media. The Supervisor's Office receives hundreds of telephone inquiries and letters monthly from taxpayers and other constituents seeking information about Town services, programs, policies, and matters of general public concern under consideration by the Town Board.

In addition, taxpayers, residents and constituents regularly seek the assistance of the Supervisor's Office to help resolve communications problems that have been encountered with Town departments and appointed Boards. The Supervisor's Office must respond to such matters in a positive and responsible manner, so as to provide a leadership role in solving problems and serving the public.

To help implement this mission, the Citizen Response Center is now part of the Supervisor's Office as well as the Council Office.

Part of the Supervisor's mission is to seek opportunities that will further stabilize its tax base by attracting projects that will provide job growth and economic development for the Town's residents while adhering to the concepts of the Comprehensive Plan.

## **Workload:**

As presiding officer of the Town Board, the Supervisor is responsible for an Organizational Meeting Agenda, and chairing all Town Board Meetings. The Supervisor's Office is responsible for the coordination of the weekly Town Board work sessions and executive session meetings. This includes scheduling guest speakers, interviews, and/or Town department representative to discuss pertinent topics of town government concern. The Supervisor's Office prepares the agenda and disseminates relevant background information packets to Town Board members and the media. Official Town proclamations are prepared by the Supervisor's staff on behalf of the Supervisor and Town Board members. Numerous public relations tasks are handled by the Supervisor's Office, including coordination with the media and other governmental agencies.

The Supervisor serves, not only as the Town's chief administrator, but also as Budget Officer and Chief Financial Officer. The preparation of each year's Tentative Budget involves close coordination with the Town Comptroller, following review of the budget requests filed by each department head. In addition, the Supervisor serves as the administrator and fiduciary of each special assessment district, with the Town Board acting as Board of Commissioners.

This cost center includes the Town of Southampton's dues for membership in the Association of Towns. The Town's dues are based upon "total revenues", excluding one-time federal and state grants and enterprise funds. The dues are estimated to be \$1,950. The cost center also includes hosting one lunch each for the Suffolk County Supervisor's Association and East End Supervisors and Mayors Association.

# Department Summary

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*Department: Supervisor*

**Budget Year:** 2018  
**Division:** Supervisor  
**Tax District:** Full Town

**Cost Center #:** 1220  
**Manager:** Janice Wilson

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**NOTES:**

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## **Goals & Objectives:**

1. Continue and expand communication and service to the community and its citizens by increasing staff productivity and efficiency.
2. Implement and provide staff support for any special projects or programs that may be initiated by the Supervisor in order to meet the growing demand from constituents for advocacy, assistance and public information.
3. Work closely with department heads to improve management practices and employee supervision/performance review.
4. Facilitate expansion of technology application to enhance efficiencies and improve data collection and sharing.
5. Continue to implement sound fiscal controls and recommended fiscal management practices.
6. Establish regular interdepartmental communication to enhance information sharing, planning, and project management.
7. Develop effective strategies to address a broad range of public safety and quality of life issues impacting the community.
8. Work toward expanding affordable housing opportunities throughout the community.

## **Legal Authority:**

The powers and duties of the Supervisor are pursuant to Town Law Section 60 and Section 125.

# 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 1/1/18	Alloc. %
<b>Supervisor</b>													
<b>Supervisor</b>													
<b>Supervisor - 1220</b>													
Chief Legislative Aide	ADMINSUPPORT	28,453	1,116	1,037	30,606	9,301	2,366	4,253	442	16,363	46,969	20.1	34.0
Deputy Supervisor	ADMINSUPPORT	76,500	0	5,637	82,137	1,318	6,351	11,415	1,191	20,274	102,411	8.0	100.0
Legislative Secretary	ADMINSUPPORT	83,232	0	0	83,232	12,406	6,440	11,576	1,272	31,694	114,926	2.0	100.0
Special Assistant (Confidential Secretary)	ADMINSUPPORT	80,530	3,060	5,637	89,227	1,318	6,897	12,396	1,261	21,872	111,099	2.0	100.0
Supervisor	ELECTOFFICIALS	117,147	4,000	5,637	126,784	1,318	8,460	17,433	460	27,670	154,454	2.0	100.0
<b>Total Supervisor - 1220</b>		<b>385,862</b>	<b>8,176</b>	<b>17,948</b>	<b>411,986</b>	<b>25,659</b>	<b>30,514</b>	<b>57,073</b>	<b>4,626</b>	<b>117,873</b>	<b>529,859</b>		

NOTES:

# Town of Southampton

## 2018 Tentative Budget

### Supervisor - 1220

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Tentative/Amended Difference	2018 Tentative/Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/2018 Tentative Difference	2019 Tentative/2018 Tentative % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	460,881	441,851	481,125	481,125	481,125	539,949	537,444	56,319	11.71%	547,292	546,269	8,825	1.64%
	<b>Total Real Property Taxes</b>	<b>460,881</b>	<b>441,851</b>	<b>481,125</b>	<b>481,125</b>	<b>481,125</b>	<b>539,949</b>	<b>537,444</b>	<b>56,319</b>	<b>11.71%</b>	<b>547,292</b>	<b>546,269</b>	<b>8,825</b>	<b>1.64%</b>
	<b>Total Revenue</b>	<b>460,881</b>	<b>441,851</b>	<b>481,125</b>	<b>481,125</b>	<b>481,125</b>	<b>539,949</b>	<b>537,444</b>	<b>56,319</b>	<b>11.71%</b>	<b>547,292</b>	<b>546,269</b>	<b>8,825</b>	<b>1.64%</b>
<b>Salaries:</b>														
6100	Salaries	303,637	320,537	344,238	344,238	242,667	385,332	385,862	(41,623)	(12.09%)	393,038	393,579	(7,717)	(2.00%)
6103	Accumulated Sick/Personal Days	2,105	1,052	1,088	1,088	1,073	1,037	1,037	51	4.69%	1,037	1,037	0	0.00%
6105	Part Time Salaries	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6110	Longevity	0	0	8,094	8,094	0	8,176	8,176	(82)	(1.01%)	8,176	8,176	0	0.00%
6127	Cash in Lieu of Health Benefits	0	15,369	20,400	20,400	10,371	16,911	16,911	3,489	17.10%	16,911	16,911	0	0.00%
	<b>Total Salaries</b>	<b>305,743</b>	<b>336,957</b>	<b>373,821</b>	<b>373,821</b>	<b>254,110</b>	<b>411,456</b>	<b>411,986</b>	<b>(38,165)</b>	<b>(10.21%)</b>	<b>419,163</b>	<b>419,703</b>	<b>(7,717)</b>	<b>(1.87%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	51,059	47,607	52,896	52,896	36,161	58,657	57,073	(4,177)	(7.90%)	59,757	58,143	(1,070)	(1.87%)
6830	FICA Tax Expenditure	23,389	25,717	27,944	27,944	19,398	30,473	30,514	(2,571)	(9.20%)	30,922	30,964	(450)	(1.47%)
6835	MTA Tax	1,040	1,143	1,271	1,271	818	1,409	1,411	(140)	(11.04%)	1,436	1,438	(26)	(1.87%)
6840	Worker's Compensation	1,215	1,297	3,959	3,959	2,697	3,084	3,090	869	21.94%	3,146	3,152	(62)	(2.00%)
6860	Medical Insurance - Active Employees	65,182	7,892	7,930	7,930	5,882	19,941	19,941	(12,010)	(151.45%)	19,941	19,941	0	0.00%
6865	Dental & Optical	5,644	5,351	5,644	5,644	3,920	5,719	5,719	(74)	(1.31%)	5,719	5,719	0	0.00%
6875	Disability	125	126	125	125	76	125	125	0	0.00%	125	125	0	0.00%
	<b>Total Employee Benefits - Current</b>	<b>147,654</b>	<b>89,132</b>	<b>99,769</b>	<b>99,769</b>	<b>68,952</b>	<b>119,408</b>	<b>117,873</b>	<b>(18,104)</b>	<b>(18.15%)</b>	<b>121,045</b>	<b>119,481</b>	<b>(1,608)</b>	<b>(1.36%)</b>
	<b>Total Employee Costs</b>	<b>453,396</b>	<b>426,089</b>	<b>473,590</b>	<b>473,590</b>	<b>323,062</b>	<b>530,864</b>	<b>529,859</b>	<b>(56,269)</b>	<b>(11.88%)</b>	<b>540,207</b>	<b>539,184</b>	<b>(9,325)</b>	<b>(1.76%)</b>

**Town of Southampton**  
**2018 Tentative Budget**  
 Supervisor - 1220

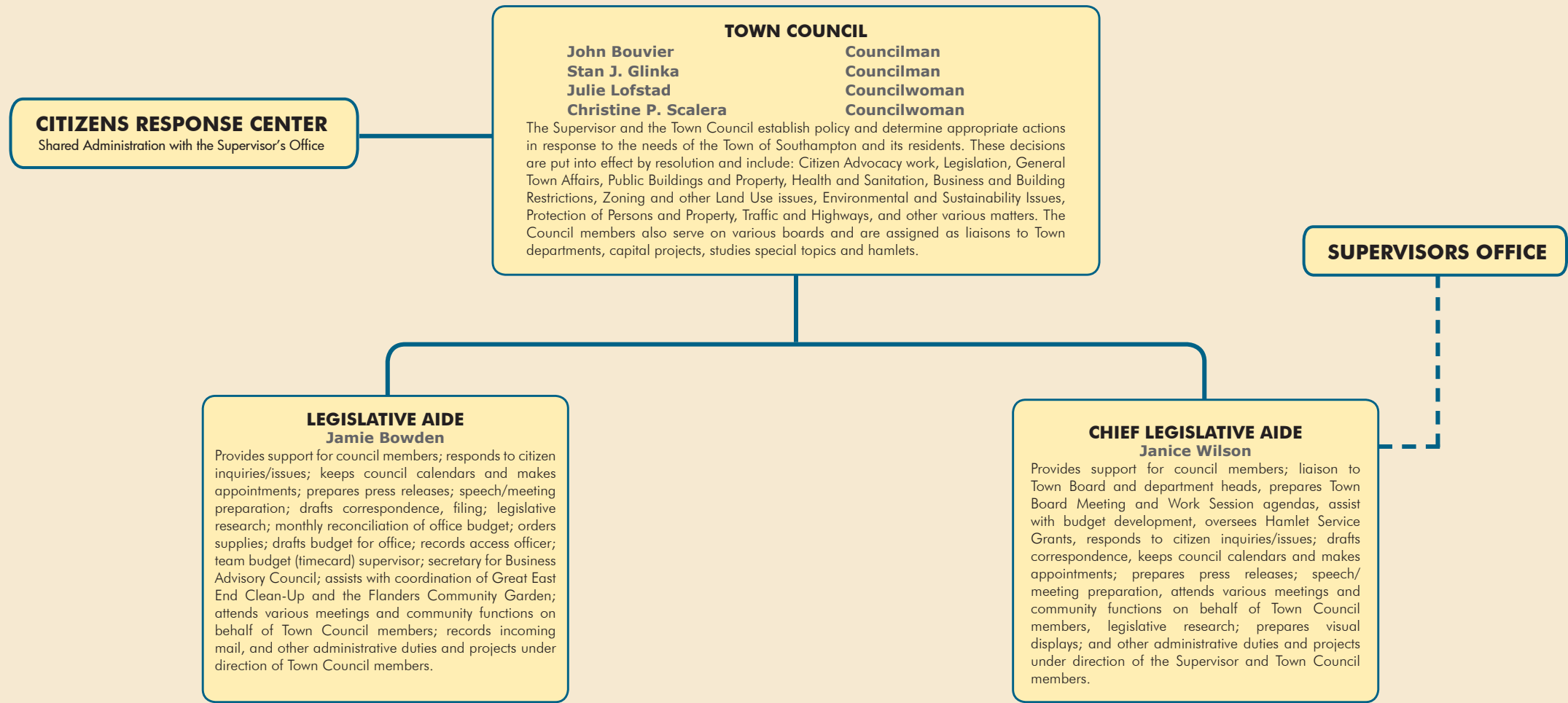
Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Tentative/2017 Amended Difference	2018 Tentative/2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/2018 Difference	2019 Tentative/2018 % of Change
<b>Contractual:</b>														
6403	Gasoline	1,500	284	1,500	1,500	220	1,500	1,500	0	0.00%	1,500	1,500	0	0.00%
6411	Printing and Stationery	0	22	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6412	Publications	400	421	450	475	471	500	500	(25)	(5.26%)	0	0	500	100.00%
6420	Other	1,000	1,069	1,000	1,000	638	2,500	1,000	0	0.00%	1,000	1,000	0	0.00%
6425	Office Supplies	785	657	785	760	366	785	785	(25)	(3.29%)	785	785	0	0.00%
6464	Municipal Dues	2,600	1,950	2,600	2,600	1,950	2,600	2,600	0	0.00%	2,600	2,600	0	0.00%
6477	Copier Leases	1,200	1,509	1,200	1,200	395	1,200	1,200	0	0.00%	1,200	1,200	0	0.00%
	<b>Total Contractual</b>	7,485	5,912	7,535	7,535	4,040	9,085	7,585	(50)	(0.66%)	7,085	7,085	500	6.59%
	<b>Total Expenditures</b>	<b>460,881</b>	<b>432,001</b>	<b>481,125</b>	<b>481,125</b>	<b>327,102</b>	<b>539,949</b>	<b>537,444</b>	<b>(56,319)</b>	<b>(11.71%)</b>	<b>547,292</b>	<b>546,269</b>	<b>(8,825)</b>	<b>(1.64%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>9,850</b>	<b>0</b>	<b>0</b>	<b>154,023</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>9,850</b>	<b>0</b>	<b>0</b>	<b>154,023</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		





# TOWN COUNCIL OFFICE

## 2018 ORGANIZATIONAL CHART



**CITIZENS RESPONSE CENTER**  
Shared Administration with the Supervisor's Office

**TOWN COUNCIL**

<b>John Bouvier</b>	<b>Councilman</b>
<b>Stan J. Glinka</b>	<b>Councilman</b>
<b>Julie Lofstad</b>	<b>Councilwoman</b>
<b>Christine P. Scalera</b>	<b>Councilwoman</b>

The Supervisor and the Town Council establish policy and determine appropriate actions in response to the needs of the Town of Southampton and its residents. These decisions are put into effect by resolution and include: Citizen Advocacy work, Legislation, General Town Affairs, Public Buildings and Property, Health and Sanitation, Business and Building Restrictions, Zoning and other Land Use issues, Environmental and Sustainability Issues, Protection of Persons and Property, Traffic and Highways, and other various matters. The Council members also serve on various boards and are assigned as liaisons to Town departments, capital projects, studies special topics and hamlets.

**SUPERVISORS OFFICE**

**LEGISLATIVE AIDE**  
**Jamie Bowden**

Provides support for council members; responds to citizen inquiries/issues; keeps council calendars and makes appointments; prepares press releases; speech/meeting preparation; drafts correspondence, filing; legislative research; monthly reconciliation of office budget; orders supplies; drafts budget for office; records access officer; team budget (timecard) supervisor; secretary for Business Advisory Council; assists with coordination of Great East End Clean-Up and the Flanders Community Garden; attends various meetings and community functions on behalf of Town Council members; records incoming mail, and other administrative duties and projects under direction of Town Council members.

**CHIEF LEGISLATIVE AIDE**  
**Janice Wilson**

Provides support for council members; liaison to Town Board and department heads, prepares Town Board Meeting and Work Session agendas, assist with budget development, oversees Hamlet Service Grants, responds to citizen inquiries/issues; drafts correspondence, keeps council calendars and makes appointments; prepares press releases; speech/meeting preparation, attends various meetings and community functions on behalf of Town Council members, legislative research; prepares visual displays; and other administrative duties and projects under direction of the Supervisor and Town Council members.



# Department Summary

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*Department: Town Council*

**Budget Year:** 2018  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1010  
**Manager:** Jamie Bowden

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## **Departmental Mission & Responsibilities:**

Among the Town Council's most critical duties is to approve an annual operating and capital budget, set the property tax rate, and establish policy consistent with the needs of the Town and its residents. Other responsibilities include, acting as liaisons to Town departments and committees, capital projects, studies and special topics, and responding to constituent concerns.

The legislative staff acts as support to the Town Council members and performs various tasks including but not limited to coordinating meeting schedules, following-up and/or resolving constituent issues, receiving, processing, and responding to verbal and written communications, researching inquiries, preparing and issuing press releases, organizing and filing paperwork and reports, meeting preparation, overseeing special projects, attending meetings, reconciling the office budget, and other related office duties.

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**NOTES:**

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# Department Summary

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*Department: Town Council*

**Budget Year:** 2018  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1010  
**Manager:** Jamie Bowden

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**NOTES:**

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## **Workload:**

Town Council members initiate legislation, set policy, and vote on a variety of matters including, zoning and land use, code enforcement, housing, community preservation, and personnel. The Supervisor delegates legislative and special committee assignments among the four Councilpersons, who are responsible for overseeing the legislation, community outreach, constituent services and departmental coordination that is associated with each assignment.

The Town Council members, along with the Supervisor, constitute the Board of Police Commissioners, and such, are responsible for related duties. The Town Council also jointly oversees the Citizen Response Center (CRC) with the Supervisor's Office.

In addition to attending weekly Work Sessions, Executive Sessions and bi-monthly Town Board meetings, council members frequently meet with Citizen Advisory Committee (CAC) and Civic groups, constituents, and interdepartmental staff. Council members also attend various community events, ceremonies, and functions.

Other duties performed by the Town Council Office support staff include, but are not limited to:

1. Processing citizens concerns relating to the delivery or furnishing of public services or government operations in the Town.
2. Receiving and responding to verbal, written and walk-in constituent inquiries.
3. Assisting and directing walk-in inquiries.
4. Preparing and distributing pertinent information regarding resolutions and legislation to be placed on the Town Board meeting agendas.
5. Performing research tasks and assisting with special projects.
6. Coordinating and scheduling meetings for Town Council members and keeping their calendars.
7. Attending meetings and events on behalf of council members, if they are not available.
8. Assisting in the drafting of legislation, correspondence, speeches, press releases, public service announcements and proclamations.
9. Filing and organizing paperwork.
10. Coordinate with the Citizen Response Center (CRC) staff on various projects and correspondence with the Town's Citizens Advisory Committees.

# Department Summary

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*Department: Town Council*

**Budget Year:** 2018  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1010  
**Manager:** Jamie Bowden

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## **Goals & Objectives:**

The goals and objectives of the Town Council are as follows:

1. Efficiently and effectively respond to and address constituent concerns.
2. To implement and provide staff support for any special projects or programs that may be initiated by Councilpersons in order to meet the growing demand from constituents for advocacy, assistance and public information.
3. To continue efforts to conserve office resources by reducing energy output, encouraging constituents and staff to view documents online and going "paperless," when possible.
4. To install and utilize available software systems to increase efficiency in researching and gathering information. This will also decrease the necessity to contact other departments for certain information, which will save time and allow staff to be available for other tasks.
5. Utilize new technologies, such as ipads and software applications, to reduce the carbon footprint and improve communications and access to documents and information both inside Town facilities and off site.

## **Legal Authority:**

Pursuant to Town Law 60, four Town Council members and the Town Supervisor constitute the Board.

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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 1/1/18	Alloc. %
<b>Town Council</b>													
<b>Town Council</b>													
<b>Town Council - 1010</b>													
Chief Legislative Aide	ADMINSUPPORT	55,204	2,165	2,013	59,382	18,045	4,591	8,252	858	31,746	91,128	20.1	66.0
Legislative Aide	ADMINSUPPORT	65,343	0	5,637	70,980	1,318	5,487	9,863	1,024	17,692	88,672	5.5	100.0
Councilperson	ELECTOFFICIALS	65,795	3,225	0	69,020	27,346	5,338	9,594	1,023	43,301	112,321	6.9	100.0
Councilperson	ELECTOFFICIALS	65,795	0	0	65,795	26,686	5,091	9,151	1,012	41,939	107,734	4.0	100.0
Councilperson	ELECTOFFICIALS	65,795	2,580	0	68,375	26,686	5,289	9,506	1,020	42,500	110,875	1.9	100.0
Councilperson	ELECTOFFICIALS	65,795	0	2,464	68,259	1,318	5,280	9,490	1,020	17,107	85,366	4.0	100.0
<b>Total Town Council - 1010</b>		<b>383,727</b>	<b>7,970</b>	<b>10,114</b>	<b>401,811</b>	<b>101,397</b>	<b>31,076</b>	<b>55,856</b>	<b>5,957</b>	<b>194,286</b>	<b>596,097</b>		

NOTES:

**Town of Southampton**  
**2018 Tentative Budget**  
Town Council - 1010

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Tentative/2017 Amended Difference	2018 Tentative/2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/2018 Difference	2019 Tentative/2018 % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	553,278	553,278	571,546	571,546	571,546	601,566	599,941	28,396	4.97%	611,048	609,393	9,451	1.58%
	<b>Total Real Property Taxes</b>	<b>553,278</b>	<b>553,278</b>	<b>571,546</b>	<b>571,546</b>	<b>571,546</b>	<b>601,566</b>	<b>599,941</b>	<b>28,396</b>	<b>4.97%</b>	<b>611,048</b>	<b>609,393</b>	<b>9,451</b>	<b>1.58%</b>
	<b>Total Revenue</b>	<b>553,278</b>	<b>553,278</b>	<b>571,546</b>	<b>571,546</b>	<b>571,546</b>	<b>601,566</b>	<b>599,941</b>	<b>28,396</b>	<b>4.97%</b>	<b>611,048</b>	<b>609,393</b>	<b>9,451</b>	<b>1.58%</b>
<b>Salaries:</b>														
6100	Salaries	364,020	348,986	371,301	371,301	264,408	383,727	383,727	(12,427)	(3.35%)	391,402	391,402	(7,675)	(2.00%)
6103	Accumulated Sick/Personal Days	4,085	2,041	2,112	2,112	2,082	2,013	2,013	99	4.69%	2,013	2,013	0	0.00%
6110	Longevity	0	0	5,123	5,123	0	7,970	7,970	(2,847)	(55.57%)	7,970	7,970	0	0.00%
6127	Cash in Lieu of Health Benefits	1,500	5,920	7,356	7,356	3,726	8,101	8,101	(745)	(10.13%)	8,101	8,101	0	0.00%
	<b>Total Salaries</b>	<b>369,605</b>	<b>356,948</b>	<b>385,892</b>	<b>385,892</b>	<b>270,216</b>	<b>401,811</b>	<b>401,811</b>	<b>(15,920)</b>	<b>(4.13%)</b>	<b>409,486</b>	<b>409,486</b>	<b>(7,675)</b>	<b>(1.91%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	61,724	57,551	54,604	54,604	37,329	57,481	55,856	(1,252)	(2.29%)	58,579	56,923	(1,067)	(1.91%)
6830	FICA Tax Expenditure	28,275	26,572	29,521	29,521	20,208	31,076	31,076	(1,555)	(5.27%)	31,670	31,670	(594)	(1.91%)
6835	MTA Tax	1,257	1,181	1,312	1,312	842	1,381	1,381	(69)	(5.27%)	1,408	1,408	(26)	(1.91%)
6840	Worker's Compensation	1,456	1,555	4,270	4,270	2,909	4,413	4,413	(143)	(3.35%)	4,501	4,501	(88)	(2.00%)
6860	Medical Insurance - Active Employees	79,679	70,341	84,566	84,566	61,471	93,939	93,939	(9,374)	(11.08%)	93,939	93,939	0	0.00%
6865	Dental & Optical	7,374	6,869	7,374	7,374	5,119	7,457	7,457	(83)	(1.13%)	7,457	7,457	0	0.00%
6875	Disability	163	158	163	163	100	163	163	0	0.00%	163	163	0	0.00%
	<b>Total Employee Benefits - Current</b>	<b>179,928</b>	<b>164,228</b>	<b>181,810</b>	<b>181,810</b>	<b>127,977</b>	<b>195,911</b>	<b>194,286</b>	<b>(12,476)</b>	<b>(6.86%)</b>	<b>197,718</b>	<b>196,062</b>	<b>(1,776)</b>	<b>(0.91%)</b>
	<b>Total Employee Costs</b>	<b>549,533</b>	<b>521,176</b>	<b>567,701</b>	<b>567,701</b>	<b>398,193</b>	<b>597,722</b>	<b>596,097</b>	<b>(28,396)</b>	<b>(5.00%)</b>	<b>607,203</b>	<b>605,547</b>	<b>(9,450)</b>	<b>(1.59%)</b>





# CITIZEN'S RESPONSE CENTER

## 2018 ORGANIZATIONAL CHART

### TOWN BOARD

### CONSTITUENT RESPONSE SERVICES

Citizen's Response Center (CRC) is to increase the accessibility, depth and scope of information available to the public. The CRC's interactive information services will be distributed through direct contact, internet services and a wide variety of other electronic information distribution systems.

### GRAPHICS SUPERVISOR Colleen Jones

- Create Digital interaction between citizens and local governments with 24/7 website access.
- Disseminate important town government information to the public through the CRC center and e-alert notifications.
- Co-manages online availability of town forms, applications, community alert, news flashes & calendar.
- Create an Intranet for town employees
- Co-manages town social media network, Twitter, Facebook & email/SMS alerts.
- Co-manages town website, making edits, changes, and updates as requested from town departments & committees.
- Produces town brochures, banners, newsletters, posters, mailers, and other public information materials.
- Maintains Town Hall display cases, digital electronic displays and on & off site
- Meets with Town officials, employees, committees to obtain content information
- Assists with interdepartmental production projects as needed
- Answer emails/phone calls from constituents and individually assist them to resolve their current issue
- Assists with staff coverage in Supervisor and Town Council offices
- Assist with e-payment processing on towns website
- Administrates the online grievance process for Tax Assessors office
- Assist with CRC department projects and future goals
- Publicize the services of our departments and try to involve the community

### WEBSITE MANAGER Debra Keller

- Performs monthly reconciliation of office budget; orders supplies; drafts budget for CRC office
- Help develop marketing strategies for key events, new and recurring campaigns for various departments. From concept to completion, to include web-based advertising, multiple social media sites, such as Facebook, Twitter and to include print and signage.
- Available 24/7 to post alerts on road closures & emergencies on website
- Trained to work on the EOC software in emergency situations
- Create an Intranet for town employees
- Coordinate department projects, organize weekly meetings and future goals
- Publicize the services of our departments and try to involve the community
- Evaluate programs to provide more effective services to the public requested from town departments & committees.
- Produces town brochures, banners, newsletters, posters, mailers, and other public information materials.
- Answer emails/phone calls from constituents and individually assist them to resolve their current issue.
- Reproduce Historic books for the Town Clerks Office and manage the storage of scanned in historic books
- Co-manages online availability of town forms and applications. Town social media network, Twitter, Facebook & email alerts.
- Co-manages town website, making edits, changes, and updates as requested from town departments & committees.
- Perform notarial acts, including acknowledgements, oaths, and affidavits.

### CITIZEN ADVOCATE Ryan Horn

- Respond to inquiries regarding local government and the community.
- Receive, analyze, and resolve citizen complaints, coordinating with respective town departments as needed.
- Represent the Town and its officials in meeting with various clubs, groups, and associations.
- Provide reports regarding the type, frequency, and potential solutions to issues, complaints, and other areas of town government.
- Evaluate and propose policy changes, particularly with regard to town services and citizen access.
- Prepare news releases, announcements, proclamations, and other public statements.
- Direct media inquiries to proper personnel, facilitate responses from town officials, and serve as spokesman, where appropriate.
- Perform notarial acts, including acknowledgements, oaths, and affidavits.
- Converse daily with Spanish-speaking constituents and translate documents and town publications.



# Department Summary

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*Department: Citizens' Response Center*

**Budget Year:** 2018

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1480

**Manager:** Debra Keller

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The mission of the Citizens' Response Center (CRC) is to provide the public with faster, easier access to local government and important information about their Town. With in-depth familiarity of every aspect of the Town, the CRC helps ensure more effective constituent service by allowing other divisions to better focus on their core missions and manage their workload more efficiently. The CRC also provides important insight into ways to improve Town government through data collection and the analysis of service delivery to the public.

In doing so, the office interacts with all Town agencies to best ascertain their information distribution needs, as well as those of the community. Essential to achieving these goals is the CRC's creation of an in-house production space, and an improved Town website with new features designed to better engage the community and improve town responsiveness.

## **Workload:**

Public Information:

- Develop, execute, and assist with education and outreach efforts about departmental and Town-wide initiatives.
- Disseminate important town related information to the public and respond to constituent inquiries regarding the community.
- Produce town brochures, banners, newsletters, posters, mailers and other informational materials.

# Department Summary

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*Department: Citizens' Response Center*

**Budget Year:** 2018

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1480

**Manager:** Debra Keller

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**NOTES:**

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## Constituent Services:

- Receive, analyze, and resolve citizen complaints, coordinating with respective town departments, as needed.
- Oversee the town-wide distribution of meeting minutes and responses to inquiries from Citizens Advisory Committees (CACs).
- Represent the Town and its officials in meeting with various clubs, groups and associations, where appropriate.
- Perform notarial acts, including acknowledgements, oaths, and affidavits.

## Special Projects and Interdepartmental Support:

- Assist with interdepartmental production projects.
- Provide reports to elected officials and administrators regarding the type, frequency, and potential solutions to issues, complaints and other areas of interest in Town government.
- Evaluate department programs and procedures to provide more effective services and improve citizen access.

# Department Summary

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*Department: Citizens' Response Center*

**Budget Year:** 2018  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1480  
**Manager:** Debra Keller

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**NOTES:**

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## **Goals & Objectives:**

1. Transition to an improved website platform with enhanced features for emergency alerts, online submissions, and contacting town offices.  
The changes will also include expanded use of fillable applications/forms, RSS feeds, and increased use by employees of town departments.
2. Increase constituent subscribers to the Town's social media and email networks to improve the delivery of important information through the internet and mobile devices. This will include better use of CRC's Facebook, Twitter, and other platforms to more effectively distribute its e-newsletter and updates.
3. Improve coordination with local police and other personnel to better provide timely updates on emergencies and other critical happenings.  
This initiative will be undertaken with a particular focus on major road closures, detours, and significant weather-related events.
4. Finish the standardization of town applications and forms, educating departments on their proper procedures for future revision and use.
5. Encourage the use of the newly created Intranet.

## **Legal Authority:**

Established as part of the 2012 Budget.

# 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 1/1/18	Alloc. %
<b>Town Council</b>													
<b>Town Council</b>													
<b>Citizens' Response Center - 1480</b>													
Citizen Advocate	ADMINSUPPORT	52,584	1,547	0	54,131	12,682	4,187	7,526	820	25,215	79,346	9.6	100.0
Website Manager	ADMINSUPPORT	64,050	1,207	0	65,257	27,346	5,049	9,074	990	42,458	107,715	9.3	100.0
Graphics Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	60,214	3,613	0	63,827	26,686	4,883	8,776	246	40,590	104,418	9.6	100.0
<b>Total Citizens' Response Center - 1480</b>		<b>176,848</b>	<b>6,367</b>	<b>0</b>	<b>183,215</b>	<b>66,713</b>	<b>14,119</b>	<b>25,377</b>	<b>2,055</b>	<b>108,263</b>	<b>291,478</b>		

**NOTES:**

**Town of Southampton**  
**2018 Tentative Budget**  
Citizens' Response Center - 1480

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Tentative/2017 Amended Difference	2018 Tentative/2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/2018 Tentative Difference	2019 Tentative/2018 Tentative % of Change
	<b>Real Property Taxes:</b>													
1001	Property Taxes	295,192	295,192	301,842	321,842	321,842	324,960	324,222	2,380	0.74%	324,901	324,148	(74)	(0.02%)
	<b>Total Real Property Taxes</b>	<b>295,192</b>	<b>295,192</b>	<b>301,842</b>	<b>321,842</b>	<b>321,842</b>	<b>324,960</b>	<b>324,222</b>	<b>2,380</b>	<b>0.74%</b>	<b>324,901</b>	<b>324,148</b>	<b>(74)</b>	<b>(0.02%)</b>
	<b>Total Revenue</b>	<b>295,192</b>	<b>295,192</b>	<b>301,842</b>	<b>321,842</b>	<b>321,842</b>	<b>324,960</b>	<b>324,222</b>	<b>2,380</b>	<b>0.74%</b>	<b>324,901</b>	<b>324,148</b>	<b>(74)</b>	<b>(0.02%)</b>
	<b>Salaries:</b>													
6100	Salaries	167,578	167,384	170,694	170,694	120,908	176,848	176,848	(6,154)	(3.61%)	180,385	180,385	(3,537)	(2.00%)
6110	Longevity	2,315	2,307	5,053	5,053	0	6,367	6,367	(1,314)	(26.00%)	6,439	6,439	(72)	(1.13%)
	<b>Total Salaries</b>	<b>169,893</b>	<b>169,691</b>	<b>175,747</b>	<b>175,747</b>	<b>120,908</b>	<b>183,215</b>	<b>183,215</b>	<b>(7,468)</b>	<b>(4.25%)</b>	<b>186,824</b>	<b>186,824</b>	<b>(3,609)</b>	<b>(1.97%)</b>
	<b>Employee Benefits - Current:</b>													
6810	Employee Retirement - Active	28,372	26,454	24,868	24,868	17,001	26,115	25,377	(508)	(2.04%)	26,629	25,876	(500)	(1.97%)
6830	FICA Tax Expenditure	12,997	12,216	13,445	13,445	8,723	14,119	14,119	(674)	(5.01%)	14,397	14,397	(278)	(1.97%)
6835	MTA Tax	578	543	598	598	365	627	627	(30)	(5.01%)	640	640	(12)	(1.97%)
6840	Worker's Compensation	670	716	1,963	1,963	1,337	1,341	1,341	622	31.67%	1,368	1,368	(27)	(2.00%)
6860	Medical Insurance - Active Employees	51,216	51,165	56,232	56,232	41,206	62,760	62,760	(6,528)	(11.61%)	62,760	62,760	0	0.00%
6865	Dental & Optical	3,903	3,712	3,903	3,903	2,722	3,953	3,953	(50)	(1.27%)	3,953	3,953	0	0.00%
6875	Disability	86	60	86	86	35	86	86	0	0.00%	86	86	0	0.00%
	<b>Total Employee Benefits - Current</b>	<b>97,822</b>	<b>94,867</b>	<b>101,095</b>	<b>101,095</b>	<b>71,390</b>	<b>109,001</b>	<b>108,263</b>	<b>(7,168)</b>	<b>(7.09%)</b>	<b>109,833</b>	<b>109,080</b>	<b>(817)</b>	<b>(0.75%)</b>
	<b>Total Employee Costs</b>	<b>267,716</b>	<b>264,558</b>	<b>276,842</b>	<b>276,842</b>	<b>192,298</b>	<b>292,216</b>	<b>291,478</b>	<b>(14,636)</b>	<b>(5.29%)</b>	<b>296,657</b>	<b>295,905</b>	<b>(4,427)</b>	<b>(1.52%)</b>