

TOWN COUNCIL OFFICE

2012 ORGANIZATIONAL CHART

TOWN COUNCIL

Bridget Fleming Councilwoman
Christine Preston Scalera Councilwoman
James W. Malone Councilman
Christopher R. Nuzzi Councilman

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 and special topics.

LEGISLATIVE AIDE

Kristen Doulos

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; attends various meetings and community functions on behalf of Town Council members; and other administrative duties and projects under direction of Town Council members.

LEGISLATIVE SECRETARY

Alexandra Sullivan

Provides support for council members; responds to citizen inquiries/issues; drafts correspondence, keeps council calendars and makes appointments; filing; legislative research; records incoming mail; prepares visual displays; coordinates communications of all Citizen Advisory Committees and keeps records of their meeting minutes; keeps minutes for SEA-TV; and other administrative duties and projects under direction of Town Council members.

Department Summary

Department: Town Council

Budget Year: 2012

Division: Town Council

Tax District: Full Town

Cost Center #: 1010

Manager: Kristen Tuffy

Departmental Mission & Responsibilities:

The Town Council establishes policy and determines 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 numerous other matters. The Council members also serve on a variety of Committees and are assigned as liaisons to Town departments, capital projects, studies and special topics.

The legislative staff acts as support to the Town Council members coordinating and preparing for meetings; following-up and/or resolving constituent complaints and issues; receiving, processing, and responding to verbal and written communications; researching inquiries; issuing press releases; organizing and filing paperwork and reports; and various other related office duties. In addition, the legislative staff is responsible for maintaining a record of minutes in the Town Council Office for the Citizen Advisory Committees (CACs) and coordinating communications on their behalf.

NOTES:

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NOTES:

Workload:

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. Constituents regularly seek the assistance of the Town Council Office to act as advocates and to help resolve problems. 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, interdepartmental staff. Council members also attend various community ceremonies and functions.

Other duties performed by the Town Council Office 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. Providing administrative support to the Town's Educational and Governmental Access Channel (SEA-TV).

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Goals & Objectives:

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

1. To continue expansion of communication and service to constituents by increasing staff productivity and efficiency.
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.

Legal Authority:

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

NOTES:

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
Town Council												
Town Council - 1010												
Legislative Aide	ADMINSUPPORT	61,200	0	0	61,200	19,006	4,682	7,650	193	31,739	92,939	4.8
Legislative Secretary	ADMINSUPPORT	50,938	0	1,500	52,438	1,226	4,012	6,555	165	12,136	64,574	4.4
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	19,006	4,590	7,500	190	31,489	91,489	2.2
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	19,006	4,590	7,500	190	31,489	91,489	6.0
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	9,406	4,590	7,500	190	21,889	81,889	3.0
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	1,226	4,590	7,500	190	29,661	89,661	8.0
Total Town Council - 1010		352,138	0	1,500	353,638	68,875	27,053	44,205	1,117	158,404	512,042	

NOTES:

Town of Southampton
2012 Adopted Budget
Town Council - 1010

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 Difference	2012 Adopted / 2011 % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	577,939	584,874	506,127	506,127	506,127	535,431	526,038	517,638	518,817	12,690	2.51%	547,930	531,683	519,083	520,328
	Total Real Property Taxes	577,939	584,874	506,127	506,127	506,127	535,431	526,038	517,638	518,817	12,690	2.51%	547,930	531,683	519,083	520,328
	Total Revenue	577,939	584,874	506,127	506,127	506,127	535,431	526,038	517,638	518,817	12,690	2.51%	547,930	531,683	519,083	520,328
Salaries:																
6100	Salaries	430,740	401,410	349,939	349,939	291,616	352,138	352,138	352,138	352,138	(2,199)	(0.63%)	354,381	354,381	354,381	354,381
6103	Accumulated Sick/Personal Days	0	863	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	0	2,500	2,500	2,500	1,250	2,500	0	0	1,500	1,000	40.00%	2,500	0	0	1,500
	Total Salaries	430,740	404,773	352,439	352,439	292,866	354,638	352,138	352,138	353,638	(1,199)	(0.34%)	356,881	354,381	354,381	355,881
Employee Benefits - Current:																
6810	Employee Retirement - Active	29,721	38,687	40,530	40,530	33,536	44,330	44,017	44,017	44,205	(3,674)	(9.07%)	51,748	47,841	47,841	48,044
6830	FICA Tax Expenditure	32,952	30,899	26,962	26,962	22,404	27,130	26,939	26,939	27,053	(92)	(0.34%)	27,301	27,110	27,110	27,225
6835	MTA Tax	0	0	0	0	0	1,206	1,197	1,197	1,202	(1,202)	(100.00%)	1,213	1,205	1,205	1,210
6840	Worker's Compensation	6,838	1,570	1,631	1,870	1,558	1,895	944	944	944	926	49.53%	1,907	950	950	950
6860	Medical Insurance - Active Employees	61,586	68,521	71,062	71,062	60,936	91,930	86,500	78,100	77,472	(6,411)	(9.02%)	99,284	90,650	78,050	77,472
6865	Dental & Optical	7,872	7,091	6,480	6,480	5,288	7,355	7,355	7,355	7,355	(875)	(13.50%)	2,648	2,599	2,599	2,599
6875	Disability	230	214	173	173	144	173	173	173	173	0	0.00%	173	173	173	173
	Total Employee Benefits - Current	139,199	146,982	146,838	147,077	123,867	174,018	167,125	158,725	158,404	(11,327)	(7.70%)	184,274	170,528	157,928	157,672
	Total Employee Costs	569,939	551,755	499,277	499,516	416,733	528,656	519,263	510,863	512,042	(12,526)	(2.51%)	541,155	524,908	512,308	513,553
Contractual:																
6411	Printing and Stationery	300	128	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6412	Publications	500	357	500	500	303	500	500	500	500	0	0.00%	500	500	500	500
6416	Travel, Dues and Related	500	175	500	500	161	500	500	500	500	0	0.00%	500	500	500	500
6425	Office Supplies	1,200	863	1,000	1,000	290	900	900	900	900	100	10.00%	900	900	900	900
6477	Copier Leases	5,500	4,509	4,550	4,550	3,380	4,575	4,575	4,575	4,575	(25)	(0.55%)	4,575	4,575	4,575	4,575
	Total Contractual	8,000	6,033	6,850	6,850	4,134	6,775	6,775	6,775	6,775	75	1.09%	6,775	6,775	6,775	6,775
	Total Expenditures	577,939	557,787	506,127	506,366	420,866	535,431	526,038	517,638	518,817	(12,451)	(2.46%)	547,930	531,683	519,083	520,328
	Net Surplus (Deficit)	0	27,087	0	(239)	85,260	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	239	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	27,087	0	0	85,260	0	0	0	0			0	0	0	0

