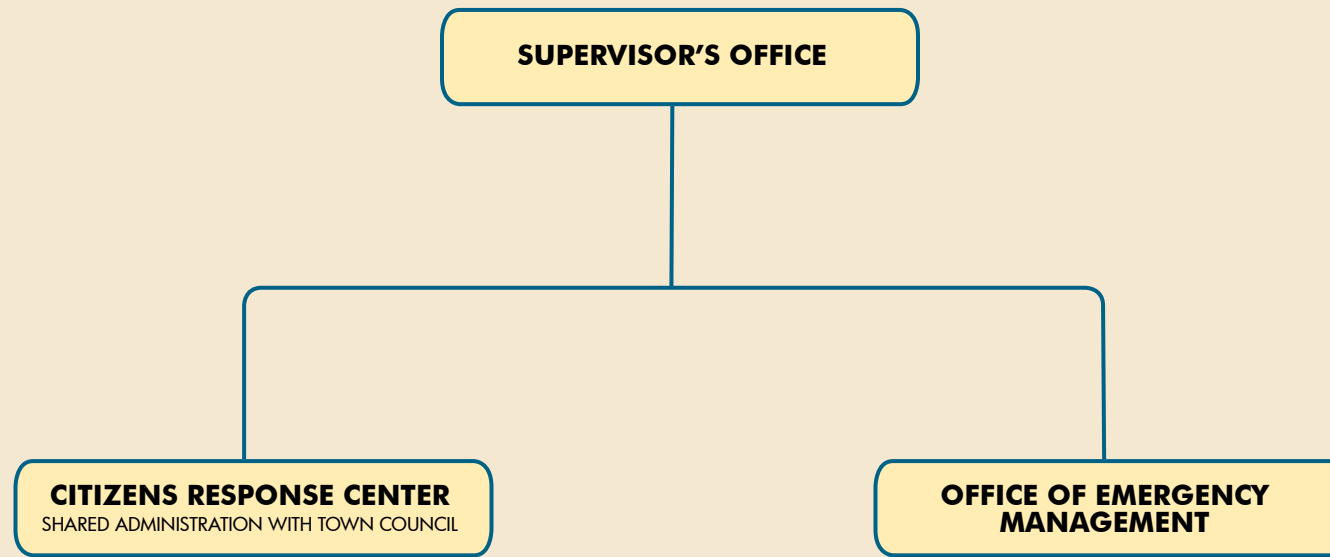


# SUPERVISOR'S OFFICE

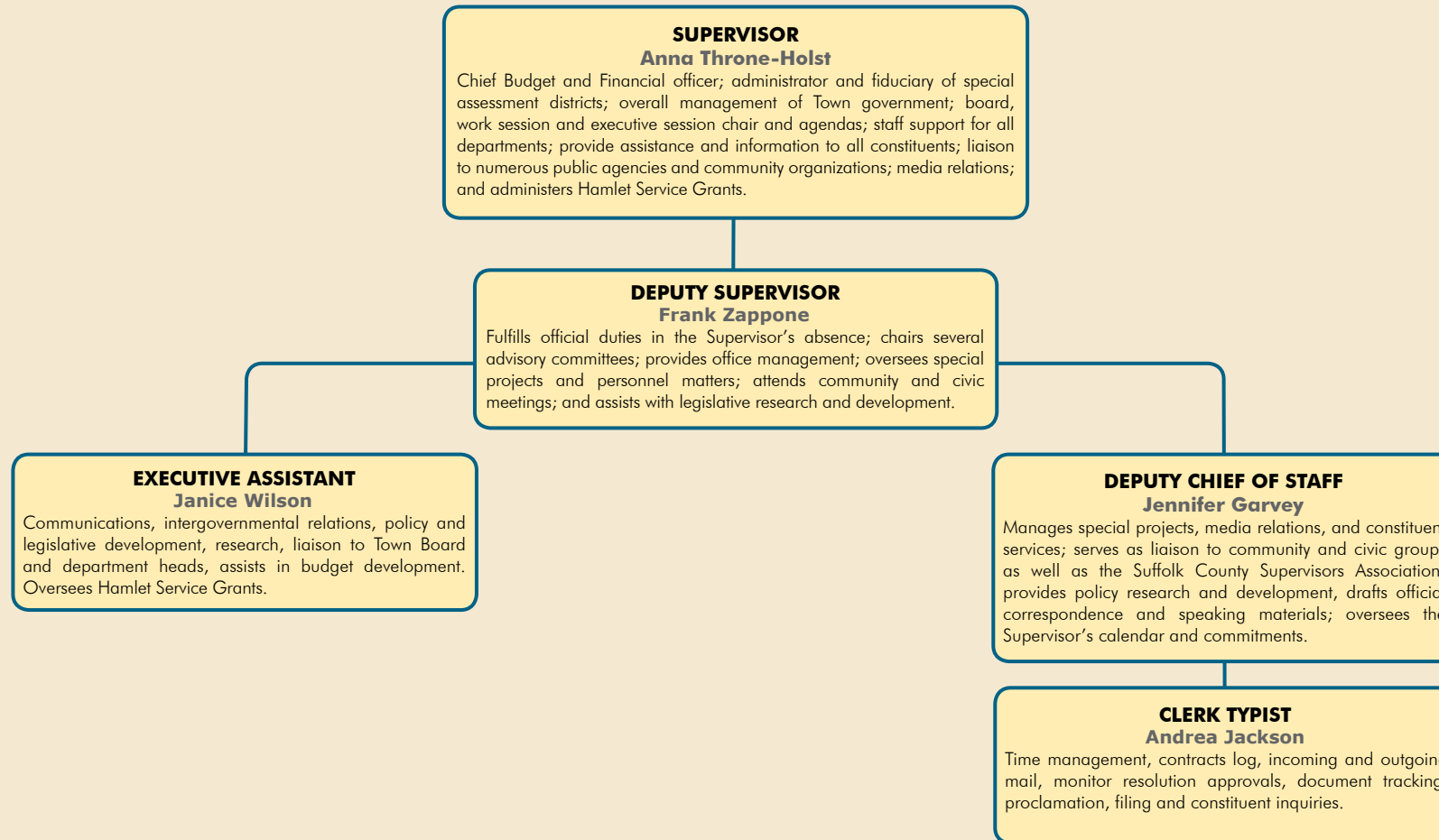
2013 ORGANIZATIONAL CHART





# SUPERVISOR'S OFFICE

## 2013 ORGANIZATIONAL CHART





# Department Summary

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*Department: Supervisor*

**Budget Year:** 2013  
**Division:** Supervisor  
**Tax District:** Full Town

**Cost Center #:** 1220  
**Manager:**

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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.

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. Toward that end, the Long Range Planning Division in the Department of Land Management is re-titled, "Long Range Planning and Economic Development".

## **Workload:**

# Department Summary

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*Department: Supervisor*

**Budget Year:** 2013  
**Division:** Supervisor  
**Tax District:** Full Town

**Cost Center #:** 1220  
**Manager:**

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**NOTES:**

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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.

The Supervisor's Office also administers a "Hamlet Services" Challenge Grant Program to work in partnership with community organizations for new enhancement projects for downtown revitalization and beautification projects, civic identity signage for hamlet areas, and community gateways. All allocations of funding shall be by Town Board Resolution. It is recommended that the \$8,000 funding allocation from Cablevision franchise fees in 2013 be distributed by Community Planning Areas as follows:

\$1,000 - Flanders/Riverside/Northampton  
\$1,000 - Eastport/Speonk/Remsenburg/Westhampton/Quogue  
\$1,000 - East Quogue  
\$1,000 - Hampton Bays  
\$1,000 - Shinnecock Hills/Tuckahoe/North Sea  
\$1,000 - Noyac/Unincorporated Sag Harbor  
\$1,000 - Water Mill  
\$1,000 - Bridgehampton

This cost center includes the Town of Southampton's dues for membership in the Association of Towns for 2013. The Town's dues are based upon "total revenues", excluding one-time federal and state grants and enterprise funds. The dues for 2013 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.

As the Supervisor is liaison to the Town's Fire and EMS service providers and receives input from them on their training needs, this cost center includes \$20,000 funding for equipment for the Firematic Training Facility in Hampton Bays.

The cost center also provides funding for support for the Town's Emergency Preparedness function.

# Department Summary

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*Department: Supervisor*

**Budget Year:** 2013  
**Division:** Supervisor  
**Tax District:** Full Town

**Cost Center #:** 1220  
**Manager:**

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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 inter and intra-departmental communication to enhance information sharing, planning, and project management.

## **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 |
|--------------------------------|------------------|----------------|-----------|--------------|----------------|------------------|---------------|---------------|----------------|----------------|------------------------|
| <b>Supervisor</b>              |                  |                |           |              |                |                  |               |               |                |                |                        |
| <b>Supervisor - 1220</b>       |                  |                |           |              |                |                  |               |               |                |                |                        |
| Confidential Secretary         | ADMINSUPPORT     | 38,500         | 0         | 750          | 39,250         | 1,299            | 3,003         | 5,299         | 265            | 9,866          | 49,116                 |
| Deputy Supervisor              | ADMINSUPPORT     | 15,000         | 0         | 0            | 15,000         | 1,299            | 1,148         | 0             | 120            | 2,567          | 17,567                 |
| Executive Assistant            | ADMINSUPPORT     | 75,771         | 0         | 2,904        | 78,675         | 19,854           | 6,019         | 10,621        | 499            | 36,993         | 115,667                |
| Deputy Chief of Staff          | ADMINSUPPORT     | 62,424         | 0         | 0            | 62,424         | 9,792            | 4,775         | 8,427         | 408            | 23,403         | 85,827                 |
| Supervisor                     | ELECTOFFICIALS   | 102,000        | 0         | 0            | 102,000        | 19,854           | 7,803         | 13,770        | 649            | 42,076         | 144,076                |
| <b>Total Supervisor - 1220</b> |                  | <b>293,695</b> | <b>0</b>  | <b>3,654</b> | <b>297,349</b> | <b>52,098</b>    | <b>22,747</b> | <b>38,117</b> | <b>1,942</b>   | <b>114,904</b> | <b>412,253</b>         |

**NOTES:**



# Town of Southampton

## 2013 Adopted Budget

### Supervisor - 1220

| Account Code                        | Description                              | 2011 Adopted Budget | 2011 Actual    | 2012 Adopted Budget | 2012 Amended Budget | 2012 Oct YTD Actual | 2013 Requested Budget | 2013 Tentative Budget | 2013 Preliminary Budget | 2013 Adopted Budget | 2013 Adopted / 2012 Amended Difference | 2013 Adopted / 2012 Amended % of Change | 2014 Requested Budget | 2014 Tentative Budget | 2014 Preliminary Budget | 2014 Adopted Budget |
|-------------------------------------|------------------------------------------|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|---------------------|----------------------------------------|-----------------------------------------|-----------------------|-----------------------|-------------------------|---------------------|
| <b>Real Property Taxes:</b>         |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 1001                                | Property Taxes                           | 420,082             | 426,599        | 397,864             | 397,672             | 397,672             | 422,126               | 442,385               | 442,385                 | 442,385             | 44,713                                 | 11.24%                                  | 420,767               | 440,994               | 440,994                 | 440,994             |
|                                     | <b>Total Real Property Taxes</b>         | 420,082             | 426,599        | 397,864             | 397,672             | 397,672             | 422,126               | 442,385               | 442,385                 | 442,385             | 44,713                                 | 11.24%                                  | 420,767               | 440,994               | 440,994                 | 440,994             |
| <b>Other Revenue:</b>               |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 1170                                | Cablevision Fees                         | 10,000              | 10,000         | 8,000               | 8,000               | 6,000               | 8,000                 | 8,000                 | 8,000                   | 8,000               | 0                                      | 0.00%                                   | 8,000                 | 8,000                 | 8,000                   | 8,000               |
|                                     | <b>Total Other Revenue</b>               | 10,000              | 10,000         | 8,000               | 8,000               | 6,000               | 8,000                 | 8,000                 | 8,000                   | 8,000               | 0                                      | 0.00%                                   | 8,000                 | 8,000                 | 8,000                   | 8,000               |
|                                     | <b>Total Revenue</b>                     | <b>430,082</b>      | <b>436,599</b> | <b>405,864</b>      | <b>405,672</b>      | <b>403,672</b>      | <b>430,126</b>        | <b>450,385</b>        | <b>450,385</b>          | <b>450,385</b>      | <b>44,713</b>                          | <b>11.02%</b>                           | <b>428,767</b>        | <b>448,994</b>        | <b>448,994</b>          | <b>448,994</b>      |
| <b>Salaries:</b>                    |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6100                                | Salaries                                 | 291,671             | 291,671        | 264,547             | 264,547             | 220,456             | 252,198               | 293,695               | 293,695                 | 293,695             | (29,148)                               | (11.02%)                                | 252,198               | 293,702               | 293,702                 | 293,702             |
| 6103                                | Accumulated Sick/Personal Days           | 0                   | 2,748          | 2,844               | 2,652               | 2,651               | 2,904                 | 2,904                 | 2,904                   | 2,904               | (252)                                  | (9.50%)                                 | 2,904                 | 2,904                 | 2,904                   | 2,904               |
| 6105                                | Part Time Salaries                       | 0                   | 0              | 15,600              | 15,600              | 11,759              | 30,000                | 0                     | 0                       | 0                   | 15,600                                 | 100.00%                                 | 30,000                | 0                     | 0                       | 0                   |
| 6127                                | Cash in Lieu of Health Benefits          | 0                   | 0              | 0                   | 0                   | 0                   | 0                     | 750                   | 750                     | 750                 | (750)                                  | (100.00%)                               | 0                     | 750                   | 750                     | 750                 |
|                                     | <b>Total Salaries</b>                    | 291,671             | 294,419        | 282,991             | 282,799             | 234,866             | 285,102               | 297,349               | 297,349                 | 297,349             | (14,550)                               | (5.14%)                                 | 285,102               | 297,356               | 297,356                 | 297,356             |
| <b>Employee Benefits - Current:</b> |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6810                                | Employee Retirement - Active             | 30,092              | 32,778         | 31,624              | 31,624              | 26,353              | 32,414                | 38,117                | 38,117                  | 38,117              | (6,493)                                | (20.53%)                                | 32,414                | 38,078                | 38,078                  | 38,078              |
| 6830                                | FICA Tax Expenditure                     | 22,313              | 22,538         | 21,649              | 21,649              | 17,631              | 21,810                | 22,747                | 22,747                  | 22,747              | (1,098)                                | (5.07%)                                 | 21,810                | 22,748                | 22,748                  | 22,748              |
| 6835                                | MTA Tax                                  | 0                   | 0              | 962                 | 962                 | 784                 | 969                   | 1,011                 | 1,011                   | 1,011               | (49)                                   | (5.07%)                                 | 969                   | 1,011                 | 1,011                   | 1,011               |
| 6840                                | Worker's Compensation                    | 1,350               | 1,519          | 751                 | 751                 | 583                 | 756                   | 787                   | 787                     | 787                 | (36)                                   | (4.85%)                                 | 756                   | 787                   | 787                     | 787                 |
| 6860                                | Medical Insurance - Active Employees     | 55,833              | 55,925         | 43,740              | 43,740              | 33,984              | 45,601                | 45,601                | 45,601                  | 45,601              | (1,861)                                | (4.25%)                                 | 45,601                | 45,601                | 45,601                  | 45,601              |
| 6865                                | Dental & Optical                         | 4,990               | 3,829          | 4,903               | 4,903               | 2,747               | 5,197                 | 6,497                 | 6,497                   | 6,497               | (1,594)                                | (32.50%)                                | 3,898                 | 5,197                 | 5,197                   | 5,197               |
| 6875                                | Disability                               | 133                 | 133            | 144                 | 144                 | 117                 | 144                   | 144                   | 144                     | 144                 | 0                                      | 0.00%                                   | 144                   | 144                   | 144                     | 144                 |
|                                     | <b>Total Employee Benefits - Current</b> | 114,711             | 116,721        | 103,773             | 103,773             | 82,199              | 106,892               | 114,904               | 114,904                 | 114,904             | (11,131)                               | (10.73%)                                | 105,593               | 113,566               | 113,566                 | 113,566             |
|                                     | <b>Total Employee Costs</b>              | <b>406,382</b>      | <b>411,140</b> | <b>386,764</b>      | <b>386,572</b>      | <b>317,065</b>      | <b>391,994</b>        | <b>412,253</b>        | <b>412,253</b>          | <b>412,253</b>      | <b>(25,681)</b>                        | <b>(6.64%)</b>                          | <b>390,695</b>        | <b>410,922</b>        | <b>410,922</b>          | <b>410,922</b>      |
| <b>Contractual:</b>                 |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6401                                | Contracts                                | 10,000              | 7,545          | 8,000               | 8,000               | 3,115               | 28,000                | 28,000                | 28,000                  | 28,000              | (20,000)                               | (250.00%)                               | 28,000                | 28,000                | 28,000                  | 28,000              |
| 6403                                | Gasoline                                 | 800                 | 760            | 1,000               | 3,000               | 1,454               | 3,000                 | 3,000                 | 3,000                   | 3,000               | 0                                      | 0.00%                                   | 2,940                 | 2,940                 | 2,940                   | 2,940               |
| 6411                                | Printing and Stationery                  | 500                 | 0              | 0                   | 0                   | 0                   | 0                     | 0                     | 0                       | 0                   | 0                                      | 0.00%                                   | 0                     | 0                     | 0                       | 0                   |
| 6412                                | Publications                             | 200                 | 75             | 0                   | 100                 | 80                  | 98                    | 98                    | 98                      | 98                  | 2                                      | 2.00%                                   | 98                    | 98                    | 98                      | 98                  |
| 6425                                | Office Supplies                          | 1,200               | 567            | 900                 | 800                 | 295                 | 784                   | 784                   | 784                     | 784                 | 16                                     | 2.00%                                   | 784                   | 784                   | 784                     | 784                 |
| 6464                                | Municipal Dues                           | 7,000               | 2,100          | 5,000               | 3,000               | 2,411               | 2,950                 | 2,950                 | 2,950                   | 2,950               | 50                                     | 1.67%                                   | 2,950                 | 2,950                 | 2,950                   | 2,950               |
| 6477                                | Copier Leases                            | 4,000               | 3,696          | 4,200               | 4,200               | 3,083               | 3,300                 | 3,300                 | 3,300                   | 3,300               | 900                                    | 21.43%                                  | 3,300                 | 3,300                 | 3,300                   | 3,300               |
|                                     | <b>Total Contractual</b>                 | 23,700              | 14,743         | 19,100              | 19,100              | 10,437              | 38,132                | 38,132                | 38,132                  | 38,132              | (19,032)                               | (99.64%)                                | 38,072                | 38,072                | 38,072                  | 38,072              |
|                                     | <b>Total Expenditures</b>                | <b>430,082</b>      | <b>425,883</b> | <b>405,864</b>      | <b>405,672</b>      | <b>327,502</b>      | <b>430,126</b>        | <b>450,385</b>        | <b>450,385</b>          | <b>450,385</b>      | <b>(44,713)</b>                        | <b>(11.02%)</b>                         | <b>428,767</b>        | <b>448,994</b>        | <b>448,994</b>          | <b>448,994</b>      |
|                                     | <b>Net Surplus (Deficit)</b>             | <b>0</b>            | <b>10,715</b>  | <b>0</b>            | <b>0</b>            | <b>76,170</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: Emergency Preparedness*

**Budget Year:** 2013  
**Division:** Supervisor  
**Tax District:** Full Town

**Cost Center #:** 3412  
**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

Emergency preparedness is most clearly defined as an organized effort to mitigate against, prepare for, respond to and recover from any event (be it natural or man made) which threatens to, or actually does inflict damage to people and/or property, by bringing together the proper mix of resources from the federal, state and local governments, the public and business and industry.

It is the responsibility of Emergency Preparedness to facilitate interdepartmental coordination of Southampton Town departments, to maintain a plan for the Town of Southampton, addressing the following: emergency communications systems; emergency exercises/drills; evacuation plan and training; public information /education; warning system, mobilization of emergency personnel/equipment; and interagency planning and coordination with other agencies at local, county, state and federal levels.

## **Workload:**

Upgrade Emergency Preparedness Plan, inventory and repair of existing equipment, establish contacts with the many public safety organizations (fire departments/ambulance corps), federal, state, county and local governmental bodies and provide training/instruction/exercises for local agencies. This is a continual process.

## **Goals & Objectives:**

1. To construct an Emergency Preparedness plan that fully addresses Town-wide MITIGATION, PREPARATION, RESPONSE AND RECOVERY.
2. Hold periodic meetings to instill the philosophy that Emergency Management/Preparedness is a group effort and partnership of all Town government departments and agencies to ensure public safety in the event of a disaster.

## **Legal Authority:**

Established pursuant to Southampton Town Board Resolution 2010-791.



# 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 |
|--------------------------------------------|------------------|---------------|-----------|------------|---------------|------------------|---------------|--------------|----------------|----------------|------------------------|
| <b>Supervisor</b>                          |                  |               |           |            |               |                  |               |              |                |                |                        |
| <b>Emergency Preparedness - 3412</b>       |                  |               |           |            |               |                  |               |              |                |                |                        |
| Emergency Preparedness & Safety Trainer    | PART-TIME        | 30,004        | 0         | 0          | 30,004        | 0                | 2,295         | 4,051        | 211            | 6,557          | 36,561                 |
| <b>Total Emergency Preparedness - 3412</b> |                  | <b>30,004</b> | <b>0</b>  | <b>0</b>   | <b>30,004</b> | <b>0</b>         | <b>2,295</b>  | <b>4,051</b> | <b>211</b>     | <b>6,557</b>   | <b>36,561</b>          |

**NOTES:**





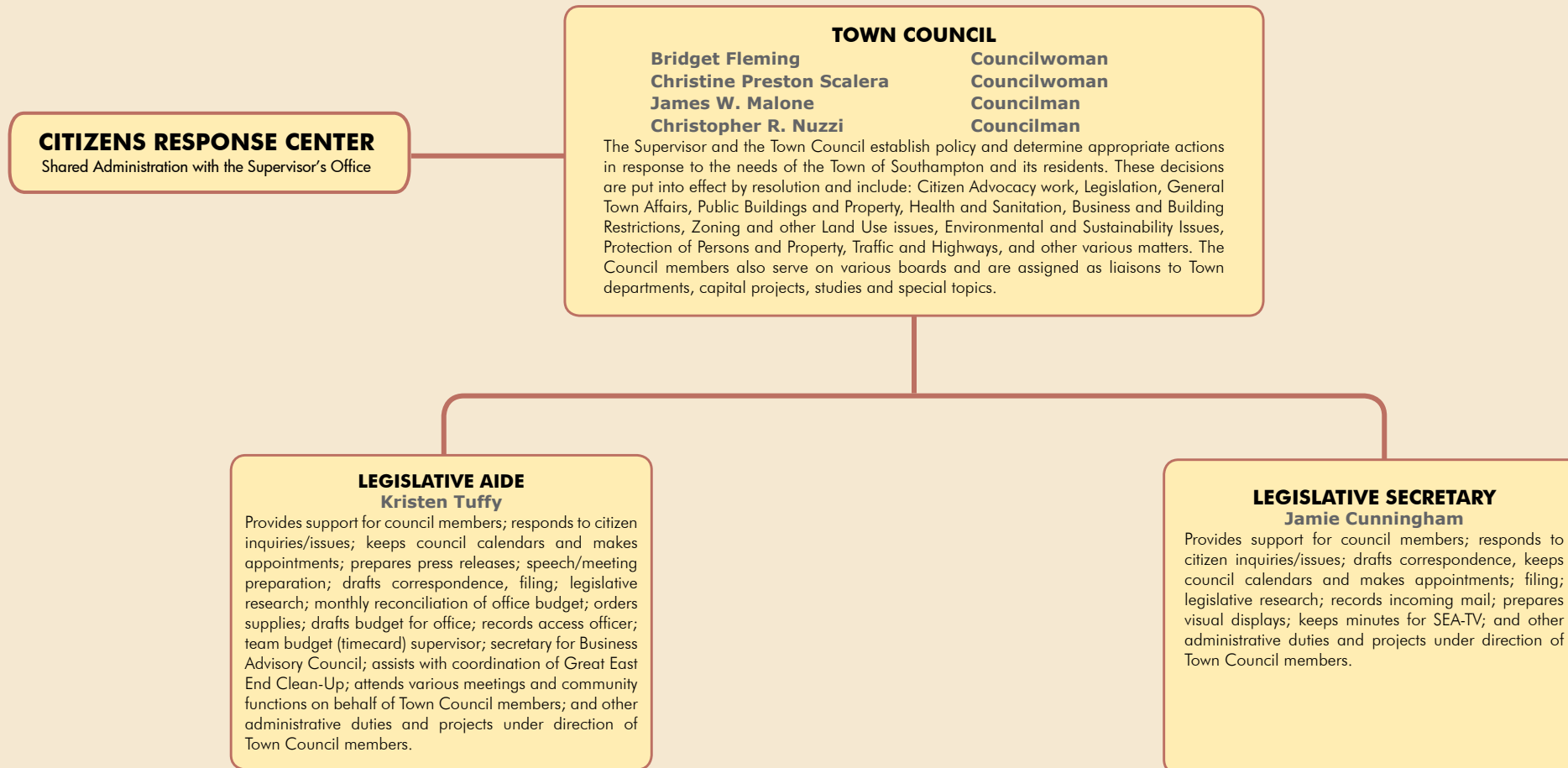
**Town of Southampton**  
**2013 Adopted Budget**  
**Emergency Preparedness - 3412**

| Account Code                        | Description                              | 2011 Adopted Budget | 2011 Actual   | 2012 Adopted Budget | 2012 Amended Budget | 2012 Oct YTD Actual | 2013 Requested Budget | 2013 Tentative Budget | 2013 Preliminary Budget | 2013 Adopted Budget | 2013 Adopted / 2012 Amended Difference | 2013 Adopted / 2012 Amended % of Change | 2014 Requested Budget | 2014 Tentative Budget | 2014 Preliminary Budget | 2014 Adopted Budget |
|-------------------------------------|------------------------------------------|---------------------|---------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|---------------------|----------------------------------------|-----------------------------------------|-----------------------|-----------------------|-------------------------|---------------------|
| <b>Real Property Taxes:</b>         |                                          |                     |               |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 1001                                | Property Taxes                           | 17,562              | 17,562        | 33,655              | 31,453              | 31,453              | 33,052                | 63,613                | 63,613                  | 63,613              | 32,160                                 | 102.25%                                 | 33,202                | 63,763                | 63,763                  | 63,763              |
|                                     | <b>Total Real Property Taxes</b>         | <b>17,562</b>       | <b>17,562</b> | <b>33,655</b>       | <b>31,453</b>       | <b>31,453</b>       | <b>33,052</b>         | <b>63,613</b>         | <b>63,613</b>           | <b>63,613</b>       | <b>32,160</b>                          | <b>102.25%</b>                          | <b>33,202</b>         | <b>63,763</b>         | <b>63,763</b>           | <b>63,763</b>       |
|                                     | <b>Total Revenue</b>                     | <b>17,562</b>       | <b>17,562</b> | <b>33,655</b>       | <b>31,453</b>       | <b>31,453</b>       | <b>33,052</b>         | <b>63,613</b>         | <b>63,613</b>           | <b>63,613</b>       | <b>32,160</b>                          | <b>102.25%</b>                          | <b>33,202</b>         | <b>63,763</b>         | <b>63,763</b>           | <b>63,763</b>       |
| <b>Salaries:</b>                    |                                          |                     |               |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6101                                | Overtime                                 | 4,750               | 0             | 5,000               | 5,000               | 0                   | 5,000                 | 5,000                 | 5,000                   | 5,000               | 0                                      | 0.00%                                   | 5,000                 | 5,000                 | 5,000                   | 5,000               |
| 6105                                | Part Time Salaries                       | 0                   | 0             | 0                   | 0                   | 0                   | 0                     | 30,004                | 30,004                  | 30,004              | (30,004)                               | (100.00%)                               | 0                     | 30,004                | 30,004                  | 30,004              |
|                                     | <b>Total Salaries</b>                    | <b>4,750</b>        | <b>0</b>      | <b>5,000</b>        | <b>5,000</b>        | <b>0</b>            | <b>5,000</b>          | <b>35,004</b>         | <b>35,004</b>           | <b>35,004</b>       | <b>(30,004)</b>                        | <b>(600.08%)</b>                        | <b>5,000</b>          | <b>35,004</b>         | <b>35,004</b>           | <b>35,004</b>       |
| <b>Employee Benefits - Current:</b> |                                          |                     |               |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6810                                | Employee Retirement - Active             | 575                 | 0             | 625                 | 625                 | 521                 | 575                   | 4,626                 | 4,626                   | 4,626               | (4,001)                                | (640.09%)                               | 725                   | 4,776                 | 4,776                   | 4,776               |
| 6830                                | FICA Tax Expenditure                     | 383                 | 0             | 383                 | 383                 | 0                   | 383                   | 2,678                 | 2,678                   | 2,678               | (2,295)                                | (599.30%)                               | 383                   | 2,678                 | 2,678                   | 2,678               |
| 6835                                | MTA Tax                                  | 0                   | 0             | 17                  | 17                  | 0                   | 17                    | 119                   | 119                     | 119                 | (102)                                  | (600.06%)                               | 17                    | 119                   | 119                     | 119                 |
| 6840                                | Worker's Compensation                    | 104                 | 101           | 0                   | 0                   | 0                   | 0                     | 80                    | 80                      | 80                  | (80)                                   | (100.00%)                               | 0                     | 80                    | 80                      | 80                  |
| 6875                                | Disability                               | 0                   | 0             | 0                   | 0                   | 0                   | 0                     | 29                    | 29                      | 29                  | (29)                                   | (100.00%)                               | 0                     | 29                    | 29                      | 29                  |
|                                     | <b>Total Employee Benefits - Current</b> | <b>1,062</b>        | <b>101</b>    | <b>1,025</b>        | <b>1,025</b>        | <b>521</b>          | <b>975</b>            | <b>7,532</b>          | <b>7,532</b>            | <b>7,532</b>        | <b>(6,507)</b>                         | <b>(634.84%)</b>                        | <b>1,125</b>          | <b>7,682</b>          | <b>7,682</b>            | <b>7,682</b>        |
|                                     | <b>Total Employee Costs</b>              | <b>5,812</b>        | <b>101</b>    | <b>6,025</b>        | <b>6,025</b>        | <b>521</b>          | <b>5,975</b>          | <b>42,536</b>         | <b>42,536</b>           | <b>42,536</b>       | <b>(36,511)</b>                        | <b>(605.99%)</b>                        | <b>6,125</b>          | <b>42,686</b>         | <b>42,686</b>           | <b>42,686</b>       |
| <b>Contractual:</b>                 |                                          |                     |               |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6401                                | Contracts                                | 7,000               | 899           | 17,880              | 17,880              | 1,575               | 17,522                | 12,522                | 12,522                  | 12,522              | 5,358                                  | 29.96%                                  | 17,522                | 12,522                | 12,522                  | 12,522              |
| 6411                                | Printing and Stationery                  | 2,500               | 2,276         | 6,000               | 3,798               | 1,256               | 5,880                 | 5,880                 | 5,880                   | 5,880               | (2,082)                                | (54.82%)                                | 5,880                 | 5,880                 | 5,880                   | 5,880               |
| 6420                                | Other                                    | 0                   | 0             | 500                 | 500                 | 0                   | 490                   | 490                   | 490                     | 490                 | 10                                     | 2.00%                                   | 490                   | 490                   | 490                     | 490                 |
| 6425                                | Office Supplies                          | 500                 | 192           | 500                 | 500                 | 0                   | 490                   | 490                   | 490                     | 490                 | 10                                     | 2.00%                                   | 490                   | 490                   | 490                     | 490                 |
| 6445                                | Food                                     | 750                 | 33            | 750                 | 750                 | 0                   | 735                   | 735                   | 735                     | 735                 | 15                                     | 2.00%                                   | 735                   | 735                   | 735                     | 735                 |
| 6450                                | Schools & Training                       | 1,000               | 211           | 2,000               | 2,000               | 200                 | 1,960                 | 960                   | 960                     | 960                 | 1,040                                  | 52.00%                                  | 1,960                 | 960                   | 960                     | 960                 |
|                                     | <b>Total Contractual</b>                 | <b>11,750</b>       | <b>3,612</b>  | <b>27,630</b>       | <b>25,428</b>       | <b>3,030</b>        | <b>27,077</b>         | <b>21,077</b>         | <b>21,077</b>           | <b>21,077</b>       | <b>4,351</b>                           | <b>17.11%</b>                           | <b>27,077</b>         | <b>21,077</b>         | <b>21,077</b>           | <b>21,077</b>       |
|                                     | <b>Total Expenditures</b>                | <b>17,562</b>       | <b>3,713</b>  | <b>33,655</b>       | <b>31,453</b>       | <b>3,551</b>        | <b>33,052</b>         | <b>63,613</b>         | <b>63,613</b>           | <b>63,613</b>       | <b>(32,160)</b>                        | <b>(102.25%)</b>                        | <b>33,202</b>         | <b>63,763</b>         | <b>63,763</b>           | <b>63,763</b>       |
|                                     | <b>Net Surplus (Deficit)</b>             | <b>0</b>            | <b>13,849</b> | <b>0</b>            | <b>0</b>            | <b>27,902</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>            |



# TOWN COUNCIL OFFICE

## 2013 ORGANIZATIONAL CHART





# Department Summary

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*Department: Town Council*

**Budget Year:** 2013

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:** Kristen Tuffy

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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:** 2013

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:** Kristen Tuffy

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**NOTES:**

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## **Workload:**

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. 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 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).

# Department Summary

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*Department: Town Council*

**Budget Year:** 2013

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:** Kristen Tuffy

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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.

## **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 |
|----------------------------------|------------------|----------------|-----------|------------|----------------|------------------|---------------|---------------|----------------|----------------|------------------------|
| <b>Town Council</b>              |                  |                |           |            |                |                  |               |               |                |                |                        |
| <b>Town Council - 1010</b>       |                  |                |           |            |                |                  |               |               |                |                |                        |
| Legislative Aide                 | ADMINSUPPORT     | 62,424         | 0         | 0          | 62,424         | 19,854           | 4,775         | 8,427         | 408            | 33,465         | 95,889                 |
| Legislative Secretary            | ADMINSUPPORT     | 51,000         | 0         | 0          | 51,000         | 8,960            | 3,902         | 6,885         | 339            | 20,085         | 71,085                 |
| Councilperson                    | ELECTOFFICIALS   | 60,000         | 0         | 0          | 60,000         | 19,854           | 4,590         | 8,100         | 394            | 32,937         | 92,937                 |
| Councilperson                    | ELECTOFFICIALS   | 60,000         | 0         | 0          | 60,000         | 19,854           | 4,590         | 8,100         | 394            | 32,937         | 92,937                 |
| Councilperson                    | ELECTOFFICIALS   | 60,000         | 0         | 0          | 60,000         | 19,854           | 4,590         | 8,100         | 394            | 32,937         | 92,937                 |
| Councilperson                    | ELECTOFFICIALS   | 60,000         | 0         | 0          | 60,000         | 9,792            | 4,590         | 8,100         | 394            | 22,875         | 82,875                 |
| <b>Total Town Council - 1010</b> |                  | <b>353,424</b> | <b>0</b>  | <b>0</b>   | <b>353,424</b> | <b>98,166</b>    | <b>27,037</b> | <b>47,712</b> | <b>2,322</b>   | <b>175,237</b> | <b>528,661</b>         |

**NOTES:**



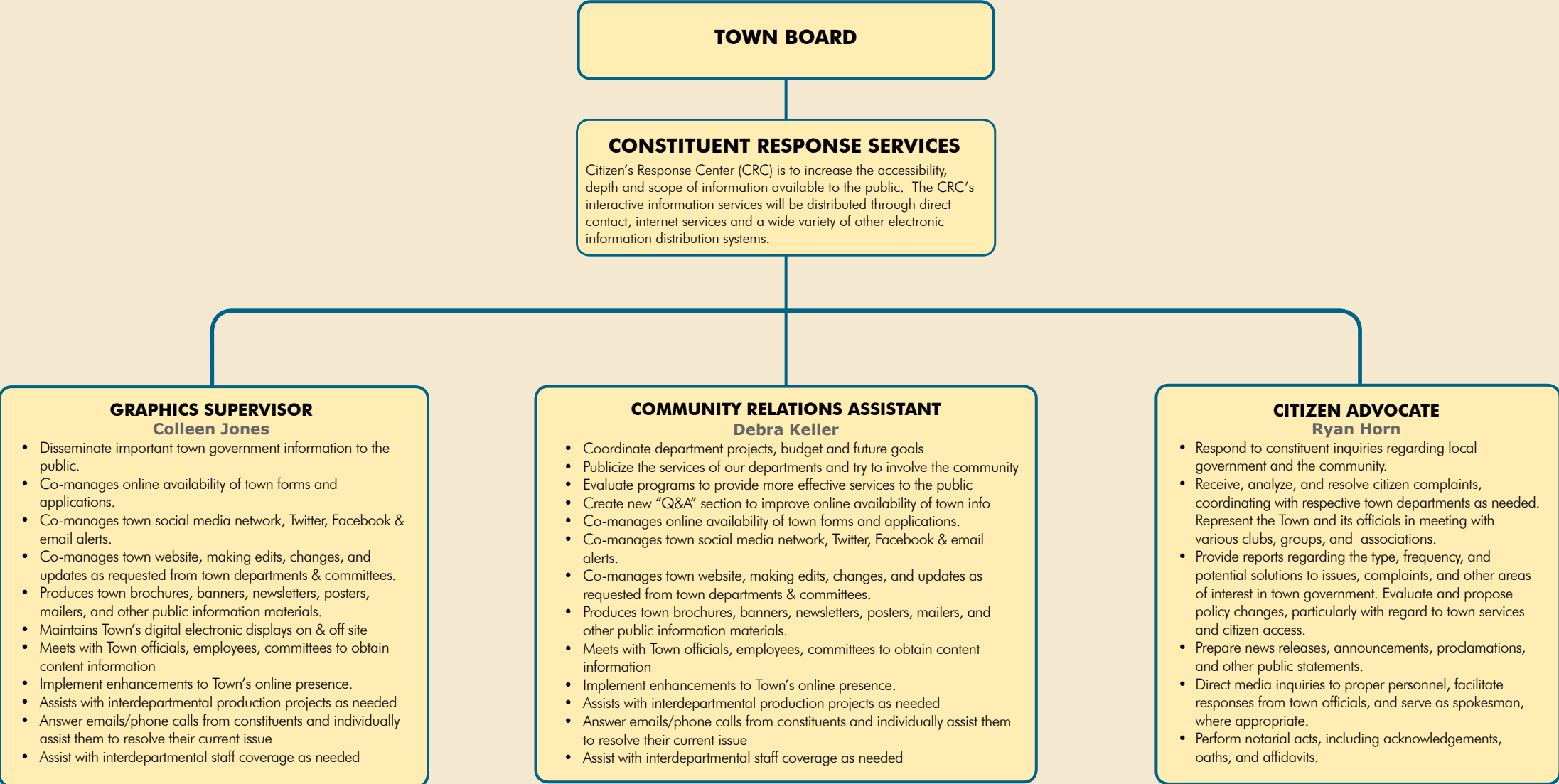
**Town of Southampton**  
**2013 Adopted Budget**  
**Town Council - 1010**

| Account Code                        | Description                              | 2011 Adopted Budget | 2011 Actual    | 2012 Adopted Budget | 2012 Amended Budget | 2012 Oct YTD Actual | 2013 Requested Budget | 2013 Tentative Budget | 2013 Preliminary Budget | 2013 Adopted Budget | 2013 Adopted / 2012 Amended Difference | 2013 Adopted / 2012 Amended % of Change | 2014 Requested Budget | 2014 Tentative Budget | 2014 Preliminary Budget | 2014 Adopted Budget |
|-------------------------------------|------------------------------------------|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|---------------------|----------------------------------------|-----------------------------------------|-----------------------|-----------------------|-------------------------|---------------------|
| <b>Real Property Taxes:</b>         |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 1001                                | Property Taxes                           | 506,127             | 509,476        | 518,817             | 534,463             | 534,464             | 533,836               | 533,836               | 533,836                 | 533,836             | (627)                                  | (0.12%)                                 | 528,638               | 531,401               | 531,401                 | 531,401             |
|                                     | <b>Total Real Property Taxes</b>         | <b>506,127</b>      | <b>509,476</b> | <b>518,817</b>      | <b>534,463</b>      | <b>534,464</b>      | <b>533,836</b>        | <b>533,836</b>        | <b>533,836</b>          | <b>533,836</b>      | <b>(627)</b>                           | <b>(0.12%)</b>                          | <b>528,638</b>        | <b>531,401</b>        | <b>531,401</b>          | <b>531,401</b>      |
|                                     | <b>Total Revenue</b>                     | <b>506,127</b>      | <b>509,476</b> | <b>518,817</b>      | <b>534,463</b>      | <b>534,464</b>      | <b>533,836</b>        | <b>533,836</b>        | <b>533,836</b>          | <b>533,836</b>      | <b>(627)</b>                           | <b>(0.12%)</b>                          | <b>528,638</b>        | <b>531,401</b>        | <b>531,401</b>          | <b>531,401</b>      |
| <b>Salaries:</b>                    |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6100                                | Salaries                                 | 349,939             | 349,939        | 352,138             | 352,138             | 285,129             | 353,424               | 353,424               | 353,424                 | 353,424             | (1,286)                                | (0.37%)                                 | 353,424               | 355,692               | 355,692                 | 355,692             |
| 6127                                | Cash in Lieu of Health Benefits          | 2,500               | 2,500          | 1,500               | 1,500               | 0                   | 0                     | 0                     | 0                       | 0                   | 1,500                                  | 100.00%                                 | 0                     | 0                     | 0                       | 0                   |
|                                     | <b>Total Salaries</b>                    | <b>352,439</b>      | <b>352,439</b> | <b>353,638</b>      | <b>353,638</b>      | <b>285,129</b>      | <b>353,424</b>        | <b>353,424</b>        | <b>353,424</b>          | <b>353,424</b>      | <b>214</b>                             | <b>0.06%</b>                            | <b>353,424</b>        | <b>355,692</b>        | <b>355,692</b>          | <b>355,692</b>      |
| <b>Employee Benefits - Current:</b> |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6810                                | Employee Retirement - Active             | 40,530              | 39,326         | 44,205              | 44,205              | 36,837              | 47,712                | 47,712                | 47,712                  | 47,712              | (3,508)                                | (7.93%)                                 | 47,712                | 48,018                | 48,018                  | 48,018              |
| 6830                                | FICA Tax Expenditure                     | 26,962              | 26,962         | 27,053              | 27,053              | 21,168              | 27,037                | 27,037                | 27,037                  | 27,037              | 16                                     | 0.06%                                   | 27,037                | 27,210                | 27,210                  | 27,210              |
| 6835                                | MTA Tax                                  | 0                   | 0              | 1,202               | 1,142               | 941                 | 1,202                 | 1,202                 | 1,202                   | 1,202               | (59)                                   | (5.19%)                                 | 1,202                 | 1,209                 | 1,209                   | 1,209               |
| 6840                                | Worker's Compensation                    | 1,631               | 1,822          | 944                 | 944                 | 733                 | 947                   | 947                   | 947                     | 947                 | (3)                                    | (0.36%)                                 | 947                   | 953                   | 953                     | 953                 |
| 6860                                | Medical Insurance - Active Employees     | 71,062              | 74,435         | 77,472              | 93,178              | 63,350              | 90,370                | 90,370                | 90,370                  | 90,370              | 2,808                                  | 3.01%                                   | 90,370                | 90,370                | 90,370                  | 90,370              |
| 6865                                | Dental & Optical                         | 6,480               | 6,346          | 7,355               | 7,355               | 5,265               | 7,796                 | 7,796                 | 7,796                   | 7,796               | (441)                                  | (6.00%)                                 | 2,599                 | 2,599                 | 2,599                   | 2,599               |
| 6875                                | Disability                               | 173                 | 173            | 173                 | 173                 | 140                 | 173                   | 173                   | 173                     | 173                 | 0                                      | 0.00%                                   | 173                   | 173                   | 173                     | 173                 |
|                                     | <b>Total Employee Benefits - Current</b> | <b>146,838</b>      | <b>149,063</b> | <b>158,404</b>      | <b>174,050</b>      | <b>128,434</b>      | <b>175,237</b>        | <b>175,237</b>        | <b>175,237</b>          | <b>175,237</b>      | <b>(1,187)</b>                         | <b>(0.68%)</b>                          | <b>170,039</b>        | <b>170,533</b>        | <b>170,533</b>          | <b>170,533</b>      |
|                                     | <b>Total Employee Costs</b>              | <b>499,277</b>      | <b>501,502</b> | <b>512,042</b>      | <b>527,688</b>      | <b>413,563</b>      | <b>528,661</b>        | <b>528,661</b>        | <b>528,661</b>          | <b>528,661</b>      | <b>(973)</b>                           | <b>(0.18%)</b>                          | <b>523,463</b>        | <b>526,226</b>        | <b>526,226</b>          | <b>526,226</b>      |
| <b>Contractual:</b>                 |                                          |                     |                |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6411                                | Printing and Stationery                  | 300                 | 88             | 300                 | 495                 | 177                 | 300                   | 300                   | 300                     | 300                 | 195                                    | 39.39%                                  | 300                   | 300                   | 300                     | 300                 |
| 6412                                | Publications                             | 500                 | 378            | 500                 | 500                 | 303                 | 375                   | 375                   | 375                     | 375                 | 125                                    | 25.00%                                  | 375                   | 375                   | 375                     | 375                 |
| 6416                                | Travel, Dues and Related                 | 500                 | 161            | 500                 | 305                 | 55                  | 400                   | 400                   | 400                     | 400                 | (95)                                   | (31.15%)                                | 400                   | 400                   | 400                     | 400                 |
| 6425                                | Office Supplies                          | 1,000               | 977            | 900                 | 900                 | 469                 | 800                   | 800                   | 800                     | 800                 | 100                                    | 11.11%                                  | 800                   | 800                   | 800                     | 800                 |
| 6477                                | Copier Leases                            | 4,550               | 4,056          | 4,575               | 4,575               | 3,380               | 3,300                 | 3,300                 | 3,300                   | 3,300               | 1,275                                  | 27.87%                                  | 3,300                 | 3,300                 | 3,300                   | 3,300               |
|                                     | <b>Total Contractual</b>                 | <b>6,850</b>        | <b>5,660</b>   | <b>6,775</b>        | <b>6,775</b>        | <b>4,385</b>        | <b>5,175</b>          | <b>5,175</b>          | <b>5,175</b>            | <b>5,175</b>        | <b>1,600</b>                           | <b>23.62%</b>                           | <b>5,175</b>          | <b>5,175</b>          | <b>5,175</b>            | <b>5,175</b>        |
|                                     | <b>Total Expenditures</b>                | <b>506,127</b>      | <b>507,162</b> | <b>518,817</b>      | <b>534,463</b>      | <b>417,948</b>      | <b>533,836</b>        | <b>533,836</b>        | <b>533,836</b>          | <b>533,836</b>      | <b>627</b>                             | <b>0.12%</b>                            | <b>528,638</b>        | <b>531,401</b>        | <b>531,401</b>          | <b>531,401</b>      |
|                                     | <b>Net Surplus (Deficit)</b>             | <b>0</b>            | <b>2,314</b>   | <b>0</b>            | <b>0</b>            | <b>116,516</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>            |



# CITIZEN'S RESPONSE CENTER

## 2013 ORGANIZATIONAL CHART





# Department Summary

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*Department: Citizen Response Center*

**Budget Year:** 2013

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1480

**Manager:**

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## **Departmental Mission & Responsibilities:**

The mission of Citizen Response Center is to provide the public with quick, easy access to all government services and information while maintaining the highest possible level of constituent service to help agencies and departments improve service delivery by allowing them to focus on their core missions and manage their workload efficiently and to provide insight into ways to improve Town government through data collection, and measurement and analysis of service delivery Town-wide.

CRC will interact with all departments within town governments to best ascertain their information distribution needs as well as the information needs of the community and provide each with effective strategies for addressing those needs. The CRC will be responsible for maintaining current information on the Town website as well as other information distribution mechanisms.

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**NOTES:**

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# Department Summary

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*Department: Citizen Response Center*

**Budget Year:** 2013  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1480  
**Manager:**

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**NOTES:**

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## Workload:

### Online Presence:

1. Implement enhancements to Town's online presence thru social media network, Twitter, Facebook and email alerts.
2. Maintain new "Q & A" section to improve online availability of Town information.
3. Manage online availability of Town forms and applications.
4. Manage Town's website, including, changes and updates, as requested from Town officials, departments heads and committees.
5. Maintain Town's digital electronic displays on and off site.

### Interdepartmental Support:

1. Publicize the services of our departments and engage the community in our programs.
2. Evaluate department programs to provide more effective services to the public.
3. Assist with interdepartmental production projects and staff coverage, as needed.

### Community Services:

1. Oversee the intake and distribution of meeting minutes and correspondence received from the Citizen Advisory Committees (CACs), and maintain a record of their meeting minutes.
2. Produce Town brochures, banners, newsletters, posters, mailers and other public informational materials.
3. Answer emails/phone calls from constituents and individually assist them to resolve their current issue or direct to appropriate party.
4. Receive, analyze and resolve citizen complaints, coordinating with respective town departments, as needed.
5. Disseminate important Town government information to the public and respond to constituent inquiries regarding the community.
6. Represent the Town and its officials in meeting with various clubs, groups and associations where appropriate.
7. Prepare news releases, announcements, proclamations and other public statements.
8. Direct media inquiries to proper personnel, facilitate responses from Town officials, and serve as spokesman, where appropriate.
9. Perform notarial acts, including acknowledgements, oaths and affidavits.

### Reporting:

1. Provide reports regarding the type, frequency, and potential solutions to issues, complaints and other areas of interest in Town government.
2. Evaluate and propose procedural changes, particularly with regard to Town services and citizen access.



# Department Summary

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*Department: Citizen Response Center*

**Budget Year:** 2013

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1480

**Manager:**

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## Goals & Objectives:

1. Improve internet based features and enhancements to existing web applications such as: emergency alerts, RSS feeds, fillable forms and expand departmental awareness.
2. Improve the dissemination of information through internet and mobile devices to enhance constituents' experience.
  - a. Create, publish and maintain a Q & A Section for the website.
  - b. Post Bi-Weekly Newsletter thru Facebook, Twitter and Constant Contact
  - c. Standardize Town forms

## Legal Authority:

Established as part of the 2012 Budget.

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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 |
|---------------------------------------------|------------------------|----------------|-----------|------------|----------------|------------------|---------------|---------------|----------------|----------------|------------------------|
| <b>Town Council</b>                         |                        |                |           |            |                |                  |               |               |                |                |                        |
| <b>Citizen Response Center - 1480</b>       |                        |                |           |            |                |                  |               |               |                |                |                        |
| Citizen Advocate                            | ADMINSUPPORT           | 47,627         | 0         | 0          | 47,627         | 9,792            | 3,643         | 6,430         | 318            | 20,183         | 67,810                 |
| Community Relations Assistant               | ADMINSUPPORT           | 49,877         | 0         | 0          | 49,877         | 19,854           | 3,816         | 6,733         | 332            | 30,735         | 80,612                 |
| Graphics Supervisor                         | CSEA40HOUR-NEW / F / 5 | 54,330         | 0         | 0          | 54,330         | 19,988           | 4,156         | 7,335         | 359            | 31,838         | 86,167                 |
| <b>Total Citizen Response Center - 1480</b> |                        | <b>151,834</b> | <b>0</b>  | <b>0</b>   | <b>151,834</b> | <b>49,633</b>    | <b>11,615</b> | <b>20,498</b> | <b>1,010</b>   | <b>82,755</b>  | <b>234,589</b>         |

**NOTES:**



**Town of Southampton**  
**2013 Adopted Budget**  
**Citizen Response Center - 1480**

| Account Code                        | Description                              | 2011 Adopted Budget | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Oct YTD Actual | 2013 Requested Budget | 2013 Tentative Budget | 2013 Preliminary Budget | 2013 Adopted Budget | 2013 Adopted / 2012 Amended Difference | 2013 Adopted / 2012 Amended % of Change | 2014 Requested Budget | 2014 Tentative Budget | 2014 Preliminary Budget | 2014 Adopted Budget |
|-------------------------------------|------------------------------------------|---------------------|-------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|---------------------|----------------------------------------|-----------------------------------------|-----------------------|-----------------------|-------------------------|---------------------|
| <b>Real Property Taxes:</b>         |                                          |                     |             |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 1001                                | Property Taxes                           | 0                   | 0           | 160,217             | 242,386             | 242,386             | 256,889               | 250,889               | 250,889                 | 250,889             | 8,503                                  | 3.51%                                   | 262,812               | 259,186               | 259,186                 | 259,186             |
|                                     | <b>Total Real Property Taxes</b>         | <b>0</b>            | <b>0</b>    | <b>160,217</b>      | <b>242,386</b>      | <b>242,386</b>      | <b>256,889</b>        | <b>250,889</b>        | <b>250,889</b>          | <b>250,889</b>      | <b>8,503</b>                           | <b>3.51%</b>                            | <b>262,812</b>        | <b>259,186</b>        | <b>259,186</b>          | <b>259,186</b>      |
|                                     | <b>Total Revenue</b>                     | <b>0</b>            | <b>0</b>    | <b>160,217</b>      | <b>242,386</b>      | <b>242,386</b>      | <b>256,889</b>        | <b>250,889</b>        | <b>250,889</b>          | <b>250,889</b>      | <b>8,503</b>                           | <b>3.51%</b>                            | <b>262,812</b>        | <b>259,186</b>        | <b>259,186</b>          | <b>259,186</b>      |
| <b>Salaries:</b>                    |                                          |                     |             |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6100                                | Salaries                                 | 0                   | 0           | 90,116              | 142,344             | 117,500             | 151,834               | 151,834               | 151,834                 | 151,834             | (9,490)                                | (6.67%)                                 | 152,920               | 154,870               | 154,870                 | 154,870             |
|                                     | <b>Total Salaries</b>                    | <b>0</b>            | <b>0</b>    | <b>90,116</b>       | <b>142,344</b>      | <b>117,500</b>      | <b>151,834</b>        | <b>151,834</b>        | <b>151,834</b>          | <b>151,834</b>      | <b>(9,490)</b>                         | <b>(6.67%)</b>                          | <b>152,920</b>        | <b>154,870</b>        | <b>154,870</b>          | <b>154,870</b>      |
| <b>Employee Benefits - Current:</b> |                                          |                     |             |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6810                                | Employee Retirement - Active             | 0                   | 0           | 11,265              | 17,794              | 14,167              | 20,498                | 20,498                | 20,498                  | 20,498              | (2,704)                                | (15.20%)                                | 20,644                | 20,907                | 20,907                  | 20,907              |
| 6830                                | FICA Tax Expenditure                     | 0                   | 0           | 6,894               | 10,890              | 8,628               | 11,615                | 11,615                | 11,615                  | 11,615              | (725)                                  | (6.66%)                                 | 11,698                | 11,848                | 11,848                  | 11,848              |
| 6835                                | MTA Tax                                  | 0                   | 0           | 306                 | 483                 | 389                 | 516                   | 516                   | 516                     | 516                 | (33)                                   | (6.79%)                                 | 520                   | 527                   | 527                     | 527                 |
| 6840                                | Worker's Compensation                    | 0                   | 0           | 242                 | 382                 | 296                 | 407                   | 407                   | 407                     | 407                 | (25)                                   | (6.65%)                                 | 410                   | 415                   | 415                     | 415                 |
| 6860                                | Medical Insurance - Active Employees     | 0                   | 0           | 23,649              | 41,488              | 31,982              | 45,735                | 45,735                | 45,735                  | 45,735              | (4,247)                                | (10.24%)                                | 45,735                | 45,735                | 45,735                  | 45,735              |
| 6865                                | Dental & Optical                         | 0                   | 0           | 2,292               | 3,523               | 2,608               | 3,898                 | 3,898                 | 3,898                   | 3,898               | (375)                                  | (10.64%)                                | 3,898                 | 3,898                 | 3,898                   | 3,898               |
| 6875                                | Disability                               | 0                   | 0           | 54                  | 83                  | 44                  | 86                    | 86                    | 86                      | 86                  | (4)                                    | (4.25%)                                 | 86                    | 86                    | 86                      | 86                  |
|                                     | <b>Total Employee Benefits - Current</b> | <b>0</b>            | <b>0</b>    | <b>44,701</b>       | <b>74,642</b>       | <b>58,114</b>       | <b>82,755</b>         | <b>82,755</b>         | <b>82,755</b>           | <b>82,755</b>       | <b>(8,113)</b>                         | <b>(10.87%)</b>                         | <b>82,992</b>         | <b>83,416</b>         | <b>83,416</b>           | <b>83,416</b>       |
|                                     | <b>Total Employee Costs</b>              | <b>0</b>            | <b>0</b>    | <b>134,817</b>      | <b>216,986</b>      | <b>175,614</b>      | <b>234,589</b>        | <b>234,589</b>        | <b>234,589</b>          | <b>234,589</b>      | <b>(17,603)</b>                        | <b>(8.11%)</b>                          | <b>235,912</b>        | <b>238,286</b>        | <b>238,286</b>          | <b>238,286</b>      |
| <b>Contractual:</b>                 |                                          |                     |             |                     |                     |                     |                       |                       |                         |                     |                                        |                                         |                       |                       |                         |                     |
| 6401                                | Contracts                                | 0                   | 0           | 25,000              | 19,465              | 508                 | 15,000                | 10,000                | 10,000                  | 10,000              | 9,465                                  | 48.63%                                  | 19,600                | 14,600                | 14,600                  | 14,600              |
| 6416                                | Travel, Dues and Related                 | 0                   | 0           | 0                   | 835                 | 833                 | 500                   | 500                   | 500                     | 500                 | 335                                    | 40.12%                                  | 500                   | 500                   | 500                     | 500                 |
| 6425                                | Office Supplies                          | 0                   | 0           | 400                 | 2,400               | 2,037               | 3,000                 | 2,000                 | 2,000                   | 2,000               | 400                                    | 16.67%                                  | 3,000                 | 2,000                 | 2,000                   | 2,000               |
| 6477                                | Copier Leases                            | 0                   | 0           | 0                   | 2,700               | 2,448               | 3,800                 | 3,800                 | 3,800                   | 3,800               | (1,100)                                | (40.74%)                                | 3,800                 | 3,800                 | 3,800                   | 3,800               |
|                                     | <b>Total Contractual</b>                 | <b>0</b>            | <b>0</b>    | <b>25,400</b>       | <b>25,400</b>       | <b>5,826</b>        | <b>22,300</b>         | <b>16,300</b>         | <b>16,300</b>           | <b>16,300</b>       | <b>9,100</b>                           | <b>35.83%</b>                           | <b>26,900</b>         | <b>20,900</b>         | <b>20,900</b>           | <b>20,900</b>       |
|                                     | <b>Total Expenditures</b>                | <b>0</b>            | <b>0</b>    | <b>160,217</b>      | <b>242,386</b>      | <b>181,440</b>      | <b>256,889</b>        | <b>250,889</b>        | <b>250,889</b>          | <b>250,889</b>      | <b>(8,503)</b>                         | <b>(3.51%)</b>                          | <b>262,812</b>        | <b>259,186</b>        | <b>259,186</b>          | <b>259,186</b>      |
|                                     | <b>Net Surplus (Deficit)</b>             | <b>0</b>            | <b>0</b>    | <b>0</b>            | <b>0</b>            | <b>60,946</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>            |

