

TRUSTEES OFFICE

2013 ORGANIZATIONAL CHART

BOARD OF TRUSTEES

Eric Shultz Trustee, President
Jon Semlear Trustee
Fred Havemeyer Trustee
William Pell IV Trustee
Ed Warner Jr Trustee

- Preserves public access to the water;
- Upholds the traditions of a maritime community;
- Advises the Town Board on coastal related issues;
- Informs the public of the Facts of Coastal Issues and Policy;
- Represents the best interest of the freeholders;
- Maintains and protect surface water quality;
- Regulates dock and bulkhead construction and impacts;
- Promotes sustainable harvest of commercial shellfish and finfish;
- Provides a safe marine environment;
- Inspects all structures built on bay bottom;

OFFICE

LEGISLATIVE SECRETARY Julie Kranz

- Prepares the Trustee's Board Meeting minutes, which are held twice a month;
- Prepares of meeting agendas and meetings;
- Processes daily mail, bills, letters, notices from the Army Corp of Engineers, tax forms, agenda items, NYSDEC notices, new applications, referrals, etc.;
- Types all office correspondence;
- Maintains and balances all office bank/checking accounts;
- Processes and types all correspondence relating Building and Zoning, Planning Department and Road Review Department referrals and distributes to appropriate Trustee;
- Manages lease renewals and collects fees for dock space at Trustee's Basin;
- Oversees office employees and maintains personnel files for all office full-time, part-time and seasonal staff;
- Keeps track of spending in all Trustee Town GL Accounts and payroll spending, as per budget;
- Accounts Payable/Budget Transfers;
- Public Hearing Notices and Legal Notices;
- Processes Beach Event applications, collects fees and forwards to Trustee;
- Maintains Trustee's record books;
- Inputs all financial data on Unix (the Town's Financial Computer System);
- Processes all dock, bulkhead and dredging applications and assesses for completeness before distribution, including the calculating and receipt of all fees;
- Supervises the permit sales in the office (Mooring, Ramp permits, 4x4 permits, Guides Licenses, Commercial Shellfish licenses).

DRIVER MESSENGER*
Vacant

CLERK TYPIST Diane Fisher

- Takes-in and processes all Trustees Applications and Permits;
- Commencement and Completion Notice processing;
- Dock Lottery List and mailings;
- Maintains Cut Opening List for Mecox and Sagaponack Inlets;
- Pump Out Waste Totals;
- Clerical typing and laminating;
- Renewal and cancellation mailings/maintain waiting lists;
- Mail room/answer phones/photocopy/inventory of supplies;
- Bank runs;
- Maintains and files of all Trustees Applications and Permits;
- Operates cash register/close cash register daily;
- Processes Foil requests;
- Assists with Trustees request.

BUILDING & GROUNDS

WATER WAYS MAINTENANCE SUPERVISOR (P/T)* James White

- Supervises crew, participates in all maintenance work and ensures safety;
- Schedules work by priority basis with manpower, weather, and other hazards;
- Trains workers in all activities and use of required equipment;
- Record Keeping: Time records of crew/ Inventory of equipment and material;
- Repairs, fabricates and maintains all aids to navigation;
- Builds, repairs and maintains all fixed docks and floating docks, walkways, bulkheads, boat ramps, barns and shops;
- Pump out Boat Operations: maintain and repairs a seven boat fleet.

PART-TIME PROGRAM AIDE I *
Part Time (3)

PUMP-OUT BOAT OPERATORS PROGRAM AIDE I *
Part Time (8)

WATER WAYS MAINTENANCE MECHANIC III Harry Miller WATER WAYS MAINTENANCE MECHANIC II (2) Edward White Patrick Mullen

- Building Maintenance: Maintains operation of heating systems and electrical systems, painting buildings, general structural repairs, windows, doors, locks, etc.;
- Operates: power tools, winches, pumps, mowers, small front end loader;
- Clean ups on Trustee roads, patches pot holes, cuts and cleans brush;
- Sign Work: Fabricates, letter, silkscreen, paint; refurbishes and installs signs;
- Repairs: mowers, pumps, power equipment, light vehicle maintenance, etc.;
- Provides grounds maintenance: mowing, fertilizing, and seeding. Installs of benches/ tables.
- Removes snow from Trustee parking areas, walkways and stairs.
- Assists local community groups in related activities.

* Funded directly by Trustees

Department Summary

Department: Board of Trustees

Budget Year: 2013
Division: Board of Trustees
Tax District: Full Town

Cost Center #: 8700
Manager: Julie Kranz

NOTES:

Departmental Mission & Responsibilities:

The Trustees are a select group of individuals whose sole responsibility is the protection of the shores, bays and lake bottoms and their produce for the benefit of the Town's residents.

The Trustees work with all segments of the population. They must be aware of any law that relates to the local resident, the week-ender, the commercial fisherman, the developer, or the homeowner hoping to improve his property on the water's edge. The Trustees must be aware of the effects of any decisions they render upon the environment and its resources.

Each Trustee has the following responsibilities:

1. To make decisions affecting the wetlands.
2. To conduct a routine inspection of individual areas.
3. To work with the Bay Constables, who shall remain available to the Trustees with respect to the enforcement of Trustee rules and regulations and Town Code provisions related to Trustee lands and waters.
4. To conduct inspections at the request of all governmental agencies, relating to property within 500 feet of any surface water.
5. To conduct inspections on all applications to the Board of Trustees (i.e., construction of bulkheads, docks, dredging and moorings).
6. To answer queries and complaints from the general public.
7. To work with the Town Attorney regarding all legal matters.
8. To sign all legal documents.
9. To arrange for and supervise maintenance dredging.
10. To prepare budget for, oversee and police shellfish transplants in the Town waters.
11. To prepare specifications for bids.
12. To promulgate rules and regulations for the Board.

The three (3) Waterways Maintenance Mechanics are overseen by the Trustees and have the following responsibilities:

1. Provide a safe marine environment for the citizens of and visitors to our Town. This includes the maintenance of safe waterways and wetlands, protection of water quality, and maintenance of Town marine facilities.
2. Place all navigation aids in the waters of the Town and make repairs to same.
3. Remove hazards to navigation.
4. Provide general maintenance to docks, bulkheads and ramps, including building and installing floating docks, fixed docks and signs; and cleaning and repairing ramps, as needed.

Department Summary

Department: Board of Trustees

Budget Year: 2013

Division: Board of Trustees

Tax District: Full Town

Cost Center #: 8700

Manager: Julie Kranz

5. Maintain power tools, pumps, boats and other equipment, as required. Create and place signs used by department (speed, ramp, beach driving and others).
6. Provide general building and ground maintenance by doing carpentry, masonry, electrical, plumbing and painting to department property. Maintain Trustee properties and rights-of-way (tree trimming, grass).
7. Assist Bay Constables with boat impounds and shellfish programs. Responsible for having knowledge of Town waters and waterways. Operate and maintain 25' barge and other department boats.

The Secretary to the Board of Trustees, overseen by the President of the Board, has the following responsibilities:

1. Prepare bi-monthly Board meeting agendas, minutes of each meeting, reports and summaries of business transacted.
2. Receive, sort, and process all incoming mail for department members, including but not limited to, all applications for permits (bulkheading, dredging, docks, moorings, ramps and beach four-wheel drive vehicles).
3. Issue and maintain file for all Town Commercial Shellfish licenses.
4. Maintain file for all resident, freeholders and temporary resident shellfish licenses issued by the Town Clerk's Office.
5. Issue and maintain file for all Town Guide Licenses.
6. Maintain records for all fish traps, pots, gill nets and in Town waters and types renewal notices.
7. Maintain all records for duck blind permits and renewals and assist Bay Constables with map placement location.
8. Notify local newspapers, radio stations, and the public regarding public meetings, notice to bidders, changes in Trustees' Rules and Regulations.
9. Process all bids for department vehicles, boats and motors, including typing and mailing specifications.
10. Maintain all records for dock lottery participants and permit holders and assist Bay Constable with slip assignments.
11. Prepare confidential letters for Trustees regarding litigation, general correspondence and numerous reports.
12. Receive, sort, prepare, and answer all requests for building referrals and inspections.
13. Issue all permits approved by the Board.
14. Issue four-wheel drive and ramp permit stickers to the general public.
15. Prepare and type all invoices, purchase orders, and vouchers against the fourteen (14) accounts in the Trustees' yearly budget.
16. Answer telephones and relay emergency calls to Bay Constables and pump-out boat operators.
17. Maintain inventory of Department of Motor Vehicle ("DMV") titles, registrations, warranties, and service contracts on department equipment, including patrol boats and trailers, patrol vehicles, all shop equipment and office equipment.
18. Responsible for all bookkeeping and bank deposits, including impound fees.

NOTES:

Department Summary

Department: Board of Trustees

Budget Year: 2013

Division: Board of Trustees

Tax District: Full Town

Cost Center #: 8700

Manager: Julie Kranz

NOTES:

Workload:

There are five Trustees in the Town of Southampton, each responsible for monitoring a specific area of wetlands in the Town. Each Trustee is a member of the Board, which is overseen by the President. The President of the Trustees, in addition to monitoring an assigned wetlands area, is also responsible supervising the workings of the office, the secretary, one (1) Senior Clerk Typist, one (1) Waterways Maintenance Mechanic III and two (2) Maintenance Mechanic II. The President also oversees administration of the pump-out program for Town waters, which includes approximately ten (10) seasonal boat operators and administers the Town's Piping Plover Program, which includes three (3) seasonal Coastal Stewards.

Goals & Objectives:

The Dongan Patent was granted more than 300 years ago, and is still ruled as valid by the Courts of the State of New York and the Supreme Court of the United States. This patent established that a portion of the Town of Southampton, approximately 25,000 acres, consisting of waters and land under the waters, were to be vested in the Trustees of the Freeholders and Commonalty of the Town of Southampton. The Trustees are to act as custodians of the same in a manner, which in their judgment, will best serve the interests of the inhabitants of the Town.

Legal Authority:

The Town of Southampton Board of Trustees was established in 1686 by the Dongan Patent. This document, granted more than 300 years ago, is still ruled as valid by the Courts of the State of New York and the Supreme Court of the United States. This patent established that a portion of the Town of Southampton, approximately 25,000 acres, consisting of waters and land under the waters together with numerous Right of Ways to the waters, were to be vested in the Trustees of the Freeholders and Commonalty of the Town of Southampton. The Trustees are to act as custodians of the same in a manner, which in their judgment, will best serve the interests of the inhabitants of the Town.

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 |
|---------------------------------------|-------------------------------|----------------|--------------|--------------|----------------|------------------|---------------|---------------|----------------|----------------|------------------------|
| Board of Trustees | | | | | | | | | | | |
| Board of Trustees - 8700 | | | | | | | | | | | |
| Legislative Secretary | ADMINSUPPORT | 55,183 | 0 | 1,500 | 56,683 | 1,299 | 4,795 | 8,462 | 390 | 20,947 | 77,630 |
| Waterways Maintenance Mechanic III | ADMINSUPPORT | 59,160 | 0 | 0 | 59,160 | 18,083 | 4,526 | 7,987 | 6,335 | 36,930 | 96,090 |
| Driver Messenger | CSEA40HOUR - 7-1-2010 / A / 1 | 34,348 | 0 | 0 | 34,348 | 19,988 | 2,628 | 4,465 | 238 | 27,318 | 61,666 |
| Clerk Typist | CSEA40HOUR-NEW / B / 5 | 40,549 | 1,622 | 2,500 | 44,671 | 1,299 | 3,417 | 6,031 | 289 | 11,037 | 55,707 |
| Maintenance Mechanic II | CSEA40HOUR-NEW / D / 5 | 47,460 | 1,908 | 0 | 49,368 | 10,865 | 3,777 | 6,665 | 3,075 | 24,382 | 73,750 |
| Maintenance Mechanic II | CSEA40HOUR-NEW / D / 5 | 47,460 | 2,848 | 0 | 50,308 | 10,865 | 3,849 | 6,792 | 3,133 | 24,638 | 74,946 |
| Trustee | ELECTOFFICIALS | 23,900 | 0 | 0 | 23,900 | 19,854 | 1,828 | 3,227 | 174 | 25,083 | 48,983 |
| Trustee | ELECTOFFICIALS | 30,300 | 0 | 0 | 30,300 | 19,854 | 2,318 | 4,091 | 213 | 26,475 | 56,775 |
| Trustee | ELECTOFFICIALS | 23,900 | 0 | 0 | 23,900 | 19,854 | 1,828 | 3,227 | 174 | 25,083 | 48,983 |
| Trustee | ELECTOFFICIALS | 23,900 | 0 | 0 | 23,900 | 19,854 | 1,828 | 3,227 | 174 | 25,083 | 48,983 |
| Trustee | ELECTOFFICIALS | 23,900 | 0 | 0 | 23,900 | 19,854 | 1,828 | 3,227 | 906 | 25,814 | 49,714 |
| Clerk Typist | PART-TIME | 7,140 | 0 | 0 | 7,140 | 0 | 546 | 0 | 72 | 618 | 7,758 |
| Waterways Maintenance Mechanic III | PART-TIME | 30,004 | 0 | 0 | 30,004 | 0 | 2,295 | 0 | 3,227 | 5,522 | 35,526 |
| Program Aide I | SEASONAL | 9,800 | 0 | 0 | 9,800 | 0 | 750 | 0 | 413 | 1,162 | 10,962 |
| Program Aide I | SEASONAL | 9,800 | 0 | 0 | 9,800 | 0 | 750 | 0 | 243 | 992 | 10,792 |
| Program Aide I | SEASONAL | 7,490 | 0 | 0 | 7,490 | 0 | 573 | 0 | 322 | 895 | 8,385 |
| Program Aide I | SEASONAL | 9,800 | 0 | 0 | 9,800 | 0 | 750 | 0 | 413 | 1,162 | 10,962 |
| Total Board of Trustees - 8700 | | 484,094 | 6,378 | 4,000 | 494,472 | 161,667 | 38,286 | 57,397 | 19,790 | 283,141 | 777,613 |

NOTES:

Town of Southampton
2013 Adopted Budget
Board of Trustees - 8700

| 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 |
|-------------------------------------|--|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|---------------------|--|---|-----------------------|-----------------------|-------------------------|---------------------|
| Real Property Taxes: | | | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 542,351 | 537,990 | 607,289 | 607,289 | 607,289 | 868,994 | 676,485 | 676,485 | 676,485 | 69,197 | 11.39% | 870,346 | 678,132 | 678,132 | 678,132 |
| | Total Real Property Taxes | 542,351 | 537,990 | 607,289 | 607,289 | 607,289 | 868,994 | 676,485 | 676,485 | 676,485 | 69,197 | 11.39% | 870,346 | 678,132 | 678,132 | 678,132 |
| Other Revenue: | | | | | | | | | | | | | | | | |
| 2210 | Intergovernmental Revenue | 90,687 | 87,524 | 111,139 | 108,189 | 82,315 | 0 | 146,398 | 146,398 | 146,398 | 38,209 | 35.32% | 0 | 146,398 | 146,398 | 146,398 |
| 3960 | State Aid, Emergency Disaster | 0 | 0 | 0 | 0 | 188 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| 4960 | Federal Grants - FEMA | 0 | 0 | 0 | 0 | 1,125 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| | Total Other Revenue | 90,687 | 87,524 | 111,139 | 108,189 | 83,628 | 0 | 146,398 | 146,398 | 146,398 | 38,209 | 35.32% | 0 | 146,398 | 146,398 | 146,398 |
| | Total Revenue | 633,038 | 625,514 | 718,428 | 715,478 | 690,917 | 868,994 | 822,883 | 822,883 | 822,883 | 107,406 | 15.01% | 870,346 | 824,530 | 824,530 | 824,530 |
| Salaries: | | | | | | | | | | | | | | | | |
| 6100 | Salaries | 343,551 | 327,198 | 404,252 | 363,337 | 287,298 | 410,060 | 410,060 | 410,060 | 410,060 | (46,723) | (12.86%) | 413,968 | 416,254 | 416,254 | 416,254 |
| 6101 | Overtime | 0 | 0 | 0 | 550 | 704 | 7,000 | 2,000 | 2,000 | 2,000 | (1,450) | (263.64%) | 7,140 | 2,000 | 2,000 | 2,000 |
| 6103 | Accumulated Sick/Personal Days | 928 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| 6105 | Part Time Salaries | 30,000 | 64,797 | 30,004 | 86,894 | 76,513 | 74,034 | 74,034 | 74,034 | 74,034 | 12,860 | 14.80% | 74,034 | 74,034 | 74,034 | 74,034 |
| 6110 | Longevity | 1,824 | 2,736 | 6,248 | 6,248 | 0 | 6,378 | 6,378 | 6,378 | 6,378 | (130) | (2.08%) | 6,378 | 6,378 | 6,378 | 6,378 |
| 6113 | Other Pay | 0 | 0 | 0 | 4,000 | 3,000 | 6,000 | 6,000 | 6,000 | 6,000 | (2,000) | (50.00%) | 6,000 | 6,000 | 6,000 | 6,000 |
| 6127 | Cash in Lieu of Health Benefits | 5,000 | 8,333 | 5,500 | 5,500 | 2,750 | 4,000 | 4,000 | 4,000 | 4,000 | 1,500 | 27.27% | 4,000 | 4,000 | 4,000 | 4,000 |
| | Total Salaries | 381,303 | 403,065 | 446,004 | 466,529 | 370,264 | 507,472 | 502,472 | 502,472 | 502,472 | (35,943) | (7.70%) | 511,519 | 508,666 | 508,666 | 508,666 |
| Employee Benefits - Current: | | | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 40,400 | 36,957 | 51,543 | 46,131 | 41,280 | 58,202 | 58,202 | 58,202 | 58,202 | (12,071) | (26.17%) | 58,724 | 59,033 | 59,033 | 59,033 |
| 6830 | FICA Tax Expenditure | 29,170 | 30,864 | 34,119 | 35,713 | 27,604 | 38,822 | 38,822 | 38,822 | 38,822 | (3,109) | (8.71%) | 39,121 | 39,296 | 39,296 | 39,296 |
| 6835 | MTA Tax | 0 | 0 | 1,516 | 1,587 | 1,228 | 1,726 | 1,726 | 1,726 | 1,726 | (138) | (8.71%) | 1,739 | 1,747 | 1,747 | 1,747 |
| 6840 | Worker's Compensation | 11,348 | 15,117 | 13,584 | 13,382 | 12,282 | 17,599 | 17,599 | 17,599 | 17,599 | (4,217) | (31.52%) | 17,715 | 17,840 | 17,840 | 17,840 |
| 6860 | Medical Insurance - Active Employees | 106,592 | 82,352 | 115,360 | 96,987 | 80,194 | 147,374 | 147,374 | 147,374 | 147,374 | (50,387) | (51.95%) | 147,374 | 147,374 | 147,374 | 147,374 |
| 6865 | Dental & Optical | 10,260 | 8,638 | 13,484 | 12,286 | 7,645 | 14,293 | 14,293 | 14,293 | 14,293 | (2,007) | (16.34%) | 7,796 | 7,796 | 7,796 | 7,796 |
| 6875 | Disability | 360 | 245 | 346 | 391 | 244 | 490 | 490 | 490 | 490 | (99) | (25.35%) | 490 | 490 | 490 | 490 |
| | Total Employee Benefits - Current | 198,130 | 174,173 | 229,952 | 206,477 | 170,478 | 278,506 | 278,506 | 278,506 | 278,506 | (72,029) | (34.88%) | 272,959 | 273,576 | 273,576 | 273,576 |
| | Total Employee Costs | 579,433 | 577,238 | 675,956 | 673,006 | 540,742 | 785,978 | 780,978 | 780,978 | 780,978 | (107,972) | (16.04%) | 784,478 | 782,242 | 782,242 | 782,242 |
| Equipment: | | | | | | | | | | | | | | | | |
| 6200 | Equipment | 12,000 | 11,755 | 5,000 | 5,000 | 1,359 | 8,000 | 5,000 | 5,000 | 5,000 | 0 | 0.00% | 8,160 | 5,000 | 5,000 | 5,000 |
| | Total Equipment | 12,000 | 11,755 | 5,000 | 5,000 | 1,359 | 8,000 | 5,000 | 5,000 | 5,000 | 0 | 0.00% | 8,160 | 5,000 | 5,000 | 5,000 |
| Contractual: | | | | | | | | | | | | | | | | |
| 6401 | Contracts | 1,155 | 1,146 | 1,178 | 548 | 75 | 1,202 | 1,202 | 1,202 | 1,202 | (654) | (119.26%) | 1,226 | 1,226 | 1,226 | 1,226 |
| 6403 | Gasoline | 6,000 | 13,221 | 10,000 | 10,000 | 9,494 | 10,200 | 10,000 | 10,000 | 10,000 | 0 | 0.00% | 11,629 | 10,000 | 10,000 | 10,000 |
| 6404 | Electric | 4,000 | 2,510 | 2,000 | 1,945 | 1,578 | 2,000 | 2,000 | 2,000 | 2,000 | (55) | (2.83%) | 2,024 | 2,024 | 2,024 | 2,024 |
| 6405 | Fuel Oil | 4,000 | 4,818 | 7,000 | 7,000 | 2,652 | 7,140 | 7,000 | 7,000 | 7,000 | 0 | 0.00% | 7,283 | 7,000 | 7,000 | 7,000 |
| 6406 | Repair Equipment | 1,000 | 993 | 1,020 | 1,020 | 537 | 5,000 | 1,000 | 1,000 | 1,000 | 20 | 1.96% | 5,100 | 1,100 | 1,100 | 1,100 |

Town of Southampton
2013 Adopted Budget
Board of Trustees - 8700

| Account Code | Description | 2011 | 2011 | 2012 | 2012 | 2012 | 2013 | | 2013 | | 2013 | 2013 | 2014 | 2014 | 2014 | 2014 |
|--------------|------------------------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|--------------------|----------------|-----------------------------------|----------------------------|------------------|------------------|--------------------|----------------|
| | | Adopted Budget | Actual | Adopted Budget | Amended Budget | Oct YTD Actual | Requested Budget | Tentative Budget | Preliminary Budget | Adopted Budget | Adopted / 2012 Amended Difference | Adopted / 2012 % of Change | Requested Budget | Tentative Budget | Preliminary Budget | Adopted Budget |
| 6411 | Printing and Stationery | 500 | 496 | 510 | 510 | 0 | 521 | 500 | 500 | 500 | 10 | 1.96% | 532 | 500 | 500 | 500 |
| 6418 | Uniforms | 1,500 | 1,695 | 500 | 500 | 571 | 750 | 500 | 500 | 500 | 0 | 0.00% | 765 | 500 | 500 | 500 |
| 6420 | Other | 500 | 441 | 510 | 510 | 509 | 521 | 521 | 521 | 521 | (11) | (2.16%) | 532 | 532 | 532 | 532 |
| 6421 | Legal Notices | 1,500 | 1,720 | 1,530 | 1,332 | 287 | 1,483 | 1,483 | 1,483 | 1,483 | (151) | (11.34%) | 1,513 | 1,513 | 1,513 | 1,513 |
| 6425 | Office Supplies | 1,200 | 1,208 | 1,224 | 914 | 915 | 1,200 | 1,200 | 1,200 | 1,200 | (286) | (31.29%) | 1,224 | 1,224 | 1,224 | 1,224 |
| 6426 | Supplies - Other | 7,000 | 6,890 | 5,000 | 5,630 | 5,621 | 8,000 | 5,000 | 5,000 | 5,000 | 630 | 11.19% | 8,160 | 5,160 | 5,160 | 5,160 |
| 6456 | Stocking Fish | 0 | 0 | 0 | 0 | 0 | 27,500 | 0 | 0 | 0 | 0 | 0.00% | 28,050 | 0 | 0 | 0 |
| 6466 | Telephone - Wireless | 750 | 321 | 0 | 415 | 203 | 500 | 500 | 500 | 500 | (85) | (20.48%) | 510 | 510 | 510 | 510 |
| 6474 | Other - Landfill Charges | 5,000 | 1,095 | 2,000 | 2,122 | 2,121 | 1,000 | 1,000 | 1,000 | 1,000 | 1,122 | 52.87% | 1,000 | 1,000 | 1,000 | 1,000 |
| 6480 | Marine Charges | 7,500 | 7,633 | 5,000 | 5,026 | 5,025 | 8,000 | 5,000 | 5,000 | 5,000 | 26 | 0.52% | 8,160 | 5,000 | 5,000 | 5,000 |
| | Total Contractual | 41,605 | 44,187 | 37,472 | 37,472 | 29,588 | 75,017 | 36,906 | 36,906 | 36,906 | 566 | 1.51% | 77,708 | 37,289 | 37,289 | 37,289 |
| | Total Expenditures | 633,038 | 633,180 | 718,428 | 715,478 | 571,689 | 868,994 | 822,883 | 822,883 | 822,883 | (107,406) | (15.01%) | 870,346 | 824,530 | 824,530 | 824,530 |
| | Net Surplus (Deficit) | 0 | (7,666) | 0 | 0 | 119,228 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 |

Department Summary

Department: Pump-Out Boat Division

Budget Year: 2013

Division: Board of Trustees

Tax District: Full Town

Cost Center #: 8189

Manager: Julie Kranz

NOTES:

Departmental Mission & Responsibilities:

The marine Pump-Out Program was initiated by the Southampton Board of Trustees in 1995. This program was intended to prevent the illegal discharge of waste into local waters. Marine waste is considered hazardous material and discharge into our waters can have serious effects, including health issues and closures to both swimming and shell fishing areas. The program has pumped over 1 million gallons of sewage from the boaters using our waterways. Both the Peconic Bay Estuary and the South Shore Estuary are now designated as "No Discharge Zones." The Trustees' Pump Out program was instrumental in this designation. The Trustees, with the assistance of grants from the Environmental Facilities Corporation and Suffolk County, will replace two of their older boats this year, which will increase their effectiveness in the future.

Workload:

The Board of Trustees, with the assistance from the Town Bay Constables, operates seven pump-out vessels, each with the capacity to retrieve up to 250 gallons of marine waste. The pump-out vessel is on call by VHF radio and is available to all boaters in Southampton Town waters and the Peconic Estuary, free of charge.

The pump-out program is expected to remove in excess of 112,000 gallons of marine waste from local waters, per year. This program is extremely effective and beneficial to Southampton's environmental, social and economic health. Our aim is to increase the pump-out boat activity by 10%.

Goals & Objectives:

This program is extremely effective and beneficial to Southampton's environmental, social and economic health. The Trustees have established a goal to increase the pump-out boat activity by 10%.

Legal Authority:

The Town of Southampton Board of Trustees has been charged with the authority to oversee and administer Southampton's Marine Pump-Out Program. This program is the first in New York State and the largest program with respect to both area of coverage and volume of marine waste that was recovered.

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 |
|--|------------------|---------------|-----------|------------|---------------|------------------|---------------|------------|----------------|----------------|------------------------|
| Board of Trustees | | | | | | | | | | | |
| Pump-Out Boat Division - 8189 | | | | | | | | | | | |
| Program Aide I | SEASONAL | 5,622 | 0 | 0 | 5,622 | 0 | 430 | 0 | 249 | 679 | 6,302 |
| Program Aide I | SEASONAL | 9,371 | 0 | 0 | 9,371 | 0 | 717 | 0 | 396 | 1,113 | 10,484 |
| Program Aide I | SEASONAL | 9,371 | 0 | 0 | 9,371 | 0 | 717 | 0 | 396 | 1,113 | 10,484 |
| Program Aide I | SEASONAL | 9,371 | 0 | 0 | 9,371 | 0 | 717 | 0 | 396 | 1,113 | 10,484 |
| Program Aide I | SEASONAL | 5,622 | 0 | 0 | 5,622 | 0 | 430 | 0 | 249 | 679 | 6,302 |
| Program Aide I | SEASONAL | 9,371 | 0 | 0 | 9,371 | 0 | 717 | 0 | 396 | 1,113 | 10,484 |
| Program Aide I | SEASONAL | 10,357 | 0 | 0 | 10,357 | 0 | 792 | 0 | 434 | 1,227 | 11,584 |
| Total Pump-Out Boat Division - 8189 | | 59,085 | 0 | 0 | 59,085 | 0 | 4,520 | 0 | 2,516 | 7,036 | 66,121 |

NOTES:

Town of Southampton
2013 Adopted Budget
Pump-Out Boat Division - 8189

| 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 |
|-------------------------------------|--|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|---------------------|--|---|-----------------------|-----------------------|-------------------------|---------------------|
| Real Property Taxes: | | | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 60,899 | 78,899 | 66,132 | 66,032 | 66,032 | 74,664 | 70,864 | 70,864 | 70,864 | 4,833 | 7.32% | 75,435 | 71,395 | 71,395 | 71,395 |
| | Total Real Property Taxes | 60,899 | 78,899 | 66,132 | 66,032 | 66,032 | 74,664 | 70,864 | 70,864 | 70,864 | 4,833 | 7.32% | 75,435 | 71,395 | 71,395 | 71,395 |
| Other Revenue: | | | | | | | | | | | | | | | | |
| 2210 | Intergovernmental Revenue | 18,000 | 0 | 13,663 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| 3020 | Pump-Out Boats-Clean Vessel Grant | 30,000 | 30,000 | 30,000 | 30,000 | 35,000 | 30,000 | 30,000 | 30,000 | 30,000 | 0 | 0.00% | 30,000 | 30,000 | 30,000 | 30,000 |
| | Total Other Revenue | 48,000 | 30,000 | 43,663 | 30,000 | 35,000 | 30,000 | 30,000 | 30,000 | 30,000 | 0 | 0.00% | 30,000 | 30,000 | 30,000 | 30,000 |
| | Total Revenue | 108,899 | 108,899 | 109,795 | 96,032 | 101,032 | 104,664 | 100,864 | 100,864 | 100,864 | 4,833 | 5.03% | 105,435 | 101,395 | 101,395 | 101,395 |
| Salaries: | | | | | | | | | | | | | | | | |
| 6105 | Part Time Salaries | 63,006 | 62,615 | 69,991 | 47,796 | 41,891 | 59,085 | 59,085 | 59,085 | 59,085 | (11,290) | (23.62%) | 59,085 | 59,085 | 59,085 | 59,085 |
| | Total Salaries | 63,006 | 62,615 | 69,991 | 47,796 | 41,891 | 59,085 | 59,085 | 59,085 | 59,085 | (11,290) | (23.62%) | 59,085 | 59,085 | 59,085 | 59,085 |
| Employee Benefits - Current: | | | | | | | | | | | | | | | | |
| 6830 | FICA Tax Expenditure | 4,820 | 4,790 | 5,354 | 4,421 | 3,205 | 4,520 | 4,520 | 4,520 | 4,520 | (99) | (2.23%) | 4,520 | 4,520 | 4,520 | 4,520 |
| 6835 | MTA Tax | 0 | 0 | 238 | 97 | 143 | 201 | 201 | 201 | 201 | (104) | (106.42%) | 201 | 201 | 201 | 201 |
| 6840 | Worker's Compensation | 2,227 | 3,237 | 2,503 | 2,067 | 1,944 | 2,113 | 2,113 | 2,113 | 2,113 | (46) | (2.23%) | 2,113 | 2,113 | 2,113 | 2,113 |
| 6875 | Disability | 346 | 101 | 288 | 230 | 67 | 202 | 202 | 202 | 202 | 28 | 12.35% | 202 | 202 | 202 | 202 |
| | Total Employee Benefits - Current | 7,392 | 8,128 | 8,384 | 6,816 | 5,359 | 7,036 | 7,036 | 7,036 | 7,036 | (220) | (3.23%) | 7,036 | 7,036 | 7,036 | 7,036 |
| | Total Employee Costs | 70,399 | 70,743 | 78,375 | 54,612 | 47,251 | 66,121 | 66,121 | 66,121 | 66,121 | (11,510) | (21.08%) | 66,121 | 66,121 | 66,121 | 66,121 |
| Equipment: | | | | | | | | | | | | | | | | |
| 6200 | Equipment | 5,000 | 5,530 | 2,100 | 751 | 676 | 5,000 | 5,000 | 5,000 | 5,000 | (4,249) | (565.78%) | 5,100 | 5,100 | 5,100 | 5,100 |
| | Total Equipment | 5,000 | 5,530 | 2,100 | 751 | 676 | 5,000 | 5,000 | 5,000 | 5,000 | (4,249) | (565.78%) | 5,100 | 5,100 | 5,100 | 5,100 |
| Contractual: | | | | | | | | | | | | | | | | |
| 6401 | Contracts | 5,000 | 4,996 | 5,100 | 6,301 | 4,641 | 5,202 | 5,202 | 5,202 | 5,202 | 1,099 | 17.44% | 5,306 | 5,306 | 5,306 | 5,306 |
| 6403 | Gasoline | 13,500 | 13,535 | 15,000 | 12,750 | 10,324 | 15,300 | 15,300 | 15,300 | 15,300 | (2,550) | (20.00%) | 15,606 | 15,606 | 15,606 | 15,606 |
| 6418 | Uniforms | 1,000 | 970 | 1,020 | 738 | 737 | 1,041 | 1,041 | 1,041 | 1,041 | (303) | (41.06%) | 1,062 | 1,062 | 1,062 | 1,062 |
| 6426 | Supplies - Other | 4,000 | 3,470 | 3,000 | 3,000 | 2,432 | 4,000 | 3,000 | 3,000 | 3,000 | 0 | 0.00% | 4,080 | 3,000 | 3,000 | 3,000 |
| 6480 | Marine Charges | 10,000 | 9,954 | 5,200 | 17,880 | 4,040 | 8,000 | 5,200 | 5,200 | 5,200 | 12,680 | 70.92% | 8,160 | 5,200 | 5,200 | 5,200 |
| | Total Contractual | 33,500 | 32,925 | 29,320 | 40,669 | 22,175 | 33,543 | 29,743 | 29,743 | 29,743 | 10,926 | 26.87% | 34,214 | 30,174 | 30,174 | 30,174 |
| | Total Expenditures | 108,899 | 109,198 | 109,795 | 96,032 | 70,101 | 104,664 | 100,864 | 100,864 | 100,864 | (4,833) | (5.03%) | 105,435 | 101,395 | 101,395 | 101,395 |
| | Net Surplus (Deficit) | 0 | (299) | 0 | 0 | 30,930 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 |

