

2021 ORGANIZATIONAL CHART  
**SUPERVISOR'S OFFICE**

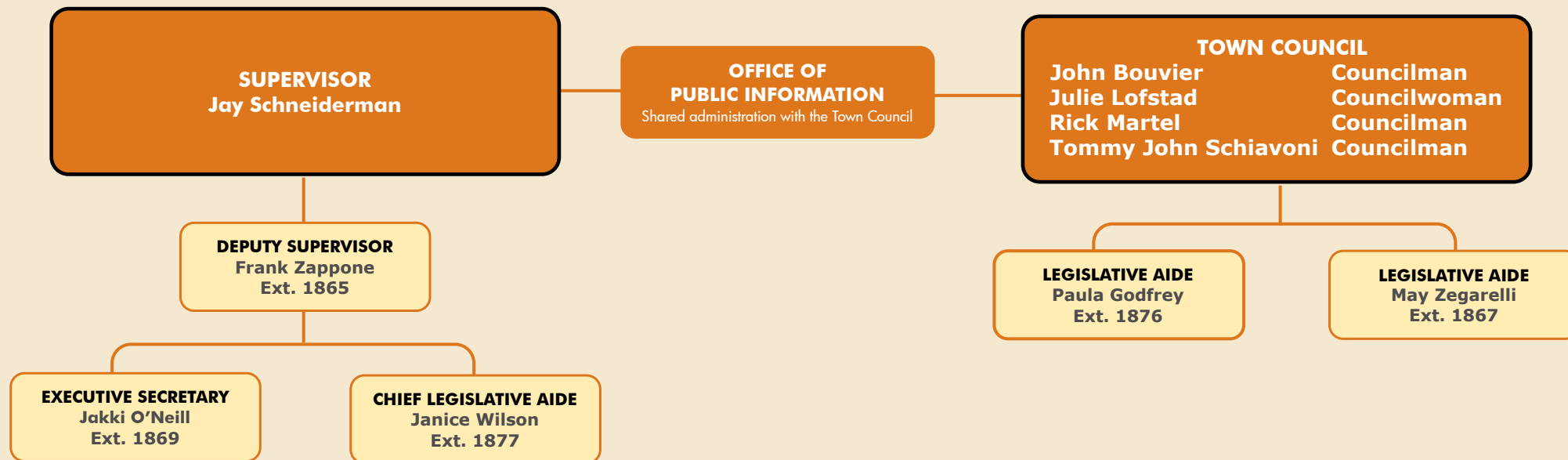
Main Line: 702-6055

Fax: 287-5708

**TOWN COUNCIL OFFICE**

Main Line: 287-5745

Fax: 287-4507





## **SUPERVISOR - SUMMARY**

*Department: Supervisor*

**Budget Year:** 2021

**Division:** Supervisor

**Tax District:** Full Town

**Cost Center #:** 1220

**Manager:** Janice Wilson

**NOTES:**

### **Departmental Mission & Responsibilities:**

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

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

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

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

### **Workload:**

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

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

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

# Department Summary

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*Department: Supervisor*

**Budget Year:** 2021  
**Division:** Supervisor  
**Tax District:** Full Town

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

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## Goals & Objectives:

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

## Legal Authority:

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

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**NOTES:**

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# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
<b>Supervisor</b>													
<b>Supervisor</b>													
<b>Supervisor - 1220</b>													
Chief Legislative Aide	ADMINSUPPORT	91,431	4,572	3,517	99,520	29,340	7,645	14,002	778	51,765	151,284	23.1	100.0
Deputy Supervisor	ADMINSUPPORT	86,384	0	6,023	92,407	1,380	7,100	13,002	730	22,212	114,619	11.0	100.0
Special Assistant (Confidential Secretary)	ADMINSUPPORT	87,540	3,502	6,023	97,065	1,380	7,456	13,655	751	23,243	120,308	5.1	100.0
Supervisor	ELECTOFFICIALS	124,317	6,000	6,023	136,340	1,380	8,599	19,101	481	29,561	165,901	5.1	100.0
<b>Total Supervisor - 1220</b>		<b>389,672</b>	<b>14,074</b>	<b>21,586</b>	<b>425,332</b>	<b>33,480</b>	<b>30,800</b>	<b>59,760</b>	<b>2,741</b>	<b>126,780</b>	<b>552,112</b>		

**NOTES:**



## TOWN COUNCIL - SUMMARY

*Department: Town Council*

**Budget Year:** 2021

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:** Paula Godfrey

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**NOTES:**

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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.

# Department Summary

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*Department: Town Council*

**Budget Year:** 2021

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:** Paula Godfrey

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**NOTES:**

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## **Workload:**

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

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

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

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

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



# Department Summary

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*Department: Town Council*

**Budget Year:** 2021

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:** Paula Godfrey

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## **Goals & Objectives:**

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

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

## **Legal Authority:**

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

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**NOTES:**

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# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
<b>Town Council</b>													
<b>Town Council</b>													
<b>Town Council - 1010</b>													
Legislative Aide	ADMINSUPPORT	65,753	0	0	65,753	28,488	5,053	9,254	544	43,340	109,093	1.1	100.0
Legislative Aide	ADMINSUPPORT	69,342	0	6,023	75,365	1,380	5,790	10,603	594	18,367	93,732	3.0	100.0
Councilperson	ELECTOFFICIALS	69,822	0	0	69,822	28,488	5,366	9,827	577	44,258	114,080	7.0	100.0
Councilperson	ELECTOFFICIALS	69,822	2,793	0	72,615	28,488	5,580	10,218	587	44,873	117,488	4.9	100.0
Councilperson	ELECTOFFICIALS	69,822	0	6,023	75,845	1,380	5,827	10,671	598	18,475	94,320	1.1	100.0
Councilperson	ELECTOFFICIALS	69,822	0	6,023	75,845	1,380	5,827	10,671	598	18,475	94,320		100.0
<b>Total Town Council - 1010</b>		<b>414,385</b>	<b>2,793</b>	<b>18,069</b>	<b>435,247</b>	<b>89,604</b>	<b>33,442</b>	<b>61,245</b>	<b>3,497</b>	<b>187,788</b>	<b>623,035</b>		

**NOTES:**

**Town of Southampton**  
**2021 Adopted Budget**  
**Town Council - 1010**

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
	<b>Real Property Taxes:</b>															
1001	Property Taxes	618,978	618,978	624,144	624,144	624,144	622,565	629,035	629,035	629,035	4,891	0.78%	631,100	637,693	637,693	637,693
	<b>Total Real Property Taxes</b>	<b>618,978</b>	<b>618,978</b>	<b>624,144</b>	<b>624,144</b>	<b>624,144</b>	<b>622,565</b>	<b>629,035</b>	<b>629,035</b>	<b>629,035</b>	<b>4,891</b>	<b>0.78%</b>	<b>631,100</b>	<b>637,693</b>	<b>637,693</b>	<b>637,693</b>
	<b>Total Revenue</b>	<b>618,978</b>	<b>618,978</b>	<b>624,144</b>	<b>624,144</b>	<b>624,144</b>	<b>622,565</b>	<b>629,035</b>	<b>629,035</b>	<b>629,035</b>	<b>4,891</b>	<b>0.78%</b>	<b>631,100</b>	<b>637,693</b>	<b>637,693</b>	<b>637,693</b>
	<b>Salaries:</b>															
6100	Salaries	398,294	398,294	406,260	406,260	364,043	414,385	414,385	414,385	414,385	(8,125)	(2.00%)	422,673	422,673	422,673	422,673
6110	Longevity	7,574	7,373	7,522	7,522	0	2,793	2,793	2,793	2,793	4,729	62.87%	2,793	2,793	2,793	2,793
6127	Cash in Lieu of Health Benefits	18,006	17,372	18,069	18,069	8,595	18,069	18,069	18,069	18,069	0	0.00%	18,069	18,069	18,069	18,069
	<b>Total Salaries</b>	<b>423,874</b>	<b>423,039</b>	<b>431,851</b>	<b>431,851</b>	<b>372,638</b>	<b>435,247</b>	<b>435,247</b>	<b>435,247</b>	<b>435,247</b>	<b>(3,396)</b>	<b>(0.79%)</b>	<b>443,535</b>	<b>443,535</b>	<b>443,535</b>	<b>443,535</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	55,806	55,209	55,007	55,007	45,646	54,775	61,245	61,245	61,245	(6,238)	(11.34%)	55,819	62,412	62,412	62,412
6830	FICA Tax Expenditure	33,249	31,646	33,584	33,584	27,900	33,442	33,442	33,442	33,442	141	0.42%	34,079	34,079	34,079	34,079
6835	MTA Tax	1,478	1,407	1,493	1,493	1,240	1,486	1,486	1,486	1,486	6	0.42%	1,515	1,515	1,515	1,515
6840	Worker's Compensation	10,754	9,817	7,150	7,150	4,651	1,906	1,906	1,906	1,906	5,244	73.34%	1,944	1,944	1,944	1,944
6860	Medical Insurance - Active Employees	81,876	77,084	82,176	81,332	59,906	81,324	81,324	81,324	81,324	8	0.01%	81,324	81,324	81,324	81,324
6865	Dental & Optical	7,992	8,020	8,280	8,280	7,067	8,280	8,280	8,280	8,280	0	0.00%	8,280	8,280	8,280	8,280
6875	Disability	104	29	104	148	75	104	104	104	104	44	29.65%	104	104	104	104
	<b>Total Employee Benefits - Current</b>	<b>191,259</b>	<b>183,212</b>	<b>187,794</b>	<b>186,994</b>	<b>146,484</b>	<b>181,318</b>	<b>187,788</b>	<b>187,788</b>	<b>187,788</b>	<b>(795)</b>	<b>(0.42%)</b>	<b>183,065</b>	<b>189,658</b>	<b>189,658</b>	<b>189,658</b>
	<b>Total Employee Costs</b>	<b>615,133</b>	<b>606,251</b>	<b>619,644</b>	<b>618,844</b>	<b>519,123</b>	<b>616,565</b>	<b>623,035</b>	<b>623,035</b>	<b>623,035</b>	<b>(4,191)</b>	<b>(0.68%)</b>	<b>626,600</b>	<b>633,193</b>	<b>633,193</b>	<b>633,193</b>
	<b>Contractual:</b>															
6411	Printing and Stationery	275	122	350	50	23	350	350	350	350	(300)	(600.00%)	350	350	350	350
6412	Publications	569	615	750	800	783	1,000	1,000	1,000	1,000	(200)	(25.00%)	750	750	750	750
6416	Travel, Dues and Related	600	185	1,000	1,500	1,493	2,250	2,250	2,250	2,250	(750)	(50.00%)	1,000	1,000	1,000	1,000
6425	Office Supplies	1,000	1,289	1,000	500	409	1,000	1,000	1,000	1,000	(500)	(100.00%)	1,000	1,000	1,000	1,000
6477	Copier Leases	1,400	1,632	1,400	2,450	2,070	1,400	1,400	1,400	1,400	1,050	42.86%	1,400	1,400	1,400	1,400
	<b>Total Contractual</b>	<b>3,844</b>	<b>3,842</b>	<b>4,500</b>	<b>5,300</b>	<b>4,777</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>(700)</b>	<b>(13.21%)</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
	<b>Total Expenditures</b>	<b>618,978</b>	<b>610,093</b>	<b>624,144</b>	<b>624,144</b>	<b>523,900</b>	<b>622,565</b>	<b>629,035</b>	<b>629,035</b>	<b>629,035</b>	<b>(4,891)</b>	<b>(0.78%)</b>	<b>631,100</b>	<b>637,693</b>	<b>637,693</b>	<b>637,693</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>8,885</b>	<b>0</b>	<b>0</b>	<b>100,244</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>