

HIGHWAY DEPARTMENT

2015 ORGANIZATIONAL CHART

SUPERINTENDENT
Alexander D. Gregor

- Manages and directs all Highway Department operations and functions such as road repairs, road reconstruction, drainage, bike routes, snow and leaf removal;
- Coordinates all work programs with outside contractors and highway staff (spring and fall leaf clean-up, snow removal, hurricane preparedness);
- Supervises, directs and manages three (east) highway districts' employees, equipment and schedules (snow removal, tree removal, tree trimming);
- Acts a liaison and assists other governmental agencies (Police, Fire, Code Enforcement, Trustees) for routine matters and special events;
- Prepares and develops department's Capital program;
- Prepares, develops and monitors departmental budget;
- Supervises maintenance of 450-plus Town-owned roadways;
- Approves purchase orders, bids and contracts;
- Develops and manages department organizational functions, policies, fees and resolutions;
- Responsible for purchasing and maintaining all highway equipment and inventory;
- Approves and authorizes repair requests of other Town-owned department vehicles;
- Works in tandem with other Town Departments to administer highway needs and services

ADMINISTRATION

ASSISTANT GENERAL FOREMAN
Michael Rewinski

- Acts a liaison for Highway Department;
- Assists and acts as Highway General Supervisor with management of Highway Department personnel, functions and services in his absence;
- Monitors, tracks and assures State, County, private contractors and utility company construction projects are performed in compliance with Southampton Town requirements;
- Handles flood inspections for highway determination on new construction.

DEPUTY SUPERINTENDENT OF HIGHWAYS
Robert Welch

- Acts a liaison to Superintendent of Highways;
- Assists Superintendent with establishing work project requirements and recommendations relative to Capital Projects, drainage systems and road repairs;
- Assists in management of staff and outside contractors, while performing operations
- Acts as liaison between the Highway Department and public;
- Directs and manages three (west)highway districts' employees, equipment and schedules (snow removal, tree removal, tree trimming);
- Performs site visits and field inspections and drafts remediation processes for Superintendent of Highways approval;
- Monitors and tracks safe operations and contractual obligations of various work projects;
- Assists in management of staff and annual bid process.
- Assists Highway Superintendent of Highways with preparation of budget process;
- Works with accounts payable to ensure fund availability for purchasing
- Works with Town Engineer inspecting and advising new subdivisions, drainage and sump installations;

ACCOUNT CLERK TYPIST
Barbara Ippoliti

- Reconciles, manages and provides financial data relative to all highway department operating accounts and Capital Projects;
- Assists Superintendent with preparation and submittal of estimated budgetary analyses;
- Provides financial data;
- Tracks, processes and prepares purchase orders for signature;
- Assists monitoring all Highway Department operating and capital accounts; performs as Constituent Intake Specialist processing work order requests;
- Assists with PERMA requests for Workers' Compensation cases;
- Processes new applications and renewal requests for Town Highway Programs and services;
- Responds to Town Board, Southampton Police and other Town Department inquires and requests relative to highway department functions and services;
- Processes and prepares incoming invoices for payment;
- Responsible for computing paid overtime payroll;
- Issues work orders;
- Maintains monthly Highway revenue;
- Ensured compliance with State CHIPS Reimbursement.

CONFIDENTIAL SECRETARY
Valerie Fishburne

- Acts as liaison and administrative support to Superintendent of Highways;
- Provides administrative support to Deputy Superintendent of Highways;
- Assists with meeting preparations and compiles various work product materials for presentations and annual budget process;
- Prepares and drafts correspondence, press releases and resolutions;
- Schedules Work Session agenda items, meetings and site visits;
- Attends and assists with community forums and emergency management informational meetings;
- Processes new applications and renewal requests for Town Highway programs and services;
- Constituent Intake Specialist responsible for processing work order requests, tracking requests and preparing follow-up communication;
- Responds to WebMaster, Town Board, Southampton Police and other Town Department inquires and requests relative to highway department functions and services;
- Assists Highway Department personnel with PERMA requests for Workers' Compensation cases.
- Responsible for the computation of overtime pay for the highway crews.

SR CLERK TYPIST
Barbara Baucum

- Prepares correspondence to residents and memos to personnel relative to Highway Department functions and services;
- Assists with preparation of community forum meetings and events;
- Performs as Constituent Intake Specialist processing work order requests;
- Processes PERMA requests for Workers' Compensation cases, FEMA reimbursements, FOIA requests and Notice of Claims;
- Maintains lists and processes Town Highway Department programs (Adopt a Road, Road Opening Permits, Town Tree List, Line Striping and Sidewalk, Curb & Belgian Block Repair);
- Assists General Foreman with drain inspection functions;
- Processes Community Service Work requests initiated by Justice Court;
- Responsible for scheduling maintenance and ordering supplies for office machines;
- Responds to Town Board, Southampton Police and other Town Department inquires and requests relative to Highway Department functions and services;
- Acts as liaison between Highway employees and Human Resources.

SR CLERK TYPISTS
ACCOUNTS PAYABLE (P/T)
Pat Crohan

- Responsible for computation of payroll for highway crews.

Department Summary

Department: Highway Administration

Budget Year: 2015
Division: Highway Department
Tax District: Full Town

Cost Center #: 5010
Manager: Alex Gregor

Departmental Mission & Responsibilities:

The Superintendent of Highways oversees the administrative office and various Town-owned facilities related to highway public works infrastructure. The day-to-day supervision of the Highway Maintenance Division is provided by the Highway Superintendent.

Workload:

The Highway Department encompasses two divisions: (1) Highway Maintenance, and (2) Highway Garage.

In 2013, responsibility for for the Town's Street Lighting Districts was reassigned to the Parks and Recreation Department.

The Highway Department maintains 450 miles of road in an area that runs from Eastport to Sagaponack. Maintenance includes: Plowing snow; sanding and de-icing roadways; plowing sidewalks; patching potholes; sweeping roads; mowing shoulders of roads; trimming back overgrowth of trees and bushes; restoring shoulders of roads that are washed out; building or repairing asphalt or earth berms; removing litter in Town right of ways; repairing curbing and belgian block; painting stop lines and crosswalks; repairing drains; cleaning catch basins; repairing sidewalks; installing new or replacing existing street signs including stop and yield signs, directional signs, children at play signs, informational signs and any sign required by the Manual of Uniform Traffic Control Devices, as mandated by Federal Government; picking up Adopt a Road Program requests; repairing bridges; repairing bulkheads; picking up leaves and brush during the Spring and Fall Leaf Programs; picking up items that have been dumped on Town roads; picking up nondomesticated dead animals; picking up evictions and demolitions; emptying garbage cans; repairing guide rails; installing snow fences; maintaining sumps and removing dead trees or limbs.

The Highway Department is also responsible for ongoing Capital projects, such as Town-wide road resurfacing projects, drainage projects, sidewalk installation, bulkhead maintenance and new culvert installations. The Highway Department also works with State, County and other towns and villages to coordinate planning for emergencies.

The Highway Repair Shop repairs and provides maintenance to all Highway equipment, as well as maintenance support for Waste Management, Senior Services, Trustees, Parks and Recreation and Public Safety equipment.

The Highway Superintendent's administrative staff serves as a primary source of information for taxpayers' questions with regard to highway programs, procedures, applications and requests for work orders. The staff works with other departments within the Town, as well as County, State and Federal Agencies, other local towns, villages, schools and civic associations.

Department Summary

Department: Highway Administration

Budget Year: 2015
Division: Highway Department
Tax District: Full Town

Cost Center #: 5010
Manager: Alex Gregor

Goals & Objectives:

The Superintendent of Highways has the opportunity to evaluate the various programs and methods of service delivery as they present themselves, including the redeployment of staff resources based upon skill and the needs of the taxpayers and residents. Objectives include:

1. Efficient operation of Highway Maintenance functions and administrative support requirements.
2. Review of the efficiencies of the Leaf Yard Waste Program within the Highway Department.

Legal Authority:

Established pursuant to New York State Highway Law Section I to end.

As part of the 2014 Budget, Highway Administration is charged to the General Fund based on Highway Law Article Seven and New York State Comptroller opinions that interpret the statute and dictate that the salaries of the Superintendent and his deputies are to be paid from the General Fund.

Town of Southampton

2015 Tentative Budget

Highway Administration - 5010

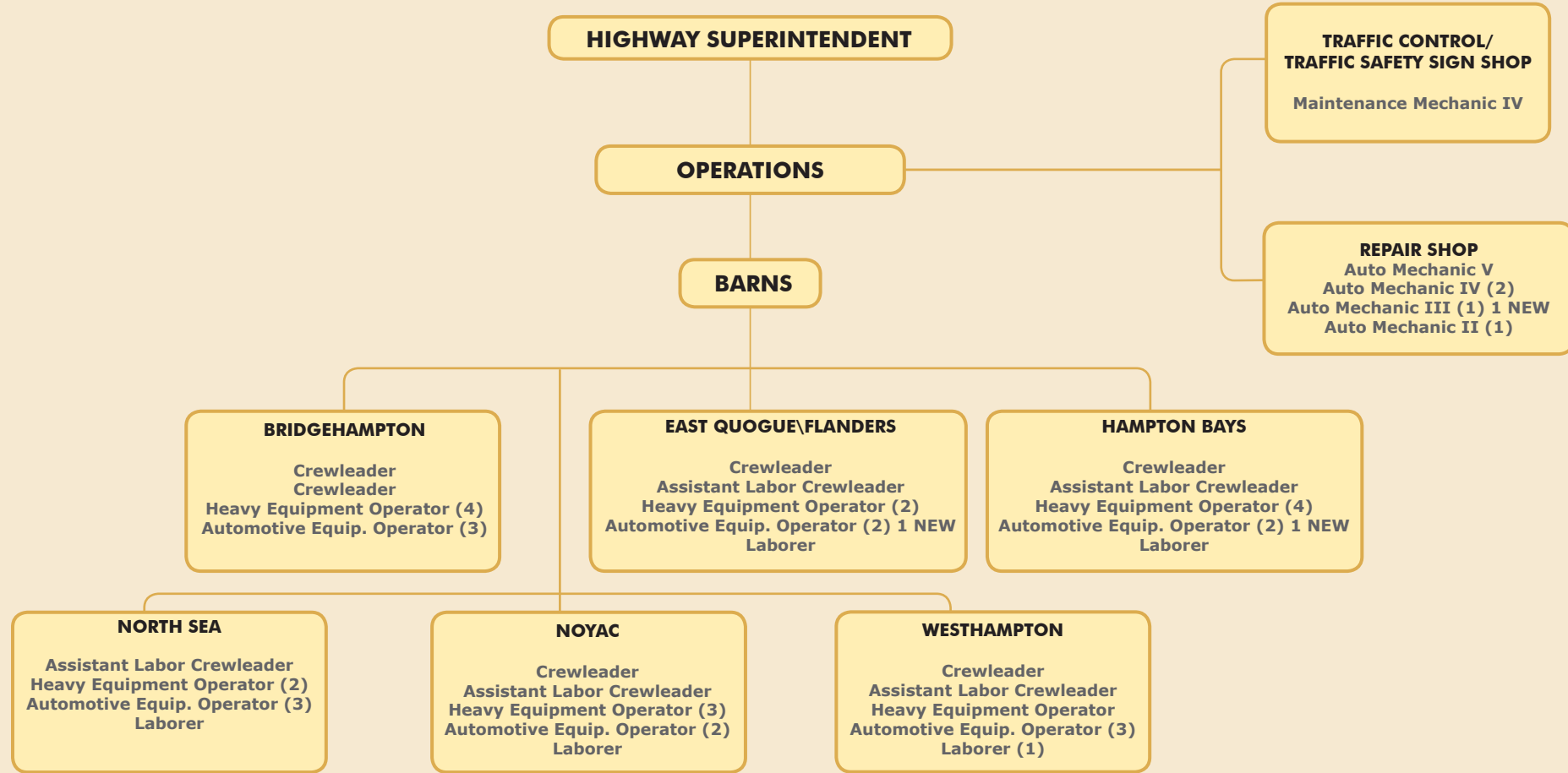
Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/2014 Amended Difference	2015 Tentative/2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/2015 Difference	2016 Tentative/2015 % of Change
Real Property Taxes:														
1001	Property Taxes	323,571	308,601	336,801	336,801	336,801	425,179	421,733	84,932	25.22%	430,357	426,690	4,958	1.18%
	Total Real Property Taxes	323,571	308,601	336,801	336,801	336,801	425,179	421,733	84,932	25.22%	430,357	426,690	4,958	1.18%
	Total Revenue	323,571	308,601	336,801	336,801	336,801	425,179	421,733	84,932	25.22%	430,357	426,690	4,958	1.18%
Salaries:														
6100	Salaries	200,804	200,803	219,799	219,799	146,533	275,426	272,642	(52,842)	(24.04%)	279,572	276,611	(3,970)	(1.46%)
6105	Part Time Salaries	7,150	3,613	6,600	6,600	2,153	6,600	6,600	0	0.00%	6,600	6,600	0	0.00%
6127	Cash in Lieu of Health Benefits	0	0	0	0	0	2,500	2,500	(2,500)	(100.00%)	2,500	2,500	0	0.00%
	Total Salaries	207,954	204,416	226,399	226,399	148,686	284,526	281,742	(55,342)	(24.44%)	288,672	285,711	(3,970)	(1.41%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	26,908	48,134	28,354	32,065	22,437	46,352	45,923	(13,858)	(43.22%)	47,037	46,578	(655)	(1.43%)
6830	FICA Tax Expenditure	15,908	15,451	17,320	17,320	11,044	21,766	21,553	(4,234)	(24.44%)	22,083	21,857	(304)	(1.41%)
6835	MTA Tax	707	687	770	770	491	967	958	(188)	(24.44%)	981	971	(14)	(1.41%)
6840	Worker's Compensation	557	557	1,132	1,132	617	1,128	1,117	15	1.33%	1,145	1,133	(16)	(1.42%)
6860	Medical Insurance - Active Employees	55,797	38,032	58,808	58,808	37,183	65,088	65,088	(6,280)	(10.68%)	65,088	65,088	0	0.00%
6865	Dental & Optical	3,898	3,116	3,903	3,903	2,393	5,208	5,208	(1,304)	(33.42%)	5,208	5,208	0	0.00%
6875	Disability	115	145	115	115	(6)	144	144	(29)	(25.00%)	144	144	0	0.00%
	Total Employee Benefits - Current	103,891	106,121	110,402	114,113	74,160	140,654	139,991	(25,878)	(22.68%)	141,686	140,979	(988)	(0.71%)
	Total Employee Costs	311,845	310,538	336,801	340,512	222,845	425,179	421,733	(81,221)	(23.85%)	430,357	426,690	(4,958)	(1.18%)

Town of Southampton
2015 Tentative Budget
Highway Administration - 5010

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Contractual:														
6401	Contracts	3,570	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6410	Postage	1,245	1,278	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6415	Telephone	5,661	4,410	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6421	Legal Notices	750	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6425	Office Supplies	500	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Contractual	11,726	5,688	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Expenditures	323,571	316,226	336,801	340,512	222,845	425,179	421,733	(81,221)	(23.85%)	430,357	426,690	(4,958)	(1.18%)
	Net Surplus (Deficit)	0	(7,625)	0	(3,711)	113,956	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	3,711	0	0	0			0	0		

HIGHWAY DEPARTMENT

2015 ORGANIZATIONAL CHART



Department Summary

Department: Highway Maintenance

Budget Year: 2015
Division: Highway Department
Tax District: Part Town Highway

Cost Center #: 5110
Manager: Alex Gregor

Departmental Mission & Responsibilities:

The Highway Maintenance Division repairs and maintains over 450 miles of town roads. In addition, the Highway Maintenance Division is responsible for culverts, drainage sumps and traffic control devices under Town jurisdiction.

Workload:

The Highway Maintenance Division provides maintenance of all Town owned roads, including: the repair of potholes; repair of culverts; sweeping; right of way maintenance; drainage structure cleaning; and road resurfacing. The Highway Maintenance Division maintains a leaf and brush collection service for Town residents. The Highway Maintenance Division also arranges and performs sanding, de-icing and plowing of snow, as needed, to address weather related conditions.

The Highway Superintendent oversees the administrative staff, the daily operations of the Highway Department and responds to constituent inquiries.

The Highway Department maintains 450 miles of road in an area that runs from Eastport to Sagaponack. Maintenance includes: Plowing snow, sanding and de-icing roadways; plowing sidewalks; patching potholes; sweeping roads; mowing shoulders of roads; trimming back overgrowth of trees and bushes; restoring shoulders of roads that are washed out; building or repairing asphalt or earth berms; removing litter in Town right of ways; repairing curbing and belgian block; painting stop lines and crosswalks; repairing drains; cleaning catch basins; repairing sidewalks; installing new or replacing existing street signs, stop and yield signs, directional signs, children at play signs, informational signs and any sign required by the Manual of Uniform Traffic Control Devices, as mandated by Federal Government; picking up Adopt a Road Program requests; repairing bridges; repairing bulkheads; picking up leaves and brush during the Spring and Fall Leaf Programs; picking up items that have been dumped on Town roads; pick up nondomesticated dead animals; picking up evictions and demolitions; emptying garbage cans; repairing guide rails; installing snow fences; maintaining sumps; and removing dead trees or limbs.

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Department Summary

Department: Highway Maintenance

Budget Year: 2015
Division: Highway Department
Tax District: Part Town Highway

Cost Center #: 5110
Manager: Alex Gregor

Goals & Objectives:

Achievements:

In an effort to be environmentally responsible, the Highway Department now purchases biodegradable garbage bags that are used in all highway garbage cans. Also, as an aging fleet is being replaced, recent purchases include : six (6) 2007 Utility trucks that go beyond the Federal Emission Standards and one (1) 2008 Vac-Con (used to clean drains) that meets Federal Emissions standards and is a certified clean machine.

On the community level, the Highway Department wishes to thank all the individuals, families, businesses and organizations that participate in the Adopt-a-Road Program or Adopt-a-Planting Program. The Highway Department currently has over 100 applications on file for these programs. The commitment of such volunteer groups in helping to protect the environment by keeping the community litter-free is greatly appreciated.

Legal Authority:

Established pursuant to New York State Highway Law Section I to end.

PROPOSED 2014 FEE SCHEDULE FOR THE HIGHWAY DEPARTMENT

<p>Road Opening Permit (For work done on Town-owned roads and in rights-of-way)</p> <ul style="list-style-type: none"> • Residential • Major Project (i.e. gas, water, electric, cable, etc.) 	<p align="center">\$ 100.00</p> <p align="center">\$ 250.00</p>
<p>Potential for Flooding (Drainage Inspections to determine whether parcel is apt to flood, requiring additional drainage, hold harmless, etc.)</p>	<p align="center">\$ 200.00</p>
<p>Street Reports (Fees paid to Highway Department for verification of Town/private roads)</p>	<p align="center">\$ 25.00</p>

NOTES:

Town of Southampton
2015 Tentative Budget
Highway Maintenance - 5110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/2014 Amended Difference	2015 Tentative/2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/2015 Difference	2016 Tentative/2015 % of Change
Real Property Taxes:														
1001	Property Taxes	6,236,114	6,126,074	6,164,602	6,083,855	6,088,095	6,755,888	6,187,765	103,911	1.71%	6,808,680	6,318,113	130,348	2.11%
	Total Real Property Taxes	6,236,114	6,126,074	6,164,602	6,083,855	6,088,095	6,755,888	6,187,765	103,911	1.71%	6,808,680	6,318,113	130,348	2.11%
Other Revenue:														
1081	Other Payments In Lieu Of Taxes	40,000	47,003	46,000	46,000	48,449	46,000	46,000	0	0.00%	46,000	46,000	0	0.00%
1201	Interest And Earnings	10,000	16,588	15,000	15,000	1,880	15,000	15,000	0	0.00%	15,000	15,000	0	0.00%
1563	Engineering Fees	0	14,800	14,000	14,000	8,900	14,000	14,000	0	0.00%	14,000	14,000	0	0.00%
2210	Intergovernmental Revenue	699,007	699,007	708,505	708,505	708,505	708,413	831,728	123,224	17.39%	714,073	836,137	4,409	0.53%
2701	Miscellaneous Tax Receipts	0	0	0	0	2,282	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	20,000	30,017	23,000	23,000	22,410	23,000	23,000	0	0.00%	23,000	23,000	0	0.00%
3501	Consolidated Highway Aid	659,563	842,159	842,159	939,207	0	842,159	842,159	(97,048)	(10.33%)	842,159	842,159	0	0.00%
3505	State Aid - Multi-Modal Transportation	0	0	0	0	163,215	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	1,428,570	1,649,574	1,648,664	1,745,712	955,640	1,648,572	1,771,887	26,175	1.50%	1,654,232	1,776,296	4,409	0.25%
	Total Revenue	7,664,684	7,775,648	7,813,265	7,829,567	7,043,735	8,404,460	7,959,653	130,086	1.66%	8,462,912	8,094,409	134,756	1.69%
Salaries:														
6100	Salaries	2,881,207	2,740,015	2,884,675	2,861,953	1,863,778	2,869,498	2,867,352	(5,399)	(0.19%)	2,939,314	2,938,011	(70,659)	(2.46%)
6101	Overtime	175,000	199,748	175,000	300,000	308,047	200,000	200,000	100,000	33.33%	200,000	200,000	0	0.00%
6103	Accumulated Sick/Personal Days	10,083	2,855	9,660	9,660	3,867	15,074	15,074	(5,414)	(56.05%)	15,074	15,074	0	0.00%
6105	Part Time Salaries	0	0	0	2,760	1,440	0	0	2,760	100.00%	0	0	0	0.00%
6110	Longevity	194,957	174,125	184,831	184,831	1,709	178,938	178,816	6,015	3.25%	182,828	182,739	(3,923)	(2.19%)
6127	Cash in Lieu of Health Benefits	15,000	13,125	17,500	17,500	8,750	12,500	15,000	2,500	14.29%	12,500	15,000	0	0.00%
	Total Salaries	3,276,246	3,129,867	3,271,666	3,376,704	2,187,591	3,276,011	3,276,242	100,462	2.98%	3,349,716	3,350,824	(74,582)	(2.28%)

Town of Southampton

2015 Tentative Budget

Highway Maintenance - 5110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/2014 Amended Difference	2015 Tentative/2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/2015 Difference	2016 Tentative/2015 % of Change
Employee Benefits - Current:														
6810	Employee Retirement - Active	448,463	743,268	399,147	451,385	315,852	507,542	507,580	(56,195)	(12.45%)	519,703	519,886	(12,306)	(2.42%)
6830	FICA Tax Expenditure	253,701	236,673	250,704	257,170	166,646	250,615	250,633	6,537	2.54%	256,253	256,338	(5,705)	(2.28%)
6835	MTA Tax	11,275	10,482	11,220	13,150	7,296	11,158	11,159	1,991	15.14%	11,409	11,413	(254)	(2.27%)
6840	Worker's Compensation	679,669	679,669	742,373	692,373	404,893	689,984	689,441	2,931	0.42%	706,680	706,351	(16,909)	(2.45%)
6860	Medical Insurance - Active Employees	821,647	744,796	846,004	846,004	514,715	840,948	831,396	14,608	1.73%	840,948	831,396	0	0.00%
6865	Dental & Optical	71,465	56,884	70,438	70,438	41,528	70,438	70,438	0	0.00%	70,438	70,438	0	0.00%
6870	NYS Unemployment Insurance	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6875	Disability	1,555	114	1,555	1,555	13	1,555	1,555	0	0.00%	1,555	1,555	0	0.00%
Total Employee Benefits - Current		2,287,775	2,471,886	2,321,441	2,332,075	1,450,941	2,372,240	2,362,202	(30,127)	(1.29%)	2,406,987	2,397,376	(35,174)	(1.49%)
Total Employee Costs		5,564,021	5,601,753	5,593,106	5,708,778	3,638,532	5,648,251	5,638,444	70,334	1.23%	5,756,703	5,748,200	(109,756)	(1.95%)
Equipment:														
6238	Chips Seal	7,350	0	7,350	0	0	0	0	0	0.00%	0	0	0	0.00%
6242	Road Reconstruction	659,563	842,159	842,159	939,207	234,237	842,159	842,159	97,048	10.33%	842,159	842,159	0	0.00%
6250	Culverts	7,500	0	7,500	0	0	0	0	0	0.00%	0	0	0	0.00%
Total Equipment		674,413	842,159	857,009	939,207	234,237	842,159	842,159	97,048	10.33%	842,159	842,159	0	0.00%
Contractual:														
6401	Contracts	170,000	105,428	150,000	200,000	196,161	200,000	200,000	0	0.00%	200,000	200,000	0	0.00%
6402	Recharge Basins	0	0	0	0	0	50,000	25,000	(25,000)	(100.00%)	50,000	50,000	(25,000)	(100.00%)
6403	Gasoline	60,000	35,427	70,000	70,000	15,351	70,000	70,000	0	0.00%	70,000	70,000	0	0.00%
6404	Electric	40,000	46,374	40,000	40,000	23,727	40,000	40,000	0	0.00%	40,000	40,000	0	0.00%
6405	Fuel Oil	70,000	56,054	65,000	65,000	47,857	65,000	65,000	0	0.00%	65,000	65,000	0	0.00%

Town of Southampton

2015 Tentative Budget

Highway Maintenance - 5110

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6406	Repair Equipment	6,000	8,692	6,000	8,824	6,416	6,000	6,000	2,824	32.00%	6,000	6,000	0	0.00%
6407	Repair Building	9,000	7,488	9,000	14,000	9,919	100,000	50,000	(36,000)	(257.14%)	50,000	50,000	0	0.00%
6410	Postage	0	0	1,100	1,242	657	1,300	1,300	(58)	(4.67%)	1,300	1,300	0	0.00%
6412	Publications	0	606	1,000	3,220	2,780	3,300	3,300	(80)	(2.48%)	3,300	3,300	0	0.00%
6414	Rentals	30,000	28,898	40,000	33,800	18,799	40,000	30,000	3,800	11.24%	40,000	30,000	0	0.00%
6415	Telephone	0	0	4,700	4,700	2,548	4,700	4,700	0	0.00%	4,700	4,700	0	0.00%
6418	Uniforms	750	0	750	0	0	750	750	(750)	(100.00%)	750	750	0	0.00%
6420	Other	85,000	29,618	30,000	24,081	15,780	20,000	20,000	4,081	16.95%	20,000	20,000	0	0.00%
6421	Legal Notices	3,500	4,892	3,500	4,500	2,072	3,500	3,500	1,000	22.22%	3,500	3,500	0	0.00%
6423	Small Equipment (Non-Capital	2,500	495	2,500	20,503	3,982	2,500	2,500	18,003	87.81%	2,500	2,500	0	0.00%
6425	Office Supplies	1,200	1,532	1,200	1,752	1,154	1,200	1,200	552	31.51%	1,200	1,200	0	0.00%
6426	Supplies - Other	45,000	39,775	45,000	57,833	51,094	45,000	45,000	12,833	22.19%	45,000	45,000	0	0.00%
6432	Tree & Stump Removal	50,000	50,570	50,000	52,000	19,560	200,000	75,000	(23,000)	(44.23%)	200,000	75,000	0	0.00%
6433	Safety Equipment	20,000	19,649	20,000	21,267	11,373	20,000	20,000	1,267	5.96%	20,000	20,000	0	0.00%
6436	Hardware	45,000	23,595	45,000	38,947	7,820	45,000	45,000	(6,053)	(15.54%)	45,000	45,000	0	0.00%
6441	Diesel Fuel	232,000	312,040	232,000	232,000	193,098	232,000	232,000	0	0.00%	232,000	232,000	0	0.00%
6444	Mileage Reimbursement	0	331	0	1,750	1,142	2,400	2,400	(650)	(37.14%)	2,400	2,400	0	0.00%
6446	Sand	75,000	72,311	75,000	75,000	55,143	75,000	75,000	0	0.00%	75,000	75,000	0	0.00%
6447	Salt	200,000	166,238	200,000	250,000	232,685	325,000	200,000	50,000	20.00%	325,000	200,000	0	0.00%
6448	Chemicals	10,000	0	10,000	0	0	0	0	0	0.00%	0	0	0	0.00%
6449	Road Repairs	125,000	55,250	100,000	87,000	49,238	150,000	100,000	(13,000)	(14.94%)	150,000	100,000	0	0.00%
6450	Schools & Training	2,500	742	2,500	2,500	1,856	2,500	2,500	0	0.00%	2,500	2,500	0	0.00%
6466	Telephone - Wireless	4,600	4,284	4,700	4,700	2,579	4,700	4,700	0	0.00%	4,700	4,700	0	0.00%
6474	Other - Landfill Charges	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%

Town of Southampton
2015 Tentative Budget
Highway Maintenance - 5110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/2014 Amended Difference	2015 Tentative/2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/2015 Tentative Difference	2016 Tentative/2015 Tentative % of Change
6476	Town Wide Line Striping	135,000	134,125	150,000	150,000	133,913	200,000	150,000	0	0.00%	200,000	150,000	0	0.00%
6477	Copier Leases	4,200	3,294	4,200	4,200	2,015	4,200	4,200	0	0.00%	4,200	4,200	0	0.00%
6490	Consultants	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Contractual	1,426,250	1,207,709	1,363,150	1,468,819	1,108,719	1,914,050	1,479,050	(10,231)	(0.70%)	1,864,050	1,504,050	(25,000)	(1.69%)
	Total Expenditures	7,664,684	7,651,621	7,813,265	8,116,805	4,981,489	8,404,460	7,959,653	157,152	1.94%	8,462,912	8,094,409	(134,756)	(1.69%)
	Net Surplus (Deficit)	0	124,027	0	(287,238)	2,062,246	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	287,238	0	0	0			0	0		

Department Summary

Department: Highway Garage

Budget Year: 2015
Division: Highway Department
Tax District: Part Town Highway

Cost Center #: 5132
Manager: Alex Gregor

Departmental Mission & Responsibilities:

The Highway Garage Division repairs and maintains all vehicles and equipment that is under the purview of the Southampton Town Highway Department. This Division also repairs vehicles for the Senior Services Division and Parks and Recreation Department.

In addition, the larger vehicles of the Parks and Recreation Department and Senior Services Division are maintained by the Highway Department Garage.

Workload:

The Division workload includes the repair and maintenance of eighty-two (82) trucks, eight (8) payloaders, two (2) vac-alls, three (3) tractor trailers, three (3) graders, six (6) commercial mowing machines, twelve (12) Ford mowing tractors with mowers, six (6) sidewalk plows, eighty two (82) snow plows, thirty (30) truck mounted sanding units, seven (7) highway road sweepers, one (1) steco basin cleaning truck, six (6) trailer mounted wood chippers, six (6) 30-yard leaf vacs, three (3) mack rolloff trucks (30 yard), four (4) asphalt rollers, in addition to all lawn mowers and chain saws. In addition, the division provides equipment repair and maintenance support for the Waste Management Division, Senior Services Transportation Division fourteen (14) buses, Board of Trustees, Parks and Recreation Department two (2) garbage Trucks and one (1) dump truck and Public Safety equipment (Heavy Trucks Inspections and generator repair).

Goals & Objectives:

Legal Authority:

Established pursuant to New York State Highway Law Section I to end.

Town of Southampton

2015 Tentative Budget

Highway Garage - 5132

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/2014 Amended Difference	2015 Tentative/2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/2015 Difference	2016 Tentative/2015 % of Change
Real Property Taxes:														
1001	Property Taxes	763,137	861,303	778,102	828,102	828,102	1,079,119	904,119	76,017	9.18%	1,094,153	919,153	15,034	1.66%
	Total Real Property Taxes	763,137	861,303	778,102	828,102	828,102	1,079,119	904,119	76,017	9.18%	1,094,153	919,153	15,034	1.66%
	Total Revenue	763,137	861,303	778,102	828,102	828,102	1,079,119	904,119	76,017	9.18%	1,094,153	919,153	15,034	1.66%
Salaries:														
6100	Salaries	325,786	269,864	333,393	333,393	214,309	394,541	394,541	(61,148)	(18.34%)	405,314	405,314	(10,772)	(2.73%)
6101	Overtime	1,500	80	1,000	1,000	965	2,000	2,000	(1,000)	(100.00%)	2,000	2,000	0	0.00%
6103	Accumulated Sick/Personal Days	2,803	1,481	1,990	1,990	1,809	2,200	2,200	(210)	(10.55%)	2,200	2,200	0	0.00%
6105	Part Time Salaries	0	22,113	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6110	Longevity	22,086	16,859	17,241	17,241	0	17,077	17,077	164	0.95%	17,463	17,463	(385)	(2.26%)
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	1,250	2,500	2,500	0	0.00%	2,500	2,500	0	0.00%
	Total Salaries	354,675	312,896	356,124	356,124	218,334	418,319	418,319	(62,194)	(17.46%)	429,476	429,476	(11,158)	(2.67%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	49,012	82,090	45,811	51,807	36,251	68,693	68,693	(16,886)	(32.59%)	70,534	70,534	(1,841)	(2.68%)
6830	FICA Tax Expenditure	27,898	23,775	27,267	27,267	16,545	32,018	32,018	(4,751)	(17.43%)	32,872	32,872	(854)	(2.67%)
6835	MTA Tax	1,240	1,136	1,227	1,227	847	1,435	1,435	(208)	(16.95%)	1,473	1,473	(38)	(2.64%)
6840	Worker's Compensation	23,860	23,860	32,734	32,734	17,853	39,227	39,227	(6,493)	(19.83%)	40,371	40,371	(1,144)	(2.92%)
6860	Medical Insurance - Active Employees	67,912	47,489	69,272	69,272	37,140	77,928	77,928	(8,656)	(12.50%)	77,928	77,928	0	0.00%
6865	Dental & Optical	6,497	3,391	6,522	6,522	2,995	7,826	7,826	(1,304)	(20.00%)	7,826	7,826	0	0.00%

Town of Southampton

2015 Tentative Budget

Highway Garage - 5132

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/2014 Amended Difference	2015 Tentative/2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/2015 Difference	2016 Tentative/2015 % of Change
6875	Disability	144	0	144	144	0	173	173	(29)	(20.00%)	173	173	0	0.00%
	Total Employee Benefits - Current	176,562	181,740	182,977	188,973	111,632	227,301	227,301	(38,327)	(20.28%)	231,177	231,177	(3,876)	(1.71%)
	Total Employee Costs	531,237	494,636	539,102	545,098	329,965	645,619	645,619	(100,521)	(18.44%)	660,653	660,653	(15,034)	(2.33%)
	Contractual:													
6406	Repair Equipment	195,000	180,649	175,000	232,000	162,916	350,000	200,000	32,000	13.79%	350,000	200,000	0	0.00%
6407	Repair Building	1,000	743	1,000	1,000	921	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6414	Rentals	1,500	1,500	1,500	1,500	875	1,500	1,500	0	0.00%	1,500	1,500	0	0.00%
6418	Uniforms	6,000	2,725	6,000	6,000	2,523	6,000	6,000	0	0.00%	6,000	6,000	0	0.00%
6420	Other	10,000	8,110	10,000	3,000	1,656	2,000	2,000	1,000	33.33%	2,000	2,000	0	0.00%
6423	Small Equipment (Non-Capital)	2,000	18,909	2,000	2,000	1,650	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6425	Office Supplies	1,400	1,321	500	500	201	1,000	1,000	(500)	(100.00%)	1,000	1,000	0	0.00%
6491	Tires	0	35,653	25,000	25,000	16,622	50,000	25,000	0	0.00%	50,000	25,000	0	0.00%
6492	Lube Oil	15,000	12,270	18,000	18,000	15,070	20,000	20,000	(2,000)	(11.11%)	20,000	20,000	0	0.00%
	Total Contractual	231,900	261,879	239,000	289,000	202,433	433,500	258,500	30,500	10.55%	433,500	258,500	0	0.00%
	Total Expenditures	763,137	756,516	778,102	834,098	532,398	1,079,119	904,119	(70,021)	(8.39%)	1,094,153	919,153	(15,034)	(1.66%)
	Net Surplus (Deficit)	0	104,788	0	(5,996)	295,704	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	5,996	0	0	0			0	0		