

# TOWN COUNCIL OFFICE

## 2011 ORGANIZATIONAL CHART

### TOWN COUNCIL

**Bridget Fleming** Councilwoman  
**Nancy S. Graboski** Councilwoman  
**James W. Malone** Councilman  
**Christopher R. Nuzzi** Councilman

The Supervisor and the Town Council establish policy and determine appropriate actions in response to the needs of the Town of Southampton and its residents. These decisions are put into effect by resolution and include: Citizen Advocacy work, Legislation, General Town Affairs, Public Buildings and Property, Health and Sanitation, Business and Building Restrictions, Zoning and other Land Use issues, Environmental and Sustainability Issues, Protection of Persons and Property, Traffic and Highways, and other various matters. The Council members also serve on various boards and are assigned as liaisons to Town departments, capital projects, studies and special topics.

### LEGISLATIVE AIDE Kristen Tuffy

Provides support for council members; responds to citizen inquiries/issues; keeps council calendars and makes appointments; prepares press releases; speech/meeting preparation; drafts correspondence, filing; legislative research; monthly reconciliation of office budget; orders supplies; drafts budget for office; records access officer; team budget (timecard) supervisor; secretary for Business Advisory Council; assists with coordination of Great East End Clean-Up; attends various meetings and community functions on behalf of Town Council members; and other administrative duties and projects under direction of Town Council members.

### LEGISLATIVE SECRETARY Alexandra Sullivan

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



# 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	TRS Srv 1/1/11
<b>Town Council</b>												
<b>Town Council - 1010</b>												
Legislative Aide	ADMINSUPPORT	60,000	0	0	60,000	9,420	4,590	6,900	306	21,216	81,216	3.8
Legislative Secretary	ADMINSUPPORT	49,939	0	2,500	52,439	1,080	4,012	6,030	271	11,394	63,833	3.4
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	19,207	4,590	6,900	306	31,004	91,004	1.2
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	19,207	4,590	6,900	306	31,004	91,004	5.0
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	9,420	4,590	6,900	306	21,216	81,216	2.0
Councilperson	ELECTOFFICIALS	60,000	0	0	60,000	19,207	4,590	6,900	306	31,004	91,004	7.0
<b>Total Town Council - 1010</b>		<b>349,939</b>	<b>0</b>	<b>2,500</b>	<b>352,439</b>	<b>77,542</b>	<b>26,962</b>	<b>40,530</b>	<b>1,804</b>	<b>146,838</b>	<b>499,277</b>	

NOTES:



# Department Summary

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*Department: Town Council*

**Budget Year:** 2011

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Town Council establishes policy and determines appropriate actions in response to the needs of the Town of Southampton and its residents. These decisions are put into effect by resolution and include Citizen Advocacy work, Legislation, General Town Affairs, Public Buildings and Property, Health and Sanitation, Business and Building Restrictions, Zoning and other Land Use issues, Environmental and Sustainability Issues, Protection of Persons and Property, Traffic and Highways and numerous other matters. The Council members also serve on a variety of boards and are assigned as liaisons to Town departments, capital projects, studies and special topics.

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

# Department Summary

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*Department: Town Council*

**Budget Year:** 2011  
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**Cost Center #:** 1010  
**Manager:**

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**NOTES:**

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## **Workload:**

The Supervisor delegates legislative and special committee assignments among the four Councilpersons, who are responsible for overseeing the legislation, community outreach, constituent services, and departmental coordination that is associated with each assignment. Constituents regularly seek the assistance of the Town Council office to act as advocates and to help resolve problems. In addition to attending weekly Work Sessions and Executive Sessions and bi-monthly Town Board meetings, council members also frequently meet with Citizen Advisory Committee (CAC) and Civic groups, constituents, interdepartmental staff and attend various community ceremonies and functions.

Other duties performed by the Town Council office include, but are not limited to:

1. Process citizens concerns relating to the delivery or furnishing of public services or government operations in the Town.
2. Receive and respond to verbal, written and walk-in constituent inquiries.
3. Assist and direct walk-in inquiries.
4. Prepare and distribute pertinent information regarding resolutions and legislation to be placed on the Town Board meeting agendas.
5. Perform research tasks and assist with special projects.
6. Coordinate and schedule meetings for Town Council members and keep their calendars.
7. Attend meetings and events on behalf of council members, if they are not available.
8. Assist in the drafting of legislation, correspondence, speeches, press releases, public service announcements and proclamations.
9. File and organize paperwork.
10. Provide administrative support to the Town's Educational and Governmental Access Channel (SEA-TV).

# Department Summary

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*Department: Town Council*

**Budget Year:** 2011  
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**Tax District:** Full Town

**Cost Center #:** 1010  
**Manager:**

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## **Goals & Objectives:**

The goals and objectives of the Town Council in 2011 are as follows:

1. Continue to expand communication and service to constituents by increasing staff productivity and efficiency.
2. 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. Continue efforts to conserve office resources by reducing energy output, encouraging constituents and staff to view documents online and going "paperless," when possible.
4. 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 free up staff 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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**Town of Southampton**  
**2011 Adopted Budget**  
**Town Council - 1010**

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	575,956	534,504	577,939	577,939	577,939	563,814	562,031	562,031	506,127	(71,812)	(12.43%)	593,359	591,466	591,466	531,979
	<b>Total Real Property Taxes</b>	<b>575,956</b>	<b>534,504</b>	<b>577,939</b>	<b>577,939</b>	<b>577,939</b>	<b>563,814</b>	<b>562,031</b>	<b>562,031</b>	<b>506,127</b>	<b>(71,812)</b>	<b>(12.43%)</b>	<b>593,359</b>	<b>591,466</b>	<b>591,466</b>	<b>531,979</b>
	<b>Total Revenue</b>	<b>575,956</b>	<b>534,504</b>	<b>577,939</b>	<b>577,939</b>	<b>577,939</b>	<b>563,814</b>	<b>562,031</b>	<b>562,031</b>	<b>506,127</b>	<b>(71,812)</b>	<b>(12.43%)</b>	<b>593,359</b>	<b>591,466</b>	<b>591,466</b>	<b>531,979</b>
<b>Salaries:</b>																
6100	Salaries	388,084	385,622	430,740	429,877	337,100	390,268	388,777	388,777	349,939	79,938	18.60%	393,274	391,752	391,752	352,138
6103	Accumulated Sick/Personal Days	0	0	0	863	0	0	0	0	0	863	100.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	0	1,250	0	0	1,250	2,500	2,500	2,500	2,500	(2,500)	(100.00%)	2,500	2,500	2,500	2,500
	<b>Total Salaries</b>	<b>388,084</b>	<b>386,872</b>	<b>430,740</b>	<b>430,740</b>	<b>338,350</b>	<b>392,768</b>	<b>391,277</b>	<b>391,277</b>	<b>352,439</b>	<b>78,301</b>	<b>18.18%</b>	<b>395,774</b>	<b>394,252</b>	<b>394,252</b>	<b>354,638</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	30,542	29,307	29,721	38,687	24,768	45,168	44,997	44,997	40,530	(1,843)	(4.76%)	64,511	64,263	64,263	57,806
6830	FICA Tax Expenditure	30,147	29,695	32,952	32,952	25,884	30,047	29,933	29,933	26,962	5,990	18.18%	30,277	30,160	30,160	27,130
6840	Worker's Compensation	6,044	6,087	6,838	6,838	5,698	1,818	1,811	1,811	1,631	5,206	76.14%	1,832	1,825	1,825	1,641
6860	Medical Insurance - Active Employees	66,642	75,188	61,586	61,586	56,861	79,402	79,402	79,402	71,062	(9,475)	(15.39%)	85,752	85,752	85,752	76,745
6865	Dental & Optical	5,223	0	7,872	7,872	5,956	7,560	7,560	7,560	6,480	1,392	17.68%	8,162	8,162	8,162	6,996
6875	Disability	0	185	230	230	180	202	202	202	173	58	25.00%	202	202	202	173
	<b>Total Employee Benefits - Current</b>	<b>138,597</b>	<b>140,462</b>	<b>139,199</b>	<b>148,165</b>	<b>119,347</b>	<b>164,196</b>	<b>163,904</b>	<b>163,904</b>	<b>146,838</b>	<b>1,327</b>	<b>0.90%</b>	<b>190,735</b>	<b>190,364</b>	<b>190,364</b>	<b>170,491</b>
<b>Employee Benefits - Retirees:</b>																
6861	Health Insurance - Retirees	28,618	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6862	Medicare Part B - Retirees	7,200	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Employee Benefits - Retirees</b>	<b>35,818</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>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Employee Costs</b>	<b>562,499</b>	<b>527,333</b>	<b>569,939</b>	<b>578,905</b>	<b>457,697</b>	<b>556,964</b>	<b>555,181</b>	<b>555,181</b>	<b>499,277</b>	<b>79,628</b>	<b>13.76%</b>	<b>586,509</b>	<b>584,616</b>	<b>584,616</b>	<b>525,129</b>
<b>Contractual:</b>																
6401	Contracts	5,000	5,531	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6411	Printing and Stationery	500	286	300	300	128	300	300	300	300	0	0.00%	300	300	300	300
6412	Publications	500	697	500	500	317	500	500	500	500	0	0.00%	500	500	500	500
6416	Travel, Dues and Related	900	410	500	500	175	500	500	500	500	0	0.00%	500	500	500	500
6425	Office Supplies	1,500	521	1,200	1,200	392	1,000	1,000	1,000	1,000	200	16.67%	1,000	1,000	1,000	1,000
6477	Copier Leases	0	0	5,500	5,500	3,568	4,550	4,550	4,550	4,550	950	17.27%	4,550	4,550	4,550	4,550
6899	Contingent	5,057	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>13,457</b>	<b>7,445</b>	<b>8,000</b>	<b>8,000</b>	<b>4,579</b>	<b>6,850</b>	<b>6,850</b>	<b>6,850</b>	<b>6,850</b>	<b>1,150</b>	<b>14.38%</b>	<b>6,850</b>	<b>6,850</b>	<b>6,850</b>	<b>6,850</b>
	<b>Total Expenditures</b>	<b>575,956</b>	<b>534,778</b>	<b>577,939</b>	<b>586,905</b>	<b>462,276</b>	<b>563,814</b>	<b>562,031</b>	<b>562,031</b>	<b>506,127</b>	<b>80,778</b>	<b>13.76%</b>	<b>593,359</b>	<b>591,466</b>	<b>591,466</b>	<b>531,979</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(274)</b>	<b>0</b>	<b>(8,966)</b>	<b>115,663</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 of Southampton**  
**2011 Adopted Budget**  
**Town Council - 1010**

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	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	8,966	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(274)	0	0	115,663	0	0	0	0			0	0	0	0