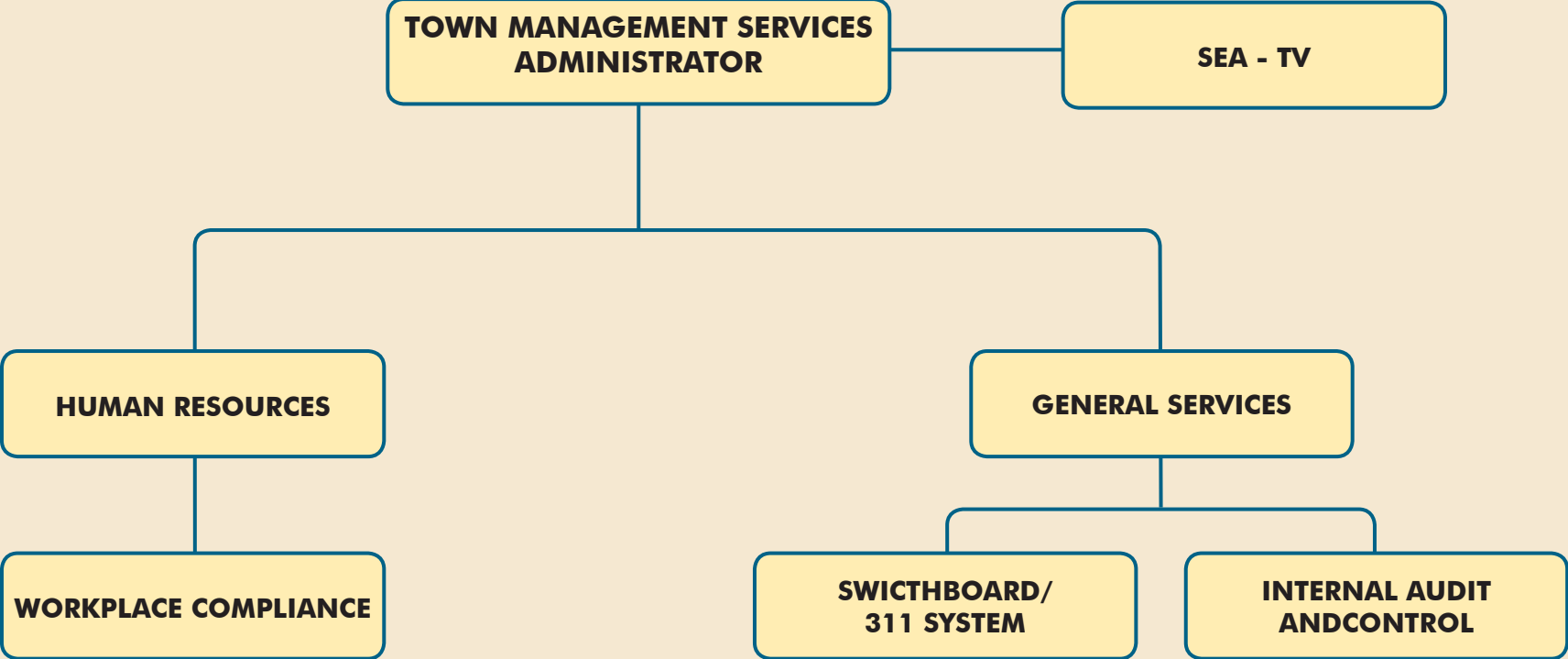


# BUSINESS MANAGEMENT

## 2011 ORGANIZATIONAL CHART





# GENERAL SERVICES

## 2011 ORGANIZATIONAL CHART

### TOWN MANAGEMENT SERVICES ADMINISTRATOR

Russell Kratoville

- Provides diversified support services to all departments and divisions;
- Develops, revises, audits and analyzes the Town's policies, procedures, controls and compliance;
- Coordinates research for the use of grant-in-aid programs;
- Coordinates Town's risk management policies and procedures;
- Supervises the operation of the Human Resource Division;
- Directs and assists in a variety of internal control functions, recommends new and/or updated auditing systems, policies and procedures and assists in implementation;
- Assists the Town Comptroller, Supervisor and Town Council in the preparation of the annual Operation and Capital budgets;
- Provides administrative support to the Education/Government Channel Division (SEA-TV) and serves on the Education/Government Channel Committee; and
- Coordinates interdepartmental planning, studies, upgrades of new projects.

### ADMINISTRATIVE ASSISTANT

Mary Fetzko

- Responsible for providing administrative and supervisory services for the Business Management department;
- Acts as a resource person for special projects;
- Supervises the maintenance of all departmental records;
- Assists in preparing departmental budget, annual reports and other special reports;
- Assists with the administering of the Town's risk management insurance policies and procedures;
- Recommends departmental procedures and policies;
- Sets up and supervises the maintenance of bookkeeping and stores controls on purchase;
- Processes purchase requisitions for General Services and assists its divisions; orders / maintains office supplies; reviews invoices for payment and for conformance to contracts; ascertains whether invoices are charged to proper accounts in regard to related contracts; maintains files.
- Supervises clerical personnel; and performs other duties, as required.

### DRIVER MESSENGER

Marymay Mendoza

- Assists the Department of Business Management in its daily operations;
- Provides interpreting services for Spanish speaking residents, as required, throughout Town Hall;
- File, fax, answer to correspondence as needed, answer and return calls;
- Process and distribute correspondence, memorandums and other documents as needed;
- Logs and maintains records on Town-owned pool vehicles;
- Maintains conference room and departments calendars; and
- Schedules switchboard and provides back-up on the switchboard in case of absences and/or for lunches and breaks.

### SWITCHBOARD/311 SYSTEM (P/T)

Betty Gilliam (SENIOR CLERK TYPIST)  
Dorothy Connors  
Audrey Zehentner

### GRANTS COORDINATOR

Karin Johnson

The Grants Coordinator is responsible for reviewing federal and state laws to determine the availability of grants. The Grants Coordinator provides information and supervision to Town department employees in the preparation of grant applications to the appropriate federal and/or state agency. Additional tasks include:

- Researches all appropriate materials and literature related to federal and state grant programs and disseminates information and appropriate materials to the applicable departments;
- Conducts independent investigations and procures additional funds through federal and state agencies that are not directly responsible for existing programs;
- Evaluates the implementation of federal and state grant programs in the Town departments, according to established practices and procedures;
- Monitors federal and state funds received by the various departments or municipalities and coordinates with the Revenue accountant for proper allocation;
- Prepares periodic progress reports on those projects in operation, which are being funded by federal and state agencies

### INTERNAL AUDIT AND CONTROL

#### RISK MANAGEMENT BUDGET ANALYST

Paul Rubano

- Assists Department heads in the preparation of budget estimates and justifications for the Town's annual operating and capital budgets;
- Prepares budget observations, which includes an analysis of variances from prior year budgets;
- Provides direction guidance and assistance to departments, as needed, including the establishment of new capital program budgets;
- Prepares various financial analyses and forecasts to aid the Town Board in long range planning and increasing the efficiency of Town operations; and
- Assists with developing policies and procedures for the efficient administration of the budget function including procedures regarding the budget adoption process, compliance with Town Law and policies, budget methodology and other procedures and policies considered necessary;
- Evaluates costs and levels of insurance policies and recommends alternative solutions; and
- Maintains/monitors loss experience records.

#### (PRINCIPAL) MANAGEMENT ANALYST

Vacant

- Supervises the study and analysis of the organizational structure, procedures and methods of operations of governmental departments to determine their effectiveness and needed areas of improvement;
- Recommends changes in the distribution of personnel, workloads, departmental policies and procedures, reporting and information systems to increase efficiency and cost effectiveness;
- Develops and consults with department heads on the implementation of management information systems, planned program budgeting procedures and new methods of financial accounting and reporting;
- Supervises the preparation and implementation of guidelines and procedures to be used in productivity studies and improvement programs;
- Evaluates forms, organizational charts and procedural manuals developed and used by departments;
- Participates in the planning and organization of training programs in management skills;
- Evaluates the internal controls that are in place; advises and coordinates the implementation of new internal controls, as needed; routinely tests for compliance with controls procedures; and verifies the ongoing adequacy of the controls.



# 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 1/1/11
<b>Business Management Summary</b>												
<b>Business Management Summary</b>												
<b>General Services - 1610</b>												
Town Management Services Admin - Vacant	ADMINISTRATIVE	107,100	0	0	107,100	19,207	8,175	12,317	524	40,223	147,323	
Administrative Assistant	ADMINSUPPORT	46,818	0	0	46,818	19,207	3,582	5,384	245	28,418	75,236	6.7
Auditor - Vacant	ADMINSUPPORT	60,000	0	0	60,000	19,207	4,590	6,900	306	31,004	91,004	
Grants Coordinator	ADMINSUPPORT	70,000	0	0	70,000	19,207	5,355	8,050	353	32,965	102,965	
Senior Clerk	CSEA32.5HOUR / 05 / 5	53,594	5,359	0	58,952	19,207	4,510	6,780	302	30,798	89,751	26.3
Budget Analyst	ADMINSUPPORT	0	0	0	0	0	0	0	0	0	0	
Driver Messenger	CSEA40HOUR-NEW / A / 5	35,663	1,426	0	37,089	9,420	2,837	4,265	3,000	19,522	56,611	9.8
<b>Total General Services - 1610</b>		<b>373,175</b>	<b>6,785</b>	<b>0</b>	<b>379,959</b>	<b>105,456</b>	<b>29,048</b>	<b>43,695</b>	<b>4,730</b>	<b>182,930</b>	<b>562,889</b>	

**NOTES:**



# Department Summary

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*Department: General Services*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1610

**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Division of General Services strives to provide innovative solutions in the delivery of essential support services, thereby enabling our departments to concentrate on their primary missions.

The Department of Business Management oversees the following divisions and cost centers:

1. General Services
2. Human Resources
3. Workplace Policy and Compliance
4. E/G Channel Administration
5. Employee safety and training
6. Poxabogue Golf Course

Special projects are also assigned to the Department of Business Management by the Town Board.

Grants administration is a component of the Town's Department of General Services. The responsibility for long range planning, funding appropriation and assisting departmental administrators with project implementation of funded initiatives is coordinated through Business Management Department/General Services. All projects funded in part by grant awards are provided with fiscal oversight by the Department of General Services to ensure compliance with grant award implementation requirements by implementing procedures to authorize Town departments and divisions to proceed with funded projects; monitoring projects through implementation; preparing contractual status reports; and performing project closeout for funding reimbursement. The grants administration function coordinates with the Finance Department, on a regular, basis to provide status reports for grants supporting the Operating and Capital Budgets.

The Business Management departmental administrator shall provide direction and leadership for coordination among departments on major technology initiatives, upon request of the Town Board and/or the Information Technology Department. The intent is to ensure the flow of information and transfer of institutional knowledge and coordinated implementation. Building on the numerous successes of the Town Management Services Administrator, the evolution of information technology upgrades and staffing support shall be continued, with concerted efforts to ensure day-to-day operations to remain under the management of the Information Technology department head.

# Department Summary

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*Department: General Services*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1610

**Manager:**

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## Workload:

General Services contracts for certain goods and services in furtherance of the department's mission and projects; provides diversified support services; administers and oversees the Town's applications for State, Federal, and other grants or forms of aid available to municipalities; coordinates with the Town's risk management professionals to conduct periodic reviews of the Town's insurance policies; supervises personnel matters, including assisting departments in recruitment; acts as the Town's designated member to the Labor-Management Committee and the Salary Committee; oversees Workplace Policy and Compliance initiatives; drafts, revises, and analyzes Town-wide policies and procedures, in response to requests from the Town Board; provides special project analysis and support services; works with the Town Comptroller and selected consultants to analyze, correct, and improve the Town's financial and audit systems; works with the Town Attorney's office and Town Planning Department to administer and oversee the Town's contracts with cellular carriers for placement of cellular equipment on Town property; oversees the management of the Poxabogue Golf Course and restaurant on behalf of the Town and co-owner Town of East Hampton; and undertakes such other powers and duties as may be prescribed, modified, and revoked from time to time by the Town Board.

## Goals & Objectives:

1. Work with the Safety Officer and Labor Management Committee to reduce by ten percent the number of worker's compensation claims reported in 2011, improving the Town's experience rating.
2. Improve the effectiveness of the Town's housing programs with the reconfiguration of the Town's housing, home improvement and community development programs under the the Southampton Housing Authority.
3. Reduce the use of outside council for personnel matters by using the newly created Departmental Attorney replacing the Assistant Town Management Services Administrator.
4. Redesign the administrative process of Town applications for state, federal or other grants or forms of aid available to municipalities by maintaining effective working relationships with supervisory personnel and government officials.

## Legal Authority:

Town Code Chapter 27.

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**NOTES:**

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**Town of Southampton**  
**2011 Adopted Budget**  
**General Services - 1610**

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 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	10,410	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(36,830)	0	0	328,037	0	0	0	0			0	0	0	0

# Department Summary

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*Department: Independent Audit*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1320

**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Division of Audit and Control was established in 2009, based on the recommendations of prior independent auditors that the audit function be segregated from the Comptroller's Office, to establish a clear separation of functions. Audit and Control shall be a division of the Comptroller's Office and ultimately, it is expected to be established as its own department, per the recommendation of the Government Financial Officers Association. Due to funding constraints, the years 2010 through 2012 are transitional years, and this cost center is re-named "Independent Audit".

The required annual audit of the Town's records by an independent accounting firm will be funded and arranged through the Audit Committee and Town Board. The Comptroller will provide assistance in coordinating the audit process, to facilitate the speedy completion of the Town's audits with minimal impact on Town operations and to enable the Town to reduce audit costs.

The Department of Finance, working with the Audit Committee, will further assist Town departments and divisions by providing audit, financial reconciliation, and analytic assistance on special projects involving financial issues in specific areas of the Town.

## **Workload:**

1. Coordinate, arrange support, and monitor the work of independent auditors.
2. Act as liaison between the independent auditor and department and division managers. Work with Town staff to timely provide documentation required by independent auditors.
3. Work with Comptroller's office in gathering requested information and researching and/or reviewing old records, where required.
4. Assist Town departments and divisions by providing audit, financial reconciliation, and analytic assistance on special projects.
5. Review and recommend policy changes as needed.
6. Assist in addressing audit findings and developing corrective action plans.
7. Assist in coordinating activities of the Town's Audit Committee.

# Department Summary

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*Department: Independent Audit*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1320

**Manager:**

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## Goals & Objectives:

1. Provide a structural format for obtaining and providing financial information for audits.
2. Help reduce auditing costs and expand the auditor's scope by providing day-to-day support and expediting gathering and provision of information requested.
3. Explore new ways to maintain and share department financial data to avoid duplicate record keeping.
4. Assist the Comptroller's office in carrying out Town-wide financial/procedural policies with department heads and staff.
5. Assist in developing responses and corrective action plans for items addressed in the annual audit and management's letter in response.
6. Provide recommendations to the Board on specific audit-related concerns.
7. Maintain capital projects database developed by FTI.

## Legal Authority:

The Independent Audit cost center was established in accordance with the Supervisor's authority as the Town's Budget Officer.

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**NOTES:**

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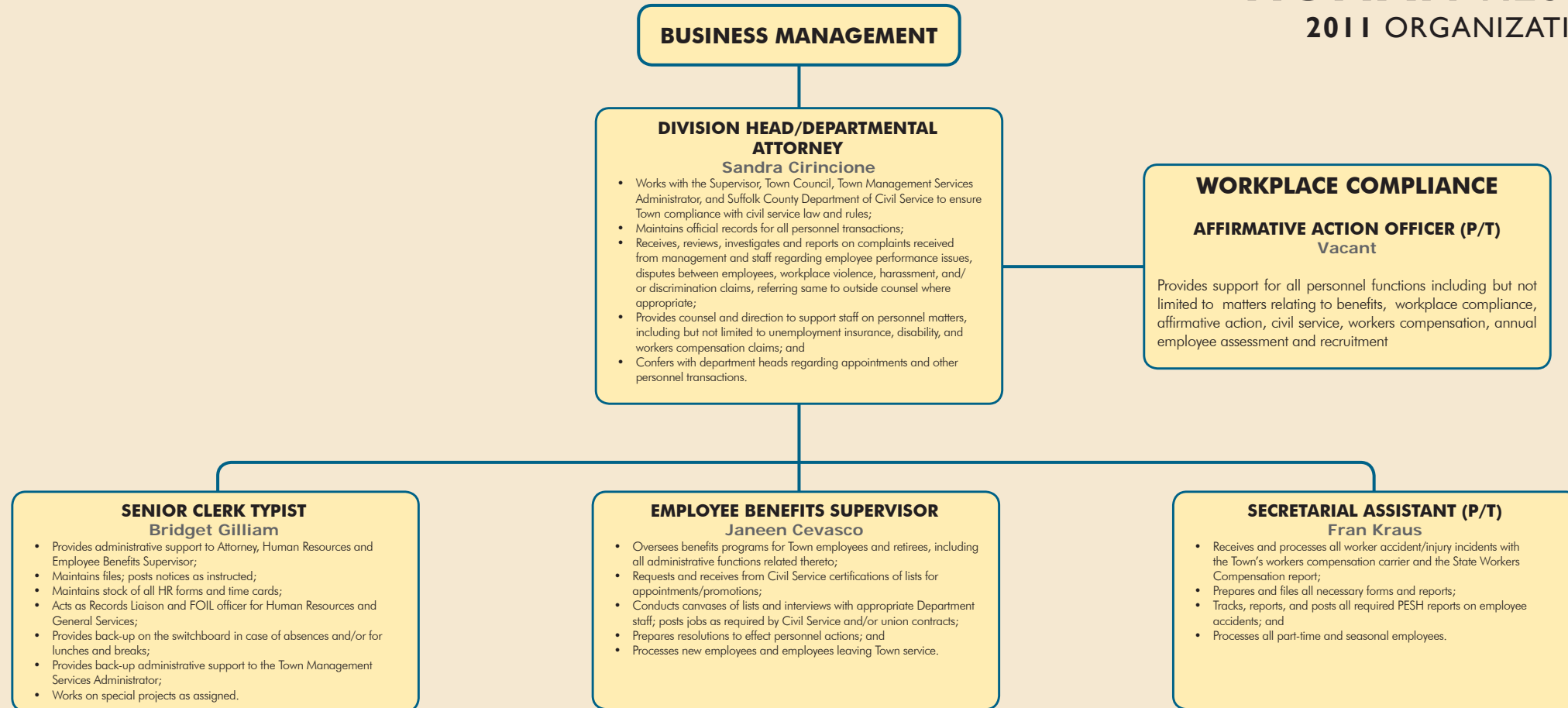
**Town of Southampton**  
**2011 Adopted Budget**  
**Independent Audit - 1320**

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 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
	<b>Real Property Taxes:</b>															
1001	Property Taxes	316,440	507,868	225,000	275,000	275,000	325,000	225,000	225,000	225,000	(50,000)	(18.18%)	325,000	225,000	225,000	225,000
	<b>Total Real Property Taxes</b>	<b>316,440</b>	<b>507,868</b>	<b>225,000</b>	<b>275,000</b>	<b>275,000</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>(50,000)</b>	<b>(18.18%)</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
	<b>Total Revenue</b>	<b>316,440</b>	<b>507,868</b>	<b>225,000</b>	<b>275,000</b>	<b>275,000</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>(50,000)</b>	<b>(18.18%)</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
	<b>Salaries:</b>															
6100	Salaries	85,000	58,333	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Salaries</b>	<b>85,000</b>	<b>58,333</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>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	6,588	4,433	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6830	FICA Tax Expenditure	6,503	4,437	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6840	Worker's Compensation	1,304	947	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6860	Medical Insurance - Active Employees	15,108	9,494	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6865	Dental & Optical	876	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6875	Disability	0	17	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Employee Benefits - Current</b>	<b>30,378</b>	<b>19,329</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>115,378</b>	<b>77,663</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>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Contractual:</b>															
6400	Contracts - Other	0	0	175,000	187,780	187,780	200,000	175,000	175,000	175,000	12,780	6.81%	200,000	175,000	175,000	175,000
6401	Contracts	200,000	430,354	50,000	87,220	44,347	125,000	50,000	50,000	50,000	37,220	42.67%	125,000	50,000	50,000	50,000
6899	Contingent	1,062	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>201,063</b>	<b>430,354</b>	<b>225,000</b>	<b>275,000</b>	<b>232,127</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>50,000</b>	<b>18.18%</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
	<b>Total Expenditures</b>	<b>316,440</b>	<b>508,016</b>	<b>225,000</b>	<b>275,000</b>	<b>232,127</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>50,000</b>	<b>18.18%</b>	<b>325,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(148)</b>	<b>0</b>	<b>0</b>	<b>42,873</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>



# HUMAN RESOURCES

## 2011 ORGANIZATIONAL CHART







# 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 1/1/11
<b>Business Management Summary</b>												
<b>Business Management Summary</b>												
<b>Human Resources - 1430</b>												
Departmental Attorney	ADMINISTRATIVE	100,000	0	0	100,000	9,420	7,650	11,500	492	29,062	129,062	4.1
Employee Benefits Supervisor	ADMINSUPPORT	67,500	0	2,500	70,000	1,080	5,355	8,050	353	14,838	84,838	7.2
Affirmative Action Officer	PART-TIME	25,000	0	0	25,000	0	1,913	2,875	29	4,816	29,816	
Secretarial Assistant	PART-TIME	21,000	0	0	21,000	0	1,606	0	126	1,732	22,732	
<b>Total Human Resources - 1430</b>		<b>213,500</b>	<b>0</b>	<b>2,500</b>	<b>216,000</b>	<b>10,500</b>	<b>16,524</b>	<b>22,425</b>	<b>999</b>	<b>50,448</b>	<b>266,448</b>	

**NOTES:**



# Department Summary

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*Department: Human Resources*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1430

**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

It is the mission of Human Resources to provide all Town employees with the most accurate information and guidance, to ensure employees' awareness of their rights and obligations and to provide information regarding employment and advancement opportunities, career growth and benefits.

## **Workload:**

Human Resources is responsible for the administration of personnel issues, providing information, assistance and updates to approximately 500 active employees, 400 part time/seasonal employees and approximately 200 retirees.

The Human Resources Department is responsible to:

1. Maintain personnel files for approximately 500 full time employees and over 400 part time/seasonal employees.
2. Assist in establishing policies pertaining to personnel issues and employee benefits for active and retired employees.
3. Coordinate, maintain, implement and ensure compliance with the following employee benefits including: health insurance, dental/vision insurance, disability, FMLA, retirement, workers' compensation, tuition and wellness reimbursement, etc.
4. Prepare periodic bulletins to employees, administrators and retirees regarding changes in benefit programs.
5. Provide information to employees, department heads and the general public concerning Civil Service rules and policies as they pertain to personnel transactions.
6. Canvass Civil Service eligible lists; advertise for position openings, when applicable; schedule interviews; prepare resolutions for appointments; conduct orientation and exit interviews; provide photo id cards for all Town employees.
7. Prepare semi-monthly payroll for over 900 employees in accordance with the Town's three union contracts, administrative policy and benefit provisions established by the Town Board and all applicable federal, State and local laws.
8. Process between 180-200 new and ongoing workers' compensation claims each year. This includes completing paperwork for hearings, following up with injured employees and department heads on status, keeping track of accruals for use purposes, applying for reimbursement requests, etc.
9. Prepare annually the Public Employee Safety and Health Report (PESH) required by the NYS Department of Labor and the Survey of Occupational Injuries and Illnesses report required by the US Department of Labor.

# Department Summary

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*Department: Human Resources*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1430

**Manager:**

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10. Audit over 500 timesheets monthly to ensure accruals credits and charges are correct. These employee timesheets are audited by the Town's outside auditors.
  11. Prepare position and salary surveys for the Public Employees Relations Bureau (PERB) and other various reports and surveys for the Federal, State and local jurisdictions and related agencies.
  12. Coordinate with the Town's risk management professionals to conduct periodic reviews of the Town's insurance policies.

**Goals & Objectives:**

1. To integrate time clock computer software into Great Plains payroll system.
2. Scan all Personnel records.
3. Work with the Safety Officer and Labor Management Committee to reduce the number of Worker's Compensation claims reported in 2011.
4. Reduce the use of outside counsel for personnel matters by using the newly created position of Departmental Attorney.

**Legal Authority:**

Town Code Chapter 27.

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**NOTES:**

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**Town of Southampton**  
**2011 Adopted Budget**  
**Human Resources - 1430**

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	320,131	315,788	287,468	299,468	299,468	321,964	441,162	441,162	322,001	22,533	7.52%	340,811	439,337	439,337	336,945
	<b>Total Real Property Taxes</b>	<b>320,131</b>	<b>315,788</b>	<b>287,468</b>	<b>299,468</b>	<b>299,468</b>	<b>321,964</b>	<b>441,162</b>	<b>441,162</b>	<b>322,001</b>	<b>22,533</b>	<b>7.52%</b>	<b>340,811</b>	<b>439,337</b>	<b>439,337</b>	<b>336,945</b>
<b>Other Revenue:</b>																
2770	Miscellaneous	0	40	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>40</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 Revenue</b>	<b>320,131</b>	<b>315,828</b>	<b>287,468</b>	<b>299,468</b>	<b>299,468</b>	<b>321,964</b>	<b>441,162</b>	<b>441,162</b>	<b>322,001</b>	<b>22,533</b>	<b>7.52%</b>	<b>340,811</b>	<b>439,337</b>	<b>439,337</b>	<b>336,945</b>
<b>Salaries:</b>																
6100	Salaries	201,888	199,099	199,882	199,882	166,734	206,540	245,038	245,038	167,500	32,382	16.20%	211,087	250,354	250,354	170,850
6103	Accumulated Sick/Personal Days	3,000	3,263	2,845	2,845	3,017	2,845	0	0	0	2,845	100.00%	2,845	0	0	0
6105	Part Time Salaries	33,060	30,412	20,000	20,000	14,660	21,000	21,000	21,000	46,000	(26,000)	(130.00%)	21,000	21,000	21,000	46,002
6110	Longevity	0	0	0	0	0	0	1,426	1,426	0	0	0.00%	0	2,190	2,190	0
6127	Cash in Lieu of Health Benefits	0	1,250	2,500	2,500	1,250	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6150	Human Resources-Wellness Reimbursement	0	635	500	500	530	800	800	800	800	(300)	(60.00%)	800	800	800	800
	<b>Total Salaries</b>	<b>237,948</b>	<b>234,658</b>	<b>225,727</b>	<b>225,727</b>	<b>186,191</b>	<b>233,685</b>	<b>270,764</b>	<b>270,764</b>	<b>216,800</b>	<b>8,927</b>	<b>3.95%</b>	<b>238,232</b>	<b>276,844</b>	<b>276,844</b>	<b>220,152</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	18,635	15,132	14,161	19,293	11,801	24,459	28,723	28,723	22,517	(3,224)	(16.71%)	35,370	41,664	41,664	32,423
6830	FICA Tax Expenditure	18,394	17,165	17,230	17,230	14,182	17,877	20,713	20,713	16,585	645	3.74%	18,225	21,178	21,178	16,841
6840	Worker's Compensation	3,687	3,475	4,786	4,786	3,988	1,078	4,048	4,048	884	3,902	81.53%	1,099	4,188	4,188	899
6860	Medical Insurance - Active Employees	22,877	23,290	20,048	20,048	17,069	24,510	32,850	32,850	8,340	11,708	58.40%	26,472	35,479	35,479	9,007
6865	Dental & Optical	2,611	0	2,952	2,952	2,431	3,240	4,320	4,320	2,160	792	26.83%	3,498	4,664	4,664	2,332
6875	Disability	0	79	115	115	72	115	144	144	115	0	0.00%	115	144	144	115
	<b>Total Employee Benefits - Current</b>	<b>66,204</b>	<b>59,141</b>	<b>59,291</b>	<b>64,423</b>	<b>49,543</b>	<b>71,278</b>	<b>90,799</b>	<b>90,799</b>	<b>50,601</b>	<b>13,822</b>	<b>21.46%</b>	<b>84,779</b>	<b>107,318</b>	<b>107,318</b>	<b>61,618</b>
	<b>Total Employee Costs</b>	<b>304,153</b>	<b>293,799</b>	<b>285,018</b>	<b>290,150</b>	<b>235,734</b>	<b>304,964</b>	<b>361,562</b>	<b>361,562</b>	<b>267,401</b>	<b>22,749</b>	<b>7.84%</b>	<b>323,011</b>	<b>384,162</b>	<b>384,162</b>	<b>281,770</b>
<b>Contractual:</b>																
6401	Contracts	6,800	6,123	0	0	0	9,300	10,000	10,000	10,000	(10,000)	(100.00%)	9,775	10,475	10,475	10,475
6412	Publications	500	47	100	137	40	100	700	700	700	(563)	(410.95%)	100	700	700	700
6416	Travel, Dues and Related	0	0	0	0	0	0	900	900	900	(900)	(100.00%)	0	900	900	900
6421	Legal Notices	4,000	2,088	0	0	0	0	2,500	2,500	2,500	(2,500)	(100.00%)	0	2,500	2,500	2,500
6425	Office Supplies	1,500	889	1,100	1,063	106	1,100	1,500	1,500	1,500	(437)	(41.11%)	1,100	1,500	1,500	1,500
6450	Schools & Training	0	0	0	0	0	0	5,000	5,000	5,000	(5,000)	(100.00%)	0	5,000	5,000	5,000
6459	Background Investigations	0	0	500	7,769	5,290	2,000	1,000	1,000	1,000	6,769	87.13%	2,100	1,100	1,100	1,100
6468	Advertising	0	0	750	5,481	5,481	4,500	3,000	3,000	3,000	2,481	45.27%	4,725	3,000	3,000	3,000
6477	Copier Leases	0	0	0	0	(10)	0	5,000	5,000	5,000	(5,000)	(100.00%)	0	5,000	5,000	5,000

**Town of Southampton**  
**2011 Adopted Budget**  
**Human Resources - 1430**

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 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
6490	Consultants	0	0	0	0	0	0	50,000	50,000	25,000	(25,000)	(100.00%)	0	25,000	25,000	25,000
6899	Contingent	3,178	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>15,978</b>	<b>9,147</b>	<b>2,450</b>	<b>14,450</b>	<b>10,907</b>	<b>17,000</b>	<b>79,600</b>	<b>79,600</b>	<b>54,600</b>	<b>(40,150)</b>	<b>(277.85%)</b>	<b>17,800</b>	<b>55,175</b>	<b>55,175</b>	<b>55,175</b>
	<b>Total Expenditures</b>	<b>320,131</b>	<b>302,946</b>	<b>287,468</b>	<b>304,600</b>	<b>246,641</b>	<b>321,964</b>	<b>441,162</b>	<b>441,162</b>	<b>322,001</b>	<b>(17,401)</b>	<b>(5.71%)</b>	<b>340,811</b>	<b>439,337</b>	<b>439,337</b>	<b>336,945</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>12,882</b>	<b>0</b>	<b>(5,132)</b>	<b>52,828</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>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	5,132	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>12,882</b>	<b>0</b>	<b>0</b>	<b>52,828</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>

# 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 1/1/11
Business Management Summary												
Business Management Summary												
Workplace Policy - 1431												
Total Workplace Policy - 1431		0	0	0	0	0	0	0	0	0	0	0

NOTES:





# Department Summary

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*Department: Workplace Policy*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1431

**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

Workplace Policy links the diversity of an inclusive work environment to employee development, succession planning, retention strategies and organizational performance. Organizational development and growth will occur with recruitment of a diverse and representative workforce, professional development training, and fair and equitable treatment of all employees through compliance with the policies of the Town of Southampton, as well as State and Federal Equal Employment Opportunity (EEO) laws and regulations.

The 2011 Budget includes an allocation of \$3,500 from Cablevision franchise fees for special projects and programs associated with the Anti-Bias Task Force: printing chargeback (\$1,500); and journal advertisements for diversity/affirmative action (\$2,000).

## **Workload:**

Affirmative Action and Equal Employment Opportunity

- Investigate discrimination and harassment claims

Mediation

- Provide an opportunity for employees to resolve workplace issues

Anti Bias Task Force

- Provide sensitivity, bias and hate crime training
- Promote zero tolerance for bias/hate crimes

Employee Assistance Program (EAP)

- Assist employees through the EAP referral process for substance abuse counseling/treatment and mental health counseling

Career Mapping and Tuition Assistance

- Guide employees through undergraduate, graduate and technical programs

Performance Appraisal

- Hold performance management training
- Develop performance improvement plans

Workplace Violence Prevention

- Coordinate the Workplace Violence Prevention Committee
- Respond to employee concerns
- Provide Conflict Resolution Training

Ethics

- Develop employee training on ethics

# Department Summary

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*Department: Workplace Policy*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 1431

**Manager:**

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## Goals & Objectives:

1. Fairness and consistency in the treatment of employees.
2. Prevent Equal Employment Opportunity Commission (EEOC), Suffolk County Division of Human Rights (SCDHR) and New York State Division of Human Rights (NYSDHR) complaints.
3. Continue Development of the Performance Management System.

## Legal Authority:

Town Code Chapter 27.

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**NOTES:**

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**Town of Southampton**  
**2011 Adopted Budget**  
**Workplace Policy - 1431**

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	169,948	161,858	141,489	141,489	141,489	141,712	217,522	217,522	0	(141,489)	(100.00%)	147,942	236,100	236,100	0
	<b>Total Real Property Taxes</b>	<b>169,948</b>	<b>161,858</b>	<b>141,489</b>	<b>141,489</b>	<b>141,489</b>	<b>141,712</b>	<b>217,522</b>	<b>217,522</b>	<b>0</b>	<b>(141,489)</b>	<b>(100.00%)</b>	<b>147,942</b>	<b>236,100</b>	<b>236,100</b>	<b>0</b>
<b>Other Revenue:</b>																
1170	Cablevision Fees	0	0	3,500	3,500	2,622	3,500	3,500	3,500	0	(3,500)	(100.00%)	3,500	3,500	3,500	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>2,622</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>(3,500)</b>	<b>(100.00%)</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>
	<b>Total Revenue</b>	<b>169,948</b>	<b>161,858</b>	<b>144,989</b>	<b>144,989</b>	<b>144,111</b>	<b>145,212</b>	<b>221,022</b>	<b>221,022</b>	<b>0</b>	<b>(144,989)</b>	<b>(100.00%)</b>	<b>151,442</b>	<b>239,600</b>	<b>239,600</b>	<b>0</b>
<b>Salaries:</b>																
6100	Salaries	116,438	112,506	75,000	75,000	37,748	50,000	98,257	98,257	0	75,000	100.00%	51,000	101,034	101,034	0
6105	Part Time Salaries	0	0	0	0	0	0	25,000	25,000	0	0	0.00%	0	25,002	25,002	0
6110	Longevity	0	0	0	0	0	0	0	0	0	0	0.00%	0	1,632	1,632	0
6151	Tuition Reimbursement	0	0	2,000	2,000	2,524	20,000	0	0	0	2,000	100.00%	20,000	0	0	0
	<b>Total Salaries</b>	<b>116,438</b>	<b>112,506</b>	<b>77,000</b>	<b>77,000</b>	<b>40,272</b>	<b>70,000</b>	<b>123,257</b>	<b>123,257</b>	<b>0</b>	<b>77,000</b>	<b>100.00%</b>	<b>71,000</b>	<b>127,668</b>	<b>127,668</b>	<b>0</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	7,581	8,550	5,175	3,638	4,313	5,750	14,175	14,175	0	3,638	100.00%	8,313	20,810	20,810	0
6830	FICA Tax Expenditure	7,483	8,599	5,737	5,737	3,421	3,825	9,429	9,429	0	5,737	100.00%	3,902	9,767	9,767	0
6840	Worker's Compensation	1,500	1,905	1,594	1,594	1,328	231	2,406	2,406	0	1,594	100.00%	236	2,465	2,465	0
6860	Medical Insurance - Active Employees	21,338	23,516	15,924	15,924	8,651	18,127	24,510	24,510	0	15,924	100.00%	19,577	26,472	26,472	0
6865	Dental & Optical	1,741	0	984	984	527	1,080	2,160	2,160	0	984	100.00%	1,166	2,332	2,332	0
6875	Disability	0	28	29	29	16	29	86	86	0	29	100.00%	29	86	86	0
	<b>Total Employee Benefits - Current</b>	<b>39,642</b>	<b>42,599</b>	<b>29,443</b>	<b>27,906</b>	<b>18,256</b>	<b>29,042</b>	<b>52,766</b>	<b>52,766</b>	<b>0</b>	<b>27,906</b>	<b>100.00%</b>	<b>33,222</b>	<b>61,932</b>	<b>61,932</b>	<b>0</b>
	<b>Total Employee Costs</b>	<b>156,080</b>	<b>155,105</b>	<b>106,443</b>	<b>104,906</b>	<b>58,528</b>	<b>99,042</b>	<b>176,022</b>	<b>176,022</b>	<b>0</b>	<b>104,906</b>	<b>100.00%</b>	<b>104,222</b>	<b>189,600</b>	<b>189,600</b>	<b>0</b>
<b>Contractual:</b>																
6401	Contracts	0	0	10,000	10,000	4,826	10,000	2,500	2,500	0	10,000	100.00%	11,000	2,500	2,500	0
6403	Gasoline	0	0	0	0	0	0	500	500	0	0	0.00%	0	500	500	0
6411	Printing and Stationery	500	0	1,575	1,575	54	2,000	0	0	0	1,575	100.00%	2,000	0	0	0
6412	Publications	90	0	70	70	40	70	0	0	0	70	100.00%	70	0	0	0
6416	Travel, Dues and Related	150	64	1,395	1,395	1,069	1,500	0	0	0	1,395	100.00%	1,500	0	0	0
6421	Legal Notices	3,990	1,139	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6425	Office Supplies	250	116	250	250	0	350	500	500	0	250	100.00%	400	500	500	0
6433	Safety Equipment	0	0	0	0	0	0	40,000	40,000	0	0	0.00%	0	20,000	20,000	0
6445	Food	0	0	0	0	0	0	500	500	0	0	0.00%	0	500	500	0
6450	Schools & Training	7,500	4,199	3,000	3,000	1,754	5,000	1,000	1,000	0	3,000	100.00%	5,000	1,000	1,000	0
6468	Advertising	0	0	2,256	2,256	1,000	2,250	0	0	0	2,256	100.00%	2,250	0	0	0
6490	Consultants	0	0	20,000	20,000	0	25,000	0	0	0	20,000	100.00%	25,000	25,000	25,000	0

**Town of Southampton**  
**2011 Adopted Budget**  
**Workplace Policy - 1431**

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 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
6899	Contingent	1,388	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	13,868	5,518	38,546	38,546	8,744	46,170	45,000	45,000	0	38,546	100.00%	47,220	50,000	50,000	0
	Total Expenditures	169,948	160,622	144,989	143,452	67,271	145,212	221,022	221,022	0	143,452	100.00%	151,442	239,600	239,600	0
	Net Surplus (Deficit)	0	1,236	0	1,537	76,840	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	(1,537)	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	1,236	0	0	76,840	0	0	0	0			0	0	0	0

# SEA – TV

## 2011 ORGANIZATIONAL CHART

### BUSINESS MANAGEMENT

**EXECUTIVE DIRECTOR SEA – TV**  
**Bruce Nalepinski**

- Responsible for the operation of a 24-hours a day 7-days a week television cablecast on Channel 22 in the Town of Southampton including programming decisions based on mission of SEA – TV.
- Supervises of two full-time and one-part time employees;
- Assigns duties to record programming of a government or educational nature including: Town Board, Zoning Board, Planning Board and other town government programs of interest to the community. Works with schools to coordinate recording of school board meetings, plays and other activities of interest to the community;
- Develops ideas for programs in the arts and culture of interest to the community;
- Provides quality control by maintaining knowledge base of new technologies and purchasing equipment to supplement needs of the station;
- Produces and directs multi-camera programs;
- Supervises post production of all recorded programs;
- Works with community organizations such as the League of Women Voters, Southampton Hospital, Southampton Library and many others to record programs of theirs for the community;
- Fills in as video camera operator, when necessary;
- Creates agenda for SEA – TV committee meetings and follows franchise agreement and mission statement of SEA – TV.

**AUDIO VISUAL AIDES**  
**Full-Time**  
**Charles Certain**  
**Sarah Pleat**

**Charlie Styler – Part-Time**

- Work on assigned duties each day consisting of camera operation for remotes, three camera switched recording of programming in Town Board room, recording of web portal video/audio.
- Edit recorded programming to get it ready for air including rendering information to edit system, installing in the broadcast hard drive system, scheduling into broadcast schedule.
- All employees are familiar with processes involved in getting a program to air. All employees utilize and have knowledge of the operation of Canon cameras, Sony switching systems and Final Cut Pro editing equipment.
- All are able to use lighting and wireless microphone equipment to enhance the recording.
- Trouble-shoot electronics; provide maintenance; and identify problems, when there is an equipment failure.



# 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 1/1/11
<b>Business Management Summary</b>												
<b>Business Management Summary</b>												
<b>Education and Government Channel - 7560</b>												
Twn Dir of Educ & Gov Cable Ac	ADMINISTRATIVE	75,949	0	0	75,949	19,207	5,810	8,734	380	34,132	110,081	5.5
Audio Visual Aide	CSEA40HOUR-NEW / C / 4	41,875	0	0	41,875	17,250	3,203	4,816	223	25,492	67,366	4.0
Audio Visual Aide	CSEA40HOUR-NEW / C / 3	41,061	0	0	41,061	9,420	3,141	4,722	219	17,502	58,562	2.9
Audio Visual Aide	PART-TIME	26,000	0	0	26,000	0	1,989	2,990	149	5,128	31,128	
<b>Total Education and Government Channel - 7560</b>		<b>184,884</b>	<b>0</b>	<b>0</b>	<b>184,884</b>	<b>45,877</b>	<b>14,144</b>	<b>21,262</b>	<b>971</b>	<b>82,253</b>	<b>267,138</b>	

NOTES:





# Department Summary

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*Department: Education and Government Channel*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 7560

**Manager:** Bruce Nalepinski

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

Pursuant to Town Code Chapter 13, the Education and Government Channel Director is charged with authority to administer and operate the Education and Government Channel and to manage budgetary resources allocated from twenty-five percent of the Cablevision Franchise Fee revenues, restricted for this purpose by Town Code.

The Executive Director serves as the administrator for the Education and Government Committee and is also the Station Manager of the Education and Government Channel. The Town Council Office provides administrative support, as needed.

The Education and Government Channel was established pursuant to the provisions of Section 595.4 of New York State Public Service Commission Cable TV Rules and Regulations. In 2002, the Town of Southampton created the Education and Government Committee, which is comprised of representatives from local schools and members of the community, to administer the channel along with the Executive Director and to make determinations regarding the types of programming the station airs.

The 2011 budget for the Education and Government Channel will be met with the allocation of Cablevision Franchise Fees, pursuant to Chapter 13 of the Town Code.

## **Workload:**

The Education and Government Channel anticipates producing forty (40) hours of original programming weekly. This programming schedule will be supplemented with another 20 hours from outside sources, such as schools, libraries, legislators, etc.

Before going on air, all sixty (60) hours of programming must be coded in the broadcast hard drive system. The forty (40) hours of originally produced programming must first be edited prior to coding for broadcast.

# Department Summary

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*Department: Education and Government Channel*

**Budget Year:** 2011

**Division:** Business Management Summary

**Tax District:** Full Town

**Cost Center #:** 7560

**Manager:** Bruce Nalepinski

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## **Goals & Objectives:**

1. Develop program sponsorships with local businesses, community groups and other interested entities, in order to provide a new stream of revenue in support of stations expanded scope and capabilities.
2. To build a new office and broadcast center on Town owned property before the existing lease expires at the end of 2011.
3. To continue to work with Villages and Hamlets within the Town to further develop the channel, through the provision of additional programming of local interest as well as contributory financial support.
4. To expand the programming offered by Sea TV with the additon of the second channel for broadcasting educational programs and events pursuant to the contract entered into by the Town of Southampton and Cabelvision.

## **Legal Authority:**

Town Code Chapter 13

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**NOTES:**

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**Town of Southampton**  
**2011 Adopted Budget**  
**Education and Government Channel - 7560**

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>Other Revenue:</b>																
1170	Cablevision Fees	250,000	249,989	285,575	285,575	213,951	328,000	312,500	312,500	312,500	26,925	9.43%	328,000	337,500	337,500	337,500
1521	Departmental Income	0	0	0	0	0	11,000	11,000	11,000	11,000	11,000	100.00%	16,500	16,500	16,500	16,500
1790	Inter-Departmental Revenue	0	0	0	0	0	0	0	0	0	0	0.00%	2,000	0	0	0
2210	Intergovernmental Revenue	0	0	0	0	0	12,000	12,000	12,000	12,000	12,000	100.00%	18,000	18,000	18,000	18,000
2770	Miscellaneous	600	1,065	1,169	1,169	420	0	0	0	0	(1,169)	(100.00%)	0	0	0	0
	<b>Total Other Revenue</b>	<b>250,600</b>	<b>251,054</b>	<b>286,744</b>	<b>286,744</b>	<b>214,371</b>	<b>351,000</b>	<b>335,500</b>	<b>335,500</b>	<b>335,500</b>	<b>48,756</b>	<b>17.00%</b>	<b>364,500</b>	<b>372,000</b>	<b>372,000</b>	<b>372,000</b>
	<b>Total Revenue</b>	<b>250,600</b>	<b>251,054</b>	<b>286,744</b>	<b>286,744</b>	<b>214,371</b>	<b>351,000</b>	<b>335,500</b>	<b>335,500</b>	<b>335,500</b>	<b>48,756</b>	<b>17.00%</b>	<b>364,500</b>	<b>372,000</b>	<b>372,000</b>	<b>372,000</b>
<b>Salaries:</b>																
6100	Salaries	158,294	178,207	179,773	179,773	150,143	188,935	184,884	184,884	184,884	(5,112)	(2.84%)	193,432	189,300	189,300	189,300
6105	Part Time Salaries	38,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Salaries</b>	<b>196,294</b>	<b>178,207</b>	<b>179,773</b>	<b>179,773</b>	<b>150,143</b>	<b>188,935</b>	<b>184,884</b>	<b>184,884</b>	<b>184,884</b>	<b>(5,112)</b>	<b>(2.84%)</b>	<b>193,432</b>	<b>189,300</b>	<b>189,300</b>	<b>189,300</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	15,213	12,620	12,404	17,383	10,337	21,728	21,262	21,262	21,262	(3,878)	(22.31%)	31,529	30,856	30,856	30,856
6830	FICA Tax Expenditure	15,016	13,573	13,753	13,753	11,404	14,454	14,144	14,144	14,144	(391)	(2.84%)	14,798	14,481	14,481	14,481
6840	Worker's Compensation	3,010	2,859	3,820	3,820	3,183	874	856	856	856	2,964	77.60%	895	876	876	876
6860	Medical Insurance - Active Employees	0	36,593	35,110	35,110	29,884	42,637	42,637	42,637	42,637	(7,527)	(21.44%)	46,049	46,049	46,049	46,049
6865	Dental & Optical	0	0	2,952	2,952	2,431	3,240	3,240	3,240	3,240	(288)	(9.76%)	3,498	3,498	3,498	3,498
6875	Disability	0	52	115	115	48	115	115	115	115	0	0.00%	115	115	115	115
	<b>Total Employee Benefits - Current</b>	<b>33,240</b>	<b>65,697</b>	<b>68,154</b>	<b>73,133</b>	<b>57,287</b>	<b>83,048</b>	<b>82,253</b>	<b>82,253</b>	<b>82,253</b>	<b>(9,120)</b>	<b>(12.47%)</b>	<b>96,885</b>	<b>95,876</b>	<b>95,876</b>	<b>95,876</b>
	<b>Total Employee Costs</b>	<b>229,534</b>	<b>243,904</b>	<b>247,927</b>	<b>252,906</b>	<b>207,430</b>	<b>271,983</b>	<b>267,138</b>	<b>267,138</b>	<b>267,138</b>	<b>(14,232)</b>	<b>(5.63%)</b>	<b>290,317</b>	<b>285,176</b>	<b>285,176</b>	<b>285,176</b>
<b>Equipment:</b>																
6200	Equipment	1,800	0	10,767	10,767	0	5,000	45,762	45,762	45,762	(34,995)	(325.02%)	5,000	64,224	64,224	64,224
	<b>Total Equipment</b>	<b>1,800</b>	<b>0</b>	<b>10,767</b>	<b>10,767</b>	<b>0</b>	<b>5,000</b>	<b>45,762</b>	<b>45,762</b>	<b>45,762</b>	<b>(34,995)</b>	<b>(325.02%)</b>	<b>5,000</b>	<b>64,224</b>	<b>64,224</b>	<b>64,224</b>
<b>Contractual:</b>																
6403	Gasoline	600	400	7,000	4,000	813	1,000	800	800	800	3,200	80.00%	1,000	800	800	800
6404	Electric	0	480	4,000	4,000	3,133	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
6405	Fuel Oil	0	142	0	400	229	5,000	500	500	500	(100)	(25.00%)	5,000	500	500	500
6406	Repair Equipment	500	295	500	500	0	2,500	500	500	500	0	0.00%	2,500	500	500	500
6409	Copier Supplies	500	0	0	0	0	500	0	0	0	0	0.00%	500	0	0	0
6410	Postage	100	0	100	100	0	750	500	500	500	(400)	(400.00%)	750	500	500	500
6412	Publications	200	75	100	100	0	100	100	100	100	0	0.00%	100	100	100	100
6414	Rentals	18,215	19,581	13,200	13,200	12,100	12,100	12,100	12,100	12,100	1,100	8.33%	12,100	12,100	12,100	12,100
6415	Telephone	1,500	1,507	1,500	2,800	2,091	2,500	2,000	2,000	2,000	800	28.57%	2,500	2,000	2,000	2,000
6416	Travel, Dues and Related	900	984	900	1,200	0	4,600	1,100	1,100	1,100	100	8.33%	4,600	1,100	1,100	1,100

**Town of Southampton**  
**2011 Adopted Budget**  
**Education and Government Channel - 7560**

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 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
6421	Legal Notices	1,000	154	250	250	0	0	0	0	0	250	100.00%	0	0	0	0
6425	Office Supplies	0	0	0	0	0	2,500	1,000	1,000	1,000	(1,000)	(100.00%)	2,500	1,000	1,000	1,000
6426	Supplies - Other	2,500	600	500	1,500	634	0	0	0	0	1,500	100.00%	0	0	0	0
6490	Consultants	0	0	0	0	0	30,000	0	0	0	0	0.00%	30,000	0	0	0
6899	Contingent	2,828	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>28,843</b>	<b>24,219</b>	<b>28,050</b>	<b>28,050</b>	<b>19,000</b>	<b>65,550</b>	<b>22,600</b>	<b>22,600</b>	<b>22,600</b>	<b>5,450</b>	<b>19.43%</b>	<b>65,550</b>	<b>22,600</b>	<b>22,600</b>	<b>22,600</b>
	<b>Total Expenditures</b>	<b>260,176</b>	<b>268,123</b>	<b>286,744</b>	<b>291,723</b>	<b>226,430</b>	<b>342,533</b>	<b>335,500</b>	<b>335,500</b>	<b>335,500</b>	<b>(43,777)</b>	<b>(15.01%)</b>	<b>360,867</b>	<b>372,000</b>	<b>372,000</b>	<b>372,000</b>
	<b>Net Surplus (Deficit)</b>	<b>(9,576)</b>	<b>(17,069)</b>	<b>0</b>	<b>(4,979)</b>	<b>(12,059)</b>	<b>8,467</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>3,633</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	9,576	0	0	4,979	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(17,069)</b>	<b>0</b>	<b>0</b>	<b>(12,059)</b>	<b>8,467</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>3,633</b>	<b>0</b>	<b>0</b>	<b>0</b>