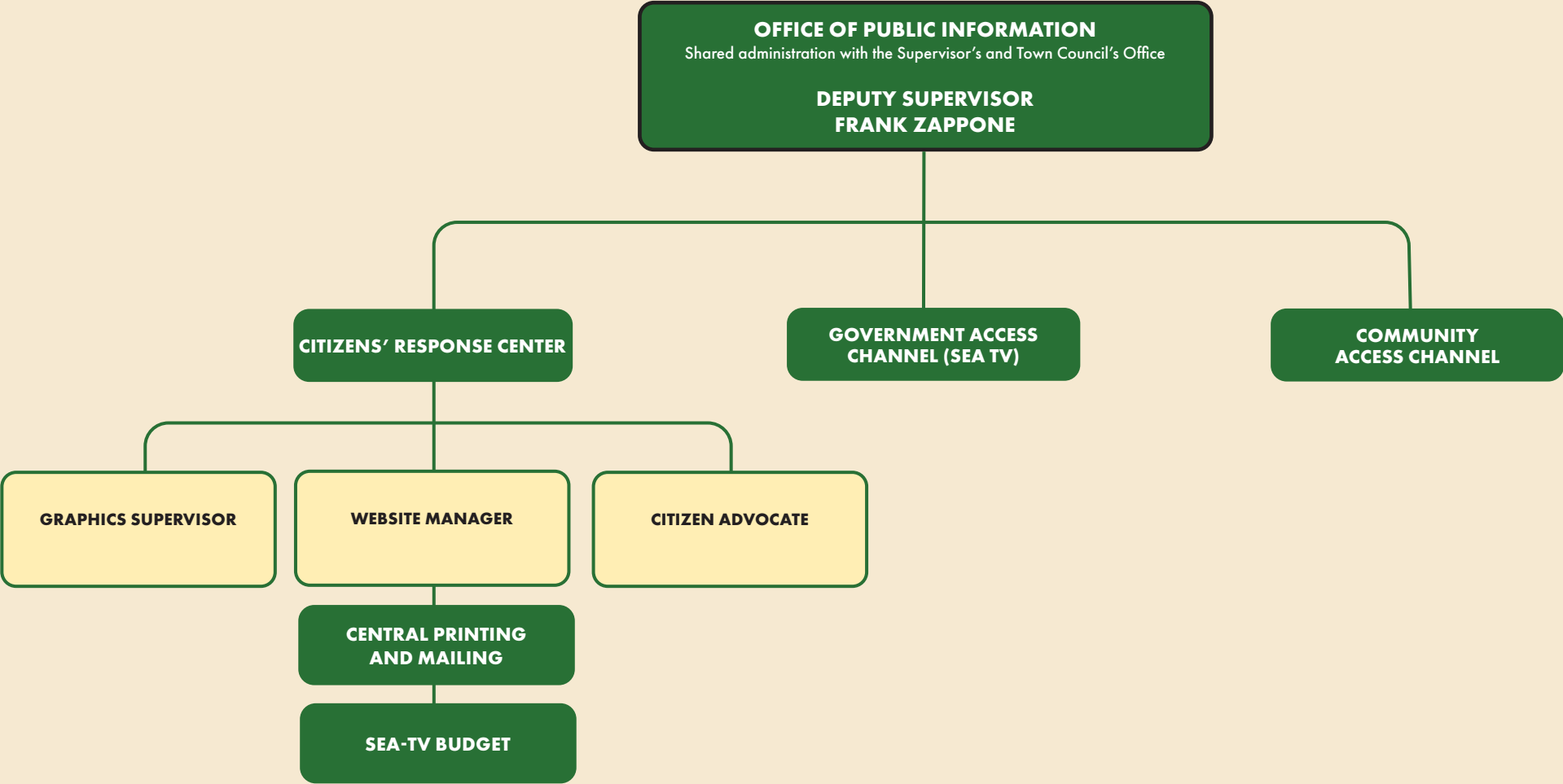


2022 ORGANIZATIONAL CHART
OFFICE OF PUBLIC INFORMATION

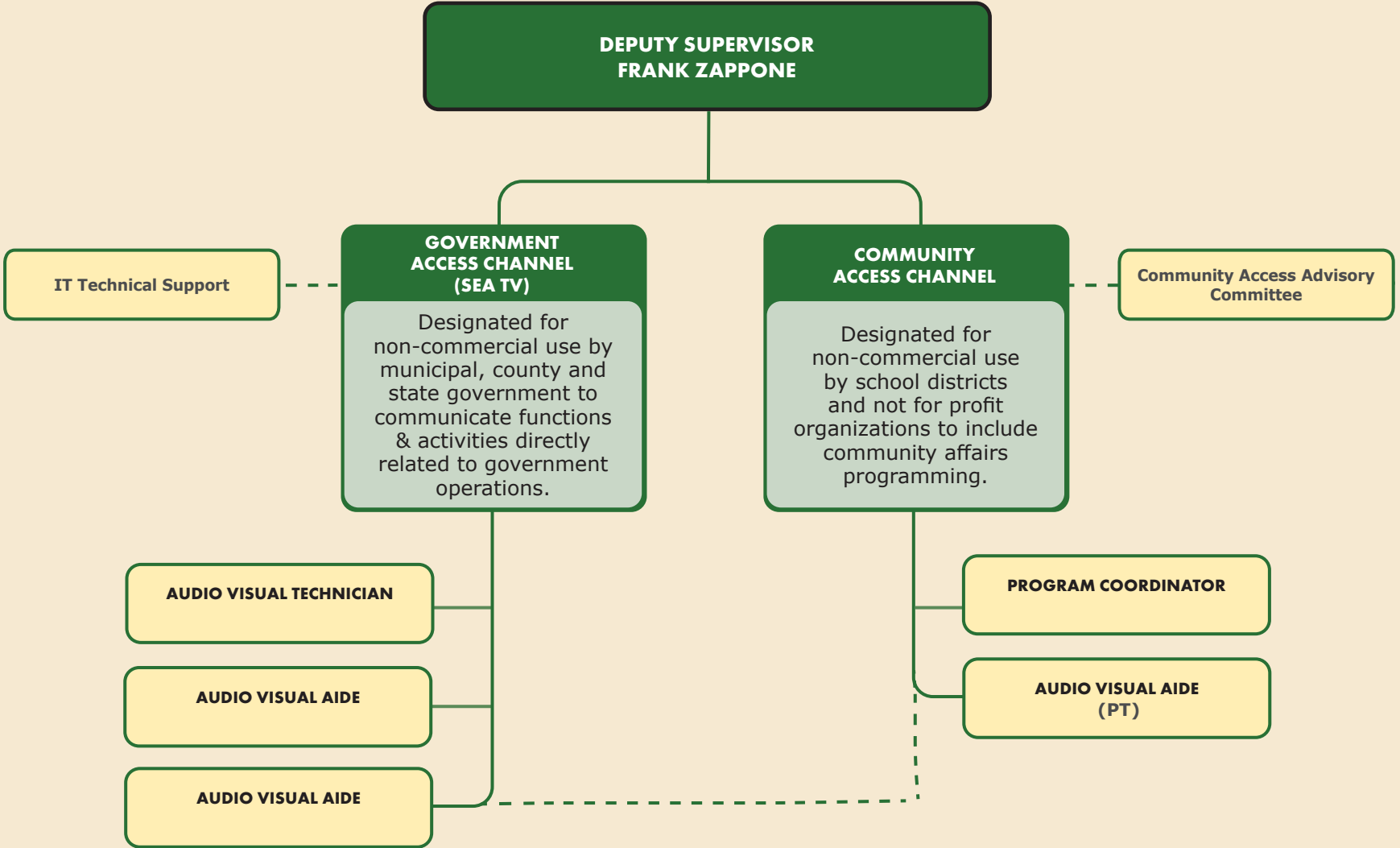
CITIZENS' RESPONSE CENTER

Main Line: 702-2440

Fax: 283-6010



2022 ORGANIZATIONAL CHART
OFFICE OF PUBLIC INFORMATION



CITIZEN'S RESPONSE CENTER - SUMMARY

Department: Citizens' Response Center

Budget Year: 2022

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1480

Manager: Debra Keller

NOTES:

Departmental Mission & Responsibilities:

The mission of the Citizens' Response Center (CRC) is to provide the public with faster, easier access to local government and important information about their Town. With in-depth familiarity of every aspect of the Town, the CRC helps ensure more effective constituent service by allowing other divisions to better focus on their core missions and manage their workload more efficiently. The CRC also provides important insight into ways to improve Town government through data collection and the analysis of service delivery to the public.

In doing so, the office interacts with all Town agencies to best ascertain their information distribution needs, as well as those of the community. Essential to achieving these goals is the CRC's creation of an in-house production space, and an improved Town website with new features designed to better engage the community and improve town responsiveness.

Workload:

Public Information:

- Develop, execute, and assist with education and outreach efforts about departmental and Town-wide initiatives.
- Disseminate important town related information to the public and respond to constituent inquiries regarding the community.
- Produce town brochures, banners, newsletters, posters, mailers and other informational materials.
- Creating and adding content to the Town's new website, as needed and through requests from Town officials and committees.
- Implement enhancements to the Town's online presence through social media networks and email alerts.
- Manage the online availability of Town forms and applications.
- Maintain the Town's electronic displays on and offside.
- Prepare news releases, announcements, proclamations and other public statements.
- Direct media inquiries to proper personnel, facilitate responses from Town officials, and serve as source of public statements, where appropriate.

Department Summary

Department: Citizens' Response Center

Budget Year: 2022

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1480

Manager: Debra Keller

NOTES:

Constituent Services:

- Receive, analyze, and resolve citizen complaints, coordinating with respective town departments, as needed.
- Oversee the town-wide distribution of meeting minutes and responses to inquiries from Citizens Advisory Committees (CACs).
- Represent the Town and its officials in meeting with various clubs, groups and associations, where appropriate.
- Perform notarial acts, including acknowledgements, oaths, and affidavits.

Special Projects and Interdepartmental Support:

- Assist with interdepartmental production projects.
- Provide reports to elected officials and administrators regarding the type, frequency, and potential solutions to issues, complaints and other areas of interest in Town government.
- Evaluate department programs and procedures to provide more effective services and improve citizen access.

Department Summary

Department: Citizens' Response Center

Budget Year: 2022

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1480

Manager: Debra Keller

Goals & Objectives:

1. Transition to an improved website platform with enhanced features for emergency alerts, online submissions, and contacting town offices. The changes will also include expanded use of fillable applications/forms, RSS feeds, and increased use by employees of town departments.
2. Increase constituent subscribers to the Town's social media and email networks to improve the delivery of important information through the internet and mobile devices. This will include better use of CRC's Facebook, Twitter, and other platforms to more effectively distribute its e-newsletter and updates.
3. Improve coordination with local police and other personnel to better provide timely updates on emergencies and other critical happenings. This initiative will be undertaken with a particular focus on major road closures, detours, and significant weather-related events.
4. Finish the standardization of town applications and forms, educating departments on their proper procedures for future revision and use.
5. Encourage the use of the newly created Intranet.

Legal Authority:

Established as part of the 2012 Budget.

NOTES:

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 1/1/22
Public Information and Communication												
Public Information Summary												
Citizens' Response Center - 1480												
Citizen Advocate	ADMINSUPPORT	57,919	2,317	0	60,236	13,908	4,626	7,771	461	26,766	87,001	13.6
Website Manager	ADMINSUPPORT	72,982	2,190	0	75,172	29,724	5,774	9,698	573	45,769	120,941	13.3
Graphics Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	69,071	4,144	0	73,215	28,860	5,623	9,445	551	44,478	117,693	13.6
Total Citizens' Response Center - 1480		199,971	8,651	0	208,623	72,492	16,022	26,913	1,585	117,013	325,635	

NOTES:

CENTRAL PRINTING & MAILING - SUMMARY

Department: Central Printing & Mailing

Budget Year: 2022

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1670

Manager: Francis Zappone

NOTES:

Departmental Mission & Responsibilities:

The mission of Central Printing and Mailing is to provide a centralized purchasing point for printing, copying and mailing supplies for all Town departments, ensuring the best pricing of supplies and the most efficient use of resources.

Workload:

Central Printing and Mailing supplies Town departments with printing, copying, and mailing supplies; manages Town mailing equipment; and arranges for research regarding new equipment and delivery of leased or purchased equipment.

The division is continuing the efforts of the Public Information Office to “right-size” photocopying equipment; identify areas in which photocopiers can be shared by departments; and find suitable equipment at more competitive pricing. Additionally, the division is upgrading the mail machines to the latest technology that includes the Electronic Return Receipt option which will save the Town both time and postage when processing Certified Return Receipt mail.

Goals & Objectives:

1. To closely review departmental usage of printing supplies, paper and postage, and suggest reduction methods.
2. To monitor usage of shared resources for consolidation opportunities to reduce operating costs.

Legal Authority:

Town Code Chapter 27.

Town of Southampton

2022 Adopted Budget

Central Printing & Mailing - 1670

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	147,600	147,600	147,600	147,600	147,600	147,600	140,000	140,000	140,000	(7,600)	(5.15%)	147,600	147,600	147,600	147,600
	Total Real Property Taxes	147,600	147,600	147,600	147,600	147,600	147,600	140,000	140,000	140,000	(7,600)	(5.15%)	147,600	147,600	147,600	147,600
	Other Revenue:															
2770	Miscellaneous	0	0	0	0	250	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	0	0	0	250	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	147,600	147,600	147,600	147,600	147,850	147,600	140,000	140,000	140,000	(7,600)	(5.15%)	147,600	147,600	147,600	147,600
	Total Employee Costs										0	0.00%				
	Contractual:															
6401	Contracts	3,600	0	3,600	3,600	0	3,600	2,000	2,000	2,000	1,600	44.44%	3,600	3,600	3,600	3,600
6409	Copier Supplies	17,000	8,476	17,000	17,000	7,363	17,000	17,000	17,000	17,000	0	0.00%	17,000	17,000	17,000	17,000
6410	Postage	76,000	41,755	76,000	76,000	42,651	76,000	70,000	70,000	70,000	6,000	7.89%	76,000	76,000	76,000	76,000
6411	Printing and Stationery	5,000	423	5,000	5,000	0	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6415	Telephone	35,000	34,157	35,000	35,000	30,084	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6477	Copier Leases	11,000	8,770	11,000	11,000	6,548	11,000	11,000	11,000	11,000	0	0.00%	11,000	11,000	11,000	11,000
	Total Contractual	147,600	93,581	147,600	147,600	86,646	147,600	140,000	140,000	140,000	7,600	5.15%	147,600	147,600	147,600	147,600
	Total Expenditures	147,600	93,581	147,600	147,600	86,646	147,600	140,000	140,000	140,000	7,600	5.15%	147,600	147,600	147,600	147,600
	Net Surplus (Deficit)	0	54,019	0	0	61,204	0	0	0	0			0	0	0	0

GOVERNMENT ACCESS CHANNEL (SEA TV) - SUMMARY

Department: SEA-TV 22

Budget Year: 2022

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 7560

Manager: Francis Zappone

NOTES:

Departmental Mission & Responsibilities:

Pursuant to Town Code Chapter 13, the SEA-TV 22 Director is charged with authority to administer and operate the Education and Government Channel and to manage budgetary resources allocated from up to thirty percent (30%) of the Cablevision Franchise Fee revenues, restricted for this purpose by Town Code. The Town Council Office provides administrative support, as needed.

The SEA-TV 22 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 Town staff, to make determinations regarding the types of programming the station airs.

The budget for the SEA-TV will be met with the allocation of Cablevision Franchise Fees, pursuant to Chapter 13 of the Town Code.

Workload:

The SEA-TV 22 anticipates producing forty (40) hours of original programming weekly. The forty (40) hours of produced programming must first be edited prior to coding for broadcast. Before going on air, all forty (40) hours of programming must be coded in the broadcast hard drive system.

Goals & Objectives:

1. To provide programming to support the Town Board, all town appointed boards, and official town functions and operations.
2. To facilitate the implementation of a secondary broadcast site at the Hampton Bays Community Center.
3. Renegotiate the Cablevision franchise agreement to better serve the constituents of the Town of Southampton.
5. Replace existing outdated camera equipment and necessary accessories to improve the production and delivery of programs.

Legal Authority:

Town Code Chapter 13.

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 1/1/22	Alloc. %
Public Information and Communication													
Public Information Summary													
SEA-TV 22 - 7560													
Audio Visual Aide	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 4	50,070	0	2,658	52,728	1,572	4,049	6,802	403	12,826	65,555	3.6	100.0
Audio Visual Production Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 7	64,498	5,160	488	70,146	28,860	5,386	9,048	521	43,816	113,962	15.0	100.0
Audio Visual Production Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 7	64,498	3,870	0	68,368	14,868	5,250	8,819	515	29,453	97,821	13.9	100.0
Total SEA-TV 22 - 7560		179,067	9,030	3,146	191,243	45,300	14,686	24,669	1,440	86,095	277,338		

NOTES:

COMMUNITY ACCESS CHANNEL - SUMMARY

Department: SUN 20 TV

Budget Year: 2022

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 7561

Manager: Francis Zappone

NOTES:

Departmental Mission & Responsibilities:

Pursuant to Town Code Chapter 13, the Community Access Channel 20 Director is charged with authority to administrate and operate the Education and Government Channel and to manage budgetary resources allocated from up to thirty percent (30%) of the Cablevision Franchise Fee revenues, restricted for this purpose by Town Code. The Town Council Office provides administrative support, as needed.

The Community Access Channel 20 was established pursuant to the provision of Section 595.4 of New York State Public Service Commission Cable TV Rules and Regulations. In 2022, 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 Town staff, to make determinations regarding the types of programming the station airs.

The budget for the Community Access Channel 20 will be met with the allocation of Cablevision Franchise Fees, pursuant to Chapter 13 of the Town Code.

Workload:

The Community Access channel 20 anticipates producing twenty (20) hours of original programming weekly. The twenty (20) hours of originally produced programming must first be edited prior to coding for broadcast. This programming schedule will be supplemented with another ten (10) hours from outside sources, such as schools, libraries, community organization, etc. Before going on air, all twenty (20) hours of programming must be coded in the broadcast hard drive system.

Goals & Objectives:

1. Develop program sponsorship 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 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.
3. Renegotiate the Cablevision Franchise agreement to better serve the constituents of the Town of Southampton
4. Provide camera equipment and necessary accessories to support program development, and to improve the production and delivery of programs.

Legal Authority:

Town Code Chapter 13

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 1/1/22
Public Information and Communication												
Public Information Summary												
SUN 20 TV - 7561												
Public Information Officer	ADMINSUPPORT	90,093	1,802	0	91,895	13,536	7,058	11,856	701	33,151	125,046	6.0
Audio Visual Aide	PART-TIME	28,143	0	0	28,143	0	2,153	0	113	2,266	30,410	
Total SUN 20 TV - 7561		118,236	1,802	0	120,038	13,536	9,211	11,856	814	35,417	155,455	

NOTES:

