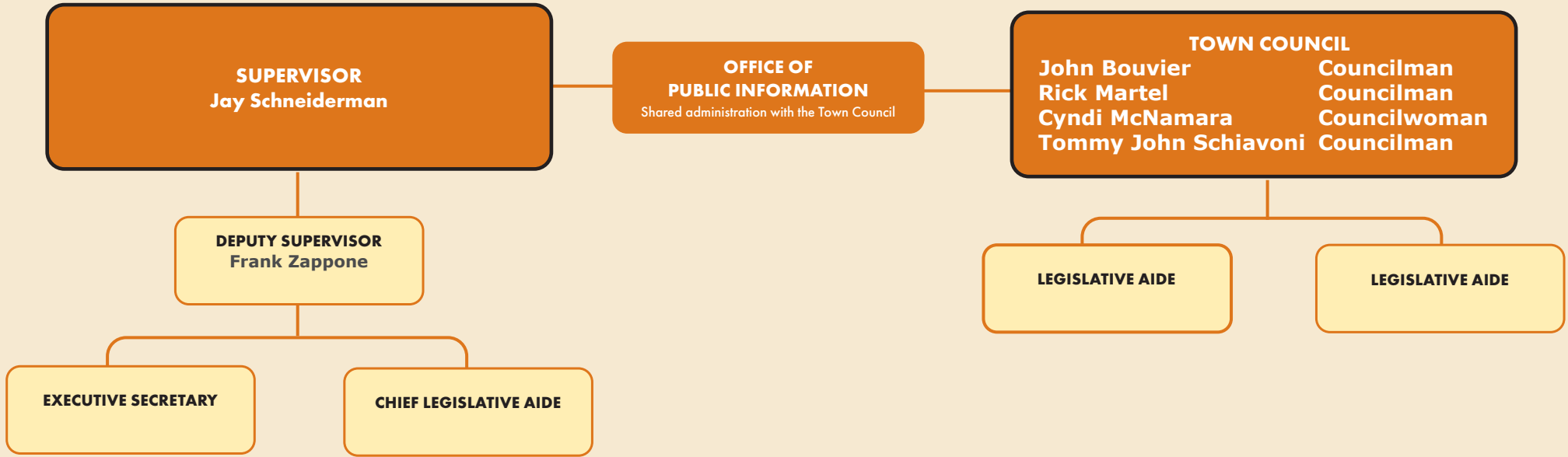


2024 ORGANIZATIONAL CHART  
**SUPERVISOR'S OFFICE**

Main Line: 283-6055

**TOWN COUNCIL OFFICE**

Main Line: 287-5745



# SUPERVISOR - SUMMARY

*Department: Supervisor*

**Budget Year:** 2024  
**Division:** Supervisor  
**Tax District:** Full Town

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

**NOTES:**

## Departmental Mission & Responsibilities:

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

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

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

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

## Workload:

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

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

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

# Department Summary

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*Department: Supervisor*

**Budget Year:** 2024  
**Division:** Supervisor  
**Tax District:** Full Town

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

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## Goals & Objectives:

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

## Legal Authority:

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

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**NOTES:**

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# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/24	Alloc. %
<b>Supervisor</b>													
<b>Supervisor</b>													
<b>Supervisor - 1220</b>													
Chief Legislative Aide	ADMINSUPPORT	101,414	5,071	3,901	110,386	17,244	8,229	12,413	841	38,727	149,112	26.1	100.0
Deputy Supervisor	ADMINSUPPORT	101,414	0	3,329	104,743	1,716	8,047	11,781	822	22,366	127,108	14.0	100.0
Special Assistant (Confidential Secretary)	ADMINSUPPORT	97,535	4,877	7,859	110,271	1,716	8,227	12,398	823	23,164	133,436	8.1	100.0
Supervisor	ELECTOFFICIALS	143,193	7,000	7,859	158,052	1,716	8,913	17,702	555	28,886	186,938	8.1	100.0
<b>Total Supervisor - 1220</b>		<b>443,555</b>	<b>16,948</b>	<b>22,948</b>	<b>483,451</b>	<b>22,392</b>	<b>33,416</b>	<b>54,295</b>	<b>3,040</b>	<b>113,143</b>	<b>596,594</b>		

NOTES:

# Town of Southampton

## 2024 Adopted Budget

### Supervisor - 1220

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	584,076	599,562	610,333	626,284	626,284	636,434	623,544	623,544	623,544	(2,740)	(0.44%)	629,722	614,645	614,645	614,645
	<b>Total Real Property Taxes</b>	<b>584,076</b>	<b>599,562</b>	<b>610,333</b>	<b>626,284</b>	<b>626,284</b>	<b>636,434</b>	<b>623,544</b>	<b>623,544</b>	<b>623,544</b>	<b>(2,740)</b>	<b>(0.44%)</b>	<b>629,722</b>	<b>614,645</b>	<b>614,645</b>	<b>614,645</b>
	<b>Total Revenue</b>	<b>584,076</b>	<b>599,562</b>	<b>610,333</b>	<b>626,284</b>	<b>626,284</b>	<b>636,434</b>	<b>623,544</b>	<b>623,544</b>	<b>623,544</b>	<b>(2,740)</b>	<b>(0.44%)</b>	<b>629,722</b>	<b>614,645</b>	<b>614,645</b>	<b>614,645</b>
<b>Salaries:</b>																
6100	Salaries	416,291	422,291	432,736	432,736	378,644	443,555	443,555	443,555	443,555	(10,818)	(2.50%)	454,643	454,643	454,643	454,643
6103	Accumulated Sick/Personal Days	3,587	3,654	2,855	3,806	3,806	3,901	3,901	3,901	3,901	(95)	(2.50%)	3,901	3,901	3,901	3,901
6110	Longevity	16,065	16,265	16,590	16,590	16,690	16,948	16,948	16,948	16,948	(358)	(2.16%)	16,948	16,948	16,948	16,948
6127	Cash in Lieu of Health Benefits	14,782	16,137	16,784	16,784	9,236	16,784	19,047	19,047	19,047	(2,263)	(13.48%)	16,784	19,047	19,047	19,047
	<b>Total Salaries</b>	<b>450,725</b>	<b>458,346</b>	<b>468,965</b>	<b>469,916</b>	<b>408,375</b>	<b>481,188</b>	<b>483,451</b>	<b>483,451</b>	<b>483,451</b>	<b>(13,534)</b>	<b>(2.88%)</b>	<b>492,276</b>	<b>494,539</b>	<b>494,539</b>	<b>494,539</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	52,180	52,373	54,536	54,536	44,789	52,580	54,295	54,295	54,295	241	0.44%	53,792	55,540	55,540	55,540
6830	FICA Tax Expenditure	32,026	34,812	33,026	33,026	31,154	33,357	33,416	33,416	33,416	(390)	(1.18%)	33,642	33,677	33,677	33,677
6835	MTA Tax	1,536	1,551	1,598	1,598	1,267	1,640	1,648	1,648	1,648	(50)	(3.11%)	1,678	1,686	1,686	1,686
6840	Worker's Compensation	1,153	1,178	1,172	1,172	1,088	1,201	1,322	1,322	1,322	(149)	(12.75%)	1,231	1,355	1,355	1,355
6860	Medical Insurance - Active Employees	28,152	31,149	32,334	32,334	18,449	32,334	15,528	15,528	15,528	16,806	51.98%	32,334	15,528	15,528	15,528
6865	Dental & Optical	6,288	6,454	6,480	6,480	5,652	6,912	6,864	6,864	6,864	(384)	(5.93%)	6,912	6,864	6,864	6,864
6875	Disability	71	29	71	71	29	71	71	71	71	0	0.00%	71	71	71	71
	<b>Total Employee Benefits - Current</b>	<b>121,406</b>	<b>127,546</b>	<b>129,217</b>	<b>129,217</b>	<b>102,427</b>	<b>128,096</b>	<b>113,143</b>	<b>113,143</b>	<b>113,143</b>	<b>16,074</b>	<b>12.44%</b>	<b>129,661</b>	<b>114,720</b>	<b>114,720</b>	<b>114,720</b>
	<b>Total Employee Costs</b>	<b>572,131</b>	<b>585,892</b>	<b>598,182</b>	<b>599,133</b>	<b>510,803</b>	<b>609,284</b>	<b>596,594</b>	<b>596,594</b>	<b>596,594</b>	<b>2,540</b>	<b>0.42%</b>	<b>621,937</b>	<b>609,259</b>	<b>609,259</b>	<b>609,259</b>
<b>Contractual:</b>																
6403	Gasoline	1,000	335	1,000	1,000	190	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6409	Copier Supplies	1,000	473	1,000	1,000	330	2,000	2,000	2,000	2,000	(1,000)	(99.98%)	0	0	0	0
6412	Publications	1,000	209	1,000	1,000	308	1,000	1,000	1,000	1,000	0	0.00%	0	0	0	0
6420	Other	3,000	1,446	3,000	3,000	981	3,000	4,200	4,200	4,200	(1,200)	(40.00%)	1,000	1,000	1,000	1,000
6425	Office Supplies	785	441	750	750	128	750	750	750	750	0	0.00%	785	785	785	785
6464	Municipal Dues	3,000	2,922	3,000	3,000	1,950	3,000	3,000	3,000	3,000	0	0.00%	2,600	2,600	2,600	2,600
6477	Copier Leases	2,160	1,769	2,400	2,400	128	1,400	0	0	0	2,400	100.00%	2,400	0	0	0
6490	Consultants	0	0	0	15,000	10,638	15,000	15,000	15,000	15,000	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>11,945</b>	<b>7,594</b>	<b>12,150</b>	<b>27,150</b>	<b>14,653</b>	<b>27,150</b>	<b>26,950</b>	<b>26,950</b>	<b>26,950</b>	<b>200</b>	<b>0.74%</b>	<b>7,785</b>	<b>5,385</b>	<b>5,385</b>	<b>5,385</b>
	<b>Total Expenditures</b>	<b>584,076</b>	<b>593,486</b>	<b>610,333</b>	<b>626,284</b>	<b>525,456</b>	<b>636,434</b>	<b>623,544</b>	<b>623,544</b>	<b>623,544</b>	<b>2,740</b>	<b>0.44%</b>	<b>629,722</b>	<b>614,645</b>	<b>614,645</b>	<b>614,645</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>6,076</b>	<b>0</b>	<b>0</b>	<b>100,828</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>

# TOWN COUNCIL - SUMMARY

*Department: Town Council*

**Budget Year:** 2024  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1010  
**Manager:** Paula Godfrey

**NOTES:**

**Departmental Mission & Responsibilities:**

Among the Town Council’s most critical duties is to approve an annual operating and capital budget, set the property tax rate, and establish policy consistent with the needs of the Town and its residents. Other responsibilities include, acting as liaisons to Town departments and committees, capital projects, studies and special topics, and responding to constituent concerns.

The legislative staff acts as support to the Town Council members and performs various tasks including but not limited to coordinating meeting schedules, following-up and/or resolving constituent issues, receiving, processing, and responding to verbal and written communications, researching inquiries, preparing and issuing press releases, organizing and filing paperwork and reports, meeting preparation, overseeing special projects, attending meetings, reconciling the office budget, and other related office duties.

# Department Summary

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*Department: Town Council*

**Budget Year:** 2024  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1010  
**Manager:** Paula Godfrey

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## NOTES:

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### Workload:

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

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

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

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

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

# Department Summary

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*Department: Town Council*

**Budget Year:** 2024  
**Division:** Town Council  
**Tax District:** Full Town

**Cost Center #:** 1010  
**Manager:** Paula Godfrey

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**NOTES:**

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## **Goals & Objectives:**

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

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

## **Legal Authority:**

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

# 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 1/1/24	Alloc. %
<b>Town Council</b>													
<b>Town Council</b>													
<b>Town Council - 1010</b>													
Legislative Aide	ADMINSUPPORT	82,130	1,653	7,859	91,642	1,716	7,038	10,304	692	19,750	111,392	6.1	100.0
Legislative Aide - VACANT	ADMINSUPPORT	91,000	0	0	91,000	36,756	6,992	10,237	729	54,714	145,714		100.0
Councilperson	ELECTOFFICIALS	77,849	0	0	77,849	36,756	5,982	8,757	626	52,121	129,970	2.0	100.0
Councilperson	ELECTOFFICIALS	77,849	1,557	0	79,406	36,756	6,101	8,932	631	52,420	131,826	10.1	100.0
Councilperson	ELECTOFFICIALS	77,849	3,893	7,859	89,601	1,716	6,881	10,074	666	19,336	108,937	4.1	100.0
Councilperson	ELECTOFFICIALS	77,849	0	7,859	85,708	1,716	6,583	9,638	653	18,589	104,297		100.0
<b>Total Town Council - 1010</b>		<b>484,525</b>	<b>7,103</b>	<b>23,577</b>	<b>515,205</b>	<b>115,416</b>	<b>39,576</b>	<b>57,942</b>	<b>3,997</b>	<b>216,931</b>	<b>732,135</b>		

NOTES:

# Town of Southampton

## 2024 Adopted Budget

### Town Council - 1010

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	641,577	648,395	679,739	679,739	679,739	691,851	723,061	738,278	738,278	58,539	8.61%	703,328	735,351	750,636	750,636
	<b>Total Real Property Taxes</b>	641,577	648,395	679,739	679,739	679,739	691,851	723,061	738,278	738,278	58,539	8.61%	703,328	735,351	750,636	750,636
	<b>Total Revenue</b>	<b>641,577</b>	<b>648,395</b>	<b>679,739</b>	<b>679,739</b>	<b>679,739</b>	<b>691,851</b>	<b>723,061</b>	<b>738,278</b>	<b>738,278</b>	<b>58,539</b>	<b>8.61%</b>	<b>703,328</b>	<b>735,351</b>	<b>750,636</b>	<b>750,636</b>
<b>Salaries:</b>																
6100	Salaries	429,798	433,797	450,474	450,474	361,875	459,975	485,808	484,525	484,525	(34,051)	(7.56%)	471,474	497,953	496,638	496,638
6110	Longevity	4,350	1,450	2,888	2,888	1,519	7,013	9,902	7,103	7,103	(4,215)	(145.95%)	7,013	9,902	7,103	7,103
6127	Cash in Lieu of Health Benefits	18,186	19,899	20,697	20,697	11,433	20,697	23,577	23,577	23,577	(2,880)	(13.92%)	20,697	23,577	23,577	23,577
	<b>Total Salaries</b>	452,334	455,146	474,059	474,059	374,827	487,685	519,287	515,205	515,205	(41,146)	(8.68%)	499,184	531,432	527,318	527,318
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	52,436	52,630	55,200	55,200	45,334	53,358	58,400	57,835	57,835	(2,635)	(4.77%)	54,617	59,766	59,304	59,304
6830	FICA Tax Expenditure	34,739	33,943	36,403	36,403	27,965	37,449	39,889	39,576	39,576	(3,173)	(8.72%)	38,332	40,822	40,507	40,507
6835	MTA Tax	1,544	1,509	1,618	1,618	1,185	1,664	1,773	1,759	1,759	(141)	(8.72%)	1,704	1,814	1,800	1,800
6840	Worker's Compensation	1,762	1,799	1,802	1,802	1,673	1,840	2,138	2,132	2,132	(330)	(18.31%)	1,886	2,191	2,185	2,185
6860	Medical Insurance - Active Employees	81,864	85,901	93,132	93,132	69,724	93,132	84,924	105,120	105,120	(11,988)	(12.87%)	93,132	84,924	105,120	105,120
6865	Dental & Optical	9,432	9,681	9,720	9,720	7,738	10,368	10,296	10,296	10,296	(576)	(5.93%)	10,368	10,296	10,296	10,296
6875	Disability	106	44	106	106	37	106	106	106	106	0	0.00%	106	106	106	106
	<b>Total Employee Benefits - Current</b>	181,883	185,506	197,981	197,981	153,657	197,917	197,525	216,824	216,824	(18,843)	(9.52%)	200,144	199,919	219,319	219,319
	<b>Total Employee Costs</b>	<b>634,217</b>	<b>640,652</b>	<b>672,039</b>	<b>672,039</b>	<b>528,484</b>	<b>685,601</b>	<b>716,811</b>	<b>732,028</b>	<b>732,028</b>	<b>(59,989)</b>	<b>(8.93%)</b>	<b>699,328</b>	<b>731,351</b>	<b>746,636</b>	<b>746,636</b>
<b>Contractual:</b>																
6411	Printing and Stationery	350	54	700	700	478	2,000	2,000	2,000	2,000	(1,300)	(185.71%)	1,250	1,250	1,250	1,250
6412	Publications	1,000	1,107	1,000	1,000	899	1,000	1,000	1,000	1,000	0	0.00%	750	750	750	750
6416	Travel, Dues and Related	2,250	825	2,250	2,250	2,076	2,250	2,250	2,250	2,250	0	0.00%	1,000	1,000	1,000	1,000
6425	Office Supplies	1,000	562	1,000	1,000	420	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	2,760	1,170	2,750	2,750	147	0	0	0	0	2,750	100.00%	0	0	0	0
	<b>Total Contractual</b>	7,360	3,719	7,700	7,700	4,020	6,250	6,250	6,250	6,250	1,450	18.83%	4,000	4,000	4,000	4,000
	<b>Total Expenditures</b>	<b>641,577</b>	<b>644,370</b>	<b>679,739</b>	<b>679,739</b>	<b>532,504</b>	<b>691,851</b>	<b>723,061</b>	<b>738,278</b>	<b>738,278</b>	<b>(58,539)</b>	<b>(8.61%)</b>	<b>703,328</b>	<b>735,351</b>	<b>750,636</b>	<b>750,636</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>4,025</b>	<b>0</b>	<b>0</b>	<b>147,235</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>