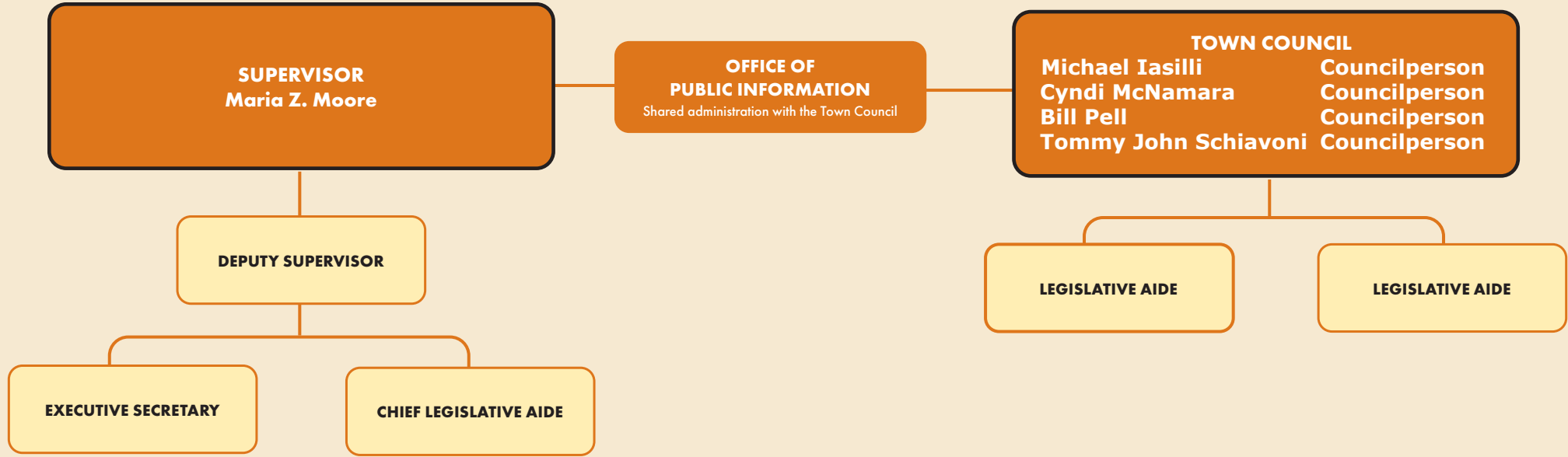


2025 ORGANIZATIONAL CHART  
**SUPERVISOR'S OFFICE**

Main Line: 283-6055

**TOWN COUNCIL OFFICE**

Main Line: 287-5745





# SUPERVISOR - SUMMARY

Department: Supervisor

**Budget Year:** 2025  
**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:** 2025  
**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 1/1/25	Alloc. %
<b>Supervisor</b>													
<b>Supervisor - 1220</b>													
Chief Legislative Aide	ADMINSUPPORT	106,949	5,348	3,999	116,296	19,152	8,327	14,294	1,765	43,538	159,834	27.1	100.0
Deputy Supervisor	ADMINSUPPORT	97,300	0	8,566	105,866	1,716	8,174	13,012	1,608	24,510	130,376	0.5	100.0
Special Assistant (Confidential Secretary)	ADMINSUPPORT	102,973	5,149	8,566	116,688	1,716	8,332	14,335	1,716	26,100	142,788	9.1	100.0
Supervisor	ELECTOFFICIALS	149,773	0	8,566	158,339	1,716	8,945	19,467	2,450	32,578	190,917	1.0	100.0
<b>Total Supervisor - 1220</b>		<b>456,995</b>	<b>10,497</b>	<b>29,697</b>	<b>497,189</b>	<b>24,300</b>	<b>33,779</b>	<b>61,108</b>	<b>7,539</b>	<b>126,726</b>	<b>623,915</b>		

NOTES:



## TOWN COUNCIL - SUMMARY

*Department: Town Council*

**Budget Year:** 2025

**Division:** Town Council

**Tax District:** Full Town

**Cost Center #:** 1010

**Manager:** Paula Godfrey

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**NOTES:**

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### **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:** 2025  
**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:** 2025  
**Division:** Town Council  
**Tax District:** Full Town

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

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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.

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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 1/1/25	Alloc. %
<b>Town Council</b>													
<b>Town Council</b>													
<b>Town Council - 1010</b>													
Legislative Aide	ADMINSUPPORT	89,183	1,784	8,566	99,533	1,716	7,700	12,230	1,484	23,130	122,662	7.1	100.0
Legislative Aide	ADMINSUPPORT	75,211	0	8,566	83,777	1,716	6,481	10,294	1,253	19,745	103,522	1.0	100.0
Councilperson	ELECTOFFICIALS	82,795	0	0	82,795	40,272	6,414	10,186	1,346	58,218	141,013	3.0	100.0
Councilperson	ELECTOFFICIALS	82,795	0	0	82,795	18,276	6,414	10,186	1,346	36,222	119,017	1.0	100.0
Councilperson	ELECTOFFICIALS	82,795	0	8,566	91,361	1,716	7,069	11,227	1,375	21,387	112,748		100.0
Councilperson	ELECTOFFICIALS	82,795	1,656	0	84,451	42,396	6,540	10,388	1,352	60,675	145,126	21.1	100.0
<b>Total Town Council - 1010</b>		<b>495,574</b>	<b>3,440</b>	<b>25,698</b>	<b>524,712</b>	<b>106,092</b>	<b>40,618</b>	<b>64,511</b>	<b>8,155</b>	<b>219,377</b>	<b>744,089</b>		

NOTES:

# Town of Southampton

## 2025 Adopted Budget

### Town Council - 1010

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	
<b>Real Property Taxes:</b>																	
1001	Property Taxes	679,739	670,767	738,278	738,278	738,278	724,852	748,207	750,680	750,680	12,402	1.68%	735,728	760,619	763,161	763,161	
	<b>Total Real Property Taxes</b>	<b>679,739</b>	<b>670,767</b>	<b>738,278</b>	<b>738,278</b>	<b>738,278</b>	<b>724,852</b>	<b>748,207</b>	<b>750,680</b>	<b>750,680</b>	<b>12,402</b>	<b>1.68%</b>	<b>735,728</b>	<b>760,619</b>	<b>763,161</b>	<b>763,161</b>	
	<b>Total Revenue</b>	<b>679,739</b>	<b>670,767</b>	<b>738,278</b>	<b>738,278</b>	<b>738,278</b>	<b>724,852</b>	<b>748,207</b>	<b>750,680</b>	<b>750,680</b>	<b>12,402</b>	<b>1.68%</b>	<b>735,728</b>	<b>760,619</b>	<b>763,161</b>	<b>763,161</b>	
<b>Salaries:</b>																	
6100	Salaries	450,474	409,378	484,525	484,525	405,979	475,574	493,574	495,574	495,574	(11,050)	(2.28%)	487,463	505,913	507,963	507,963	
6110	Longevity	2,888	1,519	7,103	7,103	4,757	3,280	3,400	3,440	3,440	3,663	51.57%	3,280	3,400	3,440	3,440	
6127	Cash in Lieu of Health Benefits	20,697	22,554	23,577	23,577	12,122	25,941	25,698	25,698	25,698	(2,121)	(9.00%)	25,941	25,698	25,698	25,698	
	<b>Total Salaries</b>	<b>474,059</b>	<b>433,451</b>	<b>515,205</b>	<b>515,205</b>	<b>422,857</b>	<b>504,795</b>	<b>522,672</b>	<b>524,712</b>	<b>524,712</b>	<b>(9,508)</b>	<b>(1.85%)</b>	<b>516,684</b>	<b>535,011</b>	<b>537,101</b>	<b>537,101</b>	
<b>Employee Benefits - Current:</b>																	
6810	Employee Retirement - Active	55,200	54,056	57,835	57,835	47,750	62,854	64,260	64,506	64,506	(6,672)	(11.54%)	64,335	65,778	66,035	66,035	
6830	FICA Tax Expenditure	36,403	32,364	39,576	39,576	31,650	38,777	40,460	40,615	40,615	(1,039)	(2.62%)	39,690	41,416	41,578	41,578	
6835	MTA Tax	1,618	1,439	1,759	1,759	1,326	1,723	1,798	1,804	1,804	(45)	(2.58%)	1,764	1,841	1,848	1,848	
6840	Worker's Compensation	1,802	1,986	2,132	2,132	1,777	2,093	6,219	6,244	6,244	(4,112)	(192.90%)	2,145	6,375	6,400	6,400	
6860	Medical Insurance - Active Employees	93,132	78,875	105,120	105,120	78,945	96,708	95,796	95,796	95,796	9,324	8.87%	96,708	95,796	95,796	95,796	
6865	Dental & Optical	9,720	8,950	10,296	10,296	8,552	10,296	10,296	10,296	10,296	0	0.00%	10,296	10,296	10,296	10,296	
6875	Disability	106	42	106	106	41	106	106	106	106	0	0.00%	106	106	106	106	
	<b>Total Employee Benefits - Current</b>	<b>197,981</b>	<b>177,712</b>	<b>216,824</b>	<b>216,824</b>	<b>170,040</b>	<b>212,557</b>	<b>218,936</b>	<b>219,368</b>	<b>219,368</b>	<b>(2,544)</b>	<b>(1.17%)</b>	<b>215,044</b>	<b>221,607</b>	<b>222,059</b>	<b>222,059</b>	
	<b>Total Employee Costs</b>	<b>672,039</b>	<b>611,163</b>	<b>732,028</b>	<b>732,028</b>	<b>592,898</b>	<b>717,352</b>	<b>741,607</b>	<b>744,080</b>	<b>744,080</b>	<b>(12,052)</b>	<b>(1.65%)</b>	<b>731,728</b>	<b>756,619</b>	<b>759,161</b>	<b>759,161</b>	
<b>Contractual:</b>																	
6411	Printing and Stationery	700	723	2,000	1,115	853	2,000	1,300	1,300	1,300	(185)	(16.59%)	1,250	1,250	1,250	1,250	
6412	Publications	1,000	1,011	1,000	1,075	1,073	1,000	1,000	1,000	1,000	75	6.98%	750	750	750	750	
6416	Travel, Dues and Related	2,250	2,076	2,250	3,234	3,166	3,500	3,300	3,300	3,300	(66)	(2.04%)	1,000	1,000	1,000	1,000	
6425	Office Supplies	1,000	779	1,000	826	617	1,000	1,000	1,000	1,000	(174)	(21.07%)	1,000	1,000	1,000	1,000	
6477	Copier Leases	2,750	147	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	
	<b>Total Contractual</b>	<b>7,700</b>	<b>4,736</b>	<b>6,250</b>	<b>6,250</b>	<b>5,710</b>	<b>7,500</b>	<b>6,600</b>	<b>6,600</b>	<b>6,600</b>	<b>(350)</b>	<b>(5.60%)</b>	<b>4,000</b>	<b>4,001</b>	<b>4,001</b>	<b>4,001</b>	
	<b>Total Expenditures</b>	<b>679,739</b>	<b>615,899</b>	<b>738,278</b>	<b>738,278</b>	<b>598,607</b>	<b>724,852</b>	<b>748,207</b>	<b>750,680</b>	<b>750,680</b>	<b>(12,402)</b>	<b>(1.68%)</b>	<b>735,728</b>	<b>760,619</b>	<b>763,161</b>	<b>763,161</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>54,868</b>	<b>0</b>	<b>0</b>	<b>139,671</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>	