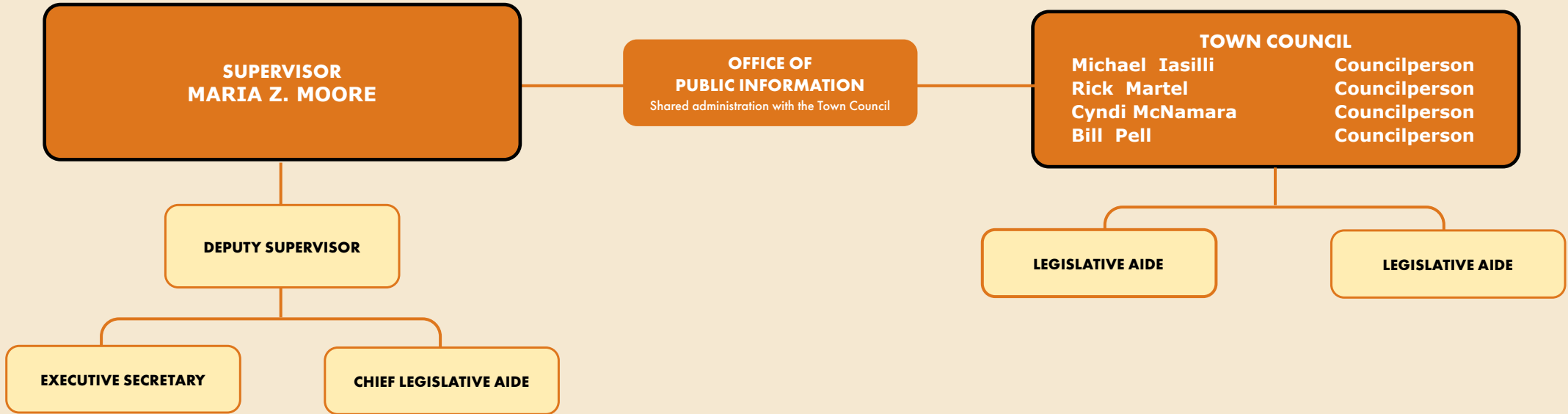


2026 ORGANIZATIONAL CHART
SUPERVISOR'S OFFICE

Main Line: 283-6055

TOWN COUNCIL OFFICE

Main Line: 287-5745



SUPERVISOR - SUMMARY

Department: Supervisor

Budget Year: 2026
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

Department: Supervisor

Budget Year: 2026
Division: Supervisor
Tax District: Full Town

Cost Center #: 1220
Manager: Janice Wilson

NOTES:

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.

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 1/1/26	Alloc. %
Supervisor													
Supervisor - 1220													
Chief Legislative Aide	ADMINSUPPORT	109,088	5,455	4,216	118,759	19,584	8,364	16,837	1,436	46,221	164,980	28.1	100.0
Deputy Supervisor	ADMINSUPPORT	99,246	0	8,568	107,814	1,716	8,204	15,286	1,308	26,513	134,327	1.5	100.0
Special Assistant (Confidential Secretary)	ADMINSUPPORT	105,033	5,252	8,568	118,853	1,716	8,365	16,843	1,383	28,306	147,159	10.1	100.0
Supervisor	ELECTOFFICIALS	149,773	4,493	8,568	162,834	1,716	9,011	23,086	1,965	35,777	198,611	2.0	100.0
Total Supervisor - 1220		463,139	15,200	29,920	508,259	24,732	33,943	72,051	6,091	136,817	645,077		

NOTES:

Town of Southampton

2026 Adopted Budget

Supervisor - 1220

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	623,544	627,129	644,565	647,944	647,944	654,110	662,027	662,027	662,027	14,083	2.17%	650,602	657,793	657,793	657,793
	Total Real Property Taxes	623,544	627,129	644,565	647,944	647,944	654,110	662,027	662,027	662,027	14,083	2.17%	650,602	657,793	657,793	657,793
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	37	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	0	0	0	37	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	623,544	627,129	644,565	647,944	647,981	654,110	662,027	662,027	662,027	14,083	2.17%	650,602	657,793	657,793	657,793
Salaries:																
6100	Salaries	443,555	438,849	456,995	456,995	380,829	466,135	463,139	463,139	463,139	(6,144)	(1.34%)	475,458	469,407	469,407	469,407
6103	Accumulated Sick/Personal Days	3,901	3,901	3,999	4,114	4,113	3,999	4,216	4,216	4,216	(102)	(2.48%)	3,999	4,216	4,216	4,216
6105	Part Time Salaries	0	10,331	0	3,264	3,263	0	0	0	0	3,264	100.00%	0	0	0	0
6110	Longevity	16,948	9,947	10,497	10,497	4,296	10,497	15,200	15,200	15,200	(4,703)	(44.80%)	10,497	15,200	15,200	15,200
6127	Cash in Lieu of Health Benefits	19,047	21,937	25,698	25,698	12,124	25,698	25,704	25,704	25,704	(6)	(0.02%)	25,698	25,704	25,704	25,704
	Total Salaries	483,451	484,966	497,189	500,568	404,624	506,329	508,259	508,259	508,259	(7,691)	(1.54%)	515,652	514,527	514,527	514,527
Employee Benefits - Current:																
6810	Employee Retirement - Active	54,295	55,613	61,108	61,108	45,214	62,233	72,051	72,051	72,051	(10,943)	(17.91%)	63,380	72,940	72,940	72,940
6830	FICA Tax Expenditure	33,416	37,026	33,779	33,779	30,893	33,913	33,943	33,943	33,943	(164)	(0.49%)	34,050	34,036	34,036	34,036
6835	MTA Tax	1,648	1,646	1,710	1,710	842	1,741	0	0	0	1,710	100.00%	1,774	0	0	0
6840	Worker's Compensation	1,322	1,308	5,758	5,758	4,246	5,873	6,021	6,021	6,021	(263)	(4.56%)	5,991	6,102	6,102	6,102
6860	Medical Insurance - Active Employees	15,528	16,573	17,436	17,436	13,995	17,436	17,868	17,868	17,868	(432)	(2.48%)	17,436	17,868	17,868	17,868
6865	Dental & Optical	6,864	5,781	6,864	6,864	4,107	6,864	6,864	6,864	6,864	0	0.00%	6,864	6,864	6,864	6,864
6875	Disability	71	36	71	71	33	71	71	71	71	0	0.00%	71	71	71	71
	Total Employee Benefits - Current	113,143	117,983	126,726	126,726	99,329	128,131	136,817	136,817	136,817	(10,092)	(7.96%)	129,565	137,880	137,880	137,880
	Total Employee Costs	596,594	602,949	623,915	627,294	503,953	634,460	645,077	645,077	645,077	(17,783)	(2.83%)	645,216	652,407	652,407	652,407
Contractual:																
6403	Gasoline	1,000	533	1,000	900	305	1,000	1,000	1,000	1,000	(100)	(11.11%)	1,000	1,000	1,000	1,000
6409	Copier Supplies	2,000	674	1,000	1,000	342	1,000	1,000	1,000	1,000	0	0.00%	0	0	0	0
6411	Printing and Stationery	0	0	2,000	2,100	2,100	1,000	1,000	1,000	1,000	1,100	52.38%	0	0	0	0
6412	Publications	1,000	526	700	700	485	700	700	700	700	0	0.00%	0	0	0	0
6420	Other	4,200	5,208	4,200	4,200	3,469	4,200	4,500	4,500	4,500	(300)	(7.14%)	1,000	1,000	1,000	1,000
6425	Office Supplies	750	787	750	750	217	750	750	750	750	0	0.00%	785	785	785	785
6464	Municipal Dues	3,000	0	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	2,600	2,600	2,600	2,600
6490	Consultants	15,000	3,515	8,000	8,000	1,388	8,000	5,000	5,000	5,000	3,000	37.50%	0	0	0	0
	Total Contractual	26,950	11,244	20,650	20,650	8,304	19,650	16,950	16,950	16,950	3,700	17.92%	5,385	5,385	5,385	5,385
	Total Expenditures	623,544	614,192	644,565	647,944	512,258	654,110	662,027	662,027	662,027	(14,083)	(2.17%)	650,602	657,793	657,793	657,793
	Net Surplus (Deficit)	0	12,937	0	0	135,723	0	0	0	0			0	0	0	0

TOWN COUNCIL - SUMMARY

Department: Town Council

Budget Year: 2026

Division: Town Council

Tax District: Full Town

Cost Center #: 1010

Manager: Paula Godfrey

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.

NOTES:

Department Summary

Department: Town Council

Budget Year: 2026
Division: Town Council
Tax District: Full Town

Cost Center #: 1010
Manager: Paula Godfrey

NOTES:

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

Department: Town Council

Budget Year: 2026
Division: Town Council
Tax District: Full Town

Cost Center #: 1010
Manager: Paula Godfrey

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.

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 1/1/26	Alloc. %
Town Council													
Town Council													
Town Council - 1010													
Legislative Aide	ADMINSUPPORT	90,966	1,820	8,568	101,354	1,716	7,844	14,365	1,200	25,126	126,480	8.1	100.0
Legislative Aide	ADMINSUPPORT	76,715	0	0	76,715	40,272	5,945	10,888	1,015	58,120	134,835	2.0	100.0
Councilperson	ELECTOFFICIALS	84,451	0	0	84,451	40,272	6,544	11,985	1,116	59,917	144,368	4.0	100.0
Councilperson	ELECTOFFICIALS	84,451	1,690	0	86,141	18,660	6,674	12,222	1,116	38,671	124,812	2.0	100.0
Councilperson	ELECTOFFICIALS	84,451	0	8,568	93,019	1,716	7,200	13,186	1,116	23,217	116,236	6.1	100.0
Councilperson	ELECTOFFICIALS	84,451	2,534	0	86,985	42,396	6,738	12,340	1,116	62,590	149,575	22.1	100.0
Total Town Council - 1010		505,485	6,044	17,136	528,665	145,032	40,946	74,987	6,677	267,641	796,307		

NOTES:

Town of Southampton

2026 Adopted Budget

Town Council - 1010

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget	
Real Property Taxes:																	
1001	Property Taxes	738,278	734,693	750,680	764,863	750,680	798,109	804,907	804,907	804,907	40,044	5.24%	810,407	817,366	817,366	817,366	
	Total Real Property Taxes	738,278	734,693	750,680	764,863	750,680	798,109	804,907	804,907	804,907	40,044	5.24%	810,407	817,366	817,366	817,366	
	Total Revenue	738,278	734,693	750,680	764,863	750,680	798,109	804,907	804,907	804,907	40,044	5.24%	810,407	817,366	817,366	817,366	
Salaries:																	
6100	Salaries	484,525	463,976	495,574	495,574	392,279	505,485	505,485	505,485	505,485	(9,911)	(2.00%)	515,595	515,595	515,595	515,595	
6110	Longevity	7,103	4,757	3,440	3,440	0	7,683	6,044	6,044	6,044	(2,604)	(75.70%)	7,683	6,044	6,044	6,044	
6127	Cash in Lieu of Health Benefits	23,577	24,243	25,698	8,698	4,041	17,132	17,136	17,136	17,136	(8,438)	(97.01%)	17,132	17,136	17,136	17,136	
	Total Salaries	515,205	492,976	524,712	507,712	396,321	530,300	528,665	528,665	528,665	(20,953)	(4.13%)	540,410	538,775	538,775	538,775	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	57,835	59,239	64,506	64,506	47,718	65,205	74,987	74,987	74,987	(10,480)	(16.25%)	66,449	76,421	76,421	76,421	
6830	FICA Tax Expenditure	39,576	36,914	40,615	40,615	29,234	41,055	40,946	40,946	40,946	(331)	(0.81%)	41,838	41,729	41,729	41,729	
6835	MTA Tax	1,759	1,640	1,804	1,804	755	1,825	0	0	0	1,804	100.00%	1,860	0	0	0	
6840	Worker's Compensation	2,132	2,109	6,244	6,244	4,604	6,369	6,571	6,571	6,571	(327)	(5.24%)	6,496	6,703	6,703	6,703	
6860	Medical Insurance - Active Employees	105,120	91,478	95,796	126,979	105,814	134,352	134,736	134,736	134,736	(7,757)	(6.11%)	134,352	134,736	134,736	134,736	
6865	Dental & Optical	10,296	9,995	10,296	10,296	7,803	10,296	10,296	10,296	10,296	0	0.00%	10,296	10,296	10,296	10,296	
6875	Disability	106	47	106	106	50	106	106	106	106	0	0.00%	106	106	106	106	
	Total Employee Benefits - Current	216,824	201,423	219,368	250,551	195,978	259,208	267,641	267,641	267,641	(17,091)	(6.82%)	261,397	269,991	269,991	269,991	
	Total Employee Costs	732,028	694,398	744,080	758,263	592,299	789,509	796,307	796,307	796,307	(38,044)	(5.02%)	801,807	808,766	808,766	808,766	
Contractual:																	
6411	Printing and Stationery	2,000	969	1,300	800	357	1,300	1,300	1,300	1,300	(500)	(62.50%)	1,300	1,300	1,300	1,300	
6412	Publications	1,000	1,073	1,000	1,000	988	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000	
6416	Travel, Dues and Related	2,250	3,166	3,300	2,750	1,884	3,300	3,300	3,300	3,300	(550)	(20.00%)	3,300	3,300	3,300	3,300	
6425	Office Supplies	1,000	904	1,000	1,000	737	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000	
6466	Telephone - Wireless	0	496	0	1,050	884	2,000	2,000	2,000	2,000	(950)	(90.48%)	2,000	2,000	2,000	2,000	
	Total Contractual	6,250	6,608	6,600	6,600	4,849	8,600	8,600	8,600	8,600	(2,000)	(30.30%)	8,600	8,600	8,600	8,600	
	Total Expenditures	738,278	701,007	750,680	764,863	597,148	798,109	804,907	804,907	804,907	(40,044)	(5.24%)	810,407	817,366	817,366	817,366	
	Net Surplus (Deficit)	0	33,686	0	0	153,532	0	0	0	0			0	0	0	0	