

2026 ORGANIZATIONAL CHART
OFFICE OF PUBLIC INFORMATION
CITIZENS' RESPONSE CENTER

Main Line: 702-2440

Online Services: 702-1900

onlineservices@southamptontownny.gov

OFFICE OF PUBLIC INFORMATION
 Shared administration with the Supervisor's and Town Council's Office
DEPUTY SUPERVISOR

SEA-TV / SUN20-TV

**AUDIO/VISUAL
 PRODUCTION MANAGER**

**AUDIO/VISUAL
 PRODUCTION SPECIALIST
 (2)**

**AUDIO/VISUAL
 AIDE (PT)**

**CITIZENS'
 RESPONSE CENTER**

WEBSITE MANAGER

GRAPHICS SUPERVISOR

**CENTRAL PRINTING
 AND MAILING**

**CITIZEN ADVOCATE
 /FOIL OFFICER**

IT Technical Support

Designated for non-commercial use by municipal, county and state government to communicate functions & activities directly related to government operations.

Designated for non-commercial use by school districts and not-for-profit organizations to include community affairs programming.

**Community Access
 Advisory Committee**

CITIZEN'S RESPONSE CENTER - SUMMARY

Department: Citizens' Response Center

Budget Year: 2026

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1480

Manager: Colleen Jones

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.

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.
- Town FOIL Officer responsible for receiving and responding to requests for public records under New York State's Freedom of Information Law.

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.

Department Summary

Department: Citizens' Response Center

Budget Year: 2026

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1480

Manager: Colleen Jones

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 1/1/26	Alloc. %
Public Information and Communication													
Public Information Summary													
Citizens' Response Center - 1480													
Citizen Advocate	ADMINSUPPORT	68,555	3,428	11,253	83,236	19,584	6,436	11,786	909	38,715	121,951	17.6	100.0
Graphics Supervisor	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	76,247	0	0	76,247	18,660	5,909	10,821	1,009	36,399	112,646	1.1	100.0
Website Manager	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 2	89,458	7,157	0	96,615	40,272	7,480	13,699	1,181	62,631	159,246	17.6	100.0
Total Citizens' Response Center - 1480		234,261	10,585	11,253	256,099	78,516	19,825	36,306	3,098	137,745	393,844		

NOTES:

Town of Southampton

2026 Adopted Budget

Citizens' Response Center - 1480

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	452,930	445,652	517,259	517,259	517,259	479,663	481,294	481,294	481,294	(35,965)	(6.95%)	490,172	495,728	495,728	495,728
	Total Real Property Taxes	452,930	445,652	517,259	517,259	517,259	479,663	481,294	481,294	481,294	(35,965)	(6.95%)	490,172	495,728	495,728	495,728
	Total Revenue	452,930	445,652	517,259	517,259	517,259	479,663	481,294	481,294	481,294	(35,965)	(6.95%)	490,172	495,728	495,728	495,728
Salaries:																
6100	Salaries	220,253	210,051	232,232	232,232	188,910	234,261	234,261	234,261	234,261	(2,029)	(0.87%)	241,797	241,797	241,797	241,797
6103	Accumulated Sick/Personal Days	802	441	2,065	2,065	2,032	2,065	2,253	2,253	2,253	(188)	(9.10%)	2,065	2,253	2,253	2,253
6110	Longevity	11,937	11,936	12,513	12,513	0	9,846	10,585	10,585	10,585	1,928	15.41%	10,130	10,869	10,869	10,869
6113	Other Pay	0	5,250	9,000	9,000	7,500	9,000	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
	Total Salaries	232,992	227,678	255,810	255,810	198,442	255,172	256,099	256,099	256,099	(288)	(0.11%)	262,993	263,920	263,920	263,920
Employee Benefits - Current:																
6810	Employee Retirement - Active	26,204	26,840	31,436	31,436	23,378	31,362	36,306	36,306	36,306	(4,870)	(15.49%)	32,324	37,416	37,416	37,416
6830	FICA Tax Expenditure	17,898	16,381	19,793	19,793	14,603	19,746	19,825	19,825	19,825	(31)	(0.16%)	20,352	20,430	20,430	20,430
6835	MTA Tax	795	717	880	880	390	878	0	0	0	880	100.00%	905	0	0	0
6840	Worker's Compensation	969	959	2,926	2,926	2,158	2,952	3,045	3,045	3,045	(119)	(4.08%)	3,047	3,143	3,143	3,143
6860	Medical Insurance - Active Employees	87,336	83,552	96,672	96,672	57,621	72,552	73,368	73,368	73,368	23,304	24.11%	72,552	73,368	73,368	73,368
6865	Dental & Optical	5,148	4,794	5,148	5,148	4,107	5,148	5,148	5,148	5,148	0	0.00%	5,148	5,148	5,148	5,148
6875	Disability	53	12	53	53	14	53	53	53	53	0	0.00%	53	53	53	53
	Total Employee Benefits - Current	138,403	133,256	156,909	156,909	102,272	132,691	137,745	137,745	137,745	19,164	12.21%	134,380	139,558	139,558	139,558
	Total Employee Costs	371,395	360,933	412,719	412,719	300,714	387,863	393,844	393,844	393,844	18,875	4.57%	397,372	403,478	403,478	403,478
Equipment:																
6200	Equipment	8,500	6,658	25,000	25,000	9,340	2,100	2,100	2,100	2,100	22,900	91.60%	2,100	2,100	2,100	2,100
6202	Software	4,200	0	3,750	3,750	0	15,250	15,250	15,250	15,250	(11,500)	(306.67%)	15,250	15,250	15,250	15,250
	Total Equipment	12,700	6,658	28,750	28,750	9,340	17,350	17,350	17,350	17,350	11,400	39.65%	17,350	17,350	17,350	17,350
Contractual:																
6401	Contracts	33,485	19,352	40,190	40,190	30,044	30,950	30,950	30,950	30,950	9,240	22.99%	30,950	30,950	30,950	30,950
6409	Copier Supplies	11,000	6,779	10,000	10,000	5,571	10,000	10,000	10,000	10,000	0	0.00%	11,000	11,000	11,000	11,000
6410	Postage	250	0	250	250	0	250	0	0	0	250	100.00%	250	0	0	0
6411	Printing and Stationery	13,950	7,665	13,800	10,750	1,208	17,500	15,000	15,000	15,000	(4,250)	(39.53%)	17,500	17,500	17,500	17,500
6412	Publications	50	0	50	50	0	50	50	50	50	0	0.00%	50	50	50	50
6416	Travel, Dues and Related	100	0	0	0	0	300	0	0	0	0	0.00%	300	0	0	0
6425	Office Supplies	1,600	2,614	2,000	2,550	1,772	2,900	2,600	2,600	2,600	(50)	(1.96%)	2,900	2,900	2,900	2,900
6450	Schools & Training	1,000	0	0	2,500	1,003	3,000	2,000	2,000	2,000	500	20.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	7,400	1,691	9,500	9,500	0	9,500	9,500	9,500	9,500	0	0.00%	9,500	9,500	9,500	9,500
	Total Contractual	68,835	38,101	75,790	75,790	39,598	74,450	70,100	70,100	70,100	5,690	7.51%	75,450	74,900	74,900	74,900
	Total Expenditures	452,930	405,692	517,259	517,259	349,651	479,663	481,294	481,294	481,294	35,965	6.95%	490,172	495,728	495,728	495,728
	Net Surplus (Deficit)	0	39,960	0	0	167,608	0	0	0	0			0	0	0	0

CENTRAL PRINTING & MAILING - SUMMARY

Department: Central Printing & Mailing

Budget Year: 2026

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1670

Manager: Colleen Jones

Departmental Mission & Responsibilities:

The mission of Central Printing and Mailing is to serve as a central hub for the procurement of printing, copying, and mailing supplies for all town departments, guaranteeing optimal pricing on supplies and the most effective utilization of resources.

Workload:

Central Printing and Mailing provides Town departments with paper supplies, printing, copying, postage, and mailing materials; oversees the Town's mailing equipment; and coordinates troubleshooting and repairs for the equipment.

Furthermore, the division is enhancing the mail machines with the latest technology, which features the Electronic Return Receipt option, thereby saving the Town both time and postage when handling Certified Return Receipt mail. It also advises departments on the most cost-effective methods for bulk mailings.

Goals & Objectives:

- To thoroughly examine the department's consumption of printing materials, paper, and postage, and propose ways to minimize usage.
- To keep track of the utilization of common resources to identify opportunities for consolidation that can lower operating expenses.
- To analyze the use of printing supplies, paper, and postage within the department and recommend strategies for reduction.

Legal Authority:

NOTES:

Town of Southampton

2026 Adopted Budget

Central Printing & Mailing - 1670

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	144,000	168,000	148,000	168,000	168,000	179,000	175,000	175,000	175,000	7,000	4.17%	179,000	179,000	179,000	179,000
	Total Real Property Taxes	144,000	168,000	148,000	168,000	168,000	179,000	175,000	175,000	175,000	7,000	4.17%	179,000	179,000	179,000	179,000
	Other Revenue:															
2770	Miscellaneous	0	250	0	0	250	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	250	0	0	250	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	144,000	168,250	148,000	168,000	168,250	179,000	175,000	175,000	175,000	7,000	4.17%	179,000	179,000	179,000	179,000
	Total Employee Costs										0	0.00%				
	Contractual:															
6409	Copier Supplies	19,000	17,951	18,000	18,000	13,672	19,000	19,000	19,000	19,000	(1,000)	(5.56%)	19,000	19,000	19,000	19,000
6410	Postage	70,000	61,770	70,000	70,000	32,282	75,000	75,000	75,000	75,000	(5,000)	(7.14%)	75,000	75,000	75,000	75,000
6411	Printing and Stationery	4,000	5	4,000	4,000	0	4,000	3,000	3,000	3,000	1,000	25.00%	4,000	4,000	4,000	4,000
6415	Telephone	40,000	69,044	45,000	65,000	55,301	70,000	70,000	70,000	70,000	(5,000)	(7.69%)	70,000	70,000	70,000	70,000
6477	Copier Leases	11,000	1,231	11,000	11,000	7,198	11,000	8,000	8,000	8,000	3,000	27.27%	11,000	11,000	11,000	11,000
	Total Contractual	144,000	150,001	148,000	168,000	108,452	179,000	175,000	175,000	175,000	(7,000)	(4.17%)	179,000	179,000	179,000	179,000
	Total Expenditures	144,000	150,001	148,000	168,000	108,452	179,000	175,000	175,000	175,000	(7,000)	(4.17%)	179,000	179,000	179,000	179,000
	Net Surplus (Deficit)	0	18,249	0	0	59,798	0	0	0	0			0	0	0	0

GOVERNMENT ACCESS CHANNEL (SEA TV) - SUMMARY

Department: SEA-TV 22

Budget Year: 2026

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 7560

Manager: Andrew Powers

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/SUN-TV 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/SUN-TV will be met with the allocation of Cablevision Franchise Fees, pursuant to Chapter 13 of the Town Code.

Workload:

The SEA-TV 22/SUN-TV anticipates producing original programming weekly. All produced programming must first be edited prior to coding for broadcast. Before going on air, the 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, official town functions and operations, and create a vehicle for locally produced community programming.
2. Renegotiate the Cablevision franchise agreement to better serve the constituents of the Town of Southampton.
3. Keep monitoring and updating the camera and control room equipment as necessary to enhance the production and delivery of programs.
4. Improve the production studio for staff and community use with the addition of broadcast lighting.

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 1/1/26	Alloc. %
Public Information and Communication													
Public Information Summary													
SEA-TV 22 - 7560													
Audio Visual Production Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 3	68,870	0	0	68,870	18,660	5,337	9,774	913	34,684	103,554	2.3	100.0
Audio Visual Production Specialist - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 1	0	0	0	0	0	0	0	0	0	0		0.0
Audio Visual Production Specialist *Proposed Promotion 2026	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 1	66,946	0	0	66,946	18,660	5,188	9,501	888	34,237	101,183	1.8	100.0
Total SEA-TV 22 - 7560		135,816	0	0	135,816	37,320	10,525	19,275	1,801	68,921	204,738		

NOTES:

COMMUNITY ACCESS CHANNEL - SUMMARY

Department: SUN 20 TV

Budget Year: 2026

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 7561

Manager: Andrew Powers

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 original programming weekly. The originally produced programming must first be edited prior to coding for broadcast. This programming schedule will be supplemented with content from outside sources, such as schools, libraries, community organizations, etc. Before going on air, the 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. To collaborate with the government access channel (CH22) to produce programming and to maximize personnel & technical resources.
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 1/1/26	Alloc. %
Public Information and Communication													
Public Information Summary													
SUN 20 TV - 7561													
Audio Visual Production Manager	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	84,648	0	8,568	93,216	1,716	7,215	13,214	1,118	23,263	116,479	1.4	100.0
Audio Visual Aide PT	PART-TIME	10,000	0	0	10,000	0	765	0	18	783	10,782		100.0
Total SUN 20 TV - 7561		94,647	0	8,568	103,215	1,716	7,980	13,214	1,136	24,046	127,261		

NOTES:

