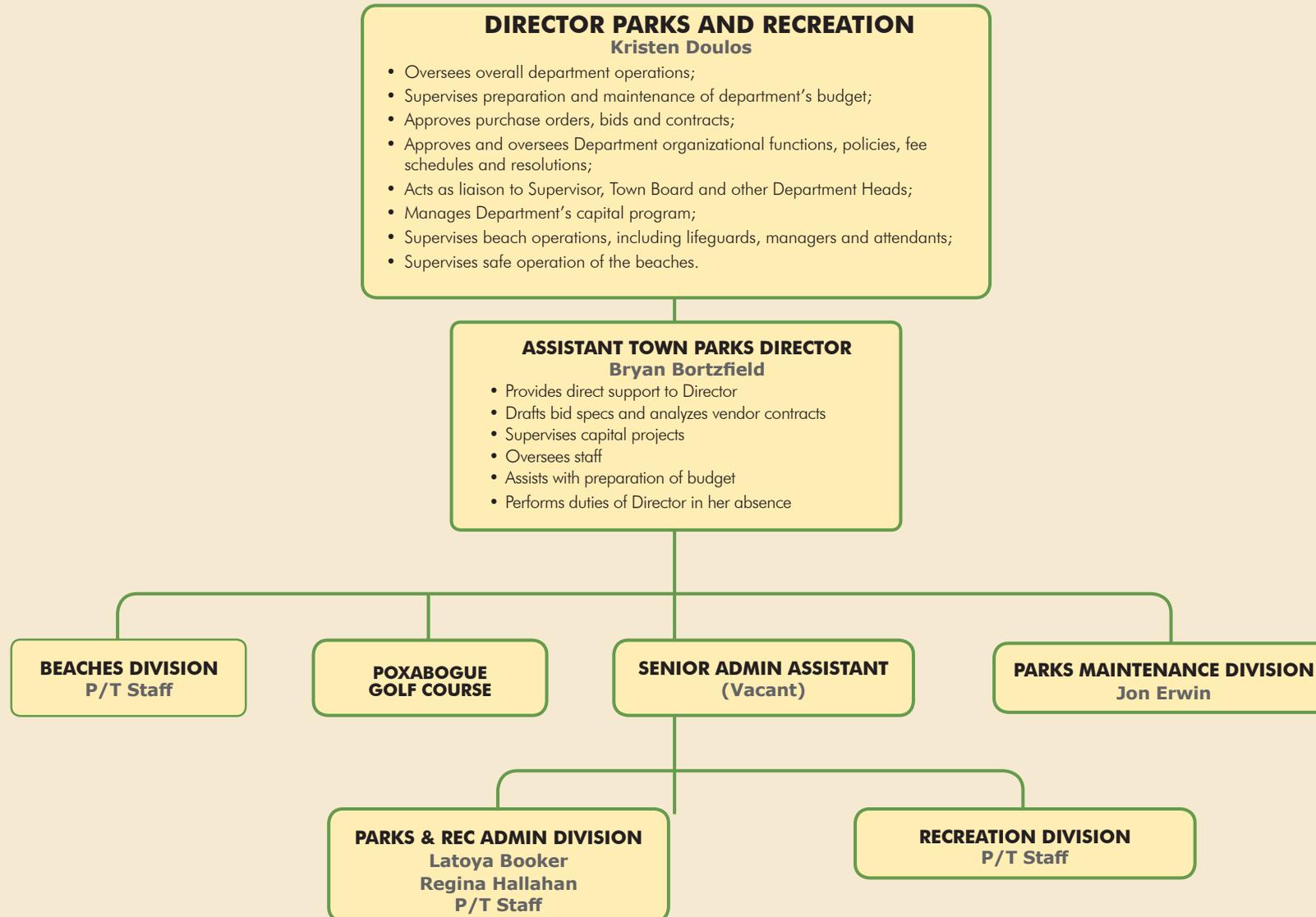


# PARKS & RECREATION

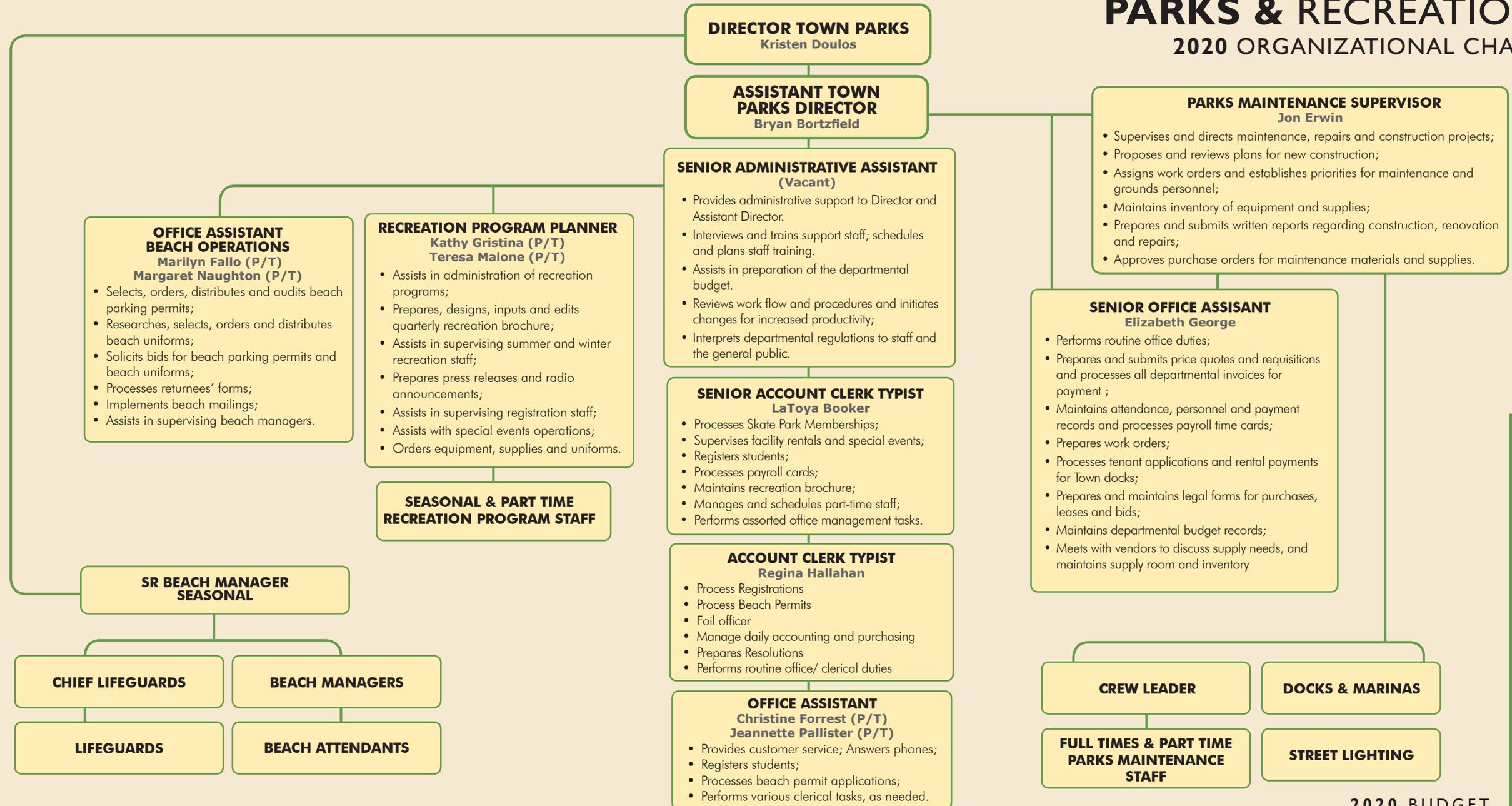
## 2020 ORGANIZATIONAL CHART





# PARKS & RECREATION

## 2020 ORGANIZATIONAL CHART





# Department Summary

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*Department: Parks & Recreation Admin*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Full Town

**Cost Center #:** 7020

**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Parks Department's Administrative Division plans, organizes and manages all phases of a full-service Parks and Recreation organization. Divisions of responsibility include Office Operations, Recreation Programming, Parks Maintenance and Seasonal Beach Operations, Poxabogue Golf Course, and the Street Lighting Districts. It is the Department's intent to manage the Department in a fair and professional manner, which will encourage public participation in the Town's parks and programs. In addition, the Department is involved with numerous capital projects, which are designed to enhance the Town's parks system and facilities.

The Town Parks Director shall also be responsible to administer the contractual obligations of the Park Districts and the Public Parking Districts for landscape maintenance and related matters. In addition, the "Hamlet Beautification" contractual obligations shall also be managed by the Parks Director.

## **Workload:**

The Department is responsible for the general supervision and administration of park facilities and recreational program offerings as follows:

1. Personnel administration for approximately 283 part-time/seasonal workers.
2. Registering participants and collecting user fees for recreation programs, sports leagues and various special events.
3. Supervision of beach parking permits system.
4. Administration of facility use permits for town beaches, parks and community centers.
5. Issuing commercial photo/film permits.
6. Administer departmental budget allocations and secure state and county reimbursements for annual youth programs.
7. Oversight of maintenance functions, such as building repairs and grounds maintenance.
8. Registration of skate park users, processing over 120 annual memberships.
9. Customer Service operations of the Parks and Recreation Administrative Office.
10. Administration of summer and winter leases for 64 vessels at Conscience Point Marina, 18 vessels at the Shinnecock Commercial Dock, 14 vessels at the Pine Neck Marina, and 10 leases at East Quogue Marina.

# Department Summary

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*Department: Parks & Recreation Admin*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Full Town

**Cost Center #:** 7020

**Manager:** Kristen Doulos

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## **Goals & Objectives:**

1. Implement new RecPro software system and allow for online registrations.
2. Streamline Phone System
3. Organize and streamline computer records
4. Continue to grow outreach and registrations through the use of internet and social media

## **Legal Authority:**

Established pursuant to General Municipal Law, Article 13.

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**NOTES:**

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## 2020 Parks and Recreation Fee Schedule

	Fee	Proposed Increase
<b>ALCOHOLIC BEVERAGE PERMITS <sup>1</sup></b>		
Pursuant to Chapter 111 of the Town Code (Beer & Wine Only. Max. 100 persons. Fee is in addition to Facility Use Permit Fee and Caterer Service Fee – if applicable. Certain restrictions apply.)	\$ 50 0- 25 people \$ 100 26- 75 people \$ 200 76-100 people	
	Note:100+ persons - Special Event Permit Necessary	
<b>BEACH PARKING PERMIT FEES</b>		
Resident Full Season Parking Permit	<del>\$—40 per vehicle</del> \$ 50 per vehicle	\$10
Senior Resident Full Season Parking Permit	<del>\$—25 per vehicle</del> \$ 30 per vehicle	\$5
Town Employee Parking Permit (1 per Employee)	<del>\$—40 per vehicle</del> \$75 per vehicle	\$35
Non-resident Full Season Parking Permit	<del>\$ 375 per vehicle</del> \$400 per vehicle	\$25
Non-resident Daily Parking Permit	<del>\$—25 per vehicle</del> \$ 30 per vehicle	\$5
Non-resident Marine Park Permit (May - Sept.)	\$ 90 per vehicle	
After-Hour Fishing Access: 9pm - 6am access (must have current Town Beach Parking Permit or Town Trustee Special Parking Permit)	Resident \$ 25 Senior Resident \$ 15 ( <i>Also known as:</i> Non-Resident \$ 75 <i>Our Night Fishing Permit</i> )	
Special Courtesy Parking Permit: (college/school/research programs)	No Charge	
Veterans/Fire/EMS Parking Permit	No Charge	

**2020 Parks and Recreation Fee Schedule**

	<b>Fee</b>	<b>Proposed Increase</b>
<b>BEACH FACILITY USE PERMITS <sup>2</sup></b>	<b>Fee</b>	
Parking Lot Rental (Resident/Taxpayer 6p-11p)	\$600	
Parking Lot Rental (Commercial/Film/Etc.)	TBD Upon Review of Application	
<b><i>Events/Fundraisers</i></b>	\$ 400 per 8-hour time frame + \$50 per each addt'l hour Note: 100+ persons - Special Event Permit Necessary	
<b><i>Caterer service</i></b>	\$200	
(Fee is in addition to the Facility Use Permit Fee)		
<b><i>"After Hours" (6 pm – 11 pm)</i></b>	\$ 50      0- 25 people	
Resident/taxpayer --	\$ 100     26- 75 people	
(Guests have Town beach parking permits)		
<b><i>"After Hours" (6 pm – 11 pm)</i></b>	\$ 150      0- 75 people	
Resident/taxpayer 0-100 people	\$ 200     76-100 people	
(includes facility use permit and parking waivers for guests)		
<b>LATE FEE – LESS THAN 3 BUSINESS DAYS</b>		
	<b>\$50</b>	
<b>Re-Scheduling Fee</b>	<b>\$50</b>	

**2020 Parks and Recreation Fee Schedule**

	<b>Fee</b>	<b>Proposed Increase</b>
<b>Local School Districts</b> Beach use <b>without</b> restrooms (most facilities have porta lavs) - No swimming	\$ 0 Facility Use Permit Requested	
Beach use <b>with</b> restrooms – No swimming <b>prior to</b> July 1 <sup>st</sup> and <b>after</b> Labor Day	\$ 75 Town opens and closes – Facility Use Permit Requested	
Beach use <b>with</b> restrooms and lifeguards <b>prior to</b> July 1 <sup>st</sup> and <b>after</b> Labor Day	\$ 75 Facility Use Permit Requested, Insurance Certificate \$1M w/ TOS as “addt’l insured” \$ 180 for 3 lifeguards and equipment, 3-hr min. \$ 60 per hr for each addt’l hr.	
Beach use <b>with</b> restrooms and lifeguards July 1 <sup>st</sup> <b>through</b> Labor Day	\$ 0 Facility Use Permit Requested	
<b>Tiana Beach Activity Center</b> <sup>2</sup>		
Resident/taxpayer for 5 hours (Maximum 150 guests - Parking at Tiana Beach) Certain restrictions apply	<del>\$ 450</del> <del>0-25 people</del> \$ 500 0-25 people <del>\$ 600</del> <del>26-75 people</del> \$ 675 26-75 people <del>\$ 800</del> <del>76-150 people</del> \$ 900 76-150 people	\$50 \$75 \$100
	<b>Security Deposit Required – Refundable \$500</b>	
<b>SHOWMOBILE/EQUIPMENT FACILITY USE PERMITS</b>	<b>Fee</b>	
Portable Stage Mobile (uncovered)	\$ 150 4 Hours + \$25 per each addt’l hour \$ 100 Set-Up & Breakdown Fee	
Show Mobile (covered)	\$ 400 4 Hours + \$25 per each addt’l hour \$ 50 Overtime per hour \$ 150 Generator (4hours + \$25 per each addt’l hour) \$ 100 Sound mixing \$ 150 Lights (4 hours + \$25 per each addt’l hour) \$ 150 Bleachers (per day)	
(Additional charges may apply)		

## 2020 Parks and Recreation Fee Schedule

	Fee	Proposed Increase
<b>COMMERCIAL DOCK RATES</b>		
<b>FEE</b>		
Suffolk County Resident Annual Slip Rental	\$ 60 per foot	
Transient Fee	\$ 1 per foot per day	
<b>CONSCIENCE POINT MARINA RATES</b>		
<b>Fee</b>		
Fuel	AS DETERMINED BY COMPTROLLER	
Winter Storage (November 1 - April 30)		
Dry dock	\$ 30 per foot	
In-water	\$ 50 per foot w/ \$225 for electric hook-up (\$ .40 per KWH over 1,000 KWH)	
Slip Rental (May 1 - October 31)	\$ 130 per foot w/ \$200 for electric hook-up (\$ .30 per KWH over 1,000 KWH)	
Pre & Post Season	\$ 50 per week floating dock	
(\$20.00 additional per week for electric)	\$ 100 per week bulkhead	
Transient Dockage Fee	\$ 75 per day - 30 feet or less \$ 125 per day - 31 feet or more	
EQ Marina (May 1 - October 31)	\$ 25 per day for electric hook-up \$ 100 per foot - 25 feet or less	
Pine Neck (April 15 - November 15)	\$ 25 per day for electric hook-up \$ 100 per foot - 30 feet or less	
Beaver Dam Creek Marina (May 1 - October 31)	\$ 25 per day for electric hook-up \$ 100 per foot - 25 feet or less	
<b>COMMERCIAL ENTERPRISE SERVICE PERMIT</b>		
<b>Fee</b>		
Pursuant to Chapter 111 of the Town Code (Permit Length – Seasonal to one (1) year certain restrictions apply)	\$ 750 - \$1,500	

**2020 Parks and Recreation Fee Schedule**

	<b>Fee</b>	<b>Proposed Increase</b>
<b>CONCESSION RATES <sup>3</sup></b>	<b>MINIMUM FEE</b>	
Flying Point Beach	\$4,000	
Foster Memorial Beach	\$1,500	
Mecox Beach	<del>\$1,500</del> <b>\$4,000</b>	<b>\$2,500</b>
Pikes Beach	\$3,000	
Red Creek Park	\$2,000	
Sagg Main Beach	\$4,000	
W. Scott Cameron Beach	\$1,500	
Tiana Beach	\$2,500	
Ponquogue Beach	<del>\$10,000</del> <b>\$25,000</b>	<b>\$15,000</b>
Hot Dog Beach	\$250	
<b>Good Ground Park (Food Truck)</b>	<b>\$500</b>	<b>\$500</b>
<b>Good Ground Park (Ice Cream)</b>	<b>\$100 per event</b>	<b>\$100</b>
<b>COMMERCIAL PHOTOGRAPHY FACILITY PERMITS</b>	<b>FEE</b>	
Late Filing Fee (20 days or less from shoot date)	\$250	
Films/Photos w/ 0-25 people	\$350	
Films/Photos w/ 26-100 people	\$1,175	
Films/Photos w/ 101-200 people	\$1,600	
Per additional hour over 8 hours	\$50	
STUDENT FEE	\$90	
<b>PROGRAM FEES (Subsidized)</b>		
CPR	\$65	
Jr. Lifeguards	\$75	
Lifeguard Training	\$100 Recertification \$200 Full	
Sailing	\$225 Youth \$250 Adult	
Soft Ball Leagues	<del>\$125 Men's</del> <b>\$150 Men's</b> \$100 Over 40 \$75 Women's <b>Plus</b> \$50 <b>Per</b> Non-Resident Individual	<b>\$25</b>
Swimming Lessons	\$20	
Summer Fun	\$50 Individual / \$125 Family (of 3 or more)	

2020 Parks and Recreation Fee Schedule

	Fee	Proposed Increase
<b>SPORTS PROGRAM FEES</b>	Cost of instruction + Admin Overhead	
<b>SPORTS PROGRAM FEES (Non-Resident)</b>	Resident fee + \$20	
<b>PARKS FACILITY USE PERMITS <sup>2</sup></b>	<b>Fee</b>	
Parks Facility Use Permit for <u>Events/Fundraisers</u>	\$ 250 per 8 hour time frame + \$35 per each add'l hour Note:100+ people – Special Event Permit Necessary	
Commercial/Film/Etc.	TBD Upon Review of Application	
<b>Corwith Ave. &amp; Sayre Park Facility Use Permits</b>		
Event Fee	\$ 2,500 per day (includes parking)	
Parking Only	\$ 600 per 8 hrs + \$50 per each add'l hour	
Security Deposit (Required)	<b>\$ 2,500 - Refundable</b>	
<u>Caterer service</u>	\$200	
(Fee is in addition to the Facility Use Permit Fee)		
<b>Red Creek Park Activity Center</b>	\$ 125 0 - 50 people	
Resident/taxpayer for 5 hours	\$ 150 51-100 people	
(Max. 100 guests)	<b>Security Deposit Required – Refundable \$100</b>	
<b>Red Creek Park Picnic Pavilion</b>	\$ 50 0 - 50 people	
Resident/taxpayer for 5 hours	\$ 75 51-100 people	
(Max. 50 guests)		
<b>Sports Fields/Sports Courts</b>		
Ball fields: 1½ hours	\$ 25	
Ball field w/ lights: 2 hours	\$ 50	
Tournament Fees: w/ lights	\$ 125 per 8 hrs + \$10 per hr OT	
Basketball Courts: 2 hours	\$ 10 per court	
Hockey Rink: 2 hours	\$ 20	
Hockey Rink w/ lights: 2 hours	\$ 40	
Volleyball Court: 2 hours	\$ 10 per court	
Soccer Field	\$ 15 per hour	

**2020 Parks and Recreation Fee Schedule**

	<b>Fee</b>	<b>Proposed Increase</b>
<b>Skate Park Memberships</b>		
Annual Resident Individual	\$40	
Annual Resident Family	\$ 75 (2 members)	
	\$ 100 (3 members)	
Daily Resident Individual	\$5	
Annual Non-Resident Individual	\$50	
Daily Non-Resident Individual	\$10	
<i>(Discounts May Apply to Membership Fees – Inquire Within)</i>		
<b>FOOTNOTES :</b>		
1. Alcoholic Beverage Permits available for certain properties at certain times as determined by the Superintendent of P&R as per Chapter 283 of Town Code		
2. Rates for facility use permits may be reduced by the Town Parks Director or the Town Board for local not-for-profit groups when deemed appropriate for community benefit		
3. Town Parks Director authorized to pro-rate one-year agreements if appropriate to establish a vendor for a partial season		

**2020 Parks and Recreation Fee Schedule**

# OF PEOPLE	A RED CREEK <i>(Security Deposit Required – Refundable \$100)</i>	B BEACH GATHERINGS <i>(Groups larger than 50 people will require an add'l Trustees Permit Application and Approval – Add'l Fees Apply)</i>	C TIANA BEACH ACTIVITY CENTER <i>(Security Deposit Required – Refundable \$500)</i>	ALCOHOL <i>(Permitted at Beaches &amp; Tiana Beach Activity Center Only)</i>
25-Jan	\$125	\$50+ \$200 (Catering Fee) w/o parking waivers	\$450	\$50
26 - 50	\$125	\$100+ \$200 (Catering Fee) w/o parking waivers	\$600	\$100
51 - 75	\$150	\$100+ \$200 (Catering Fee) w/o parking waivers	\$600	\$100
0 – 75		\$100+ \$200 (Catering Fee) w/ parking waivers		\$50 / \$100 (Fee based on # of ppl)
76 - 100	\$150	\$150+ \$200 (Catering Fee) w/ parking waivers	\$800	\$200
101 - 150	N/A	\$200+ \$200 (Catering Fee) w/ parking waivers	\$800	\$200
Over 150	N/A	TBD by Town Board	TBD by Town Board	TBD by Town Board
		Late Fee (3 business days in adv)	\$50	
		Rescheduling Fee	\$50	

# 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Parks &amp; Recreation Admin</b>													
<b>Parks &amp; Recreation Admin - 7020</b>													
Town Parks Director	ADMINISTRATIVE	113,239	3,398	0	116,637	29,340	8,388	15,260	5,584	58,572	175,209	12.8	100.0
Account Clerk Typist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	46,962	1,878	0	48,841	28,488	3,800	6,223	1,013	39,524	88,364	8.8	100.0
Senior Administrative Assistant - Requested	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	65,366	0	0	65,366	28,488	5,088	8,334	1,394	43,305	108,671		100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 5	58,109	4,649	0	62,757	28,488	4,879	7,992	1,257	42,616	105,373	16.8	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 5	54,175	3,251	0	57,425	28,488	4,466	7,315	1,169	41,438	98,864	13.6	100.0
Office Assistant	PART-TIME	20,000	0	0	20,000	0	1,557	0	439	1,996	21,996		100.0
Office Assistant	PART-TIME	14,566	0	0	14,566	0	1,134	0	324	1,458	16,024		100.0
Office Assistant	SEASONAL	7,283	0	0	7,283	0	567	0	171	738	8,021		100.0
<b>Total Parks &amp; Recreation Admin - 7020</b>		<b>379,699</b>	<b>13,176</b>	<b>0</b>	<b>392,875</b>	<b>143,292</b>	<b>29,878</b>	<b>45,125</b>	<b>11,351</b>	<b>229,646</b>	<b>622,520</b>		

**NOTES:**

# Town of Southampton

## 2020 Tentative Budget

### Parks & Recreation Admin - 7020

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	473,626	476,227	618,781	618,781	618,781	642,711	639,920	21,139	3.42%	655,240	652,372	12,452	1.95%
	<b>Total Real Property Taxes</b>	<b>473,626</b>	<b>476,227</b>	<b>618,781</b>	<b>618,781</b>	<b>618,781</b>	<b>642,711</b>	<b>639,920</b>	<b>21,139</b>	<b>3.42%</b>	<b>655,240</b>	<b>652,372</b>	<b>12,452</b>	<b>1.95%</b>
<b>Other Revenue:</b>														
2701	Miscellaneous Tax Receipts	0	37	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	<b>0</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>473,626</b>	<b>476,264</b>	<b>618,781</b>	<b>618,781</b>	<b>618,781</b>	<b>642,711</b>	<b>639,920</b>	<b>21,139</b>	<b>3.42%</b>	<b>655,240</b>	<b>652,372</b>	<b>12,452</b>	<b>1.95%</b>
<b>Salaries:</b>														
6100	Salaries	247,845	249,922	320,153	320,153	174,988	337,851	337,851	(17,698)	(5.53%)	347,373	347,373	(9,522)	(2.82%)
6105	Part Time Salaries	21,000	21,963	41,420	41,420	17,413	41,848	41,848	(428)	(1.03%)	42,285	42,285	(437)	(1.04%)
6110	Longevity	11,745	12,094	12,659	12,659	0	13,176	13,176	(517)	(4.09%)	13,478	13,478	(302)	(2.29%)
	<b>Total Salaries</b>	<b>280,591</b>	<b>283,979</b>	<b>374,231</b>	<b>374,231</b>	<b>192,401</b>	<b>392,875</b>	<b>392,875</b>	<b>(18,644)</b>	<b>(4.98%)</b>	<b>403,136</b>	<b>403,136</b>	<b>(10,261)</b>	<b>(2.61%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	36,906	34,349	44,199	44,199	25,527	45,382	45,125	(925)	(2.09%)	46,650	46,384	(1,260)	(2.79%)
6830	FICA Tax Expenditure	21,711	20,530	28,762	28,762	13,900	30,035	29,878	(1,117)	(3.88%)	30,696	30,535	(657)	(2.20%)
6835	MTA Tax	985	912	1,315	1,315	610	1,377	1,369	(54)	(4.12%)	1,413	1,405	(36)	(2.61%)
6840	Worker's Compensation	9,058	8,115	12,538	12,538	7,005	12,210	9,842	2,696	21.50%	12,513	10,080	(238)	(2.42%)
6860	Medical Insurance - Active Employees	102,132	102,208	133,649	133,649	69,978	136,392	136,392	(2,743)	(2.05%)	136,392	136,392	0	0.00%
6865	Dental & Optical	5,270	5,366	6,549	6,549	3,571	6,900	6,900	(351)	(5.36%)	6,900	6,900	0	0.00%

**Town of Southampton**  
**2020 Tentative Budget**  
Parks & Recreation Admin - 7020

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6875	Disability	173	37	138	138	0	139	139	(1)	(1.05%)	139	139	0	0.00%
	<b>Total Employee Benefits - Current</b>	176,235	171,517	227,150	227,150	120,592	232,436	229,646	(2,496)	(1.10%)	234,704	231,836	(2,191)	(0.95%)
	<b>Total Employee Costs</b>	<b>456,826</b>	<b>455,496</b>	<b>601,381</b>	<b>601,381</b>	<b>312,993</b>	<b>625,311</b>	<b>622,520</b>	<b>(21,139)</b>	<b>(3.52%)</b>	<b>637,840</b>	<b>634,972</b>	<b>(12,452)</b>	<b>(2.00%)</b>
	<b>Contractual:</b>													
6401	Contracts	650	0	650	650	0	650	650	0	0.01%	650	650	0	(0.01%)
6404	Electric	3,800	3,982	3,800	3,800	1,410	3,800	3,800	0	0.00%	3,800	3,800	0	0.00%
6405	Fuel Oil	2,000	0	2,000	2,000	0	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6410	Postage	600	518	600	600	0	600	600	0	0.00%	600	600	0	0.00%
6411	Printing and Stationery	200	0	200	200	0	200	200	0	0.00%	200	200	0	0.00%
6420	Other	5,500	6,988	5,500	5,500	4,363	5,500	5,500	0	0.00%	5,500	5,500	0	0.00%
6425	Office Supplies	1,700	1,473	1,700	1,700	1,622	1,700	1,700	0	0.00%	1,700	1,700	0	0.00%
6426	Supplies - Other	250	119	250	250	60	250	250	0	0.00%	250	250	0	0.00%
6466	Telephone - Wireless	1,700	2,026	1,700	1,700	1,310	1,700	1,700	0	0.00%	1,700	1,700	0	0.00%
6477	Copier Leases	400	1,210	1,000	1,000	528	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
	<b>Total Contractual</b>	16,800	16,316	17,400	17,400	9,294	17,400	17,400	0	0.00%	17,400	17,400	0	0.00%
	<b>Total Expenditures</b>	<b>473,626</b>	<b>471,812</b>	<b>618,781</b>	<b>618,781</b>	<b>322,286</b>	<b>642,711</b>	<b>639,920</b>	<b>(21,139)</b>	<b>(3.42%)</b>	<b>655,240</b>	<b>652,372</b>	<b>(12,452)</b>	<b>(1.95%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>4,452</b>	<b>0</b>	<b>0</b>	<b>296,495</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>4,452</b>	<b>0</b>	<b>0</b>	<b>296,495</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		

# Department Summary

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*Department: Recreation Programs Admin*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Full Town

**Cost Center #:** 7021

**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

To provide administrative supervision for Red Creek Park and North Sea Community Park, as well as supervision of 2 skateboard parks. This division is also responsible for overall planning and supervision for over 516 recreation programs offered to residents Town-wide. Most programs offered are fee supported.

## **Workload:**

The Division of Recreational Programming is responsible for the general supervision and administration of all publicity materials produced by the Parks Department in connection with parks facilities, special events and recreational program offerings.

Ongoing evaluation of recreational programming and needs assessments is necessary to help determine which programs to continue to offer and new program offerings desired. Attention to detail and proper supervision is necessary to insure the provision of quality programming.

Recreational programs are promoted and publicized with press releases, Public Service Announcements, radio announcements, on the Town website, through email blasts and flyers distributed throughout the Town. Three quarterly recreational program brochures are produced annually for mailing and emailing to over 5,000 program registrants and distributed throughout the Town, as budgeted for through the Division of Recreational Programming.

The Division provides staffing oversight of the Red Creek Park Skate Park and similar facilities and oversees the coordination of recreational programming, sports activities and special events sponsored by the Department. In addition to the fulltime recreational staff and scheduling at recreation facilities and sports fields, the Division of Recreational Programming encompasses over 80 program instructors and over 40 part-time recreational staff employee's. Generally, more than 5,000 individuals participate in over 500 recreational programs.

## **Goals & Objectives:**

1. Grow programming and registration rates.
2. Promote programs through the Town's website, email, and social media.
3. Streamline registration process and interaction with instructors through new RecPro software.

## **Legal Authority:**

Established pursuant to General Municipal Law, Article 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Recreation</b>													
<b>Recreation Programs Admin - 7021</b>													
Assistant Town Parks Director	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - L / Step 4	82,446	0	0	82,446	28,488	6,594	10,801	4,062	49,944	132,391	2.9	100.0
Assistant Recreation Leader	PART-TIME	15,148	0	0	15,148	0	1,179	0	336	1,516	16,664		100.0
Recreation Aide II	PART-TIME	13,525	0	0	13,525	0	1,053	0	302	1,355	14,880		100.0
Recreation Leader	PART-TIME	14,045	0	0	14,045	0	1,074	0	65	1,140	15,185		100.0
Recreation Program Planner	PART-TIME	16,646	0	0	16,646	0	1,296	0	368	1,664	18,310		100.0
Recreation Specialist	SEASONAL	936	0	0	936	0	72	0	21	92	1,029		100.0
Recreation Supervisor	SEASONAL	5,202	0	0	5,202	0	398	0	35	433	5,635		100.0
Senior Recreation Leader	SEASONAL	6,346	0	0	6,346	0	500	0	235	736	7,082		100.0
Recreation Aide I	SEASONAL	2,081	0	0	2,081	0	161	0	46	207	2,288		100.0
Recreation Aide I	SEASONAL	2,081	0	0	2,081	0	161	0	46	207	2,288		100.0
Recreation Aide I	SEASONAL	2,081	0	0	2,081	0	161	0	46	207	2,288		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Specialist	SEASONAL	2,081	0	0	2,081	0	159	0	24	184	2,264		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	207	0	73	281	2,943		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0

**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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Recreation</b>													
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Leader	SEASONAL	2,081	0	0	2,081	0	159	0	24	184	2,264		100.0
Recreation Aide I	SEASONAL	2,662	0	0	2,662	0	206	0	55	260	2,922		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Aide I	SEASONAL	2,081	0	0	2,081	0	162	0	61	223	2,304		100.0
Recreation Aide I	SEASONAL	2,081	0	0	2,081	0	161	0	46	207	2,288		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
Recreation Aide II	SEASONAL	2,831	0	0	2,831	0	219	0	57	276	3,106		100.0
<b>Total Recreation Programs Admin - 7021</b>		<b>250,238</b>	<b>0</b>	<b>0</b>	<b>250,238</b>	<b>28,488</b>	<b>19,582</b>	<b>10,801</b>	<b>7,395</b>	<b>66,266</b>	<b>316,504</b>		

NOTES:

**Town of Southampton**  
**2020 Tentative Budget**  
Recreation Programs Admin - 7021

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	144,440	153,830	150,920	150,920	150,920	170,976	170,134	19,214	12.73%	175,990	175,129	4,995	2.94%
	<b>Total Real Property Taxes</b>	144,440	153,830	150,920	150,920	150,920	170,976	170,134	19,214	12.73%	175,990	175,129	4,995	2.94%
<b>Other Revenue:</b>														
2001	Program Fees	375,000	370,103	375,000	375,000	329,915	375,000	375,000	0	0.00%	375,000	375,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	281	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3820	State Aid - Youth Programs,	6,000	4,500	6,000	6,000	4,500	6,000	6,000	0	0.00%	6,000	6,000	0	0.00%
	<b>Total Other Revenue</b>	381,000	374,884	381,000	381,000	334,415	381,000	381,000	0	0.00%	381,000	381,000	0	0.00%
	<b>Total Revenue</b>	<b>525,440</b>	<b>528,714</b>	<b>531,920</b>	<b>531,920</b>	<b>485,335</b>	<b>551,976</b>	<b>551,134</b>	<b>19,214</b>	<b>3.61%</b>	<b>556,990</b>	<b>556,129</b>	<b>4,995</b>	<b>0.91%</b>
<b>Salaries:</b>														
6100	Salaries	76,160	76,724	79,378	79,378	52,736	82,446	82,446	(3,068)	(3.87%)	85,267	85,267	(2,821)	(3.42%)
6105	Part Time Salaries	150,035	172,003	152,536	152,536	112,001	167,792	167,792	(15,256)	(10.00%)	169,106	169,106	(1,314)	(0.78%)
	<b>Total Salaries</b>	226,195	248,727	231,914	231,914	164,737	250,238	250,238	(18,324)	(7.90%)	254,373	254,373	(4,135)	(1.65%)
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	11,194	10,418	10,722	10,722	6,193	10,837	10,801	(78)	(0.73%)	11,207	11,170	(370)	(3.42%)
6830	FICA Tax Expenditure	17,826	18,812	18,237	18,237	12,455	19,639	19,582	(1,345)	(7.38%)	19,968	19,910	(328)	(1.67%)
6835	MTA Tax	792	835	811	811	553	873	870	(60)	(7.37%)	887	885	(15)	(1.68%)
6840	Worker's Compensation	6,821	6,111	6,479	6,479	3,620	6,488	5,742	738	11.38%	6,653	5,890	(148)	(2.58%)
6860	Medical Insurance - Active Employees	25,368	25,388	27,012	27,012	17,372	27,108	27,108	(96)	(0.36%)	27,108	27,108	0	0.00%
6865	Dental & Optical	1,318	1,341	1,332	1,332	893	1,380	1,380	(48)	(3.60%)	1,380	1,380	0	0.00%

**Town of Southampton**  
**2020 Tentative Budget**  
Recreation Programs Admin - 7021

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6875	Disability	1,296	123	783	783	0	783	783	0	0.00%	783	783	0	0.00%
	<b>Total Employee Benefits - Current</b>	64,615	63,028	65,376	65,376	41,085	67,108	66,266	(890)	(1.36%)	67,987	67,126	(860)	(1.30%)
	<b>Total Employee Costs</b>	<b>290,810</b>	<b>311,755</b>	<b>297,290</b>	<b>297,290</b>	<b>205,822</b>	<b>317,346</b>	<b>316,504</b>	<b>(19,214)</b>	<b>(6.46%)</b>	<b>322,360</b>	<b>321,499</b>	<b>(4,995)</b>	<b>(1.58%)</b>
	<b>Contractual:</b>													
6401	Contracts	34,130	12,107	34,130	34,030	6,944	34,130	34,130	(100)	(0.29%)	34,130	34,130	0	0.00%
6410	Postage	6,500	3,225	6,500	6,500	5,235	6,500	6,500	0	0.00%	6,500	6,500	0	0.00%
6411	Printing and Stationery	10,000	9,056	10,000	10,000	6,767	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
6418	Uniforms	1,000	0	1,000	1,100	1,082	1,000	1,000	100	9.09%	1,000	1,000	0	0.00%
6420	Other	8,000	6,492	8,000	8,000	3,330	8,000	8,000	0	0.00%	8,000	8,000	0	0.00%
6470	Program Expenses	175,000	149,051	175,000	175,000	50,408	175,000	175,000	0	0.00%	175,000	175,000	0	0.00%
	<b>Total Contractual</b>	234,630	179,931	234,630	234,630	73,765	234,630	234,630	0	0.00%	234,630	234,630	0	0.00%
	<b>Total Expenditures</b>	<b>525,440</b>	<b>491,686</b>	<b>531,920</b>	<b>531,920</b>	<b>279,587</b>	<b>551,976</b>	<b>551,134</b>	<b>(19,214)</b>	<b>(3.61%)</b>	<b>556,990</b>	<b>556,129</b>	<b>(4,995)</b>	<b>(0.91%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>37,028</b>	<b>0</b>	<b>0</b>	<b>205,748</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>37,028</b>	<b>0</b>	<b>0</b>	<b>205,748</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		

# Department Summary

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*Department: Parks Maintenance*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Full Town

**Cost Center #:** 7110

**Manager:** Jon Erwin

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## **Departmental Mission & Responsibilities:**

The Department of Parks and Recreation provides numerous services to the Town's residents and visitors, including the supervision and maintenance of Town-owned park facilities and offers a wide variety of recreation programs. The Parks Maintenance Division includes four sections: Parks Repair Crews, Grounds Crew and Docks, Street Lighting and Marinas. All are supervised by the Town Maintenance Supervisor.

As per New York State law, if a cemetery is no longer used for active burial purposes and there is no longer an active Cemetery Board or Trustees for stewardship purposes, the cemetery is considered to be abandoned and grass cutting and suitable fencing is the responsibility of the Town Board as a General Fund Town-wide charge.

The Department of Parks and Recreation is responsible for providing maintenance and logistical support to various neighborhood park facilities, hamlet greens, pocket park projects and special events, as directed by the Town Board.

The "Cemeteries" and "Hamlet Greens" expenses have been consolidated into the Parks Maintenance Division.

The Parks & Recreation Department also administers funding for landscape maintenance in park districts, public parking districts and downtown enhancement projects for Bridgehampton, Water Mill and Hampton Bays. The park district budget allocations are located under the heading "Park Districts." The public parking district budget allocations are located under the heading "Public Parking Districts." "Hamlet Beautification" is funded under a separate cost center, and is also administered by the Parks & Recreation Department.

## **Workload:**

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**NOTES:**

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# Department Summary

*Department: Parks Maintenance*

**Budget Year:** 2020  
**Division:** Parks & Recreation Department  
**Tax District:** Full Town

**Cost Center #:** 7110  
**Manager:** Jon Erwin

## NOTES:

The Parks Maintenance Division is responsible for the overall maintenance and repair of twelve (12) Town buildings and numerous ground area parks, including: eleven (11) baseball diamonds (four of which are lighted), three (3) soccer fields and Ten (10) playgrounds, as well as eleven (11) tennis courts, three (3+) basketball courts, three (3) restrooms, three (3) picnic areas, ten (10) miles of nature trails, nine (9) County approved bathing beaches two (2) of which have concession buildings) with restrooms, ten (10) historic cemeteries and grounds, two (2) historic sites, three (3) park activity centers, a park pavilion, two (2) skate parks, and pickle ball courts.

The Parks Maintenance budget encompasses staffing, equipment and contractual needs for regional park facilities and neighborhood parks. Included in this Parks Maintenance budget are hamlet greens and pocket parks, cemeteries, historic buildings, nature preserves and trails. Shinnecock Commercial Dock (Enterprise Fund) and Conscience Point Marina (Enterprise Fund) have separate budgets. Parks Maintenance requirements at beaches and access roads are funded through an allocation from the beaches budget (Enterprise Fund), under the auspices of the Beach Operations Division, including an interdepartmental "tradeoff" to fund the full time salaries in exchange for Parks Maintenance services provided at beaches and access roads.

Tasks for the Parks Maintenance Division are especially intense from mid March through the end of October as sports fields, beaches and parks, and facilities are in constant need of general maintenance and repair. All outdoor facilities are shut down, drained and secured each fall and then opened each spring. This procedure must be on schedule, since thousands of resident taxpayers and guests expect the facilities to be ready for use during the peak season. The Parks Department is responsible for the overall maintenance of ten (10) Town-owned historic burial grounds and abandoned cemeteries, which range in size from the 100 square foot Indian Preacher gravesite in Hampton Bays to the large areas of South End Historic Burying Ground on Little Plains Road and North End Historic Burying Ground on Main Street in the Village of Southampton. All maintenance at Town-owned or abandoned cemeteries is done by the Parks Maintenance Division, which is directed to attend to the grounds maintenance needs of these memorial park sites as part of the daily routine, in addition to the Town's regional parks, neighborhood parks, hamlet greens, bathing beaches and other facilities under purview of the Department.

Each historic burial ground is cleaned up in autumn, e.g., leaves, tree trimming, etc. A spring clean up is also performed. Summer maintenance consists of mowing at least once every ten (10) to fourteen(14) days during growing season April – July. In addition, numerous hedges are cut each year and picket fences and signage repaired.

The Parks Department maintains the East Quogue Village Green, Flanders Memorial Green, Berwind Memorial, Riverside Circle Green at Peconic Avenue, pocket parks in Hampton Bays and East Quogue, and the Wildwood Lake Park in Northampton. They are also charge with maintaining parkland, open space, and certain CPF purchased properties.

The Parks Department is also responsible for snow plowing and related winter maintenance at the associated hamlet greens parking lots and flower watering in downtown areas of Hampton Bays, East Quogue, Water Mill, Flanders and Bridgehampton.

The Parks Department is also responsible for all refuse/recyclables collections at all Town facilities, parks, beaches, and access roads.

# Department Summary

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*Department: Parks Maintenance*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Full Town

**Cost Center #:** 7110

**Manager:** Jon Erwin

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**Goals & Objectives:**

1. Pursue additional training in areas such as power equipment safety and pesticide application.
2. Assist with various capital projects and improvements in several park and beach facilities.

**Legal Authority:**

Established pursuant to Southampton Town Law #220, #290 & #536A.

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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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Park Maintenance</b>													
<b>Parks Maintenance - 7110</b>													
Town Maintenance Supervisor	ADMINISTRATIVE	94,718	4,736	0	99,454	29,340	7,938	13,002	4,680	54,959	154,413	25.9	100.0
Groundskeeper I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 4	44,541	0	2,603	47,144	1,380	3,762	6,161	2,211	13,514	60,658	2.8	100.0
Groundskeeper I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 4	44,541	0	0	44,541	13,104	3,562	5,835	2,202	24,704	69,245	2.6	100.0
Groundskeeper II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	50,754	2,030	0	52,784	28,488	4,215	6,903	2,514	42,120	94,904	6.8	100.0
Groundskeeper II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 7	50,367	0	0	50,367	14,400	4,028	6,598	2,488	27,515	77,882	5.6	100.0
Maintenance Mechanic I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 5	48,980	0	0	48,980	13,104	3,917	6,416	2,420	25,858	74,838	4.2	100.0
Maintenance Mechanic I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	50,754	3,045	0	53,799	28,488	4,292	7,030	2,517	42,328	96,128	13.3	100.0
Maintenance Mechanic I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 6	49,640	0	0	49,640	28,488	3,970	6,503	2,452	41,414	91,054	6.3	100.0
Maintenance Mechanic I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	47,622	0	0	47,622	13,104	3,809	6,239	2,353	25,505	73,127	5.5	100.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	26,656	1,066	0	27,722	11,395	2,228	3,649	1,505	18,777	46,500	6.8	40.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	62,575	0	0	62,575	13,104	5,122	8,390	4,625	31,241	93,816	5.6	100.0
Parks Maintenance Crew Leader	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 6	73,124	2,925	0	76,049	28,488	6,072	9,946	3,614	48,120	124,169	7.4	100.0
Maintenance Mechanic I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	50,754	3,045	0	53,799	14,400	4,292	7,030	2,517	28,240	82,040	11.5	100.0
Maintenance Mechanic III	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	66,639	5,331	0	71,970	28,488	5,738	9,398	3,304	46,928	118,898	18.6	100.0

## 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Park Maintenance</b>													
Maintenance Mechanic III	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 3	63,421	5,074	0	68,495	28,488	5,461	8,944	3,146	46,038	114,534	16.0	100.0
Groundskeeper III	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 11 / Step 6	76,709	7,671	1,977	86,356	31,500	6,873	11,258	3,813	53,444	139,801	29.3	100.0
Maintenance Mechanic IV	CSEA40HOUR-OLD / 13 / Step 6	81,506	6,520	0	88,026	28,488	7,018	11,494	4,038	51,038	139,064	20.3	100.0
Groundskeeper I	PART-TIME	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
Groundskeeper I	PART-TIME	7,897	0	0	7,897	0	632	0	405	1,036	8,933		100.0
Automotive Equipment Operator	SEASONAL	8,843	0	0	8,843	0	738	0	859	1,597	10,440		100.0
Groundskeeper I	SEASONAL	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
Groundskeeper I	SEASONAL	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
Groundskeeper I	SEASONAL	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
Groundskeeper I	SEASONAL	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
Maintenance Mechanic I	SEASONAL	10,081	0	0	10,081	27,108	806	0	512	28,426	38,508		100.0
Park Attendant	SEASONAL	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
Park Attendant	SEASONAL	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
Park Attendant	SEASONAL	7,803	0	0	7,803	0	624	0	400	1,024	8,827		100.0
<b>Total Parks Maintenance - 7110</b>		<b>1,072,548</b>	<b>41,444</b>	<b>4,580</b>	<b>1,118,572</b>	<b>381,355</b>	<b>89,467</b>	<b>134,796</b>	<b>55,380</b>	<b>660,998</b>	<b>1,779,569</b>		

**NOTES:**

# Town of Southampton

## 2020 Tentative Budget

### Parks Maintenance - 7110

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	2,363,101	2,308,322	2,387,114	2,387,114	2,387,114	2,461,898	2,409,594	22,480	0.94%	2,460,625	2,416,294	6,700	0.28%
	<b>Total Real Property Taxes</b>	<b>2,363,101</b>	<b>2,308,322</b>	<b>2,387,114</b>	<b>2,387,114</b>	<b>2,387,114</b>	<b>2,461,898</b>	<b>2,409,594</b>	<b>22,480</b>	<b>0.94%</b>	<b>2,460,625</b>	<b>2,416,294</b>	<b>6,700</b>	<b>0.28%</b>
<b>Other Revenue:</b>														
1521	Departmental Income	25,000	40,247	25,000	25,000	20,150	25,000	25,000	0	0.00%	25,000	25,000	0	0.00%
2680	Insurance Recoveries	0	4,934	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2701	Miscellaneous Tax Receipts	0	1,849	0	0	203	0	0	0	0.00%	0	0	0	0.00%
3089	Unallocated - State Aid, Other	0	5,000	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3910	State Aid - Conservation	0	28,988	0	0	1,999	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	<b>25,000</b>	<b>81,019</b>	<b>25,000</b>	<b>25,000</b>	<b>22,352</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.00%</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>2,388,101</b>	<b>2,389,341</b>	<b>2,412,114</b>	<b>2,412,114</b>	<b>2,409,466</b>	<b>2,486,898</b>	<b>2,434,594</b>	<b>22,480</b>	<b>0.93%</b>	<b>2,485,625</b>	<b>2,441,294</b>	<b>6,700</b>	<b>0.28%</b>
<b>Salaries:</b>														
6100	Salaries	896,511	832,880	953,295	953,295	633,367	983,302	983,302	(30,007)	(3.15%)	1,009,930	1,009,930	(26,628)	(2.71%)
6101	Overtime	15,000	49,513	50,000	50,000	26,025	50,000	50,000	0	0.00%	50,000	50,000	0	0.00%
6103	Accumulated Sick/Personal Days	15,965	1,313	5,406	5,406	3,416	1,977	1,977	3,429	63.43%	1,977	1,977	0	0.00%
6105	Part Time Salaries	85,780	59,042	87,496	87,496	42,630	89,246	89,246	(1,750)	(2.00%)	91,030	91,030	(1,785)	(2.00%)
6110	Longevity	38,627	30,893	40,352	40,352	0	41,444	41,444	(1,092)	(2.71%)	42,319	42,319	(875)	(2.11%)
6127	Cash in Lieu of Health Benefits	0	4,669	5,190	5,190	1,251	2,603	2,603	2,587	49.85%	2,603	2,603	0	0.00%
	<b>Total Salaries</b>	<b>1,051,883</b>	<b>978,310</b>	<b>1,141,739</b>	<b>1,141,739</b>	<b>706,689</b>	<b>1,168,572</b>	<b>1,168,572</b>	<b>(26,833)</b>	<b>(2.35%)</b>	<b>1,197,860</b>	<b>1,197,860</b>	<b>(29,288)</b>	<b>(2.51%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	139,214	129,570	135,219	135,219	78,095	134,953	134,796	423	0.31%	138,560	138,401	(3,605)	(2.67%)
6830	FICA Tax Expenditure	85,740	72,980	91,444	91,444	52,660	93,401	93,292	(1,847)	(2.02%)	95,747	95,636	(2,344)	(2.51%)

# Town of Southampton

## 2020 Tentative Budget

### Parks Maintenance - 7110

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6835	MTA Tax	3,815	3,257	4,064	4,064	2,421	4,151	4,146	(82)	(2.02%)	4,255	4,250	(104)	(2.51%)
6840	Worker's Compensation	68,873	61,700	53,610	53,610	29,952	52,359	50,927	2,684	5.01%	53,739	52,284	(1,357)	(2.67%)
6860	Medical Insurance - Active Employees	355,015	284,580	345,737	345,737	211,366	358,723	358,723	(12,986)	(3.76%)	358,723	358,723	0	0.00%
6865	Dental & Optical	20,291	18,406	21,845	21,845	13,749	22,632	22,632	(787)	(3.60%)	22,632	22,632	0	0.00%
6875	Disability	760	54	477	477	0	477	477	0	0.00%	477	477	0	0.00%
<b>Total Employee Benefits - Current</b>		673,708	570,546	652,396	652,396	388,243	666,696	664,993	(12,597)	(1.93%)	674,134	672,403	(7,411)	(1.11%)
<b>Total Employee Costs</b>		<b>1,725,591</b>	<b>1,548,856</b>	<b>1,794,134</b>	<b>1,794,134</b>	<b>1,094,933</b>	<b>1,835,268</b>	<b>1,833,564</b>	<b>(39,430)</b>	<b>(2.20%)</b>	<b>1,871,994</b>	<b>1,870,263</b>	<b>(36,699)</b>	<b>(2.00%)</b>
<b>Equipment:</b>														
6200	Equipment	65,000	41,561	65,000	65,000	21,915	65,000	50,000	15,000	23.08%	65,000	50,000	0	0.00%
<b>Total Equipment</b>		65,000	41,561	65,000	65,000	21,915	65,000	50,000	15,000	23.08%	65,000	50,000	0	0.00%
<b>Contractual:</b>														
6401	Contracts	129,830	111,770	118,300	116,050	58,743	148,300	128,300	(12,250)	(10.56%)	148,300	128,300	0	0.00%
6403	Gasoline	33,000	30,676	33,000	32,730	17,779	33,000	33,000	(270)	(0.82%)	33,000	33,000	0	0.00%
6404	Electric	85,000	102,779	85,000	85,000	46,406	85,000	85,000	0	0.00%	85,000	85,000	0	0.00%
6405	Fuel Oil	30,000	18,782	30,000	30,000	9,518	30,000	30,000	0	0.00%	30,000	30,000	0	0.00%
6406	Repair Equipment	25,000	26,413	25,000	25,000	15,752	25,000	25,000	0	0.00%	25,000	25,000	0	0.00%
6407	Repair Building	85,000	79,489	85,000	85,000	52,340	85,000	85,000	0	0.00%	85,000	85,000	0	0.00%
6408	Repair Vehicle	20,000	32,581	20,000	20,000	17,036	20,000	20,000	0	0.00%	20,000	20,000	0	0.00%
6415	Telephone	350	821	350	850	826	350	350	500	58.82%	350	350	0	0.00%
6418	Uniforms	4,500	9,280	4,500	6,528	5,035	6,000	6,000	528	8.09%	6,000	6,000	0	0.00%
6423	Small Equipment (Non-Capital)	2,500	951	2,500	2,500	2,046	2,500	0	2,500	100.00%	2,500	0	0	0.00%
6426	Supplies - Other	30,130	25,356	30,130	30,130	16,406	30,130	25,030	5,100	16.93%	30,130	25,030	0	0.00%

**Town of Southampton**  
**2020 Tentative Budget**  
**Parks Maintenance - 7110**

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Difference	2021 Tentative/2020 % of Change
6432	Tree & Stump Removal	71,000	43,459	38,000	38,000	9,250	38,000	30,000	8,000	21.05%	0	0	30,000	100.00%
6437	Beach & Dune Monitoring	5,000	4,900	5,000	5,000	0	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6441	Diesel Fuel	25,000	25,440	25,000	25,000	13,797	25,000	25,000	0	0.00%	25,000	25,000	0	0.00%
6447	Salt	10,000	2,939	10,000	10,000	1,271	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
6450	Schools & Training	1,000	0	1,000	1,000	0	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6466	Telephone - Wireless	0	254	0	270	176	350	350	(80)	(29.63%)	350	350	0	0.00%
6474	Other - Landfill Charges	40,000	37,384	40,000	40,000	17,357	40,000	40,000	0	0.00%	40,000	40,000	0	0.00%
6477	Copier Leases	200	39	200	1,950	491	2,000	2,000	(50)	(2.56%)	2,000	2,000	0	0.00%
	<b>Total Contractual</b>	<b>597,510</b>	<b>553,311</b>	<b>552,980</b>	<b>555,008</b>	<b>284,230</b>	<b>586,630</b>	<b>551,030</b>	<b>3,978</b>	<b>0.72%</b>	<b>548,630</b>	<b>521,030</b>	<b>30,000</b>	<b>5.44%</b>
	<b>Debt Service:</b>													
6900	Interfund Transfer Expense	0	30,188	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Debt Service</b>	<b>0</b>	<b>30,188</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Expenditures</b>	<b>2,388,101</b>	<b>2,173,917</b>	<b>2,412,114</b>	<b>2,414,143</b>	<b>1,401,077</b>	<b>2,486,898</b>	<b>2,434,594</b>	<b>(20,451)</b>	<b>(0.85%)</b>	<b>2,485,624</b>	<b>2,441,293</b>	<b>(6,699)</b>	<b>(0.28%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>215,424</b>	<b>0</b>	<b>(2,029)</b>	<b>1,008,389</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Appropriated Fund Balance:</b>													
9090	Appropriated Fund Balance	0	0	0	2,028	0	0	0			0	0		

# Department Summary

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*Department: Hamlet Beautification*

**Budget Year:** 2020  
**Division:** Parks & Recreation Department  
**Tax District:** Full Town

**Cost Center #:** 7115  
**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Hamlet Beautification allocation supports the maintenance of center medians, roundabouts and flagpole areas not included in park settings, bus shelter areas, and traffic calming features.

## **Workload:**

The Hamlet Beautification cost center is the liaison between the Town of Southampton and various civic groups including, but not limited to, the Hampton Bays Beautification Association (HBBA) and the Bridgehampton Village Improvement Society (BVIS). This cost center covers expenses related to downtown areas for landscaping enhancements in medians and roundabouts, as well as bus shelter maintenance. The Parks and Recreation Department disburses funds and ensures the proper use of those funds by the recipient organizations for the use of community beautification and landscape maintenance services.

## **Goals & Objectives:**

The Hamlet Beautification allocation supports community beautification and improvement organizations in order to provide well maintained public areas for the use and benefit of the public.

## **Legal Authority:**

Town Board Resolution and funding through the Annual Operating Budget.

# Town of Southampton

## 2020 Tentative Budget

### Hamlet Beautification - 7115

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	32,200	31,200	32,200	32,200	32,200	32,200	32,200	0	0.00%	12,200	12,200	(20,000)	(62.11%)
	<b>Total Real Property Taxes</b>	32,200	31,200	32,200	32,200	32,200	32,200	32,200	0	0.00%	12,200	12,200	(20,000)	(62.11%)
	<b>Total Revenue</b>	<b>32,200</b>	<b>31,200</b>	<b>32,200</b>	<b>32,200</b>	<b>32,200</b>	<b>32,200</b>	<b>32,200</b>	<b>0</b>	<b>0.00%</b>	<b>12,200</b>	<b>12,200</b>	<b>(20,000)</b>	<b>(62.11%)</b>
<b>Total Employee Costs</b>									<b>0</b>	<b>0.00%</b>			<b>0</b>	<b>0.00%</b>
<b>Contractual:</b>														
6401	Contracts	20,000	12,250	20,000	25,900	11,885	20,000	20,000	5,900	22.78%	0	0	20,000	100.00%
6420	Other	7,000	4,965	7,000	7,000	57	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
6475	P&R Chargeback - Watering	5,200	2,505	5,200	5,200	118	5,200	5,200	0	0.00%	5,200	5,200	0	0.00%
	<b>Total Contractual</b>	32,200	19,720	32,200	38,100	12,060	32,200	32,200	5,900	15.49%	12,200	12,200	20,000	62.11%
	<b>Total Expenditures</b>	<b>32,200</b>	<b>19,720</b>	<b>32,200</b>	<b>38,100</b>	<b>12,060</b>	<b>32,200</b>	<b>32,200</b>	<b>5,900</b>	<b>15.49%</b>	<b>12,200</b>	<b>12,200</b>	<b>20,000</b>	<b>62.11%</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>11,480</b>	<b>0</b>	<b>(5,900)</b>	<b>20,140</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
<b>Appropriated Fund Balance:</b>														
9090	Appropriated Fund Balance	0	0	0	5,900	0	0	0			0	0		

# Department Summary

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*Department: Beach Operations*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Beaches

**Cost Center #:** 7180

**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Parks Department's Division of Beach Operations provides oversight for the nine (8) Suffolk County Health Department approved bathing beaches located in various hamlets in Southampton Town. The Beach Operations Division has the following as its core mission: providing safe enhanced public access to all waterfront areas, while taking appropriate actions necessary to preserve and protect the integrity and beauty of the Town's beaches.

## **Workload:**

Each County approved bathing beach facility is staffed with parking attendants and certified lifeguards seven (7) days per week from 10 am-5pm, from the end of June through Labor Day. In addition to seasonal staff, fulltime staff is needed to repair and maintain over twenty seven (27) pavilions, restrooms, ticket booths and first aid areas. Parking lots are also maintained at the bathing beaches, as well as other access points. Annually, the Parks Department administers nearly 45,000 beach parking permits for the approximately 4,000 permit parking spaces currently in place at various beach facilities and access roads regulated as seasonal Parking by Permit Only Areas.

## **Goals & Objectives:**

1. Improve communication between office administration and staff at bathing beaches.
2. Continue funding for Parks Patrol to pay for night supervision of the beach and park areas using Town Public Safety and Bay Constable personnel, for the enforcement of rules and regulations, dog control ordinances and facility use permit requirements.
3. Continue to purchase updated radios and other equipment.
4. Increase recruitment of staff in eastern beach facilities.
5. Complete the renovation of Ponquogue Beach facility, and improvements at Hot Dog Beach.
6. Increase security at attendants' booths.
7. Move beach operations into RecPro software system.

## **Legal Authority:**

General Municipal Law, Article 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Beaches</b>													
<b>Beach Operations - 7180</b>													
Assistant Superintendent of Recreation I - Requested	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	71,722	0	0	71,722	28,488	5,583	9,145	1,528	44,744	116,466		100.0
Maintenance Mechanic I - Requested 2020	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	18,514	0	0	18,514	11,395	1,481	2,425	915	16,216	34,730		40.0
Maintenance Mechanic II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 5	58,109	3,487	0	61,595	14,400	4,914	8,049	2,880	30,243	91,838	14.8	100.0
Attendant Pre-Season 001	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 002	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 003	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 004	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 005	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 006	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 007	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 008	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 009	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 010	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 011	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 012	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 013	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 014	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 015	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 016	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 017	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 018	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 019	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Attendant Pre-Season 020	PART-TIME	7,549	0	0	7,549	0	599	0	331	930	8,480		100.0
Office Assistant	PART-TIME	4,682	0	0	4,682	0	364	0	116	480	5,162		100.0
Office Assistant	PART-TIME	2,419	0	0	2,419	0	188	0	68	257	2,676		100.0
Office Assistant	PART-TIME	10,924	0	0	10,924	0	850	0	247	1,098	12,022		100.0
Assistant Beach Manager	SEASONAL	5,202	0	0	5,202	0	413	0	233	647	5,849		100.0

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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Beaches</b>													
Beach Attendant	SEASONAL	3,980	0	0	3,980	0	316	0	183	499	4,478		100.0
Beach Attendant	SEASONAL	3,980	0	0	3,980	0	316	0	183	499	4,478		100.0
Beach Attendant	SEASONAL	3,980	0	0	3,980	0	316	0	183	499	4,478		100.0
Beach Attendant	SEASONAL	3,980	0	0	3,980	0	316	0	183	499	4,478		100.0
Beach Attendant	SEASONAL	3,980	0	0	3,980	0	316	0	183	499	4,478		100.0
Beach Manager	SEASONAL	7,553	0	0	7,553	0	600	0	331	931	8,484		100.0
Beach Manager	SEASONAL	6,450	0	0	6,450	0	512	0	285	798	7,248		100.0
Beach Manager	SEASONAL	5,553	0	0	5,553	0	441	0	248	689	6,242		100.0
Beach Manager	SEASONAL	7,770	0	0	7,770	0	617	0	340	957	8,727		100.0
Beach Manager	SEASONAL	5,072	0	0	5,072	0	403	0	228	631	5,703		100.0
Beach Manager	SEASONAL	6,346	0	0	6,346	0	504	0	281	785	7,131		100.0
Beach Manager	SEASONAL	5,553	0	0	5,553	0	441	0	248	689	6,242		100.0
Beach Manager Pre-season	SEASONAL	5,202	0	0	5,202	0	413	0	233	647	5,849		100.0
Beach Manager Pre-season	SEASONAL	5,202	0	0	5,202	0	413	0	233	647	5,849		100.0
Beach Manager Pre-season	SEASONAL	5,202	0	0	5,202	0	413	0	233	647	5,849		100.0
Beach Manager Pre-season	SEASONAL	2,115	0	0	2,115	0	168	0	105	273	2,389		100.0
Beach Manager Pre-season	SEASONAL	5,202	0	0	5,202	0	413	0	233	647	5,849		100.0
Senior Beach Manager	SEASONAL	10,404	0	0	10,404	0	826	0	449	1,276	11,680		100.0
Assistant Chief Lifeguard	LIFEGUARDS	5,044	0	0	5,044	0	401	0	227	627	5,671		100.0
Assistant Chief Lifeguard	LIFEGUARDS	6,659	0	0	6,659	0	529	0	294	823	7,481		100.0
Assistant Chief Lifeguard	LIFEGUARDS	6,950	0	0	6,950	0	552	0	306	858	7,808		100.0
Assistant Chief Lifeguard	LIFEGUARDS	7,408	0	0	7,408	0	588	0	325	913	8,321		100.0
Assistant Chief Lifeguard	LIFEGUARDS	6,255	0	0	6,255	0	497	0	277	774	7,029		100.0
Assistant Chief Lifeguard	LIFEGUARDS	7,553	0	0	7,553	0	600	0	331	931	8,484		100.0
Assistant Chief Lifeguard	LIFEGUARDS	7,990	0	0	7,990	0	634	0	349	984	8,974		100.0
Assistant Chief Lifeguard	LIFEGUARDS	3,976	0	0	3,976	0	316	0	183	498	4,475		100.0
Assistant Chief Lifeguard	LIFEGUARDS	6,975	0	0	6,975	0	554	0	307	861	7,836		100.0
Assistant Chief Lifeguard	LIFEGUARDS	6,804	0	0	6,804	0	540	0	300	840	7,644		100.0
Assistant Chief Lifeguard	LIFEGUARDS	6,842	0	0	6,842	0	543	0	302	845	7,686		100.0
Assistant Chief Lifeguard	LIFEGUARDS	6,659	0	0	6,659	0	529	0	294	823	7,481		100.0
Assistant Chief Lifeguard	LIFEGUARDS	4,894	0	0	4,894	0	389	0	221	609	5,503		100.0
Chief Lifeguard	LIFEGUARDS	9,426	0	0	9,426	0	748	0	409	1,157	10,583		100.0
Chief Lifeguard	LIFEGUARDS	8,386	0	0	8,386	0	666	0	366	1,032	9,417		100.0

**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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Beaches</b>													
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
Senior Life Guard	LIFEGUARDS	5,722	0	0	5,722	0	454	0	255	709	6,432		100.0
<b>Total Beach Operations - 7180</b>		<b>1,074,743</b>	<b>3,487</b>	<b>0</b>	<b>1,078,229</b>	<b>54,283</b>	<b>85,513</b>	<b>19,619</b>	<b>46,401</b>	<b>205,817</b>	<b>1,284,046</b>		

NOTES:

**Town of Southampton**  
**2020 Tentative Budget**  
**Beach Operations - 7180**

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Real Property Taxes</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>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Other Revenue:</b>														
1201	Interest And Earnings	4,000	3,591	4,000	4,000	402	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
2011	Rentals	90,000	90,080	90,000	90,000	67,667	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
2025	Beach Parking Fees	1,483,819	1,589,519	1,562,617	1,562,617	1,260,274	1,974,755	1,911,436	348,819	22.32%	1,885,090	1,820,513	(90,923)	(4.76%)
2701	Miscellaneous Tax Receipts	0	233	0	0	36	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	183	0	0	933	0	0	0	0.00%	0	0	0	0.00%
3889	State Aid - Other Culture & Rec.	0	15,324	0	0	44,676	0	0	0	0.00%	0	0	0	0.00%
5031	Interfund Transfer - Revenue	0	1,204	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	<b>1,577,819</b>	<b>1,700,133</b>	<b>1,656,617</b>	<b>1,656,617</b>	<b>1,373,987</b>	<b>2,068,755</b>	<b>2,005,436</b>	<b>348,819</b>	<b>21.06%</b>	<b>1,979,090</b>	<b>1,914,513</b>	<b>(90,923)</b>	<b>(4.53%)</b>
	<b>Total Revenue</b>	<b>1,577,819</b>	<b>1,700,133</b>	<b>1,656,617</b>	<b>1,656,617</b>	<b>1,373,987</b>	<b>2,068,755</b>	<b>2,005,436</b>	<b>348,819</b>	<b>21.06%</b>	<b>1,979,090</b>	<b>1,914,513</b>	<b>(90,923)</b>	<b>(4.53%)</b>
<b>Salaries:</b>														
6100	Salaries	52,601	53,474	55,635	55,635	36,905	176,115	148,344	(92,710)	(166.64%)	181,990	153,253	(4,908)	(3.31%)
6101	Overtime	30,000	21,357	30,000	30,000	24,162	30,000	20,000	10,000	33.33%	30,000	20,000	0	0.00%
6103	Accumulated Sick/Personal Days	0	623	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6105	Part Time Salaries	825,678	854,597	842,191	842,191	608,806	926,398	926,398	(84,207)	(10.00%)	940,001	940,001	(13,603)	(1.47%)
6110	Longevity	3,156	3,208	3,338	3,338	0	3,487	3,487	(148)	(4.45%)	3,592	3,592	(105)	(3.01%)
	<b>Total Salaries</b>	<b>911,435</b>	<b>933,259</b>	<b>931,164</b>	<b>931,164</b>	<b>669,874</b>	<b>1,135,999</b>	<b>1,098,229</b>	<b>(167,065)</b>	<b>(17.94%)</b>	<b>1,155,583</b>	<b>1,116,845</b>	<b>(18,616)</b>	<b>(1.70%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	8,165	14,155	7,944	12,444	12,332	23,370	19,619	(7,176)	(57.67%)	24,148	20,267	(647)	(3.30%)

# Town of Southampton

## 2020 Tentative Budget

### Beach Operations - 7180

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6830	FICA Tax Expenditure	73,052	71,319	74,587	72,587	51,228	90,113	87,813	(15,225)	(20.98%)	91,667	89,288	(1,475)	(1.68%)
6835	MTA Tax	3,255	3,133	3,323	3,323	2,214	4,012	3,910	(587)	(17.67%)	4,082	3,976	(66)	(1.69%)
6840	Worker's Compensation	43,433	38,909	43,772	43,772	24,455	41,877	39,584	4,188	9.57%	42,617	40,247	(663)	(1.67%)
6860	Medical Insurance - Active Employees	12,324	12,982	12,972	12,972	8,343	67,236	50,971	(37,999)	(292.93%)	67,236	50,971	0	0.00%
6865	Dental & Optical	1,318	1,341	1,332	1,332	893	4,140	3,312	(1,980)	(148.65%)	4,140	3,312	0	0.00%
6875	Disability	4,954	419	2,993	493	0	3,028	3,017	(2,524)	(512.25%)	3,028	3,017	0	0.00%
<b>Total Employee Benefits - Current</b>		<b>146,500</b>	<b>142,259</b>	<b>146,922</b>	<b>146,922</b>	<b>99,464</b>	<b>233,775</b>	<b>208,227</b>	<b>(61,304)</b>	<b>(41.73%)</b>	<b>236,918</b>	<b>211,078</b>	<b>(2,851)</b>	<b>(1.37%)</b>
<b>Total Employee Costs</b>		<b>1,057,935</b>	<b>1,075,518</b>	<b>1,078,087</b>	<b>1,078,087</b>	<b>769,338</b>	<b>1,369,775</b>	<b>1,306,456</b>	<b>(228,369)</b>	<b>(21.18%)</b>	<b>1,392,500</b>	<b>1,327,923</b>	<b>(21,467)</b>	<b>(1.64%)</b>
<b>Equipment:</b>														
6200	Equipment	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6220	Building Improvements	25,000	4,503	25,000	25,000	19,115	25,000	25,000	0	0.00%	25,000	25,000	0	0.00%
<b>Total Equipment</b>		<b>25,000</b>	<b>4,503</b>	<b>25,000</b>	<b>25,000</b>	<b>19,115</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.00%</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.00%</b>
<b>Contractual:</b>														
6401	Contracts	25,580	38,953	25,580	26,080	18,741	25,580	25,580	500	1.92%	25,580	25,580	0	0.00%
6404	Electric	15,000	10,762	15,000	15,000	7,063	15,000	15,000	0	0.00%	15,000	15,000	0	0.00%
6406	Repair Equipment	20,000	8,286	20,000	14,000	11,011	20,000	20,000	(6,000)	(42.86%)	20,000	20,000	0	0.00%
6407	Repair Building	75,000	60,595	75,000	86,199	75,017	75,000	75,000	11,199	12.99%	75,000	75,000	0	0.00%
6411	Printing and Stationery	20,000	18,349	20,000	20,000	18,808	20,000	20,000	0	0.00%	20,000	20,000	0	0.00%
6412	Publications	1,000	0	1,000	0	0	1,000	1,000	(1,000)	(100.00%)	1,000	1,000	0	0.00%
6418	Uniforms	17,000	12,998	18,000	19,310	18,013	18,000	18,000	1,310	6.78%	17,000	17,000	1,000	5.56%
6420	Other	7,500	14,912	7,500	10,500	10,042	7,500	7,500	3,000	28.57%	7,500	7,500	0	0.00%
6423	Small Equipment (Non-Capital)	5,000	4,360	5,000	2,084	873	5,000	5,000	(2,916)	(139.92%)	5,000	5,000	0	0.00%

# Town of Southampton

## 2020 Tentative Budget

### Beach Operations - 7180

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6425	Office Supplies	500	444	500	500	168	500	500	0	0.00%	500	500	0	0.00%
6426	Supplies - Other	21,000	24,724	21,000	24,700	22,604	21,000	21,000	3,700	14.98%	21,000	21,000	0	0.00%
6444	Mileage Reimbursement	2,000	413	2,000	2,000	0	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6455	Depreciation	0	147,504	0	0	78,342	0	0	0	0.00%	0	0	0	0.00%
6466	Telephone - Wireless	345	697	345	645	466	345	345	300	46.51%	345	345	0	0.00%
6474	Other - Landfill Charges	45,000	27,958	45,000	45,000	9,024	45,000	45,000	0	0.00%	45,000	45,000	0	0.00%
6485	Uniform Cleaning	100	81	100	100	0	100	100	0	0.00%	100	100	0	0.00%
<b>Total Contractual</b>		<b>255,025</b>	<b>371,037</b>	<b>256,025</b>	<b>266,118</b>	<b>270,173</b>	<b>256,025</b>	<b>256,025</b>	<b>10,093</b>	<b>3.79%</b>	<b>255,025</b>	<b>255,025</b>	<b>1,000</b>	<b>0.39%</b>
<b>Debt Service:</b>														
6600	Debt Service Principal Expense	199,689	0	233,221	233,221	0	343,347	343,347	(110,126)	(47.22%)	255,000	255,000	88,347	25.73%
6700	Debt Service Interest Expense	40,170	46,855	89,284	89,284	60,870	99,608	99,608	(10,324)	(11.56%)	76,565	76,565	23,043	23.13%
6900	Interfund Transfer Expense	200,000	390,000	175,000	175,000	175,000	175,000	175,000	0	0.00%	175,000	175,000	0	0.00%
<b>Total Debt Service</b>		<b>439,859</b>	<b>436,855</b>	<b>497,505</b>	<b>497,505</b>	<b>235,870</b>	<b>617,955</b>	<b>617,955</b>	<b>(120,450)</b>	<b>(24.21%)</b>	<b>506,565</b>	<b>506,565</b>	<b>111,390</b>	<b>18.03%</b>
<b>Total Expenditures</b>		<b>1,777,819</b>	<b>1,887,913</b>	<b>1,856,617</b>	<b>1,866,710</b>	<b>1,294,495</b>	<b>2,268,755</b>	<b>2,205,436</b>	<b>(338,726)</b>	<b>(18.15%)</b>	<b>2,179,090</b>	<b>2,114,513</b>	<b>90,923</b>	<b>4.12%</b>
<b>Net Surplus (Deficit)</b>		<b>(200,000)</b>	<b>(187,780)</b>	<b>(200,000)</b>	<b>(210,093)</b>	<b>79,492</b>	<b>(200,000)</b>	<b>(200,000)</b>			<b>(200,000)</b>	<b>(200,000)</b>		
<b>Appropriated Fund Balance:</b>														
9090	Appropriated Fund Balance	200,000	0	200,000	210,093	0	200,000	200,000			200,000	200,000		

# Department Summary

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*Department: Poxabogue Golf Course*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Poxabogue Golf Course

**Cost Center #:** 7181

**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Poxabogue Golf Course was purchased jointly by the Town of Southampton and the Town of East Hampton to ensure public access to golf and affordable recreational opportunities. In 2013, the Town of Southampton purchased the Town of East Hampton's share and now owns the property outright. Facility features 9 hole public golf course, complete with driving range and restaurant.

## **Workload:**

This facility, located in the Village of Sagaponack, is currently operated under two Management Agreements--one for the restaurant and one for the golf operations. The Town has established an Enterprise Fund for revenues and expenditures associated with this recreational amenity.

The Parks & Recreation Department is administering the Management Agreement and overseeing capital improvements.

## **Goals & Objectives:**

A budget for the Poxabogue Golf Course Enterprise Fund Account will be reviewed and future capital improvements at the facility will be considered. Debt service requirements for any capital improvements will be paid from the revenues in the Enterprise Fund Balance, after operating expenses.

## **Legal Authority:**

Established in 2004.

Resolution 2004-113, dated January 13, 2004.

**Town of Southampton**  
**2020 Tentative Budget**  
Poxabogue Golf Course - 7181

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Other Revenue:</b>														
1201	Interest And Earnings	2,000	5,967	3,000	3,000	4,890	4,000	4,000	1,000	33.33%	4,000	4,000	0	0.01%
2011	Rentals	183,000	191,889	182,000	182,000	133,495	181,000	181,000	(1,000)	(0.55%)	181,000	181,000	0	0.00%
2705	Donations	0	163,313	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	0	0	0	3,852	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	<b>185,000</b>	<b>361,169</b>	<b>185,000</b>	<b>185,000</b>	<b>142,238</b>	<b>185,000</b>	<b>185,000</b>	<b>0</b>	<b>0.00%</b>	<b>185,000</b>	<b>185,000</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>185,000</b>	<b>361,169</b>	<b>185,000</b>	<b>185,000</b>	<b>142,238</b>	<b>185,000</b>	<b>185,000</b>	<b>0</b>	<b>0.00%</b>	<b>185,000</b>	<b>185,000</b>	<b>0</b>	<b>0.00%</b>
<b>Total Employee Costs</b>									<b>0</b>	<b>0.00%</b>			<b>0</b>	<b>0.00%</b>
<b>Contractual:</b>														
6401	Contracts	0	0	0	76,840	0	0	0	76,840	100.00%	0	0	0	0.00%
6404	Electric	6,000	2,797	6,000	6,000	5,692	6,000	6,000	0	0.00%	5,999	5,999	1	0.01%
6405	Fuel Oil	8,000	6,438	8,000	8,000	3,601	8,000	8,000	0	0.00%	8,001	8,001	(1)	(0.01%)
6407	Repair Building	25,000	16,057	25,000	23,160	0	25,000	25,000	(1,840)	(7.94%)	25,000	25,000	0	0.00%
6415	Telephone	6,000	680	6,000	6,000	405	6,000	6,000	0	0.00%	6,000	6,000	0	0.00%
6420	Other	15,000	10,921	15,000	15,000	228	15,000	15,000	0	0.00%	15,000	15,000	0	0.00%
6455	Depreciation	0	49,357	0	0	36,194	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Contractual</b>	<b>60,000</b>	<b>86,251</b>	<b>60,000</b>	<b>135,000</b>	<b>46,120</b>	<b>60,000</b>	<b>60,000</b>	<b>75,000</b>	<b>55.56%</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>0.00%</b>

**Town of Southampton**  
**2020 Tentative Budget**  
Poxabogue Golf Course - 7181

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
	<b>Debt Service:</b>													
6900	Interfund Transfer Expense	125,000	125,000	125,000	125,000	125,000	125,000	150,000	(25,000)	(20.00%)	125,000	125,000	25,000	16.67%
	<b>Total Debt Service</b>	125,000	125,000	125,000	125,000	125,000	125,000	150,000	(25,000)	(20.00%)	125,000	125,000	25,000	16.67%
	<b>Total Expenditures</b>	<b>185,000</b>	<b>211,251</b>	<b>185,000</b>	<b>260,000</b>	<b>171,120</b>	<b>185,000</b>	<b>210,000</b>	<b>50,000</b>	<b>19.23%</b>	<b>185,000</b>	<b>185,000</b>	<b>25,000</b>	<b>11.90%</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>149,918</b>	<b>0</b>	<b>(75,000)</b>	<b>(28,882)</b>	<b>0</b>	<b>(25,000)</b>			<b>0</b>	<b>0</b>		
	<b>Appropriated Fund Balance:</b>													
9090	Appropriated Fund Balance	0	0	0	75,000	0	0	25,000			0	0		

# Department Summary

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*Department: Conscience Point Marina*

**Budget Year:** 2020  
**Division:** Parks & Recreation Department  
**Tax District:** Conscience Point Marina

**Cost Center #:** 7182  
**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Parks Department administers the operation of the Town's first recreational marina at the former Conscience Point Inn in the Hamlet of North Sea.

Dockage is offered at the fees noted in the Department of Parks and Recreation Fee Schedule and accommodates approximately 64 boats in addition to a couple of transient slips. Slip rental fees include electric power, water, gasoline service, and assistance from part-time park attendants under the supervision of Parks Maintenance crews. The Conscience Point Marina is operated as its own "Enterprise Fund" operation with all revenues being used to pay operational costs and offset future capital improvements.

## **Workload:**

This budget provides general year round supervision of the facility. Seasonal operations at this Town-owned marina from May 1 to October 30 will be supplemented through seasonal staffing. In addition, winter dry dock storage and in-water storage are offered at the fees noted in the Department of Parks and Recreation Fee Schedule.

The Department of Parks and Recreation's Senior Clerk Typist provides clerical support, accounting functions, and other administrative services for the Conscience Point Marina operation.

## **Goals & Objectives:**

Explore a new fueling and POS system for facility. Increase oversight of electrical meters, install new security camera system, and repair or replace facility lighting.

## **Legal Authority:**

Established pursuant to Southampton Town Law #290.

# 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Docks &amp; Marinas</b>													
<b>Conscience Point Marina - 7182</b>													
Maintenance Mechanic I - Requested 2020	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	4,628	0	0	4,628	2,849	370	606	229	4,054	8,682		10.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	6,664	267	0	6,931	2,849	557	912	376	4,694	11,625	6.8	10.0
Dock Manager	PART-TIME	3,264	0	0	3,264	0	261	0	164	425	3,689		20.0
Park Attendant	SEASONAL	6,936	0	0	6,936	0	555	0	358	912	7,848		100.0
Park Attendant	SEASONAL	15,300	0	0	15,300	0	1,224	0	768	1,992	17,292		100.0
<b>Total Conscience Point Marina - 7182</b>		<b>36,792</b>	<b>267</b>	<b>0</b>	<b>37,059</b>	<b>5,698</b>	<b>2,967</b>	<b>1,519</b>	<b>1,894</b>	<b>12,077</b>	<b>49,136</b>		

**NOTES:**

**Town of Southampton**  
**2020 Tentative Budget**  
**Conscience Point Marina - 7182**

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6840	Worker's Compensation	2,212	1,981	1,809	1,809	1,011	1,774	1,721	88	4.89%	1,807	1,755	(35)	(2.01%)
6860	Medical Insurance - Active Employees	3,805	3,808	4,052	4,052	2,606	4,066	5,422	(1,370)	(33.81%)	4,066	5,422	0	0.00%
6865	Dental & Optical	198	201	200	200	134	207	276	(76)	(38.14%)	207	276	0	0.00%
6875	Disability	68	4	41	41	0	41	42	(1)	(2.13%)	41	42	0	0.00%
	<b>Total Employee Benefits - Current</b>	<b>10,549</b>	<b>9,246</b>	<b>10,401</b>	<b>10,401</b>	<b>5,657</b>	<b>10,467</b>	<b>12,077</b>	<b>(1,676)</b>	<b>(16.12%)</b>	<b>10,581</b>	<b>12,213</b>	<b>(136)</b>	<b>(1.13%)</b>
	<b>Total Employee Costs</b>	<b>44,866</b>	<b>32,447</b>	<b>45,484</b>	<b>45,484</b>	<b>24,168</b>	<b>46,362</b>	<b>49,136</b>	<b>(3,652)</b>	<b>(8.03%)</b>	<b>47,129</b>	<b>50,017</b>	<b>(881)</b>	<b>(1.79%)</b>
	<b>Contractual:</b>													
6401	Contracts	4,100	5,233	4,100	4,100	3,700	4,101	4,101	0	(0.01%)	4,100	4,100	1	0.02%
6403	Gasoline	115,000	92,218	115,000	115,000	52,930	115,000	115,000	0	0.00%	115,000	115,000	0	0.00%
6404	Electric	23,000	17,352	23,000	23,000	7,880	23,000	23,000	0	0.00%	23,000	23,000	0	0.00%
6406	Repair Equipment	0	11,988	12,000	12,000	2,381	12,000	12,000	0	0.00%	0	0	12,000	100.00%
6407	Repair Building	5,000	7,152	5,000	5,000	3,309	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6420	Other	6,000	7,150	6,000	6,000	3,327	6,000	6,000	0	0.00%	6,000	6,000	0	0.00%
6421	Legal Notices	500	278	500	500	0	500	500	0	0.00%	500	500	0	0.00%
6425	Office Supplies	100	0	100	100	0	100	100	0	0.00%	100	100	0	0.00%
6426	Supplies - Other	1,960	1,714	1,960	1,960	0	1,960	1,960	0	0.00%	1,960	1,960	0	0.00%
6441	Diesel Fuel	12,000	12,184	12,000	12,000	3,275	12,000	12,000	0	0.00%	12,000	12,000	0	0.00%
6445	Food	980	0	0	0	0	0	0	0	0.00%	980	980	(980)	(100.00%)
6455	Depreciation	0	172,887	0	0	86,443	0	0	0	0.00%	0	0	0	0.00%
6466	Telephone - Wireless	500	165	500	500	0	500	500	0	0.00%	500	500	0	0.00%
	<b>Total Contractual</b>	<b>169,140</b>	<b>328,321</b>	<b>180,160</b>	<b>180,160</b>	<b>163,247</b>	<b>180,161</b>	<b>180,161</b>	<b>0</b>	<b>0.00%</b>	<b>169,140</b>	<b>169,140</b>	<b>11,021</b>	<b>6.12%</b>

**Town of Southampton**  
**2020 Tentative Budget**  
**Conscience Point Marina - 7182**

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Debt Service:</b>														
6600	Debt Service Principal Expense	234,192	0	239,717	239,717	0	239,029	239,029	688	0.29%	152,189	152,189	86,840	36.33%
6700	Debt Service Interest Expense	35,863	29,972	26,404	26,404	14,424	16,525	16,525	9,879	37.41%	6,808	6,808	9,717	58.80%
	<b>Total Debt Service</b>	270,055	29,972	266,121	266,121	14,424	255,554	255,554	10,567	3.97%	158,997	158,997	96,557	37.78%
	<b>Total Expenditures</b>	<b>484,061</b>	<b>390,740</b>	<b>491,766</b>	<b>491,766</b>	<b>201,838</b>	<b>482,077</b>	<b>484,851</b>	<b>6,915</b>	<b>1.41%</b>	<b>375,266</b>	<b>378,154</b>	<b>106,697</b>	<b>22.01%</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>86,760</b>	<b>0</b>	<b>0</b>	<b>176,326</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Appropriated Fund Balance:</b>													
9090	Appropriated Fund Balance	0	0	0	0	0	0	0			0	0		



# Department Summary

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*Department: East Quogue Marina*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** East Quogue Marina

**Cost Center #:** 7183

**Manager:** Kristen Doulos

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**NOTES:**

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**Departmental Mission & Responsibilities:**

The Parks and Recreation East Quogue Marina Division maintains and improves the ten-slip marina at Bay Avenue, East Quogue. In addition, the surrounding area will be renovated to encourage its use as a waterfront park and picnic area. The East Quogue Marina is part of the Docks & Marinas Enterprise Fund.

**Workload:**

Approximately twelve (12) plastic floating docks are used to moor vessels up to twenty five (25) feet. Rental fees are based on the surrounding areas and were set at \$100 per foot per slip and did not include electric. The East Quogue Marina is administered through the Parks Maintenance Division.

**Goals & Objectives:**

Complete a project to replace bulkheading and dredge at facility.

**Legal Authority:**

Pursuant to Town Board Resolution.

# 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Docks &amp; Marinas</b>													
<b>East Quogue Marina - 7183</b>													
Maintenance Mechanic I - Requested 2020	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	4,628	0	0	4,628	2,849	370	606	229	4,054	8,682		10.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	6,664	267	0	6,931	2,849	557	912	376	4,694	11,625	6.8	10.0
Dock Manager	PART-TIME	1,632	0	0	1,632	0	131	0	82	212	1,844		10.0
<b>Total East Quogue Marina - 7183</b>		<b>12,924</b>	<b>267</b>	<b>0</b>	<b>13,191</b>	<b>5,698</b>	<b>1,058</b>	<b>1,519</b>	<b>687</b>	<b>8,961</b>	<b>22,152</b>		

**NOTES:**

# Town of Southampton

## 2020 Tentative Budget

### East Quogue Marina - 7183

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Other Revenue:</b>														
1201	Interest And Earnings	0	49	0	0	53	0	100	100	100.00%	0	100	0	0.00%
2412	East Quogue Marina Rental	17,000	8,525	17,000	17,000	11,000	17,000	25,576	8,576	50.45%	17,000	25,779	203	0.79%
2701	Miscellaneous Tax Receipts	0	1	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	17,000	8,575	17,000	17,000	11,053	17,000	25,676	8,676	51.04%	17,000	25,879	203	0.79%
	<b>Total Revenue</b>	<b>17,000</b>	<b>8,575</b>	<b>17,000</b>	<b>17,000</b>	<b>11,053</b>	<b>17,000</b>	<b>25,676</b>	<b>8,676</b>	<b>51.04%</b>	<b>17,000</b>	<b>25,879</b>	<b>203</b>	<b>0.79%</b>
<b>Salaries:</b>														
6100	Salaries	6,211	5,906	6,423	6,423	4,060	6,664	11,292	(4,870)	(75.82%)	6,797	11,587	(295)	(2.61%)
6101	Overtime	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6105	Part Time Salaries	1,600	874	1,632	1,632	169	1,632	1,632	0	0.00%	1,632	1,632	0	0.00%
6110	Longevity	0	0	257	257	0	267	267	(10)	(3.76%)	272	272	(5)	(2.00%)
	<b>Total Salaries</b>	7,811	6,780	8,312	8,312	4,229	8,563	13,191	(4,879)	(58.70%)	8,701	13,491	(300)	(2.27%)
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	899	951	901	901	300	912	1,519	(618)	(68.55%)	930	1,558	(39)	(2.59%)
6830	FICA Tax Expenditure	631	501	668	668	309	688	1,058	(390)	(58.31%)	699	1,082	(24)	(2.27%)
6835	MTA Tax	28	22	30	30	14	31	47	(17)	(58.25%)	31	48	(1)	(2.30%)
6840	Worker's Compensation	436	391	422	422	236	430	635	(213)	(50.39%)	437	649	(14)	(2.26%)
6860	Medical Insurance - Active Employees	2,537	2,539	2,701	2,701	1,737	2,711	5,422	(2,720)	(100.71%)	2,711	5,422	0	0.00%
6865	Dental & Optical	132	134	133	133	89	138	276	(143)	(107.21%)	138	276	0	0.00%

**Town of Southampton**  
**2020 Tentative Budget**  
 East Quogue Marina - 7183

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6875	Disability	6	1	3	3	0	3	5	(2)	(50.00%)	3	5	0	0.00%
	<b>Total Employee Benefits - Current</b>	4,668	4,538	4,859	4,859	2,685	4,913	8,961	(4,102)	(84.43%)	4,950	9,040	(79)	(0.88%)
	<b>Total Employee Costs</b>	<b>12,480</b>	<b>11,318</b>	<b>13,170</b>	<b>13,170</b>	<b>6,914</b>	<b>13,475</b>	<b>22,152</b>	<b>(8,981)</b>	<b>(68.19%)</b>	<b>13,651</b>	<b>22,530</b>	<b>(379)</b>	<b>(1.71%)</b>
	<b>Contractual:</b>													
6404	Electric	2,120	1,625	1,429	1,429	1,183	1,124	1,124	305	21.34%	949	949	175	15.57%
6406	Repair Equipment	1,200	172	1,200	1,200	1,044	1,200	1,200	0	(0.02%)	1,200	1,200	0	0.02%
6407	Repair Building	1,000	950	1,000	1,000	949	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6421	Legal Notices	200	139	200	200	139	200	200	0	(0.05%)	200	200	0	0.17%
6455	Depreciation	0	1,847	0	0	923	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Contractual</b>	4,520	4,733	3,829	3,829	4,238	3,525	3,525	305	7.96%	3,349	3,349	176	4.98%
	<b>Total Expenditures</b>	<b>17,000</b>	<b>16,051</b>	<b>17,000</b>	<b>17,000</b>	<b>11,152</b>	<b>17,000</b>	<b>25,676</b>	<b>(8,677)</b>	<b>(51.04%)</b>	<b>17,000</b>	<b>25,879</b>	<b>(203)</b>	<b>(0.79%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(7,477)</b>	<b>0</b>	<b>0</b>	<b>(99)</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(7,477)</b>	<b>0</b>	<b>0</b>	<b>(99)</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		

# Department Summary

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*Department: Pine Neck Marina*

**Budget Year:** 2020  
**Division:** Parks & Recreation Department  
**Tax District:** Pine Neck Marina

**Cost Center #:** 7184  
**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

It is the intention of the Parks and Recreation Department to have a Request for Proposals (RFP) issued for the possible use of the vacant building on site to be used as a water sports facility for rental and instruction in the use of kayaks and paddleboards. The facility features 14 floating dock slips (30 ft max), power and water available away from docks.

The Department would also seek to upgrade a part of the facility for a picnic and barbecue area with tables and grills.

## **Workload:**

## **Goals & Objectives:**

## **Legal Authority:**

# 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Docks &amp; Marinas</b>													
<b>Pine Neck Marina - 7184</b>													
Maintenance Mechanic I - Requested 2020	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	4,628	0	0	4,628	2,849	370	606	229	4,054	8,682		10.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	6,664	267	0	6,931	2,849	557	912	376	4,694	11,625	6.8	10.0
Dock Manager	PART-TIME	1,632	0	0	1,632	0	131	0	82	212	1,844		10.0
<b>Total Pine Neck Marina - 7184</b>		<b>12,924</b>	<b>267</b>	<b>0</b>	<b>13,191</b>	<b>5,698</b>	<b>1,058</b>	<b>1,519</b>	<b>687</b>	<b>8,961</b>	<b>22,152</b>		

**NOTES:**

# Town of Southampton

## 2020 Tentative Budget

### Pine Neck Marina - 7184

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Other Revenue:</b>														
1201	Interest And Earnings	400	2,258	1,091	1,091	1,419	1,091	1,300	209	19.16%	1,104	1,300	0	0.00%
2411	Rentals - Dockage/Storage	30,000	34,000	30,000	30,000	25,700	30,000	30,000	0	0.00%	30,000	30,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	1	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	30,400	36,259	31,091	31,091	27,119	31,091	31,300	209	0.67%	31,104	31,300	0	0.00%
	<b>Total Revenue</b>	<b>30,400</b>	<b>36,259</b>	<b>31,091</b>	<b>31,091</b>	<b>27,119</b>	<b>31,091</b>	<b>31,300</b>	<b>209</b>	<b>0.67%</b>	<b>31,104</b>	<b>31,300</b>	<b>0</b>	<b>0.00%</b>
<b>Salaries:</b>														
6100	Salaries	6,211	5,906	6,423	6,423	4,060	6,664	11,292	(4,870)	(75.82%)	6,797	11,587	(295)	(2.61%)
6101	Overtime	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6105	Part Time Salaries	1,600	874	1,632	1,632	169	1,632	1,632	0	0.00%	1,632	1,632	0	0.00%
6110	Longevity	0	0	257	257	0	267	267	(10)	(3.76%)	272	272	(5)	(2.00%)
	<b>Total Salaries</b>	7,811	6,780	8,312	8,312	4,229	8,563	13,191	(4,879)	(58.70%)	8,701	13,491	(300)	(2.27%)
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	899	951	901	901	300	912	1,519	(618)	(68.55%)	930	1,558	(39)	(2.59%)
6830	FICA Tax Expenditure	631	501	668	668	309	688	1,058	(390)	(58.31%)	699	1,082	(24)	(2.27%)
6835	MTA Tax	28	22	30	30	14	31	47	(17)	(58.25%)	31	48	(1)	(2.30%)
6840	Worker's Compensation	436	391	422	422	236	430	635	(213)	(50.39%)	437	649	(14)	(2.26%)
6860	Medical Insurance - Active Employees	2,537	2,539	2,701	2,701	1,737	2,711	5,422	(2,720)	(100.71%)	2,711	5,422	0	0.00%
6865	Dental & Optical	132	134	133	133	89	138	276	(143)	(107.21%)	138	276	0	0.00%

**Town of Southampton**  
**2020 Tentative Budget**  
Pine Neck Marina - 7184

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6875	Disability	6	1	3	3	0	3	5	(2)	(50.00%)	3	5	0	0.00%
	<b>Total Employee Benefits - Current</b>	4,668	4,538	4,859	4,859	2,685	4,913	8,961	(4,102)	(84.43%)	4,950	9,040	(79)	(0.88%)
	<b>Total Employee Costs</b>	<b>12,480</b>	<b>11,318</b>	<b>13,170</b>	<b>13,170</b>	<b>6,914</b>	<b>13,475</b>	<b>22,152</b>	<b>(8,981)</b>	<b>(68.19%)</b>	<b>13,651</b>	<b>22,530</b>	<b>(379)</b>	<b>(1.71%)</b>
	<b>Contractual:</b>													
6404	Electric	3,000	1,665	3,000	3,000	1,103	2,215	2,215	785	26.17%	2,804	2,804	(589)	(26.59%)
6406	Repair Equipment	10,000	3,601	10,000	10,000	9,828	10,000	2,000	8,000	80.00%	10,000	2,000	0	0.00%
6407	Repair Building	4,520	2,060	4,520	4,520	4,076	5,000	4,533	(13)	(0.29%)	4,249	3,566	967	21.33%
6421	Legal Notices	400	139	400	400	139	400	400	0	0.00%	400	400	0	0.11%
	<b>Total Contractual</b>	17,920	7,465	17,920	17,920	15,145	17,615	9,148	8,772	48.95%	17,453	8,770	378	4.14%
	<b>Total Expenditures</b>	<b>30,400</b>	<b>18,783</b>	<b>31,091</b>	<b>31,091</b>	<b>22,059</b>	<b>31,091</b>	<b>31,300</b>	<b>(209)</b>	<b>(0.67%)</b>	<b>31,104</b>	<b>31,300</b>	<b>0</b>	<b>0.00%</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>17,476</b>	<b>0</b>	<b>0</b>	<b>5,060</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>17,476</b>	<b>0</b>	<b>0</b>	<b>5,060</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		

# Department Summary

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*Department: Beaver Creek Marina*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Beaver Creek Marina

**Cost Center #:** 7186

**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

Parks & Recreation Beaver Dam Marina Division maintains and improves the nine (9) slip marina at Beaver Dam Creek Road, Westhampton. In addition, the surrounding areas have been cleared of all structures and will be maintained in a natural state for public enjoyment. The Beaver Dam Marina is part of the Docks & Marinas Enterprise Fund. There are no buildings related to this marina, we supply limited fresh water and limited electric for tenants use.

## **Workload:**

## **Goals & Objectives:**

## **Legal Authority:**

# 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Docks &amp; Marinas</b>													
<b>Beaver Creek Marina - 7186</b>													
Maintenance Mechanic I - Requested 2020	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	4,628	0	0	4,628	2,849	370	606	229	4,054	8,682		10.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	6,664	267	0	6,931	2,849	557	912	376	4,694	11,625	6.8	10.0
Dock Manager	PART-TIME	1,632	0	0	1,632	0	131	0	82	212	1,844		10.0
<b>Total Beaver Creek Marina - 7186</b>		<b>12,924</b>	<b>267</b>	<b>0</b>	<b>13,191</b>	<b>5,698</b>	<b>1,058</b>	<b>1,519</b>	<b>687</b>	<b>8,961</b>	<b>22,152</b>		

**NOTES:**

# Town of Southampton

## 2020 Tentative Budget

### Beaver Creek Marina - 7186

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Other Revenue:</b>														
1201	Interest And Earnings	100	20	100	100	78	776	150	50	50.00%	291	150	0	0.00%
2411	Rentals - Dockage/Storage	20,740	22,600	21,500	21,500	13,800	21,500	28,802	7,302	33.96%	22,000	29,021	219	0.76%
2701	Miscellaneous Tax Receipts	0	0	0	0	53	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	20,840	22,620	21,600	21,600	13,931	22,276	28,952	7,352	34.04%	22,291	29,171	219	0.76%
	<b>Total Revenue</b>	<b>20,840</b>	<b>22,620</b>	<b>21,600</b>	<b>21,600</b>	<b>13,931</b>	<b>22,276</b>	<b>28,952</b>	<b>7,352</b>	<b>34.04%</b>	<b>22,291</b>	<b>29,171</b>	<b>219</b>	<b>0.76%</b>
<b>Salaries:</b>														
6100	Salaries	6,211	5,906	6,423	6,423	4,060	6,664	11,292	(4,870)	(75.82%)	6,797	11,587	(295)	(2.61%)
6101	Overtime	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6105	Part Time Salaries	1,600	795	1,632	1,632	169	1,632	1,632	0	0.00%	1,632	1,632	0	0.00%
6110	Longevity	0	0	257	257	0	267	267	(10)	(3.76%)	272	272	(5)	(2.00%)
	<b>Total Salaries</b>	7,811	6,700	8,312	8,312	4,229	8,563	13,191	(4,879)	(58.70%)	8,701	13,491	(300)	(2.27%)
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	899	951	901	901	300	912	1,519	(618)	(68.55%)	930	1,558	(39)	(2.59%)
6830	FICA Tax Expenditure	631	494	668	668	309	688	1,058	(390)	(58.31%)	699	1,082	(24)	(2.27%)
6835	MTA Tax	28	22	30	30	14	31	47	(17)	(58.25%)	31	48	(1)	(2.30%)
6840	Worker's Compensation	436	391	422	422	236	430	635	(213)	(50.39%)	437	649	(14)	(2.26%)
6860	Medical Insurance - Active Employees	2,537	2,539	2,701	2,701	1,737	2,711	5,422	(2,720)	(100.71%)	2,711	5,422	0	0.00%
6865	Dental & Optical	132	134	133	133	89	138	276	(143)	(107.21%)	138	276	0	0.00%

**Town of Southampton**  
**2020 Tentative Budget**  
 Beaver Creek Marina - 7186

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6875	Disability	6	1	3	3	0	3	5	(2)	(50.00%)	3	5	0	0.00%
	<b>Total Employee Benefits - Current</b>	4,668	4,532	4,859	4,859	2,685	4,913	8,961	(4,102)	(84.43%)	4,950	9,040	(79)	(0.88%)
	<b>Total Employee Costs</b>	<b>12,480</b>	<b>11,232</b>	<b>13,170</b>	<b>13,170</b>	<b>6,914</b>	<b>13,475</b>	<b>22,152</b>	<b>(8,981)</b>	<b>(68.19%)</b>	<b>13,651</b>	<b>22,530</b>	<b>(379)</b>	<b>(1.71%)</b>
	<b>Contractual:</b>													
6404	Electric	3,000	630	3,000	3,000	660	3,000	1,000	2,000	66.67%	3,000	1,000	0	0.00%
6406	Repair Equipment	4,960	2,861	4,629	4,629	4,470	5,000	5,000	(371)	(8.01%)	4,840	4,840	160	3.20%
6421	Legal Notices	400	712	800	800	278	800	800	0	0.00%	800	800	0	0.00%
	<b>Total Contractual</b>	8,361	4,203	8,430	8,430	5,408	8,801	6,800	1,630	19.33%	8,640	6,640	160	2.35%
	<b>Total Expenditures</b>	<b>20,840</b>	<b>15,435</b>	<b>21,600</b>	<b>21,600</b>	<b>12,322</b>	<b>22,276</b>	<b>28,952</b>	<b>(7,352)</b>	<b>(34.04%)</b>	<b>22,291</b>	<b>29,171</b>	<b>(219)</b>	<b>(0.76%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>7,186</b>	<b>0</b>	<b>0</b>	<b>1,608</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>7,186</b>	<b>0</b>	<b>0</b>	<b>1,608</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		

# Department Summary

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*Department: Bishop's Marina*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Bishop's Marina

**Cost Center #:** 7187

**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

It is the intention of the Parks and Recreation Department to operate a 22 slip recreational marina. The facility features fixed pier boat slips. There are no buildings related to this marina. The Town will supply limited fresh water and limited electric for tenants use. We will have to run utilities after the Town takes possession of the marina.

## **Workload:**

There are solid fixed piers to moor vessels up to twenty one (21) feet. Rental fees are based on the surrounding areas and are set at \$ 100 per foot per slip. Bishop's Marina will be administered through the Parks Maintenance Division.

## **Goals & Objectives:**

## **Legal Authority:**

# 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Docks &amp; Marinas</b>													
<b>Bishop's Marina - 7187</b>													
Maintenance Mechanic I - Requested 2020	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	4,628	0	0	4,628	2,849	370	606	229	4,054	8,682		10.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	6,664	267	0	6,931	2,849	557	912	376	4,694	11,625	6.8	10.0
Dock Manager	PART-TIME	1,632	0	0	1,632	0	131	0	82	212	1,844		10.0
<b>Total Bishop's Marina - 7187</b>		<b>12,924</b>	<b>267</b>	<b>0</b>	<b>13,191</b>	<b>5,698</b>	<b>1,058</b>	<b>1,519</b>	<b>687</b>	<b>8,961</b>	<b>22,152</b>		

**NOTES:**

# Town of Southampton

## 2020 Tentative Budget

### Bishop's Marina - 7187

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Difference	2021 Tentative/2020 % of Change
<b>Other Revenue:</b>														
1201	Interest And Earnings	0	0	0	0	0	0	100	100	100.00%	0	100	0	0.00%
2411	Rentals - Dockage/Storage	0	0	0	0	0	0	24,652	24,652	100.00%	0	25,030	378	1.53%
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,752</b>	<b>24,752</b>	<b>100.00%</b>	<b>0</b>	<b>25,130</b>	<b>378</b>	<b>1.53%</b>
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,752</b>	<b>24,752</b>	<b>100.00%</b>	<b>0</b>	<b>25,130</b>	<b>378</b>	<b>1.53%</b>
<b>Salaries:</b>														
6100	Salaries	0	0	0	0	0	0	11,292	(11,292)	(100.00%)	0	11,587	(295)	(2.61%)
6105	Part Time Salaries	0	0	0	0	0	0	1,632	(1,632)	(100.00%)	0	1,632	0	0.00%
6110	Longevity	0	0	0	0	0	0	267	(267)	(100.00%)	0	272	(5)	(2.00%)
	<b>Total Salaries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,191</b>	<b>(13,191)</b>	<b>(100.00%)</b>	<b>0</b>	<b>13,491</b>	<b>(300)</b>	<b>(2.27%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	0	0	0	0	0	0	1,519	(1,519)	(100.00%)	0	1,558	(39)	(2.59%)
6830	FICA Tax Expenditure	0	0	0	0	0	0	1,058	(1,058)	(100.00%)	0	1,082	(24)	(2.27%)
6835	MTA Tax	0	0	0	0	0	0	47	(47)	(100.00%)	0	48	(1)	(2.30%)
6840	Worker's Compensation	0	0	0	0	0	0	635	(635)	(100.00%)	0	649	(14)	(2.26%)
6860	Medical Insurance - Active Employees	0	0	0	0	0	0	5,422	(5,422)	(100.00%)	0	5,422	0	0.00%
6865	Dental & Optical	0	0	0	0	0	0	276	(276)	(100.00%)	0	276	0	0.00%
6875	Disability	0	0	0	0	0	0	5	(5)	(100.00%)	0	5	0	0.00%
	<b>Total Employee Benefits - Current</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,961</b>	<b>(8,961)</b>	<b>(100.00%)</b>	<b>0</b>	<b>9,040</b>	<b>(79)</b>	<b>(0.88%)</b>
	<b>Total Employee Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,152</b>	<b>(22,152)</b>	<b>(100.00%)</b>	<b>0</b>	<b>22,530</b>	<b>(379)</b>	<b>(1.71%)</b>

**Town of Southampton**  
**2020 Tentative Budget**  
 Bishop's Marina - 7187

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Contractual:</b>														
6404	Electric	0	0	0	0	0	0	2,200	(2,200)	(100.00%)	0	2,200	0	0.00%
6421	Legal Notices	0	0	0	0	0	0	400	(400)	(100.00%)	0	400	0	0.00%
<b>Total Contractual</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,600</b>	<b>(2,600)</b>	<b>(100.00%)</b>	<b>0</b>	<b>2,600</b>	<b>0</b>	<b>0.00%</b>
<b>Total Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,752</b>	<b>(24,752)</b>	<b>(100.00%)</b>	<b>0</b>	<b>25,130</b>	<b>(379)</b>	<b>(1.53%)</b>
<b>Net Surplus (Deficit)</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>	<b>0</b>		
<b>Net Surplus (Deficit)</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>	<b>0</b>		

# Department Summary

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*Department: Shinnecock Commercial Dock*

**Budget Year:** 2020

**Division:** Parks & Recreation Department

**Tax District:** Full Town

**Cost Center #:** 6420

**Manager:** Kristen Doulos

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Parks and Recreation Department administers the operation of the Shinnecock Commercial Dock facility located on Dune Road, Hampton Bays. Oversight of the facility is provided by the Park Maintenance Supervisor and maintenance crews. Administrative duties include the issuance of annual dockage permits for commercial fishing boats (fees noted on the Department of Parks and Recreation Fee Schedule) and collecting quarterly rent payments. Duties also include maintenance responsibilities of general cleanup and repairs of the facility including electric and plumbing systems.

## **Workload:**

The Department of Parks and Recreation handles supervision, maintenance and upkeep of the Shinnecock Commercial Dock and slips with the assistance of part-time staff. Currently, there are twenty two (22) slips for boats from 41 feet 90 feet in length. Rules and regulations are promulgated for the facility by the Superintendent of Parks and Recreation, in accordance with Chapter 111 (Beaches, Parks and Waterways).

The Shinnecock Commercial Dock requires ongoing repairs to the Dock Master's support building, dock bumpers, electrical outlets, lighting fixtures, as well as structural repairs to decking and dolphin systems. In addition, continual monitoring of the storage areas is needed, in order to keep them free from debris generated by the fishermen and deposited by the public.

## **Goals & Objectives:**

1. Complete capital repairs to decking and begin process for permitting and funding of new bulkhead and electrical repairs.
2. Continue oversight of facility with Dock Manager and ensure tenants are abiding to contract rules and fees.

## **Legal Authority:**

The Shinnecock Commercial Dock is managed by the Town of Southampton Parks and Recreation Department as directed by a long term lease agreement with Suffolk County, as directed by Resolution 2002-1094.

Established pursuant to Navigational Law #32.

# 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 1/1/20	Alloc. %
<b>Parks &amp; Recreation Department</b>													
<b>Docks &amp; Marinas</b>													
<b>Shinnecock Commercial Dock - 6420</b>													
Maintenance Mechanic I - Requested 2020	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	4,628	0	0	4,628	2,849	370	606	229	4,054	8,682		10.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	6,664	267	0	6,931	2,849	557	912	376	4,694	11,625	6.8	10.0
Dock Manager	PART-TIME	6,528	0	0	6,528	0	522	0	327	849	7,377		40.0
<b>Total Shinnecock Commercial Dock - 6420</b>		<b>17,820</b>	<b>267</b>	<b>0</b>	<b>18,087</b>	<b>5,698</b>	<b>1,449</b>	<b>1,519</b>	<b>932</b>	<b>9,598</b>	<b>27,685</b>		

**NOTES:**

**Town of Southampton**  
**2020 Tentative Budget**  
Shinnecock Commercial Dock - 6420

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Other Revenue:</b>														
2413	Shinnecock Commercial Dock Rental	37,000	45,153	38,000	38,000	32,140	38,000	38,000	0	0.00%	38,000	38,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	1	0	0	0	0	0	0	0.00%	0	0	0	0.00%
<b>Total Other Revenue</b>		<b>37,000</b>	<b>45,153</b>	<b>38,000</b>	<b>38,000</b>	<b>32,140</b>	<b>38,000</b>	<b>38,000</b>	<b>0</b>	<b>0.00%</b>	<b>38,000</b>	<b>38,000</b>	<b>0</b>	<b>0.00%</b>
<b>Total Revenue</b>		<b>37,000</b>	<b>45,153</b>	<b>38,000</b>	<b>38,000</b>	<b>32,140</b>	<b>38,000</b>	<b>38,000</b>	<b>0</b>	<b>0.00%</b>	<b>38,000</b>	<b>38,000</b>	<b>0</b>	<b>0.00%</b>
<b>Salaries:</b>														
6100	Salaries	9,317	8,859	9,634	9,634	6,090	9,996	11,292	(1,658)	(17.21%)	10,196	11,587	(295)	(2.61%)
6101	Overtime	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6105	Part Time Salaries	8,000	3,143	8,160	8,160	2,886	8,160	6,528	1,632	20.00%	8,160	6,528	0	0.00%
6110	Longevity	0	0	385	385	0	400	267	119	30.83%	408	272	(5)	(2.00%)
<b>Total Salaries</b>		<b>17,317</b>	<b>12,002</b>	<b>18,179</b>	<b>18,179</b>	<b>8,976</b>	<b>18,556</b>	<b>18,087</b>	<b>93</b>	<b>0.51%</b>	<b>18,764</b>	<b>18,387</b>	<b>(300)</b>	<b>(1.66%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	1,348	1,255	1,351	1,351	781	1,368	1,519	(167)	(12.36%)	1,396	1,558	(39)	(2.59%)
6830	FICA Tax Expenditure	1,404	891	1,462	1,462	668	1,490	1,449	13	0.87%	1,507	1,473	(24)	(1.66%)
6835	MTA Tax	62	40	65	65	30	66	64	1	0.86%	67	65	(1)	(1.68%)
6840	Worker's Compensation	1,040	932	930	930	520	925	857	73	7.81%	935	872	(14)	(1.67%)
6860	Medical Insurance - Active Employees	3,805	3,808	4,052	4,052	2,606	4,066	5,422	(1,370)	(33.81%)	4,066	5,422	0	0.00%
6865	Dental & Optical	198	201	200	200	134	207	276	(76)	(38.14%)	207	276	0	0.00%
6875	Disability	19	4	11	11	0	11	10	1	7.69%	11	10	0	0.00%
<b>Total Employee Benefits - Current</b>		<b>7,877</b>	<b>7,131</b>	<b>8,071</b>	<b>8,071</b>	<b>4,738</b>	<b>8,134</b>	<b>9,598</b>	<b>(1,526)</b>	<b>(18.91%)</b>	<b>8,189</b>	<b>9,677</b>	<b>(79)</b>	<b>(0.82%)</b>
<b>Total Employee Costs</b>		<b>25,194</b>	<b>19,132</b>	<b>26,251</b>	<b>26,251</b>	<b>13,714</b>	<b>26,690</b>	<b>27,685</b>	<b>(1,434)</b>	<b>(5.46%)</b>	<b>26,953</b>	<b>28,063</b>	<b>(379)</b>	<b>(1.37%)</b>

**Town of Southampton**  
**2020 Tentative Budget**  
Shinnecock Commercial Dock - 6420

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Contractual:</b>														
6401	Contracts	1,500	1,446	1,500	1,500	1,079	1,500	1,500	0	0.00%	1,500	1,500	0	0.03%
6404	Electric	5,000	2,721	5,000	5,000	1,607	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6405	Fuel Oil	1,700	0	1,700	1,700	846	1,700	1,700	0	0.00%	1,700	1,700	0	0.00%
6406	Repair Equipment	2,000	1,621	2,000	2,000	1,866	1,504	1,504	496	24.80%	1,725	1,270	234	15.56%
6407	Repair Building	500	491	443	443	319	500	500	(57)	(12.87%)	422	422	78	15.60%
6499	Contingent	1,106	0	1,106	1,106	0	1,106	111	995	89.96%	700	45	66	59.46%
<b>Total Contractual</b>		11,806	6,278	11,749	11,749	5,717	11,310	10,315	1,434	12.20%	11,047	9,937	378	3.67%
<b>Total Expenditures</b>		<b>37,000</b>	<b>25,411</b>	<b>38,000</b>	<b>38,000</b>	<b>19,431</b>	<b>38,000</b>	<b>38,000</b>	<b>0</b>	<b>0.00%</b>	<b>38,000</b>	<b>38,000</b>	<b>0</b>	<b>0.00%</b>
<b>Net Surplus (Deficit)</b>		<b>0</b>	<b>19,743</b>	<b>0</b>	<b>0</b>	<b>12,709</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
<b>Net Surplus (Deficit)</b>		<b>0</b>	<b>19,743</b>	<b>0</b>	<b>0</b>	<b>12,709</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		