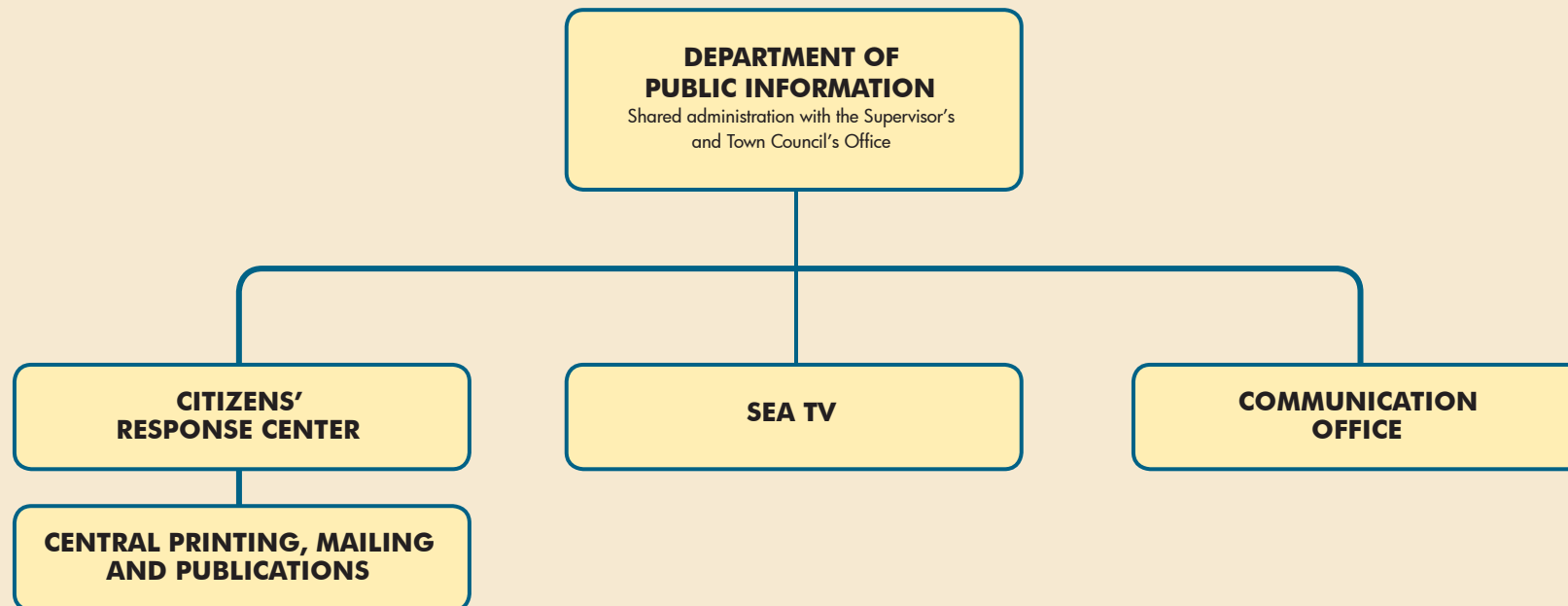


DEPARTMENT OF PUBLIC INFORMATION

2019 ORGANIZATIONAL CHART



CITIZENS' RESPONSE CENTER

2019 ORGANIZATIONAL CHART

DEPARTMENT OF PUBLIC INFORMATION

Shared administration with the Supervisor's
and Town Council's Office

CITIZENS' RESPONSE SERVICES

Citizen's Response Center (CRC) is to increase the accessibility, depth and scope of information available to the public. The CRC's interactive information services will be distributed through direct contact, internet services and a wide variety of other electronic information distribution systems.

GRAPHICS SUPERVISOR Colleen Jones

- Create Digital interaction between citizens and local governments with 24/7 website access.
- Disseminate important town government information to the public through the CRC center and e-alert notifications.
- Co-manages online availability of town forms, applications, community alert, news flashes & calendar.
- Create an Intranet for town employees
- Co-manages town social media network, Twitter, Facebook & email/SMS alerts.
- Co-manages town website, making edits, changes, and updates as requested from town departments & committees.
- Produces town brochures, banners, newsletters, posters, mailers, and other public information materials.
- Maintains Town Hall display cases, digital electronic displays and on & off site
- Meets with Town officials, employees, committees to obtain content information
- Assists with interdepartmental production projects as needed
- Answer emails/phone calls from constituents and individually assist them to resolve their current issue
- Assists with staff coverage in Supervisor and Town Council offices
- Assist with e-payment processing on towns website
- Administrates the online grievance process for Tax Assessors office
- Assist with CRC department projects and future goals
- Publicize the services of our departments and try to involve the community

WEBSITE MANAGER Debra Keller

- Performs monthly reconciliation of office budget; orders supplies; drafts budget for CRC office
- Help develop marketing strategies for key events, new and recurring campaigns for various departments. From concept to completion, to include web-based advertising, multiple social media sites, such as Facebook, Twitter and to include print and signage.
- Available 24/7 to post alerts on road closures & emergencies on website
- Trained to work on the EOC software in emergency situations
- Create an Intranet for town employees
- Coordinate department projects, organize weekly meetings and future goals
- Publicize the services of our departments and try to involve the community
- Evaluate programs to provide more effective services to the public requested from town departments & committees.
- Produces town brochures, banners, newsletters, posters, mailers, and other public information materials.
- Answer emails/phone calls from constituents and individually assist them to resolve their current issue.
- Reproduce Historic books for the Town Clerks Office and manage the storage of scanned in historic books
- Co-manages online availability of town forms and applications. Town social media network, Twitter, Facebook & email alerts.
- Co-manages town website, making edits, changes, and updates as requested from town departments & committees.
- Perform notarial acts, including acknowledgements, oaths, and affidavits.

CITIZEN ADVOCATE Ryan Horn

- Respond to inquiries regarding local government and the community.
- Receive, analyze, and resolve citizen complaints, coordinating with respective town departments as needed.
- Represent the Town and its officials in meeting with various clubs, groups, and associations.
- Provide reports regarding the type, frequency, and potential solutions to issues, complaints, and other areas of town government.
- Assist in evaluating and proposing policy changes, particularly with regard to town services and citizen access.
- Prepare news releases, announcements, proclamations, and other public statements.
- Direct media inquiries to proper personnel, facilitate responses from town officials, and serve as spokesman, where appropriate.
- Perform notarial acts, including acknowledgements, oaths, and affidavits.
- Converse daily with Spanish-speaking constituents and translate documents and town publications.

Department Summary

Department: Citizens' Response Center

Budget Year: 2019

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1480

Manager: Debra Keller

NOTES:

Departmental Mission & Responsibilities:

The mission of the Citizens' Response Center (CRC) is to provide the public with faster, easier access to local government and important information about their Town. With in-depth familiarity of every aspect of the Town, the CRC helps ensure more effective constituent service by allowing other divisions to better focus on their core missions and manage their workload more efficiently. The CRC also provides important insight into ways to improve Town government through data collection and the analysis of service delivery to the public.

In doing so, the office interacts with all Town agencies to best ascertain their information distribution needs, as well as those of the community. Essential to achieving these goals is the CRC's creation of an in-house production space, and an improved Town website with new features designed to better engage the community and improve town responsiveness.

Workload:

Public Information:

- Develop, execute, and assist with education and outreach efforts about departmental and Town-wide initiatives.
- Disseminate important town related information to the public and respond to constituent inquiries regarding the community.
- Produce town brochures, banners, newsletters, posters, mailers and other informational materials.
- Creating and adding content to the Town's new website, as needed and through requests from Town officials and committees.
- Implement enhancements to the Town's online presence through social media networks and email alerts.
- Manage the online availability of Town forms and applications.
- Maintain the Town's electronic displays on and offside.
- Prepare news releases, announcements, proclamations and other public statements.
- Direct media inquiries to proper personnel, facilitate responses from Town officials, and serve as source of public statements, where appropriate.

Department Summary

Department: Citizens' Response Center

Budget Year: 2019
Division: Public Information and Communication
Tax District: Full Town

Cost Center #: 1480
Manager: Debra Keller

NOTES:

Constituent Services:

- Receive, analyze, and resolve citizen complaints, coordinating with respective town departments, as needed.
- Oversee the town-wide distribution of meeting minutes and responses to inquiries from Citizens Advisory Committees (CACs).
- Represent the Town and its officials in meeting with various clubs, groups and associations, where appropriate.
- Perform notarial acts, including acknowledgements, oaths, and affidavits.

Special Projects and Interdepartmental Support:

- Assist with interdepartmental production projects.
- Provide reports to elected officials and administrators regarding the type, frequency, and potential solutions to issues, complaints and other areas of interest in Town government.
- Evaluate department programs and procedures to provide more effective services and improve citizen access.

Goals & Objectives:

1. Transition to an improved website platform with enhanced features for emergency alerts, online submissions, and contacting town offices.
The changes will also include expanded use of fillable applications/forms, RSS feeds, and increased use by employees of town departments.
2. Increase constituent subscribers to the Town's social media and email networks to improve the delivery of important information through the internet and mobile devices. This will include better use of CRC's Facebook, Twitter, and other platforms to more effectively distribute its e-newsletter and updates.
3. Improve coordination with local police and other personnel to better provide timely updates on emergencies and other critical happenings.
This initiative will be undertaken with a particular focus on major road closures, detours, and significant weather-related events.
4. Finish the standardization of town applications and forms, educating departments on their proper procedures for future revision and use.
5. Encourage the use of the newly created Intranet.

Legal Authority:

Established as part of the 2012 Budget.

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 1/1/19	Alloc. %
Public Information and Communication													
Public Information Summary													
Citizens' Response Center - 1480													
Citizen Advocate	ADMINSUPPORT	53,636	1,610	0	55,246	13,344	4,337	7,279	1,658	26,619	81,864	10.6	100.0
Website Manager	ADMINSUPPORT	67,830	1,357	0	69,187	29,184	5,433	9,119	2,090	45,826	115,013	10.3	100.0
Graphics Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 4	63,183	3,791	0	66,974	28,344	5,254	8,818	1,957	44,373	111,347	10.6	100.0
Total Citizens' Response Center - 1480		184,648	6,758	0	191,406	70,872	15,024	25,217	5,705	116,818	308,225		

NOTES:

Department Summary

Department: Central Printing & Mailing

Budget Year: 2019

Division: Public Information and Communication

Tax District: Full Town

Cost Center #: 1670

Manager: Francis Zappone

NOTES:

Departmental Mission & Responsibilities:

The mission of Central Printing and Mailing is to provide a centralized purchasing point for printing, copying and mailing supplies for all Town departments, ensuring the best pricing of supplies and the most efficient use of resources.

Workload:

Central Printing and Mailing supplies Town departments with printing, copying, and mailing supplies; manages Town mailing equipment; telephone maintenance contracts; and arranges for research regarding new equipment and delivery of leased or purchased equipment.

The division is continuing the efforts of the General Services Division to “right-size” photocopying equipment; identify areas in which photocopiers can be shared by departments; and find suitable equipment at more competitive pricing. Additionally, the division is upgrading the mail machines to the latest technology that includes the Electronic Return Receipt option which will save the Town both time and postage when processing Certified Return Receipt mail.

Goals & Objectives:

1. To closely review departmental usage of printing supplies, paper and postage, and suggest reduction methods.
2. To monitor usage of shared resources for consolidation opportunities to reduce operating costs.

Legal Authority:

Town Code Chapter 27.

Town of Southampton
2019 Adopted Budget
Central Printing & Mailing - 1670

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	
Real Property Taxes:																	
1001	Property Taxes	181,372	167,372	182,667	178,667	178,667	172,500	172,000	172,000	172,000	(6,667)	(3.73%)	160,000	162,000	162,000	162,000	
	Total Real Property Taxes	181,372	167,372	182,667	178,667	178,667	172,500	172,000	172,000	172,000	(6,667)	(3.73%)	160,000	162,000	162,000	162,000	
	Total Revenue	181,372	167,372	182,667	178,667	178,667	172,500	172,000	172,000	172,000	(6,667)	(3.73%)	160,000	162,000	162,000	162,000	
Total Employee Costs											0	0.00%					
Contractual:																	
6401	Contracts	33,372	13,409	33,372	29,372	12,075	15,000	15,000	15,000	15,000	14,372	48.93%	15,000	15,000	15,000	15,000	
6409	Copier Supplies	15,000	8,744	15,000	13,600	10,385	17,500	17,000	17,000	17,000	(3,400)	(25.00%)	15,000	17,000	17,000	17,000	
6410	Postage	72,000	68,385	72,000	72,000	57,130	76,000	76,000	76,000	76,000	(4,000)	(5.56%)	72,000	72,000	72,000	72,000	
6411	Printing and Stationery	3,000	1,294	3,000	2,531	1,625	3,000	3,000	3,000	3,000	(469)	(18.53%)	2,000	2,000	2,000	2,000	
6415	Telephone	45,000	34,556	48,375	42,375	28,640	50,000	50,000	50,000	50,000	(7,625)	(17.99%)	43,000	43,000	43,000	43,000	
6439	Computer Supplies	0	0	0	469	468	0	0	0	0	469	100.00%	0	0	0	0	
6477	Copier Leases	13,000	18,652	10,920	18,320	16,348	11,000	11,000	11,000	11,000	7,320	39.96%	13,000	13,000	13,000	13,000	
	Total Contractual	181,372	145,039	182,667	178,667	126,671	172,500	172,000	172,000	172,000	6,667	3.73%	160,000	162,000	162,000	162,000	
	Total Expenditures	181,372	145,039	182,667	178,667	126,671	172,500	172,000	172,000	172,000	6,667	3.73%	160,000	162,000	162,000	162,000	
	Net Surplus (Deficit)	0	22,333	0	0	51,996	0	0	0	0			0	0	0	0	

DEPARTMENT OF PUBLIC INFORMATION
 Shared administration with the Supervisor's and Town Council's Office

AUDIO VISUAL PRODUCTION SPECIALIST
Charles Ranieri-Certain
Sarah Pleat

- Under the direction of the SEA-TV Committee responsible for programming education
- Responsible for the editing and final content of programs
- Recording and online updating of governmental meetings
- Coordination of recordings with Town Clerk and other departments
- Operation of broadcast server
- Produce Live Meetings
- Work on special projects for government officials and / or other town departments
- Responsible for archival of all production
- Instruction of staff in the operation of a variety of audiovisual equipment
- Maintenance of weekly viewing schedule
- Maintenance and inventory of broadcast and camera equipment
- Update bulletin board with current information

PUBLIC INFORMATION OFFICER
Connie Conway

Manages special projects, media relations, serves as liaison to community and civic groups, drafts official correspondence and speaking materials.

- Prepare and distribute to varied media news items, articles, pamphlets and other publicity materials;
- Develop press releases and submits them to newspapers;
- Plan, organize and facilitate communications with community groups and gatherings;
- Develop audiovisual publicity devices, which provide information to the public;
- Use of a variety of means to evaluate public reaction to the town's policies, services and activities such as electronic surveys and other social media
- Work with departments to help develop consistent messaging of Town Programs
- Collaborate with CRC on electronic and website based community outreach and information dissemination.

AUDIO VISUAL AID
Sage Certain
Charles Styler (P/T)

- Operate switcher and records Government meetings
- Assist in performing preventative maintenance work
- Delivers, picks up, and operates a variety of audiovisual equipment
- Development of graphics
- Responsible for all social media accounts

Department Summary

Department: SEA-TV

Budget Year: 2019
Division: Public Information and Communication
Tax District: Full Town

Cost Center #: 7560
Manager: Francis Zappone

NOTES:

Departmental Mission & Responsibilities:

Pursuant to Town Code Chapter 13, the SEA-TV Director is charged with authority to administer and operate the Education and Government Channel and to manage budgetary resources allocated from up to thirty percent (30%) of the Cablevision Franchise Fee revenues, restricted for this purpose by Town Code. The Town Council Office provides administrative support, as needed.

The SEA-TV was established pursuant to the provisions of Section 595.4 of New York State Public Service Commission Cable TV Rules and Regulations. In 2002, the Town of Southampton created the Education and Government Committee, which is comprised of representatives from local schools and members of the community, to administer the channel along with Town staff, to make determinations regarding the types of programming the station airs.

The budget for the SEA-TV will be met with the allocation of Cablevision Franchise Fees, pursuant to Chapter 13 of the Town Code.

Workload:

The SEA-TV anticipates producing forty (40) hours of original programming weekly. The forty (40) hours of originally produced programming must first be edited prior to coding for broadcast. This programming schedule will be supplemented with another twenty (20) hours from outside sources, such as schools, libraries, legislators, etc. Before going on air, all sixty (60) hours of programming must be coded in the broadcast hard drive system.

Goals & Objectives:

1. Develop program sponsorships with local businesses, community groups and other interested entities, in order to provide a new stream of revenue in support of stations expanded scope and capabilities.
2. To continue to work with Villages and Hamlets within the Town to further develop the channel, through the provision of additional programming of local interest, as well as contributory financial support.
3. To expand the programming offered by SEA-TV with the addition of the second channel for broadcasting educational programs and events pursuant to the contract entered into by the Town of Southampton and Cablevision.
4. Renegotiate the Cablevision franchise agreement to better serve the constituents of the Town of Southampton.
5. Replace existing outdated camera equipment and necessary accessories to improve the production and delivery of programs.

Legal Authority:

Town Code Chapter 13.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Public Information and Communication													
Public Information Summary													
SEA-TV - 7560													
Public Information Officer	ADMINSUPPORT	84,897	0	0	84,897	13,008	6,670	11,195	2,606	33,479	118,376	3.0	100.0
Audio Visual Aide	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	45,196	0	0	45,196	28,344	3,551	5,960	1,396	39,250	84,446	0.6	100.0
Audio Visual Production Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 4	58,299	3,498	0	61,797	28,344	4,848	8,137	1,807	43,136	104,933	12.0	100.0
Audio Visual Production Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 4	58,299	3,498	0	61,797	14,304	4,848	8,137	1,807	29,096	90,893	10.9	100.0
Audio Visual Aide	PART-TIME	26,520	0	0	26,520	0	2,029	0	108	2,136	28,656		100.0
Total SEA-TV - 7560		273,211	6,996	0	280,206	84,000	21,945	33,429	7,723	147,097	427,303		

NOTES:

Town of Southampton

2019 Adopted Budget

SEA-TV - 7560

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Other Revenue:																
1170	Cablevision Fees	332,013	372,013	345,681	364,521	278,101	429,253	429,253	429,253	429,253	64,732	17.76%	448,516	448,516	448,516	448,516
1521	Departmental Income	250	20	250	250	0	0	0	0	0	(250)	(100.00%)	240	240	240	240
2210	Intergovernmental Revenue	16,000	19,373	16,000	16,000	19,761	16,000	16,000	16,000	16,000	0	0.00%	16,000	16,000	16,000	16,000
2701	Miscellaneous Tax Receipts	0	2,151	4,000	4,000	25	4,000	4,000	4,000	4,000	0	0.00%	0	0	0	0
2770	Miscellaneous	2,000	5,556	2,000	2,000	5,556	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
	Total Other Revenue	350,263	399,113	367,931	386,771	303,443	451,253	451,253	451,253	451,253	64,482	16.67%	466,756	466,756	466,756	466,756
	Total Revenue	350,263	399,113	367,931	386,771	303,443	451,253	451,253	451,253	451,253	64,482	16.67%	466,756	466,756	466,756	466,756
Salaries:																
6100	Salaries	180,786	182,709	194,658	217,658	186,746	246,691	246,691	246,691	246,691	(29,033)	(13.34%)	254,006	254,006	254,006	254,006
6102	Severance Pay	0	47,504	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	3,300	2,288	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	26,000	26,421	46,000	33,000	26,448	26,520	26,520	26,520	26,520	6,480	19.64%	27,050	27,050	27,050	27,050
6110	Longevity	7,279	7,841	6,686	6,686	6,808	6,996	6,996	6,996	6,996	(310)	(4.64%)	7,238	7,238	7,238	7,238
	Total Salaries	217,364	266,763	247,343	257,343	220,001	280,206	280,206	280,206	280,206	(22,863)	(8.88%)	288,294	288,294	288,294	288,294
Employee Benefits - Current:																
6810	Employee Retirement - Active	27,078	27,210	27,816	29,566	23,264	33,429	33,429	33,429	33,429	(3,862)	(13.06%)	34,424	34,424	34,424	34,424
6830	FICA Tax Expenditure	16,628	19,960	19,013	19,778	16,560	21,945	21,945	21,945	21,945	(2,168)	(10.96%)	22,579	22,579	22,579	22,579
6835	MTA Tax	739	898	845	879	740	975	975	975	975	(96)	(10.96%)	1,004	1,004	1,004	1,004
6840	Worker's Compensation	2,378	2,361	1,187	1,234	981	6,661	6,661	6,661	6,661	(5,426)	(439.69%)	6,858	6,858	6,858	6,858
6860	Medical Insurance - Active Employees	57,192	56,845	48,780	48,780	42,426	78,672	78,672	78,672	78,672	(29,892)	(61.28%)	78,672	78,672	78,672	78,672
6865	Dental & Optical	3,908	3,737	3,953	4,613	3,677	5,328	5,328	5,328	5,328	(715)	(15.50%)	5,328	5,328	5,328	5,328
6875	Disability	115	51	144	173	44	87	87	87	87	86	49.71%	87	87	87	87
	Total Employee Benefits - Current	108,039	111,060	101,738	105,023	87,692	147,097	147,097	147,097	147,097	(42,074)	(40.06%)	148,952	148,952	148,952	148,952
	Total Employee Costs	325,403	377,823	349,081	362,366	307,693	427,303	427,303	427,303	427,303	(64,938)	(17.92%)	437,246	437,246	437,246	437,246
Equipment:																
6200	Equipment	15,000	49,993	5,000	11,555	6,873	9,000	9,000	9,000	9,000	2,555	22.11%	0	0	0	0
	Total Equipment	15,000	49,993	5,000	11,555	6,873	9,000	9,000	9,000	9,000	2,555	22.11%	0	0	0	0
Contractual:																
6403	Gasoline	500	55	500	500	177	500	500	500	500	0	0.00%	500	500	500	500
6404	Electric	0	0	0	0	0	0	0	0	0	0	0.00%	4,500	4,500	4,500	4,500
6405	Fuel Oil	0	0	0	0	0	0	0	0	0	0	0.00%	850	850	850	850
6406	Repair Equipment	2,000	1,893	4,000	4,000	2,256	5,000	5,000	5,000	5,000	(1,000)	(25.00%)	500	500	500	500
6410	Postage	50	0	50	50	0	0	0	0	0	50	100.00%	0	0	0	0
6412	Publications	60	20	50	50	30	50	50	50	50	0	0.00%	60	60	60	60
6414	Rentals	0	0	0	0	0	0	0	0	0	0	0.00%	16,750	16,750	16,750	16,750
6415	Telephone	3,000	3,996	3,000	3,000	2,693	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	500	0	500	500	0	500	500	500	500	0	0.00%	500	500	500	500
6418	Uniforms	0	0	0	0	0	750	750	750	750	(750)	(100.00%)	0	0	0	0
6420	Other	1,000	383	2,000	2,000	1,224	2,400	2,400	2,400	2,400	(400)	(20.00%)	1,000	1,000	1,000	1,000
6421	Legal Notices	0	0	0	0	0	0	0	0	0	0	0.00%	100	100	100	100

Town of Southampton
2019 Adopted Budget
SEA-TV - 7560

Account Code	Description	2017		2018	2018	2018	2019		2019	2019	2019	2019	2020	2020	2020	2020
		Adopted Budget	2017 Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2018 Amended Difference	Adopted / 2018 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6425	Office Supplies	500	48	500	500	24	500	500	500	500	0	0.00%	500	500	500	500
6426	Supplies - Other	250	92	250	250	0	250	250	250	250	0	0.00%	250	250	250	250
6444	Mileage Reimbursement	1,000	0	1,000	1,000	0	0	0	0	0	1,000	100.00%	0	0	0	0
6490	Consultants	1,000	0	2,000	1,000	0	2,000	2,000	2,000	2,000	(1,000)	(100.00%)	1,000	1,000	1,000	1,000
	Total Contractual	9,860	6,487	13,850	12,850	6,404	14,950	14,950	14,950	14,950	(2,100)	(16.34%)	29,510	29,510	29,510	29,510
	Total Expenditures	350,263	434,304	367,931	386,771	320,970	451,253	451,253	451,253	451,253	(64,483)	(16.67%)	466,756	466,756	466,756	466,756
	Net Surplus (Deficit)	0	(35,191)	0	0	(17,527)	0	0	0	0			0	0	0	0