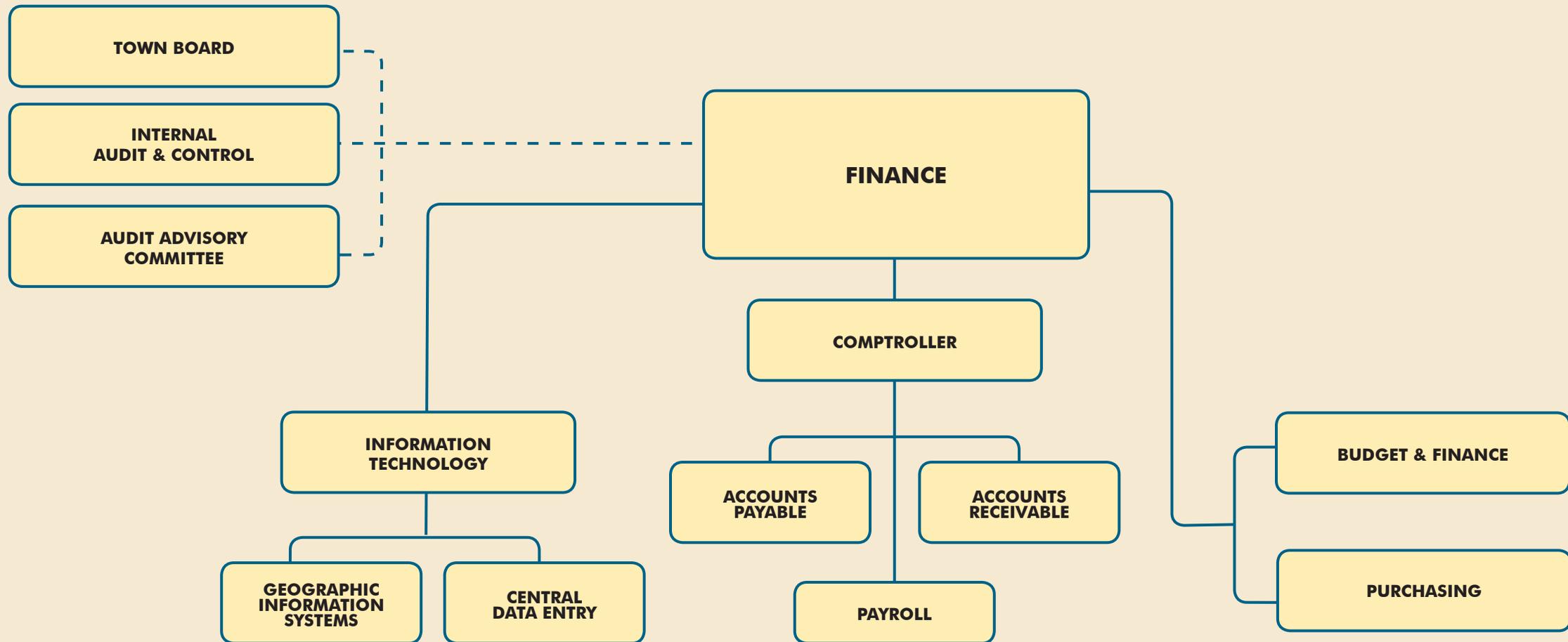


FINANCE

2018 ORGANIZATIONAL CHART



COMPTROLLER

2018 ORGANIZATIONAL CHART

TOWN COMPTROLLER
Leonard Marchese

The Town Comptroller is responsible for all the fiscal affairs of the Town. The Comptroller establishes sound financial policy and procedures; accounts for all Town monies received and allots monies to correct accounts; maintains bank accounts and financial records of the Town; processes all payments and determines upon which account the payments are made. Handles all municipal bonding for the Town, and manages credit rating agency relationships.

The Town Comptroller manages and maintains financial controls and systems in order to ensure that the municipal finances are maintained in an accurate and timely manner. Establishes, maintains and implements financial policies and procedures; cash controls; the general ledger. Monitor cash reserves and investments.

Manages the Town's annual operating and capital budgeting process and ensures compliance throughout the year with Town Board appropriations.

DEPUTY COMPTROLLER
Dorota Godlewski

The Deputy Comptroller assists the Town Comptroller in overall administration of fiscal affairs of the Town. The Deputy shall have the full authority to perform all duties of the Comptroller in his absence.

The Deputy Comptroller manages the integrity of all Town financial accounting, budgeting and reporting systems and coordinates the independent financial audits. Oversees the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all monies. Additional duties include:

- Maintains all financial accounting records;
- Ensures compliance with approved Funding and Appropriations;
- Assists in the preparation of the Annual Operating Budget;
- Oversees required annual audits;
- Ensures compliance with State Comptroller Recommended Practices and Government Accounting Standards;
- Evaluates effectiveness of internal accounting procedures;
- Maintain integrity of Town's chart of accounts..

ACCOUNTS PAYABLE

SENIOR ACCOUNTANT/DISBURSEMENTS MANAGER
Mark Conrad

Responsible for all Town disbursements including; employees, payroll liabilities, vendor payments, other municipalities, PILOT payments and Debt payments. Tasks include:

- Audit & Approve semi monthly payrolls; creates electronic files; prepares funding requirements; remits liabilities; audits variances to budget;
- Supervises accounts payable auditing process and town-wide utility payments;
- Supervises data entry of all payment vouchers and purchase order receipts;
- Processes accounts payable warrants; supervises vendor payments batch processing; posts batches; processes payments; prepares funding requirements;
- Maintains schedule of Bond/BAN payments and ensures timely payment;
- Oversees all steps necessary to remit school and fire district tax moneys collected by the Tax Receiver; calculates allocations; prepares wires or checks; informs recipients.
- Prepares disbursement and payroll journal entries.

ACCOUNTS RECEIVABLE

REVENUE & CASH RECEIPTS ACCOUNTING SENIOR ACCOUNTANT
Kathleen Galligan

- Coordinate with departments to obtain all cash receipt records and prepare/enter journal entries to ensure accurate accounting of revenues on a monthly basis
- Deposit all checks received by the Comptroller and prepare/enter journal entries to ensure accurate accounting of deposits on a weekly basis
- Enter journal entries for various bank wire transactions as needed
- Enter budget modifications into Team Budget based on Town Board resolutions or department memorandums
- Review and/or prepare sales invoices and account receivables
- Review various GI accounts and financial transactions in order to prepare supporting documentation and schedules for equipment/capital projects/land/development rights to be added to Fixed Assets
- Prepare journal entries and post batches to the Fixed Asset module
- Maintain a schedule contracts from various departments in order to prepare/enter journal entries for prepaid expenses
- Prepare various year end schedules for annual audit (i.e. accounts payable, accrued liabilities, accounts receivable, prepaid expenses, fixed assets, deferred revenues, audit confirmation letters)

PAYROLL

PAYROLL MANAGER & ACCOUNTS PAYABLE SUPPORT
Dawn Moyer

- Audit Employee Pay instructions received from Human Resources
- Process Payroll, run Payroll Checks, and transmit ACH file and Positive Pay file to bank
- Prepare journal entries for Payroll Liabilities and Other Employee deductions and make payments
- Prepare Payroll Funding Instructions for Wire Transfers
- Reconcile Payroll Reports to General Ledger Accounts
- Create and submit monthly NYS Retirement Report to State Comptroller's Office
- Review budget availability for all Human Resources Part-time Employee request forms for Town Comptroller approval
- Monitor and ensure budgetary compliance for all Part-time and Overtime Employee payments
- Calculate financial impact for all Personnel Town Board Resolutions
- Audit and reconcile employee time cards
- Assist in post audits of vendor checks
- Audits payroll data entry batches for accuracy
- Approves all payroll batches for posting and prints out final edit sheet;
- Prepares batch totals by checkbook for Warrant and prepares figures for Town Board Resolution.

GENERAL ACCOUNTING
Eileen Quinn

- Provides accounting support to ensure accurate and timely financial records;
- Maintain bank accounts and prepares bank reconciliations and collateral schedules monthly for over 30 bank accounts;
- Prepares manual journal entries as required;
- Assign and maintain vendor codes for accurate disbursements;
- Audit and verify purchases made by employees on credit cards;
- Coordinate and maintain records regarding expenditures and reimbursements from FEMA;
- Audit and process utility invoices;
- Maintains control records for the Town's copier leases.
- Maintains control log of checks and cash receipts directly by Comptroller's office;
- Assists in documentation and reporting for grant reimbursements;
- Reviews monthly bank reconciliations and prepares manual journal entries as required;
- Provides backup support for processing accounts payable warrants; monitors uncashed vendor payments and submits to NYS necessary.

DATA ENTRY OPERATOR
Lisa Laznovsky

Enters information from a variety of financial source material into financial control systems, including accounts payable, accounts receivable, alarm billing, journal entries, etc.

Additional tasks include:

- Assists in scanning Comptroller Office documents;
- Processes requests for mobile phone equipment needed by the departments and monitors monthly cellular and data devices and staying within budget and per terms of cellular company features;
- Verifies data; detects and deletes errors and reenters correct data;
- Maintains files of account payable source documents and coordinates with the Division of Records Management
- Handles alarm billing disputes;
- Enters MaxVault, digitized records management system maintains and troubleshoots departments issues with program and resolves issues with IT;
- Maintain journal entry records
- Post audit vendor checks;

DRIVER MESSANGER
Jenny Gonzalez

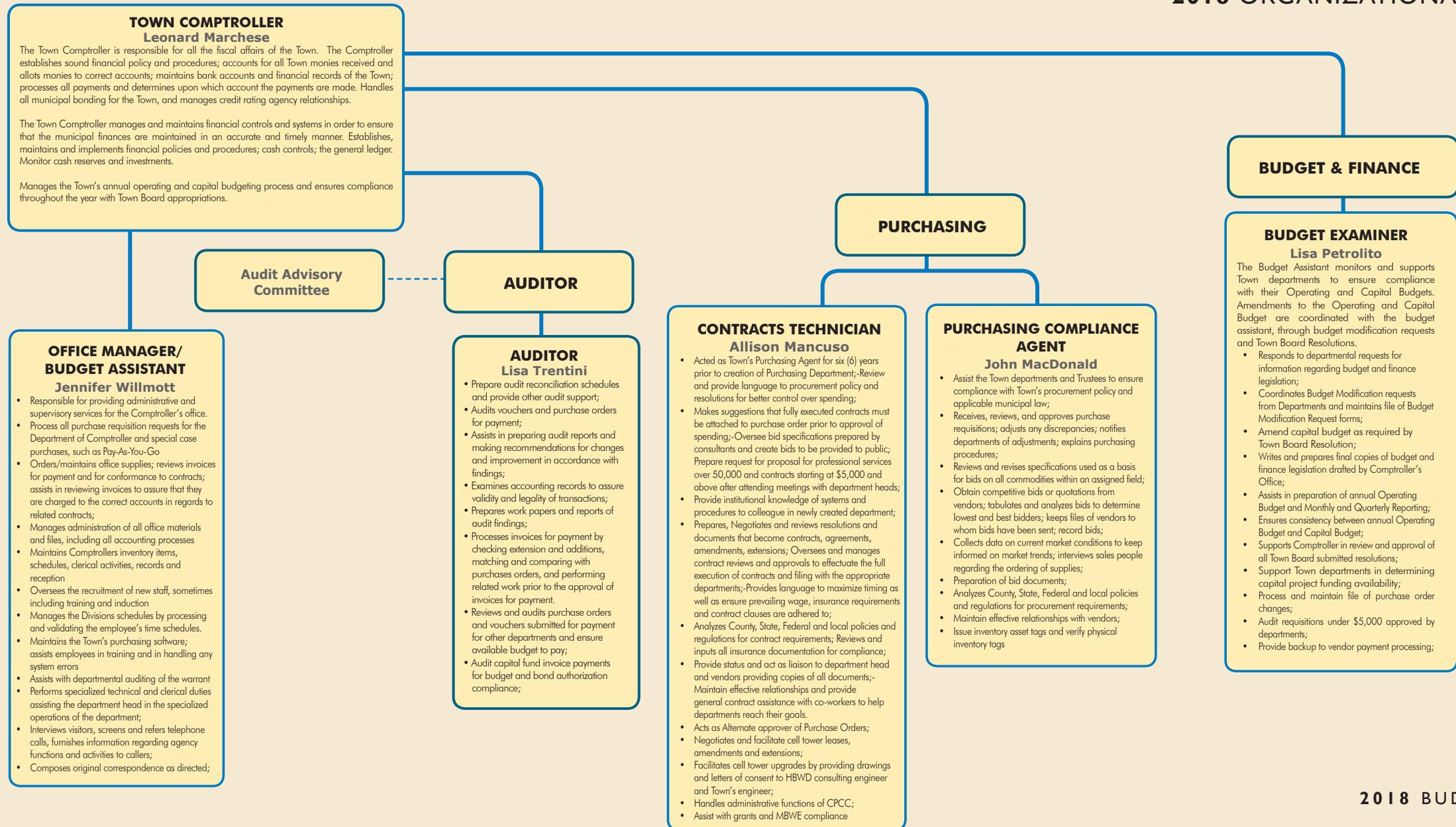
Enters information from a variety of financial source material into financial control systems, including accounts payable, accounts receivable, alarm billing, journal entries, etc.

Additional tasks include:

- Assist in entering part time payroll onto Great Plains;
- Retrieve all voice mail messages along with mail received for alarm billing information;
- Answering telephones, return calls and resolve issues for alarm billing;
- Handles alarm billing appeals and reconcile customer accounts during the appeal process and PSC hearings;
- Assist with the Trustees Office is assistance is necessary;
- Scan and maintain account payables source documents and Journal Entries for the Trustees, this includes MaxVault in Trust Company;
- Enter alarm billing cash receipts;
- Assists in scanning Comptroller Office documents;
- Verifies data; detects and deletes errors and reenters correct data;
- Maintains files of accounts payable source documents and coordinates with the Division of Records Management;
- Enters to MaxVault, digitized records management system;
- Maintains journal entry records;
- Post audit vendor checks

COMPTROLLER

2018 ORGANIZATIONAL CHART



Department Summary

Department: Town Comptroller

Budget Year: 2018
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

The Town Comptroller's Office oversees all financial and audit activities for the Town of Southampton. The mission of the Town Comptroller's Office is to:

1. Establish sound financial policies and procedures.
2. Maintain accurate and complete financial accounting records for all economic events.
3. Manage the preparation of the Town's Annual Operating and Capital Budgets.
4. Ensure compliance with all Town Board approved Funding and Appropriations.
5. Provide timely and useful financial reporting and management information to the Supervisor, Town Board and public.
6. Approve and record all Town Revenues.
7. Maximize Cash Management opportunities for all investment and borrowing requirements.
8. Coordinate independent, forensic, and internal audits.
9. Manage the integrity of all Town financial accounting, budgeting and reporting systems.
10. Issue all Town disbursements (Audit & Control).
11. Review and approve all Town Board Resolutions.
12. Manage the Town's municipal borrowing.
13. Maintain and establish Internal Controls over all fiscal affairs.

The Department is responsible for disbursing and accounting for approximately \$150 million in operating expenses for wages, supplies and services, and ensures compliance with the Adopted Budget. The Comptroller manages the financing of the Town's Capital Projects (multi-year construction projects or other asset acquisitions) averaging \$20 million per year, historically.

The Comptroller's Office manages the preparation of both the Operating and Capital Budgets and records all budget modifications in the Town's financial control systems.

In addition, the Comptroller's Office will oversee the Information Technology, Purchasing and the Audit and Control functions.

All Town Board Resolutions are reviewed for fiscal impact and must be approved by the Town Comptroller.

Workload:

The Town Comptroller's Office workload is directly related to the activity of the Town Board, the volume of tax receipts, the activity in the operating departments and capital projects, and the need for budget modifications throughout the year.

Department Summary

Department: Town Comptroller

Budget Year: 2018
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

Annually, the Town collects in excess of \$330 million in Property Taxes. Upon receipt from the Tax Receiver, the Town Comptroller disburses over \$260 million in taxes to the various School, Library, Ambulance, and Fire Districts, and over \$70 million in property taxes was accounted for in the Town's Operating and Special Districts accounts. In addition, CPF and LIPA payments in lieu of taxes are disbursed annually by the Comptroller's Office.

General Accounting – Identify, prepare and post manually an average of 3,300 journal entry batches each year. Maintain accounting integrity in approximately 12,000 financial accounts across 38 separate funds.

Accounts Payable- Process and audit approximately 18,500 invoices per year and prepare and mail 7,000 checks to vendors. Maintain over 7,800 Vendor files.

Purchasing- Review, audit against budget and approve approximately 1,700 Purchase Orders annually.

Revenue/Accounts Receivable- Manually reconcile and record revenue reports and cash receipts from 18 governmental units each month. Process and record approximately 840 cash payments per year, of which 40 are from State and County Aid.

Payroll- Processes payroll for approximately 500 full time employees, 100 part-time year-round employees and approximately 300 temporary seasonal staff. Remit all payroll liabilities and file all quarterly reports, as required. Process, code and audit over 500 timesheets monthly, 100 timecards weekly and over 300 seasonal timecards weekly to ensure credits and charges are correct.

Cash Management - Manage cash of over \$170 million in more than 38 bank accounts to maximize interest earnings. Perform approximately 450 manual bank reconciliations per year.

Capital Project Control – Provides and manages funding for approximately 60 active Town projects per year. Approximately, 47 Bond Payments are made each year requiring a minimum 320 journal entries to record on the ledgers.

Restricted Funds – Ensure compliance with over \$5 million of Restricted Funds, accounted for in over 65 accounts.

Budget preparation and management- Prepare annual operating budget of approximately \$150 million for over 125 Cost Centers, across 14 Tax Districts, while effectively controlling taxpayer monies. Identified and recorded approximately 200 Operating Budget modification requests annually, resulting in entries to over 2,100 ledger accounts. Prepare annual capital budget of approximately \$14 million annually across 60 projects. An additional 120 Capital Budget entries are made annually on average.

Audit Committee Support – The Comptroller schedules quarterly meetings of the Audit Committee and at such other times that the Chair of the Audit Advisory Committee determines is necessary. Administrative support for the Committee is provided by the Office of the Comptroller, which also shall prepare records

Department Summary

Department: Town Comptroller

Budget Year: 2018
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

management, prepare minutes and agendas, and receive and distribute correspondence on behalf of the Committee. Notice of the meetings shall be electronically mailed to each member of the Committee by the Comptroller. The Comptroller provides all necessary information and documents to the Audit Committee in connection with the Town's financial statements; progress of active and ongoing audits and those firms or staff responsible for conducting the same; completed audit reports and data compilations; and provide letters of engagement and billing statements provided by firms conducting audits.

Financial Systems Support – Provide user definition and testing support assistance to Information Systems in the redeployment and implementation of accounting, budgeting and reporting systems. Still to be implemented:

- Electronic Funds Transfer
- General Ledger Account Control
- Timekeeping and Accruals

Town Board Resolutions- Review and approve for fiscal and budgetary impact, approximately 1,800 resolutions annually. Over 500 Town Board Resolutions are initiated by the Town Comptroller's Office.

Tax Warrant Preparation- Prepare the annual Suffolk County Tax Warrant in conjunction with the Tax Receiver.

Tax Remittances- Prepare and remit 14 tax remittances received from the Tax Receiver for School, Fire & Ambulance Districts for a total of 299 payments. In addition, the Comptroller's Office accounted for the 15 remittances in over 100 of the Town's cost centers, for a total of 1,500 journal entries.

PILOT Remittances- Prepare and remit Community Preservation Fund & LIPA payments in lieu of taxes to School, Library, Ambulance, and Fire Districts, for a total of 27 separate payments.

Audits Management – Coordinate and support data requests for:

- Independent Town Financial Audit
- Independent CPF Financial & Compliance Audit

Respond to the findings and recommendation of the:

- Town wide State Comptroller Audit (NYS Comptroller's Office)
- Internal Controls Readiness Review Recommendations (Nawrocki Smith)
- CPF State Comptroller Audit (NYS Comptroller's Office)

NOTES:

Department Summary

Department: Town Comptroller

Budget Year: 2018
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

Goals & Objectives:

1. Review, revise as required, and document financial policies and procedures.
2. Consolidate cash receipts to enhance control of cash.
3. Enhance implementation of Financial Systems.
4. Convert as many vendors as possible to electronic payments.
5. Develop automated interfaces between the Town's various Revenue systems and the Great Plains General Ledger.
6. Re-engineer accounting and control of inter-fund loans.
7. Provide Governmental Accounting Training and Financial Systems Training for all Staff in the Comptroller's Office.

Legal Authority:

The Town Comptroller's Office is authorized under Section 20 (3)(b) and Section 34 of New York State Town Law.

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 1/1/18	Alloc. %
Finance Department													
Finance Department													
Town Comptroller - 1315													
Town Comptroller	ADMINISTRATIVE	148,416	4,000	0	152,416	27,346	8,856	21,192	2,260	59,653	212,070	5.8	100.0
Contracts Technician	ADMINSUPPORT	59,764	1,684	0	61,448	27,346	4,753	8,544	927	41,570	103,018	10.2	100.0
Deputy Comptroller	ADMINSUPPORT	95,509	1,873	3,500	100,882	27,346	7,801	14,022	1,474	50,643	151,525	9.6	100.0
Senior Accountant	ADMINSUPPORT	64,734	1,269	0	66,003	27,346	5,106	9,178	1,000	42,630	108,632	6.1	100.0
Senior Accountant	ADMINSUPPORT	82,016	1,608	0	83,624	27,346	6,469	11,628	1,260	46,703	130,327	9.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 7	59,580	2,383	0	61,963	26,686	4,793	8,614	927	41,019	102,983	5.7	100.0
Auditor (Proposed Budget Examiner)	CSEA40HOUR - 7-1-2010 / PE89961 / Step 1	60,000	0	0	60,000	12,406	4,643	8,345	925	26,318	86,318	2.7	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 3	38,485	0	0	38,485	12,406	3,255	5,850	4,234	25,744	64,229	1.7	100.0
Purchasing Agent	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 3	56,421	0	0	56,421	26,686	4,366	7,847	872	39,770	96,191	4.7	100.0
Budget Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	52,601	3,156	0	55,757	26,686	4,312	7,750	825	39,572	95,329	9.9	100.0
Data Entry Operator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	44,941	2,696	0	47,637	26,686	3,684	6,621	709	37,700	85,337	10.6	100.0
Payroll Manager	CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 3	68,226	4,094	5,637	77,957	1,318	5,964	10,719	294	18,294	96,251	11.3	100.0
Total Town Comptroller - 1315		830,692	22,763	9,137	862,592	269,599	64,002	120,310	15,706	469,617	1,332,209		

NOTES:

Town of Southampton

2018 Adopted Budget

Town Comptroller - 1315

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,268,761	1,225,826	1,323,212	1,324,923	1,324,923	1,355,283	1,361,709	1,376,709	1,376,709	51,786	3.91%	1,370,915	1,374,961	1,389,961	1,389,961
	Total Real Property Taxes	1,268,761	1,225,826	1,323,212	1,324,923	1,324,923	1,355,283	1,361,709	1,376,709	1,376,709	51,786	3.91%	1,370,915	1,374,961	1,389,961	1,389,961
Other Revenue:																
1523	Alarm Billing	50,000	77,000	60,000	60,000	45,000	60,000	75,000	75,000	75,000	15,000	25.00%	60,000	75,000	75,000	75,000
2210	Intergovernmental Revenue	0	10,000	10,000	10,000	0	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
2770	Miscellaneous	25,000	46,694	25,000	25,000	39,109	30,000	30,000	30,000	30,000	5,000	20.00%	30,000	30,000	30,000	30,000
	Total Other Revenue	75,000	133,694	95,000	95,000	84,109	100,000	115,000	115,000	115,000	20,000	21.05%	100,000	115,000	115,000	115,000
	Total Revenue	1,343,761	1,359,520	1,418,212	1,419,923	1,409,032	1,455,283	1,476,709	1,491,709	1,491,709	71,786	5.06%	1,470,915	1,489,961	1,504,961	1,504,961
Salaries:																
6100	Salaries	761,349	749,212	800,486	800,486	693,052	822,657	830,692	830,692	830,692	(30,206)	(3.77%)	843,121	849,291	849,291	849,291
6101	Overtime	0	113	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	33,500	12,296	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	4,163	5,891	18,027	18,027	17,047	22,763	22,763	22,763	22,763	(4,736)	(26.27%)	23,110	23,110	23,110	23,110
6113	Other Pay	0	0	3,500	3,500	3,062	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
6127	Cash in Lieu of Health Benefits	0	0	0	2,593	2,593	5,637	5,637	5,637	5,637	(3,044)	(117.39%)	5,637	5,637	5,637	5,637
	Total Salaries	799,012	767,512	822,013	824,606	715,755	854,558	862,592	862,592	862,592	(37,986)	(4.61%)	875,367	881,537	881,537	881,537
Employee Benefits - Current:																
6810	Employee Retirement - Active	127,841	119,198	116,315	116,315	99,395	122,659	120,310	120,310	120,310	(3,995)	(3.43%)	125,651	122,957	122,957	122,957
6830	FICA Tax Expenditure	59,051	58,373	60,388	60,388	52,676	63,380	64,002	64,002	64,002	(3,614)	(5.98%)	64,811	65,289	65,289	65,289
6835	MTA Tax	2,717	2,647	2,795	2,795	2,341	2,947	2,975	2,975	2,975	(180)	(6.44%)	3,019	3,040	3,040	3,040
6840	Worker's Compensation	3,179	3,396	9,206	9,206	7,705	12,294	12,386	12,386	12,386	(3,180)	(34.55%)	12,623	12,694	12,694	12,694
6860	Medical Insurance - Active Employees	212,808	217,816	262,032	251,150	208,170	253,788	253,788	253,788	253,788	(2,638)	(1.05%)	253,788	253,788	253,788	253,788
6865	Dental & Optical	14,308	13,560	15,618	15,618	13,398	15,811	15,811	15,811	15,811	(194)	(1.24%)	15,811	15,811	15,811	15,811
6875	Disability	346	228	346	346	109	346	346	346	346	0	0.00%	346	346	346	346
	Total Employee Benefits - Current	420,249	415,218	466,699	455,817	383,794	471,225	469,617	469,617	469,617	(13,800)	(3.03%)	476,048	473,924	473,924	473,924
	Total Employee Costs	1,219,261	1,182,730	1,288,712	1,280,423	1,099,549	1,325,783	1,332,209	1,332,209	1,332,209	(51,787)	(4.04%)	1,351,415	1,355,461	1,355,461	1,355,461
Contractual:																
6400	Contracts - Other	53,000	46,793	53,000	53,000	44,321	53,000	53,000	53,000	53,000	0	0.00%	53,000	53,000	53,000	53,000
6401	Contracts	24,600	27,524	29,600	29,600	21,460	29,600	29,600	32,600	32,600	(3,000)	(10.14%)	19,600	19,600	22,600	22,600
6403	Gasoline	2,500	1,057	2,500	2,500	1,118	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6411	Printing and Stationery	3,000	1,214	3,000	3,000	1,883	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6412	Publications	3,000	3,456	3,000	3,000	2,647	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	5,000	5,380	5,000	5,000	3,897	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6420	Other	1,000	1,824	1,000	1,000	494	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6425	Office Supplies	1,500	402	1,500	1,500	438	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6426	Supplies - Other	1,200	625	1,200	1,200	428	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6444	Mileage Reimbursement	200	0	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6450	Schools & Training	3,000	3,123	3,000	3,000	1,038	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	1,500	1,588	1,500	1,500	748	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500

Town of Southampton

2018 Adopted Budget

Town Comptroller - 1315

Account Code	Description	2016	2016	2017	2017	2017	2018		2018	2018	2018	2018	2019	2019	2019	2019
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2017 Amended Difference	Adopted / 2017 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6490	Consultants	25,000	37,487	25,000	35,000	31,033	25,000	40,000	52,000	52,000	(17,000)	(48.57%)	25,000	40,000	52,000	52,000
	Total Contractual	124,500	130,472	129,500	139,500	109,505	129,500	144,500	159,500	159,500	(20,000)	(14.34%)	119,500	134,500	149,500	149,500
	Total Expenditures	1,343,761	1,313,202	1,418,212	1,419,923	1,209,054	1,455,283	1,476,709	1,491,709	1,491,709	(71,787)	(5.06%)	1,470,915	1,489,961	1,504,961	1,504,961
	Net Surplus (Deficit)	0	46,317	0	0	199,978	0	0	0	0			0	0	0	0

Department Summary

Department: Audit & Control

Budget Year: 2018
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

The principle responsibility of the Division of Audit and Control is to identify, monitor and manage risk in the Town by assessing the internal control systems. Also, to furnish improvement recommendations to ensure the reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguard of assets and compliance with laws and regulations.

The required annual audit of the Town's records by an independent accounting firm will be funded and arranged through the Audit Committee and Town Board. The Division of Audit and Control will provide assistance to the Comptroller in coordinating the audit process, to facilitate the speedy completion of the Town's audits with minimal impact on Town operations and to enable the Town to reduce audit costs.

The Division of Audit and Control ensures implementation of the Corrective Action Plan, in response to the NYS Comptroller's Audit, as well as recommendations in other consultant studies, are proceeding. As part of this process, the Division of Audit and Control is working with departments throughout the Town to develop and promulgate policies and procedures for internal controls, procurement, and operations (including use of Town owned cellular equipment, technology and vehicles; travel reimbursement; etc.)

Workload:

1. Drafts, revises, and analyzes Town-wide policies and procedures, in response to requests from the Town Board; provides special project analysis and support services; works with the Town Comptroller and selected consultants to analyze, correct, and improve the Town's financial and audit systems.
2. Implement time and attendance software.
3. Act as liaison between the independent auditor and department and division managers. Assist Town Comptroller staff to timely provide documentation required by independent auditors.
4. Assist Comptroller's Office in gathering requested information and researching and/or reviewing old records, where required.
5. Assist Town departments and divisions by providing audit, financial reconciliation and analytic assistance on special projects.
6. Review and recommend policy changes, as needed.
7. Assist in addressing audit findings and developing corrective action plans.
8. Assist in coordinating activities of the Town's Audit Advisory Committee.

Department Summary

Department: Audit & Control

Budget Year: 2018
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

Goals & Objectives:

1. Increase efficiency through the creation and implementation of standard procedures and policies: standardization of policies and procedures will reduce the time spent by departments in creating/recreating procedures for routine tasks and allows a department to focus on primary mission.
2. Identify and eliminate fraud, waste, and abuse through auditing activities, risk management activities and monitoring activities.
3. Increase productivity through the measurement, analysis, and possible redesign of business process and business units.
4. Assist the Comptroller's Office in carrying out Town-wide financial / procedural policies with department heads and staff.
5. Assist in developing responses and corrective action plans for items addressed in the annual audit and management's letter in response.
6. Provide recommendations to the Board on specific audit related concerns.

Legal Authority:

The Independent Audit cost center was established in accordance with the Supervisor's authority as the Town's Budget Officer.

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 1/1/18	Alloc. %
Finance Department													
Finance Department													
Audit & Control - 1320													
Auditor	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 1	54,465	0	0	54,465	12,406	4,215	7,575	842	25,038	79,503	1.2	100.0
Total Audit & Control - 1320		54,465	0	0	54,465	12,406	4,215	7,575	842	25,038	79,503		

NOTES:

Town of Southampton

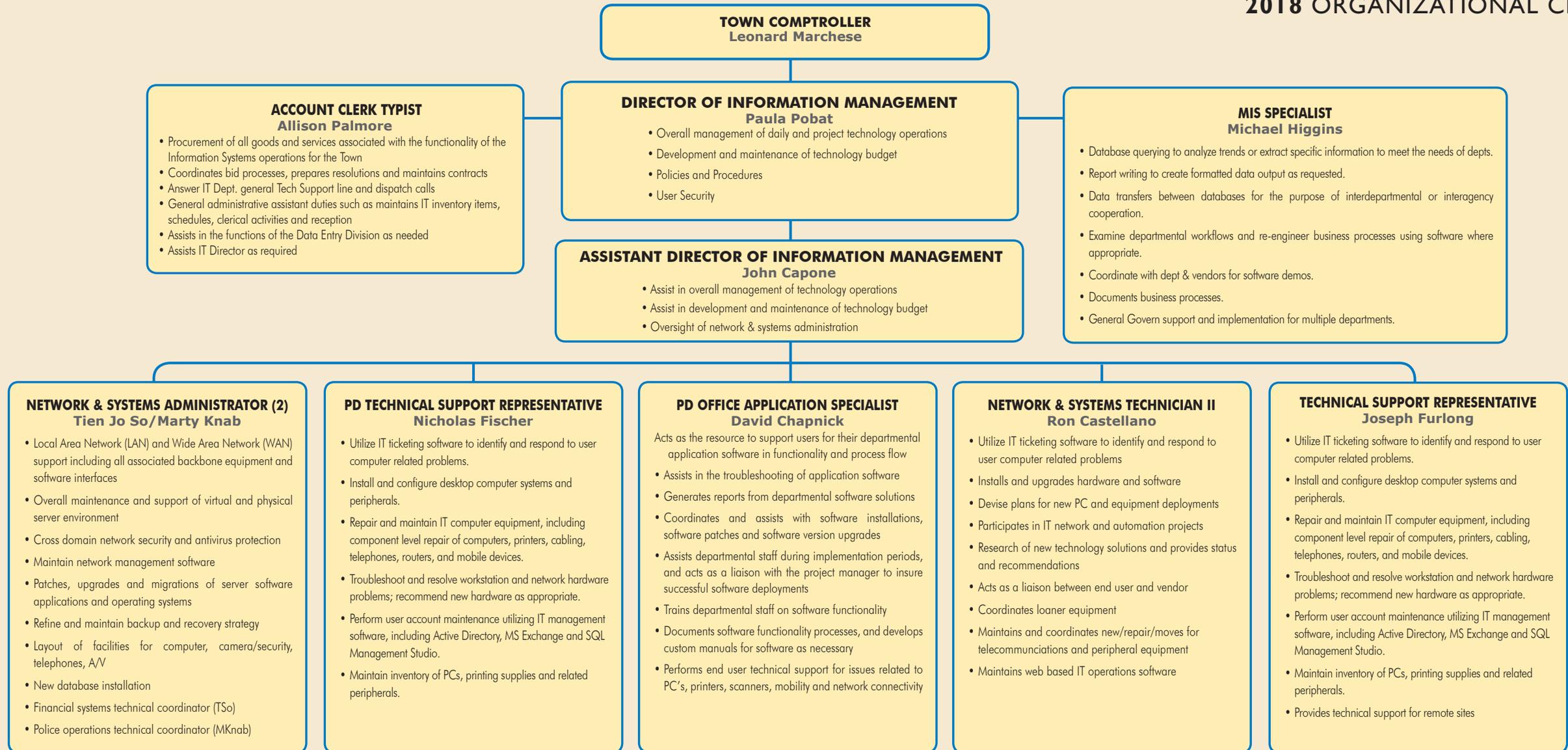
2018 Adopted Budget

Audit & Control - 1320

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	224,629	224,629	230,599	230,599	230,599	238,561	231,502	231,502	231,502	904	0.39%	238,561	233,860	233,860	233,860
	Total Real Property Taxes	224,629	224,629	230,599	230,599	230,599	238,561	231,502	231,502	231,502	904	0.39%	238,561	233,860	233,860	233,860
	Total Revenue	224,629	224,629	230,599	230,599	230,599	238,561	231,502	231,502	231,502	904	0.39%	238,561	233,860	233,860	233,860
Salaries:																
6100	Salaries	50,213	51,701	54,455	54,455	47,599	60,000	54,465	54,465	54,465	(10)	(0.02%)	60,000	56,380	56,380	56,380
	Total Salaries	50,213	51,701	54,455	54,455	47,599	60,000	54,465	54,465	54,465	(10)	(0.02%)	60,000	56,380	56,380	56,380
Employee Benefits - Current:																
6810	Employee Retirement - Active	8,386	7,819	7,705	7,705	6,585	8,588	7,575	7,575	7,575	130	1.69%	8,588	7,841	7,841	7,841
6830	FICA Tax Expenditure	3,841	3,821	4,166	4,166	3,525	4,643	4,215	4,215	4,215	(49)	(1.17%)	4,643	4,363	4,363	4,363
6835	MTA Tax	171	170	185	185	157	206	187	187	187	(2)	(1.17%)	206	194	194	194
6840	Worker's Compensation	201	215	626	626	524	690	626	626	626	0	(0.02%)	690	648	648	648
6860	Medical Insurance - Active Employees	8,484	8,277	10,128	10,128	9,027	11,088	11,088	11,088	11,088	(960)	(9.48%)	11,088	11,088	11,088	11,088
6865	Dental & Optical	1,304	1,237	1,304	1,304	1,121	1,318	1,318	1,318	1,318	(13)	(1.01%)	1,318	1,318	1,318	1,318
6875	Disability	29	28	29	29	22	29	29	29	29	0	0.00%	29	29	29	29
	Total Employee Benefits - Current	22,416	21,566	24,144	24,144	20,960	26,561	25,038	25,038	25,038	(894)	(3.70%)	26,561	25,481	25,481	25,481
	Total Employee Costs	72,629	73,267	78,599	78,599	68,559	86,561	79,503	79,503	79,503	(904)	(1.15%)	86,561	81,861	81,861	81,861
Contractual:																
6400	Contracts - Other	145,000	140,000	145,000	140,000	140,000	145,000	145,000	145,000	145,000	(5,000)	(3.57%)	145,000	145,000	145,000	145,000
6490	Consultants	7,000	0	7,000	12,000	3,000	7,000	7,000	7,000	7,000	5,000	41.67%	7,000	7,000	7,000	7,000
	Total Contractual	152,000	140,000	152,000	152,000	143,000	152,000	152,000	152,000	152,000	0	0.00%	152,000	152,000	152,000	152,000
	Total Expenditures	224,629	213,267	230,599	230,599	211,559	238,561	231,503	231,503	231,503	(904)	(0.39%)	238,561	233,861	233,861	233,861
	Net Surplus (Deficit)	0	11,362	0	0	19,040	0	0	0	0			0	0	0	0

INFORMATION TECHNOLOGY

2018 ORGANIZATIONAL CHART



Department Summary

Department: Information Technology

Budget Year: 2018

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1680

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

The mission and responsibility of the Division of Information Technology is to provide the necessary and most effective technology tools to supported users, in order to enable them to perform their responsibilities in the most efficient manner possible and to assist them in providing the best service to the Town's constituents.

Workload:

The Information Technology workload involves the administration, support and management of the Town's local and wide area networks including all computer and network hardware, computer software for network management and departmental functionality, network infrastructure, peripherals, telephone systems and communication lines. Information Technology supports 550 workstations at 26 locations.

Goals & Objectives:

1. To continue the development and enhancement of the functionality of the Town's software packages to improve/simplify processes and maximize efficiency.
2. Continue the deployment of mobile technology to increase the efficiency of management and field staff.
3. Upgrade the Town's network infrastructure.
4. Expand the use of the Town Hall/Police Department shared virtual environment.
5. Accomplish the goals outlined for the subunits under departmental oversight of the Information Technology Division.

Legal Authority:

Established pursuant to Southampton 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 1/1/18	Alloc. %
Information Technology Division													
Information Technology Summary													
Information Technology - 1680													
Assistant Director of Information Manage	ADMINISTRATIVE	98,787	4,000	3,400	106,187	12,682	8,178	14,757	1,530	37,146	143,333	26.3	100.0
Director of Info Management	ADMINISTRATIVE	118,338	4,000	3,820	126,158	27,346	8,471	17,534	1,823	55,173	181,332	28.7	100.0
MIS Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	51,668	0	0	51,668	12,406	3,998	7,186	801	24,390	76,058	1.0	100.0
Office Application Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4	53,563	0	5,637	59,200	1,318	4,576	8,225	848	14,966	74,167	3.2	100.0
Office Applications Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	51,349	0	0	51,349	26,686	3,973	7,142	796	38,596	89,945	0.6	100.0
Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	3,901	0	52,660	26,686	4,071	7,318	770	38,845	91,505	16.2	100.0
Network & System Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	6,043	0	81,577	13,642	6,307	11,336	1,178	32,463	114,039	16.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	60,214	4,817	0	65,031	26,686	5,028	9,037	945	41,695	106,727	15.6	100.0
Network & Systems Technician	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 6	56,396	3,384	0	59,780	13,642	4,623	8,309	883	27,456	87,236	10.5	100.0
Network Systems Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	6,043	5,637	87,214	1,318	6,738	12,111	1,197	21,364	108,578	16.4	100.0
Technical Coordinator 2	CSEA40HOUR-OLD / 13A / Step 3	83,975	8,397	0	92,372	26,686	7,140	12,834	1,312	47,972	140,344	21.7	100.0
Total Information Technology - 1680		774,117	40,585	18,494	833,196	189,094	63,104	115,788	12,082	380,068	1,213,264		

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Town of Southampton

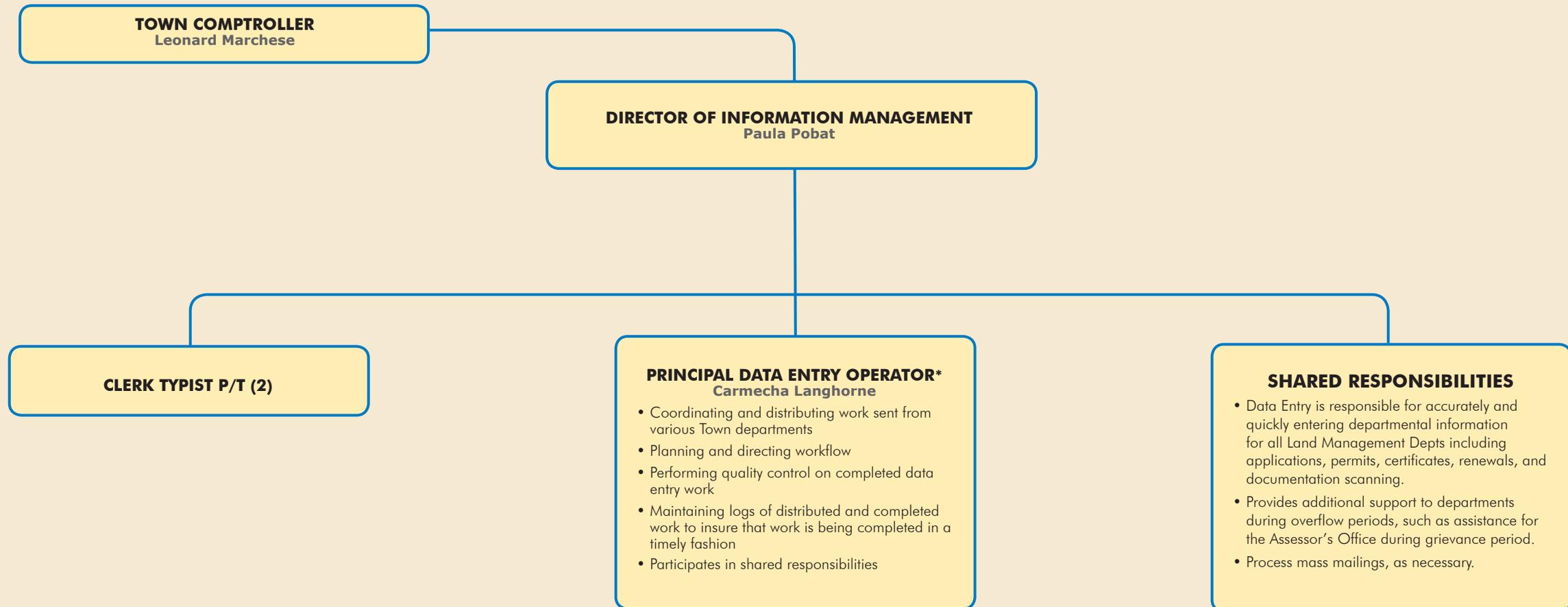
2018 Adopted Budget

Information Technology - 1680

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,814,974	1,806,674	1,871,447	1,887,017	1,887,617	2,039,788	2,014,516	2,014,516	2,014,516	127,499	6.76%	2,038,609	2,012,814	2,012,814	2,012,814
	Total Real Property Taxes	1,814,974	1,806,674	1,871,447	1,887,017	1,887,617	2,039,788	2,014,516	2,014,516	2,014,516	127,499	6.76%	2,038,609	2,012,814	2,012,814	2,012,814
Other Revenue:																
2228	Revenue from Other Governments	46,263	43,195	47,146	47,146	47,871	47,146	47,146	47,146	47,146	0	0.00%	47,444	47,444	47,444	47,444
2701	Miscellaneous Tax Receipts	0	0	0	0	21	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	46,263	43,195	47,146	47,146	47,892	47,146	47,146	47,146	47,146	0	0.00%	47,444	47,444	47,444	47,444
	Total Revenue	1,861,237	1,849,869	1,918,593	1,934,163	1,935,509	2,086,934	2,061,662	2,061,662	2,061,662	127,499	6.59%	2,086,053	2,060,258	2,060,258	2,060,258
Salaries:																
6100	Salaries	686,704	669,558	698,871	715,431	619,649	774,117	774,117	774,117	774,117	(58,687)	(8.20%)	794,447	794,447	794,447	794,447
6101	Overtime	12,000	1,554	5,000	5,000	233	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6103	Accumulated Sick/Personal Days	10,650	3,978	6,700	5,500	5,053	7,220	7,220	7,220	7,220	(1,720)	(31.27%)	7,220	7,220	7,220	7,220
6105	Part Time Salaries	2,000	2,735	2,000	12,600	3,831	20,000	0	0	0	12,600	100.00%	20,400	0	0	0
6110	Longevity	25,982	26,065	38,045	38,045	38,427	40,585	40,585	40,585	40,585	(2,540)	(6.68%)	41,490	41,490	41,490	41,490
6127	Cash in Lieu of Health Benefits	5,000	8,184	7,600	7,600	5,186	11,274	11,274	11,274	11,274	(3,674)	(48.34%)	11,274	11,274	11,274	11,274
	Total Salaries	742,336	712,075	758,215	784,175	672,378	858,196	838,196	838,196	838,196	(54,020)	(6.89%)	879,831	859,431	859,431	859,431
Employee Benefits - Current:																
6810	Employee Retirement - Active	121,632	113,409	106,297	106,297	90,834	119,157	115,788	115,788	115,788	(9,492)	(8.93%)	122,195	118,740	118,740	118,740
6830	FICA Tax Expenditure	55,848	53,796	57,534	57,162	50,346	65,601	64,054	64,054	64,054	(6,891)	(12.06%)	67,002	65,424	65,424	65,424
6835	MTA Tax	2,533	2,394	2,611	2,593	2,243	2,982	2,913	2,913	2,913	(320)	(12.35%)	3,056	2,986	2,986	2,986
6840	Worker's Compensation	2,755	2,943	7,482	7,482	6,262	9,132	8,902	8,902	8,902	(1,421)	(18.99%)	9,371	9,136	9,136	9,136
6860	Medical Insurance - Active Employees	124,344	120,134	146,916	146,916	121,685	174,600	174,600	174,600	174,600	(27,684)	(18.84%)	174,600	174,600	174,600	174,600
6865	Dental & Optical	13,034	11,964	13,034	13,034	10,890	14,494	14,494	14,494	14,494	(1,460)	(11.20%)	14,494	14,494	14,494	14,494
6875	Disability	317	118	317	317	68	374	317	317	317	0	0.00%	374	317	317	317
	Total Employee Benefits - Current	320,463	304,757	334,191	333,801	282,327	386,340	381,068	381,068	381,068	(47,267)	(14.16%)	391,092	385,697	385,697	385,697
	Total Employee Costs	1,062,799	1,016,832	1,092,406	1,117,976	954,705	1,244,536	1,219,264	1,219,264	1,219,264	(101,288)	(9.06%)	1,270,922	1,245,127	1,245,127	1,245,127
Equipment:																
6202	Software	0	0	2,500	2,500	0	14,500	14,500	14,500	14,500	(12,000)	(480.00%)	0	0	0	0
	Total Equipment	0	0	2,500	2,500	0	14,500	14,500	14,500	14,500	(12,000)	(480.00%)	0	0	0	0
Contractual:																
6401	Contracts	593,328	614,858	616,677	602,317	473,642	621,688	621,688	621,688	621,688	(19,371)	(3.22%)	637,521	637,521	637,521	637,521
6406	Repair Equipment	500	378	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6415	Telephone	7,500	6,264	7,500	7,500	4,840	7,500	7,500	7,500	7,500	0	0.00%	7,500	7,500	7,500	7,500
6416	Travel, Dues and Related	1,500	1,132	2,000	2,000	147	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	23,000	22,277	25,000	46,000	22,802	44,600	44,600	44,600	44,600	1,400	3.04%	30,000	30,000	30,000	30,000
6425	Office Supplies	1,000	701	1,000	1,000	502	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6439	Computer Supplies	37,000	40,756	35,000	35,000	32,459	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6450	Schools & Training	3,000	959	3,000	3,000	1,804	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6466	Telephone - Wireless	16,900	12,545	6,000	6,000	4,583	6,000	6,000	6,000	6,000	0	0.00%	6,000	6,000	6,000	6,000

DATA ENTRY

2018 ORGANIZATIONAL CHART



* Allocated to Land Management / Zoning Tax District

Department Summary

Department: Data Entry

Budget Year: 2018

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1685

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

The mission of Data Entry is to provide centralized services to process the functions of Town Departments in a highly efficient environment. Data Entry is responsible for accurately and quickly entering departmental information such as applications, permits and certificates, as well as scanning documents for various departments. Data Entry is also responsible for additional support for departments during overflow periods.

Workload:

Data Entry performs work-flow processing for Land Management, provides support for other departments such as Trustees and Code Enforcement and assistance with special projects, when needed. Per year Data Entry processes approximately 17,000 Land Management Transactions, 10,000 pieces for scanning and indexing and 15,000 pieces for mailing/distribution across departments.

Goals & Objectives:

1. To continue to fulfill the Town's mission to reduce paper, postage and printing costs by developing methods to provide electronic correspondence to users of the Town's services.
2. To use current programs with more efficiency to provide quicker turnaround time for workloads.

Legal Authority:

Town Code Chapter 27.

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 1/1/18	Alloc. %
Information Technology Division													
Information Technology Summary													
Data Entry - 1685													
Data Entry Operator Part Time	PART-TIME	15,000	0	0	15,000	0	1,161	0	253	1,414	16,414		100.0
Data Entry Operator Part Time	PART-TIME	15,000	0	0	15,000	0	1,161	0	253	1,414	16,414		100.0
Total Data Entry - 1685		30,000	0	0	30,000	0	2,321	0	506	2,827	32,827		

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Town of Southampton

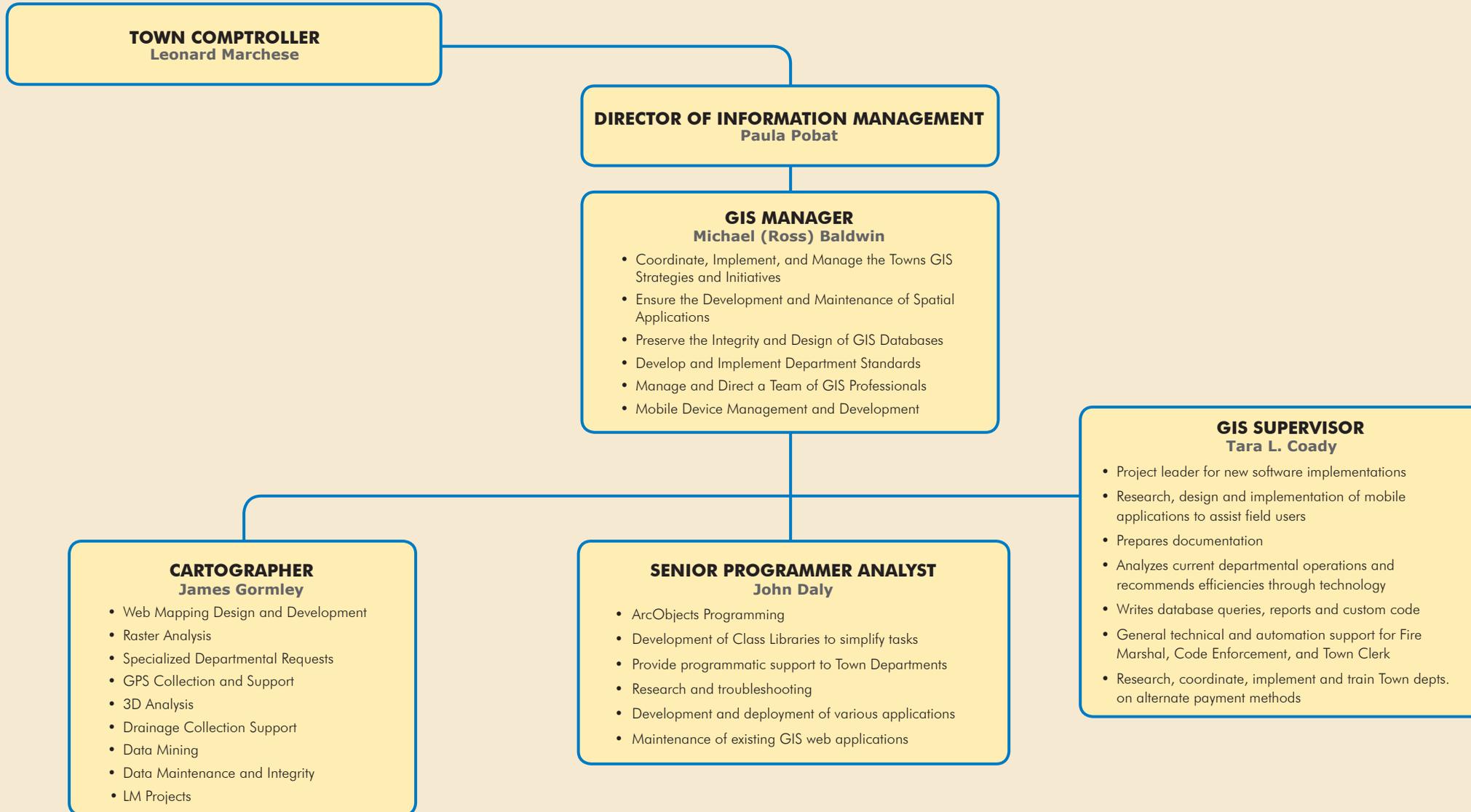
2018 Adopted Budget

Data Entry - 1685

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	89,210	89,210	104,351	82,951	82,951	133,537	32,827	32,827	32,827	(50,124)	(60.43%)	134,684	32,827	32,827	32,827
	Total Real Property Taxes	89,210	89,210	104,351	82,951	82,951	133,537	32,827	32,827	32,827	(50,124)	(60.43%)	134,684	32,827	32,827	32,827
	Total Revenue	89,210	89,210	104,351	82,951	82,951	133,537	32,827	32,827	32,827	(50,124)	(60.43%)	134,684	32,827	32,827	32,827
Salaries:																
6100	Salaries	39,993	14,758	41,217	19,817	19,742	0	0	0	0	19,817	100.00%	0	0	0	0
6105	Part Time Salaries	27,040	15,622	27,040	27,040	15,388	52,500	30,000	30,000	30,000	(2,960)	(10.95%)	53,550	30,000	30,000	30,000
	Total Salaries	67,033	30,380	68,257	46,857	35,130	52,500	30,000	30,000	30,000	16,857	35.98%	53,550	30,000	30,000	30,000
Employee Benefits - Current:																
6810	Employee Retirement - Active	6,679	6,227	5,832	5,832	4,984	0	0	0	0	5,832	100.00%	0	0	0	0
6830	FICA Tax Expenditure	5,128	2,367	5,222	5,222	2,687	4,062	2,321	2,321	2,321	2,900	55.54%	4,144	2,321	2,321	2,321
6835	MTA Tax	228	105	232	232	119	181	103	103	103	129	55.54%	184	103	103	103
6840	Worker's Compensation	268	286	785	785	657	604	345	345	345	440	56.05%	616	345	345	345
6860	Medical Insurance - Active Employees	8,484	20,204	22,632	22,632	6,711	76,104	0	0	0	22,632	100.00%	76,104	0	0	0
6865	Dental & Optical	1,304	1,237	1,304	1,304	320	0	0	0	0	1,304	100.00%	0	0	0	0
6875	Disability	86	40	86	86	27	86	58	58	58	29	33.33%	86	58	58	58
	Total Employee Benefits - Current	22,178	30,467	36,094	36,094	15,506	81,037	2,827	2,827	2,827	33,267	92.17%	81,134	2,827	2,827	2,827
	Total Employee Costs	89,210	60,847	104,351	82,951	50,636	133,537	32,827	32,827	32,827	50,124	60.43%	134,684	32,827	32,827	32,827
	Total Expenditures	89,210	60,847	104,351	82,951	50,636	133,537	32,827	32,827	32,827	50,124	60.43%	134,684	32,827	32,827	32,827
	Net Surplus (Deficit)	0	28,364	0	0	32,315	0	0	0	0			0	0	0	0

GEOGRAPHIC INFORMATION SYSTEMS

2018 ORGANIZATIONAL CHART



Department Summary

Department: G. I. S.

Budget Year: 2018

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1682

Manager: Ross Baldwin

NOTES:

Departmental Mission & Responsibilities:

The mission of Geographic Information Systems Division (GIS) is to support the activities of the Town of Southampton and its citizens by providing and maintaining accurate, current and complete geospatial data, as well as leveraging the knowledge contained in this information by using a set of procedures and techniques collectively referred to as Geographical Information Systems (GIS). By providing GIS resources, Town staff and citizens are able to make decisions impacting the future of the Town of Southampton in an informed and logical manner. The GIS Division is continually researching innovative ways of improving the Town's GIS to assist and enhance analysis as well as improve employee productivity.

The GIS Division is responsible for the research, design, implementation and integration of GIS, GPS, Pictometry, and various other technologies that enhance the productivity for all Town related activities.

Workload:

The Geographic Information Systems (GIS) Division workload includes the administration, support, and management of the Town's Geographic Information Systems, supporting approximately 125 desktop users and 500 Professional Services Website users at various locations. The Division is also responsible for the administration, support and management of Pictometry Online.

Goals & Objectives:

1. Leverage the power of geographical data to:
 - (1) expand the impact of shared information and critical thinking.
 - (2) improve business processes/ systems and inform decisions.
2. To increase GIS knowledge and capabilities for Town staff.
3. Develop GIS applications that are cross platform/cross browser compatible.
4. Oversee the deployment of mobile devices to assist in IT initiatives.

Legal Authority:

Town Code Chapter 27.

2018 Geographic Information Systems Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Change
The Southampton Town GIS ePortal is an internet application that allows you to access data about properties within the Town. Information regarding taxes, permits, mass appraisal, sales, as well as access to scanned images such as surveys, Certificate of Occupancy, Certificate of Compliance, and permits are also available. There is also a mapping component that allows subscribers to search any parcel within the Town and view it either as a base map, aerial image, or aerial oblique image.			
Annual Subscription	\$350	\$350	
Semi-Annual	\$225	\$225	
Quarterly	\$140	\$140	
Monthly	\$60	\$60	
Daily		\$10	\$10
Access to the GIS ePortal is available at Town Hall-eDoc Center (located in the Town Hall lobby) and/or at your local Library		FREE	

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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 1/1/18	Alloc. %
Information Technology Division													
Information Technology Summary													
G. I. S. - 1682													
Geographic Info Sys Manager	ADMINISTRATIVE	91,895	3,604	0	95,499	27,346	7,387	13,276	1,414	49,422	144,921	10.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	74,573	2,193	0	76,766	12,682	5,873	10,555	290	29,399	106,166	10.3	100.0
Cartographer	CSEA40HOUR-NEW / Grom / Step 1	73,018	4,381	0	77,399	26,686	5,985	10,758	1,135	44,563	121,962	10.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 6	79,352	6,348	0	85,701	26,686	6,626	11,909	1,236	46,457	132,157	18.2	100.0
Total G. I. S. - 1682		318,839	16,526	0	335,365	93,398	25,870	46,499	4,074	169,842	505,206		

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Town of Southampton
2018 Adopted Budget
G. I. S. - 1682

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	409,407	409,407	438,092	438,092	438,092	459,524	454,177	455,906	455,906	17,814	4.07%	454,923	453,550	453,409	453,409
	Total Real Property Taxes	409,407	409,407	438,092	438,092	438,092	459,524	454,177	455,906	455,906	17,814	4.07%	454,923	453,550	453,409	453,409
Other Revenue:																
2775	Professional Fees	100,000	127,430	110,000	110,000	110,337	110,000	110,000	110,000	110,000	0	0.00%	110,000	110,000	110,000	110,000
	Total Other Revenue	100,000	127,430	110,000	110,000	110,337	110,000	110,000	110,000	110,000	0	0.00%	110,000	110,000	110,000	110,000
	Total Revenue	509,407	536,837	548,092	548,092	548,429	569,524	564,177	565,906	565,906	17,814	3.25%	564,924	563,550	563,409	563,409
Salaries:																
6100	Salaries	304,505	304,044	310,721	310,721	271,881	317,513	317,513	318,839	318,839	(8,117)	(2.61%)	323,863	323,863	323,755	323,755
6110	Longevity	8,831	8,803	14,485	14,485	14,566	16,447	16,447	16,526	16,526	(2,041)	(14.09%)	16,660	16,660	16,653	16,653
	Total Salaries	313,336	312,847	325,206	325,206	286,447	333,960	333,960	335,365	335,365	(10,158)	(3.12%)	340,523	340,523	340,408	340,408
Employee Benefits - Current:																
6810	Employee Retirement - Active	52,327	48,789	46,017	46,017	39,323	47,651	46,304	46,499	46,499	(482)	(1.05%)	48,587	47,214	47,198	47,198
6830	FICA Tax Expenditure	23,970	23,154	24,878	24,878	21,076	25,762	25,762	25,870	25,870	(992)	(3.99%)	26,268	26,268	26,259	26,259
6835	MTA Tax	1,065	1,029	1,106	1,106	937	1,145	1,145	1,150	1,150	(44)	(3.99%)	1,167	1,167	1,167	1,167
6840	Worker's Compensation	1,218	1,301	3,573	3,573	2,991	2,794	2,794	2,809	2,809	764	21.39%	2,850	2,850	2,848	2,848
6860	Medical Insurance - Active Employees	71,868	72,000	78,864	78,864	71,507	88,128	88,128	88,128	88,128	(9,264)	(11.75%)	88,128	88,128	88,128	88,128
6865	Dental & Optical	5,208	4,950	5,208	5,208	4,484	5,270	5,270	5,270	5,270	(63)	(1.21%)	5,270	5,270	5,270	5,270
6875	Disability	115	64	115	115	43	115	115	115	115	0	0.00%	115	115	115	115
	Total Employee Benefits - Current	155,771	151,287	159,761	159,761	140,360	170,865	169,518	169,842	169,842	(10,081)	(6.31%)	172,386	171,013	170,986	170,986
	Total Employee Costs	469,107	464,134	484,967	484,967	426,807	504,824	503,477	505,206	505,206	(20,239)	(4.17%)	512,909	511,535	511,394	511,394
Equipment:																
6200	Equipment	0	0	15,000	15,000	11,577	0	0	0	0	15,000	100.00%	0	0	0	0
6202	Software	0	0	1,800	1,800	0	16,000	16,000	16,000	16,000	(14,200)	(788.89%)	2,500	2,500	2,500	2,500
	Total Equipment	0	0	16,800	16,800	11,577	16,000	16,000	16,000	16,000	800	4.76%	2,500	2,500	2,500	2,500
Contractual:																
6401	Contracts	24,100	18,589	25,625	25,625	17,678	24,500	24,500	24,500	24,500	1,125	4.39%	29,215	29,215	29,215	29,215
6411	Printing and Stationery	1,500	732	2,000	2,000	719	1,500	1,500	1,500	1,500	500	25.00%	1,500	1,500	1,500	1,500
6416	Travel, Dues and Related	1,500	229	3,000	3,000	308	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6420	Other	2,800	3,163	3,300	3,300	2,675	3,300	3,300	3,300	3,300	0	0.00%	3,400	3,400	3,400	3,400
6423	Small Equipment (Non-Capital)	8,000	7,640	8,000	8,000	6,350	12,000	8,000	8,000	8,000	0	0.00%	8,000	8,000	8,000	8,000
6425	Office Supplies	400	114	400	400	25	400	400	400	400	0	0.00%	400	400	400	400
6450	Schools & Training	2,000	390	4,000	4,000	585	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
6466	Telephone - Wireless	0	0	0	0	(944)	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	40,300	30,857	46,325	46,325	27,396	48,700	44,700	44,700	44,700	1,625	3.51%	49,515	49,515	49,515	49,515
	Total Expenditures	509,407	494,991	548,092	548,092	465,781	569,524	564,177	565,906	565,906	(17,814)	(3.25%)	564,924	563,551	563,409	563,409
	Net Surplus (Deficit)	0	41,847	0	0	82,648	0	0	0	0			0	0	0	0