



# COMPTROLLER

## 2014 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**  
**Kathleen Galligan**

The Revenue Accountant position is responsible for ensuring the Town's Revenues are accurately recorded on the Town's General Ledger. In addition, the following tasks are performed:

- Coordinate with departments to obtain all cash receipt records and ensure accurate accounting of revenues;
- Control and process deposits for checks received by Comptroller;
- Create and process all cash journal entries for the funding of payroll, warrant and bond payments;
- Execute and manage all bank wire transfers;
- Prepare cash flow reports;
- Process fuel, gas, and landfill charge backs;
- Approve and set up new vendors;
- Reviews and / or prepares sales invoices and accounts receivables ;
- Manages banking relationships;
- Identify new funding requirements.

**PAYROLL**

**PAYROLL SUPERVISOR & 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;
- Maintain documentation of accounting procedures and controls;
- Assist in the implementation of internal control recommendations by the auditors;
- 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;
- Monitor and reconciliation schedules and provide at year end;
- Reviews monthly bank reconciliations and prepares manual journal entries as required

**ACCOUNTS PAYABLE DATA ENTRY & RECORDS MANAGEMENT**  
**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:

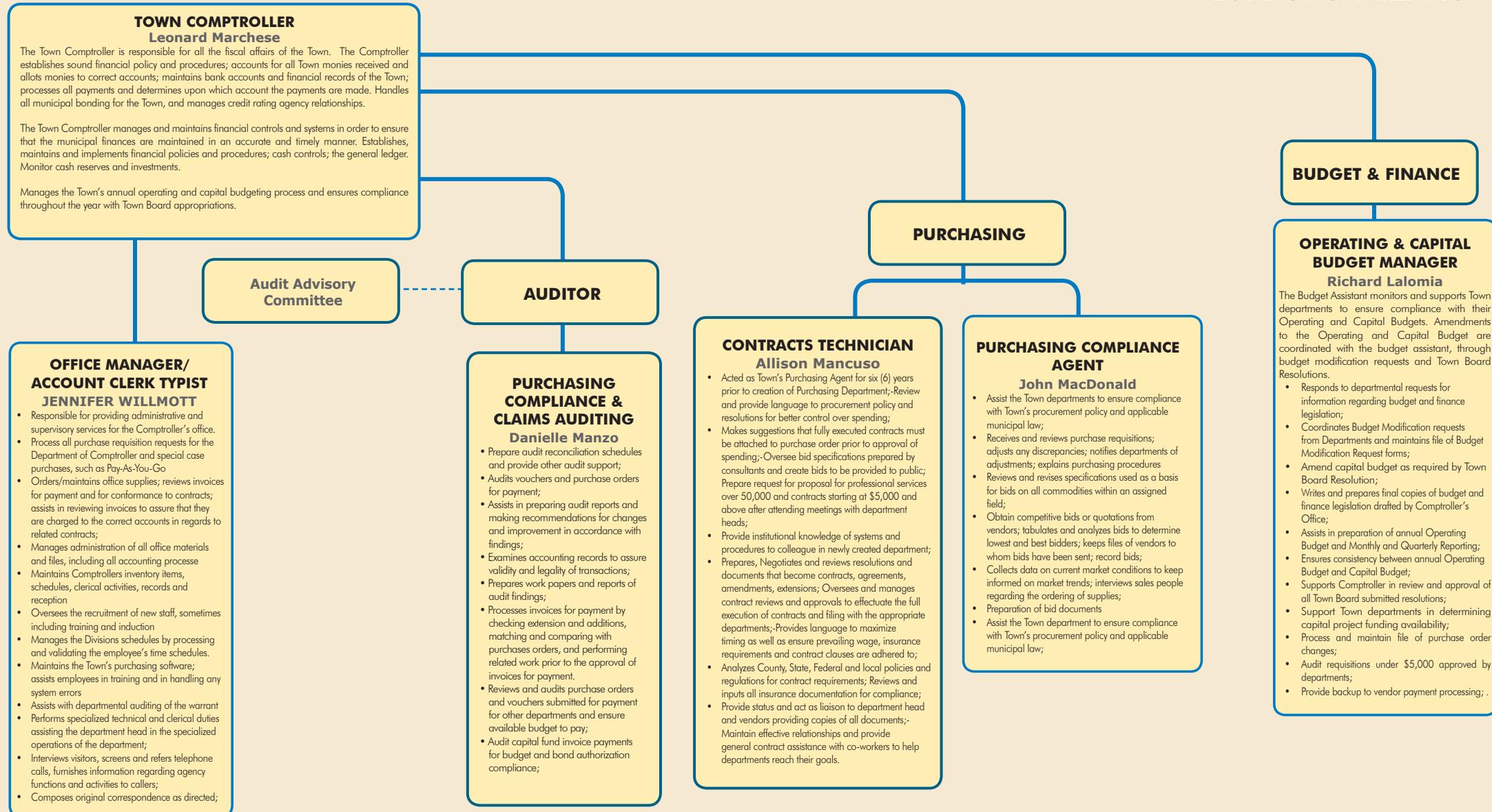
- Assists in scanning Comptroller Office documents;
- Processes requests for mobile phone equipment needed by the departments;
- Verifies data; detects and deletes errors and reenters correct data;
- Maintains files of account payable source documents and coordinates with the Division of Records Management
- Handles alarm billing disputes;
- Enters MaxxVault, digitized records management system;
- Maintain journal entry records
- Post audit vendor checks.

**GENERAL DATA ENTRY & OFFICE SUPPORT**  
**Jenny Gonzalez**

- 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 MaxxVault, digitized records management system;
- Maintains journal entry records;
- Post audit vendor checks.

# COMPTROLLER

## 2014 ORGANIZATIONAL CHART



# Department Summary

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*Department: Town Comptroller*

**Budget Year:** 2014

**Division:** Finance Department

**Tax District:** Full Town

**Cost Center #:** 1315

**Manager:** Leonard Marchese

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**NOTES:**

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## **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 \$115 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 if the budget is adopted as proposed.

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

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*Department: Town Comptroller*

**Budget Year:** 2014  
**Division:** Finance Department  
**Tax District:** Full Town

**Cost Center #:** 1315  
**Manager:** Leonard Marchese

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## NOTES:

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Annually, the Town collects in excess of \$300 million in Property Taxes. Upon receipt from the Tax Receiver, the Town Comptroller disburses over \$200 million in taxes to the various School, Library, Ambulance, and Fire Districts, and over \$50 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 2,500 journal entry batches each year. Maintain accounting integrity in approximately 10,000 financial accounts across 38 separate funds.

Accounts Payable- Process and audit approximately 25,000 invoices per year and prepare and mail 8,000 checks to vendors. Maintain over 5,500 Vendor files.

Purchasing- Review, audit against budget and approve approximately 2,500 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 2,800 cash payments per year, of which 56 are from State and County Aid.

Payroll- Processes payroll for approximately 500 full time employees, 110 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, 110 timecards weekly and over 400 seasonal timecards weekly to ensure credits and charges are correct.

Cash Management - Manage cash of over \$130 million in more than 30 bank accounts to maximize interest earnings. Perform approximately 360 manual bank reconciliations per year.

Capital Project Control – Provides and manages funding for approximately 100 active Town projects per year. Approximately, 40 Bond Payments are made each year requiring a minimum 320 journal entries to record on the ledgers.

Restricted Funds – Ensure compliance with over \$6 million of Restricted Funds, accounted for in over 475 accounts.

Budget preparation and management- Prepare annual operating budget of approximately \$115 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 \$15 million annually across 100 projects. An additional 150 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

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*Department: Town Comptroller*

**Budget Year:** 2014

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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 1,200 resolutions annually. Over 50 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 18 tax remittances received from the Tax Receiver for School, Fire & Ambulance Districts for a total of 384 payments. In addition, the Comptroller's Office accounted for the 18 remittances in over 100 of the Town's cost centers, for a total of 1,800 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 20 separate payments.

Audits Management – Coordinate and support data requests for:

- Independent Town Financial Audit (Nawrocki Smith)
- Independent CPF Financial & Compliance Audit (BST)

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)

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**NOTES:**

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# Department Summary

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*Department: Town Comptroller*

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## **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.

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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 Compensation
<b>Finance Department</b>											
<b>Town Comptroller - 1315</b>											
Town Comptroller	ADMINISTRATIVE	127,500	0	0	127,500	18,887	8,470	16,448	1,100	44,904	172,404
Budget Assistant	ADMINSUPPORT	57,120	0	0	57,120	10,216	4,370	7,368	509	22,463	79,583
Contracts Technician	ADMINSUPPORT	51,311	0	0	51,311	20,902	3,925	6,619	460	31,906	83,217
Deputy Comptroller	ADMINSUPPORT	85,000	0	0	85,000	20,902	6,503	10,965	743	39,112	124,112
Purchasing Agent	ADMINSUPPORT	51,000	0	0	51,000	18,887	3,902	6,579	457	29,824	80,824
Senior Accountant	ADMINSUPPORT	75,770	0	0	75,770	20,902	5,796	9,774	665	37,138	112,908
Accountant	CSEA40HOUR - 7-1-2010 / F / 2	52,062	0	0	52,062	20,927	3,983	6,716	466	32,092	84,154
Accountant	CSEA40HOUR - 7-1-2010 / F / 2	52,062	0	2,500	54,562	1,304	4,174	7,039	475	12,992	67,554
Account Clerk Typist	CSEA40HOUR-NEW / C / 5	44,874	1,800	0	46,674	11,348	3,571	6,021	412	21,352	68,026
Data Entry Operator	CSEA40HOUR-NEW / B / 5	41,360	1,656	0	43,016	11,348	3,291	5,549	382	20,570	63,586
Data Entry Operator	PART-TIME	20,000	0	0	20,000	0	1,530	0	197	1,727	21,727
Payroll Supervisor	CSEA40HOUR-NEW / F / 3	53,808	2,137	0	55,945	20,927	4,280	7,217	488	32,912	88,857
<b>Total Town Comptroller - 1315</b>		<b>711,868</b>	<b>5,593</b>	<b>2,500</b>	<b>719,961</b>	<b>176,551</b>	<b>53,794</b>	<b>90,295</b>	<b>6,353</b>	<b>326,992</b>	<b>1,046,953</b>

## NOTES:

**Town of Southampton**  
**2014 Adopted Budget**  
**Town Comptroller - 1315**

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	933,538	888,706	1,037,629	1,020,844	1,020,844	1,177,385	1,103,143	1,103,143	1,103,143	82,299	8.06%	1,214,335	1,137,647	1,137,647	1,137,647
	<b>Total Real Property Taxes</b>	<b>933,538</b>	<b>888,706</b>	<b>1,037,629</b>	<b>1,020,844</b>	<b>1,020,844</b>	<b>1,177,385</b>	<b>1,103,143</b>	<b>1,103,143</b>	<b>1,103,143</b>	<b>82,299</b>	<b>8.06%</b>	<b>1,214,335</b>	<b>1,137,647</b>	<b>1,137,647</b>	<b>1,137,647</b>
<b>Other Revenue:</b>																
1523	Alarm Billing	0	0	25,000	25,000	18,750	25,000	50,000	50,000	50,000	25,000	100.00%	25,000	50,000	50,000	50,000
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>18,750</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>25,000</b>	<b>100.00%</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
	<b>Total Revenue</b>	<b>933,538</b>	<b>888,706</b>	<b>1,062,629</b>	<b>1,045,844</b>	<b>1,039,594</b>	<b>1,202,385</b>	<b>1,153,143</b>	<b>1,153,143</b>	<b>1,153,143</b>	<b>107,299</b>	<b>10.26%</b>	<b>1,239,335</b>	<b>1,187,647</b>	<b>1,187,647</b>	<b>1,187,647</b>
<b>Salaries:</b>																
6100	Salaries	531,612	493,508	642,020	626,384	513,851	694,368	691,868	691,868	691,868	(65,484)	(10.45%)	712,334	708,312	708,312	708,312
6101	Overtime	6,500	1,173	2,000	2,000	469	0	0	0	0	2,000	100.00%	0	0	0	0
6105	Part Time Salaries	0	13,894	25,000	25,000	11,726	20,000	20,000	20,000	20,000	5,000	20.00%	20,000	20,000	20,000	20,000
6110	Longevity	0	0	3,696	3,696	0	5,593	5,593	5,593	5,593	(1,897)	(51.33%)	5,593	5,593	5,593	5,593
6127	Cash in Lieu of Health Benefits	2,500	3,625	5,500	5,500	2,000	2,500	2,500	2,500	2,500	3,000	54.55%	2,500	2,500	2,500	2,500
	<b>Total Salaries</b>	<b>540,612</b>	<b>512,200</b>	<b>678,216</b>	<b>662,580</b>	<b>528,047</b>	<b>722,461</b>	<b>719,961</b>	<b>719,961</b>	<b>719,961</b>	<b>(57,381)</b>	<b>(8.66%)</b>	<b>740,427</b>	<b>736,405</b>	<b>736,405</b>	<b>736,405</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	67,332	69,131	87,629	87,629	67,760	136,980	90,295	90,295	90,295	(2,666)	(3.04%)	140,483	92,416	92,416	92,416
6830	FICA Tax Expenditure	40,707	38,408	50,662	49,567	39,429	53,830	53,794	53,794	53,794	(4,227)	(8.53%)	54,459	54,893	54,893	54,893
6835	MTA Tax	1,838	1,820	2,306	2,252	1,754	2,456	2,448	2,448	2,448	(196)	(8.69%)	2,517	2,504	2,504	2,504
6840	Worker's Compensation	1,425	1,425	1,788	1,788	1,490	3,572	3,559	3,559	3,559	(1,772)	(99.11%)	3,662	3,642	3,642	3,642
6860	Medical Insurance - Active Employees	119,910	74,164	111,232	111,232	96,522	162,233	162,233	162,233	162,233	(51,001)	(45.85%)	162,233	162,233	162,233	162,233
6865	Dental & Optical	10,419	8,103	12,994	12,994	9,116	14,318	14,318	14,318	14,318	(1,325)	(10.19%)	14,318	14,318	14,318	14,318
6875	Disability	245	110	317	317	258	346	346	346	346	(29)	(9.09%)	346	346	346	346
	<b>Total Employee Benefits - Current</b>	<b>241,876</b>	<b>193,162</b>	<b>266,926</b>	<b>265,777</b>	<b>216,329</b>	<b>373,735</b>	<b>326,992</b>	<b>326,992</b>	<b>326,992</b>	<b>(61,215)</b>	<b>(23.03%)</b>	<b>378,018</b>	<b>330,352</b>	<b>330,352</b>	<b>330,352</b>
	<b>Total Employee Costs</b>	<b>782,488</b>	<b>705,362</b>	<b>945,142</b>	<b>928,357</b>	<b>744,375</b>	<b>1,096,195</b>	<b>1,046,953</b>	<b>1,046,953</b>	<b>1,046,953</b>	<b>(118,596)</b>	<b>(12.77%)</b>	<b>1,118,445</b>	<b>1,066,757</b>	<b>1,066,757</b>	<b>1,066,757</b>
<b>Contractual:</b>																
6400	Contracts - Other	35,000	20,220	32,300	29,300	16,800	53,000	53,000	53,000	53,000	(23,700)	(80.89%)	53,000	53,000	53,000	53,000
6401	Contracts	27,500	4,500	64,150	62,150	25,750	33,000	33,000	33,000	33,000	29,150	46.90%	47,700	47,700	47,700	47,700
6403	Gasoline	0	2,133	4,900	4,900	1,975	4,900	4,900	4,900	4,900	0	0.00%	4,900	4,900	4,900	4,900
6411	Printing and Stationery	1,500	2,393	3,470	3,470	2,670	3,500	3,500	3,500	3,500	(30)	(0.86%)	3,500	3,500	3,500	3,500
6412	Publications	500	714	490	1,490	1,418	1,000	1,000	1,000	1,000	490	32.89%	1,000	1,000	1,000	1,000
6416	Travel, Dues and Related	750	705	735	2,735	2,565	1,500	1,500	1,500	1,500	1,235	45.16%	1,500	1,500	1,500	1,500
6420	Other	500	186	490	490	305	490	490	490	490	0	0.00%	490	490	490	490
6425	Office Supplies	2,000	2,848	1,960	1,960	693	1,500	1,500	1,500	1,500	460	23.47%	1,500	1,500	1,500	1,500
6426	Supplies - Other	400	317	392	1,392	832	1,200	1,200	1,200	1,200	192	13.79%	1,200	1,200	1,200	1,200
6444	Mileage Reimbursement	0	0	0	500	16	500	500	500	500	0	0.00%	500	500	500	500
6450	Schools & Training	3,000	1,482	5,000	5,000	3,820	3,500	3,500	3,500	3,500	1,500	30.00%	3,500	3,500	3,500	3,500
6477	Copier Leases	4,900	4,825	3,600	4,100	3,208	2,100	2,100	2,100	2,100	2,000	48.78%	2,100	2,100	2,100	2,100
6490	Consultants	75,000	107,405	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>151,050</b>	<b>147,728</b>	<b>117,487</b>	<b>117,487</b>	<b>60,054</b>	<b>106,190</b>	<b>106,190</b>	<b>106,190</b>	<b>106,190</b>	<b>11,297</b>	<b>9.62%</b>	<b>120,890</b>	<b>120,890</b>	<b>120,890</b>	<b>120,890</b>
	<b>Total Expenditures</b>	<b>933,538</b>	<b>853,089</b>	<b>1,062,629</b>	<b>1,045,844</b>	<b>804,429</b>	<b>1,202,385</b>	<b>1,153,143</b>	<b>1,153,143</b>	<b>1,153,143</b>	<b>(107,299)</b>	<b>(10.26%)</b>	<b>1,239,335</b>	<b>1,187,647</b>	<b>1,187,647</b>	<b>1,187,647</b>

# Department Summary

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*Department: Audit & Control*

**Budget Year:** 2014  
**Division:** Finance Department  
**Tax District:** Full Town

**Cost Center #:** 1320  
**Manager:** Leonard Marchese

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## NOTES:

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### 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

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*Department: Audit & Control*

**Budget Year:** 2014

**Division:** Finance Department

**Tax District:** Full Town

**Cost Center #:** 1320

**Manager:** Leonard Marchese

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## **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.

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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
<b>Finance Department</b>											
<b>Audit &amp; Control - 1320</b>											
Accountant	CSEA40HOUR - 7-1-2010 / F / 1	50,944	0	0	50,944	11,348	3,897	6,572	457	22,274	73,218
<b>Total Audit &amp; Control - 1320</b>		<b>50,944</b>	<b>0</b>	<b>0</b>	<b>50,944</b>	<b>11,348</b>	<b>3,897</b>	<b>6,572</b>	<b>457</b>	<b>22,274</b>	<b>73,218</b>

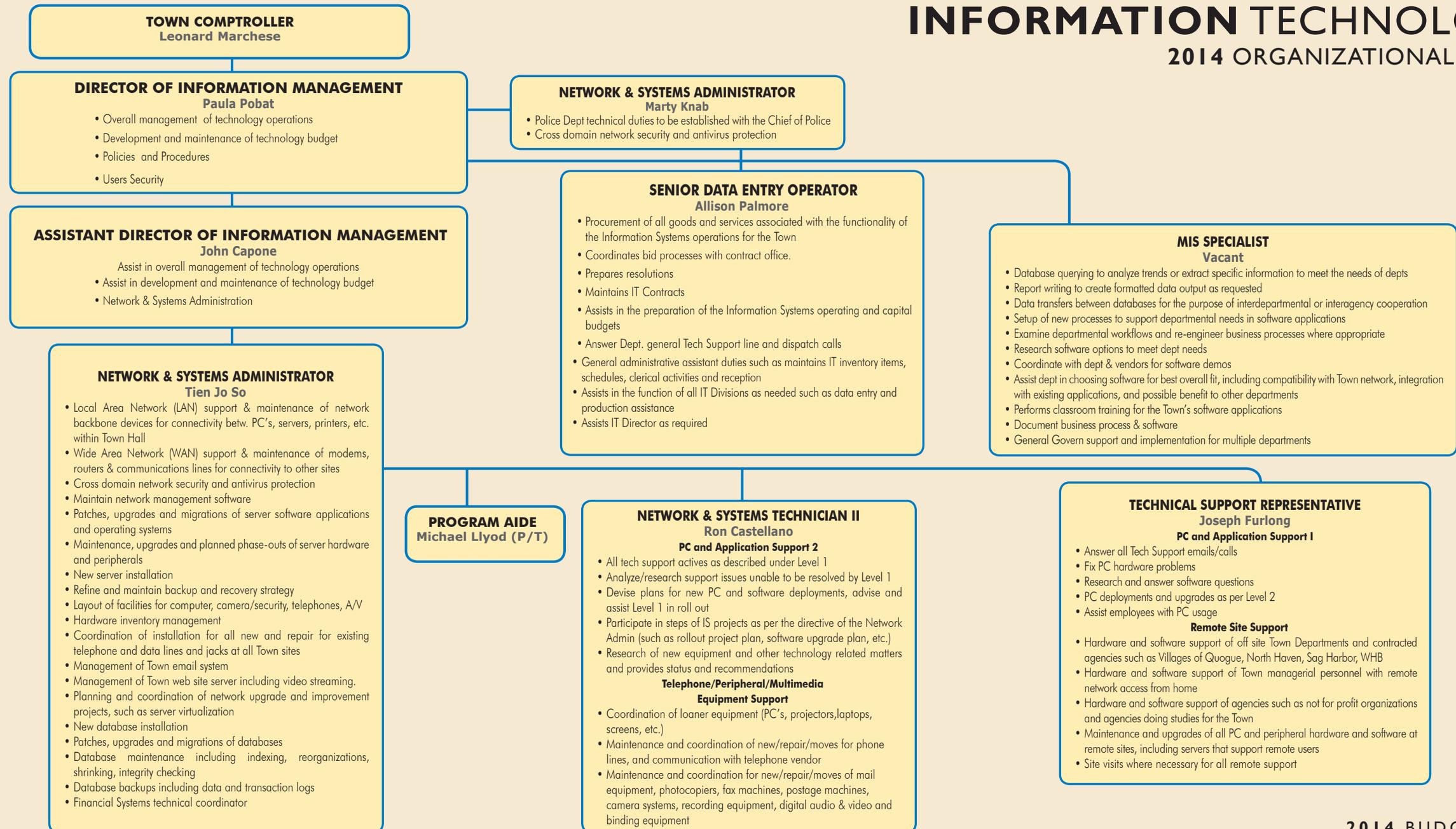
NOTES:

**Town of Southampton**  
**2014 Adopted Budget**  
**Audit & Control - 1320**

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	235,000	215,000	256,854	250,288	250,288	247,080	243,718	243,718	243,718	(6,570)	(2.62%)	249,357	245,878	245,878	245,878
	<b>Total Real Property Taxes</b>	<b>235,000</b>	<b>215,000</b>	<b>256,854</b>	<b>250,288</b>	<b>250,288</b>	<b>247,080</b>	<b>243,718</b>	<b>243,718</b>	<b>243,718</b>	<b>(6,570)</b>	<b>(2.62%)</b>	<b>249,357</b>	<b>245,878</b>	<b>245,878</b>	<b>245,878</b>
	<b>Total Revenue</b>	<b>235,000</b>	<b>215,000</b>	<b>256,854</b>	<b>250,288</b>	<b>250,288</b>	<b>247,080</b>	<b>243,718</b>	<b>243,718</b>	<b>243,718</b>	<b>(6,570)</b>	<b>(2.62%)</b>	<b>249,357</b>	<b>245,878</b>	<b>245,878</b>	<b>245,878</b>
<b>Salaries:</b>																
6100	Salaries	0	0	41,377	41,377	23,377	50,944	50,944	50,944	50,944	(9,567)	(23.12%)	52,723	52,723	52,723	52,723
	<b>Total Salaries</b>	<b>0</b>	<b>0</b>	<b>41,377</b>	<b>41,377</b>	<b>23,377</b>	<b>50,944</b>	<b>50,944</b>	<b>50,944</b>	<b>50,944</b>	<b>(9,567)</b>	<b>(23.12%)</b>	<b>52,723</b>	<b>52,723</b>	<b>52,723</b>	<b>52,723</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	0	0	5,379	5,379	4,159	9,934	6,572	6,572	6,572	(1,193)	(22.17%)	10,281	6,801	6,801	6,801
6830	FICA Tax Expenditure	0	0	3,165	3,165	1,788	3,897	3,897	3,897	3,897	(732)	(23.12%)	4,033	4,033	4,033	4,033
6835	MTA Tax	0	0	141	141	78	173	173	173	173	(33)	(23.12%)	179	179	179	179
6840	Worker's Compensation	0	0	111	111	92	255	255	255	255	(144)	(129.71%)	264	264	264	264
6860	Medical Insurance - Active Employees	0	0	15,574	15,574	2,304	10,044	10,044	10,044	10,044	5,530	35.51%	10,044	10,044	10,044	10,044
6865	Dental & Optical	0	0	1,083	1,083	286	1,304	1,304	1,304	1,304	(222)	(20.47%)	1,304	1,304	1,304	1,304
6875	Disability	0	0	24	24	1	29	29	29	29	(5)	(20.00%)	29	29	29	29
	<b>Total Employee Benefits - Current</b>	<b>0</b>	<b>0</b>	<b>25,476</b>	<b>25,476</b>	<b>8,708</b>	<b>25,636</b>	<b>22,274</b>	<b>22,274</b>	<b>22,274</b>	<b>3,202</b>	<b>12.57%</b>	<b>26,134</b>	<b>22,655</b>	<b>22,655</b>	<b>22,655</b>
	<b>Total Employee Costs</b>	<b>0</b>	<b>0</b>	<b>66,854</b>	<b>66,854</b>	<b>32,085</b>	<b>76,580</b>	<b>73,218</b>	<b>73,218</b>	<b>73,218</b>	<b>(6,364)</b>	<b>(9.52%)</b>	<b>78,857</b>	<b>75,378</b>	<b>75,378</b>	<b>75,378</b>
<b>Contractual:</b>																
6400	Contracts - Other	185,000	175,000	160,000	159,000	155,000	160,000	160,000	160,000	160,000	(1,000)	(0.63%)	160,000	160,000	160,000	160,000
6401	Contracts	25,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6444	Mileage Reimbursement	0	0	0	1,000	0	500	500	500	500	500	50.00%	500	500	500	500
6490	Consultants	25,000	8,000	30,000	25,434	2,000	10,000	10,000	10,000	10,000	15,434	60.68%	10,000	10,000	10,000	10,000
	<b>Total Contractual</b>	<b>235,000</b>	<b>183,000</b>	<b>190,000</b>	<b>185,434</b>	<b>157,000</b>	<b>170,500</b>	<b>170,500</b>	<b>170,500</b>	<b>170,500</b>	<b>14,934</b>	<b>8.05%</b>	<b>170,500</b>	<b>170,500</b>	<b>170,500</b>	<b>170,500</b>
	<b>Total Expenditures</b>	<b>235,000</b>	<b>183,000</b>	<b>256,854</b>	<b>252,288</b>	<b>189,085</b>	<b>247,080</b>	<b>243,718</b>	<b>243,718</b>	<b>243,718</b>	<b>8,570</b>	<b>3.40%</b>	<b>249,357</b>	<b>245,878</b>	<b>245,878</b>	<b>245,878</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>32,000</b>	<b>0</b>	<b>(2,000)</b>	<b>61,203</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>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	2,000	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>32,000</b>	<b>0</b>	<b>0</b>	<b>61,203</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>

# INFORMATION TECHNOLOGY

## 2014 ORGANIZATIONAL CHART



# Department Summary

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*Department: Information Technology*

**Budget Year:** 2014

**Division:** Information Technology Division

**Tax District:** Full Town

**Cost Center #:** 1680

**Manager:** Paula Pobat

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## **Departmental Mission & Responsibilities:**

The mission and responsibility of the Division of Information Technology is to provide the necessary and most efficient 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 450 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. Explore the developments in mobile technology to increase the efficiency of management and field staff.
3. Upgrade the Town's critical email infrastructure.
4. Expand the use of the Town Hall/Police Department shared virtual environment.
5. Accomplish the goals outlined for the sub-units under departmental oversight of the Information Technology Division.

## **Legal Authority:**

Established pursuant to Southampton Town Board resolution.

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**NOTES:**

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# Employee Compensation & Benefits Schedule

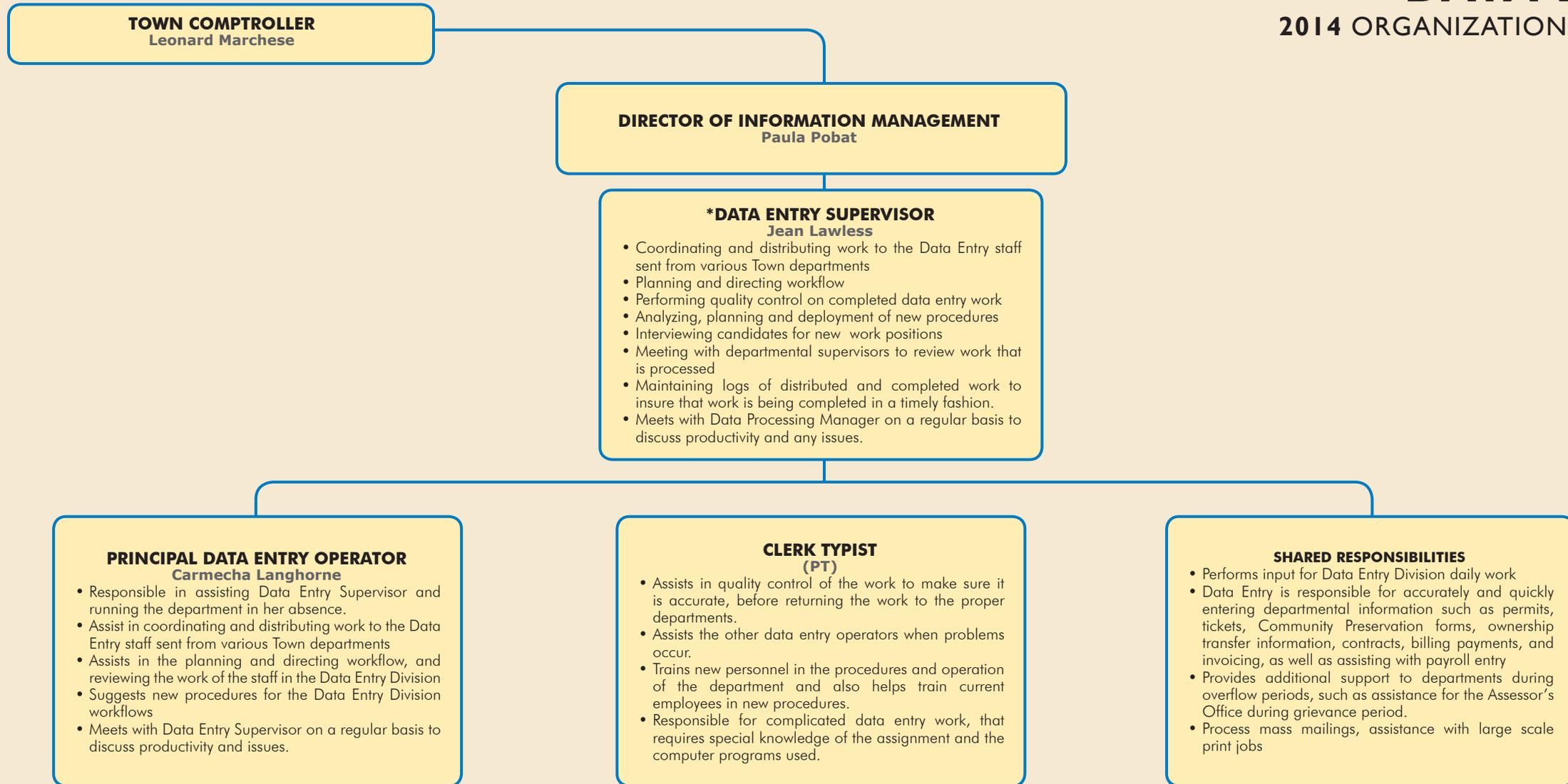
Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits
<b>Information Technology Division</b>											
<b>Information Technology - 1680</b>											
Assistant Director of Information Management	ADMINISTRATIVE	91,264	0	0	91,264	10,216	6,982	11,773	795	29,766	121,030
Director of Info Management	ADMINISTRATIVE	109,325	0	3,100	112,425	20,902	8,252	14,503	958	44,614	157,039
MIS Specialist	CSEA40HOUR - 7-1-2010 / E / E	47,318	0	0	47,318	18,892	3,620	6,104	426	29,042	76,360
MIS Specialist - Requested	CSEA40HOUR - 7-1-2010 / E / E	0	0	0	0	0	0	0	0	0	0
Network & System Administrator	CSEA40HOUR-NEW / J / 5	69,515	4,173	0	73,688	11,348	5,637	9,506	627	27,118	100,806
Network & System Specialist II	CSEA40HOUR-NEW / F / 5	55,416	3,327	0	58,743	20,927	4,494	7,578	506	33,505	92,248
Network Systems Administrator	CSEA40HOUR-NEW / J / 5	69,515	4,173	2,500	76,188	1,304	5,828	9,828	635	17,597	93,785
Senior Data Entry Operator	CSEA40HOUR-NEW / C / 5	44,874	2,694	0	47,568	20,927	3,639	6,136	415	31,117	78,685
Technical Support Representative	CSEA40HOUR-NEW / E / 1	48,441	1,940	0	50,381	11,348	3,854	6,499	442	22,144	72,525
Program Aide I	SEASONAL	13,000	0	0	13,000	0	995	0	138	1,133	14,133
<b>Total Information Technology - 1680</b>		<b>548,670</b>	<b>16,307</b>	<b>5,600</b>	<b>570,577</b>	<b>115,866</b>	<b>43,300</b>	<b>71,927</b>	<b>4,943</b>	<b>236,036</b>	<b>806,613</b>

NOTES:



# DATA ENTRY

## 2014 ORGANIZATIONAL CHART



\* Allocated to Land Management / Zoning Tax District

# Department Summary

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*Department: Data Entry*

**Budget Year:** 2014

**Division:** Information Technology Division

**Tax District:** Full Town

**Cost Center #:** 1685

**Manager:** Paula Pobat

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## **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, certificates, tickets, and invoicing, as well as assisting with payroll entry and scanning documents for various departments. Data Entry is also responsible for additional support for departments during overflow periods.

## **Workload:**

Data Entry performs workflow processing for Land Management, Justice Court, Human Resources and Town Attorney/Contract Management, as well as the processing of mass mailings, assistance with large scale print jobs and special projects, when needed. Per year Data Entry processes approximately 17,000 Land Management Transactions, 4,500 alarm billing transactions, 15,000 Justice Court Tickets, 3,600 part time payroll cards, 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.

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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
<b>Information Technology Division</b>											
<b>Data Entry - 1685</b>											
Data Entry Supervisor	ADMINSUPPORT	32,295	0	0	32,295	10,451	2,471	4,166	286	17,373	49,668
Principal Data Entry Operator	CSEA40HOUR-NEW / E / 5	25,951	1,557	0	27,508	10,464	2,104	3,549	238	16,354	43,863
Clerk Typist - Requested	PART-TIME	12,000	0	0	12,000	0	918	0	130	1,048	13,048
<b>Total Data Entry - 1685</b>		<b>70,246</b>	<b>1,557</b>	<b>0</b>	<b>71,803</b>	<b>20,915</b>	<b>5,493</b>	<b>7,715</b>	<b>653</b>	<b>34,775</b>	<b>106,578</b>

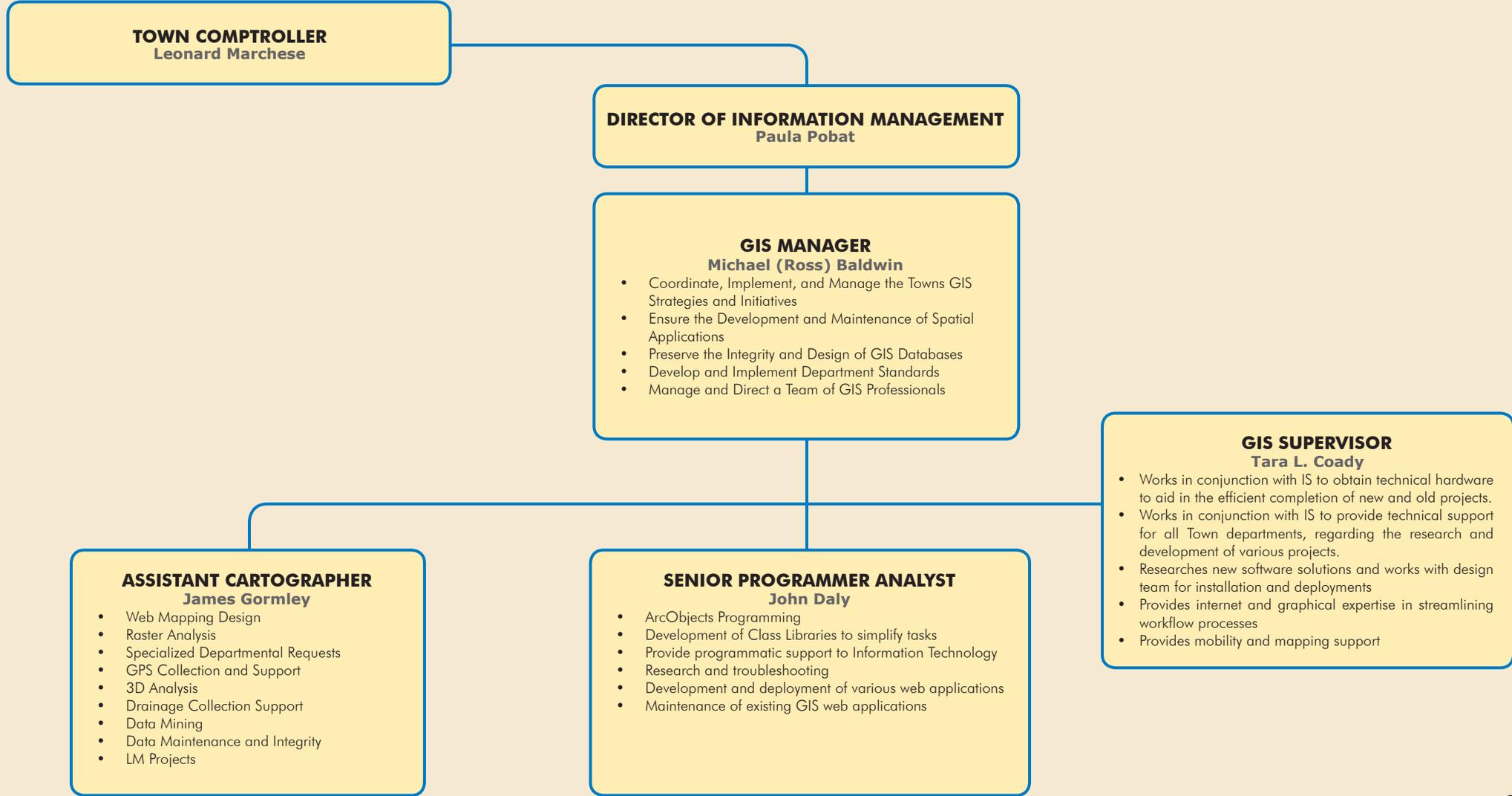
NOTES:

**Town of Southampton**  
**2014 Adopted Budget**  
**Data Entry - 1685**

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	<b>Real Property Taxes:</b>															
1001	Property Taxes	128,546	128,546	149,128	149,128	149,128	103,286	122,178	122,178	122,178	(26,950)	(18.07%)	104,445	123,592	123,592	123,592
	<b>Total Real Property Taxes</b>	<b>128,546</b>	<b>128,546</b>	<b>149,128</b>	<b>149,128</b>	<b>149,128</b>	<b>103,286</b>	<b>122,178</b>	<b>122,178</b>	<b>122,178</b>	<b>(26,950)</b>	<b>(18.07%)</b>	<b>104,445</b>	<b>123,592</b>	<b>123,592</b>	<b>123,592</b>
	<b>Total Revenue</b>	<b>128,546</b>	<b>128,546</b>	<b>149,128</b>	<b>149,128</b>	<b>149,128</b>	<b>103,286</b>	<b>122,178</b>	<b>122,178</b>	<b>122,178</b>	<b>(26,950)</b>	<b>(18.07%)</b>	<b>104,445</b>	<b>123,592</b>	<b>123,592</b>	<b>123,592</b>
	<b>Salaries:</b>															
6100	Salaries	79,647	79,647	82,045	82,045	68,287	45,270	58,246	58,246	58,246	23,799	29.01%	46,175	59,411	59,411	59,411
6105	Part Time Salaries	0	0	0	0	0	12,000	12,000	12,000	12,000	(12,000)	(100.00%)	12,000	12,000	12,000	12,000
6110	Longevity	2,916	2,916	3,024	3,024	0	779	1,557	1,557	1,557	1,467	48.50%	779	1,557	1,557	1,557
	<b>Total Salaries</b>	<b>82,563</b>	<b>82,563</b>	<b>85,069</b>	<b>85,069</b>	<b>68,287</b>	<b>58,049</b>	<b>71,803</b>	<b>71,803</b>	<b>71,803</b>	<b>13,266</b>	<b>15.59%</b>	<b>58,954</b>	<b>72,968</b>	<b>72,968</b>	<b>72,968</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	10,320	10,596	11,484	11,484	8,880	8,980	7,715	7,715	7,715	3,770	32.82%	9,156	7,865	7,865	7,865
6830	FICA Tax Expenditure	6,316	6,077	6,508	6,508	5,015	4,441	5,493	5,493	5,493	1,015	15.59%	4,510	5,582	5,582	5,582
6835	MTA Tax	281	270	289	289	223	197	244	244	244	45	15.60%	200	248	248	248
6840	Worker's Compensation	213	213	220	220	183	286	351	351	351	(131)	(59.74%)	291	357	357	357
6860	Medical Insurance - Active Employees	26,670	25,010	27,966	27,966	22,561	14,707	19,613	19,613	19,613	8,353	29.87%	14,707	19,613	19,613	19,613
6865	Dental & Optical	1,839	1,648	1,949	1,949	1,409	976	1,302	1,302	1,302	647	33.20%	976	1,302	1,302	1,302
6875	Disability	43	14	43	43	23	50	58	58	58	(14)	(33.33%)	50	58	58	58
	<b>Total Employee Benefits - Current</b>	<b>45,683</b>	<b>43,830</b>	<b>48,459</b>	<b>48,459</b>	<b>38,294</b>	<b>29,637</b>	<b>34,775</b>	<b>34,775</b>	<b>34,775</b>	<b>13,684</b>	<b>28.24%</b>	<b>29,891</b>	<b>35,024</b>	<b>35,024</b>	<b>35,024</b>
	<b>Total Employee Costs</b>	<b>128,246</b>	<b>126,394</b>	<b>133,528</b>	<b>133,528</b>	<b>106,581</b>	<b>87,686</b>	<b>106,578</b>	<b>106,578</b>	<b>106,578</b>	<b>26,950</b>	<b>20.18%</b>	<b>88,845</b>	<b>107,992</b>	<b>107,992</b>	<b>107,992</b>
	<b>Contractual:</b>															
6401	Contracts	0	0	15,300	15,300	9,563	15,300	15,300	15,300	15,300	0	0.00%	15,300	15,300	15,300	15,300
6425	Office Supplies	300	153	300	300	87	300	300	300	300	0	0.00%	300	300	300	300
	<b>Total Contractual</b>	<b>300</b>	<b>153</b>	<b>15,600</b>	<b>15,600</b>	<b>9,650</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>0</b>	<b>0.00%</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>
	<b>Total Expenditures</b>	<b>128,546</b>	<b>126,547</b>	<b>149,128</b>	<b>149,128</b>	<b>116,231</b>	<b>103,286</b>	<b>122,178</b>	<b>122,178</b>	<b>122,178</b>	<b>26,950</b>	<b>18.07%</b>	<b>104,445</b>	<b>123,592</b>	<b>123,592</b>	<b>123,592</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>1,999</b>	<b>0</b>	<b>0</b>	<b>32,896</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>

# GEOGRAPHIC INFORMATION SYSTEMS

## 2014 ORGANIZATIONAL CHART



# Department Summary

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*Department: G. I. S.*

**Budget Year:** 2014  
**Division:** Information Technology Division  
**Tax District:** Full Town

**Cost Center #:** 1682  
**Manager:** Ross Baldwin

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The mission of Geographic Information Systems Division (GIS) is to support the activities of the Town of Southamptton 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 Southamptton 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. Explore the feasibility of cloud storage for GIS data.
2. Develop GIS websites that are cross platform/cross browser compatible.
3. Oversee the deployment of mobile devices to assist in IT initiatives.
5. Continue the creation of metadata for all of our GIS data.
6. Migrate Pictometry from self-hosting to cloud-hosted.

**PROPOSED 2014 FEE SCHEDULE FOR GIS ePORTAL**

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.

<u>Annual</u> Subscription to the Professional Services GIS Website	\$350
<u>Semi-Annual</u> Subscription to the Professional Services GIS Website	\$225
<u>Quarterly</u> Subscription to the Professional Services GIS Website	\$140
<u>Monthly</u> Subscription to the Professional Services GIS Website	\$ 60
<u>Daily</u> Access Fee	\$ 5

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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
<b>Information Technology Division</b>											
<b>G. I. S. - 1682</b>											
Geographic Info Sys Manager	ADMINISTRATIVE	84,897	0	0	84,897	20,902	6,495	10,952	742	39,090	123,987
Senior Programmer Analyst	ADMINSUPPORT	68,894	0	0	68,894	10,216	5,270	8,887	608	24,982	93,876
Assistant Cartographer	CSEA40HOUR-NEW / I / 2	62,790	2,515	0	65,305	20,927	4,996	8,424	565	34,912	100,217
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / K / 5	73,029	4,383	0	77,412	20,927	5,922	9,986	657	37,493	114,905
<b>Total G. I. S. - 1682</b>		<b>289,610</b>	<b>6,898</b>	<b>0</b>	<b>296,508</b>	<b>72,973</b>	<b>22,683</b>	<b>38,250</b>	<b>2,571</b>	<b>136,477</b>	<b>432,985</b>

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