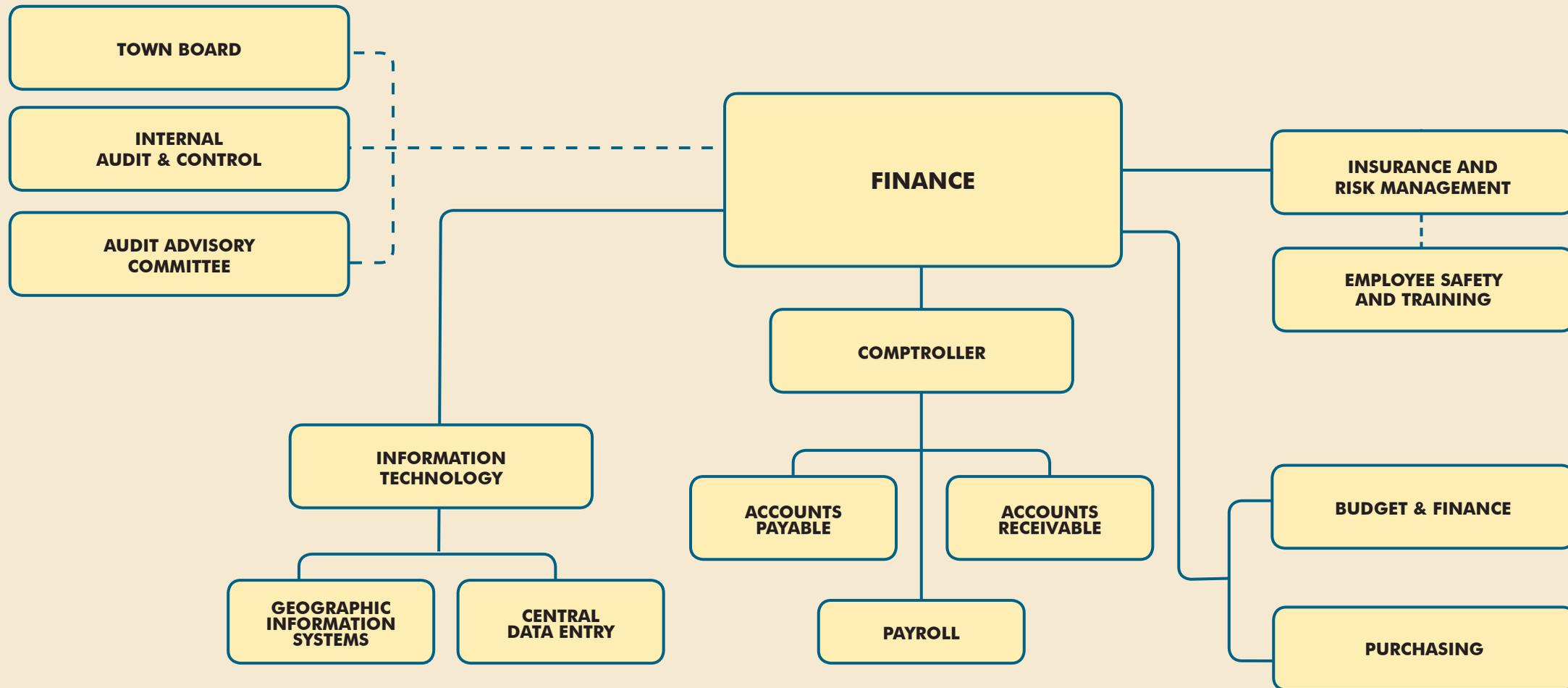


FINANCE

2019 ORGANIZATIONAL CHART



COMPTROLLER

2019 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

2019 ORGANIZATIONAL CHART

TOWN COMPTROLLER Leonard Marchese

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

INSURANCE AND RISK MANAGEMENT

SENIOR MANAGEMENT ANALYST Glenn Schnabel

- Administers the Town's Risk Management and Insurance Program, including review and renewal of Town insurance policies
- Supervises the Division of Employee Safety and Training, including Town Safety Officer and Employee Ombudsman
- Processes Freedom of Information Law (FOIL) requests, including record gathering, redaction, and response
- Administers the Town's return to work program for employees injured on the job, including transitional duty positions
- Coordinates and oversees the Town's Safety and Risk Management Committee
- Serves as departmental liaison to the Town's Capital Project, Facilities and Infrastructure, and SEA-TV Committees
- Researches policy options and implementation strategies, including comparative research of other municipalities; reports benefits and issues and recommends policies, procedures and strategies to adopt and implement Town policies and ordinances successfully
- Reviews Town organizational structure, procedures, and methods of operations and recommends changes in the distribution of personnel, workloads, departmental procedures, and reporting and information systems, to increase efficiency, effectiveness and transparency
- Participates in the preparation and management of the department's annual budget
- Assists, manages and coordinates the preparation of capital improvement projects and programs
- Assists the Town Management Services Administrator in the daily operation of the department's mission

RESEARCH TECHNICIAN Stephanie Leibowitz (P/T)

- Assists Senior Management Analyst in processing Freedom of Information Law (FOIL) requests including record gathering and response
- Provides assistance to the Community Organization Specialist in the coordination of events for the Honor Flight Program
- Provides administrative support and acts as a resource person for special projects for the Department of Business Management
- Processes and distributes correspondence, memorandums and other documents as needed.
- Answers and returns phone calls and prepares correspondence as needed

OFFICE MANAGER/ PRINCIPAL CLERK Jennifer Willmott

- Responsible for providing administrative and supervisory services for the Comptroller's office.
- Process all purchase requisition requests for the Department of Comptroller and special case purchases, such as Pay-As-You-Go
- Orders/maintains office supplies; reviews invoices for payment and for conformance to contracts; assists in reviewing invoices to assure that they are charged to the correct accounts in regards to related contracts;
- Manages administration of all office materials and files, including all accounting processes
- Maintains Comptroller's inventory items, schedules, clerical activities, records and reception
- Oversees the recruitment of new staff, sometimes including training and induction
- Manages the Divisions schedules by processing and validating the employee's time schedules.
- Maintains the Town's purchasing software; assists employees in training and in handling any system errors
- Assists with departmental auditing of the warrant
- Performs specialized technical and clerical duties assisting the department head in the specialized operations of the department;
- Interviews visitors, screens and refers telephone calls, furnishes information regarding agency functions and activities to callers;
- Composes original correspondence as directed;

AUDITOR

Audit Advisory Committee

AUDITOR Lisa Trentini

- Prepare audit reconciliation schedules and provide other audit support;
- Audits vouchers and purchase orders for payment;
- Assists in preparing audit reports and making recommendations for changes and improvement in accordance with findings;
- Examines accounting records to assure validity and legality of transactions;
- Prepares work papers and reports of audit findings;
- Processes invoices for payment by checking extension and additions, matching and comparing with purchases orders, and performing related work prior to the approval of invoices for payment.
- Reviews and audits purchase orders and vouchers submitted for payment for other departments and ensure available budget to pay;
- Audit capital fund invoice payments for budget and bond authorization compliance;

CONTRACTS TECHNICIAN Allison Mancuso

- Acted as Town's Purchasing Agent for six (6) years prior to creation of Purchasing Department;-Review and provide language to procurement policy and resolutions for better control over spending;
- Makes suggestions that fully executed contracts must be attached to purchase order prior to approval of spending;-Oversee bid specifications prepared by consultants and create bids to be provided to public; Prepare request for proposal for professional services over 50,000 and contracts starting at \$5,000 and above after attending meetings with department heads;
- Provide institutional knowledge of systems and procedures to colleague in newly created department;
- Prepares, Negotiates and reviews resolutions and documents that become contracts, agreements, amendments, extensions; Oversees and manages contract reviews and approvals to effectuate the full execution of contracts and filing with the appropriate departments;-Provides language to maximize timing as well as ensure prevailing wage, insurance requirements and contract clauses are adhered to;
- Analyzes County, State, Federal and local policies and regulations for contract requirements; Reviews and inputs all insurance documentation for compliance;
- Provide status and act as liaison to department head and vendors providing copies of all documents;- Maintain effective relationships and provide general contract assistance with co-workers to help departments reach their goals.
- Acts as Alternate approver of Purchase Orders;
- Negotiates and facilitate cell tower leases, amendments and extensions;
- Facilitates cell tower upgrades by providing drawings and letters of consent to HBWD consulting engineer and Town's engineer;
- Handles administrative functions of CPCC;
- Assist with grants and MBWE compliance

PURCHASING

PURCHASING COMPLIANCE AGENT John MacDonald

- Assist the Town departments and Trustees to ensure compliance with Town's procurement policy and applicable municipal law;
- Receives, reviews, and approves purchase requisitions; adjusts any discrepancies; notifies departments of adjustments; explains purchasing procedures;
- Reviews and revises specifications used as a basis for bids on all commodities within an assigned field;
- Obtain competitive bids or quotations from vendors; tabulates and analyzes bids to determine lowest and best bidders; keeps files of vendors to whom bids have been sent; record bids;
- Collects data on current market conditions to keep informed on market trends; interviews sales people regarding the ordering of supplies;
- Preparation of bid documents;
- Analyzes County, State, Federal and local policies and regulations for procurement requirements;
- Maintain effective relationships with vendors;
- Issue inventory asset tags and verify physical inventory tags

BUDGET & FINANCE

SENIOR BUDGET ANALYST Lisa Petrolito

The Budget Assistant monitors and supports Town departments to ensure compliance with their Operating and Capital Budgets. Amendments to the Operating and Capital Budget are coordinated with the budget assistant, through budget modification requests and Town Board Resolutions.

- Responds to departmental requests for information regarding budget and finance legislation;
- Coordinates Budget Modification requests from Departments and maintains file of Budget Modification Request forms;
- Amend capital budget as required by Town Board Resolution;
- Writes and prepares final copies of budget and finance legislation drafted by Comptroller's Office;
- Assists in preparation of annual Operating Budget and Monthly and Quarterly Reporting;
- Ensures consistency between annual Operating Budget and Capital Budget;
- Supports Comptroller in review and approval of all Town Board submitted resolutions;
- Support Town departments in determining capital project funding availability;
- Process and maintain file of purchase order changes;
- Audit requisitions under \$5,000 approved by departments;
- Provide backup to vendor payment processing;

HUMAN SERVICES

Department Summary

Department: Town Comptroller

Budget Year: 2019
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. Maintain accurate and complete financial accounting records for all economic events.
2. Establish sound financial policies and procedures.
3. Present timely and useful financial reporting and management information to the Town Supervisor, Town Board, and the general public.
4. Approve and record all Town Revenue.
5. Manage the preparation of the Town's Annual Operating and Capital Projects.
6. Ensure compliance with all Town Board approved Funding and Appropriations.
7. Maximize Cash Management opportunities for all investment and borrowing requirements.
8. Coordinate and maintain records regarding reimbursement for FEMA and grants.
9. Manage the Town's municipal borrowing.
10. Review and approve all Town Board Resolutions.
11. Manage the integrity of all Town financial accounting, budgeting and reporting systems.
12. Issue all Town disbursements.
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.

The Department is responsible for the Trustees disbursements including vendor payment, employees, payroll liability, debt payment, and taxes. The Town prepares an annual Tax Warrant on behalf of the Trustees and also maintains a schedule of the Bond/BAN payments to ensure a timely payment.

In addition, the Comptroller's Office oversees the Budget and Finance, Information Technology, Purchasing, Contracts, Payroll, and the Audit and Control functions.

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

Workload:

Department Summary

Department: Town Comptroller

Budget Year: 2019
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

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.

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.

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

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)

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.

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.

Contracts- Create and prepare all bid packages, contracts, and extensions as requested from various departments, approximately 40 bid packages are created annually and 350 contracts are executed and reviewed each year.

Financial Systems Support – Provide user definition and testing support assistance to Information Systems in the redeployment and implementation of accounting,

Department Summary

Department: Town Comptroller

Budget Year: 2019
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

budgeting and reporting systems. Still to be implemented:

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

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.

Grants- Assist departments with grant application, financial reporting, and documentation as requested by department. Maintain and manage an inventory of approximately 90 grants that are still outstanding.

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.

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.

Purchasing- Review, check 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.

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

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 and 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

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.

Vendors- Review and establish new vendors as requested by departments and change vendor information in the financial system. Maintain and manage over 7,800 vendor files.

Department Summary

Department: Town Comptroller

Budget Year: 2019
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

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. Continue to accurately record vendor information for correct payment.
5. Convert as many vendors as possible to electronic payments.
6. Develop automated interfaces between the Town's various Revenue systems and the Great Plains General Ledger.
7. Re-engineer accounting and control of inter-fund loans.
8. Provide Governmental Accounting Training and Financial Systems Training for all Staff in the Comptroller's Office.
9. Enter all active contracts, amendments, extensions, lease and license agreements, and bid packages into Maxx Vault.

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Finance Department													
Finance Department													
Town Comptroller - 1315													
Town Comptroller	ADMINISTRATIVE	161,384	5,000	0	166,384	29,184	9,097	21,923	4,955	65,160	231,544	6.8	100.0
Contracts Technician	ADMINSUPPORT	60,959	1,829	0	62,788	29,184	4,929	8,273	1,882	44,269	107,057	11.2	100.0
Deputy Comptroller	ADMINSUPPORT	102,000	3,060	3,500	108,560	29,184	8,236	14,293	3,150	54,862	163,422	10.6	100.0
Senior Accountant	ADMINSUPPORT	71,000	1,420	0	72,420	29,184	5,687	9,545	2,187	46,603	119,023	7.1	100.0
Senior Accountant	ADMINSUPPORT	85,000	2,550	2,403	89,953	29,184	7,057	11,845	2,626	50,712	140,665	10.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	61,983	2,479	0	64,462	28,344	5,059	8,492	1,916	43,811	108,273	6.7	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 4	39,814	0	0	39,814	13,008	3,367	5,651	4,367	26,394	66,208	2.7	100.0
Purchasing Agent	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 4	58,369	2,335	0	60,704	28,344	4,764	7,997	1,805	42,910	103,614	5.7	100.0
Senior Budget Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	63,839	0	0	63,839	13,008	5,016	8,418	1,964	28,406	92,245	3.7	100.0
Budget Assistant (Proposed Principal Office Asst)	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 1	55,969	3,358	0	59,327	28,344	4,654	7,812	1,735	42,545	101,872	10.9	100.0
Data Entry Operator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	45,665	2,740	0	48,404	28,344	3,797	6,373	1,419	39,934	88,338	11.6	100.0
Payroll Manager	CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 4	70,710	4,243	6,002	80,955	1,332	6,193	10,395	293	18,212	99,167	12.3	100.0
Total Town Comptroller - 1315		876,692	29,014	11,905	917,611	286,644	67,857	121,017	28,300	503,818	1,421,429		

NOTES:

Town of Southampton

2019 Adopted Budget

Town Comptroller - 1315

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,323,212	1,324,678	1,376,709	1,377,142	1,373,989	1,454,624	1,455,363	1,461,250	1,461,250	84,108	6.11%	1,478,813	1,479,528	1,485,532	1,485,532
	Total Real Property Taxes	1,323,212	1,324,678	1,376,709	1,377,142	1,373,989	1,454,624	1,455,363	1,461,250	1,461,250	84,108	6.11%	1,478,813	1,479,528	1,485,532	1,485,532
Other Revenue:																
1523	Alarm Billing	60,000	60,000	75,000	75,000	56,250	75,000	75,000	75,000	75,000	0	0.00%	75,000	75,000	75,000	75,000
2210	Intergovernmental Revenue	10,000	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
2701	Miscellaneous Tax Receipts	0	0	0	0	75	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	25,000	41,632	30,000	30,000	36,647	35,000	35,000	35,000	35,000	5,000	16.67%	30,000	30,000	30,000	30,000
	Total Other Revenue	95,000	111,632	115,000	115,000	92,972	120,000	120,000	120,000	120,000	5,000	4.35%	115,000	115,000	115,000	115,000
	Total Revenue	1,418,212	1,436,309	1,491,709	1,492,142	1,466,961	1,574,624	1,575,363	1,581,250	1,581,250	89,108	5.97%	1,593,813	1,594,528	1,600,532	1,600,532
Salaries:																
6100	Salaries	800,486	792,168	830,692	826,783	722,830	871,308	871,692	876,692	876,692	(49,909)	(6.04%)	894,551	894,943	900,043	900,043
6103	Accumulated Sick/Personal Days	0	0	0	0	0	2,403	2,403	2,403	2,403	(2,403)	(100.00%)	2,403	2,403	2,403	2,403
6105	Part Time Salaries	0	0	0	6,500	5,276	0	0	0	0	6,500	100.00%	0	0	0	0
6110	Longevity	18,027	17,047	22,763	22,522	22,654	29,044	29,014	29,014	29,014	(6,491)	(28.82%)	29,571	29,541	29,541	29,541
6113	Other Pay	3,500	3,500	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	5,186	5,637	5,637	2,818	6,002	6,002	6,002	6,002	(365)	(6.48%)	6,002	6,002	6,002	6,002
	Total Salaries	822,013	817,901	862,592	864,942	756,642	912,256	912,611	917,611	917,611	(52,668)	(6.09%)	936,027	936,389	941,489	941,489
Employee Benefits - Current:																
6810	Employee Retirement - Active	116,315	116,880	120,310	120,359	100,619	120,311	120,357	121,017	121,017	(658)	(0.55%)	123,447	123,495	124,168	124,168
6830	FICA Tax Expenditure	60,388	59,217	64,002	64,030	55,342	67,777	67,782	67,857	67,857	(3,827)	(5.98%)	69,317	69,323	69,399	69,399
6835	MTA Tax	2,795	2,676	2,975	2,977	2,465	3,186	3,187	3,205	3,205	(228)	(7.64%)	3,269	3,270	3,288	3,288
6840	Worker's Compensation	9,206	9,138	12,386	11,690	10,232	24,742	24,752	24,887	24,887	(13,197)	(112.89%)	25,400	25,410	25,548	25,548
6860	Medical Insurance - Active Employees	262,032	235,389	253,788	252,488	221,772	270,660	270,660	270,660	270,660	(18,172)	(7.20%)	270,660	270,660	270,660	270,660
6865	Dental & Optical	15,618	15,267	15,811	15,811	13,835	15,984	15,984	15,984	15,984	(173)	(1.09%)	15,984	15,984	15,984	15,984
6875	Disability	346	124	346	346	96	209	209	209	209	137	39.58%	209	209	209	209
	Total Employee Benefits - Current	466,699	438,690	469,617	467,700	404,360	502,868	502,931	503,818	503,818	(36,118)	(7.72%)	508,286	508,351	509,255	509,255
	Total Employee Costs	1,288,712	1,256,591	1,332,209	1,332,642	1,161,002	1,415,124	1,415,542	1,421,429	1,421,429	(88,786)	(6.66%)	1,444,313	1,444,740	1,450,744	1,450,744
Contractual:																
6400	Contracts - Other	53,000	45,644	53,000	51,000	49,067	53,000	53,000	53,000	53,000	(2,000)	(3.92%)	53,000	53,000	53,000	53,000
6401	Contracts	29,600	40,900	32,600	34,600	28,167	32,600	30,971	30,971	30,971	3,629	10.49%	22,600	20,938	20,938	20,938
6403	Gasoline	2,500	1,324	2,500	2,500	1,208	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	2,076	3,000	3,000	1,172	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6412	Publications	3,000	2,824	3,000	3,000	2,414	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	3,997	5,000	5,000	3,404	5,000	6,950	6,950	6,950	(1,950)	(39.00%)	5,000	6,950	6,950	6,950
6420	Other	1,000	1,069	1,000	1,000	511	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6425	Office Supplies	1,500	443	1,500	1,500	576	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6426	Supplies - Other	1,200	458	1,200	1,200	998	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	1,126	3,000	3,000	1,451	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	1,500	900	1,500	1,500	91	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500

Department Summary

Department: Risk Management

Budget Year: 2019
Division: Finance Department
Tax District: Full Town

Cost Center #: 1610
Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

The Town's risk management program is developed and overseen by this unit. This unit and the program includes the administration of property and liability insurance, flood, workers compensation and disability insurance, and coordinates with the Employee Safety and Training unit. This unit evaluates and verifies that the insurance plans are financially sound and can provide the best coverage and protection within the budget constraints that the Town faces. In conjunction with the Town Attorney's Office and the Employee Safety and Training unit, staff also provide assistance with claims management through analysis of Workers Compensation Claims data, as well as the claim handling process.

The Risk Management program of the Town includes the following: analysis of Town-wide Risk Exposure and renewal of all Town Insurance Policies to mitigate risk exposure; creating and implementing Risk Mitigation Strategies that have resulted in year over year decrease in WC Claims and Year over Year decrease for Lost Time claims; facilitating the Creation of Multi-Jurisdictional Round table Working Groups on Insurance and Workers Comp Issues; coordinating seminars on insurance changes; creating process for standardized Reporting of Non-WC incidents; formulating a Documented Employee Safety Standardized Operating Procedures; and developing the Risk Management and Safety Manual finalized Draft.

Workload:

Provides the town with risk management and conducts periodic reviews of the Town's insurance policies

Goals & Objectives:

1. Work with the Safety Officer and Labor Management Committee to reduce by ten percent the number of Worker's Compensation claims reported in the previous year, improving the Town's experience rating.

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 1/1/19	Alloc. %
Finance Department													
Finance Department													
Risk Management - 1610													
Senior Management Analyst	ADMINSUPPORT	75,000	1,500	0	76,500	28,344	6,007	10,083	2,309	46,743	123,243	3.8	100.0
Total Risk Management - 1610		75,000	1,500	0	76,500	28,344	6,007	10,083	2,309	46,743	123,243		

NOTES:

Town of Southampton

2019 Adopted Budget

Risk Management - 1610

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	483,420	495,599	503,696	519,994	519,994	531,963	532,013	137,768	137,768	(382,226)	(73.51%)	540,981	541,031	140,630	140,630
	Total Real Property Taxes	483,420	495,599	503,696	519,994	519,994	531,963	532,013	137,768	137,768	(382,226)	(73.51%)	540,981	541,031	140,630	140,630
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	25	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	0	0	0	25	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	483,420	495,599	503,696	519,994	520,019	531,963	532,013	137,768	137,768	(382,226)	(73.51%)	540,981	541,031	140,630	140,630
Salaries:																
6100	Salaries	295,050	298,909	301,876	301,876	263,978	309,811	309,811	75,000	75,000	226,876	75.16%	316,007	316,007	76,500	76,500
6105	Part Time Salaries	0	0	0	15,000	9,255	15,300	15,300	0	0	15,000	100.00%	15,606	15,606	0	0
6110	Longevity	8,941	9,706	10,356	10,356	11,166	11,582	11,623	1,500	1,500	8,856	85.52%	11,649	11,690	1,500	1,500
	Total Salaries	303,991	308,615	312,232	327,232	284,400	336,693	336,734	76,500	76,500	250,732	76.62%	343,262	343,303	78,000	78,000
Employee Benefits - Current:																
6810	Employee Retirement - Active	43,015	43,224	43,828	43,828	36,655	42,762	42,767	10,083	10,083	33,745	76.99%	43,596	43,601	10,280	10,280
6830	FICA Tax Expenditure	21,663	24,121	22,539	23,687	20,915	24,479	24,482	6,007	6,007	17,680	74.64%	24,830	24,833	6,125	6,125
6835	MTA Tax	1,034	1,073	1,084	1,135	928	1,186	1,186	267	267	868	76.47%	1,209	1,209	272	272
6840	Worker's Compensation	7,167	7,115	6,516	6,586	5,383	12,056	12,056	2,025	2,025	4,561	69.25%	12,297	12,297	2,066	2,066
6860	Medical Insurance - Active Employees	80,808	85,292	89,088	89,088	77,803	94,848	94,848	27,012	27,012	62,076	69.68%	94,848	94,848	27,012	27,012
6865	Dental & Optical	5,202	5,285	5,270	5,270	4,612	5,328	5,328	1,332	1,332	3,938	74.73%	5,328	5,328	1,332	1,332
6875	Disability	115	77	115	144	58	87	87	17	17	127	87.93%	87	87	17	17
	Total Employee Benefits - Current	159,004	166,187	168,440	169,738	146,353	180,746	180,754	46,743	46,743	122,995	72.46%	182,195	182,203	47,105	47,105
	Total Employee Costs	462,995	474,802	480,671	496,969	430,753	517,438	517,488	123,243	123,243	373,726	75.20%	525,456	525,506	125,105	125,105
Contractual:																
6401	Contracts	7,000	5,667	12,000	14,500	3,843	3,500	3,500	3,500	3,500	11,000	75.86%	4,500	4,500	4,500	4,500
6403	Gasoline	2,000	1,484	1,500	1,500	1,333	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6416	Travel, Dues and Related	3,900	537	2,000	2,000	1,140	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6425	Office Supplies	950	1,090	950	1,441	1,347	950	950	950	950	491	34.07%	950	950	950	950
6450	Schools & Training	0	10,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6477	Copier Leases	1,575	760	1,575	1,084	237	1,575	1,575	1,575	1,575	(491)	(45.30%)	1,575	1,575	1,575	1,575
6490	Consultants	5,000	1,655	5,000	2,500	0	5,000	5,000	5,000	5,000	(2,500)	(100.00%)	5,000	5,000	5,000	5,000
	Total Contractual	20,425	21,193	23,025	23,025	7,899	14,525	14,525	14,525	14,525	8,500	36.92%	15,525	15,525	15,525	15,525
	Total Expenditures	483,420	495,994	503,696	519,994	438,652	531,963	532,013	137,768	137,768	382,226	73.51%	540,981	541,031	140,630	140,630
	Net Surplus (Deficit)	0	(395)	0	0	81,367	0	0	0	0			0	0	0	0

Department Summary

Department: Audit & Control

Budget Year: 2019
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

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.)

NOTES:

Department Summary

Department: Audit & Control

Budget Year: 2019
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

NOTES:

Workload:

1. Assist Town departments and divisions by providing audit, financial reconciliation and analytic assistance on special projects.
2. Draft, revise, and analyze 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.
3. Implement Rockton Auditor to review and analyze any payroll changes.
4. Act as liaison between the independent auditor and department and division managers. Assist Town Comptroller staff to timely provide documentation required by independent auditors.
5. Assist Comptroller's Office in gathering requested information and researching and/or reviewing old records, where required.
6. Review and recommend policy changes, as needed.
7. Assist in addressing audit findings and developing corrective action plans.
8. Coordinate and complete internal, independent, and forensic audits that are recommend by the Town's Audit Advisory Committee and Town Comptroller.
9. Audit Advisory Committee Support –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 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 compilation.
10. Reviews and audits approximately 18,500 invoices per year from all departments for validity and accuracy.
11. Analysis and review the health insurance each quarter for inaccuracies or any changes made.

Department Summary

Department: Audit & Control

Budget Year: 2019
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

NOTES:

Goals & Objectives:

1. Identify and eliminate fraud, waste, and abuse through auditing activities, risk management activities and monitoring activities.
2. 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.
3. Increase productivity through the measurement, analysis, and possible redesign of business process and business units.
4. Assist in developing responses and corrective action plans for items addressed in the annual audit and management's letter in response.
5. Assist the Comptroller's Office in carrying out Town-wide financial / procedural policies with department heads and staff.
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.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Finance Department													
Finance Department													
Audit & Control - 1320													
Auditor	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	60,239	0	0	60,239	13,008	4,733	7,944	1,854	27,539	87,778	2.2	100.0
Total Audit & Control - 1320		60,239	0	0	60,239	13,008	4,733	7,944	1,854	27,539	87,778		

NOTES:

Town of Southampton

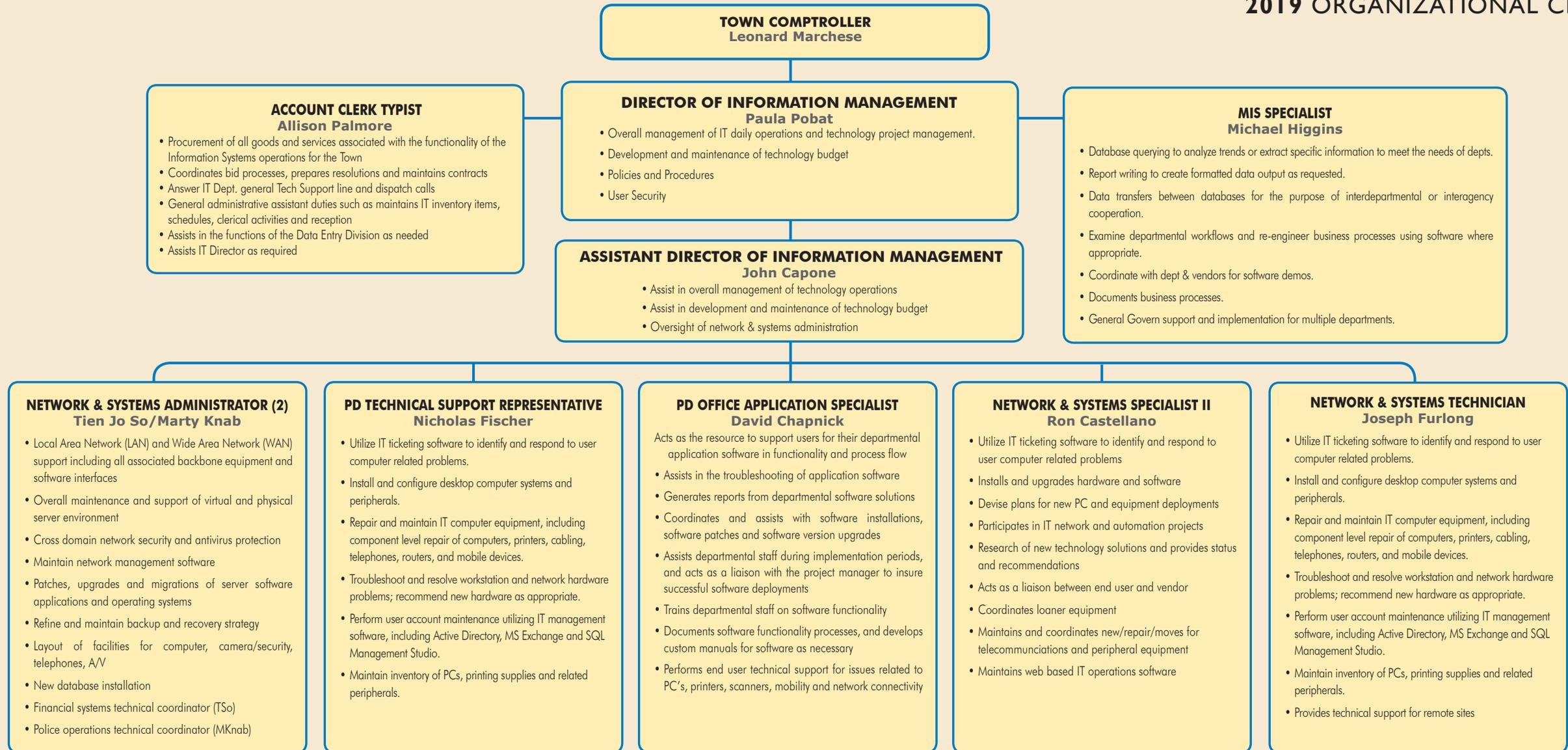
2019 Adopted Budget

Audit & Control - 1320

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	230,599	230,599	231,502	236,106	236,106	254,778	254,778	254,778	254,778	18,672	7.91%	257,380	257,380	257,380	257,380
	Total Real Property Taxes	230,599	230,599	231,502	236,106	236,106	254,778	254,778	254,778	254,778	18,672	7.91%	257,380	257,380	257,380	257,380
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	6	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	0	0	0	6	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	230,599	230,599	231,502	236,106	236,113	254,778	254,778	254,778	254,778	18,672	7.91%	257,380	257,380	257,380	257,380
Salaries:																
6100	Salaries	54,455	54,455	54,465	58,203	50,874	60,239	60,239	60,239	60,239	(2,036)	(3.50%)	62,336	62,336	62,336	62,336
	Total Salaries	54,455	54,455	54,465	58,203	50,874	60,239	60,239	60,239	60,239	(2,036)	(3.50%)	62,336	62,336	62,336	62,336
Employee Benefits - Current:																
6810	Employee Retirement - Active	7,705	7,743	7,575	8,095	6,335	7,944	7,944	7,944	7,944	151	1.87%	8,220	8,220	8,220	8,220
6830	FICA Tax Expenditure	4,166	4,033	4,215	4,505	3,810	4,733	4,733	4,733	4,733	(228)	(5.07%)	4,897	4,897	4,897	4,897
6835	MTA Tax	185	179	187	200	169	210	210	210	210	(10)	(5.01%)	218	218	218	218
6840	Worker's Compensation	626	622	626	669	517	1,626	1,626	1,626	1,626	(957)	(142.99%)	1,683	1,683	1,683	1,683
6860	Medical Insurance - Active Employees	10,128	10,269	11,088	11,088	9,592	11,676	11,676	11,676	11,676	(588)	(5.30%)	11,676	11,676	11,676	11,676
6865	Dental & Optical	1,304	1,281	1,318	1,318	1,153	1,332	1,332	1,332	1,332	(14)	(1.09%)	1,332	1,332	1,332	1,332
6875	Disability	29	25	29	29	0	17	17	17	17	11	39.58%	17	17	17	17
	Total Employee Benefits - Current	24,144	24,151	25,038	25,904	21,577	27,539	27,539	27,539	27,539	(1,635)	(6.31%)	28,044	28,044	28,044	28,044
	Total Employee Costs	78,599	78,606	79,503	84,107	72,451	87,778	87,778	87,778	87,778	(3,671)	(4.36%)	90,380	90,380	90,380	90,380
Contractual:																
6400	Contracts - Other	145,000	140,000	145,000	145,000	140,000	160,000	160,000	160,000	160,000	(15,000)	(10.34%)	160,000	160,000	160,000	160,000
6490	Consultants	7,000	3,000	7,000	7,000	0	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
	Total Contractual	152,000	143,000	152,000	152,000	140,000	167,000	167,000	167,000	167,000	(15,000)	(9.87%)	167,000	167,000	167,000	167,000
	Total Expenditures	230,599	221,606	231,503	236,107	212,451	254,778	254,778	254,778	254,778	(18,671)	(7.91%)	257,380	257,380	257,380	257,380
	Net Surplus (Deficit)	0	8,992	0	0	23,662	0	0	0	0			0	0	0	0

INFORMATION TECHNOLOGY

2019 ORGANIZATIONAL CHART



Department Summary

Department: Information Technology

Budget Year: 2019

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, evaluation and enhancement of the functionality of the Town's software packages to improve/simplify processes and maximize efficiency.
2. Upgrade the Town's Land Management, Tax Collection and Assessment Software to the latest OpenForms Version to increase efficiencies and ease of data availability.
3. Upgrade the Town's network infrastructure backbone by replacing end of life equipment.
4. Expand constituent online engagement through expansion of ePermitting and online meeting portals.
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 1/1/19	Alloc. %
Information Technology Division													
Information Technology Summary													
Information Technology - 1680													
Assistant Director of Information Manage	ADMINISTRATIVE	100,763	5,000	3,790	109,553	13,344	8,250	14,416	3,120	39,129	148,682	27.3	100.0
Director of Info Management	ADMINISTRATIVE	120,705	5,000	3,910	129,615	29,184	8,548	17,061	3,728	58,522	188,137	29.7	100.0
MIS Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	53,853	0	0	53,853	13,008	4,231	7,101	1,659	26,000	79,853	2.0	100.0
Office Applications Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	53,145	0	0	53,145	28,344	4,175	7,008	1,638	41,165	94,310	1.6	100.0
Technical Support Representative	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	53,853	0	2,595	56,448	1,332	4,429	7,435	1,668	14,864	71,312	1.2	100.0
Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	49,569	3,966	0	53,535	28,344	4,198	7,046	1,542	41,130	94,664	17.2	100.0
Network & System Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	6,140	0	82,895	14,304	6,500	10,910	2,379	34,093	116,988	17.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 2	64,352	5,148	0	69,500	28,344	5,450	9,147	1,997	44,938	114,438	16.6	100.0
Network & Systems Technician	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 5	60,562	3,634	0	64,196	14,304	5,036	8,453	1,876	29,669	93,865	11.5	100.0
Network Systems Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	6,140	6,002	88,897	1,332	6,959	11,681	2,399	22,371	111,268	17.4	100.0
Total Information Technology - 1680		710,311	35,028	16,297	761,637	171,840	57,776	100,257	22,007	351,880	1,113,517		

NOTES:

Town of Southampton

2019 Adopted Budget

Information Technology - 1680

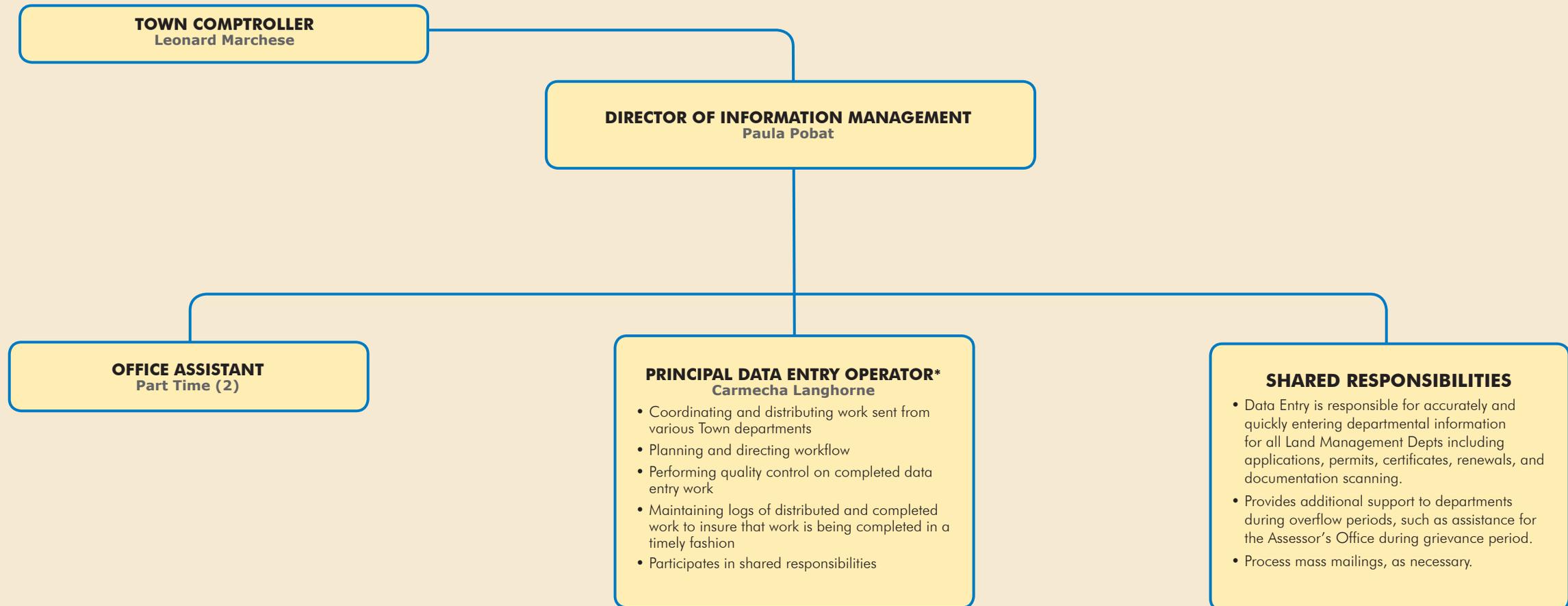
Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,871,447	1,867,383	2,014,516	2,016,718	2,016,718	1,952,042	1,930,232	1,930,232	1,930,232	(86,486)	(4.29%)	1,909,786	1,909,786	1,909,786	1,909,786
	Total Real Property Taxes	1,871,447	1,867,383	2,014,516	2,016,718	2,016,718	1,952,042	1,930,232	1,930,232	1,930,232	(86,486)	(4.29%)	1,909,786	1,909,786	1,909,786	1,909,786
Other Revenue:																
2228	Revenue from Other Governments	47,146	47,871	47,146	47,146	50,074	48,150	48,150	48,150	48,150	1,004	2.13%	48,150	48,150	48,150	48,150
2701	Miscellaneous Tax Receipts	0	21	0	0	45	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	47,146	47,892	47,146	47,146	50,119	48,150	48,150	48,150	48,150	1,004	2.13%	48,150	48,150	48,150	48,150
	Total Revenue	1,918,593	1,915,275	2,061,662	2,063,864	2,066,837	2,000,192	1,978,382	1,978,382	1,978,382	(85,482)	(4.14%)	1,957,936	1,957,936	1,957,936	1,957,936
Salaries:																
6100	Salaries	698,871	707,661	774,117	761,771	604,165	710,311	710,311	710,311	710,311	51,460	6.76%	728,827	728,827	728,827	728,827
6101	Overtime	5,000	233	5,000	5,000	0	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6103	Accumulated Sick/Personal Days	6,700	5,053	7,220	7,220	5,319	7,700	7,700	7,700	7,700	(480)	(6.65%)	7,700	7,700	7,700	7,700
6105	Part Time Salaries	2,000	7,185	0	14,000	7,408	0	0	0	0	14,000	100.00%	0	0	0	0
6110	Longevity	38,045	38,427	40,585	40,718	32,363	35,028	35,028	35,028	35,028	5,689	13.97%	35,670	35,670	35,670	35,670
6127	Cash in Lieu of Health Benefits	7,600	7,778	11,274	11,274	4,036	8,597	8,597	8,597	8,597	2,677	23.74%	8,597	8,597	8,597	8,597
	Total Salaries	758,215	766,337	838,196	839,983	653,290	766,637	766,637	766,637	766,637	73,346	8.73%	785,794	785,794	785,794	785,794
Employee Benefits - Current:																
6810	Employee Retirement - Active	106,297	106,813	115,788	116,037	96,838	100,257	100,257	100,257	100,257	15,781	13.60%	102,781	102,781	102,781	102,781
6830	FICA Tax Expenditure	57,534	57,370	64,054	64,193	48,664	58,726	58,726	58,726	58,726	5,466	8.52%	59,948	59,948	59,948	59,948
6835	MTA Tax	2,611	2,558	2,913	2,920	2,162	2,705	2,705	2,705	2,705	215	7.37%	2,772	2,772	2,772	2,772
6840	Worker's Compensation	7,482	7,427	8,902	8,922	7,354	19,178	19,178	19,178	19,178	(10,256)	(114.95%)	19,678	19,678	19,678	19,678
6860	Medical Insurance - Active Employees	146,916	139,299	174,600	174,600	130,060	158,520	158,520	158,520	158,520	16,080	9.21%	158,520	158,520	158,520	158,520
6865	Dental & Optical	13,034	12,384	14,494	14,494	11,419	13,320	13,320	13,320	13,320	1,174	8.10%	13,320	13,320	13,320	13,320
6875	Disability	317	76	317	317	43	174	174	174	174	143	45.08%	174	174	174	174
	Total Employee Benefits - Current	334,191	325,927	381,068	381,483	296,539	352,880	352,880	352,880	352,880	28,603	7.50%	357,193	357,193	357,193	357,193
	Total Employee Costs	1,092,406	1,092,264	1,219,264	1,221,466	949,829	1,119,517	1,119,517	1,119,517	1,119,517	101,949	8.35%	1,142,987	1,142,987	1,142,987	1,142,987
Equipment:																
6202	Software	2,500	2,500	14,500	14,500	0	4,000	4,000	4,000	4,000	10,500	72.41%	4,000	4,000	4,000	4,000
	Total Equipment	2,500	2,500	14,500	14,500	0	4,000	4,000	4,000	4,000	10,500	72.41%	4,000	4,000	4,000	4,000
Contractual:																
6401	Contracts	616,677	508,330	621,688	636,688	558,738	647,265	647,265	647,265	647,265	(10,577)	(1.66%)	635,339	635,339	635,339	635,339
6406	Repair Equipment	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6415	Telephone	7,500	5,432	7,500	7,500	4,848	7,500	7,500	7,500	7,500	0	0.00%	7,500	7,500	7,500	7,500
6416	Travel, Dues and Related	2,000	1,131	2,000	2,000	144	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	25,000	45,372	44,600	44,600	25,727	27,800	27,800	27,800	27,800	16,800	37.67%	30,000	30,000	30,000	30,000
6425	Office Supplies	1,000	589	1,000	1,000	934	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6439	Computer Supplies	35,000	37,594	35,000	35,000	26,098	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6450	Schools & Training	3,000	1,804	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6466	Telephone - Wireless	6,000	6,529	6,000	6,000	4,539	6,000	6,000	6,000	6,000	0	0.00%	6,000	6,000	6,000	6,000

Town of Southampton
2019 Adopted Budget
Information Technology - 1680

Account Code	Description	2017	2017	2018	2018	2018	2019					2019	2019	2020	2020	2020	2020
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2018 Amended Difference	Adopted / 2018 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	
6490	Consultants	127,210	93,593	106,810	91,810	43,877	146,810	125,000	125,000	125,000	(33,190)	(36.15%)	90,810	90,810	90,810	90,810	
	Total Contractual	823,687	700,374	827,898	827,898	664,904	876,675	854,865	854,865	854,865	(26,967)	(3.26%)	810,949	810,949	810,949	810,949	
	Total Expenditures	1,918,593	1,795,138	2,061,662	2,063,864	1,614,734	2,000,192	1,978,382	1,978,382	1,978,382	85,482	4.14%	1,957,936	1,957,936	1,957,936	1,957,936	
	Net Surplus (Deficit)	0	120,137	0	0	452,103	0	0	0	0			0	0	0	0	

DATA ENTRY

2019 ORGANIZATIONAL CHART



* Allocated to Land Management / Zoning Tax District

Department Summary

Department: Data Entry

Budget Year: 2019

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.

Goals & Objectives:

1. To continue to fulfill the Town's mission to make electronic documents available to departments, eliminating paper copies.
2. To streamline current activities in permitting processes to provide a 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 1/1/19	Alloc. %
Information Technology Division													
Information Technology Summary													
Data Entry - 1685													
Data Entry Operator Part Time	PART-TIME	15,000	0	0	15,000	0	1,178	0	475	1,653	16,653		100.0
Data Entry Operator Part Time	PART-TIME	15,000	0	0	15,000	0	1,178	0	475	1,653	16,653		100.0
Total Data Entry - 1685		30,000	0	0	30,000	0	2,357	0	950	3,307	33,307		

NOTES:

Town of Southampton

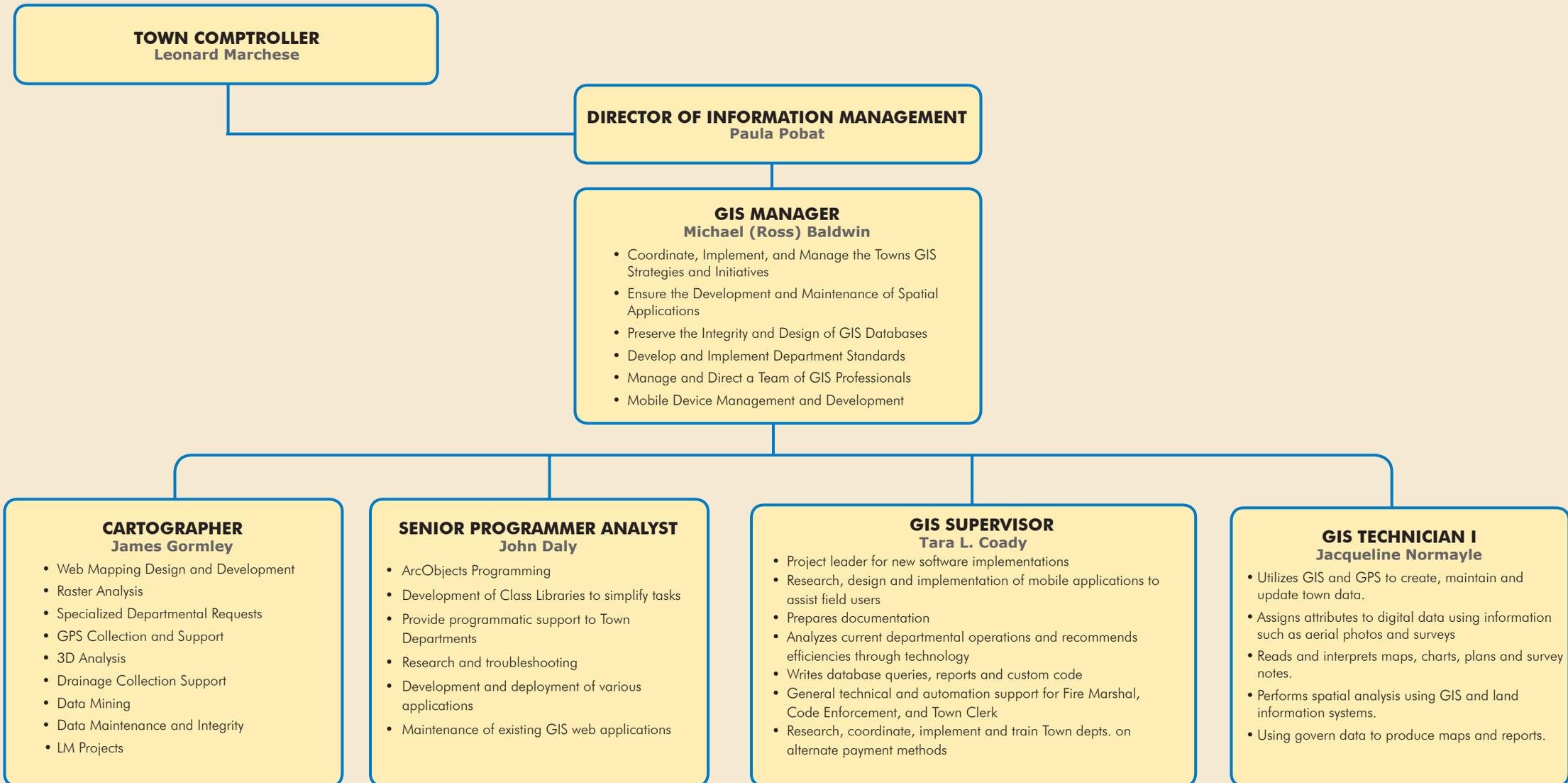
2019 Adopted Budget

Data Entry - 1685

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	104,351	66,302	32,827	32,827	32,827	33,307	33,307	33,307	33,307	479	1.46%	33,972	33,972	33,972	33,972
	Total Real Property Taxes	104,351	66,302	32,827	32,827	32,827	33,307	33,307	33,307	33,307	479	1.46%	33,972	33,972	33,972	33,972
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	19	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	0	0	0	19	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	104,351	66,302	32,827	32,827	32,846	33,307	33,307	33,307	33,307	479	1.46%	33,972	33,972	33,972	33,972
Salaries:																
6100	Salaries	41,217	19,742	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	27,040	21,316	30,000	30,000	25,258	30,000	30,000	30,000	30,000	0	0.00%	30,600	30,600	30,600	30,600
	Total Salaries	68,257	41,058	30,000	30,000	25,258	30,000	30,000	30,000	30,000	0	0.00%	30,600	30,600	30,600	30,600
Employee Benefits - Current:																
6810	Employee Retirement - Active	5,832	5,861	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6830	FICA Tax Expenditure	5,222	3,141	2,321	2,321	1,932	2,357	2,357	2,357	2,357	(36)	(1.53%)	2,404	2,404	2,404	2,404
6835	MTA Tax	232	140	103	103	94	105	105	105	105	(2)	(1.53%)	107	107	107	107
6840	Worker's Compensation	785	779	345	345	285	810	810	810	810	(465)	(134.78%)	826	826	826	826
6860	Medical Insurance - Active Employees	22,632	6,636	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6865	Dental & Optical	1,304	320	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6875	Disability	86	33	58	58	32	35	35	35	35	23	39.58%	35	35	35	35
	Total Employee Benefits - Current	36,094	16,910	2,827	2,827	2,343	3,307	3,307	3,307	3,307	(479)	(16.95%)	3,372	3,372	3,372	3,372
	Total Employee Costs	104,351	57,969	32,827	32,827	27,601	33,307	33,307	33,307	33,307	(479)	(1.46%)	33,972	33,972	33,972	33,972
	Total Expenditures	104,351	57,969	32,827	32,827	27,601	33,307	33,307	33,307	33,307	(479)	(1.46%)	33,972	33,972	33,972	33,972
	Net Surplus (Deficit)	0	8,333	0	0	5,245	0	0	0	0			0	0	0	0

GEOGRAPHIC INFORMATION SYSTEMS

2019 ORGANIZATIONAL CHART



Department Summary

Department: G. I. S.

Budget Year: 2019

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. To increase GIS usage among field staff through mobile solutions.
2. Increase utilization of GIS data to assist Town stakeholders in critical decision making processes.
3. Develop GIS applications that are cross platform/cross browser compatible.
4. Oversee the deployment of mobile devices to assist in IT initiatives.
5. Continue the implementation of online applications for electronic permitting, bill payments, and issue reporting to provide more convenience for consistent interaction with Town Departments.
6. Provide GIS support for the Town's Police Department applications.

Legal Authority:

Town Code Chapter 27.

2019 Geographic Information Systems Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
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	
Semi-Annual	\$225	
Quarterly	\$140	
Monthly	\$60	
Daily	\$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	

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 1/1/19	Alloc. %
Information Technology Division													
Information Technology Summary													
G. I. S. - 1682													
Geographic Info Sys Manager	ADMINISTRATIVE	96,233	3,830	0	100,063	29,184	7,854	13,182	2,965	53,184	153,247	11.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	76,065	2,282	0	78,347	13,344	5,994	10,060	284	29,681	108,028	11.3	100.0
Geographic Information Systems Technician I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	45,196	0	0	45,196	28,344	3,551	5,960	1,396	39,250	84,446	0.5	100.0
Cartographer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 3	76,724	4,603	0	81,327	28,344	6,380	10,708	2,372	47,805	129,132	11.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 6	80,639	6,451	0	87,090	28,344	6,829	11,462	2,498	49,133	136,223	19.2	100.0
Total G. I. S. - 1682		374,856	17,166	0	392,022	127,560	30,607	51,371	9,515	219,053	611,075		

NOTES:

Town of Southampton

2019 Adopted Budget

G. I. S. - 1682

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	438,092	438,092	455,906	455,906	455,906	541,526	537,026	540,225	540,225	84,319	18.49%	554,788	554,788	558,049	558,049
	Total Real Property Taxes	438,092	438,092	455,906	455,906	455,906	541,526	537,026	540,225	540,225	84,319	18.49%	554,788	554,788	558,049	558,049
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	25	0	0	0	0	0	0.00%	0	0	0	0
2775	Professional Fees	110,000	127,827	110,000	110,000	114,480	120,000	120,000	120,000	120,000	10,000	9.09%	120,000	120,000	120,000	120,000
	Total Other Revenue	110,000	127,827	110,000	110,000	114,505	120,000	120,000	120,000	120,000	10,000	9.09%	120,000	120,000	120,000	120,000
	Total Revenue	548,092	565,919	565,906	565,906	570,411	661,526	657,026	660,225	660,225	94,319	16.67%	674,788	674,788	678,049	678,049
Salaries:																
6100	Salaries	310,721	310,721	318,839	318,839	289,933	372,356	372,356	374,856	374,856	(56,017)	(17.57%)	382,062	382,062	384,612	384,612
6110	Longevity	14,485	14,566	16,526	16,526	16,642	17,086	17,086	17,166	17,166	(640)	(3.87%)	17,402	17,402	17,482	17,482
	Total Salaries	325,206	325,287	335,365	335,365	306,575	389,442	389,442	392,022	392,022	(56,657)	(16.89%)	399,464	399,464	402,094	402,094
Employee Benefits - Current:																
6810	Employee Retirement - Active	46,017	46,240	46,499	46,499	38,889	51,032	51,032	51,371	51,371	(4,873)	(10.48%)	52,347	52,347	52,693	52,693
6830	FICA Tax Expenditure	24,878	23,928	25,870	25,870	22,599	30,404	30,404	30,607	30,607	(4,737)	(18.31%)	31,188	31,188	31,394	31,394
6835	MTA Tax	1,106	1,064	1,150	1,150	1,004	1,351	1,351	1,360	1,360	(211)	(18.31%)	1,386	1,386	1,395	1,395
6840	Worker's Compensation	3,573	3,547	2,809	2,809	2,321	8,000	8,000	8,067	8,067	(5,258)	(187.19%)	8,221	8,221	8,290	8,290
6860	Medical Insurance - Active Employees	78,864	81,348	88,128	88,128	76,963	120,900	120,900	120,900	120,900	(32,772)	(37.19%)	120,900	120,900	120,900	120,900
6865	Dental & Optical	5,208	5,124	5,270	5,270	4,667	6,660	6,660	6,660	6,660	(1,390)	(26.37%)	6,660	6,660	6,660	6,660
6875	Disability	115	49	115	115	31	87	87	87	87	28	24.48%	87	87	87	87
	Total Employee Benefits - Current	159,761	161,301	169,842	169,842	146,474	218,434	218,434	219,053	219,053	(49,211)	(28.97%)	220,789	220,789	221,420	221,420
	Total Employee Costs	484,967	486,588	505,206	505,206	453,048	607,876	607,876	611,075	611,075	(105,869)	(20.96%)	620,253	620,253	623,514	623,514
Equipment:																
6200	Equipment	15,000	11,577	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6202	Software	1,800	265	16,000	10,230	0	1,800	1,800	1,800	1,800	8,430	82.40%	1,800	1,800	1,800	1,800
	Total Equipment	16,800	11,842	16,000	10,230	0	1,800	1,800	1,800	1,800	8,430	82.40%	1,800	1,800	1,800	1,800
Contractual:																
6401	Contracts	25,625	17,827	24,500	30,300	25,352	26,550	26,550	26,550	26,550	3,750	12.38%	29,835	29,835	29,835	29,835
6411	Printing and Stationery	2,000	719	1,500	2,500	1,687	4,000	2,000	2,000	2,000	500	20.00%	4,000	4,000	4,000	4,000
6416	Travel, Dues and Related	3,000	728	3,000	3,000	1,228	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6420	Other	3,300	3,204	3,300	3,300	3,234	3,400	3,400	3,400	3,400	(100)	(3.03%)	3,500	3,500	3,500	3,500
6423	Small Equipment (Non-Capital)	8,000	6,915	8,000	7,170	0	10,500	8,000	8,000	8,000	(830)	(11.58%)	8,000	8,000	8,000	8,000
6425	Office Supplies	400	25	400	400	252	400	400	400	400	0	0.00%	400	400	400	400
6450	Schools & Training	4,000	1,403	4,000	3,800	0	4,000	4,000	4,000	4,000	(200)	(5.26%)	4,000	4,000	4,000	4,000
	Total Contractual	46,325	30,821	44,700	50,470	31,753	51,850	47,350	47,350	47,350	3,120	6.18%	52,735	52,735	52,735	52,735
	Total Expenditures	548,092	529,251	565,906	565,906	484,801	661,526	657,026	660,225	660,225	(94,319)	(16.67%)	674,788	674,788	678,049	678,049
	Net Surplus (Deficit)	0	36,668	0	0	85,610	0	0	0	0			0	0	0	0