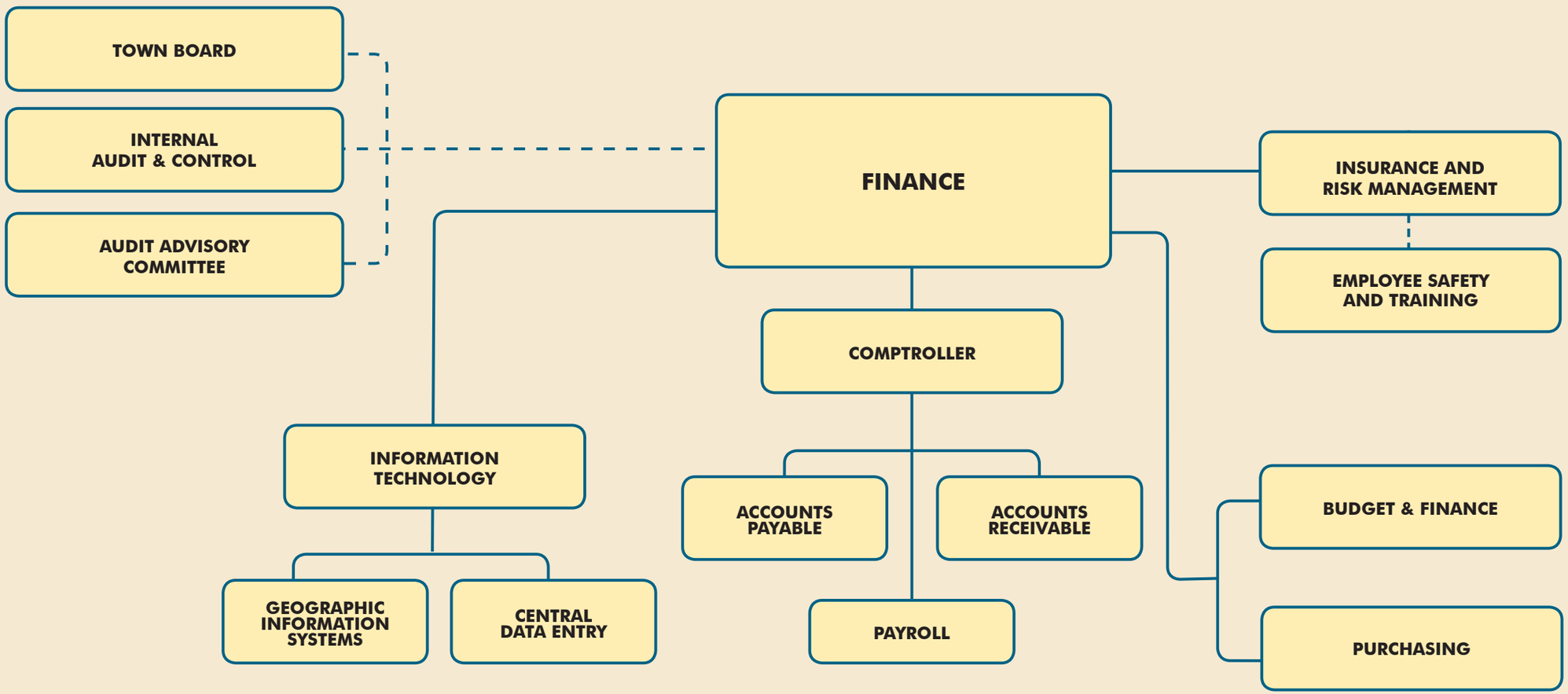
FINANCE

2020 ORGANIZATIONAL CHART



COMPTROLLER
2020 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 effectivness of internal accounting procedures;
- Maintain integrity of Town's chart of accounts..

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)

GENERAL ACCOUNTING
Eileen Quinn

- Provide accounting support to ensure accurate and timely financial records
- Provide backup support for processing accounts payable
- Maintain bank accounts and prepare bank reconciliations and collateral schedules for over 30 Town and Trustee bank accounts
- Prepare manual journal entries as required
- Assign and maintain vendor codes for accurate disbursements
- Submit and maintain claims and records regarding expenditures and reimbursements from FEMA
- Audit and process utility invoices
- Maintain control log of checks and cash received directly by Comptroller's office
- Assist in documentation and reporting for grant reimbursements
- Manage uncashed vendor payments and submit to NYS as necessary
- Process requests for cellular device equipment needed by departments and monitor monthly charges staying
- Maintain records for the archiving of Comptroller's Department records and coordinate with Records Management for the storage and disposal of documents per NYS standards

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.

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.

ACCOUNT CLERK TYPIST
Allison Palmore

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:

- Enter information from a variety of financial source materials into financial control systems, including accounts payable, accounts receivable, alarm billing, journal entries, etc.
- Oversee and assist in scanning Comptroller Office documents;
- Assist in entering part time payroll into Great Plains;
- Retrieve all voice mail messages along with mail received for alarm billing information;
- Answer telephones, return calls and resolve issues for alarm billing;
- Handle alarm billing appeals and reconcile customer accounts during the appeal process and PSC hearings;
- Scan and maintain account payables source documents and Journal Entries for the Trustees, this includes MaxxVault in Trust Company;
- Verify and correct data entered into accounts payable batches;
- Maintain journal entry records;
- Post - audit vendor checks

OFFICE ASSISTANT
Amanda Stetler

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:

- Scan and enters bids and contracts in ProcureWare software for the Town's Contracts Technician;
- Maintain the Town's bids and contracts in ProcureWare software;
- Enter information from a variety of financial source material into financial control systems, including accounts payable, accounts receivable and journal entries;
- Assist in scanning Comptroller Office documents;
- Verify data; detects and deletes errors and reenters correct data;
- Maintain files of account payables source documents;
- Verify and correct data entered into accounts payable batches;
- Post- audit vendor checks

TOWN OF SOUTHAMPTON

2020 BUDGET

COMPTROLLER
2020 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

HUMAN SERVICES

SENIOR ACCOUNT CLERK TYPIST
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 Comptrollers 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 Pape

- 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;

PURCHASING

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 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 Smith

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;

TOWN OF SOUTHAMPTON

2020 BUDGET

Department Summary

Department: Town Comptroller

Budget Year: 2020
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: 2020
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

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,

NOTES:

Department Summary

Department: Town Comptroller

Budget Year: 2020
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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.

NOTES:

Department Summary

Department: Town Comptroller

Budget Year: 2020
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

Goals & Objectives:

1. Review, revise as required, and document financial policies and procedures.
2. Consolidate cash receipts to enhance control of cash.
3. Enhance implementation of Financial Systems.
4. 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.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Finance Department													
Finance Department													
Town Comptroller - 1315													
Town Comptroller	ADMINISTRATIVE	164,612	5,000	0	169,612	29,340	9,099	21,407	1,833	61,679	231,291	7.8	100.0
Contracts Technician	ADMINSUPPORT	62,178	1,866	0	64,044	29,340	4,983	8,162	1,333	43,818	107,862	12.2	100.0
Deputy Comptroller	ADMINSUPPORT	107,610	3,229	0	110,839	29,340	8,240	13,989	1,204	52,774	163,613	11.6	100.0
Senior Accountant	ADMINSUPPORT	72,420	1,449	0	73,869	29,340	5,748	9,415	1,547	46,051	119,920	8.1	100.0
Senior Accountant	ADMINSUPPORT	86,700	2,601	3,044	92,345	29,340	7,181	11,762	1,862	50,146	142,491	11.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 5	64,341	2,574	0	66,915	28,488	5,206	8,526	1,381	43,601	110,516	7.7	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 2	43,120	0	2,603	45,723	1,380	3,556	5,824	934	11,694	57,417	0.8	100.0
Purchasing Agent	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 5	60,616	2,425	0	63,040	28,488	4,904	8,033	1,302	42,727	105,767	6.7	100.0
Senior Budget Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	66,303	0	6,023	72,326	1,380	5,622	9,209	1,434	17,645	89,971	5.3	100.0
Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	50,754	4,060	0	54,815	28,488	4,262	6,980	1,100	40,830	95,644	18.2	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 5	58,109	3,487	0	61,595	28,488	4,790	7,846	1,253	42,377	103,972	11.9	100.0
Payroll Manager	CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 5	73,844	4,431	6,023	84,297	1,380	6,548	10,725	1,608	20,262	104,559	13.3	100.0
Total Town Comptroller - 1315		**910,606**	**31,121**	**17,693**	**959,420**	**264,792**	**70,140**	**121,879**	**16,793**	**473,604**	**1,433,024**		

NOTES:

Town of Southampton

2020 Tentative Budget

Town Comptroller - 1315

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	1,376,709	1,369,942	1,461,250	1,456,332	1,456,332	1,480,168	1,474,474	18,142	1.25%	1,503,596	1,497,747	23,273	1.58%
	Total Real Property Taxes	1,376,709	1,369,942	1,461,250	1,456,332	1,456,332	1,480,168	1,474,474	18,142	1.25%	1,503,596	1,497,747	23,273	1.58%
	Other Revenue:													
1523	Alarm Billing	75,000	75,000	75,000	75,000	37,500	75,000	75,000	0	0.00%	75,000	75,000	0	0.00%
2210	Intergovernmental Revenue	10,000	10,000	10,000	10,000	5,000	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	75	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	30,000	38,395	35,000	35,000	6,005	35,000	35,000	0	0.00%	30,000	30,000	(5,000)	(14.29%)
	Total Other Revenue	115,000	123,470	120,000	120,000	48,505	120,000	120,000	0	0.00%	115,000	115,000	(5,000)	(4.17%)
	Total Revenue	**1,491,709**	**1,493,412**	**1,581,250**	**1,576,332**	**1,504,837**	**1,600,168**	**1,594,474**	**18,142**	**1.15%**	**1,618,596**	**1,612,747**	**18,273**	**1.15%**
	Salaries:													
6100	Salaries	830,692	825,539	876,692	872,139	567,116	910,606	910,606	(38,467)	(4.41%)	933,510	933,510	(22,904)	(2.52%)
6101	Overtime	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6103	Accumulated Sick/Personal Days	0	0	2,403	2,403	1,461	3,044	3,044	(641)	(26.67%)	3,044	3,044	0	0.00%
6105	Part Time Salaries	0	5,276	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6110	Longevity	22,763	22,654	29,014	29,014	228	31,121	31,121	(2,107)	(7.26%)	31,610	31,610	(489)	(1.57%)
6113	Other Pay	3,500	3,500	3,500	3,500	2,333	0	0	3,500	100.00%	0	0	0	0.00%
6127	Cash in Lieu of Health Benefits	5,637	5,636	6,002	6,002	3,104	14,649	14,649	(8,647)	(144.07%)	14,649	14,649	0	0.00%
	Total Salaries	862,592	862,605	917,611	913,058	574,243	959,420	959,420	(46,362)	(5.08%)	982,813	982,813	(23,393)	(2.44%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	120,310	111,975	121,017	121,017	69,893	122,471	121,879	(862)	(0.71%)	125,462	124,854	(2,975)	(2.44%)

Town of Southampton

2020 Tentative Budget

Town Comptroller - 1315

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6830	FICA Tax Expenditure	64,002	61,982	67,857	67,509	42,206	70,501	70,140	(2,631)	(3.90%)	71,987	71,616	(1,476)	(2.10%)
6835	MTA Tax	2,975	2,810	3,205	3,188	1,875	3,323	3,307	(120)	(3.75%)	3,404	3,388	(81)	(2.44%)
6840	Worker's Compensation	12,386	11,096	24,887	24,887	13,904	18,001	13,277	11,610	46.65%	18,479	13,625	(348)	(2.62%)
6860	Medical Insurance - Active Employees	253,788	253,725	270,660	270,660	159,200	248,232	248,232	22,428	8.29%	248,232	248,232	0	0.00%
6865	Dental & Optical	15,811	16,097	15,984	15,984	10,044	16,560	16,560	(576)	(3.60%)	16,560	16,560	0	0.00%
6875	Disability	346	90	209	209	0	209	209	0	0.00%	209	209	0	0.00%
	Total Employee Benefits - Current	469,617	457,776	503,818	503,453	297,122	479,298	473,604	29,849	5.93%	484,333	478,484	(4,880)	(1.03%)
	Total Employee Costs	**1,332,209**	**1,320,381**	**1,421,429**	**1,416,511**	**871,365**	**1,438,718**	**1,433,024**	**(16,514)**	**(1.17%)**	**1,467,146**	**1,461,296**	**(28,272)**	**(1.97%)**
	Contractual:													
6400	Contracts - Other	53,000	49,067	53,000	53,000	44,500	53,000	53,000	0	0.00%	53,000	53,000	0	0.00%
6401	Contracts	32,600	33,411	30,971	30,971	0	32,600	32,600	(1,629)	(5.26%)	22,600	22,600	10,000	30.67%
6403	Gasoline	2,500	1,356	2,500	2,500	696	2,500	2,500	0	0.00%	2,500	2,500	0	0.00%
6411	Printing and Stationery	3,000	1,605	3,000	3,000	1,164	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6412	Publications	3,000	2,576	3,000	3,000	1,968	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6416	Travel, Dues and Related	5,000	3,404	6,950	6,950	3,945	6,950	6,950	0	0.00%	6,950	6,950	0	0.00%
6420	Other	1,000	685	1,000	1,000	482	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6425	Office Supplies	1,500	667	1,500	1,500	108	1,500	1,500	0	0.00%	1,500	1,500	0	0.00%
6426	Supplies - Other	1,200	1,197	1,200	1,200	145	1,200	1,200	0	0.00%	1,200	1,200	0	0.00%
6444	Mileage Reimbursement	200	0	200	200	0	200	200	0	0.00%	200	200	0	0.00%
6450	Schools & Training	3,000	1,887	3,000	3,000	585	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6477	Copier Leases	1,500	109	1,500	1,500	69	1,500	1,500	0	0.00%	1,500	1,500	0	0.00%

Town of Southampton

2020 Tentative Budget

Town Comptroller - 1315

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6490	Consultants	52,000	46,016	52,000	52,000	30,057	52,000	52,000	0	0.00%	52,000	52,000	0	0.00%
	Total Contractual	159,500	141,979	159,821	159,821	83,718	161,450	161,450	(1,629)	(1.02%)	151,450	151,450	10,000	6.19%
	Total Expenditures	**1,491,709**	**1,462,360**	**1,581,250**	**1,576,332**	**955,083**	**1,600,168**	**1,594,474**	**(18,143)**	**(1.15%)**	**1,618,596**	**1,612,747**	**(18,273)**	**(1.15%)**
	Net Surplus (Deficit)	**0**	**31,051**	**0**	**0**	**549,755**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**31,051**	**0**	**0**	**549,755**	**0**	**0**			**0**	**0**		

Department Summary

Department: Risk Management

Budget Year: 2020
Division: Finance Department
Tax District: Full Town

Cost Center #: 1610
Manager: Leonard Marchese

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.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Finance Department													
Finance Department													
Risk Management - 1610													
Senior Management Analyst	ADMINSUPPORT	76,500	2,295	0	78,795	28,488	6,131	10,042	1,636	46,297	125,092	4.8	100.0
Total Risk Management - 1610		**76,500**	**2,295**	**0**	**78,795**	**28,488**	**6,131**	**10,042**	**1,636**	**46,297**	**125,092**		

NOTES:

Town of Southampton

2020 Tentative Budget

Risk Management - 1610

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	503,696	506,543	137,768	127,768	127,768	125,774	127,092	(676)	(0.53%)	127,664	128,968	1,876	1.48%
	Total Real Property Taxes	503,696	506,543	137,768	127,768	127,768	125,774	127,092	(676)	(0.53%)	127,664	128,968	1,876	1.48%
	Other Revenue:													
2701	Miscellaneous Tax Receipts	0	25	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	25	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	**503,696**	**506,568**	**137,768**	**127,768**	**127,768**	**125,774**	**127,092**	**(676)**	**(0.53%)**	**127,664**	**128,968**	**1,876**	**1.48%**
	Salaries:													
6100	Salaries	301,876	290,768	75,000	75,000	50,000	76,500	76,500	(1,500)	(2.00%)	78,030	78,030	(1,530)	(2.00%)
6105	Part Time Salaries	0	11,941	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6110	Longevity	10,356	11,166	1,500	1,500	0	2,295	2,295	(795)	(53.00%)	2,295	2,295	0	0.00%
	Total Salaries	312,232	313,875	76,500	76,500	50,000	78,795	78,795	(2,295)	(3.00%)	80,325	80,325	(1,530)	(1.94%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	43,828	40,792	10,083	10,083	5,823	10,113	10,042	41	0.41%	10,309	10,237	(195)	(1.94%)
6830	FICA Tax Expenditure	22,539	23,077	6,007	6,007	3,677	6,174	6,131	(124)	(2.06%)	6,294	6,250	(119)	(1.94%)
6835	MTA Tax	1,084	1,024	267	267	161	274	272	(6)	(2.06%)	280	278	(5)	(1.94%)
6840	Worker's Compensation	6,516	5,837	2,025	2,025	1,131	1,913	1,346	679	33.51%	1,951	1,373	(27)	(2.00%)
6860	Medical Insurance - Active Employees	89,088	86,843	27,012	27,012	17,372	27,108	27,108	(96)	(0.36%)	27,108	27,108	0	0.00%
6865	Dental & Optical	5,270	5,256	1,332	1,332	893	1,380	1,380	(48)	(3.60%)	1,380	1,380	0	0.00%

Town of Southampton

2020 Tentative Budget

Risk Management - 1610

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6875	Disability	115	54	17	17	0	17	17	0	0.00%	17	17	0	0.00%
	Total Employee Benefits - Current	168,440	162,882	46,743	46,743	29,058	46,979	46,297	446	0.95%	47,339	46,643	(346)	(0.75%)
	Total Employee Costs	**480,671**	**476,757**	**123,243**	**123,243**	**79,058**	**125,774**	**125,092**	**(1,849)**	**(1.50%)**	**127,664**	**126,968**	**(1,876)**	**(1.50%)**
	Contractual:													
6401	Contracts	12,000	11,218	3,500	0	0	0	0	0	100.00%	0	0	0	0.00%
6403	Gasoline	1,500	1,410	1,500	0	0	0	0	0	0.00%	0	0	0	0.00%
6416	Travel, Dues and Related	2,000	1,140	2,000	2,000	1,023	0	2,000	0	0.00%	0	2,000	0	(0.01%)
6425	Office Supplies	950	1,444	950	950	0	0	0	950	100.00%	0	0	0	0.00%
6477	Copier Leases	1,575	326	1,575	1,575	556	0	0	1,575	100.00%	0	0	0	0.00%
6490	Consultants	5,000	0	5,000	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Contractual	23,025	15,539	14,525	4,525	1,579	0	2,000	2,525	55.80%	0	2,000	0	(0.01%)
	Total Expenditures	**503,696**	**492,296**	**137,768**	**127,768**	**80,637**	**125,774**	**127,092**	**677**	**0.53%**	**127,664**	**128,968**	**(1,877)**	**(1.48%)**
	Net Surplus (Deficit)	**0**	**14,273**	**0**	**0**	**47,131**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**14,273**	**0**	**0**	**47,131**	**0**	**0**			**0**	**0**		

Department Summary

Department: Audit & Control

Budget Year: 2020
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: 2020
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

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.

NOTES:

Department Summary

Department: Audit & Control

Budget Year: 2020
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

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.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Finance Department													
Finance Department													
Audit & Control - 1320													
Auditor	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	62,575	0	0	62,575	28,488	4,871	7,979	1,335	42,673	105,248	3.2	100.0
Total Audit & Control - 1320		**62,575**	**0**	**0**	**62,575**	**28,488**	**4,871**	**7,979**	**1,335**	**42,673**	**105,248**		

NOTES:

Town of Southampton

2020 Tentative Budget

Audit & Control - 1320

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	231,502	236,106	254,778	254,778	254,778	245,698	272,248	17,470	6.86%	248,365	274,896	2,648	0.97%
	Total Real Property Taxes	231,502	236,106	254,778	254,778	254,778	245,698	272,248	17,470	6.86%	248,365	274,896	2,648	0.97%
	Other Revenue:													
2701	Miscellaneous Tax Receipts	0	6	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	6	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	**231,502**	**236,113**	**254,778**	**254,778**	**254,778**	**245,698**	**272,248**	**17,470**	**6.86%**	**248,365**	**274,896**	**2,648**	**0.97%**
	Salaries:													
6100	Salaries	54,465	58,203	60,239	60,239	40,013	62,575	62,575	(2,336)	(3.88%)	64,734	64,734	(2,159)	(3.45%)
	Total Salaries	54,465	58,203	60,239	60,239	40,013	62,575	62,575	(2,336)	(3.88%)	64,734	64,734	(2,159)	(3.45%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	7,575	7,050	7,944	7,944	4,588	8,037	7,979	(35)	(0.44%)	8,314	8,254	(275)	(3.45%)
6830	FICA Tax Expenditure	4,215	4,359	4,733	4,733	2,987	4,907	4,871	(139)	(2.93%)	5,076	5,039	(168)	(3.45%)
6835	MTA Tax	187	194	210	210	133	218	217	(6)	(2.93%)	226	224	(7)	(3.45%)
6840	Worker's Compensation	626	561	1,626	1,626	909	1,564	1,101	525	32.29%	1,618	1,139	(38)	(3.45%)
6860	Medical Insurance - Active Employees	11,088	10,974	11,676	11,676	8,741	0	27,108	(15,432)	(132.17%)	0	27,108	0	0.00%
6865	Dental & Optical	1,318	1,341	1,332	1,332	893	1,380	1,380	(48)	(3.60%)	1,380	1,380	0	0.00%
6875	Disability	29	0	17	17	0	17	17	0	0.00%	17	17	0	0.00%
	Total Employee Benefits - Current	25,038	24,480	27,539	27,539	18,250	16,123	42,673	(15,135)	(54.96%)	16,631	43,162	(489)	(1.15%)
	Total Employee Costs	**79,503**	**82,683**	**87,778**	**87,778**	**58,263**	**78,698**	**105,248**	**(17,470)**	**(19.90%)**	**81,365**	**107,896**	**(2,648)**	**(2.52%)**

Town of Southampton

2020 Tentative Budget

Audit & Control - 1320

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Contractual:													
6400	Contracts - Other	145,000	140,000	160,000	160,000	140,000	160,000	160,000	0	0.00%	160,000	160,000	0	0.00%
6490	Consultants	7,000	0	7,000	7,000	0	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
	Total Contractual	152,000	140,000	167,000	167,000	140,000	167,000	167,000	0	0.00%	167,000	167,000	0	0.00%
	Total Expenditures	**231,503**	**222,683**	**254,778**	**254,778**	**198,263**	**245,698**	**272,248**	**(17,470)**	**(6.86%)**	**248,365**	**274,896**	**(2,648)**	**(0.97%)**
	Net Surplus (Deficit)	**0**	**13,430**	**0**	**0**	**56,515**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**13,430**	**0**	**0**	**56,515**	**0**	**0**			**0**	**0**		

INFORMATION TECHNOLOGY
2020 ORGANIZATIONAL CHART

TOWN COMPTROLLER
Leonard Marchese

DIRECTOR OF INFORMATION MANAGEMENT
Paula Pobat

- Overall management of IT daily operations and technology project management.
- Development and maintenance of technology budget
- Policies and Procedures
- User Security

MIS SPECIALIST
Michael Higgins

- Database querying to analyze trends or extract specific information to meet the needs of depts.
- Report writing to create formatted data output as requested.
- Data transfers between databases for the purpose of interdepartmental or interagency cooperation.
- Examine departmental workflows and re-engineer business processes using software where appropriate.
- Coordinate with dept & vendors for software demos.
- Documents business processes.
- General Govern support and implementation for multiple departments.

ASSISTANT DIRECTOR OF INFORMATION MANAGEMENT
John Capone

- Assist in overall management of technology operations
- Assist in development and maintenance of technology budget
- Oversight of network & systems administration

NETWORK & SYSTEMS ADMINISTRATOR (2)
Tien Jo So/Marty Knab

- Local Area Network (LAN) and Wide Area Network (WAN) support including all associated backbone equipment and software interfaces
- Overall maintenance and support of virtual and physical server environment
- Cross domain network security and antivirus protection
- Maintain network management software
- Patches, upgrades and migrations of server software applications and operating systems
- Refine and maintain backup and recovery strategy
- Layout of facilities for computer, camera/security, telephones, A/V
- New database installation

PD TECHNICAL SUPPORT REPRESENTATIVE
Nicholas Fischer

TECHNICAL SUPPORT REPRESENTATIVE
Jude Pizzo

- Utilize IT ticketing software to identify and respond to user computer related problems.
- Install and configure desktop computer systems and peripherals.
- Repair and maintain IT computer equipment, including component level repair of computers, printers, cabling, telephones, routers, and mobile devices.
- Troubleshoot and resolve workstation and network hardware problems; recommend new hardware as appropriate.
- Perform user account maintenance utilizing IT management software, including Active Directory, MS Exchange and SQL Management Studio.
- Maintain inventory of PCs, printing supplies and related peripherals.

PD OFFICE APPLICATION SPECIALIST
David Chapnick

Acts as the resource to support users for their departmental application software in functionality and process flow

- Assists in the troubleshooting of application software
- Generates reports from departmental software solutions
- Coordinates and assists with software installations, software patches and software version upgrades
- Assists departmental staff during implementation periods, and acts as a liaison with the project manager to insure successful software deployments
- Trains departmental staff on software functionality
- Documents software functionality processes, and develops custom manuals for software as necessary
- Performs end user technical support for issues related to PC's, printers, scanners, mobility and network connectivity

NETWORK & SYSTEMS SPECIALIST II
Ron Castellano

- Utilize IT ticketing software to identify and respond to user computer related problems
- Installs and upgrades hardware and software
- Devise plans for new PC and equipment deployments
- Participates in IT network and automation projects
- Research of new technology solutions and provides status and recommendations
- Acts as a liaison between end user and vendor
- Coordinates loaner equipment
- Maintains and coordinates new/repair/moves for telecommunciations and peripheral equipment
- Maintains web based IT operations software

NETWORK & SYSTEMS SPECIALIST I
Joseph Furlong

- Utilize IT ticketing software to identify and respond to user computer related problems.
- Install and configure desktop computer systems and peripherals.
- Repair and maintain IT computer equipment, including component level repair of computers, printers, cabling, telephones, routers, and mobile devices.
- Troubleshoot and resolve workstation and network hardware problems; recommend new hardware as appropriate.
- Perform user account maintenance utilizing IT management software, including Active Directory, MS Exchange and SQL Management Studio.
- Maintain inventory of PCs, printing supplies and related peripherals.
- Provides technical support for remote sites

Department Summary

Department: Information Technology

Budget Year: 2020
Division: Information Technology Division
Tax District: Full Town
Cost Center #: 1680
Manager: Paula Pobat

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.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Information Technology Division													
Information Technology Summary													
Information Technology - 1680													
Assistant Director of Information Manage	ADMINISTRATIVE	102,778	5,000	3,953	111,731	13,440	8,268	14,227	2,212	38,147	149,878	28.3	100.0
Director of Info Management	ADMINISTRATIVE	123,119	5,000	3,907	132,026	29,340	8,567	16,814	2,641	57,362	189,388	30.7	100.0
MIS Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4	55,948	0	0	55,948	13,104	4,355	7,134	1,196	25,789	81,737	3.0	100.0
Office Applications Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	55,201	0	0	55,201	28,488	4,297	7,038	1,180	41,004	96,205	2.6	100.0
Technical Support Representative	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	53,568	0	0	53,568	28,488	4,170	6,830	1,146	40,634	94,202	0.5	100.0
Technical Support Representative	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4	55,948	0	2,603	58,551	1,380	4,554	7,460	1,205	14,599	73,150	2.2	100.0
Network & System Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	6,287	0	84,877	14,400	6,599	10,808	1,694	33,501	118,378	18.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 3	67,206	5,376	0	72,582	28,488	5,643	9,243	1,451	44,825	117,407	17.6	100.0
Network & Systems Specialist I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 4	64,693	3,882	0	68,575	14,400	5,333	8,735	1,393	29,861	98,436	12.5	100.0
Network Systems Adminstrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	6,287	6,023	90,900	1,380	7,060	11,563	1,714	21,717	112,617	18.4	100.0
Total Information Technology - 1680		**735,642**	**31,832**	**16,486**	**783,960**	**172,908**	**58,847**	**99,853**	**15,831**	**347,439**	**1,131,399**		

NOTES:

Town of Southampton

2020 Tentative Budget

Information Technology - 1680

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	2,014,516	1,983,521	1,930,232	1,930,232	1,930,232	2,027,522	2,023,173	92,941	4.82%	2,046,179	2,046,048	22,875	1.13%
	Total Real Property Taxes	2,014,516	1,983,521	1,930,232	1,930,232	1,930,232	2,027,522	2,023,173	92,941	4.82%	2,046,179	2,046,048	22,875	1.13%
	Other Revenue:													
2228	Revenue from Other Governments	47,146	50,074	48,150	48,150	25,258	58,081	58,081	9,931	20.63%	59,200	59,200	1,119	1.93%
2701	Miscellaneous Tax Receipts	0	45	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	47,146	50,119	48,150	48,150	25,258	58,081	58,081	9,931	20.63%	59,200	59,200	1,119	1.93%
	Total Revenue	**2,061,662**	**2,033,640**	**1,978,382**	**1,978,382**	**1,955,490**	**2,085,603**	**2,081,254**	**102,872**	**5.20%**	**2,105,379**	**2,105,248**	**23,994**	**1.15%**
	Salaries:													
6100	Salaries	774,117	690,821	710,311	711,401	471,873	735,642	735,642	(24,240)	(3.41%)	756,269	756,269	(20,628)	(2.80%)
6101	Overtime	5,000	0	5,000	3,910	0	5,000	5,000	(1,090)	(27.88%)	5,000	5,000	0	0.00%
6103	Accumulated Sick/Personal Days	7,220	5,319	7,700	7,700	6,092	7,860	7,860	(160)	(2.08%)	7,860	7,860	0	0.00%
6105	Part Time Salaries	0	7,408	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6110	Longevity	40,585	32,363	35,028	35,028	0	31,832	31,832	3,196	9.12%	32,458	32,458	(625)	(1.96%)
6127	Cash in Lieu of Health Benefits	11,274	8,072	8,597	8,597	4,147	8,626	8,626	(29)	(0.34%)	8,626	8,626	0	0.00%
	Total Salaries	838,196	743,982	766,637	766,637	482,112	788,960	788,960	(22,324)	(2.91%)	810,213	810,213	(21,253)	(2.69%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	115,788	107,768	100,257	100,257	57,903	100,535	99,853	404	0.40%	103,262	102,561	(2,709)	(2.71%)
6830	FICA Tax Expenditure	64,054	55,414	58,726	58,726	35,922	59,160	58,847	(121)	(0.21%)	60,538	60,216	(1,369)	(2.33%)
6835	MTA Tax	2,913	2,462	2,705	2,705	1,597	2,728	2,710	(5)	(0.17%)	2,802	2,783	(73)	(2.71%)
6840	Worker's Compensation	8,902	7,975	19,178	19,178	10,715	18,391	12,947	6,231	32.49%	18,907	13,310	(363)	(2.80%)

Town of Southampton

2020 Tentative Budget

Information Technology - 1680

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6860	Medical Insurance - Active Employees	174,600	148,827	158,520	158,520	97,532	132,000	159,108	(588)	(0.37%)	132,000	159,108	0	0.00%
6865	Dental & Optical	14,494	13,327	13,320	13,320	8,705	13,800	13,800	(480)	(3.60%)	13,800	13,800	0	0.00%
6875	Disability	317	41	174	174	0	174	174	0	0.00%	174	174	0	0.00%
	Total Employee Benefits - Current	381,068	335,814	352,880	352,880	212,374	326,788	347,439	5,442	1.54%	331,483	351,952	(4,514)	(1.30%)
	Total Employee Costs	**1,219,264**	**1,079,796**	**1,119,517**	**1,119,517**	**694,485**	**1,115,748**	**1,136,399**	**(16,882)**	**(1.51%)**	**1,141,697**	**1,162,165**	**(25,767)**	**(2.27%)**
	Equipment:													
6202	Software	14,500	0	4,000	4,000	1,500	4,000	2,000	2,000	50.00%	4,000	2,000	0	(0.01%)
	Total Equipment	14,500	0	4,000	4,000	1,500	4,000	2,000	2,000	50.00%	4,000	2,000	0	(0.01%)
	Contractual:													
6401	Contracts	621,688	600,094	647,265	647,265	533,855	759,565	751,565	(104,300)	(16.11%)	775,717	767,117	(15,552)	(2.07%)
6406	Repair Equipment	300	0	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6415	Telephone	7,500	7,473	7,500	7,500	4,377	7,500	7,500	0	0.00%	7,500	7,500	0	0.00%
6416	Travel, Dues and Related	2,000	209	2,000	2,000	1,020	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6423	Small Equipment (Non-Capital	44,600	48,018	27,800	27,800	16,399	35,000	25,000	2,800	10.07%	35,000	25,000	0	0.00%
6425	Office Supplies	1,000	1,080	1,000	1,000	486	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6439	Computer Supplies	35,000	31,915	35,000	35,000	20,403	35,000	35,000	0	0.00%	35,000	35,000	0	0.00%
6450	Schools & Training	3,000	109	3,000	3,000	1,990	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6466	Telephone - Wireless	6,000	6,187	6,000	6,000	2,709	6,000	6,000	0	0.00%	6,000	6,000	0	0.00%
6490	Consultants	106,810	58,412	125,000	125,000	52,378	116,490	111,490	13,510	10.81%	94,165	94,165	17,325	15.54%
	Total Contractual	827,898	753,497	854,865	854,865	633,618	965,855	942,855	(87,990)	(10.29%)	959,682	941,082	1,773	0.19%
	Total Expenditures	**2,061,662**	**1,833,293**	**1,978,382**	**1,978,382**	**1,329,603**	**2,085,603**	**2,081,254**	**(102,872)**	**(5.20%)**	**2,105,379**	**2,105,248**	**(23,994)**	**(1.15%)**

Town of Southampton

2020 Tentative Budget

Information Technology - 1680

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Net Surplus (Deficit)	0	200,347	0	0	625,887	0	0			0	0		
	Net Surplus (Deficit)	0	200,347	0	0	625,887	0	0			0	0		

DATA ENTRY
2020 ORGANIZATIONAL CHART

TOWN COMPTROLLER
Leonard Marchese

DIRECTOR OF INFORMATION MANAGEMENT
Paula Pobat

OFFICE ASSISTANT
Part Time (2)

PRINCIPAL DATA ENTRY OPERATOR*
Carmecha Langhorne

- Coordinating and distributing work sent from various Town departments
- Planning and directing workflow
- Performing quality control on completed data entry work
- Maintaining logs of distributed and completed work to insure that work is being completed in a timely fashion
- Participates in shared responsibilities

SHARED RESPONSIBILITIES

- Data Entry is responsible for accurately and quickly entering departmental information for all Land Management Depts including applications, permits, certificates, renewals, and documentation scanning.
- Provides additional support to departments during overflow periods, such as assistance for the Assessor's Office during grievance period.
- Process mass mailings, as necessary.

* Allocated to Land Management / Zoning Tax District

Department Summary

Department: Data Entry

Budget Year: 2020
Division: Information Technology Division
Tax District: Full Town
Cost Center #: 1685
Manager: Paula Pobat

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.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Information Technology Division													
Information Technology Summary													
Data Entry - 1685													
Data Entry Operator Part Time	PART-TIME	15,300	0	0	15,300	0	1,191	0	340	1,531	16,831		100.0
Data Entry Operator Part Time	PART-TIME	15,300	0	0	15,300	0	1,191	0	340	1,531	16,831		100.0
Total Data Entry - 1685		**30,600**	**0**	**0**	**30,600**	**0**	**2,382**	**0**	**679**	**3,061**	**33,661**		

NOTES:

Town of Southampton

2020 Tentative Budget

Data Entry - 1685

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	32,827	33,190	33,307	33,307	33,307	33,906	33,661	354	1.06%	34,583	34,334	673	2.00%
	Total Real Property Taxes	32,827	33,190	33,307	33,307	33,307	33,906	33,661	354	1.06%	34,583	34,334	673	2.00%
	Other Revenue:													
2701	Miscellaneous Tax Receipts	0	19	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	19	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	**32,827**	**33,209**	**33,307**	**33,307**	**33,307**	**33,906**	**33,661**	**354**	**1.06%**	**34,583**	**34,334**	**673**	**2.00%**
	Salaries:													
6105	Part Time Salaries	30,000	30,339	30,000	30,000	14,406	30,600	30,600	(600)	(2.00%)	31,212	31,212	(612)	(2.00%)
	Total Salaries	30,000	30,339	30,000	30,000	14,406	30,600	30,600	(600)	(2.00%)	31,212	31,212	(612)	(2.00%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6830	FICA Tax Expenditure	2,321	2,321	2,357	2,357	1,102	2,399	2,382	(25)	(1.07%)	2,447	2,430	(48)	(2.00%)
6835	MTA Tax	103	112	105	105	49	107	106	(1)	(1.07%)	109	108	(2)	(1.98%)
6840	Worker's Compensation	345	309	810	810	453	765	539	271	33.51%	780	549	(11)	(2.00%)
6875	Disability	58	30	35	35	0	35	35	0	0.00%	35	35	0	0.00%
	Total Employee Benefits - Current	2,827	2,771	3,307	3,307	1,604	3,306	3,061	245	7.42%	3,371	3,122	(61)	(1.98%)
	Total Employee Costs	**32,827**	**33,110**	**33,307**	**33,307**	**16,009**	**33,906**	**33,661**	**(355)**	**(1.07%)**	**34,583**	**34,334**	**(673)**	**(2.00%)**
	Total Expenditures	**32,827**	**33,110**	**33,307**	**33,307**	**16,009**	**33,906**	**33,661**	**(355)**	**(1.07%)**	**34,583**	**34,334**	**(673)**	**(2.00%)**

Town of Southampton

2020 Tentative Budget

Data Entry - 1685

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Net Surplus (Deficit)	0	99	0	0	17,297	0	0			0	0		
	Net Surplus (Deficit)	0	99	0	0	17,297	0	0			0	0		

GEOGRAPHIC INFORMATION SYSTEMS

2020 ORGANIZATIONAL CHART

TOWN COMPTROLLER
Leonard Marchese

DIRECTOR OF INFORMATION MANAGEMENT
Paula Pobat

GIS MANAGER
Michael (Ross) Baldwin

- Coordinate, Implement, and Manage the Towns GIS Strategies and Initiatives
- Ensure the Development and Maintenance of Spatial Applications
- Preserve the Integrity and Design of GIS Databases
- Develop and Implement Department Standards
- Manage and Direct a Team of GIS Professionals
- Mobile Device Management and Development

CARTOGRAPHER
James Gormley

- Web Mapping Design and Development
- Raster Analysis
- Specialized Departmental Requests
- GPS Collection and Support
- 3D Analysis
- Drainage Collection Support
- Data Mining
- Data Maintenance and Integrity
- LM Projects

SENIOR PROGRAMMER ANALYST
John Daly

- ArcObjects Programming
- Development of Class Libraries to simplify tasks
- Provide programmatic support to Town Departments
- Research and troubleshooting
- Development and deployment of various applications
- Maintenance of existing GIS web applications

GIS SUPERVISOR
Tara L. Coady

- Project leader for new software implementations
- Research, design and implementation of mobile applications to assist field users
- Prepares documentation
- Analyzes current departmental operations and recommends efficiencies through technology
- Writes database queries, reports and custom code
- General technical and automation support for Fire Marshal, Code Enforcement, and Town Clerk
- Research, coordinate, implement and train Town depts. on alternate payment methods

GIS TECHNICIAN I
Jacqueline Normayle

- Utilizes GIS and GPS to create, maintain and update town data.
- Assigns attributes to digital data using information such as aerial photos and surveys
- Reads and interprets maps, charts, plans and survey notes.
- Performs spatial analysis using GIS and land information systems.
- Using govern data to produce maps and reports.

Department Summary

Department: G. I. S.

Budget Year: 2020
Division: Information Technology Division
Tax District: Full Town
Cost Center #: 1682
Manager: Ross Baldwin

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.

NOTES:

2020 Geographic Information Systems Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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 1/1/20	Alloc. %
Information Technology Division													
Information Technology Summary													
G. I. S. - 1682													
Geographic Info Sys Manager	ADMINISTRATIVE	98,157	3,927	0	102,084	29,340	7,942	13,008	2,098	52,387	154,472	12.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	77,586	2,328	0	79,914	13,440	6,113	10,013	289	29,856	109,770	12.3	100.0
Geographic Information Systems Technician I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	46,962	0	6,023	52,985	1,380	4,117	6,743	1,027	13,266	66,251	1.5	100.0
Cartographer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 4	80,140	4,808	0	84,948	28,488	6,606	10,821	1,721	47,637	132,585	12.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 6	82,566	6,605	0	89,172	28,488	6,933	11,355	1,779	48,555	137,727	20.2	100.0
Total G. I. S. - 1682		**385,412**	**17,669**	**6,023**	**409,104**	**101,136**	**31,711**	**51,940**	**6,914**	**191,701**	**600,804**		

NOTES:

Town of Southampton

2020 Tentative Budget

G. I. S. - 1682

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	455,906	490,340	540,225	540,225	540,225	581,608	545,254	5,029	0.93%	577,378	554,449	9,195	1.69%
	Total Real Property Taxes	455,906	490,340	540,225	540,225	540,225	581,608	545,254	5,029	0.93%	577,378	554,449	9,195	1.69%
	Other Revenue:													
2701	Miscellaneous Tax Receipts	0	25	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2775	Professional Fees	110,000	131,505	120,000	120,000	77,205	120,000	120,000	0	0.00%	120,000	120,000	0	0.00%
	Total Other Revenue	110,000	131,530	120,000	120,000	77,205	120,000	120,000	0	0.00%	120,000	120,000	0	0.00%
	Total Revenue	**565,906**	**621,870**	**660,225**	**660,225**	**617,430**	**701,608**	**665,254**	**5,029**	**0.76%**	**697,378**	**674,449**	**9,195**	**1.38%**
	Salaries:													
6100	Salaries	318,839	335,429	374,856	374,856	249,060	385,412	385,412	(10,557)	(2.82%)	395,440	395,440	(10,028)	(2.60%)
6110	Longevity	16,526	16,642	17,166	17,166	0	17,669	17,669	(502)	(2.93%)	17,996	17,996	(327)	(1.85%)
6127	Cash in Lieu of Health Benefits	0	0	0	0	0	6,023	6,023	(6,023)	(100.00%)	6,023	6,023	0	0.00%
	Total Salaries	335,365	352,071	392,022	392,022	249,060	409,104	409,104	(17,082)	(4.36%)	419,459	419,459	(10,355)	(2.53%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	46,499	43,278	51,371	51,371	29,669	52,225	51,940	(568)	(1.11%)	53,549	53,256	(1,316)	(2.53%)
6830	FICA Tax Expenditure	25,870	26,030	30,607	30,607	18,616	31,885	31,711	(1,104)	(3.61%)	32,694	32,514	(804)	(2.53%)
6835	MTA Tax	1,150	1,157	1,360	1,360	827	1,417	1,409	(49)	(3.61%)	1,453	1,445	(36)	(2.53%)
6840	Worker's Compensation	2,809	2,517	8,067	8,067	4,507	7,696	5,418	2,650	32.84%	7,908	5,567	(149)	(2.75%)
6860	Medical Insurance - Active Employees	88,128	89,010	120,900	120,900	63,204	121,344	94,236	26,664	22.05%	121,344	94,236	0	0.00%
6865	Dental & Optical	5,270	5,587	6,660	6,660	4,464	6,900	6,900	(240)	(3.60%)	6,900	6,900	0	0.00%

Town of Southampton

2020 Tentative Budget

G. I. S. - 1682

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6875	Disability	115	29	87	87	0	87	87	0	0.00%	87	87	0	0.00%
	Total Employee Benefits - Current	169,842	167,607	219,053	219,053	121,289	221,554	191,701	27,352	12.49%	223,934	194,005	(2,305)	(1.20%)
	Total Employee Costs	**505,206**	**519,678**	**611,075**	**611,075**	**370,349**	**630,658**	**600,804**	**10,271**	**1.68%**	**643,393**	**613,464**	**(12,659)**	**(2.11%)**
	Equipment:													
6202	Software	16,000	0	1,800	1,800	0	6,800	6,800	(5,000)	(277.78%)	1,800	1,800	5,000	73.53%
	Total Equipment	16,000	0	1,800	1,800	0	6,800	6,800	(5,000)	(277.78%)	1,800	1,800	5,000	73.53%
	Contractual:													
6401	Contracts	24,500	26,642	26,550	27,300	19,351	27,850	27,850	(550)	(2.01%)	29,285	29,285	(1,435)	(5.15%)
6411	Printing and Stationery	1,500	2,011	2,000	2,000	893	4,000	4,000	(2,000)	(100.00%)	4,000	4,000	0	0.00%
6416	Travel, Dues and Related	3,000	1,228	3,000	3,000	53	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6420	Other	3,300	3,777	3,400	3,400	1,796	3,400	3,400	0	0.00%	3,500	3,500	(100)	(2.94%)
6423	Small Equipment (Non-Capital	8,000	3,903	8,000	7,250	290	21,500	15,000	(7,750)	(106.90%)	8,000	15,000	0	0.00%
6425	Office Supplies	400	395	400	400	0	400	400	0	0.00%	400	400	0	0.00%
6450	Schools & Training	4,000	0	4,000	4,000	0	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
	Total Contractual	44,700	37,957	47,350	47,350	22,383	64,150	57,650	(10,300)	(21.75%)	52,185	59,185	(1,535)	(2.66%)
	Total Expenditures	**565,906**	**557,635**	**660,225**	**660,225**	**392,732**	**701,608**	**665,254**	**(5,029)**	**(0.76%)**	**697,378**	**674,449**	**(9,195)**	**(1.38%)**
	Net Surplus (Deficit)	**0**	**64,235**	**0**	**0**	**224,698**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**64,235**	**0**	**0**	**224,698**	**0**	**0**			**0**	**0**		