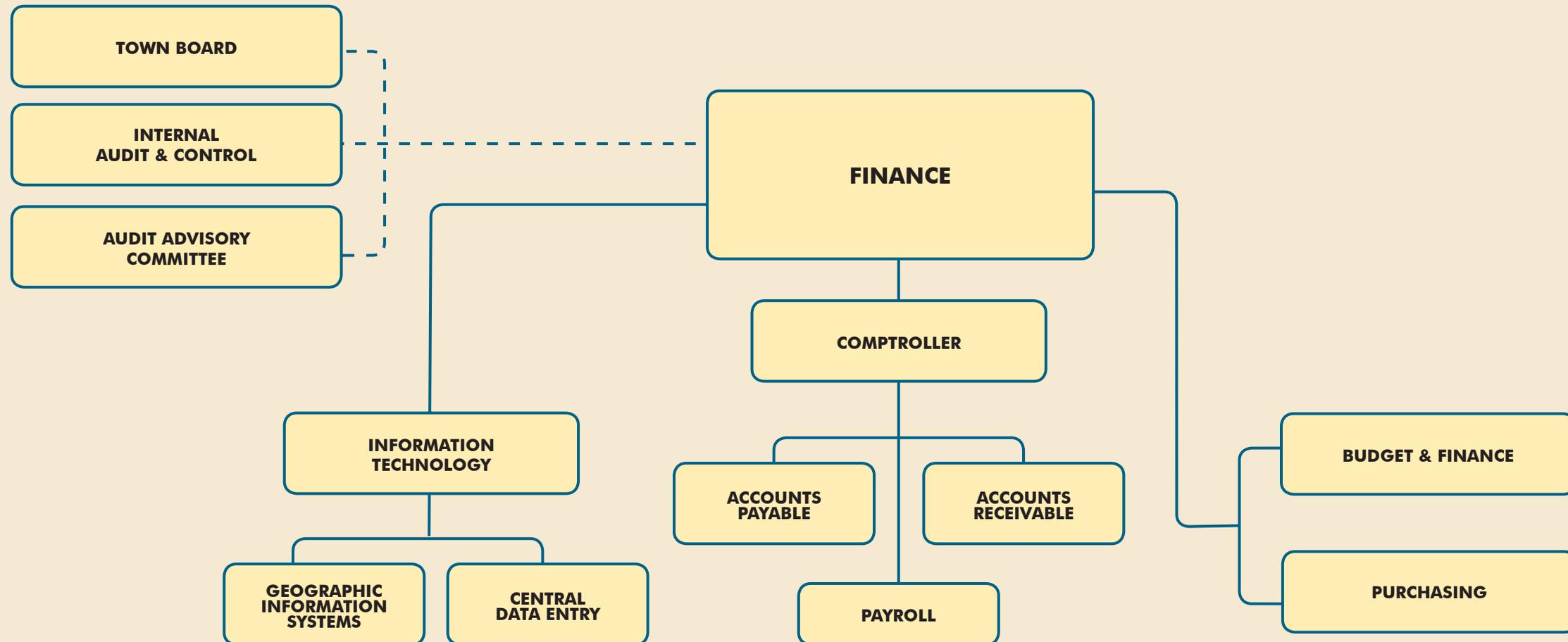


# FINANCE

## 2016 ORGANIZATIONAL CHART





# COMPTROLLER

## 2016 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**

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

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

**PAYROLL**

**PAYROLL 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 DATA ENTRY & RECORDS MANAGEMENT**  
**Lisa Laznovsky**

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

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

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

- Enter alarm billing cash receipts;
- Assists in scanning Comptroller Office documents;
- Verifies data; detects and deletes errors and reenters correct data;
- Maintains files of accounts payable source documents and coordinates with the Division of Records Management;
- Enters to MaxVault, digitized records management system;
- Maintains journal entry records;
- Post audit vendor checks.

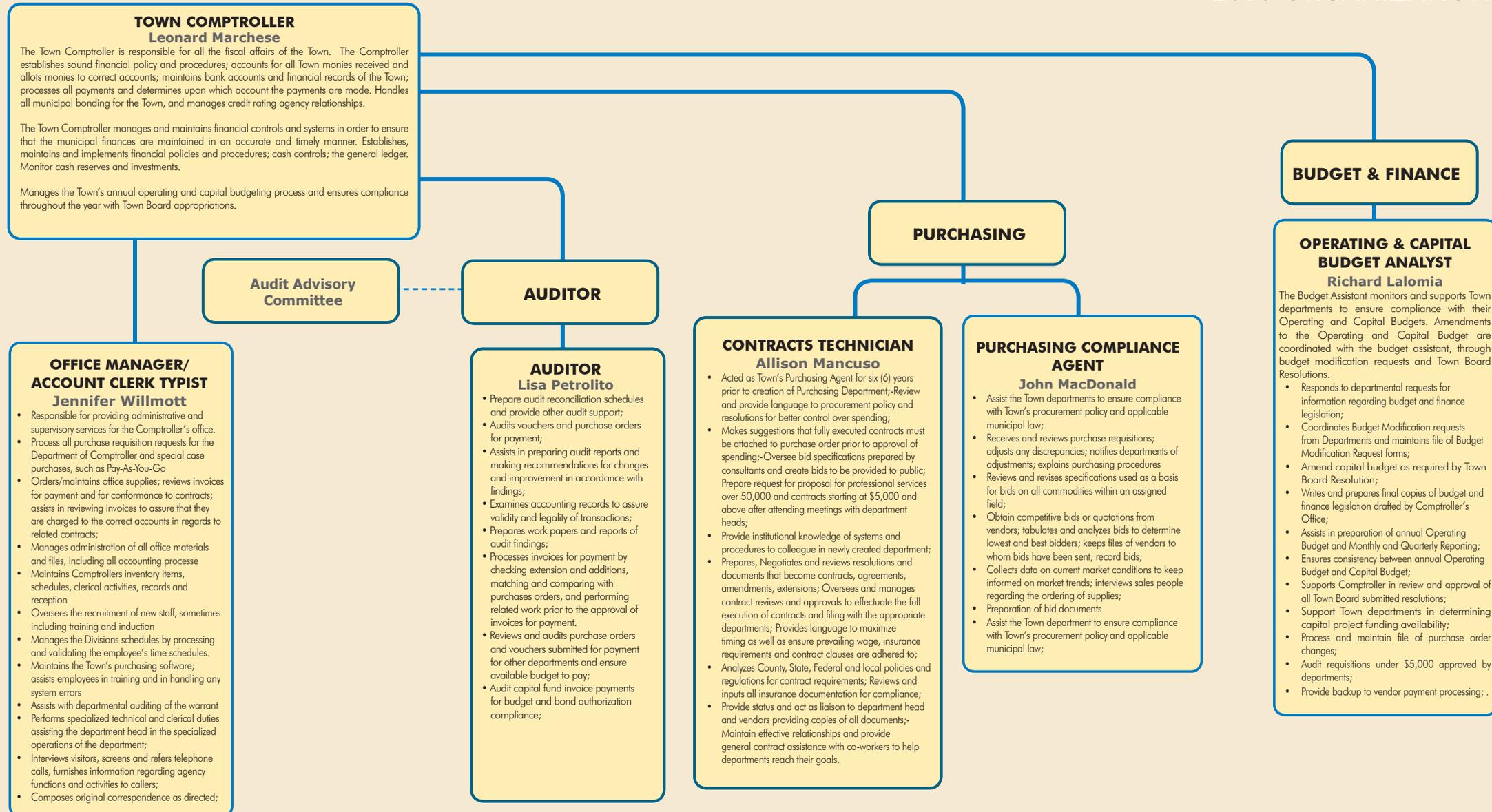
**GENERAL ACCOUNTING**  
**Eileen Quinn**

- Provides accounting support to ensure accurate and timely financial records;
- Maintain bank accounts and prepares bank reconciliations and collateral schedules monthly for over 30 bank accounts;
- Prepares manual journal entries as required;
- Maintain documentation of accounting procedures and controls;
- Assist in the implementation of internal control recommendations by the auditors;
- Assign and maintain vendor codes for accurate disbursements;
- Audit and verify purchases made by employees on credit cards;
- Coordinate and maintain records regarding expenditures and reimbursements from FEMA;
- Audit and process utility invoices;
- Maintains control records for the Town's copier leases.
- Maintains control log of checks and cash receipts directly by Comptroller's office;
- Assists in documentation and reporting for grant reimbursements;
- Monitor and reconciliation schedules and provide at year end;
- Reviews monthly bank reconciliations and prepares manual journal entries as required



# COMPTROLLER

## 2016 ORGANIZATIONAL CHART





# Department Summary

---

*Department: Town Comptroller*

**Budget Year:** 2016  
**Division:** Finance Department  
**Tax District:** Full Town

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

---

---

**NOTES:**

---

## **Departmental Mission & Responsibilities:**

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

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

The Department is responsible for disbursing and accounting for approximately \$115 million in operating expenses for wages, supplies and services, and ensures compliance with the Adopted Budget. The Comptroller manages the financing of the Town's Capital Projects (multi-year construction projects or other asset acquisitions) averaging \$20 million per year, historically.

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

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

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

## **Workload:**

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

# Department Summary

---

*Department: Town Comptroller*

**Budget Year:** 2016  
**Division:** Finance Department  
**Tax District:** Full Town

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

---

---

## NOTES:

---

Annually, the Town collects in excess of \$300 million in Property Taxes. Upon receipt from the Tax Receiver, the Town Comptroller disburses over \$200 million in taxes to the various School, Library, Ambulance, and Fire Districts, and over \$50 million in property taxes was accounted for in the Town's Operating and Special Districts accounts. In addition, CPF and LIPA payments in lieu of taxes are disbursed annually by the Comptroller's Office.

General Accounting – Identify, prepare and post manually an average of 2,500 journal entry batches each year. Maintain accounting integrity in approximately 10,000 financial accounts across 38 separate funds.

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

Purchasing- Review, audit against budget and approve approximately 2,500 Purchase Orders annually.

Revenue/Accounts Receivable- Manually reconcile and record revenue reports and cash receipts from 18 governmental units each month. Process and record approximately 2,800 cash payments per year, of which 56 are from State and County Aid.

Payroll- Processes payroll for approximately 500 full time employees, 110 part-time year-round employees and approximately 300 temporary seasonal staff. Remit all payroll liabilities and file all quarterly reports, as required. Process, code and audit over 500 timesheets monthly, 110 timecards weekly and over 400 seasonal timecards weekly to ensure credits and charges are correct.

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

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

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

Budget preparation and management- Prepare annual operating budget of approximately \$115 million for over 125 Cost Centers, across 14 Tax Districts, while effectively controlling taxpayer monies. Identified and recorded approximately 200 Operating Budget modification requests annually, resulting in entries to over 2,100 ledger accounts. Prepare annual capital budget of approximately \$15 million annually across 100 projects. An additional 150 Capital Budget entries are made annually on average.

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

# Department Summary

---

*Department: Town Comptroller*

**Budget Year:** 2016  
**Division:** Finance Department  
**Tax District:** Full Town

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

---

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

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

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

Town Board Resolutions- Review and approve for fiscal and budgetary impact, approximately 1,200 resolutions annually. Over 50 Town Board Resolutions are initiated by the Town Comptroller's Office.

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

Tax Remittances- Prepare and remit 18 tax remittances received from the Tax Receiver for School, Fire & Ambulance Districts for a total of 384 payments. In addition, the Comptroller's Office accounted for the 18 remittances in over 100 of the Town's cost centers, for a total of 1,800 journal entries.

PILOT Remittances- Prepare and remit Community Preservation Fund & LIPA payments in lieu of taxes to School, Library, Ambulance, and Fire Districts, for a total of 20 separate payments.

Audits Management – Coordinate and support data requests for:

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

Respond to the findings and recommendation of the:

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

---

**NOTES:**

---

# Department Summary

---

*Department: Town Comptroller*

**Budget Year:** 2016  
**Division:** Finance Department  
**Tax District:** Full Town

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

---

## **Goals & Objectives:**

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

## **Legal Authority:**

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

---

**NOTES:**

---

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TFS Srv 1/1/16	Alloc. %
<b>Finance Department</b>									
<b>Finance Department</b>									
<b>Town Comptroller - 1315</b>									
Town Comptroller	ADMINISTRATIVE	140,250	0	0	140,250	53,019	193,269	3.8	100.0
Budget Analyst	ADMINSUPPORT	70,126	0	0	70,126	28,571	98,697	7.7	100.0
Budget Assistant	ADMINSUPPORT	51,000	0	0	51,000	34,776	85,776	7.9	100.0
Contracts Technician	ADMINSUPPORT	54,060	0	0	54,060	35,808	89,868	8.2	100.0
Deputy Comptroller	ADMINSUPPORT	91,800	0	0	91,800	45,277	137,077	7.6	100.0
Purchasing Agent	ADMINSUPPORT	53,060	0	0	53,060	33,217	86,277	2.7	100.0
Senior Accountant	ADMINSUPPORT	62,220	0	0	62,220	37,591	99,811	4.1	100.0
Senior Accountant	ADMINSUPPORT	78,831	0	0	78,831	42,023	120,854	7.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / F / 4	55,930	0	0	55,930	36,018	91,948	3.7	100.0
Data Entry Operator	CSEA40HOUR-NEW / B / 5	43,196	1,728	0	44,924	33,250	78,173	8.6	100.0
Data Entry Operator	PART-TIME	33,500	0	0	33,500	2,839	36,339		100.0
Payroll Manager	CSEA40HOUR-NEW / H / 1	60,876	2,435	0	63,311	37,860	101,171	9.3	100.0
<b>Total Town Comptroller - 1315</b>		<b>794,849</b>	<b>4,163</b>	<b>0</b>	<b>799,012</b>	<b>420,249</b>	<b>1,219,261</b>		

NOTES:



**Town of Southampton**  
**2016 Adopted Budget**  
**Town Comptroller - 1315**

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,103,143	1,118,942	1,159,134	1,178,266	1,178,266	1,266,332	1,268,761	1,268,761	1,268,761	90,495	7.68%	1,287,869	1,290,354	1,290,354	1,290,354
	<b>Total Real Property Taxes</b>	<b>1,103,143</b>	<b>1,118,942</b>	<b>1,159,134</b>	<b>1,178,266</b>	<b>1,178,266</b>	<b>1,266,332</b>	<b>1,268,761</b>	<b>1,268,761</b>	<b>1,268,761</b>	<b>90,495</b>	<b>7.68%</b>	<b>1,287,869</b>	<b>1,290,354</b>	<b>1,290,354</b>	<b>1,290,354</b>
<b>Other Revenue:</b>																
1523	Alarm Billing	50,000	50,000	50,000	50,000	37,500	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000
2770	Miscellaneous	0	4,585	25,000	25,000	37,939	25,000	25,000	25,000	25,000	0	0.00%	25,000	25,000	25,000	25,000
	<b>Total Other Revenue</b>	<b>50,000</b>	<b>54,585</b>	<b>75,000</b>	<b>75,000</b>	<b>75,439</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	<b>0.00%</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
	<b>Total Revenue</b>	<b>1,153,143</b>	<b>1,173,527</b>	<b>1,234,134</b>	<b>1,253,266</b>	<b>1,253,705</b>	<b>1,341,332</b>	<b>1,343,761</b>	<b>1,343,761</b>	<b>1,343,761</b>	<b>90,495</b>	<b>7.22%</b>	<b>1,362,869</b>	<b>1,365,354</b>	<b>1,365,354</b>	<b>1,365,354</b>
<b>Salaries:</b>																
6100	Salaries	691,868	711,797	735,921	728,128	606,461	757,215	761,349	761,349	761,349	(33,221)	(4.56%)	774,401	778,618	778,618	778,618
6105	Part Time Salaries	20,000	6,986	0	19,000	12,536	33,500	33,500	33,500	33,500	(14,500)	(76.32%)	33,500	33,500	33,500	33,500
6110	Longevity	5,593	5,417	5,812	5,812	0	6,037	4,163	4,163	4,163	1,649	28.38%	6,208	4,296	4,296	4,296
6127	Cash in Lieu of Health Benefits	2,500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Salaries</b>	<b>719,961</b>	<b>724,201</b>	<b>741,733</b>	<b>752,940</b>	<b>618,997</b>	<b>796,752</b>	<b>799,012</b>	<b>799,012</b>	<b>799,012</b>	<b>(46,072)</b>	<b>(6.12%)</b>	<b>814,109</b>	<b>816,414</b>	<b>816,414</b>	<b>816,414</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	90,295	134,394	122,386	130,179	116,225	127,463	127,841	127,841	127,841	2,339	1.80%	130,362	130,747	130,747	130,747
6830	FICA Tax Expenditure	53,794	53,068	54,839	56,299	45,438	58,878	59,051	59,051	59,051	(2,751)	(4.89%)	60,032	60,208	60,208	60,208
6835	MTA Tax	2,448	2,446	2,522	2,592	2,020	2,709	2,717	2,717	2,717	(125)	(4.81%)	2,768	2,776	2,776	2,776
6840	Worker's Compensation	3,559	2,825	2,944	2,944	2,241	3,163	3,179	3,179	3,179	(236)	(8.01%)	3,232	3,248	3,248	3,248
6860	Medical Insurance - Active Employees	162,233	178,187	187,080	207,080	169,749	212,808	212,808	212,808	212,808	(5,728)	(2.77%)	212,808	212,808	212,808	212,808
6865	Dental & Optical	14,318	13,702	14,313	14,313	11,059	14,313	14,308	14,308	14,308	5	0.04%	14,313	14,308	14,308	14,308
6875	Disability	346	156	317	317	165	346	346	346	346	(29)	(9.09%)	346	346	346	346
	<b>Total Employee Benefits - Current</b>	<b>326,992</b>	<b>384,779</b>	<b>384,401</b>	<b>413,724</b>	<b>346,897</b>	<b>419,679</b>	<b>420,249</b>	<b>420,249</b>	<b>420,249</b>	<b>(6,525)</b>	<b>(1.58%)</b>	<b>423,860</b>	<b>424,440</b>	<b>424,440</b>	<b>424,440</b>
	<b>Total Employee Costs</b>	<b>1,046,953</b>	<b>1,108,980</b>	<b>1,126,134</b>	<b>1,166,664</b>	<b>965,894</b>	<b>1,216,432</b>	<b>1,219,261</b>	<b>1,219,261</b>	<b>1,219,261</b>	<b>(52,597)</b>	<b>(4.51%)</b>	<b>1,237,969</b>	<b>1,240,854</b>	<b>1,240,854</b>	<b>1,240,854</b>
<b>Contractual:</b>																
6400	Contracts - Other	53,000	26,033	50,000	46,080	46,060	53,000	53,000	53,000	53,000	(6,920)	(15.02%)	53,000	53,000	53,000	53,000
6401	Contracts	33,000	21,525	33,000	21,830	21,830	25,000	24,600	24,600	24,600	(2,770)	(12.69%)	25,000	24,600	24,600	24,600
6403	Gasoline	4,900	2,695	3,000	1,600	1,195	2,500	2,500	2,500	2,500	(900)	(56.25%)	2,500	2,500	2,500	2,500
6411	Printing and Stationery	3,500	1,596	3,500	3,120	1,027	3,000	3,000	3,000	3,000	120	3.85%	3,000	3,000	3,000	3,000
6412	Publications	1,000	2,912	3,000	3,000	854	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	1,500	3,637	7,000	5,172	5,084	5,000	5,000	5,000	5,000	172	3.33%	5,000	5,000	5,000	5,000
6420	Other	490	961	500	500	344	1,000	1,000	1,000	1,000	(500)	(100.00%)	1,000	1,000	1,000	1,000
6425	Office Supplies	1,500	1,030	1,500	1,500	994	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6426	Supplies - Other	1,200	942	1,200	1,200	569	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6444	Mileage Reimbursement	500	53	200	200	32	200	200	200	200	0	0.00%	200	200	200	200
6450	Schools & Training	3,500	3,275	3,000	1,000	660	3,000	3,000	3,000	3,000	(2,000)	(200.00%)	3,000	3,000	3,000	3,000
6477	Copier Leases	2,100	1,239	2,100	1,400	1,246	1,500	1,500	1,500	1,500	(100)	(7.14%)	1,500	1,500	1,500	1,500
6490	Consultants	0	0	0	0	0	25,000	25,000	25,000	25,000	(25,000)	(100.00%)	25,000	25,000	25,000	25,000
	<b>Total Contractual</b>	<b>106,190</b>	<b>65,899</b>	<b>108,000</b>	<b>86,602</b>	<b>79,895</b>	<b>124,900</b>	<b>124,500</b>	<b>124,500</b>	<b>124,500</b>	<b>(37,898)</b>	<b>(43.76%)</b>	<b>124,900</b>	<b>124,500</b>	<b>124,500</b>	<b>124,500</b>
	<b>Total Expenditures</b>	<b>1,153,143</b>	<b>1,174,878</b>	<b>1,234,134</b>	<b>1,253,266</b>	<b>1,045,788</b>	<b>1,341,332</b>	<b>1,343,761</b>	<b>1,343,761</b>	<b>1,343,761</b>	<b>(90,495)</b>	<b>(7.22%)</b>	<b>1,362,869</b>	<b>1,365,354</b>	<b>1,365,354</b>	<b>1,365,354</b>

**Town of Southampton**  
 2016 Adopted Budget  
 Town Comptroller - 1315

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
	Net Surplus (Deficit)	0	(1,351)	0	0	207,917	0	0	0	0			0	0	0	0

# Department Summary

---

*Department: Audit & Control*

**Budget Year:** 2016  
**Division:** Finance Department  
**Tax District:** Full Town

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

---

---

**NOTES:**

---

## **Departmental Mission & Responsibilities:**

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

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

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

## **Workload:**

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

# Department Summary

---

*Department: Audit & Control*

**Budget Year:** 2016

**Division:** Finance Department

**Tax District:** Full Town

**Cost Center #:** 1320

**Manager:** Leonard Marchese

---

## **Goals & Objectives:**

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

## **Legal Authority:**

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

---

**NOTES:**

---

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/16	Alloc. %
<b>Finance Department</b>									
<b>Finance Department</b>									
<b>Audit &amp; Control - 1320</b>									
Auditor Trainee	CSEA40HOUR - 7-1-2010 / E / 1	50,213	0	0	50,213	22,416	72,629	0.7	100.0
<b>Total Audit &amp; Control - 1320</b>		<b>50,213</b>	<b>0</b>	<b>0</b>	<b>50,213</b>	<b>22,416</b>	<b>72,629</b>		

**NOTES:**

# Town of Southampton

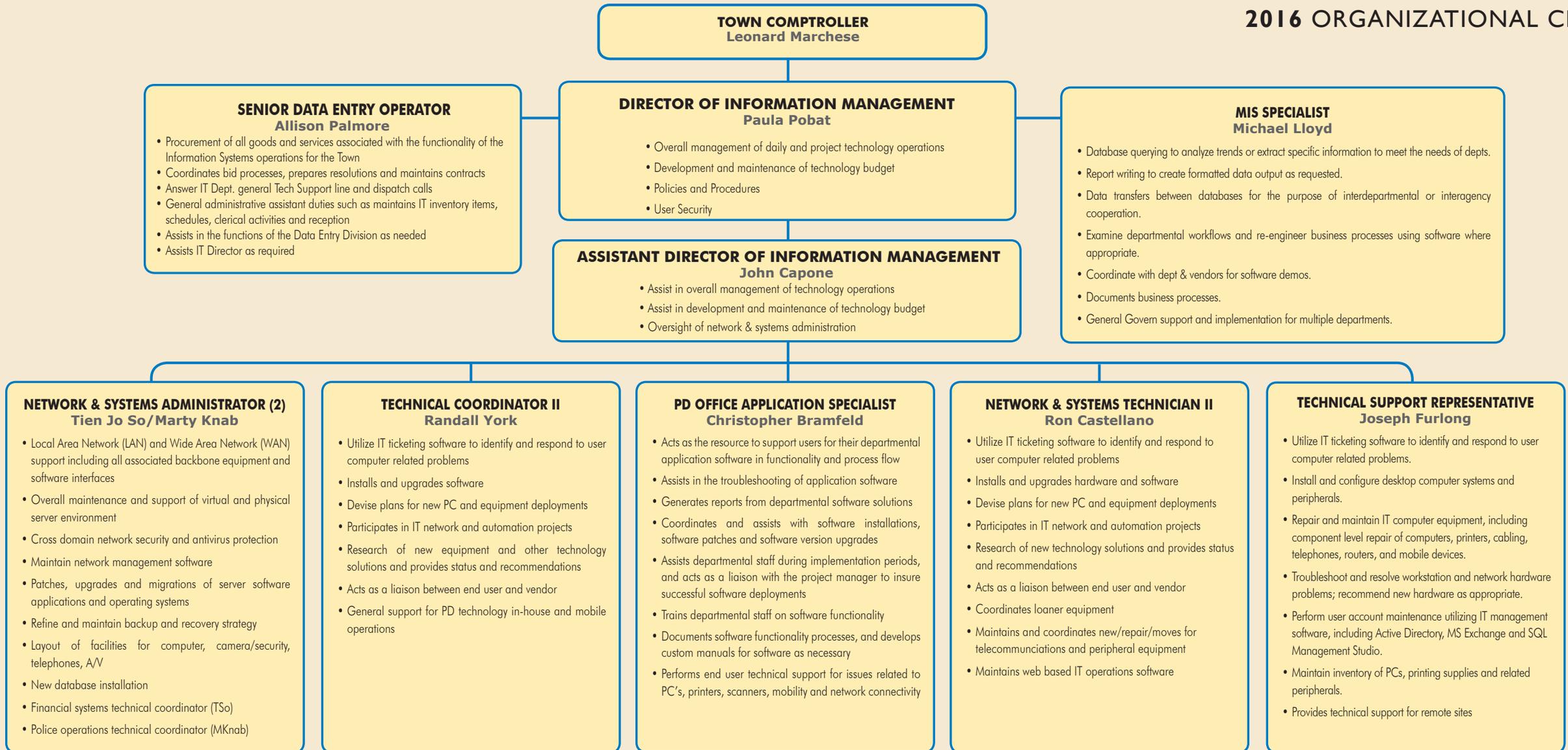
## 2016 Adopted Budget

### Audit & Control - 1320

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	243,718	214,491	235,508	220,508	220,508	217,862	218,015	224,629	224,629	4,121	1.87%	220,052	220,208	226,822	226,822
	<b>Total Real Property Taxes</b>	<b>243,718</b>	<b>214,491</b>	<b>235,508</b>	<b>220,508</b>	<b>220,508</b>	<b>217,862</b>	<b>218,015</b>	<b>224,629</b>	<b>224,629</b>	<b>4,121</b>	<b>1.87%</b>	<b>220,052</b>	<b>220,208</b>	<b>226,822</b>	<b>226,822</b>
	<b>Total Revenue</b>	<b>243,718</b>	<b>214,491</b>	<b>235,508</b>	<b>220,508</b>	<b>220,508</b>	<b>217,862</b>	<b>218,015</b>	<b>224,629</b>	<b>224,629</b>	<b>4,121</b>	<b>1.87%</b>	<b>220,052</b>	<b>220,208</b>	<b>226,822</b>	<b>226,822</b>
<b>Salaries:</b>																
6100	Salaries	50,944	15,278	47,891	47,891	40,211	50,091	50,213	50,213	50,213	(2,322)	(4.85%)	51,842	51,966	51,966	51,966
6127	Cash in Lieu of Health Benefits	0	0	0	1,500	0	1,500	1,500	0	0	1,500	100.00%	1,500	1,500	0	0
	<b>Total Salaries</b>	<b>50,944</b>	<b>15,278</b>	<b>47,891</b>	<b>49,391</b>	<b>40,211</b>	<b>51,591</b>	<b>51,713</b>	<b>50,213</b>	<b>50,213</b>	<b>(822)</b>	<b>(1.66%)</b>	<b>53,342</b>	<b>53,466</b>	<b>51,966</b>	<b>51,966</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	6,572	9,781	7,902	8,406	7,504	8,616	8,636	8,386	8,386	20	0.24%	8,908	8,929	8,678	8,678
6830	FICA Tax Expenditure	3,897	1,178	3,664	3,664	3,134	3,947	3,956	3,841	3,841	(178)	(4.85%)	4,081	4,090	3,975	3,975
6835	MTA Tax	173	52	163	163	139	175	176	171	171	(8)	(4.85%)	181	182	177	177
6840	Worker's Compensation	255	202	192	192	146	200	201	201	201	(9)	(4.85%)	207	208	208	208
6860	Medical Insurance - Active Employees	10,044	617	17,364	1,099	913	0	0	8,484	8,484	(7,385)	(671.97%)	0	0	8,484	8,484
6865	Dental & Optical	1,304	164	1,304	1,269	1,001	1,304	1,304	1,304	1,304	(35)	(2.76%)	1,304	1,304	1,304	1,304
6875	Disability	29	3	29	29	21	29	29	29	29	0	0.00%	29	29	29	29
	<b>Total Employee Benefits - Current</b>	<b>22,274</b>	<b>11,999</b>	<b>30,617</b>	<b>14,821</b>	<b>12,857</b>	<b>14,271</b>	<b>14,302</b>	<b>22,416</b>	<b>22,416</b>	<b>(7,594)</b>	<b>(51.24%)</b>	<b>14,711</b>	<b>14,742</b>	<b>22,856</b>	<b>22,856</b>
	<b>Total Employee Costs</b>	<b>73,218</b>	<b>27,277</b>	<b>78,508</b>	<b>64,212</b>	<b>53,069</b>	<b>65,862</b>	<b>66,015</b>	<b>72,629</b>	<b>72,629</b>	<b>(8,417)</b>	<b>(13.11%)</b>	<b>68,052</b>	<b>68,208</b>	<b>74,822</b>	<b>74,822</b>
<b>Contractual:</b>																
6400	Contracts - Other	160,000	140,000	150,000	149,296	141,900	145,000	145,000	145,000	145,000	4,296	2.88%	145,000	145,000	145,000	145,000
6444	Mileage Reimbursement	500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6490	Consultants	10,000	0	7,000	7,000	0	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
	<b>Total Contractual</b>	<b>170,500</b>	<b>140,000</b>	<b>157,000</b>	<b>156,296</b>	<b>141,900</b>	<b>152,000</b>	<b>152,000</b>	<b>152,000</b>	<b>152,000</b>	<b>4,296</b>	<b>2.75%</b>	<b>152,000</b>	<b>152,000</b>	<b>152,000</b>	<b>152,000</b>
	<b>Total Expenditures</b>	<b>243,718</b>	<b>167,277</b>	<b>235,508</b>	<b>220,508</b>	<b>194,969</b>	<b>217,862</b>	<b>218,015</b>	<b>224,629</b>	<b>224,629</b>	<b>(4,121)</b>	<b>(1.87%)</b>	<b>220,052</b>	<b>220,208</b>	<b>226,822</b>	<b>226,822</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>47,214</b>	<b>0</b>	<b>0</b>	<b>25,540</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# INFORMATION TECHNOLOGY

## 2016 ORGANIZATIONAL CHART



# Department Summary

---

*Department: Information Technology*

**Budget Year:** 2016

**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 efficient technology tools to supported users, in order to enable them to perform their responsibilities in the most efficient manner possible and to assist them in providing the best service to the Town's constituents.

## **Workload:**

The Information Technology workload involves the administration, support and management of the Town's local and wide area networks including all computer and network hardware, computer software for network management and departmental functionality, network infrastructure, peripherals, telephone systems and communication lines. Information Technology supports 450 workstations at 26 locations.

## **Goals & Objectives:**

1. To continue the development and enhancement of the functionality of the Town's software packages to improve/simplify processes and maximize efficiency.
2. Explore the developments in mobile technology to increase the efficiency of management and field staff.
3. Upgrade the Town's critical email infrastructure.
4. Expand the use of the Town Hall/Police Department shared virtual environment.
5. Accomplish the goals outlined for the 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	Total Benefits	Total Comp. & Benefits	TIS Srv 1/1/16	Alloc. %
<b>Information Technology Division</b>									
<b>Information Technology Summary</b>									
<b>Information Technology - 1680</b>									
Assistant Director of Information Management	ADMINISTRATIVE	94,951	0	1,900	96,851	35,268	132,119	24.3	100.0
Director of Info Management	ADMINISTRATIVE	113,743	0	8,750	122,493	51,970	174,463	26.7	100.0
MIS Specialist	CSEA40HOUR - 7-1-2010 / E / 2	50,947	0	0	50,947	24,724	75,671	2.3	100.0
Office Application Specialist	CSEA40HOUR - 7-1-2010 / E / 1	50,213	0	2,500	52,713	14,549	67,262	1.2	100.0
Network & System Administrator	CSEA40HOUR-NEW / J / 5	72,601	5,808	0	78,409	31,591	110,000	14.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / F / 5	57,876	3,473	0	61,349	37,364	98,712	13.6	100.0
Network Systems Administrator	CSEA40HOUR-NEW / J / 5	72,601	4,356	2,500	79,457	21,242	100,698	14.4	100.0
Senior Data Entry Operator	CSEA40HOUR-NEW / C / 5	46,866	2,812	0	49,678	34,438	84,116	14.2	100.0
Technical Support Representative	CSEA40HOUR-NEW / E / 3	52,616	2,105	0	54,720	25,662	80,382	8.5	100.0
Technical Coordinator 2	CSEA40HOURPROMO	74,290	7,429	0	81,719	42,459	124,178	19.7	100.0
Program Aide I	SEASONAL	2,000	0	0	2,000	197	2,197		100.0
<b>Total Information Technology - 1680</b>		<b>688,704</b>	<b>25,982</b>	<b>15,650</b>	<b>730,336</b>	<b>319,463</b>	<b>1,049,799</b>		

NOTES:

# Town of Southampton

## 2016 Adopted Budget

### Information Technology - 1680

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,546,714	1,553,796	1,774,737	1,771,886	1,771,886	1,850,996	1,814,974	1,814,974	1,814,974	43,088	2.43%	1,882,176	1,845,666	1,845,666	1,845,666
	<b>Total Real Property Taxes</b>	<b>1,546,714</b>	<b>1,553,796</b>	<b>1,774,737</b>	<b>1,771,886</b>	<b>1,771,886</b>	<b>1,850,996</b>	<b>1,814,974</b>	<b>1,814,974</b>	<b>1,814,974</b>	<b>43,088</b>	<b>2.43%</b>	<b>1,882,176</b>	<b>1,845,666</b>	<b>1,845,666</b>	<b>1,845,666</b>
<b>Other Revenue:</b>																
2228	Revenue from Other Governments	51,988	52,349	50,866	50,866	14,479	46,263	46,263	46,263	46,263	(4,603)	(9.05%)	47,444	47,444	47,444	47,444
	<b>Total Other Revenue</b>	<b>51,988</b>	<b>52,349</b>	<b>50,866</b>	<b>50,866</b>	<b>14,479</b>	<b>46,263</b>	<b>46,263</b>	<b>46,263</b>	<b>46,263</b>	<b>(4,603)</b>	<b>(9.05%)</b>	<b>47,444</b>	<b>47,444</b>	<b>47,444</b>	<b>47,444</b>
	<b>Total Revenue</b>	<b>1,598,702</b>	<b>1,606,145</b>	<b>1,825,603</b>	<b>1,822,752</b>	<b>1,786,365</b>	<b>1,897,259</b>	<b>1,861,237</b>	<b>1,861,237</b>	<b>1,861,237</b>	<b>38,485</b>	<b>2.11%</b>	<b>1,929,620</b>	<b>1,893,110</b>	<b>1,893,110</b>	<b>1,893,110</b>
<b>Salaries:</b>																
6100	Salaries	535,670	535,713	665,551	665,551	557,310	697,819	686,704	686,704	686,704	(21,154)	(3.18%)	714,350	703,013	703,013	703,013
6101	Overtime	0	0	0	11,395	6,747	12,000	12,000	12,000	12,000	(605)	(5.31%)	12,000	12,000	12,000	12,000
6103	Accumulated Sick/Personal Days	3,100	4,782	5,200	2,562	758	10,650	10,650	10,650	10,650	(8,088)	(315.69%)	10,650	10,650	10,650	10,650
6105	Part Time Salaries	13,000	12,645	13,000	1,605	1,604	13,500	2,000	2,000	2,000	(395)	(24.61%)	13,500	2,000	2,000	2,000
6110	Longevity	16,307	16,296	22,318	22,318	0	31,071	25,982	25,982	25,982	(3,664)	(16.42%)	31,810	26,545	26,545	26,545
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	2,292	5,000	5,000	5,000	5,000	(2,500)	(100.00%)	5,000	5,000	5,000	5,000
	<b>Total Salaries</b>	<b>570,577</b>	<b>571,936</b>	<b>708,569</b>	<b>705,931</b>	<b>568,710</b>	<b>770,040</b>	<b>742,336</b>	<b>742,336</b>	<b>742,336</b>	<b>(36,406)</b>	<b>(5.16%)</b>	<b>787,311</b>	<b>759,208</b>	<b>759,208</b>	<b>759,208</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	71,927	107,056	114,769	122,077	108,991	124,338	121,632	121,632	121,632	445	0.36%	127,222	124,450	124,450	124,450
6830	FICA Tax Expenditure	43,300	42,898	53,709	53,506	42,615	57,747	55,848	55,848	55,848	(2,342)	(4.38%)	58,916	56,997	56,997	56,997
6835	MTA Tax	1,940	1,914	2,409	2,399	1,894	2,627	2,533	2,533	2,533	(134)	(5.59%)	2,686	2,591	2,591	2,591
6840	Worker's Compensation	2,743	2,178	2,524	2,524	1,921	2,845	2,755	2,755	2,755	(231)	(9.16%)	2,911	2,820	2,820	2,820
6860	Medical Insurance - Active Employees	105,440	92,099	118,728	118,728	97,050	124,344	124,344	124,344	124,344	(5,616)	(4.73%)	124,344	124,344	124,344	124,344
6865	Dental & Optical	10,425	9,582	13,034	13,034	9,845	13,034	13,034	13,034	13,034	0	0.00%	13,034	13,034	13,034	13,034
6875	Disability	259	86	317	317	69	346	317	317	317	0	0.00%	346	317	317	317
	<b>Total Employee Benefits - Current</b>	<b>236,036</b>	<b>255,812</b>	<b>305,489</b>	<b>312,584</b>	<b>262,385</b>	<b>325,281</b>	<b>320,463</b>	<b>320,463</b>	<b>320,463</b>	<b>(7,879)</b>	<b>(2.52%)</b>	<b>329,460</b>	<b>324,552</b>	<b>324,552</b>	<b>324,552</b>
	<b>Total Employee Costs</b>	<b>806,612</b>	<b>827,748</b>	<b>1,014,058</b>	<b>1,018,515</b>	<b>831,096</b>	<b>1,095,321</b>	<b>1,062,799</b>	<b>1,062,799</b>	<b>1,062,799</b>	<b>(44,284)</b>	<b>(4.35%)</b>	<b>1,116,770</b>	<b>1,083,761</b>	<b>1,083,761</b>	<b>1,083,761</b>
<b>Contractual:</b>																
6401	Contracts	607,487	406,413	584,725	584,725	517,045	593,328	593,328	593,328	593,328	(8,603)	(1.47%)	632,839	632,839	632,839	632,839
6403	Gasoline	150	30	150	150	0	0	0	0	0	150	100.00%	0	0	0	0
6406	Repair Equipment	1,000	110	500	500	0	500	500	500	500	0	0.00%	300	300	300	300
6415	Telephone	7,500	6,683	7,500	9,600	5,196	7,500	7,500	7,500	7,500	2,100	21.88%	7,500	7,500	7,500	7,500
6416	Travel, Dues and Related	1,500	500	1,500	1,500	57	2,000	1,500	1,500	1,500	0	0.00%	2,000	1,500	1,500	1,500
6423	Small Equipment (Non-Capital)	25,000	26,640	20,000	20,000	15,165	23,000	23,000	23,000	23,000	(3,000)	(15.00%)	23,000	23,000	23,000	23,000
6425	Office Supplies	950	897	950	1,450	919	1,000	1,000	1,000	1,000	450	31.03%	1,000	1,000	1,000	1,000
6439	Computer Supplies	40,000	39,083	40,000	40,000	29,605	37,000	37,000	37,000	37,000	3,000	7.50%	35,000	35,000	35,000	35,000
6450	Schools & Training	3,000	0	6,000	6,000	0	6,000	3,000	3,000	3,000	3,000	50.00%	6,000	3,000	3,000	3,000
6466	Telephone - Wireless	15,500	11,273	11,500	11,500	9,431	16,900	16,900	16,900	16,900	(5,400)	(46.96%)	17,000	17,000	17,000	17,000
6490	Consultants	90,002	53,386	138,720	131,287	78,969	114,710	114,710	114,710	114,710	16,577	12.63%	88,210	88,210	88,210	88,210
	<b>Total Contractual</b>	<b>792,089</b>	<b>545,015</b>	<b>811,545</b>	<b>806,712</b>	<b>656,386</b>	<b>801,938</b>	<b>798,438</b>	<b>798,438</b>	<b>798,438</b>	<b>8,274</b>	<b>1.03%</b>	<b>812,849</b>	<b>809,349</b>	<b>809,349</b>	<b>809,349</b>
	<b>Total Expenditures</b>	<b>1,598,702</b>	<b>1,372,763</b>	<b>1,825,603</b>	<b>1,825,227</b>	<b>1,487,482</b>	<b>1,897,259</b>	<b>1,861,237</b>	<b>1,861,237</b>	<b>1,861,237</b>	<b>(36,010)</b>	<b>(1.97%)</b>	<b>1,929,620</b>	<b>1,893,110</b>	<b>1,893,110</b>	<b>1,893,110</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>233,382</b>	<b>0</b>	<b>(2,475)</b>	<b>298,883</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

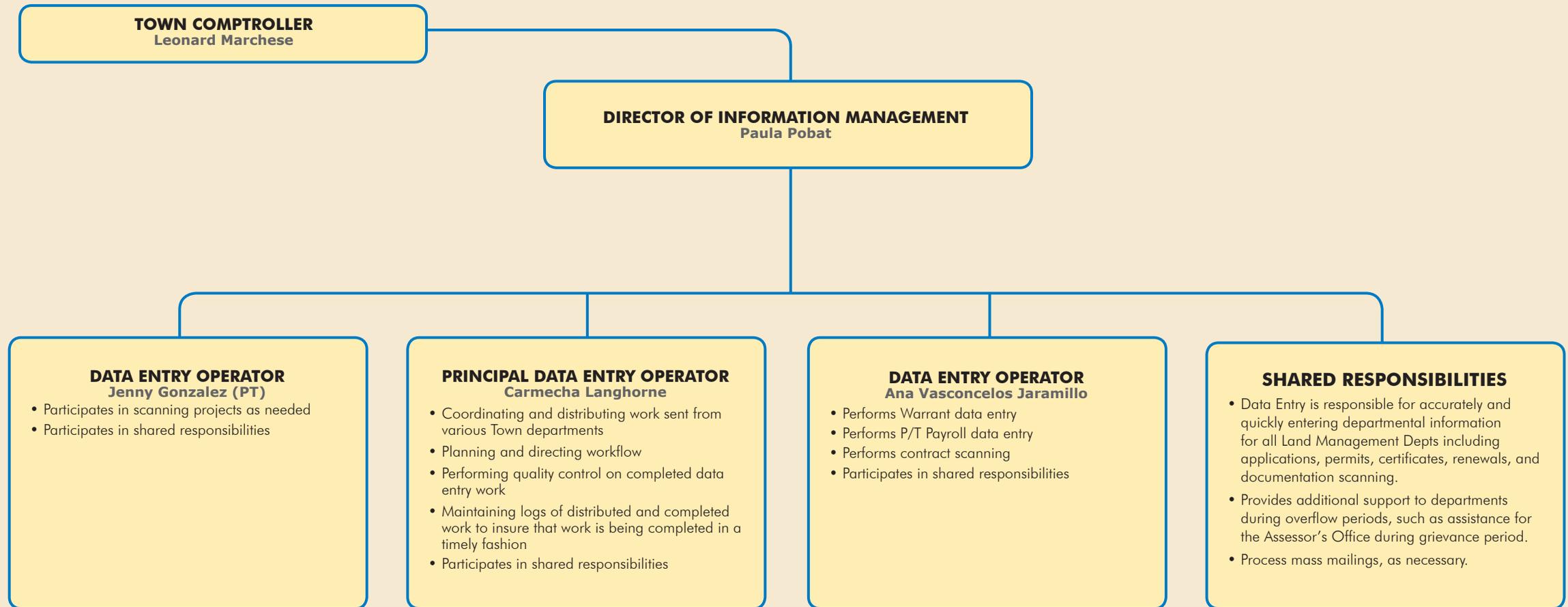
**Town of Southampton**  
**2016 Adopted Budget**  
**Information Technology - 1680**

Account Code	Description	2014	2014	2015	2015	2015	2016		2016	2016	2016	2016	2017	2017	2017	2017
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Oct YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2015 Amended Difference	Adopted / 2015 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	2,475	0	0	0	0	0		0	0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>233,382</b>	<b>0</b>	<b>0</b>	<b>298,883</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# DATA ENTRY

## 2016 ORGANIZATIONAL CHART



\* Allocated to Land Management / Zoning Tax District

# Department Summary

---

*Department: Data Entry*

**Budget Year:** 2016

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

## **Workload:**

Data Entry performs work-flow processing for Land Management, Justice Court, Human Resources and Town Attorney/Contract Management, as well as the processing of mass mailings, and special projects, when needed. Per year Data Entry processes approximately 17,000 Land Management Transactions, 15,000 Justice Court Tickets, 10,000 pieces for scanning and indexing and 15,000 pieces for mailing/distribution across departments.

## **Goals & Objectives:**

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

## **Legal Authority:**

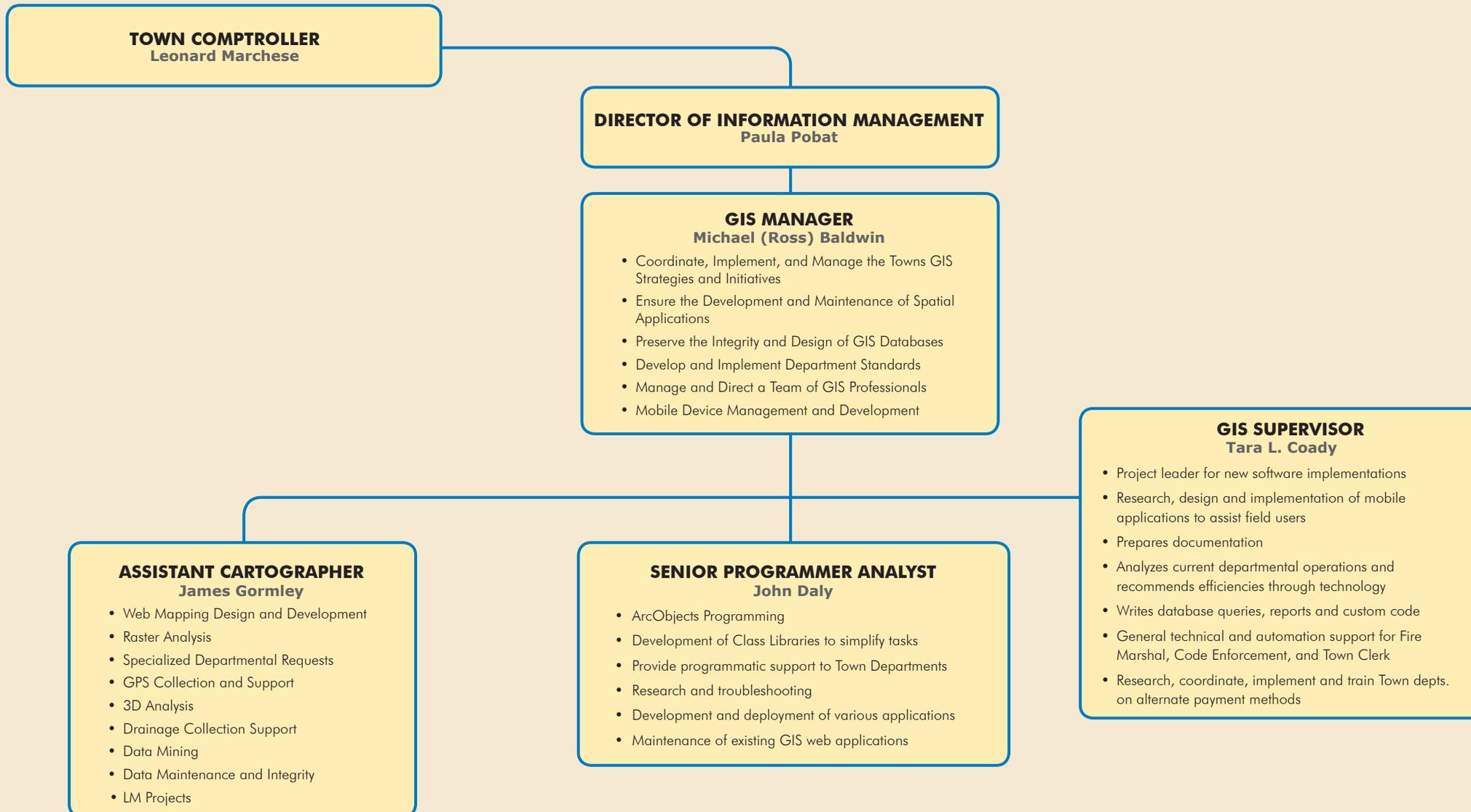
Town Code Chapter 27.





# GEOGRAPHIC INFORMATION SYSTEMS

## 2016 ORGANIZATIONAL CHART





# Department Summary

---

*Department: G. I. S.*

**Budget Year:** 2016

**Division:** Information Technology Division

**Tax District:** Full Town

**Cost Center #:** 1682

**Manager:** Ross Baldwin

---

---

**NOTES:**

---

## **Departmental Mission & Responsibilities:**

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

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

## **Workload:**

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

## **Goals & Objectives:**

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

## **Legal Authority:**

Town Code Chapter 27.

**PROPOSED 2016 FEE SCHEDULE FOR GIS ePORTAL**

The Southampton Town GIS ePortal is an internet application that allows you to access data about properties within the Town. Information regarding taxes, permits, mass appraisal, sales, as well as access to scanned images such as surveys, Certificate of Occupancy, Certificate of Compliance, and permits are also available. There is also a mapping component that allows subscribers to search any parcel within the Town and view it either as a base map, aerial image, or aerial oblique image.

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

---

**NOTES:**

---

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TFS Srv 1/1/16	Alloc. %
<b>Information Technology Division</b>									
<b>Information Technology Summary</b>									
<b>G. I. S. - 1682</b>									
Geographic Info Sys Manager	ADMINISTRATIVE	88,326	0	0	88,326	44,405	132,732	8.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	71,678	0	0	71,678	28,960	100,638	8.3	100.0
Assistant Cartographer	CSEA40HOUR-NEW / I / 4	68,230	2,729	0	70,959	39,778	110,737	8.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / K / 5	76,271	6,102	0	82,373	42,628	125,001	16.2	100.0
<b>Total G. I. S. - 1682</b>		<b>304,505</b>	<b>8,831</b>	<b>0</b>	<b>313,336</b>	<b>155,771</b>	<b>469,107</b>		

NOTES:

# Town of Southampton

## 2016 Adopted Budget

### G. I. S. - 1682

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	370,445	370,445	421,152	421,152	421,152	420,049	409,407	409,407	409,407	(11,745)	(2.79%)	444,955	434,181	434,181	434,181
	<b>Total Real Property Taxes</b>	<b>370,445</b>	<b>370,445</b>	<b>421,152</b>	<b>421,152</b>	<b>421,152</b>	<b>420,049</b>	<b>409,407</b>	<b>409,407</b>	<b>409,407</b>	<b>(11,745)</b>	<b>(2.79%)</b>	<b>444,955</b>	<b>434,181</b>	<b>434,181</b>	<b>434,181</b>
<b>Other Revenue:</b>																
2775	Professional Fees	90,000	102,788	90,000	90,000	98,470	100,000	100,000	100,000	100,000	10,000	11.11%	100,000	100,000	100,000	100,000
	<b>Total Other Revenue</b>	<b>90,000</b>	<b>102,788</b>	<b>90,000</b>	<b>90,000</b>	<b>98,470</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>10,000</b>	<b>11.11%</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>Total Revenue</b>	<b>460,445</b>	<b>473,233</b>	<b>511,152</b>	<b>511,152</b>	<b>519,622</b>	<b>520,049</b>	<b>509,407</b>	<b>509,407</b>	<b>509,407</b>	<b>(1,745)</b>	<b>(0.34%)</b>	<b>544,955</b>	<b>534,181</b>	<b>534,181</b>	<b>534,181</b>
<b>Salaries:</b>																
6100	Salaries	289,610	289,626	295,775	295,775	247,143	309,815	304,505	304,505	304,505	(8,730)	(2.95%)	316,703	311,287	311,287	311,287
6110	Longevity	6,898	6,894	8,516	8,516	0	8,831	8,831	8,831	8,831	(314)	(3.69%)	9,035	9,035	9,035	9,035
	<b>Total Salaries</b>	<b>296,508</b>	<b>296,520</b>	<b>304,291</b>	<b>304,291</b>	<b>247,143</b>	<b>318,646</b>	<b>313,336</b>	<b>313,336</b>	<b>313,336</b>	<b>(9,045)</b>	<b>(2.97%)</b>	<b>325,738</b>	<b>320,322</b>	<b>320,322</b>	<b>320,322</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	38,250	56,930	50,208	53,405	47,681	53,214	52,327	52,327	52,327	1,078	2.02%	54,398	53,494	53,494	53,494
6830	FICA Tax Expenditure	22,683	22,099	23,278	23,278	18,400	24,376	23,970	23,970	23,970	(692)	(2.97%)	24,919	24,505	24,505	24,505
6835	MTA Tax	1,008	982	1,035	1,035	818	1,083	1,065	1,065	1,065	(31)	(2.97%)	1,108	1,089	1,089	1,089
6840	Worker's Compensation	1,448	1,150	1,183	1,183	901	1,239	1,218	1,218	1,218	(35)	(2.95%)	1,267	1,245	1,245	1,245
6860	Medical Insurance - Active Employees	67,765	64,492	70,104	70,104	56,360	71,868	71,868	71,868	71,868	(1,764)	(2.52%)	71,868	71,868	71,868	71,868
6865	Dental & Optical	5,208	4,839	5,208	5,208	4,003	5,208	5,208	5,208	5,208	0	0.00%	5,208	5,208	5,208	5,208
6875	Disability	115	49	115	115	41	115	115	115	115	0	0.00%	115	115	115	115
	<b>Total Employee Benefits - Current</b>	<b>136,477</b>	<b>150,541</b>	<b>151,131</b>	<b>154,328</b>	<b>128,204</b>	<b>157,104</b>	<b>155,771</b>	<b>155,771</b>	<b>155,771</b>	<b>(1,444)</b>	<b>(0.94%)</b>	<b>158,882</b>	<b>157,523</b>	<b>157,523</b>	<b>157,523</b>
	<b>Total Employee Costs</b>	<b>432,985</b>	<b>447,061</b>	<b>455,422</b>	<b>458,619</b>	<b>375,346</b>	<b>475,749</b>	<b>469,107</b>	<b>469,107</b>	<b>469,107</b>	<b>(10,488)</b>	<b>(2.29%)</b>	<b>484,620</b>	<b>477,846</b>	<b>477,846</b>	<b>477,846</b>
<b>Contractual:</b>																
6401	Contracts	19,760	16,124	25,030	25,030	18,378	24,100	24,100	24,100	24,100	930	3.72%	38,735	38,735	38,735	38,735
6411	Printing and Stationery	1,500	873	1,500	1,500	727	2,000	1,500	1,500	1,500	0	0.00%	2,200	1,700	1,700	1,700
6416	Travel, Dues and Related	0	0	2,500	2,500	0	3,000	1,500	1,500	1,500	1,000	40.00%	3,000	1,500	1,500	1,500
6420	Other	2,600	2,498	3,300	3,300	2,318	2,800	2,800	2,800	2,800	500	15.15%	3,000	3,000	3,000	3,000
6423	Small Equipment (Non-Capital)	1,200	235	18,500	16,803	9,520	8,000	8,000	8,000	8,000	8,803	52.39%	9,000	9,000	9,000	9,000
6425	Office Supplies	400	98	400	900	489	400	400	400	400	500	55.56%	400	400	400	400
6450	Schools & Training	2,000	125	4,000	2,000	195	4,000	2,000	2,000	2,000	0	0.00%	4,000	2,000	2,000	2,000
6466	Telephone - Wireless	0	0	500	500	0	0	0	0	0	500	100.00%	0	0	0	0
	<b>Total Contractual</b>	<b>27,460</b>	<b>19,953</b>	<b>55,730</b>	<b>52,533</b>	<b>31,626</b>	<b>44,300</b>	<b>40,300</b>	<b>40,300</b>	<b>40,300</b>	<b>12,233</b>	<b>23.29%</b>	<b>60,335</b>	<b>56,335</b>	<b>56,335</b>	<b>56,335</b>
	<b>Total Expenditures</b>	<b>460,445</b>	<b>467,014</b>	<b>511,152</b>	<b>511,152</b>	<b>406,972</b>	<b>520,049</b>	<b>509,407</b>	<b>509,407</b>	<b>509,407</b>	<b>1,745</b>	<b>0.34%</b>	<b>544,955</b>	<b>534,181</b>	<b>534,181</b>	<b>534,181</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>6,219</b>	<b>0</b>	<b>0</b>	<b>112,650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>