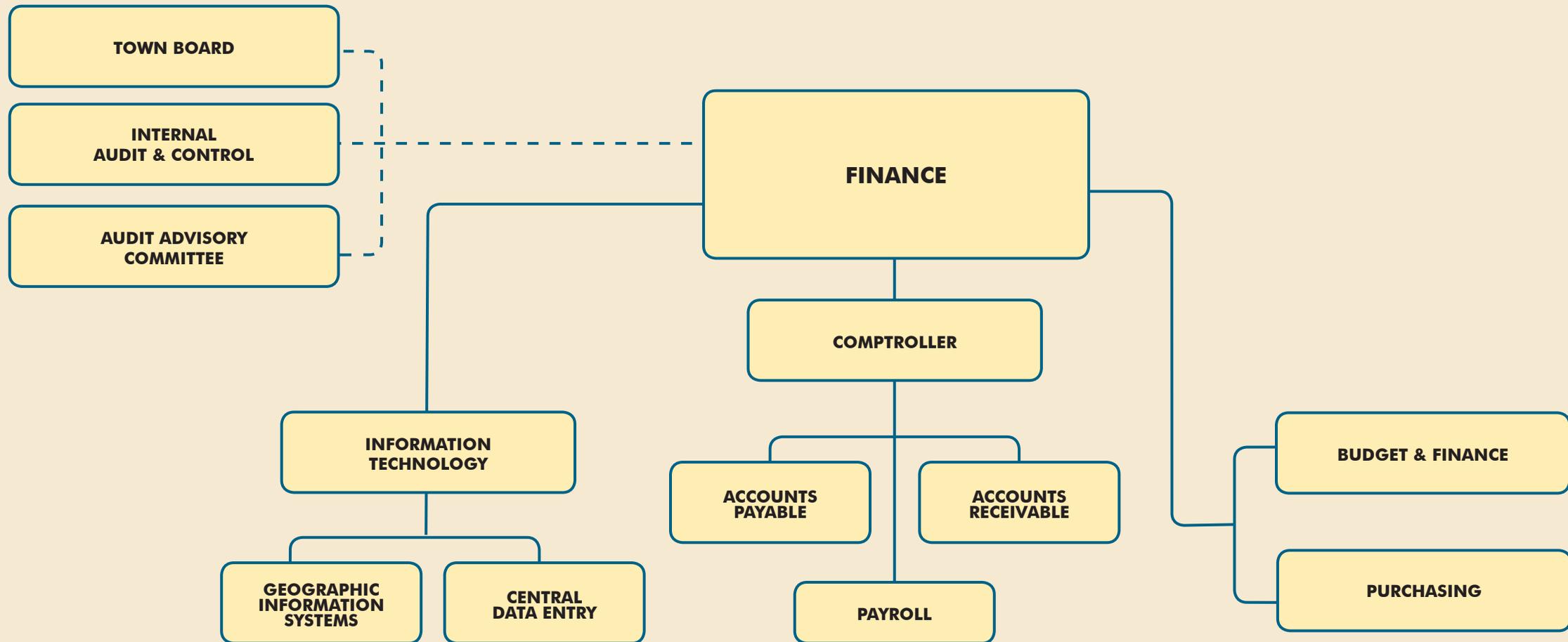


FINANCE

2017 ORGANIZATIONAL CHART



COMPTROLLER

2017 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 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.

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

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.

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:

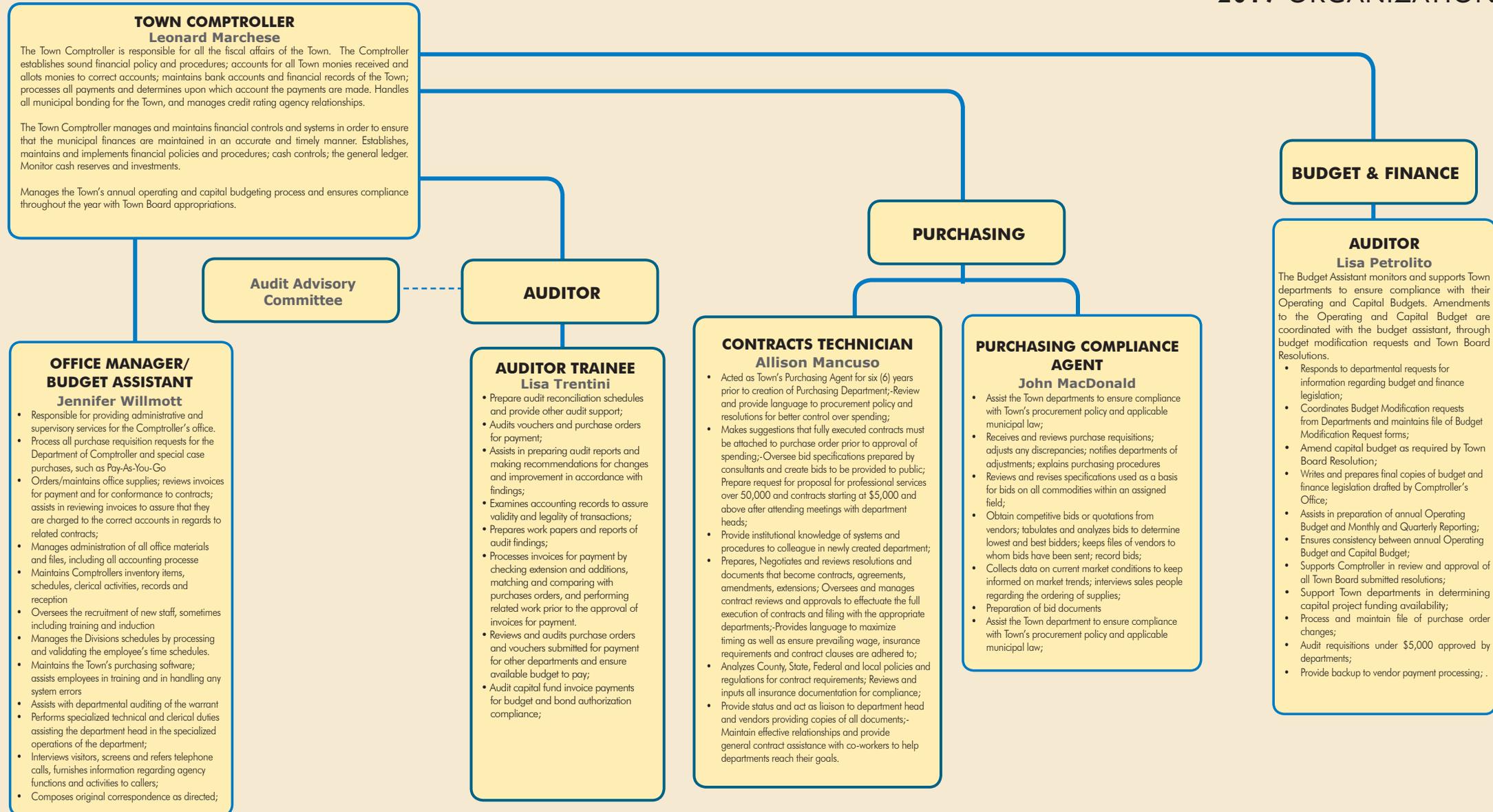
- Assists in scanning Comptroller Office documents;
- Processes requests for mobile phone equipment needed by the departments;
- Verifies data; detects and deletes errors and reenters correct data;
- Maintains files of account payable source documents and coordinates with the Division of Records Management
- 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.

COMPTROLLER

2017 ORGANIZATIONAL CHART



Department Summary

Department: Town Comptroller

Budget Year: 2017
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

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

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

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

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

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

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

Workload:

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

Department Summary

Department: Town Comptroller

Budget Year: 2017
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

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

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

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

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

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

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

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

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

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

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

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

Department Summary

Department: Town Comptroller

Budget Year: 2017
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

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

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

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

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

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

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

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

Audits Management – Coordinate and support data requests for:

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

Respond to the findings and recommendation of the:

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

NOTES:

Department Summary

Department: Town Comptroller

Budget Year: 2017

Division: Finance Department

Tax District: Full Town

Cost Center #: 1315

Manager: Leonard Marchese

NOTES:

Goals & Objectives:

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

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 1/1/17	Alloc. %
Finance Department													
Finance Department													
Town Comptroller - 1315													
Town Comptroller	ADMINISTRATIVE	143,055	4,000	0	147,055	24,231	8,754	20,808	2,174	55,967	203,022	4.8	100.0
Budget Analyst - Vacant	ADMINSUPPORT	57,500	0	0	57,500	24,231	4,399	8,136	886	37,652	95,152		100.0
Contracts Technician	ADMINSUPPORT	55,141	1,082	0	56,223	24,615	4,301	7,956	854	37,726	93,949	9.2	100.0
Deputy Comptroller	ADMINSUPPORT	93,636	1,833	3,500	98,969	24,615	7,571	14,004	1,442	47,633	146,602	8.6	100.0
Purchasing Agent	ADMINSUPPORT	54,122	1,062	0	55,184	24,231	4,222	7,808	839	37,100	92,284	3.7	100.0
Senior Accountant	ADMINSUPPORT	63,464	0	0	63,464	23,931	4,855	8,980	974	38,741	102,205	5.1	100.0
Senior Accountant	ADMINSUPPORT	80,408	1,577	0	81,985	24,615	6,272	11,601	1,232	43,720	125,705	8.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / F / 5	57,629	0	0	57,629	23,936	4,409	8,154	887	37,387	95,016	4.7	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 1	37,187	0	0	37,187	11,432	2,845	5,262	583	20,122	57,309	0.7	100.0
Budget Assistant	CSEA40HOUR-NEW / D / 5	51,365	2,055	0	53,419	23,936	4,087	7,559	801	36,383	89,802	8.9	100.0
Data Entry Operator	CSEA40HOUR-NEW / B / 5	43,890	2,633	0	46,523	23,936	3,559	6,583	692	34,770	81,293	9.6	100.0
Payroll Manager	CSEA40HOUR-NEW / H / 2	63,089	3,785	0	66,874	23,936	5,116	9,463	982	39,497	106,371	10.3	100.0
Total Town Comptroller - 1315		800,486	18,027	3,500	822,013	277,650	60,388	116,315	12,346	466,699	1,288,712		

NOTES:

Town of Southampton
2017 Adopted Budget
Town Comptroller - 1315

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,159,134	1,178,266	1,268,761	1,225,826	1,225,826	1,318,138	1,323,212	1,323,212	1,323,212	97,386	7.94%	1,332,414	1,337,613	1,337,613	1,337,613
	Total Real Property Taxes	1,159,134	1,178,266	1,268,761	1,225,826	1,225,826	1,318,138	1,323,212	1,323,212	1,323,212	97,386	7.94%	1,332,414	1,337,613	1,337,613	1,337,613
Other Revenue:																
1523	Alarm Billing	50,000	50,000	50,000	77,000	64,500	60,000	60,000	60,000	60,000	(17,000)	(22.08%)	60,000	60,000	60,000	60,000
2210	Intergovernmental Revenue	0	0	0	0	10,000	10,000	10,000	10,000	10,000	10,000	100.00%	10,000	10,000	10,000	10,000
2770	Miscellaneous	25,000	39,905	25,000	40,000	44,795	25,000	25,000	25,000	25,000	(15,000)	(37.50%)	25,000	25,000	25,000	25,000
	Total Other Revenue	75,000	89,905	75,000	117,000	119,295	95,000	95,000	95,000	95,000	(22,000)	(18.80%)	95,000	95,000	95,000	95,000
	Total Revenue	1,234,134	1,268,171	1,343,761	1,342,826	1,345,121	1,413,138	1,418,212	1,418,212	1,418,212	75,386	5.61%	1,427,414	1,432,613	1,432,613	1,432,613
Salaries:																
6100	Salaries	735,921	729,245	761,349	748,099	684,658	800,486	800,486	800,486	800,486	(52,387)	(7.00%)	820,143	820,143	820,143	820,143
6101	Overtime	0	0	0	500	113	0	0	0	0	500	100.00%	0	0	0	0
6105	Part Time Salaries	0	20,228	33,500	33,500	12,296	0	0	0	0	33,500	100.00%	0	0	0	0
6110	Longevity	5,812	5,556	4,163	4,163	5,874	18,027	18,027	18,027	18,027	(13,864)	(333.05%)	18,308	18,308	18,308	18,308
6113	Other Pay	0	0	0	0	0	3,500	3,500	3,500	3,500	(3,500)	(100.00%)	3,500	3,500	3,500	3,500
	Total Salaries	741,733	755,030	799,012	786,262	702,940	822,013	822,013	822,013	822,013	(35,751)	(4.55%)	841,951	841,951	841,951	841,951
Employee Benefits - Current:																
6810	Employee Retirement - Active	122,386	130,178	127,841	127,841	117,164	115,082	116,315	116,315	116,315	11,526	9.02%	117,873	119,136	119,136	119,136
6830	FICA Tax Expenditure	54,839	54,453	59,051	56,006	54,259	60,388	60,388	60,388	60,388	(4,383)	(7.83%)	61,736	61,736	61,736	61,736
6835	MTA Tax	2,522	2,464	2,717	2,577	2,432	2,795	2,795	2,795	2,795	(218)	(8.47%)	2,863	2,863	2,863	2,863
6840	Worker's Compensation	2,944	2,654	3,179	3,179	3,128	5,363	9,206	9,206	9,206	(6,026)	(189.54%)	5,495	9,432	9,432	9,432
6860	Medical Insurance - Active Employees	187,080	204,885	212,808	212,808	197,642	262,032	262,032	262,032	262,032	(49,224)	(23.13%)	262,032	262,032	262,032	262,032
6865	Dental & Optical	14,313	13,533	14,308	14,308	12,363	15,618	15,618	15,618	15,618	(1,309)	(9.15%)	15,618	15,618	15,618	15,618
6875	Disability	317	231	346	346	172	346	346	346	346	0	0.00%	346	346	346	346
	Total Employee Benefits - Current	384,401	408,398	420,249	417,064	387,161	461,623	466,699	466,699	466,699	(49,635)	(11.90%)	465,962	471,162	471,162	471,162
	Total Employee Costs	1,126,134	1,163,427	1,219,261	1,203,326	1,090,101	1,283,636	1,288,712	1,288,712	1,288,712	(85,386)	(7.10%)	1,307,913	1,313,113	1,313,113	1,313,113
Contractual:																
6400	Contracts - Other	50,000	46,060	53,000	49,600	46,793	53,000	53,000	53,000	53,000	(3,400)	(6.85%)	53,000	53,000	53,000	53,000
6401	Contracts	33,000	21,830	24,600	29,500	22,300	29,600	29,600	29,600	29,600	(100)	(0.34%)	19,600	19,600	19,600	19,600
6403	Gasoline	3,000	1,411	2,500	1,500	986	2,500	2,500	2,500	2,500	(1,000)	(66.67%)	2,500	2,500	2,500	2,500
6411	Printing and Stationery	3,500	2,395	3,000	2,500	1,022	3,000	3,000	3,000	3,000	(500)	(20.00%)	3,000	3,000	3,000	3,000
6412	Publications	3,000	1,042	3,000	3,461	3,390	3,000	3,000	3,000	3,000	461	13.32%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	7,000	5,084	5,000	5,533	4,990	5,000	5,000	5,000	5,000	533	9.63%	5,000	5,000	5,000	5,000
6420	Other	500	399	1,000	1,000	779	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6425	Office Supplies	1,500	1,048	1,500	639	225	1,500	1,500	1,500	1,500	(861)	(134.74%)	1,500	1,500	1,500	1,500
6426	Supplies - Other	1,200	631	1,200	1,200	582	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6444	Mileage Reimbursement	200	32	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6450	Schools & Training	3,000	945	3,000	2,867	2,993	3,000	3,000	3,000	3,000	(133)	(4.64%)	3,000	3,000	3,000	3,000
6477	Copier Leases	2,100	1,600	1,500	1,500	1,392	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500

Town of Southampton
2017 Adopted Budget
Town Comptroller - 1315

Account Code	Description	2015	2015	2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2018	2018	2018	2018				
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2016 Amended Difference	Adopted / 2016 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2016 Amended Difference	Adopted / 2016 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2016 Amended Difference	Adopted / 2016 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6490	Consultants	0	0	25,000	40,000	31,087	25,000	25,000	25,000	25,000	15,000	37.50%	25,000	25,000	25,000	25,000	15,000	37.50%	25,000	25,000	25,000	25,000	15,000	37.50%	25,000	25,000	25,000	25,000
	Total Contractual	108,000	82,476	124,500	139,500	116,538	129,500	129,500	129,500	129,500	10,000	7.17%	119,500	119,500	119,500	119,500	10,000	7.17%	119,500	119,500	119,500	119,500	10,000	7.17%	119,500	119,500	119,500	119,500
	Total Expenditures	1,234,134	1,245,904	1,343,761	1,342,826	1,206,638	1,413,136	1,418,212	1,418,212	1,418,212	(75,386)	(5.61%)	1,427,413	1,432,613	1,432,613	1,432,613	(75,386)	(5.61%)	1,427,413	1,432,613	1,432,613	1,432,613	(75,386)	(5.61%)	1,427,413	1,432,613	1,432,613	1,432,613
	Net Surplus (Deficit)	0	22,267	0	0	138,483	1	0	0	0			0	0	0	0			0	0	0	0			0	0	0	0

Department Summary

Department: Audit & Control

Budget Year: 2017
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: 2017
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

Goals & Objectives:

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

Legal Authority:

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

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	Alloc. %
Finance Department													
Finance Department													
Audit & Control - 1320													
Auditor	CSEA40HOUR - 7-1-2010 / F / 1	54,455	0	0	54,455	11,432	4,166	7,705	840	24,144	78,599	1.7	100.0
Total Audit & Control - 1320		54,455	0	0	54,455	11,432	4,166	7,705	840	24,144	78,599		

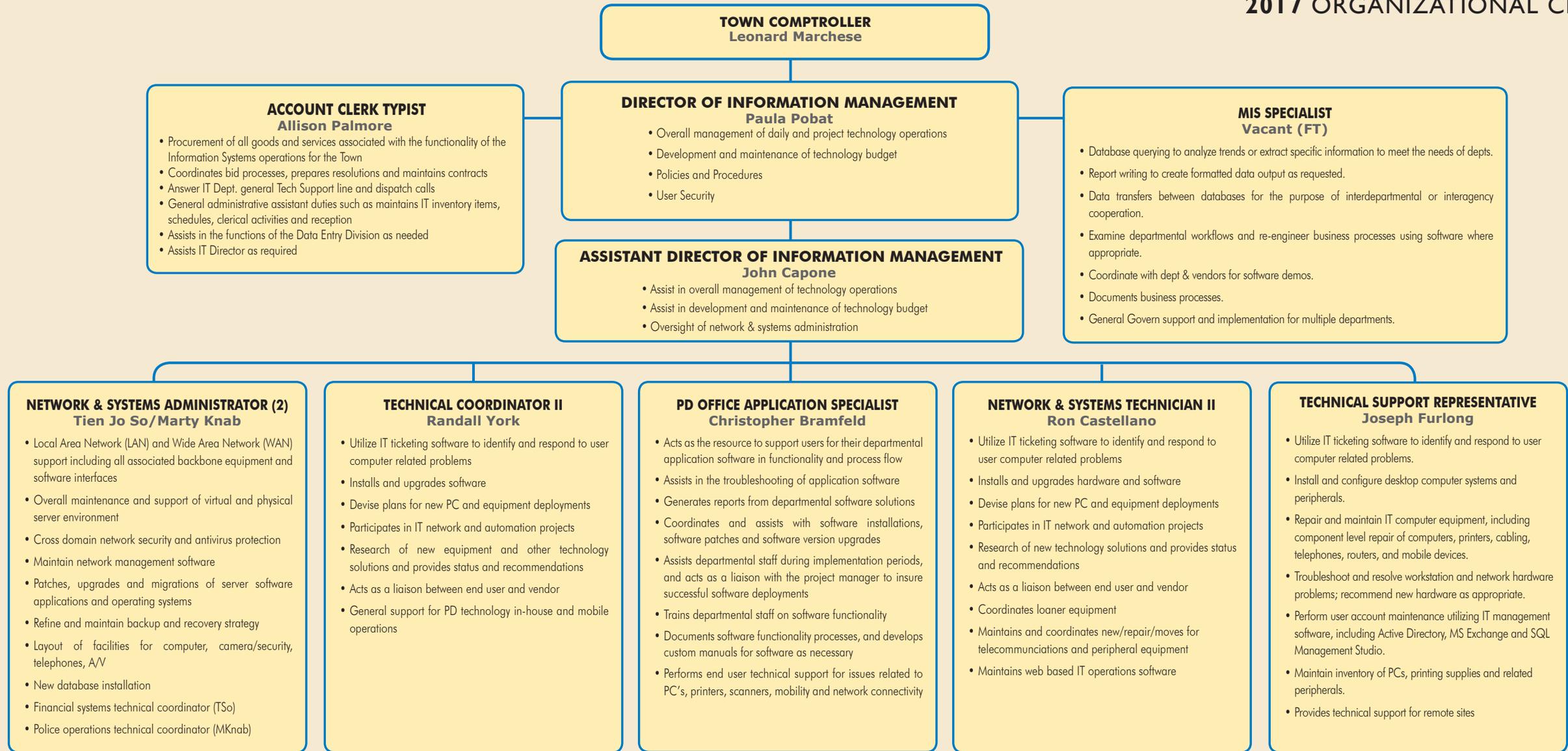
NOTES:

Town of Southampton
2017 Adopted Budget
Audit & Control - 1320

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	235,508	221,069	224,629	224,629	224,629	230,256	230,599	230,599	230,599	5,970	2.66%	232,849	233,206	233,206	233,206
	Total Real Property Taxes	235,508	221,069	224,629	224,629	224,629	230,256	230,599	230,599	230,599	5,970	2.66%	232,849	233,206	233,206	233,206
	Total Revenue	235,508	221,069	224,629	224,629	224,629	230,256	230,599	230,599	230,599	5,970	2.66%	232,849	233,206	233,206	233,206
Salaries:																
6100	Salaries	47,891	48,327	50,213	51,853	47,107	54,455	54,455	54,455	54,455	(2,602)	(5.02%)	56,569	56,569	56,569	56,569
6127	Cash in Lieu of Health Benefits	0	750	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Salaries	47,891	49,077	50,213	51,853	47,107	54,455	54,455	54,455	54,455	(2,602)	(5.02%)	56,569	56,569	56,569	56,569
Employee Benefits - Current:																
6810	Employee Retirement - Active	7,902	8,405	8,386	8,386	7,685	7,624	7,705	7,705	7,705	680	8.11%	7,920	8,005	8,005	8,005
6830	FICA Tax Expenditure	3,664	3,787	3,841	3,971	3,430	4,166	4,166	4,166	4,166	(194)	(4.90%)	4,328	4,328	4,328	4,328
6835	MTA Tax	163	168	171	177	152	185	185	185	185	(8)	(4.76%)	192	192	192	192
6840	Worker's Compensation	192	173	201	201	198	365	626	626	626	(425)	(211.79%)	379	651	651	651
6860	Medical Insurance - Active Employees	17,364	937	8,484	8,484	6,835	10,128	10,128	10,128	10,128	(1,644)	(19.38%)	10,128	10,128	10,128	10,128
6865	Dental & Optical	1,304	1,225	1,304	1,304	1,129	1,304	1,304	1,304	1,304	0	0.00%	1,304	1,304	1,304	1,304
6875	Disability	29	29	29	29	23	29	29	29	29	0	0.00%	29	29	29	29
	Total Employee Benefits - Current	30,617	14,724	22,416	22,552	19,452	23,801	24,144	24,144	24,144	(1,592)	(7.06%)	24,280	24,636	24,636	24,636
	Total Employee Costs	78,508	63,801	72,629	74,405	66,559	78,256	78,599	78,599	78,599	(4,194)	(5.64%)	80,849	81,206	81,206	81,206
Contractual:																
6400	Contracts - Other	150,000	141,900	145,000	143,224	140,000	145,000	145,000	145,000	145,000	(1,776)	(1.24%)	145,000	145,000	145,000	145,000
6490	Consultants	7,000	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
	Total Contractual	157,000	141,900	152,000	150,224	140,000	152,000	152,000	152,000	152,000	(1,776)	(1.18%)	152,000	152,000	152,000	152,000
	Total Expenditures	235,508	205,701	224,629	224,629	206,559	230,256	230,599	230,599	230,599	(5,970)	(2.66%)	232,849	233,206	233,206	233,206
	Net Surplus (Deficit)	0	15,369	0	0	18,070	0	0	0	0			0	0	0	0

INFORMATION TECHNOLOGY

2017 ORGANIZATIONAL CHART



Department Summary

Department: Information Technology

Budget Year: 2017

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1680

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Established pursuant to Southampton Town Board resolution.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	Alloc. %
Information Technology Division													
Information Technology Summary													
Information Technology - 1680													
Assistant Director of Information Manage	ADMINISTRATIVE	96,850	4,000	3,200	104,050	11,583	7,960	14,723	1,496	35,763	139,813	25.3	100.0
Director of Info Management	ADMINISTRATIVE	116,018	4,000	3,500	123,518	24,615	8,413	17,478	1,783	52,289	175,807	27.7	100.0
MIS Specialist - Vacant	CSEA40HOUR - 7-1-2010 / E / E	50,279	0	0	50,279	24,236	3,846	7,114	200	35,397	85,676		100.0
Office Application Specialist	CSEA40HOUR - 7-1-2010 / E / 2	51,762	0	5,100	56,862	1,304	4,350	8,046	817	14,518	71,379	2.2	100.0
Account Clerk Typist	CSEA40HOUR-NEW / C / 5	47,627	3,810	0	51,437	23,936	3,935	7,278	751	35,901	87,339	15.2	100.0
Network & System Administrator	CSEA40HOUR-NEW / J / 5	73,769	5,902	0	79,671	12,548	6,095	11,273	1,148	31,065	110,735	15.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / F / 5	58,798	4,704	0	63,502	23,936	4,858	8,986	921	38,701	102,203	14.6	100.0
Network Systems Adminstrator	CSEA40HOUR-NEW / J / 5	73,769	5,902	2,500	82,171	1,304	6,286	11,627	1,157	20,374	102,545	15.4	100.0
Technical Support Representative	CSEA40HOUR-NEW / E / 4	54,539	2,182	0	56,720	12,548	4,339	8,026	849	25,762	82,482	9.5	100.0
Technical Coordinator 2	CSEA40HOURPROMO	75,460	7,546	0	83,006	23,936	6,350	11,745	1,179	43,211	126,217	20.7	100.0
Program Aide I	SEASONAL	2,000	0	0	2,000	0	153	0	59	212	2,212		100.0
Total Information Technology - 1680		700,871	38,045	14,300	753,215	159,950	56,584	106,297	10,360	333,191	1,086,406		

NOTES:

Town of Southampton

2017 Adopted Budget

Information Technology - 1680

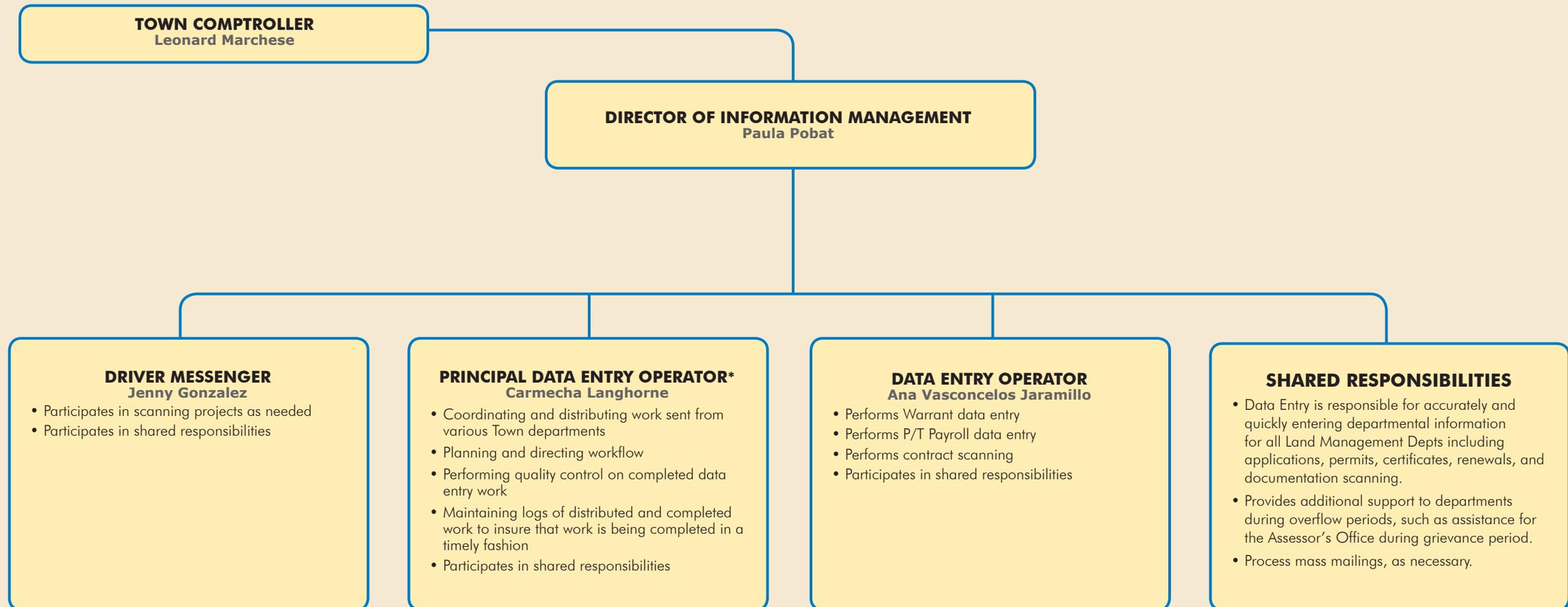
Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,774,737	1,771,886	1,814,974	1,806,674	1,806,674	1,867,197	1,871,447	1,871,447	1,871,447	64,773	3.59%	1,818,422	1,822,777	1,822,777	1,822,777
	Total Real Property Taxes	1,774,737	1,771,886	1,814,974	1,806,674	1,806,674	1,867,197	1,871,447	1,871,447	1,871,447	64,773	3.59%	1,818,422	1,822,777	1,822,777	1,822,777
Other Revenue:																
2228	Revenue from Other Governments	50,866	43,515	46,263	46,263	43,195	47,146	47,146	47,146	47,146	883	1.91%	47,444	47,444	47,444	47,444
	Total Other Revenue	50,866	43,515	46,263	46,263	43,195	47,146	47,146	47,146	47,146	883	1.91%	47,444	47,444	47,444	47,444
	Total Revenue	1,825,603	1,815,401	1,861,237	1,852,937	1,849,869	1,914,343	1,918,593	1,918,593	1,918,593	65,656	3.54%	1,865,866	1,870,221	1,870,221	1,870,221
Salaries:																
6100	Salaries	665,551	669,014	686,704	681,799	612,977	698,871	698,871	698,871	698,871	(17,072)	(2.50%)	716,865	716,865	716,865	716,865
6101	Overtime	0	7,927	12,000	12,000	1,371	5,000	5,000	5,000	5,000	7,000	58.33%	5,000	5,000	5,000	5,000
6103	Accumulated Sick/Personal Days	5,200	758	10,650	4,650	3,978	6,700	6,700	6,700	6,700	(2,050)	(44.09%)	6,700	6,700	6,700	6,700
6105	Part Time Salaries	13,000	1,604	2,000	5,000	2,735	2,000	2,000	2,000	2,000	3,000	60.00%	2,000	2,000	2,000	2,000
6110	Longevity	22,318	22,465	25,982	25,982	25,812	38,045	38,045	38,045	38,045	(12,062)	(46.43%)	38,788	38,788	38,788	38,788
6127	Cash in Lieu of Health Benefits	2,500	4,792	5,000	5,000	2,500	7,600	7,600	7,600	7,600	(2,600)	(52.00%)	7,600	7,600	7,600	7,600
	Total Salaries	708,569	706,560	742,336	734,431	649,372	758,215	758,215	758,215	758,215	(23,784)	(3.24%)	776,954	776,954	776,954	776,954
Employee Benefits - Current:																
6810	Employee Retirement - Active	114,769	122,076	121,632	121,632	111,474	105,170	106,297	106,297	106,297	15,335	12.61%	107,794	108,948	108,948	108,948
6830	FICA Tax Expenditure	53,709	52,983	55,848	55,471	49,034	57,534	57,534	57,534	57,534	(2,064)	(3.72%)	58,824	58,824	58,824	58,824
6835	MTA Tax	2,409	2,355	2,533	2,515	2,179	2,611	2,611	2,611	2,611	(96)	(3.81%)	2,675	2,675	2,675	2,675
6840	Worker's Compensation	2,524	2,278	2,755	2,755	2,711	4,359	7,482	7,482	7,482	(4,727)	(171.59%)	4,466	7,666	7,666	7,666
6860	Medical Insurance - Active Employees	118,728	116,397	124,344	124,344	109,628	146,916	146,916	146,916	146,916	(22,572)	(18.15%)	146,916	146,916	146,916	146,916
6865	Dental & Optical	13,034	12,091	13,034	13,034	10,978	13,034	13,034	13,034	13,034	0	0.00%	13,034	13,034	13,034	13,034
6875	Disability	317	94	317	317	72	317	317	317	317	0	0.00%	317	317	317	317
	Total Employee Benefits - Current	305,489	308,274	320,463	320,068	286,075	329,941	334,191	334,191	334,191	(14,123)	(4.41%)	334,025	338,380	338,380	338,380
	Total Employee Costs	1,014,058	1,014,834	1,062,799	1,054,499	935,447	1,088,157	1,092,406	1,092,406	1,092,406	(37,907)	(3.59%)	1,110,979	1,115,334	1,115,334	1,115,334
Equipment:																
6202	Software	0	0	0	0	0	2,500	2,500	2,500	2,500	(2,500)	(100.00%)	0	0	0	0
	Total Equipment	0	0	0	0	0	2,500	2,500	2,500	2,500	(2,500)	(100.00%)	0	0	0	0
Contractual:																
6401	Contracts	584,725	556,787	593,328	636,128	562,472	616,677	616,677	616,677	616,677	19,451	3.06%	575,877	575,877	575,877	575,877
6403	Gasoline	150	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6406	Repair Equipment	500	0	500	500	378	300	300	300	300	200	40.00%	300	300	300	300
6415	Telephone	7,500	6,887	7,500	7,500	5,674	7,500	7,500	7,500	7,500	0	0.00%	7,500	7,500	7,500	7,500
6416	Travel, Dues and Related	1,500	57	1,500	1,500	1,132	2,000	2,000	2,000	2,000	(500)	(33.33%)	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	20,000	16,405	23,000	23,000	20,173	25,000	25,000	25,000	25,000	(2,000)	(8.70%)	25,000	25,000	25,000	25,000
6425	Office Supplies	950	1,026	1,000	1,000	594	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6439	Computer Supplies	40,000	37,767	37,000	37,000	33,441	35,000	35,000	35,000	35,000	2,000	5.41%	35,000	35,000	35,000	35,000
6450	Schools & Training	6,000	0	3,000	3,000	959	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6466	Telephone - Wireless	11,500	11,702	16,900	11,900	9,126	6,000	6,000	6,000	6,000	5,900	49.58%	6,000	6,000	6,000	6,000

Town of Southampton
2017 Adopted Budget
Information Technology - 1680

Account Code	Description	2015	2015	2016	2016	2016	2017		2017		2017	2017	2018	2018	2018	2018
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Amended Difference	Amended % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6490	Consultants	138,720	88,059	114,710	83,540	81,322	127,210	127,210	127,210	127,210	(43,670)	(52.27%)	99,210	99,210	99,210	99,210
	Total Contractual	811,545	718,690	798,438	805,068	715,270	823,687	823,687	823,687	823,687	(18,619)	(2.31%)	754,887	754,887	754,887	754,887
	Total Expenditures	1,825,603	1,733,523	1,861,237	1,859,567	1,650,717	1,914,343	1,918,593	1,918,593	1,918,593	(59,026)	(3.17%)	1,865,866	1,870,221	1,870,221	1,870,221
	Net Surplus (Deficit)	0	81,877	0	(6,630)	199,152	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	6,630	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	81,877	0	0	199,152	0	0	0	0			0	0	0	0

DATA ENTRY

2017 ORGANIZATIONAL CHART



* Allocated to Land Management / Zoning Tax District

Department Summary

Department: Data Entry

Budget Year: 2017

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1685

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Town Code Chapter 27.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	Alloc. %
Information Technology Division													
Information Technology Summary													
Data Entry - 1685													
Data Entry Operator	CSEA40HOUR - 7-1-2010 / B / 2	41,217	0	0	41,217	23,936	3,153	5,832	643	33,565	74,782	1.6	100.0
Data Entry Operator	PART-TIME	13,520	0	0	13,520	0	1,034	0	230	1,265	14,785		100.0
Data Entry Operator	PART-TIME	13,520	0	0	13,520	0	1,034	0	230	1,265	14,785		100.0
Total Data Entry - 1685		68,257	0	0	68,257	23,936	5,222	5,832	1,103	36,094	104,351		

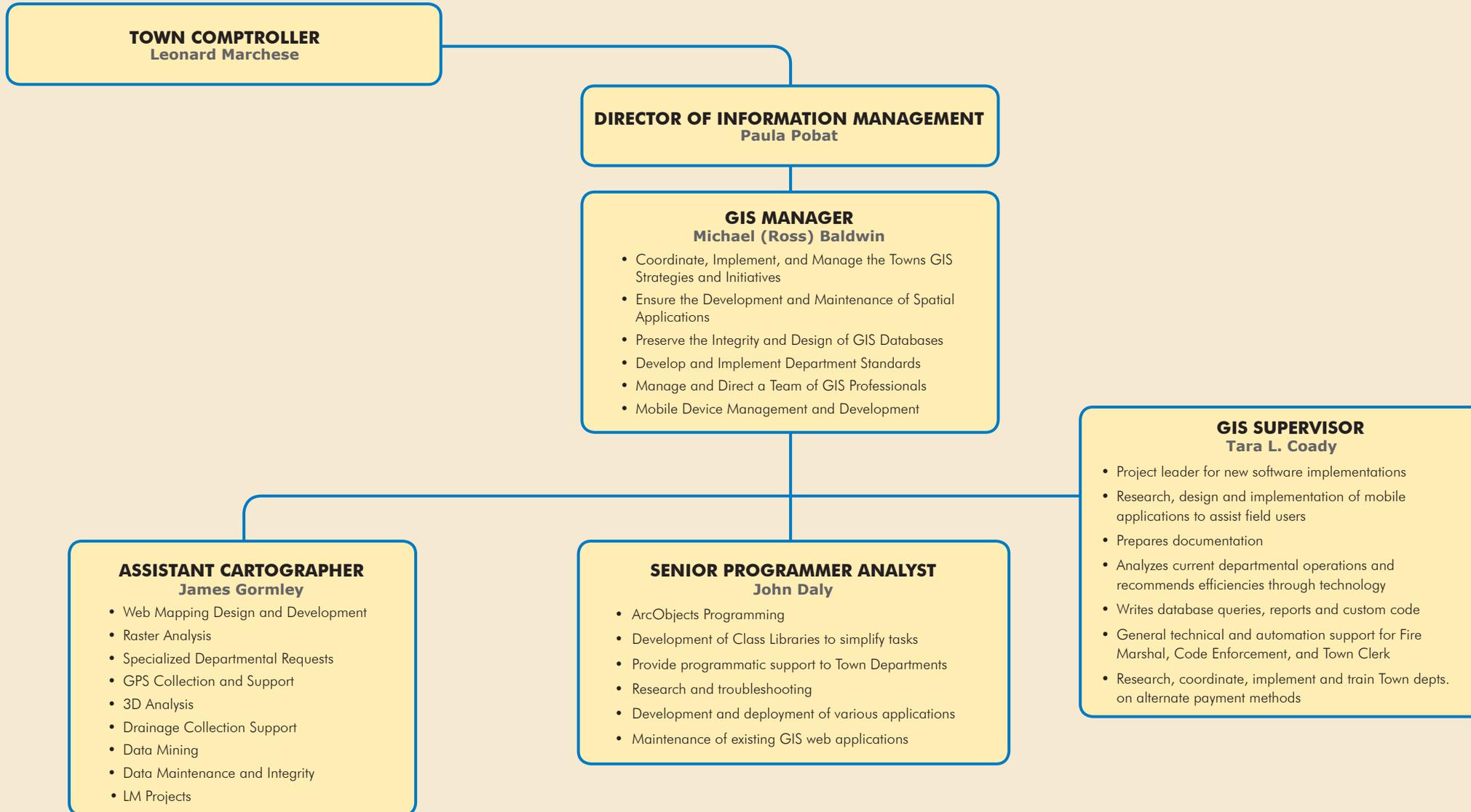
NOTES:

Town of Southampton
2017 Adopted Budget
Data Entry - 1685

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	75,048	84,235	89,210	89,210	89,210	103,961	104,351	104,351	104,351	15,140	16.97%	105,917	106,317	106,317	106,317
	Total Real Property Taxes	75,048	84,235	89,210	89,210	89,210	103,961	104,351	104,351	104,351	15,140	16.97%	105,917	106,317	106,317	106,317
	Total Revenue	75,048	84,235	89,210	89,210	89,210	103,961	104,351	104,351	104,351	15,140	16.97%	105,917	106,317	106,317	106,317
Salaries:																
6100	Salaries	38,523	32,316	39,993	32,993	14,628	41,217	41,217	41,217	41,217	(8,224)	(24.93%)	42,812	42,812	42,812	42,812
6105	Part Time Salaries	12,000	14,517	27,040	27,040	15,622	27,040	27,040	27,040	27,040	0	0.00%	27,040	27,040	27,040	27,040
	Total Salaries	50,523	46,833	67,033	60,033	30,251	68,257	68,257	68,257	68,257	(8,224)	(13.70%)	69,852	69,852	69,852	69,852
Employee Benefits - Current:																
6810	Employee Retirement - Active	6,356	6,761	6,679	6,679	6,121	5,770	5,832	5,832	5,832	847	12.68%	5,994	6,058	6,058	6,058
6830	FICA Tax Expenditure	3,865	3,559	5,128	5,128	2,247	5,222	5,222	5,222	5,222	(94)	(1.83%)	5,344	5,344	5,344	5,344
6835	MTA Tax	172	161	228	228	100	232	232	232	232	(4)	(1.83%)	238	238	238	238
6840	Worker's Compensation	202	182	268	268	264	457	785	785	785	(517)	(192.75%)	468	803	803	803
6860	Medical Insurance - Active Employees	9,768	3,325	8,484	15,484	16,951	22,632	22,632	22,632	22,632	(7,148)	(46.16%)	22,632	22,632	22,632	22,632
6865	Dental & Optical	1,304	425	1,304	1,304	1,129	1,304	1,304	1,304	1,304	0	0.00%	1,304	1,304	1,304	1,304
6875	Disability	58	43	86	86	29	86	86	86	86	0	0.00%	86	86	86	86
	Total Employee Benefits - Current	21,725	14,457	22,178	29,178	26,839	35,704	36,094	36,094	36,094	(6,916)	(23.70%)	36,066	36,465	36,465	36,465
	Total Employee Costs	72,248	61,289	89,210	89,210	57,090	103,961	104,351	104,351	104,351	(15,140)	(16.97%)	105,917	106,317	106,317	106,317
Contractual:																
6401	Contracts	2,800	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	2,800	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Expenditures	75,048	61,289	89,210	89,210	57,090	103,961	104,351	104,351	104,351	(15,140)	(16.97%)	105,917	106,317	106,317	106,317
	Net Surplus (Deficit)	0	22,946	0	0	32,121	0	0	0	0			0	0	0	0

GEOGRAPHIC INFORMATION SYSTEMS

2017 ORGANIZATIONAL CHART



Department Summary

Department: G. I. S.

Budget Year: 2017

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.

2017 Geographic Information Systems Fee Schedule

Fee Schedule	2016 Fee Schedule	2017 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	\$350	
Semi-Annual	\$225	\$225	
Quarterly	\$140	\$140	
Monthly	\$60	\$60	

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 1/1/17	Alloc. %
Information Technology Division													
Information Technology Summary													
G. I. S. - 1682													
Geographic Info Sys Manager	ADMINISTRATIVE	90,093	2,650	0	92,743	24,615	7,095	13,123	1,380	46,214	138,957	9.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	73,111	1,434	0	74,545	11,583	5,703	10,548	1,123	28,957	103,502	9.3	100.0
Assistant Cartographer	CSEA40HOUR-NEW / I / 5	70,011	4,201	0	74,211	23,936	5,677	10,501	1,086	41,201	115,412	9.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / K / 5	77,507	6,201	0	83,707	23,936	6,404	11,845	1,205	43,389	127,096	17.2	100.0
Total G. I. S. - 1682		310,721	14,485	0	325,206	84,072	24,878	46,017	4,794	159,761	484,967		

NOTES:

