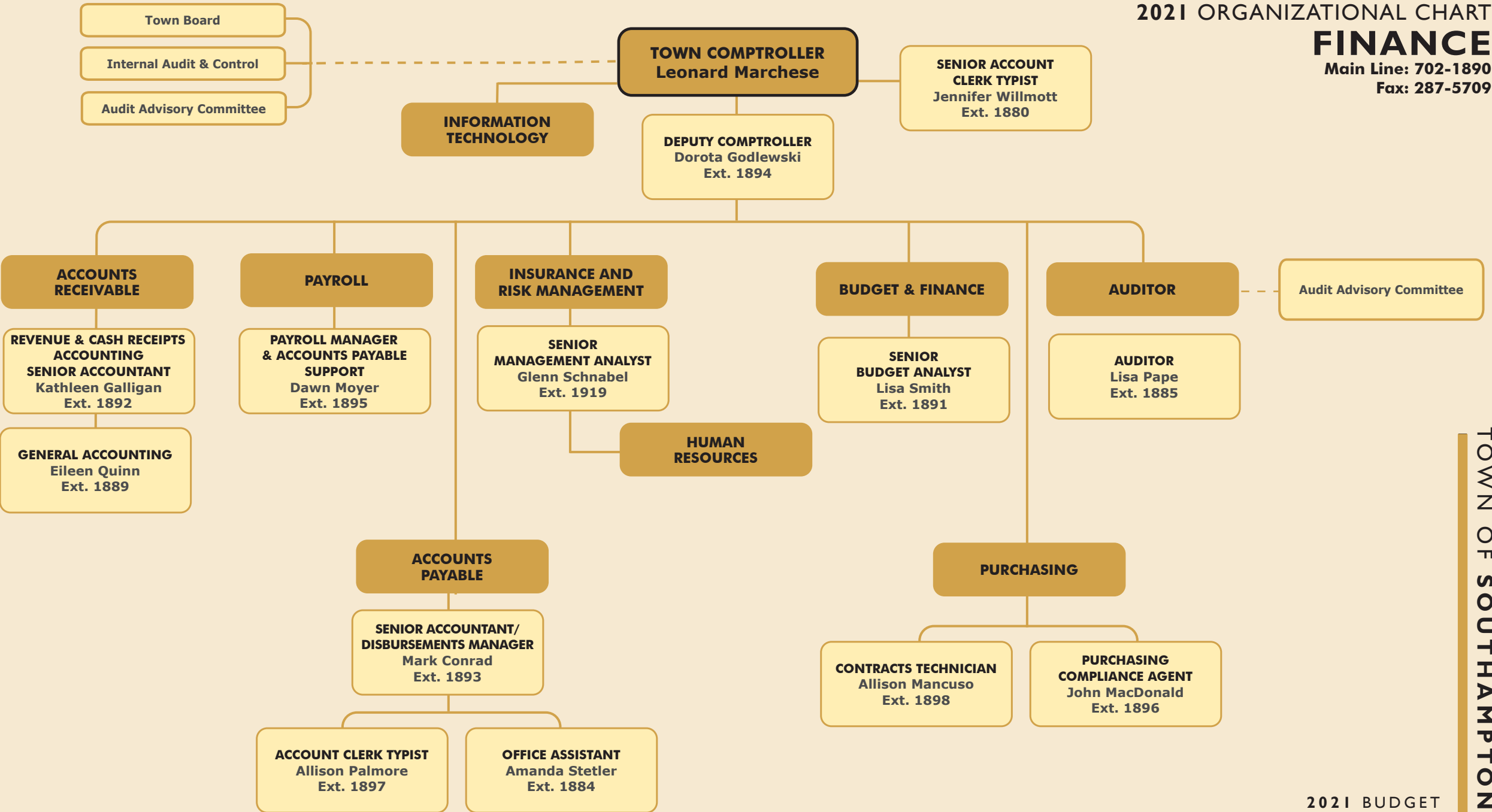


2021 ORGANIZATIONAL CHART

FINANCE

Main Line: 702-1890
Fax: 287-5709

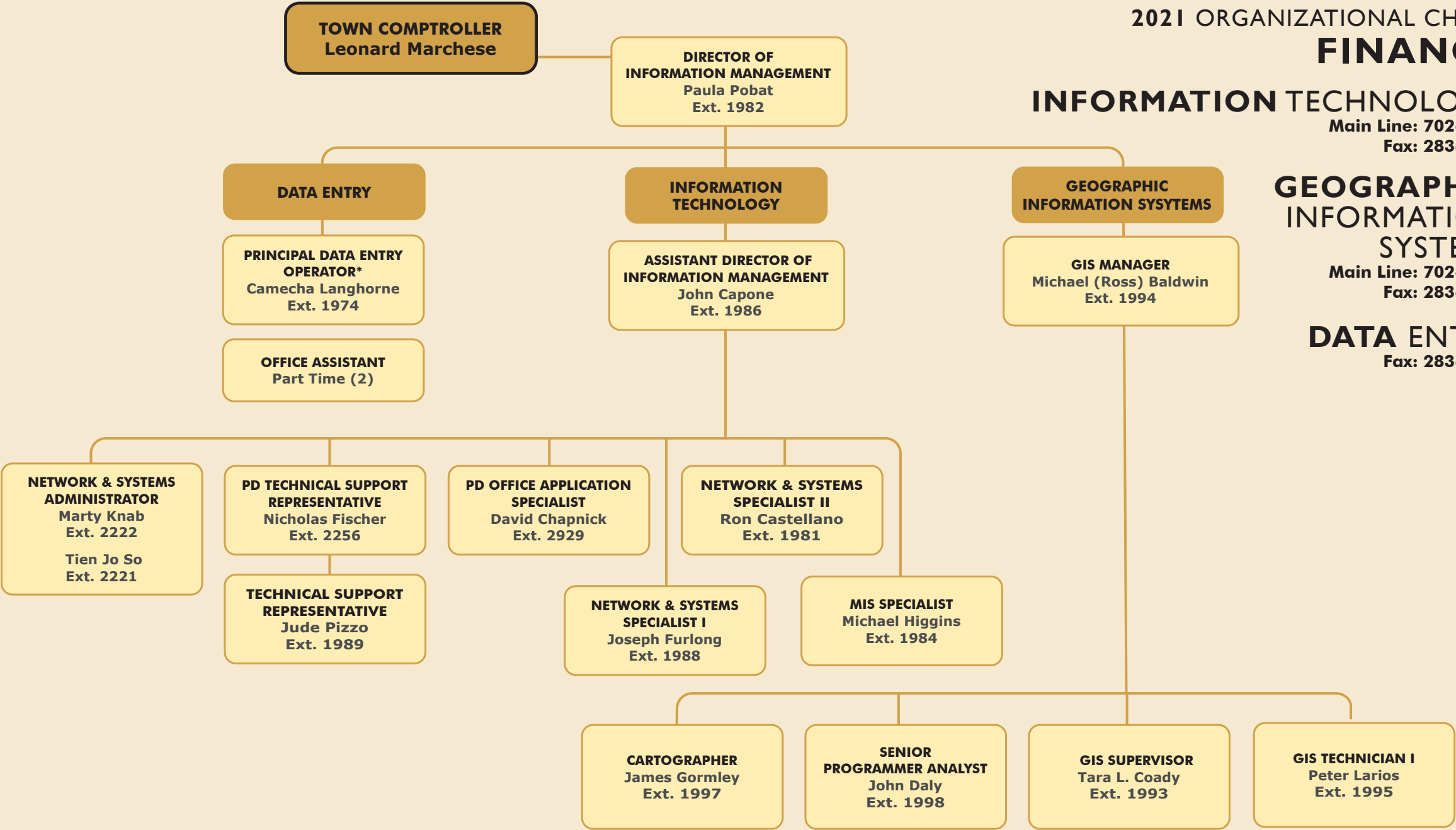


2021 ORGANIZATIONAL CHART
FINANCE

INFORMATION TECHNOLOGY
Main Line: 702-1980
Fax: 283-6284

GEOGRAPHIC INFORMATION SYSTEMS
Main Line: 702-1990
Fax: 283-6284

DATA ENTRY
Fax: 283-6284



TOWN COMPTROLLER - SUMMARY

Department: Town Comptroller

Budget Year: 2021
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

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

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

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

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

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

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

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

Workload:

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

Department Summary

Department: Town Comptroller

Budget Year: 2021
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

and capital projects, and the need for budget modifications throughout the year.

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

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

Audits Management – Coordinate and support data requests for:

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

Respond to the findings and recommendation of the:

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

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

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

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

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

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

Department Summary

Department: Town Comptroller

Budget Year: 2021
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Department Summary

Department: Town Comptroller

Budget Year: 2021
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

Goals & Objectives:

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

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Finance Department													
Finance Department													
Town Comptroller - 1315													
Town Comptroller	ADMINISTRATIVE	167,904	6,000	0	173,904	29,340	9,149	24,423	1,030	63,942	237,846	8.8	100.0
Contracts Technician	ADMINSUPPORT	63,422	1,903	0	65,325	29,340	5,020	9,193	532	44,085	109,410	13.2	100.0
Deputy Comptroller	ADMINSUPPORT	109,762	3,293	0	113,055	29,340	8,265	15,877	677	54,159	167,215	12.6	100.0
Senior Accountant	ADMINSUPPORT	75,868	1,518	0	77,386	29,340	5,947	10,891	631	46,808	124,195	9.1	100.0
Senior Accountant	ADMINSUPPORT	93,534	2,807	3,463	99,804	29,340	7,668	14,043	788	51,839	151,643	12.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 6	66,280	2,651	0	68,931	28,488	5,297	9,700	558	44,042	112,973	8.7	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 3	44,615	0	2,603	47,218	1,380	3,628	6,644	384	12,036	59,253	1.8	100.0
Purchasing Agent	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 6	62,460	2,498	0	64,958	28,488	4,991	9,141	527	43,147	108,105	7.7	100.0
Senior Budget Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	68,337	0	6,023	74,360	1,380	5,713	10,462	586	18,140	92,501	6.3	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 2	55,661	4,453	0	60,114	28,488	4,618	8,458	479	42,043	102,157	19.2	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 6	59,631	3,578	0	63,209	28,488	4,856	8,894	508	42,746	105,955	12.9	100.0
Payroll Manager	CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 6	75,772	4,546	6,023	86,341	1,380	6,632	12,145	661	20,818	107,159	14.3	100.0
Total Town Comptroller - 1315		943,247	33,248	18,112	994,607	264,792	71,783	139,871	7,359	483,805	1,478,412		

NOTES:

Town of Southampton

2021 Tentative Budget

Town Comptroller - 1315

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	1,461,250	1,456,332	1,474,474	1,474,474	1,433,060	1,502,616	1,644,862	170,388	11.56%	1,526,204	1,543,854	(101,008)	(6.14%)
	Total Real Property Taxes	1,461,250	1,456,332	1,474,474	1,474,474	1,433,060	1,502,616	1,644,862	170,388	11.56%	1,526,204	1,543,854	(101,008)	(6.14%)
Other Revenue:														
1523	Alarm Billing	75,000	75,000	75,000	75,000	37,500	75,000	0	(75,000)	(100.00%)	75,000	75,000	75,000	100.00%
2210	Intergovernmental Revenue	10,000	10,000	10,000	10,000	5,000	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
2770	Miscellaneous	35,000	33,885	35,000	35,000	5,580	35,000	35,000	0	0.00%	30,000	30,000	(5,000)	(14.29%)
	Total Other Revenue	120,000	118,885	120,000	120,000	48,080	120,000	45,000	(75,000)	(62.50%)	115,000	115,000	70,000	155.56%
	Total Revenue	1,581,250	1,575,217	1,594,474	1,594,474	1,481,140	1,622,616	1,689,862	95,388	5.98%	1,641,204	1,658,854	(31,008)	(1.83%)
Salaries:														
6100	Salaries	876,692	859,670	910,606	910,606	647,170	941,247	943,247	(32,641)	(3.58%)	964,641	966,681	(23,435)	(2.48%)
6103	Accumulated Sick/Personal Days	2,403	1,461	3,044	3,044	2,761	3,463	3,463	(419)	(13.76%)	3,463	3,463	0	0.00%
6110	Longevity	29,014	30,326	31,121	31,121	0	33,208	33,248	(2,127)	(6.83%)	33,724	33,764	(516)	(1.55%)
6113	Other Pay	3,500	3,500	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6127	Cash in Lieu of Health Benefits	6,002	8,698	14,649	14,649	6,968	14,649	14,649	0	0.00%	14,649	14,649	0	0.00%
	Total Salaries	917,611	903,656	959,420	959,420	656,899	992,567	994,607	(35,187)	(3.67%)	1,016,477	1,018,557	(23,951)	(2.41%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	121,017	119,723	121,879	121,879	80,825	124,838	139,871	(17,992)	(14.76%)	127,846	143,240	(3,369)	(2.41%)
6830	FICA Tax Expenditure	67,857	64,705	70,140	70,140	48,532	71,627	71,783	(1,643)	(2.34%)	73,118	73,278	(1,494)	(2.08%)
6835	MTA Tax	3,205	2,957	3,307	3,307	2,031	3,387	3,394	(87)	(2.64%)	3,469	3,476	(82)	(2.41%)
6840	Worker's Compensation	24,887	22,718	13,277	13,277	7,041	3,747	3,756	9,521	71.71%	3,843	3,852	(96)	(2.56%)

Town of Southampton
2021 Tentative Budget
Town Comptroller - 1315

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/	2021 Tentative/	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/	2022 Tentative/
									Amended	Amended			Difference	% of Change
6860	Medical Insurance - Active Employees	270,660	238,211	248,232	248,232	166,094	248,232	248,232	0	0.00%	248,232	248,232	0	0.00%
6865	Dental & Optical	15,984	15,581	16,560	16,560	11,401	16,560	16,560	0	0.00%	16,560	16,560	0	0.00%
6875	Disability	209	29	209	209	95	209	209	0	0.00%	209	209	0	0.00%
Total Employee Benefits - Current		503,818	463,923	473,604	473,604	316,018	468,600	483,805	(10,201)	(2.15%)	473,277	488,846	(5,041)	(1.04%)
Total Employee Costs		1,421,429	1,367,579	1,433,024	1,433,024	972,917	1,461,166	1,478,412	(45,387)	(3.17%)	1,489,754	1,507,404	(28,992)	(1.96%)
Contractual:														
6400	Contracts - Other	53,000	47,500	53,000	53,000	20,000	53,000	53,000	0	0.00%	53,000	53,000	0	0.00%
6401	Contracts	30,971	3,885	32,600	32,600	12,740	32,600	32,600	0	0.00%	22,600	22,600	10,000	30.67%
6403	Gasoline	2,500	1,150	2,500	2,500	356	2,500	2,500	0	0.00%	2,500	2,500	0	0.00%
6411	Printing and Stationery	3,000	2,134	3,000	3,000	999	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6412	Publications	3,000	2,644	3,000	3,000	1,786	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6416	Travel, Dues and Related	6,950	4,540	6,950	6,667	2,410	6,950	6,950	(283)	(4.24%)	6,950	6,950	0	0.00%
6420	Other	1,000	702	1,000	1,283	976	1,000	1,000	283	22.06%	1,000	1,000	0	0.00%
6425	Office Supplies	1,500	229	1,500	1,500	604	1,500	1,500	0	0.00%	1,500	1,500	0	0.00%
6426	Supplies - Other	1,200	732	1,200	1,200	560	1,200	1,200	0	0.00%	1,200	1,200	0	0.00%
6444	Mileage Reimbursement	200	0	200	200	0	200	200	0	0.00%	200	200	0	0.00%
6450	Schools & Training	3,000	1,469	3,000	1,900	370	3,000	3,000	(1,100)	(57.89%)	3,000	3,000	0	0.00%
6477	Copier Leases	1,500	407	1,500	2,600	1,614	1,500	1,500	1,100	42.31%	1,500	1,500	0	0.00%
6490	Consultants	52,000	35,177	52,000	52,000	12,786	52,000	102,000	(50,000)	(96.15%)	52,000	52,000	50,000	49.02%
Total Contractual		159,821	100,569	161,450	161,450	55,200	161,450	211,450	(50,000)	(30.97%)	151,450	151,450	60,000	28.38%
Total Expenditures		1,581,250	1,468,147	1,594,474	1,594,474	1,028,117	1,622,616	1,689,862	(95,387)	(5.98%)	1,641,204	1,658,854	31,007	1.83%

Town of Southampton
2021 Tentative Budget
 Town Comptroller - 1315

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change
	Net Surplus (Deficit)	0	107,070	0	0	453,023	0	0			0	0		
	Net Surplus (Deficit)	0	107,070	0	0	453,023	0	0			0	0		

RISK MANAGEMENT - SUMMARY

Department: Risk Management

Budget Year: 2021

Division: Finance Department

Tax District: Full Town

Cost Center #: 1610

Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

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

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Town Code Chapter 27.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Finance Department													
Finance Department													
Risk Management - 1610													
Senior Management Analyst	ADMINSUPPORT	78,030	2,341	0	80,371	28,488	6,176	11,310	651	46,625	126,996	5.8	100.0
Total Risk Management - 1610		78,030	2,341	0	80,371	28,488	6,176	11,310	651	46,625	126,996		

NOTES:

Town of Southampton
2021 Tentative Budget
Risk Management - 1610

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
	Real Property Taxes:													
1001	Property Taxes	137,768	127,768	127,092	127,092	123,522	127,801	128,996	1,904	1.50%	129,691	130,909	1,913	1.48%
	Total Real Property Taxes	137,768	127,768	127,092	127,092	123,522	127,801	128,996	1,904	1.50%	129,691	130,909	1,913	1.48%
	Total Revenue	137,768	127,768	127,092	127,092	123,522	127,801	128,996	1,904	1.50%	129,691	130,909	1,913	1.48%
	Salaries:													
6100	Salaries	75,000	75,000	76,500	76,500	54,188	78,030	78,030	(1,530)	(2.00%)	79,591	79,591	(1,561)	(2.00%)
6105	Part Time Salaries	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6110	Longevity	1,500	2,250	2,295	2,295	0	2,341	2,341	(46)	(2.00%)	2,341	2,341	0	0.00%
	Total Salaries	76,500	77,250	78,795	78,795	54,188	80,371	80,371	(1,576)	(2.00%)	81,932	81,932	(1,561)	(1.94%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	10,083	9,975	10,042	10,042	6,659	10,115	11,310	(1,269)	(12.63%)	10,312	11,530	(220)	(1.94%)
6830	FICA Tax Expenditure	6,007	5,688	6,131	6,131	3,990	6,176	6,176	(45)	(0.73%)	6,296	6,296	(120)	(1.94%)
6835	MTA Tax	267	250	272	272	167	274	274	(2)	(0.73%)	280	280	(5)	(1.94%)
6840	Worker's Compensation	2,025	1,849	1,346	1,346	714	359	359	987	73.34%	366	366	(7)	(2.00%)
6860	Medical Insurance - Active Employees	27,012	25,914	27,108	27,108	18,179	27,108	27,108	0	0.00%	27,108	27,108	0	0.00%
6865	Dental & Optical	1,332	1,355	1,380	1,380	950	1,380	1,380	0	0.00%	1,380	1,380	0	0.00%
6875	Disability	17	5	17	17	16	17	17	0	0.00%	17	17	0	0.00%
	Total Employee Benefits - Current	46,743	45,035	46,297	46,297	30,675	45,430	46,625	(328)	(0.71%)	45,759	46,977	(352)	(0.76%)
	Total Employee Costs	123,243	122,285	125,092	125,092	84,863	125,801	126,996	(1,904)	(1.52%)	127,691	128,909	(1,913)	(1.51%)

Town of Southampton
2021 Tentative Budget
 Risk Management - 1610

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change
	Contractual:													
6401	Contracts	3,500	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6403	Gasoline	1,500	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6416	Travel, Dues and Related	2,000	1,023	2,000	2,000	0	2,000	2,000	0	0.00%	2,000	2,000	0	(0.01%)
6425	Office Supplies	950	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6477	Copier Leases	1,575	1,454	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6490	Consultants	5,000	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Contractual	14,525	2,477	2,000	2,000	0	2,000	2,000	0	0.00%	2,000	2,000	0	(0.01%)
	Total Expenditures	137,768	124,762	127,092	127,092	84,863	127,801	128,996	(1,904)	(1.50%)	129,691	130,909	(1,913)	(1.48%)
	Net Surplus (Deficit)	0	3,006	0	0	38,660	0	0			0	0		
	Net Surplus (Deficit)	0	3,006	0	0	38,660	0	0			0	0		

AUDIT & CONTROL - SUMMARY

Department: Audit & Control

Budget Year: 2021
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.)

Department Summary

Department: Audit & Control

Budget Year: 2021
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

NOTES:

Workload:

1. Assist Town departments and divisions by providing audit, financial reconciliation and analytic assistance on special projects.
2. Draft, revise, and analyze Town-wide policies and procedures, in response to requests from the Town Board; provides special project analysis and support services; works with the Town Comptroller and selected consultants to analyze, correct, and improve the Town's financial and audit systems.
3. Implement Rockton Auditor to review and analyze any payroll changes.
4. Act as liaison between the independent auditor and department and division managers. Assist Town Comptroller staff to timely provide documentation required by independent auditors.
5. Assist Comptroller's Office in gathering requested information and researching and/or reviewing old records, where required.
6. Review and recommend policy changes, as needed.
7. Assist in addressing audit findings and developing corrective action plans.
8. Coordinate and complete internal, independent, and forensic audits that are recommended by the Town's Audit Advisory Committee and Town Comptroller.
9. Audit Advisory Committee Support—Schedules quarterly meetings of the Audit Committee and at such other times that the Chair of the Audit Advisory Committee determines is necessary. Administrative support for the Committee is provided by the Office of the Comptroller, which also shall prepare records management, prepare minutes and agendas, and receive and distribute correspondence on behalf of the Committee. Notice of the meetings shall be electronically mailed to each member of the Committee by the Comptroller. The Comptroller provides all necessary information and documents to the Audit Committee in connection with the Town's financial statements; progress of active and ongoing audits and those firms or staff responsible for conducting the same; completed audit reports and data compilation.
10. Reviews and audits approximately 18,500 invoices per year from all departments for validity and accuracy.
11. Analysis and review the health insurance each quarter for inaccuracies or any changes made.

Department Summary

Department: Audit & Control

Budget Year: 2021
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

NOTES:

Goals & Objectives:

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

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Finance Department													
Finance Department													
Audit & Control - 1320													
Auditor	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	64,487	0	0	64,487	28,488	4,956	9,076	534	43,054	107,542	4.2	100.0
Total Audit & Control - 1320		64,487	0	0	64,487	28,488	4,956	9,076	534	43,054	107,542		

NOTES:

Town of Southampton

2021 Tentative Budget

Audit & Control - 1320

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
	Real Property Taxes:													
1001	Property Taxes	254,778	254,778	272,248	272,248	264,601	273,583	274,542	2,294	0.84%	276,252	277,243	2,701	0.98%
	Total Real Property Taxes	254,778	254,778	272,248	272,248	264,601	273,583	274,542	2,294	0.84%	276,252	277,243	2,701	0.98%
	Total Revenue	254,778	254,778	272,248	272,248	264,601	273,583	274,542	2,294	0.84%	276,252	277,243	2,701	0.98%
	Salaries:													
6100	Salaries	60,239	57,013	62,575	62,575	44,193	64,487	64,487	(1,912)	(3.06%)	66,692	66,692	(2,204)	(3.42%)
	Total Salaries	60,239	57,013	62,575	62,575	44,193	64,487	64,487	(1,912)	(3.06%)	66,692	66,692	(2,204)	(3.42%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	7,944	7,859	7,979	7,979	5,291	8,117	9,076	(1,098)	(13.76%)	8,395	9,386	(310)	(3.42%)
6830	FICA Tax Expenditure	4,733	4,229	4,871	4,871	3,226	4,956	4,956	(85)	(1.74%)	5,125	5,125	(169)	(3.42%)
6835	MTA Tax	210	188	217	217	135	220	220	(4)	(1.74%)	228	228	(8)	(3.42%)
6840	Worker's Compensation	1,626	1,485	1,101	1,101	584	297	297	805	73.07%	307	307	(10)	(3.42%)
6860	Medical Insurance - Active Employees	11,676	17,331	27,108	27,108	18,179	27,108	27,108	0	0.00%	27,108	27,108	0	0.00%
6865	Dental & Optical	1,332	1,355	1,380	1,380	950	1,380	1,380	0	0.00%	1,380	1,380	0	0.00%
6875	Disability	17	0	17	17	0	17	17	0	0.00%	17	17	0	0.00%
	Total Employee Benefits - Current	27,539	32,446	42,673	42,673	28,365	42,096	43,054	(381)	(0.89%)	42,560	43,552	(497)	(1.16%)
	Total Employee Costs	87,778	89,459	105,248	105,248	72,558	106,583	107,542	(2,293)	(2.18%)	109,252	110,243	(2,702)	(2.51%)
	Contractual:													
6400	Contracts - Other	160,000	140,000	160,000	160,000	145,000	160,000	160,000	0	0.00%	160,000	160,000	0	0.00%

Town of Southampton
2021 Tentative Budget
 Audit & Control - 1320

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
6490	Consultants	7,000	0	7,000	7,000	0	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
	Total Contractual	167,000	140,000	167,000	167,000	145,000	167,000	167,000	0	0.00%	167,000	167,000	0	0.00%
	Total Expenditures	254,778	229,459	272,248	272,248	217,558	273,583	274,542	(2,293)	(0.84%)	276,252	277,243	(2,702)	(0.98%)
	Net Surplus (Deficit)	0	25,319	0	0	47,043	0	0			0	0		
	Net Surplus (Deficit)	0	25,319	0	0	47,043	0	0			0	0		

INFORMATION TECHNOLOGY - SUMMARY

Department: Information Technology

Budget Year: 2021

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1680

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

1. To continue the development, evaluation and enhancement of the functionality of the Town's software packages to improve/simplify processes and maximize efficiency.
2. Upgrade the Town's Land Management, Tax Collection and Assessment Software to the latest OpenForms Version to increase efficiencies and ease of data availability.
3. Upgrade the Town's network infrastructure backbone by replacing end of life equipment.
4. Expand constituent online engagement through expansion of ePermitting and online meeting portals.
5. Accomplish the goals outlined for the subunits under departmental oversight of the Information Technology Division.

Legal Authority:

Established pursuant to Southampton Town Board resolution.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Information Technology Division													
Information Technology Summary													
Information Technology - 1680													
Assistant Director of Information Manage	ADMINISTRATIVE	104,834	5,242	4,032	114,108	13,440	8,283	16,054	889	38,666	152,774	29.3	100.0
Director of Info Management	ADMINISTRATIVE	127,081	6,000	4,310	137,391	29,340	8,622	19,330	1,071	58,364	195,755	31.7	100.0
MIS Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 5	57,650	0	0	57,650	13,104	4,430	8,114	480	26,128	83,778	4.0	100.0
Office Applications Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4	56,924	0	0	56,924	28,488	4,375	8,012	474	41,348	98,273	3.6	100.0
Technical Support Representative	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	55,209	0	0	55,209	28,488	4,243	7,770	460	40,961	96,170	1.5	100.0
Technical Support Representative	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 5	57,650	0	2,603	60,253	1,380	4,630	8,479	488	14,977	75,229	3.2	100.0
Network & System Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	79,856	6,388	0	86,244	14,400	6,626	12,134	679	33,839	120,084	19.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 4	69,653	5,572	6,023	81,249	1,380	6,240	11,428	615	19,663	100,912	18.6	100.0
Network & Systems Specialist I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 5	67,050	4,023	0	71,073	14,400	5,461	10,001	569	30,430	101,502	13.5	100.0
Network Systems Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	79,856	6,388	6,023	92,267	1,380	7,087	12,978	700	22,144	114,412	19.4	100.0
Total Information Technology - 1680		755,762	33,614	22,991	812,368	145,800	59,996	114,300	6,424	326,520	1,138,888		

NOTES:

Town of Southampton

2021 Tentative Budget

Information Technology - 1680

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
Real Property Taxes:														
1001	Property Taxes	1,930,232	1,935,062	2,023,173	2,023,173	1,966,348	2,012,577	2,026,374	3,201	0.16%	2,068,309	2,082,454	56,080	2.77%
	Total Real Property Taxes	1,930,232	1,935,062	2,023,173	2,023,173	1,966,348	2,012,577	2,026,374	3,201	0.16%	2,068,309	2,082,454	56,080	2.77%
Other Revenue:														
2228	Revenue from Other Governments	48,150	50,695	58,081	58,081	125,479	58,081	58,081	0	0.00%	59,200	59,200	1,119	1.93%
2701	Miscellaneous Tax Receipts	0	0	0	0	21,761	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	48,150	50,695	58,081	58,081	147,240	58,081	58,081	0	0.00%	59,200	59,200	1,119	1.93%
	Total Revenue	1,978,382	1,985,757	2,081,254	2,081,254	2,113,587	2,070,658	2,084,455	3,201	0.15%	2,127,509	2,141,654	57,199	2.74%
Salaries:														
6100	Salaries	710,311	710,404	735,642	735,642	519,617	754,262	755,762	(20,121)	(2.74%)	774,664	776,194	(20,431)	(2.70%)
6101	Overtime	5,000	0	5,000	5,000	971	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6103	Accumulated Sick/Personal Days	7,700	6,092	7,860	7,860	7,285	8,342	8,342	(482)	(6.13%)	8,342	8,342	0	0.00%
6105	Part Time Salaries	0	4,538	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6110	Longevity	35,028	31,132	31,832	31,832	0	33,614	33,614	(1,782)	(5.60%)	34,215	34,215	(601)	(1.79%)
6127	Cash in Lieu of Health Benefits	8,597	8,294	8,626	8,626	6,491	14,649	14,649	(6,023)	(69.82%)	14,649	14,649	0	0.00%
	Total Salaries	766,637	760,459	788,960	788,960	534,364	815,868	817,368	(28,407)	(3.60%)	836,870	838,400	(21,032)	(2.57%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	100,257	99,185	99,853	99,853	66,218	102,036	114,300	(14,447)	(14.47%)	104,680	117,260	(2,960)	(2.59%)
6830	FICA Tax Expenditure	58,726	56,736	58,847	58,847	39,957	59,974	59,996	(1,149)	(1.95%)	61,301	61,323	(1,327)	(2.21%)
6835	MTA Tax	2,705	2,518	2,710	2,710	1,662	2,769	2,774	(64)	(2.38%)	2,840	2,846	(72)	(2.59%)
6840	Worker's Compensation	19,178	17,507	12,947	12,947	6,866	3,470	3,477	9,471	73.15%	3,563	3,571	(94)	(2.70%)

Town of Southampton
2021 Tentative Budget
Information Technology - 1680

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
6860	Medical Insurance - Active Employees	158,520	145,488	159,108	159,108	90,699	132,000	132,000	27,108	17.04%	132,000	132,000	0	0.00%
6865	Dental & Optical	13,320	13,210	13,800	13,800	9,501	13,800	13,800	0	0.00%	13,800	13,800	0	0.00%
6875	Disability	174	15	174	174	33	174	174	0	0.00%	174	174	0	0.00%
Total Employee Benefits - Current		352,880	334,658	347,439	347,439	214,936	314,223	326,520	20,918	6.02%	318,359	330,973	(4,453)	(1.36%)
Total Employee Costs		1,119,517	1,095,117	1,136,399	1,136,399	749,300	1,130,091	1,143,888	(7,489)	(0.66%)	1,155,228	1,169,373	(25,485)	(2.23%)
Equipment:														
6202	Software	4,000	1,617	2,000	2,000	61	4,000	4,000	(2,000)	(100.00%)	4,000	4,000	0	0.00%
Total Equipment		4,000	1,617	2,000	2,000	61	4,000	4,000	(2,000)	(100.00%)	4,000	4,000	0	0.00%
Contractual:														
6401	Contracts	647,265	621,423	751,565	751,566	551,780	705,777	705,777	45,789	6.09%	749,366	749,366	(43,589)	(6.18%)
6406	Repair Equipment	300	0	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6415	Telephone	7,500	7,388	7,500	7,500	3,289	7,500	7,500	0	0.00%	7,500	7,500	0	0.00%
6416	Travel, Dues and Related	2,000	1,020	2,000	2,000	56	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6423	Small Equipment (Non-Capital)	27,800	26,978	25,000	26,000	6,119	43,500	43,500	(17,500)	(67.31%)	25,000	25,000	18,500	42.53%
6425	Office Supplies	1,000	887	1,000	999	684	1,000	1,000	(1)	(0.10%)	1,000	1,000	0	0.00%
6439	Computer Supplies	35,000	36,120	35,000	35,000	21,556	35,000	35,000	0	0.00%	35,000	35,000	0	0.00%
6450	Schools & Training	3,000	1,990	3,000	3,000	0	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6466	Telephone - Wireless	6,000	4,707	6,000	6,000	3,112	6,000	6,000	0	0.00%	6,000	6,000	0	0.00%
6490	Consultants	125,000	98,515	111,490	113,149	78,793	132,490	132,490	(19,341)	(17.09%)	139,115	139,115	(6,625)	(5.00%)
Total Contractual		854,865	799,028	942,855	945,514	665,389	936,567	936,567	8,947	0.95%	968,281	968,281	(31,714)	(3.39%)
Total Expenditures		1,978,382	1,895,762	2,081,254	2,083,913	1,414,749	2,070,658	2,084,455	(542)	(0.03%)	2,127,509	2,141,654	(57,199)	(2.74%)

Town of Southampton
2021 Tentative Budget
Information Technology - 1680

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change
	Net Surplus (Deficit)	0	89,996	0	(2,659)	698,839	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	2,659	0	0	0			0	0		

DATA ENTRY - SUMMARY

Department: Data Entry

Budget Year: 2021

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1685

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

1. To continue to fulfill the Town's mission to make electronic documents available to departments, eliminating paper copies.
2. To streamline current activities in permitting processes to provide a quicker turnaround time for workloads.

Legal Authority:

Town Code Chapter 27.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Information Technology Division													
Information Technology Summary													
Data Entry - 1685													
Data Entry Operator Part Time	PART-TIME	15,606	0	0	15,606	0	1,199	0	142	1,342	16,948		100.0
Data Entry Operator Part Time	PART-TIME	15,606	0	0	15,606	0	1,199	0	142	1,342	16,948		100.0
Total Data Entry - 1685		31,212	0	0	31,212	0	2,399	0	285	2,684	33,896		

NOTES:

Town of Southampton
2021 Tentative Budget
 Data Entry - 1685

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	33,307	32,172	33,661	33,661	32,715	33,896	33,896	235	0.70%	33,896	33,896	0	0.00%
	Total Real Property Taxes	33,307	32,172	33,661	33,661	32,715	33,896	33,896	235	0.70%	33,896	33,896	0	0.00%
	Total Revenue	33,307	32,172	33,661	33,661	32,715	33,896	33,896	235	0.70%	33,896	33,896	0	0.00%
	Salaries:													
6105	Part Time Salaries	30,000	21,675	30,600	30,600	8,335	31,212	31,212	(612)	(2.00%)	31,212	31,212	0	0.00%
	Total Salaries	30,000	21,675	30,600	30,600	8,335	31,212	31,212	(612)	(2.00%)	31,212	31,212	0	0.00%
	Employee Benefits - Current:													
6810	Employee Retirement - Active	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6830	FICA Tax Expenditure	2,357	1,658	2,382	2,382	638	2,399	2,399	(17)	(0.70%)	2,399	2,399	0	0.00%
6835	MTA Tax	105	74	106	106	26	107	107	(1)	(0.68%)	107	107	0	0.00%
6840	Worker's Compensation	810	739	539	539	286	144	144	395	73.34%	144	144	0	0.00%
6875	Disability	35	5	35	35	15	35	35	0	0.00%	35	35	0	0.00%
	Total Employee Benefits - Current	3,307	2,476	3,061	3,061	964	2,684	2,684	378	12.34%	2,684	2,684	0	0.00%
	Total Employee Costs	33,307	24,151	33,661	33,661	9,299	33,896	33,896	(234)	(0.70%)	33,896	33,896	0	0.00%
	Total Expenditures	33,307	24,151	33,661	33,661	9,299	33,896	33,896	(234)	(0.70%)	33,896	33,896	0	0.00%
	Net Surplus (Deficit)	0	8,020	0	0	23,416	0	0			0	0		

Town of Southampton
2021 Tentative Budget
 Data Entry - 1685

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change
	Net Surplus (Deficit)	0	8,020	0	0	23,416	0	0			0	0		

G.I.S. - SUMMARY

Department: G. I. S.

Budget Year: 2021

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1682

Manager: Ross Baldwin

NOTES:

Departmental Mission & Responsibilities:

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

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Town Code Chapter 27.

2021 Geographic Information Systems Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
The Southampton Town GIS ePortal is an internet application that allows you to access data about properties within the Town. Information regarding taxes, permits, mass appraisal, sales, as well as access to scanned images such as surveys, Certificate of Occupancy, Certificate of Compliance, and permits are also available. There is also a mapping component that allows subscribers to search any parcel within the Town and view it either as a base map, aerial image, or aerial oblique image.		
Annual Subscription	\$350	
Semi-Annual	\$225	
Quarterly	\$140	
Monthly	\$60	
Daily	\$10	
Access to the GIS ePortal is available at Town Hall-eDoc Center (located in the Town Hall lobby) and/or at your local Library	FREE	

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Information Technology Division													
Information Technology Summary													
G. I. S. - 1682													
Geographic Info Sys Manager	ADMINISTRATIVE	100,121	4,005	0	104,126	29,340	8,001	14,653	834	52,827	156,952	13.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	79,138	2,375	0	81,513	13,440	6,236	11,420	295	31,390	112,903	13.3	100.0
Geographic Information Systems Technician I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	47,713	0	2,603	50,316	1,380	3,866	7,080	409	12,735	63,051	0.8	100.0
Cartographer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 5	83,071	4,984	0	88,055	28,488	6,765	12,390	700	48,344	136,399	13.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 6	83,896	6,712	0	90,608	28,488	6,961	12,748	713	48,910	139,518	21.2	100.0
Total G. I. S. - 1682		393,939	18,076	2,603	414,618	101,136	31,829	58,291	2,950	194,206	608,824		

NOTES:

Town of Southampton

2021 Tentative Budget

G. I. S. - 1682

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	540,225	539,628	545,254	545,254	529,939	534,816	540,974	(4,280)	(0.78%)	547,978	554,280	13,306	2.46%
	Total Real Property Taxes	540,225	539,628	545,254	545,254	529,939	534,816	540,974	(4,280)	(0.78%)	547,978	554,280	13,306	2.46%
	Other Revenue:													
2775	Professional Fees	120,000	129,325	120,000	120,000	94,670	120,000	120,000	0	0.00%	120,000	120,000	0	0.00%
	Total Other Revenue	120,000	129,325	120,000	120,000	94,670	120,000	120,000	0	0.00%	120,000	120,000	0	0.00%
	Total Revenue	660,225	668,953	665,254	665,254	624,609	654,816	660,974	(4,280)	(0.64%)	667,978	674,280	13,306	2.01%
	Salaries:													
6100	Salaries	374,856	372,483	385,412	374,912	264,520	393,939	393,939	(19,027)	(5.08%)	403,349	403,349	(9,410)	(2.39%)
6105	Part Time Salaries	0	621	0	10,500	2,475	0	0	10,500	100.00%	0	0	0	0.00%
6110	Longevity	17,166	17,186	17,669	17,669	0	18,076	18,076	(407)	(2.30%)	18,360	18,360	(284)	(1.57%)
6127	Cash in Lieu of Health Benefits	0	0	6,023	6,023	206	2,603	2,603	3,420	56.78%	2,603	2,603	0	0.00%
	Total Salaries	392,022	390,290	409,104	409,104	267,201	414,618	414,618	(5,514)	(1.35%)	424,312	424,312	(9,694)	(2.34%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	51,371	50,822	51,940	51,940	34,444	52,133	58,291	(6,351)	(12.23%)	53,352	59,654	(1,363)	(2.34%)
6830	FICA Tax Expenditure	30,607	29,313	31,711	31,711	19,963	31,829	31,829	(118)	(0.37%)	32,573	32,573	(744)	(2.34%)
6835	MTA Tax	1,360	1,303	1,409	1,409	844	1,415	1,415	(5)	(0.37%)	1,448	1,448	(33)	(2.34%)
6840	Worker's Compensation	8,067	7,364	5,418	5,418	2,873	1,448	1,448	3,970	73.27%	1,484	1,484	(36)	(2.49%)
6860	Medical Insurance - Active Employees	120,900	95,721	94,236	94,236	62,849	94,236	94,236	0	0.00%	94,236	94,236	0	0.00%
6865	Dental & Optical	6,660	6,718	6,900	6,900	4,193	6,900	6,900	0	0.00%	6,900	6,900	0	0.00%

Town of Southampton

2021 Tentative Budget

G. I. S. - 1682

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
6875	Disability	87	10	87	87	34	87	87	0	0.00%	87	87	0	0.00%
	Total Employee Benefits - Current	219,053	191,250	191,701	191,701	125,200	188,048	194,206	(2,505)	(1.31%)	190,081	196,382	(2,177)	(1.12%)
	Total Employee Costs	611,075	581,540	600,804	600,804	392,401	602,666	608,824	(8,019)	(1.33%)	614,393	620,695	(11,871)	(1.95%)
	Equipment:													
6202	Software	1,800	0	6,800	6,800	3,332	1,800	1,800	5,000	73.53%	1,800	1,800	0	(0.01%)
	Total Equipment	1,800	0	6,800	6,800	3,332	1,800	1,800	5,000	73.53%	1,800	1,800	0	(0.01%)
	Contractual:													
6401	Contracts	26,550	22,591	27,850	27,850	21,500	27,350	27,350	500	1.80%	28,685	28,685	(1,335)	(4.88%)
6411	Printing and Stationery	2,000	1,546	4,000	4,000	0	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
6416	Travel, Dues and Related	3,000	53	3,000	3,000	0	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6420	Other	3,400	3,209	3,400	4,227	3,148	3,600	3,600	627	14.83%	3,700	3,700	(100)	(2.78%)
6423	Small Equipment (Non-Capital)	8,000	10,304	15,000	15,000	2,458	8,000	8,000	7,000	46.67%	8,000	8,000	0	0.00%
6425	Office Supplies	400	0	400	400	0	400	400	0	0.00%	400	400	0	(0.04%)
6450	Schools & Training	4,000	0	4,000	4,000	0	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
	Total Contractual	47,350	37,704	57,650	58,477	27,105	50,350	50,350	8,127	13.90%	51,785	51,785	(1,435)	(2.85%)
	Total Expenditures	660,225	619,244	665,254	666,081	422,838	654,816	660,974	5,108	0.77%	667,978	674,280	(13,307)	(2.01%)
	Net Surplus (Deficit)	0	49,709	0	(827)	201,771	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	827	0	0	0			0	0		