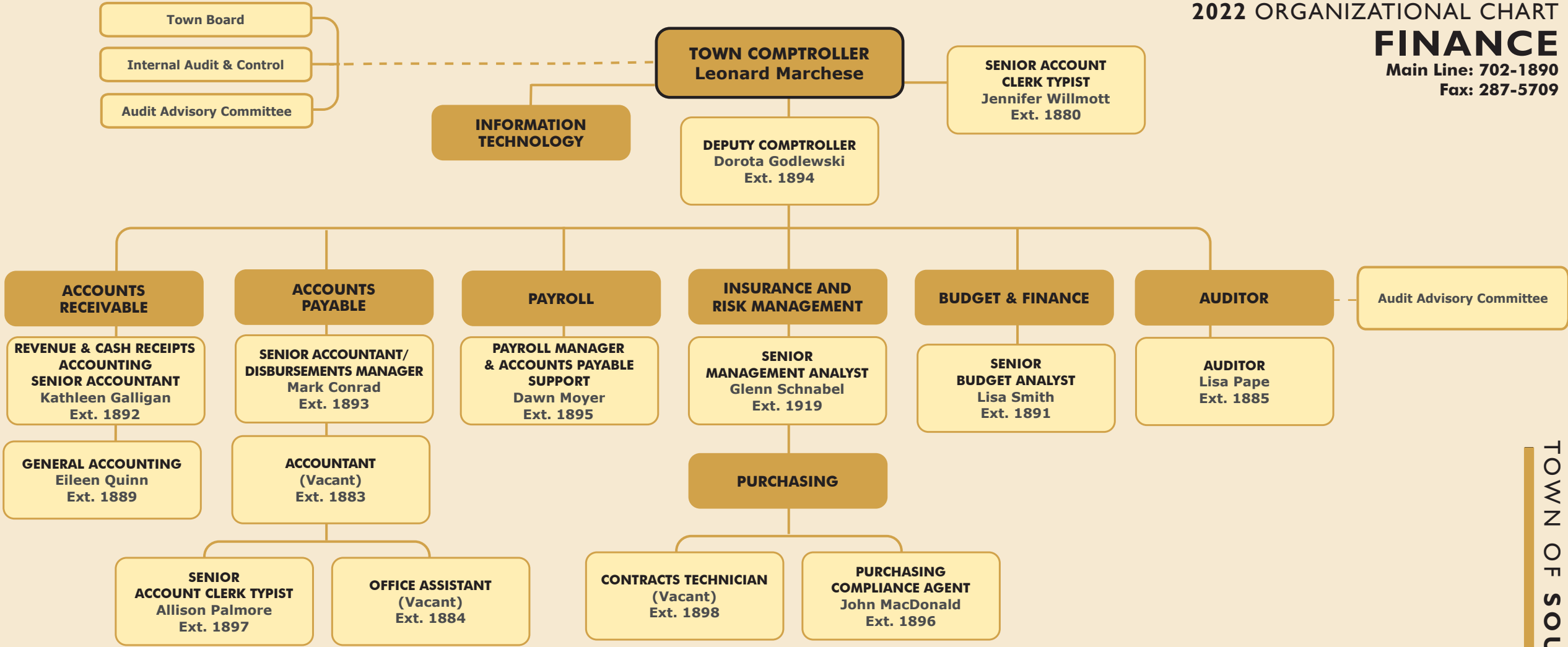


2022 ORGANIZATIONAL CHART

FINANCE

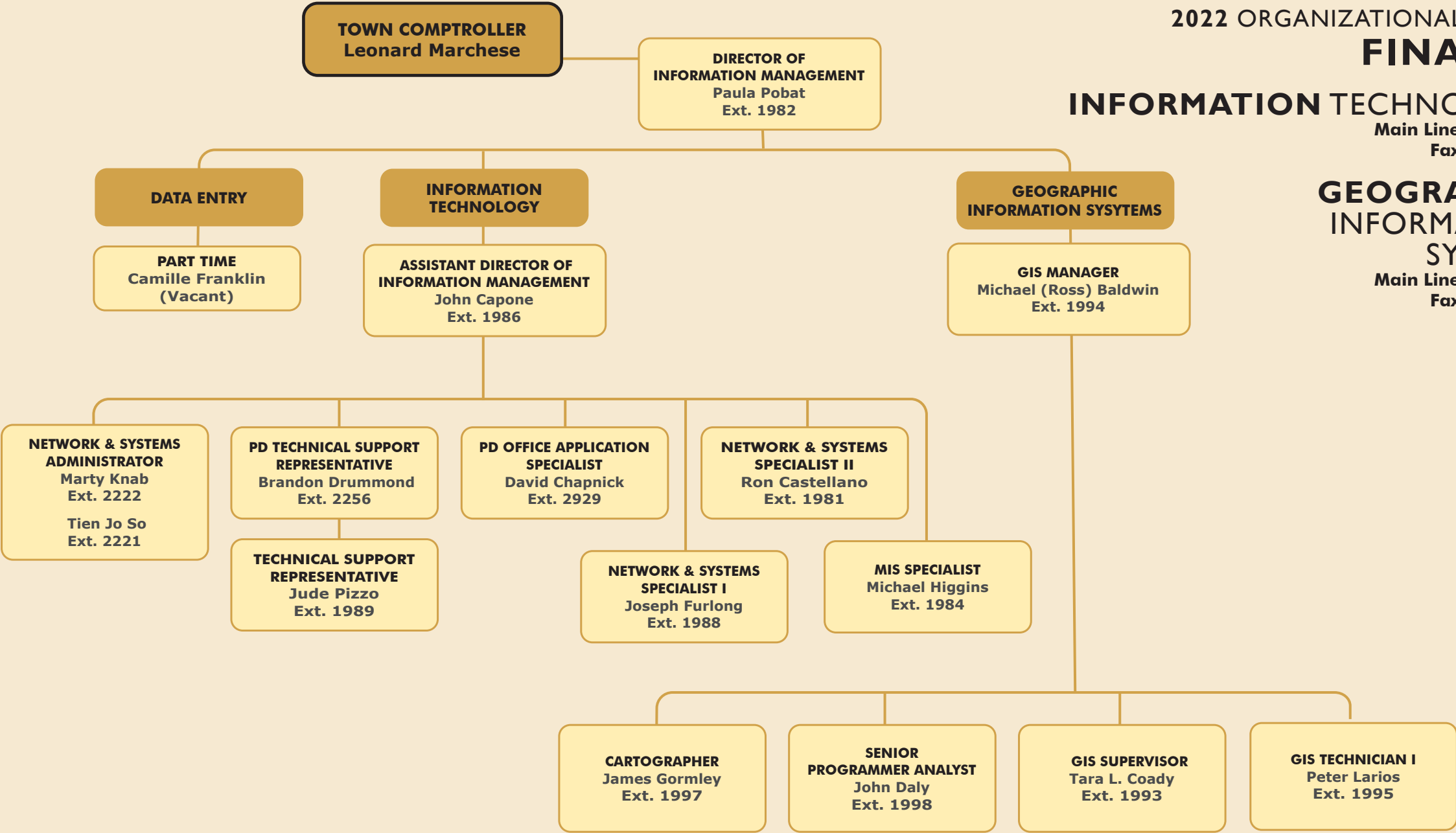
Main Line: 702-1890
Fax: 287-5709



2022 ORGANIZATIONAL CHART
FINANCE

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

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



TOWN COMPTROLLER - SUMMARY

Department: Town Comptroller

Budget Year: 2022
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. Manage the preparation of the Town's Annual Operating and Capital Budgets.
5. Ensure compliance with all Town Board approved Funding and Appropriations.
6. Maximize Cash Management opportunities for all investment and borrowing requirements.
7. Coordinate and maintain records regarding reimbursement for FEMA and grants.
8. Manage the Town's municipal borrowing.
9. Review and approve all Town Board Resolutions.
10. Manage the integrity of all Town financial accounting, budgeting and reporting systems.
11. Prepare and submit annual Tax Warrant in conjunction with the Tax Receiver.
12. Maintain and establish Internal Controls over all fiscal affairs.

The Department is responsible for disbursing and accounting of all operating expenses including expenses for Trustees Freeholder & Commonality 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).

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

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

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.

Annually, the Town collects in excess of \$386 million in Property Taxes. Upon receipt from the Tax Receiver, the Town Comptroller disburses over \$303 million in taxes to the various School, Library, Ambulance, and Fire Districts, and over \$83 million in property taxes is 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.

Department Summary

Department: Town Comptroller

Budget Year: 2022
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

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 \$167 million for over 127 Cost Centers, across 14 Tax Districts, while effectively controlling taxpayer monies. Identifies and records approximately 200 Budget modification requests annually, resulting in various entries to the general ledger accounts.

Cash Management - Manage cash in approximately 40 bank accounts to maximize interest earnings. Perform approximately 480 manual bank reconciliations per year.

Capital Project Control – Provides and manages funding for all active Town multi-year capital projects.

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.

General Accounting – Identify, prepare and post manually an average of 3,300 journal entry batches each year.

Grants- Assist departments with grant application, financial reporting, and documentation as requested by department. Maintain and manage an inventory of approximately 80 grants that are still outstanding.

Payroll- Processes payroll for approximately 530 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 530 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.

Department Summary

Department: Town Comptroller

Budget Year: 2022

Division: Finance Department

Tax District: Full Town

Cost Center #: 1315

Manager: Leonard Marchese

Purchasing- Review, check against budget and approve approximately 2,000 Purchase Orders annually.

Restricted Funds – Ensure compliance with over \$4 million of Restricted Funds.

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

Tax Remittances- Prepare and remit approximately 18 tax remittances received from the Tax Receiver for School, Fire and Ambulance Districts.

Town Board Resolutions- Review and approve for fiscal and budgetary impact, approximately 1,200 resolutions annually. Over 160 Town Board Resolutions are initiated by the Town Comptroller's Office.

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

NOTES:

Department Summary

Department: Town Comptroller

Budget Year: 2022
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. Provide Governmental Accounting Training and Financial Systems Training for all Staff in the Comptroller's Office.
8. Continue to enter all active contracts, amendments, extensions, lease and license agreements, and bid packages into Procureware.
9. Scan all invoices and journal entries to Vasion
10. Implement all new financial pronouncements issued by Governmental Accounting Standards Board ("GASB")

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 1/1/22	Alloc. %
Finance Department													
Finance Department													
Town Comptroller - 1315													
Town Comptroller	ADMINISTRATIVE	172,941	7,000	0	179,941	29,724	9,241	23,211	1,324	63,500	243,441	9.8	100.0
Deputy Comptroller	ADMINSUPPORT	120,000	3,600	0	123,600	29,724	8,421	15,944	920	55,009	178,609	13.6	100.0
Senior Accountant	ADMINSUPPORT	80,000	2,400	0	82,400	29,724	6,329	10,631	627	47,310	129,710	10.1	100.0
Senior Accountant	ADMINSUPPORT	97,905	2,938	2,799	103,642	29,724	7,959	13,370	773	51,826	155,467	13.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 7	68,570	4,114	0	72,684	28,860	5,582	9,376	547	44,365	117,049	9.7	100.0
Accountant - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	62,995	0	0	62,995	28,860	4,839	8,128	491	42,318	105,313		100.0
Contracts Technician - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	52,322	0	0	52,322	28,860	4,019	6,751	411	40,041	92,363		100.0
Office Assistant - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	44,213	0	0	44,213	28,860	3,396	5,705	350	38,311	82,524		100.0
Purchasing Agent	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 7	64,568	2,583	0	67,151	28,860	5,157	8,663	512	43,192	110,342	8.7	100.0
Senior Budget Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 5	70,689	2,828	6,062	79,579	1,572	6,110	10,263	579	18,524	98,103	7.3	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 3	57,900	5,790	0	63,690	28,860	4,890	8,215	472	42,438	106,128	20.2	100.0
Senior Account Clerk Typist (Proposed - Principal Account Clerk) *subject to civil service approval	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 1	63,172	3,790	0	66,963	28,860	5,142	8,638	505	43,146	110,108	13.9	100.0
Payroll Manager	CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 6	77,298	6,184	6,062	89,544	1,572	6,874	11,547	640	20,633	110,177	15.3	100.0
Total Town Comptroller - 1315		1,032,574	41,227	14,923	1,088,724	324,060	77,960	140,441	8,150	550,611	1,639,334		

NOTES:

Town of Southampton

2022 Adopted Budget

Town Comptroller - 1315

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,474,474	1,474,474	1,644,862	1,630,975	1,640,975	1,802,659	1,805,784	1,791,387	1,791,387	160,412	9.84%	1,831,353	1,834,539	1,834,539	1,834,539
	Total Real Property Taxes	1,474,474	1,474,474	1,644,862	1,630,975	1,640,975	1,802,659	1,805,784	1,791,387	1,791,387	160,412	9.84%	1,831,353	1,834,539	1,834,539	1,834,539
Other Revenue:																
1523	Alarm Billing	75,000	75,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2210	Intergovernmental Revenue	10,000	10,000	10,000	10,000	5,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
2770	Miscellaneous	35,000	39,631	35,000	35,000	7,088	35,000	35,000	35,000	35,000	0	0.00%	30,000	30,000	30,000	30,000
	Total Other Revenue	120,000	124,631	45,000	45,000	12,088	45,000	45,000	45,000	45,000	0	0.00%	40,000	40,000	40,000	40,000
	Total Revenue	1,594,474	1,599,105	1,689,862	1,675,975	1,653,063	1,847,659	1,850,784	1,836,387	1,836,387	160,412	9.57%	1,871,353	1,874,539	1,874,539	1,874,539
Salaries:																
6100	Salaries	910,606	905,535	943,247	939,648	746,547	1,030,074	1,032,574	1,032,574	1,032,574	(92,926)	(9.89%)	1,057,363	1,059,913	1,059,913	1,059,913
6101	Overtime	0	0	0	2,000	618	0	0	0	0	2,000	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	3,044	2,761	3,463	3,647	3,647	2,799	2,799	2,799	2,799	848	23.25%	2,799	2,799	2,799	2,799
6105	Part Time Salaries	0	0	0	4,816	0	0	0	0	0	4,816	100.00%	0	0	0	0
6110	Longevity	31,121	31,422	33,248	33,248	1,903	41,151	41,227	41,227	41,227	(7,979)	(24.00%)	41,935	42,011	42,011	42,011
6127	Cash in Lieu of Health Benefits	14,649	13,937	14,649	14,649	7,175	12,124	12,124	12,124	12,124	2,525	17.24%	12,124	12,124	12,124	12,124
	Total Salaries	959,420	953,655	994,607	998,008	759,890	1,086,148	1,088,724	1,088,724	1,088,724	(90,716)	(9.09%)	1,114,221	1,116,847	1,116,847	1,116,847
Employee Benefits - Current:																
6810	Employee Retirement - Active	121,879	121,632	139,871	139,871	112,718	140,109	140,441	126,044	126,044	13,826	9.89%	143,731	144,069	144,069	144,069
6830	FICA Tax Expenditure	70,140	68,880	71,783	72,427	56,053	77,762	77,960	77,960	77,960	(5,533)	(7.64%)	79,554	79,755	79,755	79,755
6835	MTA Tax	3,307	3,138	3,394	3,427	2,364	3,707	3,716	3,716	3,716	(289)	(8.42%)	3,803	3,812	3,812	3,812
6840	Worker's Compensation	13,277	10,230	3,756	3,812	2,928	4,194	4,204	4,204	4,204	(392)	(10.29%)	4,305	4,316	4,316	4,316
6860	Medical Insurance - Active Employees	248,232	234,778	248,232	238,232	190,532	303,624	303,624	303,624	303,624	(65,392)	(27.45%)	303,624	303,624	303,624	303,624
6865	Dental & Optical	16,560	16,377	16,560	16,560	13,500	20,436	20,436	20,436	20,436	(3,876)	(23.41%)	20,436	20,436	20,436	20,436
6875	Disability	209	79	209	238	40	229	229	229	229	8	3.57%	229	229	229	229
	Total Employee Benefits - Current	473,604	455,116	483,805	474,567	378,134	550,062	550,611	536,214	536,214	(61,647)	(12.99%)	555,682	556,242	556,242	556,242
	Total Employee Costs	1,433,024	1,408,772	1,478,412	1,472,575	1,138,024	1,636,209	1,639,334	1,624,937	1,624,937	(152,363)	(10.35%)	1,669,903	1,673,089	1,673,089	1,673,089
Contractual:																
6400	Contracts - Other	53,000	20,901	53,000	34,500	24,000	53,000	53,000	53,000	53,000	(18,500)	(53.62%)	53,000	53,000	53,000	53,000
6401	Contracts	32,600	38,390	32,600	43,050	37,606	32,600	32,600	32,600	32,600	10,450	24.27%	22,600	22,600	22,600	22,600
6403	Gasoline	2,500	595	2,500	2,500	643	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6411	Printing and Stationery	3,000	1,279	3,000	3,000	1,703	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6412	Publications	3,000	2,272	3,000	3,000	2,856	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	6,950	2,410	6,950	4,950	1,930	6,950	6,950	6,950	6,950	(2,000)	(40.40%)	6,950	6,950	6,950	6,950
6420	Other	1,000	1,826	1,000	1,500	1,223	1,000	1,000	1,000	1,000	500	33.33%	1,000	1,000	1,000	1,000
6425	Office Supplies	1,500	888	1,500	1,500	847	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6426	Supplies - Other	1,200	725	1,200	1,200	384	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6444	Mileage Reimbursement	200	0	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6450	Schools & Training	3,000	1,754	3,000	2,500	281	3,000	3,000	3,000	3,000	(500)	(20.00%)	3,000	3,000	3,000	3,000
6477	Copier Leases	1,500	2,734	1,500	3,500	1,910	1,500	1,500	1,500	1,500	2,000	57.14%	1,500	1,500	1,500	1,500

Town of Southampton
2022 Adopted Budget
Town Comptroller - 1315

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual						2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
							2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget							
6490	Consultants	52,000	19,146	102,000	102,000	27,491	102,000	102,000	102,000	102,000	0	0.00%	102,000	102,000	102,000	102,000	
	Total Contractual	161,450	92,920	211,450	203,400	100,874	211,450	211,450	211,450	211,450	(8,050)	(3.96%)	201,450	201,450	201,450	201,450	
	Total Expenditures	1,594,474	1,501,692	1,689,862	1,675,975	1,238,898	1,847,659	1,850,784	1,836,387	1,836,387	(160,413)	(9.57%)	1,871,353	1,874,539	1,874,539	1,874,539	
	Net Surplus (Deficit)	0	97,413	0	0	414,165	0	0	0	0			0	0	0	0	

AUDIT & CONTROL - SUMMARY

Department: Audit & Control

Budget Year: 2022
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: 2022
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.
12. Assisting the Accountant with the Records Management for the Comptroller's Office. Review journal entries to make sure they are scanned in. Help with year-end records management of accounts payable documents and journal entries.
13. Review payroll batches each pay period for accuracy.

Department Summary

Department: Audit & Control

Budget Year: 2022
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

Goals & Objectives:

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

Legal Authority:

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

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/22	Alloc. %
Finance Department													
Finance Department													
Audit & Control - 1320													
Auditor	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 5	66,691	0	0	66,691	28,860	5,123	8,605	519	43,106	109,797	5.2	100.0
Total Audit & Control - 1320		66,691	0	0	66,691	28,860	5,123	8,605	519	43,106	109,797		

NOTES:

Town of Southampton

2022 Adopted Budget

Audit & Control - 1320

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	
Real Property Taxes:																	
1001	Property Taxes	272,248	272,248	274,542	274,542	274,542	276,797	276,797	275,925	275,925	1,383	0.50%	279,546	279,546	279,546	279,546	
	Total Real Property Taxes	272,248	272,248	274,542	274,542	274,542	276,797	276,797	275,925	275,925	1,383	0.50%	279,546	279,546	279,546	279,546	
	Total Revenue	272,248	272,248	274,542	274,542	274,542	276,797	276,797	275,925	275,925	1,383	0.50%	279,546	279,546	279,546	279,546	
Salaries:																	
6100	Salaries	62,575	62,576	64,487	64,487	53,667	66,691	66,691	66,691	66,691	(2,204)	(3.42%)	68,956	68,956	68,956	68,956	
	Total Salaries	62,575	62,576	64,487	64,487	53,667	66,691	66,691	66,691	66,691	(2,204)	(3.42%)	68,956	68,956	68,956	68,956	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	7,979	7,963	9,076	9,076	7,314	8,605	8,605	7,733	7,733	1,343	14.80%	8,897	8,897	8,897	8,897	
6830	FICA Tax Expenditure	4,871	4,568	4,956	4,956	3,918	5,123	5,123	5,123	5,123	(167)	(3.37%)	5,297	5,297	5,297	5,297	
6835	MTA Tax	217	203	220	220	165	228	228	228	228	(7)	(3.37%)	235	235	235	235	
6840	Worker's Compensation	1,101	849	297	297	231	273	273	273	273	23	7.82%	283	283	283	283	
6860	Medical Insurance - Active Employees	27,108	25,696	27,108	27,108	22,070	27,288	27,288	27,288	27,288	(180)	(0.66%)	27,288	27,288	27,288	27,288	
6865	Dental & Optical	1,380	1,379	1,380	1,380	1,211	1,572	1,572	1,572	1,572	(192)	(13.91%)	1,572	1,572	1,572	1,572	
6875	Disability	17	0	17	17	0	18	18	18	18	0	(1.38%)	18	18	18	18	
	Total Employee Benefits - Current	42,673	40,657	43,054	43,054	34,910	43,106	43,106	42,234	42,234	820	1.90%	43,590	43,590	43,590	43,590	
	Total Employee Costs	105,248	103,233	107,542	107,542	88,577	109,797	109,797	108,925	108,925	(1,384)	(1.29%)	112,546	112,546	112,546	112,546	
Contractual:																	
6400	Contracts - Other	160,000	145,000	160,000	160,000	150,000	160,000	160,000	160,000	160,000	0	0.00%	160,000	160,000	160,000	160,000	
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	167,000	145,000	167,000	167,000	150,000	167,000	167,000	167,000	167,000	0	0.00%	167,000	167,000	167,000	167,000	
	Total Expenditures	272,248	248,233	274,542	274,542	238,577	276,797	276,797	275,925	275,925	(1,384)	(0.50%)	279,546	279,546	279,546	279,546	
	Net Surplus (Deficit)	0	24,015	0	0	35,965	0	0	0	0			0	0	0	0	

RISK MANAGEMENT - SUMMARY

Department: Risk Management

Budget Year: 2022

Division: Finance Department

Tax District: Full Town

Cost Center #: 1610

Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

The insurance and risk management division analyzes and manages the Town's insurance portfolio to ensure it provides adequate coverage to protect the Town from events that trigger a repair cost (e.g. fire, flood), as well as claims and litigation brought against the Town. The portfolio includes the following insurances: various liability insurances (general, public officials, law enforcement, automobile, cyber, pollution, marine operators, and excess/umbrella), various property insurances (general property, hull and machinery, inland marine, and boiler and machinery), several flood insurance policies, a crime protection policy, and worker's insurances (disability and workers compensation).

The division works with Town Attorney's office to ensure claims against the Town are handled properly, and works with the Town's division of Employee Safety and Training to ensure all workers compensation injury claims are handled properly.

The division analyzes incidents, accidents, claims, and losses to determine causes, and then formulates and implements plans and procedures to mitigate these situations, leading to a decrease in both employee work injuries and employee actions that lead to legal action being taken against the Town.

Workload:

Review and maintain the Town's insurance program, in consultation with the Town's insurance broker.

Review liability claims against the Town and provide information and advice to the Town Attorney's office to ensure proper handling of those claims.

Coordinate and oversee meetings of the Town's Safety and Risk Management Committee.

Work with the Town's Safety Officer to ensure compliance with PESH regulations regarding workplace and employee safety.

Work with the Town's Employee Ombudsman to administer the Town's return to work program, to minimize employee time lost due to workplace injury.

Review and analyze litigation against the Town to uncover causes and formulate and execute a mitigation plan to decrease the frequency and severity of employee actions that lead to claims against the Town.

Review and analyze employee work injuries to uncover causes and formulate and execute a mitigation plan to decrease the frequency and severity of employee work injuries.

Goals & Objectives:

Consistently improve workplace and employee safety in order to:

1. Reduce the frequency and severity of workplace injuries compared with the prior year;
2. Reduce the Town's workers compensation injury experience rating (modification factor) compared with the prior year;
3. Reduce the Town's cost of workers compensation insurance compared with the prior year;
4. Reduce the Town's cost of its liability insurances (general, auto, public officials, law enforcement) compared with the prior year.

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 1/1/22	Alloc. %
Finance Department													
Finance Department													
Risk Management - 1610													
Senior Management Analyst (Proposed Principal) *subject to civil service approval	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - N / Step 1	89,669	3,587	0	93,256	28,860	7,162	12,031	704	48,756	142,012	6.8	100.0
Total Risk Management - 1610		89,669	3,587	0	93,256	28,860	7,162	12,031	704	48,756	142,012		

NOTES:

Town of Southampton

2022 Adopted Budget

Risk Management - 1610

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	127,092	127,092	128,996	127,996	127,996	144,012	144,012	142,793	142,793	14,797	11.56%	147,977	147,977	147,977	147,977
	Total Real Property Taxes	127,092	127,092	128,996	127,996	127,996	144,012	144,012	142,793	142,793	14,797	11.56%	147,977	147,977	147,977	147,977
	Total Revenue	127,092	127,092	128,996	127,996	127,996	144,012	144,012	142,793	142,793	14,797	11.56%	147,977	147,977	147,977	147,977
	Salaries:															
6100	Salaries	76,500	76,500	78,030	78,030	66,692	89,669	89,669	89,669	89,669	(11,639)	(14.92%)	92,812	92,812	92,812	92,812
6110	Longevity	2,295	2,295	2,341	2,341	0	3,587	3,587	3,587	3,587	(1,246)	(53.22%)	3,712	3,712	3,712	3,712
	Total Salaries	78,795	78,795	80,371	80,371	66,692	93,256	93,256	93,256	93,256	(12,885)	(16.03%)	96,524	96,524	96,524	96,524
	Employee Benefits - Current:															
6810	Employee Retirement - Active	10,042	10,021	11,310	11,310	9,115	12,031	12,031	10,812	10,812	499	4.41%	12,452	12,452	12,452	12,452
6830	FICA Tax Expenditure	6,131	5,809	6,176	6,176	4,914	7,162	7,162	7,162	7,162	(986)	(15.97%)	7,413	7,413	7,413	7,413
6835	MTA Tax	272	258	274	274	207	318	318	318	318	(44)	(15.97%)	329	329	329	329
6840	Worker's Compensation	1,346	1,037	359	359	280	368	368	368	368	(9)	(2.42%)	381	381	381	381
6860	Medical Insurance - Active Employees	27,108	25,696	27,108	27,108	22,070	27,288	27,288	27,288	27,288	(180)	(0.66%)	27,288	27,288	27,288	27,288
6865	Dental & Optical	1,380	1,379	1,380	1,380	1,211	1,572	1,572	1,572	1,572	(192)	(13.91%)	1,572	1,572	1,572	1,572
6875	Disability	17	14	17	17	7	18	18	18	18	0	(1.38%)	18	18	18	18
	Total Employee Benefits - Current	46,297	44,214	46,625	46,625	37,804	48,756	48,756	47,537	47,537	(913)	(1.96%)	49,453	49,453	49,453	49,453
	Total Employee Costs	125,092	123,009	126,996	126,996	104,496	142,012	142,012	140,793	140,793	(13,797)	(10.86%)	145,977	145,977	145,977	145,977
	Contractual:															
6416	Travel, Dues and Related	2,000	0	2,000	900	263	2,000	2,000	2,000	2,000	(1,100)	(122.22%)	2,000	2,000	2,000	2,000
6420	Other	0	0	0	100	77	0	0	0	0	100	100.00%	0	0	0	0
	Total Contractual	2,000	0	2,000	1,000	340	2,000	2,000	2,000	2,000	(1,000)	(100.00%)	2,000	2,000	2,000	2,000
	Total Expenditures	127,092	123,009	128,996	127,996	104,835	144,012	144,012	142,793	142,793	(14,797)	(11.56%)	147,977	147,977	147,977	147,977
	Net Surplus (Deficit)	0	4,083	0	0	23,161	0	0	0	0			0	0	0	0

INFORMATION TECHNOLOGY - SUMMARY

Department: Information Technology

Budget Year: 2022

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 1/1/22	Alloc. %
Information Technology Division													
Information Technology Summary													
Information Technology - 1680													
Assistant Director of Information Manage	ADMINISTRATIVE	110,000	5,500	4,113	119,613	13,908	8,363	15,428	877	38,576	158,189	30.3	100.0
Director of Info Management	ADMINISTRATIVE	130,000	6,500	4,737	141,237	29,724	8,677	18,217	1,033	57,651	198,888	32.7	100.0
MIS Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 6	59,602	0	0	59,602	13,536	4,578	7,690	465	26,270	85,872	5.0	100.0
Office Applications Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 5	58,873	0	0	58,873	28,860	4,522	7,596	460	41,438	100,311	4.6	100.0
Technical Support Representative	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	56,313	0	0	56,313	28,860	4,326	7,266	441	40,892	97,206	0.6	100.0
Technical Support Representative	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	57,138	0	0	57,138	28,860	4,389	7,372	447	41,068	98,206	2.5	100.0
Network & System Administrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	81,474	8,147	0	89,621	14,868	6,882	11,559	658	33,966	123,587	20.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 5	72,454	7,245	6,062	85,761	1,572	6,583	11,058	607	19,821	105,582	19.6	100.0
Network & Systems Specialist I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	69,071	4,144	0	73,215	14,868	5,623	9,445	551	30,486	103,701	14.5	100.0
Network Systems Adminrator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	81,474	8,147	6,062	95,683	1,572	7,345	12,338	678	21,934	117,617	20.4	100.0
Total Information Technology - 1680		776,399	39,684	20,974	837,057	176,628	61,288	107,971	6,216	352,103	1,189,160		

NOTES:

Town of Southampton

2022 Adopted Budget

Information Technology - 1680

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	2,023,173	2,023,173	2,026,374	2,020,845	2,020,845	2,139,790	2,139,790	2,128,846	2,128,846	108,001	5.34%	2,151,659	2,151,659	2,151,659	2,151,659
	Total Real Property Taxes	2,023,173	2,023,173	2,026,374	2,020,845	2,020,845	2,139,790	2,139,790	2,128,846	2,128,846	108,001	5.34%	2,151,659	2,151,659	2,151,659	2,151,659
Other Revenue:																
2228	Revenue from Other Governments	58,081	157,962	58,081	58,081	72,980	63,322	63,322	63,322	63,322	5,241	9.02%	59,200	59,200	59,200	59,200
2701	Miscellaneous Tax Receipts	0	21,761	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	0	0	0	4,242	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	58,081	179,723	58,081	58,081	77,222	63,322	63,322	63,322	63,322	5,241	9.02%	59,200	59,200	59,200	59,200
	Total Revenue	2,081,254	2,202,896	2,084,455	2,078,926	2,098,067	2,203,112	2,203,112	2,192,168	2,192,168	113,242	5.45%	2,210,859	2,210,859	2,210,859	2,210,859
Salaries:																
6100	Salaries	735,642	734,383	755,762	750,643	604,444	776,399	776,399	776,399	776,399	(25,755)	(3.43%)	796,030	796,030	796,030	796,030
6101	Overtime	5,000	971	5,000	4,948	124	5,000	5,000	5,000	5,000	(52)	(1.05%)	5,000	5,000	5,000	5,000
6103	Accumulated Sick/Personal Days	7,860	7,285	8,342	8,394	8,393	8,850	8,850	8,850	8,850	(456)	(5.43%)	8,850	8,850	8,850	8,850
6110	Longevity	31,832	31,834	33,614	33,614	0	39,684	39,684	39,684	39,684	(6,070)	(18.06%)	40,312	40,312	40,312	40,312
6127	Cash in Lieu of Health Benefits	8,626	13,459	14,649	14,649	5,885	12,124	12,124	12,124	12,124	2,525	17.24%	12,124	12,124	12,124	12,124
	Total Salaries	788,960	787,933	817,368	812,249	618,847	842,057	842,057	842,057	842,057	(29,808)	(3.67%)	862,316	862,316	862,316	862,316
Employee Benefits - Current:																
6810	Employee Retirement - Active	99,853	99,650	114,300	114,300	92,111	107,971	107,971	97,027	97,027	17,273	15.11%	110,585	110,585	110,585	110,585
6830	FICA Tax Expenditure	58,847	58,995	59,996	59,604	46,296	61,288	61,288	61,288	61,288	(1,684)	(2.82%)	62,545	62,545	62,545	62,545
6835	MTA Tax	2,710	2,610	2,774	2,756	1,949	2,857	2,857	2,857	2,857	(101)	(3.66%)	2,926	2,926	2,926	2,926
6840	Worker's Compensation	12,947	9,976	3,477	3,477	2,710	3,183	3,183	3,183	3,183	293	8.44%	3,264	3,264	3,264	3,264
6860	Medical Insurance - Active Employees	159,108	127,252	132,000	132,000	111,369	160,908	160,908	160,908	160,908	(28,908)	(21.90%)	160,908	160,908	160,908	160,908
6865	Dental & Optical	13,800	13,788	13,800	13,800	11,321	15,720	15,720	15,720	15,720	(1,920)	(13.91%)	15,720	15,720	15,720	15,720
6875	Disability	174	28	174	174	16	176	176	176	176	(2)	(1.38%)	176	176	176	176
	Total Employee Benefits - Current	347,439	312,299	326,520	326,110	265,772	352,103	352,103	341,159	341,159	(15,049)	(4.61%)	356,124	356,124	356,124	356,124
	Total Employee Costs	1,136,399	1,100,232	1,143,888	1,138,359	884,619	1,194,160	1,194,160	1,183,216	1,183,216	(44,857)	(3.94%)	1,218,440	1,218,440	1,218,440	1,218,440
Equipment:																
6202	Software	2,000	61	4,000	4,000	3,820	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
	Total Equipment	2,000	61	4,000	4,000	3,820	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
Contractual:																
6401	Contracts	751,565	633,994	705,777	718,588	606,540	769,162	769,162	769,162	769,162	(50,574)	(7.04%)	765,379	765,379	765,379	765,379
6406	Repair Equipment	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6415	Telephone	7,500	4,412	7,500	7,500	2,874	7,500	7,500	7,500	7,500	0	0.00%	7,500	7,500	7,500	7,500
6416	Travel, Dues and Related	2,000	56	2,000	2,000	380	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	25,000	53,428	43,500	43,500	33,404	50,000	50,000	50,000	50,000	(6,500)	(14.94%)	35,000	35,000	35,000	35,000
6425	Office Supplies	1,000	919	1,000	1,000	387	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6439	Computer Supplies	35,000	32,776	35,000	35,000	24,874	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6450	Schools & Training	3,000	0	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6466	Telephone - Wireless	6,000	5,421	6,000	6,000	4,509	6,000	6,000	6,000	6,000	0	0.00%	6,000	6,000	6,000	6,000
6477	Copier Leases	0	0	0	1,500	157	3,000	3,000	3,000	3,000	(1,500)	(100.00%)	3,000	3,000	3,000	3,000

Town of Southampton
2022 Adopted Budget
Information Technology - 1680

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual						2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
							2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget							
6490	Consultants	111,490	89,146	132,490	118,179	76,949	127,990	127,990	127,990	127,990	(9,811)	(8.30%)	130,240	130,240	130,240	130,240	
	Total Contractual	942,855	820,153	936,567	936,567	750,073	1,004,952	1,004,952	1,004,952	1,004,952	(68,385)	(7.30%)	988,419	988,419	988,419	988,419	
	Total Expenditures	2,081,254	1,920,445	2,084,455	2,078,926	1,638,513	2,203,112	2,203,112	2,192,168	2,192,168	(113,242)	(5.45%)	2,210,859	2,210,859	2,210,859	2,210,859	
	Net Surplus (Deficit)	0	282,451	0	0	459,554	0	0	0	0			0	0	0	0	

DATA ENTRY - SUMMARY

Department: Data Entry

Budget Year: 2022

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 1/1/22	Alloc. %
Information Technology Division													
Information Technology Summary													
Data Entry - 1685													
Data Entry Operator Part Time	PART-TIME	16,640	0	0	16,640	0	1,278	0	143	1,421	18,061		100.0
Data Entry Operator Part Time	PART-TIME	16,640	0	0	16,640	0	1,278	0	143	1,421	18,061		100.0
Total Data Entry - 1685		33,280	0	0	33,280	0	2,556	0	285	2,842	36,122		

NOTES:

Town of Southampton

2022 Adopted Budget

Data Entry - 1685

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	33,661	33,661	33,896	33,896	33,896	36,122	36,122	36,122	36,122	2,226	6.57%	36,843	36,843	36,843	36,843
	Total Real Property Taxes	33,661	33,661	33,896	33,896	33,896	36,122	36,122	36,122	36,122	2,226	6.57%	36,843	36,843	36,843	36,843
	Total Revenue	33,661	33,661	33,896	33,896	33,896	36,122	36,122	36,122	36,122	2,226	6.57%	36,843	36,843	36,843	36,843
	Salaries:															
6105	Part Time Salaries	30,600	17,573	31,212	31,212	8,541	33,280	33,280	33,280	33,280	(2,068)	(6.63%)	33,946	33,946	33,946	33,946
	Total Salaries	30,600	17,573	31,212	31,212	8,541	33,280	33,280	33,280	33,280	(2,068)	(6.63%)	33,946	33,946	33,946	33,946
	Employee Benefits - Current:															
6830	FICA Tax Expenditure	2,382	1,344	2,399	2,399	908	2,556	2,556	2,556	2,556	(158)	(6.57%)	2,607	2,607	2,607	2,607
6835	MTA Tax	106	60	107	107	38	114	114	114	114	(7)	(6.59%)	116	116	116	116
6840	Worker's Compensation	539	415	144	144	112	136	136	136	136	7	4.97%	139	139	139	139
6875	Disability	35	17	35	35	8	35	35	35	35	0	(1.38%)	35	35	35	35
	Total Employee Benefits - Current	3,061	1,836	2,684	2,684	1,065	2,842	2,842	2,842	2,842	(158)	(5.89%)	2,898	2,898	2,898	2,898
	Total Employee Costs	33,661	19,409	33,896	33,896	9,606	36,122	36,122	36,122	36,122	(2,226)	(6.57%)	36,843	36,843	36,843	36,843
	Total Expenditures	33,661	19,409	33,896	33,896	9,606	36,122	36,122	36,122	36,122	(2,226)	(6.57%)	36,843	36,843	36,843	36,843
	Net Surplus (Deficit)	0	14,251	0	0	24,290	0	0	0	0			0	0	0	0

G.I.S. - SUMMARY

Department: G. I. S.

Budget Year: 2022

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, NearMap, Govern, AirWatch MDM, 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, numerous mobile users, and 500 ePortal users at various locations. The Division is also responsible for the administration, support and management of Pictometry Online and NearMap

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.

2022 Geographic Information Systems Fee Schedule

Fee Schedule	2022 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 1/1/22	Alloc. %
Information Technology Division													
Information Technology Summary													
G. I. S. - 1682													
Geographic Info Sys Manager	ADMINISTRATIVE	103,500	4,140	0	107,640	29,724	8,189	13,886	809	52,608	160,248	14.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	80,721	2,422	0	83,143	13,908	6,360	10,684	300	31,253	114,395	14.3	100.0
Geographic Information Systems Technician I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	49,360	0	2,658	52,018	1,572	3,995	6,710	398	12,675	64,693	1.8	100.0
Cartographer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 6	85,566	6,845	0	92,412	28,860	7,096	11,920	684	48,560	140,972	14.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 6	85,566	8,557	0	94,123	28,860	7,227	12,140	690	48,917	143,040	22.2	100.0
Total G. I. S. - 1682		404,713	21,964	2,658	429,335	102,924	32,867	55,340	2,881	194,012	623,348		

NOTES:

Town of Southampton

2022 Adopted Budget

G. I. S. - 1682

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	545,254	545,254	540,974	540,974	540,974	547,798	547,798	542,188	542,188	1,214	0.22%	560,171	560,171	560,171	560,171
	Total Real Property Taxes	545,254	545,254	540,974	540,974	540,974	547,798	547,798	542,188	542,188	1,214	0.22%	560,171	560,171	560,171	560,171
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	48	0	0	0	0	0	0.00%	0	0	0	0
2775	Professional Fees	120,000	142,485	120,000	120,000	122,390	130,000	130,000	130,000	130,000	10,000	8.33%	130,000	130,000	130,000	130,000
	Total Other Revenue	120,000	142,485	120,000	120,000	122,438	130,000	130,000	130,000	130,000	10,000	8.33%	130,000	130,000	130,000	130,000
	Total Revenue	665,254	687,739	660,974	660,974	663,412	677,798	677,798	672,188	672,188	11,214	1.70%	690,171	690,171	690,171	690,171
Salaries:																
6100	Salaries	385,412	377,071	393,939	393,939	328,086	404,713	404,713	404,713	404,713	(10,774)	(2.74%)	413,534	413,534	413,534	413,534
6105	Part Time Salaries	0	2,475	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	17,669	19,318	18,076	18,076	0	21,964	21,964	21,964	21,964	(3,888)	(21.51%)	22,272	22,272	22,272	22,272
6127	Cash in Lieu of Health Benefits	6,023	1,445	2,603	2,603	1,290	2,658	2,658	2,658	2,658	(55)	(2.11%)	2,658	2,658	2,658	2,658
	Total Salaries	409,104	400,308	414,618	414,618	329,376	429,335	429,335	429,335	429,335	(14,717)	(3.55%)	438,464	438,464	438,464	438,464
Employee Benefits - Current:																
6810	Employee Retirement - Active	51,940	51,834	58,291	58,291	46,975	55,340	55,340	49,730	49,730	8,561	14.69%	56,517	56,517	56,517	56,517
6830	FICA Tax Expenditure	31,711	29,949	31,829	31,829	24,623	32,867	32,867	32,867	32,867	(1,038)	(3.26%)	33,439	33,439	33,439	33,439
6835	MTA Tax	1,409	1,341	1,415	1,415	1,040	1,464	1,464	1,464	1,464	(50)	(3.51%)	1,495	1,495	1,495	1,495
6840	Worker's Compensation	5,418	4,174	1,448	1,448	1,129	1,328	1,328	1,328	1,328	120	8.27%	1,358	1,358	1,358	1,358
6860	Medical Insurance - Active Employees	94,236	88,937	94,236	94,236	76,812	95,064	95,064	95,064	95,064	(828)	(0.88%)	95,064	95,064	95,064	95,064
6865	Dental & Optical	6,900	6,336	6,900	6,900	6,054	7,860	7,860	7,860	7,860	(960)	(13.91%)	7,860	7,860	7,860	7,860
6875	Disability	87	28	87	87	15	88	88	88	88	(1)	(1.38%)	88	88	88	88
	Total Employee Benefits - Current	191,701	182,600	194,206	194,206	156,647	194,012	194,012	188,402	188,402	5,803	2.99%	195,822	195,822	195,822	195,822
	Total Employee Costs	600,804	582,908	608,824	608,824	486,023	623,348	623,348	617,738	617,738	(8,914)	(1.46%)	634,286	634,286	634,286	634,286
Equipment:																
6202	Software	6,800	3,332	1,800	1,800	0	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
	Total Equipment	6,800	3,332	1,800	1,800	0	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
Contractual:																
6401	Contracts	27,850	22,742	27,350	27,350	20,851	29,550	29,550	29,550	29,550	(2,200)	(8.04%)	30,985	30,985	30,985	30,985
6411	Printing and Stationery	4,000	2,054	4,000	4,000	139	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
6416	Travel, Dues and Related	3,000	0	3,000	0	0	3,000	3,000	3,000	3,000	(3,000)	(100.00%)	3,000	3,000	3,000	3,000
6420	Other	3,400	4,533	3,600	3,600	3,030	3,700	3,700	3,700	3,700	(100)	(2.78%)	3,700	3,700	3,700	3,700
6423	Small Equipment (Non-Capital)	15,000	9,539	8,000	11,000	8,918	8,000	8,000	8,000	8,000	3,000	27.27%	8,000	8,000	8,000	8,000
6425	Office Supplies	400	0	400	400	0	400	400	400	400	0	0.00%	400	400	400	400
6450	Schools & Training	4,000	0	4,000	4,000	0	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
	Total Contractual	57,650	38,867	50,350	50,350	32,938	52,650	52,650	52,650	52,650	(2,300)	(4.57%)	54,085	54,085	54,085	54,085
	Total Expenditures	665,254	625,107	660,974	660,974	518,961	677,798	677,798	672,188	672,188	(11,214)	(1.70%)	690,171	690,171	690,171	690,171
	Net Surplus (Deficit)	0	62,632	0	0	144,450	0	0	0	0			0	0	0	0