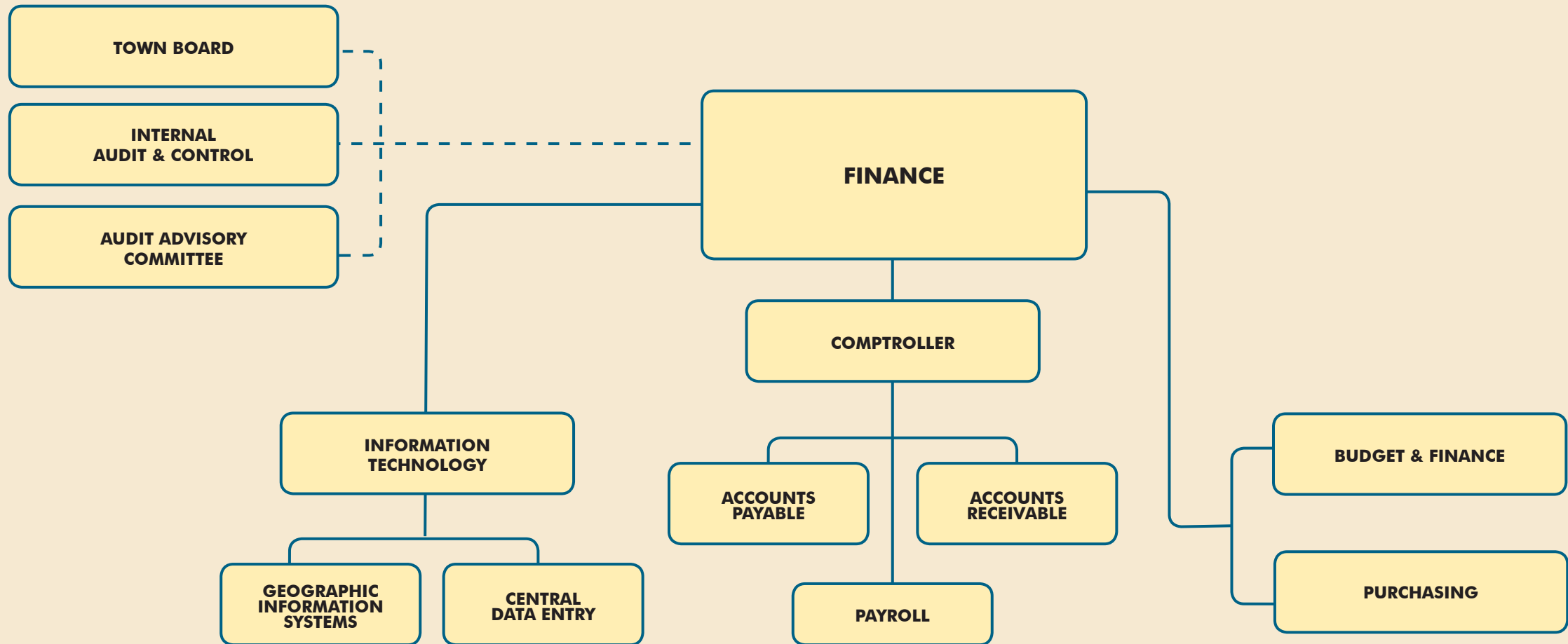


FINANCE

2015 ORGANIZATIONAL CHART



COMPTROLLER

2015 ORGANIZATIONAL CHART

TOWN COMPTROLLER
Leonard Marchese

The Town Comptroller is responsible for all the fiscal affairs of the Town. The Comptroller establishes sound financial policy and procedures; accounts for all Town monies received and allots monies to correct accounts; maintains bank accounts and financial records of the Town; processes all payments and determines upon which account the payments are made. Handles all municipal bonding for the Town, and manages credit rating agency relationships.

The Town Comptroller manages and maintains financial controls and systems in order to ensure that the municipal finances are maintained in an accurate and timely manner. Establishes, maintains and implements financial policies and procedures; cash controls; the general ledger. Monitor cash reserves and investments.

Manages the Town's annual operating and capital budgeting process and ensures compliance throughout the year with Town Board appropriations.

DEPUTY COMPTROLLER
Dorota Godlewski

The Deputy Comptroller assists the Town Comptroller in overall administration of fiscal affairs of the Town. The Deputy shall have the full authority to perform all duties of the Comptroller in his absence.

The Deputy Comptroller manages the integrity of all Town financial accounting, budgeting and reporting systems and coordinates the independent financial audits. Oversees the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all monies. Additional duties include:

- Maintains all financial accounting records;
- Ensures compliance with approved Funding and Appropriations;
- Assists in the preparation of the Annual Operating Budget;
- Oversees required annual audits;
- Ensures compliance with State Comptroller Recommended Practices and Government Accounting Standards;
- Evaluates effectiveness of internal accounting procedures;
- Maintain integrity of Town's chart of accounts..

ACCOUNTS PAYABLE

SENIOR ACCOUNTANT/DISBURSEMENTS MANAGER
Mark Conrad

Responsible for all Town disbursements including; employees, payroll liabilities, vendor payments, other municipalities, PILOT payments and Debt payments. Tasks include:

- Audit & Approve semi monthly payrolls; creates electronic files; prepares funding requirements; remits liabilities; audits variances to budget;
- Supervises accounts payable auditing process and town-wide utility payments;
- Supervises data entry of all payment vouchers and purchase order receipts;
- Processes accounts payable warrants; supervises vendor payments batch processing; posts batches; processes payments; prepares funding requirements;
- Maintains schedule of Bond/BAN payments and ensures timely payment;
- Oversees all steps necessary to remit school and fire district tax moneys collected by the Tax Receiver; calculates allocations; prepares wires or checks; informs recipients.
- Prepares disbursement and payroll journal entries.

ACCOUNTS RECEIVABLE

REVENUE & CASH RECEIPTS ACCOUNTING
Kathleen Galligan

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

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

PAYROLL

PAYROLL MANAGER & ACCOUNTS PAYABLE SUPPORT
Dawn Moyer

- Audit Employee Pay instructions received from Human Resources
- Process Payroll, run Payroll Checks, and transmit ACH file and Positive Pay file to bank
- Prepare journal entries for Payroll Liabilities and Other Employee deductions and make payments
- Prepare Payroll Funding Instructions for Wire Transfers
- Reconcile Payroll Reports to General Ledger Accounts
- Create and submit monthly NYS Retirement Report to State Comptroller's Office
- Review budget availability for all Human Resources Part-time Employee request forms for Town Comptroller approval
- Monitor and ensure budgetary compliance for all Part-time and Overtime Employee payments
- Calculate financial impact for all Personnel Town Board Resolutions
- Audit and reconcile employee time cards
- Assist in post audits of vendor checks
- Audits payroll data entry batches for accuracy
- Approves all payroll batches for posting and prints out final edit sheet;
- Prepares batch totals by checkbook for Warrant and prepares figures for Town Board Resolution.

GENERAL ACCOUNTING
Eileen Quinn

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

ACCOUNTS PAYABLE DATA ENTRY & RECORDS MANAGEMENT
Lisa Laznovsky

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

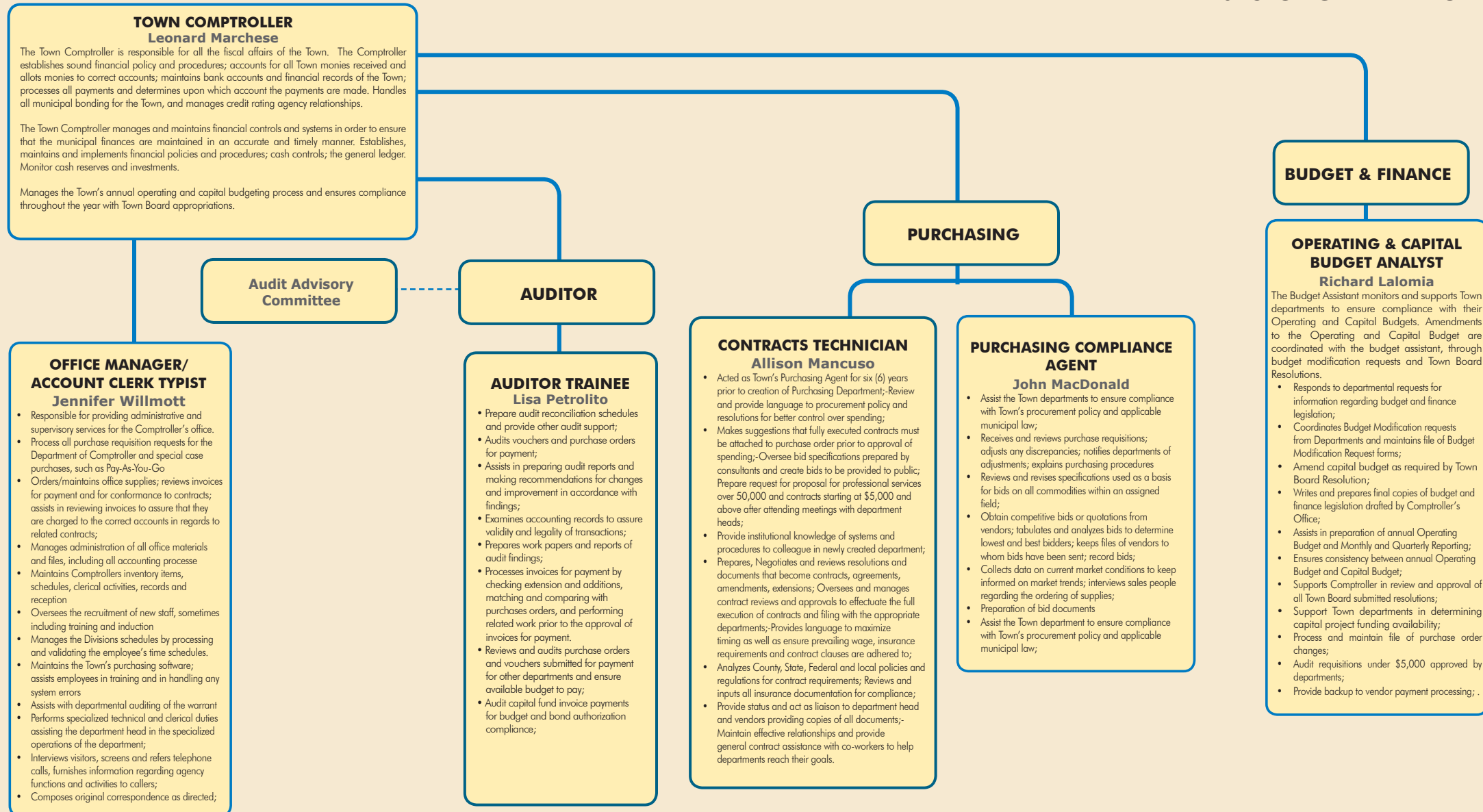
- Assists in scanning Comptroller Office documents;
- Processes requests for mobile phone equipment needed by the departments;
- Verifies data; detects and deletes errors and reenters correct data;
- Maintains files of account payable source documents and coordinates with the Division of Records Management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

GENERAL DATA ENTRY & OFFICE SUPPORT
Jenny Gonzalez

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

COMPTROLLER

2015 ORGANIZATIONAL CHART



Department Summary

Department: Town Comptroller

Budget Year: 2015

Division: Finance Department

Tax District: Full Town

Cost Center #: 1315

Manager: Leonard Marchese

NOTES:

Departmental Mission & Responsibilities:

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

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

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

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

In addition, the Comptroller's Office will oversee the Information Technology, Purchasing and the Audit and Control functions if the budget is adopted as proposed.

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

Workload:

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

Department Summary

Department: Town Comptroller

Budget Year: 2015
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Leonard Marchese

NOTES:

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

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

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

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

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

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

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

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

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

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

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

Department Summary

Department: Town Comptroller

Budget Year: 2015

Division: Finance Department

Tax District: Full Town

Cost Center #: 1315

Manager: Leonard Marchese

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

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

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

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

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

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

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

Audits Management – Coordinate and support data requests for:

- Independent Town Financial Audit (Nawrocki Smith)
- Independent CPF Financial & Compliance Audit (BST)

Respond to the findings and recommendation of the:

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

NOTES:

Department Summary

Department: Town Comptroller

Budget Year: 2015

Division: Finance Department

Tax District: Full Town

Cost Center #: 1315

Manager: Leonard Marchese

Goals & Objectives:

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

Legal Authority:

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

NOTES:

Employee Compensation & Benefits Schedule

NOTES:

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Finance Department									
Finance Department									
Town Comptroller - 1315									
Town Comptroller	ADMINISTRATIVE	137,500	0	0	137,500	51,013	188,513	2.8	100.0
Budget Analyst	ADMINSUPPORT	66,300	0	0	66,300	27,598	93,898	6.7	100.0
Contracts Technician	ADMINSUPPORT	53,000	0	0	53,000	36,216	89,216	7.2	100.0
Deputy Comptroller	ADMINSUPPORT	90,000	0	0	90,000	45,425	135,425	6.6	100.0
Purchasing Agent	ADMINSUPPORT	52,020	0	0	52,020	31,640	83,660	1.7	100.0
Senior Accountant	ADMINSUPPORT	61,000	0	0	61,000	35,831	96,831	3.1	100.0
Senior Accountant	ADMINSUPPORT	77,286	0	0	77,286	42,261	119,546	6.3	100.0
Accountant	CSEA40HOUR - 7-1-2010 / F / 3	53,514	0	0	53,514	33,973	87,487	2.7	100.0
Account Clerk Typist	CSEA40HOUR-NEW / C / 5	45,472	1,819	0	47,291	22,865	70,156	6.9	100.0
Data Entry Operator	CSEA40HOUR-NEW / B / 5	41,911	1,676	0	43,588	21,944	65,531	7.6	100.0
Payroll Manager	CSEA40HOUR-NEW / H / E	57,918	2,317	0	60,235	35,636	95,871	8.3	100.0
Total Town Comptroller - 1315		735,921	5,812	0	741,733	384,401	1,126,134		

Town of Southampton

2015 Adopted Budget

Town Comptroller - 1315

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,037,629	1,025,289	1,103,143	1,118,942	1,118,942	1,155,308	1,155,307	1,159,134	1,159,134	40,192	3.59%	1,175,274	1,175,274	1,179,978	1,179,978
	Total Real Property Taxes	1,037,629	1,025,289	1,103,143	1,118,942	1,118,942	1,155,308	1,155,307	1,159,134	1,159,134	40,192	3.59%	1,175,274	1,175,274	1,179,978	1,179,978
Other Revenue:																
1523	Alarm Billing	25,000	25,000	50,000	50,000	37,500	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000
2770	Miscellaneous	0	0	0	0	4,033	25,000	25,000	25,000	25,000	25,000	100.00%	25,000	25,000	25,000	25,000
	Total Other Revenue	25,000	25,000	50,000	50,000	41,533	75,000	75,000	75,000	75,000	25,000	50.00%	75,000	75,000	75,000	75,000
	Total Revenue	1,062,629	1,050,289	1,153,143	1,168,942	1,160,475	1,230,308	1,230,307	1,234,134	1,234,134	65,192	5.58%	1,250,274	1,250,274	1,254,978	1,254,978
Salaries:																
6100	Salaries	642,020	617,524	691,868	716,712	588,901	732,950	732,949	735,921	735,921	(19,210)	(2.68%)	748,937	748,937	752,585	752,585
6101	Overtime	2,000	1,257	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	25,000	16,729	20,000	7,000	6,986	0	0	0	0	7,000	100.00%	0	0	0	0
6110	Longevity	3,696	3,662	5,593	5,593	0	5,720	5,720	5,812	5,812	(219)	(3.92%)	5,856	5,856	5,975	5,975
6127	Cash in Lieu of Health Benefits	5,500	4,000	2,500	2,500	0	0	0	0	0	2,500	100.00%	0	0	0	0
	Total Salaries	678,216	643,172	719,961	731,805	595,888	738,670	738,669	741,733	741,733	(9,929)	(1.36%)	754,794	754,794	758,560	758,560
Employee Benefits - Current:																
6810	Employee Retirement - Active	87,629	155,951	90,295	102,113	86,360	121,881	121,880	122,386	122,386	(20,273)	(19.85%)	124,541	124,541	125,162	125,162
6830	FICA Tax Expenditure	50,662	47,183	53,794	54,394	44,049	54,605	54,605	54,839	54,839	(446)	(0.82%)	55,668	55,668	55,956	55,956
6835	MTA Tax	2,306	2,136	2,448	2,487	2,023	2,511	2,511	2,522	2,522	(35)	(1.41%)	2,566	2,566	2,579	2,579
6840	Worker's Compensation	1,788	1,788	3,559	3,559	2,383	2,932	2,932	2,944	2,944	616	17.30%	2,996	2,996	3,010	3,010
6860	Medical Insurance - Active Employees	111,232	117,176	162,233	185,949	146,013	187,080	187,080	187,080	187,080	(1,131)	(0.61%)	187,080	187,080	187,080	187,080
6865	Dental & Optical	12,994	11,021	14,318	14,318	11,139	14,313	14,313	14,313	14,313	5	0.04%	14,313	14,313	14,313	14,313
6875	Disability	317	282	346	346	127	317	317	317	317	29	8.33%	317	317	317	317
	Total Employee Benefits - Current	266,926	335,537	326,992	363,165	292,094	383,639	383,638	384,401	384,401	(21,235)	(5.85%)	387,481	387,481	388,418	388,418
	Total Employee Costs	945,142	978,709	1,046,953	1,094,970	887,982	1,122,308	1,122,307	1,126,134	1,126,134	(31,164)	(2.85%)	1,142,274	1,142,274	1,146,978	1,146,978
Contractual:																
6400	Contracts - Other	32,300	16,800	53,000	33,500	26,033	50,000	50,000	50,000	50,000	(16,500)	(49.25%)	50,000	50,000	50,000	50,000
6401	Contracts	64,150	25,850	33,000	27,600	21,525	33,000	33,000	33,000	33,000	(5,400)	(19.57%)	33,000	33,000	33,000	33,000
6403	Gasoline	4,900	2,586	4,900	4,400	2,203	3,000	3,000	3,000	3,000	1,400	31.82%	3,000	3,000	3,000	3,000
6411	Printing and Stationery	3,470	3,232	3,500	3,500	1,304	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
6412	Publications	490	1,483	1,000	3,000	2,453	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	735	2,715	1,500	4,000	3,779	7,000	7,000	7,000	7,000	(3,000)	(75.00%)	7,000	7,000	7,000	7,000
6420	Other	490	426	490	1,240	902	500	500	500	500	740	59.68%	500	500	500	500
6425	Office Supplies	1,960	1,270	1,500	1,500	880	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6426	Supplies - Other	392	1,280	1,200	1,200	903	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6444	Mileage Reimbursement	0	16	500	0	0	200	200	200	200	(200)	(100.00%)	200	200	200	200
6450	Schools & Training	5,000	3,970	3,500	3,750	2,502	3,000	3,000	3,000	3,000	750	20.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	3,600	3,752	2,100	2,100	747	2,100	2,100	2,100	2,100	0	0.00%	2,100	2,100	2,100	2,100
	Total Contractual	117,487	63,381	106,190	85,790	63,232	108,000	108,000	108,000	108,000	(22,210)	(25.89%)	108,000	108,000	108,000	108,000
	Total Expenditures	1,062,629	1,042,090	1,153,143	1,180,760	951,214	1,230,308	1,230,307	1,234,134	1,234,134	(53,374)	(4.52%)	1,250,274	1,250,274	1,254,978	1,254,978
	Net Surplus (Deficit)	0	8,199	0	(11,818)	209,261	0	0	0	0			0	0	0	0

Town of Southampton

2015 Adopted Budget

Town Comptroller - 1315

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	11,818	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	8,199	0	0	209,261	0	0	0	0			0	0	0	0

Department Summary

Department: Audit & Control

Budget Year: 2015
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Leonard Marchese

Departmental Mission & Responsibilities:

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

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

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

Workload:

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

NOTES:

Department Summary

Department: Audit & Control

Budget Year: 2015

Division: Finance Department

Tax District: Full Town

Cost Center #: 1320

Manager: Leonard Marchese

Goals & Objectives:

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

Legal Authority:

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

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/15	Alloc. %
Finance Department									
Finance Department									
Audit & Control - 1320									
Auditor Trainee	CSEA40HOUR - 7-1-2010 / E / E	47,891	0	0	47,891	30,617	78,508		100.0
Total Audit & Control - 1320		47,891	0	0	47,891	30,617	78,508		

NOTES:

Town of Southampton

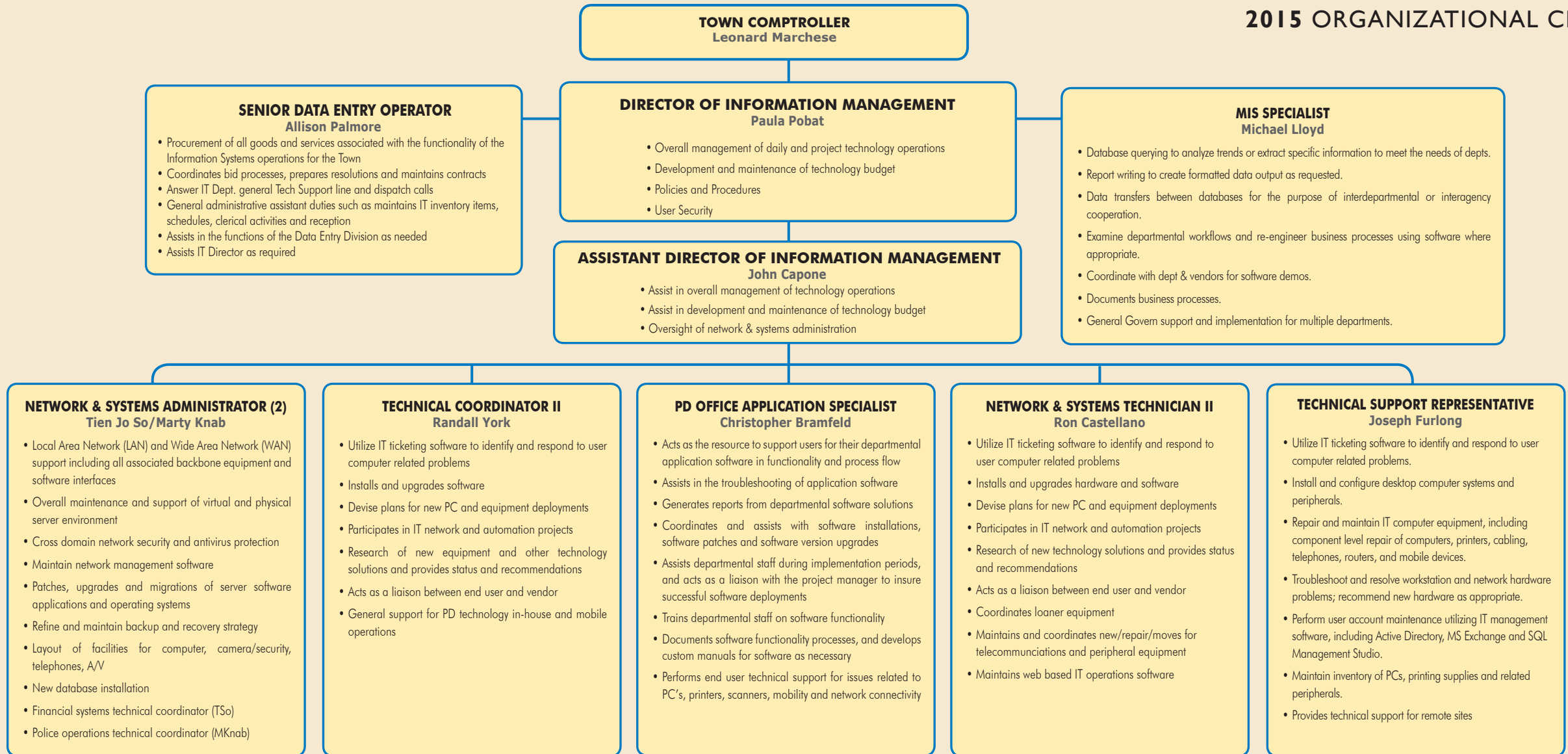
2015 Adopted Budget

Audit & Control - 1320

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	256,854	250,288	243,718	214,491	214,491	235,508	235,508	235,508	235,508	21,018	9.80%	237,612	237,612	237,612	237,612
	Total Real Property Taxes	256,854	250,288	243,718	214,491	214,491	235,508	235,508	235,508	235,508	21,018	9.80%	237,612	237,612	237,612	237,612
	Total Revenue	256,854	250,288	243,718	214,491	214,491	235,508	235,508	235,508	235,508	21,018	9.80%	237,612	237,612	237,612	237,612
Salaries:																
6100	Salaries	41,377	31,701	50,944	23,493	7,441	47,891	47,891	47,891	47,891	(24,398)	(103.85%)	49,575	49,575	49,575	49,575
	Total Salaries	41,377	31,701	50,944	23,493	7,441	47,891	47,891	47,891	47,891	(24,398)	(103.85%)	49,575	49,575	49,575	49,575
Employee Benefits - Current:																
6810	Employee Retirement - Active	5,379	9,977	6,572	7,433	6,285	7,902	7,902	7,902	7,902	(469)	(6.31%)	8,180	8,180	8,180	8,180
6830	FICA Tax Expenditure	3,165	2,425	3,897	2,215	569	3,664	3,664	3,664	3,664	(1,448)	(65.39%)	3,793	3,793	3,793	3,793
6835	MTA Tax	141	106	173	79	25	163	163	163	163	(84)	(105.57%)	169	169	169	169
6840	Worker's Compensation	111	111	255	255	171	192	192	192	192	63	24.80%	198	198	198	198
6860	Medical Insurance - Active Employees	15,574	3,840	10,044	10,044	386	17,364	17,364	17,364	17,364	(7,320)	(72.88%)	17,364	17,364	17,364	17,364
6865	Dental & Optical	1,083	476	1,304	1,304	48	1,304	1,304	1,304	1,304	0	0.00%	1,304	1,304	1,304	1,304
6875	Disability	24	1	29	29	1	29	29	29	29	0	0.00%	29	29	29	29
	Total Employee Benefits - Current	25,476	16,936	22,274	21,359	7,485	30,617	30,617	30,617	30,617	(9,258)	(43.35%)	31,037	31,037	31,037	31,037
	Total Employee Costs	66,854	48,637	73,218	44,852	14,925	78,508	78,508	78,508	78,508	(33,657)	(75.04%)	80,612	80,612	80,612	80,612
Contractual:																
6400	Contracts - Other	160,000	155,000	160,000	160,000	140,000	150,000	150,000	150,000	150,000	10,000	6.25%	150,000	150,000	150,000	150,000
6444	Mileage Reimbursement	0	0	500	500	0	0	0	0	0	500	100.00%	0	0	0	0
6490	Consultants	30,000	2,000	10,000	10,000	0	7,000	7,000	7,000	7,000	3,000	30.00%	7,000	7,000	7,000	7,000
	Total Contractual	190,000	157,000	170,500	170,500	140,000	157,000	157,000	157,000	157,000	13,500	7.92%	157,000	157,000	157,000	157,000
	Total Expenditures	256,854	205,637	243,718	215,352	154,925	235,508	235,508	235,508	235,508	(20,157)	(9.36%)	237,612	237,612	237,612	237,612
	Net Surplus (Deficit)	0	44,651	0	(861)	59,565	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	861	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	44,651	0	0	59,565	0	0	0	0			0	0	0	0

INFORMATION TECHNOLOGY

2015 ORGANIZATIONAL CHART



Department Summary

Department: Information Technology

Budget Year: 2015

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1680

Manager: Paula Pobat

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Established pursuant to Southampton Town Board resolution.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	YRS Srv 1/1/15	Alloc. %
Information Technology Division									
Information Technology Summary									
Information Technology - 1680									
Assistant Director of Information Management	ADMINISTRATIVE	93,089	0	1,900	94,989	34,731	129,721	23.3	100.0
Director of Info Management	ADMINISTRATIVE	111,512	0	3,300	114,812	51,091	165,903	25.7	100.0
MIS Specialist	CSEA40HOUR - 7-1-2010 / E / 1	48,663	0	0	48,663	23,213	71,876		100.0
Office Application Specialist	CSEA40HOUR - 7-1-2010 / E / E	47,652	0	0	47,652	13,003	60,655	0.2	100.0
Network & System Administrator	CSEA40HOUR-NEW / J / 5	70,442	4,227	0	74,669	29,669	104,338	13.7	100.0
Network & System Specialist II	CSEA40HOUR-NEW / F / 5	56,155	3,369	0	59,525	35,455	94,980	12.6	100.0
Network Systems Administrator	CSEA40HOUR-NEW / J / 5	70,442	4,227	2,500	77,169	20,514	97,682	13.4	100.0
Senior Data Entry Operator	CSEA40HOUR-NEW / C / 5	45,472	2,728	0	48,201	32,639	80,840	13.2	100.0
Technical Support Representative	CSEA40HOUR-NEW / E / 2	50,062	2,002	0	52,064	24,052	76,116	7.5	100.0
Technical Coordinator 2	CSEA40HOURPROMO	72,061	5,765	0	77,826	40,001	117,827	18.7	100.0
Program Aide I	SEASONAL	13,000	0	0	13,000	1,120	14,120		100.0
Total Information Technology - 1680		678,551	22,318	7,700	708,569	305,489	1,014,058		

NOTES:

Town of Southampton

2015 Adopted Budget

Information Technology - 1680

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Difference	2015 Adopted / 2014 % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,457,119	1,474,999	1,546,714	1,553,796	1,553,796	1,797,291	1,792,291	1,774,737	1,774,737	220,941	14.22%	1,832,290	1,827,290	1,809,729	1,809,729
	Total Real Property Taxes	1,457,119	1,474,999	1,546,714	1,553,796	1,553,796	1,797,291	1,792,291	1,774,737	1,774,737	220,941	14.22%	1,832,290	1,827,290	1,809,729	1,809,729
Other Revenue:																
2228	Revenue from Other Governments	39,488	40,179	51,988	51,988	52,349	50,866	50,866	50,866	50,866	(1,122)	(2.16%)	50,866	50,866	50,866	50,866
2770	Miscellaneous	0	56	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	39,488	40,235	51,988	51,988	52,349	50,866	50,866	50,866	50,866	(1,122)	(2.16%)	50,866	50,866	50,866	50,866
	Total Revenue	1,496,607	1,515,234	1,598,702	1,605,784	1,606,145	1,848,157	1,843,157	1,825,603	1,825,603	219,819	13.69%	1,883,156	1,878,156	1,860,595	1,860,595
Salaries:																
6100	Salaries	491,262	470,728	535,670	535,670	446,288	665,551	665,551	665,551	665,551	(129,881)	(24.25%)	681,327	681,327	681,327	681,327
6103	Accumulated Sick/Personal Days	3,092	2,575	3,100	4,782	4,782	5,200	5,200	5,200	5,200	(418)	(8.74%)	5,200	5,200	5,200	5,200
6105	Part Time Salaries	13,000	22,954	13,000	18,000	12,645	13,000	13,000	13,000	13,000	5,000	27.78%	13,000	13,000	13,000	13,000
6110	Longevity	9,398	9,394	16,307	16,307	0	22,318	22,318	22,318	22,318	(6,011)	(36.86%)	22,805	22,805	22,805	22,805
6127	Cash in Lieu of Health Benefits	1,250	1,250	2,500	2,500	1,250	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
	Total Salaries	518,002	506,901	570,577	577,259	464,965	708,569	708,569	708,569	708,569	(131,310)	(22.75%)	724,832	724,832	724,832	724,832
Employee Benefits - Current:																
6810	Employee Retirement - Active	68,175	121,989	71,927	81,341	68,793	114,769	114,769	114,769	114,769	(33,427)	(41.10%)	117,452	117,452	117,452	117,452
6830	FICA Tax Expenditure	39,412	38,218	43,300	43,683	34,859	53,709	53,709	53,709	53,709	(10,025)	(22.95%)	54,815	54,815	54,815	54,815
6835	MTA Tax	1,761	1,700	1,940	1,957	1,556	2,409	2,409	2,409	2,409	(452)	(23.10%)	2,464	2,464	2,464	2,464
6840	Worker's Compensation	1,351	1,351	2,743	2,743	1,837	2,714	2,714	2,524	2,524	220	8.01%	2,777	2,777	2,580	2,580
6860	Medical Insurance - Active Employees	93,120	74,287	105,440	105,440	75,796	136,092	136,092	118,728	118,728	(13,288)	(12.60%)	136,092	136,092	118,728	118,728
6865	Dental & Optical	9,745	7,533	10,425	10,425	7,861	13,034	13,034	13,034	13,034	(2,609)	(25.02%)	13,034	13,034	13,034	13,034
6875	Disability	245	186	259	259	78	317	317	317	317	(58)	(22.22%)	317	317	317	317
	Total Employee Benefits - Current	213,810	245,264	236,036	245,850	190,780	323,044	323,044	305,489	305,489	(59,639)	(24.26%)	326,951	326,951	309,390	309,390
	Total Employee Costs	731,812	752,165	806,612	823,108	655,744	1,031,612	1,031,612	1,014,058	1,014,058	(190,949)	(23.20%)	1,051,784	1,051,784	1,034,222	1,034,222
Contractual:																
6401	Contracts	550,465	570,739	607,487	607,487	523,382	584,725	584,725	584,725	584,725	22,762	3.75%	618,503	618,503	618,503	618,503
6403	Gasoline	280	26	150	150	30	150	150	150	150	0	0.00%	150	150	150	150
6406	Repair Equipment	1,500	0	1,000	1,000	110	500	500	500	500	500	50.00%	300	300	300	300
6415	Telephone	7,500	6,284	7,500	7,500	5,072	7,500	7,500	7,500	7,500	0	0.00%	7,500	7,500	7,500	7,500
6416	Travel, Dues and Related	2,100	324	1,500	1,500	290	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6423	Small Equipment (Non-Capital)	30,000	29,879	25,000	25,000	18,532	25,000	20,000	20,000	20,000	5,000	20.00%	25,000	20,000	20,000	20,000
6425	Office Supplies	950	1,609	950	950	678	950	950	950	950	0	0.00%	1,000	1,000	1,000	1,000
6439	Computer Supplies	50,000	53,527	40,000	40,000	29,424	40,000	40,000	40,000	40,000	0	0.00%	40,000	40,000	40,000	40,000
6450	Schools & Training	6,000	4,620	3,000	3,000	0	6,000	6,000	6,000	6,000	(3,000)	(100.00%)	6,000	6,000	6,000	6,000
6466	Telephone - Wireless	6,000	12,902	15,500	15,500	8,545	11,500	11,500	11,500	11,500	4,000	25.81%	12,000	12,000	12,000	12,000
6490	Consultants	110,000	83,458	90,002	90,002	46,398	138,720	138,720	138,720	138,720	(48,718)	(54.13%)	119,420	119,420	119,420	119,420
	Total Contractual	764,795	763,368	792,089	792,089	632,460	816,545	811,545	811,545	811,545	(19,456)	(2.46%)	831,373	826,373	826,373	826,373
	Total Expenditures	1,496,607	1,515,533	1,598,702	1,615,198	1,288,204	1,848,157	1,843,157	1,825,603	1,825,603	(210,405)	(13.03%)	1,883,156	1,878,156	1,860,595	1,860,595
	Net Surplus (Deficit)	0	(299)	0	(9,414)	317,941	0	0	0	0			0	0	0	0

Town of Southampton

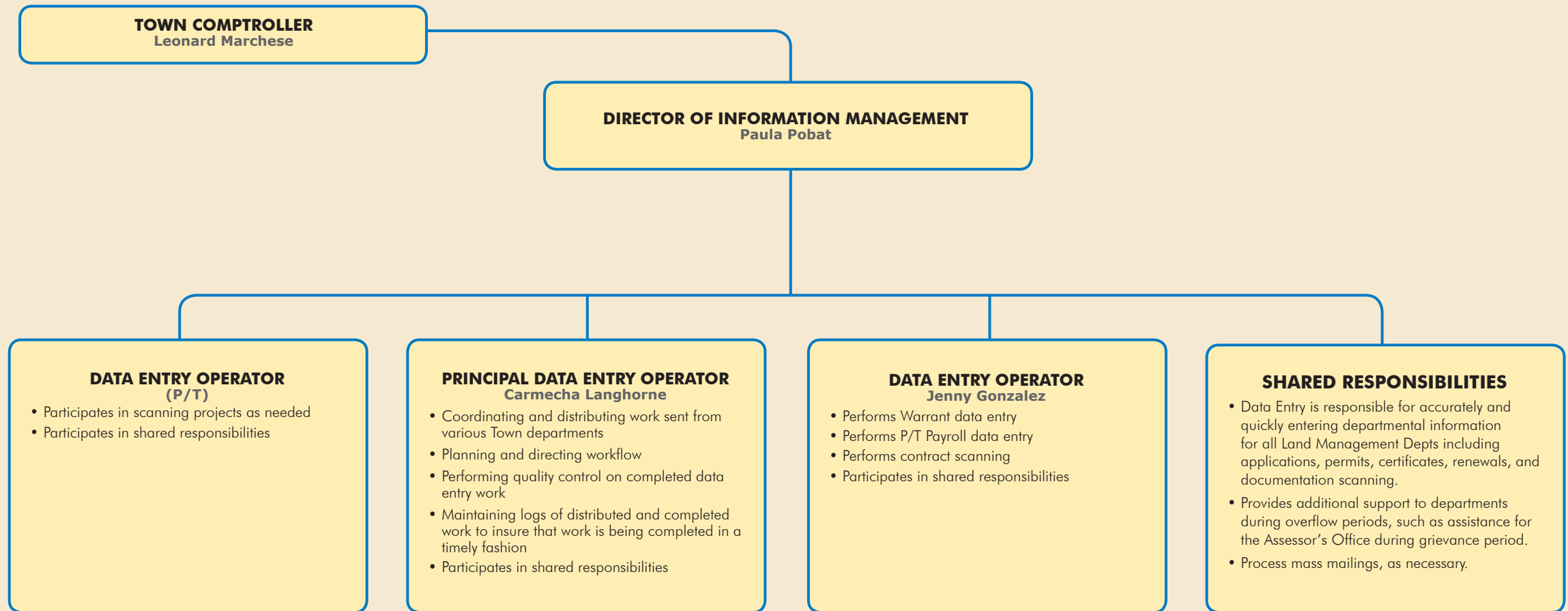
2015 Adopted Budget

Information Technology - 1680

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	9,414	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(299)	0	0	317,941	0	0	0	0			0	0	0	0

DATA ENTRY

2015 ORGANIZATIONAL CHART



* Allocated to Land Management / Zoning Tax District

Department Summary

Department: Data Entry

Budget Year: 2015

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1685

Manager: Paula Pobat

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Town Code Chapter 27.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/15	Alloc. %
Information Technology Division									
Information Technology Summary									
Data Entry - 1685									
Data Entry Operator	CSEA40HOUR - 7-1-2010 / B / 1	38,523	0	0	38,523	20,690	59,213	0.6	100.0
Principal Data Entry Operator	CSEA40HOUR-NEW / E / 5	0	0	0	0	0	0		0.0
Clerk Typist - Requested	PART-TIME	12,000	0	0	12,000	1,036	13,036		100.0
Total Data Entry - 1685		50,523	0	0	50,523	21,725	72,248		

NOTES:

Town of Southampton

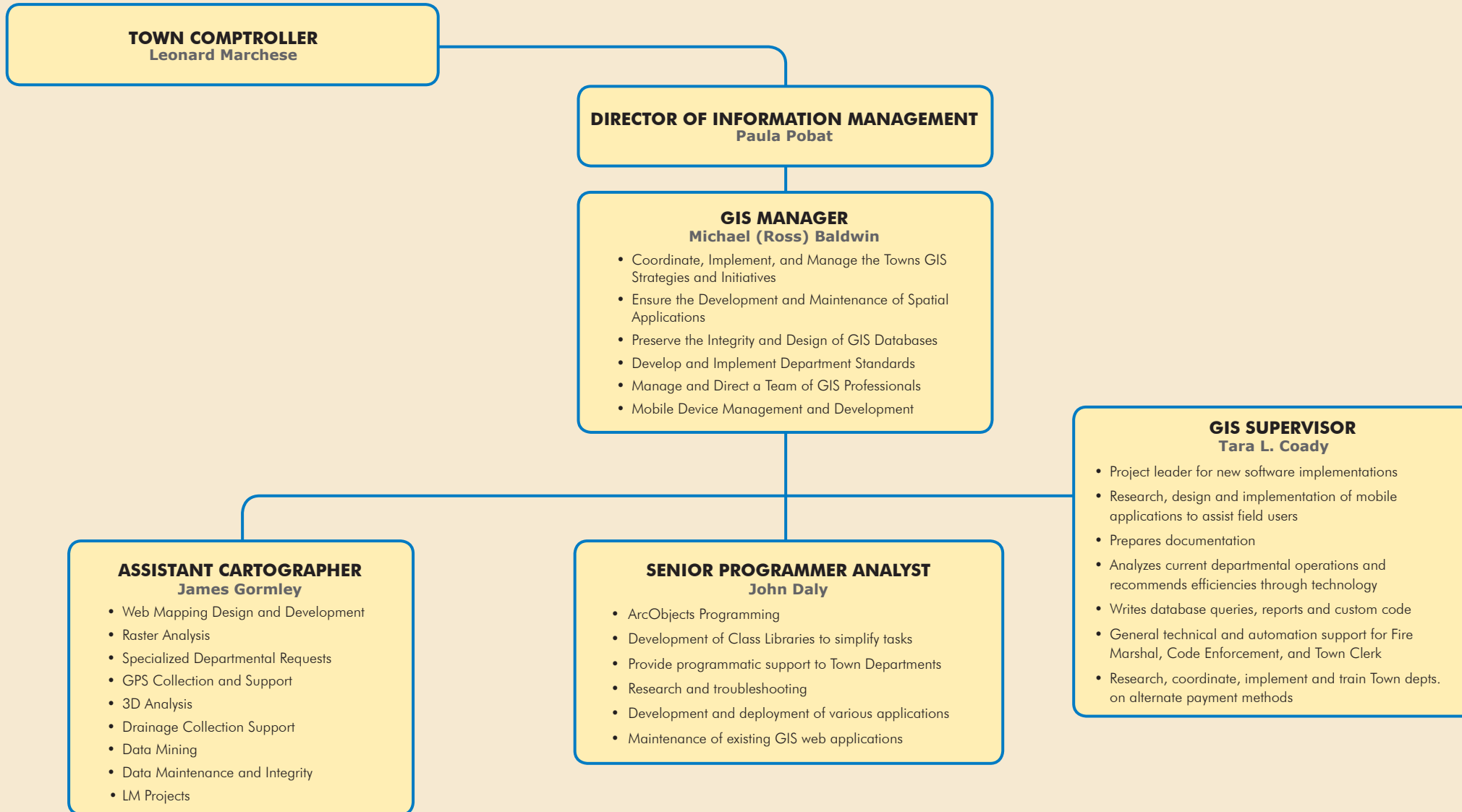
2015 Adopted Budget

Data Entry - 1685

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	149,128	149,128	122,178	124,878	124,878	120,482	75,048	75,048	75,048	(49,830)	(39.90%)	122,855	76,725	76,725	76,725
	Total Real Property Taxes	149,128	149,128	122,178	124,878	124,878	120,482	75,048	75,048	75,048	(49,830)	(39.90%)	122,855	76,725	76,725	76,725
	Total Revenue	149,128	149,128	122,178	124,878	124,878	120,482	75,048	75,048	75,048	(49,830)	(39.90%)	122,855	76,725	76,725	76,725
Salaries:																
6100	Salaries	82,045	82,026	58,246	58,246	34,960	64,820	38,523	38,523	38,523	19,723	33.86%	66,689	39,866	39,866	39,866
6101	Overtime	0	0	0	2,500	413	0	0	0	0	2,500	100.00%	0	0	0	0
6105	Part Time Salaries	0	0	12,000	12,000	5,033	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
6110	Longevity	3,024	3,023	1,557	1,557	0	1,578	0	0	0	1,557	100.00%	1,609	0	0	0
	Total Salaries	85,069	85,049	71,803	74,303	40,405	78,398	50,523	50,523	50,523	23,780	32.00%	80,298	51,866	51,866	51,866
Employee Benefits - Current:																
6810	Employee Retirement - Active	11,484	18,821	7,715	8,725	7,378	10,956	6,356	6,356	6,356	2,368	27.14%	11,269	6,578	6,578	6,578
6830	FICA Tax Expenditure	6,508	6,255	5,493	5,684	2,973	5,997	3,865	3,865	3,865	1,819	32.00%	6,143	3,968	3,968	3,968
6835	MTA Tax	289	278	244	253	144	267	172	172	172	81	32.14%	273	176	176	176
6840	Worker's Compensation	220	220	351	351	235	307	202	202	202	149	42.46%	315	207	207	207
6860	Medical Insurance - Active Employees	27,966	27,073	19,613	19,613	11,524	19,428	9,768	9,768	9,768	9,845	50.20%	19,428	9,768	9,768	9,768
6865	Dental & Optical	1,949	1,695	1,302	1,302	743	1,957	1,304	1,304	1,304	(3)	(0.19%)	1,957	1,304	1,304	1,304
6875	Disability	43	25	58	58	19	72	58	58	58	0	0.00%	72	58	58	58
	Total Employee Benefits - Current	48,459	54,367	34,775	35,985	23,017	38,984	21,725	21,725	21,725	14,260	39.63%	39,456	22,059	22,059	22,059
	Total Employee Costs	133,528	139,417	106,578	110,288	63,422	117,382	72,248	72,248	72,248	38,040	34.49%	119,755	73,925	73,925	73,925
Contractual:																
6401	Contracts	15,300	9,563	15,300	15,300	0	2,800	2,800	2,800	2,800	12,500	81.70%	2,800	2,800	2,800	2,800
6425	Office Supplies	300	261	300	300	201	300	0	0	0	300	100.00%	300	0	0	0
	Total Contractual	15,600	9,824	15,600	15,600	201	3,100	2,800	2,800	2,800	12,800	82.05%	3,100	2,800	2,800	2,800
	Total Expenditures	149,128	149,240	122,178	125,888	63,624	120,482	75,048	75,048	75,048	50,840	40.38%	122,855	76,725	76,725	76,725
	Net Surplus (Deficit)	0	(113)	0	(1,010)	61,254	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	1,010	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(113)	0	0	61,254	0	0	0	0			0	0	0	0

GEOGRAPHIC INFORMATION SYSTEMS

2015 ORGANIZATIONAL CHART



Department Summary

Department: G. I. S.

Budget Year: 2015
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. Explore the feasibility of cloud storage for GIS data.
2. Develop GIS websites that are cross platform/cross browser compatible.
3. Oversee the deployment of mobile devices to assist in IT initiatives.
5. Continue the creation of metadata for all of our GIS data.
6. Migrate Pictometry from self-hosting to cloud-hosted.

Legal Authority:

Town Code Chapter 27.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/15	Alloc. %
Information Technology Division									
Information Technology Summary									
G. I. S. - 1682									
Geographic Info Sys Manager	ADMINISTRATIVE	86,595	0	0	86,595	44,578	131,172	7.1	100.0
Senior Programmer Analyst	ADMINSUPPORT	70,272	0	0	70,272	28,587	98,859	7.3	100.0
Assistant Cartographer	CSEA40HOUR-NEW / I / 3	64,905	2,596	0	67,501	37,444	104,945	7.8	100.0
Geographic Info Sys Supervisor	CSEA40HOUR-NEW / K / 5	74,003	5,920	0	79,923	40,522	120,446	15.2	100.0
Total G. I. S. - 1682		295,775	8,516	0	304,291	151,131	455,422		

NOTES:

PROPOSED 2015 FEE SCHEDULE FOR GIS ePORTAL

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

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

NOTES:
