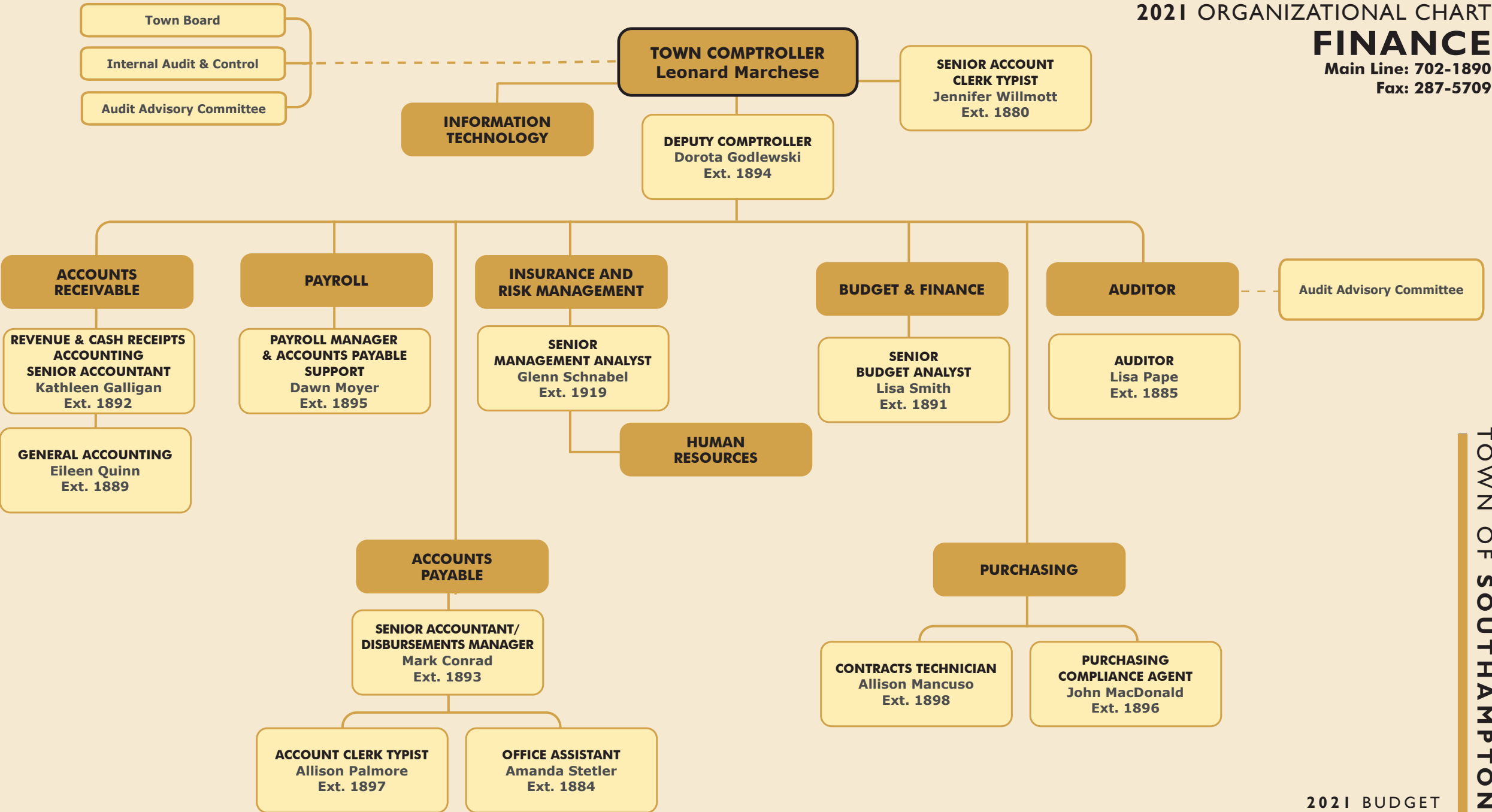


2021 ORGANIZATIONAL CHART

**FINANCE**

Main Line: 702-1890  
Fax: 287-5709



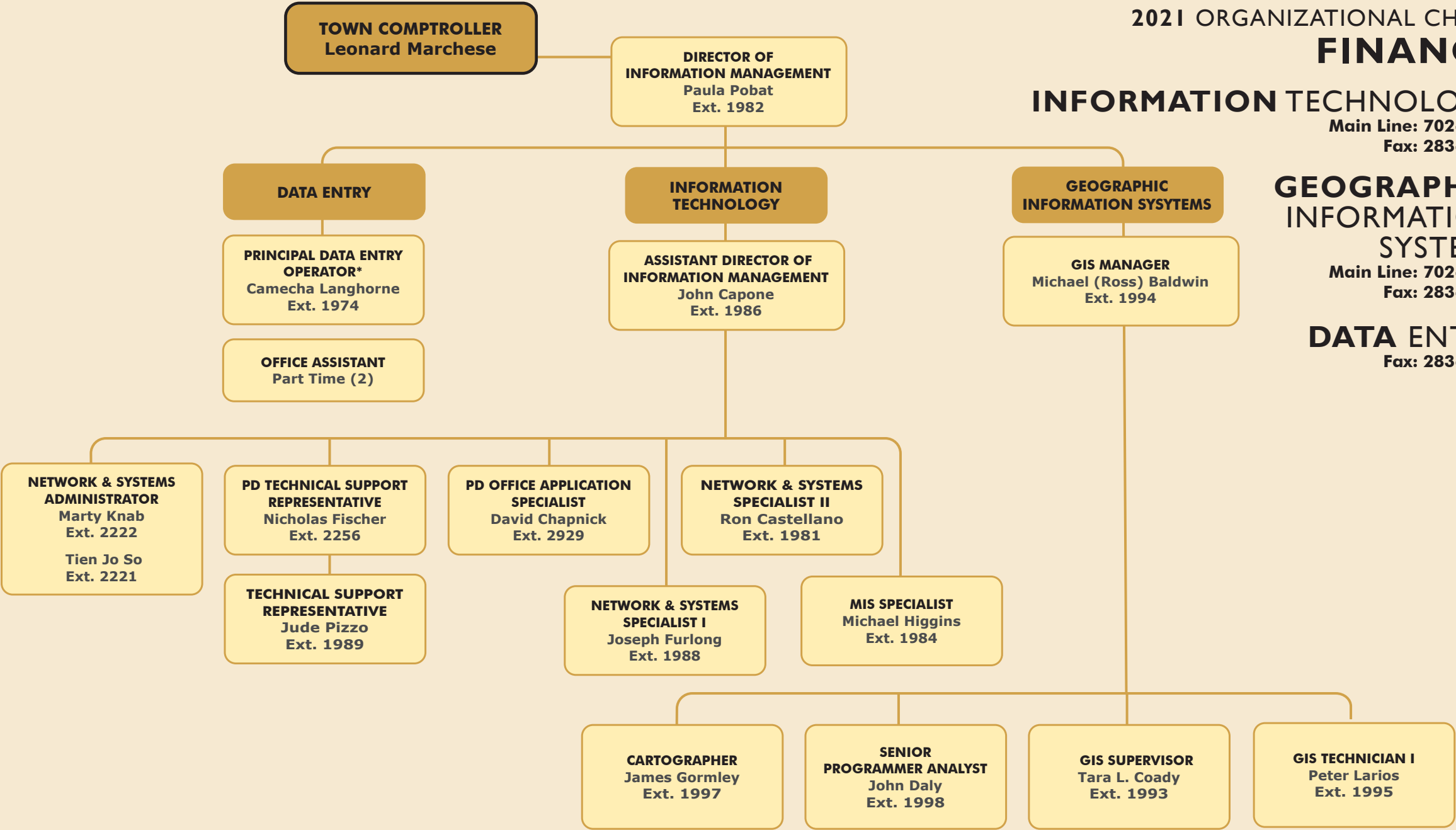


2021 ORGANIZATIONAL CHART  
**FINANCE**

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

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

**DATA ENTRY**  
Fax: 283-6284





# TOWN COMPTROLLER - SUMMARY

Department: Town Comptroller

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

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

**NOTES:**

## Departmental Mission & Responsibilities:

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

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

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

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

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

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

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

## Workload:

The Town Comptroller's Office workload is directly related to the activity of the Town Board, the volume of tax receipts, the activity in the operating departments

# Department Summary

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*Department: Town Comptroller*

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

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

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## NOTES:

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

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

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

Audits Management – Coordinate and support data requests for:

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

Respond to the findings and recommendation of the:

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

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

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

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

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

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

# Department Summary

*Department: Town Comptroller*

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

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

## NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

# Department Summary

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*Department: Town Comptroller*

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

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

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**NOTES:**

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## **Goals & Objectives:**

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

## **Legal Authority:**

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



# Employee Compensation & Benefits Schedule

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

**NOTES:**

# Town of Southampton

## 2021 Adopted Budget

### Town Comptroller - 1315

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,461,250	1,456,332	1,474,474	1,474,474	1,474,474	1,502,616	1,644,862	1,644,862	1,644,862	170,388	11.56%	1,526,204	1,543,854	1,543,854	1,543,854
	<b>Total Real Property Taxes</b>	1,461,250	1,456,332	1,474,474	1,474,474	1,474,474	1,502,616	1,644,862	1,644,862	1,644,862	170,388	11.56%	1,526,204	1,543,854	1,543,854	1,543,854
<b>Other Revenue:</b>																
1523	Alarm Billing	75,000	75,000	75,000	75,000	56,250	75,000	0	0	0	(75,000)	(100.00%)	75,000	75,000	75,000	75,000
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	33,885	35,000	35,000	38,074	35,000	35,000	35,000	35,000	0	0.00%	30,000	30,000	30,000	30,000
	<b>Total Other Revenue</b>	120,000	118,885	120,000	120,000	99,324	120,000	45,000	45,000	45,000	(75,000)	(62.50%)	115,000	115,000	115,000	115,000
	<b>Total Revenue</b>	<b>1,581,250</b>	<b>1,575,217</b>	<b>1,594,474</b>	<b>1,594,474</b>	<b>1,573,798</b>	<b>1,622,616</b>	<b>1,689,862</b>	<b>1,689,862</b>	<b>1,689,862</b>	<b>95,388</b>	<b>5.98%</b>	<b>1,641,204</b>	<b>1,658,854</b>	<b>1,658,854</b>	<b>1,658,854</b>
<b>Salaries:</b>																
6100	Salaries	876,692	859,670	910,606	910,606	762,440	941,247	943,247	943,247	943,247	(32,641)	(3.58%)	964,641	966,681	966,681	966,681
6103	Accumulated Sick/Personal Days	2,403	1,461	3,044	3,044	2,761	3,463	3,463	3,463	3,463	(419)	(13.76%)	3,463	3,463	3,463	3,463
6110	Longevity	29,014	30,326	31,121	31,121	0	33,208	33,248	33,248	33,248	(2,127)	(6.83%)	33,724	33,764	33,764	33,764
6113	Other Pay	3,500	3,500	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	6,002	8,698	14,649	14,649	6,968	14,649	14,649	14,649	14,649	0	0.00%	14,649	14,649	14,649	14,649
	<b>Total Salaries</b>	917,611	903,656	959,420	959,420	772,170	992,567	994,607	994,607	994,607	(35,187)	(3.67%)	1,016,477	1,018,557	1,018,557	1,018,557
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	121,017	119,723	121,879	121,879	101,138	124,838	139,871	139,871	139,871	(17,992)	(14.76%)	127,846	143,240	143,240	143,240
6830	FICA Tax Expenditure	67,857	64,705	70,140	70,140	57,046	71,627	71,783	71,783	71,783	(1,643)	(2.34%)	73,118	73,278	73,278	73,278
6835	MTA Tax	3,205	2,957	3,307	3,307	2,535	3,387	3,394	3,394	3,394	(87)	(2.64%)	3,469	3,476	3,476	3,476
6840	Worker's Compensation	24,887	22,718	13,277	13,277	8,636	3,747	3,756	3,756	3,756	9,521	71.71%	3,843	3,852	3,852	3,852
6860	Medical Insurance - Active Employees	270,660	238,211	248,232	248,232	195,543	248,232	248,232	248,232	248,232	0	0.00%	248,232	248,232	248,232	248,232
6865	Dental & Optical	15,984	15,581	16,560	16,560	13,428	16,560	16,560	16,560	16,560	0	0.00%	16,560	16,560	16,560	16,560
6875	Disability	209	29	209	209	70	209	209	209	209	0	0.00%	209	209	209	209
	<b>Total Employee Benefits - Current</b>	503,818	463,923	473,604	473,604	378,396	468,600	483,805	483,805	483,805	(10,201)	(2.15%)	473,277	488,846	488,846	488,846
	<b>Total Employee Costs</b>	<b>1,421,429</b>	<b>1,367,579</b>	<b>1,433,024</b>	<b>1,433,024</b>	<b>1,150,565</b>	<b>1,461,166</b>	<b>1,478,412</b>	<b>1,478,412</b>	<b>1,478,412</b>	<b>(45,387)</b>	<b>(3.17%)</b>	<b>1,489,754</b>	<b>1,507,404</b>	<b>1,507,404</b>	<b>1,507,404</b>
<b>Contractual:</b>																
6400	Contracts - Other	53,000	47,500	53,000	38,000	20,000	53,000	53,000	53,000	53,000	(15,000)	(39.47%)	53,000	53,000	53,000	53,000
6401	Contracts	30,971	3,885	32,600	45,500	38,390	32,600	32,600	32,600	32,600	12,900	28.35%	22,600	22,600	22,600	22,600
6403	Gasoline	2,500	1,150	2,500	2,500	456	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	2,134	3,000	2,000	999	3,000	3,000	3,000	3,000	(1,000)	(50.00%)	3,000	3,000	3,000	3,000
6412	Publications	3,000	2,644	3,000	3,000	2,030	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	4,540	6,950	5,067	2,410	6,950	6,950	6,950	6,950	(1,883)	(37.16%)	6,950	6,950	6,950	6,950
6420	Other	1,000	702	1,000	2,283	1,026	1,000	1,000	1,000	1,000	1,283	56.20%	1,000	1,000	1,000	1,000
6425	Office Supplies	1,500	229	1,500	1,500	888	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6426	Supplies - Other	1,200	732	1,200	1,200	720	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	1,469	3,000	1,900	610	3,000	3,000	3,000	3,000	(1,100)	(57.89%)	3,000	3,000	3,000	3,000
6477	Copier Leases	1,500	407	1,500	4,200	2,477	1,500	1,500	1,500	1,500	2,700	64.29%	1,500	1,500	1,500	1,500

**Town of Southampton**  
**2021 Adopted Budget**  
**Town Comptroller - 1315**

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual						2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
							2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget							
6490	Consultants	52,000	35,177	52,000	54,100	14,146	52,000	102,000	102,000	102,000	(47,900)	(88.54%)	52,000	52,000	52,000	52,000	
	<b>Total Contractual</b>	159,821	100,569	161,450	161,450	84,152	161,450	211,450	211,450	211,450	(50,000)	(30.97%)	151,450	151,450	151,450	151,450	
	<b>Total Expenditures</b>	<b>1,581,250</b>	<b>1,468,147</b>	<b>1,594,474</b>	<b>1,594,474</b>	<b>1,234,717</b>	<b>1,622,616</b>	<b>1,689,862</b>	<b>1,689,862</b>	<b>1,689,862</b>	<b>(95,387)</b>	<b>(5.98%)</b>	<b>1,641,204</b>	<b>1,658,854</b>	<b>1,658,854</b>	<b>1,658,854</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>107,070</b>	<b>0</b>	<b>0</b>	<b>339,081</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## **RISK MANAGEMENT - SUMMARY**

*Department: Risk Management*

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

**Cost Center #:** 1610  
**Manager:** Leonard Marchese

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**NOTES:**

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### **Departmental Mission & Responsibilities:**

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

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

### **Workload:**

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

### **Goals & Objectives:**

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

### **Legal Authority:**

Town Code Chapter 27.

# Employee Compensation & Benefits Schedule

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

NOTES:

# Town of Southampton

## 2021 Adopted Budget

### Risk Management - 1610

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	137,768	127,768	127,092	127,092	127,092	127,801	128,996	128,996	128,996	1,904	1.50%	129,691	130,909	130,909	130,909
	<b>Total Real Property Taxes</b>	<b>137,768</b>	<b>127,768</b>	<b>127,092</b>	<b>127,092</b>	<b>127,092</b>	<b>127,801</b>	<b>128,996</b>	<b>128,996</b>	<b>128,996</b>	<b>1,904</b>	<b>1.50%</b>	<b>129,691</b>	<b>130,909</b>	<b>130,909</b>	<b>130,909</b>
	<b>Total Revenue</b>	<b>137,768</b>	<b>127,768</b>	<b>127,092</b>	<b>127,092</b>	<b>127,092</b>	<b>127,801</b>	<b>128,996</b>	<b>128,996</b>	<b>128,996</b>	<b>1,904</b>	<b>1.50%</b>	<b>129,691</b>	<b>130,909</b>	<b>130,909</b>	<b>130,909</b>
<b>Salaries:</b>																
6100	Salaries	75,000	75,000	76,500	76,500	63,750	78,030	78,030	78,030	78,030	(1,530)	(2.00%)	79,591	79,591	79,591	79,591
6110	Longevity	1,500	2,250	2,295	2,295	0	2,341	2,341	2,341	2,341	(46)	(2.00%)	2,341	2,341	2,341	2,341
	<b>Total Salaries</b>	<b>76,500</b>	<b>77,250</b>	<b>78,795</b>	<b>78,795</b>	<b>63,750</b>	<b>80,371</b>	<b>80,371</b>	<b>80,371</b>	<b>80,371</b>	<b>(1,576)</b>	<b>(2.00%)</b>	<b>81,932</b>	<b>81,932</b>	<b>81,932</b>	<b>81,932</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	10,083	9,975	10,042	10,042	8,333	10,115	11,310	11,310	11,310	(1,269)	(12.63%)	10,312	11,530	11,530	11,530
6830	FICA Tax Expenditure	6,007	5,688	6,131	6,131	4,694	6,176	6,176	6,176	6,176	(45)	(0.73%)	6,296	6,296	6,296	6,296
6835	MTA Tax	267	250	272	272	209	274	274	274	274	(2)	(0.73%)	280	280	280	280
6840	Worker's Compensation	2,025	1,849	1,346	1,346	876	359	359	359	359	987	73.34%	366	366	366	366
6860	Medical Insurance - Active Employees	27,012	25,914	27,108	27,100	21,402	27,108	27,108	27,108	27,108	(8)	(0.03%)	27,108	27,108	27,108	27,108
6865	Dental & Optical	1,332	1,355	1,380	1,380	1,119	1,380	1,380	1,380	1,380	0	0.00%	1,380	1,380	1,380	1,380
6875	Disability	17	5	17	25	12	17	17	17	17	8	31.50%	17	17	17	17
	<b>Total Employee Benefits - Current</b>	<b>46,743</b>	<b>45,035</b>	<b>46,297</b>	<b>46,297</b>	<b>36,644</b>	<b>45,430</b>	<b>46,625</b>	<b>46,625</b>	<b>46,625</b>	<b>(328)</b>	<b>(0.71%)</b>	<b>45,759</b>	<b>46,977</b>	<b>46,977</b>	<b>46,977</b>
	<b>Total Employee Costs</b>	<b>123,243</b>	<b>122,285</b>	<b>125,092</b>	<b>125,092</b>	<b>100,394</b>	<b>125,801</b>	<b>126,996</b>	<b>126,996</b>	<b>126,996</b>	<b>(1,904)</b>	<b>(1.52%)</b>	<b>127,691</b>	<b>128,909</b>	<b>128,909</b>	<b>128,909</b>
<b>Contractual:</b>																
6401	Contracts	3,500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6403	Gasoline	1,500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6416	Travel, Dues and Related	2,000	1,023	2,000	2,000	0	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6425	Office Supplies	950	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6477	Copier Leases	1,575	1,454	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6490	Consultants	5,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>14,525</b>	<b>2,477</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00%</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
	<b>Total Expenditures</b>	<b>137,768</b>	<b>124,762</b>	<b>127,092</b>	<b>127,092</b>	<b>100,394</b>	<b>127,801</b>	<b>128,996</b>	<b>128,996</b>	<b>128,996</b>	<b>(1,904)</b>	<b>(1.50%)</b>	<b>129,691</b>	<b>130,909</b>	<b>130,909</b>	<b>130,909</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>3,006</b>	<b>0</b>	<b>0</b>	<b>26,698</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## AUDIT & CONTROL - SUMMARY

*Department: Audit & Control*

**Budget Year:** 2021

**Division:** Finance Department

**Tax District:** Full Town

**Cost Center #:** 1320

**Manager:** Leonard Marchese

**NOTES:**

### **Departmental Mission & Responsibilities:**

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

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

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

# Department Summary

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*Department: Audit & Control*

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

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

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**NOTES:**

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## **Workload:**

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



# Department Summary

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*Department: Audit & Control*

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

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

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**NOTES:**

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**Goals & Objectives:**

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

**Legal Authority:**

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

# Employee Compensation & Benefits Schedule

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

**NOTES:**

# Town of Southampton

## 2021 Adopted Budget

### Audit & Control - 1320

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	254,778	254,778	272,248	272,248	272,248	273,583	274,542	274,542	274,542	2,294	0.84%	276,252	277,243	277,243	277,243
	<b>Total Real Property Taxes</b>	254,778	254,778	272,248	272,248	272,248	273,583	274,542	274,542	274,542	2,294	0.84%	276,252	277,243	277,243	277,243
	<b>Total Revenue</b>	<b>254,778</b>	<b>254,778</b>	<b>272,248</b>	<b>272,248</b>	<b>272,248</b>	<b>273,583</b>	<b>274,542</b>	<b>274,542</b>	<b>274,542</b>	<b>2,294</b>	<b>0.84%</b>	<b>276,252</b>	<b>277,243</b>	<b>277,243</b>	<b>277,243</b>
<b>Salaries:</b>																
6100	Salaries	60,239	57,013	62,575	62,575	52,072	64,487	64,487	64,487	64,487	(1,912)	(3.06%)	66,692	66,692	66,692	66,692
	<b>Total Salaries</b>	60,239	57,013	62,575	62,575	52,072	64,487	64,487	64,487	64,487	(1,912)	(3.06%)	66,692	66,692	66,692	66,692
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	7,944	7,859	7,979	7,979	6,621	8,117	9,076	9,076	9,076	(1,098)	(13.76%)	8,395	9,386	9,386	9,386
6830	FICA Tax Expenditure	4,733	4,229	4,871	4,871	3,801	4,956	4,956	4,956	4,956	(85)	(1.74%)	5,125	5,125	5,125	5,125
6835	MTA Tax	210	188	217	217	169	220	220	220	220	(4)	(1.74%)	228	228	228	228
6840	Worker's Compensation	1,626	1,485	1,101	1,101	716	297	297	297	297	805	73.07%	307	307	307	307
6860	Medical Insurance - Active Employees	11,676	17,331	27,108	27,108	21,402	27,108	27,108	27,108	27,108	0	0.00%	27,108	27,108	27,108	27,108
6865	Dental & Optical	1,332	1,355	1,380	1,380	1,119	1,380	1,380	1,380	1,380	0	0.00%	1,380	1,380	1,380	1,380
6875	Disability	17	0	17	17	0	17	17	17	17	0	0.00%	17	17	17	17
	<b>Total Employee Benefits - Current</b>	27,539	32,446	42,673	42,673	33,828	42,096	43,054	43,054	43,054	(381)	(0.89%)	42,560	43,552	43,552	43,552
	<b>Total Employee Costs</b>	<b>87,778</b>	<b>89,459</b>	<b>105,248</b>	<b>105,248</b>	<b>85,900</b>	<b>106,583</b>	<b>107,542</b>	<b>107,542</b>	<b>107,542</b>	<b>(2,293)</b>	<b>(2.18%)</b>	<b>109,252</b>	<b>110,243</b>	<b>110,243</b>	<b>110,243</b>
<b>Contractual:</b>																
6400	Contracts - Other	160,000	140,000	160,000	160,000	145,000	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
	<b>Total Contractual</b>	167,000	140,000	167,000	167,000	145,000	167,000	167,000	167,000	167,000	0	0.00%	167,000	167,000	167,000	167,000
	<b>Total Expenditures</b>	<b>254,778</b>	<b>229,459</b>	<b>272,248</b>	<b>272,248</b>	<b>230,900</b>	<b>273,583</b>	<b>274,542</b>	<b>274,542</b>	<b>274,542</b>	<b>(2,293)</b>	<b>(0.84%)</b>	<b>276,252</b>	<b>277,243</b>	<b>277,243</b>	<b>277,243</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>25,319</b>	<b>0</b>	<b>0</b>	<b>41,348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## INFORMATION TECHNOLOGY - SUMMARY

*Department: Information Technology*

**Budget Year:** 2021

**Division:** Information Technology Division

**Tax District:** Full Town

**Cost Center #:** 1680

**Manager:** Paula Pobat

**NOTES:**

### **Departmental Mission & Responsibilities:**

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

### **Workload:**

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

### **Goals & Objectives:**

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

### **Legal Authority:**

Established pursuant to Southampton Town Board resolution.

# Employee Compensation & Benefits Schedule

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

**NOTES:**

# Town of Southampton

## 2021 Adopted Budget

### Information Technology - 1680

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,930,232	1,935,062	2,023,173	2,023,173	2,023,173	2,012,577	2,026,374	2,026,374	2,026,374	3,201	0.16%	2,068,309	2,082,454	2,082,454	2,082,454
	<b>Total Real Property Taxes</b>	1,930,232	1,935,062	2,023,173	2,023,173	2,023,173	2,012,577	2,026,374	2,026,374	2,026,374	3,201	0.16%	2,068,309	2,082,454	2,082,454	2,082,454
<b>Other Revenue:</b>																
2228	Revenue from Other Governments	48,150	50,695	58,081	58,081	157,962	58,081	58,081	58,081	58,081	0	0.00%	59,200	59,200	59,200	59,200
2701	Miscellaneous Tax Receipts	0	0	0	0	21,761	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	48,150	50,695	58,081	58,081	179,723	58,081	58,081	58,081	58,081	0	0.00%	59,200	59,200	59,200	59,200
	<b>Total Revenue</b>	<b>1,978,382</b>	<b>1,985,757</b>	<b>2,081,254</b>	<b>2,081,254</b>	<b>2,202,896</b>	<b>2,070,658</b>	<b>2,084,455</b>	<b>2,084,455</b>	<b>2,084,455</b>	<b>3,201</b>	<b>0.15%</b>	<b>2,127,509</b>	<b>2,141,654</b>	<b>2,141,654</b>	<b>2,141,654</b>
<b>Salaries:</b>																
6100	Salaries	710,311	710,404	735,642	735,642	611,832	754,262	755,762	755,762	755,762	(20,121)	(2.74%)	774,664	776,194	776,194	776,194
6101	Overtime	5,000	0	5,000	5,000	971	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6103	Accumulated Sick/Personal Days	7,700	6,092	7,860	7,860	7,285	8,342	8,342	8,342	8,342	(482)	(6.13%)	8,342	8,342	8,342	8,342
6105	Part Time Salaries	0	4,538	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	35,028	31,132	31,832	31,832	0	33,614	33,614	33,614	33,614	(1,782)	(5.60%)	34,215	34,215	34,215	34,215
6127	Cash in Lieu of Health Benefits	8,597	8,294	8,626	8,626	6,491	14,649	14,649	14,649	14,649	(6,023)	(69.82%)	14,649	14,649	14,649	14,649
	<b>Total Salaries</b>	766,637	760,459	788,960	788,960	626,579	815,868	817,368	817,368	817,368	(28,407)	(3.60%)	836,870	838,400	838,400	838,400
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	100,257	99,185	99,853	99,853	82,860	102,036	114,300	114,300	114,300	(14,447)	(14.47%)	104,680	117,260	117,260	117,260
6830	FICA Tax Expenditure	58,726	56,736	58,847	58,847	46,850	59,974	59,996	59,996	59,996	(1,149)	(1.95%)	61,301	61,323	61,323	61,323
6835	MTA Tax	2,705	2,518	2,710	2,710	2,071	2,769	2,774	2,774	2,774	(64)	(2.38%)	2,840	2,846	2,846	2,846
6840	Worker's Compensation	19,178	17,507	12,947	12,947	8,421	3,470	3,477	3,477	3,477	9,471	73.15%	3,563	3,571	3,571	3,571
6860	Medical Insurance - Active Employees	158,520	145,488	159,108	159,108	106,373	132,000	132,000	132,000	132,000	27,108	17.04%	132,000	132,000	132,000	132,000
6865	Dental & Optical	13,320	13,210	13,800	13,800	11,190	13,800	13,800	13,800	13,800	0	0.00%	13,800	13,800	13,800	13,800
6875	Disability	174	15	174	174	24	174	174	174	174	0	0.00%	174	174	174	174
	<b>Total Employee Benefits - Current</b>	352,880	334,658	347,439	347,439	257,789	314,223	326,520	326,520	326,520	20,918	6.02%	318,359	330,973	330,973	330,973
	<b>Total Employee Costs</b>	<b>1,119,517</b>	<b>1,095,117</b>	<b>1,136,399</b>	<b>1,136,399</b>	<b>884,368</b>	<b>1,130,091</b>	<b>1,143,888</b>	<b>1,143,888</b>	<b>1,143,888</b>	<b>(7,489)</b>	<b>(0.66%)</b>	<b>1,155,228</b>	<b>1,169,373</b>	<b>1,169,373</b>	<b>1,169,373</b>
<b>Equipment:</b>																
6202	Software	4,000	1,617	2,000	2,000	61	4,000	4,000	4,000	4,000	(2,000)	(100.00%)	4,000	4,000	4,000	4,000
	<b>Total Equipment</b>	4,000	1,617	2,000	2,000	61	4,000	4,000	4,000	4,000	(2,000)	(100.00%)	4,000	4,000	4,000	4,000
<b>Contractual:</b>																
6401	Contracts	647,265	621,423	751,565	725,566	611,850	705,777	705,777	705,777	705,777	19,789	2.73%	749,366	749,366	749,366	749,366
6406	Repair Equipment	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6415	Telephone	7,500	7,388	7,500	7,500	4,029	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	1,020	2,000	2,000	56	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	27,800	26,978	25,000	52,000	35,120	43,500	43,500	43,500	43,500	8,500	16.35%	25,000	25,000	25,000	25,000
6425	Office Supplies	1,000	887	1,000	999	872	1,000	1,000	1,000	1,000	(1)	(0.10%)	1,000	1,000	1,000	1,000
6439	Computer Supplies	35,000	36,120	35,000	35,000	26,169	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6450	Schools & Training	3,000	1,990	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	4,707	6,000	6,000	4,073	6,000	6,000	6,000	6,000	0	0.00%	6,000	6,000	6,000	6,000

**Town of Southampton**  
**2021 Adopted Budget**  
**Information Technology - 1680**

Account Code	Description	2019	2019	2020	2020	2020	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2020 Amended Difference	Adopted / 2020 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6490	Consultants	125,000	98,515	111,490	113,149	88,874	132,490	132,490	132,490	132,490	(19,341)	(17.09%)	139,115	139,115	139,115	139,115
	<b>Total Contractual</b>	854,865	799,028	942,855	945,514	771,044	936,567	936,567	936,567	936,567	8,947	0.95%	968,281	968,281	968,281	968,281
	<b>Total Expenditures</b>	<b>1,978,382</b>	<b>1,895,762</b>	<b>2,081,254</b>	<b>2,083,913</b>	<b>1,655,473</b>	<b>2,070,658</b>	<b>2,084,455</b>	<b>2,084,455</b>	<b>2,084,455</b>	<b>(542)</b>	<b>(0.03%)</b>	<b>2,127,509</b>	<b>2,141,654</b>	<b>2,141,654</b>	<b>2,141,654</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>89,996</b>	<b>0</b>	<b>(2,659)</b>	<b>547,423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	2,659	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>89,996</b>	<b>0</b>	<b>0</b>	<b>547,423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## DATA ENTRY - SUMMARY

Department: Data Entry

**Budget Year:** 2021

**Division:** Information Technology Division

**Tax District:** Full Town

**Cost Center #:** 1685

**Manager:** Paula Pobat

**NOTES:**

### Departmental Mission & Responsibilities:

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

### Workload:

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

### Goals & Objectives:

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

### Legal Authority:

Town Code Chapter 27.



# Employee Compensation & Benefits Schedule

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

**NOTES:**

**Town of Southampton**  
**2021 Adopted Budget**  
**Data Entry - 1685**

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	
<b>Real Property Taxes:</b>																	
1001	Property Taxes	33,307	32,172	33,661	33,661	33,661	33,896	33,896	33,896	33,896	235	0.70%	33,896	33,896	33,896	33,896	
	<b>Total Real Property Taxes</b>	<b>33,307</b>	<b>32,172</b>	<b>33,661</b>	<b>33,661</b>	<b>33,661</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>235</b>	<b>0.70%</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	
	<b>Total Revenue</b>	<b>33,307</b>	<b>32,172</b>	<b>33,661</b>	<b>33,661</b>	<b>33,661</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>235</b>	<b>0.70%</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	
<b>Salaries:</b>																	
6105	Part Time Salaries	30,000	21,675	30,600	30,600	10,641	31,212	31,212	31,212	31,212	(612)	(2.00%)	31,212	31,212	31,212	31,212	
	<b>Total Salaries</b>	<b>30,000</b>	<b>21,675</b>	<b>30,600</b>	<b>30,600</b>	<b>10,641</b>	<b>31,212</b>	<b>31,212</b>	<b>31,212</b>	<b>31,212</b>	<b>(612)</b>	<b>(2.00%)</b>	<b>31,212</b>	<b>31,212</b>	<b>31,212</b>	<b>31,212</b>	
<b>Employee Benefits - Current:</b>																	
6830	FICA Tax Expenditure	2,357	1,658	2,382	2,382	814	2,399	2,399	2,399	2,399	(17)	(0.70%)	2,399	2,399	2,399	2,399	
6835	MTA Tax	105	74	106	106	36	107	107	107	107	(1)	(0.68%)	107	107	107	107	
6840	Worker's Compensation	810	739	539	539	350	144	144	144	144	395	73.34%	144	144	144	144	
6875	Disability	35	5	35	35	12	35	35	35	35	0	0.00%	35	35	35	35	
	<b>Total Employee Benefits - Current</b>	<b>3,307</b>	<b>2,476</b>	<b>3,061</b>	<b>3,061</b>	<b>1,212</b>	<b>2,684</b>	<b>2,684</b>	<b>2,684</b>	<b>2,684</b>	<b>378</b>	<b>12.34%</b>	<b>2,684</b>	<b>2,684</b>	<b>2,684</b>	<b>2,684</b>	
	<b>Total Employee Costs</b>	<b>33,307</b>	<b>24,151</b>	<b>33,661</b>	<b>33,661</b>	<b>11,853</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>(234)</b>	<b>(0.70%)</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	
	<b>Total Expenditures</b>	<b>33,307</b>	<b>24,151</b>	<b>33,661</b>	<b>33,661</b>	<b>11,853</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>(234)</b>	<b>(0.70%)</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	<b>33,896</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>8,020</b>	<b>0</b>	<b>0</b>	<b>21,808</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## G.I.S. - SUMMARY

Department: G. I. S.

**Budget Year:** 2021

**Division:** Information Technology Division

**Tax District:** Full Town

**Cost Center #:** 1682

**Manager:** Ross Baldwin

**NOTES:**

### Departmental Mission & Responsibilities:

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

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

### Workload:

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

### Goals & Objectives:

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

### Legal Authority:

Town Code Chapter 27.

**2021 Geographic Information Systems Fee Schedule**

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

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**NOTES:**

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# Employee Compensation & Benefits Schedule

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

**NOTES:**

