



TOWN OF ISLIP INDUSTRIAL DEVELOPMENT AGENCY

Staff Responsibilities *for* 2021 Projected Budget Purposes

The Town of Islip Industrial Development Agency (IDA) has no direct employees of its own. Staff functions for the IDA are performed by employees of the Town of Islip Office of Economic Development, in furtherance of Economic Development's overall responsibilities to encourage, promote and attract economic growth. Below is a description of the duties of all staff as they relate to the IDA, with estimates of staff time spent on IDA related matters.

Director (Vacant as of 9/4/20) - The Director of the Office of Economic Development is the only member of the staff who plays a formal role in the Industrial Development Agency. The Director serves as CEO, Executive Director and Secretary of the IDA. The Director represents the IDA at all meetings involving Agency business, including company recruitment meetings, Board meetings, and real estate closings. The Director is authorized to sign all legal documents for the IDA, and is the responsible party for compliance with all Federal, State and local laws and regulations. Estimated percentage of time spent on IDA related matters - 75%. ($\$125,400 \times .75 = \$94,050$)

Deputy Director (John Walser) - The Deputy Director assists the Director in the management of the Agency. The Deputy represents the IDA at meetings involving Agency business when the Director is unavailable, including company recruitment meetings, Board meetings, and real estate closings. The Deputy is also authorized to sign all legal documents for the IDA, and assists with the oversight of compliance with all Federal, State and local laws and regulations. Estimated percentage of time spent on IDA related matters - 100% ($\$91,100$)

Industrial Development Assistant (Vacant) - As Compliance Officer for the Agency, responsibilities include reviewing IDA Applications, computing cost-benefit analyses, preparing documents for Board Approval, collecting data to comply with NYS reporting requirements and handling other Agency matters. In addition, the position manages all grants and contracts that pass through the IDA, including Industrial Access Program grants from the NYSDOT and Environmental Investment Program grants from ESDC. This position also handles all marketing and outreach efforts for the agency, including the creation and distribution of brochures, newsletters, print and electronic advertising, etc. Estimated percentage of time spent on IDA related matters - 65%. ($\$62,500 \times .65 = \$40,625$)

Senior Account Clerk (Teshia Glenn) - The Senior Account Clerk is responsible for all accounting, purchasing, and billing for IDA related matters. These duties include the annual collection and distribution of PILOT monies and the calculation of credits to successful certiorari projects. The Account Clerk also collects and organizes most of the data for the agency's Annual Report to the NYS Comptroller. Estimated percentage of time spent on IDA related matters - 65%. ($\$63,200 \times .65 = \$41,080$)

Senior Office Assistant (Antoinette Finocchiaro-Kahl) - This position handles all clerical duties for the Agency, including typing, filing, reception, etc. Estimated percentage of time spent on IDA related matters - 30%. ($\$52,100 \times .30 = \$15,630$)

Office Assistant P/T (John Santora) – The part time Office Assistant does project oriented work such as uploading IDA Annual Report Survey data, uploading IDA documents to the website, prospect management and organization, and social media and on-line marketing. Estimated percentage of time spent on IDA related matters - 65%. ($\$7,000 \times .65 = \$4,550$)

Economic Development Specialist P/T (Vacant) – The part time Economic Development specialist works on special projects, i.e. infrastructure, large multi-use developments, which require inter-governmental coordination – 100%. ($\$28,000$)

Sub-Total (Salaries) \$315,035

Rent Value (May, 2019)

$\$24,000 \times .50 =$ \$12,000

Sub-Total (Rent) \$12,000

Fringe Benefits (FT)

FICA	=	\$
MTA	=	
Retirement	=	
Health (Walser – net of contribution)	=	
Workers Compensation	=	

Fringe Benefits (PT)

FICA
MTA
Workers Compensation

Sub-Total (Fringe Benefits) \$0.00

**Total Reimbursement
IDA to Town
2021 (Projected)**

Salaries	\$315,035.00
Rent	12,000.00
Fringes	0.00
Total Administrative Charge	\$327,035.00