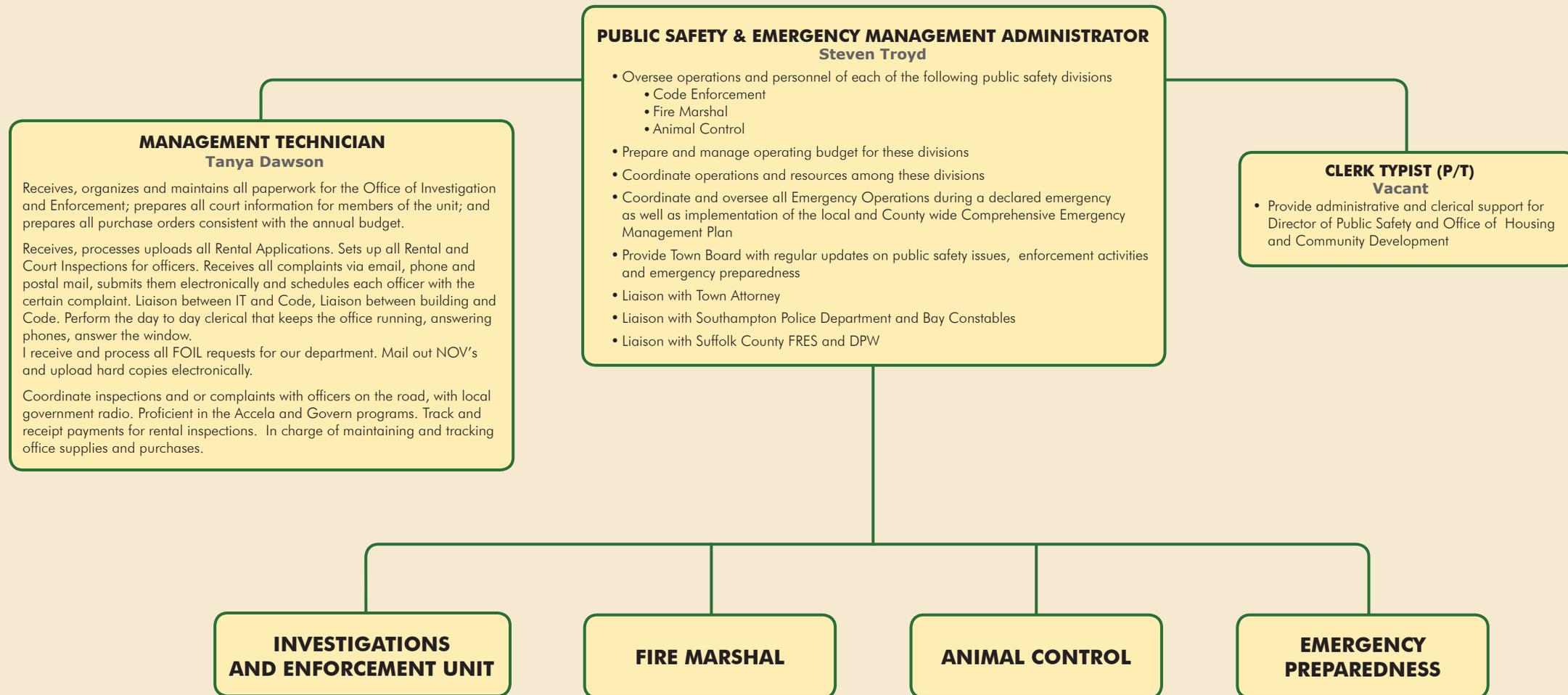


PUBLIC SAFETY

2018 ORGANIZATIONAL CHART



Department Summary

Department: Public Safety & Emergency Preparedness

Budget Year: 2018
Division: Public Safety Department
Tax District: Full Town

Cost Center #: 3412
Manager:

NOTES:

Departmental Mission & Responsibilities:

Emergency preparedness is most clearly defined as an organized effort to mitigate against, prepare for, respond to and recover from any event (be it natural or man made) which threatens to, or actually does inflict damage to people and/or property, by bringing together the proper mix of resources from the federal, state and local governments, the public and business and industry.

It is the responsibility of Emergency Preparedness to facilitate interdepartmental coordination of Southampton Town departments, to maintain a plan for the Town of Southampton, addressing the following: emergency communications systems; emergency exercises/drills; evacuation plan and training; public information /education; warning system, mobilization of emergency personnel/equipment; and interagency planning and coordination with other agencies at local, county, state and federal levels.

Workload:

Upgrade and maintain Emergency Preparedness Plan, inventory and repair of existing equipment, establish contacts with the many public safety organizations (fire departments/ambulance corps), federal, state, county and local governmental bodies and provide training/instruction/exercises for local agencies. This is a continual process.

This also includes funding for Fire and EMS Training and maintenance of the Fire Training Building in Hampton Bays.

Goals & Objectives:

1. To construct and direct the implementation of an Emergency Preparedness plan that fully addresses Town-wide MITIGATION, PREPARATION, RESPONSE AND RECOVERY.
2. Hold periodic meetings to instill the philosophy that Emergency Management/Preparedness is a group effort and partnership of all Town government departments and agencies to ensure public safety in the event of a disaster.

Legal Authority:

Established pursuant to Southampton Town Board Resolution 2010-791.

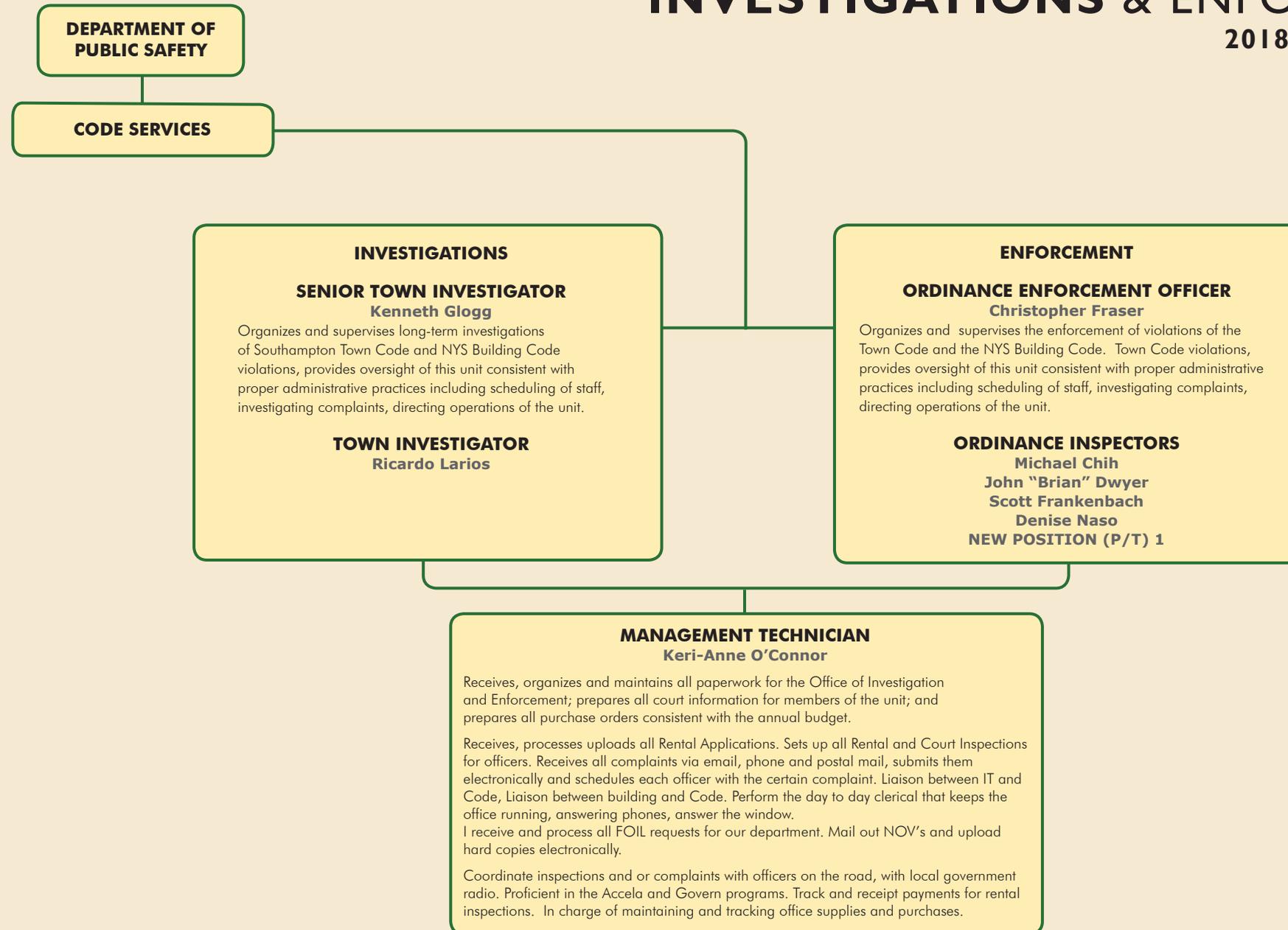
Employee Compensation & Benefits Schedule

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 1/1/18	Alloc. %
Public Safety Department													
Public Safety													
Public Safety & Emergency Preparedness - 3412													
Town Code Compliance and Emergency	ADMINISTRATIVE	105,000	0	5,637	110,637	1,318	8,243	15,379	1,617	26,556	137,193		100.0
Management Technician	ADMINSUPPORT	55,954	0	0	55,954	26,686	4,330	7,782	865	39,662	95,616	4.0	100.0
Account Clerk Typist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	22,347	0	0	22,347	13,343	1,729	3,108	348	18,528	40,875		50.0
Total Public Safety & Emergency Preparedness - 3412		183,301	0	5,637	188,938	41,346	14,302	26,269	2,830	84,746	273,684		

NOTES:

INVESTIGATIONS & ENFORCEMENT UNIT

2018 ORGANIZATIONAL CHART



Department Summary

Department: Investigation & Enforcement Unit

Budget Year: 2018
Division: Public Safety Department
Tax District: Part Town Land Management (22)

Cost Center #: 3125
Manager:

NOTES:

Departmental Mission & Responsibilities:

The goals and objectives of this unit are to obtain compliance with all local and state codes by voluntary compliance. Absent voluntary compliance, the unit assists in the prosecution of the offenders in Town Justice Court, as directed by the prosecutors in the Town Attorney's Office.

Workload:

The investigations and Enforcement Unit is responsible to effectively, efficiently and proactively investigate all violations of quality of life complaints within the Town of Southampton. The unit will assist in obtaining compliance, the ultimate goal of all violations of the Town and State codes as reported to or discovered by investigation of the members of the unit. Many complaints and code violations are corrected by voluntary compliance of the residents and property owners in the Township. The overall mission of the unit is to assist in correcting quality of life violations by voluntary compliance and education of the residents of the Town.

Goals & Objectives:

The goals and objectives of this unit are to obtain compliance with all local and state codes by voluntary compliance. Absent voluntary compliance, the unit assists in the prosecution of the offenders in Town Justice Court, as directed by the prosecutors in the Town Attorney's Office.

Legal Authority:

The Investigation & Enforcement Unit was created by adoption of the 2007 Operating Budget.

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 1/1/18	Alloc. %
Public Safety Department													
Investigations and Enforcement													
Investigation & Enforcement Unit - 3125													
Management Technician	ADMINSUPPORT	54,122	0	0	54,122	26,686	4,188	7,527	837	39,238	93,360	3.8	100.0
Ordinance Enforcement Officer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 5	72,731	2,909	0	75,641	13,642	6,006	10,796	3,169	33,612	109,253	6.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 8	59,974	2,399	0	62,373	26,686	4,953	8,902	2,618	43,158	105,531	6.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 3	56,353	0	0	56,353	12,406	4,481	8,055	2,454	27,396	83,749	2.1	100.0
Ordinance Inspector - Requested	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F /	45,275	0	0	45,275	24,588	3,600	6,471	1,972	36,632	81,907		100.0
Senior Town Investigator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 5	72,731	0	300	73,031	13,642	5,807	10,437	3,160	33,045	106,076	5.1	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	60,214	3,613	300	64,127	26,686	5,088	9,145	2,633	43,551	107,678	10.3	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	60,214	3,613	5,937	69,764	1,318	5,519	9,920	2,653	19,409	89,173	13.0	100.0
Town Investigator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	64,056	3,843	300	68,199	26,686	5,411	9,725	2,799	44,621	112,820	10.1	100.0
Ordinance Inspector	PART-TIME	25,000	0	0	25,000	0	1,988	0	1,105	3,093	28,093		100.0
Total Investigation & Enforcement Unit - 3125		570,671	16,377	6,837	593,885	172,337	47,041	80,977	23,400	323,755	917,640		

NOTES:

Town of Southampton

2018 Adopted Budget

Investigation & Enforcement Unit - 3125

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	858,251	858,251	791,834	791,834	791,834	921,771	825,692	730,999	730,999	(60,835)	(7.68%)	959,185	953,502	857,450	857,450
	Total Real Property Taxes	858,251	858,251	791,834	791,834	791,834	921,771	825,692	730,999	730,999	(60,835)	(7.68%)	959,185	953,502	857,450	857,450
Other Revenue:																
1560	Rental Permits	150,000	202,750	160,000	167,500	185,300	160,000	160,000	160,000	160,000	(7,500)	(4.48%)	160,000	160,000	160,000	160,000
2701	Miscellaneous Tax Receipts	0	0	0	0	578	0	0	0	0	0	0.00%	0	0	0	0
3389	State Aid - Public Safety	0	0	0	90,500	90,500	0	90,500	90,500	90,500	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	0	0	26,000	26,000	0	0	0	0	(26,000)	(100.00%)	0	0	0	0
	Total Other Revenue	150,000	202,750	160,000	284,000	302,378	160,000	250,500	250,500	250,500	(33,500)	(11.80%)	160,000	160,000	160,000	160,000
	Total Revenue	1,008,251	1,061,001	951,834	1,075,834	1,094,211	1,081,772	1,076,193	981,500	981,500	(94,335)	(8.77%)	1,119,185	1,113,501	1,017,449	1,017,449
Salaries:																
6100	Salaries	578,200	523,274	537,070	537,070	464,845	600,875	600,875	545,671	545,671	(8,601)	(1.60%)	625,728	625,728	569,420	569,420
6101	Overtime	20,500	60,053	20,500	48,000	42,812	20,500	20,500	20,500	20,500	27,500	57.29%	20,500	20,500	20,500	20,500
6103	Accumulated Sick/Personal Days	0	517	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	25,000	36,239	25,000	76,101	8,570	25,000	25,000	25,000	25,000	51,101	67.15%	25,500	25,500	25,500	25,500
6110	Longevity	8,103	8,075	13,381	13,381	13,458	16,377	16,377	16,377	16,377	(22,399)	(22.39%)	16,747	16,747	16,747	16,747
6127	Cash in Lieu of Health Benefits	2,500	4,092	5,100	5,100	2,593	5,637	5,637	5,637	5,637	(537)	(10.53%)	5,637	5,637	5,637	5,637
6144	Clothing Cleaning	2,400	2,100	2,100	2,100	2,100	1,200	1,200	1,200	1,200	900	42.86%	1,200	1,200	1,200	1,200
	Total Salaries	636,703	634,350	603,151	681,752	534,378	669,589	669,589	614,385	614,385	67,366	9.88%	695,311	695,311	639,003	639,003
Employee Benefits - Current:																
6810	Employee Retirement - Active	98,731	92,056	78,908	78,908	67,429	91,234	88,655	80,977	80,977	(2,069)	(2.62%)	94,933	92,249	84,418	84,418
6830	FICA Tax Expenditure	48,720	47,501	46,153	55,774	39,908	52,892	52,892	48,621	48,621	7,153	12.83%	54,932	54,932	50,575	50,575
6835	MTA Tax	2,175	2,110	2,061	2,589	1,774	2,361	2,361	2,171	2,171	418	16.16%	2,451	2,451	2,258	2,258
6840	Worker's Compensation	16,490	17,615	18,468	18,468	15,457	21,661	21,661	21,026	21,026	(2,558)	(13.85%)	22,601	22,601	21,954	21,954
6860	Medical Insurance - Active Employees	147,432	127,337	146,376	146,376	132,328	186,066	186,066	160,698	160,698	(14,322)	(9.78%)	190,764	190,764	165,396	165,396
6865	Dental & Optical	13,034	9,706	11,730	11,730	8,861	12,956	12,956	11,639	11,639	91	0.77%	13,176	13,176	11,858	11,858
6875	Disability	317	122	288	338	58	312	312	283	283	55	16.21%	317	317	288	288
	Total Employee Benefits - Current	326,898	296,447	303,983	314,182	265,814	367,482	364,903	325,415	325,415	(11,232)	(3.58%)	379,174	376,491	336,747	336,747
	Total Employee Costs	963,601	930,798	907,134	995,934	800,192	1,037,072	1,034,493	939,800	939,800	56,134	5.64%	1,074,485	1,071,802	975,750	975,750
Contractual:																
6401	Contracts	0	0	0	29,200	0	0	0	0	0	29,200	100.00%	0	0	0	0
6403	Gasoline	18,000	12,510	18,000	18,000	10,892	18,000	15,000	15,000	15,000	3,000	16.67%	18,000	15,000	15,000	15,000
6406	Repair Equipment	3,000	351	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6411	Printing and Stationery	1,500	1,908	1,500	1,500	214	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6412	Publications	2,150	1,694	2,200	2,200	1,771	2,200	2,200	2,200	2,200	0	0.00%	2,200	2,200	2,200	2,200
6418	Uniforms	4,000	5,916	5,000	5,000	1,699	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6420	Other	3,000	624	2,000	1,262	39	2,000	2,000	2,000	2,000	(738)	(58.48%)	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	1,000	0	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6425	Office Supplies	2,500	2,711	2,500	2,500	1,168	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6433	Safety Equipment	0	0	0	6,738	6,618	0	0	0	0	6,738	100.00%	0	0	0	0
6450	Schools & Training	3,500	2,280	3,500	3,500	1,750	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500

Town of Southampton
2018 Adopted Budget
Investigation & Enforcement Unit - 3125

Account Code	Description	2016	2016	2017	2017	2017	2018		2018	2018	2018	2018	2019	2019	2019	2019
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2017 Amended Difference	Adopted / 2017 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6466	Telephone - Wireless	3,500	4,570	3,500	3,500	2,095	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
6477	Copier Leases	2,500	2,843	2,500	2,500	1,408	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
	Total Contractual	44,650	35,405	44,700	79,900	27,654	44,700	41,700	41,700	41,700	38,200	47.81%	44,700	41,700	41,700	41,700
	Total Expenditures	1,008,251	966,203	951,834	1,075,834	827,846	1,081,772	1,076,193	981,500	981,500	94,334	8.77%	1,119,185	1,113,501	1,017,449	1,017,449
	Net Surplus (Deficit)	0	94,798	0	0	266,366	0	0	0	0			0	0	0	0

FIRE PREVENTION

2018 ORGANIZATIONAL CHART

DEPARTMENT OF PUBLIC SAFETY

CODE SERVICES

**CHIEF FIRE MARSHAL
Cheryl Kraft**

- Reviews fire reports;
- Reviews inspections and daily Fire Marshal activities;
- Reviews timecards;
- Reviews FOIL requests;
- Reviews plans or site inspections to calculate maximum occupant loads;
- Inspects dangerous buildings; testimony; follow up and demolition;
- Supervises Fire Marshals and support staff;
- Develops scheduled overtime list;
- Provides oversight of Special Events Permits;
- Provides inspections and permit oversight for junkyards, manufactured home parks, farm stands, bed and breakfasts;
- Reviews and issues Fire Works permits;
- Reviews and issues Public Assembly and Side Walk Dining permits;
- Reviews tent permits and mass gatherings for Village of Sagaponack;
- Prepares annual budget requests; works with Comptroller's Office;
- Monitors expenditures; reviews P-cards expenditures;
- Fields telephone complaints and questions regarding fire prevention;
- Coordinates with the Police Department on Emergency Preparedness issues;
- Confirms 24 hours of annual training required by NYS for Fire Marshals;
- Court testimony;
- Promotes fire safety programs;
- Hazardous Materials Technician;
- Suffolk County Suit Rescue Team member;
- Works with Town Attorney's office on code amendments and other issues;
- Coordinates on annual contracts with Town Attorney's Office;
- Southampton Fire Chiefs Council member;
- Liaison to Southampton Fire Districts;
- EMS Advisory Board primary;
- Recruitment and Retention sub-committee;
- Pine Barrens Wildfire Task force;
- Quartermaster;
- Point of contact for website updates;
- Develops PowerPoint presentation for annual Police Department training;
- Annual employee reviews;
- Notary Public.
- Records Access Officer, Oversight of Records
- Assures compliance with NYS and Comptroller spending requirements
- Compiles annual statistics

OFFICE

**SENIOR CLERK TYPIST
Teri Kostuk**

- Triages visitors - primary;
- Coordinates mailing, tracking, notifications for permits: bed and breakfast; junkyard; farm stand; manufactured home parks; side walk dining;
- Back up for Cash Balancing report;
- Schedules appointments;
- Maintains daily log for Fire Marshal activities;
- Maintains log of taxi companies; taxi drivers;
- Formats occupancy cards;
- Back up for violation searches;
- Formats operating, tent, public assembly and other permits; enters data into Govern; coordinates mailing/notification of various permit applications;
- Compiles information for Southampton Town Chiefs and Fire District meetings;
- Maintains inventory/orders routine office supplies;
- Prepares reports for Southampton Town Fire Chiefs and Fire District Meetings;
- Maintain inventory/order office supplies;
- Cash Balancing Report for Payments; banking of receipts;
- Processes FOIL and other report requests;
- Compiles list of Fire Damages Structure for Assessors Office and Building Department;
- Handles routine telephone inquires;
- Annual employee review for Data Entry personnel.

**CLERK TYPIST (P/T)
Debbie Altman**

- Violation searches;
- Filing;
- Telephone support.

FIELD

**FIRE MARSHAL II
John Rankin**

- Performs business inspections for compliance with NYS Fire Code and other applicable codes;
- Performs compliance checks and permit deliveries;
- Hazardous Materials Technician;
- Conducts fire investigations for cause and origin;
- Grand jury and court room testimony;
- Deliver annual Police Department training;
- Provides department training.

**FIRE MARSHAL II
Chris Hansen**

- Plans review including: building plans; fire alarm plans; sprinkler plans; hood and duct plans; fire suppression plans and subdivisions;
- Point of contact for Building Department for open plans;
- Performs final inspection for Fire Code compliance; prior to approval for Certificate of Occupancy or Certificate of Compliance;
- Hazardous Materials Technician;
- Haz Mat suit testing;
- Haz Mat trailer primary;
- Maintains inventory and testing information on air packs;
- MCI trailer and DOT inspection status;
- EMS Advisory Board secondary;
- Grant research.

**FIRE MARSHAL I
Brian Williams**

- Business inspections for compliance with NYS Fire Code and other applicable codes;
- Compliance checks and permit delivery;
- Fire investigations for cause and origin;
- Hazardous Materials Technician;
- Grand Jury and court room testimony;
- Oversight of radio inventory;
- Compiles information on Southampton Town landfill and court;
- Methane readings at Southampton Town landfill and court;
- Updates foam bank inventory semi-annually.

**FIRE MARSHAL I
Al Tyczkowski**

- Business inspections for compliance with NYS Fire Code and other applicable codes;
- Compliance checks and permit delivery;
- Fire investigations for cause and origin;
- Hazardous Materials Technician;
- Grand Jury and court room testimony;
- Review of sub-division plans.

FIRE MARSHAL P/T

Department Summary

Department: Fire Prevention

Budget Year: 2018
Division: Public Safety Department
Tax District: Full Town

Cost Center #: 3410
Manager: Cheryl Kraft

NOTES:

Departmental Mission & Responsibilities:

The division will continue to work to save lives, protect public safety, and help businesses comply with fire codes. It will continue to coordinate with local fire departments and emergency medical providers. The Chief Fire Marshal or designee shall continue to serve as Liaison for the Fire Advisory Board, EMS Advisory Committee, Southampton Town Chiefs Council and the Southampton Town Fire District Officers Association. The Chief Fire Marshal shall continue to administer the provisions of Chapter 164 of the Town Code, and other code sections as requested or as defined within the relevant Chapter.

In addition the office will continue to be responsible for the administration of a permit system consisting of operating permits, tent and canopy permits, as well as the responsibility to administer Special Event, Public Assembly and Outdoor Dining, Bed and Breakfast establishments, Farmstands, Junkyards, and Mobile Home Parks.

Workload:

The office performs inspections of businesses within the Town, as well as villages of Quogue and Sagaponack. It also performs plans review of site plans, subdivisions and commercial building plans, including tenant changes, fire alarms, commercial cooking equipment and fire extinguishment systems including residential sprinkler systems, in the Town and assists the Village of Quogue as requested. It handles fire investigations, hazardous materials response and fire related complaints in the Town, as well as the Villages of North Haven, Quogue, Sagaponack and Westhampton Beach. It performs violation searches, usually for title and mortgage companies. The review of Special Events applications and permit approval were added to its duties in 2010. Applicants are required to submit an Incident Action Plan, which is used to provide information to emergency responders to help ensure the safety of attendees. Fire Prevention continues to provide support for Emergency Preparedness, including Emergency Operations Center (EOC) staffing at the Town and County level.

Goals & Objectives:

Consistent with its mission, Fire Prevention will continue to work to save lives, protect public safety, and help businesses comply with fire codes, as well as coordinating with local fire departments and emergency medical personnel.

Legal Authority:

Fire Prevention was created by Local Ordinance 49 effective 1/1/68. Authority for operating permits is defined in Chapter 164 of the Town Code. Other permit processes and administration are defined within various chapters of the Town Code. In 2012, the Fire Prevention and Fire Marshal costing centers were combined into Fire Prevention (3410).

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 1/1/18	Alloc. %
Public Safety Department													
Fire Prevention													
Fire Prevention - 3410													
Chief Fire Marshal	ADMINISTRATIVE	118,337	4,000	4,270	126,607	27,346	8,525	18,051	5,149	59,071	185,679	29.5	100.0
Fire Marshal I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	64,056	6,406	300	70,761	13,642	5,607	10,078	2,808	32,134	102,896	20.7	100.0
Fire Marshal I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	64,056	5,124	300	69,480	26,686	5,509	9,901	2,804	44,900	114,380	18.2	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 5	77,247	7,725	300	85,272	29,506	6,757	12,144	3,380	51,787	137,059	24.0	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 6	78,613	7,861	3,400	89,874	29,506	7,113	12,785	3,450	52,853	142,728	29.4	100.0
Senior Clerk Typist	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	63,847	6,385	0	70,232	29,506	5,429	9,758	1,004	45,697	115,929	31.8	100.0
Clerk Typist	PART-TIME	10,765	0	0	10,765	0	833	0	190	1,023	11,788		100.0
Fire Marshal I	PART-TIME	880	0	300	1,180	0	93	0	68	161	1,341		100.0
Total Fire Prevention - 3410		477,801	37,501	8,870	524,172	156,190	39,865	72,717	18,854	287,626	811,798		

NOTES:

2018 Fire Prevention Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
PERMIT TYPE: TC 164			
Operating Permits: All operating permits:	there shall be a late fee of 10% but not less than \$35 for any permit that is not renewed within thirty days of its date of expiration.	there shall be a late fee of 10% but not less than \$35 for any permit that is not renewed within thirty days of its date of expiration.	
Combustible dust/vapor producing operations	\$140	\$140	
Storage of Compressed and liquefied gases			
Up to 10,000 gallons [container water capacity]	\$200	\$200	
In excess of 10,000 gallons (container water capacity)	\$500	\$500	
Storage of Retail Sale of Propane (exchange)			
2,000 gallons or less	\$200	\$200	
Explosive materials	\$500	\$500	
Public Fireworks display/proximate audience display/pyrotechnic display and special effects	\$550	\$550	
Private Fireworks display/proximate audience display/pyrotechnic display and special effects	\$650	\$650	
Flammable/combustible liquids			
Greater than 55 gallons but less than <i>1,000 gallons</i>	\$125	\$125	
<i>1,000 gallons or greater</i>	\$500	\$500	
Marine fueling operations	\$200	\$200	
Flammable finishing	\$150	\$150	
Pyroxylin Plastics	\$150	\$150	
Welding	\$50	\$50	
Facilities with H areas	\$400	\$400	
Aviation facilities	\$250	\$250	
Dry cleaning	\$100	\$100	
Fruit crop ripening facilities	\$100	\$100	
Fumigation and fogging	\$100	\$100	
Semi-conductor fabrication	\$500	\$500	

NOTES:

2018 Fire Prevention Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Lumber and woodworking facilities	\$150	\$150	
Organic coating processes	\$150	\$150	
Industrial ovens	\$150	\$150	
Motor fuel repair operations	\$100	\$100	
High piled storage	\$150	\$150	
Tire rebuilding	\$250	\$250	
Aerosols	\$150	\$150	
Combustible fibers	\$200	\$200	
Corrosive material	\$200	\$200	
Cryogenic fluids	\$200	\$200	
Flammable gases	\$150	\$150	
Flammable solids	\$200	\$200	
Toxic materials	\$200	\$200	
Organic peroxides	\$200	\$200	
Oxidizers			
Class 1	\$100	\$100	
Class 2	\$250	\$250	
Class 3	\$350	\$350	
Class 4	\$450	\$450	
Unstable materials			
Class 1	\$150	\$150	
Class 2	\$250	\$250	
Class 3	\$350	\$350	
Class 4	\$450	\$450	

NOTES:

2018 Fire Prevention Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Water reactive materials	\$250	\$250	
*increase minimum late fee in 2014 to not less than	\$35	\$35	
Single event/seasonal permits			
Bon fires	\$55	\$55	
Late fee - less than 48 hours' notice	\$35	\$35	
Tents - Residential	(First tent fee is based upon the largest sized tent)	(First tent fee is based upon the largest sized tent)	
First tent:			
Less than 1,000 sq. ft.	\$45	\$45	
1,000 sq. ft. but less than 5,000 sq. ft.	\$150	\$150	
5,000 sq. ft. but less than 10,000 sq. ft.	\$250	\$250	
10,000 sq. ft. but less than 15,000 sq. ft.	\$400	\$400	
15,000 sq. ft. but less than 50,000 sq. ft.	\$600	\$600	
50,000 sq. ft. or greater	\$1,200	\$1,200	
For each additional tent less than 1,000 sq. ft.	\$60	\$60	
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	\$75	\$75	
For each additional tent greater than 10,000 sq. ft.	\$250	\$250	
Late fee - less than 48 hours' notice			
	(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)	(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)	
For tents less than 10,000 sq. ft.	\$35	\$35	
For tents 10,000 sq. ft. or greater	\$100	\$100	

NOTES:

2018 Fire Prevention Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Tents – Commercial (First tent fee is based upon the largest sized tent)			
First tent:			
Less than 1,000 sq. ft.	\$250	\$250	
1,000 sq. ft. but less than 5,000 sq. ft.	\$275	\$275	
5,000 sq. ft. but less than 10,000 sq. ft.	\$300	\$300	
10,000 sq. ft. but less than 15,000 sq. ft.	\$400	\$400	
15,000 sq. ft. but less than 50,000 sq. ft.	\$600	\$600	
50,000 sq. ft. or greater	\$1,200	\$1,200	
For each additional tent less than 1,000 sq. ft.	\$75	\$75	
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	\$100	\$100	
For each additional tent greater than 10,000 sq. ft.	\$150	\$150	
Late fee - less than 48 hours' notice	(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)	(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)	
For tents less than 10,000 sq. ft.	\$35	\$35	
For tents 10,000 sq. ft. or greater	\$100	\$100	
Compressed and liquefied gases			
<i>For each temporary installation</i>			
<i>2,000 gallons or less</i>	\$50	\$50	
Late fee	\$35	\$35	
Seasonal canopy permits - due May 31			
There shall be a late fee of	\$50 for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.	\$50 for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.	

NOTES:

2018 Fire Prevention Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Permits for system installation: Pre-installation fee - if any fire-protection system is modified or commencement of any installation is started without the benefit of applicable fire-prevention permits, all fees associated with said modification or installation will be equal to double the otherwise applicable fee for all fire-prevention permits			
Plans review for commercial cooking vapor system			
<i>New</i>	\$175	\$175	
Acceptance test inspection (each)	\$35	\$35	
Plans review for alteration to commercial cooking vapor system			
<i>Alteration</i>	\$125	\$125	
Acceptance test inspection (each)	\$35	\$35	
Plans review for new fire extinguishing system (wet/dry)			
<i>Wet System</i>	\$175	\$175	
Acceptance test inspection (each)	\$35	\$35	
Plans review for renovation of fire extinguishing system (wet/dry)			
<i>Wet System</i>	\$125	\$125	
Acceptance test inspection (each)	\$35	\$35	
Installation of LPG system (one and two family exempt)			
<i>Aboveground includes exchange sites</i>	\$150	\$150	
<i>Underground</i>	\$300	\$300	
Acceptance/compliance test	\$35	\$35	
Plans review for Fire Sprinkler			
- NFPA 13 Standard (up to 25 devices)	\$200	\$200	
	(\$5 each additional device)	(\$5 each additional device)	
Alteration to fire sprinkler (up to 25 devices)	\$75	\$75	
Two hour pressure test/acceptance test inspections for sprinklers systems	\$75	\$75	
Plans review for Fire Sprinkler NFPA 13R or 13D	\$75	\$75	
Alteration to fire sprinkler	\$50	\$50	
Acceptance/compliance test	\$35	\$35	

NOTES:

2018 Fire Prevention Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Smoke/fire detection system plans review			
<i>New</i>	\$100	\$100	
<i>Alteration to system</i>	\$50	\$50	
Acceptance Test (per visit)	\$35	\$35	
Plans review for installation of aboveground flammable/combustible liquid tank	\$250	\$250	
(Residential and heating system tanks are exempt)			
Final inspection for compliance	\$35	\$35	
All change order plans review	\$75	\$75	
Plans review for installation of underground flammable/combustible liquid tank	\$300	\$300	
(residential and heating systems are exempt)			
Final inspection for compliance	\$35	\$35	
All change order plans review	\$75	\$75	
Plans review for removal of underground flammable/combustible liquid tank	\$200	\$200	
(residential and heating systems are exempt)			
Final inspection for compliance	\$35	\$35	
All change order plans review	\$75	\$75	
Plans review for installation of cistern	\$100	\$100	
Final inspection for compliance	\$35	\$35	
All change order plans review	\$75	\$75	
Plans review for any "H" occupancy or area	\$450	\$450	
Final inspection for compliance	\$50	\$50	
All change order plans review	\$75	\$75	
Violation Search	\$30	\$30	

NOTES:

2018 Fire Prevention Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Public Assembly			
<i>Occupant load</i>			
Less than 50	\$0	\$0	
50-250	\$175	\$175	
251-500	\$350	\$350	
501 – 1,050	\$650	\$650	
More than 1,050	\$900	\$900	
PERMIT TYPE: TC 199 Annual Permit			
Junkyard Annual Fee			
There shall be a late fee of	\$40 for any permit that is not renewed within thirty days of the renewal date.	\$40 for any permit that is not renewed within thirty days of the renewal date.	
PERMIT TYPE: TC 220 Annual Permit			
Manufactured Home Annual Fee			
There shall be a late fee of \$40 for any permit that is not renewed within thirty days of the renewal date.			
PERMIT TYPE: TC 250 Seasonal Permit			
Sidewalk Dining			
There shall be a late fee of	\$30 for any permit that is not renewed within thirty days of the renewal date.	\$30 for any permit that is not renewed within thirty days of the renewal date.	
PERMIT TYPE: TC 330 Annual Permit			
Bed & Breakfast Annual Fee			
There shall be a late fee of	\$30 for any permit that is not renewed within thirty days of its date of expiration.	\$30 for any permit that is not renewed within thirty days of its date of expiration.	
PERMIT TYPE: TC 330 Temporary Permit			
Farm Stand Fee			
Late fee	\$40	\$40	
	\$15	\$15	
PERMIT TYPE: TC Annual Permit			
Mulch & Hogging og Storage Application			
Late fee	\$150	\$150	
	\$35	\$35	

NOTES:

Town of Southampton

2018 Adopted Budget

Fire Prevention - 3410

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	550,759	530,759	543,093	543,093	543,093	588,113	575,998	575,998	575,998	32,905	6.06%	602,842	590,679	590,679	590,679
	Total Real Property Taxes	550,759	530,759	543,093	543,093	543,093	588,113	575,998	575,998	575,998	32,905	6.06%	602,842	590,679	590,679	590,679
Other Revenue:																
1523	Alarm Billing	24,000	51,545	40,000	40,000	48,735	40,000	50,000	50,000	50,000	10,000	25.00%	40,000	50,000	50,000	50,000
1561	Inspection Contracts	1,000	133	1,000	1,000	1,167	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
2550	Public Safety Permits	250,000	261,604	250,000	250,000	238,141	250,000	250,000	250,000	250,000	0	0.00%	250,000	250,000	250,000	250,000
2701	Miscellaneous Tax Receipts	0	0	0	0	81	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	7,997	0	0	4,390	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	275,000	321,279	291,000	291,000	292,515	291,000	301,000	301,000	301,000	10,000	3.44%	291,000	301,000	301,000	301,000
	Total Revenue	825,759	852,037	834,093	834,093	835,608	879,113	876,998	876,998	876,998	42,905	5.14%	893,842	891,679	891,679	891,679
Salaries:																
6100	Salaries	434,061	438,889	447,585	447,585	395,169	466,156	466,156	466,156	466,156	(18,572)	(4.15%)	476,873	476,873	476,873	476,873
6101	Overtime	35,000	27,793	35,000	35,000	20,047	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	22,168	1,859	6,450	6,150	3,828	7,370	7,370	7,370	7,370	(1,220)	(19.84%)	7,370	7,370	7,370	7,370
6105	Part Time Salaries	11,645	12,576	11,645	11,645	10,681	11,645	11,645	11,645	11,645	0	0.00%	11,878	11,878	11,878	11,878
6110	Longevity	29,569	29,913	35,906	35,906	36,344	37,501	37,501	37,501	37,501	(1,595)	(4.44%)	38,310	38,310	38,310	38,310
6144	Clothing Cleaning	1,200	1,200	900	1,200	1,200	1,500	1,500	1,500	1,500	(300)	(25.00%)	1,500	1,500	1,500	1,500
	Total Salaries	533,643	512,231	537,486	537,486	467,268	559,172	559,172	559,172	559,172	(21,687)	(4.03%)	570,931	570,931	570,931	570,931
Employee Benefits - Current:																
6810	Employee Retirement - Active	81,329	75,830	69,454	69,454	59,351	74,833	72,717	72,717	72,717	(3,263)	(4.70%)	76,518	74,355	74,355	74,355
6830	FICA Tax Expenditure	39,873	38,649	40,079	40,079	35,211	42,565	42,565	42,565	42,565	(2,486)	(6.20%)	43,342	43,342	43,342	43,342
6835	MTA Tax	1,820	1,729	1,833	1,833	1,579	1,964	1,964	1,964	1,964	(131)	(7.13%)	2,006	2,006	2,006	2,006
6840	Worker's Compensation	12,881	13,760	16,244	16,244	13,596	16,784	16,784	16,784	16,784	(540)	(3.32%)	17,175	17,175	17,175	17,175
6860	Medical Insurance - Active Employees	121,836	121,811	133,620	133,620	121,407	148,284	148,284	148,284	148,284	(14,664)	(10.97%)	148,284	148,284	148,284	148,284
6865	Dental & Optical	7,821	7,424	7,821	7,821	6,726	7,906	7,906	7,906	7,906	(84)	(1.08%)	7,906	7,906	7,906	7,906
6875	Disability	230	83	230	230	43	230	230	230	230	0	0.00%	230	230	230	230
	Total Employee Benefits - Current	265,791	259,286	269,282	269,282	237,912	292,566	290,451	290,451	290,451	(21,168)	(7.86%)	295,461	293,298	293,298	293,298
	Total Employee Costs	799,434	771,517	806,768	806,768	705,181	851,738	849,623	849,623	849,623	(42,855)	(5.31%)	866,392	864,229	864,229	864,229
Contractual:																
6401	Contracts	575	572	575	575	264	575	575	575	575	0	0.00%	600	600	600	600
6403	Gasoline	14,000	7,090	14,000	13,950	6,642	14,000	14,000	14,000	14,000	(50)	(0.36%)	14,000	14,000	14,000	14,000
6406	Repair Equipment	600	0	600	400	0	600	600	600	600	(200)	(50.00%)	600	600	600	600
6407	Repair Building	0	268	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6410	Postage	150	145	150	150	0	150	150	150	150	0	0.00%	150	150	150	150
6411	Printing and Stationery	600	373	600	600	0	600	600	600	600	0	0.00%	600	600	600	600
6412	Publications	1,300	1,346	1,300	1,300	0	1,350	1,350	1,350	1,350	(50)	(3.85%)	1,400	1,400	1,400	1,400
6416	Travel, Dues and Related	250	175	250	250	175	250	250	250	250	0	0.00%	250	250	250	250
6418	Uniforms	700	893	700	700	310	700	700	700	700	0	0.00%	700	700	700	700

ANIMAL CONTROL

2018 ORGANIZATIONAL CHART

**DEPARTMENT OF
PUBLIC SAFETY**

CODE SERVICES

ANIMAL SHELTER SUPERVISOR
Donald Bambrick

Supervises Animal Control Officer I and Animal Control Officer II in the enforcement of NYS and Town of Southampton codes pertaining to animals. Enforcement includes dealing directly with the public; writing notices of violation; issuing appearance tickets and criminal summonses.

Supervises Animal Control Officer I and Animal Control Officer II in the investigation of complaints pertaining to animals. Complaints include, but are not limited to, noise violations, animal housing issues, bites and dogs running at large. Reviews and maintains records.

Operates a motor vehicle in the course of duties.

Supervises and participates in the patrol of Town properties, roadways and beaches for the purpose of enforcing New York State and Town of Southampton laws pertaining to animals. Maintains records on activities.

Investigates complaints of cruelty to animals; educates the public on humane care of animals; issues warnings and appearance tickets, as necessary.

Acts as liaison between the Town and the privatized Animal Shelter.

Attends Animal Behavior Assessment Committee meetings.

Prepares and maintains statistical reports regarding the operations of the Animal Control Department and Animal Shelter.

Reviews policies and procedures to assure the safety of all individuals involved in the transportation, contact and housing of animals under the control of the Town of Southampton and the animal shelter and makes recommendations.

Reviews policies and procedures regarding the effective and efficient operation of the Animal Control Department and Animal Shelter and makes recommendations.

Coordinates within the National Incident Management System (NIMS), as set up by the Town of Southampton during emergencies, typical duties may include, but are not limited to supervising Animal Control officers and the Animal Shelter in their assigned emergency duties; assisting with the Town's emergency operations.

May attend other meetings including public information meetings, Town Board meetings, other public meetings and educational presentations.

ANIMAL CONTROL OFFICER I
Seth Farrell
Michael Lorenz

Enforces NYS and Town of Southampton codes pertaining to animals. Enforcement includes dealing directly with the public; writing notices of violation; issuing appearance tickets and criminal summonses.

Patrols town properties, roadways and beaches for the purpose of enforcing New York State and Town of Southampton laws pertaining to animals. Maintains records on activities.

Investigates complaints pertaining to animals. Complaints include, but are not limited to, noise violations, animal housing issues, bites and dogs running at large. Maintains records.

Picks up and transports animals either injured, or running at large.

Assists with shelter duties, as needed.

Coordinates with the shelter staff and resources, under the direction of the Animal Shelter Supervisor, to assure the safety of all individuals involved in the transportation, contact and housing of animals under the control of the Town of Southampton.

Assists the public with issues involving wild animals.

Assists the public with issues involving destruction of chickens, ducks, domesticated rabbits and/or livestock by dogs running at large.

Is available on a rotating basis 24 hours-a-day, 365 days-a-year for response to after-hour emergencies.

Understands safe handling procedures for stray and wild animals. Utilizes humane equipment including restraining devices and traps to perform duties.

Possesses and maintains knowledge of animal disease, including zoonotic diseases. Observes animals under their control for signs of illness. Provides information to the appropriate individuals, including but not limited to the Animal Shelter Supervisor, Veterinary Technician and kennel attendants.

Does related work, as required.

Department Summary

Department: Animal Control

Budget Year: 2018
Division: Public Safety Department
Tax District: Full Town

Cost Center #: 3511
Manager: Don Bambrick

NOTES:

Departmental Mission & Responsibilities:

Enforcing applicable Town Code and NYS Agriculture and Market Laws to ensure public safety and quality of life for resident and visitors, including the associated animal populations.

Workload:

Responds to calls as dispatched; enforces Town Code Chapter 150 and NYS Agriculture and Markets Law Article 7; seizes dogs found to be in violation of State and local laws; provides routine patrols, including Town beaches; maintains records and files bite reports; reviews applications for Commercial Animal Enterprises and issues permits; works with the SPCA on cruelty complaints and animal emergency preparedness; follows up on dog licensing.

Goals & Objectives:

In 2010, the Animal Control Unit was relocated to the Animal Shelter. The Animal Shelter Supervisor is tasked with oversight of the privatized animal shelter. The Town will continue to function as a landlord to the Southampton Animal Shelter Foundation, the nonprofit organization which was awarded the contract to privatize the animal shelter by Town Board Resolution 2009-1313. Pursuant to this agreement, the Animal Shelter Supervisor will continue to coordinate the Town's obligations and serve as the point of contact to the Southampton Animal Shelter Foundation.

Animal Control Duties include:

Providing animal control services 7-days-a-week;

Providing animal emergency services 24 hours a day, 365 days a year;

Assuring the humane treatment of all animals;

Ensuring public safety by the control of stray animals;

Enforcing NYS Agriculture & Markets Law pertaining to dangerous dogs;

Investigating animal bites and refer these to the Suffolk County Department of Health;

Seizing dogs found to be in violation of Town and State laws;

Seizing sick or injured dogs, cats, other pets and domestic animals in order to obtain medical attention for them.

Legal Authority:

Animal Control operates under the authority of NYS Agriculture & Markets Law Article 7, Sections 114 and 115 and Southampton Town Code Chapter 150.

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 1/1/18	Alloc. %
Public Safety Department													
Animal Control Division													
Animal Control - 3511													
Animal Shelter Supervisor	ADMINISTRATIVE	90,589	4,000	3,210	97,799	12,682	7,914	14,225	6,033	40,853	138,652	30.3	100.0
Animal Control Officer I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	2,926	300	51,985	26,686	4,210	7,566	3,258	41,720	93,705	9.8	100.0
Animal Control Officer I	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	63,847	6,385	3,530	73,762	29,506	5,948	10,690	4,277	50,421	124,183	33.0	100.0
Total Animal Control - 3511		203,195	13,310	7,040	223,545	68,873	18,071	32,481	13,569	132,994	356,539		

NOTES:

