

LAND MANAGEMENT DEPARTMENT

2018 ORGANIZATIONAL CHART

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR

Kyle Collins

- Supervises and manages the professional, technical and administrative staff and functions of the Department of Land Management consisting of five divisions: Administration, Building & Zoning, Current Planning, Long Range Planning and Economic Development and Environment;
- Administers, coordinates, develops and enforces all land development and environmental programs, procedures and regulations;
- Processes all land development applications in a timely and efficient manner;
- Serves as the Coastal Erosion Hazard Administrator to administer Chapter 138, as currently provided for in the Town Code;
- Serves as the Natural Resources Director to administer provisions of Chapter 229 as well as the provisions of the Aquifer Protection Overlay District, as currently provided for in the Town Code;
- Undertakes and implements short and long range plans to guide land development and conservation of the natural environment;
- Promotes and supports business retention and attraction;
- Provides professional and technical support services to the Planning, Conservation, Landmarks & Historic Districts and citizen and related advisory committees appointed by the Town Board;
- Manages and participates in the planning of capital improvements, environmental conservation and related projects and programs.

ADMINISTRATION

- Serves as the Town's liaison to Suffolk County, NYS and Federal government regarding Town Development projects and programs;
- Assists the Town Board with the establishment and implementation of development legislation, priorities, policies, projects and programs;
- Assists the Town Board and Comptroller with financial and related analysis pertaining to development projects and programs;
- Coordinates the efforts of the Planning and Environment Divisions of the Department of Land Management during the review of priority development projects or programs;
- Identifies and secure alternative means of project and program financing;
- Represents the Town on various development oriented committees, task forces and forums;
- Leads the implementation of design and development projects, programs and strategies recommended by the Town's Comprehensive Plan update;
- Coordinates the Division's mission and work program with other Town Departments.

EXECUTIVE SECRETARIAL ASSISTANT

Kim Myers

- Assists the Town Planning and Development Administrator in the daily operations of the department;
- Prepares correspondence and acts as liaison with Land Management Divisions and departments or individuals in matters of departmental concern;
- Prepares annual budget request for review by department head, by coordinating the budget requests of our divisions; discusses budget request with Town Supervisor and department head; prepares quarterly expenditure reports; administers annual operating budget;
- Processes purchase requisitions received from all divisions; discusses equipment and supply needs of the department with vendors;
- Assists in preparing Request for Proposals and resolutions; reviews invoices for payment and for conformance to contracts; ascertains whether invoices are charged to proper accounts in regard to related contracts; maintains spreadsheets and files for contract records and reports;
- Supervises clerical personnel and regulates work flow with certain Divisions within Land Management;
- Attends monthly PDC meetings as well as preparation and maintenance of all meeting agendas, minutes and related correspondence;
- Assists in maintaining clear and concise records on federal and state grants received for Land Management.

DIVISIONS

BUILDING & ZONING

CURRENT PLANNING

**LONG RANGE PLANNING
& ECONOMIC DEVELOPMENT**

ENVIRONMENT

**HOUSING & COMMUNITY
DEVELOPMENT**

SENIOR CLERK TYPIST

Janet Johnson

- Assists the Department of Land Management Administration Office in its daily operations;
- Assists the Planning Division and Sustainability Office in its daily operations;
- Schedules meetings for the Town Planning and Development Administrator and Town Planning Director;
- Prepares office supply vouchers for all Divisions for review and processing;
- Maintains spreadsheets for office supply expenditures for all Divisions;
- Prepares and distributes minutes and agendas for the Agricultural Advisory Committee and Landmarks and Historic Districts Board.

BOARDS

Architectural Review Board

Conservation Board

Landmarks & Historic Districts Board

Licensing and Review Board

Planning Board

Zoning Board of Appeals

COMMITTEES

Agricultural Advisory Committee

Business Advisory Council

**Focus Groups/Working Groups
for Various Planning Studies**

Trails Advisory Committee

**Commercial & Industrial Incentive
Committee**

Project Development Council

Department Summary

Department: Land Management Admin

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

Departmental Mission & Responsibilities:

The Land Management Administration Division coordinates the efforts of the Current and Long Range Planning, Building and Zoning, Environment and Housing and Community Development Divisions of the Department of Land Management. The Town Planning and Development Administrator works with Division Heads setting priorities, interacting with intergovernmental agencies, identifying funding sources for programs and leading the implementation of these programs. Under the supervision of the Town Planning and Development Administrator, sustainable economic development is promoted while ensuring the protection of the Town's natural resources and quality of life of its residents. The Land Management Administration Division also oversees certain capital planning projects and studies.

NOTES:

Department Summary

Department: Land Management Admin

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

NOTES:

Workload:

1. Provide professional support to the Supervisor and Town Board, and other public, private and not-for-profit development entities.
2. Provide management, administrative, data processing, clerical and related professional and technical services to ensure that the Department of Land Management can fulfill the mission, goals, objectives and responsibilities established by the Town Board and the Town Code.
3. Coordinate the preparation and streamlining of Town regulations and procedures that pertain to quality business growth, development and strategic business attraction and retention, environmental protection, creation of affordable housing while insuring compliance with County, State and Federal regulations.
4. Assist the Town Board and Comptroller with the preparation of the Capital Program.
5. Manage professional and administrative staff assigned to the Department.
6. Process and maintain all financial, accounting and related transactions, records and budgets for the Department and each Division.
7. Under the guidance of the Town Attorney, review all legal matters arising within the divisions of the Department.
8. Provide all administrative, data entry, accounting, clerical and related support services required by each Division.
9. Coordinate and streamline the Town's Land Management regulations and procedures.
10. Assist with the enforcement of Coastal Erosion regulations specified under Chapter 138 of the Town Code and Chapter 42 of the Village of Sagaponack Code and administer the Town's participation in the National Flood Insurance Program.
11. Provide clerical staff support services to the Agricultural Advisory Committee and Landmarks and Historic Districts Board by facilitating the mailing of meeting notices, copying and distribution of minutes, and providing pertinent information, public hearing notices and proposed legislation to the Committee.
12. Provide outreach and coordination with Citizen Advisory Committees, local chambers of commerce and other citizen, business and development organizations.
13. Assess the performance of the Department's professional and technical support staff and ensure resources are available to support development and training.

Department Summary

Department: Land Management Admin

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

NOTES:

Goals & Objectives:

1. Review and direct standard operating procedures for Planning Board, Conservation Board, Zoning Board of Appeals, Architectural Review Board and Licensing Review Board applications, pending adoption of zoning code amendments to streamline the procedures for review of the applicable applications.
2. Develop and implement management and administrative practices and procedures to maintain and improve the Department's overall efficiency, as well as increase confidence and satisfaction in the development process on the part of both applicants and community members.
3. Promote economic development through the implementation of the Comprehensive Plan recommendations and permit streamlining initiatives.
4. Complete the process to establish design review with standards and guidelines.
5. Expand economic development activities, including procedures to assist small businesses and to attract new uses and redevelopment projects in areas of the Town needing revitalization.
6. Integrate sustainability into all Department of Land Management activities, and assist in the implementation initiatives of the Town's Sustainability Office including grant development, code amendments and incorporating sustainability principles into new plans and developments.
7. Organize and implement grant administration restructuring with direct supervision and oversight by Land Management.
8. Revitalize the Town's Transfer of Development Rights program. Inventory existing Development Rights held by the Town and those held privately. Activate the Town's Development Right Clearinghouse/Bank and establish procedures and policies for the disbursement of Town held Development Rights.

Legal Authority:

Established pursuant to Town Code Chapter 28.

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. %
Land Management Department													
Land Management Summary													
Land Management Admin - 8025													
Town Planning & Dev Administrator	ADMINISTRATIVE	138,010	4,000	0	142,010	26,686	8,704	19,745	2,104	57,238	199,248	5.4	100.0
Secretarial Assistant	ADMINSUPPORT	74,573	3,656	0	78,229	27,346	6,050	10,874	1,155	45,425	123,655	26.9	100.0
Total Land Management Admin - 8025		212,583	7,656	0	220,239	54,031	14,754	30,619	3,259	102,664	322,903		

NOTES:

Town of Southampton

2018 Adopted Budget

Land Management Admin - 8025

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	0	0	(86)	1,914	1,914	0	0	0	0	(1,914)	(100.00%)	0	0	0	0
	Total Real Property Taxes	0	0	(86)	1,914	1,914	0	0	0	0	(1,914)	(100.00%)	0	0	0	0
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	8,000	5,920	8,000	8,000	5,474	5,000	5,000	5,000	5,000	(3,000)	(37.50%)	5,000	5,000	5,000	5,000
1201	Interest And Earnings	1,000	0	1,000	1,000	0	0	0	0	0	(1,000)	(100.00%)	0	0	0	0
1790	Inter-Departmental Revenue	336,532	336,532	354,719	354,719	266,039	371,468	370,577	370,577	370,577	15,858	4.47%	374,422	373,514	373,514	373,514
2701	Miscellaneous Tax Receipts	0	0	0	0	375	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	345,532	342,452	363,719	363,719	271,888	376,468	375,577	375,577	375,577	11,858	3.26%	379,422	378,514	378,514	378,514
	Total Revenue	345,532	342,452	363,633	365,633	273,802	376,468	375,577	375,577	375,577	9,944	2.72%	379,422	378,514	378,514	378,514
Salaries:																
6100	Salaries	204,328	204,328	208,415	208,415	182,363	212,583	212,583	212,583	212,583	(4,168)	(2.00%)	216,835	216,835	216,835	216,835
6110	Longevity	0	0	7,564	7,564	7,656	7,656	7,656	7,656	7,656	(92)	(1.22%)	7,656	7,656	7,656	7,656
	Total Salaries	204,328	204,328	215,979	215,979	190,019	220,239	220,239	220,239	220,239	(4,260)	(1.97%)	224,491	224,491	224,491	224,491
Employee Benefits - Current:																
6810	Employee Retirement - Active	34,123	31,816	30,561	30,561	26,115	31,510	30,619	30,619	30,619	(58)	(0.19%)	32,118	31,210	31,210	31,210
6830	FICA Tax Expenditure	14,028	14,557	14,508	14,508	14,268	14,754	14,754	14,754	14,754	(246)	(1.69%)	14,910	14,910	14,910	14,910
6835	MTA Tax	695	680	734	734	634	757	757	757	757	(23)	(3.10%)	772	772	772	772
6840	Worker's Compensation	817	873	2,397	2,397	2,006	2,445	2,445	2,445	2,445	(48)	(2.00%)	2,494	2,494	2,494	2,494
6860	Medical Insurance - Active Employees	39,492	41,371	46,248	46,248	41,683	51,396	51,396	51,396	51,396	(5,148)	(11.13%)	51,396	51,396	51,396	51,396
6865	Dental & Optical	2,599	2,475	2,599	2,599	2,242	2,635	2,635	2,635	2,635	(36)	(1.40%)	2,635	2,635	2,635	2,635
6875	Disability	58	57	58	58	43	58	58	58	58	0	0.00%	58	58	58	58
	Total Employee Benefits - Current	91,812	91,829	97,105	97,105	86,991	103,554	102,664	102,664	102,664	(5,559)	(5.72%)	104,382	103,474	103,474	103,474
	Total Employee Costs	296,140	296,157	313,084	313,084	277,010	323,794	322,903	322,903	322,903	(9,819)	(3.14%)	328,873	327,965	327,965	327,965
Contractual:																
6401	Contracts	30,492	29,181	33,899	33,289	32,305	32,424	32,424	32,424	32,424	865	2.60%	33,899	33,899	33,899	33,899
6403	Gasoline	3,500	2,027	2,500	3,500	3,858	3,000	3,000	3,000	3,000	500	14.29%	2,500	2,500	2,500	2,500
6411	Printing and Stationery	900	269	600	600	537	600	600	600	600	0	0.00%	600	600	600	600
6412	Publications	700	106	500	200	0	500	500	500	500	(300)	(150.00%)	500	500	500	500
6416	Travel, Dues and Related	2,950	2,941	2,950	4,015	2,587	2,900	2,900	2,900	2,900	1,115	27.77%	2,950	2,950	2,950	2,950
6420	Other	0	0	0	10	9	0	0	0	0	10	100.00%	0	0	0	0
6421	Legal Notices	5,600	5,086	5,400	4,400	4,305	4,400	4,400	4,400	4,400	0	0.00%	5,400	5,400	5,400	5,400
6423	Small Equipment (Non-Capital	400	0	400	500	420	400	400	400	400	100	20.00%	400	400	400	400
6425	Office Supplies	2,500	2,291	2,500	2,500	2,350	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6426	Supplies - Other	250	266	250	250	198	250	250	250	250	0	0.00%	250	250	250	250
6444	Mileage Reimbursement	500	135	300	300	299	300	300	300	300	0	0.00%	300	300	300	300
6450	Schools & Training	600	514	600	1,335	860	3,700	3,700	3,700	3,700	(2,365)	(177.15%)	600	600	600	600
6466	Telephone - Wireless	1,000	1,699	650	1,650	1,161	1,700	1,700	1,700	1,700	(50)	(3.03%)	650	650	650	650
	Total Contractual	49,392	44,516	50,549	52,549	48,889	52,674	52,674	52,674	52,674	(125)	(0.24%)	50,549	50,549	50,549	50,549
	Total Expenditures	345,532	340,673	363,633	365,633	325,899	376,468	375,577	375,577	375,577	(9,944)	(2.72%)	379,422	378,514	378,514	378,514

Town of Southampton
 2018 Adopted Budget
 Land Management Admin - 8025

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	Net Surplus (Deficit)	0	1,779	0	0	(52,096)	0	0	0	0			0	0	0	0

BUILDING & ZONING DIVISION

2018 ORGANIZATIONAL CHART

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR
Kyle P. Collins

CHIEF BUILDING INSPECTOR
Michael Benincasa

- Supervises Building Division operations;
- Interprets Town Zoning Code;
- Acts as liaison to Supervisor, Town Board and Department Heads;
- FEMA Flood Plane Manager;
- Provides professional and technical support services to the Zoning; Board of Appeals, Architectural Review and Licensing Review Boards;
- Provides oversight and direction for the Public Safety/Investigations Unit.

SECRETARIAL ASSISTANT
Deborah Dillion

- Supervises and schedules support staff;
- Performs assorted office management tasks;
- Acts as FOIL and archives officer.

BUILDING PERMITS EXAMINER
Maura Forman

- Performs various data entry of building applications permits & certificates
- Performs file & computer based searches for various existing town records
- Organizes and maintains filing system within Building & Zoning Division
- Performs other related duties as required
- Transfers applications to Data Entry & returns permits to the Building Division.

BUILDING PERMITS EXAMINER
Marjorie Reilly

- Performs specialized technical and clerical duties;
- Interviews visitors, screens and refers telephone calls, furnishes information regarding department functions and activities.

CONFIDENTIAL SECRETARY ASSIGNED TO THE ZONING BOARD OF APPEALS
Kandice Cowell

- Represents the ZBA at Town Hall and assists general public with all inquiries
- Secretary to the Zoning Board of Appeals, including attending all Board meetings, as well as preparation and maintenance of all meeting minutes, decisions and related correspondence
- Wide range of clerical, office, operational tasks including data entry
- Answers all inquiries regarding variances, the application and the public hearing process
- Process and analyze applications including drafting legal advertisements for submission to SH Press
- Prepares public hearing notices, posters, mailing lists for applicants and representatives
- Copies records, review and correct transcripts in connection with litigation

SENIOR CLERK TYPIST ASSIGNED TO THE LICENSING REVIEW BOARD
Maylen Zeesman

- Represents the Licensing Review Board at Town Hall and answers all inquiries regarding home improvement licenses, electrical and plumbing registrations and the application process;
- Assists with all other job tasks of the division when personnel is out for the day or for breaks/lunch.

ADMINISTRATIVE ASSISTANT
Christina Chambers

- Receives payments for permits fees and issues receipts;
- Supervises/assists subordinate cashiers in collection of monies and making deposits;
- Assists with all other job tasks of the division when personnel is out for the day or for breaks/lunch.

CASHIER
Marilyn Hubbard

- Performs duties of the Senior Cashier in her absence;
- Receives and schedules building inspections;
- Assists with all other job tasks of the division when personnel is out for the day or for breaks/lunch.

DRIVER MESSENGER
Catherine Shamoun

- Secretary for the Architectural Review Board;
- Receives and schedules requests for electrical inspections.

SENIOR CLERK TYPIST
Virginia DiStefano

- Answers main phone number for the Building Division;
- Answers questions and mails forms to property owners/agents/builders.

CLERK TYPIST
P/T

INSPECTORS

PRINCIPAL BUILDING INSPECTOR
Dennis O'Rourke

SENIOR BUILDING INSPECTOR
David Cange
Harold Fisher
Sean McDermott
Mark Viseckas

- Perform inspections on building projects;
- Assist at Building Division counter;
- Give zoning, building, and property information;
- Supervise Building Inspectors.

BUILDING INSPECTOR
Michael Risolo
Theresa Trejo
Thomas Weber

- Perform inspections on building projects;
- Assist at Building Division counter;
- Give zoning, building, and property information.

SENIOR ELECTRICAL INSPECTOR
Larry Fiorello
Ronald Linsalato
Joseph Petersen

- Perform inspections on electrical permits;
- Answer questions regarding New York State Code, as it pertain to electrical requirements.

Department Summary

Department: Building & Zoning Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The Building & Zoning Division is responsible for the administration, enforcement and implementation of several program areas in construction and land use in order to assure that the minimum standards for health and safety and the intent of the Town's development goals in residential and commercial construction, are satisfied. Specifically, the department is responsible for the following:

1. Administer Chapter 123, Building Construction, Chapter 330, Zoning, as well as interpret and enforce all associated regulations pertaining to the New York State Uniform Fire and Building Code.
2. Administer and enforce, both at the Town and Village levels, the National Electrical Code (excluding the Village of Quogue and Westhampton Dunes).
3. Administer and enforce the Town's Energy Code and Pool Construction Code (unincorporated areas only).
4. Administer and enforce the Town's plumbing registration program.
5. Administer and enforce the Town's Home Improvement Contractor Licensing program.
6. Provide assistance and advise the Land Management Department and other Town, County, State and Federal agencies.
7. Develop, maintain, monitor and revise internal operating procedures designed to provide a high level of customer service and timely dissemination of information and processed applications.
8. Establish and maintain procedures to effectively track and monitor land development applications.
9. Follow up on open permits for structures without certificates of occupancy.

Department Summary

Department: Building & Zoning Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

Workload:

The Building & Zoning Division performs various tasks to advance development and construction projects undertaken within the Town. These tasks include the following:

1. Accept, review and process all building permits, sign permits, accessory apartment permits, certificates of occupancy, certificates of compliance and all other applications submitted for consideration by the Zoning Board of Appeals, Architectural Review Board and Licensing Review Board, as well as referring applications for demolitions and major construction of structures older than 75 years to the Landmarks & Historic Districts Committee.
2. Accept credit card payments for permit applications at Town Hall.
3. Maintain complete and accurate records, files and a computerized Database for all building, zoning and related land management transactions.
4. Provide professional and technical staff support to the Zoning Board of Appeals, Architectural Review Board, Licensing Review Board and other citizen and related advisory boards and committees appointed by the Town Board.
5. Perform inspections to determine compliance with local municipal and state ordinances and regulations regarding building, zoning, electrical, fire safety, signs, site development, subdivision of land, natural resource conservation and all other aspects of land development.
6. Complete quarterly and annual reports on all building, zoning and related activity.
7. Inspectors have performed over 8,000 inspections from January 1st through June 30th of this year. We continue to make a concerted effort to review open, expired permits and follow up by getting them renewed and inspected in order to close them out and issue certificates.
8. Perform expedited plan reviews on an overtime basis.
9. Receive new electrical permit applications online through the Town's website.

NOTES:

Department Summary

Department: Building & Zoning Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

Goals & Objectives:

1. Increase departmental efficiency in administration and processing of building applications.
2. Enhance enforcement of the Town's building, zoning and related quality of life and public safety codes through interdepartmental cooperation with the Investigations Unit.
3. Monitor/increase licensing and registration for home improvement contractors and plumbers.
4. Receive building and electrical renewals permit applications online through the Town's website.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

NOTES:

2018 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Changes
Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map*			
filing fee and first acre	\$2,500	\$2,500	
per additional acre or part thereof.	\$500	\$500	
Not to exceed	\$10,000	\$10,000	
Petition to modify a zoning district boundary to annex the contiguous zoning district designation of an adjacent lot and/or to amend the Table of Uses to account for uses not currently considered			
	\$1,000	\$1,000	
Increased residential density to establish low and lower middle income housing inventory	\$3,000	\$3,000	
Applications to re-zone land to a amend an existing Planned Development District, except for an Agricultural PDD (see below) **			
filing fee and first acre	\$5,000	\$5,000	\$3,000
per additional acre or part thereof.	\$500	\$500	
Not to exceed	\$10,000	\$10,000	
Planning Development District (PDD) Work session	\$1,000	\$1,000	
Planning Development District (PDD) Pre-Submission	\$2,500	\$2,500	
Agricultural PDD	\$0	\$0	
If necessary and requested, the cost associated with obtaining a survey and title certification will be paid by the Town Board***			
Petitions for amendments shall be submitted in quadruplicate (4) to the Town Clerk's Office.			
* Refer to §330-185 of the Town Code of the Town of Southampton			
** Refer to §330-244 of the Town Code of the Town of Southampton			
*** Refer to §330-244E of the Town Code of the Town of Southampton			

NOTES:

2018 Electrical Fee Schedule Fee Schedule

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL				
(1) Fees collected for electrical permits are not refundable after 30 days.				
(2) Fees for electrical work done will be doubled.				
(3) 90-Day Extension - \$25 per extension request (two are permitted).				
(4) Renewal fees include a \$25 fee per years expired - not to exceed permit fee.				
RESIDENTIAL CODE	WORK ORDER CODES FOR ELECTRICAL PERMITS DESCRIPTION	Minimum Fee \$50 2017 Fee Schedule	Minimum Fee \$50 2018 Fee Schedule	Proposed Changes
SVCU	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)	\$100	\$100	
SVCO	Service over 400 amps, overhead and underground. (Temps included)	\$150	\$150	
TEMU	Temporary construction service under 400 amps	\$75	\$75	
TEMO	Temporary construction service over 400 amps	\$100	\$100	
ELAA	7 devices or less, residential garages with less than 7 devices, 7 outlets, switches, change of meter service, Jacuzzi, electric fences/entry gate, air conditioner, furnace, generators, water heaters, etc.	\$100	\$100	
ELEA	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, and residential a/c units.	\$100	\$100	
ELEA Solar	Photovoltaic systems	Fee Waived	Fee Waived	
ELEB	Residential in ground swimming pools, residential hot tubs, addition, renovation, basement wiring and garages with more than 7 devices not exceeding 500 sq. ft. per occupancy. (Service not included)	\$100	\$100	
	Additions, renovations, basement wiring, and garages with more than 7 devices 501 sq. ft. to 1,000 sq. ft. per			

NOTES:

2018 Electrical Fee Schedule Fee Schedule

ELEC	occupancy, (Service not included), and commercial a/c units.	\$150	\$150	
ELED	Additions, renovations, basement wiring, and garages with more than 7 devices 1,001 sq. ft. to 1,600 sq. ft. per occupancy. (Service not included)	\$200	\$200	
ELEE	Additions, renovations, basement wiring, and garages with more than 7 devices 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$250	\$250	
ELEF	Additions, renovations, basement wiring, and garages with more than 7 devices 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$300	\$300	
ELEG	Additions, renovations, basement wiring, and garages with more than 7 devices 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$350	\$350	
ELEH	Additions, renovations, basement wiring, and garages with more than 7 devices 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$500	\$500	
ELEI	Additions, renovations, basement wiring, and garages with more than 7 devices 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$750	\$750	
ELEJ	Additions, renovations, basement wiring, and garages with more than 7 devices 15,001 sq. ft. to and up. (Service not included)	\$1,000	\$1,000	
ELER	Re-inspection Fee	\$50	\$50	
IASS	Innovative and Alternative Septic System		Fee Waived	Fee Waived

NOTES:

2018 Electrical Fee Schedule Fee Schedule

SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING				
NEWB	New residential building 500 sq. ft. and under.	\$100	\$100	
NEWC	New home or residential building 501 sq. ft. to 1,000 sq. ft., Agricultural Greenhouse/Building	\$150	\$150	
NEWD	New home or residential building 1,001 sq. ft. to 1,600 sq. ft.	\$200	\$200	
NEWE	New home or residential building 1,601 sq. ft. to 2,500 sq. ft.	\$250	\$250	
NEWF	New home or residential building 2,501 sq. ft. to 3,500 sq. ft.	\$300	\$300	
NEWG	New home or residential building 3,501 sq. ft. to 5,000 sq. ft.	\$350	\$350	
NEWH	New home or residential building 5,001 sq. ft. to 10,000 sq. ft.	\$500	\$500	
NEWI	New home or residential building 10,001 sq. ft. to 15,000 sq. ft.	\$750	\$750	
NEWJ	New home or residential building 15,001 sq. ft. and up	\$1,000	\$1,000	
CORB	Correct certificate, commercial or residential.	\$50	\$50	

NOTES:

2018 Electrical Fee Schedule Fee Schedule

WORK ORDER CODES FOR ELECTRICAL PERMITS				
COMMERCIAL CODE	DESCRIPTION		Minimum Fee \$50	
COMB	Commercial addition/renovation not exceeding 500 sq. ft. (Service fee not included)	\$150	\$150	
COMC	Defects removed, commercial addition/renovation 501 sq. ft. to 1,000 sq. ft.	\$200	\$200	
COMD	Commercial addition/renovation 1,001 sq. ft. to 1,600 sq. ft. Cell Site Towers (Service Fee not included).	\$250	\$250	
COME	Commercial addition/renovation 1,601 sq. ft. to 2,500 sq. ft. (Service fee not included).	\$300	\$300	
COMF	Commercial addition/renovation 2,501 sq. ft. to 3,500 sq. ft. (Service fee not included).	\$350	\$350	
COMG	Commercial addition/renovation 3,501 sq. ft to 5,000 sq. ft. (Service fee not included).	\$500	\$500	
COMH	Commercial addition/renovation 5,001 sq. ft to 7,500 sq. ft. (Service fee not included).	\$1,000	\$1,000	
COMI	Commercial addition/renovation 7,501 sq. ft to 12,500 sq. ft. (Service fee not included).	\$1,500	\$1,500	
COMJ	Commercial addition/renovation 12,501 sq. ft. and up (Service fee not included).	\$2,000	\$2,000	
MARA	Marina	\$250	\$250	
MARD	Docks, slips and bulkheads.	\$250	\$250	
BLDB	New commercial building not exceeding 500 sq. ft. (Service not included)	\$150	\$150	
BLDC	New commercial building 501 sq. ft. to 1,000 sq. ft. (Service not included)	\$200	\$200	
BLDD	New commercial building 1,001 sq. ft. to 1,600 sq. ft. (Service not included)	\$250	\$250	

NOTES:

2018 Electrical Fee Schedule Fee Schedule

BLDE	New commercial building 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$300	\$300	
BLDF	New commercial building 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$350	\$350	
BLDG	New commercial building 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$500	\$500	
BLDH	New commercial building 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$1,000	\$1,000	
BLDI	New commercial building 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$1,500	\$1,500	
BLDJ	New commercial building 15,001 sq. ft. and up. (Service not included)	\$2,000	\$2,000	
COMP	Commercial swimming pool, spa and hot tub. (Service not included)	\$200	\$200	
CSGN	Commercial Signs (Service not included)	\$75	\$75	
CREC	Commercial fire reconnect.	\$100	\$100	
CSER	Commercial service 400 amps or less, overhead, underground, change of or more than 7 meters.	\$100	\$100	
CVCO	Commercial service over 400 amps, overhead and underground.	\$150	\$150	
CTEM	Commercial temporary construction service 400 amps or less.	\$100	\$100	
CTEO	Commercial temporary construction service over 400 amps.	\$125	\$125	
CLAA	Commercial 7 devices or less.	\$150	\$150	

NOTES:

2018 Building and Zoning Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Residential Applications			
*Fees are calculated as follows:			
\$50 fee for up to \$1,000 of Estimated Construction Cost (ECC)			
Plus \$3.60 for every \$1,000 of ECC after the first \$1,000 of ECC			
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES			
RESIDENTIAL APPLICATIONS			
Estimated Construction Cost (ECC) Schedule			
1st Story			
Up to 2000	\$65 per sq ft	\$65 per sq ft	
2001-3000	\$100 per sq ft	\$100 per sq ft	
3001-4000	\$160 per sq ft	\$160 per sq ft	
4001-5000	\$210 per sq ft	\$210 per sq ft	
5001 and Over*	\$260 per sq ft	\$260 per sq ft	
2nd Story			
Up to 2000	\$45 per sq ft	\$45 per sq ft	
2001-3000	\$80 per sq ft	\$80 per sq ft	
3001-4000	\$140 per sq ft	\$140 per sq ft	
4001-5000	\$190 per sq ft	\$190 per sq ft	
5001 and Over*	\$240 per sq ft	\$240 per sq ft	
New Dwellings and Additions	Based on square footage as per above calculations	Based on estimated construction cost as determined by the ECC Schedule*	
Renovations	Based on estimated cost*	Based on estimated construction cost as provided by contractor*	
Private Garage or Accessory Building (Finished living space additional estimated cost to construct required)	\$50 per sq ft	\$50 per sq ft	
Decks, Porches, Patios (Unroofed), Breezeways, Carports	\$30 per sq ft	\$30 per sq ft	
Swimming Pools - Above-Ground and In-Ground	Based on estimated cost*	Based on estimated construction cost as provided by contractor*	
Tennis Court	\$500	\$500	

NOTES:

2018 Building and Zoning Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
MISCELLANEOUS APPLICATIONS			
Demolition of Whole Structure	Based on estimated cost*	Based on estimated construction cost as provided by contractor*	
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	\$5 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$200	\$200	
Updated Certificate of Occupancy	\$250	\$250	
Three-year Accessory Apartment Permit	\$100	\$100	
Property Searches	\$25 fee for every year permit has been expired.	\$25 fee for every year permit has been expired.	
Coastal Erosion Management Permit	\$1,000	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	\$5 per sq ft (\$50 minimum fee)	
AMENDMENTS / RENEWALS / EXPEDITED			
Amendments to Building Permits	\$50 for 1 st amendment with fee increased. \$50 for each additional amendment – i.e.	\$50 for 1 st amendment \$50 for each additional amendment. Plus additional fee associated with additional work.	
Request for 90-Day Extension of Building Permit	Fee recalculated with current fee chart plus	\$25 per extension request (two are permitted)	
Renewals		Fee recalculated with current fee chart plus \$25 fee for every year permit has been expired.	
Expedited Building Permit Application Review	\$1,000	\$1,000	

NOTES:

2018 Building and Zoning Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
Commercial Applications			
*Fees are calculated as follows:			
\$50 fee for up to \$1,000 of Estimated Construction Cost (ECC)			
Plus \$3.60 for every \$1,000 of ECC after the first \$1,000 of ECC			
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES			
COMMERCIAL APPLICATIONS			
Commercial Buildings, Multi-Family /Apartments, Hotel, Motel	\$200 per sq ft	Based on estimated construction cost based on \$200 per sq. ft.*	
Storage Warehouse, Commercial/Agricultural	\$50 per sq ft	Based on estimated construction cost based on \$50 per sq. ft.*	
Commercial Compliance Certificate	\$200	\$200	
MISCELLANEOUS APPLICATIONS			
Demolition of Whole Structure	Based on estimated cost*	Based on estimated construction cost as provided by contractor*	
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	\$5 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$200	\$200	
Updated Certificate of Occupancy	\$250	\$250	
Property Searches	\$25 fee for every year permit has been expired.	\$25 fee for every year permit has been expired.	
Coastal Erosion Management Permit	\$1,000	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	\$5 per sq ft (\$50 minimum fee)	

NOTES:

2018 Building and Zoning Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Increase
AMENDMENTS / RENEWALS / EXPEDITED			
Amendments to Building Permits	\$50 for 1 st amendment with fee increased	\$50 for 1 st amendment with fee increased.\$50 for each additional amendment. Plus additional fee associated with additional work.	
	\$50 for each additional amendment – i.e.		
Request for 90-Day Extension of Building Permit	Fee recalculated with current fee chart plus	\$25.00 per extension request (two are permitted)	
Renewals		Fee recalculated with current fee chart plus \$25 fee for every year permit has been expired.	
Expedited Building Permit Application Review	\$1,000	\$1,000	
Licensing (Home Improvement & Plumbing Licenses)			
New two-year applications	\$200 for new two-year applications	\$200	
Renewals (on-time)	\$150 for on-time renewals	\$150	
Renewals (late-more than 30 days)	\$175 for late renewals	\$175	
Zoning Board			
Zoning Board of Appeals	\$750 (Double fee if built without permits)	\$750 (Double fee if built without permits)	
Board of Appeals Coastal Erosion or FEMA application	\$1,000	\$1,000	
Zoning Board of Appeals Interpretations	\$750	\$750	
Zoning Board of Appeals Modifications to Decisions	\$100	\$100	
Zoning Board of Appeals Postponement/Adjournment	\$75	\$75	
Zoning Board of Appeals Request to Re-Open a Hearing Prior to Rendered Decision	\$75	\$75	
Zoning Board of Appeals Re-Schedule- of Public Hearing	\$300	\$300	

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Land Management Department													
Land Management Summary													
Building & Zoning Division - 8029													
Chief Building Inspector	ADMINISTRATIVE	122,039	4,000	2,210	128,249	12,682	8,551	18,297	5,302	44,832	173,080	15.8	100.0
Administrative Assistant	ADMINSUPPORT	55,203	1,082	0	56,285	27,346	4,354	7,827	857	40,384	96,669	9.8	100.0
Confidential Secretary	ADMINSUPPORT	65,280	2,560	0	67,840	27,346	5,247	9,431	1,013	43,037	110,877	16.8	100.0
Driver Messenger	CSEA32.5HOUR / CSEA32.5HOUR - 01 / Step 6	44,242	4,424	0	48,667	13,642	4,080	7,333	4,878	29,933	78,599	22.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 6	70,016	2,801	0	72,816	13,642	5,782	10,393	3,051	32,868	105,684	5.9	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 6	70,016	0	0	70,016	26,686	5,568	10,007	3,042	45,303	115,319	4.7	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 5	69,047	0	0	69,047	26,686	5,491	9,869	3,000	45,045	114,092	4.3	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 3	56,353	0	0	56,353	26,686	4,361	7,838	871	39,755	96,108	5.4	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 5	72,731	2,909	0	75,641	26,686	6,006	10,796	3,169	46,656	122,297	6.5	100.0
Building Permits Examiner	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 5	59,624	3,577	5,637	68,839	1,318	5,319	9,560	951	17,147	85,985	13.4	100.0
Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	44,941	2,696	0	47,637	26,686	3,684	6,621	709	37,700	85,337	10.1	100.0
Principal Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - M / Step 2	81,181	6,494	0	87,675	26,686	6,952	12,496	3,544	49,679	137,354	16.8	100.0
Secretarial Assistant	CSEA40HOUR-NEW / Dillon / Step 1	62,050	3,723	0	65,773	26,686	5,086	9,142	968	41,882	107,655	11.0	100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	4,532	0	80,066	13,642	6,353	11,419	3,295	34,709	114,775	12.7	100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	4,532	5,637	85,703	1,318	6,785	12,194	3,314	23,610	109,313	13.8	100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	4,532	0	80,066	13,642	6,353	11,419	3,295	34,709	114,775	10.4	100.0

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Land Management Department													
Land Management Summary													
Senior Clerk Typist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	44,310	0	0	44,310	26,686	3,429	6,163	691	36,968	81,277	0.4	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	2,926	0	51,685	13,642	3,997	7,184	767	25,589	77,274	12.5	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	4,532	0	80,066	26,686	6,353	11,419	3,295	47,753	127,819	13.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	7,553	0	83,087	26,686	6,584	11,835	3,305	48,410	131,497	20.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	6,043	0	81,577	26,686	6,469	11,627	3,300	48,081	129,658	15.6	100.0
Program Aide I	SEASONAL	2,250	0	0	2,250	0	174	0	62	237	2,487		100.0
Total Building & Zoning Division - 8029		1,421,246	68,917	13,484	1,503,647	431,758	116,978	212,870	52,679	814,285	2,317,932		

NOTES:

Town of Southampton

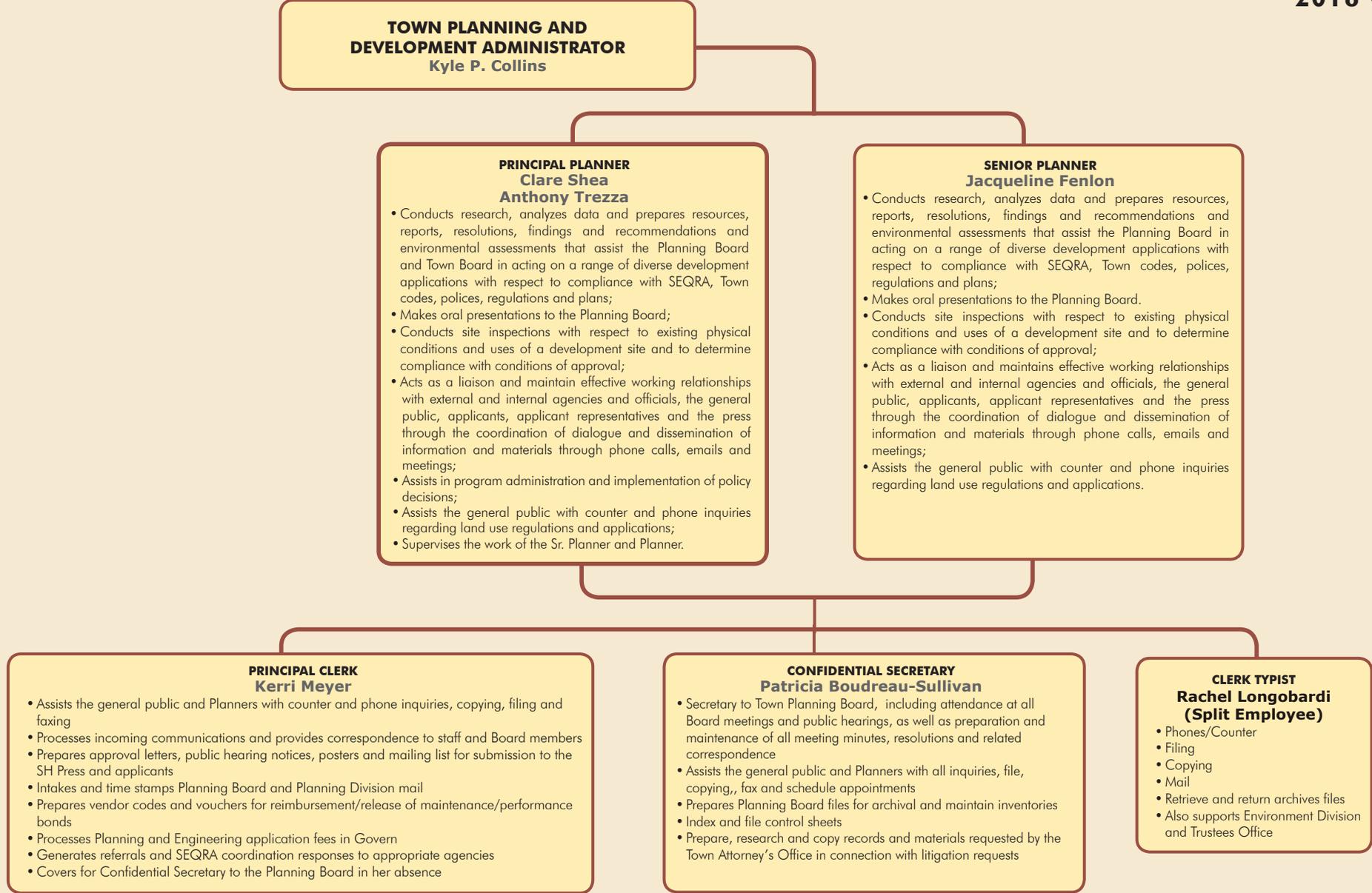
2018 Adopted Budget

Building & Zoning Division - 8029

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	(934,428)	(922,958)	(1,237,925)	(1,242,136)	(1,242,136)	(1,160,428)	(1,273,929)	(1,271,534)	(1,271,534)	(29,398)	2.37%	(1,063,288)	(1,160,888)	(1,158,446)	(1,158,446)
	Total Real Property Taxes	(934,428)	(922,958)	(1,237,925)	(1,242,136)	(1,242,136)	(1,160,428)	(1,273,929)	(1,271,534)	(1,271,534)	(29,398)	2.37%	(1,063,288)	(1,160,888)	(1,158,446)	(1,158,446)
Other Revenue:																
1562	Electrical Inspecti	500,000	597,525	500,000	500,000	472,200	526,000	526,000	526,000	526,000	26,000	5.20%	526,000	526,000	526,000	526,000
1790	Inter-Departmental Revenue	(510,427)	(510,597)	(542,366)	(544,366)	(408,275)	(561,482)	(564,166)	(564,166)	(564,166)	(19,800)	3.64%	(568,071)	(570,810)	(570,810)	(570,810)
2110	Zoning Fees	86,000	156,525	86,000	86,000	137,750	95,000	95,000	95,000	95,000	9,000	10.47%	95,000	95,000	95,000	95,000
2118	Photo Copy Fees	12,000	17,239	12,000	12,000	16,781	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
2501	Licensing	156,000	301,425	156,000	156,000	164,750	225,000	225,000	225,000	225,000	69,000	44.23%	156,000	250,000	250,000	250,000
2555	Building Permit Fee	2,900,000	3,045,640	3,320,000	3,366,402	2,848,519	3,320,000	3,400,000	3,400,000	3,400,000	33,598	1.00%	3,320,000	3,320,000	3,320,000	3,320,000
2701	Miscellaneous Tax Receipts	0	0	0	0	181	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	3,143,573	3,607,757	3,531,634	3,576,036	3,231,907	3,616,518	3,693,834	3,693,834	3,693,834	117,798	3.29%	3,540,929	3,632,190	3,632,190	3,632,190
	Total Revenue	2,209,145	2,684,799	2,293,709	2,333,900	1,989,771	2,456,090	2,419,905	2,422,300	2,422,300	88,400	3.79%	2,477,641	2,471,302	2,473,744	2,473,744
Salaries:																
6100	Salaries	1,319,043	1,330,591	1,374,203	1,369,992	1,198,804	1,417,160	1,417,160	1,418,996	1,418,996	(49,004)	(3.58%)	1,453,200	1,453,200	1,455,073	1,455,073
6101	Overtime	15,000	54,852	35,000	65,000	63,983	65,000	35,000	35,000	35,000	30,000	46.15%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	0	554	0	0	0	2,210	2,210	2,210	2,210	(2,210)	(100.00%)	2,210	2,210	2,210	2,210
6105	Part Time Salaries	1,170	8,722	2,500	2,500	1,028	2,250	2,250	2,250	2,250	250	9.99%	2,295	2,295	2,295	2,295
6110	Longevity	45,447	48,442	61,610	61,610	60,331	68,807	68,807	68,917	68,917	(7,308)	(11.86%)	70,280	70,280	70,392	70,392
6127	Cash in Lieu of Health Benefits	5,000	8,101	10,200	10,200	5,186	11,274	11,274	11,274	11,274	(1,074)	(10.53%)	11,274	11,274	11,274	11,274
	Total Salaries	1,385,659	1,451,261	1,483,512	1,509,301	1,329,331	1,566,701	1,536,701	1,538,647	1,538,647	(29,346)	(1.94%)	1,574,259	1,574,259	1,576,244	1,576,244
Employee Benefits - Current:																
6810	Employee Retirement - Active	231,705	216,040	204,611	204,611	174,847	218,784	212,599	212,870	212,870	(8,259)	(4.04%)	224,259	217,920	218,196	218,196
6830	FICA Tax Expenditure	105,354	108,695	109,767	112,067	99,713	116,828	116,828	116,978	116,978	(4,912)	(4.38%)	119,634	119,634	119,788	119,788
6835	MTA Tax	4,715	4,831	4,925	5,027	4,434	5,265	5,265	5,271	5,271	(244)	(4.86%)	5,396	5,396	5,403	5,403
6840	Worker's Compensation	35,634	38,066	45,441	45,441	38,032	46,753	46,753	46,774	46,774	(1,333)	(2.93%)	47,933	47,933	47,955	47,955
6860	Medical Insurance - Active Employees	340,884	317,549	351,228	349,228	313,657	404,088	404,088	404,088	404,088	(54,860)	(15.71%)	404,088	404,088	404,088	404,088
6865	Dental & Optical	27,372	24,332	27,377	27,377	21,886	27,670	27,670	27,670	27,670	(292)	(1.07%)	27,670	27,670	27,670	27,670
6875	Disability	634	182	634	634	91	634	634	634	634	0	0.00%	634	634	634	634
	Total Employee Benefits - Current	746,298	709,695	743,982	744,384	652,660	820,021	813,836	814,285	814,285	(69,901)	(9.39%)	829,614	823,275	823,732	823,732
	Total Employee Costs	2,131,958	2,160,956	2,227,494	2,253,685	1,981,991	2,386,722	2,350,537	2,352,932	2,352,932	(99,247)	(4.40%)	2,403,873	2,397,534	2,399,976	2,399,976
Contractual:																
6401	Contracts	0	0	0	75	59	0	0	0	0	75	100.00%	0	0	0	0
6403	Gasoline	20,000	8,698	15,000	13,526	6,632	10,000	10,000	10,000	10,000	3,526	26.07%	15,000	15,000	15,000	15,000
6409	Copier Supplies	450	165	450	450	0	350	350	350	350	100	22.26%	350	350	350	350
6411	Printing and Stationery	12,300	8,926	13,300	12,025	8,416	13,300	13,300	13,300	13,300	(1,275)	(10.60%)	13,300	13,300	13,300	13,300
6412	Publications	7,412	3,191	2,100	2,700	1,684	2,100	2,100	2,100	2,100	600	22.22%	2,100	2,100	2,100	2,100
6416	Travel, Dues and Related	785	1,028	1,215	1,215	681	850	850	850	850	365	30.03%	800	800	800	800
6418	Uniforms	2,040	1,397	0	800	748	0	0	0	0	800	100.00%	0	0	0	0
6420	Other	5,000	8,938	7,200	8,200	8,504	10,000	10,000	10,000	10,000	(1,800)	(21.95%)	10,000	10,000	10,000	10,000
6421	Legal Notices	6,000	6,929	6,000	7,000	6,365	6,500	6,500	6,500	6,500	500	7.14%	6,500	6,500	6,500	6,500

CURRENT PLANNING DIVISION

2018 ORGANIZATIONAL CHART



Department Summary

Department: Current Planning Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

1. Provide the Town Board and their appointed boards and committees with professional and technical planning services and other support services.
2. Assist with the implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning including: land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
3. Pursue excellence in service and information offered to all involved in the land development process, including but not limited to, applicants and citizens.
4. Provide public notice of land development applications, their review and decisions, as required by Town Code, State and County regulations.
5. Assist in the review of Change of Zone applications.
6. Lead the implementation of the Town's Comprehensive Plan, codes, programs and policies related to the Central Pine Barrens Plan, groundwater protection and farmland preservation.
7. Assist and advise other Town, County, State and Federal agencies on matters related to planning.

Department Summary

Department: Current Planning Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

NOTES:

Workload:

1. Process applications for Site Plans and Special exceptions, providing professional planning support and recommendations to the Town Planning Board pursuant to Town Code Sections 330-181 through 184.
2. Process applications for subdivisions, providing professional support and recommendations to the Town Planning Board, pursuant to Town Code Chapter 292.
3. Review and process Town Planning Board applications for land development in a timely and efficient manner.
4. Accept credit card payments for permit applications at Town Hall, Monday - Friday.
5. Provide the Town Planning Board with complete relevant reports with recommendations that will result in an effective and responsive decision making process.
6. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives and Planning Board actions for studies, programs, projects, legislation and code amendments.
7. Develop and maintain adequate procedures, schedules and reports to manage and track land development applications and all planning related activity.
8. Prepare plans, reports, and maps that will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.
9. Coordinate and review Town Board change of zone applications with the Planning Board and prepare reports with recommendations that will result in effective and responsible decision making processes.
10. Respond to public inquires regarding the Town Code and development applications.
11. Develop methods for increasing education and transparency in the planning process.
12. Prepare Conservation Opportunity Subdivision plans and Agricultural Planned Development Districts (PDD) plans to implement long-range farmland preservation strategies.

Goals & Objectives:

1. Generate ongoing improvement in the quality of the Town's built environment through enhancements to the development approvals process.
2. Improve accountability through systems for tracking application stages, maintenance and performance bonds and department fees.
3. Review and provide input on revisions to the planning process in order to streamline the application procedures, while ensuring public notification and participation, in order to support and encourage desired growth and development.

Legal Authority:

2018 Planning Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Changes
Site Plan Application			
Site Plan Pre-Submission Application	\$1,110	\$1,100	-\$10
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,110**	\$1,100**	-\$10
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,100**	\$2,100**	
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 per Sq. Ft not to exceed \$15,000**	\$0.25 per Sq. Ft not to exceed \$15,000**	
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,100**	\$1,100**	
Administrative Site Plan Review pursuant to Town Code §330-183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$0.00	\$0.00	
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,100.00	\$1,100.00	
Agricultural Construction Permit Application on preserved farmland	\$1,100**	\$1,100**	
Deer Fence Application	\$525**	\$525**	
* NOTE: Includes any and all areas required and or proposed to be altered, excluding the area of any existing or proposed buildings.			
** Fees will be doubled if work has commenced prior to submission of application.			
Special Exception Applications			
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,000 (in addition to any site plan application fee)	\$1,100 (in addition to any site plan application fee)	
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)	\$525 (in addition to any site plan application fee)	
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$325	Additional \$325	

NOTES:

2018 Planning Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Changes
Subdivision Applications -- Application Type or Stage			
Transfer of Property	\$1,050 per lot	\$1,050 per lot	
Pre-Application	\$800 per lot (excluding reserved parcels)*	\$800 per lot (excluding reserved parcels)*	
Preliminary Application	\$875 per lot (excl. reserved parcels)*	\$875 per lot (excl. reserved parcels)*	
Final Application	\$950 per lot (excl. reserved parcels)*	\$950 per lot (excl. reserved parcels)*	
Waiver of Pre Application Report Extension Policy	\$300 (in addition to the extension fee)	\$300 (in addition to the extension fee)	
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee	Full original final application fee	
Re-Approval of Expired Final Conditional Approval (no hearing)	½ of the full original final application fee	½ of the full original final application fee	
*NOTE: Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities			
Wetland Permit Applications			
Wetland Permit *	\$800**	\$800**	
* NOTE: Flagging must be done by the Environment Division as a separate application and fee to the Environment Division.			
** Fees will be doubled if work has commenced prior to submission of application.			
Old Filed Map Application - Type of Application			
Development Section Approval	\$2,600.00	\$2,600.00	
Amendment of Development Section Approval	\$1,300.00	\$1,300.00	
Transfer of Development Right & Permission to Build	\$1,050 per lot	\$1,050 per lot	
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$260 per road	\$260 per road	

NOTES:

2018 Planning Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Changes
Additional Fees Type of Action			
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300.00	\$300.00	
Site Disturbance Plan / Over Clearing	\$1,600.00	\$1,600.00	
Extension of Time (including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K), 90 day deadline for submission of signed site plans receiving administrative review approval, 1 year expiration of subdivision pre-application reports, special exception approval)	\$265.00	\$265.00	
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125.00	\$125.00	
Pre-submission work session other than site plans and any work session beyond the 2nd post-submission work session for any type of application	\$125.00	\$125.00	
Covenant / Easement Amendment or Interpretation	\$1,100.00	\$1,100.00	
Abandonments unrelated to an Old Filed Map or Subdivision	\$525.00	\$525.00	
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot	\$2,500 per dwelling unit or lot	
Park Fees - Subdivision of two (2) lots or less	\$2,500 per dwelling unit or lot	\$2,500 per dwelling unit or lot	
Park Fees - Two (2) lot subdivision of parcel that existed as a single & separate lot prior to May 6, 1975 or a parcel that was on a subdivision map and was subject to a park fee at the time	\$2,500 per the net one lot increase	\$2,500 per the net one lot increase	

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Land Management Department													
Land Management Summary													
Current Planning Division - 8021													
Confidential Secretary	ADMINSUPPORT	54,122	0	0	54,122	26,686	4,188	7,527	837	39,238	93,360	3.2	100.0
Clerk Typist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - CSEA40HOUR - 7-1-2010 - B / Step 2	20,598	0	0	20,598	6,203	1,594	2,865	322	10,984	31,582	1.1	50.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 8	63,808	0	0	63,808	13,642	4,881	8,774	246	27,542	91,350	3.9	100.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	58,774	0	0	58,774	26,686	4,496	8,081	229	39,492	98,266	0.7	100.0
Principal Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	60,214	3,613	0	63,827	26,686	4,936	8,871	941	41,433	105,261	11.3	100.0
Principal Planner	CSEA40HOUR-NEW / CSEA40HOUR-NEW - M / Step 6	87,012	6,961	0	93,973	26,686	7,265	13,059	1,352	48,362	142,335	16.3	100.0
Senior Planner	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	75,534	4,532	0	80,066	26,686	6,125	11,009	301	44,121	124,187	11.8	100.0
Program Aide I	SEASONAL	5,000	0	0	5,000	0	387	0	104	490	5,490		100.0
Proposed Promotion	SEASONAL	13,950	0	0	13,950	0	1,177	0	1,521	2,698	16,648		100.0
Total Current Planning Division - 8021		439,012	15,106	0	454,118	153,272	35,050	60,187	5,852	254,361	708,479		

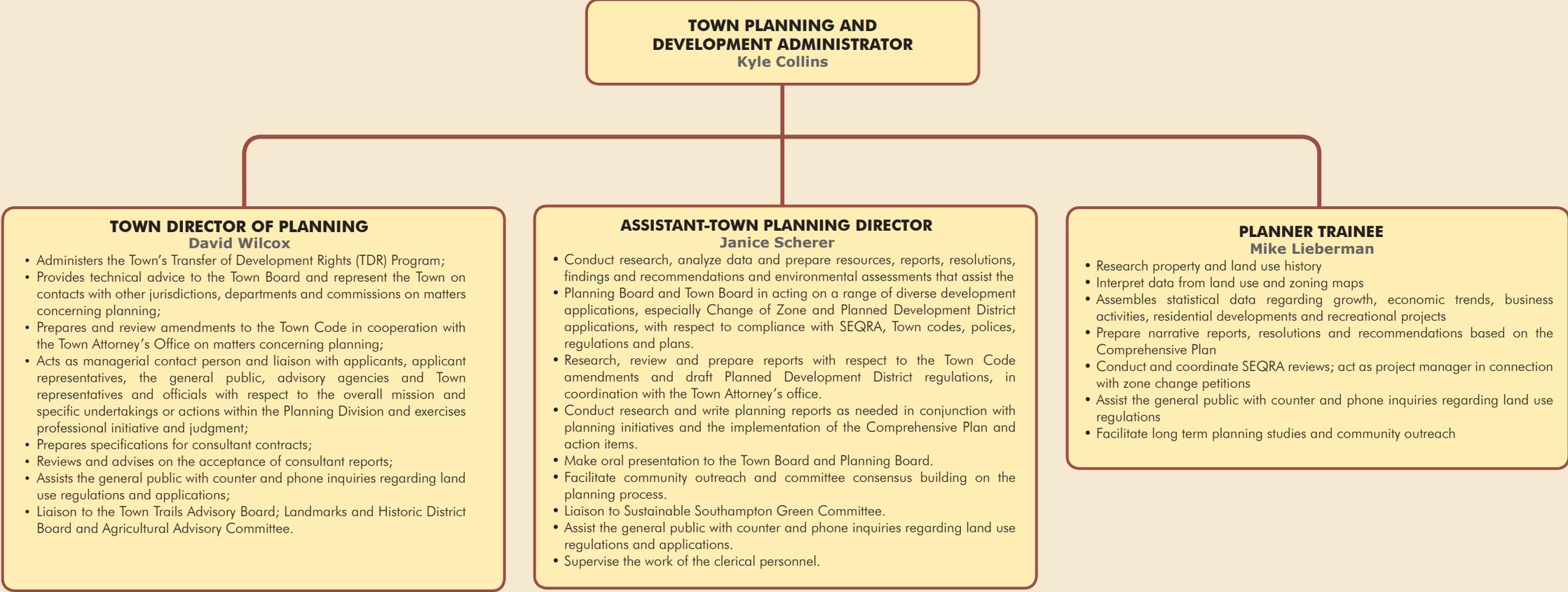
NOTES:

Town of Southampton
2018 Adopted Budget
Current Planning Division - 8021

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	330,033	330,033	305,614	305,614	305,614	463,924	489,141	489,141	489,141	183,527	60.05%	478,198	503,581	503,581	503,581
	Total Real Property Taxes	330,033	330,033	305,614	305,614	305,614	463,924	489,141	489,141	489,141	183,527	60.05%	478,198	503,581	503,581	503,581
Other Revenue:																
1790	Inter-Departmental Revenue	(106,375)	(110,633)	(119,395)	(123,395)	(91,925)	(124,842)	(135,162)	(135,162)	(135,162)	(11,767)	9.54%	(126,877)	(137,403)	(137,403)	(137,403)
2113	Old Filed Maps	1,000	2,350	2,000	2,000	1,300	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
2114	Planning Zoning Amendments	5,000	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
2115	Other PB Scheduling Fees	70,000	79,400	90,000	90,000	52,625	76,000	76,000	76,000	76,000	(14,000)	(15.56%)	90,000	90,000	90,000	90,000
2116	LM Planning Div- Site Plan-Fees	135,000	131,482	135,000	135,000	122,049	135,000	135,000	135,000	135,000	0	0.00%	135,000	135,000	135,000	135,000
2117	Special Exceptions Planning Fee	7,000	7,350	5,000	5,000	6,600	7,000	7,000	7,000	7,000	2,000	40.01%	5,000	5,000	5,000	5,000
2120	Sub Div-Planning Fees	120,000	105,820	120,000	120,000	233,790	132,000	132,000	132,000	132,000	12,000	10.00%	120,000	120,000	120,000	120,000
	Total Other Revenue	231,625	215,769	235,105	231,105	326,940	229,658	219,338	219,338	219,338	(11,767)	(5.09%)	227,623	217,097	217,097	217,097
	Total Revenue	561,658	545,802	540,719	536,719	632,554	693,582	708,479	708,479	708,479	171,760	32.00%	705,821	720,678	720,678	720,678
Salaries:																
6100	Salaries	342,551	325,118	332,591	332,591	334,775	420,062	434,012	434,012	434,012	(101,421)	(30.49%)	429,637	443,587	443,587	443,587
6105	Part Time Salaries	19,200	17,261	3,600	3,600	0	5,000	5,000	5,000	5,000	(1,400)	(38.89%)	5,100	5,100	5,100	5,100
6110	Longevity	11,622	11,584	14,718	14,718	14,718	15,106	15,106	15,106	15,106	(388)	(2.63%)	15,408	15,408	15,408	15,408
	Total Salaries	373,373	353,964	350,910	350,910	349,493	440,168	454,118	454,118	454,118	(103,209)	(29.41%)	450,145	464,095	464,095	464,095
Employee Benefits - Current:																
6810	Employee Retirement - Active	59,147	55,148	49,144	49,144	41,996	61,937	60,187	60,187	60,187	(11,042)	(22.47%)	63,343	61,552	61,552	61,552
6830	FICA Tax Expenditure	28,563	26,192	26,845	26,845	25,915	33,873	35,050	35,050	35,050	(8,205)	(30.57%)	34,640	35,817	35,817	35,817
6835	MTA Tax	1,269	1,180	1,193	1,193	1,343	1,505	1,558	1,558	1,558	(365)	(30.57%)	1,540	1,592	1,592	1,592
6840	Worker's Compensation	1,447	1,546	3,866	3,866	3,236	2,610	4,050	4,050	4,050	(183)	(4.74%)	2,666	4,105	4,105	4,105
6860	Medical Insurance - Active Employees	91,140	93,058	102,072	98,072	98,105	144,708	144,708	144,708	144,708	(46,636)	(47.55%)	144,708	144,708	144,708	144,708
6865	Dental & Optical	6,517	6,187	6,517	6,517	6,107	8,564	8,564	8,564	8,564	(2,047)	(31.42%)	8,564	8,564	8,564	8,564
6875	Disability	202	95	173	173	43	216	245	245	245	(72)	(41.67%)	216	245	245	245
	Total Employee Benefits - Current	188,285	183,406	189,810	185,810	176,745	253,414	254,361	254,361	254,361	(68,551)	(36.89%)	255,676	256,584	256,584	256,584
	Total Employee Costs	561,658	537,370	540,719	536,719	526,238	693,582	708,479	708,479	708,479	(171,760)	(32.00%)	705,821	720,678	720,678	720,678
	Total Expenditures	561,658	537,370	540,719	536,719	526,238	693,582	708,479	708,479	708,479	(171,760)	(32.00%)	705,821	720,678	720,678	720,678
	Net Surplus (Deficit)	0	8,432	0	0	106,316	0	0	0	0			0	0	0	0

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION

2018 ORGANIZATIONAL CHART



Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

1. Assist with the implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning including: land use, zoning, sustainability, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Maintain the Comprehensive Plan as a living document that is updated and adapted to changing conditions and is used as the guiding document for Town policies, programs and regulations.
3. Lead review of Change of Zone applications.
4. Lead the implementation of the Town's Comprehensive Plan, codes, programs and policies related to the Central Pine Barrens Plan, groundwater protection and farmland preservation.
5. Assist and advise Land Management Divisions and Town Departments on matters related to planning and with the fulfillment of their missions.
6. Provide professional and technical assistance to Town appointed and elected advisory boards and committees.
7. Assist and advise other Town, County, State and Federal agencies on matters related to Long Range Planning.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

Workload:

1. Prepare legislation required for the implementation, updating and amendment of the Town's Comprehensive Plan, codes, programs and policies related to planning, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Prepare short and long-range plans, reports and maps, which will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.
3. Review Town Board change of zone applications and prepare reports with recommendations that will result in effective and responsive decision making processes.
4. Conduct ongoing activities to inform and engage the public in planning for the future of the Town.
5. Assist in the timely implementation of the Town's Comprehensive Plan, including the preparation of zoning amendments and legislation.
6. Provide a high level of service, support and education to applicants and citizens involved in the land planning process and long range planning.
7. Prepare reports, studies, maps, plans and specifications for Town Board initiatives, studies, programs, projects, legislation and code amendments.
8. Prepare reports, studies, maps, plans and specifications required for the updating, amendment and implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning, economic development, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
9. Prepare and maintain maps through the use of the Town's GIS, related to planning initiatives, studies, programs, projects, legislation and code amendments.
10. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives, studies, programs, projects, legislation and code amendments.
11. Foster the coordination of all planning initiatives with intermunicipal, regional and state agencies.

NOTES:

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

Goals & Objectives:

1. Complete existing pipeline of previously initiated long range projects.
2. Complete and implement Town initiated public-private development projects, including Riverside Revitalization Action Plan (RRAP).
3. Assess implementation of the Town's Comprehensive Plan to date and develop an action plan for the remaining recommendations including recommendations from ongoing hamlet studies.
4. Promote economic development as recommended in the Comprehensive Plan, and permit streamlining initiatives.
5. Expand economic development activities, including procedures to assist small businesses and to attract new uses and redevelopment projects in areas of the Town needing revitalization.

Legal Authority:

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Land Management Department													
Land Management Summary													
Long Range Planning & Economic Development Division - 8026													
Town Planning Director	ADMINISTRATIVE	117,166	4,000	8,927	130,093	1,318	8,527	18,073	1,823	29,741	159,834	34.2	100.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	58,348	0	0	58,348	12,406	4,464	8,023	227	25,119	83,468	1.3	100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / O / Step 1	94,036	7,899	5,637	107,572	1,318	8,265	15,586	1,496	26,665	134,237	14.6	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	2,926	5,637	57,322	1,318	4,428	7,959	786	14,491	71,813	11.6	100.0
Total Long Range Planning & Economic Development Division - 8026		318,309	14,825	20,201	353,335	16,358	25,684	49,641	4,332	96,016	449,351		

NOTES:

Town of Southampton
2018 Adopted Budget
Long Range Planning & Economic Development Division - 8026

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	451,431	447,742	468,181	505,181	505,181	455,497	454,053	454,053	454,053	(51,128)	(10.12%)	464,506	463,031	463,031	463,031
	Total Real Property Taxes	451,431	447,742	468,181	505,181	505,181	455,497	454,053	454,053	454,053	(51,128)	(10.12%)	464,506	463,031	463,031	463,031
	Total Revenue	451,431	447,742	468,181	505,181	505,181	455,497	454,053	454,053	454,053	(51,128)	(10.12%)	464,506	463,031	463,031	463,031
Salaries:																
6100	Salaries	325,653	273,513	326,148	360,403	267,431	323,011	323,011	323,011	323,011	37,392	10.37%	330,340	330,340	330,340	330,340
6103	Accumulated Sick/Personal Days	8,870	2,166	4,150	4,150	2,658	3,290	3,290	3,290	3,290	860	20.72%	3,290	3,290	3,290	3,290
6110	Longevity	8,000	7,848	12,637	12,637	12,255	14,825	14,825	14,825	14,825	(2,187)	(17.31%)	15,041	15,041	15,041	15,041
6127	Cash in Lieu of Health Benefits	6,500	12,027	15,300	15,300	7,778	16,911	16,911	16,911	16,911	(1,611)	(10.53%)	16,911	16,911	16,911	16,911
	Total Salaries	349,022	295,553	358,235	392,490	290,123	358,037	358,037	358,037	358,037	34,453	8.78%	365,583	365,583	365,583	365,583
Employee Benefits - Current:																
6810	Employee Retirement - Active	58,287	54,346	50,690	50,690	43,317	51,085	49,641	49,641	49,641	1,049	2.07%	52,161	50,687	50,687	50,687
6830	FICA Tax Expenditure	25,697	22,825	26,027	28,652	21,733	25,684	25,684	25,684	25,684	2,968	10.36%	25,986	25,986	25,986	25,986
6835	MTA Tax	1,187	1,015	1,218	1,338	966	1,227	1,227	1,227	1,227	111	8.26%	1,253	1,253	1,253	1,253
6840	Worker's Compensation	1,303	1,392	3,751	3,751	3,139	2,990	2,990	2,990	2,990	761	20.29%	3,049	3,049	3,049	3,049
6860	Medical Insurance - Active Employees	10,608	2,506	22,932	22,932	9,156	11,088	11,088	11,088	11,088	11,844	51.65%	11,088	11,088	11,088	11,088
6865	Dental & Optical	5,213	4,026	5,213	5,213	4,484	5,270	5,270	5,270	5,270	(58)	(1.11%)	5,270	5,270	5,270	5,270
6875	Disability	115	39	115	115	22	115	115	115	115	0	0.00%	115	115	115	115
	Total Employee Benefits - Current	102,408	86,148	109,946	112,691	82,817	97,460	96,016	96,016	96,016	16,675	14.80%	98,923	97,449	97,449	97,449
	Total Employee Costs	451,431	381,701	468,181	505,181	372,939	455,497	454,053	454,053	454,053	51,128	10.12%	464,506	463,031	463,031	463,031
	Total Expenditures	451,431	381,701	468,181	505,181	372,939	455,497	454,053	454,053	454,053	51,128	10.12%	464,506	463,031	463,031	463,031
	Net Surplus (Deficit)	0	66,040	0	0	132,242	0	0	0	0			0	0	0	0

ENVIRONMENT DIVISION

2018 ORGANIZATIONAL CHART

**TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR**
Kyle Collins

CHIEF ENVIRONMENTAL ANALYST
Martin Shea

- Oversees, manages and supervises Environment Division, including review and approval of all written correspondence and reports;
- Administers and oversees Town's wetland protection program;
- Participates in and presents testimony and technical reports at all Conservation Board meetings and public hearings, as well as at other local, regional and federal municipal boards, meetings and commissions;
- Designated Alternate to Supervisor on Central Pine Barrens Commission, South Shore Estuary Reserve Council, and Protected Lands Council;
- Serves as Town liaison to Beach Erosion Control Tax District(s);
- Provides technical advisory support to all Town boards and departments, related to environmental impact assessment and mitigation, restoration, open space, landscaping, and coastal zone management, as well as in the development, review, and implementation of environmental programs, policies, comprehensive plans, and capital projects;
- Completes all field environmental assessments and biological inventories;
- Provides environmental compliance support to Code Enforcement and Town departments;
- Maintains public outreach and inter-agency contacts.

SENIOR ADMINISTRATIVE ASSISTANT
Dolores Minor

- Secretary to the Town Conservation Board, including attendance at all Board meetings, as well as preparation and maintenance of all meeting minutes, permits, resolutions and related correspondence;
- Performs wide range of clerical, office, operational and management tasks, including data entry.

DRIVER MESSENGER
Carol Oborski

- Direct assistant to Chief Environmental Analyst, in performing a wide variety of clerical office and operational tasks;
- Types, from dictation, large volume of technical letters and wetland permits, in order to meet required statutory deadlines;
- Maintains records of all Town Administrative Wetland Permits;
- Checks environmental permit applications for completeness, including legal documents;
- Interacts with public, responding to environmental inquiries, at counter, and in response to phone calls and data entry;
- Alternate cashier for Dept. of Land Mgmt.

ENVIRONMENTAL ANALYST
Theresa Masin

- Performs scientific research, reviews, analyses and assessments related to development proposals, environmental initiatives, permit applications, environmental impact statements and other related environmental program work, as required;
- Compiles, organizes and interprets scientific information and recommendations for environmental resource protection;
- Assists in environmental field assessments and compliance monitoring;
- Assists in the preparation of environmental information and education brochures and exhibits, as well as in public presentations.

ENVIRONMENTAL TECHNICIAN
Christian K. Petersen

- Provides a wide range of administrative and technical support to Environment Division;
- Responds to technical environmental inquiries and provides guidance to general public;
- Assists in field investigations and in compiling technical data and reports;
- Assists in all research aspects of environmental compliance, including biological inventory and site information.

Department Summary

Department: Environment Division

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

Cost Center #: 8090
Manager: Kyle Collins

Departmental Mission & Responsibilities:

The mission and responsibility of the Environment Division is to:

1. Perform storm damage assessment surveys and provide guidance to landowners regarding remediation.
2. Sustain, enhance, protect and restore the Town's natural resources for future generations.
3. Provide environmental technical support to all Town boards and departments, as well as federal, state and county agencies, to help make informed decisions regarding natural resource conservation and environmental protection.
4. Administer environmental land use regulations with the goal of minimizing environmental impacts.
5. Educate and inform the public in the protection and stewardship of natural resources.

NOTES:

Department Summary

Department: Environment Division

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

Cost Center #: 8090
Manager: Kyle Collins

NOTES:

Workload:

The Environment Division administers and coordinates the following projects and tasks as part of its workload:

1. Provide technical reports and testimony to the Town Board, Board of Trustees, Conservation Board, Planning Board and Zoning Board of Appeals, as well as Federal, State, and County agencies related to natural resource conservation and management, open space protection, habitat restoration, coastal resources, endangered species, groundwater protection, local waterfront revitalization, non-point source pollution abatement, vector control, Peconic and South Shore Estuaries, central pine barrens, landscaping, roadside beautification, environmental education, stewardship, assessment of environmental impacts and environmental enforcement and code amendments.
2. Provide professional and technical services to enable the Town and the Village of Sagaponack to administer and implement Village code wetlands protection and coastal erosion management programs, including review of all wetland and coastal erosion applications, pursuant to Chapter 225 and 42 of the Village code.
3. Prepare and manage consultant and related contracts involving the conservation and restoration of the Town's natural resources.
4. Accept credit card payments for permit applications at Town Hall, Monday - Friday, for permit applications.
5. Provide technical guidance for woodland, beach dune and wetland restoration plans to address local natural and scenic resource protection needs and ensure compliance with Chapters 330 (Aquifer Protection Overlay), 138 (Coastal Erosion Hazard Area) and 325 (Wetlands) of the Town Code.
6. Provide technical guidance and environmental monitoring services with respect to protection of rare, threatened and endangered species .
7. Provide technical input and support with regards to the implementation of the Water Protection Plan.
8. Maintain public outreach and inter-agency contacts, including providing guidance to the public with respect to environmental regulations.
9. Act as technical liaison between the Town and the Beach Erosion Control Districts.
10. Facilitate development and application of GIS mapping tools and digital databases for natural resource planning and management.
11. Play an active role in the identification of open space protection priorities at the town, county and state levels.
12. Continue to identify and actively pursue ways of providing additional funding for local environmental protection measures, particularly for accomplishment of wetlands restoration, stormwater abatement, shellfish management, open space protection, coastal zone management and erosion hazard area planning.

Department Summary

Department: Environment Division

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Kyle Collins

NOTES:

Goals & Objectives:

1. Increase division efficiency and productivity with regards to completing wetland and site disturbance/overclearing applications, as well as all other tasks related to the management, regulation conservation and restoration of the Town's natural resources.
2. Expand environmental education and outreach through the Town's website, focusing on public understanding of the local environmental regulations, including wetlands protection laws and encouraging the participation of the private sector, local communities, schools, user groups, individuals and nonprofit organizations in natural resource conservation and stewardship.
3. Enhance the Division's capability to promote and enforce compliance with environmental regulations.
4. Implement the Waterfront Protection Plan for the Town.
5. Continue integrating all environmental application data and documents into Govern and expand present GIS capabilities to include environmental inventory and mapping of all lands restricted by easements and covenants.

Legal Authority:

Chapter 325 (Wetlands)
Chapter 138 (Coastal Erosion Hazard Areas)
Article XIII (Aquifer Protection Overlay District, Sec. 330-67 (Protection of Natural Vegetation)
Chapter 157 (Environmental Quality Review)
Article XXIV (Central Pine Barrens Overlay District)
Chapter 231 (Nature Preserve)
Village of Sagaponack
Chapter 225 (Wetlands)
Chapter 42 (Coastal Erosion Hazard Areas)

2018 Environment Fee Schedule

Fee Schedule	2017 Fee Schedule	2018 Fee Schedule	Proposed Changes
Certificate of Coastal and Wetland Compliance and Lot Inspections	\$250	\$400	\$150
Letters of Non-Jurisdiction	\$250	\$400	\$150
Wetlands Boundary Flagging			
1 ST Acre or less:	\$300	\$400	\$100
Each additional Acre:	\$50	\$100	\$50
Maximum Fee	\$3,000	\$3,000	
Conservation Board Wetland Permit	\$800	\$1,000	\$200
Existing Structures Constructed or Land Disturbed Without Required Conservation Board Wetland Permits (legalization)	\$400	1000*	600*
300 Square Feet or less	400*	400*	\$0
Greater than 300 Square Feet	800*	800*	\$0
Modification of Conservation Board Conditional Approval Prior to Wetland Permit Issuance		\$500	\$500
Transfer of Conservation Board Conditional Approval Prior to Wetland Permit Issuance		\$300	\$300
Administrative Wetland Permit	\$400	\$500	\$100
Existing Structures Constructed or Land Disturbed without Required Administrative Board Wetland Permits (legalization)	\$400*	\$1000*	\$1,000*
Permit Renewals			
Active Permits	\$300	\$400	\$100
Expired Permits	100*	\$500	\$400
Permits Transfers	\$200	\$300	\$100
Conservation Board Wetland Permit Modification	\$400	\$500	\$100
Public Hearing Adjournment (If adjournment is at the request of applicant or due to error by applicant)		\$75	\$75
Reschedule of Public Hearing (If re-hearing is at the request of applicant or due to error by applicant)	\$300	\$300	
Easement Interpretation and Conservation Management Plan	\$1,050	\$1,000	-\$50
Wetland Boundary and Jurisdictional Appeal	\$1,050	\$1,000	-\$50
*Added to standard applicable permit fee			

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Land Management Department													
Land Management Summary													
Environment Division - 8090													
Chief Environmental Analyst	ADMINISTRATIVE	122,039	4,000	4,410	130,449	27,346	8,583	18,600	5,309	59,837	190,286	29.0	100.0
Senior Administrative Assistant	ADMINSUPPORT	58,449	1,654	5,637	65,740	1,318	5,081	9,132	927	16,457	82,197	4.9	100.0
Driver Messenger (Proposed Senior Clerk Typist)	CSEA40HOUR - 7-1-2010 / Carol / Step 1	44,164	0	0	44,164	13,642	3,735	6,713	4,854	28,944	73,108	4.4	100.0
Environmental Analyst (Proposed Senior Env Analyst)	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	68,674	2,747	5,637	77,058	1,318	6,102	10,968	3,013	21,401	98,459	5.8	100.0
Environmental Technician (Proposed Analyst)	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	58,206	0	0	58,206	12,406	4,629	8,320	2,534	27,887	86,094	2.1	100.0
Total Environment Division - 8090		351,533	8,401	15,684	375,618	56,028	28,130	53,732	16,636	154,527	530,144		

NOTES:

Town of Southampton

2018 Adopted Budget

Environment Division - 8090

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	245,058	233,588	229,959	229,959	229,959	267,353	254,602	254,602	254,602	24,643	10.72%	278,594	291,881	291,881	291,881
	Total Real Property Taxes	245,058	233,588	229,959	229,959	229,959	267,353	254,602	254,602	254,602	24,643	10.72%	278,594	291,881	291,881	291,881
Other Revenue:																
1790	Inter-Departmental Revenue	(43,712)	(43,712)	(46,270)	(46,770)	(35,078)	(47,816)	(49,458)	(49,458)	(49,458)	(2,688)	5.75%	(48,769)	(50,443)	(50,443)	(50,443)
2112	Wetland Fees	280,000	309,100	300,000	300,000	246,150	300,000	325,000	325,000	325,000	25,000	8.33%	300,000	300,000	300,000	300,000
	Total Other Revenue	236,288	265,388	253,730	253,230	211,073	252,184	275,542	275,542	275,542	22,312	8.81%	251,231	249,557	249,557	249,557
	Total Revenue	481,346	498,976	483,689	483,189	441,032	519,537	530,144	530,144	530,144	46,955	9.72%	529,825	541,438	541,438	541,438
Salaries:																
6100	Salaries	323,668	303,118	328,756	328,756	287,526	342,283	351,533	351,533	351,533	(22,776)	(6.93%)	350,422	360,464	360,464	360,464
6103	Accumulated Sick/Personal Days	9,025	4,511	4,650	4,650	4,602	4,410	4,410	4,410	4,410	240	5.16%	4,410	4,410	4,410	4,410
6110	Longevity	0	0	5,622	5,622	5,654	8,188	8,401	8,401	8,401	(2,779)	(49.43%)	8,257	8,497	8,497	8,497
6127	Cash in Lieu of Health Benefits	5,000	7,934	10,200	10,200	5,186	11,274	11,274	11,274	11,274	(1,074)	(10.53%)	11,274	11,274	11,274	11,274
	Total Salaries	337,693	315,564	349,228	349,228	302,967	366,155	375,618	375,618	375,618	(26,389)	(7.56%)	374,363	384,645	384,645	384,645
Employee Benefits - Current:																
6810	Employee Retirement - Active	56,395	52,582	49,416	49,416	42,228	53,886	53,732	53,732	53,732	(4,317)	(8.74%)	55,096	55,026	55,026	55,026
6830	FICA Tax Expenditure	24,623	23,755	25,383	25,383	22,517	27,367	28,130	28,130	28,130	(2,746)	(10.82%)	27,864	28,692	28,692	28,692
6835	MTA Tax	1,148	1,059	1,187	1,187	1,001	1,295	1,329	1,329	1,329	(141)	(11.90%)	1,324	1,361	1,361	1,361
6840	Worker's Compensation	4,730	5,053	7,131	7,131	5,968	14,662	15,164	15,164	15,164	(8,033)	(112.65%)	15,006	15,542	15,542	15,542
6860	Medical Insurance - Active Employees	50,100	37,557	44,688	44,188	40,084	49,440	49,440	49,440	49,440	(5,252)	(11.89%)	49,440	49,440	49,440	49,440
6865	Dental & Optical	6,512	3,314	6,512	6,512	3,363	6,588	6,588	6,588	6,588	(76)	(1.17%)	6,588	6,588	6,588	6,588
6875	Disability	144	68	144	144	43	144	144	144	144	0	0.00%	144	144	144	144
	Total Employee Benefits - Current	143,652	123,388	134,461	133,961	115,204	153,382	154,527	154,527	154,527	(20,565)	(15.35%)	155,462	156,793	156,793	156,793
	Total Employee Costs	481,346	438,952	483,689	483,189	418,172	519,537	530,144	530,144	530,144	(46,955)	(9.72%)	529,825	541,438	541,438	541,438
	Total Expenditures	481,346	438,952	483,689	483,189	418,172	519,537	530,144	530,144	530,144	(46,955)	(9.72%)	529,825	541,438	541,438	541,438
	Net Surplus (Deficit)	0	60,024	0	0	22,860	0	0	0	0			0	0	0	0

Department Summary

Department: Architectural Review Board

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8013

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The Architectural Review Board (ARB) reviews new commercial sites and new substantial residential homes, submits advisory reports to the Planning Board, records all actions of the ARB, and makes this information available to the public. The ARB reviews non-substantial residential homes and expedited building permit applications which are electronically forwarded to the appropriate Board Member for review. The ARB member electronically returns the reviewed application with their comments to the Secretary assigned to the Board.

Workload:

The Architectural Review Board reviews new commercial sites, submits advisory reports to the Planning Board, records all actions of the Architectural Review Board and makes this information available to the public.

Goals & Objectives:

The Town Board anticipates the establishment of a Design Review Board and expansion of its duties. The Architectural Review Board would remain in place until the Design Review Board is established by amendment to the Town Code and its members are duly appointed by Town Board resolution.

Legal Authority:

Established pursuant to Southampton Town Code, Article XIX.

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. %
Land Management Department													
Land Management Summary													
Architectural Review Board - 8013													
Architectural Review Board	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570		100.0
Architectural Review Board	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570		100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	387	695	104	1,186	6,186	17.0	100.0
Architectural Review Board	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570	6.6	100.0
Architectural Review Board	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570	10.0	100.0
Total Architectural Review Board - 8013		23,000	0	0	23,000	0	1,780	3,199	488	5,466	28,466		

NOTES:

Town of Southampton
2018 Adopted Budget
Architectural Review Board - 8013

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	
	Other Revenue:																
1790	Inter-Departmental Revenue	23,566	23,736	25,989	26,989	20,242	26,018	28,466	28,466	28,466	1,477	5.47%	26,536	29,033	29,033	29,033	
	Total Other Revenue	23,566	23,736	25,989	26,989	20,242	26,018	28,466	28,466	28,466	1,477	5.47%	26,536	29,033	29,033	29,033	
	Total Revenue	23,566	23,736	25,989	26,989	20,242	26,018	28,466	28,466	28,466	1,477	5.47%	26,536	29,033	29,033	29,033	
	Salaries:																
6100	Salaries	21,000	21,167	23,000	24,000	19,125	23,000	23,000	23,000	23,000	1,000	4.17%	23,460	23,460	23,460	23,460	
	Total Salaries	21,000	21,167	23,000	24,000	19,125	23,000	23,000	23,000	23,000	1,000	4.17%	23,460	23,460	23,460	23,460	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	660	615	743	743	635	751	3,199	3,199	3,199	(2,456)	(330.83%)	766	3,263	3,263	3,263	
6830	FICA Tax Expenditure	1,607	1,619	1,760	1,760	1,463	1,780	1,780	1,780	1,780	(20)	(1.15%)	1,815	1,815	1,815	1,815	
6835	MTA Tax	71	72	78	78	65	79	79	79	79	(1)	(1.18%)	81	81	81	81	
6840	Worker's Compensation	84	90	265	265	221	265	265	265	265	0	0.00%	270	270	270	270	
6875	Disability	144	100	144	144	103	144	144	144	144	0	0.00%	144	144	144	144	
	Total Employee Benefits - Current	2,566	2,496	2,989	2,989	2,487	3,018	5,466	5,466	5,466	(2,478)	(82.90%)	3,076	5,573	5,573	5,573	
	Total Employee Costs	23,566	23,663	25,989	26,989	21,612	26,018	28,466	28,466	28,466	(1,478)	(5.47%)	26,536	29,033	29,033	29,033	
	Total Expenditures	23,566	23,663	25,989	26,989	21,612	26,018	28,466	28,466	28,466	(1,478)	(5.47%)	26,536	29,033	29,033	29,033	
	Net Surplus (Deficit)	0	73	0	0	(1,370)	0	0	0	0			0	0	0	0	

Department Summary

Department: Conservation Board

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8730

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Conservation Board (STCB) recommends protective conservation measures to Town residents, Town agencies, Board of Trustees, the Army Corp. of Engineers and the New York State Department of Environmental Conservation (NYSDEC). The STCB also, with the technical guidance of the Town's Environment Division, reviews and approves wetland permits for the Town and the Incorporated Village of Sagaponack.

Workload:

The principal workload of the Southampton Town Conservation Board (STCB) is regulating fresh, tidal and brackish wetlands, pursuant to Chapter 325 of the Town Code. The permit process involves wetland identification; landowner education; review of proposed development plans and evaluation of reasonable alternatives; mitigation, assessment of impacts and costs; and landowner satisfaction. Acting in an advisory capacity, the Conservation Board also conducts environmental impact analysis and reviews and recommends mitigative action for a wide range of applications that have been referred to the Board from the Planning Division, the Building and Zoning Division and the Board of Trustees. The seven STCB members visit hundreds of sites annually, which have been proposed for development. These visits become the basis for making conservation decisions. This Board also provides conservation management advice for the many environmental information requests received each year.

Goals & Objectives:

1. To foster public understanding and appreciation for the Town's natural resources.
2. To continue to work with the Environment Division, applicants and the public on efforts to streamline the wetland permit application review process, while enhancing opportunities for public input.

Legal Authority:

Established pursuant to Southampton Town Law, Chapter 325, and code of the Village of Sagaponack, Chapter 225.

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. %
Land Management Department													
Land Management Summary													
Conservation Board - 8730													
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	0	426	765	111	1,302	6,802	3.0	100.0
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	0	426	765	111	1,302	6,802	22.0	100.0
Conservation Board	APPOINTBOARD	7,000	0	0	7,000	0	542	974	133	1,649	8,649	28.0	100.0
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	0	426	765	111	1,302	6,802	10.0	100.0
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	0	426	765	111	1,302	6,802		100.0
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	0	426	765	111	1,302	6,802		100.0
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	0	426	765	111	1,302	6,802	20.9	100.0
Total Conservation Board - 8730		40,000	0	0	40,000	0	3,095	5,563	799	9,458	49,458		

NOTES:

Town of Southampton
2018 Adopted Budget
Conservation Board - 8730

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
	Other Revenue:															
1790	Inter-Departmental Revenue	43,712	43,712	46,270	46,770	35,078	47,816	49,458	49,458	49,458	2,688	5.75%	48,769	50,443	50,443	50,443
	Total Other Revenue	43,712	43,712	46,270	46,770	35,078	47,816	49,458	49,458	49,458	2,688	5.75%	48,769	50,443	50,443	50,443
	Total Revenue	43,712	43,712	46,270	46,770	35,078	47,816	49,458	49,458	49,458	2,688	5.75%	48,769	50,443	50,443	50,443
	Salaries:															
6100	Salaries	38,000	35,750	40,000	40,500	35,146	40,000	40,000	40,000	40,000	500	1.23%	40,800	40,800	40,800	40,800
	Total Salaries	38,000	35,750	40,000	40,500	35,146	40,000	40,000	40,000	40,000	500	1.23%	40,800	40,800	40,800	40,800
	Employee Benefits - Current:															
6810	Employee Retirement - Active	1,980	1,846	2,063	2,063	1,763	3,922	5,563	5,563	5,563	(3,501)	(169.73%)	4,001	5,675	5,675	5,675
6830	FICA Tax Expenditure	2,907	2,735	3,060	3,060	2,689	3,095	3,095	3,095	3,095	(35)	(1.15%)	3,157	3,157	3,157	3,157
6835	MTA Tax	129	122	136	136	120	138	138	138	138	(2)	(1.17%)	140	140	140	140
6840	Worker's Compensation	495	528	810	810	678	460	460	460	460	350	43.21%	469	469	469	469
6875	Disability	202	174	202	202	140	202	202	202	202	0	0.00%	202	202	202	202
	Total Employee Benefits - Current	5,712	5,405	6,270	6,270	5,389	7,816	9,458	9,458	9,458	(3,188)	(50.84%)	7,969	9,643	9,643	9,643
	Total Employee Costs	43,712	41,154	46,270	46,770	40,535	47,816	49,458	49,458	49,458	(2,688)	(5.75%)	48,769	50,443	50,443	50,443
	Total Expenditures	43,712	41,154	46,270	46,770	40,535	47,816	49,458	49,458	49,458	(2,688)	(5.75%)	48,769	50,443	50,443	50,443
	Net Surplus (Deficit)	0	2,558	0	0	(5,458)	0	0	0	0			0	0	0	0

Department Summary

Department: Landmarks & Historic Districts Board

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The mission of the Landmarks and Historic Districts Board is to maintain the historic character of the Town by promoting the preservation and protection of its historic landscapes, settings, sites and structures, pursuant to Town Code 330-320-F.

Workload:

The Landmarks & Historic Districts Board meets monthly on the 3rd Tuesday at 7 pm. Meetings typically run for 2 hours. Typical meeting agendas consist of the following: review and vote on advisory reports in connection with demolition and alteration applications referred from the Building Division; development application referrals from the Planning Board and Zoning Board of Appeals; status updates on pending landmark applications; Certificate of Appropriateness applications; Maintenance Award applications and other miscellaneous matters. Considerable time is expended by individual Board members, outside of the meeting, in the preparation of the agenda; review of application materials; updating databases; site visits; research and the preparation of reports and documents related to the various agenda items.

Administrative support for the Landmarks and Historic Districts Board is provided by the Department of Land Management - Administrative and Building Divisions, in the form of records management, preparation of minutes and receiving / distributing correspondence and applications on behalf of the Board, pursuant to Town Code 330-320-D.

Goals & Objectives:

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. %
Land Management Department													
Land Management Summary													
Landmarks & Historic Districts Board - 8022													
Landmarks & Historic Districts Board	APPOINTBOARD	2,000	0	0	2,000	0	155	278	59	492	2,492	0.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876	6.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876	3.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876	3.0	100.0
Landmarks & Historic Districts Board - Va	APPOINTBOARD	1,500	0	0	1,500	0	116	209	51	376	1,876		100.0
Total Landmarks & Historic Districts Board - 8022		15,500	0	0	15,500	0	1,199	2,156	520	3,875	19,375		

NOTES:

Town of Southampton
2018 Adopted Budget
Landmarks & Historic Districts Board - 8022

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
Other Revenue:																
1790	Inter-Departmental Revenue	12,846	12,846	16,065	16,065	12,049	17,803	19,375	19,375	19,375	3,310	20.60%	18,153	19,756	19,756	19,756
	Total Other Revenue	12,846	12,846	16,065	16,065	12,049	17,803	19,375	19,375	19,375	3,310	20.60%	18,153	19,756	19,756	19,756
	Total Revenue	12,846	12,846	16,065	16,065	12,049	17,803	19,375	19,375	19,375	3,310	20.60%	18,153	19,756	19,756	19,756
Salaries:																
6100	Salaries	11,200	9,225	14,000	14,000	11,292	15,500	15,500	15,500	15,500	(1,500)	(10.71%)	15,810	15,810	15,810	15,810
	Total Salaries	11,200	9,225	14,000	14,000	11,292	15,500	15,500	15,500	15,500	(1,500)	(10.71%)	15,810	15,810	15,810	15,810
Employee Benefits - Current:																
6810	Employee Retirement - Active	462	431	578	578	494	584	2,156	2,156	2,156	(1,578)	(273.29%)	596	2,199	2,199	2,199
6830	FICA Tax Expenditure	857	706	1,071	1,071	864	1,199	1,199	1,199	1,199	(128)	(11.99%)	1,223	1,223	1,223	1,223
6835	MTA Tax	38	28	48	48	34	53	53	53	53	(6)	(12.02%)	54	54	54	54
6840	Worker's Compensation	30	32	109	109	91	178	178	178	178	(69)	(63.16%)	182	182	182	182
6860	Medical Insurance - Active Employees	0	0	0	0	13	0	0	0	0	0	0.00%	0	0	0	0
6865	Dental & Optical	0	0	0	0	1	0	0	0	0	0	0.00%	0	0	0	0
6875	Disability	259	47	259	259	114	288	288	288	288	(29)	(11.11%)	288	288	288	288
	Total Employee Benefits - Current	1,646	1,244	2,065	2,065	1,611	2,303	3,875	3,875	3,875	(1,810)	(87.68%)	2,343	3,946	3,946	3,946
	Total Employee Costs	12,846	10,469	16,065	16,065	12,903	17,803	19,375	19,375	19,375	(3,310)	(20.61%)	18,153	19,756	19,756	19,756
	Total Expenditures	12,846	10,469	16,065	16,065	12,903	17,803	19,375	19,375	19,375	(3,310)	(20.61%)	18,153	19,756	19,756	19,756
	Net Surplus (Deficit)	0	2,377	0	0	(854)	0	0	0	0			0	0	0	0

Department Summary

Department: Licensing Review Board

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8016

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The Licensing Review Board coordinates the Home Improvement and Plumbing Contractors program. In addition, the Licensing Review Board considers appeals on taxicab operator licenses that have been denied by the Town Clerk. Also, the Licensing Review Board considers appeals on rental permits revoked by Code Enforcement.

Workload:

The Licensing Review Board has the following responsibilities:

1. To approve, deny, issue, revoke or suspend the licenses of Home Improvement Contractors and registrations for Plumbing contractors.
2. To hear and determine any complaint or grievance that comes before the Board.
3. To process all new or renewal applications.
4. To process all complaints (with the exception of Incorporated Villages).
5. To prepare the minutes from the monthly Licensing Review Board meetings.
6. To prepare and send any necessary correspondence that may result from the monthly meeting.
7. To maintain current computer listings of licensed contractors and send monthly updates to incorporated villages within the Town of Southampton and appropriate departments within Town Hall.
8. To approve, deny issue, revoke or suspend the operator licenses for taxis and vehicles for hire, pursuant to Town Code.
9. Approve or deny the appeal of a rental permit revocation, pursuant to Town Code.

Goals & Objectives:

The regulatory process for the licensing of contractors, taxicab operators and other commercial uses should be reviewed to determine if greater efficiencies could be achieved. Certain decision making and appeal processes may be better suited to select administrators, the Public Safety Commission or other agencies. The Licensing Review Board may serve appropriately for appeal processes for those aggrieved by a decision of the Building Division, for example.

Legal Authority:

Established pursuant to Southampton Town Code:
Section 143 (Contractors)
Section 270-12(B) (Rental Properties Revocation of permit)

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. %
Land Management Department													
Land Management Summary													
Licensing Review Board - 8016													
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	310	556	89	954	4,954	9.0	100.0
Licensing Review Board	APPOINTBOARD	5,000	0	0	5,000	0	387	695	104	1,186	6,186	25.8	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	310	556	89	954	4,954	10.0	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	310	556	89	954	4,954		100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	310	556	89	954	4,954	16.0	100.0
Total Licensing Review Board - 8016		21,000	0	0	21,000	0	1,625	2,921	458	5,003	26,003		

NOTES:

Town of Southampton
2018 Adopted Budget
Licensing Review Board - 8016

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
	Other Revenue:															
1790	Inter-Departmental Revenue	24,091	24,091	25,684	25,684	19,263	25,920	26,003	26,003	26,003	319	1.24%	26,435	26,520	26,520	26,520
	Total Other Revenue	24,091	24,091	25,684	25,684	19,263	25,920	26,003	26,003	26,003	319	1.24%	26,435	26,520	26,520	26,520
	Total Revenue	24,091	24,091	25,684	25,684	19,263	25,920	26,003	26,003	26,003	319	1.24%	26,435	26,520	26,520	26,520
	Salaries:															
6100	Salaries	19,200	17,400	21,000	21,000	18,375	21,000	21,000	21,000	21,000	0	0.00%	21,420	21,420	21,420	21,420
	Total Salaries	19,200	17,400	21,000	21,000	18,375	21,000	21,000	21,000	21,000	0	0.00%	21,420	21,420	21,420	21,420
	Employee Benefits - Current:															
6810	Employee Retirement - Active	2,574	2,400	2,145	2,145	1,833	2,837	2,921	2,921	2,921	(776)	(36.16%)	2,894	2,979	2,979	2,979
6830	FICA Tax Expenditure	1,469	1,339	1,607	1,607	1,406	1,625	1,625	1,625	1,625	(18)	(1.15%)	1,657	1,657	1,657	1,657
6835	MTA Tax	65	75	71	71	63	72	72	72	72	(1)	(1.18%)	74	74	74	74
6840	Worker's Compensation	639	683	718	718	601	242	242	242	242	476	66.34%	246	246	246	246
6875	Disability	144	64	144	144	88	144	144	144	144	0	0.00%	144	144	144	144
	Total Employee Benefits - Current	4,891	4,561	4,684	4,684	3,989	4,920	5,003	5,003	5,003	(319)	(6.81%)	5,015	5,101	5,101	5,101
	Total Employee Costs	24,091	21,961	25,684	25,684	22,365	25,920	26,003	26,003	26,003	(319)	(1.24%)	26,435	26,521	26,521	26,521
	Total Expenditures	24,091	21,961	25,684	25,684	22,365	25,920	26,003	26,003	26,003	(319)	(1.24%)	26,435	26,521	26,521	26,521
	Net Surplus (Deficit)	0	2,131	0	0	(3,102)	0	0	0	0			0	0	0	0

Department Summary

Department: Planning Board

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Planning Board is authorized to review land use development applications to ensure that proposed activities are compatible with the Town's Comprehensive Land Use Plan and in conformance with the Town Code and Regulations.

Workload:

The development review functions of the Town Planning Board include:

1. Major and minor subdivisions
2. Lot line modifications
3. Site plan review
4. Special exception permits
5. Old Filed Map Review

Other duties include:

1. Proposing and recommending modifications to the Town's Comprehensive Land Use Plan to provide for the improvement of the Town, future growth, protection of natural resources and to provide adequate facilities for housing, transportation, distribution, comfort, convenience, public health, safety and general welfare of the residents.
2. Providing advisory reports on proposed zoning changes.
3. Reviewing specific matters that have been referred by the Town Board.
4. Issuing Fresh Water Wetlands permits, pursuant to subdivision review.

Goals & Objectives:

1. Work with the Town Planning and Development Administrator to examine the current application review process to see if there are any ways to streamline the existing procedures to facilitate desired growth and development while enhancing the quality of the built and natural environments.
2. Continue to work with Land Management Planners, applicants and the public on efforts to streamline the application review process while enhancing opportunities for public input.

Legal Authority:

Established pursuant to New York State Town Law Article 16.

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. %
Land Management Department													
Land Management Summary													
Planning Board - 8020													
Planning Board	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806		100.0
Planning Board	APPOINTBOARD	17,000	0	0	17,000	15,418	1,315	2,364	283	19,380	36,380	24.8	100.0
Planning Board	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806	15.8	100.0
Planning Board	APPOINTBOARD	14,000	0	0	14,000	7,486	1,083	1,947	238	10,754	24,754	19.0	100.0
Planning Board	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806	8.0	100.0
Planning Board	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806	6.8	100.0
Planning Board	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806	2.0	100.0
Total Planning Board - 8020		91,000	0	0	91,000	22,903	7,042	12,656	1,561	44,162	135,162		

NOTES:

Town of Southampton
2018 Adopted Budget
Planning Board - 8020

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	
Other Revenue:																	
1790	Inter-Departmental Revenue	106,375	110,633	119,395	123,395	91,925	124,842	135,162	135,162	135,162	11,767	9.54%	126,877	137,403	137,403	137,403	
	Total Other Revenue	106,375	110,633	119,395	123,395	91,925	124,842	135,162	135,162	135,162	11,767	9.54%	126,877	137,403	137,403	137,403	
	Total Revenue	106,375	110,633	119,395	123,395	91,925	124,842	135,162	135,162	135,162	11,767	9.54%	126,877	137,403	137,403	137,403	
Salaries:																	
6100	Salaries	82,000	83,002	87,000	91,000	80,914	91,000	91,000	91,000	91,000	0	0.00%	92,820	92,820	92,820	92,820	
	Total Salaries	82,000	83,002	87,000	91,000	80,914	91,000	91,000	91,000	91,000	0	0.00%	92,820	92,820	92,820	92,820	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	1,980	1,846	1,980	1,980	1,692	2,337	12,656	12,656	12,656	(10,676)	(539.21%)	2,383	12,910	12,910	12,910	
6830	FICA Tax Expenditure	6,273	5,501	6,656	6,656	4,414	7,042	7,042	7,042	7,042	(386)	(5.80%)	7,182	7,182	7,182	7,182	
6835	MTA Tax	279	244	296	296	196	313	313	313	313	(17)	(5.80%)	319	319	319	319	
6840	Worker's Compensation	328	350	1,001	1,001	837	1,047	1,047	1,047	1,047	(46)	(4.60%)	1,067	1,067	1,067	1,067	
6860	Medical Insurance - Active Employees	11,400	16,732	18,348	18,348	17,743	20,268	20,268	20,268	20,268	(1,920)	(10.46%)	20,268	20,268	20,268	20,268	
6865	Dental & Optical	3,913	2,475	3,913	3,913	1,174	2,635	2,635	2,635	2,635	1,278	32.66%	2,635	2,635	2,635	2,635	
6875	Disability	202	198	202	202	133	202	202	202	202	0	0.00%	202	202	202	202	
	Total Employee Benefits - Current	24,375	27,346	32,395	32,395	26,189	33,842	44,162	44,162	44,162	(11,768)	(36.33%)	34,057	44,583	44,583	44,583	
	Total Employee Costs	106,375	110,349	119,395	123,395	107,103	124,842	135,162	135,162	135,162	(11,768)	(9.54%)	126,877	137,403	137,403	137,403	
	Total Expenditures	106,375	110,349	119,395	123,395	107,103	124,842	135,162	135,162	135,162	(11,768)	(9.54%)	126,877	137,403	137,403	137,403	
	Net Surplus (Deficit)	0	284	0	0	(15,178)	0	0	0	0			0	0	0	0	

Department Summary

Department: Zoning Board of Appeals

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8012

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The Zoning Board of Appeals ensures adherence to the Zoning Law of the Town of Southampton, as provided in Section 330-163; processes applications for, and holds hearings on requests for variances from provisions of the Town's Zoning Law.

Workload:

The Zoning Board of Appeals is responsible for the following functions:

1. To ensure adherence to the Zoning Law of the Town of Southampton, as provided in Section 330-163.
2. To process applications for, and hold hearings on, requests for variances from provisions of the Town's Zoning Law.

Goals & Objectives:

Legal Authority:

Established pursuant to Chapter 330, Article I of the Southampton Town Code and Article 16 of Southampton 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 1/1/18	Alloc. %
Land Management Department													
Land Management Summary													
Zoning Board of Appeals - 8012													
Zoning Board of Appeals	APPOINTBOARD	17,000	0	0	17,000	7,486	1,315	2,364	283	11,448	28,448	15.8	100.0
Zoning Board of Appeals	APPOINTBOARD	14,000	0	0	14,000	0	1,083	1,947	238	3,268	17,268	8.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806		100.0
Zoning Board of Appeals	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806	4.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806	20.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806		100.0
Zoning Board of Appeals - Vacant	APPOINTBOARD	12,000	0	0	12,000	0	929	1,669	208	2,806	14,806		100.0
Total Zoning Board of Appeals - 8012		91,000	0	0	91,000	7,486	7,042	12,656	1,561	28,745	119,745		

NOTES:

Town of Southampton

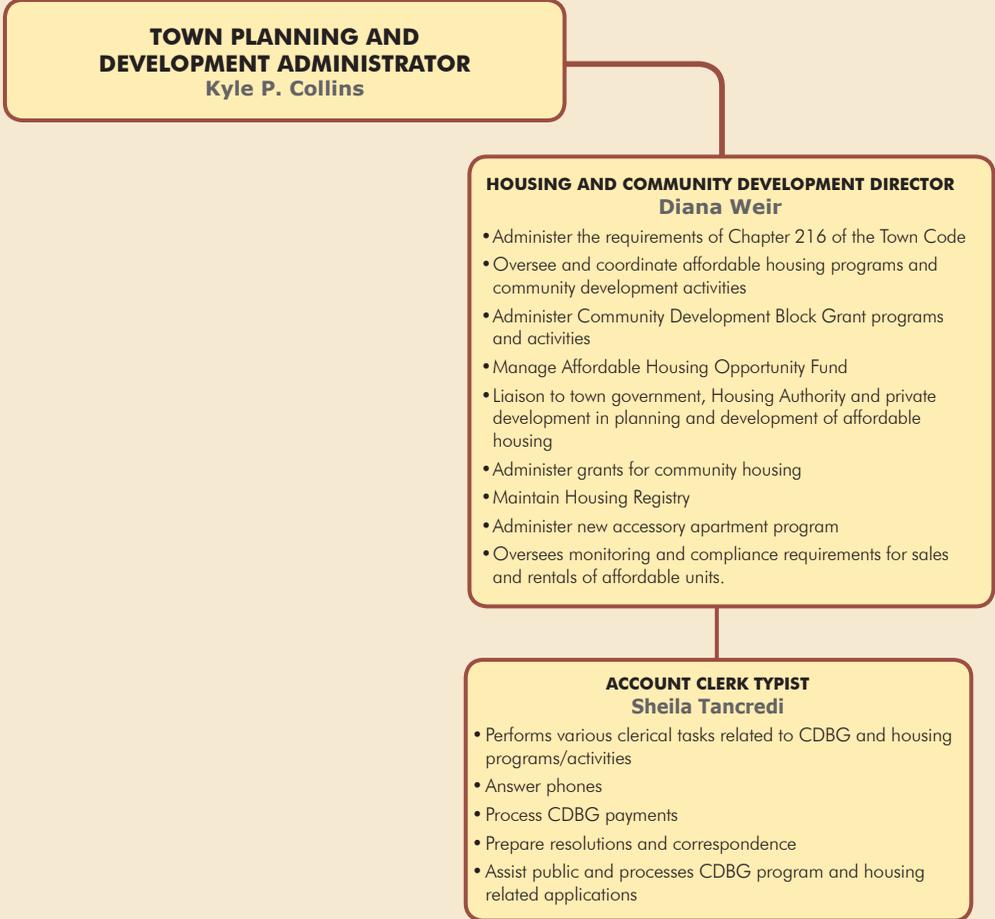
2018 Adopted Budget

Zoning Board of Appeals - 8012

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	
	Other Revenue:																
1790	Inter-Departmental Revenue	113,392	113,392	119,909	120,909	90,682	120,273	119,745	119,745	119,745	(1,164)	(0.96%)	122,525	121,986	121,986	121,986	
	Total Other Revenue	113,392	113,392	119,909	120,909	90,682	120,273	119,745	119,745	119,745	(1,164)	(0.96%)	122,525	121,986	121,986	121,986	
	Total Revenue	113,392	113,392	119,909	120,909	90,682	120,273	119,745	119,745	119,745	(1,164)	(0.96%)	122,525	121,986	121,986	121,986	
	Salaries:																
6100	Salaries	74,000	71,834	79,500	80,500	64,520	91,000	91,000	91,000	91,000	(10,500)	(13.04%)	92,820	92,820	92,820	92,820	
	Total Salaries	74,000	71,834	79,500	80,500	64,520	91,000	91,000	91,000	91,000	(10,500)	(13.04%)	92,820	92,820	92,820	92,820	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	8,877	8,277	7,673	7,673	6,556	13,185	12,656	12,656	12,656	(4,984)	(64.96%)	13,449	12,910	12,910	12,910	
6830	FICA Tax Expenditure	5,661	4,184	6,082	6,082	4,524	7,042	7,042	7,042	7,042	(960)	(15.78%)	7,182	7,182	7,182	7,182	
6835	MTA Tax	252	186	270	270	201	313	313	313	313	(43)	(15.78%)	319	319	319	319	
6840	Worker's Compensation	296	316	914	914	765	1,047	1,047	1,047	1,047	(132)	(14.47%)	1,067	1,067	1,067	1,067	
6860	Medical Insurance - Active Employees	22,800	16,762	23,964	23,964	5,200	6,168	6,168	6,168	6,168	17,796	74.26%	6,168	6,168	6,168	6,168	
6865	Dental & Optical	1,304	1,237	1,304	1,304	0	1,318	1,318	1,318	1,318	(13)	(1.01%)	1,318	1,318	1,318	1,318	
6875	Disability	202	118	202	202	81	202	202	202	202	0	0.00%	202	202	202	202	
	Total Employee Benefits - Current	39,392	31,080	40,409	40,409	17,328	29,273	28,745	28,745	28,745	11,664	28.87%	29,705	29,166	29,166	29,166	
	Total Employee Costs	113,392	102,914	119,909	120,909	81,849	120,273	119,745	119,745	119,745	1,164	0.96%	122,525	121,986	121,986	121,986	
	Total Expenditures	113,392	102,914	119,909	120,909	81,849	120,273	119,745	119,745	119,745	1,164	0.96%	122,525	121,986	121,986	121,986	
	Net Surplus (Deficit)	0	10,478	0	0	8,833	0	0	0	0			0	0	0	0	

HOUSING AND COMMUNITY DEVELOPMENT

2018 ORGANIZATIONAL CHART



Department Summary

Department: Housing and Community Development

Budget Year: 2018

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8686

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The mission of the office of Housing and Community Development is to enhance and to create affordable housing opportunities throughout the town of Southampton and to administer and initiate programs that help achieve that goal.

The Office of Housing and Community Development as a division within the Department of Land Management will administer the requirements of Chapter 216 of the Town Code as well overseeing and coordinating affordable housing programs and community development activities

Workload:

In addition to overseeing the requirements under Chapter 216, the office will administer Community Development Block Grant (CDBG) programs and manage activities associated with the Community Housing Opportunity Fund. The Office will administer grants for community housing, maintain Housing Registry, oversees monitoring and compliance requirements for sales and rentals of affordable units including any lottery programs promoting affordable housing opportunities to the community. The Office will assist in the development of the accessory apartment program and administer its implementation.

The office will also serve as the Town liaison to town government, the Southampton Housing Authority and private development in the planning and development of affordable housing.

Goals & Objectives:

1. To expand both the availability for and the awareness of both rental and owner occupied affordable housing opportunities within the Town of Southampton.
2. To work closely with the Southampton Housing Authority, the private sector and non-for-profits in the planning and development of affordable housing.
3. To work to develop and implement an expended accessory apartment program

Legal Authority:

Established pursuant to Municipal Home Rule Law Section 10 (l)(ii)(a)9(1) and Civil Service Law Section 22.

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. %
Land Management Department													
Land Management Summary													
Housing and Community Development - 8686													
Community Development Director	ADMINISTRATIVE	112,200	4,000	0	116,200	12,406	8,325	16,155	1,719	38,604	154,804	0.6	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 Housing and Community Development - 8686		134,547	4,000	0	138,547	25,748	10,054	19,263	2,067	57,132	195,679		

NOTES:

Town of Southampton
2018 Adopted Budget
Housing and Community Development - 8686

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	0	0	171,462	134,462	134,462	197,389	196,829	196,829	196,829	62,367	46.38%	184,826	184,253	184,253	184,253
	Total Real Property Taxes	0	0	171,462	134,462	134,462	197,389	196,829	196,829	196,829	62,367	46.38%	184,826	184,253	184,253	184,253
Other Revenue:																
1564	Administrative Fees	0	0	25,000	25,000	0	25,000	25,000	25,000	25,000	0	0.00%	25,000	25,000	25,000	25,000
	Total Other Revenue	0	0	25,000	25,000	0	25,000	25,000	25,000	25,000	0	0.00%	25,000	25,000	25,000	25,000
	Total Revenue	0	0	196,462	159,462	134,462	222,389	221,829	221,829	221,829	62,367	39.11%	209,826	209,253	209,253	209,253
Salaries:																
6100	Salaries	0	0	121,720	77,465	50,417	134,547	134,547	134,547	134,547	(57,081)	(73.69%)	137,563	137,563	137,563	137,563
6105	Part Time Salaries	0	0	0	10,000	4,716	16,650	16,650	16,650	16,650	(6,650)	(66.50%)	0	0	0	0
6110	Longevity	0	0	0	0	1,283	4,000	4,000	4,000	4,000	(4,000)	(100.00%)	4,000	4,000	4,000	4,000
	Total Salaries	0	0	121,720	87,465	56,416	155,197	155,197	155,197	155,197	(67,731)	(77.44%)	141,563	141,563	141,563	141,563
Employee Benefits - Current:																
6810	Employee Retirement - Active	0	0	17,223	17,223	14,718	19,823	19,263	19,263	19,263	(2,039)	(11.84%)	20,255	19,682	19,682	19,682
6830	FICA Tax Expenditure	0	0	9,312	6,687	4,276	10,054	10,054	10,054	10,054	(3,368)	(50.37%)	10,147	10,147	10,147	10,147
6835	MTA Tax	0	0	414	294	187	476	476	476	476	(182)	(62.10%)	487	487	487	487
6840	Worker's Compensation	0	0	1,400	1,400	1,172	1,547	1,547	1,547	1,547	(148)	(10.54%)	1,582	1,582	1,582	1,582
6860	Medical Insurance - Active Employees	0	0	34,398	34,398	5,023	23,772	23,772	23,772	23,772	10,626	30.89%	23,772	23,772	23,772	23,772
6865	Dental & Optical	0	0	1,952	1,952	587	1,976	1,976	1,976	1,976	(25)	(1.27%)	1,976	1,976	1,976	1,976
6875	Disability	0	0	43	43	20	43	43	43	43	0	0.00%	43	43	43	43
	Total Employee Benefits - Current	0	0	64,741	61,996	25,982	57,693	57,132	57,132	57,132	4,864	7.85%	58,262	57,690	57,690	57,690
	Total Employee Costs	0	0	186,462	149,462	82,398	212,889	212,329	212,329	212,329	(62,867)	(42.06%)	199,826	199,253	199,253	199,253
Contractual:																
6401	Contracts	0	0	5,000	5,000	0	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6420	Other	0	0	3,000	3,000	214	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6425	Office Supplies	0	0	2,000	2,000	39	1,500	1,500	1,500	1,500	500	25.00%	2,000	2,000	2,000	2,000
	Total Contractual	0	0	10,000	10,000	253	9,500	9,500	9,500	9,500	500	5.00%	10,000	10,000	10,000	10,000
	Total Expenditures	0	0	196,462	159,462	82,650	222,389	221,829	221,829	221,829	(62,367)	(39.11%)	209,826	209,253	209,253	209,253
	Net Surplus (Deficit)	0	0	0	0	51,812	0	0	0	0			0	0	0	0