TOWN ATTORNEY
2014 ORGANIZATIONAL CHART

TOWN ATTORNEY
Tiffany S. Scarlato

The mission of the office and the primary responsibility of the Town Attorney is to advise all the boards, agencies and departments of the Town, including, but not limited to, the Town Board, the Office of the Supervisor, the Office of the Comptroller, the Board of Zoning appeals, the Planning Board, the Trustees of the Freeholders and Commonalty of the Town of Southampton, the Conservation Board, the Road Review Committee, the Agricultural Advisory Committee, and the Architectural Review Board on all legal issues pertaining to the matters they handle. In addition, the Office of the Town Attorney will bring legal actions on behalf of the Town, as well as the responsibility for the defense of any action brought against the Town.

CODE SERVICES

INVESTIGATIONS & ENFORCEMENT UNIT

FIRE PREVENTION

ANIMAL CONTROL

DEPUTY TOWN ATTORNEY
Kathleen Murray

Drafts local legislation, handle various litigation matters, including, but not limited to, Article 78 proceedings, facilitates the creation and expansion of special improvement districts within the Town, and researches and reviews various issues as directed and requested by Department Heads and the Town Board.

PLANNING, ZONING, LICENSING, LITIGATION, JUSTICE COURT & LEGISLATIVE LEGAL REVIEW

ASSISTANT TOWN ATTORNEY (5)
Kara Bak
Carl Benincasa
Kathryn Garvin
Michael Sendlenski
Elizabeth E. Vail

Serve as legal counsel at meetings, public hearings and court appearances to all Town departments, elected and appointed boards and committees; research and draft legislative initiatives, local laws, legal opinions, board decisions and determinations; review, negotiate, litigate and settle civil claims against the Town, defend Article 78, other legal actions and special proceedings brought against the Town, prosecute violations in Justice Court and State Supreme Court; preparation of contracts and represent Town on affordable housing matters; prosecute violations in Justice Court; prepare contracts; represent Town on affordable housing matters; prepare Town Board resolutions.

CLERICAL

PRINCIPAL CLERK
Cindy Guerriero

- Manages administration of all office materials and files, including all accounting processes;
- Organizes and manages contact information/email lists for the individuals and organizations noted above;
- Prepares Town Board resolutions; coordinates administrative needs with other departments; conducts occasional site visits;
- Directs outside vendors, as needed; facilitates communication with Town/regional committee members; attends meetings and prepares minutes;
- Acts as FOIL officer; acts as Archives officer;
- Assists in the preparation and the on-going tracking of the annual budget for the division.

PARALEGAL ASSISTANT
Claire Watts

Handles all property damage claims for Town; notices departments on bankruptcy filings and file claims; provides legal research for Town; calendar litigation; maintains litigation status spread sheet; prepares and files legal submissions; schedules and prepares demand for municipal hearings, subpoenas, default judgments, adjournments; manages Justice Court files and prepares memos for dispositions, reviews NY Law Journal daily; contact for Westlaw; maintains mail log; updates code and law books.

SENIOR CLERK TYPIST
Elizabeth Rush

- Provides customer service for the public;
- Assists the Town Attorney's office in daily operations of the Department;
- Prepares correspondence to vendors and various correspondence on behalf of the Department;
- Assists the attorneys with clerical needs such as resolution submission, general filing, maintenance of justice court files;
- Prepares FOIL responses in conjunction with the assigned attorney; and
- Perform

Department Summary

Department: Town Attorney

Budget Year: 2014
Division: Town Attorney
Tax District: Full Town

Cost Center #: 1420
Manager: Tiffany Scarlato

Departmental Mission & Responsibilities:

The Office of the Town Attorney provides legal advice, assistance and representation to the Town Board, as well as to all the other boards, committees, agencies, and departments of the Town. Other Boards include the Planning Board, Zoning Board of Appeals, Conservation Board, Architectural Review Board, Board of Trustees of the Freeholders and Commonalty of the Town of Southampton, Licensing Review Board, Historic Landmarks Board and Assessment Review Board. Legal support is also provided to, among others, the Audit Advisory Committee, Safety and Loss Committee, Road Review Committee and other entities designated by the Town Board. The Town Attorney's Office also provides legal resources and advice with respect to several specialized areas of the law and matters that span departments and taxing districts, such as: Freedom of Information Law (FOIL) requests; formation and administration of special districts such as fire, ambulance, water, etc.; formation of planned development districts (PDDs); moratoria; State Environmental Quality Review Act (SEQRA) matters, including preparation of environmental impact statements; special events; labor and employment matters; and drafting support for local laws, ordinances and resolutions.

This Department is also instrumental in ensuring Requests for Proposals, bids and contracts and ensuring compliance with applicable laws.

The Office of the Town Attorney is also responsible for all Town litigation, which typically averages over 200 active claims, cases and appeals at any given time, the defense of which is either handled directly by in-house staff or through outside counsel. The Town Attorney's Office also handles the prosecution of all Town Code violations in the Justice Court, parking violations, and all enforcement actions in State Supreme Court.

The Town Attorney's Office includes the Division of Code Services, consolidating the Investigation and Enforcement Unit, the Fire Prevention and Fire Marshal function, the Bay Constables, and Animal Control into one unit, whose overriding purpose is the enforcement of all applicable NY State and local Town codes and ordinances.

Workload:

The Town Attorney's Office workload includes the following:

1. Legal representation of all Town Boards, agencies and departments.

2. Coordination and review of all outside counsel services to the Town, including labor relations legal counsel.

3. Enforcement of matters in Justice Court and Supreme Court.

Goals & Objectives:

To provide legal representation to all Town Boards, agencies and departments.

To further limit the need to use the services of outside counsel, thereby cutting costs to the Town.

Legal Authority:

Office of the Town Attorney was established by the Town Board pursuant to Section 20(2) of Town Law.

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
Town Attorney											
Town Attorney - 1420											
Town Attorney	ADMINISTRATIVE	122,039	0	0	122,039	20,902	8,391	15,743	1,176	46,212	168,251
Assistant Town Attorney	ADMINSUPPORT	75,990	0	0	75,990	9,343	5,813	9,803	743	25,702	101,692
Assistant Town Attorney	ADMINSUPPORT	77,286	0	0	77,286	20,902	5,912	9,970	755	37,540	114,826
Assistant Town Attorney	ADMINSUPPORT	86,595	0	0	86,595	20,902	6,624	11,171	843	39,540	126,135
Assistant Town Attorney	ADMINSUPPORT	82,806	0	0	82,806	20,902	6,335	10,682	807	38,726	121,532
Assistant Town Attorney	ADMINSUPPORT	71,766	0	0	71,766	20,902	5,490	9,258	703	36,353	108,119
Deputy Town Attorney	ADMINSUPPORT	109,326	0	0	109,326	20,902	8,207	14,103	1,056	44,268	153,594
Paralegal Assistant	ADMINSUPPORT	54,652	0	0	54,652	10,216	4,181	7,050	488	21,935	76,587
Principal Clerk	CSEA40HOUR-NEW / F / 3	53,808	2,155	0	55,963	20,927	4,281	7,219	488	32,916	88,879
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	44,874	1,800	0	46,674	11,348	3,571	6,021	412	21,352	68,026
Total Town Attorney - 1420		**779,143**	**3,955**	**0**	**783,098**	**177,247**	**58,806**	**101,020**	**7,472**	**344,544**	**1,127,641**

NOTES:

Town of Southampton

2014 Adopted Budget

Town Attorney - 1420

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	1,486,685	1,514,809	1,605,556	1,605,556	1,605,556	1,691,126	1,705,841	2,201,841	2,201,841	596,285	37.14%	1,714,382	1,725,801	1,725,801	1,725,801
	Total Real Property Taxes	1,486,685	1,514,809	1,605,556	1,605,556	1,605,556	1,691,126	1,705,841	2,201,841	2,201,841	596,285	37.14%	1,714,382	1,725,801	1,725,801	1,725,801
	Other Revenue:															
2770	Miscellaneous	0	1,500	0	0	95	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	0	0	0	0	0	0	4,500	4,500	4,500	100.00%	0	0	0	0
	Total Other Revenue	0	1,500	0	0	95	0	0	4,500	4,500	4,500	100.00%	0	0	0	0
	Total Revenue	**1,486,685**	**1,516,309**	**1,605,556**	**1,605,556**	**1,605,651**	**1,691,126**	**1,705,841**	**2,206,341**	**2,206,341**	**600,785**	**37.42%**	**1,714,382**	**1,725,801**	**1,725,801**	**1,725,801**
	Salaries:															
6100	Salaries	678,141	701,709	762,842	762,842	635,618	779,143	779,143	779,143	779,143	(16,301)	(2.14%)	797,613	795,812	795,812	795,812
6110	Longevity	1,996	3,083	3,837	3,837	0	3,955	3,955	3,955	3,955	(118)	(3.08%)	3,955	3,955	3,955	3,955
	Total Salaries	680,137	704,792	766,679	766,679	635,618	783,098	783,098	783,098	783,098	(16,419)	(2.14%)	801,568	799,767	799,767	799,767
	Employee Benefits - Current:															
6810	Employee Retirement - Active	85,017	87,289	103,502	103,502	80,034	152,704	101,020	101,020	101,020	2,482	2.40%	156,306	103,170	103,170	103,170
6830	FICA Tax Expenditure	51,380	51,405	57,831	57,831	46,747	58,806	58,806	58,806	58,806	(975)	(1.69%)	59,820	59,794	59,794	59,794
6835	MTA Tax	2,312	2,455	2,607	2,607	2,078	2,663	2,663	2,663	2,663	(56)	(2.14%)	2,725	2,719	2,719	2,719
6840	Worker's Compensation	1,817	1,847	2,044	2,044	1,704	4,522	4,522	4,522	4,522	(2,477)	(121.16%)	4,628	4,617	4,617	4,617
6860	Medical Insurance - Active Employees	152,580	145,640	155,733	155,733	126,850	164,243	164,243	164,243	164,243	(8,510)	(5.46%)	164,243	164,243	164,243	164,243
6865	Dental & Optical	11,032	10,392	12,994	12,994	9,397	13,004	13,004	13,004	13,004	(10)	(0.08%)	13,004	13,004	13,004	13,004
6875	Disability	259	236	288	288	366	288	288	288	288	0	0.00%	288	288	288	288
	Total Employee Benefits - Current	304,398	299,264	334,998	334,998	267,175	396,228	344,544	344,544	344,544	(9,546)	(2.85%)	401,014	347,835	347,835	347,835
	Total Employee Costs	**984,535**	**1,004,056**	**1,101,676**	**1,101,676**	**902,793**	**1,179,326**	**1,127,641**	**1,127,641**	**1,127,641**	**(25,965)**	**(2.36%)**	**1,202,582**	**1,147,601**	**1,147,601**	**1,147,601**
	Contractual:															
6401	Contracts	0	0	0	0	0	0	0	25,000	25,000	(25,000)	(100.00%)	0	0	0	0
6403	Gasoline	200	151	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6411	Printing and Stationery	8,000	50	880	880	50	800	400	400	400	480	54.55%	800	400	400	400
6412	Publications	30,000	33,178	35,000	35,000	30,533	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6416	Travel, Dues and Related	3,000	1,155	3,000	3,000	337	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6420	Other	2,000	6,989	5,000	5,000	2,402	15,000	8,000	15,000	15,000	(10,000)	(200.00%)	15,000	8,000	8,000	8,000
6425	Office Supplies	2,500	2,163	2,500	2,500	1,582	2,500	1,800	1,800	1,800	700	28.00%	2,500	1,800	1,800	1,800
6430	Legal Fees	450,000	595,523	450,000	450,000	305,101	450,000	525,000	689,000	689,000	(239,000)	(53.11%)	450,000	525,000	525,000	525,000
6450	Schools & Training	2,000	1,895	3,000	3,000	2,260	3,000	2,500	7,000	7,000	(4,000)	(133.33%)	3,000	2,500	2,500	2,500
6477	Copier Leases	4,450	4,657	4,300	4,300	3,215	2,300	2,300	2,300	2,300	2,000	46.51%	2,300	2,300	2,300	2,300
6498	Insurance-Unallocated	0	0	0	0	0	0	0	300,000	300,000	(300,000)	(100.00%)	0	0	0	0
	Total Contractual	502,150	645,762	503,880	503,880	345,478	511,800	578,200	1,078,700	1,078,700	(574,820)	(114.08%)	511,800	578,200	578,200	578,200
	Total Expenditures	**1,486,685**	**1,649,818**	**1,605,556**	**1,605,556**	**1,248,271**	**1,691,126**	**1,705,841**	**2,206,341**	**2,206,341**	**(600,785)**	**(37.42%)**	**1,714,382**	**1,725,801**	**1,725,801**	**1,725,801**
	Net Surplus (Deficit)	**0**	**(133,509)**	**0**	**0**	**357,380**	**0**	**0**	**0**	**0**			**0**	**0**	**0**	**0**

INVESTIGATIONS & ENFORCEMENT UNIT

2014 ORGANIZATIONAL CHART

TOWN ATTORNEY

CODE SERVICES

CHIEF TOWN INVESTIGATOR
David Betts
Provides oversight of this unit consistent with proper administrative practices including scheduling of staff, investigating complaints and directing operations to achieve compliance with New York State and Town Codes.

TOWN INVESTIGATOR
Kenneth Glogg

ORDINANCE INSPECTORS
Michael Chih
John "Brian" Dwyer
Christopher Fraser
Ricardo Larios
Denise Naso
Investigates and enforces violations of the Town Code and the New York State Building Code.

ORDINANCE ENFORCEMENT OFFICER (P/T)
Don Kauth
Investigates and enforces violations of the Town Code and the New York State Building Codes.

ADMINISTRATIVE ASSISTANT
Christina Chambers
Receives, organizes and maintains all paperwork for the Office of Investigation and Enforcement; prepares all court informations for members of the unit; and prepares all purchase orders consistent with the annual budget. Maintains all personnel files and keeps record of training for personnel.

Department Summary

Department: Investigation & Enforcement Unit

Budget Year: 2014
Division: Town Attorney
Tax District: Part Town Land Management (22)

Cost Center #: 3125
Manager: Dave Betts

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

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

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
Town Attorney											
Investigation & Enforcement Unit - 3125											
Administrative Assistant	ADMINSUPPORT	49,683	0	0	49,683	20,902	3,801	6,409	446	31,558	81,241
Chief Town Investigator	ADMINSUPPORT	80,377	0	1,500	81,877	1,299	6,264	0	2,983	10,546	92,423
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / F / 3	52,807	0	300	53,107	11,348	4,063	6,851	1,967	24,229	77,337
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / F / 3	52,807	0	300	53,107	11,348	4,063	6,851	1,967	24,229	77,337
Ordinance Inspector - Requested 001	CSEA40HOUR - 7-1-2010 / F / E	0	0	0	0	0	0	0	0	0	0
Ordinance Inspector - Requested 002	CSEA40HOUR - 7-1-2010 / F / E	0	0	0	0	0	0	0	0	0	0
Ordinance Inspector - Requested 003	CSEA40HOUR - 7-1-2010 / F / E	0	0	0	0	0	0	0	0	0	0
Town Investigator	CSEA40HOUR - 7-1-2010 / F / 1	51,379	0	300	51,679	11,348	3,953	6,667	1,915	23,883	75,562
Ordinance Inspector	CSEA40HOUR-NEW / F / 4	54,873	2,195	300	57,368	20,927	4,389	7,401	2,214	34,931	92,299
Ordinance Inspector	CSEA40HOUR-NEW / F / 5	55,416	2,220	2,800	60,436	1,304	4,623	7,796	2,079	15,803	76,240
Ordinance Inspector (Spanish)	CSEA40HOUR-NEW / F / 5	55,416	2,220	300	57,936	20,927	4,432	7,474	2,071	34,904	92,840
Ordinance Enforcement Officer PT	PART-TIME	30,000	0	0	30,000	0	2,295	0	1,130	3,425	33,425
Ordinance Inspector - Illegal Housing	PART-TIME	20,000	0	0	20,000	0	1,530	0	763	2,293	22,293
Total Investigation & Enforcement Unit - 3125		**502,760**	**6,635**	**5,800**	**515,195**	**99,405**	**39,412**	**49,448**	**17,535**	**205,800**	**720,995**

NOTES:

Town of Southampton

2014 Adopted Budget

Investigation & Enforcement Unit - 3125

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	698,537	698,537	744,071	742,760	742,760	1,065,490	773,714	773,714	773,714	30,954	4.17%	1,087,662	788,253	788,253	788,253
	Total Real Property Taxes	698,537	698,537	744,071	742,760	742,760	1,065,490	773,714	773,714	773,714	30,954	4.17%	1,087,662	788,253	788,253	788,253
	Other Revenue:															
5031	Interfund Transfer - Revenue	0	0	0	5,000	5,000	0	0	4,500	4,500	(500)	(10.00%)	0	0	0	0
	Total Other Revenue	0	0	0	5,000	5,000	0	0	4,500	4,500	(500)	(10.00%)	0	0	0	0
	Total Revenue	**698,537**	**698,537**	**744,071**	**747,760**	**747,760**	**1,065,490**	**773,714**	**778,214**	**778,214**	**30,454**	**4.07%**	**1,087,662**	**788,253**	**788,253**	**788,253**
	Salaries:															
6100	Salaries	411,837	385,176	432,588	431,337	366,886	604,473	452,760	452,760	452,760	(21,423)	(4.97%)	621,679	464,650	464,650	464,650
6101	Overtime	20,500	1,352	20,500	20,500	5,202	20,500	20,500	20,500	20,500	0	0.00%	20,500	20,500	20,500	20,500
6105	Part Time Salaries	30,004	23,413	26,000	26,000	16,877	30,000	50,000	50,000	50,000	(24,000)	(92.31%)	30,000	50,000	50,000	50,000
6110	Longevity	2,003	2,003	3,905	3,905	0	6,635	6,635	6,635	6,635	(2,730)	(69.91%)	6,635	6,635	6,635	6,635
6127	Cash in Lieu of Health Benefits	4,000	4,000	4,000	4,000	2,000	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
6144	Clothing Cleaning	1,800	1,500	1,800	1,800	1,500	2,700	1,800	1,800	1,800	0	0.00%	2,700	1,800	1,800	1,800
	Total Salaries	470,144	417,444	488,793	487,542	392,464	668,308	535,695	535,695	535,695	(48,153)	(9.88%)	685,514	547,585	547,585	547,585
	Employee Benefits - Current:															
6810	Employee Retirement - Active	44,484	45,134	50,488	50,488	39,041	104,507	49,448	49,448	49,448	1,040	2.06%	107,548	50,774	50,774	50,774
6830	FICA Tax Expenditure	35,829	31,389	37,256	37,199	29,578	51,157	41,012	41,012	41,012	(3,814)	(10.25%)	52,474	41,922	41,922	41,922
6835	MTA Tax	1,592	1,410	1,656	1,653	1,314	2,278	1,827	1,827	1,827	(174)	(10.50%)	2,336	1,867	1,867	1,867
6840	Worker's Compensation	12,889	12,787	13,394	13,394	11,162	19,880	15,495	15,495	15,495	(2,101)	(15.68%)	20,429	15,868	15,868	15,868
6860	Medical Insurance - Active Employees	89,400	74,091	93,751	93,751	65,858	155,033	88,980	88,980	88,980	4,771	5.09%	155,033	88,980	88,980	88,980
6865	Dental & Optical	9,806	5,951	10,395	10,395	6,259	14,338	10,425	10,425	10,425	(30)	(0.29%)	14,338	10,425	10,425	10,425
6875	Disability	259	86	259	259	138	346	288	288	288	(29)	(11.11%)	346	288	288	288
	Total Employee Benefits - Current	194,259	170,848	207,199	207,139	153,349	347,538	207,475	207,475	207,475	(336)	(0.16%)	352,504	210,124	210,124	210,124
	Total Employee Costs	**664,403**	**588,292**	**695,992**	**694,681**	**545,813**	**1,015,846**	**743,170**	**743,170**	**743,170**	**(48,489)**	**(6.98%)**	**1,038,018**	**757,709**	**757,709**	**757,709**
	Equipment:															
6200	Equipment	0	5,709	12,500	12,500	0	0	0	0	0	12,500	100.00%	0	0	0	0
	Total Equipment	0	5,709	12,500	12,500	0	0	0	0	0	12,500	100.00%	0	0	0	0
	Contractual:															
6401	Contracts	1,300	1,411	2,244	7,244	1,096	2,244	2,244	2,244	2,244	5,000	69.02%	2,244	2,244	2,244	2,244
6403	Gasoline	17,000	17,999	19,000	19,000	14,271	28,500	19,000	19,000	19,000	0	0.00%	28,500	19,000	19,000	19,000
6406	Repair Equipment	1,000	72	1,500	1,500	273	1,500	500	500	500	1,000	66.67%	1,500	500	500	500
6409	Copier Supplies	200	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6411	Printing and Stationery	500	1,403	1,699	1,699	1,049	2,200	1,500	1,500	1,500	199	11.71%	2,200	1,500	1,500	1,500
6418	Uniforms	2,400	1,477	1,800	1,800	957	2,700	1,000	1,000	1,000	800	44.44%	2,700	1,000	1,000	1,000
6423	Small Equipment (Non-Capital	1,534	1,514	2,000	2,000	821	2,000	1,000	1,000	1,000	1,000	50.00%	2,000	1,000	1,000	1,000
6425	Office Supplies	1,000	952	1,000	1,000	824	1,500	800	800	800	200	20.00%	1,500	800	800	800
6450	Schools & Training	1,000	440	1,300	1,300	400	5,500	1,000	5,500	5,500	(4,200)	(323.08%)	5,500	1,000	1,000	1,000

Town of Southampton

2014 Adopted Budget

Investigation & Enforcement Unit - 3125

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
6466	Telephone - Wireless	8,200	3,867	5,036	5,036	2,972	3,500	3,500	3,500	3,500	1,536	30.50%	3,500	3,500	3,500	3,500
	Total Contractual	34,134	29,135	35,579	40,579	22,663	49,644	30,544	35,044	35,044	5,535	13.64%	49,644	30,544	30,544	30,544
	Total Expenditures	**698,537**	**623,136**	**744,071**	**747,760**	**568,475**	**1,065,490**	**773,714**	**778,214**	**778,214**	**(30,454)**	**(4.07%)**	**1,087,662**	**788,253**	**788,253**	**788,253**
	Net Surplus (Deficit)	**0**	**75,401**	**0**	**0**	**179,284**	**0**	**0**	**0**	**0**			**0**	**0**	**0**	**0**

FIRE PREVENTION
2014 ORGANIZATIONAL CHART

TOWN ATTORNEY

CODE SERVICES

CHIEF FIRE MARSHAL
Cheryl Kraft

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

OFFICE

CLERK TYPIST (P/T)
Debbie Altman

- Violation searches;
- Filing;
- Telephone support.

SENIOR CLERK TYPIST
Teri Kostuk

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

FIELD

FIRE MARSHAL II
John Rankin

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

FIRE MARSHAL I
Chris Hansen

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

FIRE MARSHAL I
Brian Williams

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

FIRE MARSHAL I
Al Tyczkowski

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

FIRE MARSHAL P/T

Department Summary

Department: Fire Prevention

Budget Year: 2014
Division: Town Attorney
Tax District: Full Town

Cost Center #: 3410
Manager: Cheryl Kraft

NOTES:

Departmental Mission & Responsibilities:

In 2012, the Fire Prevention and Fire Marshal costing centers were combined into Fire Prevention (3410). The department will continue to work to save lives, protect public safety, and help businesses comply with fire codes. It will continue to coordinate with local fire departments and emergency medical providers. The Chief Fire Marshal or designee shall continue to serve as Liaison for the Fire Advisory Board, EMS Advisory Committee, Southampton Town Chiefs Council and the Southampton Town Fire District Officers Association. The Chief Fire Marshal shall continue to administer the provisions of Chapter 164 of the Town Code, and other code sections as requested or as defined within the relevant Chapter.

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Fire Prevention was created by Local Ordinance 49 effective 1/1/68. Authority for operating permits is defined in Chapter 164 of the Town Code. Other permit processes and administration are defined within various chapters of the Town Code.

Proposed 2014 FEE SCHEDULE FOR FIRE PREVENTION PERMITS

PERMIT TYPE: TC 164

	FEE (in dollars)
Operating Permits: All operating permits: there shall be a late fee of 10% but not less than $30 for any permit that is not renewed within thirty days of its date of expiration.	
Combustible dust/vapor producing operations	140
Storage of Compressed and liquefied gases	
2,000 to 10,000 gallons [container water capacity]	200
In excess of 10,000 gallons (container water capacity)	500
Storage of Retail Sale of Propane (exchange)	
2,000 gallons or less	200
Explosive materials	500
Public Fireworks display/proximate audience display/pyrotechnic display and Special effects	550
Private Fireworks display/proximate audience display/pyrotechnic display and Special effects	650
Flammable /combustible liquids	
Greater than 55 gallons but less than *1,000 gallons*	125
1,000 gallons or greater	500
Marine fueling operations	200
Flammable finishing	150
Pyroxylin Plastics	150
Welding	50

NOTES:

Facilities with H areas	400
Aviation facilities	250
Dry cleaning	100
Fruit Crop Ripening facilities	100
Fumigation and fogging	100
Semi-conductor fabrication	500
Lumber and woodworking facilities	150
Organic Coating processes	150
Industrial ovens	150
Motor fuel repair operations	100
High piled storage	150
Tire rebuilding	250
Aerosols	150
Combustible fibers	200
Corrosive material	200
Cryogenic fluids	200
Flammable gases	150
Flammable solids	200
Toxic materials	200

NOTES:

Organic peroxides	200
Oxidizers	
Class 1	100
Class 2	250
Class 3	350
Class 4	450
Unstable materials	
Class 1	150
Class 2	250
Class 3	350
Class 4	450
Water reactive materials	250

increase minimum late fee in 2014 to not less than $35

Single event/seasonal permits

Bon fires	55
Late fee - less than 48 hours' notice	35
Tents - Residential (First tent fee is based upon the largest sized tent)	
First tent:	
Less than 1,000 sq. ft.	45
1,000 sq. ft. but less than 5,000 sq. ft.	150
5,000 sq. ft. but less than 10,000 sq ft.	250
10,000 sq. ft. but less than 15,000 sq. ft.	400
15,000 sq. ft. but less than 50,000 sq. ft.	500
50,000 sq. ft. or greater	1,000
For each additional tent less than 1,000 sq. ft.	60
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	75
For each additional tent greater than 10,000 sq. ft.	250

Late fee - less than 48 hours' notice **(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)**

NOTES:

For tents less than 10,000 sq. ft.	35
For tents 10,000 sq. ft. or greater	100

Tents – Commercial (First tent fee is based upon the largest sized tent)

First tent:	
Less than 1,000 sq. ft.	250
1,000 sq. ft. but less than 5,000 sq. ft.	275
5,000 sq. ft. but less than 10,000 sq ft.	300
10,000 sq. ft. but less than 15,000 sq. ft.	400
15,000 sq. ft. but less than 50,000 sq. ft.	500
50,000 sq. ft. or greater	1,000
For each additional tent less than 1,000 sq. ft.	75
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	100
For each additional tent greater than 10,000 sq. ft.	150

Late fee - less than 48 hours' notice **(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)**

For tents less than 10,000 sq. ft.	35
For tents 10,000 sq. ft. or greater	100

Compressed and liquefied gases

For each temporary installation	
2,000 gallons or less	50
Late fee	30

Seasonal canopy permits - due May 31 175

There shall be a late fee of $50 for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.

Permits for system installation: Pre-installation fee - if any fire-protection system is modified or commencement of any installation is started without the benefit of applicable fire-prevention permits, all fees associated with said modification or installation will be equal to double the otherwise applicable fee for all fire-prevention permits

Plans review for commercial cooking vapor system

New	175
Acceptance test inspection (each)	35

NOTES:

Plans review for alteration to commercial cooking vapor system	
Alteration	125
Acceptance test inspection (each)	35
Plans review for new fire extinguishing system (wet/dry)	
Wet System	175
Acceptance test inspection (each)	35
Plans review for renovation of fire extinguishing system (wet/dry)	
Wet System	125
Acceptance test inspection (each)	35
Installation of LPG system (one and two family exempt)	
Aboveground ***includes exchange sites***	150
Underground	300
Acceptance/compliance test	35
Plans review for Fire Sprinkler	
- NFPA 13 Standard (up to 25 devices)	200
($5 each additional device)	
Alteration to fire sprinkler (up to 25 devices)	75
Two hour pressure test/acceptance test inspections for sprinklers systems	
	75
P**lans review for Fire Sprinkler NFPA 13R or 13D**	75
Alteration to fire sprinkler	50
Acceptance/compliance test	35
Smoke/fire detection system plans review	
New	100
Alteration to system	50
Acceptance Test (per visit)	35
Plans review for installation of aboveground flammable/combustible liquid tank (residential and heating system tanks are exempt)	250
Final inspection for compliance	35
All change order plans review	75

NOTES:

Plans review for installation of underground flammable/combustible liquid tank (residential and heating systems are exempt)	300
Final inspection for compliance	35
All change order plans review	75

Plans review for removal of underground flammable/combustible liquid tank (residential and heating systems are exempt)	200
Final inspection for compliance	35
All change order plans review	75

Plans review for installation of cistern	100
Final inspection for compliance	35
All change order plans review	75

Plans review for any "H" occupancy or area	450
Final inspection for compliance	50
All change order plans review	75

Violation Search	30

Public Assembly

Occupant load	
Less than 50	0
50-250	175
251-500	350
501 – 1,050	650
More than 1,050	900

PERMIT TYPE: TC 199 Annual Permit

Junkyard Annual Fee	405

There shall be a late fee of $40 for any permit that is not renewed within thirty days of the renewal date.

PERMIT TYPE: TC 220 Annual Permit

Manufactured Home Annual Fee	400

There shall be a late fee of $40 for any permit that is not renewed within thirty days of the renewal date.

PERMIT TYPE: TC 250 Seasonal Permit

Sidewalk Dining	250

There shall be a late fee of $30 for any permit that is not renewed within thirty days of the renewal date.

PERMIT TYPE: TC 330 Annual Permit

Bed & Breakfast Annual Fee	175

There shall be a late fee of $30 for any permit that is not renewed within thirty days of its date of expiration.

PERMIT TYPE: TC 330 Temporary Permit

Farmstand Fee	40
Late fee	15

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
Town Attorney											
Fire Prevention - 3410											
Chief Fire Marshal	ADMINISTRATIVE	109,325	0	3,160	112,485	10,216	8,253	14,511	4,051	37,030	149,515
Driver Messenger - Requested	CSEA40HOUR - 7-1-2010 / A / E	0	0	0	0	0	0	0	0	0	0
Fire Marshal I	CSEA40HOUR-NEW / G / 5	58,952	4,719	300	63,971	11,348	4,894	8,252	2,209	26,703	90,674
Fire Marshal I	CSEA40HOUR-NEW / G / 5	58,952	3,540	300	62,792	20,927	4,804	8,100	2,205	36,036	98,828
Fire Marshal I	CSEA40HOUR-NEW / G / 5	58,952	5,898	300	65,150	23,322	4,984	8,404	2,213	38,923	104,073
Fire Marshal II	CSEA40HOUR-OLD / 13 / 5	72,349	7,239	1,420	81,008	23,322	6,197	10,450	2,713	42,682	123,690
Senior Clerk Typist	CSEA40HOURPROMO	53,863	5,390	0	59,253	23,322	4,533	7,644	500	35,998	95,251
Clerk Typist	PART-TIME	9,700	0	0	9,700	0	742	0	110	852	10,552
Fire Marshal I	PART-TIME	880	0	0	880	0	67	0	61	128	1,008
Fire Marshal I	SEASONAL	880	0	0	880	0	67	0	61	128	1,008
Total Fire Prevention - 3410		**423,853**	**26,786**	**5,480**	**456,119**	**112,458**	**34,541**	**57,361**	**14,122**	**218,482**	**674,601**

NOTES:

Town of Southampton

2014 Adopted Budget

Fire Prevention - 3410

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	528,703	542,284	538,354	536,986	536,986	618,075	520,865	520,865	520,865	(16,121)	(3.00%)	629,921	530,420	530,420	530,420
	Total Real Property Taxes	528,703	542,284	538,354	536,986	536,986	618,075	520,865	520,865	520,865	(16,121)	(3.00%)	629,921	530,420	530,420	530,420
	Other Revenue:															
1523	Alarm Billing	0	20,190	10,000	10,000	20,195	15,000	15,000	15,000	15,000	5,000	50.00%	15,000	15,000	15,000	15,000
1561	Inspection Contracts	2,200	1,663	2,200	2,200	0	2,200	2,200	2,200	2,200	0	0.00%	2,200	2,200	2,200	2,200
2550	Public Safety Permits	180,000	219,931	180,000	180,000	216,488	200,000	200,000	200,000	200,000	20,000	11.11%	200,000	200,000	200,000	200,000
2770	Miscellaneous	0	1,959	0	0	19,005	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	182,200	243,742	192,200	192,200	255,687	217,200	217,200	217,200	217,200	25,000	13.01%	217,200	217,200	217,200	217,200
	Total Revenue	**710,903**	**786,026**	**730,554**	**729,186**	**792,673**	**835,275**	**738,065**	**738,065**	**738,065**	**8,879**	**1.22%**	**847,121**	**747,620**	**747,620**	**747,620**
	Salaries:															
6100	Salaries	396,257	384,659	404,326	404,326	336,764	446,916	412,393	412,393	412,393	(8,066)	(2.00%)	456,376	420,641	420,641	420,641
6101	Overtime	35,000	28,399	35,000	35,000	29,244	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	4,644	2,698	5,131	3,763	3,378	4,280	4,280	4,280	4,280	(517)	(13.75%)	4,280	4,280	4,280	4,280
6105	Part Time Salaries	8,502	8,645	11,423	11,423	8,398	11,460	11,460	11,460	11,460	(37)	(0.32%)	11,460	11,460	11,460	11,460
6110	Longevity	24,569	24,629	25,089	25,089	0	26,786	26,786	26,786	26,786	(1,697)	(6.77%)	26,786	26,786	26,786	26,786
6144	Clothing Cleaning	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
	Total Salaries	470,171	450,230	482,169	480,801	378,985	525,642	491,119	491,119	491,119	(10,318)	(2.15%)	535,102	499,367	499,367	499,367
	Employee Benefits - Current:															
6810	Employee Retirement - Active	57,559	59,097	62,689	62,689	48,475	93,441	57,361	57,361	57,361	5,328	8.50%	95,285	58,425	58,425	58,425
6830	FICA Tax Expenditure	35,811	35,086	36,579	36,579	28,629	39,882	37,241	37,241	37,241	(661)	(1.81%)	40,470	37,736	37,736	37,736
6835	MTA Tax	1,595	1,601	1,635	1,635	1,272	1,793	1,676	1,676	1,676	(41)	(2.48%)	1,825	1,704	1,704	1,704
6840	Worker's Compensation	11,660	11,660	11,901	11,901	9,918	12,484	12,312	12,312	12,312	(411)	(3.45%)	12,735	12,556	12,556	12,556
6860	Medical Insurance - Active Employees	94,920	89,121	99,654	99,654	80,594	126,655	104,637	104,637	104,637	(4,983)	(5.00%)	126,655	104,637	104,637	104,637
6865	Dental & Optical	7,355	6,592	7,796	7,796	5,638	9,126	7,821	7,821	7,821	(25)	(0.32%)	9,126	7,821	7,821	7,821
6875	Disability	202	86	230	230	135	288	259	259	259	(29)	(12.50%)	288	259	259	259
	Total Employee Benefits - Current	209,101	203,243	220,485	220,485	174,660	283,668	221,307	221,307	221,307	(822)	(0.37%)	286,383	223,138	223,138	223,138
	Total Employee Costs	**679,273**	**653,473**	**702,654**	**701,286**	**553,645**	**809,310**	**712,426**	**712,426**	**712,426**	**(11,140)**	**(1.59%)**	**821,485**	**722,505**	**722,505**	**722,505**
	Equipment:															
6200	Equipment	4,000	12,216	1,420	1,420	0	0	0	0	0	1,420	100.00%	0	0	0	0
	Total Equipment	4,000	12,216	1,420	1,420	0	0	0	0	0	1,420	100.00%	0	0	0	0
	Contractual:															
6401	Contracts	1,380	1,172	1,352	1,309	964	1,352	1,352	1,352	1,352	(44)	(3.32%)	1,372	1,372	1,372	1,372
6403	Gasoline	12,000	13,597	12,000	12,000	9,510	12,000	14,000	14,000	14,000	(2,000)	(16.67%)	11,760	13,760	13,760	13,760
6406	Repair Equipment	150	127	477	729	75	477	200	200	200	529	72.57%	477	200	200	200
6410	Postage	150	144	147	147	16	147	147	147	147	0	0.00%	196	196	196	196
6411	Printing and Stationery	300	881	784	592	425	784	784	784	784	(192)	(32.38%)	784	784	784	784
6412	Publications	1,000	1,020	980	1,166	0	980	0	0	0	1,166	100.00%	1,078	0	0	0
6416	Travel, Dues and Related	600	0	588	378	182	588	0	0	0	378	100.00%	686	0	0	0
6417	Photography	350	23	343	91	39	343	100	100	100	(9)	(9.89%)	343	100	100	100
6418	Uniforms	800	614	294	704	444	794	794	794	794	(90)	(12.78%)	294	294	294	294

Town of Southampton

2014 Adopted Budget

Fire Prevention - 3410

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
6425	Office Supplies	1,000	370	686	692	635	686	686	686	686	6	0.91%	686	686	686	686
6426	Supplies - Other	1,200	1,142	1,176	1,122	877	1,176	1,176	1,176	1,176	(54)	(4.81%)	1,274	1,274	1,274	1,274
6450	Schools & Training	650	0	637	535	0	637	400	400	400	135	25.17%	686	449	449	449
6466	Telephone - Wireless	4,200	3,014	4,116	4,116	1,927	3,100	3,100	3,100	3,100	1,016	24.68%	3,100	3,100	3,100	3,100
6477	Copier Leases	3,850	2,879	2,900	2,900	1,855	2,900	2,900	2,900	2,900	0	0.00%	2,900	2,900	2,900	2,900
	Total Contractual	27,630	24,983	26,481	26,481	16,949	25,965	25,639	25,639	25,639	841	3.18%	25,636	25,115	25,115	25,115
	Total Expenditures	**710,903**	**690,671**	**730,554**	**729,186**	**570,594**	**835,275**	**738,065**	**738,065**	**738,065**	**(8,879)**	**(1.22%)**	**847,121**	**747,620**	**747,620**	**747,620**
	Net Surplus (Deficit)	**0**	**95,355**	**0**	**0**	**222,079**	**0**	**0**	**0**	**0**			**0**	**0**	**0**	**0**

ANIMAL CONTROL
2014 ORGANIZATIONAL CHART

TOWN ATTORNEY

CODE SERVICES

ANIMAL SHELTER SUPERVISOR
Donald Bambrick

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

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

Operates a motor vehicle in the course of duties.

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

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

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

Attends Animal Behavior Assessment Committee meetings.

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

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

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

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

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

ANIMAL CONTROL OFFICER I
Seth Farrell
Michael Lorenz
Vacant P/T

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

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

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

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

Assists with shelter duties, as needed.

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

Assists the public with issues involving wild animals.

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

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

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

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

Does related work, as required.

Department Summary

Department: Animal Control

Budget Year: 2014
Division: Town Attorney
Tax District: Full Town

Cost Center #: 3511
Manager: Don Bambrick

Departmental Mission & Responsibilities:

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

Workload:

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

NOTES:

Department Summary

Department: Animal Control

Budget Year: 2014
Division: Town Attorney
Tax District: Full Town

Cost Center #: 3511
Manager: Don Bambrick

Goals & Objectives:

In 2010, the Animal Control Unit was relocated to the Animal Shelter. The Animal Shelter Supervisor is tasked with oversight of the privatized animal shelter. In 2014, the Town will continue to function as a landlord to the Southampton Animal Shelter Foundation, the nonprofit organization which was awarded the contract to privatize the animal shelter by Town Board Resolution 2009-1313. Pursuant to this agreement, the Animal Shelter Supervisor will continue to coordinate the Town's obligations and serve as the point of contact to the Southampton Animal Shelter Foundation.

Animal Control Duties include:

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

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

Assuring the humane treatment of all animals;

Ensuring public safety by the control of stray animals;

Enforcing NYS Agriculture & Markets Law pertaining to dangerous dogs;

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

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

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

Legal Authority:

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

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
Town Attorney											
Animal Control - 3511											
Animal Shelter Supervisor	ADMINISTRATIVE	83,690	0	4,600	88,290	1,299	6,754	11,389	5,384	24,827	113,117
Animal Control Officer 1	CSEA40HOUR-NEW / C / 2	42,718	1,710	300	44,728	20,927	3,422	5,770	2,761	32,880	77,607
Animal Control Officer I	CSEA40HOUR-OLD / 05 / 5	58,760	5,877	2,400	67,037	23,322	5,128	8,648	3,806	40,904	107,941
Animal Control Officer I - Vacant	PART-TIME	11,000	0	0	11,000	0	842	0	731	1,572	12,572
Total Animal Control - 3511		**196,167**	**7,587**	**7,300**	**211,054**	**45,549**	**16,146**	**25,807**	**12,681**	**100,183**	**311,237**

NOTES:

Town of Southampton

2014 Adopted Budget

Animal Control - 3511

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	324,689	312,843	317,363	317,363	317,363	344,661	331,457	331,457	331,457	14,094	4.44%	348,766	335,261	335,261	335,261
	Total Real Property Taxes	324,689	312,843	317,363	317,363	317,363	344,661	331,457	331,457	331,457	14,094	4.44%	348,766	335,261	335,261	335,261
	Other Revenue:															
2552	Animal Control Permit Fees	1,500	1,050	1,500	1,500	900	1,100	1,100	1,100	1,100	(400)	(26.67%)	1,100	1,100	1,100	1,100
	Total Other Revenue	1,500	1,050	1,500	1,500	900	1,100	1,100	1,100	1,100	(400)	(26.67%)	1,100	1,100	1,100	1,100
	Total Revenue	**326,189**	**313,893**	**318,863**	**318,863**	**318,263**	**345,761**	**332,557**	**332,557**	**332,557**	**13,694**	**4.29%**	**349,866**	**336,361**	**336,361**	**336,361**
	Salaries:															
6100	Salaries	193,833	176,730	180,696	180,696	150,509	185,167	185,167	185,167	185,167	(4,471)	(2.47%)	189,740	189,740	189,740	189,740
6101	Overtime	0	0	0	0	0	5,000	5,000	5,000	5,000	(5,000)	(100.00%)	5,000	5,000	5,000	5,000
6103	Accumulated Sick/Personal Days	3,943	4,548	5,455	5,455	4,839	5,200	5,200	5,200	5,200	255	4.67%	5,200	5,200	5,200	5,200
6105	Part Time Salaries	17,160	0	17,160	17,160	0	11,000	11,000	11,000	11,000	6,160	35.90%	11,000	11,000	11,000	11,000
6110	Longevity	11,339	5,670	5,761	5,761	0	7,587	7,587	7,587	7,587	(1,826)	(31.70%)	7,587	7,587	7,587	7,587
6127	Cash in Lieu of Health Benefits	1,500	1,500	1,500	1,500	750	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6144	Clothing Cleaning	900	600	900	900	600	600	600	600	600	300	33.33%	600	600	600	600
	Total Salaries	228,676	189,048	211,472	211,472	156,698	216,054	216,054	216,054	216,054	(4,583)	(2.17%)	220,627	220,627	220,627	220,627
	Employee Benefits - Current:															
6810	Employee Retirement - Active	26,327	27,031	26,029	26,029	20,127	39,011	25,807	25,807	25,807	222	0.85%	39,902	26,397	26,397	26,397
6830	FICA Tax Expenditure	17,425	14,306	16,062	16,062	11,847	16,546	16,546	16,546	16,546	(483)	(3.01%)	16,895	16,895	16,895	16,895
6835	MTA Tax	774	636	714	714	527	738	738	738	738	(24)	(3.32%)	753	753	753	753
6840	Worker's Compensation	6,414	6,414	6,015	6,015	5,012	11,849	11,849	11,849	11,849	(5,834)	(96.99%)	12,125	12,125	12,125	12,125
6860	Medical Insurance - Active Employees	29,080	35,467	39,658	39,658	31,894	41,641	41,641	41,641	41,641	(1,983)	(5.00%)	41,641	41,641	41,641	41,641
6865	Dental & Optical	3,677	3,296	3,898	3,898	2,819	3,908	3,908	3,908	3,908	(10)	(0.26%)	3,908	3,908	3,908	3,908
6875	Disability	115	29	115	115	46	115	115	115	115	0	0.00%	115	115	115	115
	Total Employee Benefits - Current	83,813	87,179	92,491	92,491	72,272	113,806	100,603	100,603	100,603	(8,112)	(8.77%)	115,339	101,834	101,834	101,834
	Total Employee Costs	**312,489**	**276,227**	**303,963**	**303,963**	**228,970**	**329,861**	**316,657**	**316,657**	**316,657**	**(12,694)**	**(4.18%)**	**335,966**	**322,461**	**322,461**	**322,461**
	Contractual:															
6403	Gasoline	7,000	8,202	7,200	7,200	4,218	8,000	8,000	8,000	8,000	(800)	(11.11%)	8,000	8,000	8,000	8,000
6411	Printing and Stationery	300	209	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6418	Uniforms	800	771	800	800	0	800	800	800	800	0	0.00%	800	800	800	800
6423	Small Equipment (Non-Capital	0	0	0	0	0	2,000	2,000	2,000	2,000	(2,000)	(100.00%)	0	0	0	0
6466	Telephone - Wireless	3,600	2,140	3,600	3,600	1,760	1,800	1,800	1,800	1,800	1,800	50.00%	1,800	1,800	1,800	1,800
6481	Veterinarian Fees	2,000	1,551	3,000	3,000	293	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
	Total Contractual	13,700	12,873	14,900	14,900	6,272	15,900	15,900	15,900	15,900	(1,000)	(6.71%)	13,900	13,900	13,900	13,900
	Total Expenditures	**326,189**	**289,100**	**318,863**	**318,863**	**235,242**	**345,761**	**332,557**	**332,557**	**332,557**	**(13,694)**	**(4.29%)**	**349,866**	**336,361**	**336,361**	**336,361**
	Net Surplus (Deficit)	**0**	**24,793**	**0**	**0**	**83,021**	**0**	**0**	**0**	**0**			**0**	**0**	**0**	**0**