

LAND MANAGEMENT DEPARTMENT

2014 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, Planning 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

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: 2014
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, and Environment 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: 2014

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

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, enhancing the quality of life while ensuring compliance with County, State and Federal regulations.
4. Assist the Town Board and Comptroller with the preparation of the Capital Improvement 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 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.

NOTES:

Department Summary

Department: Land Management Admin

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

Goals & Objectives:

1. Review and direct standard operating procedures for Planning Board applications, pending adoption of zoning code amendments to streamline the procedures for site plan and subdivision review.
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 implement initiatives of the Town's new 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.

Legal Authority:

Established pursuant to Town Code Chapter 28.

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
Land Management Department											
Land Management Admin - 8025											
Town Planning & Dev Administrator	ADMINISTRATIVE	127,500	0	0	127,500	18,887	8,470	16,448	1,100	44,904	172,404
Data Entry Supervisor	ADMINSUPPORT	32,295	0	0	32,295	10,451	2,471	4,166	286	17,373	49,668
Secretarial Assistant	ADMINSUPPORT	68,894	0	0	68,894	20,902	5,270	8,887	608	35,667	104,561
Records Management Assistant	CSEA40HOUR - 7-1-2010 / C / 1	20,765	0	0	20,765	10,464	1,589	2,679	189	14,920	35,685
Clerk Typist	CSEA40HOUR-NEW / B / 5	20,680	828	0	21,508	5,674	1,645	2,775	191	10,285	31,793
Principal Data Entry Operator	CSEA40HOUR-NEW / E / 5	25,951	1,557	0	27,508	10,464	2,104	3,549	238	16,354	43,863
Total Land Management Admin - 8025		296,085	2,385	0	298,470	76,841	21,550	38,503	2,610	139,504	437,974

NOTES:

Town of Southampton
2014 Adopted Budget
Land Management Admin - 8025

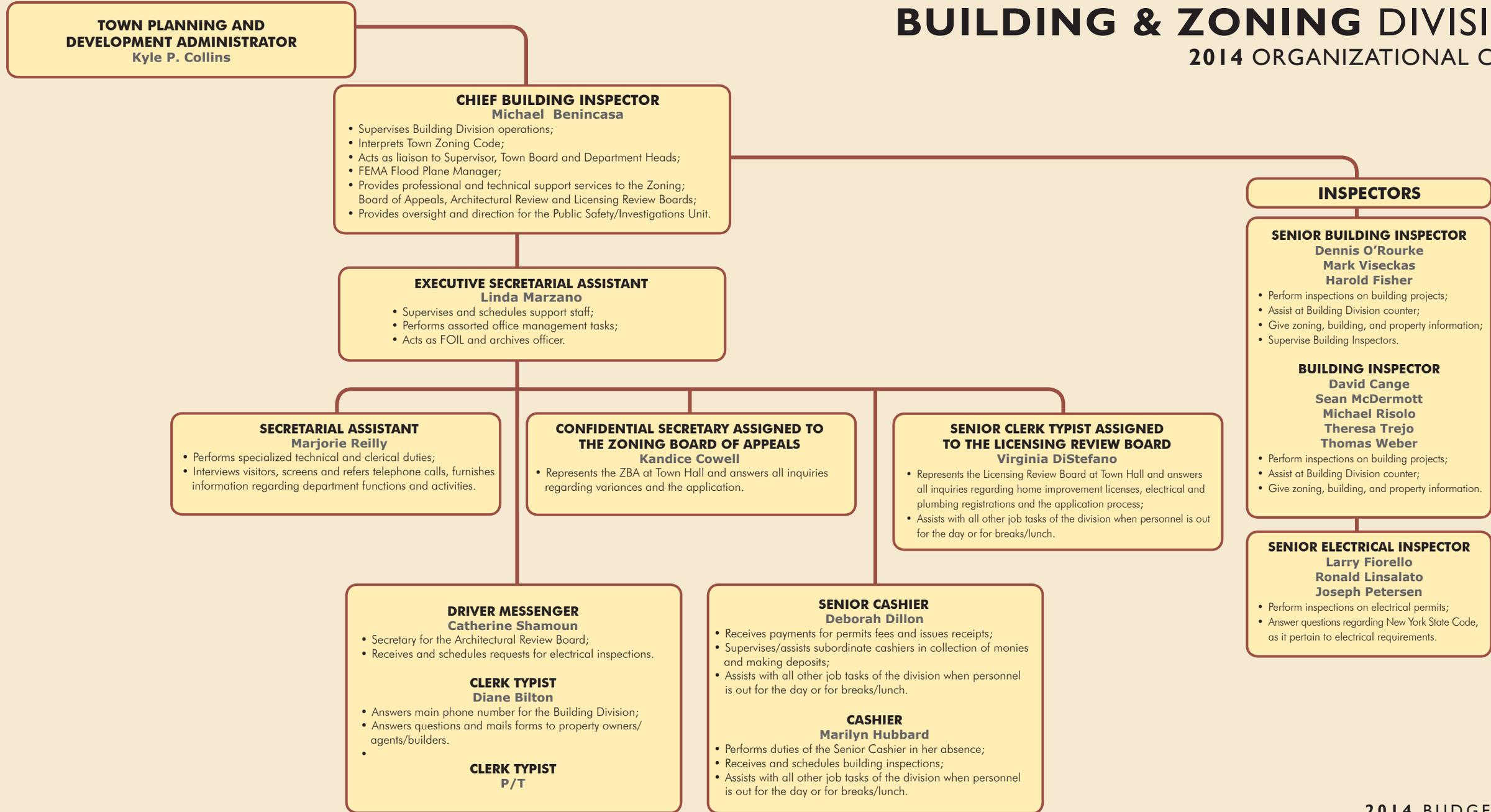
Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	8,629	9,561	0	0	0	77,178	0	0	0	0	(100.00%)	115,186	0	0	0
	Total Real Property Taxes	8,629	9,561	0	0	0	77,178	0	0	0	0	(100.00%)	115,186	0	0	0
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	3,000	7,554	3,000	3,000	9,147	6,000	7,000	7,000	7,000	4,000	133.33%	6,000	7,000	7,000	7,000
1201	Interest And Earnings	7,000	3,909	7,000	7,000	3,909	3,500	3,500	3,500	3,500	(3,500)	(50.00%)	3,500	3,500	3,500	3,500
1790	Inter-Departmental Revenue	583,985	583,985	576,908	592,394	444,296	522,641	483,353	483,353	483,353	(109,041)	(18.41%)	487,442	490,753	490,753	490,753
	Total Other Revenue	593,985	595,448	586,908	602,394	457,352	532,141	493,853	493,853	493,853	(108,541)	(18.02%)	496,942	501,253	501,253	501,253
	Total Revenue	602,614	605,009	586,908	602,394	457,352	609,319	493,853	493,853	493,853	(108,541)	(18.02%)	612,128	501,253	501,253	501,253
Salaries:																
6100	Salaries	361,934	310,778	348,879	348,879	290,683	350,506	296,085	296,085	296,085	52,794	15.13%	352,554	302,311	302,311	302,311
6105	Part Time Salaries	0	0	0	14,250	6,476	0	0	0	0	14,250	100.00%	0	0	0	0
6110	Longevity	5,061	5,061	4,262	4,262	0	3,992	2,385	2,385	2,385	1,876	44.03%	3,992	2,385	2,385	2,385
	Total Salaries	366,995	315,839	353,141	367,391	297,160	354,498	298,470	298,470	298,470	68,920	18.76%	356,546	304,696	304,696	304,696
Employee Benefits - Current:																
6810	Employee Retirement - Active	45,742	48,193	47,473	47,473	36,709	69,127	38,503	38,503	38,503	8,971	18.90%	69,526	39,306	39,306	39,306
6830	FICA Tax Expenditure	27,424	23,553	25,887	26,978	21,970	25,836	21,550	21,550	21,550	5,428	20.12%	26,180	21,868	21,868	21,868
6835	MTA Tax	1,248	1,252	1,201	1,251	976	1,205	1,015	1,015	1,015	236	18.86%	1,212	1,036	1,036	1,036
6840	Worker's Compensation	970	999	935	1,001	834	1,753	1,480	1,480	1,480	(479)	(47.90%)	1,763	1,512	1,512	1,512
6860	Medical Insurance - Active Employees	94,246	71,674	91,557	91,557	73,827	91,375	71,636	71,636	71,636	19,921	21.76%	91,375	71,636	71,636	71,636
6865	Dental & Optical	7,232	5,479	7,146	7,146	5,168	6,836	5,205	5,205	5,205	1,941	27.17%	6,836	5,205	5,205	5,205
6875	Disability	170	71	158	187	187	151	115	115	115	72	38.53%	151	115	115	115
	Total Employee Benefits - Current	177,033	151,221	174,358	175,594	139,673	196,282	139,504	139,504	139,504	36,090	20.55%	197,043	140,677	140,677	140,677
	Total Employee Costs	544,027	467,059	527,499	542,985	436,833	550,780	437,974	437,974	437,974	105,011	19.34%	553,589	445,374	445,374	445,374
Contractual:																
6401	Contracts	28,381	25,953	28,996	28,996	2,386	29,459	29,459	29,459	29,459	(463)	(1.60%)	29,459	29,459	29,459	29,459
6403	Gasoline	3,000	3,950	3,000	3,600	3,393	4,400	4,000	4,000	4,000	(400)	(11.11%)	4,400	4,000	4,000	4,000
6406	Repair Equipment	0	0	150	150	75	150	150	150	150	0	0.00%	150	150	150	150
6408	Repair Vehicle	500	0	490	490	85	450	450	450	450	40	8.16%	450	450	450	450
6411	Printing and Stationery	750	378	735	735	515	700	500	500	500	235	31.97%	700	500	500	500
6412	Publications	1,000	1,352	980	980	635	900	900	900	900	80	8.16%	900	900	900	900
6415	Telephone	4,626	0	4,626	1,176	0	0	0	0	0	1,176	100.00%	0	0	0	0
6416	Travel, Dues and Related	1,800	2,779	1,500	1,900	1,888	2,500	1,500	1,500	1,500	400	21.05%	2,500	1,500	1,500	1,500
6420	Other	200	189	196	196	60	150	150	150	150	46	23.47%	150	150	150	150
6421	Legal Notices	5,000	5,076	4,900	5,250	4,086	4,900	4,900	4,900	4,900	350	6.67%	4,900	4,900	4,900	4,900
6423	Small Equipment (Non-Capital)	0	254	0	1,500	1,051	1,000	500	500	500	1,000	66.67%	1,000	500	500	500
6425	Office Supplies	2,000	2,080	1,960	1,960	1,916	1,960	1,400	1,400	1,400	560	28.57%	1,960	1,400	1,400	1,400
6426	Supplies - Other	250	154	245	245	137	245	245	245	245	0	0.00%	245	245	245	245
6450	Schools & Training	700	253	686	886	450	695	695	695	695	191	21.56%	695	695	695	695
6466	Telephone - Wireless	380	694	945	1,245	941	850	850	850	850	395	31.73%	850	850	850	850
6477	Copier Leases	0	0	0	100	0	180	180	180	180	(80)	(80.00%)	180	180	180	180

Town of Southampton
2014 Adopted Budget
Land Management Admin - 8025

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
6490	Consultants	0	8,503	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	48,587	51,615	49,409	49,409	17,619	48,539	45,879	45,879	45,879	3,530	7.14%	48,539	45,879	45,879	45,879
	Debt Service:															
6900	Interfund Transfer Expense	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Debt Service	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Expenditures	602,614	528,674	586,908	602,394	464,452	609,319	493,853	493,853	493,853	108,541	18.02%	612,128	501,253	501,253	501,253
	Net Surplus (Deficit)	0	76,335	0	0	(7,100)	0	0	0	0			0	0	0	0

BUILDING & ZONING DIVISION

2014 ORGANIZATIONAL CHART



Department Summary

Department: Building & Zoning Division

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

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 270, Rental Law, and 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 and electrical 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.

NOTES:

Department Summary

Department: Building & Zoning Division

Budget Year: 2014

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, rental 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 Historic Districts and Landmarks Committee.
2. Maintain complete and accurate records, files and a computerized Database for all building, zoning and related land management transactions.
3. Provide professional and technical staff support to the Zoning Board of Appeals, Architectural Review Board, Licensing Review Board, Planning Board and other citizen and related advisory boards and committees appointed by the Town Board.
4. 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.
5. Complete quarterly and annual reports on all building, zoning and related activity.
6. Inspectors have performed over 7,813 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.

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 Public Safety/Investigations Unit.
3. Monitor/increase licensing and registration for home improvement contractors, electricians and plumbers.
4. Accept credit card payments so as to enable the Building & Zoning Division to receive building and electrical renewals and new electrical permit applications online through the Town's website.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

NOTES:

**TOWN BOARD ZONING AMENDMENT
PROPOSED 2014 APPLICATION FEE SCHEDULE**

TOWN BOARD ZONING AMENDMENT FEES

Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map	\$2,500 filing fee and first acre \$500 per additional acre or part thereof. Not to exceed \$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
Applications to re-zone land to a Planned Development District, except for an Agricultural PDD (see below)	\$5,000 filing fee and first acre \$500 per additional acre or part thereof. Not to exceed \$10,000
Planning Development District (PDD) Work session	\$1,000
Planning Development District (PDD) Pre-Submission	\$2,500
Agricultural PDD (if necessary and requested, the cost associated with obtaining a survey and title certification will be paid by the Town Board)	\$0
Increased residential density to establish low- and lower-middle-income housing inventory	\$3,000

NOTES:

PROPOSED 2014 ELECTRICAL FEE SCHEDULE

DEPARTMENT OF LAND MANAGEMENT, BUILDING AND ZONING DIVISION
WORK ORDER CODES FOR ELECTRICAL PERMITS - Minimum fee - \$50.00

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL

RESIDENTIAL CODES

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
SVCU	\$100.00	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)
SVCO	\$150.00	Service over 400 amps, overhead and underground. (Temps included)
TEMU	\$ 75.00	Temporary construction service under 400 amps.
TEMO	\$100.00	Temporary construction service over 400 amps
ELAA	\$100.00	7 devices or less, residential garages with less than 7 devices, 7 outlets, switches, change of meter service, Jacuzzi, and electric fences, air conditioner, furnace, generators, water heaters, etc.
ELEA	\$100.00	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, photovoltaic systems, and residential a/c units.
ELEB	\$100.00	Residential inground swimming pools, residential hot tubs, addition, renovation, basement wiring, surveys and garages with more than 7 devices not exceeding 500 sq. ft. per occupancy. (Service not included)
ELEC	\$150.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 501 sq. ft. to 1000 sq. ft. per occupancy, (Service not included), and commercial a/c units.
ELED	\$200.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 1001 sq. ft. to 1600 sq. ft. per occupancy. (Service not included)

NOTES:

RESIDENTIAL CODES – continued

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
ELEE	\$250.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 1601 sq. ft. to 2500 sq. ft. (Service not included)
ELEF	\$300.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 2501 sq. ft. to 3500 sq. ft. (Service not included)
ELEG	\$350.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 3501 sq. ft. 5000 sq. ft. (Service not included)
ELEH	\$500.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 5001 sq. ft.- 10,000 sq. ft. (Service not included)
ELEI	\$ 750.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 10,001 sq. ft.- 15,000 sq. ft. (Service not included)
ELEJ	\$1000.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 15,001 sq. ft.- and up. (Service not included)
ELER	\$ 50.00	Re-inspection Fee

SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING

NEWB	\$100.00	New residential building and surveys 500 sq. ft. and under.
NEWC	\$150.00	New home or residential building and surveys 501 sq. ft. to 1000 sq. ft., Agricultural Greenhouse/Building
NEWD	\$200.00	New home or residential building and surveys 1001 sq. ft. to 1600 sq. ft.
NEWE	\$250.00	New home or residential building and surveys 1601 sq. ft. to 2500 sq. ft.

NOTES:

RESIDENTIAL CODES – continued

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
NEWF	\$300.00	New home or residential building and surveys 2501 sq. ft. to 3500 sq. ft.
NEWG	\$350.00	New home or residential building and surveys 3501 sq. ft.- 5000 sq. ft.
NEWH	\$500.00	New home or residential building and surveys 5001 sq.ft- 10,000 sq.ft
NEWI	\$750.00	New home or residential building and surveys 10.001 sq.ft- 15,000 sq. ft.
NEWJ	\$1000.00	New home or residential building and surveys 15,001 sq.ft- and up
CORB	\$ 50.00	Correct certificate, commercial or residential.

- NOTES:**
- (1) Fees collected for electrical permits are not refundable after 30 days.**
 - (2) Fees for electrical surveys (work done) will be doubled.**
 - (3) Renewal fees include a \$25 fee per years expired - not to exceed permit fee.**

COMMERCIAL CODES

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
COMB	\$150.00	Commercial addition/renovation and surveys not exceeding 500 sq. ft. (Service fee not included).
COMC	\$200.00	Defects removed, commercial addition/renovation and surveys 501 sq. ft. to 1000 sq. ft.
COMD	\$250.00	Commercial addition/renovation and surveys 1001 sq. ft. to 1600 sq. ft. Cell Site Towers (Service Fee not included).

NOTES:

COMMERCIAL CODES – continued

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
COME	\$300.00	Commercial addition/renovation and surveys 1601 sq. ft. to 2500 sq. ft. (Service fee not included).
COMF	\$350.00	Commercial addition/renovation and surveys 2501 sq. ft. to 3500 sq. ft. (Service fee not included).
COMG	\$500.00	Commercial addition/renovation and surveys 3501 sq. ft- 5000 sq.ft. (Service fee not included).
COMH	\$1000.00	Commercial addition/renovation and surveys 5001 sq. ft- 7500 sq.ft. (Service fee not included).
COMI	\$1500.00	Commercial addition/renovation and surveys 7501 sq. ft- 12,500 sq.ft. (Service fee not included).
COMJ	\$2000.00	Commercial addition/renovation and surveys 12,501 sq. ft. and up (Service fee not included).
MARA	\$250.00	Marina
MARD	\$250.00	Docks, slips and bulkheads.
BLDB	\$150.00	New commercial building and surveys not exceeding 500 sq. ft. (Service not included)
BLDC	\$200.00	New commercial building and surveys 501 sq. ft. to 1000 sq. ft. (Service not included)

NOTES:

TOWN OF SOUTHAMPTON
PROPOSED 2014 BUILDING PERMIT FEES
DEPARTMENT OF LAND MANAGEMENT, BUILDING AND ZONING DIVISION

	Up to 2000	2001-3000	3001-4000	4001-5000	5001 and Over *
1st Story	65 per sq ft	100 per sq ft	160 per sq ft	210 per sq ft	260 per sq ft
2nd Story	45 per sq ft	80 per sq ft	140 per sq ft	190 per sq ft	240 per sq ft
New Dwellings				Based on square footage as per above calculations	
Additions				Based on square footage as per above calculations	
Renovations				Based on estimated cost	
Private Garage or accessory building (finished living space additional estimated cost to construct required)				50.00 per sq ft	
Decks, Porches, patios (Unroofed), breezeways and carports				30.00 per sq ft	
Commercial buildings, apartments, hotel, motel				200.00 per sq ft	
Storage warehouse, commercial/agricultural				50.00 per sq ft	
Swimming Pools - Above-ground and In-ground				Based on Estimated Cost	
Tennis Court				500.00	
Coastal Erosion Management Permit				1,000	
Pre-Existing Certificate of Occupancy				200.00	
Updated Certificate of Occupancy				200.00	
Commercial Compliance Certificate				200.00	
Signs				5.00 per square foot (50.00 minimum fee)	
Plumbing Fixtures				5.00 per fixture (50.00 minimum fee)	
Request for 90-Day Extension of Building Permit				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.	

NOTES:

Amendments to Building Permits	50.00 for 1 st amendment with fee increased 50.00 for each additional amendment – i.e. 2 nd amendment \$100.00, 3 rd amendment \$150.00, etc.
Property Searches	25.00
Licensing (home improvement licenses and electrical & plumbing registrations)	100.00 for new applications & late renewals, & 75.00 for on-time renewals
Zoning Board of Appeals	500.00 (double fee if built w/o permits)
Zoning Board of Appeals Coastal Erosion or FEMA application	1000.00

Zoning Board of Appeals Interpretations	500.00
Zoning Board of Appeals Modifications to Decisions	50.00
Zoning Board of Appeals Postponements	50.00

* Fees are calculated as follows:
 \$1,000.00 of estimated cost equals a \$50.00 permit fee
 Every \$1,000.00 of estimated cost thereafter is an additional \$3.50 of added fee.

NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES.

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
Land Management Department											
Building & Zoning Division - 8029											
Chief Building Inspector	ADMINISTRATIVE	109,325	0	0	109,325	20,902	8,207	14,103	4,040	47,252	156,577
Confidential Secretary	ADMINSUPPORT	55,315	0	0	55,315	20,902	4,232	7,136	493	32,763	88,078
Secretarial Assistant	ADMINSUPPORT	66,797	0	0	66,797	20,902	5,110	8,617	590	35,219	102,015
Secretarial Assistant	ADMINSUPPORT	51,306	0	1,500	52,806	1,299	4,040	6,812	465	12,616	65,422
Driver Messenger	CSEA32.5HOUR / 01 / 5	40,705	3,258	0	43,963	11,348	3,363	5,671	4,473	24,855	68,818
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 2	61,997	0	0	61,997	20,927	4,743	7,998	2,303	35,971	97,969
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 1	61,103	0	0	61,103	11,348	4,674	7,882	2,271	26,176	87,278
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 1	61,103	0	0	61,103	20,927	4,674	7,882	2,271	35,755	96,857
Building Inspector	CSEA40HOUR - 7-1-2010 / I / E	60,208	0	0	60,208	20,927	4,606	7,767	2,238	35,538	95,746
Building Permits Examiner - Requested	CSEA40HOUR - 7-1-2010 / F / E	50,571	0	0	50,571	20,927	3,869	6,524	454	31,773	82,344
Cashier	CSEA40HOUR-NEW / B / 5	41,360	1,656	0	43,016	20,927	3,291	5,549	382	30,149	73,165
Clerk Typist	CSEA40HOUR-NEW / B / 5	41,360	2,484	0	43,844	20,927	3,354	5,656	385	30,322	74,166
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	69,515	4,173	0	73,688	20,927	5,637	9,506	2,594	38,664	112,352
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	69,515	2,784	0	72,299	20,927	5,531	9,327	2,589	38,374	110,673
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	69,515	4,176	2,500	76,191	1,304	5,829	9,829	2,602	19,564	95,755
Senior Building Inspector	CSEA40HOUR-NEW / J / 3	67,492	2,700	0	70,192	11,348	5,370	9,055	2,514	28,287	98,479
Senior Cashier	CSEA40HOUR-NEW / C / 5	44,874	1,800	0	46,674	20,927	3,571	6,021	412	30,931	77,605
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	44,874	1,800	0	46,674	20,927	3,571	6,021	412	30,931	77,605
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	69,515	2,784	0	72,299	20,927	5,531	9,327	2,589	38,374	110,673
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	69,515	5,562	0	75,077	20,927	5,743	9,685	2,598	38,954	114,031
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	69,515	4,173	0	73,688	20,927	5,637	9,506	2,594	38,664	112,352
Clerk Typist - Requested	PART-TIME	3,200	0	0	3,200	0	245	0	56	300	3,500
Total Building & Zoning Division - 8029		1,278,683	37,350	4,000	1,320,033	371,409	100,826	169,871	39,322	681,429	2,001,461

NOTES:

Town of Southampton
2014 Adopted Budget
Building & Zoning Division - 8029

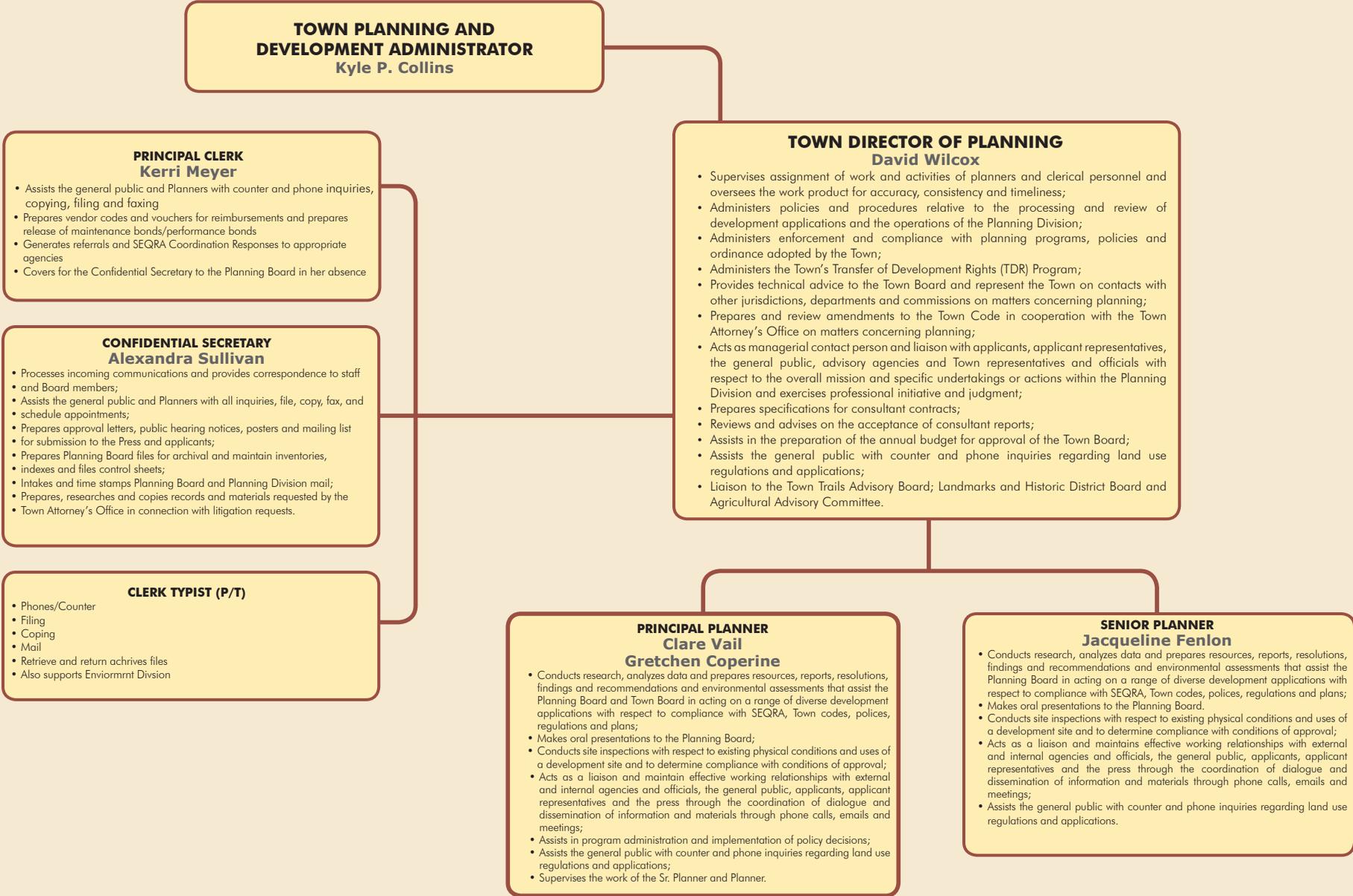
Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	0	0	0	0	0	(220,955)	(138,611)	(138,611)	(138,611)	100.00%	0	(200,640)	(116,145)	(116,145)
	Total Real Property Taxes	0	0	0	0	0	0	(220,955)	(138,611)	(138,611)	(138,611)	100.00%	0	(200,640)	(116,145)	(116,145)
Other Revenue:																
1562	Electrical Inspecti	380,000	501,777	380,000	380,000	459,927	380,000	400,000	400,000	400,000	20,000	5.26%	380,000	400,000	400,000	400,000
1790	Inter-Departmental Revenue	(749,274)	(749,293)	(975,877)	(993,623)	(745,217)	(721,350)	(675,700)	(675,700)	(675,700)	317,923	(32.00%)	(686,151)	(683,099)	(683,099)	(683,099)
2110	Zoning Fees	75,000	89,400	75,000	75,000	63,300	75,000	80,000	80,000	80,000	5,000	6.67%	75,000	80,000	80,000	80,000
2118	Photo Copy Fees	9,000	11,545	9,000	9,000	12,079	9,000	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
2501	Licensing	151,500	198,470	151,500	151,500	173,654	151,500	151,500	151,500	151,500	0	0.00%	151,500	151,500	151,500	151,500
2555	Building Permit Fee	1,933,450	2,146,350	2,285,821	2,317,280	1,692,628	2,266,450	2,244,438	2,248,687	2,248,687	(68,593)	(2.96%)	2,266,450	2,262,510	2,266,843	2,266,843
	Total Other Revenue	1,799,676	2,198,249	1,925,444	1,939,157	1,656,371	2,160,600	2,209,238	2,213,487	2,213,487	274,330	14.15%	2,195,799	2,219,911	2,224,244	2,224,244
	Total Revenue	1,799,676	2,198,249	1,925,444	1,939,157	1,656,371	2,160,600	1,988,283	2,074,876	2,074,876	135,719	7.00%	2,195,799	2,019,271	2,108,099	2,108,099
Salaries:																
6100	Salaries	1,123,147	1,109,373	1,190,019	1,184,228	970,631	1,271,983	1,221,412	1,275,483	1,275,483	(91,255)	(7.71%)	1,303,201	1,250,858	1,306,771	1,306,771
6101	Overtime	0	0	0	300	174	0	0	0	0	300	100.00%	0	0	0	0
6105	Part Time Salaries	30,000	1,365	0	14,700	9,185	3,200	3,200	3,200	3,200	11,500	78.23%	3,200	3,200	3,200	3,200
6110	Longevity	27,917	27,918	34,346	34,346	1,402	37,350	37,350	37,350	37,350	(3,004)	(8.75%)	37,350	37,350	37,350	37,350
6113	Other Pay	0	0	0	0	0	1,500	0	0	0	0	0.00%	1,500	0	0	0
6127	Cash in Lieu of Health Benefits	8,000	6,917	6,500	6,500	3,625	4,000	4,000	4,000	4,000	2,500	38.46%	4,000	4,000	4,000	4,000
	Total Salaries	1,189,064	1,145,572	1,230,864	1,240,073	985,017	1,318,033	1,265,962	1,320,033	1,320,033	(79,959)	(6.45%)	1,349,251	1,295,408	1,351,321	1,351,321
Employee Benefits - Current:																
6810	Employee Retirement - Active	144,593	153,283	165,645	165,645	128,087	256,392	162,896	169,871	169,871	(4,226)	(2.55%)	262,480	166,695	173,908	173,908
6830	FICA Tax Expenditure	90,964	85,453	94,138	94,724	73,507	100,673	96,689	100,826	100,826	(6,102)	(6.44%)	102,926	98,807	103,084	103,084
6835	MTA Tax	4,043	3,798	4,185	4,228	3,267	4,481	4,304	4,488	4,488	(260)	(6.15%)	4,587	4,404	4,594	4,594
6840	Worker's Compensation	30,802	30,559	31,823	31,892	26,520	34,183	33,930	34,200	34,200	(2,308)	(7.24%)	35,037	34,775	35,055	35,055
6860	Medical Insurance - Active Employees	240,781	247,880	294,249	284,049	217,686	344,037	324,414	344,037	344,037	(59,988)	(21.12%)	344,037	324,414	344,037	344,037
6865	Dental & Optical	23,290	20,693	25,662	25,662	17,093	27,372	26,068	27,372	27,372	(1,710)	(6.66%)	27,372	26,068	27,372	27,372
6875	Disability	576	148	569	598	245	634	605	634	634	(36)	(5.99%)	634	605	634	634
	Total Employee Benefits - Current	535,048	541,813	616,271	606,798	466,405	767,772	648,907	681,429	681,429	(74,630)	(12.30%)	777,073	655,768	688,684	688,684
	Total Employee Costs	1,724,112	1,687,385	1,847,136	1,846,872	1,451,421	2,085,805	1,914,868	2,001,461	2,001,461	(154,589)	(8.37%)	2,126,324	1,951,176	2,040,004	2,040,004
Contractual:																
6401	Contracts	1,968	1,298	1,818	1,818	449	1,818	1,818	1,818	1,818	0	0.00%	1,818	1,818	1,818	1,818
6403	Gasoline	24,000	22,151	24,000	24,000	16,780	24,000	24,000	24,000	24,000	0	0.00%	24,000	24,000	24,000	24,000
6406	Repair Equipment	250	192	245	245	0	245	245	245	245	0	0.00%	245	245	245	245
6408	Repair Vehicle	3,000	100	2,940	2,940	805	2,940	2,000	2,000	2,000	940	31.97%	2,940	2,000	2,000	2,000
6411	Printing and Stationery	9,000	9,428	9,500	12,416	9,564	9,500	9,500	9,500	9,500	2,916	23.49%	9,500	9,500	9,500	9,500
6412	Publications	2,500	1,266	1,800	1,800	1,237	6,800	6,800	6,800	6,800	(5,000)	(277.78%)	1,800	1,800	1,800	1,800
6415	Telephone	4,626	0	4,626	0	0	0	0	0	0	0	0.00%	0	0	0	0
6416	Travel, Dues and Related	1,920	1,072	1,676	1,676	620	985	985	985	985	691	41.23%	985	985	985	985
6418	Uniforms	0	1,699	0	60	0	0	0	0	0	60	100.00%	0	0	0	0
6421	Legal Notices	6,000	6,150	5,880	6,680	4,296	5,880	5,880	5,880	5,880	800	11.98%	5,880	5,880	5,880	5,880

Town of Southampton
2014 Adopted Budget
Building & Zoning Division - 8029

Account Code	Description	2012	2012	2013	2013	2013	2014		2014		2014	2014	2015	2015	2015	2015
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Oct YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2013 Amended Difference	Adopted / 2013 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6423	Small Equipment (Non-Capital)	0	0	0	0	0	320	320	320	320	(320)	(100.00%)	0	0	0	0
6425	Office Supplies	3,000	3,156	2,940	3,590	2,443	2,940	2,500	2,500	2,500	1,090	30.36%	2,940	2,500	2,500	2,500
6426	Supplies - Other	150	140	147	847	666	147	147	147	147	700	82.64%	147	147	147	147
6433	Safety Equipment	1,500	1,432	1,500	1,500	674	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6450	Schools & Training	300	0	200	200	180	220	220	220	220	(20)	(10.00%)	220	220	220	220
6466	Telephone - Wireless	9,700	3,698	8,136	7,336	4,277	4,300	4,300	4,300	4,300	3,036	41.38%	4,300	4,300	4,300	4,300
6477	Copier Leases	7,650	8,224	12,900	12,900	7,196	13,200	13,200	13,200	13,200	(300)	(2.33%)	13,200	13,200	13,200	13,200
	Total Contractual	75,564	60,006	78,308	78,008	49,186	74,795	73,415	73,415	73,415	4,593	5.89%	69,475	68,095	68,095	68,095
	Total Expenditures	1,799,676	1,747,391	1,925,444	1,924,880	1,500,608	2,160,600	1,988,283	2,074,876	2,074,876	(149,996)	(7.79%)	2,195,799	2,019,271	2,108,099	2,108,099
	Net Surplus (Deficit)	0	450,858	0	14,277	155,763	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	(14,277)	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	450,858	0	0	155,763	0	0	0	0			0	0	0	0

CURRENT PLANNING DIVISION

2014 ORGANIZATIONAL CHART



Department Summary

Department: Current Planning Division

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

Cost Center #: 8021
Manager: Kyle Collins

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 Planned Development District, Change of Zone, and Moratorium Exemption 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.

NOTES:

Department Summary

Department: Current Planning Division

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

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. Provide the Town Planning Board with complete relevant reports with recommendations that will result in an effective and responsive decision making process.
5. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives and Planning Board actions for studies, programs, projects, legislation and code amendments.
6. Develop and maintain adequate procedures, schedules and reports to manage and track land development applications and all planning related activity.
7. Coordinate and administer the Town's Transfer of Development Rights (TDR) program.
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.

NOTES:

Department Summary

Department: Current Planning Division

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

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:

NOTES:

PROPOSED 2014 PLANNING DIVISION FEE SCHEDULE

SITE PLAN APPLICATIONS

Site Plan Application	Fee
Site Plan Pre-Submission Application	\$1,000
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,000**
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)	\$2,000**
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.20 per Square Foot not to exceed \$15,000**
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,000**
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
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)	\$1,000
Agricultural Construction Permit Application on preserved farmland	\$1,000**
Deer Fence Application	\$500**

* **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.**

NOTES:

SPECIAL EXCEPTION APPLICATIONS

	Fee
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,000 (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	\$500 (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 \$300

SUBDIVISION APPLICATIONS

Application Type or Stage	Fee
Transfer of Property	\$1,000 per lot
Pre-Application	\$750 per lot (excluding reserved parcels)*
Preliminary Application	\$850 per lot (excl. reserved parcels)*
Final Application	\$900 per lot (excl. reserved parcels)*
Waiver of Pre Application Report Extension Policy	\$250 (in addition to the extension fee)
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee
Re-Approval of Expired Final Conditional Approval (no hearing)	½ of the full original final application fee

* **NOTE: Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities**

NOTES:

WETLAND PERMIT APPLICATIONS

	Fee
Wetland Permit *	\$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	Fee
Development Section Approval	\$2,500
Amendment of Development Section Approval	\$1,250
Transfer of Development Right & Permission to Build	\$1,000 per lot
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$250 per road

ADDITIONAL FEES

Type of Action	Fee
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Site Disturbance Plan / Over Clearing	\$1,500
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)	\$250

NOTES:

ADDITIONAL FEES

Type of Action	Fee
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Site Disturbance Plan / Over Clearing	\$1,500
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)	\$250
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$100
Pre-submission work session other than site plans and any work session beyond the 2nd post-submission work session for any type of application	\$100
Covenant / Easement Amendment or Interpretation	\$1,000
Abandonments unrelated to an Old Filed Map or Subdivision	\$500
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot
Park Fees - Subdivision of two (2) lots or less	\$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

NOTES:

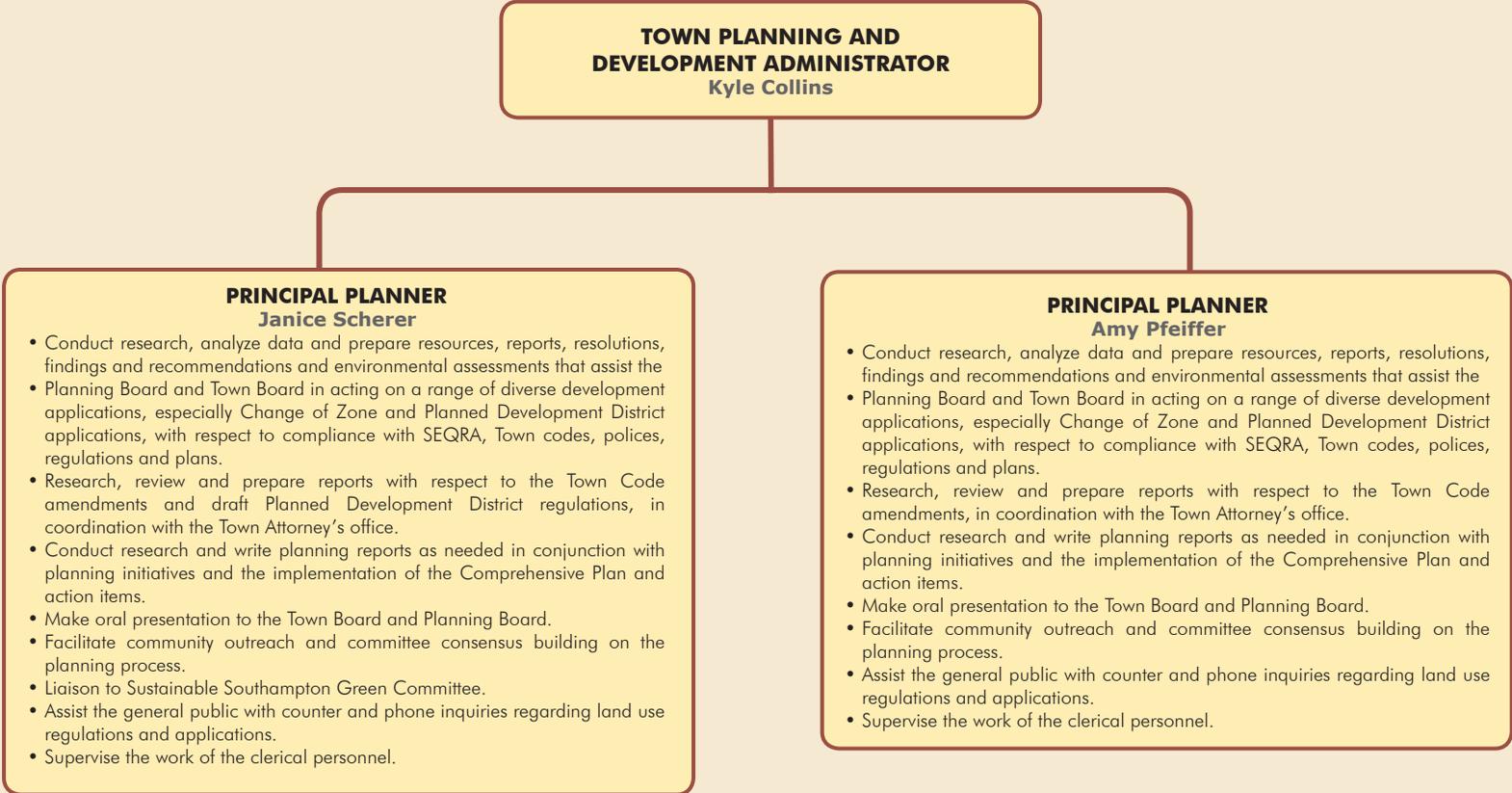
Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits
Land Management Department											
Current Planning Division - 8021											
Confidential Secretary	ADMINSUPPORT	54,230	0	1,500	55,730	1,299	4,263	7,189	489	13,241	68,972
Principal Planner - Vacant	CSEA40HOUR - 7-1-2010 / M / 1	74,148	0	2,500	76,648	1,304	5,864	9,888	660	17,716	94,363
Principal Clerk	CSEA40HOUR-NEW / F / 1	52,156	2,048	0	54,204	20,927	4,147	6,992	474	32,540	86,744
Principal Planner	CSEA40HOUR-NEW / M / 5	80,079	4,806	0	84,885	20,927	6,494	10,950	718	39,089	123,974
Senior Planner	CSEA40HOUR-NEW / J / 3	67,492	2,700	0	70,192	20,927	5,370	9,055	605	35,957	106,149
Clerk Typist - Vacant	PART-TIME	14,560	0	0	14,560	0	1,114	0	151	1,265	15,825
Intern	PART-TIME	3,600	0	0	3,600	0	275	0	59	334	3,934
Total Current Planning Division - 8021		346,265	9,554	4,000	359,819	65,386	27,526	44,074	3,156	140,142	499,961

NOTES:

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION

2014 ORGANIZATIONAL CHART



Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2014
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 Planned Development District, Change of Zone and Moratorium Exemption 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: 2014

Cost Center #: 8026

Division: Land Management Department

Manager: Kyle Collins

Tax District: Part Town Land Management (03)

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: 2014

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 Mixed Use Planned Development Districts (MUPDD).
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. Assist the Town Board in improving the process and outcomes of Planned Development District and change of zone applications.
5. Promote economic development as recommended in the Comprehensive Plan, and permit streamlining initiatives.
6. 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
Land Management Department											
Long Range Planning & Economic Development Division - 8026											
Town Planning Director	ADMINISTRATIVE	108,243	0	4,420	112,663	1,299	8,255	14,534	953	25,041	137,704
Principal Planner	CSEA40HOUR - 7-1-2010 / M / 1	74,148	0	0	74,148	20,927	5,672	9,565	652	36,816	110,964
Clerk Typist	CSEA40HOUR-NEW / B / 5	41,360	1,656	2,500	45,516	1,304	3,482	5,872	390	11,048	56,564
Principal Planner	CSEA40HOUR-NEW / M / 5	80,079	4,806	2,500	87,385	1,304	6,685	11,273	726	19,988	107,373
Total Long Range Planning & Economic Development Division - 8026		303,830	6,462	9,420	319,712	24,835	24,094	41,243	2,721	92,894	412,606

NOTES:

Town of Southampton
2014 Adopted Budget
 Long Range Planning & Economic Development Division - 8026

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 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	387,528	365,329	400,998	393,555	393,555	433,707	412,606	412,606	412,606	19,051	4.84%	442,768	421,193	421,193	421,193
	Total Real Property Taxes	387,528	365,329	400,998	393,555	393,555	433,707	412,606	412,606	412,606	19,051	4.84%	442,768	421,193	421,193	421,193
	Total Revenue	387,528	365,329	400,998	393,555	393,555	433,707	412,606	412,606	412,606	19,051	4.84%	442,768	421,193	421,193	421,193
	Salaries:															
6100	Salaries	297,710	261,013	303,687	296,448	236,668	303,830	303,830	303,830	303,830	(7,381)	(2.49%)	311,014	311,014	311,014	311,014
6103	Accumulated Sick/Personal Days	2,401	1,401	3,061	3,061	2,321	2,920	2,920	2,920	2,920	141	4.61%	2,920	2,920	2,920	2,920
6110	Longevity	7,747	6,279	9,473	9,473	785	6,462	6,462	6,462	6,462	3,011	31.79%	6,462	6,462	6,462	6,462
6127	Cash in Lieu of Health Benefits	9,000	9,000	9,000	9,000	3,875	6,500	6,500	6,500	6,500	2,500	27.78%	6,500	6,500	6,500	6,500
	Total Salaries	316,858	277,692	325,222	317,983	243,649	319,712	319,712	319,712	319,712	(1,729)	(0.54%)	326,896	326,896	326,896	326,896
	Employee Benefits - Current:															
6810	Employee Retirement - Active	39,607	40,187	43,905	43,905	33,950	62,344	41,243	41,243	41,243	2,662	6.06%	63,745	42,170	42,170	42,170
6830	FICA Tax Expenditure	24,169	21,327	24,639	24,444	18,613	24,094	24,094	24,094	24,094	349	1.43%	24,510	24,510	24,510	24,510
6835	MTA Tax	1,077	942	1,106	1,097	835	1,087	1,087	1,087	1,087	10	0.89%	1,111	1,111	1,111	1,111
6840	Worker's Compensation	798	791	814	814	678	1,519	1,519	1,519	1,519	(705)	(86.66%)	1,555	1,555	1,555	1,555
6860	Medical Insurance - Active Employees	0	0	0	0	0	19,623	19,623	19,623	19,623	(19,623)	(100.00%)	19,623	19,623	19,623	19,623
6865	Dental & Optical	4,903	3,937	5,197	5,197	3,094	5,213	5,213	5,213	5,213	(15)	(0.29%)	5,213	5,213	5,213	5,213
6875	Disability	115	29	115	115	46	115	115	115	115	0	0.00%	115	115	115	115
	Total Employee Benefits - Current	70,670	67,213	75,776	75,572	57,216	113,995	92,894	92,894	92,894	(17,322)	(22.92%)	115,872	94,297	94,297	94,297
	Total Employee Costs	387,528	344,905	400,998	393,555	300,865	433,707	412,606	412,606	412,606	(19,051)	(4.84%)	442,768	421,193	421,193	421,193
	Total Expenditures	387,528	344,905	400,998	393,555	300,865	433,707	412,606	412,606	412,606	(19,051)	(4.84%)	442,768	421,193	421,193	421,193
	Net Surplus (Deficit)	0	20,424	0	0	92,690	0	0	0	0			0	0	0	0

ENVIRONMENT DIVISION

2014 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.

SR. 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.

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;
- 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.

Department Summary

Department: Environment Division

Budget Year: 2014

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: 2014

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 and assessment of environmental impacts, 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.
3. Prepare and manage consultant and related contracts involving the conservation and restoration of the Town's natural resources.
4. 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.
5. Provide technical guidance and environmental monitoring services with respect to protection of rare, threatened and endangered species .
6. Provide technical input and support with regards to the development and implementation of a Waterfront Protection Plan.
7. Maintain public outreach and interagency contacts, including providing guidance to the public with respect to environmental regulations.
8. Act as technical liaison between the Town and the Beach Erosion Control Taxation Districts.
9. Facilitate development and application of GIS mapping tools and digital databases for natural resource planning and management.
10. Play an active role in the identification of open space protection priorities at the town, county and state levels.
11. 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: 2014

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. Complete a 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)

PROPOSED 2014 WETLANDS APPLICATION FEES

<u>WETLAND APPLICATION</u>	<u>FEE</u>
CERTIFICATE OF COASTAL COMPLIANCE AND LOT INSPECTIONS	\$250
LETTERS OF NON-JURISDICTION	\$250
WETLANDS BOUNDARY FLAGGING	1 ST ACRE OR LESS: \$300 EACH ADDITIONAL ACRE: \$50 MAXIMUM FEE \$3,000
CONSERVATION BOARD WETLAND PERMIT	\$800
EXISTING STRUCTURES CONSTRUCTED WITHOUT REQUIRED CONSERVATION BOARD WETLAND PERMIT	
300 SQUARE FEET OR LESS	\$400 ¹
GREATER THAN 300 SQUARE FEET	\$800 ¹
ADMINISTRATIVE WETLANDS PERMIT	\$400
EXISTING STRUCTURES CONSTRUCTED WITHOUT REQUIRED ADMINISTRATIVE WETLAND PERMIT	\$400 ¹
PERMIT RENEWALS	
ACTIVE PERMITS	\$300
EXPIRED PERMITS	\$100 ¹
PERMIT TRANSFERS	\$200
PERMIT MODIFICATION	\$400
RESCHEDULE OF PUBLIC HEARING (If re-hearing is at the request of applicant or due to error by applicant)	\$300

NOTES:

1. Added to standard applicable permit fee

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
Land Management Department											
Environment Division - 8090											
Chief Environmental Analyst	ADMINISTRATIVE	109,325	0	3,900	113,225	20,902	8,263	14,606	4,053	47,825	161,050
Senior Administrative Assistant	ADMINSUPPORT	51,310	0	2,500	53,810	1,299	4,116	6,942	468	12,826	66,636
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / E	34,523	0	0	34,523	20,927	2,641	4,454	319	28,341	62,864
Environmental Analyst	CSEA40HOUR - 7-1-2010 / G / 2	55,342	0	2,500	57,842	1,304	4,425	7,462	502	13,693	71,535
Environmental Analyst - Requested	CSEA40HOUR - 7-1-2010 / F / E	0	0	0	0	0	0	0	0	0	0
Total Environment Division - 8090		250,501	0	8,900	259,401	44,433	19,446	33,463	5,342	102,684	362,084

NOTES:

Town of Southampton
2014 Adopted Budget
Environment Division - 8090

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 Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	292,557	223,445	197,532	197,532	197,532	287,444	181,733	181,733	181,733	(15,799)	(8.00%)	230,812	189,349	189,349	189,349
	Total Real Property Taxes	292,557	223,445	197,532	197,532	197,532	287,444	181,733	181,733	181,733	(15,799)	(8.00%)	230,812	189,349	189,349	189,349
Other Revenue:																
1790	Inter-Departmental Revenue	(43,193)	(44,052)	(43,579)	(43,579)	(32,684)	(46,127)	(44,648)	(44,648)	(44,648)	(1,069)	2.45%	(46,127)	(44,648)	(44,648)	(44,648)
2112	Wetland Fees	150,000	220,000	225,000	225,000	195,020	225,000	225,000	225,000	225,000	0	0.00%	225,000	225,000	225,000	225,000
	Total Other Revenue	106,807	175,948	181,421	181,421	162,336	178,873	180,352	180,352	180,352	(1,069)	(0.59%)	178,873	180,352	180,352	180,352
	Total Revenue	399,364	399,393	378,953	378,953	359,868	466,318	362,084	362,084	362,084	(16,869)	(4.45%)	409,685	369,701	369,701	369,701
Salaries:																
6100	Salaries	263,066	208,835	257,925	253,864	196,474	301,072	250,501	250,501	250,501	3,363	1.32%	256,842	256,836	256,836	256,836
6101	Overtime	0	0	0	3,030	1,143	0	0	0	0	3,030	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	2,930	3,760	3,092	4,123	4,122	3,900	3,900	3,900	3,900	223	5.40%	3,900	3,900	3,900	3,900
6110	Longevity	4,940	2,802	2,640	2,640	1,259	0	0	0	0	2,640	100.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	0	1,250	2,502	2,502	1,750	5,000	5,000	5,000	5,000	(2,498)	(99.84%)	5,000	5,000	5,000	5,000
	Total Salaries	270,936	216,646	266,158	266,158	204,748	309,972	259,401	259,401	259,401	6,758	2.54%	265,742	265,736	265,736	265,736
Employee Benefits - Current:																
6810	Employee Retirement - Active	33,561	25,176	35,651	35,651	27,568	60,444	33,463	33,463	33,463	2,189	6.14%	51,820	34,280	34,280	34,280
6830	FICA Tax Expenditure	20,651	16,356	20,146	20,146	15,503	23,314	19,446	19,446	19,446	700	3.47%	19,795	19,795	19,795	19,795
6835	MTA Tax	921	796	905	905	689	1,054	882	882	882	23	2.54%	904	904	904	904
6840	Worker's Compensation	5,795	5,704	3,972	3,972	3,310	6,029	4,345	4,345	4,345	(373)	(9.40%)	5,920	4,439	4,439	4,439
6860	Medical Insurance - Active Employees	62,480	30,718	46,808	46,808	19,673	58,848	39,225	39,225	39,225	7,583	16.20%	58,848	39,225	39,225	39,225
6865	Dental & Optical	4,903	2,564	5,197	5,197	1,498	6,512	5,208	5,208	5,208	(10)	(0.19%)	6,512	5,208	5,208	5,208
6875	Disability	115	29	115	115	83	144	115	115	115	0	0.00%	144	115	115	115
	Total Employee Benefits - Current	128,428	81,343	112,795	112,795	68,325	156,346	102,684	102,684	102,684	10,111	8.96%	143,943	103,965	103,965	103,965
	Total Employee Costs	399,364	297,988	378,953	378,953	273,073	466,318	362,084	362,084	362,084	16,869	4.45%	409,685	369,701	369,701	369,701
	Total Expenditures	399,364	297,988	378,953	378,953	273,073	466,318	362,084	362,084	362,084	16,869	4.45%	409,685	369,701	369,701	369,701
	Net Surplus (Deficit)	0	101,405	0	0	86,795	0	0	0	0			0	0	0	0

Department Summary

Department: Architectural Review Board

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8013

Manager: Kyle Collins

Departmental Mission & Responsibilities:

The Architectural Review Board reviews Building Division applications for all building permits and gives approval to those applications, that meet the standards of the Architectural Review Board and the criteria in the Town Code.

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.

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
Land Management Department											
Architectural Review Board - 8013											
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	383	0	71	453	5,453
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	0	306	0	62	368	4,368
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	0	306	0	62	368	4,368
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	0	306	516	62	884	4,884
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	0	306	0	62	368	4,368
Total Architectural Review Board - 8013		21,000	0	0	21,000	0	1,607	516	320	2,443	23,443

NOTES:

Town of Southampton
2014 Adopted Budget
Architectural Review Board - 8013

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 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	23,367	23,359	23,418	23,418	17,564	23,707	23,443	23,443	23,443	25	0.11%	23,707	23,443	23,443	23,443	
	Total Other Revenue	23,367	23,359	23,418	23,418	17,564	23,707	23,443	23,443	23,443	25	0.11%	23,707	23,443	23,443	23,443	
	Total Revenue	23,367	23,359	23,418	23,418	17,564	23,707	23,443	23,443	23,443	25	0.11%	23,707	23,443	23,443	23,443	
	Salaries:																
6100	Salaries	21,000	21,000	21,000	21,000	17,500	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000	
	Total Salaries	21,000	21,000	21,000	21,000	17,500	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	500	507	540	540	418	780	516	516	516	24	4.44%	780	516	516	516	
6830	FICA Tax Expenditure	1,606	1,606	1,607	1,607	1,339	1,607	1,607	1,607	1,607	0	0.00%	1,607	1,607	1,607	1,607	
6835	MTA Tax	71	71	71	71	60	71	71	71	71	0	0.00%	71	71	71	71	
6840	Worker's Compensation	45	45	56	56	47	105	105	105	105	(49)	(86.57%)	105	105	105	105	
6875	Disability	144	144	144	144	229	144	144	144	144	0	0.00%	144	144	144	144	
	Total Employee Benefits - Current	2,367	2,374	2,418	2,418	2,092	2,707	2,443	2,443	2,443	(25)	(1.02%)	2,707	2,443	2,443	2,443	
	Total Employee Costs	23,367	23,374	23,418	23,418	19,592	23,707	23,443	23,443	23,443	(25)	(0.11%)	23,707	23,443	23,443	23,443	
	Total Expenditures	23,367	23,374	23,418	23,418	19,592	23,707	23,443	23,443	23,443	(25)	(0.11%)	23,707	23,443	23,443	23,443	
	Net Surplus (Deficit)	0	(15)	0	0	(2,028)	0	0	0	0			0	0	0	0	

Department Summary

Department: Conservation Board

Budget Year: 2014

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, Town 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 Department and the Town Trustees. The seven STCB members visit hundreds of sites annually, which have been proposed for development sites. These visits become the basis for making conservation decisions. This Board also provides conservation management advice for the many conservation 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
Land Management Department											
Conservation Board - 8730											
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	0	421	710	75	1,205	6,705
Conservation Board	APPOINTBOARD	6,500	0	0	6,500	0	497	839	267	1,603	8,103
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	0	398	0	72	470	5,670
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	0	398	671	72	1,141	6,341
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	0	398	0	220	617	5,817
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	0	398	0	72	470	5,670
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	0	398	671	72	1,141	6,341
Total Conservation Board - 8730		38,000	0	0	38,000	0	2,907	2,890	852	6,648	44,648

NOTES:

Town of Southampton
2014 Adopted Budget
Conservation Board - 8730

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 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	Other Revenue:															
1790	Inter-Departmental Revenue	43,193	44,052	43,579	43,579	32,684	46,127	44,648	44,648	44,648	1,069	2.45%	46,127	44,648	44,648	44,648
	Total Other Revenue	43,193	44,052	43,579	43,579	32,684	46,127	44,648	44,648	44,648	1,069	2.45%	46,127	44,648	44,648	44,648
	Total Revenue	43,193	44,052	43,579	43,579	32,684	46,127	44,648	44,648	44,648	1,069	2.45%	46,127	44,648	44,648	44,648
	Salaries:															
6100	Salaries	37,000	37,833	37,000	37,000	30,833	38,000	38,000	38,000	38,000	(1,000)	(2.70%)	38,000	38,000	38,000	38,000
	Total Salaries	37,000	37,833	37,000	37,000	30,833	38,000	38,000	38,000	38,000	(1,000)	(2.70%)	38,000	38,000	38,000	38,000
	Employee Benefits - Current:															
6810	Employee Retirement - Active	2,750	2,790	2,970	2,970	2,297	4,368	2,890	2,890	2,890	80	2.71%	4,368	2,890	2,890	2,890
6830	FICA Tax Expenditure	2,830	2,895	2,831	2,831	2,359	2,907	2,907	2,907	2,907	(77)	(2.70%)	2,907	2,907	2,907	2,907
6835	MTA Tax	126	128	126	126	105	129	129	129	129	(3)	(2.70%)	129	129	129	129
6840	Worker's Compensation	285	283	451	451	376	521	521	521	521	(70)	(15.48%)	521	521	521	521
6875	Disability	202	202	202	202	321	202	202	202	202	0	0.00%	202	202	202	202
	Total Employee Benefits - Current	6,193	6,297	6,579	6,579	5,457	8,127	6,648	6,648	6,648	(69)	(1.05%)	8,127	6,648	6,648	6,648
	Total Employee Costs	43,193	44,130	43,579	43,579	36,290	46,127	44,648	44,648	44,648	(1,069)	(2.45%)	46,127	44,648	44,648	44,648
	Total Expenditures	43,193	44,130	43,579	43,579	36,290	46,127	44,648	44,648	44,648	(1,069)	(2.45%)	46,127	44,648	44,648	44,648
	Net Surplus (Deficit)	0	(78)	0	0	(3,606)	0	0	0	0			0	0	0	0

Department Summary

Department: Landmarks & Historic Districts Board

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Kyle Collins

Departmental Mission & Responsibilities:

The Landmarks & Historic Districts Board evaluates the need for preservation of cultural resources in the Town and renders decisions on Certificates of Appropriateness for improvements or demolitions of properties that have been designated local landmarks or part of a Historic District designated, pursuant to Town Code.

Workload:

The Landmarks & Historic Districts Board also provides research assistance for various Town planning studies; inventories and documents hamlet heritage resources; and provides technical guidance.

Goals & Objectives:

The Landmarks and Historic Districts Board will continue efforts to raise awareness of the need for greater protection, preservation and appreciation for hamlet heritage resources, including cemeteries.

Legal Authority:

Established pursuant to Local Law - Chapter 330-320.

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
Land Management Department											
Landmarks & Historic Districts Board - 8022											
LHDB - CHAIR	APPOINTBOARD	1,600	0	0	1,600	0	122	206	42	371	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	155	39	285	1,
Total Landmarks & Historic Districts Board - 8022		11,200	0	0	11,200	0	857	1,445	353	2,655	13,

NOTES:

Town of Southampton
2014 Adopted Budget
Landmarks & Historic Districts Board - 8022

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
	Other Revenue:															
1790	Inter-Departmental Revenue	12,276	12,276	12,425	12,425	9,319	12,926	12,741	12,741	12,741	316	2.55%	12,926	12,741	12,741	12,741
	Total Other Revenue	12,276	12,276	12,425	12,425	9,319	12,926	12,741	12,741	12,741	316	2.55%	12,926	12,741	12,741	12,741
	Total Revenue	12,276	12,276	12,425	12,425	9,319	12,926	12,741	12,741	12,741	316	2.55%	12,926	12,741	12,741	12,741
	Salaries:															
6100	Salaries	11,100	11,200	11,100	11,100	4,350	11,200	11,200	11,200	11,200	(100)	(0.90%)	11,200	11,200	11,200	11,200
	Total Salaries	11,100	11,200	11,100	11,100	4,350	11,200	11,200	11,200	11,200	(100)	(0.90%)	11,200	11,200	11,200	11,200
	Employee Benefits - Current:															
6810	Employee Retirement - Active	0	0	162	162	125	546	361	361	361	(199)	(122.96%)	546	361	361	361
6830	FICA Tax Expenditure	849	857	849	849	333	857	857	857	857	(8)	(0.90%)	857	857	857	857
6835	MTA Tax	38	38	38	38	15	38	38	38	38	0	(0.90%)	38	38	38	38
6840	Worker's Compensation	30	30	17	17	14	26	26	26	26	(9)	(53.85%)	26	26	26	26
6875	Disability	259	20	259	259	14	259	259	259	259	0	0.00%	259	259	259	259
	Total Employee Benefits - Current	1,176	945	1,325	1,325	501	1,726	1,541	1,541	1,541	(216)	(16.32%)	1,726	1,541	1,541	1,541
	Total Employee Costs	12,276	12,145	12,425	12,425	4,851	12,926	12,741	12,741	12,741	(316)	(2.55%)	12,926	12,741	12,741	12,741
	Total Expenditures	12,276	12,145	12,425	12,425	4,851	12,926	12,741	12,741	12,741	(316)	(2.55%)	12,926	12,741	12,741	12,741
	Net Surplus (Deficit)	0	131	0	0	4,468	0	0	0	0			0	0	0	0

Department Summary

Department: Licensing Review Board

Budget Year: 2014

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 Contractors, Plumbing Contractors and Electrical Contractors program. In addition, the Licensing Review Board considers appeals on taxicab operator licenses that have been denied by the Town Clerk. The Rental Permits Legislation also requires the Licensing Review Board to consider appeals of the Chief Building Inspector's denial of a family unit under the Town Code definition.

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 and Electrical 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 weekly and monthly deposit and banking reports.
6. To prepare the minutes from the monthly Licensing Review Board meetings.
7. To prepare and send any necessary correspondence that may result from the monthly meeting.
8. 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.
9. To approve, deny issue, revoke or suspend the operator licenses for taxis and vehicles for hire, 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.

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 Compensation
Land Management Department											
Licensing Review Board - 8016											
LRB - CHAIR	APPOINTBOARD	4,800	0	0	4,800	0	367	619	205	1,191	5,991
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	464	161	901	4,501
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	464	161	901	4,501
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	464	161	901	4,501
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	464	161	901	4,501
Total Licensing Review Board - 8016		19,200	0	0	19,200	0	1,469	2,477	848	4,794	23,994

NOTES:

Town of Southampton
2014 Adopted Budget
Licensing Review Board - 8016

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	
	Other Revenue:																
1790	Inter-Departmental Revenue	23,317	23,344	22,975	22,975	17,231	24,559	23,530	23,530	23,530	554	2.41%	24,559	23,530	23,530	23,530	
	Total Other Revenue	23,317	23,344	22,975	22,975	17,231	24,559	23,530	23,530	23,530	554	2.41%	24,559	23,530	23,530	23,530	
	Total Revenue	23,317	23,344	22,975	22,975	17,231	24,559	23,530	23,530	23,530	554	2.41%	24,559	23,530	23,530	23,530	
	Salaries:																
6100	Salaries	19,200	16,800	19,200	19,200	15,600	19,200	19,200	19,200	19,200	0	0.00%	19,200	19,200	19,200	19,200	
	Total Salaries	19,200	16,800	19,200	19,200	15,600	19,200	19,200	19,200	19,200	0	0.00%	19,200	19,200	19,200	19,200	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	1,800	1,826	1,458	1,458	1,127	3,042	2,012	2,012	2,012	(554)	(38.02%)	3,042	2,012	2,012	2,012	
6830	FICA Tax Expenditure	1,469	1,285	1,469	1,469	1,193	1,469	1,469	1,469	1,469	0	0.00%	1,469	1,469	1,469	1,469	
6835	MTA Tax	65	57	65	65	53	65	65	65	65	0	0.00%	65	65	65	65	
6840	Worker's Compensation	639	634	639	639	533	639	639	639	639	0	0.00%	639	639	639	639	
6875	Disability	144	61	144	144	113	144	144	144	144	0	0.00%	144	144	144	144	
	Total Employee Benefits - Current	4,117	3,864	3,775	3,775	3,020	5,359	4,330	4,330	4,330	(554)	(14.69%)	5,359	4,330	4,330	4,330	
	Total Employee Costs	23,317	20,664	22,975	22,975	18,620	24,559	23,530	23,530	23,530	(554)	(2.41%)	24,559	23,530	23,530	23,530	
	Total Expenditures	23,317	20,664	22,975	22,975	18,620	24,559	23,530	23,530	23,530	(554)	(2.41%)	24,559	23,530	23,530	23,530	
	Net Surplus (Deficit)	0	2,680	0	0	(1,389)	0	0	0	0			0	0	0	0	

Department Summary

Department: Planning Board

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Kyle Collins

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.

NOTES:

Department Summary

Department: Planning Board

Budget Year: 2014

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Kyle Collins

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.

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
Land Management Department											
Planning Board - 8020											
Planning Board	APPOINTBOARD	15,000	0	0	15,000	11,233	1,148	0	155	12,535	27,535
Planning Board	APPOINTBOARD	11,000	0	0	11,000	0	842	0	121	963	11,963
Planning Board	APPOINTBOARD	11,000	0	0	11,000	1,304	842	0	121	2,267	13,267
Planning Board	APPOINTBOARD	12,000	0	0	12,000	6,409	918	1,548	130	9,004	21,004
Planning Board	APPOINTBOARD	11,000	0	0	11,000	0	842	0	121	963	11,963
Planning Board	APPOINTBOARD	11,000	0	0	11,000	0	842	0	121	963	11,963
Planning Board	APPOINTBOARD	11,000	0	0	11,000	0	842	0	121	963	11,963
Total Planning Board - 8020		82,000	0	0	82,000	18,946	6,273	1,548	890	27,657	109,657

NOTES:

Town of Southampton
2014 Adopted Budget
Planning Board - 8020

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 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	
	Real Property Taxes:																
1001	Property Taxes	0	0	0	0	0	0	0	0	0	0	(100.00%)	0	0	0	0	
	Total Real Property Taxes	0	0	0	0	0	0	0	0	0	0	(100.00%)	0	0	0	0	
	Other Revenue:																
1790	Inter-Departmental Revenue	108,070	108,070	109,524	109,524	82,143	110,449	109,657	109,657	109,657	133	0.12%	110,449	109,657	109,657	109,657	
	Total Other Revenue	108,070	108,070	109,524	109,524	82,143	110,449	109,657	109,657	109,657	133	0.12%	110,449	109,657	109,657	109,657	
	Total Revenue	108,070	108,070	109,524	109,524	82,143	110,449	109,657	109,657	109,657	133	0.12%	110,449	109,657	109,657	109,657	
	Salaries:																
6100	Salaries	82,000	82,178	82,000	82,000	68,333	82,000	82,000	82,000	82,000	0	0.00%	82,000	82,000	82,000	82,000	
	Total Salaries	82,000	82,178	82,000	82,000	68,333	82,000	82,000	82,000	82,000	0	0.00%	82,000	82,000	82,000	82,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	1,500	1,522	1,620	1,620	1,253	2,340	1,548	1,548	1,548	72	4.44%	2,340	1,548	1,548	1,548	
6830	FICA Tax Expenditure	6,273	5,135	6,273	6,273	4,236	6,273	6,273	6,273	6,273	0	0.00%	6,273	6,273	6,273	6,273	
6835	MTA Tax	279	231	279	279	188	279	279	279	279	0	0.00%	279	279	279	279	
6840	Worker's Compensation	220	218	220	220	183	410	410	410	410	(190)	(86.57%)	410	410	410	410	
6860	Medical Insurance - Active Employees	13,919	13,832	15,033	15,033	12,603	15,033	15,033	15,033	15,033	0	0.00%	15,033	15,033	15,033	15,033	
6865	Dental & Optical	3,677	2,197	3,898	3,898	1,879	3,913	3,913	3,913	3,913	(15)	(0.39%)	3,913	3,913	3,913	3,913	
6875	Disability	202	202	202	202	321	202	202	202	202	0	0.00%	202	202	202	202	
	Total Employee Benefits - Current	26,070	23,336	27,524	27,524	20,662	28,449	27,657	27,657	27,657	(133)	(0.48%)	28,449	27,657	27,657	27,657	
	Total Employee Costs	108,070	105,514	109,524	109,524	88,995	110,449	109,657	109,657	109,657	(133)	(0.12%)	110,449	109,657	109,657	109,657	
	Total Expenditures	108,070	105,514	109,524	109,524	88,995	110,449	109,657	109,657	109,657	(133)	(0.12%)	110,449	109,657	109,657	109,657	
	Net Surplus (Deficit)	0	2,556	0	0	(6,852)	0	0	0	0			0	0	0	0	

Department Summary

Department: Zoning Board of Appeals

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

Cost Center #: 8012
Manager: Kyle Collins

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.

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
Land Management Department											
Zoning Board of Appeals - 8012											
Zoning Board of Appeals	APPOINTBOARD	11,000	0	0	11,000	5,104	842	1,419	121	7,486	18,486
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	11,233	773	1,303	114	13,422	23,522
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	5,104	773	1,303	114	7,293	17,393
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	0	773	1,303	114	2,189	12,289
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	9,928	773	1,303	114	12,118	22,218
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	11,233	956	1,613	134	13,935	26,435
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	0	773	1,303	114	2,189	12,289
Total Zoning Board of Appeals - 8012		74,000	0	0	74,000	42,603	5,661	9,546	823	58,633	132,633

NOTES:

Town of Southampton
2014 Adopted Budget
Zoning Board of Appeals - 8012

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 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
	Other Revenue:															
1790	Inter-Departmental Revenue	106,329	106,329	114,604	124,804	93,603	137,517	132,633	132,633	132,633	7,829	6.27%	137,517	132,633	132,633	132,633
	Total Other Revenue	106,329	106,329	114,604	124,804	93,603	137,517	132,633	132,633	132,633	7,829	6.27%	137,517	132,633	132,633	132,633
	Total Revenue	106,329	106,329	114,604	124,804	93,603	137,517	132,633	132,633	132,633	7,829	6.27%	137,517	132,633	132,633	132,633
	Salaries:															
6100	Salaries	73,500	73,891	73,500	73,500	61,250	74,000	74,000	74,000	74,000	(500)	(0.68%)	74,000	74,000	74,000	74,000
	Total Salaries	73,500	73,891	73,500	73,500	61,250	74,000	74,000	74,000	74,000	(500)	(0.68%)	74,000	74,000	74,000	74,000
	Employee Benefits - Current:															
6810	Employee Retirement - Active	6,688	6,785	8,573	8,573	6,629	14,430	9,546	9,546	9,546	(974)	(11.36%)	14,430	9,546	9,546	9,546
6830	FICA Tax Expenditure	5,623	3,831	5,623	5,623	3,064	5,661	5,661	5,661	5,661	(38)	(0.68%)	5,661	5,661	5,661	5,661
6835	MTA Tax	250	191	250	250	153	252	252	252	252	(2)	(0.68%)	252	252	252	252
6840	Worker's Compensation	197	195	197	197	164	370	370	370	370	(173)	(87.84%)	370	370	370	370
6860	Medical Insurance - Active Employees	18,645	20,836	24,961	35,161	29,798	39,994	39,994	39,994	39,994	(4,833)	(13.74%)	39,994	39,994	39,994	39,994
6865	Dental & Optical	1,226	1,099	1,299	1,299	940	2,609	2,609	2,609	2,609	(1,309)	(100.78%)	2,609	2,609	2,609	2,609
6875	Disability	202	200	202	202	318	202	202	202	202	0	0.00%	202	202	202	202
	Total Employee Benefits - Current	32,829	33,138	41,104	51,304	41,066	63,517	58,633	58,633	58,633	(7,329)	(14.28%)	63,517	58,633	58,633	58,633
	Total Employee Costs	106,329	107,029	114,604	124,804	102,316	137,517	132,633	132,633	132,633	(7,829)	(6.27%)	137,517	132,633	132,633	132,633
	Total Expenditures	106,329	107,029	114,604	124,804	102,316	137,517	132,633	132,633	132,633	(7,829)	(6.27%)	137,517	132,633	132,633	132,633
	Net Surplus (Deficit)	0	(700)	0	0	(8,713)	0	0	0	0			0	0	0	0