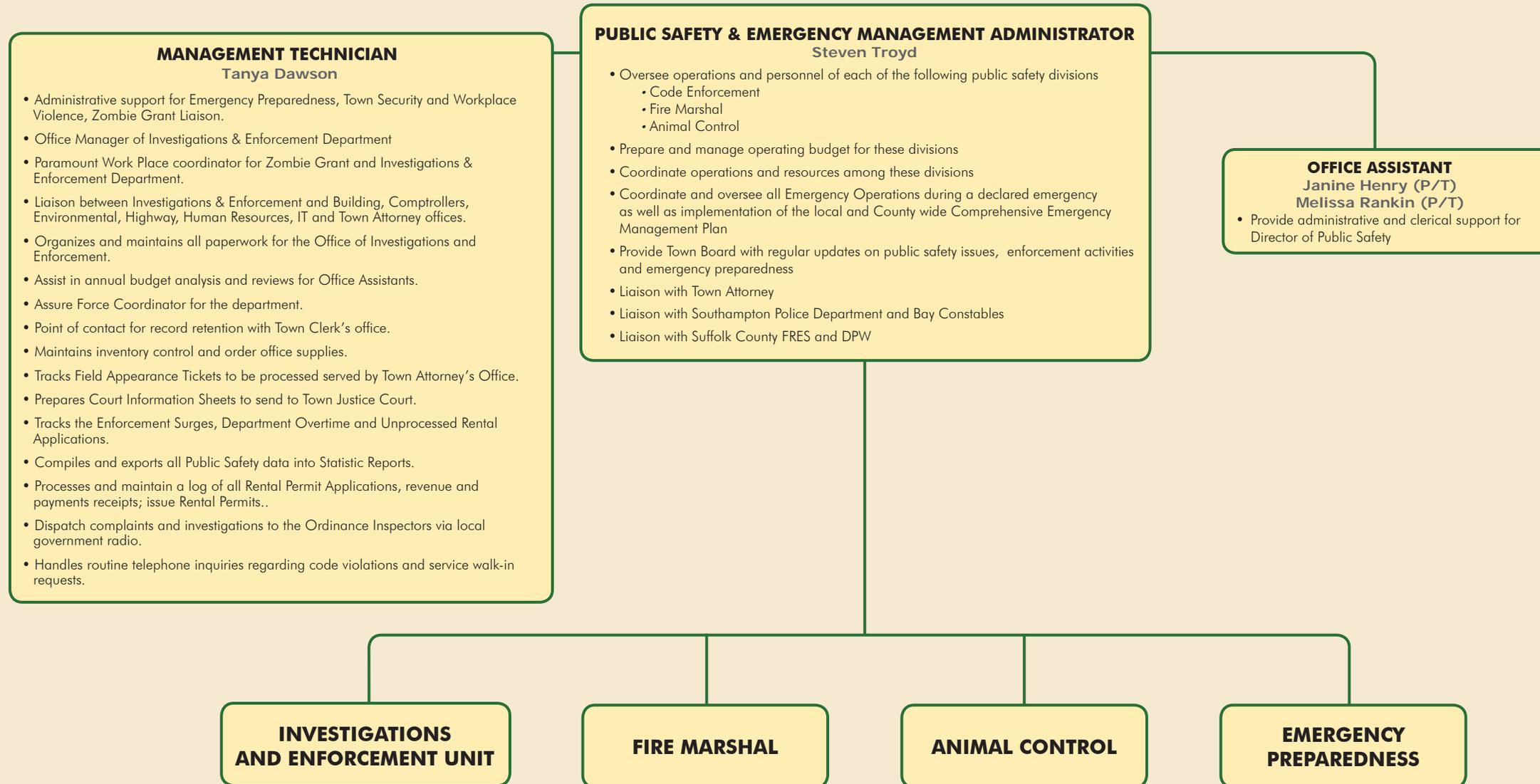


PUBLIC SAFETY

2019 ORGANIZATIONAL CHART



Department Summary

Department: Public Safety & Emergency Preparedness

Budget Year: 2019
Division: Public Safety Department
Tax District: Full Town

Cost Center #: 3412
Manager: Steven Troyd

NOTES:

Departmental Mission & Responsibilities:

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

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

Workload:

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

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

Goals & Objectives:

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

Legal Authority:

Established pursuant to Southampton Town Board Resolution 2010-791.

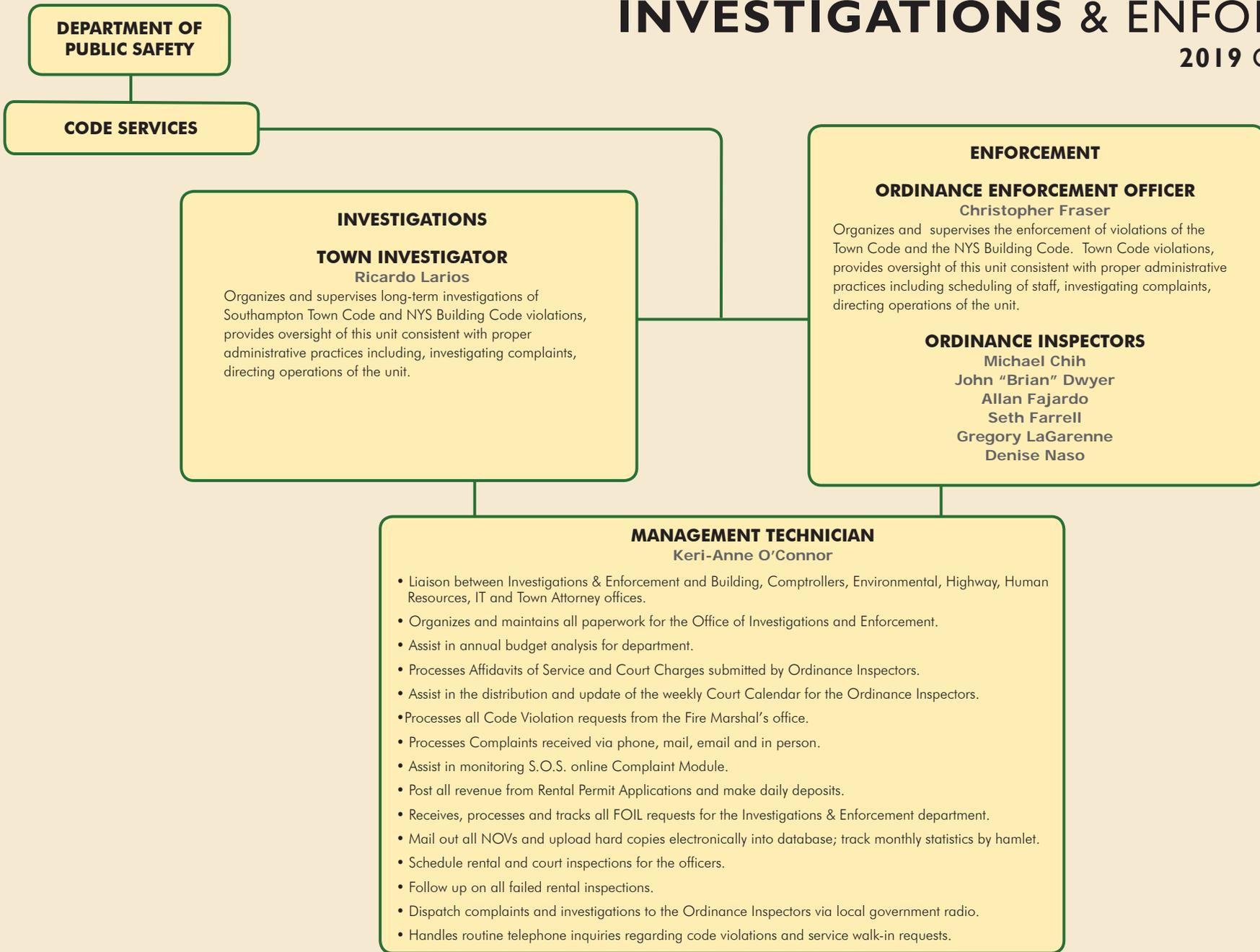
Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Public Safety Department													
Public Safety													
Public Safety & Emergency Preparedness - 3412													
Town Code Compliance and Emergency	ADMINISTRATIVE	107,100	0	6,002	113,102	1,332	8,304	14,894	3,303	27,833	140,935		100.0
Management Technician	ADMINSUPPORT	57,073	0	0	57,073	28,344	4,484	7,526	1,758	42,112	99,185	5.0	100.0
Total Public Safety & Emergency Preparedness - 3412		164,173	0	6,002	170,175	29,676	12,787	22,420	5,061	69,944	240,119		

NOTES:

INVESTIGATIONS & ENFORCEMENT UNIT

2019 ORGANIZATIONAL CHART



Department Summary

Department: Investigation & Enforcement Unit

Budget Year: 2019
Division: Public Safety Department
Tax District: Part Town Land Management (22)

Cost Center #: 3125
Manager:

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Public Safety Department													
Investigations and Enforcement													
Investigation & Enforcement Unit - 3125													
Management Technician	ADMINSUPPORT	55,204	0	0	55,204	28,344	4,337	7,280	1,701	41,661	96,865	4.8	100.0
Ordinance Enforcement Officer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 6	75,229	3,009	0	78,238	14,304	6,218	10,437	3,341	34,300	112,538	7.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 5	62,839	2,514	300	65,653	28,344	5,217	8,757	2,794	45,112	110,765	7.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	60,239	0	300	60,539	13,008	4,818	8,087	2,671	28,584	89,123	3.1	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 2	60,719	3,643	300	64,662	28,344	5,135	8,618	2,705	44,802	109,464	10.8	100.0
Ordinance Inspector-Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	59,364	0	300	59,664	28,344	4,748	7,970	2,633	43,694	103,359	0.5	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 4	63,183	3,791	300	67,274	28,344	5,342	8,967	2,814	45,466	112,740	11.3	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 4	63,183	3,791	6,302	73,276	1,332	5,801	9,737	2,834	19,705	92,981	14.0	100.0
Town Investigator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 4	66,941	4,016	300	71,258	28,344	5,659	9,498	2,980	46,480	117,738	11.1	100.0
Ordinance Inspector	PART-TIME	25,500	0	300	25,800	0	2,053	0	1,141	3,194	28,994		100.0
Total Investigation & Enforcement Unit - 3125		592,401	20,764	8,402	621,568	198,708	49,328	79,349	25,613	352,999	974,566		

NOTES:

Town of Southampton
2019 Adopted Budget
Investigation & Enforcement Unit - 3125

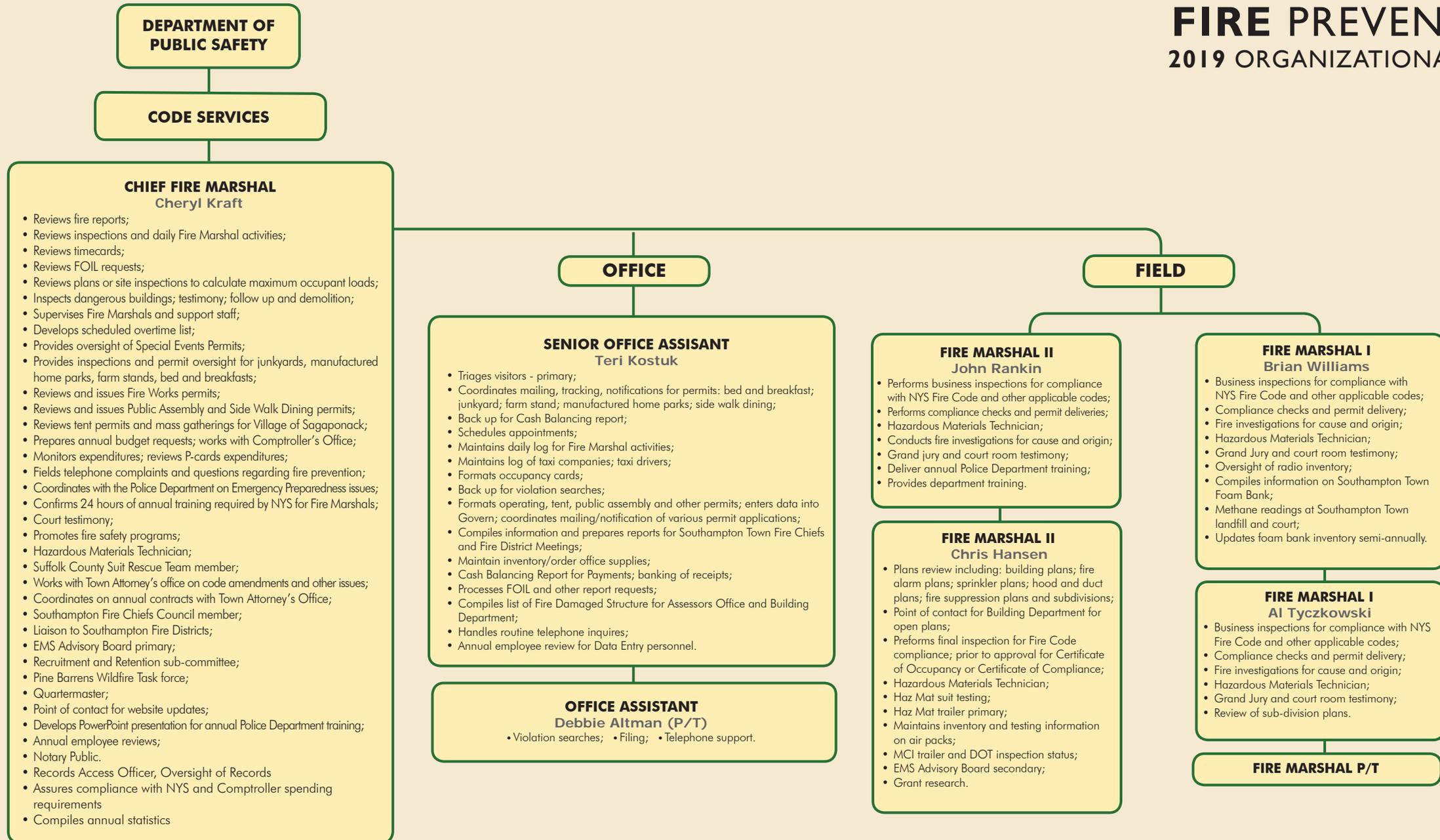
Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	791,834	791,834	730,999	721,338	721,338	878,426	832,926	832,926	832,926	111,588	15.47%	904,823	861,323	861,323	861,323
	Total Real Property Taxes	791,834	791,834	730,999	721,338	721,338	878,426	832,926	832,926	832,926	111,588	15.47%	904,823	861,323	861,323	861,323
Other Revenue:																
1560	Rental Permits	160,000	214,200	160,000	199,275	243,750	160,000	200,000	200,000	200,000	725	0.36%	160,000	200,000	200,000	200,000
2701	Miscellaneous Tax Receipts	0	578	0	0	73	0	0	0	0	0	0.00%	0	0	0	0
3389	State Aid - Public Safety	0	90,500	90,500	90,500	0	0	0	0	0	(90,500)	(100.00%)	0	0	0	0
5031	Interfund Transfer - Revenue	0	26,000	0	5,125	5,125	0	0	0	0	(5,125)	(100.00%)	0	0	0	0
	Total Other Revenue	160,000	331,278	250,500	294,900	248,948	160,000	200,000	200,000	200,000	(94,900)	(32.18%)	160,000	200,000	200,000	200,000
	Total Revenue	951,834	1,123,111	981,500	1,016,239	970,286	1,038,426	1,032,926	1,032,926	1,032,926	16,687	1.64%	1,064,822	1,061,323	1,061,323	1,061,323
Salaries:																
6100	Salaries	537,070	531,910	545,671	540,667	463,468	566,901	566,901	566,901	566,901	(26,234)	(4.85%)	587,139	587,139	587,139	587,139
6101	Overtime	20,500	48,594	20,500	57,500	56,640	20,500	20,500	20,500	20,500	37,000	64.35%	20,500	20,500	20,500	20,500
6105	Part Time Salaries	25,000	13,419	25,000	25,000	17,209	25,500	25,500	25,500	25,500	(500)	(2.00%)	25,500	25,500	25,500	25,500
6110	Longevity	13,381	13,458	16,377	16,487	19,821	20,764	20,764	20,764	20,764	(4,277)	(25.94%)	21,568	21,568	21,568	21,568
6127	Cash in Lieu of Health Benefits	5,100	5,186	5,637	5,637	2,818	6,002	6,002	6,002	6,002	(365)	(6.48%)	6,002	6,002	6,002	6,002
6144	Clothing Cleaning	2,100	2,100	1,200	2,275	2,275	2,400	2,400	2,400	2,400	(125)	(5.49%)	2,400	2,400	2,400	2,400
	Total Salaries	603,151	614,666	614,385	647,566	562,231	642,068	642,068	642,068	642,068	5,499	0.85%	663,109	663,109	663,109	663,109
Employee Benefits - Current:																
6810	Employee Retirement - Active	78,908	79,291	80,977	81,556	67,724	79,349	79,349	79,349	79,349	2,207	2.71%	82,154	82,154	82,154	82,154
6830	FICA Tax Expenditure	46,153	45,911	48,621	49,409	42,726	50,908	50,908	50,908	50,908	(1,500)	(3.04%)	52,580	52,580	52,580	52,580
6835	MTA Tax	2,061	2,041	2,171	2,206	1,912	2,272	2,272	2,272	2,272	(67)	(3.02%)	2,347	2,347	2,347	2,347
6840	Worker's Compensation	18,468	18,332	21,026	21,182	17,369	23,247	23,247	23,247	23,247	(2,065)	(9.75%)	24,052	24,052	24,052	24,052
6860	Medical Insurance - Active Employees	146,376	150,538	160,698	160,698	130,326	186,720	186,720	186,720	186,720	(26,022)	(16.19%)	186,720	186,720	186,720	186,720
6865	Dental & Optical	11,730	10,142	11,639	11,639	8,619	11,988	11,988	11,988	11,988	(349)	(3.00%)	11,988	11,988	11,988	11,988
6875	Disability	288	68	283	283	43	174	174	174	174	109	38.56%	174	174	174	174
	Total Employee Benefits - Current	303,983	306,323	325,415	326,973	268,720	354,659	354,659	354,659	354,659	(27,686)	(8.47%)	360,014	360,014	360,014	360,014
	Total Employee Costs	907,134	920,988	939,800	974,539	830,951	996,726	996,726	996,726	996,726	(22,187)	(2.28%)	1,023,123	1,023,123	1,023,123	1,023,123
Contractual:																
6401	Contracts	0	1,017	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6403	Gasoline	18,000	12,484	15,000	15,000	12,281	15,000	14,000	14,000	14,000	1,000	6.67%	15,000	15,000	15,000	15,000
6406	Repair Equipment	3,000	0	3,000	1,548	46	3,000	1,000	1,000	1,000	548	35.40%	3,000	2,000	2,000	2,000
6411	Printing and Stationery	1,500	256	1,500	1,500	1,426	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6412	Publications	2,200	1,939	2,200	2,200	1,682	2,200	2,200	2,200	2,200	0	0.00%	2,200	2,200	2,200	2,200
6418	Uniforms	5,000	1,699	5,000	6,952	3,595	5,000	3,000	3,000	3,000	3,952	56.85%	5,000	3,000	3,000	3,000
6420	Other	2,000	39	2,000	1,000	300	2,000	2,000	2,000	2,000	(1,000)	(100.00%)	2,000	2,000	2,000	2,000
6423	Small Equipment (Non-Capital)	1,000	0	1,000	500	0	1,000	1,000	1,000	1,000	(500)	(100.00%)	1,000	1,000	1,000	1,000
6425	Office Supplies	2,500	1,757	2,500	3,500	3,153	2,500	2,500	2,500	2,500	1,000	28.57%	2,500	2,500	2,500	2,500
6433	Safety Equipment	0	6,618	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6450	Schools & Training	3,500	2,975	3,500	3,500	3,324	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
6466	Telephone - Wireless	3,500	3,106	3,500	3,500	3,123	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500

Town of Southampton
2019 Adopted Budget
Investigation & Enforcement Unit - 3125

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
6477	Copier Leases	2,500	1,739	2,500	2,500	954	2,500	2,000	2,000	2,000	500	20.00%	2,500	2,000	2,000	2,000
	Total Contractual	44,700	33,629	41,700	41,700	29,885	41,700	36,200	36,200	36,200	5,500	13.19%	41,700	38,200	38,200	38,200
	Debt Service:															
6900	Interfund Transfer Expense	0	0	0	81,103	81,103	0	0	0	0	81,103	100.00%	0	0	0	0
	Total Debt Service	0	0	0	81,103	81,103	0	0	0	0	81,103	100.00%	0	0	0	0
	Total Expenditures	951,834	954,617	981,500	1,097,342	941,939	1,038,426	1,032,926	1,032,926	1,032,926	64,416	5.87%	1,064,822	1,061,323	1,061,323	1,061,323
	Net Surplus (Deficit)	0	168,494	0	(81,103)	28,347	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	81,103	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	168,494	0	0	28,347	0	0	0	0			0	0	0	0

FIRE PREVENTION

2019 ORGANIZATIONAL CHART



Department Summary

Department: Fire Prevention

Budget Year: 2019
Division: Public Safety Department
Tax District: Full Town

Cost Center #: 3410
Manager: Cheryl Kraft

NOTES:

Departmental Mission & Responsibilities:

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

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Public Safety Department													
Fire Prevention													
Fire Prevention - 3410													
Chief Fire Marshal	ADMINISTRATIVE	120,704	5,000	4,642	130,346	29,184	8,583	17,364	5,366	60,496	190,842	30.5	100.0
Fire Marshal I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	65,083	6,508	300	71,891	14,304	5,701	9,569	2,907	32,481	104,373	21.7	100.0
Fire Marshal I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	65,083	5,207	300	70,590	28,344	5,602	9,402	2,902	46,250	116,840	19.2	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 6	79,908	7,991	2,128	90,027	31,344	7,135	11,975	3,571	54,024	144,051	25.0	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 6	79,908	7,991	1,104	89,003	31,344	7,056	11,843	3,567	53,811	142,814	30.4	100.0
Senior Office Assistant	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	64,874	6,487	0	71,362	31,344	5,593	9,388	2,018	48,342	119,704	32.8	100.0
Fire Marshal I	PART-TIME	898	0	300	1,198	0	94	0	58	152	1,350		100.0
Office Assistant	PART-TIME	10,980	0	0	10,980	0	863	0	352	1,215	12,195		100.0
Total Fire Prevention - 3410		487,437	39,184	8,774	535,395	165,864	40,627	69,542	20,740	296,773	832,168		

NOTES:

2019 Fire Prevention Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
PERMIT TYPE: TC 164		
Operating Permits: All operating permits:	there shall be a late fee of 10% but not less than \$35 for any permit that is not renewed within thirty days of its date of expiration.	
Combustible dust/vapor producing operations	\$140	
Storage of Compressed and liquefied gases		
Up to 10,000 gallons [container water capacity]	\$200	
In excess of 10,000 gallons (container water capacity)	\$500	
Storage of Retail Sale of Propane (exchange)		
2,000 gallons or less	\$200	
Explosive materials	\$500	
Public Fireworks display/proximate audience display/pyrotechnic display and special effects	\$550	
Private Fireworks display/proximate audience display/pyrotechnic display and special effects	\$650	
Flammable/combustible liquids		
Greater than 55 gallons but less than 1,000 gallons	\$125	
1,000 gallons or greater	\$500	
Marine fueling operations	\$200	
Flammable finishing	\$150	
Pyroxylin Plastics	\$150	
Welding	\$50	
Facilities with H areas	\$400	
Aviation facilities	\$250	
Dry cleaning	\$100	
Fruit crop ripening facilities	\$100	
Fumigation and fogging	\$100	
Semi-conductor fabrication	\$500	

NOTES:

2019 Fire Prevention Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Lumber and woodworking facilities	\$150	
Organic coating processes	\$150	
Industrial ovens	\$150	
Motor fuel repair operations	\$100	
High piled storage	\$150	
Tire rebuilding	\$250	
Aerosols	\$150	
Combustible fibers	\$200	
Corrosive material	\$200	
Cryogenic fluids	\$200	
Flammable gases	\$150	
Flammable solids	\$200	
Toxic materials	\$200	
Organic peroxides	\$200	
Oxidizers		
Class 1	\$100	
Class 2	\$250	
Class 3	\$350	
Class 4	\$450	
Unstable materials		
Class 1	\$150	
Class 2	\$250	
Class 3	\$350	
Class 4	\$450	

NOTES:

2019 Fire Prevention Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Water reactive materials	\$250	
*increase minimum late fee in 2014 to not less than	\$35	
Single event/seasonal permits		
Bon fires	\$55	
Late fee - less than 48 hours' notice	\$35	
Tents - Residential	(First tent fee is based upon the largest sized tent)	
First tent:		
Less than 1,000 sq. ft.	\$45	
1,000 sq. ft. but less than 5,000 sq. ft.	\$150	
5,000 sq. ft. but less than 10,000 sq. ft.	\$250	
10,000 sq. ft. but less than 15,000 sq. ft.	\$400	
15,000 sq. ft. but less than 50,000 sq. ft.	\$600	
50,000 sq. ft. or greater	\$1,200	
For each additional tent less than 1,000 sq. ft.	\$60	
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	\$75	
For each additional tent greater than 10,000 sq. ft.	\$250	
Late fee - less than 48 hours' notice		
	(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)	
For tents less than 10,000 sq. ft.	\$35	
For tents 10,000 sq. ft. or greater	\$100	

NOTES:

2019 Fire Prevention Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Tents – Commercial (First tent fee is based upon the largest sized tent)		
First tent:		
Less than 1,000 sq. ft.	\$250	
1,000 sq. ft. but less than 5,000 sq. ft.	\$275	
5,000 sq. ft. but less than 10,000 sq. ft.	\$300	
10,000 sq. ft. but less than 15,000 sq. ft.	\$400	
15,000 sq. ft. but less than 50,000 sq. ft.	\$600	
50,000 sq. ft. or greater	\$1,200	
For each additional tent less than 1,000 sq. ft.	\$75	
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	\$100	
For each additional tent greater than 10,000 sq. ft.	\$250	
Late fee - less than 48 hours' notice	(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)	
For tents less than 10,000 sq. ft.	\$35	
For tents 10,000 sq. ft. or greater	\$100	
Compressed and liquefied gases		
<i>For each temporary installation</i>		
<i>2,000 gallons or less</i>	\$50	
Late fee	\$35	
Seasonal canopy permits - due May 31		
There shall be a late fee of	\$50 for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.	

NOTES:

2019 Fire Prevention Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Permits for system installation: Pre-installation fee - if any fire-protection system is modified or commencement of any installation is started without the benefit of applicable fire-prevention permits, all fees associated with said modification or installation will be equal to double the otherwise applicable fee for all fire-prevention permits		
Plans review for commercial cooking vapor system		
<i>New</i>	\$175	
Acceptance test inspection (each)	\$35	
Plans review for alteration to commercial cooking vapor system		
<i>Alteration</i>	\$125	
Acceptance test inspection (each)	\$35	
Plans review for new fire extinguishing system (wet/dry)		
<i>Wet System</i>	\$175	
Acceptance test inspection (each)	\$35	
Plans review for renovation of fire extinguishing system (wet/dry)		
<i>Wet System</i>	\$125	
Acceptance test inspection (each)	\$35	
Installation of LPG system (one and two family exempt)		
<i>Aboveground includes exchange sites</i>	\$150	
<i>Underground</i>	\$300	
Acceptance/compliance test	\$35	
Plans review for Fire Sprinkler		
- NFPA 13 Standard (up to 25 devices)	\$200	
	(\$5 each additional device)	
<i>Alteration to fire sprinkler (up to 25 devices)</i>	\$75	
Two hour pressure test/acceptance test inspections for sprinklers systems	\$75	
Plans review for Fire Sprinkler NFPA 13R or 13D	\$75	
<i>Alteration to fire sprinkler</i>	\$50	
Acceptance/compliance test	\$35	

NOTES:

2019 Fire Prevention Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Smoke/fire detection system plans review		
<i>New</i>	\$100	
<i>Alteration to system</i>	\$50	
Acceptance Test (per visit)	\$35	
Plans review for installation of aboveground flammable/combustible liquid tank	\$250	
(Residential and heating system tanks are exempt)		
Final inspection for compliance	\$35	
All change order plans review	\$75	
Plans review for installation of underground flammable/combustible liquid tank	\$300	
(residential and heating systems are exempt)		
Final inspection for compliance	\$35	
All change order plans review	\$75	
Plans review for removal of underground flammable/combustible liquid tank	\$200	
(residential and heating systems are exempt)		
Final inspection for compliance	\$35	
All change order plans review	\$75	
Plans review for installation of cistern	\$100	
Final inspection for compliance	\$35	
All change order plans review	\$75	
Plans review for any "H" occupancy or area	\$450	
Final inspection for compliance	\$50	
All change order plans review	\$75	
Violation Search	\$30	

NOTES:

2019 Fire Prevention Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Public Assembly		
<i>Occupant load</i>		
Less than 50	\$0	
50-250	\$175	
251-500	\$350	
501 – 1,050	\$650	
More than 1,050	\$900	
PERMIT TYPE: TC 199 Annual Permit		
Junkyard Annual Fee		
There shall be a late fee of	\$405	
	\$40 for any permit that is not renewed within thirty days of the renewal date.	
PERMIT TYPE: TC 220 Annual Permit		
Manufactured Home Annual Fee		
There shall be a late fee of \$40 for any permit that is not renewed within thirty days of the renewal date.	\$400	
PERMIT TYPE: TC 250 Seasonal Permit		
Sidewalk Dining		
There shall be a late fee of	\$250	
	\$30 for any permit that is not renewed within thirty days of the renewal date.	
PERMIT TYPE: TC 330 Annual Permit		
Bed & Breakfast Annual Fee		
There shall be a late fee of	\$175	
	\$30 for any permit that is not renewed within thirty days of its date of expiration.	
PERMIT TYPE: TC 330 Temporary Permit		
Farm Stand Fee		
Late fee	\$40	
	\$15	
PERMIT TYPE: TC Annual Permit		
Mulch & Hogging Log Storage Application		
Late fee	\$150	
	\$35	

NOTES:

Town of Southampton
2019 Adopted Budget
Fire Prevention - 3410

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	543,093	543,093	575,998	575,998	575,998	622,888	607,888	615,988	615,988	39,990	6.94%	611,543	605,543	613,643	613,643
	Total Real Property Taxes	543,093	543,093	575,998	575,998	575,998	622,888	607,888	615,988	615,988	39,990	6.94%	611,543	605,543	613,643	613,643
Other Revenue:																
1523	Alarm Billing	40,000	49,215	50,000	50,000	60,705	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000
1561	Inspection Contracts	1,000	1,167	1,000	1,000	1,968	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
2550	Public Safety Permits	250,000	256,363	250,000	250,000	244,361	250,000	250,000	250,000	250,000	0	0.00%	250,000	250,000	250,000	250,000
2701	Miscellaneous Tax Receipts	0	81	0	0	4,657	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	4,390	0	12,000	24,572	0	0	0	0	(12,000)	(100.00%)	0	0	0	0
	Total Other Revenue	291,000	311,216	301,000	313,000	336,264	301,000	301,000	301,000	301,000	(12,000)	(3.83%)	301,000	301,000	301,000	301,000
	Total Revenue	834,093	854,309	876,998	888,998	912,262	923,888	908,888	916,988	916,988	27,990	3.15%	912,544	906,543	914,643	914,643
Salaries:																
6100	Salaries	447,585	451,966	466,156	466,156	405,711	475,559	475,559	475,559	475,559	(9,403)	(2.02%)	485,071	485,071	485,071	485,071
6101	Overtime	35,000	22,924	35,000	45,000	42,042	37,000	37,000	37,000	37,000	8,000	17.78%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	6,450	3,828	7,370	7,370	4,551	7,274	7,274	7,274	7,274	96	1.30%	7,274	7,274	7,274	7,274
6105	Part Time Salaries	11,645	12,960	11,645	13,645	12,563	11,878	11,878	11,878	11,878	1,767	12.95%	12,098	12,098	12,098	12,098
6110	Longevity	35,906	36,344	37,501	37,501	37,376	39,184	39,184	39,184	39,184	(1,683)	(4.49%)	39,868	39,868	39,868	39,868
6144	Clothing Cleaning	900	1,200	1,500	1,500	1,200	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	Total Salaries	537,486	529,221	559,172	571,172	503,444	572,395	572,395	572,395	572,395	(1,223)	(0.21%)	580,810	580,810	580,810	580,810
Employee Benefits - Current:																
6810	Employee Retirement - Active	69,454	69,791	72,717	72,717	60,816	69,542	69,542	69,542	69,542	3,176	4.37%	70,898	70,898	70,898	70,898
6830	FICA Tax Expenditure	40,079	39,874	42,565	42,565	38,110	43,327	43,327	43,327	43,327	(761)	(1.79%)	43,996	43,996	43,996	43,996
6835	MTA Tax	1,833	1,786	1,964	1,964	1,699	2,009	2,009	2,009	2,009	(45)	(2.28%)	2,046	2,046	2,046	2,046
6840	Worker's Compensation	16,244	16,125	16,784	16,784	13,865	18,717	18,717	18,717	18,717	(1,933)	(11.52%)	19,091	19,091	19,091	19,091
6860	Medical Insurance - Active Employees	133,620	137,994	148,284	148,284	129,459	157,872	157,872	157,872	157,872	(9,588)	(6.47%)	157,872	157,872	157,872	157,872
6865	Dental & Optical	7,821	7,687	7,906	7,906	6,917	7,992	7,992	7,992	7,992	(86)	(1.09%)	7,992	7,992	7,992	7,992
6875	Disability	230	49	230	230	31	139	139	139	139	91	39.58%	139	139	139	139
	Total Employee Benefits - Current	269,282	273,306	290,451	290,451	250,897	299,598	299,598	299,598	299,598	(9,147)	(3.15%)	302,034	302,034	302,034	302,034
	Total Employee Costs	806,768	802,527	849,623	861,623	754,341	871,993	871,993	871,993	871,993	(10,370)	(1.20%)	882,844	882,844	882,844	882,844
Contractual:																
6401	Contracts	575	352	575	575	276	14,075	14,075	22,175	22,175	(21,600)	(3756.52%)	2,850	2,850	10,950	10,950
6403	Gasoline	14,000	7,743	14,000	14,000	7,954	14,000	10,000	10,000	10,000	4,000	28.57%	14,000	10,000	10,000	10,000
6406	Repair Equipment	600	307	600	600	424	800	800	800	800	(200)	(33.33%)	600	600	600	600
6407	Repair Building	1,000	0	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6410	Postage	150	49	150	150	50	150	150	150	150	0	0.00%	150	150	150	150
6411	Printing and Stationery	600	200	600	600	160	600	600	600	600	0	0.00%	600	600	600	600
6412	Publications	1,300	0	1,350	1,350	1,346	1,350	1,350	1,350	1,350	0	0.00%	1,400	1,400	1,400	1,400
6416	Travel, Dues and Related	250	175	250	157	157	800	800	800	800	(643)	(409.55%)	250	250	250	250
6418	Uniforms	700	310	700	400	84	1,570	1,570	1,570	1,570	(1,170)	(292.50%)	700	700	700	700
6420	Other	0	0	0	0	15	0	0	0	0	0	0.00%	0	0	0	0
6423	Small Equipment (Non-Capital)	1,000	1,395	1,000	1,000	331	10,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000

Town of Southampton
2019 Adopted Budget
Fire Prevention - 3410

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
6425	Office Supplies	1,000	885	1,000	1,000	277	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6426	Supplies - Other	500	1,193	500	1,237	991	500	500	500	500	737	59.58%	500	500	500	500
6441	Diesel Fuel	0	47	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6450	Schools & Training	400	0	400	56	56	800	800	800	800	(744)	(1328.57%)	400	400	400	400
6466	Telephone - Wireless	3,000	2,053	3,000	3,000	1,774	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	2,250	88	2,250	2,250	123	2,250	250	250	250	2,000	88.89%	2,250	250	250	250
	Total Contractual	27,325	14,797	27,375	27,375	14,017	51,895	36,895	44,995	44,995	(17,620)	(64.37%)	29,700	23,700	31,800	31,800
	Total Expenditures	834,093	817,324	876,998	888,998	768,358	923,888	908,888	916,988	916,988	(27,990)	(3.15%)	912,544	906,544	914,644	914,644
	Net Surplus (Deficit)	0	36,986	0	0	143,904	0	0	0	0			0	0	0	0

Town of Southampton
2019 Tentative Budget
 Fire Prevention - 3410

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/ 2018 Amended Difference	2019 Tentative/ 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Tentative Difference	2020 Tentative/ 2019 Tentative % of Change
6466	Telephone - Wireless	3,000	2,053	3,000	3,000	1,286	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6477	Copier Leases	2,250	88	2,250	2,250	123	2,250	250	2,000	88.89%	2,250	250	0	0.00%
	Total Contractual	27,325	14,797	27,375	27,375	10,254	51,895	36,895	(9,520)	(34.78%)	29,700	23,700	13,195	35.76%
	Total Expenditures	834,093	817,324	876,998	888,998	589,943	923,888	908,888	(19,890)	(2.24%)	912,544	906,544	2,344	0.26%
	Net Surplus (Deficit)	0	36,986	0	0	254,092	0	0			0	0		
	Net Surplus (Deficit)	0	36,986	0	0	254,092	0	0			0	0		

ANIMAL CONTROL

2019 ORGANIZATIONAL CHART

**DEPARTMENT OF
PUBLIC SAFETY**

CODE SERVICES

ANIMAL SHELTER SUPERVISOR

Donald Bambrick

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

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

Operates a motor vehicle in the course of duties.

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

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

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

Attends Animal Behavior Assessment Committee meetings.

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

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

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

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

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

ANIMAL CONTROL OFFICER I

Catherine Antos

Michael Lorenz

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

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

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

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

Assists with shelter duties, as needed.

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

Assists the public with issues involving wild animals.

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

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

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

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

Does related work, as required.

Department Summary

Department: Animal Control

Budget Year: 2019
Division: Public Safety Department
Tax District: Full Town

Cost Center #: 3511
Manager: Don Bambrick

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

In 2015, the contract with the Southampton Animal Shelter Foundation was revised to remove the Animal Control Department from the shelter.

In 2016 the Animal Control Unit was relocated to the Fire Marshal's office on Jackson Avenue, and shelter oversight was removed from the Animal Shelter Supervisor's Duties.

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Public Safety Department													
Animal Control Division													
Animal Control - 3511													
Animal Shelter Supervisor	ADMINISTRATIVE	92,400	4,620	3,554	100,574	29,184	8,135	13,654	6,145	57,118	157,692	31.3	100.0
Animal Control Officer I	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - D / Step 2	49,486	0	300	49,786	28,344	4,045	6,789	3,285	42,463	92,249	0.7	100.0
Animal Control Officer I	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	64,874	6,487	2,537	73,899	31,344	5,963	10,008	4,331	51,646	125,544	34.0	100.0
Total Animal Control - 3511		206,761	11,107	6,391	224,259	88,872	18,143	30,451	13,760	151,227	375,486		

NOTES:

Town of Southampton

2019 Adopted Budget

Animal Control - 3511

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	353,938	353,938	370,854	372,364	372,364	389,801	386,501	386,501	386,501	14,137	3.80%	396,139	393,039	393,039	393,039
	Total Real Property Taxes	353,938	353,938	370,854	372,364	372,364	389,801	386,501	386,501	386,501	14,137	3.80%	396,139	393,039	393,039	393,039
Other Revenue:																
2552	Animal Control Permit Fees	1,000	1,000	1,000	1,000	900	1,000	1,000	1,000	1,000	0	0.02%	1,000	1,000	1,000	1,000
2701	Miscellaneous Tax Receipts	0	28	0	0	19	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	1,000	1,028	1,000	1,000	919	1,000	1,000	1,000	1,000	0	0.02%	1,000	1,000	1,000	1,000
	Total Revenue	354,938	354,967	371,854	373,364	373,283	390,801	387,501	387,501	387,501	14,137	3.79%	397,139	394,039	394,039	394,039
Salaries:																
6100	Salaries	198,787	198,787	203,195	204,298	173,387	206,761	206,761	206,761	206,761	(2,462)	(1.21%)	211,649	211,649	211,649	211,649
6101	Overtime	3,000	0	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6103	Accumulated Sick/Personal Days	5,300	5,077	6,440	6,440	5,309	5,791	5,791	5,791	5,791	649	10.08%	5,791	5,791	5,791	5,791
6110	Longevity	12,140	12,140	13,310	13,377	10,360	11,107	11,107	11,107	11,107	2,270	16.97%	11,237	11,237	11,237	11,237
6144	Clothing Cleaning	600	600	600	600	325	600	600	600	600	0	0.00%	600	600	600	600
	Total Salaries	219,827	216,604	226,545	227,715	189,381	227,259	227,259	227,259	227,259	456	0.20%	232,277	232,277	232,277	232,277
Employee Benefits - Current:																
6810	Employee Retirement - Active	30,681	30,830	32,481	32,652	27,165	30,451	30,451	30,451	30,451	2,200	6.74%	31,135	31,135	31,135	31,135
6830	FICA Tax Expenditure	16,977	16,298	18,461	18,556	14,282	18,533	18,533	18,533	18,533	23	0.13%	18,847	18,847	18,847	18,847
6835	MTA Tax	762	724	828	833	635	831	831	831	831	2	0.22%	849	849	849	849
6840	Worker's Compensation	12,404	12,313	12,679	12,748	10,474	12,902	12,902	12,902	12,902	(154)	(1.20%)	13,207	13,207	13,207	13,207
6860	Medical Insurance - Active Employees	58,392	60,034	64,920	64,920	53,226	84,876	84,876	84,876	84,876	(19,956)	(30.74%)	84,876	84,876	84,876	84,876
6865	Dental & Optical	3,908	3,843	3,953	3,953	3,020	3,996	3,996	3,996	3,996	(43)	(1.09%)	3,996	3,996	3,996	3,996
6875	Disability	86	25	86	86	15	52	52	52	52	34	39.58%	52	52	52	52
	Total Employee Benefits - Current	123,211	124,068	133,409	133,749	108,817	151,642	151,642	151,642	151,642	(17,893)	(13.38%)	152,962	152,962	152,962	152,962
	Total Employee Costs	343,038	340,672	359,954	361,464	298,198	378,901	378,901	378,901	378,901	(17,436)	(4.82%)	385,239	385,239	385,239	385,239
Contractual:																
6403	Gasoline	6,500	2,782	6,500	6,500	2,691	6,500	4,500	4,500	4,500	2,000	30.77%	6,500	4,500	4,500	4,500
6411	Printing and Stationery	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6418	Uniforms	800	615	800	800	759	800	800	800	800	0	0.00%	800	800	800	800
6423	Small Equipment (Non-Capital)	1,000	0	1,000	1,000	0	1,000	500	500	500	500	50.00%	1,000	700	700	700
6466	Telephone - Wireless	1,800	657	1,800	1,800	436	1,800	1,000	1,000	1,000	800	44.44%	1,800	1,000	1,000	1,000
6481	Veterinarian Fees	1,500	148	1,500	1,500	276	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	Total Contractual	11,900	4,202	11,900	11,900	4,162	11,900	8,600	8,600	8,600	3,300	27.73%	11,900	8,800	8,800	8,800
	Total Expenditures	354,938	344,874	371,854	373,364	302,361	390,801	387,501	387,501	387,501	(14,136)	(3.79%)	397,139	394,039	394,039	394,039
	Net Surplus (Deficit)	0	10,093	0	0	70,922	0	0	0	0			0	0	0	0