

LAND MANAGEMENT DEPARTMENT

2019 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 six divisions: Administration, Building & Zoning, Current Planning, Environment, Long Range Planning, Economic Development and Housing and Community Development;
- 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 Boards and constituents 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;
- Maintains time/accruals within AsureForce software for staff in the Planning, Long Range Planning, Housing and Community Development and Administration Divisions;
- Assists with grant administration and preparation of all necessary documentation and coordinates with State agencies for reimbursement of all grants associated with Land Management projects.
- Attends monthly PDC meetings as well as preparation and maintenance of all meeting agendas, minutes and related correspondence;

DIVISIONS

BUILDING & ZONING

CURRENT PLANNING

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT

ENVIRONMENT

SENIOR OFFICE ASSISTANT

Janet Johnson

- Assists the Department of Land Management Administration and Long Range Planning office in its daily operations;
- Schedules meetings for the Town Planning and Development Administrator and Town Planning Director;
- Maintains spreadsheets for office supply expenditures for all Divisions;
- Prepares and distributes minutes and agendas for the Agricultural Advisory Committee
- Attend Landmarks and Historic Districts Board (LHDB) monthly night meetings, prepare and maintain all meeting minutes, recommendations and related correspondence. Initiate Govern process and distribute applications to LHDB members;
- Liaison to LHDB at Town Hall and assists general public with all inquiries;
- Input reports and responses into GIS after LHDB meetings and distribute to constituents.

BOARDS

Architctural 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: 2019

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

NOTES:

Workload:

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

Department Summary

Department: Land Management Admin

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

NOTES:

Goals & Objectives:

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

Legal Authority:

Established pursuant to Town Code Chapter 28.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Land Management Admin - 8025													
Town Planning & Dev Administrator	ADMINISTRATIVE	140,770	4,223	0	144,993	28,344	8,779	19,105	4,324	60,552	205,546	6.4	100.0
Secretarial Assistant	ADMINSUPPORT	78,565	3,928	0	82,493	29,184	6,473	10,864	2,426	48,948	131,440	27.9	100.0
Total Land Management Admin - 8025		219,335	8,151	0	227,486	57,528	15,252	29,970	6,750	109,500	336,986		

NOTES:

Town of Southampton

2019 Adopted Budget

Land Management Admin - 8025

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	(86)	1,914	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Real Property Taxes	(86)	1,914	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	8,000	5,474	5,000	5,000	5,815	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
1201	Interest And Earnings	1,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
1790	Inter-Departmental Revenue	354,719	358,217	370,577	370,577	277,933	385,286	385,436	385,436	385,436	14,859	4.01%	385,300	385,449	385,449	385,449
2701	Miscellaneous Tax Receipts	0	375	0	0	13	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	363,719	364,066	375,577	375,577	283,761	390,286	390,436	390,436	390,436	14,859	3.96%	390,300	390,449	390,449	390,449
	Total Revenue	363,633	365,980	375,577	375,577	283,761	390,286	390,436	390,436	390,436	14,859	3.96%	390,300	390,449	390,449	390,449
Salaries:																
6100	Salaries	208,415	208,415	212,583	212,583	186,010	219,335	219,335	219,335	219,335	(6,752)	(3.18%)	223,722	223,722	223,722	223,722
6110	Longevity	7,564	7,656	7,656	7,656	7,729	8,027	8,151	8,151	8,151	(495)	(6.47%)	8,027	8,151	8,151	8,151
	Total Salaries	215,979	216,071	220,239	220,239	193,739	227,362	227,486	227,486	227,486	(7,247)	(3.29%)	231,749	231,873	231,873	231,873
Employee Benefits - Current:																
6810	Employee Retirement - Active	30,561	30,709	30,619	30,619	25,608	29,954	29,970	29,970	29,970	649	2.12%	30,532	30,548	30,548	30,548
6830	FICA Tax Expenditure	14,508	15,587	14,754	14,754	14,538	15,243	15,252	15,252	15,252	(498)	(3.38%)	15,408	15,417	15,417	15,417
6835	MTA Tax	734	721	757	757	646	793	794	794	794	(36)	(4.82%)	808	809	809	809
6840	Worker's Compensation	2,397	2,379	2,445	2,445	2,020	5,922	5,922	5,922	5,922	(3,477)	(142.24%)	6,040	6,040	6,040	6,040
6860	Medical Insurance - Active Employees	46,248	47,418	51,396	51,396	44,956	54,864	54,864	54,864	54,864	(3,468)	(6.75%)	54,864	54,864	54,864	54,864
6865	Dental & Optical	2,599	2,562	2,635	2,635	2,306	2,664	2,664	2,664	2,664	(29)	(1.09%)	2,664	2,664	2,664	2,664
6875	Disability	58	49	58	58	31	35	35	35	35	23	39.58%	35	35	35	35
	Total Employee Benefits - Current	97,105	99,426	102,664	102,664	90,104	109,474	109,500	109,500	109,500	(6,837)	(6.66%)	110,352	110,378	110,378	110,378
	Total Employee Costs	313,084	315,496	322,903	322,903	283,843	336,836	336,986	336,986	336,986	(14,083)	(4.36%)	342,101	342,250	342,250	342,250
Contractual:																
6401	Contracts	33,899	32,305	32,424	32,874	32,850	35,900	35,900	35,900	35,900	(3,026)	(9.20%)	33,899	33,899	33,899	33,899
6403	Gasoline	2,500	4,625	3,000	3,000	2,324	0	0	0	0	3,000	100.00%	0	0	0	0
6411	Printing and Stationery	600	537	600	400	294	600	600	600	600	(200)	(50.00%)	600	600	600	600
6412	Publications	500	0	500	500	0	400	400	400	400	100	20.00%	500	500	500	500
6416	Travel, Dues and Related	2,950	3,903	2,900	4,900	3,727	2,900	2,900	2,900	2,900	2,000	40.82%	2,950	2,950	2,950	2,950
6420	Other	0	9	0	0	0	150	150	150	150	(150)	(100.00%)	150	150	150	150
6421	Legal Notices	5,400	5,839	4,400	4,400	3,592	4,400	4,400	4,400	4,400	0	0.00%	5,400	5,400	5,400	5,400
6423	Small Equipment (Non-Capital)	400	420	400	400	302	400	400	400	400	0	0.00%	400	400	400	400
6425	Office Supplies	2,500	2,425	2,500	2,500	1,947	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6426	Supplies - Other	250	198	250	250	197	200	200	200	200	50	20.00%	250	250	250	250
6444	Mileage Reimbursement	300	299	300	300	296	300	300	300	300	0	0.00%	300	300	300	300
6450	Schools & Training	600	860	3,700	1,450	845	4,000	4,000	4,000	4,000	(2,550)	(175.86%)	600	600	600	600
6466	Telephone - Wireless	650	1,602	1,700	1,700	1,315	1,700	1,700	1,700	1,700	0	0.00%	650	650	650	650
	Total Contractual	50,549	53,022	52,674	52,674	47,688	53,450	53,450	53,450	53,450	(776)	(1.47%)	48,199	48,199	48,199	48,199
	Total Expenditures	363,633	368,518	375,577	375,577	331,531	390,286	390,436	390,436	390,436	(14,859)	(3.96%)	390,300	390,449	390,449	390,449

Town of Southampton

2019 Adopted Budget

Land Management Admin - 8025

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	Net Surplus (Deficit)	0	(2,538)	0	0	(47,770)	0	0	0	0			0	0	0	0

BUILDING & ZONING DIVISION

2019 ORGANIZATIONAL CHART

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR
Kyle P. Collins

CHIEF BUILDING INSPECTOR
Michael Benincasa

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

SECRETARIAL ASSISTANT
Deborah Dillion

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

INSPECTORS

PRINCIPAL BUILDING INSPECTOR
Dennis O'Rourke

- Provides technical supervision to all Building Inspectors;
- Assists with plan reviews

SENIOR BUILDING INSPECTOR

**David Cange
 Harold Fisher
 Sean McDermott
 Mark Viseckas
 Michael Risolo**

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

BUILDING INSPECTOR

**Thomas Weber
 Wesley Spena**

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

SENIOR ELECTRICAL INSPECTOR

**Larry Fiorello
 Ronald Linsalato
 Joseph Petersen**

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

BUILDING INSPECTOR
Marjorie Reilly

- Assist at Building Division counter
- Gives Zoning, Building & Property Information
- Interviews visitors, screens and refers telephone calls, furnishes information regarding department functions and activities.
- Assists with plan reviews
- Issues Building Permits

BUILDING PERMITS EXAMINER
Maura Forman

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

CONFIDENTIAL SECRETARY ASSIGNED TO THE ZONING BOARD OF APPEALS
Kandice Cowell

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

SENIOR OFFICE ASSISTANT ASSIGNED TO THE LICENSING REVIEW BOARD
Maylyn Zeesman

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

ADMINISTRATIVE ASSISTANT
Christina Chambers

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

CASHIER
Marilyn Hubbard

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

DRIVER MESSENGER
Catherine Shamoun

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

SENIOR OFFICE ASSISTANT
Virginia DiStefano

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

OFFICE ASSISTANT
P/T

Department Summary

Department: Building & Zoning Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

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

Department Summary

Department: Building & Zoning Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

Workload:

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

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

Plan Revenues, Permits and Inspections have continually increased each year.

NOTES:

Department Summary

Department: Building & Zoning Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

Goals & Objectives:

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

Legal Authority:

Pursuant to the Code of the Town of Southampton.

NOTES:

2019 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map*		
filing fee and first acre	\$2,500	
per additional acre or part thereof.	\$500	
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 amend an existing Planned Development District, except for an Agricultural PDD		
Agricultural PDD	\$0	
If necessary and requested, the cost associated with obtaining a survey and title certification will be paid by the Town Board***		
Petitions for amendments shall be submitted in quadruplicate (4) to the Town Clerk's Office.		
* Refer to §330-185 of the Town Code of the Town of Southampton		
*** Refer to §330-244E of the Town Code of the Town of Southampton		

NOTES:

2019 Electrical Fee Schedule

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL			
(1) Fees collected for electrical permits are not refundable after 30 days.			
(2) Fees for electrical work done will be doubled.			
(3) 90-Day Extension - \$25 per extension request (two are permitted).			
(4) Renewal fees include a \$25 fee per years expired - not to exceed permit fee.			
RESIDENTIAL CODE	WORK ORDER CODES FOR ELECTRICAL PERMITS DESCRIPTION	Minimum Fee \$50 2019 Fee Schedule	Adopted Increase
SVCU	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)	\$100	
SVCO	Service over 400 amps, overhead and underground. (Temps included)	\$150	
TEMU	Temporary construction service under 400 amps	\$75	
TEMO	Temporary construction service over 400 amps	\$100	
ELAA	7 devices or less, residential garages with less than 7 devices, 7 outlets, switches, change of meter service, Jacuzzi, electric fences/entry gate, air conditioner, furnace, generators, water heaters, etc.	\$100	
ELEA	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, and residential a/c units.	\$100	
ELEA Solar	Photovoltaic systems	Fee Waived	
ELEB	Residential in ground swimming pools, residential hot tubs, addition, renovation, basement wiring and garages with more than 7 devices not exceeding 500 sq. ft. per occupancy. (Service not included)	\$100	
ELEC	Additions, renovations, basement wiring, and garages with more than 7 devices 501 sq. ft. to 1,000 sq. ft. per occupancy, (Service not included), and commercial a/c units.	\$150	

NOTES:

2019 Electrical Fee Schedule

CODE	DESCRIPTION	2019 Fee Schedule	Adopted Increase
ELED	Additions, renovations, basement wiring, and garages with more than 7 devices 1,001 sq. ft. to 1,600 sq. ft. per occupancy. (Service not included)	\$200	
ELEE	Additions, renovations, basement wiring, and garages with more than 7 devices 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$250	
ELEF	Additions, renovations, basement wiring, and garages with more than 7 devices 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$300	
ELEG	Additions, renovations, basement wiring, and garages with more than 7 devices 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$350	
ELEH	Additions, renovations, basement wiring, and garages with more than 7 devices 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$500	
ELEI	Additions, renovations, basement wiring, and garages with more than 7 devices 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$750	
ELEJ	Additions, renovations, basement wiring, and garages with more than 7 devices 15,001 sq. ft. to and up. (Service not included)	\$1,000	
ELER	Re-inspection Fee	\$50	
IASS	Innovative and Alternative Septic System	Fee Waived	

NOTES:

2019 Electrical Fee Schedule

CODE	DESCRIPTION	2019 Fee Schedule	Adopted Increase
SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING			
NEWB	New residential building 500 sq. ft. and under.	\$100	
NEWC	New home or residential building 501 sq. ft. to 1,000 sq. ft., Agricultural Greenhouse/Building	\$150	
NEWD	New home or residential building 1,001 sq. ft. to 1,600 sq. ft.	\$200	
NEWE	New home or residential building 1,601 sq. ft. to 2,500 sq. ft.	\$250	
NEWF	New home or residential building 2,501 sq. ft. to 3,500 sq. ft.	\$300	
NEWG	New home or residential building 3,501 sq. ft. to 5,000 sq. ft.	\$350	
NEWH	New home or residential building 5,001 sq. ft. to 10,000 sq. ft.	\$500	
NEWI	New home or residential building 10,001 sq. ft. to 15,000 sq. ft.	\$750	
NEWJ	New home or residential building 15,001 sq. ft. and up	\$1,000	
CORB	Correct certificate, commercial or residential.	\$50	

NOTES:

2019 Electrical Fee Schedule

CODE	DESCRIPTION	2019 Fee Schedule	Adopted Increase
WORK ORDER CODES FOR ELECTRICAL PERMITS			
COMMERCIAL CODE	DESCRIPTION	Minimum Fee \$50	
COMB	Commercial addition/renovation not exceeding 500 sq. ft. (Service fee not included)	\$150	
COMC	Defects removed, commercial addition/renovation 501 sq. ft. to 1,000 sq. ft.	\$200	
COMD	Commercial addition/renovation 1,001 sq. ft. to 1,600 sq. ft. Cell Site Towers (Service Fee not included).	\$250	
COME	Commercial addition/renovation 1,601 sq. ft. to 2,500 sq. ft. (Service fee not included).	\$300	
COMF	Commercial addition/renovation 2,501 sq. ft. to 3,500 sq. ft. (Service fee not included).	\$350	
COMG	Commercial addition/renovation 3,501 sq. ft to 5,000 sq. ft. (Service fee not included).	\$500	
COMH	Commercial addition/renovation 5,001 sq. ft to 7,500 sq. ft. (Service fee not included).	\$1,000	
COMI	Commercial addition/renovation 7,501 sq. ft to 12,500 sq. ft. (Service fee not included).	\$1,500	
COMJ	Commercial addition/renovation 12,501 sq. ft. and up (Service fee not included).	\$2,000	
MARA	Marina	\$250	
MARD	Docks, slips and bulkheads.	\$250	
BLDB	New commercial building not exceeding 500 sq. ft. (Service not included)	\$150	
BLDC	New commercial building 501 sq. ft. to 1,000 sq. ft. (Service not included)	\$200	
BLDD	New commercial building 1,001 sq. ft. to 1,600 sq. ft. (Service not included)	\$250	

NOTES:

2019 Electrical Fee Schedule

CODE	DESCRIPTION	2019 Fee Schedule	Adopted Increase
BLDE	New commercial building 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$300	
BLDF	New commercial building 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$350	
BLDG	New commercial building 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$500	
BLDH	New commercial building 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$1,000	
BLDI	New commercial building 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$1,500	
BLDJ	New commercial building 15,001 sq. ft. and up. (Service not included)	\$2,000	
COMP	Commercial swimming pool, spa and hot tub. (Service not included)	\$200	
CSGN	Commercial Signs (Service not included)	\$75	
CREC	Commercial fire reconnect.	\$100	
CSER	Commercial service 400 amps or less, overhead, underground, change of or more than 7 meters.	\$100	
CVCO	Commercial service over 400 amps, overhead and underground.	\$150	
CTEM	Commercial temporary construction service 400 amps or less.	\$100	
CTEO	Commercial temporary construction service over 400 amps.	\$125	
CLAA	Commercial 7 devices or less.	\$150	

NOTES:

2019 Building and Zoning Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Residential Applications		
*Fees are calculated as follows:		
\$50 fee for up to \$1,000 of Estimated Construction Cost (ECC)		
Plus \$3.60 for every \$1,000 of ECC after the first \$1,000 of ECC		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
RESIDENTIAL APPLICATIONS		
Estimated Construction Cost (ECC) Schedule		
1st Story		
Up to 2000	\$65 per sq ft	
2001-3000	\$100 per sq ft	
3001-4000	\$160 per sq ft	
4001-5000	\$215 per sq ft	\$5 per sq ft
5001 and Over*	\$265 per sq ft	\$5 per sq ft
2nd Story		
Up to 2000	\$45 per sq ft	
2001-3000	\$80 per sq ft	
3001-4000	\$140 per sq ft	
4001-5000	\$195 per sq ft	\$5 per sq ft
5001 and Over*	\$245 per sq ft	\$5 per sq ft
New Dwellings and Additions	Based on estimated construction cost as determined by the ECC Schedule*	
Renovations	Based on estimated construction cost as provided by contractor*	
Private Garage or Accessory Building (Finished living space additional estimated cost to construct required)	\$50 per sq ft	
Decks, Porches, Patios (Unroofed), Breezeways, Carports	\$30 per sq ft	
Swimming Pools - Above-Ground and In-Ground	Based on estimated construction cost as provided by contractor*	
Tennis Court	\$500	

NOTES:

2019 Building and Zoning Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
MISCELLANEOUS APPLICATIONS		
Demolition of Whole Structure	Based on estimated construction cost as provided by contractor*	
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$200	
Updated Certificate of Occupancy	\$250	
Three-year Accessory Apartment Permit	\$100	
Property Searches	\$25	
Coastal Erosion Management Permit	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$50 for 1 st amendment \$50 for each additional amendment. Plus additional fee associated with additional work.	
Request for 90-Day Extension of Building Permit	\$25 per extension request (two are permitted)	
Renewals	Fee recalculated with current fee chart plus \$25 fee for every year permit has been expired.	
Expedited Building Permit Application Review	\$1,000	

NOTES:

2019 Building and Zoning Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Commercial Applications		
*Fees are calculated as follows:		
\$50 fee for up to \$1,000 of Estimated Construction Cost (ECC)		
Plus \$3.60 for every \$1,000 of ECC after the first \$1,000 of ECC		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
COMMERCIAL APPLICATIONS		
Commercial Buildings, Multi-Family/Apartments, Hotel, Motel	Based on estimated construction cost based on \$200 per sq. ft.*	
Storage Warehouse, Commercial/Agricultural	Based on estimated construction cost based on \$50 per sq. ft.*	
Commercial Compliance Certificate	\$200	
MISCELLANEOUS APPLICATIONS		
Demolition of Whole Structure	Based on estimated construction cost as provided by contractor*	
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$200	
Updated Certificate of Occupancy	\$250	
Property Searches	\$25	
Coastal Erosion Management Permit	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	

NOTES:

2019 Building and Zoning Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$50 for 1 st amendment with fee increased.\$50 for each additional amendment. Plus additional fee associated with additional work.	
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.	
Expedited Building Permit Application Review	\$1,000	
Licensing (Home Improvement & Plumbing Licenses)		
New two-year applications	\$200	
Renewals (on-time)	\$150	
Renewals (late-more than 30 days)	\$175	
Zoning Board		
Zoning Board of Appeals	\$750 (Double fee if built without permits)	
Board of Appeals Coastal Erosion or FEMA application	\$1,000	
Zoning Board of Appeals Interpretations	\$750	
Zoning Board of Appeals Modifications to Decisions	\$100	
Zoning Board of Appeals Postponement/Adjournment	\$75	
Zoning Board of Appeals Request to Re-Open a Hearing Prior to Rendered Decision	\$75	
Zoning Board of Appeals Re-Schedule- of Public Hearing	\$300	

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Building & Zoning Division - 8029													
Chief Building Inspector	ADMINISTRATIVE	124,480	5,000	3,419	132,899	13,344	8,622	17,712	5,528	45,205	178,104	16.8	100.0
Administrative Assistant	ADMINSUPPORT	56,307	1,690	0	57,997	29,184	4,553	7,642	1,740	43,119	101,117	10.8	100.0
Confidential Secretary	ADMINSUPPORT	66,586	2,664	0	69,250	29,184	5,435	9,122	2,057	45,798	115,048	17.8	100.0
Driver Messenger	CSEA32.5HOUR / CSEA32.5HOUR - 01 / Step 6	44,944	4,494	0	49,438	14,304	4,145	6,957	4,943	30,349	79,787	23.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 6	71,416	0	0	71,416	28,344	5,685	9,541	3,162	46,732	118,148	5.3	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	62,942	0	0	62,942	28,344	5,010	8,409	2,789	44,552	107,494	0.4	100.0
Building Inspector (Proposed Sr. Building Insp)	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 5	74,186	2,967	0	77,153	14,304	6,132	10,292	3,294	34,023	111,176	6.9	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 4	58,299	2,332	0	60,631	28,344	4,759	7,987	1,803	42,893	103,524	6.4	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 6	75,229	3,009	0	78,238	28,344	6,218	10,437	3,341	48,340	126,578	7.5	100.0
Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 1	63,110	3,787	6,002	72,898	1,332	5,707	9,579	1,975	18,593	91,491	14.4	100.0
Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	45,665	2,740	0	48,404	28,344	3,797	6,373	1,419	39,934	88,338	11.1	100.0
Principal Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - M / Step 3	84,146	6,732	0	90,878	28,344	7,213	12,106	3,746	51,409	142,287	17.8	100.0
Secretarial Assistant	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - H / Step 1	62,942	3,776	0	66,718	28,344	5,234	8,785	1,949	44,312	111,030	12.0	100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	4,605	0	81,360	14,304	6,462	10,846	3,413	35,025	116,385	13.7	100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	6,140	6,002	88,897	1,332	7,038	11,814	3,439	23,623	112,520	14.8	100.0

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	4,605	0	81,360	14,304	6,462	10,846	3,413	35,025	116,385	11.4	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	4,605	0	81,360	28,344	6,462	10,846	3,413	49,065	130,425	14.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	7,676	0	84,430	28,344	6,697	11,240	3,424	49,704	134,135	21.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	6,140	0	82,895	28,344	6,579	11,043	3,418	49,385	132,280	16.6	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	49,486	0	0	49,486	28,344	3,888	6,526	1,526	40,284	89,770	1.4	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 4	51,866	3,112	0	54,978	14,304	4,313	7,239	1,609	27,465	82,443	13.5	100.0
Office Assistant	SEASONAL	18,000	0	0	18,000	0	1,414	0	566	1,980	19,980		100.0
Total Building & Zoning Division - 8029		1,470,132	76,076	15,423	1,561,631	457,680	121,825	205,341	61,969	846,815	2,408,446		

NOTES:

Town of Southampton

2019 Adopted Budget

Building & Zoning Division - 8029

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	(1,237,925)	(1,242,136)	(1,271,534)	(1,276,032)	(1,276,032)	(1,148,820)	(1,156,632)	(1,156,632)	(1,156,632)	119,400	(9.36%)	(1,042,725)	(1,049,507)	(1,049,507)	(1,049,507)
	Total Real Property Taxes	(1,237,925)	(1,242,136)	(1,271,534)	(1,276,032)	(1,276,032)	(1,148,820)	(1,156,632)	(1,156,632)	(1,156,632)	119,400	(9.36%)	(1,042,725)	(1,049,507)	(1,049,507)	(1,049,507)
Other Revenue:																
1562	Electrical Inspecti	500,000	564,280	526,000	526,000	490,500	526,000	526,000	526,000	526,000	0	0.00%	526,000	526,000	526,000	526,000
1790	Inter-Departmental Revenue	(542,366)	(547,864)	(564,166)	(564,166)	(423,125)	(584,074)	(588,554)	(588,554)	(588,554)	(24,388)	4.32%	(584,088)	(588,567)	(588,567)	(588,567)
2110	Zoning Fees	86,000	156,750	95,000	95,000	135,050	95,000	95,000	95,000	95,000	0	0.00%	95,000	95,000	95,000	95,000
2118	Photo Copy Fees	12,000	18,632	12,000	12,000	11,623	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
2501	Licensing	156,000	187,250	225,000	225,000	227,975	225,000	225,000	225,000	225,000	0	0.00%	250,000	250,000	250,000	250,000
2555	Building Permit Fee	3,320,000	3,378,418	3,400,000	3,461,672	2,871,921	3,400,000	3,400,000	3,400,000	3,400,000	(61,672)	(1.78%)	3,320,000	3,320,000	3,320,000	3,320,000
2701	Miscellaneous Tax Receipts	0	181	0	0	6,960	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	0	0	5,746	5,746	0	0	0	0	(5,746)	(100.00%)	0	0	0	0
	Total Other Revenue	3,531,634	3,757,648	3,693,834	3,761,252	3,326,651	3,673,926	3,669,446	3,669,446	3,669,446	(91,806)	(2.44%)	3,618,912	3,614,433	3,614,433	3,614,433
	Total Revenue	2,293,709	2,515,512	2,422,300	2,485,220	2,050,619	2,525,106	2,512,814	2,512,814	2,512,814	27,594	1.11%	2,576,187	2,564,926	2,564,926	2,564,926
Salaries:																
6100	Salaries	1,374,203	1,371,600	1,418,996	1,419,431	1,201,380	1,459,610	1,452,132	1,452,132	1,452,132	(32,701)	(2.30%)	1,497,681	1,491,760	1,491,760	1,491,760
6101	Overtime	35,000	82,766	35,000	73,000	72,169	35,000	35,000	35,000	35,000	38,000	52.05%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	0	0	2,210	2,210	1,792	3,419	3,419	3,419	3,419	(1,209)	(54.71%)	3,419	3,419	3,419	3,419
6105	Part Time Salaries	2,500	1,028	2,250	21,250	8,742	18,000	18,000	18,000	18,000	3,250	15.29%	18,000	18,000	18,000	18,000
6110	Longevity	61,610	60,331	68,917	68,984	66,003	75,959	76,076	76,076	76,076	(7,091)	(10.28%)	77,666	77,861	77,861	77,861
6127	Cash in Lieu of Health Benefits	10,200	10,371	11,274	11,274	5,636	12,004	12,004	12,004	12,004	(730)	(6.48%)	12,004	12,004	12,004	12,004
	Total Salaries	1,483,512	1,526,094	1,538,647	1,596,149	1,355,722	1,603,992	1,596,631	1,596,631	1,596,631	(481)	(0.03%)	1,643,770	1,638,044	1,638,044	1,638,044
Employee Benefits - Current:																
6810	Employee Retirement - Active	204,611	205,605	212,870	213,519	178,031	206,329	205,341	205,341	205,341	8,178	3.83%	211,620	210,848	210,848	210,848
6830	FICA Tax Expenditure	109,767	114,416	116,978	121,381	101,383	122,413	121,825	121,825	121,825	(443)	(0.37%)	125,405	124,945	124,945	124,945
6835	MTA Tax	4,925	5,088	5,271	5,467	4,506	5,526	5,500	5,500	5,500	(33)	(0.60%)	5,667	5,646	5,646	5,646
6840	Worker's Compensation	45,441	45,106	46,774	46,915	38,638	56,415	56,086	56,086	56,086	(9,172)	(19.55%)	57,845	57,561	57,561	57,561
6860	Medical Insurance - Active Employees	351,228	358,914	404,088	404,088	334,882	429,708	429,708	429,708	429,708	(25,620)	(6.34%)	429,708	429,708	429,708	429,708
6865	Dental & Optical	27,377	25,089	27,670	27,670	22,125	27,972	27,972	27,972	27,972	(302)	(1.09%)	27,972	27,972	27,972	27,972
6875	Disability	634	103	634	663	70	383	383	383	383	280	42.23%	383	383	383	383
	Total Employee Benefits - Current	743,982	754,321	814,285	819,703	679,635	848,746	846,815	846,815	846,815	(27,112)	(3.31%)	858,599	857,063	857,063	857,063
	Total Employee Costs	2,227,494	2,280,415	2,352,932	2,415,852	2,035,357	2,452,738	2,443,446	2,443,446	2,443,446	(27,594)	(1.14%)	2,502,369	2,495,108	2,495,108	2,495,108
Contractual:																
6401	Contracts	0	651	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6403	Gasoline	15,000	7,817	10,000	10,150	10,095	13,000	10,000	10,000	10,000	150	1.48%	15,000	11,000	11,000	11,000
6409	Copier Supplies	450	0	350	50	0	350	350	350	350	(300)	(602.11%)	350	350	350	350
6411	Printing and Stationery	13,300	10,005	13,300	12,200	6,059	13,300	13,300	13,300	13,300	(1,100)	(9.02%)	13,300	13,300	13,300	13,300
6412	Publications	2,100	2,512	2,100	2,100	461	1,500	1,500	1,500	1,500	600	28.57%	1,500	1,500	1,500	1,500
6416	Travel, Dues and Related	1,215	808	850	850	700	750	750	750	750	100	11.75%	750	750	750	750
6418	Uniforms	0	748	0	650	462	700	700	700	700	(50)	(7.69%)	700	700	700	700
6420	Other	7,200	11,162	10,000	10,600	11,034	10,000	10,000	10,000	10,000	600	5.66%	10,000	10,000	10,000	10,000

Town of Southampton
2019 Adopted Budget
Building & Zoning Division - 8029

Account Code	Description	2017	2017	2018	2018	2018	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2018 Amended Difference	Adopted / 2018 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6421	Legal Notices	6,000	9,237	6,500	6,500	5,269	6,500	6,500	6,500	6,500	0	0.00%	6,500	6,500	6,500	6,500
6425	Office Supplies	5,000	4,839	5,000	5,000	3,381	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6426	Supplies - Other	750	755	750	750	346	750	750	750	750	0	0.00%	750	750	750	750
6433	Safety Equipment	1,650	1,972	2,200	2,200	0	2,200	2,200	2,200	2,200	0	0.00%	1,650	1,650	1,650	1,650
6450	Schools & Training	1,600	0	1,200	1,200	420	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6466	Telephone - Wireless	5,000	4,876	8,200	8,200	4,242	8,200	8,200	8,200	8,200	0	0.00%	8,200	8,200	8,200	8,200
6477	Copier Leases	6,950	6,250	8,918	8,918	4,253	8,918	8,918	8,918	8,918	0	0.00%	8,918	8,918	8,918	8,918
	Total Contractual	66,215	61,633	69,368	69,368	46,722	72,368	69,368	69,368	69,368	0	0.00%	73,818	69,818	69,818	69,818
	Debt Service:															
6900	Interfund Transfer Expense	0	14,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Debt Service	0	14,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Expenditures	2,293,709	2,356,048	2,422,300	2,485,220	2,082,079	2,525,106	2,512,814	2,512,814	2,512,814	(27,594)	(1.11%)	2,576,187	2,564,925	2,564,925	2,564,925
	Net Surplus (Deficit)	0	159,464	0	0	(31,460)	0	0	0	0			0	0	0	0

CURRENT PLANNING DIVISION

2019 ORGANIZATIONAL CHART

**TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR**
Kyle P. Collins

ASSISTANT TOWN PLANNING DIRECTOR (CURRENT PLANNING)
Clare Vail

- Oversee the day to day operations of the Current Planning Division, including supervising Principal Planner, Senior Planner and Planner and clerical personnel;
- Distribute development applications and referrals;
- Conducts research, analyzes data and prepares resources, technical reports, resolutions, findings and environmental assessments that assist the Planning Board and the Town Board in acting on a range of diverse development applications with respect to compliance Town codes, policies, regulations and plans;
- Process major site plan, special exception and subdivision development applications;
- Monitor and track application/bond time schedules;
- Oversees the preparation of the Planning Board agenda;
- Prepare and distribute SEQRA notification forms and Environmental Assessment Forms for the Planning Board, the ZBA and the Town Board of the Town of Southampton;
- Plans, organizes and conducts training sessions/workshops on SEQRA and other land use topics.

PRINCIPAL PLANNER
Anthony Trezza

- Conducts research, analyzes data and prepares resources, reports, resolutions, findings and recommendations and environmental assessments that assist the Planning Board and Town Board in acting on a range of diverse development applications with respect to compliance with SEQRA, Town codes, polices, regulations and plans;
- Makes oral presentations to the Planning Board;
- Conducts site inspections with respect to existing physical conditions and uses of a development site and to determine compliance with conditions of approval;
- Acts as a liaison and maintain effective working relationships with external and internal agencies and officials, the general public, applicants, applicant representatives and the press through the coordination of dialogue and dissemination of information and materials through phone calls, emails and meetings;
- Assists in program administration and implementation of policy decisions;
- Assists the general public with counter and phone inquiries regarding land use regulations and applications;
- Supervises the work of the Sr. Planner and Planner.

SENIOR PLANNER
Jacqueline Fenlon

- Conducts research, analyzes data and prepares resources, reports, resolutions, findings and recommendations and environmental assessments that assist the Planning Board in acting on a range of diverse development applications with respect to compliance with SEQRA, Town codes, polices, regulations and plans;
- Makes oral presentations to the Planning Board.
- Conducts site inspections with respect to existing physical conditions and uses of a development site and to determine compliance with conditions of approval;
- Acts as a liaison and maintains effective working relationships with external and internal agencies and officials, the general public, applicants, applicant representatives and the press through the coordination of dialogue and dissemination of information and materials through phone calls, emails and meetings;
- Assists the general public with counter and phone inquiries regarding land use regulations and applications.

PLANNER
Matthew Charters

- Process and analyze a range of development applications to the Planning Board with respect to compliance with Town codes, polices, regulations and Plans.
- Conduct site inspections during review process of applications.
- Assist general public with counter and phone inquiries regarding land use and applications.
- Maintain files of existing maps, plans, charts and materials related to particular planning projects.
- Supervision is received from the Assistant Planning Director (Current Planning) and other senior planning staff through conferences and written reports.

PRINCIPAL OFFICE ASSISTANT
Kerri Meyer

- Assists the general public and Planners with counter and phone inquiries, copying, filing and faxing
- Processes incoming communications and provides correspondence to staff and Board members
- Prepares approval letters, public hearing notices, posters and mailing list for submission to the SH Press and applicants
- Intakes and time stamps Planning Board and Planning Division mail
- Prepares vendor codes and vouchers for reimbursement/release of maintenance/performance bonds
- Processes Planning and Engineering application fees in Govern
- Generates referrals and SEQRA coordination responses to appropriate agencies
- Covers for Confidential Secretary to the Planning Board in her absence

CONFIDENTIAL SECRETARY
Patricia Boudreau-Sullivan

- Secretary to Town Planning Board, including attendance at all Board meetings and public hearings, as well as preparation and maintenance of all meeting minutes, resolutions and related correspondence
- Assists the general public and Planners with all inquiries, file, copying,, fax and schedule appointments
- Prepares Planning Board files for archival and maintain inventories
- Index and file control sheets
- Prepare, research and copy records and materials requested by the Town Attorney's Office in connection with litigation requests

OFFICE ASSISTANT
Rachel Longobardi
(Split Employee)

- Phones/Counter
- Filing
- Copying
- Mail
- Retrieve and return archives files
- Also supports Environment Division and Trustees Office

Department Summary

Department: Current Planning Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

1. Provide the Planning Board with professional and technical planning services and other support services consisting of project analysis and recommendation reports relative to compliance with the Comprehensive Plan, Town Code, Zoning Code and Environmental regulations, in connection with the following development applications:
 - Realty Subdivisions
 - Lot Line Modifications
 - Site Disturbance
 - Site Plans
 - Special Exception Uses
 - Old Filed Map Development
2. Provide public notice of land development applications, their review and decisions, as required by Town Code, State and County regulations.
3. Pursue excellence in service and information offered to all involved in the land development process, including but not limited to, applicants and constituents.

Department Summary

Department: Current Planning Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

NOTES:

Workload:

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

Department Summary

Department: Current Planning Division

Budget Year: 2019

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:

2019 Planning Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Site Plan Application		
Site Plan Pre-Submission Application	\$1,100	
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,100**	
Area to be improved is greater than or equal to 500 sq. ft. and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,100**	
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 per sq.ft. not to exceed \$15,000**	
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,100**	
Administrative Site Plan Review pursuant to Town Code §330-183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$0	
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,100	
Agricultural Construction Permit Application on preserved farmland	\$1,100**	
Deer Fence Application	\$525**	
* NOTE: Includes any and all areas required and or proposed to be altered, excluding the area of any existing or proposed buildings.		
** Fees will be doubled if work has commenced prior to submission of application.		
Special Exception Applications		
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,100 (in addition to any site plan application fee)	
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)	
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$325	

NOTES:

2019 Planning Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Subdivision Applications -- Application Type or Stage		
Transfer of Property	\$1,050 per lot	
Pre-Application	\$800 per lot (excluding reserved parcels)*	
Preliminary Application	\$875 per lot (excl. reserved parcels)*	
Final Application	\$950 per lot (excl. reserved parcels)*	
Waiver of Pre Application Report Extension Policy	\$300 (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		
Wetland Permit Applications		
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		
Development Section Approval	\$2,600	
Amendment of Development Section Approval	\$1,300	
Transfer of Development Right & Permission to Build	\$1,050 per lot	
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$260 per road	

NOTES:

2019 Planning Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Additional Fees Type of Action		
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300	
Site Disturbance Plan / Over Clearing	\$1,600	
Extension of Time (including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K), 90 day deadline for submission of signed site plans receiving administrative review approval, 1 year expiration of subdivision pre-application reports, special exception approval)	\$265	
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125	
Pre-submission work session other than site plans and any work session beyond the 2nd post-submission work session for any type of application	\$125	
Covenant / Easement Amendment or Interpretation	\$1,100	
Abandonments unrelated to an Old Filed Map or Subdivision	\$525	
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	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Current Planning Division - 8021													
Confidential Secretary	ADMINSUPPORT	57,704	0	0	57,704	28,344	4,534	7,609	1,777	42,264	99,968	4.2	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 3	21,314	0	0	21,314	6,504	1,675	2,811	659	11,648	32,962	2.1	50.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	63,839	0	0	63,839	13,008	4,884	8,197	234	26,323	90,163	1.7	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 2	81,865	0	0	81,865	14,304	6,263	10,511	296	31,374	113,239	4.9	100.0
Principal Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	61,158	3,669	0	64,827	28,344	5,086	8,536	1,895	43,860	108,687	12.3	100.0
Principal Planner (Proposed Asst Town Planning dir)	CSEA40HOUR-NEW / CSEA40HOUR-NEW - O / Step 2	90,410	7,233	0	97,643	28,344	7,656	12,851	2,799	51,650	149,293	17.3	100.0
Senior Planner	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	76,755	4,605	0	81,360	28,344	6,224	10,447	294	45,309	126,669	12.8	100.0
Program Aide I	SEASONAL	5,100	0	0	5,100	0	401	0	173	574	5,674		100.0
Total Current Planning Division - 8021		458,146	15,508	0	473,653	147,192	36,721	60,962	8,126	253,001	726,655		

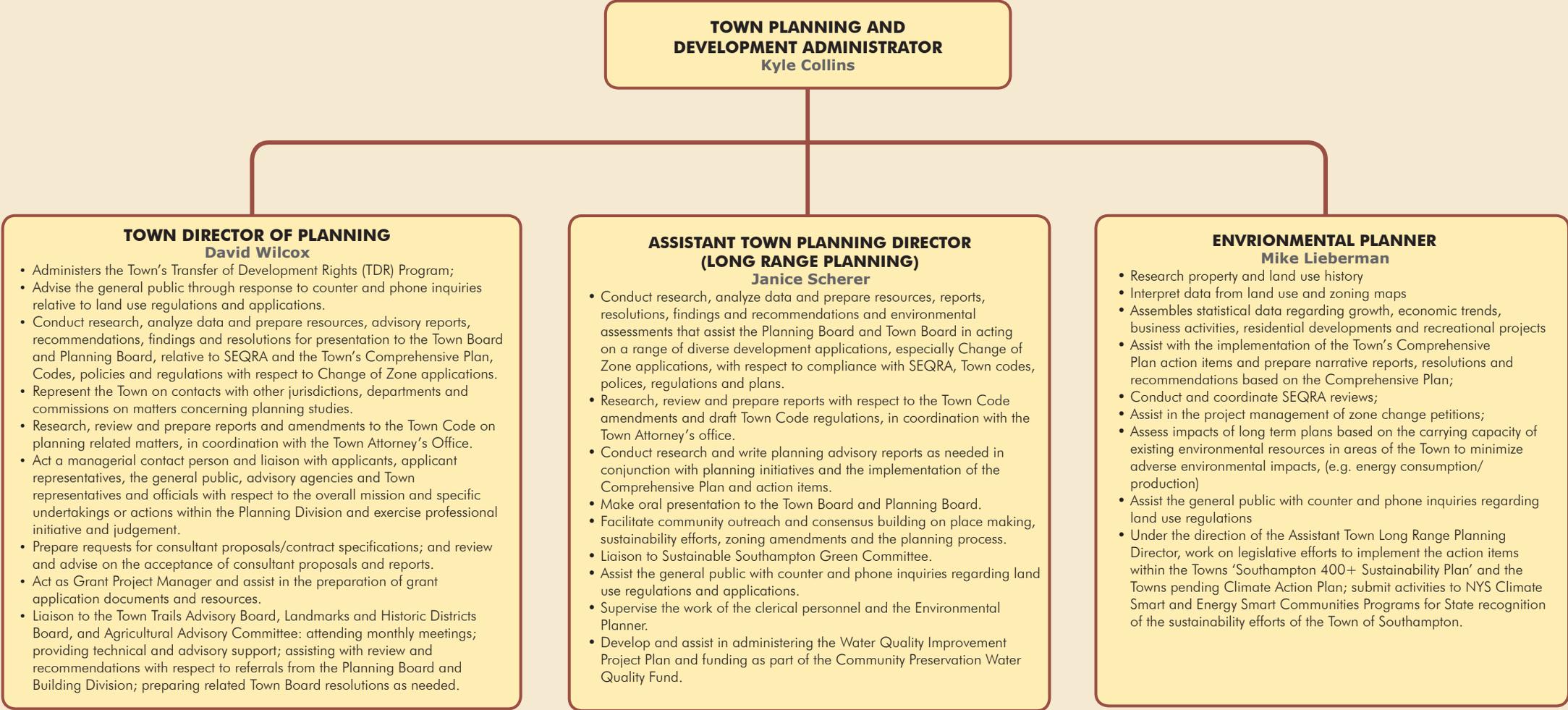
NOTES:

Town of Southampton
2019 Adopted Budget
Current Planning Division - 8021

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	305,614	305,614	489,141	489,141	489,141	511,627	513,712	513,712	513,712	24,571	5.02%	528,668	530,753	530,753	530,753
	Total Real Property Taxes	305,614	305,614	489,141	489,141	489,141	511,627	513,712	513,712	513,712	24,571	5.02%	528,668	530,753	530,753	530,753
Other Revenue:																
1790	Inter-Departmental Revenue	(119,395)	(123,395)	(135,162)	(135,822)	(102,032)	(139,472)	(141,557)	(141,557)	(141,557)	(5,735)	4.22%	(139,472)	(141,557)	(141,557)	(141,557)
2113	Old Filed Maps	2,000	13,860	2,000	2,000	2,350	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
2114	Planning Zoning Amendments	2,500	2,500	2,500	2,500	3,000	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
2115	Other PB Scheduling Fees	90,000	69,975	76,000	76,000	64,750	76,000	76,000	76,000	76,000	0	0.00%	90,000	90,000	90,000	90,000
2116	LM Planning Div- Site Plan-Fees	135,000	162,358	135,000	135,000	156,701	135,000	135,000	135,000	135,000	0	0.00%	135,000	135,000	135,000	135,000
2117	Special Exceptions Planning Fee	5,000	8,800	7,000	7,000	7,700	7,000	7,000	7,000	7,000	0	0.00%	5,000	5,000	5,000	5,000
2120	Sub Div-Planning Fees	120,000	241,845	132,000	132,000	74,435	132,000	132,000	132,000	132,000	0	0.00%	120,000	120,000	120,000	120,000
2701	Miscellaneous Tax Receipts	0	0	0	0	37	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	0	0	5,742	5,742	0	0	0	0	(5,742)	(100.00%)	0	0	0	0
	Total Other Revenue	235,105	375,943	219,338	224,420	212,684	215,028	212,943	212,943	212,943	(11,477)	(5.11%)	215,028	212,943	212,943	212,943
	Total Revenue	540,719	681,557	708,479	713,561	701,825	726,655	726,655	726,655	726,655	13,094	1.84%	743,696	743,696	743,696	743,696
Salaries:																
6100	Salaries	332,591	386,549	434,012	437,535	347,026	453,046	453,046	453,046	453,046	(15,511)	(3.55%)	466,416	466,416	466,416	466,416
6105	Part Time Salaries	3,600	0	5,000	4,340	0	5,100	5,100	5,100	5,100	(760)	(17.51%)	5,202	5,202	5,202	5,202
6110	Longevity	14,718	14,718	15,106	15,106	12,955	15,508	15,508	15,508	15,508	(402)	(2.66%)	15,965	15,965	15,965	15,965
	Total Salaries	350,910	401,267	454,118	456,981	359,981	473,653	473,653	473,653	473,653	(16,672)	(3.65%)	487,583	487,583	487,583	487,583
Employee Benefits - Current:																
6810	Employee Retirement - Active	49,144	49,383	60,187	60,672	50,336	60,962	60,962	60,962	60,962	(290)	(0.48%)	62,761	62,761	62,761	62,761
6830	FICA Tax Expenditure	26,845	29,747	35,050	35,321	26,653	36,721	36,721	36,721	36,721	(1,400)	(3.96%)	37,801	37,801	37,801	37,801
6835	MTA Tax	1,193	1,514	1,558	1,570	1,185	1,632	1,632	1,632	1,632	(62)	(3.97%)	1,680	1,680	1,680	1,680
6840	Worker's Compensation	3,866	3,838	4,050	5,501	3,345	6,364	6,364	6,364	6,364	(863)	(15.69%)	6,549	6,549	6,549	6,549
6860	Medical Insurance - Active Employees	102,072	112,991	144,708	144,708	113,577	138,534	138,534	138,534	138,534	6,174	4.27%	138,534	138,534	138,534	138,534
6865	Dental & Optical	6,517	7,175	8,564	8,564	7,466	8,658	8,658	8,658	8,658	(94)	(1.09%)	8,658	8,658	8,658	8,658
6875	Disability	173	49	245	245	31	131	131	131	131	114	46.69%	131	131	131	131
	Total Employee Benefits - Current	189,810	204,697	254,361	256,580	202,593	253,001	253,001	253,001	253,001	3,579	1.39%	256,113	256,113	256,113	256,113
	Total Employee Costs	540,719	605,964	708,479	713,561	562,574	726,655	726,655	726,655	726,655	(13,094)	(1.83%)	743,696	743,696	743,696	743,696
	Total Expenditures	540,719	605,964	708,479	713,561	562,574	726,655	726,655	726,655	726,655	(13,094)	(1.83%)	743,696	743,696	743,696	743,696
	Net Surplus (Deficit)	0	75,593	0	0	139,250	0	0	0	0			0	0	0	0

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION

2019 ORGANIZATIONAL CHART



Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

NOTES:

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.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

Goals & Objectives:

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

Legal Authority:

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Long Range Planning & Economic Development Division - 8026													
Town Planning Director	ADMINISTRATIVE	119,509	5,000	9,679	134,188	1,332	8,614	17,644	3,711	31,302	165,490	35.2	100.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	62,942	0	0	62,942	13,008	4,815	8,082	231	26,136	89,078	2.3	100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / O / Step 1	77,558	6,515	4,802	88,874	1,066	6,673	12,178	2,430	22,347	111,221	15.6	80.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 4	51,866	3,112	6,002	60,980	1,332	4,772	8,010	1,630	15,744	76,723	12.6	100.0
Total Long Range Planning & Economic Development Division - 8026		311,874	14,627	20,483	346,984	16,738	24,874	45,914	8,003	95,528	442,512		

NOTES:

Town of Southampton

2019 Adopted Budget

Long Range Planning & Economic Development Division - 8026

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	468,181	505,181	454,053	454,053	454,053	446,390	446,390	446,390	446,390	(7,663)	(1.69%)	456,657	456,657	456,657	456,657
	Total Real Property Taxes	468,181	505,181	454,053	454,053	454,053	446,390	446,390	446,390	446,390	(7,663)	(1.69%)	456,657	456,657	456,657	456,657
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	25	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	0	0	1,443	1,443	0	0	0	0	(1,443)	(100.00%)	0	0	0	0
	Total Other Revenue	0	0	0	1,443	1,468	0	0	0	0	(1,443)	(100.00%)	0	0	0	0
	Total Revenue	468,181	505,181	454,053	455,496	455,521	446,390	446,390	446,390	446,390	(9,106)	(2.00%)	456,657	456,657	456,657	456,657
Salaries:																
6100	Salaries	326,148	305,490	323,011	324,114	273,887	315,752	315,752	315,752	315,752	8,362	2.58%	324,048	324,048	324,048	324,048
6103	Accumulated Sick/Personal Days	4,150	2,658	3,290	3,290	2,056	3,677	3,677	3,677	3,677	(387)	(11.76%)	3,677	3,677	3,677	3,677
6110	Longevity	12,637	12,255	14,825	14,892	14,525	14,627	14,627	14,627	14,627	265	1.78%	14,883	14,883	14,883	14,883
6127	Cash in Lieu of Health Benefits	15,300	15,557	16,911	16,911	8,453	16,806	16,806	16,806	16,806	105	0.62%	16,806	16,806	16,806	16,806
	Total Salaries	358,235	335,960	358,037	359,207	298,922	350,862	350,862	350,862	350,862	8,345	2.32%	359,414	359,414	359,414	359,414
Employee Benefits - Current:																
6810	Employee Retirement - Active	50,690	50,937	49,641	49,804	41,517	45,914	45,914	45,914	45,914	3,891	7.81%	47,033	47,033	47,033	47,033
6830	FICA Tax Expenditure	26,027	25,173	25,684	25,776	22,558	24,874	24,874	24,874	24,874	903	3.50%	25,277	25,277	25,277	25,277
6835	MTA Tax	1,218	1,119	1,227	1,232	1,003	1,216	1,216	1,216	1,216	17	1.36%	1,245	1,245	1,245	1,245
6840	Worker's Compensation	3,751	3,723	2,990	3,003	2,470	6,721	6,721	6,721	6,721	(3,719)	(123.85%)	6,884	6,884	6,884	6,884
6860	Medical Insurance - Active Employees	22,932	10,356	11,088	11,088	9,592	11,676	11,676	11,676	11,676	(588)	(5.30%)	11,676	11,676	11,676	11,676
6865	Dental & Optical	5,213	5,124	5,270	5,270	4,612	5,062	5,062	5,062	5,062	209	3.96%	5,062	5,062	5,062	5,062
6875	Disability	115	25	115	115	15	66	66	66	66	49	42.60%	66	66	66	66
	Total Employee Benefits - Current	109,946	96,457	96,016	96,289	81,765	95,528	95,528	95,528	95,528	761	0.79%	97,243	97,243	97,243	97,243
	Total Employee Costs	468,181	432,417	454,053	455,496	380,687	446,390	446,390	446,390	446,390	9,106	2.00%	456,657	456,657	456,657	456,657
	Total Expenditures	468,181	432,417	454,053	455,496	380,687	446,390	446,390	446,390	446,390	9,106	2.00%	456,657	456,657	456,657	456,657
	Net Surplus (Deficit)	0	72,765	0	0	74,834	0	0	0	0			0	0	0	0

ENVIRONMENT DIVISION

2019 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, Protected Lands Council and Chair of Southern Pine Beetle Task Force;
- 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.

ADMINISTRATIVE ASSISTANT TO THE CONSERVATION BOARD
Korrina Goree

- 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;
- Coordinates and reviews legal documents, easements, title certifications, deeds, covenants and restrictions, conservation management plans, Suffolk County documents, court filings and litigated actions, and other attorney correspondence with the Town Attorney's Office;
- Performs wide range of clerical, office, operational and management tasks, including Govern, data entry and scheduling inspections in Land Manager database.

SENIOR OFFICE ASSISANT
Carol Oborski

- Direct assistant to Chief Environmental Analyst, handles diverse administrative, clerical and office management tasks;
- Supervises part-time clerical staff;
- Review and legal interpretation of completeness of permit applications and coordinates review with Town Attorney;
- Interacts with public, responding to environmental inquiries, at counter, and in response to phone calls and data entry;
- Maintains attendance in AsureForce for Division;
- Alternate cashier for Dept. of Land Mgmt.

SENIOR ENVIRONMENTAL ANALYST
Theresa Masin

- Prepares draft comprehensive reports, as well as graphic materials for review, editing, and approval by the Chief Environmental Analyst, related to environmental research, assessment, and planning;
- Performs scientific research, biological inventory, reviews, analyses, GIS mapping and assessments related to comprehensive plans, capital projects, development proposals, environmental initiatives, permit applications, environmental impact statements, and other related environmental program work as required;
- Prepares federal, state, and county environmental permit applications for town actions and projects;
- Attends federal, state, county and local agency, department, and board meetings, as well as public interest group and community group meetings, on behalf of the Chief Environmental Analyst, as required;
- Assists in the preparation of environmental information and education brochures and exhibits, as well as in public presentations.

ENVIRONMENTAL ANALYST
Christian K. Petersen

- Provides a wide range of administrative and technical support to Environment Division;
- Responds to technical environmental inquiries and provides guidance to general public;
- Reviews permit applications and assists with other related environmental program work, as required;
- Complies, organizes and interprets scientific information and recommendations for environmental resource protection;
- Performs environmental field assessments, wetland boundary delineations and compliance monitoring;
- Attends Conservation Board meetings as assigned;
- Provides forest health and woodland management to private and public landowners;
- Assists Chief Environmental Analyst in completing and documenting post storm damage assessments.

Department Summary

Department: Environment Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Kyle Collins

NOTES:

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.

Workload:

Department Summary

Department: Environment Division

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Kyle Collins

NOTES:

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

Department Summary

Department: Environment Division

Budget Year: 2019

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 coastal erosion management permit applications, as well as all other tasks related to the management, regulation conservation and restoration of the Town's natural resources.
2. Expand environmental education and outreach through the Town's website, focusing on public understanding of the local environmental regulations, including wetlands protection laws and encouraging the participation of the private sector, local communities, schools, user groups, individuals and nonprofit organizations in natural resource conservation and stewardship.
3. Enhance the Division's capability to promote and enforce compliance with environmental regulations.
4. Implement the Waterfront Protection Plan for the Town.
5. Continue to integrate 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)

2019 Environment Fee Schedule

Fee Schedule	2019 Fee Schedule	Adopted Increase
Certificate of Coastal and Wetland Compliance and Lot Inspections	\$400	
Letters of Non-Jurisdiction	\$400	
Wetlands Boundary Flagging		
1 ST Acre or less:	\$400	
Each additional Acre:	\$100	
Maximum Fee	\$3,000	
Conservation Board Wetland Permit	\$1,000	
Existing Structures Constructed or Land Disturbed Without Required Conservation Board Wetland Permits (legalization)	1000*	
Modification of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$500	
Transfer of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$300	
Administrative Wetland Permit	\$500	
Existing Structures Constructed or Land Disturbed without Required Administrative Board Wetland Permits (Legalization)	\$1000*	
Permit Renewals		
Active Permits	\$400	
Expired Permits	\$500	
Permits Transfers	\$300	
Conservation Board Wetland Permit Modification	\$500	
Public Hearing Adjournment (If adjournment is at the request of applicant or due to error by applicant)	\$75	
Reschedule of Public Hearing		
(If re-hearing is at the request of applicant or due to error by applicant)	\$300	
Easement Interpretation and Conservation Management Plan	\$1,000	
Wetland Boundary and Jurisdictional Appeal	\$1,000	
*Added to standard applicable permit fee		

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Environment Division - 8090													
Chief Environmental Analyst	ADMINISTRATIVE	124,480	5,000	4,788	134,268	29,184	8,642	17,887	5,532	61,245	195,513	30.0	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 2	56,664	2,267	0	58,931	28,344	4,625	7,763	1,753	42,485	101,416	7.0	100.0
Environmental Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 4	58,299	0	0	58,299	13,008	4,641	7,789	2,585	28,022	86,321	3.1	100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	71,079	2,843	6,002	79,925	1,332	6,334	10,632	3,178	21,476	101,401	6.8	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	49,486	0	0	49,486	14,304	4,185	7,024	5,424	30,938	80,424	5.4	100.0
Total Environment Division - 8090		360,009	10,110	10,790	380,908	86,172	28,427	51,096	18,472	184,166	565,075		

NOTES:

Town of Southampton

2019 Adopted Budget

Environment Division - 8090

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	229,959	229,959	254,602	240,308	240,308	290,826	294,177	294,177	294,177	53,869	22.42%	329,439	332,790	332,790	332,790
	Total Real Property Taxes	229,959	229,959	254,602	240,308	240,308	290,826	294,177	294,177	294,177	53,869	22.42%	329,439	332,790	332,790	332,790
Other Revenue:																
1790	Inter-Departmental Revenue	(46,270)	(46,770)	(49,458)	(49,458)	(37,094)	(50,751)	(54,102)	(54,102)	(54,102)	(4,644)	9.39%	(50,751)	(54,102)	(54,102)	(54,102)
2112	Wetland Fees	300,000	292,350	325,000	335,874	341,325	325,000	325,000	325,000	325,000	(10,874)	(3.24%)	300,000	300,000	300,000	300,000
2701	Miscellaneous Tax Receipts	0	0	0	0	31	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	253,730	245,580	275,542	286,416	304,263	274,249	270,898	270,898	270,898	(15,518)	(5.42%)	249,249	245,898	245,898	245,898
	Total Revenue	483,689	475,539	530,144	526,724	544,571	565,075	565,075	565,075	565,075	38,351	7.28%	578,688	578,688	578,688	578,688
Salaries:																
6100	Salaries	328,756	328,756	351,533	338,389	291,930	360,009	360,009	360,009	360,009	(21,620)	(6.39%)	370,709	370,709	370,709	370,709
6103	Accumulated Sick/Personal Days	4,650	4,602	4,410	4,694	4,694	4,788	4,788	4,788	4,788	(94)	(2.00%)	4,788	4,788	4,788	4,788
6110	Longevity	5,622	5,654	8,401	8,401	8,962	10,110	10,110	10,110	10,110	(1,709)	(20.34%)	10,288	10,288	10,288	10,288
6127	Cash in Lieu of Health Benefits	10,200	10,371	11,274	6,579	3,757	6,002	6,002	6,002	6,002	577	8.77%	6,002	6,002	6,002	6,002
	Total Salaries	349,228	349,383	375,618	358,063	309,343	380,908	380,908	380,908	380,908	(22,846)	(6.38%)	391,787	391,787	391,787	391,787
Employee Benefits - Current:																
6810	Employee Retirement - Active	49,416	49,656	53,732	53,732	44,939	51,096	51,096	51,096	51,096	2,637	4.91%	52,559	52,559	52,559	52,559
6830	FICA Tax Expenditure	25,383	25,978	28,130	27,030	22,557	28,427	28,427	28,427	28,427	(1,397)	(5.17%)	29,138	29,138	29,138	29,138
6835	MTA Tax	1,187	1,155	1,329	1,279	1,007	1,353	1,353	1,353	1,353	(74)	(5.81%)	1,392	1,392	1,392	1,392
6840	Worker's Compensation	7,131	7,078	15,164	14,880	12,526	17,032	17,032	17,032	17,032	(2,152)	(14.46%)	17,552	17,552	17,552	17,552
6860	Medical Insurance - Active Employees	44,688	45,601	49,440	65,009	55,694	79,512	79,512	79,512	79,512	(14,503)	(22.31%)	79,512	79,512	79,512	79,512
6865	Dental & Optical	6,512	3,843	6,588	6,588	4,118	6,660	6,660	6,660	6,660	(72)	(1.09%)	6,660	6,660	6,660	6,660
6875	Disability	144	49	144	144	20	87	87	87	87	57	39.58%	87	87	87	87
	Total Employee Benefits - Current	134,461	133,361	154,527	168,662	140,860	184,166	184,166	184,166	184,166	(15,505)	(9.19%)	186,900	186,900	186,900	186,900
	Total Employee Costs	483,689	482,744	530,144	526,724	450,204	565,075	565,075	565,075	565,075	(38,351)	(7.28%)	578,688	578,688	578,688	578,688
	Total Expenditures	483,689	482,744	530,144	526,724	450,204	565,075	565,075	565,075	565,075	(38,351)	(7.28%)	578,688	578,688	578,688	578,688
	Net Surplus (Deficit)	0	(7,204)	0	0	94,367	0	0	0	0			0	0	0	0

Department Summary

Department: Architectural Review Board

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8013

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Established pursuant to Southampton Town Code, Article XIX.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Architectural Review Board - 8013													
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	393	659	170	1,222	6,222		100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	393	659	170	1,222	6,222		100.0
Architectural Review Board	APPOINTBOARD	6,000	0	0	6,000	0	471	791	200	1,463	7,463	18.0	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	393	659	170	1,222	6,222	7.6	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	393	659	170	1,222	6,222	11.0	100.0
Total Architectural Review Board - 8013		26,000	0	0	26,000	0	2,043	3,429	880	6,351	32,351		

NOTES:

Town of Southampton
2019 Adopted Budget
Architectural Review Board - 8013

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
Other Revenue:																
1790	Inter-Departmental Revenue	25,989	26,989	28,466	28,466	21,350	29,199	32,351	32,351	32,351	3,885	13.65%	29,199	32,351	32,351	32,351
2701	Miscellaneous Tax Receipts	0	0	0	0	31	0	0	0	0	0	0.00%	0	0	0	0
Total Other Revenue		25,989	26,989	28,466	28,466	21,381	29,199	32,351	32,351	32,351	3,885	13.65%	29,199	32,351	32,351	32,351
Total Revenue		25,989	26,989	28,466	28,466	21,381	29,199	32,351	32,351	32,351	3,885	13.65%	29,199	32,351	32,351	32,351
Salaries:																
6100	Salaries	23,000	22,000	23,000	23,000	20,125	23,460	26,000	26,000	26,000	(3,000)	(13.04%)	23,460	26,000	26,000	26,000
Total Salaries		23,000	22,000	23,000	23,000	20,125	23,460	26,000	26,000	26,000	(3,000)	(13.04%)	23,460	26,000	26,000	26,000
Employee Benefits - Current:																
6810	Employee Retirement - Active	743	746	3,199	3,199	2,675	3,094	3,429	3,429	3,429	(230)	(7.18%)	3,094	3,429	3,429	3,429
6830	FICA Tax Expenditure	1,760	1,683	1,780	1,780	1,540	1,843	2,043	2,043	2,043	(263)	(14.78%)	1,843	2,043	2,043	2,043
6835	MTA Tax	78	75	79	79	68	82	91	91	91	(12)	(14.75%)	82	91	91	91
6840	Worker's Compensation	265	263	265	265	219	633	702	702	702	(438)	(165.41%)	633	702	702	702
6875	Disability	144	119	144	144	80	87	87	87	87	57	39.58%	87	87	87	87
Total Employee Benefits - Current		2,989	2,885	5,466	5,466	4,582	5,739	6,351	6,351	6,351	(885)	(16.19%)	5,739	6,351	6,351	6,351
Total Employee Costs		25,989	24,885	28,466	28,466	24,707	29,199	32,351	32,351	32,351	(3,885)	(13.65%)	29,199	32,351	32,351	32,351
Total Expenditures		25,989	24,885	28,466	28,466	24,707	29,199	32,351	32,351	32,351	(3,885)	(13.65%)	29,199	32,351	32,351	32,351
Net Surplus (Deficit)		0	2,104	0	0	(3,326)	0	0	0	0			0	0	0	0

Department Summary

Department: Conservation Board

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8730

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

The principal workload of the Southampton Town Conservation Board (STCB) is regulating freshwater, tidal and brackish wetlands, pursuant to Chapter 325 of the Town Code and Chapter 225 of the Code of the Village of Sagaponack. The permit process involves wetland identification; landowner education; review of proposed development plans and evaluation of practicable 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, Building and Zoning Division, Town Board, and the Board of Trustees. The seven STCB members visit hundreds of sites annually, which have been proposed for development. These visits become the basis for making conservation decisions. This Board also provides conservation management advice for the many environmental information requests received each year.

Goals & Objectives:

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

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Conservation Board - 8730													
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	471	791	200	1,463	7,463	4.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	471	791	200	1,463	7,463	23.0	100.0
Conservation Board	APPOINTBOARD	7,500	0	0	7,500	0	589	989	246	1,824	9,324	29.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	471	791	200	1,463	7,463	11.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	471	791	200	1,463	7,463		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	471	791	200	1,463	7,463		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	471	791	200	1,463	7,463	21.9	100.0
Total Conservation Board - 8730		43,500	0	0	43,500	0	3,418	5,736	1,448	10,602	54,102		

NOTES:

Town of Southampton

2019 Adopted Budget

Conservation Board - 8730

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
Other Revenue:																
1790	Inter-Departmental Revenue	46,270	46,770	49,458	49,458	37,094	50,751	54,102	54,102	54,102	4,644	9.39%	50,751	54,102	54,102	54,102
2701	Miscellaneous Tax Receipts	0	0	0	0	41	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	46,270	46,770	49,458	49,458	37,135	50,751	54,102	54,102	54,102	4,644	9.39%	50,751	54,102	54,102	54,102
	Total Revenue	46,270	46,770	49,458	49,458	37,135	50,751	54,102	54,102	54,102	4,644	9.39%	50,751	54,102	54,102	54,102
Salaries:																
6100	Salaries	40,000	40,146	40,000	40,000	35,000	40,800	43,500	43,500	43,500	(3,500)	(8.75%)	40,800	43,500	43,500	43,500
	Total Salaries	40,000	40,146	40,000	40,000	35,000	40,800	43,500	43,500	43,500	(3,500)	(8.75%)	40,800	43,500	43,500	43,500
Employee Benefits - Current:																
6810	Employee Retirement - Active	2,063	2,073	5,563	5,563	4,653	5,380	5,736	5,736	5,736	(173)	(3.11%)	5,380	5,736	5,736	5,736
6830	FICA Tax Expenditure	3,060	3,071	3,095	3,095	2,678	3,205	3,418	3,418	3,418	(322)	(10.42%)	3,205	3,418	3,418	3,418
6835	MTA Tax	136	137	138	138	119	142	152	152	152	(14)	(10.39%)	142	152	152	152
6840	Worker's Compensation	810	804	460	460	380	1,102	1,175	1,175	1,175	(715)	(155.33%)	1,102	1,175	1,175	1,175
6875	Disability	202	162	202	202	108	122	122	122	122	80	39.58%	122	122	122	122
	Total Employee Benefits - Current	6,270	6,246	9,458	9,458	7,938	9,951	10,602	10,602	10,602	(1,144)	(12.10%)	9,951	10,602	10,602	10,602
	Total Employee Costs	46,270	46,392	49,458	49,458	42,938	50,751	54,102	54,102	54,102	(4,644)	(9.39%)	50,751	54,102	54,102	54,102
	Total Expenditures	46,270	46,392	49,458	49,458	42,938	50,751	54,102	54,102	54,102	(4,644)	(9.39%)	50,751	54,102	54,102	54,102
	Net Surplus (Deficit)	0	378	0	0	(5,803)	0	0	0	0			0	0	0	0

Department Summary

Department: Landmarks & Historic Districts Board

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

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

Goals & Objectives:

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 Town Codes -

Chapter 330 - Article XXVIII

Chapter 169 - Article II

Chapter 298 - Article XII

Chapter 330 - Article XVIII

Chapter 123 - Article II and Article V

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. %
Land Management Department													
Land Management Summary													
Landmarks & Historic Districts Board - 8022													
Landmarks & Historic Districts Board	APPOINTBOARD	2,000	0	0	2,000	0	157	264	78	499	2,499	1.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879	7.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879	4.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879	1.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879	4.0	100.0
Landmarks & Historic Districts Board - Va	APPOINTBOARD	1,500	0	0	1,500	0	118	198	63	379	1,879		100.0
Total Landmarks & Historic Districts Board - 8022		15,500	0	0	15,500	0	1,218	2,044	647	3,908	19,408		

NOTES:

Town of Southampton
2019 Adopted Budget
Landmarks & Historic Districts Board - 8022

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	
Other Revenue:																	
1790	Inter-Departmental Revenue	16,065	16,065	19,375	19,375	14,531	19,793	19,408	19,408	19,408	33	0.17%	19,793	19,408	19,408	19,408	
2701	Miscellaneous Tax Receipts	0	0	0	0	55	0	0	0	0	0	0.00%	0	0	0	0	
	Total Other Revenue	16,065	16,065	19,375	19,375	14,587	19,793	19,408	19,408	19,408	33	0.17%	19,793	19,408	19,408	19,408	
	Total Revenue	16,065	16,065	19,375	19,375	14,587	19,793	19,408	19,408	19,408	33	0.17%	19,793	19,408	19,408	19,408	
Salaries:																	
6100	Salaries	14,000	13,229	15,500	15,500	11,875	15,810	15,500	15,500	15,500	0	0.00%	15,810	15,500	15,500	15,500	
	Total Salaries	14,000	13,229	15,500	15,500	11,875	15,810	15,500	15,500	15,500	0	0.00%	15,810	15,500	15,500	15,500	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	578	580	2,156	2,156	1,803	2,085	2,044	2,044	2,044	112	5.19%	2,085	2,044	2,044	2,044	
6830	FICA Tax Expenditure	1,071	1,012	1,199	1,199	908	1,242	1,218	1,218	1,218	(18)	(1.53%)	1,242	1,218	1,218	1,218	
6835	MTA Tax	48	40	53	53	36	55	54	54	54	(1)	(1.54%)	55	54	54	54	
6840	Worker's Compensation	109	108	178	178	147	427	419	419	419	(240)	(134.78%)	427	419	419	419	
6860	Medical Insurance - Active Employees	0	0	0	0	13	0	0	0	0	0	0.00%	0	0	0	0	
6865	Dental & Optical	0	0	0	0	1	0	0	0	0	0	0.00%	0	0	0	0	
6875	Disability	259	136	288	288	107	174	174	174	174	114	39.58%	174	174	174	174	
	Total Employee Benefits - Current	2,065	1,877	3,875	3,875	3,016	3,983	3,908	3,908	3,908	(34)	(0.87%)	3,983	3,908	3,908	3,908	
	Total Employee Costs	16,065	15,106	19,375	19,375	14,891	19,793	19,408	19,408	19,408	(34)	(0.17%)	19,793	19,408	19,408	19,408	
	Total Expenditures	16,065	15,106	19,375	19,375	14,891	19,793	19,408	19,408	19,408	(34)	(0.17%)	19,793	19,408	19,408	19,408	
	Net Surplus (Deficit)	0	959	0	0	(304)	0	0	0	0			0	0	0	0	

Department Summary

Department: Licensing Review Board

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8016

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

The Licensing Review Board has the following responsibilities:

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

Goals & Objectives:

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

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. %
Land Management Department													
Land Management Summary													
Licensing Review Board - 8016													
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	314	527	139	981	4,981	10.0	100.0
Licensing Review Board	APPOINTBOARD	5,000	0	0	5,000	0	393	659	170	1,222	6,222	26.8	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	314	527	139	981	4,981	11.0	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	314	527	139	981	4,981		100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	314	527	139	981	4,981	17.0	100.0
Total Licensing Review Board - 8016		21,000	0	0	21,000	0	1,650	2,769	727	5,146	26,146		

NOTES:

Town of Southampton
2019 Adopted Budget
Licensing Review Board - 8016

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	
Other Revenue:																	
1790	Inter-Departmental Revenue	25,684	25,684	26,003	26,003	19,502	26,668	26,146	26,146	26,146	143	0.55%	26,668	26,146	26,146	26,146	
2701	Miscellaneous Tax Receipts	0	0	0	0	29	0	0	0	0	0	0.00%	0	0	0	0	
	Total Other Revenue	25,684	25,684	26,003	26,003	19,531	26,668	26,146	26,146	26,146	143	0.55%	26,668	26,146	26,146	26,146	
	Total Revenue	25,684	25,684	26,003	26,003	19,531	26,668	26,146	26,146	26,146	143	0.55%	26,668	26,146	26,146	26,146	
Salaries:																	
6100	Salaries	21,000	21,000	21,000	21,000	18,375	21,420	21,000	21,000	21,000	0	0.00%	21,420	21,000	21,000	21,000	
	Total Salaries	21,000	21,000	21,000	21,000	18,375	21,420	21,000	21,000	21,000	0	0.00%	21,420	21,000	21,000	21,000	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	2,145	2,155	2,921	2,921	2,443	2,825	2,769	2,769	2,769	151	5.19%	2,825	2,769	2,769	2,769	
6830	FICA Tax Expenditure	1,607	1,607	1,625	1,625	1,406	1,683	1,650	1,650	1,650	(25)	(1.53%)	1,683	1,650	1,650	1,650	
6835	MTA Tax	71	72	72	72	63	75	73	73	73	(1)	(1.52%)	75	73	73	73	
6840	Worker's Compensation	718	712	242	242	199	578	567	567	567	(326)	(134.78%)	578	567	567	567	
6875	Disability	144	103	144	144	77	87	87	87	87	57	39.58%	87	87	87	87	
	Total Employee Benefits - Current	4,684	4,649	5,003	5,003	4,188	5,248	5,146	5,146	5,146	(143)	(2.86%)	5,248	5,146	5,146	5,146	
	Total Employee Costs	25,684	25,649	26,003	26,003	22,563	26,668	26,146	26,146	26,146	(143)	(0.55%)	26,668	26,146	26,146	26,146	
	Total Expenditures	25,684	25,649	26,003	26,003	22,563	26,668	26,146	26,146	26,146	(143)	(0.55%)	26,668	26,146	26,146	26,146	
	Net Surplus (Deficit)	0	35	0	0	(3,032)	0	0	0	0			0	0	0	0	

Department Summary

Department: Planning Board

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

The development review functions of the Town Planning Board include:

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

Other duties include:

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

Department Summary

Department: Planning Board

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

Cost Center #: 8020
Manager: Kyle Collins

NOTES:

Goals & Objectives:

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

Legal Authority:

Established pursuant to New York State Town Law Article 16.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Planning Board - 8020													
Planning Board	APPOINTBOARD	17,500	0	0	17,500	16,344	1,375	2,308	551	20,578	38,078	25.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	1.0	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	16.8	100.0
Planning Board	APPOINTBOARD	14,500	0	0	14,500	7,824	1,139	1,912	460	11,335	25,835	20.0	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	9.0	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	7.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	3.0	100.0
Total Planning Board - 8020		94,500	0	0	94,500	24,168	7,424	12,461	3,003	47,057	141,557		

NOTES:

Town of Southampton

2019 Adopted Budget

Planning Board - 8020

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
	Other Revenue:															
1790	Inter-Departmental Revenue	119,395	123,395	135,162	135,822	102,032	139,472	141,557	141,557	141,557	5,735	4.22%	139,472	141,557	141,557	141,557
2701	Miscellaneous Tax Receipts	0	0	0	0	44	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	119,395	123,395	135,162	135,822	102,075	139,472	141,557	141,557	141,557	5,735	4.22%	139,472	141,557	141,557	141,557
	Total Revenue	119,395	123,395	135,162	135,822	102,075	139,472	141,557	141,557	141,557	5,735	4.22%	139,472	141,557	141,557	141,557
	Salaries:															
6100	Salaries	87,000	91,789	91,000	91,000	79,625	92,820	94,500	94,500	94,500	(3,500)	(3.85%)	92,820	94,500	94,500	94,500
	Total Salaries	87,000	91,789	91,000	91,000	79,625	92,820	94,500	94,500	94,500	(3,500)	(3.85%)	92,820	94,500	94,500	94,500
	Employee Benefits - Current:															
6810	Employee Retirement - Active	1,980	1,990	12,656	11,996	10,585	12,240	12,461	12,461	12,461	(465)	(3.88%)	12,240	12,461	12,461	12,461
6830	FICA Tax Expenditure	6,656	5,056	7,042	7,042	4,658	7,292	7,424	7,424	7,424	(383)	(5.44%)	7,292	7,424	7,424	7,424
6835	MTA Tax	296	225	313	313	207	324	330	330	330	(17)	(5.44%)	324	330	330	330
6840	Worker's Compensation	1,001	993	1,047	1,047	864	2,506	2,552	2,552	2,552	(1,505)	(143.81%)	2,506	2,552	2,552	2,552
6860	Medical Insurance - Active Employees	18,348	20,011	20,268	20,268	17,657	21,504	21,504	21,504	21,504	(1,236)	(6.10%)	21,504	21,504	21,504	21,504
6865	Dental & Optical	3,913	1,655	2,635	3,955	3,459	2,664	2,664	2,664	2,664	1,291	32.65%	2,664	2,664	2,664	2,664
6875	Disability	202	155	202	202	108	122	122	122	122	80	39.58%	122	122	122	122
	Total Employee Benefits - Current	32,395	30,083	44,162	44,822	37,538	46,652	47,057	47,057	47,057	(2,235)	(4.99%)	46,652	47,057	47,057	47,057
	Total Employee Costs	119,395	121,872	135,162	135,822	117,163	139,472	141,557	141,557	141,557	(5,735)	(4.22%)	139,472	141,557	141,557	141,557
	Total Expenditures	119,395	121,872	135,162	135,822	117,163	139,472	141,557	141,557	141,557	(5,735)	(4.22%)	139,472	141,557	141,557	141,557
	Net Surplus (Deficit)	0	1,523	0	0	(15,088)	0	0	0	0			0	0	0	0

Department Summary

Department: Zoning Board of Appeals

Budget Year: 2019

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8012

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

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

Goals & Objectives:

Legal Authority:

Established pursuant to Chapter 330, Article I of the Southampton Town Code and Article 16 of Southampton Town Law.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Land Management Department													
Land Management Summary													
Zoning Board of Appeals - 8012													
Zoning Board of Appeals	APPOINTBOARD	17,500	0	0	17,500	7,824	1,375	2,308	551	12,058	29,558	16.8	100.0
Zoning Board of Appeals	APPOINTBOARD	14,500	0	0	14,500	0	1,139	1,912	460	3,511	18,011	9.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529		100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	5.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	1.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	21.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	982	1,648	399	3,029	15,529	1.0	100.0
Total Zoning Board of Appeals - 8012		94,500	0	0	94,500	7,824	7,424	12,461	3,003	30,713	125,213		

NOTES:

Town of Southampton
2019 Adopted Budget
Zoning Board of Appeals - 8012

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
	Other Revenue:															
1790	Inter-Departmental Revenue	119,909	120,909	119,745	119,745	89,809	123,128	125,213	125,213	125,213	5,468	4.57%	123,128	125,213	125,213	125,213
2701	Miscellaneous Tax Receipts	0	0	0	0	44	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	119,909	120,909	119,745	119,745	89,853	123,128	125,213	125,213	125,213	5,468	4.57%	123,128	125,213	125,213	125,213
	Total Revenue	119,909	120,909	119,745	119,745	89,853	123,128	125,213	125,213	125,213	5,468	4.57%	123,128	125,213	125,213	125,213
	Salaries:															
6100	Salaries	79,500	73,083	91,000	91,000	78,125	92,820	94,500	94,500	94,500	(3,500)	(3.85%)	92,820	94,500	94,500	94,500
	Total Salaries	79,500	73,083	91,000	91,000	78,125	92,820	94,500	94,500	94,500	(3,500)	(3.85%)	92,820	94,500	94,500	94,500
	Employee Benefits - Current:															
6810	Employee Retirement - Active	7,673	7,710	12,656	12,656	10,585	12,240	12,461	12,461	12,461	195	1.54%	12,240	12,461	12,461	12,461
6830	FICA Tax Expenditure	6,082	5,120	7,042	7,042	5,536	7,292	7,424	7,424	7,424	(383)	(5.44%)	7,292	7,424	7,424	7,424
6835	MTA Tax	270	228	313	313	246	324	330	330	330	(17)	(5.44%)	324	330	330	330
6840	Worker's Compensation	914	908	1,047	1,047	864	2,506	2,552	2,552	2,552	(1,505)	(143.81%)	2,506	2,552	2,552	2,552
6860	Medical Insurance - Active Employees	23,964	5,830	6,168	6,168	5,329	6,492	6,492	6,492	6,492	(324)	(5.25%)	6,492	6,492	6,492	6,492
6865	Dental & Optical	1,304	0	1,318	1,318	0	1,332	1,332	1,332	1,332	(14)	(1.09%)	1,332	1,332	1,332	1,332
6875	Disability	202	100	202	202	105	122	122	122	122	80	39.58%	122	122	122	122
	Total Employee Benefits - Current	40,409	19,895	28,745	28,745	22,666	30,308	30,713	30,713	30,713	(1,968)	(6.85%)	30,308	30,713	30,713	30,713
	Total Employee Costs	119,909	92,978	119,745	119,745	100,791	123,128	125,213	125,213	125,213	(5,468)	(4.57%)	123,128	125,213	125,213	125,213
	Total Expenditures	119,909	92,978	119,745	119,745	100,791	123,128	125,213	125,213	125,213	(5,468)	(4.57%)	123,128	125,213	125,213	125,213
	Net Surplus (Deficit)	0	27,931	0	0	(10,938)	0	0	0	0			0	0	0	0