LAND MANAGEMENT DEPARTMENT

2020 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;

SENIOR OFFICE ASSISANT

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.

DIVISIONS

- BUILDING & ZONING
- CURRENT PLANNING
- LONG RANGE PLANNING & ECONOMIC DEVELOPMENT
- ENVIRONMENT

BOARDS

- Architectual 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

TOWN OF SOUTHAMPTON

2020 BUDGET

Department Summary

Department: Land Management Admin

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (03)

Cost Center #: 8025
Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

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: 2020
Division: Land Management Department
Tax District: Part Town Land Management (03)

Cost Center #: 8025
Manager: Kyle Collins

Goals & Objectives:

1. Review and direct standard operating procedures for Planning Board, 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.

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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Land Management Admin - 8025													
Town Planning & Dev Administrator	ADMINISTRATIVE	143,586	4,308	0	147,894	28,488	8,803	18,848	3,056	59,194	207,088	7.4	100.0
Secretarial Assistant	ADMINSUPPORT	80,136	4,007	0	84,143	29,340	6,545	10,720	1,719	48,323	132,466	28.9	100.0
Total Land Management Admin - 8025		**223,722**	**8,315**	**0**	**232,037**	**57,828**	**15,348**	**29,568**	**4,775**	**107,518**	**339,554**		

NOTES:

Town of Southampton

2020 Tentative Budget

Land Management Admin - 8025

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Real Property Taxes	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Other Revenue:													
1081	Other Payments In Lieu Of Taxes	5,000	5,815	5,000	5,000	5,730	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
1790	Inter-Departmental Revenue	370,577	370,577	385,436	385,436	192,718	401,352	399,422	13,986	3.63%	404,197	402,229	2,807	0.70%
2701	Miscellaneous Tax Receipts	0	13	0	0	0	0	0	0	0.00%	0	0	0	0.00%
4089	Federal Aid	0	0	0	0	160	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	375,577	376,405	390,436	390,436	198,608	406,352	404,422	13,986	3.58%	409,197	407,229	2,807	0.69%
	Total Revenue	**375,577**	**376,405**	**390,436**	**390,436**	**198,608**	**406,352**	**404,422**	**13,986**	**3.58%**	**409,197**	**407,229**	**2,807**	**0.69%**
	Salaries:													
6100	Salaries	212,583	212,583	219,335	219,335	146,223	223,722	223,722	(4,387)	(2.00%)	228,196	228,196	(4,474)	(2.00%)
6110	Longevity	7,656	7,729	8,151	8,151	0	8,315	8,315	(164)	(2.01%)	8,315	8,315	0	0.00%
	Total Salaries	220,239	220,312	227,486	227,486	146,223	232,037	232,037	(4,551)	(2.00%)	236,511	236,511	(4,474)	(1.93%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	30,619	28,498	29,970	29,970	17,309	29,775	29,568	402	1.34%	30,350	30,138	(571)	(1.93%)
6830	FICA Tax Expenditure	14,754	15,815	15,252	15,252	10,967	15,408	15,348	(95)	(0.63%)	15,577	15,515	(167)	(1.09%)
6835	MTA Tax	757	735	794	794	487	808	802	(9)	(1.10%)	824	818	(15)	(1.93%)
6840	Worker's Compensation	2,445	2,190	5,922	5,922	3,309	5,593	3,938	1,985	33.51%	5,705	4,016	(79)	(2.00%)
6860	Medical Insurance - Active Employees	51,396	51,433	54,864	54,864	35,234	55,068	55,068	(204)	(0.37%)	55,068	55,068	0	0.00%
6865	Dental & Optical	2,635	2,683	2,664	2,664	1,786	2,760	2,760	(96)	(3.60%)	2,760	2,760	0	0.00%

Town of Southampton

2020 Tentative Budget

Land Management Admin - 8025

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6875	Disability	58	29	35	35	0	35	35	0	0.00%	35	35	0	0.00%
	Total Employee Benefits - Current	102,664	101,382	109,500	109,500	69,091	109,447	107,518	1,982	1.81%	110,318	108,350	(832)	(0.77%)
	Total Employee Costs	**322,903**	**321,694**	**336,986**	**336,986**	**215,315**	**341,484**	**339,554**	**(2,568)**	**(0.76%)**	**346,829**	**344,861**	**(5,306)**	**(1.56%)**
	Contractual:													
6401	Contracts	32,424	32,850	35,900	36,200	35,928	36,918	36,918	(718)	(1.98%)	36,718	36,718	200	0.54%
6403	Gasoline	3,000	2,648	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6411	Printing and Stationery	600	294	600	300	92	300	300	0	0.00%	300	300	0	0.00%
6412	Publications	500	0	400	200	0	200	200	0	0.00%	200	200	0	0.00%
6416	Travel, Dues and Related	2,900	4,765	2,900	3,100	3,088	3,100	3,100	0	0.00%	3,150	3,150	(50)	(1.61%)
6420	Other	0	0	150	150	164	200	200	(50)	(33.33%)	200	200	0	0.00%
6421	Legal Notices	4,400	4,926	4,400	4,400	3,306	4,400	4,400	0	0.00%	4,500	4,500	(100)	(2.27%)
6423	Small Equipment (Non-Capital	400	376	400	400	0	400	400	0	0.00%	400	400	0	0.00%
6425	Office Supplies	2,500	2,085	2,500	2,500	2,209	3,000	3,000	(500)	(20.00%)	3,000	3,000	0	0.00%
6426	Supplies - Other	250	202	200	200	87	200	200	0	0.00%	250	250	(50)	(25.00%)
6444	Mileage Reimbursement	300	508	300	300	202	350	350	(50)	(16.67%)	350	350	0	0.00%
6450	Schools & Training	3,700	935	4,000	4,000	2,005	4,000	4,000	0	0.00%	1,500	1,500	2,500	62.50%
6466	Telephone - Wireless	1,700	1,751	1,700	1,700	1,154	1,800	1,800	(100)	(5.88%)	1,800	1,800	0	0.00%
	Total Contractual	52,674	51,340	53,450	53,450	48,236	54,868	54,868	(1,418)	(2.65%)	52,368	52,368	2,500	4.56%

Town of Southampton

2020 Tentative Budget

Land Management Admin - 8025

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Debt Service:													
6900	Interfund Transfer Expense	0	0	0	0	0	10,000	10,000	(10,000)	(100.00%)	10,000	10,000	0	0.00%
	Total Debt Service	0	0	0	0	0	10,000	10,000	(10,000)	(100.00%)	10,000	10,000	0	0.00%
	Total Expenditures	**375,577**	**373,034**	**390,436**	**390,436**	**263,551**	**406,352**	**404,422**	**(13,986)**	**(3.58%)**	**409,197**	**407,229**	**(2,807)**	**(0.69%)**
	Net Surplus (Deficit)	**0**	**3,371**	**0**	**0**	**(64,943)**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**3,371**	**0**	**0**	**(64,943)**	**0**	**0**			**0**	**0**		

BUILDING & ZONING DIVISION
2020 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 Dillon
- Supervises and schedules support staff;
- Performs assorted office management tasks;
- Acts as FOIL and archives officer.

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 filling system within Building & Zoning Division
- Performs other related duties as required

DRIVER MESSENGER
Catherine Shamoun
- Secretary for the Architectural Review Board;
- Receives and schedules requests for electrical inspections.

SENIOR OFFICE ASSISANT
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

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 ASSISANT 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.

INSPECTORS

PRINCIPAL BUILDING INSPECTOR
Dennis O'Rourke
- Provides technical supervision to all Building Inspectors;
- Assists with plan reviews

SENIOR BUILDING INSPECTOR
David Cange
Sean McDermott
Michael Risolo
(Vacant)
(Vacant)
- 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.

TOWN OF SOUTHAMPTON

2020 BUDGET

Department Summary

Department: Building & Zoning Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8029
Manager: Kyle Collins

Departmental Mission & Responsibilities:

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

1. Administer Chapter 123, Building Construction, Chapter 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.

NOTES:

Department Summary

Department: Building & Zoning Division

Budget Year: 2020
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 7,500 inspections from January 1st through June 30th of this year. We continue to make a concerted effort to review open, expired permits and follow up by getting them renewed and inspected in order to close them out and issue certificates.

8. Perform expedited plan reviews on an overtime basis.

9. Receive new electrical permit applications online through the Town's website.

NOTES:

Department Summary

Department: Building & Zoning Division

Budget Year: 2020
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 electrical renewals permit applications online through the Town's website.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

NOTES:

2020 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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	**$3,000**	
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:

2020 Building and Zoning Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
Residential Applications		
*Fees are calculated as follows:		
$50 fee for up to $1,000 of Estimated Construction Cost (ECC)		
Plus $3.60 for every $1,000 of ECC after the first $1,000 of ECC		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
RESIDENTIAL APPLICATIONS		
Estimated Construction Cost (ECC) Schedule		
~~**1st Story**~~		
Up to 2000	~~**$65 per sq ft**~~ **$60 per sq ft**	**-$5**
2001-3000	**$100 per sq ft**	
3001-4000	**$160 per sq ft**	
4001-5000	**$215 per sq ft**	
5001 and Over*	**$265 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**~~	
~~5001 and Over*~~	~~**$245 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:

2020 Building and Zoning Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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:

2020 Building and Zoning Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
Commercial Applications		
*Fees are calculated as follows:		
$50 fee for up to $1,000 of Estimated Construction Cost (ECC)		
Plus $3.60 for every $1,000 of ECC after the first $1,000 of ECC		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
COMMERCIAL APPLICATIONS		
Commercial Buildings, Multi-Family/Apartments, Hotel, Motel	**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)**	
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**	

NOTES:

2020 Building and Zoning Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
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 application	**$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~~ **$250**	**$150**
Zoning Board of Appeals Postponements/Adjornments	**$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 (if re-hearing is at the request of or due to error by applicant)	**$300**	

NOTES:

2020 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	**WORK ORDER CODES FOR ELECTRICAL PERMITS**		**Minimum Fee $50**	
CODE	**DESCRIPTION**		**2020 Fee Schedule**	**Proposed 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**	

NOTES:

2020 Electrical Fee Schedule

CODE	DESCRIPTION	2020 Fee Schedule	Proposed Increase
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**	
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**	
ELGN	Generators	**$100**	
IASS	Innovative and Alternative Septic System	**Fee Waived**	

NOTES:

2020 Electrical Fee Schedule

CODE	DESCRIPTION		2020 Fee Schedule	Proposed 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:

2020 Electrical Fee Schedule

CODE	DESCRIPTION	2020 Fee Schedule	Proposed Increase
COMMERCIAL CODE	COMMERCIAL WORK ORDER CODES FOR ELECTRICAL PERMITS 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:

2020 Electrical Fee Schedule

CODE	DESCRIPTION		2020 Fee Schedule	Proposed 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:

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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Building & Zoning Division - 8029													
Chief Building Inspector	ADMINISTRATIVE	126,969	5,000	3,420	135,389	13,440	8,617	17,244	2,720	42,021	177,411	17.8	100.0
Administrative Assistant	ADMINSUPPORT	57,434	1,723	0	59,157	13,440	4,603	7,539	1,233	26,815	85,971	11.8	100.0
Confidential Secretary	ADMINSUPPORT	67,917	2,717	0	70,634	29,340	5,495	9,000	1,457	45,292	115,927	18.8	100.0
Driver Messenger	CSEA32.5HOUR / CSEA32.5HOUR - 01 / Step 6	45,843	4,584	0	50,427	14,400	4,121	6,749	3,639	28,909	79,336	24.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 7	74,102	0	0	74,102	28,488	5,769	9,448	1,578	45,283	119,385	6.3	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	65,366	0	0	65,366	28,488	5,088	8,334	1,394	43,305	108,671	1.4	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 5	60,545	2,422	0	62,967	28,488	4,898	8,023	1,301	42,710	105,678	7.4	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 7	78,086	3,123	0	81,210	28,488	6,318	10,348	1,673	46,826	128,036	8.5	100.0
Sr. Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 6	77,038	3,082	0	80,120	14,400	6,233	10,209	1,650	32,492	112,612	7.9	100.0
Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 2	65,891	3,953	6,023	75,867	1,380	5,893	9,651	1,439	18,363	94,230	15.4	100.0
Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	46,756	2,805	0	49,562	28,488	3,854	6,313	1,012	39,667	89,229	12.1	100.0
Principal Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - M / Step 4	87,879	7,030	0	94,910	28,488	7,379	12,086	1,892	49,845	144,754	18.8	100.0
Secretarial Assistant	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - H / Step 2	65,366	3,922	0	69,288	28,488	5,389	8,826	1,407	44,110	113,397	13.0	100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	4,715	0	83,305	14,400	6,479	10,611	1,689	33,179	116,484	12.4	100.0
Senior Building Inspector - TBR 2019-775	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	0	0	78,590	28,488	6,118	10,021	1,672	46,299	124,889		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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Senior Building Inspector - TBR 32116	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	0	0	78,590	28,488	6,118	10,021	1,672	46,299	124,889		100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	4,715	0	83,305	28,488	6,479	10,611	1,689	47,267	130,572	15.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	7,859	0	86,449	28,488	6,719	11,005	1,699	47,912	134,361	22.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	6,287	0	84,877	28,488	6,599	10,808	1,694	47,589	132,466	17.6	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	51,425	0	0	51,425	28,488	4,003	6,557	1,100	40,149	91,574	2.4	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 5	54,175	3,251	0	57,425	14,400	4,466	7,315	1,169	27,350	84,776	14.5	100.0
Office Assistant	SEASONAL	18,000	0	0	18,000	0	1,401	0	396	1,798	19,798		100.0
Total Building & Zoning Division - 8029		**1,514,333**	**67,190**	**9,443**	**1,590,966**	**485,544**	**122,038**	**200,722**	**35,175**	**843,479**	**2,434,445**		

NOTES:

Town of Southampton

2020 Tentative Budget

Building & Zoning Division - 8029

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	(1,271,534)	(1,276,032)	(1,156,632)	(1,156,632)	(1,156,632)	(1,205,552)	(1,172,350)	(15,718)	1.36%	(1,084,251)	(1,028,628)	143,722	(12.26%)
	Total Real Property Taxes	(1,271,534)	(1,276,032)	(1,156,632)	(1,156,632)	(1,156,632)	(1,205,552)	(1,172,350)	(15,718)	1.36%	(1,084,251)	(1,028,628)	143,722	(12.26%)
	Other Revenue:													
1562	Electrical Inspecti	526,000	568,150	526,000	526,000	358,175	526,000	526,000	0	0.00%	526,000	526,000	0	0.00%
1790	Inter-Departmental Revenue	(564,166)	(564,166)	(588,554)	(588,554)	(294,277)	(588,554)	(602,192)	(13,638)	2.32%	(588,567)	(604,999)	(2,807)	0.47%
2110	Zoning Fees	95,000	153,975	95,000	120,000	91,400	120,000	120,000	0	0.00%	110,000	110,000	(10,000)	(8.33%)
2118	Photo Copy Fees	12,000	13,210	12,000	12,000	7,451	12,000	12,000	0	0.00%	12,000	12,000	0	0.00%
2501	Licensing	225,000	258,500	225,000	225,000	132,575	250,000	250,000	25,000	11.11%	250,000	250,000	0	0.00%
2550	Public Safety Permits	0	0	0	0	0	0	20,000	20,000	100.00%	0	0	(20,000)	(100.00%)
2555	Building Permit Fee	3,400,000	3,332,660	3,400,000	3,400,000	1,793,206	3,380,000	3,380,000	(20,000)	(0.59%)	3,320,000	3,320,000	(60,000)	(1.78%)
2701	Miscellaneous Tax Receipts	0	6,960	0	0	525	0	0	0	0.00%	0	0	0	0.00%
5031	Interfund Transfer - Revenue	0	5,746	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	3,693,834	3,775,035	3,669,446	3,694,446	2,089,055	3,699,446	3,705,808	11,362	0.31%	3,629,433	3,613,001	(92,807)	(2.50%)
	Total Revenue	**2,422,300**	**2,499,003**	**2,512,814**	**2,537,814**	**932,423**	**2,493,894**	**2,533,458**	**(4,356)**	**(0.17%)**	**2,545,182**	**2,584,373**	**50,915**	**2.01%**
	Salaries:													
6100	Salaries	1,418,996	1,377,932	1,452,132	1,452,132	948,992	1,496,333	1,496,333	(44,201)	(3.04%)	1,535,571	1,535,571	(39,238)	(2.62%)
6101	Overtime	35,000	82,169	35,000	70,000	41,088	35,000	35,000	35,000	50.00%	35,000	35,000	0	0.00%
6103	Accumulated Sick/Personal Days	2,210	1,792	3,419	369	321	3,420	3,420	(3,051)	(826.83%)	3,420	3,420	0	0.00%
6105	Part Time Salaries	2,250	11,892	18,000	18,000	9,325	18,000	18,000	0	0.00%	18,000	18,000	0	0.00%
6110	Longevity	68,917	66,003	76,076	76,076	6,015	67,190	67,190	8,886	11.68%	68,758	68,758	(1,568)	(2.33%)

Town of Southampton

2020 Tentative Budget

Building & Zoning Division - 8029

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6127	Cash in Lieu of Health Benefits	11,274	11,271	12,004	12,004	2,895	6,023	6,023	5,981	49.83%	6,023	6,023	0	0.00%
	Total Salaries	1,538,647	1,551,058	1,596,631	1,628,581	1,008,636	1,625,966	1,625,966	2,615	0.16%	1,666,772	1,666,772	(40,806)	(2.51%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	212,870	198,124	205,341	205,341	118,594	202,237	200,722	4,619	2.25%	207,482	205,928	(5,206)	(2.59%)
6830	FICA Tax Expenditure	116,978	116,000	121,825	124,325	75,345	122,915	122,038	2,287	1.84%	125,955	125,056	(3,018)	(2.47%)
6835	MTA Tax	5,271	5,156	5,500	5,610	3,360	5,550	5,509	101	1.81%	5,693	5,650	(141)	(2.56%)
6840	Worker's Compensation	46,774	41,902	56,086	56,086	31,335	41,503	29,284	26,803	47.79%	42,557	30,027	(743)	(2.54%)
6860	Medical Insurance - Active Employees	404,088	382,535	429,708	420,148	274,559	402,348	456,564	(36,416)	(8.67%)	402,348	456,564	0	0.00%
6865	Dental & Optical	27,670	25,753	27,972	27,972	17,744	28,980	28,980	(1,008)	(3.60%)	28,980	28,980	0	0.00%
6875	Disability	634	65	383	383	0	383	383	0	0.00%	383	383	0	0.00%
	Total Employee Benefits - Current	814,285	769,534	846,815	839,865	520,937	803,915	843,479	(3,614)	(0.43%)	813,397	852,588	(9,109)	(1.08%)
	Total Employee Costs	**2,352,932**	**2,320,592**	**2,443,446**	**2,468,446**	**1,529,573**	**2,429,881**	**2,469,445**	**(999)**	**(0.04%)**	**2,480,169**	**2,519,360**	**(49,915)**	**(2.02%)**
	Contractual:													
6401	Contracts	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6403	Gasoline	10,000	11,524	10,000	9,825	7,569	11,000	11,000	(1,175)	(11.96%)	11,000	11,000	0	0.00%
6409	Copier Supplies	350	0	350	350	457	350	350	0	(0.07%)	350	350	0	(0.04%)
6411	Printing and Stationery	13,300	8,679	13,300	13,300	4,443	11,300	11,300	2,000	15.04%	12,300	12,300	(1,000)	(8.85%)
6412	Publications	2,100	2,139	1,500	1,500	0	1,200	1,200	300	20.00%	1,200	1,200	0	0.00%
6416	Travel, Dues and Related	850	750	750	850	770	750	750	100	11.76%	750	750	0	0.00%
6418	Uniforms	0	462	700	700	0	700	700	0	0.00%	700	700	0	0.00%
6420	Other	10,000	12,286	10,000	10,000	7,630	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
6421	Legal Notices	6,500	6,681	6,500	6,500	3,888	6,500	6,500	0	0.00%	6,500	6,500	0	0.00%

Town of Southampton

2020 Tentative Budget

Building & Zoning Division - 8029

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6425	Office Supplies	5,000	4,939	5,000	5,000	1,678	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6426	Supplies - Other	750	690	750	650	303	1,150	1,150	(500)	(76.92%)	1,150	1,150	0	0.00%
6433	Safety Equipment	2,200	958	2,200	2,375	2,370	2,400	2,400	(25)	(1.05%)	2,400	2,400	0	0.00%
6450	Schools & Training	1,200	453	1,200	1,200	0	1,200	1,200	0	0.00%	1,200	1,200	0	0.00%
6466	Telephone - Wireless	8,200	5,821	8,200	8,200	3,119	5,775	5,775	2,425	29.57%	5,775	5,775	0	0.00%
6477	Copier Leases	8,918	5,744	8,918	8,918	2,865	6,688	6,688	2,230	25.01%	6,688	6,688	0	0.00%
	Total Contractual	69,368	61,125	69,368	69,368	35,092	64,013	64,013	5,355	7.72%	65,013	65,013	(1,000)	(1.56%)
	Total Expenditures	**2,422,300**	**2,381,717**	**2,512,814**	**2,537,814**	**1,564,665**	**2,493,894**	**2,533,458**	**4,355**	**0.17%**	**2,545,182**	**2,584,373**	**(50,915)**	**(2.01%)**
	Net Surplus (Deficit)	**0**	**117,285**	**0**	**0**	**(632,242)**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**117,285**	**0**	**0**	**(632,242)**	**0**	**0**			**0**	**0**		

CURRENT PLANNING DIVISION

2020 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

TOWN OF SOUTHAMPTON

2020 BUDGET

Department Summary

Department: Current Planning Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8021
Manager: Kyle Collins

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.

NOTES:

Department Summary

Department: Current Planning Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8021
Manager: Kyle Collins

Workload:

1. Process applications for Site Plans and Special exceptions, providing professional planning support and recommendations to the Town Planning Board pursuant to Town Code Sections 330-181 through 184.

2. Process applications for subdivisions, providing professional support and recommendations to the Town Planning Board, pursuant to Town Code Chapter 292.

3. Review and process Town Planning Board applications for land development in a timely and efficient manner.

4. 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.

NOTES:

Department Summary

Department: Current Planning Division

Budget Year: 2020
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:

2020 Planning Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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:

2020 Planning Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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:

2020 Planning Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed 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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Current Planning Division - 8021													
Confidential Secretary	ADMINSUPPORT	58,858	1,201	0	60,059	28,488	4,674	7,655	1,261	42,078	102,137	5.2	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 4	22,136	0	0	22,136	6,552	1,723	2,823	475	11,573	33,709	3.1	50.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	66,303	0	0	66,303	13,104	5,072	8,308	243	26,727	93,029	2.7	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 3	85,046	0	0	85,046	14,400	6,506	10,656	307	31,869	116,915	5.9	100.0
Principal Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	62,620	3,757	0	66,377	28,488	5,162	8,455	1,349	43,454	109,831	13.3	100.0
Principal Planner (Proposed Asst Town Planning dir)	CSEA40HOUR-NEW / CSEA40HOUR-NEW - O / Step 3	94,425	7,554	0	101,979	28,488	7,929	12,986	2,032	51,434	153,413	18.3	100.0
Senior Planner	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	78,590	4,715	0	83,305	28,488	6,479	10,611	1,689	47,267	130,572	13.8	100.0
Program Aide I	SEASONAL	5,202	0	0	5,202	0	405	0	127	532	5,734		100.0
Total Current Planning Division - 8021		**473,179**	**17,228**	**0**	**490,407**	**148,008**	**37,949**	**61,494**	**7,481**	**254,933**	**745,340**		

NOTES:

Town of Southampton

2020 Tentative Budget

Current Planning Division - 8021

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	489,141	489,141	513,712	513,712	513,712	513,712	530,574	16,862	3.28%	530,753	544,115	13,541	2.55%
	Total Real Property Taxes	489,141	489,141	513,712	513,712	513,712	513,712	530,574	16,862	3.28%	530,753	544,115	13,541	2.55%
	Other Revenue:													
1790	Inter-Departmental Revenue	(135,162)	(135,822)	(141,557)	(141,557)	(70,779)	(122,007)	(141,734)	(177)	0.13%	(125,474)	(141,734)	0	0.00%
2113	Old Filed Maps	2,000	3,920	2,000	2,000	5,240	4,000	4,000	2,000	100.00%	4,000	4,000	0	0.00%
2114	Planning Zoning Amendments	2,500	3,000	2,500	2,500	0	2,500	2,500	0	(0.01%)	2,500	2,500	0	0.00%
2115	Other PB Scheduling Fees	76,000	74,125	76,000	76,000	44,850	76,000	76,000	0	0.00%	80,000	80,000	4,000	5.26%
2116	LM Planning Div- Site Plan-Fees	135,000	178,461	135,000	135,000	114,620	135,000	135,000	0	0.00%	135,000	135,000	0	0.00%
2117	Special Exceptions Planning Fee	7,000	7,700	7,000	7,000	6,600	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
2120	Sub Div-Planning Fees	132,000	184,340	132,000	132,000	87,400	132,000	132,000	0	0.00%	132,000	132,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	37	0	0	110	0	0	0	0.00%	0	0	0	0.00%
5031	Interfund Transfer - Revenue	0	5,742	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	219,338	321,503	212,943	212,943	188,041	234,493	214,766	1,823	0.86%	235,026	218,766	4,000	1.86%
	Total Revenue	**708,479**	**810,644**	**726,655**	**726,655**	**701,753**	**748,205**	**745,340**	**18,685**	**2.57%**	**765,779**	**762,881**	**17,541**	**2.35%**
	Salaries:													
6100	Salaries	434,012	400,811	453,046	453,046	298,837	467,977	467,977	(14,931)	(3.30%)	481,861	481,861	(13,884)	(2.97%)
6105	Part Time Salaries	5,000	0	5,100	5,100	0	5,202	5,202	(102)	(2.00%)	5,306	5,306	(104)	(2.00%)
6110	Longevity	15,106	12,955	15,508	15,508	0	17,228	17,228	(1,720)	(11.09%)	17,706	17,706	(478)	(2.77%)
	Total Salaries	454,118	413,766	473,653	473,653	298,837	490,407	490,407	(16,753)	(3.54%)	504,873	504,873	(14,466)	(2.95%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	60,187	56,017	60,962	60,962	35,208	61,788	61,494	(533)	(0.87%)	63,615	63,313	(1,819)	(2.96%)

Town of Southampton

2020 Tentative Budget

Current Planning Division - 8021

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6830	FICA Tax Expenditure	35,050	30,624	36,721	36,721	21,977	38,132	37,949	(1,228)	(3.34%)	39,144	39,002	(1,053)	(2.77%)
6835	MTA Tax	1,558	1,361	1,632	1,632	977	1,695	1,687	(55)	(3.34%)	1,745	1,736	(50)	(2.95%)
6840	Worker's Compensation	4,050	3,628	6,364	6,364	3,555	8,046	5,664	699	10.99%	8,264	5,818	(154)	(2.71%)
6860	Medical Insurance - Active Employees	144,708	130,219	138,534	138,534	89,094	139,038	139,038	(504)	(0.36%)	139,038	139,038	0	0.00%
6865	Dental & Optical	8,564	8,719	8,658	8,658	5,803	8,970	8,970	(312)	(3.60%)	8,970	8,970	0	0.00%
6875	Disability	245	29	131	131	0	131	131	0	0.00%	131	131	0	0.00%
	Total Employee Benefits - Current	254,361	230,597	253,001	253,001	156,614	257,799	254,933	(1,932)	(0.76%)	260,906	258,008	(3,075)	(1.21%)
	Total Employee Costs	**708,479**	**644,364**	**726,655**	**726,655**	**455,451**	**748,205**	**745,340**	**(18,685)**	**(2.57%)**	**765,779**	**762,881**	**(17,541)**	**(2.35%)**
	Total Expenditures	**708,479**	**644,364**	**726,655**	**726,655**	**455,451**	**748,205**	**745,340**	**(18,685)**	**(2.57%)**	**765,779**	**762,881**	**(17,541)**	**(2.35%)**
	Net Surplus (Deficit)	**0**	**166,281**	**0**	**0**	**246,302**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**166,281**	**0**	**0**	**246,302**	**0**	**0**			**0**	**0**		

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION

2020 ORGANIZATIONAL CHART

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR
Kyle Collins

TOWN DIRECTOR OF PLANNING
David Wilcox

- Administers the Town's Transfer of Development Rights (TDR) Program;
- Advise the general public through response to counter and phone inquiries relative to land use regulations and applications.
- Conduct research, analyze data and prepare resources, advisory reports, recommendations, findings and resolutions for presentation to the Town Board and Planning Board, relative to SEQRA and the Town's Comprehensive Plan, Codes, policies and regulations with respect to Change of Zone applications.
- Represent the Town on contacts with other jurisdictions, departments and commissions on matters concerning planning studies.
- Research, review and prepare reports and amendments to the Town Code on planning related matters, in coordination with the Town Attorney's Office.
- Act a managerial contact person and liaison with applicants, applicant representatives, the general public, advisory agencies and Town representatives and officials with respect to the overall mission and specific undertakings or actions within the Planning Division and exercise professional initiative and judgement.
- Prepare requests for consultant proposals/contract specifications; and review and advise on the acceptance of consultant proposals and reports.
- Act as Grant Project Manager and assist in the preparation of grant application documents and resources.
- Liaison to the Town Trails Advisory Board, Landmarks and Historic Districts Board, and Agricultural Advisory Committee: attending monthly meetings; providing technical and advisory support; assisting with review and recommendations with respect to referrals from the Planning Board and Building Division; preparing related Town Board resolutions as needed.

ASSISTANT TOWN PLANNING DIRECTOR (LONG RANGE PLANNING)
Janice Scherer

- Conduct research, analyze data and prepare 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, especially Change of Zone applications, with respect to compliance with SEQRA, Town codes, polices, regulations and plans.
- Research, review and prepare reports with respect to the Town Code amendments and draft Town Code regulations, in coordination with the Town Attorney's office.
- Conduct research and write planning advisory reports as needed in conjunction with planning initiatives and the implementation of the Comprehensive Plan and action items.
- Make oral presentation to the Town Board and Planning Board.
- Facilitate community outreach and consensus building on place making, sustainability efforts, zoning amendments and the planning process.
- Liaison to Sustainable Southampton Green Committee.
- Assist the general public with counter and phone inquiries regarding land use regulations and applications.
- Supervise the work of the clerical personnel and the Environmental Planner.
- Develop and assist in administering the Water Quality Improvement Project Plan and funding as part of the Community Preservation Water Quality Fund.

ENVRIONMENTAL PLANNER
Mike Lieberman

- Research property and land use history
- Interpret data from land use and zoning maps
- Assembles statistical data regarding growth, economic trends, business activities, residential developments and recreational projects
- Assist with the implementation of the Town's Comprehensive Plan action items and prepare narrative reports, resolutions and recommendations based on the Comprehensive Plan;
- Conduct and coordinate SEQRA reviews;
- Assist in the project management of zone change petitions;
- Assess impacts of long term plans based on the carrying capacity of existing environmental resources in areas of the Town to minimize adverse environmental impacts, (e.g. energy consumption/ production)
- Assist the general public with counter and phone inquiries regarding land use regulations
- Under the direction of the Assistant Town Long Range Planning Director, work on legislative efforts to implement the action items within the Towns 'Southampton 400+ Sustainability Plan' and the Towns pending Climate Action Plan; submit activities to NYS Climate Smart and Energy Smart Communities Programs for State recognition of the sustainability efforts of the Town of Southampton.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (03)

Cost Center #: 8026
Manager: Kyle Collins

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.

NOTES:

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (03)

Cost Center #: 8026
Manager: Kyle Collins

Workload:

1. Prepare legislation required for the implementation, updating and amendment of the Town's Comprehensive Plan, codes, programs and policies related to planning, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.

2. Prepare short and long-range plans, reports and maps, which will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.

3. Review Town Board change of zone applications and prepare reports with recommendations that will result in effective and responsive decision making processes.

4. Conduct ongoing activities to inform and engage the public in planning for the future of the Town.

5. Assist in the timely implementation of the Town's Comprehensive Plan, including the preparation of zoning amendments and legislation.

6. Provide a high level of service, support and education to applicants and citizens involved in the land planning process and long range planning.

7. Prepare reports, studies, maps, plans and specifications for Town Board initiatives, studies, programs, projects, legislation and code amendments.

8. Prepare reports, studies, maps, plans and specifications required for the updating, amendment and implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning, economic development, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.

NOTES:

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2020
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:

Pursuant to the Town Code of the Town of Southampton and as enabled by NYS Town Law

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Long Range Planning & Economic Development Division - 8026													
Town Planning Director	ADMINISTRATIVE	121,899	5,000	9,269	136,168	1,380	8,627	17,331	2,633	29,971	166,139	36.2	100.0
Environmental Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	65,366	0	0	65,366	13,104	5,088	8,334	1,394	27,921	93,287	3.3	100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / O / Step 1	79,109	6,645	4,818	90,572	1,104	6,688	12,019	1,732	21,543	112,116	16.6	80.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 5	54,175	3,251	6,023	63,448	1,380	4,927	8,070	1,190	15,566	79,015	13.6	100.0
Total Long Range Planning & Economic Development Division - 8026		**320,549**	**14,896**	**20,110**	**355,555**	**16,968**	**25,331**	**45,754**	**6,949**	**95,001**	**450,556**		

NOTES:

Town of Southampton

2020 Tentative Budget

Long Range Planning & Economic Development Division - 8026

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	454,053	454,053	446,390	446,390	446,390	457,278	454,512	8,122	1.82%	465,068	462,246	7,734	1.70%
	Total Real Property Taxes	454,053	454,053	446,390	446,390	446,390	457,278	454,512	8,122	1.82%	465,068	462,246	7,734	1.70%
	Other Revenue:													
2701	Miscellaneous Tax Receipts	0	25	0	0	0	0	0	0	0.00%	0	0	0	0.00%
5031	Interfund Transfer - Revenue	0	1,443	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	1,468	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	**454,053**	**455,521**	**446,390**	**446,390**	**446,390**	**457,278**	**454,512**	**8,122**	**1.82%**	**465,068**	**462,246**	**7,734**	**1.70%**
	Salaries:													
6100	Salaries	323,011	313,258	315,752	315,752	206,839	324,504	324,504	(8,752)	(2.77%)	330,840	330,840	(6,336)	(1.95%)
6103	Accumulated Sick/Personal Days	3,290	2,056	3,677	3,677	2,183	3,246	3,246	431	11.72%	3,246	3,246	0	0.00%
6110	Longevity	14,825	14,525	14,627	14,627	0	14,896	14,896	(269)	(1.84%)	14,993	14,993	(98)	(0.66%)
6127	Cash in Lieu of Health Benefits	16,911	16,907	16,806	16,806	8,107	16,864	16,864	(59)	(0.35%)	16,864	16,864	0	0.00%
	Total Salaries	358,037	346,746	350,862	350,862	217,130	359,510	359,510	(8,649)	(2.46%)	365,944	365,944	(6,434)	(1.79%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	49,641	46,202	45,914	45,914	26,517	46,051	45,754	160	0.35%	46,877	46,574	(820)	(1.79%)
6830	FICA Tax Expenditure	25,684	26,143	24,874	24,874	16,377	25,420	25,331	(457)	(1.84%)	25,769	25,677	(347)	(1.37%)
6835	MTA Tax	1,227	1,163	1,216	1,216	728	1,250	1,242	(26)	(2.12%)	1,272	1,264	(22)	(1.79%)
6840	Worker's Compensation	2,990	2,678	6,721	6,721	3,755	8,014	5,642	1,080	16.06%	8,172	5,753	(112)	(1.98%)
6860	Medical Insurance - Active Employees	11,088	10,974	11,676	11,676	7,508	11,724	11,724	(48)	(0.41%)	11,724	11,724	0	0.00%
6865	Dental & Optical	5,270	5,366	5,062	5,062	3,393	5,244	5,244	(182)	(3.60%)	5,244	5,244	0	0.00%

Town of Southampton

2020 Tentative Budget

Long Range Planning & Economic Development Division - 8026

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6875	Disability	115	14	66	66	0	66	66	0	0.00%	66	66	0	0.00%
	Total Employee Benefits - Current	96,016	92,541	95,528	95,528	58,278	97,768	95,001	527	0.55%	99,124	96,302	(1,301)	(1.37%)
	Total Employee Costs	**454,053**	**439,287**	**446,390**	**446,390**	**275,407**	**457,278**	**454,512**	**(8,122)**	**(1.82%)**	**465,068**	**462,246**	**(7,734)**	**(1.70%)**
	Total Expenditures	**454,053**	**439,287**	**446,390**	**446,390**	**275,407**	**457,278**	**454,512**	**(8,122)**	**(1.82%)**	**465,068**	**462,246**	**(7,734)**	**(1.70%)**
	Net Surplus (Deficit)	**0**	**16,234**	**0**	**0**	**170,982**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**16,234**	**0**	**0**	**170,982**	**0**	**0**			**0**	**0**		

ENVIRONMENT DIVISION
2020 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 the Town Attorney office;
- Prepares all administrative wetland permits and related correspondence
- Interacts with public, responding to environmental inquiries, at counter, and in response to phone calls and data entry;
- Maintains attendance in NovaTime 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 inventories environmental impact review and analyses, wetland boundary delineations, 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 requires;
- 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;
- Attends Conservation Board meetings as assigned;
- 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 guidance to private and public landowners;
- Assists Chief Environmental Analyst in completing and documenting post storm damage assessments.

Department Summary

Department: Environment Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8090
Manager: Kyle Collins

Departmental Mission & Responsibilities:

The mission and responsibility of the Environment Division is to:

1. Perform storm damage assessment surveys and provide guidance to landowners regarding remediation.

2. Sustain, enhance, protect and restore the Town's natural resources for future generations.

3. Provide environmental technical support to all Town boards and departments, as well as federal, state and county agencies, to help make informed decisions regarding natural resource conservation and environmental protection.

4. Administer environmental land use regulations with the goal of minimizing environmental impacts.

5. Educate and inform the public in the protection and stewardship of natural resources.

Workload:

NOTES:

Department Summary

Department: Environment Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8090
Manager: Kyle Collins

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, post storm damage assessment, 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 species control, deer management, environmental education, stewardship, assessment of environmental impacts,
environmental enforcement and code amendments.

2. Provide professional and technical services to enable the Town and the Village of Sagaponack to administer and implement Village code wetlands protection and coastal erosion management programs, including review of all wetland and coastal erosion applications, pursuant to Chapter 225 and 42 of the Village 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.

NOTES:

Department Summary

Department: Environment Division

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8090
Manager: Kyle Collins

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 e-permitting, as well as 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)

NOTES:

2020 Environment Fee Schedule

Fee Schedule	2020 Fee Schedule	Proposed Increase
Certificate of Coastal and Wetland Compliance and Lot Inspections	**$400**	
Letters of Non-Jurisdiction	**$400**	
Wetlands Boundary Flagging		
1ST 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**	
Administrative Wetland Permit Modification	**$500**	**$500 (Proposed Fee)**
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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Environment Division - 8090													
Chief Environmental Analyst	ADMINISTRATIVE	126,969	5,000	4,884	136,853	29,340	8,638	17,428	2,725	58,131	194,984	31.0	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 3	58,857	2,354	0	61,211	28,488	4,762	7,800	1,265	42,314	103,526	8.0	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	65,366	0	0	65,366	13,104	5,088	8,334	1,394	27,921	93,287	4.1	100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 3	73,846	2,954	6,023	82,823	1,380	6,435	10,541	1,603	19,959	102,783	7.8	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	51,425	0	0	51,425	14,400	4,229	6,927	4,062	29,618	81,044	6.4	100.0
Total Environment Division - 8090		**376,464**	**10,308**	**10,907**	**397,679**	**86,712**	**29,153**	**51,029**	**11,049**	**177,944**	**575,623**		

NOTES:

Town of Southampton

2020 Tentative Budget

Environment Division - 8090

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	254,602	240,308	294,177	294,177	294,177	294,177	229,094	(65,083)	(22.12%)	332,790	243,235	14,141	6.17%
	Total Real Property Taxes	254,602	240,308	294,177	294,177	294,177	294,177	229,094	(65,083)	(22.12%)	332,790	243,235	14,141	6.17%
	Other Revenue:													
1790	Inter-Departmental Revenue	(49,458)	(49,458)	(54,102)	(54,102)	(27,051)	(113,885)	(53,471)	631	(1.17%)	(138,481)	(53,741)	(270)	0.50%
2112	Wetland Fees	325,000	417,875	325,000	325,000	226,300	400,000	400,000	75,000	23.08%	400,000	400,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	31	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	275,542	368,448	270,898	270,898	199,249	286,115	346,529	75,631	27.92%	261,519	346,259	(270)	(0.08%)
	Total Revenue	**530,144**	**608,756**	**565,075**	**565,075**	**493,426**	**580,292**	**575,623**	**10,548**	**1.87%**	**594,309**	**589,494**	**13,871**	**2.41%**
	Salaries:													
6100	Salaries	351,533	336,401	360,009	360,009	242,513	376,464	376,464	(16,455)	(4.57%)	387,625	387,625	(11,161)	(2.96%)
6103	Accumulated Sick/Personal Days	4,410	4,694	4,788	4,788	4,788	4,884	4,884	(96)	(2.01%)	4,884	4,884	0	0.00%
6110	Longevity	8,401	8,962	10,110	10,110	0	10,308	10,308	(198)	(1.96%)	10,491	10,491	(183)	(1.78%)
6127	Cash in Lieu of Health Benefits	11,274	6,575	6,002	6,002	2,895	6,023	6,023	(21)	(0.35%)	6,023	6,023	0	0.00%
	Total Salaries	375,618	356,632	380,908	380,908	250,197	397,679	397,679	(16,771)	(4.40%)	409,023	409,023	(11,344)	(2.85%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	53,732	50,010	51,096	51,096	29,510	51,521	51,029	66	0.13%	52,995	52,488	(1,459)	(2.86%)
6830	FICA Tax Expenditure	28,130	26,008	28,427	28,427	18,538	29,395	29,153	(726)	(2.56%)	30,134	29,884	(730)	(2.51%)
6835	MTA Tax	1,329	1,161	1,353	1,353	824	1,398	1,385	(32)	(2.34%)	1,438	1,424	(40)	(2.86%)
6840	Worker's Compensation	15,164	13,585	17,032	17,032	9,516	13,500	9,578	7,454	43.77%	13,920	9,876	(298)	(3.12%)
6860	Medical Insurance - Active Employees	49,440	65,079	79,512	79,512	51,086	79,812	79,812	(300)	(0.38%)	79,812	79,812	0	0.00%

Town of Southampton

2020 Tentative Budget

Environment Division - 8090

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
6865	Dental & Optical	6,588	4,895	6,660	6,660	3,571	6,900	6,900	(240)	(3.60%)	6,900	6,900	0	0.00%
6875	Disability	144	19	87	87	0	87	87	0	0.00%	87	87	0	0.00%
	Total Employee Benefits - Current	154,527	160,756	184,166	184,166	113,044	182,613	177,944	6,223	3.38%	185,286	180,471	(2,527)	(1.42%)
	Total Employee Costs	**530,144**	**517,388**	**565,075**	**565,075**	**363,241**	**580,292**	**575,623**	**(10,548)**	**(1.87%)**	**594,309**	**589,494**	**(13,872)**	**(2.41%)**
	Total Expenditures	**530,144**	**517,388**	**565,075**	**565,075**	**363,241**	**580,292**	**575,623**	**(10,548)**	**(1.87%)**	**594,309**	**589,494**	**(13,872)**	**(2.41%)**
	Net Surplus (Deficit)	**0**	**91,368**	**0**	**0**	**130,185**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**91,368**	**0**	**0**	**130,185**	**0**	**0**			**0**	**0**		

Department Summary

Department: Architectural Review Board

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8013
Manager: Kyle Collins

Departmental Mission & Responsibilities:

The Architectural Review Board (ARB) reviews new commercial sites, signs 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.

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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Architectural Review Board - 8013													
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	389	638	123	1,149	6,149		100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	389	638	123	1,149	6,149		100.0
Architectural Review Board	APPOINTBOARD	6,000	0	0	6,000	0	467	765	144	1,376	7,376	19.0	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	389	638	123	1,149	6,149	8.6	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	389	638	123	1,149	6,149	12.0	100.0
Total Architectural Review Board - 8013		**26,000**	**0**	**0**	**26,000**	**0**	**2,024**	**3,315**	**635**	**5,974**	**31,974**		

NOTES:

Town of Southampton

2020 Tentative Budget

Architectural Review Board - 8013

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Other Revenue:													
1790	Inter-Departmental Revenue	28,466	28,466	32,351	32,351	16,176	32,206	31,974	(377)	(1.17%)	32,206	31,974	0	0.00%
2701	Miscellaneous Tax Receipts	0	31	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	28,466	28,497	32,351	32,351	16,176	32,206	31,974	(377)	(1.17%)	32,206	31,974	0	0.00%
	Total Revenue	**28,466**	**28,497**	**32,351**	**32,351**	**16,176**	**32,206**	**31,974**	**(377)**	**(1.17%)**	**32,206**	**31,974**	**0**	**0.00%**
	Salaries:													
6100	Salaries	23,000	23,000	26,000	26,000	17,333	26,000	26,000	0	0.00%	26,000	26,000	0	0.00%
	Total Salaries	23,000	23,000	26,000	26,000	17,333	26,000	26,000	0	0.00%	26,000	26,000	0	0.00%
	Employee Benefits - Current:													
6810	Employee Retirement - Active	3,199	2,977	3,429	3,429	1,980	3,339	3,315	113	3.31%	3,339	3,315	0	0.00%
6830	FICA Tax Expenditure	1,780	1,760	2,043	2,043	1,326	2,039	2,024	19	0.91%	2,039	2,024	0	0.00%
6835	MTA Tax	79	78	91	91	59	91	90	1	0.91%	91	90	0	0.00%
6840	Worker's Compensation	265	237	702	702	392	650	458	244	34.81%	650	458	0	0.00%
6875	Disability	144	74	87	87	0	87	87	0	0.00%	87	87	0	0.00%
	Total Employee Benefits - Current	5,466	5,126	6,351	6,351	3,757	6,206	5,974	377	5.94%	6,206	5,974	0	0.00%
	Total Employee Costs	**28,466**	**28,126**	**32,351**	**32,351**	**21,090**	**32,206**	**31,974**	**377**	**1.17%**	**32,206**	**31,974**	**0**	**0.00%**
	Total Expenditures	**28,466**	**28,126**	**32,351**	**32,351**	**21,090**	**32,206**	**31,974**	**377**	**1.17%**	**32,206**	**31,974**	**0**	**0.00%**
	Net Surplus (Deficit)	**0**	**371**	**0**	**0**	**(4,915)**	**0**	**0**			**0**	**0**		

Department Summary

Department: Conservation Board

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8730
Manager: Kyle Collins

Departmental Mission & Responsibilities:

The Southampton Town Conservation Board (STCB) recommends protective conservation measures to Town residents, Town agencies, Board of Trustees, the Army Corps. 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.

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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Conservation Board - 8730													
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	467	765	144	1,376	7,376	5.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	467	765	144	1,376	7,376	24.0	100.0
Conservation Board	APPOINTBOARD	7,500	0	0	7,500	0	584	956	175	1,715	9,215	30.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	467	765	144	1,376	7,376	12.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	467	765	144	1,376	7,376		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	467	765	144	1,376	7,376		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	467	765	144	1,376	7,376	22.9	100.0
Total Conservation Board - 8730		**43,500**	**0**	**0**	**43,500**	**0**	**3,386**	**5,546**	**1,038**	**9,971**	**53,471**		

NOTES:

Town of Southampton

2020 Tentative Budget

Conservation Board - 8730

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Other Revenue:													
1790	Inter-Departmental Revenue	49,458	49,458	54,102	54,102	27,051	53,859	53,471	(631)	(1.17%)	53,859	53,471	0	0.00%
2701	Miscellaneous Tax Receipts	0	41	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	49,458	49,499	54,102	54,102	27,051	53,859	53,471	(631)	(1.17%)	53,859	53,471	0	0.00%
	Total Revenue	**49,458**	**49,499**	**54,102**	**54,102**	**27,051**	**53,859**	**53,471**	**(631)**	**(1.17%)**	**53,859**	**53,471**	**0**	**0.00%**
	Salaries:													
6100	Salaries	40,000	40,001	43,500	43,500	29,000	43,500	43,500	0	0.00%	43,500	43,500	0	0.00%
	Total Salaries	40,000	40,001	43,500	43,500	29,000	43,500	43,500	0	0.00%	43,500	43,500	0	0.00%
	Employee Benefits - Current:													
6810	Employee Retirement - Active	5,563	5,178	5,736	5,736	3,313	5,587	5,546	190	3.31%	5,587	5,546	0	0.00%
6830	FICA Tax Expenditure	3,095	3,060	3,418	3,418	2,219	3,411	3,386	31	0.91%	3,411	3,386	0	0.00%
6835	MTA Tax	138	136	152	152	99	152	151	1	0.91%	152	151	0	0.00%
6840	Worker's Compensation	460	412	1,175	1,175	656	1,088	766	409	34.81%	1,088	766	0	0.00%
6875	Disability	202	101	122	122	0	122	122	0	0.00%	122	122	0	0.00%
	Total Employee Benefits - Current	9,458	8,887	10,602	10,602	6,286	10,359	9,971	631	5.95%	10,359	9,971	0	0.00%
	Total Employee Costs	**49,458**	**48,888**	**54,102**	**54,102**	**35,286**	**53,859**	**53,471**	**631**	**1.17%**	**53,859**	**53,471**	**0**	**0.00%**
	Total Expenditures	**49,458**	**48,888**	**54,102**	**54,102**	**35,286**	**53,859**	**53,471**	**631**	**1.17%**	**53,859**	**53,471**	**0**	**0.00%**
	Net Surplus (Deficit)	**0**	**612**	**0**	**0**	**(8,235)**	**0**	**0**			**0**	**0**		

Department Summary

Department: Landmarks & Historic Districts Board

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8022
Manager: Kyle Collins

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

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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Landmarks & Historic Districts Board - 8022													
Landmarks & Historic Districts Board	APPOINTBOARD	2,000	0	0	2,000	0	156	255	60	470	2,470	2.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857	8.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857	5.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857	2.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	117	191	49	357	1,857	5.0	100.0
Total Landmarks & Historic Districts Board - 8022		**17,000**	**0**	**0**	**17,000**	**0**	**1,323**	**2,168**	**549**	**4,040**	**21,040**		

NOTES:

Town of Southampton

2020 Tentative Budget

Landmarks & Historic Districts Board - 8022

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Other Revenue:													
1790	Inter-Departmental Revenue	19,375	19,375	19,408	19,408	9,704	21,192	21,040	1,632	8.41%	21,192	21,040	0	0.00%
2701	Miscellaneous Tax Receipts	0	55	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	19,375	19,430	19,408	19,408	9,704	21,192	21,040	1,632	8.41%	21,192	21,040	0	0.00%
	Total Revenue	**19,375**	**19,430**	**19,408**	**19,408**	**9,704**	**21,192**	**21,040**	**1,632**	**8.41%**	**21,192**	**21,040**	**0**	**0.00%**
	Salaries:													
6100	Salaries	15,500	13,437	15,500	15,500	9,271	17,000	17,000	(1,500)	(9.68%)	17,000	17,000	0	0.00%
	Total Salaries	15,500	13,437	15,500	15,500	9,271	17,000	17,000	(1,500)	(9.68%)	17,000	17,000	0	0.00%
	Employee Benefits - Current:													
6810	Employee Retirement - Active	2,156	2,006	2,044	2,044	1,180	2,183	2,168	(124)	(6.05%)	2,183	2,168	0	0.00%
6830	FICA Tax Expenditure	1,199	1,028	1,218	1,218	709	1,333	1,323	(106)	(8.67%)	1,333	1,323	0	0.00%
6835	MTA Tax	53	41	54	54	28	59	59	(5)	(8.64%)	59	59	0	0.00%
6840	Worker's Compensation	178	160	419	419	234	425	299	119	28.51%	425	299	0	0.00%
6860	Medical Insurance - Active Employees	0	0	0	0	26	0	0	0	0.00%	0	0	0	0.00%
6865	Dental & Optical	0	0	0	0	3	0	0	0	0.00%	0	0	0	0.00%
6875	Disability	288	101	174	174	0	191	191	(17)	(10.00%)	191	191	0	0.00%
	Total Employee Benefits - Current	3,875	3,336	3,908	3,908	2,180	4,192	4,040	(132)	(3.38%)	4,192	4,040	0	0.00%
	Total Employee Costs	**19,375**	**16,773**	**19,408**	**19,408**	**11,451**	**21,192**	**21,040**	**(1,632)**	**(8.41%)**	**21,192**	**21,040**	**0**	**0.00%**
	Total Expenditures	**19,375**	**16,773**	**19,408**	**19,408**	**11,451**	**21,192**	**21,040**	**(1,632)**	**(8.41%)**	**21,192**	**21,040**	**0**	**0.00%**
	Net Surplus (Deficit)	**0**	**2,658**	**0**	**0**	**(1,747)**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**2,658**	**0**	**0**	**(1,747)**	**0**	**0**			**0**	**0**		

Department Summary

Department: Licensing Review Board

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8016
Manager: Kyle Collins

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

Legal Authority:

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

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 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Licensing Review Board - 8016													
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	311	510	102	923	4,923	11.0	100.0
Licensing Review Board	APPOINTBOARD	5,000	0	0	5,000	0	389	638	123	1,149	6,149	27.8	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	311	510	102	923	4,923	12.0	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	311	510	102	923	4,923		100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	311	510	102	923	4,923	18.0	100.0
Total Licensing Review Board - 8016		**21,000**	**0**	**0**	**21,000**	**0**	**1,635**	**2,678**	**529**	**4,842**	**25,842**		

NOTES:

Town of Southampton

2020 Tentative Budget

Licensing Review Board - 8016

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Other Revenue:													
1790	Inter-Departmental Revenue	26,003	26,003	26,146	26,146	13,073	26,029	25,842	(304)	(1.16%)	26,029	25,842	0	0.00%
2701	Miscellaneous Tax Receipts	0	29	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	26,003	26,032	26,146	26,146	13,073	26,029	25,842	(304)	(1.16%)	26,029	25,842	0	0.00%
	Total Revenue	**26,003**	**26,032**	**26,146**	**26,146**	**13,073**	**26,029**	**25,842**	**(304)**	**(1.16%)**	**26,029**	**25,842**	**0**	**0.00%**
	Salaries:													
6100	Salaries	21,000	21,000	21,000	21,000	14,000	21,000	21,000	0	0.00%	21,000	21,000	0	0.00%
	Total Salaries	21,000	21,000	21,000	21,000	14,000	21,000	21,000	0	0.00%	21,000	21,000	0	0.00%
	Employee Benefits - Current:													
6810	Employee Retirement - Active	2,921	2,718	2,769	2,769	1,599	2,697	2,678	92	3.31%	2,697	2,678	0	0.00%
6830	FICA Tax Expenditure	1,625	1,607	1,650	1,650	1,071	1,647	1,635	15	0.92%	1,647	1,635	0	0.00%
6835	MTA Tax	72	72	73	73	48	73	73	1	0.93%	73	73	0	0.00%
6840	Worker's Compensation	242	216	567	567	317	525	370	197	34.81%	525	370	0	0.00%
6875	Disability	144	72	87	87	0	87	87	0	0.00%	87	87	0	0.00%
	Total Employee Benefits - Current	5,003	4,685	5,146	5,146	3,035	5,029	4,842	305	5.92%	5,029	4,842	0	0.00%
	Total Employee Costs	**26,003**	**25,685**	**26,146**	**26,146**	**17,035**	**26,029**	**25,842**	**305**	**1.17%**	**26,029**	**25,842**	**0**	**0.00%**
	Total Expenditures	**26,003**	**25,685**	**26,146**	**26,146**	**17,035**	**26,029**	**25,842**	**305**	**1.17%**	**26,029**	**25,842**	**0**	**0.00%**
	Net Surplus (Deficit)	**0**	**347**	**0**	**0**	**(3,962)**	**0**	**0**			**0**	**0**		

Department Summary

Department: Planning Board

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8020
Manager: Kyle Collins

Departmental Mission & Responsibilities:

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

Workload:

The development review functions of the Town Planning Board include:

1. Major and minor subdivisions

2. Lot line modifications

3. Site plan review

4. Special exception permits

5. Old Filed Map Review

Other duties include:

1. Proposing and recommending modifications to the Town's Comprehensive Land Use Plan to provide for the improvement of the Town, future growth, protection of natural resources and to provide adequate facilities for housing, transportation, distribution, comfort, convenience, public health, safety and general welfare of the residents.

2. Providing advisory reports on proposed zoning changes.

3. Reviewing specific matters that have been referred by the Town Board.

4. Issuing Fresh Water Wetlands permits, pursuant to subdivision review.

Goals & Objectives:

1. Work with the Town Planning and Development Administrator to examine the current application review process to see if there are any ways to streamline the existing procedures to facilitate desired growth and development while enhancing the quality of the built and natural environments.

2. Continue to work with Land Management Planners, applicants and the public on efforts to streamline the application review process while enhancing opportunities for public input.

Legal Authority:

Established pursuant to New York State Town Law Article 16.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Planning Board - 8020													
Planning Board	APPOINTBOARD	14,500	0	0	14,500	16,440	1,129	1,849	323	19,740	34,240	26.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	2.0	100.0
Planning Board	APPOINTBOARD	17,500	0	0	17,500	1,380	1,362	2,231	386	5,360	22,860	17.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	7,896	973	1,594	281	10,744	23,244	21.0	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	10.0	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	8.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	4.0	100.0
Total Planning Board - 8020		**94,500**	**0**	**0**	**94,500**	**25,716**	**7,356**	**12,049**	**2,112**	**47,234**	**141,734**		

NOTES:

Town of Southampton

2020 Tentative Budget

Planning Board - 8020

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Other Revenue:													
1790	Inter-Departmental Revenue	135,162	135,822	141,557	141,557	70,779	181,408	141,734	177	0.13%	181,408	141,734	0	0.00%
2701	Miscellaneous Tax Receipts	0	44	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	135,162	135,866	141,557	141,557	70,779	181,408	141,734	177	0.13%	181,408	141,734	0	0.00%
	Total Revenue	**135,162**	**135,866**	**141,557**	**141,557**	**70,779**	**181,408**	**141,734**	**177**	**0.13%**	**181,408**	**141,734**	**0**	**0.00%**
	Salaries:													
6100	Salaries	91,000	91,000	94,500	94,500	63,000	94,500	94,500	0	0.00%	94,500	94,500	0	0.00%
	Total Salaries	91,000	91,000	94,500	94,500	63,000	94,500	94,500	0	0.00%	94,500	94,500	0	0.00%
	Employee Benefits - Current:													
6810	Employee Retirement - Active	12,656	11,780	12,461	12,461	7,197	12,137	12,049	412	3.31%	12,137	12,049	0	0.00%
6830	FICA Tax Expenditure	7,042	5,324	7,424	7,424	3,738	7,410	7,356	68	0.91%	7,410	7,356	0	0.00%
6835	MTA Tax	313	237	330	330	166	329	327	3	0.92%	329	327	0	0.00%
6840	Worker's Compensation	1,047	938	2,552	2,552	1,426	2,363	1,663	888	34.81%	2,363	1,663	0	0.00%
6860	Medical Insurance - Active Employees	20,268	20,201	21,504	21,504	13,822	60,408	21,576	(72)	(0.33%)	60,408	21,576	0	0.00%
6865	Dental & Optical	2,635	4,017	2,664	2,664	2,678	4,140	4,140	(1,476)	(55.41%)	4,140	4,140	0	0.00%
6875	Disability	202	101	122	122	0	122	122	0	0.00%	122	122	0	0.00%
	Total Employee Benefits - Current	44,162	42,596	47,057	47,057	29,027	86,908	47,234	(177)	(0.38%)	86,908	47,234	0	0.00%
	Total Employee Costs	**135,162**	**133,596**	**141,557**	**141,557**	**92,027**	**181,408**	**141,734**	**(177)**	**(0.12%)**	**181,408**	**141,734**	**0**	**0.00%**
	Total Expenditures	**135,162**	**133,596**	**141,557**	**141,557**	**92,027**	**181,408**	**141,734**	**(177)**	**(0.12%)**	**181,408**	**141,734**	**0**	**0.00%**
	Net Surplus (Deficit)	**0**	**2,270**	**0**	**0**	**(21,249)**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**2,270**	**0**	**0**	**(21,249)**	**0**	**0**			**0**	**0**		

Department Summary

Department: Zoning Board of Appeals

Budget Year: 2020
Division: Land Management Department
Tax District: Part Town Land Management (22)

Cost Center #: 8012
Manager: Kyle Collins

Departmental Mission & Responsibilities:

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

Workload:

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

1. To ensure adherence to the Zoning Law of the Town of Southampton, as provided in Section 330-163.

2. To process applications for, and hold hearings on, requests for variances from provisions of the Town's Zoning Law.

Goals & Objectives:

Legal Authority:

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

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
Land Management Department													
Land Management Summary													
Zoning Board of Appeals - 8012													
Zoning Board of Appeals	APPOINTBOARD	17,500	0	0	17,500	7,896	1,362	2,231	386	11,876	29,376	17.8	100.0
Zoning Board of Appeals	APPOINTBOARD	14,500	0	0	14,500	0	1,129	1,849	323	3,300	17,800	10.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348		100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	6.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	2.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	22.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	973	1,594	281	2,848	15,348	2.0	100.0
Total Zoning Board of Appeals - 8012		**94,500**	**0**	**0**	**94,500**	**7,896**	**7,356**	**12,049**	**2,112**	**29,414**	**123,914**		

NOTES:

Town of Southampton

2020 Tentative Budget

Zoning Board of Appeals - 8012

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Other Revenue:													
1790	Inter-Departmental Revenue	119,745	119,745	125,213	125,213	62,607	136,480	123,914	(1,299)	(1.04%)	136,480	123,914	0	0.00%
2701	Miscellaneous Tax Receipts	0	44	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	119,745	119,789	125,213	125,213	62,607	136,480	123,914	(1,299)	(1.04%)	136,480	123,914	0	0.00%
	Total Revenue	**119,745**	**119,789**	**125,213**	**125,213**	**62,607**	**136,480**	**123,914**	**(1,299)**	**(1.04%)**	**136,480**	**123,914**	**0**	**0.00%**
	Salaries:													
6100	Salaries	91,000	89,500	94,500	94,500	62,953	94,500	94,500	0	0.00%	94,500	94,500	0	0.00%
	Total Salaries	91,000	89,500	94,500	94,500	62,953	94,500	94,500	0	0.00%	94,500	94,500	0	0.00%
	Employee Benefits - Current:													
6810	Employee Retirement - Active	12,656	11,780	12,461	12,461	7,197	12,137	12,049	412	3.31%	12,137	12,049	0	0.00%
6830	FICA Tax Expenditure	7,042	6,344	7,424	7,424	4,472	7,410	7,356	68	0.91%	7,410	7,356	0	0.00%
6835	MTA Tax	313	282	330	330	199	329	327	3	0.92%	329	327	0	0.00%
6840	Worker's Compensation	1,047	938	2,552	2,552	1,426	2,363	1,663	888	34.81%	2,363	1,663	0	0.00%
6860	Medical Insurance - Active Employees	6,168	6,097	6,492	6,492	4,163	18,240	6,516	(24)	(0.37%)	18,240	6,516	0	0.00%
6865	Dental & Optical	1,318	24	1,332	1,332	0	1,380	1,380	(48)	(3.60%)	1,380	1,380	0	0.00%
6875	Disability	202	98	122	122	0	122	122	0	0.00%	122	122	0	0.00%
	Total Employee Benefits - Current	28,745	25,561	30,713	30,713	17,456	41,980	29,414	1,299	4.23%	41,980	29,414	0	0.00%
	Total Employee Costs	**119,745**	**115,061**	**125,213**	**125,213**	**80,408**	**136,480**	**123,914**	**1,299**	**1.04%**	**136,480**	**123,914**	**0**	**0.00%**
	Total Expenditures	**119,745**	**115,061**	**125,213**	**125,213**	**80,408**	**136,480**	**123,914**	**1,299**	**1.04%**	**136,480**	**123,914**	**0**	**0.00%**
	Net Surplus (Deficit)	**0**	**4,728**	**0**	**0**	**(17,802)**	**0**	**0**			**0**	**0**		
	Net Surplus (Deficit)	**0**	**4,728**	**0**	**0**	**(17,802)**	**0**	**0**			**0**	**0**		