

2021 ORGANIZATIONAL CHART

**PUBLIC SAFETY**

Main Line: 702-1700

Fax: 283-2694

**CODE ENFORCEMENT**

Main Line: 702-1700

Fax: 283-2694

**FIRE MARSHAL**

Main Line: 702-2919

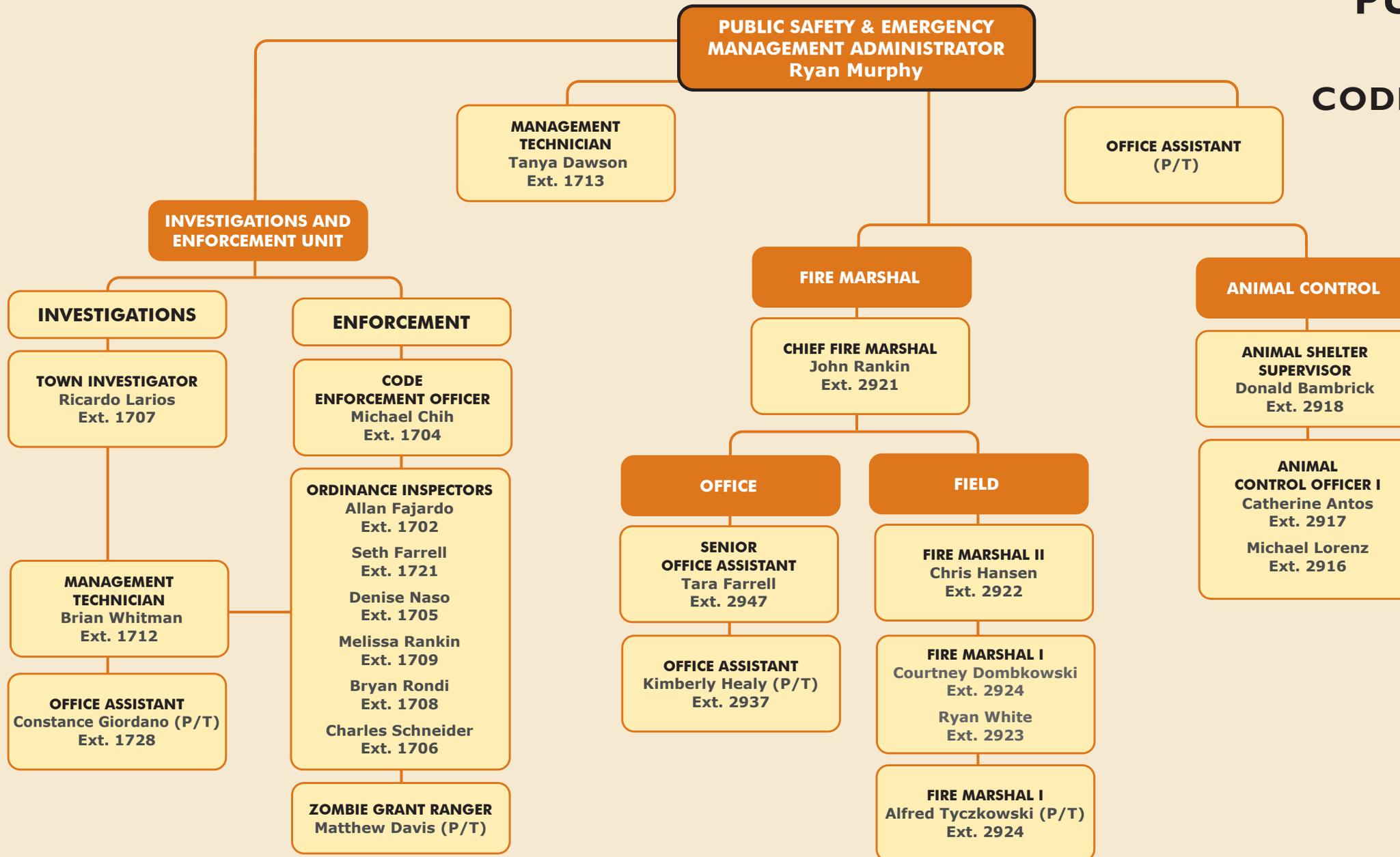
Fax: 728-3688

**ANIMAL**

**CONTROL**

Main Line: 702-2915

Fax: 728-3688





## **PUBLIC SAFETY & EMERGENCY PREPAREDNESS - SUMMARY**

*Department: Public Safety & Emergency Preparedness*

**Budget Year:** 2021

**Division:** Public Safety Department

**Tax District:** Full Town

**Cost Center #:** 3412

**Manager:** Ryan Murphy

**NOTES:**

### **Departmental Mission & Responsibilities:**

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

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

### **Workload:**

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

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

### **Goals & Objectives:**

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

### **Legal Authority:**

Established pursuant to Southampton Town Board Resolution 2010-791.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
<b>Public Safety Department</b>													
<b>Public Safety</b>													
<b>Public Safety &amp; Emergency Preparedness - 3412</b>													
Town Code Compliance and Emergency Management Technician	ADMINISTRATIVE	112,200	4,488	0	116,688	28,488	8,321	16,420	932	54,161	170,849	0.9	100.0
Management Technician	ADMINSUPPORT	61,379	1,228	0	62,607	28,488	4,811	8,811	514	42,623	105,230	7.0	100.0
<b>Total Public Safety &amp; Emergency Preparedness - 3412</b>		<b>173,579</b>	<b>5,716</b>	<b>0</b>	<b>179,295</b>	<b>56,976</b>	<b>13,132</b>	<b>25,231</b>	<b>1,446</b>	<b>96,785</b>	<b>276,080</b>		

NOTES:

# Town of Southampton

## 2021 Tentative Budget

### Public Safety & Emergency Preparedness - 3412

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
	<b>Real Property Taxes:</b>													
1001	Property Taxes	305,454	300,867	330,867	330,867	321,574	359,432	414,567	83,700	25.30%	363,447	368,682	(45,885)	(11.07%)
	<b>Total Real Property Taxes</b>	305,454	300,867	330,867	330,867	321,574	359,432	414,567	83,700	25.30%	363,447	368,682	(45,885)	(11.07%)
	<b>Other Revenue:</b>													
2701	Miscellaneous Tax Receipts	0	20	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	0	20	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Revenue</b>	<b>305,454</b>	<b>300,887</b>	<b>330,867</b>	<b>330,867</b>	<b>321,574</b>	<b>359,432</b>	<b>414,567</b>	<b>83,700</b>	<b>25.30%</b>	<b>363,447</b>	<b>368,682</b>	<b>(45,885)</b>	<b>(11.07%)</b>
	<b>Salaries:</b>													
6100	Salaries	164,173	140,551	167,457	167,457	106,713	171,579	173,579	(6,122)	(3.66%)	175,010	177,050	(3,472)	(2.00%)
6105	Part Time Salaries	35,000	3,092	35,000	35,000	33,180	35,000	35,000	0	0.00%	35,000	35,000	0	0.00%
6110	Longevity	0	0	0	0	0	5,676	5,716	(5,716)	(100.00%)	5,676	5,716	0	0.00%
6127	Cash in Lieu of Health Benefits	6,002	4,826	6,023	6,023	0	0	0	6,023	100.00%	0	0	0	0.00%
	<b>Total Salaries</b>	205,175	148,468	208,480	208,480	139,893	212,255	214,295	(5,815)	(2.79%)	215,686	217,766	(3,472)	(1.62%)
	<b>Employee Benefits - Current:</b>													
6810	Employee Retirement - Active	22,420	22,180	22,106	22,106	14,660	22,309	25,231	(3,125)	(14.14%)	22,741	25,720	(489)	(1.94%)
6830	FICA Tax Expenditure	15,537	11,136	15,577	15,577	10,428	15,665	15,822	(245)	(1.57%)	15,789	15,949	(127)	(0.80%)
6835	MTA Tax	716	487	721	721	366	725	732	(11)	(1.51%)	737	744	(12)	(1.62%)
6840	Worker's Compensation	5,378	4,909	3,563	3,563	1,890	950	959	2,604	73.07%	966	975	(16)	(1.66%)
6860	Medical Insurance - Active Employees	27,012	25,914	27,108	27,108	32,146	54,216	54,216	(27,108)	(100.00%)	54,216	54,216	0	0.00%
6865	Dental & Optical	2,664	1,355	2,760	2,760	1,677	2,760	2,760	0	0.00%	2,760	2,760	0	0.00%

**Town of Southampton**  
**2021 Tentative Budget**  
Public Safety & Emergency Preparedness - 3412

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
6875	Disability	52	9	52	52	60	52	52	0	0.00%	52	52	0	0.00%
	<b>Total Employee Benefits - Current</b>	73,779	65,990	71,888	71,888	61,226	96,677	99,772	(27,885)	(38.79%)	97,261	100,416	(643)	(0.64%)
	<b>Total Employee Costs</b>	278,954	214,459	280,367	280,367	201,120	308,932	314,067	(33,700)	(12.02%)	312,947	318,182	(4,115)	(1.31%)
	<b>Contractual:</b>													
6401	Contracts	6,000	35,688	30,000	32,775	11,516	30,000	30,000	2,775	8.47%	30,000	30,000	0	0.00%
6420	Other	20,000	2,873	20,000	20,000	0	20,000	70,000	(50,000)	(250.00%)	20,000	20,000	50,000	71.43%
6445	Food	500	484	500	500	119	500	500	0	0.00%	500	500	0	0.00%
	<b>Total Contractual</b>	26,500	39,046	50,500	53,275	11,635	50,500	100,500	(47,225)	(88.64%)	50,500	50,500	50,000	49.75%
	<b>Total Expenditures</b>	305,454	253,504	330,867	333,642	212,755	359,432	414,567	(80,925)	(24.25%)	363,447	368,682	45,885	11.07%
	<b>Net Surplus (Deficit)</b>	0	47,382	0	(2,775)	108,819	0	0			0	0		
	<b>Appropriated Fund Balance:</b>													
9090	Appropriated Fund Balance	0	0	0	2,775	0	0	0			0	0		

## INVESTIGATION & ENFORCEMENT UNIT - SUMMARY

Department: Investigation & Enforcement Unit

**Budget Year:** 2021

**Cost Center #:** 3125

**Division:** Public Safety Department

**Manager:**

**Tax District:** Part Town Land Management (22)

**NOTES:**

### Departmental Mission & Responsibilities:

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

### Workload:

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

### Goals & Objectives:

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

### Legal Authority:

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

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
<b>Public Safety Department</b>													
<b>Investigations and Enforcement</b>													
<b>Investigation &amp; Enforcement Unit - 3125</b>													
Management Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	52,254	0	6,023	58,277	1,380	4,477	8,198	457	14,512	72,788	1.8	100.0
Ordinance Enforcement Officer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 3	75,036	3,001	300	78,337	28,488	6,415	11,748	5,818	52,468	130,805	9.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	63,583	0	300	63,883	13,104	5,245	9,605	4,924	32,877	96,760	1.9	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	62,668	0	300	62,968	28,488	5,169	9,467	4,853	47,978	110,945	0.6	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	62,668	6,267	2,903	71,837	1,380	5,518	10,105	551	17,553	89,391		100.0
Ordinance Inspector-Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	63,583	0	6,323	69,906	1,380	5,705	10,449	4,944	22,478	92,384	2.5	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	67,712	4,063	300	72,075	28,488	5,894	10,795	5,256	50,434	122,509	13.3	100.0
Ordinance Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 4	65,735	3,944	300	69,980	28,488	5,723	10,481	5,103	49,795	119,775	12.8	100.0
Town Investigator	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 6	71,753	4,305	300	76,358	28,488	6,245	11,437	5,569	51,738	128,096	13.1	100.0
Ordinance Inspector	PART-TIME	25,500	0	300	25,800	0	2,117	0	1,986	4,103	29,903		100.0
<b>Total Investigation &amp; Enforcement Unit - 3125</b>		<b>610,492</b>	<b>21,580</b>	<b>17,349</b>	<b>649,421</b>	<b>159,684</b>	<b>52,508</b>	<b>92,284</b>	<b>39,461</b>	<b>343,936</b>	<b>993,357</b>		

NOTES:

# Town of Southampton

## 2021 Tentative Budget

### Investigation & Enforcement Unit - 3125

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	832,926	827,588	810,805	803,702	781,184	731,509	711,058	(92,644)	(11.53%)	849,533	806,383	95,325	13.41%
	<b>Total Real Property Taxes</b>	<b>832,926</b>	<b>827,588</b>	<b>810,805</b>	<b>803,702</b>	<b>781,184</b>	<b>731,509</b>	<b>711,058</b>	<b>(92,644)</b>	<b>(11.53%)</b>	<b>849,533</b>	<b>806,383</b>	<b>95,325</b>	<b>13.41%</b>
<b>Other Revenue:</b>														
1560	Rental Permits	200,000	258,200	210,000	210,000	256,750	310,000	349,000	139,000	66.19%	210,000	264,000	(85,000)	(24.36%)
2210	Intergovernmental Revenue	0	0	0	0	0	30,000	0	0	0.00%	30,000	0	0	0.00%
2228	Revenue from Other Governments	0	0	0	0	0	0	30,000	30,000	100.00%	0	30,000	0	0.00%
2770	Miscellaneous	0	140	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3389	State Aid - Public Safety	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
5031	Interfund Transfer - Revenue	0	25,000	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	<b>200,000</b>	<b>283,340</b>	<b>210,000</b>	<b>210,000</b>	<b>256,750</b>	<b>340,000</b>	<b>379,000</b>	<b>169,000</b>	<b>80.48%</b>	<b>240,000</b>	<b>294,000</b>	<b>(85,000)</b>	<b>(22.43%)</b>
	<b>Total Revenue</b>	<b>1,032,926</b>	<b>1,110,928</b>	<b>1,020,805</b>	<b>1,013,702</b>	<b>1,037,934</b>	<b>1,071,509</b>	<b>1,090,058</b>	<b>76,356</b>	<b>7.53%</b>	<b>1,089,533</b>	<b>1,100,383</b>	<b>10,325</b>	<b>0.95%</b>
<b>Salaries:</b>														
6100	Salaries	566,901	534,540	571,636	564,533	392,555	584,992	584,992	(20,459)	(3.62%)	603,599	603,599	(18,607)	(3.18%)
6101	Overtime	20,500	44,343	40,000	40,000	30,631	40,000	40,000	0	0.00%	40,000	40,000	0	0.00%
6105	Part Time Salaries	25,500	13,495	25,500	25,500	15,270	25,500	25,500	0	0.00%	25,500	25,500	0	0.00%
6110	Longevity	20,764	17,913	24,865	24,865	1,742	21,580	21,580	3,285	13.21%	22,229	22,229	(649)	(3.01%)
6127	Cash in Lieu of Health Benefits	6,002	15,376	20,672	20,672	6,968	14,649	14,649	6,023	29.14%	14,649	14,649	0	0.00%
6144	Clothing Cleaning	2,400	2,050	2,400	2,400	2,250	2,700	2,700	(300)	(12.50%)	2,700	2,700	0	0.00%
	<b>Total Salaries</b>	<b>642,068</b>	<b>627,717</b>	<b>685,073</b>	<b>677,970</b>	<b>449,417</b>	<b>689,421</b>	<b>689,421</b>	<b>(11,451)</b>	<b>(1.69%)</b>	<b>708,678</b>	<b>708,678</b>	<b>(19,257)</b>	<b>(2.79%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	79,349	78,504	80,176	80,176	53,169	82,535	92,284	(12,107)	(15.10%)	85,085	95,135	(2,851)	(3.09%)

**Town of Southampton**  
**2021 Tentative Budget**  
Investigation & Enforcement Unit - 3125

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
6830	FICA Tax Expenditure	50,908	47,000	54,063	54,063	33,375	55,568	55,568	(1,504)	(2.78%)	57,124	57,124	(1,557)	(2.80%)
6835	MTA Tax	2,272	2,096	2,407	2,407	1,375	2,474	2,474	(67)	(2.78%)	2,543	2,543	(69)	(2.80%)
6840	Worker's Compensation	23,247	21,221	21,636	21,636	11,474	36,953	36,953	(15,317)	(70.79%)	38,046	38,046	(1,093)	(2.96%)
6860	Medical Insurance - Active Employees	186,720	121,852	120,156	120,156	99,539	147,264	147,264	(27,108)	(22.56%)	147,264	147,264	0	0.00%
6865	Dental & Optical	11,988	9,484	12,420	12,420	7,601	12,420	12,420	0	0.00%	12,420	12,420	0	0.00%
6875	Disability	174	3	174	174	24	174	174	0	0.00%	174	174	0	0.00%
<b>Total Employee Benefits - Current</b>		<b>354,659</b>	<b>280,161</b>	<b>291,033</b>	<b>291,033</b>	<b>206,557</b>	<b>337,387</b>	<b>347,136</b>	<b>(56,104)</b>	<b>(19.28%)</b>	<b>342,656</b>	<b>352,706</b>	<b>(5,569)</b>	<b>(1.60%)</b>
<b>Total Employee Costs</b>		<b>996,726</b>	<b>907,879</b>	<b>976,105</b>	<b>969,002</b>	<b>655,974</b>	<b>1,026,809</b>	<b>1,036,557</b>	<b>(67,555)</b>	<b>(6.97%)</b>	<b>1,051,333</b>	<b>1,061,383</b>	<b>(24,826)</b>	<b>(2.40%)</b>
<b>Contractual:</b>														
6403	Gasoline	14,000	13,001	14,000	14,000	5,289	14,000	14,000	0	0.00%	15,000	15,000	(1,000)	(7.14%)
6406	Repair Equipment	1,000	0	1,000	700	0	1,000	1,000	(300)	(42.86%)	2,000	2,000	(1,000)	(100.00%)
6411	Printing and Stationery	1,500	0	1,500	1,200	485	1,500	1,500	(300)	(25.00%)	1,500	1,500	0	0.00%
6412	Publications	2,200	2,352	2,200	2,500	1,433	2,200	2,200	300	12.00%	2,200	2,200	0	0.00%
6418	Uniforms	3,000	2,640	8,000	14,567	7,721	8,000	8,000	6,567	45.08%	3,000	3,000	5,000	62.50%
6420	Other	2,000	2,172	2,000	2,000	706	2,000	10,000	(8,000)	(400.00%)	2,000	2,000	8,000	80.00%
6423	Small Equipment (Non-Capital)	1,000	1,310	1,000	1,965	0	1,000	1,000	965	49.11%	1,000	1,000	0	0.00%
6425	Office Supplies	2,500	2,495	3,000	3,000	1,450	3,000	3,000	0	0.00%	2,500	2,500	500	16.67%
6450	Schools & Training	3,500	5,770	6,500	5,535	180	6,500	6,500	(965)	(17.44%)	3,500	3,500	3,000	46.16%
6466	Telephone - Wireless	3,500	4,326	3,500	3,500	2,524	3,500	4,300	(800)	(22.86%)	3,500	4,300	0	0.00%
6477	Copier Leases	2,000	1,742	2,000	2,300	1,187	2,000	2,000	300	13.04%	2,000	2,000	0	0.00%
<b>Total Contractual</b>		<b>36,200</b>	<b>35,806</b>	<b>44,700</b>	<b>51,267</b>	<b>20,975</b>	<b>44,700</b>	<b>53,500</b>	<b>(2,233)</b>	<b>(4.36%)</b>	<b>38,200</b>	<b>39,000</b>	<b>14,500</b>	<b>27.10%</b>
<b>Total Expenditures</b>		<b>1,032,926</b>	<b>943,685</b>	<b>1,020,805</b>	<b>1,020,269</b>	<b>676,949</b>	<b>1,071,509</b>	<b>1,090,058</b>	<b>(69,788)</b>	<b>(6.84%)</b>	<b>1,089,533</b>	<b>1,100,383</b>	<b>(10,326)</b>	<b>(0.95%)</b>

**Town of Southampton**  
**2021 Tentative Budget**  
Investigation & Enforcement Unit - 3125

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
	<b>Net Surplus (Deficit)</b>	0	167,243	0	(6,567)	360,985	0	0			0	0		
	<b>Appropriated Fund Balance:</b>													
9090	Appropriated Fund Balance	0	0	0	6,567	0	0	0			0	0		

## **FIRE PREVENTION - SUMMARY**

*Department: Fire Prevention*

**Budget Year:** 2021

**Division:** Public Safety Department

**Tax District:** Full Town

**Cost Center #:** 3410

**Manager:** Ryan Murphy

**NOTES:**

### **Departmental Mission & Responsibilities:**

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

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

### **Workload:**

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

### **Goals & Objectives:**

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

### **Legal Authority:**

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

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/20	Alloc. %
<b>Public Safety Department</b>													
<b>Fire Prevention</b>													
<b>Fire Prevention - 3410</b>													
Chief Fire Marshal	ADMINISTRATIVE	123,118	5,000	1,687	129,805	29,340	8,576	16,889	5,462	60,267	190,072	31.5	100.0
Fire Marshal I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	60,778	0	300	61,078	28,488	4,861	7,962	2,695	44,005	105,083	0.3	100.0
Fire Marshal I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	66,639	5,331	300	72,270	28,488	5,735	9,394	2,971	46,588	118,858	20.2	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 6	81,506	8,151	300	89,957	31,500	7,134	11,685	3,635	53,955	143,911	26.0	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / Step 6	81,506	8,151	1,813	91,470	31,500	7,250	11,875	3,641	54,265	145,735	31.4	100.0
Senior Office Assistant	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	66,425	6,643	0	73,068	31,500	5,679	9,302	1,439	47,920	120,988	33.8	100.0
Fire Marshal I	PART-TIME	898	0	300	1,198	0	94	0	58	152	1,350		100.0
Office Assistant	PART-TIME	11,200	0	0	11,200	0	872	0	253	1,125	12,325		100.0
<b>Total Fire Prevention - 3410</b>		<b>492,070</b>	<b>33,275</b>	<b>4,700</b>	<b>530,044</b>	<b>180,816</b>	<b>40,202</b>	<b>67,106</b>	<b>20,154</b>	<b>308,278</b>	<b>838,322</b>		

NOTES:

**2021 Fire Prevention Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>PERMIT TYPE: TC 164</b>		
Operating Permits: All operating permits:	there shall be a late fee of <del>10%</del> <b>\$50</b> for any permit that is not renewed within thirty days of its date of expiration.	<b>\$15</b>
<b>Combustible dust/vapor producing operations</b>	<del>\$140</del> <b>\$175</b>	<b>\$35</b>
<b>Storage of Compressed and liquefied gases</b>		
Up to 10,000 gallons [container water capacity]	<del>\$200</del> <b>\$300</b>	<b>\$100</b>
In excess of 10,000 gallons (container water capacity)	<del>\$500</del> <b>\$600</b>	<b>\$100</b>
<b>Storage of Retail Sale of Propane (exchange)</b>		
2,000 gallons or less	<del>\$200</del> <b>\$275</b>	<b>\$75</b>
<b>Explosive materials</b>	<del>\$500</del> <b>\$750</b>	<b>\$250</b>
<b>Public Fireworks display/proximate audience display/pyrotechnic display and special effects</b>	<del>\$550</del> <b>\$700</b>	<b>\$150</b>
<b>Private Fireworks display/proximate audience display/pyrotechnic display and special effects</b>	<del>\$650</del> <b>\$700</b>	<b>\$50</b>
<b>Flammable/combustible liquids</b>		
Greater than 55 gallons but less than 1,000 gallons	<del>\$125</del> <b>\$150</b>	<b>\$150</b>
1,000 gallons or greater	<del>\$500</del> <b>\$600</b>	<b>\$100</b>
Marine fueling operations	<del>\$200</del> <b>\$300</b>	<b>\$100</b>
Flammable finishing	<del>\$150</del> <b>\$200</b>	<b>\$50</b>
Pyroxylin Plastics	<b>\$150</b>	
Welding	<del>\$50</del> <b>\$75</b>	<b>\$25</b>
Facilities with H areas	<del>\$400</del> <b>\$450</b>	<b>\$50</b>
Aviation facilities	<b>\$250</b>	
Dry cleaning	<b>\$100</b>	
Fruit crop ripening facilities	<b>\$100</b>	
Fumigation and fogging	<b>\$100</b>	
Semi-conductor fabrication	<b>\$500</b>	

**NOTES:**

## 2021 Fire Prevention Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Lumber and woodworking facilities	\$150 \$200	\$50
Organic coating processes	\$150 \$175	\$25
Industrial ovens	\$150 \$175	\$25
Motor fuel repair operations	\$150 \$175	\$25
High piled storage	\$150 \$175	\$25
Tire rebuilding	\$250 \$275	\$25
Aerosols	\$150 \$175	\$25
Combustible fibers	\$200	
Corrosive material	\$200 \$250	\$50
Cryogenic fluids	\$200 \$250	\$50
Flammable gases	\$150 \$175	\$25
Flammable solids	\$200 \$225	\$25
Toxic materials	\$200 \$225	\$25
<b>Organic peroxides</b>	<b>\$200 \$250</b>	<b>\$50</b>
<b>Oxidizers</b>		
Class 1	\$100 \$125	\$25
Class 2	\$250 \$275	\$25
Class 3	\$350 \$400	\$50
Class 4	\$450 \$500	\$50
<b>Unstable materials</b>		
Class 1	\$150 \$200	\$50
Class 2	\$250 \$300	\$50
Class 3	\$350 \$400	\$50
Class 4	\$450 \$500	\$50

NOTES:

**2021 Fire Prevention Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Water reactive materials</b>	<del>\$250</del> <b>\$300</b>	<b>\$50</b>
*increase minimum late fee in 2014 to not less than	<del>\$35</del> <b>\$50</b>	<b>\$15</b>
<b>Single event/seasonal permits</b>		
Bon fires	<del>\$55</del> <b>\$75</b>	<b>\$20</b>
Late fee - less than 48 hours' notice	<del>\$35</del> <b>\$40</b>	<b>\$5</b>
Tents - Residential	<b>(First tent fee is based upon the largest sized tent)</b>	
First tent:		
Less than 1,000 sq. ft.	<del>\$45</del> <b>\$75</b>	<b>\$30</b>
1,000 sq. ft. but less than 5,000 sq. ft.	<del>\$150</del> <b>\$200</b>	<b>\$50</b>
5,000 sq. ft. but less than 10,000 sq. ft.	<del>\$250</del> <b>\$300</b>	<b>\$50</b>
10,000 sq. ft. but less than 15,000 sq. ft.	<del>\$400</del> <b>\$500</b>	<b>\$100</b>
15,000 sq. ft. but less than 50,000 sq. ft.	<del>\$600</del> <b>\$750</b>	<b>\$150</b>
50,000 sq. ft. or greater	<del>\$1,200</del> <b>\$1,500</b>	<b>\$300</b>
For each additional tent less than 1,000 sq. ft.	<del>\$60</del> <b>\$100</b>	<b>\$40</b>
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	<del>\$75</del> <b>\$150</b>	<b>\$75</b>
For each additional tent greater than 10,000 sq. ft.	<del>\$250</del> <b>\$300</b>	<b>\$50</b>
Late fee - less than 48 hours' notice	<b>(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)</b>	
For tents less than 10,000 sq. ft.	<del>\$35</del> <b>\$50</b>	<b>\$15</b>
For tents 10,000 sq. ft. or greater	<del>\$100</del> <b>\$150</b>	<b>\$50</b>

**NOTES:**

## 2021 Fire Prevention Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Tents – Commercial (First tent fee is based upon the largest sized tent)</b>		
First tent:		
Less than 1,000 sq. ft.	<del>\$250</del> <b>\$300</b>	<b>\$50</b>
1,000 sq. ft. but less than 5,000 sq. ft.	<del>\$275</del> <b>\$350</b>	<b>\$75</b>
5,000 sq. ft. but less than 10,000 sq. ft.	<del>\$300</del> <b>\$400</b>	<b>\$100</b>
10,000 sq. ft. but less than 15,000 sq. ft.	<del>\$400</del> <b>\$500</b>	<b>\$100</b>
15,000 sq. ft. but less than 50,000 sq. ft.	<del>\$600</del> <b>\$700</b>	<b>\$100</b>
50,000 sq. ft. or greater	<del>\$1,200</del> <b>\$1,500</b>	<b>\$300</b>
For each additional tent less than 1,000 sq. ft.	<del>\$75</del> <b>\$125</b>	<b>\$50</b>
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	<del>\$100</del> <b>\$175</b>	<b>\$75</b>
For each additional tent greater than 10,000 sq. ft.	<del>\$250</del> <b>\$300</b>	<b>\$50</b>
Late fee - less than 48 hours' notice	(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)	
For tents less than 10,000 sq. ft.	<del>\$35</del> <b>\$100</b>	<b>\$65</b>
For tents 10,000 sq. ft. or greater	<del>\$100</del> <b>\$250</b>	<b>\$150</b>
<b>Compressed and liquefied gases</b>		
<i>For each temporary installation</i>		
2,000 gallons or less	<del>\$50</del> <b>\$75</b>	<b>\$25</b>
Late fee	<del>\$35</del>	
<b>Seasonal canopy permits - due May 31</b>		
There shall be a late fee of	<del>\$50</del> <b>\$75</b> for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.	<b>\$25</b>

NOTES:

## 2021 Fire Prevention Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Permits for system installation: Pre-installation fee</b> - if any fire-protection system is modified or commencement of any installation is started without the benefit of applicable fire-prevention permits, all fees associated with said modification or installation will be equal to double the otherwise applicable fee for all fire-prevention permits		
<b>Plans review for commercial cooking vapor system</b>		
New	<del>\$175</del> <b>\$250</b>	<b>\$75</b>
Amended Plan	<del>\$35</del> <b>\$100</b>	<b>\$65</b>
<b>Plans review for alteration to commercial cooking vapor system</b>		
Alteration	<del>\$125</del> <b>\$175</b>	<b>\$50</b>
Amended Plan	<del>\$35</del> <b>\$100</b>	<b>\$65</b>
<b>Plans review for new fire extinguishing system (wet/dry)</b>		
Wet System	<del>\$175</del> <b>\$250</b>	<b>\$75</b>
Amended Plan	<del>\$35</del> <b>\$100</b>	<b>\$65</b>
<b>Plans review for alteration of fire extinguishing system (wet/dry)</b>		
Wet System	<del>\$125</del> <b>\$175</b>	<b>\$50</b>
Amended Plan	<del>\$35</del> <b>\$100</b>	<b>\$65</b>
<b>Installation of LPG system (one and two family exempt)</b>		
Aboveground <i>includes exchange sites</i>	<del>\$150</del> <b>\$200</b>	<b>\$50</b>
Underground	<del>\$300</del> <b>\$350</b>	<b>\$50</b>
<b>Acceptance/compliance test</b>	<del>\$35</del> <b>\$50</b>	<b>\$15</b>
<b>Plans review for Fire Sprinkler</b>		
- NFPA 13 Standard (up to 25 devices)	<del>\$200</del> <b>\$300</b>	<b>\$100</b>
Additional Devices (26 and above)	<del>(\$5</del> <b>\$7 each additional device)</b>	<b>\$2</b>
<b>Alteration to fire sprinkler (up to 25 devices)</b>	<del>\$75</del> <b>\$200</b>	<b>\$125</b>
<b>Two hour pressure test/acceptance test inspections for sprinklers systems</b>	<del>\$75</del> <b>\$125</b>	<b>\$50</b>
<b>Plans review for Fire Sprinkler NFPA 13R or 13D</b>	<del>\$75</del> <b>\$200</b>	<b>\$125</b>
<b>Alteration to fire sprinkler</b>	<del>\$50</del> <b>\$100</b>	<b>\$150</b>
<b>Acceptance/compliance test</b>	<del>\$35</del> <b>\$75</b>	<b>\$40</b>

NOTES:

**2021 Fire Prevention Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Smoke/fire detection system plans review</b>		
<i>New</i>	<del>\$100</del> <b>\$200</b>	<b>\$100</b>
<i>Alteration to system</i>	<del>\$50</del> <b>\$100</b>	<b>\$50</b>
Acceptance Test (per visit)	<del>\$35</del> <b>\$50</b>	<b>\$15</b>
<b>Plans review for installation of aboveground flammable/combustible liquid tank</b>	<del>\$250</del> <b>\$300</b>	<b>\$50</b>
<i>(Residential and heating system tanks are exempt)</i>		
<b>Final inspection for compliance</b>	<del>\$35</del> <b>\$50</b>	<b>\$15</b>
<b>All change order plans review</b>	<del>\$75</del> <b>\$100</b>	<b>\$25</b>
<b>Plans review for installation of underground flammable/combustible liquid tank</b>	<del>\$300</del> <b>\$350</b>	<b>\$50</b>
<i>(residential and heating systems are exempt)</i>		
<b>Final inspection for compliance</b>	<del>\$35</del> <b>\$50</b>	<b>\$15</b>
<b>All change order plans review</b>	<del>\$75</del> <b>\$100</b>	<b>\$25</b>
<b>Plans review for removal of underground flammable/combustible liquid tank</b>	<del>\$200</del> <b>\$275</b>	<b>\$75</b>
<i>(residential and heating systems are exempt)</i>		
<b>Final inspection for compliance</b>	<del>\$35</del> <b>\$50</b>	<b>\$15</b>
<b>All change order plans review</b>	<del>\$75</del> <b>\$100</b>	<b>\$25</b>
<b>Plans review for installation of cistern</b>	<del>\$100</del> <b>\$200</b>	<b>\$100</b>
<b>Final inspection for compliance</b>	<del>\$35</del> <b>\$75</b>	<b>\$40</b>
<b>All change order plans review</b>	<del>\$75</del> <b>\$125</b>	<b>\$50</b>
<b>Plans review for any "H" occupancy or area</b>	<del>\$450</del> <b>\$600</b>	<b>\$150</b>
<b>Final inspection for compliance</b>	<del>\$50</del> <b>\$150</b>	<b>\$100</b>
<b>All change order plans review</b>	<del>\$75</del> <b>\$200</b>	<b>\$125</b>
<b>Violation Search</b>	<del>\$30</del> <b>\$40</b>	<b>\$10</b>

**NOTES:**

**2021 Fire Prevention Fee Schedule**

Fee Schedule	2021 Fee Schedule	Proposed Increase
<b>Public Assembly</b>		
<i>Occupant load</i>		
Less than 50	\$0	
50-250	<del>\$175</del> \$200	\$25
251-500	<del>\$350</del> \$400	\$50
501 – 1,050	<del>\$650</del> \$700	\$50
More than 1,050	<del>\$900</del> \$1,000	\$100
<b>PERMIT TYPE: TC 199 Annual Permit</b>		
<b>Junkyard Annual Fee</b>		
There shall be a late fee of	<del>\$40</del> \$100 for any permit that is not renewed within thirty days of the renewal date.	\$60
<b>PERMIT TYPE: TC 220 Annual Permit</b>		
<b>Manufactured Home Annual Fee</b>		
There shall be a late fee of <del>\$40</del> \$100 for any permit that is not renewed within thirty days of the renewal date.		
<b>PERMIT TYPE: TC 250 Seasonal Permit</b>		
<b>Sidewalk Dining</b>		
There shall be a late fee of	<del>\$30</del> \$100 for any permit that is not renewed within thirty days of the renewal date.	\$70
<b>PERMIT TYPE: TC 330 Annual Permit</b>		
<b>Bed &amp; Breakfast Annual Fee</b>		
There shall be a late fee of	<del>\$30</del> \$100 for any permit that is not renewed within thirty days of its date of expiration.	\$70
<b>PERMIT TYPE: TC 330 Temporary Permit</b>		
<b>Farm Stand Fee</b>		
Late fee	<del>\$40</del> \$50	\$10
Late fee	<del>\$15</del> \$25	\$10
<b>PERMIT TYPE: TC Annual Permit</b>		
Mulch & Hogging Log Storage Application	<del>\$150</del> \$200 per location (tax map Number)	\$50
<b>Fee Schedule</b>		
Late fee	<del>\$35</del> \$45	\$10

**NOTES:**

# Town of Southampton

## 2021 Tentative Budget

### Fire Prevention - 3410

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	615,988	594,034	619,317	576,074	558,679	573,421	580,624	4,550	0.79%	517,528	524,945	(55,679)	(9.59%)
	<b>Total Real Property Taxes</b>	<b>615,988</b>	<b>594,034</b>	<b>619,317</b>	<b>576,074</b>	<b>558,679</b>	<b>573,421</b>	<b>580,624</b>	<b>4,550</b>	<b>0.79%</b>	<b>517,528</b>	<b>524,945</b>	<b>(55,679)</b>	<b>(9.59%)</b>
<b>Other Revenue:</b>														
1523	Alarm Billing	50,000	77,385	50,000	50,000	57,073	50,000	50,000	0	0.00%	50,000	50,000	0	0.00%
1561	Inspection Contracts	1,000	2,862	1,000	1,000	0	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
2550	Public Safety Permits	250,000	263,115	250,000	250,000	132,962	250,000	250,000	0	0.00%	250,000	250,000	0	0.00%
2680	Insurance Recoveries	0	1,675	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	5,682	0	0	3,222	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	<b>301,000</b>	<b>350,719</b>	<b>301,001</b>	<b>301,001</b>	<b>193,257</b>	<b>301,001</b>	<b>301,001</b>	<b>0</b>	<b>0.00%</b>	<b>301,000</b>	<b>301,000</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>916,988</b>	<b>944,753</b>	<b>920,318</b>	<b>877,075</b>	<b>751,936</b>	<b>874,422</b>	<b>881,625</b>	<b>4,550</b>	<b>0.52%</b>	<b>818,528</b>	<b>825,945</b>	<b>(55,679)</b>	<b>(6.32%)</b>
<b>Salaries:</b>														
6100	Salaries	475,559	455,032	479,972	381,729	266,185	435,489	435,489	(53,759)	(14.08%)	448,773	448,773	(13,285)	(3.05%)
6101	Overtime	37,000	35,174	37,000	37,000	17,435	37,000	37,000	0	0.00%	35,000	35,000	2,000	5.41%
6103	Accumulated Sick/Personal Days	7,274	6,757	3,200	3,200	0	3,390	3,390	(190)	(5.94%)	3,390	3,390	0	0.00%
6105	Part Time Salaries	11,878	21,081	12,098	37,098	25,728	45,000	45,000	(7,902)	(21.30%)	12,322	12,322	32,678	72.62%
6110	Longevity	39,184	35,534	33,275	33,275	2,214	17,720	17,720	15,555	46.75%	18,267	18,267	(547)	(3.09%)
6127	Cash in Lieu of Health Benefits	0	483	0	2,866	2,865	6,023	6,023	(3,157)	(110.15%)	6,023	6,023	0	0.00%
6144	Clothing Cleaning	1,500	900	1,500	1,500	1,050	1,800	1,800	(300)	(20.00%)	1,800	1,800	0	0.00%
	<b>Total Salaries</b>	<b>572,395</b>	<b>554,960</b>	<b>567,044</b>	<b>496,667</b>	<b>315,477</b>	<b>546,421</b>	<b>546,421</b>	<b>(49,753)</b>	<b>(10.02%)</b>	<b>525,575</b>	<b>525,575</b>	<b>20,846</b>	<b>3.82%</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	69,542	68,798	67,106	67,106	44,502	60,980	68,183	(1,076)	(1.60%)	62,798	70,215	(2,032)	(2.98%)

# Town of Southampton

## 2021 Tentative Budget

### Fire Prevention - 3410

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
6830	FICA Tax Expenditure	43,327	43,450	40,202	40,202	23,720	37,844	37,844	2,357	5.86%	38,680	38,680	(836)	(2.21%)
6835	MTA Tax	2,009	1,859	1,864	1,864	996	1,698	1,698	166	8.90%	1,747	1,747	(49)	(2.90%)
6840	Worker's Compensation	18,717	17,086	18,151	18,151	9,626	22,654	22,654	(4,503)	(24.81%)	23,329	23,329	(674)	(2.98%)
6860	Medical Insurance - Active Employees	157,872	145,159	172,536	169,670	69,174	126,180	126,180	43,490	25.63%	126,180	126,180	0	0.00%
6865	Dental & Optical	7,992	7,565	8,280	8,280	4,470	8,280	8,280	0	0.00%	8,280	8,280	0	0.00%
6875	Disability	139	14	139	139	36	139	139	0	0.00%	139	139	0	0.00%
<b>Total Employee Benefits - Current</b>		<b>299,598</b>	<b>283,931</b>	<b>308,278</b>	<b>305,412</b>	<b>152,524</b>	<b>257,776</b>	<b>264,978</b>	<b>40,434</b>	<b>13.24%</b>	<b>261,153</b>	<b>268,571</b>	<b>(3,592)</b>	<b>(1.36%)</b>
<b>Total Employee Costs</b>		<b>871,993</b>	<b>838,890</b>	<b>875,322</b>	<b>802,079</b>	<b>468,001</b>	<b>804,196</b>	<b>811,399</b>	<b>(9,320)</b>	<b>(1.16%)</b>	<b>786,728</b>	<b>794,145</b>	<b>17,254</b>	<b>2.13%</b>
<b>Contractual:</b>														
6401	Contracts	22,175	5,630	22,175	20,175	427	22,175	22,175	(2,000)	(9.91%)	10,950	10,950	11,225	50.62%
6403	Gasoline	10,000	7,099	10,000	9,200	3,217	10,800	10,800	(1,600)	(17.39%)	10,000	10,000	800	7.41%
6406	Repair Equipment	800	156	800	700	238	1,600	1,600	(900)	(128.57%)	600	600	1,000	62.50%
6407	Repair Building	1,000	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6410	Postage	150	150	150	150	0	200	200	(50)	(33.33%)	150	150	50	25.00%
6411	Printing and Stationery	600	277	600	600	0	1,500	1,500	(900)	(150.00%)	600	600	900	60.00%
6412	Publications	1,350	2,185	1,350	2,150	1,571	3,700	3,700	(1,550)	(72.09%)	1,400	1,400	2,300	62.16%
6416	Travel, Dues and Related	800	210	800	800	19	2,400	2,400	(1,600)	(200.00%)	250	250	2,150	89.58%
6418	Uniforms	1,570	1,613	1,570	1,570	745	2,500	2,500	(930)	(59.24%)	700	700	1,800	72.00%
6420	Other	0	637	1,000	1,000	916	1,500	1,500	(500)	(50.00%)	1,000	1,000	500	33.33%
6423	Small Equipment (Non-Capital)	1,000	4,026	1,000	31,000	153	10,000	10,000	21,000	67.74%	1,000	1,000	9,000	90.00%
6425	Office Supplies	1,000	2,175	1,000	2,000	1,003	1,500	1,500	500	25.00%	1,000	1,000	500	33.33%
6426	Supplies - Other	500	445	500	4,694	3,644	5,000	5,000	(306)	(6.52%)	500	500	4,500	90.00%

## Town of Southampton 2021 Tentative Budget Fire Prevention - 3410

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
6441	Diesel Fuel	0	60	0	100	56	100	100	0	0.00%	0	0	100	100.00%
6450	Schools & Training	800	297	800	800	134	4,000	4,000	(3,200)	(400.00%)	400	400	3,600	90.00%
6466	Telephone - Wireless	3,000	2,455	3,000	3,000	1,143	3,000	3,000	0	0.00%	3,000	3,000	0	(0.01%)
6477	Copier Leases	250	111	250	250	38	250	250	0	0.00%	250	250	0	0.00%
	<b>Total Contractual</b>	44,995	27,524	44,995	78,189	13,305	70,225	70,225	7,964	10.19%	31,800	31,800	38,425	54.72%
	<b>Total Expenditures</b>	<b>916,988</b>	<b>866,415</b>	<b>920,317</b>	<b>880,268</b>	<b>481,306</b>	<b>874,421</b>	<b>881,624</b>	<b>(1,356)</b>	<b>(0.15%)</b>	<b>818,528</b>	<b>825,946</b>	<b>55,679</b>	<b>6.32%</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>78,339</b>	<b>0</b>	<b>(3,194)</b>	<b>270,630</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Appropriated Fund Balance:</b>													
9090	Appropriated Fund Balance	0	0	0	3,194	0	0	0			0	0		

## ANIMAL CONTROL - SUMMARY

*Department: Animal Control*

**Budget Year:** 2021

**Division:** Public Safety Department

**Tax District:** Full Town

**Cost Center #:** 3511

**Manager:** Ryan Murphy

**NOTES:**

### **Departmental Mission & Responsibilities:**

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

### **Workload:**

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

### **Goals & Objectives:**

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

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

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

### **Legal Authority:**

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

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
<b>Public Safety Department</b>													
<b>Animal Control Division</b>													
<b>Animal Control - 3511</b>													
Animal Shelter Supervisor	ADMINISTRATIVE	96,133	4,807	3,143	104,083	13,440	8,173	14,986	3,265	39,864	143,947	33.3	100.0
Animal Control Officer I	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - D / Step 4	52,999	0	300	53,299	13,104	4,199	7,690	1,794	26,787	80,086	2.7	100.0
Animal Control Officer I	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	67,484	6,748	2,729	76,962	31,500	6,042	11,066	2,310	50,919	127,880	36.0	100.0
<b>Total Animal Control - 3511</b>		<b>216,616</b>	<b>11,555</b>	<b>6,172</b>	<b>234,344</b>	<b>58,044</b>	<b>18,414</b>	<b>33,742</b>	<b>7,370</b>	<b>117,570</b>	<b>351,914</b>		

**NOTES:**

# Town of Southampton

## 2021 Tentative Budget

### Animal Control - 3511

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
	<b>Real Property Taxes:</b>													
1001	Property Taxes	386,501	386,501	355,407	355,407	345,425	361,064	364,628	9,221	2.59%	365,941	369,586	4,958	1.36%
	<b>Total Real Property Taxes</b>	<b>386,501</b>	<b>386,501</b>	<b>355,407</b>	<b>355,407</b>	<b>345,425</b>	<b>361,064</b>	<b>364,628</b>	<b>9,221</b>	<b>2.59%</b>	<b>365,941</b>	<b>369,586</b>	<b>4,958</b>	<b>1.36%</b>
	<b>Other Revenue:</b>													
2552	Animal Control Permit Fees	1,000	900	1,000	1,000	400	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
	<b>Total Other Revenue</b>	<b>1,000</b>	<b>900</b>	<b>1,000</b>	<b>1,000</b>	<b>400</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00%</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>387,501</b>	<b>387,401</b>	<b>356,407</b>	<b>356,407</b>	<b>345,825</b>	<b>362,064</b>	<b>365,628</b>	<b>9,221</b>	<b>2.59%</b>	<b>366,941</b>	<b>370,586</b>	<b>4,958</b>	<b>1.36%</b>
	<b>Salaries:</b>													
6100	Salaries	206,761	203,536	212,099	212,099	150,127	216,616	216,616	(4,518)	(2.13%)	221,722	221,722	(5,105)	(2.36%)
6101	Overtime	3,000	0	3,000	3,000	0	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6103	Accumulated Sick/Personal Days	5,791	5,188	5,012	5,012	2,719	5,572	5,572	(560)	(11.17%)	5,572	5,572	0	0.00%
6110	Longevity	11,107	11,107	11,356	11,356	0	11,555	11,555	(200)	(1.76%)	11,690	11,690	(135)	(1.17%)
6144	Clothing Cleaning	600	600	600	600	600	600	600	0	0.00%	600	600	0	0.00%
	<b>Total Salaries</b>	<b>227,259</b>	<b>220,431</b>	<b>232,066</b>	<b>232,066</b>	<b>153,446</b>	<b>237,344</b>	<b>237,344</b>	<b>(5,278)</b>	<b>(2.27%)</b>	<b>242,584</b>	<b>242,584</b>	<b>(5,240)</b>	<b>(2.21%)</b>
	<b>Employee Benefits - Current:</b>													
6810	Employee Retirement - Active	30,451	30,126	29,765	29,765	19,739	30,178	33,742	(3,977)	(13.36%)	30,853	34,498	(756)	(2.24%)
6830	FICA Tax Expenditure	18,533	16,742	18,563	18,563	11,612	18,804	18,804	(241)	(1.30%)	19,094	19,094	(290)	(1.54%)
6835	MTA Tax	831	744	833	833	486	844	844	(11)	(1.34%)	862	862	(18)	(2.17%)
6840	Worker's Compensation	12,902	11,778	8,484	8,484	4,499	6,498	6,498	1,985	23.40%	6,652	6,652	(153)	(2.36%)
6860	Medical Insurance - Active Employees	84,876	51,483	53,904	53,904	37,363	53,904	53,904	0	0.00%	53,904	53,904	0	0.00%
6865	Dental & Optical	3,996	4,065	4,140	4,140	2,850	4,140	4,140	0	0.00%	4,140	4,140	0	0.00%

# Town of Southampton

## 2021 Tentative Budget

### Animal Control - 3511

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
6875	Disability	52	5	52	52	16	52	52	0	0.00%	52	52	0	0.00%
	<b>Total Employee Benefits - Current</b>	151,642	114,942	115,740	115,740	76,565	114,420	117,985	(2,244)	(1.94%)	115,557	119,202	(1,217)	(1.03%)
	<b>Total Employee Costs</b>	<b>378,901</b>	<b>335,373</b>	<b>347,807</b>	<b>347,807</b>	<b>230,011</b>	<b>351,764</b>	<b>355,329</b>	<b>(7,522)</b>	<b>(2.16%)</b>	<b>358,141</b>	<b>361,786</b>	<b>(6,457)</b>	<b>(1.82%)</b>
	<b>Contractual:</b>													
6403	Gasoline	4,500	2,704	4,500	4,500	1,256	4,500	4,500	0	0.00%	4,500	4,500	0	0.00%
6411	Printing and Stationery	300	6	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6418	Uniforms	800	0	800	800	0	1,000	1,000	(200)	(25.00%)	800	800	200	20.00%
6423	Small Equipment (Non-Capital)	500	0	500	500	0	1,000	1,000	(500)	(100.00%)	700	700	300	30.00%
6466	Telephone - Wireless	1,000	671	1,000	1,000	392	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6481	Veterinarian Fees	1,500	965	1,500	1,500	992	2,500	2,500	(1,000)	(66.67%)	1,500	1,500	1,000	40.00%
	<b>Total Contractual</b>	8,600	4,345	8,600	8,600	2,640	10,300	10,300	(1,700)	(19.77%)	8,800	8,800	1,500	14.56%
	<b>Total Expenditures</b>	<b>387,501</b>	<b>339,719</b>	<b>356,407</b>	<b>356,407</b>	<b>232,652</b>	<b>362,064</b>	<b>365,629</b>	<b>(9,222)</b>	<b>(2.59%)</b>	<b>366,941</b>	<b>370,586</b>	<b>(4,957)</b>	<b>(1.36%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>47,683</b>	<b>0</b>	<b>0</b>	<b>113,173</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>47,683</b>	<b>0</b>	<b>0</b>	<b>113,173</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		