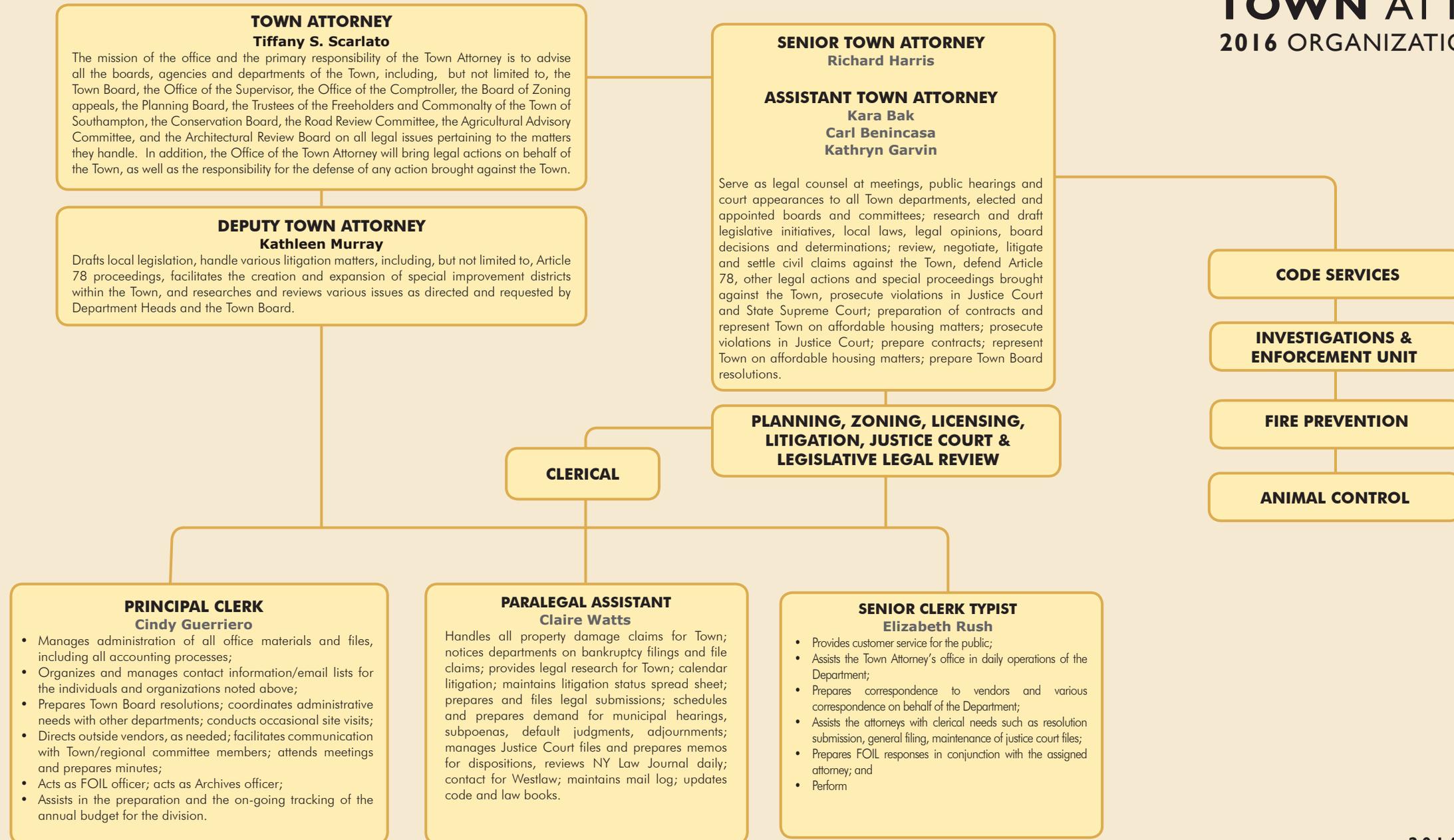


# TOWN ATTORNEY

## 2016 ORGANIZATIONAL CHART





# Department Summary

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*Department: Town Attorney*

**Budget Year:** 2016

**Division:** Town Attorney

**Tax District:** Full Town

**Cost Center #:** 1420

**Manager:** Tiffany Scarlato

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Office of the Town Attorney provides legal advice, assistance and representation to the Town Board, as well as to all the other boards, committees, agencies, and departments of the Town. Other Boards include the Planning Board, Zoning Board of Appeals, Conservation Board, Architectural Review Board, Board of Trustees of the Freeholders and Commonalty of the Town of Southampton, Licensing Review Board, Historic Landmarks Board and Assessment Review Board. Legal support is also provided to, among others, the Audit Advisory Committee, Safety and Loss Committee, Road Review Committee and other entities designated by the Town Board. The Town Attorney's Office also provides legal resources and advice with respect to several specialized areas of the law and matters that span departments and taxing districts, such as: Freedom of Information Law (FOIL) requests; formation and administration of special districts such as fire, ambulance, water, etc.; formation of planned development districts (PDDs); moratoria; State Environmental Quality Review Act (SEQRA) matters, including preparation of environmental impact statements; special events; labor and employment matters; and drafting support for local laws, ordinances and resolutions.

This Department is also instrumental in ensuring Requests for Proposals, bids and contracts and ensuring compliance with applicable laws.

The Office of the Town Attorney is also responsible for all Town litigation, which typically averages over 200 active claims, cases and appeals at any given time, the defense of which is either handled directly by in-house staff or through outside counsel. The Town Attorney's Office also handles the prosecution of all Town Code violations in the Justice Court, parking violations, and all enforcement actions in State Supreme Court.

The Town Attorney's Office includes the Division of Code Services, consolidating the Investigation and Enforcement Unit, the Fire Prevention and Fire Marshal function, and Animal Control into one unit, whose overriding purpose is the enforcement of all applicable NY State and local Town codes and ordinances.

## **Workload:**

The Town Attorney's Office workload includes the following:

1. Legal representation of all Town Boards, agencies and departments.
2. Coordination and review of all outside counsel services to the Town, including labor relations legal counsel.
3. Enforcement of matters in Justice Court and Supreme Court.

## **Goals & Objectives:**

To provide legal representation to all Town Boards, agencies and departments.

To further limit the need to use the services of outside counsel, thereby cutting costs to the Town.

## **Legal Authority:**

Office of the Town Attorney was established by the Town Board pursuant to Section 20(2) of Town Law.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TFS Srv 1/1/16	Alloc. %
<b>Town Attorney</b>									
<b>Town Attorney</b>									
<b>Town Attorney - 1420</b>									
Town Attorney	ADMINISTRATIVE	132,651	0	0	132,651	54,189	186,840	4.8	100.0
Assistant Town Attorney	ADMINSUPPORT	91,800	0	0	91,800	33,028	124,828	3.2	100.0
Assistant Town Attorney	ADMINSUPPORT	93,636	0	0	93,636	45,925	139,561	7.0	100.0
Assistant Town Attorney	ADMINSUPPORT	93,636	0	0	93,636	45,925	139,561	11.4	100.0
Deputy Town Attorney	ADMINSUPPORT	113,743	0	0	113,743	50,579	164,322	13.0	100.0
Paralegal Assistant	ADMINSUPPORT	57,630	0	0	57,630	25,436	83,066	12.8	100.0
Senior Assistant Town Attorney	ADMINSUPPORT	91,800	0	0	91,800	43,120	134,920	1.3	100.0
Principal Clerk	CSEA40HOUR-NEW / F / 5	57,876	3,473	0	61,349	37,364	98,712	11.4	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	46,866	2,812	0	49,678	24,394	74,072	10.0	100.0
<b>Total Town Attorney - 1420</b>		<b>779,638</b>	<b>6,285</b>	<b>0</b>	<b>785,922</b>	<b>359,960</b>	<b>1,145,882</b>		

NOTES:

**Town of Southampton**  
**2016 Adopted Budget**  
**Town Attorney - 1420**

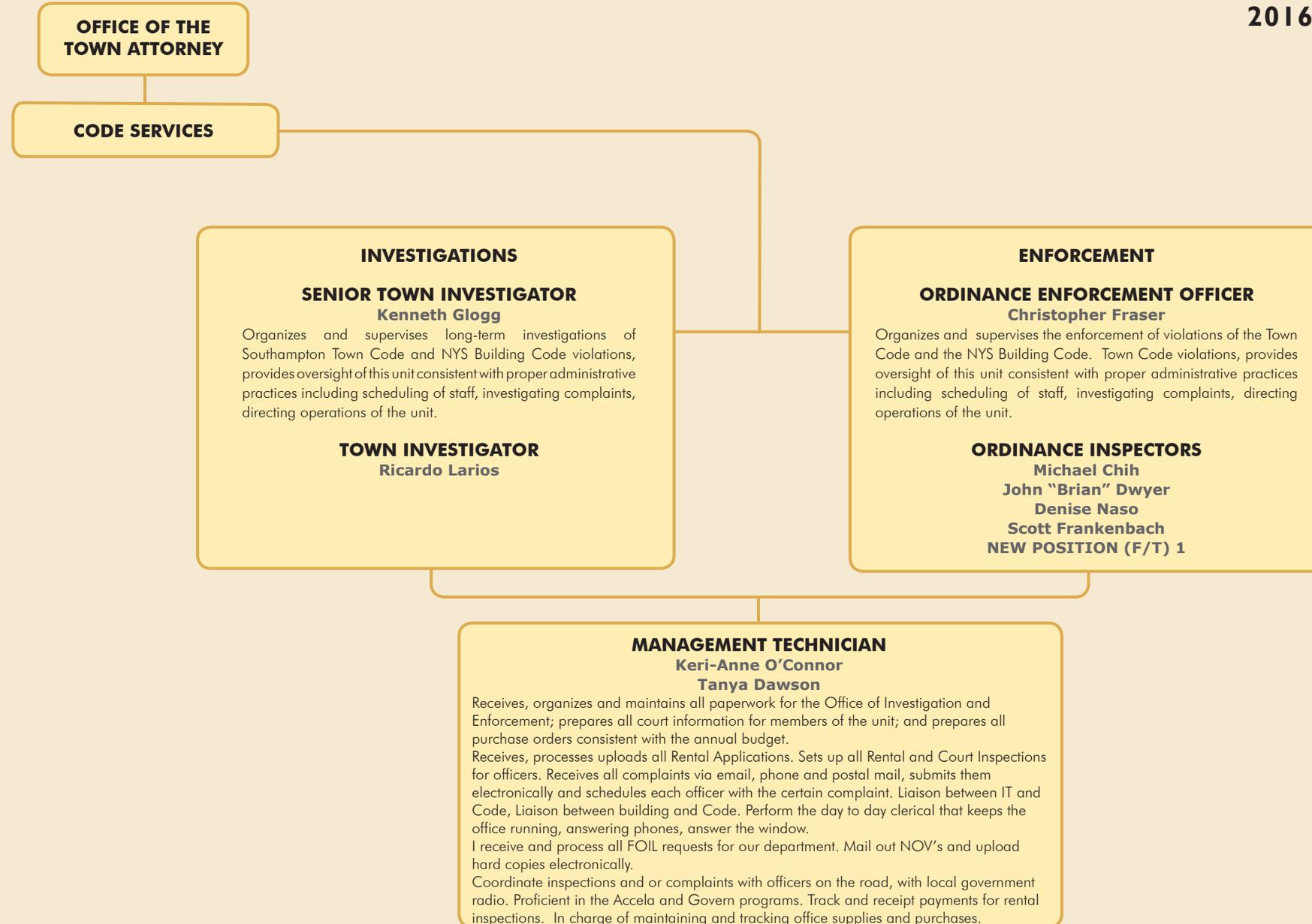
Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	2,201,841	2,093,449	2,106,457	2,106,457	2,106,457	2,065,047	2,065,047	2,065,047	2,065,047	(41,410)	(1.97%)	2,084,213	2,084,213	2,095,163	2,095,163
	<b>Total Real Property Taxes</b>	2,201,841	2,093,449	2,106,457	2,106,457	2,106,457	2,065,047	2,065,047	2,065,047	2,065,047	(41,410)	(1.97%)	2,084,213	2,084,213	2,095,163	2,095,163
<b>Other Revenue:</b>																
2770	Miscellaneous	0	375	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	4,500	4,500	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	4,500	4,875	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Revenue</b>	<b>2,206,341</b>	<b>2,098,324</b>	<b>2,106,457</b>	<b>2,106,457</b>	<b>2,106,457</b>	<b>2,065,047</b>	<b>2,065,047</b>	<b>2,065,047</b>	<b>2,065,047</b>	<b>(41,410)</b>	<b>(1.97%)</b>	<b>2,084,213</b>	<b>2,084,213</b>	<b>2,095,163</b>	<b>2,095,163</b>
<b>Salaries:</b>																
6100	Salaries	779,143	705,949	754,343	754,343	629,074	771,070	771,070	779,638	779,638	(25,294)	(3.35%)	786,491	786,491	795,230	795,230
6105	Part Time Salaries	0	8,540	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	3,955	3,947	5,155	5,155	0	6,285	6,285	6,285	6,285	(1,129)	(21.90%)	6,410	6,410	6,410	6,410
	<b>Total Salaries</b>	783,098	718,436	759,499	759,499	629,074	777,354	777,354	785,922	785,922	(26,423)	(3.48%)	792,901	792,901	801,641	801,641
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	101,020	150,357	125,317	133,296	119,009	129,818	129,818	131,249	131,249	2,047	1.54%	132,415	132,415	133,874	133,874
6830	FICA Tax Expenditure	58,806	52,918	56,368	56,368	45,980	57,434	57,434	58,090	58,090	(1,722)	(3.05%)	58,318	58,318	58,987	58,987
6835	MTA Tax	2,663	2,360	2,582	2,582	2,044	2,643	2,643	2,672	2,672	(90)	(3.48%)	2,696	2,696	2,726	2,726
6840	Worker's Compensation	4,522	3,589	4,211	4,211	3,206	4,302	4,302	4,353	4,353	(142)	(3.38%)	4,388	4,388	4,440	4,440
6860	Medical Insurance - Active Employees	164,243	133,427	150,816	150,816	118,865	151,632	151,632	151,632	151,632	(816)	(0.54%)	151,632	151,632	151,632	151,632
6865	Dental & Optical	13,004	10,708	11,704	11,704	9,007	11,704	11,704	11,704	11,704	0	0.00%	11,704	11,704	11,704	11,704
6875	Disability	288	160	259	259	144	259	259	259	259	0	0.00%	259	259	259	259
	<b>Total Employee Benefits - Current</b>	344,544	353,518	351,258	359,237	298,255	357,793	357,793	359,960	359,960	(723)	(0.20%)	361,412	361,412	363,622	363,622
	<b>Total Employee Costs</b>	<b>1,127,641</b>	<b>1,071,954</b>	<b>1,110,757</b>	<b>1,118,736</b>	<b>927,330</b>	<b>1,135,147</b>	<b>1,135,147</b>	<b>1,145,882</b>	<b>1,145,882</b>	<b>(27,146)</b>	<b>(2.43%)</b>	<b>1,154,313</b>	<b>1,154,313</b>	<b>1,165,263</b>	<b>1,165,263</b>
<b>Contractual:</b>																
6401	Contracts	25,000	9,625	15,000	15,000	5,100	9,000	9,000	4,000	4,000	11,000	73.33%	9,000	9,000	9,000	9,000
6403	Gasoline	200	31	200	200	0	0	0	0	0	200	100.00%	0	0	0	0
6411	Printing and Stationery	400	444	400	400	0	400	400	400	400	0	0.00%	400	400	400	400
6412	Publications	35,000	51,266	55,000	55,000	26,164	55,000	55,000	55,000	55,000	0	0.00%	55,000	55,000	55,000	55,000
6416	Travel, Dues and Related	3,000	1,625	3,000	3,000	1,188	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6420	Other	15,000	7,116	15,000	12,021	6,511	6,200	6,200	6,200	6,200	5,821	48.42%	6,200	6,200	6,200	6,200
6425	Office Supplies	1,800	1,755	1,800	1,800	1,452	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
6430	Legal Fees	689,000	692,765	600,000	600,000	293,680	650,000	650,000	644,265	644,265	(44,265)	(7.38%)	650,000	650,000	650,000	650,000
6450	Schools & Training	7,000	2,595	3,000	3,000	1,819	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	2,300	1,105	2,300	2,300	960	1,500	1,500	1,500	1,500	800	34.78%	1,500	1,500	1,500	1,500
6498	Insurance-Unallocated	300,000	87,881	300,000	300,000	155,042	200,000	200,000	200,000	200,000	100,000	33.33%	200,000	200,000	200,000	200,000
	<b>Total Contractual</b>	<b>1,078,700</b>	<b>856,207</b>	<b>995,700</b>	<b>992,721</b>	<b>491,916</b>	<b>929,900</b>	<b>929,900</b>	<b>919,165</b>	<b>919,165</b>	<b>73,556</b>	<b>7.41%</b>	<b>929,900</b>	<b>929,900</b>	<b>929,900</b>	<b>929,900</b>

**Town of Southampton**  
 2016 Adopted Budget  
 Town Attorney - 1420

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	5,000	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>170,163</b>	<b>0</b>	<b>0</b>	<b>687,212</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# INVESTIGATIONS & ENFORCEMENT UNIT

2016 ORGANIZATIONAL CHART





# Department Summary

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*Department: Investigation & Enforcement Unit*

**Budget Year:** 2016

**Division:** Town Attorney

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

**Cost Center #:** 3125

**Manager:** Tiffany Scarlato

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**NOTES:**

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## **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	Total Benefits	Total Comp. & Benefits	TIS Srv 1/1/16	Alloc. %
<b>Town Attorney</b>									
<b>Investigations and Enforcement</b>									
<b>Investigation &amp; Enforcement Unit - 3125</b>									
Management Technician	ADMINSUPPORT	52,020	0	0	52,020	32,956	84,976	1.8	100.0
Management Technician	ADMINSUPPORT	53,060	0	0	53,060	33,217	86,277	2.0	100.0
Ordinance Enforcement Officer	CSEA40HOUR - 7-1-2010 / J / 2	68,219	0	300	68,519	31,130	99,649	4.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / F / 5	56,708	0	300	57,008	27,904	84,913	4.8	100.0
Ordinance Inspector	CSEA40HOUR - 7-1-2010 / F / 1	53,594	0	300	53,894	35,000	88,894	0.1	100.0
Ordinance Inspector-Spanish Speaking - Vacant	CSEA40HOUR - 7-1-2010 / F / E	52,751	0	300	53,051	34,868	87,919		100.0
Senior Town Investigator	CSEA40HOUR - 7-1-2010 / J / 2	68,219	0	300	68,519	31,130	99,649	3.1	100.0
Ordinance Inspector	CSEA40HOUR-NEW / F / 5	57,876	2,315	300	60,491	38,962	99,453	8.3	100.0
Ordinance Inspector	CSEA40HOUR-NEW / F / 5	57,876	3,473	2,800	64,149	19,098	83,247	11.0	100.0
Town Investigator	CSEA40HOUR-NEW / F / 5	57,876	2,315	300	60,491	38,847	99,338	8.1	100.0
Ordinance Inspector - Requested	PART-TIME	25,000	0	0	25,000	2,126	27,126		100.0
<b>Total Investigation &amp; Enforcement Unit - 3125</b>		<b>603,200</b>	<b>8,103</b>	<b>4,900</b>	<b>616,203</b>	<b>325,238</b>	<b>941,441</b>		

NOTES:

# Town of Southampton

## 2016 Adopted Budget

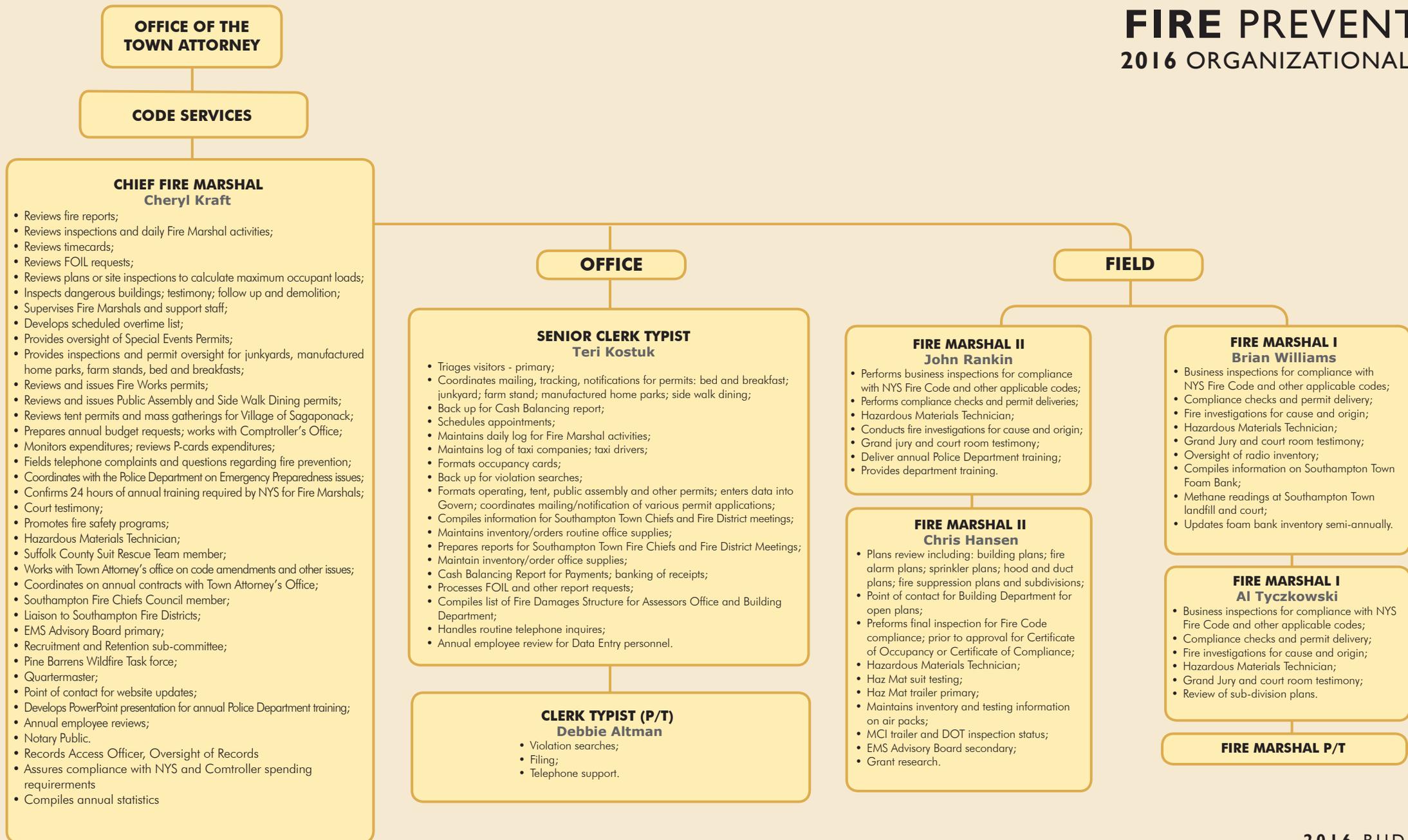
### Investigation & Enforcement Unit - 3125

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	773,714	756,949	711,317	708,430	708,430	836,407	833,439	858,251	858,251	149,820	21.15%	857,021	853,995	878,807	878,807
	<b>Total Real Property Taxes</b>	<b>773,714</b>	<b>756,949</b>	<b>711,317</b>	<b>708,430</b>	<b>708,430</b>	<b>836,407</b>	<b>833,439</b>	<b>858,251</b>	<b>858,251</b>	<b>149,820</b>	<b>21.15%</b>	<b>857,021</b>	<b>853,995</b>	<b>878,807</b>	<b>878,807</b>
<b>Other Revenue:</b>																
1560	Rental Permits	0	0	151,652	210,020	162,900	150,000	150,000	150,000	150,000	(60,020)	(28.58%)	150,000	150,000	150,000	150,000
2770	Miscellaneous	0	25,000	50,000	50,000	0	0	0	0	0	(50,000)	(100.00%)	0	0	0	0
5031	Interfund Transfer - Revenue	4,500	12,500	0	5,000	5,000	0	0	0	0	(5,000)	(100.00%)	0	0	0	0
	<b>Total Other Revenue</b>	<b>4,500</b>	<b>37,500</b>	<b>201,652</b>	<b>265,020</b>	<b>167,900</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>(115,020)</b>	<b>(43.40%)</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
	<b>Total Revenue</b>	<b>778,214</b>	<b>794,449</b>	<b>912,970</b>	<b>973,451</b>	<b>876,330</b>	<b>986,407</b>	<b>983,439</b>	<b>1,008,251</b>	<b>1,008,251</b>	<b>34,800</b>	<b>3.57%</b>	<b>1,007,021</b>	<b>1,003,995</b>	<b>1,028,807</b>	<b>1,028,807</b>
<b>Salaries:</b>																
6100	Salaries	452,760	415,677	509,230	526,183	421,638	580,580	578,180	578,200	578,200	(2,400)	(0.41%)	596,571	594,122	594,143	594,143
6101	Overtime	20,500	22,300	20,500	50,500	38,786	20,500	20,500	20,500	20,500	30,000	59.41%	20,500	20,500	20,500	20,500
6105	Part Time Salaries	50,000	8,100	0	15,273	12,511	0	0	25,000	25,000	(9,727)	(63.69%)	0	0	25,000	25,000
6110	Longevity	6,635	6,626	7,862	7,862	0	8,103	8,103	8,103	8,103	(241)	(3.06%)	8,265	8,265	8,265	8,265
6127	Cash in Lieu of Health Benefits	4,000	2,500	2,500	2,500	1,250	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6144	Clothing Cleaning	1,800	1,800	2,400	2,400	2,100	2,400	2,400	2,400	2,400	0	0.00%	2,400	2,400	2,400	2,400
	<b>Total Salaries</b>	<b>535,695</b>	<b>457,003</b>	<b>542,492</b>	<b>604,718</b>	<b>476,286</b>	<b>614,083</b>	<b>611,683</b>	<b>636,703</b>	<b>636,703</b>	<b>(31,985)</b>	<b>(5.29%)</b>	<b>630,235</b>	<b>627,787</b>	<b>652,808</b>	<b>652,808</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	49,448	73,598	86,129	91,613	81,793	99,128	98,727	98,731	98,731	(7,118)	(7.77%)	101,826	101,417	101,420	101,420
6830	FICA Tax Expenditure	41,012	35,594	41,532	46,719	35,854	46,989	46,805	48,720	48,720	(2,000)	(4.28%)	48,225	48,037	49,952	49,952
6835	MTA Tax	1,827	1,585	1,850	2,078	1,599	2,098	2,090	2,175	2,175	(97)	(4.68%)	2,153	2,145	2,230	2,230
6840	Worker's Compensation	15,495	12,300	15,597	15,597	11,875	16,365	16,389	16,490	16,490	(893)	(5.73%)	16,838	16,865	16,965	16,965
6860	Medical Insurance - Active Employees	88,980	84,955	124,368	139,121	89,644	149,772	149,772	147,432	147,432	(8,311)	(5.97%)	149,772	149,772	147,432	147,432
6865	Dental & Optical	10,425	7,394	11,735	11,735	7,556	13,034	13,034	13,034	13,034	(1,299)	(11.07%)	13,034	13,034	13,034	13,034
6875	Disability	288	45	259	259	64	288	288	317	317	(58)	(22.22%)	288	288	317	317
	<b>Total Employee Benefits - Current</b>	<b>207,475</b>	<b>215,471</b>	<b>281,469</b>	<b>307,121</b>	<b>228,385</b>	<b>327,674</b>	<b>327,106</b>	<b>326,898</b>	<b>326,898</b>	<b>(19,777)</b>	<b>(6.44%)</b>	<b>332,136</b>	<b>331,558</b>	<b>331,349</b>	<b>331,349</b>
	<b>Total Employee Costs</b>	<b>743,170</b>	<b>672,474</b>	<b>823,961</b>	<b>911,839</b>	<b>704,671</b>	<b>941,757</b>	<b>938,789</b>	<b>963,601</b>	<b>963,601</b>	<b>(51,762)</b>	<b>(5.68%)</b>	<b>962,371</b>	<b>959,345</b>	<b>984,157</b>	<b>984,157</b>
<b>Contractual:</b>																
6401	Contracts	2,244	3,063	2,244	2,244	872	0	0	0	0	2,244	100.00%	0	0	0	0
6403	Gasoline	19,000	14,727	20,000	20,000	10,489	18,000	18,000	18,000	18,000	2,000	10.00%	18,000	18,000	18,000	18,000
6406	Repair Equipment	500	2,802	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6411	Printing and Stationery	1,500	972	1,500	1,500	804	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6412	Publications	0	0	0	0	0	2,150	2,150	2,150	2,150	(2,150)	(100.00%)	2,150	2,150	2,150	2,150
6418	Uniforms	1,000	4,026	2,000	7,100	3,254	4,000	4,000	4,000	4,000	3,100	43.66%	4,000	4,000	4,000	4,000
6420	Other	0	0	5,000	400	0	3,000	3,000	3,000	3,000	(2,600)	(650.00%)	3,000	3,000	3,000	3,000
6423	Small Equipment (Non-Capital)	1,000	1,078	1,000	6,000	3,560	1,000	1,000	1,000	1,000	5,000	83.33%	1,000	1,000	1,000	1,000
6425	Office Supplies	800	3,160	800	2,300	1,502	2,500	2,500	2,500	2,500	(200)	(8.70%)	2,500	2,500	2,500	2,500
6430	Legal Fees	0	0	43,465	9,068	0	0	0	0	0	9,068	100.00%	0	0	0	0
6450	Schools & Training	5,500	5,045	3,500	3,500	1,750	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
6466	Telephone - Wireless	3,500	2,951	3,500	3,500	2,671	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500



# FIRE PREVENTION

## 2016 ORGANIZATIONAL CHART





# Department Summary

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*Department: Fire Prevention*

**Budget Year:** 2016  
**Division:** Town Attorney  
**Tax District:** Full Town

**Cost Center #:** 3410  
**Manager:** Cheryl Kraft

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**NOTES:**

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## **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	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/16	Alloc. %
<b>Town Attorney</b>									
<b>Fire Prevention</b>									
<b>Fire Prevention - 3410</b>									
Chief Fire Marshal	ADMINISTRATIVE	113,742	0	8,750	122,492	55,301	177,793	27.5	100.0
Fire Marshal I	CSEA40HOUR-NEW / G / 5	61,568	4,925	300	66,794	30,482	97,276	18.7	100.0
Fire Marshal I	CSEA40HOUR-NEW / G / 5	61,568	4,925	300	66,794	40,526	107,320	16.2	100.0
Fire Marshal II	CSEA40HOUR-NEW / I / 2	65,577	6,558	4,675	76,810	45,701	122,510	22.0	100.0
Fire Marshal II	CSEA40HOUR-OLD / 13 / 5	75,561	7,556	5,495	88,612	48,947	137,558	27.4	100.0
Senior Clerk Typist	CSEA40HOURPROMO	56,044	5,604	3,848	65,497	40,949	106,445	29.8	100.0
Clerk Typist	PART-TIME	10,765	0	0	10,765	932	11,697		100.0
Fire Marshal I	PART-TIME	880	0	0	880	128	1,008		100.0
<b>Total Fire Prevention - 3410</b>		<b>445,706</b>	<b>29,569</b>	<b>23,368</b>	<b>498,643</b>	<b>262,966</b>	<b>761,609</b>		

NOTES:

**Proposed 2016 FEE SCHEDULE FOR FIRE PREVENTION PERMITS**

	<u><b>FEE (in dollars)</b></u>
<b>PERMIT TYPE: TC 164</b>	
<b>Operating Permits: All operating permits: there shall be a late fee of 10% but not less than \$30 for any permit that is not renewed within thirty days of its date of expiration.</b>	
<b>Combustible dust/vapor producing operations</b>	140
<b>Storage of Compressed and liquefied gases</b>	
<i>2,000 to 10,000 gallons [container water capacity]</i>	200
<i>In excess of 10,000 gallons (container water capacity)</i>	500
<b>Storage of Retail Sale of Propane (exchange)</b>	
<i>2,000 gallons or less</i>	200
<b>Explosive materials</b>	500
<b>Public Fireworks display/proximate audience display/pyrotechnic display and Special effects</b>	550
<b>Private Fireworks display/proximate audience display/pyrotechnic display and Special effects</b>	650
<b>Flammable /combustible liquids</b>	
<i>Greater than 55 gallons but less than 1,000 gallons</i>	125
<i>1,000 gallons or greater</i>	500
<b>Marine fueling operations</b>	200
<b>Flammable finishing</b>	150
<b>Pyroxylin Plastics</b>	150
<b>Welding</b>	50

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**NOTES:**

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<b>Facilities with H areas</b>	400
<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>Lumber and woodworking facilities</b>	150
<b>Organic Coating processes</b>	150
<b>Industrial ovens</b>	150
<b>Motor fuel repair operations</b>	100
<b>High piled storage</b>	150
<b>Tire rebuilding</b>	250
<b>Aerosols</b>	150
<b>Combustible fibers</b>	200
<b>Corrosive material</b>	200
<b>Cryogenic fluids</b>	200
<b>Flammable gases</b>	150
<b>Flammable solids</b>	200
<b>Toxic materials</b>	200

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**NOTES:**

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<b>Organic peroxides</b>	200
<b>Oxidizers</b>	
<b>Class 1</b>	100
<b>Class 2</b>	250
<b>Class 3</b>	350
<b>Class 4</b>	450
<b>Unstable materials</b>	
<b>Class 1</b>	150
<b>Class 2</b>	250
<b>Class 3</b>	350
<b>Class 4</b>	450
<b>Water reactive materials</b>	250

*\*increase minimum late fee in 2014 to not less than \$35*

***Single event/seasonal permits***

<b>Bon fires</b>	55
Late fee - less than 48 hours' notice	35

**Tents - Residential (First tent fee is based upon the largest sized tent)**

First tent:	
Less than 1,000 sq. ft.	45
1,000 sq. ft. but less than 5,000 sq. ft.	150
5,000 sq. ft. but less than 10,000 sq. ft.	250
10,000 sq. ft. but less than 15,000 sq. ft.	400
15,000 sq. ft. but less than 50,000 sq. ft.	550
50,000 sq. ft. or greater	1,050
For each additional tent less than 1,000 sq. ft.	60
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	75
For each additional tent greater than 10,000 sq. ft.	250

Late fee - less than 48 hours' notice **(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)**

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**NOTES:**

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For tents less than 10,000 sq. ft.	35
For tents 10,000 sq. ft. or greater	100

**Tents – Commercial (First tent fee is based upon the largest sized tent)**

First tent:	
Less than 1,000 sq. ft.	250
1,000 sq. ft. but less than 5,000 sq. ft.	275
5,000 sq. ft. but less than 10,000 sq. ft.	300
10,000 sq. ft. but less than 15,000 sq. ft.	400
15,000 sq. ft. but less than 50,000 sq. ft.	500
50,000 sq. ft. or greater	1,000
For each additional tent less than 1,000 sq. ft.	75
For each additional tent 1,000 sq. ft. but less than 10,000 sq. ft.	100
For each additional tent greater than 10,000 sq. ft.	150

Late fee - less than 48 hours' notice **(There is one late fee charged regardless of the number of tents. It is based upon the size of the largest tent.)**

For tents less than 10,000 sq. ft.	35
For tents 10,000 sq. ft. or greater	100

**Compressed and liquefied gases**

<i>For each temporary installation</i>	
<i>2,000 gallons or less</i>	50
Late fee	30

**Seasonal canopy permits - due May 31**

175  
There shall be a late fee of \$50 for any seasonal canopy permit that is not renewed within thirty days of its date of expiration.

**Permits for system installation: Pre-installation fee** - if any fire-protection system is modified or commencement of any installation is started without the benefit of applicable fire-prevention permits, all fees associated with said modification or installation will be equal to double the otherwise applicable fee for all fire-prevention permits

**Plans review for commercial cooking vapor system**

<i>New</i>	175
Acceptance test inspection (each)	35

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**NOTES:**

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<b>Plans review for alteration to commercial cooking vapor system</b>	
<i>Alteration</i>	125
Acceptance test inspection (each)	35
<b>Plans review for new fire extinguishing system (wet/dry)</b>	
<i>Wet System</i>	175
Acceptance test inspection (each)	35
<b>Plans review for renovation of fire extinguishing system (wet/dry)</b>	
<i>Wet System</i>	125
Acceptance test inspection (each)	35
<b>Installation of LPG system (one and two family exempt)</b>	
<i>Aboveground includes exchange sites</i>	150
<i>Underground</i>	300
<b>Acceptance/compliance test</b>	35
<b>Plans review for Fire Sprinkler</b>	
<b>- NFPA 13 Standard (up to 25 devices)</b>	200
(\$5 each additional device)	
<b>Alteration to fire sprinkler (up to 25 devices)</b>	75
<b>Two hour pressure test/acceptance test inspections for sprinklers systems</b>	75
<b>Plans review for Fire Sprinkler NFPA 13R or 13D</b>	75
<b>Alteration to fire sprinkler</b>	50
<b>Acceptance/compliance test</b>	35
<b>Smoke/fire detection system plans review</b>	
<i>New</i>	100
<i>Alteration to system</i>	50
Acceptance Test (per visit)	35
<b>Plans review for installation of aboveground flammable/combustible liquid tank (residential and heating system tanks are exempt)</b>	250
<b>Final inspection for compliance</b>	35
<b>All change order plans review</b>	75

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**NOTES:**

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<b>Plans review for installation of underground flammable/combustible liquid tank (residential and heating systems are exempt)</b>	300
<b>Final inspection for compliance</b>	35
<b>All change order plans review</b>	75

<b>Plans review for removal of underground flammable/combustible liquid tank (residential and heating systems are exempt)</b>	200
<b>Final inspection for compliance</b>	35
<b>All change order plans review</b>	75

<b>Plans review for installation of cistern</b>	100
<b>Final inspection for compliance</b>	35
<b>All change order plans review</b>	75

<b>Plans review for any "H" occupancy or area</b>	450
<b>Final inspection for compliance</b>	50
<b>All change order plans review</b>	75

<b>Violation Search</b>	30
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**Public Assembly**

*Occupant load*

Less than 50	0
50-250	175
251-500	350
501 - 1,050	650
More than 1,050	900

**PERMIT TYPE: TC 199 Annual Permit**

<b>Junkyard Annual Fee</b>	405
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**There shall be a late fee of \$40 for any permit that is not renewed within thirty days of the renewal date.**

**PERMIT TYPE: TC 220 Annual Permit**

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**NOTES:**

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**Manufactured Home Annual Fee** 400  
There shall be a late fee of \$40 for any permit that is not renewed within thirty days of the renewal date.

**PERMIT TYPE: TC 250 Seasonal Permit**  
**Sidewalk Dining** 250  
There shall be a late fee of \$30 for any permit that is not renewed within thirty days of the renewal date.

**PERMIT TYPE: TC 330 Annual Permit**  
**Bed & Breakfast Annual Fee** 175  
There shall be a late fee of \$30 for any permit that is not renewed within thirty days of its date of expiration.

**PERMIT TYPE: TC 330 Temporary Permit**  
**Farmstand Fee** 40  
Late fee 15

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**NOTES:**

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# Town of Southampton

## 2016 Adopted Budget

### Fire Prevention - 3410

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	520,865	532,917	535,148	535,148	535,148	573,064	550,759	550,759	550,759	15,610	2.92%	586,529	564,341	564,341	564,341
	<b>Total Real Property Taxes</b>	<b>520,865</b>	<b>532,917</b>	<b>535,148</b>	<b>535,148</b>	<b>535,148</b>	<b>573,064</b>	<b>550,759</b>	<b>550,759</b>	<b>550,759</b>	<b>15,610</b>	<b>2.92%</b>	<b>586,529</b>	<b>564,341</b>	<b>564,341</b>	<b>564,341</b>
<b>Other Revenue:</b>																
1523	Alarm Billing	15,000	28,900	15,000	15,000	26,325	24,000	24,000	24,000	24,000	9,000	60.00%	24,000	24,000	24,000	24,000
1561	Inspection Contracts	2,200	903	2,200	2,200	5,710	1,000	1,000	1,000	1,000	(1,200)	(54.55%)	1,000	1,000	1,000	1,000
2550	Public Safety Permits	200,000	249,552	225,000	225,000	233,859	225,000	250,000	250,000	250,000	25,000	11.11%	225,000	250,000	250,000	250,000
2770	Miscellaneous	0	5,654	0	0	4,227	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>217,200</b>	<b>285,009</b>	<b>242,200</b>	<b>242,200</b>	<b>270,121</b>	<b>250,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>32,800</b>	<b>13.54%</b>	<b>250,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>
	<b>Total Revenue</b>	<b>738,065</b>	<b>817,926</b>	<b>777,348</b>	<b>777,348</b>	<b>805,269</b>	<b>823,064</b>	<b>825,759</b>	<b>825,759</b>	<b>825,759</b>	<b>48,410</b>	<b>6.23%</b>	<b>836,529</b>	<b>839,341</b>	<b>839,341</b>	<b>839,341</b>
<b>Salaries:</b>																
6100	Salaries	412,393	412,373	420,260	420,260	351,879	432,143	434,061	434,061	434,061	(13,800)	(3.28%)	442,079	444,081	444,081	444,081
6101	Overtime	35,000	26,239	35,000	35,000	25,277	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	4,280	3,619	4,420	2,820	2,595	22,168	22,168	22,168	22,168	(19,348)	(686.10%)	22,168	22,168	22,168	22,168
6105	Part Time Salaries	11,460	11,403	11,460	11,460	8,493	11,645	11,645	11,645	11,645	(185)	(1.61%)	11,645	11,645	11,645	11,645
6110	Longevity	26,786	26,748	28,469	28,469	0	29,377	29,569	29,569	29,569	(1,100)	(3.86%)	30,094	30,294	30,294	30,294
6144	Clothing Cleaning	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
	<b>Total Salaries</b>	<b>491,119</b>	<b>481,581</b>	<b>500,809</b>	<b>499,209</b>	<b>389,444</b>	<b>531,533</b>	<b>533,643</b>	<b>533,643</b>	<b>533,643</b>	<b>(34,433)</b>	<b>(6.90%)</b>	<b>542,186</b>	<b>544,388</b>	<b>544,388</b>	<b>544,388</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	57,361	85,376	74,968	79,742	71,194	80,976	81,329	81,329	81,329	(1,587)	(1.99%)	82,755	83,123	83,123	83,123
6830	FICA Tax Expenditure	37,241	36,314	37,863	37,863	29,343	39,712	39,873	39,873	39,873	(2,011)	(5.31%)	40,386	40,554	40,554	40,554
6835	MTA Tax	1,676	1,621	1,709	1,709	1,312	1,813	1,820	1,820	1,820	(112)	(6.53%)	1,849	1,857	1,857	1,857
6840	Worker's Compensation	12,312	9,773	12,489	12,489	9,509	12,817	12,881	12,881	12,881	(392)	(3.13%)	13,115	13,181	13,181	13,181
6860	Medical Insurance - Active Employees	104,637	109,701	115,908	115,908	95,775	121,836	121,836	121,836	121,836	(5,928)	(5.11%)	121,836	121,836	121,836	121,836
6865	Dental & Optical	7,821	7,259	7,821	7,821	6,005	7,821	7,821	7,821	7,821	0	0.00%	7,821	7,821	7,821	7,821
6875	Disability	259	74	259	259	62	230	230	230	230	29	11.11%	230	230	230	230
	<b>Total Employee Benefits - Current</b>	<b>221,307</b>	<b>250,118</b>	<b>251,017</b>	<b>255,791</b>	<b>213,199</b>	<b>265,206</b>	<b>265,791</b>	<b>265,791</b>	<b>265,791</b>	<b>(10,000)</b>	<b>(3.91%)</b>	<b>267,993</b>	<b>268,603</b>	<b>268,603</b>	<b>268,603</b>
	<b>Total Employee Costs</b>	<b>712,426</b>	<b>731,699</b>	<b>751,826</b>	<b>755,000</b>	<b>602,643</b>	<b>796,739</b>	<b>799,434</b>	<b>799,434</b>	<b>799,434</b>	<b>(44,434)</b>	<b>(5.89%)</b>	<b>810,179</b>	<b>812,991</b>	<b>812,991</b>	<b>812,991</b>
<b>Contractual:</b>																
6401	Contracts	1,352	426	1,352	1,352	352	575	575	575	575	777	57.48%	600	600	600	600
6403	Gasoline	14,000	13,388	14,000	9,426	7,542	14,000	14,000	14,000	14,000	(4,574)	(48.53%)	14,000	14,000	14,000	14,000
6406	Repair Equipment	200	528	200	550	275	600	600	600	600	(50)	(9.09%)	600	600	600	600
6410	Postage	147	141	100	100	0	150	150	150	150	(50)	(50.00%)	150	150	150	150
6411	Printing and Stationery	784	162	600	250	175	600	600	600	600	(350)	(140.00%)	600	600	600	600
6412	Publications	0	0	0	2,656	1,256	1,300	1,300	1,300	1,300	1,356	51.05%	1,300	1,300	1,300	1,300
6416	Travel, Dues and Related	0	138	200	212	212	250	250	250	250	(38)	(17.92%)	250	250	250	250
6417	Photography	100	0	100	100	0	0	0	0	0	100	100.00%	0	0	0	0
6418	Uniforms	794	471	794	794	0	700	700	700	700	94	11.84%	700	700	700	700
6423	Small Equipment (Non-Capital)	0	0	0	0	0	1,000	1,000	1,000	1,000	(1,000)	(100.00%)	1,000	1,000	1,000	1,000
6425	Office Supplies	686	935	600	445	308	1,000	1,000	1,000	1,000	(555)	(124.72%)	1,000	1,000	1,000	1,000
6426	Supplies - Other	1,176	721	1,176	1,464	1,295	500	500	500	500	964	65.84%	500	500	500	500



# ANIMAL CONTROL

## 2016 ORGANIZATIONAL CHART

**OFFICE OF THE  
TOWN ATTORNEY**

**CODE SERVICES**

### **ANIMAL SHELTER SUPERVISOR**

**Donald Bambrick**

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

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

Operates a motor vehicle in the course of duties.

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

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

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

Attends Animal Behavior Assessment Committee meetings.

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

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

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

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

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

### **ANIMAL CONTROL OFFICER I**

**Seth Farrell**

**Michael Lorenz**

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

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

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

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

Assists with shelter duties, as needed.

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

Assists the public with issues involving wild animals.

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

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

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

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

Does related work, as required.



# Department Summary

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*Department: Animal Control*

**Budget Year:** 2016  
**Division:** Town Attorney  
**Tax District:** Full Town

**Cost Center #:** 3511  
**Manager:** Don Bambrick

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**NOTES:**

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## **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.

Animal Control Duties include:

Providing animal control services 7-days-a-week;

Providing animal emergency services 24 hours a day, 365 days a year;

Assuring the humane treatment of all animals;

Ensuring public safety by the control of stray animals;

Enforcing NYS Agriculture & Markets Law pertaining to dangerous dogs;

Investigating animal bites and refer these to the Suffolk County Department of Health;

Seizing dogs found to be in violation of Town and State laws;

Seizing sick or injured dogs, cats, other pets and domestic animals in order to obtain medical attention for them.

## **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	Total Benefits	Total Comp. & Benefits	TFS Srv 1/1/16	Alloc. %
<b>Town Attorney</b>									
<b>Animal Control Division</b>									
<b>Animal Control - 3511</b>									
Animal Shelter Supervisor	ADMINISTRATIVE	87,071	0	6,700	93,771	39,387	133,158	28.3	100.0
Animal Control Officer I	CSEA40HOUR-NEW / C / 4	46,410	1,856	300	48,566	36,779	85,346	7.8	100.0
Animal Control Officer I	CSEA40HOUR-OLD / 05 / 5	61,368	6,137	4,515	72,020	46,042	118,062	31.0	100.0
<b>Total Animal Control - 3511</b>		<b>194,849</b>	<b>7,993</b>	<b>11,515</b>	<b>214,357</b>	<b>122,208</b>	<b>336,565</b>		

NOTES:

# Town of Southampton

## 2016 Adopted Budget

### Animal Control - 3511

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	331,457	339,267	333,253	333,253	333,253	352,880	350,880	350,880	350,880	17,627	5.29%	358,805	356,805	356,805	356,805
	<b>Total Real Property Taxes</b>	<b>331,457</b>	<b>339,267</b>	<b>333,253</b>	<b>333,253</b>	<b>333,253</b>	<b>352,880</b>	<b>350,880</b>	<b>350,880</b>	<b>350,880</b>	<b>17,627</b>	<b>5.29%</b>	<b>358,805</b>	<b>356,805</b>	<b>356,805</b>	<b>356,805</b>
<b>Other Revenue:</b>																
2552	Animal Control Permit Fees	1,100	800	1,100	1,100	800	1,000	1,000	1,000	1,000	(100)	(9.09%)	1,000	1,000	1,000	1,000
	<b>Total Other Revenue</b>	<b>1,100</b>	<b>800</b>	<b>1,100</b>	<b>1,100</b>	<b>800</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>(100)</b>	<b>(9.09%)</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>Total Revenue</b>	<b>332,557</b>	<b>340,067</b>	<b>334,353</b>	<b>334,353</b>	<b>334,053</b>	<b>353,880</b>	<b>351,880</b>	<b>351,880</b>	<b>351,880</b>	<b>17,527</b>	<b>5.24%</b>	<b>359,805</b>	<b>357,805</b>	<b>357,805</b>	<b>357,805</b>
<b>Salaries:</b>																
6100	Salaries	185,167	185,212	189,060	189,060	158,039	194,849	194,849	194,849	194,849	(5,789)	(3.06%)	199,211	199,211	199,211	199,211
6101	Overtime	5,000	0	5,000	2,383	0	5,000	3,000	3,000	3,000	(617)	(25.89%)	5,000	3,000	3,000	3,000
6103	Accumulated Sick/Personal Days	5,200	4,937	4,100	4,100	4,001	10,915	10,915	10,915	10,915	(6,815)	(166.22%)	10,915	10,915	10,915	10,915
6105	Part Time Salaries	11,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	7,587	7,585	7,720	7,720	0	7,993	7,993	7,993	7,993	(273)	(3.53%)	8,172	8,172	8,172	8,172
6127	Cash in Lieu of Health Benefits	1,500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6144	Clothing Cleaning	600	600	600	600	600	600	600	600	600	0	0.00%	600	600	600	600
	<b>Total Salaries</b>	<b>216,054</b>	<b>198,333</b>	<b>206,481</b>	<b>203,864</b>	<b>162,640</b>	<b>219,357</b>	<b>217,357</b>	<b>217,357</b>	<b>217,357</b>	<b>(13,493)</b>	<b>(6.62%)</b>	<b>223,898</b>	<b>221,898</b>	<b>221,898</b>	<b>221,898</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	25,807	38,411	33,244	35,861	31,571	35,798	35,798	35,798	35,798	64	0.18%	36,556	36,556	36,556	36,556
6830	FICA Tax Expenditure	16,546	14,926	15,813	15,813	12,227	16,788	16,788	16,788	16,788	(975)	(6.17%)	17,136	17,136	17,136	17,136
6835	MTA Tax	738	663	705	705	543	754	754	754	754	(49)	(6.92%)	769	769	769	769
6840	Worker's Compensation	11,849	9,406	11,419	11,419	8,694	11,769	11,769	11,769	11,769	(350)	(3.06%)	12,032	12,032	12,032	12,032
6860	Medical Insurance - Active Employees	41,641	48,064	50,796	50,796	41,898	53,520	53,520	53,520	53,520	(2,724)	(5.36%)	53,520	53,520	53,520	53,520
6865	Dental & Optical	3,908	3,629	3,908	3,908	3,002	3,908	3,908	3,908	3,908	0	0.00%	3,908	3,908	3,908	3,908
6875	Disability	115	25	86	86	21	86	86	86	86	0	0.00%	86	86	86	86
	<b>Total Employee Benefits - Current</b>	<b>100,603</b>	<b>115,124</b>	<b>115,972</b>	<b>118,589</b>	<b>97,956</b>	<b>122,623</b>	<b>122,623</b>	<b>122,623</b>	<b>122,623</b>	<b>(4,034)</b>	<b>(3.40%)</b>	<b>124,008</b>	<b>124,008</b>	<b>124,008</b>	<b>124,008</b>
	<b>Total Employee Costs</b>	<b>316,657</b>	<b>313,457</b>	<b>322,453</b>	<b>322,453</b>	<b>260,596</b>	<b>341,980</b>	<b>339,980</b>	<b>339,980</b>	<b>339,980</b>	<b>(17,527)</b>	<b>(5.44%)</b>	<b>347,905</b>	<b>345,905</b>	<b>345,905</b>	<b>345,905</b>
<b>Contractual:</b>																
6403	Gasoline	8,000	5,495	6,500	6,500	2,838	6,500	6,500	6,500	6,500	0	0.00%	6,500	6,500	6,500	6,500
6411	Printing and Stationery	300	140	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6418	Uniforms	800	768	800	800	717	800	800	800	800	0	0.00%	800	800	800	800
6423	Small Equipment (Non-Capital)	2,000	1,371	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6466	Telephone - Wireless	1,800	660	1,800	1,800	498	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
6481	Veterinarian Fees	3,000	572	1,500	1,500	1,027	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	<b>Total Contractual</b>	<b>15,900</b>	<b>9,006</b>	<b>11,900</b>	<b>11,900</b>	<b>5,080</b>	<b>11,900</b>	<b>11,900</b>	<b>11,900</b>	<b>11,900</b>	<b>0</b>	<b>0.00%</b>	<b>11,900</b>	<b>11,900</b>	<b>11,900</b>	<b>11,900</b>
	<b>Total Expenditures</b>	<b>332,557</b>	<b>322,463</b>	<b>334,353</b>	<b>334,353</b>	<b>265,676</b>	<b>353,880</b>	<b>351,880</b>	<b>351,880</b>	<b>351,880</b>	<b>(17,527)</b>	<b>(5.24%)</b>	<b>359,805</b>	<b>357,805</b>	<b>357,805</b>	<b>357,805</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>17,604</b>	<b>0</b>	<b>0</b>	<b>68,378</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>