

# LAND MANAGEMENT DEPARTMENT

## 2017 ORGANIZATIONAL CHART

### TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR

**Kyle Collins**

- Supervises and manages the professional, technical and administrative staff and functions of the Department of Land Management consisting of five divisions: Administration, Building & Zoning, Current Planning, Long Range Planning and Economic Development and Environment;
- Administers, coordinates, develops and enforces all land development and environmental programs, procedures and regulations;
- Processes all land development applications in a timely and efficient manner;
- Serves as the Coastal Erosion Hazard Administrator to administer Chapter 138, as currently provided for in the Town Code;
- Serves as the Natural Resources Director to administer provisions of Chapter 229 as well as the provisions of the Aquifer Protection Overlay District, as currently provided for in the Town Code;
- Undertakes and implements short and long range plans to guide land development and conservation of the natural environment;
- Promotes and supports business retention and attraction;
- Provides professional and technical support services to the Planning, Conservation, Landmarks & Historic Districts and citizen and related advisory committees appointed by the Town Board;
- Manages and participates in the planning of capital improvements, environmental conservation and related projects and programs.

### ADMINISTRATION

- Serves as the Town's liaison to Suffolk County, NYS and Federal government regarding Town Development projects and programs;
- Assists the Town Board with the establishment and implementation of development legislation, priorities, policies, projects and programs;
- Assists the Town Board and Comptroller with financial and related analysis pertaining to development projects and programs;
- Coordinates the efforts of the Planning and Environment Divisions of the Department of Land Management during the review of priority development projects or programs;
- Identifies and secure alternative means of project and program financing;
- Represents the Town on various development oriented committees, task forces and forums;
- Leads the implementation of design and development projects, programs and strategies recommended by the Town's Comprehensive Plan update;
- Coordinates the Division's mission and work program with other Town Departments.

### EXECUTIVE SECRETARIAL ASSISTANT

**Kim Myers**

- Assists the Town Planning and Development Administrator in the daily operations of the department;
- Prepares correspondence and acts as liaison with Land Management Divisions and departments or individuals in matters of departmental concern;
- Prepares annual budget request for review by department head, by coordinating the budget requests of our divisions; discusses budget request with Town Supervisor and department head; prepares quarterly expenditure reports; administers annual operating budget;
- Processes purchase requisitions received from all divisions; discusses equipment and supply needs of the department with vendors;
- Assists in preparing Request for Proposals and resolutions; reviews invoices for payment and for conformance to contracts; ascertains whether invoices are charged to proper accounts in regard to related contracts; maintains spreadsheets and files for contract records and reports;
- Supervises clerical personnel and regulates work flow with certain Divisions within Land Management;
- Attends monthly PDC meetings as well as preparation and maintenance of all meeting agendas, minutes and related correspondence;
- Assists in maintaining clear and concise records on federal and state grants received for Land Management.

### DIVISIONS

#### BUILDING & ZONING

#### CURRENT PLANNING

#### LONG RANGE PLANNING & ECONOMIC DEVELOPMENT

#### ENVIRONMENT

#### HOUSING & COMMUNITY DEVELOPMENT

### SENIOR CLERK TYPIST

**Janet Johnson**

- Assists the Department of Land Management Administration Office in its daily operations;
- Assists the Planning Division and Sustainability Office in its daily operations;
- Schedules meetings for the Town Planning and Development Administrator and Town Planning Director;
- Prepares office supply vouchers for all Divisions for review and processing;
- Maintains spreadsheets for office supply expenditures for all Divisions;
- Prepares and distributes minutes and agendas for the Agricultural Advisory Committee and Landmarks and Historic Districts Board.

### BOARDS

**Architectural Review Board**

**Conservation Board**

**Landmarks & Historic Districts Board**

**Licensing and Review Board**

**Planning Board**

**Zoning Board of Appeals**

### COMMITTEES

**Agricultural Advisory Committee**

**Business Advisory Council**

**Focus Groups/Working Groups for Various Planning Studies**

**Trails Advisory Committee**

**Commercial & Industrial Incentive Committee**

**Project Development Council**



# Department Summary

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*Department: Land Management Admin*

**Budget Year:** 2017

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8025

**Manager:** Kyle Collins

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## **Departmental Mission & Responsibilities:**

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

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**NOTES:**

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# Department Summary

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*Department: Land Management Admin*

**Budget Year:** 2017

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8025

**Manager:** Kyle Collins

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**NOTES:**

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## **Workload:**

1. Provide professional support to the Supervisor and Town Board, and other public, private and not-for-profit development entities.
2. Provide management, administrative, data processing, clerical and related professional and technical services to ensure that the Department of Land Management can fulfill the mission, goals, objectives and responsibilities established by the Town Board and the Town Code.
3. Coordinate the preparation and streamlining of Town regulations and procedures that pertain to quality business growth, development and strategic business attraction and retention, environmental protection, creation of affordable housing, enhancing the quality of life while ensuring compliance with County, State and Federal regulations.
4. Assist the Town Board and Comptroller with the preparation of the Capital Program.
5. Manage professional and administrative staff assigned to the Department.
6. Process and maintain all financial, accounting and related transactions, records and budgets for the Department and each Division.
7. Under the guidance of the Town Attorney, review all legal matters arising within the divisions of the Department.
8. Provide all administrative, data entry, accounting, clerical and related support services required by each Division.
9. Coordinate and streamline the Town's Land Management regulations and procedures.
10. Assist with the enforcement of Coastal Erosion regulations specified under Chapter 138 of the Town Code and Chapter 42 of the Village of Sagaponack Code and administer the Town's participation in the National Flood Insurance Program.

# Department Summary

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*Department: Land Management Admin*

**Budget Year:** 2017

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8025

**Manager:** Kyle Collins

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**NOTES:**

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## **Goals & Objectives:**

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

## **Legal Authority:**

Established pursuant to Town Code Chapter 28.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Land Management Admin - 8025</b>													
Town Planning & Dev Administrator	ADMINISTRATIVE	135,304	3,980	0	139,284	24,231	8,641	19,709	2,058	54,640	193,924	4.4	100.0
Secretarial Assistant	ADMINSUPPORT	73,111	3,584	0	76,695	24,615	5,867	10,852	1,130	42,465	119,160	25.9	100.0
<b>Total Land Management Admin - 8025</b>		<b>208,415</b>	<b>7,564</b>	<b>0</b>	<b>215,979</b>	<b>48,847</b>	<b>14,508</b>	<b>30,561</b>	<b>3,189</b>	<b>97,105</b>	<b>313,084</b>		

NOTES:

# Town of Southampton

## 2017 Adopted Budget

### Land Management Admin - 8025

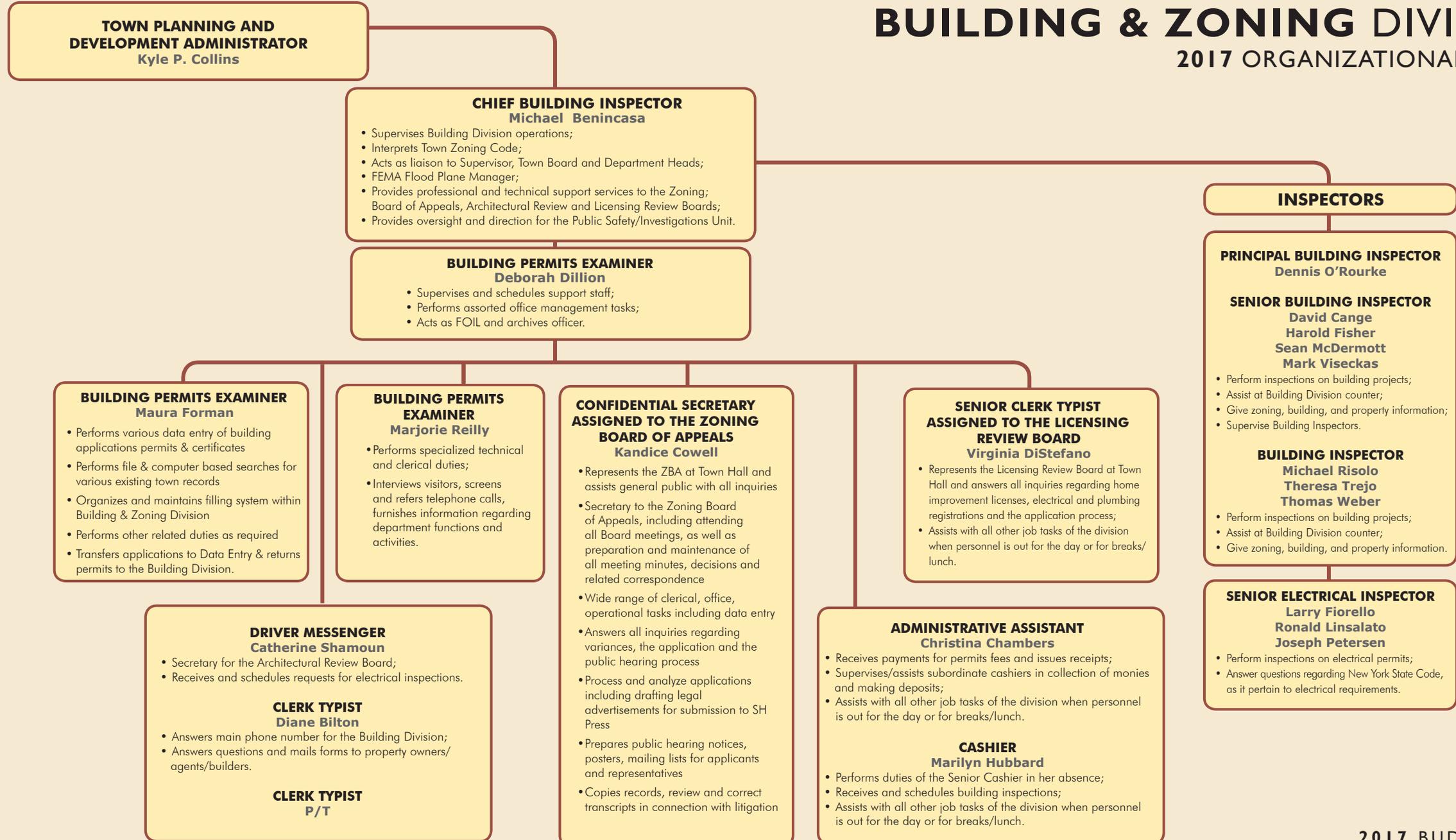
Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	0	(30,000)	0	0	0	0	(86)	(86)	(86)	(86)	100.00%	0	(88)	(88)	(88)
	<b>Total Real Property Taxes</b>	0	(30,000)	0	0	0	0	(86)	(86)	(86)	(86)	100.00%	0	(88)	(88)	(88)
<b>Other Revenue:</b>																
1081	Other Payments In Lieu Of Taxes	7,000	8,022	8,000	8,000	5,920	8,000	8,000	8,000	8,000	0	0.00%	8,000	8,000	8,000	8,000
1201	Interest And Earnings	3,500	0	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
1790	Inter-Departmental Revenue	587,236	599,133	336,532	336,532	252,399	353,308	354,719	354,719	354,719	18,187	5.40%	358,254	359,692	359,692	359,692
	<b>Total Other Revenue</b>	597,736	607,156	345,532	345,532	258,319	362,308	363,719	363,719	363,719	18,187	5.26%	367,254	368,692	368,692	368,692
	<b>Total Revenue</b>	<b>597,736</b>	<b>577,156</b>	<b>345,532</b>	<b>345,532</b>	<b>258,319</b>	<b>362,308</b>	<b>363,633</b>	<b>363,633</b>	<b>363,633</b>	<b>18,101</b>	<b>5.24%</b>	<b>367,254</b>	<b>368,604</b>	<b>368,604</b>	<b>368,604</b>
<b>Salaries:</b>																
6100	Salaries	339,963	327,027	204,328	204,328	187,301	208,415	208,415	208,415	208,415	(4,087)	(2.00%)	212,583	212,583	212,583	212,583
6105	Part Time Salaries	13,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	4,413	4,416	0	0	0	7,564	7,564	7,564	7,564	(7,564)	(100.00%)	7,564	7,564	7,564	7,564
6127	Cash in Lieu of Health Benefits	0	208	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Salaries</b>	357,376	331,652	204,328	204,328	187,301	215,979	215,979	215,979	215,979	(11,651)	(5.70%)	220,147	220,147	220,147	220,147
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	56,767	60,382	34,123	34,123	31,273	30,237	30,561	30,561	30,561	3,562	10.44%	30,821	31,151	31,151	31,151
6830	FICA Tax Expenditure	25,872	24,102	14,028	14,028	13,956	14,508	14,508	14,508	14,508	(480)	(3.42%)	14,659	14,659	14,659	14,659
6835	MTA Tax	1,214	1,092	695	695	623	734	734	734	734	(40)	(5.70%)	749	749	749	749
6840	Worker's Compensation	1,359	1,226	817	817	804	1,396	2,397	2,397	2,397	(1,579)	(193.25%)	1,424	2,445	2,445	2,445
6860	Medical Insurance - Active Employees	90,288	73,912	39,492	39,492	37,700	46,248	46,248	46,248	46,248	(6,756)	(17.11%)	46,248	46,248	46,248	46,248
6865	Dental & Optical	6,512	5,378	2,599	2,599	2,257	2,599	2,599	2,599	2,599	0	0.00%	2,599	2,599	2,599	2,599
6875	Disability	173	72	58	58	45	58	58	58	58	0	0.00%	58	58	58	58
	<b>Total Employee Benefits - Current</b>	182,185	166,165	91,812	91,812	86,659	95,780	97,105	97,105	97,105	(5,293)	(5.77%)	96,557	97,908	97,908	97,908
	<b>Total Employee Costs</b>	<b>539,561</b>	<b>497,817</b>	<b>296,140</b>	<b>296,140</b>	<b>273,960</b>	<b>311,759</b>	<b>313,084</b>	<b>313,084</b>	<b>313,084</b>	<b>(16,944)</b>	<b>(5.72%)</b>	<b>316,705</b>	<b>318,055</b>	<b>318,055</b>	<b>318,055</b>
<b>Contractual:</b>																
6401	Contracts	29,900	26,800	30,492	30,492	29,074	33,899	33,899	33,899	33,899	(3,407)	(11.17%)	33,899	33,899	33,899	33,899
6403	Gasoline	4,500	2,184	3,500	3,445	1,700	2,500	2,500	2,500	2,500	945	27.43%	2,500	2,500	2,500	2,500
6406	Repair Equipment	150	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6411	Printing and Stationery	800	604	900	900	269	600	600	600	600	300	33.33%	600	600	600	600
6412	Publications	700	85	700	700	106	500	500	500	500	200	28.57%	500	500	500	500
6416	Travel, Dues and Related	2,500	4,607	2,950	2,950	2,880	2,950	2,950	2,950	2,950	0	0.00%	2,950	2,950	2,950	2,950
6420	Other	150	59	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6421	Legal Notices	4,900	4,774	5,600	5,600	4,320	5,400	5,400	5,400	5,400	200	3.57%	5,400	5,400	5,400	5,400
6423	Small Equipment (Non-Capital)	500	457	400	400	0	400	400	400	400	0	0.00%	400	400	400	400
6425	Office Supplies	2,000	2,391	2,500	2,500	2,288	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6426	Supplies - Other	245	707	250	250	266	250	250	250	250	0	0.00%	250	250	250	250
6444	Mileage Reimbursement	0	0	500	500	119	300	300	300	300	200	40.00%	300	300	300	300
6450	Schools & Training	650	1,360	600	600	514	600	600	600	600	0	0.00%	600	600	600	600
6466	Telephone - Wireless	1,000	981	1,000	1,055	1,050	650	650	650	650	405	38.39%	650	650	650	650
6477	Copier Leases	180	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0

**Town of Southampton**  
**2017 Adopted Budget**  
**Land Management Admin - 8025**

Account Code	Description	2015	2015	2016	2016	2016	2017		2017		2017	2017	2018	2018	2018	2018
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2016 Amended Difference	Adopted / 2016 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6490	Consultants	0	54,015	0	25,335	0	0	0	0	25,335	100.00%	0	0	0	0	
	<b>Total Contractual</b>	48,175	99,024	49,392	74,727	42,586	50,549	50,549	50,549	24,178	32.36%	50,549	50,549	50,549	50,549	
	<b>Debt Service:</b>															
6900	Interfund Transfer Expense	10,000	10,000	0	0	0	0	0	0	0	0.00%	0	0	0	0	
	<b>Total Debt Service</b>	10,000	10,000	0	0	0	0	0	0	0	0.00%	0	0	0	0	
	<b>Total Expenditures</b>	<b>597,736</b>	<b>606,841</b>	<b>345,532</b>	<b>370,867</b>	<b>316,546</b>	<b>362,308</b>	<b>363,633</b>	<b>363,633</b>	<b>7,234</b>	<b>1.95%</b>	<b>367,254</b>	<b>368,604</b>	<b>368,604</b>	<b>368,604</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(29,685)</b>	<b>0</b>	<b>(25,335)</b>	<b>(58,227)</b>	<b>0</b>	<b>0</b>	<b>0</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	25,335	0	0	0	0			0	0	0	0	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(29,685)</b>	<b>0</b>	<b>0</b>	<b>(58,227)</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# BUILDING & ZONING DIVISION

## 2017 ORGANIZATIONAL CHART



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

**CHIEF BUILDING INSPECTOR**  
Michael Benincasa

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

**BUILDING PERMITS EXAMINER**  
Deborah Dillion

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

**BUILDING PERMITS EXAMINER**  
Maura Forman

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

**BUILDING PERMITS EXAMINER**  
Marjorie Reilly

- Performs specialized technical and clerical duties;
- Interviews visitors, screens and refers telephone calls, furnishes information regarding department functions and activities.

**CONFIDENTIAL SECRETARY ASSIGNED TO THE ZONING BOARD OF APPEALS**  
Kandice Cowell

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

**SENIOR CLERK TYPIST ASSIGNED TO THE LICENSING REVIEW BOARD**  
Virginia DiStefano

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

**ADMINISTRATIVE ASSISTANT**  
Christina Chambers

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

**CASHIER**  
Marilyn Hubbard

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

**DRIVER MESSENGER**  
Catherine Shamoun

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

**CLERK TYPIST**  
Diane Bilton

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

**CLERK TYPIST**  
P/T

**INSPECTORS**

**PRINCIPAL BUILDING INSPECTOR**  
Dennis O'Rourke

**SENIOR BUILDING INSPECTOR**  
David Cange  
Harold Fisher  
Sean McDermott  
Mark Viseckas

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

**BUILDING INSPECTOR**  
Michael Risolo  
Theresa Trejo  
Thomas Weber

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

**SENIOR ELECTRICAL INSPECTOR**  
Larry Fiorello  
Ronald Linsalato  
Joseph Petersen

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



# Department Summary

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*Department: Building & Zoning Division*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8029

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

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

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

# Department Summary

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*Department: Building & Zoning Division*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8029

**Manager:** Kyle Collins

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## **Workload:**

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

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

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**NOTES:**

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# Department Summary

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*Department: Building & Zoning Division*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8029

**Manager:** Kyle Collins

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**Goals & Objectives:**

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

**Legal Authority:**

Pursuant to the Code of the Town of Southampton.

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**NOTES:**

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**2017 Town Board Zoning Amendment Fee Schedule**

Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
<b>Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map*</b>			
filing fee and first acre	\$2,500	<b>\$2,500</b>	
per additional acre or part thereof.	\$500	<b>\$500</b>	
Not to exceed	\$10,000	<b>\$10,000</b>	
<b>Petition to modify a zoning district boundary to annex the contiguous zoning district designation of an adjacent lot and/or to amend the Table of Uses to account for uses not currently considered</b>			
	\$1,000	<b>\$1,000</b>	
<b>Applications to re-zone land to a Planned Development District, except for an Agricultural PDD (see below) **</b>			
filing fee and first acre	\$5,000	<b>\$5,000</b>	
per additional acre or part thereof.	\$500	<b>\$500</b>	
Not to exceed	\$10,000	<b>\$10,000</b>	
<b>Planning Development District (PDD) Work session</b>	\$1,000	<b>\$1,000</b>	
<b>Planning Development District (PDD) Pre-Submission</b>	\$2,500	<b>\$2,500</b>	
<b>Agricultural PDD</b>	\$0	<b>\$0</b>	
If necessary and requested, the cost associated with obtaining a survey and title certification will be paid by the Town Board***			
Increased residential density to establish low-and lower-middle-income housing inventory	\$3,000	<b>\$3,000</b>	
<b>Petitions for amendments shall be submitted in quadruplicate (4) to the Town Clerk's Office.</b>			
* Refer to §330-185 of the Town Code of the Town of Southampton			
** Refer to §330-244 of the Town Code of the Town of Southampton			
*** Refer to §330-244E of the Town Code of the Town of Southampton			

**NOTES:**

**2017 Electrical Fee Schedule Fee Schedule**

Fee Schedule	2016 Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
	<b>WORK ORDER CODES FOR ELECTRICAL PERMITS Minimum Fee</b>	Minimum Fee \$50	<b>Minimum Fee \$50</b>	
<b>RESIDENTIAL</b>				
<b>CODE</b>	<b>DESCRIPTION</b>			
SVCU	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)	\$100	<b>\$100</b>	
SVCO	Service over 400 amps, overhead and underground. (Temps included)	\$150	<b>\$150</b>	
TEMU	Temporary construction service under 400 amps	\$75	<b>\$75</b>	
TEMO	Temporary construction service over 400 amps	\$100	<b>\$100</b>	
ELAA	7 devices or less, residential garages with less than 7 devices, 7 outlets, switches, change of meter service, Jacuzzi, electric fences, air conditioner, furnace, generators, water heaters, etc.	\$100	<b>\$100</b>	
ELEA	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, photovoltaic systems, and residential a/c units.	\$100	<b>\$100</b>	

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**NOTES:**

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**2017 Electrical Fee Schedule Fee Schedule**

Fee Schedule	2016 Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
ELEB	Residential in ground swimming pools, residential hot tubs, addition, renovation, basement wiring, surveys and garages with more than 7 devices not exceeding 500 sq. ft. per occupancy. (Service not included)	\$100	\$100	
ELEC	Additions, renovations, surveys, basement wiring, and garages with more than	\$150	\$150	
	7 devices 501 sq. ft. to 1000 sq. ft. per occupancy, (Service not included), and commercial a/c units.			
ELED	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 1001 sq. ft. to 1600 sq. ft. per occupancy. (Service not included)	\$200	\$200	
ELEE	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 1601 sq. ft. to 2500 sq. ft. (Service not included)	\$250	\$250	
ELEF	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 2501 sq. ft. to 3500 sq. ft. (Service not included)	\$300	\$300	

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**NOTES:**

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**2017 Electrical Fee Schedule Fee Schedule**

Fee Schedule	2016 Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
ELEG	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 3501 sq. ft. to 5000 sq. ft. (Service not included)	\$350	<b>\$350</b>	
ELEH	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 5001 sq. ft. to 10,000 sq. ft. (Service not included)	\$500	<b>\$500</b>	
ELEI	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$750	<b>\$750</b>	
ELEJ	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 15,001 sq. ft. to and up. (Service not included)	\$1,000	<b>\$1,000</b>	
ELER	Re-inspection Fee	\$50	<b>\$50</b>	
<b>SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING</b>				
NEWB	New residential building and surveys 500 sq. ft. and under.	\$100	<b>\$100</b>	
NEWC	New home or residential building and surveys 501 sq. ft. to 1000 sq. ft., Agricultural Greenhouse/Building	\$150	<b>\$150</b>	
NEWD	New home or residential building and surveys 1001 sq. ft. to 1600 sq. ft.	\$200	<b>\$200</b>	
NEWE	New home or residential building and surveys 1601 sq. ft. to 2500 sq. ft.	\$250	<b>\$250</b>	

**NOTES:**

**2017 Electrical Fee Schedule Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
NEWF	New home or residential building and surveys 2501 sq. ft. to 3500 sq. ft.	\$300	<b>\$300</b>	
NEWG	New home or residential building and surveys 3501 sq. ft. to 5000 sq. ft.	\$350	<b>\$350</b>	
NEWH	New home or residential building and surveys 5001 sq. ft. to 10,000 sq. ft.	\$500	<b>\$500</b>	
NEWI	New home or residential building and surveys 10,001 sq. ft. to 15,000 sq. ft.	\$750	<b>\$750</b>	
NEWJ	New home or residential building and surveys 15,001 sq. ft. and up	\$1,000	<b>\$1,000</b>	
CORB	Correct certificate, commercial or residential.	\$50	<b>\$50</b>	

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**NOTES:**

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**2017 Electrical Fee Schedule Fee Schedule**

Fee Schedule	2016 Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
<b>COMMERCIAL</b>				
CODE	Commercial addition/renovation and surveys not exceeding 500 sq. ft. (Service fee not included)	\$150	\$150	
COMB	Defects removed, commercial addition/renovation and surveys 501 sq. ft. to 1000 sq. ft.	\$200	\$200	
COMC	Commercial addition/renovation and surveys 1001 sq. ft. to 1600 sq. ft. Cell Site Towers (Service Fee not included).	\$250	\$250	
COMD	Commercial addition/renovation and surveys 1601 sq. ft. to 2500 sq. ft. (Service fee not included).	\$300	\$300	
COME	Commercial addition/renovation and surveys 2501 sq. ft. to 3500 sq. ft. (Service fee not included).	\$350	\$350	
COMF	Commercial addition/renovation and surveys 3501 sq. ft to 5000 sq. ft. (Service fee not included).	\$500	\$500	
COMG	Commercial addition/renovation and surveys 5001 sq. ft to 7500 sq. ft. (Service fee not included).	\$1,000	\$1,000	
COMH	Commercial addition/renovation and surveys 7501 sq. ft to 12,500 sq. ft. (Service fee not included).	\$1,500	\$1,500	
COMI	Commercial addition/renovation and surveys 12,501 sq. ft. and up (Service fee not included).	\$2,000	\$2,000	
COMJ	Marina	\$250	\$250	
MARA	Docks, slips and bulkheads.	\$250	\$250	

**NOTES:**

**2017 Electrical Fee Schedule Fee Schedule**

Fee Schedule	2016 Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
MARD	New commercial building and surveys not exceeding 500 sq. ft. (Service not included)	\$150	\$150	
BLDB	New commercial building and surveys 501 sq. ft. to 1000 sq. ft. (Service not included)	\$200	\$200	
BLDC	New commercial building and surveys 1001 sq. ft. to 1600 sq. ft. (Service not included)	\$250	\$250	
BLDD	New commercial building and surveys 1601 sq. ft. to 2500 sq. ft. (Service not included)	\$300	\$300	
BLDE	New commercial building and surveys 2501 sq. ft. to 3500 sq. ft. (Service not included)	\$350	\$350	
BLDF	New commercial building and surveys 3501 sq. ft. to 5000 sq. ft. (Service not included)	\$500	\$500	
BLDG	New commercial building and surveys 5001 sq. ft. to 10,000 sq. ft. (Service not included)	\$1,000	\$1,000	
BLDH	New commercial building and surveys 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$1,500	\$1,500	
BLDI	New commercial building and surveys 15,001 sq. ft. and up. (Service not included)	\$2,000	\$2,000	
BLDJ	Commercial swimming pool, spa and hot tub. (Service not included)	\$200	\$200	
COMP	Commercial Signs (Service not included)	\$75	\$75	

**NOTES:**

**2017 Electrical Fee Schedule Fee Schedule**

Fee Schedule	2016 Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
CSGN	Commercial fire reconnect.	\$100	<b>\$100</b>	
CREC	Commercial service 400 amps or less, overhead, underground, change of or more than 7 meters.	\$100	<b>\$100</b>	
CSER	Commercial service over 400 amps, overhead and underground.	\$150	<b>\$150</b>	
CVCO	Commercial temporary construction service 400 amps or less.	\$100	<b>\$100</b>	
CTEM	Commercial temporary construction service over 400 amps.	\$125	<b>\$125</b>	
CTEO	Commercial 7 devices or less.	\$150	<b>\$150</b>	
CLAA	<b>NOTES:</b>			
	<i>(1) Fees collected for electrical permits are not refundable after 30 days.</i>			
	<i>(2) Fees for electrical surveys (work done) will be doubled.</i>			
	<i>(3) Renewal fees include a \$25 fee per years expired - not to exceed permit fee.</i>			

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**NOTES:**

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### 2017 Building and Zoning Fee Schedule

Fee Schedule	2016 Fee Schedule	2017 Fee Schedule	Proposed Increase
<b>1st Story</b>			
Up to 2000	\$65 per sq ft	\$65 per sq ft	
2001-3000	\$100 per sq ft	\$100 per sq ft	
3001-4000	\$160 per sq ft	\$160 per sq ft	
4001-5000	\$210 per sq ft	\$210 per sq ft	
5001 and Over*	\$260 per sq ft	\$260 per sq ft	
<b>2nd Story</b>			
Up to 2000	\$45 per sq ft	\$45 per sq ft	
2001-3000	\$80 per sq ft	\$80 per sq ft	
3001-4000	\$140 per sq ft	\$140 per sq ft	
4001-5000	\$190 per sq ft	\$190 per sq ft	
5001 and Over*	\$240 per sq ft	\$240 per sq ft	
<b>Residential Construction</b>			
New Dwellings	Based on square footage as per above calculations	Based on square footage as per above calculations	
Additions	Based on square footage as per above calculations	<b>Based on square footage as per above calculations</b>	
Renovations	Based on estimated cost*	<b>Based on estimated cost*</b>	
Private Garage or Accessory Building	\$50 per sq ft	\$50 per sq ft	
(Finished living space additional estimated cost to construct			
Decks, Porches, Patios (Unroofed), Breezeways and Carports	\$30 per sq ft	\$30 per sq ft	
Swimming Pools - Above-Ground and In-Ground	Based on estimated cost*	<b>Based on estimated cost*</b>	
Tennis Court	\$500	\$500	
Pre-Existing Certificate of Occupancy	\$200	\$200	
Updated Certificate of Occupancy	\$200	\$250	\$50
<b>Commercial Construction</b>			
Commercial Buildings, Apartments, Hotel, Motel	\$200 per sq ft	\$200 per sq ft	
Storage Warehouse, Commercial/Agricultural	\$50 per sq ft	\$50 per sq ft	
Commercial Compliance Certificate	\$200	\$200	

**NOTES:**

**2017 Building and Zoning Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Amendments / Renewals / search</b>			
Amendments to Building Permits	\$50 for 1st amendment with fee increased	<b>\$50 for 1 st amendment with fee increased</b>	
	\$50 for each additional amendment – i.e.	<b>\$50 for each additional amendment – i.e.</b>	
Renewals	2nd amendment \$100, 3rd amendment \$150, etc.	<b>2nd amendment \$100, 3rd amendment \$150, etc.</b>	
Request for 90-Day Extension of Building Permit	Fee recalculated with current fee chart plus	<b>Fee recalculated with current fee chart plus</b>	
Property Searches	\$25 fee for every year permit has been expired.	<b>\$25 fee for every year permit has been expired.</b>	
<b>Accessory Apartment</b>			
Three-year Accessory Apartment Permit	\$100	<b>\$100</b>	
<b>Demolition</b>			
Demolition of Whole Structure	Based on estimated cost*	<b>Based on estimated cost*</b>	
<b>Coastal Erosion</b>			
Coastal Erosion Management Permit	\$1,000	<b>\$1,000</b>	
<b>Plumbing</b>			
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	<b>\$5 per fixture (\$50 minimum fee)</b>	
<b>Signs</b>			
Signs	\$5 per sq ft (\$50 minimum fee)	<b>\$5 per sq ft (\$50 minimum fee)</b>	
<b>Expedited</b>			
Expedited Building Permit Application Review	\$1,000	<b>\$1,000</b>	
<b>Licensing</b>			
Licensing (Home Improvement & Plumbing Licenses)	\$200 for new two-year applications	<b>\$200 for new two-year applications</b>	
	\$150 for on-time renewals	<b>\$150 for on-time renewals</b>	
	\$175 for late renewals	<b>\$175 for late renewals</b>	
<b>Zoning Board</b>			
Zoning Board of Appeals	\$750 (Double fee if built without permits)	<b>\$750 (Double fee if built without permits)</b>	

**NOTES:**

**2017 Building and Zoning Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
Board of Appeals Coastal Erosion or FEMA application	\$1,000	<b>\$1,000</b>	
Zoning Board of Appeals Interpretations	\$750	<b>\$750</b>	
Zoning Board of Appeals Modifications to Decisions	\$100	<b>\$100</b>	
Zoning Board of Appeals Postponements	\$75	<b>\$75</b>	
Zoning Board of Appeals Request to Re-Open a Hearing Prior to Rendered Decision	\$75	<b>\$75</b>	
Zoning Board of Appeals Re-Schedule- of Public Hearing (If re-hearing is at the request of or due to error by the	\$300	<b>\$300</b>	
* Fees are calculated as follows: \$1,000.00 of estimated cost equals a \$50.00 permit fee			
Every \$1,000.00 of estimated cost thereafter is an additional \$3.60 of added fee.			
<b>NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES</b>			

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**NOTES:**

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# 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 1/1/17	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Building &amp; Zoning Division - 8029</b>													
Chief Building Inspector	ADMINISTRATIVE	119,646	4,000	0	123,646	24,615	8,414	17,496	5,175	55,701	179,347	14.8	100.0
Administrative Assistant	ADMINSUPPORT	54,121	1,062	0	55,183	24,615	4,222	7,808	839	37,484	92,667	8.8	100.0
Confidential Secretary	ADMINSUPPORT	58,700	2,302	0	61,002	24,615	4,667	8,632	911	38,825	99,828	15.8	100.0
Driver Messenger	CSEA32.5HOUR / 01 / 5	43,197	4,320	0	47,517	12,548	3,635	6,724	4,748	27,655	75,172	21.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 4	67,693	0	0	67,693	12,548	5,179	9,579	2,933	30,238	97,931	4.9	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 4	67,693	0	0	67,693	23,936	5,179	9,579	2,933	41,626	109,319	3.7	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 3	66,743	0	0	66,743	23,936	5,106	9,444	2,892	41,378	108,121	3.3	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / F / 1	54,455	0	0	54,455	11,432	4,166	7,705	840	24,144	78,599	4.4	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / J / 3	70,313	0	0	70,313	23,936	5,379	9,949	3,045	42,310	112,623	5.5	100.0
Building Permits Examiner	CSEA40HOUR-NEW / F / 5	58,798	3,528	0	62,326	23,936	4,768	8,819	917	38,440	100,766	10.0	100.0
Building Permits Examiner	CSEA40HOUR-NEW / F / 3	57,096	3,426	5,100	65,622	1,304	5,020	9,286	909	16,519	82,141	12.4	100.0
Cashier	CSEA40HOUR-NEW / B / 5	43,890	1,756	0	45,645	23,936	3,492	6,459	689	34,576	80,221	9.1	100.0
Clerk Typist	CSEA40HOUR-NEW / B / 5	43,890	2,633	0	46,523	12,548	3,559	6,583	692	23,382	69,905	13.7	100.0
Principal Building Inspector	CSEA40HOUR-NEW / M / E	77,726	6,218	0	83,944	23,936	6,422	11,878	3,384	45,621	129,564	15.8	100.0
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	73,769	4,426	0	78,195	12,548	5,982	11,065	3,209	32,803	110,999	11.7	100.0
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	73,769	4,426	5,100	83,295	1,304	6,372	11,786	3,226	22,689	105,984	12.8	100.0
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	73,769	2,951	0	76,720	12,548	5,869	10,856	3,204	32,477	109,197	9.4	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	47,627	2,858	0	50,485	12,548	3,862	7,144	748	24,302	74,787	11.5	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	73,769	4,426	0	78,195	23,936	5,982	11,065	3,209	44,191	122,387	12.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	73,769	7,377	0	81,146	23,936	6,208	11,482	3,219	44,845	125,991	19.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	73,769	5,902	0	79,671	23,936	6,095	11,273	3,214	44,518	124,189	14.6	100.0
Program Aide I	SEASONAL	2,500	0	0	2,500	0	191	0	66	257	2,757		100.0
<b>Total Building &amp; Zoning Division - 8029</b>		<b>1,376,703</b>	<b>61,610</b>	<b>10,200</b>	<b>1,448,512</b>	<b>378,605</b>	<b>109,767</b>	<b>204,611</b>	<b>50,999</b>	<b>743,982</b>	<b>2,192,494</b>		

NOTES:

# Town of Southampton

## 2017 Adopted Budget

### Building & Zoning Division - 8029

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	(279,506)	(280,366)	(934,428)	(922,958)	(922,958)	(1,246,872)	(1,237,925)	(1,237,925)	(1,237,925)	(314,967)	34.13%	(1,191,523)	(1,181,762)	(1,181,762)	(1,181,762)
	<b>Total Real Property Taxes</b>	<b>(279,506)</b>	<b>(280,366)</b>	<b>(934,428)</b>	<b>(922,958)</b>	<b>(922,958)</b>	<b>(1,246,872)</b>	<b>(1,237,925)</b>	<b>(1,237,925)</b>	<b>(1,237,925)</b>	<b>(314,967)</b>	<b>34.13%</b>	<b>(1,191,523)</b>	<b>(1,181,762)</b>	<b>(1,181,762)</b>	<b>(1,181,762)</b>
<b>Other Revenue:</b>																
1562	Electrical Inspecti	415,000	623,021	500,000	500,000	508,300	500,000	500,000	500,000	500,000	0	0.00%	500,000	500,000	500,000	500,000
1790	Inter-Departmental Revenue	(768,392)	(780,289)	(510,427)	(510,427)	(382,821)	(540,346)	(542,366)	(542,366)	(542,366)	(31,939)	6.26%	(544,703)	(547,339)	(547,339)	(547,339)
2110	Zoning Fees	82,500	104,150	86,000	86,000	132,700	86,000	86,000	86,000	86,000	0	0.00%	86,000	86,000	86,000	86,000
2118	Photo Copy Fees	9,300	14,146	12,000	12,000	13,905	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000
2501	Licensing	156,000	132,675	156,000	156,000	254,475	156,000	156,000	156,000	156,000	0	0.00%	156,000	156,000	156,000	156,000
2555	Building Permit Fee	2,539,241	2,928,593	2,900,000	2,946,499	2,537,345	3,320,000	3,320,000	3,320,000	3,320,000	373,501	12.68%	3,320,000	3,320,000	3,320,000	3,320,000
2770	Miscellaneous	0	500	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>2,433,649</b>	<b>3,022,796</b>	<b>3,143,573</b>	<b>3,190,072</b>	<b>3,063,904</b>	<b>3,533,654</b>	<b>3,531,634</b>	<b>3,531,634</b>	<b>3,531,634</b>	<b>341,562</b>	<b>10.71%</b>	<b>3,529,297</b>	<b>3,526,661</b>	<b>3,526,661</b>	<b>3,526,661</b>
	<b>Total Revenue</b>	<b>2,154,143</b>	<b>2,742,430</b>	<b>2,209,145</b>	<b>2,267,114</b>	<b>2,140,946</b>	<b>2,286,782</b>	<b>2,293,709</b>	<b>2,293,709</b>	<b>2,293,709</b>	<b>26,595</b>	<b>1.17%</b>	<b>2,337,774</b>	<b>2,344,899</b>	<b>2,344,899</b>	<b>2,344,899</b>
<b>Salaries:</b>																
6100	Salaries	1,290,875	1,289,920	1,319,043	1,333,043	1,215,042	1,374,203	1,374,203	1,374,203	1,374,203	(41,160)	(3.09%)	1,413,670	1,413,670	1,413,670	1,413,670
6101	Overtime	13,000	32,255	15,000	43,000	43,299	35,000	35,000	35,000	35,000	8,000	18.60%	35,000	35,000	35,000	35,000
6103	Accumulated Sick/Personal Days	0	0	0	555	554	0	0	0	0	555	100.00%	0	0	0	0
6105	Part Time Salaries	3,200	1,033	1,170	7,670	6,699	2,500	2,500	2,500	2,500	5,170	67.41%	2,500	2,500	2,500	2,500
6110	Longevity	40,714	40,982	45,447	45,447	48,287	61,610	61,610	61,610	61,610	(16,163)	(35.56%)	63,106	63,106	63,106	63,106
6127	Cash in Lieu of Health Benefits	5,000	6,362	5,000	5,000	5,000	10,200	10,200	10,200	10,200	(5,200)	(104.00%)	10,200	10,200	10,200	10,200
	<b>Total Salaries</b>	<b>1,352,789</b>	<b>1,370,552</b>	<b>1,385,659</b>	<b>1,434,714</b>	<b>1,316,298</b>	<b>1,483,512</b>	<b>1,483,512</b>	<b>1,483,512</b>	<b>1,483,512</b>	<b>(48,798)</b>	<b>(3.40%)</b>	<b>1,524,476</b>	<b>1,524,476</b>	<b>1,524,476</b>	<b>1,524,476</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	220,537	234,579	231,705	231,705	212,353	202,442	204,611	204,611	204,611	27,094	11.69%	208,177	210,407	210,407	210,407
6830	FICA Tax Expenditure	102,985	102,486	105,354	108,711	98,431	109,767	109,767	109,767	109,767	(1,055)	(0.97%)	112,752	112,752	112,752	112,752
6835	MTA Tax	4,615	4,555	4,715	4,877	4,375	4,925	4,925	4,925	4,925	(48)	(0.98%)	5,064	5,064	5,064	5,064
6840	Worker's Compensation	34,535	31,175	35,634	35,634	35,063	40,682	45,441	45,441	45,441	(9,806)	(27.52%)	41,851	46,745	46,745	46,745
6860	Medical Insurance - Active Employees	336,000	311,493	340,884	313,279	287,631	351,228	351,228	351,228	351,228	(37,949)	(12.11%)	351,228	351,228	351,228	351,228
6865	Dental & Optical	27,372	25,540	27,372	27,372	22,162	27,377	27,377	27,377	27,377	(5)	(0.02%)	27,377	27,377	27,377	27,377
6875	Disability	634	175	634	634	92	634	634	634	634	0	0.00%	634	634	634	634
	<b>Total Employee Benefits - Current</b>	<b>726,679</b>	<b>710,004</b>	<b>746,298</b>	<b>722,212</b>	<b>660,106</b>	<b>737,055</b>	<b>743,982</b>	<b>743,982</b>	<b>743,982</b>	<b>(21,770)</b>	<b>(3.01%)</b>	<b>747,083</b>	<b>754,208</b>	<b>754,208</b>	<b>754,208</b>
	<b>Total Employee Costs</b>	<b>2,079,468</b>	<b>2,080,556</b>	<b>2,131,958</b>	<b>2,156,927</b>	<b>1,976,403</b>	<b>2,220,567</b>	<b>2,227,494</b>	<b>2,227,494</b>	<b>2,227,494</b>	<b>(70,568)</b>	<b>(3.27%)</b>	<b>2,271,559</b>	<b>2,278,684</b>	<b>2,278,684</b>	<b>2,278,684</b>
<b>Contractual:</b>																
6401	Contracts	1,200	185	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6403	Gasoline	22,000	10,686	20,000	13,850	7,010	15,000	15,000	15,000	15,000	(1,150)	(8.30%)	15,000	15,000	15,000	15,000
6406	Repair Equipment	245	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6408	Repair Vehicle	2,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6409	Copier Supplies	450	171	450	450	165	450	450	450	450	0	0.00%	450	450	450	450
6411	Printing and Stationery	10,000	8,762	12,300	11,870	7,996	13,300	13,300	13,300	13,300	(1,430)	(12.05%)	13,300	13,300	13,300	13,300
6412	Publications	4,250	1,167	7,412	7,412	1,554	2,100	2,100	2,100	2,100	5,312	71.67%	2,100	2,100	2,100	2,100
6416	Travel, Dues and Related	985	1,655	785	1,285	751	1,215	1,215	1,215	1,215	70	5.47%	1,215	1,215	1,215	1,215
6418	Uniforms	0	0	2,040	2,040	1,397	0	0	0	0	2,040	100.00%	0	0	0	0

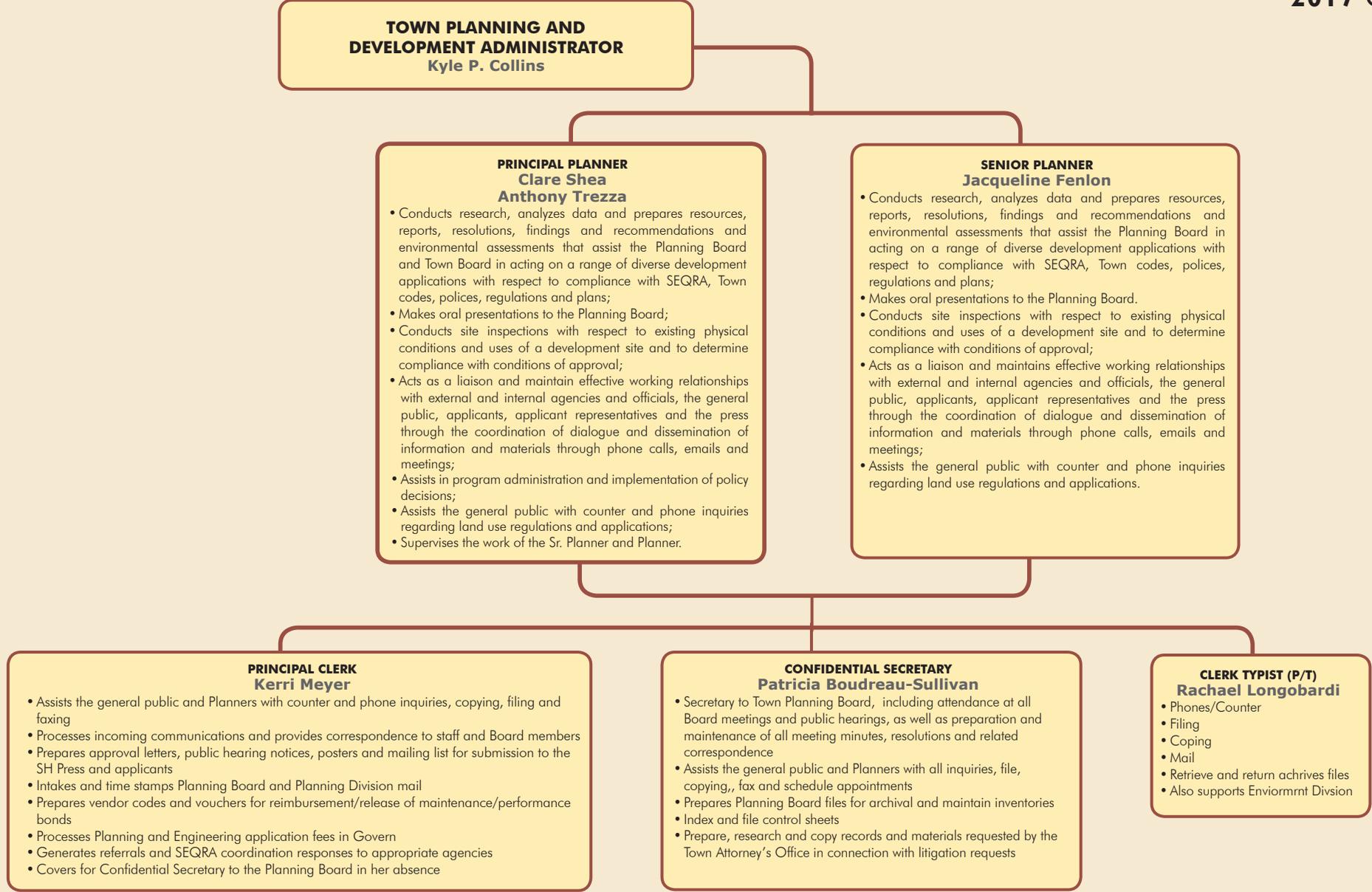
**Town of Southampton**  
**2017 Adopted Budget**  
**Building & Zoning Division - 8029**

Account Code	Description	2015	2015	2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2016 Amended Difference	Adopted / 2016 % of Change	Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
6420	Other	6,000	4,777	5,000	7,730	7,686	7,200	7,200	7,200	7,200	530	6.86%	7,200	7,200	7,200	7,200
6421	Legal Notices	4,800	6,166	6,000	6,700	5,920	6,000	6,000	6,000	6,000	700	10.45%	6,000	6,000	6,000	6,000
6423	Small Equipment (Non-Capital)	0	475	0	600	540	0	0	0	0	600	100.00%	0	0	0	0
6425	Office Supplies	3,500	4,198	5,000	5,000	2,314	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6426	Supplies - Other	125	10	100	400	371	750	750	750	750	(350)	(87.50%)	750	750	750	750
6433	Safety Equipment	1,400	1,396	1,400	1,650	1,642	1,650	1,650	1,650	1,650	0	0.00%	1,650	1,650	1,650	1,650
6450	Schools & Training	220	700	1,000	1,000	120	1,600	1,600	1,600	1,600	(600)	(60.00%)	1,600	1,600	1,600	1,600
6466	Telephone - Wireless	4,300	3,499	4,500	4,500	612	5,000	5,000	5,000	5,000	(500)	(11.11%)	5,000	5,000	5,000	5,000
6477	Copier Leases	13,200	9,936	11,200	10,000	5,779	6,950	6,950	6,950	6,950	3,050	30.50%	6,950	6,950	6,950	6,950
	<b>Total Contractual</b>	<b>74,675</b>	<b>53,784</b>	<b>77,187</b>	<b>74,487</b>	<b>43,857</b>	<b>66,215</b>	<b>66,215</b>	<b>66,215</b>	<b>66,215</b>	<b>8,272</b>	<b>11.11%</b>	<b>66,215</b>	<b>66,215</b>	<b>66,215</b>	<b>66,215</b>
	<b>Debt Service:</b>															
6900	Interfund Transfer Expense	0	70,000	0	35,700	35,700	0	0	0	0	35,700	100.00%	0	0	0	0
	<b>Total Debt Service</b>	<b>0</b>	<b>70,000</b>	<b>0</b>	<b>35,700</b>	<b>35,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,700</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>2,154,143</b>	<b>2,204,340</b>	<b>2,209,145</b>	<b>2,267,114</b>	<b>2,055,960</b>	<b>2,286,782</b>	<b>2,293,709</b>	<b>2,293,709</b>	<b>2,293,709</b>	<b>(26,595)</b>	<b>(1.17%)</b>	<b>2,337,774</b>	<b>2,344,899</b>	<b>2,344,899</b>	<b>2,344,899</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>538,090</b>	<b>0</b>	<b>0</b>	<b>84,986</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>



# CURRENT PLANNING DIVISION

## 2017 ORGANIZATIONAL CHART





# Department Summary

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*Department: Current Planning Division*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8021

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

1. Provide the Town Board and their appointed boards and committees with professional and technical planning services and other support services.
2. Assist with the implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning including: land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
3. Pursue excellence in service and information offered to all involved in the land development process, including but not limited to, applicants and citizens.
4. Provide public notice of land development applications, their review and decisions, as required by Town Code, State and County regulations.
5. Assist in the review of Planned Development District, Change of Zone, and Moratorium Exemption applications.
6. Lead the implementation of the Town's Comprehensive Plan, codes, programs and policies related to the Central Pine Barrens Plan, groundwater protection and farmland preservation.
7. Assist and advise other Town, County, State and Federal agencies on matters related to planning.

# Department Summary

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*Department: Current Planning Division*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8021

**Manager:** Kyle Collins

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**NOTES:**

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## **Workload:**

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

## **Goals & Objectives:**

1. Generate ongoing improvement in the quality of the Town's built environment through enhancements to the development approvals process.
2. Improve accountability through systems for tracking application stages, maintenance and performance bonds and department fees.
3. Review and provide input on revisions to the planning process in order to streamline the application procedures, while ensuring public notification and participation, in order to support and encourage desired growth and development.

## **Legal Authority:**

**2017 Planning Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Site Plan Application</b>			
Site Plan Pre-Submission Application	\$1,050	<b>\$1,110</b>	<b>\$60</b>
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,050**	<b>\$1,110**</b>	<b>\$60</b>
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,100**	<b>\$2,100**</b>	
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.21 per Square Foot not to exceed \$15,000**	<b>\$0.25 per Sq. Ft not to exceed \$15,000**</b>	<b>increase.04 per sq ft</b>
Site Plan Amendment Application (Administrative or Planning Board Review)	1050**	<b>\$1,100**</b>	<b>\$50</b>
Administrative Site Plan Review pursuant to Town Code §330-183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$0	<b>\$0.00</b>	
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,050	<b>\$1,100.00</b>	<b>\$50</b>
Agricultural Construction Permit Application on preserved farmland	\$1050**	<b>\$1,100**</b>	<b>\$50</b>
Deer Fence Application	\$525**	<b>\$525**</b>	
* NOTE: Includes any and all areas required and or proposed to be altered, excluding the area of any existing or proposed buildings.			
** Fees will be doubled if work has commenced prior to submission of application.			
<b>Special Exception Applications</b>			
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,050 (in addition to any site plan application fee)	\$1,050 (in addition to any site plan application fee)	
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)	<b>\$525 (in addition to any site plan application fee)</b>	
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$315	<b>Additional \$325</b>	
<b>Subdivision Applications -- Application Type or Stage</b>			
Transfer of Property	\$1,050 per lot	<b>\$1,050 per lot</b>	

**NOTES:**

**2017 Planning Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
Pre-Application	\$800 per lot (excluding reserved parcels)*	<b>\$800 per lot (excluding reserved parcels)*</b>	
Preliminary Application	\$875 per lot (excl. reserved parcels)*	<b>\$875 per lot (excl. reserved parcels)*</b>	
Final Application	\$950 per lot (excl. reserved parcels)*	<b>\$950 per lot (excl. reserved parcels)*</b>	
Waiver of Pre Application Report Extension Policy	\$275 (in addition to the extension fee)	<b>\$300 (in addition to the extension fee)</b>	<b>\$25</b>
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee	<b>Full original final application fee</b>	
Re-Approval of Expired Final Conditional Approval (no hearing)	½ of the full original final application fee	<b>½ of the full original final application fee</b>	
*NOTE: Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities			

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**NOTES:**

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**2017 Planning Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
<b>Wetland Permit Applications</b>			
Wetland Permit *	\$800**	\$800**	
* NOTE: Flagging must be done by the Environment Division as a separate application and fee to the Environment Division.			
** Fees will be doubled if work has commenced prior to submission of application.			
<b>Old Filed Map Application - Type of Application</b>			
Development Section Approval	\$2,600	\$2,600.00	
Amendment of Development Section Approval	\$1,300	\$1,300.00	
Transfer of Development Right & Permission to Build	\$1,050 per lot	\$1,050 per lot	
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$260 per road	\$260 per road	
<b>Additional Fees Type of Action</b>			
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300	\$300.00	
Site Disturbance Plan / Over Clearing	\$1,575	\$1,600.00	\$25
Extension of Time (including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K), 90 day deadline for submission of signed site plans receiving administrative review approval, 1 year expiration of subdivision pre-application reports, special exception approval)	\$260	\$265.00	\$5
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125	\$125.00	
Pre-submission work session other than site plans and any work session beyond the 2nd post-submission work session for any type of application	\$125	\$125.00	
Covenant / Easement Amendment or Interpretation	\$1,050	\$1,100.00	\$50
Abandonments unrelated to an Old Filed Map or Subdivision	\$525	\$525.00	
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot	\$2,500 per dwelling unit or lot	
Park Fees - Subdivision of two (2) lots or less	\$2,500 per dwelling unit or lot	\$2,500 per dwelling unit or lot	
Park Fees - Two (2) lot subdivision of parcel that existed as a single & separate lot prior to May 6, 1975 or a parcel that was on a subdivision map and was subject to a park fee at the time	\$2,500 per the net one lot increase	\$2,500 per the net one lot increase	

**NOTES:**

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Current Planning Division - 8021</b>													
Confidential Secretary	ADMINSUPPORT	53,060	0	0	53,060	24,231	4,059	7,508	819	36,618	89,678	2.2	100.0
Planner	CSEA40HOUR - 7-1-2010 / G / 7	62,556	0	0	62,556	12,548	4,786	8,852	961	27,147	89,703	2.9	100.0
Principal Clerk	CSEA40HOUR-NEW / F / 4	58,224	3,493	0	61,717	23,936	4,721	8,733	908	38,299	100,016	10.3	100.0
Principal Planner	CSEA40HOUR-NEW / M / 5	84,982	6,799	0	91,780	23,936	7,021	12,987	1,318	45,263	137,043	15.3	100.0
Senior Planner	CSEA40HOUR-NEW / J / 5	73,769	4,426	0	78,195	23,936	5,982	11,065	1,143	42,126	120,321	10.8	100.0
Program Aide I	SEASONAL	3,600	0	0	3,600	0	275	0	82	358	3,958		100.0
<b>Total Current Planning Division - 8021</b>		<b>336,191</b>	<b>14,718</b>	<b>0</b>	<b>350,910</b>	<b>108,589</b>	<b>26,845</b>	<b>49,144</b>	<b>5,232</b>	<b>189,810</b>	<b>540,719</b>		

**NOTES:**

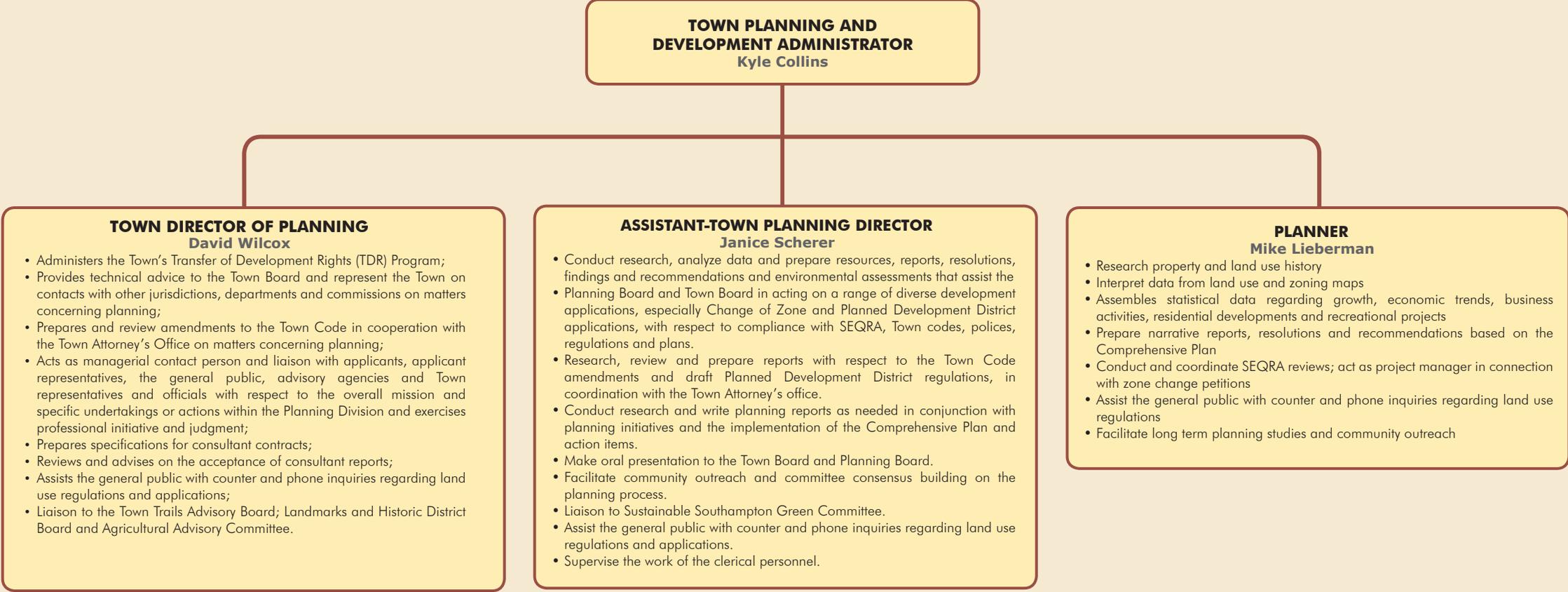
**Town of Southampton**  
**2017 Adopted Budget**  
**Current Planning Division - 8021**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	311,222	311,222	330,033	330,033	330,033	303,062	305,614	305,614	305,614	(24,419)	(7.40%)	313,772	316,378	316,378	316,378
	<b>Total Real Property Taxes</b>	<b>311,222</b>	<b>311,222</b>	<b>330,033</b>	<b>330,033</b>	<b>330,033</b>	<b>303,062</b>	<b>305,614</b>	<b>305,614</b>	<b>305,614</b>	<b>(24,419)</b>	<b>(7.40%)</b>	<b>313,772</b>	<b>316,378</b>	<b>316,378</b>	<b>316,378</b>
<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	(110,007)	(110,007)	(106,375)	(109,630)	(79,782)	(118,977)	(119,395)	(119,395)	(119,395)	(9,765)	8.91%	(118,977)	(119,395)	(119,395)	(119,395)
2113	Old Filed Maps	3,340	2,080	1,000	1,000	2,350	2,000	2,000	2,000	2,000	1,000	100.00%	2,000	2,000	2,000	2,000
2114	Planning Zoning Amendments	10,020	2,500	5,000	5,000	0	2,500	2,500	2,500	2,500	(2,500)	(50.00%)	2,500	2,500	2,500	2,500
2115	Other PB Scheduling Fees	50,100	89,025	70,000	70,000	68,425	90,000	90,000	90,000	90,000	20,000	28.57%	90,000	90,000	90,000	90,000
2116	LM Planning Div- Site Plan-Fees	133,600	229,449	135,000	135,000	114,417	135,000	135,000	135,000	135,000	0	0.00%	135,000	135,000	135,000	135,000
2117	Special Exceptions Planning Fee	10,020	9,450	7,000	7,000	4,200	5,000	5,000	5,000	5,000	(2,000)	(28.58%)	5,000	5,000	5,000	5,000
2120	Sub Div-Planning Fees	128,169	120,220	120,000	120,000	86,890	120,000	120,000	120,000	120,000	0	0.00%	120,000	120,000	120,000	120,000
	<b>Total Other Revenue</b>	<b>225,242</b>	<b>342,717</b>	<b>231,625</b>	<b>228,370</b>	<b>196,500</b>	<b>235,523</b>	<b>235,105</b>	<b>235,105</b>	<b>235,105</b>	<b>6,734</b>	<b>2.95%</b>	<b>235,523</b>	<b>235,105</b>	<b>235,105</b>	<b>235,105</b>
	<b>Total Revenue</b>	<b>536,464</b>	<b>653,939</b>	<b>561,658</b>	<b>558,403</b>	<b>526,533</b>	<b>538,585</b>	<b>540,719</b>	<b>540,719</b>	<b>540,719</b>	<b>(17,685)</b>	<b>(3.17%)</b>	<b>549,295</b>	<b>551,483</b>	<b>551,483</b>	<b>551,483</b>
<b>Salaries:</b>																
6100	Salaries	330,491	319,435	342,551	342,551	297,015	332,591	332,591	332,591	332,591	9,960	2.91%	340,938	340,938	340,938	340,938
6101	Overtime	0	173	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	18,160	15,985	19,200	19,200	15,191	3,600	3,600	3,600	3,600	15,600	81.25%	3,600	3,600	3,600	3,600
6110	Longevity	9,815	9,700	11,622	11,622	11,546	14,718	14,718	14,718	14,718	(3,096)	(26.64%)	15,106	15,106	15,106	15,106
	<b>Total Salaries</b>	<b>358,467</b>	<b>345,293</b>	<b>373,373</b>	<b>373,373</b>	<b>323,752</b>	<b>350,910</b>	<b>350,910</b>	<b>350,910</b>	<b>350,910</b>	<b>22,464</b>	<b>6.02%</b>	<b>359,644</b>	<b>359,644</b>	<b>359,644</b>	<b>359,644</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	56,151	59,726	59,147	59,147	54,207	48,623	49,144	49,144	49,144	10,003	16.91%	49,846	50,380	50,380	50,380
6830	FICA Tax Expenditure	27,423	25,401	28,563	25,308	23,910	26,845	26,845	26,845	26,845	(1,536)	(6.07%)	27,513	27,513	27,513	27,513
6835	MTA Tax	1,219	1,129	1,269	1,269	1,079	1,193	1,193	1,193	1,193	76	6.02%	1,223	1,223	1,223	1,223
6840	Worker's Compensation	1,395	1,259	1,447	1,447	1,424	2,252	3,866	3,866	3,866	(2,419)	(167.19%)	2,308	3,962	3,962	3,962
6860	Medical Insurance - Active Employees	85,092	85,832	91,140	91,140	84,320	102,072	102,072	102,072	102,072	(10,932)	(11.99%)	102,072	102,072	102,072	102,072
6865	Dental & Optical	6,517	6,129	6,517	6,517	5,643	6,517	6,517	6,517	6,517	0	0.00%	6,517	6,517	6,517	6,517
6875	Disability	202	90	202	202	64	173	173	173	173	29	14.29%	173	173	173	173
	<b>Total Employee Benefits - Current</b>	<b>177,997</b>	<b>179,566</b>	<b>188,285</b>	<b>185,030</b>	<b>170,647</b>	<b>187,675</b>	<b>189,810</b>	<b>189,810</b>	<b>189,810</b>	<b>(4,780)</b>	<b>(2.58%)</b>	<b>189,652</b>	<b>191,840</b>	<b>191,840</b>	<b>191,840</b>
	<b>Total Employee Costs</b>	<b>536,464</b>	<b>524,859</b>	<b>561,658</b>	<b>558,403</b>	<b>494,399</b>	<b>538,585</b>	<b>540,719</b>	<b>540,719</b>	<b>540,719</b>	<b>17,684</b>	<b>3.17%</b>	<b>549,295</b>	<b>551,483</b>	<b>551,483</b>	<b>551,483</b>
	<b>Total Expenditures</b>	<b>536,464</b>	<b>524,859</b>	<b>561,658</b>	<b>558,403</b>	<b>494,399</b>	<b>538,585</b>	<b>540,719</b>	<b>540,719</b>	<b>540,719</b>	<b>17,684</b>	<b>3.17%</b>	<b>549,295</b>	<b>551,483</b>	<b>551,483</b>	<b>551,483</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>129,080</b>	<b>0</b>	<b>0</b>	<b>32,134</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>



# LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION

## 2017 ORGANIZATIONAL CHART



# Department Summary

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*Department: Long Range Planning & Economic Development Division*

**Budget Year:** 2017

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8026

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

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

# Department Summary

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*Department: Long Range Planning & Economic Development Division*

**Budget Year:** 2017

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8026

**Manager:** Kyle Collins

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**NOTES:**

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## **Workload:**

1. Prepare legislation required for the implementation, updating and amendment of the Town's Comprehensive Plan, codes, programs and policies related to planning, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Prepare short and long-range plans, reports and maps, which will be utilized to guide sustainable development, preserve natural resources and protect the Town's rural and historical character.
3. Review Town Board change of zone applications and prepare reports with recommendations that will result in effective and responsive decision making processes.
4. Conduct ongoing activities to inform and engage the public in planning for the future of the Town.
5. Assist in the timely implementation of the Town's Comprehensive Plan, including the preparation of zoning amendments and legislation.
6. Provide a high level of service, support and education to applicants and citizens involved in the land planning process and long range planning.
7. Prepare reports, studies, maps, plans and specifications for Town Board initiatives, studies, programs, projects, legislation and code amendments.
8. Prepare reports, studies, maps, plans and specifications required for the updating, amendment and implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning, economic development, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
9. Prepare and maintain maps through the use of the Town's GIS, related to planning initiatives, studies, programs, projects, legislation and code amendments.
10. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives, studies, programs, projects, legislation and code amendments.
11. Foster the coordination of all planning initiatives with intermunicipal, regional and state agencies.

# Department Summary

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*Department: Long Range Planning & Economic Development Division*

**Budget Year:** 2017

**Division:** Land Management Department

**Tax District:** Part Town Land Management (03)

**Cost Center #:** 8026

**Manager:** Kyle Collins

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**NOTES:**

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**Goals & Objectives:**

1. Complete existing pipeline of previously initiated long range projects.
2. Complete and implement Town initiated public-private development projects, including Riverside Mixed Use Planned Development Districts (MUPDD).
3. Assess implementation of the Town's Comprehensive Plan to date and develop an action plan for the remaining recommendations including recommendations from ongoing hamlet studies.
4. Assist the Town Board in improving the process and outcomes of Planned Development District and change of zone applications.
5. Promote economic development as recommended in the Comprehensive Plan, and permit streamlining initiatives.
6. Expand economic development activities, including procedures to assist small businesses and to attract new uses and redevelopment projects in areas of the Town needing revitalization.

**Legal Authority:**

# 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 1/1/17	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Long Range Planning &amp; Economic Development Division - 8026</b>													
Town Planning Director	ADMINISTRATIVE	114,869	4,000	9,250	128,119	1,299	8,479	18,129	1,785	29,693	157,811	33.2	100.0
Senior Planner - Vacant	CSEA40HOUR - 7-1-2010 / J / E	67,328	0	0	67,328	24,236	5,151	9,527	1,032	39,946	107,273		100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / O / E	96,794	5,808	5,100	107,702	1,304	8,183	15,240	1,508	26,236	133,938	13.6	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 4	47,157	2,829	5,100	55,087	1,304	4,214	7,795	758	14,072	69,159	10.6	100.0
<b>Total Long Range Planning &amp; Economic Development Division - 8026</b>		<b>326,148</b>	<b>12,637</b>	<b>19,450</b>	<b>358,235</b>	<b>28,145</b>	<b>26,027</b>	<b>50,690</b>	<b>5,084</b>	<b>109,946</b>	<b>468,181</b>		

NOTES:

# Town of Southampton

## 2017 Adopted Budget

### Long Range Planning & Economic Development Division - 8026

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	432,973	433,286	451,431	447,742	447,742	466,078	468,181	468,181	468,181	20,439	4.57%	476,459	478,616	478,616	478,616
	<b>Total Real Property Taxes</b>	<b>432,973</b>	<b>433,286</b>	<b>451,431</b>	<b>447,742</b>	<b>447,742</b>	<b>466,078</b>	<b>468,181</b>	<b>468,181</b>	<b>468,181</b>	<b>20,439</b>	<b>4.57%</b>	<b>476,459</b>	<b>478,616</b>	<b>478,616</b>	<b>478,616</b>
	<b>Total Revenue</b>	<b>432,973</b>	<b>433,286</b>	<b>451,431</b>	<b>447,742</b>	<b>447,742</b>	<b>466,078</b>	<b>468,181</b>	<b>468,181</b>	<b>468,181</b>	<b>20,439</b>	<b>4.57%</b>	<b>476,459</b>	<b>478,616</b>	<b>478,616</b>	<b>478,616</b>
<b>Salaries:</b>																
6100	Salaries	312,022	312,335	325,653	322,241	247,918	326,148	326,148	326,148	326,148	(3,907)	(1.21%)	334,620	334,620	334,620	334,620
6103	Accumulated Sick/Personal Days	2,200	690	8,870	8,870	2,166	4,150	4,150	4,150	4,150	4,720	53.21%	4,150	4,150	4,150	4,150
6110	Longevity	6,638	6,639	8,000	8,000	7,823	12,637	12,637	12,637	12,637	(4,637)	(57.97%)	12,850	12,850	12,850	12,850
6127	Cash in Lieu of Health Benefits	6,500	6,500	6,500	8,000	4,031	15,300	15,300	15,300	15,300	(7,300)	(91.25%)	15,300	15,300	15,300	15,300
	<b>Total Salaries</b>	<b>327,360</b>	<b>326,164</b>	<b>349,022</b>	<b>347,110</b>	<b>261,938</b>	<b>358,235</b>	<b>358,235</b>	<b>358,235</b>	<b>358,235</b>	<b>(11,125)</b>	<b>(3.20%)</b>	<b>366,920</b>	<b>366,920</b>	<b>366,920</b>	<b>366,920</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	54,014	57,453	58,287	58,287	53,419	50,153	50,690	50,690	50,690	7,596	13.03%	51,369	51,919	51,919	51,919
6830	FICA Tax Expenditure	24,590	24,920	25,697	25,554	20,270	26,027	26,027	26,027	26,027	(474)	(1.85%)	26,422	26,422	26,422	26,422
6835	MTA Tax	1,113	1,108	1,187	1,183	901	1,218	1,218	1,218	1,218	(35)	(2.99%)	1,248	1,248	1,248	1,248
6840	Worker's Compensation	1,248	1,127	1,303	1,303	1,282	2,185	3,751	3,751	3,751	(2,448)	(187.94%)	2,242	3,848	3,848	3,848
6860	Medical Insurance - Active Employees	19,320	9,868	10,608	8,978	1,698	22,932	22,932	22,932	22,932	(13,954)	(155.42%)	22,932	22,932	22,932	22,932
6865	Dental & Optical	5,213	4,903	5,213	5,213	3,591	5,213	5,213	5,213	5,213	0	0.00%	5,213	5,213	5,213	5,213
6875	Disability	115	29	115	115	23	115	115	115	115	0	0.00%	115	115	115	115
	<b>Total Employee Benefits - Current</b>	<b>105,613</b>	<b>99,408</b>	<b>102,408</b>	<b>100,631</b>	<b>81,183</b>	<b>107,843</b>	<b>109,946</b>	<b>109,946</b>	<b>109,946</b>	<b>(9,315)</b>	<b>(9.26%)</b>	<b>109,539</b>	<b>111,696</b>	<b>111,696</b>	<b>111,696</b>
	<b>Total Employee Costs</b>	<b>432,973</b>	<b>425,572</b>	<b>451,431</b>	<b>447,742</b>	<b>343,121</b>	<b>466,078</b>	<b>468,181</b>	<b>468,181</b>	<b>468,181</b>	<b>(20,439)</b>	<b>(4.57%)</b>	<b>476,459</b>	<b>478,616</b>	<b>478,616</b>	<b>478,616</b>
	<b>Total Expenditures</b>	<b>432,973</b>	<b>425,572</b>	<b>451,431</b>	<b>447,742</b>	<b>343,121</b>	<b>466,078</b>	<b>468,181</b>	<b>468,181</b>	<b>468,181</b>	<b>(20,439)</b>	<b>(4.57%)</b>	<b>476,459</b>	<b>478,616</b>	<b>478,616</b>	<b>478,616</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>7,714</b>	<b>0</b>	<b>0</b>	<b>104,621</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>

# ENVIRONMENT DIVISION

## 2017 ORGANIZATIONAL CHART

**TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR**  
Kyle Collins

**CHIEF ENVIRONMENTAL ANALYST**  
Martin Shea

- Oversees, manages and supervises Environment Division, including review and approval of all written correspondence and reports;
- Administers and oversees Town's wetland protection program;
- Participates in and presents testimony and technical reports at all Conservation Board meetings and public hearings, as well as at other local, regional and federal municipal boards, meetings and commissions;
- Designated Alternate to Supervisor on Central Pine Barrens Commission, South Shore Estuary Reserve Council, and Protected Lands Council;
- Serves as Town liaison to Beach Erosion Control Tax District(s);
- Provides technical advisory support to all Town boards and departments, related to environmental impact assessment and mitigation, restoration, open space, landscaping, and coastal zone management, as well as in the development, review, and implementation of environmental programs, policies, comprehensive plans, and capital projects;
- Completes all field environmental assessments and biological inventories;
- Provides environmental compliance support to Code Enforcement and Town departments;
- Maintains public outreach and inter-agency contacts.

**ADMINISTRATIVE ASSISTANT**  
Dolores Minor

- Secretary to the Town Conservation Board, including attendance at all Board meetings, as well as preparation and maintenance of all meeting minutes, permits, resolutions and related correspondence;
- Performs wide range of clerical, office, operational and management tasks, including data entry.

**DRIVER MESSENGER**  
Carol Oborski

- Direct assistant to Chief Environmental Analyst, in performing a wide variety of clerical office and operational tasks;
- Types, from dictation, large volume of technical letters and wetland permits, in order to meet required statutory deadlines;
- Maintains records of all Town Administrative Wetland Permits;
- Checks environmental permit applications for completeness, including legal documents;
- Interacts with public, responding to environmental inquiries, at counter, and in response to phone calls and data entry;
- Alternate cashier for Dept. of Land Mgmt.

**ENVIRONMENTAL ANALYST**  
Theresa Masin

- Performs scientific research, reviews, analyses and assessments related to development proposals, environmental initiatives, permit applications, environmental impact statements and other related environmental program work, as required;
- Compiles, organizes and interprets scientific information and recommendations for environmental resource protection;
- Assists in environmental field assessments and compliance monitoring;
- Assists in the preparation of environmental information and education brochures and exhibits, as well as in public presentations.

**ENVIRONMENTAL TECHNICIAN**  
Christian K. Petersen

- Provides a wide range of administrative and technical support to Environment Division;
- Responds to technical environmental inquiries and provides guidance to general public;
- Assists in field investigations and in compiling technical data and reports;
- Assists in all research aspects of environmental compliance, including biological inventory and site information.

# Department Summary

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*Department: Environment Division*

**Budget Year:** 2017  
**Division:** Land Management Department  
**Tax District:** Part Town Land Management (22)

**Cost Center #:** 8090  
**Manager:** Kyle Collins

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**Departmental Mission & Responsibilities:**

The mission and responsibility of the Environment Division is to:

1. Perform storm damage assessment surveys and provide guidance to landowners regarding remediation.
2. Sustain, enhance, protect and restore the Town's natural resources for future generations.
3. Provide environmental technical support to all Town boards and departments, as well as federal, state and county agencies, to help make informed decisions regarding natural resource conservation and environmental protection.
4. Administer environmental land use regulations with the goal of minimizing environmental impacts.
5. Educate and inform the public in the protection and stewardship of natural resources.

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**NOTES:**

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# Department Summary

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*Department: Environment Division*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8090

**Manager:** Kyle Collins

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**NOTES:**

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## **Workload:**

The Environment Division administers and coordinates the following projects and tasks as part of its workload:

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

# Department Summary

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*Department: Environment Division*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8090

**Manager:** Kyle Collins

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**NOTES:**

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## **Goals & Objectives:**

1. Increase division efficiency and productivity with regards to completing wetland and site disturbance/overclearing applications, as well as all other tasks related to the management, regulation conservation and restoration of the Town's natural resources.
2. Expand environmental education and outreach through the Town's website, focusing on public understanding of the local environmental regulations, including wetlands protection laws and encouraging the participation of the private sector, local communities, schools, user groups, individuals and nonprofit organizations in natural resource conservation and stewardship.
3. Enhance the Division's capability to promote and enforce compliance with environmental regulations.
4. Implement the Waterfront Protection Plan for the Town.
5. Continue integrating all environmental application data and documents into Govern and expand present GIS capabilities to include environmental inventory and mapping of all lands restricted by easements and covenants.

## **Legal Authority:**

Chapter 325 (Wetlands)  
Chapter 138 (Coastal Erosion Hazard Areas)  
Article XIII (Aquifer Protection Overlay District, Sec. 330-67 (Protection of Natural Vegetation)  
Chapter 157 (Environmental Quality Review)  
Article XXIV (Central Pine Barrens Overlay District)  
Chapter 231 (Nature Preserve)  
Village of Sagaponack  
Chapter 225 (Wetlands)  
Chapter 42 (Coastal Erosion Hazard Areas)

**2017 Environment Fee Schedule**

<b>Fee Schedule</b>	<b>2016 Fee Schedule</b>	<b>2017 Fee Schedule</b>	<b>Proposed Increase</b>
Certificate of Coastal Compliance and Lot Inspections	\$250	\$250	
Letters of Non-Jurisdiction	\$250	\$250	
<b>Wetlands Boundary Flagging</b>			
1 <sup>ST</sup> Acre or less:	\$300	\$300	
Each additional Acre:	\$50	\$50	
Maximum Fee	\$3,000	\$3,000	
Conservation Board Wetland Permit	\$800	\$800	
<b>Existing Structures Constructed Without Required Conservation Board Wetland Permit</b>			
300 Square Feet or less	400*	400*	
Greater than 300 Square Feet	800*	800*	
Administrative Wetland Permit	\$400	\$400	
<b>Existing Structures Constructed Without Required Administrative Wetland Permits</b>	400*	400*	
<b>Permit Renewals</b>			
Active Permits	\$300	\$300	
Expired Permits	100*	100*	
Permits Transfers	\$200	\$200	
Permit Modification	\$400	\$400	
Reschedule of Public Hearing (If re-hearing is at the request of applicant or due to error by applicant)	\$300	\$300	
Easement Interpretation and Conservation Management Plan	\$1,050	\$1,050	
Wetland Boundary and Jurisdictional Appeal	0	\$1,050	\$1,050
*Added to standard applicable permit fee			

**NOTES:**

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/17	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Environment Division - 8090</b>													
Chief Environmental Analyst	ADMINISTRATIVE	119,646	4,000	4,650	128,296	24,615	8,482	18,154	5,191	56,442	184,738	28.0	100.0
Senior Administrative Assistant	ADMINSUPPORT	55,141	1,622	5,100	61,863	1,299	4,733	8,754	873	15,659	77,522	3.9	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 3	38,273	0	0	38,273	12,548	2,928	5,416	599	21,491	59,764	3.4	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / G / 5	61,241	0	5,100	66,341	1,304	5,075	9,387	959	16,725	83,066	4.8	100.0
Environmental Technician	CSEA40HOUR - 7-1-2010 / F / 1	54,455	0	0	54,455	11,432	4,166	7,705	840	24,144	78,599	1.1	100.0
<b>Total Environment Division - 8090</b>		<b>328,756</b>	<b>5,622</b>	<b>14,850</b>	<b>349,228</b>	<b>51,200</b>	<b>25,383</b>	<b>49,416</b>	<b>8,462</b>	<b>134,461</b>	<b>483,689</b>		

NOTES:

**Town of Southampton**  
**2017 Adopted Budget**  
**Environment Division - 8090**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	133,868	132,095	245,058	233,588	233,588	227,904	229,959	229,959	229,959	(3,629)	(1.55%)	239,385	241,496	241,496	241,496
	<b>Total Real Property Taxes</b>	133,868	132,095	245,058	233,588	233,588	227,904	229,959	229,959	229,959	(3,629)	(1.55%)	239,385	241,496	241,496	241,496
<b>Other Revenue:</b>																
1790	Inter-Departmental Revenue	(44,570)	(44,570)	(43,712)	(43,712)	(32,784)	(46,101)	(46,270)	(46,270)	(46,270)	(2,558)	5.85%	(46,101)	(46,270)	(46,270)	(46,270)
2112	Wetland Fees	325,829	268,800	280,000	280,000	248,600	300,000	300,000	300,000	300,000	20,000	7.14%	300,000	300,000	300,000	300,000
	<b>Total Other Revenue</b>	281,258	224,230	236,288	236,288	215,816	253,899	253,730	253,730	253,730	17,442	7.38%	253,899	253,730	253,730	253,730
	<b>Total Revenue</b>	<b>415,126</b>	<b>356,324</b>	<b>481,346</b>	<b>469,876</b>	<b>449,404</b>	<b>481,803</b>	<b>483,689</b>	<b>483,689</b>	<b>483,689</b>	<b>13,814</b>	<b>2.94%</b>	<b>493,284</b>	<b>495,226</b>	<b>495,226</b>	<b>495,226</b>
<b>Salaries:</b>																
6100	Salaries	260,384	258,620	323,668	312,198	275,818	328,756	328,756	328,756	328,756	(16,558)	(5.30%)	338,179	338,179	338,179	338,179
6103	Accumulated Sick/Personal Days	4,500	4,423	9,025	9,025	4,511	4,650	4,650	4,650	4,650	4,375	48.48%	4,650	4,650	4,650	4,650
6105	Part Time Salaries	27,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	0	0	0	0	0	5,622	5,622	5,622	5,622	(5,622)	(100.00%)	5,622	5,622	5,622	5,622
6127	Cash in Lieu of Health Benefits	5,000	4,000	5,000	9,900	2,781	10,200	10,200	10,200	10,200	(300)	(3.03%)	10,200	10,200	10,200	10,200
	<b>Total Salaries</b>	296,884	267,043	337,693	331,123	283,110	349,228	349,228	349,228	349,228	(18,105)	(5.47%)	358,651	358,651	358,651	358,651
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	44,531	47,366	56,395	56,395	51,685	48,892	49,416	49,416	49,416	6,979	12.38%	50,211	50,749	50,749	50,749
6830	FICA Tax Expenditure	21,924	20,084	24,623	25,003	21,323	25,383	25,383	25,383	25,383	(380)	(1.52%)	25,956	25,956	25,956	25,956
6835	MTA Tax	1,009	893	1,148	1,168	948	1,187	1,187	1,187	1,187	(19)	(1.65%)	1,219	1,219	1,219	1,219
6840	Worker's Compensation	4,410	3,981	4,730	4,730	4,654	5,768	7,131	7,131	7,131	(2,400)	(50.74%)	5,903	7,306	7,306	7,306
6860	Medical Insurance - Active Employees	41,016	29,648	50,100	44,800	33,345	44,688	44,688	44,688	44,688	112	0.25%	44,688	44,688	44,688	44,688
6865	Dental & Optical	5,208	2,501	6,512	6,512	2,975	6,512	6,512	6,512	6,512	0	0.00%	6,512	6,512	6,512	6,512
6875	Disability	144	57	144	144	45	144	144	144	144	0	0.00%	144	144	144	144
	<b>Total Employee Benefits - Current</b>	118,242	104,529	143,652	138,752	114,976	132,575	134,461	134,461	134,461	4,291	3.09%	134,633	136,574	136,574	136,574
	<b>Total Employee Costs</b>	<b>415,126</b>	<b>371,573</b>	<b>481,346</b>	<b>469,876</b>	<b>398,086</b>	<b>481,803</b>	<b>483,689</b>	<b>483,689</b>	<b>483,689</b>	<b>(13,814)</b>	<b>(2.94%)</b>	<b>493,284</b>	<b>495,226</b>	<b>495,226</b>	<b>495,226</b>
	<b>Total Expenditures</b>	<b>415,126</b>	<b>371,573</b>	<b>481,346</b>	<b>469,876</b>	<b>398,086</b>	<b>481,803</b>	<b>483,689</b>	<b>483,689</b>	<b>483,689</b>	<b>(13,814)</b>	<b>(2.94%)</b>	<b>493,284</b>	<b>495,226</b>	<b>495,226</b>	<b>495,226</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(15,248)</b>	<b>0</b>	<b>0</b>	<b>51,318</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>

# Department Summary

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*Department: Architectural Review Board*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8013

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

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

## **Workload:**

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

## **Goals & Objectives:**

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

## **Legal Authority:**

Established pursuant to Southampton Town Code, Article XIX.

**Town of Southampton**  
**2017 Adopted Budget**  
**Architectural Review Board - 8013**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
	<b>Other Revenue:</b>															
1790	Inter-Departmental Revenue	23,566	23,566	23,566	23,566	17,673	25,878	25,989	25,989	25,989	2,423	10.28%	25,878	25,989	25,989	25,989
2701	Miscellaneous Tax Receipts	0	2,715	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>23,566</b>	<b>26,281</b>	<b>23,566</b>	<b>23,566</b>	<b>17,673</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>	<b>2,423</b>	<b>10.28%</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>
	<b>Total Revenue</b>	<b>23,566</b>	<b>26,281</b>	<b>23,566</b>	<b>23,566</b>	<b>17,673</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>	<b>2,423</b>	<b>10.28%</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>
	<b>Salaries:</b>															
6100	Salaries	21,000	21,000	21,000	21,000	19,417	23,000	23,000	23,000	23,000	(2,000)	(9.52%)	23,000	23,000	23,000	23,000
	<b>Total Salaries</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>19,417</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>(2,000)</b>	<b>(9.52%)</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	660	702	660	660	605	743	743	743	743	(83)	(12.50%)	743	743	743	743
6830	FICA Tax Expenditure	1,607	1,607	1,607	1,607	1,485	1,760	1,760	1,760	1,760	(153)	(9.52%)	1,760	1,760	1,760	1,760
6835	MTA Tax	71	72	71	71	66	78	78	78	78	(7)	(9.52%)	78	78	78	78
6840	Worker's Compensation	84	76	84	84	83	154	265	265	265	(181)	(214.88%)	154	265	265	265
6875	Disability	144	114	144	144	75	144	144	144	144	0	0.00%	144	144	144	144
	<b>Total Employee Benefits - Current</b>	<b>2,566</b>	<b>2,570</b>	<b>2,566</b>	<b>2,566</b>	<b>2,314</b>	<b>2,878</b>	<b>2,989</b>	<b>2,989</b>	<b>2,989</b>	<b>(423)</b>	<b>(16.48%)</b>	<b>2,878</b>	<b>2,989</b>	<b>2,989</b>	<b>2,989</b>
	<b>Total Employee Costs</b>	<b>23,566</b>	<b>23,570</b>	<b>23,566</b>	<b>23,566</b>	<b>21,731</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>	<b>(2,423)</b>	<b>(10.28%)</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>
	<b>Total Expenditures</b>	<b>23,566</b>	<b>23,570</b>	<b>23,566</b>	<b>23,566</b>	<b>21,731</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>	<b>(2,423)</b>	<b>(10.28%)</b>	<b>25,878</b>	<b>25,989</b>	<b>25,989</b>	<b>25,989</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>2,711</b>	<b>0</b>	<b>0</b>	<b>(4,058)</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>

# Department Summary

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*Department: Conservation Board*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8730

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

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

## **Workload:**

The principal workload of the Southampton Town Conservation Board (STCB) is regulating fresh, tidal and brackish wetlands, pursuant to Chapter 325 of the Town Code. The permit process involves wetland identification; landowner education; review of proposed development plans and evaluation of reasonable alternatives; mitigation, assessment of impacts and costs; and landowner satisfaction. Acting in an advisory capacity, the Conservation Board also conducts environmental impact analysis and reviews and recommends mitigative action for a wide range of applications that have been referred to the Board from the Planning Division, the Building and Zoning Division and the Board of Trustees. The seven STCB members visit hundreds of sites annually, which have been proposed for development. These visits become the basis for making conservation decisions. This Board also provides conservation management advice for the many environmental information requests received each year.

## **Goals & Objectives:**

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

## **Legal Authority:**

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

**Town of Southampton**  
**2017 Adopted Budget**  
**Conservation Board - 8730**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
	<b>Other Revenue:</b>															
1790	Inter-Departmental Revenue	44,570	44,570	43,712	43,712	32,784	46,101	46,270	46,270	46,270	2,558	5.85%	46,101	46,270	46,270	46,270
	<b>Total Other Revenue</b>	<b>44,570</b>	<b>44,570</b>	<b>43,712</b>	<b>43,712</b>	<b>32,784</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>	<b>2,558</b>	<b>5.85%</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>
	<b>Total Revenue</b>	<b>44,570</b>	<b>44,570</b>	<b>43,712</b>	<b>43,712</b>	<b>32,784</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>	<b>2,558</b>	<b>5.85%</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>
	<b>Salaries:</b>															
6100	Salaries	38,000	37,000	38,000	38,000	32,666	40,000	40,000	40,000	40,000	(2,000)	(5.26%)	40,000	40,000	40,000	40,000
	<b>Total Salaries</b>	<b>38,000</b>	<b>37,000</b>	<b>38,000</b>	<b>38,000</b>	<b>32,666</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>(2,000)</b>	<b>(5.26%)</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	2,838	3,019	1,980	1,980	1,815	2,063	2,063	2,063	2,063	(83)	(4.17%)	2,063	2,063	2,063	2,063
6830	FICA Tax Expenditure	2,907	2,830	2,907	2,907	2,499	3,060	3,060	3,060	3,060	(153)	(5.26%)	3,060	3,060	3,060	3,060
6835	MTA Tax	129	126	129	129	111	136	136	136	136	(7)	(5.26%)	136	136	136	136
6840	Worker's Compensation	495	447	495	495	487	641	810	810	810	(315)	(63.74%)	641	810	810	810
6875	Disability	202	169	202	202	136	202	202	202	202	0	0.00%	202	202	202	202
	<b>Total Employee Benefits - Current</b>	<b>6,570</b>	<b>6,590</b>	<b>5,712</b>	<b>5,712</b>	<b>5,047</b>	<b>6,101</b>	<b>6,270</b>	<b>6,270</b>	<b>6,270</b>	<b>(558)</b>	<b>(9.76%)</b>	<b>6,101</b>	<b>6,270</b>	<b>6,270</b>	<b>6,270</b>
	<b>Total Employee Costs</b>	<b>44,570</b>	<b>43,590</b>	<b>43,712</b>	<b>43,712</b>	<b>37,714</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>	<b>(2,558)</b>	<b>(5.85%)</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>
	<b>Total Expenditures</b>	<b>44,570</b>	<b>43,590</b>	<b>43,712</b>	<b>43,712</b>	<b>37,714</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>	<b>(2,558)</b>	<b>(5.85%)</b>	<b>46,101</b>	<b>46,270</b>	<b>46,270</b>	<b>46,270</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>981</b>	<b>0</b>	<b>0</b>	<b>(4,930)</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>

# Department Summary

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*Department: Landmarks & Historic Districts Board*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8022

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

The Landmarks & Historic Districts Board evaluates the need for preservation of cultural resources in the Town and renders decisions on Certificates of Appropriateness for improvements or demolitions of properties that have been designated local landmarks or part of a Historic District designated, pursuant to Town Code.

## **Workload:**

The Landmarks & Historic Districts Board also provides research assistance for various Town planning studies; inventories and documents hamlet heritage resources; and provides technical guidance.

## **Goals & Objectives:**

The Landmarks and Historic Districts Board will continue efforts to raise awareness of the need for greater protection, preservation and appreciation for hamlet heritage resources, including cemeteries.

## **Legal Authority:**

Established pursuant to Local Law - Chapter 330-320.

**Town of Southampton**  
**2017 Adopted Budget**  
**Landmarks & Historic Districts Board - 8022**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
	<b>Other Revenue:</b>															
1790	Inter-Departmental Revenue	12,842	12,842	12,846	12,846	9,636	16,019	16,065	16,065	16,065	3,219	25.05%	16,019	16,065	16,065	16,065
	<b>Total Other Revenue</b>	<b>12,842</b>	<b>12,842</b>	<b>12,846</b>	<b>12,846</b>	<b>9,636</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>	<b>3,219</b>	<b>25.05%</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>
	<b>Total Revenue</b>	<b>12,842</b>	<b>12,842</b>	<b>12,846</b>	<b>12,846</b>	<b>9,636</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>	<b>3,219</b>	<b>25.05%</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>
	<b>Salaries:</b>															
6100	Salaries	11,200	10,425	11,200	11,200	4,625	14,000	14,000	14,000	14,000	(2,800)	(25.00%)	14,000	14,000	14,000	14,000
	<b>Total Salaries</b>	<b>11,200</b>	<b>10,425</b>	<b>11,200</b>	<b>11,200</b>	<b>4,625</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>(2,800)</b>	<b>(25.00%)</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	462	491	462	462	423	578	578	578	578	(116)	(25.00%)	578	578	578	578
6830	FICA Tax Expenditure	857	798	857	857	354	1,071	1,071	1,071	1,071	(214)	(25.00%)	1,071	1,071	1,071	1,071
6835	MTA Tax	38	32	38	38	14	48	48	48	48	(10)	(25.00%)	48	48	48	48
6840	Worker's Compensation	26	23	30	30	30	64	109	109	109	(79)	(259.38%)	64	109	109	109
6875	Disability	259	17	259	259	7	259	259	259	259	0	0.00%	259	259	259	259
	<b>Total Employee Benefits - Current</b>	<b>1,642</b>	<b>1,361</b>	<b>1,646</b>	<b>1,646</b>	<b>828</b>	<b>2,019</b>	<b>2,065</b>	<b>2,065</b>	<b>2,065</b>	<b>(418)</b>	<b>(25.39%)</b>	<b>2,019</b>	<b>2,065</b>	<b>2,065</b>	<b>2,065</b>
	<b>Total Employee Costs</b>	<b>12,842</b>	<b>11,786</b>	<b>12,846</b>	<b>12,846</b>	<b>5,453</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>	<b>(3,218)</b>	<b>(25.05%)</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>
	<b>Total Expenditures</b>	<b>12,842</b>	<b>11,786</b>	<b>12,846</b>	<b>12,846</b>	<b>5,453</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>	<b>(3,218)</b>	<b>(25.05%)</b>	<b>16,019</b>	<b>16,065</b>	<b>16,065</b>	<b>16,065</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>1,056</b>	<b>0</b>	<b>0</b>	<b>4,183</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>

# Department Summary

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*Department: Licensing Review Board*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8016

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

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

## **Workload:**

The Licensing Review Board has the following responsibilities:

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

## **Goals & Objectives:**

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

## **Legal Authority:**

Established pursuant to Southampton Town Code, Section 143.

**Town of Southampton**  
**2017 Adopted Budget**  
**Licensing Review Board - 8016**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
	<b>Other Revenue:</b>															
1790	Inter-Departmental Revenue	24,091	24,091	24,091	24,091	18,069	25,614	25,684	25,684	25,684	1,593	6.61%	25,614	25,684	25,684	25,684
	<b>Total Other Revenue</b>	24,091	24,091	24,091	24,091	18,069	25,614	25,684	25,684	25,684	1,593	6.61%	25,614	25,684	25,684	25,684
	<b>Total Revenue</b>	<b>24,091</b>	<b>24,091</b>	<b>24,091</b>	<b>24,091</b>	<b>18,069</b>	<b>25,614</b>	<b>25,684</b>	<b>25,684</b>	<b>25,684</b>	<b>1,593</b>	<b>6.61%</b>	<b>25,614</b>	<b>25,684</b>	<b>25,684</b>	<b>25,684</b>
	<b>Salaries:</b>															
6100	Salaries	19,200	18,300	19,200	19,200	15,800	21,000	21,000	21,000	21,000	(1,800)	(9.38%)	21,000	21,000	21,000	21,000
	<b>Total Salaries</b>	19,200	18,300	19,200	19,200	15,800	21,000	21,000	21,000	21,000	(1,800)	(9.38%)	21,000	21,000	21,000	21,000
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	2,574	2,738	2,574	2,574	2,359	2,145	2,145	2,145	2,145	429	16.67%	2,145	2,145	2,145	2,145
6830	FICA Tax Expenditure	1,469	1,400	1,469	1,469	1,216	1,607	1,607	1,607	1,607	(138)	(9.38%)	1,607	1,607	1,607	1,607
6835	MTA Tax	65	94	65	65	70	71	71	71	71	(6)	(9.38%)	71	71	71	71
6840	Worker's Compensation	639	577	639	639	629	647	718	718	718	(78)	(12.26%)	647	718	718	718
6875	Disability	144	68	144	144	42	144	144	144	144	0	0.00%	144	144	144	144
	<b>Total Employee Benefits - Current</b>	4,891	4,876	4,891	4,891	4,316	4,614	4,684	4,684	4,684	207	4.23%	4,614	4,684	4,684	4,684
	<b>Total Employee Costs</b>	<b>24,091</b>	<b>23,176</b>	<b>24,091</b>	<b>24,091</b>	<b>20,116</b>	<b>25,614</b>	<b>25,684</b>	<b>25,684</b>	<b>25,684</b>	<b>(1,593)</b>	<b>(6.61%)</b>	<b>25,614</b>	<b>25,684</b>	<b>25,684</b>	<b>25,684</b>
	<b>Total Expenditures</b>	<b>24,091</b>	<b>23,176</b>	<b>24,091</b>	<b>24,091</b>	<b>20,116</b>	<b>25,614</b>	<b>25,684</b>	<b>25,684</b>	<b>25,684</b>	<b>(1,593)</b>	<b>(6.61%)</b>	<b>25,614</b>	<b>25,684</b>	<b>25,684</b>	<b>25,684</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>915</b>	<b>0</b>	<b>0</b>	<b>(2,047)</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>

# Department Summary

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*Department: Planning Board*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8020

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

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

## **Workload:**

The development review functions of the Town Planning Board include:

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

Other duties include:

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

## **Goals & Objectives:**

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

## **Legal Authority:**

Established pursuant to New York State Town Law Article 16.

**Town of Southampton**  
**2017 Adopted Budget**  
**Planning Board - 8020**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
	<b>Other Revenue:</b>															
1790	Inter-Departmental Revenue	110,007	110,007	106,375	109,630	79,782	118,977	119,395	119,395	119,395	9,765	8.91%	118,977	119,395	119,395	119,395
2701	Miscellaneous Tax Receipts	0	32	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>110,007</b>	<b>110,040</b>	<b>106,375</b>	<b>109,630</b>	<b>79,782</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>	<b>9,765</b>	<b>8.91%</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>
	<b>Total Revenue</b>	<b>110,007</b>	<b>110,040</b>	<b>106,375</b>	<b>109,630</b>	<b>79,782</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>	<b>9,765</b>	<b>8.91%</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>
	<b>Salaries:</b>															
6100	Salaries	82,000	82,000	82,000	82,000	82,500	87,000	87,000	87,000	87,000	(5,000)	(6.10%)	87,000	87,000	87,000	87,000
	<b>Total Salaries</b>	<b>82,000</b>	<b>82,000</b>	<b>82,000</b>	<b>82,000</b>	<b>82,500</b>	<b>87,000</b>	<b>87,000</b>	<b>87,000</b>	<b>87,000</b>	<b>(5,000)</b>	<b>(6.10%)</b>	<b>87,000</b>	<b>87,000</b>	<b>87,000</b>	<b>87,000</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	1,980	2,106	1,980	1,980	1,815	1,980	1,980	1,980	1,980	0	0.00%	1,980	1,980	1,980	1,980
6830	FICA Tax Expenditure	6,273	4,979	6,273	5,573	5,057	6,656	6,656	6,656	6,656	(1,083)	(19.42%)	6,656	6,656	6,656	6,656
6835	MTA Tax	279	221	279	279	225	296	296	296	296	(17)	(6.10%)	296	296	296	296
6840	Worker's Compensation	328	296	328	328	323	583	1,001	1,001	1,001	(673)	(205.03%)	583	1,001	1,001	1,001
6860	Medical Insurance - Active Employees	15,033	15,845	11,400	16,655	15,264	18,348	18,348	18,348	18,348	(1,693)	(10.17%)	18,348	18,348	18,348	18,348
6865	Dental & Optical	3,913	2,474	3,913	2,613	2,257	3,913	3,913	3,913	3,913	(1,300)	(49.75%)	3,913	3,913	3,913	3,913
6875	Disability	202	200	202	202	159	202	202	202	202	0	0.00%	202	202	202	202
	<b>Total Employee Benefits - Current</b>	<b>28,007</b>	<b>26,122</b>	<b>24,375</b>	<b>27,630</b>	<b>25,099</b>	<b>31,977</b>	<b>32,395</b>	<b>32,395</b>	<b>32,395</b>	<b>(4,765)</b>	<b>(17.25%)</b>	<b>31,977</b>	<b>32,395</b>	<b>32,395</b>	<b>32,395</b>
	<b>Total Employee Costs</b>	<b>110,007</b>	<b>108,121</b>	<b>106,375</b>	<b>109,630</b>	<b>107,599</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>	<b>(9,765)</b>	<b>(8.91%)</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>
	<b>Total Expenditures</b>	<b>110,007</b>	<b>108,121</b>	<b>106,375</b>	<b>109,630</b>	<b>107,599</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>	<b>(9,765)</b>	<b>(8.91%)</b>	<b>118,977</b>	<b>119,395</b>	<b>119,395</b>	<b>119,395</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>1,918</b>	<b>0</b>	<b>0</b>	<b>(27,817)</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>

# Department Summary

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*Department: Zoning Board of Appeals*

**Budget Year:** 2017

**Division:** Land Management Department

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

**Cost Center #:** 8012

**Manager:** Kyle Collins

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

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

## **Workload:**

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

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

## **Goals & Objectives:**

## **Legal Authority:**

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

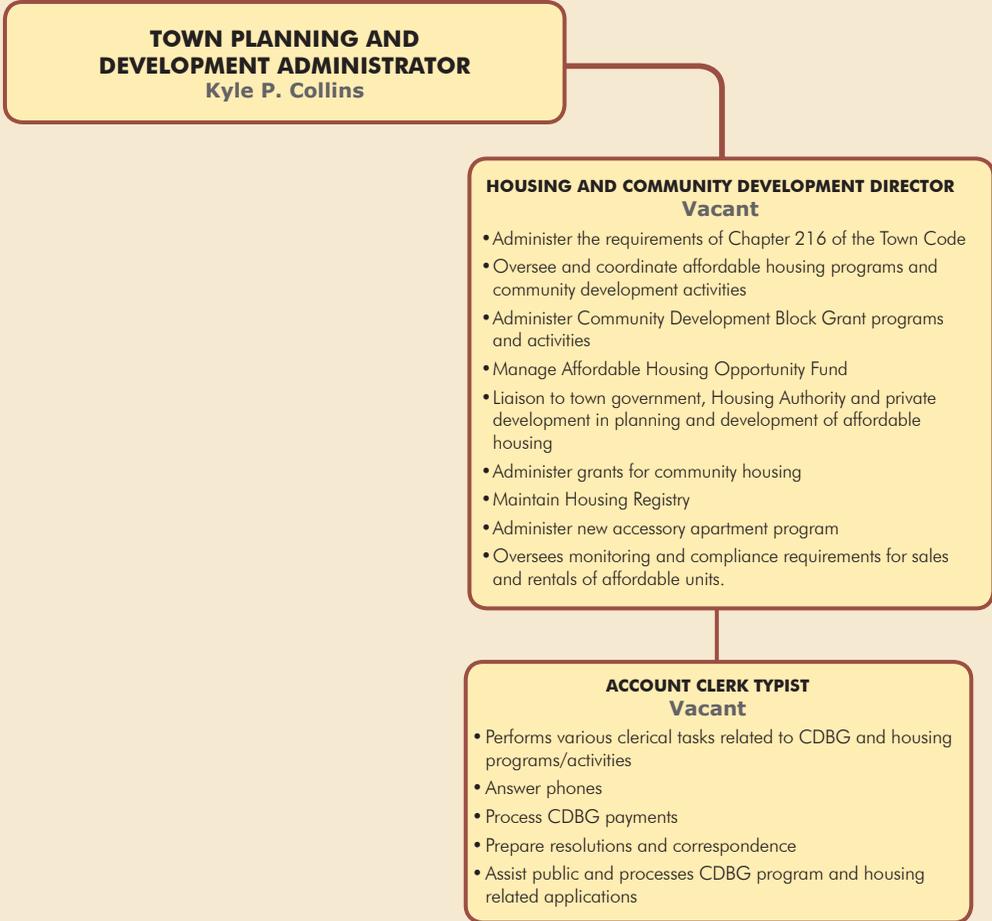
**Town of Southampton**  
**2017 Adopted Budget**  
**Zoning Board of Appeals - 8012**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
	<b>Other Revenue:</b>															
1790	Inter-Departmental Revenue	120,657	120,657	113,392	113,392	85,044	119,527	119,909	119,909	119,909	6,517	5.75%	119,527	119,909	119,909	119,909
	<b>Total Other Revenue</b>	120,657	120,657	113,392	113,392	85,044	119,527	119,909	119,909	119,909	6,517	5.75%	119,527	119,909	119,909	119,909
	<b>Total Revenue</b>	<b>120,657</b>	<b>120,657</b>	<b>113,392</b>	<b>113,392</b>	<b>85,044</b>	<b>119,527</b>	<b>119,909</b>	<b>119,909</b>	<b>119,909</b>	<b>6,517</b>	<b>5.75%</b>	<b>119,527</b>	<b>119,909</b>	<b>119,909</b>	<b>119,909</b>
	<b>Salaries:</b>															
6100	Salaries	74,000	73,500	74,000	74,000	65,709	79,500	79,500	79,500	79,500	(5,500)	(7.43%)	79,500	79,500	79,500	79,500
	<b>Total Salaries</b>	74,000	73,500	74,000	74,000	65,709	79,500	79,500	79,500	79,500	(5,500)	(7.43%)	79,500	79,500	79,500	79,500
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	8,877	9,442	8,877	8,877	8,136	7,673	7,673	7,673	7,673	1,205	13.57%	7,673	7,673	7,673	7,673
6830	FICA Tax Expenditure	5,661	4,386	5,661	5,661	3,825	6,082	6,082	6,082	6,082	(421)	(7.43%)	6,082	6,082	6,082	6,082
6835	MTA Tax	252	195	252	252	170	270	270	270	270	(19)	(7.43%)	270	270	270	270
6840	Worker's Compensation	296	267	296	296	291	533	914	914	914	(618)	(208.87%)	533	914	914	914
6860	Medical Insurance - Active Employees	30,065	26,860	22,800	22,800	15,264	23,964	23,964	23,964	23,964	(1,164)	(5.11%)	23,964	23,964	23,964	23,964
6865	Dental & Optical	1,304	1,226	1,304	1,304	1,129	1,304	1,304	1,304	1,304	0	0.00%	1,304	1,304	1,304	1,304
6875	Disability	202	143	202	202	87	202	202	202	202	0	0.00%	202	202	202	202
	<b>Total Employee Benefits - Current</b>	46,657	42,519	39,392	39,392	28,900	40,027	40,409	40,409	40,409	(1,017)	(2.58%)	40,027	40,409	40,409	40,409
	<b>Total Employee Costs</b>	<b>120,657</b>	<b>116,019</b>	<b>113,392</b>	<b>113,392</b>	<b>94,609</b>	<b>119,527</b>	<b>119,909</b>	<b>119,909</b>	<b>119,909</b>	<b>(6,517)</b>	<b>(5.75%)</b>	<b>119,527</b>	<b>119,909</b>	<b>119,909</b>	<b>119,909</b>
	<b>Total Expenditures</b>	<b>120,657</b>	<b>116,019</b>	<b>113,392</b>	<b>113,392</b>	<b>94,609</b>	<b>119,527</b>	<b>119,909</b>	<b>119,909</b>	<b>119,909</b>	<b>(6,517)</b>	<b>(5.75%)</b>	<b>119,527</b>	<b>119,909</b>	<b>119,909</b>	<b>119,909</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>4,638</b>	<b>0</b>	<b>0</b>	<b>(9,565)</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>



# HOUSING AND COMMUNITY DEVELOPMENT

## 2017 ORGANIZATIONAL CHART





# Department Summary

*Department: Housing and Community Development*

**Budget Year:** 2017

**Division:** Land Management Department

**Fund:** Part Town Land Management (03)

**Costing Center #:** 8686

**Manager:** Kyle Collins

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## Departmental Mission & Responsibilities:

The mission of the office of Housing and Community Development is to enhance and to create affordable housing opportunities throughout the town of Southampton and to administer and initiate programs that help achieve that goal.

The Office of Housing and Community Development as a division within the Department of Land Management will administer the requirements of Chapter 216 of the Town Code as well overseeing and coordinating affordable housing programs and community development activities

## Workload:

In addition to overseeing the requirements under Chapter 216, the office will administer Community Development Block Grant (CDBG) programs and manage activities associated with the Community Housing Opportunity Fund. The Office will administer grants for community housing, maintain Housing Registry, oversees monitoring and compliance requirements for sales and rentals of affordable units including any lottery programs promoting affordable housing opportunities to the community. The Office will assist in the development of the accessory apartment program and administer its implementation. The office will also serve as the Town liaison to town government, the Southampton Housing Authority and private development in the planning and development of affordable housing.

## Goals & Objectives:

1. To expand both the availability for and the awareness of both rental and owner occupied affordable housing opportunities within the Town of Southampton.
2. To work closely with the Southampton Housing Authority, the private sector and non-for-profits in the planning and development of affordable housing.
3. To work to develop and implement an expended accessory apartment program

## Legal Authority:

Established pursuant to Municipal Home Rule Law Section 10 (l)(ii)(a)9(1) and Civil Service Law Section 22.

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**NOTES:**

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# 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 1/1/17	Alloc. %
<b>Land Management Department</b>													
<b>Land Management Summary</b>													
<b>Housing and Community Development - 8686</b>													
Community Development Administrator -	ADMINISTRATIVE	100,000	0	0	100,000	24,231	7,650	14,150	1,519	47,550	147,550		100.0
Account Clerk Typist - Requested Position	CSEA40HOUR - 7-1-2010 / C / E	21,720	0	0	21,720	12,118	1,662	3,073	338	17,191	38,912		50.0
<b>Total Housing and Community Development - 8686</b>		<b>121,720</b>	<b>0</b>	<b>0</b>	<b>121,720</b>	<b>36,350</b>	<b>9,312</b>	<b>17,223</b>	<b>1,857</b>	<b>64,741</b>	<b>186,462</b>		

**NOTES:**

**Town of Southampton**  
**2017 Adopted Budget**  
**Housing and Community Development - 8686**

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
	<b>Real Property Taxes:</b>															
1001	Property Taxes	0	0	0	0	0	170,695	171,462	171,462	171,462	171,462	100.00%	174,182	174,966	174,966	174,966
	<b>Total Real Property Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,695</b>	<b>171,462</b>	<b>171,462</b>	<b>171,462</b>	<b>171,462</b>	<b>100.00%</b>	<b>174,182</b>	<b>174,966</b>	<b>174,966</b>	<b>174,966</b>
	<b>Other Revenue:</b>															
1560	Rental Permits	0	0	0	0	0	25,000	0	0	0	0	0.00%	25,000	0	0	0
1564	Administrative Fees	0	0	0	0	0	0	25,000	25,000	25,000	25,000	100.00%	0	25,000	25,000	25,000
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>100.00%</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>195,695</b>	<b>196,462</b>	<b>196,462</b>	<b>196,462</b>	<b>196,462</b>	<b>100.00%</b>	<b>199,182</b>	<b>199,966</b>	<b>199,966</b>	<b>199,966</b>
	<b>Salaries:</b>															
6100	Salaries	0	0	0	0	0	121,720	121,720	121,720	121,720	(121,720)	(100.00%)	124,563	124,563	124,563	124,563
	<b>Total Salaries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121,720</b>	<b>121,720</b>	<b>121,720</b>	<b>121,720</b>	<b>(121,720)</b>	<b>(100.00%)</b>	<b>124,563</b>	<b>124,563</b>	<b>124,563</b>	<b>124,563</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	0	0	0	0	0	17,041	17,223	17,223	17,223	(17,223)	(100.00%)	17,439	17,626	17,626	17,626
6830	FICA Tax Expenditure	0	0	0	0	0	9,312	9,312	9,312	9,312	(9,312)	(100.00%)	9,529	9,529	9,529	9,529
6835	MTA Tax	0	0	0	0	0	414	414	414	414	(414)	(100.00%)	424	424	424	424
6840	Worker's Compensation	0	0	0	0	0	816	1,400	1,400	1,400	(1,400)	(100.00%)	835	1,432	1,432	1,432
6860	Medical Insurance - Active Employees	0	0	0	0	0	34,398	34,398	34,398	34,398	(34,398)	(100.00%)	34,398	34,398	34,398	34,398
6865	Dental & Optical	0	0	0	0	0	1,952	1,952	1,952	1,952	(1,952)	(100.00%)	1,952	1,952	1,952	1,952
6875	Disability	0	0	0	0	0	43	43	43	43	(43)	(100.00%)	43	43	43	43
	<b>Total Employee Benefits - Current</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,975</b>	<b>64,741</b>	<b>64,741</b>	<b>64,741</b>	<b>(64,741)</b>	<b>(100.00%)</b>	<b>64,619</b>	<b>65,404</b>	<b>65,404</b>	<b>65,404</b>
	<b>Total Employee Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>185,695</b>	<b>186,462</b>	<b>186,462</b>	<b>186,462</b>	<b>(186,462)</b>	<b>(100.00%)</b>	<b>189,182</b>	<b>189,966</b>	<b>189,966</b>	<b>189,966</b>
	<b>Contractual:</b>															
6401	Contracts	0	0	0	0	0	5,000	5,000	5,000	5,000	(5,000)	(100.00%)	5,000	5,000	5,000	5,000
6420	Other	0	0	0	0	0	3,000	3,000	3,000	3,000	(3,000)	(100.00%)	3,000	3,000	3,000	3,000
6425	Office Supplies	0	0	0	0	0	2,000	2,000	2,000	2,000	(2,000)	(100.00%)	2,000	2,000	2,000	2,000
	<b>Total Contractual</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>(10,000)</b>	<b>(100.00%)</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>195,695</b>	<b>196,462</b>	<b>196,462</b>	<b>196,462</b>	<b>(196,462)</b>	<b>(100.00%)</b>	<b>199,182</b>	<b>199,966</b>	<b>199,966</b>	<b>199,966</b>
	<b>Net Surplus (Deficit)</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>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>