

LAND MANAGEMENT DEPARTMENT

2011 ORGANIZATIONAL CHART

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR
Jefferson Murphree

- Supervises and manages the professional, technical and administrative staff and functions of the Department of Land Management consisting of three divisions: Administration, Planning 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;
- 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.

ASSISTANT TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR*
Freda Eisenberg

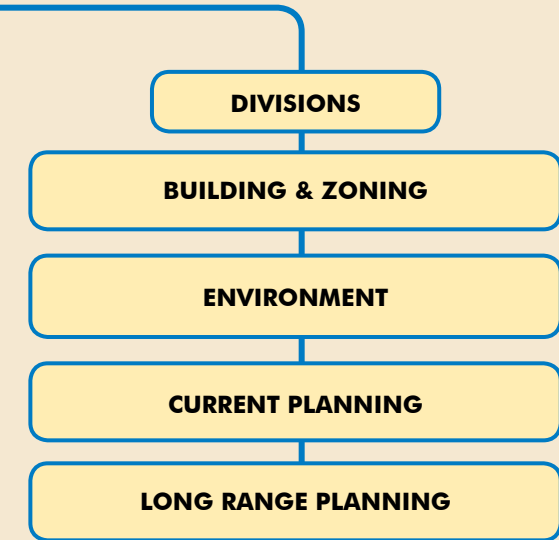
- Assists the Town Planning and Development Administrator in overseeing daily implementation of department's duties and responsibilities;
- Assists in the development, implementation and coordination of the Department of Land Management goals and objectives, policies, procedures, etc.;
- Manages projects to update and implement the Town's Comprehensive Plan, including long range planning studies and grant development;
- Provides information to Town Boards, committees, community residents and development applicants on Town planning activities, and current and anticipated regulations.

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;
- Assists in maintaining clear and concise records on federal and state grants received for Land Management.

CLERK TYPIST
Janet Johnson

- Assists the Department of Land Management Administration Office in its daily operations;
- Assists the Planning Division 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

- Conservation Board
- Landmarks & Historic Districts Board
- Planning Board

COMMITTEES

- Agricultural Advisory Committee
- Focus Groups/Working Groups for Various Planning Studies
- Trails Advisory Committee

TOWN OF SOUTHAMPTON

*Changes To Capital Fund Project-Land Use And Planning Coordination

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 1/1/11
Land Management Summary												
Land Management Admin												
Land Management Admin - 8025												
Asst Town Planning & Dev Admin	ADMINISTRATIVE	0	0	0	0	0	0	0	0	0	0	
Town Planning & Dev Administrat	ADMINISTRATIVE	117,300	0	0	117,300	19,207	8,322	13,490	572	41,591	158,891	12.7
Secretarial Assistant	ADMINSUPPORT	64,921	0	0	64,921	19,207	4,966	7,466	329	31,969	96,890	19.9
Total Land Management Admin - 8025		182,221	0	0	182,221	38,414	13,289	20,955	901	73,560	255,781	

NOTES:

Department Summary

Department: Land Management Admin

Budget Year: 2011

Division: Land Management Summary

Tax District: Part Town Land Mgmt

Cost Center #: 8025

Manager:

Departmental Mission & Responsibilities:

The Land Management Administration Division coordinates the efforts of the Planning and Environment Divisions of the Department of Land Management. The Town Planning and Development Administrator works with Division Heads setting priorities, interfacing with intergovernmental agencies, identifying funding sources for programs and leading the implementation of these programs. The Land Management Administration Division also oversees certain capital planning projects and studies.

NOTES:

Department Summary

Department: Land Management Admin

Budget Year: 2011

Division: Land Management Summary

Tax District: Part Town Land Mgmt

Cost Center #: 8025

Manager:

NOTES:

Workload:

1. 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.
2. Coordinate the preparation and streamlining of Town regulations and procedures that pertain to small business growth, development and strategic business attraction and retention, environmental protection, creation of affordable housing, while insuring compliance with County, State and Federal regulations.
3. Assist the Town Board and Comptroller with the preparation of the Capital Improvement Program.
4. Manage professional and administrative staff assigned to the Department.
5. Process and maintain all financial, accounting and related transactions, records and budgets for the Department and each division.
6. Under the guidance of the Town Attorney, review all legal matters arising within the divisions of the Department.
7. Provide all administrative, data entry, accounting, clerical and related support services required by each division.
8. Provide professional support to the Town Board, and other public, private and not-for-profit development entities.
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 and administer the Town's participation in the National Flood Insurance Program.
11. Provide clerical staff support services to the Agricultural Advisory Committee by facilitating the mailing of meeting notices, copying and distribution of minutes, providing pertinent information, public hearing notices and proposed legislation to the Committee.
12. Provide outreach and coordination with Citizen Advisory Committees, local chambers of commerce and other citizen, business and development organizations.
13. Assess the performance of the Department's professional and technical support staff and insure resources are available to support development and training.

Department Summary

Department: Land Management Admin

Budget Year: 2011

Division: Land Management Summary

Tax District: Part Town Land Mgmt

Cost Center #: 8025

Manager:

Goals & Objectives:

1. Review and direct standard operating procedures for Planning Board applications, pending adoption of zoning code amendments to streamline the procedures for site plan and subdivision review.
2. Develop and implement management and administrative practices and procedures to maintain and improve the Departments overall efficiency, as well as increase confidence and satisfaction in the development process on the part of both applicants and community members.
3. Complete the process to establish design review with standards and guidelines.
4. 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.
5. Intergrate sustainability into all Department of Land Management activities, and implement initiatives of the Town's new sustainability office including grant development, code amendments and incorporating sustainability principles into new plans and developments.
6. Organize and implement grant administration restructuring with direct supervision and oversight by Land Management.
7. Revitalize the Town's Transfer of Development Rights program.

Legal Authority:

Town Code Chapter 28

NOTES:

Town of Southampton
2011 Adopted Budget
Land Management Admin - 8025

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	0	50,887	50,887	50,887	290,860	284,937	284,937	284,937	234,050	459.94%	306,368	300,143	300,143	300,143
	Total Real Property Taxes	0	0	50,887	50,887	50,887	290,860	284,937	284,937	284,937	234,050	459.94%	306,368	300,143	300,143	300,143
Other Revenue:																
1201	Interest And Earnings	0	8,122	0	0	7,490	7,500	7,500	7,500	7,500	7,500	100.00%	9,000	9,000	9,000	9,000
4089	Federal Aid-Recovery Act	0	0	87,144	87,144	0	0	0	0	0	(87,144)	(100.00%)	0	0	0	0
4960	Federal Grants - FEMA	0	0	0	12,000	0	0	0	0	0	(12,000)	(100.00%)	0	0	0	0
5031	Interfund Transfer - Revenue	0	0	25,000	55,100	30,100	0	0	0	0	(55,100)	(100.00%)	0	0	0	0
	Total Other Revenue	0	8,122	112,144	154,244	37,590	7,500	7,500	7,500	7,500	(146,744)	(95.14%)	9,000	9,000	9,000	9,000
	Total Revenue	0	8,122	163,031	205,131	88,477	298,360	292,437	292,437	292,437	87,306	42.56%	315,368	309,143	309,143	309,143
Salaries:																
6100	Salaries	401,492	395,131	314,819	314,819	262,656	186,417	182,221	182,221	182,221	132,598	42.12%	190,145	185,865	185,865	185,865
6110	Longevity	0	5,227	5,227	5,227	4,356	0	0	0	0	5,227	100.00%	0	0	0	0
	Total Salaries	401,492	400,358	320,046	320,046	267,012	186,417	182,221	182,221	182,221	137,825	43.06%	190,145	185,865	185,865	185,865
Employee Benefits - Current:																
6810	Employee Retirement - Active	31,116	34,400	22,083	30,887	18,403	21,438	20,955	20,955	20,955	9,932	32.15%	30,994	30,296	30,296	30,296
6830	FICA Tax Expenditure	30,714	29,529	23,833	23,833	20,065	13,390	13,289	13,289	13,289	10,544	44.24%	13,525	13,422	13,422	13,422
6840	Worker's Compensation	6,157	12,120	6,801	6,801	5,667	863	843	843	843	5,957	87.60%	880	860	860	860
6860	Medical Insurance - Active Employees	75,527	65,316	47,773	47,773	44,124	36,254	36,254	36,254	36,254	11,519	24.11%	39,154	39,154	39,154	39,154
6865	Dental & Optical	4,352	0	3,936	3,936	3,242	2,160	2,160	2,160	2,160	1,776	45.12%	2,332	2,332	2,332	2,332
6875	Disability	0	131	115	115	96	58	58	58	58	58	50.00%	58	58	58	58
	Total Employee Benefits - Current	147,866	141,495	104,541	113,345	91,596	74,163	73,560	73,560	73,560	39,785	35.10%	86,943	86,122	86,122	86,122
Employee Benefits - Retirees:																
6861	Health Insurance - Retirees	23,398	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Benefits - Retirees	23,398	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Costs	572,756	541,854	424,587	433,391	358,607	260,580	255,781	255,781	255,781	177,610	40.98%	277,088	271,987	271,987	271,987
Contractual:																
6401	Contracts	0	0	7,500	6,500	3,355	3,800	3,800	3,800	3,800	2,700	41.54%	3,800	3,800	3,800	3,800
6403	Gasoline	0	0	2,000	3,000	2,404	2,500	2,500	2,500	2,500	500	16.67%	3,000	3,000	3,000	3,000
6408	Repair Vehicle	0	0	1,500	1,500	0	5,000	1,500	1,500	1,500	0	0.00%	5,000	1,500	1,500	1,500
6411	Printing and Stationery	0	0	3,000	3,000	388	1,500	750	750	750	2,250	75.00%	1,500	750	750	750
6412	Publications	0	0	1,500	1,500	1,447	2,000	1,500	1,500	1,500	0	0.00%	2,000	1,500	1,500	1,500
6415	Telephone	0	0	1,080	1,080	518	1,080	4,626	4,626	4,626	(3,546)	(328.33%)	1,080	4,626	4,626	4,626
6416	Travel, Dues and Related	0	0	900	500	300	2,800	2,800	2,800	2,800	(2,300)	(460.00%)	2,800	2,800	2,800	2,800
6420	Other	0	0	150	150	115	150	150	150	150	0	0.00%	150	150	150	150

Town of Southampton
2011 Adopted Budget
Land Management Admin - 8025

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
6421	Legal Notices	0	0	5,000	5,400	4,067	5,000	5,000	5,000	5,000	400	7.41%	5,000	5,000	5,000	5,000
6425	Office Supplies	0	0	3,500	3,500	1,523	3,000	2,000	2,000	2,000	1,500	42.86%	3,000	2,000	2,000	2,000
6426	Supplies - Other	0	0	150	150	150	150	150	150	150	0	0.00%	150	150	150	150
6450	Schools & Training	0	0	1,500	1,500	645	800	800	800	800	700	46.67%	800	800	800	800
6466	Telephone - Wireless	0	0	0	0	0	0	1,080	1,080	1,080	(1,080)	(100.00%)	0	1,080	1,080	1,080
6490	Consultants	0	0	18,500	91,850	20,413	10,000	10,000	10,000	10,000	81,850	89.11%	10,000	10,000	10,000	10,000
6497	Misc Expenses	0	0	39,282	39,282	0	0	0	0	0	39,282	100.00%	0	0	0	0
6899	Contingent	5,019	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	5,019	0	85,562	158,912	35,325	37,780	36,656	36,656	36,656	122,256	76.93%	38,280	37,156	37,156	37,156
	Total Expenditures	577,775	541,854	510,149	592,303	393,932	298,360	292,437	292,437	292,437	299,866	50.63%	315,368	309,143	309,143	309,143
	Net Surplus (Deficit)	(577,775)	(533,732)	(347,118)	(387,172)	(305,455)	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	577,775	0	347,118	387,172	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(533,732)	0	0	(305,455)	0	0	0	0			0	0	0	0

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 1/1/11
Land Management Summary												
Land Management Admin												
Long Range Planning - 8026												
Town Planning Director	ADMINISTRATIVE	102,000	0	4,903	106,903	1,080	8,172	12,294	524	22,069	128,972	27.2
Clerk Typist	CSEA40HOUR-NEW / B / 5	38,962	0	2,500	41,462	1,080	3,172	4,768	221	9,241	50,703	4.6
Geographic Info Sys Tech 1	CSEA40HOUR-NEW / C / 3	41,061	0	0	41,061	9,420	3,141	4,722	219	17,502	58,562	2.6
Principal Planner	CSEA40HOUR-NEW / M / 3	73,257	0	2,500	75,757	1,080	5,795	8,712	379	15,967	91,724	4.7
Principal Planner	CSEA40HOUR-NEW / M / 5	75,460	2,631	2,500	80,591	1,080	6,165	9,268	402	16,915	97,506	7.6
Total Long Range Planning - 8026		330,740	2,631	12,403	345,774	13,740	26,445	39,764	1,744	81,694	427,467	

NOTES:

Department Summary

Department: Long Range Planning

Budget Year: 2011

Division: Land Management Summary

Tax District: Part Town Land Mgmt

Cost Center #: 8026

Manager:

NOTES:

Departmental Mission & Responsibilities:

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

Department Summary

Department: Long Range Planning

Budget Year: 2011

Division: Land Management Summary

Tax District: Part Town Land Mgmt

Cost Center #: 8026

Manager:

Workload:

1. 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, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
2. Prepare Conservation Opportunity Subdivision plans and Agricultural Planned Development Districts (PDD) plans to implement long-range farmland preservation strategies.
3. Assist in preparation of 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.
4. Coordinate and administer the Town's Transfer of Development Rights (TDR) programs.
5. Prepare reports, studies, maps, plans & specifications for Town Board initiatives, studies, programs, projects, legislation and code amendments.
6. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives, studies, programs, projects, legislation and code amendments.
7. Prepare and maintain maps through the use of the Town's GIS, related to planning initiatives, studies, programs, projects, legislation and code amendments.
8. Assist in the timely implementation of the Town's Comprehensive Plan, including the preparation of zoning amendments and legislation.
9. 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.
10. Provide a high level of service, support and education to applicants and citizens involved in the land planning process and long range planning.
11. Review Town Board change of zone applications and prepare reports with recommendations that will result in effective and responsive decision making processes.
12. Foster the coordination of all planning initiatives with intermunicipal, regional and state agencies.

NOTES:

Department Summary

Department: Long Range Planning

Budget Year: 2011

Division: Land Management Summary

Tax District: Part Town Land Mgmt

Cost Center #: 8026

Manager:

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.

Legal Authority:

NOTES:

Town of Southampton
2011 Adopted Budget
Long Range Planning - 8026

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	450,560	401,945	406,018	406,018	406,018	413,861	410,554	410,554	421,137	15,119	3.72%	442,108	444,280	444,280	456,919
	Total Real Property Taxes	450,560	401,945	406,018	406,018	406,018	413,861	410,554	410,554	421,137	15,119	3.72%	442,108	444,280	444,280	456,919
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	0	1,383	0	0	5,720	5,000	5,000	5,000	5,000	5,000	100.00%	5,000	5,000	5,000	5,000
1201	Interest And Earnings	0	70	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	24,250	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	25,703	0	0	5,720	5,000	5,000	5,000	5,000	5,000	100.00%	5,000	5,000	5,000	5,000
	Total Revenue	450,560	427,648	406,018	406,018	411,739	418,861	415,554	415,554	426,137	20,119	4.96%	447,108	449,280	449,280	461,919
Salaries:																
6100	Salaries	289,194	308,642	322,566	322,566	257,825	323,864	320,781	320,781	330,740	(8,175)	(2.53%)	332,669	329,524	329,524	339,683
6103	Accumulated Sick/Personal Days	8,153	2,342	2,550	2,550	1,925	2,403	2,403	2,403	2,403	147	5.77%	2,403	2,403	2,403	2,403
6110	Longevity	0	4,436	2,915	2,915	2,429	2,631	2,631	2,631	2,631	285	9.77%	2,683	7,259	7,259	7,259
6127	Cash in Lieu of Health Benefits	0	3,750	10,000	10,000	3,750	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Salaries	297,347	319,170	338,031	338,031	265,929	338,897	335,814	335,814	345,774	(7,743)	(2.29%)	347,756	349,186	349,186	359,345
Employee Benefits - Current:																
6810	Employee Retirement - Active	26,571	23,794	23,324	30,327	19,437	38,973	38,619	38,619	38,434	(8,107)	(26.73%)	56,684	56,917	56,917	58,573
6830	FICA Tax Expenditure	26,228	24,641	25,844	25,844	20,104	25,728	25,683	25,683	26,445	(601)	(2.33%)	26,275	26,580	26,580	27,357
6840	Worker's Compensation	5,258	0	7,183	7,183	5,986	1,378	1,554	1,554	1,600	5,583	77.72%	1,412	1,616	1,616	1,663
6860	Medical Insurance - Active Employees	44,804	26,626	6,572	6,572	11,350	8,340	8,340	8,340	8,340	(1,768)	(26.90%)	9,007	9,007	9,007	9,007
6865	Dental & Optical	4,352	0	4,920	4,920	4,052	5,400	5,400	5,400	5,400	(480)	(9.76%)	5,830	5,830	5,830	5,830
6875	Disability	0	26	144	144	24	144	144	144	144	0	0.00%	144	144	144	144
	Total Employee Benefits - Current	107,213	75,088	67,987	74,990	60,952	79,964	79,740	79,740	80,364	(5,374)	(7.17%)	99,353	100,094	100,094	102,574
	Total Employee Costs	404,560	394,257	406,018	413,021	326,881	418,861	415,554	415,554	426,137	(13,116)	(3.18%)	447,108	449,280	449,280	461,919
Contractual:																
6899	Contingent	4,286	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	4,286	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Expenditures	408,845	394,257	406,018	413,021	326,881	418,861	415,554	415,554	426,137	(13,116)	(3.18%)	447,108	449,280	449,280	461,919
	Net Surplus (Deficit)	41,715	33,390	0	(7,003)	84,858	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	(41,715)	0	0	7,003	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	33,390	0	0	84,858	0	0	0	0			0	0	0	0

ENVIRONMENT DIVISION

2011 ORGANIZATIONAL CHART

**TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR**
Jefferson Murphree

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.

SR ENVIRONMENTAL ANALYST
Dawn Ver Hague

- 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 preparation of federal, state, and county environmental permit applications for Town actions and projects;
- Prepares draft comprehensive reports, as well as graphic materials for review, editing and approval by the Chief Environmental Analyst, related to environmental research, assessment and planning;
- Attends federal, state, county and local agency, department, and board meetings, as well as public interest group and community group meetings, on behalf of the Chief Environmental Analyst, as required;
- Assists in environmental field assessments and compliance monitoring;
- Assists in the preparation of environmental information and education brochures and exhibits, as well as in public presentations.

SENIOR CLERK TYPIST
Patricia Turchiano

- 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;
- Maintains financial records for Department of Land Management as Alternate to Cashier;
- Operates Town switchboard as Alternate to Town Hall Operator and Lobby Receptionist.

PRINCIPAL STENOGRAPHER
Mary Hudson

- 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.

ENVIRONMENTAL TECHNICIAN
Elizabeth Jackson

- 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.

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 1/1/11
Land Management Summary												
Land Management Enterprise												
Environment Department - 8090												
Chief Environmental Analyst	ADMINISTRATIVE	103,020	0	2,972	105,992	19,207	8,108	12,189	4,084	43,589	149,581	22.0
Environmental Analyst	CSEA40HOUR-NEW / G / 2	52,858	0	2,500	55,358	1,080	4,235	6,366	2,147	13,828	69,186	2.8
Environmental Technician	CSEA40HOUR-NEW / F / 4	51,709	0	0	51,709	9,420	3,956	5,947	2,007	21,330	73,039	3.6
Principal Stenographer	CSEA40HOUR-NEW / F / 5	52,221	2,089	0	54,310	17,250	4,155	6,246	280	27,930	82,240	9.8
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	42,282	1,691	0	43,973	9,420	3,364	5,057	232	18,073	62,046	7.8
Total Environment Department - 8090		302,090	3,780	5,472	311,342	56,377	23,818	35,804	8,751	124,750	436,092	

NOTES:

Department Summary

Department: Environment Department

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8090

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Environment Division oversees the Town's natural resource conservation programs, including, specifically, the following areas:

1. Conduct an inventory and analysis of the Town's significant land and water resources, including the identification of strategies, policies and programs to conserve and revitalize those resources.
2. Provide technical support to all Town boards and departments, as well as federal, state and county agencies, with regards to natural resource conservation and environmental protection.
3. Plan, coordinate and participate in natural resource conservation and restoration projects and programs conducted independently by the Town or in partnership with other public, private and not-for-profit interests.
4. Provide public information and education, including partnering with local schools and universities with respect to environmental research and stewardship.

Workload:

Department Summary

Department: Environment Department

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8090

Manager:

NOTES:

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

1. Provide technical reports and testimony to the Town Board, Board of Trustees, Conservation Board, Planning Board and Zoning Board of Appeals, as well as Federal, State, and County agencies related to natural resource conservation and management, open space protection, habitat restoration, coastal resources, endangered species, groundwater protection, local waterfront revitalization, non-point source pollution abatement, vector control, Peconic and South Shore Estuaries, central pine barrens, landscaping, roadside beautification, environmental education, stewardship and assessment of environmental impacts, environmental enforcement and code amendments.
2. Provide professional and technical services to enable the Town and the Village of Sagaponack to administer and implement a wetlands protection program, including review of all wetland applications, pursuant to Chapter 325 of the Town Code and the Village Wetland Law.
3. Prepare and manage consultant and related contracts involving the conservation and restoration of the Town's natural resources.
4. 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.
5. Provide technical guidance and environmental monitoring services with respect to protection of rare, threatened and endangered species .
6. Provide technical input and support with regards to the development and implementation of a Local Waterfront Revitalization Plan, including a Harbor Management Plan, and Inter-Municipal Water Body Management Plan.
7. Maintain public outreach and inter-agency contacts, including providing guidance to the public with respect to environmental regulations.
8. Act as liaison between the Town and the Beach Erosion Control Taxation Districts.
9. Facilitate development and application of GIS mapping tools and digital databases for natural resource planning and management.
10. Play an active role in the identification of open space protection priorities at the town, county and state levels.
11. 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.
12. Provide guidance for applicants regarding Chapter 325 of the Town and Village of Sagaponack wetland law.

Department Summary

Department: Environment Department

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8090

Manager:

NOTES:

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 non-profit organizations in natural resource conservation and stewardship.
3. Enhance the Division's capability to promote and enforce compliance with environmental regulations.
4. Complete a Local Waterfront Revialization Program (LWRP) 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)

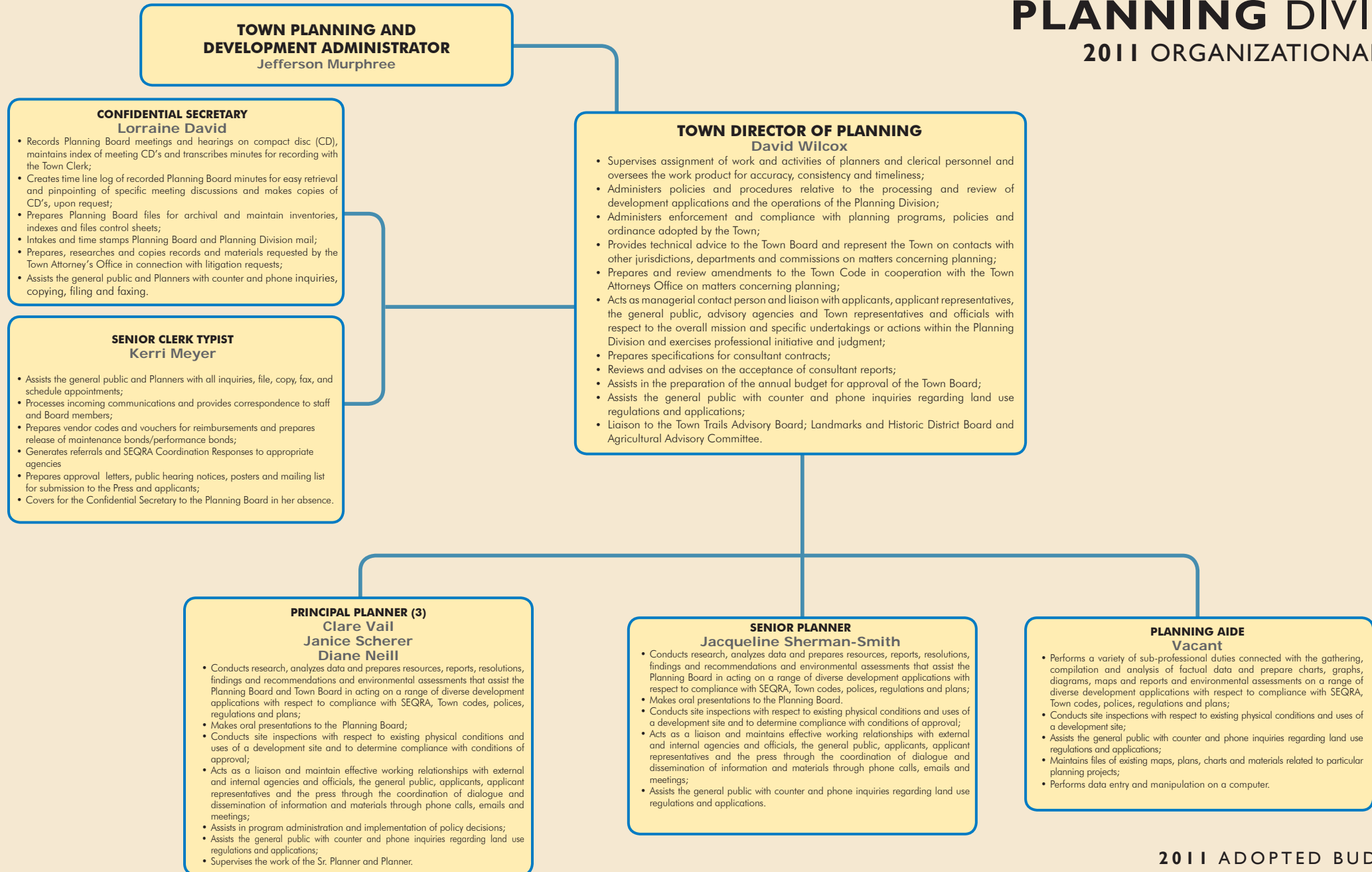
Chapter 157 (Environmental Quality Review)

Article XXIV (Central Pine Barrens Overlay District)

Chapter 231 (Nature Preserve)

PLANNING DIVISION

2011 ORGANIZATIONAL CHART



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 1/1/11
Land Management Summary												
Land Management Enterprise												
Planning Division - 8021												
Confidential Secretary	ADMINSUPPORT	52,124	0	0	52,124	9,420	3,987	5,994	270	19,672	71,796	17.9
Planning Aide - Vacant	CSEA40HOUR-NEW / Planning Aide /	37,192	0	0	37,192	16,006	2,845	4,277	1,426	24,555	61,747	
Principal Planner	CSEA40HOUR-NEW / M / 5	75,460	3,018	0	78,478	17,250	6,004	9,025	392	32,671	111,149	9.3
Senior Clerk Typist	CSEA40HOUR-NEW / C / 4	41,875	0	0	41,875	17,250	3,203	4,816	223	25,492	67,366	4.3
Senior Planner	CSEA40HOUR-NEW / J / E	59,936	0	0	59,936	9,420	4,585	6,893	306	21,204	81,140	4.8
Total Planning Division - 8021		266,588	3,018	0	269,606	69,346	20,625	31,005	2,617	123,593	393,198	

NOTES:

Department Summary

Department: Planning Division

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8021

Manager:

NOTES:

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. Pursue excellence in service and information offered to all involved in the land development process, including but not limited to, applicants and citizens.
3. Provide public notice of land development applications, their review and decisions, as required by Town Code, State and County regulations.
4. 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.
5. Lead 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

Department: Planning Division

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8021

Manager:

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. 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, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc. Assist in preparation of legislation required for the implementation of updates and amendments to same.
3. Process applications for subdivisions, providing professional support and recommendations to the Town Planning Board, pursuant to Town Code Chapter 292.
4. Review and process Town Planning Board applications for land development in a timely and efficient manner.
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. Coordinate and administer the Town's Transfer of Development Rights (TDR) program.
9. 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.
10. Review Town Board change of zone applications and prepare reports with recommendations that will result in effective and responsible decision making processes.

NOTES:

Department Summary

Department: Planning Division

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8021

Manager:

Goals & Objectives:

1. Generate ongoing improvement in the quality of the Town's built environment through enhancements to the development approvals process.
2. 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.
3. Improve accountability through systems for tracking application stages, maintenance and performance bonds and department fees.
4. Review and provide input on revisions to the planning process in order to streamline the application procedures while insuring public notification and participation, particularly as it applies to Planned Development District and change of zone applications.

Legal Authority:

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/11
Land Management Summary												
Land Management Enterprise												
Planning Board - 8020												
Planning Board	APPOINTBOARD	20,800	0	0	20,800	9,604	1,591	0	125	11,320	32,120	17.8
Planning Board	APPOINTBOARD	14,600	0	0	14,600	4,710	1,117	0	96	5,923	20,523	5.8
Planning Board	APPOINTBOARD	14,600	0	0	14,600	0	1,117	0	96	1,213	15,813	8.8
Planning Board	APPOINTBOARD	15,600	0	0	15,600	4,710	1,193	1,794	101	7,798	23,398	12.0
Planning Board	APPOINTBOARD	14,600	0	0	14,600	0	1,117	0	96	1,213	15,813	1.0
Planning Board	APPOINTBOARD	14,600	0	0	14,600	0	1,117	0	96	1,213	15,813	15.0
Planning Board	APPOINTBOARD	14,600	0	0	14,600	9,604	1,117	0	96	10,817	25,417	1.0
Total Planning Board - 8020		109,400	0	0	109,400	28,628	8,369	1,794	708	39,499	148,899	

NOTES:

Department Summary

Department: Planning Board

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8020

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Planning Board is authorized to review land use development applications to ensure that proposed activities are compatible with the Town's Comprehensive Land Use Plan and are 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, which have been referred by the Town Board.
4. Issuing Fresh Water Wetlands permits, pursuant to subdivision review.

Department Summary

Department: Planning Board

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8020

Manager:

Goals & Objectives:

1. Work with the Town Planning and Development Administrator to transition the minor review functions outlined in the Administrative Site Plan Permit legislation initiative, pending adoption by the Town Board.
2. Continue to work with Land Management Planners, applicants and the public on efforts to streamline the application review process while enhancing opportunities for public input.

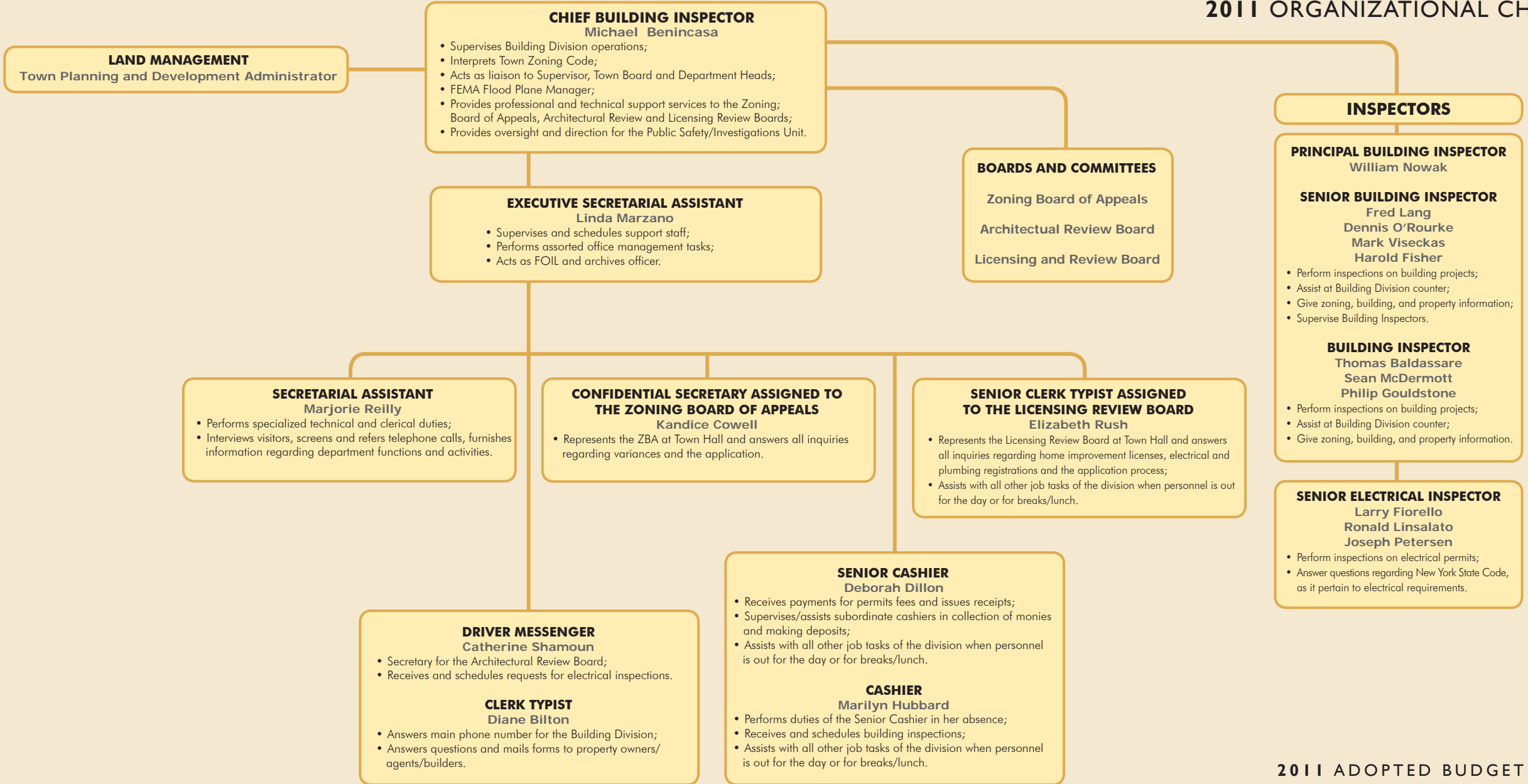
Legal Authority:

Established pursuant to New York State Town Law Article 16.

NOTES:

BUILDING & ZONING DEPARTMENT

2011 ORGANIZATIONAL CHART



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 1/1/11
Land Management Summary												
Land Management Enterprise												
Building & Zoning Department - 8029												
Chief Building Inspector	ADMINISTRATIVE	103,020	0	0	103,020	19,207	7,881	11,847	3,971	42,906	145,926	8.8
Confidential Secretary	ADMINSUPPORT	52,124	0	0	52,124	19,207	3,987	5,994	270	29,459	81,583	9.8
Secretarial Assistant	ADMINSUPPORT	62,944	0	0	62,944	19,207	4,815	7,239	320	31,581	94,525	11.8
Secretarial Assistant	ADMINSUPPORT	45,049	0	0	45,049	19,207	3,446	5,181	237	28,071	73,120	6.4
Driver Messenger	CSEA32.5HOUR / 01 / 5	38,364	2,301	0	40,665	9,420	3,111	4,676	3,286	20,493	61,158	15.0
Building & Zoning Inspector	CSEA40HOUR-NEW / I / 3	60,354	0	1,500	61,854	1,080	4,732	7,113	2,396	15,320	77,174	3.3
Building & Zoning Inspector	CSEA40HOUR-NEW / I / 3	60,354	0	0	60,354	9,420	4,617	6,941	2,338	23,316	83,669	3.4
Building & Zoning Inspector	CSEA40HOUR-NEW / I / 4	61,565	0	2,500	64,065	1,080	4,901	7,367	2,480	15,828	79,893	3.6
Cashier	CSEA40HOUR-NEW / B / 3	37,835	0	0	37,835	17,250	2,894	4,351	204	24,699	62,534	3.1
Clerk Typist	CSEA40HOUR-NEW / B / 5	38,962	1,559	0	40,521	17,250	3,100	4,660	216	25,226	65,747	7.7
Principal Bldg. & Zoning Inspec	CSEA40HOUR-NEW / M / 5	75,460	6,036	1,726	83,222	19,207	6,366	9,571	3,213	38,357	121,579	16.2
Senior Building&Zoning Inspecto	CSEA40HOUR-NEW / J / 5	65,501	2,620	0	68,121	17,250	5,211	7,834	2,635	32,930	101,051	9.8
Senior Building&Zoning Inspecto	CSEA40HOUR-NEW / J / 5	65,501	3,930	0	69,431	17,250	5,311	7,985	2,685	33,231	102,663	11.2
Senior Building&Zoning Inspecto	CSEA40HOUR-NEW / J / 4	64,853	2,569	0	67,422	17,250	5,158	7,754	2,609	32,770	100,192	5.7
Senior Building&Zoning Inspecto	CSEA40HOUR-NEW / J / 5	65,501	2,620	2,500	70,621	1,080	5,402	8,121	2,731	17,335	87,956	6.8
Senior Cashier	CSEA40HOUR-NEW / C / 3	41,061	0	0	41,061	17,250	3,141	4,722	219	25,332	66,392	4.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 3	41,061	0	0	41,061	9,420	3,141	4,722	219	17,502	58,562	5.0
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	65,501	2,620	0	68,121	17,250	5,211	7,834	2,635	32,930	101,051	6.1
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	65,501	3,930	0	69,431	17,250	5,311	7,985	2,685	33,231	102,663	13.7
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	65,501	2,620	0	68,121	17,250	5,211	7,834	2,635	32,930	101,051	8.6
Total Building & Zoning Department - 8029		1,176,007	30,807	8,226	1,215,040	282,786	92,951	139,730	37,985	553,451	1,768,491	

NOTES:

Department Summary

Department: Building & Zoning Department

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8029

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Building & Zoning Department 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 and 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 and electrical 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.
10. Assist in post construction code enforcement via Section 8 inspections.

In 2011, the Building and Zoning Division has been re-organized into its own department, with the additional responsibility of overseeing a new division called Public Safety/Investigations Unit. This division includes: Fire Marshal, Code Enforcement, and Animal Control, effectively consolidating all quality of life, public safety and enforcement related actions for tighter control and more efficient response to inquiries and complaints.

Department Summary

Department: Building & Zoning Department

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8029

Manager:

Workload:

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

1. Accept, review and process all building permits, sign permits, rental 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 Historic Districts and Landmarks Committee.
2. Maintain complete and accurate records, files and a computerized Database for all building, zoning and related land management transactions.
3. Provide professional and technical staff support to the Zoning Board of Appeals, Architectural Review Board, Licensing Review Board, Planning Board and other citizen and related advisory boards and committees appointed by the Town Board.
4. 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.
5. Complete quarterly and annual reports on all building, zoning and related activity.
6. Inspectors have performed over 7000 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.

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 intradepartmental cooperation with the Public Safety/Investigations Unit.
3. Monitor/increase licensing and registration for home improvement contractors, electricians and plumbers.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

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 1/1/11
Land Management Summary												
Land Management Enterprise												
Zoning Board of Appeals - 8012												
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	4,710	956	1,437	87	7,190	19,690	8.8
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	956	1,437	87	2,480	14,980	15.0
Zoning Board of Appeals	APPOINTBOARD	13,400	0	0	13,400	4,710	1,025	1,541	91	7,367	20,767	1.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	956	0	87	1,043	13,543	2.9
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	9,604	956	1,437	87	12,084	24,584	15.0
Zoning Board of Appeals	APPOINTBOARD	15,800	0	0	15,800	9,604	1,209	1,817	102	12,732	28,532	15.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	956	1,437	87	2,480	14,980	13.0
Total Zoning Board of Appeals - 8012		91,700	0	0	91,700	28,628	7,015	9,108	626	45,377	137,077	

NOTES:

Department Summary

Department: Zoning Board of Appeals

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8012

Manager:

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

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

Goals & Objectives:

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/11
Land Management Summary												
Land Management Enterprise												
Design Review Board (Architectural Review Board) - 8013												
Architectural Review Board	APPOINTBOARD	4,700	0	0	4,700	0	360	540	209	1,109	5,809	
Architectural Review Board	APPOINTBOARD	5,800	0	0	5,800	0	444	0	56	499	6,299	10.0
Architectural Review Board	APPOINTBOARD	4,700	0	0	4,700	0	360	0	51	410	5,110	1.9
Architectural Review Board	APPOINTBOARD	4,700	0	0	4,700	0	360	540	51	951	5,651	3.0
Architectural Review Board	APPOINTBOARD	4,700	0	0	4,700	0	360	0	51	410	5,110	1.0
Total Design Review Board (Architectural Review Board) - 8013		24,600	0	0	24,600	0	1,882	1,081	416	3,379	27,979	

NOTES:

Department Summary

Department: Design Review Board (Architectural Review Board)

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8013

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Architectural Review Board reviews Building Division applications for all building permits and gives approval to those applications, which meet the standards of the Architectural Review Board and the criteria in the Town Code.

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:

In 2011, 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
2011 Adopted Budget
Design Review Board (Architectural Review Board) - 8013

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	
	Real Property Taxes:																
1001	Property Taxes	0	0	0	0	0	29,727	0	0	0	0	0.00%	30,908	0	0	0	
	Total Real Property Taxes	0	0	0	0	0	29,727	0	0	0	0	0.00%	30,908	0	0	0	
	Other Revenue:																
1790	Inter-Departmental Revenue	0	0	0	0	0	0	27,979	27,979	27,979	27,979	100.00%	0	28,430	28,430	28,430	
	Total Other Revenue	0	0	0	0	0	0	27,979	27,979	27,979	27,979	100.00%	0	28,430	28,430	28,430	
	Total Revenue	0	0	0	0	0	29,727	27,979	27,979	27,979	27,979	100.00%	30,908	28,430	28,430	28,430	
	Salaries:																
6100	Salaries	25,312	24,208	24,600	24,600	17,668	24,600	24,600	24,600	24,600	0	0.00%	24,600	24,600	24,600	24,600	
	Total Salaries	25,312	24,208	24,600	24,600	17,668	24,600	24,600	24,600	24,600	0	0.00%	24,600	24,600	24,600	24,600	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	1,962	1,840	1,697	906	1,415	2,829	1,081	1,081	1,081	(175)	(19.26%)	4,010	1,532	1,532	1,532	
6830	FICA Tax Expenditure	1,936	1,852	1,882	1,882	1,352	1,882	1,882	1,882	1,882	0	0.00%	1,882	1,882	1,882	1,882	
6840	Worker's Compensation	388	387	523	523	436	272	272	272	272	251	47.98%	272	272	272	272	
6875	Disability	0	132	144	144	103	144	144	144	144	0	0.00%	144	144	144	144	
	Total Employee Benefits - Current	4,286	4,211	4,246	3,455	3,305	5,127	3,379	3,379	3,379	76	2.21%	6,308	3,830	3,830	3,830	
	Total Employee Costs	29,598	28,419	28,846	28,055	20,973	29,727	27,979	27,979	27,979	76	0.27%	30,908	28,430	28,430	28,430	
	Total Expenditures	29,598	28,419	28,846	28,055	20,973	29,727	27,979	27,979	27,979	76	0.27%	30,908	28,430	28,430	28,430	
	Net Surplus (Deficit)	(29,598)	(28,419)	(28,846)	(28,055)	(20,973)	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	29,598	0	28,846	28,055	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	(28,419)	0	0	(20,973)	0	0	0	0			0	0	0	0	

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 1/1/11
Land Management Summary												
Land Management Enterprise												
Conservation Board - 8730												
Conservation Board	APPOINTBOARD	5,900	0	0	5,900	0	451	678	56	1,186	7,086	15.0
Conservation Board	APPOINTBOARD	5,900	0	0	5,900	0	451	0	255	706	6,606	
Conservation Board	APPOINTBOARD	8,500	0	0	8,500	0	650	977	354	1,982	10,482	
Conservation Board	APPOINTBOARD	5,900	0	0	5,900	0	451	0	56	507	6,407	3.0
Conservation Board	APPOINTBOARD	5,900	0	0	5,900	0	451	0	56	507	6,407	1.0
Conservation Board	APPOINTBOARD	5,900	0	0	5,900	0	451	0	56	507	6,407	13.9
Conservation Board	APPOINTBOARD	5,900	0	0	5,900	0	451	678	56	1,186	7,086	5.6
Total Conservation Board - 8730		43,900	0	0	43,900	0	3,358	2,334	889	6,582	50,482	

NOTES:

Department Summary

Department: Conservation Board

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8730

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Conservation Board (STCB) recommends protective conservation measures to Town residents, Town agencies, Town 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, 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 Department, and the Town Trustees. The seven STCB members visit hundreds of sites annually, which have been proposed for development sites. These visits become the basis for making conservation decisions. This Board also provides conservation management advice for the many conservation information requests received each year.

Goals & Objectives:

Legal Authority:

Established pursuant to Southampton Town Law, Chapter 325.

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 1/1/11
Land Management Summary												
Land Management Enterprise												
Licensing Review Board - 8016												
LRB - CHAIR	APPOINTBOARD	4,800	0	0	4,800	0	367	0	212	580	5,380	
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	414	167	856	4,456	
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	414	167	856	4,456	
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	414	167	856	4,456	
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	414	167	856	4,456	
LRB - MEMBER (5)	APPOINTBOARD	3,600	0	0	3,600	0	275	414	167	856	4,456	
Total Licensing Review Board - 8016		22,800	0	0	22,800	0	1,744	2,070	1,045	4,859	27,659	

NOTES:

Department Summary

Department: Licensing Review Board

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8016

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Licensing Review Board coordinates the Home Improvement Contractors, Plumbing Contractors and Electrical Contractors program. In addition, the Licensing Review Board considers appeals on taxicab operator licenses that have been denied by the Town Clerk. The Rental Permits Legislation also requires the Licensing Review Board to consider appeals of the Chief Building Inspector's denial of a family unit under the Town Code definition.

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 and Electrical 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 weekly and monthly deposit and banking reports.
6. To prepare the minutes from the monthly Licensing Review Board meetings.
7. To prepare and send any necessary correspondence that may result from the monthly meeting.
8. To maintain current computer listings of licensed contractors and send monthly updates to incorporated villages within the Town of Southampton and to appropriate departments within Town Hall.
9. To approve, deny issue, revoke or suspend the operator licenses for taxis and vehicles for hire, pursuant to Town Code.

Department Summary

Department: Licensing Review Board

Budget Year: 2011

Division: Land Management Summary

Tax District: Land Management Enterprise

Cost Center #: 8016

Manager:

Goals & Objectives:

The regulatory process for the licensing of contractors, taxi-cab 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.

Compensation for the Licensing Review Board will be on a per diem basis for 2011.

Estimate:

12 meetings x 300 per member = \$3,600 (x 4 members = \$14,400)

12 meetings x \$400 for Chair = \$4,800

Legal Authority:

Established pursuant to Southampton Town Code, Section 143

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 1/1/11
Land Management Summary												
Land Management Enterprise												
Landmarks & Historic Board - 8022												
LHDB - CHAIR	APPOINTBOARD	1,500	0	0	1,500	0	115	173	36	323	1,823	1.0
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
LHDB - MEMBER (8)	APPOINTBOARD	1,200	0	0	1,200	0	92	138	34	264	1,464	
Total Landmarks & Historic Board - 8022		11,100	0	0	11,100	0	849	1,276	311	2,436	13,536	

NOTES: