

ANIMAL CONTROL

2011 ORGANIZATIONAL CHART

ANIMAL SHELTER SUPERVISOR **Donald Bambrick**

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

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

Operates a motor vehicle in the course of duties.

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

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

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

Attends Animal Behavior Assessment Committee meetings.

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

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

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

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

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

ANIMAL CONTROL OFFICER I **Michael Lorenz** **Heidi Donnelly**

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

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

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

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

Assists with shelter duties, as needed.

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

Assists the public with issues involving wild animals.

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

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

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

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

Does related work, as required.

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
Animal Control Summary												
Animal Control Summary												
Animal Control - 3511												
Animal Shelter Supervisor	ADMINISTRATIVE	78,862	0	4,730	83,592	1,080	6,395	9,613	2,251	19,339	102,931	23.3
Animal Control Officer I	CSEA40HOUR-OLD / 05 / 5	55,374	5,538	0	60,912	9,420	4,660	7,005	1,648	22,733	83,644	22.2
Animal Control Officer I	CSEA40HOUR-OLD / 05 / 5	55,374	5,538	1,591	62,503	19,207	4,781	7,188	1,691	32,867	95,370	26.0
Total Animal Control - 3511		189,610	11,076	6,321	207,006	29,707	15,836	23,806	5,590	74,939	281,946	

NOTES:

Department Summary

Department: Animal Control

Budget Year: 2011

Division: Animal Control Summary

Tax District: Full Town

Cost Center #: 3511

Manager:

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

	2007	2008	2009	2010*
Animal Control Activities	2524	3003	2284	824
Animals Seized				
Dogs	636	642	680	318
Cats	467	476	435	227
Animal Dispositions				
Dogs				
Redeemed	378	352	375	146
Adopted	198	260	230	141
Euthanized	23	24	24	12
Cats				
Redeemed	33	24	33	18
Adopted	242	356	227	152
Euthanized	42	40	57	28

*as of 7/15/10

Town of Southampton
2011 Adopted Budget
Animal Control - 3511

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	370,366	344,558	349,438	349,438	349,438	359,483	290,846	290,846	290,846	(58,592)	(16.77%)	380,807	307,795	307,795	307,795
	Total Real Property Taxes	370,366	344,558	349,438	349,438	349,438	359,483	290,846	290,846	290,846	(58,592)	(16.77%)	380,807	307,795	307,795	307,795
Other Revenue:																
1550	Public Pound Charges	7,000	0	12,000	12,000	0	0	0	0	0	(12,000)	(100.00%)	0	0	0	0
2552	Animal Control Permit Fees	500	600	900	900	700	1,000	1,000	1,000	1,000	100	11.11%	1,500	1,500	1,500	1,500
	Total Other Revenue	7,500	600	12,900	12,900	700	1,000	1,000	1,000	1,000	(11,900)	(92.25%)	1,500	1,500	1,500	1,500
	Total Revenue	377,866	345,158	362,338	362,338	350,138	360,483	291,846	291,846	291,846	(70,492)	(19.45%)	382,307	309,295	309,295	309,295
Salaries:																
6100	Salaries	243,079	240,973	240,973	240,973	197,585	228,976	189,610	189,610	189,610	51,364	21.32%	233,555	193,402	193,402	193,402
6101	Overtime	506	733	600	600	5,147	0	0	0	0	600	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	2,345	2,630	3,666	3,666	3,705	3,821	3,821	3,821	3,821	(155)	(4.24%)	3,821	3,821	3,821	3,821
6110	Longevity	13,891	15,253	16,366	16,366	17,852	11,076	11,076	11,076	11,076	5,290	32.33%	11,297	11,340	11,340	11,340
6127	Cash in Lieu of Health Benefits	0	1,250	2,500	2,500	1,250	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
	Total Salaries	259,821	260,839	264,105	264,105	225,539	246,372	207,006	207,006	207,006	57,099	21.62%	251,173	211,064	211,064	211,064
Employee Benefits - Current:																
6810	Employee Retirement - Active	20,330	19,529	18,182	23,989	15,152	28,333	23,806	23,806	23,806	183	0.76%	40,941	34,403	34,403	34,403
6830	FICA Tax Expenditure	20,068	20,119	20,204	20,204	17,741	18,847	15,836	15,836	15,836	4,368	21.62%	19,215	16,146	16,146	16,146
6840	Worker's Compensation	4,023	3,969	5,612	5,612	4,677	7,001	5,504	5,504	5,504	108	1.93%	7,138	5,612	5,612	5,612
6860	Medical Insurance - Active Employees	39,819	42,765	39,283	39,283	32,077	44,594	26,467	26,467	26,467	12,816	32.62%	48,161	28,584	28,584	28,584
6865	Dental & Optical	3,482	0	3,936	3,936	3,201	4,320	3,240	3,240	3,240	696	17.68%	4,664	3,498	3,498	3,498
6875	Disability	0	26	115	115	24	115	86	86	86	29	25.00%	115	86	86	86
	Total Employee Benefits - Current	87,722	86,408	87,333	93,140	72,872	103,211	74,939	74,939	74,939	18,201	19.54%	120,234	88,330	88,330	88,330
Employee Benefits - Retirees:																
6861	Health Insurance - Retirees	24,645	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6862	Medicare Part B - Retirees	2,400	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Benefits - Retirees	27,045	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Costs	374,587	347,247	351,438	357,245	298,411	349,583	281,946	281,946	281,946	75,299	21.08%	371,407	299,395	299,395	299,395
Contractual:																
6403	Gasoline	0	0	5,000	5,000	3,517	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6411	Printing and Stationery	0	0	300	300	267	300	300	300	300	0	0.00%	300	300	300	300
6415	Telephone	0	1,555	900	1,450	1,166	900	0	0	0	1,450	100.00%	900	0	0	0
6418	Uniforms	0	0	800	800	0	800	800	800	800	0	0.00%	800	800	800	800
6420	Other	0	2,619	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6443	Clothing	0	0	900	900	900	0	0	0	0	900	100.00%	0	0	0	0

Town of Southampton
2011 Adopted Budget
Animal Control - 3511

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
6466	Telephone - Wireless	0	0	0	0	0	0	900	900	900	(900)	(100.00%)	0	900	900	900
6481	Veterinarian Fees	0	0	3,000	2,450	802	3,000	2,000	2,000	2,000	450	18.37%	3,000	2,000	2,000	2,000
6485	Uniform Cleaning	0	900	0	0	0	900	900	900	900	(900)	(100.00%)	900	900	900	900
6899	Contingent	3,279	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	3,279	5,074	10,900	10,900	6,652	10,900	9,900	9,900	9,900	1,000	9.17%	10,900	9,900	9,900	9,900
	Total Expenditures	377,866	352,322	362,338	368,145	305,063	360,483	291,846	291,846	291,846	76,299	20.73%	382,307	309,295	309,295	309,295
	Net Surplus (Deficit)	0	(7,164)	0	(5,807)	45,075	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	5,807	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(7,164)	0	0	45,075	0	0	0	0			0	0	0	0

Department Summary

Department: Animal Control

Budget Year: 2011

Division: Animal Control Summary

Tax District: Full Town

Cost Center #: 3511

Manager:

NOTES:

Goals & Objectives:

For 2010, the Animal Control Unit shall be relocated to the Animal Shelter. The Animal Shelter Supervisor was tasked with oversight of the newly privatized animal shelter. In 2011, the Town will continue to function as a landlord to the Southampton Animal Shelter Foundation, the non-profit organization which was awarded the contract to privatize the animal shelter by Town Board Resolution 2009-1313. Pursuant to this agreement, the Animal Shelter Supervisor will continue to coordinate the Town's obligations and serve as the point of contact to the Southampton Animal Shelter Foundation.

Animal Control Duties include:

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

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

Assuring the humane treatment of all animals;

Ensuring public safety by the control of stray animals;

Enforcing NYS Agriculture & Markets Law pertaining to dangerous dogs;

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

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

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

Legal Authority:

Animal Control operates under the authority of NYS Agriculture & Markets Law Article 7, Sections 114 and 115 and Southampton Town Code Chapter 150. Pursuant to Town Board Resolution, effective January 1, 2002, the Department was moved into Public Safety. It was separated from shelter operations in 2005. By resolution, adopted in 2009, in connection with the adoption of the 2010 budget, the Department was moved from Public Safety effective January 1, 2010 and was relocated to the animal shelter.

Department Summary

Department: Animal Shelter

Budget Year: 2011

Division: Animal Control Summary

Tax District: Full Town

Cost Center #: 3510

Manager:

NOTES:

Departmental Mission & Responsibilities:

The 2010 Budget reflected the privatization of shelter operations and the transfer of staffing insofar as such was funded by the Town.

In 2011, the mission is to maintain an animal shelter and adoption facility that addresses the needs of the animals, provides programs for enrichment and behavior modification through privatization and in coordination with the Town's Animal Shelter Supervisor.

Workload:

The privatized facility is tasked with providing animal sheltering and adoption services to Town residents.

Goals & Objectives:

The 2010 Budget proposed that the Town of Southampton discontinue municipal shelter operations, and instead, function as a landlord, offering the site to an operator/tenant through privatization. Pursuant to Town Board Resolution 2009-1313, the Southampton Animal Shelter Foundation was awarded the contract to privatize the animal shelter. Under such agreement, the Animal Shelter Supervisor is charged with coordination of the Town's obligations and serves as the point of contact for the contract agency.

Legal Authority:

Moved to Public Safety by resolution effective January, 2002. Separated from Animal Control in 2005. Returned Supervisor duties from Public Safety to Animal Control in 2010. Pursuant to Town Board Resolution 2009-1313, the Southampton Animal Shelter Foundation was awarded the contract to privatize the animal shelter.

Town of Southampton
2011 Adopted Budget
Animal Shelter - 3510

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	733,058	655,878	200,000	207,303	207,303	250,000	250,000	250,000	250,000	42,697	20.60%	300,000	300,000	300,000	300,000
	Total Real Property Taxes	733,058	655,878	200,000	207,303	207,303	250,000	250,000	250,000	250,000	42,697	20.60%	300,000	300,000	300,000	300,000
Other Revenue:																
1550	Public Pound Charges	12,500	33,440	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2709	Donations	0	12,948	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	12,500	46,388	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	745,558	702,266	200,000	207,303	207,303	250,000	250,000	250,000	250,000	42,697	20.60%	300,000	300,000	300,000	300,000
Salaries:																
6100	Salaries	414,608	357,309	0	(943)	(943)	0	0	0	0	(943)	100.00%	0	0	0	0
6101	Overtime	5,451	6,760	0	6,394	6,394	0	0	0	0	6,394	100.00%	0	0	0	0
6102	Severance Pay	0	4,411	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	0	107	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	12,610	5,553	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6110	Longevity	1,744	1,506	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	0	1,250	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Salaries	434,413	376,896	0	5,451	5,451	0	0	0	0	5,451	100.00%	0	0	0	0
Employee Benefits - Current:																
6810	Employee Retirement - Active	43,566	27,784	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6830	FICA Tax Expenditure	36,095	28,493	0	1,852	1,852	0	0	0	0	1,852	100.00%	0	0	0	0
6840	Worker's Compensation	7,136	6,134	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6860	Medical Insurance - Active Employees	101,023	88,105	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6865	Dental & Optical	9,581	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6870	NYS Unemployment Insurance	0	10,833	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6875	Disability	0	52	0	0	1	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Benefits - Current	197,401	161,400	0	1,852	1,854	0	0	0	0	1,852	100.00%	0	0	0	0
	Total Employee Costs	631,814	538,296	0	7,303	7,305	0	0	0	0	7,303	100.00%	0	0	0	0
Contractual:																
6401	Contracts	60,200	118,180	44,200	44,200	34,572	94,200	94,200	94,200	94,200	(50,000)	(113.12%)	144,200	144,200	144,200	144,200
6404	Electric	0	0	80,000	71,500	41,992	80,000	80,000	80,000	80,000	(8,500)	(11.89%)	80,000	80,000	80,000	80,000
6405	Fuel Oil	0	0	60,000	60,000	33,539	60,000	60,000	60,000	60,000	0	0.00%	60,000	60,000	60,000	60,000
6407	Repair Building	0	0	8,000	16,500	7,979	8,000	8,000	8,000	8,000	8,500	51.52%	8,000	8,000	8,000	8,000
6415	Telephone	6,000	3,434	0	0	1,651	0	0	0	0	0	0.00%	0	0	0	0
6418	Uniforms	8,500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6420	Other	7,500	1,510	7,800	7,800	0	7,800	7,800	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800

Town of Southampton
2011 Adopted Budget
Animal Shelter - 3510

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	1,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6425	Office Supplies	1,000	675	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6426	Supplies - Other	14,500	15,424	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6445	Food	8,000	9,496	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6899	Contingent	7,044	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	113,744	148,719	200,000	200,000	119,732	250,000	250,000	250,000	250,000	(50,000)	(25.00%)	300,000	300,000	300,000	300,000
	Total Expenditures	745,558	687,014	200,000	207,303	127,037	250,000	250,000	250,000	250,000	(42,697)	(20.60%)	300,000	300,000	300,000	300,000
	Net Surplus (Deficit)	0	15,252	0	0	80,266	0	0	0	0			0	0	0	0