

2021 ORGANIZATIONAL CHART

LAND MANAGEMENT DEPARTMENT

Main Line: 702-1800

Administration Main Line: 702-1801

Fax: 287-0262

BUILDING & ZONING DIVISION

Main Line: 287-5700

Fax: 287-5754

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR
Janice Scherer

BOARDS
Architctual 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

EXECUTIVE SECRETARIAL ASSISTANT
Kim Myers
Ext. 1802

SENIOR OFFICE ASSISANT
Janet Johnson
Ext. 1801

BUILDING & ZONING DIVISION

CHIEF BUILDING INSPECTOR
Dennis O'Rourke
Ext. 1820

SECRETARIAL ASSISTANT
Deborah Dillon
Ext. 1822

BUILDING PERMITS EXAMINER
Joseph De Pinto
Ext. 1835
Maura Forman
Ext. 1829

CONFIDENTIAL SECRETARY ASSIGNED TO THE ZONING BOARD OF APPEALS
Kandice Cowell
Ext. 1827

SENIOR OFFICE ASSISTANT ASSIGNED TO THE LICENSING REVIEW BOARD
Maylyn Zeesman
Ext. 1826

SENIOR OFFICE ASSISANT
Virginia DiStefano
Ext. 1845

ADMINISTRATIVE ASSISTANT
Christina Chambers
Ext. 1821

CASHIER
Marilyn Hubbard
Ext. 1839

DRIVER MESSENGER
Catherine Shamoun
Ext. 1843

OFFICE ASSISTANT
P/T

INSPECTORS

PRINICIPAL BUILDING INSPECTOR (Vacant)
Ext.

SENIOR BUILDING INSPECTOR
David Cange Ext. 1833
Sean McDermott Ext. 1834
Michael Risolo Ext. 1828

BUILDING INSPECTOR
Marge Reily Ext. 1841
Thomas Weber Ext. 1836
Andrew Graham Ext. 1832
Wesley Merritt Ext. 1831

SENIOR ELECTRICAL INSPECTOR
Larry Fiorello Ext. 1817
Ronald Linsalato Ext. 1816
Joseph Petersen Ext. 1819

2021 ORGANIZATIONAL CHART
LAND MANAGEMENT DEPARTMENT

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT

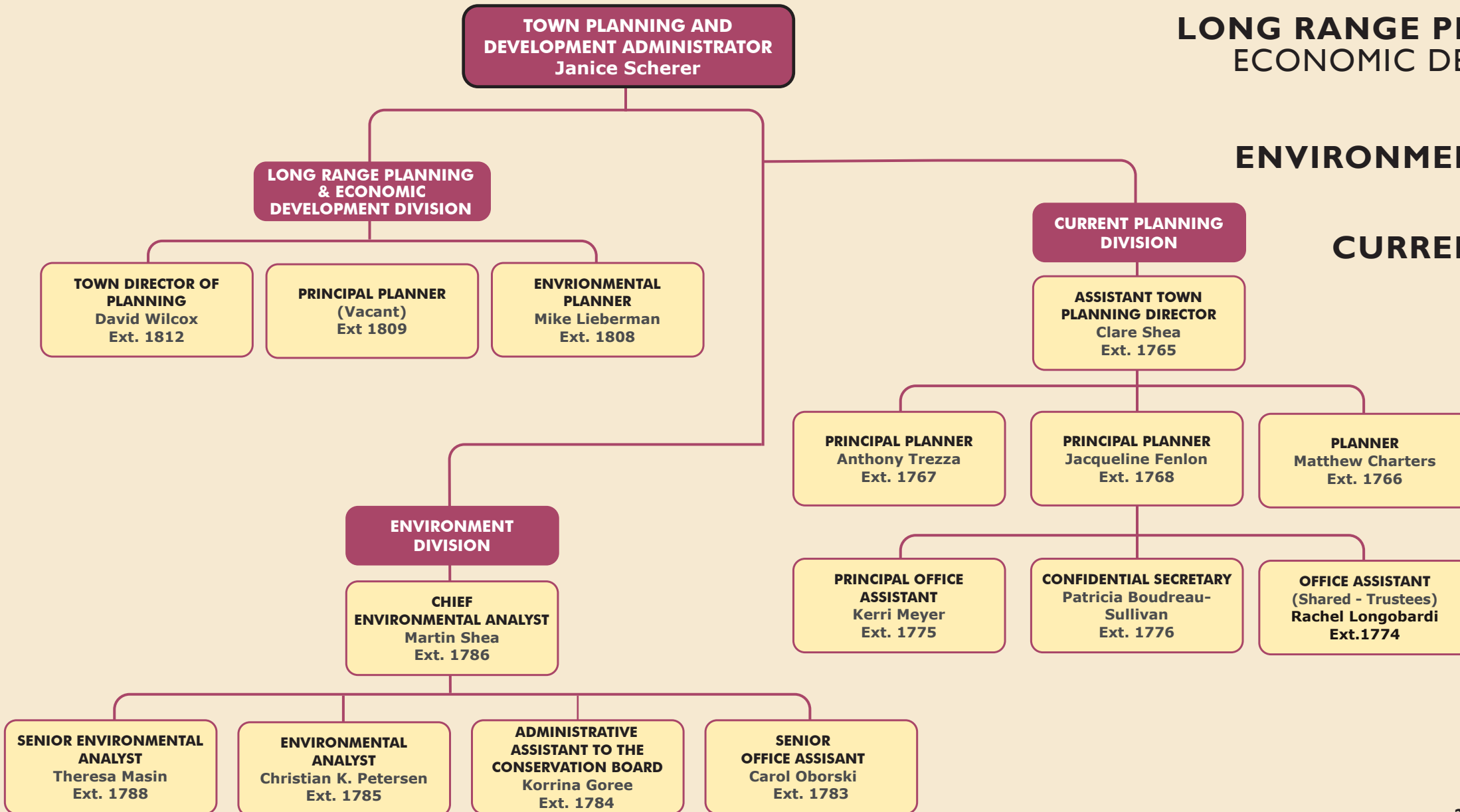
Main Line: 702-1810
 Fax: 287-0262

ENVIRONMENT DIVISION

Main Line: 287-5710
 Fax: 287-5706

CURRENT PLANING DIVISION

Main Line: 287-5735
 Fax: 287-5706



LAND MANAGEMENT ADMIN - SUMMARY

Department: Land Management Admin

Budget Year: 2021

Cost Center #: 8025

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (03)

NOTES:

Departmental Mission & Responsibilities:

The Land Management Administration Division coordinates the efforts of the Current Planning, 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.

Department Summary

Department: Land Management Admin

Budget Year: 2021

Cost Center #: 8025

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (03)

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 while insuring 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.
11. Provide clerical staff support services to the Agricultural Advisory Committee and Landmarks and Historic Districts Board by facilitating the mailing of meeting notices, copying and distribution of minutes, and 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 ensure resources are available to support development and training.

NOTES:

Department Summary

Department: Land Management Admin

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Janice Scherer

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. Apply for and administer grants that support the Comprehensive Plan objectives.
8. Revitalize the Town's Transfer of Development Rights program. Inventory existing Development Rights held by the Town and those held privately. Manage 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.

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 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Land Management Admin - 8025													
Town Planning & Dev Administrator	ADMINISTRATIVE	130,560	6,000	6,023	142,583	1,380	8,792	20,975	1,127	32,274	174,857	17.6	100.0
Secretarial Assistant	ADMINSUPPORT	81,739	4,087	0	85,826	29,340	6,594	12,077	686	48,698	134,523	29.9	100.0
Total Land Management Admin - 8025		212,299	10,087	6,023	228,409	30,720	15,387	33,051	1,813	80,972	309,380		

NOTES:

Town of Southampton

2021 Adopted Budget

Land Management Admin - 8025

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	0	0	52,000	52,000	0	0	0	0	(52,000)	(100.00%)	0	0	0	0
	Total Real Property Taxes	0	0	0	52,000	52,000	0	0	0	0	(52,000)	(100.00%)	0	0	0	0
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	5,000	5,730	5,000	5,000	5,720	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
1790	Inter-Departmental Revenue	385,436	385,436	399,422	332,161	232,306	372,285	375,776	375,776	375,776	43,615	13.13%	377,512	381,069	381,069	381,069
4089	Federal Aid	0	160	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	390,436	391,326	404,422	337,161	238,025	377,285	380,776	380,776	380,776	43,615	12.94%	382,512	386,069	386,069	386,069
	Total Revenue	390,436	391,326	404,422	389,161	290,025	377,285	380,776	380,776	380,776	(8,385)	(2.15%)	382,512	386,069	386,069	386,069
Salaries:																
6100	Salaries	219,335	219,335	223,722	209,505	174,096	218,827	218,827	218,827	218,827	(9,322)	(4.45%)	223,203	223,203	223,203	223,203
6110	Longevity	8,151	8,151	8,315	8,315	4,308	10,087	10,087	10,087	10,087	(1,772)	(21.31%)	10,087	10,087	10,087	10,087
6127	Cash in Lieu of Health Benefits	0	0	0	2,866	2,865	6,023	6,023	6,023	6,023	(3,157)	(110.15%)	6,023	6,023	6,023	6,023
	Total Salaries	227,486	227,486	232,037	220,686	181,269	234,937	234,937	234,937	234,937	(14,251)	(6.46%)	239,313	239,313	239,313	239,313
Employee Benefits - Current:																
6810	Employee Retirement - Active	29,970	29,637	29,568	29,568	24,536	29,560	33,051	33,051	33,051	(3,484)	(11.78%)	30,111	33,667	33,667	33,667
6830	FICA Tax Expenditure	15,252	16,456	15,348	14,304	13,262	15,387	15,387	15,387	15,387	(1,083)	(7.57%)	15,552	15,552	15,552	15,552
6835	MTA Tax	794	759	802	802	586	802	802	802	802	0	0.02%	817	817	817	817
6840	Worker's Compensation	5,922	5,406	3,938	3,938	2,561	977	977	977	977	2,961	75.20%	996	996	996	996
6860	Medical Insurance - Active Employees	54,864	52,558	55,068	52,190	24,178	27,960	27,960	27,960	27,960	24,230	46.43%	27,960	27,960	27,960	27,960
6865	Dental & Optical	2,664	2,710	2,760	2,760	2,294	2,760	2,760	2,760	2,760	0	0.00%	2,760	2,760	2,760	2,760
6875	Disability	35	10	35	47	23	35	35	35	35	12	25.64%	35	35	35	35
	Total Employee Benefits - Current	109,500	107,536	107,518	103,608	67,440	77,480	80,972	80,972	80,972	22,636	21.85%	78,231	81,788	81,788	81,788
	Total Employee Costs	336,986	335,023	339,554	324,293	248,709	312,417	315,908	315,908	315,908	8,385	2.59%	317,544	321,101	321,101	321,101
Contractual:																
6401	Contracts	35,900	35,928	36,918	36,918	36,750	37,265	37,265	37,265	37,265	(347)	(0.94%)	37,265	37,265	37,265	37,265
6411	Printing and Stationery	600	152	300	300	60	250	250	250	250	50	16.67%	250	250	250	250
6412	Publications	400	0	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6416	Travel, Dues and Related	2,900	3,088	3,100	3,100	1,768	2,400	2,400	2,400	2,400	700	22.58%	2,450	2,450	2,450	2,450
6420	Other	150	164	200	200	93	200	200	200	200	0	0.00%	200	200	200	200
6421	Legal Notices	4,400	5,259	4,400	4,400	3,845	4,000	4,000	4,000	4,000	400	9.09%	4,000	4,000	4,000	4,000
6423	Small Equipment (Non-Capital)	400	0	400	400	348	400	400	400	400	0	0.00%	400	400	400	400
6425	Office Supplies	2,500	2,496	3,000	3,000	1,918	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6426	Supplies - Other	200	87	200	200	97	200	200	200	200	0	0.00%	250	250	250	250
6444	Mileage Reimbursement	300	527	350	350	98	300	300	300	300	50	14.29%	300	300	300	300
6450	Schools & Training	4,000	2,128	4,000	4,000	30	2,500	2,500	2,500	2,500	1,500	37.50%	2,500	2,500	2,500	2,500
6466	Telephone - Wireless	1,700	1,751	1,800	1,800	1,186	1,323	1,323	1,323	1,323	477	26.50%	1,323	1,323	1,323	1,323
6477	Copier Leases	0	0	0	0	0	2,830	2,830	2,830	2,830	(2,830)	(100.00%)	2,830	2,830	2,830	2,830
	Total Contractual	53,450	51,579	54,868	54,868	46,192	54,868	54,868	54,868	54,868	0	0.00%	54,968	54,968	54,968	54,968

Town of Southampton
2021 Adopted Budget
Land Management Admin - 8025

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
Debt Service:																
6900	Interfund Transfer Expense	0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Debt Service	0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Expenditures	390,436	386,602	404,422	389,161	304,901	377,285	380,776	380,776	380,776	8,385	2.15%	382,512	386,069	386,069	386,069
	Net Surplus (Deficit)	0	4,724	0	0	(14,876)	0	0	0	0			0	0	0	0

BUILDING & ZONING DIVISION - SUMMARY

Department: Building & Zoning Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

NOTES:

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

Department: Building & Zoning Division

Budget Year: 2021

Cost Center #: 8029

Division: Land Management Department

Manager: Janice Scherer

Tax District: Part Town Land Management (22)

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, 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 typically perform over 10,000 inspections annually. Due to the COVID-19 Pandemic/NY Pause, inspectors were deemed essential and continued to work at 50% staffing capacity. 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.
9. Receive new electrical permit applications online through the Town's website.

NOTES:

Department Summary

Department: Building & Zoning Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Janice Scherer

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 electrical renewals permit applications online through the Town's website.
5. Work towards the online e-Permitting process for various building permits.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

NOTES:

2021 Town Board Zoning Amendment Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map*		
filing fee and first acre	\$2,500	
per additional acre or part thereof.	\$500	
Not to exceed	\$10,000	
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	\$1,000	
Applications to amend an existing Planned Development District, except for an Agricultural PDD		
Agricultural PDD	\$0	
If necessary and requested, the cost associated with obtaining a survey and title certification will be paid by the Town Board***		
Petitions for amendments shall be submitted in quadruplicate (4) to the Town Clerk's Office.		
* Refer to §330-185 of the Town Code of the Town of Southampton		
*** Refer to §330-244E of the Town Code of the Town of Southampton		

NOTES:

2021 Building and Zoning Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Residential Applications		
*Fees are calculated as follows:		
\$50 fee for up to \$1,000 of Estimated Construction Cost (ECC)		
Plus \$3.60 for every \$1,000 of ECC after the first \$1,000 of ECC		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
RESIDENTIAL APPLICATIONS		
Estimated Construction Cost (ECC) Schedule		
Up to 2000	\$60 \$.25 per sq. ft.	\$0.25
2001-3000	\$100 \$.40 per sq. ft.	\$0.40
3001-4000	\$160 \$.60 per sq. ft.	\$0.60
4001-5000	\$215 \$.80 per sq. ft.	\$0.80
5001 and Over*	\$265 \$.95 per sq. ft.	\$0.95
New Dwellings and Additions & Renovations, including Porches, Breezeways, Carports & Manufactured Homes	Based on estimated construction cost as determined by the ECC Schedule* See above fee schedule	See above fee schedule
Renovations	Based on estimated construction cost as provided by contractor*	
Private Garage or Accessory Building including Barn, Gazebo, Greenhouse or Shed (Finished living space additional estimated cost to construct required)	\$50 per sq. ft. \$.25 per sq. ft.	\$.25 per sq. ft.
Accessory Building with Finished Interior Space	\$1.50 per sq. ft.	\$1.50 per sq. ft.
Decks, Porches, Patios (Unroofed), Breezeways and Carports, Terrace	30 per sq. ft. 1-500 sq. ft. - \$100 501-1500 sq. ft. - \$200	1-500 sq. ft. - \$100 501-1500 sq. ft. - \$200
Swimming Pools - Above-Ground and In-Ground and Hot Tubs/Spa	Based on estimated construction cost as provided by contractor* Vinyl Pool - \$250 Gunitite Pool - \$500 Above Ground Pool - \$100 Hot tub Spa - \$200	Vinyl Pool - \$250 Gunitite Pool - \$500 Above Ground Pool - \$100 Hot tub Spa - \$200
Tennis Court	\$500	
Sports Court – Basketball, Bocce Ball, etc.	\$250	\$250

NOTES:

2021 Building and Zoning Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
MISCELLANEOUS APPLICATIONS		
Demolition of Whole Structure	Based on estimated construction cost as provided by contractor \$250	\$250
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	200 \$250	\$250
Updated Certificate of Occupancy	\$250	
Three-year Accessory Apartment Permit	\$100	
Property Searches	\$25	
Coastal Erosion Management Permit	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	
Fence – Greater than 4 ft. up to 6 ft.	\$.05 per linear ft.	\$.05 per linear ft.
Miscellaneous Demolition	1-500 sq. ft. \$50/501 sq. ft. & above \$.10 per sq. ft.	1-500 sq. ft. \$50/501 sq. ft. & above \$.10 per sq. ft.
Pool/Spa Heater, Outdoor BBQ, Outdoor Fire Pit, Outdoor Kitchen, Generator, Fuel Conversion	\$125 per item	\$125 per item
Fireplace, Wood Burning Stove	\$150 per item	\$150 per item
Awning	\$100 per Awning	\$100 per Awning
Outdoor Shower	\$50 Plus \$50 Plumbing Application	\$50 Plus \$50 Plumbing Application
Elevator	\$500	\$500
Battery Storage	\$100	\$100
Entry Gates with Piers	\$175 per set	\$175 per set
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$50 for 1 st amendment \$50 for each additional amendment. Plus additional fee associated with additional work.	
Request for 90-Day Extension of Building Permit	\$25 per extension request (two are permitted)	
Renewals	Fee recalculated with current fee chart plus \$25 fee for every year permit has been expired.	
Expedited Building Permit Application Review	\$1,000	

NOTES:

2021 Building and Zoning Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Commercial Applications		
<i>*Fees are calculated as follows:</i>		
\$50 fee for up to \$1,000 of Estimated Construction Cost (ECC)		
Plus \$3.60 for every \$1,000 of ECC after the first \$1,000 of ECC		
NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES		
COMMERCIAL APPLICATIONS		
Commercial Buildings, Multi-Family/Apartments, Hotel, Motel	Based on estimated construction cost based on \$200 per sq. ft.* \$.75 per sq. ft.	\$.75 per sq. ft.
Storage Warehouse, Commercial/Agricultural	Based on estimated construction cost based on \$50 per sq. ft.* \$.25 per sq. ft.	\$.25 per sq. ft.
Storage Warehouse, Agricultural	\$.10 per sq. ft.	\$.10 per sq. ft.
Commercial Compliance Certificate	\$200	
Change of Tenancy/Use	\$50	\$50
MISCELLANEOUS APPLICATIONS		
Demolition of Whole Structure	Based on estimated construction cost as provided by contractor* \$500	\$500
Demolition of Partial Structure	\$250	\$250
Plumbing Fixtures	\$5 per fixture (\$50 minimum fee)	
Pre-Existing Certificate of Occupancy	\$200 \$250	\$250
Updated Certificate of Occupancy	\$250	
Property Searches	\$25	
Coastal Erosion Management Permit	\$1,000	
Signs	\$5 per sq ft (\$50 minimum fee)	
Antenna as per Town Code Section 330-301	\$100 per Antenna	\$100 per Antenna
Transmission Support Structure	\$500	\$500
Equipment Shelter	\$.25 per sq. ft.	\$.25 per sq. ft.
Pool/Water Feature	\$500	\$500
Gas/Oil/Propane Tanks	\$200	\$200
Battery Storage	\$300 up to 600kw / \$450 above 600kw	\$300 up to 600kw / \$450 above 600kw
Solar	\$50	\$50

NOTES:

2021 Building and Zoning Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
AMENDMENTS / RENEWALS / EXPEDITED		
Amendments to Building Permits	\$50 for 1 st amendment with fee increased. \$50 for each additional amendment. Plus additional fee associated with additional work.	
Request for 90-Day Extension of Building Permit	\$25.00 per extension request (two are permitted)	
Renewals	Fee recalculated with current fee chart plus \$25 fee for every year permit has been expired.	
Expedited Building Permit Application Review	\$1,000	
Licensing (Home Improvement & Plumbing Licenses)		
New two-year applications	\$200	
Renewals (on-time)	\$150	
Renewals (late-more than 30 days)	\$175	

Fee Schedule	2021 Fee Schedule	Proposed Increase
Zoning Board		
Zoning Board of Appeals application	\$750 (Double fee if built without permits)	
Board of Appeals Coastal Erosion or FEMA application	\$1,000	
Zoning Board of Appeals Interpretations	\$750	
Zoning Board of Appeals Modifications to Decisions	\$250	
Zoning Board of Appeals Postponements/Adjornments	\$75	
Zoning Board of Appeals Request to Re-Open a Hearing Prior to Rendered Decision	\$75	
Zoning Board of Appeals Re-Schedule of Public Hearing (if re-hearing is at the request of or due to error by applicant)	\$300	

NOTES:

2021 Electrical Fee Schedule

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL			
(1) Fees collected for electrical permits are not refundable after 30 days.			
(2) Fees for electrical work done will be doubled.			
(3) 90-Day Extension - \$25 per extension request (two are permitted).			
(4) Renewal fees include a \$25 fee per years expired - not to exceed permit fee.			
(5) Structures detached from main dwelling will require a separate fee.			
RESIDENTIAL CODE	WORK ORDER CODES FOR ELECTRICAL PERMITS DESCRIPTION	Minimum Fee \$50 2021 Fee Schedule	Proposed Increase
SVCU	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)	\$100	
SVCO	Service over 400 amps, overhead and underground. (Temps included)	\$150	
TEMU	Temporary construction service under 400 amps	\$75	
TEMO	Temporary construction service over 400 amps	\$100	
ELAA	7 devices or less, residential garages with less than 7 devices, 7 outlets, switches, change of meter service, Jacuzzi, electric fences/entry gate, air conditioner, furnace, generators, water heaters, etc.	\$100	
ELEA	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, and residential a/c units.	\$100	
ELEA Solar	Photovoltaic systems	Fee Waived	
ELEB	Residential in ground swimming pools, residential hot tubs, addition, renovation, basement wiring and garages with more than 7 devices not exceeding 500 sq. ft. per occupancy. (Service not included)	\$100	

NOTES:

2021 Electrical Fee Schedule

CODE	DESCRIPTION	2021 Fee Schedule	Proposed Increase
ELEC	Additions, renovations, basement wiring, and garages with more than 7 devices 501 sq. ft. to 1,000 sq. ft. per occupancy, (Service not included), and commercial a/c units.	\$150	
ELED	Additions, renovations, basement wiring, and garages with more than 7 devices 1,001 sq. ft. to 1,600 sq. ft. per occupancy. (Service not included)	\$200	
ELEE	Additions, renovations, basement wiring, and garages with more than 7 devices 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$250	
ELEF	Additions, renovations, basement wiring, and garages with more than 7 devices 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$300	
ELEG	Additions, renovations, basement wiring, and garages with more than 7 devices 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$350	
ELEH	Additions, renovations, basement wiring, and garages with more than 7 devices 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$500	
ELEI	Additions, renovations, basement wiring, and garages with more than 7 devices 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$750	
ELEJ	Additions, renovations, basement wiring, and garages with more than 7 devices 15,001 sq. ft. to and up. (Service not included)	\$1,000	
ELER	Re-inspection Fee	\$50	
ELGN	Generators	\$100	
IASS	Innovative and Alternative Septic System	Fee Waived	
EBTR	Battery Storage	\$100	\$100

NOTES:

2021 Electrical Fee Schedule

CODE	DESCRIPTION	2021 Fee Schedule	Proposed Increase
SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING			
NEWB	New residential building 500 sq. ft. and under.	\$100	
NEWC	New home or residential building 501 sq. ft. to 1,000 sq. ft., Agricultural Greenhouse/Building	\$150	
NEWD	New home or residential building 1,001 sq. ft. to 1,600 sq. ft.	\$200	
NEWE	New home or residential building 1,601 sq. ft. to 2,500 sq. ft.	\$250	
NEWF	New home or residential building 2,501 sq. ft. to 3,500 sq. ft.	\$300	
NEWG	New home or residential building 3,501 sq. ft. to 5,000 sq. ft.	\$350	
NEWH	New home or residential building 5,001 sq. ft. to 10,000 sq. ft.	\$500	
NEWI	New home or residential building 10,001 sq. ft. to 15,000 sq. ft.	\$750	
NEWJ	New home or residential building 15,001 sq. ft. and up	\$1,000	
CORB	Correct certificate, commercial or residential.	\$50	

NOTES:

2021 Electrical Fee Schedule

CODE	DESCRIPTION	2021 Fee Schedule	Proposed Increase
COMMERCIAL CODE	COMMERCIAL WORK ORDER CODES FOR ELECTRICAL PERMITS CODE DESCRIPTION	Minimum Fee \$50	
COMB	Commercial addition/renovation not exceeding 500 sq. ft. (Service fee not included)	\$150	
COMC	Defects removed, commercial addition/renovation 501 sq. ft. to 1,000 sq. ft.	\$200	
COMD	Commercial addition/renovation 1,001 sq. ft. to 1,600 sq. ft. Cell Site Towers (Service Fee not included).	\$250	
COME	Commercial addition/renovation 1,601 sq. ft. to 2,500 sq. ft. (Service fee not included).	\$300	
COMF	Commercial addition/renovation 2,501 sq. ft. to 3,500 sq. ft. (Service fee not included).	\$350	
COMG	Commercial addition/renovation 3,501 sq. ft. to 5,000 sq. ft. (Service fee not included).	\$500	
COMH	Commercial addition/renovation 5,001 sq. ft. to 7,500 sq. ft. (Service fee not included).	\$1,000	
COMI	Commercial addition/renovation 7,501 sq. ft. to 12,500 sq. ft. (Service fee not included).	\$1,500	
COMJ	Commercial addition/renovation 12,501 sq. ft. and up (Service fee not included).	\$2,000	
MARA	Marina	\$250	
MARD	Docks, slips and bulkheads.	\$250	
BLDB	New commercial building not exceeding 500 sq. ft. (Service not included)	\$150	
BLDC	New commercial building 501 sq. ft. to 1,000 sq. ft. (Service not included)	\$200	
BLDD	New commercial building 1,001 sq. ft. to 1,600 sq. ft. (Service not included)	\$250	

NOTES:

2021 Electrical Fee Schedule

CODE	DESCRIPTION	2021 Fee Schedule	Proposed Increase
BLDE	New commercial building 1,601 sq. ft. to 2,500 sq. ft. (Service not included)	\$300	
BLDF	New commercial building 2,501 sq. ft. to 3,500 sq. ft. (Service not included)	\$350	
BLDG	New commercial building 3,501 sq. ft. to 5,000 sq. ft. (Service not included)	\$500	
BLDH	New commercial building 5,001 sq. ft. to 10,000 sq. ft. (Service not included)	\$1,000	
BLDI	New commercial building 10,001 sq. ft. to 15,000 sq. ft. (Service not included)	\$1,500	
BLDJ	New commercial building 15,001 sq. ft. and up. (Service not included)	\$2,000	
COMP	Commercial swimming pool, spa and hot tub. (Service not included)	\$200	
CSGN	Commercial Signs (Service not included)	\$75	
CREC	Commercial fire reconnect.	\$100	
CSER	Commercial service 400 amps or less, overhead, underground, change of or more than 7 meters.	\$100	
CVCO	Commercial service over 400 amps, overhead and underground.	\$150	
CTEM	Commercial temporary construction service 400 amps or less.	\$100	
CTEO	Commercial temporary construction service over 400 amps.	\$125	
CLAA	Commercial 7 devices or less.	\$150	
CBTR	Battery Storage	\$200	\$200

NOTES:

Employee Compensation & Benefits Schedule

NOTES:

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Building & Zoning Division - 8029													
Chief Building Inspector	ADMINISTRATIVE	107,100	5,355	0	112,455	28,488	8,366	16,858	8,298	62,010	174,465	19.8	100.0
Administrative Assistant	ADMINSUPPORT	60,082	1,803	0	61,885	13,440	4,755	8,709	505	27,409	89,295	12.8	100.0
Confidential Secretary	ADMINSUPPORT	69,276	2,772	0	72,048	29,340	5,536	10,139	582	45,597	117,644	19.8	100.0
Driver Messenger	CSEA32.5HOUR / CSEA32.5HOUR - 01 / Step 6	46,760	4,676	0	51,436	14,400	4,049	7,416	1,694	27,559	78,994	25.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	66,425	0	2,603	69,028	1,380	5,654	10,355	5,151	22,540	91,568	1.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 8	75,782	0	0	75,782	28,488	6,223	11,397	5,864	51,973	127,755	7.3	100.0
Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - H / Step 2	66,425	0	0	66,425	28,488	5,455	9,990	5,142	49,075	115,500	1.0	100.0
Building Permits Examiner	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - E / Step 1	54,421	0	0	54,421	28,488	4,469	8,185	4,216	45,358	99,779	0.4	100.0
Building Permits Examiner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 6	62,387	2,495	0	64,883	28,488	4,985	9,130	526	43,130	108,012	8.4	100.0
Secretarial Assistant	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - H / Step 3	67,377	4,043	0	71,419	28,488	5,487	10,049	571	44,596	116,015	14.0	100.0
Senior Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 8	79,866	3,195	0	83,061	28,488	6,803	12,459	6,190	53,940	137,001	9.5	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	52,999	0	0	52,999	28,488	4,073	7,459	442	40,463	93,462	3.4	100.0
Sr. Building Inspector	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 7	79,344	3,174	0	82,518	14,400	6,759	12,378	6,150	39,686	122,204	8.9	100.0
Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 3	68,288	4,097	6,023	78,408	1,380	6,382	11,688	5,320	24,771	103,179	16.4	100.0
Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	47,523	2,851	0	50,374	28,488	3,870	7,088	408	39,854	90,229	13.1	100.0

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 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Principal Building Inspector - Vacant	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - M / Step 1	83,929	0	0	83,929	28,488	6,893	12,623	6,493	54,496	138,425		100.0
Senior Building Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	79,856	4,791	0	84,647	14,400	6,925	12,681	6,195	40,200	124,848	13.4	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	79,856	4,791	0	84,647	28,488	6,925	12,681	6,195	54,288	138,936	16.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	79,856	7,986	0	87,841	28,488	7,169	13,129	6,205	54,991	142,833	23.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6	79,856	6,388	0	86,244	28,488	7,047	12,905	6,200	54,640	140,884	18.6	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	55,591	3,335	0	58,926	14,400	4,527	8,291	474	27,693	86,619	15.5	100.0
Office Assistant	SEASONAL	18,000	0	0	18,000	0	1,383	0	162	1,545	19,545		100.0
Total Building & Zoning Division - 8029		1,480,998	61,753	8,626	1,551,377	473,484	123,737	225,611	82,982	905,814	2,457,191		

NOTES:

Town of Southampton

2021 Adopted Budget

Building & Zoning Division - 8029

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	
Real Property Taxes:																	
1001	Property Taxes	(1,156,632)	(1,176,648)	(1,172,350)	(1,269,591)	(1,269,591)	(1,169,518)	(873,497)	(873,497)	(873,497)	396,094	(31.20%)	(1,044,485)	(1,028,281)	(1,028,281)	(1,028,281)	
	Total Real Property Taxes	(1,156,632)	(1,176,648)	(1,172,350)	(1,269,591)	(1,269,591)	(1,169,518)	(873,497)	(873,497)	(873,497)	396,094	(31.20%)	(1,044,485)	(1,028,281)	(1,028,281)	(1,028,281)	
Other Revenue:																	
1562	Electrical Inspecti	526,000	543,909	526,000	526,000	331,250	526,000	526,000	526,000	526,000	0	0.00%	526,000	526,000	526,000	526,000	
1790	Inter-Departmental Revenue	(588,554)	(588,554)	(602,192)	(602,192)	(451,644)	(572,571)	(578,419)	(578,419)	(578,419)	23,773	(3.95%)	(577,798)	(583,712)	(583,712)	(583,712)	
2110	Zoning Fees	95,000	142,875	120,000	120,000	77,825	120,000	120,000	120,000	120,000	0	0.00%	110,000	110,000	110,000	110,000	
2118	Photo Copy Fees	12,000	17,575	12,000	12,000	5,054	12,000	12,000	12,000	12,000	0	0.00%	12,000	12,000	12,000	12,000	
2501	Licensing	225,000	196,675	250,000	250,000	159,850	250,000	250,000	250,000	250,000	0	0.00%	250,000	250,000	250,000	250,000	
2550	Public Safety Permits	0	0	20,000	20,000	0	0	0	0	0	(20,000)	(100.00%)	0	0	0	0	
2555	Building Permit Fee	3,400,000	2,884,853	3,380,000	3,380,000	1,560,502	3,380,000	3,100,000	3,100,000	3,100,000	(280,000)	(8.28%)	3,320,000	3,320,000	3,320,000	3,320,000	
2701	Miscellaneous Tax Receipts	0	525	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	
	Total Other Revenue	3,669,446	3,197,858	3,705,808	3,705,808	1,682,838	3,715,429	3,429,581	3,429,581	3,429,581	(276,227)	(7.45%)	3,640,202	3,634,288	3,634,288	3,634,288	
	Total Revenue	2,512,814	2,021,210	2,533,458	2,436,217	413,247	2,545,911	2,556,084	2,556,084	2,556,084	119,867	4.92%	2,595,717	2,606,007	2,606,007	2,606,007	
Salaries:																	
6100	Salaries	1,452,132	1,380,458	1,496,333	1,402,225	1,123,216	1,473,502	1,462,998	1,462,998	1,462,998	(60,773)	(4.33%)	1,511,693	1,500,812	1,500,812	1,500,812	
6101	Overtime	35,000	62,731	35,000	35,000	23,112	35,000	35,000	35,000	35,000	0	0.00%	35,000	35,000	35,000	35,000	
6103	Accumulated Sick/Personal Days	3,419	321	3,420	3,420	2,197	0	0	0	0	3,420	100.00%	0	0	0	0	
6105	Part Time Salaries	18,000	15,691	18,000	18,000	9,306	18,000	18,000	18,000	18,000	0	0.00%	18,000	18,000	18,000	18,000	
6110	Longevity	76,076	71,345	67,190	67,190	5,000	61,708	61,753	61,753	61,753	5,436	8.09%	62,943	62,988	62,988	62,988	
6127	Cash in Lieu of Health Benefits	12,004	3,619	6,023	6,023	619	8,626	8,626	8,626	8,626	(2,603)	(43.22%)	8,626	8,626	8,626	8,626	
	Total Salaries	1,596,631	1,534,165	1,625,966	1,531,858	1,163,451	1,596,836	1,586,377	1,586,377	1,586,377	(54,519)	(3.56%)	1,636,262	1,625,426	1,625,426	1,625,426	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	205,341	203,155	200,722	200,722	166,563	203,198	225,611	225,611	225,611	(24,889)	(12.40%)	208,391	231,360	231,360	231,360	
6830	FICA Tax Expenditure	121,825	114,690	122,038	118,905	86,533	124,604	123,737	123,737	123,737	(4,832)	(4.06%)	127,632	126,734	126,734	126,734	
6835	MTA Tax	5,500	5,106	5,509	5,509	3,840	5,575	5,537	5,537	5,537	(28)	(0.51%)	5,716	5,676	5,676	5,676	
6840	Worker's Compensation	56,086	51,199	29,284	29,284	19,046	77,938	77,063	77,063	77,063	(47,779)	(163.16%)	79,956	79,051	79,051	79,051	
6860	Medical Insurance - Active Employees	429,708	398,858	456,564	456,564	319,887	444,504	444,504	444,504	444,504	12,060	2.64%	444,504	444,504	444,504	444,504	
6865	Dental & Optical	27,972	25,855	28,980	28,980	20,086	28,980	28,980	28,980	28,980	0	0.00%	28,980	28,980	28,980	28,980	
6875	Disability	383	24	383	383	56	383	383	383	383	0	0.00%	383	383	383	383	
	Total Employee Benefits - Current	846,815	798,889	843,479	840,346	616,011	885,182	905,814	905,814	905,814	(65,468)	(7.79%)	895,562	916,688	916,688	916,688	
	Total Employee Costs	2,443,446	2,333,053	2,469,445	2,372,204	1,779,462	2,482,018	2,492,191	2,492,191	2,492,191	(119,987)	(5.06%)	2,531,824	2,542,114	2,542,114	2,542,114	
Contractual:																	
6401	Contracts	0	897	0	900	815	0	0	0	0	900	100.00%	0	0	0	0	
6403	Gasoline	10,000	11,899	11,000	10,500	5,620	10,000	10,000	10,000	10,000	500	4.76%	10,000	10,000	10,000	10,000	
6409	Copier Supplies	350	457	350	0	0	350	350	350	350	(350)	(139900.00%)	350	350	350	350	
6411	Printing and Stationery	13,300	8,254	11,300	10,400	6,990	10,300	10,300	10,300	10,300	100	0.96%	10,300	10,300	10,300	10,300	
6412	Publications	1,500	1,381	1,200	2,650	2,565	1,200	1,200	1,200	1,200	1,450	54.72%	1,200	1,200	1,200	1,200	
6416	Travel, Dues and Related	750	770	750	750	650	850	850	850	850	(100)	(13.33%)	850	850	850	850	
6418	Uniforms	700	0	700	0	0	0	0	0	0	0	0.00%	0	0	0	0	
6420	Other	10,000	12,364	10,000	10,000	5,278	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000	

Town of Southampton
2021 Adopted Budget
Building & Zoning Division - 8029

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual							2021 Adopted / 2020	2021 Adopted / 2020	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
							Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Amended Difference	Amended % of Change						
6421	Legal Notices	6,500	6,204	6,500	6,500	4,979	6,000	6,000	6,000	6,000	500	7.69%	6,000	6,000	6,000	6,000		
6425	Office Supplies	5,000	3,609	5,000	5,000	1,950	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000		
6426	Supplies - Other	750	520	1,150	1,150	463	1,050	1,050	1,050	1,050	100	8.70%	1,050	1,050	1,050	1,050		
6433	Safety Equipment	2,200	2,370	2,400	2,400	1,490	2,400	2,400	2,400	2,400	0	0.00%	2,400	2,400	2,400	2,400		
6450	Schools & Training	1,200	350	1,200	800	60	1,200	1,200	1,200	1,200	(400)	(50.00%)	1,200	1,200	1,200	1,200		
6466	Telephone - Wireless	8,200	5,023	5,775	5,775	3,892	5,775	5,775	5,775	5,775	0	0.00%	5,775	5,775	5,775	5,775		
6477	Copier Leases	8,918	5,254	6,688	7,188	5,782	9,768	9,768	9,768	9,768	(2,580)	(35.89%)	9,768	9,768	9,768	9,768		
	Total Contractual	69,368	59,352	64,013	64,013	40,534	63,893	63,893	63,893	63,893	120	0.19%	63,893	63,893	63,893	63,893		
	Total Expenditures	2,512,814	2,392,405	2,533,458	2,436,217	1,819,996	2,545,911	2,556,084	2,556,084	2,556,084	(119,867)	(4.92%)	2,595,717	2,606,007	2,606,007	2,606,007		
	Net Surplus (Deficit)	0	(371,196)	0	0	(1,406,749)	0	0	0	0			0	0	0	0		

CURRENT PLANNING DIVISION - SUMMARY

Department: Current Planning Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

1. Provide the Planning Board with professional and technical planning services and other support services consisting of project analysis and recommendation reports relative to compliance with the Comprehensive Plan, Town Code, Zoning Code and Environmental regulations, in connection with the following development applications:
 - Realty Subdivisions
 - Lot Line Modifications
 - Site Disturbance
 - Site Plans
 - Special Exception Uses
 - Old Filed Map Development
2. Provide public notice of land development applications, their review and decisions, as required by Town Code, State and County regulations.
3. Pursue excellence in service and information offered to all involved in the land development process, including but not limited to, applicants, constituents and their representatives.

Department Summary

Department: Current Planning Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

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.
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. Review Conservation Opportunity Subdivision plans to implement farmland preservation and clearing/re-vegetation plans for aquifer protection.

NOTES:

Department Summary

Department: Current Planning Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Janice Scherer

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:

Municipal Home Rule/Town Law

NOTES:

2021 Planning Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Site Plan Application		
Site Plan Pre-Submission Application	\$1,100 \$1,200	\$100
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,100** \$1,200**	\$100
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** \$2,200**	\$100
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.25 per sq.ft. not to exceed \$15,000**	
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,100 \$1,200**	\$100
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 \$300	\$300
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)	\$1,100 \$1,200	\$100
Agricultural Construction Permit Application on preserved farmland	\$1,100 \$1,200**	\$100
Deer Fence Application	\$525**	
* 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.		
Special Exception Applications		
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,100 \$1,200 (in addition to any site plan application fee)	\$100
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)	
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$325	

NOTES:

2021 Planning Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Subdivision Applications -- Application Type or Stage		
Transfer of Property	\$1,050 per lot	
Pre-Application	\$800 per lot (excluding reserved parcels)*	
Preliminary Application	\$875 per lot (excl. reserved parcels)*	
Final Application	\$950 per lot (excl. reserved parcels)*	
Waiver of Pre Application Report Extension Policy	\$300 (in addition to the extension fee)	
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee	
Re-Approval of Expired Final Conditional Approval (no hearing)	1/2 of the full original final application fee	
*NOTE: Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities		
Wetland Permit Applications		
Wetland Permit *	\$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.		
Old Filed Map Application - Type of Application		
Development Section Approval	\$2,600	
Amendment of Development Section Approval	\$1,300	
Transfer of Development Right & Permission to Build	\$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	

NOTES:

2021 Planning Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Additional Fees Type of Action		
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300	
Site Disturbance Plan / Over Clearing	1600**	
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)	\$265 \$275	\$10
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125	
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	
Covenant / Easement Amendment or Interpretation	\$1,100 \$1,200	\$100
Abandonments unrelated to an Old Filed Map or Subdivision	\$525	
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot	
Park Fees - Subdivision of two (2) lots or less	\$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	
Development Rights Allocation Letter/Certificate	\$100.00	\$100

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 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Current Planning Division - 8021													
Confidential Secretary	ADMINSUPPORT	60,035	0	0	60,035	28,488	4,614	8,450	499	42,050	102,085	6.2	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 5	22,820	0	0	22,820	6,552	1,754	3,212	192	11,709	34,530	4.1	50.0
Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	68,337	0	0	68,337	13,104	5,228	9,574	250	28,156	96,493	3.7	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 4	87,664	0	0	87,664	14,400	7,199	13,185	6,781	41,564	129,229	6.9	100.0
Assistant Town Planning Director	CSEA40HOUR-NEW / CSEA40HOUR-NEW - O / Step 3	95,944	7,675	0	103,619	28,488	8,226	15,505	7,446	59,665	163,284	19.3	100.0
Principal Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	63,642	3,819	0	67,461	28,488	5,183	9,492	541	43,704	111,165	14.3	100.0
Principal Planner	CSEA40HOUR-NEW / CSEA40HOUR-NEW - M / Step 2	85,819	5,149	0	90,968	28,488	7,442	13,628	6,656	56,214	147,182	14.8	100.0
Program Aide I	SEASONAL	5,306	0	0	5,306	0	408	0	60	468	5,774		100.0
Total Current Planning Division - 8021		489,568	16,643	0	506,211	148,008	40,054	73,046	22,423	283,530	789,741		

NOTES:

Town of Southampton

2021 Adopted Budget

Current Planning Division - 8021

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	513,712	513,712	530,574	532,734	532,734	565,778	574,899	574,899	574,899	42,165	7.91%	582,464	591,843	591,843	591,843
	Total Real Property Taxes	513,712	513,712	530,574	532,734	532,734	565,778	574,899	574,899	574,899	42,165	7.91%	582,464	591,843	591,843	591,843
Other Revenue:																
1790	Inter-Departmental Revenue	(141,557)	(141,557)	(141,734)	(141,734)	(106,301)	(140,253)	(141,658)	(141,658)	(141,658)	76	(0.05%)	(140,253)	(141,658)	(141,658)	(141,658)
2113	Old Filed Maps	2,000	10,730	4,000	4,000	7,040	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
2114	Planning Zoning Amendments	2,500	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
2115	Other PB Scheduling Fees	76,000	76,500	76,000	76,000	35,375	76,000	76,000	76,000	76,000	0	0.00%	80,000	80,000	80,000	80,000
2116	LM Planning Div- Site Plan-Fees	135,000	194,193	135,000	135,000	86,907	135,000	135,000	135,000	135,000	0	0.00%	135,000	135,000	135,000	135,000
2117	Special Exceptions Planning Fee	7,000	14,300	7,000	7,000	4,400	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
2120	Sub Div-Planning Fees	132,000	110,565	132,000	132,000	49,695	132,000	132,000	132,000	132,000	0	0.00%	132,000	132,000	132,000	132,000
2701	Miscellaneous Tax Receipts	0	110	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	212,943	264,841	214,766	214,766	79,617	216,247	214,842	214,842	214,842	76	0.04%	220,247	218,842	218,842	218,842
	Total Revenue	726,655	778,553	745,340	747,500	612,351	782,025	789,741	789,741	789,741	42,241	5.65%	802,711	810,685	810,685	810,685
Salaries:																
6100	Salaries	453,046	444,205	467,977	467,977	385,495	484,262	484,262	484,262	484,262	(16,285)	(3.48%)	500,281	500,281	500,281	500,281
6101	Overtime	0	0	0	2,000	288	0	0	0	0	2,000	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	0	0	0	700	700	0	0	0	0	700	100.00%	0	0	0	0
6105	Part Time Salaries	5,100	0	5,202	5,202	0	5,306	5,306	5,306	5,306	(104)	(2.00%)	5,306	5,306	5,306	5,306
6110	Longevity	15,508	15,293	17,228	17,228	0	16,643	16,643	16,643	16,643	584	3.39%	17,241	17,241	17,241	17,241
	Total Salaries	473,653	459,498	490,407	493,107	386,482	506,211	506,211	506,211	506,211	(13,105)	(2.66%)	522,828	522,828	522,828	522,828
Employee Benefits - Current:																
6810	Employee Retirement - Active	60,962	60,313	61,494	61,494	51,029	65,329	73,046	73,046	73,046	(11,551)	(18.78%)	67,509	75,483	75,483	75,483
6830	FICA Tax Expenditure	36,721	33,837	37,949	38,102	28,496	40,054	40,054	40,054	40,054	(1,951)	(5.12%)	41,105	41,105	41,105	41,105
6835	MTA Tax	1,632	1,504	1,687	1,694	1,266	1,791	1,791	1,791	1,791	(97)	(5.74%)	1,850	1,850	1,850	1,850
6840	Worker's Compensation	6,364	5,809	5,664	5,664	3,684	20,501	20,501	20,501	20,501	(14,837)	(261.94%)	21,281	21,281	21,281	21,281
6860	Medical Insurance - Active Employees	138,534	132,900	139,038	138,338	110,676	139,038	139,038	139,038	139,038	(700)	(0.51%)	139,038	139,038	139,038	139,038
6865	Dental & Optical	8,658	8,807	8,970	8,970	7,161	8,970	8,970	8,970	8,970	0	0.00%	8,970	8,970	8,970	8,970
6875	Disability	131	9	131	131	23	131	131	131	131	0	0.00%	131	131	131	131
	Total Employee Benefits - Current	253,001	243,178	254,933	254,393	202,335	275,813	283,530	283,530	283,530	(29,136)	(11.45%)	279,883	287,857	287,857	287,857
	Total Employee Costs	726,655	702,675	745,340	747,500	588,818	782,025	789,741	789,741	789,741	(42,241)	(5.65%)	802,711	810,685	810,685	810,685
	Total Expenditures	726,655	702,675	745,340	747,500	588,818	782,025	789,741	789,741	789,741	(42,241)	(5.65%)	802,711	810,685	810,685	810,685
	Net Surplus (Deficit)	0	75,878	0	0	23,533	0	0	0	0			0	0	0	0

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION - SUMMARY

Department: Long Range Planning & Economic Development Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

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, 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 Change of Zone applications.
4. Lead the implementation of the Town's Comprehensive Plan, codes, programs and policies related to the Central Pine Barrens Plan, groundwater protection, farmland preservation and water quality.
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 and Comprehensive Planning.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

NOTES:

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. Review Agricultural Planned Development Districts (Ag PDD) plans to implement long-range farmland preservation strategies.
12. Foster the coordination of all planning initiatives with intermunicipal, regional and state agencies.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Janice Scherer

Goals & Objectives:

1. Complete existing pipeline of previously initiated long range projects.
2. Complete and implement Town initiated public-private development projects, including Riverside Revitalization Action Plan (RRAP), the Hampton Bays Downtown Overlay District and others.
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. Promote economic development as recommended in the Comprehensive Plan, and permit streamlining initiatives.
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.

Legal Authority:

Pursuant to the Town Code of the Town of Southampton and as enabled by NYS Town Law

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 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Long Range Planning & Economic Development Division - 8026													
Town Planning Director	ADMINISTRATIVE	124,337	6,000	10,769	141,106	1,380	8,800	21,049	9,667	40,897	182,003	37.2	100.0
Environmental Planner	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	67,377	0	0	67,377	13,104	5,178	9,483	557	28,322	95,699	4.3	100.0
Principal Planner - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 1	83,929	0	0	83,929	28,488	6,450	11,813	690	47,441	131,370		100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	55,591	3,335	6,023	64,949	1,380	4,988	9,135	495	15,998	80,947	14.6	100.0
Total Long Range Planning & Economic Development Division - 8026		331,234	9,335	16,792	357,362	44,352	25,417	51,480	11,409	132,658	490,020		

NOTES:

Town of Southampton
2021 Adopted Budget
Long Range Planning & Economic Development Division - 8026

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	446,390	446,390	454,512	400,352	400,352	484,582	490,020	490,020	490,020	89,668	22.40%	495,445	501,019	501,019	501,019
	Total Real Property Taxes	446,390	446,390	454,512	400,352	400,352	484,582	490,020	490,020	490,020	89,668	22.40%	495,445	501,019	501,019	501,019
	Total Revenue	446,390	446,390	454,512	400,352	400,352	484,582	490,020	490,020	490,020	89,668	22.40%	495,445	501,019	501,019	501,019
Salaries:																
6100	Salaries	315,752	311,121	324,504	266,504	204,347	331,234	331,234	331,234	331,234	(64,730)	(24.29%)	340,107	340,107	340,107	340,107
6101	Overtime	0	0	0	4,000	0	0	0	0	0	4,000	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	3,677	2,183	3,246	3,246	2,513	4,746	4,746	4,746	4,746	(1,500)	(46.21%)	4,746	4,746	4,746	4,746
6110	Longevity	14,627	14,317	14,896	14,896	0	9,335	9,335	9,335	9,335	5,560	37.33%	9,402	9,402	9,402	9,402
6127	Cash in Lieu of Health Benefits	16,806	16,214	16,864	5,864	2,865	12,046	12,046	12,046	12,046	(6,182)	(105.41%)	12,046	12,046	12,046	12,046
	Total Salaries	350,862	343,835	359,510	294,510	209,725	357,362	357,362	357,362	357,362	(62,852)	(21.34%)	366,301	366,301	366,301	366,301
Employee Benefits - Current:																
6810	Employee Retirement - Active	45,914	45,425	45,754	45,754	37,967	46,042	51,480	51,480	51,480	(5,727)	(12.52%)	47,188	52,762	52,762	52,762
6830	FICA Tax Expenditure	24,874	25,953	25,331	25,178	15,955	25,417	25,417	25,417	25,417	(239)	(0.95%)	25,951	25,951	25,951	25,951
6835	MTA Tax	1,216	1,153	1,242	1,235	709	1,249	1,249	1,249	1,249	(15)	(1.20%)	1,280	1,280	1,280	1,280
6840	Worker's Compensation	6,721	6,136	5,642	5,642	3,669	10,091	10,091	10,091	10,091	(4,449)	(78.86%)	10,303	10,303	10,303	10,303
6860	Medical Insurance - Active Employees	11,676	11,200	11,724	22,724	19,532	38,832	38,832	38,832	38,832	(16,108)	(70.89%)	38,832	38,832	38,832	38,832
6865	Dental & Optical	5,062	5,148	5,244	5,244	3,402	5,520	5,520	5,520	5,520	(276)	(5.26%)	5,520	5,520	5,520	5,520
6875	Disability	66	5	66	66	12	70	70	70	70	(3)	(5.26%)	70	70	70	70
	Total Employee Benefits - Current	95,528	95,020	95,001	105,841	81,246	127,220	132,658	132,658	132,658	(26,817)	(25.34%)	129,144	134,718	134,718	134,718
	Total Employee Costs	446,390	438,855	454,512	400,352	290,971	484,582	490,020	490,020	490,020	(89,668)	(22.40%)	495,445	501,019	501,019	501,019
	Total Expenditures	446,390	438,855	454,512	400,352	290,971	484,582	490,020	490,020	490,020	(89,668)	(22.40%)	495,445	501,019	501,019	501,019
	Net Surplus (Deficit)	0	7,535	0	0	109,381	0	0	0	0			0	0	0	0

Department Summary

Department: Environment Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The mission and responsibility of the Environment Division is to:

1. Administer environmental land use regulations (Chapter 325) with the goal of minimizing environmental impacts of development on wetlands.
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. Perform storm damage assessment surveys and provide guidance to landowners regarding remediation.
5. Educate and inform the public in the protection and stewardship of natural resources.

Workload:

Department Summary

Department: Environment Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

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 Conservation Board as well as; the Town Board, Board of Trustees, Planning Board and Zoning Board of Appeals, and Federal, State, and County agencies related to natural resource conservation and management, open space protection, habitat restoration, coastal resources, post storm damage assessment, endangered species, groundwater protection, water quality improvement, non-point source pollution abatement, vector control, Peconic and South Shore Estuaries, Mecox Bay, Central Pine Barrens, landscaping, roadside beautification, wetlands, forest health, invasive species control, deer management, environmental education, stewardship, 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 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 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 and southern pine beetle management .
7. Provide technical input and support with regards to the implementation of the Water Protection Plan.
8. Maintain public outreach and inter-agency 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

Department: Environment Division

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Janice Scherer

NOTES:

Goals & Objectives:

1. Increase Division efficiency and productivity with regards to completing wetland and coastal erosion management permit 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 to integrate all environmental application data and documents into Govern and e-permitting, as well as 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)
Chapter 225 (Wetlands)
Chapter 42 (Coastal Erosion Hazard Areas)

2021 Environment Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Certificate of Coastal and Wetland Compliance and Lot Inspections	\$400 \$500	\$100
Letters of Non-Jurisdiction	\$400 \$500	\$100
Wetlands Boundary Flagging		
1 ST Acre or less:	\$400 \$500	\$100
Each additional Acre:	\$100	
Maximum Fee	\$3,000	
Conservation Board Wetland Permit	\$1,000	
Existing Structures Constructed or Land Disturbed Without Required Conservation Board Wetland Permits (legalization)	\$1000*	
Modification of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$500	
Transfer of Conservation Board Conditional Approval Prior to Wetland Permit Issuance	\$300	
Administrative Wetland Permit	\$500 \$600	\$100
Existing Structures Constructed or Land Disturbed without Required Administrative Board Wetland Permits (Legalization)	\$1000*	
Permit Renewals		
Active Permits	\$400	
Expired Permits	\$500	
Permits Transfers	\$300	
Conservation Board Wetland Permit Modification	\$500	
Administrative Wetland Permit Modification	\$500	
Public Hearing Adjournment (If adjournment is at the request of applicant or due to error by applicant)	\$75	
Reschedule of Public Hearing (If re-hearing is at the request of applicant or due to error by applicant)	\$300	
Easement Interpretation and Conservation Management Plan	\$1,000	
Wetland Boundary and Jurisdictional Appeal	\$1,000	
*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 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Environment Division - 8090													
Chief Environmental Analyst	ADMINISTRATIVE	129,509	6,000	4,981	140,490	29,340	8,797	21,016	10,046	69,199	209,689	32.0	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 4	60,646	2,426	0	63,072	28,488	4,846	8,875	512	42,722	105,793	9.0	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	67,377	0	0	67,377	13,104	5,533	10,133	5,216	33,986	101,363	5.1	100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 4	76,109	3,044	6,023	85,177	1,380	6,944	12,717	5,920	26,961	112,138	8.8	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	52,999	0	0	52,999	14,400	4,184	7,663	1,899	28,146	81,145	7.4	100.0
Total Environment Division - 8090		386,640	11,470	11,004	409,114	86,712	30,304	60,405	23,593	201,014	610,128		

NOTES:

Town of Southampton
2021 Adopted Budget
Environment Division - 8090

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	294,177	294,177	229,094	229,094	229,094	228,837	263,564	263,564	263,564	34,470	15.05%	242,586	278,374	278,374	278,374
	Total Real Property Taxes	294,177	294,177	229,094	229,094	229,094	228,837	263,564	263,564	263,564	34,470	15.05%	242,586	278,374	278,374	278,374
Other Revenue:																
1790	Inter-Departmental Revenue	(54,102)	(54,102)	(53,471)	(53,471)	(40,103)	(52,789)	(53,436)	(53,436)	(53,436)	35	(0.07%)	(52,789)	(53,436)	(53,436)	(53,436)
2112	Wetland Fees	325,000	376,450	400,000	400,000	242,325	400,000	400,000	400,000	400,000	0	0.00%	400,000	400,000	400,000	400,000
	Total Other Revenue	270,898	322,348	346,529	346,529	202,222	347,211	346,564	346,564	346,564	35	0.01%	347,211	346,564	346,564	346,564
	Total Revenue	565,075	616,525	575,623	575,623	431,316	576,048	610,128	610,128	610,128	34,505	5.99%	589,797	624,938	624,938	624,938
Salaries:																
6100	Salaries	360,009	363,702	376,464	376,464	313,437	367,613	386,640	386,640	386,640	(10,176)	(2.70%)	378,426	398,109	398,109	398,109
6103	Accumulated Sick/Personal Days	4,788	4,788	4,884	4,884	4,883	4,981	4,981	4,981	4,981	(97)	(1.99%)	4,981	4,981	4,981	4,981
6110	Longevity	10,110	10,110	10,308	10,308	0	10,709	11,470	11,470	11,470	(1,162)	(11.27%)	10,872	11,659	11,659	11,659
6127	Cash in Lieu of Health Benefits	6,002	5,791	6,023	6,023	2,865	4,517	6,023	6,023	6,023	0	0.00%	4,517	6,023	6,023	6,023
	Total Salaries	380,908	384,391	397,679	397,679	321,186	387,820	409,114	409,114	409,114	(11,435)	(2.88%)	398,796	420,772	420,772	420,772
Employee Benefits - Current:																
6810	Employee Retirement - Active	51,096	50,552	51,029	51,029	42,345	51,180	60,405	60,405	60,405	(9,375)	(18.37%)	52,628	62,125	62,125	62,125
6830	FICA Tax Expenditure	28,427	28,503	29,153	29,153	23,969	28,568	30,304	30,304	30,304	(1,151)	(3.95%)	29,280	31,071	31,071	31,071
6835	MTA Tax	1,353	1,267	1,385	1,385	1,065	1,389	1,466	1,466	1,466	(81)	(5.87%)	1,428	1,508	1,508	1,508
6840	Worker's Compensation	17,032	15,548	9,578	9,578	6,229	20,642	22,040	22,040	22,040	(12,463)	(130.12%)	21,216	22,663	22,663	22,663
6860	Medical Insurance - Active Employees	79,512	76,204	79,812	79,812	62,915	79,812	79,812	79,812	79,812	0	0.00%	79,812	79,812	79,812	79,812
6865	Dental & Optical	6,660	5,419	6,900	6,900	4,476	6,555	6,900	6,900	6,900	0	0.00%	6,555	6,900	6,900	6,900
6875	Disability	87	5	87	87	12	83	87	87	87	0	0.00%	83	87	87	87
	Total Employee Benefits - Current	184,166	177,497	177,944	177,944	141,011	188,229	201,014	201,014	201,014	(23,070)	(12.96%)	191,001	204,166	204,166	204,166
	Total Employee Costs	565,075	561,888	575,623	575,623	462,197	576,048	610,128	610,128	610,128	(34,506)	(5.99%)	589,797	624,938	624,938	624,938
	Total Expenditures	565,075	561,888	575,623	575,623	462,197	576,048	610,128	610,128	610,128	(34,506)	(5.99%)	589,797	624,938	624,938	624,938
	Net Surplus (Deficit)	0	54,637	0	0	(30,881)	0	0	0	0			0	0	0	0

ARCHITECTURAL REVIEW BOARD - SUMMARY

Department: Architectural Review Board

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8013

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Architectural Review Board (ARB) reviews new commercial sites, signs 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.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Architectural Review Board - 8013													
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	384	704	57	1,145	6,145		100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	384	704	57	1,145	6,145		100.0
Architectural Review Board	APPOINTBOARD	6,000	0	0	6,000	0	461	844	65	1,371	7,371	20.0	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	384	704	57	1,145	6,145	9.6	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	0	384	704	57	1,145	6,145	13.0	100.0
Total Architectural Review Board - 8013		26,000	0	0	26,000	0	1,998	3,659	295	5,953	31,953		

NOTES:

Town of Southampton
2021 Adopted Budget
Architectural Review Board - 8013

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
	Other Revenue:															
1790	Inter-Departmental Revenue	32,351	32,351	31,974	31,974	23,981	31,566	31,953	31,953	31,953	(21)	(0.07%)	31,566	31,953	31,953	31,953
	Total Other Revenue	32,351	32,351	31,974	31,974	23,981	31,566	31,953	31,953	31,953	(21)	(0.07%)	31,566	31,953	31,953	31,953
	Total Revenue	32,351	32,351	31,974	31,974	23,981	31,566	31,953	31,953	31,953	(21)	(0.07%)	31,566	31,953	31,953	31,953
	Salaries:															
6100	Salaries	26,000	26,000	26,000	26,000	21,666	26,000	26,000	26,000	26,000	0	0.00%	26,000	26,000	26,000	26,000
	Total Salaries	26,000	26,000	26,000	26,000	21,666	26,000	26,000	26,000	26,000	0	0.00%	26,000	26,000	26,000	26,000
	Employee Benefits - Current:															
6810	Employee Retirement - Active	3,429	3,392	3,315	3,315	2,751	3,273	3,659	3,659	3,659	(344)	(10.38%)	3,273	3,659	3,659	3,659
6830	FICA Tax Expenditure	2,043	1,989	2,024	1,989	1,658	1,998	1,998	1,998	1,998	(9)	(0.46%)	1,998	1,998	1,998	1,998
6835	MTA Tax	91	88	90	90	74	89	89	89	89	1	1.28%	89	89	89	89
6840	Worker's Compensation	702	641	458	458	298	120	120	120	120	338	73.86%	120	120	120	120
6875	Disability	87	25	87	122	60	87	87	87	87	35	28.69%	87	87	87	87
	Total Employee Benefits - Current	6,351	6,135	5,974	5,974	4,840	5,566	5,953	5,953	5,953	21	0.35%	5,566	5,953	5,953	5,953
	Total Employee Costs	32,351	32,135	31,974	31,974	26,506	31,566	31,953	31,953	31,953	21	0.07%	31,566	31,953	31,953	31,953
	Total Expenditures	32,351	32,135	31,974	31,974	26,506	31,566	31,953	31,953	31,953	21	0.07%	31,566	31,953	31,953	31,953
	Net Surplus (Deficit)	0	216	0	0	(2,526)	0	0	0	0			0	0	0	0

CONSERVATION BOARD - SUMMARY

Department: Conservation Board

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8730

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The Southampton Town Conservation Board (STCB) recommends protective conservation measures to Town residents, Town agencies, Board of Trustees, the Army Corps. 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 freshwater, tidal and brackish wetlands, pursuant to Chapter 325 of the Town Code and Chapter 225 of the Code of the Village of Sagaponack. The permit process involves wetland identification; landowner education; review of proposed development plans and evaluation of practicable 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, Building and Zoning Division, Town Board, 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.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Conservation Board - 8730													
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	461	844	65	1,371	7,371	6.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	461	844	65	1,371	7,371	25.0	100.0
Conservation Board	APPOINTBOARD	7,500	0	0	7,500	0	576	1,056	78	1,709	9,209	31.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	461	844	65	1,371	7,371	13.0	100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	461	844	65	1,371	7,371		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	461	844	65	1,371	7,371		100.0
Conservation Board	APPOINTBOARD	6,000	0	0	6,000	0	461	844	65	1,371	7,371	23.9	100.0
Total Conservation Board - 8730		43,500	0	0	43,500	0	3,343	6,122	470	9,936	53,436		

NOTES:

Town of Southampton
2021 Adopted Budget
Conservation Board - 8730

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
	Other Revenue:															
1790	Inter-Departmental Revenue	54,102	54,102	53,471	53,471	40,103	52,789	53,436	53,436	53,436	(35)	(0.06%)	52,789	53,436	53,436	53,436
	Total Other Revenue	54,102	54,102	53,471	53,471	40,103	52,789	53,436	53,436	53,436	(35)	(0.06%)	52,789	53,436	53,436	53,436
	Total Revenue	54,102	54,102	53,471	53,471	40,103	52,789	53,436	53,436	53,436	(35)	(0.06%)	52,789	53,436	53,436	53,436
	Salaries:															
6100	Salaries	43,500	43,500	43,500	43,500	36,250	43,500	43,500	43,500	43,500	0	0.00%	43,500	43,500	43,500	43,500
	Total Salaries	43,500	43,500	43,500	43,500	36,250	43,500	43,500	43,500	43,500	0	0.00%	43,500	43,500	43,500	43,500
	Employee Benefits - Current:															
6810	Employee Retirement - Active	5,736	5,675	5,546	5,546	4,603	5,476	6,122	6,122	6,122	(576)	(10.38%)	5,476	6,122	6,122	6,122
6830	FICA Tax Expenditure	3,418	3,328	3,386	3,386	2,773	3,343	3,343	3,343	3,343	43	1.28%	3,343	3,343	3,343	3,343
6835	MTA Tax	152	148	151	151	123	149	149	149	149	2	1.30%	149	149	149	149
6840	Worker's Compensation	1,175	1,072	766	724	498	200	200	200	200	524	72.35%	200	200	200	200
6875	Disability	122	34	122	164	81	122	122	122	122	42	25.64%	122	122	122	122
	Total Employee Benefits - Current	10,602	10,257	9,971	9,971	8,078	9,289	9,936	9,936	9,936	35	0.35%	9,289	9,936	9,936	9,936
	Total Employee Costs	54,102	53,757	53,471	53,471	44,328	52,789	53,436	53,436	53,436	35	0.07%	52,789	53,436	53,436	53,436
	Total Expenditures	54,102	53,757	53,471	53,471	44,328	52,789	53,436	53,436	53,436	35	0.07%	52,789	53,436	53,436	53,436
	Net Surplus (Deficit)	0	345	0	0	(4,225)	0	0	0	0			0	0	0	0

LANDMARKS & HISTORIC DISTRICT BOARD - SUMMARY

Department: Landmarks & Historic Districts Board

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Janice Scherer

NOTES:

Departmental Mission & Responsibilities:

The mission of the Landmarks and Historic Districts Board is to maintain the historic character of the Town by promoting the preservation and protection of its historic landscapes, settings, sites and structures, pursuant to Town Code 330-320-F.

Workload:

The Landmarks & Historic Districts Board meets monthly on the 3rd Tuesday at 7 pm. Meetings typically run for 2 hours. Typical meeting agendas consist of the following: review and vote on advisory reports in connection with demolition and alteration applications referred from the Building Division; development application referrals from the Planning Board and Zoning Board of Appeals; status updates on pending landmark applications; Certificate of Appropriateness applications; Maintenance Award applications and other miscellaneous matters. Considerable time is expended by individual Board members, outside of the meeting, in the preparation of the agenda; review of application materials; updating databases; site visits; research and the preparation of reports and documents related to the various agenda items.

Administrative support for the Landmarks and Historic Districts Board is provided by the Department of Land Management - Administrative and Building Divisions, in the form of records management, preparation of minutes and receiving/distributing correspondence and applications on behalf of the Board, pursuant to Town Code 330-320-D.

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 Town Codes -

Chapter 330 - Article XXVIII

Chapter 169 - Article II

Chapter 298 - Article XII

Chapter 330 - Article XVIII

Chapter 123 - Article II and Article V

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Landmarks & Historic Districts Board - 8022													
Landmarks & Historic Districts Board	APPOINTBOARD	2,000	0	0	2,000	0	154	281	33	469	2,469	3.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856	9.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856	6.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856	3.0	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,500	0	0	1,500	0	115	211	29	356	1,856	6.0	100.0
Total Landmarks & Historic Districts Board - 8022		17,000	0	0	17,000	0	1,307	2,393	328	4,027	21,027		

NOTES:

Town of Southampton
2021 Adopted Budget
Landmarks & Historic Districts Board - 8022

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	19,408	19,408	21,040	21,040	15,780	20,774	21,027	21,027	21,027	(13)	(0.06%)	20,774	21,027	21,027	21,027	
	Total Other Revenue	19,408	19,408	21,040	21,040	15,780	20,774	21,027	21,027	21,027	(13)	(0.06%)	20,774	21,027	21,027	21,027	
	Total Revenue	19,408	19,408	21,040	21,040	15,780	20,774	21,027	21,027	21,027	(13)	(0.06%)	20,774	21,027	21,027	21,027	
	Salaries:																
6100	Salaries	15,500	14,250	17,000	17,000	11,604	17,000	17,000	17,000	17,000	0	0.00%	17,000	17,000	17,000	17,000	
	Total Salaries	15,500	14,250	17,000	17,000	11,604	17,000	17,000	17,000	17,000	0	0.00%	17,000	17,000	17,000	17,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	2,044	2,022	2,168	2,168	1,799	2,140	2,393	2,393	2,393	(225)	(10.38%)	2,140	2,393	2,393	2,393	
6830	FICA Tax Expenditure	1,218	1,090	1,323	1,323	888	1,307	1,307	1,307	1,307	17	1.28%	1,307	1,307	1,307	1,307	
6835	MTA Tax	54	43	59	59	35	58	58	58	58	1	1.34%	58	58	58	58	
6840	Worker's Compensation	419	382	299	299	195	78	78	78	78	221	73.86%	78	78	78	78	
6860	Medical Insurance - Active Employees	0	89	0	0	25	0	0	0	0	0	0.00%	0	0	0	0	
6865	Dental & Optical	0	10	0	0	3	0	0	0	0	0	0.00%	0	0	0	0	
6875	Disability	174	36	191	191	81	191	191	191	191	0	0.00%	191	191	191	191	
	Total Employee Benefits - Current	3,908	3,673	4,040	4,040	3,025	3,774	4,027	4,027	4,027	14	0.34%	3,774	4,027	4,027	4,027	
	Total Employee Costs	19,408	17,923	21,040	21,040	14,629	20,774	21,027	21,027	21,027	14	0.06%	20,774	21,027	21,027	21,027	
	Total Expenditures	19,408	17,923	21,040	21,040	14,629	20,774	21,027	21,027	21,027	14	0.06%	20,774	21,027	21,027	21,027	
	Net Surplus (Deficit)	0	1,485	0	0	1,151	0	0	0	0			0	0	0	0	

LICENSING REVIEW BOARD - SUMMARY

Department: Licensing Review Board

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8016

Manager: Janice Scherer

NOTES:

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. Also, the Licensing Review Board considers appeals on rental permits revoked by Code Enforcement.

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 peddlers, taxis and vehicles for hire, pursuant to Town Code.
9. Approve or deny the appeal of a rental permit revocation, pursuant to Town Code.

Goals & Objectives:

The regulatory process for the licensing of contractors, peddlers, 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 (Contractors)
Section 270-12(B) (Rental Properties Revocation of permit)

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Licensing Review Board - 8016													
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	307	563	49	920	4,920	12.0	100.0
Licensing Review Board	APPOINTBOARD	5,000	0	0	5,000	0	384	704	57	1,145	6,145	28.8	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	307	563	49	920	4,920	1.0	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	307	563	49	920	4,920	13.0	100.0
Licensing Review Board	APPOINTBOARD	4,000	0	0	4,000	0	307	563	49	920	4,920		100.0
Total Licensing Review Board - 8016		21,000	0	0	21,000	0	1,614	2,956	255	4,825	25,825		

NOTES:

Town of Southampton
2021 Adopted Budget
Licensing Review Board - 8016

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	
Other Revenue:																	
1790	Inter-Departmental Revenue	26,146	26,146	25,842	25,842	19,382	25,513	25,825	25,825	25,825	(17)	(0.07%)	25,513	25,825	25,825	25,825	
	Total Other Revenue	26,146	26,146	25,842	25,842	19,382	25,513	25,825	25,825	25,825	(17)	(0.07%)	25,513	25,825	25,825	25,825	
	Total Revenue	26,146	26,146	25,842	25,842	19,382	25,513	25,825	25,825	25,825	(17)	(0.07%)	25,513	25,825	25,825	25,825	
Salaries:																	
6100	Salaries	21,000	21,000	21,000	21,000	18,167	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000	
	Total Salaries	21,000	21,000	21,000	21,000	18,167	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	2,769	2,740	2,678	2,678	2,222	2,643	2,956	2,956	2,956	(278)	(10.38%)	2,643	2,956	2,956	2,956	
6830	FICA Tax Expenditure	1,650	1,607	1,635	1,635	1,390	1,614	1,614	1,614	1,614	21	1.28%	1,614	1,614	1,614	1,614	
6835	MTA Tax	73	72	73	73	62	72	72	72	72	1	1.29%	72	72	72	72	
6840	Worker's Compensation	567	518	370	351	240	97	97	97	97	254	72.45%	97	97	97	97	
6875	Disability	87	24	87	106	54	87	87	87	87	19	17.92%	87	87	87	87	
	Total Employee Benefits - Current	5,146	4,960	4,842	4,842	3,968	4,513	4,825	4,825	4,825	17	0.35%	4,513	4,825	4,825	4,825	
	Total Employee Costs	26,146	25,960	25,842	25,842	22,135	25,513	25,825	25,825	25,825	17	0.06%	25,513	25,825	25,825	25,825	
	Total Expenditures	26,146	25,960	25,842	25,842	22,135	25,513	25,825	25,825	25,825	17	0.06%	25,513	25,825	25,825	25,825	
	Net Surplus (Deficit)	0	186	0	0	(2,753)	0	0	0	0			0	0	0	0	

PLANNING BOARD - SUMMARY

Department: Planning Board

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Janice Scherer

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 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 site plan/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, Town Attorney's Office, 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.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Planning Board - 8020													
Planning Board	APPOINTBOARD	14,500	0	0	14,500	16,440	1,114	2,041	134	19,729	34,229	27.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	3.0	100.0
Planning Board	APPOINTBOARD	17,500	0	0	17,500	1,380	1,345	2,463	158	5,346	22,846	18.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	7,896	961	1,759	118	10,734	23,234	22.0	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	11.0	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	9.8	100.0
Planning Board	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	5.0	100.0
Total Planning Board - 8020		94,500	0	0	94,500	25,716	7,262	13,300	879	47,158	141,658		

NOTES:

Town of Southampton

2021 Adopted Budget

Planning Board - 8020

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	
Other Revenue:																	
1790	Inter-Departmental Revenue	141,557	141,557	141,734	141,734	106,301	140,253	141,658	141,658	141,658	(76)	(0.05%)	140,253	141,658	141,658	141,658	
	Total Other Revenue	141,557	141,557	141,734	141,734	106,301	140,253	141,658	141,658	141,658	(76)	(0.05%)	140,253	141,658	141,658	141,658	
	Total Revenue	141,557	141,557	141,734	141,734	106,301	140,253	141,658	141,658	141,658	(76)	(0.05%)	140,253	141,658	141,658	141,658	
Salaries:																	
6100	Salaries	94,500	94,500	94,500	94,500	78,750	94,500	94,500	94,500	94,500	0	0.00%	94,500	94,500	94,500	94,500	
	Total Salaries	94,500	94,500	94,500	94,500	78,750	94,500	94,500	94,500	94,500	0	0.00%	94,500	94,500	94,500	94,500	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	12,461	12,329	12,049	12,049	9,999	11,895	13,300	13,300	13,300	(1,251)	(10.38%)	11,895	13,300	13,300	13,300	
6830	FICA Tax Expenditure	7,424	5,618	7,356	7,314	4,705	7,262	7,262	7,262	7,262	52	0.71%	7,262	7,262	7,262	7,262	
6835	MTA Tax	330	250	327	327	209	323	323	323	323	4	1.28%	323	323	323	323	
6840	Worker's Compensation	2,552	2,329	1,663	1,663	1,082	435	435	435	435	1,229	73.86%	435	435	435	435	
6860	Medical Insurance - Active Employees	21,504	20,619	21,576	21,576	17,028	21,576	21,576	21,576	21,576	0	0.00%	21,576	21,576	21,576	21,576	
6865	Dental & Optical	2,664	4,065	4,140	4,140	3,357	4,140	4,140	4,140	4,140	0	0.00%	4,140	4,140	4,140	4,140	
6875	Disability	122	34	122	164	81	122	122	122	122	42	25.64%	122	122	122	122	
	Total Employee Benefits - Current	47,057	45,243	47,234	47,234	36,461	45,753	47,158	47,158	47,158	76	0.16%	45,753	47,158	47,158	47,158	
	Total Employee Costs	141,557	139,743	141,734	141,734	115,211	140,253	141,658	141,658	141,658	76	0.05%	140,253	141,658	141,658	141,658	
	Total Expenditures	141,557	139,743	141,734	141,734	115,211	140,253	141,658	141,658	141,658	76	0.05%	140,253	141,658	141,658	141,658	
	Net Surplus (Deficit)	0	1,814	0	0	(8,911)	0	0	0	0			0	0	0	0	

ZONING BOARD OF APPEALS - SUMMARY

Department: Zoning Board of Appeals

Budget Year: 2021

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8012

Manager: Janice Scherer

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 1/1/21	Alloc. %
Land Management Department													
Land Management Summary													
Zoning Board of Appeals - 8012													
Zoning Board of Appeals	APPOINTBOARD	17,500	0	0	17,500	7,896	1,345	2,463	158	11,862	29,362	18.8	100.0
Zoning Board of Appeals	APPOINTBOARD	14,500	0	0	14,500	0	1,114	2,041	134	3,289	17,789	11.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338		100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	7.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	3.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	23.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	0	961	1,759	118	2,838	15,338	3.0	100.0
Total Zoning Board of Appeals - 8012		94,500	0	0	94,500	7,896	7,262	13,300	879	29,338	123,838		

NOTES:

Town of Southampton
2021 Adopted Budget
Zoning Board of Appeals - 8012

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	
Other Revenue:																	
1790	Inter-Departmental Revenue	125,213	125,213	123,914	123,914	92,936	122,433	123,838	123,838	123,838	(76)	(0.06%)	122,433	123,838	123,838	123,838	
	Total Other Revenue	125,213	125,213	123,914	123,914	92,936	122,433	123,838	123,838	123,838	(76)	(0.06%)	122,433	123,838	123,838	123,838	
	Total Revenue	125,213	125,213	123,914	123,914	92,936	122,433	123,838	123,838	123,838	(76)	(0.06%)	122,433	123,838	123,838	123,838	
Salaries:																	
6100	Salaries	94,500	94,452	94,500	94,500	78,750	94,500	94,500	94,500	94,500	0	0.00%	94,500	94,500	94,500	94,500	
	Total Salaries	94,500	94,452	94,500	94,500	78,750	94,500	94,500	94,500	94,500	0	0.00%	94,500	94,500	94,500	94,500	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	12,461	12,329	12,049	12,049	9,999	11,895	13,300	13,300	13,300	(1,251)	(10.38%)	11,895	13,300	13,300	13,300	
6830	FICA Tax Expenditure	7,424	6,710	7,356	7,356	5,599	7,262	7,262	7,262	7,262	94	1.28%	7,262	7,262	7,262	7,262	
6835	MTA Tax	330	298	327	327	249	323	323	323	323	4	1.28%	323	323	323	323	
6840	Worker's Compensation	2,552	2,329	1,663	1,663	1,082	435	435	435	435	1,229	73.86%	435	435	435	435	
6860	Medical Insurance - Active Employees	6,492	6,209	6,516	6,516	5,138	6,516	6,516	6,516	6,516	0	0.00%	6,516	6,516	6,516	6,516	
6865	Dental & Optical	1,332	0	1,380	1,338	0	1,380	1,380	1,380	1,380	(42)	(3.14%)	1,380	1,380	1,380	1,380	
6875	Disability	122	34	122	164	81	122	122	122	122	42	25.64%	122	122	122	122	
	Total Employee Benefits - Current	30,713	27,910	29,414	29,414	22,148	27,933	29,338	29,338	29,338	76	0.26%	27,933	29,338	29,338	29,338	
	Total Employee Costs	125,213	122,362	123,914	123,914	100,897	122,433	123,838	123,838	123,838	76	0.06%	122,433	123,838	123,838	123,838	
	Total Expenditures	125,213	122,362	123,914	123,914	100,897	122,433	123,838	123,838	123,838	76	0.06%	122,433	123,838	123,838	123,838	
	Net Surplus (Deficit)	0	2,851	0	0	(7,962)	0	0	0	0			0	0	0	0	