

2021 ORGANIZATIONAL CHART
MUNICIPAL WORKS
 Main Line: 702-1750

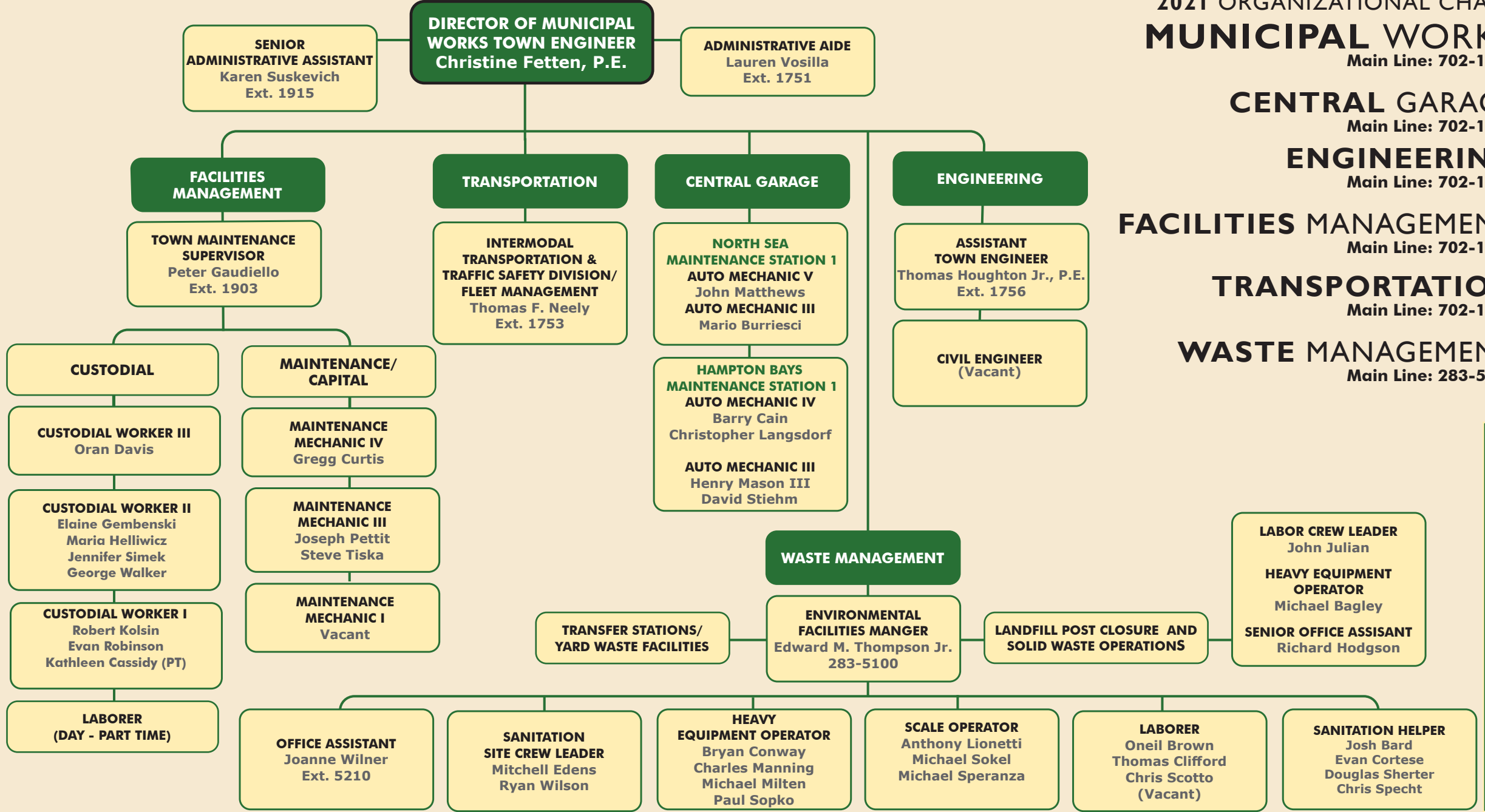
CENTRAL GARAGE
 Main Line: 702-1750

ENGINEERING
 Main Line: 702-1750

FACILITIES MANAGEMENT
 Main Line: 702-1915

TRANSPORTATION
 Main Line: 702-1753

WASTE MANAGEMENT
 Main Line: 283-5210



MUNICIPAL WORKS ADMINISTRATION - SUMMARY

Department: Municipal Works Administration

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 1490

Manager: Christine Fetten

NOTES:

Departmental Mission & Responsibilities:

To oversee the Buildings & Facilities, Animal Shelter, Central Garage, Engineering, Post Closure, and Waste Management operations as well as to develop a self sustaining model for Waste Management including processing operations and recycling markets to offset the costs of operation.

Workload:

Promote recycling educational efforts to increase knowledge base of residential and commercial solid waste and recycling. Respond to constituent inquiries, concerns regarding solid waste management, public buildings, and sustainability initiatives. To prepare, execute and implement grants to improve the sustainability of the Town's various programs.

Goals & Objectives:

1. Maintain and improve recycling and waste reduction rates.
2. Improve the cost effectiveness of the Town's recycling programs through marketing and streamlining processing methods.
3. Conduct educational programs on recycling and waste reduction.
4. Maintain the Electronics Waste Recycling Program.
5. Continue to minimize taxpayer burden by seeking funding and support through sources other than Town taxes.

Legal Authority:

Established pursuant to Southampton Town Board resolution.

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. %
Municipal Works Department													
Municipal Works Admin													
Municipal Works Administration - 1490													
Town Engineer (Environmental Facilities)	ADMINISTRATIVE	144,283	4,329	0	148,612	29,340	8,930	22,306	11,164	71,740	220,352	9.7	100.0
Administrative Aide	ADMINSUPPORT	53,000	1,060	0	54,060	28,488	4,154	7,608	446	40,696	94,756	6.0	100.0
Senior Administrative Assistant	ADMINSUPPORT	69,568	2,783	0	72,351	29,340	5,559	10,181	584	45,665	118,017	12.8	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 6	46,537	0	0	46,537	28,488	3,576	6,550	390	39,005	85,541	4.8	100.0
Total Municipal Works Administration - 1490		313,388	8,172	0	321,560	115,656	22,220	46,645	12,584	197,106	518,666		

NOTES:

Town of Southampton

2021 Adopted Budget

Municipal Works Administration - 1490

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	518,894	518,894	523,045	523,045	523,045	534,850	541,666	541,666	541,666	18,621	3.56%	541,444	548,402	548,402	548,402
	Total Real Property Taxes	518,894	518,894	523,045	523,045	523,045	534,850	541,666	541,666	541,666	18,621	3.56%	541,444	548,402	548,402	548,402
	Total Revenue	518,894	518,894	523,045	523,045	523,045	534,850	541,666	541,666	541,666	18,621	3.56%	541,444	548,402	548,402	548,402
Salaries:																
6100	Salaries	296,680	296,681	305,333	305,333	254,386	311,888	313,388	313,388	313,388	(8,055)	(2.64%)	318,782	320,312	320,312	320,312
6110	Longevity	7,723	6,703	7,898	7,898	0	8,112	8,172	8,172	8,172	(274)	(3.47%)	8,112	8,172	8,172	8,172
	Total Salaries	304,403	303,384	313,231	313,231	254,386	320,000	321,560	321,560	321,560	(8,329)	(2.66%)	326,894	328,484	328,484	328,484
Employee Benefits - Current:																
6810	Employee Retirement - Active	40,354	39,923	40,327	40,327	33,464	41,521	46,645	46,645	46,645	(6,318)	(15.67%)	42,414	47,648	47,648	47,648
6830	FICA Tax Expenditure	21,460	21,652	21,854	21,854	18,567	22,100	22,220	22,220	22,220	(366)	(1.68%)	22,453	22,575	22,575	22,575
6835	MTA Tax	1,069	985	1,094	1,094	826	1,127	1,132	1,132	1,132	(38)	(3.45%)	1,151	1,156	1,156	1,156
6840	Worker's Compensation	9,883	9,021	8,613	8,613	5,602	11,376	11,383	11,383	11,383	(2,770)	(32.15%)	11,606	11,613	11,613	11,613
6860	Medical Insurance - Active Employees	109,728	105,117	110,136	110,136	86,713	110,136	110,136	110,136	110,136	0	0.00%	110,136	110,136	110,136	110,136
6865	Dental & Optical	5,328	5,310	5,520	5,520	4,464	5,520	5,520	5,520	5,520	0	0.00%	5,520	5,520	5,520	5,520
6875	Disability	70	15	70	70	35	70	70	70	70	0	0.00%	70	70	70	70
	Total Employee Benefits - Current	187,891	182,023	187,614	187,614	149,672	191,850	197,106	197,106	197,106	(9,492)	(5.06%)	193,350	198,718	198,718	198,718
	Total Employee Costs	492,294	485,407	500,845	500,845	404,058	511,850	518,666	518,666	518,666	(17,821)	(3.56%)	520,244	527,202	527,202	527,202
Contractual:																
6403	Gasoline	6,500	2,894	5,000	4,900	1,307	5,100	5,100	5,100	5,100	(200)	(4.09%)	5,000	5,000	5,000	5,000
6411	Printing and Stationery	1,000	198	1,000	1,000	0	500	500	500	500	500	50.00%	1,000	1,000	1,000	1,000
6412	Publications	1,000	0	1,000	1,000	0	500	500	500	500	500	50.00%	1,000	1,000	1,000	1,000
6416	Travel, Dues and Related	1,600	0	1,900	1,900	0	1,000	1,000	1,000	1,000	900	47.37%	1,600	1,600	1,600	1,600
6418	Uniforms	200	0	200	200	0	200	200	200	200	0	0.00%	0	0	0	0
6421	Legal Notices	2,000	0	2,000	2,000	0	2,000	2,000	2,000	2,000	0	0.00%	1,000	1,000	1,000	1,000
6425	Office Supplies	500	149	500	475	115	500	500	500	500	(25)	(5.26%)	500	500	500	500
6441	Diesel Fuel	300	488	0	300	130	500	500	500	500	(200)	(66.67%)	500	500	500	500
6444	Mileage Reimbursement	1,000	360	1,000	1,000	204	600	600	600	600	400	40.00%	1,000	1,000	1,000	1,000
6450	Schools & Training	2,500	1,815	2,500	2,300	300	2,000	2,000	2,000	2,000	300	13.04%	2,500	2,500	2,500	2,500
6477	Copier Leases	0	0	2,100	2,125	703	2,600	2,600	2,600	2,600	(475)	(22.35%)	2,100	2,100	2,100	2,100
6490	Consultants	10,000	0	5,000	5,000	1,200	7,500	7,500	7,500	7,500	(2,500)	(50.00%)	5,000	5,000	5,000	5,000
	Total Contractual	26,600	5,904	22,200	22,200	3,959	23,000	23,000	23,000	23,000	(800)	(3.60%)	21,200	21,200	21,200	21,200
	Total Expenditures	518,894	491,311	523,045	523,045	408,017	534,850	541,666	541,666	541,666	(18,621)	(3.56%)	541,444	548,402	548,402	548,402
	Net Surplus (Deficit)	0	27,583	0	0	115,028	0	0	0	0			0	0	0	0

SUSTAINABILITY - SUMMARY

Department: Town-Wide Sustainability

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 6310

Manager: Christine Fetten

NOTES:

Departmental Mission & Responsibilities:

To provide avenues by which the Town may set sustainable priorities via suggestions or recommended actions to consider with mechanisms for measuring success. To promote, educate and explore opportunities through the Sustainability Plan amendment of the 400+ Plan for the residents of the Town to be more sustainable within our environment and provide home and business efficiency opportunities.

Workload:

To work along side the Sustainability Committee to provide educational content to be used in presentation and printed documents for the purposes of progressing the mission.

Goals & Objectives:

Education and Outreach in the areas of

Solid Waste, waste reduction and recycling

Clean Water - Stormwater Education, Advanced Alternative Sanitary Systems, Larger Cluster Systems.

Energy - Provide utility and manufacturer rebate opportunity information; provide updates on current topics relating to utility; Home Efficiency Program and Electric Vehicle Charging Station Education.

Transportation - South Fork Commuter Connection; Bike Share Program

Green Building - Commercial applications of technology

Legal Authority:

Town of Southampton

2021 Adopted Budget

Town-Wide Sustainability - 6310

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	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.00%	7,000	7,000	7,000	7,000
	Total Real Property Taxes	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.00%	7,000	7,000	7,000	7,000
	Total Revenue	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.00%	7,000	7,000	7,000	7,000
	Total Employee Costs										0	0.00%				
	Contractual:															
6401	Contracts	20,000	12,550	20,000	20,000	0	20,000	20,000	20,000	20,000	0	0.00%	2,000	2,000	2,000	2,000
6411	Printing and Stationery	5,000	190	5,000	5,000	0	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
	Total Contractual	25,000	12,740	25,000	25,000	0	25,000	25,000	25,000	25,000	0	0.00%	7,000	7,000	7,000	7,000
	Total Expenditures	25,000	12,740	25,000	25,000	0	25,000	25,000	25,000	25,000	0	0.00%	7,000	7,000	7,000	7,000
	Net Surplus (Deficit)	0	12,260	0	0	25,000	0	0	0	0			0	0	0	0

BUILDING MAINTENANCE AND FACILITY MANAGEMENT - SUMMARY

Department: Building Maintenance and Facility Management

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 1620

Manager: Peter Gaudiello

NOTES:

Departmental Mission & Responsibilities:

The mission of the Division of Building Maintenance is to maintain and enhance the operation, appearance, cleanliness, and functionality of Town-owned buildings and facilities.

Workload:

Building Maintenance oversees and maintains Town-owned buildings; evaluates and oversees both minor and major repairs to the physical plant and systems of Town buildings, both in response to existing problems or issues, as well as proactively (to anticipate and prevent issues or problems in the future); researches and develops proposals and cost estimates to address existing building or building system issues, or in response to requested or required improvements to facilities; evaluates building equipment and/or systems for repair or replacement needs, develops cost estimates for alternative scenarios and approaches; provides technical support and advice to the Town Board with respect to building maintenance, repair, renovation, or restoration efforts; acts as liaison between the Town and construction management firms, contractors, engineers and other professionals working on various capital projects; assists other departments and divisions with support from the Buildings Maintenance staff, to assist with on going projects, make requested repairs, or perform certain tasks utilizing in-house labor to save costs; provides support for other departments or agencies with advice or assistance in building maintenance; assists in the development of plans and recommendations to the Town Board in response to the facility and space related needs of employees, partner nonprofit organizations, and the public; provides high quality janitorial services; and works to make available ongoing training and development opportunities for all Buildings Maintenance personnel.

Goals & Objectives:

1. Work with the Engineering Division to move forward with the design and installation of a new heating, ventilation, and air conditioning system for Town Hall.
2. Work with the Engineering Division to move forward with the replacement of the elevator at Southampton Town Hall.
3. Work with the Work Place Violence Committee to improve

Legal Authority:

Established pursuant to Southampton Town Board resolution.

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. %
Municipal Works Department													
Buildings & Facilities													
Building Maintenance and Facility Management - 1620													
Town Maintenance Supervisor	ADMINISTRATIVE	96,612	4,831	0	101,443	29,340	7,982	14,618	3,271	55,211	156,654	15.2	100.0
Custodial Worker I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 4	41,428	4,143	0	45,570	13,104	3,613	6,617	1,835	25,169	70,739		100.0
Custodial Worker I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 7	43,172	0	0	43,172	13,104	3,435	6,290	1,897	24,726	67,898	6.1	100.0
Custodial Worker II	CSEA40HOUR-NEW / CSEA40HOUR - 7-1-2010 - C / Step 2	47,713	0	6,023	53,736	1,380	4,257	7,796	2,115	15,548	69,284	3.9	100.0
Maintenance Mechanic I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	48,389	0	2,603	50,992	1,380	4,012	7,347	1,647	14,387	65,379	1.8	100.0
Maintenance Mechanic I - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 4	49,085	0	0	49,085	28,488	3,905	7,152	2,154	41,700	90,785		100.0
Custodial Worker II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 5	51,052	4,084	0	55,136	14,400	4,374	8,011	2,254	29,039	84,174	20.1	100.0
Custodial Worker II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 5	51,052	4,084	0	55,136	28,488	4,374	8,011	2,254	43,127	98,262	20.4	100.0
Custodial Worker II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 5	51,052	4,084	0	55,136	14,400	4,374	8,011	2,254	29,039	84,174	18.3	100.0
Custodial Worker III	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 2	55,661	4,453	0	60,114	14,400	4,769	8,734	2,456	30,359	90,473	18.4	100.0
Maintenance Mechanic III	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	67,712	4,063	6,023	77,798	1,380	6,107	11,184	2,320	20,991	98,789	14.4	100.0
Maintenance Mechanic III	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	67,712	5,417	0	73,129	28,488	5,750	10,530	2,304	47,072	120,201	20.4	100.0
Maintenance Mechanic II	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 05 / Step 6	67,484	6,748	0	74,233	14,400	5,834	10,684	2,301	33,218	107,451	24.8	100.0
Maintenance Mechanic IV	CSEA40HOUR-OLD / 13 / Step 6	83,144	8,314	0	91,459	28,488	7,187	13,163	2,831	51,669	143,128	22.3	100.0

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. %
Municipal Works Department													
Buildings & Facilities													
Custodial Aide	PART-TIME	8,323	0	0	8,323	0	662	0	380	1,042	9,365		100.0
Custodial Worker I	PART-TIME	14,280	0	0	14,280	0	1,136	0	639	1,775	16,055		100.0
Custodial Worker I	PART-TIME	14,280	0	0	14,280	0	1,136	0	639	1,775	16,055		100.0
Custodial Worker I	PART-TIME	8,490	0	0	8,490	0	675	0	387	1,062	9,552		100.0
Custodial Worker I	PART-TIME	12,140	0	0	12,140	0	966	0	546	1,512	13,652		100.0
Laborer	PART-TIME	8,277	0	0	8,277	0	659	0	378	1,036	9,314		100.0
Total Building Maintenance and Facility Management - 1620		887,060	50,222	14,649	951,930	231,240	75,207	128,147	34,862	469,456	1,421,387		

NOTES:

Town of Southampton

2021 Adopted Budget

Building Maintenance and Facility Management - 1620

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	2,553,184	2,547,031	2,118,231	2,153,731	2,153,731	2,100,363	2,185,901	2,185,901	2,185,901	32,170	1.49%	2,087,597	2,181,490	2,181,490	2,181,490
	Total Real Property Taxes	2,553,184	2,547,031	2,118,231	2,153,731	2,153,731	2,100,363	2,185,901	2,185,901	2,185,901	32,170	1.49%	2,087,597	2,181,490	2,181,490	2,181,490
Other Revenue:																
2680	Insurance Recoveries	0	6,129	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2701	Miscellaneous Tax Receipts	0	2,819	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	909	0	0	441	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	9,857	0	0	441	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	2,553,184	2,556,888	2,118,231	2,153,731	2,154,172	2,100,363	2,185,901	2,185,901	2,185,901	32,170	1.49%	2,087,597	2,181,490	2,181,490	2,181,490
Salaries:																
6100	Salaries	774,442	709,504	799,767	799,767	620,936	821,269	821,269	821,269	821,269	(21,502)	(2.69%)	843,311	843,311	843,311	843,311
6101	Overtime	5,000	4,157	5,000	5,000	2,400	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6103	Accumulated Sick/Personal Days	0	358	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	64,345	24,129	65,061	65,061	18,687	65,791	65,791	65,791	65,791	(730)	(1.12%)	65,791	65,791	65,791	65,791
6110	Longevity	50,423	43,373	48,960	48,960	0	50,222	50,222	50,222	50,222	(1,262)	(2.58%)	51,400	51,400	51,400	51,400
6127	Cash in Lieu of Health Benefits	12,004	12,833	14,649	14,649	7,484	14,649	14,649	14,649	14,649	0	0.00%	14,649	14,649	14,649	14,649
	Total Salaries	906,214	794,354	933,436	933,436	649,508	956,930	956,930	956,930	956,930	(23,494)	(2.52%)	980,151	980,151	980,151	980,151
Employee Benefits - Current:																
6810	Employee Retirement - Active	114,037	112,869	114,701	114,701	95,181	114,609	128,147	128,147	128,147	(13,446)	(11.72%)	117,618	131,510	131,510	131,510
6830	FICA Tax Expenditure	74,356	59,491	76,501	76,501	48,903	76,357	76,357	76,357	76,357	144	0.19%	78,194	78,194	78,194	78,194
6835	MTA Tax	3,356	2,674	3,451	3,451	2,178	3,445	3,445	3,445	3,445	6	0.19%	3,526	3,526	3,526	3,526
6840	Worker's Compensation	55,728	50,872	56,545	56,545	36,777	31,172	31,172	31,172	31,172	25,373	44.87%	31,960	31,960	31,960	31,960
6860	Medical Insurance - Active Employees	253,488	170,169	211,920	211,920	134,380	211,920	211,920	211,920	211,920	0	0.00%	211,920	211,920	211,920	211,920
6865	Dental & Optical	18,648	15,637	19,320	19,320	13,315	19,320	19,320	19,320	19,320	0	0.00%	19,320	19,320	19,320	19,320
6875	Disability	348	15	348	348	32	348	348	348	348	0	0.00%	348	348	348	348
	Total Employee Benefits - Current	519,961	411,727	482,786	482,786	330,768	457,171	470,708	470,708	470,708	12,078	2.50%	462,886	476,779	476,779	476,779
	Total Employee Costs	1,426,175	1,206,081	1,416,222	1,416,222	980,275	1,414,101	1,427,639	1,427,639	1,427,639	(11,417)	(0.81%)	1,443,037	1,456,930	1,456,930	1,456,930
Contractual:																
6401	Contracts	108,157	73,826	108,157	142,157	109,389	95,259	147,259	147,259	147,259	(5,102)	(3.59%)	108,557	163,557	163,557	163,557
6404	Electric	266,001	253,270	266,001	266,001	203,243	371,251	391,251	391,251	391,251	(125,250)	(47.09%)	371,251	396,251	396,251	396,251
6405	Fuel Oil	149,201	98,588	149,201	149,201	53,130	37,702	37,702	37,702	37,702	111,499	74.73%	37,702	37,702	37,702	37,702
6406	Repair Equipment	16,150	12,776	16,150	17,650	10,448	18,000	18,000	18,000	18,000	(350)	(1.98%)	18,000	18,000	18,000	18,000
6407	Repair Building	81,500	11,987	81,500	81,500	7,324	84,250	84,250	84,250	84,250	(2,750)	(3.37%)	29,250	29,250	29,250	29,250
6414	Rentals	425,000	401,025	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6418	Uniforms	1,200	0	1,200	1,200	777	1,500	1,500	1,500	1,500	(300)	(25.00%)	1,500	1,500	1,500	1,500
6423	Small Equipment (Non-Capital)	10,000	6,613	10,000	10,000	270	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
6424	Taxes - Town Property	30,000	15,950	30,000	30,000	18,175	30,000	30,000	30,000	30,000	0	0.00%	30,000	30,000	30,000	30,000
6426	Supplies - Other	37,500	31,386	37,500	37,500	19,330	36,000	36,000	36,000	36,000	1,500	4.00%	36,000	36,000	36,000	36,000
6466	Telephone - Wireless	300	197	300	300	149	300	300	300	300	0	0.00%	300	300	300	300

Town of Southampton
2021 Adopted Budget
Building Maintenance and Facility Management - 1620

Account Code	Description	2019	2019	2020	2020	2020	2021		2021		2021	2021	2022	2022	2022	2022
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2020 Amended Difference	Adopted / 2020 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6474	Other - Landfill Charges	2,000	1,015	2,000	2,000	1,684	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
	Total Contractual	1,127,009	906,635	702,009	737,509	423,918	686,262	758,262	758,262	758,262	(20,753)	(2.81%)	644,560	724,560	724,560	724,560
	Total Expenditures	2,553,184	2,112,716	2,118,231	2,153,731	1,404,193	2,100,363	2,185,901	2,185,901	2,185,901	(32,170)	(1.49%)	2,087,597	2,181,490	2,181,490	2,181,490
	Net Surplus (Deficit)	0	444,172	0	0	749,979	0	0	0	0			0	0	0	0

ANIMAL SHELTER - SUMMARY

Department: Animal Shelter

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 3510

Manager: Christine Fetten

NOTES:

Departmental Mission & Responsibilities:

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

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

Workload:

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

Goals & Objectives:

The 2010 Budget directed that the Town of Southampton discontinue municipal shelter operations, and instead, function as a landlord, offering the site to an operator/tenant through privatization. Pursuant to Town Board Resolution 2009-1313, the Southampton Animal Shelter Foundation was awarded the contract to privatize the animal shelter. Under such agreement, the Animal Shelter Supervisor is charged with coordination of the Town's obligations and serves as the point of contact for the contract agency. The contract was renewed by Resolution 2015-789 for an additional five years, expiring in 2020.

Legal Authority:

Pursuant to Town Board Resolution 2009-1313, the Southampton Animal Shelter Foundation was awarded the contract to privatize the animal shelter.

Town of Southampton

2021 Adopted Budget

Animal Shelter - 3510

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	433,600	433,600	433,600	433,600	433,600	432,600	432,600	432,600	432,600	(1,000)	(0.23%)	431,601	431,601	431,601	431,601
	Total Real Property Taxes	433,600	433,600	433,600	433,600	433,600	432,600	432,600	432,600	432,600	(1,000)	(0.23%)	431,601	431,601	431,601	431,601
	Total Revenue	433,600	433,600	433,600	433,600	433,600	432,600	432,600	432,600	432,600	(1,000)	(0.23%)	431,601	431,601	431,601	431,601
	Total Employee Costs										0	0.00%				
	Contractual:															
6401	Contracts	307,600	310,876	307,600	313,600	303,061	325,600	325,600	325,600	325,600	(12,000)	(3.83%)	321,601	321,601	321,601	321,601
6404	Electric	65,000	48,208	65,000	59,000	37,772	55,000	55,000	55,000	55,000	4,000	6.78%	57,000	57,000	57,000	57,000
6405	Fuel Oil	40,000	18,744	40,000	38,000	13,431	30,000	30,000	30,000	30,000	8,000	21.05%	31,000	31,000	31,000	31,000
6407	Repair Building	14,000	13,341	14,000	16,000	14,787	15,000	15,000	15,000	15,000	1,000	6.25%	15,000	15,000	15,000	15,000
6420	Other	7,000	0	7,000	7,000	0	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
	Total Contractual	433,600	391,168	433,600	433,600	369,051	432,600	432,600	432,600	432,600	1,000	0.23%	431,601	431,601	431,601	431,601
	Total Expenditures	433,600	391,168	433,600	433,600	369,051	432,600	432,600	432,600	432,600	1,000	0.23%	431,601	431,601	431,601	431,601
	Net Surplus (Deficit)	0	42,432	0	0	64,549	0	0	0	0			0	0	0	0

CENTRAL GARAGE - SUMMARY

Department: Central Garage

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 1640

Manager: Christine Fetten

NOTES:

Departmental Mission & Responsibilities:

The Central Garage and North Sea Garage are full service vehicle repair garages created with specific task of repair, service and maintenance of Town-owned passenger vehicles land light duty trucks, law enforcement vehicles, diesel vehicles and heavy equipment. The responsibilities of the Garages includes the repair, service, maintenance and preventive maintenance of vehicles owned/operated by the Southampton Town Governmental agencies, excluding the Highway Department.

Workload:

The specific workload includes the following major areas:

Repairs and installations of equipment:

Removal and replacement of rear axle assemblies and four wheel drive transfer cases

Minor body and fender work

Air conditioning repairs

Tire service and repair

New York State Inspections

Routine tune ups and oil changes, etc.

Electrical & computer system repairs

Police vehicle conversion to include installation of lights, sirens and decals

Minor engine repairs

Removal/replacement of automatic transmissions & various other equipment

Towing and Impounds:

Central Garage operates two (2) tow vehicles to assist the police department in removing abandoned vehicles, criminal investigations involving motor vehicles and towing of police/governmental vehicles experiencing mechanical difficulty.

Goals & Objectives:

To continue the mechanical repairs on the many Town-owned vehicles.

Legal Authority:

Established pursuant to 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. %
Municipal Works Department													
Town Engineer													
Central Garage - 1640													
Automotive Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	62,668	0	0	62,668	28,488	5,178	9,482	5,261	48,409	111,076	1.4	100.0
Automotive Mechanic V	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - L / Step 5	84,941	0	6,023	90,964	28,488	7,479	13,696	7,145	56,808	147,772	2.2	100.0
Automotive Mechanic III	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	67,712	5,417	0	73,129	28,488	6,009	11,004	5,701	51,203	124,332	19.5	100.0
Automotive Mechanic III	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 09 / Step 6	72,665	7,267	0	79,932	28,488	6,559	12,013	6,122	53,183	133,114	24.4	100.0
Automotive Mechanic IV	CSEA40HOUR-OLD / 13 / Step 6	83,144	8,628	1,753	93,525	31,500	7,903	14,473	7,020	60,897	154,422	31.2	100.0
Automotive Mechanic IV	CSEA40HOUR-OLD / 13 / Step 6	83,144	8,314	2,424	93,883	31,500	7,691	14,085	7,011	60,286	154,169	32.1	100.0
Total Central Garage - 1640		454,275	29,626	10,200	494,101	176,952	40,818	74,754	38,261	330,785	824,885		

NOTES:

Town of Southampton

2021 Adopted Budget

Central Garage - 1640

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	966,363	955,363	1,051,202	1,051,202	1,051,202	1,059,585	1,067,482	1,067,482	1,067,482	16,280	1.55%	1,075,985	1,084,070	1,084,070	1,084,070
	Total Real Property Taxes	966,363	955,363	1,051,202	1,051,202	1,051,202	1,059,585	1,067,482	1,067,482	1,067,482	16,280	1.55%	1,075,985	1,084,070	1,084,070	1,084,070
	Total Revenue	966,363	955,363	1,051,202	1,051,202	1,051,202	1,059,585	1,067,482	1,067,482	1,067,482	16,280	1.55%	1,075,985	1,084,070	1,084,070	1,084,070
Salaries:																
6100	Salaries	399,979	399,045	445,209	445,209	373,989	457,407	457,407	457,407	457,407	(12,198)	(2.74%)	468,619	468,619	468,619	468,619
6101	Overtime	7,000	1,910	5,000	5,000	2,149	4,000	4,000	4,000	4,000	1,000	20.00%	7,000	7,000	7,000	7,000
6103	Accumulated Sick/Personal Days	3,474	0	2,892	2,892	0	4,177	4,177	4,177	4,177	(1,285)	(44.43%)	4,177	4,177	4,177	4,177
6110	Longevity	28,486	28,173	29,097	29,097	0	29,626	29,626	29,626	29,626	(529)	(1.82%)	30,212	30,212	30,212	30,212
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	438,938	429,127	482,198	485,064	379,003	501,233	501,233	501,233	501,233	(16,169)	(3.33%)	516,030	516,030	516,030	516,030
Employee Benefits - Current:																
6810	Employee Retirement - Active	60,137	59,494	65,952	65,952	54,729	66,857	74,754	74,754	74,754	(8,801)	(13.34%)	68,448	76,532	76,532	76,532
6830	FICA Tax Expenditure	36,179	32,176	40,616	40,616	28,550	41,168	41,168	41,168	41,168	(552)	(1.36%)	42,140	42,140	42,140	42,140
6835	MTA Tax	1,607	1,430	1,805	1,805	1,269	1,829	1,829	1,829	1,829	(25)	(1.36%)	1,872	1,872	1,872	1,872
6840	Worker's Compensation	36,419	33,245	49,159	49,159	31,973	36,342	36,342	36,342	36,342	12,817	26.07%	37,239	37,239	37,239	37,239
6860	Medical Insurance - Active Employees	152,736	133,954	168,672	168,672	99,488	168,672	168,672	168,672	168,672	(2,866)	(1.73%)	168,672	168,672	168,672	168,672
6865	Dental & Optical	7,992	6,887	8,280	8,280	6,714	8,280	8,280	8,280	8,280	0	0.00%	8,280	8,280	8,280	8,280
6875	Disability	104	0	104	104	0	104	104	104	104	0	0.00%	104	104	104	104
	Total Employee Benefits - Current	295,175	267,185	334,589	331,723	222,722	323,253	331,150	331,150	331,150	573	0.17%	326,755	334,839	334,839	334,839
	Total Employee Costs	734,113	696,313	816,786	816,786	601,725	824,485	832,382	832,382	832,382	(15,596)	(1.91%)	842,785	850,870	850,870	850,870
Contractual:																
6401	Contracts	9,700	4,220	10,200	10,200	6,800	7,500	7,500	7,500	7,500	2,700	26.47%	9,700	9,700	9,700	9,700
6403	Gasoline	100	0	100	100	0	0	0	0	0	100	100.00%	100	100	100	100
6404	Electric	5,500	7,194	5,500	5,500	5,233	7,200	7,200	7,200	7,200	(1,700)	(30.91%)	5,500	5,500	5,500	5,500
6405	Fuel Oil	6,500	4,037	6,500	6,500	865	5,500	5,500	5,500	5,500	1,000	15.38%	6,500	6,500	6,500	6,500
6406	Repair Equipment	5,000	2,475	5,000	5,000	1,059	4,000	4,000	4,000	4,000	1,000	20.00%	5,000	5,000	5,000	5,000
6407	Repair Building	3,000	6,595	7,000	3,400	21	4,500	4,500	4,500	4,500	(1,100)	(32.35%)	3,000	3,000	3,000	3,000
6408	Repair Vehicle	120,000	78,908	100,000	99,000	58,162	105,000	105,000	105,000	105,000	(6,000)	(6.06%)	120,000	120,000	120,000	120,000
6420	Other	1,950	910	1,950	1,950	336	1,000	1,000	1,000	1,000	950	48.73%	1,900	1,900	1,900	1,900
6423	Small Equipment (Non-Capital)	2,000	1,598	2,040	2,040	1,569	1,800	1,800	1,800	1,800	240	11.76%	5,000	5,000	5,000	5,000
6425	Office Supplies	0	360	0	0	0	100	100	100	100	(100)	(100.00%)	0	0	0	0
6426	Supplies - Other	7,000	4,775	6,500	6,500	2,032	4,500	4,500	4,500	4,500	2,000	30.77%	5,000	5,000	5,000	5,000
6485	Uniform Cleaning	6,000	1,947	6,000	6,000	1,827	2,000	2,000	2,000	2,000	4,000	66.67%	6,000	6,000	6,000	6,000
6491	Tires	50,500	63,792	63,125	63,125	55,653	66,000	66,000	66,000	66,000	(2,875)	(4.55%)	50,500	50,500	50,500	50,500
6492	Lube Oil	15,000	18,896	20,500	25,100	20,928	26,000	26,000	26,000	26,000	(900)	(3.59%)	15,000	15,000	15,000	15,000
	Total Contractual	232,250	195,706	234,415	234,415	154,484	235,100	235,100	235,100	235,100	(685)	(0.29%)	233,200	233,200	233,200	233,200
	Total Expenditures	966,363	892,018	1,051,202	1,051,202	756,210	1,059,585	1,067,482	1,067,482	1,067,482	(16,281)	(1.55%)	1,075,985	1,084,070	1,084,070	1,084,070
	Net Surplus (Deficit)	0	63,345	0	0	294,992	0	0	0	0			0	0	0	0

INTERMODAL TRANSPORTION & TRAFFIC SAFETY DIVISION - SUMMARY

Department: Intermodal Transportation & Traffic Safety Division

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 3310

Manager: Tom Neely

NOTES:

Departmental Mission & Responsibilities:

Intermodal Transportation Mission & Responsibilities:

The mission of the Intermodal Transportation portion of this division is to advocate for and facilitate the improvement of public transportation and Human Service transportation opportunities; and to advocate for and facilitate improvements to the roadway system to optimize the safe and efficient flow of people and goods through both motorized and non-motorized forms of transportation. The roadway system includes related infrastructure such as sidewalks, bike lanes, etc.

To accomplish this mission, this office is responsible for working with the Town Board, elected and appointed officials at all levels of government, outside agencies, Town departments, the Town Transportation Commission, the Town Planning Board and members of the public to determine areas of concern or opportunity. Then, working with the appropriate parties, develop solutions which will address Town goals, concerns and opportunities.

Traffic Safety Mission & Responsibilities:

The mission of the Traffic Safety portion of this division is to ensure existing Town traffic safety devices operate properly and are maintained in a state of good repair, and to address public/traffic safety concerns, identified by this office or others, through evaluation of identified issues and development of appropriate responses to these concerns.

This office is responsible for achieving this mission through implementation of initiatives and administrative procedures within this office and by working closely with various Town Departments (primarily Highway and Police), the Town Transportation Commission, the Town Board, members of the public, outside consultants and outside agencies, including New York State Department of Transportation (NYS DOT) and Suffolk County Department of Public Works (SCDPW).

Fleet Management Mission & Responsibilities:

The Mission of Fleet Management is to review the existing fleet infrastructure, vehicles, fueling stations, maintenance protocols and develop a plan to right size the Town's Fleet by Rotation, Reduction and modernization with upgraded fueling stations, and alternative energy vehicles to reduce energy consumption and emissions. To ensure regulatory compliance, maintenance and fueling needs of a new more fuel efficient and alternative fueling infrastructure.

Workload:

Intermodal Transportation Workload:

1. Represent the Town on various transportation oriented community and advocacy groups, task forces and forums including, but not limited to: Town Transportation Commission, Private Roads Committee, Biking Committee, Sustainability Committee, East End Transportation Council; or as part of various planning studies facilitated by the Department of Land Management.

Department Summary

Department: Intermodal Transportation & Traffic Safety Division

Budget Year: 2021
Division: Municipal Works Department
Tax District: Full Town

Cost Center #: 3310
Manager: Tom Neely

NOTES:

2. Assist the Town Board, Transportation Commission, Department of Land Management and other Town Departments with development and implementation of various transportation studies, plans and projects, including recommendations to engage the services of consultants, as needed.
3. Coordinate with other jurisdictions, including, but not limited to the New York State Department of Transportation (NYS DOT), Suffolk County Department of Public Works (SCDPW), Suffolk County Transit, the Long Island Rail Road, other Towns and Villages.
4. Work with agencies, departments, community groups and the private sector to facilitate greater public/private cooperation to improve transit operations within the Town's Intermodal Transportation network.
5. In cooperation with the Town Department of Land Management, review all matters pertaining to transportation arising within or referred to the divisions of the Department of Land Management.
6. At the direction of the Town Board, serve as the project management lead on regional/inter-municipal transportation/land use studies and projects.
7. Progress Fleet Management objectives to facilitate more efficient policies and procedures regarding fueling, maintenance and procurement and rotation.

Traffic Safety Workload:

1. The Traffic Safety portion of the Intermodal Transportation Division is responsible for management of contractual obligations and service related to the proper operation of over fifty (50) electronic traffic control devices throughout the Town, utilizing an outside contractor.
2. The Traffic Safety office coordinates various permit and legal matters involving the installation or upgrade of signals and coordinates technical issues (such as signal timing) for both Town maintained devices, as well as those operated by Suffolk County or the New York State Department of Transportation (NYS DOT).
3. Development of programs or projects in support of public/traffic safety is an ongoing effort. This can range from addressing site specific concerns to broader strategies.
4. This office coordinates with the Police Department for the evaluation of traffic safety related issues and facilitates Police involvement in proactive traffic calming programs.
5. This office is responsible for facilitating or directly implementing traffic safety related plans/recommendations. These can range from changes in Town Vehicle and Traffic regulations, which require Town Board approval, to enforcement coordination involving the Police Department. Also, this Division facilitates roadway infrastructure or signage related improvements, which require Highway Department implementation.

Department Summary

Department: Intermodal Transportation & Traffic Safety Division

Budget Year: 2021
Division: Municipal Works Department
Tax District: Full Town

Cost Center #: 3310
Manager: Tom Neely

NOTES:

6. This office is responsible for drafting Town Code amendments to Chapter 312 (Vehicle & Traffic Law) for review by the Town Attorney and potential approval by the Town Board, as well as, presenting of information relevant to the proposed change at the Public Hearing for the amendment.

Goals & Objectives:

Intermodal Transportation and Traffic Safety Goals & Objectives:

1. To provide services to the Town to implement past studies recommendations as development continues.
2. Continue to implement bike land and route recommendations with the Town Highway Department, New York State Department of Transportation (NYSDOT), and Suffolk County Department of Public Works (SCDPW).
3. Advocate for installation of additional bus shelters within the Town and advocate for additional bus routes and trips, working with the Transportation Commission, Suffolk County Transit and the NYSDOT.
4. Continue efforts, to develop proactive traffic calming, broad consensus on possible "low impact" solutions to traffic congestion/traffic flow issues in key corridors.
5. Continue to work with stake holders to advocate and plan for public safety/traffic safety improvements through infrastructure improvements designed to calm traffic; and safety awareness and education programs.

Legal Authority:

Established by a 2004 Town Board resolution and through the 2005 Operating Budget.

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. %
Municipal Works Department													
Intermodal Transportation & Traffic Safety Division													
Intermodal Transportation & Traffic Safety Division - 3310													
AsstTwn Dir PublicTrans &TrSaf	ADMINISTRATIVE	100,880	4,036	3,881	108,797	29,340	8,206	15,307	853	53,706	162,503	16.0	100.0
Total Intermodal Transportation & Traffic Safety Division - 3310		100,880	4,036	3,881	108,797	29,340	8,206	15,307	853	53,706	162,503		

NOTES:

TOWN ENGINEER - SUMMARY

Department: Town Engineer

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 1440

Manager: Christine Fetten

NOTES:

Departmental Mission & Responsibilities:

The Engineering Division's mission is to ensure that development within the Town complies with good engineering standards and practices for design and construction. The Division also provides the highest level of professional and courteous service to the public.

Workload:

1. The Engineering Division reviews the engineering aspects of all residential subdivisions to ensure that good engineering standards are met. We also prepare construction cost estimates for performance bonds. The Engineering Division also inspects all roads, drainage and other improvements related to the subdivision (exclusive of building construction) during construction, making recommendations to the Planning Division regarding completion and bond status, including final construction inspection for acceptance into the Town Highway System.
2. The Engineering Division reviews the engineering aspects of all commercial Site Plan and PDD applications to ensure that good engineering standards are met. The Engineering Division inspects the site improvements during construction, and issues a sign-off recommendation to the Planning Division when the site work is complete.
3. The Engineering Division enforces all stormwater management and erosion and sediment control requirements in subdivisions and site plans applications, including review and approval, and field inspection.
4. Anyone building a residential structure on a vacant lot on a Private or Trustee Road is required by Town Code to apply to the Road Review Committee, which is headed by the Town Engineer. The Committee makes recommendations for road improvements on a particular road or road network, which is then approved by Town Board resolution. Road Review recommendations require the Engineer to visit the site, make his recommendations to the Committee, prepare Town Board resolutions, meet with the applicant to discuss the project, and then inspect and verify it was properly completed. The applicant must complete these improvements, under supervision of the Town Engineer, before a Certificate of Occupancy can be issued for the dwelling by the Building Department.
5. The Engineering Division is responsible for bringing private roads into Town Highway System through Town Law200. This work includes performing an engineering inspection and estimating the cost necessary to bring an existing private road up to engineering standards so that it can be accepted into the Town Highway System. The process is typically initiated by residents living along the particular road, and entails coordination with the residents, tax assessor and Town Attorney. Each TL200 is subject to a public hearing to approve the project and the expenditure. Once the funding is approved and bonded, the Engineering Division coordinates surveying, design and construction by public bid, or a combination of public bid and annual contracts. The funds are usually recovered from residing on the road, through property tax increase over a period of years.
6. Manage the Highway Department inspections of building lots for a flooding determination.
7. Serve on various Committees, as appointed by the Town Board.

Department Summary

Department: Town Engineer

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 1440

Manager: Christine Fetten

NOTES:

8. The Engineering Division works on numerous capital projects within our division and provides engineering assistance to the Waste Management, Buildings Maintenance & Facilities Management, Office of Energy & Sustainability, and Intermodal Transportation & Traffic Safety divisions within our Municipal Works Department and other Town Departments. Engineering assistance may involve management of outside professional consultants and contractors to in-house design services and construction management. Engineering will assist in preparing conceptual plans and budgetary cost estimates. When required, Engineering will prepare Request for Proposals and Public Bidding documents to secure the services of professional consultants and contractors.

9. The Engineering Division is responsible for implementing the Town's stormwater management program and the stormwater abatement program. The Stormwater Management Program is permitted under the State Pollution Discharge and Elimination (SPDES) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), Permit No. GP-0-10-002. As part of the Town's stormwater compliance activities, the Engineering Division educates and informs the public about stormwater and its impact on the environment, regulates construction and post-construction stormwater discharges from subdivisions and site plans, identifies illicit discharges and connections to the Town MS4, conducts municipal good housekeeping audits of Town facilities and files annual compliance reports. The Town has two local stormwater laws, one to regulate the discharge of stormwater from construction sites and another to regulate illicit discharges and connections to the Town MS4.

All construction projects within the Town that disturb more than one acre of land are required to obtain SPDES construction permit coverage from the NYSDEC prior to starting construction. As part of this permit process, the developer must prepare a Stormwater Pollution Prevention Plan (SWPPP) for the site that addresses all applicable construction and post-construction stormwater standards. All SWPPPs are reviewed by the Engineering Division. The Engineering Division is responsible for accepting the final SWPPP. Field SWPPP inspections are conducted by the Engineering Division.

The stormwater abatement program is a capital improvement program under which the Town designs and installs stormwater abatement infrastructure to address specific problem areas or polluted bodies of water. The Engineering Division works with the Highway Department to identify potential project sites, the Environmental Division and Board of Trustees are consulted as needed when projects involve regulated wetlands or bodies of water and the Grants Coordinator helps to identify potential sources of grant funding for each project. Once approved, stormwater abatement projects are implemented in the same manner as any other capital project.

10. The Engineering Division works in the capacity to oversee certain capital efforts to restore Town functions following natural disasters such as hurricanes. The Engineering Division works with both the Comptroller's Office and FEMA to ensure that the Town submits Information to substantiate public assistance reimbursements.

Department Summary

Department: Town Engineer

Budget Year: 2021
Division: Municipal Works Department
Tax District: Full Town

Cost Center #: 1440
Manager: Christine Fetten

NOTES:

1. Engineering will review all Site Plans and Subdivision applications referred to us by the Planning Division to ensure that all improvements are in compliance to Town codes and specifications. A measure of a successful application review is knowing that the engineering elements of the proposed improvements will have a positive impact on the community. The Engineering Division will work closely with the applicant and Town stake-holders to attain this goal. Prompt review of all stages of the application is an important element in the application review process.
 2. Before a permit for the construction of any building on a private road is issued, the private road shall be suitably improved in accordance with acceptable standards and specifications in respect to health, safety and general welfare. The Engineering Division will continue to chair the Road Review Committee meetings and prepare recommendations for appropriate road improvements to private roads. The goal of the Engineering Division is to strike a delicate balance in ensuring that an applicant suitably improves the private road to the acceptable standards and specifications as recommended by the Road Review Committee, while at the same time keeping the costs of the improvements reasonable in order not to create financial hardships for the applicants.
 3. Town Law 200 is the mechanism that allows residents living on a private road to improve their road in order to bring it into the Town Highway System. The Engineering Division guides interested residents through this process. Since the cost of the road improvements is entirely borne by the residents, Engineering's goal is to strike a balance in designing the improvements in an economical cost effective way, in accordance with acceptable standards, to the satisfaction of the Highway Superintendent in order for him to take the road into the Town system. The Engineering Division then prepares a construction estimate for the residents. If the residents want to move forward to bring their road into the Town Highway System, Engineering will provide in-house design and construction management services to improve the road, and assist in the administrative process.
 4. The Engineering Division will provide technical assistance to Town Departments on capital improvement projects and associated public infrastructure improvements. Technical assistance may involve management of outside professional consultants and contractors to in-house design services and construction management. Engineering will assist the various Town Departments in preparing conceptual plans and budgetary cost estimates. When required, Engineering will prepare Request for Proposals and Public Bidding documents to secure the services of professional consultants and contractors. It is our goal to ensure that capital improvement work is completed so that the project improvements are available to the Town for use within the stipulated completion time and within budget. Engineering will work with the Town Board to prioritize capital improvement projects by immediate needs.
 5. The Engineering Divisions goals and objectives relating to Stormwater Management and Stormwater Abatement projects are as follows : protect the health and safety of both the public and the ecosystem; address both stormwater quality and quantity concerns; meet or exceed federal and state mandates regarding stormwater runoff and discharge.
- The Engineering Division will provide the following services to reach these goals and objectives: develop and implement activities to comply with the New York State Department of Environmental Conservation (NYSDEC) municipal stormwater permit including the six minimum measures and annual reporting requirements; work with the Land Management Department to implement Stormwater regulations mandated by NYSDEC for construction activities; Identify grant opportunities to fund water quality improvement projects; prepare and submit grant applications with the assistance of the Town's Grants Coordinator; develop and monitor approved grant funded projects; prepare contract documents and administer stormwater-related professional services and construction contracts.

Department Summary

Department: Town Engineer

Budget Year: 2021
Division: Municipal Works Department
Tax District: Full Town

Cost Center #: 1440
Manager: Christine Fetten

Legal Authority:

Established pursuant to Southampton Town Board resolution.

NOTES:

2021 Engineering Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Site Plan		
Area to be improved is Less than 500 Square Feet	\$1,150 \$1,200	\$50
Area to be improved is 500 Square Feet or Greater and Less than 1 Acres	\$2,450 \$2,500	\$50
Area to be improved is Greater than 1 Acres	\$4,750 \$4,800	\$50
Site Plan Amendment	\$400 \$450	\$50
Administrative Review and Inspection Fee for improved area less than 1 Acre	\$1,500 \$1,550	\$50
Condos/Townhouses (no review or inspection fees for affordable units)	\$200/dwelling unit (minimum \$5,000)	
NOTE: Fire Departments exempt from fees.		
*NOTE: These fees are a combination of Review, Inspection and include Erosion Control and SWPPP where required.		
Subdivisions		
	Fee*	
Preliminary Application (no roads)	\$750 \$800/Lot	\$50
Preliminary Application (with roads)	$\frac{1}{2}$ (\$100.00 \$150.00 x length of road x .075)	\$50
Final Application (minor review with no roads and 3 Lots or more)	\$400 \$450/Lot	\$50
Final Application (with roads)	(Bond Estimate x.075) - Preliminary Review Fee + \$3,250 \$3,330	\$50
Modification to Road and Drainage Plans	\$100 + \$1.25 per linear foot of road	
Subdivision without roads but with common driveways	\$1,450 \$1,500/common driveway	\$50

NOTES:

2021 Engineering Fee Schedule

Stormwater Management		
Subdivisions requiring a SWPPP	\$1,750 \$1,850	\$100
*Note: These fees are a combination of Review and Inspection.		
Determination For Flooding (For Building Permit Applications)		
Flooding Determination (Engineering & Highway)	\$200 \$300	\$100
Single Family Homes Requiring a SWPPP		
Application	\$500 \$550	\$50
Road Review		
Road Review Application for New Building Construction on Unimproved Streets or Highways	\$250 \$300	\$50

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. %
Municipal Works Department													
Town Engineer													
Town Engineer - 1440													
Assistant Town Engineer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - Q / Step 4	104,567	0	0	104,567	13,104	8,249	15,727	8,085	45,165	149,732	1.9	100.0
Total Town Engineer - 1440		104,567	0	0	104,567	13,104	8,249	15,727	8,085	45,165	149,732		

NOTES:

Town of Southampton

2021 Adopted Budget

Town Engineer - 1440

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	30,191	30,191	28,171	28,171	28,171	55,270	56,932	56,932	56,932	28,761	102.09%	47,897	49,617	49,617	49,617
	Total Real Property Taxes	30,191	30,191	28,171	28,171	28,171	55,270	56,932	56,932	56,932	28,761	102.09%	47,897	49,617	49,617	49,617
Other Revenue:																
1563	Engineering Fees	145,000	124,750	145,000	145,000	70,775	133,000	133,000	133,000	133,000	(12,000)	(8.28%)	145,000	145,000	145,000	145,000
	Total Other Revenue	145,000	124,750	145,000	145,000	70,775	133,000	133,000	133,000	133,000	(12,000)	(8.28%)	145,000	145,000	145,000	145,000
	Total Revenue	175,191	154,941	173,171	173,171	98,946	188,270	189,932	189,932	189,932	16,761	9.68%	192,897	194,617	194,617	194,617
Salaries:																
6100	Salaries	100,135	77,356	95,892	95,892	83,678	104,567	104,567	104,567	104,567	(8,675)	(9.05%)	108,256	108,256	108,256	108,256
6101	Overtime	0	0	10,000	10,000	439	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Salaries	100,135	77,356	105,892	105,892	84,117	114,567	114,567	114,567	114,567	(8,675)	(8.19%)	118,256	118,256	118,256	118,256
Employee Benefits - Current:																
6810	Employee Retirement - Active	13,378	13,235	12,502	12,502	10,374	14,065	15,727	15,727	15,727	(3,225)	(25.79%)	14,561	16,281	16,281	16,281
6830	FICA Tax Expenditure	7,971	5,846	7,633	7,633	6,356	8,249	8,249	8,249	8,249	(616)	(8.08%)	8,307	8,307	8,307	8,307
6835	MTA Tax	354	260	339	339	283	382	382	382	382	(42)	(12.50%)	395	395	395	395
6840	Worker's Compensation	4,055	3,702	3,884	3,884	2,526	7,686	7,686	7,686	7,686	(3,802)	(97.90%)	7,957	7,957	7,957	7,957
6860	Medical Insurance - Active Employees	24,761	6,534	11,724	11,724	9,249	11,724	11,724	11,724	11,724	0	0.00%	11,724	11,724	11,724	11,724
6865	Dental & Optical	1,221	790	1,380	1,380	1,119	1,380	1,380	1,380	1,380	0	0.00%	1,380	1,380	1,380	1,380
6875	Disability	16	0	17	17	0	17	17	17	17	0	0.00%	17	17	17	17
	Total Employee Benefits - Current	51,756	30,367	37,479	37,479	29,907	43,503	45,165	45,165	45,165	(7,686)	(20.51%)	44,341	46,061	46,061	46,061
	Total Employee Costs	151,891	107,723	143,371	143,371	114,024	158,070	159,732	159,732	159,732	(16,361)	(11.41%)	162,597	164,317	164,317	164,317
Contractual:																
6401	Contracts	0	0	6,000	4,000	2,148	6,000	6,000	6,000	6,000	(2,000)	(50.00%)	6,000	6,000	6,000	6,000
6416	Travel, Dues and Related	1,000	280	1,500	1,000	280	1,200	1,200	1,200	1,200	(200)	(20.00%)	1,500	1,500	1,500	1,500
6420	Other	0	0	0	6,500	5,183	500	500	500	500	6,000	92.31%	500	500	500	500
6466	Telephone - Wireless	800	460	800	800	327	1,000	1,000	1,000	1,000	(200)	(25.00%)	800	800	800	800
6490	Consultants	21,500	7,180	21,500	17,500	8,681	21,500	21,500	21,500	21,500	(4,000)	(22.86%)	21,500	21,500	21,500	21,500
	Total Contractual	23,300	7,920	29,800	29,800	16,619	30,200	30,200	30,200	30,200	(400)	(1.34%)	30,300	30,300	30,300	30,300
	Total Expenditures	175,191	115,643	173,171	173,171	130,643	188,270	189,932	189,932	189,932	(16,761)	(9.68%)	192,897	194,617	194,617	194,617
	Net Surplus (Deficit)	0	39,298	0	0	(31,697)	0	0	0	0			0	0	0	0

WASTE MANAGEMENT POST CLOSURE - SUMMARY

Department: Waste Management Post Closure

Budget Year: 2021

Division: Municipal Works Department

Tax District: Full Town

Cost Center #: 8160

Manager: Christine Fetten

NOTES:

Departmental Mission & Responsibilities:

Provide efficient management and operations of existing Town-owned Solid Waste Facilities.

Workload:

The Town has capped and closed the North Sea Landfill and is currently engaged in Post Closure activities.

Goals & Objectives:

1. Ensure compliance with all Federal, State and Local regulations and requirements.
2. Maintain environmental integrity of the landfill capping system.
3. Provide landfill gas control and monitoring.
4. Complete periodic ground water sampling and monitoring.
5. Properly collect and dispose of landfill generated leachate.

Legal Authority:

The Division of Waste Management was established as part of the Department of Public Works pursuant to Town Board Resolution dated November 1, 1996.

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. %
Municipal Works Department													
Waste Management Summary													
Waste Management Post Closure - 8160													
Environmental Facilities Manager	ADMINSUPPORT	79,747	1,595	0	81,342	28,488	6,671	12,217	6,175	53,551	134,893	6.7	100.0
Heavy Equipment Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4	56,855	0	6,023	62,878	1,380	5,245	9,606	5,936	22,167	85,044	2.7	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	55,591	3,335	0	58,926	28,488	4,527	8,291	474	41,781	100,707	14.8	100.0
Labor Crew Leader	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 11 / Step 6	77,944	7,794	2,838	88,577	31,500	7,444	13,633	9,078	61,655	150,231	30.4	100.0
Heavy Equipment Operator	PART-TIME	6,367	0	0	6,367	27,108	536	0	678	28,322	34,689		100.0
Total Waste Management Post Closure - 8160		276,503	12,725	8,861	298,089	116,964	24,423	43,747	22,341	207,475	505,564		

NOTES:

Town of Southampton

2021 Adopted Budget

Waste Management Post Closure - 8160

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	832,280	843,280	858,396	858,396	858,396	904,479	913,054	913,054	913,054	54,658	6.37%	858,363	867,119	867,119	867,119
	Total Real Property Taxes	832,280	843,280	858,396	858,396	858,396	904,479	913,054	913,054	913,054	54,658	6.37%	858,363	867,119	867,119	867,119
	Total Revenue	832,280	843,280	858,396	858,396	858,396	904,479	913,054	913,054	913,054	54,658	6.37%	858,363	867,119	867,119	867,119
Salaries:																
6100	Salaries	252,860	253,626	260,469	260,469	217,561	267,136	270,136	270,136	270,136	(9,667)	(3.71%)	273,290	276,350	276,350	276,350
6101	Overtime	30,000	32,947	30,000	30,000	29,964	30,000	30,000	30,000	30,000	0	0.00%	30,000	30,000	30,000	30,000
6103	Accumulated Sick/Personal Days	2,727	2,207	2,388	2,388	2,352	2,838	2,838	2,838	2,838	(450)	(18.84%)	2,838	2,838	2,838	2,838
6105	Part Time Salaries	6,120	1,360	6,242	6,242	0	6,367	6,367	6,367	6,367	(125)	(2.00%)	6,367	6,367	6,367	6,367
6110	Longevity	10,604	10,604	10,921	10,921	0	12,665	12,725	12,725	12,725	(1,803)	(16.51%)	12,887	12,947	12,947	12,947
6127	Cash in Lieu of Health Benefits	0	5,791	6,023	6,023	2,865	6,023	6,023	6,023	6,023	0	0.00%	6,023	6,023	6,023	6,023
	Total Salaries	302,311	306,534	316,044	316,044	252,742	325,029	328,089	328,089	328,089	(12,045)	(3.81%)	331,405	334,525	334,525	334,525
Employee Benefits - Current:																
6810	Employee Retirement - Active	35,939	35,554	36,932	36,932	30,647	38,714	43,747	43,747	43,747	(6,814)	(18.45%)	39,574	44,717	44,717	44,717
6830	FICA Tax Expenditure	24,215	22,930	25,370	25,370	18,909	26,472	26,723	26,723	26,723	(1,353)	(5.33%)	26,997	27,253	27,253	27,253
6835	MTA Tax	1,076	1,023	1,127	1,127	848	1,176	1,187	1,187	1,187	(60)	(5.34%)	1,200	1,211	1,211	1,211
6840	Worker's Compensation	14,164	12,930	15,522	15,522	10,095	20,949	21,169	21,169	21,169	(5,647)	(36.38%)	21,436	21,661	21,661	21,661
6860	Medical Insurance - Active Employees	138,060	80,620	111,444	111,444	58,679	111,444	111,444	111,444	111,444	0	0.00%	111,444	111,444	111,444	111,444
6865	Dental & Optical	5,328	5,419	5,520	5,520	4,476	5,520	5,520	5,520	5,520	0	0.00%	5,520	5,520	5,520	5,520
6875	Disability	87	5	87	87	12	87	87	87	87	0	0.00%	87	87	87	87
	Total Employee Benefits - Current	218,869	158,482	196,002	196,002	123,667	204,362	209,877	209,877	209,877	(13,875)	(7.08%)	206,258	211,893	211,893	211,893
	Total Employee Costs	521,180	465,015	512,046	512,046	376,409	529,391	537,966	537,966	537,966	(25,920)	(5.06%)	537,663	546,419	546,419	546,419
Contractual:																
6401	Contracts	127,800	124,219	135,300	135,300	49,029	155,700	155,700	155,700	155,700	(20,400)	(15.08%)	160,500	160,500	160,500	160,500
6404	Electric	2,500	2,012	2,500	2,500	1,154	2,200	2,200	2,200	2,200	300	12.00%	3,000	3,000	3,000	3,000
6405	Fuel Oil	4,000	0	4,000	4,000	0	2,000	2,000	2,000	2,000	2,000	50.00%	4,000	4,000	4,000	4,000
6406	Repair Equipment	35,000	45,995	47,250	58,250	57,009	72,588	72,588	72,588	72,588	(14,338)	(24.61%)	35,000	35,000	35,000	35,000
6407	Repair Building	15,500	6,927	15,500	15,500	4,644	7,500	7,500	7,500	7,500	8,000	51.61%	15,500	15,500	15,500	15,500
6414	Rentals	2,500	2,600	5,000	5,000	0	5,200	5,200	5,200	5,200	(200)	(4.00%)	2,500	2,500	2,500	2,500
6420	Other	5,000	4,170	5,000	5,000	4,236	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6421	Legal Notices	4,200	4,076	4,200	4,200	0	4,200	4,200	4,200	4,200	0	0.00%	2,100	2,100	2,100	2,100
6423	Small Equipment (Non-Capital)	3,000	6,700	8,000	8,000	107	5,000	5,000	5,000	5,000	3,000	37.50%	3,000	3,000	3,000	3,000
6425	Office Supplies	500	354	500	500	377	400	400	400	400	100	20.00%	500	500	500	500
6441	Diesel Fuel	50,000	22,249	50,000	39,000	13,771	49,000	49,000	49,000	49,000	(10,000)	(25.64%)	50,000	50,000	50,000	50,000
6464	Municipal Dues	15,800	31,411	15,800	15,800	500	15,800	15,800	15,800	15,800	0	0.00%	15,800	15,800	15,800	15,800
6466	Telephone - Wireless	3,500	1,711	3,500	3,500	1,246	2,000	2,000	2,000	2,000	1,500	42.86%	3,500	3,500	3,500	3,500
6477	Copier Leases	1,800	216	1,800	1,800	52	500	500	500	500	1,300	72.22%	1,800	1,800	1,800	1,800
6490	Consultants	40,000	38,265	48,000	48,000	17,045	48,000	48,000	48,000	48,000	0	0.00%	18,500	18,500	18,500	18,500
6491	Tires	0	5,875	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	311,100	296,781	346,350	346,350	149,169	375,088	375,088	375,088	375,088	(28,738)	(8.30%)	320,700	320,700	320,700	320,700
	Total Expenditures	832,280	761,796	858,396	858,396	525,578	904,479	913,054	913,054	913,054	(54,658)	(6.37%)	858,363	867,119	867,119	867,119

Town of Southampton
 2021 Adopted Budget
 Waste Management Post Closure - 8160

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual						2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
							2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget							
	Net Surplus (Deficit)	0	81,484	0	0	332,818	0	0	0	0			0	0	0	0	

WASTE MANAGEMENT RECYCLING CENTERS - SUMMARY

Department: Waste Management Recycling Centers

Budget Year: 2021

Division: Municipal Works Department

Tax District: Waste Management

Cost Center #: 8161

Manager: Christine Fetten

Departmental Mission & Responsibilities:

Manage and operate Town Transfer Stations, Recycling Centers and Yard Waste Facilities.

Workload:

The Town of Southampton currently operates four (4) Transfer Stations (North Sea, Hampton Bays, Sag Harbor, and Westhampton), four Recycling Centers (North Sea, Hampton Bays, Sag Harbor and Westhampton) and three Yard Waste Facilities (North Sea, Hampton Bays and Westhampton).

Goals & Objectives:

1. Ensure compliance with all Federal, State and Local regulations and requirements.
2. Continue to improve efficiency in the department through improved recycling and enforcement of existing disposal policies.
3. Continue to develop the yard waste recycling program to minimize costs incurred by the Town.
4. Operate all facilities efficiently to ensure revenues offset expenses.

Legal Authority:

The Division of Waste Management was established as part of the Department of Public Works pursuant to Town Board Resolution dated November 1, 1996.

NOTES:

2021 Recycling Center Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Use of Transfer Stations		
Residential Disposal Permit	\$50/year	\$50/year
MSW		
Non-recyclable Household Garbage (In TOS Green Bag ONLY)		
Cost to dump -	\$0 with purchase of TOS Green Bags	
Customer Type (Residents Only)		
Accepting Facilities (All)		
Recyclables		
Commingled glass, cans and type 1 and 2 PE plastic	\$0	
Residents Only		
Accepting Facilities (All)		
Mixed Paper	\$0	
Residents Only		
Accepting Facilities (All)		
Corrugated Cardboard	\$0	
Residents Only		
Accepting Facilities (All)		

NOTES:

2021 Recycling Center Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Yard Waste		
Leaves (No plastic bags) car, pick-up truck, van or trailer with sides less than 2 ft	\$0 - Resident Self Haulers Only NS, HB & WH	
Brush less than 3" diameter 3 or less 30 gallon trash cans or bags	\$10 / Load \$4/Bag - Resident Self Haulers Only NS & HB	\$4/Bag
Brush less than 3" diameter car, pick-up truck, van or trailer with sides less than 2 ft	\$20 / Load/Vehicle - Resident Self Haulers Only NS & HB	
Brush less than 3" diameter Pick-up with side boards or trailer with side boards Leaves and Brush less than 3" diameter Car, Van, Pick-up truck or trailer with side boards less than 2 ft	\$40 / Load/Vehicle \$20/CY - Resident Self Haulers Only NS & HB	\$20/CY
Leaves and Brush less than 3" diameter Car, Van, Pick-up truck or trailer with side boards less than 2 ft, 6-Wheel Truck	\$22.50/Cubic Yard \$25/CY NS & HB	\$2.5/CY
Leaves and Brush less than 3" diameter 6 wheel truck, Pick-up with side boards or trailer with side boards	\$100 / Load/Vehicle - Landscaper & Estate Care NS & HB	

NOTES:

2021 Recycling Center Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Household Hazardous Waste (HHW)		
Vehicle Batteries	STOP Day Only	
car, pick-up truck, van		
Residents Only		
Waste Oil	\$0	
car, pick-up truck, van		
Residents Only		
Accepting Facilities (All)		
Propane Tanks (Empty & 20 lb ONLY)	\$3/tank \$4/tank	\$1
car, pick-up truck, van		
Residents Only		
Accepting Facility (NS Only)		
Other HHW	STOP Day Only	
car, pick-up truck, van		
Residents Only		
Other Household Items		
Car Residential Tires (no rim)	\$6/tire \$ 7 tire	\$1
car, pick-up truck, van or trailer with sides less than 2 feet		
Residents Only		
Accepting Facility (NS Only)		

NOTES:

2021 Recycling Center Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Bulk Items		
Small Bulk (under 3ft x 3ft x 3ft)	\$5/item \$6/item	\$1
car, pick-up truck, van or trailer with sides less than 2 feet		
Residents Only		
Accepting Facilities (NS & HB)		
Large Bulk (Larger than 3ft x 3ft x 3ft)	\$25/item \$29/item	\$4
car, pick-up truck, van or trailer with sides less than 2 feet		
Residents Only		
Accepting Facilities (NS & HB)		
Large and small Residential mixed Bulk	\$180/ton Min Charge \$25 \$198/ton Min Charge \$29	\$198/ton Min Charge \$29
Any Residential Vehicle, trailer or Box truck		
Residents Only		
Accepting Facility (NS Only)		
E-Waste Items	No Cost	
car, pick-up truck, van		
Residents Only		
Accepting Facility (NS Only)		

NOTES:

2021 Recycling Center Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
METAL		
Appliances	\$15/item \$17/item	\$2
Any Vehicle		
Residents Only		
Accepting Facilities (NS & HB)		
Scrap Metal (NOT mixed with other items)	\$50/ton \$15 min. charge \$53/ton \$16 min. charge	\$53/ton \$16 min. charge
car, pick-up truck, van or trailer with sides less than 2 feet (NO DUMP VEHICLES, BOX TRUCKS OR TRUCKS AND TRAILERS WITH SIDE BOARDS)		
Residents Only		
Accepting Facility (NS Only)		
C&D Material		
Car, Pick-up Truck, Van	\$155/ton \$178/ton \$18 min.	\$178/ton \$18 min.
Residents Only	\$15 min. charge	
Accepting Facility (NS Only)		
Facility Locations		
NS - North Sea Transfer Station	Southampton	
SH - Sag Harbor Transfer Station	Sag Harbor	
HB - Hampton Bays Transfer Station	Hampton Bays	
WH - Westhampton Transfer Station	Westhampton	

NOTES:

2021 Recycling Center Fee Schedule

Fee Schedule	2021 Fee Schedule	Proposed Increase
Special Notes:		
1. Tipping Fees for brush will be suspended for residents for 6 weeks in Spring and 6 weeks for Fall Clean up, dates and times to be posted.		
2. Grass clippings and wood chips will not be accepted.		
3. No concrete, bricks, or asphalt will be accepted as construction & demolition debris.		
4. No boats or vehicles accepted.		
5. Courtesy Weights shall cost \$5 \$10 /weigh for residents, \$10 \$15 /weigh for commercial entities.		\$5 and \$10 respectively
6. Credit Cards shall be accepted at North Sea Transfer Station only.		
7. Screened and un-screened compost is free for residential self – haulers picking up at NS, BH, and WH.		
8. Un-screened Compost can be purchased by Commercial Business for \$2/CY at NS, HB.		
9. Un-screened Compost can be purchased and delivered to sites within Southampton for \$3.5/CY, sites outside of Southampton for \$6/CY as approved by the Department Head.		
10. Screened Compost can be purchased by Commercial Business for \$20/CY at NS, HB.		
11. Screened Compost can be purchased and delivered to sites within Southampton for \$23.50/CY, sites outside of Southampton for \$26/CY as approved by the Department Head.		
12. Unscreened and screened mulch, when available is free for residential self-haulers at NS, HB, and WH.		
13. Mulch, when available can be purchased and delivered to sites within Southampton for \$11.50/CY, sites outside of Southampton for \$14/CY as approved by the Department Head.		
14. Retail Sale of Green Bags – Large 5 Bags/\$15.50; Small 5 Bags/ \$8.50. Large Bags 5 Bags/\$17.00; Small 5 Bags/\$9.35		Large Bags 5 Bags/\$17.00; Small 5 Bags/\$9.35

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. %
Municipal Works Department													
Waste Management Summary													
Waste Management Recycling Centers - 8161													
Heavy Equipment Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	56,022	0	6,023	62,045	1,380	5,226	9,571	6,524	22,702	84,747	2.3	100.0
Heavy Equipment Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	56,022	0	0	56,022	13,104	4,766	8,728	6,504	33,101	89,123	3.4	100.0
Heavy Equipment Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	56,022	0	0	56,022	28,488	4,766	8,728	6,504	48,485	104,507	2.0	100.0
Heavy Equipment Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	55,209	0	0	55,209	28,488	4,697	8,601	6,410	48,195	103,404	0.8	100.0
Laborer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 3	44,615	0	0	44,615	28,488	3,795	6,951	5,183	44,417	89,032	2.7	100.0
Laborer - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 3	44,615	0	400	45,015	28,488	3,826	7,007	5,184	44,505	89,520		100.0
Sanitation Helper	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 3	40,846	0	400	41,246	13,104	3,505	6,419	4,748	27,777	69,022	1.6	100.0
Sanitation Helper	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 3	40,846	0	400	41,246	13,104	3,505	6,419	4,748	27,777	69,022	2.4	100.0
Sanitation Site Crew Leader	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	68,337	0	0	68,337	28,488	5,813	10,646	7,930	52,877	121,215	5.9	100.0
Scale Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 4	49,085	0	400	49,485	13,104	4,206	7,703	5,702	30,715	80,201	2.8	100.0
Scale Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	51,553	0	400	51,953	14,400	4,416	8,088	5,988	32,891	84,844	7.0	100.0
Scale Operator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 4	49,085	0	400	49,485	13,104	4,206	7,703	5,702	30,715	80,201	3.5	100.0
Laborer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	47,523	3,802	400	51,725	28,488	4,364	7,992	5,534	46,378	98,103	17.1	100.0

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. %
Municipal Works Department													
Waste Management Summary													
Laborer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	47,523	1,901	400	49,824	14,400	4,219	7,726	5,527	31,872	81,696	7.9	100.0
Sanitation Helper	CSEA40HOUR-NEW / CSEA40HOUR-NEW - A / Step 6	43,447	2,607	400	46,454	14,400	3,926	7,190	5,058	30,574	77,028	14.4	100.0
Sanitation Helper	CSEA40HOUR-NEW / CSEA40HOUR-NEW - A / Step 6	43,447	3,476	6,423	53,346	1,380	4,453	8,155	5,081	19,070	72,416	20.6	100.0
Sanitation Site Crew Leader	CSEA40HOUR-NEW / CSEA40HOUR-NEW - H / Step 5	71,036	4,262	0	75,298	14,400	6,369	11,664	8,256	40,689	115,988	15.6	100.0
Sanitation Helper	PART-TIME	15,918	0	400	16,318	0	1,385	0	1,862	3,246	19,565		100.0
Sanitation Helper	PART-TIME	15,918	0	400	16,318	0	1,385	0	1,862	3,246	19,565		100.0
Total Waste Management Recycling Centers - 8161		897,068	16,048	16,846	929,962	296,808	78,828	139,292	104,306	619,234	1,549,195		

NOTES:

Town of Southampton

2021 Adopted Budget

Waste Management Recycling Centers - 8161

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	382,698	382,698	731,345	731,345	731,345	555,741	570,455	570,455	570,455	(160,890)	(22.00%)	486,132	501,284	501,284	501,284
	Total Real Property Taxes	382,698	382,698	731,345	731,345	731,345	555,741	570,455	570,455	570,455	(160,890)	(22.00%)	486,132	501,284	501,284	501,284
Other Revenue:																
1201	Interest And Earnings	12,000	18,574	20,000	20,000	9,609	15,000	15,000	15,000	15,000	(5,000)	(25.00%)	15,000	15,000	15,000	15,000
2130	Landfill - Chargebacks	437,500	511,102	511,950	511,950	193,837	513,000	513,000	513,000	513,000	1,050	0.21%	511,950	511,950	511,950	511,950
2131	Pay Per Bags	600,000	650,458	600,000	600,000	569,171	858,655	858,655	858,655	858,655	258,655	43.11%	858,655	858,655	858,655	858,655
2590	Landfill Fees	850,000	1,002,159	950,000	950,000	732,105	1,045,000	1,045,000	1,045,000	1,045,000	95,000	10.00%	950,000	950,000	950,000	950,000
2593	Permit Application Fee	0	13,150	14,000	14,000	14,125	164,000	164,000	164,000	164,000	150,000	1071.43%	164,000	164,000	164,000	164,000
2650	Scrap	50,000	47,212	37,120	37,120	43,914	50,000	50,000	50,000	50,000	12,880	34.70%	60,000	60,000	60,000	60,000
2651	Waste Management-Leaf Compost Sales	100,000	8,907	10,000	10,000	0	0	0	0	0	(10,000)	(100.00%)	20,000	20,000	20,000	20,000
2652	Paper	93,000	30,024	9,545	9,545	0	0	0	0	0	(9,545)	(100.00%)	0	0	0	0
2653	E-Waste	0	0	0	0	0	0	0	0	0	0	0.00%	1,000	1,000	1,000	1,000
2701	Miscellaneous Tax Receipts	0	32	0	0	136	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	20,000	830	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
3910	State Aid - Conservation	19,898	0	19,898	19,898	0	0	0	0	0	(19,898)	(100.00%)	19,898	19,898	19,898	19,898
	Total Other Revenue	2,182,398	2,282,448	2,172,513	2,172,513	1,562,896	2,645,655	2,645,655	2,645,655	2,645,655	473,142	21.78%	2,600,503	2,600,503	2,600,503	2,600,503
	Total Revenue	2,565,096	2,665,146	2,903,858	2,903,858	2,294,241	3,201,396	3,216,110	3,216,110	3,216,110	312,252	10.75%	3,086,635	3,101,787	3,101,787	3,101,787
Salaries:																
6100	Salaries	816,451	769,744	847,137	847,137	640,402	865,232	865,232	865,232	865,232	(18,094)	(2.14%)	891,523	891,523	891,523	891,523
6101	Overtime	40,000	26,330	40,000	40,000	30,066	30,000	30,000	30,000	30,000	10,000	25.00%	40,000	40,000	40,000	40,000
6102	Severance Pay	0	7,362	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	0	14,221	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6104	Holiday	0	4,470	0	0	0	4,800	4,800	4,800	4,800	(4,800)	(100.00%)	4,800	4,800	4,800	4,800
6105	Part Time Salaries	30,600	12,099	31,212	31,212	8,787	31,836	31,836	31,836	31,836	(624)	(2.00%)	31,836	31,836	31,836	31,836
6110	Longevity	22,520	18,657	19,153	19,153	0	16,048	16,048	16,048	16,048	3,106	16.22%	16,412	16,412	16,412	16,412
6127	Cash in Lieu of Health Benefits	6,002	11,933	12,046	12,046	5,730	12,046	12,046	12,046	12,046	0	0.00%	12,046	12,046	12,046	12,046
	Total Salaries	915,573	864,817	949,549	949,549	684,986	959,962	959,962	959,962	959,962	(10,413)	(1.10%)	996,617	996,617	996,617	996,617
Employee Benefits - Current:																
6810	Employee Retirement - Active	115,276	132,483	118,519	118,519	98,232	124,577	139,292	139,292	139,292	(20,773)	(17.53%)	128,286	143,439	143,439	143,439
6830	FICA Tax Expenditure	74,290	63,205	78,034	78,034	51,322	81,928	81,928	81,928	81,928	(3,894)	(4.99%)	84,193	84,193	84,193	84,193
6835	MTA Tax	3,304	2,797	3,471	3,471	2,278	3,644	3,644	3,644	3,644	(173)	(4.99%)	3,744	3,744	3,744	3,744
6840	Worker's Compensation	55,016	50,222	69,978	69,978	45,515	100,472	100,472	100,472	100,472	(30,493)	(43.58%)	103,416	103,416	103,416	103,416
6860	Medical Insurance - Active Employees	345,360	220,359	261,624	261,624	171,542	273,348	273,348	273,348	273,348	(11,724)	(4.48%)	273,348	273,348	273,348	273,348
6865	Dental & Optical	22,644	20,774	23,460	23,460	16,898	23,460	23,460	23,460	23,460	0	0.00%	23,460	23,460	23,460	23,460
6875	Disability	331	14	331	331	23	331	331	331	331	0	0.00%	331	331	331	331
	Total Employee Benefits - Current	616,221	489,854	555,416	555,416	385,809	607,759	622,474	622,474	622,474	(67,058)	(12.07%)	616,778	631,930	631,930	631,930
	Total Employee Costs	1,531,794	1,354,671	1,504,965	1,504,965	1,070,794	1,567,721	1,582,435	1,582,435	1,582,435	(77,470)	(5.15%)	1,613,395	1,628,548	1,628,548	1,628,548
Contractual:																
6401	Contracts	91,950	83,576	92,000	70,637	70,637	79,000	79,000	79,000	79,000	(8,363)	(11.84%)	78,950	78,950	78,950	78,950
6403	Gasoline	13,000	15,594	13,000	13,000	8,801	13,000	13,000	13,000	13,000	0	0.00%	10,500	10,500	10,500	10,500

