

LAND MANAGEMENT DEPARTMENT

2015 ORGANIZATIONAL CHART

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR

Kyle Collins

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

ADMINISTRATION

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

EXECUTIVE SECRETARIAL ASSISTANT

Kim Myers

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

SENIOR CLERK TYPIST

Janet Johnson

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

DIVISIONS

BUILDING & ZONING

CURRENT PLANNING

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT

ENVIRONMENT

BOARDS

Architectural Review Board

Conservation Board

Landmarks & Historic Districts Board

Licensing and Review Board

Planning Board

Zoning Board of Appeals

COMMITTEES

Agricultural Advisory Committee

Business Advisory Council

Focus Groups/Working Groups for Various Planning Studies

Trails Advisory Committee

Commercial & Industrial Incentive Committee

Project Development Council

Department Summary

Department: Land Management Admin

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

Departmental Mission & Responsibilities:

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

Workload:

1. Provide professional support to the Supervisor and Town Board, and other public, private and not-for-profit development entities.
2. Provide management, administrative, data processing, clerical and related professional and technical services to ensure that the Department of Land Management can fulfill the mission, goals, objectives and responsibilities established by the Town Board and the Town Code.
3. Coordinate the preparation and streamlining of Town regulations and procedures that pertain to quality business growth, development and strategic business attraction and retention, environmental protection, creation of affordable housing, enhancing the quality of life while ensuring compliance with County, State and Federal regulations.
4. Assist the Town Board and Comptroller with the preparation of the Capital Improvement Program.
5. Manage professional and administrative staff assigned to the Department.
6. Manage the recently opened DLM Satellite Office in Hampton Bays on Mondays and Tuesdays that will be accepting all types of complete permit applications for the Building and Zoning, Environment and Planning Divisions as well as the Engineering Dept (application for determination of potential road flooding only).
7. Process and maintain all financial, accounting and related transactions, records and budgets for the Department and each Division.
8. Under the guidance of the Town Attorney, review all legal matters arising within the divisions of the Department.
9. Provide all administrative, data entry, accounting, clerical and related support services required by each Division.
10. Coordinate and streamline the Town's Land Management regulations and procedures.
11. 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.

NOTES:

Department Summary

Department: Land Management Admin

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8025

Manager: Kyle Collins

12. 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.

13. Provide outreach and coordination with Citizen Advisory Committees, local chambers of commerce and other citizen, business and development organizations.

14. Assess the performance of the Department's professional and technical support staff and ensure resources are available to support development and training.

Goals & Objectives:

1. Review and direct standard operating procedures for Planning Board, Conservation Board, Zoning Board of Appeals, Architectural Review Board and Licensing Review Board applications, pending adoption of zoning code amendments to streamline the procedures for review of the applicable applications.

2. Develop and implement management and administrative practices and procedures to maintain and improve the Department's overall efficiency, as well as increase confidence and satisfaction in the development process on the part of both applicants and community members.

3. Promote economic development through the implementation of the Comprehensive Plan recommendations and permit streamlining initiatives.

4. Complete the process to establish design review with standards and guidelines.

5. Expand economic development activities, including procedures to assist small businesses and to attract new uses and redevelopment projects in areas of the Town needing revitalization.

6. Integrate sustainability into all Department of Land Management activities, and assist in the implementation initiatives of the Town's Sustainability Office including grant development, code amendments and incorporating sustainability principles into new plans and developments.

7. Organize and implement grant administration restructuring with direct supervision and oversight by Land Management.

8. Revitalize the Town's Transfer of Development Rights program. Inventory existing Development Rights held by the Town and those held privately. Activate the Town's Development Right Clearinghouse/Bank and establish procedures and policies for the disbursement of Town held Development Rights.

Legal Authority:

Established pursuant to Town Code Chapter 28.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Land Management Admin - 8025									
Town Planning & Dev Administrator	ADMINISTRATIVE	130,050	0	0	130,050	49,620	179,670	2.4	100.0
Secretarial Assistant	ADMINSUPPORT	70,272	0	0	70,272	40,515	110,787	23.9	100.0
Engineering Aide	CSEA40HOUR - 7-1-2010 / D / E	44,415	0	0	44,415	29,752	74,167		100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / C / 2	21,345	0	0	21,345	15,639	36,985	2.4	50.0
Clerk Typist	CSEA40HOUR-NEW / B / 5	20,956	1,257	0	22,213	11,074	33,287	10.4	50.0
Principal Data Entry Operator	CSEA40HOUR-NEW / E / 5	52,594	3,156	0	55,750	34,517	90,267	14.2	100.0
Clerk Typist	PART-TIME	13,000	0	0	13,000	1,068	14,068		100.0
Total Land Management Admin - 8025		352,632	4,413	0	357,045	182,185	539,230		

NOTES:

Town of Southampton

2015 Adopted Budget

Land Management Admin - 8025

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	0	0	13,478	13,478	0	0	0	0	(13,478)	(100.00%)	0	0	75,032	75,032
	Total Real Property Taxes	0	0	0	13,478	13,478	0	0	0	0	(13,478)	(100.00%)	0	0	75,032	75,032
Other Revenue:																
1081	Other Payments In Lieu Of Taxes	3,000	9,147	7,000	7,000	9,257	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
1201	Interest And Earnings	7,000	4,965	3,500	3,500	743	3,500	3,500	3,500	3,500	0	0.00%	3,500	3,500	3,500	3,500
1790	Inter-Departmental Revenue	576,908	592,394	483,353	484,253	363,415	469,130	512,738	587,236	587,236	102,983	21.27%	476,163	521,543	521,543	521,543
	Total Other Revenue	586,908	606,506	493,853	494,753	373,415	479,630	523,238	597,736	597,736	102,983	20.82%	486,663	532,043	532,043	532,043
	Total Revenue	586,908	606,506	493,853	508,231	386,893	479,630	523,238	597,736	597,736	89,505	17.61%	486,663	532,043	607,074	607,074
Salaries:																
6100	Salaries	348,879	348,878	296,085	294,013	233,136	269,781	295,217	339,963	339,963	(45,950)	(15.63%)	275,485	302,308	347,415	347,415
6105	Part Time Salaries	0	9,333	0	14,250	7,747	13,000	13,000	13,000	13,000	1,250	8.77%	13,000	13,000	13,000	13,000
6110	Longevity	4,262	4,262	2,385	2,385	0	2,835	4,413	4,413	4,413	(2,028)	(85.01%)	2,892	4,501	4,501	4,501
	Total Salaries	353,141	362,473	298,470	310,648	240,883	285,616	312,630	357,376	357,376	(46,728)	(15.04%)	291,377	319,809	364,917	364,917
Employee Benefits - Current:																
6810	Employee Retirement - Active	47,473	80,423	38,503	43,542	36,825	44,982	49,439	56,767	56,767	(13,226)	(30.37%)	45,932	50,624	58,066	58,066
6830	FICA Tax Expenditure	25,887	26,318	21,550	22,750	17,894	20,408	22,475	25,872	25,872	(3,123)	(13.73%)	20,688	22,863	26,313	26,313
6835	MTA Tax	1,201	1,192	1,015	1,115	795	971	1,063	1,214	1,214	(99)	(8.90%)	991	1,087	1,241	1,241
6840	Worker's Compensation	935	1,001	1,480	1,480	991	1,079	1,181	1,359	1,359	122	8.23%	1,102	1,209	1,390	1,390
6860	Medical Insurance - Active Employees	91,557	88,593	71,636	71,636	52,407	63,264	72,924	90,288	90,288	(18,652)	(26.04%)	63,264	72,924	90,288	90,288
6865	Dental & Optical	7,146	6,216	5,205	5,205	3,727	4,555	5,208	6,512	6,512	(1,307)	(25.11%)	4,555	5,208	6,512	6,512
6875	Disability	158	206	115	115	76	130	144	173	173	(58)	(50.00%)	130	144	173	173
	Total Employee Benefits - Current	174,358	203,948	139,504	145,843	112,715	135,389	152,433	182,185	182,185	(36,342)	(24.92%)	136,661	154,058	183,983	183,983
	Total Employee Costs	527,499	566,421	437,974	456,491	353,598	421,005	465,063	539,561	539,561	(83,070)	(18.20%)	428,038	473,868	548,899	548,899
Contractual:																
6401	Contracts	28,996	4,132	29,459	27,909	27,090	29,900	29,900	29,900	29,900	(1,991)	(7.13%)	29,900	29,900	29,900	29,900
6403	Gasoline	3,000	4,239	4,000	3,980	2,857	4,500	4,500	4,500	4,500	(520)	(13.07%)	4,500	4,500	4,500	4,500
6406	Repair Equipment	150	75	150	150	0	150	150	150	150	0	0.00%	150	150	150	150
6408	Repair Vehicle	490	85	450	0	0	450	0	0	0	0	0.00%	450	0	0	0
6411	Printing and Stationery	735	652	500	1,150	477	800	800	800	800	350	30.43%	800	800	800	800
6412	Publications	980	635	900	450	285	700	700	700	700	(250)	(55.56%)	700	700	700	700
6415	Telephone	4,626	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6416	Travel, Dues and Related	1,500	1,888	1,500	3,120	2,413	2,500	2,500	2,500	2,500	620	19.87%	2,500	2,500	2,500	2,500
6420	Other	196	60	150	150	130	150	150	150	150	0	0.00%	150	150	150	150
6421	Legal Notices	4,900	5,315	4,900	4,900	3,974	4,900	4,900	4,900	4,900	0	0.00%	4,900	4,900	4,900	4,900
6423	Small Equipment (Non-Capital)	0	1,500	500	250	0	500	500	500	500	(250)	(100.00%)	500	500	500	500
6425	Office Supplies	1,960	1,950	1,400	3,230	2,157	2,000	2,000	2,000	2,000	1,230	38.08%	2,000	2,000	2,000	2,000
6426	Supplies - Other	245	137	245	245	208	245	245	245	245	0	0.00%	245	245	245	245
6450	Schools & Training	686	1,000	695	395	265	650	650	650	650	(255)	(64.56%)	650	650	650	650
6466	Telephone - Wireless	945	1,085	850	850	526	1,000	1,000	1,000	1,000	(150)	(17.65%)	1,000	1,000	1,000	1,000
6477	Copier Leases	0	0	180	0	0	180	180	180	180	(180)	(100.00%)	180	180	180	180

Town of Southampton
2015 Adopted Budget
Land Management Admin - 8025

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual						2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
							2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget							
6490	Consultants	0	0	0	50,000	0	0	0	0	0	50,000	100.00%	0	0	0	0	
	Total Contractual	49,409	22,754	45,879	96,779	40,383	48,625	48,175	48,175	48,175	48,604	50.22%	48,625	48,175	48,175	48,175	
	Debt Service:																
6900	Interfund Transfer Expense	10,000	10,000	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	10,000	10,000	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	586,908	599,175	493,853	563,270	403,981	479,630	523,238	597,736	597,736	(34,466)	(6.12%)	486,663	532,043	607,074	607,074	
	Net Surplus (Deficit)	0	7,332	0	(55,039)	(17,088)	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	55,039	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	7,332	0	0	(17,088)	0	0	0	0			0	0	0	0	

BUILDING & ZONING DIVISION

2015 ORGANIZATIONAL CHART

TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR
Kyle P. Collins

CHIEF BUILDING INSPECTOR
Michael Benincasa

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

EXECUTIVE SECRETARIAL ASSISTANT
Linda Marzano

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

DATA ENTRY OPERATOR
Jeff Ulysse

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

SECRETARIAL ASSISTANT
Marjorie Reilly

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

CONFIDENTIAL SECRETARY ASSIGNED TO THE ZONING BOARD OF APPEALS
Kandice Cowell

- Represents the ZBA at Town Hall and answers all inquiries regarding variances and the application.

SENIOR CLERK TYPIST ASSIGNED TO THE LICENSING REVIEW BOARD
Virginia DiStefano

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

DRIVER MESSENGER
Catherine Shamoun

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

CLERK TYPIST
Diane Bilton

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

CLERK TYPIST
P/T

SENIOR CASHIER
Deborah Dillon

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

CASHIER
Marilyn Hubbard

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

INSPECTORS

SENIOR BUILDING INSPECTOR
Harold Fisher
Sean McDermott
Dennis O'Rourke
Mark Viseckas

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

BUILDING INSPECTOR
David Cange
Michael Risolo
Theresa Trejo
Thomas Weber

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

SENIOR ELECTRICAL INSPECTOR
Larry Fiorello
Ronald Linsalato
Joseph Petersen

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

Department Summary

Department: Building & Zoning Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

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 and electrical registration program.
5. Administer and enforce the Town's Home Improvement Contractor Licensing program.
6. Provide assistance and advise the Land Management Department and other Town, County, State and Federal agencies.
7. Develop, maintain, monitor and revise internal operating procedures designed to provide a high level of customer service and timely dissemination of information and processed applications.
8. Establish and maintain procedures to effectively track and monitor land development applications.
9. Follow up on open permits for structures without certificates of occupancy.

Department Summary

Department: Building & Zoning Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8029

Manager: Kyle Collins

NOTES:

Workload:

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

1. Accept, review and process all building permits, sign permits, accessory apartment permits, certificates of occupancy, certificates of compliance and all other applications submitted for consideration by the Zoning Board of Appeals, Architectural Review Board and Licensing Review Board, as well as referring applications for demolitions and major construction of structures older than 75 years to the Historic Districts and Landmarks Committee.
2. Accept credit card payments for permit applications at Town Hall, Monday - Friday, and for complete permit applications at the Satellite Office in Hampton Bays, Mondays and Tuesdays only.
3. Maintain complete and accurate records, files and a computerized Database for all building, zoning and related land management transactions.
4. Provide professional and technical staff support to the Zoning Board of Appeals, Architectural Review Board, Licensing Review Board and other citizen and related advisory boards and committees appointed by the Town Board.
5. Perform inspections to determine compliance with local municipal and state ordinances and regulations regarding building, zoning, electrical, fire safety, signs, site development, subdivision of land, natural resource conservation and all other aspects of land development.
6. Complete quarterly and annual reports on all building, zoning and related activity.
7. Inspectors have performed over 8,453 inspections from January 1st through June 30th of this year, a 7.5% increase over last year. We continue to make a concerted effort to review open expired permits and follow up by getting them renewed and inspected in order to close them out and issue certificates.

Goals & Objectives:

1. Increase departmental efficiency in administration and processing of building applications.
2. Enhance enforcement of the Town's building, zoning and related quality of life and public safety codes through interdepartmental cooperation with the Public Safety/Investigations Unit.
3. Monitor/increase licensing and registration for home improvement contractors and plumbers.
4. Accept credit card payments so as to enable the Building and Zoning Division to receive building and electrical renewals and new electrical permit applications online through the Town's website.

Legal Authority:

Pursuant to the Code of the Town of Southampton.

Employee Compensation & Benefits Schedule

NOTES:

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Building & Zoning Division - 8029									
Chief Building Inspector	ADMINISTRATIVE	115,000	0	0	115,000	54,508	169,508	12.8	100.0
Confidential Secretary	ADMINSUPPORT	56,421	0	0	56,421	37,067	93,488	13.8	100.0
Secretarial Assistant	ADMINSUPPORT	68,133	0	0	68,133	39,982	108,115	15.8	100.0
Secretarial Assistant	ADMINSUPPORT	52,332	0	2,500	54,832	14,966	69,798	10.4	100.0
Driver Messenger	CSEA32.5HOUR / 01 / 5	41,248	3,300	0	44,548	26,363	70,910	19.0	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 3	63,733	0	0	63,733	38,383	102,117	3.5	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 2	62,827	0	0	62,827	28,579	91,406	2.9	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 2	62,827	0	0	62,827	38,131	100,958	1.7	100.0
Building Inspector	CSEA40HOUR - 7-1-2010 / I / 1	61,921	0	0	61,921	37,879	99,799	1.3	100.0
Data Entry Operator	CSEA40HOUR - 7-1-2010 / B / 1	38,570	0	0	38,570	30,253	68,823	0.7	100.0
Cashier	CSEA40HOUR-NEW / B / 5	41,911	1,676	0	43,588	31,496	75,083	7.1	100.0
Clerk Typist	CSEA40HOUR-NEW / B / 5	41,911	2,515	0	44,426	31,701	76,127	11.7	100.0
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	70,442	4,227	0	74,669	41,285	115,953	13.8	100.0
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	70,442	4,227	0	74,669	31,733	106,401	9.7	100.0
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	70,442	4,227	2,500	77,169	22,577	99,746	10.8	100.0
Senior Building Inspector	CSEA40HOUR-NEW / J / 5	70,442	2,818	0	73,260	31,388	104,648	7.4	100.0
Senior Cashier	CSEA40HOUR-NEW / C / 5	45,472	1,819	0	47,291	32,417	79,708	8.0	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	45,472	1,819	0	47,291	32,417	79,708	9.5	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	70,442	4,227	0	74,669	41,285	115,953	10.1	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	70,442	5,635	0	76,078	41,630	117,707	17.7	100.0
Senior Electrical Inspector	CSEA40HOUR-NEW / J / 5	70,442	4,227	0	74,669	41,285	115,953	12.6	100.0
Clerk Typist	PART-TIME	3,200	0	0	3,200	297	3,497		100.0
Total Building & Zoning Division - 8029		1,294,075	40,714	5,000	1,339,789	725,619	2,065,408		

**TOWN BOARD ZONING AMENDMENT
PROPOSED 2015 APPLICATION FEE SCHEDULE**

TOWN BOARD ZONING AMENDMENT FEES

Petitions for amendments of the Zoning Law, including petitions for a change in the Zoning Map	\$2,500 filing fee and first acre \$500 per additional acre or part thereof. 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 re-zone land to a Planned Development District, except for an Agricultural PDD (see below)	\$5,000 filing fee and first acre \$500 per additional acre or part thereof. Not to exceed \$10,000
Planning Development District (PDD) Work session	\$1,000
Planning Development District (PDD) Pre-Submission	\$2,500
Agricultural PDD (if necessary and requested, the cost associated with obtaining a survey and title certification will be paid by the Town Board)	\$0
Increased residential density to establish low- and lower-middle-income housing inventory	\$3,000

NOTES:

PROPOSED 2015 ELECTRICAL FEE SCHEDULE

DEPARTMENT OF LAND MANAGEMENT, BUILDING AND ZONING DIVISION

WORK ORDER CODES FOR ELECTRICAL PERMITS - Minimum fee - \$50.00

ALL MULTIPLE METER APPLICATIONS NEED ELECTRICAL INSPECTORS REVIEW FOR APPROVAL

RESIDENTIAL CODES

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
SVCU	\$100.00	Service 400 amps or less, overhead, underground, change of more than 7 meters. (Temps included)
SVCO	\$150.00	Service over 400 amps, overhead and underground. (Temps included)
TEMU	\$ 75.00	Temporary construction service under 400 amps.
TEMO	\$100.00	Temporary construction service over 400 amps
ELAA	\$100.00	7 devices or less, residential garages with less than 7 devices, 7 outlets, switches, change of meter service, Jacuzzi, and electric fences, air conditioner, furnace, generators, water heaters, etc.
ELEA	\$100.00	Residential fire reconnects, above ground pool and outdoor lighting greater than 7 devices, photovoltaic systems, and residential a/c units.
ELEB	\$100.00	Residential inground swimming pools, residential hot tubs, addition, renovation, basement wiring, surveys and garages with more than 7 devices not exceeding 500 sq. ft. per occupancy. (Service not included)
ELEC	\$150.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 501 sq. ft. to 1000 sq. ft. per occupancy, (Service not included), and commercial a/c units.
ELED	\$200.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 1001 sq. ft. to 1600 sq. ft. per occupancy. (Service not included)

NOTES:

RESIDENTIAL CODES – continued

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
ELEE	\$250.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 1601 sq. ft. to 2500 sq. ft. (Service not included)
ELEF	\$300.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 2501 sq. ft. to 3500 sq. ft. (Service not included)
ELEG	\$350.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 3501 sq. ft. 5000 sq. ft. (Service not included)
ELEH	\$500.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 5001 sq. ft.- 10,000 sq. ft. (Service not included)
ELEI	\$ 750.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 10,001 sq. ft.- 15,000 sq. ft. (Service not included)
ELEJ	\$1000.00	Additions, renovations, surveys, basement wiring, and garages with more than 7 devices 15,001 sq. ft.- and up. (Service not included)
ELER	\$ 50.00	Re-inspection Fee

SERVICE NOT INCLUDED OVER 400 AMPS FOR NEW DWELLING

NEWB	\$100.00	New residential building and surveys 500 sq. ft. and under.
NEWC	\$150.00	New home or residential building and surveys 501 sq. ft. to 1000 sq. ft., Agricultural Greenhouse/Building
NEWD	\$200.00	New home or residential building and surveys 1001 sq. ft. to 1600 sq. ft.
NEWE	\$250.00	New home or residential building and surveys 1601 sq. ft. to 2500 sq. ft.

NOTES:

RESIDENTIAL CODES – continued

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
NEWF	\$300.00	New home or residential building and surveys 2501 sq. ft. to 3500 sq. ft.
NEWG	\$350.00	New home or residential building and surveys 3501 sq. ft.- 5000 sq. ft.
NEWH	\$500.00	New home or residential building and surveys 5001 sq.ft- 10,000 sq.ft
NEWI	\$750.00	New home or residential building and surveys 10.001 sq.ft- 15,000 sq. ft.
NEWJ	\$1000.00	New home or residential building and surveys 15,001 sq.ft- and up
CORB	\$ 50.00	Correct certificate, commercial or residential.

- NOTES:**
- (1) Fees collected for electrical permits are not refundable after 30 days.**
 - (2) Fees for electrical surveys (work done) will be doubled.**
 - (3) Renewal fees include a \$25 fee per years expired - not to exceed permit fee.**

COMMERCIAL CODES

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
COMB	\$150.00	Commercial addition/renovation and surveys not exceeding 500 sq. ft. (Service fee not included).
COMC	\$200.00	Defects removed, commercial addition/renovation and surveys 501 sq. ft. to 1000 sq. ft.
COMD	\$250.00	Commercial addition/renovation and surveys 1001 sq. ft. to 1600 sq. ft. Cell Site Towers (Service Fee not included).

NOTES:

COMMERCIAL CODES – continued

<u>CODE</u>	<u>FEES</u>	<u>DESCRIPTION</u>
COME	\$300.00	Commercial addition/renovation and surveys 1601 sq. ft. to 2500 sq. ft. (Service fee not included).
COMF	\$350.00	Commercial addition/renovation and surveys 2501 sq. ft. to 3500 sq. ft. (Service fee not included).
COMG	\$500.00	Commercial addition/renovation and surveys 3501 sq. ft- 5000 sq.ft. (Service fee not included).
COMH	\$1000.00	Commercial addition/renovation and surveys 5001 sq. ft- 7500 sq.ft. (Service fee not included).
COMI	\$1500.00	Commercial addition/renovation and surveys 7501 sq. ft- 12,500 sq.ft. (Service fee not included).
COMJ	\$2000.00	Commercial addition/renovation and surveys 12,501 sq. ft. and up (Service fee not included).
MARA	\$250.00	Marina
MARD	\$250.00	Docks, slips and bulkheads.
BLDB	\$150.00	New commercial building and surveys not exceeding 500 sq. ft. (Service not included)
BLDC	\$200.00	New commercial building and surveys 501 sq. ft. to 1000 sq. ft. (Service not included)

NOTES:

COMMERCIAL CODES – continued

<u>CODE</u>	<u>FEE</u>	<u>DESCRIPTION</u>
BLDD	\$250.00	New commercial building and surveys 1001 sq. ft. to 1600 sq. ft. (Service not included)
BLDE	\$300.00	New commercial building and surveys 1601 sq. ft. to 2500 sq. ft. (Service not included)
BLDF	\$350.00	New commercial building and surveys 2501 sq. ft. to 3500 sq. ft. (Service not included)
BLDG	\$500.00	New commercial building and surveys 3501 sq. ft. 5000 sq. ft. (Service not included)
BLDH	\$1000.00	New commercial building and surveys 5001 sq. ft. – 10,000 sq. ft. (Service not included)
BLDI	\$1500.00	New commercial building and surveys 10,001 sq.ft –15,000 sq.ft (Service not included)
BLDJ	\$2000.00	New commercial building and surveys 15,001 sq. ft. and up. (Service not included)
COMP	\$200.00	Commercial swimming pool, spa and hot tub. (Service not included)
CSGN	\$ 75.00	Commercial Signs. (Service not included)
CREC	\$100.00	Commercial fire reconnect.
CSER	\$100.00	Commercial service 400 amps or less, overhead, underground, change of or more than 7 meters.
CVCO	\$150.00	Commercial service over 400 amps, overhead and underground.

NOTES:

CTEM	\$100.00	Commercial temporary construction service 400 amps or less.
CTEO	\$125.00	Commercial temporary construction service over 400 amps.
CLAA	\$150.00	Commercial 7 devices or less.

NOTES:
(1) Fees collected for electrical permits are not refundable after 30 days.
(2) Fees for electrical surveys (work done) will be doubled.
(3) Renewal fees include a \$25 fee per years expired - not to exceed permit fee.

NOTES:

TOWN OF SOUTHAMPTON
BUILDING PERMIT FEES – Effective 1/1/15
DEPT. OF LAND MANAGEMENT, BUILDING AND ZONING DIVISION

	Up to 2000	2001-3000	3001-4000	4001-5000	5001 and Over	*
1st Story	65 per sq ft	100 per sq ft	160 per sq ft	210 per sq ft	260 per sq ft	
2nd Story	45 per sq ft	80 per sq ft	140 per sq ft	190 per sq ft	240 per sq ft	
New Dwellings	Based on square footage as per above calculations					
Additions	Based on square footage as per above calculations					
Renovations	Based on estimated cost					
Private Garage or accessory building (finished living space additional estimated cost to construct required)	50.00 per sq ft					
Decks, Porches, patios (Unroofed), breezeways and carports	30.00 per sq ft					
Commercial buildings, apartments, hotel, motel	200.00 per sq ft					
Storage warehouse, commercial/agricultural	50.00 per sq ft					
Swimming Pools - Above-ground and In-ground	Based on Estimated Cost					
Tennis Court	500.00					
Coastal Erosion Management Permit	1,000					
Pre-Existing Certificate of Occupancy	200.00					
Updated Certificate of Occupancy	200.00					
Commercial Compliance Certificate	200.00					
Signs	5.00 per square foot (50.00 minimum fee)					
Plumbing Fixtures	5.00 per fixture (50.00 minimum fee)					
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.					
Amendments to Building Permits	50.00 for 1 st amendment with fee increased 50.00 for each additional amendment – i.e. 2 nd amendment \$100.00, 3 rd amendment \$150.00, etc.					

NOTES:

Expedited Building Permit Application Review	1,000.00
Property Searches	25.00
Licensing (home improvement licenses and electrical & plumbing registrations)	200.00 for new two-year applications 175 for late renewals 150.00 for on-time renewals
Zoning Board of Appeals	500.00 (double fee if built w/o permits)
Zoning Board of Appeals Coastal Erosion or FEMA application	1000.00
Zoning Board of Appeals Interpretations	500.00
Zoning Board of Appeals Modifications to Decisions	50.00
Zoning Board of Appeals Postponements	50.00

* Fees are calculated as follows:

\$1,000.00 of estimated cost equals a \$50.00 permit fee

Every \$1,000.00 of estimated cost thereafter is an additional \$3.60 of added fee.

NOTE: BUILDING PERMIT APPLICATIONS FOR WORK DONE ARE SUBJECT TO DOUBLE FEES.

NOTES:

Town of Southampton
2015 Adopted Budget
Building & Zoning Division - 8029

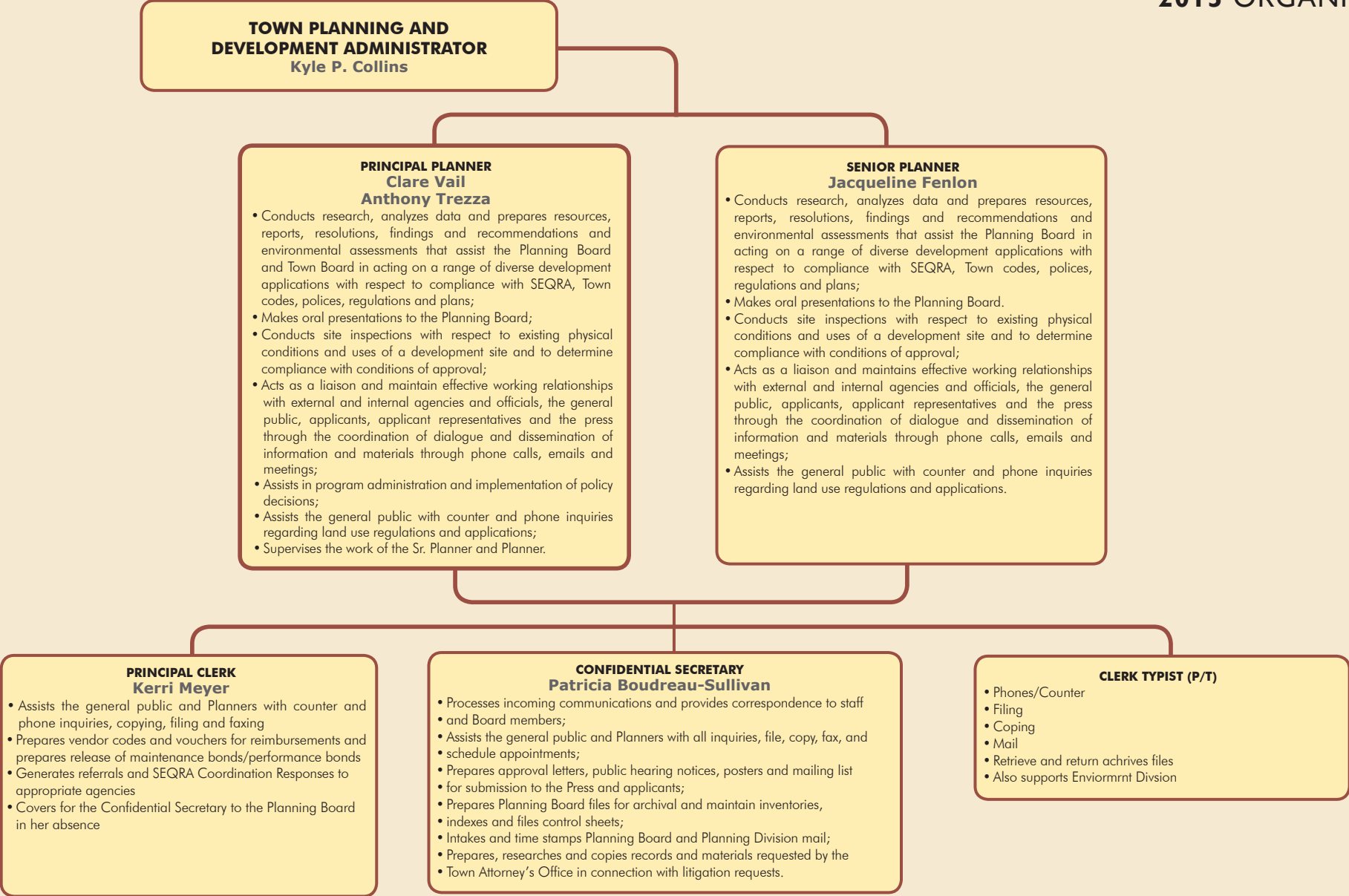
Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	0	(138,611)	(144,966)	(144,966)	(205,159)	(279,506)	(279,506)	(279,506)	(134,540)	92.81%	(167,247)	(238,964)	(245,017)	(245,017)
	Total Real Property Taxes	0	0	(138,611)	(144,966)	(144,966)	(205,159)	(279,506)	(279,506)	(279,506)	(134,540)	92.81%	(167,247)	(238,964)	(245,017)	(245,017)
Other Revenue:																
1562	Electrical Inspecti	380,000	551,002	400,000	400,000	528,814	415,000	415,000	415,000	415,000	15,000	3.75%	415,000	415,000	415,000	415,000
1790	Inter-Departmental Revenue	(975,877)	(993,729)	(675,700)	(676,600)	(507,675)	(650,286)	(693,894)	(768,392)	(768,392)	(91,792)	13.57%	(652,065)	(692,490)	(692,490)	(692,490)
2110	Zoning Fees	75,000	77,100	80,000	80,000	68,250	82,500	82,500	82,500	82,500	2,500	3.13%	82,500	82,500	82,500	82,500
2118	Photo Copy Fees	9,000	14,137	9,000	9,000	11,830	9,300	9,300	9,300	9,300	300	3.33%	9,300	9,300	9,300	9,300
2501	Licensing	151,500	201,454	151,500	151,500	318,900	156,000	156,000	156,000	156,000	4,500	2.97%	156,000	156,000	156,000	156,000
2555	Building Permit Fee	2,285,821	2,218,731	2,248,687	2,264,887	2,738,915	2,344,743	2,464,743	2,539,241	2,539,241	274,354	12.11%	2,344,743	2,464,743	2,464,743	2,464,743
2770	Miscellaneous	0	0	0	0	100	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	1,925,444	2,068,695	2,213,487	2,228,787	3,159,134	2,357,257	2,433,649	2,433,649	2,433,649	204,862	9.19%	2,355,478	2,435,053	2,435,053	2,435,053
	Total Revenue	1,925,444	2,068,695	2,074,876	2,083,821	3,014,168	2,152,098	2,154,143	2,154,143	2,154,143	70,322	3.37%	2,188,231	2,196,089	2,190,037	2,190,037
Salaries:																
6100	Salaries	1,190,019	1,169,669	1,275,483	1,252,428	1,038,527	1,300,666	1,290,875	1,290,875	1,290,875	(38,447)	(3.07%)	1,330,949	1,325,850	1,320,963	1,320,963
6101	Overtime	0	364	0	15,000	9,543	0	13,000	13,000	13,000	2,000	13.33%	0	13,000	13,000	13,000
6105	Part Time Salaries	0	15,410	3,200	21,200	10,129	3,200	3,200	3,200	3,200	18,000	84.91%	3,200	3,200	3,200	3,200
6110	Longevity	34,346	32,355	37,350	37,350	0	40,714	40,714	40,714	40,714	(3,364)	(9.01%)	41,529	41,529	41,529	41,529
6127	Cash in Lieu of Health Benefits	6,500	5,625	4,000	4,000	2,000	5,000	5,000	5,000	5,000	(1,000)	(25.00%)	5,000	5,000	5,000	5,000
	Total Salaries	1,230,864	1,223,423	1,320,033	1,329,978	1,060,199	1,349,580	1,352,789	1,352,789	1,352,789	(22,812)	(1.72%)	1,380,678	1,388,578	1,383,692	1,383,692
Employee Benefits - Current:																
6810	Employee Retirement - Active	165,645	294,562	169,871	192,103	162,470	222,153	220,537	220,537	220,537	(28,434)	(14.80%)	227,284	226,442	225,636	225,636
6830	FICA Tax Expenditure	94,138	91,352	100,826	100,775	79,129	102,331	102,985	102,985	102,985	(2,211)	(2.19%)	104,559	105,485	105,207	105,207
6835	MTA Tax	4,185	4,060	4,488	4,439	3,517	4,589	4,615	4,615	4,615	(176)	(3.97%)	4,694	4,737	4,720	4,720
6840	Worker's Compensation	31,823	31,823	34,200	34,200	22,901	34,765	34,535	34,535	34,535	(334)	(0.98%)	35,585	35,415	35,351	35,351
6860	Medical Insurance - Active Employees	294,249	264,396	344,037	344,037	249,866	336,000	336,000	336,000	336,000	8,037	2.34%	336,000	336,000	336,000	336,000
6865	Dental & Optical	25,662	20,522	27,372	27,372	19,098	27,372	27,372	27,372	27,372	0	0.00%	27,372	27,372	27,372	27,372
6875	Disability	569	270	634	634	121	634	634	634	634	0	0.00%	634	634	634	634
	Total Employee Benefits - Current	616,271	706,986	681,429	703,561	537,101	727,843	726,679	726,679	726,679	(23,118)	(3.29%)	736,128	736,086	734,920	734,920
	Total Employee Costs	1,847,136	1,930,409	2,001,461	2,033,538	1,597,300	2,077,423	2,079,468	2,079,468	2,079,468	(45,930)	(2.26%)	2,116,806	2,124,664	2,118,612	2,118,612
Contractual:																
6401	Contracts	1,818	449	1,818	1,018	441	1,200	1,200	1,200	1,200	(182)	(17.88%)	1,200	1,200	1,200	1,200
6403	Gasoline	24,000	19,421	24,000	24,000	15,706	22,000	22,000	22,000	22,000	2,000	8.33%	22,000	22,000	22,000	22,000
6406	Repair Equipment	245	0	245	245	0	245	245	245	245	0	0.00%	245	245	245	245
6408	Repair Vehicle	2,940	805	2,000	0	0	2,000	2,000	2,000	2,000	(2,000)	(100.00%)	2,000	2,000	2,000	2,000
6409	Copier Supplies	0	0	0	0	0	450	450	450	450	(450)	(100.00%)	450	450	450	450
6411	Printing and Stationery	9,500	13,551	9,500	11,000	9,155	10,000	10,000	10,000	10,000	1,000	9.09%	10,000	10,000	10,000	10,000
6412	Publications	1,800	2,933	6,800	2,000	0	4,250	4,250	4,250	4,250	(2,250)	(112.50%)	1,000	1,000	1,000	1,000
6415	Telephone	4,626	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6416	Travel, Dues and Related	1,676	785	985	985	936	985	985	985	985	0	0.00%	985	985	985	985
6420	Other	0	0	0	2,000	1,225	6,000	6,000	6,000	6,000	(4,000)	(200.00%)	6,000	6,000	6,000	6,000

Town of Southampton
2015 Adopted Budget
Building & Zoning Division - 8029

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual							2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
							2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted Difference	2015 % of Change						
6421	Legal Notices	5,880	6,963	5,880	5,880	4,941	4,800	4,800	4,800	4,800	1,080	18.37%	4,800	4,800	4,800	4,800		
6423	Small Equipment (Non-Capital)	0	0	320	320	0	0	0	0	0	320	100.00%	0	0	0	0		
6425	Office Supplies	2,940	3,513	2,500	3,800	3,076	3,500	3,500	3,500	3,500	300	7.89%	3,500	3,500	3,500	3,500		
6426	Supplies - Other	147	666	147	147	53	125	125	125	125	22	14.97%	125	125	125	125		
6433	Safety Equipment	1,500	674	1,500	1,500	1,485	1,400	1,400	1,400	1,400	100	6.67%	1,400	1,400	1,400	1,400		
6450	Schools & Training	200	180	220	220	220	220	220	220	220	0	0.00%	220	220	220	220		
6466	Telephone - Wireless	8,136	5,465	4,300	4,300	3,817	4,300	4,300	4,300	4,300	0	0.00%	4,300	4,300	4,300	4,300		
6477	Copier Leases	12,900	10,457	13,200	15,100	8,563	13,200	13,200	13,200	13,200	1,900	12.58%	13,200	13,200	13,200	13,200		
	Total Contractual	78,308	65,861	73,415	72,515	49,617	74,675	74,675	74,675	74,675	(2,160)	(2.98%)	71,425	71,425	71,425	71,425		
	Total Expenditures	1,925,444	1,996,269	2,074,876	2,106,053	1,646,917	2,152,098	2,154,143	2,154,143	2,154,143	(48,090)	(2.28%)	2,188,231	2,196,089	2,190,037	2,190,037		
	Net Surplus (Deficit)	0	72,425	0	(22,232)	1,367,251	0	0	0	0			0	0	0	0		
	Appropriated Fund Balance:																	
9090	Appropriated Fund Balance	0	0	0	22,232	0	0	0	0	0			0	0	0	0		
	Net Surplus (Deficit)	0	72,425	0	0	1,367,251	0	0	0	0			0	0	0	0		

CURRENT PLANNING DIVISION

2015 ORGANIZATIONAL CHART



Department Summary

Department: Current Planning Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Department Summary

Department: Current Planning Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8021

Manager: Kyle Collins

NOTES:

Workload:

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

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:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Current Planning Division - 8021									
Confidential Secretary	ADMINSUPPORT	51,000	0	0	51,000	31,386	82,386	0.2	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / M / 1	74,678	0	0	74,678	29,689	104,367	0.9	100.0
Principal Clerk	CSEA40HOUR-NEW / F / 2	53,910	2,156	0	56,067	34,600	90,666	8.3	100.0
Principal Planner	CSEA40HOUR-NEW / M / 5	81,147	4,869	0	86,016	42,043	128,058	13.3	100.0
Senior Planner	CSEA40HOUR-NEW / J / 4	69,756	2,790	0	72,546	38,699	111,245	8.8	100.0
Clerk Typist - Vacant	PART-TIME	14,560	0	0	14,560	1,250	15,810		100.0
Intern	PART-TIME	3,600	0	0	3,600	331	3,931		100.0
Total Current Planning Division - 8021		348,651	9,815	0	358,467	177,997	536,464		

NOTES:

PROPOSED 2015 PLANNING DIVISION FEE SCHEDULE

SITE PLAN APPLICATIONS

Site Plan Application	Fee
Site Plan Pre-Submission Application	\$1,050
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,050**
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**
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.21 per Square Foot not to exceed \$15,000**
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,050**
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	\$0.00
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,050
Agricultural Construction Permit Application on preserved farmland	\$1,050**
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.**

NOTES:

SPECIAL EXCEPTION APPLICATIONS

	Fee
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,050 (in addition to any site plan application fee)
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$315

SUBDIVISION APPLICATIONS

Application Type or Stage	Fee
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	\$275 (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)	½ of the full original final application fee

* **NOTE: Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities**

NOTES:

WETLAND PERMIT APPLICATIONS

	Fee
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	Fee
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

ADDITIONAL FEES

Type of Action	Fee
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Site Disturbance Plan / Over Clearing	\$1,575
Extension of Time (including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K), 90 day deadline for submission of signed site plans receiving administrative review approval, 1 year expiration of subdivision pre-application reports, special exception approval)	\$260

NOTES:

ADDITIONAL FEES

Type of Action	Fee
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	\$1,050
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

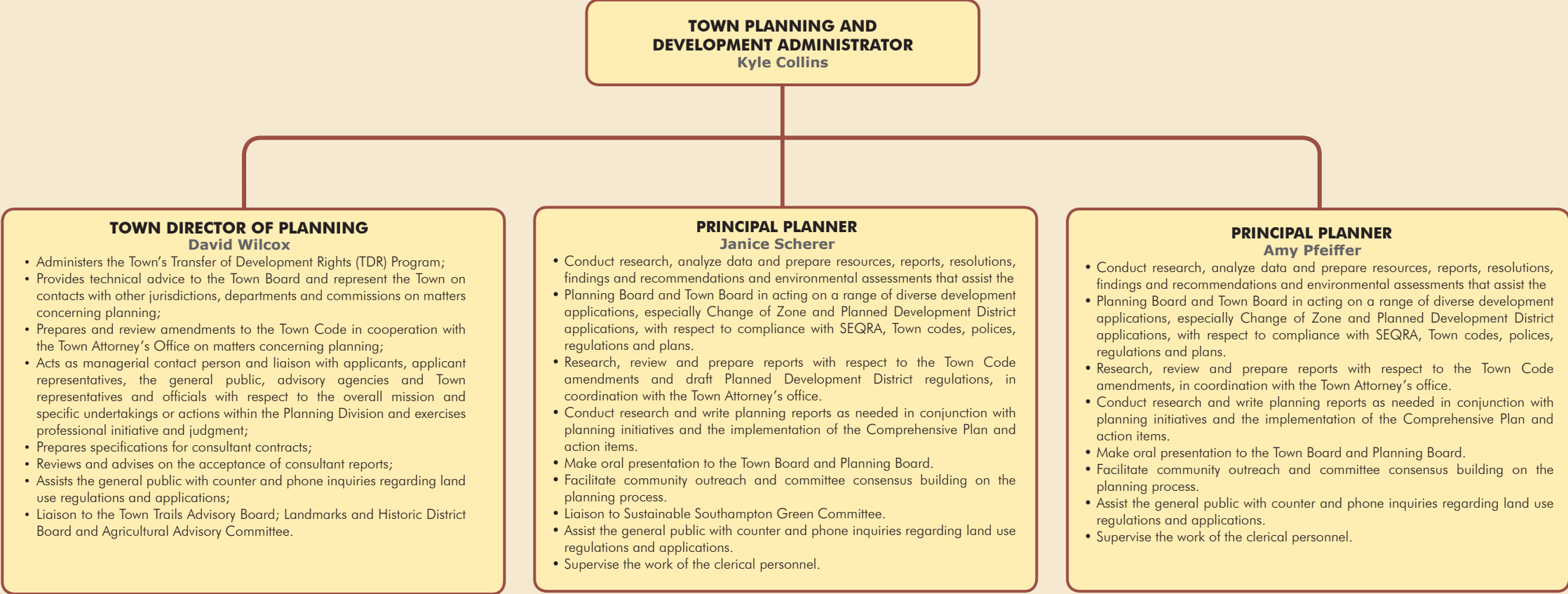
NOTES:

Town of Southampton
2015 Adopted Budget
Current Planning Division - 8021

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	60,315	55,978	294,418	279,766	279,766	311,222	311,222	311,222	311,222	31,456	11.24%	308,004	308,004	309,278	309,278
	Total Real Property Taxes	60,315	55,978	294,418	279,766	279,766	311,222	311,222	311,222	311,222	31,456	11.24%	308,004	308,004	309,278	309,278
Other Revenue:																
1790	Inter-Departmental Revenue	116,023	108,083	(109,657)	(109,657)	(82,243)	(110,007)	(110,007)	(110,007)	(110,007)	(350)	0.32%	(104,903)	(104,903)	(104,903)	(104,903)
2113	Old Filed Maps	7,000	6,500	5,800	5,800	(750)	3,340	3,340	3,340	3,340	(2,460)	(42.41%)	4,300	4,300	4,300	4,300
2114	Planning Zoning Amendments	12,000	3,500	11,600	11,600	10,000	10,020	10,020	10,020	10,020	(1,580)	(13.62%)	11,000	11,000	11,000	11,000
2115	Other PB Scheduling Fees	35,000	61,300	45,000	45,000	62,000	50,100	50,100	50,100	50,100	5,100	11.33%	53,000	53,000	53,000	53,000
2116	LM Planning Div- Site Plan-Fees	115,000	145,420	128,100	128,100	100,916	133,600	133,600	133,600	133,600	5,500	4.29%	135,000	135,000	135,000	135,000
2117	Special Exceptions Planning Fee	12,000	7,000	11,600	11,600	6,000	10,020	10,020	10,020	10,020	(1,580)	(13.62%)	12,000	12,000	12,000	12,000
2120	Sub Div-Planning Fees	115,000	90,350	113,100	113,100	113,200	126,920	126,920	128,169	128,169	15,069	13.32%	129,000	129,000	129,000	129,000
	Total Other Revenue	412,023	422,153	205,543	205,543	209,123	223,993	223,993	225,242	225,242	19,699	9.58%	239,397	239,397	239,397	239,397
	Total Revenue	472,338	478,131	499,961	485,309	488,890	535,215	535,215	536,464	536,464	51,155	10.54%	547,401	547,401	548,675	548,675
Salaries:																
6100	Salaries	293,245	273,776	328,105	313,835	248,448	329,491	329,491	330,491	330,491	(16,656)	(5.31%)	338,982	338,982	340,002	340,002
6105	Part Time Salaries	18,160	13,738	18,160	18,160	9,420	18,160	18,160	18,160	18,160	0	0.00%	18,160	18,160	18,160	18,160
6110	Longevity	9,066	9,276	9,554	9,554	0	9,815	9,815	9,815	9,815	(261)	(2.74%)	10,083	10,083	10,083	10,083
6127	Cash in Lieu of Health Benefits	1,500	1,500	4,000	4,000	750	0	0	0	0	4,000	100.00%	0	0	0	0
	Total Salaries	321,971	298,290	359,819	345,549	258,618	357,467	357,467	358,467	358,467	(12,918)	(3.74%)	367,225	367,225	368,245	368,245
Employee Benefits - Current:																
6810	Employee Retirement - Active	40,751	73,363	44,074	49,843	42,154	55,986	55,986	56,151	56,151	(6,308)	(12.65%)	57,596	57,596	57,764	57,764
6830	FICA Tax Expenditure	24,631	22,286	27,526	27,161	19,632	27,346	27,346	27,423	27,423	(262)	(0.96%)	28,093	28,093	28,171	28,171
6835	MTA Tax	1,095	987	1,223	1,206	873	1,215	1,215	1,219	1,219	(12)	(1.03%)	1,249	1,249	1,252	1,252
6840	Worker's Compensation	2,438	2,438	1,731	1,731	1,159	1,391	1,391	1,395	1,395	337	19.45%	1,429	1,429	1,433	1,433
6860	Medical Insurance - Active Employees	74,754	54,102	58,869	58,869	52,179	85,092	85,092	85,092	85,092	(26,223)	(44.55%)	85,092	85,092	85,092	85,092
6865	Dental & Optical	6,497	4,521	6,517	6,517	4,384	6,517	6,517	6,517	6,517	0	0.00%	6,517	6,517	6,517	6,517
6875	Disability	202	99	202	202	54	202	202	202	202	0	0.00%	202	202	202	202
	Total Employee Benefits - Current	150,367	157,795	140,142	145,529	120,435	177,748	177,748	177,997	177,997	(32,468)	(22.31%)	180,176	180,176	180,430	180,430
	Total Employee Costs	472,338	456,085	499,961	491,078	379,053	535,215	535,215	536,464	536,464	(45,386)	(9.24%)	547,401	547,401	548,675	548,675
	Total Expenditures	472,338	456,085	499,961	491,078	379,053	535,215	535,215	536,464	536,464	(45,386)	(9.24%)	547,401	547,401	548,675	548,675
	Net Surplus (Deficit)	0	22,046	0	(5,769)	109,837	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	5,769	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	22,046	0	0	109,837	0	0	0	0			0	0	0	0

LONG RANGE PLANNING & ECONOMIC DEVELOPMENT DIVISION

2015 ORGANIZATIONAL CHART



Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

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 Planned Development District, Change of Zone and Moratorium Exemption applications.
4. Lead the implementation of the Town's Comprehensive Plan, codes, programs and policies related to the Central Pine Barrens Plan, groundwater protection and farmland preservation.
5. Assist and advise Land Management Divisions and Town Departments on matters related to planning and with the fulfillment of their missions.
6. Provide professional and technical assistance to Town appointed and elected advisory boards and committees.
7. Assist and advise other Town, County, State and Federal agencies on matters related to Long Range Planning.

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.

Department Summary

Department: Long Range Planning & Economic Development Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (03)

Cost Center #: 8026

Manager: Kyle Collins

NOTES:

Workload:

6. Provide a high level of service, support and education to applicants and citizens involved in the land planning process and long range planning.
7. Prepare reports, studies, maps, plans and specifications for Town Board initiatives, studies, programs, projects, legislation and code amendments.
8. Prepare reports, studies, maps, plans and specifications required for the updating, amendment and implementation of the Town's Comprehensive Plan, codes, programs and policies related to planning, economic development, including land use, zoning, transportation, natural resources, groundwater, surface waters, wetlands, open space, farmland, pine barrens, recreation, trails, historic preservation, etc.
9. Prepare and maintain maps through the use of the Town's GIS, related to planning initiatives, studies, programs, projects, legislation and code amendments.
10. Conduct SEQRA reviews and prepare SEQRA documents for Town Board initiatives, studies, programs, projects, legislation and code amendments.
11. Foster the coordination of all planning initiatives with intermunicipal, regional and state agencies.

Goals & Objectives:

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

Legal Authority:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Long Range Planning & Economic Development Division - 8026									
Town Planning Director	ADMINISTRATIVE	110,408	0	3,700	114,108	29,262	143,370	31.2	100.0
Principal Planner	CSEA40HOUR - 7-1-2010 / M / 2	76,241	0	0	76,241	39,629	115,870	1.6	100.0
Principal Planner	CSEA40HOUR-NEW / M / 5	81,147	4,869	2,500	88,516	23,335	111,851	11.6	100.0
Clerk Typist	CSEA40HOUR-NEW / C / 3	41,907	1,769	2,500	48,496	13,387	61,882	8.6	100.0
Total Long Range Planning & Economic Development Division - 8026		312,022	6,638	8,700	327,360	105,613	432,973		

NOTES:

Town of Southampton
2015 Adopted Budget
Long Range Planning & Economic Development Division - 8026

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	
	Real Property Taxes:																
1001	Property Taxes	400,998	383,454	412,606	402,606	402,606	432,973	432,973	432,973	432,973	30,367	7.54%	443,363	443,363	443,363	443,363	
	Total Real Property Taxes	400,998	383,454	412,606	402,606	402,606	432,973	432,973	432,973	432,973	30,367	7.54%	443,363	443,363	443,363	443,363	
	Total Revenue	400,998	383,454	412,606	402,606	402,606	432,973	432,973	432,973	432,973	30,367	7.54%	443,363	443,363	443,363	443,363	
	Salaries:																
6100	Salaries	303,687	286,225	303,830	303,830	253,098	312,022	312,022	312,022	312,022	(8,192)	(2.70%)	320,283	320,283	320,283	320,283	
6103	Accumulated Sick/Personal Days	3,061	2,321	2,920	2,920	1,945	2,200	2,200	2,200	2,200	720	24.66%	2,200	2,200	2,200	2,200	
6110	Longevity	9,473	7,118	6,462	6,462	0	6,638	6,638	6,638	6,638	(176)	(2.72%)	6,807	6,807	6,807	6,807	
6127	Cash in Lieu of Health Benefits	9,000	7,125	6,500	6,500	3,250	6,500	6,500	6,500	6,500	0	0.00%	6,500	6,500	6,500	6,500	
	Total Salaries	325,222	302,789	319,712	319,712	258,293	327,360	327,360	327,360	327,360	(7,648)	(2.39%)	335,790	335,790	335,790	335,790	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	43,905	76,590	41,243	46,641	39,446	54,014	54,014	54,014	54,014	(7,374)	(15.81%)	55,405	55,405	55,405	55,405	
6830	FICA Tax Expenditure	24,639	23,132	24,094	24,094	19,733	24,590	24,590	24,590	24,590	(495)	(2.06%)	25,098	25,098	25,098	25,098	
6835	MTA Tax	1,106	1,036	1,087	1,087	877	1,113	1,113	1,113	1,113	(26)	(2.39%)	1,142	1,142	1,142	1,142	
6840	Worker's Compensation	814	814	1,519	1,519	1,017	1,248	1,248	1,248	1,248	271	17.84%	1,281	1,281	1,281	1,281	
6860	Medical Insurance - Active Employees	0	768	19,623	9,623	7,783	19,320	19,320	19,320	19,320	(9,697)	(100.77%)	19,320	19,320	19,320	19,320	
6865	Dental & Optical	5,197	3,760	5,213	5,213	3,979	5,213	5,213	5,213	5,213	0	0.00%	5,213	5,213	5,213	5,213	
6875	Disability	115	50	115	115	20	115	115	115	115	0	0.00%	115	115	115	115	
	Total Employee Benefits - Current	75,776	106,150	92,894	88,292	72,855	105,613	105,613	105,613	105,613	(17,321)	(19.62%)	107,574	107,574	107,574	107,574	
	Total Employee Costs	400,998	408,939	412,606	408,004	331,149	432,973	432,973	432,973	432,973	(24,969)	(6.12%)	443,363	443,363	443,363	443,363	
	Total Expenditures	400,998	408,939	412,606	408,004	331,149	432,973	432,973	432,973	432,973	(24,969)	(6.12%)	443,363	443,363	443,363	443,363	
	Net Surplus (Deficit)	0	(25,485)	0	(5,398)	71,457	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	5,398	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	(25,485)	0	0	71,457	0	0	0	0			0	0	0	0	

ENVIRONMENT DIVISION

2015 ORGANIZATIONAL CHART

**TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR**
Kyle Collins

CHIEF ENVIRONMENTAL ANALYST
Martin Shea

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

SR. ADMINISTRATIVE ASSISTANT
Dolores Minor

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

DRIVER MESSENGER
Carol Oborski

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

ENVIRONMENTAL ANALYST
Theresa Masin
NEW POSITION (F/T)

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

Department Summary

Department: Environment Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

The mission and responsibility of the Environment Division is to:

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

Department Summary

Department: Environment Division

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Kyle Collins

NOTES:

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

1. Provide technical reports and testimony to the Town Board, Board of Trustees, Conservation Board, Planning Board and Zoning Board of Appeals, as well as Federal, State, and County agencies related to natural resource conservation and management, open space protection, habitat restoration, coastal resources, endangered species, groundwater protection, local waterfront revitalization, non-point source pollution abatement, vector control, Peconic and South Shore Estuaries, central pine barrens, landscaping, roadside beautification, environmental education, stewardship and assessment of environmental impacts, environmental enforcement and code amendments.
2. Provide professional and technical services to enable the Town and the Village of Sagaponack to administer and implement 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, and for complete permit applications at the Satellite Office in Hampton Bays, Mondays and Tuesdays only.
5. Provide technical guidance for woodland, beach dune and wetland restoration plans to address local natural and scenic resource protection needs and ensure compliance with Chapters 330 (Aquifer Protection Overlay), 138 (Coastal Erosion Hazard Area) and 325 (Wetlands) of the Town Code.
6. Provide technical guidance and environmental monitoring services with respect to protection of rare, threatened and endangered species .
7. Provide technical input and support with regards to the development and implementation of a Waterfront Protection Plan.
8. Maintain public outreach and interagency contacts, including providing guidance to the public with respect to environmental regulations.
9. Act as technical liaison between the Town and the Beach Erosion Control Taxation 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: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8090

Manager: Kyle Collins

NOTES:

Goals & Objectives:

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

Legal Authority:

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

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Frs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Environment Division - 8090									
Chief Environmental Analyst	ADMINISTRATIVE	115,000	0	4,500	119,500	55,331	174,831	26.0	100.0
Senior Administrative Assistant	ADMINSUPPORT	53,000	0	2,500	55,500	15,132	70,632	1.9	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 1	35,503	0	0	35,503	29,490	64,993	1.4	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / G / 3	56,881	0	2,500	59,381	16,103	75,484	2.8	100.0
Environmental Analyst PT	PART-TIME	27,000	0	0	27,000	2,186	29,186		100.0
Total Environment Division - 8090		287,384	0	9,500	296,884	118,242	415,126		

NOTES:

PROPOSED 2015 WETLANDS APPLICATION FEES

<u>WETLAND APPLICATION</u>	<u>FEE</u>
CERTIFICATE OF COASTAL COMPLIANCE AND LOT INSPECTIONS	\$250
LETTERS OF NON-JURISDICTION	\$250
WETLANDS BOUNDARY FLAGGING	1 ST ACRE OR LESS: \$300 EACH ADDITIONAL ACRE: \$50 MAXIMUM FEE \$3,000
CONSERVATION BOARD WETLAND PERMIT	\$800
EXISTING STRUCTURES CONSTRUCTED WITHOUT REQUIRED CONSERVATION BOARD WETLAND PERMIT	
300 SQUARE FEET OR LESS	\$400 ¹
GREATER THAN 300 SQUARE FEET	\$800 ¹
ADMINISTRATIVE WETLANDS PERMIT	\$400
EXISTING STRUCTURES CONSTRUCTED WITHOUT REQUIRED ADMINISTRATIVE WETLAND PERMIT	\$400 ¹
PERMIT RENEWALS	
ACTIVE PERMITS	\$300
EXPIRED PERMITS	\$100 ¹
PERMIT TRANSFERS	\$200
PERMIT MODIFICATION	\$400
RESCHEDULE OF PUBLIC HEARING (If re-hearing is at the request of applicant or due to error by applicant)	\$300

1. Added to standard applicable permit fee

NOTES:

Town of Southampton
2015 Adopted Budget
Environment Division - 8090

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	197,532	182,321	181,733	172,038	172,038	193,180	191,342	133,868	133,868	(38,170)	(22.19%)	203,683	203,683	142,802	142,802
	Total Real Property Taxes	197,532	182,321	181,733	172,038	172,038	193,180	191,342	133,868	133,868	(38,170)	(22.19%)	203,683	203,683	142,802	142,802
Other Revenue:																
1790	Inter-Departmental Revenue	(43,579)	(43,727)	(44,648)	(44,648)	(33,486)	(44,570)	(44,570)	(44,570)	(44,570)	78	(0.17%)	(44,570)	(44,570)	(44,570)	(44,570)
2112	Wetland Fees	225,000	236,190	225,000	225,000	253,720	325,000	325,000	325,829	325,829	100,829	44.81%	325,000	325,000	325,000	325,000
	Total Other Revenue	181,421	192,463	180,352	180,352	220,234	280,430	280,430	281,258	281,258	100,907	55.95%	280,430	280,430	280,430	280,430
	Total Revenue	378,953	374,784	362,084	352,389	392,272	473,610	471,771	415,126	415,126	62,737	17.80%	484,112	484,112	423,232	423,232
Salaries:																
6100	Salaries	257,925	237,299	250,501	250,501	208,644	315,651	314,139	260,384	260,384	(9,884)	(3.95%)	324,121	324,121	266,935	266,935
6101	Overtime	0	1,143	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	3,092	4,122	3,900	4,205	4,205	4,500	4,500	4,500	4,500	(295)	(7.02%)	4,500	4,500	4,500	4,500
6105	Part Time Salaries	0	0	0	0	0	0	0	27,000	27,000	(27,000)	(100.00%)	0	0	27,000	27,000
6110	Longevity	2,640	1,259	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	2,502	3,750	5,000	5,000	2,000	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
	Total Salaries	266,158	247,573	259,401	259,706	214,849	325,151	323,639	296,884	296,884	(37,179)	(14.32%)	333,621	333,621	303,435	303,435
Employee Benefits - Current:																
6810	Employee Retirement - Active	35,651	62,182	33,463	37,843	32,005	53,650	53,400	44,531	44,531	(6,688)	(17.67%)	55,047	55,047	45,612	45,612
6830	FICA Tax Expenditure	20,146	18,747	19,446	19,446	16,275	23,993	23,971	21,924	21,924	(2,478)	(12.75%)	24,496	24,496	22,283	22,283
6835	MTA Tax	905	833	882	882	723	1,106	1,100	1,009	1,009	(127)	(14.45%)	1,134	1,134	1,032	1,032
6840	Worker's Compensation	3,972	3,972	4,345	4,345	2,910	4,675	4,625	4,410	4,410	(65)	(1.49%)	4,777	4,777	4,503	4,503
6860	Medical Insurance - Active Employees	46,808	23,455	39,225	29,225	23,246	58,380	58,380	41,016	41,016	(11,791)	(40.34%)	58,380	58,380	41,016	41,016
6865	Dental & Optical	5,197	1,784	5,208	5,208	1,989	6,512	6,512	5,208	5,208	0	0.00%	6,512	6,512	5,208	5,208
6875	Disability	115	92	115	115	41	144	144	144	144	(29)	(25.00%)	144	144	144	144
	Total Employee Benefits - Current	112,795	111,064	102,684	97,064	77,189	148,459	148,133	118,242	118,242	(21,178)	(21.82%)	150,491	150,491	119,797	119,797
	Total Employee Costs	378,953	358,637	362,084	356,769	292,038	473,610	471,771	415,126	415,126	(58,357)	(16.36%)	484,112	484,112	423,232	423,232
	Total Expenditures	378,953	358,637	362,084	356,769	292,038	473,610	471,771	415,126	415,126	(58,357)	(16.36%)	484,112	484,112	423,232	423,232
	Net Surplus (Deficit)	0	16,147	0	(4,380)	100,233	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	4,380	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	16,147	0	0	100,233	0	0	0	0			0	0	0	0

Department Summary

Department: Architectural Review Board

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8013

Manager: Kyle Collins

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	YRS Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Architectural Review Board - 8013									
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	364	4,364	1.0	100.0
Architectural Review Board	APPOINTBOARD	5,000	0	0	5,000	448	5,448	14.0	100.0
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	364	4,364	3.6	100.0
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	1,024	5,024	7.0	100.0
Architectural Review Board	APPOINTBOARD	4,000	0	0	4,000	364	4,364	5.0	100.0
Total Architectural Review Board - 8013		21,000	0	0	21,000	2,566	23,566		

NOTES:

Town of Southampton
2015 Adopted Budget
Architectural Review Board - 8013

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	23,418	23,524	23,443	23,443	17,582	23,566	23,566	23,566	23,566	123	0.52%	23,566	23,566	23,566	23,566	
	Total Other Revenue	23,418	23,524	23,443	23,443	17,582	23,566	23,566	23,566	23,566	123	0.52%	23,566	23,566	23,566	23,566	
	Total Revenue	23,418	23,524	23,443	23,443	17,582	23,566	23,566	23,566	23,566	123	0.52%	23,566	23,566	23,566	23,566	
	Salaries:																
6100	Salaries	21,000	21,000	21,000	21,000	20,500	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	20,500	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	540	945	516	584	494	660	660	660	660	(76)	(13.01%)	660	660	660	660	
6830	FICA Tax Expenditure	1,607	1,606	1,607	1,607	1,568	1,607	1,607	1,607	1,607	0	0.00%	1,607	1,607	1,607	1,607	
6835	MTA Tax	71	72	71	71	70	71	71	71	71	0	0.00%	71	71	71	71	
6840	Worker's Compensation	56	56	105	105	70	84	84	84	84	21	20.00%	84	84	84	84	
6875	Disability	144	250	144	144	102	144	144	144	144	0	0.00%	144	144	144	144	
	Total Employee Benefits - Current	2,418	2,929	2,443	2,511	2,304	2,566	2,566	2,566	2,566	(55)	(2.19%)	2,566	2,566	2,566	2,566	
	Total Employee Costs	23,418	23,929	23,443	23,511	22,804	23,566	23,566	23,566	23,566	(55)	(0.23%)	23,566	23,566	23,566	23,566	
	Total Expenditures	23,418	23,929	23,443	23,511	22,804	23,566	23,566	23,566	23,566	(55)	(0.23%)	23,566	23,566	23,566	23,566	
	Net Surplus (Deficit)	0	(405)	0	(68)	(5,222)	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	68	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	(405)	0	0	(5,222)	0	0	0	0			0	0	0	0	

Department Summary

Department: Conservation Board

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8730

Manager: Kyle Collins

NOTES:

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Conservation Board - 8730									
Conservation Board	APPOINTBOARD	5,500	0	0	5,500	1,398	6,898	19.0	100.0
Conservation Board	APPOINTBOARD	6,500	0	0	6,500	1,837	8,337	25.0	100.0
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	465	5,665	7.0	100.0
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	465	5,665	1.0	100.0
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	617	5,817	4.2	100.0
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	465	5,665	17.9	100.0
Conservation Board	APPOINTBOARD	5,200	0	0	5,200	1,323	6,523	9.6	100.0
Total Conservation Board - 8730		38,000	0	0	38,000	6,570	44,570		

NOTES:

Town of Southampton
2015 Adopted Budget
Conservation Board - 8730

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
	Other Revenue:															
1790	Inter-Departmental Revenue	43,579	43,727	44,648	44,648	33,486	44,570	44,570	44,570	44,570	(78)	(0.17%)	44,570	44,570	44,570	44,570
	Total Other Revenue	43,579	43,727	44,648	44,648	33,486	44,570	44,570	44,570	44,570	(78)	(0.17%)	44,570	44,570	44,570	44,570
	Total Revenue	43,579	43,727	44,648	44,648	33,486	44,570	44,570	44,570	44,570	(78)	(0.17%)	44,570	44,570	44,570	44,570
	Salaries:															
6100	Salaries	37,000	37,000	38,000	38,000	30,416	38,000	38,000	38,000	38,000	0	0.00%	38,000	38,000	38,000	38,000
	Total Salaries	37,000	37,000	38,000	38,000	30,416	38,000	38,000	38,000	38,000	0	0.00%	38,000	38,000	38,000	38,000
	Employee Benefits - Current:															
6810	Employee Retirement - Active	2,970	5,220	2,890	3,269	2,764	2,838	2,838	2,838	2,838	431	13.17%	2,838	2,838	2,838	2,838
6830	FICA Tax Expenditure	2,831	2,831	2,907	2,907	2,327	2,907	2,907	2,907	2,907	0	0.00%	2,907	2,907	2,907	2,907
6835	MTA Tax	126	126	129	129	103	129	129	129	129	0	0.00%	129	129	129	129
6840	Worker's Compensation	451	451	521	521	349	495	495	495	495	26	5.05%	495	495	495	495
6875	Disability	202	349	202	202	123	202	202	202	202	0	0.00%	202	202	202	202
	Total Employee Benefits - Current	6,579	8,977	6,648	7,027	5,666	6,570	6,570	6,570	6,570	457	6.50%	6,570	6,570	6,570	6,570
	Total Employee Costs	43,579	45,977	44,648	45,027	36,082	44,570	44,570	44,570	44,570	457	1.01%	44,570	44,570	44,570	44,570
	Total Expenditures	43,579	45,977	44,648	45,027	36,082	44,570	44,570	44,570	44,570	457	1.01%	44,570	44,570	44,570	44,570
	Net Surplus (Deficit)	0	(2,250)	0	(379)	(2,596)	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	379	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(2,250)	0	0	(2,596)	0	0	0	0			0	0	0	0

Department Summary

Department: Landmarks & Historic Districts Board

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8022

Manager: Kyle Collins

Departmental Mission & Responsibilities:

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

Workload:

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

Goals & Objectives:

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

Legal Authority:

Established pursuant to Local Law - Chapter 330-320.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Landmarks & Historic Districts Board - 8022									
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527	3.4	100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,600	0	0	1,600	427	2,027		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527		100.0
Landmarks & Historic Districts Board	APPOINTBOARD	1,200	0	0	1,200	327	1,527		100.0
Total Landmarks & Historic Districts Board - 8022		11,200	0	0	11,200	3,047	14,247		

NOTES:

Town of Southampton
2015 Adopted Budget
Landmarks & Historic Districts Board - 8022

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	12,425	12,425	12,741	12,741	9,556	12,842	12,842	12,842	12,842	100	0.79%	12,842	12,842	12,842	12,842	
	Total Other Revenue	12,425	12,425	12,741	12,741	9,556	12,842	12,842	12,842	12,842	100	0.79%	12,842	12,842	12,842	12,842	
	Total Revenue	12,425	12,425	12,741	12,741	9,556	12,842	12,842	12,842	12,842	100	0.79%	12,842	12,842	12,842	12,842	
	Salaries:																
6100	Salaries	11,100	9,800	11,200	11,200	4,725	11,200	11,200	11,200	11,200	0	0.00%	11,200	11,200	11,200	11,200	
	Total Salaries	11,100	9,800	11,200	11,200	4,725	11,200	11,200	11,200	11,200	0	0.00%	11,200	11,200	11,200	11,200	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	162	365	361	409	345	462	462	462	462	(53)	(12.90%)	462	462	462	462	
6830	FICA Tax Expenditure	849	750	857	857	361	857	857	857	857	0	0.00%	857	857	857	857	
6835	MTA Tax	38	33	38	38	16	38	38	38	38	0	0.00%	38	38	38	38	
6840	Worker's Compensation	17	17	26	26	17	26	26	26	26	0	1.54%	26	26	26	26	
6875	Disability	259	21	259	259	7	259	259	259	259	0	0.00%	259	259	259	259	
	Total Employee Benefits - Current	1,325	1,186	1,541	1,589	748	1,642	1,642	1,642	1,642	(52)	(3.30%)	1,642	1,642	1,642	1,642	
	Total Employee Costs	12,425	10,986	12,741	12,789	5,473	12,842	12,842	12,842	12,842	(52)	(0.41%)	12,842	12,842	12,842	12,842	
	Total Expenditures	12,425	10,986	12,741	12,789	5,473	12,842	12,842	12,842	12,842	(52)	(0.41%)	12,842	12,842	12,842	12,842	
	Net Surplus (Deficit)	0	1,439	0	(48)	4,083	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	48	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	1,439	0	0	4,083	0	0	0	0			0	0	0	0	

Department Summary

Department: Licensing Review Board

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8016

Manager: Kyle Collins

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.

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

Goals & Objectives:

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

Legal Authority:

Established pursuant to Southampton Town Code, Section 143.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Licensing Review Board - 8016									
Licensing Review Board	APPOINTBOARD	3,600	0	0	3,600	1,030	4,630	6.0	100.0
Licensing Review Board	APPOINTBOARD	4,800	0	0	4,800	1,364	6,164	22.8	100.0
Licensing Review Board	APPOINTBOARD	3,600	0	0	3,600	1,030	4,630	7.0	100.0
Licensing Review Board	APPOINTBOARD	3,600	0	0	3,600	1,030	4,630	7.0	100.0
Licensing Review Board	APPOINTBOARD	3,600	0	0	3,600	1,030	4,630	13.0	100.0
Total Licensing Review Board - 8016		19,200	0	0	19,200	5,485	24,685		

NOTES:

Town of Southampton
2015 Adopted Budget
Licensing Review Board - 8016

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	22,975	22,975	23,530	23,530	17,647	24,091	24,091	24,091	24,091	562	2.39%	24,091	24,091	24,091	24,091	
	Total Other Revenue	22,975	22,975	23,530	23,530	17,647	24,091	24,091	24,091	24,091	562	2.39%	24,091	24,091	24,091	24,091	
	Total Revenue	22,975	22,975	23,530	23,530	17,647	24,091	24,091	24,091	24,091	562	2.39%	24,091	24,091	24,091	24,091	
	Salaries:																
6100	Salaries	19,200	18,800	19,200	19,200	15,000	19,200	19,200	19,200	19,200	0	0.00%	19,200	19,200	19,200	19,200	
	Total Salaries	19,200	18,800	19,200	19,200	15,000	19,200	19,200	19,200	19,200	0	0.00%	19,200	19,200	19,200	19,200	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	1,458	2,796	2,012	2,276	1,925	2,574	2,574	2,574	2,574	(298)	(13.07%)	2,574	2,574	2,574	2,574	
6830	FICA Tax Expenditure	1,469	1,438	1,469	1,469	1,148	1,469	1,469	1,469	1,469	0	0.00%	1,469	1,469	1,469	1,469	
6835	MTA Tax	65	64	65	65	51	65	65	65	65	0	0.00%	65	65	65	65	
6840	Worker's Compensation	639	639	639	639	428	639	639	639	639	0	0.00%	639	639	639	639	
6875	Disability	144	124	144	144	48	144	144	144	144	0	0.00%	144	144	144	144	
	Total Employee Benefits - Current	3,775	5,061	4,330	4,594	3,599	4,891	4,891	4,891	4,891	(298)	(6.48%)	4,891	4,891	4,891	4,891	
	Total Employee Costs	22,975	23,861	23,530	23,794	18,599	24,091	24,091	24,091	24,091	(298)	(1.25%)	24,091	24,091	24,091	24,091	
	Total Expenditures	22,975	23,861	23,530	23,794	18,599	24,091	24,091	24,091	24,091	(298)	(1.25%)	24,091	24,091	24,091	24,091	
	Net Surplus (Deficit)	0	(886)	0	(264)	(952)	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	264	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	(886)	0	0	(952)	0	0	0	0			0	0	0	0	

Department Summary

Department: Planning Board

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8020

Manager: Kyle Collins

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 subdivision review.

Goals & Objectives:

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

Legal Authority:

Established pursuant to New York State Town Law Article 16.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Planning Board - 8020									
Planning Board	APPOINTBOARD	11,000	0	0	11,000	952	11,952	1.0	100.0
Planning Board	APPOINTBOARD	15,000	0	0	15,000	12,520	27,520	21.8	100.0
Planning Board	APPOINTBOARD	11,000	0	0	11,000	952	11,952	9.8	100.0
Planning Board	APPOINTBOARD	11,000	0	0	11,000	2,256	13,256	12.8	100.0
Planning Board	APPOINTBOARD	12,000	0	0	12,000	9,424	21,424	16.0	100.0
Planning Board	APPOINTBOARD	11,000	0	0	11,000	952	11,952	5.0	100.0
Planning Board	APPOINTBOARD	11,000	0	0	11,000	952	11,952	3.8	100.0
Total Planning Board - 8020		82,000	0	0	82,000	28,007	110,007		

NOTES:

Town of Southampton

2015 Adopted Budget

Planning Board - 8020

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	0	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Real Property Taxes	0	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
Other Revenue:																
1790	Inter-Departmental Revenue	109,524	109,524	109,657	109,657	82,243	110,007	110,007	110,007	110,007	350	0.32%	104,903	104,903	104,903	104,903
	Total Other Revenue	109,524	109,524	109,657	109,657	82,243	110,007	110,007	110,007	110,007	350	0.32%	104,903	104,903	104,903	104,903
	Total Revenue	109,524	109,524	109,657	109,657	82,243	110,007	110,007	110,007	110,007	350	0.32%	104,903	104,903	104,903	104,903
Salaries:																
6100	Salaries	82,000	82,000	82,000	82,000	75,666	82,000	82,000	82,000	82,000	0	0.00%	82,000	82,000	82,000	82,000
	Total Salaries	82,000	82,000	82,000	82,000	75,666	82,000	82,000	82,000	82,000	0	0.00%	82,000	82,000	82,000	82,000
Employee Benefits - Current:																
6810	Employee Retirement - Active	1,620	2,836	1,548	1,751	1,481	1,980	1,980	1,980	1,980	(229)	(13.08%)	1,980	1,980	1,980	1,980
6830	FICA Tax Expenditure	6,273	5,078	6,273	6,273	4,759	6,273	6,273	6,273	6,273	0	0.00%	6,273	6,273	6,273	6,273
6835	MTA Tax	279	226	279	279	212	279	279	279	279	0	0.00%	279	279	279	279
6840	Worker's Compensation	220	220	410	410	275	328	328	328	328	82	20.00%	328	328	328	328
6860	Medical Insurance - Active Employees	15,033	15,057	15,033	15,033	12,538	15,033	15,033	15,033	15,033	0	0.00%	9,928	9,928	9,928	9,928
6865	Dental & Optical	3,898	2,260	3,913	3,913	1,992	3,913	3,913	3,913	3,913	0	0.00%	3,913	3,913	3,913	3,913
6875	Disability	202	349	202	202	160	202	202	202	202	0	0.00%	202	202	202	202
	Total Employee Benefits - Current	27,524	26,027	27,657	27,860	21,416	28,007	28,007	28,007	28,007	(147)	(0.53%)	22,903	22,903	22,903	22,903
	Total Employee Costs	109,524	108,026	109,657	109,860	97,082	110,007	110,007	110,007	110,007	(147)	(0.13%)	104,903	104,903	104,903	104,903
	Total Expenditures	109,524	108,026	109,657	109,860	97,082	110,007	110,007	110,007	110,007	(147)	(0.13%)	104,903	104,903	104,903	104,903
	Net Surplus (Deficit)	0	1,498	0	(203)	(14,839)	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	203	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	1,498	0	0	(14,839)	0	0	0	0			0	0	0	0

Department Summary

Department: Zoning Board of Appeals

Budget Year: 2015

Division: Land Management Department

Tax District: Part Town Land Management (22)

Cost Center #: 8012

Manager: Kyle Collins

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	Total Benefits	Total Comp. & Benefits	TTS Srv 1/1/15	Alloc. %
Land Management Department									
Land Management Summary									
Zoning Board of Appeals - 8012									
Zoning Board of Appeals	APPOINTBOARD	11,000	0	0	11,000	7,871	18,871	12.8	100.0
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	7,647	17,747	5.0	100.0
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	12,471	22,571	19.0	100.0
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	876	10,976	1.0	100.0
Zoning Board of Appeals	APPOINTBOARD	12,500	0	0	12,500	14,373	26,873	19.0	100.0
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	2,543	12,643	17.0	100.0
Zoning Board of Appeals	APPOINTBOARD	10,100	0	0	10,100	876	10,976	1.0	100.0
Total Zoning Board of Appeals - 8012		74,000	0	0	74,000	46,657	120,657		

NOTES:

Town of Southampton
2015 Adopted Budget
Zoning Board of Appeals - 8012

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	
	Other Revenue:																
1790	Inter-Departmental Revenue	114,604	124,804	132,633	132,633	99,475	120,657	120,657	120,657	120,657	(11,976)	(9.03%)	110,448	110,448	110,448	110,448	
	Total Other Revenue	114,604	124,804	132,633	132,633	99,475	120,657	120,657	120,657	120,657	(11,976)	(9.03%)	110,448	110,448	110,448	110,448	
	Total Revenue	114,604	124,804	132,633	132,633	99,475	120,657	120,657	120,657	120,657	(11,976)	(9.03%)	110,448	110,448	110,448	110,448	
	Salaries:																
6100	Salaries	73,500	73,500	74,000	74,000	61,250	74,000	74,000	74,000	74,000	0	0.00%	74,000	74,000	74,000	74,000	
	Total Salaries	73,500	73,500	74,000	74,000	61,250	74,000	74,000	74,000	74,000	0	0.00%	74,000	74,000	74,000	74,000	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	8,573	15,541	9,546	10,796	9,130	8,877	8,877	8,877	8,877	1,919	17.78%	8,877	8,877	8,877	8,877	
6830	FICA Tax Expenditure	5,623	3,680	5,661	5,661	3,640	5,661	5,661	5,661	5,661	0	0.00%	5,661	5,661	5,661	5,661	
6835	MTA Tax	250	181	252	252	162	252	252	252	252	0	0.00%	252	252	252	252	
6840	Worker's Compensation	197	197	370	370	248	296	296	296	296	74	20.00%	296	296	296	296	
6860	Medical Insurance - Active Employees	24,961	35,626	39,994	39,994	22,041	30,065	30,065	30,065	30,065	9,928	24.82%	19,857	19,857	19,857	19,857	
6865	Dental & Optical	1,299	1,130	2,609	2,609	996	1,304	1,304	1,304	1,304	1,304	50.00%	1,304	1,304	1,304	1,304	
6875	Disability	202	347	202	202	106	202	202	202	202	0	0.00%	202	202	202	202	
	Total Employee Benefits - Current	41,104	56,701	58,633	59,883	36,323	46,657	46,657	46,657	46,657	13,226	22.09%	36,448	36,448	36,448	36,448	
	Total Employee Costs	114,604	130,201	132,633	133,883	97,573	120,657	120,657	120,657	120,657	13,226	9.88%	110,448	110,448	110,448	110,448	
	Total Expenditures	114,604	130,201	132,633	133,883	97,573	120,657	120,657	120,657	120,657	13,226	9.88%	110,448	110,448	110,448	110,448	
	Net Surplus (Deficit)	0	(5,397)	0	(1,250)	1,901	0	0	0	0			0	0	0	0	
	Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	1,250	0	0	0	0	0			0	0	0	0	
	Net Surplus (Deficit)	0	(5,397)	0	0	1,901	0	0	0	0			0	0	0	0	