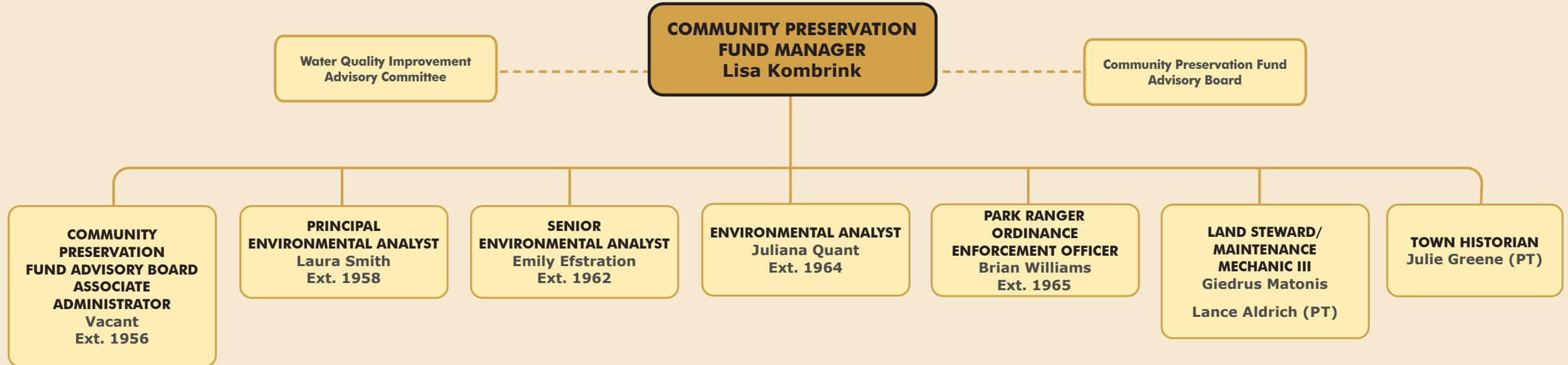


2022 ORGANIZATIONAL CHART COMMUNITY PRESERVATION FUND

Main Line: 287-5720
Fax: 728-1920



COMMUNITY PRESERVATION - SUMMARY

Department: Community Preservation

Budget Year: 2022

Division: Community Preservation Department

Tax District: Community Preservation Fund

Cost Center #: 1940

Manager: Lisa Kombrink

NOTES:

Departmental Mission & Responsibilities:

The Community Preservation Department is responsible for administration of the Town's land acquisition program financed through CPF transfer tax revenues. In addition, enforcement matters and stewardship duties are handled by department staff for assets acquired. Transfer taxes are not real property taxes, but rather a closing cost paid by the buyer when property changes title in the Town to a new purchaser. (Certain exemptions apply)

1. Provide professional oversight and management of the Community Preservation Project Plan and the Management and Stewardship Plan.
2. Maintain numerous databases for preserved properties and properties under consideration for acquisition.
3. Field inquiries from landowners, real estate brokers, community groups, attorneys, and other interested parties regarding potential acquisition of interests in real property, including easements and fee acquisition.
4. Recommend and prioritize acquisitions for the Town Board, make presentations at Public Hearings and prepare resolutions regarding acquisitions.
5. Negotiate on behalf of Town to acquire targeted parcels at or below fair market value.
6. Order and review appraisals, title insurance and surveys; prepare purchase agreements, easements, covenants and other closing documents.
7. Prepare and maintain baseline documentation and inspection reports for parcels acquired.
8. Establish active management and stewardship routines; enforce rules and regulations pertaining to Town-owned lands, oversee trail blazing and maintenance; attend CPF Advisory Board and Agricultural Advisory Committee meetings.
9. Oversee Town compliance with State and local requirements for Payment in Lieu of Taxes (PILOT) payments to eligible special districts, including financial certifications by the Town Comptroller based on Tax Receiver's calculations for proposed payments or reductions to tax levies.
10. Oversee, process and interpret the First Time Home Buyer's Exemption to the 2% real estate transfer tax.
11. Oversee, manage and coordinate CPF historic preservation construction projects, including work with Town historic preservation consultant.
12. Administer the Water Quality Improvement Project Plan, including database maintenance, rebate administration compliance; develop grant application and review criteria, assist in Town Board presentations, implement evaluation process, manage budget and disbursements and provide for project accountability; attend WQIP Advisory Board meetings.

Department Summary

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Workload:

1. Prepare and implement open space management plans for specific target areas and for individual parcels.
2. Coordinate with other Town, County, State, Federal and private agencies to ensure open space and stewardship goals are achieved.
3. Prepare a 3-year Stewardship and Management Plan and present at Public Hearing on same. Update this Plan as permitted by statute and as needed to address emerging stewardship and management needs.
4. The CPF Program Manager shall insure an annual independent audit of the CPF revenues is performed as required by statute.
5. The Principal Environmental Analyst performs over 400 initial and annual monitoring inspections and reports and drafts long-term management plans. The CPF Program has acquired interest in over 435 properties, all of which require an initial inspection by the Principal Environmental Analyst, annual monitoring inspections and reports, as well as a long-term management plan. The Principal Environmental Analyst performs additional environmental inspections for prospective acquisitions. This individual also manages complex stewardship projects including drafting and submitting required governmental environmental permit applications. The Principal Environmental Analyst also provides technical support for PILOT analyses, required reports, acts as liaison to the Friends of the Long Pond Greenbelt, staffs the Long Pond Greenbelt Nature Center, conducts invasive plant species removal programs and coordinates various stewardship projects.
6. The Ordinance Enforcement Officer performs numerous enforcement and monitoring projects for CPF-acquired parcels. The Ordinance Enforcement Officer annually, investigates approximately 90 complaints, performs at least 60 inspections and patrols 400 properties. In addition, the Ordinance Enforcement Officer provides support for baseline inspections and numerous stewardship responsibilities including sign installation, trail maintenance and property security measures. This person is instrumental in major property cleanups, preventing unauthorized ATV use on lands and installing security measures on CPF lands. This individual is also a member of three subcommittees of the Pine Barrens Law Enforcement Council.
7. The Senior Administrative Assistant, in addition to functioning as the office manager for the CPF Department, performs many additional duties including the maintenance of numerous databases, management, coordination and compliance with lending sources, auditing of monthly Peconic Bay Region transfer tax returns, updating the CPF Project Plan and Management and Stewardship Plan, as well as handling daily inquiries and processing of statutory tax exemptions. This staff person also handles all aspects of real estate closings, which currently average 15- 20 per calendar year and prepares 100-120 potential property acquisition presentations annually, as well as prepares resolutions and agendas for the Town Board and the CPF Advisory Board. In addition, this individual coordinates, manages and processes all aspects of payments for historic construction projects, administration of the Water Quality Improvement Project Plan, including database maintenance, rebate administration compliance and project accountability.
8. The Environmental Analyst assists and performs stewardship tasks, including the completion of baseline documentation, annual property inspections and initial environmental inspections, including in-person and photographic documentation, invasive species removal, as well as a variety of stewardship tasks working in

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concert with the Principal Environmental Analyst.

9. The Land Steward(s)/ Maintenance Mechanic(s) III (one full-time; one part-time) perform a variety of stewardship tasks for CPF-preserved lands including, but not limited to, sign installation, fence installation, trail and access road maintenance and repair, property inspections, painting, equipment operation, maintenance and repair, carpentry, historic property maintenance and repair, boundary line determinations, habitat restoration and ongoing invasive species control and preparing work plans, material lists and cost estimates for other related stewardship duties.

10. The Principal Planner and the Assistant Town Engineer each assist 3-6 hours per week to review WQIP acquisitions, prepare RFPs for WQIP projects, attend WQIP Advisory Board meetings, make recommendations and prepare reports as needed to the Town Board for WQIP projects, and assist the CPF Manager as needed.

Goals & Objectives:

The CPF transfer tax has been in place since 1998, and the success of the program is evidenced in the 4,600 acres of land acquired for protection. These thousands of acres require stewardship and management in order for the intent of this program to be honored and for these community resources to be preserved and maintained. In the coming year, there will be a strong focus on stewardship and management of the Town's varied CPF lands. Lands include beach access areas, wetlands, woodlands, parks and historic properties and places.

1. Accelerate the processes necessary to further the goals of the Community Preservation Project Plan, specifically through the use of CPF revenues.
2. Continue working relationships with Federal, State and County agencies involved in land acquisitions.
3. Coordinate the local and Town Departments to implement the Community Preservation Project Plan.
4. Coordinate and facilitate educational and recreational programs to increase public awareness of the Town's Community Preservation Program.
5. Prepare material with descriptions of preserved lands that are open to the public, including recreational opportunities, trail maps, aerial photographs and other information useful the public.
6. Continue to monitor CPF-acquired historic properties, including capital construction projects and ongoing stewardship by CPF or other organizations. CPF provides ongoing renovation/construction management and general compliance with all relevant local, state, and federal legislation, as well as grant funding compliance, and coordination with other Town departments for complex bid preparation.
7. Identify CPF properties where increased public access and awareness may be implemented through joint projects with other Town departments and County and State agencies.
8. Implement recommendations of the 2008 State Comptroller Audit and annual audits and consider augmenting staff resources with additional stewardship staff resources.

Legal Authority:

Pursuant to Chapter 140 (Community Preservation) of the Town Code and NYS Town Law Section 64.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/22	Alloc. %
Community Preservation Department													
Community Preservation Department													
Community Preservation - 1940													
Community Preservation Fund Manager	ADMINISTRATIVE	125,000	0	0	125,000	28,860	8,440	16,111	819	54,229	179,229	2.8	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 5	70,689	0	0	70,689	13,536	5,424	9,111	471	28,542	99,231	3.7	100.0
Environmental Technician - Requested *subject to civil service approval	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	51,730	0	0	51,730	28,860	3,969	6,667	349	39,846	91,576		100.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	65,772	0	0	65,772	13,536	5,047	8,477	439	27,499	93,271	3.3	100.0
Senior Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	69,708	0	0	69,708	28,860	5,349	8,984	464	43,657	113,365	5.1	100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	67,756	0	0	67,756	28,860	5,199	8,733	452	43,244	110,999	0.6	100.0
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 6	42,996	0	0	42,996	17,316	3,303	5,548	334	26,500	69,496	0.9	60.0
Ordinance Enforcement Officer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 3	77,527	7,753	300	85,580	28,860	6,986	11,734	6,065	53,645	139,225	22.2	100.0
Principal Environmental Analyst	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 17 / Step 6	109,328	10,933	8,785	129,045	1,572	8,498	16,624	785	27,479	156,525	28.1	100.0
Land Steward	PART-TIME	40,000	0	0	40,000	0	3,069	0	274	3,343	43,343		100.0
Land Steward	PART-TIME	40,000	0	0	40,000	0	3,069	0	274	3,343	43,343		100.0
Land Steward	PART-TIME	40,000	0	0	40,000	0	3,069	0	274	3,343	43,343	5.4	100.0
Total Community Preservation - 1940		800,506	18,686	9,085	828,277	190,260	61,420	91,989	11,001	354,671	1,182,947		

NOTES:

Town of Southampton

2022 Adopted Budget

Community Preservation - 1940

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
Other Revenue:																
1190	Community Preservation 2%	42,000,000	81,295,380	42,448,307	42,448,307	82,988,978	71,050,916	70,951,568	70,951,568	70,951,568	28,503,261	67.15%	52,305,724	52,306,659	52,306,659	52,306,659
1201	Interest And Earnings	1,000,000	645,548	1,000,000	1,000,000	316,985	500,000	500,000	500,000	500,000	(500,000)	(50.00%)	500,000	500,000	500,000	500,000
2701	Miscellaneous Tax Receipts	0	92,782	0	0	10	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	6,343	120,445	6,343	6,343	17,945	6,343	6,343	6,343	6,343	0	0.00%	6,343	6,343	6,343	6,343
5031	Interfund Transfer - Revenue	261,174	1,320,287	280,000	280,000	280,000	100,000	100,000	100,000	100,000	(180,000)	(64.29%)	0	0	0	0
	Total Other Revenue	43,267,517	83,474,442	43,734,650	43,734,650	83,603,918	71,657,259	71,557,911	71,557,911	71,557,911	27,823,261	63.62%	52,812,067	52,813,002	52,813,002	52,813,002
	Total Other Revenue	43,267,517	83,474,442	43,734,650	43,734,650	83,603,918	71,657,259	71,557,911	71,557,911	71,557,911	27,823,261	63.62%	52,812,067	52,813,002	52,813,002	52,813,002
Salaries:																
6100	Salaries	511,504	462,504	564,893	555,843	402,253	679,667	680,506	680,506	680,506	(124,663)	(22.43%)	700,170	701,026	701,026	701,026
6102	Severance Pay	0	0	0	8,550	8,550	0	0	0	0	8,550	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	3,555	3,472	3,901	3,901	3,696	2,723	2,723	2,723	2,723	1,178	30.20%	2,723	2,723	2,723	2,723
6105	Part Time Salaries	90,000	54,490	90,000	90,500	58,596	120,000	120,000	120,000	120,000	(29,500)	(32.60%)	122,400	122,400	122,400	122,400
6110	Longevity	14,833	20,213	19,458	19,458	3,487	18,686	18,686	18,686	18,686	772	3.97%	19,218	19,218	19,218	19,218
6127	Cash in Lieu of Health Benefits	7,228	5,730	9,637	9,637	2,943	6,062	6,062	6,062	6,062	3,575	37.10%	6,062	6,062	6,062	6,062
6144	Clothing Cleaning	0	300	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
	Total Salaries	627,120	546,710	688,189	688,189	479,524	827,438	828,277	828,277	828,277	(140,088)	(20.36%)	850,873	851,729	851,729	851,729
Employee Benefits - Current:																
6810	Employee Retirement - Active	68,618	68,480	84,133	84,133	60,789	91,886	91,989	91,989	91,989	(7,857)	(9.34%)	94,626	94,731	94,731	94,731
6830	FICA Tax Expenditure	46,719	40,723	50,584	50,584	34,868	61,411	61,420	61,420	61,420	(10,836)	(21.42%)	62,924	62,933	62,933	62,933
6835	MTA Tax	2,173	1,811	2,348	2,348	1,550	2,840	2,843	2,843	2,843	(495)	(21.08%)	2,921	2,924	2,924	2,924
6840	Worker's Compensation	12,097	9,321	2,474	2,474	1,754	7,990	7,953	7,953	7,953	(5,479)	(221.44%)	8,285	8,247	8,247	8,247
6860	Medical Insurance - Active Employees	89,724	102,280	96,501	96,501	88,755	176,741	176,741	176,741	176,741	(80,240)	(83.15%)	176,741	176,741	176,741	176,741
6865	Dental & Optical	8,556	7,733	9,453	9,453	6,478	13,519	13,519	13,519	13,519	(4,066)	(43.01%)	13,519	13,519	13,519	13,519
6875	Disability	160	51	171	171	33	205	205	205	205	(33)	(19.39%)	205	205	205	205
	Total Employee Benefits - Current	228,048	230,400	245,665	245,665	194,226	354,592	354,671	354,671	354,671	(109,006)	(44.37%)	359,221	359,300	359,300	359,300
	Total Employee Costs	855,168	777,109	933,854	933,854	673,750	1,182,030	1,182,947	1,182,947	1,182,947	(249,094)	(26.67%)	1,210,094	1,211,029	1,211,029	1,211,029
Equipment:																
6201	Vehicles	42,000	27,839	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6208	Land Purchase	19,676,127	48,672,681	24,008,407	24,008,407	10,515,364	40,000,000	40,000,000	40,000,000	40,000,000	(15,991,593)	(66.61%)	24,142,223	24,142,223	24,142,223	24,142,223
6209	Water Quality Improvement Program	10,787,933	1,377,972	8,649,560	1,799,560	1,583,147	16,259,076	16,259,076	16,259,076	16,259,076	(14,459,516)	(803.50%)	14,200,000	14,200,000	14,200,000	14,200,000
	Total Equipment	30,506,060	50,078,492	32,657,967	25,807,967	12,098,511	56,259,076	56,259,076	56,259,076	56,259,076	(30,451,109)	(117.99%)	38,342,223	38,342,223	38,342,223	38,342,223
Contractual:																
6400	Contracts - Other	37,761	12,050	30,000	25,000	9,500	20,000	20,000	20,000	20,000	5,000	20.00%	20,000	20,000	20,000	20,000
6401	Contracts	250,000	194,400	250,000	250,000	121,859	375,000	375,000	375,000	375,000	(125,000)	(50.00%)	250,000	250,000	250,000	250,000
6403	Gasoline	3,000	2,167	4,000	4,000	3,716	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
6410	Postage	400	527	400	400	198	600	600	600	600	(200)	(50.00%)	400	400	400	400
6411	Printing and Stationery	0	0	0	40,000	0	0	0	0	0	40,000	100.00%	0	0	0	0
6412	Publications	700	523	700	700	359	700	700	700	700	0	0.00%	700	700	700	700
6416	Travel, Dues and Related	2,100	0	2,100	1,600	0	2,100	2,100	2,100	2,100	(500)	(31.25%)	2,100	2,100	2,100	2,100
6418	Uniforms	100	11	100	3,100	0	1,500	1,500	1,500	1,500	1,600	51.61%	100	100	100	100

Town of Southampton

2022 Adopted Budget

Community Preservation - 1940

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6423	Small Equipment (Non-Capital)	0	0	0	5,500	229	0	0	0	0	5,500	100.00%	0	0	0	0
6424	Taxes - Town Property	250,000	199,616	250,000	250,000	220,546	300,000	300,000	300,000	300,000	(50,000)	(20.00%)	300,000	300,000	300,000	300,000
6425	Office Supplies	500	323	500	500	193	500	500	500	500	0	0.00%	500	500	500	500
6426	Supplies - Other	500	431	750	700	0	750	750	750	750	(50)	(7.14%)	750	750	750	750
6441	Diesel Fuel	0	0	0	50	50	0	0	0	0	50	100.00%	0	0	0	0
6442	Property Stewardship	1,734,083	277,220	1,524,780	1,481,780	70,190	2,229,803	2,029,216	2,029,216	2,029,216	(547,436)	(36.94%)	5,000,000	5,000,000	5,000,000	5,000,000
6443	Clothing	0	0	0	500	300	0	0	0	0	500	100.00%	0	0	0	0
6450	Schools & Training	1,000	350	1,000	500	0	1,000	1,000	1,000	1,000	(500)	(100.00%)	1,000	1,000	1,000	1,000
6460	Pilot Payments	5,000,000	4,409,023	5,000,000	5,000,000	4,324,780	5,000,000	5,000,000	5,000,000	5,000,000	0	0.00%	5,000,000	5,000,000	5,000,000	5,000,000
6466	Telephone - Wireless	0	204	1,200	900	565	1,200	1,200	1,200	1,200	(300)	(33.33%)	1,200	1,200	1,200	1,200
6474	Other - Landfill Charges	200	467	200	500	459	1,000	1,000	1,000	1,000	(500)	(100.00%)	1,000	1,000	1,000	1,000
6477	Copier Leases	2,050	2,312	2,100	2,100	2,024	3,000	3,000	3,000	3,000	(900)	(42.86%)	3,000	3,000	3,000	3,000
6490	Consultants	125,000	125,000	175,000	175,000	66,747	275,000	275,000	275,000	275,000	(100,000)	(57.14%)	175,000	175,000	175,000	175,000
	Total Contractual	7,407,394	5,224,624	7,242,830	7,242,830	4,821,716	8,216,153	8,015,566	8,015,566	8,015,566	(772,736)	(10.67%)	10,759,750	10,759,750	10,759,750	10,759,750
	Debt Service:															
6600	Debt Service Principal Expense	2,681,805	2,681,805	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6700	Debt Service Interest Expense	80,994	80,340	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6900	Interfund Transfer Expense	1,736,096	7,393,612	2,900,000	9,750,000	4,850,000	6,000,000	6,100,322	6,100,322	6,100,322	3,649,678	37.43%	2,500,000	2,500,000	2,500,000	2,500,000
	Total Debt Service	4,498,895	10,155,757	2,900,000	9,750,000	4,850,000	6,000,000	6,100,322	6,100,322	6,100,322	3,649,678	37.43%	2,500,000	2,500,000	2,500,000	2,500,000
	Total Expenditures	43,267,517	66,235,983	43,734,650	43,734,650	22,443,978	71,657,259	71,557,911	71,557,911	71,557,911	(27,823,261)	(63.62%)	52,812,067	52,813,002	52,813,002	52,813,002
	Net Surplus (Deficit)	0	17,238,460	0	0	61,159,940	0	0	0	0			0	0	0	0