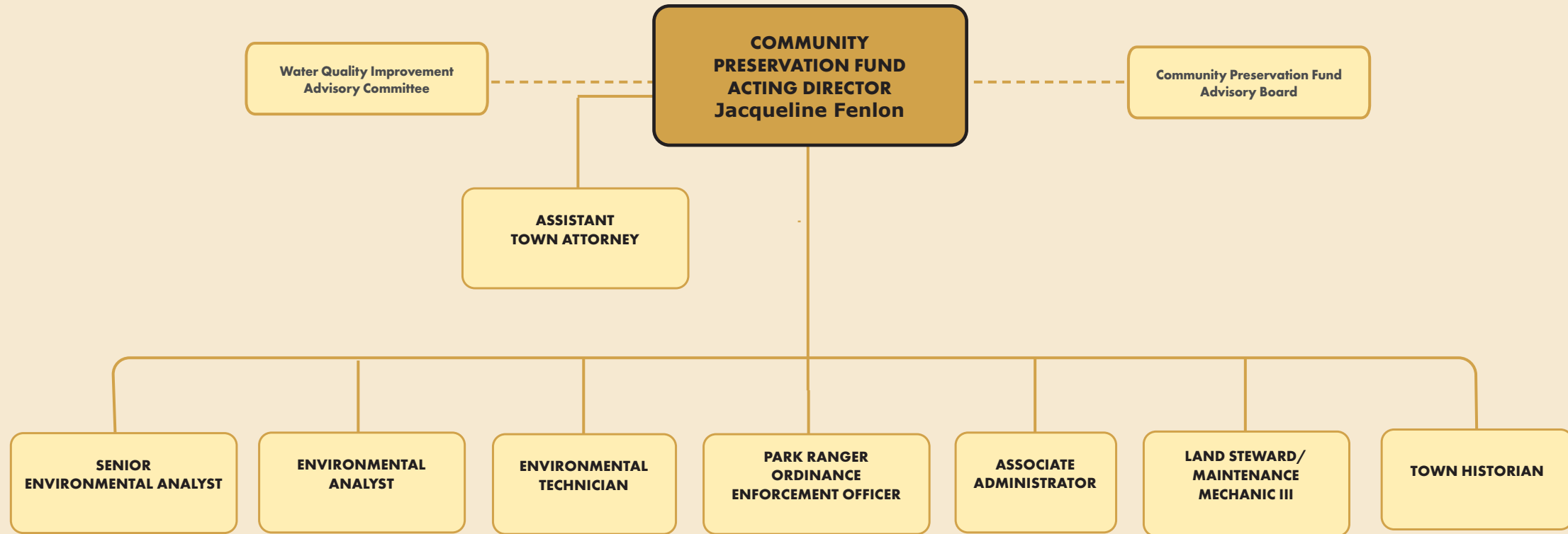


2023 ORGANIZATIONAL CHART  
**COMMUNITY PRESERVATION FUND**

Main Line: 287-5720  
Fax: 728-1920



## COMMUNITY PRESERVATION - SUMMARY

Department: Community Preservation

Budget Year: 2023

Division: Community Preservation Department

Tax District: Community Preservation Fund

Cost Center #: 1940

Manager:

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

Department: Community Preservation

**Budget Year:** 2023

**Division:** Community Preservation Department

**Tax District:** Community Preservation Fund

**Cost Center #:** 1940

**Manager:**

**NOTES:**

## 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

# Department Summary

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*Department: Community Preservation*

**Budget Year:** 2023

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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.

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**NOTES:**

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# Department Summary

*Department: Community Preservation*

**Budget Year:** 2023

**Division:** Community Preservation Department

**Tax District:** Community Preservation Fund

**Cost Center #:** 1940

**Manager:**

**NOTES:**

## 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 1/1/23	Alloc. %
<b>Community Preservation Department</b>													
<b>Community Preservation Department</b>													
<b>Community Preservation - 1940</b>													
Community Preservation Fund Manager -	ADMINISTRATIVE	129,540	0	0	129,540	32,664	8,516	15,154	1,563	57,897	187,437		100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 6	75,137	0	0	75,137	32,664	5,797	8,790	914	48,165	123,301	4.7	100.0
Environmental Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	55,624	0	0	55,624	15,060	4,291	6,507	681	26,540	82,164	0.8	100.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 5	70,063	0	0	70,063	32,664	5,405	8,196	853	47,119	117,182	4.3	100.0
Senior Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 5	74,145	2,966	0	77,111	32,664	5,947	9,018	912	48,541	125,652	6.1	100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 3	80,117	0	0	80,117	32,664	6,181	9,373	973	49,191	129,307	1.6	100.0
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 7	45,696	0	0	45,696	19,598	3,510	5,322	349	28,779	74,475	1.9	60.0
Principal Environmental Analyst	CSEA40HOUR-NEW / CSEA40HOUR-NEW - M / Step 4	94,941	7,595	0	102,537	32,664	7,906	11,988	1,176	53,734	156,270	16.8	100.0
Land Steward	PART-TIME	40,800	0	0	40,800	0	3,148	0	504	3,652	44,452		100.0
Land Steward	PART-TIME	40,800	0	0	40,800	0	3,148	0	504	3,652	44,452		100.0
Land Steward	PART-TIME	40,800	0	0	40,800	34,500	3,148	0	504	38,152	78,952	6.4	100.0
<b>Total Community Preservation - 1940</b>		<b>747,663</b>	<b>10,561</b>	<b>0</b>	<b>758,224</b>	<b>265,142</b>	<b>56,996</b>	<b>74,348</b>	<b>8,935</b>	<b>405,422</b>	<b>1,163,646</b>		

**NOTES:**

# Town of Southampton

## 2023 Adopted Budget

### Community Preservation - 1940

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
<b>Other Revenue:</b>																
1190	Community Preservation 2%	42,448,307	121,702,222	70,951,568	70,960,875	76,303,424	71,052,147	78,783,819	78,783,819	78,783,819	7,822,944	11.02%	52,277,082	50,764,861	50,764,861	50,764,861
1201	Interest And Earnings	1,000,000	432,607	500,000	500,000	458,293	500,000	500,000	500,000	500,000	0	0.00%	500,000	500,000	500,000	500,000
2701	Miscellaneous Tax Receipts	0	10	0	0	351	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	6,343	17,945	6,343	6,343	5,445	6,343	6,343	6,343	6,343	0	0.00%	6,343	6,343	6,343	6,343
5031	Interfund Transfer - Revenue	280,000	280,000	100,000	120,200	120,200	100,000	0	0	0	(120,200)	(100.00%)	0	0	0	0
	<b>Total Other Revenue</b>	<b>43,734,650</b>	<b>122,432,785</b>	<b>71,557,911</b>	<b>71,587,418</b>	<b>76,887,713</b>	<b>71,658,490</b>	<b>79,290,162</b>	<b>79,290,162</b>	<b>79,290,162</b>	<b>7,702,744</b>	<b>10.76%</b>	<b>52,783,425</b>	<b>51,271,204</b>	<b>51,271,204</b>	<b>51,271,204</b>
	<b>Total Revenue</b>	<b>43,734,650</b>	<b>122,432,785</b>	<b>71,557,911</b>	<b>71,587,418</b>	<b>76,887,713</b>	<b>71,658,490</b>	<b>79,290,162</b>	<b>79,290,162</b>	<b>79,290,162</b>	<b>7,702,744</b>	<b>10.76%</b>	<b>52,783,425</b>	<b>51,271,204</b>	<b>51,271,204</b>	<b>51,271,204</b>
<b>Salaries:</b>																
6100	Salaries	564,893	554,150	680,506	603,968	368,938	617,286	625,263	625,263	625,263	(21,294)	(3.53%)	639,809	648,102	648,102	648,102
6102	Severance Pay	0	8,550	0	79,778	79,777	0	0	0	0	79,778	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	3,901	3,696	2,723	2,723	0	0	0	0	0	2,723	100.00%	0	0	0	0
6105	Part Time Salaries	90,000	77,747	120,000	120,000	57,872	122,400	122,400	122,400	122,400	(2,400)	(2.00%)	122,400	122,400	122,400	122,400
6110	Longevity	19,458	21,655	18,686	23,120	23,119	10,561	10,561	10,561	10,561	12,558	54.32%	11,018	11,018	11,018	11,018
6127	Cash in Lieu of Health Benefits	9,637	5,885	6,062	6,062	0	0	0	0	0	6,062	100.00%	0	0	0	0
6144	Clothing Cleaning	300	0	300	300	0	0	0	0	0	300	100.00%	0	0	0	0
	<b>Total Salaries</b>	<b>688,189</b>	<b>671,684</b>	<b>828,277</b>	<b>835,951</b>	<b>529,705</b>	<b>750,247</b>	<b>758,224</b>	<b>758,224</b>	<b>758,224</b>	<b>77,727</b>	<b>9.30%</b>	<b>773,227</b>	<b>781,520</b>	<b>781,520</b>	<b>781,520</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	84,133	81,825	91,989	92,978	71,878	73,415	74,348	74,348	74,348	18,630	20.04%	76,102	77,072	77,072	77,072
6830	FICA Tax Expenditure	50,584	49,180	61,420	62,010	31,448	56,381	56,996	56,996	56,996	5,014	8.09%	57,876	58,516	58,516	58,516
6835	MTA Tax	2,348	2,186	2,843	2,873	1,391	2,572	2,599	2,599	2,599	274	9.55%	2,650	2,679	2,679	2,679
6840	Worker's Compensation	2,474	2,293	7,953	7,977	6,872	6,082	6,149	6,149	6,149	1,828	22.91%	6,267	6,337	6,337	6,337
6860	Medical Insurance - Active Employees	96,501	125,533	176,741	176,741	121,348	252,830	252,830	252,830	252,830	(76,090)	(43.05%)	252,830	252,830	252,830	252,830
6865	Dental & Optical	9,453	9,553	13,519	13,519	7,112	12,312	12,312	12,312	12,312	1,207	8.93%	12,312	12,312	12,312	12,312
6875	Disability	171	42	205	205	24	187	187	187	187	18	8.62%	187	187	187	187
	<b>Total Employee Benefits - Current</b>	<b>245,665</b>	<b>270,611</b>	<b>354,671</b>	<b>356,304</b>	<b>240,073</b>	<b>403,779</b>	<b>405,422</b>	<b>405,422</b>	<b>405,422</b>	<b>(49,119)</b>	<b>(13.79%)</b>	<b>408,225</b>	<b>409,934</b>	<b>409,934</b>	<b>409,934</b>
	<b>Total Employee Costs</b>	<b>933,854</b>	<b>942,295</b>	<b>1,182,947</b>	<b>1,192,254</b>	<b>769,778</b>	<b>1,154,026</b>	<b>1,163,646</b>	<b>1,163,646</b>	<b>1,163,646</b>	<b>28,608</b>	<b>2.40%</b>	<b>1,181,452</b>	<b>1,191,454</b>	<b>1,191,454</b>	<b>1,191,454</b>
<b>Equipment:</b>																
6201	Vehicles	0	0	0	0	0	98,500	98,500	98,500	98,500	(98,500)	(100.00%)	0	0	0	0
6208	Land Purchase	24,008,407	22,316,597	40,000,000	40,000,000	10,299,471	40,000,000	35,000,000	35,000,000	35,000,000	5,000,000	12.50%	24,142,223	35,000,000	35,000,000	35,000,000
6209	Water Quality Improvement Program	8,649,560	1,584,697	16,259,076	15,856,377	1,708,374	16,259,076	24,340,444	24,340,444	24,340,444	(8,484,067)	(53.51%)	14,200,000	1,420,000	1,420,000	1,420,000
	<b>Total Equipment</b>	<b>32,657,967</b>	<b>23,901,295</b>	<b>56,259,076</b>	<b>55,856,377</b>	<b>12,007,845</b>	<b>56,357,576</b>	<b>59,438,944</b>	<b>59,438,944</b>	<b>59,438,944</b>	<b>(3,582,567)</b>	<b>(6.41%)</b>	<b>38,342,223</b>	<b>36,420,000</b>	<b>36,420,000</b>	<b>36,420,000</b>
<b>Contractual:</b>																
6400	Contracts - Other	30,000	9,500	20,000	20,000	9,500	20,000	20,000	20,000	20,000	0	0.00%	20,000	20,000	20,000	20,000
6401	Contracts	250,000	173,009	375,000	375,000	148,800	400,000	400,000	400,000	400,000	(25,000)	(6.67%)	250,000	250,000	250,000	250,000
6403	Gasoline	4,000	5,196	4,000	7,000	5,605	4,000	4,000	4,000	4,000	3,000	42.86%	4,000	4,000	4,000	4,000
6410	Postage	400	17,953	600	600	244	600	600	600	600	0	0.00%	400	400	400	400
6411	Printing and Stationery	0	25,855	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6412	Publications	700	575	700	700	378	700	700	700	700	0	0.00%	700	700	700	700
6416	Travel, Dues and Related	2,100	0	2,100	100	0	2,100	2,100	2,100	2,100	(2,000)	(2000.00%)	2,100	2,100	2,100	2,100
6418	Uniforms	100	1,543	1,500	3,700	2,541	2,500	2,500	2,500	2,500	1,200	32.43%	100	100	100	100

# Town of Southampton

## 2023 Adopted Budget

### Community Preservation - 1940

Account Code	Description	2021		2022	2022	2022	2023	2023	2023	2023	2023	2024	2024	2024	2024	
		Adopted Budget	2021 Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2022 Amended Difference	Adopted / 2022 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6423	Small Equipment (Non-Capital)	0	5,245	0	2,963	2,318	4,500	4,500	4,500	4,500	(1,537)	(51.87%)	0	0	0	0
6424	Taxes - Town Property	250,000	241,671	300,000	300,000	136,894	300,000	300,000	300,000	300,000	0	0.00%	300,000	300,000	300,000	300,000
6425	Office Supplies	500	655	500	900	722	750	750	750	750	150	16.67%	500	500	500	500
6426	Supplies - Other	750	0	750	750	0	1,000	1,000	1,000	1,000	(250)	(33.33%)	750	750	750	750
6441	Diesel Fuel	0	50	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6442	Property Stewardship	1,524,780	236,191	2,029,216	2,043,053	254,652	2,029,216	10,620,222	10,620,222	10,620,222	(8,577,169)	(419.82%)	5,000,000	7,400,000	7,400,000	7,400,000
6443	Clothing	0	300	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6450	Schools & Training	1,000	0	1,000	800	0	1,000	1,000	1,000	1,000	(200)	(25.00%)	1,000	1,000	1,000	1,000
6460	Pilot Payments	5,000,000	4,324,780	5,000,000	5,000,000	4,523,502	5,000,000	5,500,000	5,500,000	5,500,000	(500,000)	(10.00%)	5,000,000	5,500,000	5,500,000	5,500,000
6466	Telephone - Wireless	1,200	793	1,200	1,200	939	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6474	Other - Landfill Charges	200	1,798	1,000	1,000	892	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	2,100	2,325	3,000	3,000	1,414	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6490	Consultants	175,000	206,134	275,000	275,000	131,036	275,000	275,000	275,000	275,000	0	0.00%	175,000	175,000	175,000	175,000
	<b>Total Contractual</b>	<b>7,242,830</b>	<b>5,253,573</b>	<b>8,015,566</b>	<b>8,035,766</b>	<b>5,219,436</b>	<b>8,046,566</b>	<b>17,137,572</b>	<b>17,137,572</b>	<b>17,137,572</b>	<b>(9,101,806)</b>	<b>(113.27%)</b>	<b>10,759,750</b>	<b>13,659,750</b>	<b>13,659,750</b>	<b>13,659,750</b>
	<b>Debt Service:</b>															
6900	Interfund Transfer Expense	2,900,000	9,730,555	6,100,322	6,503,021	6,503,021	6,100,322	1,550,000	1,550,000	1,550,000	4,953,021	76.16%	2,500,000	0	0	0
	<b>Total Debt Service</b>	<b>2,900,000</b>	<b>9,730,555</b>	<b>6,100,322</b>	<b>6,503,021</b>	<b>6,503,021</b>	<b>6,100,322</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>4,953,021</b>	<b>76.16%</b>	<b>2,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>43,734,650</b>	<b>39,827,718</b>	<b>71,557,911</b>	<b>71,587,418</b>	<b>24,500,080</b>	<b>71,658,490</b>	<b>79,290,162</b>	<b>79,290,162</b>	<b>79,290,162</b>	<b>(7,702,744)</b>	<b>(10.76%)</b>	<b>52,783,425</b>	<b>51,271,204</b>	<b>51,271,204</b>	<b>51,271,204</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>82,605,067</b>	<b>0</b>	<b>0</b>	<b>52,387,633</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>