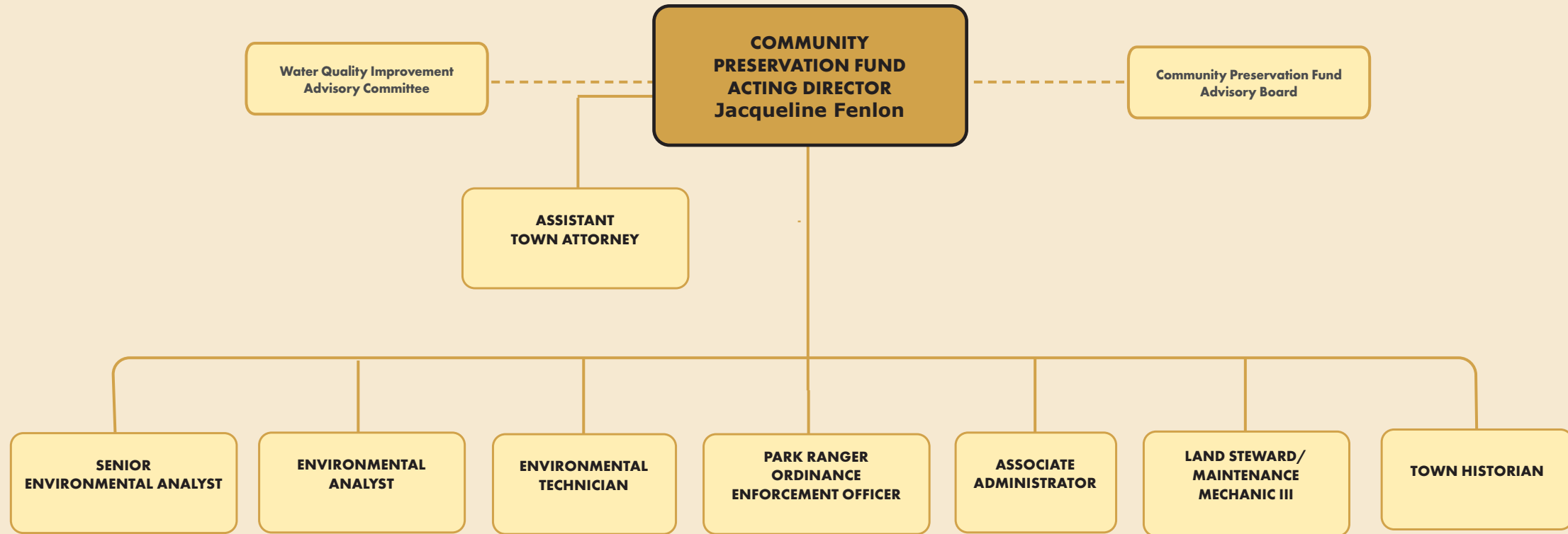


2024 ORGANIZATIONAL CHART
COMMUNITY PRESERVATION FUND

Main Line: 287-5720
Fax: 728-1920



COMMUNITY PRESERVATION - SUMMARY

Department: Community Preservation

Budget Year: 2024

Division: Community Preservation Department

Tax District: Community Preservation Fund

Cost Center #: 1940

Manager: Jacqui Fenlon

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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Budget Year: 2024

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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. The manager presents properties for consideration to the CPF Advisory Board and the Town Board. Reviews appraisals for potential acquisitions. Reviews stewardship and capital projects. Attends Water Quality Advisory Committee meetings and Agricultural Advisory Committee meetings when appropriate. Attends Town Board public hearings and meetings for; property (fee) acquisitions, Development Right/ Conservation Easement acquisitions and Historic Façade Easements. Coordinates with internal Town Departments on CPF owned properties and Town Capital Projects. Coordinates with Federal, State, County and Village personnel on coordinated projects and joint acquisitions.
5. Assistant Town Attorney assigned to CPF ensures compliance with 64e and Town Code Section 140, assists in property consideration, attends public hearings for property acquisitions, assists in code amendments relative to the Department, reviews First Time Homebuyer forms, prepares for closing by erviewieng title information, preparation of closing statements and attends closing for each acquisition.
5. The Principal Environmental Analyst performs over 550 initial and annual monitoring inspections and reports and drafts long-term management plans. The CPF Program has acquired interest in over 500 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 250 complaints, performs at least 250 inspections and patrols over 500 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 also investigates hazard trees which has been an increasing safety concern due to the presence of Southern Pine Beetle impacts. 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.

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7. The Associate Administrator, 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, daily operations and stewardship costs, including database maintenance, rebate administration compliance and project accountability.

8. The Environmental Analyst assists and performs stewardship tasks, including the completion of baseline documentation, over 250 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 concert with the Principal Environmental Analyst. Oversees support staff and aids and inspects in property conditions prior to closings

9. The Land Steward(s)/ Maintenance Mechanic III 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 Town Historian (part time with CPF) reviews properties for historic consideration, prepares reports for historic façade easement acquisitions, prepares baseline reports and conducts annual inspections and reports regarding existing preserved historic properties and structures. Works closely with CPF staff members on continuing stewardship projects and management.

NOTES:

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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 1/1/24	Alloc. %
Community Preservation Department													
Community Preservation Department													
Community Preservation - 1940													
CPF Assistant Town Attorney	ADMINISTRATIVE	117,875	5,894	0	123,769	36,756	8,430	13,969	1,396	60,552	184,321		100.0
Community Preservation Fund Manager	ADMINSUPPORT	113,775	4,551	0	118,326	36,756	8,351	13,356	1,345	59,807	178,133	17.8	100.0
Administrative Assistant - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	68,222	0	0	68,222	36,756	5,242	7,675	551	50,223	118,446		100.0
Associate Administrator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	73,207	2,928	0	76,135	16,560	5,870	8,594	871	31,895	108,030	6.3	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 7	78,363	3,135	0	81,497	36,756	6,283	9,199	932	53,170	134,667	5.7	100.0
Environmental Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	58,039	0	0	58,039	16,560	4,476	6,553	687	28,276	86,315	1.8	100.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 6	73,056	0	0	73,056	36,756	5,634	8,249	860	51,498	124,555	5.3	100.0
Principal Environmental Analyst - VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 1	91,952	0	0	91,952	36,756	7,091	10,382	1,078	55,307	147,258		100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 4	83,584	0	0	83,584	36,756	6,446	9,437	981	53,620	137,204	2.6	100.0
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 8	47,346	0	0	47,346	22,054	3,638	5,326	381	31,398	78,745	2.9	60.0
Fire Marshal I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 6	74,592	7,459	300	82,352	18,204	6,614	9,683	4,414	38,915	121,267	24.2	100.0
Land Steward	PART-TIME	40,800	0	0	40,800	0	3,146	0	488	3,634	44,434		100.0
Land Steward	PART-TIME	40,800	0	0	40,800	0	3,146	0	488	3,634	44,434		100.0
Land Steward	PART-TIME	40,800	0	0	40,800	38,928	3,146	0	488	42,562	83,362	7.4	100.0
Total Community Preservation - 1940		1,002,411	23,967	300	1,026,678	369,598	77,514	102,421	14,959	564,492	1,591,170		

NOTES:

Town of Southampton

2024 Adopted Budget

Community Preservation - 1940

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
Other Revenue:																
1190	Community Preservation 2%	70,951,568	95,619,147	78,783,819	78,900,879	43,851,561	87,983,928	56,139,384	56,139,384	56,139,384	(22,761,495)	(28.85%)	50,599,474	33,200,707	33,200,707	33,200,707
1201	Interest And Earnings	500,000	2,819,495	500,000	500,000	6,322,547	800,000	5,000,000	5,000,000	5,000,000	4,500,000	900.00%	800,000	5,000,000	5,000,000	5,000,000
2701	Miscellaneous Tax Receipts	0	351	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	6,343	5,445	6,343	6,343	5,625	6,343	6,343	6,343	6,343	0	0.00%	6,343	6,343	6,343	6,343
3910	State Aid - Conservation	0	23,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	100,000	120,200	0	230,471	230,471	0	0	0	0	(230,471)	(100.00%)	0	0	0	0
	Total Other Revenue	71,557,911	98,587,639	79,290,162	79,637,693	50,410,204	88,790,271	61,145,727	61,145,727	61,145,727	(18,491,966)	(23.22%)	51,405,817	38,207,050	38,207,050	38,207,050
	Total Revenue	71,557,911	98,587,639	79,290,162	79,637,693	50,410,204	88,790,271	61,145,727	61,145,727	61,145,727	(18,491,966)	(23.22%)	51,405,817	38,207,050	38,207,050	38,207,050
Salaries:																
6100	Salaries	680,506	494,119	625,263	713,817	496,533	719,837	880,011	880,011	880,011	(166,195)	(23.28%)	742,460	908,995	908,995	908,995
6102	Severance Pay	0	79,777	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	2,723	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	120,000	64,275	122,400	122,400	26,131	122,400	122,400	122,400	122,400	0	0.00%	122,400	122,400	122,400	122,400
6110	Longevity	18,686	30,423	10,561	19,095	0	23,967	23,967	23,967	23,967	(4,872)	(25.51%)	24,369	24,369	24,369	24,369
6127	Cash in Lieu of Health Benefits	6,062	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6144	Clothing Cleaning	300	0	0	0	0	300	300	300	300	(300)	(100.00%)	300	300	300	300
	Total Salaries	828,277	668,593	758,224	855,312	522,664	866,504	1,026,678	1,026,678	1,026,678	(171,367)	(20.04%)	889,529	1,056,064	1,056,064	1,056,064
Employee Benefits - Current:																
6810	Employee Retirement - Active	91,989	93,049	74,348	86,124	54,864	82,129	102,421	102,421	102,421	(16,297)	(18.92%)	84,669	105,747	105,747	105,747
6830	FICA Tax Expenditure	61,420	41,523	56,996	64,762	38,103	65,196	77,514	77,514	77,514	(12,752)	(19.69%)	66,616	79,423	79,423	79,423
6835	MTA Tax	2,843	1,839	2,599	2,944	1,663	2,982	3,529	3,529	3,529	(585)	(19.87%)	3,061	3,630	3,630	3,630
6840	Worker's Compensation	7,953	8,122	6,149	10,272	5,709	10,415	11,190	11,190	11,190	(918)	(8.93%)	10,688	11,498	11,498	11,498
6860	Medical Insurance - Active Employees	176,741	167,458	252,830	267,758	175,304	250,154	351,408	351,408	351,408	(83,650)	(31.24%)	250,154	351,408	351,408	351,408
6865	Dental & Optical	13,519	9,936	12,312	13,932	10,067	20,045	18,190	18,190	18,190	(4,258)	(30.56%)	20,045	18,190	18,190	18,190
6875	Disability	205	21	187	205	18	205	240	240	240	(35)	(17.04%)	205	240	240	240
	Total Employee Benefits - Current	354,671	321,948	405,422	445,998	285,728	431,125	564,492	564,492	564,492	(118,494)	(26.57%)	435,437	570,136	570,136	570,136
	Total Employee Costs	1,182,947	990,540	1,163,646	1,301,310	808,392	1,297,629	1,591,170	1,591,170	1,591,170	(289,860)	(22.27%)	1,324,967	1,626,200	1,626,200	1,626,200
Equipment:																
6200	Equipment	0	0	0	44,075	43,771	0	0	0	0	44,075	100.00%	0	0	0	0
6201	Vehicles	0	0	98,500	54,425	46,850	100,000	100,000	100,000	100,000	(45,575)	(83.74%)	0	0	0	0
6208	Land Purchase	40,000,000	18,548,101	35,000,000	35,229,220	30,532,353	50,000,000	40,000,000	40,000,000	40,000,000	(4,770,780)	(13.54%)	35,000,000	35,000,000	35,000,000	35,000,000
6209	Water Quality Improvement Program	16,259,076	1,908,649	24,340,444	16,143,570	800	19,123,828	19,123,829	19,123,829	19,123,829	(2,980,259)	(18.46%)	1,420,000	1,420,000	1,420,000	1,420,000
	Total Equipment	56,259,076	20,456,750	59,438,944	51,471,290	30,623,774	69,223,828	59,223,829	59,223,829	59,223,829	(7,752,539)	(15.06%)	36,420,000	36,420,000	36,420,000	36,420,000
Contractual:																
6400	Contracts - Other	20,000	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	375,000	204,650	400,000	399,800	246,800	400,000	400,000	400,000	400,000	(200)	(0.05%)	250,000	250,000	250,000	250,000
6403	Gasoline	4,000	6,904	4,000	5,200	4,528	9,000	9,000	9,000	9,000	(3,800)	(73.08%)	4,000	4,000	4,000	4,000
6410	Postage	600	448	600	1,800	940	2,000	2,000	2,000	2,000	(200)	(11.11%)	1,000	1,000	1,000	1,000
6412	Publications	700	378	700	700	421	800	800	800	800	(100)	(14.29%)	700	700	700	700
6416	Travel, Dues and Related	2,100	0	2,100	900	0	2,100	2,100	2,100	2,100	(1,200)	(133.33%)	2,100	2,100	2,100	2,100

Town of Southampton

2024 Adopted Budget

Community Preservation - 1940

Account Code	Description	2022	2022	2023	2023	2023	2024		2024	2024	2024	2024	2025	2025	2025	2025
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6418	Uniforms	1,500	2,916	2,500	2,500	249	2,500	2,500	2,500	2,500	0	0.00%	100	100	100	100
6423	Small Equipment (Non-Capital)	0	2,978	4,500	4,500	0	6,500	6,500	6,500	6,500	(2,000)	(44.44%)	0	0	0	0
6424	Taxes - Town Property	300,000	136,894	300,000	300,000	91,186	300,000	300,000	300,000	300,000	0	0.00%	300,000	300,000	300,000	300,000
6425	Office Supplies	500	722	750	1,750	1,285	2,000	2,000	2,000	2,000	(250)	(14.29%)	500	500	500	500
6426	Supplies - Other	750	0	1,000	1,000	367	1,000	1,000	1,000	1,000	0	0.00%	750	750	750	750
6442	Property Stewardship	2,029,216	555,769	10,620,222	9,721,818	349,903	8,011,914	1,661,914	1,661,914	1,661,914	8,059,904	82.91%	7,400,000	7,400,000	7,400,000	7,400,000
6443	Clothing	0	0	0	500	462	900	900	900	900	(400)	(80.00%)	500	500	500	500
6450	Schools & Training	1,000	0	1,000	800	30	3,000	3,000	3,000	3,000	(2,200)	(275.00%)	1,000	1,000	1,000	1,000
6460	Pilot Payments	5,000,000	4,523,502	5,500,000	5,500,000	4,613,771	7,500,000	9,561,914	9,561,914	9,561,914	(4,061,914)	(73.85%)	5,500,000	7,000,000	7,000,000	7,000,000
6466	Telephone - Wireless	1,200	1,154	1,200	1,200	965	1,500	1,500	1,500	1,500	(300)	(25.00%)	1,200	1,200	1,200	1,200
6474	Other - Landfill Charges	1,000	892	1,000	2,751	1,321	1,600	1,600	1,600	1,600	1,151	41.84%	1,000	1,000	1,000	1,000
6477	Copier Leases	3,000	1,744	3,000	3,000	922	4,000	4,000	4,000	4,000	(1,000)	(33.33%)	3,000	3,000	3,000	3,000
6490	Consultants	275,000	199,097	275,000	400,000	207,952	450,000	450,000	450,000	450,000	(50,000)	(12.50%)	175,000	175,000	175,000	175,000
	Total Contractual	8,015,566	5,647,547	17,137,572	16,368,219	5,530,602	16,718,814	12,430,728	12,430,728	12,430,728	3,937,491	24.06%	13,660,850	15,160,850	15,160,850	15,160,850
	Debt Service:															
6900	Interfund Transfer Expense	6,100,322	20,050,570	1,550,000	10,496,874	9,101,426	1,550,000	7,900,000	7,900,000	7,900,000	2,596,874	24.74%	0	0	0	0
	Total Debt Service	6,100,322	20,050,570	1,550,000	10,496,874	9,101,426	1,550,000	7,900,000	7,900,000	7,900,000	2,596,874	24.74%	0	0	0	0
	Total Expenditures	71,557,911	47,145,407	79,290,162	79,637,693	46,064,194	88,790,271	81,145,727	81,145,727	81,145,727	(1,508,034)	(1.89%)	51,405,817	53,207,050	53,207,050	53,207,050
	Net Surplus (Deficit)	0	51,442,232	0	0	4,346,010	0	(20,000,000)	(20,000,000)	(20,000,000)			0	(15,000,000)	(15,000,000)	(15,000,000)
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	0	0	0	20,000,000	20,000,000	20,000,000			0	15,000,000	15,000,000	15,000,000
	Net Surplus (Deficit)	0	51,442,232	0	0	4,346,010	0	0	0	0			0	0	0	0