

COMMUNITY PRESERVATION FUND

2011 ORGANIZATIONAL CHART

COMMUNITY PRESERVATION FUND MANAGER

Mary C. Wilson, Esq.

Professional oversight and management of the Community Preservation Project Plan and the Management and Stewardship Plan. Prioritizes list of parcels to Town Board, conduct Public Hearings and prepares resolutions regarding acquisitions. Negotiates on behalf of the Town to acquire targeted parcels at or below fair market value. Orders appraisals, title premiums and surveys; prepares purchase agreements, easements, covenants and closing documents. Establishes active management and stewardship routines; enforcement of rules and regulations pertaining to Town-owned lands, trail blazing and maintenance. Oversees compliance with State law and local requirements for PILOT payments to eligible special districts with financial certifications by the Town Comptroller, as to calculations made by the Tax Receiver for proposed payments or reductions to tax levies. Oversees, processes and interprets the new First Time Homebuyers Exemption to the 2% real estate transfer tax. Coordinates with other Town, County, State, Federal and private agencies to ensure open space and stewardship goals are achieved. Prepares a 3-year Management and Stewardship Plan and conduct Public Hearings on same. Updates this Plan as often as permitted by statute and as needed to address emerging stewardship and management needs. Oversees an annual independent audit of the CPF revenues as required by statute. Develops working relationships with Federal, State and County agencies involved in land acquisitions. The Town's several CPF historical properties require a special kind of stewardship, which includes the management of licensee organizations. Such management includes ever-increasing oversight and review of these organizations' activities and compliance review of the use of CPF stewardship funds. CPF stewardship of historic properties may also include renovation/construction management in concert with the licensee organization and general compliance with all relevant local, state and federal legislation, as well as grant funding compliance responsibilities.

COMMUNITY PRESERVATION COMMITTEE

SENIOR ADMINISTRATIVE ASSISTANT

Adlin Y. Auffant

In addition to functioning as the Office Manager for the Community Preservation Department, performs many additional duties such as 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 of daily inquiries and processing of statutory tax exemptions. Handles all aspects of real estate closings, preparation of 60-100 real estate presentations annually and preparation of resolutions and agendas for the Town Board.

PRINCIPAL ENVIRONMENTAL ANALYST

Laura Smith

Performs upwards of 200 monitoring inspections and reports yearly with additional environmental inspections for prospective acquisitions. Provides technical support for PILOT analyses, required reports, acts as liaison to the Friends of the Long Pond Greenbelt and staffs the Long Pond Greenbelt Nature Center.

PARK RANGER / ORDINANCE ENFORCEMENT OFFICER

Ron Carter

Performs numerous enforcement and monitoring projects for CPF acquired parcels. Annually, investigates approximately 90 complaints, performs at least 60 inspections and patrols 200 properties. Provides support for baseline inspections and numerous stewardship responsibilities including sign installation and trail maintenance. Instrumental in major property clean-ups, preventing unauthorized ATV use on lands and installing security measures on CPF lands.

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 1/1/11
Community Preservation Fund												
Community Preservation Fund												
Community Preservation - 1940												
Assistant Town Attorney	ADMINISTRATIVE	88,740	0	0	88,740	19,207	6,789	10,205	316	36,517	125,257	8.7
Senior Administrative Assist	ADMINSUPPORT	52,540	0	0	52,540	19,207	4,019	6,042	272	29,541	82,081	10.3
Ordinance Enforcement Officer	CSEA40HOUR-NEW / J / 3	63,590	3,778	0	67,368	19,207	5,154	7,747	2,606	34,715	102,083	13.9
Principal Environmental Analyst	CSEA40HOURPROMO	81,390	6,511	0	87,901	19,207	6,724	10,109	3,392	39,432	127,333	17.1
Total Community Preservation - 1940		286,260	10,288	0	296,549	76,829	22,686	34,103	6,587	140,205	436,754	

NOTES:

Department Summary

Department: Community Preservation

Budget Year: 2011

Division: Community Preservation Fund

Tax District: CPF Trust

Cost Center #: 1940

Manager: Mary Wilson

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. Professional oversight & management of the Community Preservation Project Plan and the Management & Stewardship Plan.
2. Maintain numerous databases.
3. Prioritized list of parcels to Town Board, conduct Public Hearings and prepare resolutions regarding acquisitions.
4. Negotiate on behalf of Town to acquire targeted parcels at or below fair market value.
5. Order appraisals, title premiums & surveys; prepare purchase agreements, easements, covenants & closing documents.
6. Baseline documentation and inspection reports for parcels acquired.
7. Establish active management & stewardship routines; enforcement of rules & regulations pertaining to Town-owned lands, trail blazing & maintenance.
8. Oversee compliance by Town with State law and local requirements for PILOT payments to eligible special districts with financial certifications by the Town Comptroller as to calculations made by the Tax Receiver for proposed payments or reductions to tax levies.
9. Oversee, process and interpret the new First Time Homebuyers Exemption to the 2% real estate transfer tax.

Department Summary

Department: Community Preservation

Budget Year: 2011
Division: Community Preservation Fund
Tax District: CPF Trust

Cost Center #: 1940
Manager: Mary Wilson

NOTES:

Workload:

1. Prepare and implement open space management plans regarding specific target areas and 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 & Management Plan and conduct Public Hearings on same. Update this Plan as often as permitted by statute and as needed to address emerging stewardship and management needs.
4. The CPF Program Manager shall oversee an annual independent audit of the CPF revenues as required by statute.
5. In 2008, the CPF Program acquired 25 additional properties, all of which require an initial inspection by the Principal Environmental Analyst, and annual monitoring inspections and reports. The Principal Environmental Analyst performs upwards of 200 monitoring inspections and reports yearly with additional environmental inspections for prospective acquisitions. She also provides technical support for PILOT analyses, required reports, acts as liaison to the Friends of the Long Pond Greenbelt and staffs the Long Pond Greenbelt Nature Center.
6. The Park Ranger / Ordinance Enforcement Officer performs numerous enforcement and monitoring projects for CPF acquired parcels. He annually investigates approximately 90 complaints, performs at least 60 inspections and patrols 200 properties. In addition, the Park Ranger / Ordinance Enforcement Officer provides support for baseline inspections and numerous stewardship responsibilities including sign installation and trail maintenance. He has been instrumental in major property clean-ups, preventing unauthorized ATV use on lands and installing security measures on CPF lands. He 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 such as 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. She also handles all aspects of real estate closings, which currently average 15- 20 per calendar year, preparation of 60-100 real estate presentations annually, as well as preparation of resolutions and agendas for the Town Board.

Department Summary

Department: Community Preservation

Budget Year: 2011

Division: Community Preservation Fund

Tax District: CPF Trust

Cost Center #: 1940

Manager: Mary Wilson

Goals & Objectives:

The CPF transfer tax has been in place for 10 years, and the success of the program is evidenced in the 2,900 acres of land acquired for protection. These thousands of acres require stewardship and management so that the intent of this program is honored and these community resources are preserved and maintained. In 2010, there will be a strong focus on stewardship and management of the Town's varied CPF lands. These 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.
2. Develop 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 desired by the public.
6. The Town's several CPF historical properties require a special kind of stewardship, which includes the management of licensee organizations. Such management includes ever-increasing oversight and review of these organizations' activities and compliance review of the use of CPF stewardship funds. CPF stewardship of historic properties may also include renovation/construction management in concert with the licensee organization and general compliance with all relevant local, state, and federal legislation, as well as grant funding compliance responsibilities.
7. Implement recommendations of the 2008 Audit and consider augmenting staff resources with greater accountancy skills, either through a consultant, in-house training, or part-time hire.

NOTES:

Department Summary

Department: Community Preservation

Budget Year: 2011

Division: Community Preservation Fund

Tax District: CPF Trust

Cost Center #: 1940

Manager: Mary Wilson

Legal Authority:

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

Revenue:

The Community Preservation Department projects approximately \$19.4 million in revenues for 2010. Operating Expenses for 2010 total \$562,362 total for program management; \$2,040,676 for 2010 CPF PILOTS, \$9,213,113 for debt service and \$500,000 for stewardship projects. Therefore, there is a projected revenue stream allowing for purchase of land on a “pay-as-you-go” basis in the amount of approximately \$7 million for 2010.

NOTES:

Town of Southampton
2011 Adopted Budget
Community Preservation - 1940

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
Other Revenue:																
1190	Community Preservation 2%	21,000,000	24,805,488	19,200,000	30,000,000	24,986,133	33,000,000	33,000,000	33,000,000	33,000,000	3,000,000	10.00%	37,000,000	37,000,000	37,000,000	37,000,000
1201	Interest And Earnings	210,000	172,533	192,000	192,000	174,393	280,000	280,000	280,000	280,000	88,000	45.83%	280,000	308,000	308,000	308,000
2710	Premium on Obligations	0	28,150	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	4,334	6,343	6,343	0	6,343	6,343	6,343	6,343	0	0.00%	6,343	6,343	6,343	6,343
3910	Community Preservation - State Aid - Conservation	0	0	0	0	25,000	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	2,650,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5710	Community Preservation - Serial Bond Proceeds	0	40,000,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
Total Other Revenue		21,210,000	67,660,506	19,398,343	30,198,343	25,185,526	33,286,343	33,286,343	33,286,343	33,286,343	3,088,000	10.23%	37,286,343	37,314,343	37,314,343	37,314,343
Total Revenue		21,210,000	67,660,506	19,398,343	30,198,343	25,185,526	33,286,343	33,286,343	33,286,343	33,286,343	3,088,000	10.23%	37,286,343	37,314,343	37,314,343	37,314,343
Salaries:																
6100	Salaries	281,684	277,403	280,449	280,449	234,721	297,402	286,760	286,760	286,260	(5,812)	(2.07%)	304,639	293,784	293,784	293,274
6110	Longevity	7,842	9,928	9,928	9,928	8,273	10,288	10,288	10,288	10,288	(361)	(3.63%)	10,494	11,824	11,824	11,824
6127	Cash in Lieu of Health Benefits	0	1,250	2,500	2,500	1,250	0	0	0	0	2,500	100.00%	0	0	0	0
Total Salaries		289,526	288,581	292,876	292,876	244,244	307,691	297,049	297,049	296,549	(3,672)	(1.25%)	315,134	305,608	305,608	305,098
Employee Benefits - Current:																
6810	Employee Retirement - Active	22,632	21,837	20,208	28,130	16,840	35,384	34,161	34,161	34,103	(5,973)	(21.23%)	51,367	49,814	49,814	49,731
6830	FICA Tax Expenditure	22,340	22,195	22,405	22,405	18,052	23,538	22,724	22,724	22,686	(281)	(1.25%)	24,108	23,379	23,379	23,340
6835	Unallocated - MTA Tax	0	822	0	0	796	1,060	1,060	1,060	1,060	(1,060)	(100.00%)	1,080	1,080	1,080	1,080
6840	Worker's Compensation	4,479	4,415	6,223	6,223	5,186	6,520	6,474	6,474	6,472	(248)	(3.99%)	6,699	6,704	6,704	6,701
6860	Medical Insurance - Active Employees	47,816	50,941	47,773	47,773	39,928	72,509	72,509	72,509	72,509	(24,735)	(51.78%)	78,308	78,308	78,308	78,308
6865	Dental & Optical	3,482	0	3,936	3,936	3,242	4,320	4,320	4,320	4,320	(384)	(9.76%)	4,664	4,664	4,664	4,664
6875	Disability	0	53	115	115	48	115	115	115	115	0	0.00%	115	115	115	115
Total Employee Benefits - Current		100,748	100,264	100,661	108,583	84,092	143,446	141,363	141,363	141,265	(32,681)	(30.10%)	166,341	164,064	164,064	163,940
Total Employee Costs		390,274	388,844	393,538	401,460	328,336	451,137	438,412	438,412	437,814	(36,354)	(9.06%)	481,475	469,673	469,673	469,038
Equipment:																
6201	Vehicles	0	0	0	0	0	42,000	42,000	42,000	42,000	(42,000)	(100.00%)	42,000	42,000	42,000	42,000
6208	CPF Land Purchase	10,205,014	15,616,271	6,938,832	17,256,632	7,133,666	22,098,458	22,111,183	22,111,183	21,790,322	(4,533,690)	(26.27%)	27,136,620	27,176,422	27,176,422	27,177,057
Total Equipment		10,205,014	15,616,271	6,938,832	17,256,632	7,133,666	22,140,458	22,153,183	22,153,183	21,832,322	(4,575,690)	(26.52%)	27,178,620	27,218,422	27,218,422	27,219,057
Contractual:																
6400	Contracts - Other	150,000	221,819	110,000	141,112	53,811	50,000	50,000	50,000	50,000	91,112	64.57%	50,000	50,000	50,000	50,000
6401	Contracts	0	27,670	71,112	60,000	29,350	80,000	80,000	80,000	80,000	(20,000)	(33.33%)	80,000	80,000	80,000	80,000
6403	Gasoline	5,000	2,018	3,000	3,000	1,409	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000

Town of Southampton
2011 Adopted Budget
Community Preservation - 1940

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
6410	Postage	0	0	1,000	1,000	332	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6412	Publications	1,600	1,027	500	500	35	250	250	250	250	250	50.00%	250	250	250	250
6414	Rentals	3,900	3,564	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6416	Travel, Dues and Related	500	0	300	300	117	300	300	300	300	0	0.00%	300	300	300	300
6418	Uniforms	100	100	100	100	0	200	200	200	200	(100)	(100.00%)	200	200	200	200
6424	Taxes - Town Property	250,000	121,025	150,000	149,388	49,381	150,000	150,000	150,000	150,000	(612)	(0.41%)	150,000	150,000	150,000	150,000
6425	Office Supplies	800	512	600	600	445	600	600	600	600	0	0.00%	600	600	600	600
6426	Supplies - Other	800	913	600	600	545	600	600	600	600	0	0.00%	600	600	600	600
6442	Property Stewardship	500,000	78,931	500,000	100,000	22,845	1,958,697	1,958,697	1,958,697	1,958,697	(1,858,697)	(1858.70%)	850,000	850,000	850,000	850,000
6443	Clothing	0	0	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6450	Schools & Training	2,500	350	1,200	1,437	1,437	1,200	1,200	1,200	1,200	237	16.49%	1,200	1,200	1,200	1,200
6460	Pilot Payments	3,493,555	3,493,556	2,169,480	2,169,480	2,169,480	2,169,480	2,169,480	2,169,480	2,490,939	(321,459)	(14.82%)	2,169,480	2,169,480	2,169,480	2,169,480
6477	Copier Leases	0	0	3,900	4,275	3,661	3,900	3,900	3,900	3,900	375	8.77%	3,900	3,900	3,900	3,900
6485	Uniform Cleaning	0	300	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6490	Consultants	10,000	0	5,000	5,000	0	0	0	0	0	5,000	100.00%	0	0	0	0
6497	Misc Expenses	0	(256)	0	0	(12)	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	4,418,755	3,951,528	3,016,992	2,636,992	2,332,834	4,419,427	4,419,427	4,419,427	4,740,886	(2,103,894)	(79.78%)	3,310,730	3,310,730	3,310,730	3,310,730
	Debt Service:															
6600	Debt Service Principal Expense	0	6,685,000	5,705,000	5,705,000	3,820,000	3,860,000	3,860,000	3,860,000	3,860,000	1,845,000	32.34%	4,030,000	4,030,000	4,030,000	4,030,000
6700	Debt Service Interest Expense	0	2,124,996	2,730,995	2,730,995	2,212,678	2,415,321	2,415,321	2,415,321	2,415,321	315,674	11.56%	2,285,518	2,285,518	2,285,518	2,285,518
6900	Interfund Transfer Expense	0	2,300,000	0	862,200	862,200	0	0	0	0	862,200	100.00%	0	0	0	0
6901	Transfer to Debt Service	9,301,200	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Debt Service	9,301,200	11,109,996	8,435,995	9,298,195	6,894,878	6,275,321	6,275,321	6,275,321	6,275,321	3,022,874	32.51%	6,315,518	6,315,518	6,315,518	6,315,518
	Total Expenditures	24,315,243	31,066,640	18,785,357	29,593,279	16,689,714	33,286,343	33,286,343	33,286,343	33,286,343	(3,693,064)	(12.48%)	37,286,343	37,314,343	37,314,343	37,314,343
	Net Surplus (Deficit)	(3,105,243)	36,593,866	612,986	605,064	8,495,812	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	3,105,243	0	(612,986)	(605,064)	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	36,593,866	0	0	8,495,812	0	0	0	0			0	0	0	0