

COMMUNITY PRESERVATION FUND

2014 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. Examines real estate title reports, tax maps, legal descriptions of real property, reviews appraisals, manages inventory of real property and coordinates stewardship tasks

COMMUNITY PRESERVATION
FUND ADVISORY BOARD

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. Also examines real estate title reports, tax maps, legal descriptions of real property, reviews appraisals, manages inventory of real property and coordinates stewardship tasks.

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. Supervises and performs stewardship tasks; drafts management plans for preserved real property.

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.

GROUNDSKEEPER I Vacant

Department Summary

Department: Community Preservation

Budget Year: 2014
Division: Community Preservation Department
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. Provide professional oversight and management of the Community Preservation Project Plan and the Management and Stewardship Plan.
2. Maintain numerous databases.
3. Prioritize 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 and surveys; prepare purchase agreements, easements, covenants and closing documents.
6. Baseline documentation and inspection reports for parcels acquired.
7. Establish active management and stewardship routines; enforce rules and regulations pertaining to Town-owned lands, trail blazing and maintenance.
8. Oversee compliance by Town with State law and local requirements for Payment in Lieu of Taxes (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 Home buyers Exemption to the 2% real estate transfer tax.
10. Oversee, manage and coordinate historic preservation construction projects.

Department Summary

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Budget Year: 2014
Division: Community Preservation Department
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 and 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 insure an annual independent audit of the CPF revenues is performed as required by statute.
5. The Principal Environmental Analyst performs over 260 initial and annual monitoring inspections and reports, as well as drafts long-term management plans. The CPF Program acquired over 260 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 upwards of 200 monitoring inspections and reports yearly with additional environmental inspections for prospective acquisitions, as well as drafting and submitting required governmental permits. 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 Park Ranger / Ordinance Enforcement Officer performs numerous enforcement and monitoring projects for CPF acquired parcels. The Park Ranger / Ordinance Enforcement Officer 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, trail maintenance and property security measures. He has been instrumental in major property cleanups, 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. This staff person also handles all aspects of real estate closings, which currently average 15- 20 per calendar year and prepares of 60-100 real estate presentations annually, as well as resolutions and agendas for the Town Board and the CPF Advisory Board.

Department Summary

Department: Community Preservation

Budget Year: 2014

Division: Community Preservation Department

Tax District: CPF Trust

Cost Center #: 1940

Manager: Mary Wilson

NOTES:

Goals & Objectives:

The CPF transfer tax has been in place for 13 years, and the success of the program is evidenced in the 3,000 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 the next year, 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, specifically through the use of the \$30 million bond authorization to accelerate the preservation of priority open space and farmland.
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 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
Community Preservation Department											
Community Preservation - 1940											
Assistant Town Attorney	ADMINISTRATIVE	94,172	0	0	94,172	20,902	7,204	12,148	914	41,168	135,340
Senior Administrative Assistant	ADMINSUPPORT	56,030	0	0	56,030	10,216	4,286	7,228	499	22,230	78,259
Groundskeeper I - Requested	CSEA40HOUR - 7-1-2010 / B / E	37,739	0	0	37,739	18,892	2,887	4,868	2,644	29,291	67,030
Ordinance Enforcement Officer	CSEA40HOUR-NEW / J / 5	69,515	5,562	300	75,377	11,348	5,766	9,724	2,599	29,438	104,815
Principal Environmental Analyst	CSEA40HOURPROMO	86,383	8,640	0	95,023	11,348	7,269	12,258	3,228	34,103	129,126
Total Community Preservation - 1940		343,839	14,202	300	358,341	72,707	27,413	46,226	9,884	156,230	514,571

NOTES:

Town of Southampton

2014 Adopted Budget

Community Preservation - 1940

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Other Revenue:																
1190	Community Preservation 2%	33,000,000	38,064,858	33,000,000	33,000,000	37,675,283	33,144,716	33,121,066	33,464,020	33,464,020	464,020	1.41%	33,068,668	33,044,527	33,387,481	33,387,481
1201	Interest And Earnings	200,000	174,370	150,000	150,000	110,690	150,000	150,000	150,000	150,000	0	0.00%	150,000	150,000	150,000	150,000
2701	Miscellaneous Tax Receipts	0	27,124	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2710	Premium on Obligations	0	1,545,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	6,343	307,054	6,343	6,343	5,325	6,343	6,343	6,343	6,343	0	0.00%	6,343	6,343	6,343	6,343
3910	State Aid - Conservation	15,000	15,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
4089	Federal Aid	0	662,350	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5031	Interfund Transfer - Revenue	0	194,925	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
5791	Proceeds of Refunding Bonds	0	9,270,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	33,221,343	50,260,681	33,156,343	33,156,343	37,791,298	33,301,059	33,277,409	33,620,363	33,620,363	464,020	1.40%	33,225,011	33,200,870	33,543,824	33,543,824
	Total Revenue	33,221,343	50,260,681	33,156,343	33,156,343	37,791,298	33,301,059	33,277,409	33,620,363	33,620,363	464,020	1.40%	33,225,011	33,200,870	33,543,824	33,543,824
Salaries:																
6100	Salaries	295,169	294,118	300,098	300,098	250,081	343,839	343,839	343,839	343,839	(43,741)	(14.58%)	351,280	351,280	351,280	351,280
6110	Longevity	11,980	11,980	12,229	12,229	0	14,202	14,202	14,202	14,202	(1,973)	(16.13%)	14,202	14,202	14,202	14,202
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	0	0	0	0	0	2,500	100.00%	0	0	0	0
6144	Clothing Cleaning	300	300	300	300	300	300	300	300	300	0	0.00%	300	300	300	300
	Total Salaries	309,949	308,898	315,127	315,127	250,381	358,341	358,341	358,341	358,341	(43,214)	(13.71%)	365,782	365,782	365,782	365,782
Employee Benefits - Current:																
6810	Employee Retirement - Active	38,706	39,740	42,502	53,849	44,212	69,876	46,226	46,226	46,226	7,623	14.16%	71,328	47,186	47,186	47,186
6830	FICA Tax Expenditure	23,688	23,392	24,084	24,084	18,955	27,413	27,413	27,413	27,413	(3,329)	(13.82%)	27,982	27,982	27,982	27,982
6835	MTA Tax	1,053	1,039	1,070	1,070	844	1,218	1,218	1,218	1,218	(148)	(13.82%)	1,244	1,244	1,244	1,244
6840	Worker's Compensation	5,375	5,009	5,483	5,483	4,569	8,522	8,522	8,522	8,522	(3,039)	(55.43%)	8,729	8,729	8,729	8,729
6860	Medical Insurance - Active Employees	44,700	33,115	36,612	36,612	37,305	66,195	66,195	66,195	66,195	(29,583)	(80.80%)	66,195	66,195	66,195	66,195
6865	Dental & Optical	4,903	4,395	5,197	5,197	3,759	6,512	6,512	6,512	6,512	(1,314)	(25.29%)	6,512	6,512	6,512	6,512
6875	Disability	115	58	115	115	92	144	144	144	144	(29)	(25.00%)	144	144	144	144
	Total Employee Benefits - Current	118,540	106,748	115,064	126,411	109,735	179,880	156,230	156,230	156,230	(29,819)	(23.59%)	182,134	157,992	157,992	157,992
	Total Employee Costs	428,489	415,646	430,191	441,538	360,116	538,221	514,571	514,571	514,571	(73,033)	(16.54%)	547,916	523,774	523,774	523,774
Equipment:																
6201	Vehicles	0	0	50,000	50,000	0	30,000	30,000	30,000	30,000	20,000	40.00%	0	0	0	0
6208	CPF Land Purchase	18,143,586	38,710,887	18,272,647	51,072,647	12,544,770	16,476,794	16,476,794	16,476,794	16,476,794	34,595,853	67.74%	20,275,759	20,275,759	20,275,759	20,275,759
	Total Equipment	18,143,586	38,710,887	18,322,647	51,122,647	12,544,770	16,506,794	16,506,794	16,506,794	16,506,794	34,615,853	67.71%	20,275,759	20,275,759	20,275,759	20,275,759
Contractual:																
6400	Contracts - Other	110,000	60,651	78,800	78,800	39,712	78,800	78,800	78,800	78,800	0	0.00%	76,800	76,800	76,800	76,800
6401	Contracts	100,000	128,600	150,000	150,000	107,200	150,000	150,000	150,000	150,000	0	0.00%	98,000	98,000	98,000	98,000
6403	Gasoline	3,400	3,044	3,400	3,400	1,532	3,400	3,400	3,400	3,400	0	0.00%	3,332	3,332	3,332	3,332
6410	Postage	800	572	784	784	390	784	784	784	784	0	0.00%	784	784	784	784
6412	Publications	250	230	245	245	150	300	300	300	300	(55)	(22.45%)	300	300	300	300

