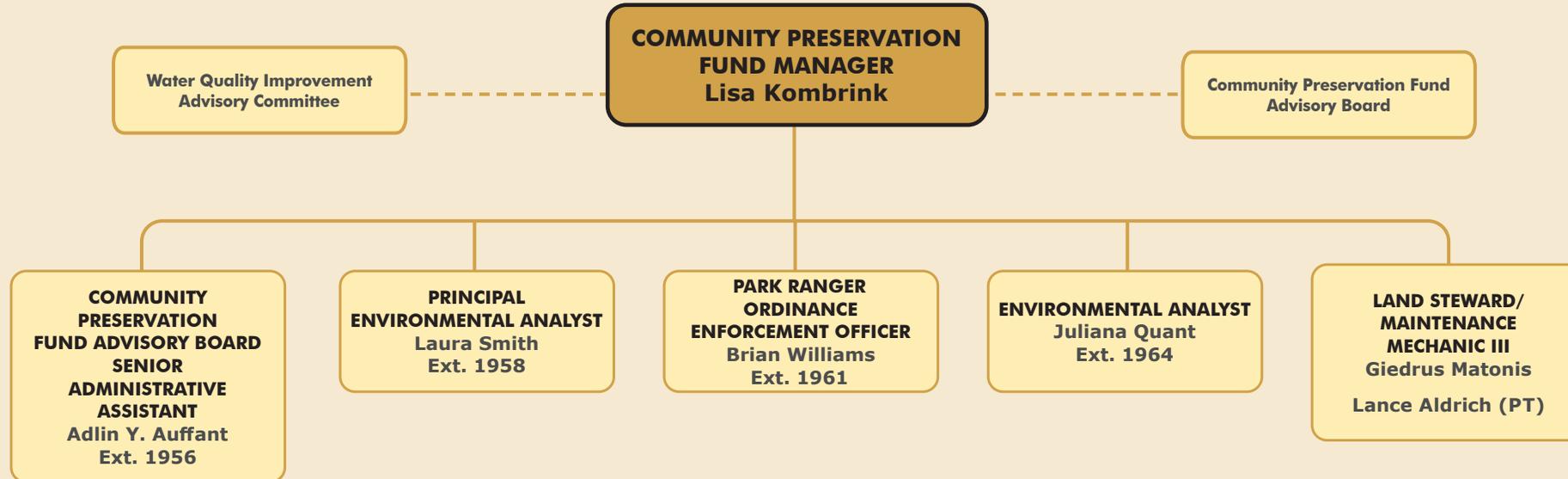


2021 ORGANIZATIONAL CHART
COMMUNITY PRESERVATION FUND

Main Line: 287-5720
Fax: 728-1920



COMMUNITY PRESERVATION - SUMMARY

Department: Community Preservation

Budget Year: 2021

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.

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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 1/1/21	Alloc. %
Community Preservation Department													
Community Preservation Department													
Community Preservation - 1940													
Community Preservation Fund Manager	ADMINISTRATIVE	121,727	0	0	121,727	28,488	8,389	17,081	627	54,585	176,312	1.8	100.0
Senior Administrative Assistant (CPF Prog)	ADMINSUPPORT	69,470	2,779	0	72,249	13,440	5,536	10,138	375	29,488	101,737	20.3	100.0
Town Historian - Requested	ADMINSUPPORT	42,000	0	3,614	45,614	828	3,504	6,418	359	11,109	56,723		60.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	68,337	0	0	68,337	13,104	5,236	9,589	359	28,289	96,626	2.7	100.0
Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	63,583	0	0	63,583	13,104	4,872	8,922	336	27,234	90,817	2.3	100.0
Senior Environmental Analyst - Requested	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J /	18,087	0	0	18,087	7,122	1,485	2,720	1,400	12,727	30,814		100.0
Ordinance Enforcement Officer	CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 2	74,512	5,961	300	80,773	28,488	6,188	11,333	412	46,421	127,194	21.2	100.0
Principal Environmental Analyst	CSEA40HOUR-OLD / 17 / Step 6	107,177	10,718	9,924	127,819	1,380	8,477	17,931	624	28,413	156,232	27.1	100.0
Land Steward	PART-TIME	30,000	0	0	30,000	0	2,299	0	168	2,466	32,466		100.0
Land Steward	PART-TIME	30,000	0	0	30,000	0	2,299	0	168	2,466	32,466		100.0
Land Steward	PART-TIME	30,000	0	0	30,000	0	2,299	0	168	2,466	32,466	4.4	100.0
Total Community Preservation - 1940		654,893	19,458	13,838	688,189	105,954	50,584	84,133	4,994	245,665	933,854		

NOTES:

Town of Southampton

2021 Tentative Budget

Community Preservation - 1940

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
Other Revenue:														
1190	Community Preservation 2%	47,103,857	43,247,803	42,000,000	47,000,000	36,558,975	42,614,709	42,448,307	(4,551,693)	(9.68%)	42,578,576	42,686,596	238,289	0.56%
1201	Interest And Earnings	750,000	2,011,153	1,000,000	1,000,000	445,626	1,000,000	1,000,000	0	0.00%	1,000,000	1,000,000	0	0.00%
2701	Miscellaneous Tax Receipts	0	0	0	0	6,763	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	6,343	6,385	6,343	6,343	120,445	6,343	6,343	0	0.00%	6,343	6,343	0	0.00%
3910	State Aid - Conservation	0	23,850	0	0	0	0	0	0	0.00%	0	0	0	0.00%
5031	Interfund Transfer - Revenue	125,000	125,000	261,174	1,320,287	261,174	0	280,000	(1,040,287)	(78.79%)	0	0	(280,000)	(100.00%)
Total Other Revenue		47,985,200	45,414,191	43,267,517	49,326,630	37,392,983	43,621,052	43,734,650	(5,591,980)	(11.34%)	43,584,919	43,692,939	(41,711)	(0.10%)
Total Revenue		47,985,200	45,414,191	43,267,517	49,326,630	37,392,983	43,621,052	43,734,650	(5,591,980)	(11.34%)	43,584,919	43,692,939	(41,711)	(0.10%)
Salaries:														
6100	Salaries	424,159	406,704	511,504	511,504	257,096	564,334	564,893	(53,389)	(10.44%)	579,312	635,494	(70,601)	(12.50%)
6102	Severance Pay	0	37,741	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6103	Accumulated Sick/Personal Days	3,678	3,485	3,555	3,555	6,337	3,901	3,901	(346)	(9.73%)	3,901	3,901	0	0.00%
6105	Part Time Salaries	70,576	44,392	90,000	90,000	20,207	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
6110	Longevity	18,975	14,784	14,833	14,833	0	20,159	19,458	(4,624)	(31.17%)	20,640	19,913	(455)	(2.34%)
6127	Cash in Lieu of Health Benefits	7,202	6,949	7,228	7,228	0	11,143	9,637	(2,409)	(33.33%)	11,143	9,637	0	0.00%
6144	Clothing Cleaning	0	0	0	0	300	300	300	(300)	(100.00%)	300	300	0	0.00%
Total Salaries		524,590	514,054	627,120	627,120	283,940	689,836	688,189	(61,069)	(9.74%)	705,296	759,245	(71,056)	(10.33%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	59,961	59,321	68,618	68,618	39,786	75,460	84,133	(15,514)	(22.61%)	77,406	94,670	(10,538)	(12.53%)
6830	FICA Tax Expenditure	39,314	35,989	46,719	46,719	21,120	50,716	50,584	(3,866)	(8.27%)	51,606	56,041	(5,456)	(10.79%)
6835	MTA Tax	1,839	1,600	2,173	2,173	939	2,354	2,348	(175)	(8.05%)	2,407	2,604	(256)	(10.89%)

Town of Southampton
2021 Tentative Budget
Community Preservation - 1940

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
6840	Worker's Compensation	16,402	14,973	12,097	12,097	5,689	2,541	2,474	9,623	79.55%	2,615	6,634	(4,160)	(168.12%)
6860	Medical Insurance - Active Employees	93,888	54,613	89,724	89,724	54,556	89,724	96,501	(6,777)	(7.55%)	89,724	116,832	(20,331)	(21.07%)
6865	Dental & Optical	6,926	6,706	8,556	8,556	4,140	9,453	9,453	(897)	(10.48%)	9,453	10,488	(1,035)	(10.95%)
6875	Disability	143	18	160	160	40	171	171	(11)	(7.07%)	171	184	(13)	(7.61%)
Total Employee Benefits - Current		218,474	173,220	228,048	228,048	126,271	230,419	245,665	(17,617)	(7.73%)	233,382	287,454	(41,789)	(17.01%)
Total Employee Costs		743,063	687,274	855,168	855,168	410,211	920,255	933,854	(78,686)	(9.20%)	938,678	1,046,698	(112,845)	(12.08%)
Equipment:														
6201	Vehicles	0	0	42,000	42,000	0	0	0	42,000	100.00%	0	0	0	0.00%
6208	Land Purchase	22,931,479	27,626,195	19,676,127	45,735,240	31,076,622	24,008,407	24,008,407	21,726,833	47.51%	24,142,223	24,142,223	(133,817)	(0.56%)
6209	Water Quality Improvement Program	11,308,020	2,059,384	10,787,933	10,787,933	612,333	8,649,560	8,649,560	2,138,373	19.82%	8,649,560	8,649,560	0	0.00%
Total Equipment		34,239,499	29,685,579	30,506,060	56,565,173	31,688,955	32,657,967	32,657,967	23,907,206	42.26%	32,791,783	32,791,783	(133,817)	(0.41%)
Contractual:														
6400	Contracts - Other	37,761	14,686	37,761	37,761	12,050	30,000	30,000	7,761	20.55%	30,000	30,000	0	0.00%
6401	Contracts	250,000	195,650	250,000	254,200	111,800	250,000	250,000	4,200	1.65%	250,000	250,000	0	0.00%
6403	Gasoline	3,000	2,831	3,000	3,000	888	4,000	4,000	(1,000)	(33.33%)	4,000	4,000	0	0.00%
6410	Postage	400	341	400	400	291	400	400	0	0.00%	400	400	0	0.00%
6412	Publications	300	590	700	700	137	700	700	0	0.00%	700	700	0	0.00%
6416	Travel, Dues and Related	2,100	1,494	2,100	2,100	0	2,100	2,100	0	0.00%	2,100	2,100	0	0.00%
6418	Uniforms	100	0	100	100	0	100	100	0	0.00%	100	100	0	0.00%
6424	Taxes - Town Property	250,000	140,085	250,000	250,000	171,309	250,000	250,000	0	0.00%	250,000	250,000	0	0.00%
6425	Office Supplies	500	167	500	500	52	500	500	0	0.00%	500	500	0	0.00%
6426	Supplies - Other	500	441	500	500	392	750	750	(250)	(50.00%)	750	750	0	0.00%

Town of Southampton
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6441	Diesel Fuel	0	36	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6442	Property Stewardship	673,838	286,143	1,734,083	1,737,082	35,332	820,780	1,524,780	212,302	12.22%	782,408	1,486,408	38,372	2.52%
6450	Schools & Training	1,000	1,000	1,000	1,000	0	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6460	Pilot Payments	5,000,000	4,803,900	5,000,000	5,000,000	4,409,023	5,000,000	5,000,000	0	0.00%	5,000,000	5,000,000	0	0.00%
6466	Telephone - Wireless	400	0	0	0	52	1,200	1,200	(1,200)	(100.00%)	1,200	1,200	0	0.00%
6474	Other - Landfill Charges	200	412	200	200	250	200	200	0	0.00%	200	200	0	0.00%
6477	Copier Leases	400	1,326	2,050	2,050	1,748	2,100	2,100	(50)	(2.44%)	2,100	2,100	0	0.00%
6490	Consultants	260,000	217,083	125,000	125,000	115,153	175,000	175,000	(50,000)	(40.00%)	175,000	175,000	0	0.00%
	Total Contractual	6,480,499	5,666,185	7,407,394	7,414,593	4,858,477	6,538,830	7,242,830	171,763	2.32%	6,500,458	7,204,458	38,372	0.53%
	Debt Service:													
6600	Debt Service Principal Expense	27,506,456	27,506,456	2,681,805	2,681,805	55,000	0	0	2,681,805	100.00%	0	0	0	0.00%
6700	Debt Service Interest Expense	915,683	913,757	80,994	80,994	40,170	0	0	80,994	100.00%	0	0	0	0.00%
6900	Interfund Transfer Expense	1,100,000	6,484,197	1,736,096	1,736,096	1,736,096	3,504,000	2,900,000	(1,163,904)	(67.04%)	3,354,000	2,650,000	250,000	8.62%
	Total Debt Service	29,522,139	34,904,410	4,498,895	4,498,895	1,831,266	3,504,000	2,900,000	1,598,895	35.54%	3,354,000	2,650,000	250,000	8.62%
	Total Expenditures	70,985,200	70,943,447	43,267,517	69,333,829	38,788,909	43,621,052	43,734,650	25,599,179	36.92%	43,584,919	43,692,939	41,711	0.10%
	Net Surplus (Deficit)	(23,000,000)	(25,529,256)	0	(20,007,199)	(1,395,926)	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	23,000,000	0	0	20,007,199	0	0	0			0	0		