

Department Summary

Department: COMMUNITY PRESERVATION FUND (CPF)

Function: HOME & COMMUNITY SERVICES

Budget Year: 2019

Division: COMMUNITY PRESERVATION FUND

Accounting Reference: 8800, 8801 & 8802

Stage: Adopted Budget

Mission Statement:

This Department's goal is to help protect our sense of place through acquisition, land management and the implementation of water quality initiatives to preserve East Hampton's unique natural environments, open spaces, farms and historic places for the enjoyment of all those who share our community now and in the future.

Department Responsibilities:

Department Responsibilities: In our continuing effort to create greater efficiency, transparency, accountability and to ensure the successful continuation of this program and its objectives, the Town Board, the Department of Land Acquisition & Management have instituted a series of fiscal oversight measures. One aspect of these measures that ensures the above goals is the creation of the department budget. Said budget is designed to act as a control and guide for appropriate expenditures consistent with Town law 64-e (Peconic Bay Region Community Preservation Fund) for costs related to CPF.

The CA 8800 (CPF Acquisitions) budget lines are specific to costs related to the acquisition of real property, or interests in real property using Community Preservation Funds as defined by Town Law 64-e. This section of the budget also pays the debt service associated with borrowed funds, as well as all departmental costs associated with acquisitions such as but not limited to, salaries, office supplies, phones, appraisals, surveys, title work, etc.

The CA 8801 (CPF Stewardship) budget lines are specific to costs related to stewardship tasks for CPF preserved lands including, but not limited to, sign installation, fence installation, trail and access road maintenance and repair, property inspections and monitoring, property encroachment resolution, structure demolition, wetland or grassland restoration and other related stewardship duties.

The CA 8802 (CPF Water Quality) budget lines are specific to costs related to the planning, design, implementation, installation and acquisition of properties for the purpose of water quality improvements per Town Code Chapter 112 amendment. This section of the budget pays the departmental costs associated with water quality projects such as but not limited to, salaries, office supplies, phones, subcontractor costs, project planning, grant writing, etc.

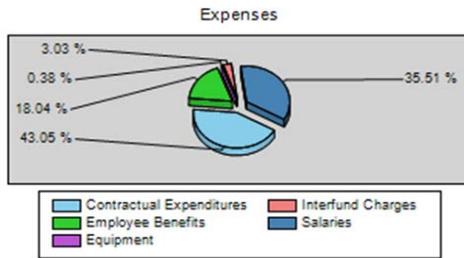
The following are additional department responsibilities:

- Facilitate the negotiation and acquisition of land on behalf of the Town Board
- Facilitate and manage water quality improvement projects on behalf of the Town Board
- Compile information for and present to the CPF Advisory Board, the CPF Water Quality Technical Advisory Committee and Town Board
- Leverage private and public funding for projects (State, County, PLT, TNC Private individuals)
- Write grants for acquisitions and water quality improvement projects
- Order and review appraisals and closing documents
- Write resolutions and present property information and water quality project plans at work sessions and public hearings
- Create baseline documentation for all acquired CPF assets
- Create a management and stewardship document that governs expenditures associated with CPF acquisitions
- Create Management Plans for CPF properties
- Coordinate with our State, County and private partners on the management of co-owned properties
- Conduct the monitoring and management of over 2,000 acres of CPF properties with employees, other Town Departments and outside contractors as necessary
- Make presentations to civic organizations and real estate companies to help educate and inform
- Coordinate and facilitate educational and recreational programs to increase public awareness of the Town's Community Preservation Program
- Educate the public on what they can do to improve water quality
- Work with Fred Thiele and other law makers, as well as the other east end Towns to review and revise the CPF law, and create rules and regulations to help interpret Town law (64-e)
- Work with TNC and Peconic Land Trust toward furthering the Town's goals of land preservation and water quality
- Continually add content to the department web site
- Act as liaison and ex-officio member of the CPF Advisory Board, Nature Preserve Committee, and CPF Water Quality Technical Advisory Committee

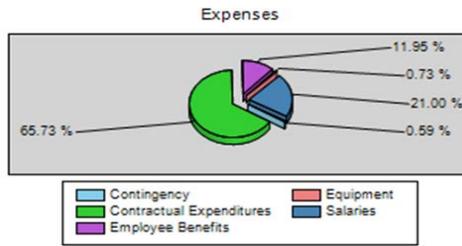
Department Summary

Department: COMMUNITY PRESERVATION FUND (CPF)

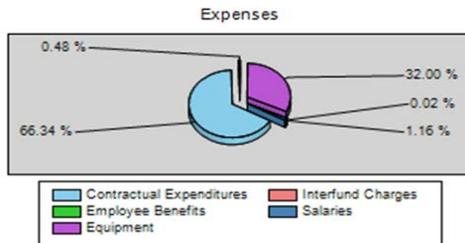
8800 - CPF ACQUISITIONS



8801 - CPF STEWARDSHIP



8802 - CPF WATER QUALITY



Key Performance Indicators	2016 Actual	2017 Actual	2018 Projected	2019 Target
Baselines Produced-CPF	15.00	31	15	20
Baselines Produced-Nature Preserve	8.00	0	0	8
Plans Produced (Project Plan, M & S Plan, Management Plan)	3.00	2	3	4
Projects (demolition, restorations, violations)	30.00	25	48	38
Properties Acquired	16.00	37	14	20
Properties Appraised	59.00	50	50	50
Properties Identified & Researched	88.00	84	90	90
Properties Monitored-CPF	150.00	274	389	409
Properties Monitored-Nature Preserve	200.00	292	389	389
Trail Maintenance & Creation-CPF	38.00	40	46	55
Trail Maintenance & Creation-Nature Preserve	12.00	8	10	12



FUND: COMMUNITY PRESERVATION REVENUES

ACCOUNT			DESCRIPTION	2016 Actual	2017 Actual	2018 Adopted	2018 Actual YTD	2019 Adopted	% Change
CA	0000		UNALLOCATED						
CA	0000	41092	REAL ESTATE TRANSFER TAX	\$27,663,773	\$27,129,207	\$25,000,000	\$22,889,386	\$25,000,000	0.00%
CA	0000	41775	APPROPRIATED UNRESERVED SURP	\$0	\$0	\$0	\$0	\$0	0.00%
CA	0000	41776	APPROPRIATION OF DEBT RESERVE	\$0	\$0	\$46,264	\$0	\$46,304	0.09%
CA	0000	42401	INTEREST ON INVESTMENTS	\$87,906	\$101,578	\$90,000	\$114,193	\$125,000	38.89%
CA	0000	42410	RENTAL OF PROPERTY	\$1,560	\$4,288	\$1,500	\$4,424	\$2,500	66.67%
CA	0000	42701	REFUNDS, PRIOR YR. APPROPRIATI	\$165	\$0	\$0	\$0	\$0	0.00%
CA	0000	42702	DONATION-LAND ACQUISITION	\$250	\$0	\$0	\$300,000	\$0	0.00%
CA	0000	42769	DENTAL & OPTICAL PREMIUM REIMB	\$0	\$367	\$0	\$290	\$0	0.00%
CA	0000	42771	MEDICAL PREMIUM REIMBURSEMEN	\$0	\$2,266	\$0	\$1,780	\$0	0.00%
CA	0000	44991	FED. AID-NATURAL RESOURCES	\$6,400	\$11,000	\$0	\$0	\$0	0.00%
CA	0000		Total	\$27,760,053	\$27,248,706	\$25,137,764	\$23,310,072	\$25,173,804	0.14%
TOTALS:				\$27,760,053	\$27,248,706	\$25,137,764	\$23,310,072	\$25,173,804	0.14%



FUND: COMMUNITY PRESERVATION EXPENDITURES

ACCOUNT			DESCRIPTION	2016 Actual	2017 Actual	2018 Adopted	2018 Actual YTD	2019 Adopted	% Change
CA	1940		ACQUISITION OF LAND						
CA	1940	52702	LAND ACQUISITIONS	\$29,383,197	\$42,642,281	\$15,492,579	\$10,460,619	\$16,194,695	4.53%
CA	1940		Total	\$29,383,197	\$42,642,281	\$15,492,579	\$10,460,619	\$16,194,695	4.53%
CA	8800		CPF - ACQUISITIONS						
CA	8800	51100	FULL-TIME SALARIES	\$74,865	\$75,243	\$77,919	\$66,130	\$79,478	2.00%
CA	8800	51103	LONGEVITY	\$0	\$2,295	\$2,380	\$0	\$2,465	3.57%
CA	8800	51200	PART TIME SALARIES	\$11,344	\$11,576	\$11,960	\$9,370	\$11,960	0.00%
CA	8800	52450	COMPUTER EQUIPMENT	\$0	\$109	\$300	\$0	\$1,000	233.33%
CA	8800	54100	OFFICE EXPENSE	\$330	\$2,552	\$800	\$264	\$800	0.00%
CA	8800	54150	GENERAL INSURANCE	\$4,787	\$0	\$0	\$0	\$0	0.00%
CA	8800	54200	TRAVEL CONFERENCES & DUES	\$0	\$0	\$600	\$0	\$1,000	66.67%
CA	8800	54300	TELEPHONE	\$0	\$0	\$50	\$0	\$50	0.00%
CA	8800	54520	OUTSIDE PROFESSIONAL	\$9,450	\$11,100	\$14,000	\$9,600	\$12,000	-14.29%
CA	8800	54709	MTA TAX DUE	\$293	\$299	\$314	\$257	\$319	1.78%
CA	8800	54950	APPRAISALS	\$87,950	\$85,350	\$80,000	\$54,600	\$75,000	-6.25%
CA	8800	54951	SURVEYS	\$15,050	\$5,100	\$25,000	\$16,600	\$25,000	0.00%
CA	8800	55050	ATTORNEY FEES-CHARGE BACKS	\$0	\$0	\$10,000	\$0	\$8,000	-20.00%
CA	8800	59010	NYS RETIREMENT	\$11,333	\$13,357	\$12,727	\$3,142	\$12,947	1.72%
CA	8800	59030	SOCIAL SECURITY & MEDICARE	\$6,595	\$6,738	\$7,058	\$5,776	\$7,184	1.78%
CA	8800	59060	HEALTH INSURANCE	\$18,489	\$22,062	\$24,106	\$19,984	\$25,630	6.32%
CA	8800	59090	DENTAL/OPTICAL BENEFITS	\$1,488	\$1,552	\$1,585	\$1,330	\$1,627	2.64%
CA	8800		Total	\$241,973	\$237,333	\$268,800	\$187,052	\$264,460	-1.61%
CA	9710		SERIAL BONDS						
CA	9710	56000	DEBT PRINCIPAL	\$1,205,645	\$1,173,387	\$1,233,871	\$1,233,871	\$1,302,419	5.56%
CA	9710	57001	INTEREST-SERIAL BOND	\$612,571	\$557,641	\$497,461	\$264,153	\$434,053	-12.75%
CA	9710		Total	\$1,818,216	\$1,731,028	\$1,731,332	\$1,498,024	\$1,736,472	0.30%
CA	9720		DEBT - EFC						
CA	9720	56002	DEBT PRINCIPAL(EFC/CPF)	\$735,000	\$745,000	\$765,000	\$765,000	\$780,000	1.96%
CA	9720	57000	DEBT INTEREST	\$108,410	\$75,078	\$66,848	\$70,496	\$61,619	-7.82%
CA	9720		Total	\$843,410	\$820,078	\$831,848	\$835,496	\$841,619	1.17%
			Total CPF-ACQUISITIONS	\$32,286,795	\$45,430,721	\$18,324,559	\$12,981,192	\$19,037,246	3.89%



FUND: COMMUNITY PRESERVATION EXPENDITURES

ACCOUNT			DESCRIPTION	2016 Actual	2017 Actual	2018 Adopted	2018 Actual YTD	2019 Adopted	% Change
CA	8801		CPF - STEWARDSHIP						
CA	8801	51100	FULL-TIME SALARIES	\$104,971	\$111,596	\$114,853	\$94,714	\$127,484	11.00%
CA	8801	51103	LONGEVITY	\$2,000	\$2,370	\$3,830	\$0	\$3,990	4.18%
CA	8801	51200	PART TIME SALARIES	\$11,086	\$11,209	\$11,960	\$9,370	\$11,960	0.00%
CA	8801	51990	CONTINGENCY	\$0	\$0	\$4,000	\$0	\$4,000	0.00%
CA	8801	52300	VEHICLES	\$0	\$0	\$30,000	\$29,681	\$0	-100.00%
CA	8801	52450	COMPUTER EQUIPMENT	\$0	\$0	\$900	\$150	\$1,000	11.11%
CA	8801	52600	OTHER EQUIPMENT	\$0	\$0	\$14,000	\$4,093	\$4,000	-71.43%
CA	8801	54100	OFFICE EXPENSE	\$256	\$3,298	\$700	\$252	\$800	14.29%
CA	8801	54300	TELEPHONE	\$0	\$0	\$50	\$0	\$50	0.00%
CA	8801	54500	SUBCONTRACT COSTS	\$772,114	\$603,451	\$1,000,000	\$889,601	\$425,000	-57.50%
CA	8801	54520	OUTSIDE PROFESSIONAL	\$16,333	\$2,295	\$14,000	\$4,169	\$14,000	0.00%
CA	8801	54560	MOTOR VEHICLE REPAIRS & SUPP	\$663	\$811	\$600	\$296	\$600	0.00%
CA	8801	54562	FUEL - MOTOR VEHICLE	\$857	\$915	\$400	\$621	\$900	125.00%
CA	8801	54600	UNIFORMS	\$0	\$88	\$450	\$290	\$450	0.00%
CA	8801	54709	MTA TAX DUE	\$406	\$430	\$444	\$354	\$488	9.88%
CA	8801	54712	Re-Veg and Kiosk Materials	\$0	\$0	\$1,500	\$197	\$1,500	0.00%
CA	8801	54731	SIGNS	\$436	\$0	\$400	\$396	\$400	0.00%
CA	8801	54850	SMALL TOOLS & EQUIPMENT	\$674	\$2,247	\$1,200	\$1,017	\$1,200	0.00%
CA	8801	54982	TREE MAINTENANCE	\$0	\$4,000	\$4,000	\$0	\$4,000	0.00%
CA	8801	59010	NYS RETIREMENT	\$15,972	\$19,595	\$18,811	\$4,643	\$18,848	0.19%
CA	8801	59030	SOCIAL SECURITY & MEDICARE	\$9,139	\$9,665	\$9,994	\$7,963	\$10,973	9.79%
CA	8801	59060	HEALTH INSURANCE	\$37,335	\$41,527	\$45,376	\$37,617	\$48,244	6.32%
CA	8801	59090	DENTAL/OPTICAL BENEFITS	\$2,800	\$2,922	\$2,984	\$2,504	\$3,063	2.64%
CA	8801		Total	\$975,042	\$816,420	\$1,280,452	\$1,087,928	\$682,949	-46.66%



FUND: COMMUNITY PRESERVATION EXPENDITURES

ACCOUNT			DESCRIPTION	2016 Actual	2017 Actual	2018 Adopted	2018 Actual YTD	2019 Adopted	% Change
CA	8802		CPF - WATER QUALITY						
CA	8802	51100	FULL-TIME SALARIES	\$0	\$54,583	\$56,441	\$46,493	\$63,221	12.01%
CA	8802	51103	LONGEVITY	\$0	\$0	\$0	\$0	\$0	0.00%
CA	8802	51990	CONTINGENCY	\$0	\$0	\$0	\$0	\$0	0.00%
CA	8802	52100	FURNITURE & FIXTURES	\$0	\$0	\$2,500	\$0	\$1,000	-60.00%
CA	8802	52300	VEHICLES	\$0	\$0	\$30,000	\$0	\$0	-100.00%
CA	8802	52450	COMPUTER EQUIPMENT	\$0	\$2,362	\$3,000	\$0	\$0	-100.00%
CA	8802	52702	LAND ACQUISITIONS	\$0	\$0	\$0	\$0	\$1,744,353	100.00%
CA	8802	54100	OFFICE EXPENSE	\$0	\$134	\$700	\$100	\$600	-14.29%
CA	8802	54150	GENERAL INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
CA	8802	54200	TRAVEL CONFERENCES & DUES	\$0	\$0	\$800	\$0	\$1,000	25.00%
CA	8802	54300	TELEPHONE	\$0	\$0	\$50	\$0	\$0	-100.00%
CA	8802	54322	SEPTIC SYSTEM REBATE PROGRAM	\$0	\$0	\$2,000,000	\$113,962	\$1,500,000	-25.00%
CA	8802	54500	SUBCONTRACT COSTS	\$0	\$38,750	\$3,099,458	\$66,063	\$2,000,000	-35.47%
CA	8802	54520	OUTSIDE PROFESSIONAL	\$0	\$0	\$300,000	\$0	\$100,000	-66.67%
CA	8802	54560	MOTOR VEHICLE REPAIRS & SUPP	\$0	\$0	\$1,200	\$0	\$600	-50.00%
CA	8802	54562	FUEL - MOTOR VEHICLE	\$0	\$0	\$800	\$0	\$0	-100.00%
CA	8802	54600	UNIFORMS	\$0	\$115	\$400	\$311	\$400	0.00%
CA	8802	54709	MTA TAX DUE	\$0	\$186	\$192	\$158	\$215	11.91%
CA	8802	54850	SMALL TOOLS & EQUIPMENT	\$0	\$992	\$4,200	\$0	\$4,200	0.00%
CA	8802	54950	APPRAISALS	\$0	\$0	\$0	\$0	\$5,000	100.00%
CA	8802	54951	SURVEYS	\$0	\$0	\$0	\$0	\$6,000	100.00%
CA	8802	54980	OTHER	\$0	\$0	\$500	\$22	\$0	-100.00%
CA	8802	55050	ATTORNEY FEES-CHARGE BACKS	\$0	\$0	\$5,000	\$0	\$1,000	-80.00%
CA	8802	59010	NYS RETIREMENT	\$0	\$8,109	\$8,946	\$2,208	\$6,250	-30.14%
CA	8802	59030	SOCIAL SECURITY & MEDICARE	\$0	\$4,176	\$4,318	\$3,557	\$4,837	12.02%
CA	8802	59060	HEALTH INSURANCE	\$0	\$11,360	\$12,384	\$10,179	\$13,020	5.14%
CA	8802	59090	DENTAL/OPTICAL BENEFITS	\$0	\$1,826	\$1,865	\$1,565	\$1,914	2.64%
CA	8802		Total	\$0	\$122,593	\$5,532,753	\$244,618	\$5,453,609	-1.43%

TOTALS:	\$33,261,837	\$46,369,734	\$25,137,764	\$14,313,738	\$25,173,804	0.14%
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Position Costing Summary

Division: CPF - ACQUISITIONS
Scenario: Main
Function: HOME & COMMUNITY SERVICES
Department: COMMUNITY PRESERVATION FUND

Stage: Adopted Budget
Status: Active

Position/Name	Class/Grade/Step	Salary				Benefits					Total Comp & Benefits	Yrs of Srv 1/1/19	FTE	Alloc. %	Weekly Hours
		Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits					
LAND MANAGEMENT SPEC III	Department Head	79,478	2,465	0	81,943	27,257	6,269	12,947	279	46,751	128,694	12	0.85	85.00	34
Total Full Time		79,478	2,465	0	81,943	27,257	6,269	12,947	279	46,751	128,694	12			
Part Time															
PT ADMINISTRATIVE ASSISTANT	PT / 902A-2956 / 1	11,960	0	0	11,960	0	915	0	41	956	12,916				
Grand Total		91,438	2,465	0	93,903	27,257	7,184	12,947	319	47,707	141,610	12			



Position Costing Summary

Division: CPF - STEWARDSHIP
Scenario: Main
Function: HOME & COMMUNITY SERVICES
Department: COMMUNITY PRESERVATION FUND

Stage: Adopted Budget
Status: Active

Position/Name	Class/Grade/Step	Salary				Benefits					Total Comp & Benefits	Yrs of Srv 1/1/19	FTE	Alloc. %	Weekly Hours
		Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits					
LAND MANAGEMENT SPEC III	Department Head	9,350	290	0	9,640	3,207	737	1,523	33	5,500	15,140	12	0.10	10.00	4
SENIOR ENVIRONMENTAL ANALYST	CSEA / 31 / OFF1	78,993	2,800	0	81,793	32,067	6,257	12,923	278	51,526	133,318	15	1.00	100.00	40
PROMOTE TO PRINCIPAL ENV. ANALYST, GRADE 32		7,530			7,530		576	1,194	26	1,795	9,325				
ENVIRONMENTAL ANALYST	CSEA / 25 / 3	28,788	900	0	29,688	16,034	2,271	2,761	101	21,167	50,855	4	0.50	50.00	20
REGRADE POSITION TO GRADE 28		2,822			2,822		216	447	10	673	3,495				
Total Full Time		127,484	3,990	0	131,474	51,307	10,058	18,848	447	80,660	212,134	31			
Part Time															
PT ADMINISTRATIVE ASSISTANT	PT / 902A-2956 / 1	11,960	0	0	11,960	0	915	0	41	956	12,916				
Grand Total		139,444	3,990	0	143,434	51,307	10,973	18,848	488	81,616	225,049	31			



Position Costing Summary

Division: CPF - WATER QUALITY
Scenario: Main
Function: HOME & COMMUNITY SERVICES
Department: COMMUNITY PRESERVATION FUND

Stage: Adopted Budget
Status: Active

Position/Name	Class/Grade/Step	Salary				Benefits					Total Comp & Benefits	Yrs of Srv 1/1/19	FTE	Alloc. %	Weekly Hours
		Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits					
ENVIRONMENTAL ANALYST	CSEA / 25 / 3	57,577	0	0	57,577	14,934	4,405	5,355	196	24,889	82,466	2	1.00	100.00	40
REGRADE POSITION TO GRADE 28		5,644			5,644		432	895	19	1,346	6,990				
Grand Total		63,221	0	0	63,221	14,934	4,837	6,250	215	26,235	89,456	2			