

# Department Summary

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Department: CPF - ACQUISITIONS

Function: HOME & COMMUNITY SERVICES

Budget Year: 2020

Division: COMMUNITY PRESERVATION  
FUND

Accounting Reference: 8800, 8801 &  
8802

Stage: Adopted Budget

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## 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

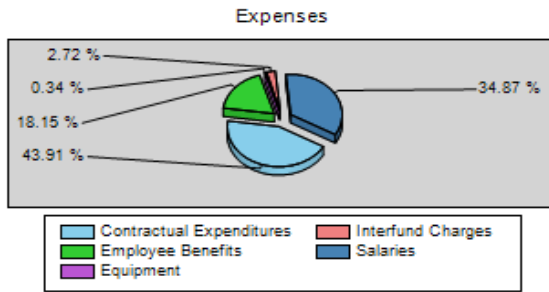
The following are additional department responsibilities:

- 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

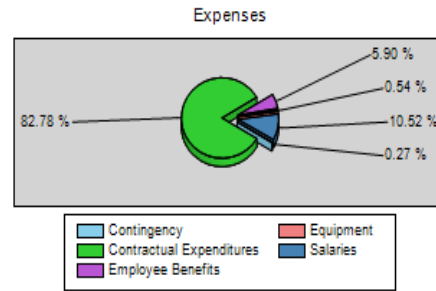
# Department Summary

Department: CPF - ACQUISITIONS

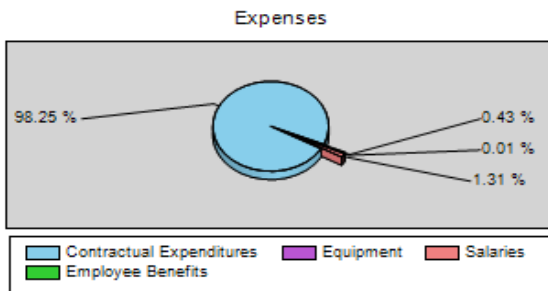
## 8800 - CPF ACQUISITIONS



## 8801 - CPF STEWARDSHIP



## 8802 - CPF WATER QUALITY



Key Performance Indicators	2019	2020	2021	2022
	Actual	Actual	Projected	Target
Baselines Produced-CPF	20	15	17	20
Baselines Produced-Nature Preserve	8	0	0	0
Plans Produced	3	2	4	4
Projects (demolition, restorations, violations)	46	43	46	43
Properties Acquired	28	15	17	20
Properties Appraised	67	30	40	50
Properties Identified & Researched	112	39	65	85
Properties Monitored-CPF	422	437	445	465
Properties Monitored-Nature Preserve	436	436	436	436
Trail Maintenance & Creation-CPF	53	113	103	100
Trail Maintenance & Creation-Nature Preserve	35	63	64	60



## FUND: COMMUNITY PRESERVATION REVENUES

ACCOUNT		DESCRIPTION	2019 Actual	2020 Actual	2021 Adopted	2021 Actual YTD	2022 Adopted	% Change
CA	0000	UNALLOCATED						
CA	0000	41092 REAL ESTATE TRANSFER TAX	\$23,015,228	\$42,632,837	\$25,000,000	\$52,891,875	\$25,053,834	0.22%
CA	0000	42401 INTEREST ON INVESTMENTS	\$553,912	\$176,928	\$150,000	\$105,499	\$150,000	0.00%
CA	0000	42410 RENTAL OF PROPERTY	\$4,924	\$5,624	\$2,500	\$5,924	\$2,500	0.00%
CA	0000	42701 REFUNDS, PRIOR YR. APPROPRIATI	\$0	\$0	\$0	\$10	\$0	0.00%
CA	0000	42769 DENTAL & OPTICAL PREMIUM REIMB	\$415	\$424	\$0	\$341	\$0	0.00%
CA	0000	42770 MISCELLANEOUS	\$0	\$66,523	\$0	\$0	\$0	0.00%
CA	0000	42778 CLEAN ENERGY REBATE INCOME	\$5,000	\$0	\$0	\$0	\$0	0.00%
CA	0000	<b>Total</b>	<b>\$23,579,479</b>	<b>\$42,882,335</b>	<b>\$25,152,500</b>	<b>\$53,003,648</b>	<b>\$25,206,334</b>	<b>0.21%</b>

<b>TOTALS:</b>	<b>\$23,579,479</b>	<b>\$42,882,335</b>	<b>\$25,152,500</b>	<b>\$53,003,648</b>	<b>\$25,206,334</b>	<b>0.21%</b>
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## FUND: COMMUNITY PRESERVATION EXPENDITURES

ACCOUNT			DESCRIPTION	2019 Actual	2020 Actual	2021 Adopted	2021 Actual YTD	2022 Adopted	% Change
CA	1940		ACQUISITION OF LAND						
CA	1940	52702	LAND ACQUISITIONS	\$23,563,933	\$14,229,274	\$17,725,962	\$6,971,206	\$13,162,953	-25.74%
CA	1940		Total	\$23,563,933	\$14,229,274	\$17,725,962	\$6,971,206	\$13,162,953	-25.74%
CA	8800		CPF - ACQUISITIONS						
CA	8800	51100	FULL-TIME SALARIES	\$79,478	\$81,067	\$82,688	\$69,967	\$109,676	32.64%
CA	8800	51103	LONGEVITY	\$2,465	\$2,550	\$2,635	\$0	\$2,720	3.23%
CA	8800	51200	PART TIME SALARIES	\$11,957	\$12,048	\$12,692	\$9,975	\$0	-100.00%
CA	8800	52450	COMPUTER EQUIPMENT	\$33	\$0	\$1,000	\$57	\$1,000	0.00%
CA	8800	54100	OFFICE EXPENSE	\$448	\$169	\$800	\$266	\$800	0.00%
CA	8800	54200	TRAVEL CONFERENCES & DUES	\$0	\$0	\$2,000	\$0	\$2,000	0.00%
CA	8800	54300	TELEPHONE	\$0	\$356	\$356	\$281	\$249	-30.09%
CA	8800	54520	OUTSIDE PROFESSIONAL	\$10,000	\$10,200	\$11,000	\$0	\$11,000	0.00%
CA	8800	54709	MTA TAX DUE	\$329	\$316	\$333	\$272	\$382	14.67%
CA	8800	54950	APPRAISALS	\$57,050	\$35,500	\$70,000	\$44,800	\$70,000	0.00%
CA	8800	54951	SURVEYS	\$13,900	\$2,400	\$35,000	\$9,050	\$45,000	28.57%
CA	8800	55050	ATTORNEY FEES-CHARGE BACKS	\$0	\$0	\$8,000	\$0	\$8,000	0.00%
CA	8800	59010	NYS RETIREMENT	\$9,430	\$11,573	\$14,932	\$3,090	\$18,719	25.37%
CA	8800	59030	SOCIAL SECURITY & MEDICARE	\$7,398	\$7,074	\$7,498	\$6,115	\$8,598	14.67%
CA	8800	59060	HEALTH INSURANCE	\$24,636	\$24,447	\$26,163	\$21,151	\$39,750	51.93%
CA	8800	59090	DENTAL/OPTICAL BENEFITS	\$1,627	\$1,627	\$1,656	\$1,434	\$2,905	75.43%
CA	8800		Total	\$218,752	\$189,327	\$276,754	\$166,458	\$320,799	15.92%
CA	9710		SERIAL BONDS						
CA	9710	56000	DEBT PRINCIPAL	\$1,302,419	\$1,370,968	\$1,443,548	\$1,443,548	\$1,524,194	5.59%
CA	9710	57001	INTEREST-SERIAL BOND	\$434,052	\$367,218	\$296,856	\$166,472	\$222,663	-24.99%
CA	9710		Total	\$1,736,471	\$1,738,186	\$1,740,404	\$1,610,020	\$1,746,857	0.37%
CA	9720		DEBT - EFC						
CA	9720	56002	DEBT PRINCIPAL(EFC/CPF)	\$780,000	\$805,000	\$165,000	\$165,000	\$165,000	0.00%
CA	9720	57000	DEBT INTEREST	\$61,618	\$56,050	\$51,990	\$51,989	\$47,843	-7.98%
CA	9720		Total	\$841,618	\$861,050	\$216,990	\$216,989	\$212,843	-1.91%
			Total CPF-ACQUISITIONS	\$26,360,773	\$17,017,837	\$19,960,110	\$8,964,674	\$15,443,452	-22.63%



## FUND: COMMUNITY PRESERVATION EXPENDITURES

ACCOUNT	DESCRIPTION	2019 Actual	2020 Actual	2021 Adopted	2021 Actual YTD	2022 Adopted	% Change
CA 8801	CPF - STEWARDSHIP						
CA 8801 51100	FULL-TIME SALARIES	\$124,663	\$132,764	\$139,476	\$112,769	\$162,088	16.21%
CA 8801 51103	LONGEVITY	\$3,840	\$3,850	\$4,160	\$0	\$3,870	-6.97%
CA 8801 51200	PART TIME SALARIES	\$11,957	\$12,048	\$12,692	\$9,976	\$0	-100.00%
CA 8801 51300	OVERTIME	\$0	\$0	\$0	\$26	\$0	0.00%
CA 8801 51990	CONTINGENCY	\$0	\$0	\$4,000	\$0	\$4,000	0.00%
CA 8801 52300	VEHICLES	\$0	\$25,609	\$3,000	\$0	\$3,000	0.00%
CA 8801 52450	COMPUTER EQUIPMENT	\$33	\$0	\$1,000	\$57	\$1,000	0.00%
CA 8801 52600	OTHER EQUIPMENT	\$0	\$0	\$4,000	\$0	\$4,000	0.00%
CA 8801 54100	OFFICE EXPENSE	\$366	\$169	\$800	\$430	\$800	0.00%
CA 8801 54500	SUBCONTRACT COSTS	\$190,105	\$45,975	\$200,000	\$207,605	\$1,200,000	500.00%
CA 8801 54520	OUTSIDE PROFESSIONAL	\$500	\$400	\$14,000	\$12,895	\$18,000	28.57%
CA 8801 54560	MOTOR VEHICLE REPAIRS & SUPP	\$467	\$404	\$1,000	\$61	\$1,000	0.00%
CA 8801 54562	FUEL - MOTOR VEHICLE	\$730	\$506	\$1,000	\$649	\$1,000	0.00%
CA 8801 54600	UNIFORMS	\$0	\$394	\$500	\$0	\$500	0.00%
CA 8801 54709	MTA TAX DUE	\$468	\$515	\$532	\$418	\$564	6.16%
CA 8801 54712	Re-Veg and Kiosk Materials	\$711	\$495	\$1,500	\$693	\$1,500	0.00%
CA 8801 54731	SIGNS	\$396	\$180	\$400	\$182	\$500	25.00%
CA 8801 54850	SMALL TOOLS & EQUIPMENT	\$837	\$630	\$1,200	\$356	\$1,200	0.00%
CA 8801 54982	TREE MAINTENANCE	\$0	\$2,300	\$4,000	\$1,000	\$4,000	0.00%
CA 8801 59010	NYS RETIREMENT	\$13,746	\$17,425	\$22,575	\$4,694	\$25,542	13.14%
CA 8801 59030	SOCIAL SECURITY & MEDICARE	\$10,479	\$11,558	\$11,959	\$9,392	\$12,696	6.16%
CA 8801 59060	HEALTH INSURANCE	\$41,273	\$42,782	\$46,938	\$37,975	\$61,212	30.41%
CA 8801 59090	DENTAL/OPTICAL BENEFITS	\$3,063	\$3,063	\$3,117	\$2,699	\$4,519	44.98%
CA 8801	Total CPF-STEWARDSHIP	\$403,635	\$301,067	\$477,848	\$401,875	\$1,510,991	216.21%



## FUND: COMMUNITY PRESERVATION EXPENDITURES

ACCOUNT			DESCRIPTION	2019 Actual	2020 Actual	2021 Adopted	2021 Actual YTD	2022 Adopted	% Change
CA	8802		CPF - WATER QUALITY						
CA	8802	51100	FULL-TIME SALARIES	\$85,940	\$94,373	\$101,976	\$84,577	\$105,491	3.45%
CA	8802	51103	LONGEVITY	\$0	\$1,700	\$1,900	\$0	\$2,550	34.21%
CA	8802	51105	HEALTH INSURANCE BUY BACK	\$0	\$688	\$750	\$750	\$750	0.00%
CA	8802	51300	OVERTIME	\$7	\$32	\$0	\$29	\$0	0.00%
CA	8802	52100	FURNITURE & FIXTURES	\$2,023	\$965	\$1,000	\$0	\$1,000	0.00%
CA	8802	52450	COMPUTER EQUIPMENT	\$0	\$1,400	\$0	\$0	\$0	0.00%
CA	8802	54100	OFFICE EXPENSE	\$206	\$415	\$500	\$74	\$500	0.00%
CA	8802	54200	TRAVEL CONFERENCES & DUES	\$0	\$0	\$1,500	\$0	\$3,000	100.00%
CA	8802	54322	SEPTIC SYSTEM REBATE PROGRAM	\$556,443	\$1,653,487	\$2,160,000	\$1,813,657	\$3,200,000	48.15%
CA	8802	54323	WATER QUALITY IMPROVEMENT GRANTS	\$0	\$0	\$1,200,000	\$0	\$2,600,000	116.67%
CA	8802	54500	SUBCONTRACT COSTS	\$39,861	\$856,103	\$1,210,000	\$1,704,617	\$2,300,000	90.08%
CA	8802	54520	OUTSIDE PROFESSIONAL	\$150	\$94,114	\$0	\$6,097	\$0	0.00%
CA	8802	54560	MOTOR VEHICLE REPAIRS & SUPP	\$639	\$10	\$500	\$10	\$500	0.00%
CA	8802	54600	UNIFORMS	\$152	\$0	\$400	\$0	\$500	25.00%
CA	8802	54709	MTA TAX DUE	\$292	\$329	\$356	\$290	\$370	3.98%
CA	8802	54850	SMALL TOOLS & EQUIPMENT	\$0	\$0	\$3,000	\$0	\$3,000	0.00%
CA	8802	59010	NYS RETIREMENT	\$10,266	\$8,467	\$11,090	\$1,878	\$11,532	3.98%
CA	8802	59030	SOCIAL SECURITY & MEDICARE	\$6,575	\$7,405	\$8,004	\$6,530	\$8,323	3.98%
CA	8802	59060	HEALTH INSURANCE	\$10,042	\$9,983	\$10,644	\$8,721	\$11,148	4.74%
CA	8802	59090	DENTAL/OPTICAL BENEFITS	\$2,872	\$2,872	\$2,922	\$2,530	\$3,228	10.46%
CA	8802		Total CPF - WATER QUALITY	\$715,469	\$2,732,344	\$4,714,542	\$3,629,761	\$8,251,891	75.03%
<b>TOTALS:</b>				<b>\$27,479,877</b>	<b>\$20,051,249</b>	<b>\$25,152,500</b>	<b>\$12,996,309</b>	<b>\$25,206,334</b>	<b>0.21%</b>



# Position Costing Summary

Division: CPF - ACQUISITIONS

Stage: Adopted Budget

Status: Active

Scenario: MAIN

Function: HOME & COMMUNITY SERVICES

Department: COMMUNITY PRESERVATION FUND

Position/Name	Class/Grade/Step	Salary				Benefits					Total Comp & Benefits	Yrs of Srv 1/1/22	FTE	Alloc. %	Weekly Hours	
		Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits						
<b>TOTAL FULL TIME</b>																
LAND MANAGEMENT SPEC III	DEPARTMENT HEAD	86,823	2,720	0	89,543	28,859	6,850	16,297	304	52,310	141,853	15	0.85	85.00	34	
<b>TOTAL PART TIME</b>																
PARALEGAL	CSEA / 27 / 1	22,853	0	0	22,853	13,796	1,748	2,422	78	18,044	40,897		0.50	50.00	15	
<b>Grand Total</b>		<b>109,676</b>	<b>2,720</b>	<b>0</b>	<b>112,396</b>	<b>42,655</b>	<b>8,598</b>	<b>18,719</b>	<b>382</b>	<b>70,355</b>	<b>182,750</b>	<b>15</b>				



# Position Costing Summary

Division: CPF - STEWARDSHIP

Stage: Adopted Budget

Status: Active

Scenario: MAIN

Function: HOME & COMMUNITY SERVICES

Department: COMMUNITY PRESERVATION FUND

Position/Name	Class/Grade/Step	Salary				Benefits					Total Comp & Benefits	Yrs of Srv 1/1/22	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	10,214	320	0	10,534	3,395	806	1,917	36	6,154	16,689	15	0.10	10.00	4
PRINCIPAL ENVIRONMENTAL ANALYST	CSEA / 32 / OFF	91,373	2,700	0	94,073	33,952	7,197	17,121	320	58,590	152,663	18	1.00	100.00	40
SENIOR ENVIRONMENTAL ANALYST	CSEA / 31 / 6	37,647	850	0	38,497	14,588	2,945	4,081	131	21,745	60,242	7	0.50	50.00	20
PARALEGAL	CSEA / 27 / 1	22,853	0	0	22,853	13,796	1,748	2,422	78	18,044	40,897		0.50	50.00	15
<b>Grand Total</b>		<b>162,088</b>	<b>3,870</b>	<b>0</b>	<b>165,958</b>	<b>65,731</b>	<b>12,696</b>	<b>25,542</b>	<b>564</b>	<b>104,533</b>	<b>270,491</b>	<b>40</b>			





# Position Costing Summary

**Division:** CPF - WATER QUALITY

**Stage:** Adopted Budget

**Status:** Active

**Scenario:** MAIN

**Function:** HOME & COMMUNITY SERVICES

**Department:** COMMUNITY PRESERVATION FUND

Position/Name	Class/Grade/Step	Salary				Benefits					Total Comp & Benefits	Yrs of Srv 1/1/22	FTE	Alloc. %	Weekly Hours
		Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits					
SENIOR ENVIRONMENTAL ANALYST	CSEA / 31 / 5	73,812	1,700	0	75,512	13,300	5,777	8,004	257	27,338	102,850	5	1.00	100.00	40
ENVIRONMENTAL ANALYST	CSEA / 28 / 1	31,679	850	750	33,279	1,076	2,546	3,528	113	7,263	40,542	3	0.50	50.00	20
<b>Grand Total</b>		<b>105,491</b>	<b>2,550</b>	<b>750</b>	<b>108,791</b>	<b>14,376</b>	<b>8,323</b>	<b>11,532</b>	<b>370</b>	<b>34,600</b>	<b>143,391</b>	<b>8</b>			