

# TOWN ASSESSOR'S OFFICE

## 2018 ORGANIZATIONAL CHART

**Board of Assessment Review**

**SOLE ASSESSOR**  
Lisa Goree

Responsible for valuing and maintaining the Town and Village's real property assessments through field inspections, data collection and sales verification in order to produce a fair and equitable assessment roll. Adheres to state requirements by meeting 100% level of assessment. Implements state, county and local law policy changes that effect real property, including exemptions. Prepares yearly departmental budget. Supervise and manages clerical, technical, appraisal staff and daily activities of the department. Acts as liaison for various town departments, outside municipalities and school districts. Reconciles assessments rolls, assessor reports, produces annual state, county and school district reports. Notify local agencies of changes to real property tax laws and potential impact to tax levy. Provide information to tax payers regarding estimated assessments and taxes. Makes recommendations to the Board of Assessment Review regarding assessments and corrections to the tentative and final rolls. Maintain assessments for state owned lands, Special Franchise, Utility and Agricultural assessments. Processes and judicial review assessments and corrections of error. Reviews all article 7 cases for potential settlements. Attends trainings and real property tax seminars for annual Assessor certification.

**TAX RECEIVER**  
(SHARED SERVICES)

**PRINCIPAL ASSESSMENT CLERK**  
Diane Van Slyke

Responsible for data entry 74B assessment reduction procedures.

**SENIOR CLERK**  
Christine Higgins

Processes exemption applications. Maintains the deed transfer/exemption report. Researches ownership and death certificate files.

**DIVISIONS**

**APPRAISALS SYSTEMS**

**DEPUTY TOWN ASSESSOR**  
Maureen Berglin

Responsible for coordinating field and office functions to properly evaluate all types of real property for tax assessment purposes. Plans, assigns, reviews and supervises the collection and processing of data relating to real property evaluation. Coordinates the data entry and sales verification process of real property transfers. Conducts data integrity reviews and land analysis through review of sales and market changes. Inspects real property to determine evaluation for tax purposes; fixes assessment on building and land. Maintains continuous check on assessment records for accuracy and validity in order to keep abreast of new construction and other changes affecting property values. Supervises the work of employees and participates in the preparation and compilation of assessment rolls. Attends appeals hearings and acts on evaluation complaints; hears and considers oral and written complaints; explains status of assessment program for taxpayers. Acts for and on behalf of the Town Assessor at all times. Does related work as required. Assists with other duties as necessary, under the direction of the Sole Assessor.

**OFFICE**

**SENIOR ACCOUNT CLERK TYPIST**  
Patricia Rickard

Reconciles department's financial records. Prepares purchase orders, vouchers and resolutions. Assists with yearly departmental budget. Maintains changes to mobile home parks, cooperatives and wholly exempt properties. Maintains employee timecards. Processes appropriate forms for Tax Certiorari settlements. Assists with other duties under the direction of the Sole Assessor. Assists with preparation of assessment rolls and associated reports. Oversees data entry of grievance applications. Completes FOIL requests. Assist the public with assessment status info.

**CLERK TYPIST P/T**  
Kyna Bloxon-Eleazer (P/T)

Assists with annual Grievance Day process, including the preparation of applications, data entry and BAR decisions. Responsible for data entry of all real property transfers. Data entry of judicial review petitions and decisions.

**GIS TECHNICIAN III**  
Robert Schultheis

- Cadastral maintenance
- Govern maintenance and integrity
- WebGIS support
- Deed and Map interpretation
- Scanning and digitizing
- Real Property Mapping/ Subdivisions/Abandonments
- Pictometry
- Easements

**FIELD**

**SR. ASSESSMENT ASSISTANT**  
Jerome Gee

Collects and evaluates data for assessing real property. Maintains data files for comparison of collection methods. Reviews assessment complaints and assists with grievance and informal hearing review process. Supervises data collection of Assessment Aides, including training and implementation of data collection methods.

**ASSESSMENT AIDE**  
Joan Duval

Provides data collection and field review inspections. Sketches real property structures and records notes. Updates data collection forms for field use. Sales verification.

**ASSESSMENT AIDE**  
Christopher Flowers

Performs data collection and field review inspections. Sketches real property structures and records notes. Sales verification.

**ASSESSMENT AIDE P/T**

Field inspection & sales verification.



# Department Summary

---

*Department: Town Assessor*

**Budget Year:** 2018  
**Division:** Town Assessor  
**Tax District:** Full Town

**Cost Center #:** 1355  
**Manager:** Lisa Goree

---

**NOTES:**

---

## **Departmental Mission & Responsibilities:**

The Assessor's Office is charged with producing an annual fair and equitable assessment roll, whereby each and every taxable parcel of property is accurately valued. The Office also determines the partial and wholly exempt status of persons and parcels, wherever necessary. Maintains continuous checks on assessment records through physical inventory inspections and up to date ownership records of all properties in the Town. Provides information regarding assessment status and exemption programs to taxpayers.

## **Workload:**

The Assessor's Office must review annual sales of property, review of building permit data, determine exempt status, handle numerous inquiries and conduct various inspections in a town containing over 52,000 parcels of land. We provide assessment information to 7 villages and 13 school districts.

The Assessor's Office continues to meet the Office of Real Property Tax Services assessment standards by attaining 100% market value. Southampton and Shelter Island are the only two municipalities on Long Island to achieve 100% market value. It is predicated on meeting the stringent requirements set by the state in order to maintain assessment equity.

The Assessor's Office continues its use of Pictometry in order to provide accurate assessments through the use oblique aerial photos that illustrate property inventory, condition, quality and other measurable and qualitative factors that allow access to inventory at the convenience of the desktop thereby eliminating the need for onsite inspections. Pictometry has been approved by NYS and the International Association of Assessing Officers (IAAO) as valid inspection method. The Assessor's Office was recently featured in the Bloomberg Magazine and the International Association of Assessing Officers (IAAO) for its use of Pictometry.

Geographic Information Systems (GIS) is also an instrumental tool in the annual assessment review process. The Assessor's Office is able to review property inventory, sales, neighbor influence factors as well as other features necessary to provide accurate assessments.

## **Goals & Objectives:**

Provide accurate assessments for the 60 plus taxing jurisdictions within the Township through the use of information technology in order to provide greater data integrity, validity, accuracy and most importantly, annual fair and equitable assessment rolls.

March 1st - Taxable Status Date: Condition of all property and structures. Exemption application deadline.

May 1st - Tentative Roll is available. Grievance period begins.

Third Tuesday in May - Grievance Day.

July 1st - Certification of Final Roll.

## **Legal Authority:**

The legal authority for the department rests within the New York State Real Property Tax Law.

# 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 1/1/18	Alloc. %
<b>Town Assessor</b>													
<b>Town Assessor - 1355</b>													
Assessor	ADMINISTRATIVE	123,337	4,000	0	127,337	27,346	8,489	17,704	1,885	55,423	182,760	17.2	100.0
Deputy Town Assessor	ADMINSUPPORT	90,000	2,515	0	92,515	27,346	7,157	12,863	1,382	48,747	141,262	12.3	100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570		100.0
Board of Assessment Review	APPOINTBOARD	7,000	0	0	7,000	0	542	974	133	1,649	8,649	9.9	100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570		100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570		100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	348	626	96	1,070	5,570	4.0	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 6	29,391	1,176	0	30,566	13,343	2,364	4,249	457	20,414	50,980	6.3	50.0
Assessment Aide	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	44,941	2,696	0	47,637	13,642	3,684	6,621	709	24,656	72,293	13.5	100.0
Assessment Aide	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	44,941	2,696	0	47,637	13,642	3,684	6,621	709	24,656	72,293	10.9	100.0
Geographic Info Sys Tech III	CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 6	71,692	5,735	0	77,428	26,686	5,986	10,760	1,119	44,551	121,979	15.4	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	52,601	3,156	0	55,757	26,686	4,312	7,750	825	39,572	95,329	10.9	100.0
Senior Assessment Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6	60,214	3,613	0	63,827	13,642	4,936	8,871	941	28,389	92,217	10.3	100.0
Senior Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	2,926	0	51,685	26,686	3,954	7,107	205	37,951	89,635	12.5	100.0
Clerk Typist	PART-TIME	20,000	0	0	20,000	0	1,548	0	328	1,875	21,875		100.0
Clerk Typist	PART-TIME	20,000	0	0	20,000	0	1,548	0	328	1,875	21,875		100.0
Senior Assessment Clerk	PART-TIME	2,500	0	0	2,500	0	193	0	66	260	2,760	31.8	100.0
<b>Total Town Assessor - 1355</b>		<b>633,376</b>	<b>28,513</b>	<b>0</b>	<b>661,889</b>	<b>189,016</b>	<b>49,788</b>	<b>86,023</b>	<b>9,472</b>	<b>334,298</b>	<b>996,187</b>		

NOTES:

# Town of Southampton

## 2018 Adopted Budget

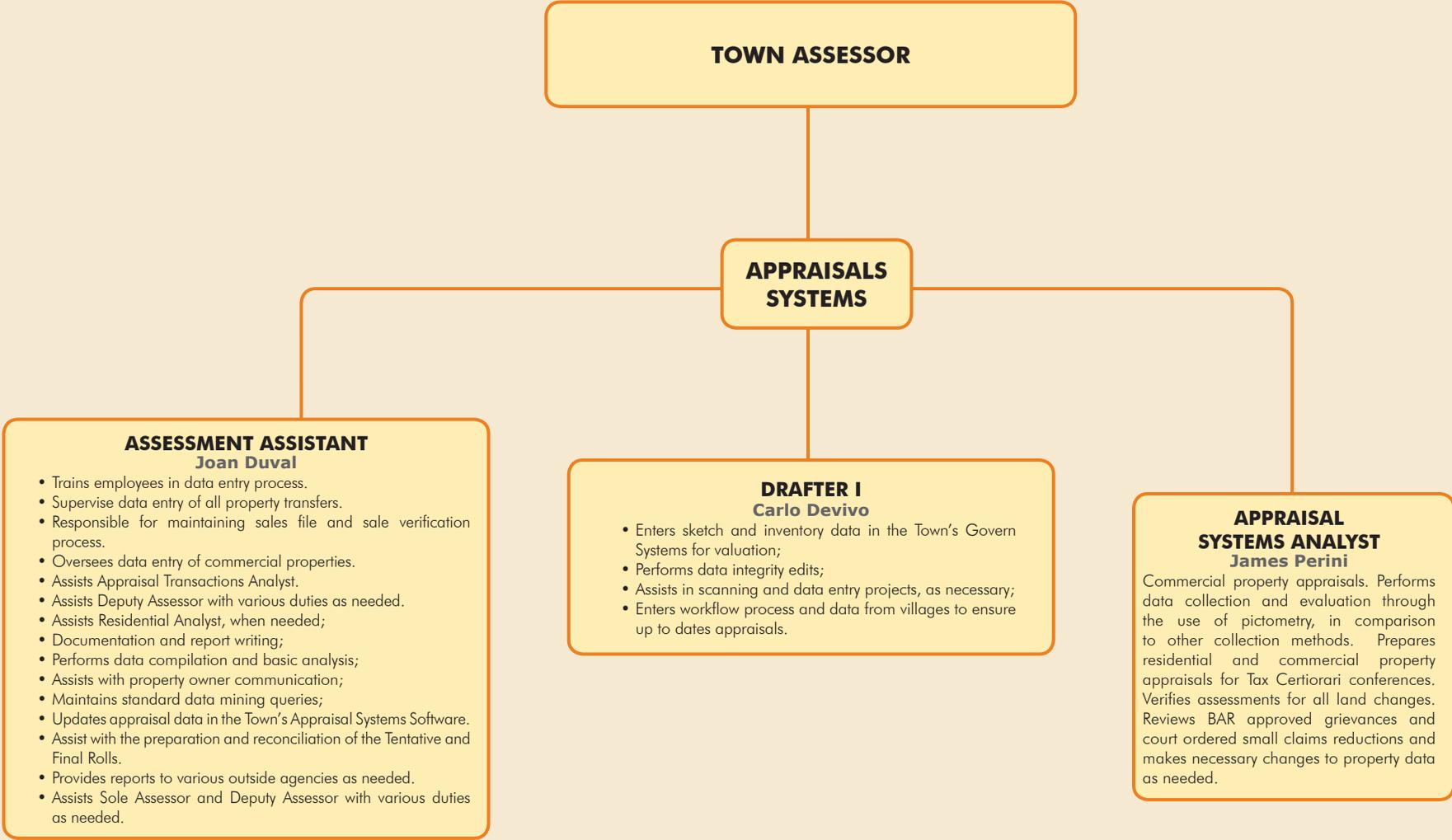
### Town Assessor - 1355

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,060,658	1,060,658	1,257,330	1,222,330	1,222,330	1,426,140	1,317,787	1,317,787	1,317,787	95,457	7.81%	1,323,150	1,211,992	1,211,992	1,211,992
	<b>Total Real Property Taxes</b>	<b>1,060,658</b>	<b>1,060,658</b>	<b>1,257,330</b>	<b>1,222,330</b>	<b>1,222,330</b>	<b>1,426,140</b>	<b>1,317,787</b>	<b>1,317,787</b>	<b>1,317,787</b>	<b>95,457</b>	<b>7.81%</b>	<b>1,323,150</b>	<b>1,211,992</b>	<b>1,211,992</b>	<b>1,211,992</b>
<b>Other Revenue:</b>																
2770	Miscellaneous	0	202	0	0	172	0	0	0	0	0	0.00%	0	0	0	0
3006	State Aid - Real Property Tax Adminis	0	174,993	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>175,195</b>	<b>0</b>	<b>0</b>	<b>172</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue</b>	<b>1,060,658</b>	<b>1,235,853</b>	<b>1,257,330</b>	<b>1,222,330</b>	<b>1,222,502</b>	<b>1,426,140</b>	<b>1,317,787</b>	<b>1,317,787</b>	<b>1,317,787</b>	<b>95,457</b>	<b>7.81%</b>	<b>1,323,150</b>	<b>1,211,992</b>	<b>1,211,992</b>	<b>1,211,992</b>
<b>Salaries:</b>																
6100	Salaries	550,803	546,102	563,846	563,846	495,148	655,280	590,876	590,876	590,876	(27,030)	(4.79%)	669,705	603,101	603,101	603,101
6105	Part Time Salaries	5,000	10,546	42,500	42,500	24,225	42,500	42,500	42,500	42,500	0	0.00%	43,350	43,350	43,350	43,350
6110	Longevity	15,603	15,553	24,078	24,078	24,274	31,090	28,513	28,513	28,513	(4,436)	(18.42%)	31,634	28,970	28,970	28,970
	<b>Total Salaries</b>	<b>571,407</b>	<b>572,201</b>	<b>630,424</b>	<b>630,424</b>	<b>543,647</b>	<b>728,869</b>	<b>661,889</b>	<b>661,889</b>	<b>661,889</b>	<b>(31,466)</b>	<b>(4.99%)</b>	<b>744,689</b>	<b>675,420</b>	<b>675,420</b>	<b>675,420</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	90,983	84,832	79,654	79,654	68,067	94,530	86,023	86,023	86,023	(6,370)	(8.00%)	96,599	87,785	87,785	87,785
6830	FICA Tax Expenditure	43,282	42,650	47,408	47,408	40,653	54,968	49,788	49,788	49,788	(2,380)	(5.02%)	56,036	50,679	50,679	50,679
6835	MTA Tax	1,943	1,896	2,143	2,143	1,807	2,504	2,273	2,273	2,273	(130)	(6.06%)	2,558	2,320	2,320	2,320
6840	Worker's Compensation	2,223	2,375	6,973	6,973	5,836	7,464	6,723	6,723	6,723	250	3.58%	7,628	6,862	6,862	6,862
6860	Medical Insurance - Active Employees	143,438	145,739	159,576	159,576	143,933	203,184	177,816	177,816	177,816	(18,240)	(11.43%)	203,184	177,816	177,816	177,816
6865	Dental & Optical	11,077	10,518	11,077	11,077	9,502	12,517	11,200	11,200	11,200	(122)	(1.10%)	12,517	11,200	11,200	11,200
6875	Disability	446	133	475	475	92	504	475	475	475	0	0.00%	504	475	475	475
	<b>Total Employee Benefits - Current</b>	<b>293,393</b>	<b>288,141</b>	<b>307,307</b>	<b>307,307</b>	<b>269,890</b>	<b>375,671</b>	<b>334,298</b>	<b>334,298</b>	<b>334,298</b>	<b>(26,991)</b>	<b>(8.78%)</b>	<b>379,026</b>	<b>337,136</b>	<b>337,136</b>	<b>337,136</b>
	<b>Total Employee Costs</b>	<b>864,799</b>	<b>860,342</b>	<b>937,730</b>	<b>937,730</b>	<b>813,537</b>	<b>1,104,540</b>	<b>996,187</b>	<b>996,187</b>	<b>996,187</b>	<b>(58,457)</b>	<b>(6.23%)</b>	<b>1,123,715</b>	<b>1,012,557</b>	<b>1,012,557</b>	<b>1,012,557</b>
<b>Contractual:</b>																
6401	Contracts	124,724	98,732	248,300	143,300	129,981	249,300	249,300	249,300	249,300	(106,000)	(73.97%)	133,300	133,300	133,300	133,300
6403	Gasoline	4,000	2,139	4,000	3,300	2,335	4,000	4,000	4,000	4,000	(700)	(21.21%)	4,000	4,000	4,000	4,000
6411	Printing and Stationery	900	894	900	1,450	1,333	900	900	900	900	550	37.93%	900	900	900	900
6412	Publications	3,435	3,414	3,600	2,600	1,179	3,600	3,600	3,600	3,600	(1,000)	(38.46%)	3,435	3,435	3,435	3,435
6416	Travel, Dues and Related	1,000	851	1,000	900	314	1,000	1,000	1,000	1,000	(100)	(11.11%)	1,000	1,000	1,000	1,000
6421	Legal Notices	200	296	200	200	194	200	200	200	200	0	0.00%	200	200	200	200
6425	Office Supplies	600	1,589	600	600	417	600	600	600	600	0	0.00%	600	600	600	600
6430	Legal Fees	49,000	24,787	49,000	49,000	19,114	49,000	49,000	49,000	49,000	0	0.00%	49,000	49,000	49,000	49,000
6450	Schools & Training	2,000	795	2,000	3,000	1,295	2,000	2,000	2,000	2,000	1,000	33.33%	2,000	2,000	2,000	2,000
6466	Telephone - Wireless	0	0	0	1,250	1,146	1,000	1,000	1,000	1,000	250	20.00%	0	0	0	0
6490	Consultants	10,000	0	10,000	79,000	27,134	10,000	10,000	10,000	10,000	69,000	87.34%	5,000	5,000	5,000	5,000
	<b>Total Contractual</b>	<b>195,859</b>	<b>133,496</b>	<b>319,600</b>	<b>284,600</b>	<b>184,441</b>	<b>321,600</b>	<b>321,600</b>	<b>321,600</b>	<b>321,600</b>	<b>(37,000)</b>	<b>(13.00%)</b>	<b>199,435</b>	<b>199,435</b>	<b>199,435</b>	<b>199,435</b>
	<b>Total Expenditures</b>	<b>1,060,658</b>	<b>993,839</b>	<b>1,257,330</b>	<b>1,222,330</b>	<b>997,977</b>	<b>1,426,140</b>	<b>1,317,787</b>	<b>1,317,787</b>	<b>1,317,787</b>	<b>(95,457)</b>	<b>(7.81%)</b>	<b>1,323,150</b>	<b>1,211,992</b>	<b>1,211,992</b>	<b>1,211,992</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>242,015</b>	<b>0</b>	<b>0</b>	<b>224,525</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# APPRAISAL SYSTEMS

## 2018 ORGANIZATIONAL CHART





# Department Summary

---

*Department: Appraisal Systems*

**Budget Year:** 2018  
**Division:** Town Assessor  
**Tax District:** Full Town

**Cost Center #:** 1688  
**Manager:** Lisa Goree

---

**NOTES:**

---

## **Departmental Mission & Responsibilities:**

The mission and responsibility of the Department of Appraisal Systems is to provide leadership and vision in the use and development of advanced appraisal methodologies and predictive analytic software. The department accomplishes its mission through the coordination of labor and technical resources available in the Assessor's Office, Geographic Information Systems (GIS), and Information Technology.

## **Workload:**

The Appraisal Systems' Division workload involves the study of appraisal data to maintain property inventory, to analyze sales and trending and perform data mining methods using state of the art tools, such as mapping and Pictometry. Appraisal performance standards are monitored and valuation models are developed to maintain accuracy and equity. Appraisal systems coordinates with local and state agencies; provides staff training to increase skill levels; provides data and return on investment analyses; as well as, provides software design setups and implementation.

## **Goals & Objectives:**

1. Implement, monitor, test and report the efficiency, accuracy and reliability of digital imaging technologies to local and state government.
2. Develop return on investment and predictive analytic tools serving the statistical needs of the Supervisor, Comptroller and all other Town departments.
3. Develop a methodology for review of sales data that incorporates sensitivity testing, which will improve valuation of equity throughout the Town.
4. Develop a five year vision interconnecting the Information Technology, General Services, Appraisal Systems and Assessment Offices by blending the use of software, technologies and staff.
5. Review and adjust neighborhood and land values to further insure equitable valuation.

## **Legal Authority:**

The Appraisal Systems cost center is created under the Supervisor's authority as Budget Officer. As part of the 2012 Budget, the Appraisal Systems Division was moved from the Information Technology Department to the Assessor Department.

# 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 1/1/18	Alloc. %
<b>Town Assessor</b>													
<b>Town Assessor</b>													
<b>Appraisal Systems - 1688</b>													
Appraisal Systems Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	64,404	2,576	0	66,980	26,686	5,181	9,312	1,000	42,178	109,158	5.7	100.0
Assessment Assistant - Vacant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 1	47,625	0	0	47,625	26,686	3,643	6,548	191	37,068	84,693		100.0
Drafter I	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	44,941	2,696	0	47,637	13,642	3,684	6,621	709	24,656	72,293	12.3	100.0
<b>Total Appraisal Systems - 1688</b>		<b>156,970</b>	<b>5,273</b>	<b>0</b>	<b>162,243</b>	<b>67,013</b>	<b>12,508</b>	<b>22,481</b>	<b>1,900</b>	<b>103,902</b>	<b>266,144</b>		

**NOTES:**

**Town of Southampton**  
**2018 Adopted Budget**  
**Appraisal Systems - 1688**

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	
	<b>Real Property Taxes:</b>																
1001	Property Taxes	236,922	236,922	243,936	238,336	238,336	157,370	266,144	266,144	266,144	27,809	11.67%	160,891	272,471	272,471	272,471	
	<b>Total Real Property Taxes</b>	<b>236,922</b>	<b>236,922</b>	<b>243,936</b>	<b>238,336</b>	<b>238,336</b>	<b>157,370</b>	<b>266,144</b>	<b>266,144</b>	<b>266,144</b>	<b>27,809</b>	<b>11.67%</b>	<b>160,891</b>	<b>272,471</b>	<b>272,471</b>	<b>272,471</b>	
	<b>Total Revenue</b>	<b>236,922</b>	<b>236,922</b>	<b>243,936</b>	<b>238,336</b>	<b>238,336</b>	<b>157,370</b>	<b>266,144</b>	<b>266,144</b>	<b>266,144</b>	<b>27,809</b>	<b>11.67%</b>	<b>160,891</b>	<b>272,471</b>	<b>272,471</b>	<b>272,471</b>	
	<b>Salaries:</b>																
6100	Salaries	148,193	147,712	152,382	146,782	109,924	92,566	156,970	156,970	156,970	(10,188)	(6.94%)	95,385	161,990	161,990	161,990	
6110	Longevity	4,554	4,540	5,685	5,685	3,343	2,696	5,273	5,273	5,273	413	7.26%	2,750	5,415	5,415	5,415	
	<b>Total Salaries</b>	<b>152,748</b>	<b>152,252</b>	<b>158,067</b>	<b>152,467</b>	<b>113,266</b>	<b>95,263</b>	<b>162,243</b>	<b>162,243</b>	<b>162,243</b>	<b>(9,775)</b>	<b>(6.41%)</b>	<b>98,136</b>	<b>167,404</b>	<b>167,404</b>	<b>167,404</b>	
	<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	25,509	23,784	22,367	22,367	19,113	13,553	22,481	22,481	22,481	(115)	(0.51%)	13,961	23,196	23,196	23,196	
6830	FICA Tax Expenditure	11,685	11,465	12,092	12,092	8,926	7,327	12,508	12,508	12,508	(416)	(3.44%)	7,548	12,905	12,905	12,905	
6835	MTA Tax	519	510	537	537	397	326	556	556	556	(18)	(3.44%)	335	574	574	574	
6840	Worker's Compensation	593	633	1,752	1,752	1,467	517	1,257	1,257	1,257	495	28.24%	527	1,293	1,293	1,293	
6860	Medical Insurance - Active Employees	41,868	41,314	45,120	45,120	33,624	37,692	63,060	63,060	63,060	(17,940)	(39.76%)	37,692	63,060	63,060	63,060	
6865	Dental & Optical	3,913	3,712	3,913	3,913	2,562	2,635	3,953	3,953	3,953	(40)	(1.01%)	2,635	3,953	3,953	3,953	
6875	Disability	86	11	86	86	0	58	86	86	86	0	0.00%	58	86	86	86	
	<b>Total Employee Benefits - Current</b>	<b>84,174</b>	<b>81,429</b>	<b>85,868</b>	<b>85,868</b>	<b>66,089</b>	<b>62,107</b>	<b>103,902</b>	<b>103,902</b>	<b>103,902</b>	<b>(18,033)</b>	<b>(21.00%)</b>	<b>62,756</b>	<b>105,067</b>	<b>105,067</b>	<b>105,067</b>	
	<b>Total Employee Costs</b>	<b>236,922</b>	<b>233,681</b>	<b>243,936</b>	<b>238,336</b>	<b>179,355</b>	<b>157,370</b>	<b>266,144</b>	<b>266,144</b>	<b>266,144</b>	<b>(27,809)</b>	<b>(11.67%)</b>	<b>160,891</b>	<b>272,471</b>	<b>272,471</b>	<b>272,471</b>	
	<b>Total Expenditures</b>	<b>236,922</b>	<b>233,681</b>	<b>243,936</b>	<b>238,336</b>	<b>179,355</b>	<b>157,370</b>	<b>266,144</b>	<b>266,144</b>	<b>266,144</b>	<b>(27,809)</b>	<b>(11.67%)</b>	<b>160,891</b>	<b>272,471</b>	<b>272,471</b>	<b>272,471</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>3,241</b>	<b>0</b>	<b>0</b>	<b>58,981</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# Department Summary

---

*Department: Board of Assessment Review*

**Budget Year:** 2018  
**Division:** Town Assessor  
**Tax District:** Full Town

**Cost Center #:** 1357  
**Manager:**

---

---

**NOTES:**

---

**Departmental Mission & Responsibilities:**

The Board of Assessment Review is charged with determining the validity of assessments that are developed by the Town Assessor's Office each year.

**Workload:**

The Board of Assessment Review typically handles approximately 6,500 petitions that are filed annually by taxpayers and property owners in the Town of Southampton. The BAR is charged with certifying the corrections to the final roll at their second meeting usually held in late September.

**Goals & Objectives:**

The Board of Assessment Review must review property appraisals and other research and determine an accurate assessment based upon all of the evidence.

The Board of Assessment Review shall be compensated on a per diem basis.

Chair \$1,000 per diem, not to exceed \$7,000 annually  
Members \$ 650 per diem each, not to exceed \$4,500 annually total for members

**Legal Authority:**

The Board of Assessment Review derives its authority from the New York State Real Property Tax Law Section 523.