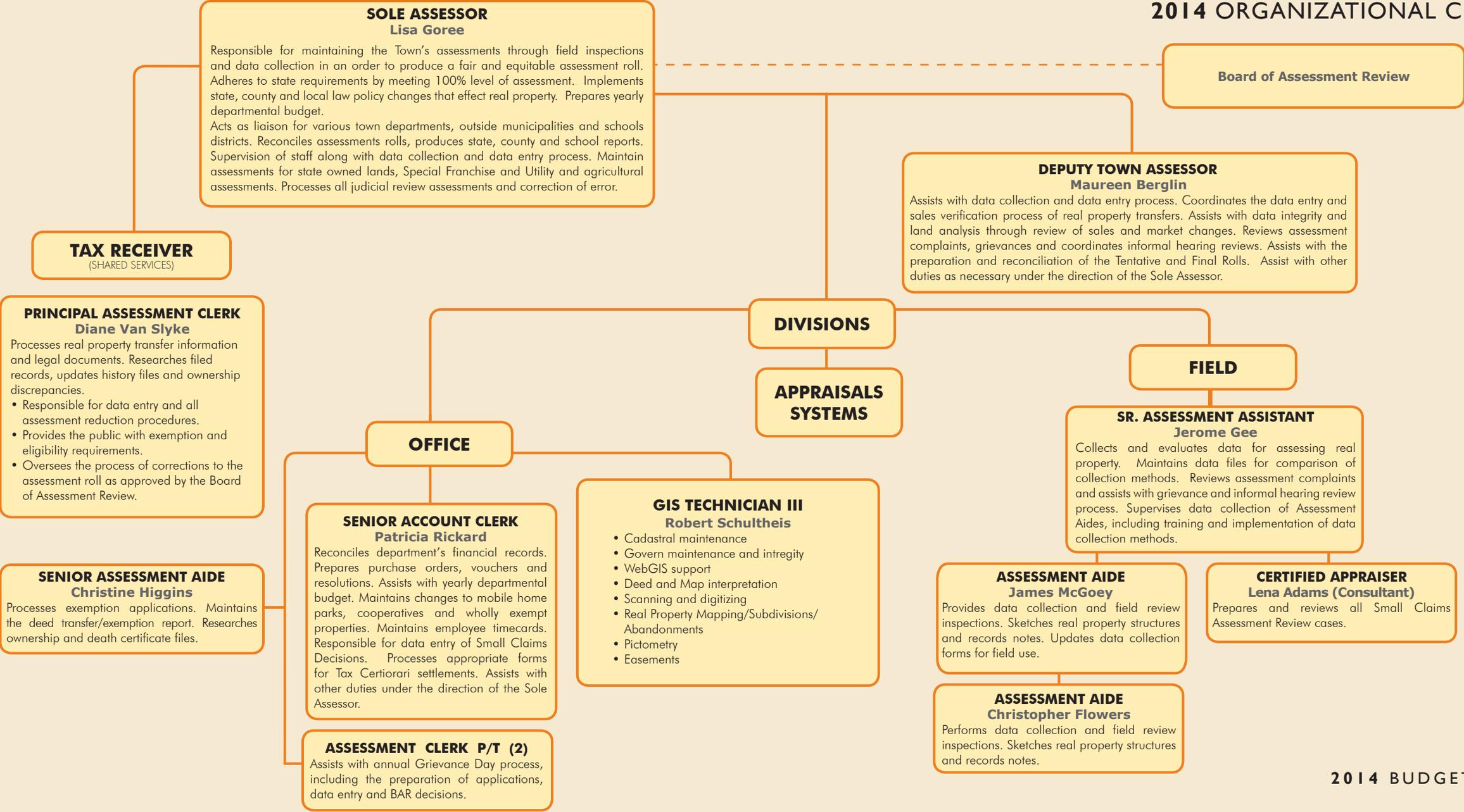


TOWN ASSESSOR'S OFFICE

2014 ORGANIZATIONAL CHART



Department Summary

Department: Town Assessor

Budget Year: 2014

Division: Town Assessor

Tax District: Full Town

Cost Center #: 1355

Manager: Lisa Goree

Departmental Mission & Responsibilities:

The Assessor's Office is charged with producing an annual 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.

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 55,000 parcels of land.

The Assessor's Office has, once again, been recognized by New York State by attaining "professional" status for the 2012/13 assessment roll. Southampton and Shelter Island are the only two municipalities on Long Island to achieve this outstanding award. It is predicated on meeting the stringent requirements set by the state in order to maintain assessment equity. It also provides for a maintenance aid grant to the Assessor's Office to help offset the costs incurred in meeting those requirements.

The Assessor's Office continues to enhance its use of technology in order to make updating assessments easier, more efficient and more reliable. The Office uses a concept called Pictometry to provide more accurate assessments. This concept uses new oblique aerial photos that clearly illustrate property inventory, condition, quality and other measurable and qualitative factors that instantly provide information and eliminate the need for an on-site visit. This technology allows for twice as many property reviews than was completed in the past and provides significant reductions in cost. The Assessor's Office recently conducted a study for New York State that allows Pictometry to be a substitute for a physical inspection in its rules and regulations state-wide.

Goals & Objectives:

Determine accurate assessments for the 60 plus taxing jurisdictions within the Township through the use of information technology to provide greater data integrity, accuracy and more timely updates to the assessment roll.

Legal Authority:

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

NOTES:

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
Town Assessor											
Town Assessor - 1355											
Assessor	ADMINISTRATIVE	109,325	0	0	109,325	20,902	8,207	14,103	947	44,159	153,484
Deputy Town Assessor	ADMINSUPPORT	74,285	0	0	74,285	20,902	5,683	9,583	653	36,820	111,105
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	62	360	4,260
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	62	360	4,260
Board of Assessment Review	APPOINTBOARD	6,000	0	0	6,000	0	459	0	79	538	6,538
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	62	360	4,260
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	62	360	4,260
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / F / 1	25,534	0	0	25,534	10,464	1,953	3,294	229	15,940	41,474
Assessment Aide	CSEA40HOUR-NEW / B / 5	41,360	1,656	0	43,016	11,348	3,291	5,549	382	20,570	63,586
Assessment Aide	CSEA40HOUR-NEW / B / 5	41,360	1,656	0	43,016	11,348	3,291	5,549	382	20,570	63,586
Geographic Info Sys Tech III	CSEA40HOUR-NEW / I / 5	65,980	3,960	0	69,940	11,348	5,350	9,022	597	26,317	96,257
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 4	47,930	1,920	2,500	52,350	1,304	4,005	6,753	446	12,509	64,859
Senior Assessment Aide	CSEA40HOUR-NEW / C / 2	42,718	1,709	0	44,427	20,927	3,399	5,731	393	30,450	74,877
Senior Assessment Assistant	CSEA40HOUR-NEW / F / 4	54,873	0	0	54,873	11,348	4,198	7,079	490	23,114	77,988
Real Property Recorder I	PART-TIME	2,500	0	0	2,500	0	191	0	50	241	2,741
Senior Assessment Clerk	PART-TIME	2,500	0	0	2,500	0	191	0	50	241	2,741
Total Town Assessor - 1355		529,965	10,901	2,500	543,366	119,892	41,411	66,663	4,944	232,910	776,275

NOTES:

Town of Southampton
2014 Adopted Budget
Town Assessor - 1355

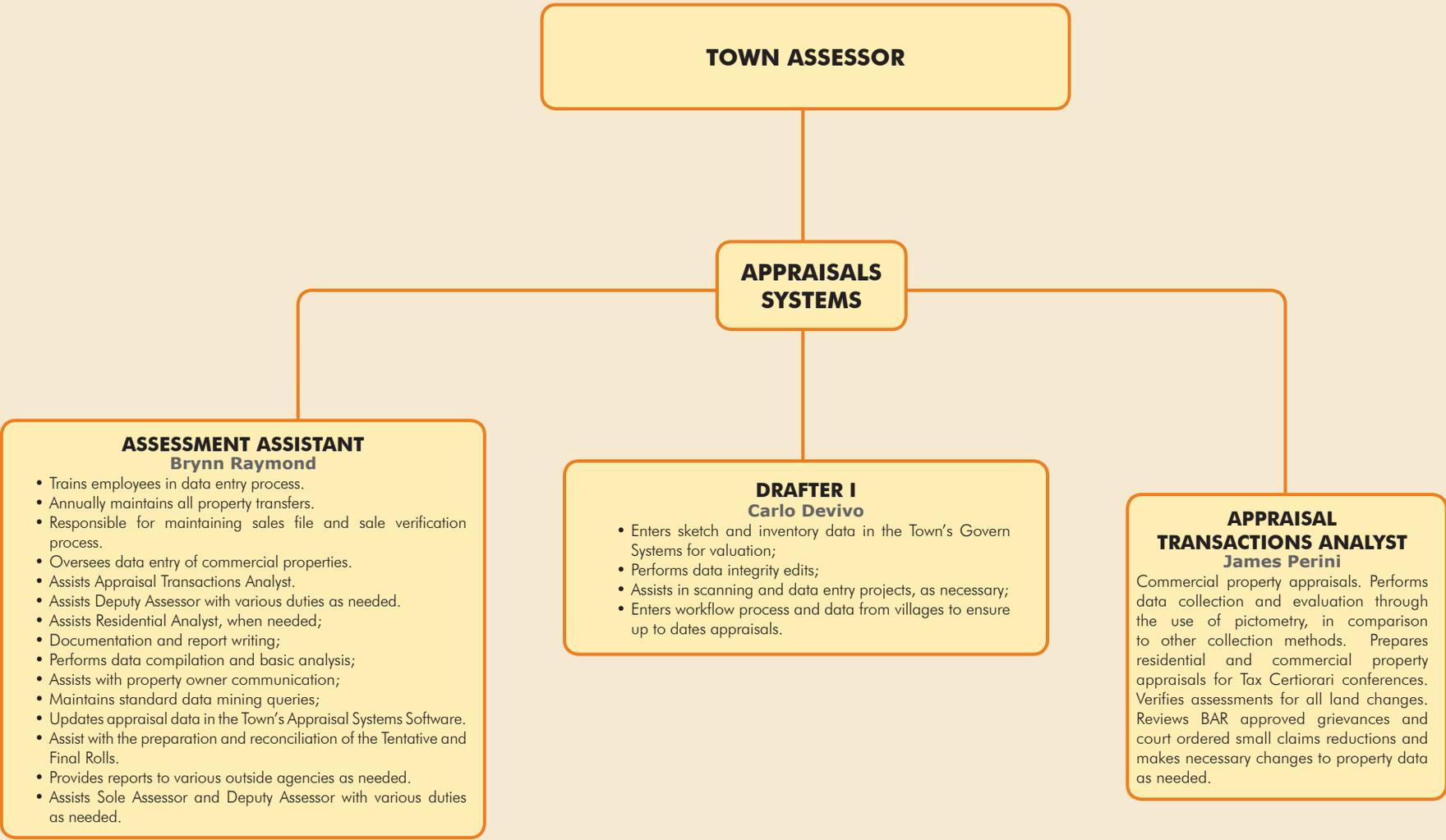
Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	988,287	927,023	965,641	962,076	962,076	1,050,767	1,043,208	1,057,504	1,057,504	95,429	9.92%	834,039	956,803	971,252	971,252
	Total Real Property Taxes	988,287	927,023	965,641	962,076	962,076	1,050,767	1,043,208	1,057,504	1,057,504	95,429	9.92%	834,039	956,803	971,252	971,252
Other Revenue:																
2770	Miscellaneous	0	392	0	0	540	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	392	0	0	540	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	988,287	927,415	965,641	962,076	962,616	1,050,767	1,043,208	1,057,504	1,057,504	95,429	9.92%	834,039	956,803	971,252	971,252
Salaries:																
6100	Salaries	494,346	449,121	510,677	507,377	382,586	487,525	513,059	524,965	524,965	(17,587)	(3.47%)	399,387	525,180	537,324	537,324
6103	Accumulated Sick/Personal Days	2,259	2,115	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	0	10,940	5,000	5,000	3,842	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6110	Longevity	6,639	6,639	10,592	10,592	0	10,901	10,901	10,901	10,901	(309)	(2.92%)	10,901	10,901	10,901	10,901
6113	Other Pay	2,922	11,914	11,923	11,923	9,115	0	0	0	0	11,923	100.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	1,250	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
	Total Salaries	508,666	483,229	540,692	537,392	396,793	505,926	531,460	543,366	543,366	(5,973)	(1.11%)	417,788	543,581	555,725	555,725
Employee Benefits - Current:																
6810	Employee Retirement - Active	60,759	65,273	69,402	69,402	53,666	93,469	65,127	66,663	66,663	2,740	3.95%	76,282	66,690	68,257	68,257
6830	FICA Tax Expenditure	38,912	36,378	40,980	40,727	29,838	38,703	40,657	41,411	41,411	(683)	(1.68%)	31,961	41,584	42,221	42,221
6835	MTA Tax	1,729	1,957	1,821	1,809	1,309	1,720	1,807	1,847	1,847	(38)	(2.10%)	1,420	1,848	1,889	1,889
6840	Worker's Compensation	1,324	1,493	1,369	1,369	1,141	2,463	2,590	2,650	2,650	(1,281)	(93.62%)	2,022	2,651	2,712	2,712
6860	Medical Insurance - Active Employees	106,018	95,027	102,451	102,451	75,879	99,004	108,815	108,815	108,815	(6,364)	(6.21%)	99,004	108,815	108,815	108,815
6865	Dental & Optical	10,317	8,881	11,045	11,045	7,517	10,425	11,077	11,077	11,077	(33)	(0.30%)	10,425	11,077	11,077	11,077
6875	Disability	530	100	389	389	121	432	446	446	446	(58)	(14.81%)	432	446	446	446
	Total Employee Benefits - Current	219,590	209,110	227,457	227,192	169,470	246,215	230,520	232,910	232,910	(5,717)	(2.52%)	221,546	233,112	235,418	235,418
	Total Employee Costs	728,257	692,339	768,150	764,585	566,262	752,141	761,979	776,275	776,275	(11,691)	(1.53%)	639,334	776,693	791,142	791,142
Contractual:																
6401	Contracts	114,233	92,340	98,020	98,790	76,236	199,155	199,155	199,155	199,155	(100,365)	(101.59%)	99,156	99,156	99,156	99,156
6403	Gasoline	5,000	4,613	5,000	5,000	3,224	5,000	5,000	5,000	5,000	0	0.00%	4,900	4,900	4,900	4,900
6406	Repair Equipment	250	0	245	245	0	245	245	245	245	0	0.00%	245	245	245	245
6410	Postage	4,000	0	3,920	3,920	0	3,920	500	500	500	3,420	87.24%	3,920	500	500	500
6411	Printing and Stationery	1,097	421	1,075	1,075	427	1,075	900	900	900	175	16.28%	1,075	900	900	900
6412	Publications	2,550	1,031	2,499	2,499	540	2,499	1,499	1,499	1,499	1,000	40.02%	2,499	1,499	1,499	1,499
6416	Travel, Dues and Related	1,200	1,151	1,176	1,176	166	1,176	1,176	1,176	1,176	0	0.00%	1,176	1,176	1,176	1,176
6420	Other	500	1,710	480	480	0	480	480	480	480	0	0.00%	480	480	480	480
6421	Legal Notices	300	280	294	294	185	294	294	294	294	0	0.00%	294	294	294	294
6425	Office Supplies	1,000	763	980	980	693	980	980	980	980	0	0.00%	980	980	980	980
6430	Legal Fees	50,000	50,318	49,000	49,000	28,653	49,000	49,000	49,000	49,000	0	0.00%	49,000	49,000	49,000	49,000
6450	Schools & Training	1,000	110	980	1,980	808	4,802	2,000	2,000	2,000	(20)	(1.01%)	980	980	980	980
6477	Copier Leases	3,900	1,425	3,822	2,052	0	0	0	0	0	2,052	100.00%	0	0	0	0

Town of Southampton
2014 Adopted Budget
Town Assessor - 1355

Account Code	Description	2012	2012	2013	2013	2013	2014	2014	2014	2014	2014	2014	2014	2014	2015	2015	2015	2015
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Oct YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2013 Amended Difference	Adopted / 2013 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget		
6490	Consultants	75,000	17,525	30,000	30,000	0	30,000	20,000	20,000	20,000	10,000	33.33%	30,000	20,000	20,000	20,000		
	Total Contractual	260,030	171,687	197,491	197,491	110,933	298,626	281,229	281,229	281,229	(83,738)	(42.40%)	194,705	180,110	180,110	180,110		
	Total Expenditures	988,287	864,026	965,641	962,076	677,195	1,050,767	1,043,208	1,057,504	1,057,504	(95,429)	(9.92%)	834,039	956,803	971,252	971,252		
	Net Surplus (Deficit)	0	63,389	0	0	285,420	0	0	0	0			0	0	0	0		

APPRAISAL SYSTEMS

2014 ORGANIZATIONAL CHART



Department Summary

Department: Appraisal Systems

Budget Year: 2014
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 analytics 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
Town Assessor											
Appraisal Systems - 1688											
Appraisal Transactions Analyst	CSEA40HOUR - 7-1-2010 / F / 2	52,062	0	0	52,062	20,927	3,983	6,716	466	32,092	84,154
Assessment Assistant	CSEA40HOUR-NEW / D / 1	45,162	1,810	0	46,972	11,348	3,593	6,059	414	21,415	68,387
Drafter I	CSEA40HOUR-NEW / B / 5	41,360	1,656	0	43,016	11,348	3,291	5,549	382	20,570	63,586
Total Appraisal Systems - 1688		138,583	3,466	0	142,049	43,624	10,867	18,324	1,262	74,077	216,127

NOTES:

Town of Southampton
2014 Adopted Budget
Appraisal Systems - 1688

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 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	239,165	224,165	219,455	219,455	219,455	235,992	221,617	221,617	221,617	2,162	0.99%	241,694	227,025	227,025	227,025
	Total Real Property Taxes	239,165	224,165	219,455	219,455	219,455	235,992	221,617	221,617	221,617	2,162	0.99%	241,694	227,025	227,025	227,025
	Total Revenue	239,165	224,165	219,455	219,455	219,455	235,992	221,617	221,617	221,617	2,162	0.99%	241,694	227,025	227,025	227,025
Salaries:																
6100	Salaries	142,863	142,864	134,258	134,258	111,548	138,583	138,583	138,583	138,583	(4,325)	(3.22%)	143,039	143,039	143,039	143,039
6110	Longevity	4,118	3,266	3,245	3,245	0	3,466	3,466	3,466	3,466	(221)	(6.81%)	3,466	3,466	3,466	3,466
	Total Salaries	146,982	146,130	137,503	137,503	111,548	142,049	142,049	142,049	142,049	(4,546)	(3.31%)	146,505	146,505	146,505	146,505
Employee Benefits - Current:																
6810	Employee Retirement - Active	18,373	18,864	18,311	18,311	14,160	27,700	18,324	18,324	18,324	(13)	(0.07%)	28,568	18,899	18,899	18,899
6830	FICA Tax Expenditure	11,244	11,179	10,519	10,519	8,393	10,867	10,867	10,867	10,867	(348)	(3.31%)	11,208	11,208	11,208	11,208
6835	MTA Tax	500	496	468	468	373	483	483	483	483	(15)	(3.30%)	498	498	498	498
6840	Worker's Compensation	383	383	360	360	300	693	693	693	693	(333)	(92.58%)	715	715	715	715
6860	Medical Insurance - Active Employees	27,420	25,659	37,820	37,820	30,388	39,711	39,711	39,711	39,711	(1,891)	(5.00%)	39,711	39,711	39,711	39,711
6865	Dental & Optical	3,677	3,296	3,898	3,898	2,819	3,913	3,913	3,913	3,913	(15)	(0.39%)	3,913	3,913	3,913	3,913
6875	Disability	86	0	86	86	0	86	86	86	86	0	0.00%	86	86	86	86
	Total Employee Benefits - Current	61,683	59,878	71,462	71,462	56,432	83,453	74,077	74,077	74,077	(2,616)	(3.66%)	84,700	75,030	75,030	75,030
	Total Employee Costs	208,665	206,008	208,965	208,965	167,980	225,502	216,127	216,127	216,127	(7,162)	(3.43%)	231,204	221,535	221,535	221,535
Contractual:																
6450	Schools & Training	500	0	490	490	0	490	490	490	490	0	0.00%	490	490	490	490
6490	Consultants	30,000	0	10,000	10,000	3,200	10,000	5,000	5,000	5,000	5,000	50.00%	10,000	5,000	5,000	5,000
	Total Contractual	30,500	0	10,490	10,490	3,200	10,490	5,490	5,490	5,490	5,000	47.66%	10,490	5,490	5,490	5,490
	Total Expenditures	239,165	206,008	219,455	219,455	171,180	235,992	221,617	221,617	221,617	(2,162)	(0.99%)	241,694	227,025	227,025	227,025
	Net Surplus (Deficit)	0	18,157	0	0	48,275	0	0	0	0			0	0	0	0

Department Summary

Department: Board of Assessment Review

Budget Year: 2014
Division: Town Assessor
Tax District: Full Town

Cost Center #: 0006
Manager:

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 9,000 petitions that are filed annually by taxpayers and property owners in the Town of Southampton.

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 \$6,000 annually
Members \$ 650 per diem each, not to exceed \$4,000 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.

NOTES:
