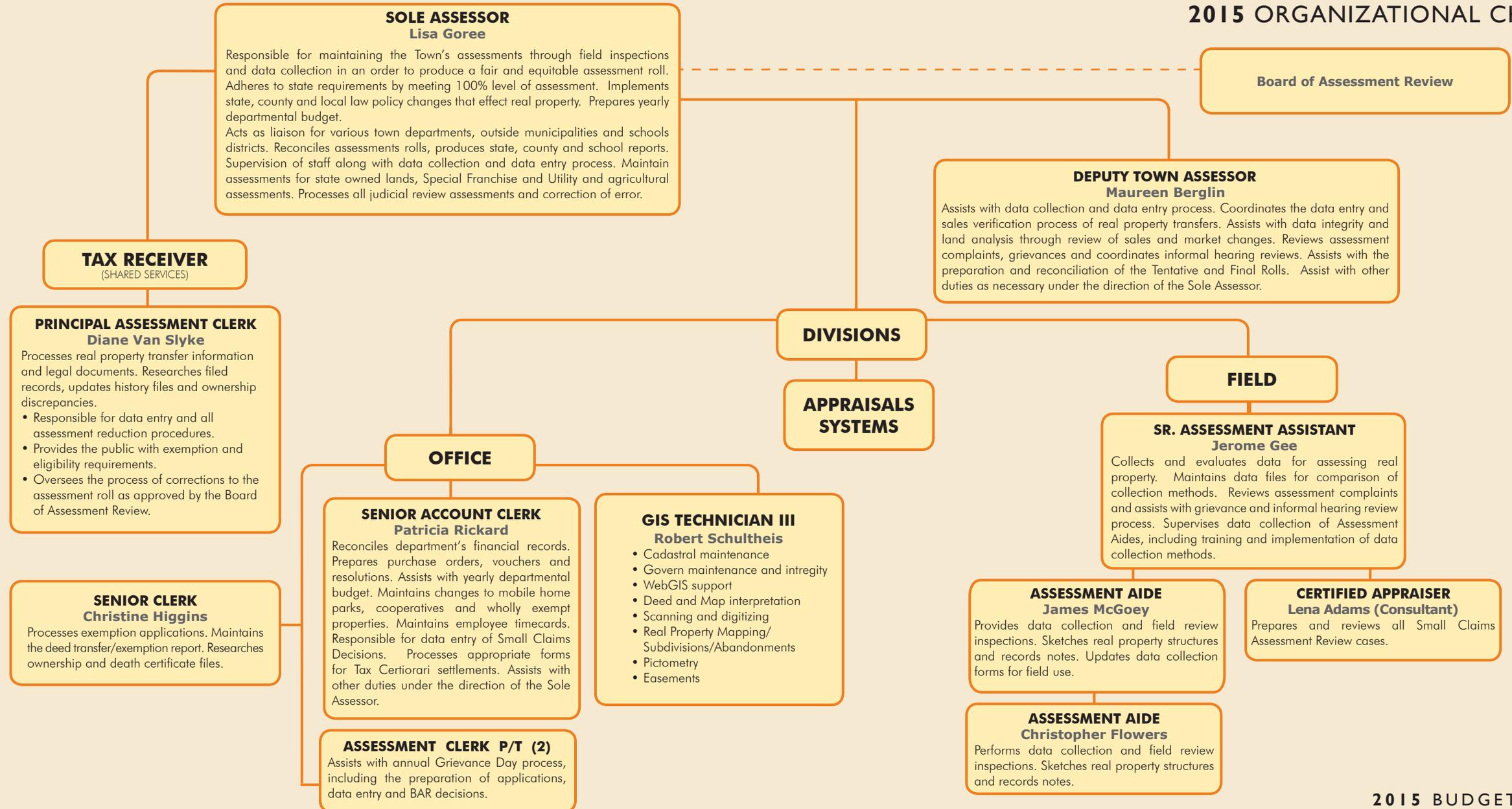


# TOWN ASSESSOR'S OFFICE

## 2015 ORGANIZATIONAL CHART



# Department Summary

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*Department: Town Assessor*

**Budget Year:** 2015  
**Division:** Town Assessor  
**Tax District:** Full Town

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

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**NOTES:**

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## **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 statewide.

## **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.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/15	Alloc. %
<b>Town Assessor</b>									
<b>Town Assessor</b>									
<b>Town Assessor - 1355</b>									
Assessor	ADMINISTRATIVE	111,512	0	0	111,512	50,487	161,999	14.2	100.0
Deputy Town Assessor	ADMINSUPPORT	75,770	0	0	75,770	41,883	117,654	9.3	100.0
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	356	4,256		100.0
Board of Assessment Review	APPOINTBOARD	6,000	0	0	6,000	532	6,532	6.9	100.0
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	356	4,256		100.0
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	356	4,256		100.0
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	356	4,256	1.0	100.0
Clerk Typist - Request	CSEA40HOUR - 7-1-2010 / B / 1	0	0	0	0	0	0		0.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / F / 2	26,253	0	0	26,253	16,861	43,113	3.3	50.0
Assessment Aide	CSEA40HOUR-NEW / B / 5	41,911	2,515	0	44,426	22,149	66,575	10.5	100.0
Assessment Aide	CSEA40HOUR-NEW / D / E	41,907	1,794	0	46,655	22,706	69,361	7.9	100.0
Geographic Info Sys Tech III	CSEA40HOUR-NEW / I / 5	66,860	4,012	0	70,871	28,725	99,596	12.4	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 5	49,055	1,962	0	51,017	23,792	74,809	7.9	100.0
Senior Assessment Assistant	CSEA40HOUR-NEW / F / 5	56,155	0	0	56,155	25,078	81,233	7.3	100.0
Senior Clerk	CSEA40HOUR-NEW / C / 4	45,033	1,801	0	46,834	32,303	79,137	9.5	100.0
Real Property Recorder I	PART-TIME	2,500	0	0	2,500	239	2,739	25.7	100.0
Senior Assessment Clerk	PART-TIME	2,500	0	0	2,500	239	2,739	28.8	100.0
<b>Total Town Assessor - 1355</b>		<b>544,009</b>	<b>12,084</b>	<b>0</b>	<b>556,093</b>	<b>266,418</b>	<b>822,511</b>		

NOTES:

# Town of Southampton

## 2015 Adopted Budget

### Town Assessor - 1355

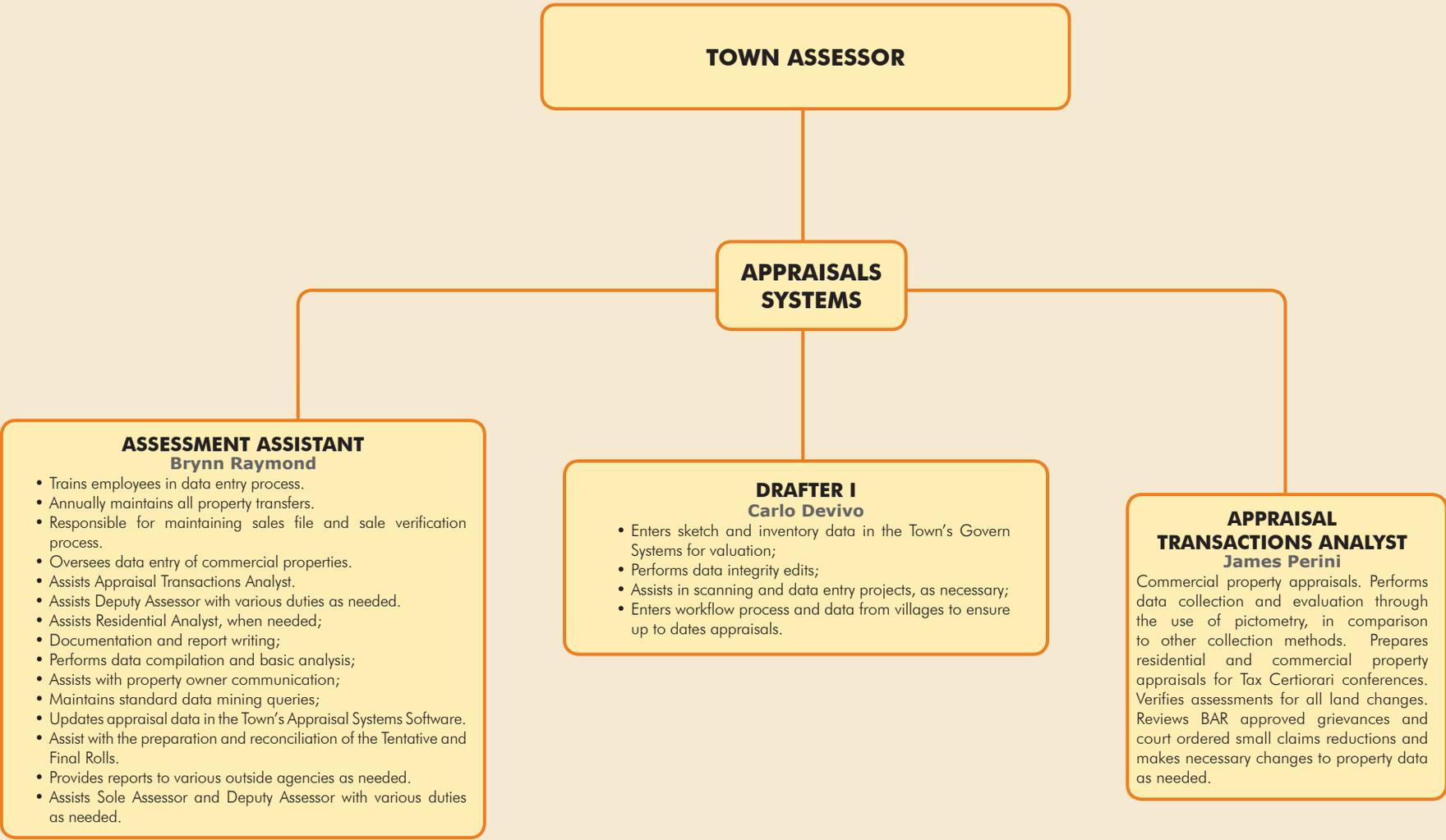
Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Difference	2015 Adopted / 2014 % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	965,641	942,028	1,057,504	1,090,351	1,090,351	1,024,852	944,226	944,226	944,226	(146,125)	(13.40%)	1,087,838	1,008,947	1,008,947	1,008,947
	<b>Total Real Property Taxes</b>	965,641	942,028	1,057,504	1,090,351	1,090,351	1,024,852	944,226	944,226	944,226	(146,125)	(13.40%)	1,087,838	1,008,947	1,008,947	1,008,947
<b>Other Revenue:</b>																
2770	Miscellaneous	0	540	0	0	530	0	0	0	0	0	0.00%	0	0	0	0
3006	State Aid - Real Property Tax Adminis	0	0	0	0	0	80,000	80,000	80,000	80,000	80,000	100.00%	0	0	0	0
	<b>Total Other Revenue</b>	0	540	0	0	530	80,000	80,000	80,000	80,000	80,000	100.00%	0	0	0	0
	<b>Total Revenue</b>	<b>965,641</b>	<b>942,568</b>	<b>1,057,504</b>	<b>1,090,351</b>	<b>1,090,881</b>	<b>1,104,852</b>	<b>1,024,226</b>	<b>1,024,226</b>	<b>1,024,226</b>	<b>(66,125)</b>	<b>(6.06%)</b>	<b>1,087,838</b>	<b>1,008,947</b>	<b>1,008,947</b>	<b>1,008,947</b>
<b>Salaries:</b>																
6100	Salaries	510,677	458,327	524,965	524,965	432,979	577,814	539,009	539,009	539,009	(14,044)	(2.68%)	591,269	551,115	551,115	551,115
6105	Part Time Salaries	5,000	4,853	5,000	5,000	4,080	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6110	Longevity	10,592	10,584	10,901	10,901	0	12,084	12,084	12,084	12,084	(1,183)	(10.85%)	12,381	12,381	12,381	12,381
6113	Other Pay	11,923	9,115	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	0	0	0	0	0	2,500	100.00%	0	0	0	0
	<b>Total Salaries</b>	540,692	485,379	543,366	543,366	437,059	594,898	556,093	556,093	556,093	(12,727)	(2.34%)	608,650	568,496	568,496	568,496
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	69,402	121,609	66,663	75,388	63,758	93,769	87,366	87,366	87,366	(11,979)	(15.89%)	96,038	89,413	89,413	89,413
6830	FICA Tax Expenditure	40,980	36,497	41,411	41,411	32,855	45,218	42,249	42,249	42,249	(838)	(2.02%)	46,131	43,060	43,060	43,060
6835	MTA Tax	1,821	1,605	1,847	1,847	1,395	2,023	1,891	1,891	1,891	(43)	(2.34%)	2,069	1,933	1,933	1,933
6840	Worker's Compensation	1,369	1,369	2,650	2,650	1,774	2,331	2,176	2,176	2,176	474	17.88%	2,385	2,224	2,224	2,224
6860	Medical Insurance - Active Employees	102,451	91,055	108,815	108,815	89,841	138,576	121,212	121,212	121,212	(12,397)	(11.39%)	138,576	121,212	121,212	121,212
6865	Dental & Optical	11,045	9,041	11,077	11,077	8,455	12,382	11,077	11,077	11,077	0	0.00%	12,382	11,077	11,077	11,077
6875	Disability	389	131	446	446	53	475	446	446	446	0	0.00%	475	446	446	446
	<b>Total Employee Benefits - Current</b>	227,457	261,307	232,910	241,635	198,131	294,774	266,418	266,418	266,418	(24,783)	(10.26%)	298,057	269,365	269,365	269,365
	<b>Total Employee Costs</b>	<b>768,150</b>	<b>746,685</b>	<b>776,275</b>	<b>785,000</b>	<b>635,190</b>	<b>889,672</b>	<b>822,511</b>	<b>822,511</b>	<b>822,511</b>	<b>(37,510)</b>	<b>(4.78%)</b>	<b>906,707</b>	<b>837,861</b>	<b>837,861</b>	<b>837,861</b>
<b>Contractual:</b>																
6401	Contracts	98,020	93,121	199,155	245,973	218,651	126,685	126,685	126,685	126,685	119,288	48.50%	99,156	99,156	99,156	99,156
6403	Gasoline	5,000	3,824	5,000	5,000	2,938	5,000	5,000	5,000	5,000	0	0.00%	4,900	4,900	4,900	4,900
6406	Repair Equipment	245	0	245	245	0	245	0	0	0	245	100.00%	245	0	0	0
6410	Postage	3,920	0	500	493	0	3,920	0	0	0	493	100.00%	500	0	0	0
6411	Printing and Stationery	1,075	573	900	900	50	900	900	900	900	0	0.01%	900	900	900	900
6412	Publications	2,499	2,186	1,499	1,499	492	1,500	2,200	2,200	2,200	(701)	(46.76%)	1,500	2,200	2,200	2,200
6416	Travel, Dues and Related	1,176	755	1,176	1,176	126	1,176	1,176	1,176	1,176	0	0.00%	1,176	1,176	1,176	1,176
6420	Other	480	0	480	480	18	480	480	480	480	0	0.00%	480	480	480	480
6421	Legal Notices	294	185	294	294	185	294	294	294	294	0	0.00%	294	294	294	294
6425	Office Supplies	980	887	980	980	283	980	980	980	980	0	0.00%	980	980	980	980
6430	Legal Fees	49,000	38,675	49,000	49,000	18,438	49,000	49,000	49,000	49,000	0	0.00%	49,000	49,000	49,000	49,000
6450	Schools & Training	980	1,540	2,000	2,000	200	5,000	5,000	5,000	5,000	(3,000)	(150.00%)	2,000	2,000	2,000	2,000
6477	Copier Leases	3,822	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0

**Town of Southampton**  
**2015 Adopted Budget**  
**Town Assessor - 1355**

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual							2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
							2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 % of Change				
6490	Consultants	30,000	3,960	20,000	6,035	4,545	20,000	10,000	10,000	10,000	(3,965)	(65.70%)	20,000	10,000	10,000	10,000
	<b>Total Contractual</b>	197,491	145,706	281,229	314,075	245,927	215,180	201,715	201,715	201,715	112,360	35.77%	181,131	171,086	171,086	171,086
	<b>Total Expenditures</b>	<b>965,641</b>	<b>892,392</b>	<b>1,057,504</b>	<b>1,099,076</b>	<b>881,118</b>	<b>1,104,852</b>	<b>1,024,226</b>	<b>1,024,226</b>	<b>1,024,226</b>	<b>74,850</b>	<b>6.81%</b>	<b>1,087,838</b>	<b>1,008,947</b>	<b>1,008,947</b>	<b>1,008,947</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>50,176</b>	<b>0</b>	<b>(8,725)</b>	<b>209,763</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>
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	8,725	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>50,176</b>	<b>0</b>	<b>0</b>	<b>209,763</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

## 2015 ORGANIZATIONAL CHART



# Department Summary

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*Department: Appraisal Systems*

**Budget Year:** 2015  
**Division:** Town Assessor  
**Tax District:** Full Town

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

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**NOTES:**

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## **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	Total Benefits	Total Comp. & Benefits	YRS Srv 1/1/15	Alloc. %
<b>Town Assessor</b>									
<b>Town Assessor</b>									
<b>Appraisal Systems - 1688</b>									
Appraisal Transactions Analyst	CSEA40HOUR - 7-1-2010 / F / 3	53,514	0	0	53,514	33,973	87,487	2.7	100.0
Assessment Assistant	CSEA40HOUR-NEW / D / 2	46,684	1,867	0	48,551	23,178	71,729	8.3	100.0
Drafter I	CSEA40HOUR-NEW / B / 5	41,911	1,676	0	43,588	21,944	65,531	9.3	100.0
<b>Total Appraisal Systems - 1688</b>		<b>142,109</b>	<b>3,544</b>	<b>0</b>	<b>145,653</b>	<b>79,095</b>	<b>224,748</b>		

NOTES:

# Town of Southampton

## 2015 Adopted Budget

### Appraisal Systems - 1688

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	219,455	219,560	221,617	216,617	216,617	230,238	230,238	230,238	230,238	13,621	6.29%	236,067	236,067	236,067	236,067
	<b>Total Real Property Taxes</b>	219,455	219,560	221,617	216,617	216,617	230,238	230,238	230,238	230,238	13,621	6.29%	236,067	236,067	236,067	236,067
	<b>Total Revenue</b>	<b>219,455</b>	<b>219,560</b>	<b>221,617</b>	<b>216,617</b>	<b>216,617</b>	<b>230,238</b>	<b>230,238</b>	<b>230,238</b>	<b>230,238</b>	<b>13,621</b>	<b>6.29%</b>	<b>236,067</b>	<b>236,067</b>	<b>236,067</b>	<b>236,067</b>
<b>Salaries:</b>																
6100	Salaries	134,258	134,057	138,583	138,583	115,355	142,109	142,109	142,109	142,109	(3,526)	(2.54%)	146,669	146,669	146,669	146,669
6110	Longevity	3,245	3,350	3,466	3,466	0	3,544	3,544	3,544	3,544	(78)	(2.25%)	3,653	3,653	3,653	3,653
	<b>Total Salaries</b>	137,503	137,406	142,049	142,049	115,355	145,653	145,653	145,653	145,653	(3,604)	(2.54%)	150,321	150,321	150,321	150,321
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	18,311	32,375	18,324	20,723	17,526	24,033	24,033	24,033	24,033	(3,309)	(15.97%)	24,803	24,803	24,803	24,803
6830	FICA Tax Expenditure	10,519	10,343	10,867	10,867	8,680	11,142	11,142	11,142	11,142	(276)	(2.54%)	11,500	11,500	11,500	11,500
6835	MTA Tax	468	460	483	483	386	495	495	495	495	(12)	(2.54%)	511	511	511	511
6840	Worker's Compensation	360	360	693	693	464	568	568	568	568	124	17.96%	587	587	587	587
6860	Medical Insurance - Active Employees	37,820	36,466	39,711	39,711	30,957	38,856	38,856	38,856	38,856	855	2.15%	38,856	38,856	38,856	38,856
6865	Dental & Optical	3,898	3,391	3,913	3,913	2,984	3,913	3,913	3,913	3,913	0	0.00%	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
	<b>Total Employee Benefits - Current</b>	71,462	83,393	74,077	76,476	60,997	79,095	79,095	79,095	79,095	(2,618)	(3.42%)	80,256	80,256	80,256	80,256
	<b>Total Employee Costs</b>	<b>208,965</b>	<b>220,800</b>	<b>216,127</b>	<b>218,526</b>	<b>176,352</b>	<b>224,748</b>	<b>224,748</b>	<b>224,748</b>	<b>224,748</b>	<b>(6,222)</b>	<b>(2.85%)</b>	<b>230,577</b>	<b>230,577</b>	<b>230,577</b>	<b>230,577</b>
<b>Contractual:</b>																
6450	Schools & Training	490	0	490	490	0	490	490	490	490	0	0.00%	490	490	490	490
6490	Consultants	10,000	3,200	5,000	0	0	5,000	5,000	5,000	5,000	(5,000)	(100.00%)	5,000	5,000	5,000	5,000
	<b>Total Contractual</b>	10,490	3,200	5,490	490	0	5,490	5,490	5,490	5,490	(5,000)	(1020.41%)	5,490	5,490	5,490	5,490
	<b>Total Expenditures</b>	<b>219,455</b>	<b>224,000</b>	<b>221,617</b>	<b>219,016</b>	<b>176,352</b>	<b>230,238</b>	<b>230,238</b>	<b>230,238</b>	<b>230,238</b>	<b>(11,222)</b>	<b>(5.12%)</b>	<b>236,067</b>	<b>236,067</b>	<b>236,067</b>	<b>236,067</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(4,440)</b>	<b>0</b>	<b>(2,399)</b>	<b>40,265</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>
<b>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	2,399	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(4,440)</b>	<b>0</b>	<b>0</b>	<b>40,265</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

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*Department: Board of Assessment Review*

**Budget Year:** 2015  
**Division:** Town Assessor  
**Tax District:** Full Town

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

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**NOTES:**

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## **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.