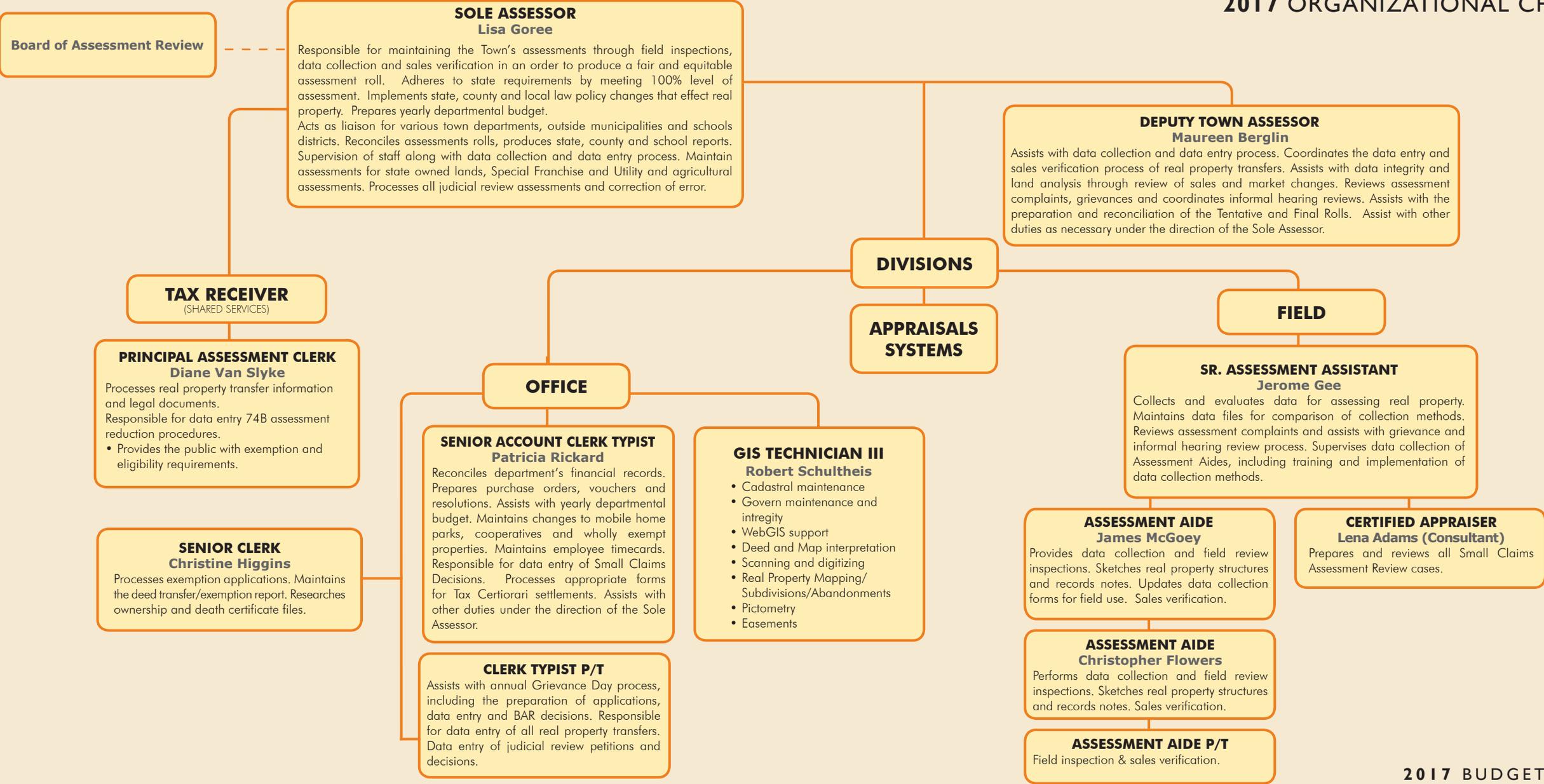


TOWN ASSESSOR'S OFFICE

2017 ORGANIZATIONAL CHART



Department Summary

Department: Town Assessor

Budget Year: 2017

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 physical inventory and ownership records of all properties in the Town.

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. We provide assessment information to 7 villages and 13 school districts.

The Assessor's Office has, once again, been recognized by New York State by attaining "professional" status for the 2015/16 assessment roll. Southampton and Shelter Island are the only two municipalities on Long Island to achieve this outstanding award by maintaining 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, 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.

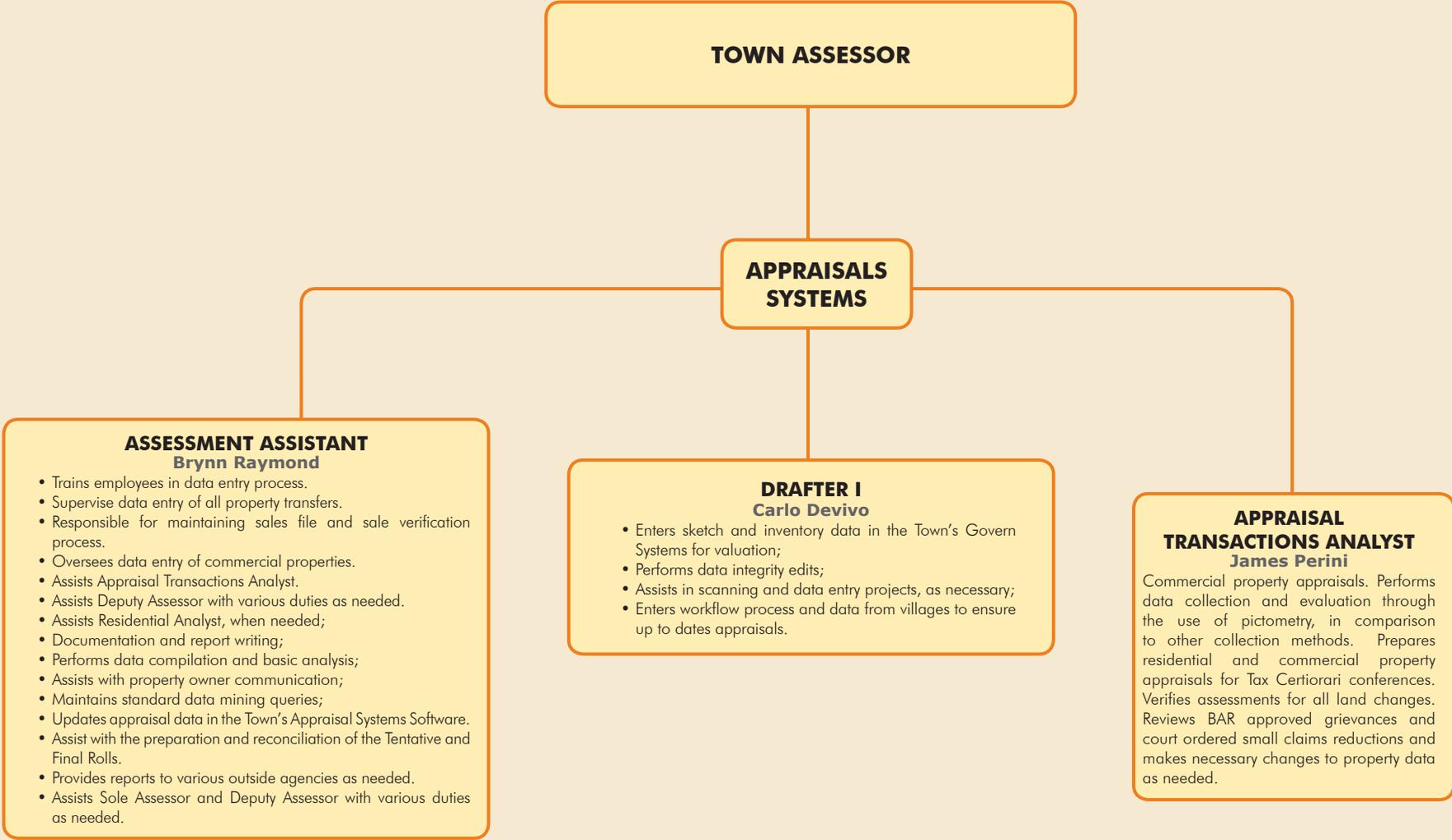
Employee Compensation & Benefits Schedule

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 1/1/17	Alloc. %
Town Assessor													
Town Assessor - 1355													
Assessor	ADMINISTRATIVE	116,017	4,000	0	120,017	24,615	8,362	16,982	1,771	51,731	171,747	16.2	100.0
Deputy Town Assessor	ADMINSUPPORT	78,831	2,319	0	81,150	24,615	6,208	11,483	1,211	43,517	124,668	11.3	100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	344	0	96	440	4,940		100.0
Board of Assessment Review	APPOINTBOARD	7,000	0	0	7,000	0	536	0	133	669	7,669	8.9	100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	344	0	96	440	4,940		100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	344	0	96	440	4,940		100.0
Board of Assessment Review	APPOINTBOARD	4,500	0	0	4,500	0	344	0	96	440	4,940	3.0	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / F / 4	28,418	0	0	28,418	11,968	2,174	4,021	438	18,601	47,019	5.3	50.0
Assessment Aide	CSEA40HOUR-NEW / B / 5	43,890	2,633	0	46,523	12,548	3,559	6,583	692	23,382	69,905	12.5	100.0
Assessment Aide	CSEA40HOUR-NEW / B / 5	43,890	2,633	0	46,523	12,548	3,559	6,583	692	23,382	69,905	9.9	100.0
Geographic Info Sys Tech III	CSEA40HOUR-NEW / I / 5	70,011	4,201	0	74,211	23,936	5,677	10,501	1,086	41,201	115,412	14.4	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 5	51,365	3,082	0	54,447	23,936	4,165	7,704	805	36,610	91,057	9.9	100.0
Senior Assessment Assistant	CSEA40HOUR-NEW / F / 5	58,798	2,352	0	61,150	12,548	4,678	8,653	913	26,792	87,942	9.3	100.0
Senior Clerk	CSEA40HOUR-NEW / C / 5	47,627	2,858	0	50,485	23,936	3,862	7,144	748	35,690	86,175	11.5	100.0
Clerk Typist	PART-TIME	20,000	0	0	20,000	0	1,530	0	327	1,857	21,857		100.0
Clerk Typist	PART-TIME	20,000	0	0	20,000	0	1,530	0	327	1,857	21,857		100.0
Senior Assessment Clerk	PART-TIME	2,500	0	0	2,500	0	191	0	66	257	2,757	30.8	100.0
Total Town Assessor - 1355		606,346	24,078	0	630,424	170,653	47,408	79,654	9,592	307,307	937,730		

NOTES:

APPRAISAL SYSTEMS

2017 ORGANIZATIONAL CHART



Department Summary

Department: Appraisal Systems

Budget Year: 2017
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 1/1/17	Alloc. %
Town Assessor													
Town Assessor													
Appraisal Systems - 1688													
Appraisal Transactions Analyst	CSEA40HOUR - 7-1-2010 / F / 5	57,629	0	0	57,629	23,936	4,409	8,154	887	37,387	95,016	4.7	100.0
Assessment Assistant	CSEA40HOUR-NEW / D / 4	50,864	3,052	0	53,916	12,548	4,125	7,629	797	25,099	79,015	10.3	100.0
Drafter I	CSEA40HOUR-NEW / B / 5	43,890	2,633	0	46,523	12,548	3,559	6,583	692	23,382	69,905	11.3	100.0
Total Appraisal Systems - 1688		152,382	5,685	0	158,067	49,033	12,092	22,367	2,376	85,868	243,936		

NOTES:

Town of Southampton
2017 Adopted Budget
Appraisal Systems - 1688

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	230,238	231,157	236,922	236,922	236,922	242,967	243,936	243,936	243,936	7,014	2.96%	249,266	250,266	250,266	250,266
	Total Real Property Taxes	230,238	231,157	236,922	236,922	236,922	242,967	243,936	243,936	243,936	7,014	2.96%	249,266	250,266	250,266	250,266
	Total Revenue	230,238	231,157	236,922	236,922	236,922	242,967	243,936	243,936	243,936	7,014	2.96%	249,266	250,266	250,266	250,266
Salaries:																
6100	Salaries	142,109	143,028	148,193	148,193	134,804	152,382	152,382	152,382	152,382	(4,189)	(2.83%)	157,351	157,351	157,351	157,351
6110	Longevity	3,544	3,567	4,554	4,554	4,525	5,685	5,685	5,685	5,685	(1,131)	(24.83%)	5,852	5,852	5,852	5,852
	Total Salaries	145,653	146,595	152,748	152,748	139,329	158,067	158,067	158,067	158,067	(5,320)	(3.48%)	163,203	163,203	163,203	163,203
Employee Benefits - Current:																
6810	Employee Retirement - Active	24,033	25,563	25,509	25,509	23,378	22,129	22,367	22,367	22,367	3,142	12.32%	22,848	23,093	23,093	23,093
6830	FICA Tax Expenditure	11,142	11,030	11,685	11,685	10,478	12,092	12,092	12,092	12,092	(407)	(3.48%)	12,485	12,485	12,485	12,485
6835	MTA Tax	495	490	519	519	466	537	537	537	537	(18)	(3.48%)	555	555	555	555
6840	Worker's Compensation	568	513	593	593	583	1,021	1,752	1,752	1,752	(1,160)	(195.63%)	1,054	1,810	1,810	1,810
6860	Medical Insurance - Active Employees	38,856	39,036	41,868	41,868	37,508	45,120	45,120	45,120	45,120	(3,252)	(7.77%)	45,120	45,120	45,120	45,120
6865	Dental & Optical	3,913	3,677	3,913	3,913	3,386	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
	Total Employee Benefits - Current	79,095	80,310	84,174	84,174	75,800	84,900	85,868	85,868	85,868	(1,694)	(2.01%)	86,062	87,062	87,062	87,062
	Total Employee Costs	224,748	226,905	236,922	236,922	215,128	242,967	243,936	243,936	243,936	(7,014)	(2.96%)	249,266	250,266	250,266	250,266
Contractual:																
6450	Schools & Training	490	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6490	Consultants	5,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	5,490	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Expenditures	230,238	226,905	236,922	236,922	215,128	242,967	243,936	243,936	243,936	(7,014)	(2.96%)	249,266	250,266	250,266	250,266
	Net Surplus (Deficit)	0	4,252	0	0	21,793	0	0	0	0			0	0	0	0

Department Summary

Department: Appraisal Systems

Budget Year: 2017

Division: Town Assessor

Tax District: Full Town

Cost Center #: 1688

Manager: Lisa Goree

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